供应商指南
供应商注册
ARIBA NETWORK

SAP ARIBA 支持热线

If you need help on how to use this product, click Help at the top right of any product page to access documentation and tutorials.
For help, United States and Canada (toll-free): 1 866 218 2155
United Kingdom (Freephone): 0800 358 3556
Europe: +44 20 7187 4144; Asia: +65 6311 4745
All other locations, call +1 412 222 6153.

如果您需要有关如何使用本产品的帮助，请点击任何产品页右上角的“帮助”以访问文档和教程。
美国和加拿大（免费电话）：1 866 218 2155;
英国（免费电话）：0800 358 3556;
欧洲：+44 20 7187 4144;
亚洲：+65 6311 4745;
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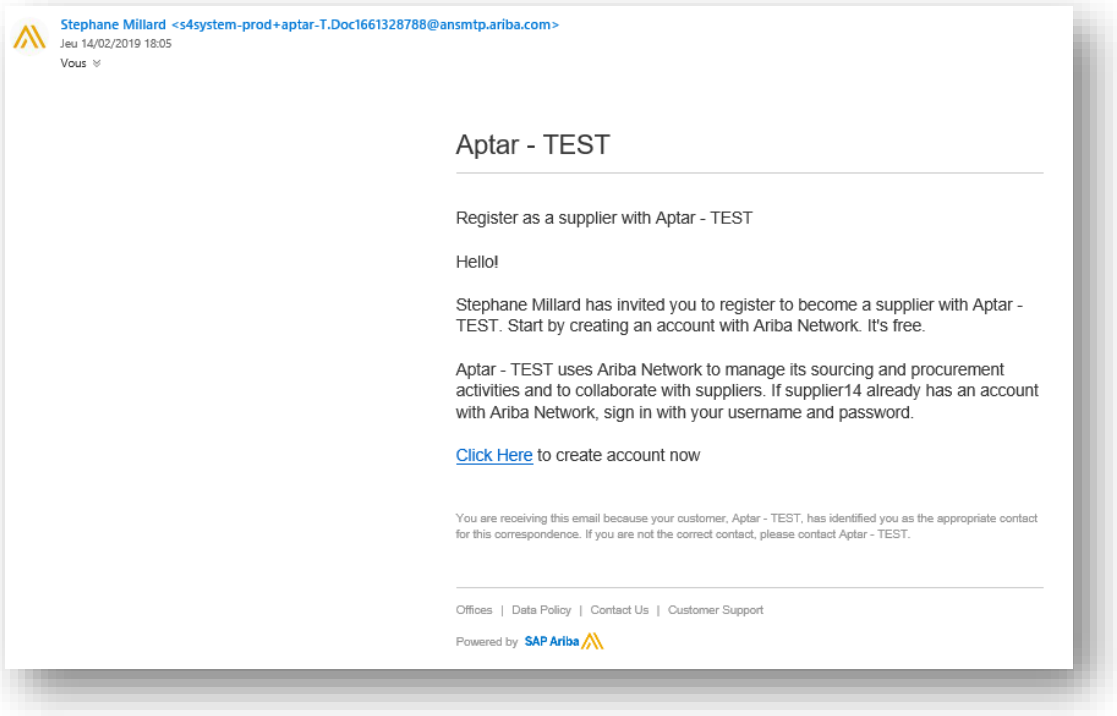
1. Getting started/ 开始

You need An Ariba Network profile in order to participate in sourcing events organized by APTAR. / 您需要创建 Ariba Network 的个人资料才能参与 APTAR 组织的采购活动。



Stephane Millard <s4system-prod+aptar-T.Doc1661328788@ansmtp.ariba.com>
Jeu 14/02/2019 18:05
Vous

Aptar - TEST

Register as a supplier with Aptar - TEST

Hello!

Stephane Millard has invited you to register to become a supplier with Aptar - TEST. Start by creating an account with Ariba Network. It's free.

Aptar - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If supplier14 already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

