SAP Ariba – Supplier Onboarding

Tabreed & Group Entities

January 2023

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

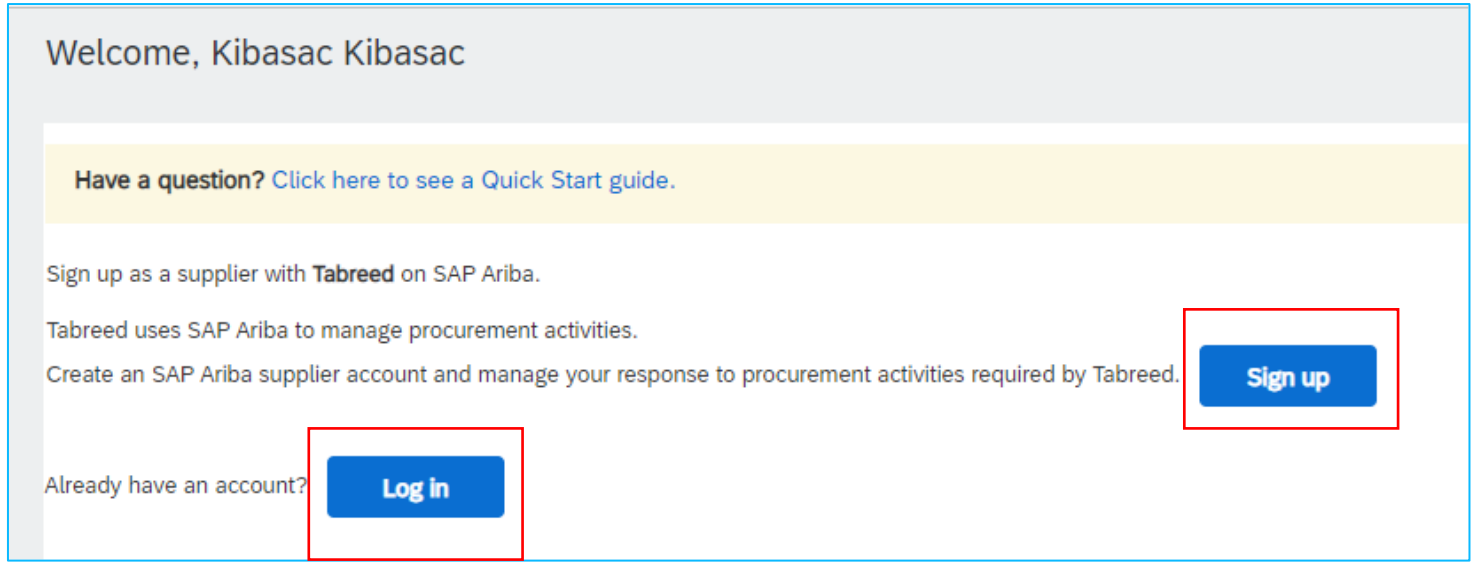
Demonstration

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

Step 1 – Supplier Registration on Ariba (1/2)

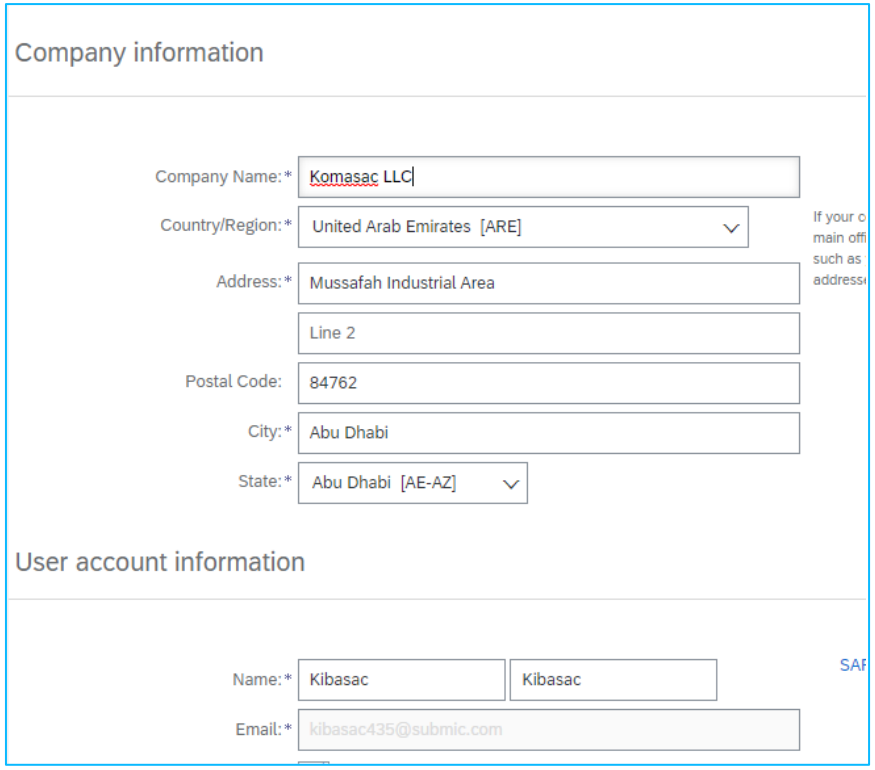
If you have received an email invitation from us, click the link within the email message.
When Ariba Network displays the welcome page, select one of the following options:

