SI Group®

The Substance Inside

Ariba Supplier Registration and Event Participation Guide

2025

Procurement Excellence

Welcome to the SI Group Supplier Registration Guide

This guide is designed to help suppliers successfully navigate the SI Group's Supplier Information Management Portal, powered by SAP Ariba Supplier Lifecycle & Performance (SLP). Whether you are registering for the first time or updating your company information, this resource provides step-by-step instructions and practical tips to ensure a smooth onboarding experience.

What you'll find in this guide:

- An overview of the supplier registration and event participation process
- Clear instructions for completing the Supplier Registration Questionnaire
- Guidance on participating in sourcing events (RFI, RFQ, RFP, Auctions)
- Tips for maintaining your Ariba account and updating company details
- Information on where to get help and support from SI Group and SAP Ariba

Why follow this guide?

- Completing the registration process and keeping your information up to date is essential for doing business with SI Group. While registration does not guarantee business, it is a required step for suppliers who wish to participate in sourcing events and transact with SI Group.
- We encourage you to read through each section carefully and refer to the FAQ or Help Center re for additional support. Our goal is to make your onboarding process as efficient and transparent as possible.

SI Group

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SI Group

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3

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4

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5

Maintain your Questionnaire as requested

SI Group

Steps for Event participation

1

Receive Invitation from SI Group to participate in an event (e.g. RFI, RFP, Auction)

2

Create New Ariba Account or Log-in with Existing Account

3

Complete and submit quotation on Ariba

4

SI Group Review, Negotiate and Award (after registration)

5

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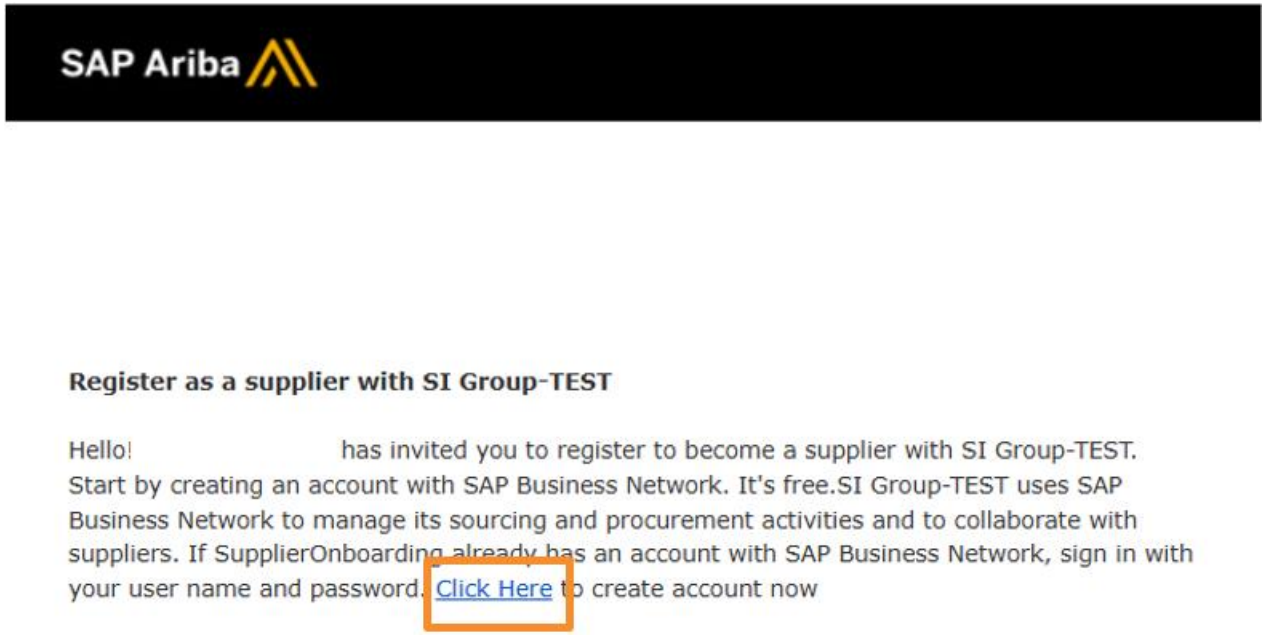
SI Group

Invitation Email Supplier

You will receive an email invitation from SI Group to register as a supplier on the SAP Business Network.

- The email will include a link labelled **"Click Here"**.
- Select this link to begin your registration process.



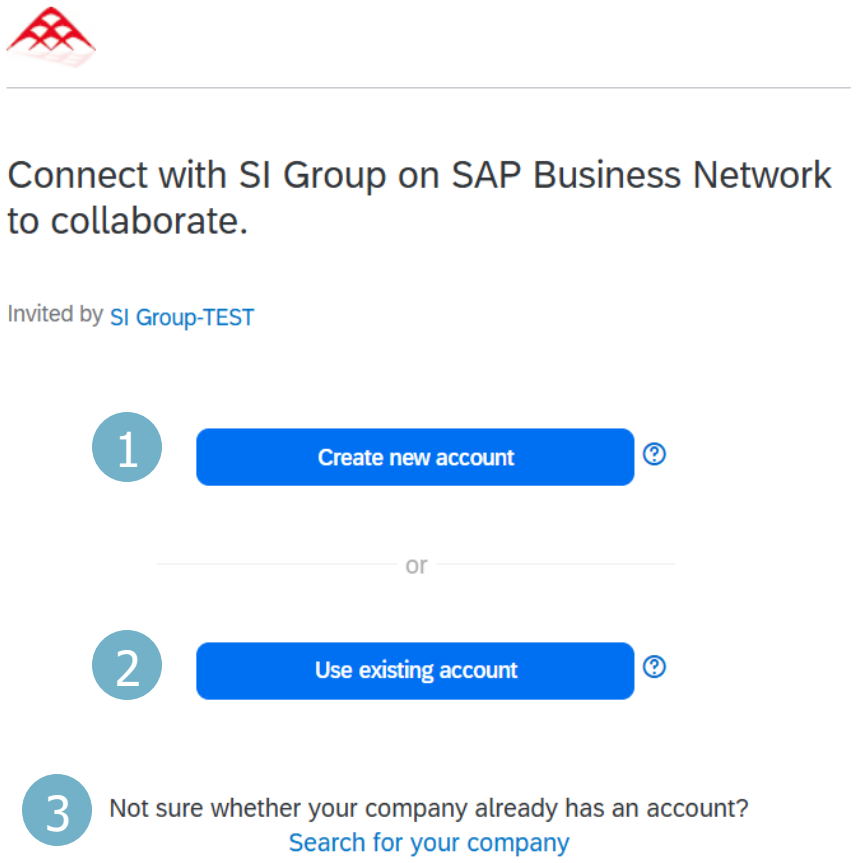
Connect with SI Group

After clicking the invitation link, you will be directed to the SAP Business Network registration page.

1. If you are new to SAP Ariba, select **"Create new account"** to set up your company profile.

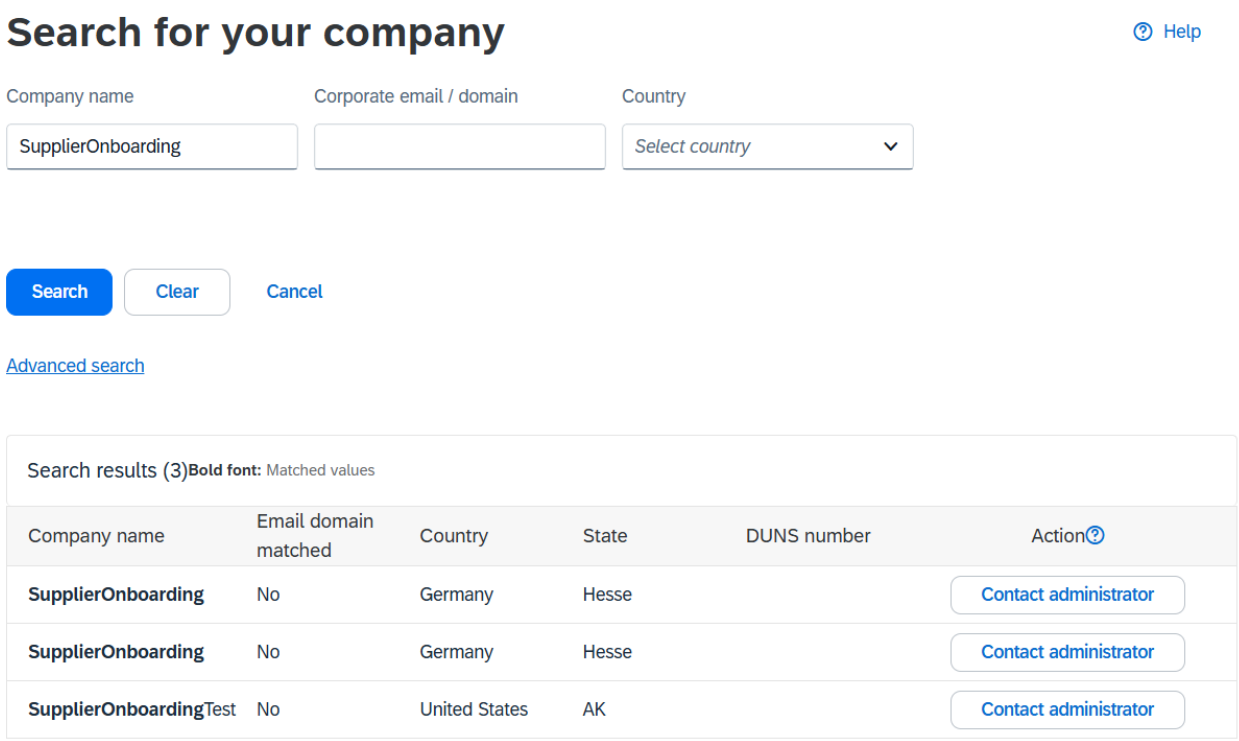
2. If your company already has an account, select **"Use existing account"** and log in with your credentials.

3. If you are unsure whether your company is already registered, use the **"Search for your company"** option to review existing accounts.



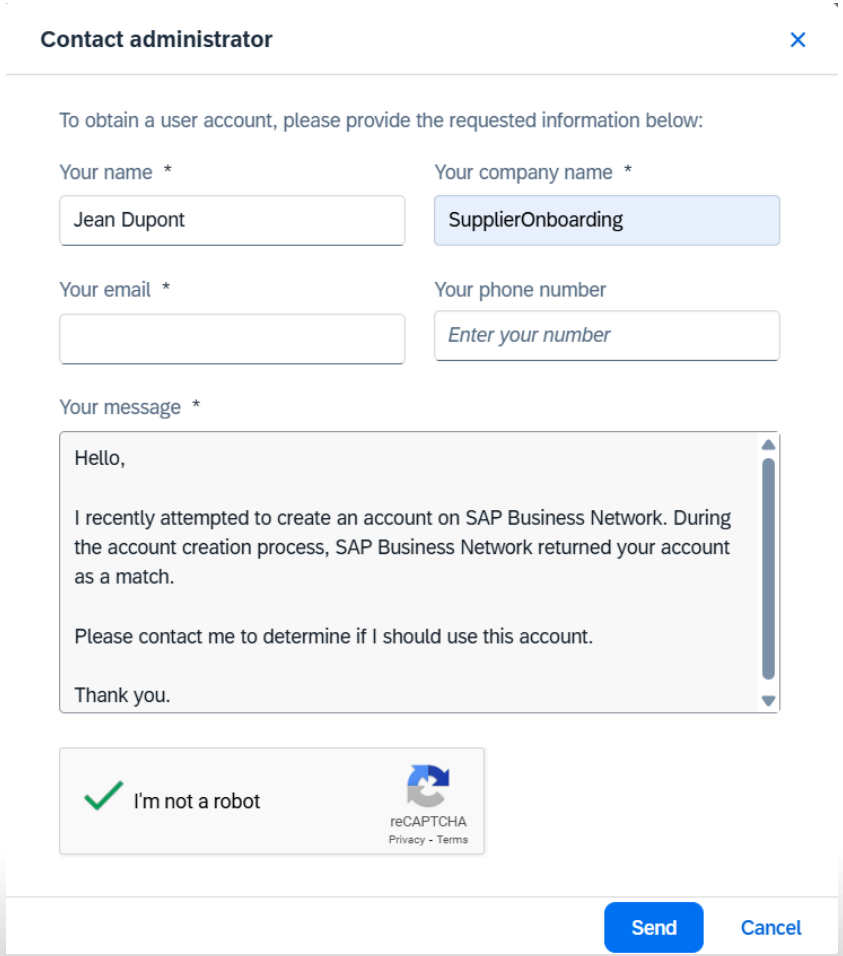
Review Accounts - Verifying existing accounts

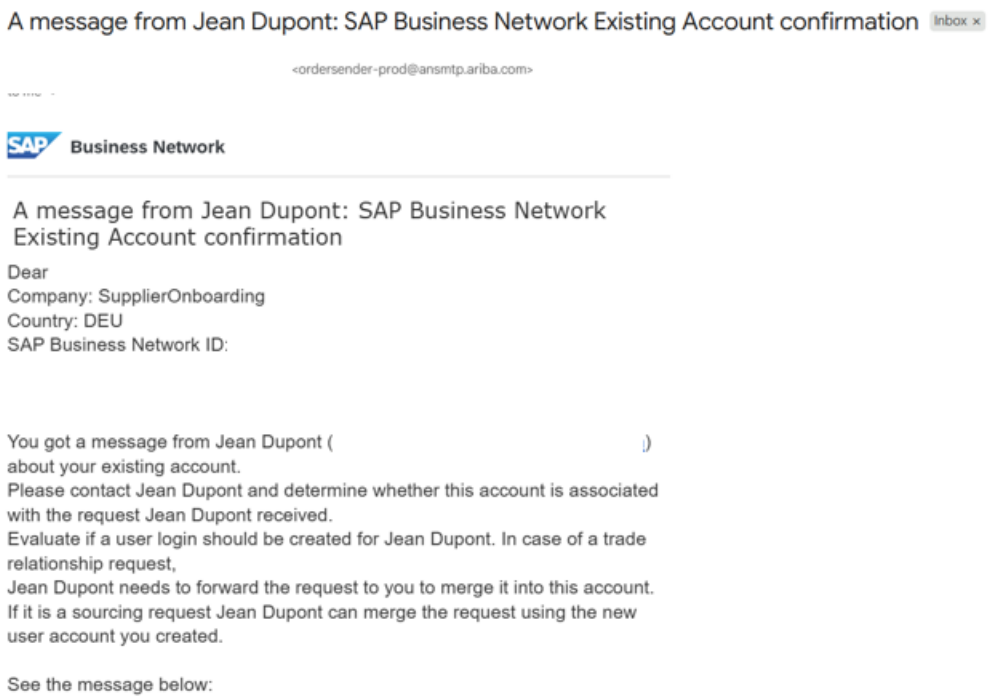
- SAP Ariba will display any matching accounts associated with your company's details.
- Review the list of accounts and their administrators.
- If you need access to an existing account, click **"Contact administrator"** to send a request for user creation or account access.



Review Accounts - Request user creation

- Fill out the contact form with your details and a brief message explaining your request.
- The administrator will receive your request and can assist with account setup or clarification.

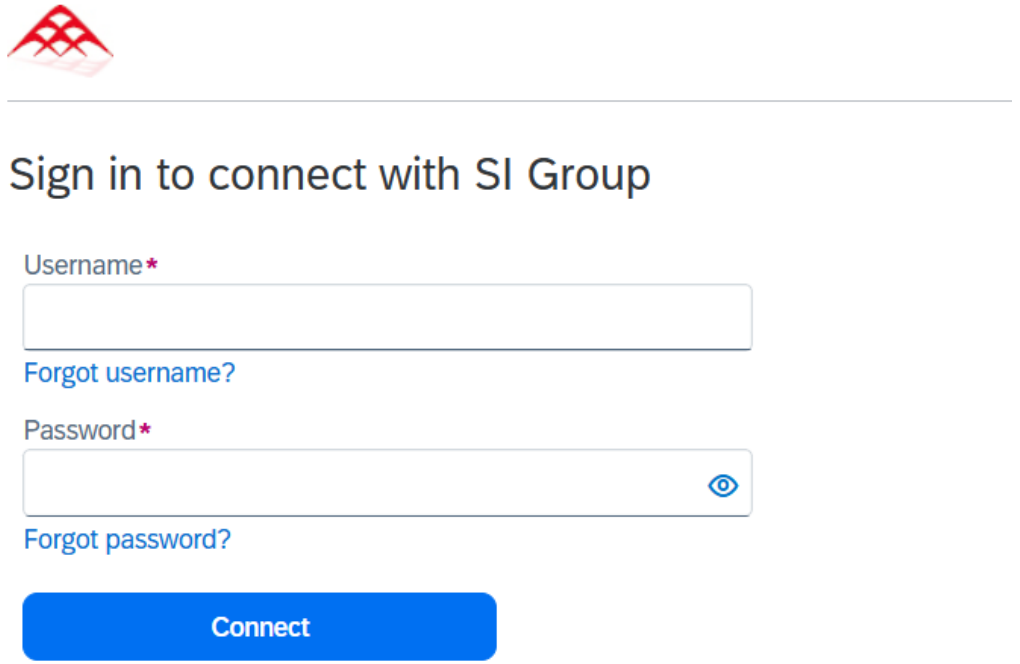




Use existing Account

To begin, log in with your existing SAP Ariba account credentials.