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

Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

a) Invitation mail from SAP Ariba
SAP Ariba 的邀请邮件

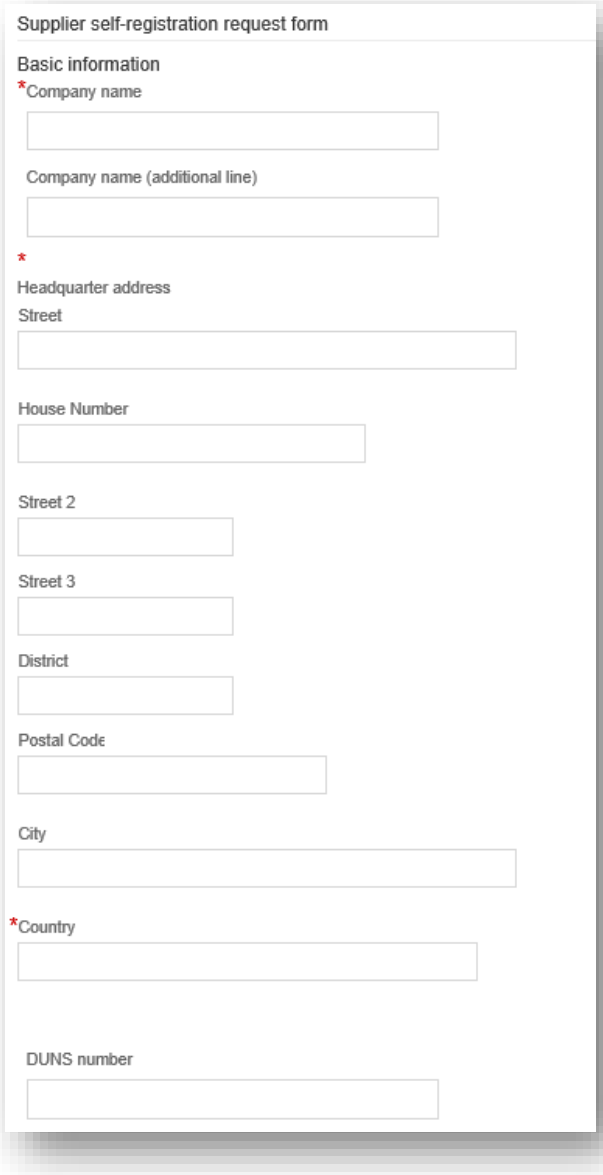
You have received an invitation e-mail from SAP Ariba to create a profile. Please use 'Click here' link to go to the registration page or copy the link to your preferred browser to enter the page. /您通过来自 SAP Ariba 的邀请电子邮件以创建个人资料。请使用“点击此处”链接转到注册页面或将链接复制到首选浏览器以进入该页面。

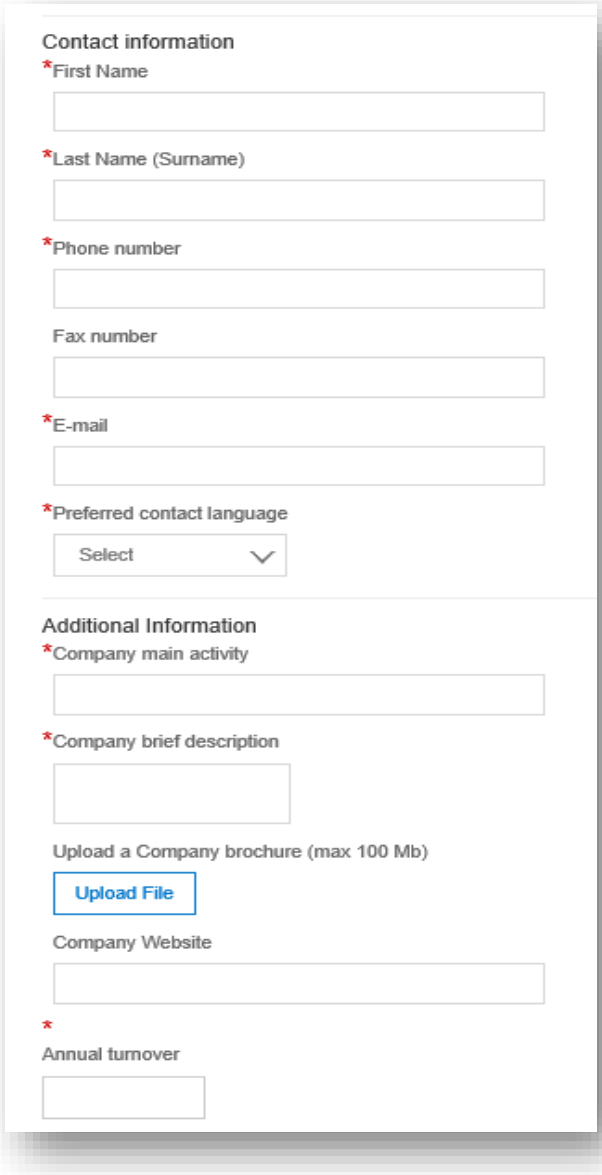
b) Receive a link from your APTAR Purchasing contact
从您的 APTAR 采购联系人处获得链接

You can self-register by clicking on the link received from your APTAR Purchasing Contact:
您可以通过单击从 APTAR 采购联系人处收到的链接进行自我注册：

