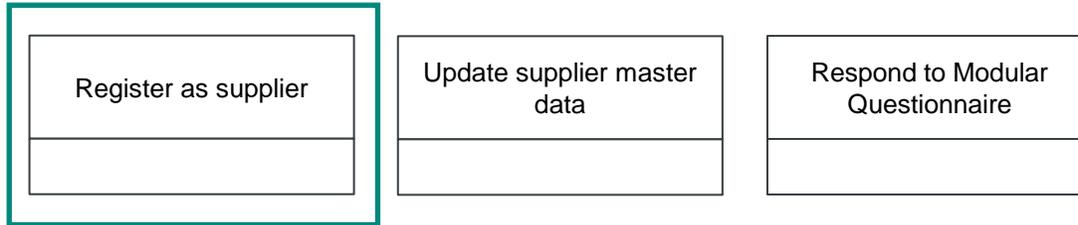


Register as supplier

Registration



Story	
Me as a	Supplier
Would like to	Register with Vaillant
In order to	<ul style="list-style-type: none">• Access sourcing events• Make business
Result	Supplier is registered at SAP Business Network and with Vaillant

Register as supplier



Explanation

Invitation: Register to become a supplier with Vaillant Group Business Services GmbH - TEST

FD Fatih Durmaz <s4system-prodeu+vaillantgroup-T.Doc758163658@eusmtp.ariba.com>
To Durmaz, Fatih

ATTENTION! THIS EMAIL ORIGINATES FROM OUTSIDE THE APSOLUT ORGANIZATION.

Vaillant Group Business Services GmbH - TEST

Register as a supplier with Vaillant Group Business Services GmbH - TEST

Hello!

Fatih Durmaz has invited you to register to become a supplier with Vaillant Group Business Services GmbH - TEST. Start by creating an account with Ariba Network. It's free.

Vaillant Group Business Services GmbH - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Ariba Test - Vaillant already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

You are receiving this email because your customer, Vaillant Group Business Services GmbH - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Vaillant Group Business Services GmbH - TEST.

Offices | Data Policy | Contact Us | Customer Support

Powered by **SAP Ariba**

- 1 You will receive an email for the registration invitation with following subject.
- 2 Please click on the link **Click Here** to get forwarded to the registration page.

Expected Result

The screenshot shows the SAP Ariba registration page for a user named Steven Supplier. The page includes a welcome message, a link to a Quick Start guide, and a 'Sign up' button. Below the sign-up button, there is a 'Log in' button for existing users. The page also features an 'About Ariba Network' section with a list of benefits and a list of tasks managed by the Ariba Network.

1

Welcome, Steven Supplier

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with Vaillant Group Business Services GmbH - TEST on SAP Ariba.

Vaillant Group Business Services GmbH - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Vaillant Group Business Services GmbH - 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

Register as supplier



Explanation

The screenshot shows the SAP Ariba registration page. At the top, it says "Welcome, Steven Supplier". Below that, there's a yellow banner with "Have a question? Click here to see a Quick Start guide." The main content area has two sections: "Sign up as a supplier with Vaillant Group Business Services GmbH - TEST on SAP Ariba." and "Already have an account?". The "Sign up" button is highlighted with a red circle and the number "1", and the "Log in" button is highlighted with a red circle and the number "2". Below this is the "About Ariba Network" section, which explains that the Ariba Network is a single location to manage all customer relationships and supplier activities. It lists several benefits, such as responding more efficiently to customer requests, working more quickly with customers, and applying company profiles across the network.

- 1 If you don't have a SAP Business Network account please click on **Sign Up**.
- 2 If you already have a SAP Business Network account please click on **Log in**.

Expected Result

The screenshot shows the "Company Information" form. It includes fields for "Company Name" (filled with "Ariba Test - Vaillant"), "Country/Region" (Germany [DEU]), "Address" (Street, Line 2, Postal Code, City, State), and "State" (North Rhine-Westphalia [DE-NW]). A red asterisk indicates a required field.

The screenshot shows the "Enter Your Account Information" form. It includes fields for "Username" and "Password". Below the password field are links for "Forgot Username" and "Forgot Password". At the bottom, there are "Continue" and "Cancel" buttons.

Register as supplier



Explanation

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Vaillant Group Business Services GmbH - TEST.

Company information

1 * Indicates a required field

Company Name:*

Country/Region:* 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:*

Postal Code:*

City:*

State:

User account information

2 * Indicates a required field

Name:* [SAP Business Network Privacy Statement](#)

Email:*

Use my email as my username

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

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

Language:

Email orders to:* 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.

