SUPPLIER REGISTRATION FREQUENTY ASKED QUESTIONS

FREQUENTLY ASKED QUESTIONS

1.	Why can't I see the Supplier Administrator tab on the DGS Online Portal (ADERP) / Why can't I update profile in DGS Online Portal (ADERP)?
2.	How do I check my current Registration Status in SAP Ariba Network?
3.	How do I check my Status during the 'Request' stage in SAP Ariba?
4.	How do I update registration information in SAP Ariba Network?
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1. Why can't I see the Supplier Administrator tab on the DGS Online Portal (ADERP) / Why can't I update profile in DGS Online Portal (ADERP)?

- I. Any updates to Supplier Profile must go through SAP Ariba; Supplier Administrator tab has been removed from the DGS Online portal (ADERP) and suppliers can no longer modify details on ADERP.
- II. Suppliers who have not yet registered to SAP Ariba Network should register at the earliest and use this opportunity to update the necessary information as well.
- III. Once supplier is registered and qualified in SAP Ariba, the information will be reflected in supplier's ADERP profile.
- IV. For further guidance or queries, please contact the Supplier Registration Team of the Department of Government Support via email <u>SRS@dgs.gov.ae</u>.

2. How do I check my current Registration Status in SAP Ariba Network?

Please follow the below steps on how to check your current 'Registration Status' on SAP Ariba:

 Login to SAP Ariba Network Supplier Portal → <u>https://service.ariba.com/Sourcing.aw/</u>. Go to section Registration Questionnaires or Qualification Questionnaires. You can see the status on the right side of the screen as shown in the image below.

Registration Question	inaires				
Title			ID	End Time 1	Status
▼ Status: Open (2)					
Payment and Bank Question	nnaire		Doc152210373	9/17/6102 3:59 PM	Registered
General Registration Questionnaire			Doc152210370	9/17/6102 3:59 PM	Registered
Qualification Question	nnaires				
Title	ID	End Time	Commodity	Regions	Status
▼ Status: Completed ((2)				
Supplier Qualification	Doc152203700	8/25/2019 10:49 AM	Comprehensive health serv View more	AE United Arab Emirates	Qualified

3. How do I check my Status during the 'Request' stage in SAP Ariba?

Suppliers cannot check the status of their 'Supplier Request' in SAP Ariba as their profile is not yet created. As soon as Supplier Request is approved/denied, Supplier receives an email notification to proceed with creating an Ariba Network Account and complete registration questionnaires.

For more detailed information regarding the registration process, please go to <u>https://almaqtaa.gov.ae/web/dgs-site/becoming-a-registered-supplier</u>.

4.How do I update registration information in SAP Ariba Network?

Important note: While updating information in the 'Payment and Bank questionnaire', please note that suppliers should not delete/modify approved bank details. This may have adverse effect for the supplier w.r.t invoicing and payment.

Please follow the mentioned procedure to update 'Registration Information' in SAP Ariba Network:

I. Please log into SAP Ariba Network Supplier Page (<u>https://service.ariba.com/Sourcing.aw/</u>) using your Login & Password.

SAP Ariba Proposals and Questionaire +		0
SAP Ariba 📉	Supplier Conne	ection: Special Edition 2020
Supplier Login		The situation we find ourselves in is evolving every day, but one thing will remain unchanged: our commitment to supporting our supplier
User Name		customers. We nope these resources can assist you during the current challenges you are facing.
Password	Learn More	
Login Forgot Username or Password		
		••••

II. Please choose from 1. General Questionnaire & 2. Payment and Bank Questionnaire, to modify the details ('General questionnaire' taken here for illustration)

Ariba Proposals and Questi	onaire - Standard Accoun	Upgrade	ST MODE			ଡ଼ି () ^{HC}
DEPARTMENT OF GOVERNMENT SU	JPPORT - TEST					
There are no matched postings.	Welcome to D	epartment of Govern	ment Support - TEST!			*
	Events					
	Title			ID	End Time 1	Event Type
				No items		
	Risk Assessm	ents				m
	Title	ID	End Time 🕴		Event Type	
				No items		
	Registration 0	uestionnaires				
	Title			ID	End Time ↓	Status
	▼ Status: Ope	n (2)				
	Payment and Bar	k Questionnaire		Doc155530199	5/10/6103 10:41 PM	Registered
	General Registrat	ion Questionnaire		Doc155530196	5/10/6103 10:41 PM	Registered

- III. Please note that the questionnaire must be in '**Open**' status in order to update the information. If not so, please contact Supplier Registration Team requesting to open the questionnaire.
- IV. Once you've chosen the appropriate questionnaire, following page will open for you; click on '**Revise Response**' to update previously submitted responses.

Ariba Sourcir	g	Company Settings 🔻	Hazel Cortino 🔻
< Go back to Department of Govern	nent Support - TEST Dashboard	Desktop File Sync	
Console			
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.		
Response History Response Team	Revise Response 0		
▼ Event Contents	All Content		
All Content	Name †		
1 Instructions	1 Instructions	Less –	
2 Existing or New Supp	Before proceeding to fill the below questionnaire, kindly read the following important points:		
3 General Information	Supplier Registration Questionnaire is divided into 2 parts - 'General Registration Questionnaire' and 'Payment & Bank Questionnaire'. You need to submit the 'General Regis submitting the 'Payment & Bank Questionnaire', else your registration will be delayed.	stration Questionnaire' first before	e
6 Authorized Represent	During the overall registration process, you are encouraged to follow the below instructions to ensure successful cooperation with the Supplier Registration Team.		
7 Supplier License Inf	 - Opcide an autoministic of the many C-C of incomplete entries will be rejected. - Be different is provide in the information as incorrect or incomplete entries will be rejected. - Check emails regularly for notifications from the Supplier Registration Team sent through SAP Ariba system. 		Ŧ
8 Supplier Tax Informa	Compose Message		

V. Once the responses are updated, please click on the 'Submit Entire Response' at the bottom of the screen.

Ariba Sourcin	g	
< Go back to Department of Gov	rernment Support - TEST Dashboard	Desktop File Sync
Console		
Event Messages Event Details	All Content	=
Response Team	Name 1	
▼ Event Contents	7.4 Country in which the License has been issued	* United Arab Emirates \checkmark
All Content	7.5 Emirate in which the License has been issued	* Abu Dhabi 🗸
1 Instructions	7.6 License Number	* CN-099090909090901231
Sumplier Providing	7.7 License Issue Date	* Sun, 1 Sep, 2019
2 G	7.8 License Expiry Date	* Wed, 30 Sep, 2020
3 General Information	7.9 Ubload copy of the License or Valid Justification on Company letterhead in case of non applicability (*) indicates a required field	* 🕑 Placeholder.docx - Update file Delete file 🗸
6 Authorized Represent	Submit Entire Response Reload Last Bid Save Compose Message	Excel Import

VI. This completes the process. You will receive the following notification email once you've submitted the responses.

THIS	IS AN AUTOMATED EMAIL - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL - PLEASE READ
THE	BELOW INFORMATION CAREFULLY
Dea	r HJC TAX NUMBER SUPPLIER TEST 0908 001,
You	have successfully submitted the responses to the 'Registration Questionnaires' (I.
Gen	eral Registration Questionnaire and II. Payment and Bank Questionnaire) for review and
appr	roval.
The 2. R Qua	Supplier Registration Process consists of the following 6 stages: 1. Request Submitted > equest Approved > 3. Registration Submitted > 4. Registration Approved > 5. lification Initiated > 6. Qualification Approved.
The	process is sequential, i.e. any supplier cannot skip or proceed to next stage without
succ	cessfully passing previous stages. Supplier is notified via email about progress of its
regis	stration at each stage.
You	are currently at '3. Registration Submitted' stage.
You	r responses to the 'Registration Questionnaires' will be reviewed by the Supplier
Reg	istration Team. If the responses to the 'Registration Questionnaires' get approved, you
will r	receive an email from Ariba confirming the same.

