Supplier Information Performance Management

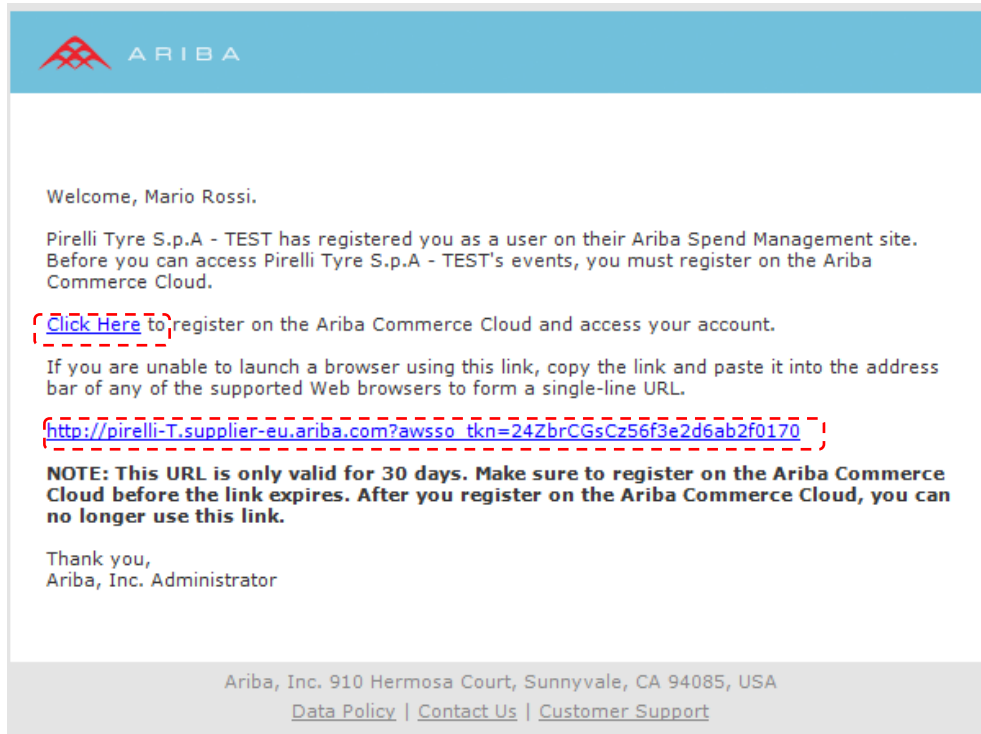## *Suppliers' On-Boarding Manual*

Contents

Introduction

Overview

This document is a guideline to support the registration process that must be followed by the supplier.

Registration steps

Section 1: Account Creation

Suppliers will receive the following email from "Ariba Administrator" (Ariba Administrator no-reply@eusmtp.ariba.com)

Please read the email carefully and follow the instructions. To start registration process please select "**Click here**" or alternatively copy the link into your browser.

On screen you can find some useful information about "Ariba Commerce Cloud" platform. If you already own an Ariba account, please select "**Click here**", otherwise select "**Continue**"

The following page allows the Supplier to upload the information needed to complete the registration process.
Press "**Submit**" to fill the different sections.

Section 1: Basic company information

Enter basic company information

* Indicates a required field

Field	Value
Company Name:*	Company Dummy SRL
Country*	Italy [ITA]
Address*	Via G. Marconi 12
	Line 2
Postal Code*	20126
City*	Milan
State	

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.

Product and Service Categories:*   Enter Product and Service Categories   Add   -or-   Browse

Ship-to or Service Locations:*   Enter Ship-to or Service Location   Add   -or-   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 "-T" in test account. ⓘ

Section 2: User account information.

