

Tata Steel Ariba Platform

Supplier Information Pack



Introduction

Dear [Supplier](#),

The enclosed [support](#) pack contains [guidelines](#) and [support](#) on how you can [register](#) on the Ariba network and how you can [manage](#) your own account.

It also includes a short Q&A overview on the topics that are frequently asked

In addition to that it is explained how Tata Steel's [vendor qualification process](#) works and what [you](#) as a supplier need to do in this process.

Finally there is a short guidance on how to [digitally sign](#) documents with the DocuSign digital [signature tool](#).

The support pack is [indexed](#). Which means that on page 2 you can [navigate](#) to the topic of interest by holding the control button on the computer and simultaneously click on the topic you need more information of.

We hope this support pack provides you with information that helps you in the qualification process Tata Steel via the Ariba network.

For direct questions or support please contact the Ariba support team via the channels mentioned on page 8.



Supplier Information Pack



- Introduction
- Registration on the Ariba Network
- Administering your supplier account
- Tata's Vendor Qualification
- Navigating the Ariba Help Centre –
Call back functionality
- Contract signing (DocuSign)

Supplier Information Pack

- Introduction



Tata Steel will use SAP Ariba for its Strategic Sourcing Processes

Three modules cover the whole trajectory of sourcing up to evaluation

Process	Sourcing	Contract Management	Supplier Information & Performance Management
Subjects	<ul style="list-style-type: none"> Request for (RFX) Information/ Quote/ Proposal /Bid Tenders E-auctions 	<ul style="list-style-type: none"> Contract negotiation Contract creation Contract signing 	<ul style="list-style-type: none"> Information management (re)Qualification Performance management
Supplier activities	<ul style="list-style-type: none"> Respond to RFXs Participate in Tata Steel sourcing events Provide product/service related information 	<ul style="list-style-type: none"> Negotiate with Tata Steel Sign contracts by making use of DocuSign (see appendix for a manual) Tata will use the standard eSignature 	<ul style="list-style-type: none"> Provide and maintain company information Answer qualification questions and provide requested documents Fill out performance reviews

Suppliers will be invited to the platform by Tata Steel



Tata Steel would like you to participate in their sourcing event

Current and new suppliers can be invited to new sourcing events by Tata Steel.



Invitation e-mail sent to supplier

The invitation will be sent to the current contact person in your organisation - You may have been asked recently to provide one.



Supplier registers on the Ariba network

Using the link in the e-mail, you can register your company on the Ariba network.



Suppliers engage in Tata Steel's sourcing activities

Suppliers can participate in Tata Steel's sourcing activities via the SAP Ariba platform.

As a supplier, you are responsible to ensure accurate company information and the security of your account details on the Ariba network

SAP Ariba provides an extensive library of supplier support

Ariba Supplier Training website

You'll find links to recorded tutorials, live demo registration forms, and other information.

Click the icon below to find some training materials.



Ariba Exchange User Community

Community where Ariba users can ask questions and receive answers from Ariba customer support.

Click the icon below to visit the community pages.



Ariba Supplier Help Center

In your Ariba account, you have instant access to the Help Center. Here you can ask questions, find tutorials, and collaborate with experts and peers.

Additionally click the icon below for the supplier network.



FAQ's

1. **Why has Tata Steel Chosen the Ariba Platform?** – *With an extensive network of suppliers and a proven track record in secure, sustainable procurement solutions the Ariba platform was the natural choice.*
2. **What is the key change for suppliers?** – *Suppliers are now responsible for maintaining their information and organisational details in the Ariba system, changes will go through a validation process within Tata Steel before being reflected.*
3. **What costs are associated with suppliers working on the platform?** – *Unlike the P2P aspect of Ariba, the Strategic Sourcing Platform which we're implementing is free of charge for suppliers and does not require a license.*
4. **When can we expect to see something change?** – *Any day now you can expect to receive a request from Tata Steel to confirm your organisations details, or to take part in a sourcing or contracting event.*
5. **Electronic signatures are new to us and we'd rather do this manually, is that still possible?** – *Yes, the chosen supplier of the e-signature software (DocuSign), offers the option to sign both electronically or manually and upload the documents for return to Tata Steel through the system.*
6. **What benefits does Tata Steel anticipate from using the system?** – *Tata Steel expects that a transparent, structured way of working and swift exchange of information will support our commitment to developing supplier partnerships and our mission to build the leading European steel business that is sustainable in every sense.*

FAQ's



7. What to do if a supplier is already registered on the Ariba network for another customer not being Tata Steel?

8. What to do if a supplier is already registered on the Ariba network but the administrator (the person who raised the first account) has left the organization and therefore there is no one who can provide access to the account ?

9. What to do when a supplier log's into the Ariba Network and does not see the supplier tab which means Tata Steel's questionnaire (also called SPQ by SAP Ariba) is not visible.



Direct Ariba Supplier Support

Go to the Supplier help centre by clicking the(?) icon in the top right corner



The Supplier help centre is being continuously updated and improved, [click here](#) to find our general guide on navigating this

To locate and complete the questionnaire created by your customer:

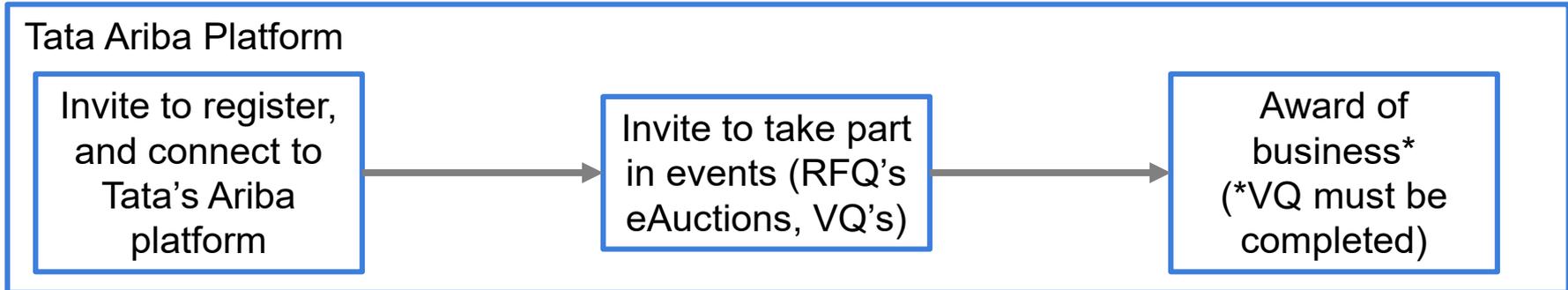
1. In the upper-right corner of the application, click your initials > **Company Profile**.
2. Click the **Customer Requested** tab.
3. Choose your customer from the **Sourcing Customer List** by clicking their name.
4. Complete all fields marked with an asterisk (*).
5. Click **Submit**.

Supplier Information Pack

- Registration on the Ariba Network



Registering on Ariba



Tata Steel will invite you to register on the Ariba Platform, so that you can participate in events (VQ, RFI, eAuctions etc). The invite will come by e-mail, you can see an example in this manual.

Before any business can be awarded to you, you are required to complete the Tata Steel's Supplier profile questionnaire (Vendor Qualification). How to complete the profile is described later.

In case there is no requested Supplier Profile Questionnaire (VQ) visible yet, Tata Steel has made the decision to request this information at a later stage during the sourcing process.

Registering with Tata on Ariba

You will receive an e-mail inviting you to register on the Ariba platform

TATA STEEL

Welcome, Paul Test.

Tata Steel has registered you as a user on their Ariba Spend Management site. Before you can access Tata Steel's events, you must register on the Ariba Commerce Cloud.

[Click Here](#) to register on the Ariba Commerce Cloud and access your account.

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

http://tatasteel.supplier-eu.ariba.com?awssso_tkn=25ZSUHbwxN5cab4de2ab2f07f54

NOTE: This URL is only valid for 2 days. Make Ariba Commerce Cloud before the link expires. After the link expires, you can no longer use Ariba Commerce Cloud.

Thank you,
Ariba, Inc. Administrator

You are receiving this email because your customer, Tata Steel, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Tata Steel.

[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

It is important that you use the link in the email sent to you as this is the “key” allowing you to connect to Tata in Ariba

The link is valid for only 5 days, if the link has expired please reach out to your Tata contact

Go to the Ariba platform by clicking one of the links



Registering with Tata on Ariba

Sign up to the Ariba Network or log in with your existing account

Ariba Sourcing

Welcome, Supplier User

Have a question? [Click here to see a Quick Start guide.](#)

Welcome to the Ariba Network. A password reset request was issued from **Tata Steel - TEST** site.

New to the Ariba Network? Sign up to register your user account.

Sign up

Sign up here to the Ariba network if you don't already have an account

Already have an account?

Log in

If your company already uses Ariba log in here

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks



Registering with Tata on Ariba

Providing your company and user account information

Ariba Sourcing

Register

Submit Cancel

Verify and complete your basic company information and user account information. All of your Ariba Sourcing supplier profile information is not displayed below, however your complete profile is now available as part of your Ariba Commerce Cloud account. You can use your new Ariba Commerce Cloud username and password to access and manage all your Ariba customer relationships and supplier activities. [What is the Ariba Commerce Cloud?](#)

Have a question? [Click here to see a Quick Start guide.](#)

Company information

* Indicates a required field

Company Name:*

Country:* If your company has more than one office, enter the main office address. You can

Ariba Network light account is Free

Already have an account? [Login](#)