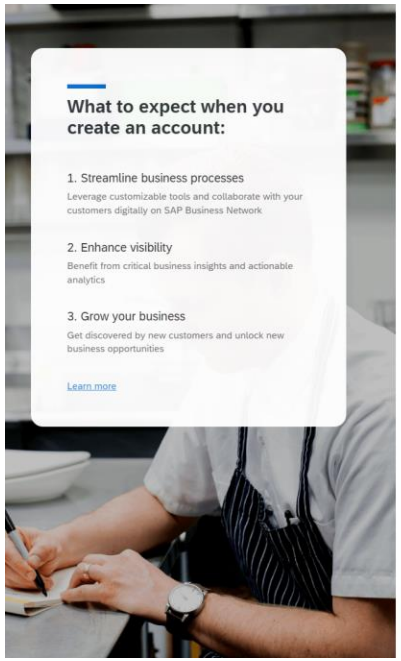
- Enter your **Username** and **Password**.
- If you have forgotten your username or password, use the provided links to recover them.
- Click **Connect** to proceed.

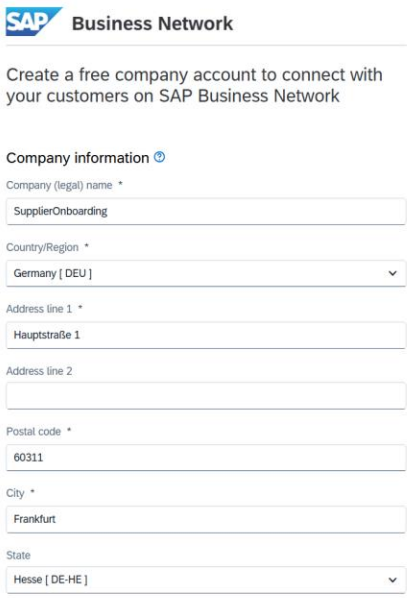


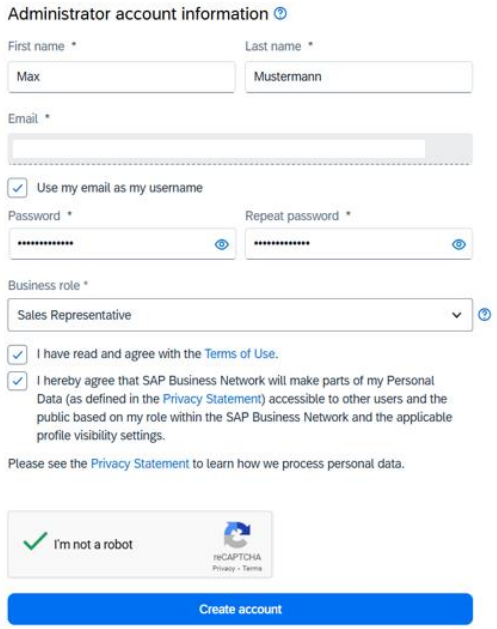
Create new account

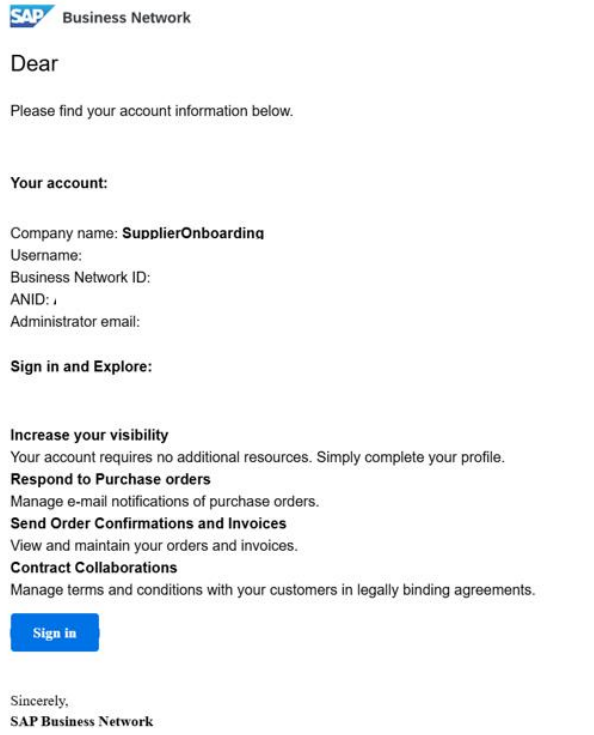
If you do not have an existing SAP Ariba account, select **Create new account**.

- Complete all required fields marked with an asterisk (*), including company information and administrator details.
- Agree to the SAP Terms of Use and Privacy Statement.
- Confirm the CAPTCHA and click **Create account**.
- You will receive a confirmation email with your Username and Ariba Network ID (ANID).







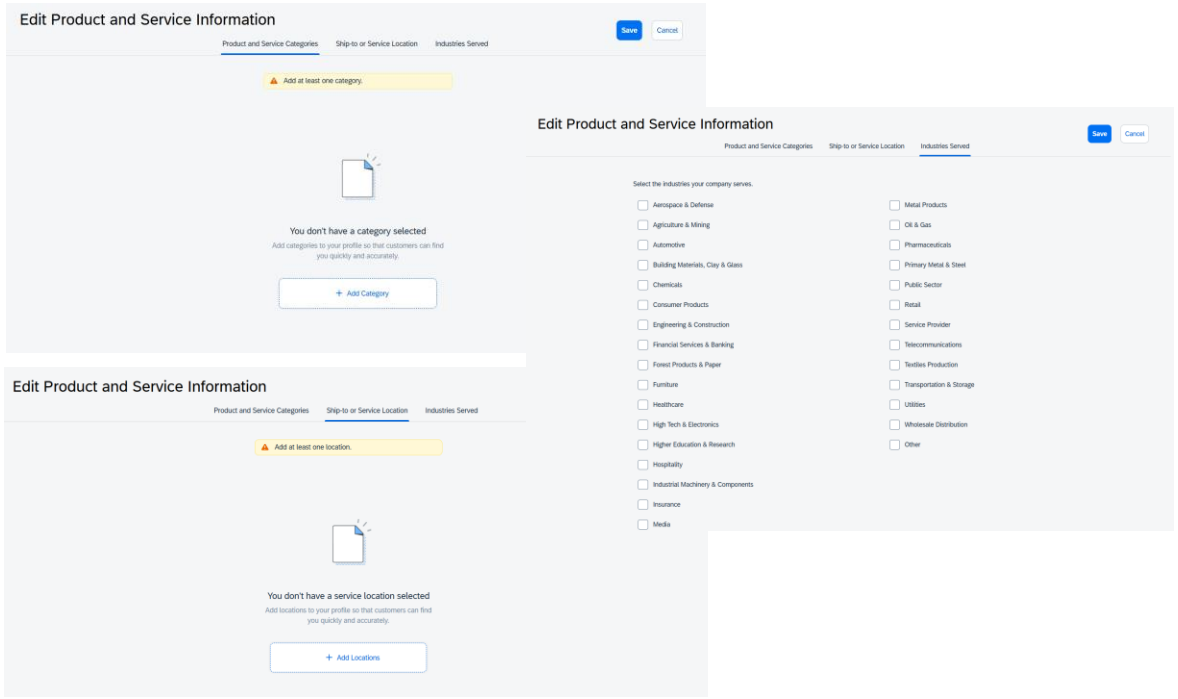


Create new account – Complete your company profile

Update your company profile

You must provide your products and service categories and ship-to or service locations so that you can be discovered by customers searching for companies like yours.

Update | Sign Out



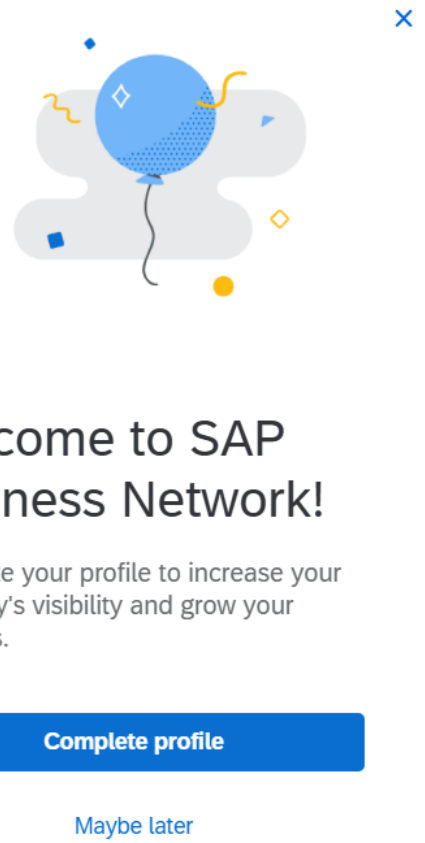
After creating your account, you will be prompted to update your company profile.

- Add your **Product and Service Categories** to help customers find your business.
- Specify your **Ship-to or Service Locations**.
- Select the **Industries Served** by your company.
- The more complete your profile, the greater your visibility to potential customers.

Account created

Once your account is set up, you will see a welcome message.

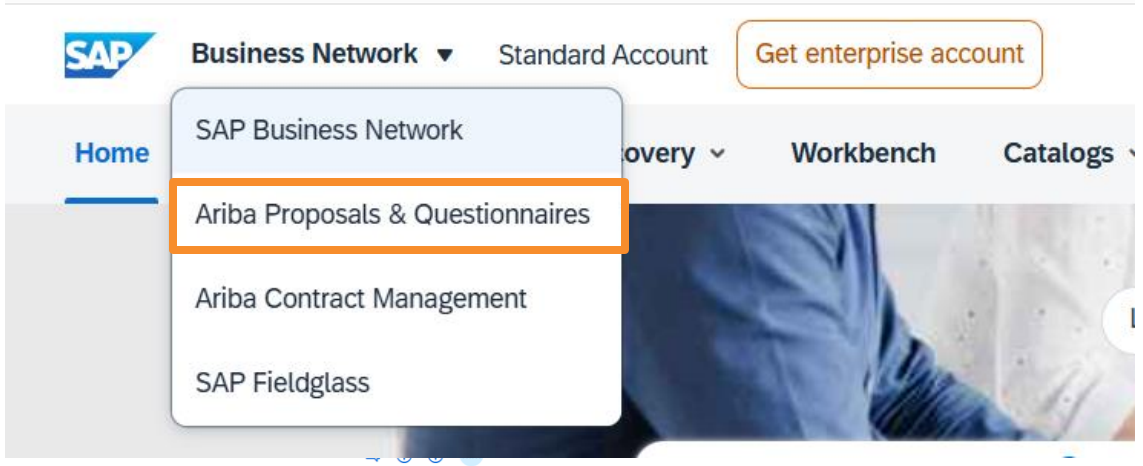
- Click **Complete profile** to finish setting up your company information.
- You may choose to complete your profile later, but doing so promptly increases your business opportunities.

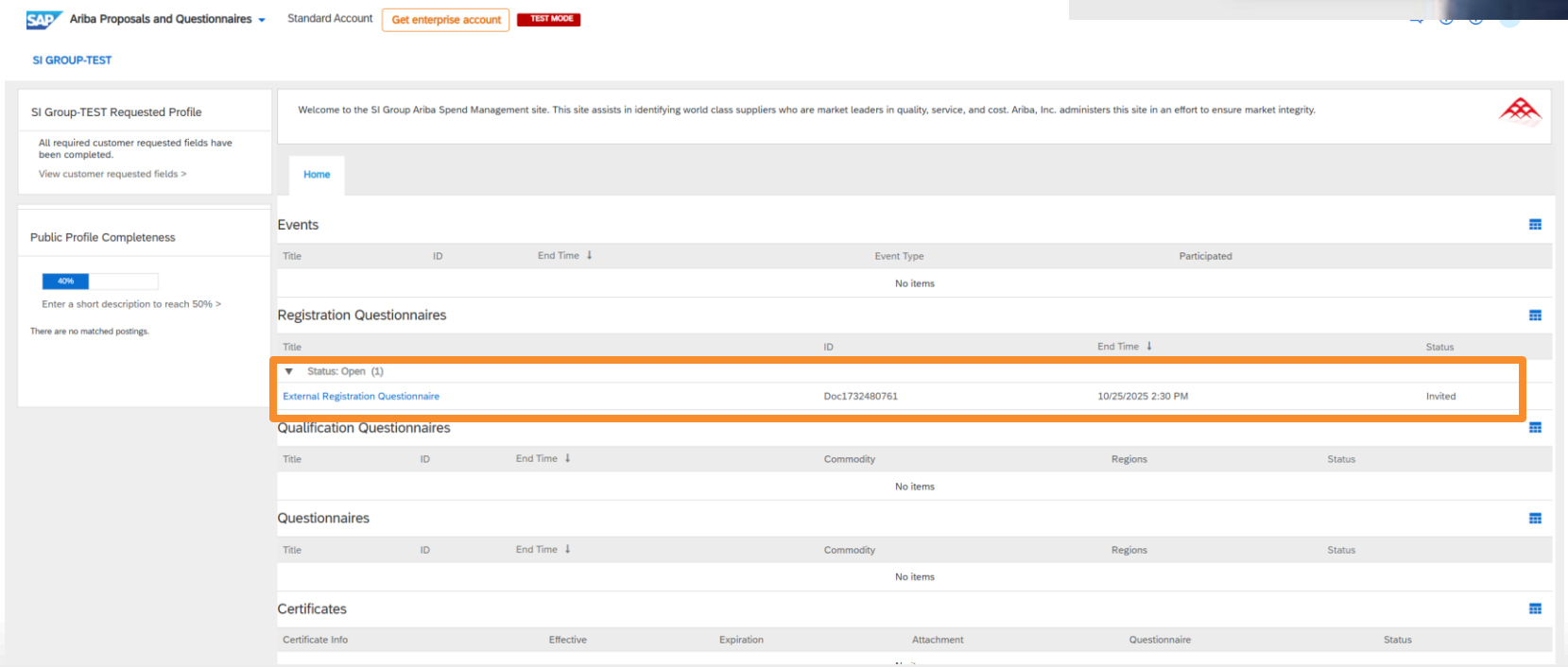


Access the SI Group Registration Questionnaire

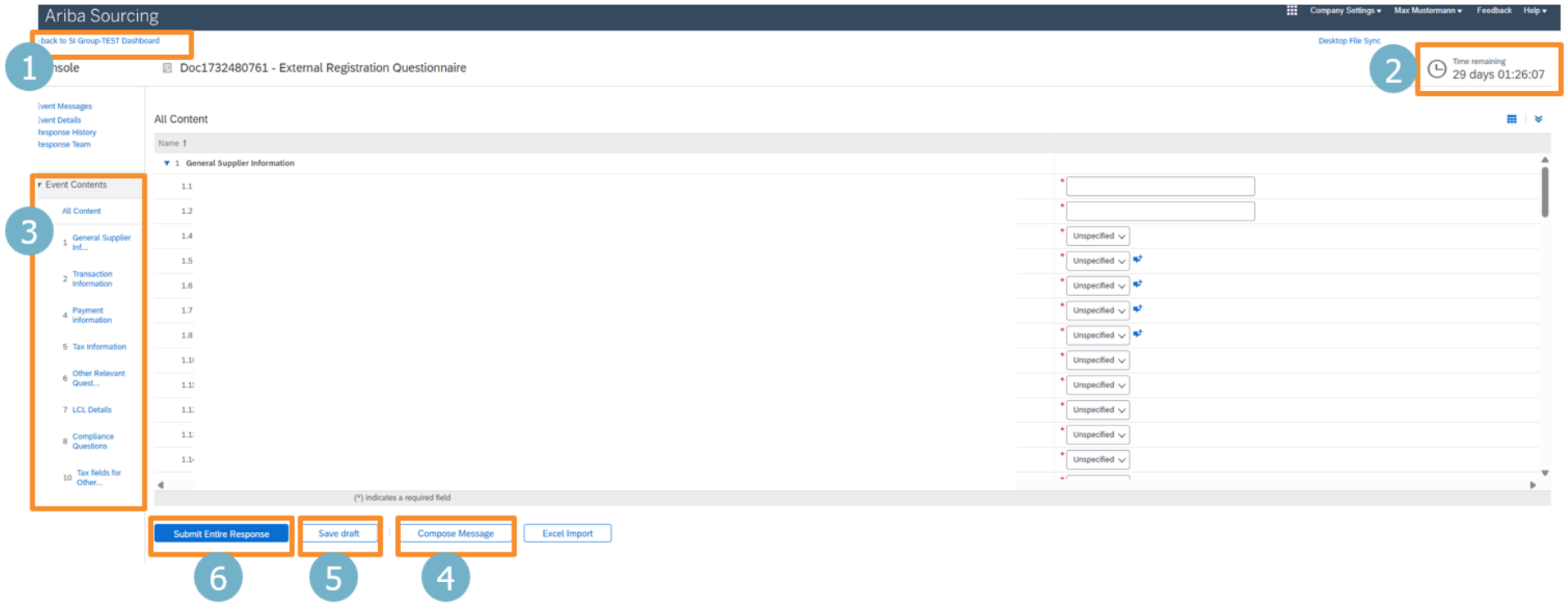
To participate as a supplier, complete the SI Group Registration Questionnaire.