- VII. Once the Supplier Registration Team reviews and approves your request, you'll get another email notification confirming the same.
- VIII. For further guidance or queries, please contact the Supplier Registration Team of the Department of Government Support at <u>SRS@dgs.gov.ae</u>.

5. How do I add another Abu Dhabi Government Entity in SAP Ariba Network?

Please follow the mentioned procedure to add another Abu Dhabi Government Entity:

- I. Please log in to SAP Ariba Network Supplier Portal (<u>https://service.ariba.com/Sourcing.aw/</u>) using your Login & Password.
- II. Following page will open for you; Please choose the 'General Registration Questionnaire' to modify the entity details

Ariba Proposals and Question	aire - Standard Account Upgrade TEST MODE			I I I I I I I I I I I I I I I I I I I
DEPARTMENT OF GOVERNMENT SUPP	PORT - TEST			
There are no matched postings.	Welcome to Department of Government Support - TEST	n		*
	Events			
	Title	ID	End Time 4	Event Type
		No items		
	Risk Assessments			Π
	Title ID End Time 4		Event Type	
		No items		
	Registration Questionnaires			
	Title	ID	End Time ↓	Status
	▼ Status: Open (2)			
	Payment and Bank Questionnaire	Doc155530199	5/10/6103 10:41 PM	Registered
	General Registration Questionnaire	Doc155530196	5/10/6103 10:41 PM	Registered

- III. Please make sure that the General questionnaire must be in 'Open' status in order to update the information. If not so, please contact helpdesk requesting to open the general questionnaire.
- IV. Following page will open for you; click on 'Revise Response' to update previously submitted responses

Ariba Sourcin	Ariba Sourcing 🗰 Company Settings 🕶 Hazel Contino 🗸 Help Ce								
< Go back to Department of Government	nent Support - TEST Dashboard		Desktop File Sync	:					
Console									
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.								
Response History Response Team	All Content			_	~				
All Content	Name t				Ť				
1 Instructions	1 Instructions Less				^				
2 Supplier Providing G	Before proceeding to fill the below questionnaire, kindly read the following important points: Supplier Registration Questionnaire is divided into 2 parts - 'General Registration Questionnaire' and 'Payment & Bank Questionnaire'. You need to submit the 'Ge submitting the 'Payment & Bank Questionnaire', else your registration will be delayed.	ieneral Registration Question	maire' first before		I.				
3 General Information 6 Authorized	During the overall registration process, you are encouraged to follow the below instructions to ensure successful cooperation with the Supplier Registration Team - Upload all attachments in PDF and JPEG formats only. - Be diligent in providing the information as incorrect or incomplete entries will be rejected. - Check emails recularly for notifications from the Supplier Registration Team set through SAP riba system.	n.							
* Represent	▼ 2 Supplier Providing Goods or Services outside UAE (in Foreign Countries)								
7 Supplier License and	2.1 Do you deliver goods or services only outside UAE to Abu Dhabi Government Entities?	Yes			~				
8 Goods and Services	Compose Message								

V. Add/remove required entities in the question 'Register to Abu Dhabi Government Entities' within 'General Registration Questionnaire':

Ariba Sourcir	ıg						nony Sotting	s ▼ Hazel Cortino ▼	Help Center »
< Go back to Department of Govern	ment Support - T	Choose Valu	es for Department					Desktop File Syn	:
Console		Add to Curren	tly Selected		Currently Selected	d			
Event Messages		ID 🗸	Search		✓ Function ↑	ID			
Event Details Response History	All Conter	Function	†	ID	Abu Dhabi Go	vernment Entities All			
Response Team	Name †	A	bu Dhabi Systems & Information Centre	242					
- Event Casteria		A	Abu Dhabi Vocational Education and Training	833				nrates	
▼ Event Contents	3.8 C (Exter.	🗸 A	A Ain Municipality	632					
All Content	3.9 C	A	IDhafra Region Municipality	633					
1 Instructions	3.10	0	Community Development Authority	625					
2 Supplier Providing	3 11	✓ C	Dar Zayed for Family Care	934					
4 G	3 12		Department Of Culture and Tourism	451					
3 General Information	3.13		Department of Economic Development	411					
6 Authorized			Department of Education and Knowledge	811					
Represent	4 Do ya		Department of Energy	436					
7 Supplier License and	▼ 6 Auth		Department of Finance	211	,				
	6.1 C	<		>					
8 Goods and Services	▼ 7 Supp					Do	ne		
9 Ownership Details	7.1 C				*				

VI. Once the responses are updated, please click on the 'Submit Entire Response' at the bottom of the screen.

Ariba Sourcin	g	Company Settings Hazel Cortino Help Center >>
Go back to Department of Government of Go	ent Support - TEST Dashboard	Desktop File Sync
Console		
Event Messages Event Details Pessonee History	All Content	
Response Team	Name †	
▼ Event Contents	7.4 Country in which the License has been issued	* United Arab Emirates
All Content	7.5 Emirate in which the License has been issued	* Abu Dhabi 🗸
1 Instructions	7.6 License Number	* CN-099090
Supplier Providing	7.7 License Issue Date	* Sun, 1 Sep, 2019
2 G	7.8 License Expiry Date	* Wed, 30 Sep, 2020
3 General Information	7.9 Upload copy of the License or Valid Justification on Company letterhead in case of non applicability (*) indicates a required field	★
6 Authorized Represent	Submit Entire Response Reload Last Bid Save Compose Message	Excel Import

VII. This completes the process. You will receive the following notification email once you've submitted the responses.

THIS IS AN AUTOMATED EMAIL - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL - PLEASE READ THE BELOW INFORMATION CAREFULLY
Dear HJC TAX NUMBER SUPPLIER TEST 0908 001,
You have successfully submitted the responses to the 'Registration Questionnaires' (I. General Registration Questionnaire and II. Payment and Bank Questionnaire) for review and approval.
The Supplier Registration Process consists of the following 6 stages: 1. Request Submitted > 2. Request Approved > 3. Registration Submitted > 4. Registration Approved > 5. Qualification Initiated > 6. Qualification Approved.
The process is sequential, i.e. any supplier cannot skip or proceed to next stage without successfully passing previous stages. Supplier is notified via email about progress of its registration at each stage.
You are currently at '3. Registration Submitted' stage.
Your responses to the 'Registration Questionnaires' will be reviewed by the Supplier Registration Team. If the responses to the 'Registration Questionnaires' get approved, you will receive an email from Ariba confirming the same.