User account information

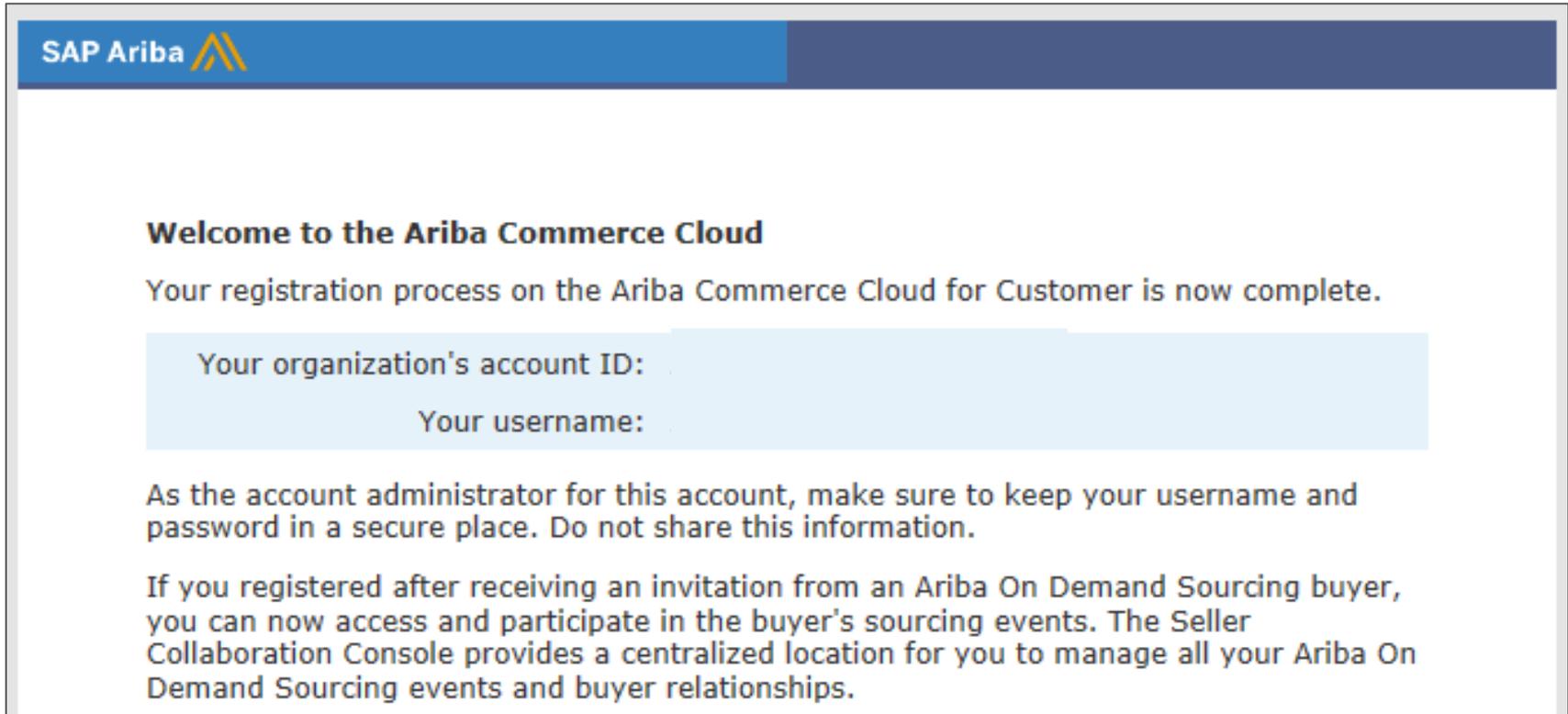
Name:*

Email:*

Please avoid making use of a general company e-mailaddress for the user account

Registering with Tata on Ariba

Upon registration, you will receive a confirmation e-mail



The screenshot shows the top of an email with the SAP Ariba logo in the header. The main content area has a white background with a blue header bar. The text is as follows:

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Customer is now complete.

Your organization's account ID: [REDACTED]

Your username: [REDACTED]

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Supplier Information Pack



- Administering your supplier account

Administering your Supplier account

If you have multiple users on your supplier account Ariba will automatically define an Administrator

You can identify your administrator by clicking on your initials in the top right / contact administrator

The screenshot displays the SAP Ariba Network Supplier account interface. The user profile dropdown menu is open, showing the user's name 'Test Paul' and email 'newtest4.paul.s.thompson@tatasteeleurope.com'. The 'Contact Administrator' option is highlighted with a red box. The user's initials 'TP' are also visible in the top right corner of the interface, also highlighted with a red box.

Orders, Invoices and Payments

0 Pinned Documents

Document #	Document Type	Customer	Status	Amount
No items				

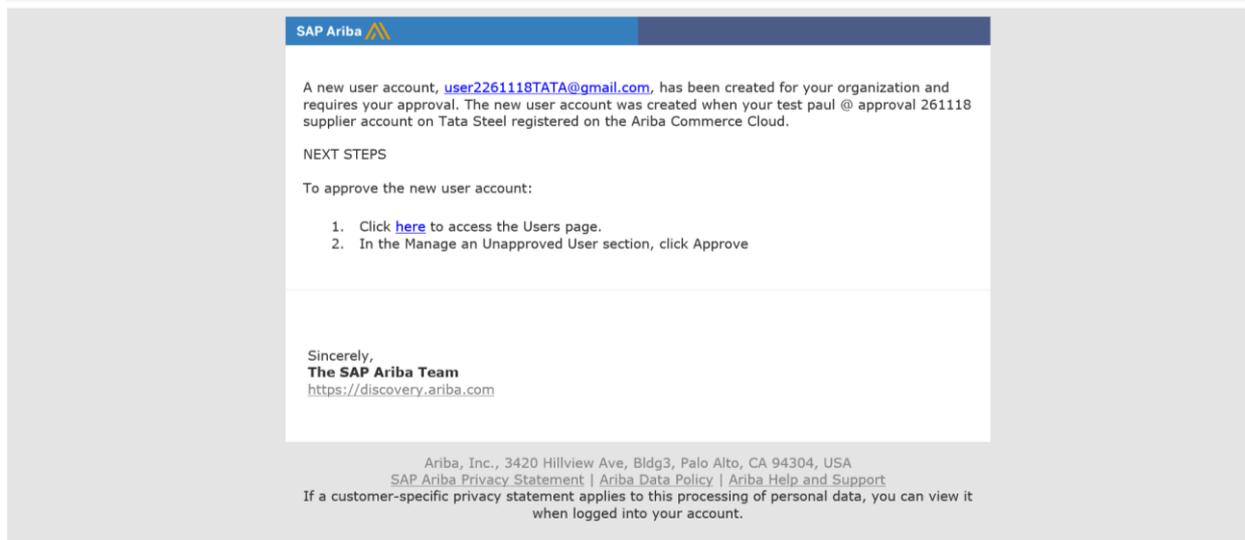
© 2019 SAP SE or an SAP affiliate company. All rights reserved.

Administering your Supplier account

Your Administrator will need to **approve** you as a user and **allocate the correct rights** to allow you to complete Tata's Vendor Qualification request

How to do this is detailed on the following slides

The Administrator will receive an email when a new user is added



The screenshot shows an email from SAP Ariba. The header includes the SAP Ariba logo. The main body of the email states: "A new user account, user2261118TATA@gmail.com, has been created for your organization and requires your approval. The new user account was created when your test paul @ approval 261118 supplier account on Tata Steel registered on the Ariba Commerce Cloud." Below this, it lists "NEXT STEPS" for approving the user: 1. Click [here](#) to access the Users page. 2. In the Manage an Unapproved User section, click Approve. The email is signed "Sincerely, The SAP Ariba Team" with the URL <https://discovery.ariba.com>. At the bottom, there is a footer with contact information for Ariba, Inc. and a privacy statement: "Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA. SAP Ariba Privacy Statement | Ariba Data Policy | Ariba Help and Support. If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account."

