



Dialog Group Berhad

SAP Ariba User Guide – Supplier Registration

Version 1.0

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Glossary

Abbreviation	Definition
SLP	Supplier Lifecycle and Performance
SR	Supplier Request

1. SAP Ariba Supplier Registration (For External Supplier)

1.1. Supplier Onboarding and Registration

Overview:

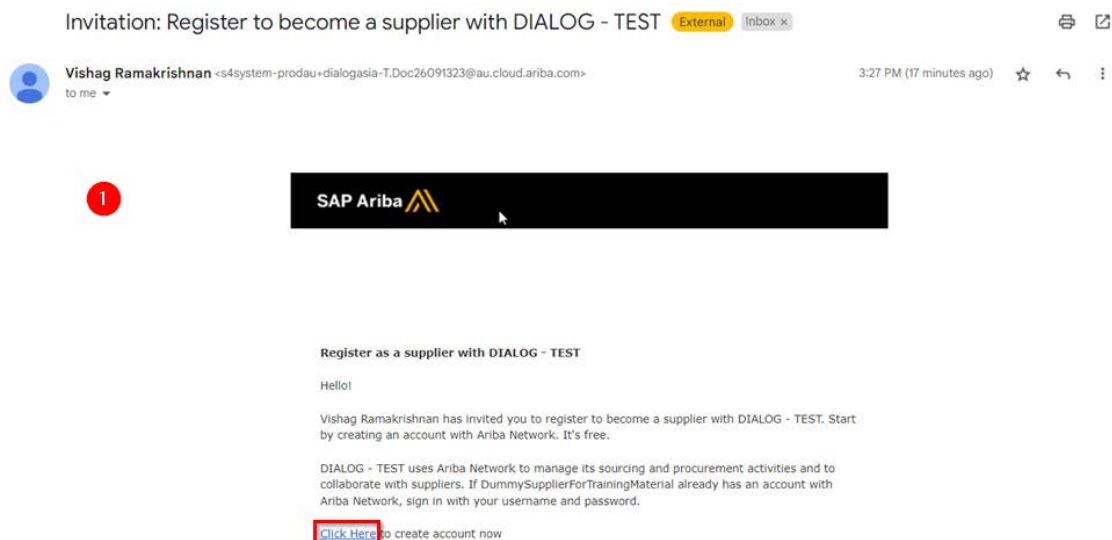
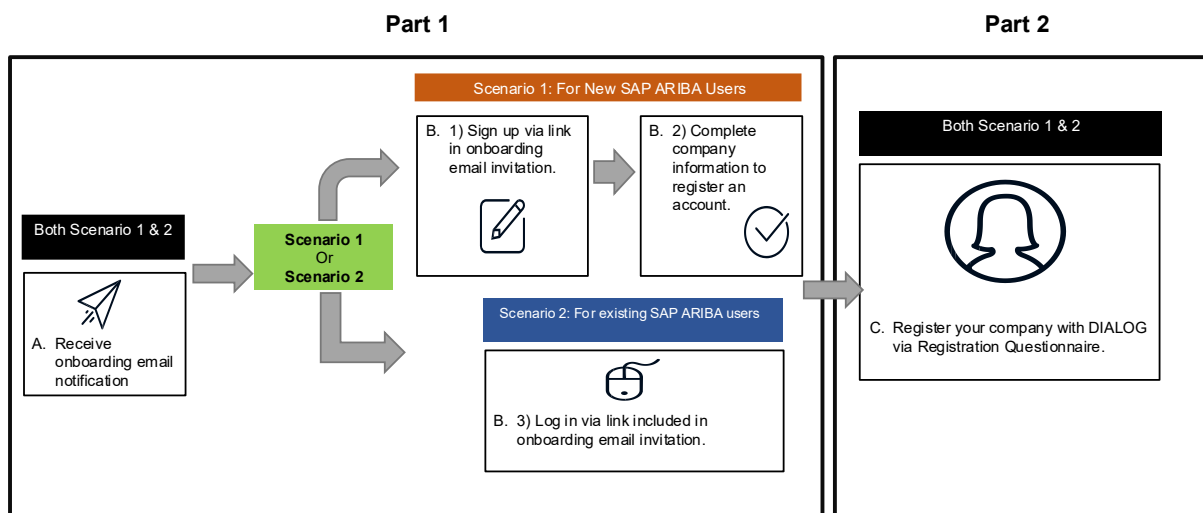
This section will describe the steps to create an account for Supplier Onboarding and Registration:

1. Supplier Onboarding to SAP Ariba
2. Supplier Registration Questionnaire
3. Revising Supplier Response to Registration Questionnaire

1.1.1 Lesson 1 - Supplier Onboarding to SAP Ariba

Supplier Onboarding Overview

To register with DIALOG Group as a supplier, you are required to complete Part 1 & Part 2 of the process as follows:



1. Suppliers who are keen on partnering with DIALOG as suppliers will receive an email invitation to create an account and get onboarded on SAP Ariba.

Scenario 1: For New SAP Ariba Users

Note: If you have not previously registered for an SAP Ariba Network Account, click on the link in the email and sign up for an SAP Ariba account.

Welcome, Vishag Ramakrishnan

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Infodasia Sdn Bhd - TEST** on SAP Ariba.

Infodasia Sdn Bhd - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Infodasia Sdn Bhd - TEST

Sign up

Already have an account? [Log in](#)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

1. Click on [Sign up](#) button to register as a new supplier on SAP Ariba.

Create account

Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Infodasia Sdn Bhd - TEST.

Company information

* Indicates a required field

Company Name:

Country/Region:

Address:

Postal Code:

City:

State:

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

* Indicates a required field

Name:

Email:

[SAP Business Network Privacy Statement](#)

User account information 2

* Indicates a required field

[SAP Business Network Privacy Statement](#)

Name: *

Email: *

☐ Use my email as my username

Username: *

Password: *

Language: ▼

Email orders to: *

Must be in email format (e.g. john@newco.com) ⓘ

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business

Product and Service Categories: * -or- [Browse](#)

Ship-to or Service Locations: * -or- [Browse](#)

Tax ID: Optional Enter your Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "T" in test account. ⓘ

☒ I have read and agree to the [Terms of Use](#)

☒ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

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2. After clicking on Sign up, a <Create an SAP Ariba Supplier Account> screen appears. These are the snapshots of how the entire screen would appear.

