

SAP ARIBA SUPPLIER LIFECYCLE & PERFORMANCE

HOW TO COMPLETE FULL SUPPLIER REGISTRATION



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

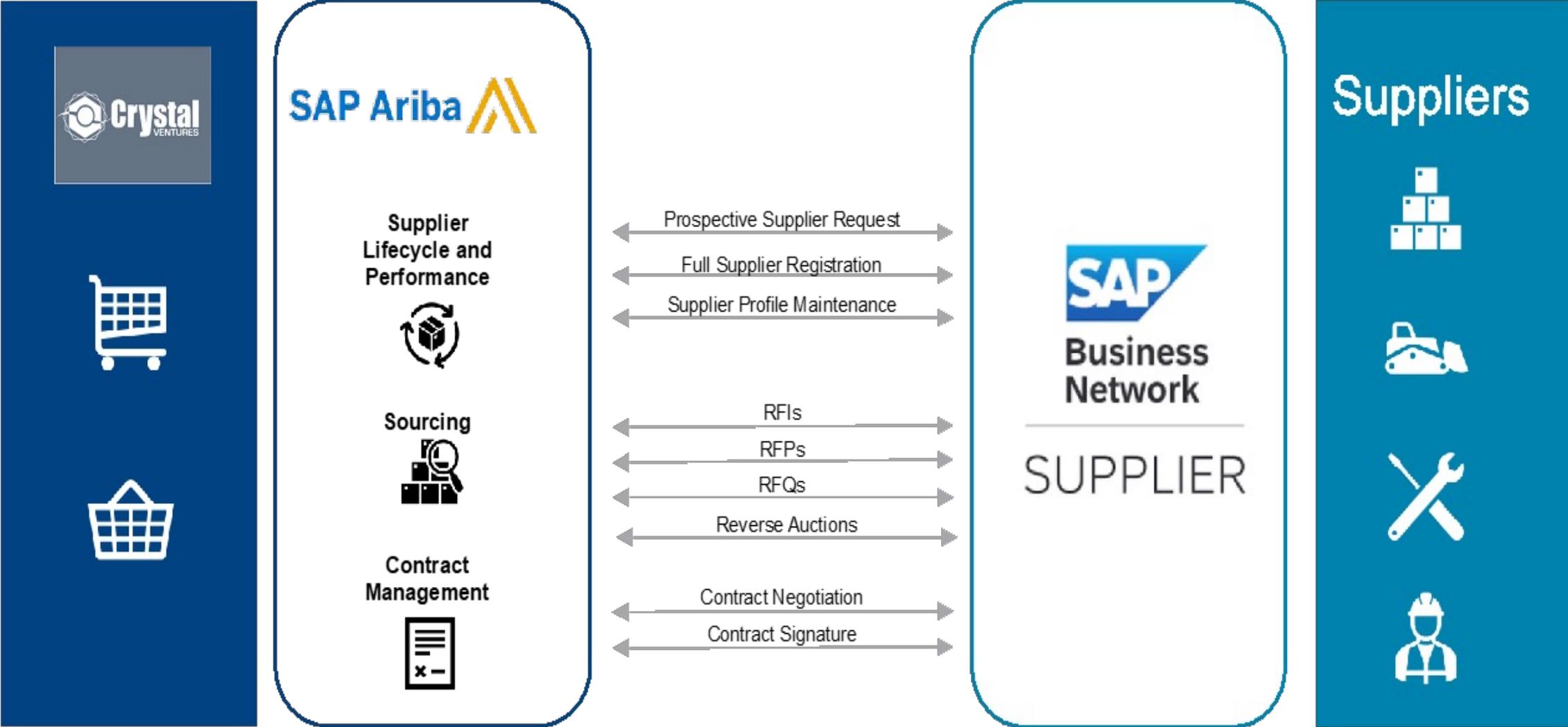


The **SAP Business Network** connects suppliers with customers, enabling them to do business together.

