# SAP Ariba – Supplier Registration Process

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## Business Process Procedure Overview

- Dubai International Financial Centre (DIFC) is a Dubai Government owned company. For more details, please visit **www.difc.ae**
- The supplier(s) are required to complete all parts of this pre-qualification supplier registration process.
- Information supplied in reply to this pre-qualification document must be accurate, unambiguous and confidential to the company providing it and DIFC.
- DIFC is under no obligation to pre-qualify any applicant or to give reasons for acceptance or rejection.

# Step 1: Supplier Login Registration Screen

### Step 1.1: Register Now (For new Suppliers)

- The Supplier will click on the Supplier registration link which was placed on DIFC site.
- DIFC Supplier Registration Link: - http://difc.supplier-eu.ariba.com
- Once the supplier clicks on the link, it will prompt to the supplier registration screen.
- Click on the option **Register Now**.

## Step 1.2: Supplier Basic Information

- Once the Supplier clicks, it will prompt to the default Ariba basic company information screen.



## Step 1.3: Enter basic company information

- Supplier needs to enter the basic company information in the Ariba registration screen.

**\* Indicates a required field**

| | | | |
|---|---|---|---|
| 1. | Company Name | : | Dubai International Financial Centre |
| 2. | Country | : | United Arab Emirates [ARE] |
| 3. | Address | : | The Gate Building, Level 14 |
| 4. | Postal Code | : | 74777 |
| 5. | City | : | Dubai |
| 6. | State | : | Dubai |

## Ariba Sourcing

### Enter Your Ariba Commerce Cloud Information

To do business with Dubai International Financial Centre - TEST on Ariba, you need an Ariba Commerce Cloud account. What is the Ariba Commerce Cloud?

| Continue | Cancel |

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: * | Dubai International Financial Centre |
| Country * | United Arab Emirates [ARE] |
| Address * | The Gate Building, Level 14 |
| | West Wing |
| Postal Code * | 74777 |
| City * | Dubai |
| State | Dubai |

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.

- Supplier needs to maintain their company product and service categories and ship-to or service locations details.

7.   Product and Service Categories    :    Government finance services
8.   Ship-to or Service Locations      :    Dubai

### Enter basic company information

\* Indicates a required field

| Company Name: * | Dubai International Financial Centre |
| Country * | United Arab Emirates [ARE] |
| Address * | The Gate Building, Level 14 |
| | West Wing |
| Postal Code * | 74777 |
| City * | Dubai |
| State | Dubai |

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.

Product and Service Categories: *  Enter Product and Service Categories   | Add |  -or-  Browse

Government finance services   x

Ship-to or Service Locations: *   | | Add |  -or-  Browse

Dubayy [Dubai] - United A...   x

Tax ID:   Optional      Enter your Company Tax ID number.

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

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

## Step 1.4: Product and Service Categories

- In the ariba supplier registration screen, if the service category was not listed just click on the **browse** option which was highlighted below.



- Once you clicked on the browse, it will take you to the product category section which was a standard search criteria in ariba.
- Just select the appropriate service category, to add it in the service category just clik on th **add button** as highlighted below.
- The supplier can add as many service categories from the standard ariba list.

**Step 1.5: Enter user account information**

- Supplier needs to maintain their account information in the next section.

  1. Name                                    **:** Muthu Kumar
  2. Email                                   **:** c-muthukumar.kanthan@difc.ae
  3. Use my email as my username    **:** If the Check box was **checked** by default Ariba system takes the email address as username. If the supplier wants to change the username just **uncheck** the checkbox.

- If the checkbox was checked

Enter user account information

| | | |
|---|---|---|
| Name: * | Muthu | Kumar |
| Email: * | c-muthukumar.kanthan@difc.ae | |
| ✓ | Use my email as my username | |
| Username: * | c-muthukumar.kanthan@difc.ae | |

Ariba Privacy Statement

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

- If the checkbox was not checked

Enter user account information

| | | |
|---|---|---|
| Name: * | Muthu | Kumar |
| Email: * | c-muthukumar.kanthan@difc.ae | |
| | Use my email as my username | |
| Username: * | muthudifc@difc.ae | |

Ariba Privacy Statement

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

  4. Password                   **:**   Maintain an appropriate login password.
  5. Secret question        **:**   Choose the secret question from the dropdown which was exists in the Ariba screen, provide an appropriate secret question password.
  6. Language                    **:**   By default it will be chosen as English.
  7. Terms & Condition   **:**   Once maintain all the details in the registration screen check the terms & condition.