- If you used the SI Group invitation link, you will be redirected to the questionnaire automatically.
- Alternatively, log in to [SAP Business Network Supplier], open **Ariba Proposals & Questionnaires**, select **SI GROUP**, and open **External Registration Questionnaire**.

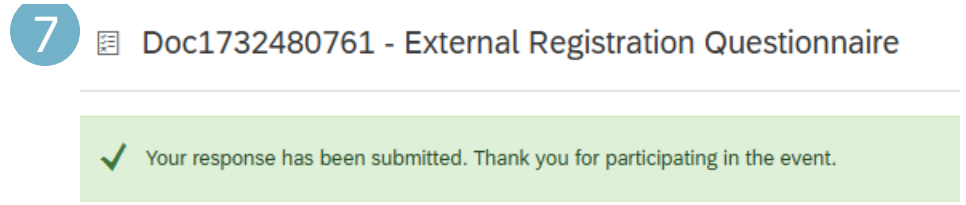




Registration Questionnaire – Complete all required question (*) and submit response



1. Link to return to dashboard
2. Time remaining to respond to the questionnaire
3. Navigate to sections of the form
4. Send a message to the originator of the invite
5. Save draft to submit later
6. Final submit
7. Confirmation of submission

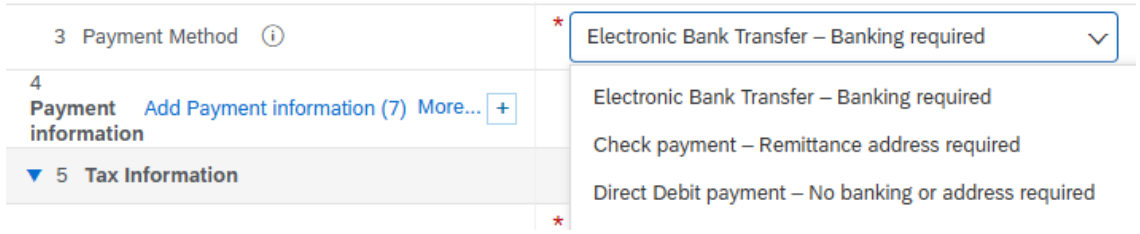


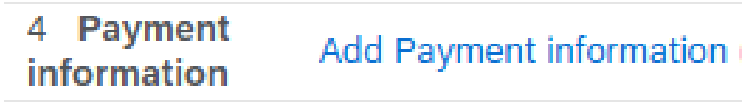
Registration Questionnaire – Bank Account information

In the questionnaire, select the agreed payment method:

- **Electronic Bank Transfer** (requires banking details)
- **Check Payment** (requires remittance address)
- **Direct Debit Payment** (no banking or address required)

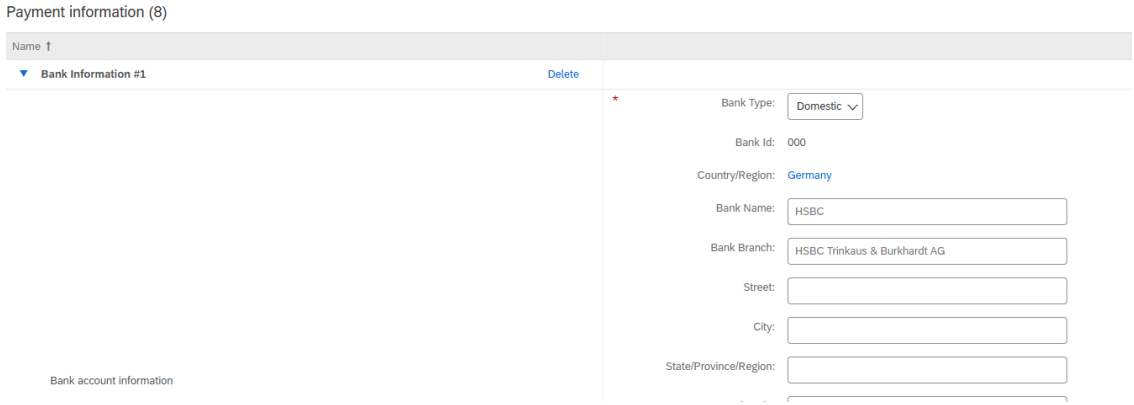
If you choose Electronic Bank Transfer, click **Add Payment Information** to enter your bank details.





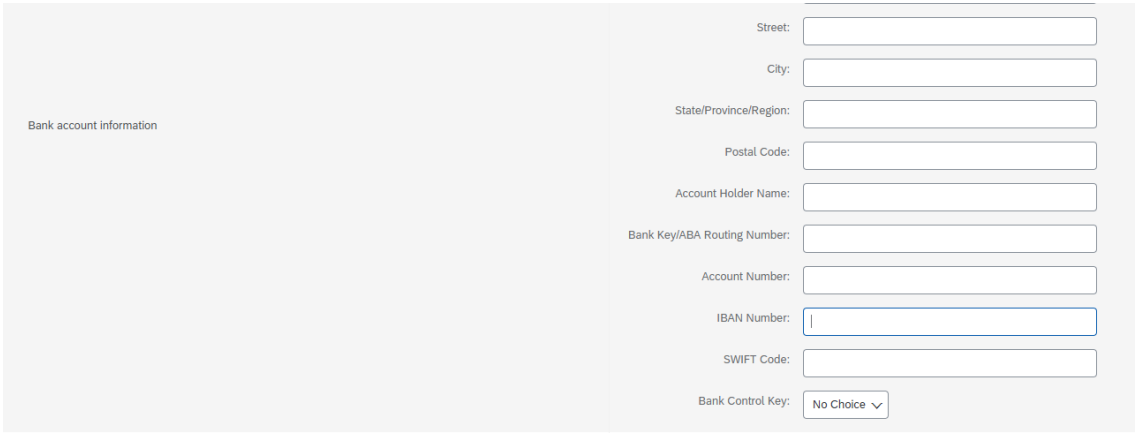
Registration Questionnaire – Provide Bank Account Details

- Complete the bank account information
- Please follow the below guidance when entering your organizations banking details.
- The bank details provided must be supported by a bank or company letterhead with the same information
  - **Bank Type:** Please choose from either Domestic or Foreign
  - **Bank ID:** Default to 0001
  - **Name:** Please provide the name of the bank (e.g. HSBC)
  - **Bank branch:** Please provide the name of the bank branch (HSBC Trinkaus & Burkhardt AG)



Registration Questionnaire – Bank Account information

- **Street/City/State/Province/Region/Postal Code:**
  - Please enter the address details of your bank
- **Account Holder Name:**
  - Please enter the name of the Company the bank account is registered to
- **Bank key/Routing Number:**
  - Please enter your bank key. Format and length can be viewed on next slide
- **Account Number:**
  - Please enter your bank account number. Format and length can be viewed on next slide
- **IBAN Number:**
  - Please **only enter your IBAN** if the **Bank Key** and **Account Number** fields are **not filled in**.
- **SWIFT Code** (otherwise known as BIC):
  - Please enter the SWIFT Code of your bank.
- **Bank Control Key:**
  - No selection required



Bank account format

Overview: The tables below summarize the required formats for entering bank account details **by country** when registering as a supplier in SAP Ariba.
Use them to ensure your banking information meets local requirements and avoids errors during submission.

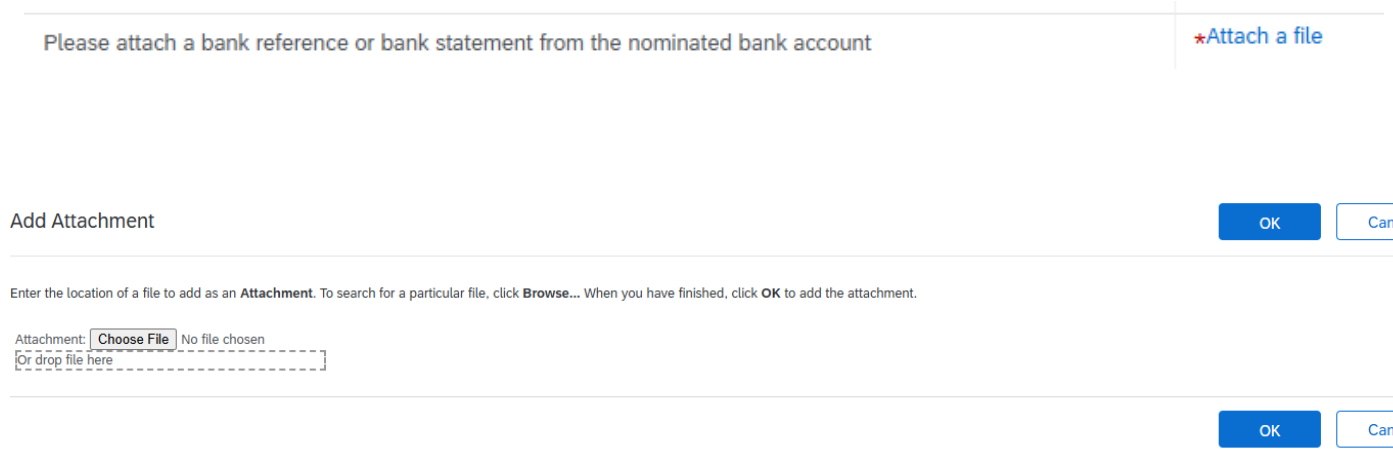
Country name	Country Code	Bank key digits	Swift code digits	IBAN Digits	Bank account #	Format details
Argentina	AR	22	8 to 11		up to 14 digits	no spaces, no dashes
Australia	AU	6	8 to 11		up to 10 digits	no spaces, no dashes
Austria	AT	5	8 to 11	20	up to 11 digits	no spaces, no dashes
Belgium	BE	3	8 to 11	16	up to 14 digits	no spaces, no dashes
Brazil	BR	9	8 to 11	29	up to 17 digits	no spaces, no dashes
Canada	CA	10	8 to 11		up to 17 digits	no spaces, no dashes
China	CN	12	8 to 11		up to 18 digits	no spaces, no dashes
Colombia	CO		8 to 11			no spaces, no dashes
Costa Rica	CR	3	8 to 11	22	up to 14 digits	no spaces, no dashes
Czech Republic	CZ	4	8 to 11	24	up to 18 digits	no spaces, no dashes
Denmark	DK	4	8 to 11	18	up to 10 digits	no spaces, no dashes
Finland	FI	11	8 to 11	18	up to 18 digits	no spaces, no dashes
France	FR	5	8 to 11	27	up to 18 digits	no spaces, no dashes
Germany	DE	8	8 to 11	22	up to 14 digits	no spaces, no dashes
Greece	GR	11	8 to 11	27		no spaces, no dashes
Hungary	HU	7	8 to 11	28	up to 17 digits	no spaces, no dashes
India	IN	11	8 to 11			no spaces, no dashes
Indonesia	ID	3	8 to 11			no spaces, no dashes
Ireland	IE	6	8 to 11	22	up to 8 digits	no spaces, no dashes
Israel	IL	11	8 to 11	23		no spaces, no dashes
Italy	IT	10	8 to 11	27	up to 12 digits	no spaces, no dashes

Country name	Country Code	Bank key digits	Swift code digits	IBAN Digits	Bank account #	Format details
Japan	JP	8	8 to 11		up to 10 digits	no spaces, no dashes
Luxembourg	LU	8	8 to 11	20	up to 15 digits	no spaces, no dashes
Malaysia	MY		8 to 11		up to 16 digits	no spaces, no dashes
Malta	MT	11	8 to 11	31		no spaces, no dashes
Mexico	MX	10	8 to 11		up to 18 digits	no spaces, no dashes
Netherlands	NL		8 to 11	18	up to 10 digits	no spaces, no dashes
Norway	NO		8 to 11	15	up to 11 digits	no spaces, no dashes
Paraguay	PY		8 to 11			no spaces, no dashes
Poland	PL	8	8 to 11	28	up to 16 digits	no spaces, no dashes
Russian Fed.	RU	15	8 to 11		up to 18 digits	no spaces, no dashes
Singapore	SG	11	8 to 11		up to 18 digits	no spaces, no dashes
Slovenia	SI	11	8 to 11	19		no spaces, no dashes
South Africa	ZA	6	8 to 11			no spaces, no dashes
South Korea	KR	11	8 to 11			no spaces, no dashes
Spain	ES	10	8 to 11	24	up to 10 digits	no spaces, no dashes
Switzerland	CH	5	8 to 11	21	up to 18 digits	no spaces, no dashes
Taiwan	TW	11	8 to 11			no spaces, no dashes
Thailand	TH	3	8 to 11		up to 15 digits	no spaces, no dashes
United Kingdom	GB	6	8 to 11	22	up to 10 digits	no spaces, no dashes
USA	US	9	8 to 11		up to 17 digits	no spaces, no dashes

SI Group

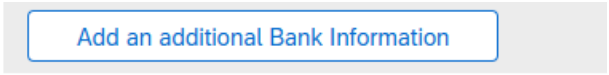
Registration Questionnaire – Bank Account information

- Click to attach the supporting document (bank details on company or bank letterhead) in PDF format.
- Find and select the file to attach.
- Click **OK** when done.

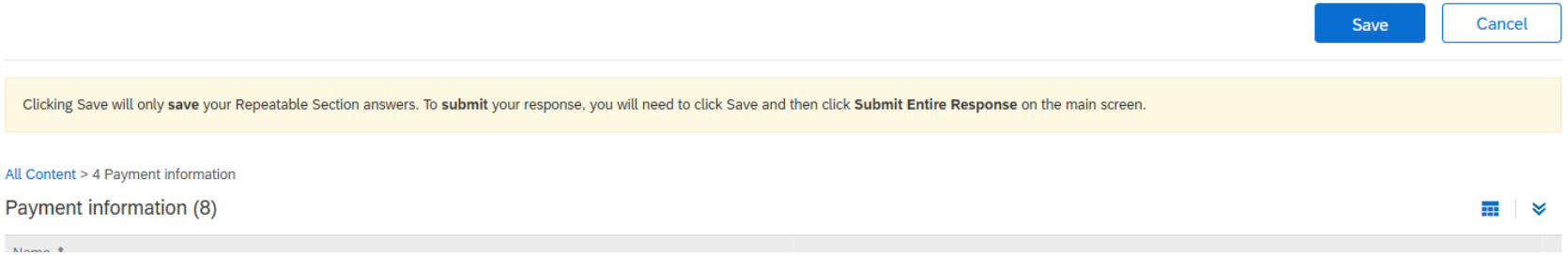


Registration Questionnaire – Bank Account information

- Add additional bank accounts, if needed.

