SAP Ariba Supplier Lifecycle Performance (SLP)

Centrica Training Guide and Frequently Asked Questions

Supplier Onboarding

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Introduction

At Centrica, we have implemented SAP Ariba Supplier Lifecycle and Performance (SLP) to onboard our suppliers. SLP improves our onboarding process and allows all suppliers to self-serve and maintain their data within the system.

This new way of working gives you control over your own data and reduces the possibility of errors.

In this guide you will find :
▪ A high-level overview of the Supplier onboarding process and risk questionnaire process
▪ Detail on what to expect in each step
▪ Where you can access support should you have technical difficulty or Supplier-specific questions

Supplier Onboarding

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Supplier Onboarding Process

1.Registration Invitation	**2. Account Creation or Logon**	**3. Registration Questionnaire**	**4.Registration Complete**
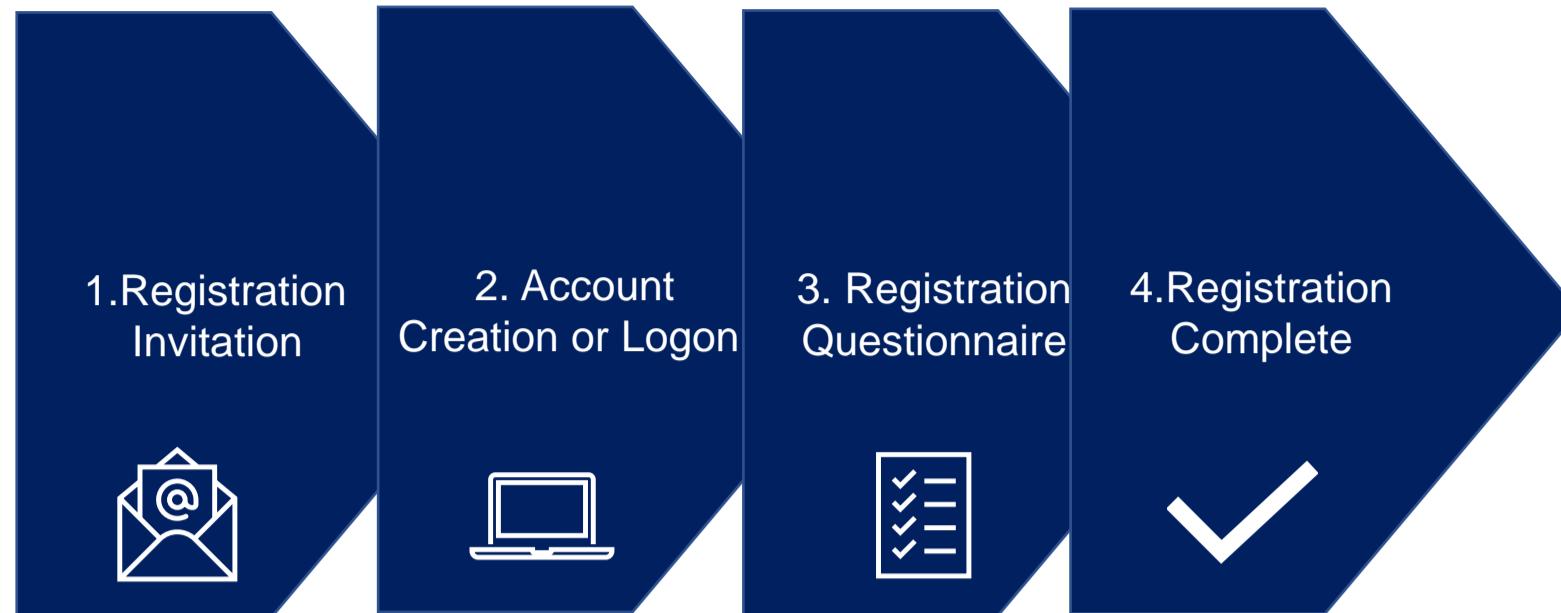
| To Do:

Please click on the registration link in the invitation email | To Do:

You can either create a new Ariba Account or logon with your existing credentials | To Do:

Please fill out questionnaire | Congrats

You are now part of the Centrica Supplier network and will be able to collaborate via Ariba |
|---|---|---|---|

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Registration Invitation

1. Registration Invitation
2. Account Creation or Logon
3. Registration Questionnaire
4. Registration Complete

You will receive an invitation to register. Click on the link provided to access the registration questionnaire

Centrica Global Procurement - TEST

Register as a supplier with Centrica Global Procurement - TEST

Hello!

Tish Yapa has invited you to register to become a supplier with Centrica Global Procurement - TEST. Start by creating an account with Ariba Network. It's free.

Centrica Global Procurement - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If HIGH TENSILE BOLTS already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

You are receiving this email because your customer, Centrica Global Procurement - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Centrica Global Procurement - TEST.

