

SAP Ariba Supplier Lifecycle & Performance

HOW TO REGISTER AS A PROSPECTIVE SUPPLIER



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

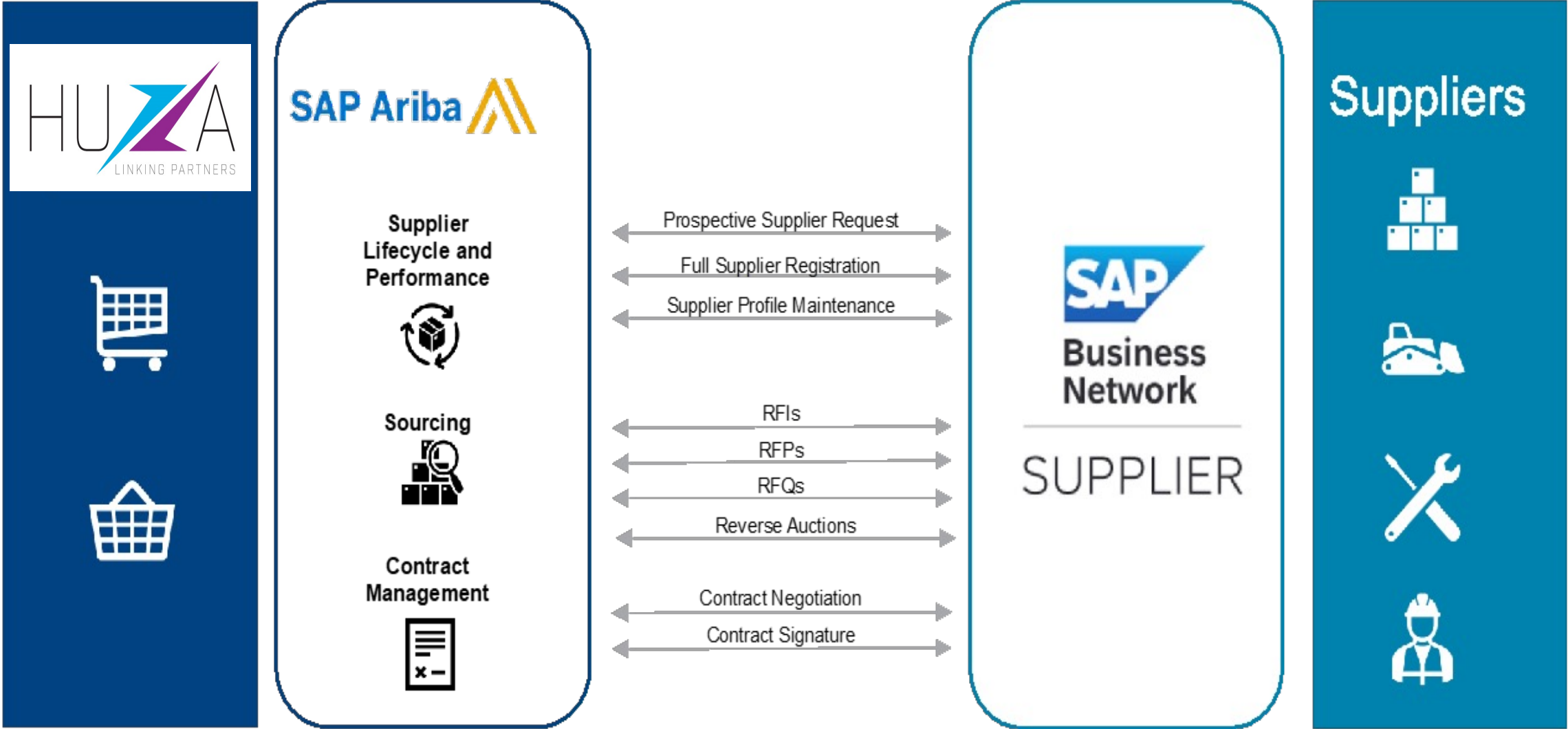


The **SAP Business Network** connects suppliers with customers, enabling them to do business together.

