

Ariba Supplier Lifecycle and Performance (SLP) User Manual Supplier Registration

Objective

The goal of this user manual is to:

- Understand the process of Supplier Registration
- Understand the process of updating Supplier Profile

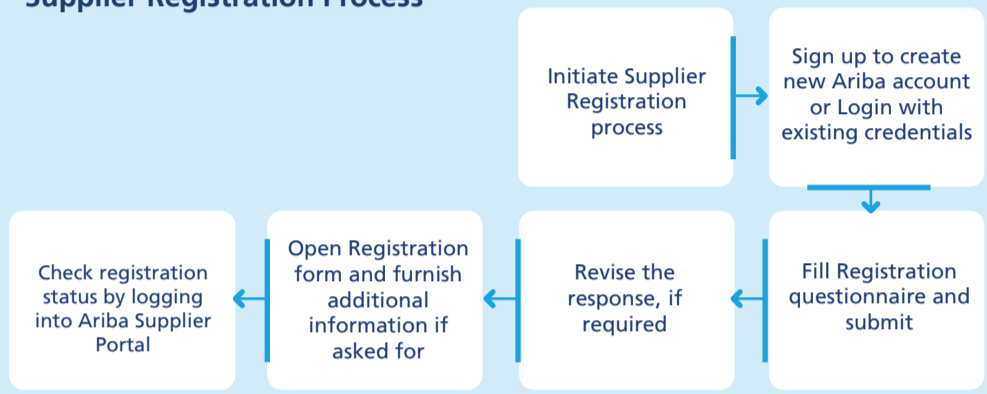
Target Audience:

Supplier User



Supplier Registration and Profile Update Workflow

Supplier Registration Process

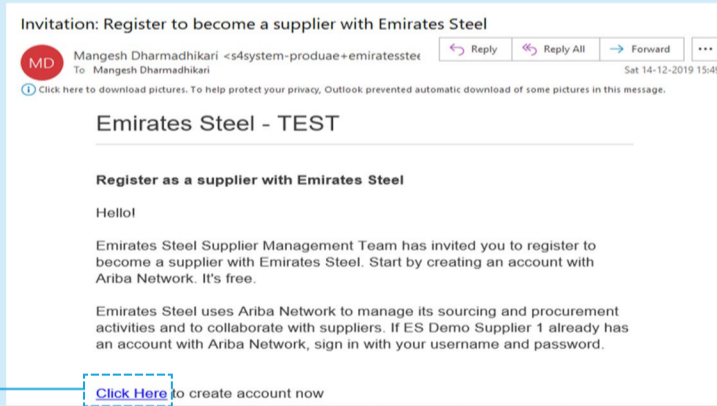


Supplier profile update process



Supplier Registration

Suppliers will receive an email invitation to submit the registration information and documents. A sample email is here.

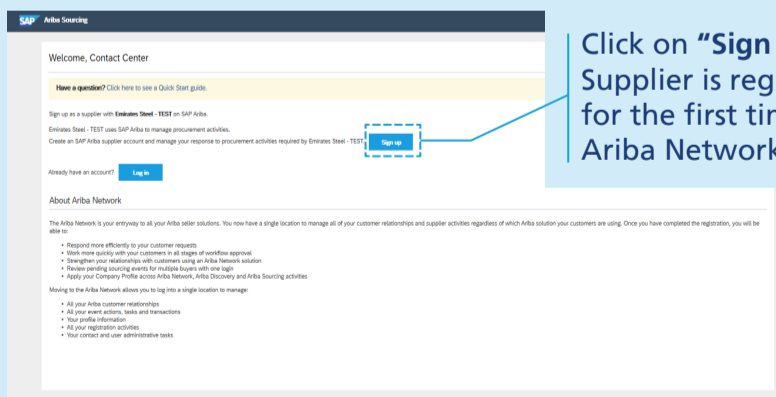


1. Click Here to initiate Supplier Registration Process in SAP Ariba

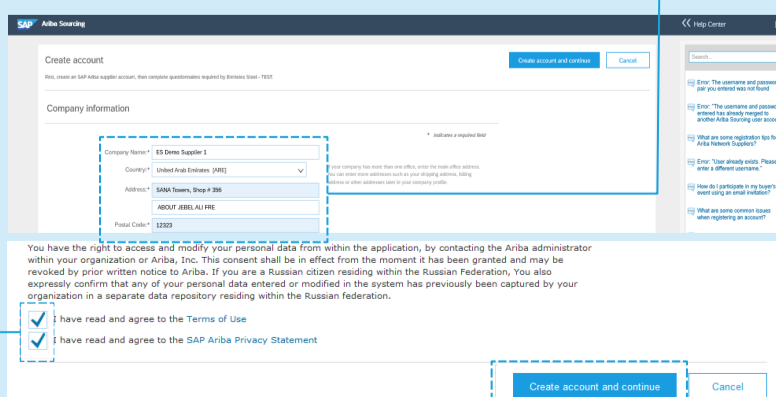
Supplier-Notification asking Supplier to Register

Supplier-Notification asking Supplier to Register

Emirates Steel procurement systems are powered by SAP Ariba. Hence you need to have an Ariba network account to register with Emirates Steel.