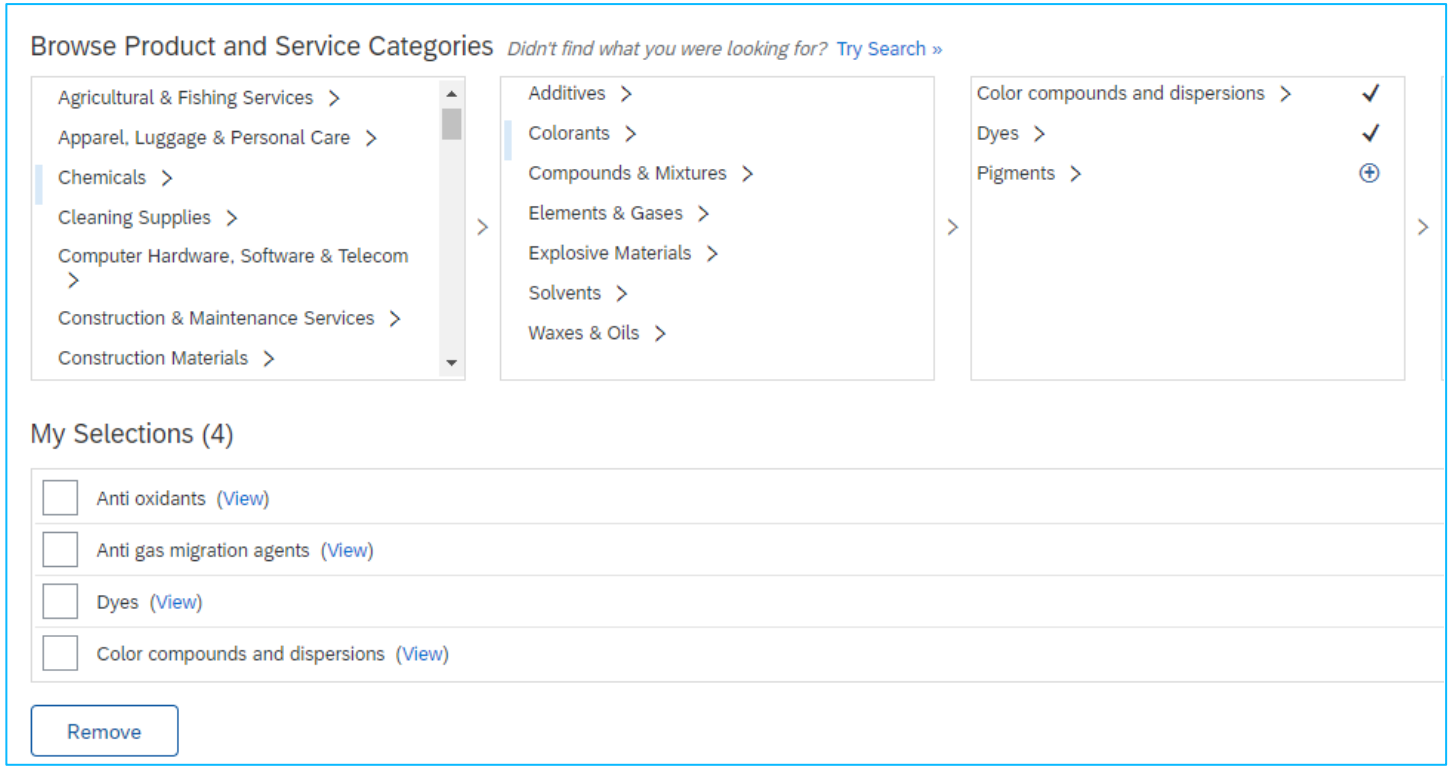
- If you already have a Standard (free) Ariba account, click **Log in**.
- If you do not have an account, click **Sign up**.
- If you already have an Enterprise (paid) Ariba account, click **sign up** to register a standard account (free).



