

SAP ARIBA SUPPLIER LIFECYCLE & PERFORMANCE

HOW TO MAINTAIN YOUR SUPPLIER INFORMATION



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

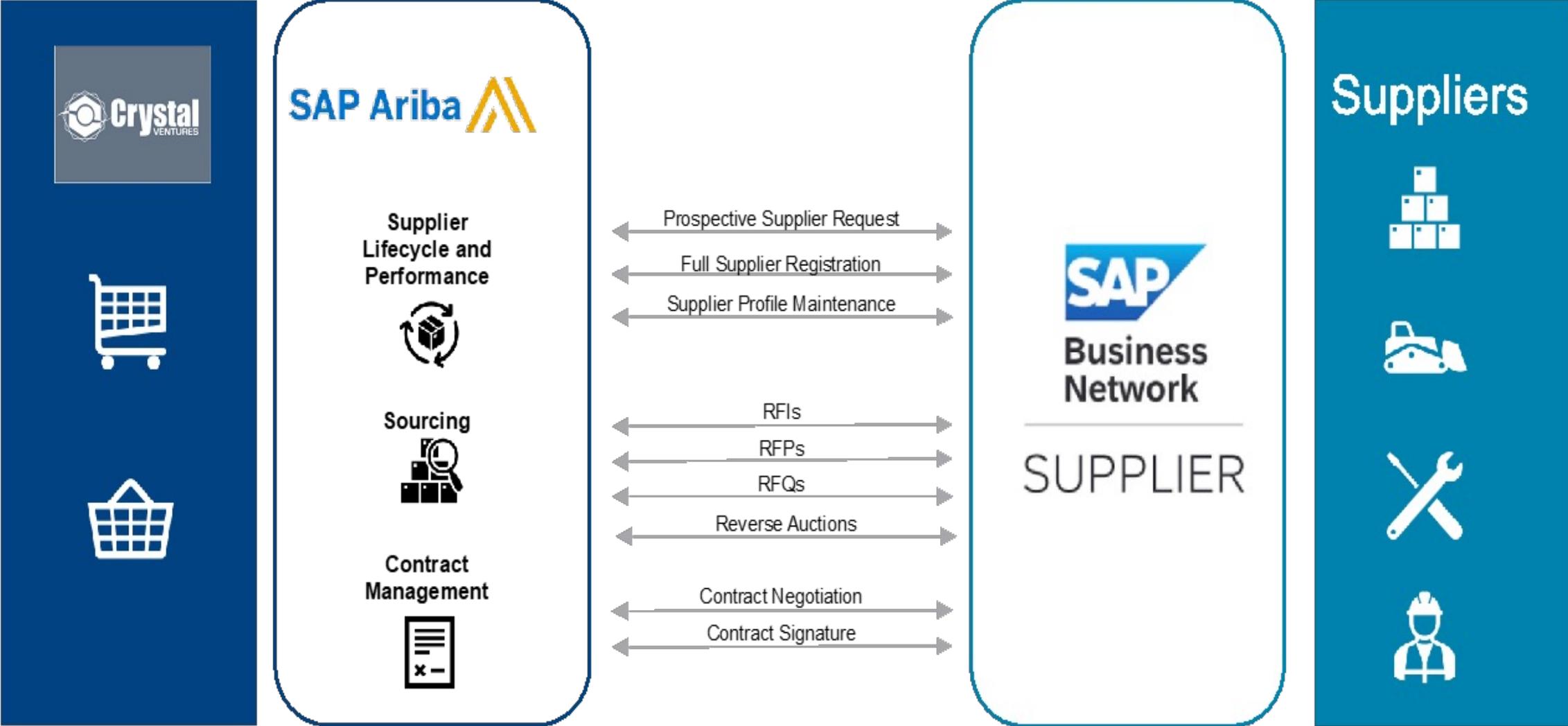


The **SAP Business Network** connects suppliers with customers, enabling them to do business together.

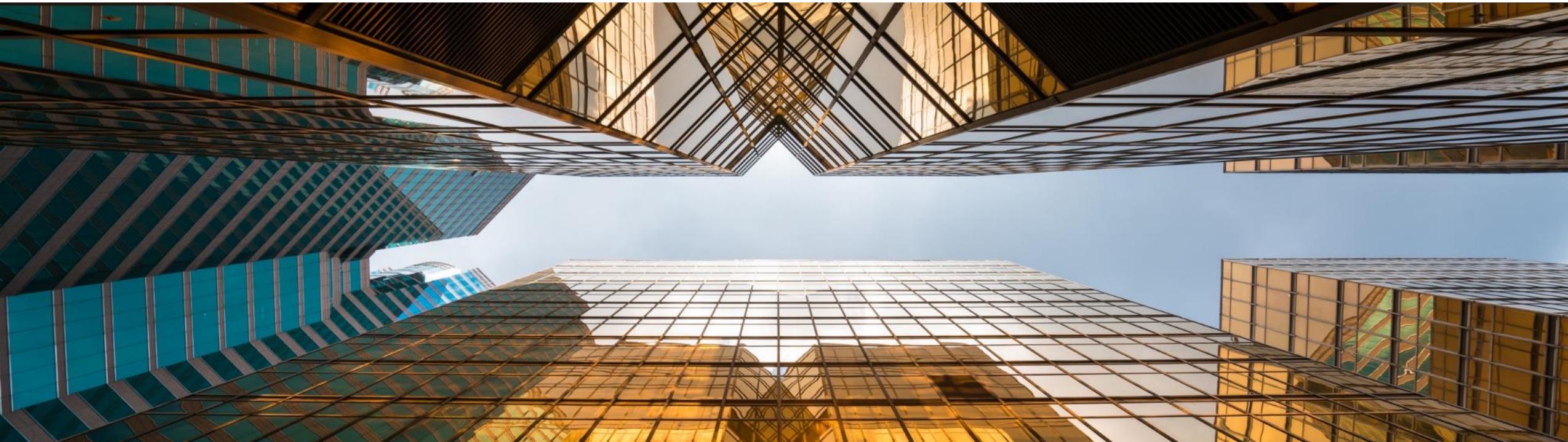
CVL uses the SAP Business Network to collaborate with suppliers, enabling effective sourcing of goods and services, supplier registration and contract management.

