K-ELECTRIC ARIBA IMPLEMENTATION

Training Manual
-    Supplier Registration

About this tool/enabler

Objective and benefits
This user manual provides guidance for responding RFP on SAP Ariba as configured for K-Electric.

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Contents

Introduction

This user manual provides guidance for performing the document subject procedure on SAP Ariba as configured for K-Electric.

Trigger

User will be Registering Supplier

Menu Path

Use the create menu path(s) as guided later in the document to begin this transaction.

Objectives and Assumptions

1. The training document is intended to guide the user through a process flow of the subject activity with sample data, it is kept as close to actual as possible, with inclusion of multiple selection screens wherever possible.
2. The training document is to be used as a reference when running the actual transactions in the SAP Ariba Production system, however actual data values are required for input according to the specific nature of the business task at hand.
3. The training document is intended mainly to be distributed to the SAP Ariba Users (Power Users / End Users / Suppliers) who have attended the instructor led training sessions in order to grasp a holistic approach and view of the overall business process and requirements. An isolated approach to use it without background to-be business process knowledge might not always work.
4. The training document defines an activity flow which is to be understood and executed with the essential coherence of the relevant Standard Operating Procedure (S.O.P.) accordingly, as decided and agreed during the SAP Ariba system finalization. Please consult your relevant Power User / Relevant Help Desk support personnel for the same.
5. Assisted guidance from the relevant Power Users / Helpdesk / Trainers might be needed for the first-time users in order to grasp the broader background understanding and concept embedded in SAP system according to the nature and complexity of the scenario at hand.
6. The users are encouraged to ask further questions / do exploration within their defined area of work.
7. A single training document might be covering various inter-connected business scenarios and business tasks performed in routine business operations.

Specific applicability is to be judged according to the nature of business requirement.

8. Remember, the <u>Help button</u> is your friend in SAP Ariba. Try pressing it and you would be supported with instant SAP Ariba help and field definitions.

SOURCING PROJECT OVERVIEW

A collaboration on how to source items or services within a certain time frame, in defined stages with specific deliverables.

In Ariba, a sourcing project includes tasks, documents and team members.

TASK: Activities necessary to complete the project. A task has an owner and a due date

TEAM: A group of individuals designated to work on the project and complete tasks

DOCUMENTS: Electronic files related to the project. These can be used as reference material, sent to external parties, submitted for approval / review etc.

A document can be any type of file except .exe

SOURCING EVENT: Used to collect information and pricing from suppliers. The types of Sourcing Events are:

• Request for Information (RFI)
• Request for Proposal (RFP)
• Auction (price decreases over time)
• Forward Auction (price increases over time)

Ariba supports two main types of sourcing projects:

1) Full Projects:

A full project can be created from any available template, including templates your company has created to manage different business processes or types of events. Full projects can contain multiple sourcing events.

2) Quick Projects:

A quick project is a single sourcing event such as an RFI, RFP, or auction that is created from a default Ariba template.