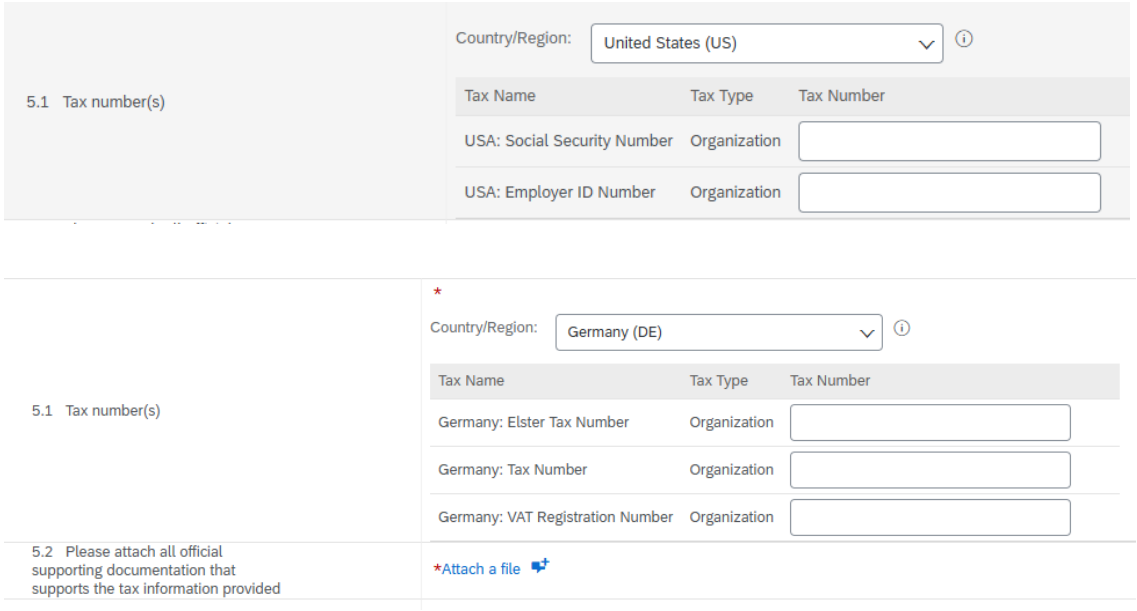


- Once complete, click **Save**



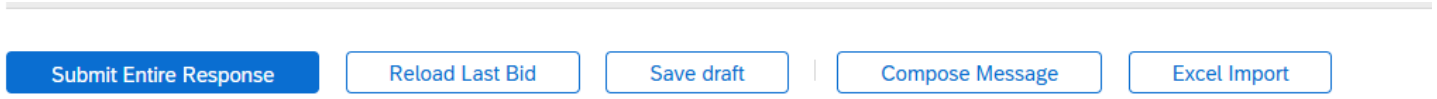
Registration Questionnaire – Tax Information

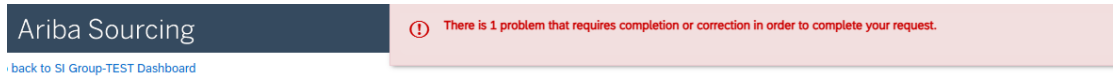
- Select your country and enter the appropriate tax number.
- Attach supporting tax documentation as required.

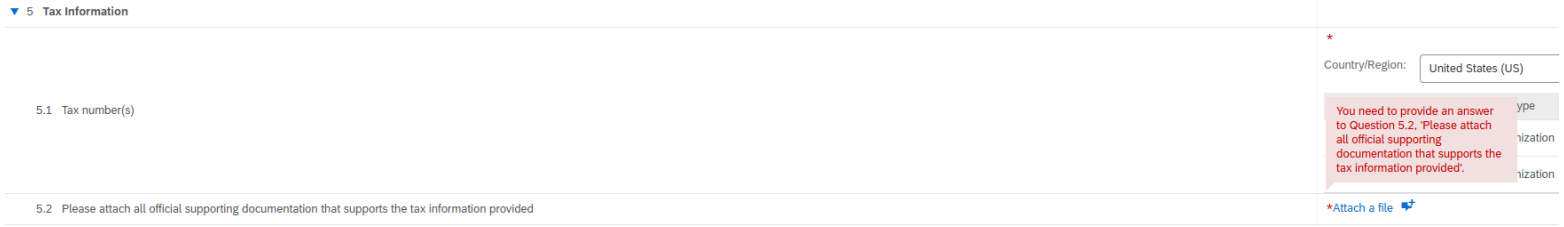


Registration Questionnaire - Submission

- Review all fields to ensure completeness and accuracy.
- Click Submit Entire Response.
- If any required fields are missing or incorrect, you will receive an error message.
  Correct the errors and resubmit.

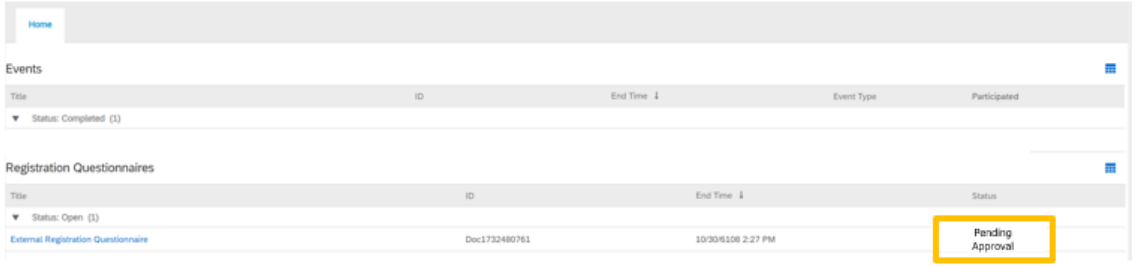






Registration Questionnaire - Submission

- After submission, you can view the status of your registration in your Ariba Account dashboard under **Ariba Proposals and Questionnaires**.



Definition of status:

- **Pending Approval**: Initial submission of the questionnaire.
- **Registered**: Approved questionnaire. You're now a registered supplier. Additional forms may be required.
- **Pending Resubmission**: Action needed—check email for revision request. Update via "Revise Response".
- **Registration Denied**: Registration rejected. Email will include the reason.

Next steps

What Happens Next

- SI Group will review your questionnaire and approve the content.

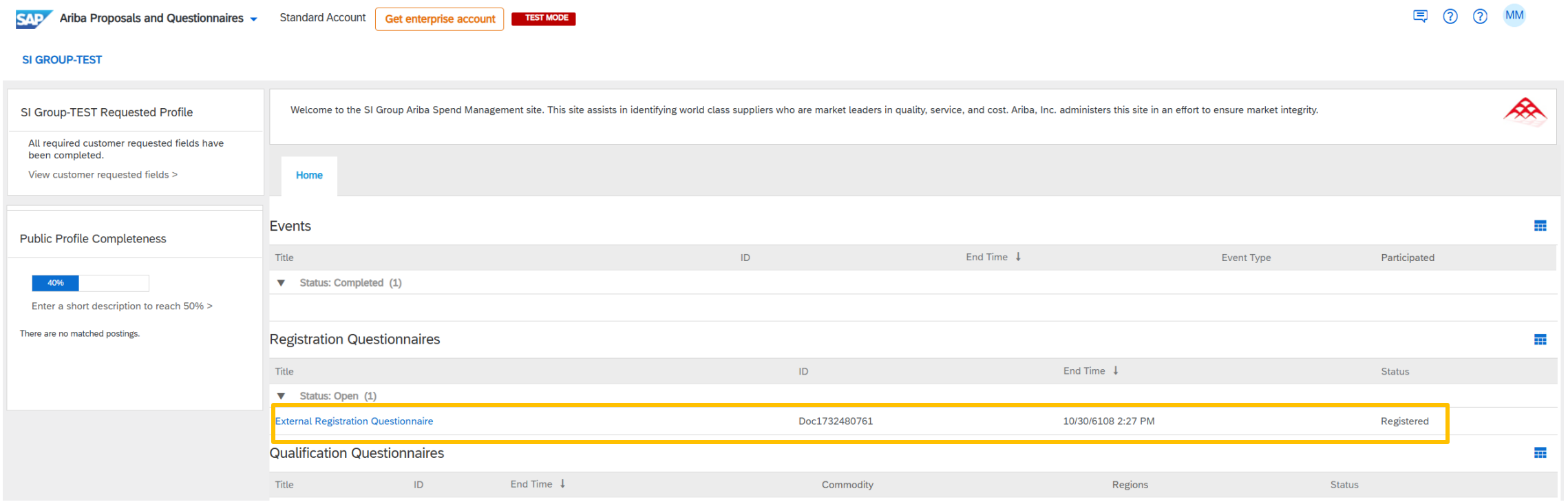
- If additional information is needed, SI Group will request updates and send the questionnaire back to you with a message (e.g., for corrections or missing data).

- Once the data check is complete, SI Group will approve your registration and update your ANID in the SI Group Ariba system.

Updating Your Registration Questionnaire

Step 1: Access the Questionnaire

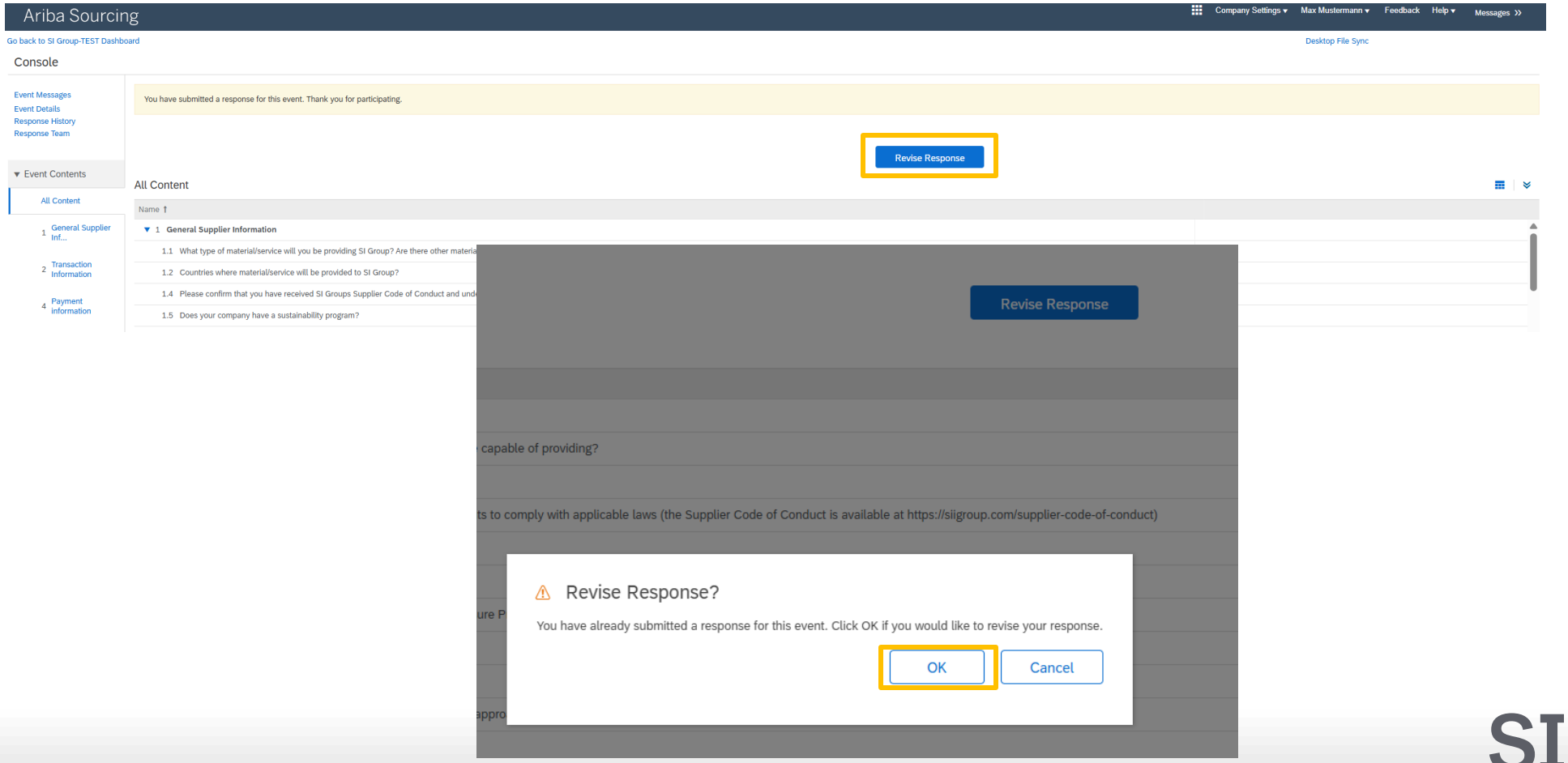
- Log in to your Ariba Account dashboard.
- Navigate to **Ariba Proposals & Questionnaires**.
- Open the SI Group Supplier Registration Questionnaire.



Registration Questionnaire – Updates

Step 2: Revise Your Response

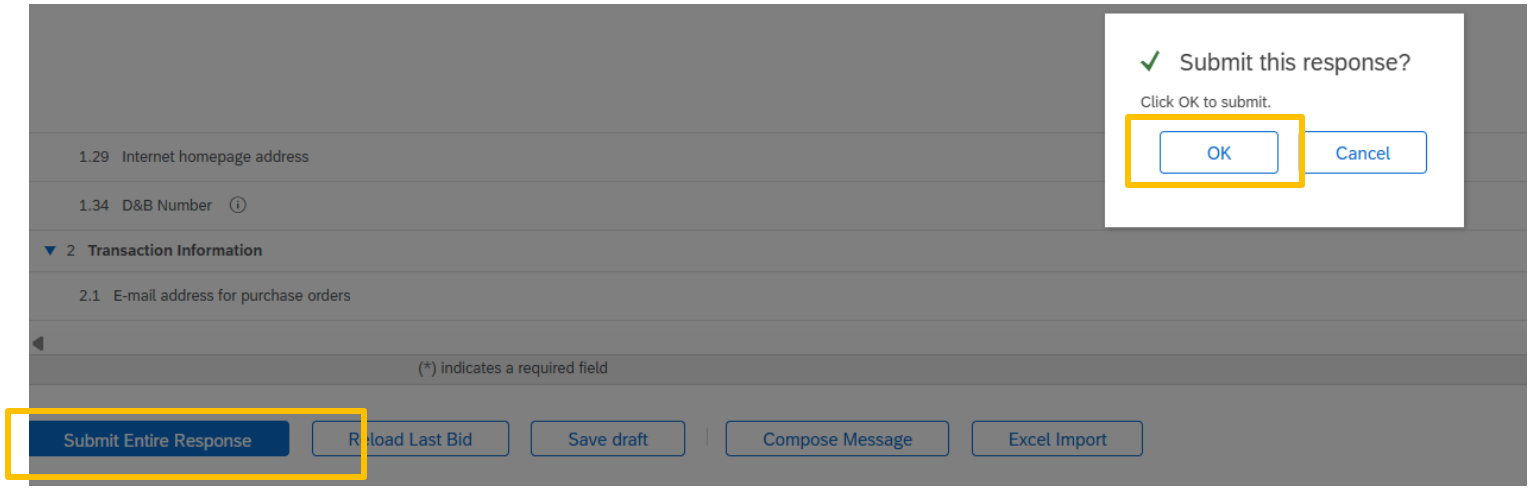
- Click **Revise Response** to begin editing your submission.
- Confirm your intent to revise by clicking **OK**.

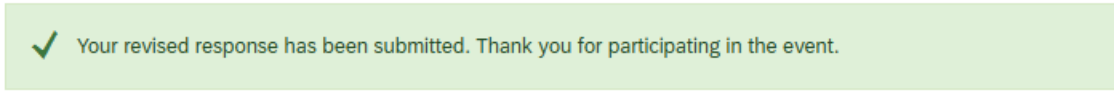


Registration Questionnaire – Updates

Step 3: Edit and Submit

- Update the necessary fields as requested.
- Click **Submit Entire Response** to send your revised information.
- Confirm submission in the pop-up box.
- You will see a confirmation message at the top of the screen when your revised response is submitted.

