

# SAP Ariba SLP Training Manual for US and Canada Suppliers



# 1

Introduction to Lupin Supplier Registration Process

# 2

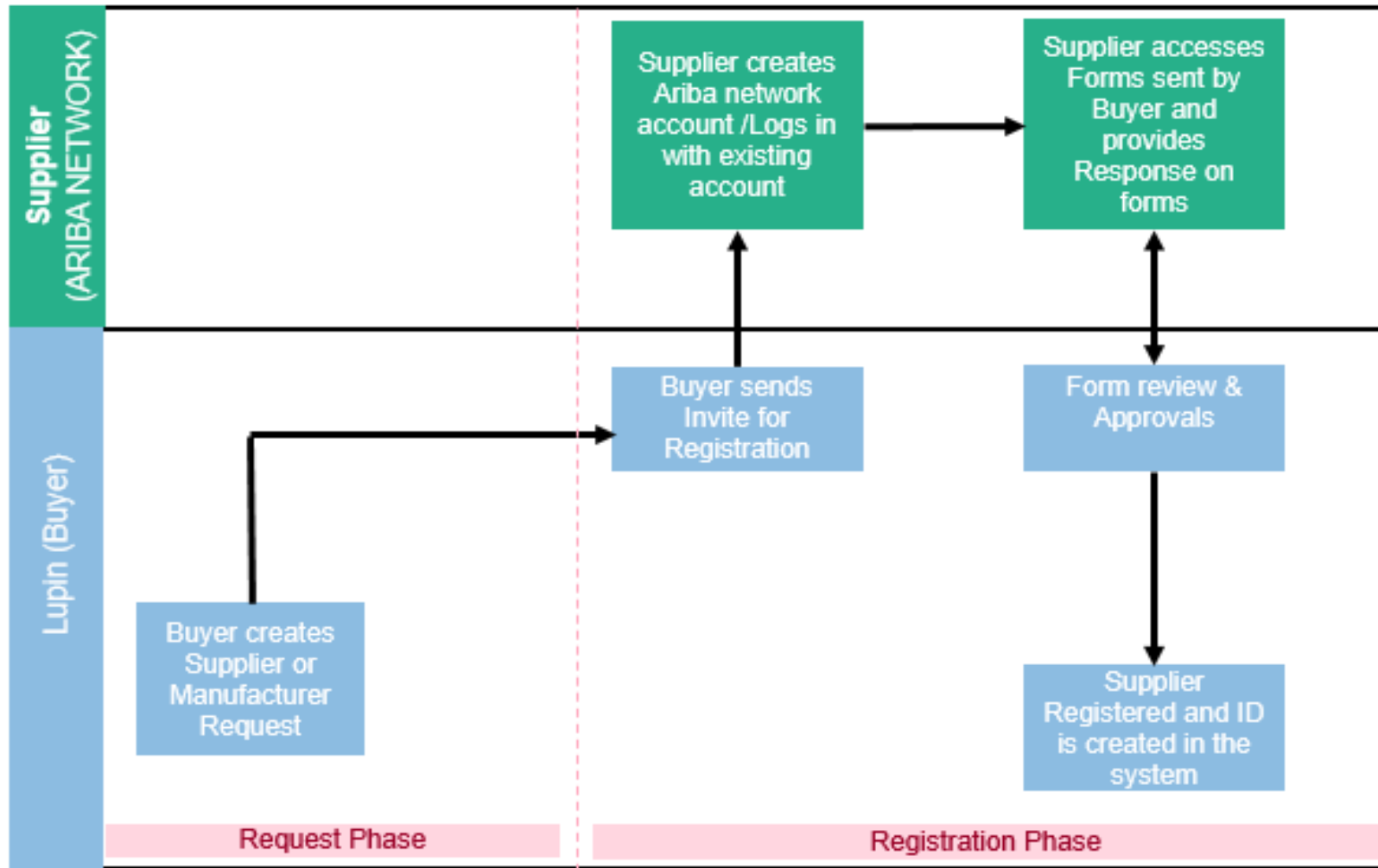
Understand how to register on Ariba Network

# 3

Understand how to fill Lupin registration forms



# Introduction to Lupin Supplier Registration Process



Lupin has implemented SAP Ariba Supplier Lifecycle and Performance (SLP).

