



Project Everest: Montecarlo SAP Ariba

Supplier Manual

SAP Ariba

Supplier Lifecycle & Performance



SAP Ariba Training & User Manual:

About this Manual:

- ▶ Easy to understand
- ▶ Easy to navigate
- ▶ With actual SAP Ariba SLP screen layouts
- ▶ For SAP Ariba Supplier

Purpose:

- ▶ Training
- ▶ End User reference

How to read this manual:

- ▶ Read fully before you start working on the actual SAP Ariba system
- ▶ Take a printout so that you can refer it when you are off-line

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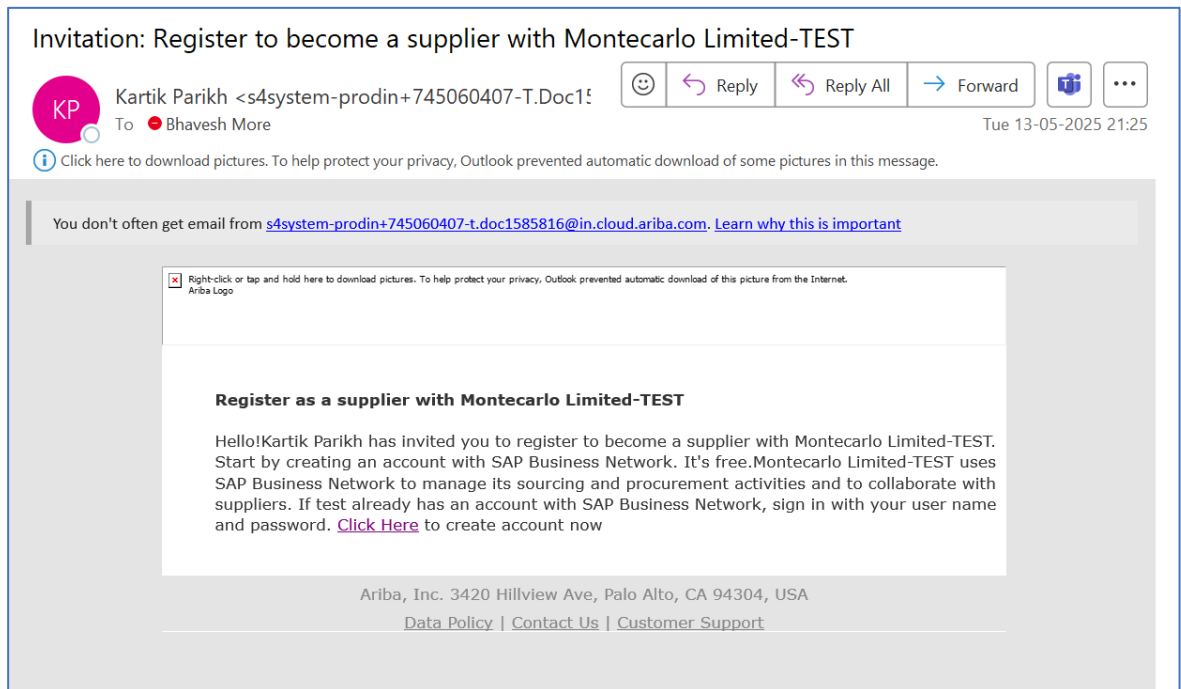
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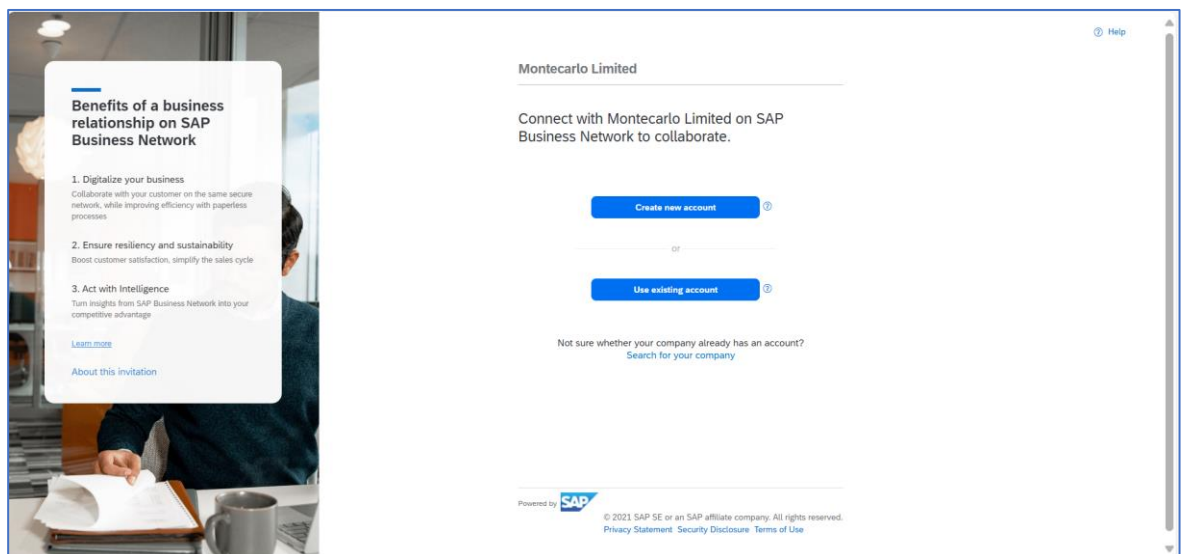
1. Ariba Supplier Portal Access

