



Supplier Information Performance Management

Suppliers' On-Boarding Manual

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Introduction

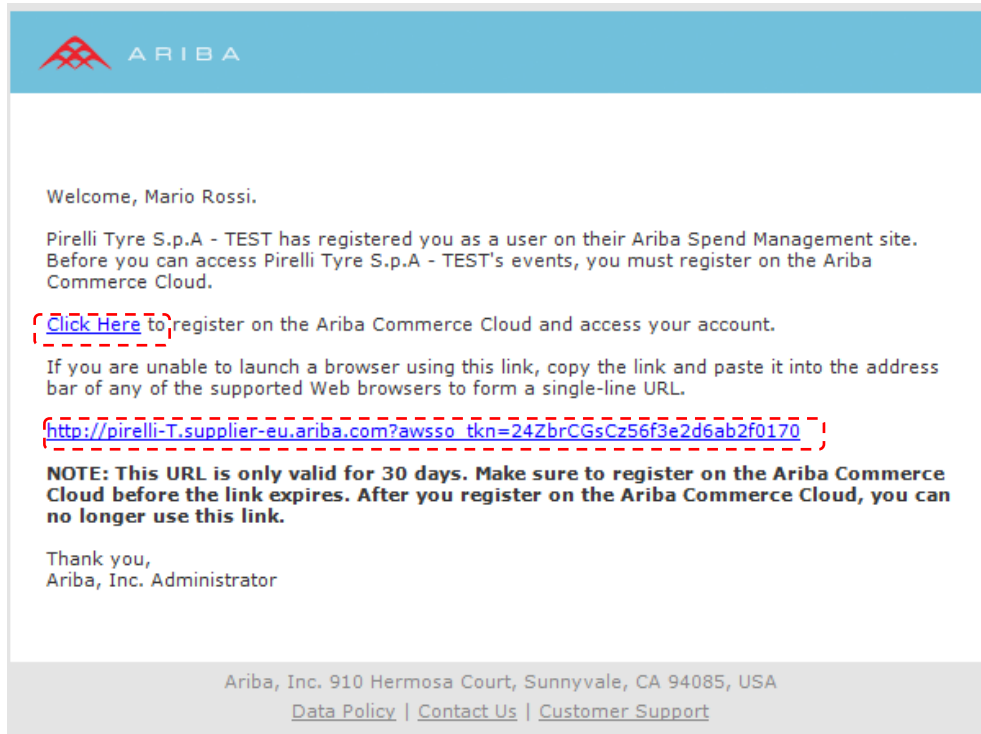
Overview

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](mailto: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**"

Welcome, Mario Rossi

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

Welcome to the Ariba Commerce Cloud. A password reset request was issued from Pirelli Tyre S.p.A - TEST site. Before you can log in to your user account, you must register on the Ariba Commerce Cloud.

Click **Continue** to complete your Ariba Commerce Cloud user account registration. Note: If you click **Continue** and you already have an existing user account on the Ariba Commerce Cloud, Ariba Discovery or Ariba Network you will be creating a duplicate user account.

[Click here if you already have an Ariba Commerce Cloud , Ariba Discovery or Ariba Network account](#)

Continue

About Ariba Commerce Cloud

The Ariba Commerce Cloud 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 Commerce Cloud solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Ariba Commerce Cloud Profile across Ariba Network , Ariba Discovery , and Ariba Sourcing activities

Moving to the Ariba Commerce Cloud 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

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

Enter Your Ariba Commerce Cloud Information

Submit **Cancel**

Verify and complete your basic company information and user account information. All of your Ariba Sourcing supplier profile information is not displayed below, however your complete profile is now available as part of your Ariba Commerce Cloud account. You can use your new Ariba Commerce Cloud username and password to access and manage all your Ariba customer relationships and supplier activities. What is the Ariba Commerce Cloud?

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

Section 1: Basic company information

Enter basic company information

Company Name:*

Company Dummy SRL

Country:*

Italy [ITA]

Address:*

Via G. Marconi 12

Line 2

Postal Code:*

20126

City:*

Milan

State

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

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:

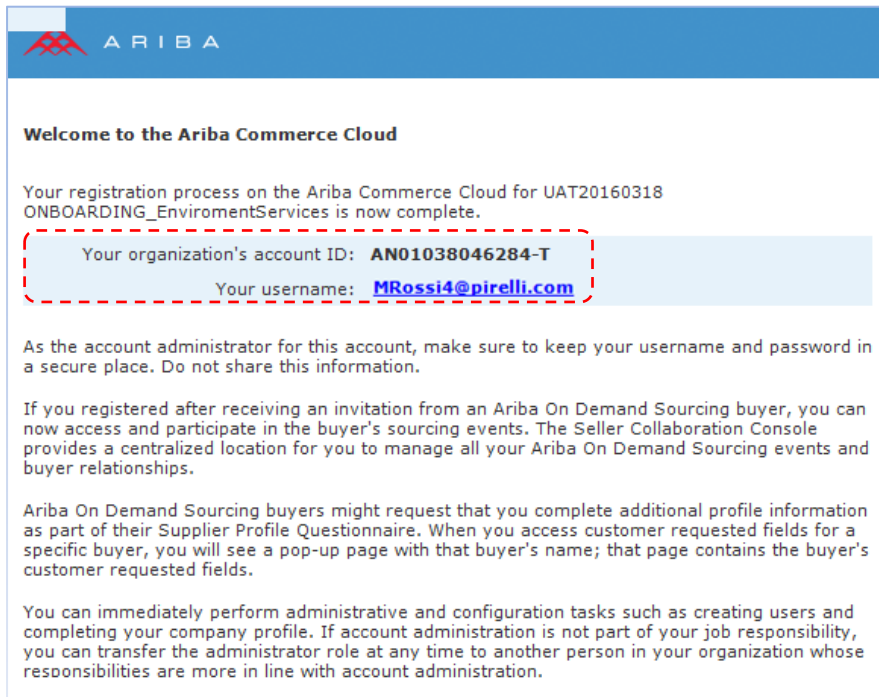
English

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.



The screenshot shows the 'Welcome to the Ariba Commerce Cloud' email. The header features the Ariba logo. The main content area has a blue background with white text. A red dashed box highlights the account ID and username. The text includes a welcome message, registration details for UAT20160318, and instructions for account administrators and buyers.

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for UAT20160318 ONBOARDING_EnvironmentServices is now complete.

Your organization's account ID: **AN01038046284-T**

Your username: MRossi4@pirelli.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.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Section 2: Public Profile

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

Required Profile Fields

Your customer has requested that you complete the following information before they conduct business with you. Click [Go to Company Profile](#) and complete the required fields. After you provide the requested information, you can begin participating in events.

Required Profile Fields From Pirelli Tyre S.p.A - TEST

- Year Founded
- Customer Requested Fields

[Go to Company Profile >](#)

This screen will be showed.

Company Profile

[Save](#)

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

* Indicates a field required by Pirelli Tyre S.p.A - TEST.

Business Information

Year Founded: * 2010

Number of Employees:

Annual Revenue:

Stock Symbol:

Pirelli Tyre S.p.A - Requested Profile

- Year Founded
- 54 More Fields

Public Profile Completeness

35%

[Short Description](#)

[Website](#)

[Annual Revenue](#)

[Certifications](#)

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”.

Company Profile

[Save](#) [Close](#)

✓ Your profile has been successfully updated.

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

* Indicates a field required by Pirelli Tyre S.p.A - TEST.

Business Information

Year Founded: * 2010

Number of Employees:

Pirelli Tyre S.p.A - TEST Requested Profile Information

- 54 More Fields

Public Profile Completeness

35%

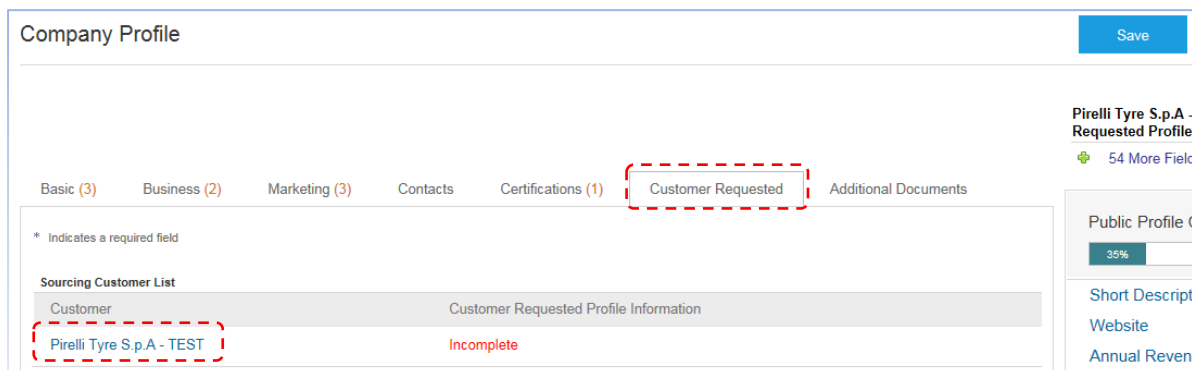
[Short Description](#)

This is how to update your public profile. The following task is to fill in “Pirelli’s profile”.