1. Fill in all the mandatory information
2. Accept the General terms

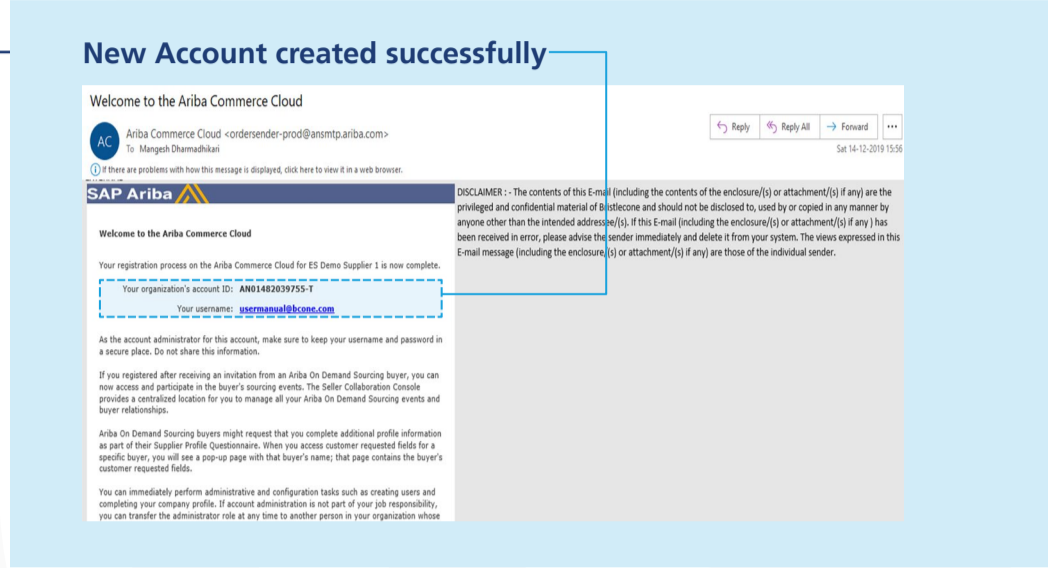


3. Click here to Create account and continue

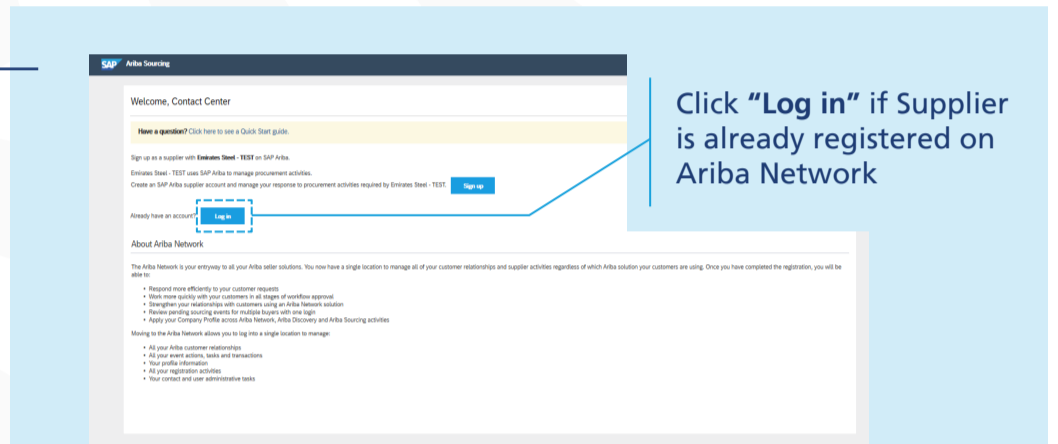
Supplier – Creating a new account

Ariba Supplier Lifecycle and Performance (SLP) User Manual Supplier Registration

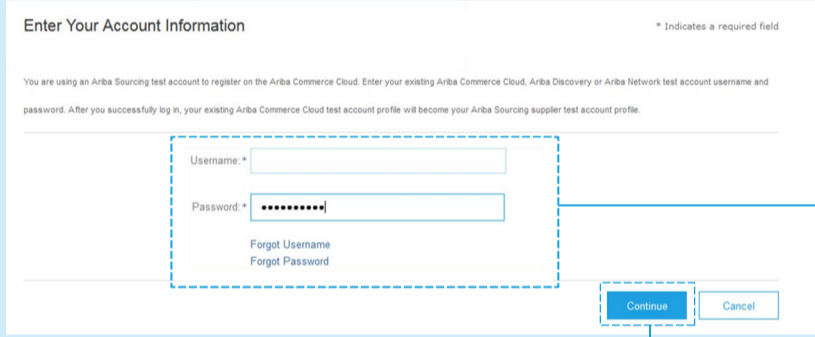
Supplier – Notification announcing account creation