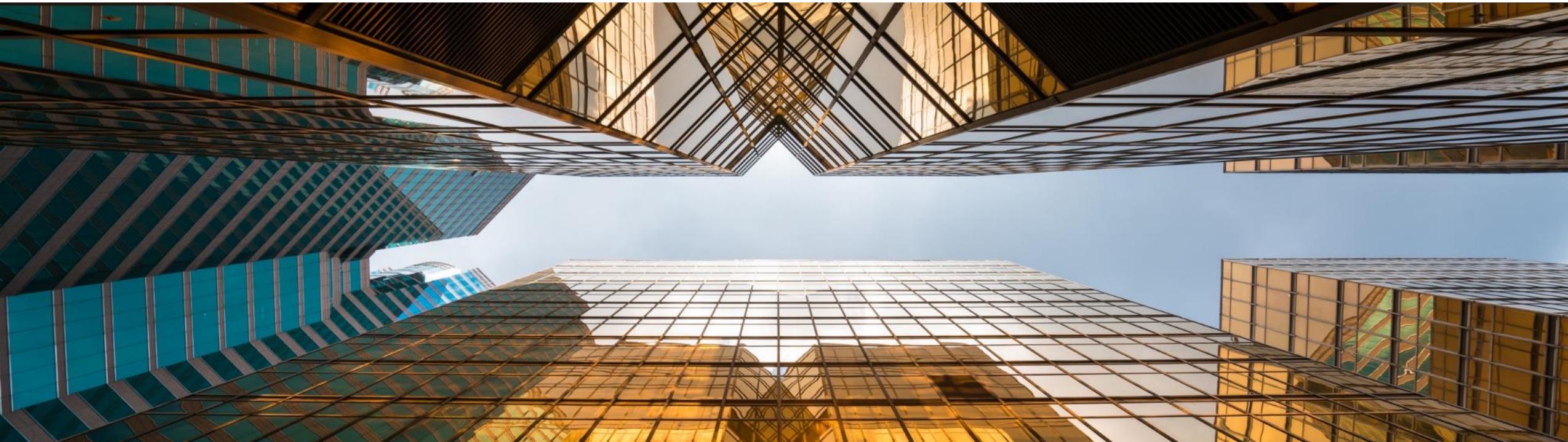
CVL uses the SAP Business Network to collaborate with suppliers, enabling effective sourcing of goods and services, supplier registration and contract management.

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 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