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 MAINTAIN YOUR SUPPLIER INFORMATION



OVERVIEW

A ABOUT SUPPLIER PROFILE
MAINTENANCE FLOW

C MAINTAINING YOUR SUPPLIER
INFORMATION

B LOGIN TO YOUR SAP BUSINESS
NETWORK ACCOUNT

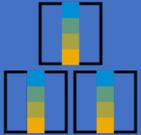
D ADDING ADDITIONAL USERS

HIGH-LEVEL SUPPLIER PROFILE MAINTENANCE PROCESS FLOW

Start here

A

Suppliers



SAP Business Network

1

Supplier has a need to change some of their profile data



2

Supplier logs onto SAP Business Network and reviews and updates profile



3

Supplier submits updated profile to CVL for validation and verification



7

Profile update email received by Supplier



SAP Ariba SLP

4

Supplier response is validated and vetted where applicable



5

Supplier details approved and profile is updated



6

System sends update notification email to Supplier



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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>

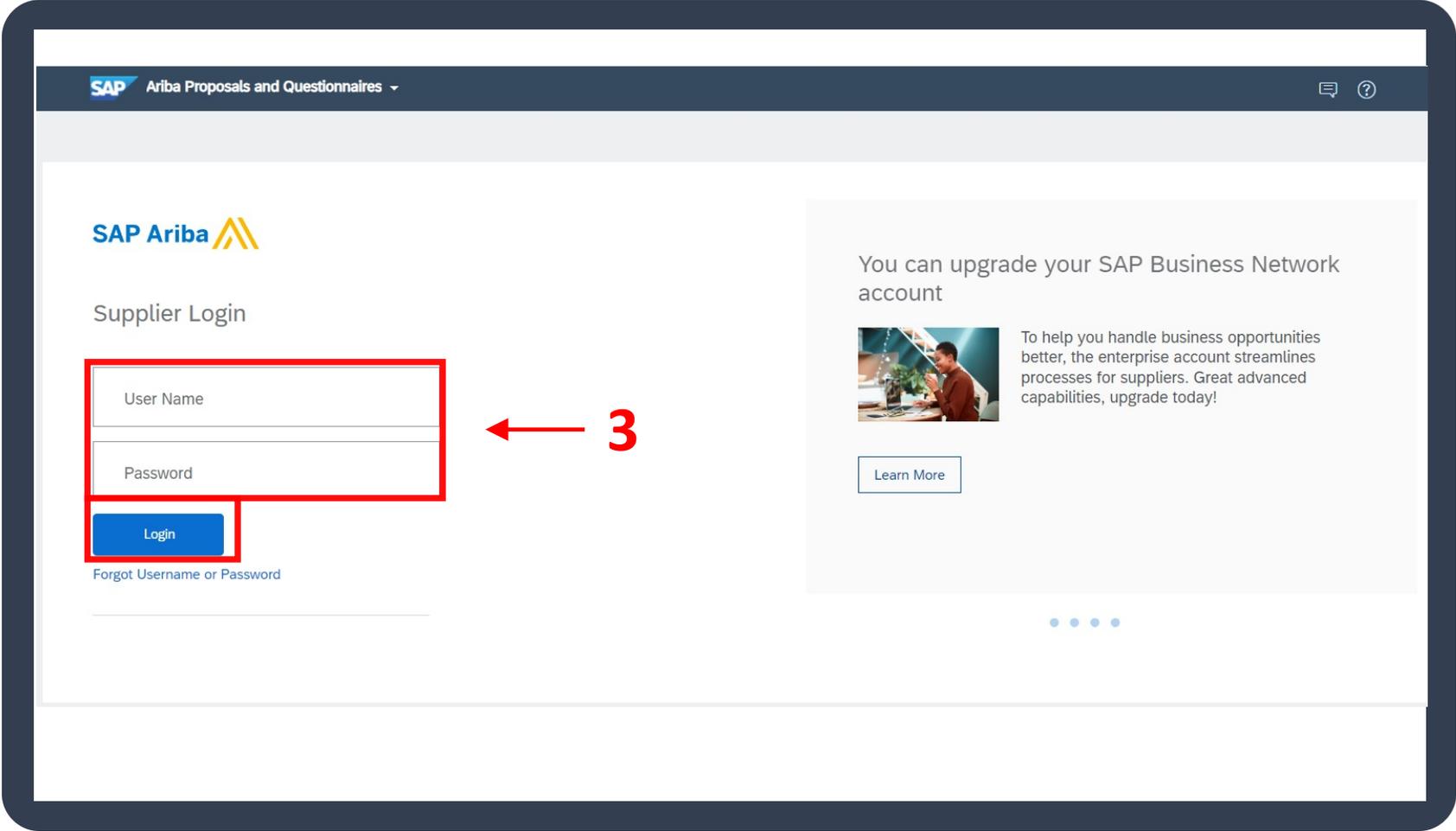
The screenshot shows the HUZA website interface. At the top right, there is a blue button labeled "LOGIN ON HUZA" which is highlighted with a red box and a red arrow labeled "A". Below the navigation bar, the main heading is "Supplier Registration". The page content includes a section titled "Register As A Prospective Supplier" with a sub-heading "Prospective suppliers can register on the HUZA SAP Ariba portal." and a paragraph explaining the registration process. On the right side, there is a vertical menu with three items: "Supplier Registration", "Supplier Guide", and "Kiosks".