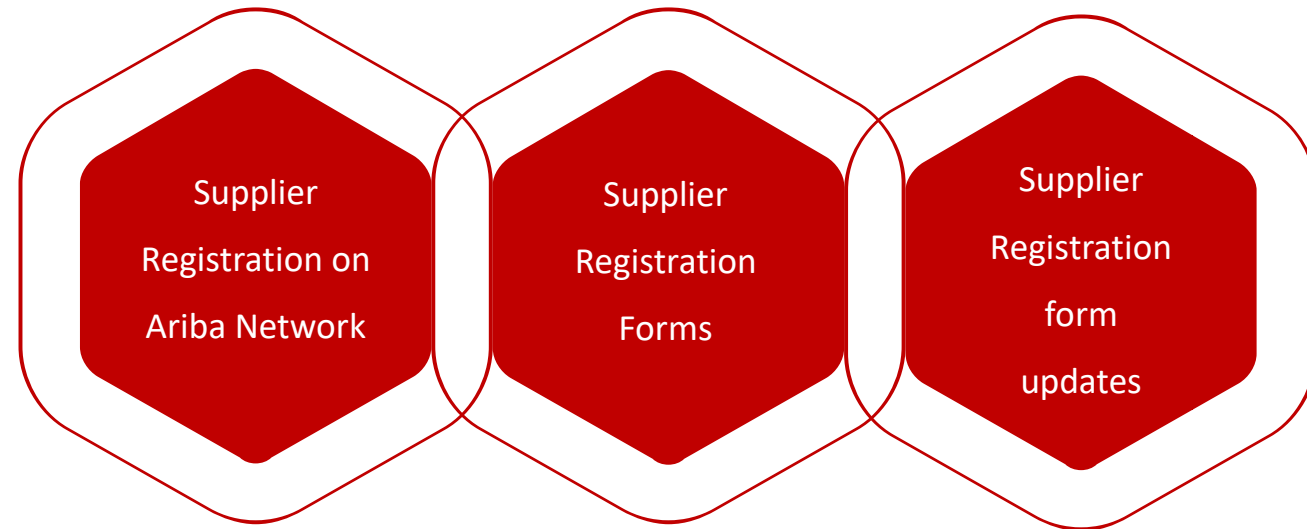
Sap Ariba SLP is a solution with a set of linked processes for managing suppliers from on boarding to qualification to preferred supplier management to disqualification.

Lupin Buyer initiates the Supplier Request and invites Supplier for registration on Ariba Network by sending the Supplier Registration forms.

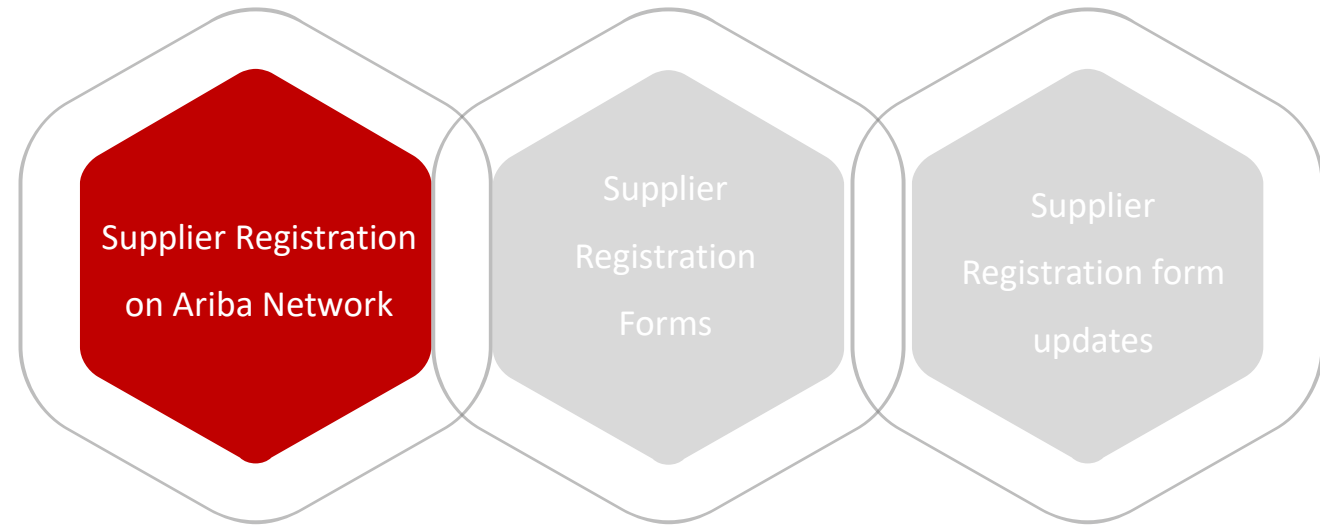
Supplier accesses Ariba Network, fills and submits the registration. After review and approval of forms, supplier is registered at Lupin.



# Training Modules



# Training Modules



# Invitation to become Supplier with Lupin



## Register as a supplier with Lupin Limited - TEST

Hello!

isha.taneja has invited you to register to become a supplier with Lupin Limited - TEST. Start by creating an account with Ariba Network. It's free.

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

Kindly Note the following before clicking on the link below:

1. If you are not responsible or the intended recipient in the Organisation for filling out the details, kindly forward the email to the responsible person.
2. Kindly double check if your organisation already has an account on Ariba Network, if so, please click on 'Log in' link displayed after you click on the link below.