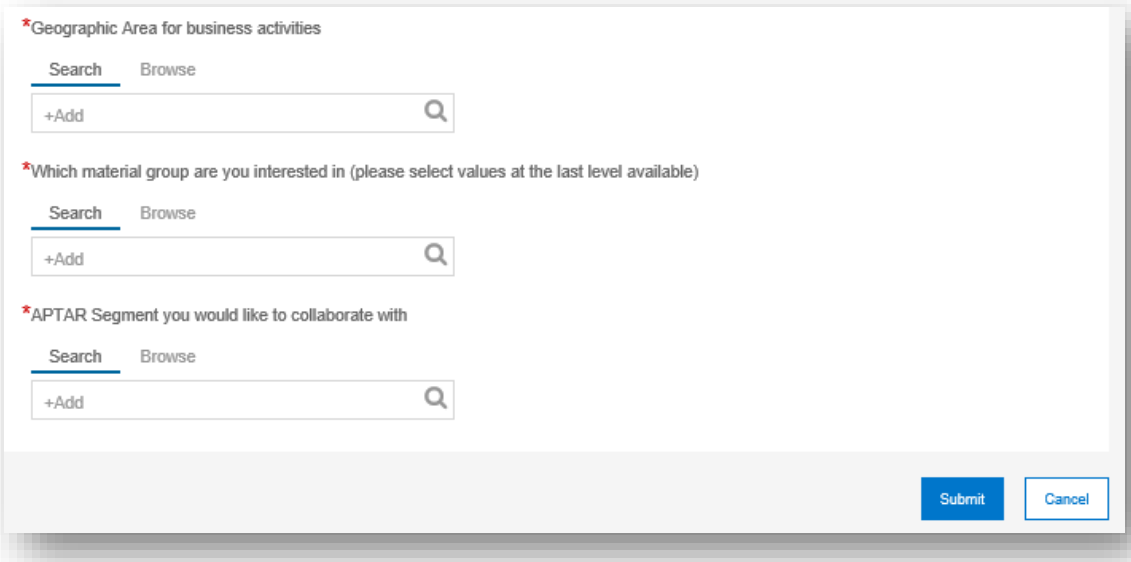
http://aptar.supplier.ariba.com/ad/selfRegistration/_c_/C7

You will have to complete the “Supplier self-registration request form”, you must first fill out some mandatory questions, which are indicated with an asterisk (*):
您必须填写“供应商自行注册申请表”，用星号（*）标明的强制性问题为必填。

