



Ariba Registration Quick Start Guide for Suppliers

End-to-End Sourcing

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 will become 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 will bring **clear advantages to you**, such as the possibility to boost sales through catalogues, simpler operations, less errors, greater collaboration and visibility along the entire Order lifecycle. Doing business with client through Ariba Network platform will be **completely free of charge for you**.

This new way of working is not an option. Syngenta is progressively replacing its current technology, and SAP Ariba will become the platform to sell goods and services to client.

This document is a Quick Start guide to help you start Registration, Qualification and Sourcing **and who to contact in case of need**.

Looking forward to continuing doing business together.

Agenda

Registration and Qualification *Quick Start Guide for Suppliers*



- A Supplier Registration and Qualification
- B Sourcing
- C Login and Home Page
- D Support

Supplier Registration and Qualification: High Level Process

MANDATORY FOR ALL SUPPLIERS

MANDATORY FOR NEW SUPPLIERS
UPON BUYER DECISION FOR EXISTING ONES

REGISTRATION

Category / Geography
QUALIFICATION



SUPPLIER
REGISTRATION

REGISTRATION
APPROVAL

Supplier
*“Registered” and
can be invited to
a Sourcing Event*

SUPPLIER
QUALIFICATION
for a specific
Category/Region

QUALIFICATION
APPROVAL

Supplier
*“Qualified” and
can be awarded
or transact with
client*



SUPPLIER

Register to Ariba (or
Login) and fill out
registration form

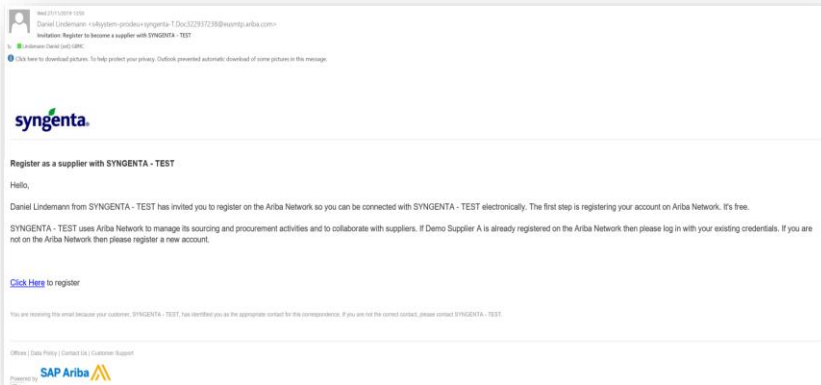


SUPPLIER

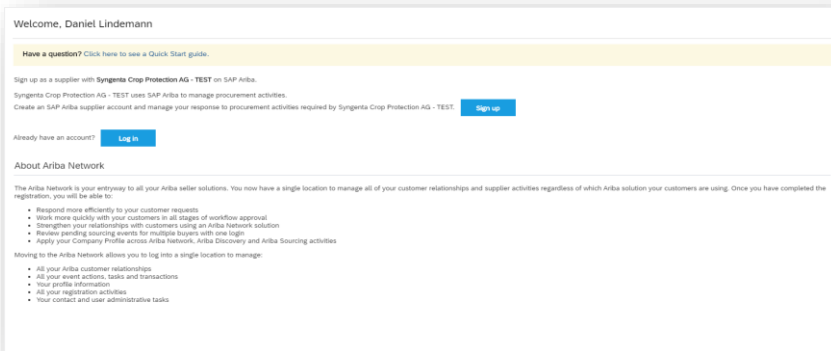
Filling Client
Category/Region
Qualification Form

Supplier Registration: “How To” Guide Access Log In (1/2)

