

Supplier Registration & Qualification Guide

Ariba Network

A step-by-step guide for suppliers to register, qualify,
and manage their account on the Syngenta Ariba Network

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1. Introduction

Dear Partner,

At Syngenta, we are transforming the way we buy goods and services, with the aim to improve the buying experience for our employees and simplify and digitalize operations for both our companies.

To make it happen, we have selected **SAP Ariba**, a leading cloud procurement solution. SAP Ariba is the single, simple, structured and digital procurement platform supporting all our activities, from e-Sourcing and Contract Management to Purchase Orders and Invoices.

This new way of working brings clear advantages to you:

- Boost sales through catalogues
- Simpler operations with less errors
- Greater collaboration and visibility along the entire Order lifecycle
- Completely free of charge for suppliers

Important: Doing business with Syngenta through Ariba Network is completely free of charge. Syngenta is progressively replacing its current technology, and SAP Ariba is the platform to sell goods and services to Syngenta.

This document is a step-by-step guide to help you complete Registration, Qualification, and Sourcing on the Ariba Network. Looking forward to continuing doing business together.

2. Registration & Qualification: Overview

The supplier onboarding process consists of two main phases:

Phase	Description	Requirement
Registration	Create your Ariba Network account and fill out the registration form	Mandatory for new suppliers; Upon buyer decision for existing
Qualification	Complete category/geography specific qualification questionnaire	Mandatory for all suppliers

REGISTRATION & QUALIFICATION FLOW

STEP 1: Supplier Registration → Registration Approval → Supplier 'Registered' (can be invited to Sourcing Events)

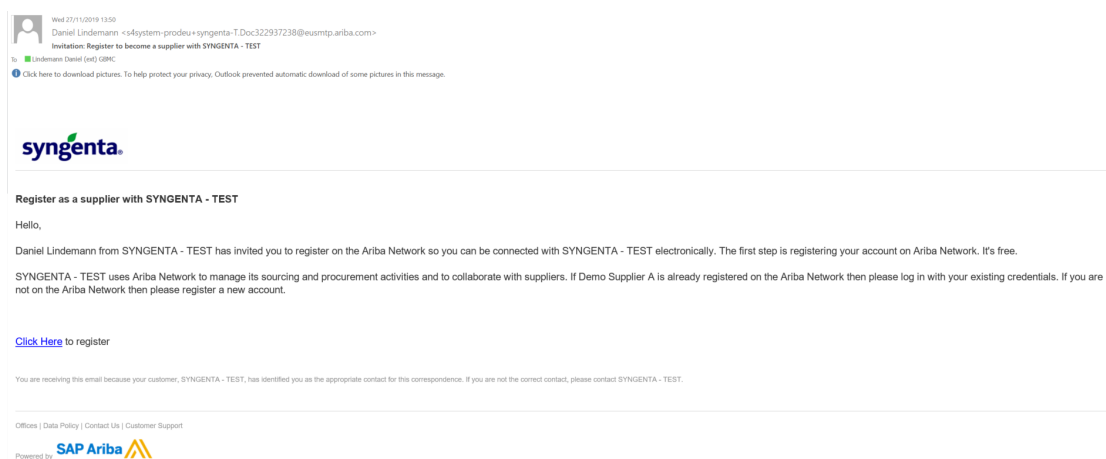
STEP 2: Category/Region Qualification Form → Qualification Approval → Supplier 'Qualified' (can transact with Syngenta)

3. Creating a New Ariba Network Account

If you are a new supplier without an Ariba Network account, follow these steps.

1 Open the Invitation Email

You will receive an invitation email from Syngenta. Click the registration link to proceed.



2 Click 'Sign Up'

On the login page, click **Sign Up** to create a new account. (Existing account? See Section 4.)

Enter Your Account Information * Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username:

Password:

[Forgot Username](#)
[Forgot Password](#)

3. Creating a New Ariba Network Account (continued)

3 Fill in Company and Account Information

Complete the form with your company info, user account details, and business description.

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Syngenta Crop Protection AG - TEST.

Company information

* Indicates a required field

Company Name: Demo Supplier A

Country: Germany [DEU]

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.

