

Ariba Supplier Lifecycle and Performance (SLP) User Manual Supplier Self Request

Objective

The goal of this user manual is to:

- Understand the process of submitting Supplier Request
- Understand the process of Supplier Registration
- Understand the process of updating Supplier Profile

Target Audience:

Supplier User



Supplier Registration and Profile Update Workflow

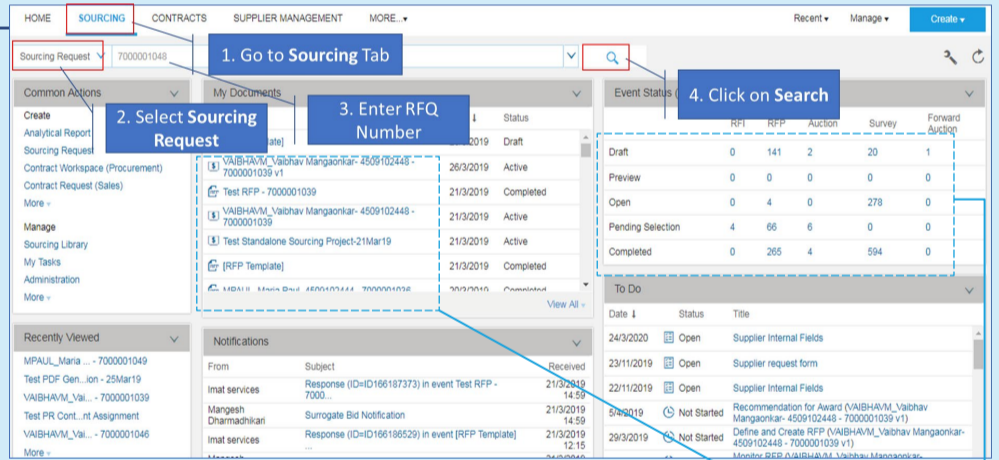
Supplier Registration Process



Supplier profile update process



Notations Used in Training Manual



The text talks about specific action to be taken.

Number denotes the sequence of the steps to be followed.

Self Registration Request

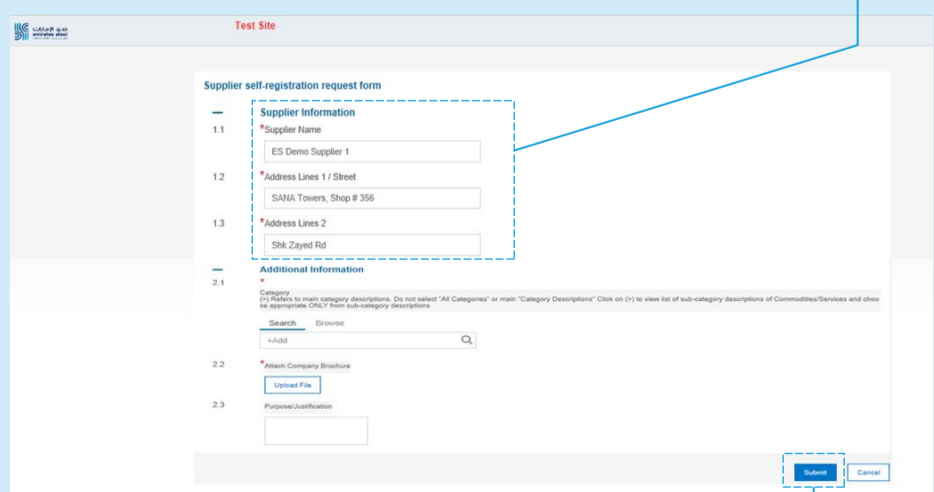
URL for Initiating Self Registration Request

Please visit the below link (Emirates Steel Supplier portal) and click on the 'Self registration request' tile:

<https://www.emiratessteel.com/index.php/en/supplier-relations>

Supplier - Supplier Self Registration

1. Fill the basic details like name, address, contact details



Supplier self-registration request form
 1.1 Supplier Name: ES Demo Supplier 1
 1.2 Address Lines 1 / Street: SANA Towers, Shop # 356
 1.3 Address Lines 2: Shk Zayed Rd
 2.1 Additional Information: Search, Browse, Add
 2.2 Attach Company Brochure: Upload File
 2.3 Purpose/Justification: [Text Area]
 Submit, Cancel