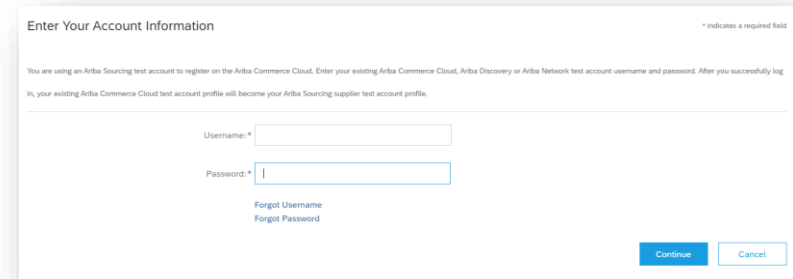
You have received an Invitation to register, similar to the one below. **Clicking on the link**, you will be redirected to the Login page



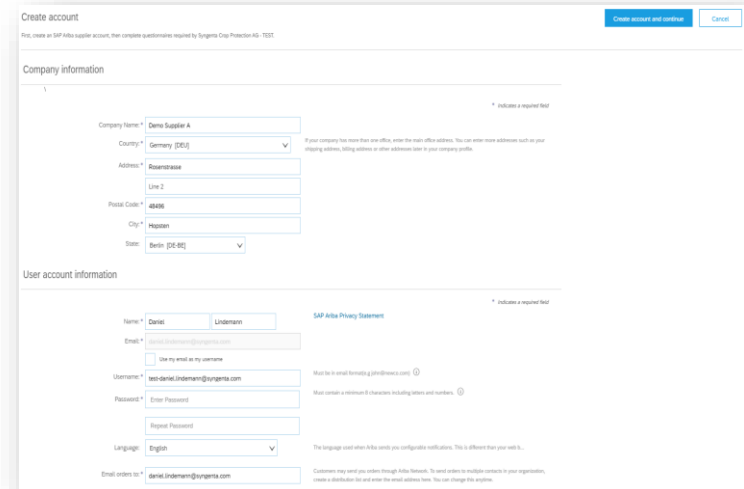
Either Login in SAP Ariba with your existing Ariba account or create your new account



If you have already an Ariba Network account (because you transacted with another company) you can click on **Log-In** and **enter your credentials** (go to Slide 7)



If you create a new Ariba Network account you need to click on **Sign-up** and will get forwarded to the **Create Account** screen



Supplier Registration: “How To” Guide- Access Log In (2/2)

Please fill your **Company Information** and the **user account information**. Please don't forget what you entered for **User Name** and **Password**

Create account

This, create an SAP Ariba supplier account, then complete questionnaire required by Syngenta Crop Protection AG. T021

Company information

Company Name: Demo Supplier A

Country: Germany (DE)

Address: Rosenstrasse, Lin 1, 4400, Heppenheim

State: Berlin (DE-BE)

User account information

Name: Daniel Lindemann

Email: daniel.lindemann@syngenta.com

Username: daniel.lindemann@syngenta.com

Password: Enter Password

Repeat Password

Language: English

Email orders to: daniel.lindemann@syngenta.com

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

Create account and continue Cancel

Please also fill **Tell us more about your business**, accept the **Ariba Privacy Statement** and click on **Creata account and continue**

Tell us more about your business

Product and Service Categories: Enter Product and Service Categories

Ship to or Service Locations: Enter Ship to or Service Location

Tax ID: Optional

Vat ID: Optional

DUNS Number: Optional

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

Create account and continue Cancel

A **welcome email will be received** by the Supplier upon successful creation of an account in Ariba Network (AN). In doing so, **the Ariba Network ID (AN ID) is created** for this supplier and reflected back in Syngenta Supplier Management module as well.

Wed 27/11/2019 15:16

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

Welcome to the Ariba Commerce Cloud

To: Lindemann Daniel (ext) GEMC

If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Demo Supplier A is now complete.

Your organization's account ID: **AN01478927093-T**

Your username: **demoa@syngenta.com**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Supplier Registration: “How To” Guide - Supplier Registration Questionnaire(1/2)

Immediately after signing up or logging in Ariba, you are directed to Syngenta’s **supplier registration questionnaire**. To ensure Syngenta business process is not being on hold, you have **fourteen days to complete** the registration for Syngenta.