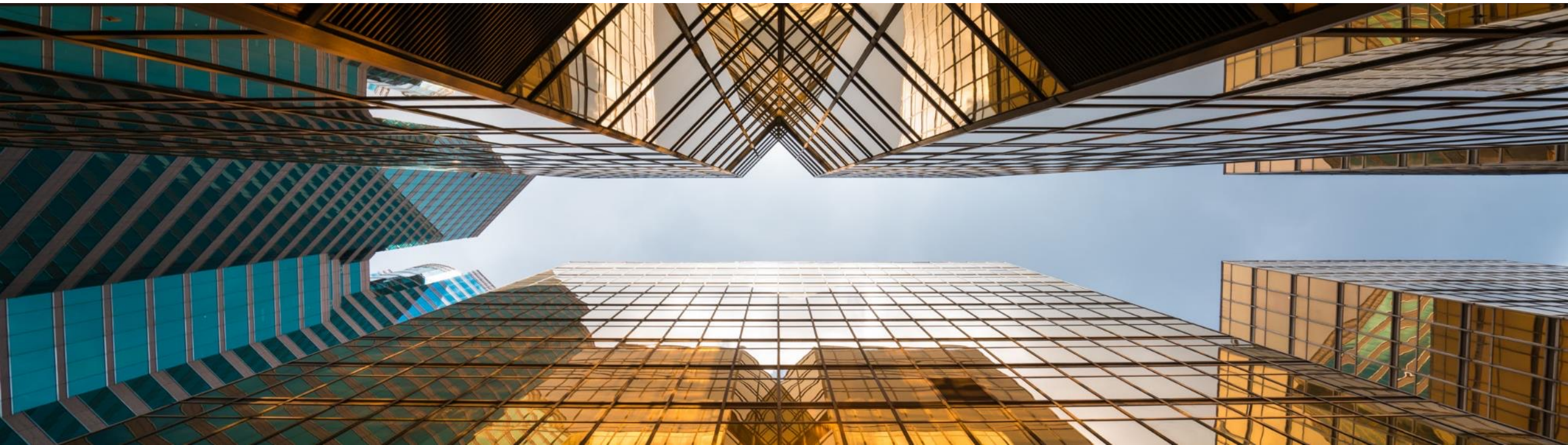
CVL uses the SAP Business Network to collaborate with suppliers, enabling effective sourcing of goods and services, supplier registration and contract management.