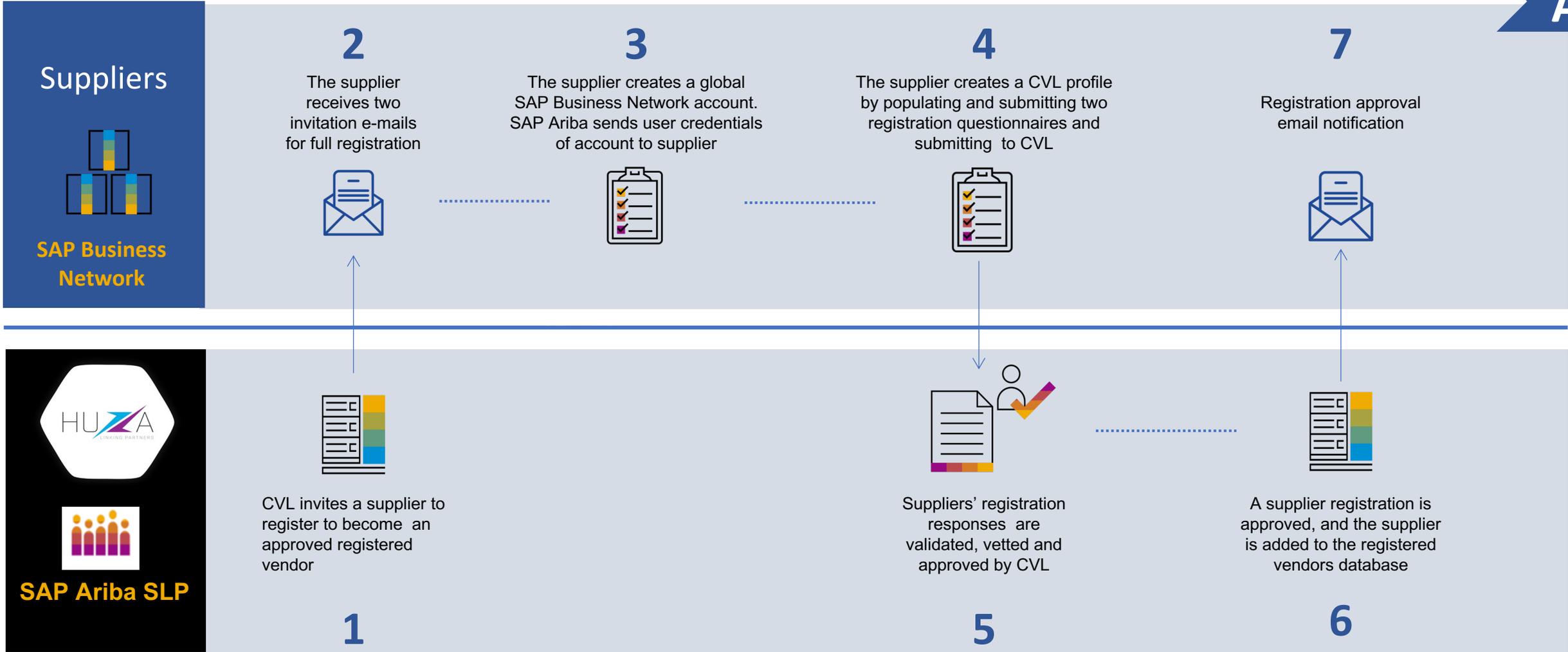
Supplier Registration

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



Start here

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

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



Crystal Ventures, along with its subsidiaries and affiliated companies, has extended an invitation to your organization to become a supplier.

This serves as the registration notification 2 of 2.

To proceed with the notification, start by creating you free SAP Business Network account.

If Pluto already possesses an SAP Business Network account, kindly log in using your existing username and password.

3 → [Click Here](#) to create an account or Login to your existing account.

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

Regards, CVL Procurement

CREATING AN SAP BUSINESS NETWORK GLOBAL ACCOUNT

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 for Frank Ocean. 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 "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 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 the section "About SAP Business Network" which contains a paragraph and two bulleted lists of benefits and features.

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:*

Country/Region:* ▼

Address:*

City:*

State:* ▼

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

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

Company information

* Indicates a required field

Company Name:*

Country/Region:*

Address:*

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

* Indicates a required field

[SAP Business Network Privacy Statement](#)

Name: *

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

Email orders to: * 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: * -or- [Browse](#)

Ship-to or Service Locations: * **10b**

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.

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".

The image shows a screenshot of a web application dialog box titled "Ship-to or Service Location Selection". The dialog box contains the following text: "Select the territories that your company serves. If your company offers global coverage, choose Global." Below this text are two radio buttons: "Global" and "Select Ship-to or Service Locations". In the top-left screenshot, the "Global" radio button is selected and highlighted with a red box, with a red arrow pointing to it from the right. In the top-right screenshot, the "OK" button is highlighted with a red box, with a red arrow pointing to it from the left. In the bottom-left screenshot, the "Select Ship-to or Service Locations" radio button is selected and highlighted with a red box, with a red arrow pointing to it from the right. The bottom-right screenshot is partially visible and shows the same text and radio buttons as the top-left screenshot.

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 user 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. On the right, a list of countries is shown: Malawi, Mauritius, Mayotte, Mozambique, Reunion, Rwanda, Seychelles, and Somalia. A red box highlights the bottom of the country list, containing a checkmark icon and a plus sign icon. A red arrow labeled '13' points to this box. Below the country lists, a section titled 'My Selections (1)' contains a red box around the text 'Rwanda'. A red arrow labeled '14' points to this box. At the bottom right, there are 'Cancel' and 'OK' buttons. A red arrow labeled '15' points to the 'OK' button. A green note box on the right contains the 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".

The screenshot shows a registration form with the following fields and instructions:

- 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. ⓘ

At the bottom of the form, there are two checkboxes, both of which are checked and highlighted with a red box:

- 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.