1.1 New Supplier Registration

- Upon receipt of an email from the Lloyds team, suppliers who are not yet registered on the Ariba supplier portal should proceed to register by clicking the "Click Here" link provided within the email.



- Click on "Create New Account".



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- Fill in all the mandatory fields.

What to expect when you create an account:

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)

Montecarlo Limited

Create an account to connect and collaborate with Montecarlo Limited on SAP Business Network

Company information ⓘ

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

City *

State *

Postal code *

Administrator account information ⓘ

First name * Last name *

Email *

☒ Use my email as my username

Password *

Repeat password *

Business role * ⓘ

☒ I have read and agree with the [Terms of Use](#).

☒ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

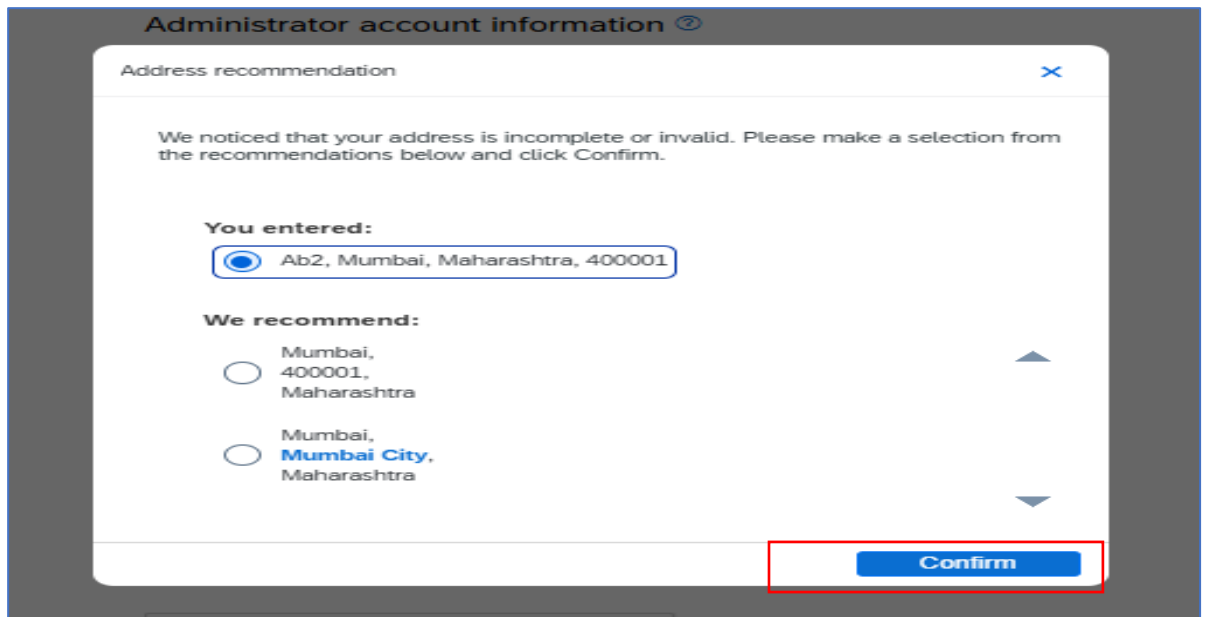
Please see the [Privacy Statement](#) to learn how we process personal data.

