



**Supplier Information
Performance Management**

Self-Registration Manual



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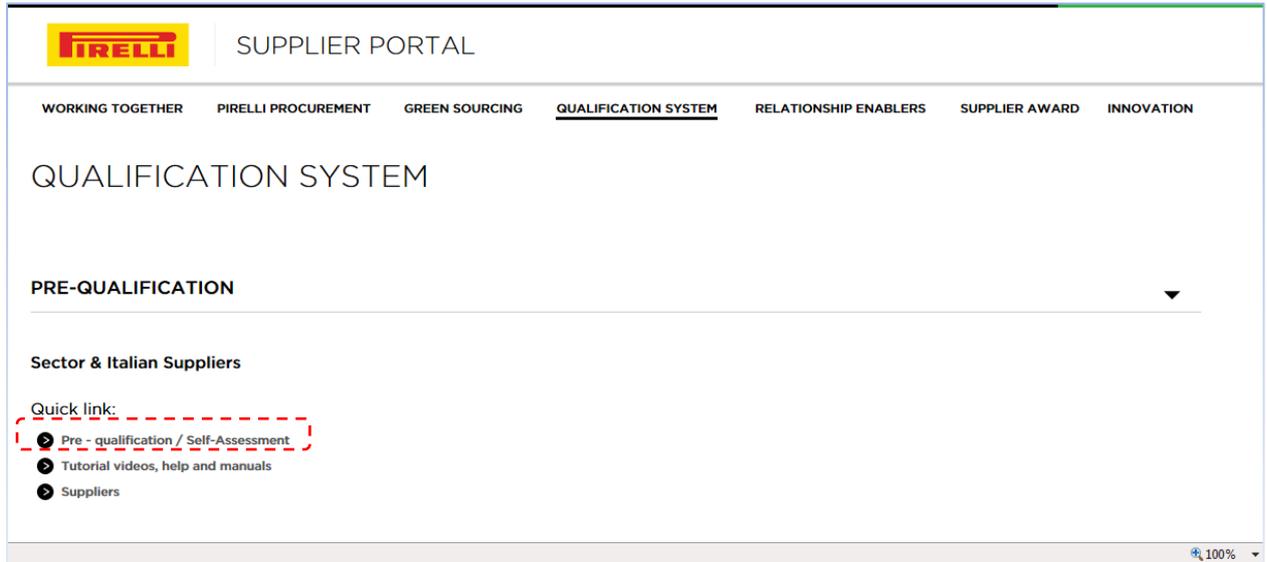
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Introduction

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

Enter Your Ariba Commerce Cloud Information

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?

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in: [Login](#)

Enter basic company information

* Indicates a required field

Company Name* DUMMY COMPANY SPA

Country* Italy [ITA] 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* Viale Sarca 1
Line 2

Postal Code* 20100

City* MILANO

State

Product and Service Categories* Enter Product and Service Categories [Add](#) -or- [Browse](#)
Desk pads or its accessories x

Ship-to or Service Locations* Enter Ship-to or Service Location [Add](#) -or- Browse
Milano - Italy x

The supplier must fill all the mandatory fields, in particular

- Entering basic company information
- Entering supplier account information

Enter user account information * Indicates a required field

Name: [Ariba Privacy Statement](#)

