Guide for SAP Ariba Supplier Portal Registration process

Telkom

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INTRODUCTION

We want to thank you for choosing to continue to do business with Telkom. We are always looking to improve the way we collaborate with our partners and suppliers. To enable effective and efficient collaboration, we've designed our processes and systems to make it smarter and faster to do business with Telkom.

This guide will assist you to complete your registration process smoothly on SAP Ariba Supplier Portal

Wish you all the best!

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Step by step guide for registration in Ariba

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Supplier Registration Process

What is Supplier Registration Process?

Step 1.

If Telkom has invited you to register in Ariba, you will receive an email notification from Ariba (our registration platform) with respective registration link. Please complete and submit the online registration form

Step 2.

 You will receive an email from Ariba (our registration platform) to confirm your e-mail address

•The e-mail will contain a customized link so you can complete the registration process

•The link will guide you to your company profile landing page

Step 3.

 Complete & Submit Profile

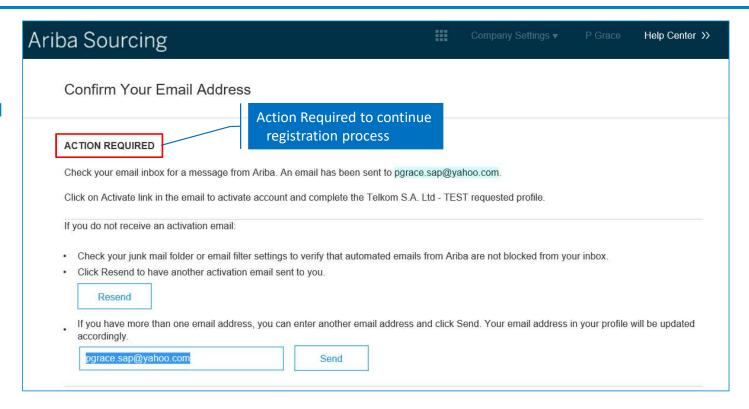•Complete profile information/questions

•Review information and submit

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Supplier Registration

Begin by logging into the Telkom supplier registration site through the link received in your email

Enter **Username** and **Password**, click **Continue**

*Please note, MANDATORY fields are denoted with an **asterisk(*)** and must be completed.

Ariba Sourcing

Register

To do business with Telkom S.A. Ltd - TEST on Ariba, you need an Ariba Commerce Cloud account. What is the Ariba Commerce Cloud?

Click **Login** if you already have a supplier account

If you already have an Ariba Com...

Login

Company information

* Indicates a required field

Company Name:*

Country* United States [USA]

Address* Line 1
          Line 2
          Line 3

City*

State* Alabama

Zip*

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.

Begin entering **Company Information**, if you are creating a new account

Ariba Sourcing

Enable your Ariba Commerce Cloud account to access Telkom S.A. Ltd - TEST

To enable your Ariba Commerce Cloud test account to access Telkom S.A. Ltd - TEST account, enter your Ariba Commerce Cloud test account username and password. You are only enabling your test account to access the buyer's test account, your Ariba Commerce Cloud production account will not be enabled to access the buyer's production account.

Username:

Password:

Forgot Username
Forgot Password

Continue

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Supplier Registration

Continue by entering **User Account Information**

*Please note, MANDATORY fields are denoted with an **asterisk(*)** and must be completed.

User account information

Determine if you want to use your email as your username; if yes, then check this box; otherwise enter your username in the field below

Name:* [First Name] [Last Name]

Email:*

Ariba Pri

☑ Use my email as my username

Username:*

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

Password:* [Enter Password]

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

[Repeat Password]

Language: [English ▾]

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

Enter more information for potential customers ▶

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 Register 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.

Click the checkbox to agree to the **Terms of Use**

☐ I have read and agree to the Terms of Use and the Ariba Privacy Statement

Click **Register**

[Register] [Cancel]

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Supplier Registration

You will see a notice for **Action Required** to check your email in order to activate your account and complete your supplier profile set-up.

Ariba Sourcing

Company Settings ▼   P Grace   Help Center »

Confirm Your Email Address

ACTION REQUIRED

Action Required to continue registration process

Check your email inbox for a message from Ariba. An email has been sent to pgrace.sap@yahoo.com.

Click on Activate link in the email to activate account and complete the Telkom S.A. Ltd - 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.

  pgrace.sap@yahoo.com   Send

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Supplier Registration

You will receive an email to **confirm your account set-up**

Action Required: Activate your account

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

To pgrace.sap@yahoo.com

This message contains blocked images. Show Images   Change this setting

ARIBA

Dear P Grace,

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 Telkom S.A. Ltd - TEST.

