

شركة أرامكو السعودية توتال للتكرير والبتروكيماويات (ساتورب)
SAUDI ARAMCO TOTAL Refining and Petrochemical Company (SATORP)















Ariba Network Supplier Guide

















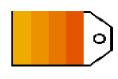




Ariba Network



Registering as a new supplier



Account Configuration













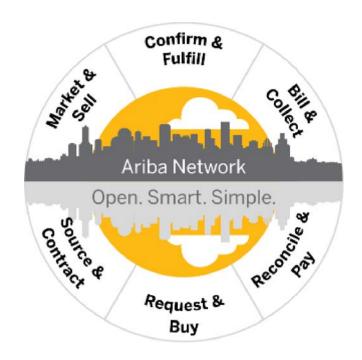


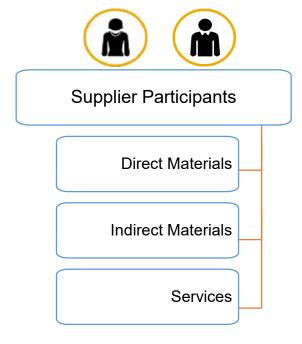


What is Ariba Network?

SATORP has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.























SAP Ariba Can Help You With...



Enhanced collaboration and the ability to manage your commercial relationship with us via one single digital platform



The ability to create, own and manage your digital Supplier Profile - enabling electronic trade with us and potentially other buyer organisations that are Ariba Network enabled



Greater visibility and transparency of the status of business transactions (e.g. Supplier Communications, Notifications), sourcing events and opportunities



Greater visibility of our **end-to-end** procurement process







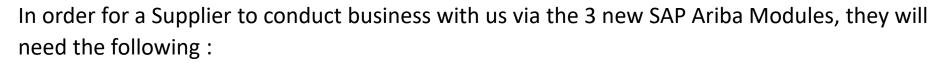


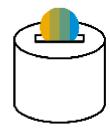






Cost Implications





A device that can access the internet via a browser (Desktop, Laptop, Tablet or Smart Phone)

Suppliers incur no costs to:

create their supplier profile create a new SAP Ariba Network Standard Account participate in any sourcing event (including Registration and Qualification Questionnaires)















Registering as a New Supplier

Supplier Self-Registration Process









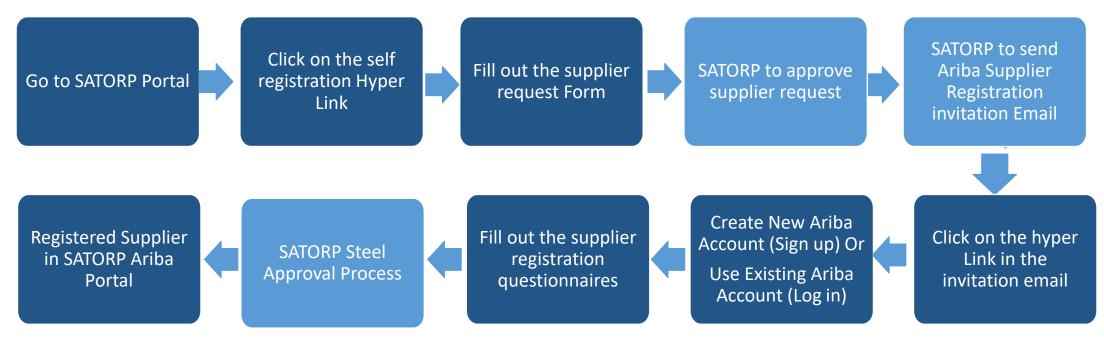








New Supplier Registration – Process Flow



Supplier registration Status

- Invited Supplier is invited.
- In Registration Supplier started filling the questionnaires.
- Pending Approval Supplier Submitted the questionnaires and awaiting Buyer Approval.
- **Pending Re-Submission –** The initial Submission is rejected or missing some information and the supplier is requested to resubmit their response.
- Registered Supplier questionnaire is approved







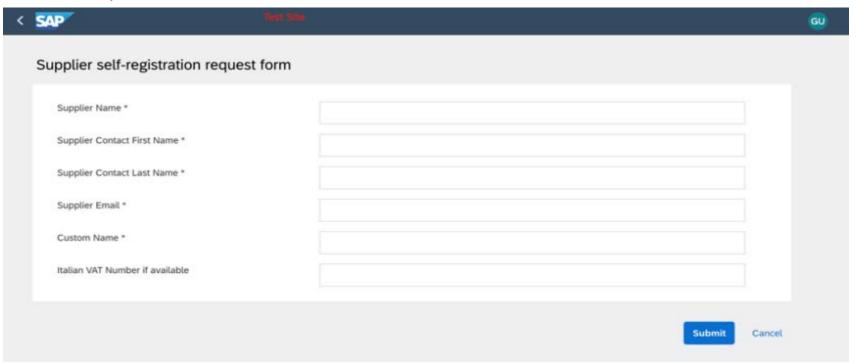






If you are a new supplier who wants to conduct business with us, follow the below steps:

- http://satorp.supplier.mn2.ariba.com/ad/selfRegistration
- Enter the required data and click submit







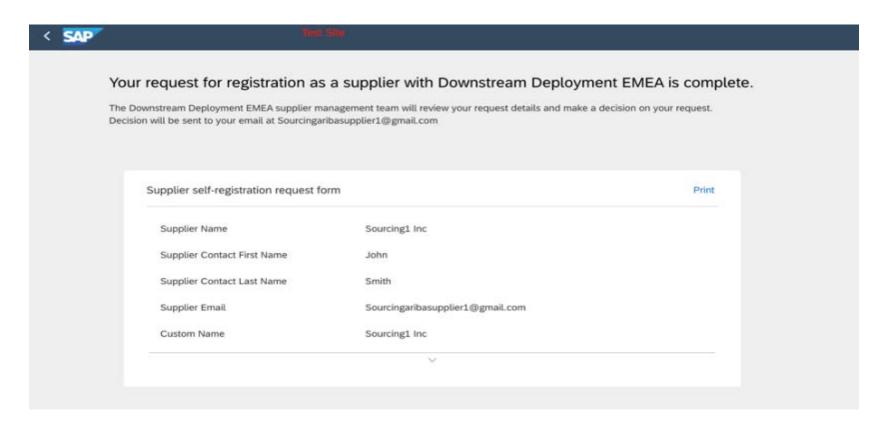








Your request will be submitted for approval













You will receive a confirmation email

Downstream Deployment EMEA is reviewing your registration request Indox x

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

Wed, Mar 25, 2:43 PM (3 days ago)

to Sourcing1 +

Hello Sourcing1 Inc,

Downstream Deployment EMEA has received your registration request and will review it for approval.

Their response will be emailed to Sourcingaribasupplier1@gmail.com.

If you have any questions, please don't reply to this email but instead contact Downstream Deployment EMEA directly.

This email has been sent to you on behalf of Downstream Deployment EMEA by SAP Ariba.







الشراكة Partnership









New Supplier Registration

Once approved, you will receive an email notification informing you that your request is approved and inviting you to create your account, Click on "Click here"

Invitation: Register to become a supplier with SATORP - TEST



Gaurav Ail <s4system-prodksa+satorp-T.Doc36550616@smtp.mn2.ariba.com>



Register as a supplier with SATORP - TEST

Hello!

Gaurav Ail has invited you to register to become a supplier with SATORP - TEST. Start by creating an account with Ariba Network. It's free.

SATORP - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Damons RECRUITMENT SOLUTIONSdef already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

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







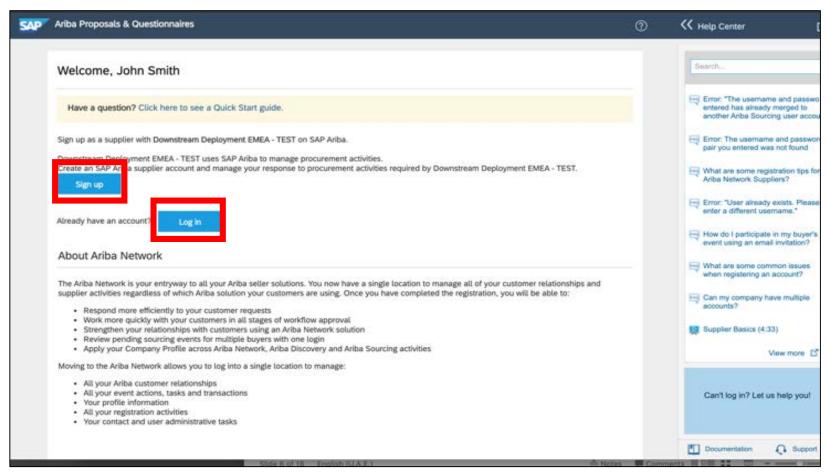








Click Sign up if you don't have an Ariba Network Account, or Log In if you already have an Ariba Network Account

















If you have an existing account, Log in with your username and password.