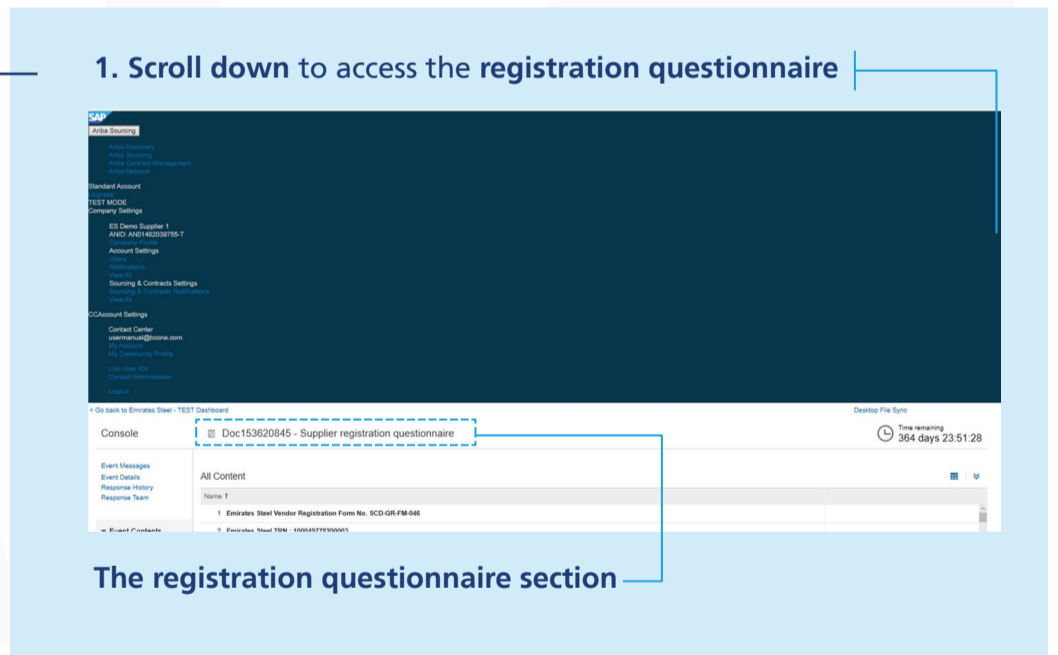
Supplier – Existing supplier Logs in



1. Enter your existing user name and password. This will link your existing account with Emirates Steel.

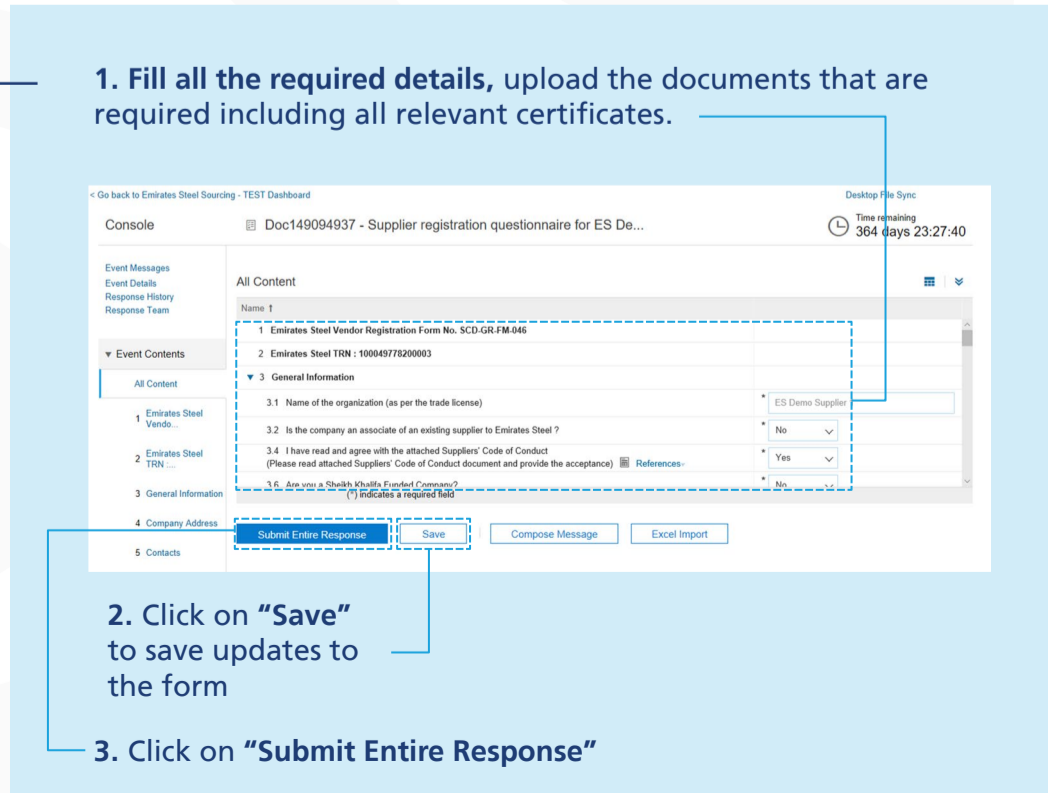


Supplier – Access to Registration Questionnaire



The registration questionnaire section

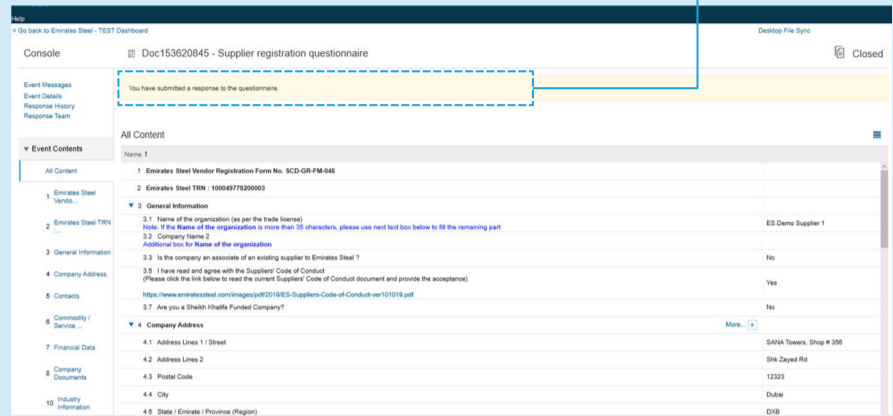
Supplier – Responds to Registration Questionnaire