Ariba Sourcing
Company Settings | Admin Center | Help Center

Doc284578874 - Supplier registration questionnaire
Time remaining: 13 days 23:38:30

All Content

1 Terms and Conditions

1.1 We encourage qualified suppliers who provide the products and services to make us aware of their organization's capabilities. Organizations who choose to register as prospective suppliers will be asked to confirm the following, among other things:

- 1. Authorization** - This form has been accomplished by a user of the registering organization who is authorized by the organization to accept the terms of registration.
- 2. Authenticity of Information** - The information provided in the registration is accurate representation of the registering organization. User/Supplier is required to keep all contact information updated.
- 3. Access** - Supplier agrees to safeguard all passwords to ensure that no unauthorized person will have access to their account and that no persons authorized to have access will make any unauthorized use.
- 4. Disclaimer** - Registration approval does not constitute a preferred supplier status or indicate that your company is on a preferred list.
- 5. Caveat** - The Agreement with the Supplier is non-exclusive and the Company may engage any other person to provide the Products and/or Services or similar products and services from time to time.
- 6. Non-Disclosure Agreement (NDA)** - Neither organization hereto shall, without the prior written consent of the other party (which shall not be unreasonably withheld) publicly announce or otherwise disclose the existence of the terms of this Agreement or release any publicly regarding this Agreement. This provision shall survive the expiration, termination or cancellation of this Agreement. Any knowledge or information which the supplier may disclose to the buyer shall not be deemed to be confidential or proprietary information and shall be acquired by the buyer free from any restrictions as to use or disclosure thereof. The attached NDA needs to be signed and provided back to Syngenta for successful registration.
- 7. Revision** - Changes, modifications, waivers, additions or amendments to the terms and conditions of this order shall be binding on the buyer only if they are in writing and signed by a duly authorized representative of the buyer.

Submit Enter Response Save Compose Message Excel Import

First, you need to agree to the **Syngenta’s Terms and Conditions** stated in the questionnaire.

All Content

Name 1

1 Terms and Conditions

1.1 We encourage qualified suppliers who provide the products and services to make us aware of their organization's capabilities. Organizations who choose to register as prospective suppliers will be asked to confirm the following, among other things:

- 1. Authorization** - This form has been accomplished by a user of the registering organization who is authorized by the organization to accept the terms of registration.
- 2. Authenticity of Information** - The information provided in the registration is accurate representation of the registering organization. User/Supplier is required to keep all contact information updated.
- 3. Access** - Supplier agrees to safeguard all passwords to ensure that no unauthorized person will have access to their account and that no persons authorized to have access will make any unauthorized use.
- 4. Disclaimer** - Registration approval does not constitute a preferred supplier status or indicate that your company is on a preferred list.
- 5. Caveat** - The Agreement with the Supplier is non-exclusive and the Company may engage any other person to provide the Products and/or Services or similar products and services from time to time.
- 6. Non-Disclosure Agreement (NDA)** - Neither organization hereto shall, without the prior written consent of the other party (which shall not be unreasonably withheld) publicly announce or otherwise disclose the existence of the terms of this Agreement or release any publicly regarding this Agreement. This provision shall survive the expiration, termination or cancellation of this Agreement. Any knowledge or information which the supplier may disclose to the buyer shall not be deemed to be confidential or proprietary information and shall be acquired by the buyer free from any restrictions as to use or disclosure thereof. The attached NDA needs to be signed and provided back to Syngenta for successful registration.
- 7. Revision** - Changes, modifications, waivers, additions or amendments to the terms and conditions of this order shall be binding on the buyer only if they are in writing and signed by a duly authorized representative of the buyer.

1.2 I acknowledge that I have read and agree to the above Terms and Conditions

Yes

Supplier Registration: “How To” Guide - Supplier Registration Questionnaire(2/2)

After T&C's are acknowledged, you might proceed to **the General information**, where you need to enter your company name and general address details. Please fill out **all required fields**.

