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Dragon Oil SAP Transformation

SAP Ariba Supplier Onboarding and Bidding Guide October 2020

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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 invoic). Business documents can have multiple line items and each line item is for a specfic 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.





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



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.

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

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

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

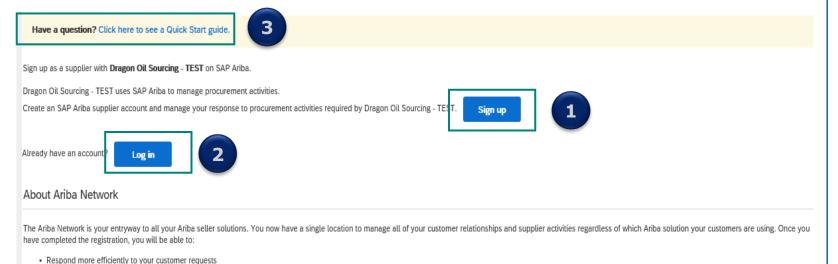
All your Ariba customer relationships
 All your event actions, tasks and transactions

Your profile information
 All your registration activities
 Your contact and user administrative tasks

Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities



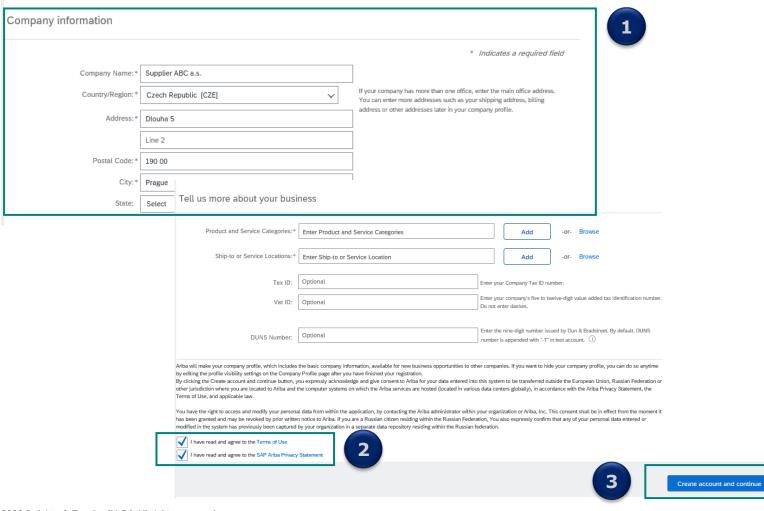
The hyperlink will lead you to SAP Ariba Network/Commerce Cloud page.



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



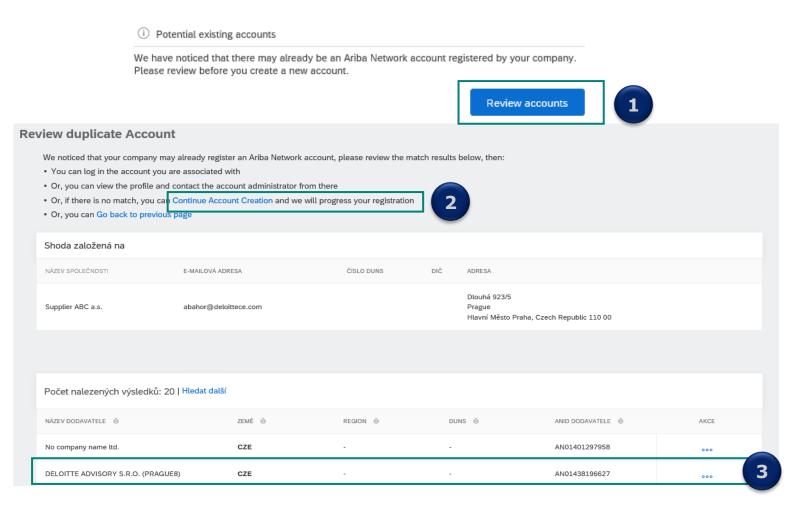
Follow the steps in the registration screen and complete all mandatory fields.



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



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



- Click on **Review Accounts** to find out more.
- 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.**
- In case you found already existing profile for your Company, click on the **three dots** next to the specific listing and view the profile.



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

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.