- 1 Validate if your company information is already pre-filled correctly.
- 2 Enter your user account information by entering a **Name**, a **Username** and **Password**

Further Information

- The **Username** needs to have the format of an e-mail address, but doesn't need to be a correct e-mail address
- The **Password** must contain minimum eight characters including upper and lower case letters, numeric digits, and special characters.

Register as supplier



Explanation

Tell us more about your business

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

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

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

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

4

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.

5

- 3** Enter **Product and Service Categories** and **Ship-to or Service Locations** by searching and clicking **Add** or **Browse** Check the boxes for
- 4** **Terms of Use** and **SAP Ariba Privacy Statement**
- 5** Click **Create account and continue**

Expected Result

SAP Ariba Proposals and Questionnaires - Standard Account Upgrade TEST MODE

WAILLANT GROUP BUSINESS SERVICES GMBH - 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.

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier - Registration Questionnaire	Doc758163658	10/23/2021 11:25 AM	Invited

Register as supplier



Explanation

1 SAP Ariba Proposals and Questionnaires - Standard Account Upgrade TEST MODE

VAILLANT GROUP BUSINESS SERVICES GMBH - 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	Participated	
No Items					

Registration Questionnaires				
Title	ID	End Time	Status	
Supplier - Registration Questionnaire	Doc758163658	10/23/2021 11:25 AM	Invited	

Console Doc758163658 - Supplier - Registration Questionnaire Time remaining: 29 days 23:30:11

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1. General Information

1.1 Supplier Full Legal Name (in Latin characters)

1.2 Supplier Full Legal Name 2 (in Latin characters)

1.3 Supplier Address (in Latin characters)

1.4 DUNS Number

Arriba Test - Vaillant

Street: House Number: 24

Street 2:

Street 3:

District:

Postal Code: 50996 City: Cologne

Country: Germany (DE) Region: North Rhine Westfalia (05)

- 1** You will automatically get forwarded to the **Ariba Proposals and Questionnaires** dashboard of your Ariba account
- 2** You will find a **registration questionnaire „Registration Questionnaire“**
- 3** Please click on **General Supplier Details**
- 4** Validate your **Full Legal Name** and your **Supplier Address**
- 5** Optional – You can maintain fields like **Description, DUNS** and you are also able to upload the latest **financial reports and company presentation**

Register as supplier



Explanation

2 Requirements	
2.1 Please accept the Vaillant Supplier Code of Conduct References	1 <input type="checkbox"/> Yes
2.2 Please accept the general terms and conditions References	<input type="checkbox"/> Yes
2.3 Please acknowledge that you have received and seen the Logistics Handbook	<input type="checkbox"/> Yes

3 Contact Information	
3.1 Please maintain and keep your main contacts up to date in the Ariba Network. Find a reference document here to guide you through process of creating contacts.	3
3.2 Product Safety Officer incl. E-Mail Address + Phone Number	2
3.3 Emergency Contact incl. E-Mail Address + Phone Number	
3.4 Main Contact Quality incl. E-Mail Address + Phone Number	
3.5 Main Contact Sales incl. E-Mail Address + Phone Number	

4 Additional Information	
4.1 Please list your past projects / touch points with Vaillant Group	4
4.2 Please list your main customer	

- 1 Please accept Vaillant Requirement terms.
- 2 Optional - Within the section **Contact Information** you can list your companies main contact details
- 3 Also validate, that there is a guide (**references**) explaining you how to maintain Users/Contacts etc. in your supplier network (see also other sections)
- 4 Optional – In the section **Additional Information** you are able to list your last touchpoints and past projects (if applicable)

Register as supplier



Explanation

5 Tax Information Less... [-]

EU-Suppliers: VAT-ID must be entered. / German suppliers can alternatively specify the tax number.

1 Country:

Tax Name	TaxType	Tax Number
Germany: VAT Registration Number	Organization	<input type="text"/>
Germany: Income Tax Number (§48)	Organization	<input type="text"/>
Germany: VAT Number (Credit Proc. §14)	Organization	<input type="text"/>
Germany: Elster Tax Number	Organization	<input type="text"/>

5.1 Please enter the Tax Details

6 Banking Data Add Banking Data (0) Less... [-]

When maintaining Bank Details please always provide your Bank Account number as well as the Bank number and IBAN.

6 Banking Data Add Banking Data (0) Less... [-]

When maintaining Bank Details please always provide your Bank Account number as well as the Bank number and IBAN.

