



Supplier's guide

Supplier registration for

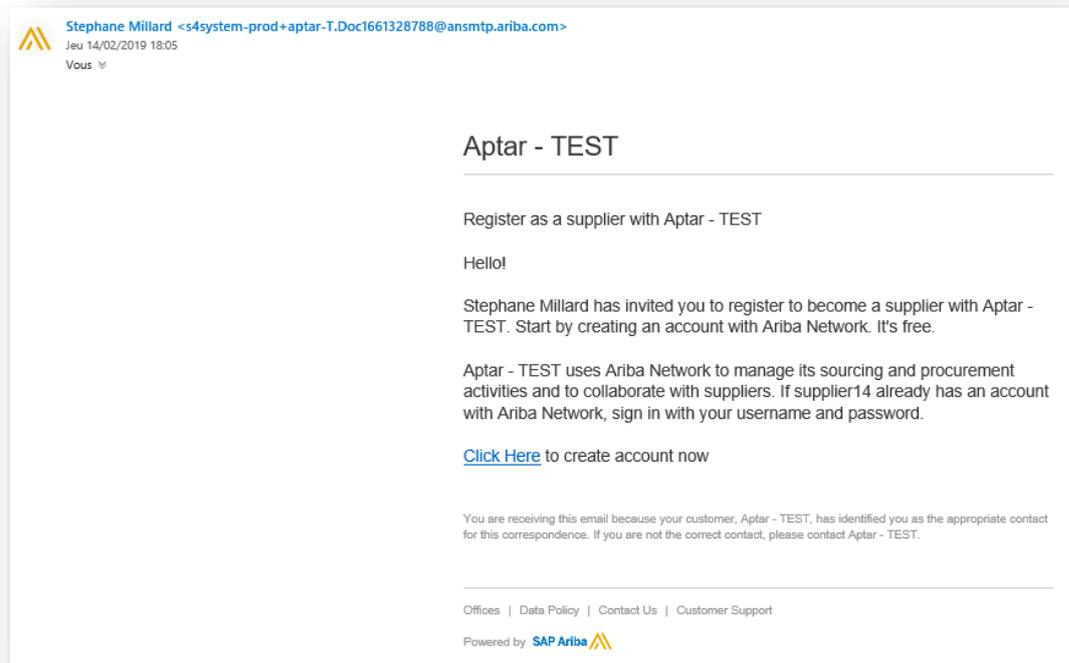
ARIBA NETWORK

SAP ARIBA SUPPORT HOTLINE

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. Getting started

You need An Ariba Network profile in order to participate in sourcing events organized by APTAR.



a) Invitation mail from SAP Ariba

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.

b) Receive a link from your APTAR Purchasing contact

You can self-register by clicking on the link received from your APTAR Purchasing Contact:

<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 (*):

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) How to select 'Geography' and 'Category' and Segment ?

*Geographic Area for business activities

Search Browse

+Add

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

Search Browse

+Add

*APTAR Segment you would like to collaborate with

Search Browse

+Add

- **Geography:** Browse or search and Select the Region, Continent and or Country you can make business with.

*Geographic Area for business activities

Search Browse

<input checked="" 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

- **Category:**

*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

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.

To add a product or service category to your selection, click on the plus mark (+):

- 1 select a main category that fits your profile
- 2 select a lower-level category that fits your profile
- 3 add the category to 'My Selection'
- 4 add the lower-level category to 'My Selection'

If you want to remove a product or service category from your selection:

- 5 tick mark the category you want removed
- 6 click 'Remove'
- 7 when finished, click 'OK'

- **Segment :** Browse Segments and select Segments you want to collaborate with

*APTAR Segment you would like to collaborate with

Search Browse

<input checked="" type="checkbox"/> All	<input type="checkbox"/> Pharma >	<input type="checkbox"/> Fragrance >
	<input checked="" type="checkbox"/> Beauty + Home	<input type="checkbox"/> Skin Care & Color Cosmetics >
	<input type="checkbox"/> Food + Beverage >	<input type="checkbox"/> Personal Care >
	<input type="checkbox"/> Corporate >	<input type="checkbox"/> Home Care >

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”

d) New or existing User ?

- **NEW USERS:** If you are a new user to SAP ARIBA and would like to create an Ariba Network Profile, **click ‘Sign Up’**.

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 

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

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

Ariba Sourcing

Create account Create account and continue Cancel

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

Company information * indicates a required field

Company Name:

Country: 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.

Address:

Postal Code:

City:

State:

User account information * indicates a required field

Name: [SAP Ariba Privacy Statement](#)

Email: Use my email as my username Must be in email format (e.g. john@newco.com)

Username: Must contain a minimum 8 characters including letters and numbers.

Password:

Language:

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.

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.

