



Guida per il fornitore

Registrazione del fornitore su

ARIBA NETWORK

HOTLINE DI SUPPORTO DI SAP ARIBA

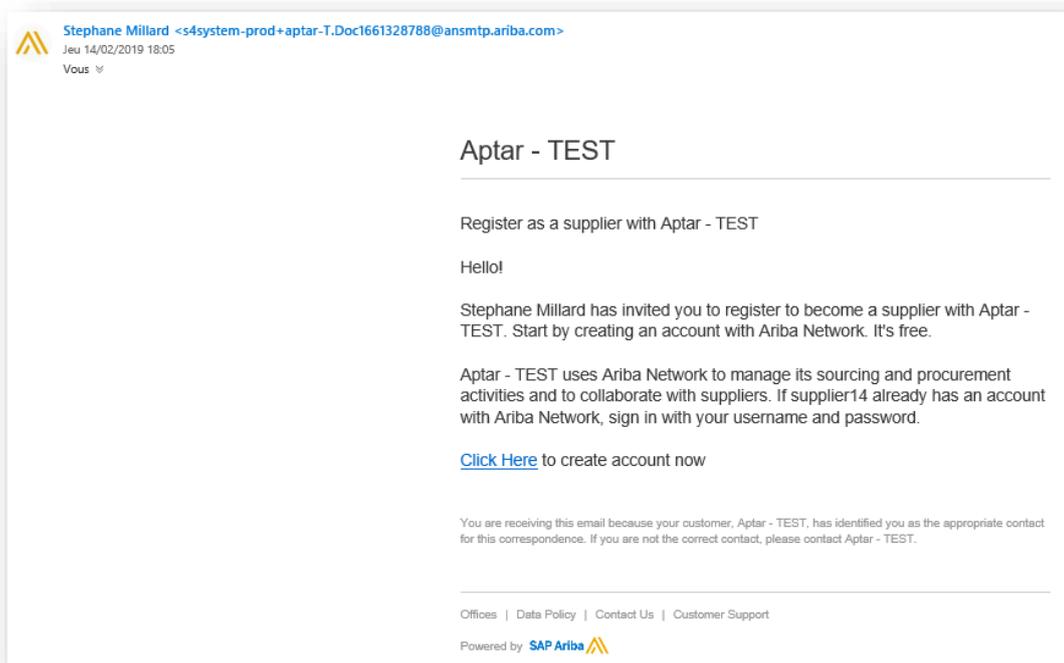
If you need help on how to use this product, click [Help](#) at the top right of any product page to access documentation and tutorials.
For help, United States and Canada (toll-free): 1 866 218 2155
United Kingdom (Freephone): 0800 358 3556
Europe: +44 20 7187 4144; Asia: +65 6311 4745
All other locations,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

1. Per iniziare

È necessario possedere un profilo Ariba Network per partecipare agli eventi di sourcing organizzati da APTAR.

a) Mail di invito da SAP Ariba

Hai ricevuto una e-mail di invito da SAP Ariba per creare un profilo. Utilizzare il link "Clicca qui" per accedere alla pagina di registrazione o copiare il collegamento nel browser preferito per accedere alla pagina.



b) Ricevi un link dal tuo contatto Acquisti APTAR

Puoi registrarti automaticamente facendo clic sul link ricevuto dal tuo contatto Acquisti APTAR:

<http://aptar.supplier.ariba.com/ad/selfRegistration/ c /C7>

Dovrai completare il "Modulo di richiesta di registrazione automatica del fornitore", ma devi prima compilare alcune domande obbligatorie che sono indicate con un asterisco (*):

Supplier self-registration request form

Basic information

*Company name

Company name (additional line)

*
Headquarter address

Street

House Number

Street 2

Street 3

District

Postal Code

City

*Country

DUNS number

Contact information

*First Name

*Last Name (Surname)

*Phone number

Fax number

*E-mail

*Preferred contact language

Additional Information

*Company main activity

*Company brief description

Upload a Company brochure (max 100 Mb)

Company Website

*
 Annual turnover

c) Come selezionare 'Geografia', 'Categoria' e Segmento?

*Geographic Area for business activities

Search Browse

*Which material group are you interested in (please select values at the last level available)

Search Browse

*APTAR Segment you would like to collaborate with

Search Browse

- **Geografia:** sfoglia o cerca e seleziona la regione, il continente o il paese con cui puoi fare affari.

*Geographic Area for business activities

Search Browse

<input type="checkbox"/> All	<input checked="" type="checkbox"/> Europe Middle East and Africa	<input type="checkbox"/> Africa	<input type="checkbox"/> Faroe Islands
	<input type="checkbox"/> Latin America	<input type="checkbox"/> Azerbaijan	<input type="checkbox"/> France
	<input type="checkbox"/> North America	<input type="checkbox"/> Saint Barthélem	<input type="checkbox"/> United Kingdom
	<input type="checkbox"/> North East Asia	<input checked="" type="checkbox"/> Europe	<input type="checkbox"/> French Guiana
	<input type="checkbox"/> South East Asia	<input type="checkbox"/> Georgia	<input type="checkbox"/> Guernsey
		<input type="checkbox"/> Greenland	<input type="checkbox"/> Gibraltar
		<input type="checkbox"/> South Georgia and the Southern Sandwich	<input type="checkbox"/> Guadeloupe

Europe Middle East and Africa x Europe x

- **Categoria:**

*Which material group are you interested in (please select values at the last level available)