2. Click on Submit for Submitting Supplier self-registration request form

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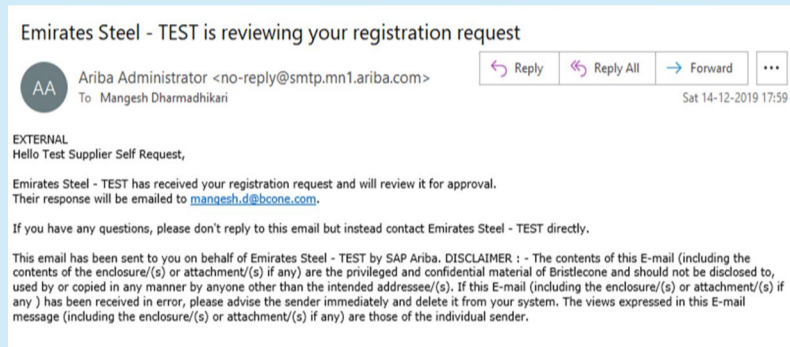
Supplier - Supplier Self Registration Confirmation

System confirms the request submission details in this screen



Supplier - Supplier Request initiation notification

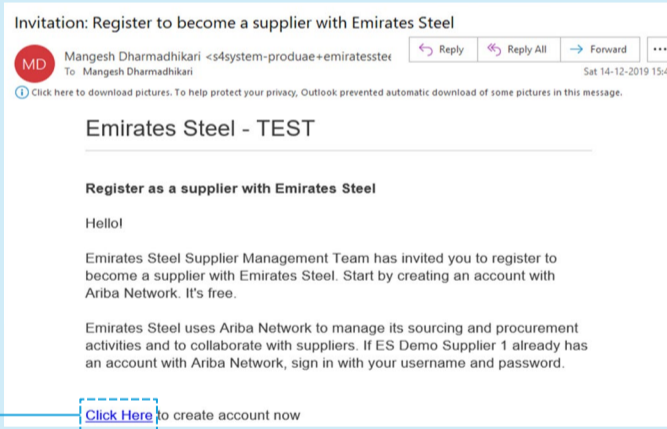
A email confirmation also be sent to you (Supplier) as acknowledgement



Supplier Registration

Supplier-Notification asking Supplier to Register

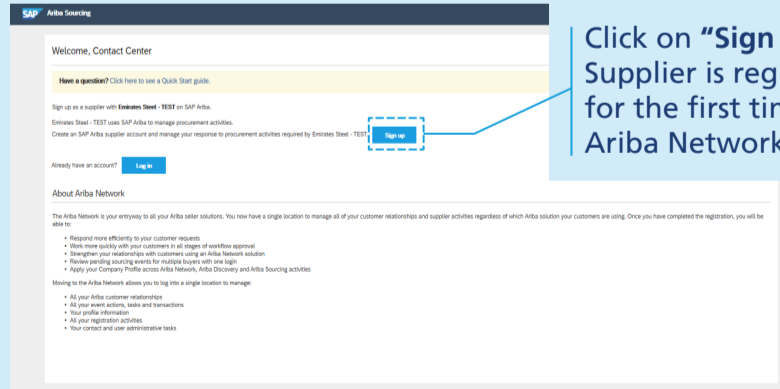
Suppliers will receive an email invitation to submit the registration information and documents. A sample email is here.



1. Click Here to initiate Supplier Registration Process in SAP Ariba

Supplier-Supplier Registration

Emirates Steel procurement systems are powered by SAP Ariba. Hence you need to have an Ariba network account to register with Emirates Steel.

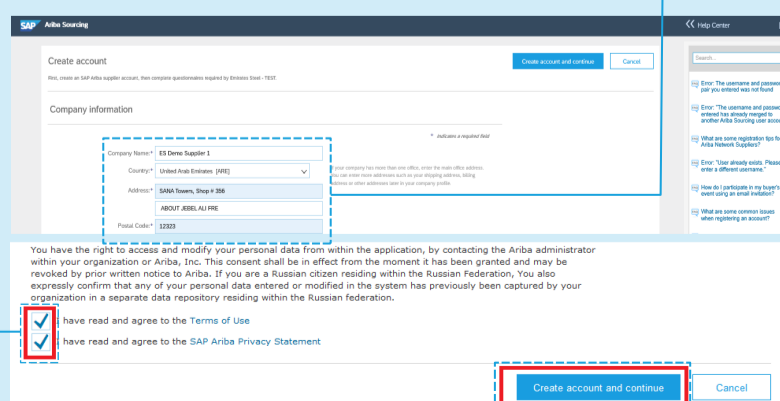


Click on "Sign Up" if Supplier is registering for the first time on Ariba Network

