

SAP Ariba Supplier Lifecycle & Performance

SUPPLIER TRAINING GUIDE



OVERVIEW

1 INTRODUCTION AND BACKGROUND

2 HOW TO REGISTER AS A PROSPECTIVE SUPPLIER

3 HOW TO COMPLETE FULL SUPPLIER REGISTRATION

- Global SAP Business Network profile registration
- CVL full supplier profile registration

4 HOW TO MAINTAIN YOUR SUPPLIER INFORMATION

- How to maintain your supplier profile data
- How to create additional users

5 HOW TO RESET YOUR USERNAME AND PASSWORD

6 HOW TO GET HELP AND SUPPORT

INTRODUCTION AND BACKGROUND

- Crystal Ventures Limited (CVL), its subsidiaries and affiliates use SAP Ariba to manage its supplier management, sourcing and contract management processes.
- The solution automates the way Suppliers transact and interact with the CVL group
- This has improved and simplified engagements with our valued suppliers, resulting in a better supplier experience
- SAP Ariba is used to exchange electronic sourcing and contract documents, and enables Suppliers to self-register and maintain their supplier profile data
- This manual covers all the supplier transactions in the Vendor Management processes, which are managed on the SAP Ariba Supplier Lifecycle and Performance (SLP) system.

INTRODUCTION TO THE SAP BUSINESS NETWORK

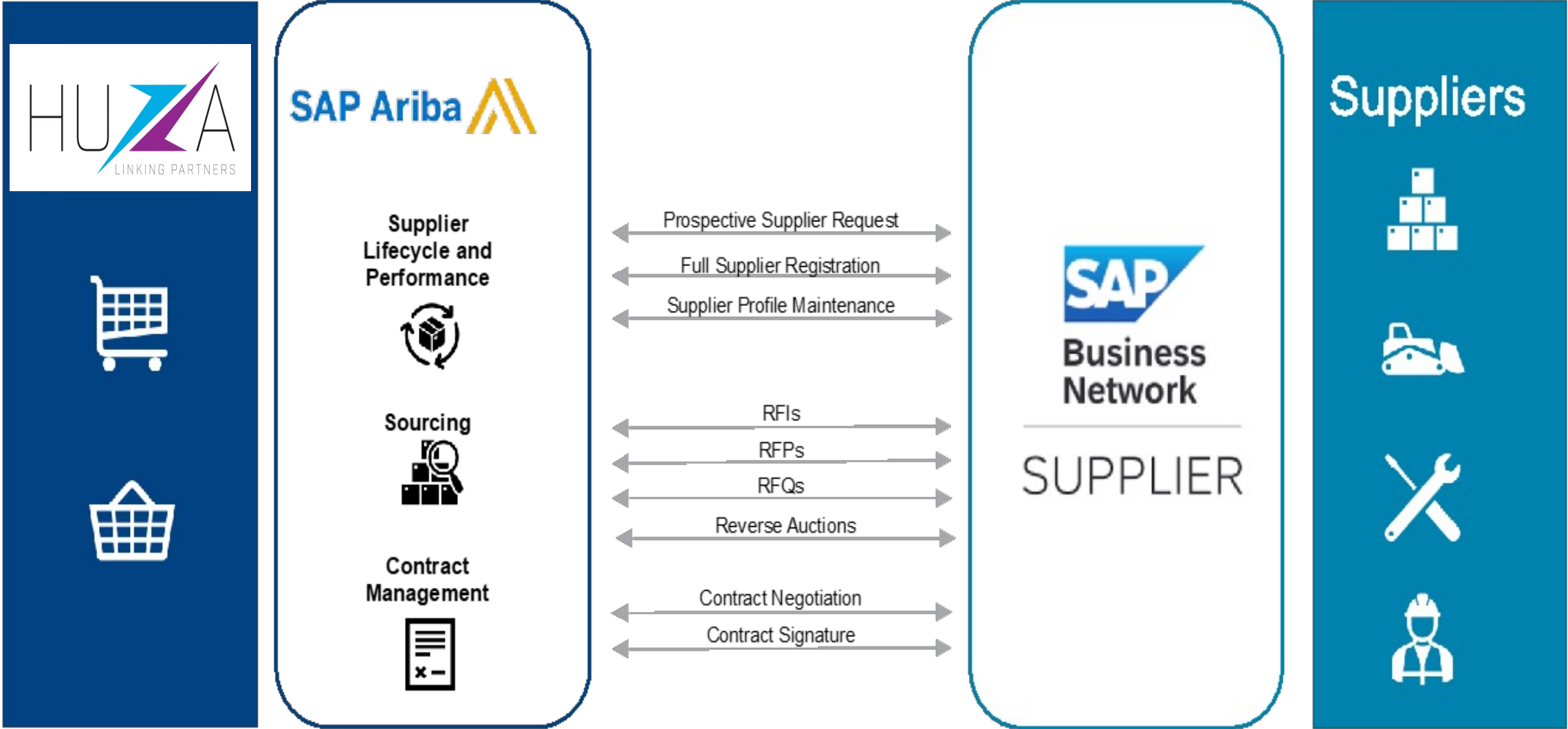


The **SAP Business Network** connects suppliers with customers, enabling them to do business together.

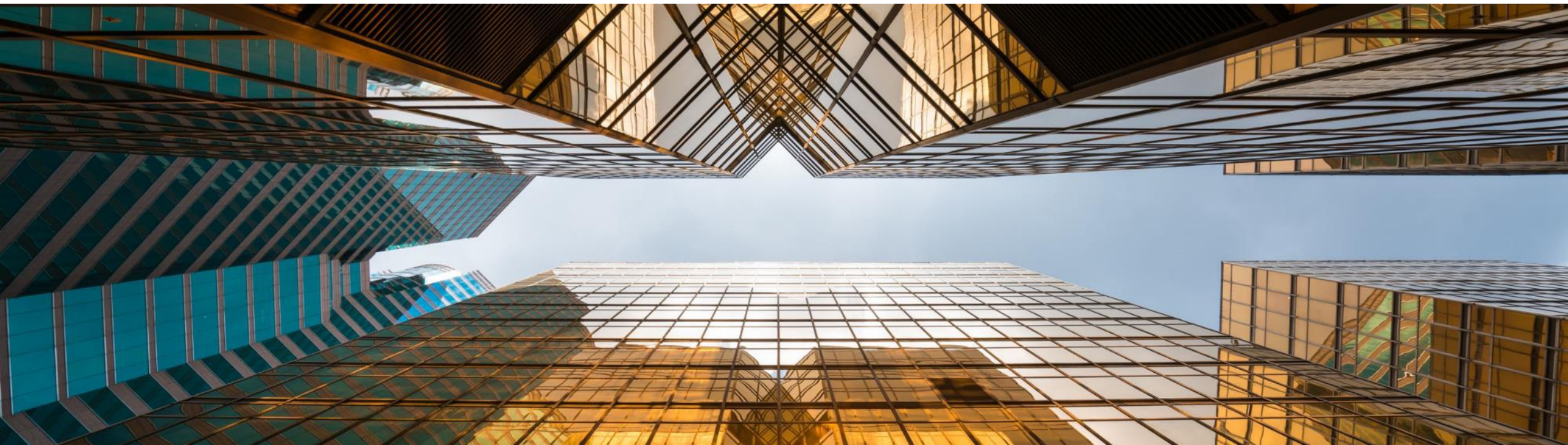
CVL uses the SAP Business Network to collaborate with suppliers, enabling effective sourcing of goods and services, supplier registration and contract management.

The SAP Business Network is the **new method for suppliers to transact** and exchange procurement information with CVL and its subsidiaries , including RFQs, RFIs, RFPs and Reverse Auctions.

CVL SAP Ariba SOLUTION OVERVIEW

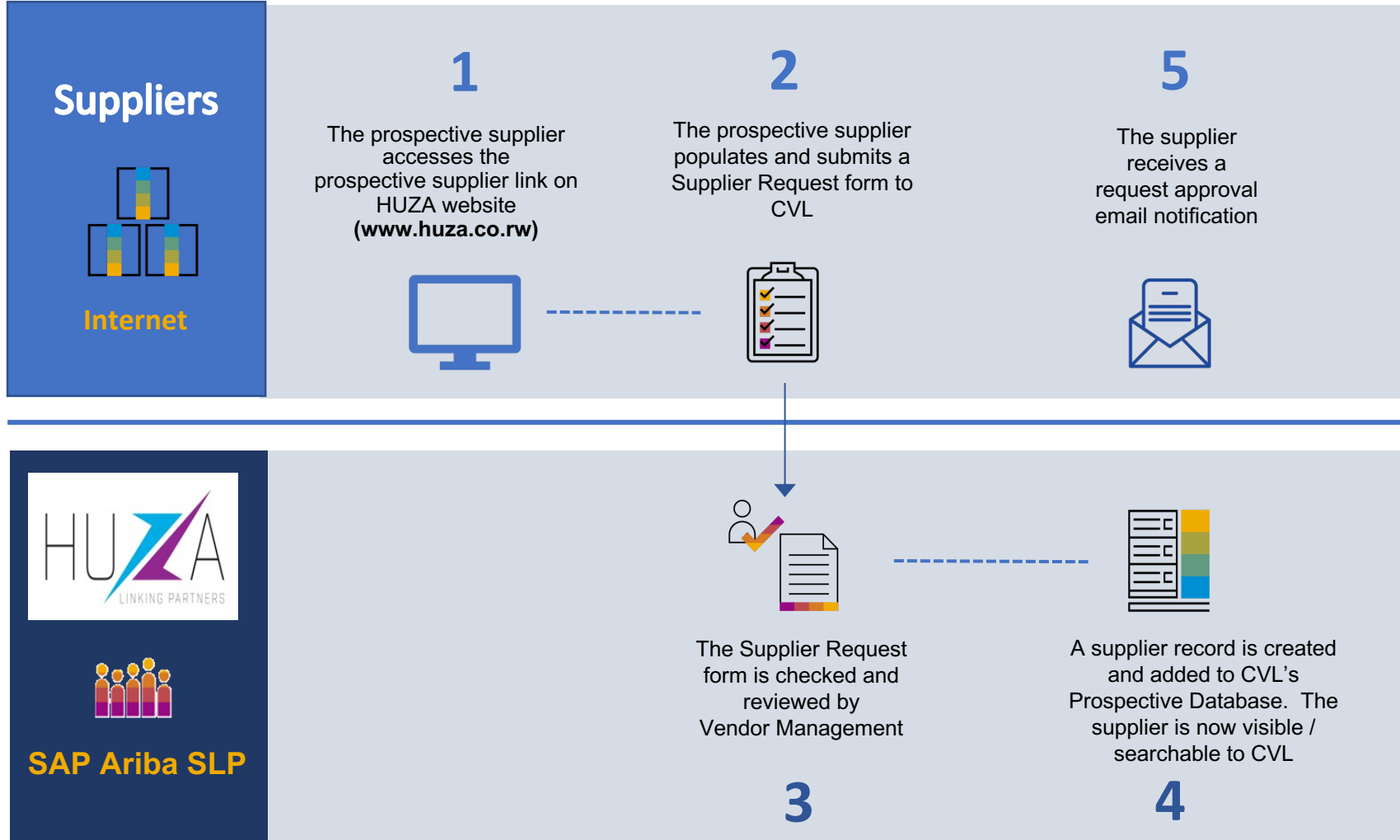


HOW TO REGISTER AS A PROSPECTIVE SUPPLIER



HIGH-LEVEL PROSPECTIVE SUPPLIER REQUEST PROCESS

Start here



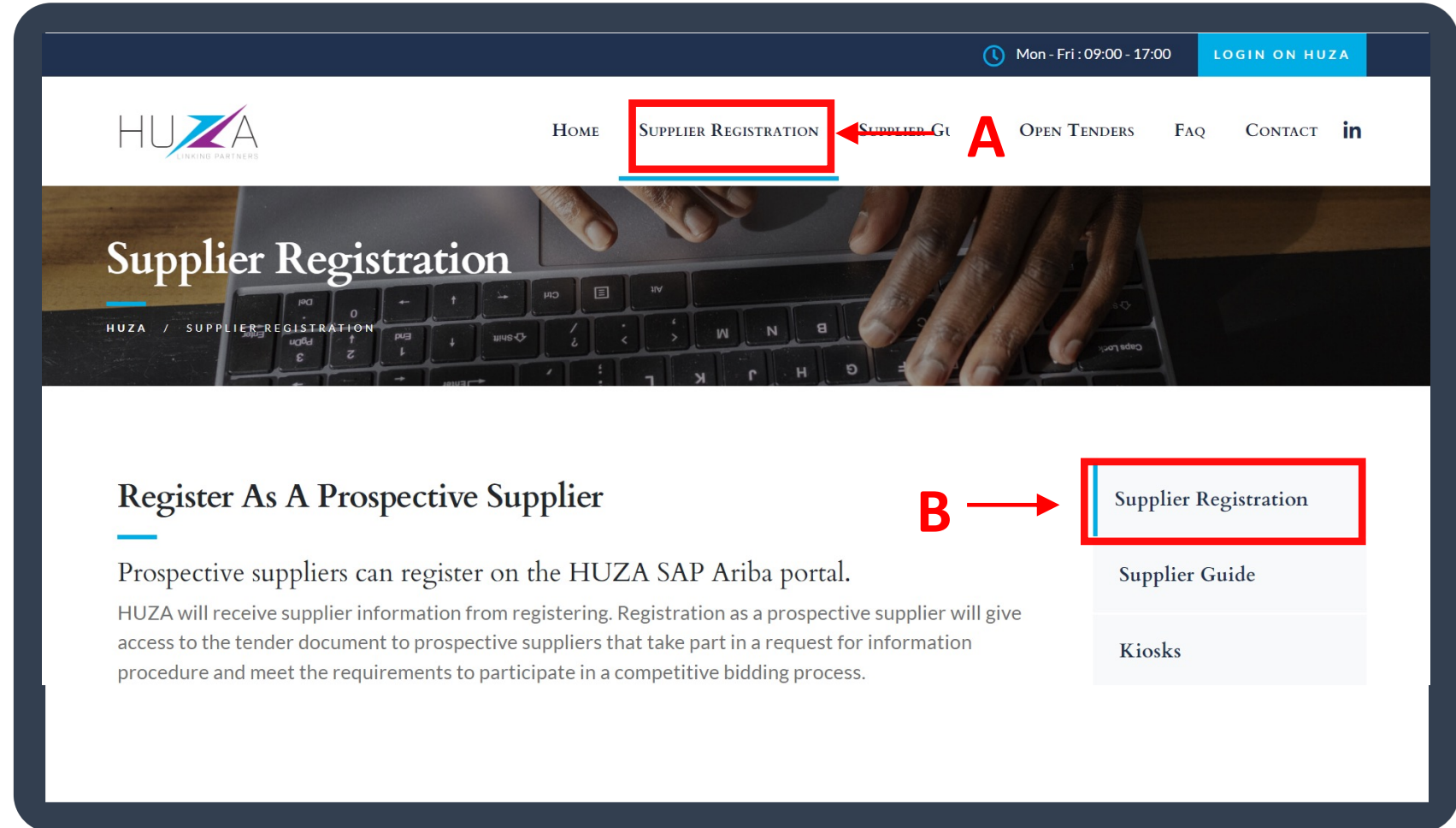
Disclaimer:

Completing a prospective supplier registration does not guarantee or create any expectation that a prospective supplier may be fully onboarded as a registered supplier, nor does this constitute an undertaking or commitment that CVL will provide business opportunities in the future.

HOW TO REGISTER AS A PROSPECTIVE SUPPLIER

Completing the prospective supplier request form

1. Visit HUZA website at www.huza.co.rw
 - A. Click on “**Suppliers Registration**” in the top menu bar
 - B. When the supplier page has opened, click on the “**Supplier Registration**” button



HOW TO REGISTER AS A PROSPECTIVE SUPPLIER

Completing the prospective supplier request form

2. Please read the information supplied on the **“Register as a prospective supplier”** page
3. Click on **“Click to register”** at the bottom of the page

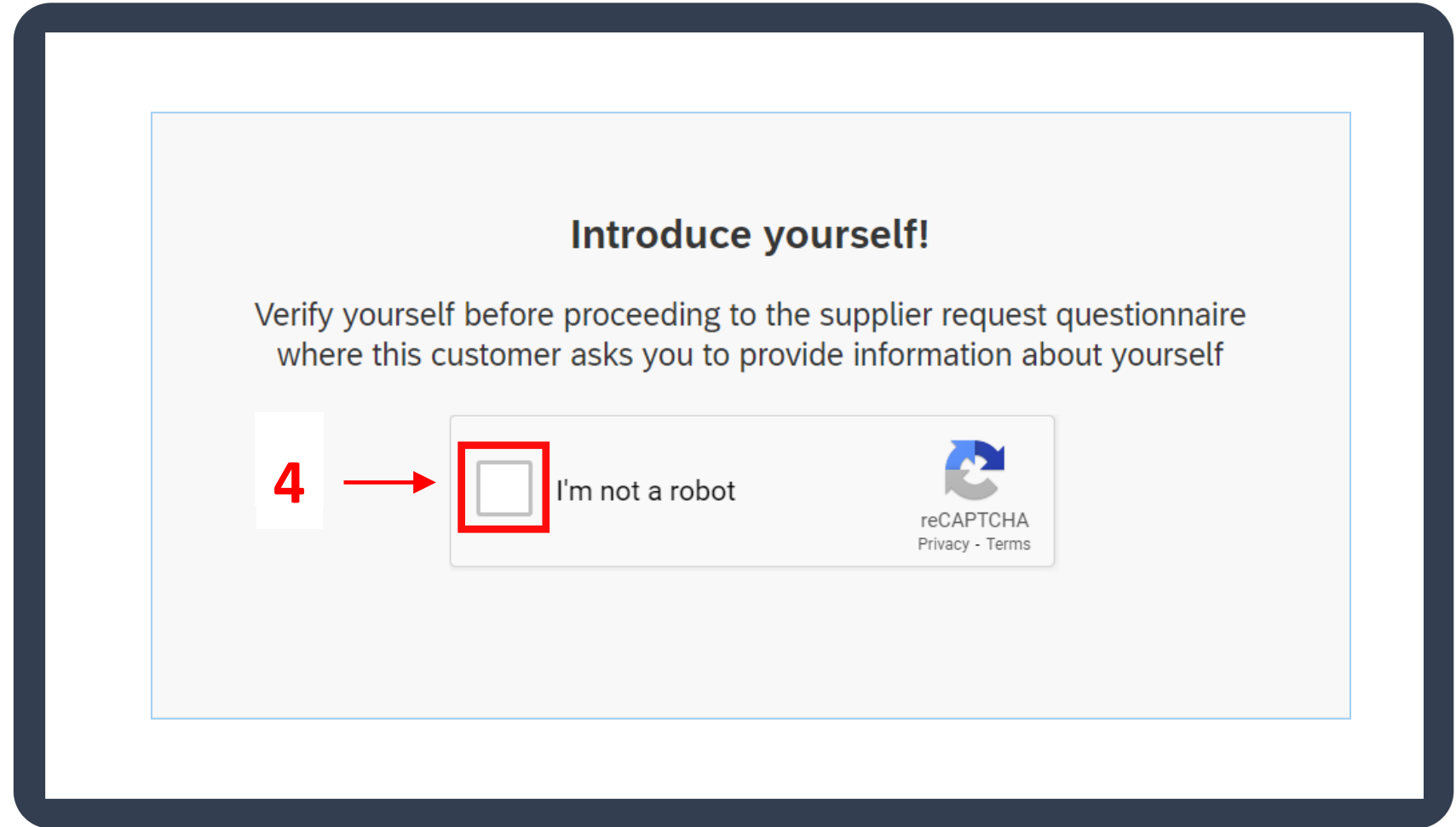
The screenshot displays the HUZA SAP Ariba portal interface. At the top, the HUZA logo is on the left, and navigation links for HOME, SUPPLIER REGISTRATION, SUPPLIER GUIDE, OPEN TENDERS, FAQ, and CONTACT are in the center. A blue button labeled 'LOGIN ON HUZA' is on the right. Below the navigation bar, the 'Register As A Prospective Supplier' link is highlighted with a red box and a red arrow labeled '2'. The main content area provides information about the registration process, including a paragraph about HUZA receiving supplier information and a paragraph about the competitive bidding process. At the bottom, a large dark blue banner contains the text 'REGISTER ON HUZA' and 'SAP ariba Platform'. A red box highlights a blue button labeled 'CLICK TO REGISTER' with a right-pointing arrow, and a red arrow labeled '3' points to this button. On the right side, a vertical menu lists 'Supplier Registration', 'Supplier Guide', 'Kiosks', and 'FAQs'. Below this menu, there is a 'DOWNLOAD SUPPLIER GUIDE' button and a 'How Can We Help?' button.

HOW TO REGISTER AS A PROSPECTIVE SUPPLIER

Completing the prospective supplier request form

4. You will be directed to the HUZA SAP Ariba Supplier Request Page.

Before the page opens, please click on the **reCAPTCHA** “I’m not a robot” box on the left



HOW TO REGISTER AS A PROSPECTIVE SUPPLIER

Completing the prospective supplier request form

5. HUZA Supplier Registration Request Page will open. Please complete the form by supplying the required information and uploading the necessary documentation.

Note:

All fields marked with * are mandatory and must be completed.