☒ I'm not a robot


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

Create account

- Click on "Confirm"



Administrator account information ⓘ

Address recommendation ⓘ

We noticed that your address is incomplete or invalid. Please make a selection from the recommendations below and click Confirm.

You entered:

☒ Ab2, Mumbai, Maharashtra, 400001

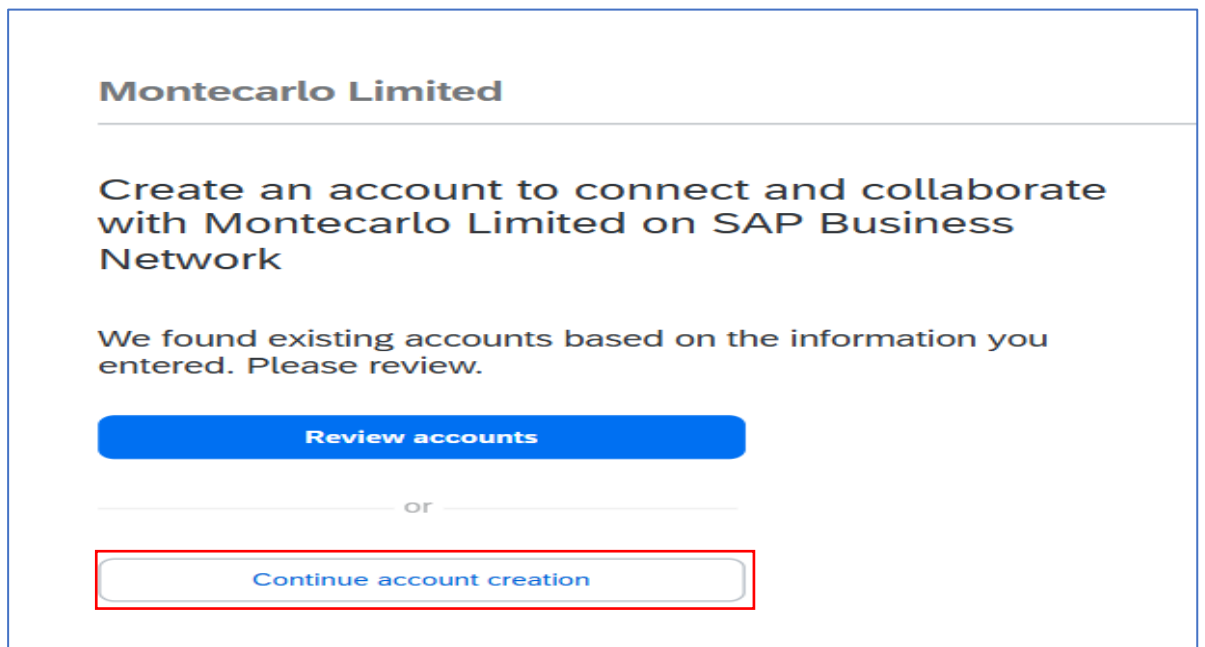
We recommend:

☐ Mumbai, 400001, Maharashtra

☐ Mumbai, **Mumbai City**, Maharashtra

Confirm

- Click on "Continue account creation"



