



# **SAP Ariba – Supplier Registration Process**





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## **Business Process Procedure Overview**

- Dubai International Financial Centre (DIFC) is a Dubai Government owned company. For more details, please visit <u>www.difc.ae</u>
- The supplier(s) are required to complete all parts of this pre-qualification supplier registration process.
- Information supplied in reply to this pre-qualification document must be accurate, unambiguous and confidential to the company providing it and DIFC.
- DIFC is under no obligation to pre-qualify any applicant or to give reasons for acceptance or rejection.

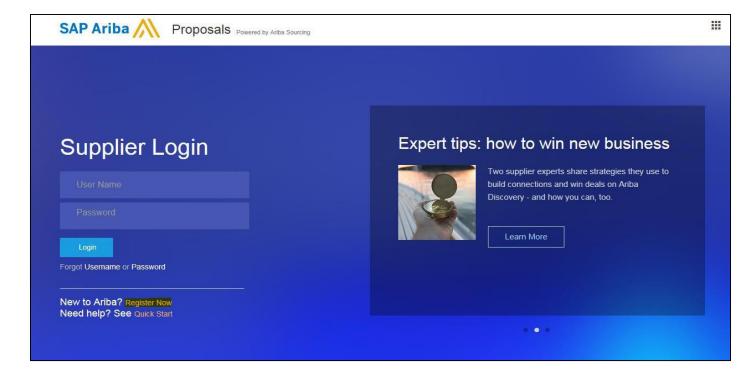




## **Step 1:** Supplier Login Registration Screen

### **Step 1.1: Register Now (For new Suppliers)**

- The Supplier will click on the Supplier registration link which was placed on DIFC site.
- DIFC Supplier Registration Link: http://difc.supplier-eu.ariba.com
- Once the supplier clicks on the link, it will prompt to the supplier registration screen.
- Click on the option Register Now.

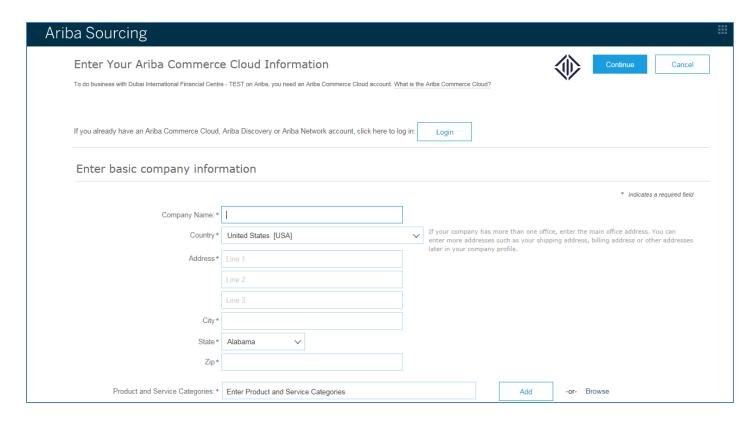






## **Step 1.2: Supplier Basic Information**

 Once the Supplier clicks, it will prompt to the default Ariba basic company information screen.



Step 1.3: Enter basic company information

• Supplier needs to enter the basic company information in the Ariba registration screen.

#### \* Indicates a required field

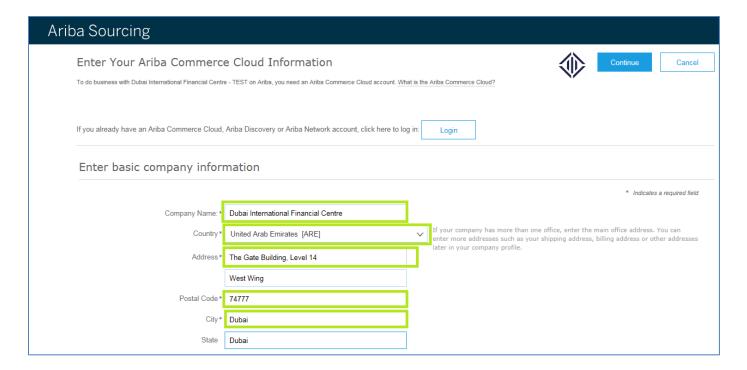
1. Company Name : Dubai International Financial Centre

Country
 United Arab Emirates [ARE]
 Address
 The Gate Building, Level 14

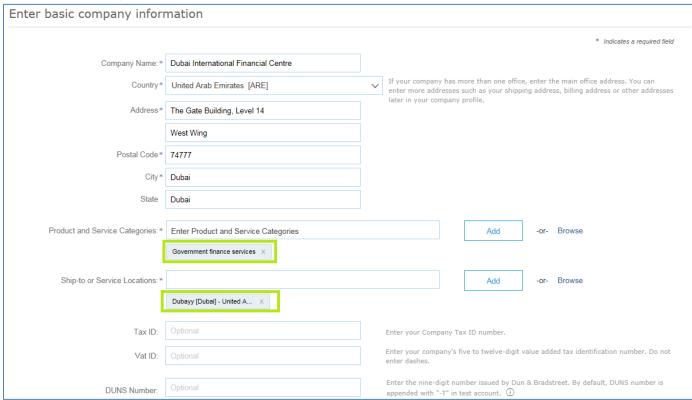
4. Postal Code : 747775. City : Dubai6. State : Dubai