Supplier Self-Registration Request Form

Company Information

Are you a Individual Service Provider or Registered Company? *

Local or International Supplier *

Country where you are registered *

Rwanda [RW]

Contact Information

Contact Person First Name *

Contact Person Last Name *

Contact Person Email *

Contact Person Telephone Number

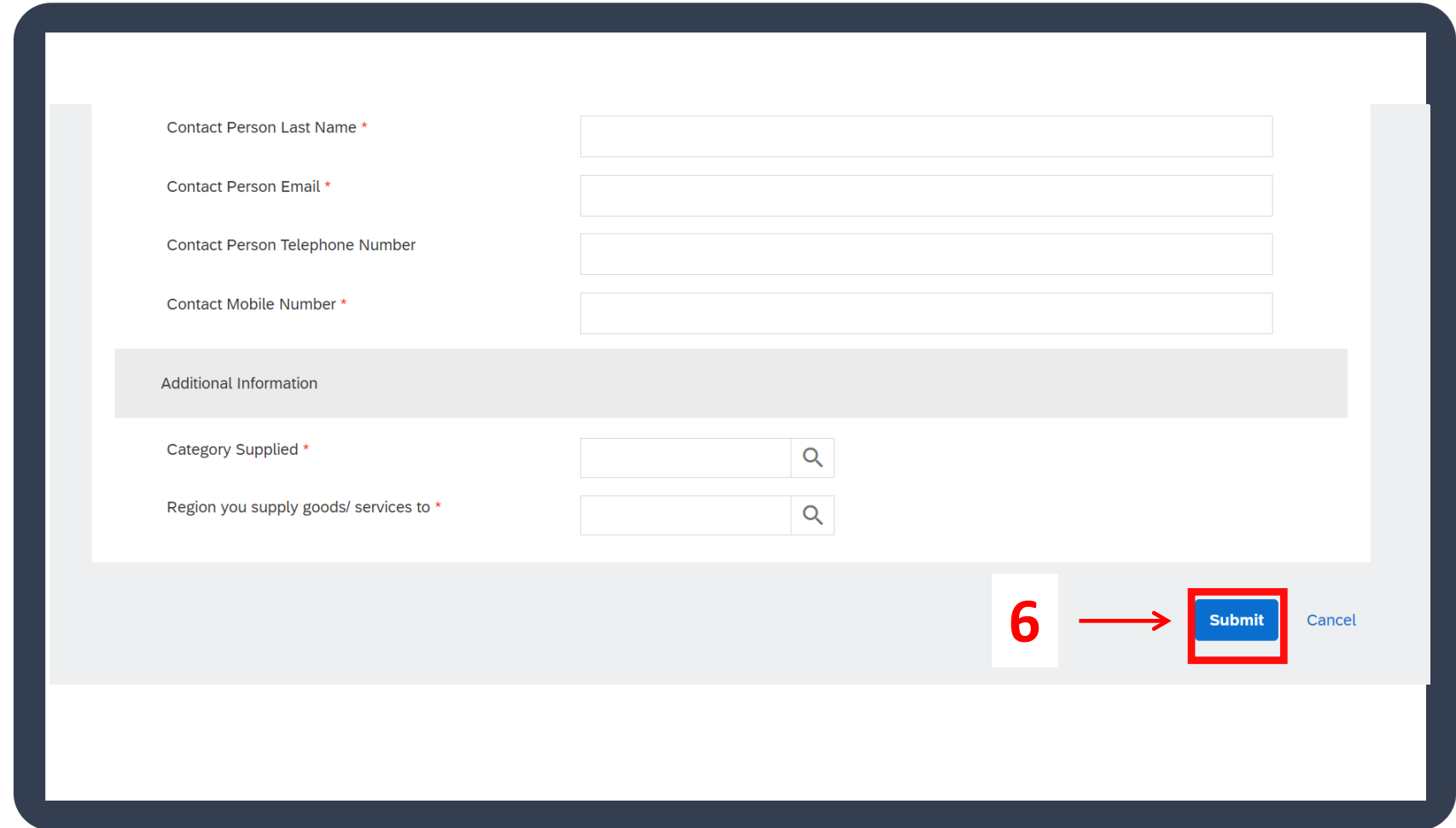
Contact Mobile Number *

HOW TO REGISTER AS A PROSPECTIVE SUPPLIER

Submitting the prospective supplier request form

6. Once completed, click on the submit button at the bottom of the form

Further instructions will be e-mailed to the supplier



The screenshot shows a registration form for prospective suppliers. It includes fields for 'Contact Person Last Name *', 'Contact Person Email *', 'Contact Person Telephone Number', and 'Contact Mobile Number *'. Below these is a section titled 'Additional Information' containing 'Category Supplied *' and 'Region you supply goods/ services to *', both with search icons. At the bottom right, a red box highlights the 'Submit' button, with a red arrow pointing to it from a white box containing the number '6'.

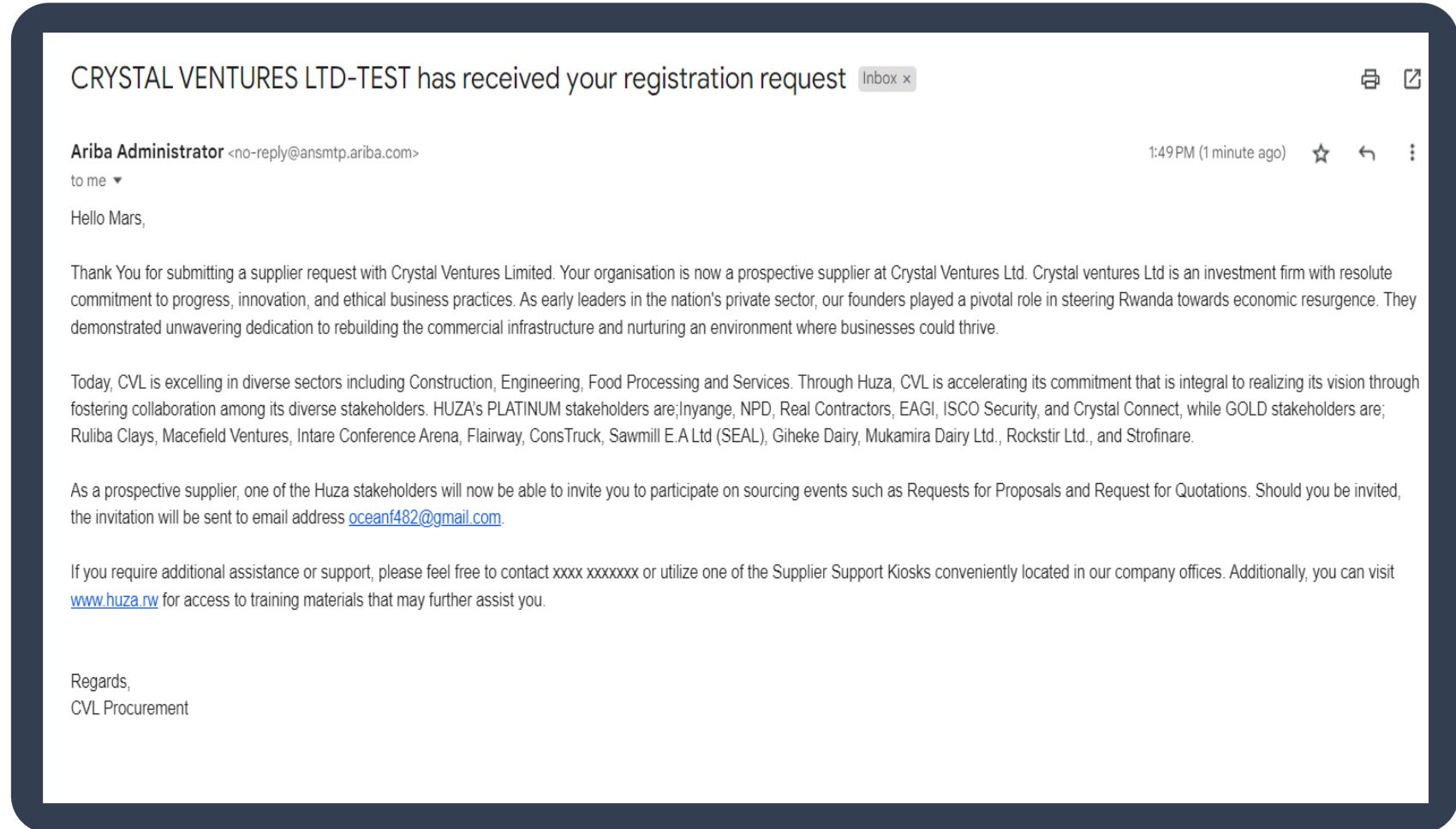
Contact Person Last Name *	<input type="text"/>
Contact Person Email *	<input type="text"/>
Contact Person Telephone Number	<input type="text"/>
Contact Mobile Number *	<input type="text"/>
Additional Information	
Category Supplied *	<input type="text"/> <input type="button" value="Q"/>
Region you supply goods/ services to *	<input type="text"/> <input type="button" value="Q"/>
<div>6 → <input type="button" value="Submit"/> <input type="button" value="Cancel"/></div>	

HOW TO REGISTER AS A PROSPECTIVE SUPPLIER

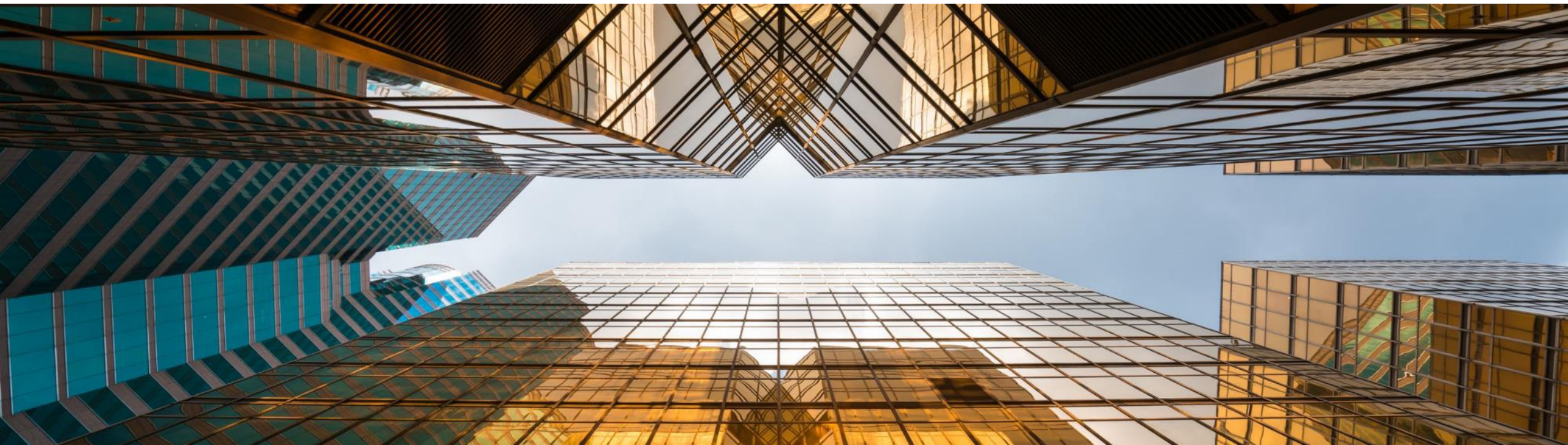
Submitting the prospective supplier request form

7. The supplier will receive an e-mail confirming receipt of their registration request and that they have now been added to the CVL Prospective Database.

The supplier is visible and searchable when CVL Sourcing Specialists issue tenders for specific goods and services as specified in the supplier's registration request



HOW TO COMPLETE FULL SUPPLIER REGISTRATION



OVERVIEW

A ABOUT SUPPLIER REGISTRATION

B CREATING AN SAP BUSINESS
NETWORK GLOBAL ACCOUNT

C COMPLETING HUZA SUPPLIER
REGISTRATION QUESTIONNAIRES

ABOUT SUPPLIER REGISTRATION

A

Supplier Registration

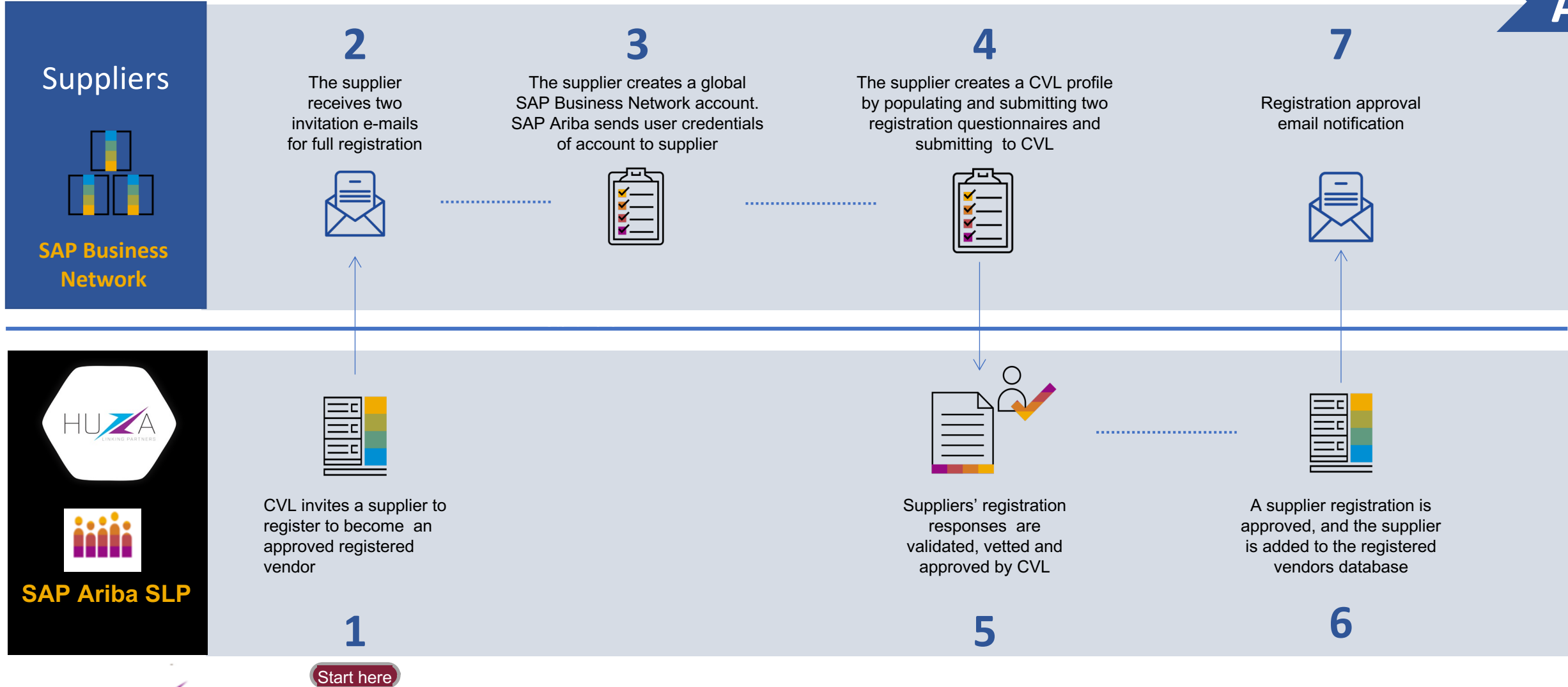
Suppliers remain in CVL's Prospective Database where they may be identified for specific sourcing opportunities and be invited to participate.

Should the business decide to make a supplier an approved fully registered vendor, the supplier will be invited to complete further registration questionnaires where additional onboarding information will be requested from the supplier.



HIGH-LEVEL REGISTRATION PROCESS FLOW

A



OVERVIEW

A ABOUT SUPPLIER REGISTRATION

B CREATING AN SAP BUSINESS
NETWORK GLOBAL ACCOUNT

C COMPLETING CVL's SUPPLIER
REGISTRATION QUESTIONNAIRES

CREATING AN SAP BUSINESS NETWORK GLOBAL ACCOUNT

B

Invitation to register to become a registered supplier

1. When a supplier is registered on CVL's Prospective Database, they may be invited by CVL to register to become a fully registered supplier should they be successful in a tender event or if CVL end users would like to do business with them.
2. The supplier will receive two invitations by e-mail with the subject: **"Register to become a supplier"**

Invitation: Register to become a supplier with CRYSTAL VENTURES LTD-TEST
Questionnaire 1 of 2 Inbox x



Good day,

Your organization has received an invitation from Crystal Ventures to register as a supplier. Crystal Ventures Ltd is a dynamic investment firm with various subsidiaries and affiliated companies, each specializing in diverse sectors such as construction, engineering, food processing, and more. The subsidiaries and affiliates of CVL include Inyange, NPD, Real Contractors, Intare, Mukamira, Giheke, Ruliba Clays, EAGI, ConsTruck, Isco Security, Macefield, Strofinare, RockStir, Flairway, SEAL, and CrystalConnect.

To facilitate its sourcing activities and supplier collaboration, Crystal Ventures utilizes the SAP Business Network. To proceed, you will need to create a free account on Ariba Network. Shortly, you will receive a second notification (2 of 2) containing the link that will enable you to set up your account.

Regards,
CVL Procurement

Important note:

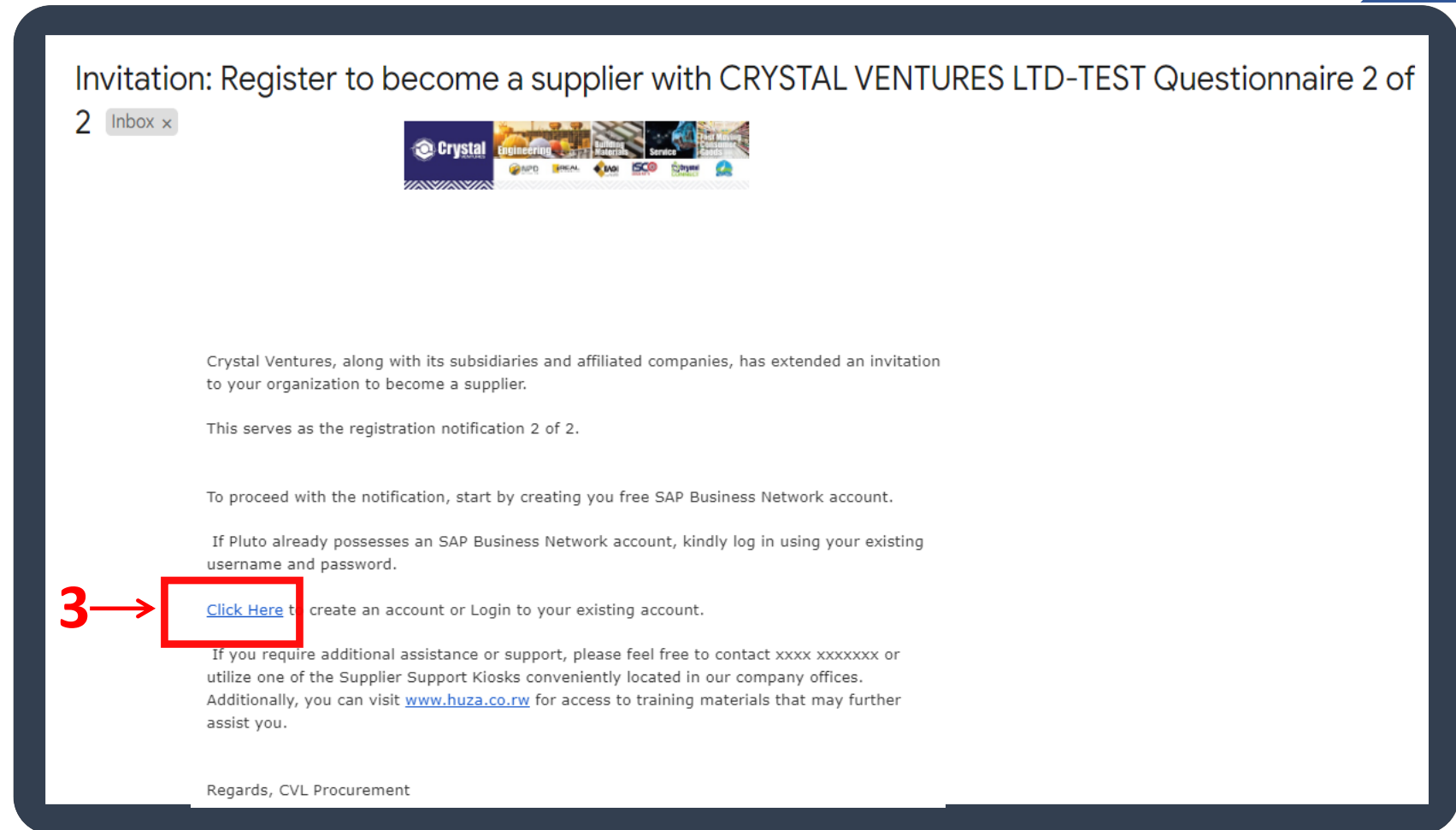
Please read through the content of the first invitation to understand next steps !

CREATING AN SAP BUSINESS NETWORK GLOBAL ACCOUNT

B

Invitation to register to become a registered supplier

3. Open the second registration e-mail and click on the "**Click Here**" link in the e-mail to start the full registration process



CREATING AN SAP BUSINESS NETWORK GLOBAL ACCOUNT

B

4. Click on **“Sign-up”** to access the company information form to create an SAP Ariba Business Network global account.

Note:

Click on “Log-in” if you already have an existing SAP Ariba account and enter your username and password.

The screenshot shows the SAP Business Network login page. At the top, it says 'Welcome, Frank Ocean'. Below that is a yellow banner with the text 'Have a question? Click here to see a Quick Start guide.' The main content area has the heading 'Sign up as a supplier with Crystal Ventures Ltd. - TEST on SAP Ariba.' followed by two lines of text: 'Crystal Ventures Ltd. - TEST uses SAP Ariba to manage procurement activities.' and 'Create an SAP Ariba supplier account and manage your response to procurement activities required by Crystal Ventures Ltd. - TEST'. There are two blue buttons: 'Sign up' and 'Log in'. The 'Sign up' button is highlighted with a red box and a red arrow pointing to it from the number '4'. The 'Log in' button is also highlighted with a red box and a red arrow pointing to it from the word 'Note'. Below the buttons is a section titled 'About SAP Business Network' which contains a paragraph and a bulleted list of benefits.

Welcome, Frank Ocean

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

Sign up as a supplier with Crystal Ventures Ltd. - TEST on SAP Ariba.

Crystal Ventures Ltd. - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Crystal Ventures Ltd. - TEST

Sign up

Already have an account? Log in

Note

About SAP Business Network

The SAP Business 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 SAP Business Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across SAP Business Network, SAP Business Network Discovery and Ariba Sourcing activities

Moving to the SAP Business 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

CREATING AN SAP BUSINESS NETWORK GLOBAL ACCOUNT

B

5. The “**Create Account**” screen will be displayed where the supplier can create their SAP Business Network global account.

Create account

Create account and continue

Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Crystal Ventures Ltd. - TEST.

Company information

* Indicates a required field

Company Name:* Pluto

Country/Region:* United States [USA] ▼

Address:*

Line 1

Line 2

Line 3

City:*

State:* Alabama [US-AL] ▼

Zip:*

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

COMPLETING COMPANY INFORMATION FOR A GLOBAL ACCOUNT

6. Complete the **SAP Ariba Business Network global profile**.

Some of the supplier’s details may be pre-populated from data supplied during the supplier request process.

Review and update information where required.

Create account

Create account and continueCancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Crystal Ventures Ltd. - TEST.

Company information

* Indicates a required field

Company Name:*Pluto

Country/Region:*United States [USA]

Address:*

Line 1

Line 2

Line 3

City:*

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

Note:

All fields marked with * are mandatory fields and must be completed.

No.	Field	Information required for each field
1.	Company Name	This is your company’s legal name.
2.	Country/Region	Select the appropriate entry from the dropdown list.
3.	Address, City, Postal Code and Province	Enter the company main office address.

COMPLETING COMPANY INFORMATION FOR A GLOBAL ACCOUNT

B

7. Complete the User account information

Note:

All fields marked with * are mandatory fields and must be completed.

User account information

Name:*

Frank

Ocean

Email:*

oceanf482@gmail.com

☐ Use my email as my username

Username:*

test-oceanf482@gmail.com

Password:*

Enter Password

Repeat Password

Language:

English

Email orders to:*

oceanf482@gmail.com

* Indicates a required field

[SAP Business Network Privacy Statement](#)

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 b...

Customers may send you their orders through SAP Business 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.

COMPLETING COMPANY INFORMATION FOR A GLOBAL ACCOUNT

8. The table on the left provides more details on specific information fields.

No.	Field	Information required for each field
1.	Name	This field is populated by default. Review and update as required.
2.	Email	This field is populated by default. Note: To use your email address as your username <input checked="" type="checkbox"/> Use my email as my username please select the checkbox.
3.	Username	This field is populated by default. Review and update as required. Note: Your username must be in e-mail format, e.g. <i>jane.doe@abcfurniture.com</i>
4.	Password	Enter your password in the Password and Repeat Password fields. Note: Your password must contain a minimum 8 characters, including upper and lower case letters, special characters and numeric digits (no repeatable digits and characters i.e. 2022 or 2000).
5.	Email orders to	Enter the e-mail address of the supplier’s person or department who will receive Purchase Orders from CVL via SAP Business Network in the future. Note: This is not in scope for the current project, all orders will be sent using the existing procurement process.

COMPLETING 'TELL US MORE ABOUT YOUR BUSINESS'

B

9. Review the prepopulated company information and update where required.

10a. Product and Services Categories:

- Enter a description of the product/type of service you offer to CVL.
- A pop-up window displays a list of categories containing possible descriptions.
- Select the appropriate category from the list.
- Click on Add-to-add additional Product and Services Categories.
- Repeat steps (a) and (b) for each additional category

Tell us more about your business

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

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

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: 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.