Offices | Data Policy | Contact Us | Customer Support

Powered by **SAP Ariba** /\\

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Account Creation or Logon

1. Registration Invitation

2. Account Creation or Logon

3. Registration Questionnaire

4. Registration Complete
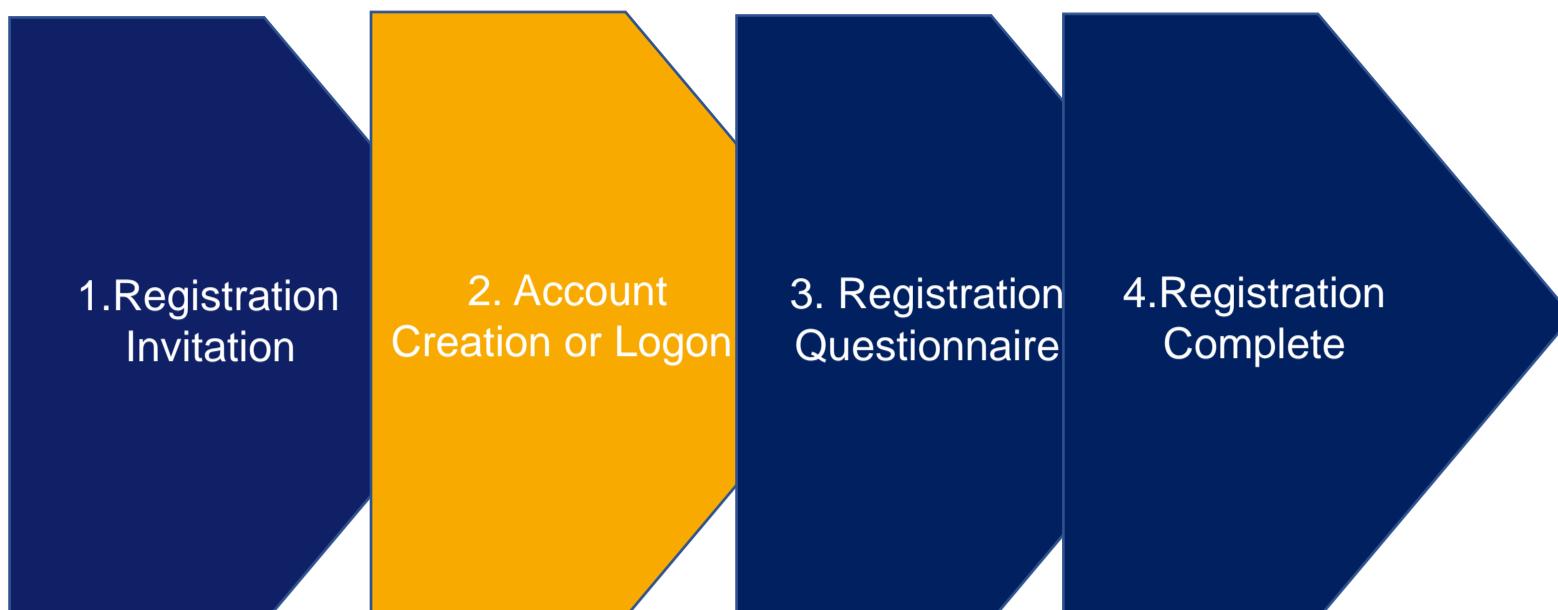
Suppliers must log on to the Ariba Network to access their questionnaire

Welcome, Steve Merton

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **Centrica PLC - TEST** on SAP Ariba.

Centrica PLC - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Centrica PLC - TEST

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 s 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

A

B

New to Ariba Click on Sign up to register
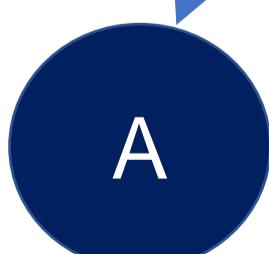
If you are already an Ariba User You can sign in with your existing credentials

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Account Creation – Company Information

1.Registration Invitation

2. Account Creation or Logon

3. Registration Questionnaire

4.Registration Complete
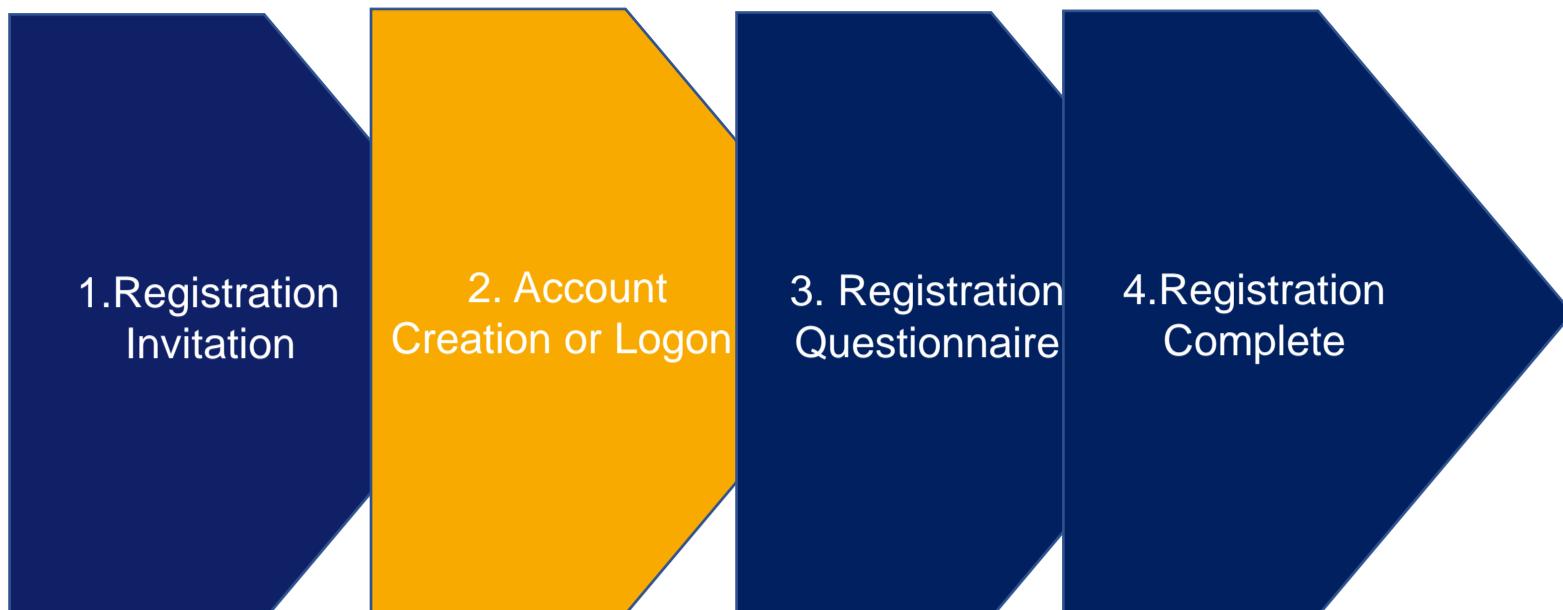
Clicking the sign-up link will take you to the below screen where you will populate your information.