Administering your Supplier account

Approve a new (supplier) user

1. The supplier Administrator should log into their Ariba account
2. Click their initials / settings / Users

The screenshot shows the SAP Ariba Network Supplier account settings page. The user profile is 'Test Paul' (newtest4.paul.s.thompson@tatasteeleurope.com). The page displays various account settings, including 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', 'Account Registration', 'Network Settings', 'Electronic Order Routing', and 'Electronic Invoice Routing'. The 'Users' option under 'ACCOUNT SETTINGS' and the 'Settings' option under 'NETWORK SETTINGS' are highlighted with red boxes. The 'Users' option is also highlighted with a red box in the main content area.

Administering your Supplier account

Approve a new (supplier) user

4. Select the user
5. Click Approve
6. Click Save

Ariba Sourcing

Account Settings

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned
No items								

Create User Export Contact Details

Manage Unapproved Users

Approve users created from Sourcing migration. Once the users are approved, you can manage the users in Manage Users and assign additional roles to the users.

<input checked="" type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Added By
<input checked="" type="checkbox"/>	user2261118TATA@gmail.com	tata.ariba.gov1@gmail.com	user2	TATA	Proposals and Contracts Access		All	

Approve Delete Export Contact Details

Manage Assignments for Users with Limited Access

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Administering your Supplier account

Allocate rights to a user

If you have multiple users you may need to manage who can do what

You may need to define Roles, and then assign these to users

The following example shows how to assign the role needed to complete the Tata Vendor Qualification

Administering your Supplier account

Allocate rights to a user

1. The supplier Administrator should log into their Ariba account
2. Click their initials / settings / Users

The screenshot displays the SAP Ariba Network Supplier account interface. The user is logged in as 'Test Paul' (newtest4.paul.s.thompson@tatasteeleurope.com). The page shows the 'Orders, Invoices and Payments' section with 0 pinned documents. A dropdown menu is open, showing options for account settings, customer relationships, users, notifications, account hierarchy, application subscriptions, account registration, network settings, electronic order routing, and electronic invoice routing. The 'Users' option is highlighted with a red box. The user profile menu is also open, showing options for 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', 'Test 4 of new VQ Paul' (ANID: AN01426822849, Standard account, Company Profile, Service Subscriptions), and 'Settings' (highlighted with a red box). The 'Logout' option is also visible.

Administering your Supplier account

Allocate rights to a user

4. Select Create Role

✓ Your profile has been successfully updated. ✕

Customer Relationships **Users** Notifications Account Hierarchy Application Subscriptions

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	
<input type="checkbox"/>	user2261118TATA@gmail.com	tata.ariba.gov1@gmail.com	user2	TATA	No	Proposals and Contracts Access		All	

[↪](#) [Edit](#) [Delete](#) [Add to Contact List](#) [Remove from Contact List](#) [Make Administrator](#) | [Create User](#) [Export Contact Details](#)

Manage Assignments for Users with Limited Access

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.

Role	Actions
Administrator	Details
Proposals and Contracts Access	Details

[↪](#) [Create Role](#)

Administering your Supplier account

Allocate rights to a user

5. Enter a name and description for the role
6. And select the appropriate permission
7. Click Save

Create Role

* Indicates a required field

New Role Information

Name: * Role to update Company Profile

Description: With this role the user can update the company profile information, including completing the Tata Requested vendor qualification

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 type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input checked="" type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions

Administering your Supplier account

Allocate rights to a user

8. Select the user

9. Click Edit

The screenshot shows the Ariba Network interface. The top navigation bar includes 'Ariba Network', 'Company Settings', 'test 261118', 'Help Center', and 'Logout'. The main content area is titled 'Account Settings' and has tabs for 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', and 'Application Subscriptions'. The 'Users' tab is active, showing a 'Manage Users' section. Below this, there is a table of users with columns: Username, Email Address, First Name, Last Name, Ariba Discovery Contact, Role Assigned, Authorization Profiles Assigned, and Customer Assigned. The user 'user2' is selected, and the 'Edit' button is highlighted with a red box. Below the table, there is a section for 'Manage Assignments for Users with Limited Access' and a section for 'Manage User Roles'.

<input checked="" type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned
<input checked="" type="checkbox"/>	user2261118TATA@gmail.com	tata.ariba.gov1@gmail.com	user2	TATA	No	Proposals and Contracts Access		All

Buttons: Edit, Delete, Add to Contact List, Remove from Contact List, Make Administrator, Create User, Export Contact Details

Administering your Supplier account

Allocate rights to a user

10. Select the desired Roles

11. Click Save

Ariba Network Company Settings test 261118 Help Center Logout

Edit User

View user information, revise role assignments, assign business units or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their password and their security question and answer. As a best practice, instruct users to click Forgot Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user with instructions to specify a new password and a new secret question and answer.

Selected User Information

Username: user2261118TATA@gmail.com
Email Address: tata.ariba.gov1@gmail.com
First Name: user2
Last Name: TATA
Office Phone: +31 88888888888888888888

This user is the Ariba Discovery Contact ⓘ
 Limited access ⓘ

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Proposals and Contracts Access	Access Proposals and Contracts
<input checked="" type="checkbox"/> Role to update Company Profile	With this role the user can update the company profile information, including completing the Tata Requested vendor qualification

Customer Assignment

Administering your Supplier account

Allocate rights to a user

The users should now be able to perform the activities for the defined roles

For help on Administering your Supplier account you should use the Help Center in the top right corner

The screenshot displays the Ariba Network user interface. The main content area shows 'Orders, Invoices and Payments' with a table of 'Pinned Documents' (0 items) and a 'Tasks' section for 'Update Profile Information' (35% complete). A 'Help Center' overlay is visible in the top right corner, featuring a search bar and a list of help topics such as 'I need help accessing a sourcing event', 'Does Ariba offer live webinar training?', and 'Where do I find my Ariba Network ID (ANID) number?'. The footer includes the SAP Ariba logo, user information for 'test 261118', and copyright information for 1996-2019 Ariba, Inc.