MAINTAINING YOUR SUPPLIER INFORMATION

Login to your SAP Business Network account

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

Click on **“Login**



OVERVIEW

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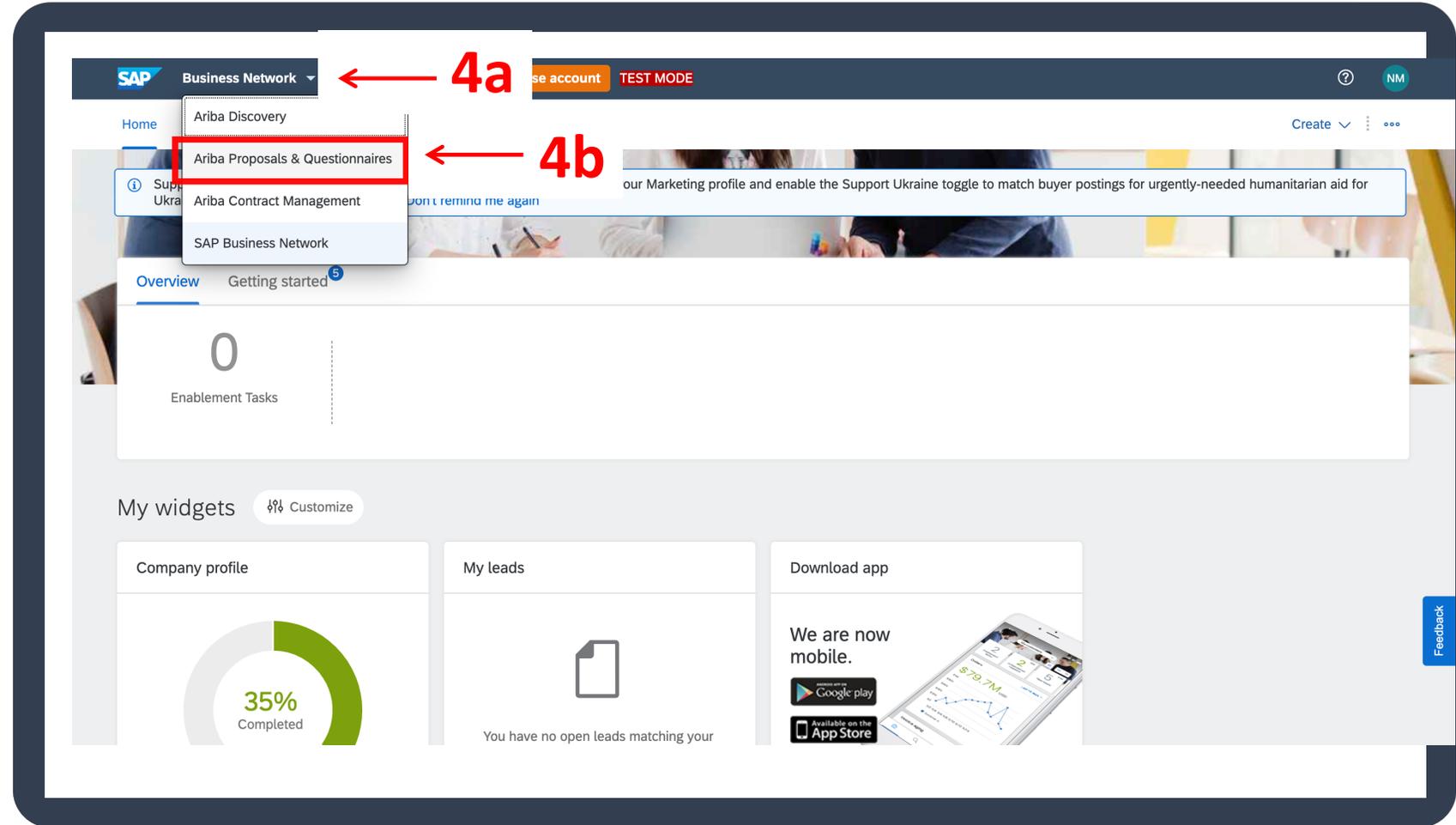
D ADDING ADDITIONAL USERS

MAINTAINING YOUR SUPPLIER INFORMATION

C

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

C

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.

HUZA
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 shows the SAP Business Network interface for 'CRYSTAL VENTURES LTD-TEST'. The page includes a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. A welcome message from Ariba Spend Management is displayed. Below this, there are sections for 'Home', '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 row for 'CVL Supplier Registration Questionnaire 1 of 2', and a red arrow points to it from the number '7'.

MAINTAINING YOUR SUPPLIER INFORMATION

C

The SAP Business Network

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

< 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 our 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.

Revise 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!

The screenshot shows a web interface for editing supplier information. At the top, there is a navigation bar with a link to 'Go back to CRYSTAL VENTURES LTD-TEST Dashboard' and a 'Desktop File Sync' button. Below this is a 'Console' section with a sidebar menu containing 'Event Messages', 'Event Details', 'Response History', 'Response Team', 'Event Contents', 'All Content', '1 Terms and Conditions', '2 Support', and '3 Company Details'. The main area is titled 'All Content' and contains a list of questions. Question 3.1 'Business Type' has a dropdown menu set to 'Private Company'. Question 3.2 'Are you a Local or International Supplier?' has a dropdown menu set to 'Local'. Question 3.3 'Country where you are Registered' is set to 'Rwanda [RW]'. Question 3.5 'Company Website' is an empty text field. Question 3.6 'Main Address' is partially visible. A legend at the bottom indicates that an asterisk (*) denotes a required field.

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.

The screenshot displays the SAP Business Network interface for submitting a response. The left sidebar shows a navigation menu with 'Event Contents' expanded, listing 'All Content', 'Terms and Conditions', 'Support', 'Company Details', 'Contact Person Details', and 'Additional Supplier ...'. The main content area shows a form with fields for 'Contact Mobile Number' (0736639864), 'Additional Supplier Details', 'Goods/ Services Supplied Details', 'Regions which you provided goods/ service to' (Kigali), and 'CVL Group of Companies' (Crystal Ventures Ltd). A red box highlights the 'Submit Entire Response' button, with a red arrow and the number '11' pointing to it. Below the form, a confirmation dialog asks 'Submit this response?' with 'Click OK to submit.' and buttons for 'OK' and 'Cancel'. A red arrow and the number '12' point to the 'OK' button.

