



Supplier Information Performance Management

Self-Registration Manual

Contents

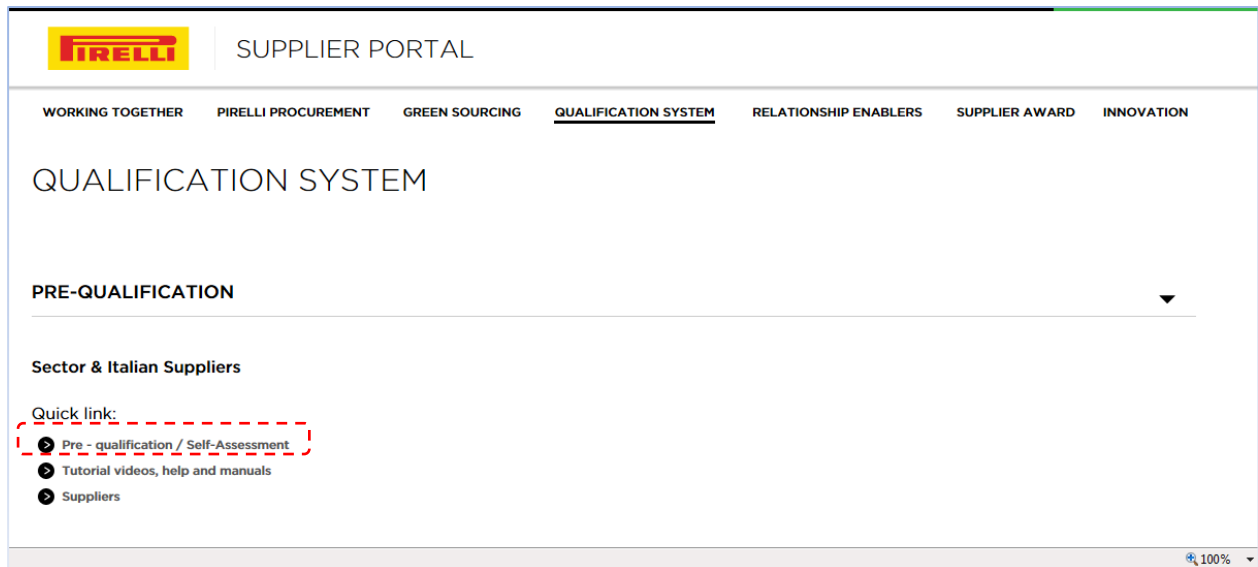
Introduction.....	3
Overview.....	3
Self-Registration steps.....	4
Step 1: Account creation	4
Step 2: Public Profile	8
Step 3: Pirelli Profile	9

Introduction

Overview

This document is meant to provide the main guidelines to support the process of self-registration that have to be followed by the supplier.

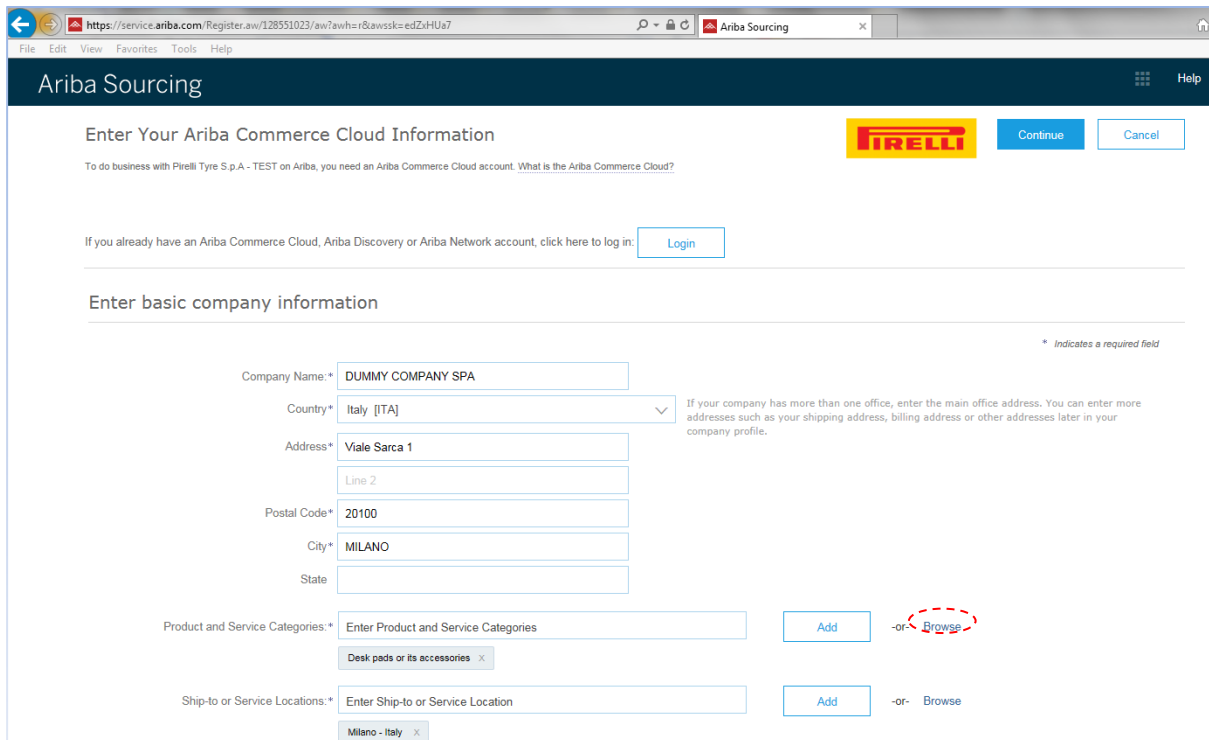
The process starts from the web area reserved to Pirelli suppliers at the following link
<http://www.pirelli.com/supplierportal/en-ww/suppliers-qualification-system/qualification-system>



Clicking on the “**Pre-qualification/Self-Assessment**” link, the form showed in the next page will appear. Here the supplier must insert his company information in order to create a personal account.