User Steps for Registering Supplier
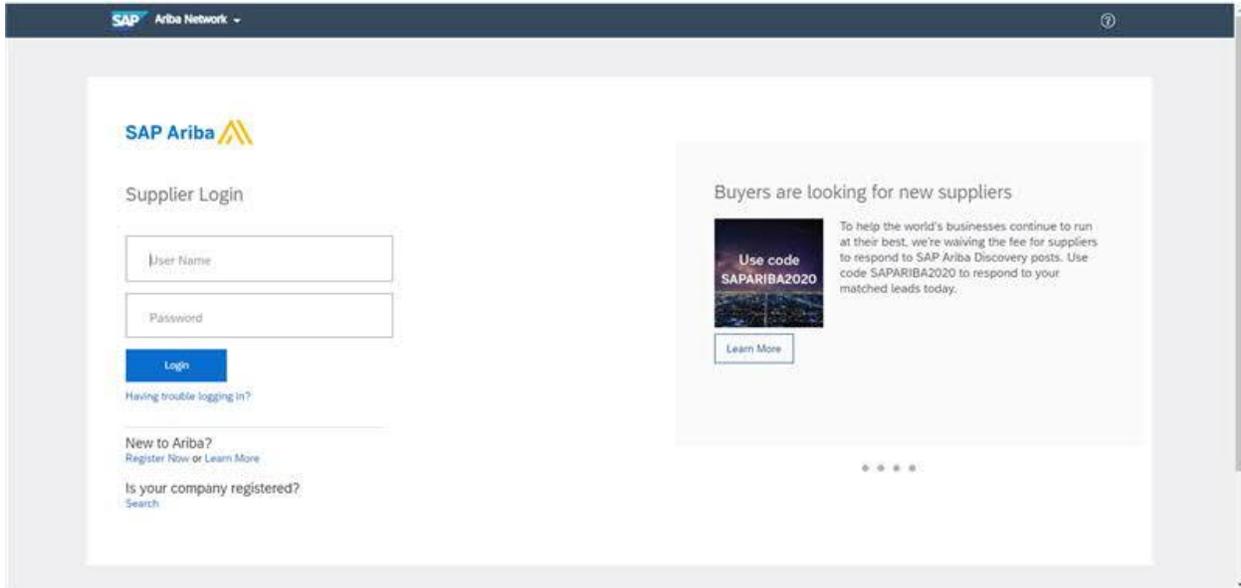
▶ Please enter the credential to log in
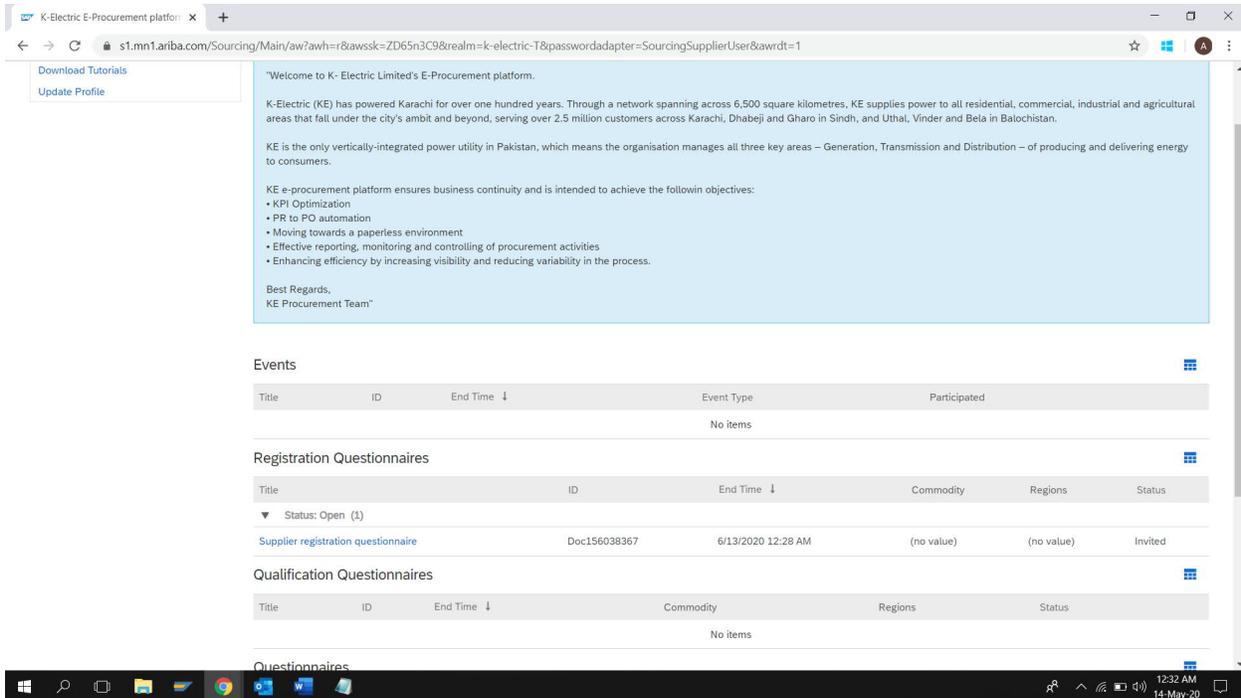
► A Supplier Registration Questionnaires will be shown on the screen. Clicking on it will take you to the registration content.