- Supplier needs to maintain their company product and service categories and ship-to or service locations details.
  - 7. Product and Service Categories : Government finance services
  - 8. Ship-to or Service Locations : Dubai





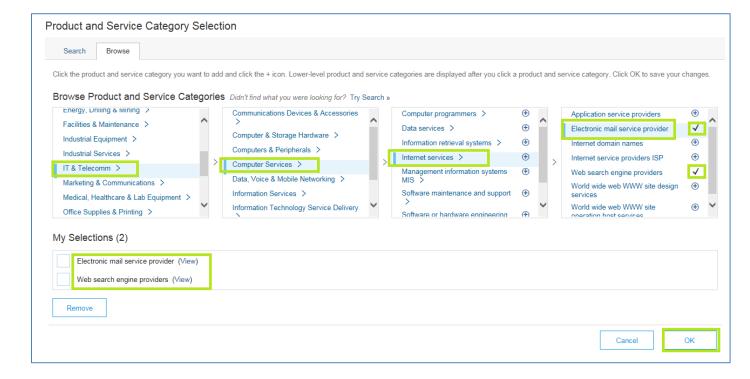


#### **Step 1.4: Product and Service Categories**

 In the ariba supplier registration screen, if the service category was not listed just click on the **browse** option which was highlighted below.



- Once you clicked on the browse, it will take you to the product category section which
  was a standard search criteria in ariba.
- Just select the appropriate service category, to add it in the service category just clik on th add button as highlighted below.
- The supplier can add as many service categories from the standard ariba list.







#### **Step 1.5: Enter user account information**

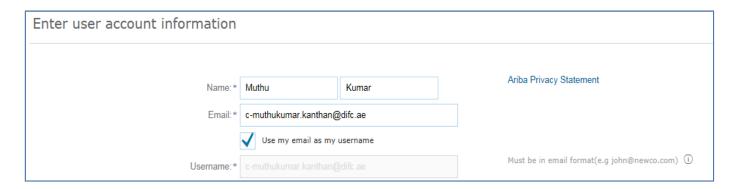
• Supplier needs to maintain their account information in the next section.

1. Name : Muthu Kumar

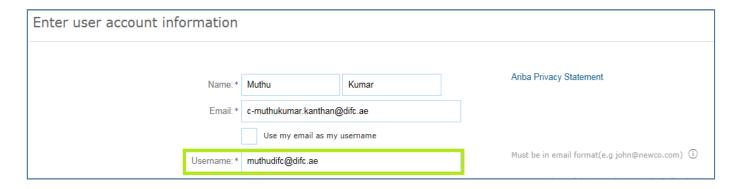
2. Email : c-muthukumar.kanthan@difc.ae

3. Use my email as my username : If the Check box was **checked** by default Ariba system takes the email address as username. If the supplier wants to change the username just **uncheck** the checkbox.

• If the checkbox was checked



• If the checkbox was not checked



4. Password : Maintain an appropriate login password.

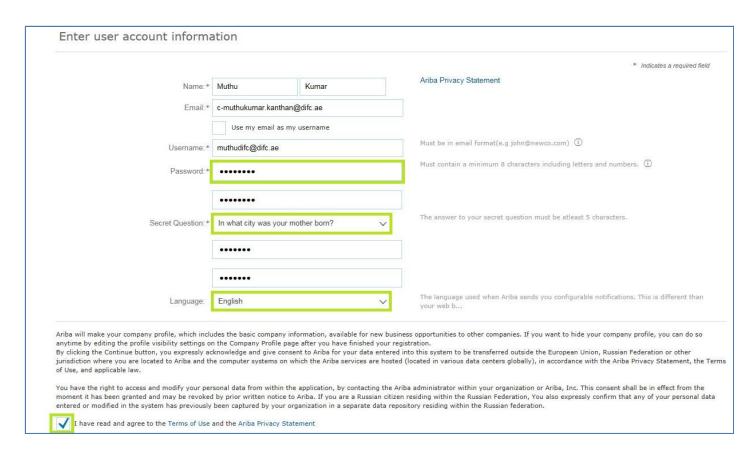
5. Secret question : Choose the secret question from the dropdown which was exists in the Ariba screen, provide an appropriate secret question password.

6. Language : By default it will be chosen as English.

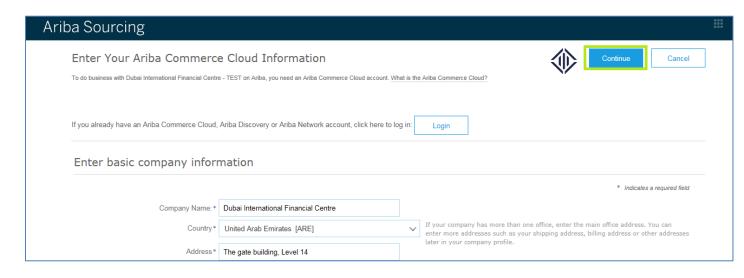
7. Terms & Condition : Once maintain all the details in the registration screen check the terms & condition.