Self-Registration steps

Step 1: Account creation



The screenshot shows the Ariba Sourcing registration interface. At the top, there's a browser window with the URL <https://service.ariba.com/Register.aw/128551023/aw?awh=r8awssk=edZvHUa7>. The page header includes the Ariba Sourcing logo and a Help link. The main heading is "Enter Your Ariba Commerce Cloud Information". Below this, there's a Pirelli logo and "Continue" and "Cancel" buttons. A note states: "To do business with Pirelli Tyre S.p.A - TEST on Ariba, you need an Ariba Commerce Cloud account. What is the Ariba Commerce Cloud?". A "Login" button is provided for existing users. The section "Enter basic company information" follows, with a note: "* Indicates a required field". The form includes fields for Company Name (DUMMY COMPANY SPA), Country (Italy [ITA]), Address (Viale Sarca 1, Line 2), Postal Code (20100), City (MILANO), and State. There are also sections for Product and Service Categories (with an "Add" button and a "Browse" button circled in red) and Ship-to or Service Locations (with an "Add" button and a "Browse" button). A small note on the right says: "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."

The supplier must fill all the mandatory fields, in particular

- Entering basic company information
- Entering supplier account information

Enter user account information

Name: *

Giovanni

Verdi

Email: *

Giovanni.Verdi@gmail.com

☐ Use my email as my username

Username: *

GioVerdi@gmail.com

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

Password: *

Must contain a minimum 8 characters including letters and numbers. ⓘ

Secret Question: *

In what city was your mother born? ▾

The answer to your secret question must be atleast 5 characters.

Language:

English ▾

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

Ariba Privacy Statement

* Indicates a required field

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 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](#) and the [Ariba Privacy Statement](#)

Continue

Cancel

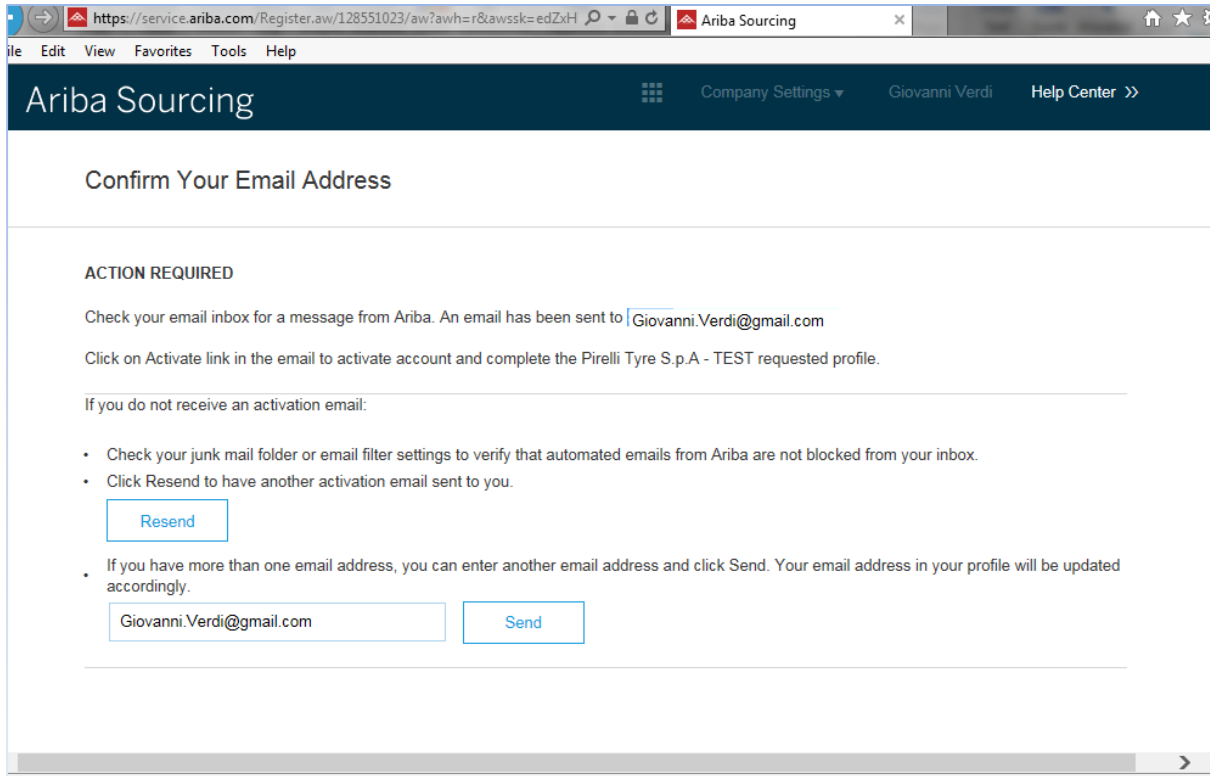
Confirming that “Terms of use” have been read is mandatory, after that please click “Continue”

SAP Ariba 

supplier self-registration manual

Page 5 of 14

After that this screen will appear



https://service.ariba.com/Register.aw/128551023/aw?awh=r&awssk=edZxH Ariba Sourcing

file Edit View Favorites Tools Help

Ariba Sourcing Company Settings Giovanni Verdi Help Center >>

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. An email has been sent to Giovanni.Verdi@gmail.com

Click on Activate link in the email to activate account and complete the Pirelli Tyre S.p.A - TEST requested profile.

If you do not receive an activation email:

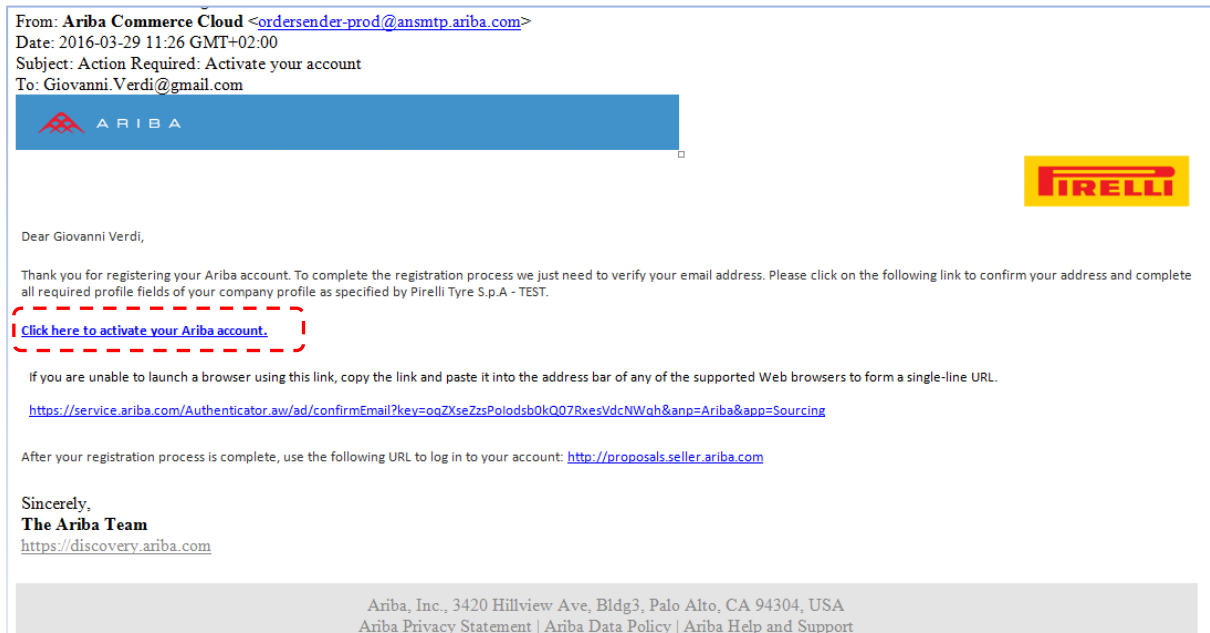
- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