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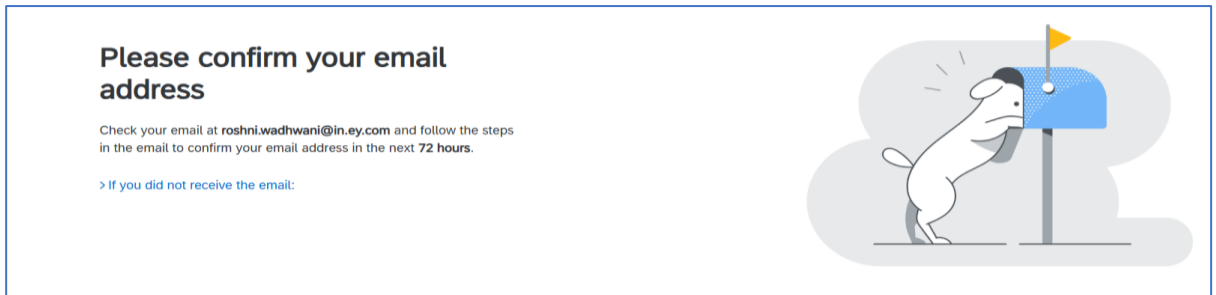
We found existing accounts based on the information you entered. Please review.

Review accounts

or

Continue account creation

- Confirm email address from the mail received by SAP.



- Click on "Remind me later".

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

-or- [Browse](#)

Ship-to or Service Locations

-or- [Browse](#)

[Don't show this to me again](#)

The image shows a screen titled "Almost done! We just need a little bit more information." It asks the user to provide information to be discovered by more customers. There are two sections: "Product and Service Categories" and "Ship-to or Service Locations", each with a text input field, an "Add" button, and a "-or- Browse" link. At the bottom, there are three buttons: "Submit", "Remind me later" (which is highlighted with a red box), and "Don't show this to me again". To the right is an illustration of a piggy bank with coins falling out of its slot.

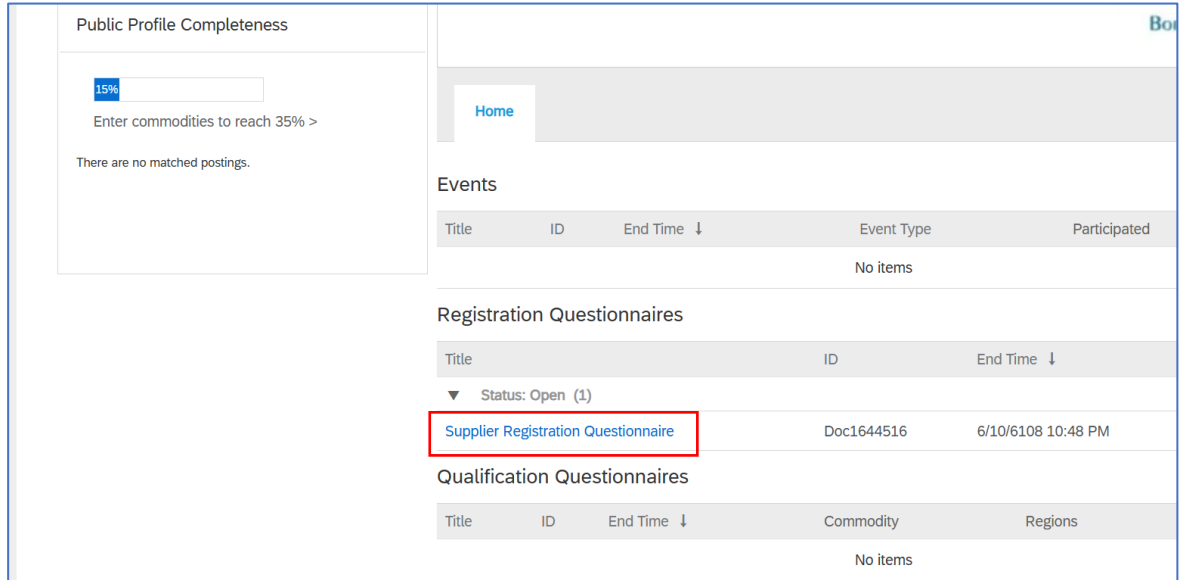
1.2 Existing Supplier Login

- If the supplier is already registered to supplier portal, the supplier can login the portal using his credentials by visiting supplier.ariba.com

