



# **Supplier Information Performance Management**

## *Suppliers' On-Boarding Manual*

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## Introduction

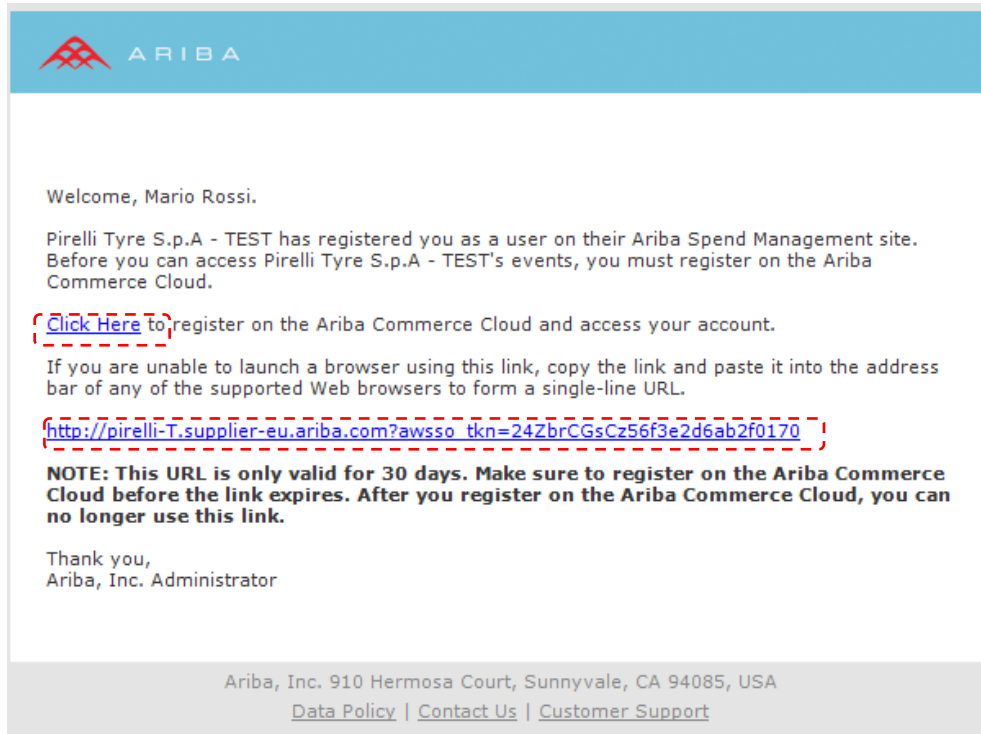
### Overview

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: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**"