[Resend](#)


- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.


[Send](#)

Close your browser and check your mailbox, open the email coming from “Ariba Commerce Cloud” and click on the link highlighted below to activate your ARIBA account.



From: **Ariba Commerce Cloud** <ordersender-prod@ansmtp.ariba.com>
Date: 2016-03-29 11:26 GMT+02:00
Subject: Action Required: Activate your account
To: Giovanni.Verdi@gmail.com





Dear Giovanni Verdi,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address and complete all required profile fields of your company profile as specified by Pirelli Tyre S.p.A - TEST.

[Click here to activate your Ariba account.](#)

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=ogZXseZsPolodsb0kQ07RxesVdcNWqh&app=Ariba&app=Sourcing>

After your registration process is complete, use the following URL to log in to your account: <http://proposals.seller.ariba.com>

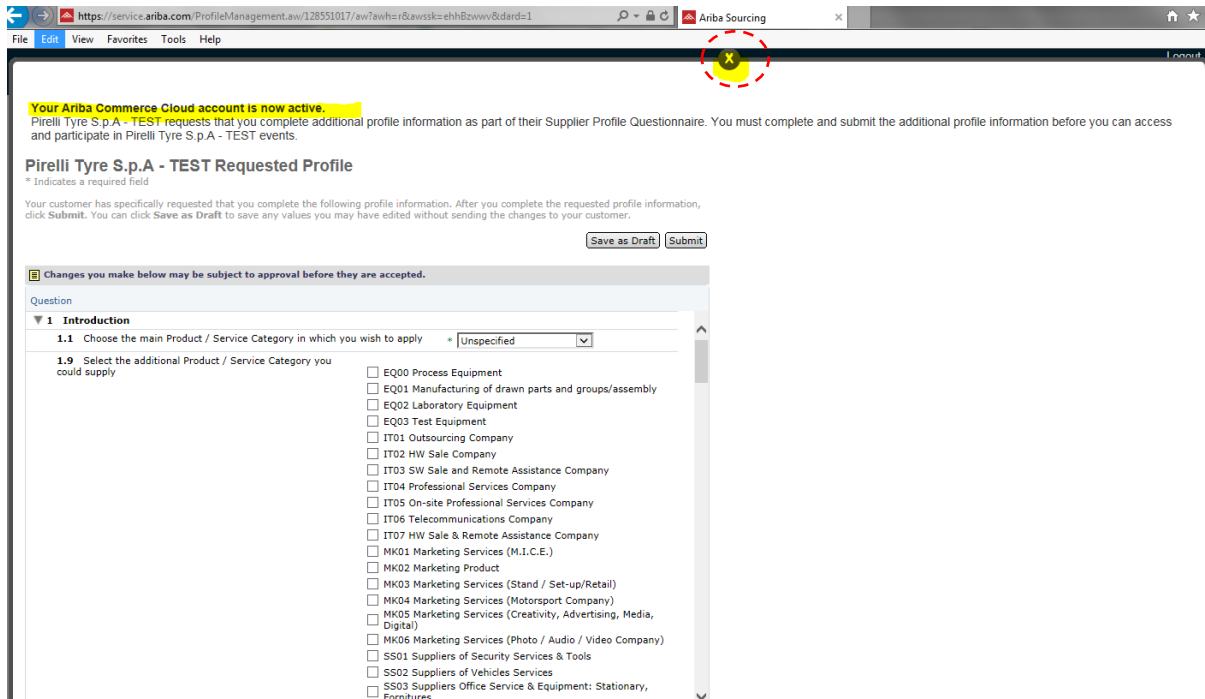
Sincerely,
The Ariba Team
<https://discovery.ariba.com>

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
[Ariba Privacy Statement](#) | [Ariba Data Policy](#) | [Ariba Help and Support](#)

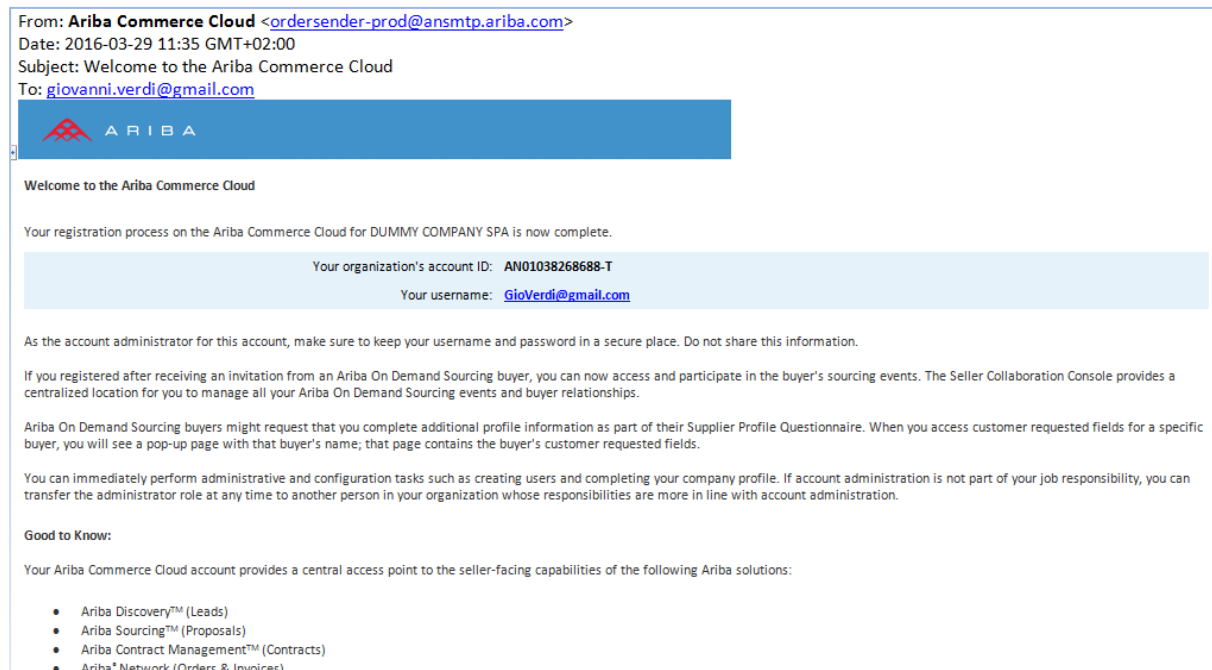
This way you will enter to ARIBA Profile.

