iCONNECT

SAP Ariba - Supplier Onboarding

Tabreed & Group Entities

February 2022

Supplier Benefits of using SAP Ariba

Document status
- Once Purchase Orders are approved by Tabreed & Group Entities, you will instantly receive them in your Ariba Network account
- Timely Invoice and PO status updates in a single channel of interaction

Highly efficient, automated, and secured document process
- Purchase Orders will be automatically flipped into invoices to reduce chances of errors
- End-to-end visibility

Lower administrative costs resulting from electronic document processing
- Elimination of paper

Increased exposure to new business opportunities
- Other Ariba Customers using the Ariba Network

iCONNECT

Demonstration

Please go through the following screenshots, as this will help you in getting registered as a supplier with Tabreed & Group Entities.

iCONNECT

If you have received an email invitation from us, click the link within the email message.
When Ariba Network displays the welcome page, select one of the following options:

- If you already have an account, click **Log in**.
- If you do not have an account, click **Sign up**.
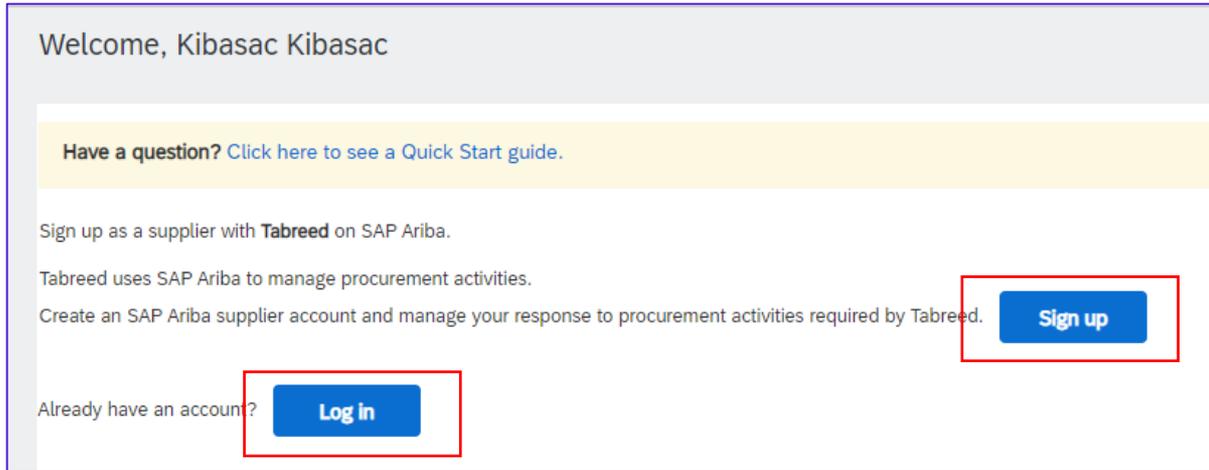
Welcome, Kibasac Kibasac

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **Tabreed** on SAP Ariba.

Tabreed uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Tabreed.

Sign up

Already have an account? **Log in**

iCONNECT

Complete all the necessary fields as shown below and submit for creating an ARIBA Network ID

Step 3 – Supplier registration with Tabreed (1/3)

Section 1 of the supplier registration questionnaire:

- Once you see this screen, you have landed on the registration questionnaire page specific to Tabreed Group & Entities.

- Please keep in mind to submit your registration questionnaires as soon as possible (within the time limit provided at the top-right of your screen).

- Street: Please keep in mind that the maximum length of this section is 60 characters.

Step 4 – Supplier registration with Tabreed (2/3)

1. General Supplier Inf...
2. Bank Information
3. Commercial Registrat...

Section 2 of the supplier registration questionnaire

Limit is 6 characters, see sample

Bank Account Information:		
	State/Province/Region:	Sample: AD / RAK/ DXB
	Postal Code:	789065
	Account Holder Name:	Komasac LLC
	Bank Key/ABA Routing Number:	035

- Once you reach **section 2** (bank information) in the registration questionnaire, make sure you insert the correct **Bank Key**
- **Click here** to find the bank key specific to your bank

iCONNECT

Step 5 - Supplier registration with Tabreed (3/3)

- Upon completion of **section 1, 2 and 3**, click on **save draft** to make sure everything is completed.
- Once you see the text in green with the ✓-symbol, you can proceed with **submitting the entire response**.

