



# Supplier Request & Onboarding - User Guide

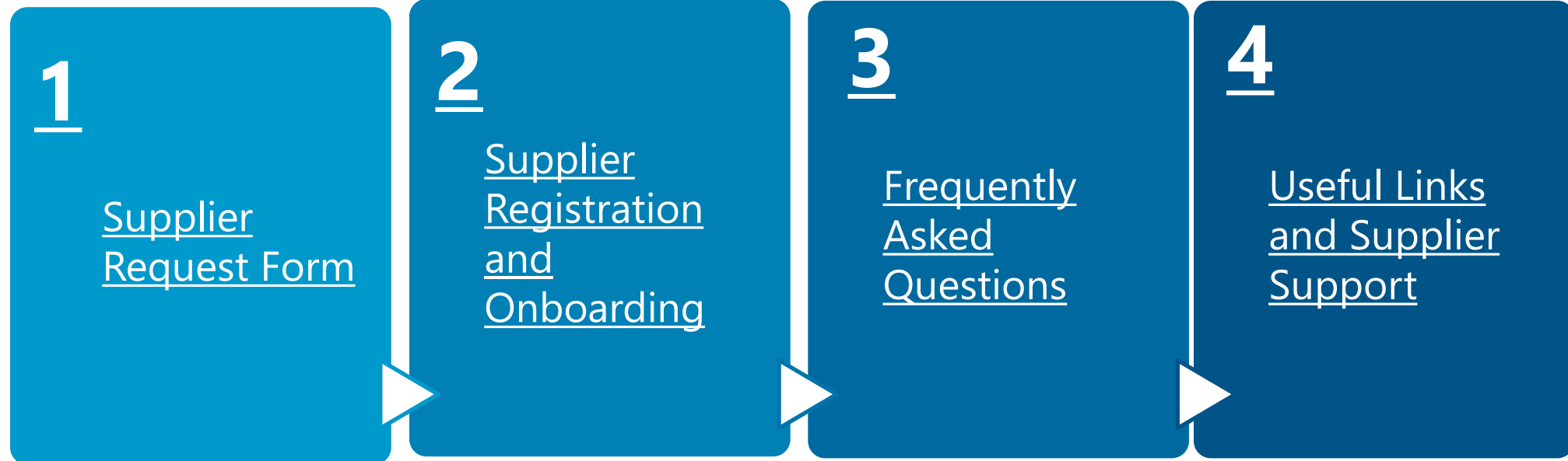
SAP Ariba Supplier Onboarding



January 2024



# Steps to be covered during the following slides



**Reminder:** If you have not done yet, we kindly request you to access the link in our portal related to [Important documents & conditions](#), where you can find the Code of Conduct, applicable Terms and Conditions and additional relevant information.

# 1. Supplier Request Form

## Initial Supplier Request (1/5)

### Supplier self-registration request form

#### 1 Supplier Information

1.1 Do you accept our [Code of Conduct](#) ? \*  Yes  No

1.2 Do you accept our standard payment terms "EOM-Billing 90 d net, due on 1st BD of f. month" ? \*  Yes  No

**Step 1:** We kindly request you to accept our Code of conduct. In case of questions, we invite you to visit the link: [Supplier Code of Conduct Atotech](#)

**Step 2:** Standard payment terms = End of month billings, 90 days net, due on the 1st business day of the following month.

# 1. Supplier Request Form

## Initial Supplier Request (2/5)

1.3 Supplier Legal Name \*

1.4 Supplier Main Address \*

+

Street * ?	House Number * ?
<input type="text"/>	<input type="text"/>
Street 2 ?	
<input type="text"/>	
Street 3 ?	
<input type="text"/>	
District ?	
<input type="text"/>	
Postal Code * ?	City * ?
<input type="text"/>	<input type="text"/>
Country/Region * ?	
<input type="text"/>	

**Step 3:** Please complete accordingly and note that fields with (\*) are mandatory.

# 1. Supplier Request Form



## Initial Supplier Request (3/5)

1.5 Contact First Name \*

1.6 Contact Last Name \*

1.7 Contact Email \*

1.8 Contact Phone \*

1.9 Contact Language \*


1.10 Contact Timezone \*

**Step 4:** Please complete accordingly and note that fields with (\*) are mandatory.

# 1. Supplier Request Form

## Initial Supplier Request (4/5)

### 2 Additional Information

2.1 Business Category **Please select only one Business Category and Sub-Category (most relevant) \*** 

FACILITY MANAGEMENT



**Step 5:** Please select from the dropdown list below only one Business Category. In case more than one apply, please select the one with higher turnover.

