

Supplier SAP Ariba Registration Process.

Supplier will receive an e-mail from SAP Ariba (instigated by Subsea 7) inviting them to register to become a supplier with Subsea 7.

Example e-mail:

Invitation: Register to become a supplier with Subsea 7 - TEST

 s4system-prodeu+Subsea7-T.Doc550825262@eusmtp.ariba.com
To: Andrew Brockie

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This message is from an EXTERNAL SENDER - be CAREFUL, particularly with links and attachments



Register as a supplier with Subsea 7 - TEST

Andrew Brockie has invited you to register to become a supplier with Subsea 7 - TEST. Start by creating a free account with Ariba Network.

Subsea 7 - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If MONSTER CO UK already has an account with Ariba Network, sign in with your username and password.


[Click Here](#) to create account now

Thanks,
Subsea 7 - TEST

You are receiving this email because your customer, Subsea 7 - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Subsea 7 - TEST.

[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Supplier should open the link in the e-mail to open SAP Ariba (web based).

 Ariba Proposals and Questionnaires

Welcome, Andrew Brockie

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Subsea 7 Limited - TEST** on SAP Ariba.

Subsea 7 Limited - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Subsea 7 Limited - 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

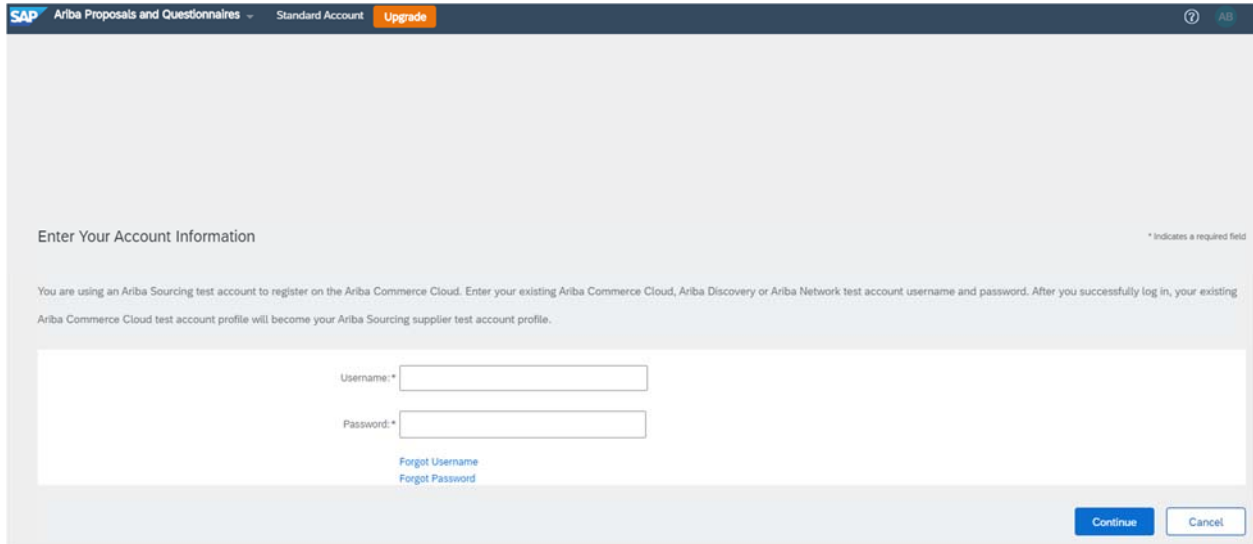
Moving to the Ariba Network allows you to log into a single location to manage:

- 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

If the supplier already has an SAP Ariba Account:

Click on “Log In”

Enter suppliers existing Ariba Username and Password:



The screenshot shows the SAP Ariba login interface. At the top, there is a navigation bar with the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', and an 'Upgrade' button. Below the navigation bar, the main heading is 'Enter Your Account Information'. To the right of this heading, a small note states '* Indicates a required field'. Below the heading, a paragraph explains: 'You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.' The login form consists of two input fields: 'Username:*' and 'Password:*'. Below the password field, there are two links: 'Forgot Username' and 'Forgot Password'. At the bottom right of the form, there are two buttons: 'Continue' and 'Cancel'.

Supplier should navigate to “Ariba Proposals and Questionnaires” to find the Subsea 7 Supplier Registration Questionnaire, complete and submit as per the final instruction below **“Subsea 7 Supplier Registration Questionnaire”**.

If the supplier does not already have an SAP Ariba Account, they will need to create one now:

Click on “Sign Up” – this will take them to the Ariba Registration Form.

SAP Ariba Proposals and Questionnaires

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Subsea 7 Limited - TEST.