► The questionnaire is displayed where you have to fill all the relevant details pertaining the supplier.
► The fields which are marked with "Asterisk" (*) are mandatory fields. Kindly ensure those respective questions are answered.
► The questionnaire is divided into different sections which are visible on the left side of the screen. You may further navigate through them for further ease.
► There are some questions which have relevant references attached. Click on the particular questions reference, in order to download the file.
► There are some questions which require the supplier to upload a file as per need.
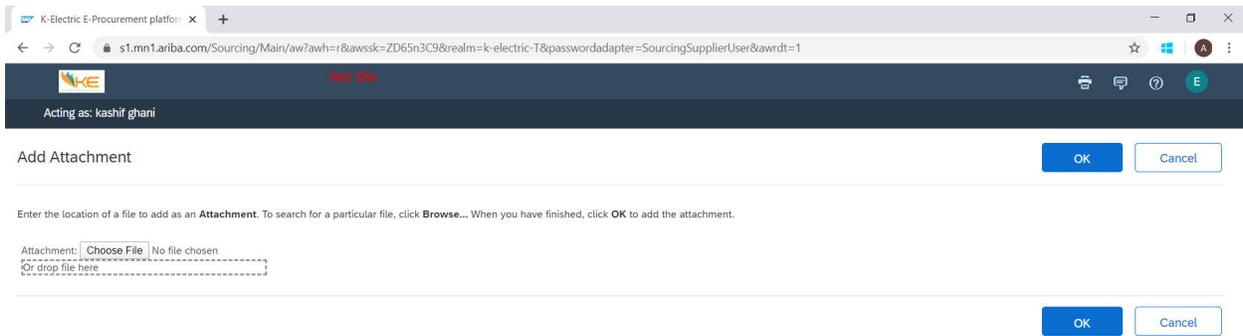
▶ Once you click on attach a file, it will open a new window where you may upload a file by choosing "Choose File". Once the file is uploaded. Please Click on OK to proceed.
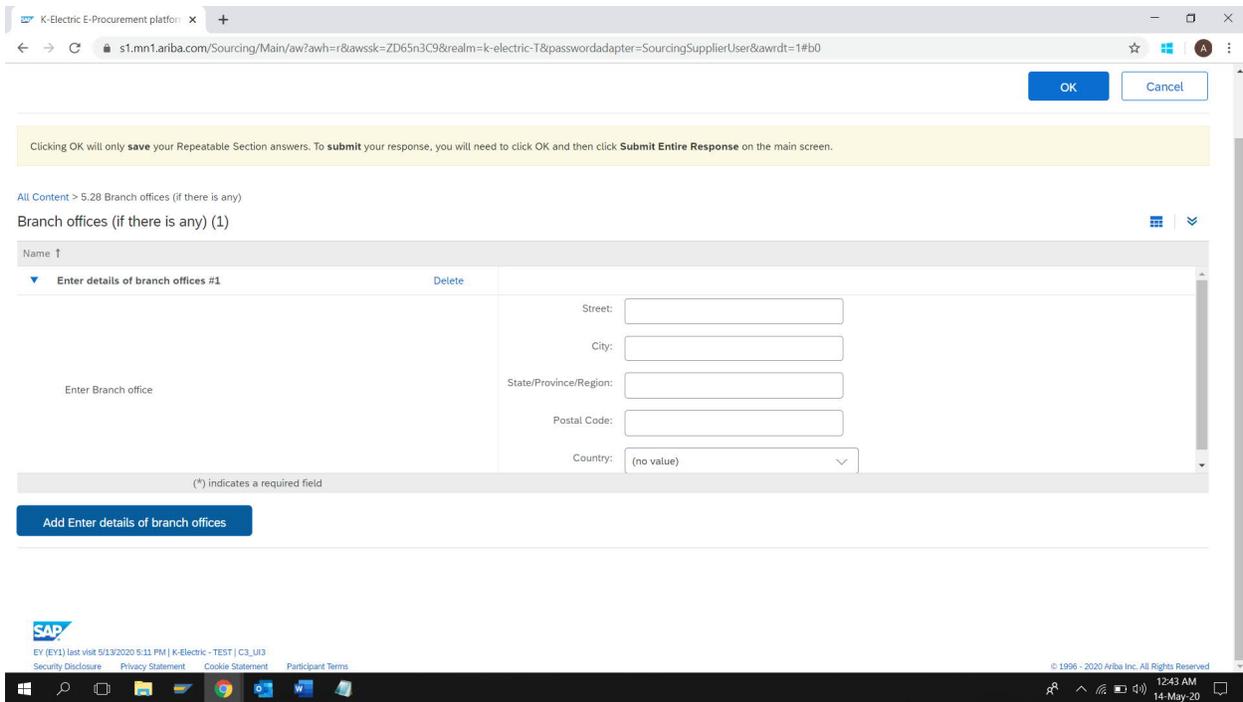
▶ There are some questions, like branches office, the address to be entered will be done on a separate window. Once you click on the link of those particular question, a new window will appear. Click on Blue Icon below, (in this case, add enter details of branch