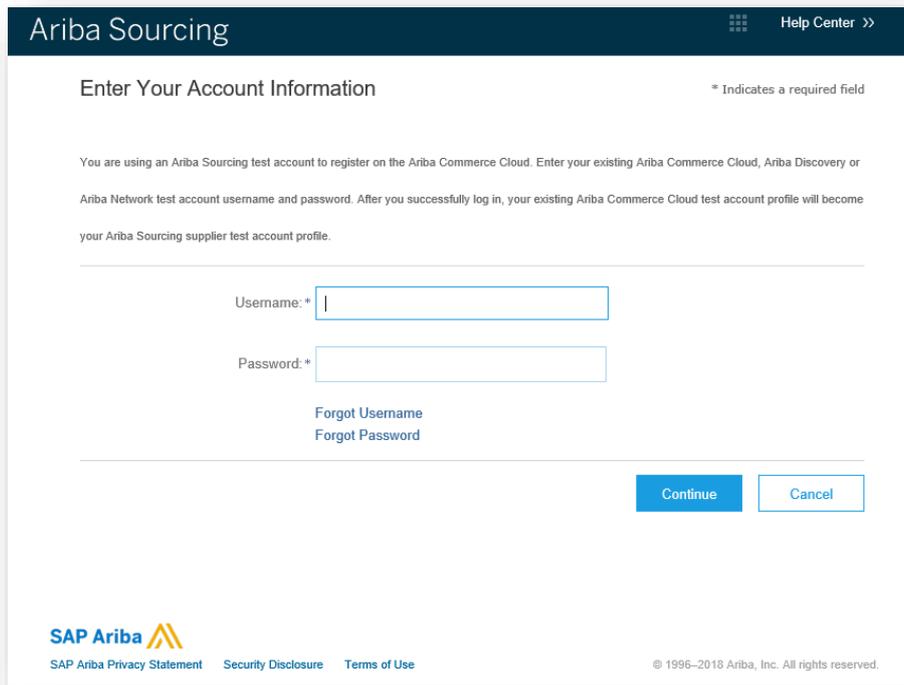
I have read and agree to the [Terms of Use](#)

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

Create account and continue Cancel

- 1 Enter your first and last name
- 2 Enter your e-mail address
- 3 Remove the tick mark if you want to use another username than your e-mail address (optional)
- 4 Enter a username if you removed the tick mark (optional)
- 5 Create a password
- 6 Choose your profile language
- 7 Accept the terms and conditions
- 8 To finish, click 'Submit'

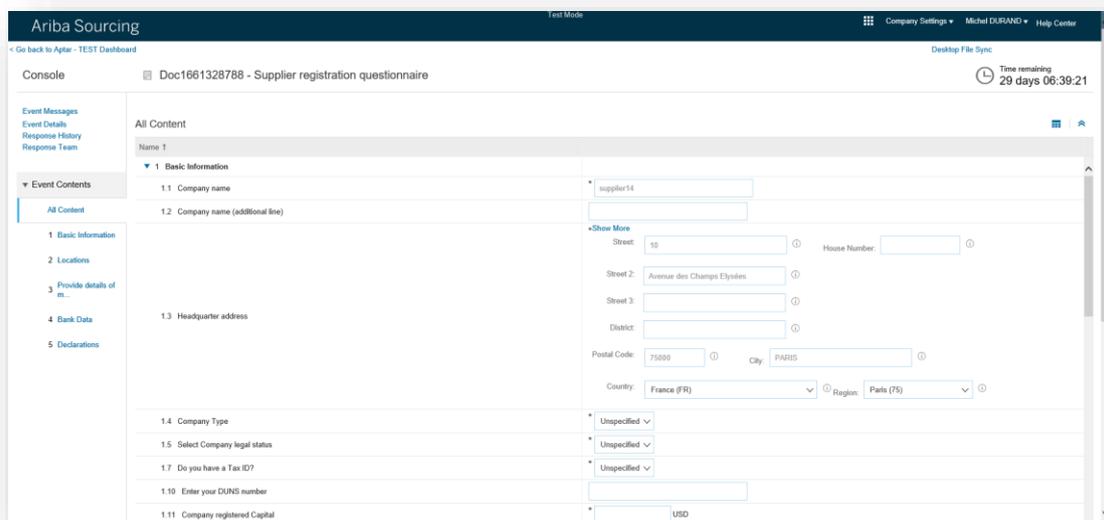
- **EXISTING USERS:** If you already have a user account and have been working with SAP ARIBA previously, **click 'Log in'**.



2. Supplier Registration Questionnaire

a) Complete your supplier questionnaire online

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.



b) Filling up the questionnaire off line

To fill up the questionnaire offline use the excel import option

The screenshot shows a navigation bar at the top with four buttons: 'Submit Entire Response' (highlighted in blue), 'Save', 'Compose Message', and 'Excel Import'. Below this is a modal window titled 'Import Response from Excel' with a 'Done' button in the top right corner. The modal contains a light blue informational box stating: '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.' Below this, there are four steps:

- Step 1.** 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". A 'Download Content' button is provided.
- Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
- Step 3.** Locate the saved Excel file on your computer using the Browse button. A file selection interface is shown with a 'Parcourir...' button and a dashed box containing the text 'Or drop file here'.
- Step 4.** 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. An 'Upload' button is provided.

A 'Done' button is located at the bottom right of the modal window.

Follow the steps from the 'import Response from Excel' functionality and submit your response.

3. General questions and FAQ

For general questions, please refer to the Help Center section or ask to your APTAR contact.