- VIII. Once the Supplier Registration Team reviews and approves your request, you'll get another email notification confirming the same.
- IX. For further guidance or queries, please contact the Supplier Registration Team of the Department of Government Support at <u>SRS@dgs.gov.ae.</u>

6.How do I add Bank Account Details in SAP Ariba?

Important note: While updating information in the 'Payment and Bank Questionnaire', please note that suppliers should not delete/modify approved bank details. This may have adverse effect for the supplier w.r.t invoicing and payment.

Please follow the mentioned procedure to add 'Bank account' details:

- I. Please log into SAP Ariba Network Supplier Portal (<u>https://service.ariba.com/Sourcing.aw/</u>) using your Login & Password.
- II. Following page will open for you; Please choose 'Payment and Bank Questionnaire', to modify the bank account details

Anda Proposats and Questic				tês (3) HC
DEPARTMENT OF GOVERNMENT SU	PPORT - TEST			
There are no matched postings.	Welcome to Department of Government Support -	TEST!		~
	Events			
	Title	ID	End Time ↓	Event Type
		No items		
	Risk Assessments			Π
	Title ID End Tir	me ↓	Event Type	
		No items		
	Registration Questionnaires			
	Title	ID	End Time ↓	Status
	▼ Status: Open (2)			
	Payment and Bank Questionnaire	Doc155530199	5/10/6103 10:41 PM	Registered
	General Registration Questionnaire	Doc155530196	5/10/6103 10:41 PM	Registered

- III. Please make sure that the 'Payment and Bank Questionnaire' must be in 'Open' status in order to update the information. If not so, please contact Supplier Registration Team requesting to open the Payment and Bank Questionnaire
- IV. Once you click on 'Payment and Bank Questionnaire', following page will open for you; click on 'Revise Response' to update previously submitted responses

Ariba Sourc	ng		Company Settings - Hazel Cor
< Go back to Department of 0	overnment Support - TEST Dashboard		Desktop File Syr
Console			
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.		
Response History Response Team		Revise Response	0
▼ Event Contents	All Content		
All Content	Name †		
3 Payment	1 Instructions	Less	
mornatori	Before proceeding to fill the below questionnaire, kindly read the	following important points:	
5 Primary Bank Details	Supplier Registration Questionnaire is divided into 2 parts - 'General submitting the 'Payment & Bank Questionnaire', else your registration	legistration Questionnaire' and 'Payment & Bank Questionnaire'. You need to submit th will be delayed.	e 'General Registration Questionnaire' first before
	During the overall registration process, you are encouraged to follow - Upload all attachments in PDF and JPEG formats only. - Be diligent in providing the information as incorrect or incomplete er - Check emails regularly for notifications from the Supplier Registratio	te below instructions to ensure successful cooperation with the Supplier Registration T tries will be rejected. Team sent through SAP Ariba system.	feam.
	2 Have you filled out the "General Registration Questionnaire"?		

V. Click on 'Add Primary Bank Details'

Event Messages Event Details Response History Response Team	All Content Name †					
	▼ 3 Payment Information					
 Event Contents 	3.1 Preferred Payment Method					
All Content						
Payment	3.2 Preferred Currency					
³ Information	4 Please download and review the 'Primary Bank Details' file and identify your respective bank & branch. Complete 'Primary Bank Details' section using that information. 🗟 References-					
5 Primary Bank	5 Primary Bank Details (1)					
Details	6 Do you require an intermediary bank account?					
	(*) indicates a required field					
	Submit Entire Response Reload Last Bid Save Compose Message Excel Import					

 VI. Following page will open on your screen. To add more bank account, click on "Add an additional Primary Bank Account" as shown below. Complete the details of the added bank account and click on 'Save' once completed.

				Save	Cancel
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Sa	ave and then	click Submit Entire Response on the main screen.			
All Content > 5 Primary Bank Details Primary Bank Details (2)					
Name †					
Primary Bank Account #2 Det	lete				^
Bank Country		*(select a value) [select]			
Bank Name		*)		
Branch Name		*			
Street		*]		
City		*			-
Add an additional Primary Bank Account		(*) inc	dicates a required field		

VII. Once the 'Bank Details' are updated, please click on the '**Submit Entire Response**' at the bottom of the screen.

Ariba Sourcin	g	Company Settings • Hazel Cortino • Help Center >>
< Go back to Department of Governme	ent Support - TEST Dashboard	Desktop File Sync
Console		
Event Messages Event Details	All Content	
Response Team	Name †	
▼ Event Contents	7.4 Country in which the License has been issued	* United Arab Emirates ~
All Content	7.5 Emirate in which the License has been issued	* Abu Dhabi v
1 Instructions	7.6 License Number	* CN-099091
Supplier Providing	7.7 License Issue Date	* Sun, 1 Sep, 2019
² G	7.8 License Expiry Date	* Wed, 30 Sep, 2020
3 General Information	7.9 Upload copy of the License or Valid Justification on Company letterhead in case of non applicability (*) indicates a required field	★ DY Placeholder.docx - Update file Delete file ✓
6 Authorized Represent	Submit Entire Response Reload Last Bid Save Compose Message	Excel Import

VIII. This completes the process. You will receive the following notification email once you've submitted the responses.

THIS IS AN AUTOMATED EMAIL - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL - PLEASE READ THE BELOW INFORMATION CAREFULLY
Dear HJC TAX NUMBER SUPPLIER TEST 0908 001,
You have successfully submitted the responses to the 'Registration Questionnaires' (I. General Registration Questionnaire and II. Payment and Bank Questionnaire) for review and approval.
The Supplier Registration Process consists of the following 6 stages: 1. Request Submitted > 2. Request Approved > 3. Registration Submitted > 4. Registration Approved > 5. Qualification Initiated > 6. Qualification Approved.
The process is sequential, i.e. any supplier cannot skip or proceed to next stage without successfully passing previous stages. Supplier is notified via email about progress of its registration at each stage.
You are currently at '3. Registration Submitted' stage.
Your responses to the 'Registration Questionnaires' will be reviewed by the Supplier Registration Team. If the responses to the 'Registration Questionnaires' get approved, you will receive an email from Ariba confirming the same.

- IX. Once the Supplier Registration Team reviews and approves your request, you'll get another notification email confirming the same.
- X. For further guidance or queries, please contact the Supplier Registration Team of the Department of Government Support at <u>SRS@dgs.gov.ae</u>.

7. How do I provide Additional / Accurate Information required in 'Registration Questionnaires' when asked by the Supplier Registration Team?

Please follow the mentioned procedure to provide 'additional/accurate information' when asked for the same:

I. You will receive an email from SAP ARIBA (Sample shown below) highlighting the nature of 'Additional / accurate Information' required from you to complete the 'Supplier Registration'



II. If you receive the above email, please log into SAP ARIBA Network Supplier Portal (<u>https://service.ariba.com/Sourcing.aw/</u>) using your Login & Password. You can also follow the link provided in the email received.