Email: Use my email as my username

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

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

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

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

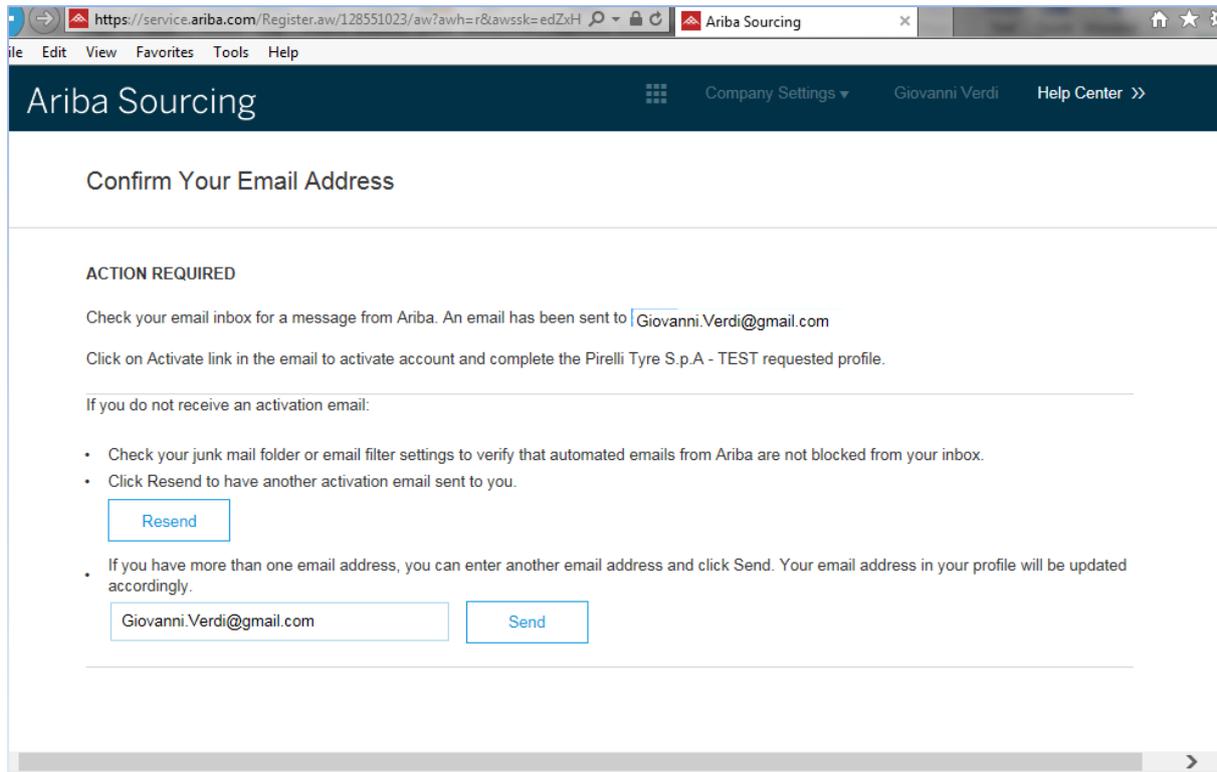
Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished 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.

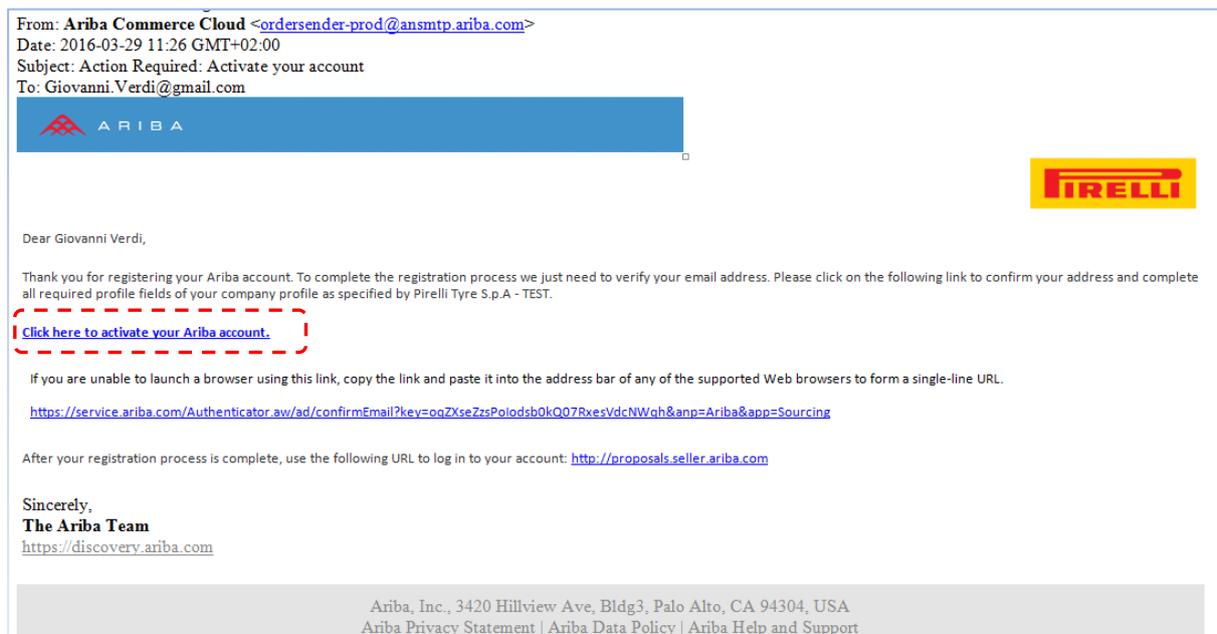
I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