Enter user account information

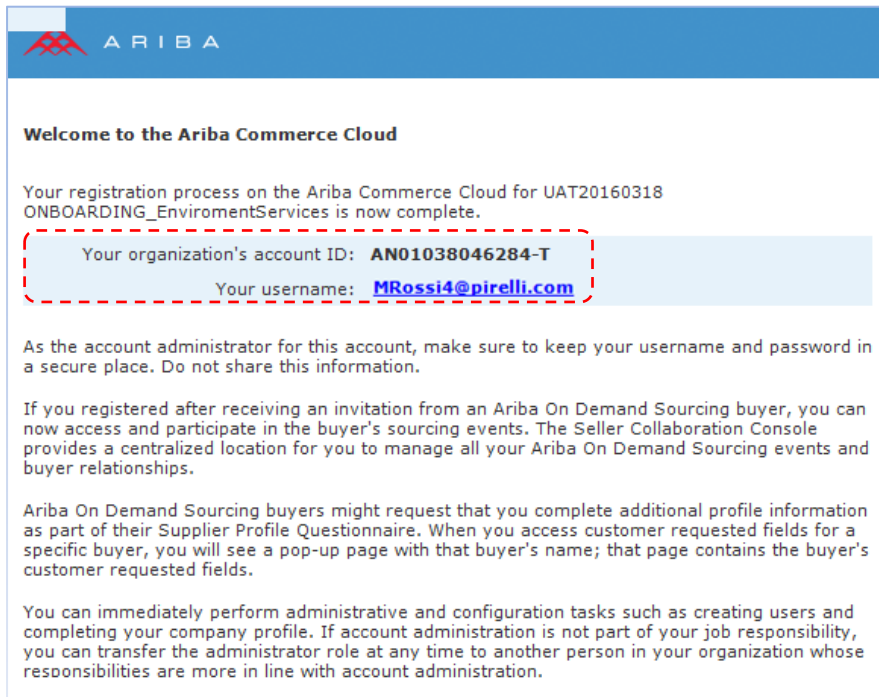| Field	Value
Name:*	Mario Rossi
Email:*	MRossi@dummy.com
	☐ Use my email as my username
Username:*	test-MRossi@dummy.com
Password:*	Enter Password
	Repeat Password
Secret Question:*	In what city was your mother born?
	Your Answer
	Repeat Your Answer
Language:	English

Please read and accept "Terms of Use" and "Ariba Privacy Statement", then click on "**Submit**".

☑ I have read and agree to the Terms of Use and the Ariba Privacy Statement

Submit

The system will automatically generate an e-mail notifying that the registration process has been completed. In the email you will also find your organization account ID and username.

Section 2: Public Profile

After having submitted basic information, you have to fill in the public profile.
Please select "Go to Company Profile".

This screen will be showed.

After filling in "Year Founded" (that is mandatory), you can decide which other information you want to insert on the public profile. Remember that this information can be seen by all Ariba Network users).

When you finish filling in the public profile, please select "Save".
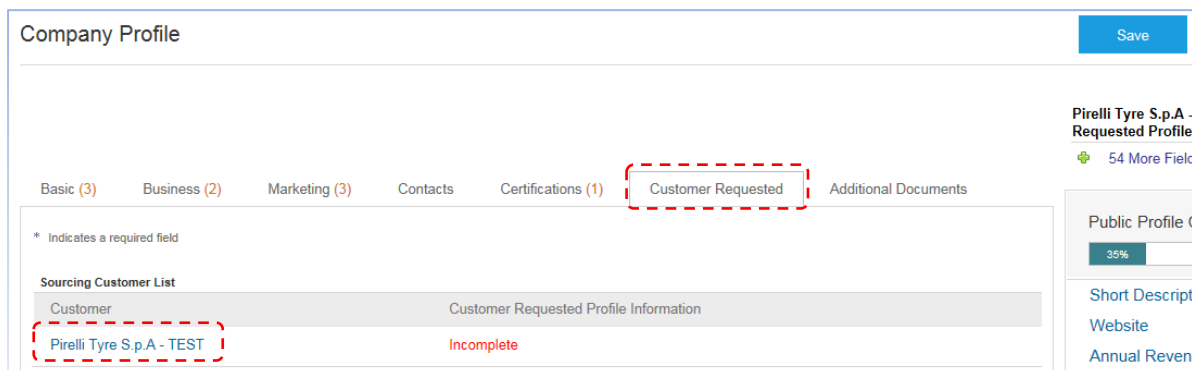