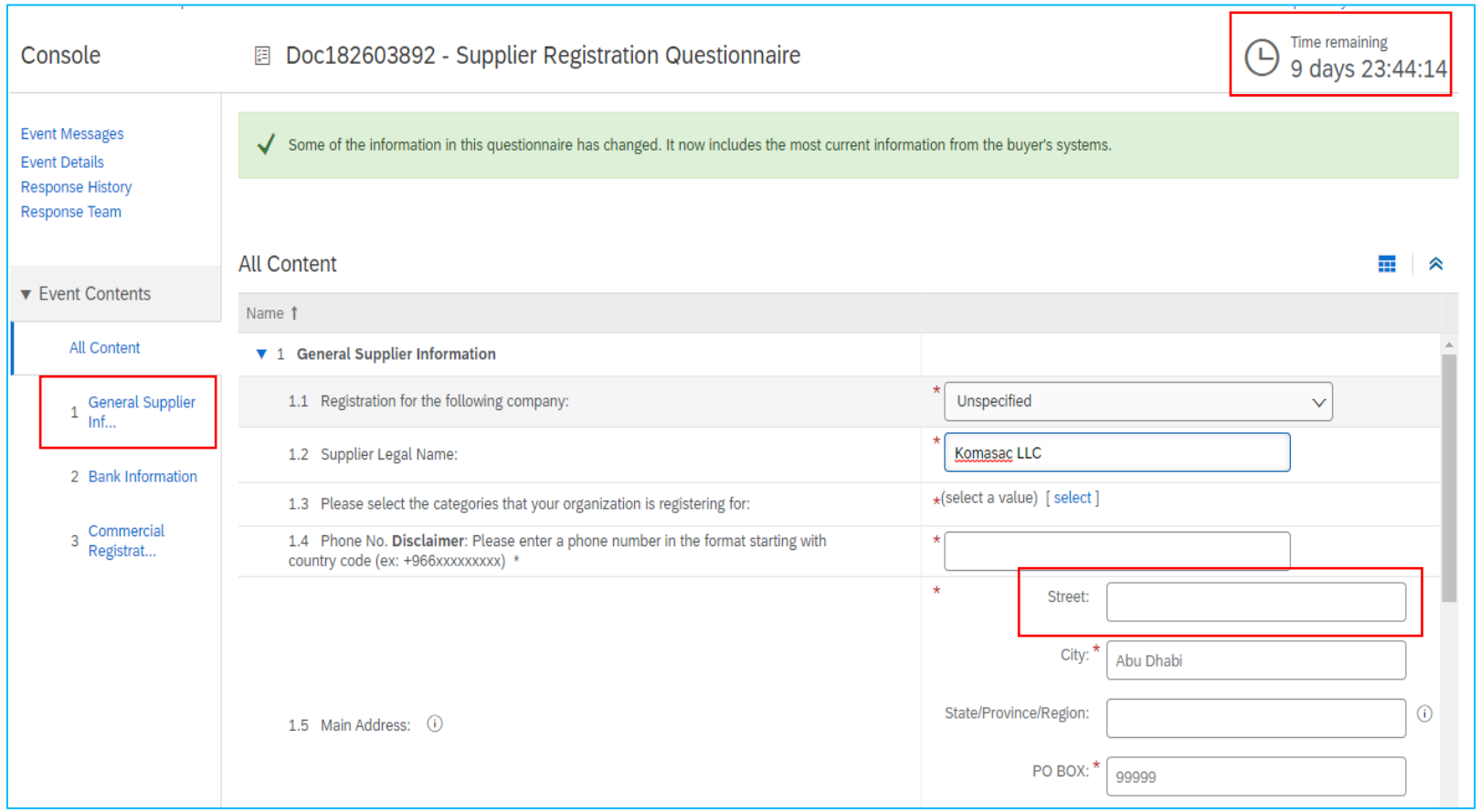
Step 2 – Supplier Registration on Ariba (2/2)

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





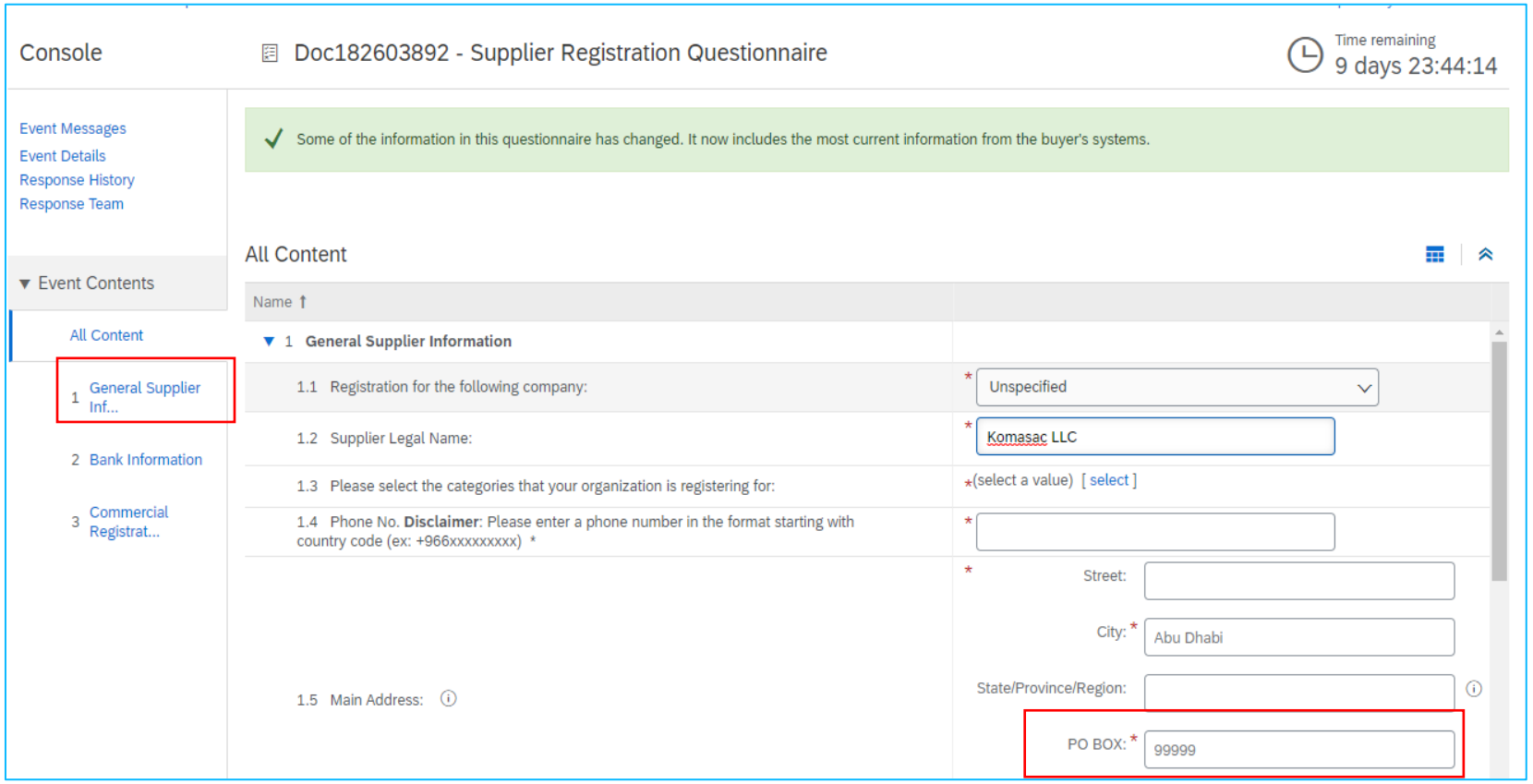
Step 3 – Supplier Registration with Tabreed (1/6)