Tell us more about your business

Product and Service Categories: **Add** -or- [Browse](#)

Ship-to or Service Locations: **Add** -or- [Browse](#)

Tax ID: Optional Enter your Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "IT" in test account. ⓘ

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Create account and continue **Cancel**

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- Under the section “Tell us more about your business”, for the **Product and Service Categories** field, click on ‘Add’ or ‘Browse’ to select the Product and Service category that you are providing. This information is for SAP Ariba account creation.

SAP Ariba Proposals and Questionnaires

Product and Service Category Selection

Search **Browse**

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories Didn't find what you were looking for? Try Search »

4 Agricultural & Fishing Machinery >

Agricultural & Fishing Services >

Apparel, Luggage & Personal Care >

Chemicals >

Cleaning Supplies >

Computer Hardware, Software & Telecom >

Construction & Maintenance Services >

Construction Materials >

Building Construction & Maintenance Services >

General Building Construction >

Maintenance Services >

Carpentry >

Coating and caulking and weather and water and fireproofing >

Concrete work >

Electrical services >

Flooring service >

Interior finishing >

Masonry and stonework and tile setting >


No items

My Selections (0)

No items

Remove

Cancel **5 OK**

- Select the categories of the Product and Services that your company is providing. Click on  icon to add your selection.
- Click “OK” once you have selected the relevant answers to save and add your selection.

Tell us more about your business

Product and Service Categories: Enter Product and Service Categories -or- [Browse](#)

Ship-to or Service Locations: Enter Ship-to or Service Location -or- [Browse](#)

Tax ID: Optional Enter your Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "IT" in test account. [1](#)

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- Under the section “Tell us more about your business”, for the **Ship-to or Service Locations** field, click on ‘Add’ or ‘Browse’ to select the service location where you are currently operating.

SAP Ariba Proposals and Questionnaires

Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

☐ Global

☒ Select Ship-to or Service Locations

Click a country/region to add and click the + icon. States or provinces are displayed after you click a country/region. Click OK to save your changes.

Western Europe > Eastern Europe > Central Europe > Southern Asia > Southeast Asia > Eastern Asia > Central Asia >


Brunei Darussalam > Cambodia (Kampuchea) > Indonesia > Lao People's Democratic Republic > Malaysia > Philippines > Singapore > Thailand >

No items.

My Selections (0)

No items.

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- Select the territories that your company serves. Suppliers can choose the option ‘Global’ if their company offers global coverage. Click on  icon to add your selection.

- Click on “OK” once you have selected the relevant answers to save and add your selection.

**** Note:** Please provide and update your information in full as this section is intended for SAP Ariba Supplier Database record purpose.

Tell us more about your business

Product and Service Categories: -or- [Browse](#)

Ship-to or Service Locations: -or- [Browse](#)

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "IT" in test account. ⓘ

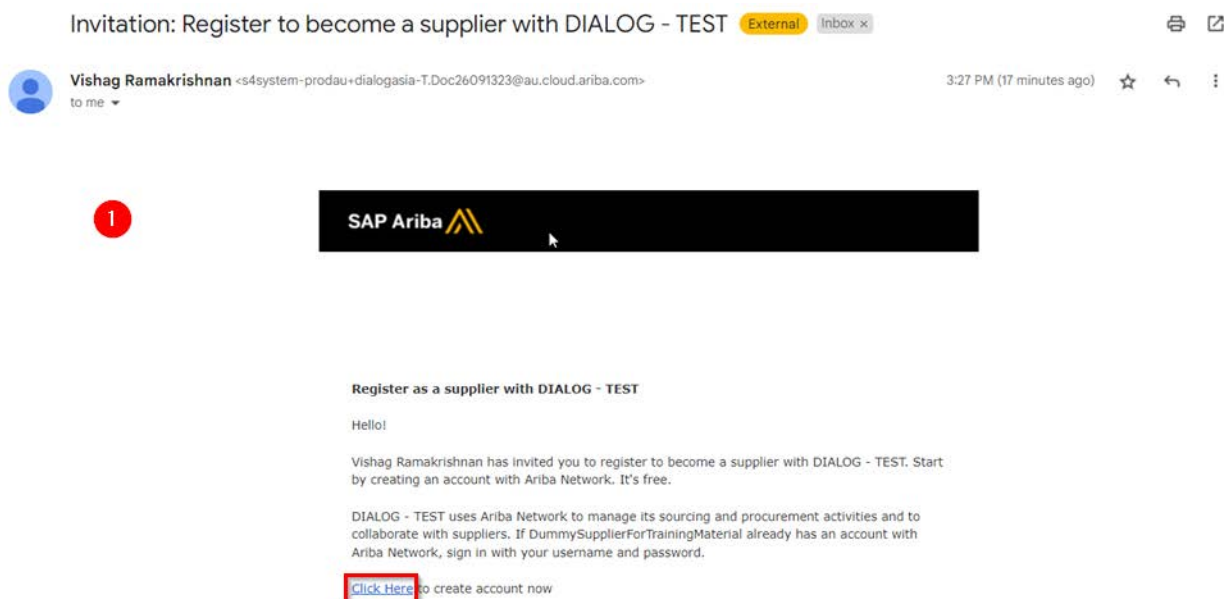
☒ I have read and agree to the [Terms of Use](#)