Ariba Supplier Lifecycle and Performance (SLP) User Manual Supplier Registration

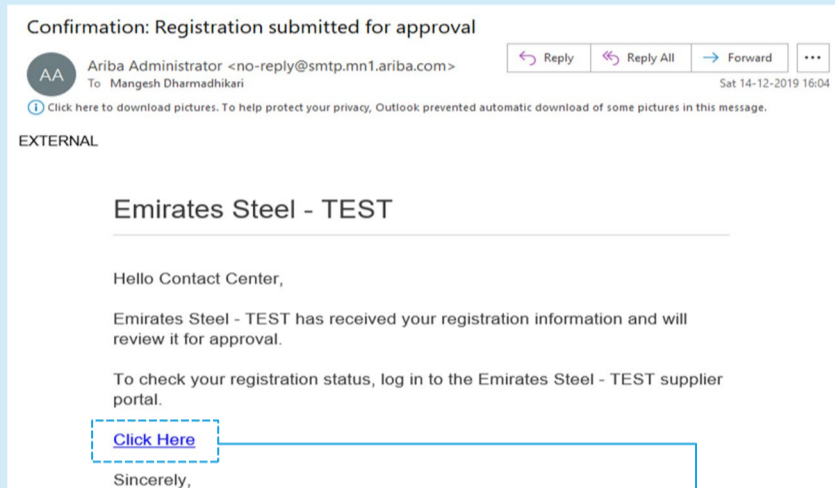
Supplier – Fills
Registration
Questionnaire

System acknowledges the submission of the registration information



Supplier –
Notification
regarding
Registration
Questionnaire
submission

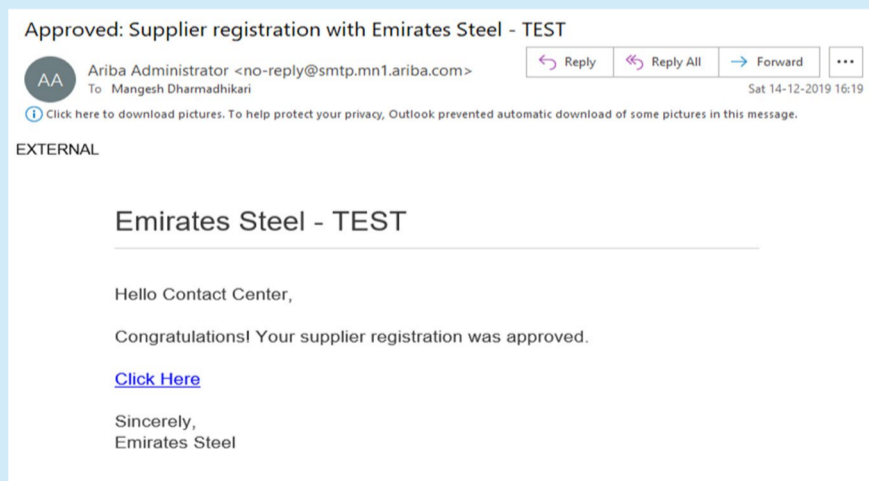
You will receive the email acknowledgement for the submission of the information