office), which will open further relevant fields where the details will be entered. Click OK to proceed.

- ► Once the questionnaire has been filled, you may click on "Submit Entire Response".
- ► If there are any errors, they will be displayed on the top of the screen. You will need to rectify them before submitting.
- ► The errors can be if a required question has not been answered, or format of the content of the data entered in a particular field is incorrect, etc.
- ► Once there are no errors, the following screen will appear.
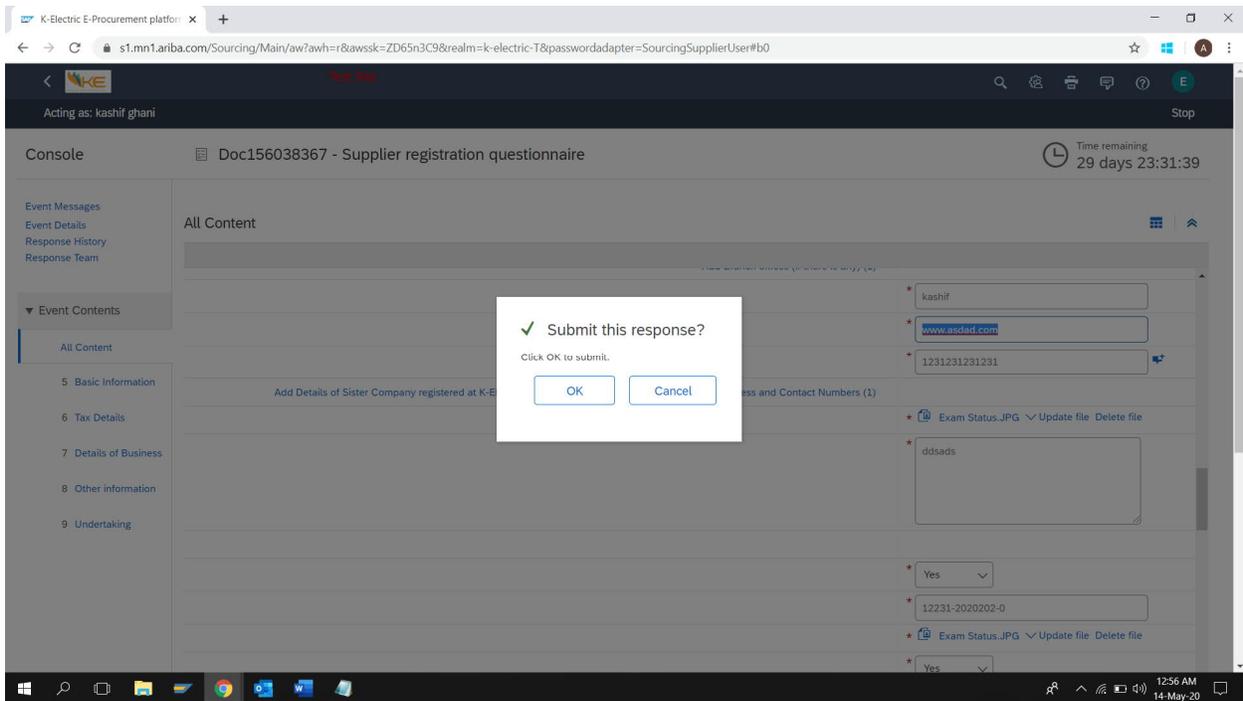
► Click OK to proceed. Your response is not submitted.