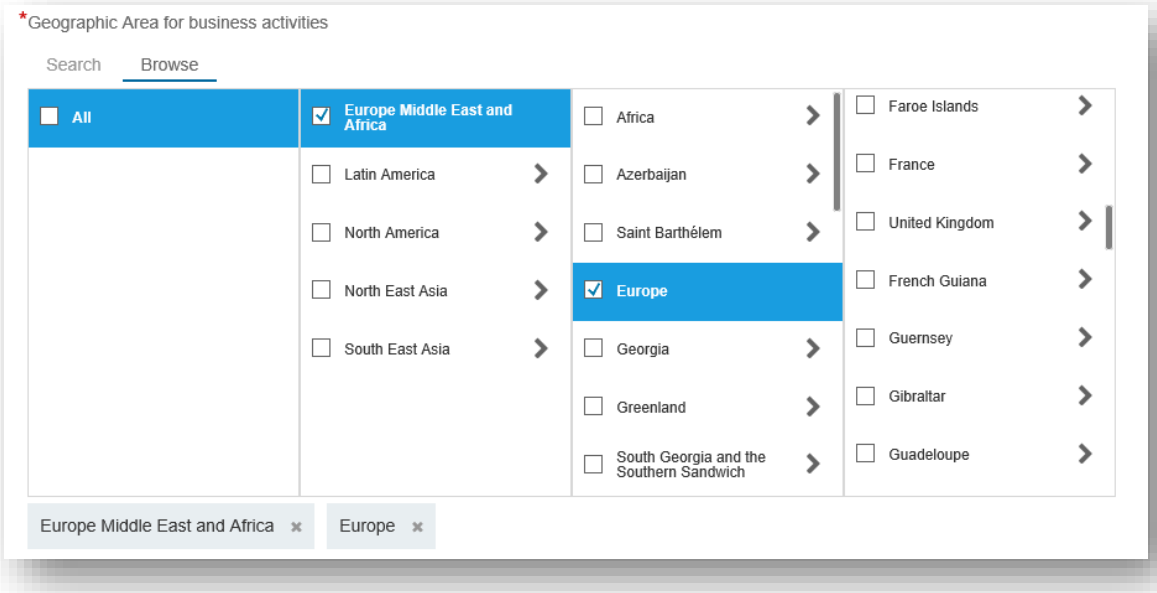




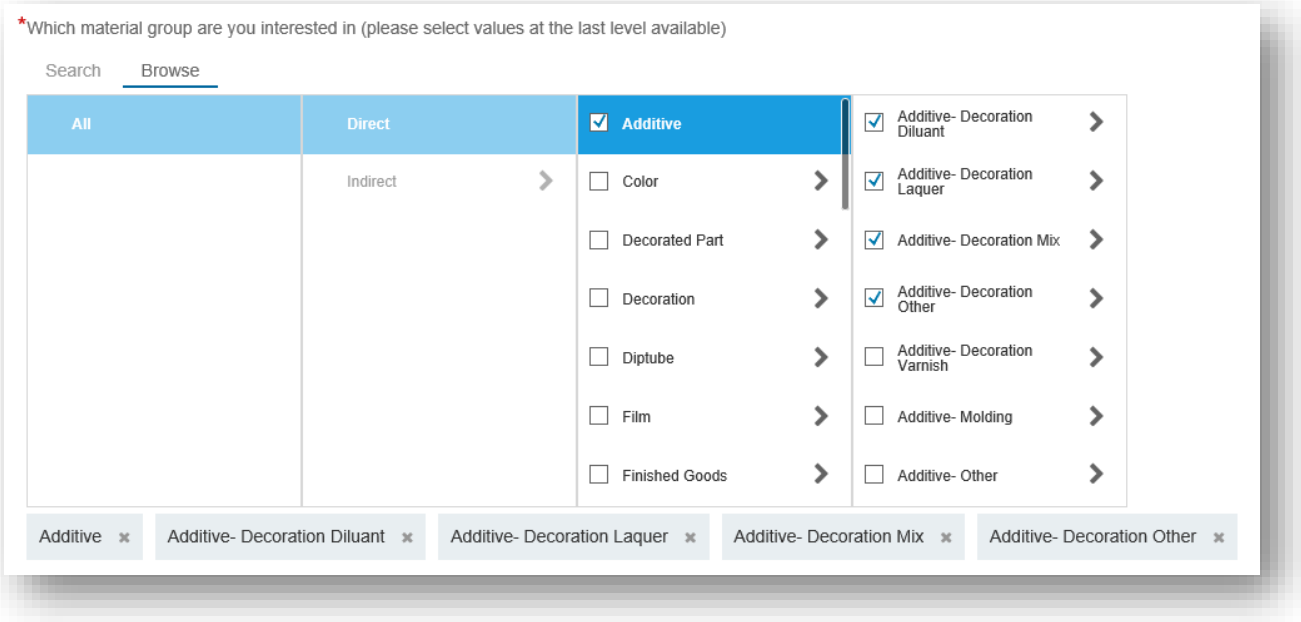
c) How to select ‘Geography’ and ‘Category’ and Segment ?
如何选择’地理’和’类别’和部门?



- **Geography:** Browse or search and Select the Region, Continent and or Country you can make business with.
- 地理位置：浏览或搜索并选择您可以与之交易的地区，大洲和或国家。



- **Category:**
  类别：



To find the product and service categories that - match to your profile, use the 'Browse' function, or use the "search" option with a specific name./ 要查找与您的个人资料相匹配的产品和服务类别，请使用"浏览"功能，或使用具有特定名称的"搜索"选项。

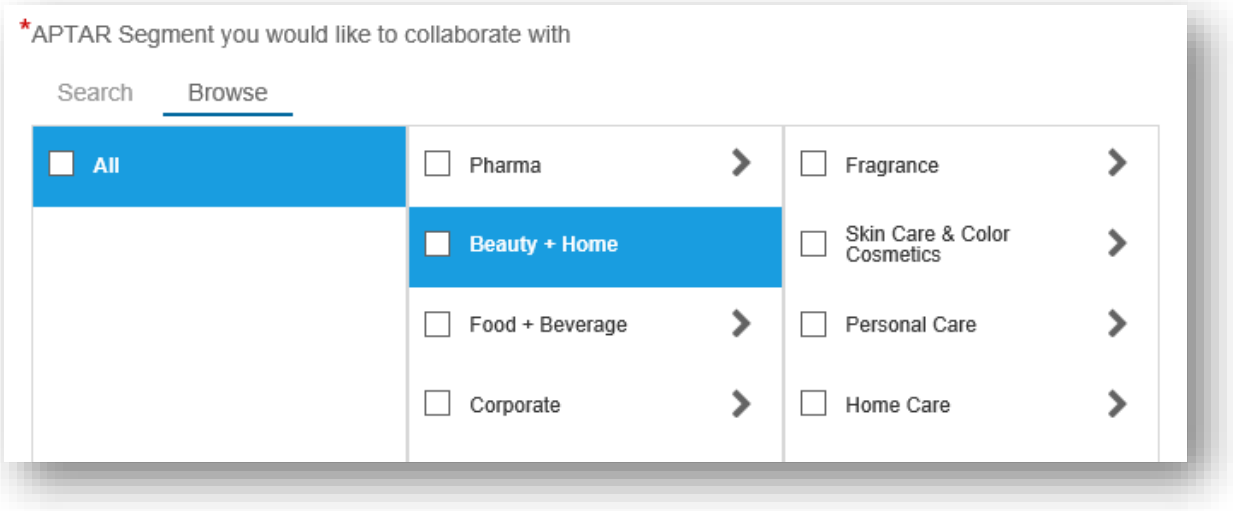
To add a product or service category to your selection, click on the plus mark (+): /要在您的选择中添加产品或服务类别，请单击加号（+）：

1 select a main category that fits your profile/ 选择适合您个人资料的主要类别
2 select a lower-level category that fits your profile/选择适合您个人资料的较低级别类别
3 add the category to 'My Selection'/ 将类别添加到"我的选择"
4 add the lower-level category to 'My Selection'/将级别较低的类别添加到"我的选择"

If you want to remove a product or service category from your selection: /如果要从选择中删除产品或服务类别:

5 tick mark the category you want removed/勾选需要删除的类别
6 click 'Remove': 单击"删除"
7 when finished, click 'OK': 完成后，点击"确定"

- **Segment :** Browse Segments and select Segments you want to collaborate with/
  部门：浏览细分并选择您要与之协作的细分