The DUNS (Dun & Bradstreet's Data Universal Numbering System), number, is a unique global business identification system that identifies, validates, and links to more than 280 million businesses worldwide. Adding your D&B D-U-N-S Number can help other companies quickly and accurately find information about your company, including credit information.

Note:
*All fields marked with * are mandatory fields and must be completed.*

COMPLETING 'TELL US MORE ABOUT YOUR BUSINESS'

B

10b. Ship to or Service Locations:

Click "**Browse**".

Tell us more about your business

Product and Service Categories: *

Enter Product and Service Categories

Add

-or-

Browse

Ship-to or Service Locations: *

Enter Ship-to or Service Location

10b

→

Browse

Tax ID:

Optional

Enter your nine-digit 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.

COMPLETING ‘TELL US MORE ABOUT YOUR BUSINESS’

B

Global Services

If your company offers its services globally, select the radio button “**Global**” then click “**OK**”.

OR

Local Services

If your company only offers its services locally, select radio button “**Select Ship-to or Service Locations**”.

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

Cancel OK →

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 ←

COMPLETING 'TELL US MORE ABOUT YOUR BUSINESS'

B

11. Click on the appropriate region.
12. A list of countries for the region is displayed.

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 ASIA (Middle East) >		Malawi >	+	
Northern Asia >		Mauritius >	+	
Oceania/Australasia >		Mayotte	+	
Northern Africa >		Mozambique >	+	
Eastern Africa >	← 11	Reunion	+	
Western Africa >		Rwanda >	+	12
Middle Africa >		Seychelles	+	
Southern Africa >		Somalia >	+	

COMPLETING ‘TELL US MORE ABOUT YOUR BUSINESS’

B

- 13. Click **+** to select each country in the region that you can supply.
- 14. Your selected country/countries will appear at the bottom under **“My Selections”**.
- 15. Click **“OK”**.

The screenshot shows a web interface for selecting countries. On the left, a list of regions is shown: Western Asia (Middle East), Northern Asia, Oceania/Australasia, Northern Africa, Eastern Africa, Western Africa, Middle Africa, and Southern Africa. To the right of this list is another list of countries: Malawi, Mauritius, Mayotte, Mozambique, Reunion, Rwanda, Seychelles, and Somalia. A red box labeled '13' points to a vertical column of icons next to the country list, which includes a minus sign, several plus signs, a checkmark, and more plus signs. Below the country lists, under the heading 'My Selections (1)', the country 'Rwanda' is listed with a location pin icon. A red box labeled '14' points to this entry. To the right of 'Rwanda' is a 'Remove' button. At the bottom right of the interface, there are 'Cancel' and 'OK' buttons. A red box labeled '15' points to the 'OK' button. A green callout box on the right side of the interface contains the following text: *Note: An option to Add all of the above can be found at the bottom of country lists should your company be servicing all countries listed.*

COMPLETING 'TELL US MORE ABOUT YOUR BUSINESS'

B

16. Tax ID, Vat ID, DUNS Number

Note:

These are optional fields for completion !

17. Terms of Use

Select the box to accept the Terms of Use.

18. Privacy statement

Select the box to accept the Privacy Statement.

19. Click "Create account and continue".

Tax ID: Optional Enter your Company Tax ID number.

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

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.

17 & 18

19 → Create account and continue Cancel

CREATING YOUR ACCOUNT

B

20. Creating your account

SAP Ariba will check the data entered against its Ariba Network account database.

If this check identifies a possible duplicate account, the **"Potential existing accounts"** window is displayed.

If the potential existing accounts window is displayed, the supplier must review the identified potential duplicates

Enter the nine-digit number issued by Dun & Bradstreet

Potential existing accounts

We have noticed that there may already be an P Business Network account registered by your company.
Please review before you create a new account

20 → Review accounts Skip review

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Pluto	oceanf482@gmail.com			New road kigali Rwanda

8 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
Pluto	USA	MI	015550510	AN01044395707	...

CREATING YOUR ACCOUNT

B

20. Creating your account

If you recognise any account from the list provided, you have an option click on the under “**Actions**” to view the profile.

When “**View Profile**” appears, view the profile.

Click on “**Contact Admin**” if required.

You will be requested to verify yourself. Click on “**I’m not a robot**”.

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
Testing Supplier For Ariba	ZAF	Gauteng	-	AN01555313647	View profile Please view profile and contact admin if you need to.

Supplier profile

[Contact Admin](#)[Cancel](#)

Last Updated: 17 Aug 2020

Testing Supplier For Ariba
Johannesburg
GautengSouth Africa

Contact Your Account Administrator

Review the following information and make edits as necessary. Click Send Email to send this message to the account administrator. * Indicates a required field

Your Name:*

Your Company Name:*

Your Email Address:*

Your Phone Number:

USA 1

Your Message:*


Hello,

I recently attempted to register an account on Ariba Network. During registration, SAP Ariba searched and returned your account as a match.

Please contact me to determine if I should be using this account.

Thank you.

☐ I'm not a robot


reCAPTCHA
Privacy - Terms

[Cancel](#)[Send Email](#)

HUZA
LINKING PARTNERS

CREATING YOUR ACCOUNT

B

20. Creating your account

Complete the verification by clicking on the relevant blocks as specified on screen.

Click **“Verify”** and then **“Send Email”**.

Contact Your Account Administrator

Review the following information and make edit

Your Name: * TEST A

Your Company Name: * CONST

Your Email Address: * test@te

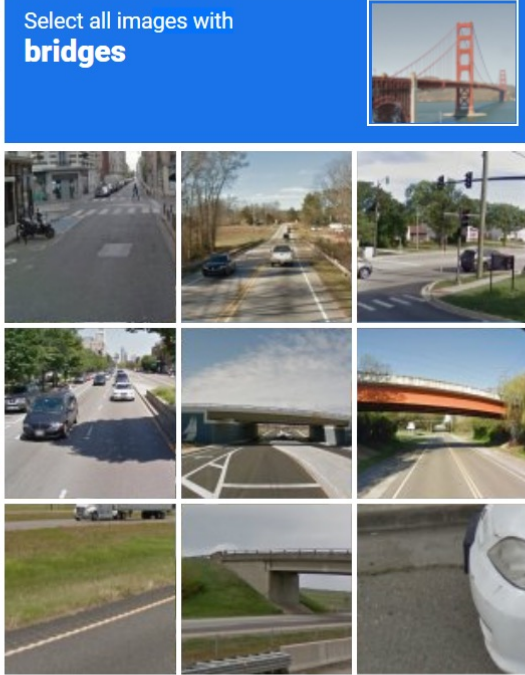
Your Phone Number: USA 1

Hello Te

I recent
account

Your Message: * Please
Thank y
Registr

Select all images with
bridges



on, SAP Ariba searched and returned your

Send Email

VERIFY

CREATING YOUR ACCOUNT

B

20. Creating your account

If no potential existing accounts windows are displayed, Click on **“Continue Account Creation”**.

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
--------------	----------------	----------	--------	---------

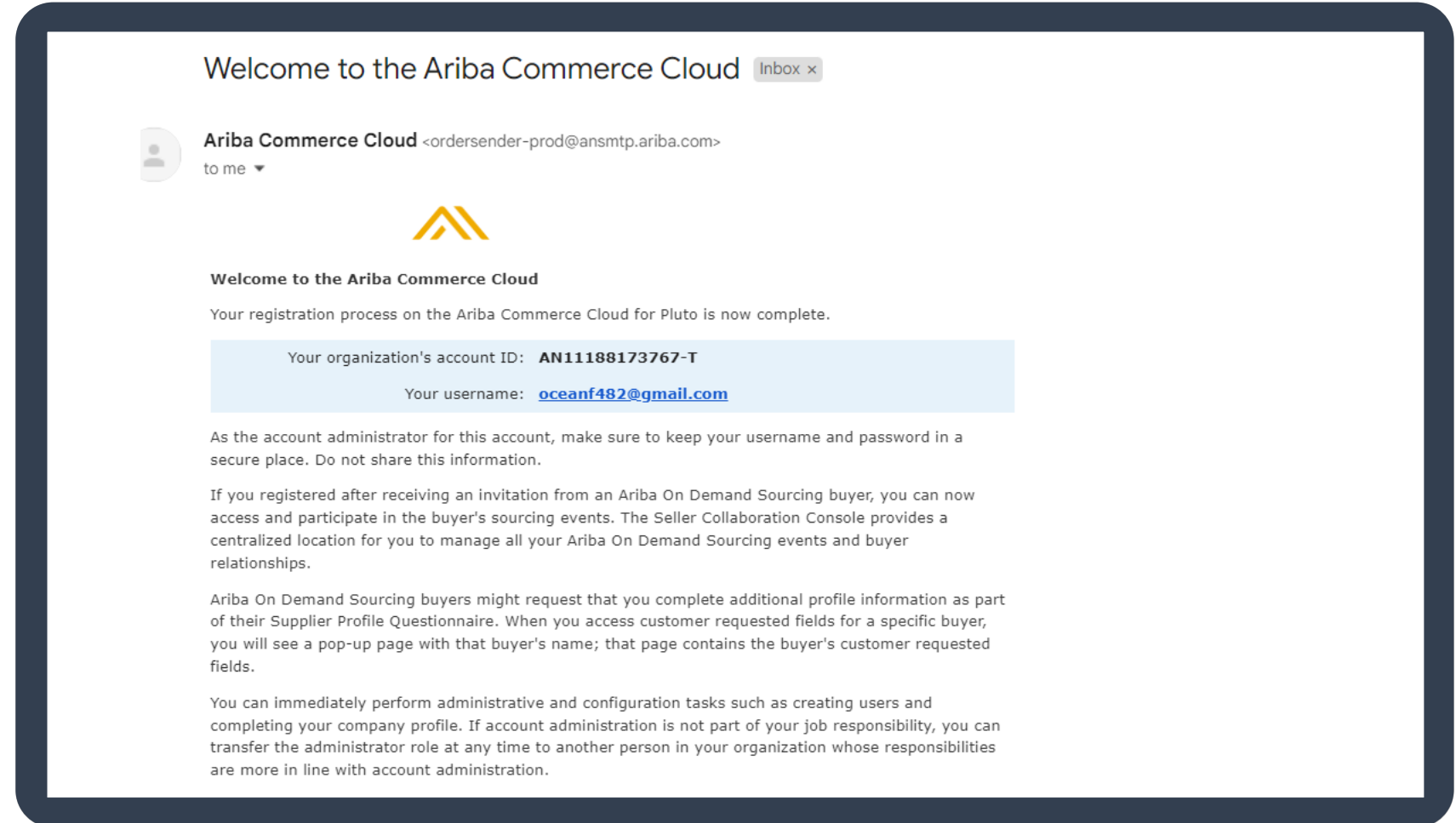
3

The supplier's CVL profile page will then appear, showing different tabs. The CVL two Registration Questionnaires are found under the **Registration Questionnaires** tab as shown on the screen.

SUPPLIER GLOBAL NETWORK ACCOUNT CREATED

B

21. The supplier's Ariba Network Account is created
- a) You will receive a **Welcome to the Ariba Commerce Cloud** e-mail confirming that your supplier account has been created.
 - b) This e-mail contains important information on your Ariba Network (AN) account.



OVERVIEW

A ABOUT SUPPLIER REGISTRATION

B CREATING AN SAP BUSINESS
NETWORK GLOBAL ACCOUNT

C COMPLETING CVL SUPPLIER
REGISTRATION QUESTIONNAIRES

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRES

Orientation on completing your supplier registration questionnaires

- There are **two** registration questionnaires requiring completion.
- Suppliers must complete both in full.
 - CVL Supplier Registration Questionnaire 1 of 2 - contains Non-sensitive information
 - CVL Supplier Registration Questionnaire 2 of 2 – contains sensitive information

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (2)			
CVL Supplier Registration Questionnaire 2 of 2	Doc842322765	6/29/2026 8:52 PM	Invited
CVL Supplier Registration Questionnaire 1 of 2	Doc842322763	6/29/2026 8:52 PM	Invited

NEED HELP?

Should you require assistance, please contact us at info@huza.co.rw or phone +25 0784501713

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 1

C

1. Complete the Supplier Registration Questionnaires

Once an SAP Business Network global account has been created, a supplier will automatically be taken to the **Supplier Registration Questionnaires** screen.

Complete CVL Supplier Registration Questionnaire 1 of 2. This questionnaire includes several sections.

The screenshot shows a web form titled "All Content" with a table of sections. The table has two columns: "Name" and an empty column. The sections are:

Name ↑	
▼ 1 Terms and Conditions	
1.1 Please note that Terms and Conditions for registration are in line with procurement best practice.	
▼ 2 Support	
2.1 If you require additional assistance or support, please feel free to contact xxxxxxxxxx or utilize one of the Supplier Support Kiosks conveniently located in our company offices. Additionally, you can visit www.huza.rw for access to training materials that may further assist you.	
▼ 3 Company Details	
3.1 Business Type	* Unspecified

At the bottom of the form, there is a note: (*) indicates a required field.

NOTE:

Ensure all sections of the questionnaire are completed to avoid delays in the registration process !

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 1

2. Complete Supplier Registration Questionnaire 1 of 2

a) Terms and Conditions

- Read the Terms and Conditions provided

b) Support Details

- For any system or technical assistance during the registration process.

All Content

Name ↑	
▼ 1 Terms and Conditions	
1.1 Please note that Terms and Conditions for registration are in line with procurement best practice.	
▼ 2 Support	
2.1 If you require additional assistance or support, please feel free to contact xxxxxxxxxx or utilize one of the Supplier Support Kiosks conveniently located in our company offices. Additionally,	

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 1

C

2. Complete Supplier Registration Questionnaire 1 of 2

c) Company Details

- Complete your organisation's details as reflected on the questionnaire.

▼ 3 Company Details	
3.1 Business Type	* Unspecified ▼
3.2 Are you a Local or International Supplier?	* Local ▼
3.3 Country where you are Registered	Rwanda [RW]
3.5 Company Website	
▼ 3.6 Main Address	

Note:

The numbering of questions may not follow numerically as some sections may be hidden depending on the choices made by the supplier on preceding questions !

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 1

C

2. Complete Supplier Registration Questionnaire 1 of 2

d) Registered physical business address

- Complete main address details

▼ 3.6 Main Address	
3.6.1 Street Number (Please enter N/A if not applicable)	* <input type="text"/>
3.6.2 Street name 1 (Please enter N/A if not applicable)	* <input type="text"/>
3.6.3 Street name 2 (Please enter N/A if not applicable)	* <input type="text"/>
3.6.4 Village	<input type="text"/>
3.6.5 Sector	<input type="text"/>

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 1

C

2. Complete Supplier Registration Questionnaire 1 of 2

e) Contact Details

- Complete your company contact details.

▼ 4 Contact Person Details

4.1 Contact Person First Name

* Frank

4.2 Contact Person Last Name

* Ocean

4.3 Contact Person Email Address

* oceanf482@gmail.com

4.4 Contact Person Telephone Number

4.5 Contact Mobile Number

* 0736639864

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 1

C

2. Complete Supplier Registration Questionnaire 1 of 2

f) Additional Supplier Details

- Complete the goods and services you supply, your region and the CVL group of companies you wish to be onboarded for.

▼ 5 Additional Supplier Details	
5.1 Goods/ Services Supplied Details	Add Goods/ Services Supplied Details (0)
5.2 Regions which you provided goods/ service to	*Kigali [select]
5.3 Please select CVL Group of Companies you wish to be onboarded for:	* <input type="text" value="Unspecified"/> ▼
6 AFTER SUBMITTING QUESTIONNAIRE 1 OF 2, PLEASE PROCEED TO SUBMITTING QUESTIONNAIRE 2 OF 2. OTHERWISE CVL GROUP WILL NOT BE ABLE TO CONCLUDE YOUR SUPPLIER REGISTRATION.To Access Questionnaire 2 of 2, Click on the link "Go back to CVL Group Dashboard, on the top left of the screen. Refer to attached screen shot for reference.	

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 1

C

2. Complete Supplier Registration Questionnaire 1 of 2

- g) Submit Questionnaire for review and approval
- Ensure all sections are completed and all supporting documents are attached before submitting.
 - Click on “**Submit Entire Response**”.
 - Click “**OK**” to submit response for review and approval.

Submit Entire Response | Save draft | Compose Message | Excel Import

✓ Submit this response?

Click OK to submit.

OK | Cancel

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 1

C

2. Complete Supplier Registration Questionnaire 1 of 2

- h) Save a draft of your questionnaire
- If you haven't finished populating the questionnaire and you wish to finish off later, click on the **"Save draft"** button
 - Your questionnaire will be saved for later completion

Submit Entire Response

Save draft

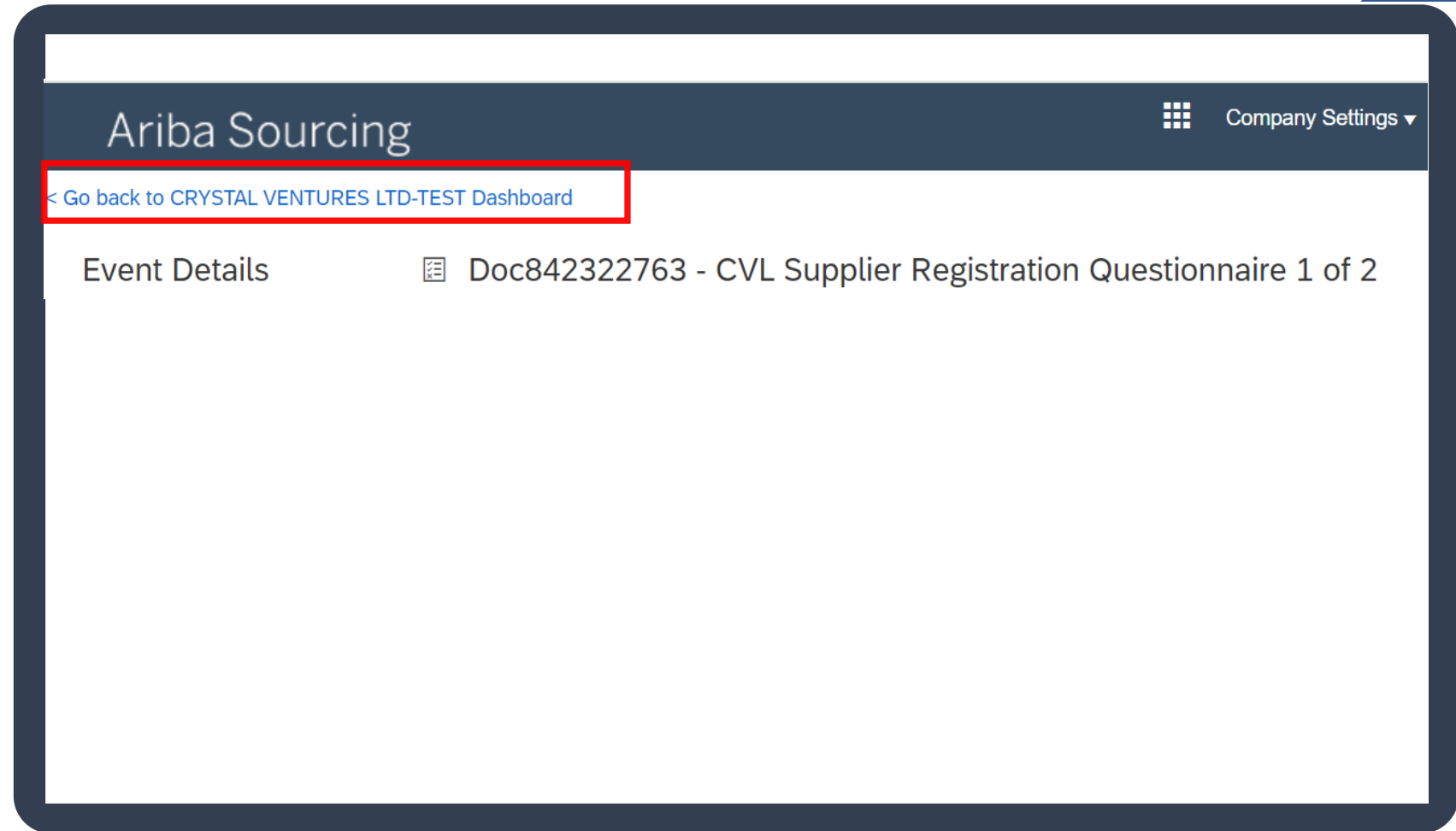
Compose Message

Excel Import

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 2

3. Complete Supplier Registration Questionnaire 2 of 2

To navigate to CVL Supplier Registration Questionnaire 2 of 2 click on **< Go back to Crystal Ventures LTD Dashboard>**



The screenshot displays the Ariba Sourcing interface. At the top, the header "Ariba Sourcing" is visible on the left, and "Company Settings" with a dropdown arrow is on the right. Below the header, a navigation bar contains a link "[Go back to CRYSTAL VENTURES LTD-TEST Dashboard](\"#\")" which is highlighted with a red rectangular box. Below this, the main content area shows "Event Details" on the left and "Doc842322763 - CVL Supplier Registration Questionnaire 1 of 2" on the right. A large blue banner with a white "C" is positioned at the top right of the interface.

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 2

C

3. Complete Supplier Registration Questionnaire 2 of 2

a) Registration Questionnaires

- Navigate to your account dashboard and under Registration Questionnaires tab, click on **CVL Supplier Registration Questionnaire 2 of 2**.

b) Supplier Information

- Populate your Supplier/Company information and attach required documents.

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
CVL Supplier Registration Questionnaire 2 of 2	Doc842322765	6/29/2026 8:52 PM	Pending Approval
▼ Status: Completed (1)			
CVL Supplier Registration Questionnaire 1 of 2	Doc842322763	10/5/2023 10:	

Name ↑

▼ 1 Support

1.1 If you require additional assistance or support, please feel free to contact xxxxxxxxxxxx or utilize one of the Supplier Support Kiosks conveniently located in our company offices. Additionally, you can visit www.huza.rw for access to training materials that may further assist you.

▼ 2 Supplier Information

2.1 Are you an Individual Service Provider or Registered Company?

* Individual Service Provider ▼

2.2 Name of Individual Service Provider

* Pluto

2.3 Name of Individual Service Provider cont

Note:

All fields marked with * are mandatory fields and must be completed.

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 2

C

3. Complete Supplier Registration Questionnaire 2 of 2

c) . Banking Information

- Complete your organisation's banking information.
- Attach proof of banking details on an original bank letterhead, signed and stamped by the bank. Must not be older than 90 days

3 Banking Details [Add Banking Details \(0\)](#)

4
THANK YOU
CVL may make adjustments to the Ariba supplier portal in order to maintain the continuity of their innovative procurement strategy.CVL may make adjustments to the Ariba supplier portal in order to maintain the continuity of their innovative procurement strategy

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Banking Details (1)

Name ↑	
Bank Account Type	* Current ▾
IBAN Number	
Swift Code	
Please attach valid proof of banking details	* Attach a file
The banking details above are for account number	* Unspecified ▾

Add an additional Banking Details

(*) indicates a required field

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 2

C

3. Complete Supplier Registration Questionnaire 2 of 2

- d) Once all the required information has been provided, click on **“Submit Entire Response”**

Then click on **“Ok”** to submit and exit the questionnaire

4
THANK YOU
CVL may make adjustments to the Ariba supplier portal in order to maintain the continuity of their innovative procurement strategy.CVL may make adjustments to the Ariba supplier portal in order to maintain the continuity of their innovative procurement strategy

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

✓ Submit this response?
Click OK to submit.