III. Following page will open for you; Please choose the questionnaire between 1. General Registration Questionnaire & 2. Payment and Bank Questionnaire, to modify the requested details ('General Registration Questionnaire' taken here for illustration)

Ariba Proposals and Questionaire	Standard Account			@ 0 🖻
DEPARTMENT OF GOVERNMENT SUPPOR	RT - TEST			
There are no matched postings.	Welcome to Department of Government Support - TEST!			*
	Events			Î
	Title	ID	End Time ↓	Event Type
		No items		
	Risk Assessments			=
	Title ID End Time ↓		Event Type	
		No items		
	Registration Questionnaires			
	Title	ID	End Time ↓	Status
	▼ Status: Open (2)			
	Payment and Bank Questionnaire	Doc155530199	5/10/6103 10:41 PM	Registered
	General Registration Questionnaire	Doc155530196	5/10/6103 10:41 PM	Registered

- IV. Please note that the questionnaire must be in 'Open' status in order to update the information. If not so, please contact Supplier Registration Team requesting to open the questionnaire.
- V. Once you've chosen the appropriate questionnaire, following page will open for you; click on 'Revise Response' to update previously submitted responses

Ariba Sourcir	lg		Company Settings v	Hazel Cortino 🔻	Help Center	
< Go back to Department of Government	ent Support - TEST Dashboard			Desktop File Syn	с	
Console						
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.					
Response History Response Team	Revise Response	1				
▼ Event Contents	All Content					*
All Content	Name †					
1 Instructions	1 Instructions Less					^
2 Supplier Providing G	Before proceeding to fill the below questionnaire, kindly read the following important points: Supplier Registration Questionnaire is divided into 2 parts - 'General Registration Questionnaire' and 'Payment & Bank Questionnaire'. You need to submit the 'Ge submitting the 'Payment & Bank Questionnaire', else your registration will be delayed.	neral Regi	stration Questionnaire' first	before		
3 General Information 6 Authorized	During the overall registration process, you are encouraged to follow the below instructions to ensure successful cooperation with the Supplier Registration Team. - Upload all attachments in PDF and JPEG formats only. - Be diligent in providing the information as incorrect or incomplete entries will be rejected. - Check enable required for conficiencies from the Supplier Registration from sent through SQP deitys system					
Represent	▼ 2 Supplier Providing Goods or Services outside UAE (in Foreign Countries)					
7 Supplier License and	2.1 Do you deliver goods or services only outside UAE to Abu Dhabi Government Entities?		Yes			~
8 Goods and Services	Compose Message					

VI. Once the responses are updated, please click on the '**Submit Entire Response**' at the bottom of the screen.

Ariba Sourcin	g	Company Settings v Hazel Cortino v Help Center >>
Go back to Department of Government of Go	ent Support - TEST Dashboard	Desktop File Sync
Console		
Event Messages Event Details	All Content	
Response Team	Name †	
 Event Contents 	7.4 Country in which the License has been issued	* United Arab Emirates
All Content	7.5 Emirate in which the License has been issued	* Abu Dhabi V
1 Instructions	7.6 License Number	* CN-09909
Supplier Providing	7.7 License Issue Date	* Sun, 1 Sep, 2019
2 G	7.8 License Expiry Date	* Wed, 30 Sep, 2020
3 General Information	7.9 Upload copy of the License or Valid Justification on Company letterhead in case of non applicability (*) indicates a required field	* 🖄 Placeholder.docx - Update file Delete file 🗸
6 Authorized Represent	Submit Entire Response Reload Last Bid Save Compose Message	Excel Import

VII. This completes the process. You will receive the following notification email once you've submitted the responses.

THIS IS AN AUTOMATED EMAIL - PLEASE DO NOT REPLY DIRECTLY TO THE BELOW INFORMATION CAREFULLY	THIS EMAIL - PLEASE READ
Dear HJC TAX NUMBER SUPPLIER TEST 0908 001,	
You have successfully submitted the responses to the 'Registration' General Registration Questionnaire and II. Payment and Bank Que approval.	n Questionnaires' (I. estionnaire) for review and
The Supplier Registration Process consists of the following 6 stage 2. Request Approved > 3. Registration Submitted > 4. Registration Qualification Initiated > 6. Qualification Approved.	es: 1. Request Submitted > on Approved > 5.
The process is sequential, i.e. any supplier cannot skip or proceed successfully passing previous stages. Supplier is notified via email registration at each stage.	to next stage without about progress of its
You are currently at '3. Registration Submitted' stage.	
Your responses to the 'Registration Questionnaires' will be reviewe Registration Team. If the responses to the 'Registration Questionna will receive an email from Ariba confirming the same.	d by the Supplier aires' get approved, you

- VIII. Once the Supplier Registration Team reviews and approves your request, you'll get another notification email confirming the same.
- IX. For further guidance or queries, please contact the Supplier Registration Team of the Department of Government Support at <u>SRS@dgs.gov.ae</u>

8. How do I access Sourcing Events / Tenders / Invoices etc. in SAP Ariba?

I. Post it's Go Live on 21st April 2019, only Supplier Registration is currently functional in SAP ARIBA.

All Public Tenders published by the Department of Government Support and associated entities (Abu Dhabi Digital Authority, Human Resource Authority, Abu Dhabi School of Government and Statistics Centre Abu Dhabi) can be accessed through the Al Maqta'a Portal: https://almaqtaa.gov.ae/web/dgs-site/participating-in-a-tender.

Selected Suppliers for Limited Tenders published by these *Entities* (*Department of Government Support, Abu Dhabi Digital Authority, Human Resource Authority, Abu Dhabi School of Government and Statistics Centre Abu Dhabi*) shall receive an invitation email to participate in the events through <u>SAP Ariba Network Supplier Portal</u>.

For all other entities, Tenders and Sourcing Events are still operational in ADERP and have not been changed in any manner. Please login to DGS Online Portal (ADERP) for these activities as you usually do.

- II. Invoices and POs are still operational in ADERP and have not been changed in any manner. Please login to DGS Online Portal (ADERP) for these activities as you usually do.
- III. For further guidance or queries, please contact the Supplier Registration Team of the Department of Government Support at <u>SRS@dgs.gov.ae.</u>

9.How do I Add / Remove a 'User Profile' for my supplier account in SAP Ariba & provide this 'User Profile' access to various Questionnaires?

Supplier representative with 'Administrative User profile' can create/delete/modify other 'user profiles' and allocate users to the same. The first user account created in SAP Ariba Network is, by default, the 'Administrative User Profile'. As required, he/she can also provide/restrict access to different questionnaire these profiles will have.

Please follow the mentioned procedure to 'add/remove/edit' Supplier User profile:

I. Please log into SAP Ariba Network Supplier Portal (<u>https://service.ariba.com/Sourcing.aw/</u>) using your Login & Password.