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

After that this screen will appear



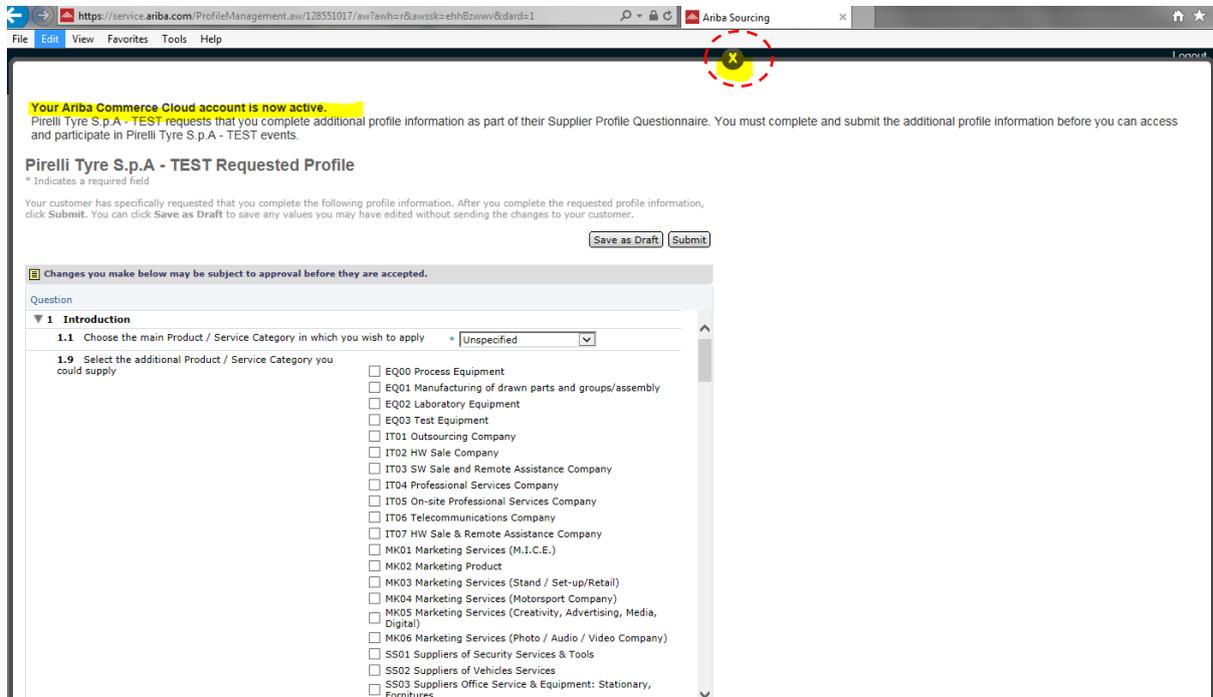
Close your browser and check your mailbox, open the email coming from “Ariba Commerce Cloud” and click on the link highlighted below to activate your ARIBA account.



