



# Supplier Guide for Ariba Network



# Agenda

- Premise
- How to Access the Register
- Prequalification Process
- Supplier Qualification Process



# Premise

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SAP Business Network is the Ariba interface that allows suppliers to communicate with customers, enabling them to respond to received questionnaires and participate in sourcing events

SAP Business Network is the B2B network with all the tools, insights, and services suppliers need to help them sell what their customers and their own company require. By joining the network, it is possible to take advantage of new business opportunities and process efficiencies to grow their own B2B e-commerce business.

**Registration to SAP Business Network is completely free and begins when ITALMATCH sends to a Supplier a Registration request.**

With a free standard SAP Business Network account, you can start growing your supplier business by leveraging features that allow you to receive and respond to leads, showcase your brand to millions of buyers online, and streamline business processes such as receiving and sending purchase orders and invoices.

**NOTE: Ariba has two types of supplier profiles: standard and enterprise. The enterprise profile must be paid by the supplier and activation is the supplier's responsibility.**

**To work with Italmatch, a standard account is enough.**

# Come entrare all'interno dell'albo fornitori di Italmatch

The steps of the process are the following:

- 1 Italmatch requests via email to the supplier the contacts he prefers to use to receive notifications and invitations from Ariba
- 2 Italmatch sends to the contact indicated, through Ariba platform, a registration request in the Italmatch register.
- 3 The supplier receives an email from Ariba with the registration request initiated by Italmatch
- 4 In case the supplier already got an account, he can link it; otherwise, he can create a new free account.
- 5 The supplier responds to the various questionnaires provided in the supplier pre-qualification and qualification process.



Not to be considered, in charge of Italmatch



To be considered – in charge of the supplier

# Submission of registration request

1

Italmatch's GOAbuyer address sends an email with the contact request of the Supplier to whom it will then ask to register with Ariba.

## If the Supplier responds favorably:

- the contact will be entered in our register
- You will receive an email from the Ariba platform with the registration request

## If the Supplier does not respond:

- You will be contacted by phone and you will be sent more information on the benefits of the project
- You will receive further registration requests later



## Italmatch Chemicals

# Richiesta Contatto Fornitore

# Supplier Contact Request

ENGLISH VERSION BELOW

Gentile Fornitore,

Siamo lieti di informarLa che, a partire dal **1 agosto 2024**, il **gruppo Italmatch Chemicals** adotta **Ariba** quale **portale di gestione delle forniture** e della vostra preziosa collaborazione con la nostra azienda.

Al fine di garantire una transizione fluida e tempestiva, vi chiediamo cortesemente di fornirci un **contatto dedicato** a cui potremo inviare le richieste di registrazione su Ariba e i relativi questionari. Questo ci permetterà di mantenere una comunicazione chiara e diretta, evitando eventuali ritardi o disguidi.

Potete rispondere direttamente a questa mail indicando i dettagli richiesti:

- **Nome del contatto** .....
- **Indirizzo e-mail** .....
- **Lingua di contatto preferita** .....(IT/EN)

A seguito di vostra cortese risposta con le info richieste, vi invieremo la mail per accreditarvi gratuitamente sulla piattaforma



Vi ringraziamo sin da ora per la collaborazione e restiamo a disposizione per ogni ulteriore chiarimento doveste necessitare. Un team dedicato vi risponderà al seguente indirizzo e-mail: [supplier.onboarding@italmatch.com](mailto:supplier.onboarding@italmatch.com)

**Per favore inoltrate questa mail a chiunque possa essere interessato.**

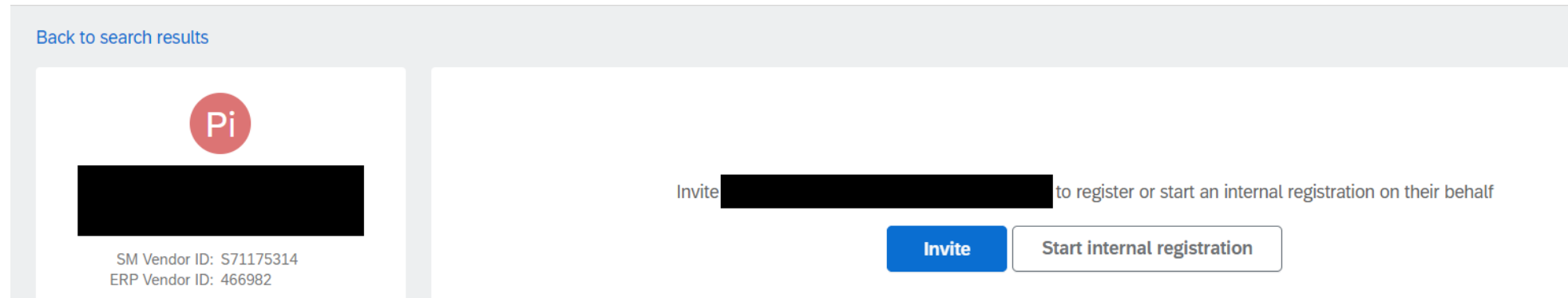
Cordiali saluti

*Italmatch Procurement Team*

# Sending Registration Request

2

The designated buyer from Italmatch will proceed to send the registration request to a supplier via the platform:

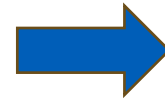


The following action will trigger an email from the Ariba platform with the registration request.

# Receiving Registration Request

3

The supplier will receive an email from the Ariba system.



**Invitation: Register to become a supplier with Italmatch ChemicalsSpa-TEST**  
👤 Anna Piva <s4system-prodeu+744074745-T.Doc2106007929@eusmtp.ariba.com>  
🕒 venerdì 26 luglio 2024 18:04:22  
🖼️ Visualizzare le immagini

## Italmatch Chemicals Spa-TEST

### Register as a supplier with Italmatch Chemicals Spa-TEST

Hello! Anna Piva has invited you to register to become a supplier with Italmatch Chemicals Spa-TEST. Start by creating an account with SAP Business Network. It's free. Italmatch Chemicals Spa-TEST uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Ping An Property & Casualty Insurance already has an account with SAP Business Network, sign in with your username and password. [Click Here](#) to create account now

By clicking on the corresponding link, the supplier will first access the SAP Business Network screen, where they will be asked whether they already have an account.



Questions? [Click here for a quick start guide.](#)

Sign up as a supplier for **Italmatch Chemicals Spa** in SAP Ariba.

Italmatch Chemicals Spa uses SAP Ariba to manage its procurement activities.

Create an SAP Ariba supplier account and manage responses to procurement activities requested by Italmatch Chemicals Spa. [Registration](#)

Do you already have an account? [Login](#)

### About SAP Business Network

SAP Business Network is the gateway to all Ariba solutions for suppliers. You can now centrally manage all your customer relationships and supplier activities regardless of which Ariba solution your customers use. Once you have completed registration, you will be able to:

- Respond to customer requests more efficiently
- Collaborate with customers more quickly throughout all stages of a workflow approval process
- Strengthen customer relationships using an SAP Business Network solution
- Review active sourcing events across multiple customers with a single login
- Apply the company profile to all activities in SAP Business Network, SAP Business Network Discovery, and Ariba Sourcing

Switching to SAP Business Network allows you to log in with just one login to centrally manage:

- All Ariba Customer Relationships
- All event-related actions, activities and transactions
- Company profile information
- All registration activities
- Administrative activities related to contacts and users

# Linking Supplier Account - Creating a New Account

4

Clicking the **Login** button, the system will open the form for creating a new Ariba account



WELCOME, ching chu yang

Questions? [Click here for a quick start guide.](#)

Sign up as a supplier for **Italmatch Chemicals Spa** in SAP Ariba.

Italmatch Chemicals Spa uses SAP Ariba to manage its procurement activities.

Create an SAP Ariba supplier account and manage responses to procurement activities requested by Italmatch Chemicals Spa. **Registration**

Do you already have an account? **Login**

### About SAP Business Network

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- Respond to customer requests more efficiently
- Collaborate with customers more quickly throughout all stages of a workflow approval process
- Strengthen customer relationships using an SAP Business Network solution

By registering events across multiple customers with a single login profile to all activities in SAP Business Network, SAP Business Network Discovery, and Ariba Sourcing

SAP Business Network allows you to log in with just one login to centrally manage:

- Customer Relationships
- Procurement activities and transactions
- Supplier information
- Supplier activities
- Supplier activities related to contacts and users

Create account

First create a SAP Ariba supplier account, then complete the questionnaires requested by Italmatch Chemicals Spa.

### About the company

\* Indicates a required field

Name of the company:\* Ping An Property

Country or Region:\* China [CHN]

Postal code:\* 213000

Province, region or state:\* Select

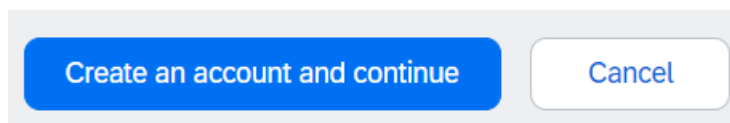
Municipality or city:\* Changzhou

Address:\* Tianshan Road

If your company has more than one location, enter the address of your primary location. You can later enter additional addresses in your company profile, such as shipping, billing, or other addresses.