Address: Rosenstrasse

Line 2

Postal Code: 48496

City: Hopsten

State: Berlin [DE-BE]

User account information

* Indicates a required field

Name: Daniel Lindemann

Email: daniel.lindemann@syngenta.com

☐ Use my email as my username

Username: test-daniel.lindemann@syngenta.com

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

Password: Enter Password

Must contain a minimum 8 characters including letters and numbers. ⓘ

Repeat Password

Language: English

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

Email orders to: daniel.lindemann@syngenta.com

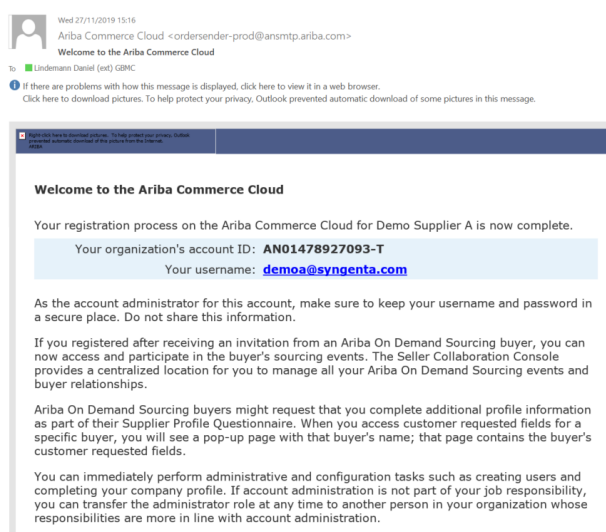
Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

SAP Ariba Privacy Statement

Important: Please remember your Username and Password. You will need these credentials to log in again.

4 Accept Privacy Statement and Create Account

Accept the Ariba Privacy Statement and click **Create account and continue**.



A welcome email will confirm your account creation and your Ariba Network ID.

4. Logging In with an Existing Account

If you already have an Ariba Network account, use your existing credentials.

1 Go to Ariba Network Login

<https://service.ariba.com/Supplier.aw/>

2 Enter Credentials and Login

Enter your Username and Password, then click **Login**.

Having trouble logging in?

Please select one:

- ☐ I forgot my username.
- ☐ I forgot my password.
- ☐ I want to log in with a one-time password using the Ariba Supplier mobile app. [Learn more](#)

Continue

Cancel

3 Verify Link to Syngenta

Switch to **Ariba Sourcing** and ensure you are linked to **Syngenta**.

SAP Ariba Sourcing

Standard Account

Upgrade

TEST MODE

DL

SYNGENTA - TEST

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



Events

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc322937238	12/11/2019 1:49 PM	Invited

Forgot your credentials? Click 'Having trouble logging in?' on the login page to reset your username or password.

5. Completing the Registration Questionnaire

After signing up or logging in, you are directed to Syngenta's Registration Questionnaire. You have **14 days** to complete it.

1 Accept Terms and Conditions

Agree to Syngenta's Terms and Conditions at the beginning of the questionnaire.

2 Complete All Required Sections

- **General Information:** Company name and address
- **Supplier Contact Information:** General contact details
- **Financial Information:** Finance and tax data
- **Bank Information:** Country, account type, account number

All fields marked with an asterisk (*) are mandatory. Complete all required fields to avoid rejection.

5. Registration Questionnaire (continued)

3 Save or Submit Your Response

Options at the bottom of the page:

- **Save Draft:** Save progress without submitting
- **Submit Response:** Send completed registration to Syngenta
- **Compose Message:** Contact Syngenta for questions

The screenshot shows a web form titled '5 Bank Information' with a sub-section '5.1 Bank Details 1'. The form is split into two columns. The left column contains a large text area labeled '5.1.1 Bank Information'. The right column contains a series of input fields for bank details: Bank Type (dropdown menu with 'No Choice' selected), Bank Id (text field), Country (dropdown menu with '(no value)' selected), Name (text field), Bank Branch (text field), Street (text field), City (text field), State/Province/Region (text field), Postal Code (text field), Account Holder Name (text field), Bank Key/ABA Routing Number (text field), Account Number (text field), IBAN Number (text field), and SWIFT Code (text field). A small asterisk (*) is visible next to the 'Bank Type' field. At the bottom of the form, a note states: '(*) indicates a required field'.

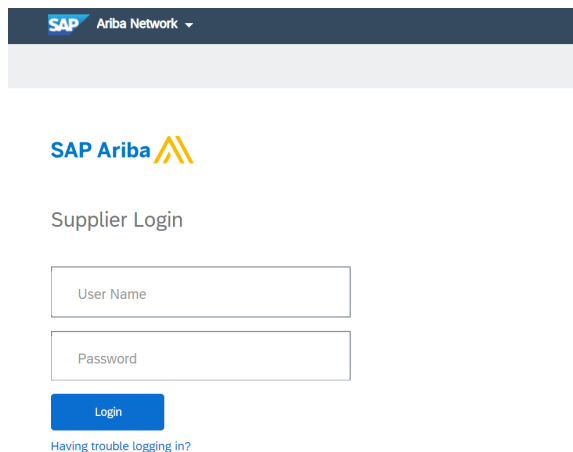
Tip: Save your draft at any time and return later. Use 'Compose Message' for questions about specific fields.

6. Accessing Questionnaires & Qualification

After registration approval, complete additional qualification questionnaires as required.