[Click Here](#) to create account now

If you have questions about this invitation, kindly contact isha.taneja via e-mail at [isha.taneja@lupin.com](mailto:isha.taneja@lupin.com)

We look forward to working with you!

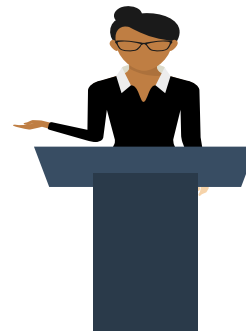
Thank You,

- 1) Invitation Email is Received by the Supplier to register with Lupin.
- 2) "Click here" to create account on Ariba Network

Forward the email to the required recipient, who is responsible for creating supplier account and filling the registration questionnaire on behalf of the supplier.

(Examples:

- 1) If Trader will be registering for a new manufacturer then email can also be forwarded to manufacturer contact if required.
- 2) For Doctor's account creation, email can be forwarded to the medical Representative working with the doctor and can fill the Lupin registration forms on behalf of the doctor).



# Ariba Network Log In/Sign Up Page

Welcome, Isha Taneja

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

Welcome to the Ariba Network. **Lupin Limited - 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:

1. If the supplier is new to Ariba Network, then the supplier needs to “Sign up” on the Ariba Network by filling the basic details of the company.
2. If the supplier is already registered on the Ariba Network for another customer, then the supplier can directly “Log In” with the existing credentials.

If Supplier is a Trader, and will be registering for a new manufacturer then use the Sign Up option for creating an account on behalf of Manufacturer.



# Ariba Network Sign Up Page – Company Information

## Create account

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

Create account and continue

Cancel

## Company information

Company Name:\* Test\_2101\_US

Country:\* United States [USA] ▼

Address:\* Chester Pike

Line 2

Line 3

City:\* Wilmington

State:\* Delaware ▼

Zip:\* 19820

\* Indicates a required field

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.

Fill in the Company Information and User Account Information (On the next slide) for creating an account on Ariba Network.

“Click Create Account and continue” option after entering all the details

Fill the Mandatory Details to create profile on Ariba Network (e.g. Details are provided to create a login Id for gmail)-

Company Name :  
Country :  
Address :  
City :  
State :  
Postal Code :



## User account information





# Ariba Network Sign Up Page – User Account Information

## User account information

\* Indicates a required field

Name: \*

Email: \*

Use my email as my username

Username: \*

Password: \*

Language:  ▼

Email orders to: \*

[SAP Ariba Privacy Statement](#)

Must be in e...  
Must contain numbers.

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

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.

Make a note of this information as Username and Password to be used to Login to Ariba Network.

Fill the Mandatory Details -  
Name :  
Email Id :  
Password :  
Email Orders to :  
Tick the Check boxes for -  
Terms of Use  
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](#)



# Welcome Mail from Ariba Network Post Registration



## Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Omega Test is now complete.

Your organization's account ID: **AN01431816922-T**

Your username: [testemail@omega.com](mailto:testemail@omega.com)

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.

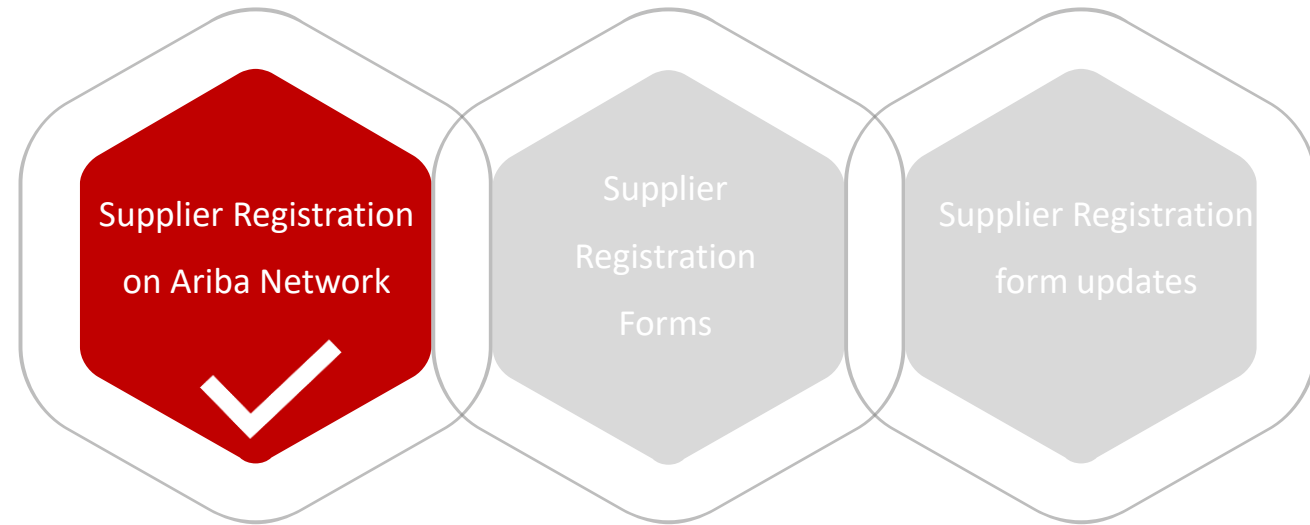
Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