SAP Business Network

Create a free company account to connect with your customers on SAP Business Network

Company information ⓘ

Company (legal) name *

High Tensile Bolts

Country/Region *

United Kingdom [GBR]

Address line 1 *

125 High Street

Address line 2

Address line 3

Address line 4

City *

london

State *

London, City of [GB-LND]

Postal code *

e4 9sa

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Account Creation – User Account Information

1. Registration Invitation
2. Account Creation or Logon
3. Registration Questionnaire
4. Registration Complete
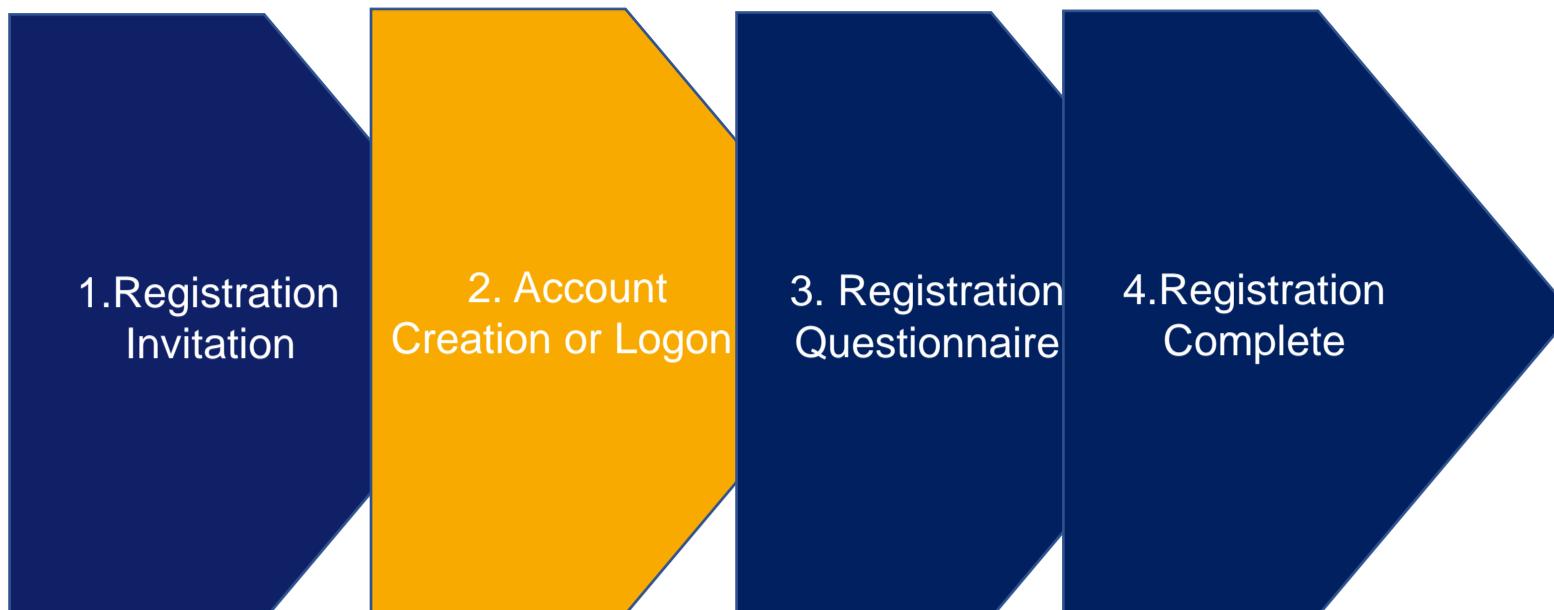
User account information

* Indicates a required field

SAP Business Network Privacy Statement

Name: * | Steve | Merton

Email: * | tish.yapa@excelerateds2p.com

☐ Use my email as my username

Username: * | test-tish.yapa@excelerateds2p.com

Must be in email format(e.g john@newco.com) ⓘ

Password: * | ••••••••••••

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

••••••••••••

Language: | English ⌄

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

Email orders to: * | tish.yapa@excelerateds2p.com

Customers may send you their 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.