**Step 1.6: Submit Supplier Registration** 







#### **Step 1.7: Activate Ariba Account**

 After submission an email will trigger to the mentioned email address to activate the Ariba account. Supplier needs to take an action against the activation.

From: Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> Sent: Wed 21/12/2016 2:15 To: Muthukumar Kanthan Cc: Subject: Action Required: Activate your account SAP Ariba Dear Muthu Kumar, Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address and complete all required profile fields of your company profile as specified by Dubai International Financial Centre - TEST. Click here to activate your Ariba account. If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL. https://service.ariba.com/Authenticator.aw/ad/confirmEmail? key=2kvEDqXSdQ1t3Uc5iUNEFiziKZZ1Kkub&anp=Ariba&app=Sourcing After your registration process is complete, use the following URL to log in to your account: http://proposals.seller.ariba.com Sincerely, The Ariba Team https://discovery.ariba.com





#### **Step 1.8: Ariba Cloud Notification**

- Once the supplier clicks on the activation link, a welcome email will trigger to the registered supplier from the Ariba commerce cloud.
- Supplier account ID: AN01051668098-T

From: Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> Sent: Wed 21/12/2016 2:17

To: Muthukumar Kanthan

Cc:

Subject: Welcome to the Ariba Commerce Cloud

SAP Ariba 🛝

#### Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Dubai International Financial Centre is now complete.

Your organization's account ID: AN01051668098-T

Your username: muthudifc1@difc.ae

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.

#### Good to Know:

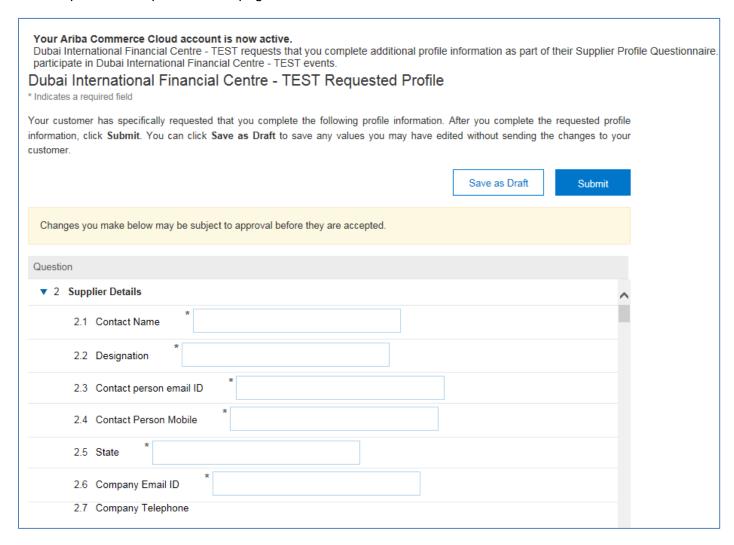
Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:





### Step 1.9: Pre-Qualification Questionnaire screen

 Once the supplier clicks on the activation link, it will take them to the DIFC prequalification questionnaire page.

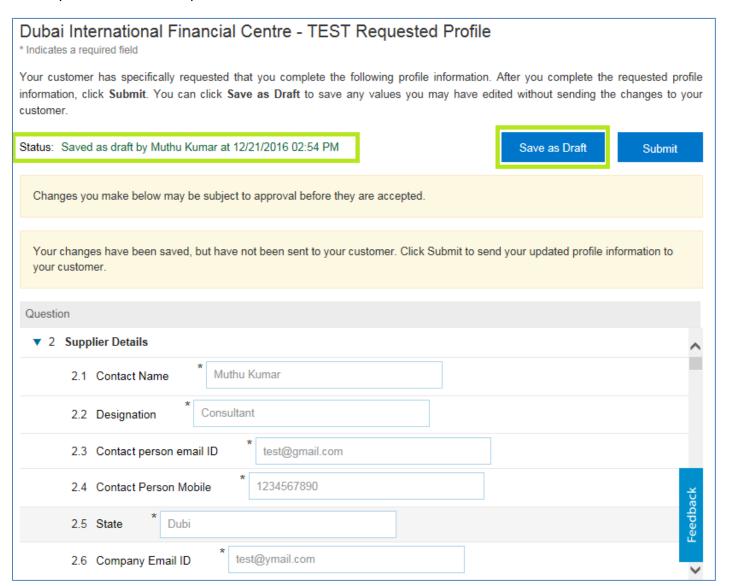






#### **Step 1.10: Save as Draft Option**

 Once the supplier start filling the DIFC pre-qualification questionnaire, it's a good practice to save the profile time-to-time to avoid data loss.



<u>Note</u>: - In case of any queries/clarification in the supplier registration process/pre-qualification questionnaire, contact the DIFC support team for assistance **aribasupport@difc.ae**