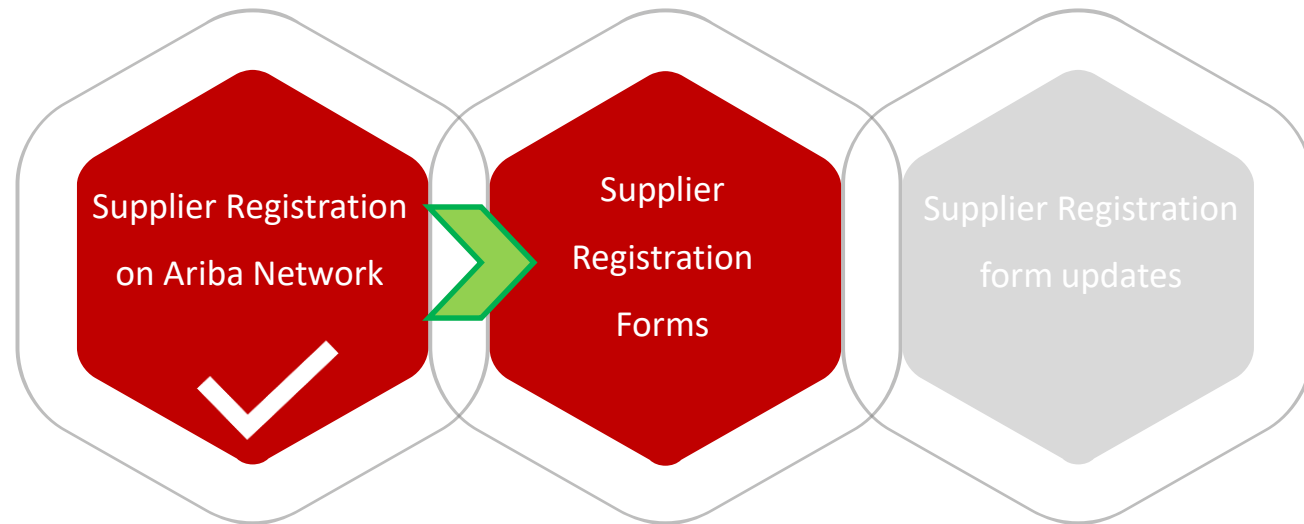
Email received by supplier representative after submitting the sign up information.



# Training Modules



# Training Modules



# Lupin Supplier Registration Form



Welcome to the LUPIN Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



## Events

Title	ID	End Time ↓	Type
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Fill in all the relevant details in the forms. Mandatory field appear with asterisk (\*).

## Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (2)			
<a href="#">US - Supplier Affidavit Form</a>	Doc1621780436	2/16/2019 1:26 PM	Invited
<a href="#">US - General Registration Form</a>	Doc1621780432	2/16/2019 1:26 PM	Invited

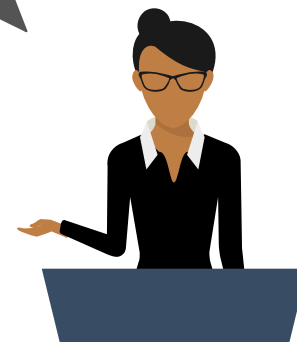
## Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Lupin Buyer may send one or more form for Supplier to fill in.

**Note:** Lupin Buyer sends separate form “US – MNFR Registration form” for Manufacturer registration and qualification after the “Main supplier Account” is created by filling in General Registration Forms.

Click on the form name (Hyperlink) to fill in the form.



# Lupin Supplier Registration Form

Console Doc1626066922 - US - General Registration Form Time remaining 29 days 23:52:39

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

- All Content
- 1 Welcome!
- 2 Vendor General Information
- 3 Tax Details
- 4 Bank Information
- 5 HCP(Healthcare Professional)
- 6 Statement- Change No...

All Content

Name ↑

1 Welcome! Less... [-]

Please note that the vendor or an authorized representative of the vendor's organization must fill this form to be considered for registration.

▼ 2 Vendor General Information

2.1 Title: (For Limited Companies select 'Company'; Rest select 'Others') \*

2.2 Vendor Name: \*

2.3 Vendor Name (contd):

▼ 2.4 Communication Address

(\*) indicates a required field

Use this button to have a better view of the form

Use this drop-down button to have a better view of the form.

Left Panel >"Event Contents" shows the all the sections to be filled in on the given form.