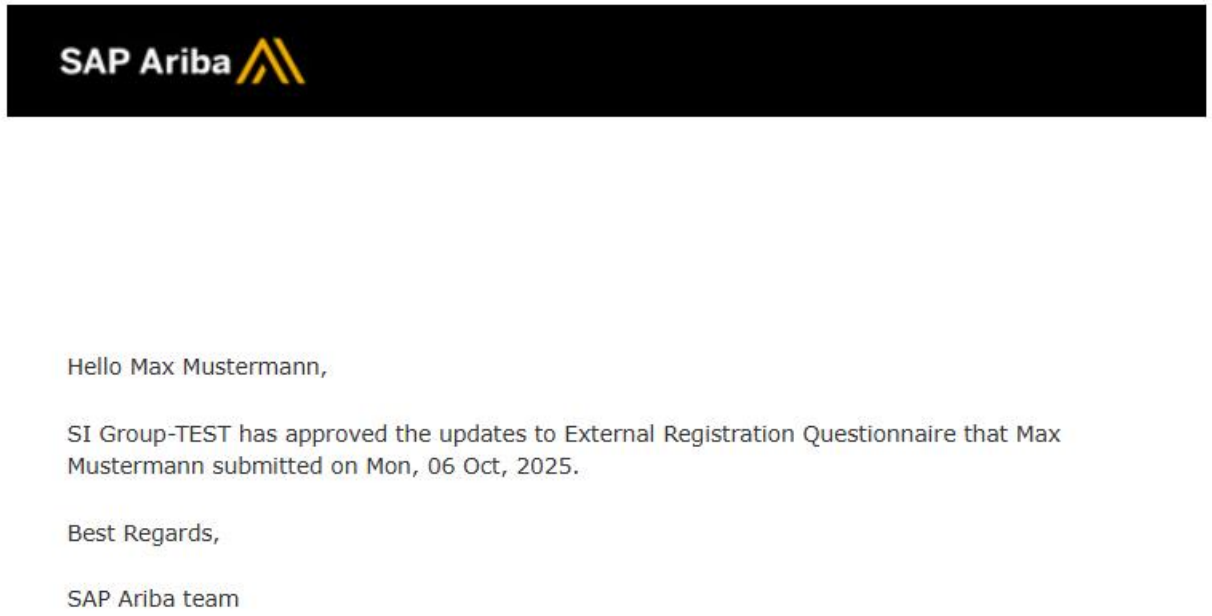




Registration Questionnaire – Updates

Step 4: Notification of Approval

- You will receive an email notification once your revised questionnaire is approved.



Steps for Event participation and contracting

Participating in a sourcing event with SI Group through **SAP Ariba Sourcing** involves a few key steps. These events may include Requests for Proposal (RFPs), auctions, or other competitive bidding formats

1. Receive Invitation from SI Group to participate in an event (e.g. RFI, RFP, Auction)
2. Create New Ariba Account or Log-in with Existing Account
3. Complete and submit quotation on Ariba
4. SI Group Review, Negotiate and Award (after registration)
5. Complete registration process (if applicable)
6. Contracting (if applicable)

Below outlines the key steps in our contract lifecycle, helping you understand what to expect and how to collaborate effectively.

1. **Award Notification** You'll be notified of the award of business by SI Group and contract process initiates
2. **Contract Drafting** SI Group will prepare a draft contract using standardized templates.
3. **Review & Collaboration** You'll review the contract, provide input if needed, and confirm key terms.
4. **Approval & Signature** The contract is finalized and routed for electronic signature via DocuSign
5. **Contract Activation** Once signed, the contract becomes active and governs the scope of work and terms.

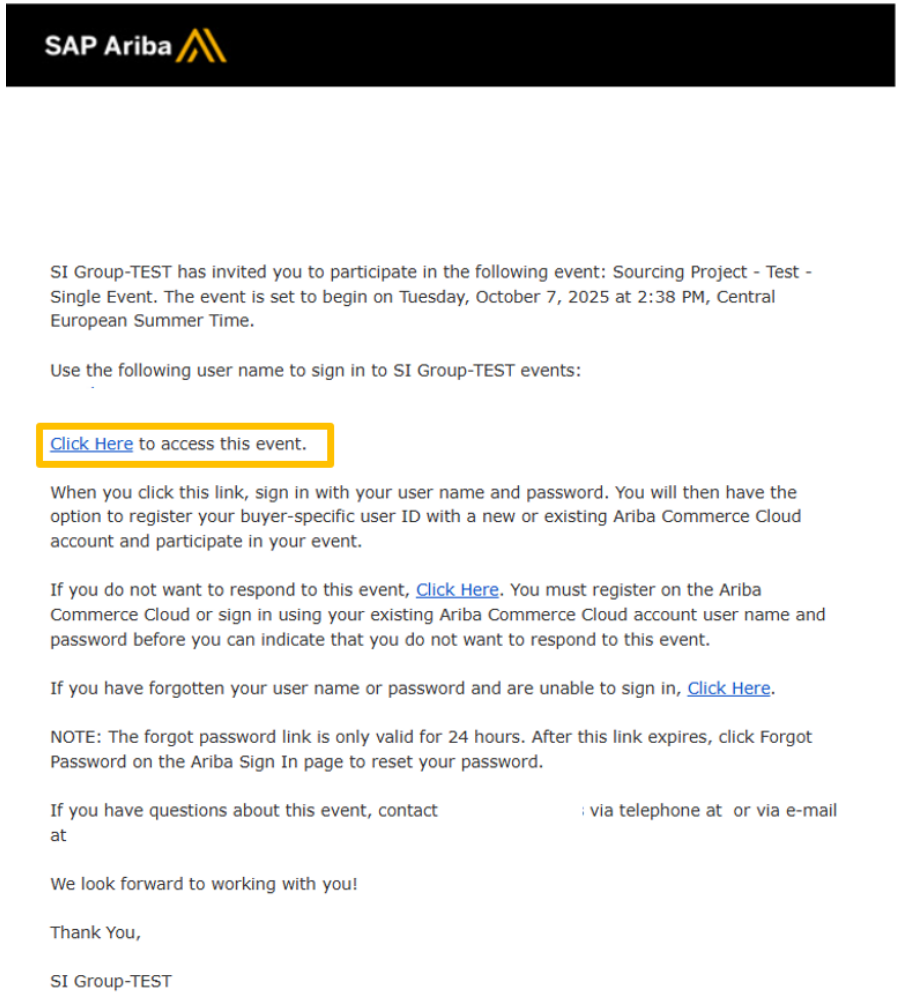
SI Group

Sourcing Event participation

Participating in Sourcing Events

- **Step 1: Receive Event Invitation**
  - You will receive an email invitation from SAP Ariba to participate in a sourcing event.
  - Click the **'Click here'** link in the email to access the event.

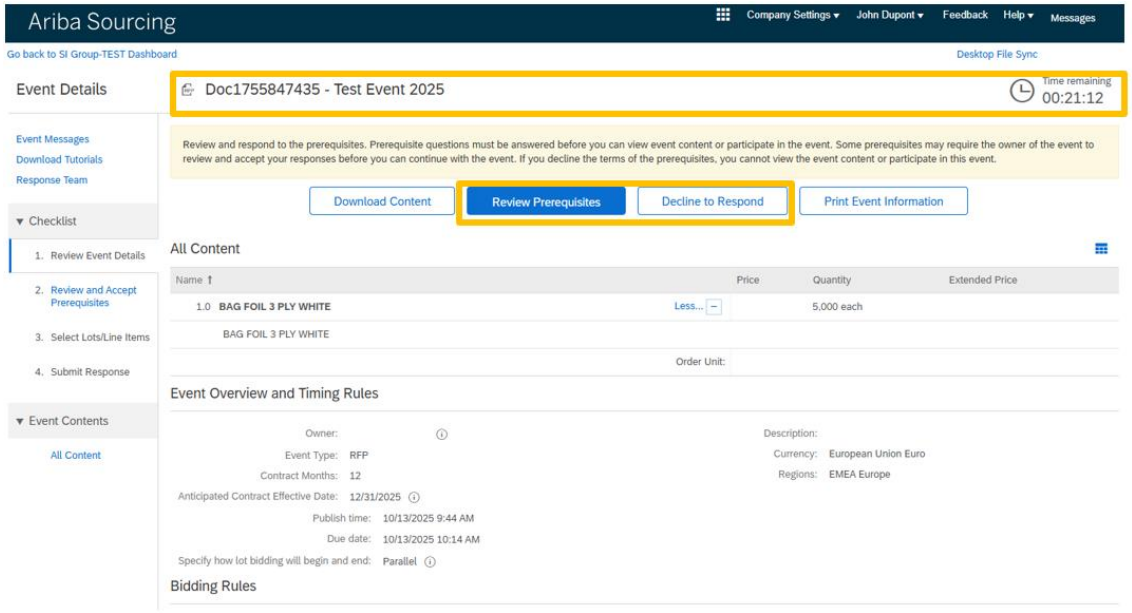
- **Step 2: Access the Event Page**
  - Log in or create an account as needed.
  - On the event page, review the event name and ID.
  - Check the time remaining to submit your proposal.



SI Group

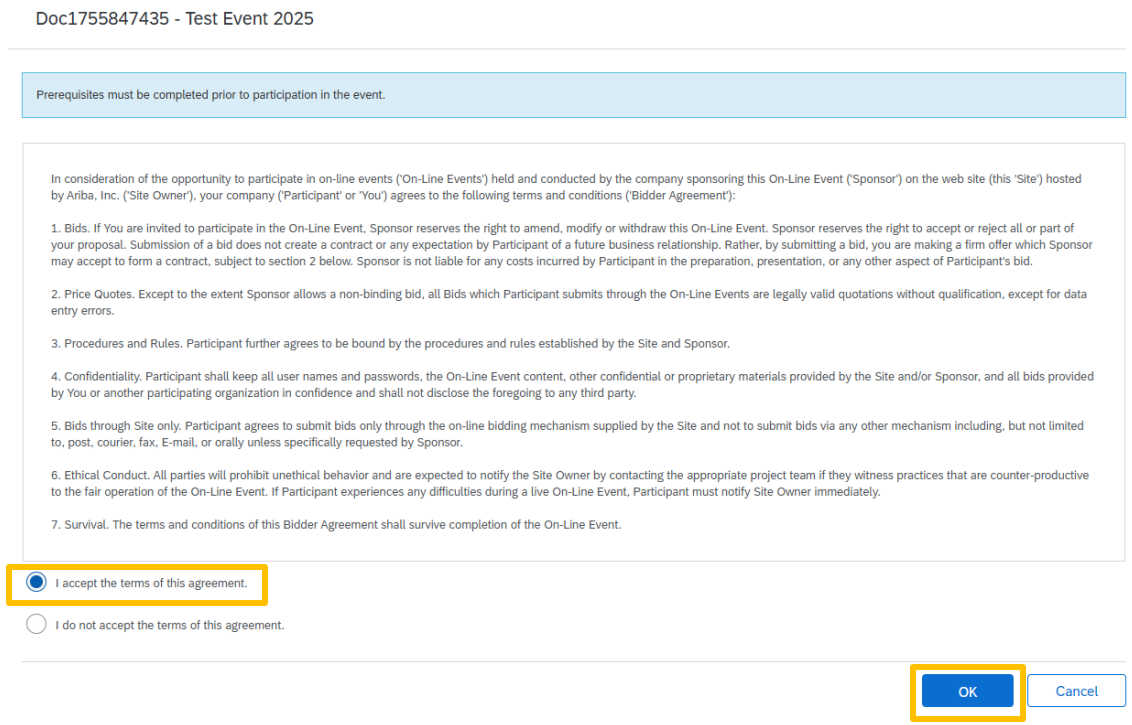
Sourcing Event participation

- **Step 3: Review Prerequisites**
  - Select **Review Prerequisites** to accept the event terms and begin receiving updates.
  - If you do not wish to participate, select **Decline to Respond**.



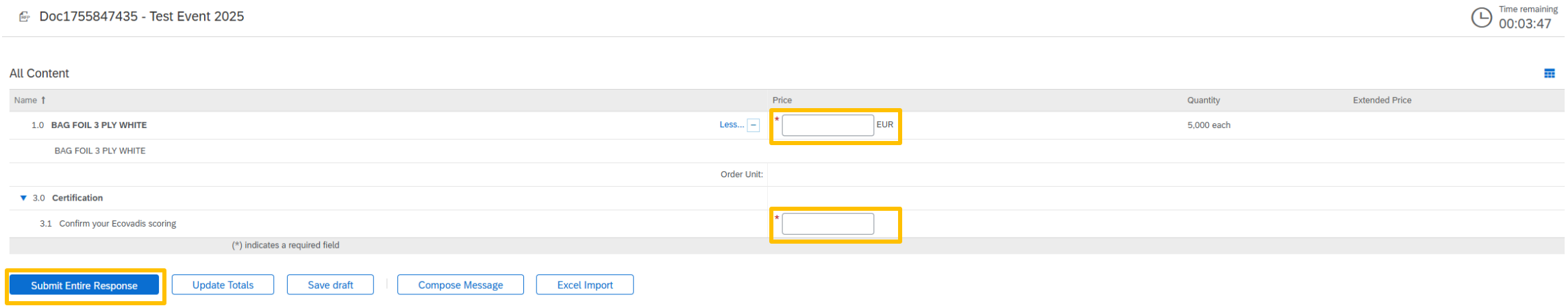
Sourcing Event participation - Review Prerequisites

- **Step 4: Submit Your Quotation**
  - Accept the event terms to proceed.



Event participation – Submit quotation

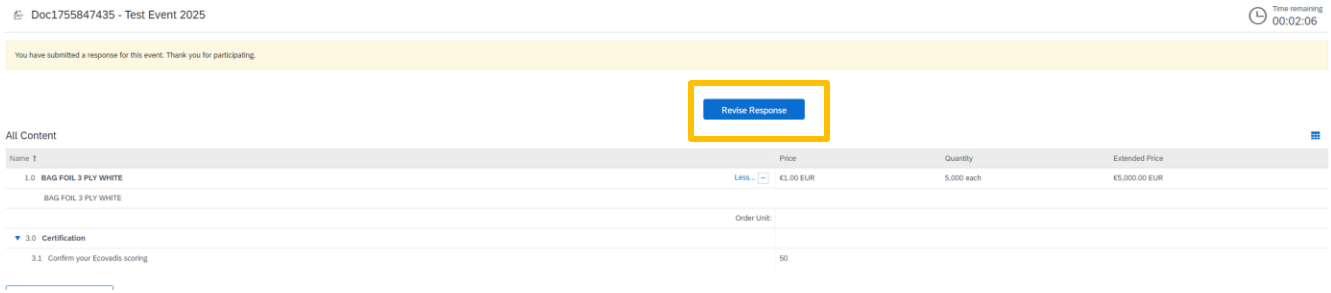
- Enter your price quotations and answer any required questions.



- Use the following features:
  - **Submit Entire Response**: Final submission.
  - **Update Totals**: Calculate extended price (Price × Quantity).
  - **Save Draft**: Save your progress to submit later.
  - **Compose Message**: Send a message to the event originator.
  - **Excel Import**: Import quotes and answers via Excel.

Event participation – Revise Response

- **Step 5: Revise Your Response**
  - If the event is still active, you may revise your response after submission.



Support from SI Group and SAP

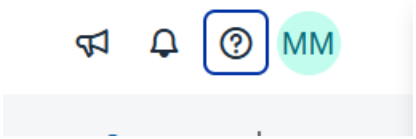
SI Group can help with	SAP Ariba Support can help with
Not receiving the Ariba invitation email or link.	Forgotten login credentials.
Invitation sent to the wrong email address.	Access issues when the company's Ariba admin is unavailable.
Issues accessing the SI Group Registration Questionnaire.	Account setup and navigation (managing users, notification settings, multiple accounts).
Requesting an extension for questionnaire submission.	Troubleshooting ongoing access issues not resolved by SI Group.
Guidance on registration and submitting the questionnaire.	