Click to **activate** your Ariba account

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=7kmVPiuG58f760cb1285510241&anp=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

↩ ⟪ →   Archive   ⬆ Move ˅   🗑 Delete   ⊗ Spam ˅   ••• More ˅

Welcome to the Ariba Commerce Cloud

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

To pgrace.sap@yahoo.com

This message contains blocked images. Show Images   Change this setting

ARIBA

You will also receive an email with your account ID

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for PGrace01 Supplier is now complete.

Your organization's account ID: **AN01054111474-T**
Your username: **pgrace123@yaoo.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.

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Supplier Registration

You will receive a message that your account is now active. Complete the additional questions in the Supplier Profile Questionnaire (SPQ).

Enter **Company Information**

*NOTE: Depending on responses, additional information may be required and the form will update to reflect the additional questions.

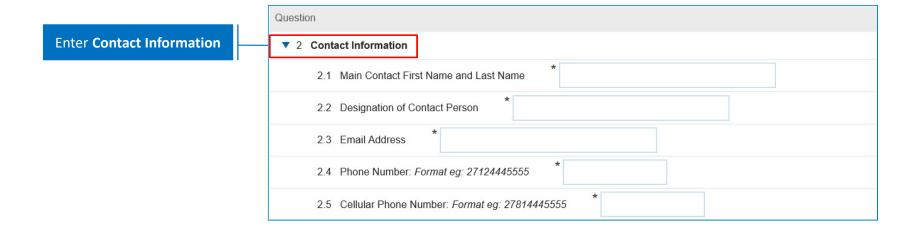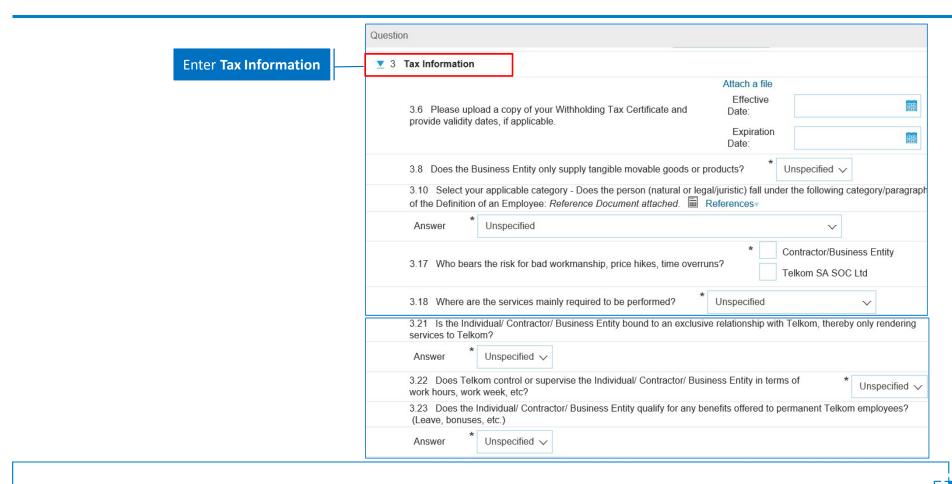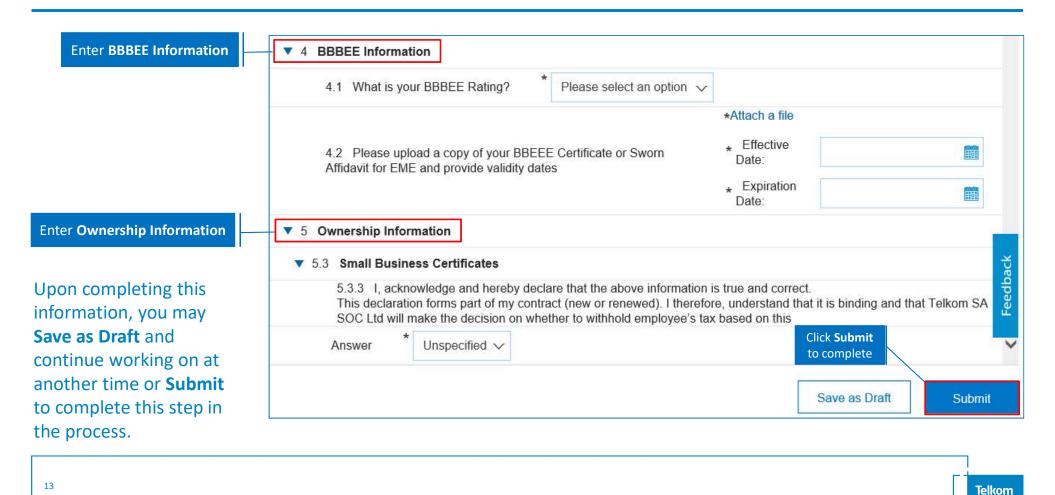**Your Ariba Commerce Cloud account is now active.**
Telkom S.A. Ltd - TEST requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the additional profile information before you can access and participate in Telkom S.A. Ltd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