# Lupin Supplier Registration Form



▼ Event Contents

- All Content
- 1 Welcome!
- 2 Vendor General Infor...
- 3 Tax Details
- 4 Bank Information
- 5 HCP(Healthcare Prof...
- 6 Statement- Change No...
- 7 ## For Information O...

Bank Account Type: No Choice ▾

4.2 Is there an intermediary bank involved for Payments ? Unspecified ▾

▼ 5 HCP(Healthcare Professional) OR HCO(Healthcare Organization) Details

5.1 Are you a Healthcare Professional (HCP)?  
*Note: Must read the definition before selecting Yes or No. Kindly refer the reference document for the same. [References]* \* Unspecified ▾

5.7 Are you a Healthcare Organization(HCO)?  
*Note: Must read the definition before selecting Yes or No. Kindly refer the reference document for the same. [References]* \* Unspecified ▾

5.8 Will you be providing payments to HCPs or HCOs on behalf of Lupin? \* Unspecified ▾

▼ 6 Statement- Change Notification

6.1

Please confirm that Lupin will be notified of any changes to processes or materials that could affect its products.

[Attach a file](#)

*(Kindly print, fill, sign, scan and attach the form given here as reference.)*

[References]

(\*) indicates a required field

Submit Entire Response | Save | Compose Message | Excel Import

Click on “Compose Message” button for any clarifications needed from Buyer side. This will send message to Buyer via email.

Click on “Save” if response needs to be submitted later.



# Lupin Supplier Registration Form



▼ Event Contents		Bank Account Type: No Choice ▾
All Content	4.2 Is there an intermediary bank involved for Payments ?	Unspecified ▾
1 Welcome!	▼ 5 HCP(Healthcare Professional) OR HCO(Healthcare Organization) Details	
2 Vendor General Infor...	5.1 Are you a Healthcare Professional (HCP)? <i>Note: Must read the definition before selecting Yes or No. Kindly refer the reference document for the same. [References]</i>	* Unspecified ▾
3 Tax Details	5.7 Are you a Healthcare Organization(HCO)? <i>Note: Must read the definition before selecting Yes or No. Kindly refer the reference document for the same. [References]</i>	* Unspecified ▾
4 Bank Information	5.8 Will you be providing payments to HCPs or HCOs on behalf of Lupin?	* Unspecified ▾
5 HCP(Healthcare Profe...	▼ 6 Statement- Change Notification	
6 Statement- Change No...	6.1 Please confirm that Lupin will be notified of any changes to processes or materials that could affect its products. <i>(Kindly print, fill, sign, scan and attach the form given here as reference.)</i> [References]	Attach a file
7 ## For Information O...	(*) indicates a required field	
Submit Entire Response		Save   Compose Message   Excel Import

Fill in all the sections on the form with relevant information ( Name, Address, Contact Details, Financial/Tax Information, Bank Information and Change notification Statement.)

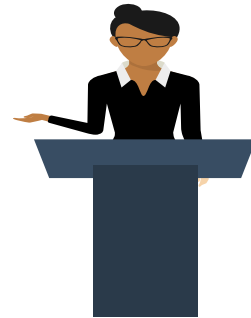




# Supplier Registration Form – Financial Data

<b>▼ 3 Tax Details</b>	
3.1 Select your Tax Identification Number type: <i>(Note: TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your Social Security Number (SSN). For other entities, it is your Employer Identification Number (EIN))</i>	* <input type="text" value="Unspecified"/>
3.4 Are you an Import Vendor?	* <input type="text" value="Unspecified"/>
3.6 Kindly attach W9 Form (if applicable)	<a href="#">Attach a file</a>
3.7 Is Internal Revenue Service (IRS) tax Form 1099 applicable to you?	* <input type="text" value="No"/>
3.9 Do you want Lupin (Buyer) to submit a Credit Conformation Form ?	* <input type="text" value="Unspecified"/>

Enter required Financial information and provide clear scanned copies as attachments (W8/W9 forms)



# Supplier Registration Form - Certificate Declaration

To attach a file:

<p>5 Additional Informaion</p>	
<p>5.1 Please attach here any additional supporting documents if needed</p>	<p>Attach a file</p>
<p>5.2 Please add any comments here:</p>	<div style="border: 1px solid #ccc; height: 100px;"></div>

(\*) indicates a required field

Add Attachment OK Cancel

---

Enter the location of a file to add as an Attachment. To search for a particular file, click **Browse...**. When you have finished, click **OK** to add the attachment.

Attachment:  Browse...

Or drop file here

OK Cancel

Add Attachment by clicking on "Attach a file" and browse to the required location of the file to upload.  
 (System supports attachments of Size Up to : 100 MB)



# Supplier Registration Form – Bank Information

## ▼ 4 Bank Information

### 4.1 Bank Details:

\* Bank Type:

Bank Id:

Country:

Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

Bank Account Type:

Enter the following Mandatory Fields in Bank Information Section –

1. Bank Id
2. Name
3. Account Holder Name
4. Account Number
5. Bank Key/ABA Routing Number
6. IBAN Number/SWIFT code etc.