1 Log In to Ariba Network

<https://service.ariba.com/Supplier.aw/>

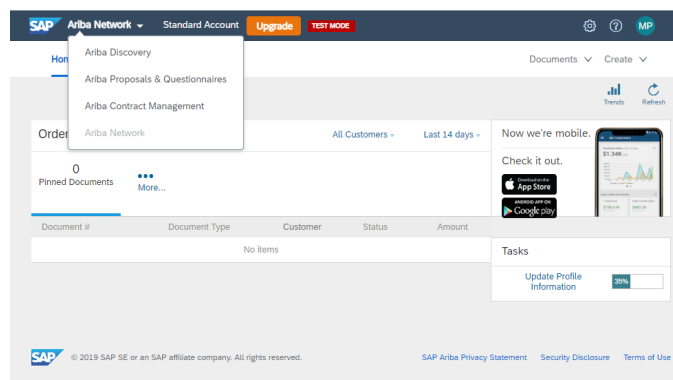


2 Navigate to Proposals & Questionnaires

Go to: **Ariba Network** → **Ariba Proposals & Questionnaires**

3 Click 'SYNGENTA'

Click the **SYNGENTA** option to access all your questionnaires.



If the screen doesn't load after clicking SYNGENTA: This is a browser cookies issue. Open the link in an incognito window or clear your cookies.

6. Questionnaires & Qualification (continued)

4 Select and Edit a Questionnaire

Click the questionnaire to edit, then click **Revise Response**.

The screenshot shows the SAP Ariba Proposals & Questionnaires interface. The top navigation bar includes 'SAP Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The console shows 'Doc352429826 - Supplier registration questionnaire' with a timer indicating 'Time remaining: 348 days 23:08:45'. A message states: 'You have submitted a response for this event. Thank you for participating.' Below this, a blue button labeled 'Revise Response' is visible. The 'All Content' section shows a list of items, with '1 Terms and Conditions' expanded, displaying various terms and conditions.

5 Submit Your Response

After completing all mandatory fields, click **Submit Entire Response**.

The screenshot shows the SAP Ariba Proposals & Questionnaires interface. The top navigation bar includes 'SAP Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The console shows 'Doc352429826 - Supplier registration questionnaire' with a timer indicating 'Time remaining: 348 days 23:07:21'. The 'All Content' section shows a list of items, with '2 General Information' expanded, displaying various fields for company and address information. At the bottom, a blue button labeled 'Submit Entire Response' is visible, along with other buttons like 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.

7. Responding to Sourcing Events

Once registered, Syngenta may invite you to Sourcing Events (RFPs, auctions).

1 Receive Invitation Email

You'll receive an email with **Project Name** and **Event Start** date.

2 Log In and Access the Event

Log in and switch to **Ariba Sourcing**. Verify you are linked to Syngenta.



Daniel Lindemann has invited you to participate in the following event: **Demo - Sourcing Project**. The event is set to begin on **Thursday, November 28, 2019 at 8:34 AM, Pacific Standard Time**.

Use the following username to log in to SYNGENTA - TEST events: demoa@syngenta.com.

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in this event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Daniel Lindemann via telephone at [redacted] or via e-mail at daniel.lindemann@syngenta.com.

We look forward to working with you!

Thank You,

SYNGENTA - TEST

3 Accept Bidder Agreement

Accept the Ariba Bidder Agreement (terms & conditions) before each event.

4 Review Event Details

Review Publish time, Due Date, Time remaining. Click **Review Prerequisites** to proceed.

Ariba Sourcing
Standard Account
Upgrade
TEST MODE
Settings
DL
Help

SYNGENTA - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
Demo - Sourcing Project	Doc324281972	12/12/2019 4:34 PM	RFP

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			

7. Sourcing Events (continued)

5 Select Lots and Respond

For pricing events, **Select Lots** → confirm items → **Confirm Selected Lots**.

In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by the company sponsoring this On-Line Event ("Sponsor") on the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Bidder Agreement"):

- Bids.** If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
- Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
- Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
- Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
- Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
- Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

OK Cancel

6 Submit Entire Response

Fill all required fields, then click **Submit Entire Response**.