Below the checkboxes, there are two buttons: "Create account and continue" and "Cancel". The "Create account and continue" button is highlighted with a red box. A red arrow points from the number "19" to this button. The numbers "17 & 18" are also displayed in red next to the checkboxes.

CREATING YOUR ACCOUNT

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

The screenshot displays a warning box titled "Potential existing accounts" with the message: "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". A red box highlights the "Review accounts" button, with a red arrow and the number "20" pointing to it. A "Skip review" button is also visible.

Below the warning, a table titled "Match Based On" shows search results:

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

Below this, it states "8 search results found" and shows a table with columns: SUPPLIER NAME, COUNTRY, STATE, DUNS, SUPPLIER ANID, and ACTIONS.

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”**.

The screenshot displays a table of suppliers and two pop-up windows. The table has columns for Supplier Name, Country, State, DUNS, Supplier ANID, and Actions. A tooltip for 'View profile' is shown over the Actions column. Below the table, a 'Supplier profile' window shows details for 'Testing Supplier For Ariba' in Johannesburg, Gauteng, South Africa, with a 'Contact Admin' button. To the right, a 'Contact Your Account Administrator' window contains a form with fields for Name, Company Name, Email Address, and Phone Number, along with a message text area and a reCAPTCHA 'I'm not a robot' checkbox.