1. Click Here to check status of Supplier Registration Process in SAP Ariba

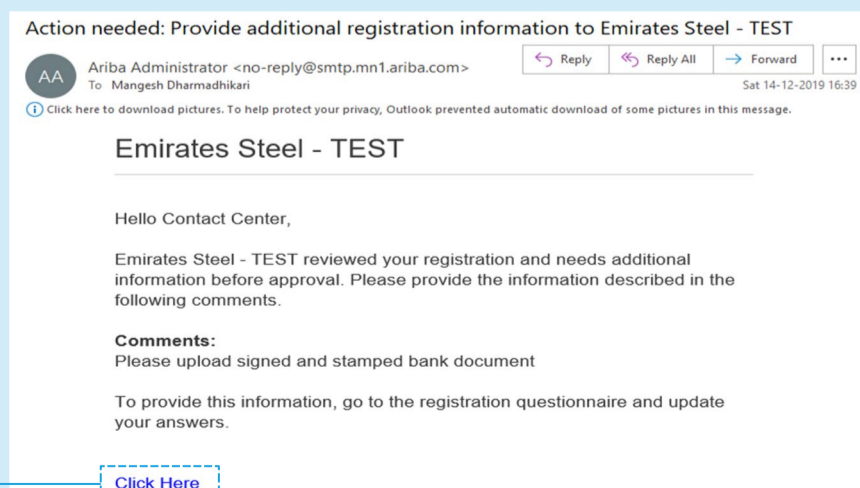
Supplier –
Registration
process
completion
notification

Submitted registration information will be verified by Emirates Steel and if approved you will receive the congratulatory email confirming your registration with Emirates Steel.



Supplier -
Request
Additional Info
notification

If the submitted information is insufficient, Emirates Steel may request additional information from you. You may receive the email with comments from Emirates Steel. All that is required from your side, is to keep the missing information/ files ready, click on the link in the email to submit the details.