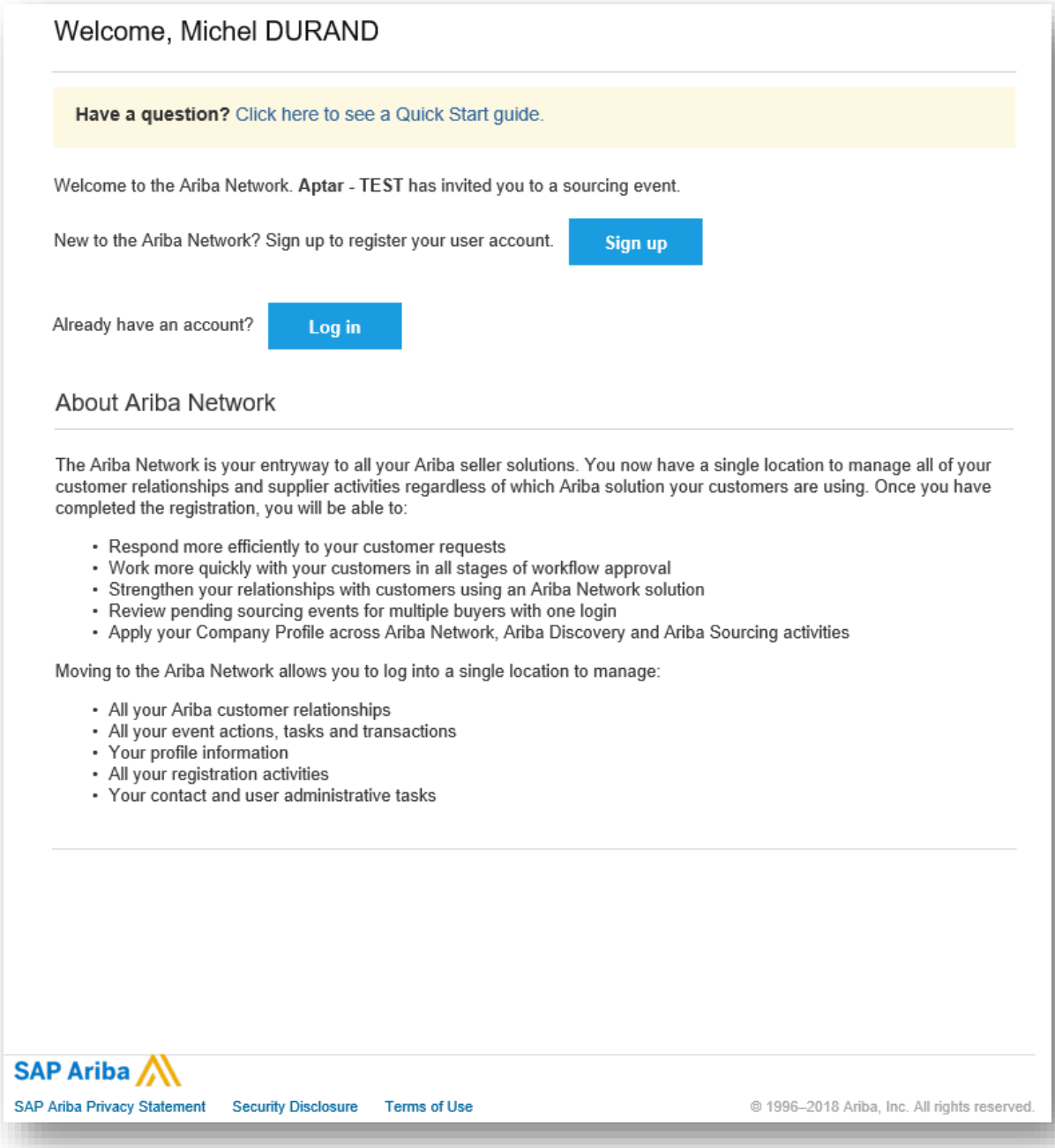


Once the form is completed, click the “Submit” button to send the “Supplier Request” to the Aptar Vendor Management team. After the “Supplier Request” validation by APTAR, you can continue to create your Ariba Network profile by completing the “Supplier Registration Questionnaire”/

表单完成后，单击“**提交**”**按**钮将“**供**应商请求”发送给 Aptar **供**应商管理团队。在 APTAR 进行“**供**应商申请”验证后，您可以通过填写“**供**应商注册问卷”继续创建您的 Ariba Network **配置文件**