Information of Intermediary Bank can also be provided in the following fields after providing the main bank information.



# Lupin Supplier Registration Form Submission

▼ Event Contents

All Content

- 1 Welcome!
- 2 Vendor General Infor...
- 3 Tax Details
- 4 Bank Information
- 5 HCP(Healthcare Profe...
- 6 Statement- Change No...
- 7 ## For Information O...

SWIFT Code:

Bank Account Type:

4.2 Is there an intermediary bank involved for Payments?

▼ 5 HCP(Healthcare Professional) OR HCO(Healthcare Organization) Details

5.1 Are you a Healthcare Professional (HCP)?  
*Note: Must read the definition before selecting Yes or No. Kindly refer the reference document for the same.* [References](#)  \*

5.7 Are you a Healthcare Organization(HCO)?  
*Note: Must read the definition before selecting Yes or No. Kindly refer the reference document for the same.* [References](#)  \*

5.8 Will you be providing payments to HCPs or HCOs on behalf of Lupin?  \*

▼ 6 Statement- Change Notification

6.1  
 Please confirm that Lupin will be notified of any changes to processes or materials that could affect its products. [Attach a file](#)

(\*) indicates a required field

[Submit Entire Response](#) | [Save](#) | [Compose Message](#) | [Excel Import](#)

The response can be submitted after filling all the details requested in the given sections.

Click on "Submit Entire Response" to submit the details to Lupin.

Click on "Save" if response needs to be submitted later.



# Lupin Manufacturer Registration Form



[< Go back to Lupin Limited - TEST Dashboard](#)

[Desktop File Sync](#)

Console

Doc1626197129 - US - MNFR Registration Form

Time remaining  
29 days 23:57:25

[Event Messages](#)  
[Event Details](#)  
[Response History](#)  
[Response Team](#)

Event Contents

All Content

1 Manufacturer General...

2 Additional Informati...

3 Statement- Change No...

All Content

Name ↑	
▼ 1 Manufacturer General Information	
1.1 Name of Manufacturer company:	* <input type="text" value="test_2101_us_mnfr"/>
1.2 Site Office Contact Name:	* <input type="text"/>
1.3 Site Office Contact Telephone No.:	<input type="text"/>
1.4 Site Office Contact Email:	<input type="text"/>
▼ 1.5 Site Office Address	
1.5.1 Street Name :	* <input type="text"/>
1.5.2 City :	* <input type="text" value="Baltimore"/>
1.5.3 State :	* <input type="text" value="Unspecified"/>
1.5.4 Postal Code :	* <input type="text"/>

“US – MNFR Registration form”(Only for Manufacturers) is used for registration of Manufacturers.

**Note:** Lupin Buyer sends separate form for Manufacturer registration after the Main supplier Account is created (Post approval of US- General Registration Form)



# Lupin Manufacturer Registration Form



▼ Event Contents

All Content

- 1 Manufacturer General...
- 2 Additional Informati...
- 3 Statement- Change No...

1.5.4 Postal Code :	*	<input type="text"/>
1.5.5 Country :	*	Unspecified ▼
▼ 2 Additional Information and Attachments		
2.1 Do you have a DEA (Drug Enforcement Administration) number?	*	Unspecified ▼
2.4 Enter the most recent FDA GMP inspection date	*	<input type="text"/>
2.5 What is the action indicated by FDA GMP inspection ?	*	Unspecified ▼
2.7 Do you hold Debarment certificate ?	*	No ▼
2.8 I hereby abide with current good manufacturing practices and also operate under it with full compliance. (Please attach a certificate for the same)	*	Unspecified ▼
▼ 3 Statement- Change Notification		
3.1 Please confirm that Lupin will be notified of any changes to processes or materials that could affect its products. <i>(Kindly print, fill, sign, scan and attach the form given here as reference.)</i>		*Attach a file

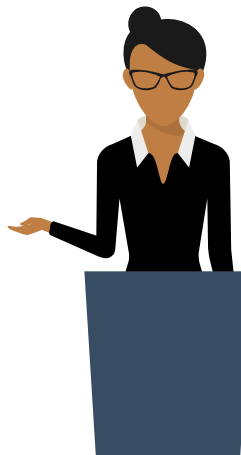
[References](#)