Supplier Information Pack

- Tata's Vendor Qualification (VQ)



The Tata VQ

Email invite to suppliers to complete the Tata VQ (Supplier Profile Questionnaire)

Dear [SUPPLIER NAME]

Tata Steel require to on-board your company as a new / on-going Vendor. Vendor on-boarding is the process of gathering the documents and data needed to set up a company as an approved Vendor in our systems to enable your organization to efficiently conduct business, purchase goods and services and make payments to that company.

Tata Steel is one of the world's most geographically diversified steel producers with operations in 26 countries and commercial offices in over 35 countries. In Europe, Tata Steel is one of the largest steel producers with manufacturing operations in the UK, the Netherlands, Germany, France and Sweden, backed by a global network of sales offices and service centres.

Integrity and honesty are at the heart of our business dealings. We have a framework for the conduct of our business and the strengthening of our business integrity processes in particular. We encourage our Vendors and Contractors to operate to the same standards as Tata Steel.

For the on-boarding qualification to be progressed, the on line application must be completed and all relevant documentation attached.

Please note that you must have connected with Tata Steel on the Ariba platform via a registration email sent to you **before** you can complete the required Tata Steel VQ questionnaire.

Tata Steel has created a Supplier pack which should help you in case you struggle to locate or provide this information using Ariba. This pack is available at the following link <https://www.tatasteeleurope.com/ts/suppliers>
Please contact your Tata Steel contact person in case of any additional questions.

You can complete the Tata Vendor Qualification Questionnaire by:

1. Logging into Ariba Network using: <http://supplier.ariba.com/>
2. Click on your initials in top right corner and selecting the Company Profile option. - (If you do not see this option please select the Contact Administrator option, whereby you will find details of your organisational administrator who need to grant you access to be able to amend your Company Profile.)
3. Click on Customer Requested tab.
4. Click on Tata Steel name.
5. Click Save as draft to trigger the Autosave functionality
6. Complete all required information.
7. Submit and Save

Thank you.
Kind regards,
on behalf of Tata Steel

Follow the instructions to open the Tata VQ questionnaire

If you do not see the option COMPANY PROFILE in step 2 above you need to request the correct access from you Company Administrator. See slide 14 for how to identify who this is.

The Tata VQ

Top tip!

Ariba Sourcing Test Mode Company Settings Supplier Contact

TATA STEEL

1 Tata Steel Requested Profile

Your customer has requested that you complete **29** additional profile fields.

[Enter Now >](#)

2 Public Profile Completeness

15%

[Enter commodities to reach 35% >](#)

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.

TATA STEEL

Events

Title	ID	End Time ↓	Event Type
-------	----	------------	------------

Do not confuse the Tata Steel Requested Profile (Vendor Qualification Questionnaire)

And your companies own Ariba Public Profile (Used in the search results on the Ariba platform)



The Tata VQ

Accessing the Customer requested questionnaire (Tata VQ)

The screenshot shows the SAP Ariba Network Supplier interface. The browser address bar displays the URL: `service.ariba.com/Supplier.aw/125009047/aw?awh=r&xawssk=1eTlgixi&dard=1`. The page header includes the SAP logo, 'Ariba Network', 'Standard Account', and an 'Upgrade' button. A user profile dropdown menu is open in the top right corner, showing the user's name 'Test Paul', email 'newtest4.paul.s.thompson@tatasteelurope.com', and various account management options. A red box highlights the user profile icon and the number '1' next to it.

Home Catalogs

Orders, Invoices and Payments All Customers ▾ Last 14

0 Pinned Documents More...

Document #	Document Type	Customer	Status	Amount
No items				

© 2019 SAP SE or an SAP affiliate company. All rights reserved.

Feedback

of Use

Click your initials in the top right

The Tata VQ

Accessing the Customer requested questionnaire (Tata VQ)

The screenshot shows the SAP Ariba Network Supplier interface. The user is logged in as 'Test Paul' (TP). A dropdown menu is open, displaying the following options:

- Test Paul
newtest4.paul.s.thompson@tatasteeleurope.com
- My Account
- Link User IDs
- Contact Administrator
- Switch To Test ID
- Test 4 of new VQ Paul
ANID: AN01426822849
Standard account
- Company Profile** (highlighted with a red box and the number 2)
- Service Subscriptions
- Settings >
- Logout

The main content area shows 'Orders, Invoices and Payments' for 'All Customers' with 'Last 14' items. Below this, there are 'Pinned Documents' (0) and a table with columns: Document #, Document Type, Customer, Status, Amount. The table currently displays 'No items'.

Select Company Profile

The Tata VQ

Accessing the Customer requested questionnaire (Tata VQ)

The screenshot displays the SAP Ariba Network 'Company Profile' interface. At the top, the navigation bar includes 'SAP Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area is titled 'Company Profile' and features a tabbed interface. The 'Customer Requested' tab is highlighted with a red box, and a red box around the number '3' indicates the number of documents. The 'Overview' section contains several input fields: 'Company Name' (with 'PauITEST08012020' entered), 'Other names, if any', 'NetworkId' (AN01485972936-T), 'Short Description' (with a character count of 100), 'Website', 'Public Profile' (http://discovery.ariba.com/profile/AN01485972936-T | Customize URL), and 'Privacy Statement' (SAP Ariba Privacy Statement). On the right side, there is a 'Public Profile Completeness' progress bar at 35%, a list of profile sections (Short Description, Website, Annual Revenue, Certifications, D-U-N-S Number, Business Type, Industries, Company Description, Company Logo), and a 'Share Your Public Profile' section. A help sidebar on the far right contains search results for various user guides.