This screenshot shows the 'General Information' section of the registration questionnaire. It includes fields for 'Company Legal Name', 'Primary Address' (Street, Street 2, Street 3, District, Postal Code, City, Region, Country), and a dropdown for 'Does your corporate international address differ from your primary address?'. Other fields include 'Phone Number', 'Fax Number', 'Website', and 'Language'.

In the **Supplier Contact Information** you should enter the general contact details in your company and in the **Financial Information** your finance and tax related data.

This screenshot shows the 'Supplier Contact Information' and 'Financial Information' sections. The 'Supplier Contact Information' section includes a confirmation field 'Please confirm, that you are our primary contact...' and fields for 'Contact Name', 'Mobile Number', and 'Email'. The 'Financial Information' section includes a dropdown for 'Does your financial address differ from your primary address?', a 'Tax ID' field, and two 'Attach a file' buttons for 'Attach a Valid VAT Certificate' and 'Attach your latest Financial Statements'.

In the last section **Bank Information** you need to prepare your general bank related data, like Country, Type or Account Number

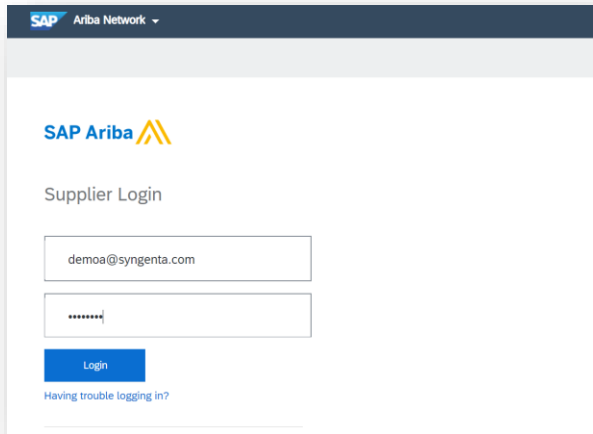
This screenshot shows the 'Bank Information' section of the registration questionnaire. It includes a dropdown for 'Bank Type', a 'Bank ID' field, a 'Country' dropdown, and several text input fields for 'Name', 'Bank Branch', 'Street', 'City', 'State/Province/Region', 'Postal Code', 'Account Holder Name', 'Bank Key/BBA Routing Number', 'Account Number', 'IBAN Number', and 'SWIFT Code'. A note at the bottom indicates that an asterisk (*) indicates a required field.

On the bottom of the page you can always **Save draft**, when you want to save your current entries or **Submit response**, if you want to send the response to Syngenta. For content related messages you can contact Syngenta via **Compose message**

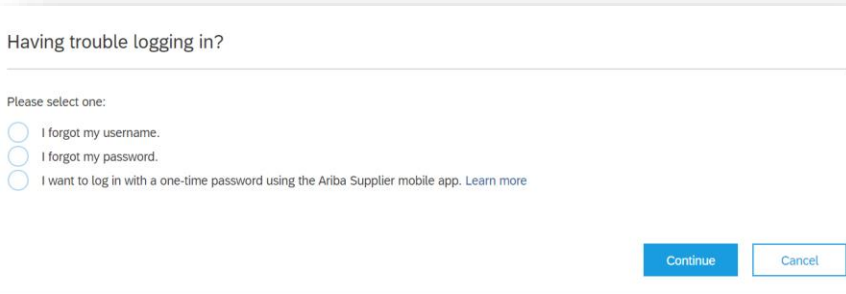
This screenshot shows the bottom navigation bar of the registration questionnaire. It includes a note that an asterisk (*) indicates a required field and four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

You have logged out and start with Ariba again?