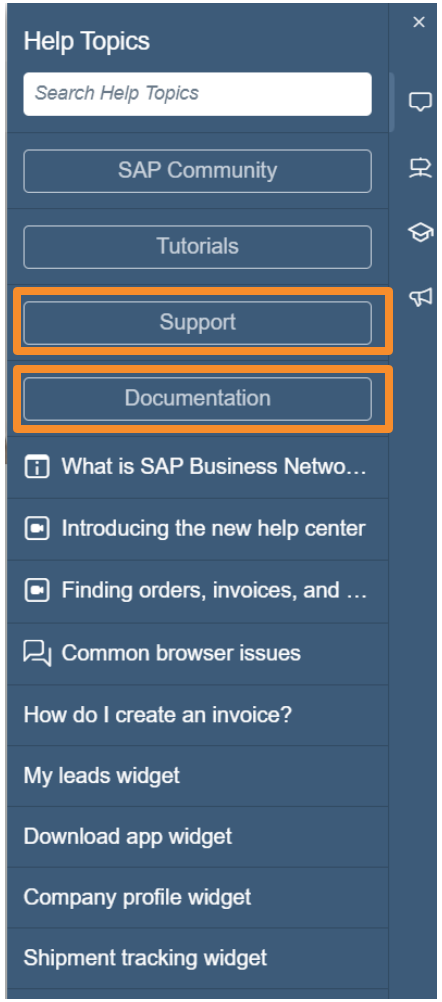
NOTE: For additional questions and answers, please refer to our FAQ document

SI Group

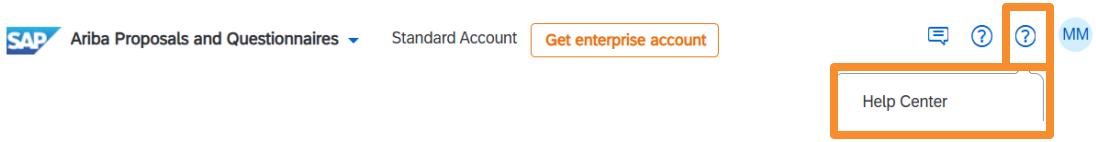
Ariba Network – How to Access Support

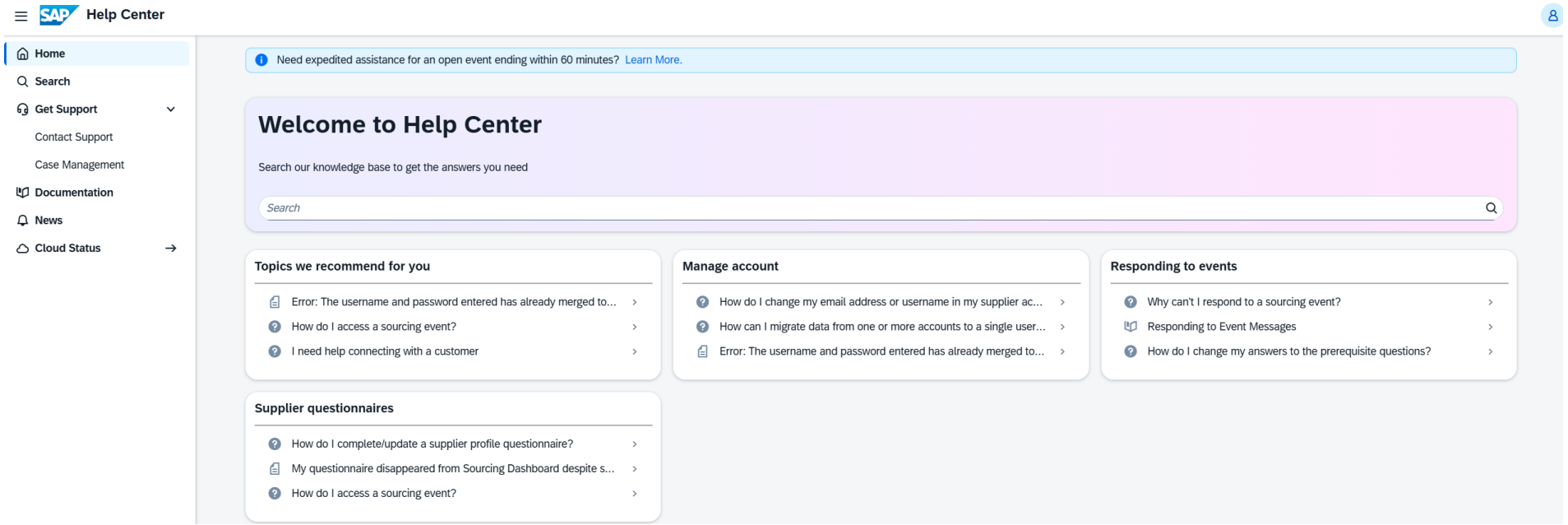
- Refer to the Help Centre for product documentation, tutorials, and support content.
- Click the Help icon in the top right corner of the Ariba Network header bar, then select the Support tile.
- Supplier users have full access to relevant documentation after logging in.



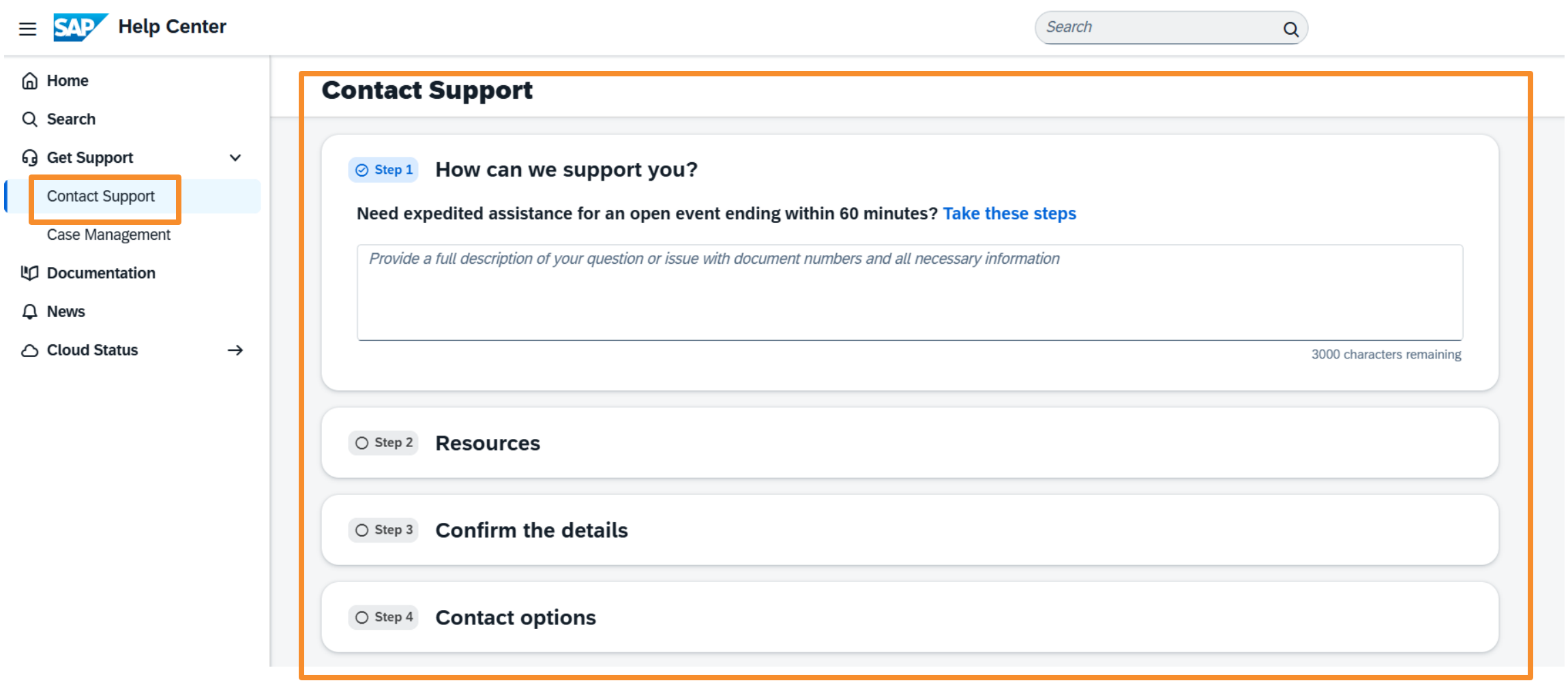


Support from SAP





Support from SAP



SI Group

Frequently Asked Question

For answers to common questions, please refer to the FAQ document available on our supplier webpage within https://siigroup.com.

The FAQ covers topics such as:

- General Information
- Registration & Onboarding
- Account Management
- Sourcing Events
- Contracts Module
- Troubleshooting
- Glossary
- Support Contacts
- Helpful Links

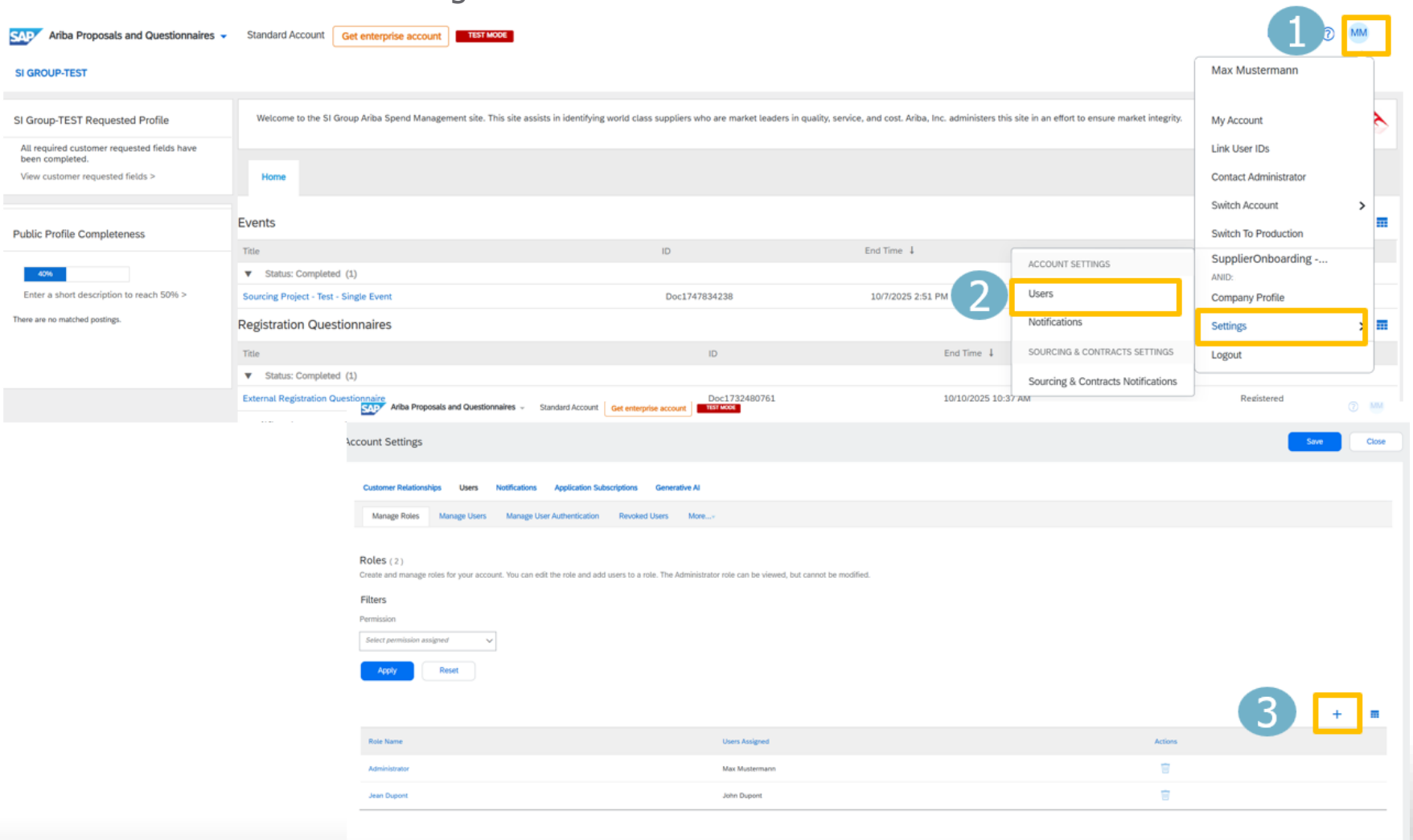
If you need further assistance, please use the Ariba Help Center within your SAP Ariba account or reach out to your SI Group contact.

SI Group

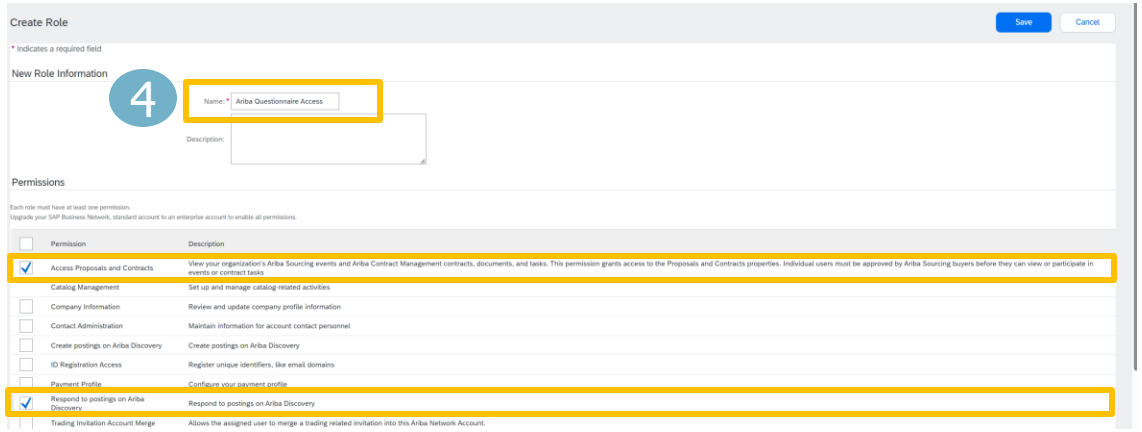
Useful Tips & Best Practices

Add multiple Users to answer Supplier Registration Questionnaire

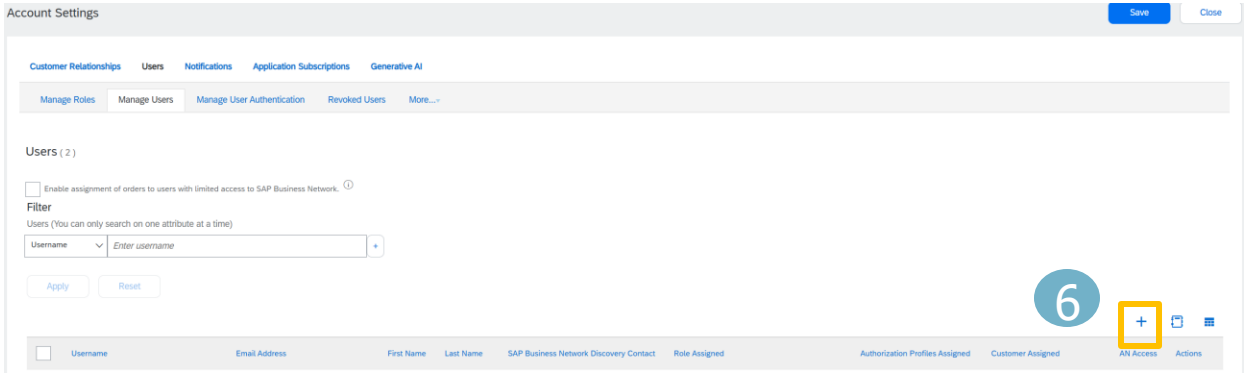
- **Step 1: Create a Role with Questionnaire Access**
  - Go to the **Users** tab in the Company Settings menu.
  - Click **Create Role** in the Manage Roles section.



Add multiple Users to answer Supplier Registration Questionnaire

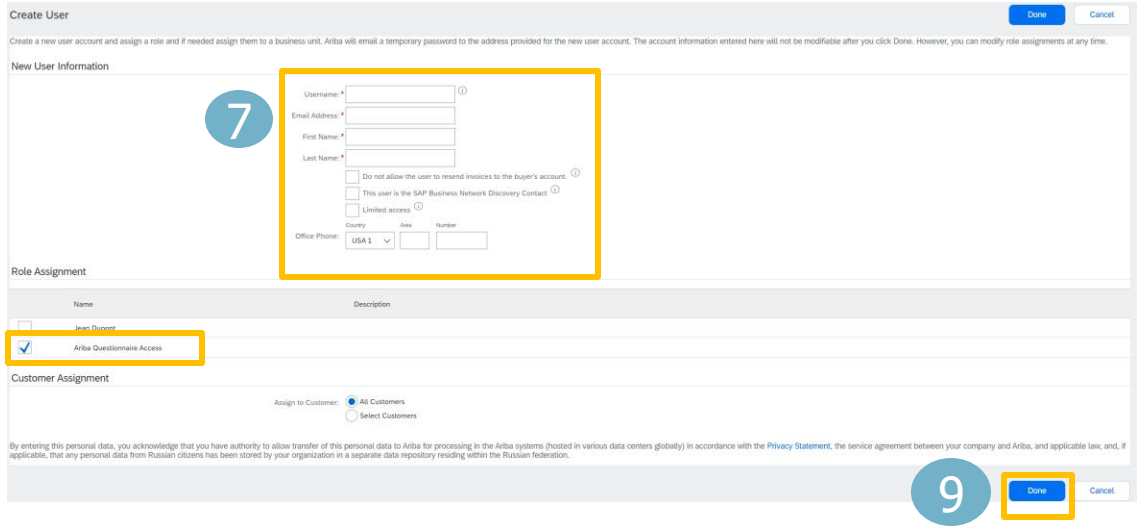


- Enter a name and description for the role.
- Assign permissions that allow access to the Supplier Registration Questionnaire.
- Click Save to create the role.
- **Step 2: Create New Users and Assign Roles**
  - Click **Create User** and enter the required information for each user.