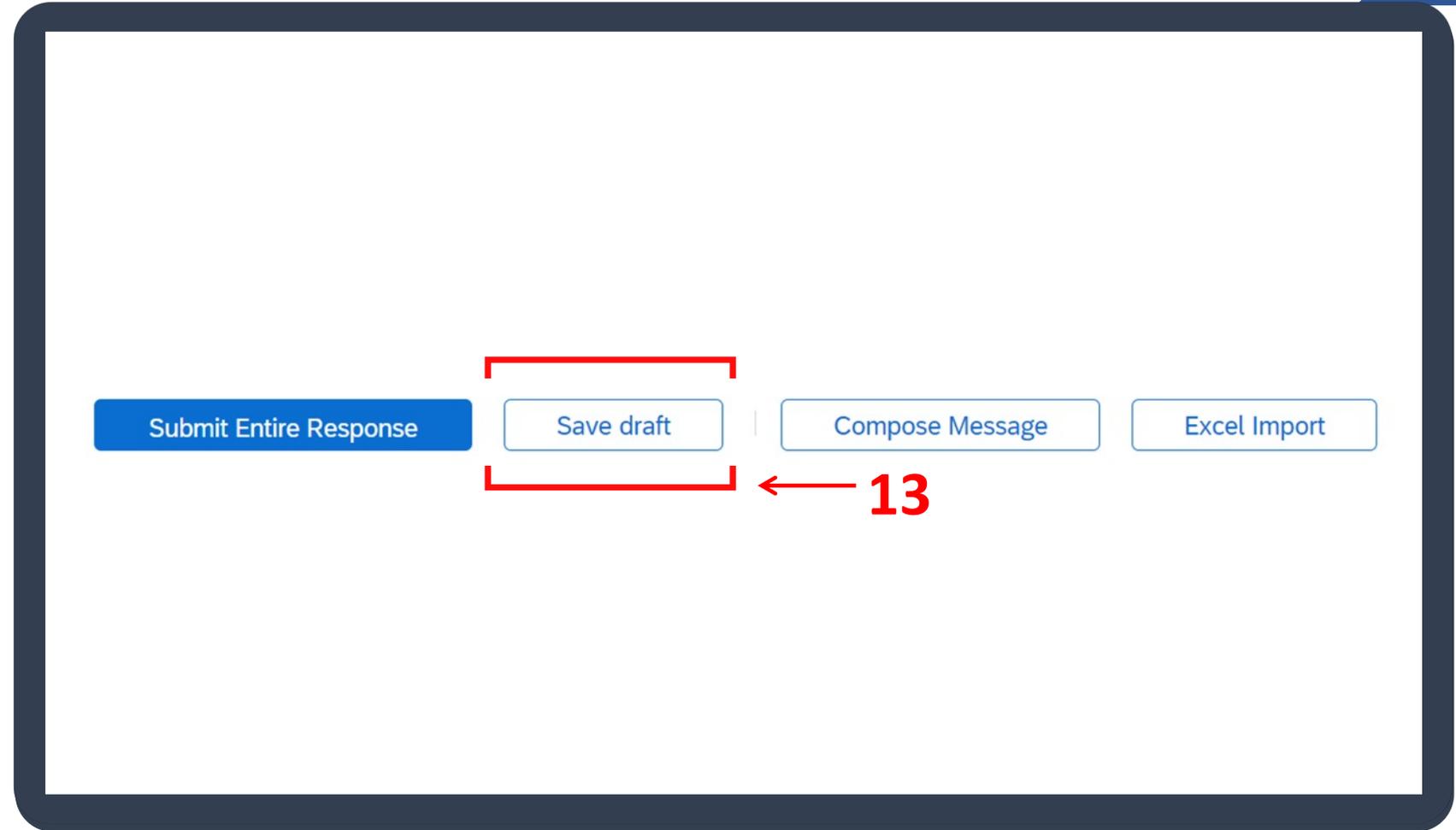
Note:
CVL will be notified of changes made and will review and approve them. If additional information is required, you will be notified. Changes may be rejected where details are inconsistent or do not meet acceptable standards.

MAINTAINING YOUR SUPPLIER INFORMATION

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The SAP Business Network

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



OVERVIEW

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D ADDING ADDITIONAL USERS

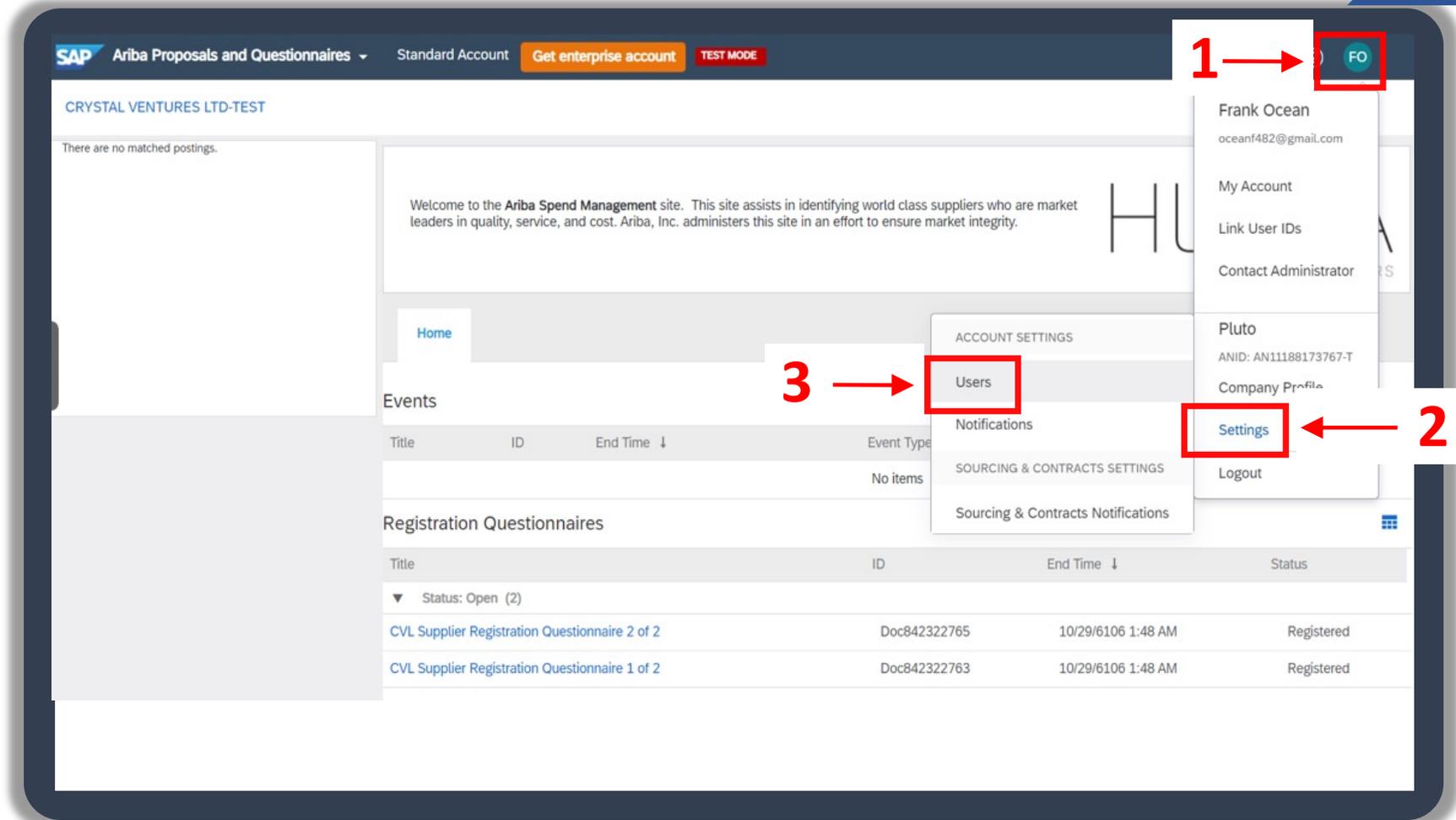
ADDING ADDITIONAL USERS



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”**.