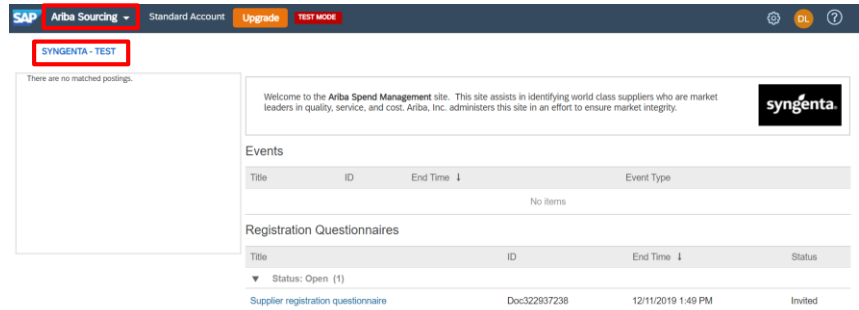
Login the Ariba Supplier Network, enter your credentials and click on **Login**. (<https://service.ariba.com/Supplier.aw/>)



If you have forgotten your username or password you can click on **Having trouble logging in?** and finalize the form.



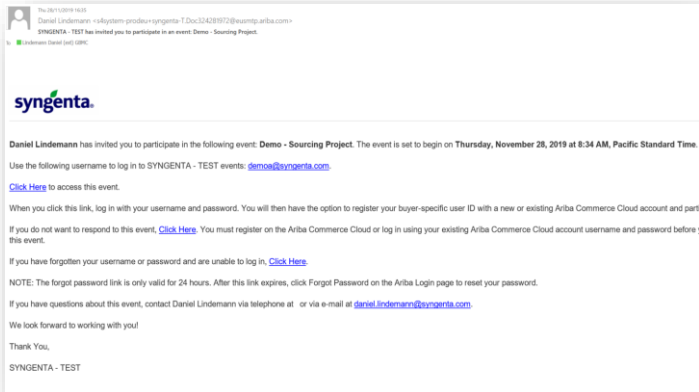
Switch to **Ariba Sourcing** and ensure that you are linked to **Syngenta** (both red marked below). You will see all your sourcing **Events** and **Questionnaires** with Syngenta here.



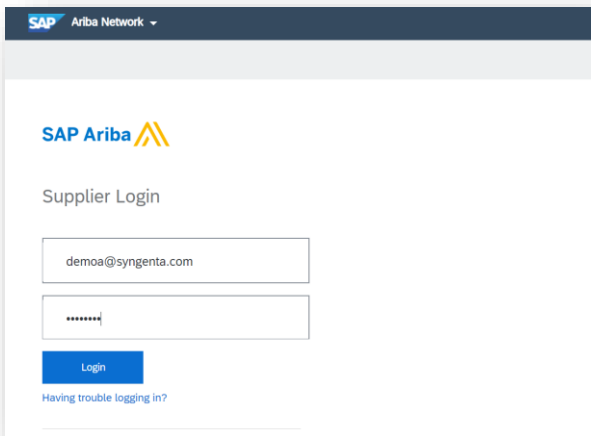
Title	ID	End Time	Status
Supplier registration questionnaire	Doc322937238	12/11/2019 1:49 PM	Invited

Invitation to a Sourcing Event

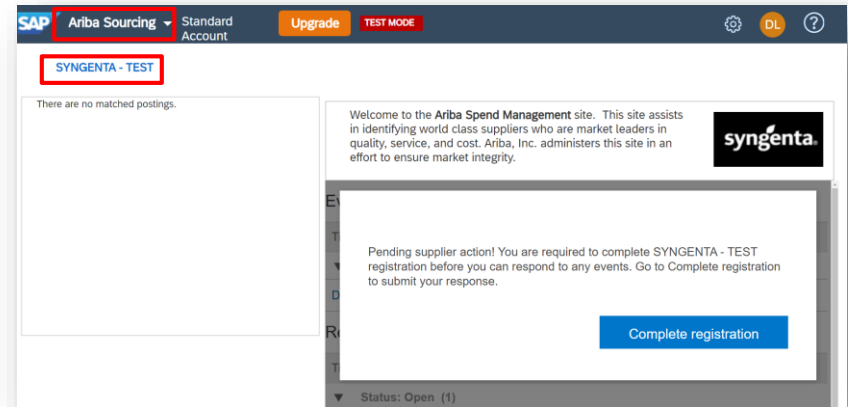
When Syngenta invites you to a **Sourcing Event** you will receive an email stating the **Project Name** and the **Event Start**. You can respond or deny participating by clicking on the **links** in this email.