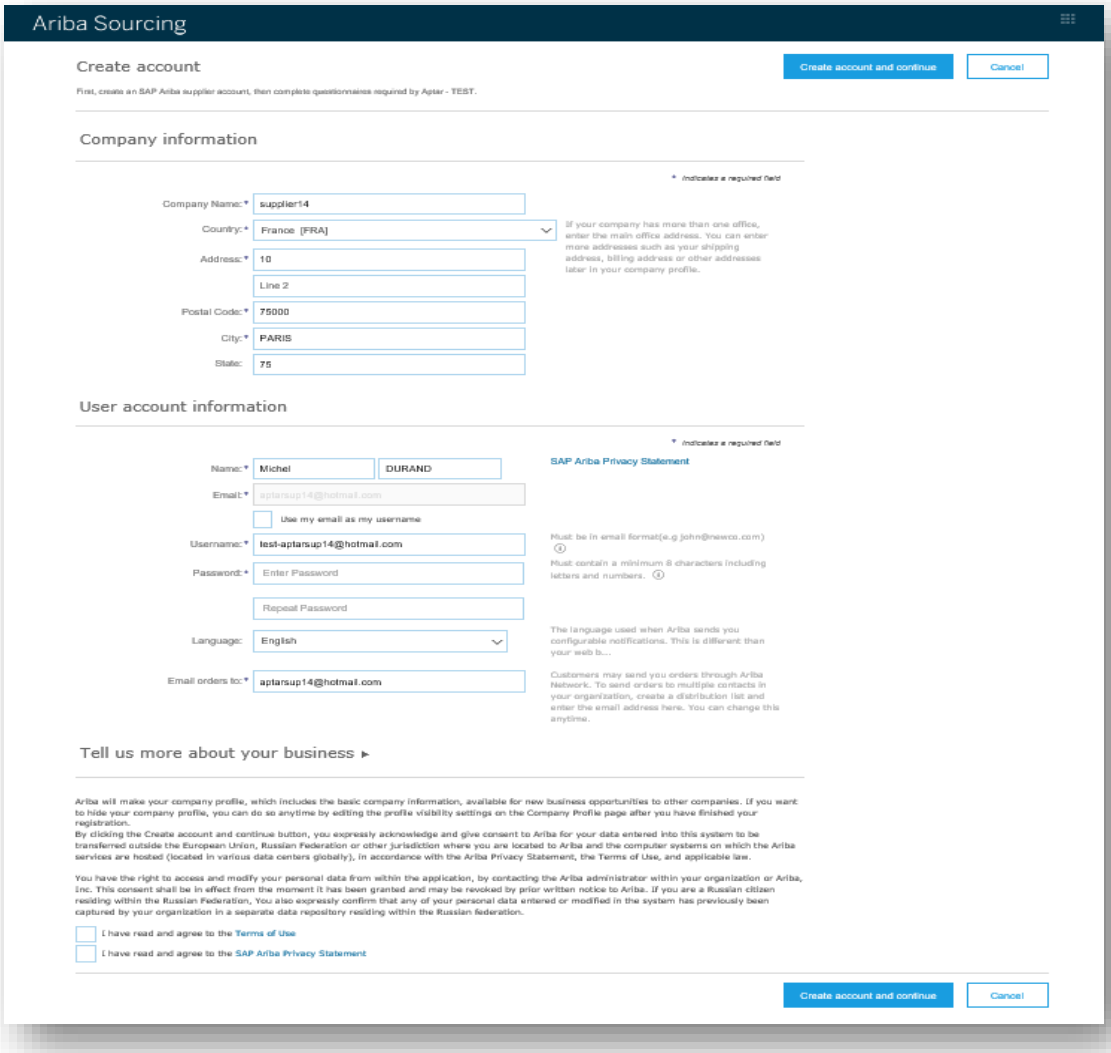
d) New or existing User ?
新用户还是现有用户？

- **NEW USERS:** If you are a new user to SAP ARIBA and would like to create an Ariba Network Profile, **click 'Sign Up'.**
新用户：如果您是 SAP ARIBA 的新用户并且想要创建 Ariba Network Profile，请单击“注册”。



To create a profile for Ariba Network, you must first fill out the mandatory fields (*) for your user account.

要为 Ariba Network 创建配置文件，**您必**须先填写用户帐户的必填字**段**（*）。



1 Enter your first and last name/ 输入您的姓名

2 Enter your e-mail address/ 输入您的电子邮件地址

3 Remove the tick mark if you want to use another username than your e-mail address (optional)/ 如果要使用除电子邮件地址之外的其他用户名，请删除刻度线（可选）