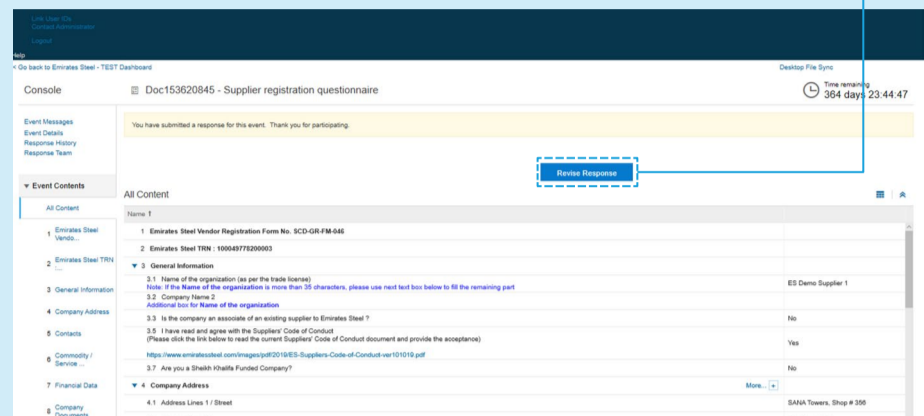


1. Click Here to update Supplier Registration Questionnaire

Ariba Supplier Lifecycle and Performance (SLP) User Manual Supplier Registration

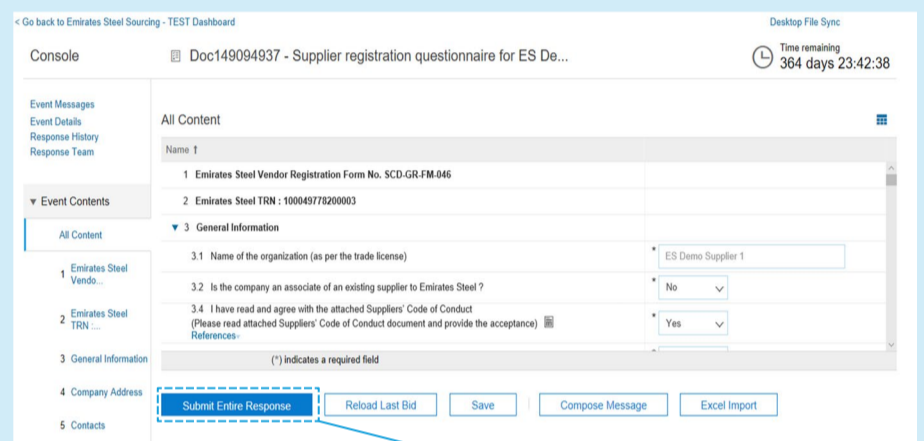
Supplier –
Revise
Responses

1. Click on Revise Response. Make required changes and submit again.



Supplier –
Submits
additional info

1. Furnish the required details in the respective placeholders in the form and submit



2. Click Here to update and submit Supplier Registration Questionnaire

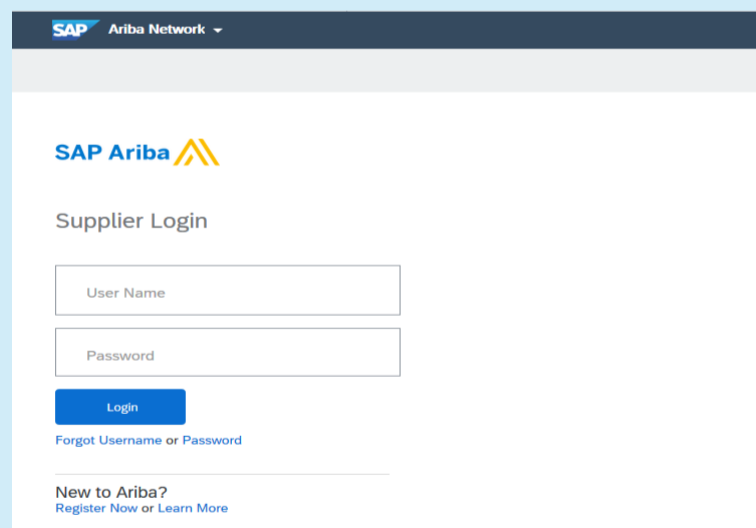
Login To Ariba Supplier Portal

Supplier –
Log In

<https://www.emiratessteel.com/index.php/en/supplier-relations>

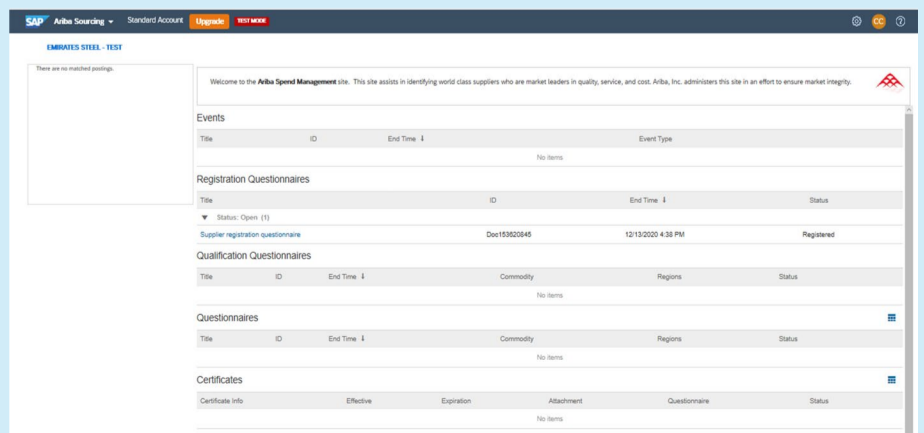
For all future purpose, you may bookmark the following link to manage your profile for Emirates Steel and sourcing event information.

Click on the “Manage your profile” tile on this page



Supplier –
Registration
status
visibility

You can also verify the status of registration on the Emirates Steel dashboard on Ariba Network



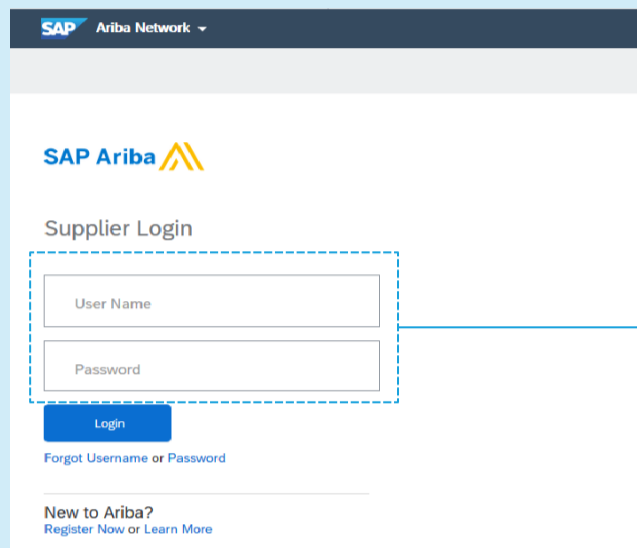
Ariba Supplier Lifecycle and Performance (SLP) User Manual Supplier Registration

Supplier Profile Update Process

Supplier Login

1. Click on the "Manage your profile" tile on the Emirates Steel Supplier Portal:

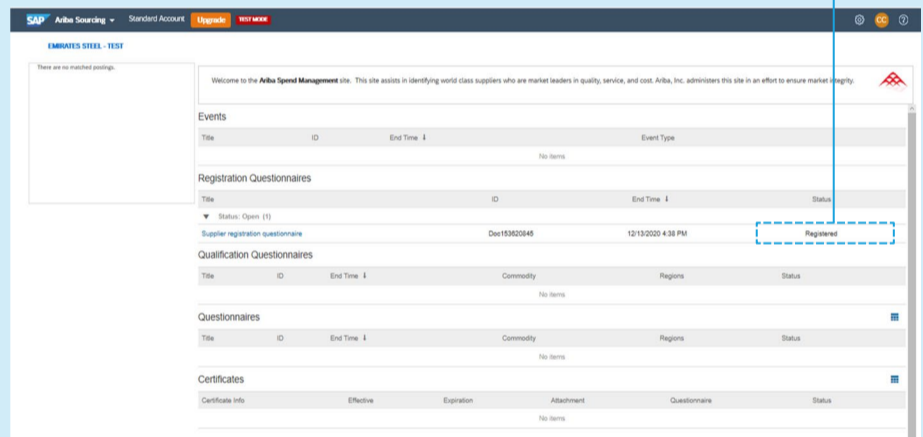
<https://www.emiratessteel.com/index.php/en/supplier-relations>