Automatically you will be redirected on the Pirelli Profile, as showed below.

Please click on the “X” in the upper part of the screen to close this window and enter to your “Public profile”.



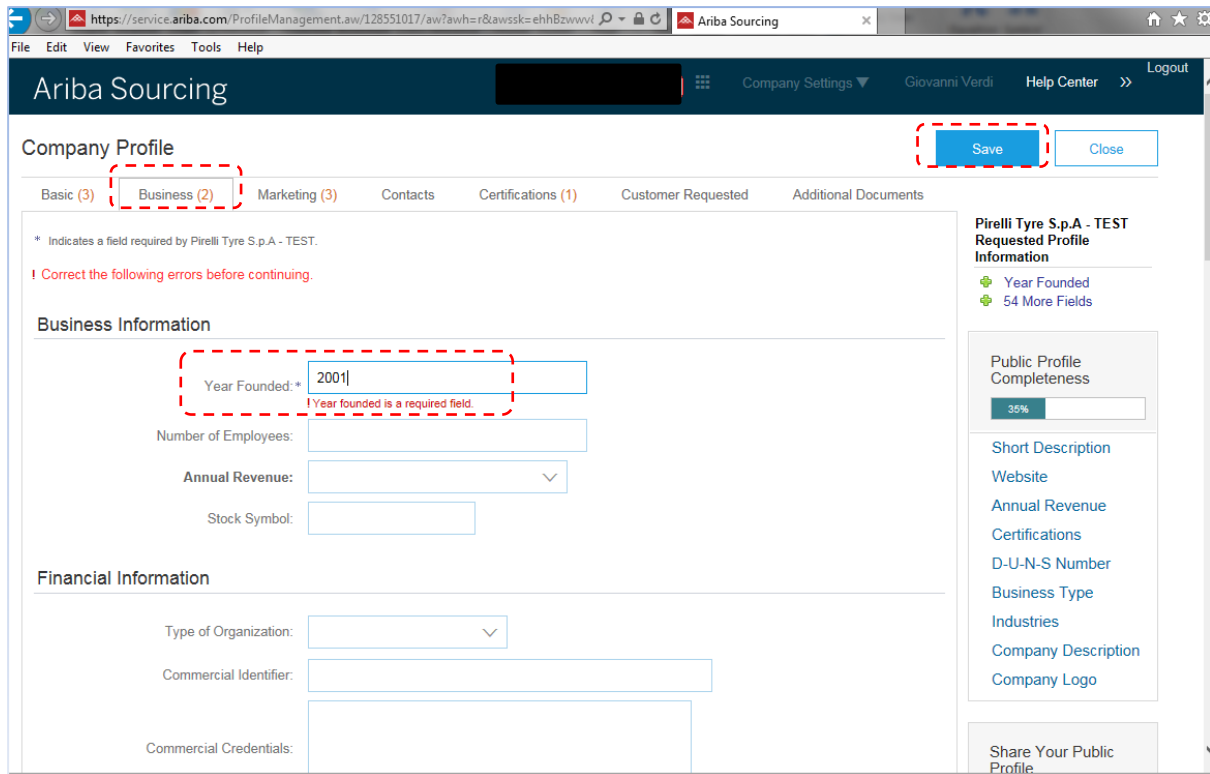
After the activation you will also receive an email with your credentials for future logins.



Step 2: Public Profile

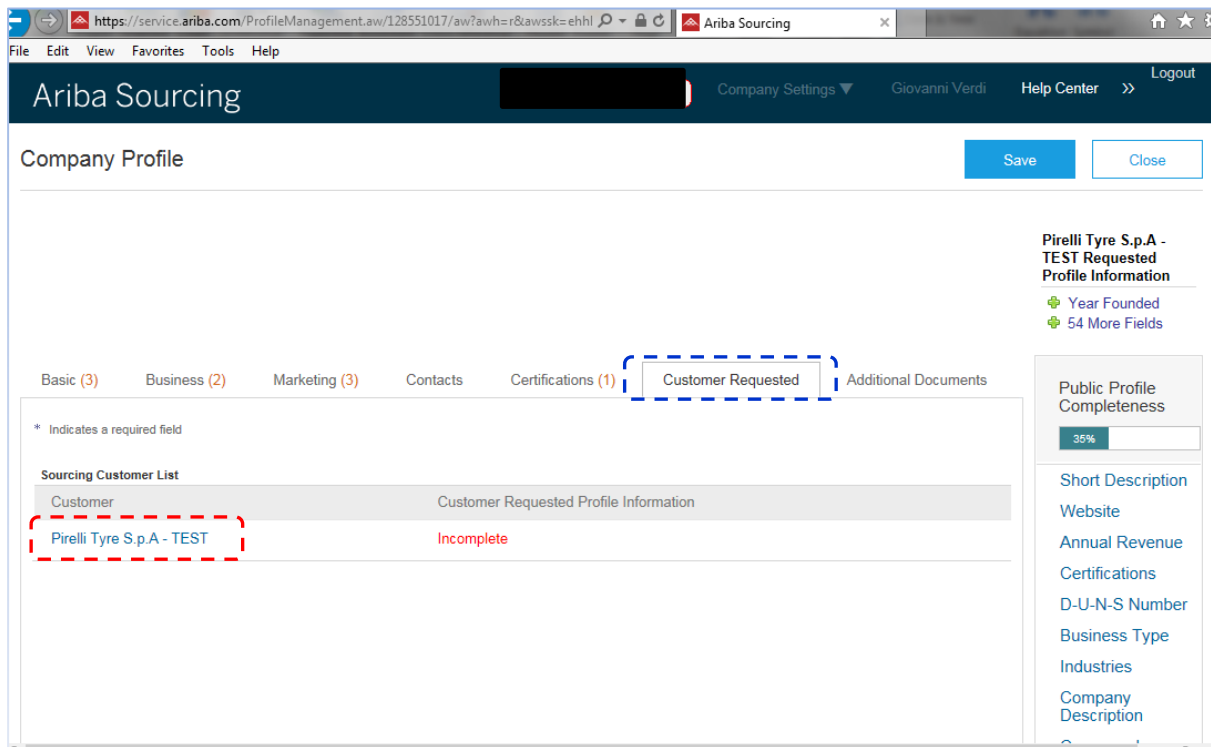
In this section you can fill all the information that you want to share with all the ARIBA Network users. You can insert information divided by topic such as Basic, Business, Marketing, Contacts, etc...

