

ANGLO AMERICAN AND DE BEERS GROUP

MANAGING SUPPLIER CONTACTS IN SLP – INTERNAL GUIDE

- HOW TO ADD SUPPLIER CONTACTS
- HOW TO APPROVE CONTACTS ADDED BY SUPPLIERS



SUPPLY CHAIN

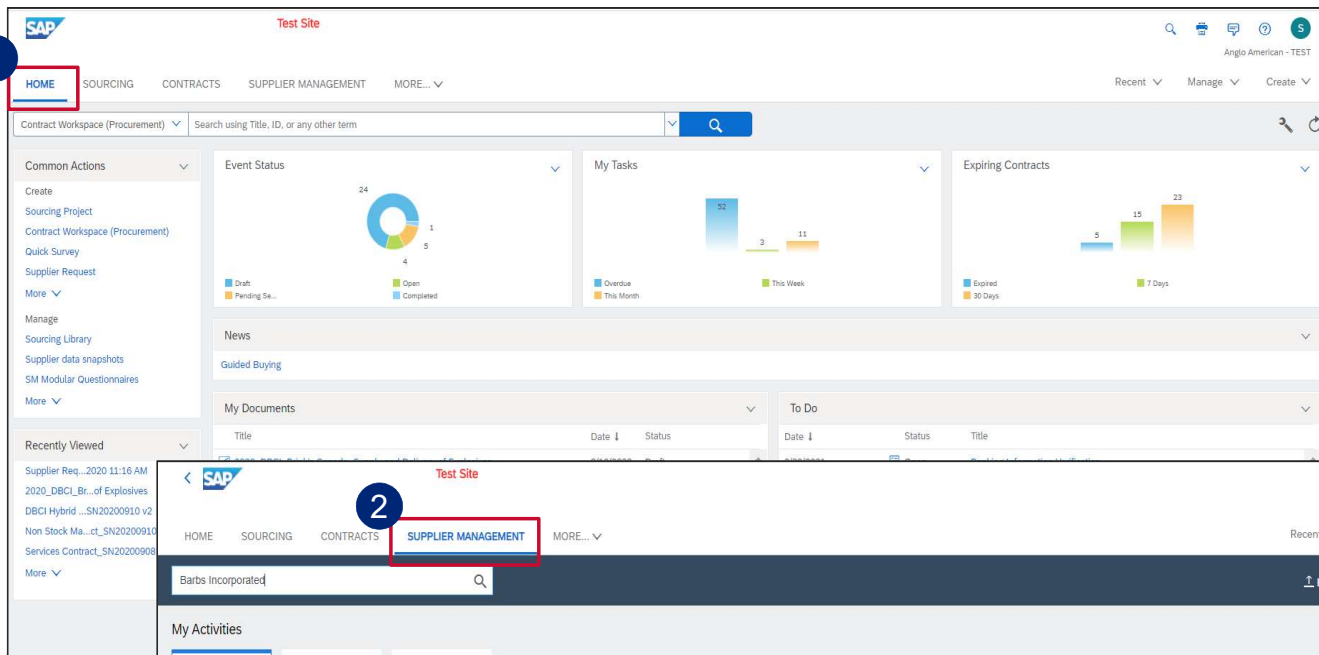
HOW TO ADD A SUPPLIER CONTACT IN SLP



1. ACCESS SLP AND LOCATE THE SUPPLIER RECORD

Log into SLP. You should be able to click on your account using the Single Sign-On (SSO) functionality

1



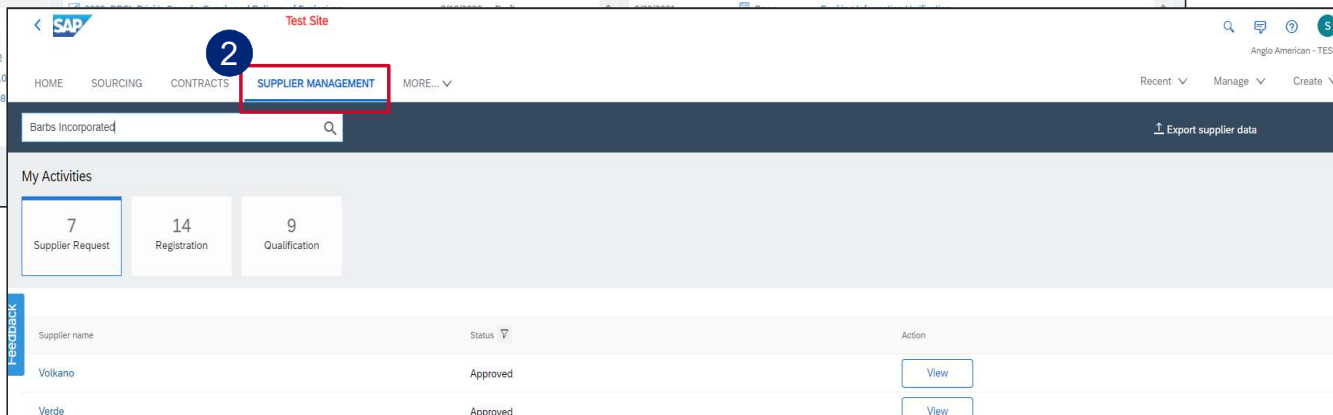
1

The landing page will default to the **HOME** view.

