



Dragon Oil SAP Transformation

SAP Ariba Supplier Onboarding and Bidding Guide

October 2020

In the Middle East
since 1926

Document Log

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03			

About This Course



Purpose

This document will provide you with an step-by-step guide for Onboarding and Bidding in SAP Ariba online Events.



Audience

Dragon Oil Suppliers



Course Prerequisites

No Prerequisites



Duration

This guide takes approximately 1 hour

Glossary of Terms

The following includes key terms and definitions used in this course:

Term	Definition
ANID	The Ariba Network ID is a unique identifier for a buyer or supplier. The term is also referred to as Network ID in some CSV files and was formerly called Ariba Supplier Network (SN) ID. Suppliers and buyers both have ANIDs.
Ariba Network	Ariba Network gives companies a comprehensive, shared business solution that automates and streamlines multiple business processes, from trading partner discovery to transaction management to financial settlement.
Line Item	A specific named product or service on a transactional business document (such as a purchase order, expense report, or invoice). Business documents can have multiple line items and each line item is for a specific named quantity or amount..
Lot	In a sourcing event, a lot is a group of one or more line items. The price of a lot is the combined total of all the items in the lot.
Registered supplier	A supplier with an approved supplier registration project.
AN registration	The process by which a supplier creates an account on Ariba Network.
DO registration	A method for collecting detailed profile information about a supplier using a supplier registration project with questionnaires and approval flows that results in a registration status. The Registration area of a supplier's profile shows their registration activities.
Sourcing Event	The bidding document (RFI, RFP, Auction) that serves as a foundation for all supplier responses / proposals.



01

Create Supplier Account

Lesson 1: Create Supplier Account

Open the E-mail registration invite you have received from Dragon Oil.

Dragon Oil Sourcing - TEST

Register as a supplier with Dragon Oil Sourcing - TEST

Hello!

Asja Bahor has invited you to register to become a supplier with Dragon Oil Sourcing - TEST. Start by creating an account with Ariba Network. It's free.

Dragon Oil Sourcing - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier ABC a.s. already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

1

You are receiving this email because your customer, Dragon Oil Sourcing - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Dragon Oil Sourcing - TEST.

- 1 Open the email and open the **Click Here** hyperlink

Lesson 1: Create Supplier Account

The hyperlink will lead you to SAP Ariba Network/Commerce Cloud page.

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Dragon Oil Sourcing - TEST** on SAP Ariba.

Dragon Oil Sourcing - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Dragon Oil Sourcing - TEST.

Already have an account?

Log in

Sign up

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

- 1 If you don't have your SAP Ariba Network Account yet, click on the **Sign Up** button to start new registration.
- 2 If you already have your SAP Ariba Network Account created, click on **Log In** button and enter your User ID and password.
- 3 In case of any questions or help needed, please view the **Quick Start Guide** first.

Lesson 1: Create Supplier Account

Follow the steps in the registration screen and complete all mandatory fields.

Company information

* Indicates a required field

Company Name: *

Country/Region: *

Address: *

Postal Code: *

City: *

State: [Tell us more about your business](#)

Product and Service Categories: * -or- [Browse](#)

Ship-to or Service Locations: * -or- [Browse](#)

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

☒ I have read and agree to the [Terms of Use](#)

☒ I have read and agree to the [SAP Ariba Privacy Statement](#)

- 1 Verify your **Company Information** and make changes, if needed. Complete all mandatory fields.
- 2 View and **accept** Terms of Use and SAP Ariba Privacz Statement.
- 3 When ready, click on **Create Account and Continue.**

Lesson 1: Create Supplier Account

In case there are existing accounts, whose Information match to some extent with yours, a message for Duplicate check will appear on you screen.