Enter Your Account Information 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 password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile. Username: * Existingaccounts@gmail.com	* Indicates a required field	
Username:	Existingaccounts@gmail.com	
Password:		
	Forgot Username Forgot Password	
		Continue Cancel







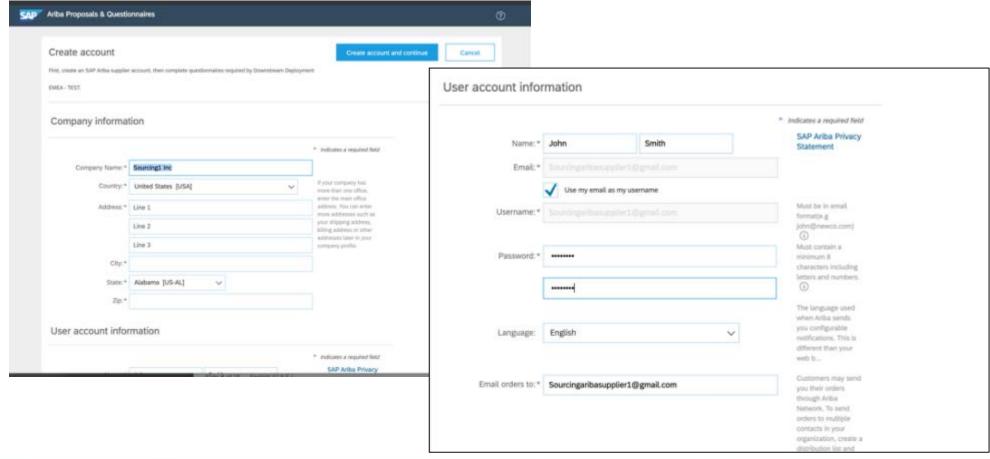








If you don't have an account, create one by signing up and fill in all required fields and click 'create account and continue'

















Enter Products and Services and Ship to Locations. (enter at least one and then you can complete your profile further after registration)

Accept terms and conditions and click 'create account and continue'

Categories:	Entai Product and Service Categories	700	-gr- Browse	
Ship-to or Service* Locations:	Enter Ship-to or Service Location	Add	-ar- Browse	
Tax 10:	Optional		your nine-digit or (D number	
DUNS Number:	Optional	Puredier issu Bradsmeet	the risps slight and by Durn & By stefault, DUNE operated with "T" att. ()	
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iles. If you want to hide your unave friended your registrating the Create account and ing the Create account and sunfarred outside the Europe hith Archa services are host of applicable law. The the right to access and residen or Ariba, inc. This core you are a Russian citizen in d in the system has previous have read and agree to the	company profile, you can do so anytime by editing the profition. correlive button, you expressly acknowledge and give conse an Union. Russian Federation or other jurisdiction where you and (located in various data centers globally), in accordance oddly your personal data from within the application, by conta ent shall be in effect from the moment it has been granted a esting within the Russian Federation, you also expressly con by been captured by your organization in a sequence data no	le visibility settings on the Com- rit to Ariba for your data entered a me located to Ariba and the co- with the Ariba Privacy Statemer acting the Ariba administrator wand may be revoked by price and firm that any of your personal of	pany Profile page I into this system omputer systems e, the Terms of thin your ten notice to lace entered or	
iles. If you want to hide your unave friended your registrating the Create account and ing the Create account and sunfarred outside the Europe hith Archa services are host of applicable law. The the right to access and residen or Ariba, inc. This core you are a Russian citizen in d in the system has previous have read and agree to the	company profile, you can do so anytime by editing the profition. concrinue button, you expressly acknowledge and give conse to be under the control of the principle of the conse to Union. Bussian Federation or other jurisdiction where yo ted (located in various data centers globally), in accordance odify your personal data from within the application, by conta ent shall be in effect from the memoric it has been granted a nisting within the Bussian Federation, you also expressly con try been captured by your organization in a securate data rep iterms of Live	le visibility settings on the Com nt to Ariba for your data entered I are located to Ariba and the co with the Ariba Privacy Statemen acting the Ariba administrator wo nd may be revoked by prior with firm that any of your personal of coottony residing within the Russ	pany Profile page I into this system omputer systems e, the Terms of thin your ten notice to lace entered or	Cancel