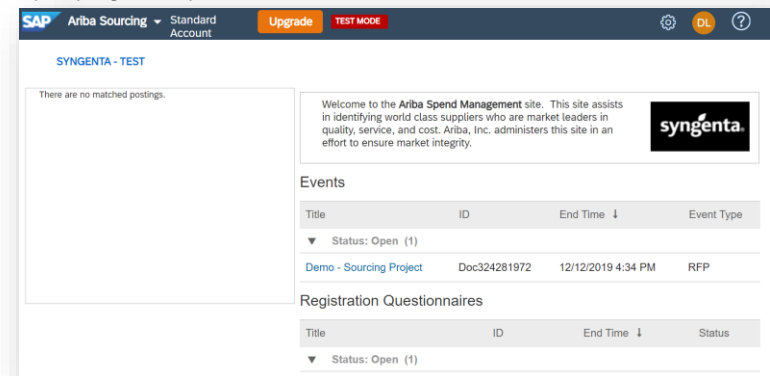
Login the Ariba Supplier Network, enter your credentials and click on **Login**. (<https://service.ariba.com/Supplier.aw/>)



Switch to **Ariba Sourcing** and ensure that you are linked to **Syngenta** (both red marked below). You will see all your sourcing **Events** and **Questionnaires** with Syngenta here. If you haven't finished the supplier registration please click on **Complete Registration**. (Go to slide 7)



If you have already **filled the registration** and it got approved by Syngenta you can **access all events**



Responding to a Sourcing Event

When Syngenta invites you to a **Sourcing Event** you will receive an email stating the **Project Name** and the **Event Start**. You can respond or deny participating by clicking on the **links** in this email.

The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'SAP Ariba Sourcing', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below that, a header says 'SYNGENTA - TEST'. A message box says 'There are no matched postings.' and another says '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.' Below this is a table of 'Events' with columns for Title, ID, End Time, and Event Type. One event is listed: 'Demo - Sourcing Project' with ID 'Doc324281972', End Time '12/12/2019 4:34 PM', and Event Type 'RFP'. Below the events table is a 'Registration Questionnaires' section with a similar table structure.

You will find the general details of the event, like Publish time and **Due Date**. You will always find the **Time remaining** at the top right corner of every event screen. If you don't want to take part in the event you click **Decline to Respond**. If you are interested please click **Review Prerequisites**

The screenshot shows the 'Event Details' page for 'Doc324281972 - Demo - Sourcing Project'. At the top right, it says 'Time remaining 13 days 23:10:19'. Below that is a message box: 'Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.' Below this are three buttons: 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. A checklist on the left shows '1. Review Event Details' selected. Below the checklist is a table of 'Event Overview and Timing Rules' with columns for Owner, Event Type, Currency, Commodity, and Regions. The table contains: Owner: Daniel Lindemann, Event Type: RFP, Currency: US Dollar, Commodity: Electrical Wire and Cable and Harness IENOCMC01, and Regions: NORTH AMERICA NORTH AMERICA. It also shows 'Publish time: 11/28/2019 4:34 PM' and 'Due date: 12/12/2019 4:34 PM'.

Before every event you need to accept a general **Ariba Bidder Agreement** to your acceptance on the **general terms & conditions**

The screenshot shows the Ariba Bidder Agreement dialog box. It contains several numbered terms and conditions:

- 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 from 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.