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Account Creation – Additional Information

1. Registration Invitation | 2. Account Creation or Logon | 3. Registration Questionnaire | 4. Registration Complete

Tell us more about your business

Product and Service Categories: *	Enter Product and Service Categories	Add -or- Browse
Ship-to or Service Locations: *	Enter Ship-to or Service Location	Add -or- Browse
Tax ID:	Optional	Enter your Company Tax ID number.
Vat ID:	Optional	Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.
DUNS Number:	Optional	Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

☐ I have read and agree to the Terms of Use

☐ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

. Click "Create Account and continue" to create your Ariba Account

Create account and continue | Cancel

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Ariba – How to View Events

Navigate to the Ariba Home Page.
You are likely to be defaulted to the
"Orders, Invoices and Payments" page.
In the top left click the Ariba Network dropdown and
choose "Ariba Proposals and Questionnaires"
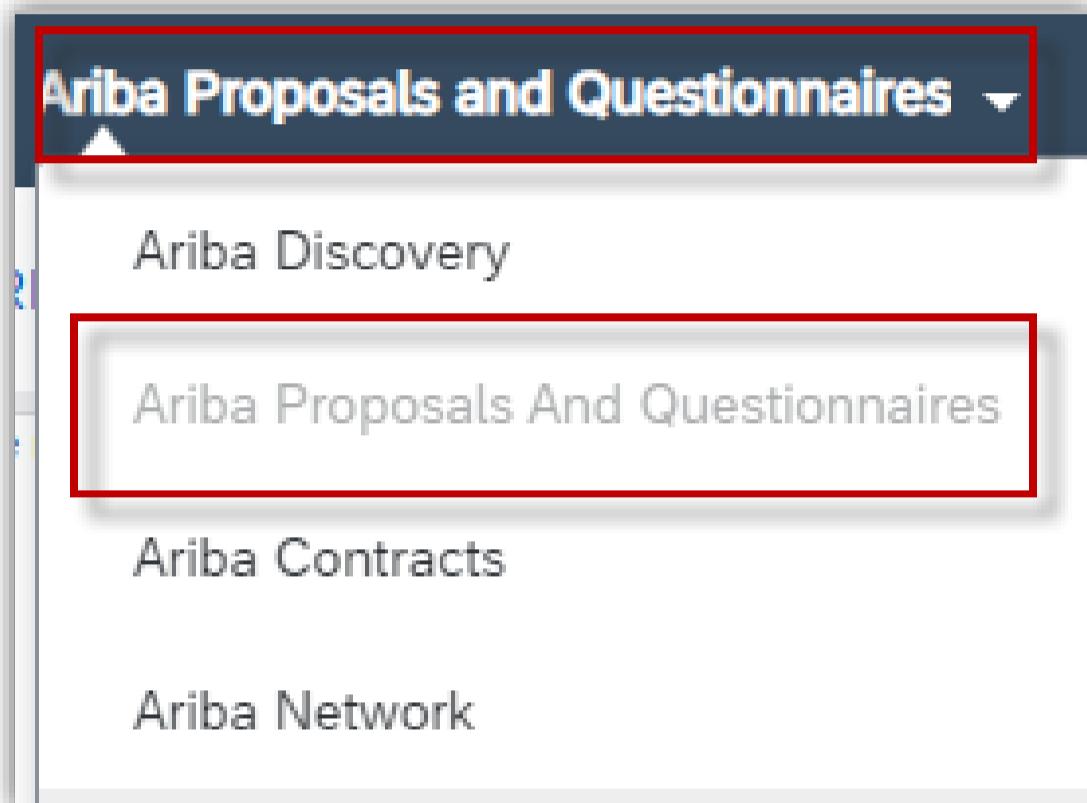
This will show all RFx and questionnaires (Registration and
Risk) with their current status, the next slides shows how these
are to completed

Registration Questionnaire – General Information

1.Registration Invitation → 2. Account Creation or Logon → 3. Registration Questionnaire → 4.Registration Complete

There will be a list of questions to be answered, complete the questions (mandatory will be marked with an asterisk*).

Section 1 consists of general information

1.4 Country code (main and mobile telephone numbers)	*	United Kingdom of Great Britain and Northern Ireland (+44) [GB] ⌄
1.5 Main telephone number (without country code)	*	
1.6 Mobile telephone number (without country code)		
1.7 Internet homepage address		
1.8 DUNS Number ⓘ		
1.9 Please confirm if you provide to Centrica: goods, services, or both?	*	Both Goods & Services ⌄
1.10 Please confirm if you have VAT registration in the UK? ⓘ	*	Unspecified ⌄

▼ 1 General Information

1.1 Supplier Legal Name ⓘ	*	HIGH TENSILE BOLTS
1.2 Trading As / Doing Business As ⓘ		

*Show More

	Street:	high street ⓘ	House Number: 28 ⓘ
	Street 2:	ⓘ	
1.3 Main Address *Select country first*	Street 3:	ⓘ	
	District:	ⓘ	
	Postal Code:	e4 9sa ⓘ	London ⓘ

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Registration Questionnaire - Contact Details