OK | Cancel

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 2

C

3. Complete Supplier Registration Questionnaires

e) Registration questionnaires statuses

- Check the status of your registration from your Ariba Sourcing Account. If the status is “**Pending Approval**”, your questionnaire has not yet been fully approved by CVL.

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (2)			
CVL Supplier Registration Questionnaire 2 of 2	Doc842322765	10/5/2023 11:20 PM	Pending Approval
CVL Supplier Registration Questionnaire 1 of 2	Doc842322763	10/5/2023 10:52 PM	Pending Approval

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 2

C

3. Complete Supplier Registration Questionnaires

f) Registration Status

- You will receive an e-mail confirming your registration status, once your data is approved by CVL.

Approved: Supplier registration with CRYSTAL VENTURES LTD-TEST Inbox x

Ariba Administrator <no-reply@ansmtp.ariba.com>
to me ▾

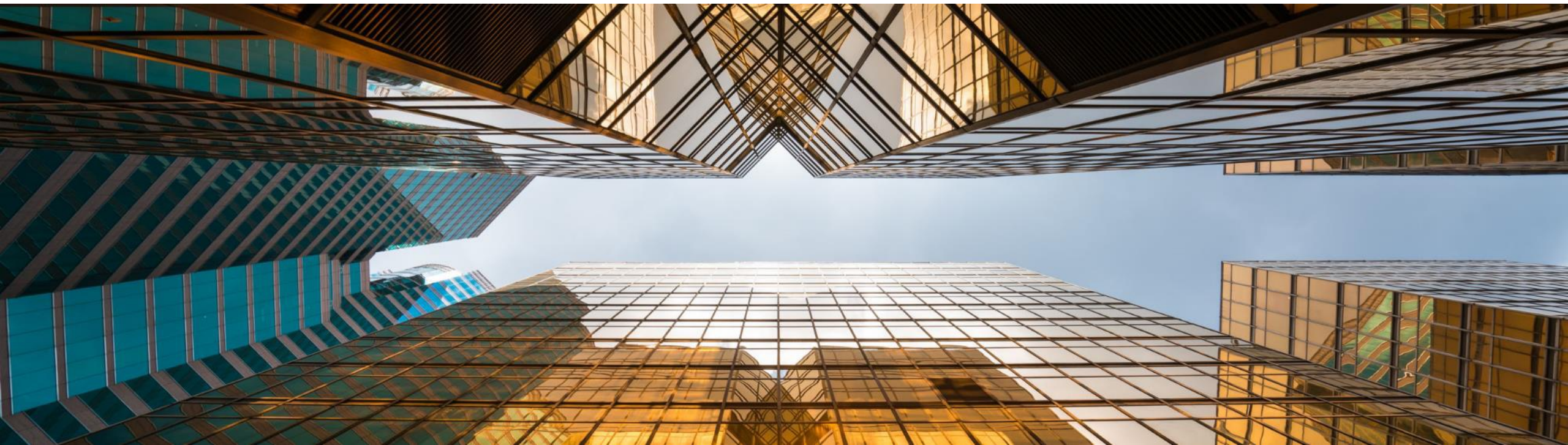


Registration with CRYSTAL VENTURES LTD-TEST.

Congratulations! CRYSTAL VENTURES LTD-TEST has approved your supplier registration. Pluto has now been included in the supplier database of CRYSTAL VENTURES LTD-TEST.

You will be notified when next steps of the supplier onboarding process require your attention.

HOW TO MAINTAIN YOUR SUPPLIER INFORMATION



OVERVIEW

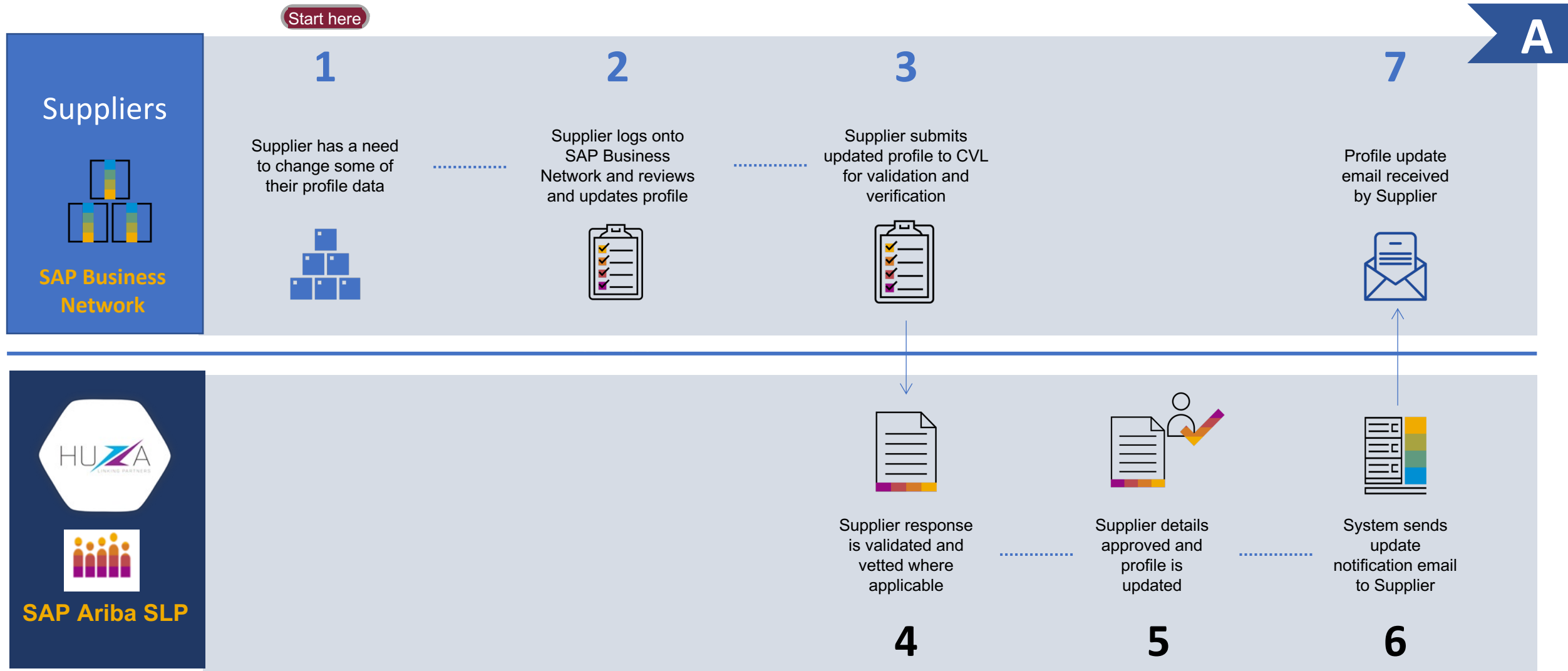
A ABOUT SUPPLIER PROFILE
MAINTENANCE FLOW

C MAINTAINING YOUR SUPPLIER
INFORMATION

B LOGIN TO YOUR SAP BUSINESS
NETWORK ACCOUNT

D ADDING ADDITIONAL USERS

HIGH-LEVEL SUPPLIER PROFILE MAINTENANCE PROCESS FLOW



OVERVIEW

A ABOUT SUPPLIER PROFILE
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C MAINTAINING YOUR SUPPLIER
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B LOGIN TO YOUR SAP BUSINESS
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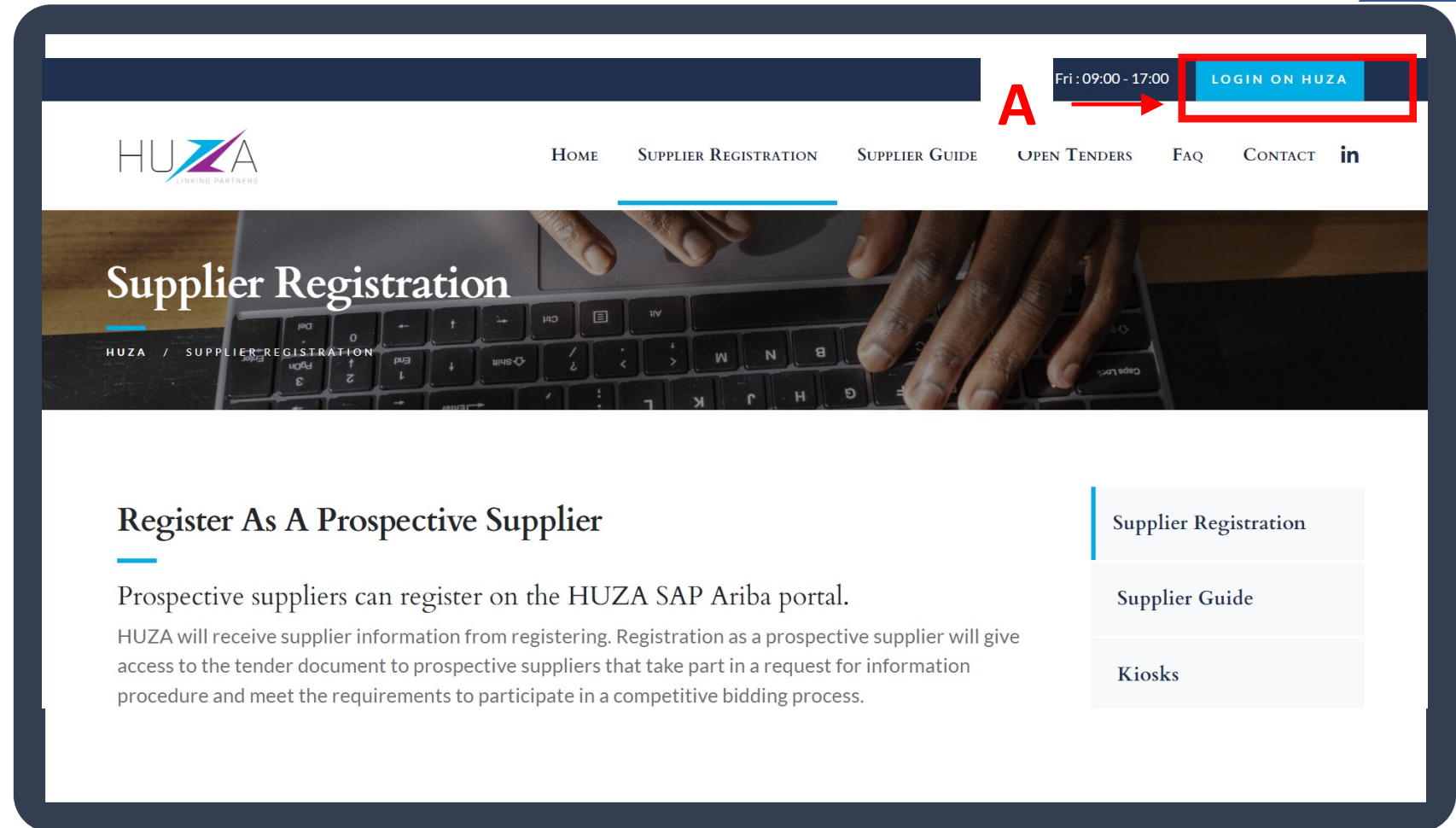
D ADDING ADDITIONAL USERS

MAINTAINING YOUR SUPPLIER INFORMATION

B

Login to your SAP Business Network account

1. Visit HUZA website at www.huza.co.rw
 - A. Click on “**Login on Huza**” in the top menu bar
2. Alternatively, access the following link from your browser
<https://service.ariba.com/Sourcing.aw>



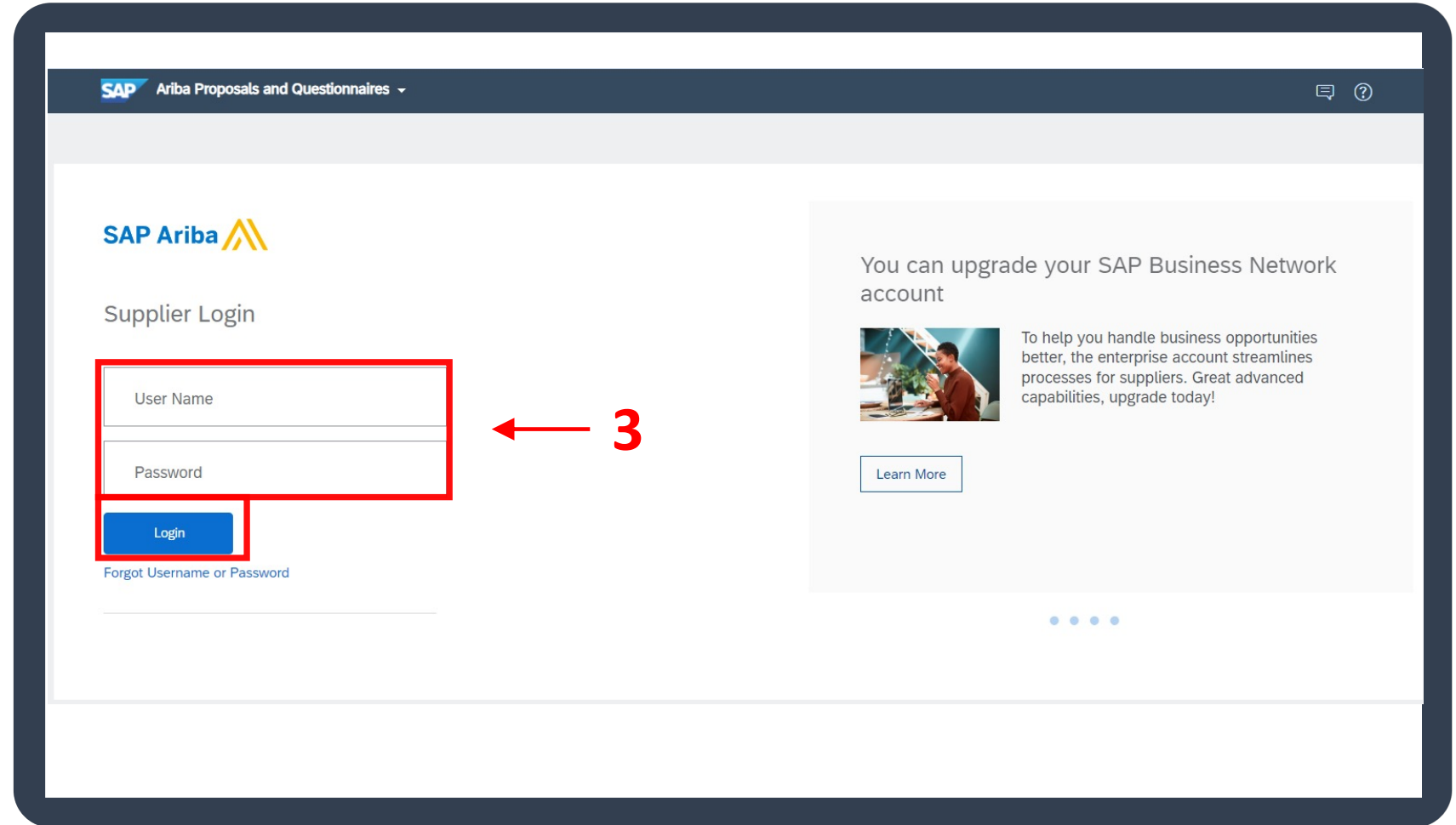
MAINTAINING YOUR SUPPLIER INFORMATION

B

Login to your SAP
Business Network account

3. Enter your **username** and **password**.

Click on “**Login**”



SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

You can upgrade your SAP Business Network account

To help you handle business opportunities better, the enterprise account streamlines processes for suppliers. Great advanced capabilities, upgrade today!

[Learn More](#)

OVERVIEW

A ABOUT SUPPLIER PROFILE
MAINTENANCE FLOW

C MAINTAINING YOUR SUPPLIER
INFORMATION

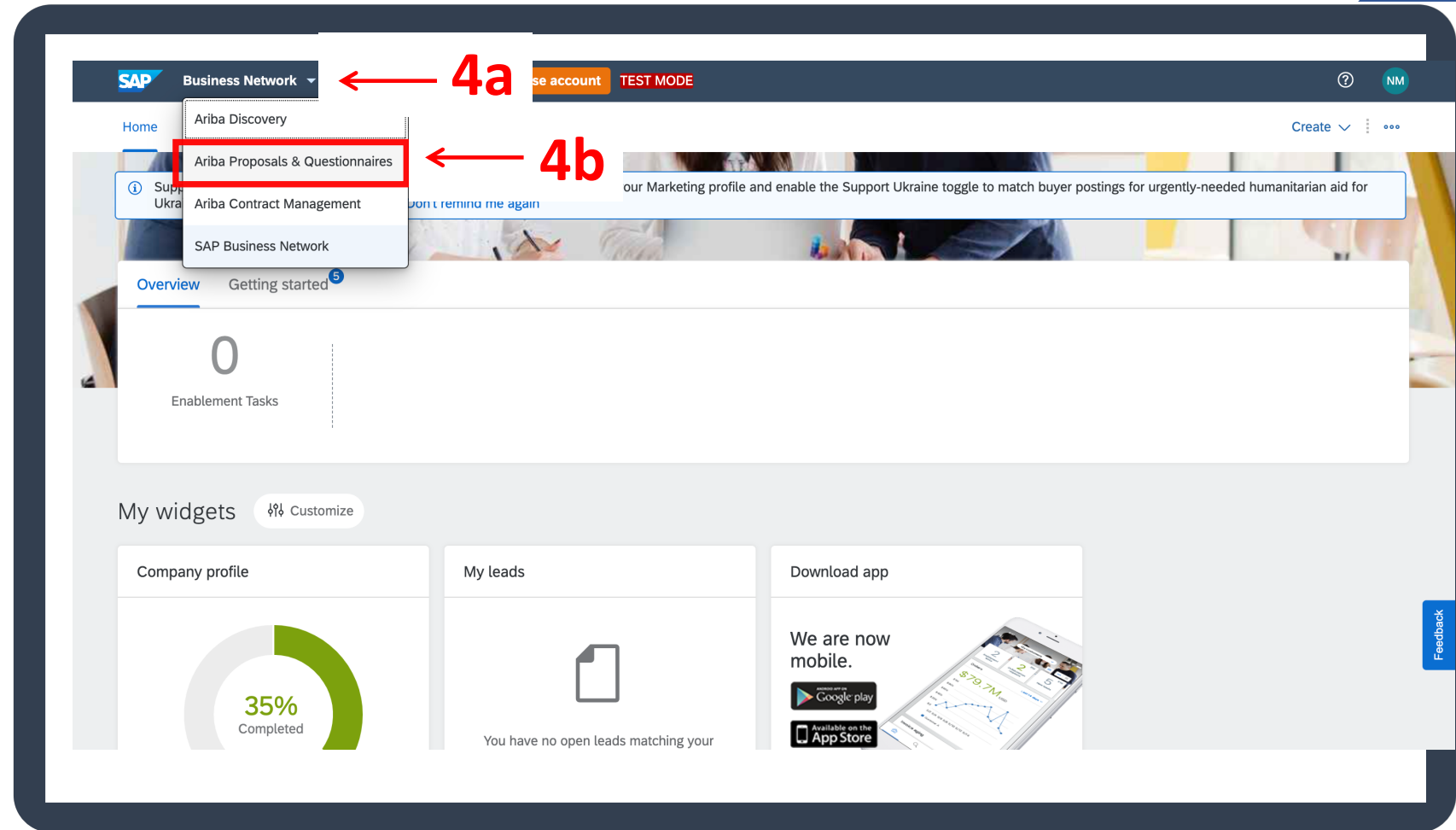
B LOGIN TO YOUR SAP BUSINESS
NETWORK ACCOUNT

D ADDING ADDITIONAL USERS

MAINTAINING YOUR SUPPLIER INFORMATION

The SAP Business Network

4. The SAP Business Network landing page will open.
 - a) Click on "**Business Network**" in the top menu bar.
 - b) Then select "**Ariba Proposals & Questionnaires**" from the dropdown menu



MAINTAINING YOUR SUPPLIER INFORMATION

The SAP Business Network

5. The supplier's **CVL Profile Screen** will open.
6. Click on the questionnaire you want to apply changes to.

Select either CVL Supplier Registration Questionnaire 1 of 2 or CVL Supplier Registration Questionnaire 2 of 2.

CRYSTAL VENTURES LTD-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.

HUZ A
LINKING PARTNER

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
CVL Supplier Registration Questionnaire 2 of 2	Doc842322765	10/29/6106 1:48 AM	Registered
CVL Supplier Registration Questionnaire 1 of 2	Doc842322763	10/29/6106 1:48 AM	Registered

MAINTAINING YOUR SUPPLIER INFORMATION

The SAP Business Network

7. As an example, should you want to update questionnaire 1, select and click on **“CVL Supplier Registration Questionnaire 1 of 2”**.

The screenshot displays the SAP Ariba Spend Management interface. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The user is logged in as 'CRYSTAL VENTURES LTD-TEST'. The main content area shows a welcome message and a 'Home' button. Below this, there are sections for 'Events' and 'Registration Questionnaires'. The 'Registration Questionnaires' section contains a table with the following data:

Title	ID	End Time ↓	Status
▼ Status: Open (2)			
CVL Supplier Registration Questionnaire 2 of 2	Doc842322765	10/29/6106 1:48 AM	Registered
CVL Supplier Registration Questionnaire 1 of 2	Doc842322763	10/29/6106 1:48 AM	Registered

A red box highlights the 'CVL Supplier Registration Questionnaire 1 of 2' entry, and a red arrow points to it with a large red number '7'.

MAINTAINING YOUR SUPPLIER INFORMATION

The SAP Business Network

8. Click **“Revise Response”**.
9. You will be requested to confirm you want to revise your response. Click **“Ok”**.

The screenshot displays the SAP Business Network interface for a user named CRYSTAL VENTURES LTD-TEST. The top navigation bar includes a link to the dashboard and a 'Desktop File Sync' option. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main panel shows a confirmation message: 'You have submitted a response for this event. Thank you for participating.' Below this, there is a 'Revise Response' button, which is highlighted with a red box and a red arrow labeled '8'. The main panel also displays a list of event contents, including 'Terms and Conditions', 'Support', and 'Company Details'. At the bottom of the main panel, there is a confirmation dialog titled 'Revise Response?' with the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' The 'OK' button in this dialog is highlighted with a red box and a red arrow labeled '9'. A green note box on the right side of the screenshot contains the text: 'Note: The numbering of questions may not follow numerically as some sections may be hidden depending on the choices made by the supplier on preceding questions!'.

< Go back to CRYSTAL VENTURES LTD-TEST Dashboard Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Terms and Conditions
2 Support
3 Company Details

All Content

Name ↑

▼ 1 Terms and Conditions

1.1 Please note that Terms and Conditions for registration are in line with procurement best practice.

▼ 2 Support

2.1 If you require additional assistance or support, please feel free to contact xxxxxxxxxxxx or utilize on Kiosks conveniently located in our company offices. Additionally, you can visit www.huza.rwfor access to mav further assist you.

⚠ Revise Response?

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

OK

Note:
The numbering of questions may not follow numerically as some sections may be hidden depending on the choices made by the supplier on preceding questions !

MAINTAINING YOUR SUPPLIER INFORMATION

The SAP Business Network

10. Proceed to make your changes.

Note:

The numbering of questions may not follow numerically as some sections may be hidden depending on the choices made by the supplier on preceding questions !