Supplier - Creating a new account

1. Fill in all the mandatory information

2. Accept the General terms



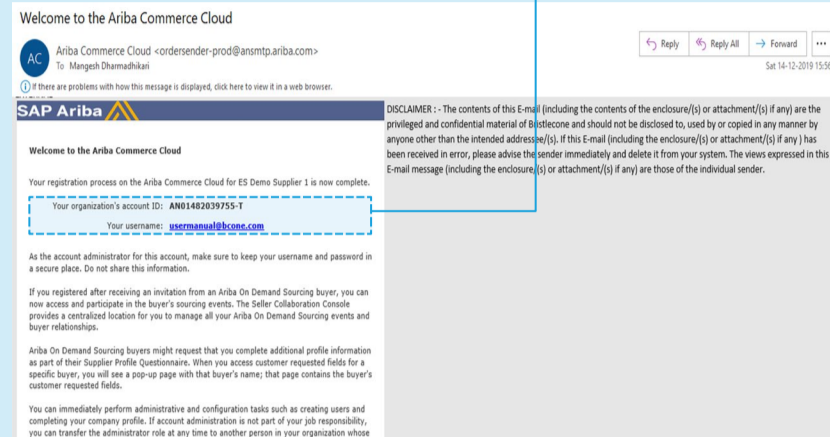
3. Click here to Create account and continue

Ariba Supplier Lifecycle and Performance (SLP) User Manual

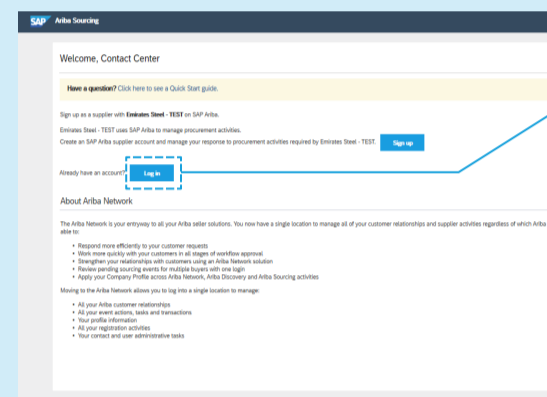
Supplier Self Request

Supplier – Notification announcing account creation

New Account created successfully



Supplier – Existing supplier Logs in



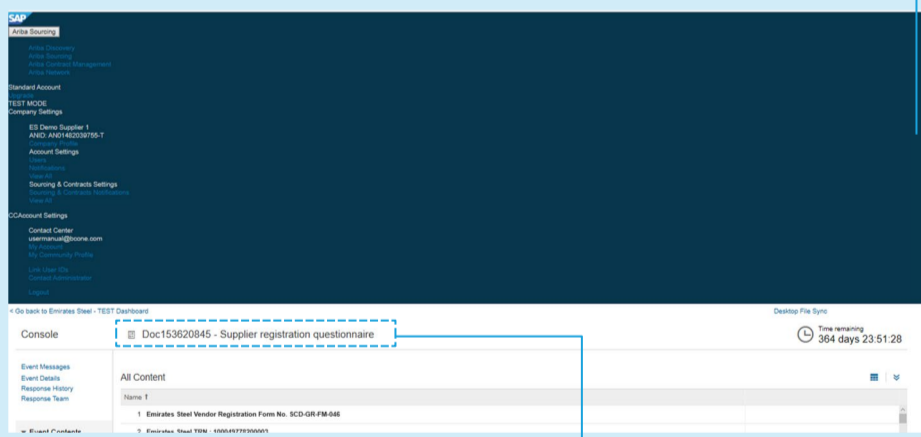
Click "Log in" if Supplier is already registered on Ariba Network