► In case further qualification process in initiated. You will be notified on the email.
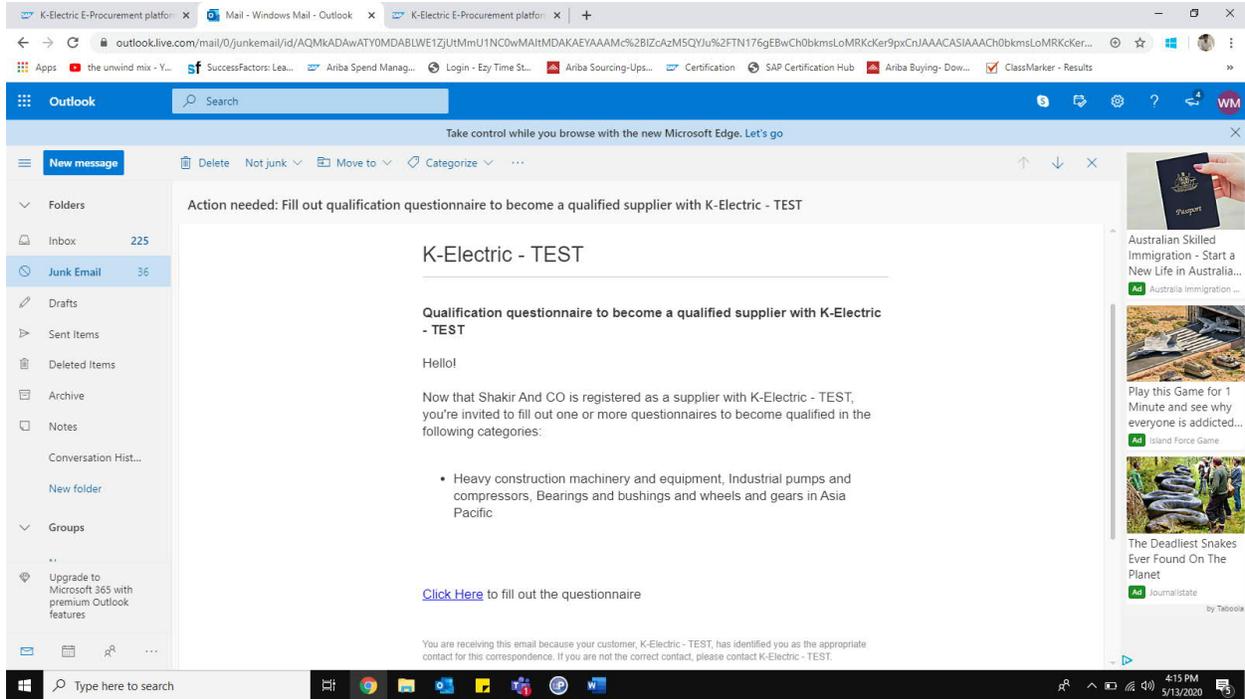
► Click on "Click Here" which will redirect you to a new window.