ⓘ Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Review accounts](#)

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Shoda založená na

NÁZEV SPOLEČNOSTI	E-MAILOVÁ ADRESA	ČÍSLO DUNS	DIČ	ADRESA
Supplier ABC a.s.	abahr@deloittece.com			Dlouhá 923/5 Prague Hlavní Město Praha, Czech Republic 110 00

Počet nalezených výsledků: 20 | [Hledat další](#)

NÁZEV DODAVATELE	ZEMĚ	REGION	DUNS	ANID DODAVATELE	AKCE
No company name ltd.	CZE	-	-	AN01401297958	...
DELOITTE ADVISORY S.R.O. (PRAGUE8)	CZE	-	-	AN01438196627	...

1

Click on **Review Accounts** to find out more.

2

The list of possible duplicate will appears at the bottom. Review the list of suggested accounts. In case none of them is a duplicate, **Continue Account Creation.**

3

In case you found already existing profile for your Company, click on the **three dots** next to the specific listing and view the profile.

Lesson 1: Create Supplier Account

You will receive an E-mail confirming your registration is complete.

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Supplier ABC a.s. is now complete.

Your organization's account ID: **AN01582710472-T**

Your username: supplierabc@deloittece.com

1

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

1

Please save your **ANID (Ariba Network ID)** and your **username**. It may be useful in the future.



02

Complete DO Supplier Registration

Lesson 2: Complete DO Supplier Registration

When logged in your Supplier account, navigate to Ariba Proposals and Questionnaires screen.

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc160960855	10/26/2020 9:07 AM	Invited

1

Doc160960855 - Supplier registration questionnaire

Time remaining
9 days 23:24:49

All Content

Name ↑

▼ 1 Address

1.1 Company Address

Street:

Dlouha 5

City: *

Prague

State/Province/Region: *

CZ-11

Postal Code:

190 00

Country/Region: *

Czech Republic

2

1

Under the Registration Questionnaires section, you will see the **Supplier Registration Questionnaire** document with status **Invited**. Click on the document name.

2

Verify the details in the questionnaire and populate all mandatory fields. When ready, click on **Submit Entire Response**.

Lesson 2: Complete DO Supplier Registration

Fill-in all the information required






2 Verify the details in the questionnaire and populate all mandatory fields.

▼ 2 Contact Information		2
2.1 First Name	* Jan	
2.2 Last Name	* Stastny	
2.3 Email	* email@company.com	
2.4 Phone Number	* 00420123456789	
2.5 Fax Number		
2.6 Supplier's Website (URL)	* http://company.com	
▼ 3 P.O. Box		
3.1 P.O. Box Number		
3.2 P.O. Box Postal Code		
3.3 P.O. Box City		
▼ 4 Tax Details		
4.1 VAT Number	* 2312312434	

Lesson 2: Complete DO Supplier Registration

Fill-in all the information required

2

▼ 5 General	
5.1 Purchase Order Language	* EN
5.2 Chamber of Commerce Code	
5.3 Do you adhere to the supplier code of conduct?  References ▼	* Yes ▼ 
5.4 Do you agree to follow the Dragon Oil IMS Policy?  References ▼	* Yes ▼
5.5 Do you agree to acknowledge the vendor declaration document?  References ▼	* Yes ▼
6 Banking Details Add Banking Details (1)	
▼ 7 Banking Letter	
7.1 Please provide your company's banking documents (must be on bank letterhead, otherwise it will be rejected)	*  dummy.txt ▼ Update file Delete file

3

Submit Entire Response

Save draft

Compose Message

Excel Import

2 Verify the details in the questionnaire and populate all mandatory fields. When ready, click on **Submit Entire Response**.

3 You can also **Save draft** for later, **Compose Message** to DragonOil or use **Excel Import** for your responses.

Lesson 2: Complete DO Supplier Registration

Navigate back to Ariba Proposals and Questionnaires screen.

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier registration questionnaire	Doc160960855	10/16/2020 10:52 AM	Pending Approval

- 1 Once you submit your questionnaire, you can see in the main page that the status has changed to **Pending Approval**.

Dragon Oil will review your answers and do one of the following actions:

- Approve – the status will change to **Registered**
- Deny – the status will change to **Registration Denied**
- Request more information – the status will change to **Pending Resubmission**



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