The image shows the SAP Business Network Supplier sign-in screen. The header includes the SAP logo and "Business Network". The main content area has a "Supplier sign-in" section with a "Username" input field, a "Next" button, and a "Forgot username" link. Below this is a section for "New to SAP Business Network?" with links to "Register Now" and "Learn more". On the right, there is a promotional banner for "SAP Business Network Virtual Supplier Success Day - On-Demand" with a "Learn More" button. The bottom of the page has a series of dots indicating a carousel.

2. Supplier Registration Questionnaire

- Log in to the portal to view the initial screen.



Public Profile Completeness

15%

Enter commodities to reach 35% >

There are no matched postings.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

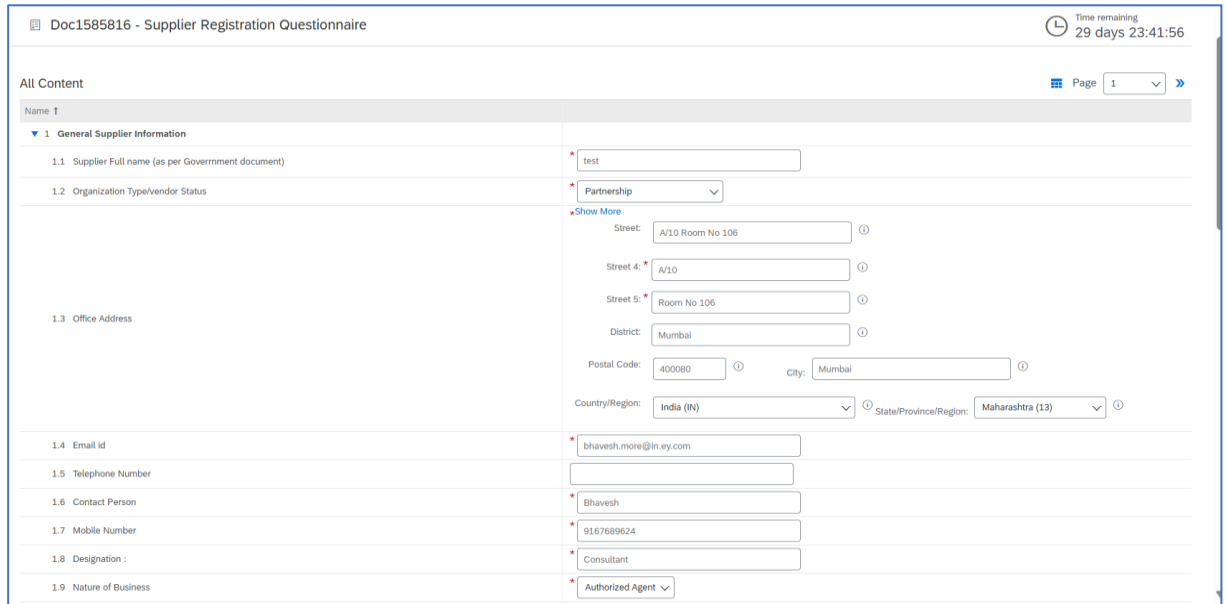
Registration Questionnaires

Title	ID	End Time ↓
▼ Status: Open (1)		
Supplier Registration Questionnaire	Doc1644516	6/10/6108 10:48 PM

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions
No items				

- Fill in all the mandatory details as required and click on "Submit".