< Go back to CRYSTAL VENTURES LTD-TEST Dashboard Desktop File Sync

Console

- Event Messages
- Event Details
- Response History
- Response Team

Event Contents

- All Content
- 1 Terms and Conditions
- 2 Support
- 3 Company Details

All Content

Name ↑	
▼ 3 Company Details	
3.1 Business Type	* Private Company ▼
3.2 Are you a Local or International Supplier?	* Local ▼
3.3 Country where you are Registered	Rwanda [RW]
3.5 Company Website	
▼ 3.6 Main Address	

(*) indicates a required field

MAINTAINING YOUR SUPPLIER INFORMATION

C

The SAP Business Network

- 11. Once changes have been finalised and all required attachments have been loaded, submit to CVL by clicking on the “**Submit Entire Response**” button.
- 12. Click “**OK**” to confirm you want to submit and exit the screen.

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 Terms and Conditions

2 Support

3 Company Details

4 Contact Person Details

5 Additional Supplier

All Content

Name ↑

4.5 Contact Mobile Number

0736639864

▼ 5 Additional Supplier Details

5.1 Goods/ Services Supplied Details

Add Goods/ Services Supplied Details (1)

5.2 Regions which you provided goods/ service to

*Kigali [select]

5.3 Please select CVL Group of Companies you wish to be onboarded for:

* Crystal Ventures Ltd

6 AFTER SUBMITTING QUESTIONNAIRE 1 OF 2, PLEASE PROCEED TO SUBMITTING QUESTIONNAIRE 2 OF 2. OTHERWISE CVL GROUP WILL NOT BE ABLE TO CONCLUDE YOUR SUPPLIER REGISTRATION.To Access Questionnaire 2 of 2, Click on the link "Go back to CVL Group Dashboard, on the top left of the screen. Refer to attached screen shot for reference.

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

✓ Submit this response?

Click OK to submit.

12 →

OK

Cancel

Note:
CVL will be notified of changes made and will review and approve them. If additional information is required, you will be notified.
Changes may be rejected where details are inconsistent or do not meet acceptable standards.

MAINTAINING YOUR SUPPLIER INFORMATION

C

The SAP Business Network

13. Should you wish to save your changes and finish and submit later, click on “**Save draft**”.



OVERVIEW

A ABOUT REGISTRATION
PROCESS FLOW

C MAINTAINING YOUR SUPPLIER
INFORMATION

B LOGIN TO YOUR SAP BUSINESS
NETWORK ACCOUNT

D ADDING ADDITIONAL USERS

ADDING ADDITIONAL USERS

1. A supplier may want to add additional users to their company's SAP Ariba Business Network profile.

As an Administrator of your company, click on “**your initials**” on the top right-hand side of your screen.

2. Click on “**Settings**”.
3. Click on “**Users**”.

The screenshot displays the SAP Ariba Spend Management interface. At the top, the header includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below the header, the user's profile 'CRYSTAL VENTURES LTD-TEST' is shown. A dropdown menu is open from the user's initials 'FO' in the top right corner. The menu contains options: 'Frank Ocean', 'oceanf482@gmail.com', 'My Account', 'Link User IDs', 'Contact Administrator', 'Pluto', 'ANID: AN11188173767-T', 'Company Profile', 'Settings', and 'Logout'. The 'Settings' option is highlighted with a red box and labeled with a red '2'. A red arrow points from the 'Settings' option to the 'Users' option in the 'ACCOUNT SETTINGS' section, which is also highlighted with a red box and labeled with a red '3'. Another red arrow points from the 'Users' option to the 'Users' link in the main navigation bar, labeled with a red '1'.

Title	ID	End Time ↓	Event Type
No items			

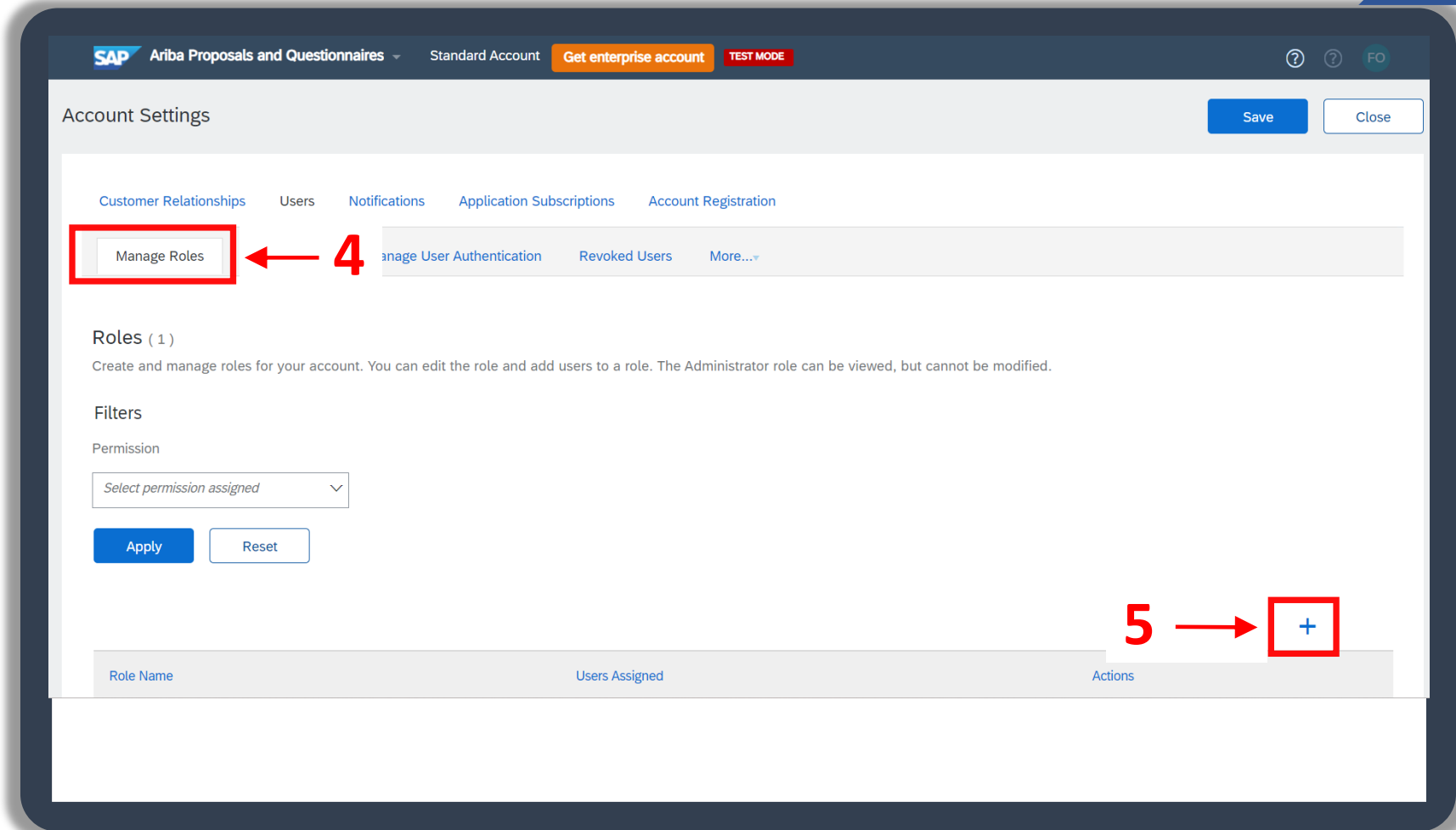
Title	ID	End Time ↓	Status
▼ Status: Open (2)			
CVL Supplier Registration Questionnaire 2 of 2	Doc842322765	10/29/6106 1:48 AM	Registered
CVL Supplier Registration Questionnaire 1 of 2	Doc842322763	10/29/6106 1:48 AM	Registered

ADDING ADDITIONAL USERS

4. You may need to create a new role if this has been not been done already, which will be assigned to the new user.

Select the “**Manage Roles**” tab from the top menu bar.

5. Click on the “+” sign on the bottom right of your screen to add a new role.



ADDING ADDITIONAL USERS

- The “**Create Role**” screen will appear. Enter a suitable name for the role i.e. Sourcing, Finance, Sub-admin, etc.

You may want to add a description about the role. Note, this is not mandatory.

- Select the **level of permissions** you wish to allow the role by checking the boxes on the left hand side of the screen.

- Click “**Save**”.

The screenshot shows the 'Create Role' interface. At the top right, a red arrow labeled '8' points to the 'Save' button. In the 'New Role Information' section, a red box labeled '6' highlights the 'Name:*' field containing 'Sourcing Role'. In the 'Permissions' section, a red box labeled '7' highlights the first four permission checkboxes, all of which are checked.

Create Role

* Indicates a required field

New Role Information

Name:* Sourcing Role

Description:

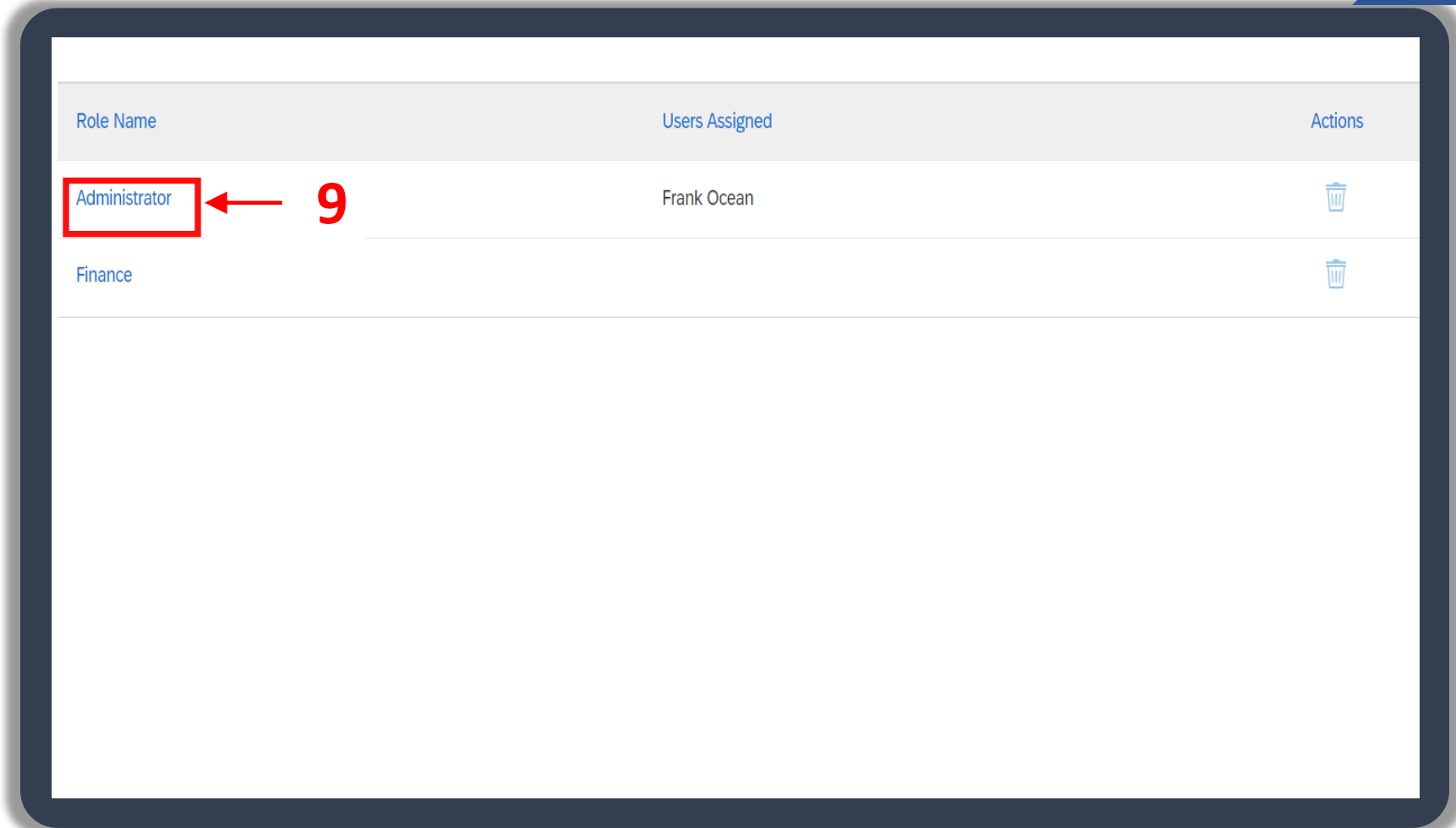
Permissions



Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Permission ↑	Description ↑
<input checked="" type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
<input checked="" type="checkbox"/> Company Information	Review and update company profile information
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input checked="" type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains

ADDING ADDITIONAL USERS

9. The newly Created role will be displayed under the “Role Name” column.



Role Name	Users Assigned	Actions
Administrator	Frank Ocean	
Finance		

ADDING ADDITIONAL USERS

12. Create the new user by entering the “**User’s Details**”.
13. Assign the user a role by checking the box to the left of the role
14. Click “**Done**”.

The screenshot shows a 'New User Information' form. A red box labeled '12' highlights the 'User's Details' section, which includes fields for Username (*), Email Address (*), First Name (*), and Last Name (*). Below these are checkboxes for 'Do not allow the user to resend invoices to the buyer's account.', 'Assign the user to the ERP System (Hosted/On-premise/Cloud)', and 'Limited access'. The 'Office Phone' section includes a 'Country' dropdown (set to USA 1) and 'Area' and 'Number' input fields.

A red box labeled '13' highlights the 'Role Assignment' section, which contains a table with columns 'Name' and 'Description'. The 'Finance' role is selected with a checked checkbox.

A red box labeled '14' highlights the 'Done' button at the bottom right of the form.

Note:
All fields marked with * are mandatory fields and must be completed.

ADDING ADDITIONAL USERS

D

15. The new user will receive two e-mails from Ariba Commerce cloud with a **username** and temporary **password**.
16. The new user must validate their e-mail address by clicking on the link provided and then create a new password.

Your User ID on the SAP Business Network. Inbox x

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

 Business Network

Important: your sub-user username

Dear Frank Ocean,

You have been enabled to access your company's SAP Business Network account(ANID:AN11188173767-T) with the following username:

oceanf4820@gmail.com

Important note:

- Please keep your username confidential.
- Your temporary password has been sent via a separate email.

Please click on "Log in" to access your user account using your username and temporary password:

[Log in](#)

Sincerely,SAP Business Network team

Your password on the SAP Business Network Inbox x

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

 Business Network

Your temporary password

Dear Frank Ocean,

This message contains important information about your new user account related to your company's SAP Business Network account(AN11188173767-T).

Your temporary password:

S6plc\$3(

For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new SAP Business Network account.

If you have any questions, contact your Account Administrator:

Frank Ocean

oceanf4820@gmail.com

Sincerely,SAP Business Network team

MANAGING ADDITIONAL USERS

- 1. You can delete users that have left your company, and you can also make a different user a Administrator. Click on **“Manage Users”**.

Manage Roles

Manage Users

1

Activation

Revoked Users

More... ▾

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	oceanf482@gmail.com	oceanf482@gmail.com	Frank	Ocean	No	PROFILE_MGMT_ROLE, +6		All(0)	Yes	
<input type="checkbox"/>	oceanf4820@gmail.com	oceanf482@gmail.com	Frank	Ocean	No	Finance		All(0)	Yes	Actions ▾

Add to Contact List

Remove from Contact List

MANAGING ADDITIONAL USERS

D

2. Scroll to the right where you can see the **"Actions"** column

A) Deleting users

If a user has left the organisation and you wish to delete them. Click on the **"Actions"** button next to that username and select **"Delete"**.

B) Changing Administrator internally

If you want to change the Administrator of your Ariba Network account. Click the **"Actions"** button, then select the **"Make Administrator"** button

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	oceanf482@gmail.com	oceanf482@gmail.com	Frank	Ocean	No	PROFILE_MGMT_ROLE, +6		All(0)	Yes	
<input type="checkbox"/>	oceanf4820@gmail.com	oceanf482@gmail.com	Frank	Ocean	No	Finance		All(0)	Yes	Actions ▾

Edit

Delete

Make Administrator

GIVING ADDITIONAL USERS ACCESS TO REGISTRATION QUESTIONNAIRES

D

If you have a requirement to give additional users access to maintain the CVL Registration Questionnaires, process as follows:

1. Click on the Registration Questionnaire that you wish to give access to another user to open it.

Registration Questionnaires

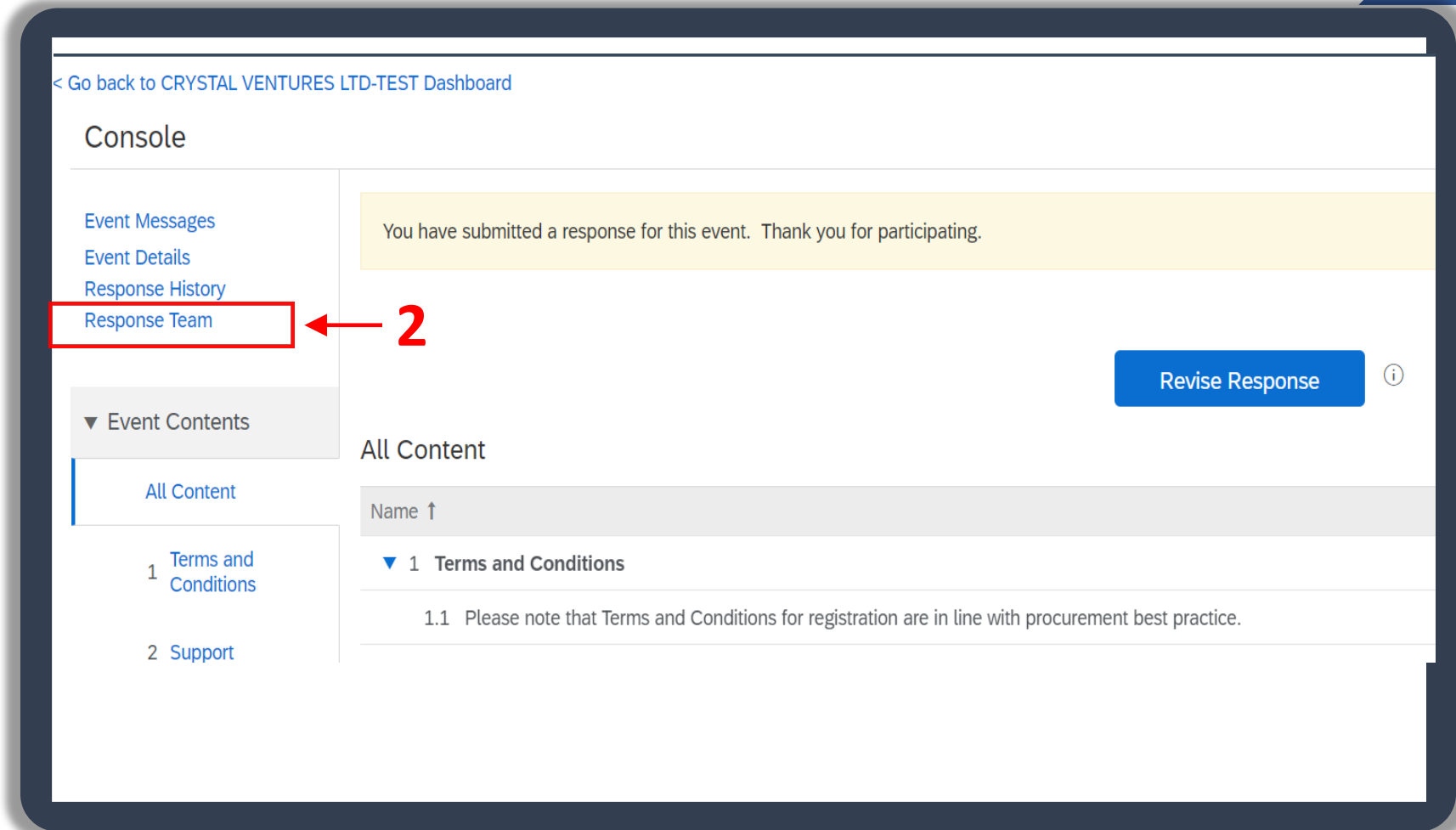
Title	ID	End Time ↓
▼ Status: Open (2)		
CVL Supplier Registration Questionnaire 2 of 2	Doc842322765	10/29/6106 1:48 AM
CVL Supplier Registration Questionnaire 1 of 2	Doc842322763	10/29/6106 1:48 AM

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions
-------	----	------------	-----------	---------

GIVING ADDITIONAL USERS ACCESS TO REGISTRATION QUESTIONNAIRES

2. From inside the Questionnaire, Click **“Response Team”**



GIVING ADDITIONAL USERS ACCESS TO REGISTRATION QUESTIONNAIRES

3. Click on the **“Add”** button to add a user to the Response Team

Response Team - CVL Supplier Registration Questionnaire 1 of 2

Review the list of members from your organization who can participate in this event with you. You may add team members to this list as needed.

Name ↓	Email Address
Frank Ocean	oceanf482@gmail.com
<div><div>Add</div></div>	

← 3

GIVING ADDITIONAL USERS ACCESS TO REGISTRATION QUESTIONNAIRES

D

4. The list of users in your company is visible. Select the users you would like to Add as a Participant

4 →

Add Team Members

<input checked="" type="checkbox"/>	Name ↑	Email Address
<input checked="" type="checkbox"/>	Frank Ocean	oceanf482@gmail.com

OKCancel

GIVING ADDITIONAL USERS ACCESS TO REGISTRATION QUESTIONNAIRES

5. Click **“OK”** to confirm. The newly added user will now have access to the Registration Questionnaire.

Follow the same steps to give access to the other questionnaire.

< Go back to CRYSTAL VENTURES LTD-TEST Dashboard Desktop File Sync

Response Team - CVL Supplier Registration Questionnaire 1 of 2

Review the list of members from your organization who can participate in this event with you. You may add team members to this list as needed.

