

GUIDLINE FOR REGISTRATION

Supplier View

RHI Magnesita - SAP Ariba



SUPPLIER INVITATION

Via e-mail



- Receipt of an e-mail with the invite to register as a supplier for RHI Magnesita
- Click on "Click here" to create an account

Register as a supplier with RHI Magnesita - TEST

Hello!

Kim-Sarah Roling has invited you to register to become a supplier with RHI Magnesita - TEST. Start by creating an account with Ariba Network. It's free.

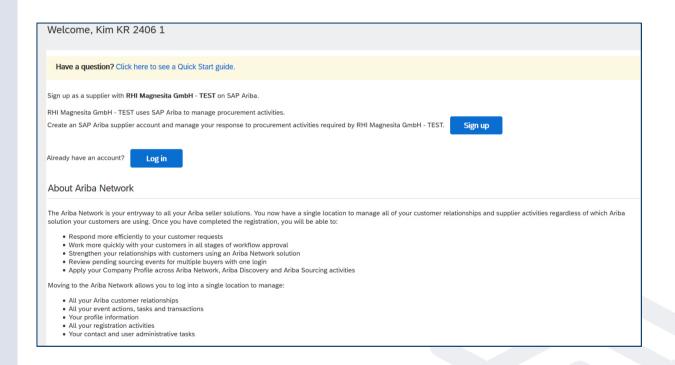
RHI Magnesita - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If KR 2406 1 already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

ARIBA NETWORK



- The following page opens up and introduces you to the Ariba Network
 - Sign up to create an Ariba Network account
 - Log in if you already have an Ariba Network
 Account

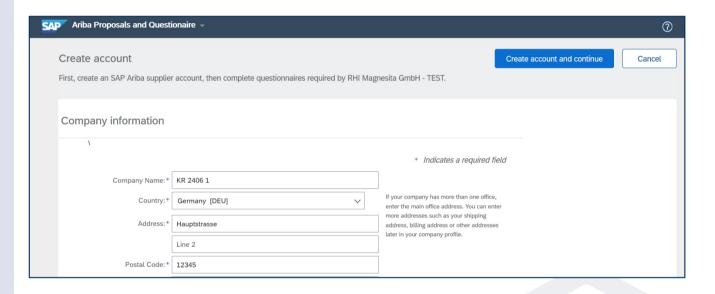


ARIBA NETWORK

Sign up



- Fill out all required data fields (marked with *)
 - Company information
 - User account information
 - Tell us more about your business
- Before creating an account:
 Agree to the Terms of Use and
 the Privacy Statement





ARIBA NETWORK

Duplicate check



- Ariba Network offers a duplicate check before the account is going to be created
 - View search results of potential duplicates
 - Click on "Continue Account Creation" if there is no duplicate and you would like to continue

Review duplicate Account

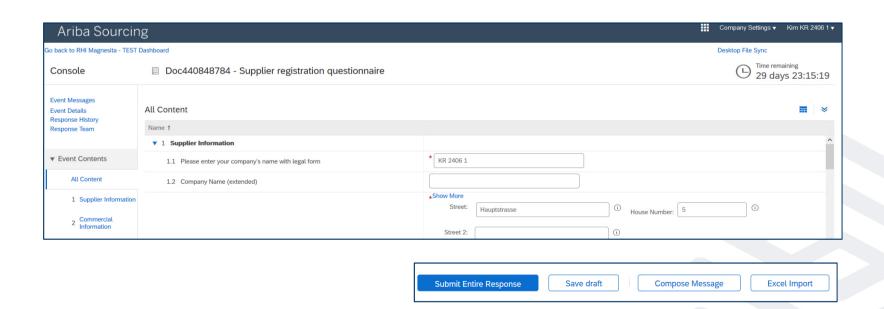
We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- $\bullet\,$ Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can Continue Account Creation and we will progress your registration
- Or, you can Go back to previous page

SUPPLIER REGISTRATION QUESTIONNAIRE



- After the creation of the Ariba Network Account you will be forwarded to the Supplier Registration
 Questionnaire
- Fill out all required data fields (marked with *)
- To send the questionnaire click "Submit Entire Response" at the bottom of the page

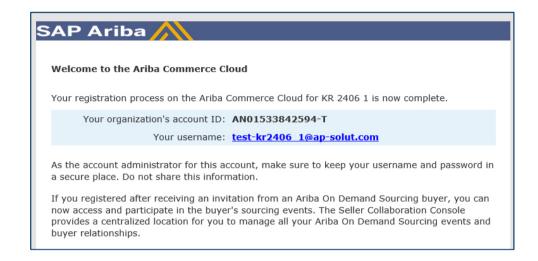


SUCCESSFUL REGISTRATION WITH ARIBA NETWORK



 After successful registration with Ariba
 Network, you will receive an e-mail that welcomes you to the Ariba
 Commerce Cloud

 The current status of the Registration Questionnaire is shown on your Ariba Network Account



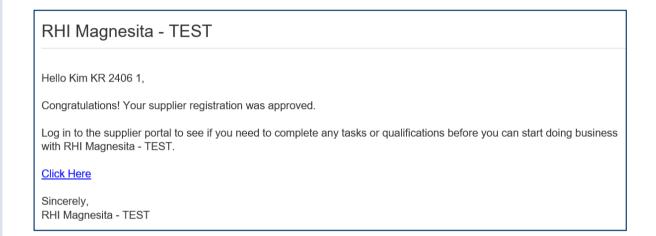
Registration Questionnaires			
Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier registration questionnaire	Doc440848784	6/24/2020 11:20 AM	Pending Approval

SUCCESSFUL REGISTRATION WITH RHIM



 Reicept of an e-mail after the successful approval of RHIM

 Status registered is shown on your Ariba
 Network Account





SUPPLIER Qualification QUESTIONNAIRES



- After successful registration you will receive questionnaires for qualification
- You will receive an email message
- Please check sections Qualification
 Qustionnaires & Questionnaires
- Fill out all required data fields (marked with *) in the questionnaires
- To send the questionnaire click "Submit Entire Response" at the bottom of the page





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Submit Entire Response	Save draft	Compose Message	Excel Import



Get in touch

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