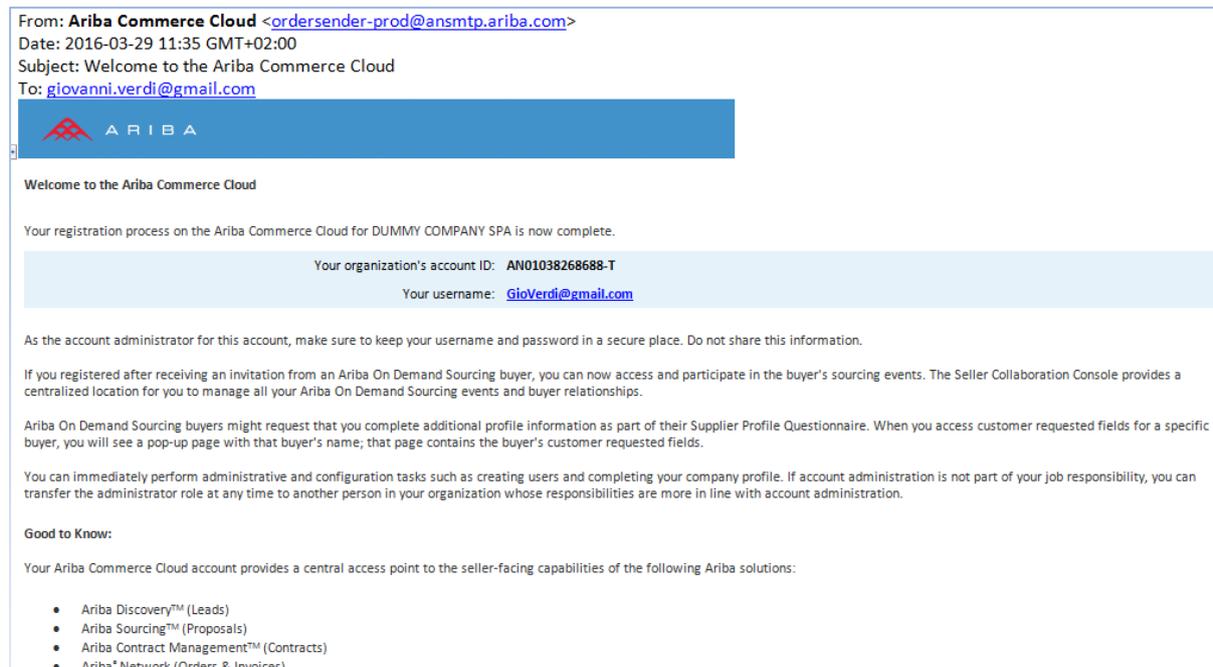
This way you will enter to ARIBA Profile.

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”.

The screenshot displays the 'Company Profile' page in the Ariba Sourcing system. The 'Business (2)' tab is active, and the 'Year Founded' field is highlighted with a red dashed box, containing the value '2001'. A red error message below the field states '! Year founded is a required field.' The 'Save' button is also highlighted with a red dashed box. The page includes a navigation bar with 'Ariba Sourcing' and user information 'Giovanni Verdi'. The sidebar on the right shows 'Pirelli Tyre S.p.A - TEST Requested Profile Information' with a progress bar for 'Public Profile Completeness' at 95%.

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

Step 3: Pirelli Profile

Company Profile

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

- Year Founded
- 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 Completeness: 25%

- Short Description
- Website
- Annual Revenue
- Certifications
- D-U-N-S Number
- Business Type
- Industries
- Company Description

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

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 * Unspecified

- EQ00 Process Equipment
- EQ01 Manufacturing of drawn parts and groups/assembly
- EQ02 Laboratory Equipment
- EQ03 Test Equipment
- 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

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

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.

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

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

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

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

Pirelli Tyre S.p.A.
* 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 *

3.2 Turnover in the last year: *

[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/128546006/aw?awh=raawssk=insznwFU&data=1>. The page title is "Ariba Sourcing" and the user is logged in as "Giovanni Verdi". The main content area displays a confirmation message: "Your profile information has been submitted to Pirelli Tyre S.p.A - TEST and is pending approval." Below this message, there is a section for "Public Profile Completeness" showing a progress bar at 35% and a prompt to "Enter a short description to reach 45%". The footer includes the SAP Ariba logo, user information, and copyright notice.

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