1.Registration Invitation → 2. Account Creation or Logon → 3. Registration Questionnaire → 4.Registration Complete

Section 2 holds email contact details

▼ 2 **Transaction Information**		
2.1 E-mail address for Purchase Orders ⓘ	*	[ ]
2.2 E-mail address for Accounts Receivable ⓘ	*	[ ]
2.3 E-mail address for Independent Communication ⓘ		[ ]
3 **Banking Information**	Add Banking Information (0)	
4 **Tax Information**	Add Tax Information (0)	

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Registration Questionnaire – Banking Information

1. Registration Invitation
2. Account Creation or Logon
3. Registration Questionnaire
4. Registration Complete

Section 3 requires banking information, there will be a separate window

Minimum required fields are:

Country, Bank Name, Bank Address (Branch, Street, City, State etc.) and Account Holder Name

plus either

- Bank Key & Account Number or IBAN and SWIFT Code (BIC)

An attachment of a bank statement will also be required, when prompted

Bank Type:	Domestic
Bank Id:	0000
Country:	United Kingdom
Bank Name:	
Bank Branch:	
Street:	
City:	
State/Province/Region:	
Postal Code:	
Account Holder Name:	
Bank Key/ABA Routing Number:	
Account Number:	
IBAN Number:	
SWIFT Code:	

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Registration Questionnaire – VAT Information

1. Registration Invitation
2. Account Creation or Logon
3. Registration Questionnaire
4. Registration Complete

Section 4 there will be a separate window VAT details and requires an attachment of a Company header letter with VAT details and bank

Country:	United Kingdom (GB) ⓘ		
Tax Name		**TaxType**	**Tax Number**
United Kingdom: VAT Registration Number		Organization	GB123456789
United Kingdom: National Insurance Number		Organization	
United Kingdom: Company Registration Number		Organization	
United Kingdom: Unique Tax Reference		Organization	

Please attach official supporting documentation that supports the tax information provided ⓘ	▮▮▮.jpg ⌄
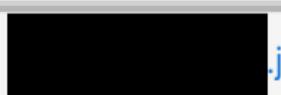
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Registration Questionnaire – Withholding Tax Information

Section 5 requires withholding tax information (if appropriate) and the option to add any comment

When ready click "Submit Entire Response"

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Registration Complete – Next Steps

1.Registration Invitation	2. Account Creation or Logon	3. Registration Questionnaire	4.Registration Complete

Your registration will be sent to the appropriate Centrica team for review. You will receive confirmation of your registration

You may also receive notification of your registration approval or a request for additional information

Once you are registered you can make changes to your own data e.g., bank details, address, contact details etc

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Questions

If you have any Technical difficulties?

Contact Ariba Support by clicking on [?] via the Ariba
Network page and then on the bottom of the page either
click view the training documentation available
or click on Support

For questions that arise when completing your
Registration and Qualification questionnaires,
send an email to group.accountspayable@centrica.com

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Risk Questionnaire Process

1 Questionnaire Invitation	2. Account Logon	3. Risk Questionnaire (s)	4.Risk Questionnaire Complete
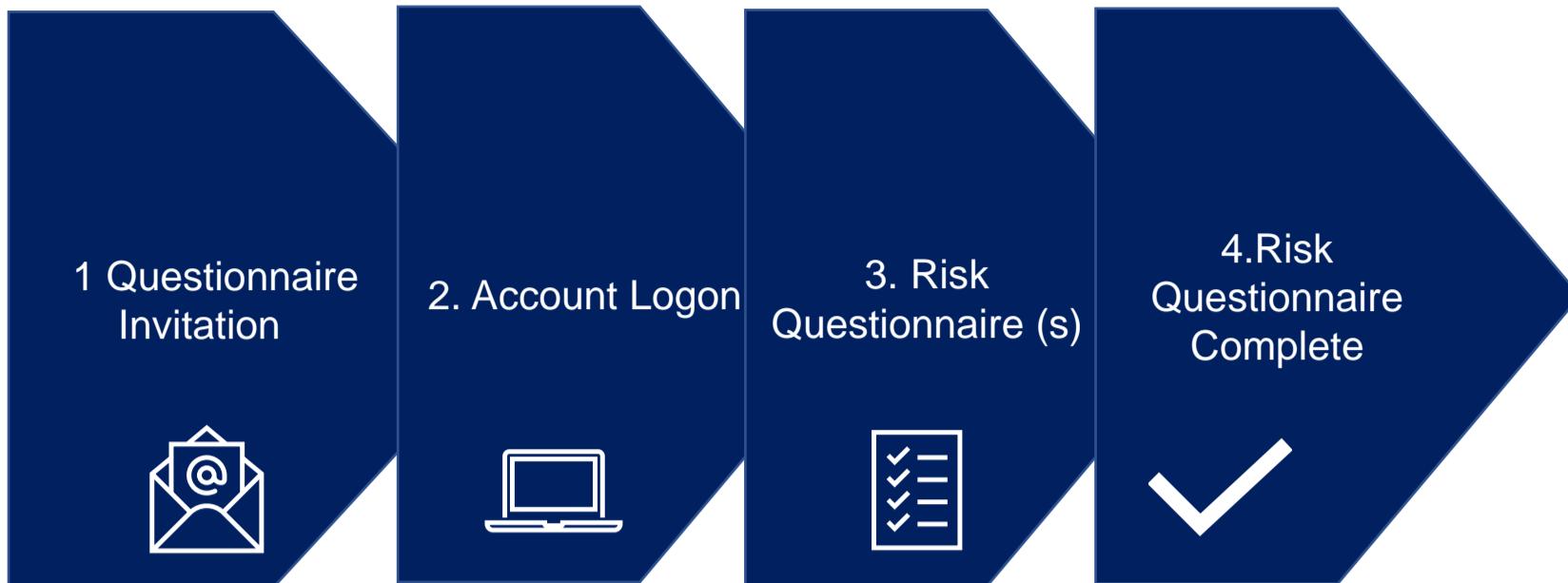
To Do:	To Do:	To Do:	Congrats
Please click on the questionnaire link in the invitation email	Logon with your existing credentials	Please fill out risks questionnaire(s)	You have now completed all the risk questionnaire(s)