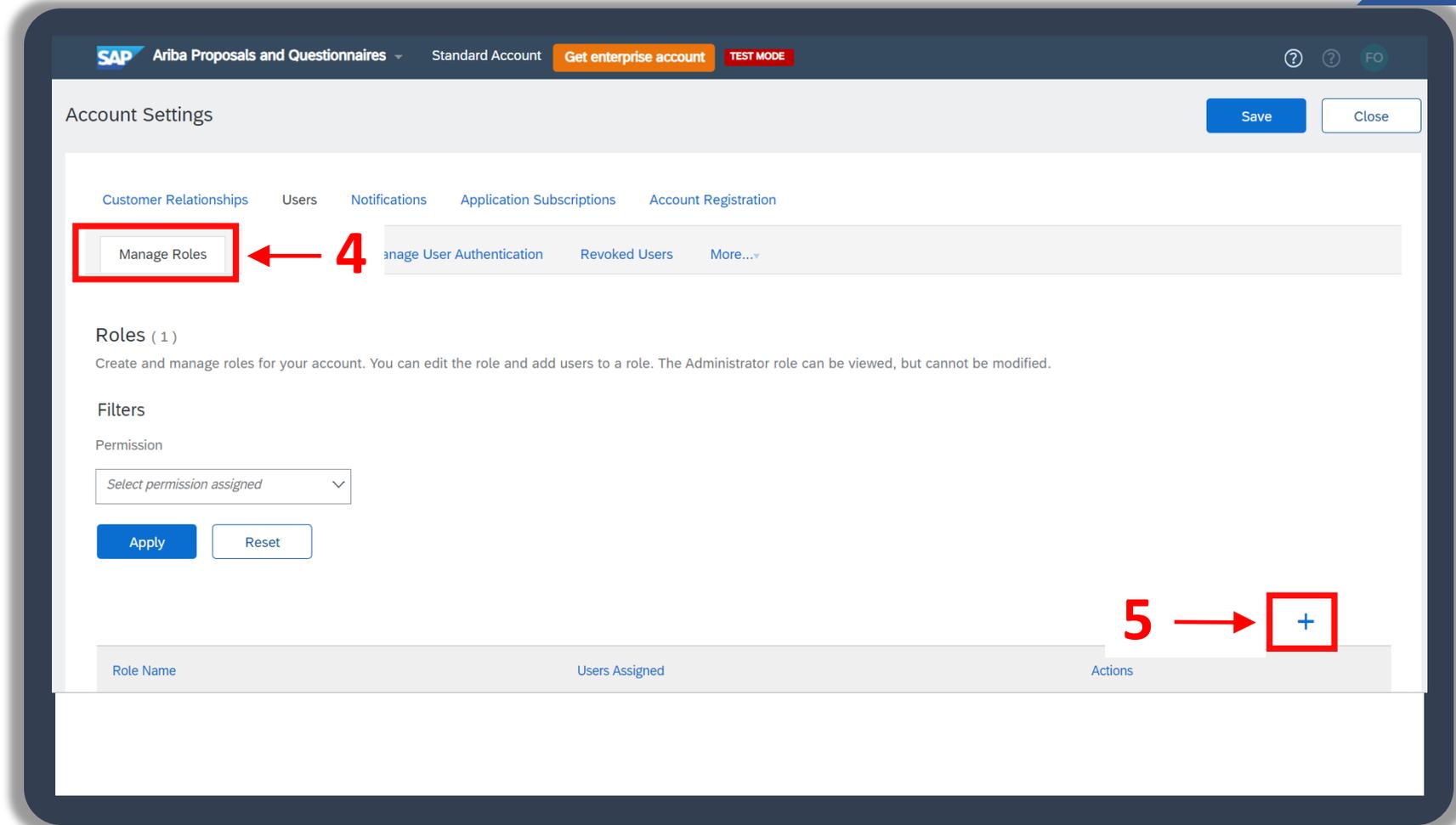
ADDING ADDITIONAL USERS



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

6. 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.

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

8. Click **“Save”**.

Create Role

* Indicates a required field

New Role Information

Name: * Sourcing Role

Description:

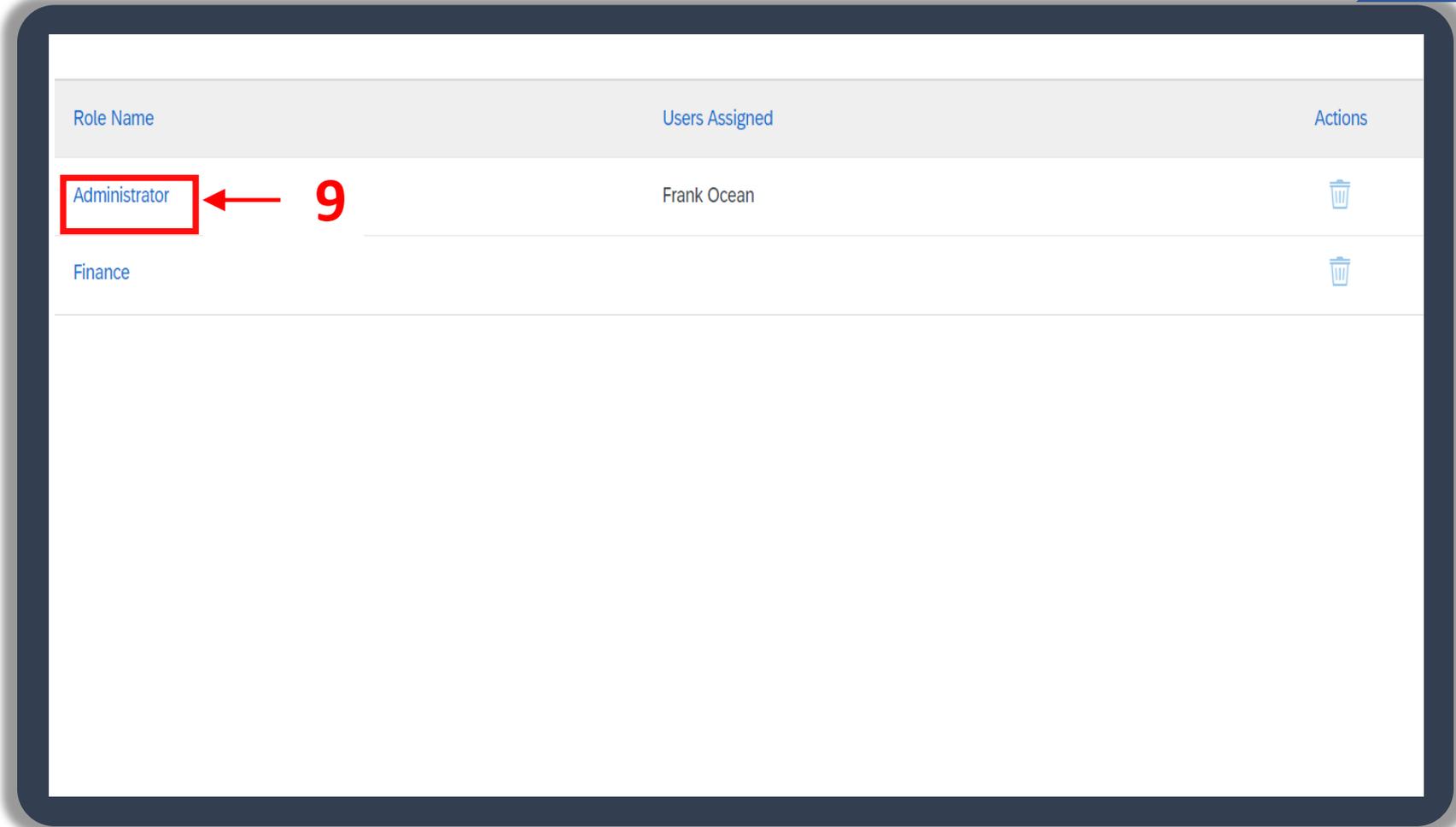
Permissions

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.

