



# SAP Ariba SLP Manual Supplier Registration





# LOGIN SCREEN

Access the log in page and log into the system using your assigned username and password.

The screenshot shows the SAP Ariba login interface. At the top left is the SAP Ariba logo, and at the top right is a 'CONTACT US' link. The main heading is 'Login'. Below it are two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field. A link for 'Forgot your user name or password?' is located below the button. To the right of the login form, there is a visual representation of the system's dashboard on multiple devices: a desktop monitor, a tablet, and a smartphone. The desktop monitor displays a dashboard with various charts and data points. The tablet and smartphone show mobile versions of the same dashboard. At the bottom of the page, there is a footer with the SAP logo, a list of links for 'Supported browsers', 'Security Disclosure', 'Privacy Statement', 'Cookie Statement', and 'Participant Terms', and a copyright notice: '© 1996 - 2019 Ariba Inc. All Rights Reserved'.



# DASHBOARD

HOME SUPPLIERS **SUPPLIER MANAGEMENT** FOR YOU MORE... ▾ Recent ▾ Manage ▾ Create ▾

Enter Supplier name or ID

### My Activities

18 Supplier Request	11 Registration	50 Qualification	3 Preferred	1 Disqualification
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**Feedback**

Supplier name	Status ▾	Action
ABCDE Supplier	In Approval Next step by 0 days ago	<input type="button" value="View"/>
Testing Supplier 2 Yahoo	Approved	<input type="button" value="View"/>
Supplier SLP1	Approved	<input type="button" value="View"/>
Supplier Training	Approved	<input type="button" value="View"/>

Once the supplier request is approved, supplier registration starts automatically.  
Click on Supplier Management tab  
Click on Search icon on the right of the search bar



# Supplier Management Tab

The screenshot shows the SAP Supplier Management interface. At the top, there is a navigation bar with 'SAP' logo, 'Dev Site', and user information 'United Energy Pakistan - D'. Below this is a menu with 'HOME', 'SUPPLIERS', 'SUPPLIER MANAGEMENT' (highlighted), 'FOR YOU', and 'MORE...'. On the right of the menu are 'Recent', 'Manage', and 'Create' options. The main content area features a search bar with a magnifying glass icon. Below the search bar, it indicates '1 - 10 of 31 Results'. On the left side, there are filter sections: 'Refine results' with '+ Add filters', 'Qualification status' (with a dropdown arrow), and 'Categories' (with a dropdown arrow). The 'Qualification status' section includes 'Disqualified', 'Qualification Started', 'Pending Qualification Approval', and 'Qualified'. The 'Categories' section has a 'Search all' input field. The 'Regions' section also has a 'Search all' input field. The main results area displays three supplier entries, each with a blue circle containing an 'S' icon, the supplier name, location, and Vendor ID.

Supplier Name	Location	Vendor ID
Supplier SLP5	Karachi, PK	VDR11003
Supplier Training	Karachi, Sindh, PK	VDR30747
Supplier SLP3	Karachi, Sindh, PK	

- Enter **supplier name** in the search bar.
- Click Search Icon.
- From the left the page, apply filters for efficient search.
- Locate your supplier. Click on the supplier name.



# Supplier 360 view

[Back to search results](#)

**AB**

**ABCDE Supplier**  
(Public: ABCD Limited)

SM Vendor ID: S10093938  
Ariba Network ID: AN01466139602-T

- Summary
- Contacts
- ERP data
- Public profile
- Certificates
- Activity log

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- Registration
- Qualifications
- Preferred
- Questionnaires

### Summary

PRIMARY CONTACT	LOCATION	STATUS
<p>Name <b>Peter Brown</b></p> <p>Email <a href="mailto:flaanasupplier@gmail.com">flaanasupplier@gmail.com</a></p>	<p>Address lane08 Karachi , Sindh 75300 , PK</p>	<p>Supplier Creation Date Oct 28, 2020</p> <p>Registration Status <b>Registered</b></p> <p>Qualification Status <b>Qualified</b></p> <p>Integration Status <b>Not Integrated</b></p>