Supplier onboarding

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Questionnaire Invitation

You will receive an invitation to register.
Click on the link provided to access the registration questionnaire.

Centrica Global Procurement - TEST

Hello Steve Merton,

Please fill out the listed questionnaires and return them by the specified dates.
These questionnaires are necessary to complete the Pre-Qualification Process Flow process. Thank you for taking the time to respond to each one.

Process Overview
Process: Pre-Qualification
Category: Cleaning Equipment and Supplies
Region: All
Business unit: Centrica Plc
Material: Not applicable
Process owner: Tish Yapa
Message: please review and action

Questionnaire Overview

Name	Assigned to	Respond By
Resilience Questionnaire	Steve Merton	10-Dec-2021 at 06:20

Click Here to view the process.

Best Regards,
SAP Ariba team

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# Account Logon
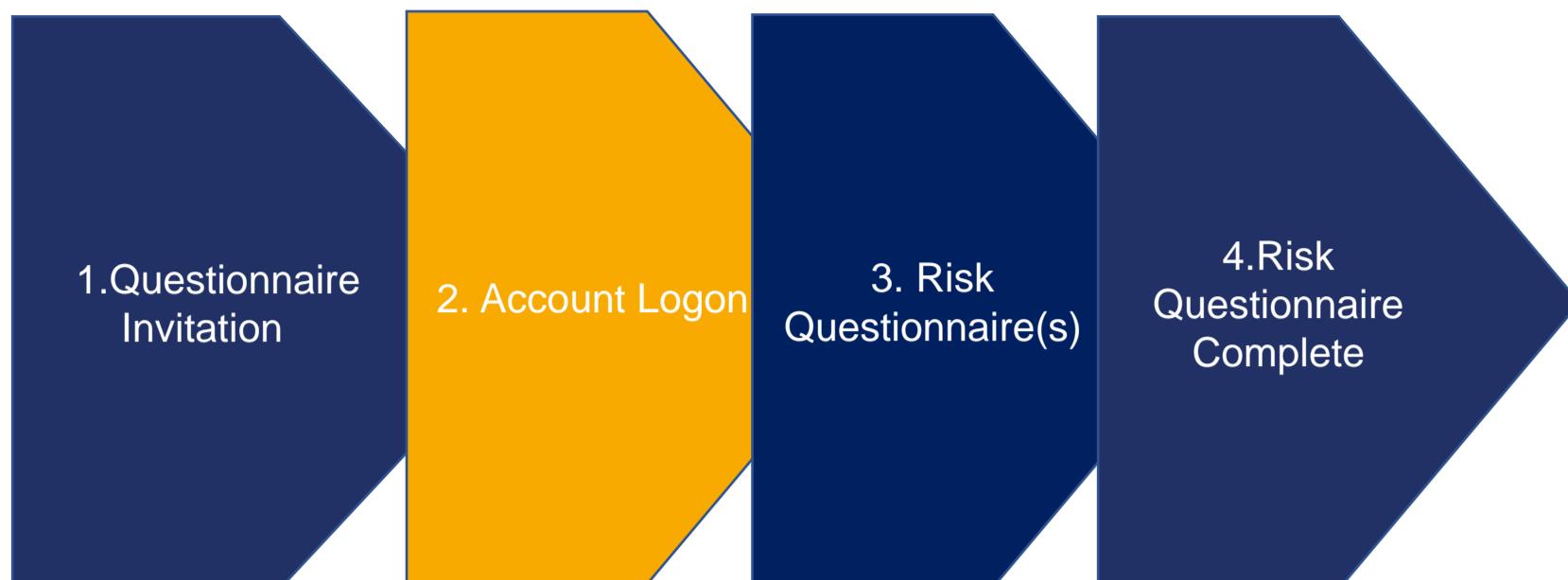
Log in using your existing Ariba Credentials