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
Testing Supplier For Ariba	ZAF	Gauteng	-	AN01555313647	View profile

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:* TEST ADMIN

Your Company Name:* CONSTRUCTION

Your Email Address:* test@test-systems.com

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

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

CREATING YOUR ACCOUNT

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
accoun

Your Message: * Please
Thank y
Registr

Select all images with
bridges

administrator.

on, SAP Ariba searched and returned your

Send Email

VERIFY

CREATING YOUR ACCOUNT

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
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SUPPLIER GLOBAL NETWORK ACCOUNT CREATED

B

20. Creating your account

The system now creates the suppliers SAP Business Network global account

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.

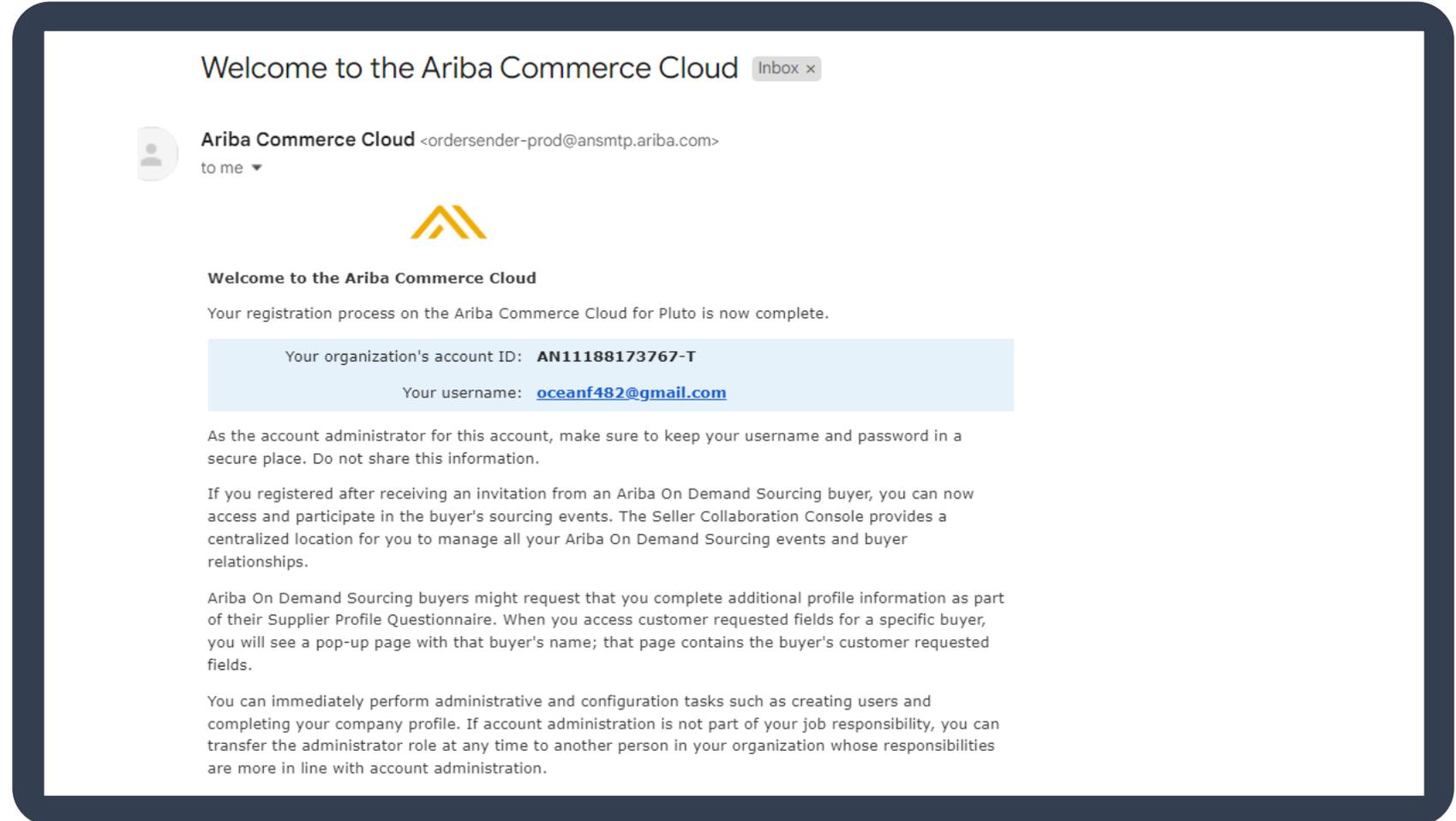
The screenshot shows the SAP Ariba Spend Management interface for a supplier account. The header includes the SAP logo, navigation menus for 'Ariba Proposals and Questionnaires', 'Standard Account', and buttons for 'Get enterprise account' and 'TEST MODE'. The user is logged in as 'FO'. The main content area is for 'CRYSTAL VENTURES LTD-TEST' and displays a welcome message from Ariba Spend Management. The interface is divided into several sections: 'Home', 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section is expanded, showing two open 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