2. Login to your account in Ariba Network

Supplier – Registration status visibility

You can also verify the status of registration on the Emirates Steel dashboard on Ariba Network



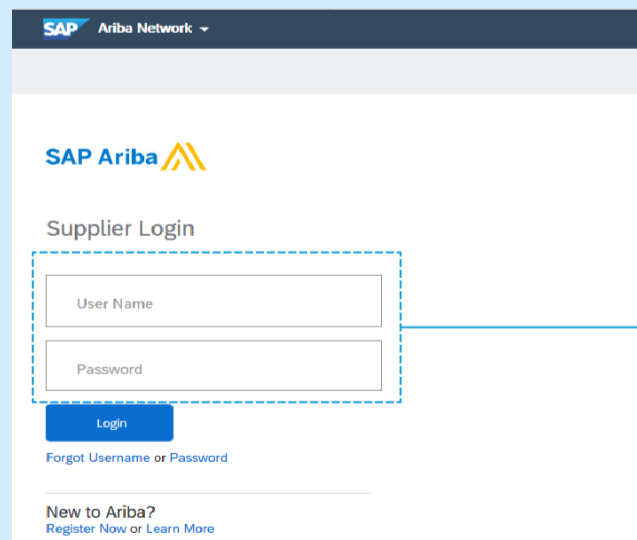
Title	ID	End Time	Status
Supplier registration questionnaire	Doc15962048	12/15/2020 4:38 PM	Registered

Supplier Profile Update Process

Supplier Login

1. Click on the "Manage your profile" tile on the Emirates Steel Supplier Portal:

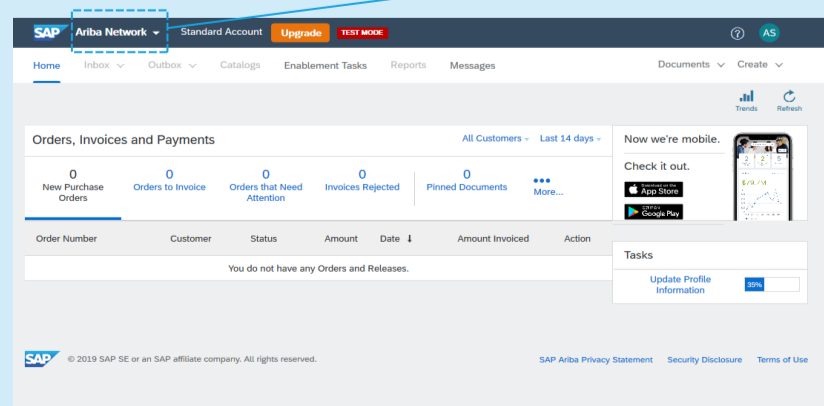
<https://www.emiratessteel.com/index.php/en/supplier-relations>



2. Login to your account in Ariba Network

Accessing the registration dashboard

1. Click on Ariba Network

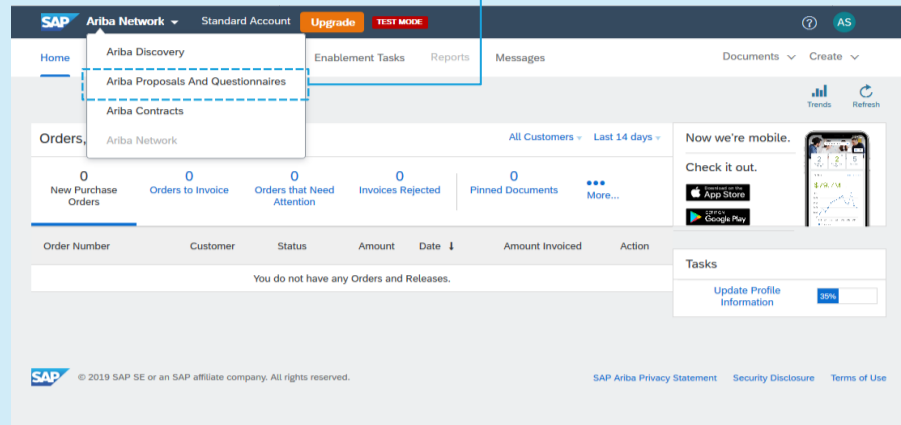


Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
You do not have any Orders and Releases.						