2

Click on the **SUPPLIER MANAGEMENT** tab and search for the supplier record by typing the supplier name in the search field

2



3

EXTERNAL

1. ACCESS SLP AND LOCATE THE SUPPLIER RECORD (CONTINUED)

The top screenshot shows the SAP Supplier Management interface. A search bar at the top contains 'Barbs Incorporated'. Below the search bar, a list of results is displayed, with one result highlighted in a red box: 'Barbs Incorporated' (Vendor ID: VDR2212877). The left-hand navigation panel is visible, showing various filters and options. A blue circle with the number '3' is placed over the search result.

The bottom screenshot shows the 'Summary' view for 'Barbs Incorporated'. The left-hand navigation panel is visible, showing various options. A blue circle with the number '4' is placed over the navigation panel. A red box highlights the 'Summary' section, which contains the following information:

- SM Vendor ID: S15926820
- Ariba Network ID: AN0254482742B-T
- Summary
- Contacts
- ERP data
- Public profile
- Certificates
- Activity log
- Registration
- Qualifications
- Preferred
- Questionnaires

The main content area displays the following information:

- PRIMARY CONTACT:** Name: Barbs Fiinstone, Email: Barbs.F@testing.supplychainpartner.com
- LOCATION:** Address: Clifton Street, 2000, Centurion, Gauteng, ZA
- STATUS:** Supplier Creation Date: Jul 22, 2020, Registration Status: Registered, Qualification Status: Qualified, ERP Integration Status: In Progress
- Origin of the Supplier:** Requested by: Shannon Nortier, Approved by: Shannon Nortier

A blue circle with the number '5' is placed over the 'Summary' section.

3 This view will highlight any matched results based on your search. Click on the supplier name to access the record.

4 The supplier name and navigation panel will be displayed on the left hand side.

5 The **Summary** view is displayed by default and will show some basic information related to the record.

1. ADD AN ADDITIONAL SUPPLIER CONTACT

The screenshot displays the SAP Supplier Management interface for 'Barbs Incorporated'. The sidebar on the left contains navigation options: Summary, Contacts (highlighted with a red box and a blue circle '6'), ERP data, Public profile, Certificates, Activity log, Registration, Qualifications, Preferred, and Questionnaires. The main content area shows the 'Contacts' section for the supplier. A message states: 'No supplier manager is currently assigned to this supplier. Assign supplier manager'. Below this, a table lists the contacts of Barbs Incorporated (3):

NAME	TYPE	AN STATUS	REGION	CATEGORY	DEPARTMENT	
★ Barbs Flinstone Barbs.F@testing.supplychainpartner.com	N/A	Public	N/A	N/A	N/A	7 +
Big Giant BG@testing.supplychainpartner.com	N/A	Public	N/A	N/A	N/A	...
Alida Jooste AJ@testing.supplychainpartner.com	Proposal/Bid manager	Private	N/A	N/A	N/A	...

- 6 Click on Contacts to view the current contacts related to the supplier record.
- 7 Click on the plus icon to add a contact

1. ADD AN ADDITIONAL SUPPLIER CONTACT (CONTINUED)

- 8 The **Add Supplier Contact** screen will appear. Populate the information and note the mandatory fields required.

8 Add Supplier Contact Primary Contact

First Name *

Middle Name

Last Name *

Title

Email Address *

Mobile Phone

Office Phone

Category

Region

Department

Contact Type

Language

Time Zone

1. ADD AN ADDITIONAL SUPPLIER CONTACT (CONTINUED)

Add Supplier Contact Primary Contact

First Name *

Middle Name

Last Name *

Title

Email Address *

Mobile Phone

Office Phone

Category

Region

Department

Contact Type

Language

Time Zone

By entering this personal data and clicking on the Save button, you acknowledge that you have authority to allow transfer of this personal data outside of the European Union or other jurisdiction in which you are located to SAP Ariba for processing in the SAP Ariba systems (hosted in various data centers globally) in accordance with the SAP Ariba Privacy Statement, the service agreement between your company and SAP Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

9 10

9 Please ensure you select the appropriate **Contact Type** from the drop down menu.

10 Click on **Save**



Please note: The added supplier contact does not automatically receive an invitation to register. The Sourcing Lead needs to create and publish a sourcing event that will then triggers a system registration invitation to the respective supplier contact email address. If required, please refer to the standard SEN material to create and publish a sourcing event.