Click the Customer Requested Tab

The Tata VQ

Accessing the Customer requested questionnaire (Tata VQ)

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested	Profile Information
Tata Steel	Complete	4

Public Profile Completeness: 35%

Short Description: Website, Annual Revenue, Certifications, D-U-N-S Number, Business Type, Industries, Company Description, Company Logo

Share Your Public Profile: Click here to get your Ariba badge. Find us on Ariba Network

Help Center: Search... How do I complete my customer requested profile? How do I update expiring profile information? What browser versions are certified for SAP Ariba cloud solutions? How do I see Ariba applications in a different language? I need help accessing a sourcing event. How do I submit an invoice from a Standard account? How do I process an order in my Ariba Network Standard account? Does Ariba offer live webinar. View more

Documentation Support

Now click the text “Tata Steel” to open the Tata Steel questionnaire

The Tata VQ

Please note! – Allow Pop-ups from the Ariba Site

The screenshot shows the Ariba Sourcing interface. The main content area is titled 'Company Profile' and includes tabs for 'Basic', 'Business', 'Marketing (2)', 'Contacts', and 'Certifications'. A table under 'Sourcing Customer List' shows 'Tata Steel' with 'Complete' status. A large white pop-up is overlaid on the page. In the bottom right, a browser notification from 'www.popuptest.com' is shown, with the 'Always allow pop-ups from www.popuptest.com...' option selected and circled in red. The 'Done' button is also circled in red.

If you get a blank Pop-up, you need to click the icon in the top right to allow pop-ups from the Ariba site.

Once opened please complete and submit the questionnaire

Tata Steel Requested Profile

* Indicates a required field

Your customer has specifically requested profile information. After you complete the requested profile information, click **Submit**. You can also click **Save as Draft** if you may have edited without sending the changes to your customer.

Click the save as draft button to trigger the autosave function and come back to your work later

Save as Draft

Submit

Changes you make below may be subject to approval before they are accepted.

Submitting is only possible once all mandatory fields, including attachments, are completed

Question

- ▼ 4 Company Information
 - ▼ 4.1 Basic Details

Tata Steel reserves the right to reject the provided information, your information updates will not be automatically processed

After clicking submit, you will see a confirmation

Status: Submitted by Supplier Contact at 02/14/2018 10:25 AM

Discard Draft

Save as Draft

Submit

Changes you make below may be subject to approval before they are accepted.

✓ You have successfully submitted changes to your customer.

Please note!

Company Information	
Please ensure all information is aligned with SAP Ariba Questionnaire	
Company Details	
Company Legal Name / Proprietor(s) (Q4.1.1)	
Trading as (Optional)	
Company registration number (Q4.1.4)	
VAT registration number (Q4.1.5)	
Purchase Order Details	
Address for purchase orders (postal)	
Remittance Details	
Address from where invoices are issued (if different from purchase order postal address)	
Remittance telephone number (Q5.2.2)	
Remittance fax number (Optional)	
Remittance email address (Q5.2.4)	
Bank details for payment to be made	
Bank account number (Q5.3.1)	
Bank sort code (UK/Routing number (Canada or America) (Q5.3.4)	
Bank IBAN code (Required for non-UK vendors) (Q5.3.5)	
Swift code (BIC) (Q5.3.6)	
Bank details for payments to be made (if factored)	
Note: If your company has a factoring agreement in place, please complete the details below and provide a copy / screenshot of the agreement with your factoring company on page 2. This should include your company name, bank details and factor contact details (postal address, telephone number and email). This data is normally provided as a welcome letter with the factor company.	
Factors Name	
Factors Address	
Factors remittance email address	
Bank account number	
Bank sort code (UK/Routing number (Canada or America)	
Bank IBAN code (Required for non-UK vendors)	
Swift code (BIC)	
Approver Name	
Position in Company	
By approving and submitting the information you should ensure any information changes in the future you provide as well as informing your Procurement contact.	

Company Information	
Please ensure all information is aligned with SAP Ariba Questionnaire	
Bank details for payment to be made (if factored)	
Note: If your company has a factoring agreement in place, please complete the details below and provide a copy / screenshot of the agreement with your factoring company on page 2. This should include your company name, bank details and factor contact details (postal address, telephone number and email). This data is normally provided as a welcome letter with the factor company.	
Factors Name	
Factors Address	
Factors remittance email address	
Bank account number	
Bank sort code (UK/Routing number (Canada or America)	
Bank IBAN code (Required for non-UK vendors)	
Swift code (BIC)	
Approver Name	
Position in Company	
By approving and submitting the information you should ensure any information changes in the future you provide as well as informing your Procurement contact.	

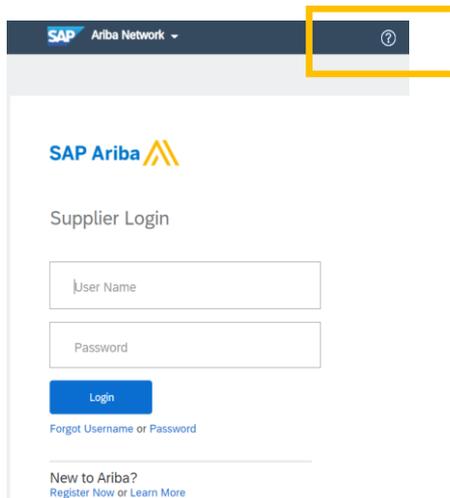
As part of the Vendor Qualification you are required to add specific details of your company in the Company Information form.

A supporting template is available in the relevant question, under the references link.