Name ↓	Email Address
Frank Ocean	oceanf482@gmail.com
Frank Ocean	oceanf482@gmail.com

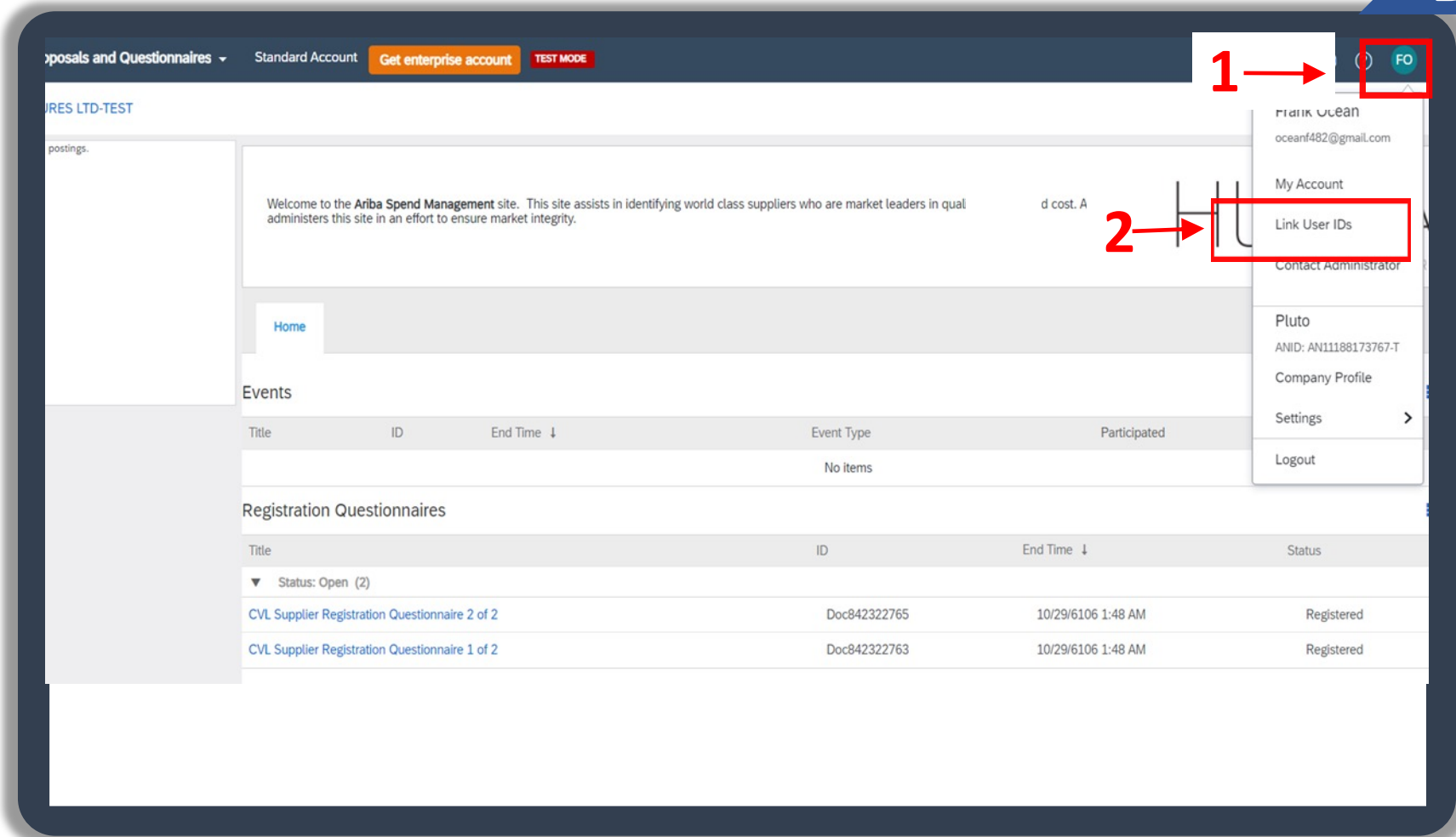
Add

LINKING USER IDS

- 1. A supplier may want to link Ariba Business Network profiles

As an Administrator of your company, click on “**your initials**” on the top right hand side of your screen.

- 2. Click on “**Link User IDs**”.

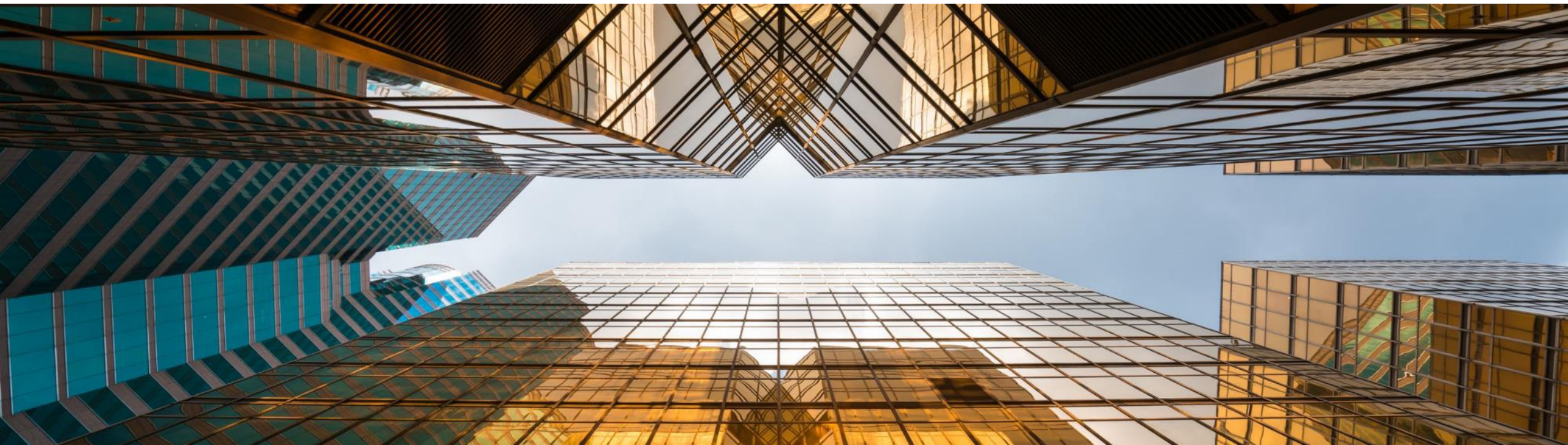


LINKING USER IDS

3. Fill in your “**Username & Password**” of the account that you want to link.
4. Click on “**Link accounts**”.

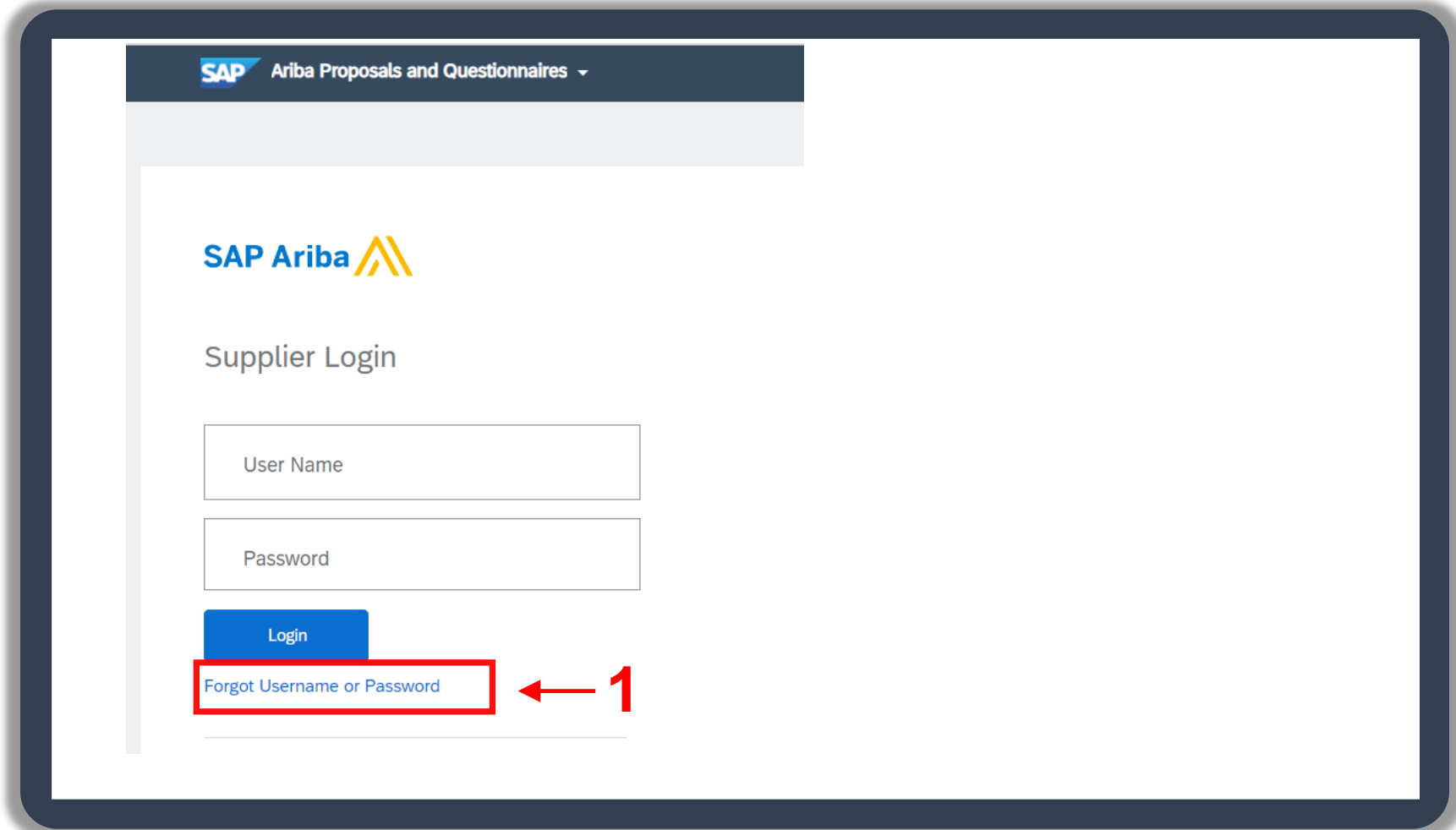
The screenshot shows a web interface for linking accounts. At the top right, there is a dark blue header with a white 'D' on a blue background. Below the header, there is a light gray section with a dark blue bar containing three icons: a question mark, a question mark, and a 'FO' icon. The main content area is light gray and contains a section titled 'NO APPROVAL NEEDED'. Below this title, there is a text prompt: 'Enter the username and password of another account to which you want to link.' This is followed by two input fields: 'Username: *' with the value 'oceanf482@gmail.com' and 'Password: *' with a masked password '.....'. A red box highlights these two input fields, with a red arrow pointing to it from the number '3'. Below the input fields is a blue button labeled 'Link accounts', which is also highlighted with a red box and a red arrow pointing to it from the number '4'. At the bottom right of the interface is a blue button labeled 'Cancel'.

RESETING YOUR USERNAME AND PASSWORD



RESETTING YOUR USERNAME AND PASSWORD

1. Access the SAP Ariba Supplier login screen through the CVL website, or directly via the link below:
<https://service.ariba.com/Sourcing.aw>
2. If you cannot remember your username or password, click on **“Forgot username or Password”**.



SAP Ariba Proposals and Questionnaires ▾

SAP Ariba

Supplier Login

User Name

Password

Login

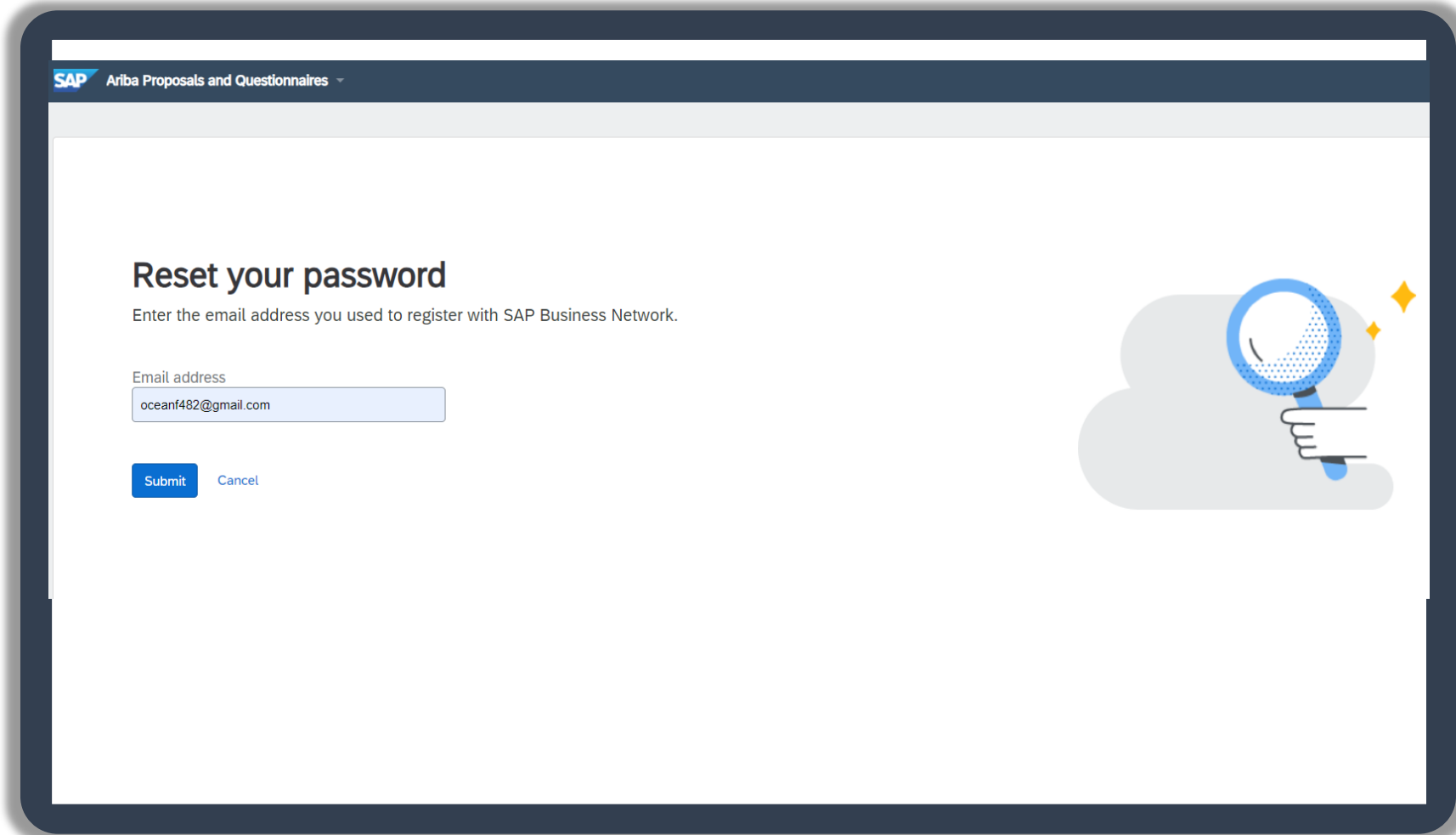
Forgot Username or Password ← 1

RESETTING YOUR USERNAME AND PASSWORD

3. The Reset your password screen will open.

Enter the e-mail address where your password reset confirmation e-mail must be sent.

Click on “**Submit**”.



SAP Ariba Proposals and Questionnaires

Reset your password

Enter the email address you used to register with SAP Business Network.

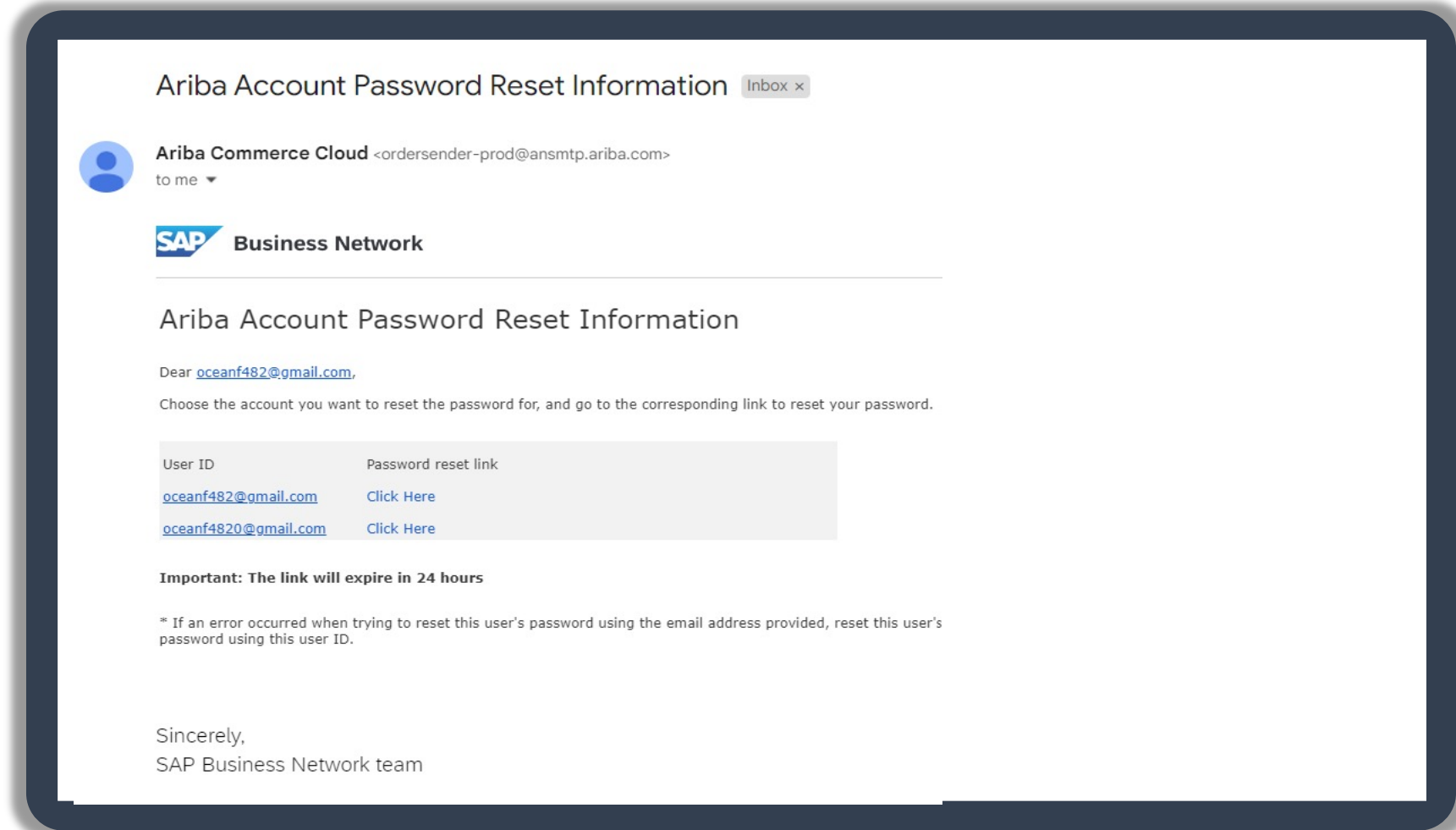
Email address

[Submit](#) [Cancel](#)

RESETTING YOUR USERNAME AND PASSWORD

4. You will receive an e-mail containing list of users registered under your account and a link to change your password.

Click on the “Click here” link to reset your password.



RESETTING YOUR USERNAME AND PASSWORD

5. Enter your desired password.
6. Confirm password by re-entering your new password.
7. Click “**Submit**”.

Reset your password

Username
oceanf482@gmail.com

New password

Confirm your password

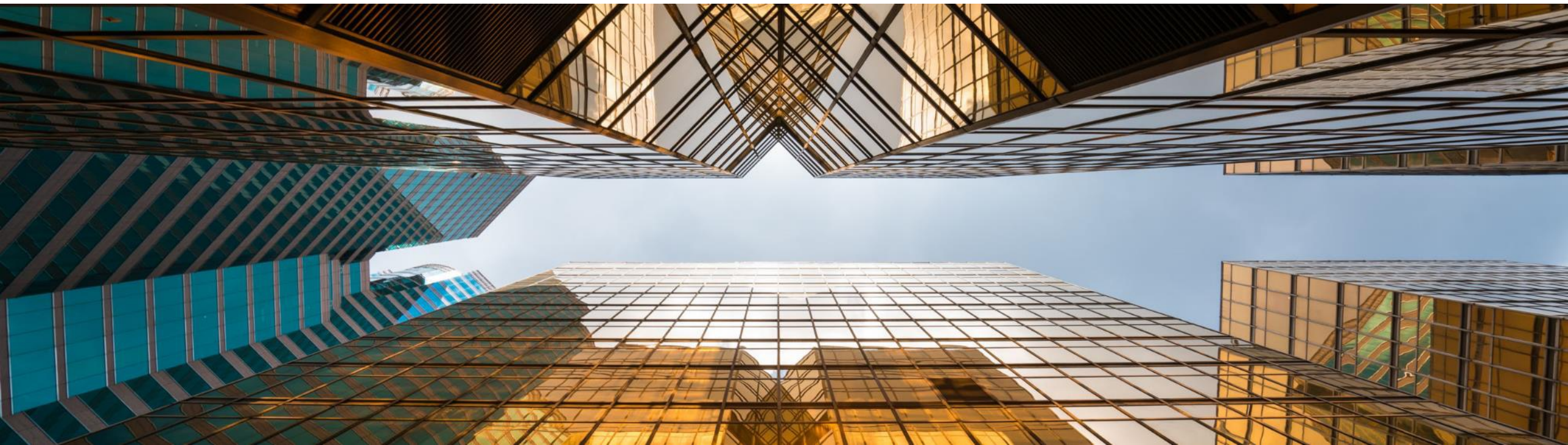
Submit

Cancel

Note the password requirements:

- Must be between 8 and 32 characters
- Must contain at least 1 lowercase letter(s), 1 uppercase letter(s), 1 numeric character(s), and 1 special character(s). The special characters permitted are `!#$%&'()*+,-./:;<>?@^_{}~\`"[]`
- Cannot contain the username
- Repetitive characters and numbers in sequence are discouraged
- Only ASCII characters are allowed (numbers 1 - 9-, lower- and upper-case characters a - z, and some special characters)

GETTING HELP



OVERVIEW

A CVL Ariba Supplier
Support

B CVL Supplier User
Guide

C Contacting SAP Ariba
Directly – With User
Credentials

D Contacting SAP Ariba
Directly – With No User
Credentials

CVL SUPPORT AND HELP LINES



Use the contact details shown here to reach the CVL Supplier Support, which is open Monday to Friday from 09:00 to 17:00, excluding all Rwandan Public Holidays.

A dark blue outline of a smartphone.