Banking Data (0)

Name 1

No items

(*) indicates a required field

- 1 Please enter the **Tax Information** by selecting the **Country**.
- 2 Enter the tax fields, that pop-up. If you want to know, which tax fields are mandatory you can click on **Save Draft** and the system will tell you. (Like **VAT Registration Number** in this screenshot)
- 3 Click on **Add Banking Data**
- 4 Within the Banking Data click on **Add Bank Details**

Register as supplier



Explanation

The screenshot shows a web form for entering banking details. At the top right, there are "Save" and "Cancel" buttons, with a circled "2" pointing to the "Save" button. The form contains several input fields: "Bank Type" (dropdown), "Country" (dropdown), "Bank Name" (text), "Bank Branch" (text), "Street" (text), "City" (text), "State/Province/Region" (text), "Postal Code" (text), "Account Holder Name" (text), "Bank Key/IBAN Routing Number" (text), "Account Number" (text), "IBAN Number" (text), "SWIFT Code" (text), and "Bank Contact Key" (dropdown). A circled "1" points to the "Country" field. At the bottom left, there is a button labeled "Add an additional Bank Details" with a circled "3" next to it. A footer note states "(*) indicates a required field".

- 1 Enter the mandatory fields **Country, Account Holder Name, Bank Key, Account Number and IBAN Number.**
- 2 Scroll up and click on **Save** in the top right corner
- 3 You can also **Add an additional Bank Details**

Register as supplier



Explanation

The screenshot shows a form section titled "7 Document Proof". It contains two sub-sections: "7.1 Please provide us with the letterhead to your invoices as an attachment. This letterhead must contain the following information:" and "7.2 E-Mail Address for Payment notification".

- 7.1 includes a list of required information: Name of legal entity, Legal form, Postal Address, VAT-No / Tax ID, and Full bank details including bank name, IBAN and BIC. A blue circle with the number "1" is placed over the "Attach a file" button.
- 7.2 includes a text input field for the email address. A blue circle with the number "2" is placed over this field.

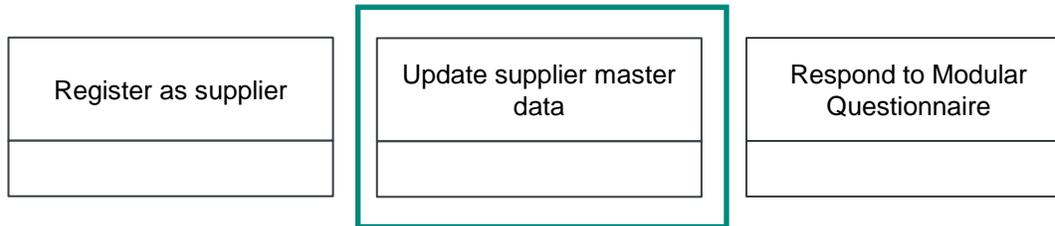
At the bottom of the form, there are four buttons: "Submit Entire Response" (highlighted with a blue circle and the number "3"), "Save draft", "Compose Message", and "Excel Import".

- 1 Navigate to the **Document Proof** section and upload a verification document of your bank and tax data by clicking **Attach a file**
- 2 Optional – Enter **E-Mail Address for payment notification**
- 3 Click **Submit Entire Response**
- 4 Confirm the response with **OK**

A confirmation dialog box with a green checkmark icon and the text "Submit this response?". Below this, it says "Click OK to submit." At the bottom, there are two buttons: "OK" (highlighted with a blue circle and the number "4") and "Cancel".

Update supplier master data

**Update &
Phase out**



Story	
Me as a	Supplier
Would like to	Change internal (e.g. payment terms) or external (bank data) data
In order to	<ul style="list-style-type: none"> • Submit new information • Change ERP data of the supplier
Result	Supplier master data change is requested

Update supplier master data



Explanation

SAP Ariba **1**

Supplier Login

testvaillant-fatih.durmaz@ap-solut.com **2**

..... **2**

Login **3**

Forgot Username or Password **3**

SAP Ariba Proposals and Questionnaires - Standard Account Upgrade TEST MODE

VAILLANT GROUP BUSINESS SERVICES GMBH - TEST

There are no matched postings.

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

Title	ID	End Time ↓	Event Type	Participated
No Items				

Title	ID	End Time ↓	Status
Supplier - Registration Questionnaire	Doc758163658	9/23/2022 1:19 PM	Registered

4

- 1** Navigate to <https://service.ariba.com/Sourcing.aw/>
- 2** Enter your **Username** and **Password**
- 3** Click **Login**
- 4** Navigate to the **General Supplier Details** to change your address, name and DUNS no. Navigate to **Supplier – Bank & Tax Data** to change your bank and tax data.