1. Enter your existing user name and password. This will link your existing account with Emirates Steel.

2. Click on Continue

Supplier – Access to Registration Questionnaire

1. Scroll down to access the registration questionnaire



The registration questionnaire section

Supplier – Responds to Registration Questionnaire

1. Fill all the required details, upload the documents that are required including all relevant certificates.

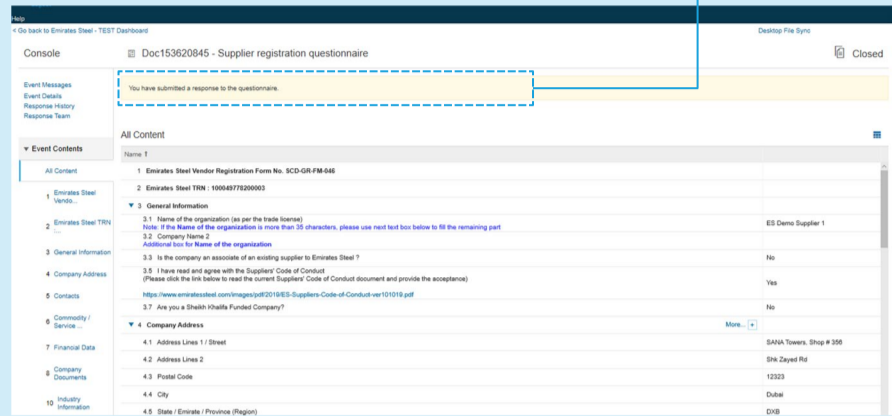
2. Click on "Save" to save updates to the form

3. Click on "Submit Entire Response"

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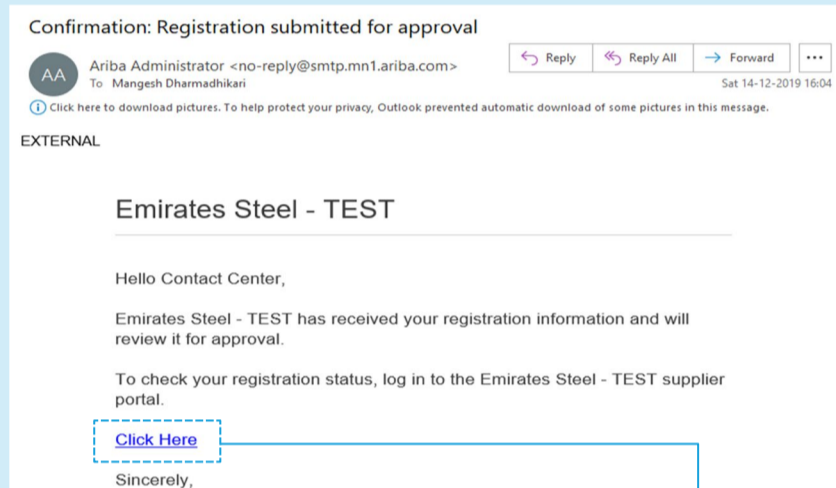
Supplier – Fills
Registration
Questionnaire

System acknowledges the submission of the registration information



Supplier –
Notification
regarding
Registration
Questionnaire
submission

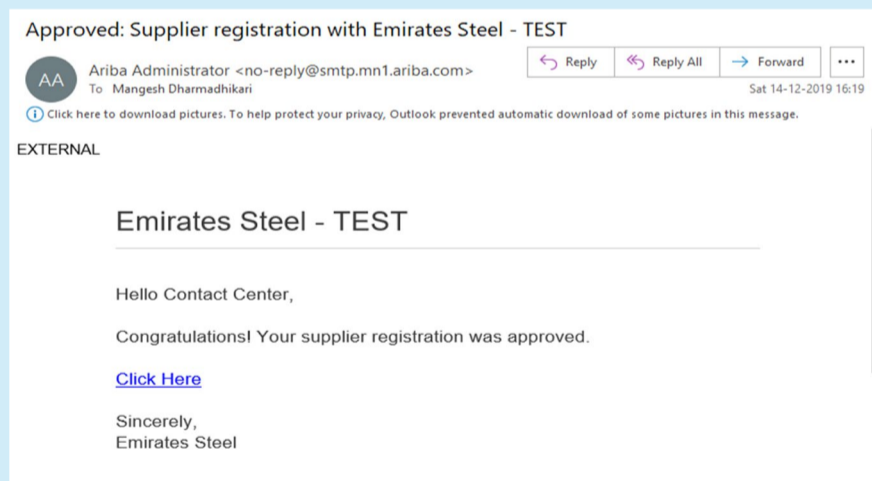
You will receive the email acknowledgement for the submission of the information