Enter user account information

* *Indicates a required field*

| Name:* | Muthu | Kumar |

Ariba Privacy Statement

Email:* c-muthukumar.kanthan@difc.ae

☐ Use my email as my username

Username:* muthudifc@difc.ae

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

Password:* ••••••••

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

••••••••

Secret Question:* In what city was your mother born? ▼

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

••••••••

••••••••

Language: English ▼

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

## Step 1.6: Submit Supplier Registration

### Ariba Sourcing

#### Enter Your Ariba Commerce Cloud Information

Continue    Cancel

To do business with Dubai International Financial Centre - 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:* Dubai International Financial Centre

Country* United Arab Emirates  [ARE] ▼

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* The gate building, Level 14

## Step 1.7: Activate Ariba Account

- After submission an email will trigger to the mentioned email address to activate the Ariba account. Supplier needs to take an action against the activation.

| From: | Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> | Sent: | Wed 21/12/2016 2:15 |
|---|---|---|---|
| To: | Muthukumar Kanthan | | |
| Cc: | | | |
| Subject: | Action Required: Activate your account | | |

SAP Ariba

Dear Muthu Kumar,

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 Dubai International Financial Centre - TEST.

**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=2kvEDqXSdQ1t3Uc5iUNEFiziKZZ1Kkub&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**
https://discovery.ariba.com

## Step 1.8: Ariba Cloud Notification

- Once the supplier clicks on the **activation link**, a welcome email will trigger to the registered supplier from the Ariba commerce cloud.
- Supplier account ID: - **AN01051668098-T**

| From: | Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> | Sent: Wed 21/12/2016 2:17 |
|---|---|---|
| To: | Muthukumar Kanthan | |
| Cc: | | |
| Subject: | Welcome to the Ariba Commerce Cloud | |

SAP Ariba

**Welcome to the Ariba Commerce Cloud**

Your registration process on the Ariba Commerce Cloud for Dubai International Financial Centre is now complete.

> Your organization's account ID:  **AN01051668098-T**
>
> Your username:  **muthudifc1@difc.ae**

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.

**Good to Know:**

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

## Step 1.9: Pre-Qualification Questionnaire screen

- Once the supplier clicks on the **activation link**, it will take them to the DIFC pre-qualification questionnaire page.

**Your Ariba Commerce Cloud account is now active.**
Dubai International Financial Centre - TEST requests that you complete additional profile information as part of their Supplier Profile Questionnaire. participate in Dubai International Financial Centre - TEST events.

### Dubai International Financial Centre - 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 |
|---|
| ▼ 2 **Supplier Details** |
| 2.1 Contact Name * |
| 2.2 Designation * |
| 2.3 Contact person email ID * |
| 2.4 Contact Person Mobile * |
| 2.5 State * |
| 2.6 Company Email ID * |
| 2.7 Company Telephone |

## Step 1.10: Save as Draft Option

- Once the supplier start filling the DIFC pre-qualification questionnaire, it's a good practice to save the profile time-to-time to avoid data loss.

### Dubai International Financial Centre - 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 Muthu Kumar at 12/21/2016 02:54 PM          Save as Draft      Submit

Changes you make below may be subject to approval before they are accepted.

Your changes have been saved, but have not been sent to your customer. Click Submit to send your updated profile information to your customer.

Question

▼ 2  **Supplier Details**

| | | |
|---|---|---|
| 2.1 | Contact Name | Muthu Kumar |
| 2.2 | Designation | Consultant |
| 2.3 | Contact person email ID | test@gmail.com |
| 2.4 | Contact Person Mobile | 1234567890 |
| 2.5 | State | Dubi |
| 2.6 | Company Email ID | test@ymail.com |

Feedback

**Note**: - In case of any queries/clarification in the supplier registration process/pre-qualification questionnaire, contact the DIFC support team for assistance **aribasupport@difc.ae**