**Create an account and continue** Cancel

Once the information is completed, the account is created by clicking «Create an account and continue».





# Linking Supplier Account - Registering with Existing Account

Clicking the **Login** button, the system will open a page where you can enter the username and password



Enter your account information

You are using an Ariba Sourcing verification account to register for Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, SAP Business Network Discovery, or SAP Business Network verification account user name and password. After you log in, your existing Ariba Commerce Cloud verification account profile will become your Ariba Sourcing supplier verification account profile.

Username: \*

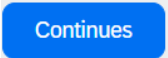
Password: \*

[Forgot your username](#)  
[Forgot password](#)

**Continues**

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Once the information is completed, the account will be linked to Italmatch by clicking « Continues».



# Responding to Questionnaires

5

Section for registration questionnaire

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

## Events

Title	ID	End Time ↓	Event Type	Participated
No items				

## Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
<a href="#">Supplier Registration Questionnaire</a>	Doc2106007929	8/25/2024 6:04 PM	(no value)	(no value)	Invited

## Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Section for qualification questionnaires

# Responding to Questionnaires: Registration Questionnaire (Prequalification)

The supplier will directly access the page for the Registration Questionnaire sent by Italmatch:

Console Doc2106007929 - Supplier Registration Questionnaire Time remaining 29 days 23:51:50

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

- All Content
- 1 General Supplier Inf...
- 2 Tax Information
- 3 Financial and Admini...
- 4 Bank Information

All Content

Name ↑

▼ 1 General Supplier Information

1.1 Do you accept the Italmatch code of business conduct? \* Unspecified ▾  
[References](#) ▾

1.2 Supplier name \*

1.3 Supplier name 2

1.4 Supplier name 3

1.5 Country code (main and mobile telephone numbers) \* Unspecified ▾

1.6 Main telephone number \*

1.7 Mobile telephone number \*

\*Show More

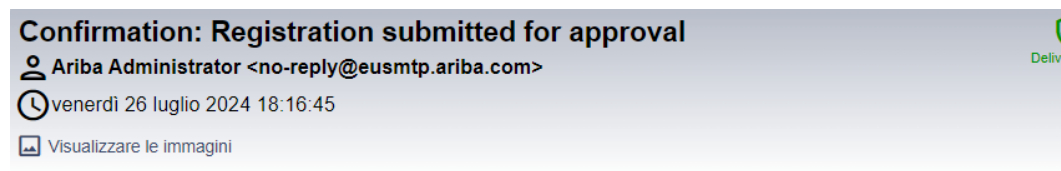
Street:  ⓘ House Number:  ⓘ

From this section, you can answer to the requests made by Italmatch. Questions marked with an asterisk are mandatory. Once completed, by clicking «Submit», you can return the questionnaire to Italmatch for review and subsequent approval.

# Responding to Questionnaires:

## Registration Questionnaire (Prequalification) – notification of Response Submission

Once the registration questionnaire is submitted, the supplier will receive an email notification confirming the submission:



### Italmatch Chemicals Spa-TEST

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Hello ching chu yang,

Italmatch Chemicals Spa-TEST has received your registration information and will review it for approval.

To check your registration status, log in to the Italmatch Chemicals Spa-TEST supplier portal.

[Click Here](#)