1. Click Here to check status of Supplier Registration Process in SAP Ariba

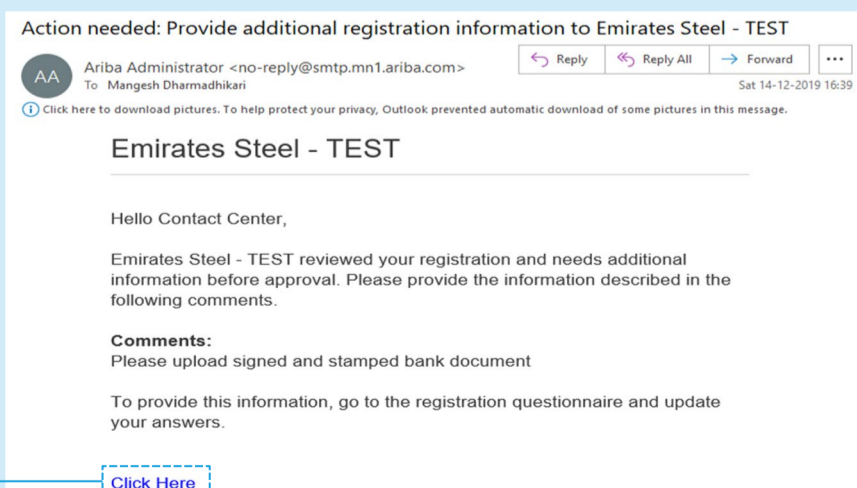
Supplier –
Registration
process
completion
notification

Submitted registration information will be verified by Emirates Steel and if approved you will receive the congratulatory email confirming your registration with Emirates Steel.



If the submitted information is insufficient, Emirates Steel may request additional information from you. You may receive the email with comments from Emirates Steel. All that is required from your side, is to keep the missing information/ files ready, click on the link in the email to submit the details.

Supplier -
Request
Additional Info
notification

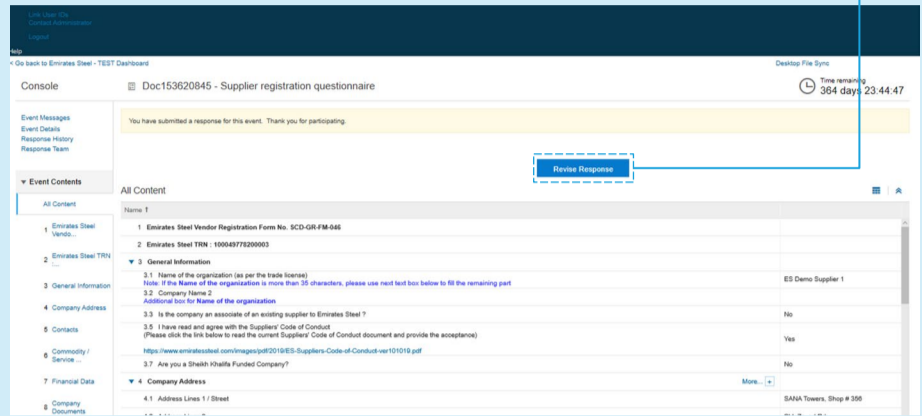


1. Click Here to update Supplier Registration Questionnaire

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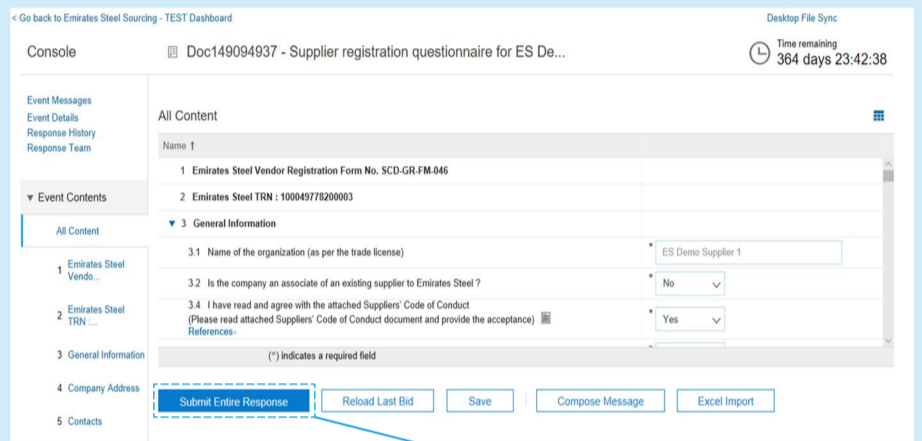
Supplier –
Revise
Responses