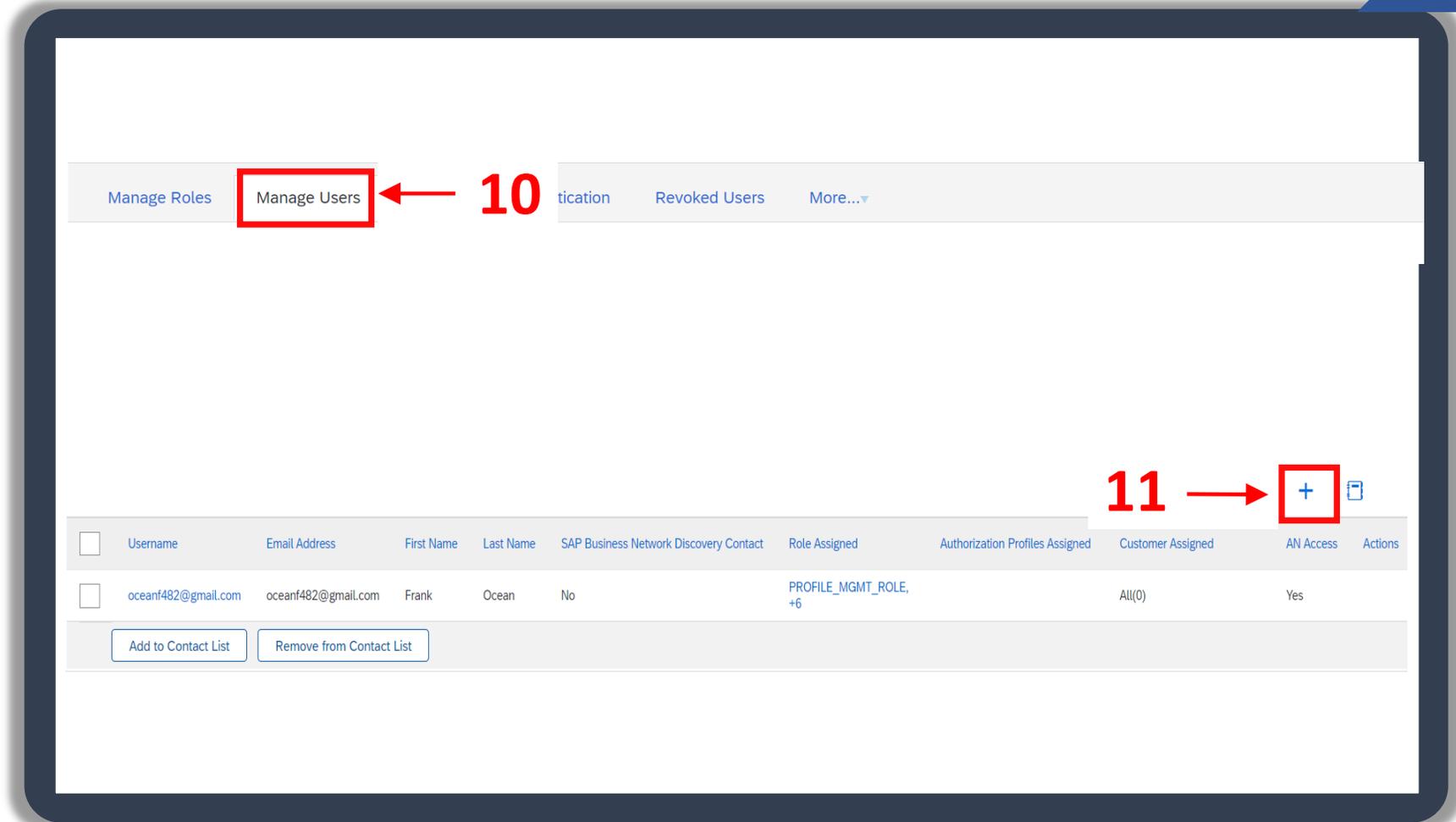


Role Name	Users Assigned	Actions
Administrator	Frank Ocean	
Finance		

ADDING ADDITIONAL USERS

10. You can now start to add relevant users by selecting the “**Manage Users**” tab from the top menu bar to open this screen.

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



ADDING ADDITIONAL USERS

D

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 with the following sections:

- New User Information:** Contains input 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.', 'Do not allow the user to resend invoices to the buyer's account.', and 'Limited access'. At the bottom, there is an 'Office Phone' field with a dropdown for 'Country' (set to USA 1) and two empty boxes for 'Area' and 'Number'.
- Role Assignment:** A table with columns 'Name' and 'Description'. The 'Finance' role is selected with a checked checkbox.
- Customer Assignment:** Radio buttons for 'Assign to Customer:' with 'All Customers' selected.
- Footer:** A 'Done' button and a 'Cancel' button.

Annotations on the form:

- A red box highlights the 'User's Details' section (Username, Email Address, First Name, Last Name) with a red arrow and the number '12' pointing to it.
- A red box highlights the 'Finance' role in the 'Role Assignment' table with a red arrow and the number '13' pointing to it.
- A red box highlights the 'Done' button with a red arrow and the number '14' pointing to it.

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 ▾

 SAP 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 ▾

 SAP 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

oceanf482@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”**.

Navigation: Manage Roles | **Manage Users** | tication | 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 ▾

Buttons: 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

The screenshot shows a user management table with columns: Username, Email Address, First Name, Last Name, SAP Business Network Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, AN Access, and Actions. Two users are listed with email addresses ending in @gmail.com. Below the table are buttons for 'Add to Contact List' and 'Remove from Contact List'. A red box highlights the 'Actions' dropdown menu for the second user, with 'Delete' and 'Make Administrator' options visible. Red arrows labeled '2A' and '2B' point to these options.