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.

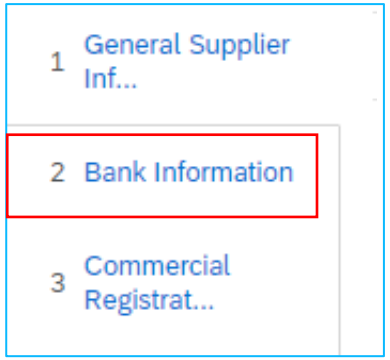
Step 3 – Supplier Registration with Tabreed (2/6)



Section 1 of the supplier registration questionnaire:

- PO Box: Please ensure to not add spaces

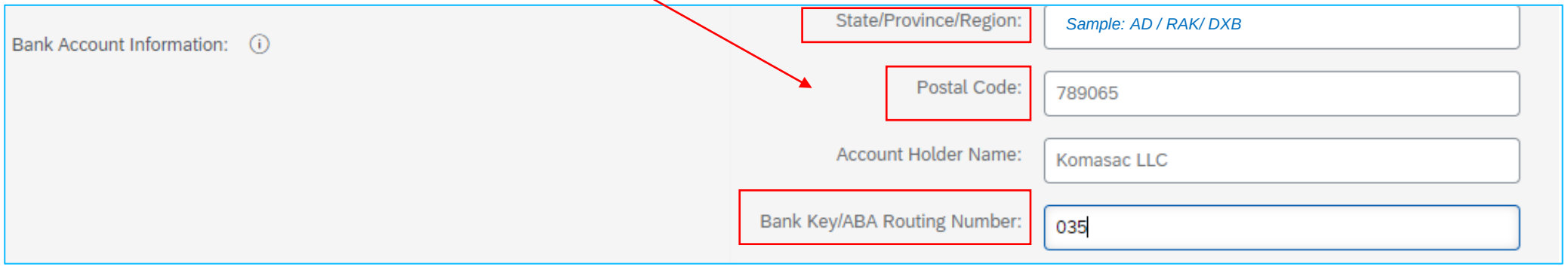
Step 3 – Supplier Registration with Tabreed (3/6)