☒ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

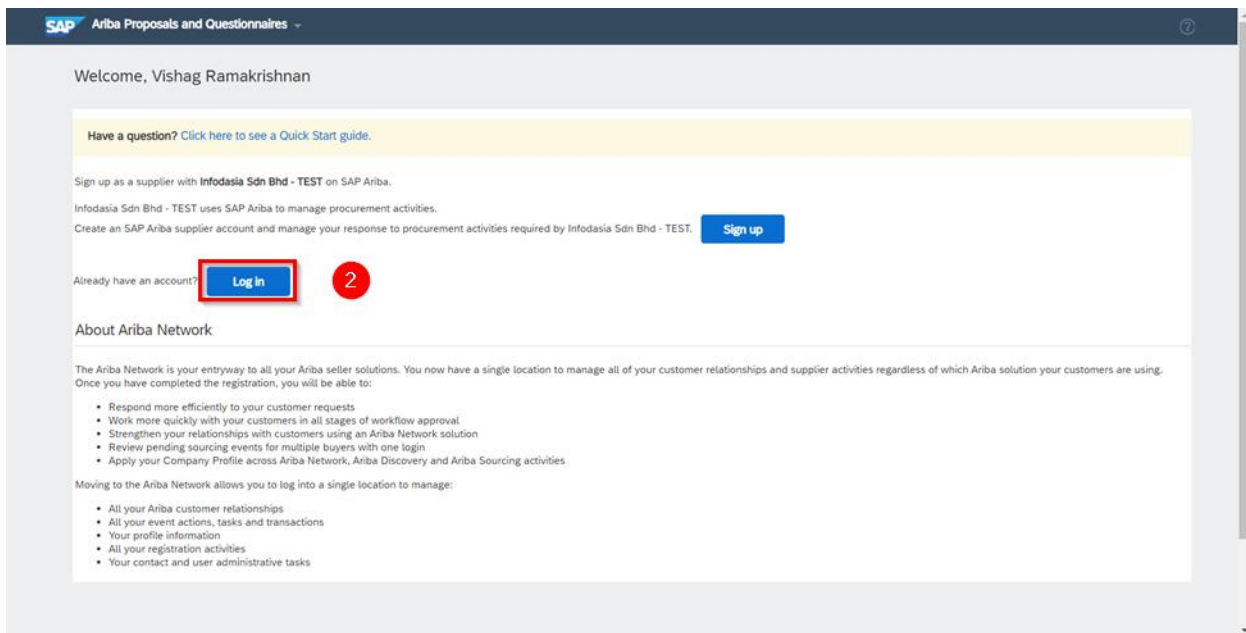
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- After you have completed filling up the details on the <Create an SAP Ariba Supplier Account> screen, click on “Create account and continue”.

Scenario 2: For existing SAP Ariba Users



- Suppliers who are keen on partnering with DIALOG as suppliers will receive an email invitation to create an account and get onboarded on SAP Ariba. Click on the link provided in the email invitation.

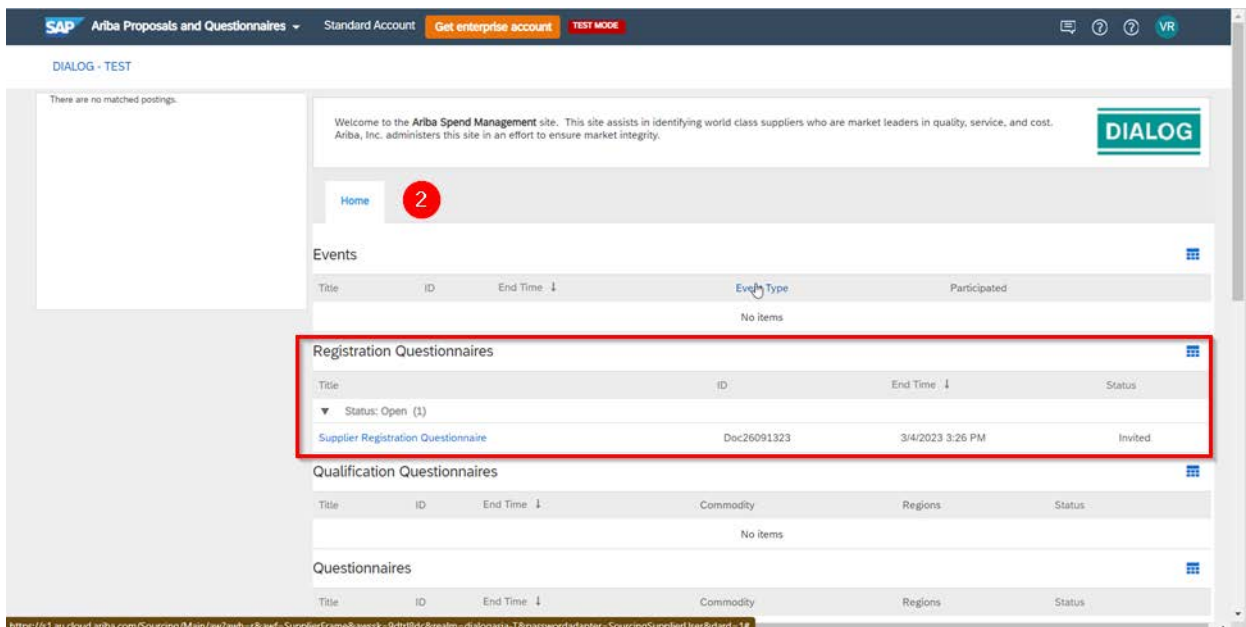


- For suppliers who are already on SAP Ariba, after clicking the link provided in the email invitation, log in using your existing username and password. Click “Log In” to enter your Username and Password as an existing supplier on SAP Ariba.

1.1.2 Lesson 2 - Supplier Registration Questionnaire

- After registering on SAP Ariba, suppliers are required to take note and remember their login ID. A **recommended step** would be to bookmark/ save the link used to login to SAP Ariba Network.

**** Note:** Supplier can bookmark/ save the link, supplier.ariba.com for future reference to login to SAP Ariba Network.