2.2 FACILITY MANAGEMENT \*

FAC - Cleaning Services



FAC - Cleaning Services

FAC - Security Guard Systems and Services

FAC - Disposal, Waste Water, Waste Chemistry

FAC - Cleaning Services ×

**Step 6:** Please select from the dropdown list below only one Sub Category. In case more than one apply, please select the one with higher turnover



# 1. Supplier Request Form

## Initial Supplier Request (5/5)

2 Additional Information

2.1 Business Category \*

2.19 Which entity will you be collaborating with? \*

2.20 How did you learn about us? \*

2.23 Upload company presentation or other additional information here

2.24 Existing Quality certificates

Upload File

Submit Cancel

**Step 7:** Please select from the dropdown list the entity to whom you will provide materials/services. In case more than 1 apply, please select the one with higher turnover.

**Step 8:** Please ensure that mandatory fields(\*) were completed & submit your form.



**Note:** After Form submission your request is going to revision by our Procurement Team:

**If accepted** → You will receive an invite via email with a respective link to Register and proceed with Onboarding (please see further **section 2. Supplier Registration and Onboarding**).


**If denied** → You will be informed via email about the decision.

# 2. Supplier Registration and Onboarding

Register and proceed with Onboarding via email following respective link (1/2)

**From:** Jakub STARKOWSKI <[s4system-prodeu+atotech-T.Doc1790651956@eusmtp.ariba.com](mailto:s4system-prodeu+atotech-T.Doc1790651956@eusmtp.ariba.com)>  
**Sent:** Sunday, January 21, 2024 10:24 PM  
**To:** Jakub STARKOWSKI <[jakub.starkowski@atotech.com](mailto:jakub.starkowski@atotech.com)>  
**Subject:** [Coming from external] Action needed: Complete your registration for Atotech - TEST

**\* This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments. \***



**Step 1:** You will receive an email from our Procurement colleagues with a link that you need to access to complete the required information as per example below.

**Step 2:** Your name will be stated on the top of the email.


Hello J K,

Atotech invited you to register on czwartek, 28 grudnia 2023 godz. 22:23, Central European Time but you have not yet submitted Supplier Registration Questionnaire and your response is due by sobota, 27 stycznia 2024 godz. 22:23, Central European Time. [Click Here](#) to complete your registration.

Sincerely,  
Atotech

You are receiving this email because your customer, MKS Oracle - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact MKS Oracle - TEST.

Offices | Data Policy | Contact Us | Customer Support

Powered by 

**Step 3:** You shall click here, where you will have access to a new Questionnaire to follow the steps.



# 3. Frequently Asked Questions

## What should I do if the registration link is expired?

- If you have logged in successfully with the link once, the questionnaire is synchronized to your Ariba Network profile, the link is no longer useful this expired.
- If you have never logged in via the link before, please ask Atotech/MKS responsible contact to initiate that you get send a password reset email with a link.

## What should I do if my username is not working?

- Normally the username is the same as the email address, in some cases your username may already exist.
- If your email address is for some reason not working as your username, use a different username or add a "1" before the "@"

## Can I manage multiple entities with one Email address?

- Yes, if the entities have no Ariba Network yet, you can create them with the same email address, but please use different username for different entities.
- If your entities have Ariba Network already, please kindly ask the current Administrator to add you as contact in your company profile, your email address can also be used for more than one entity, by using different username.



# 4. Useful Links and Supplier Support

Administrator Quick-Start Guide •  
Set up your company profile •  
Manage roles and users •  
Configure your account including order and invoice routing

## [Spend Management Software Solutions | SAP](#)

AP Ariba Supplier Support

<https://www.ariba.com/support/supplier-support>

Overview of Ariba Network (Video: 4:07)

[https://sapvideoa35699dc5.hana.ondemand.com/?entry\\_id=1\\_rb3g78qk](https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_rb3g78qk)

SAP Help Portal • Search for documentation for any questions you may have

<https://help.sap.com/viewer/index>

Change your account administrator (Video 1:36)

[https://sapvideoa35699dc5.hana.ondemand.com/?entry\\_id=1\\_he8szmim](https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_he8szmim)

SAP Trust Center • Find the information you need on security, privacy, and compliance

<https://www.sap.com/about/trust-center/certification-compliance.html>

Thank you