The only mandatory field is the “Year Founded” in <Business> tab. Then click “Save”.

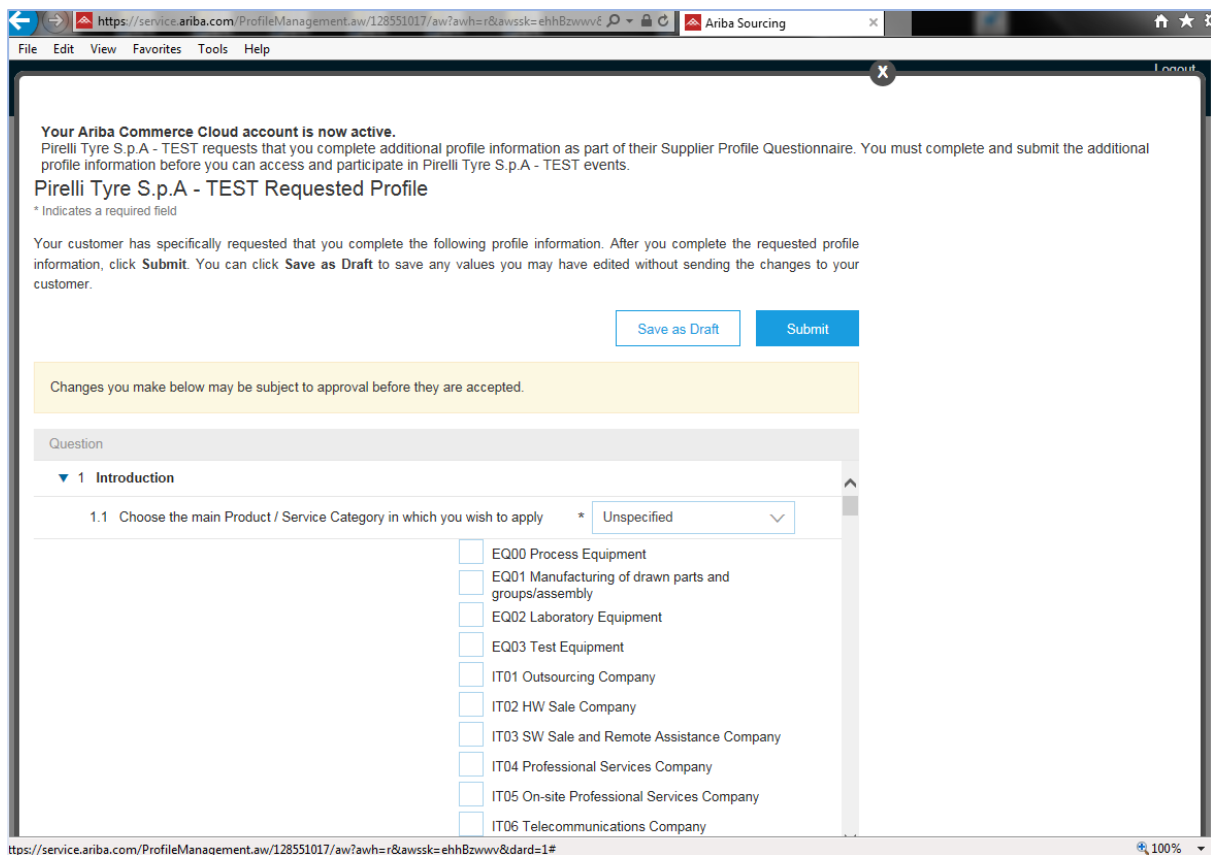


After having filled in the public profile, you can switch to Pirelli profile, clicking on the "**Customer Requested**".