- After logging in, supplier will be able to see the “SAP Ariba Proposals and Questionnaire” page where the <SAP Ariba Spend Management> screen appears. Suppliers can view the Supplier Registration Questionnaire which has an “Open” and “Invited” status which indicates that they are required to fill up and complete the Registration Questionnaire with DIALOG. Click on the “Supplier Registration Questionnaire”.

Ariba Sourcing Company Settings Vishag Ramakrishnan Feedback Help Messages

< Go back to DIALOG - TEST Dashboard Desktop File Sync

Console Doc26091323 - Supplier Registration Questionnaire **3** Time remaining 29 days 23:29:04

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Disclaimer

All Content

Name: 1

▼ 1 Supplier Disclaimer

1.1 I/ We declare and confirm that the information given and copies of documents submitted as requested are authentic, true and correct. I am / We are aware and understand that my information and documents found to be false shall cause my / our application to be rejected. * Unspecified

1.2 I/We have read and understood the Terms of Use, DIALOG Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual and DIALOG Contractors Code of Conduct on Human Rights and hereby accept the terms and conditions thereof. * Unspecified

1.3 I/We have read and understood the DIALOG Vendor Privacy Notice (www.dialogasia.com/privacy-notice) and hereby accept the terms and conditions thereof. I confirm that I have obtained the consent of my employees / officers / shareholders / directors for the processing and use of their Personal Data (including Sensitive Personal Data) by DIALOG in accordance with the terms of the DIALOG Vendor Privacy Notice. * Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Vishag Ramakrishnan (vishag.ramakrishnan@pwc.com) last visited 1 Feb 2023 11:57:39 PM DummySupplierForTrainingMaterial AN11189994058 T
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DIALOG
Vishag Ramakrishnan (1675322811385_vishag.ramakrishnan@pwc.com) last visit 2/2/2023 3:57 PM | DIALOG - TEST | C9_UK2
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3. The <Supplier Registration Questionnaire> screen appears. Refer Section 1 of the questionnaire, “Supplier Disclaimer” must be completed before proceeding to the rest of the questionnaire.

Ariba Sourcing Company Settings Vishag Ramakrishnan Feedback Help Messages

< Go back to DIALOG - TEST Dashboard Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Disclaimer

2 General Supplier Information

3 Primary Contact Details

4 Nature of Business

5 Tax Information

6 Bank Information

7 Additional Bank Information

All Content

Name: 1

▼ 1 Supplier Disclaimer

1.1 I/ We declare and confirm that the information given and copies of documents submitted as requested are authentic, true and correct. I am / We are aware and understand that my information and documents found to be false shall cause my / our application to be rejected. * Yes

1.2 I/We have read and understood the Terms of Use, DIALOG Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual and DIALOG Contractors Code of Conduct on Human Rights and hereby accept the terms and conditions thereof. * Yes

1.3 I/We have read and understood the DIALOG Vendor Privacy Notice (www.dialogasia.com/privacy-notice) and hereby accept the terms and conditions thereof. I confirm that I have obtained the consent of my employees / officers / shareholders / directors for the processing and use of their Personal Data (including Sensitive Personal Data) by DIALOG in accordance with the terms of the DIALOG Vendor Privacy Notice. * Yes

▼ 2 General Supplier Information

2.1 Full Company's Legal Name * DummySupplierForTrainingMaterial

2.2 Type of Company * Public Listed

Other

2.3 Company's Incorporation Number *

4. After completing Section 1, Suppliers can proceed to complete the following sections and questions to review and update their information accordingly.

- Refer section 4.3 “Please choose your company’s Product(s) or Service(s) offering”, click on ‘Select’ to further select specific options.

- Suppliers can search and select ‘Material’, ‘Service’ or both categories if their company is a provider of both commodities. After expanding the selection, suppliers can further narrow down their choice of ‘Material’ or ‘Service’ they are providing. After selecting the relevant choices, click on “Done”.

- Refer Section 4.5, please provide supplier major top three customer information as per highlighted format.

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

- 1 Supplier Disclaimer
- 2 General Supplier Inf...
- 3 Primary Contact Details
- 4 Nature of Business
- 5 Tax Information

All Content

Name 1

4.4 Please choose which country your company can provide Product(s) or Services(s) in.

- ☒ Malaysia
- ☐ Singapore
- ☐ China
- ☐ United Arab Emirates
- ☐ Indonesia
- ☐ Australia
- ☐ Thailand
- ☐ Maldives
- ☐ Philippines
- ☐ Vietnam

8

8. Suppliers can now select which region/ country they are able to provide their Product(s) or Services(s) to. Suppliers can expand the selection

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

- 1 Supplier Disclaimer
- 2 General Supplier Inf...
- 3 Primary Contact Details
- 4 Nature of Business
- 5 Tax Information

All Content

Name 1

4.7 If above answer is yes, please inform the company in the event any such transaction described above arises in the future.

5 Tax Information

5.1 Tax number(s)

9

5.2 Please attach official supporting documentation that supports the tax information provided (such as Form 9 for Malaysia or equivalent).

Country/Region:

Malaysia (MY)

Tax Name

TaxType

Tax Number

Business Registration Number

Organization

*Attach a file

6 Bank Information

Add bank information (1)

7 Additional Bank Information

9. Refer section 5 "Tax Information", suppliers are to fill up their tax information and upload a copy of their tax information supporting documents. Once suppliers have filled in section 5.1 "Tax number(s)", head to section 5.2 "Please attach official supporting documentation that supports the tax information provided" and click on "*Attach a file" to upload the required tax information supporting documents.