This is how to update your public profile. The following task is to fill in "Pirelli's profile".
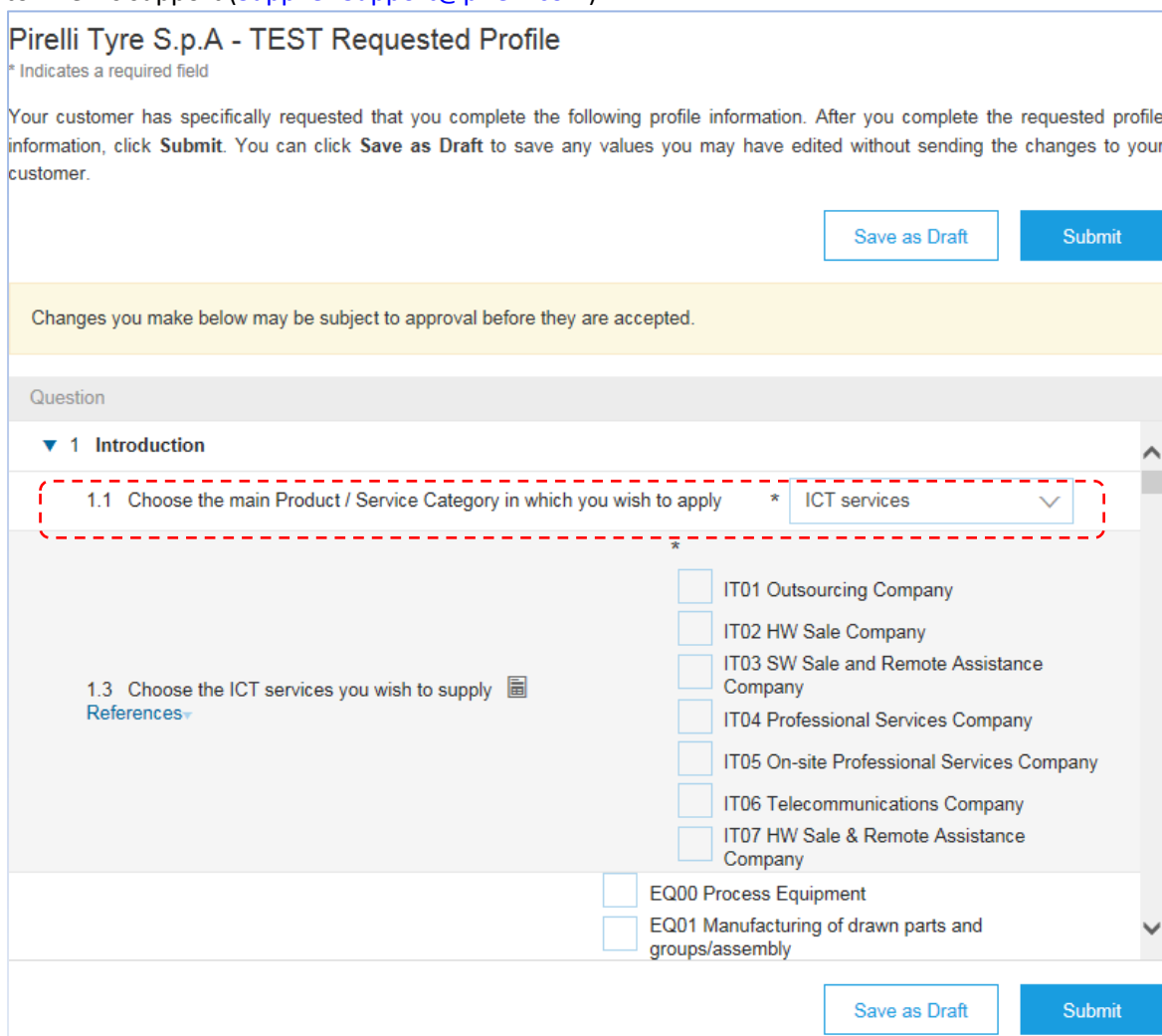
Section 3: Pirelli Profile

To fill in Pirelli's questionnaire you have to
1. Select "Customer Requested" tab
2. Click on "Pirelli Tyres S.p.A." link

Question 1.1 is prefilled (as shown in the picture below) with the category Pirelli defined for the supplier (and the category for which Pirelli has decided to invite the supplier for). This category should **not** be changed manually by the supplier. If you want to do this action please send an email to Pirelli's support (Supplier.Support@pirelli.com).

Question
► 1 Introduction
► 2 Registered office data/Head Office data
► 3 Business and Financial Data
► 4 Corporate Responsibility
► 6 DE Certificates and Document

Discard Draft   Save as Draft   **Submit**

All sections must be properly filled in, please pay attention to the area dedicated to certificates and documents where is required to attach all the documents needed for the macro-category you are doing the assessment.

```
                                              * Attach a file
Chamber of Commerce Registration    :    * Effective Date:   [           ]  📅

                                         * Expiration Date:  [           ]  📅
```

To attach a document, select "**Attach a file**"

Add Attachment   OK   Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have   *More*

Attachment: C:\Users\borghed001\Desktop\Document DUMMY.txt   Browse...

OK   Cancel

Upload the file and then select "**OK**".
It is required to specify the "Effective Date" and the "Expiration Date" for each document.
When a document expires, you will receive an email with a notification saying the profile needs to be updated.
If the supplier wants to add a comment, he has to click on the icon 💬 .

Before submitting your profile, it's possible to save it as a draft (by selecting "**Save as Draft**"). We recommended doing it also during the profile compiling not to lose inserted data.

When the profile is sent (using SUBMIT bottom) , the system will inform you if some fields are not complete, as shown in the image below.

Please fill in missing/incorrect fields and submit the profile by selecting "**Submit**".

After sending the questionnaire, please select "**Save**". This way Pirelli's profile status will be completed.

Pirelli will now start the internal approval process and at the end of it you will receive a feedback (either positive or negative).