Doc1585816 - Supplier Registration Questionnaire

Time remaining: 29 days 23:41:56

All Content

Page 1

1. General Supplier Information

1.1 Supplier Full name (as per Government document)

1.2 Organization Type/vendor Status

1.3 Office Address

1.4 Email id

1.5 Telephone Number

1.6 Contact Person

1.7 Mobile Number

1.8 Designation :

1.9 Nature of Business

test

Partnership

Show More

Street: A/10 Room No 106

Street 4: A/10

Street 5: Room No 106

District: Mumbai

Postal Code: 400080

City: Mumbai

Country/Region: India (IN)

State/Province/Region: Maharashtra (13)

bhavesh.more@in.ey.com

Bhavesh

9167689624

Consultant

Authorized Agent

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2.8 Company2	
2.9 Company3	
2.10 Year of Establishment	* 2000
2.11 Turn Over of last three financial years	* 200000
2.12 FY Year- 1	* 2021
2.13 Amount (Cr)	* 20000 INR
2.14 FY Year- 2	* 2022
2.15 Amount (Cr)	* 2003454 INR
2.16 FY Year- 3	* 2023
2.17 Amount (Cr)	* 437323 INR
2.18 Asset details	Attach a file
2.19 Ownership Documents	Attach a file
2.20 Certification of association/ letter of distributorship/ ISO certification/ OSHAS certification details	Unspecified
2.21 Certificate title	
2.22 Name, Address & telephone Numbers of partners / directors*	* Bhavesh Mond
2.23 Issuing authority	
2.24 Valid upto	
2.25 Details of relatives working with Montecarlo Limited	

2.30 Location	
2.31 Referred by MCL employee	
2.32 Referred by other than MCL	
▼ 3 Bank Details	
3.1 Do you have a Registered Bank Account?	* Yes
3.2 Name as per Bank Account	* BHAVESH MORE
3.3 Please attach the Bank Copy/Candle Cheque	* Bank Data.png Update file Delete file
3.4 Account No	* 52410406009427
3.5 Bank Name	* HDFC
3.6 Branch Name	* MULUNIND
3.7 Branch IFSC	* HDFC0000004
3.8 Bank ID	[0001]
3.9 Bank Country	* [IN] - INDIA
▼ 4 Statutory Details	
4.1 Are you GST Registered?	* Yes
4.2 GST Number	* 27AAACT2727012W
4.3 GST Vendor Class	* [R] - Registered
4.5 Are you MSME Registered?	* Yes
4.6 MSME Registration	* YES
4.7 MSME No.	* UDYAM-00-23-123466
4.8 Attachment of MSME	* MSME Certificate.png Update file Delete file
4.9 Kindly provide MSME Type	* Medium

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4.2 Statutory Details

4.1 Are you GST Registered? Yes

4.2 GST Number 27AAACT2727Q1ZW

4.3 GST Vendor Class [R] - Registered

4.5 Are you MSME Registered? Yes

4.6 MSME Registration YES

4.7 MSME No. UDIAM-00-23-123456

4.8 Attachment of MSME MSME Certificate.png Update file Delete file

4.9 Kindly provide MSME Type Medium

4.10 Do you have PF Number Yes

4.11 PF No. Status YES

4.12 PF No 1239836159

5 Attachment

5.1 Copy of Excise/ VAT/ CST Registration number Attach a file

5.2 Address proof Attach a file

5.3 Copy of registration certificate/ Incorporation Attach a file

(*) Indicates a required field

Page 2

Submit Entire Response Save draft Compose Message Excel Import

- Click on "OK" to submit the response.

Doc1585816 - Supplier Registration Questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

2.28 Department

2.29 Designation

2.30 Location

2.31 Referred by MCL employee

2.32 Referred by other than MCL

3 Bank Details

3.1 Do you have a Registered Bank Account? Yes

3.2 Name as per Bank Account SHARVESH MORE

3.3 Please attach the Bank Copy/Cheque Bank Data.png Update file Delete file

3.4 Account No. 52410400000427

3.5 Bank Name YESFC

3.6 Branch Name RAJULUNDO

3.7 Branch IFSC YESFC0000004

3.8 Bank ID [0001]

Submit this response? OK Cancel