Doc324281972 - Demo - Sourcing

Console

Project

Time remaining
13 days 21:36:14

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details

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

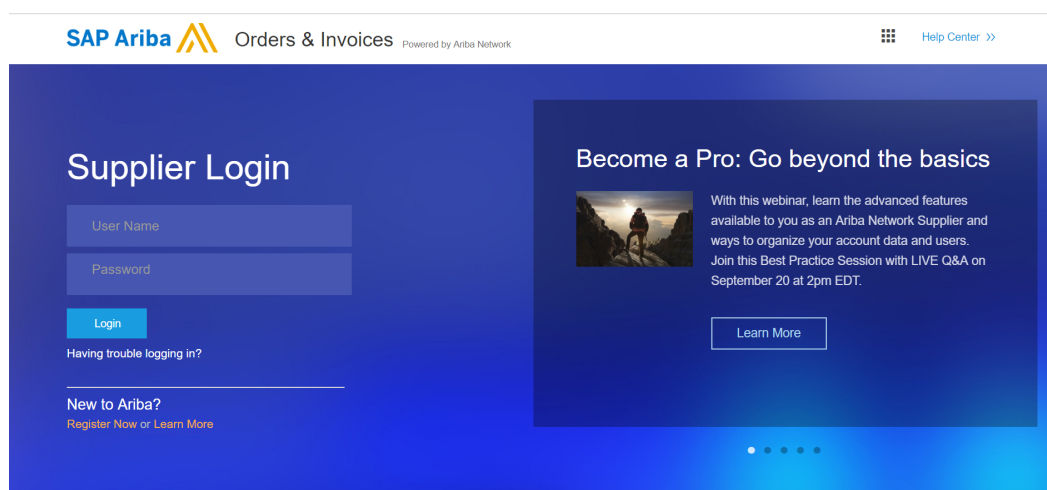
Revise Response

All Content

After submission, the system notifies you if mandatory fields were missed. Your response can always be revised while the event is open.

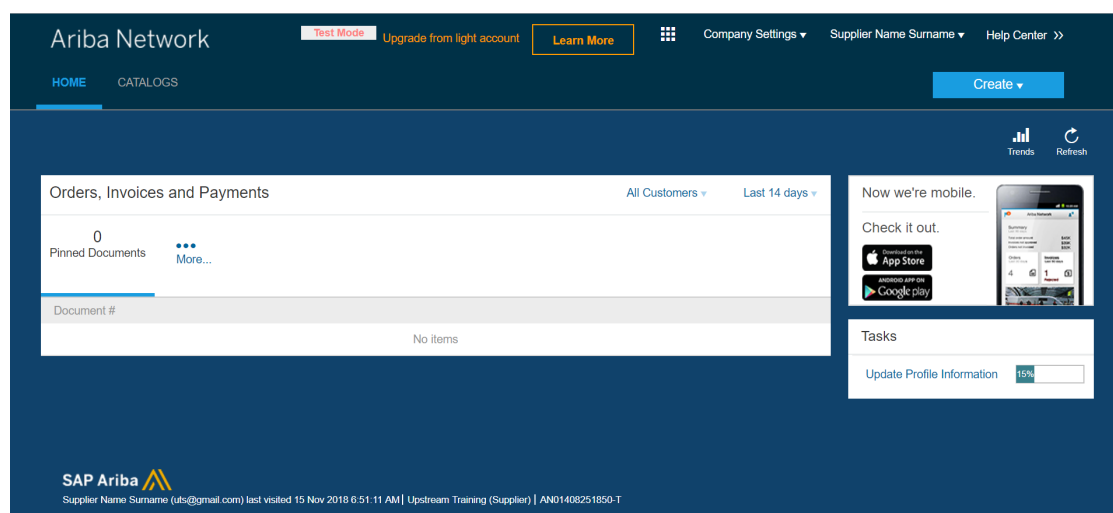
8. Login & Home Page Navigation

Login URL: <https://service.ariba.com/Supplier.aw/>



Home Page Features:

- Upgrade your account
- Access the action menu
- Modify Company Settings
- Modify Personal Settings
- Access the Ariba Network Help Center



9. Troubleshooting & Tips

Issue	Solution
Page does not load after clicking SYNGENTA	Open in incognito/private window or clear browser cookies
Forgot username/password	Click "Having trouble logging in?" on the login page
Cannot see questionnaires	Switch to "Ariba Sourcing" and verify Syngenta link
Cannot submit response	Check all mandatory (*) fields are completed
Registration form incomplete	Save draft, review each section for missing required fields

General Tips:

- Use **Google Chrome** for the best experience
- Try **incognito window** if pages don't load
- **Save drafts** periodically
- Keep credentials secure
- Complete registration within **14 days**

10. Support & Contact

If you need assistance at any stage:

SYNGENTA SUPPLIER CONTACT FORM

For questions about registration, qualification, questionnaires, or sourcing events:

<https://www.syngenta.com/en/supplier-contact-form>

Use this form for all Syngenta procurement-related inquiries.

Additional Resources

For common issues, refer to the following SAP knowledge base articles:

- [What are some common issues when registering an account?](#)
- [Where do I find my SAP Business Network ID \(ANID\) number?](#)
- [How do I contact SAP Business Network Customer Support as a Business Partner?](#)

Thank you for partnering with Syngenta.

We look forward to continuing our business relationship
through the Ariba Network platform.

Syngenta Group | Procurement Operations
Version 1.0 | June 2026