Section 2 of the supplier registration questionnaire

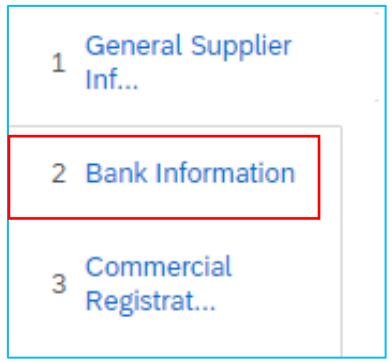
Limit is 6 characters, see sample

No Spaces in Postal code
Sample: 098765



- 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

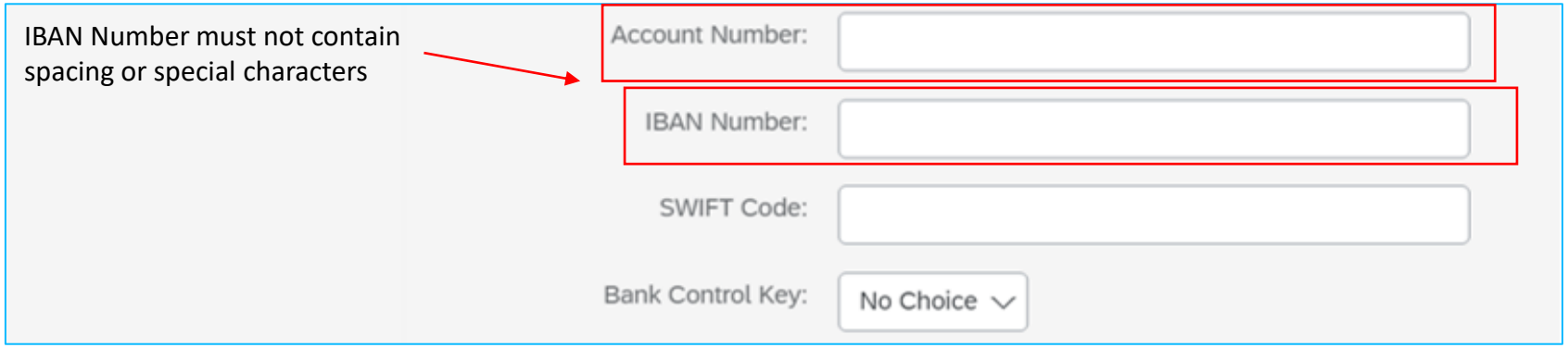
Step 4 – Supplier Registration with Tabreed (4/6)



Section 2 of the supplier registration questionnaire

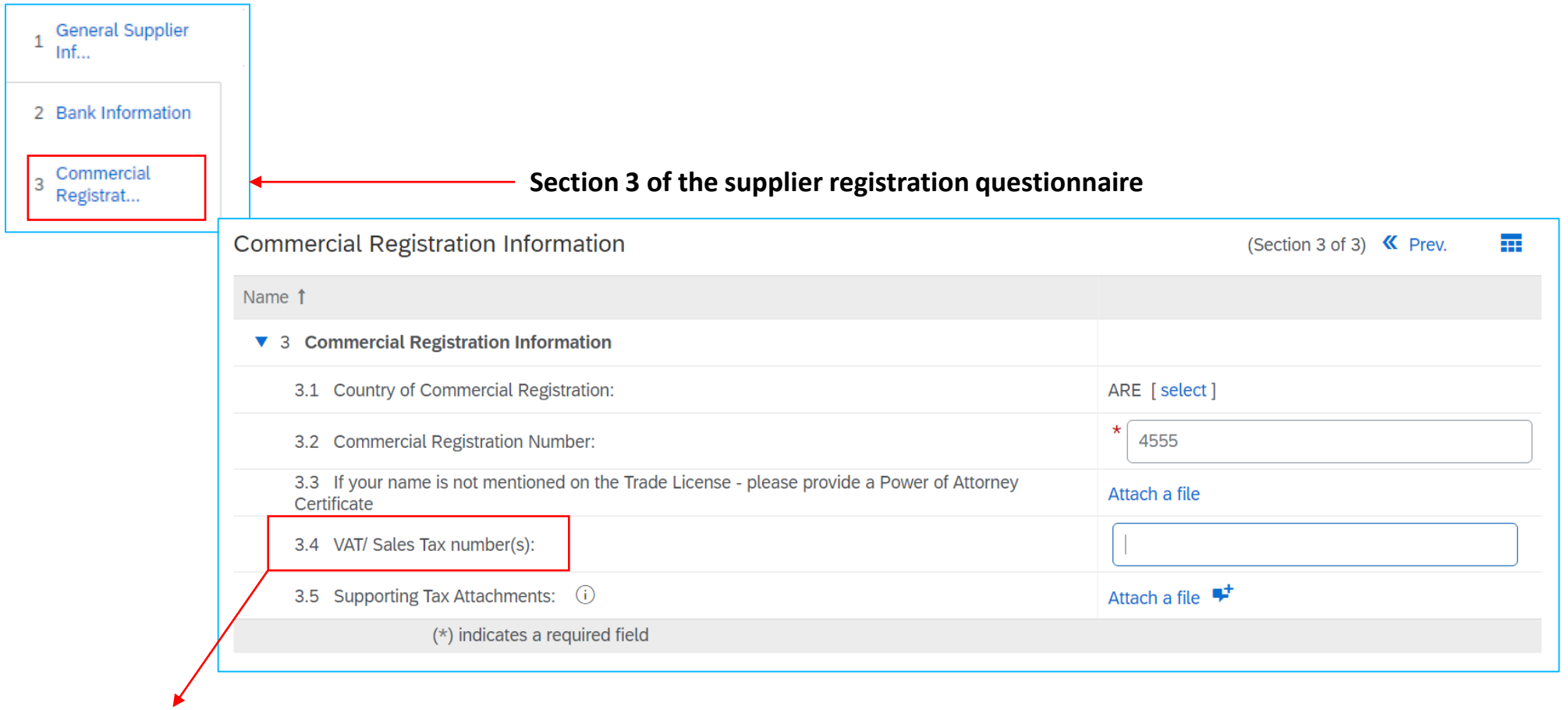
Account number must not contain
Any spacing or special characters

