GFG ALLIANCE
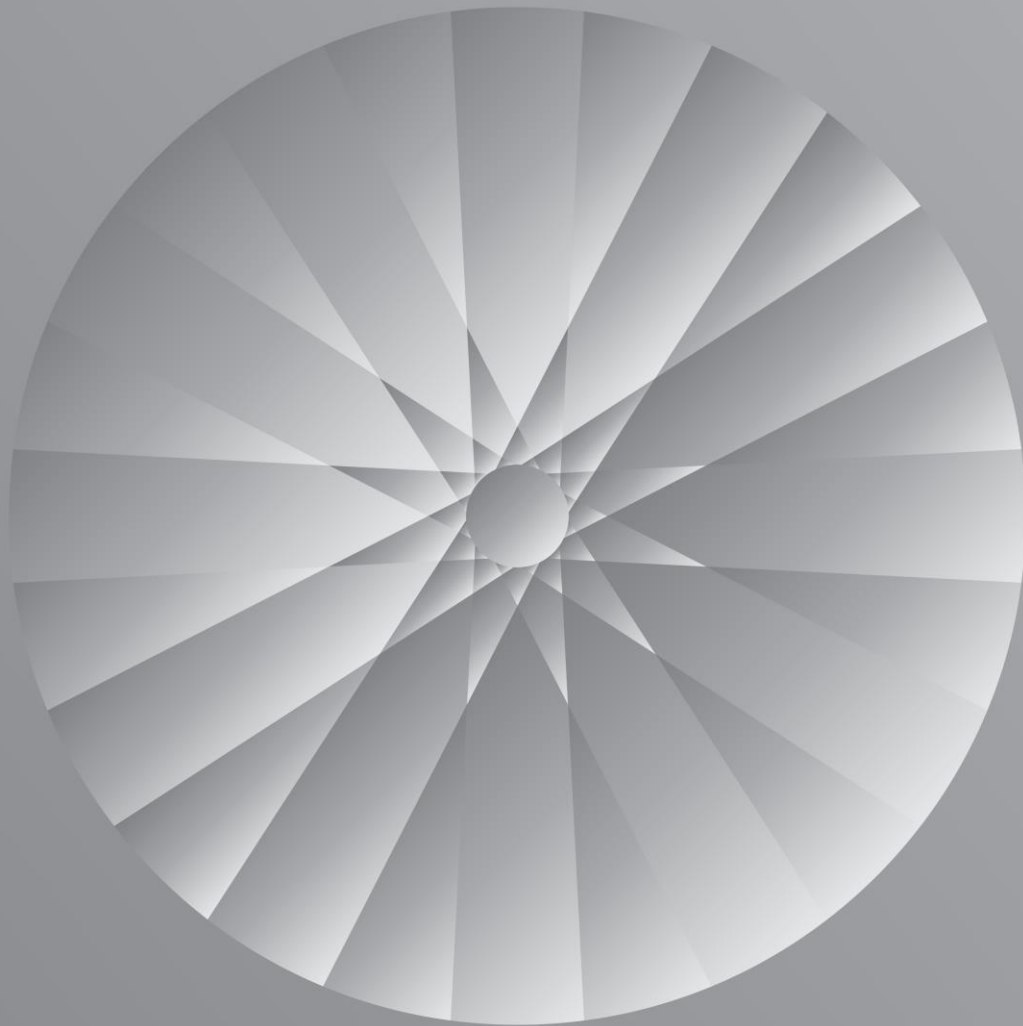
Supplier Registration

SAP Ariba Supplier Quick Reference Guide

As of November 2019

gfgalliance.com

Contents

Introduction to SAP Ariba with GFG Alliance

GFG Alliance now uses SAP Ariba to conduct a variety of Source to Contract activities.