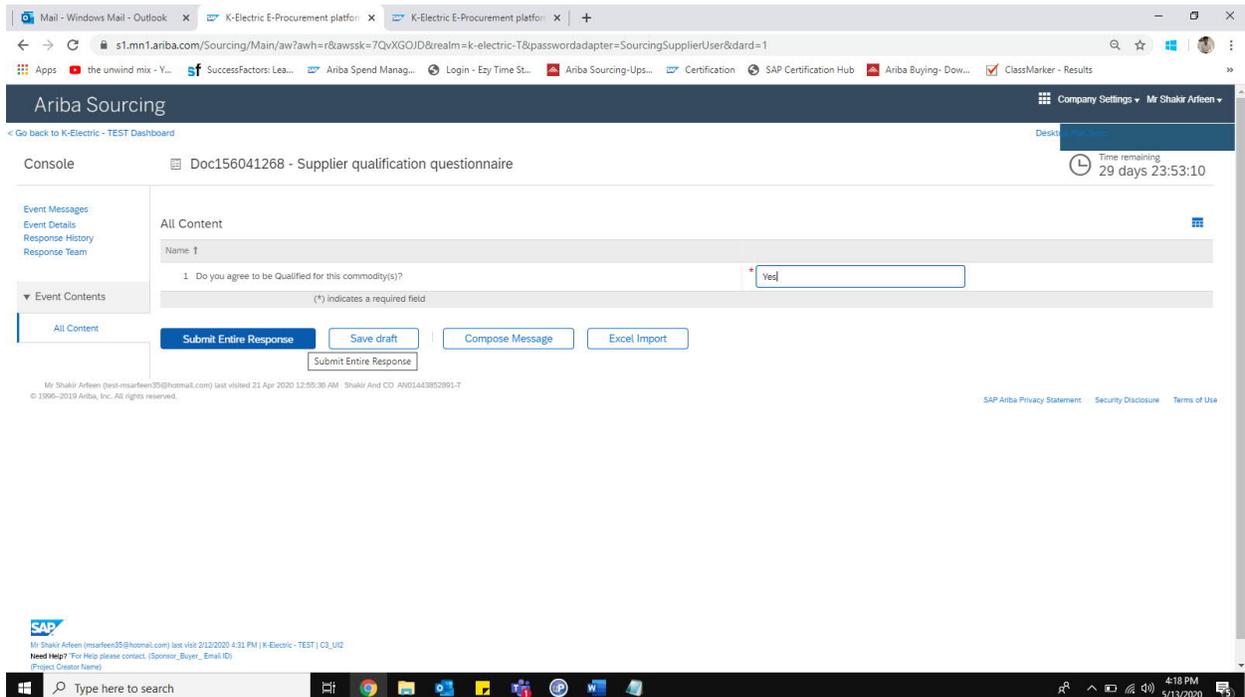
► Fill out the qualification questionnaire.
► Click on "Submit Entire Response" once completed.
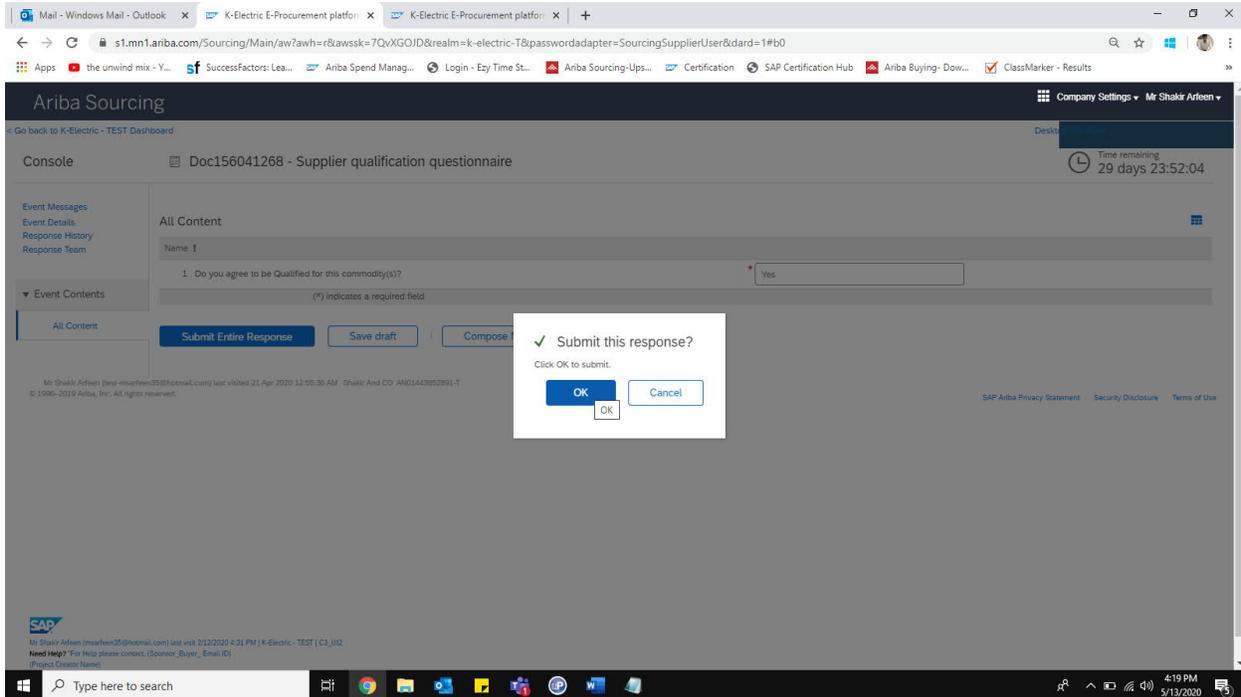
► Click on OK to complete the process.