1. Click on **Revise Response**. Make required changes and submit again.



Supplier –
Submits
additional info

1. Furnish the required details in the respective placeholders in the form and submit



2. Click Here to update and submit **Supplier Registration Questionnaire**

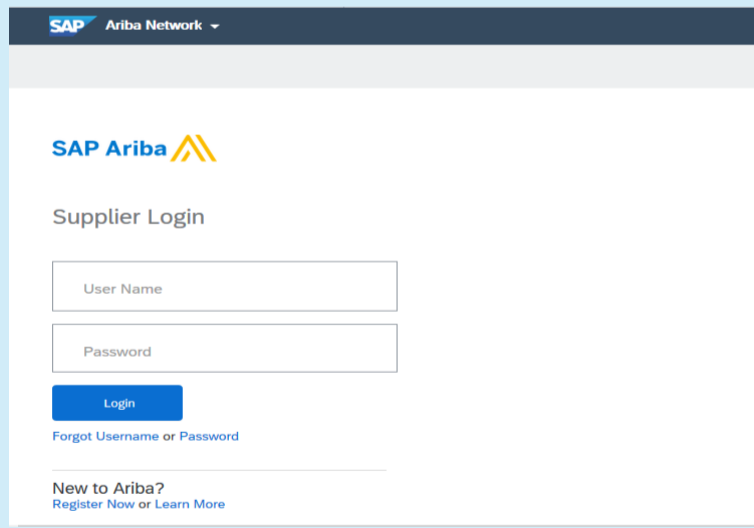
Login To Ariba Supplier Portal

Supplier –
Log In

<https://www.emiratessteel.com/index.php/en/supplier-relations>

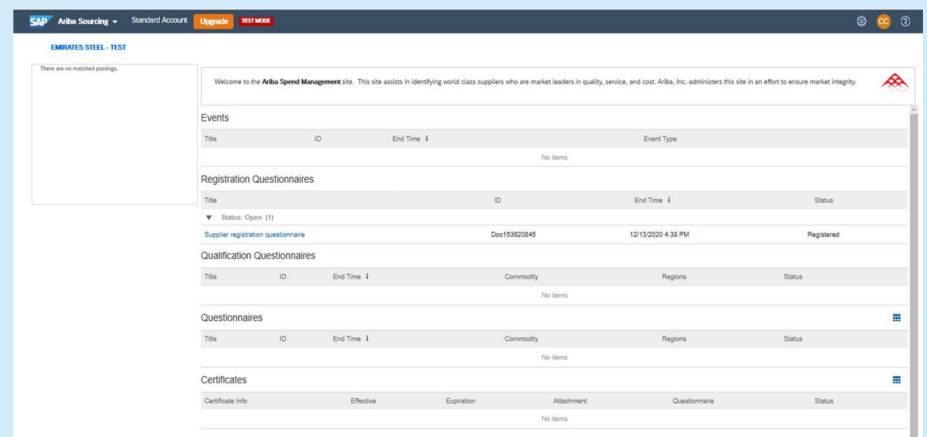
For all future purpose, you may bookmark the following link to manage your profile for Emirates Steel and sourcing event information.

Click on the “**Manage your profile**” tile on this page



Supplier –
Registration
status
visibility

You can also verify the status of registration on the Emirates Steel dashboard on Ariba Network



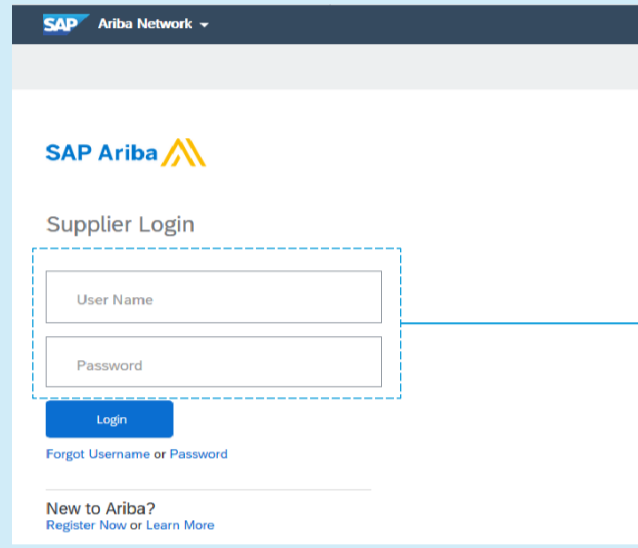
Ariba Supplier Lifecycle and Performance (SLP) User Manual Supplier Self Request