II. Following page will open for you; Click on 'Company Setting' on top right corner; once the drop down comes, please click on 'Users' (as illustrated below)

Ariba Sourcii	ng	Company Settir	ngs ▼ Hazel Cort	tino 🗸 🥤
< Go back to Department of Govern	ment Support - TEST Dashboard	ANID: AN01465064	SUPPLIER T 504-T	- 1
Console		Company Profile		
Event Messages		Account Settings		
Event Details	You have submitted a response for this event. Thank you for participating.	Users		
Response History Response Team		Notifications		
	Revise Response	View All		
▼ Event Contents	All Content	Sourcing & Contracts	Settings	
All Content		Sourcing & Contract	s Notifications	
	Name T	View All		
3 Payment Information	1 Instructions Less –			^
5 Primary Bank Details	Before proceeding to fill the below questionnaire, kindly read the following important points: Supplier Registration Questionnaire is divided into 2 parts - 'General Registration Questionnaire' and 'Payment & Bank Questionnaire'. You need to submit the 'General Registration submitting the 'Payment & Bank Questionnaire', else your registration will be delayed. During the overall registration process, you are encouraged to follow the below instructions to ensure successful cooperation with the Supplier Registration Team. - Upload all attachments in PDF and JPEG formats only. - Be diligent in providing the information as incorrect or incomplete entries will be rejected. - Once cemails regularly for notifications from the Supplier Registration Team sent through SAP Ariba system.	Questionnaire' first before		H
	2 Have you filled out the "General Registration Questionnaire"?		Yes	¥
	Compose Message			

III. The following page will open on your screen, which you can use to add/delete/edit User profile for your respective organization. Click on 'Create Role' as indicated

riba Sourcing							
count Settings						Save	Close
Users Notifications	Application Subscription:	s					
Manage Users							
Manage users for your Ariba acc	ount. If you enter an email alias,	specify the alias owner's nar	ne and phone number.				
Username †	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	
				No items			
Create User E	Export Contact Details						
Manage User Roles							
Create and manage roles for you	ur account. You can view or edit th	ne details of a role. The Admi	nistrator role can be view	ed, but cannot be modified.			
Role							
Name					Actions		
Administrator					Details		
L Create Role							
						Save	Close

IV. Input Name and select Permissions as needed by the organization with permission "Access Proposals and Contracts" is required for the user to be added in the response team of registration and qualification questionnaires. Click Save once done.

Ariba Sourcing	
Edit Role	Save
Edit the details of this role. Each role must h	ave at least one permission. Note that any changes are applied to all users with this role.
* Indicates a required field	
Selected Role Information	
	Name: * admin
	Description:
Permissions	
Each role must have at least one permissio Upgrade your Ariba Network, standard acco	n. unt o an enterprise account to enable all permissions.
Permission	Description
Contact Administration	Maintain Information for account contact personnel
Company Information	Review and update company profile information
ID Registration Access	Register unique identifiers, like email domains
Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
	Save Cancel

V. Once the role is created, it'll appear in the 'Role' section of the screen. Next task is to create the 'User Profile'. Click on 'Create User'.

Ariba Sourcing	III Company Settings ▼ Hazel Cortino
Account Settings	Save Close
Users Notifications Application Subscriptions	
Manage Users	
Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.	
Username † Email Address First Name Last Name Ariba Discovery Contact Role Assigned	Authorization Profiles Assigned
No items	
Create User Export Contact Details	
Manage User Roles	
Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.	
Role	
Name Actions	

VI. Complete the details of the user and assign previously created role to the user. Click on 'Done' at the bottom right corner of the screen once user profiles are finalized.

Ariba Sourcing	🗰 Company Settings ▼ Hazel Cortino
Create User Create a new user account and assign a role and if needed assign them to a busine modify role assignments at any time.	Done Cancel
New User Information	
Username:*	hjctaxnumbertest2_0908_01
Email Address:*	abhigyan rajiv@accenture.c
First Name: *	Abhigyan
Last Name: *	Rajiv
Office Phone:	Do not allow the user to resend invoices to the buyer's account. Limited access Country Area Number USA 1 ∨ Number
Polo Assignment	
Role Assignment	
Name	Description
By entering this personal data, you acknowledge that you have authority Statement, the service agreement between your company and Ariba, and federation.	to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the SAP Ariba Privacy applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian

VII. Click on 'Save' at the top right corner to save your changes. Now the additional 'User Profile' has been created.

riba Sourcing										
count Settings Close										
Your profile has been successfully updated.										
Users Notifications Application Subs	scriptions									
Manage Users										
Manage users for your Ariba account. If you enter an ema	ail alias, specify the alias owner's name and phone number.									
						_				
Username †	Email Address	First Name Last	t Name Ariba Discovery (Contact Role Assigned	Authorization Profiles Assigned	d				
Username † hjctaxnumbertest2_0908_001@acce	Email Address	First Name Last Abhigyan Rajiv	Name Ariba Discovery (v No	Contact Role Assigned	Authorization Profiles Assigned	d age				
Username † hjctaxnumbertest2_0908_001@acce	Email Address enture.com abhigyan rajiv@accenture.com Make Administrator Create User	First Name Last Abhigyan Rajiv Export Contact Details	: Name Ariba Discovery (v No	Contact Role Assigned Admin	Authorization Profiles Assigned	d est				
Username † hjctaxnumbertest2_0908_001@acce L Edit Delete	Email Address enture.com abhigyan.rajiv@accenture.com Make Administrator Create User	First Name Last Abhigyan Rajiv Export Contact Details	: Name Ariba Discovery (v No	Contact Role Assigned Admin	Authorization Profiles Assigned	d e				
Username † hictaxnumbertest2_0908_001@acce L Edit Delete Manage User Roles	Email Address enture.com abhigyan rajiv@accenture.com Make Administrator Create User	First Name Last Abhigyan Rajiv Export Contact Details	: Name Ariba Discovery (v No	Contact Role Assigned Admin	Authorization Profiles Assigned	d Q				
Username 1 hjctaxnumbertest2_0908_001@acce L Edit Delete Manage User Roles Create and manage roles for your account. You can view	Email Address enture.com abhigyan rajiv@accenture.com Make Administrator I Create User or edit the details of a role. The Administrator role can be vie	First Name Last Abhigyan Rajiv Export Contact Details	t Name Ariba Discovery (v No	Contact Role Assigned Admin	Authorization Profiles Assigned	d A				
Username 1 hjctaxnumbertest2_0908_001@acce b Edit Delete Manage User Roles Create and manage roles for your account. You can view Role	Email Address enture.com abhigyan.rajiv@accenture.com Make Administrator I Create User v or edit the details of a role. The Administrator role can be ver	First Name Last Abhigyan Raju Export Contact Details	t Name Ariba Discovery (v No	Contact Role Assigned Admin	Authorization Profiles Assigned	d Q				
Username 1 hjctaxnumbertest2_0908_001@acce L Edit Delete Manage User Roles Create and manage roles for your account. You can view Role Name	Email Address enture.com abhigyan rajv@accenture.com Make Administrator Create User or edit the details of a role. The Administrator role can be view Ac	First Name Last Abhigyan Rajiv Export Contact Details	Name Ariba Discovery (v No	Contact Role Assigned Admin	Authorization Profiles Assigned	d a				
Username 1 hjctaxnumbertest2_0908_001@acce Edit Delete Manage User Roles Create and manage roles for your account. You can view Role Name Administrator	Email Address enture.com abhigyan rajiv@accenture.com Make Administrator Create User r or edit the details of a role. The Administrator role can be view Ac	First Name Last Abhigyan Rajiv Export Contact Details wed, but cannot be modified. ttions	Name Ariba Discovery (v No	Contact Role Assigned Admin	Authorization Profiles Assigned	d d				