4 Enter a username if you removed the tick mark (optional)/ 如果删除了刻度线，请输入用户名（可选）

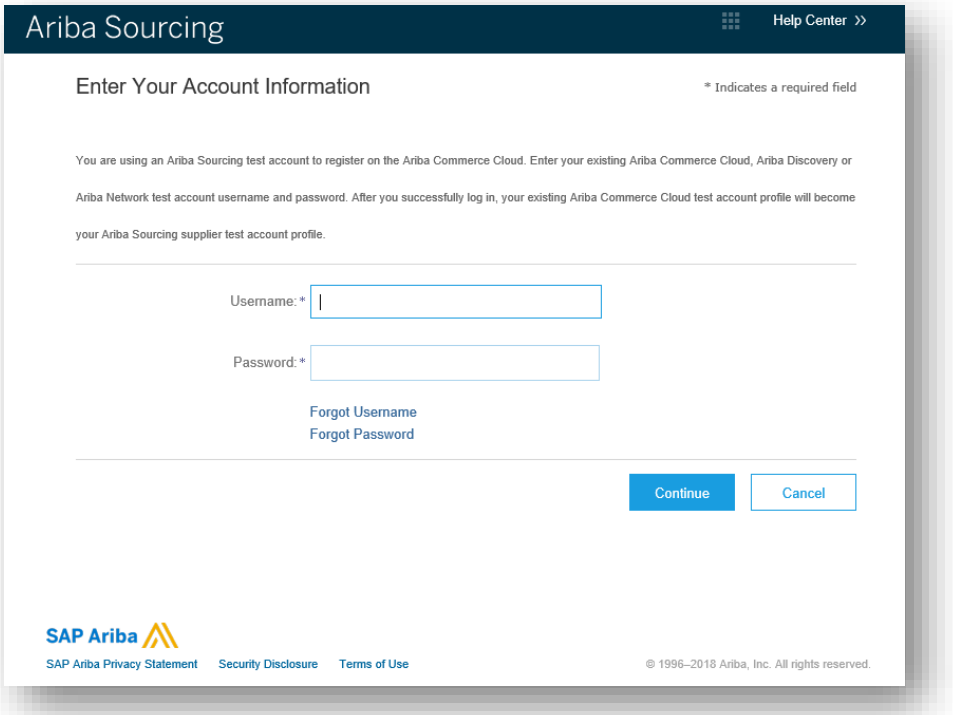
5 Create a password / 创建密码

6 Choose your profile language / 选择您的个人资料语言

7 Accept the terms and conditions / 接受条款和条件

8 To finish, click 'Submit'/ 要完成，请单击“提交”

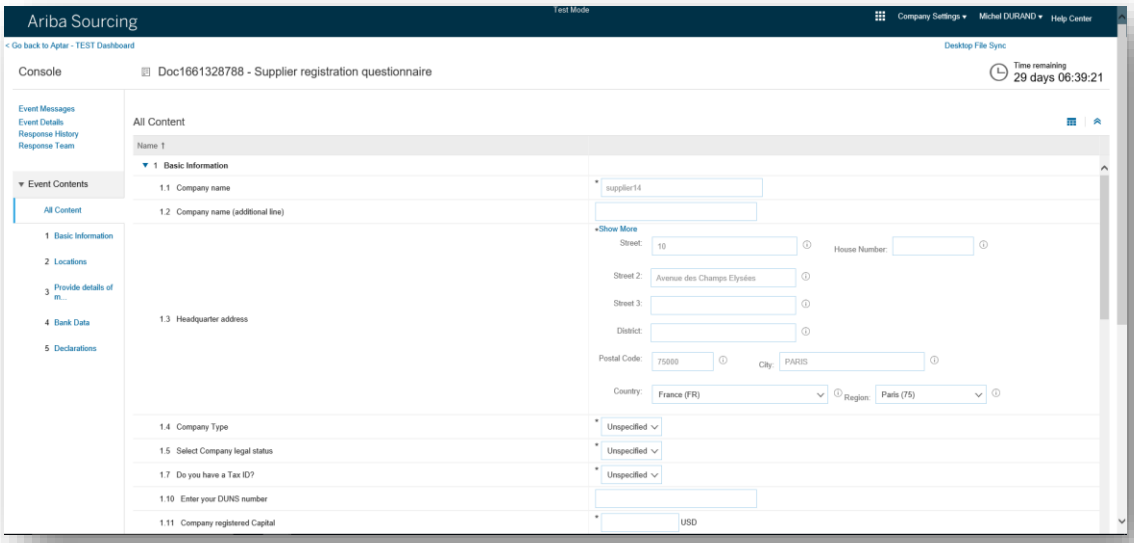
- **EXISTING USERS:** If you already have a user account and have been working with SAP ARIBA previously, **click 'Log in'.**
  现有用户：如果您已拥有用户帐户并且之前一直在使用 SAP ARIBA，请单击“登录”。



2. Supplier Registration Questionnaire 供应商注册问卷

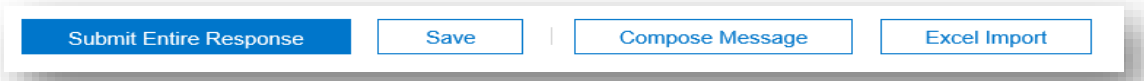
a) Complete your supplier questionnaire online
在线完成供应商问卷调查