As a current or potential supplier of GFG Alliance, you will now be required to engage with us via SAP Ariba to **participate in an Request for Event (RFX) including:**

- Request for Information (RFI)
- Request for Proposal (RFP)
- Request for Tender (RFT)
- and more…

This guide will explain how you will be able to register for an SAP Ariba account if requested of you by GFG Alliance.
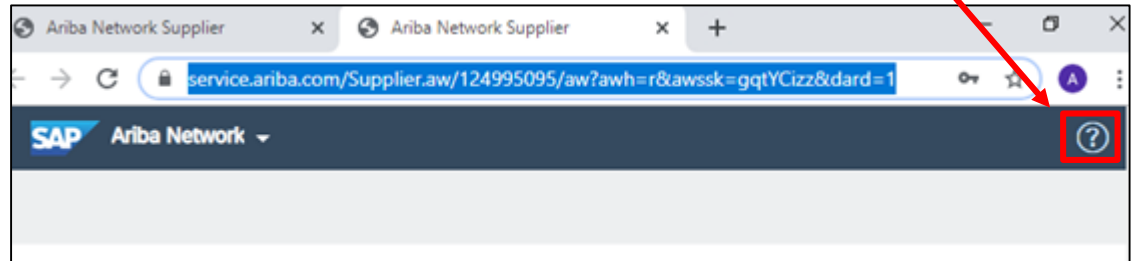
Need support?

The **Help Center** is available whenever you visit or login to **Ariba Network**.

Access it via the panel on the right-side of your screen when you first open the Ariba Network page.

Ariba Help Center

1. Getting Started

1. **Open the invitation.**

   - You will receive an email invitation for a scheduled event.

   - Please check the junk / spam folder if you cannot see the invitation.

2. **Access the event.**

   - Click, [Click Here] to access the event and/or register for an SAP Ariba Account.

Tip: Internet Browser
For the best experience, use Google Chrome. For information about all supported browsers, click here.
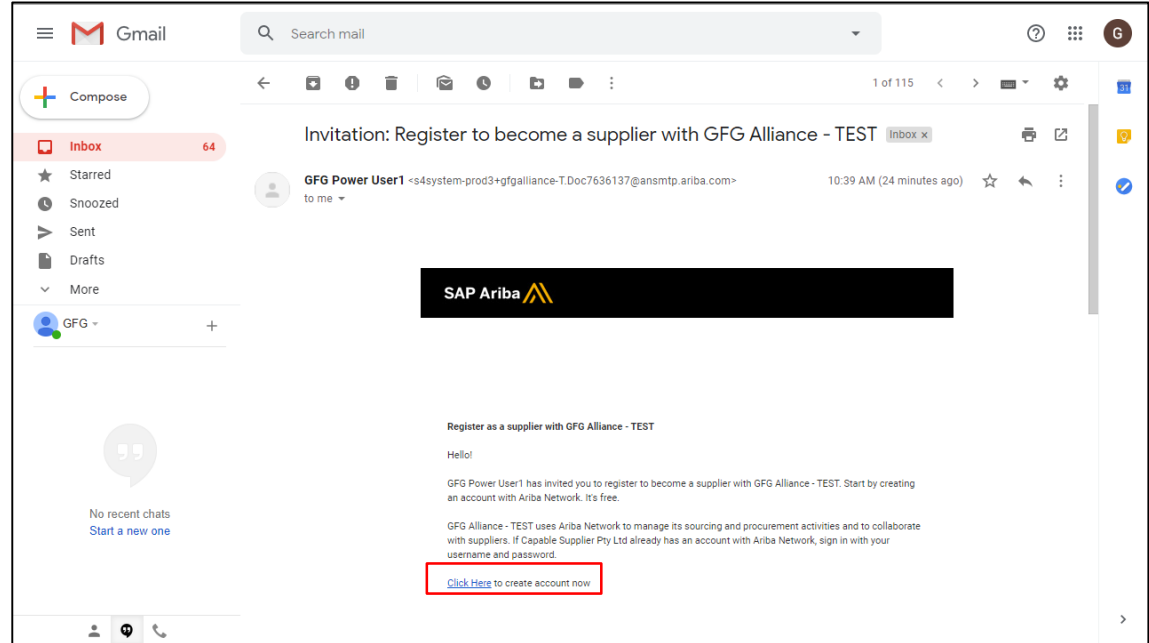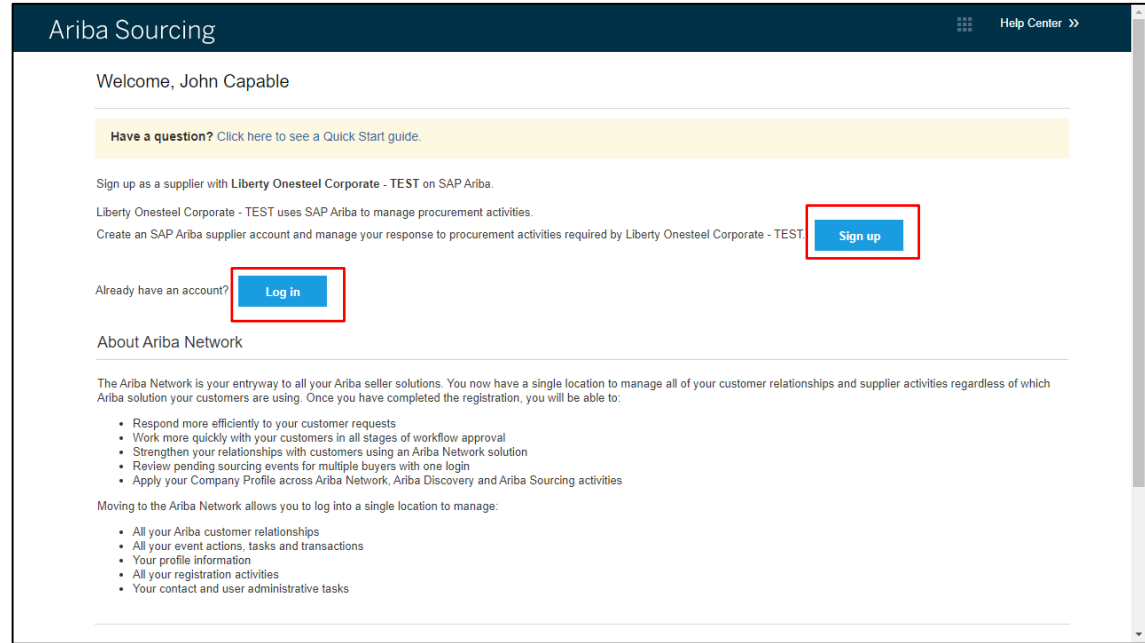
2. Create an SAP Ariba Account