Please refer suppliers to the standard online tutorials for further assistance if required. Suppliers can go to our 'How to Become a Supplier' page on our official website at www.angloamerican.com to gain access to our online tutorials for more information.

7

EXTERNAL

SUPPLY CHAIN

HOW TO APPROVE CONTACTS ADDED BY THE SUPPLIERS



1. ACCESS SLP AND LOCATE THE SUPPLIER RECORD

The screenshot shows the SAP SLP interface. In the top navigation bar, the 'HOME' tab is highlighted with a red box and a blue circle containing the number '1'. Below the navigation bar, there are several dashboards: 'Event Status' with a donut chart showing 24 Draft, 1 Pending, 4 Open, and 5 Completed; 'My Tasks' with a bar chart showing 32 Overdue This Month, 3 This Week, and 11 Other; and 'Expiring Contracts' with a bar chart showing 5 Expired 30 Days and 23 7 Days. Below these are 'News' (Guided Buying) and 'My Documents' sections. A 'Recently Viewed' list is on the left. In the second screenshot, the 'SUPPLIER MANAGEMENT' tab is highlighted with a red box and a blue circle containing the number '2'. The search bar contains 'Barbs Incorporated' and 'Export supplier data' is visible. Below the search bar, 'My Activities' shows 7 Supplier Request, 14 Registration, and 9 Qualification. A table lists suppliers: Volkano (Approved) and Verde (Approved), each with a 'View' button.



Please note: New contacts can only be approved by SCSMD (Supply Chain Supplier Master Data) representatives. They will not receive a notification when a supplier adds a new contact. Sourcing Leads should create the awareness internally as and when suppliers inform them as part of sourcing preparation discussions.

Log into SLP. You should be able to click on your account using the Single Sign-On (SSO) functionality

- 1 The landing page will default to the **HOME** view.
- 2 Click on the **SUPPLIER MANAGEMENT** tab and search for the supplier record by typing the supplier name in the search field

1. ACCESS SLP AND LOCATE THE SUPPLIER RECORD (CONTINUED)

The top screenshot shows the SAP Supplier Management search results for 'Barbs Incorporated'. A red box highlights the search result, which includes the supplier name 'Barbs Incorporated', location 'Centurion, Gauteng, ZA', and Vendor ID 'VDR2212877'. A blue circle with the number '3' is placed over the search result.

The bottom screenshot shows the 'Summary' view for 'Barbs Incorporated'. A red box highlights the navigation panel on the left, which includes options like 'Summary', 'Contacts', 'ERP data', 'Public profile', 'Certificates', and 'Activity log'. Another red box highlights the 'Summary' tab. A blue circle with the number '4' is placed over the navigation panel, and a blue circle with the number '5' is placed over the 'Summary' tab.

3 This view will highlight any matched results based on your search. Click on the supplier name to access the record.

4 The supplier name and navigation panel will be displayed on the left hand side.

5 The **Summary** view is displayed by default and will show some basic information related to the record.

1. APPROVE AN ADDITIONAL CONTACT ADDED BY THE SUPPLIER

Back to search results

Ba
Barbs Incorporated
(Public: Barbs Incorporate)
SM Vendor ID: S15926820
Ariba Network ID: AN01544627428-T

- Summary
- Contacts**
- ERP data
- Public profile
- Certificates
- Activity log
- Registration
- Qualifications
- Preferred
- Questionnaires

Supplier Manager

NAME EMAIL

No supplier manager is currently assigned to this supplier. Assign supplier manager

Contacts of Barbs Incorporated (5)

NAME	TYPE	AN STATUS	REGION	CATEGORY	DEPARTMENT	
★ Barbs Flinstone Barbs.F@testing.supplychainpartner.com	N/A	Public	N/A	N/A	N/A	...
Peter Parker Peter.Parker@testing.supplychainpartner.com	N/A	Public	N/A	N/A	N/A	...
John Smith JM@testing.supplychainpartner.com	Proposal/Bid manager	Public	N/A	N/A	N/A	...
Alida Jooste AJ@testing.supplychainpartner.com	Accounts receivable	Private	N/A	N/A	N/A	...
Big Giant BG@testing.supplychainpartner.com	N/A	Public	N/A	N/A	N/A	...

- 6 Click on **Contacts** to view the current contacts related to the supplier record.
- 7 Click on three dots against the contact to expand the options
- 8 You know have the option to **View, Approve or Deny** the contact added by the supplier