IBAN Number must not contain
spacing or special characters



Note: Bank Letter attached on the registration should be stamped on Bank Letterhead & dated no older than 6 months

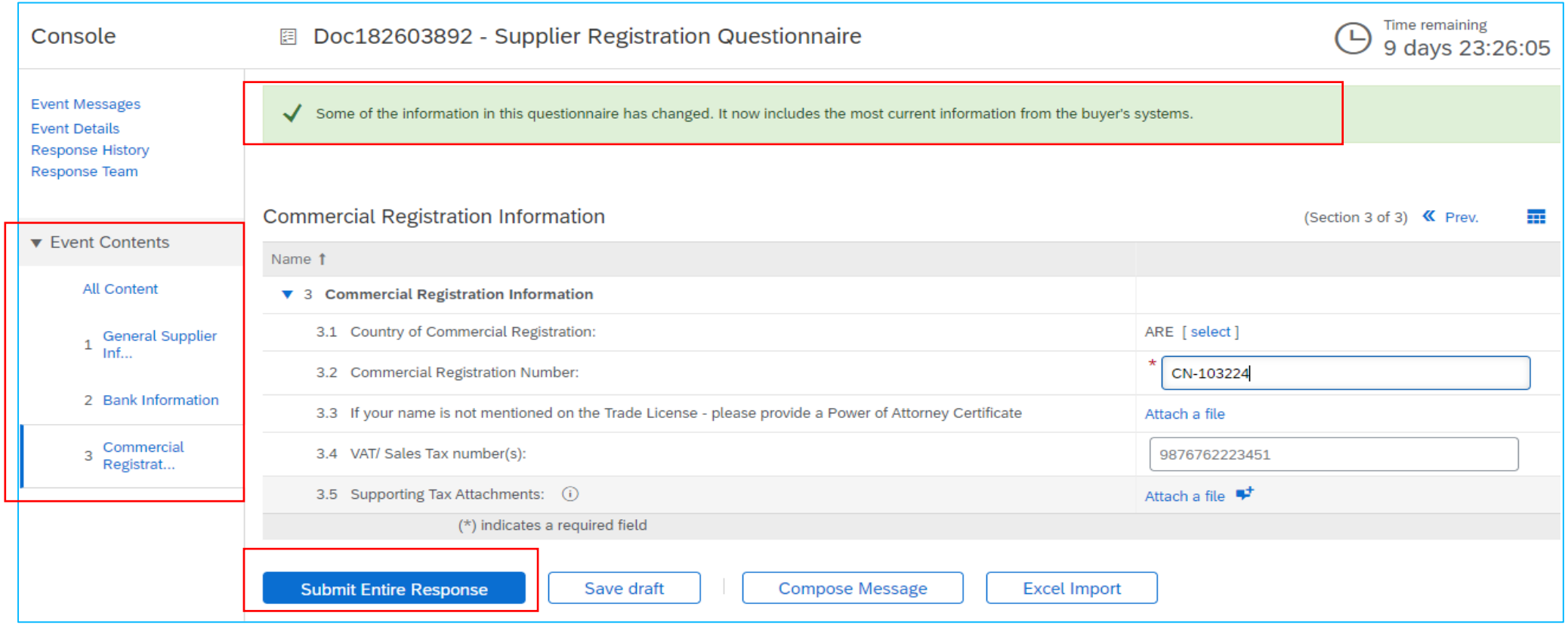
Step 5 – Supplier Registration with Tabreed (5/6)



VAT ID under Commercial Registration should be left blank if the selected country for the field “Country of Commercial registration” is **outside UAE**

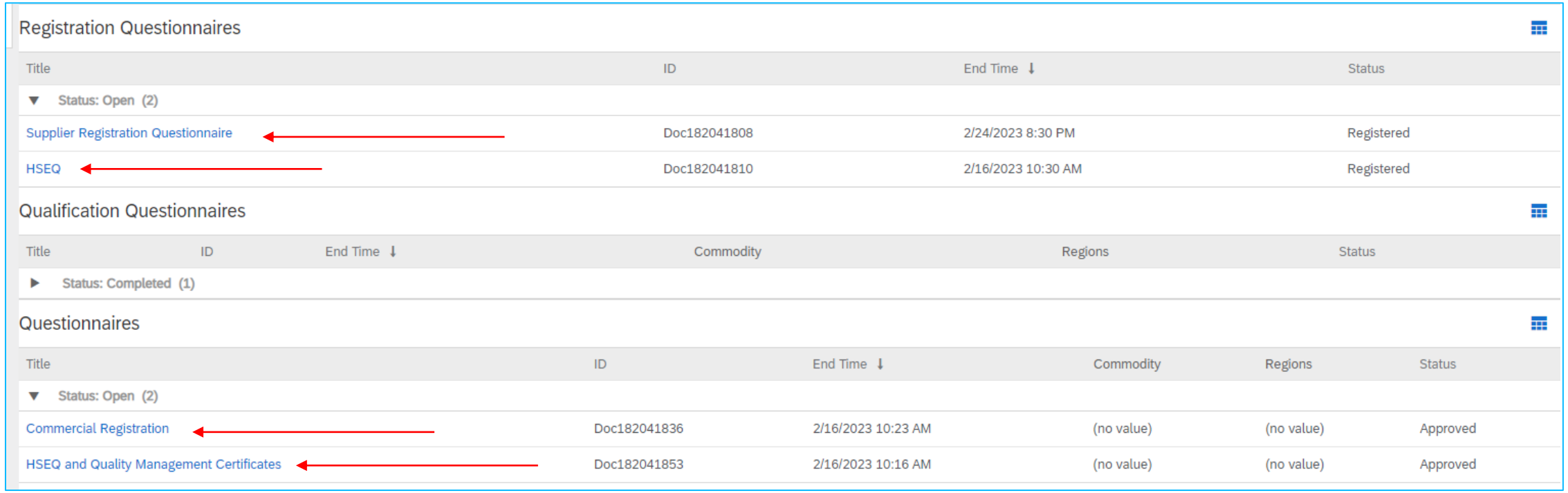
Step 5 – Supplier Registration with Tabreed (6/6)

