Tata Steel Ariba Platform
Supplier Information Pack

File : Tata Ariba Supplier Pack v FINAL 120220

Direct Ariba Supplier support
https://www.ariba.com/support/supplier-support
+31 (0) 800 0200 582
+44 (0) 800 358 3556
Supplier Information Pack

- Introduction
- Registration on the Ariba Network
- Administering your supplier account
- Tata’s Vendor Qualification
- Contract signing (DocuSign)

Top tips | Support
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

<table>
<thead>
<tr>
<th>Process</th>
<th>Sourcing</th>
<th>Contract Management</th>
<th>Supplier Information &amp; Performance Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subjects</td>
<td>• Request for (RFX) Information/ Quote/ Proposal /Bid</td>
<td>• Contract negotiation</td>
<td>• Information management</td>
</tr>
<tr>
<td></td>
<td>• Tenders</td>
<td>• Contract creation</td>
<td>• (re)Qualification</td>
</tr>
<tr>
<td></td>
<td>• E-auctions</td>
<td>• Contract signing</td>
<td>• Performance management</td>
</tr>
<tr>
<td>Supplier</td>
<td>• Respond to RFXs</td>
<td>• Negotiate with Tata Steel</td>
<td>• Provide and maintain company information</td>
</tr>
<tr>
<td>activities</td>
<td>• Participate in Tata Steel sourcing events</td>
<td>• Sign contracts by making use of DocuSign (see appendix for a manual)</td>
<td>• Answer qualification questions and provide requested documents</td>
</tr>
<tr>
<td></td>
<td>• Provide product/service related information</td>
<td>• Tata will use the standard eSignature</td>
<td>• Fill out performance reviews</td>
</tr>
</tbody>
</table>
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 use 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.
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

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?awsso_lkn=25ZSUHbwxN5cab4de2ab2f07f54

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

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.
Registering with Tata on Ariba
Sign up to the Ariba Network or log in with your existing account

Ariba Sourcing

Welcome, Supplier User

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

Already have an account?  
Log in

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

If your company already uses Ariba log in here

Sign up here to the Ariba network if you don’t already have an account
Registering with Tata on Ariba
Providing your company and user account information

Ariba Sourcing

Register
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

Company Name: * Supplier
Country: * United Kingdom [GBR]

Ariba Network light account is Free
Already have an account? Login

User account information

Name: * Supplier Contact
Email: * thomas.forgens@orange.com

Please avoid making use of a general company e-mail address for the user account.
Registering with Tata on Ariba
Upon registration, you will receive a confirmation e-mail

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

Your organization's account ID: 
Your username: 

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 name in the top right / contact administrator.
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.
Administering your Supplier account
Approve a new (supplier) user

1. The supplier Administrator should log into their Ariba account
2. Click Company Settings icon
3. Users
Administering your Supplier account
Approve a new (supplier) user

4. Select the user
5. Click Approve
6. Click Save
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 Company Settings icon
3. Users
Administering your Supplier account
Allocate rights to a user

4. Select 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
Administering your Supplier account
Allocate rights to a user

8. Select the user
9. Click Edit
Administering your Supplier account
Allocate rights to a user

10. Select the desired Roles
11. Click Save
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.
Supplier Information Pack

• Tata’s Vendor Qualification (VQ)
The Tata VQ
Email invite to suppliers to complete the Tata VQ (Supplier Profile Questionnaire)

Dear Test 1-41118,

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.

You can provide this information by:

2. Click on Company Setting in top right corner and selecting Company Profile option
3. Click on Customer Requested tab
4. Click on Tata Steel name
5. Complete all required information
6. Submit and Save

Tata Steel has created Supplier pack which should help you in case you struggle to locate or provide this information using Ariba. This pack is located at following link [http://www.tatasteel.com/](http://www.tatasteel.com/)

Please contact your Tata Steel contact person in case of any additional questions.

Kind regards,

Follow the instructions to open the Tata VQ questionnaire
The Tata VQ
Top tip!

1. Tata Steel Requested Profile

Your customer has requested that you complete 29 additional profile fields.
Enter Now>

2. Public Profile Completeness

Enter commodities to reach 35%>

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)

Click the Company Settings Icon
The Tata VQ
Accessing the Customer requested questionnaire (Tata VQ)

Select Company Profile
The Tata VQ
Accessing the Customer requested questionnaire (Tata VQ)

Click the Customer Requested Tab
The Tata VQ
Accessing the Customer requested questionnaire (Tata VQ)

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

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

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

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!
As part of the Vendor Qualification you are required to add specific details of your company onto an official letterhead – Below is a supporting template

***VENDOR TO UPDATE AND COPY INTO OFFICIAL LETTERHEAD***

<table>
<thead>
<tr>
<th>Company Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Legal Name / Proprietor(s)</td>
</tr>
<tr>
<td>Trading as (Optional)</td>
</tr>
<tr>
<td>Company registration number</td>
</tr>
<tr>
<td>VAT registration number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchase Order Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address for purchase orders (postal)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Remittance Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address from where invoices are issued (if different from purchase order postal address)</td>
</tr>
<tr>
<td>Remittance telephone number</td>
</tr>
<tr>
<td>Remittance fax number (Optional)</td>
</tr>
<tr>
<td>Remittance email address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank details for payment to be made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank account number</td>
</tr>
<tr>
<td>Bank sort code (UK)/Routing number (Canada or America)</td>
</tr>
<tr>
<td>Bank IBAN code (Required for non-UK vendors)</td>
</tr>
<tr>
<td>Swift code (BIC)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank details for payments to be made (if factored)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factors Name</td>
</tr>
<tr>
<td>Factors Address</td>
</tr>
<tr>
<td>Bank account number</td>
</tr>
<tr>
<td>Bank sort code (UK)/Routing number (Canada or America)</td>
</tr>
<tr>
<td>Bank IBAN code (Required for non-UK vendors)</td>
</tr>
<tr>
<td>Swift code (BIC)</td>
</tr>
</tbody>
</table>

If factored, confirmation is required from the factoring company and the vendor to confirm their factoring agreement. Also, confirmation of bank details is required from both parties.
Supplier help and support

The Supplier Help Center can always be accessed via the link in the top right of the screen.
Summary – Registration and Completion of VQ

• Supplier must use the link sent from Tata to confirm or complete their registration and connection to Tata’s Ariba platform

• Registration and connection to Tata’s Ariba platform is required to be able to take part in events (RFQ’s, E-Auctions, VQ, etc)

• The Tata Steel Supplier Profile Questionnaire (VQ) needs to be completed before the award of business can take place

• The supplier is responsible for maintaining their own information in Ariba in a timely manner and keeping their profile up to date

• The information submitted in the VQ will be brought into Tata’s evaluation and approval processes

If you receive error messages please close all your internet sessions down and open Ariba with Google Chrome
Supplier Information Pack

- Contract signing (DocuSign)
The e-mail a document signer receives

Ruben Sardjoe sent you a document to review and sign.

Ruben Sardjoe
ruben.sardjoe

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

Thank You, Ruben Sardjoe

Click ‘review document’
Signing the contract

Click ‘Finish’ to **DIGITALLY** sign the contract

To **PHYSICALLY** sign the contract
Click ‘other actions’; then ‘print & sign’
Digitally signing

1. Click ‘Sign’ to DIGITALLY sign the contract

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

3. As a final step: Click Finish

4. Pop-screen: You’re done signing! Click ‘continue’
Physically signing

1. Pop-up screen after clicking ‘print & sign’
2. Download pop-up screen ... Click ‘Download’
3. Click ‘Return Document’ to upload the signed document