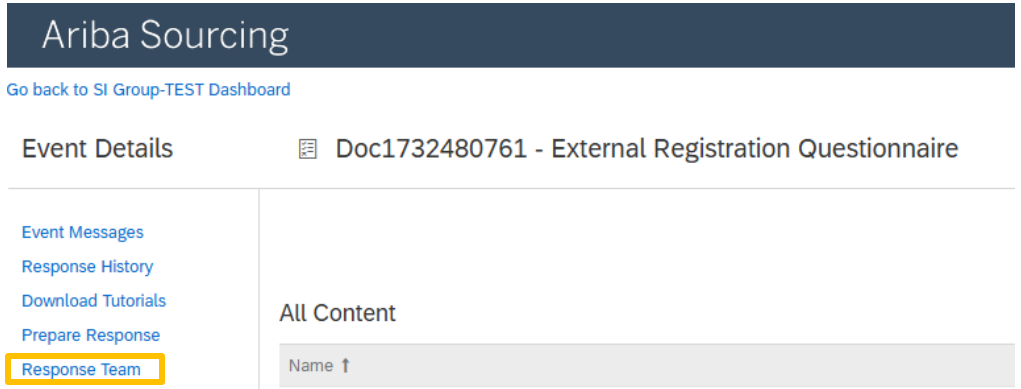
Add multiple Users to answer Supplier Registration Questionnaire

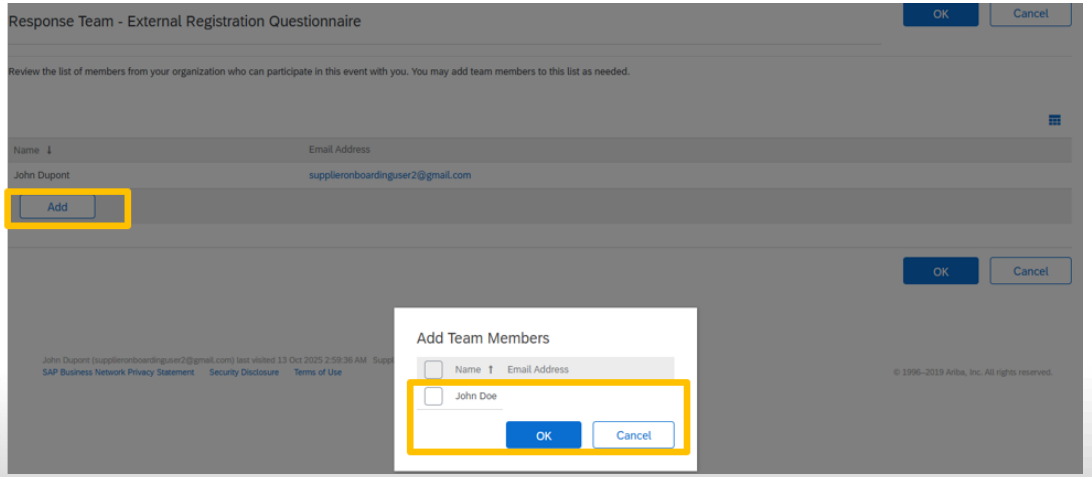
- Assign the previously created role to each user.
- Click Done to add the user



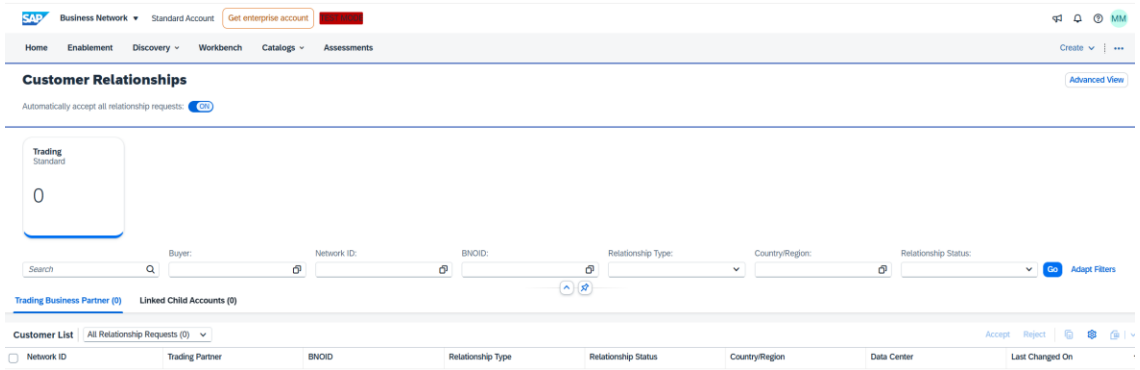
Step 3: Add Users to the Response Team

- In the Registration Questionnaire, add users to the Response Team.
- Ensure all necessary users are included so they can collaborate on the questionnaire.





Review Your Relationships
Current and Potential



Reviewing Your Supplier Relationships

- A **sourcing relationship** allows a supplier to complete SAP Ariba Supplier Lifecycle and Performance questionnaires and participate in sourcing events.
- A **fulfilment or trading relationship** enables you to send purchase orders and transact with suppliers.
- Both relationships can be established simultaneously.
- Only fulfilment/trading relationships are listed under "Customer Relationships."
- For more details, refer to the SAP Help Portal.

SI Group

Setting Up User Accounts and Permissions

Administrator Role

- Only one administrator per Ariba Network ID (ANID).
- Responsible for account setup, configuration, and management.
- Creates users and assigns roles/permissions.
- Serves as the primary point of contact for account issues.

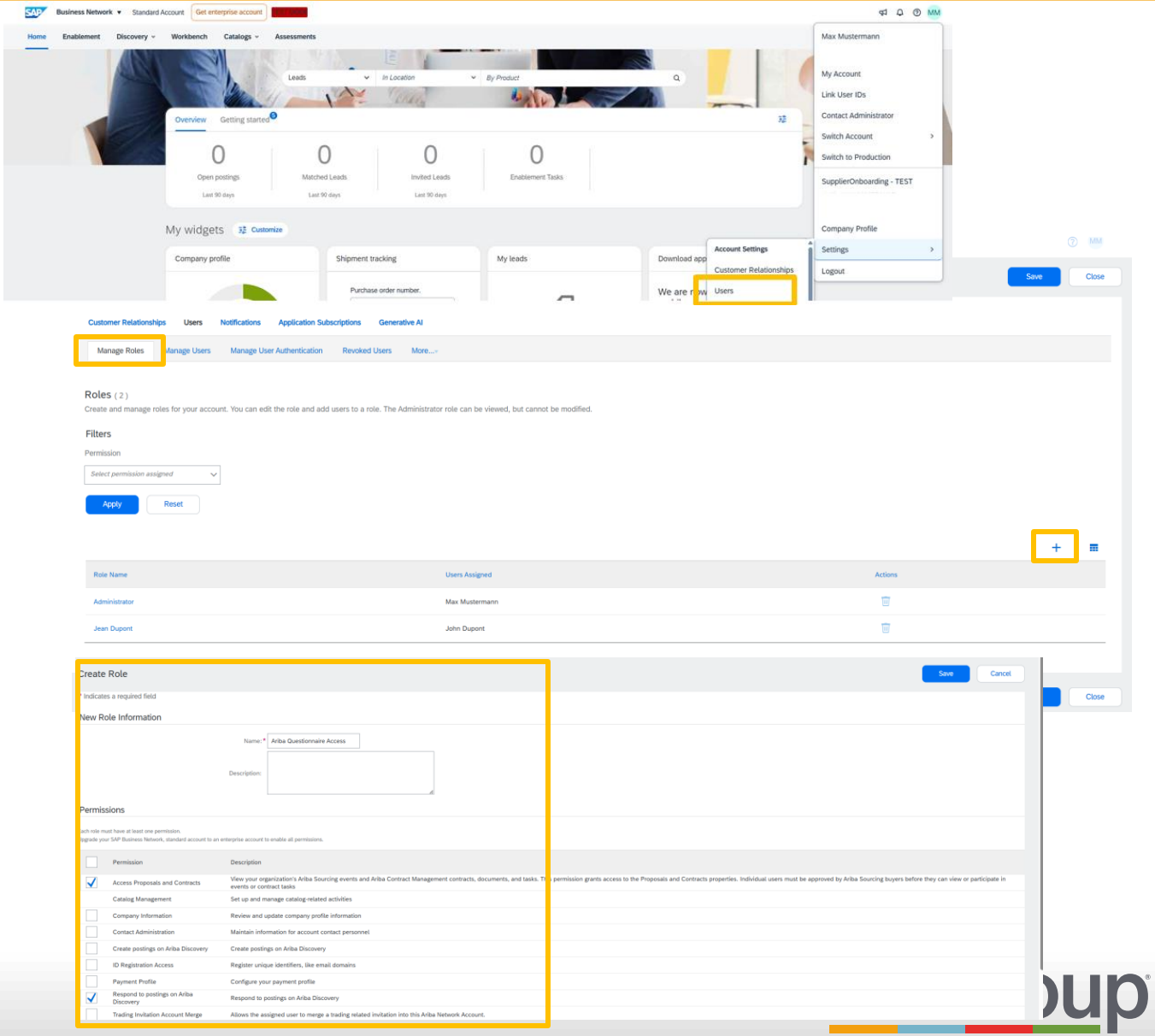
User Role

- Up to 250 user accounts can exist per ANID.
- Users can have different roles and permissions based on job responsibilities.
- Users can access all, or only specific customers assigned by the administrator.

SI Group

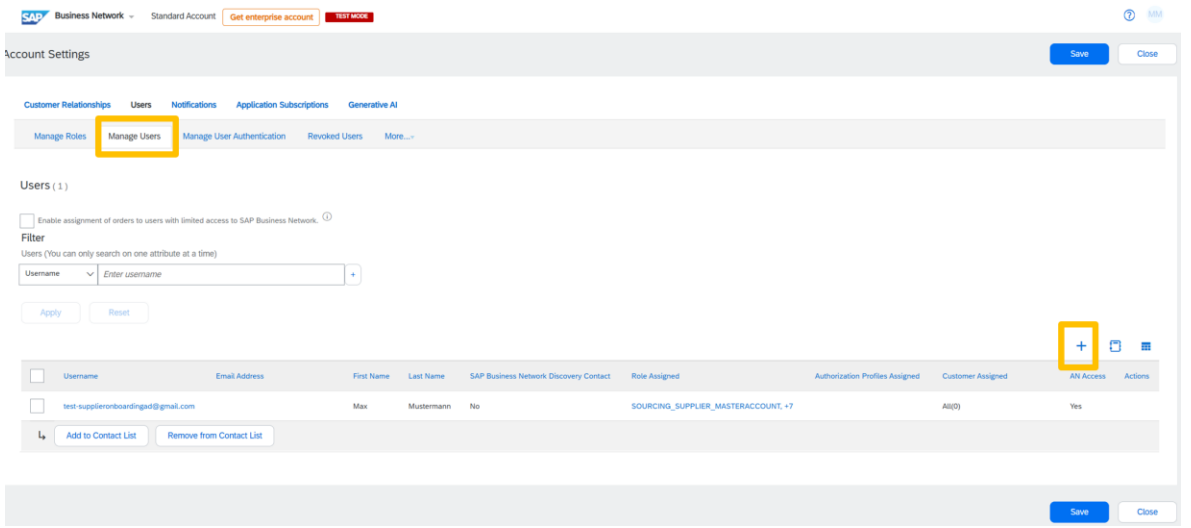
Creating Roles and Users (Administrator Only)

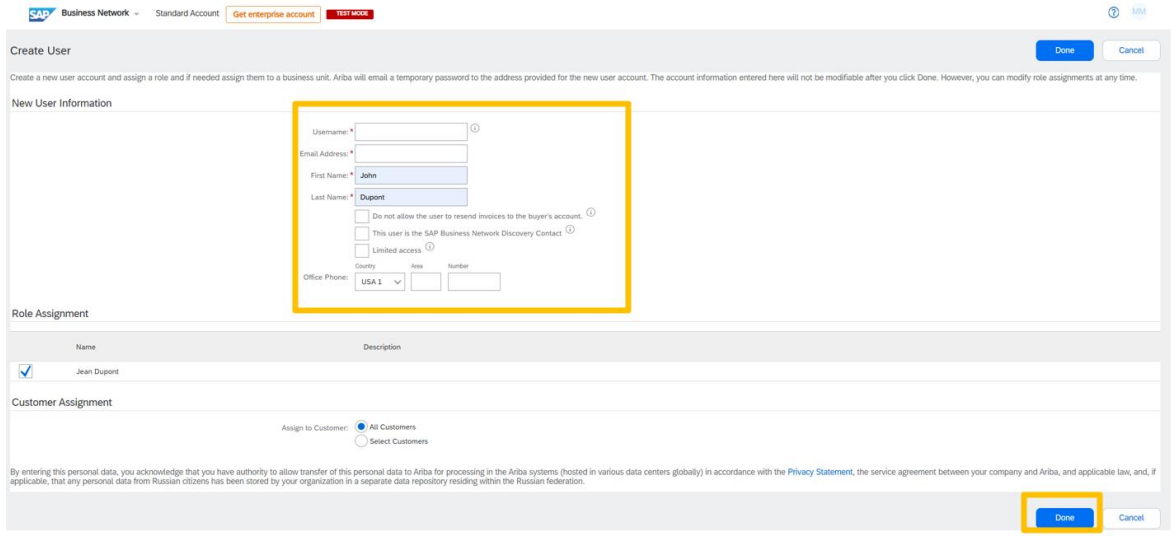
- Click the Users tab in Company Settings.
- Click Create Role and enter the role name and description.
- Assign permissions and click Save.



Creating Roles and Users (Administrator Only)

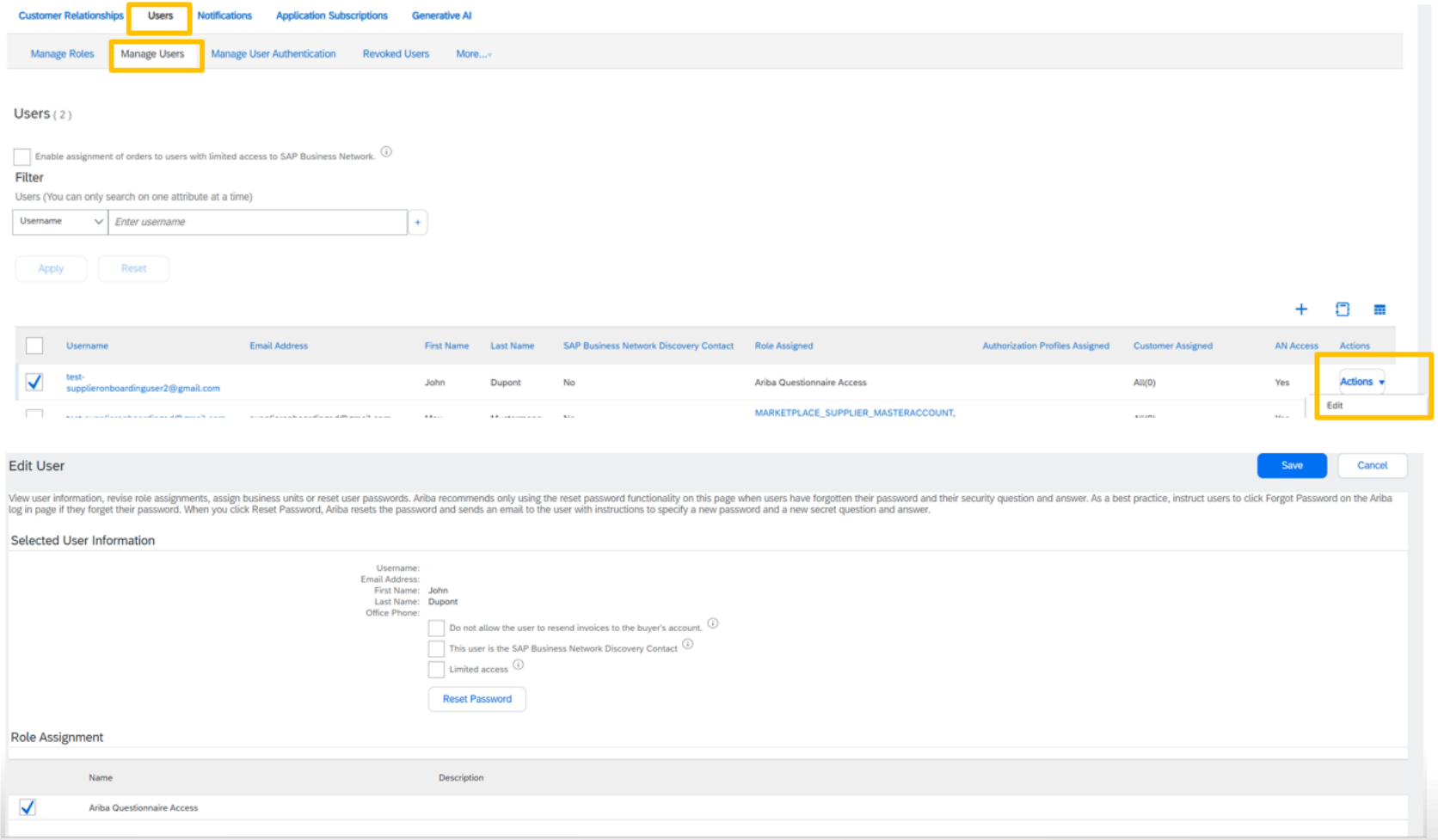
- Click Create User and enter user details.
- Assign a role and click Done.