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

\* 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. ⓘ

## Section 2: User account information.

### Enter user account information

Name: \*

Email: \*   
 Use my email as my username

Username: \*

Password: \*

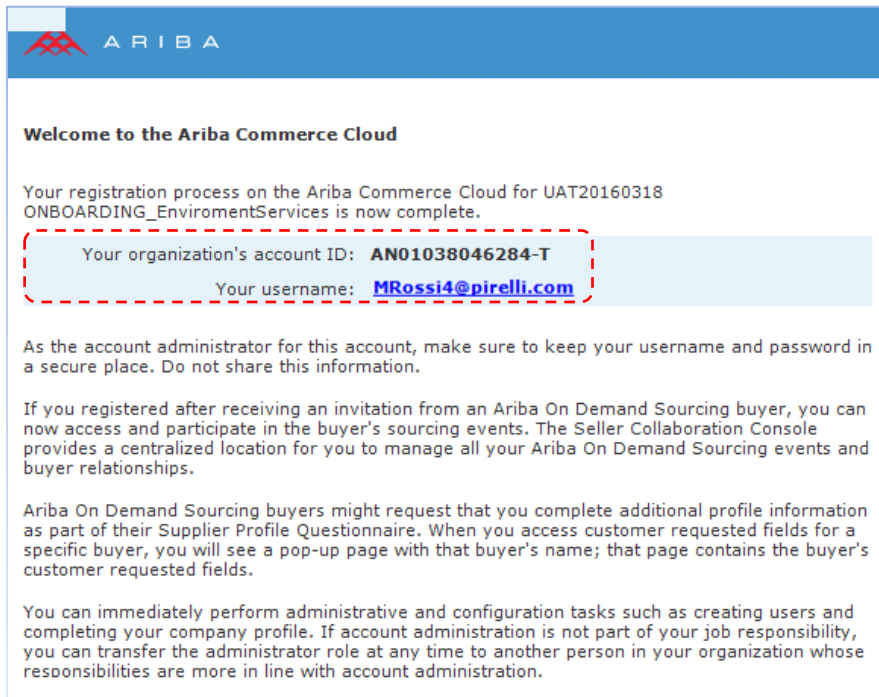
Secret Question: \*  ▼

Language:  ▼

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](#)

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 an email from Ariba with the following content:

**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](mailto: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

Basic (3)	Business (2)	Marketing (3)	Contacts	Certifications (1)	Customer Requested	Additional Documents
* Indicates a required field						
<b>Sourcing Customer List</b>						
Customer	Customer Requested Profile Information					
Pirelli Tyre S.p.A - TEST	Incomplete					

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](mailto:Supplier.Support@pirelli.com)).

**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.

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

Each profile is made by the following sections:

<b>Introduction</b>
<b>Registered office data/Head Office data</b>
<b>Business and Financial Data</b>
<b>Corporate Responsibility</b>
<b>Certificates and Documents</b>
<input type="button" value="Save as Draft"/> <input type="button" value="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.

	<b>* Attach a file!</b>
Chamber of Commerce Registration :	* Effective Date: <input type="text"/>
	* Expiration Date: <input type="text"/>

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

<b>Add Attachment</b>	<input type="button" value="OK"/>	<input type="button" value="Cancel"/>
Enter the location of a file to add as an <b>Attachment</b> . To search for a particular file, click <b>Browse...</b> When you have <i>More</i>		
Attachment: <input type="text" value="C:\Users\borghed001\Desktop\Document DUMMY.txt"/>	<input type="button" value="Browse..."/>	
	<input type="button" value="OK"/>	<input type="button" value="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, the system will inform you if some fields are not complete, as shown in the image below.

**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 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

2.14 A brief overview of your business activity

3333

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

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

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).

## Raw Materials Suppliers

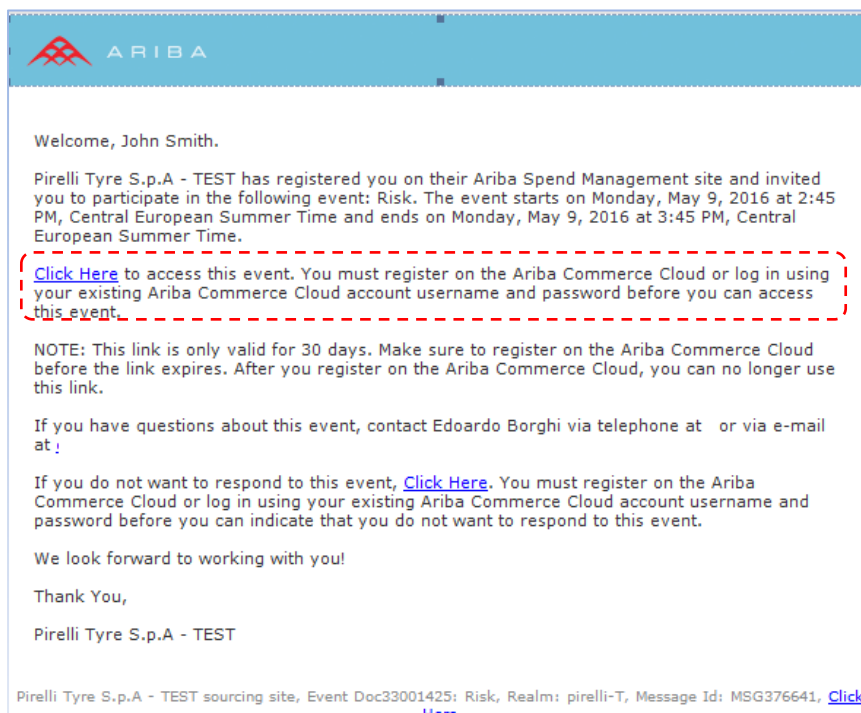
Raw Material suppliers differ from the others because they have a prefilled macro category with written on it "Raw material":