VIII. To give this user 'access to questionnaire'; select the respective questionnaire (1. General Registration Questionnaire or 2. Payment and Bank Questionnaire or both). Following page will open on your screen, please click on the 'Response team' button. (*Payment & Bank Questionnaire chosen here for illustration*)

Ariba Sourcir	g		Company Settings ▼	Ha
< Go back to Department of Governmen	Support - TEST Dashboard			D
Console				
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.			
Response History Response Team				
- Frank Contrate	Revise Response	i		
Event Contents	All Content			
All Content	Name †			
3 Payment	1 Instructions Less			
	Before proceeding to fill the below questionnaire, kindly read the following important points:			
5 Primary Bank Details	Supplier Registration Questionnaire is divided into 2 parts - 'General Registration Questionnaire' and 'Payment & Bank Questionnaire'. You need to submit the 'General Regist submitting the 'Payment & Bank Questionnaire', else your registration will be delayed.	ration Ques	tionnaire' first before	

IX. Following page will open on your screen; please add the created 'User profile' by clicking on 'Add' and then selecting the profile you wish to add to the 'Response Team' of the respective questionnaire.

< Go back to Department of Government Support - TEST Dashboard			Desktop File Sync
Response Team - Payment and Bank Questionnaire			OK Cancel
Review the list of members from your organization who can participate in this event	with you. You may add team members to this list as n	Add Team Members	
Name ↓	Email Address	✓ Name ↑ Email Address	
Hazel Cortino Add	hazel j j cortino@accenture.com	Abhigyan Rajiv abhigyan.rajiv@accenture.com	OK Cancel

X. Once added, the new User Profile will appear in the 'Response Team' for the respective questionnaire. Click on 'Ok' to finalize the changes made.

Ariba Sourcing				Help Center >>
< Go back to Department of Government Support - TEST Dashboard		Des	ktop File Sync	
Response Team - Payment and Bank Questionnaire			ОК	Cancel
Review the list of members from your organization who can participate in this event with you. You may	add team members to this list as needed.			
				Π
Name ↓	Email Address			
Hazel Cortino	hazel.j.j.cortino@accenture.com			
Abhigyan Rajiv	abhigyan.rajiv@accenture.com			
Add				
			ОК	Cancel
Cumplicy Desistration FAOs	Maraian 2	Data OF		

XI. For further guidance or queries, please contact the Supplier Registration Team of the Department of Government Support at <u>SRS@dgs.gov.ae</u>

10. Why am I not receiving emails from SAP Ariba?

If you are not receiving emails from SAP Ariba, there are a few probable causes:

- 1. The email addresses the emails are being sent to is incorrect.
- 2. Your email notification settings are not configured properly.
- 3. Your company's email server is blocking the emails from arriving.

For causes 1 and 2, please see:

- How do I update the email address on my account? or
- How do I update my email notification preferences?

Once you are able to confirm the email address on file is correct and your notifications are configured properly, you will need to contact your local IT department to resolve the issue related to your email server not allowing the emails to reach your inbox.

Your IT team will be able to whitelist the addresses below to ensure emails from SAP Ariba come through.

- Email domains @ansmtp.ariba.com, @eusmtp.ariba.com and smtp.mn1.ariba.com
- SAP Ariba's IP address range found in this linked article (refer the other pdf)

Once these have been whitelisted, emails from SAP Ariba should arrive.

Applies To:

- I. Ariba Network Collaborative Supply Chain
- II. Ariba Network
- III. SAP Ariba Contracts
- IV. SAP Ariba Discovery
- V. SAP Ariba Sourcing
- VI. SAP Ariba Start Sourcing
- VII. SAP Ariba Strategic Sourcing Suite

11. Which Internet Protocol (IP) addresses (subnets) compose the Ariba Network and Ariba on-demand solutions for firewall validation?

Ariba strongly encourages you to validate postings from Ariba Network using Hypertext Transport Protocol Secure (HTTPS) client certification of service.ariba.com, rather than hard-coding IP address access through firewalls.

Nonetheless, if an IP range is required, open the following range of IP addresses to support the full set of servers

composing the Ariba Network. This list applies for Applicability Statement 2 (AS2) inbound traffic (from Ariba) to

suppliers. The same IP range applies to Ariba on-demand solutions, such as Ariba Procure-to-Pay and Ariba

Sourcing Pro. This also applies to the advanced security front door '-2' URL's.

US:

216.109.110.0 to 216.109.111.255 216.109.108.0 to 216.109.109.255 216.109.107.0 to 216.109.107.255 216.109.106.0 to 216.109.106.255 216.109.105.0 to 216.109.105.255 216.109.104.0 to 216.109.104.255

Europe:

216.109.103.0 to 216.109.103.255 194.39.129.0 to 194.39.129.255 194.39.128.0 to 194.39.128.255

Russia:

157.133.6.0 to 157.133.6.255 157.133.7.0 to 157.133.7.255 157.133.14.0 to 157.133.14.255

API Developer Portals:

api.ariba.com:	216.109.110.0 to 216.109.111.255
openapi.ariba.com:	157.133.208.1 to 157.133.208.255

If you have a stateful firewall, port is 443. If you are not using stateful firewall, you will also have to enable established connection

Additional Information

From the Ariba Network perspective, any company that receives HTTPS posts from the Ariba Network may require this information. Ariba Buyer customers should not require this data, unless they allow access via punch-in from the Ariba Network.

If you are required to add IP addresses to your email *white lists* to receive emails generated by the Ariba Network or Ariba on-demand solutions, you can add the previously listed IP range.

The equivalent Classless Inter-Domain Routing (CIDR) notation for these IP addresses:

216.109.110.0/23 216.109.108.0/23 216.109.107.0/24 216.109.106.0/24 216.109.105.0/24 216.109.104.0/24 216.109.103.0/24 194.39.129.0/24 194.39.128.0/24 157.133.6.0/24 157.133.7.0/24

The same IP address range applies to the Early Access environment.

Verification of Ariba ownership of IP address range: <u>https://whois.arin.net/rest/org/ARIBAI/nets</u>

Applies To

Ariba Network SAP Ariba Buying and Invoicing SAP Ariba Buying SAP Ariba Contracts SAP Ariba Invoice Management SAP Ariba Sourcing SAP Ariba Spend Analysis

12. How to check if my Company already have an Existing Account on Ariba Network?

There are 4 ways to check for 'Duplicate Account':

a) Duplicate Account Check through Search

Suppliers may search for existing registered supplier accounts before registering for a new account. If an existing account is found that may represent their supplier entity (and they do not yet have their own user login), the user may view the account profile and contact the account admin (to request a user account).