<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

Buttons: Add to Contact List, Remove from Contact List

Dropdown menu options: Edit, Delete, Make Administrator

Annotations: 2A points to 'Delete', 2B points to 'Make Administrator'

GIVING ADDITIONAL USERS ACCESS TO REGISTRATION QUESTIONNAIRES

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.

The screenshot shows a web interface with a table titled "Registration Questionnaires". The table has columns for Title, ID, and End Time. Below the table, there is a section for "Qualification Questionnaires" with columns for Title, ID, End Time, Commodity, and Regions. A red box highlights the row "CVL Supplier Registration Questionnaire 1 of 2" in the Registration Questionnaires table, with a red arrow labeled "1" pointing to it.

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

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

GIVING ADDITIONAL USERS ACCESS TO REGISTRATION QUESTIONNAIRES



- From inside the Questionnaire, Click **“Response Team”**

< Go back to CRYSTAL VENTURES LTD-TEST Dashboard

Console

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

▼ Event Contents

- All Content
- 1 Terms and Conditions
- 2 Support

You have submitted a response for this event. Thank you for participating.

[Revise Response](#) ⓘ

All Content

Name ↑

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

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

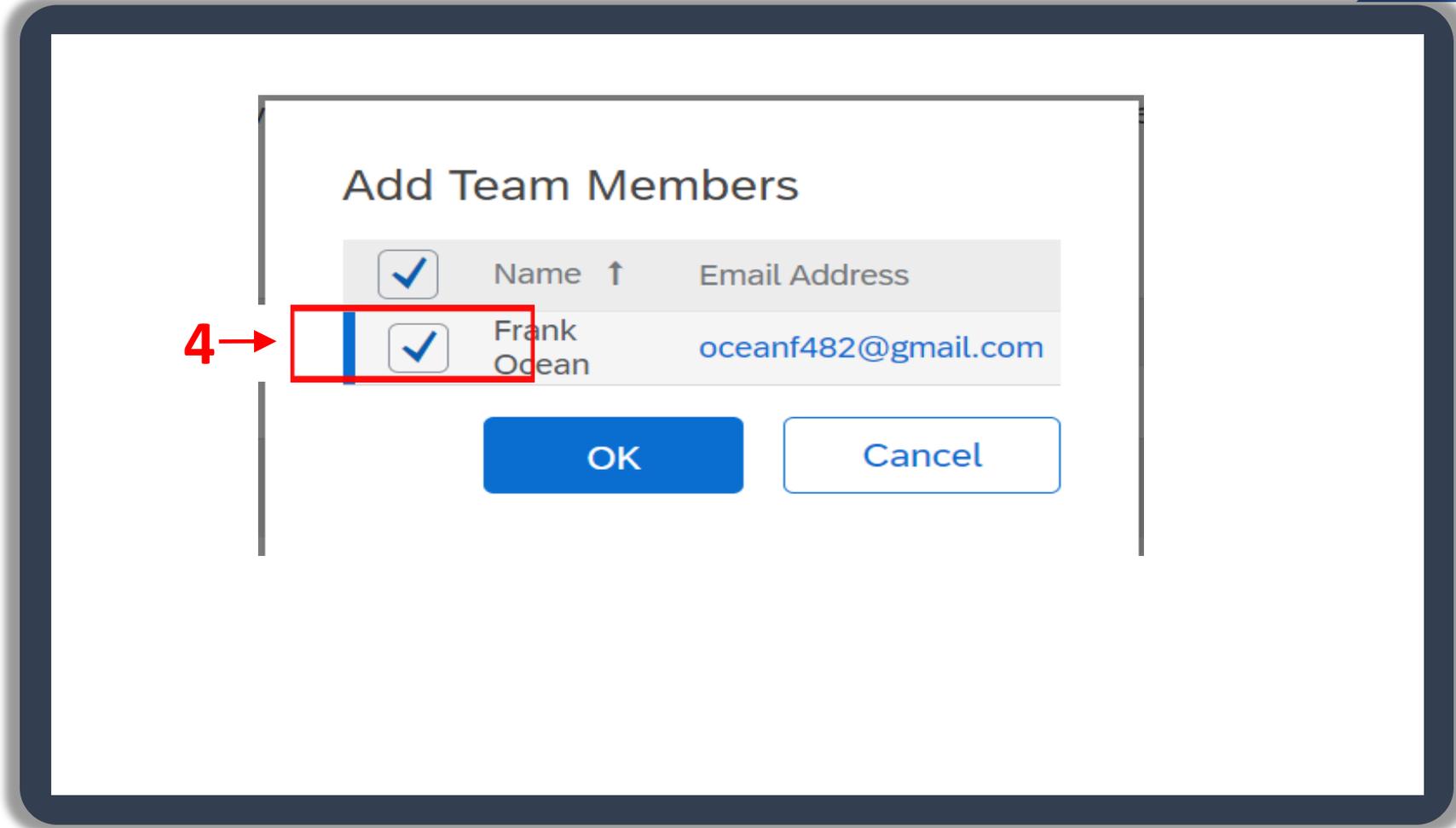
Review the list of members from your organization who can participate in this event with you. You may add team members to this list as needed.

Name ↓	Email Address
Frank Ocean	oceanf482@gmail.com
<input type="button" value="Add"/>	