Telkom S.A. Ltd - 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 **Company Information**

1.1	Business Locale	*	Unspecified ∨
1.2	Trade Name if different form Organization/ Legal Name		
1.3	Type of Organisation	*	Unspecified ∨
1.11	Company / Organisation Registration Number - Format example: **XXXX/XXXXXX/XX**	*	
1.16	Please attach your Company Letterhead	*Attach a file	
1.17	Website URL		

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Supplier Registration

Enter **Contact Information**

Question
▼ 2 **Contact Information**
2.1 Main Contact First Name and Last Name *
2.2 Designation of Contact Person *
2.3 Email Address *
2.4 Phone Number: *Format eg: 27124445555* *
2.5 Cellular Phone Number: *Format eg: 27814445555* *

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Supplier Registration

Enter **Tax Information**

Question

▼ 3 **Tax Information**

Attach a file

3.6 Please upload a copy of your Withholding Tax Certificate and provide validity dates, if applicable.

Effective Date: [   ] 📅

Expiration Date: [   ] 📅

3.8 Does the Business Entity only supply tangible movable goods or products? * Unspecified ⌄

3.10 Select your applicable category - Does the person (natural or legal/juristic) fall under the following category/paragraph of the Definition of an Employee: *Reference Document attached.* 🖼 References▾

Answer * Unspecified ⌄

3.17 Who bears the risk for bad workmanship, price hikes, time overruns? * ☐ Contractor/Business Entity
☐ Telkom SA SOC Ltd

3.18 Where are the services mainly required to be performed? * Unspecified ⌄

3.21 Is the Individual/ Contractor/ Business Entity bound to an exclusive relationship with Telkom, thereby only rendering services to Telkom?

Answer * Unspecified ⌄

3.22 Does Telkom control or supervise the Individual/ Contractor/ Business Entity in terms of work hours, work week, etc? * Unspecified ⌄

3.23 Does the Individual/ Contractor/ Business Entity qualify for any benefits offered to permanent Telkom employees? (Leave, bonuses, etc.)

Answer * Unspecified ⌄

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Supplier Registration

Enter BBBEE Information

Enter Ownership Information

Upon completing this information, you may **Save as Draft** and continue working on at another time or **Submit** to complete this step in the process.

▼ 4 **BBBEE Information**

4.1 What is your BBBEE Rating? * [Please select an option ⌄]

*Attach a file

4.2 Please upload a copy of your BBEEE Certificate or Sworn Affidavit for EME and provide validity dates

* Effective Date: [ ] 📅

* Expiration Date: [ ] 📅

▼ 5 **Ownership Information**

▼ 5.3 **Small Business Certificates**

5.3.3 I, acknowledge and hereby declare that the above information is true and correct. This declaration forms part of my contract (new or renewed). I therefore, understand that it is binding and that Telkom SA SOC Ltd will make the decision on whether to withhold employee's tax based on this

Answer * [Unspecified ⌄]

Click **Submit** to complete

[Save as Draft] [Submit]

Feedback

Supplier Registration

Your profile is submitted and follows the Telkom approval process.

Step by step guide for supplier profile maintenance

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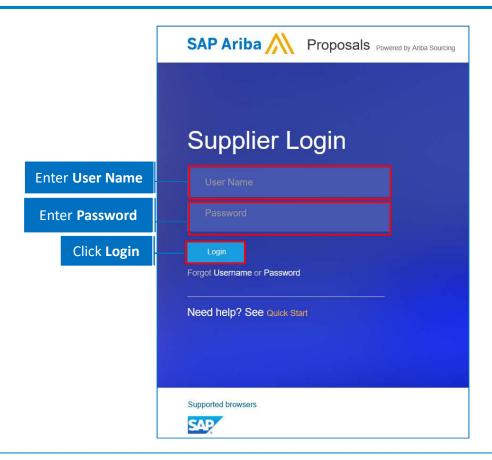
Supplier Maintenance