Supplier Profile Update Process

Supplier Login

1. Click on the "Manage your profile" tile on the Emirates Steel Supplier Portal:

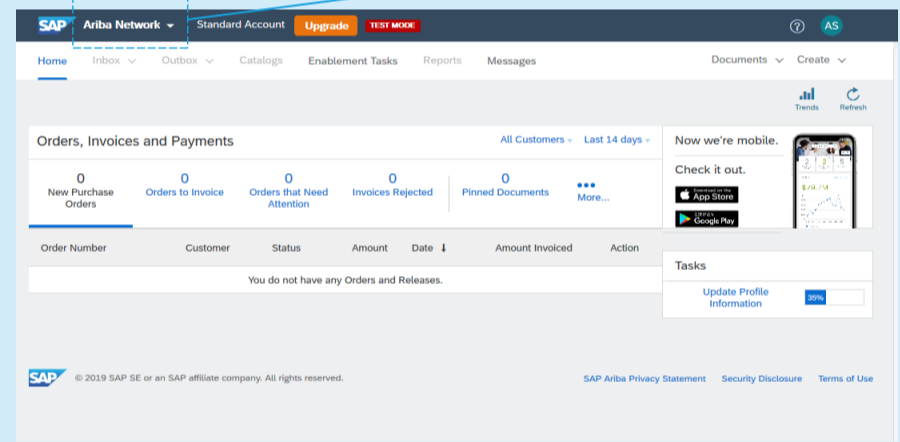
<https://www.emiratessteel.com/index.php/en/supplier-relations>



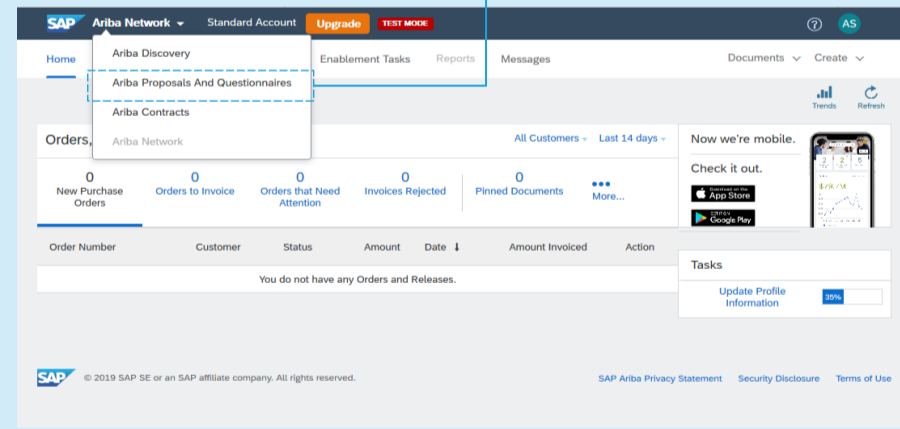
2. Login to your account in Ariba Network