SAP Ariba 📈	Ariba Network							
	Search your company							
Supplier Login	Company name arba abcd Arba Network ID (AND)	Corporate email / xxxxxx@ariba.c	'domain com	Country GLN	Tax / VAT ID			
Password Logn Heiving trouble logging In?	10 search results found					54	Clear Cencel	
New to Ariba? Resider Nov or Learn More	Supplier nome	Country 🐡	State 🗢	DUNS 👲	Supplier AND	Count of relationship	Actions	
Is your company registered?	Ariba ABCD USA Inc	USA	W		AN02000143138	1	12°°	
Bearch	Ariba ABCD Spain SE	ESP	-	123459999	AN02000169152	1	Log in	
	Ariba ABCD France SE	FRA			AN02000076874	2	You are the admin of this account so you can login directly	
	Ariba ABCD Germany SE	DEU			AN02000169151	1	from hour	
							View profile and Contact admin	

b) Duplicate Account Check through document details during ad-hoc collaboration request

If a supplier receives a Purchase Order, a Sourcing invitation or any other ad-hoc collaboration request, and clicks the action link, then Ariba Network will now automatically run a duplicate check based on the supplier details from the document and display any matching accounts. If the supplier recognizes any of the accounts as their own, then they can directly login^{*}. Otherwise they can contact the account admin. [*This requires the admin user for any non-sourcing related onboarding flows.]



Arit	ba Network	pccar scape sortest proriges						Help Center
Revi	ew duplicate Account							
v - -	Ve noticed that your company may already rej You can log in the account you are associate Or, you can view the profile and contact the Or, you can Go back to previous page	gister an Ariba Network accou ed with account administrator from the	int, please review the match	results below, then:				
	Match Based On							
	Company Name	E-mail Address		DUNS No.	Tax ID	Address		- 81
	Anba ABCD	oschrader@ariba.com				2000 Street ABC Madrid Spain 14000		- 11
	10 as and require found							_
-	Supplier name	Country @	State 🕀	DUNS 0	Supplier AND	Count of relationships	Actions	- 11
	Ariba ABCD Germany SE	DEU		-	AN02000169151	1	000	Nee
	Ariba ABCD Spain SE	ESP	-	123459999	AN02000169152	1	000	Log in
Ca	Ariba ABCD	ESP	-		AN02000169347	0	000	this account so you can login directly from here.
							_	View profile and Contact admin

c) Duplicate Account Check through buyer invite matching

If a supplier receives a buyer invite, and clicks Accept, then Ariba Network will automatically run a duplicate check based on the supplier details from the buyer invite and display any matching accounts. If the supplier recognizes any of the accounts as their own, they may directly login*. Otherwise they can contact the account admin. [*This requires the admin user for any non-sourcing related onboarding flows.]

	BO Buy	9/2019 246 PM Iver Olaf Standard <ordersenc Ariba Internal Testing Action Requer</ordersenc 	der-lq2@smtp-c1.lał sted: Accept Trading Relati	o1.ariba.com> onship Request from Buyer				
	To Schrader, Olat	as with how this message is displayed, click here to view	rit in a web browser.					
	The first task could in further the second in the second i	This flag that have been		-				
	To SAP ABCD E	ES,						
	ACTION REQU Your customer suppliers. The gets paid as e	UIRED r, Buyer Olaf Standard, is changing the way goal is to make the process by which your a efficient as possible.	they do business with their val- mpany receives purchase order	ued s and/or				
	To enable your below to get st	r company to process orders or invoices with B started. ccept vour customer's trading relat	Suyer Olaf Standard, click the li-	ak.				
	(Please click t	the link above whet Ariba Networ	'k	ner Cadinantina (mente ferenari (menta familia familia)				
		Strengthe Collaborate some secu	Join yo	Connect faster	etwork!	-		
		•	 Potential existing account We have noticed that there in Please review before you or 	nts may aitready be an Arlba Network account regist eate a new account.	X sered by your company. Review accounts			
riba Network		Platat creps assisted changed - Valary				🛄 Help C	enter »	
view duplicate Acc	ount							
We noticed that your compare You can log in the account Or, you can view the profil Or, you can Go back to pr	ny may already re t you are associat le and contact the revious page	sgister an Ariba Network account, pl led with account administrator from there	ease review the match r	esults below, then:				
Match Based On								
Company Name		E-mail Address		DUNS No.	Tax ID	Address		
SAP ABCD ES						Madrid Spain		
1 search results found								the second se
1 search results found Supplier name \Leftrightarrow	Country 🔶	State 🔶	DUNS 🔶	Supplier ANID	Count of relationships		Actions	Roo
1 search results found Supplier name 🔶	Country 🔶	Staie 🔶	DUNS &	Supplier ANID ↔	Count of relationships		Actions	Log in You are the admin this account so yo

d) Duplicate Account Check and notification through email domain registration (1)

Suppliers may "register" email domains to receive notification if new accounts are created or if a new relationship is established using a registered email domain. Only email domains from validated user emails and non-public email domains can be registered by users with permission "ID Registration Access".

	Ariba Netwo	rk	in queen			Company Settings 🖤 – Olef Schrader – Help Center 🔉 🤍
	Account Settings			_		Save
	Customer Relationship	Users Notifications	Account Hierarchy Ap	pplication Subscriptions	Account Registration	
Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration	Register e-mail de	omain				
Manage Light	You can register an Arib IF this is not successful, o	i Network e-mail domain from the reate a service request.	list of available e-mail domains.	If you want to register an e	e-mail domain that has been registered already, plean	se contact the Account Administrator who registered it.
Wall ratge Userts Nanage users for your Aeba account. If you enter an email alias, specify the alias onner's name and phone number.	_					=
	E-mail domain 1		Available 🛈	Register ①	Block procurement	Action
	abcdef.com		Yes	\checkmark		-
Username t Email Address First Name Last Name Ariba Discovery Contact. E	ariba.com		Yes	\checkmark	\checkmark	
sub01_AvibaE5@ariba.com oschrader@ariba.com Hans Miller No Co	ariba.fr		No			Contact Account Administrator Ariba ABCD France SE [Network ID:
sub02_AribaE5@ariba.com abc@abcdef.com abc Hoop No Co	a					AN02000/50/4
userC@aribs.fr userC@aribs fr C Miller No Co	a					
Left Delete Add to Contact List Remove from Contact List Make Administrator	Notifications					
	You can configure the no	tification settings below for the ab	ove registered domain. If a new	user uses the same doma	in for registration, an email notification will be sent to	the below configured email address.
	Туре		Send notifications when			To email addresses (one required)
	Domain Registration		Send a notification when	a new user registers with s	same domain.	• backrader@anba.com

If a new supplier registers a new account for which a matching registered email domain exists, then that matched account admin gets notified of the newly registered supplier account. The newly registered supplier can continue using the account; they are not blocked.

