



Supplier Information Performance Management

Suppliers' On-Boarding Manual

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Introduccion

Descripcion General

Este documento es una guía para apoyar el proceso de registro que debe seguir el proveedor

Pasos para registro

Seccion 1: Creacion de la Cuenta

Los proveedores recibirán el siguiente correo electrónico de "Ariba Administrator" (Administrador de Ariba no-reply@eusmtp.ariba.com).



Lea atentamente el correo electrónico y siga las instrucciones. Para iniciar el proceso de registro, seleccione "Click Here" o copie el enlace en su navegador.

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

La siguiente página le permite al Proveedor cargar la información necesaria para completar el proceso de registro. Presione "Submit" para llenar las diferentes secciones.

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.](#)

Sección1: Información básica de la empresa

Enter basic company information

* Indicates a required field

Company Name:*

Country* 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.

Address*

Postal Code*

City*

State

Product and Service Categories:* -or-

Ship-to or Service Locations:* -or-

Tax ID: Enter your Company Tax ID number.

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

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

Sección 2: Información de la cuenta de usuario.

Enter user account information

Name:*

Email:*
 Use my email as my username

Username:*

Password:*

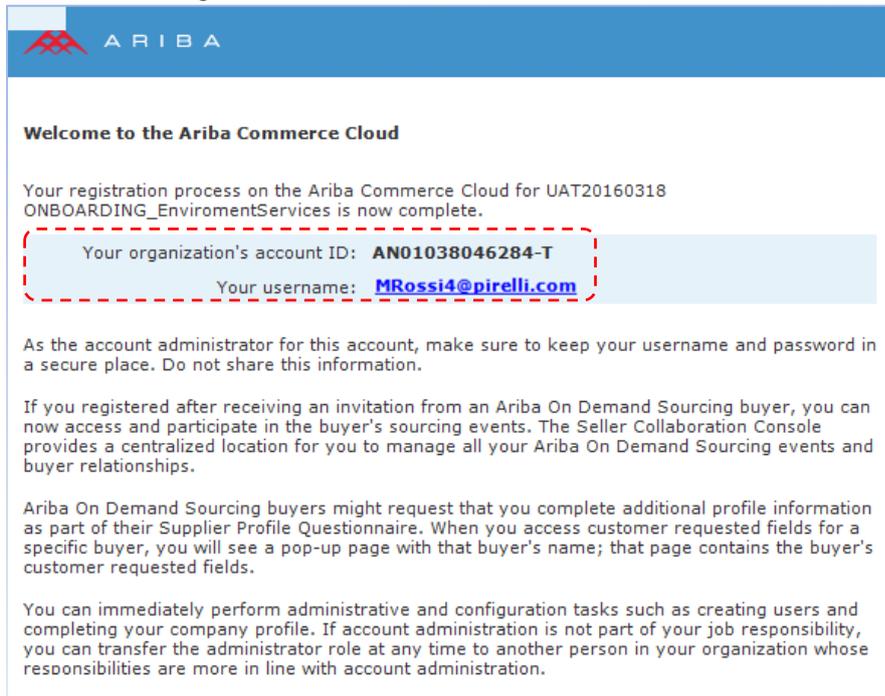
Secret Question:*

Language:

Por favor, lea y acepte "Términos de uso" y "Declaración de privacidad de Ariba", luego haga clic en "Submit".

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

El sistema generará automáticamente un correo electrónico notificando que se ha completado el proceso de registro. En el correo electrónico también encontrará el ID de cuenta y el nombre de usuario de su organización.



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.

Sección 2: Perfil public

Después de haber enviado la información básica, debes rellenar el perfil público.
Por favor seleccione "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 C 35%

Short Descript
Website
Annual Reven
Certifications

Después de rellenar "Year Founded" (que es obligatorio), puede decidir qué otra información desea insertar en el perfil público. Recuerde que esta información puede ser vista por todos los usuarios de Ariba Network).

Cuando termines de rellenar el perfil público, selecciona "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

Así es como actualizar su perfil público. La siguiente tarea consiste en rellenar "Pirelli's profile".

Sección 3: Perfil de Pirelli

Para rellenar el cuestionario de Pirelli debes

1. Seleccione la pestaña "Solicitado por el cliente"
2. Haga clic en el enlace "Pirelli Tyres S.p.A."

Company Profile Save

Pirelli Tyre S.p.A - Requested Profile
54 More Fields

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

* Indicates a required field

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

Public Profile C
35%

Short Descripti
Website
Annual Revent

La pregunta 1.1 está precargada (como se muestra en la imagen siguiente) con la categoría Pirelli definida para el proveedor (y la categoría para la que Pirelli ha decidido invitar al proveedor). Esta categoría no debe cambiarse manualmente por el proveedor.

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 *

1.3 Choose the ICT services you wish to supply [References](#)

- IT01 Outsourcing Company
- IT02 HW Sale Company
- IT03 SW Sale and Remote Assistance Company
- IT04 Professional Services Company
- IT05 On-site Professional Services Company
- IT06 Telecommunications Company
- IT07 HW Sale & Remote Assistance Company
- EQ00 Process Equipment
- EQ01 Manufacturing of drawn parts and groups/assembly

Save as Draft Submit

Cada perfil se compone de las siguientes secciones:

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

Todas las secciones deben estar debidamente llenadas, por favor preste atención al área dedicada a los certificados y documentos donde se requiere para adjuntar todos los documentos necesarios para la macro-categoría que está haciendo la evaluación.

Chamber of Commerce Registration :

* Effective Date:

* Expiration Date:

Para adjuntar un documento, seleccione "Add Attachment"

Add Attachment

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

Attachment:

Cargue el archivo y luego seleccione "Aceptar".

Es necesario especificar la "Fecha de vigencia" y la "Fecha de vencimiento" para cada documento.

Cuando un documento caduca, recibirá un correo electrónico con una notificación indicando que el perfil debe actualizarse.

Si el proveedor quiere añadir un comentario, debe hacer clic en el icono.

Antes de enviar su perfil, es posible guardarlo como borrador (seleccionando "Guardar como borrador"). Recomendamos hacerlo también durante el perfil compilando para no perder los datos insertados

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](#)

Cuando se envía el perfil (con SUBMIT abajo), el sistema le informará si algunos campos no están completos, como se muestra en la imagen de abajo.

Pirelli Tyre S.p.A. * Indicates a required field

Your customer has specifically requested that you complete the following 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

2.14 A brief overview of your business sector. *

You need to provide an answer to Question 2.15, 'Business Sector'.

3333

*
 Select all Industries
 Aerospace & Defense
 Agriculture & Mining
 Automotive
 Building Materials, Clay & Glass
 Chemicals

Por favor, rellene los campos faltantes / incorrectos y envíe el perfil seleccionando **"Submit"**.

Después de enviar el cuestionario, seleccione **"Save"**. De esta forma se completará el perfil de Pirelli.

Pirelli iniciará ahora el proceso de aprobación interna y al final recibirá una retroalimentación (positiva o negativa).