Once you click on the link in the email, you will be taken to the Ariba login page.

1. **You have two options:**

   - Click [Log In] to log in with an **existing Ariba account.** Please go to Login to an SAP Ariba Account in page 7.

   - Click [Sign Up] to create a **new Ariba Account.** *Please only create an new account if there are no existing Ariba account from your company.*

   - If you want to check registration status go to Supplier Login page, click the dropdown menu in the top left of the screen and select [Ariba Sourcing] and select the supplier registration questionnaire.

Ariba Sourcing
Help Center »

Welcome, John Capable

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **Liberty Onesteel Corporate - TEST** on SAP Ariba.

Liberty Onesteel Corporate - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Liberty Onesteel Corporate - TEST.

[Sign up]

Already have an account? [Log in]

About Ariba Network

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

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

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

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

2. Create an SAP Ariba Account

1. **Complete the company information.**

2. **Create your personal user account.**

3. **Check the 'terms of use' and 'privacy statement' boxes.**

4. **Select [Create account and continue].**

Tip: Error message
Make sure to complete all fields marked with an asterisk (*). You will see a error message saying 'Please correct the above errors and resubmit' if you have not.

Tip: Ariba Help Centre
Did you notice the Help Centre on the top right hand side? SAP Ariba has articles and e-learning modules available to answer most questions.