Register	Registre		ACO no_reply@ariba.cc	im <ordersender-lq2@smtp-c1.lab1.a SAP ABCD ES just registered on Ariba Network</ordersender-lq2@smtp-c1.lab1.a 	iloa.com> using an email domain registered by you
Company Information	Ariba Network account is Free. Awardy twe an	Count pary may aiready register an Ariba Network Account, pil nrt you are estociated with. The an contact the account at migliorator from these you can Continue Account Creation and we will progress previous page	• Contract with the structure of the		
Name * Cation Section	Share and a streamline communication share and a streamline share and a stream	o.schrader@sap.com	DUNS NU	AubelCas Calle Cádiz, 22 Santander Cartobria, Spein 39002	
User may enable any serverine User Tailine * diad, \$5, disp18(sep com travers a comparison com)	Sign put with An Discovery and Increases alles services with a services with a services with a services with a o	nd coarrey 0 stret 0 DEU Bader-Weightenberg DRU -	Duns 0 Surgues And 0 - ANG2000171314	COLLE OF RELATION DUPS	Actions 898

e) Duplicate Account Check and notification through email domain registration, with blocking

Suppliers can "register" email domains and can select if new account are blocked when created during procurement (fulfillment) relationship requests. If a supplier registers a new account using an email that matches a registered email domain with blocking option enabled, then that registration process is blocked, and the supplier must contact the admin of the supplier account associated with the registered email domain to resolve whether such new account is desirable or the supplier should become a sub-user in an existing account.

User account information						
* Indicates a sequend field Note: SAP Acka Privacy Statement	Review duplicate Account					
Enutr osd Name." Utal Schr	Another account administrator has	* as registered the domain @sap.com. Click h	ere to contact the administrator			
ouerone.* aat Email:* o.schrader@sap.com	Ord can leg if also that account administrator to obtain more information through the Actions column Or, you can context the account administrator to obtain more information through the Actions column Or, you can Go back					
Passadi.	Match Based On					
	COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS	
© Petential existing accounts Tell us intoire abc We have noticed that there may already be an Arlian Network account metistered by your concern.	SAP ABCD ES (dup5)	o.schrader@sap.com			Calle Mødrid Cludad Real, Spain 10000	
Please review before you create a new account. Anthewill make your company Tits hold your company Tits hold your company						
profile, you can do so anytime. By dicking the Register button, your expressly addroxinesge and give consent to Ando for your cost ence earticlas system to be manutemed outside the Eartipean Union, Russian	20 search results found					
-Federation or other price detors where you are located to Ariba and the computer systems on which the Ariba sankois are hosted (bocated in various data contents globally), in accordance with the Ariba Phinary Statement, the Terms of Use, and applicable law.	SUPPLIER NAME & COUNT	try ⊕ state ⊕	DUNS O	SUPPLIER AND	COUNT OF RELATIONSHIPS	ACTIONS
To the end of the second existing to up revealed less handlish the approximation grant accessing the Adva schedulers will be up or particular to a club, so it. The control of black in the first handlish enders in the advancement of the invested by advancement of the scheduler accessing the Advancement of the control handlish and the advancement of the advancement of the advancement of the scheduler accessing the Advancement of the control handlish and the advancement of the advancement of the advancement of the advancement of the control handlish and the advancement of the advancement of the advancement of the advancement of the control handlish and the advancement of the advancement of the control handlish advancement of the advancement of the control handlish advanceme	ACME BPS 01 L02 (changed 07/11 - 2:53PM DEU CET - USA)			AN02000150258	1	660
V I have read and agree to the Terms of Use	Oli Inc CAN	BC		AN02000151013	0	
The Area and ages to be show Arian Second and Register Carcel	000000000000 CHN			AN02000151160	0	600

13. Can I keep using my current SAP Ariba Network account for registration with DGS?

Suppliers are advised to create a new SAP Ariba Network 'Standard Account' to register with DGS. SAP Ariba Network 'Standard Account' is free, and suppliers don't incur any cost maintaining this account. However, if supplier has an existing Ariba Network 'Enterprise Account' and wishes to continue with the same, they can. The Supplier will be responsible for paying any incurred fees related to their SAP Ariba Network account.

14. How to request support from SAP Ariba Network via phone?

- I. Go to SAP Ariba Network Supplier Portal https://service.ariba.com/Sourcing.aw/.
- II. Click on Support located at the right corner of the page.

SAP Ariba M Proposals Powered by Ariba Sourching		 K Help Center
Starting Proposition Provide Starting Sta	<section-header><section-header><section-header><text><text><text></text></text></text></section-header></section-header></section-header>	Search
		Decumentation 💽 Support

III. When the pop-up window appears, type in the "I need help with" box and click Start.

Ariba Exchange User Community		
Search	Q	Home Learning Support
Support Center		
I need help with Not Receiving Notifications from SAP Examples: Prerequisites Bidding in an auction Importing my responses Complete my Suppler Profile Questionnaire	Start	Common Troubleshooting Tags Company profile Company account settings Registration Search Involces Browser configuration View home dashboard Standard accounts My account editings Account navigation Invoice rejection messages Event participation Contact account administrator Event content Supplier account login My account
		SAP Cloud Trust Center Information and latest notifications about product issues and planned downtime. Check status

IV. Select Get help by phone.

Help & Support - Google Chrome	- a x
Ariba Exchange User Community	
Search	Home Learning Support
Support Center	
I need help with Not Receiving Notifications from SAP	Common Troubleshooting Tags
Why am I not receiving amails from SAP Ariba? How do I limit the number of Ariba amails I receive? Where is my password reset amail? How do I participate in my buyer's event using an amail invitation? Error: "User already exists. Please enter a different username."	Company profile Company account settings Registration Search involces Browser configuration View home dashboard Standard accounts My account eatings Account navigation Involce rejection messages Event performation Contact account administrator Event content Supplier account login My account
Can't find what you are looking for? Let us help you. Choose your communication preference: Choose your communication preference: Can't find what you are looking for? Let us help you. Choose your communication preference: Can't find what you are looking for? Let us help you. Choose your communication preference: Can't find what you are looking for? Estimated wait in minutes for non-bidding call: 2 Can't find what you are looking to the preference: Can't find what you are looking to the preference: Can't find what you are looking to the preference: Can't find what you are looking to the preference: Can't find what you are looking to the preference: Can't help by phone Estimated wait in minutes for non-bidding call: 2 Can't Attend a live webinar	SAP Cloud Trust Center Information and latest notifications about product issues and planned downtime. Check status

V. Fill out all information and wait for SAP Ariba to call the supplier.

📥 Help & Support - Google Chro	ome	-	· O ×
uex.ariba.com/auc/support	ort-center/email-webform?channel=callme		
s	SAP Ariba Phone Support		^
	Provide the following information, and the next	available specialist will call you.	
F	Problem Description		
	Short Description:	* Not Receiving Notifications from SAP	
		Vou require asssignce droping in an event that closes within the next ou minutes? Ves No	
	Contact Information		_
	First Name:	*	
	Last Name:	»	
	Company:	*	
	Email:	*	
	Requested Language:	English Select a different language from the Home tab.	
	Phone:	* 🔤 +1 • 201-555-0123 Extension:	
		Confirm Phone Number: *	
		* My phone number is correct.	
		Do not record this phone call.	
	Ariba Network ID:	Vou experier area and understand that use data entered into this surface will be transferred to Ariba last and the Ariba basted computer	
		system bill ocated primarily in the U.S.), in accordance with the Arba Privacy Statement and applicable law.	
		" 🔲 lagree	
- 1	Required Fields	Submit Cancel	
			*