Ariba Sourcing

Company Settings

Vishag Ramakrishnan

Help

Messages

< Go back to DIALOG - TEST Dashboard

Desktop File Sync

Add Attachment

OK

Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: Choose File No file chosen
Or drop file here

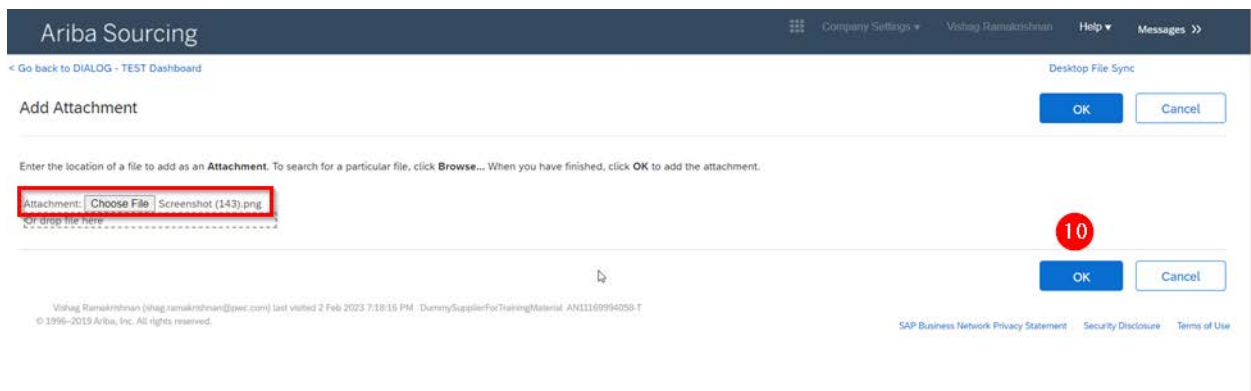
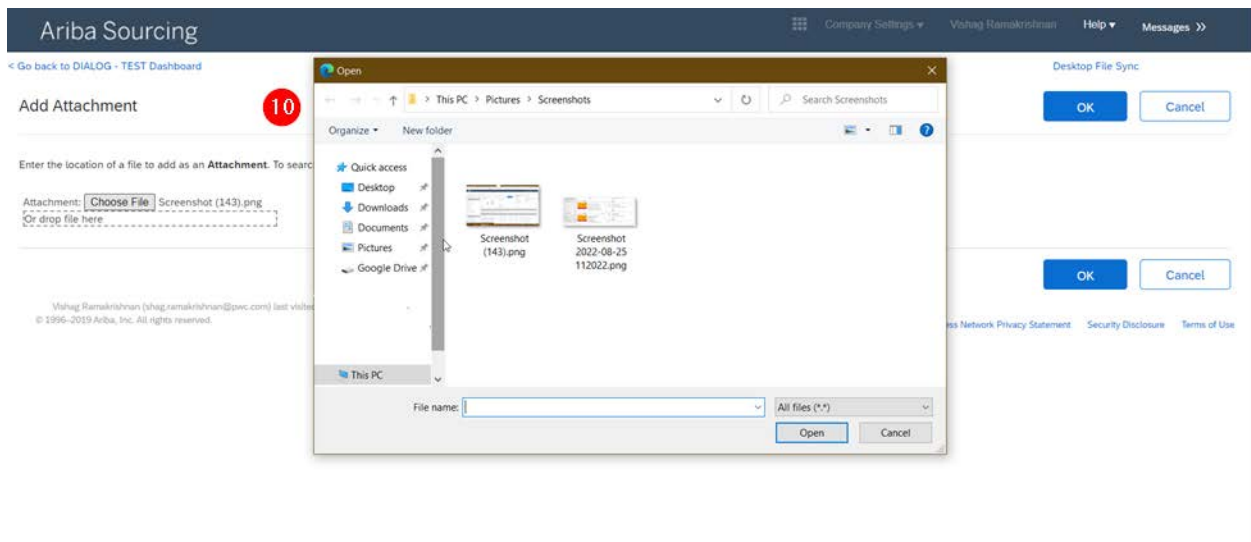
10

OK

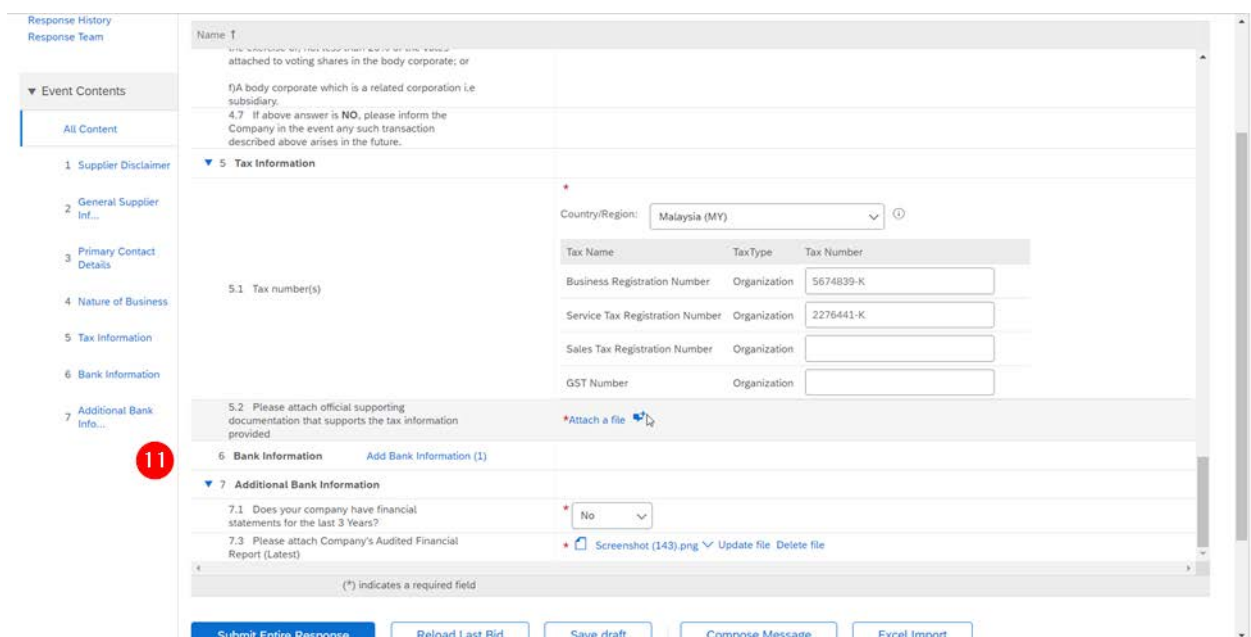
Cancel

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10. After clicking “*Attach a file”, the <Add Attachment> screen appears. Click on “Choose File” and a pop-up screen prompting suppliers to select required document(s) that need to be uploaded. After selecting the required document(s), you can view the attachment that you are choosing to upload. Click on ‘OK’ after ensuring that the right document is attached.