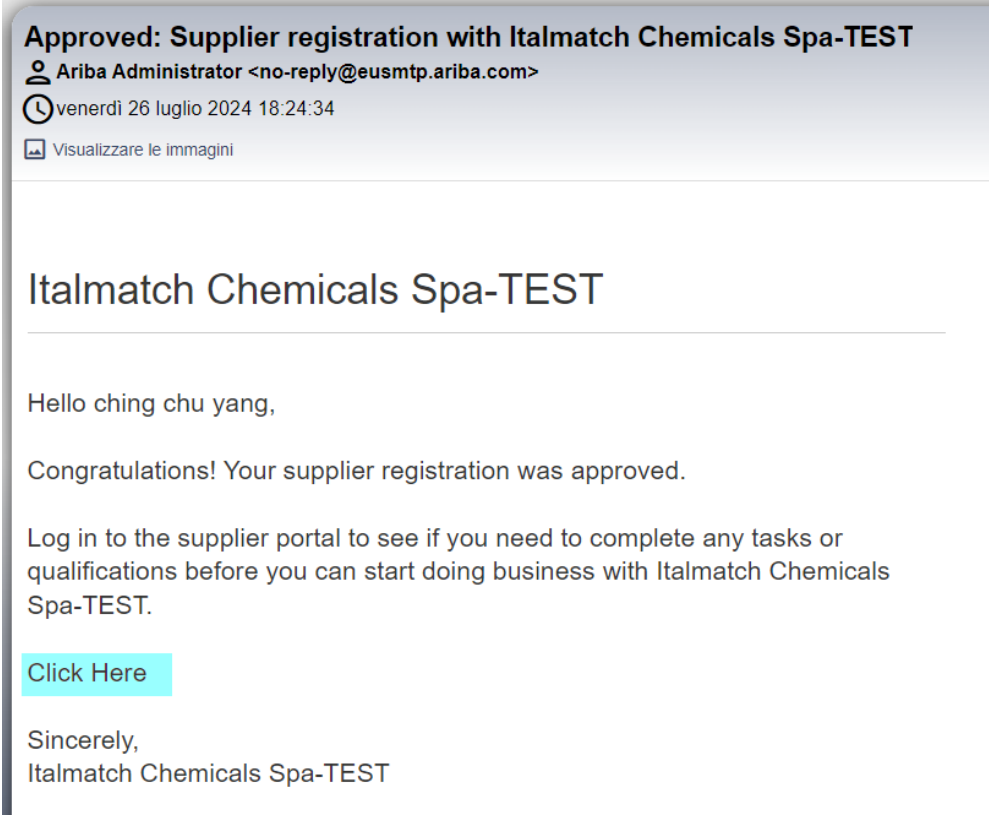
Sincerely,  
Italmatch Chemicals Spa-TEST

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# Responding to Questionnaires:

## Registration Questionnaire (Prequalification) – approval confirmation

Once Italmatch has approved the registration questionnaire, you will receive an email confirming the approval:



# Responding to Questionnaires: Qualification Questionnaire

5

The buyer can send a request for the completion of one or more questionnaires related to the qualification process. The system will send an email similar to the one shown in the figure. To access it, the supplier can click on: [Click Here](#) to view the process.

Product categories for which qualification is being processed.

Francesco Baradel from Italmatch Chemicals Spa-TEST invites you to participate in this process: Italmatch SM ProcessFlow Template Qualification Posta in arrivo x

Ariba Administrator <no-reply@eusmtp.ariba.com>  
a me ▾

15:40 (2 minuti fa) ▾

Italmatch Chemicals Spa-TEST

Hello Lamezia Terme,

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the Italmatch SM ProcessFlow Template Qualification process. Thank you for taking the time to respond to each one.

#### Process Overview

Process: Qualification

Category: FINANCE Administrative Consultants, FINANCE Books, Publications And Subscriptions

Region: Europe

Business unit:

Material: Not applicable

Process owner: Francesco Baradel

Message:


#### Questionnaire Overview

Name	Assigned To	Respond By
Standards Certificates Questionnaire	Lamezia Terme	July 26, 2024 at 7:10 AM
Italmatch - SM Modular ESG	Lamezia Terme	August 25, 2024 at 6:40 AM

# Responding to Questionnaires:

## Qualification Questionnaire

Once inside the qualification process, the supplier will see the questionnaires under the specific section:

Questionnaires 

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (2)					
<a href="#">Italmatch - SM Modular ESG</a>	Doc2105810546	8/25/2024 3:40 PM	(no value)	(no value)	Not Responded
<a href="#">Standards Certificates Questionnaire</a>	Doc2105810529	7/26/2024 4:10 PM	(no value)	(no value)	Not Responded

By clicking on the specific questionnaire, the supplier will be able to enter and answer the specific questions.

# Responding to Questionnaires:

## Uploading Certificates

Within the various questionnaires, there is an option to include any certifications held by the company.

The system allows you to enter information related to the questionnaire, such as:

- Certificate Type
- Certificate Number
- Effective Date
- Expiration Date
- Attachment (to upload a copy of the certificate)
- Etc.

In this way, the platform will facilitate updates by sending reminder emails.

1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your...

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: **ISO 9001 Certificate**

Issuer:

Year of Publication:

Certificate Number:

Certificate Location:

Effective Date:

Expiration Date: \*

Attachment: \* **Scegli il file** Nessun file scelto  
Or drop file here

Description:

Stop

Time remaining 00:16:35

\* Yes

\* Unspecified

\* Unspecified

\* Unspecified

\* Unspecified

\* Unspecified

\* Unspecified

\* Unspecified



# For any issue or question...

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**You can write an email to:**

[supplier.onboarding@italmatch.com](mailto:supplier.onboarding@italmatch.com)

A dedicated team will assist you through every stage of the onboarding process