Company information

* Indicates a required field

Company Name: MONSTER CO UK

Country/Region: United Kingdom [GBR]

Address: STH PL CHANCERY HOUSE

Line 2

Line 3

Line 4

City: LONDON

State: Select

Postal Code: WC2A 1QS

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

User account information

* Indicates a required field

Name: Andrew Brockie

Email: andrew.brockie@subsea7.com

☐ Use my email as my username

Username: test-andrew.brockie@subsea7.com

[SAP Ariba Privacy Statement](#)

Must be in email format (e.g. john@newco.com)

Password: Enter Password

Repeat Password

Language: English

Email orders to: andrew.brockie@subsea7.com

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Customers may send you their orders through Ariba network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business

Product and Service Categories: Enter Product and Service Categories [Add](#) [Browse](#)

Ship-to or Service Location: Enter Ship-to or Service Location [Add](#) [Browse](#)

Tax ID: Optional Enter your Company Tax ID number.

Vat ID: Optional Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-1" in test account.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

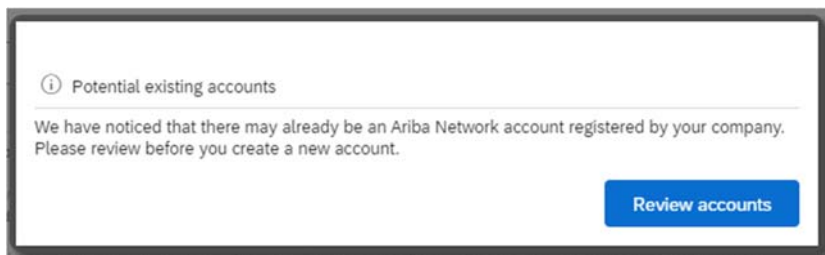
☐ I have read and agree to the [Terms of Use](#)

☐ I have read and agree to the [SAP Ariba Privacy Statement](#)

[Create account and continue](#) [Cancel](#)

The supplier should complete the form then click “Create account and continue”.

If Ariba has identified that the supplier may already have an existing Ariba account, the following message will appear:



SAP Ariba Proposals and Questionnaires

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On				
COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
MONSTER CO UK	andrew.brockie@subsea7.com			53-64 Chancery Lane 5th Fl London City of London, United Kingdom WC2A 1QS

20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
Subsea 7 (UK Service Company)	GBR	Aberdeenshire	-	AN01025717616	***
Subsea 7 c/o Subsea 7 Engineering Ltd	GBR	-	-	AN01014409752	***
Subsea 7 i-Tech	GBR	Aberdeenshire	-	AN01011897788	***

Supplier should review the potential duplicates and if none are actual duplicates the supplier should click on “Continue Account Creation”.

Supplier will receive an e-mail confirming their Ariba registration and ANID (Ariba Network Identification Number).

Welcome to the Ariba Commerce Cloud

ordersender-prod@ansmtp.ariba.com
To: Andrew Brockie

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for MONSTER CO UK is now complete.

Your organization's account ID: **AN01609308279-T**
Your username: Monster-andrew.brockie@subsea7.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

The supplier has now completed the basic SAP Ariba registration for which there is no cost to the supplier. There is an enhanced account that the supplier can complete with more information which is used to advertise the supplier products and services via Ariba to the wider Ariba network and may come at a charge to the supplier, however this is optional for the supplier and not required for trading with Subsea 7.

Subsea 7 Supplier Registration Questionnaire:

Top left of the screen, click the dropdown arrow, select “Ariba Proposals and Questionnaires”

The screenshot shows the SAP Ariba Spend Management interface. At the top, a dropdown menu is open for 'Ariba Proposals and Questionnaires', with options including 'Ariba Discovery', 'Ariba Proposals and Questionnaires' (highlighted), 'Ariba Contracts', and 'Ariba Network'. Below this, the 'Events' section is visible. The 'Registration Questionnaires' section is expanded, showing a table with one entry: 'Supplier Registration Questionnaire' (ID: Doc550825262, End Time: 22/12/2020 10:39, Status: Invited). The 'Qualification Questionnaires' and 'Questionnaires' sections are also visible, both showing 'No items'.

Title	ID	End Time	Event Type	Participated
No items				

Title	ID	End Time	Status
Status: Open (1)			
Supplier Registration Questionnaire	Doc550825262	22/12/2020 10:39	Invited

Title	ID	End Time	Commodity	Regions	Status
No items					

Title	ID	End Time	Commodity	Regions	Status
No items					

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No items					

On this screen the supplier will find the Subsea 7 Supplier Registration Questionnaire:

Supplier should click on the questionnaire to open it, complete the information required (company name, address, bank details etc.). Mandatory fields are marked with a *.

Once completed click “Submit Entire Response”

Submit Entire Response | Save draft | Compose Message | Excel Import

Registration Questionnaire will now be sent to Subsea 7 for review, and the status will change to “Pending Approval”.