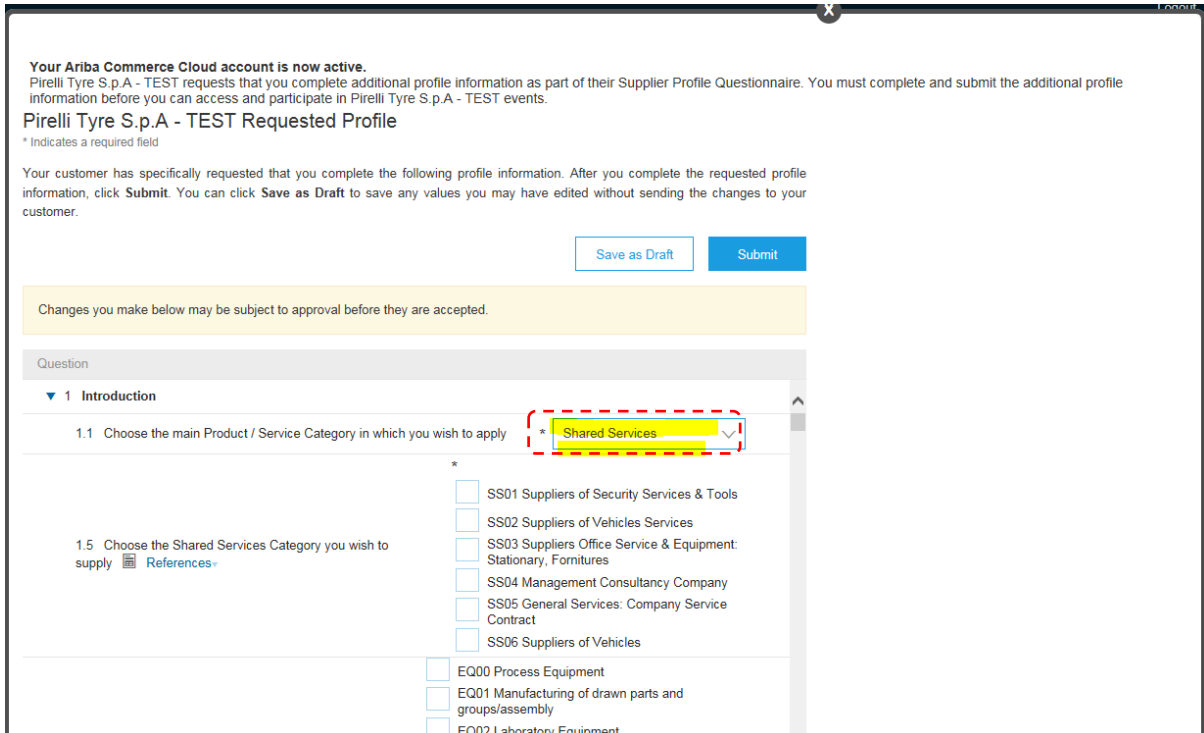
Step 3: Pirelli Profile



To enter the Pirelli Questionnaire you have to click on “Pirelli Tyre Spa” link.



Here you have to answer to all Pirelli's questions. Please select first the Category for which you want offer your services to Pirelli.



Your Ariba Commerce Cloud account is now active.
Pirelli Tyre S.p.A - TEST requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the additional profile information before you can access and participate in Pirelli Tyre S.p.A - TEST events.

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.

[Save as Draft](#) [Submit](#)

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

Question

▼ 1 Introduction

1.1 Choose the main Product / Service Category in which you wish to apply * **Shared Services**

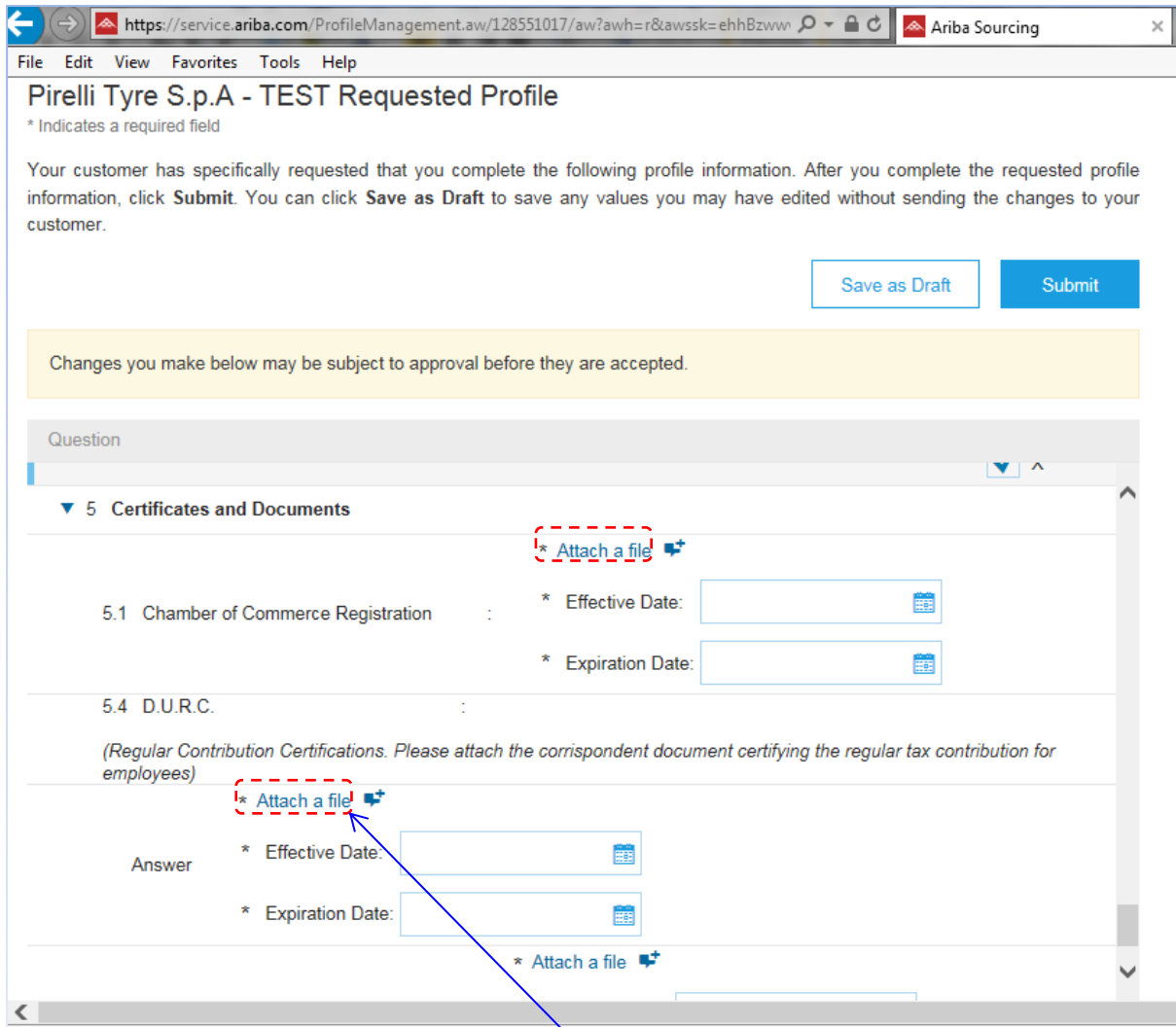
1.5 Choose the Shared Services Category you wish to supply [References](#)

- ☐ SS01 Suppliers of Security Services & Tools
- ☐ SS02 Suppliers of Vehicles Services
- ☐ SS03 Suppliers Office Service & Equipment: Stationary, Furnitures
- ☐ SS04 Management Consultancy Company
- ☐ SS05 General Services: Company Service Contract
- ☐ SS06 Suppliers of Vehicles
- ☐ EQ00 Process Equipment
- ☐ EQ01 Manufacturing of drawn parts and groups/assembly
- ☐ EQ02 Laboratory Equipment

The questionnaire path depends on the answers given and is arranged into five sections by theme

1. **Introduction**
2. **Registered office data/Head Office data**
3. **Business and Financial Data**
4. **Corporate Responsibility**
5. **Certificates and Documents**
(this section may have different names, depending on Country rollout)

Please pay attention to the following section that will explain you how to attach a document.