Search Browse

All	Direct	<input checked="" type="checkbox"/> Additive	<input checked="" type="checkbox"/> Additive- Decoration Diluant
	Indirect	<input type="checkbox"/> Color	<input checked="" type="checkbox"/> Additive- Decoration Laquer
		<input type="checkbox"/> Decorated Part	<input checked="" type="checkbox"/> Additive- Decoration Mix
		<input type="checkbox"/> Decoration	<input checked="" type="checkbox"/> Additive- Decoration Other
		<input type="checkbox"/> Diptube	<input type="checkbox"/> Additive- Decoration Varnish
		<input type="checkbox"/> Film	<input type="checkbox"/> Additive- Molding
		<input type="checkbox"/> Finished Goods	<input type="checkbox"/> Additive- Other

Additive x Additive- Decoration Diluant x Additive- Decoration Laquer x Additive- Decoration Mix x Additive- Decoration Other x

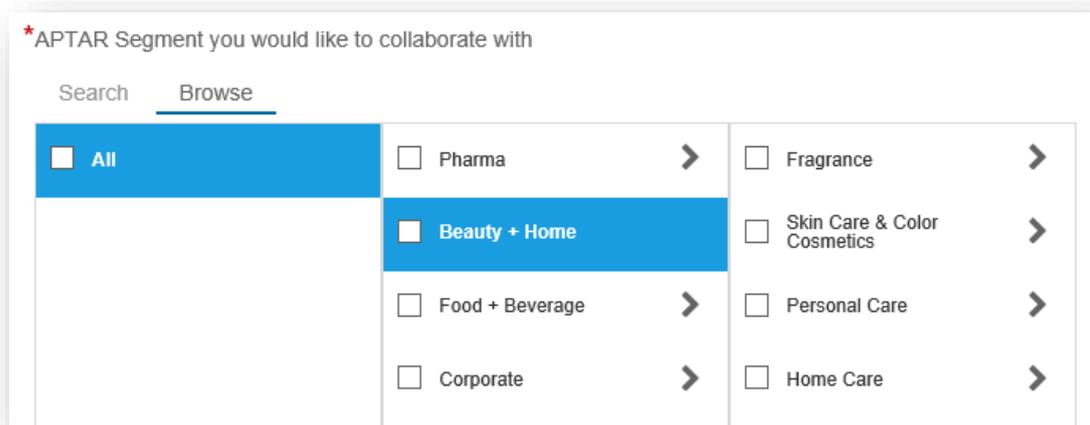
Per trovare le categorie di prodotti e servizi che corrispondono al tuo profilo, usa la funzione 'Sfoglia', o usa l'opzione "Cerca" con un nome specifico.

Per aggiungere un prodotto o una categoria di servizio alla selezione, fare clic sul segno più (+):

1. seleziona una categoria principale adatta al tuo profilo
2. seleziona una categoria di livello inferiore adatta al tuo profilo
3. aggiungi la categoria a "La mia selezione"
4. aggiungi la categoria di livello inferiore a "La mia selezione"

Se si desidera rimuovere un prodotto o una categoria di servizio dalla selezione:

1. segno di spunta indica la categoria che desideri rimuovere
 2. clic su 'Rimuovi'
 3. al termine, fare clic su 'OK'
- **Segmento** : Sfoglia i segmenti e seleziona i segmenti con cui desideri collaborare



Una volta completato il modulo, fare clic sul pulsante "Invia" per inviare la "Richiesta fornitore" al team di gestione dei fornitori Aptar. Dopo la convalida "Richiesta fornitore" da parte di APTAR, è possibile continuare a creare il profilo Ariba Network completando il "Questionario di registrazione fornitore"

c) Utente nuovo o esistente?

- **NUOVI UTENTI:** se sei un nuovo utente di SAP ARIBA e desideri creare un profilo di rete Ariba, fai clic su "**Registrati**".

Welcome, Michel DURAND

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

Welcome to the Ariba Network. Aptar - TEST has invited you to a sourcing event.

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
-



[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

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Per creare un profilo su Ariba Network, devi prima compilare i campi obbligatori (*) per il tuo account utente.

Ariba Sourcing

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Aptar - TEST.

[Create account and continue](#) [Cancel](#)

Company information

* Indicates a required field

Company Name:

Country:

Address:

Postal Code:

City:

State:

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

* Indicates a required field

Name:

Email:

Use my email as my username

Username:

Must be in email format (e.g. john@newco.com)

Password:

Repeat Password:

Language:

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Email orders to:

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

[SAP Ariba Privacy Statement](#)

Tell us more about your business

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

[Create account and continue](#) [Cancel](#)

1. Inserisci il tuo nome e cognome
2. Inserisci il tuo indirizzo e-mail
3. Rimuovi il segno di spunta se vuoi usare un altro nome utente rispetto al tuo indirizzo e-mail (opzionale)

4. Inserisci un nome utente se hai rimosso il segno di spunta (opzionale)
5. Crea una password
6. Scegli la lingua del tuo profilo
7. Accetta i termini e le condizioni
8. Per finire, fai clic su "Invia"

• **UTENTI ESISTENTI:** Se hai già un account utente e hai già lavorato con SAP ARIBA in precedenza, fai clic su "**Accedi**".

2. Questionario di registrazione del fornitore

a) Completa il questionario del fornitore online

Per completare il profilo del fornitore online, è necessario compilare alcune domande obbligatorie indicate con un asterisco (*). È possibile completare il questionario in diversi round. Ricorda di salvare. Quando il questionario è completo, invia la tua risposta.

b) compilare il questionario offline

Per compilare il questionario offline utilizzare l'opzione di importazione Excel



Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

- Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content](#)
- Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
- Locate the saved Excel file on your computer using the Browse button.

Or drop file here
- Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Segui i passaggi dalla funzionalità 'Import Response from Excel' e invia la tua risposta.

3. Domande generali e domande frequenti (FAQ)

Per domande di carattere generale, fai riferimento alla sezione del Centro assistenza o chiedi al tuo contatto APTAR.