 Below the terms are radio buttons for 'I accept the terms of this agreement' (which is selected) and 'I do not accept the terms of this agreement'. At the bottom right are 'OK' and 'Cancel' buttons.

You get forwarded to the **response screen**. If pricing is involved (like in an RFP or an Auction) you need to **Select Lots** to start your RfP response.

The screenshot shows the 'Event Details' page for 'Doc324281972 - Demo - Sourcing Project'. At the top right, it says 'Time remaining 13 days 22:06:54'. Below that are buttons for 'Download Content', 'Review Prerequisites', 'Select Lots', and 'Print Event Information'. A checklist on the left shows '3. Select Lots' selected. Below the checklist is a table of 'Event Overview and Timing Rules' with columns for Name, General Information, and Event Overview and Timing Rules. The table contains: Name 1, General Information: 1.1 Do you agree to the Non-Disclosure Agreement (NDA) attached? (failure to accept this NDA will exclude you from participating in this RFI) References, and Next Section: Supplier Information.

Responding to a Sourcing Event

Before you can respond to the RfP you need to **confirm the materials/services** for which you want to give a proposal. Some might be mandatory (like below “Laptop”), some can be optionally chosen. After given your selection **Confirm Selected Lots**.

A dimmed check box indicates lots for which bidding is required, or for which you have already placed a bid. You cannot modify your intent to bid on these lots.

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	5.1 Laptop 15"	
	Specification:	
	- Manufacturer DALL	
	- Operating System WINDOHS 10	
	- NVDEDA Graphic component	
<input checked="" type="checkbox"/>	5.2 Printer	
	Specification:	
	- Manufacturer KANON	
	- Color Black	
	- 4800 x 1200 dpi	
	- Two Fine Cartridge	

[Confirm Selected Lots](#)

If you have **filled out all required** (marked with an asterisk) **fields** of the event you can **Submit Entire Response**. You can also **Save draft**, if you don't want to send your response to Syngenta

(*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save draft](#)

If you want to **contact us** or download the event content to Excel please select **Compose Message** and **Excel Import**

[Compose Message](#) [Excel Import](#)

If you have submitted your response, the system will tell you, if you have **forgotten a mandatory question**. If you have filled all fields, Ariba will give you a confirmation that your **response has been sent to Syngenta**. Your response can **always be revised** and you will always see the **Time remaining**.

Doc324281972 - Demo - Sourcing

Time remaining 13 days 21:36:14

Console

Project

Event Messages
Response History
Response Team

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

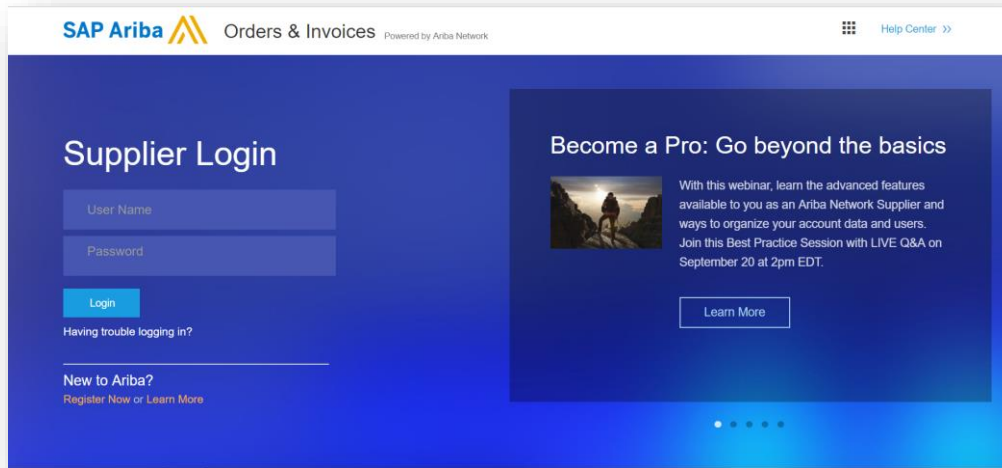
▼ Checklist

1. Review Event Details

[Revise Response](#)