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

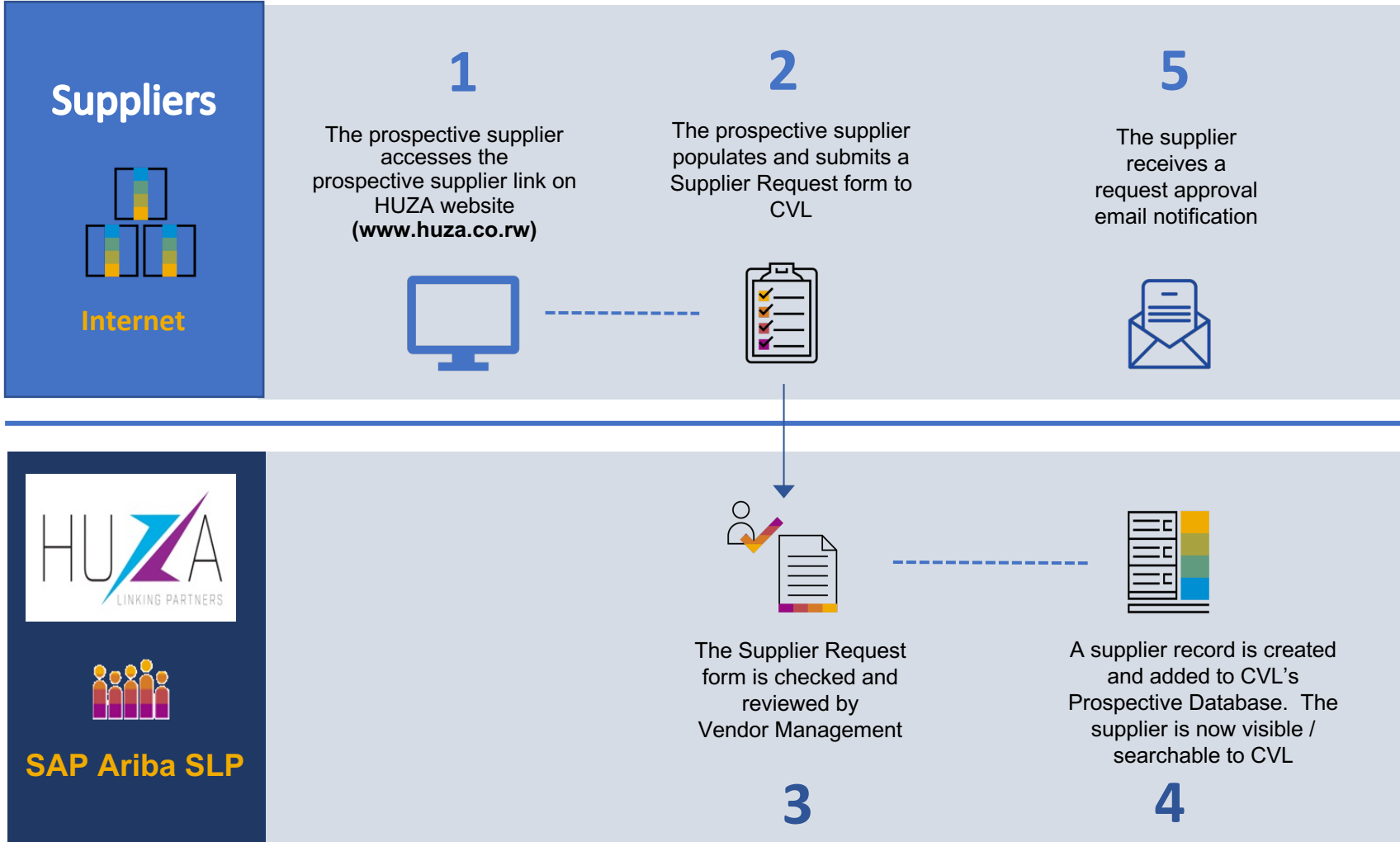


HOW TO REGISTER AS A PROSPECTIVE SUPPLIER



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

Mon - Fri: 09:00 - 17:00 LOGIN ON HUZA

HOME SUPPLIER REGISTRATION SUPPLIER GUIDE OPEN TENDERS FAQ CONTACT in

Supplier Registration

HUZA / SUPPLIER REGISTRATION

Register As A Prospective Supplier

Prospective suppliers can register on the HUZA SAP Ariba portal. HUZA will receive supplier information from registering. Registration as a prospective supplier will give access to the tender document to prospective suppliers that take part in a request for information procedure and meet the requirements to participate in a competitive bidding process.

- Supplier Registration
- Supplier Guide
- Kiosks

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, the main heading 'Register As A Prospective Supplier' is highlighted with a red box and a red arrow labeled '2'. The text below explains that prospective suppliers can register on the HUZA SAP Ariba portal, providing access to tender documents and a competitive bidding process. At the bottom, a dark blue banner contains the text 'REGISTER ON HUZA' and 'SAP ariba Platform'. A blue button labeled 'CLICK TO REGISTER' with a right-pointing arrow is highlighted with a red box and a red arrow labeled '3'. 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 blue button labeled 'How Can We Help?'.

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


Introduce yourself!