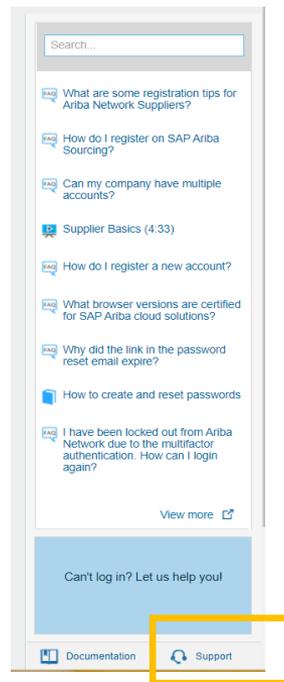
Complete this template and paste it onto letterheaded paper before uploading into Ariba

Tata Supplier Support

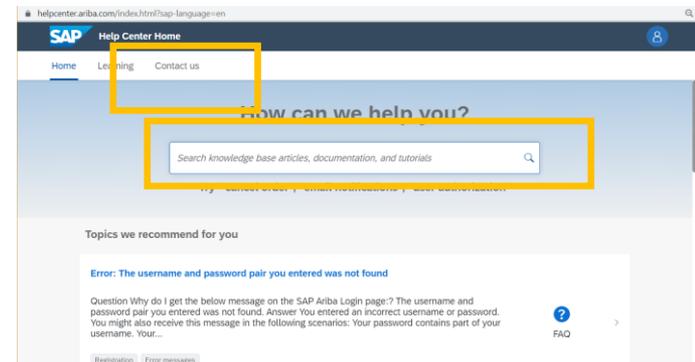
Navigating the Ariba Help Centre



You can access the Help Centre via the ? In the top right



Click the **support** icon at the bottom



Here you can either search the FAQ database or click the tab **Contact Us**

Tata Supplier Support

Navigating the Ariba Help Centre

To request a call back from the help centre.

Once you have clicked on Contact Us,

Click any of the icons.

Then click the text *something else*

Then the Contact Us button

helpcenter.ariba.com/index.html?sap-language=en#/help

SAP Help Center Contact us

Home Learning Contact us

Need something else? Log in.

By logging in to your account, you get access to personalized content and topics to get the right support, from the right team, at the right time.

Log in

If you're unable to log in, tell us what you need help with

- Register on Ariba Network
- Reset my password
- Forgot username
- Unsubscribe

Choose from the options below to continue.

What do you need help with?

- Register
- Login
- Reset password
- Find out if my company has an account
- Something else

For best search results, we recommend using key words to describe your question, like "confirm order" or "create invoice". You can find additional FAQs, tutorials, documentation, and guided help by logging in to your account.

Can't find what you're looking for?

Contact us

Tata Supplier Support

Navigating the Ariba Help Centre

This will bring you to the call back form.

Fill in your details and select the option to be called by the help centre

The screenshot shows the SAP Ariba Help Center contact form. The browser address bar displays the URL: helpcenter.ariba.com/index.html?sap-language=en#/help. The page header includes the SAP logo and the text "Help Center Contact us". The navigation menu has links for "Home", "Learning", and "Contact us".

The form contains the following elements:

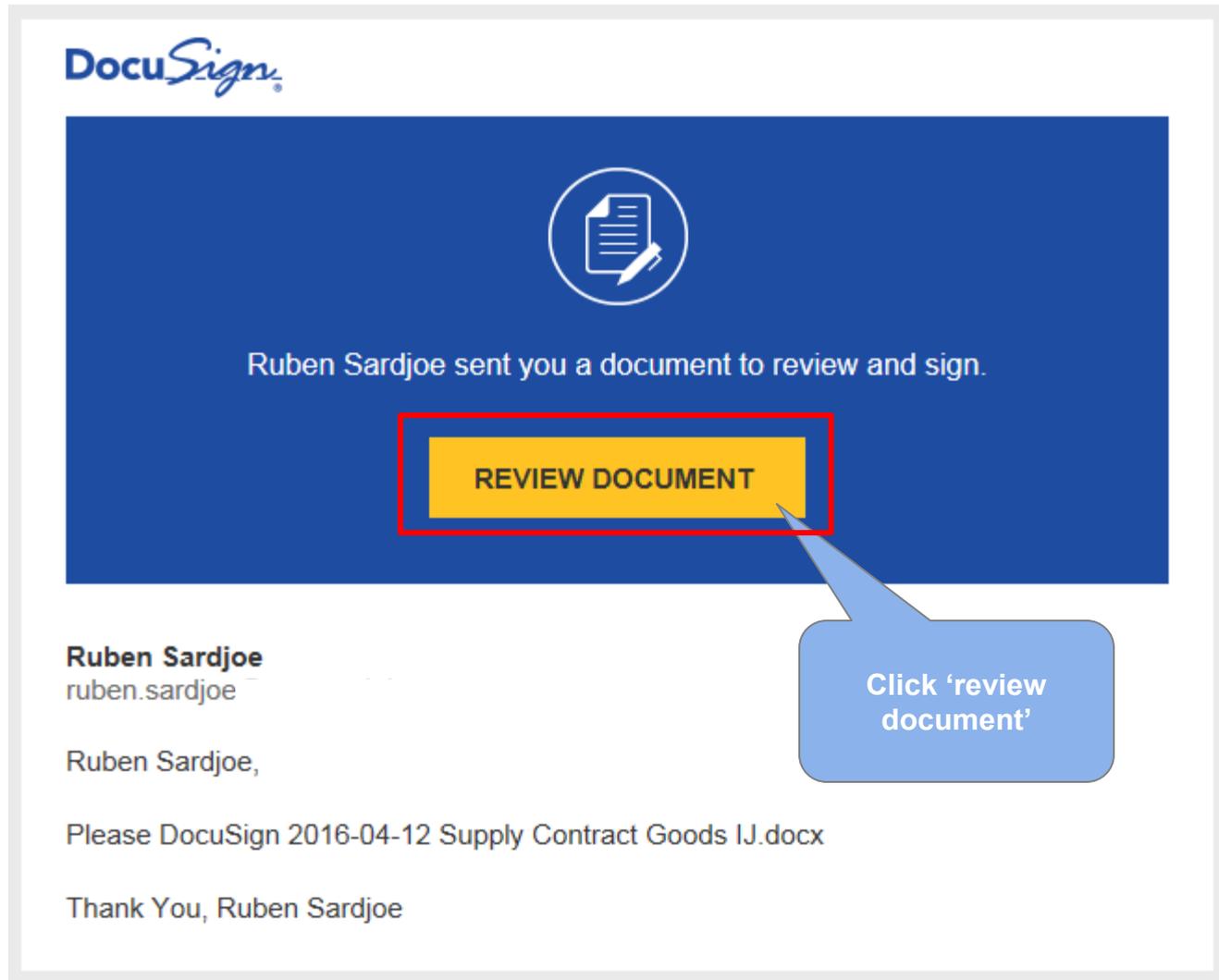
- A language selection field: "Requested language of support: English" with a "Change?" button. A note below states: "Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service."
- A section titled "1. Tell us what you need help with." containing:
 - A "Subject:" field with the text "Register on Ariba Network".
 - A "Full description:" field with the text "Affected items, expected results, etc.".
 - An "Attachment:" field with an upload icon.
 - A "Top Recommendations:" box showing "No data".
- A section titled "2. Please review your contact information for correctness:" containing:
 - A "First name:" field.
 - A "Last name:" field.