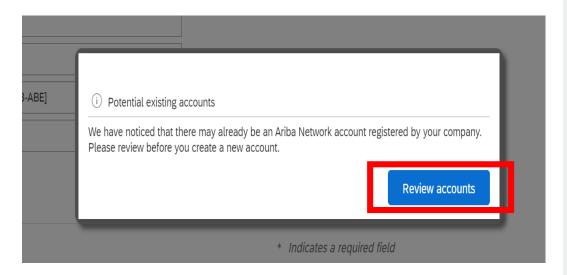


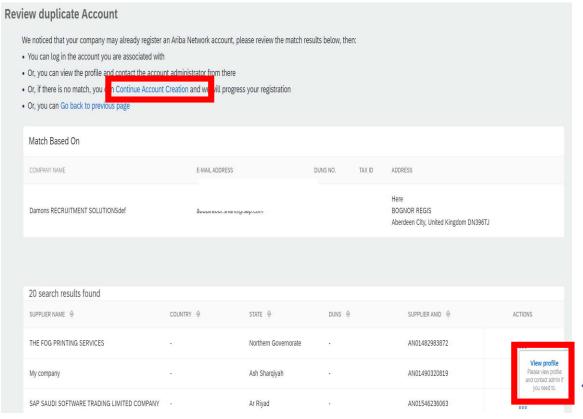






In case Ariba detected a potential existing account based on a matched email address. Click Review accounts to check all of the potential accounts, you can either click on the 3 dots to contact the administrator to avoid creating a new account or you can proceed with the account creation by clicking Continue Account Creation



















Complete the Supplier registration questionnaire and enter all the mandatory fields marked with an asterisk You may save draft and complete the form within the time remaining You may also compose a message to the Buyer incase you require any clarification Depending on the answer for the multiple choices question (Yes/No), a new set of questions will be added

Note: You will find Instruction/Notes written in Red as a guide to help in completing your registration

Ariba Sourcin	g		
back to SATORP - TEST Dashb	pard		Desktop File Sync
Console	Doc36550616 - Supplier Registration Questioanrie		Time remaining 29 days 20:36:1
Event Messages Event Details Response History	All Content		 3
Response Team	Name I		
	1 SATORP ERP Vendor ID	0000010024	
F Event Contents	2 Are you based in or out of Saudi Arabia?	* Unspecified	
All Content	▼ 3 General Information		
5.600.000.000.000	3.1 Company Name	* Damons RECRUITMENT SOLUTIONSdef	
3 General Information	Note: (Must match name on Commer. Registration / License, to be attested by the Chamber of Com	merce)	
4 Agency Details	3.2 Attach Company Profile	*Attach a file	
CERTIFICATE	3.3 Attach Govt ID of All owners	*Attach a file	
5 CERTIFICATE DOCUMENTS		Show More	
		Street: Here	0
6 Code Of Conduct		Street No.	
7 Principal Bank Infor		Street 2:	
inior	(*) indicates a required field		Y =
	Submit Entire Response Save draft Compose Message	Excel Import	









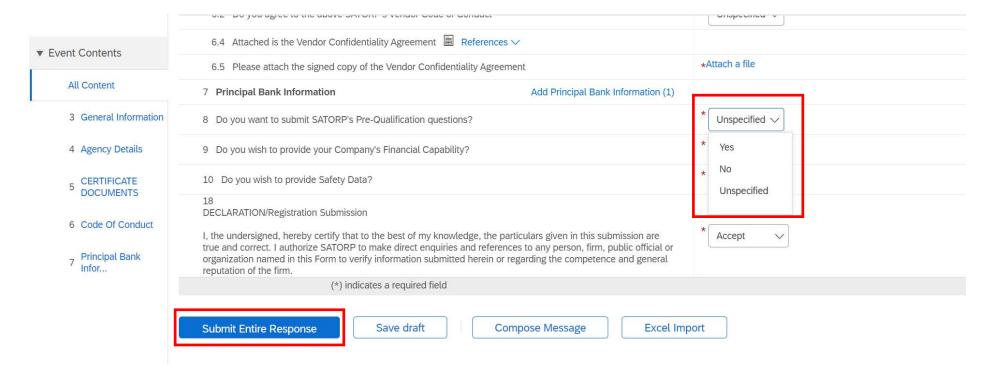






Click on Submit Entire Response once you have completed the questionnaire

 Note: Depending on your answer for the multiple choices questions (Yes/No), a new set of questions will be added