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.

[Save as Draft](#) [Submit](#)

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

Question

▼ 5 Certificates and Documents

5.1 Chamber of Commerce Registration : * Effective Date:
 * Expiration Date:

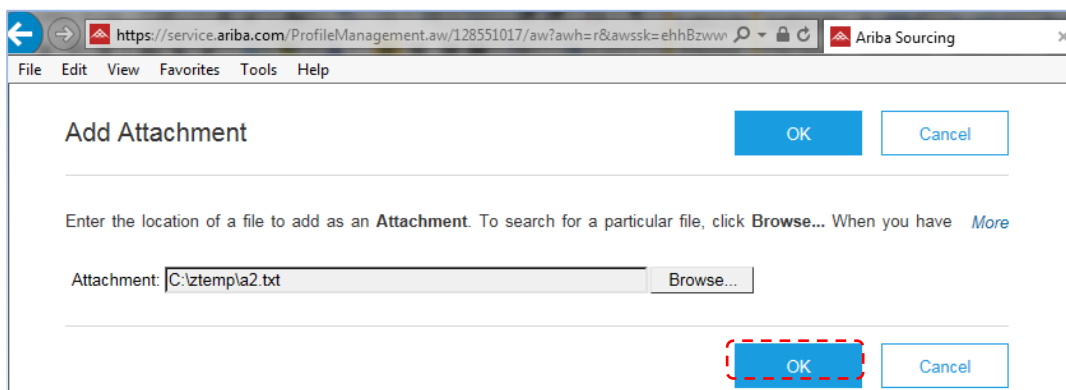
5.4 D.U.R.C. :
 (Regular Contribution Certifications. Please attach the correspondent document certifying the regular tax contribution for employees)

* Attach a file

Answer * Effective Date:
 * Expiration Date:

* Attach a file

To attach a document you must click on “[Attach a file](#)”. Remember to fill also the “Effective date” and “Expiration date” of the document.



Add Attachment [OK](#) [Cancel](#)

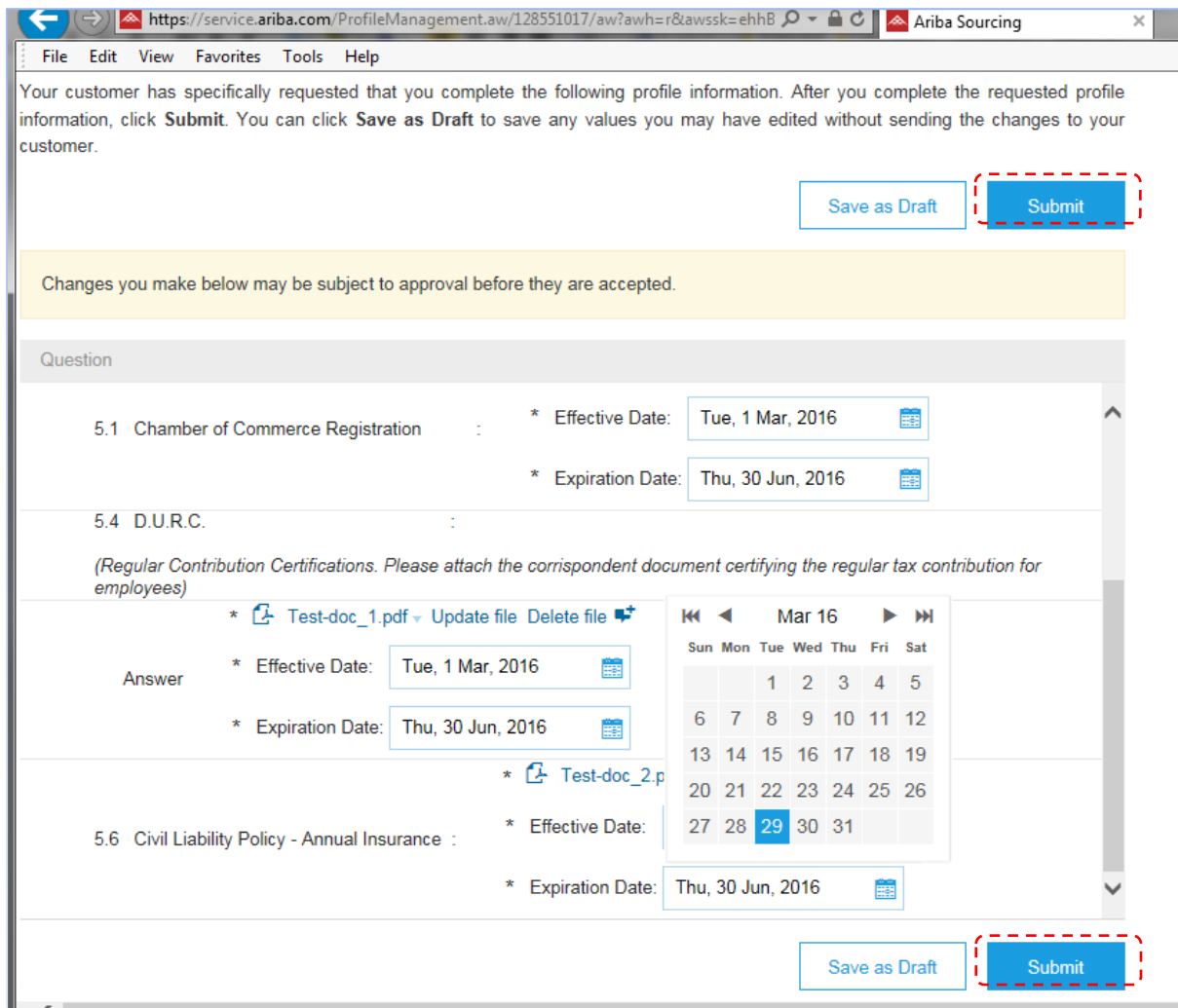
Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have [More](#)

Attachment: [Browse...](#)

[OK](#) [Cancel](#)

Select a file from your computer and click “OK”.