11. Refer section 6 “Bank Information”, suppliers will need to click on ‘Add Bank Information’ to add their bank details.

12

Name: 1

Bank Information #1

Bank account information

Please attach a bank reference or bank statement from the nominated bank account

Add an additional Bank Information

(*) indicates a required field

Bank Type: Domestic

Bank Id: 0000

Country/Region: Malaysia

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice

Attach a file

12. After clicking on “Add Bank Information” the <Bank Information> screen appears. Suppliers are required to fill up their bank details accordingly as shown in the above screenshot. After filling in the required details, suppliers will need to attach a bank reference or bank statement from the nominated bank account. Click on “*Attach a file” to upload the required bank information supporting document(s).

Ariba Sourcing

Company Settings Vishag Ramakrishnan Help Messages

< Go back to DIALOG - TEST Dashboard

Desktop File Sync

Add Attachment

OK

Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen

Or drop file here

OK

Cancel

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Ariba Sourcing

Company Settings Vishag Ramakrishnan Help Messages

< Go back to DIALOG - TEST Dashboard

Desktop File Sync

Add Attachment

OK

Cancel

Enter the location of a file to add as an Attachment. To search

Attachment: Choose File Screenshot (143).png

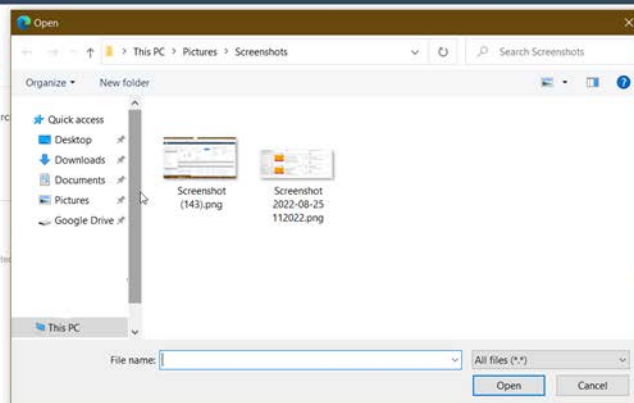
Or drop file here

OK

Cancel

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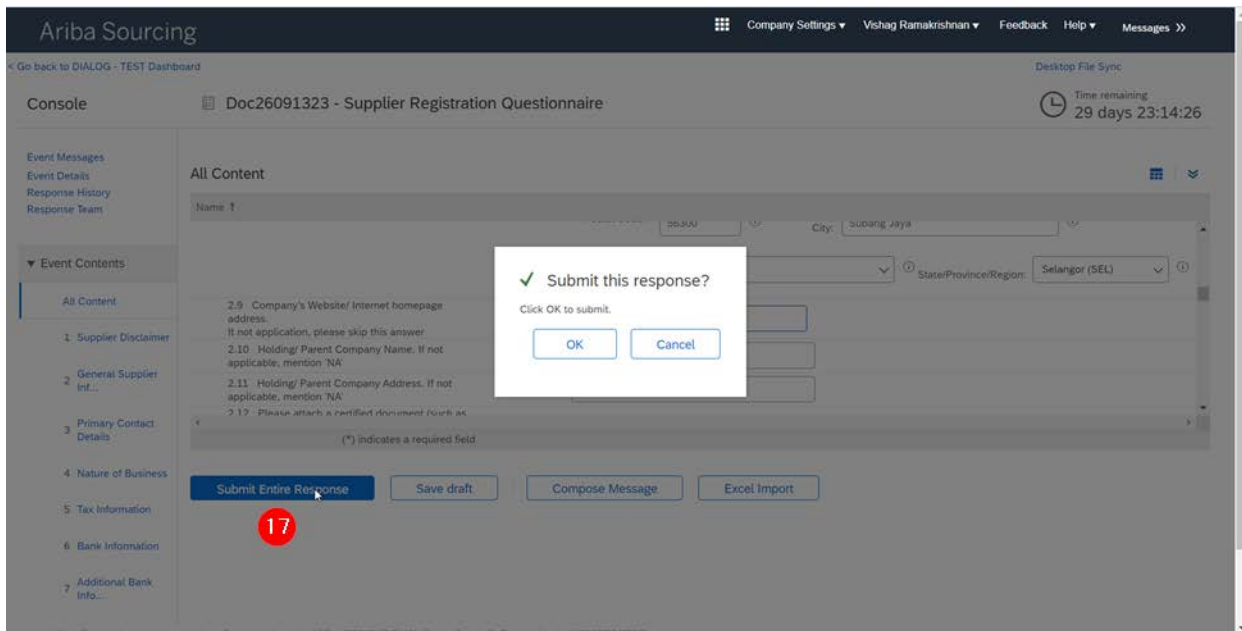
13. After clicking “*Attach a file”, the <Add Attachment> screen appears. Click on “Choose File” and a pop-up screen prompting suppliers to select required document(s) that need to be uploaded. After selecting the required document(s), you can view the attachment that you are choosing to upload. Click on ‘OK’ after ensuring that the right document is attached.