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

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.

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 one of the Supplier Support Kiosks conveniently located in our company offices. Additionally, you can visit www.huza.rwfor access to training materials that may further assist you.	
▼ 3 Company Details	
3.1 Business Type	* Unspecified

(*) 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

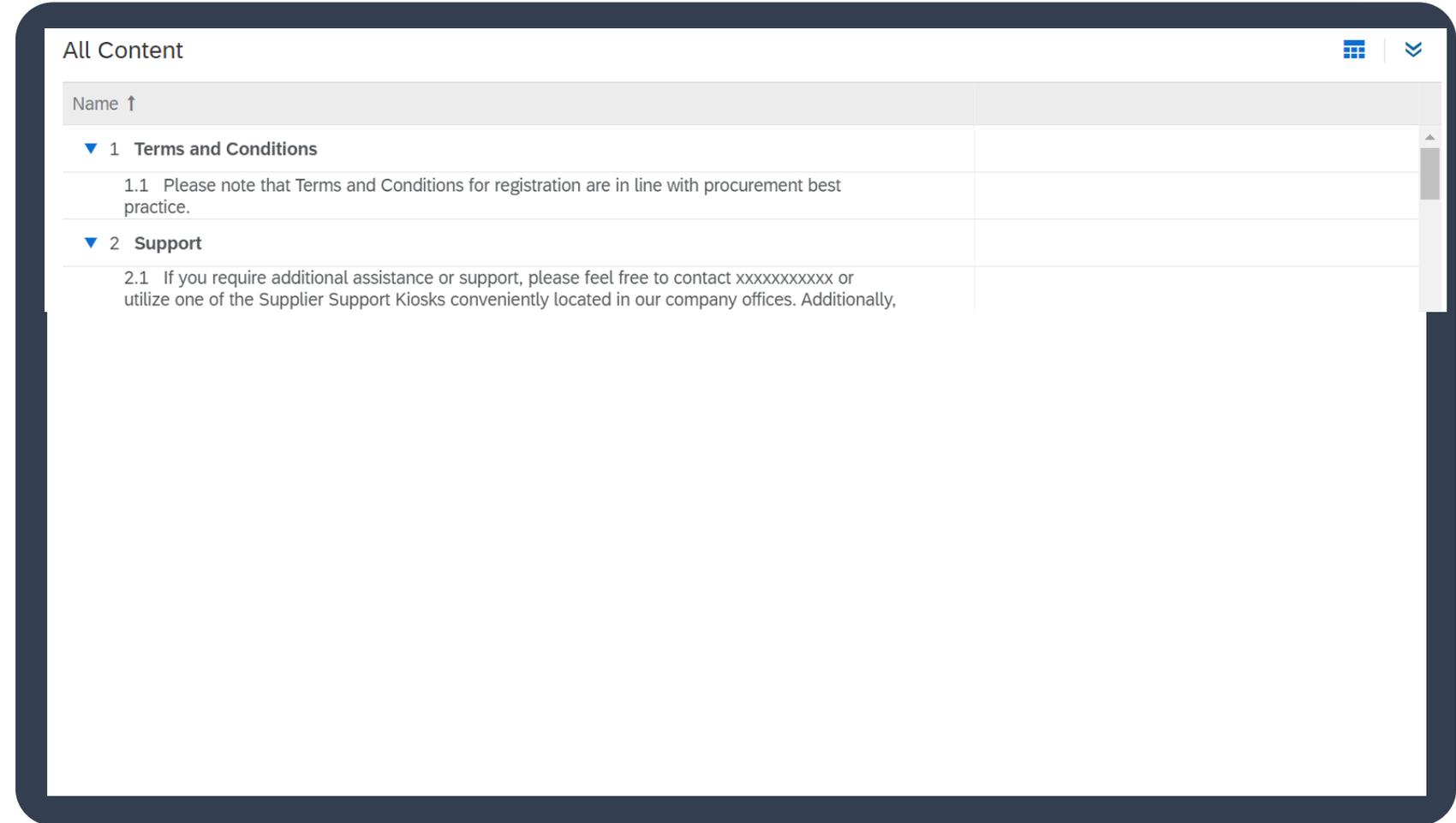
2. Complete Supplier Registration Questionnaire 1 of 2

a) Terms and Conditions

- Read the Terms and Conditions provided

b) Support Details

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



The screenshot displays a web application interface with a table titled "All Content". The table has a header row with "Name ↑" and a search icon. The table contains two main sections, each with a dropdown arrow and a sub-section:

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	<input type="text"/>
▼ 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

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	* <input type="text" value="Frank"/>
4.2 Contact Person Last Name	* <input type="text" value="Ocean"/>
4.3 Contact Person Email Address	* <input type="text" value="oceanf482@gmail.com"/>
4.4 Contact Person Telephone Number	<input type="text"/>
4.5 Contact Mobile Number	* <input type="text" value="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