SAP Ariba /\/\

Supplier Login

lightensile1234-tish.yapa@excelerateds2p.com

Password

Login

Forgot Username or Password

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Risk Questionnaire(s) –
View Questionnaire
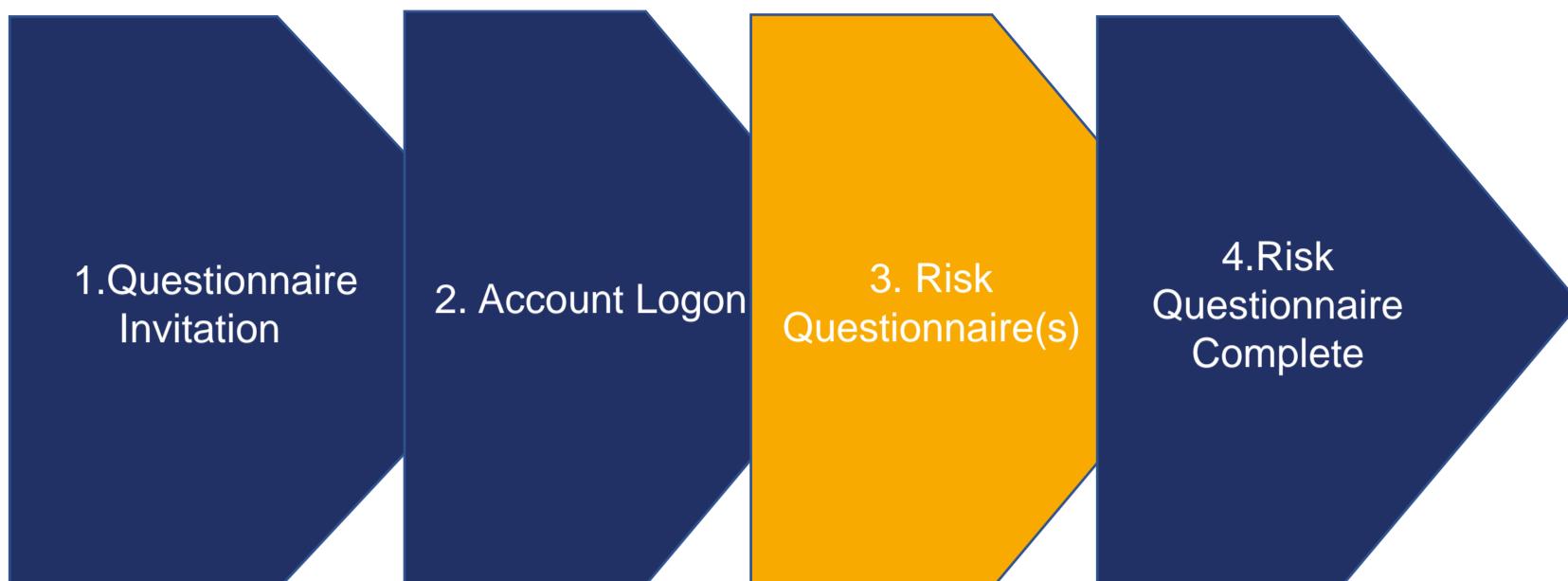
1. Questionnaire Invitation
2. Account Logon
3. Risk Questionnaire(s)
4. Risk Questionnaire Complete

You are likely to be defaulted to the
"Orders, Invoices and Payments" page.
In the top left click the Ariba Network dropdown and
choose "Ariba Proposals and Questionnaires"