14. After providing the required bank information details, click on “Save” to save your information and progress.

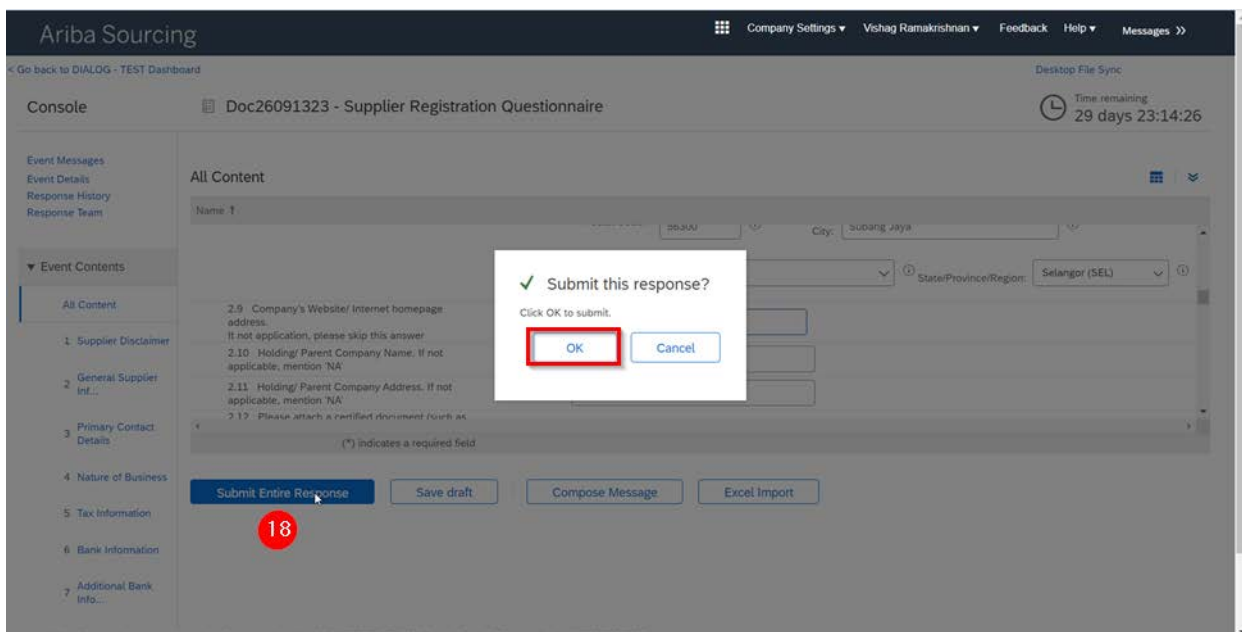
15. Refer section 7 “Additional Bank Information”, suppliers are prompted to select an option and provide a response if their company has any financial statements for the last 3 years. After selecting their response, suppliers are required to fill up the questions accordingly and upload a copy of their Company’s Audited

Financial Report (Latest). Click on “*Attach a file” to upload the latest copy of Company’s Audited Financial Report.

16. After clicking “*Attach a file”, the <Add Attachment> screen appears. Click on “Choose File” and a pop-up screen prompting suppliers to select the attachment. After selecting the required document(s), you can view the attachment that you are choosing to upload. Click on ‘OK’ after ensuring that the right document is attached.



17. After reviewing all the details, suppliers can click on 'Submit Entire Response' to submit response. A pop-up screen will appear asking to submit the response.



18. Click 'OK' to submit the response.

Ariba Sourcing Company Settings Vishag Ramakrishnan Feedback Help Messages

< Go back to DIALOG - TEST Dashboard Desktop File Sync

Console Doc26091323 - Supplier Registration Questionnaire Time remaining 29 days 23:11:40

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Disclaimer

2 General Supplier Inf...

3 Primary Contact Details

4 Nature of Business

5 Tax Information

6 Bank Information

7 Additional Bank Info...

✓ Your response has been submitted. Thank you for participating in the event. 19

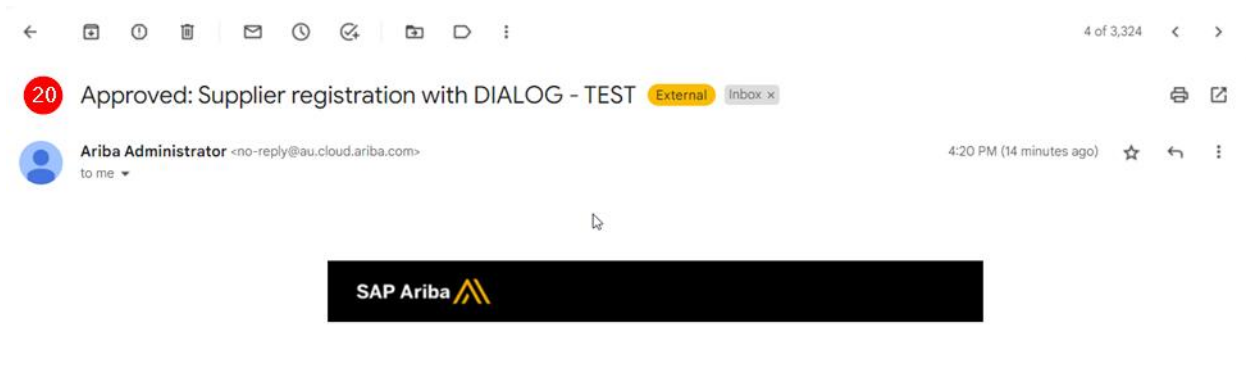
All Content

Name	
2.9 Company's Website/ Internet homepage address. If not applicable, please skip this answer	www.test.com
2.10 Holding/ Parent Company Name. If not applicable, mention 'NA'	NA
2.11 Holding/ Parent Company Address. If not applicable, mention 'NA'	NA
2.12 Please attach a certified document (such as Form 49 for Malaysia or equivalent), showing the list of key management/directors of your company. All documents must be certified by a third party e.g. government body/audit/law firm	Screenshot (143).png
2.13 For Company, please attach a certified document (such as Form 24 for Malaysia or equivalent), showing the list of Shareholders' particular & share percentage of and Return of Allotment of shares of your company. All documents must be certified by a company secretary or director	Screenshot (143).png
2.14 Provide your company profile together with trade reference. If not applicable, please skip this question	Screenshot (143).png

Compose Message

19. After submitting, suppliers will receive the notification in green stating “Your response has been submitted. Thank you for participating in the event.” This is an indication that the supplier has successfully submitted their response.