- Upon completion of **sections 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



Registration Questionnaires

Title	ID	End Time	Status
Status: Open (2)			
Supplier Registration Questionnaire	Doc182041808	2/24/2023 8:30 PM	Registered
HSEQ	Doc182041810	2/16/2023 10:30 AM	Registered

Qualification Questionnaires

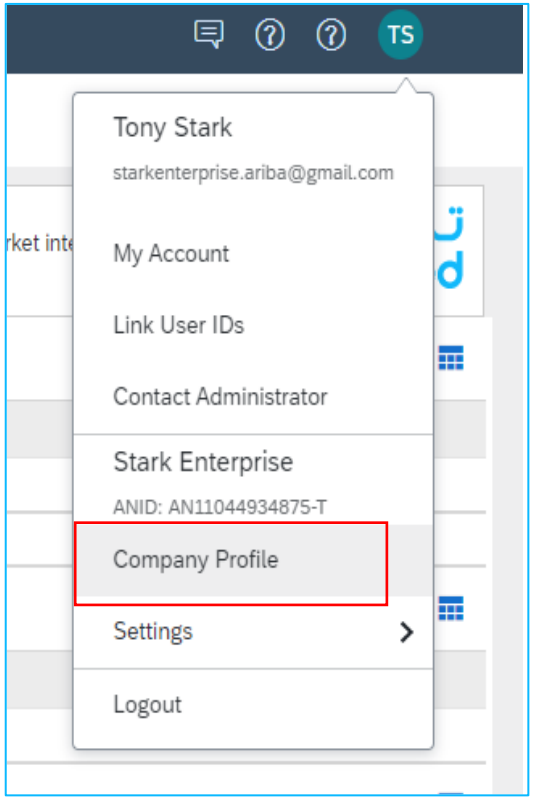
Title	ID	End Time	Commodity	Regions	Status
Status: Completed (1)					

Questionnaires

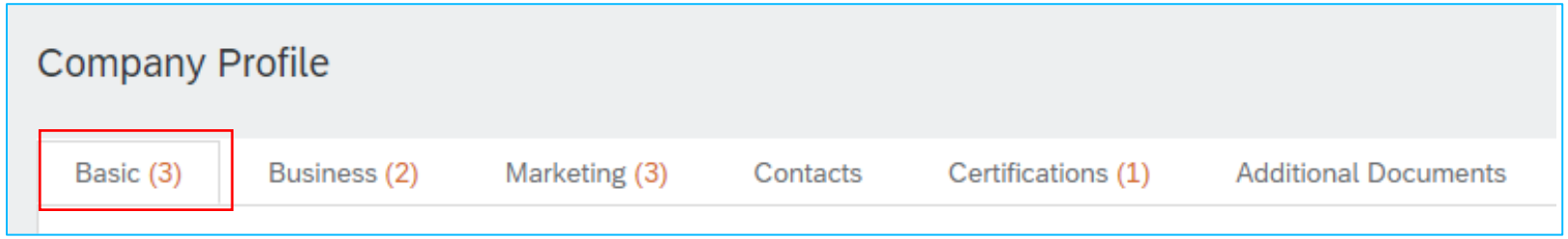
Title	ID	End Time	Commodity	Regions	Status
Status: Open (2)					
Commercial Registration	Doc182041836	2/16/2023 10:23 AM	(no value)	(no value)	Approved
HSEQ and Quality Management Certificates	Doc182041853	2/16/2023 10:16 AM	(no value)	(no value)	Approved