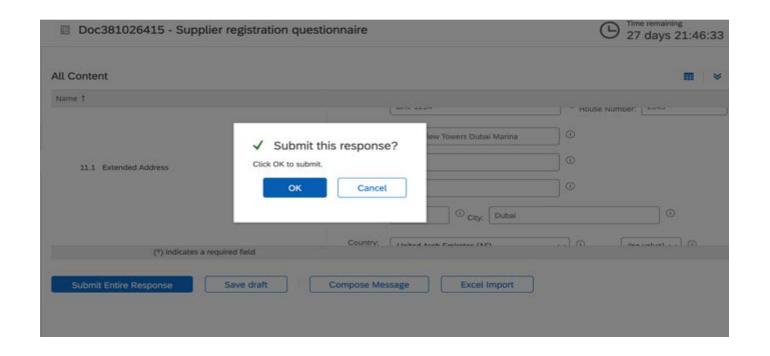








Click on OK to Submit







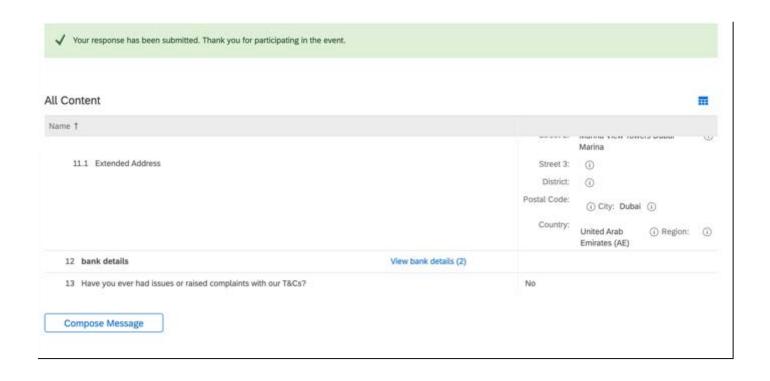








Your response has been successfully submitted









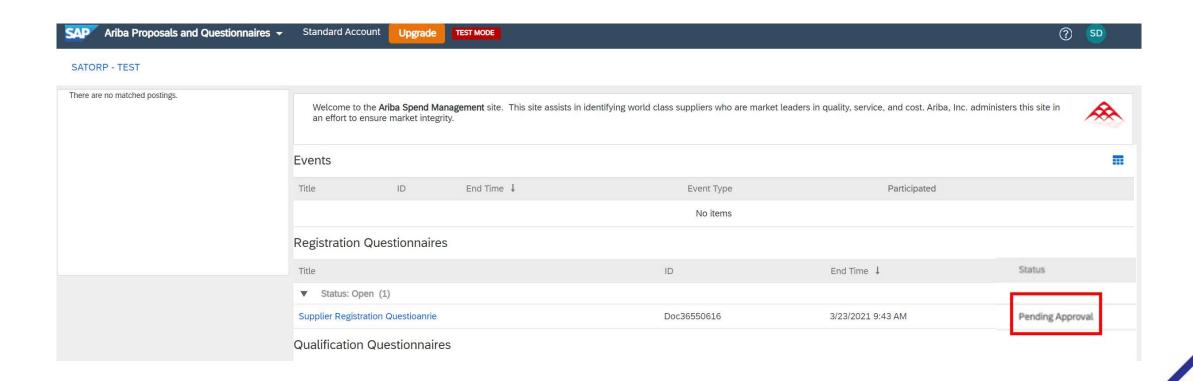








Your registration will be pending approval while it is being reviewed by your customer







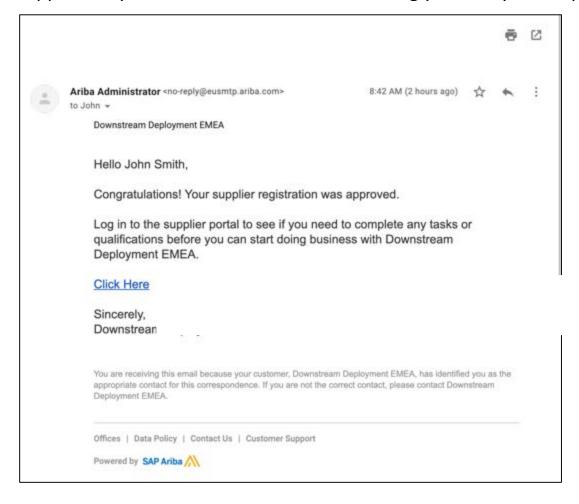








Once your registration is approved, you will receive an email informing you that your response is approved

















To log back in and see your questionnaire, go to supplier.ariba.com Click 'Ariba Network' in the upper left hand corner and choose 'Proposals and Questionnaires'

Ariba Network 🕶	
Ariba Discovery	
Ariua Proposats & Questionnaires	
Ariba Contract Management	
SAI Ariba Network	
Supplier Login	
User Name	
Password	2
Login	
Having trouble logging in?	
New to Ariba? Register Now or Learn More	
Is your company registered? Search	















Account Configuration

Account Configuration & User Setup

















Account Configuration - Navigating To Your Account

Go to supplier.ariba.com Click on Ariba Network, then choose *Proposals and Questionnaires* and enter your login credentials

SAP	Ariba Network 🕶		
_	Ariba Discovery		
	Ariba Proposals & Questionnaires		
201	Ariba Contract Management		
SAI	Ariba Network		
Sup	plier Login		
	ser Name		
P	assword		
P	assword		
	entento-com		
Having	trouble logging in?		
Having	Login trouble logging in?		