Step 6 – Other questionnaires

Repeat the same steps for the remaining questionnaires, as seen below

Step 7 – Updating VAT

It is mandatory that you update your VAT ID (if applicable) in your Ariba network company profile before submitting your first invoice.
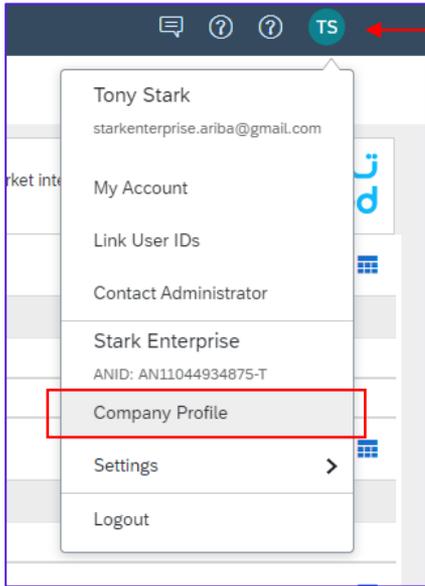
- Go to supplier.ariba.com and log in using your Ariba Account credentials
- From the top right corner of your screen, click on "Account Settings" then choose **"Company Profile"**
- Under the Basic tab, go to the **Additional Company Addresses** section and click **"Create"**
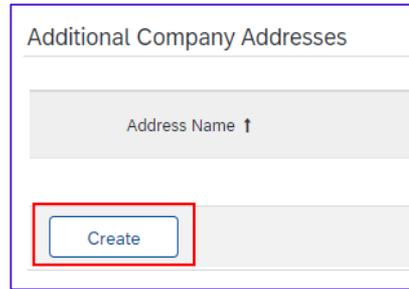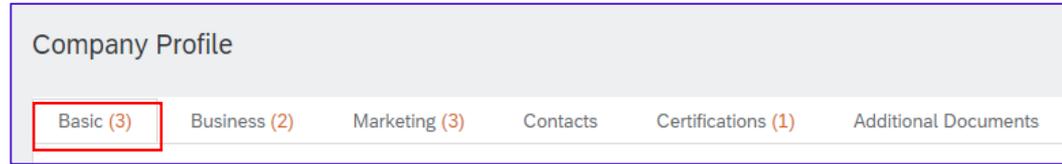
Step 7 – Updating VAT

- Fill in your VAT ID *(in UAE it is a 15-digit number)*
- Click **"Save"**

SAP Business Network – Account Types

Standard Account vs. Enterprise Account

- A Standard Account is a free account that typically gets activated from the first transaction. It allows you to transact with one or several customers based on interactive emails (e.g. Purchase Orders). You cannot run reports, publish electronic catalogs or integrate to your ERP system. This account type is ideal for suppliers with a limited amount of transactions per year.

- An Enterprise Account is a full-feature account that is created prior to the first transactions by means of a Trading Relationship Request from your Buyer. It allows you to organize and filter documents in an easy Workbench, to run reports, publish electronic catalogs and set up an integration (interface between your ERP and your Ariba Network Account). This account type might be subjected to fees depending on the volumes transacted.

iCONNECT

Document Checklist: (Required to be uploaded in Registration & Qualification Questionnaire)

- ✓ Commercial registration certificate
- ✓ VAT registration certificate
- ✓ Bank details on stamped bank letterhead
- ✓ Chamber of commerce license copy
- ✓ Quality accreditation certificates, ISO, BS, industry specific, etc.
- ✓ HSEQ policies, procedures & manuals
- ✓ Most recent audited financial statement
- ✓ Power of attorney or authorization letter to the person authorized to register
- ✓ Sustainability policy/initiatives and related certificates
- ✓ Anti-corruption and bribery policy
- ✓ Portfolio of customers/ previous works
- ✓ Company profile and catalog

iCONNECT

Glossary of Terms

Term	Definition
ANID	The Ariba Network ID is a unique identifier for a buyer or supplier. The term is also referred to as Network ID in some CSV files and was formerly called Ariba Supplier Network (SN) ID.
Ariba Network	Ariba Network gives companies a comprehensive, shared business solution that automates and streamlines multiple business processes, from trading partner discovery to transaction management to financial settlement.
Line Item	A specific named product or service on a transactional business document (such as a purchase order, expense report, or invoice). Business documents can have multiple line items and each line item is for a specific named quantity or amount.
Lot	In a sourcing event, a lot is a group of one or more line items. The price of a lot is the combined total of all the items in the lot.
AN registration	The process by which a supplier creates an account on Ariba Network.
Sourcing Event	The bidding document (RFI, RFP, Auction) that serves as a foundation for all supplier responses / proposals.

iCONNECT