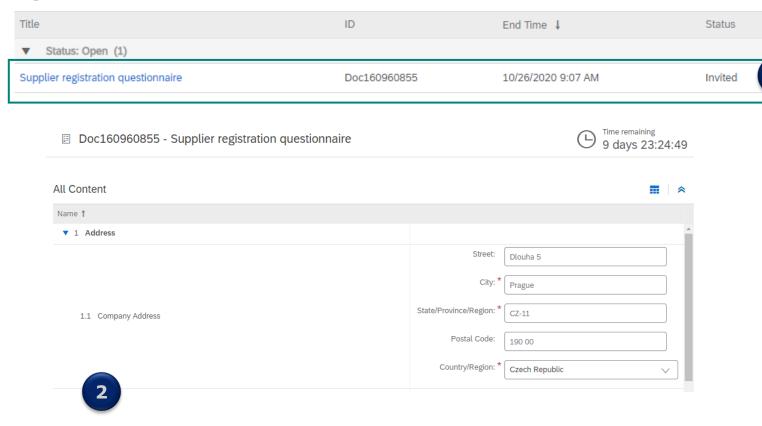
Please save your **ANID** (**Ariba Network ID**) and your **username**.
It may be useful in the future.





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

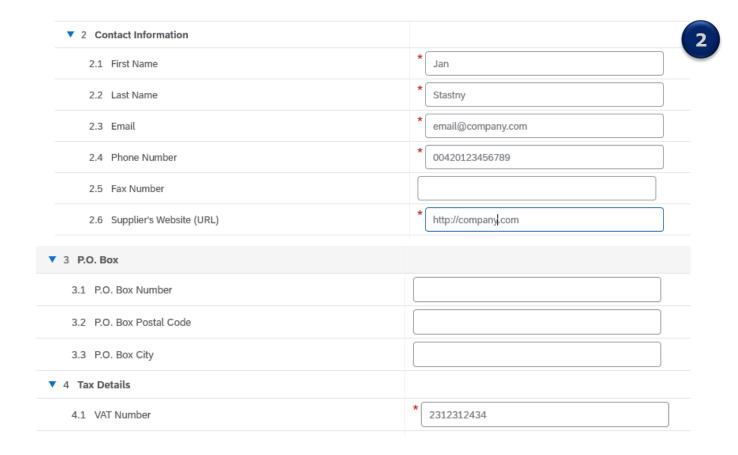
Registration Questionnaires



- Under the Registration
 Questionnaires section, you will see
 the **Supplier Registration Questionnaire** document with
 status **Invited**. Click on the
 document name.
- Verify the details in the questionnaire and populate all mandatory fields. When ready, click on **Submit Entire Response**.



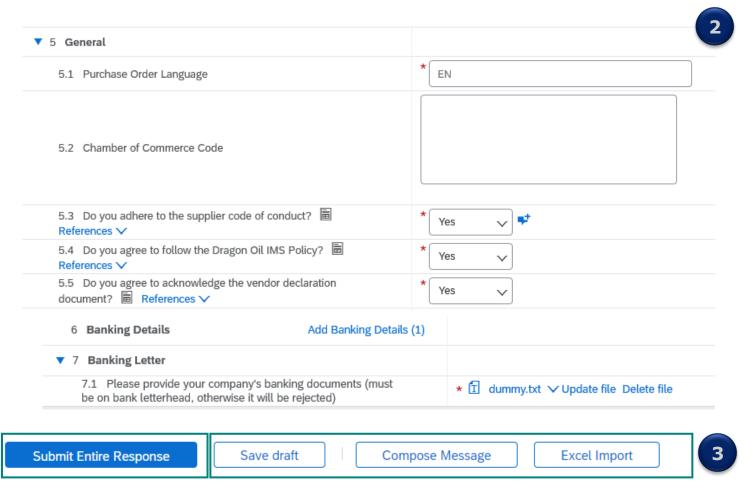
Fill-in all the information required



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



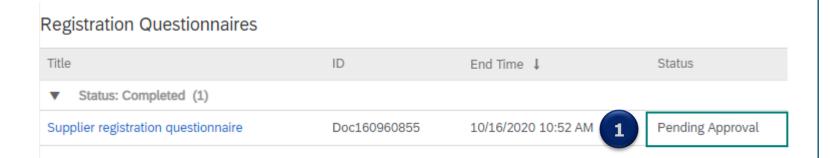
Fill-in all the information required



- Verify the details in the questionnaire and populate all mandatory fields. When ready, click on **Submit Entire Response**.
- You can also **Save draft** for later, **Compose Message** to DragonOil or use **Excel Import** for your responses.



Navigate back to Ariba Proposals and Questionnaires screen.



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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