Modifying User Accounts (Administrator Only)

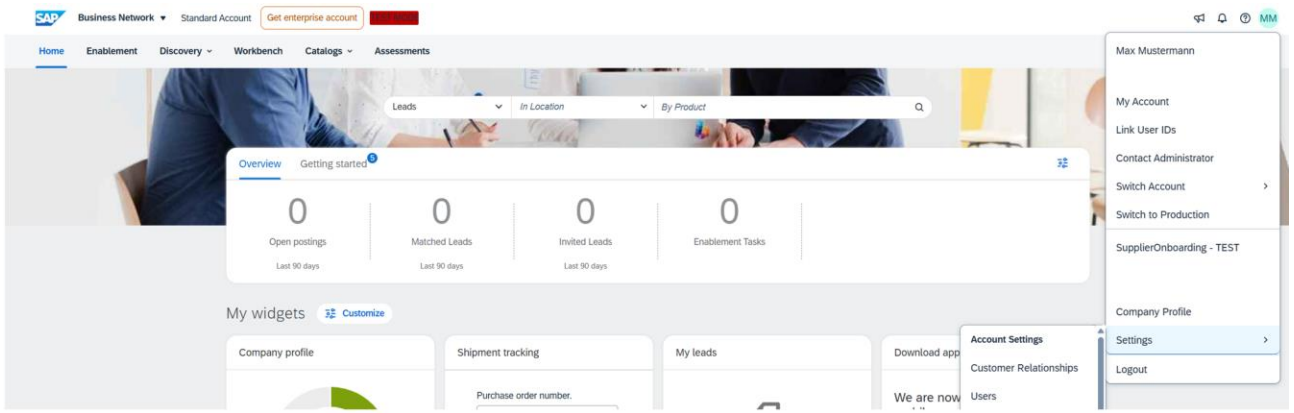
1. Click Edit for the selected user.
2. Use Reset Password to reset a user's password.
3. Other options: Delete User, Add/Remove from Contact List, Make Administrator.

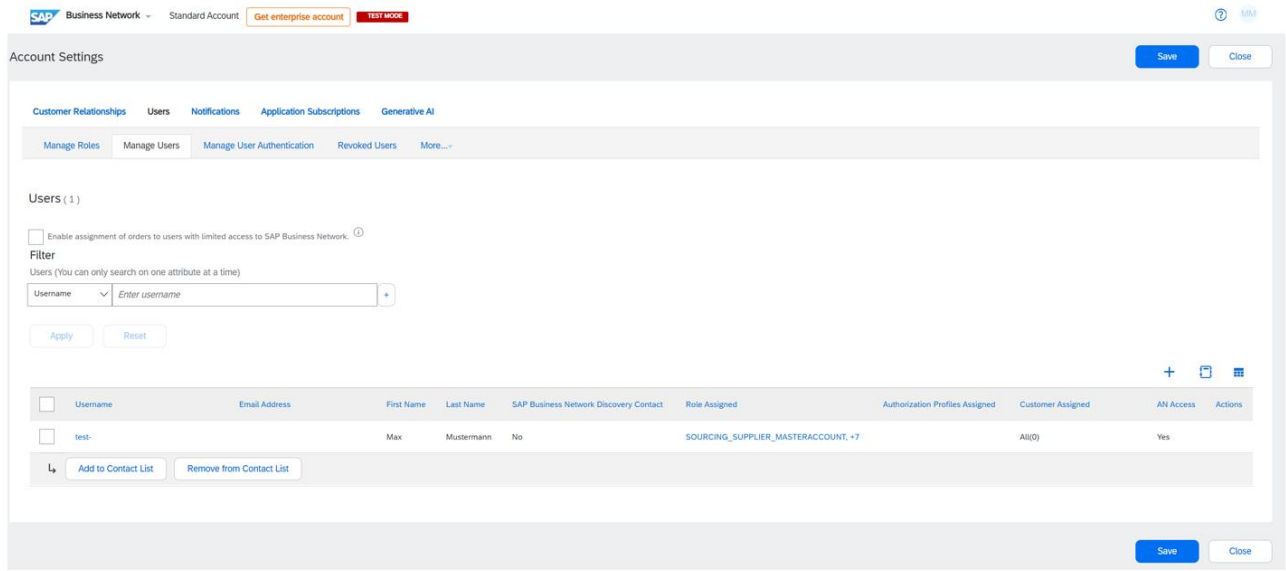


Adding a User as Administrator

How to Add a User as Administrator

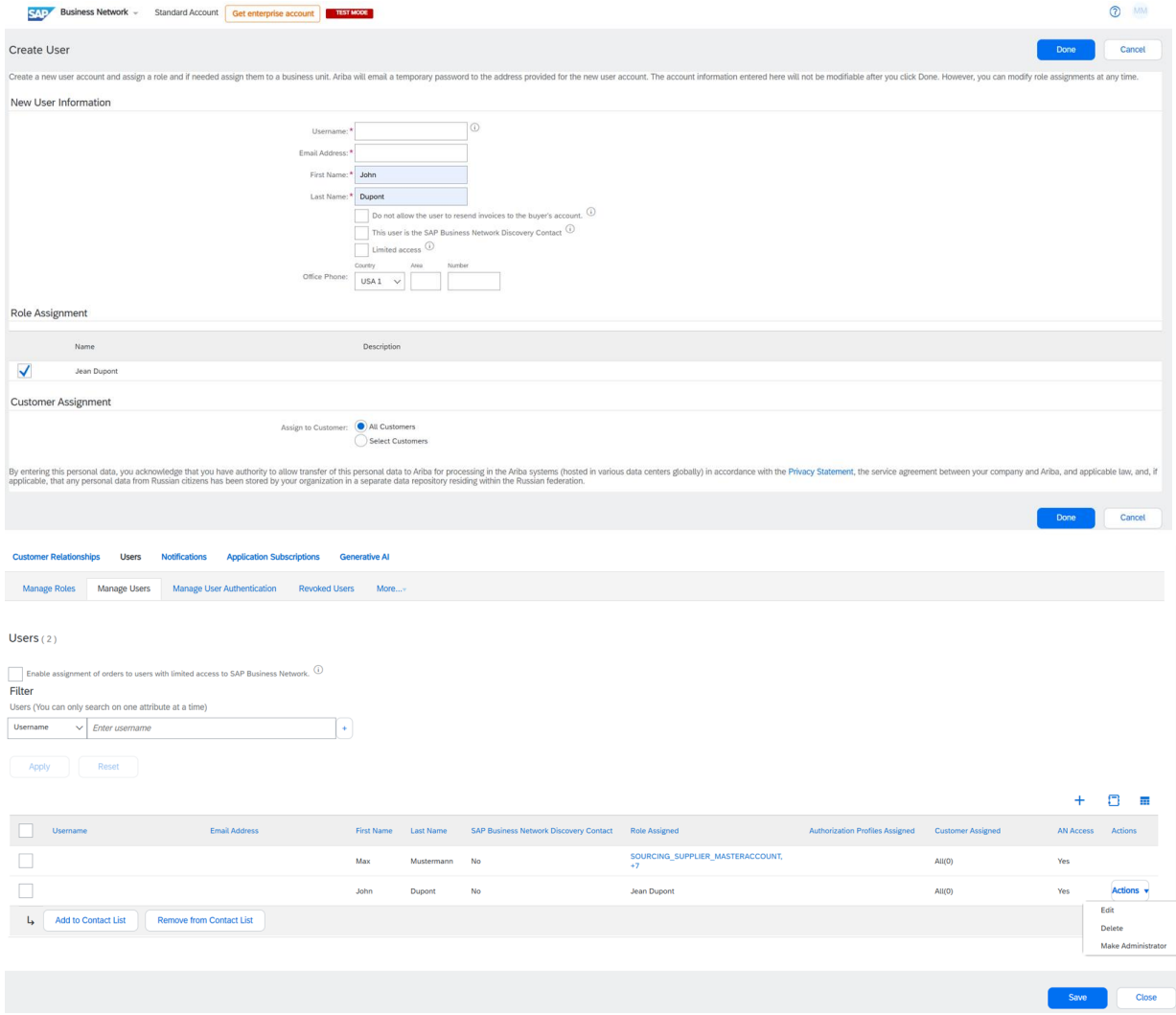
- Go to the **Users** tab in Company Settings.
- Click **Manage Users**.
- Add a new user.





Adding a User as Administrator

- Create a user
- After creation, go to **Actions** and select **Make Administrator**.



Adding a User as Administrator

Your User ID on the SAP Business Network. Inbox ×

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
to me

Business Network

Important: your sub-user username
Dear John Dupont,
You have been enabled to access your company's SAP Business Network account(ANID:) with the following username:

Important note:

- Please keep your username confidential.
- Your temporary password has been sent via a separate email.

Please click on "Log in" to access your user account using your username and temporary password:
Log in

Sincerely,SAP Business Network team

Your password on the SAP Business Network Inbox ×

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
to me

Business Network

Your temporary password
Dear John Dupont,
This message contains important information about your new user account related to your company's SAP Business Network account(AN).
Your temporary password:

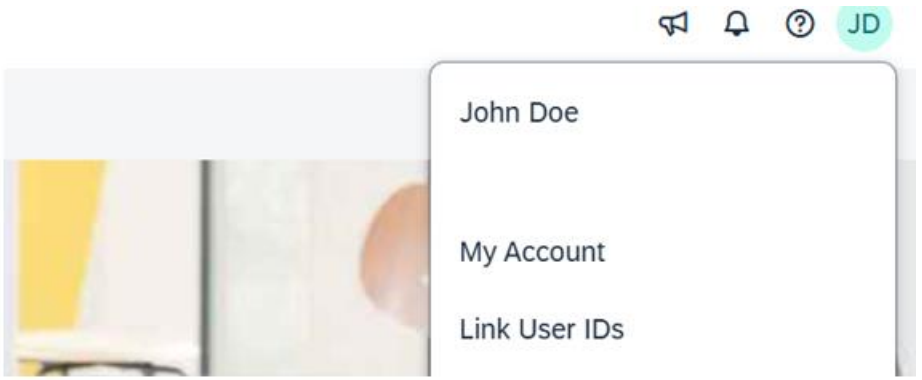
For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new SAP Business Network account.
If you have any questions, contact your Account Administrator:
Max Mustermann

Sincerely,SAP Business Network team

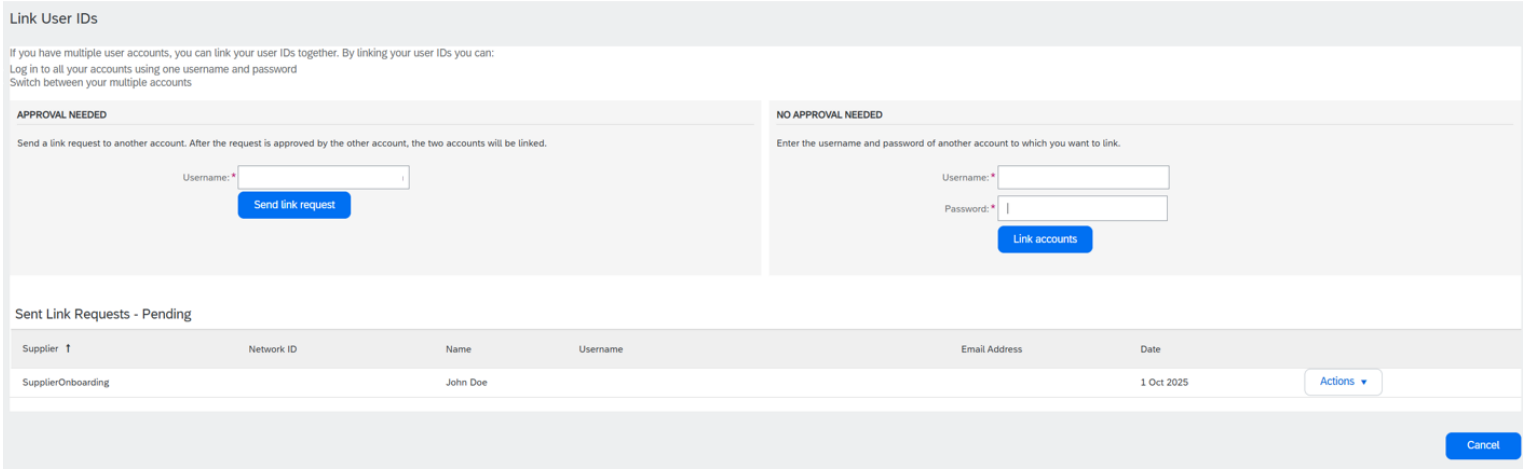
SI Group

Linking User IDs

- **Step 1: Initiate Link**
  - Log in to SAP Ariba with your primary account.
  - Click your initials/profile icon in the top-right corner.
  - Select **Link User IDs**.

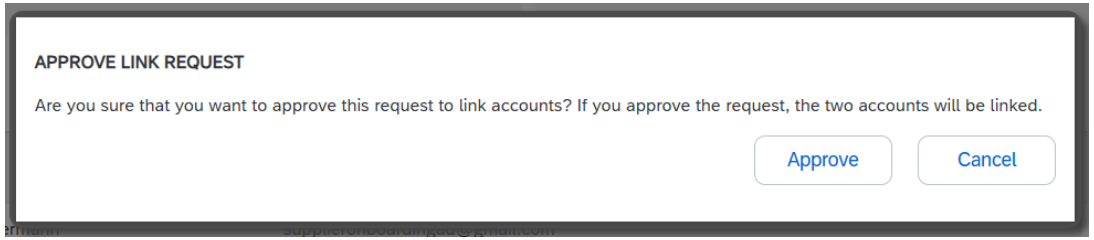


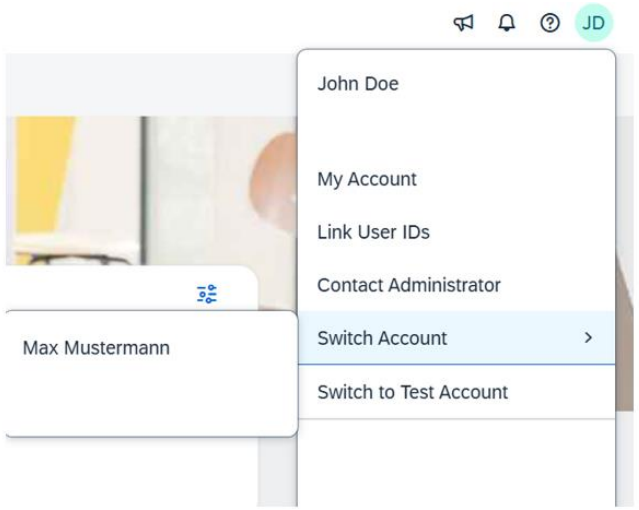
- **Step 2: Enter Details**
  - Enter the username and, if known, the password of the account you want to link.
  - Submit the link request.

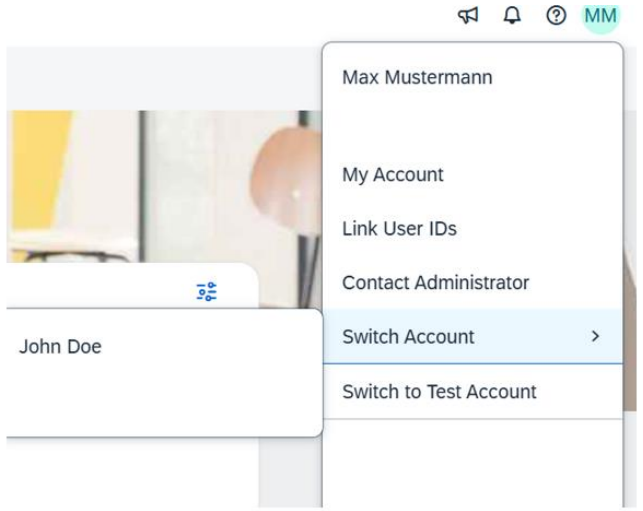


Linking User IDs

- **Step 3: Access Linked Accounts**
  - Upon approval, you can access the linked account from both user profiles.







SI Group®

The Substance Inside