(\*) indicates a required field

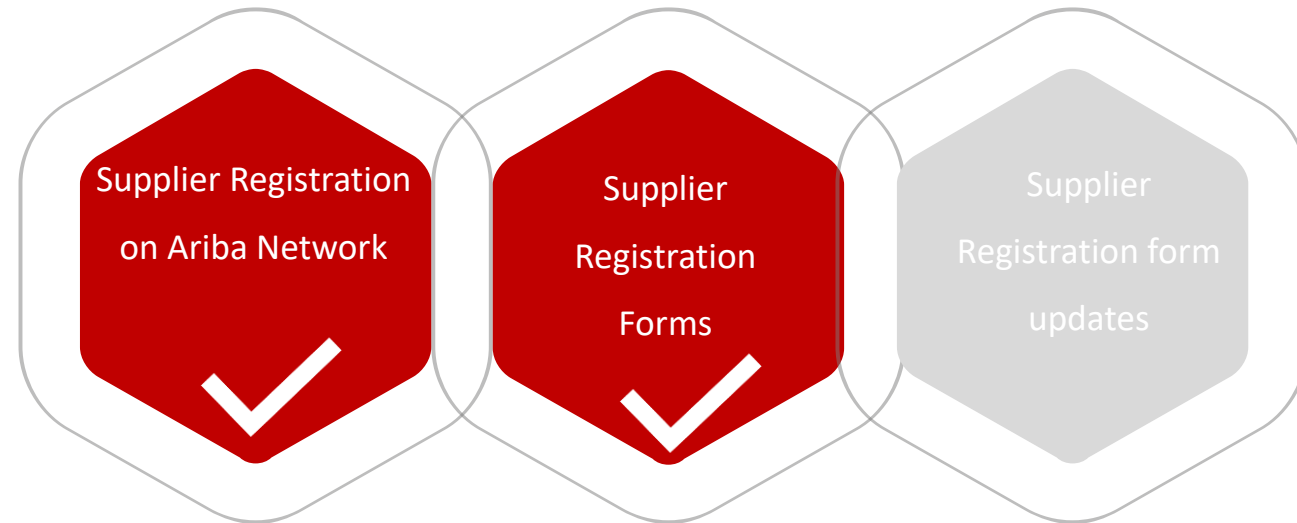
[Submit Entire Response](#) | [Save](#) | [Compose Message](#) | [Excel Import](#)

Fill in the required fields details for the given Manufacturing location.

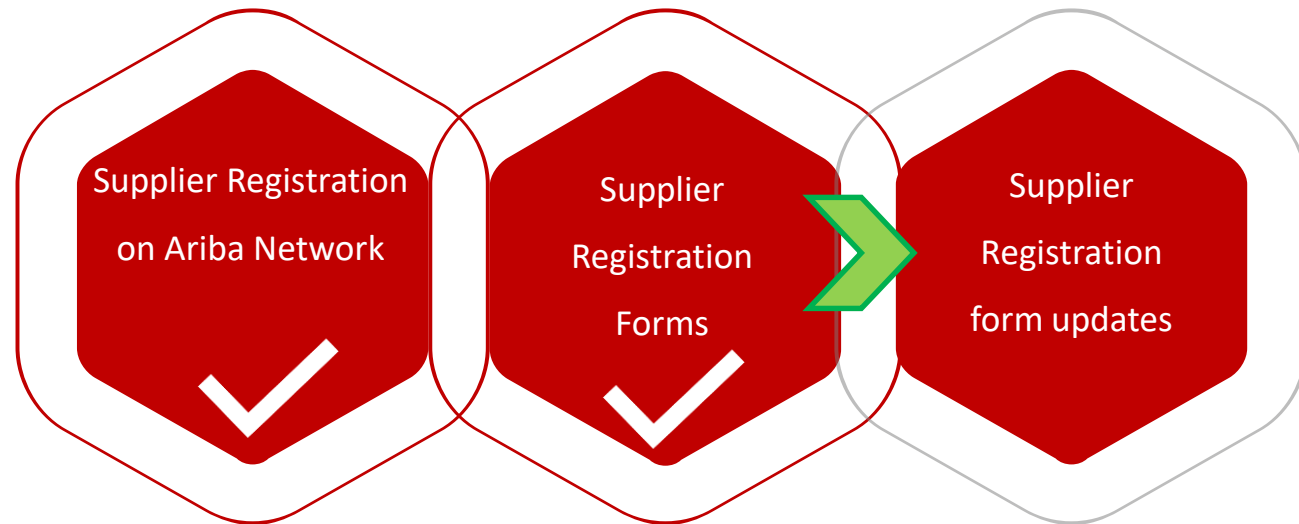
Click on "Submit Entire Response" after filling up all the details.



# Training Modules



# Training Modules





# Registration form updates



Ariba Sourcing Test Mode Company Settings N A Help Center >>

LUPIN LIMITED - TEST

There are no matched postings.