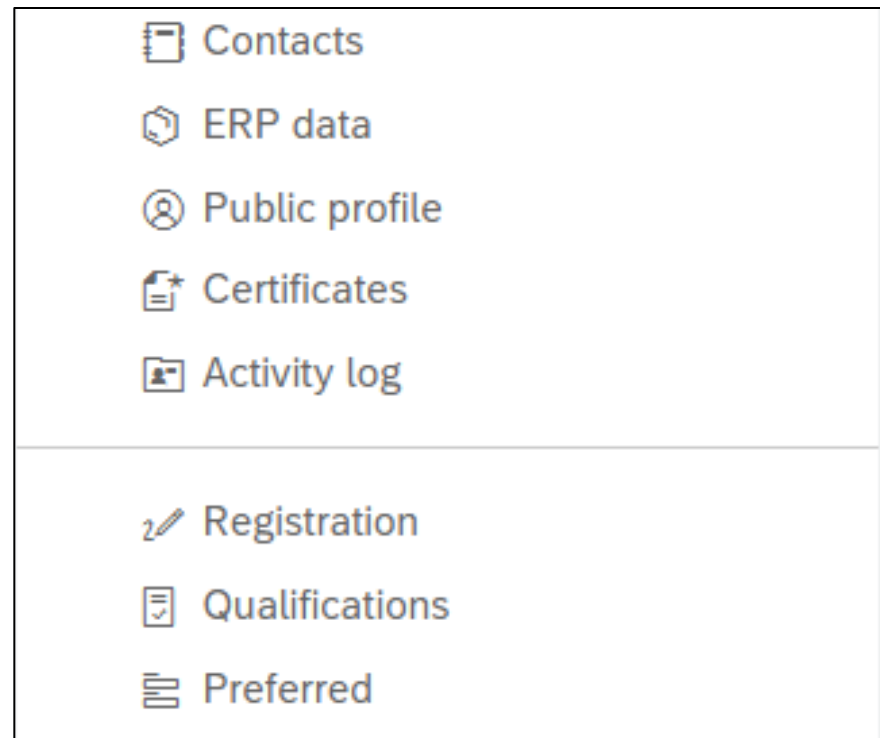
> Origin of the Supplier

Requested by: Maaz Younus      Approved by: Maaz Younus

This page is called supplier 360 view.  
From the left pane select Registration tab.



## Supplier 360 view features



- **Contacts** to view details of supplier users
- **ERP Data** to view system details of the supplier
- **Public profile** to view information entered by supplier on Ariba Network
- **Certification** to view supplier certifications
- **Activity log** to track logs for the supplier
- **Registration** to view and re invite Supplier for the Supplier Registration process
- **Qualification** to view and start Supplier Qualification/Disqualification process



# Creating an Additional Supplier Contact

Contacts of ABCDE Supplier (1)

NAME	TYPE	AN STATUS	REGION	CATEGORY	
★ Peter Brown flaanasupplier@gmail.com	N/A	Public	N/A	N/A	+

- Click on **+ sign** at the right side of the screen

Add Supplier Contact Primary Contact

First Name \*

Middle Name

Last Name \*

Title

Email Address \*

Mobile Phone  Country Code  Phone number (with area code)

Office Phone  Country Code  Phone number (with area code)

Category

Region

Department

Contact Type

Language

Time Zone

By entering this personal data and clicking on the Save button, you acknowledge that you have authority to allow transfer of this personal data outside of the European Union or other jurisdiction in which you are located to SAP Ariba for processing in the SAP Ariba systems (hosted in various data centers globally) in accordance with the SAP Ariba Privacy Statement, the service agreement between your company and SAP Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

- Add all the details present in the form properly
  - Click on the radio button next to Primary contact if you want to change a primary contact of the supplier
- Note: You can select only one Primary contact of a supplier*



# Creating a Supplier Contact

Office Phone	Country Code <input type="text"/>	Phone number (with area code) <input type="text"/>
Category	<input type="text"/> <input type="button" value="🔍"/>	
Region	<input type="text"/> <input type="button" value="🔍"/>	
Department	<input type="text"/> <input type="button" value="🔍"/>	
Contact Type	<input type="text" value="Select"/> <input type="button" value="▼"/>	
Language	<input type="text" value="Select"/> <input type="button" value="▼"/>	
Time Zone	<input type="text" value="Select"/> <input type="button" value="▼"/>	

By entering this personal data and clicking on the Save button, you acknowledge that you have authority to allow transfer of this personal data outside of the European Union or other jurisdiction in which you are located to SAP Ariba for processing in the SAP Ariba systems (hosted in various data centers globally) in accordance with the SAP Ariba Privacy Statement, the service agreement between your company and SAP Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

- After filling out all the fields click on “save” button.





# Supplier Management tab

**Du**

**Dummy Supplier**  
(Public: Dummy Supplier)  
SM Vendor ID: S33169212

- Summary
- Contacts
- ERP data
- Public profile
- Certificates
- Activity log

- Supplier request
- Registration**
- Qualifications
- Preferred
- Questionnaires

### Registration

Current template version (V7) [v] [g]

Invited by	Hamza Ghani
Invited on	May 16, 2022
Registration status	Registered
Supplier recipient	Hamza Supplier
Email	hamza.ghani@starb2b.com
Office phone	

**Process Flow**

```
graph LR; A((Changes submitted)) --> B((In Registration)); B --> C[Supplier Manager / Finance / Approval for Registration Update]; C --> D((Changes approved));
```

**Questionnaires**

NAME	TYPE	
Supplier Registration Questionnaire	External	...
Internal Registration Questionnaire	Internal	📄

**Tasks**

- Go through the overview of the Registration.
- To access the Supplier Responses, click on three dots adjacent to the document with type 'External'.
- Click "View".

# Registration Process Flow



## Complete Process Flow.

- The blue color represent the active status.
- Blue rectangle box means that this task 'Approval for supplier registration' is active.
- The blue node represents active status of this node which means Project Owner (Initiator) must take action so that further nodes can get active.
- The grey empty node are inactive and should wait so that it turns blue as mentioned above.
- The green node represents that the action "Invited" & "In Registration" on this node has been completed.



# Re invite Supplier for Registration

Questionnaires			
NAME		TYPE	
Supplier Registration Questionnaire		External	⋮
Internal Registration Questionnaire		Internal	<a href="#">View</a> <a href="#">Re-invite</a>

Tasks			
NAME		ACTION BY	STATUS
Approval for Registration Update		Veronica Kiunga	Approved <a href="#">View</a>

- Go to Supplier 360
- Click on Registration then Click Re-invite.
- Then Click Send



**CONGRATULATION! YOU HAVE COMPLETED  
YOUR SUPPLIER REGISTRATION**