Supplier Information Pack

- Contract signing (DocuSign)



The e-mail a document signer receives



The image shows a screenshot of an email notification from DocuSign. At the top left is the DocuSign logo. Below it is a dark blue rectangular area containing a white circular icon of a document with a pen. Underneath the icon, the text reads "Ruben Sardjoe sent you a document to review and sign." In the center of this blue area is a yellow button with the text "REVIEW DOCUMENT" in black, which is highlighted with a red rectangular border. A blue callout bubble with a white border points to the button, containing the text "Click 'review document'". Below the blue area, the email content is displayed: "Ruben Sardjoe" followed by "ruben.sardjoe" in a smaller font, "Ruben Sardjoe,", "Please DocuSign 2016-04-12 Supply Contract Goods IJ.docx", and "Thank You, Ruben Sardjoe".

DocuSign

Ruben Sardjoe sent you a document to review and sign.

REVIEW DOCUMENT

Ruben Sardjoe
ruben.sardjoe

Ruben Sardjoe,

Please DocuSign 2016-04-12 Supply Contract Goods IJ.docx

Thank You, Ruben Sardjoe

Click 'review document'

Signing the contract

This site uses cookies, some of which are required for the operation of the site. [Learn More](#)

Please review the documents below.

FINISH **OTHER ACTIONS**

- Finish Later
- Print & Sign**
- Void
- Correct
- Help & Support
- About DocuSign
- View History
- View Certificate (PDF)

NEXT

DocuSign Envelope ID: 13C33425-DBF3-4402-A1B1-D2C819D4CFB0

CONTRACT

Between

TATA STEEL IJMUIDEN BV

And

Supplier name

CONTRACT number

FOR THE SUPPLY OF

Gedetailleerde omschrijving van de contract scope in jeugdjournaal termen opdat de autorisant herkent waarvoor wordt getekend

Click 'Finish' to **DIGITALLY** sign the contract

To **PHYSICALLY** sign the contract
Click 'other actions'; then 'print & sign'

Digitally signing

This site uses cookies, some of which are required for the operation of the site. [Learn More](#) OK

Select the sign field to create and add your signature. FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: 13C33425-DBF3-4402-A1B1-D2C819D4CFB0

Signing of this CONTRACT terminates any previous or current agreements and/or CONTRACTS between TATA STEEL and SUPPLIER for supply of the same GOODS as under this CONTRACT.

The CONTRACT shall be confirmed by SUPPLIER by signing and returning the CONTRACT confirmation copy.

Signed by

Tata steel IJmuiden BV Supplier name

SIGN 

DocuSigned by:
Denis Ylmas
4227BAE37E9548E...

Name :
Title :

Adopt Your Signature

Confirm your name, initials, and signature.
* Required

Full Name* Initials*

Select Style Draw

PREVIEW Change Style

DocuSigned by:
Ruben Serdjoe DS
119F8A82AF63448...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

You're Done Signing Download Print Close

A copy of this document will be sent to your email address when completed by all signers. You can also download or print using the icons above.

CONTINUE

1. Click 'Sign' to DIGITALLY sign the contract

3. As a final step: Click Finish

2. Pop-up screen to adopt Your (digital) signature

4. Pop-screen: You're done signing ! Click 'continue'

Physically signing

This site uses cookies, some of which are required for the operation of the site. [Learn More](#)

Please review the documents below. FINISH OTHER ACTIONS ▾

Print & Sign F3-4402-A1B1-D2C819D4CFB0

How would you like to return your signed document?

Upload
 Fax

CONTINUE CANCEL

1. Pop-up screen after clicking 'print & sign'

Print & Sign: Download Document

Please download the document. Then print, sign and scan the document back into DocuSign when you are ready.

DOWNLOAD

RETURN DOCUMENT CANCEL

2. Download pop-up screen ... Click 'Download'

Supplier name
per

FOR THE SUPPLY OF

Gedetailleerde omschrijving van de contract scope in jeugdjournaal termen opdat de autorisant herkent waa getekend

Print & Sign: Download Document

Please download the document. Then print, sign and scan the document back into DocuSign when you are ready.

DOWNLOAD

RETURN DOCUMENT CANCEL

3. Click 'Return Document' to upload the signed document

Finish Later
Print & Sign
Void
Correct
Help & Support [↗](#)
About DocuSign [↗](#)
View History
View Certificate (PDF) [↗](#)

DocuSign

Change Language - English (US) | Terms Of Use & Privacy | Copyright © 2017 DocuSign Inc.