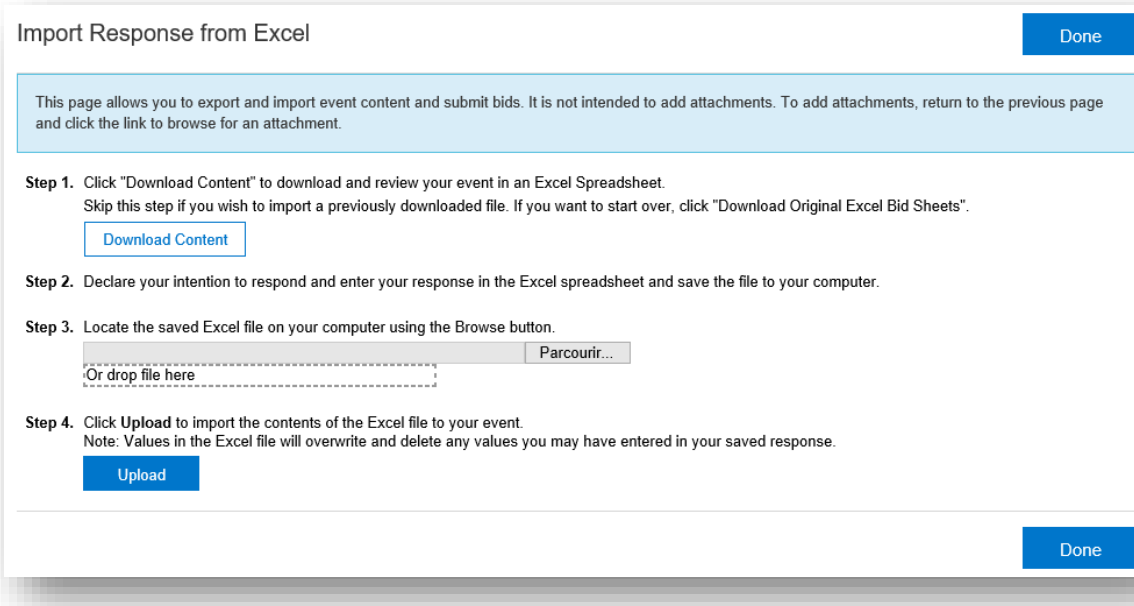
To complete your supplier profile online, you must fill out some mandatory questions indicated with an asterisk (*). You can complete the questionnaire in several round. Remember to save. When the questionnaire is complete, submit your response.
要在线完成供应商档案，您必须填写一些用星号（*）表示的强制性问题。您可以在几轮完成调查问卷。记得保存。问卷填写完毕后，提交您的回复。



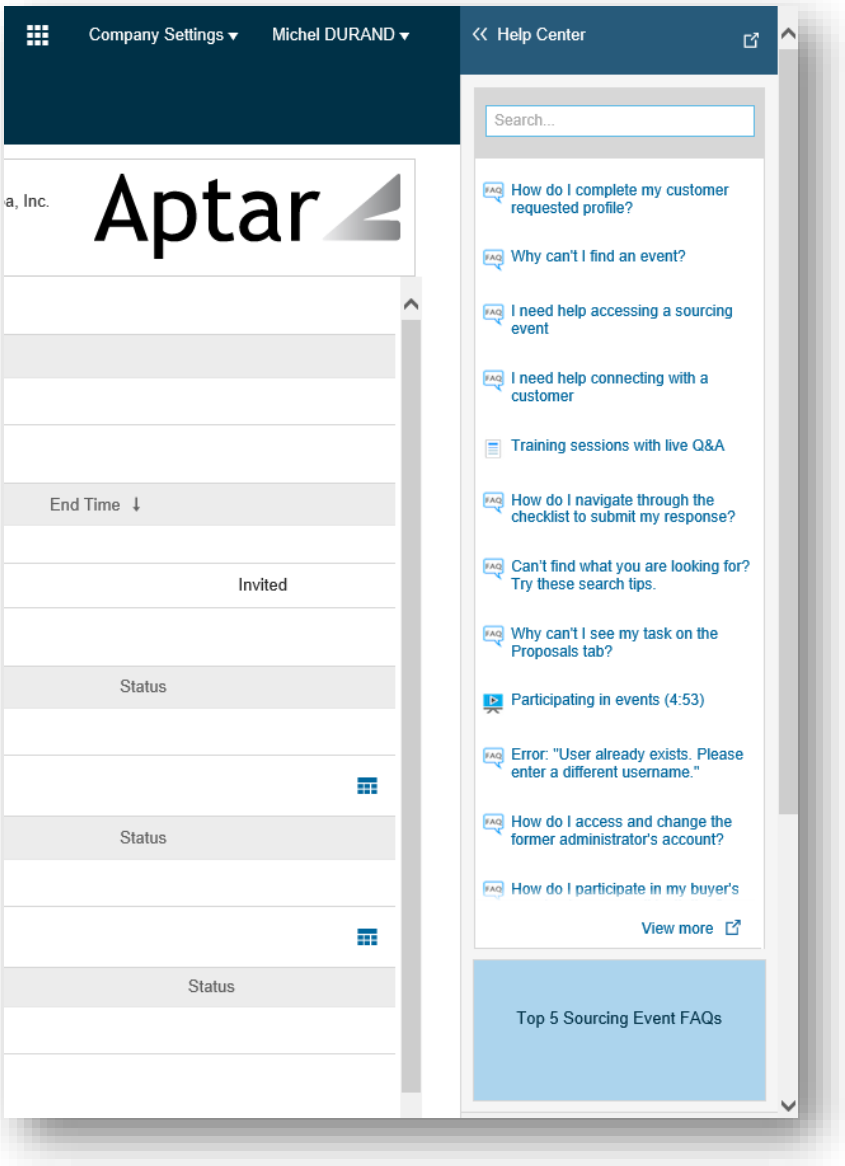
b) Filling up the questionnaire off line
离线填写调查问卷

To fill up the questionnaire offline use the excel import option
要离线填写问卷，请使用 excel 导入选项





Follow the steps from the 'import Response from Excel' functionality and submit your response. / 按照“从 Excel 导入响应”功能中的步骤操作并提交您的回复。

3. General questions and FAQ
一般问题和常见问题

For general questions, please refer to the Help Center section or ask to your APTAR contact.
有关一般问题，请参阅帮助中心部分或询问您的 APTAR 联系人。