Accessing the registration dashboard

1. Click on Ariba Network



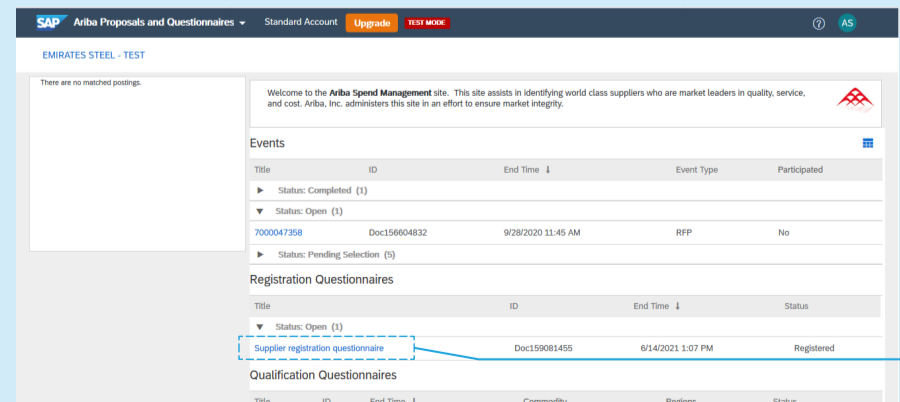
2. Click on Ariba Sourcing



Supplier – Clicks on Supplier Registration Questionnaire to update profile info

Dashboard will appear for Emirates Steel Ariba account

1. Click Here to manage your Emirates Steel registration details

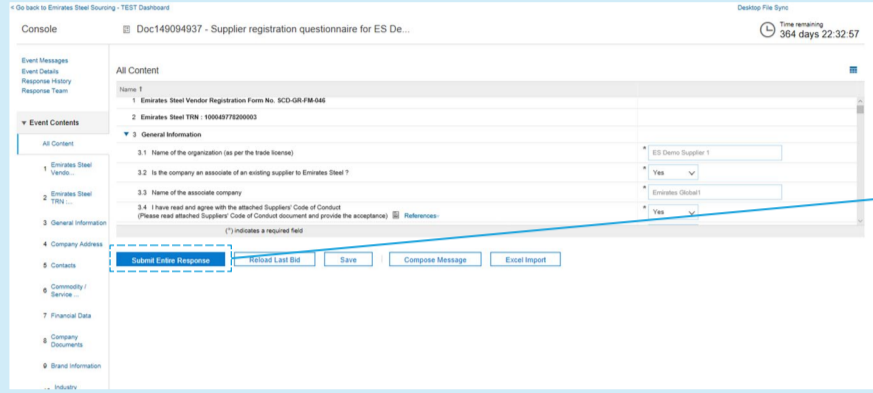


Title	ID	End Time	Status
Supplier registration questionnaire	Doc159081455	6/14/2021 1:07 PM	Registered

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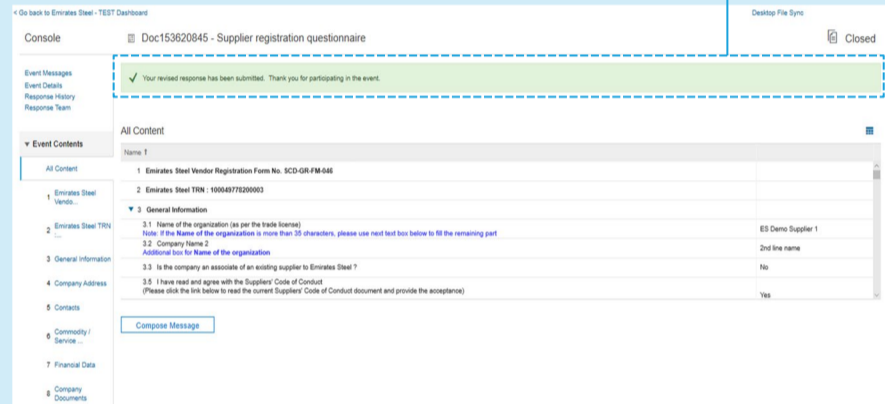
Supplier –
Updates Profile
Information

1. Click here after updating the relevant registration details



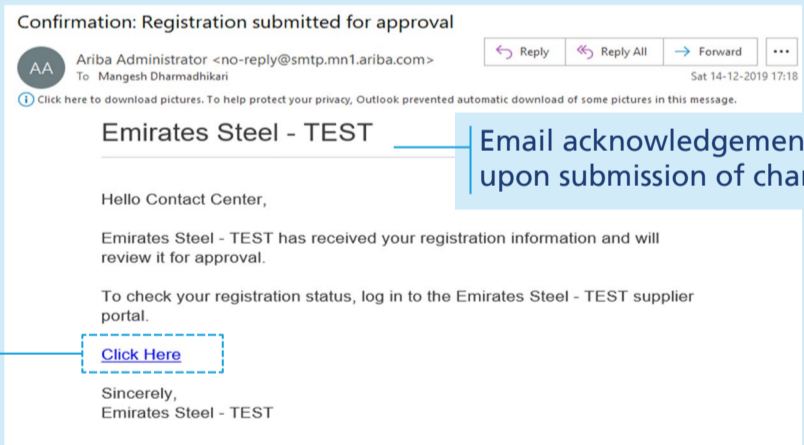
Supplier –
Updated
Profile
Information

System confirmation on submission of changes



Supplier –
Profile
update
notification

1. Click Here to view Supplier Profile Update status



Email acknowledgement
upon submission of changes.

The changes will again go through approval from Emirates Steel and will be applied upon approval