▼ 1 Introduction

1.1 Choose the main Product / Service Category in which you wish to apply \* Raw material ▼

- EQ00 Process Equipment
- EQ01 Manufacturing of drawn parts and groups/assembly
- EQ02 Laboratory Equipment
- EQ03 Test Equipment
- IT01 Outsourcing Company
- IT02 HW Sale Company

As shown in the picture below, the invitation email differs to the email shown in the paragraph "Step 1: Account Creation":



This happens because suppliers are invited to a different on-boarding procedure, which is made by 2 self-assessment steps (not 1). **Both** of them are mandatory to be correctly on-boarded on Ariba.

After clicking "Click here", you'll be redirected to the first self-assessment (that is Ariba registration procedure) that has to be completed as shown in paragraph 2.1 "Section 1: Account Creation"

Suppliers must fill in Pirelli's Profile. The first four sections are common to every supplier. Raw materials suppliers must fill in also a special section where they'll be asked to upload other documents. This special section is shown in the picture below:

▼ 6.2 Supplier's approved Plants

6.2.2 Supplier Plant 1	Nome Plant1	
		*  DocRawMaterial Dummy.txt ▾ Aggiorna file Elimina file
6.2.3 ISO/TS:16949 (if applicable-preferred) or ISO:9001 - Plant 1		* Data di validità: ven, 1 apr, 2016
		* Data di scadenza: gio, 26 mag, 2016
6.2.4 Supplier Plant 2	Nome plant 2	
		* Allega un file
6.2.5 ISO/TS:16949 (if applicable-preferred) or ISO:9001 - Plant 2		* Data di validità: <input type="text"/>
		* Data di scadenza: <input type="text"/>

Salva bozza **Invia**

For each homologated plant, just one document has to be uploaded.

Plant description has been prefilled by Pirelli and you **MUST NOT** change it. In the example above the Plant Description is "Nome Plant1" and "Nome Plant2". If you need any explanation please send an email to Pirelli's support ([Supplier.Support@pirelli.com](mailto:Supplier.Support@pirelli.com)). When the profile questionnaire is done, please select "Send"

Select "Save" and then "Close"

Company Profile



✓ Your profile has been successfully updated. X

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

You can now access the second self-assessment. This is a risk questionnaire.

Please proceed by selecting the event you have been invited to, as shown in the picture below:

Ariba Sourcing

Test mode Company Settings John Smith Help Center >>

PIRELLI TYRE S.P.A - TEST

Pirelli Tyre S.p.A - TEST Requested Profile

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Public Profile Completeness

There are no matched postings.

**Events**

Title	ID	End Time ↓	Event Type
Status: Open (1)			
Risk	Dpc33001425	5/9/2016 3:45 PM	Survey

**Tasks**

Name	Status	Due Date	Completion Date	Alert
No items				

The survey will appear (as shown in the picture below). Plant description has been set by Pirelli. **DO NOT** make any modification to it.

In the upper right corner is shown the time left to fill in the questionnaire.

After you complete the survey, click on “Send”.

By selecting “Compose New Message” it’s possible to ask for explanations to the survey owner.

After you write the message, select “Send”.

The second self-assessment is now done. Pirelli will now start the internal approval process and at the end of it you will receive a feedback (either positive or negative).