Verify yourself before proceeding to the supplier request questionnaire where this customer asks you to provide information about yourself

4

→

I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

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 *

Contact Information

Contact Person First Name *

Contact Person Last Name *

Contact Person Email *

Contact Person Telephone Number

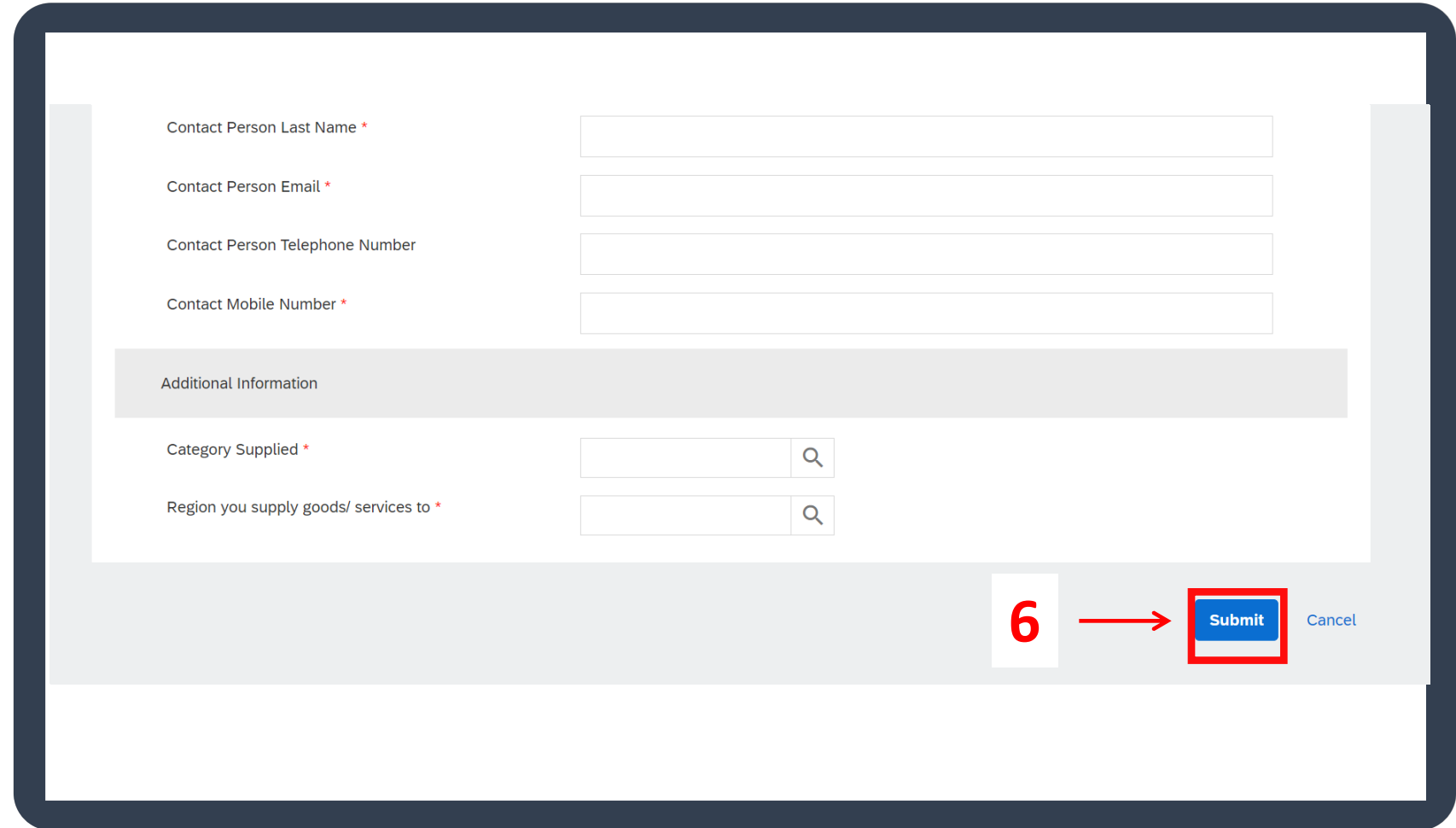