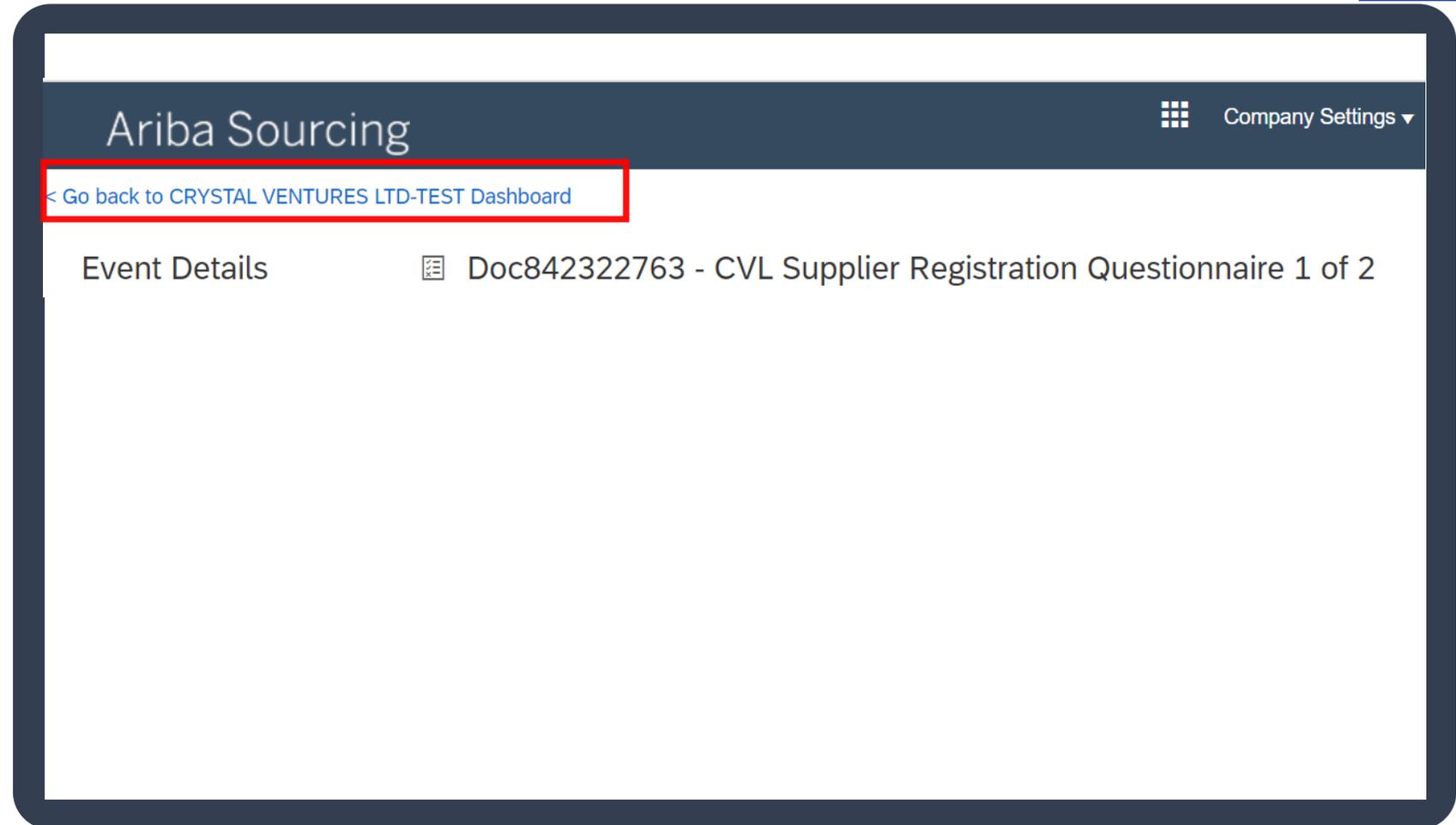
Excel Import

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 2

C

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 reads "Ariba Sourcing" with a "Company Settings" dropdown menu to the right. Below the header, a navigation link "[< Go back to CRYSTAL VENTURES LTD-TEST Dashboard](#)" is highlighted with a red rectangular box. Underneath, the text "Event Details" is visible, followed by a document icon and the text "Doc842322763 - CVL Supplier Registration Questionnaire 1 of 2".

COMPLETING SUPPLIER REGISTRATION QUESTIONNAIRE 2

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:...	Completed

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.rwfor 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

The screenshot shows the 'Banking Details' section of the questionnaire. It includes a header with '3 Banking Details' and a link to 'Add Banking Details (0)'. Below this is a 'THANK YOU' message and a note about CVL adjustments. A legend indicates that an asterisk (*) denotes a required field. There are four buttons: 'Submit Entire Response' (highlighted in blue), 'Save draft', 'Compose Message', and 'Excel Import'. The main form area is titled 'Banking Details (1)' and contains a table with the following fields:

Name ↑	
Bank Account Type	* Current ▾
IBAN Number	<input type="text"/>
Swift Code	<input type="text"/>
Please attach valid proof of banking details	* Attach a file
The banking details above are for account number	* Unspecified ▾

At the bottom, there is a button 'Add an additional Banking Details' and a legend indicating that an asterisk (*) denotes 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.

THANK YOU