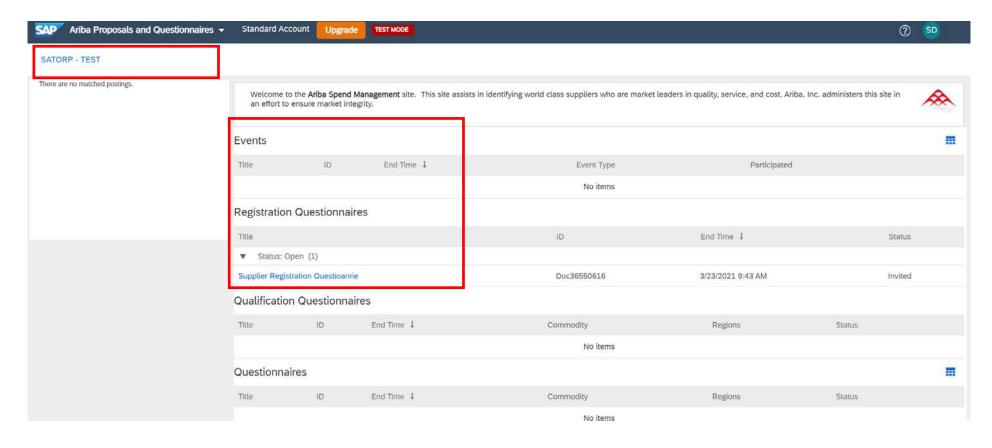






Account Configuration - Navigating To Your Account

You will be able to see all of your sourcing events and the registration questionnaire and their statuses. If you have more than one customer, they will be in separate tabs.



















Account Configuration – Creating Users and Roles

In SAP Ariba, administrators and users have different roles:

- Administrators have the following responsibilities:
 - Account configuration & management registering new accounts in the SAP Ariba Network
 - Handle account login issues and act as primary contact for their company's Ariba Network users
 - Create new roles in Ariba system
 - The individual that creates / registers a new Ariba Network account automatically becomes the account administrator. All notifications will be sent to the email address that they capture for that account.
- A user has the following attributes in SAP Ariba:
 - Users can have different roles concerning procurement and supply chain processes
 - Users can update their profile in Ariba
 - Configuring notifications and workflows based on roles and responsibilities that the administrator assigns to them











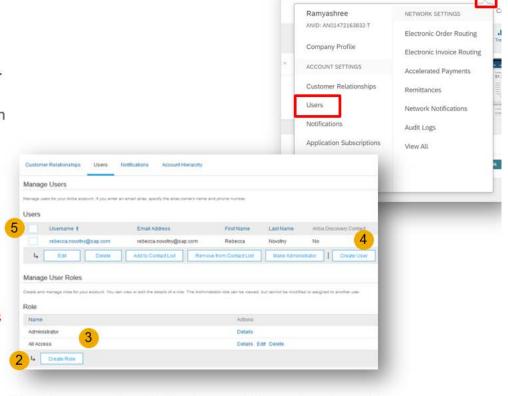




Account Configuration - Creating Users and Roles

- Click on the Users tab under the Company Settings options. The Users page will load.
- Click on the Create Role button in the Manage Roles section and type in the Name and a Description for the Role.
- 3. Add Permissions to the Role that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.