Welcome to the LUPIN Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (2)			
US - General Registration Form	Doc1621780432	1/17/2019 2:06 PM	Pending Approval
US - Supplier Affidavit Form	Doc1621780436	1/17/2019 1:54 PM	Pending Approval

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
-------	----	------------	-----------	---------	--------

After Supplier is Registered with Lupin and needs to update his profile for Lupin. Supplier user can login to Ariba Network (<https://service.ariba.com/Supplier.aw/>) using User/Password created earlier. Already filled forms can be seen from Proposals link by clicking on the Square box beside Company Settings. OR Go to Lupin Limited tab and find the form already submitted to Lupin. Click on the form.



# Registration form updates

Doc1621780432 - US - General Registration Form



✓ Your response has been submitted. Thank you for participating in the event.

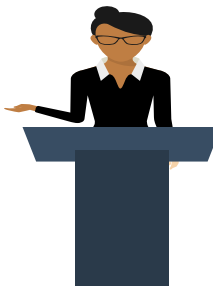
Revise Response

## All Content

Name ↑	
2.1 Title: <i>(For Limited Companies select 'Company'; Rest select 'Others')</i>	Company [0003]
2.2 Vendor Name:	Orient
2.3 Vendor Name (contd):	
▼ 2.4 <b>Communication Address</b>	
2.4.1 Street:	LA
2.4.2 City:	LA
2.4.3 State:	Florida [FL]

Click on Revise Response to update any section/fields on the form.

Note that "Revise Response" button is visible only when the previous response was Approved by the Buyer and Supplier was successfully registered in Lupin Sap Ariba SLP system.



# Registration form updates



- Event Messages
- Event Details
- Response History
- Response Team
- ▼ Event Contents
  - All Content
  - 1 Welcome!
  - 2 Vendor General Infor...
  - 3 Tax Details
  - 4 Bank Information
  - 5 HCP(Healthcare Profe...
  - 6 Statement- Change No...

All Content

Name ↑	
1 Welcome!	Less... -
Please note that the vendor or an authorized representative of the vendor's organization must fill this form to be considered valid.	
▼ 2 Vendor General Information	
2.1 Title: <i>(For Limited Companies select 'Company'; Rest select 'Others')</i>	* Unspecified ▾
2.2 Vendor Name:	* <input type="text"/>
2.3 Vendor Name (contd):	<input type="text"/>
▼ 2.4 Communication Address	
(*) indicates a required field	

Update the required information on the fields, upload new certificates or attachments etc. as needed.

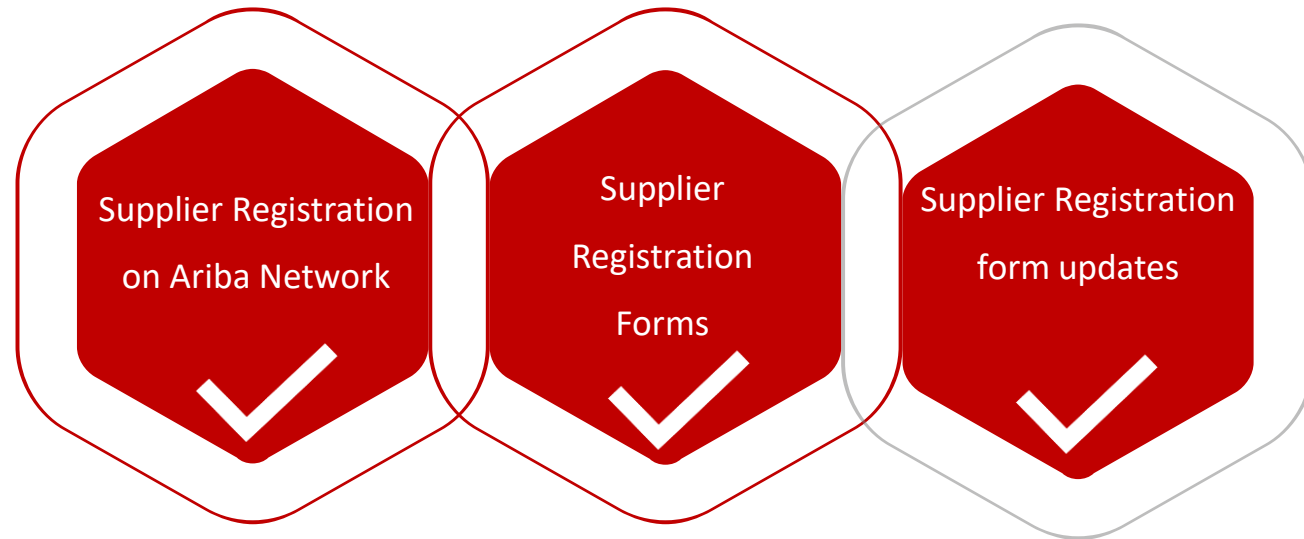
Use "Compose Message" button to send any message/question to Lupin Buyer.

Use "Save" button to save the changes on the form until it is ready for submission.

Click on "Submit Entire Response" to send the updates to Lupin Buyer.



# Training Modules



Thankyou !