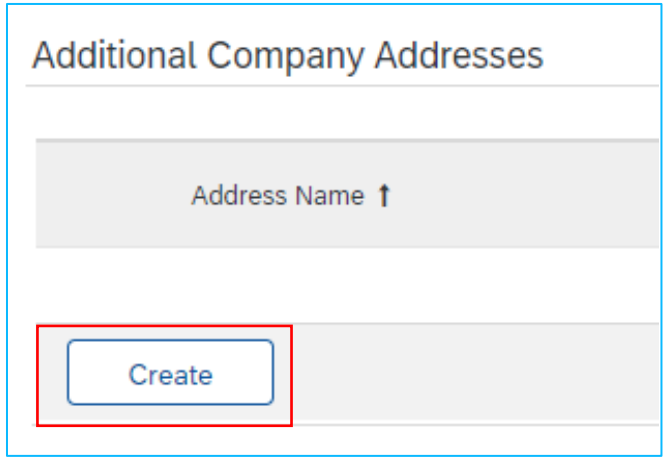
Step 7 – Updating VAT (only for UAE licensed suppliers)

It is mandatory that you update your VAT ID (if applicable) in your Ariba network company profile before submitting your first invoice



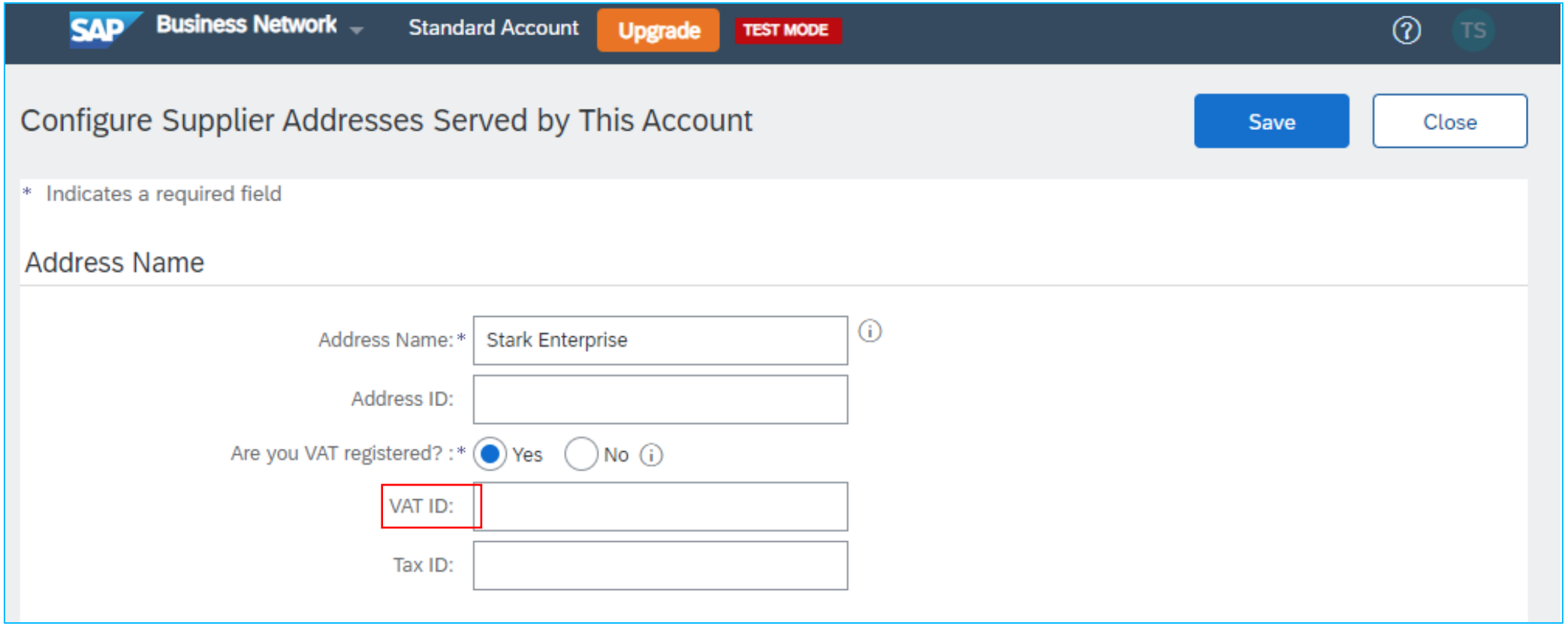
- Go to supplier.ariba.com and log in using your Ariba Account credentials
- From the top right corner of your screen, click on “Account Settings” then choose **“Company Profile”**
- Under the Basic tab, go to the **Additional Company Addresses** section and click **“Create”**





Step 7 – Updating VAT (only for UAE licensed suppliers)

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



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SAP Business Networks – Account Types

Ariba Standard Account
https://www.ariba.com/ariba-network/ariba-network-for-suppliers

Ariba Enterprise Account
https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing

Guide on Ariba
https://my.ariba.com/new-supplier-experience

Ariba Support
https://helpcenter.ariba.com/index.html?sap-language=en

General Questions – Click here

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

- ✓ Commercial registration certificate
- ✓ VAT registration certificate
- ✓ Bank details on stamped bank letterhead no older than 6 months
- ✓ Quality accreditation certificates, ISO, BS, industry-specific, etc. for service providers
- ✓ HSEQ policies, procedures & manuals for service providers
- ✓ 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

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.

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