Contact Mobile Number *

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



Contact Person Last Name *

Contact Person Email *

Contact Person Telephone Number

Contact Mobile Number *

Additional Information

Category Supplied *

Region you supply goods/ services to *

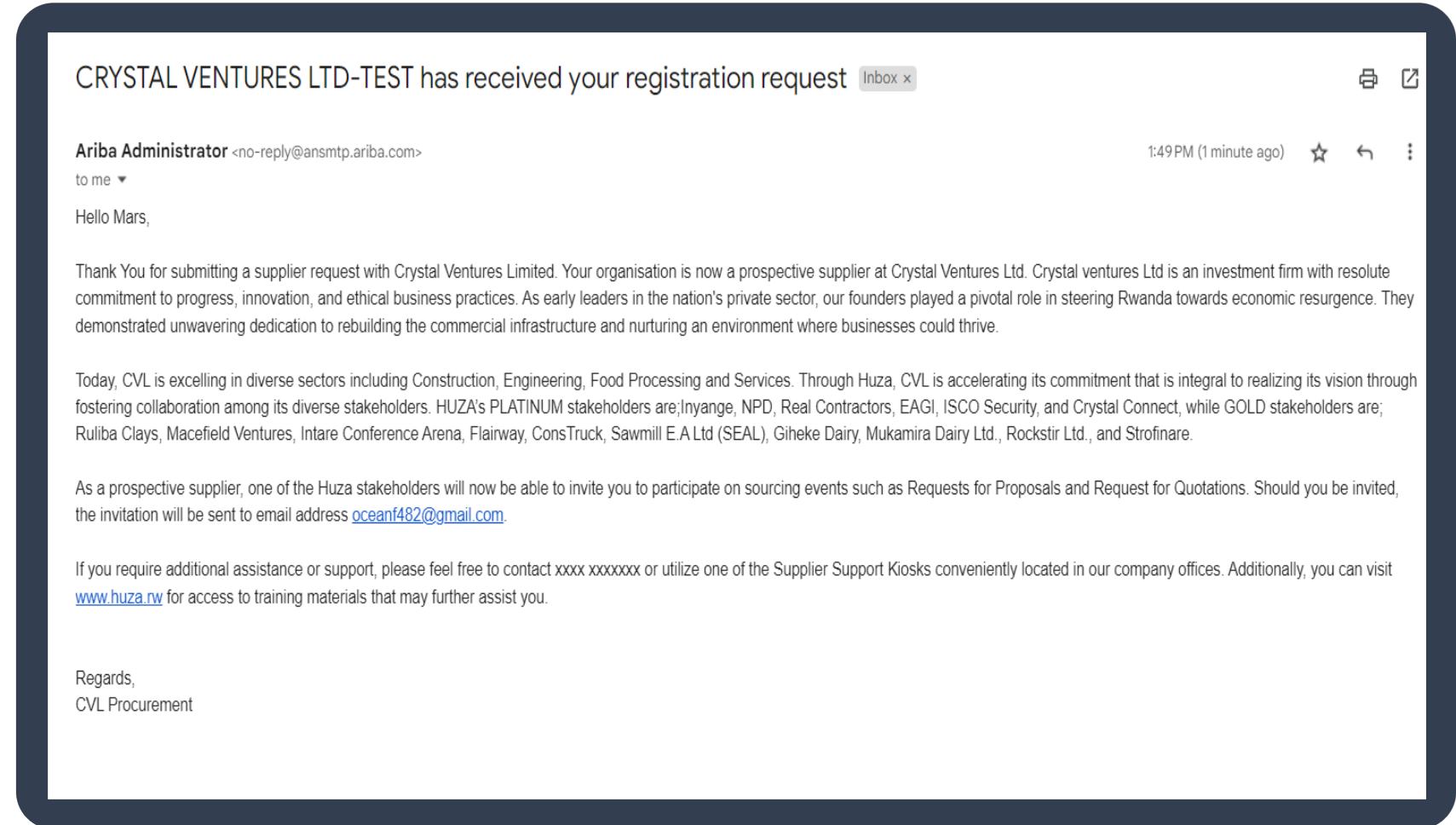
6 → Submit Cancel

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



THANK YOU