+25 0784501713

A dark blue outline of a computer monitor.

info@huza.co.rw

OVERVIEW

A CVL Ariba Supplier Support

B CVL Supplier User Guide

C Contacting SAP Ariba Directly – With User Credentials

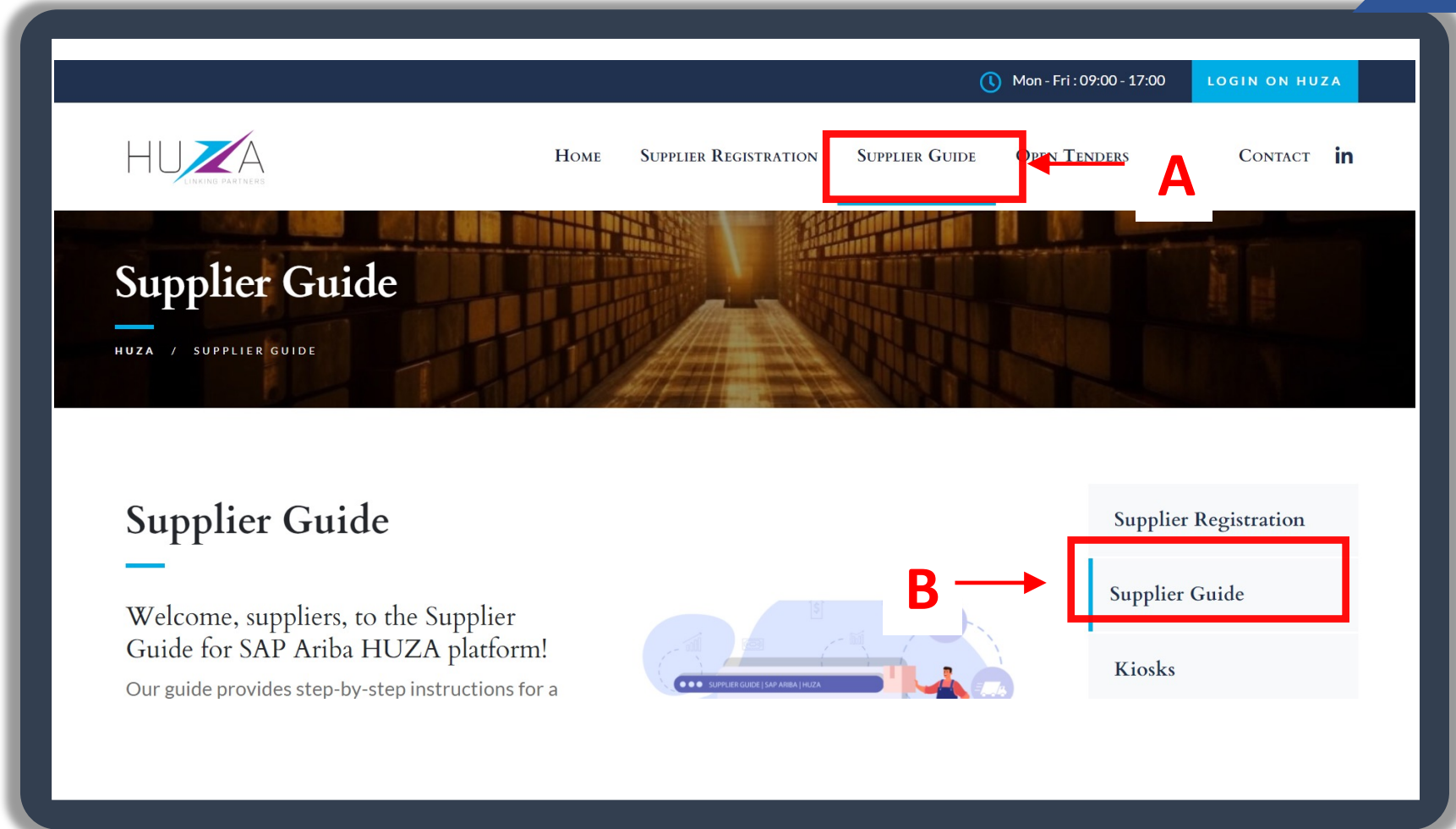
D Contacting SAP Ariba Directly – With No User Credentials

SUPPLIER USER GUIDE

B

Accessing the supplier user guide

1. Visit HUZA website at www.huza.co.rw
 - A. Click on “**Suppliers Guide**” in the top menu bar
 - B. When the supplier guide page has opened, click on the “**Supplier Guide**” button



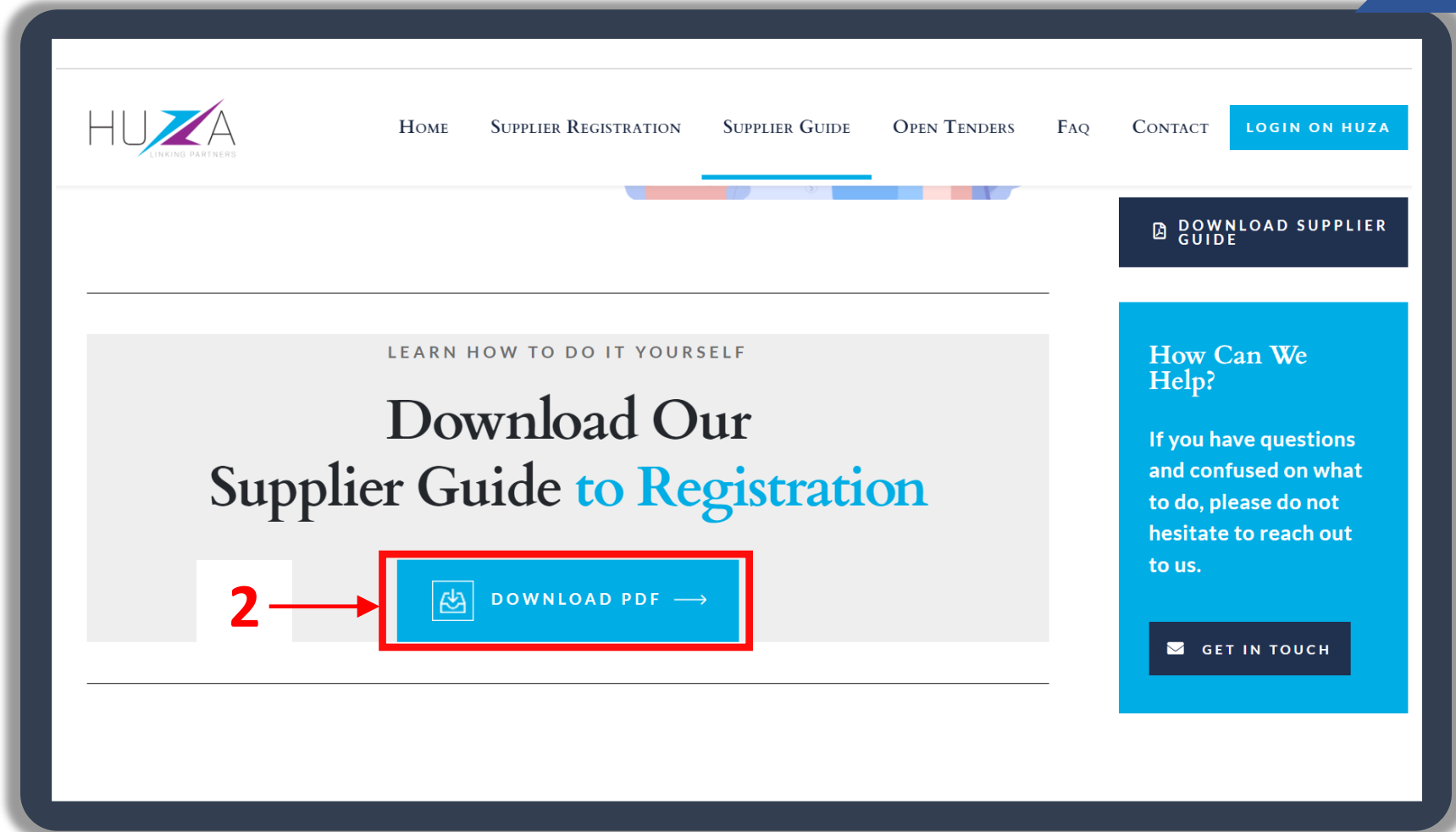
SUPPLIER USER GUIDE

B

Accessing the supplier guide

2. You will be directed to the **LEARN HOW TO DO IT YOURSELF** page.

Click on “**Download PDF**” to download the supplier user guide.



OVERVIEW

A CVL Ariba Supplier Support

B CVL Supplier User Guide

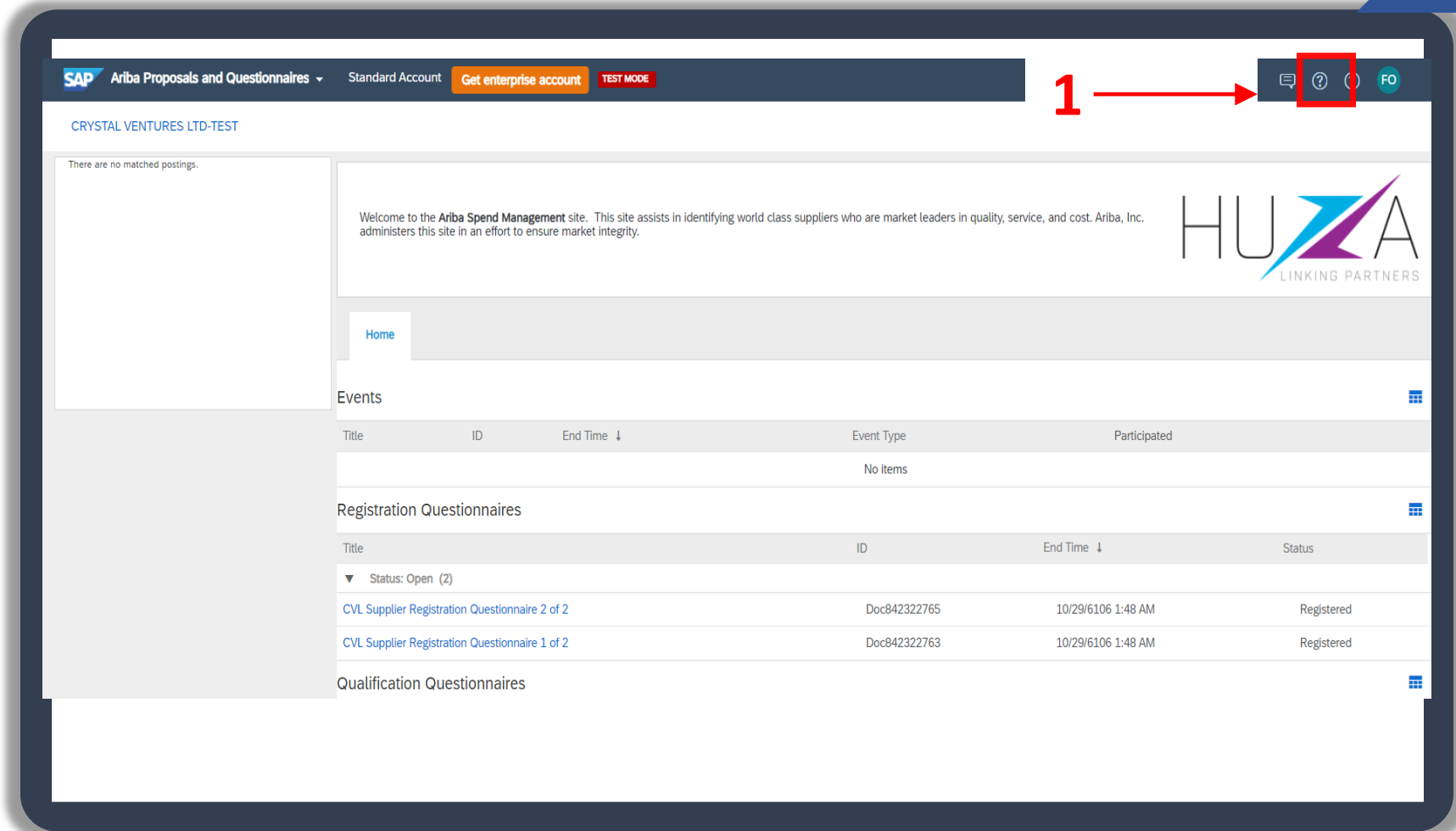
C CONTACTING SAP Ariba Directly – With User Credentials

D CONTACTING SAP Ariba Directly – With No User Credentials

CONTACTING SAP Ariba SUPPORT DIRECTLY (ALREADY LOGGED IN)

To contact SAP Ariba Support directly, when you are already logged in follow these steps:

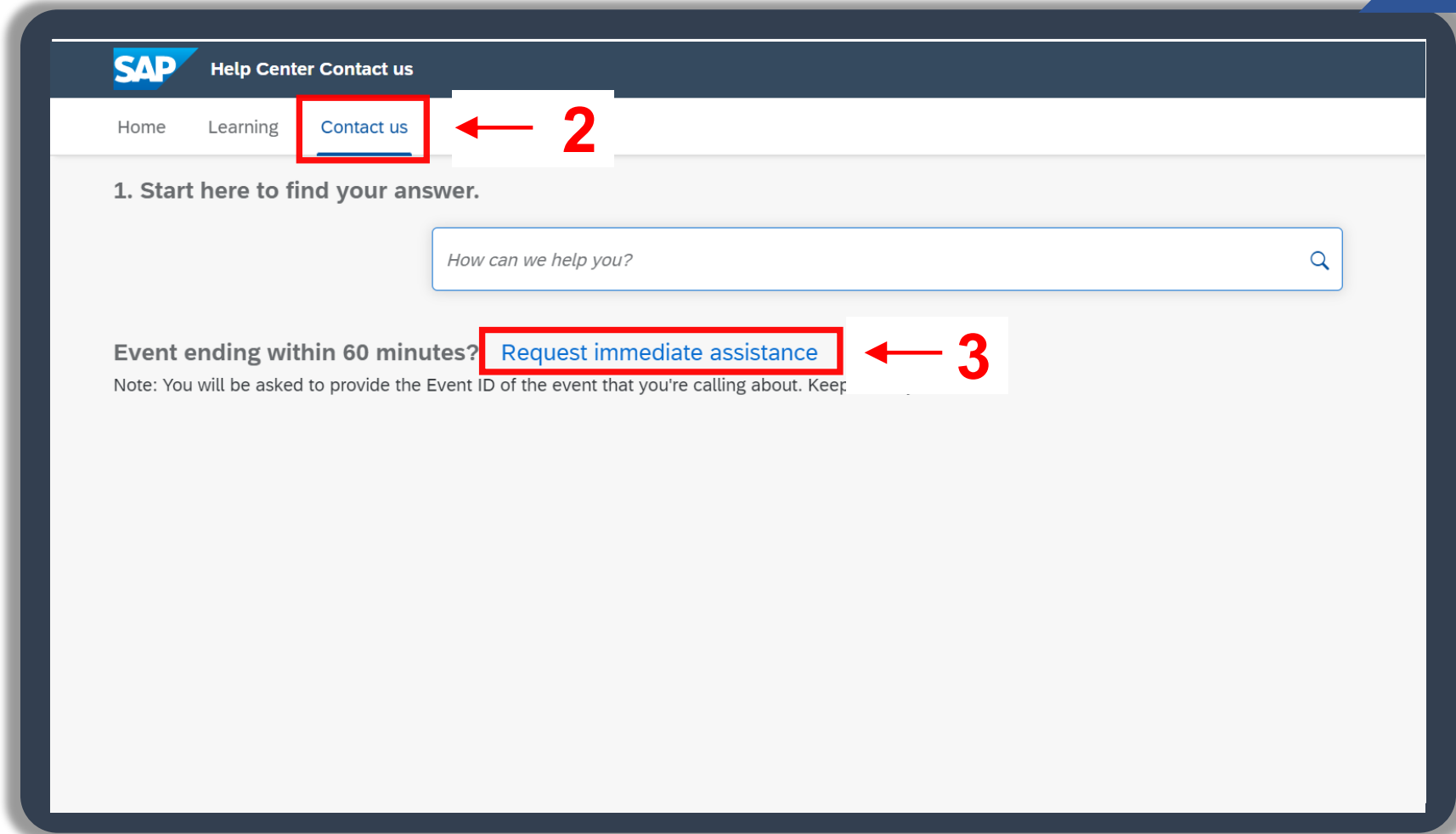
- 1. Login to the **SAP Business Network**, and from the Home page Click on the **First “?” Help** icon.



CONTACTING SAP Ariba SUPPORT DIRECTLY (ALREADY LOGGED IN)

You will then be redirected to the following screen

2. Select the “**Contact us**” tab
3. Click on the “**Request immediate assistance**” link



CONTACTING SAP Ariba SUPPORT DIRECTLY (ALREADY LOGGED IN)

Type in the details of your ticket to SAP Ariba support on the form provided.


4. Once you have completed filling in your required ticket fields, Click on the “**Submit**” button.

1. Tell us what you need help with.

Subject: * Help with event ending soon

Document or Event Number:

Company that invited you:

Time remaining in event: * 

2. Please review your contact information for correctness:

First name: *

Last name: *

Username:

Company: *

Email: * pedzisai.mutapiri@bayajulaservices.com

Phone: * 

Extension:

Confirm phone: *

☐ My phone number is correct.

☐ Do not record my phone call.

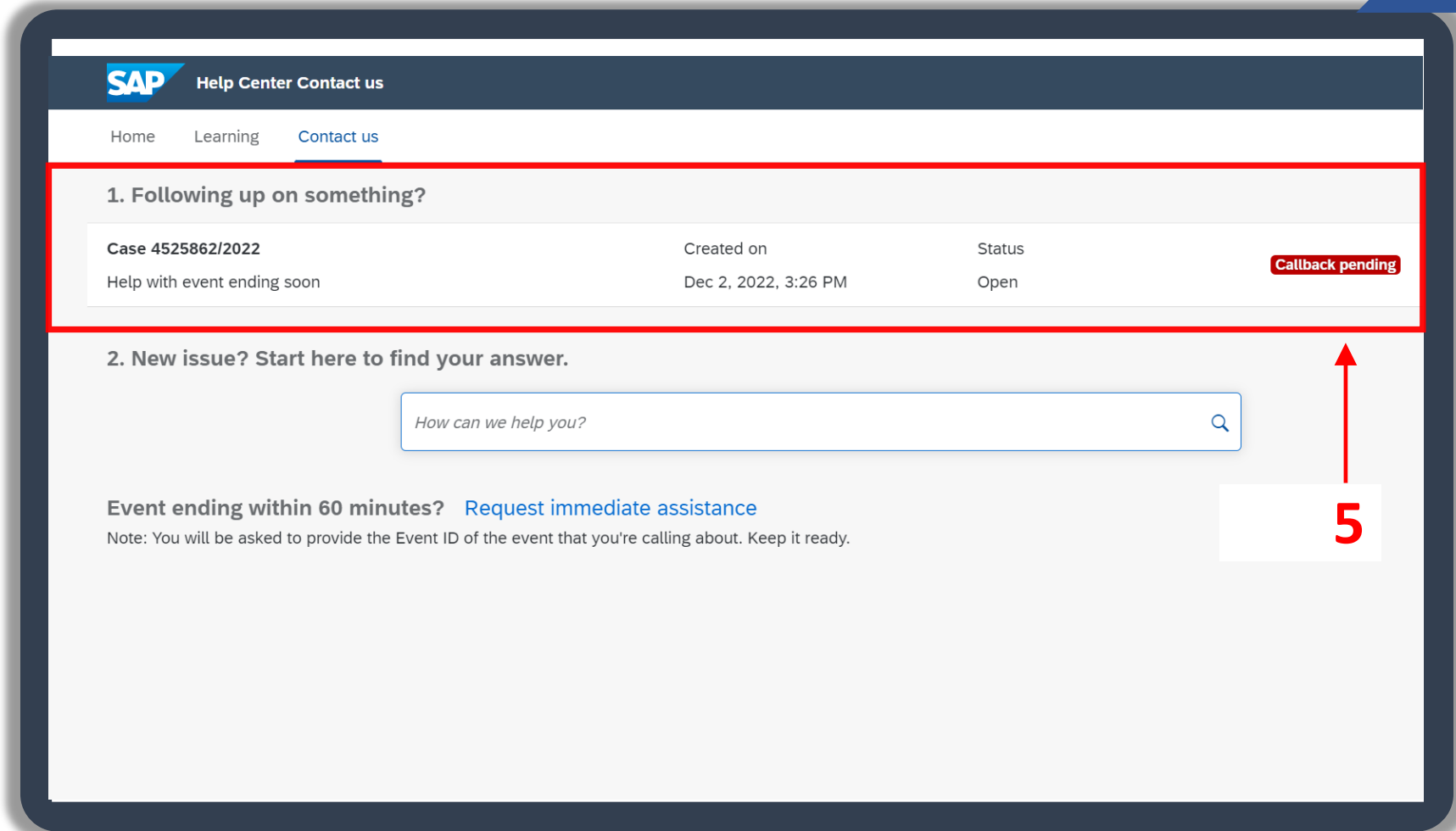
4 →

Submit

Cancel

CONTACTING SAP Ariba SUPPORT DIRECTLY (ALREADY LOGGED IN)

- 5. Once you have submitted your ticket you will see the following screen showing you the status of your ticket



OVERVIEW

A CVL Ariba Supplier Support

B CVL Supplier User Guide

C CONTACTING SAP Ariba Directly – With User Credentials

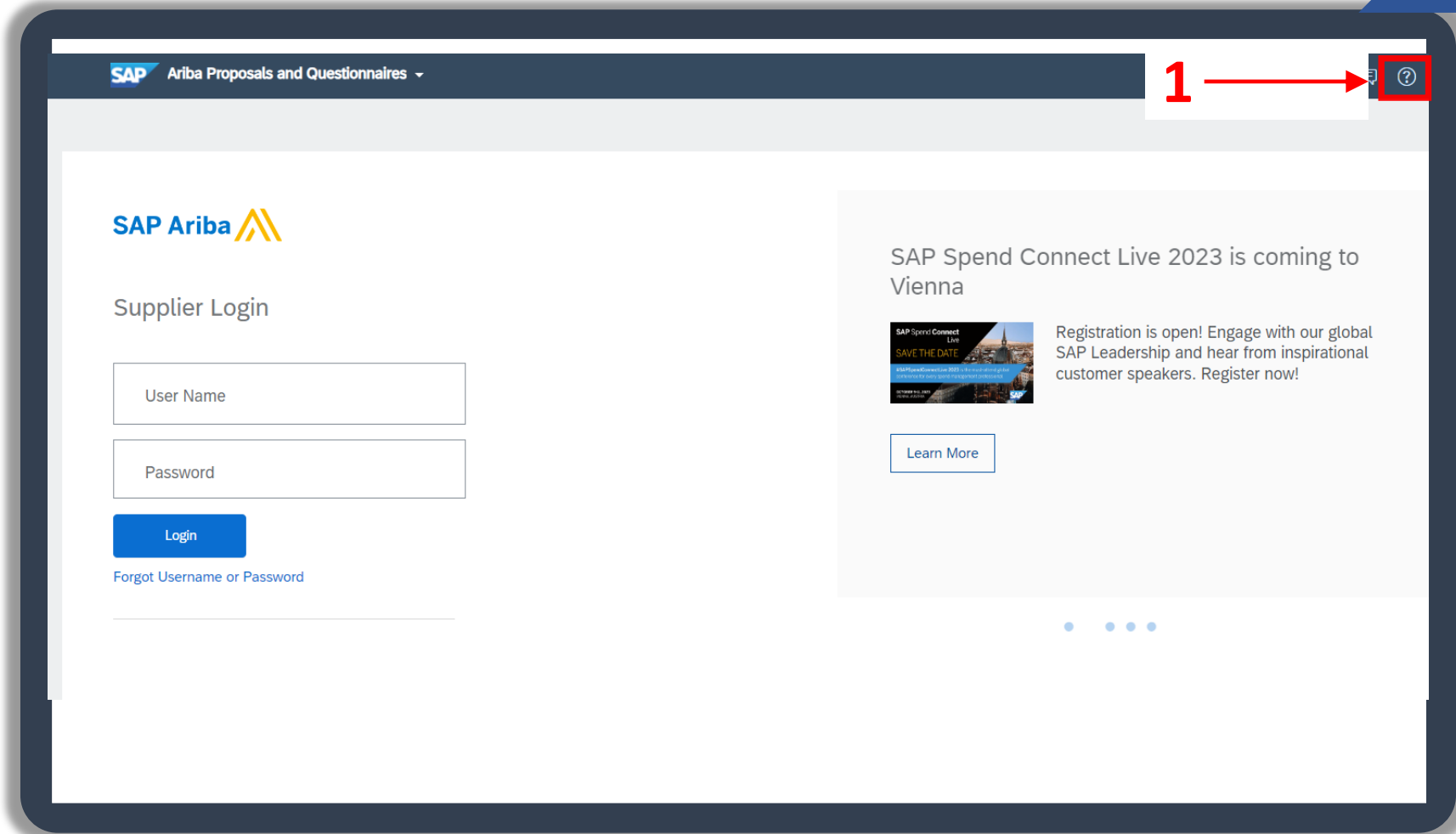
D CONTACTING SAP Ariba Directly – With No User Credentials

CONTACTING SAP Ariba SUPPORT DIRECTLY (NO USER CREDENTIALS)

To contact SAP Ariba Support directly, when you do not have any login credentials to your account, follow these steps:

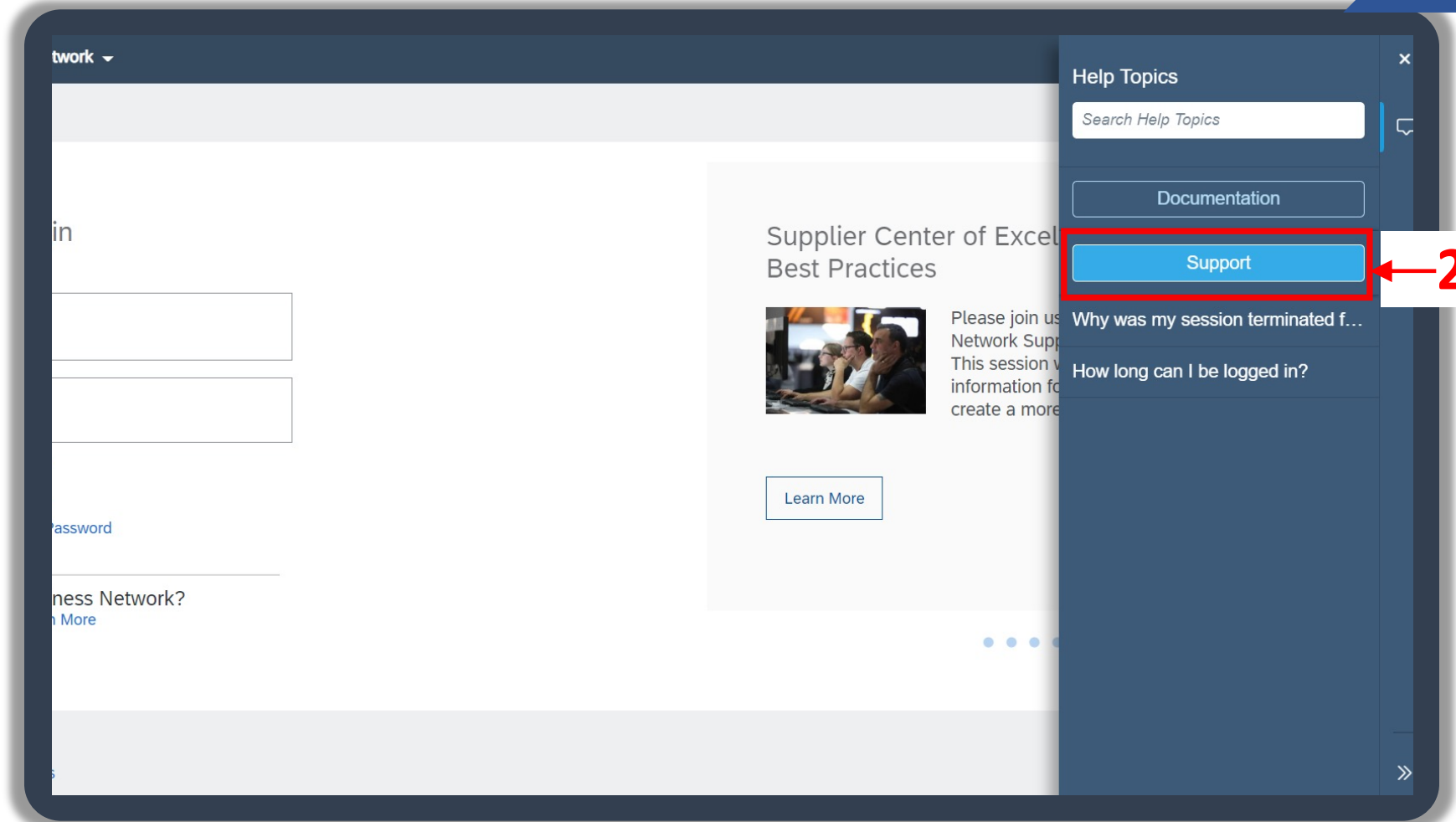
1. Access the **SAP Business Network** Supplier login page

Then Click on the “?” **Help** icon



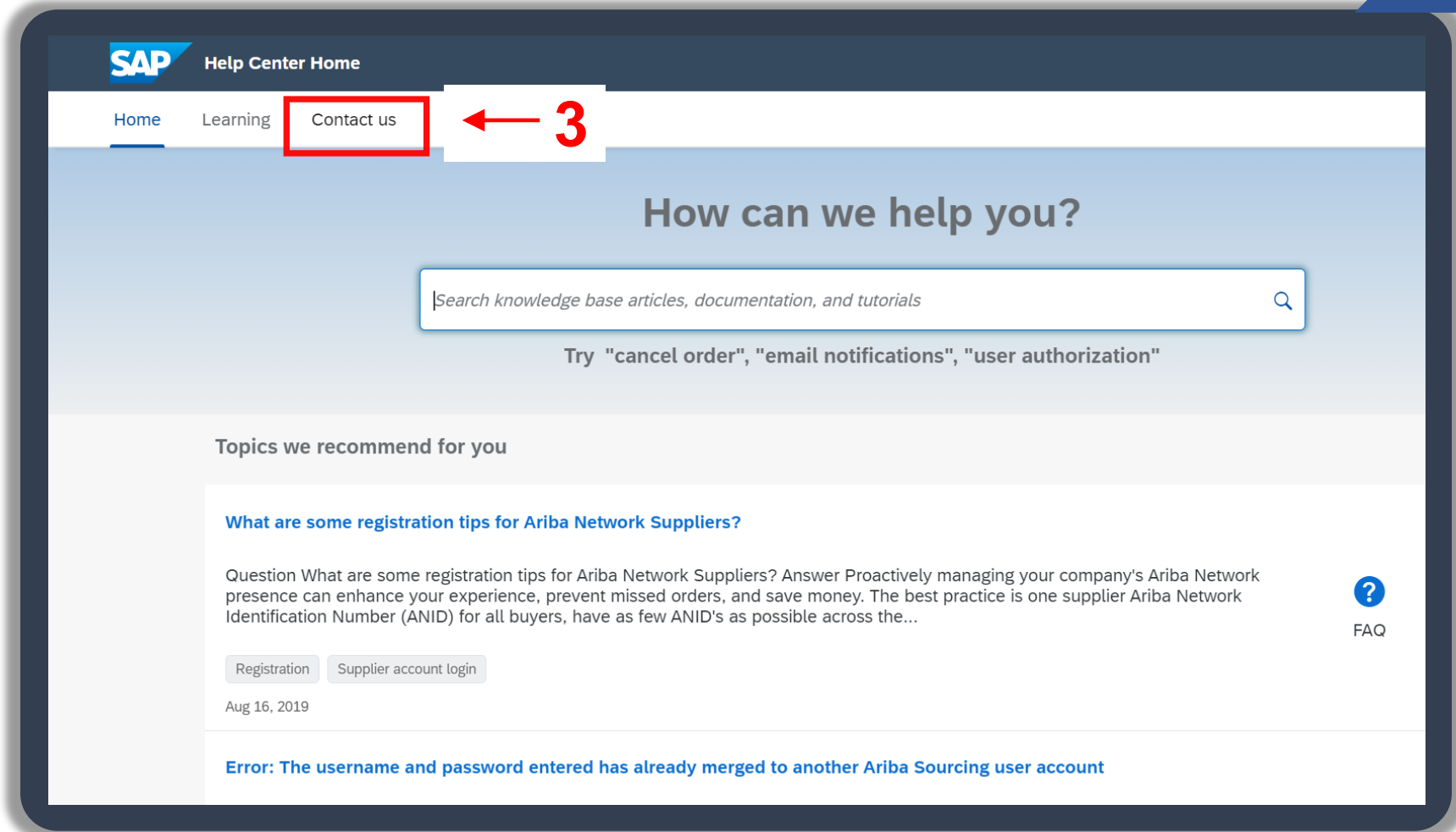
CONTACTING SAP Ariba SUPPORT DIRECTLY (NO USER CREDENTIALS)

2. Click on “Support”



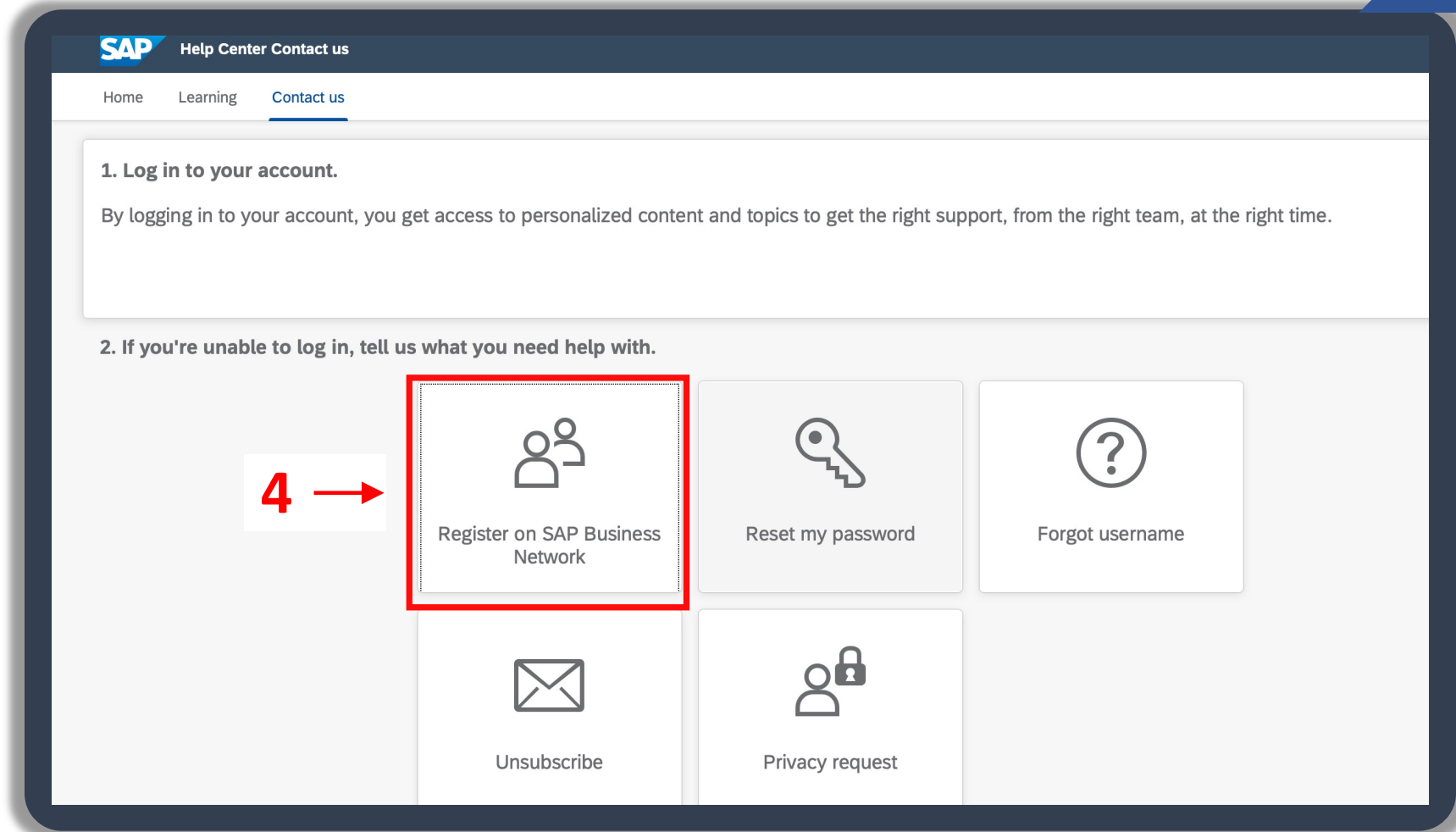
CONTACTING SAP Ariba SUPPORT DIRECTLY (NO USER CREDENTIALS)

3. Click on “Contact us”



CONTACTING SAP Ariba SUPPORT DIRECTLY (NO USER CREDENTIALS)

4. Click on “**Register on SAP Business Network**”



CONTACTING SAP Ariba SUPPORT DIRECTLY (NO USER CREDENTIALS)

5. Click on “**Registration error**”
6. Click on “**ANERR error**”
7. Click on “**I’m still experiencing the error after troubleshooting**”

The screenshot shows the SAP Ariba Help Center 'Contact us' page. The page has a dark blue header with the SAP logo and 'Help Center Contact us'. Below the header is a navigation bar with 'Home', 'Learning', and 'Contact us' (which is underlined). To the right of the navigation bar are two buttons: 'Unsubscribe' and 'Privacy request'. The main content area has a heading '3. Choose from the options below to continue.' followed by the question 'What do you need help with?'. There are four buttons: 'Register a new account', 'Registration error' (highlighted with a red box and a red arrow labeled '5'), 'out if my company has an account', and 'Something else'. Below this is the question 'Which of the following errors are you experiencing?'. There are five buttons: 'User already exists. Please enter a different username.', 'DUNS number already exists', 'The username and password entered has already merged to another Ariba Sourcing user account', 'You must enter the username and password associated with your account', and 'ANERR error' (highlighted with a red box and a red arrow labeled '6'). Below these buttons is a list of three steps: 1. Delete the cookies and browsing history in your internet browser. 2. Close all browser windows. 3. Open a new browser window and try to log in to your account again. Below the list is a paragraph: 'If you were trying to reset your password, go to the login page and resend the password reset email by clicking Password and following the prompts, as the link in the email has expired.' At the bottom of the page is a button 'I'm still experiencing the error after troubleshooting' (highlighted with a red box and a red arrow labeled '7').

SAP Help Center Contact us

Home Learning Contact us Unsubscribe Privacy request

3. Choose from the options below to continue.

What do you need help with?

Register a new account **Registration error** ← 5 out if my company has an account Something else

Which of the following errors are you experiencing?

User already exists. Please enter a different username. DUNS number already exists

The username and password entered has already merged to another Ariba Sourcing user account

You must enter the username and password associated with your account **ANERR error** ← 6

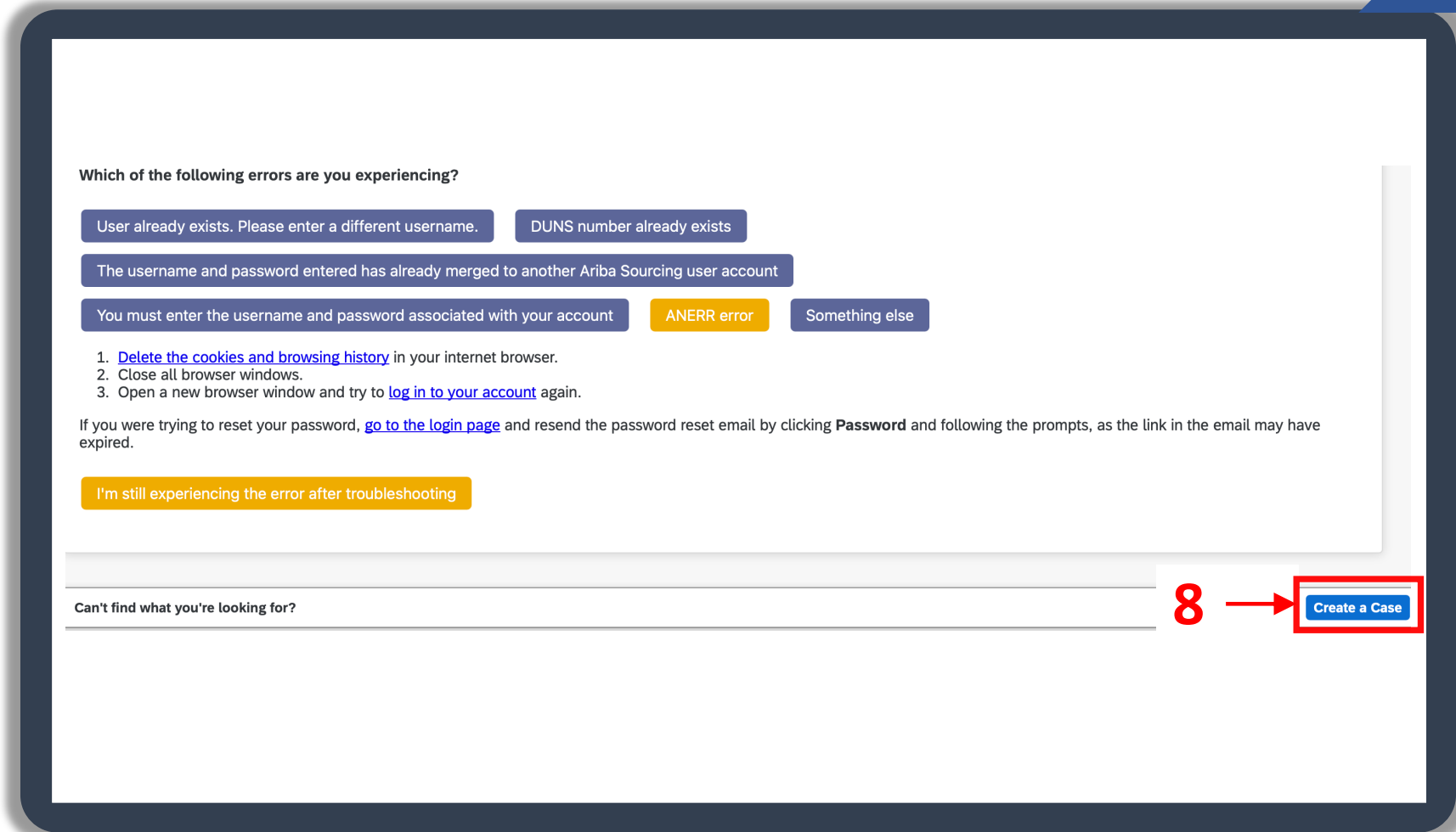
1. [Delete the cookies and browsing history](#) in your internet browser.
2. Close all browser windows.
3. Open a new browser window and try to [log in to your account](#) again.

If you were trying to reset your password, [go to the login page](#) and resend the password reset email by clicking **Password** and following the prompts, as the link in the email has expired.

7 → I'm still experiencing the error after troubleshooting

CONTACTING SAP Ariba SUPPORT DIRECTLY (NO USER CREDENTIALS)

8. After clicking “I’m still experiencing the error”.
You will see a pop up at the bottom of your screen. Click on “Create a Case”



Which of the following errors are you experiencing?

User already exists. Please enter a different username. DUNS number already exists

The username and password entered has already merged to another Ariba Sourcing user account

You must enter the username and password associated with your account ANERR error Something else

1. [Delete the cookies and browsing history](#) in your internet browser.
2. Close all browser windows.
3. Open a new browser window and try to [log in to your account](#) again.

If you were trying to reset your password, [go to the login page](#) and resend the password reset email by clicking **Password** and following the prompts, as the link in the email may have expired.

I'm still experiencing the error after troubleshooting

Can't find what you're looking for?

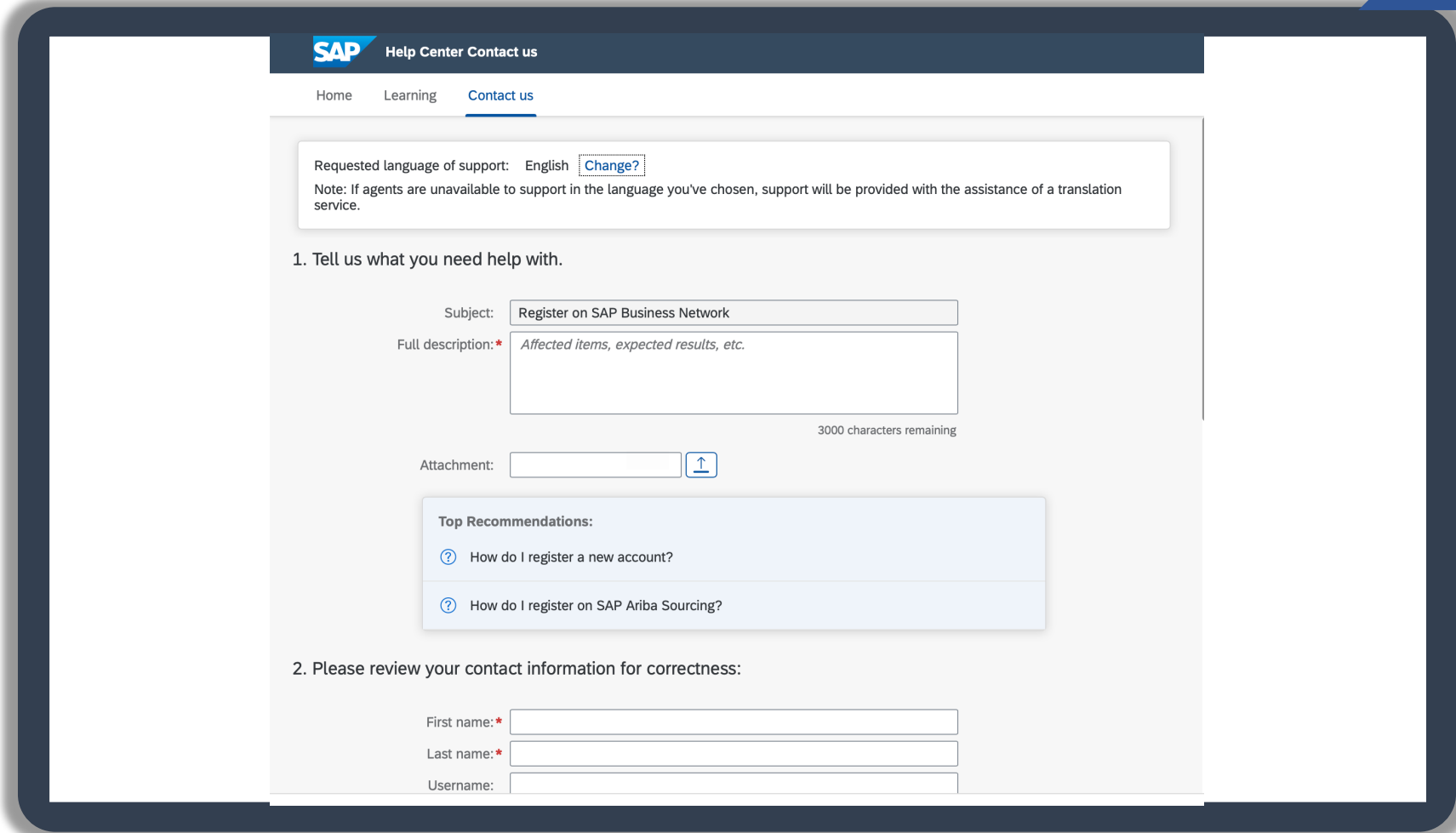
8 → Create a Case

CONTACTING SAP Ariba SUPPORT DIRECTLY (NO USER CREDENTIALS)

9. Fill in the form and submit your **SAP Ariba Support case ticket**

To have you user **Administrator** changed by SAP Ariba, you are required to provide the following:

- **ANID** (Ariba Network Identification) number) of your supplier account. The CVL support can assist with this number if you do not have it
- Previous administrator's **full name**
- Previous administrator's **email address**
- Name and email of a sub-user (if the account has sub-users)



The screenshot shows the SAP Help Center 'Contact us' page. At the top, there's a navigation bar with 'SAP', 'Help Center', and 'Contact us'. Below this, there are links for 'Home', 'Learning', and 'Contact us'. The main content area starts with a language selection section: 'Requested language of support: English' with a 'Change?' link, and a note: 'Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.' The first step is '1. Tell us what you need help with.' It includes a 'Subject' field with the value 'Register on SAP Business Network', a 'Full description' field with the placeholder text 'Affected items, expected results, etc.' and a '3000 characters remaining' indicator, and an 'Attachment' field with an upload icon. Below these is a 'Top Recommendations' section with two links: 'How do I register a new account?' and 'How do I register on SAP Ariba Sourcing?'. The second step is '2. Please review your contact information for correctness:' followed by three input fields: 'First name:', 'Last name:', and 'Username:'.

THANK YOU