Ariba Supplier Lifecycle and Performance (SLP) User Manual Supplier Registration

Accessing the registration dashboard

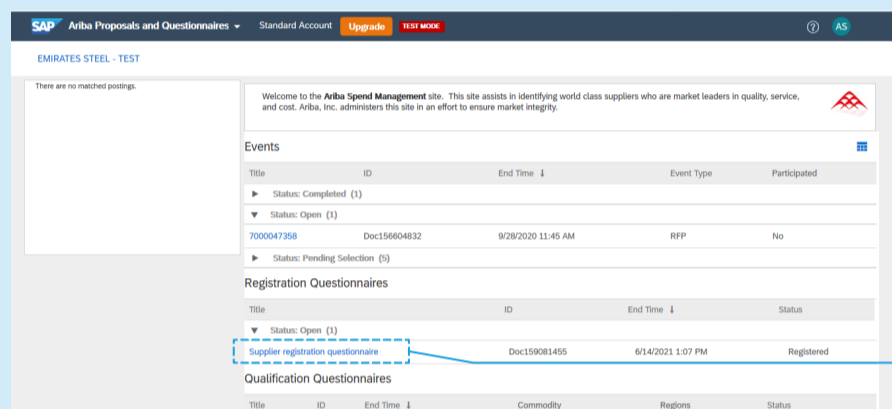
2. Click on Ariba Sourcing



Supplier – Clicks on Supplier Registration Questionnaire to update profile info

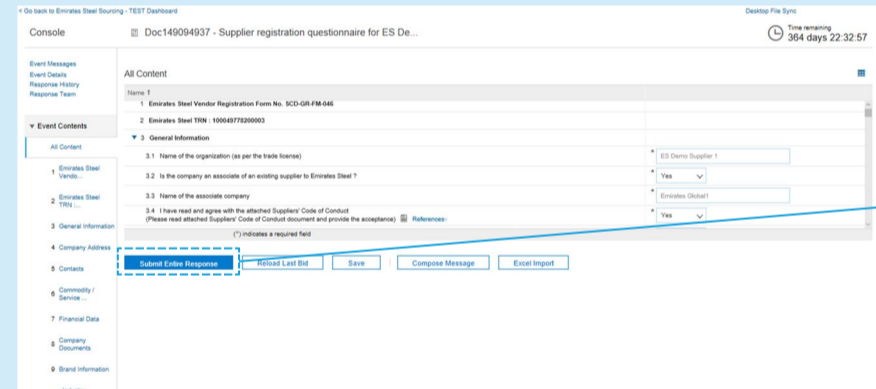
Dashboard will appear for Emirates Steel Ariba account

1. Click Here to manage your Emirates Steel registration details



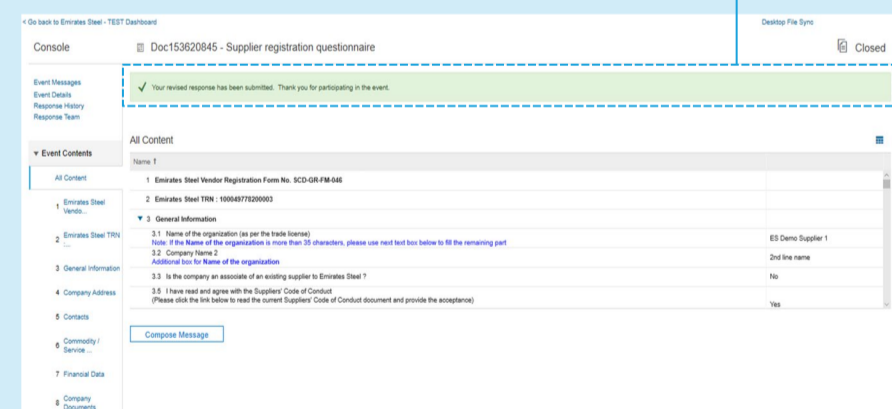
Supplier – Updates Profile Information

1. Click here after updating the relevant registration details



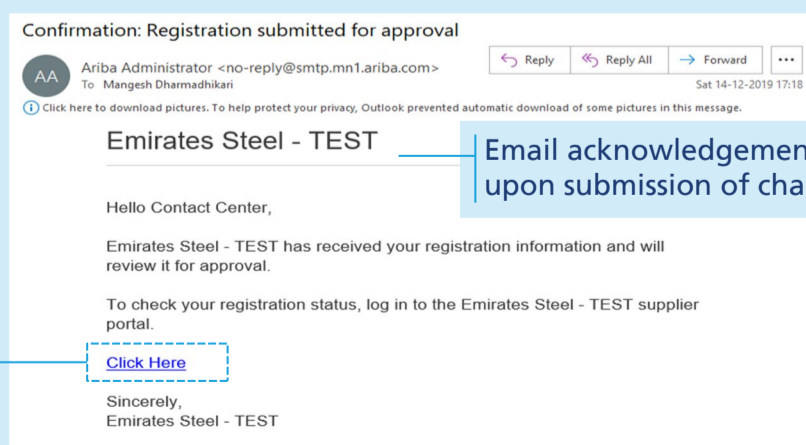
Supplier – Updated Profile Information

System confirmation on submission of changes



Supplier – Profile update notification

1. Click Here to view Supplier Profile Update status



Email acknowledgement upon submission of changes.

The changes will again go through approval from Emirates Steel and will be applied upon approval