Further Information

- If you have forgot your Username or Password you can simply click on **Forgot Username or Password**
- You can make changes to only questionnaire or both.

Update supplier master data



Explanation

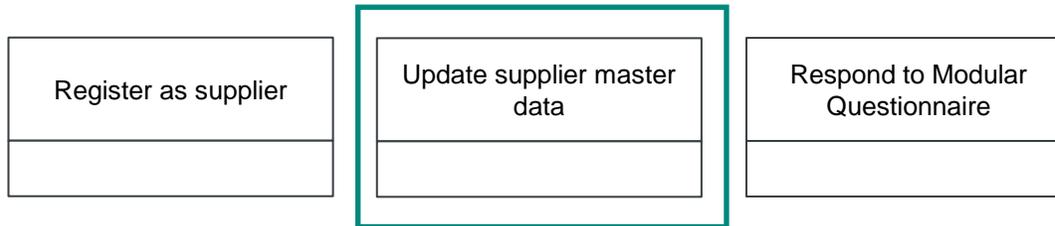
- 1 Click on **Revise Response** to make changes to the questionnaire
- 2 Confirm with **OK**
- 3 You can now change fields within the questionnaire
- 4 Confirm your changes with **Submit Entire Response**
- 5 Click **OK** to submit

Further Information

- You will receive a separate confirmation, when Vaillant has accepted or denied your data changes

Respond to Modular Questionnaire

Certificate Management



Story	
Me as a	Supplier
Would like to	Upload Certificate Information for Vaillant Group
In order to	<ul style="list-style-type: none">Exchange certificate information and documents
Result	Certificate information has been uploaded to SAP Business Network

Log-In as Supplier



Explanation

Vaillant Group Business Services GmbH - TEST

Hello Claudio Beyer,

Vaillant Group Business Services GmbH - TEST has invited you to complete a questionnaire. This is required so CBAG0810 can do business with Vaillant Group Business Services GmbH - TEST.

Questionnaire Overview
Questionnaire name: Data Security
Respond by: Sun, 07 Nov, 2021

[Submit questionnaire](#) **1**

Best,

SAP Ariba team

You are receiving this email because your customer, Vaillant Group Business Services GmbH - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Vaillant Group Business Services GmbH - TEST.

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Powered by

2

Supplier Login

Login

[Forgot Username or Password](#)

- 1** After sending out the Modular Questionnaire, the supplier will receive an invitation to fill in the questionnaire.
Click on the **Link** from the email
 - 2** After selecting the **Link**, you will be directed to the **SAP Business Network Supplier Log-In** page
- Note:** Please make sure that you open this link in another browser or incognito mode. Ariba will not let you open the Supplier and Buyer Side at the same time/ browser

Expected Result

- Receive an invitation email to the Modular Questionnaire
- Login to supplier side to answer the questionnaire

Respond to the certificate questionnaire



Explanation

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.

1

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier - Registration Questionnaire	Doc750137924	9/14/2022 10:48 AM	I1201005 Services for Dev..., I1201010 Packaging servic...	DEU Germany	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier qualification questionnaire	Doc750154477	9/14/2021 10:51 AM	01 Maintenance, Repairs, ...	DEU Germany	Qualified

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (2)					
Quality & Environmental	Doc750137275	9/14/2022 10:52 AM	Please drill down and sel...	DEU Germany	Approved
Data Security	Doc771717225	11/7/2021 12:24 PM	Please drill down and sel..., Direct Commodities Direct	All Region	Not Responded

2

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
DIN ISO 9001	9/14/2021	10/28/2021	ISO 14001.jpg	Quality & Environmental	Valid

- 1 After logging in to the SAP Business Network you will be directed to the modular questionnaire or to an overview to all your actions with Vaillant
- 2 Select the modular questionnaire you have send in the step before

Expected Result

- Open the modular questionnaire you have just send out

Respond to the certificate questionnaire



Explanation

A screenshot of a questionnaire interface. At the top, it says "Doc771717225 - Data Security" and "Time remaining 29 days 21:19:13". Below that is "All Content" with a list of items. The first item is "1 Data Security". Underneath, there is a question "1.1 Are you ISO/IEC 27001 certified?" with a dropdown menu set to "Yes" and a "Details" link. A blue circle with the number "1" is placed over the dropdown menu. At the bottom of the interface, there are four buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import". A blue circle with the number "2" is placed over the "Submit Entire Response" button. A note at the bottom of the question area says "(*) indicates a required field".

- 1 After opening the questionnaire, fill out the mandatory fields
- 2 Click on **Submit Entire Response** when you are finished

Expected Result

- Questionnaire can successfully fill out and send back to Buyer-side