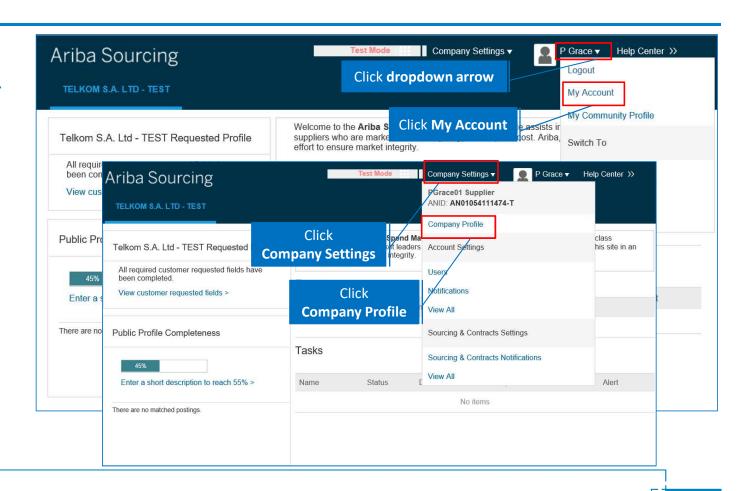The supplier can log into the Ariba application for Sellers at anytime to make updates to their Ariba account.

https://proposals.seller.ariba.com

SAP Ariba Proposals Powered by Ariba Sourcing

Supplier Login

Enter **User Name** → User Name

Enter **Password** → Password

Click **Login** → Login

Forgot **Username** or **Password**

Need help? See Quick Start

Supported browsers

SAP

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Supplier Maintenance

Access **My Account** to make updates to your supplier account.

Click **Company Settings** to access your **Company Profile** to make updates to your supplier profile.
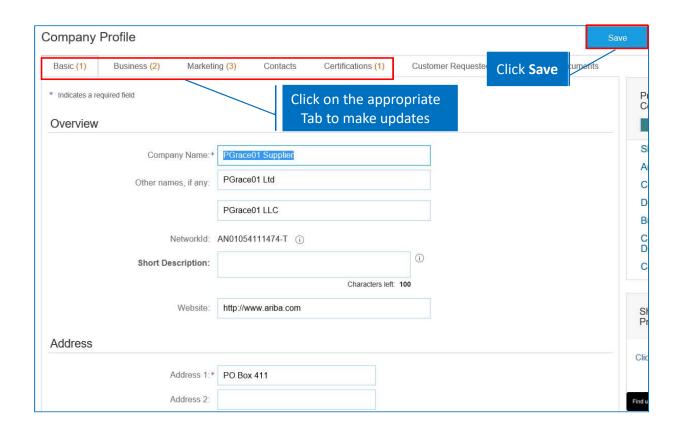
Supplier Maintenance

In your **Company Profile,** click on the appropriate tab to access the form to make your updates (as needed).
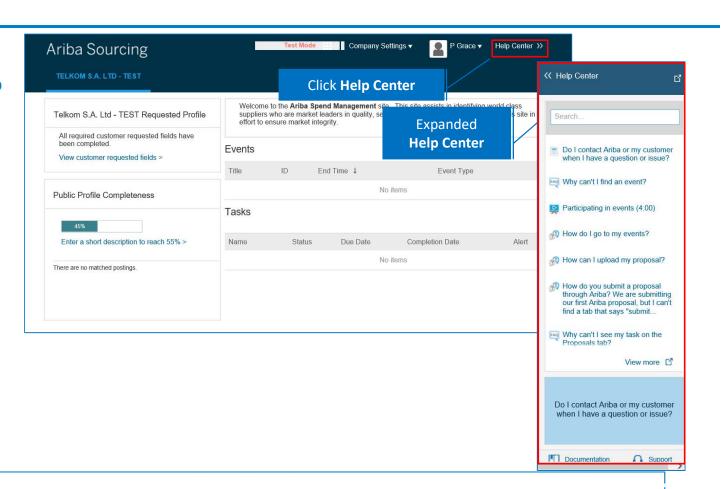
Save your changes.

*NOTE: Profile changes may require approval by the customer.

Company Profile

Save

Basic (1)   Business (2)   Marketing (3)   Contacts   Certifications (1)   Customer Requested   cuments

Click **Save**

* Indicates a required field

Click on the appropriate
Tab to make updates

Overview

Company Name:*   PGrace01 Supplier

Other names, if any: PGrace01 Ltd

PGrace01 LLC

NetworkId: AN01054111474-T

Short Description:

Characters left: 100

Website: http://www.ariba.com

Address

Address 1:*   PO Box 411

Address 2:

Find u

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Supplier Maintenance

Suppliers also have access to the **Help Center**. Click **Help Center** to expand.

Click **Company Settings** to access your **Company Profile** to make updates to your supplier profile.

Support and Contact information

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More questions or Help required?

Visit the below link for accessing registration process guide

http://www.telkom.co.za/about_us/tenderbulletins/index.shtml

Email us on ARS@telkom.co.za

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