Note: For Proposal and contract access role, Buyers must approve the request



- 4. To Create a User Click on Create User button and add all relevant information about the user including name and contact info.
- 5. Select a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account











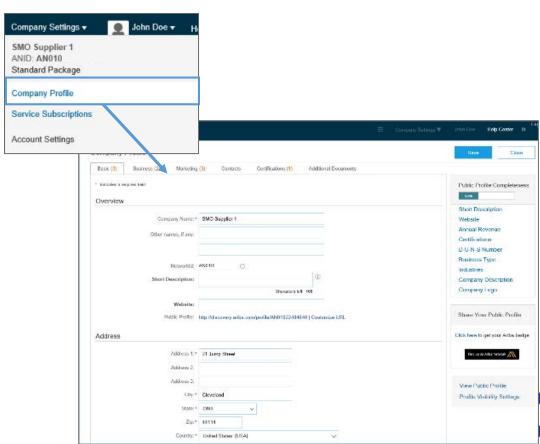


Account Configuration – Completing the Public Profile

You can complete your Ariba Cloud public company profile. The information you update in this section can be seen by other buyers on the Ariba Network. The information you completed in the previous section (Supplier Registration) can only be viewed by the customer that requested the information from you.

- Select Company Profile from the Company Settings dropdown menu.
- 2. Complete all suggested fields within the tabs to best represent your company.
- 3. Fill the Public Profile Completeness meter to 100% by filling in the information listed below it.

Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.









الاعتزا

Pride





Account Configuration - Configure Your Email Notifications

- 1. Click on Notifications under Company Settings.
- 2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
- 3. You can enter up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

ount Settings		Company Settings 🔻 🔛	
Customer Relationships User	Notifications Account Hierarchy	jUnitOrg - LV8b8fbt ANID: AN02003380348 Standard Package	
General Network [Discovery Sourcing & Contracts	Company Profile Service Subscriptions	
Enter up to three comma-separated email as The Preferred Language configured by the	ddresses per field. account administrator controls the language used in these notificate	Account Settings	
Electronic Order Routing		Customer Relationships	
Туре	Send notifications when	Users	To error addresses (one red
Order	Send a notification when orders are undeliverable	Notifications 1	3
Order	Send a notification when a new collaboration re		junk@phoenix.ariba.com
Darley Orlanda	Send a notification when purchase order inquiri	View All 2	iunk@eheaniy asha com
Purchase Order Inquiry	Send a notification when purchase order inquire	Network Settings	 junk@phoenix.ariba.com
Time Sheet	Send a notification when time sheets are under		- junk@phoenix.anba.com
Pending Queue	Send a notification when items delivered through	gh pending queue are not acknowleged.	junk@phoenix.anba.com

Note: If you are out of the office, make sure to include in your auto-reply messages one of the following phrases. This will prevent Ariba Network from failing orders sent to mailboxes responding using an auto-reply feature:

Out of office, OOTO, On vacation, on holiday, out of town, away from the office, away until out of the sountry on off site meeting.

of town, away from the office, away until, out of the country, an off site meeting.

When Ariba Network detects an auto-reply containing one of these phrases, it indicates that it received the auto-reply in the order history log and does not fail the order.















Ariba Network Help Resources

Customer Support



Sign up for Additional Training



Additional Resources

















Customer Support

Supplier Support



Ariba Network Registration or Configuration Support

- · Account configuration
- Ariba Help Desk "?"



Enablement Business Process Support

- · Business-Related Questions
- Email: VRG@Satorp.com







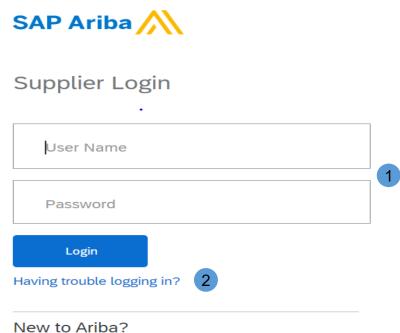








- **1. Go** to http://supplier.ariba.com and **log in.**
- 2. In the case you forgot your credentials click on the link



New to Ariba? Register Now or Learn More





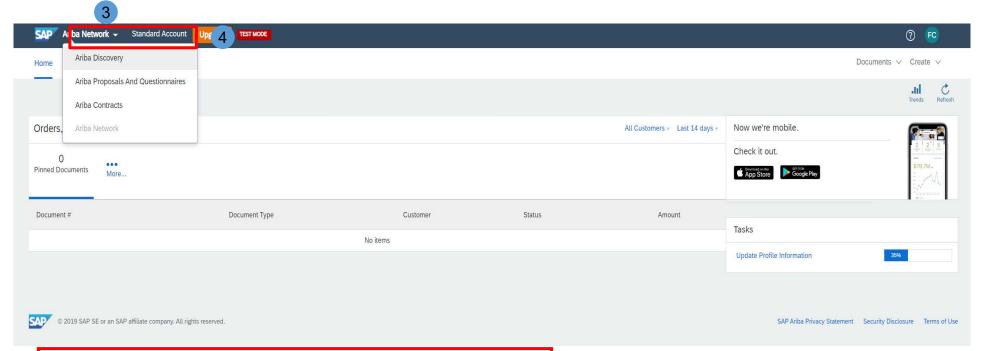












- 3. Click on the **Menu drop-down menu**.
- 4. Click on **Ariba Proposal and Questionnaires**.