**** Note:** If in case of any additional information required, suppliers will receive the respective email notification requesting for additional information by DIALOG. Please be sure to provide the necessary additional information when requested.



20. After reviewed and approved by DIALOG representative, suppliers who have submitted the Supplier Registration Questionnaire will receive an email notification indicating that they completed their registration. The above snapshot is the email notification that suppliers will receive after their supplier registration has been successfully completed.

1.1.3 Lesson 3 - Revising Supplier Response to Registration Questionnaire

Ariba Sourcing

< Go back to DIALOG - TEST Dashboard Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Disclaimer

2 General Supplier Information

3 Primary Contact Details

4 Nature of Business

5 Tax Information

6 Bank Information

7 Additional Bank Info...

You have submitted a response for this event. Thank you for participating.

1 Revise Response

All Content

Name	Content	Yes	No
1 Supplier Disclaimer	1.1 I/We declare and confirm that the information given and copies of documents submitted as requested are authentic, true and correct. I am / We are aware and understand that my information and documents found to be false shall cause my / our application to be rejected.	Yes	No
	1.2 I/We have read and understood the Terms of Use, DIALOG Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual and DIALOG Contractors Code of Conduct on Human Rights and hereby accept the terms and conditions thereof. References	Yes	No
	1.3 I/We have read and understood the DIALOG Vendor Privacy Notice (www.dialogasia.com/privacy-notice) and hereby accept the terms and conditions thereof. I confirm that I have obtained the consent of my employees / officers / shareholders / directors for the processing and use of their Personal Data (including Sensitive Personal Data) by DIALOG in accordance with the terms of the DIALOG Vendor Privacy Notice.	Yes	No
2 General Supplier Information			

Compose Message

Vishag Ramakrishnan (vishag.ramakrishnan@pwc.com) last visited 2 Feb 2023 12:21:58 AM - DummySupplierForTrainingMaterial AN11189994058.7

1. If suppliers are looking to make changes to their response which they have already submitted, they can do so by clicking on the 'Revise Response' button.

**** Note:** Supplier will only get this 'Revise Response' option once the registration has been approved. During the approval stage, if any changes the Supplier wants to amend, notify to DIALOG.

Ariba Sourcing

< Go back to DIALOG - TEST Dashboard Desktop File Sync

Console

Event Messages
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▼ Event Contents

All Content

1 Supplier Disclaimer

2 General Supplier Information

3 Primary Contact Details

4 Nature of Business

5 Tax Information

6 Bank Information

7 Additional Bank Info...

You have submitted a response for this event. Thank you for participating.

Revise Response

2

Revise Response?

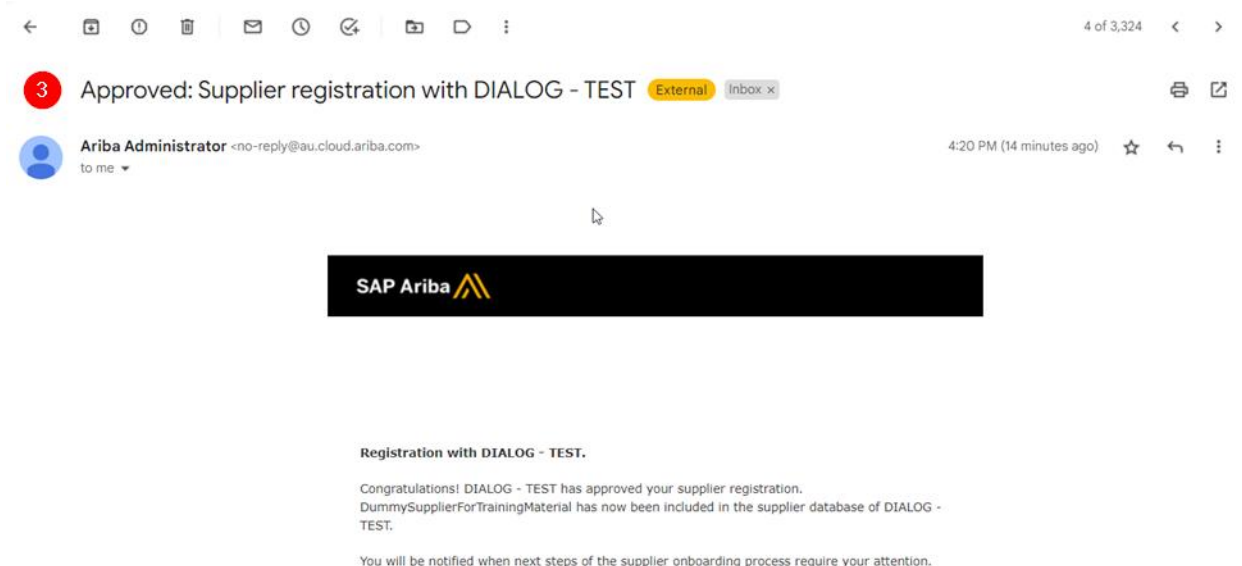
You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel

Compose Message

Vishag Ramakrishnan (vishag.ramakrishnan@pwc.com) last visited 2 Feb 2023 12:21:58 AM - DummySupplierForTrainingMaterial AN11189994058.7

2. After clicking on 'Revise Response', a pop-up screen appears prompting the supplier to revise the response. Click on 'OK' and now, the supplier will be able to make changes to their response.



3. After the response reviewed by DIALOG team, suppliers who have submitted the Supplier Registration Questionnaire will receive an email notification indicating that they completed their registration. The above snapshot is the email notification that suppliers will receive after their supplier registration has been successfully completed.

**** Note:** Please note that the response icon is open for a limited time. In the future, if there are any updates that are required, please reach out to DIALOG's representative for assistance.