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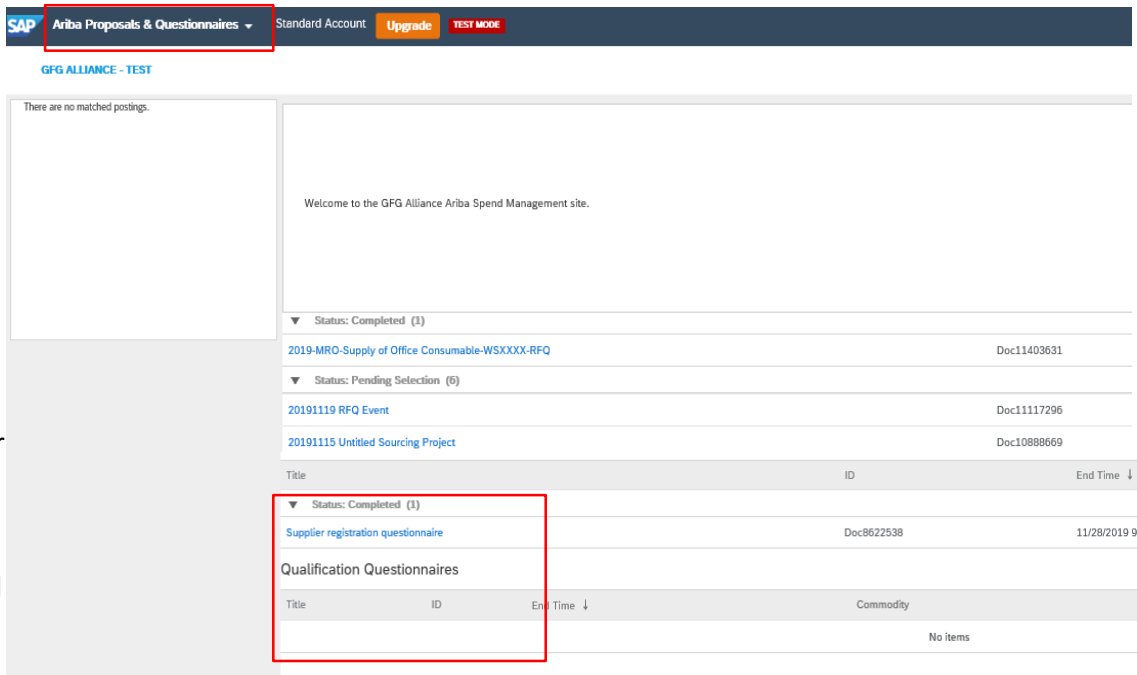
2. Login to an SAP Ariba Account

Access the Ariba Questionaries

1. Click the dropdown menu in the top left of the screen and check that [Ariba Proposal & Questionnaires] has been selected. If not, select it.

Access the Registration Questionnaires

2. All supplier registration questionaries that you have been invited to will appear on your Ariba Proposal & Questionnaires. Click on the open questionaries that you have been invited to.

3. Complete the Supplier Registration Questionnaire

1. **Complete the Supplier registration questionnaire.**

   • Your answers to certain questions, will determine what, if any, other questions appear.

2. **Select [Submit Entire Response] when you have completed all questions.**

   • Select [OK] from the pop up box.

4. Confirm the Supplier Registration Status

1. Click [<Go back to GFG Alliance – Dashboard>] in the top left hand corner.

2. On your dashboard your Registration Questionnaire will say status Pending Approval, and a notification will have been sent to the GFG Alliance Category Manager.

3. The status will change when the Category Manager approves the registration.

> **Tip: Participating in an RFX**
> For guidance on how to participate in an event, please refer to the GFG Tender Participation Guide.

5. Update your Company Profile (optional)

1. **Review your Company Profile from your dashboard.**

   - Click Company Settings and select [Company Profile].

2. **The Company Profile is divided into seven tabs.**

3. **Complete the mandatory information**

4. **Click [Save].**

Tip: Saving each tab
Remember to click [Save] if you make changes on a tab.

Ariba Sourcing

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Company Settings ▾   John Capable ▾   Help Center ≫

Capable Supplier Pty Ltd
ANID: AN01470299502-T

Company Profile

Account Settings

Users
Notifications
View All

Sourcing & Contracts Settings

Sourcing & Contracts Notifications
View All

There are no matched postings.

Welcome to the GFG Alliance Ariba Spend Management site.

Events

Title	ID	End Time ↓	Event Type
		No items	

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier registration questionnaire	Doc7636137	9/10/2019 11:23	Pending Approval

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
		No items			

https://service.ariba.com/Sourcing.aw/124992005/aw?awh=r&awssk=UHVjZsy6&dard=1#