- If you chose to get help by email, you need to fill in all mandatory fields marked as "*" in below form then press submit.
- You will receive an email shortly to assist you with your issue.

SAP Ariba M Help Center	Search Q	Logout
Home Learning Support		
SAP Ariba Email Support		
	r Safe Sender List. For a faster response, choose chat support or phone support.	
Problem Description Short Description:		is system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the
Problem Type:	: * Please Select V	
Details:	•	
	For fast resolution, please Include all relevant details in your case. For example:	
	 A detailed description of the Issue including full navigational paths, actions performed prior to the Issue. Your expected results from the system. Steps to replicate the Issue. 	
Contraction of	Attach screenshots or recordings of the issue.	
File Attachment 1: Document or Event No.:		
Company that invited you:		
Contact Information		
First Name:	.*	
Last Name:	*	
User ID:	no_real_user_name	
Company:	: *	
Email:	: •	
Phone:	: * 1 + 1 + 201-555-0123 Extension:	
T HORO.	LAGISON.	
Ariba Network ID:	: * AN01506509898-T	
	You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located	primarily in the
	U.S.), in accordance with the Ariba Privacy Statement and applicable law.	
	* I agree	
* Required Fields		Canada
	Submit	Cancel















- If you chose to get help by Phone, you need to fill in all mandatory fields marked as "*" in below form then press submit.
- Please use a mobile number that you are available on, as the call back will be within 2-4 minutes.

AP Ariba 👭 Help Cent	er	Search Q	U
Home Learning Su	pport		
SAP Ariba Phone Sup			
	ation, and the next available specialist will	∤ call you.	
Problem Description	Short Description: *		
		u require assistance bidding in an event that closes within the next 60 minutes? No	
	Details: *		
Contact Information			
	First Name: *		
	Last Name: *		
	User ID: no_re	eal_user_name	
	Company: *		
	Email: *		
	Requested Language: English	Sh Select a different language from the Home tab.	
	Phone: *	+1 + 201-555-0123 Extension:	
	Confirm	m Phone Number: *	
	* 🗆 M	ly phone number is correct.	
	□ D	o not record this phone call.	
	Ariba Network ID: * AN015	506509898-T	
	You ex U.S.), i	pressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in accordance with the Ariba Privacy Statement and applicable law.	y in
	* 🗆 1	agree	
Required Fields			
		Submit	ince















Customer Support – If your mail exchange is not receiving Ariba Notifications

Please refer back to IT for the following:

White list the domain/IP addresses given below from the firewall and mail exchange.

157.133.92.0/24 157.133.78.0/24

@smtp.mn1.ariba.com

@smtp.mn2.ariba.com

@ansmtp.ariba.com

@eusmtp.ariba.com

Make sure the TLS (Transport Layer Security) version is 1.2 and above.









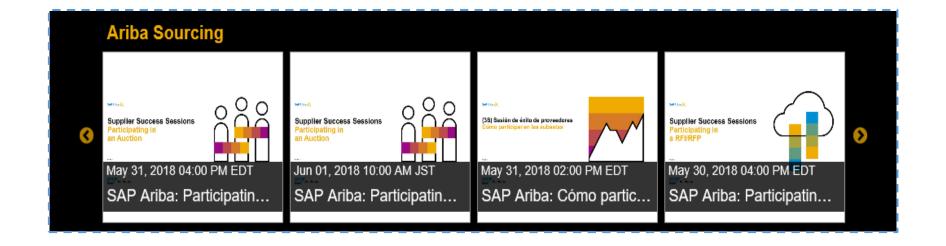




Sign Up for Additional Training from Ariba Support

Sourcing Webinars

Suppliers can participate in additional training provided by Ariba Customer Support including a wide range of topics from Source to Settle:

















Additional Resources

Useful Links

- Ariba Network Hot Issues and FAQs https://connect.ariba.com/anfaq.htm
- Ariba Cloud Statistics http://trust.ariba.com
 - •Detailed information and latest notifications about product issues and planned downtime
 - if any during a given day
- Ariba Discovery http://www.ariba.com/solutions/discovery-for-suppliers.cfm
- Ariba Network Notifications http://netstat.ariba.com
 - •Information about downtime, new releases and new features













Thank you

Thank you for joining Ariba Network!