All Content

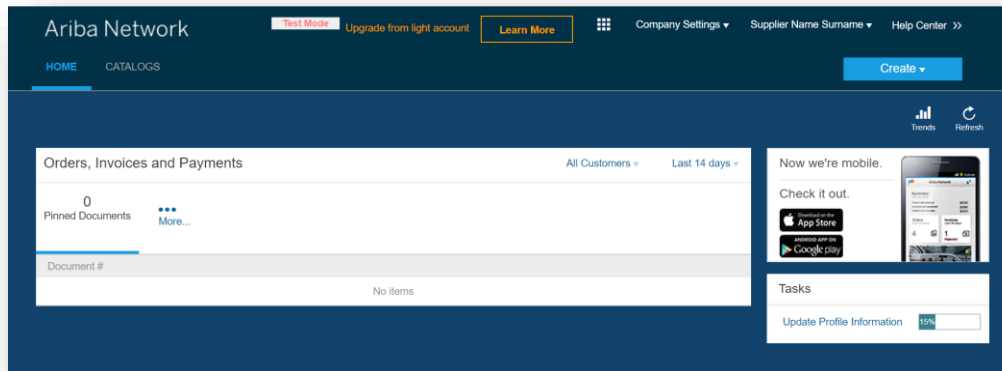
Login and Home Page



To access to the “Ariba Network Supplier”, click on the following link and you will be sent to the Login page:

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

1. Insert the **credentials** you’ve previously created and then click on “**Login**”
2. If you’ve forgotten the password you can click on “**Having trouble logging in?**” and you will be sent to a page where to **reset and create again your password**



In the **Ariba Network Supplier Home Page** you can:

1. Upgrade your account
2. Access to the **action menu**
3. Modify your **Company Settings**
4. Modify your **Personal Settings**
5. Access to the **Ariba Network Help Center**

Support

ARIBA HELP CENTER (for technical support) -

If you click in “**Help Center**”, as showed in the previous link, it will be open a menu where you can navigate and open different section:

- You can find a solution by searching the **FAQ** (1);
- Click on “Documentation” (2) to go through the Ariba **Learning Center** which has useful **Video Tutorials**;
- Click on “Support” (3) to go through the **Ariba Support Center**, where you can find a solution to your problem or raised a question in the Ariba Community;
- Click on the Hyperlink (4) to go through the Ariba **Users Community** to see previous topic that could contain important information or where you can raise a question in the Ariba Community.

The screenshot shows the SAP Ariba Network interface. At the top, there's a navigation bar with 'Home', 'Catalogs', 'Documents', and 'Create'. Below this, there's a section for 'Orders, Invoices and Payments' with a 'Pinned Documents' list showing 0 items. To the right, there's a 'Now we're mobile.' section with app store links and a 'Tasks' section with an 'Update Profile Information' button.

1

The screenshot shows the 'Ariba Exchange User Community' Learning Center. It features a search bar, navigation links for 'Home', 'Learning', and 'Support', and an 'Ask Community' button. The main content area is titled 'Tutorials' and lists various topics such as 'Overview of Ariba Network', 'Send an invoice from a light account', and 'Register for a light account and send an order confirmation'.

2

The screenshot shows the 'Ariba Exchange User Community' Support Center. It includes a search bar, navigation links, and an 'Ask Community' button. The main content area is titled 'Support Center' and features a 'I need help with' section with a 'Start' button. Below this, there are 'Examples' and 'Common Troubleshooting Tags'.

3

The screenshot shows the 'Ariba Exchange User Community' User Community Home. It features a search bar, navigation links, and an 'Ask Community' button. The main content area is titled 'User Community Home' and includes a 'Popular Topics' section with a 'Sort by: Relevance' dropdown. Below this, there are two community posts: one about 'I need help accessing a sourcing event' and another about 'Can you help answer these questions?'.

4