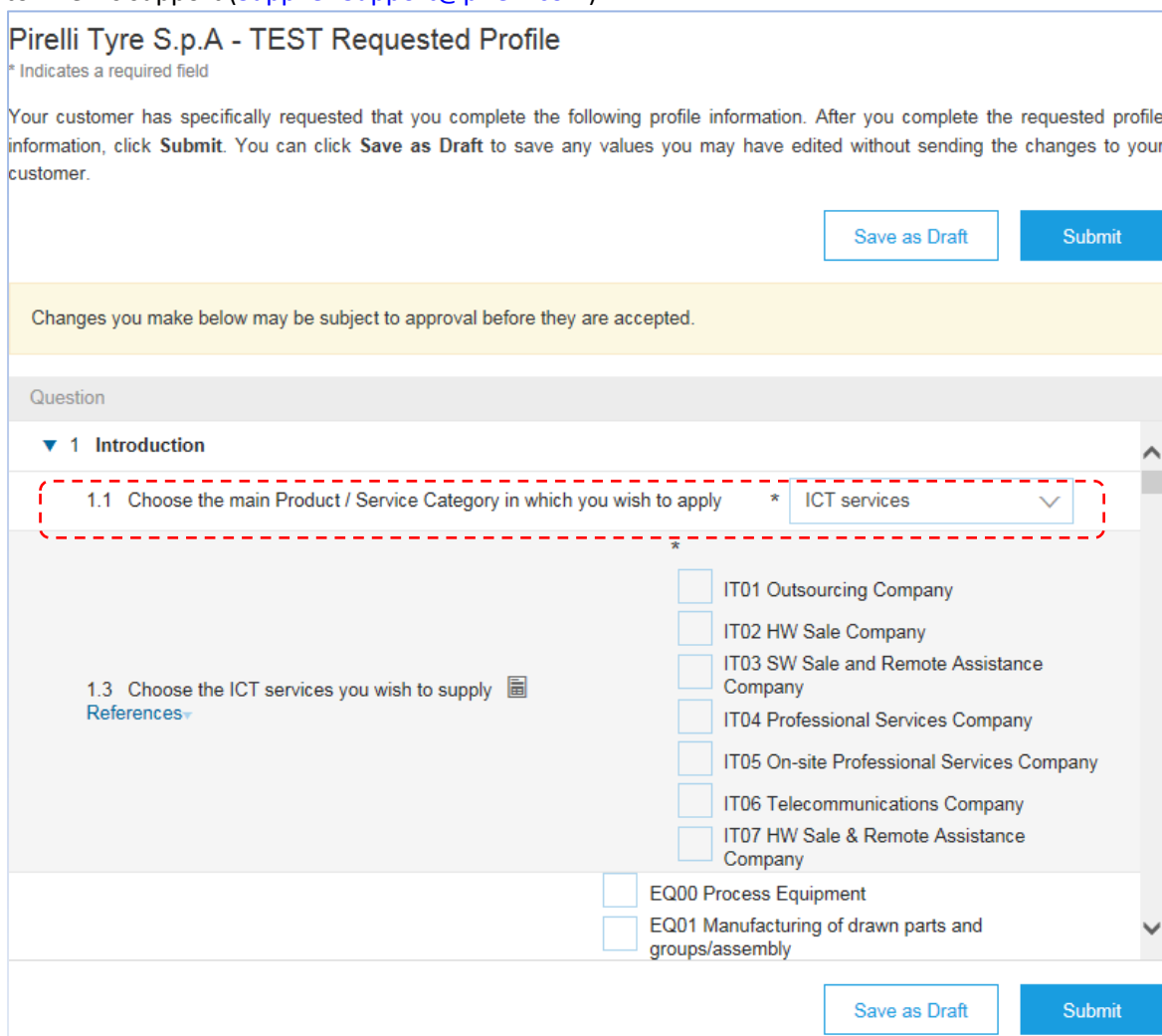
Section 3: Pirelli Profile

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).




Each profile is made by the following sections:

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: 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.

Pirelli Tyre S.p.A - TEST Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Saved as draft by Mario Rossi at 03/24/2016 04:46 PM

Save as Draft

Submit

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.

Pirelli Tyre S.p.A - TEST Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

Status: Submitted by Mario Rossi at 03/25/2016 06:02 PM

Discard Draft

Save as Draft

Submit

Changes you make below may be subject to approval before they are accepted.

Question	Answer
<p>2.14 A brief overview of your business</p> <p><small>* You need to provide an answer to Question 2.15, 'Business Sector'.</small></p>	<p>3333</p>
<p><small>*</small></p> <p>Select all Industries</p> <p><input type="checkbox"/> Aerospace & Defense</p> <p><input type="checkbox"/> Agriculture & Mining</p> <p><input type="checkbox"/> Automotive</p> <p><input type="checkbox"/> Building Materials, Clay & Glass</p> <p><input type="checkbox"/> Chemicals</p>	

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

Status: Submitted by Mario Rossi at 03/25/2016 06:08 PM

Discard Draft

Save as Draft

Submit

Changes you make below may be subject to approval before they are accepted.

✓ You have successfully submitted changes to your customer.

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

Company Profile

Save

Close

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
Pirelli Tyre S.p.A - TEST	Complete

Public Profile Completeness

35%

Short Description

Website

Annual Revenue

Certifications

D.U.N.S. Number

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