When you complete the whole questionnaire, please click on “**Submit**”.



https://service.ariba.com/ProfileManagement.aw/128551017/aw?awh=r8awssk=ehhB Ariba Sourcing

File Edit View Favorites Tools Help

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.

[Save as Draft](#) [Submit](#)

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

Question

5.1 Chamber of Commerce Registration : * Effective Date: Tue, 1 Mar, 2016 * Expiration Date: Thu, 30 Jun, 2016

5.4 D.U.R.C. :
(Regular Contribution Certifications. Please attach the correspondent document certifying the regular tax contribution for employees)

* Test-doc_1.pdf Update file Delete file

Answer * Effective Date: Tue, 1 Mar, 2016 * Expiration Date: Thu, 30 Jun, 2016

5.6 Civil Liability Policy - Annual Insurance : * Effective Date: * Expiration Date: Thu, 30 Jun, 2016

[Save as Draft](#) [Submit](#)

In case of incomplete answer, the system will alert you highlighting which are the missing fields.

Pirelli Tyre S.p.

* Indicates a required field

⚠

There is 1 problem that requires completion or correction in order to complete your request.

✖

Your customer has specified 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 Giovanni Verdi at 03/29/2016 01:25 PM

Discard Draft

Save as Draft

Submit

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

Question

☐ Service Provider
 ☐ Telecommunications
 ☐ Textiles Production
 ☐ Transportation & Storage
 ☐ Utilities
 ☐ Wholesale
 ☐ Other

You need to provide an answer to Question 2.16, 'Permanent Number of employees'.

2.16 Permanent Number of employees *

▼ 3 Business and Financial Data

3.1 Please specify your Currency * E... ▼

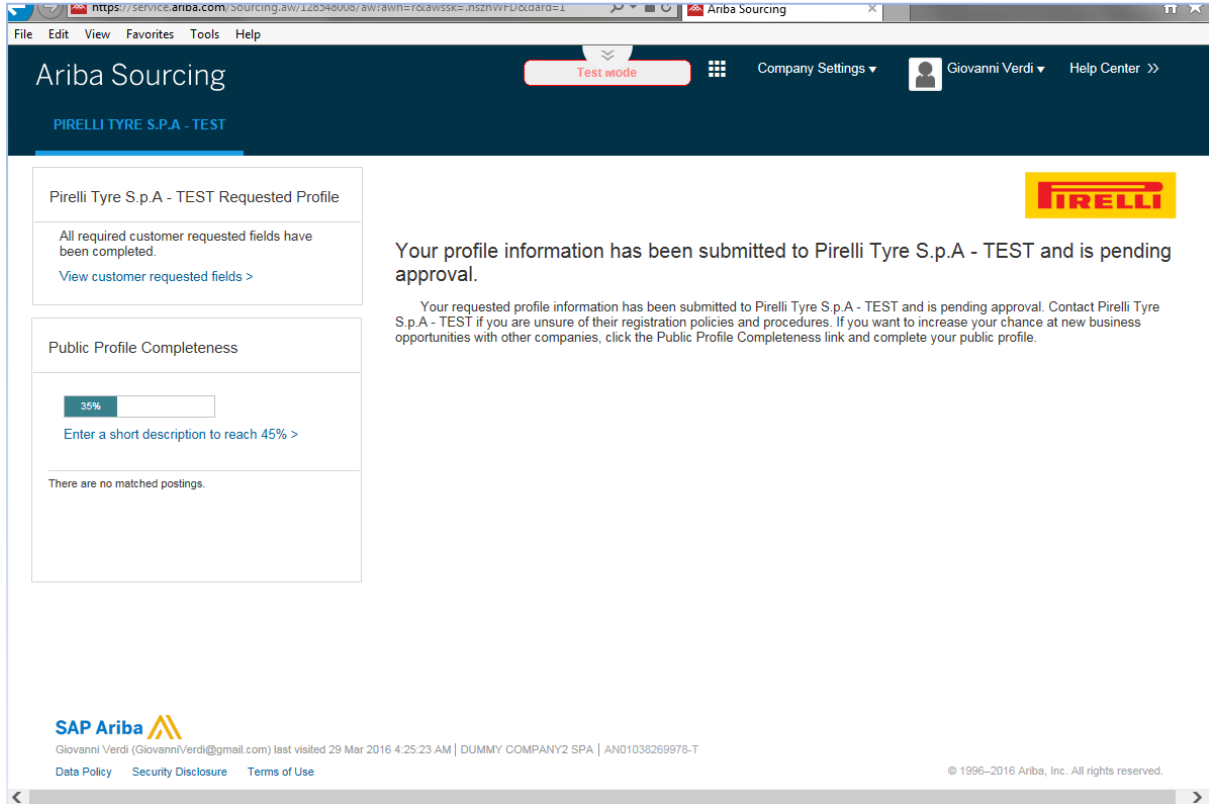
3.2 Turnover in the last year: * 1,111

Discard Draft

Save as Draft

Submit

When the submission is completed you will receive this message.



The screenshot shows a web browser window with the URL <https://service.ariba.com/sourcing/aw/126348008/aw/awh=10awssk=inszhwFUS00af0=1>. The page header includes the Ariba Sourcing logo, a "Test mode" button, and navigation links for "Company Settings", "Giovanni Verdi", and "Help Center". The main content area displays a confirmation message for the "Pirelli Tyre S.p.A - TEST" profile. On the left, a sidebar shows the "Pirelli Tyre S.p.A - TEST Requested Profile" status as "All required customer requested fields have been completed" with a link to "View customer requested fields >". Below this, the "Public Profile Completeness" section shows a progress bar at 35% and a link to "Enter a short description to reach 45% >". The main message states: "Your profile information has been submitted to Pirelli Tyre S.p.A - TEST and is pending approval." It also includes a note: "Your requested profile information has been submitted to Pirelli Tyre S.p.A - TEST and is pending approval. Contact Pirelli Tyre S.p.A - TEST if you are unsure of their registration policies and procedures. If you want to increase your chance at new business opportunities with other companies, click the Public Profile Completeness link and complete your public profile." The footer contains the SAP Ariba logo, user information for Giovanni Verdi, and copyright information for 1996-2016 Ariba, Inc.

After that, your request will be checked by Pirelli Purchase department that will send you a feedback when the evaluation is done.