← 3

GIVING ADDITIONAL USERS ACCESS TO REGISTRATION QUESTIONNAIRES

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



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

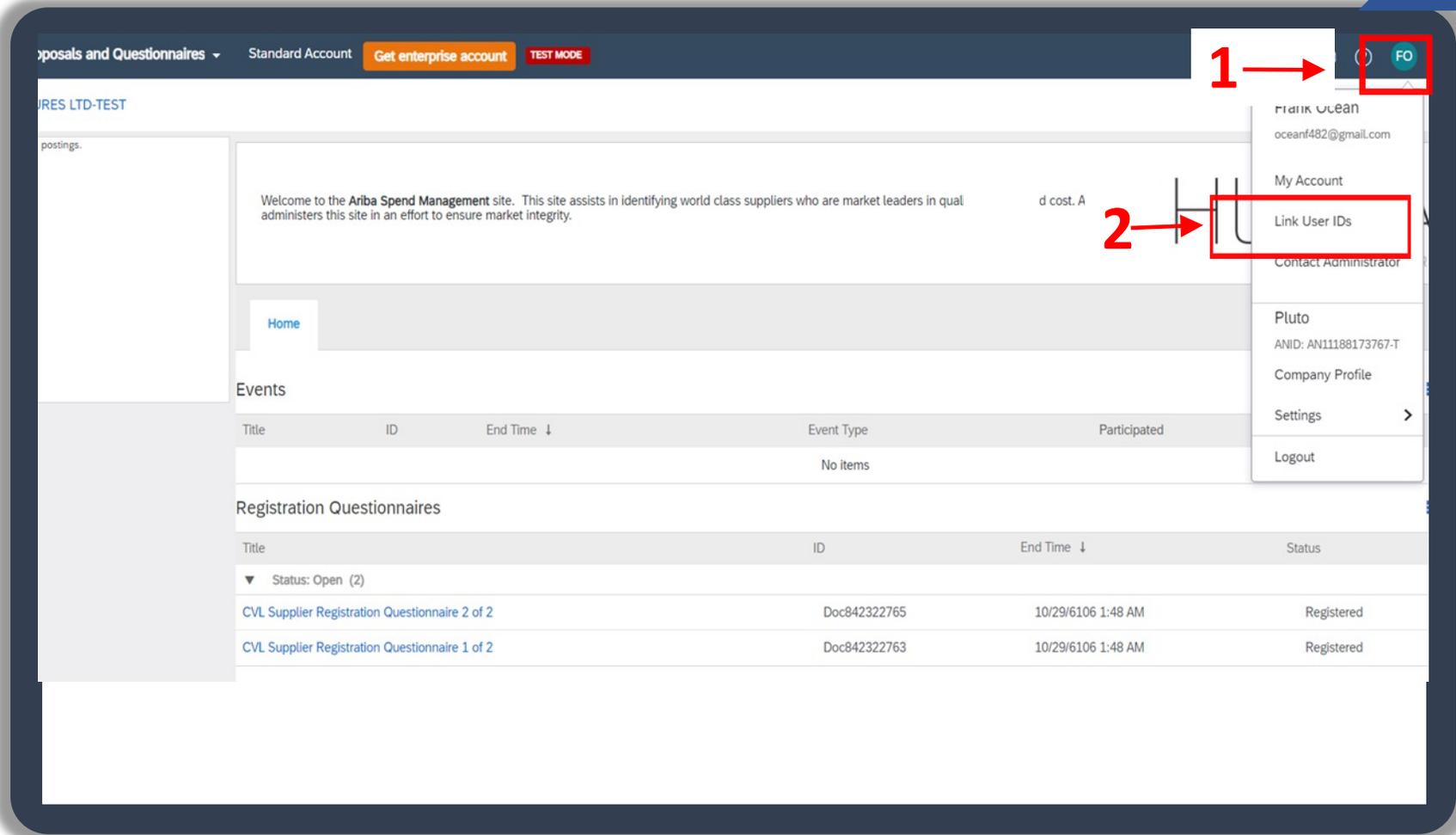
LINKING USER IDS



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

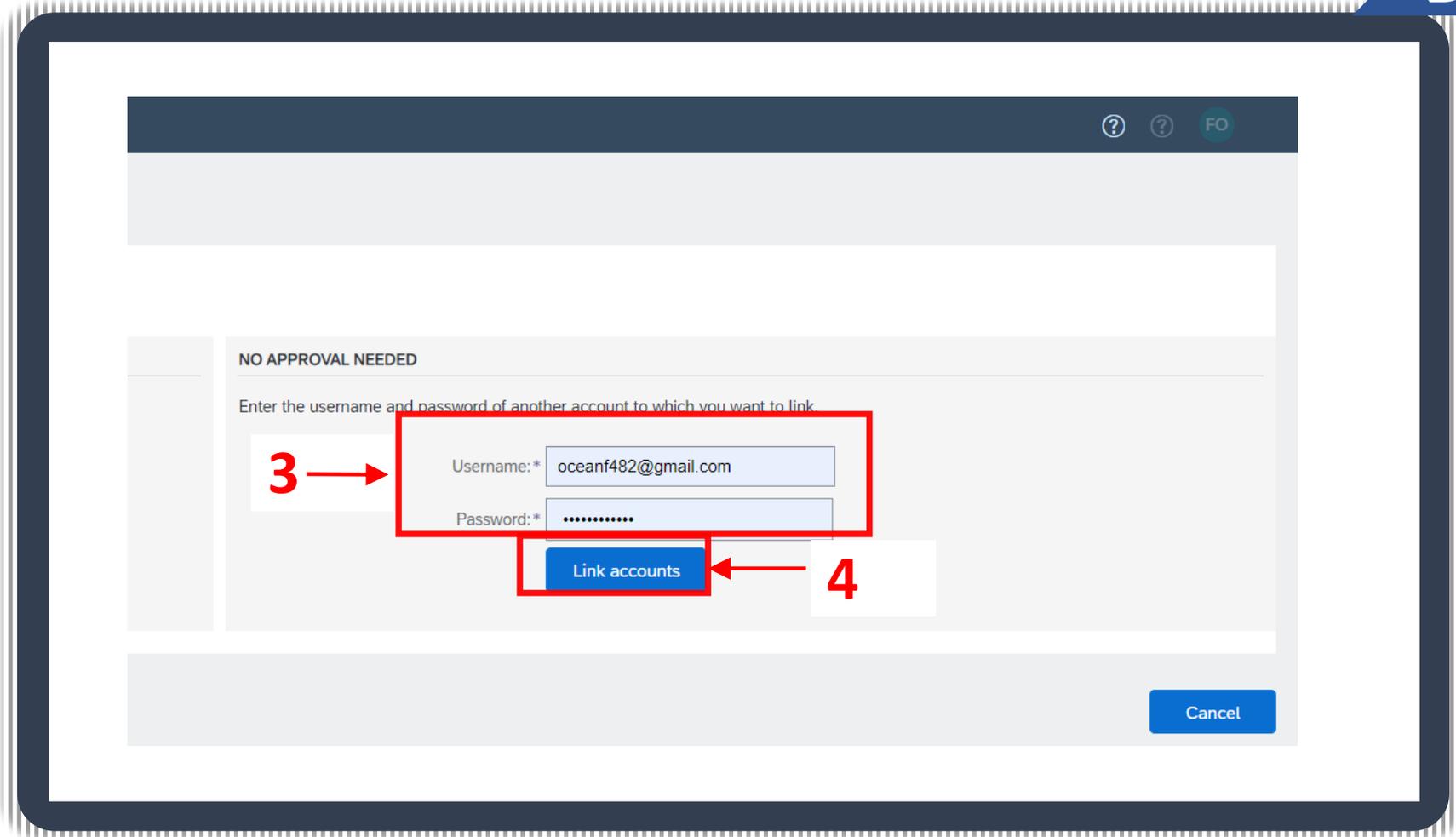
As an Administrator of your company, click on **“your initials”** on the top right hand side of your screen.

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**”.



NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

3 → Username: * oceanf482@gmail.com

Password: *

4 → Link accounts

Cancel

THANK YOU