Ariba Proposals and Questionnaires

Ariba Discovery

Ariba Proposals And Questionnaires

Ariba Contracts

Ariba Network

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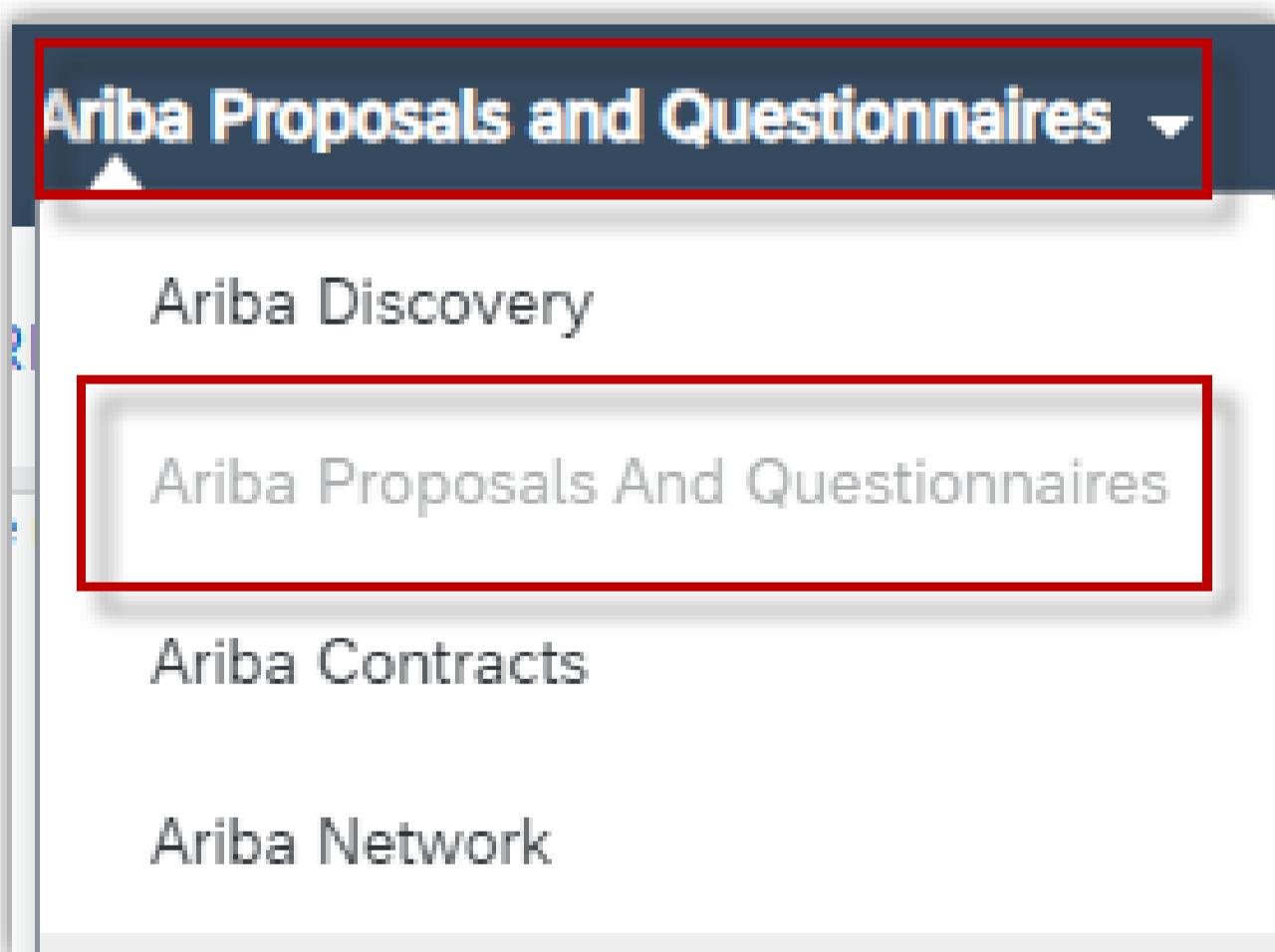
Risk Questionnaire(s) – Complete Questionnaire
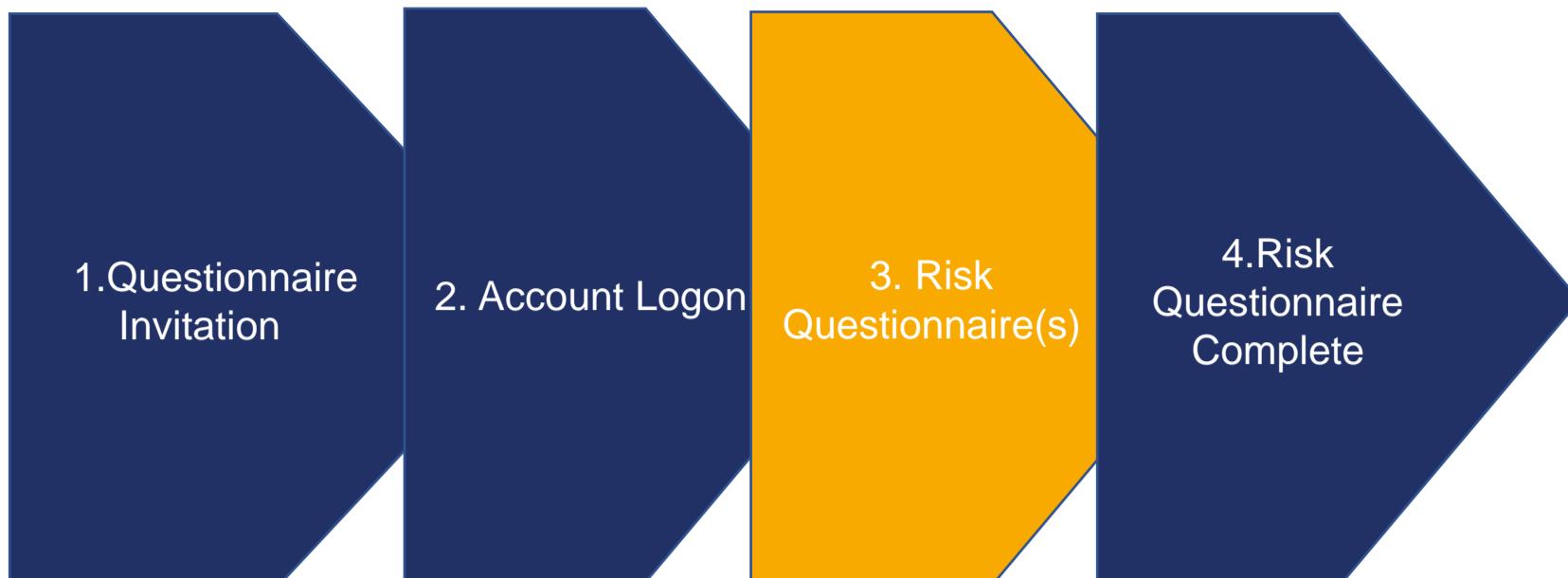

Navigate to Questionnaire section and check whether there are one or more risks questionnaires to be complete

Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (2)					
Data Privacy Questionnaire	Doc800091507	10/12/2021 14:29	All Commodities All	All All	Not Responded
Resilience Questionnaire	Doc799866647	10/12/2021 14:20	All Commodities All	All All	Not Responded

Click on the Questionnaire and this will open a new window, there will be a list of questions to be completed with the ability to upload documents.

Once all the questions have been completed, click Submit Entire Response

Submit Entire Response

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Risk Questionnaire(s) – Complete Questionnaire

1. Questionnaire Invitation
2. Account Logon
3. Risk Questionnaire(s)
4. Risk Questionnaire Complete
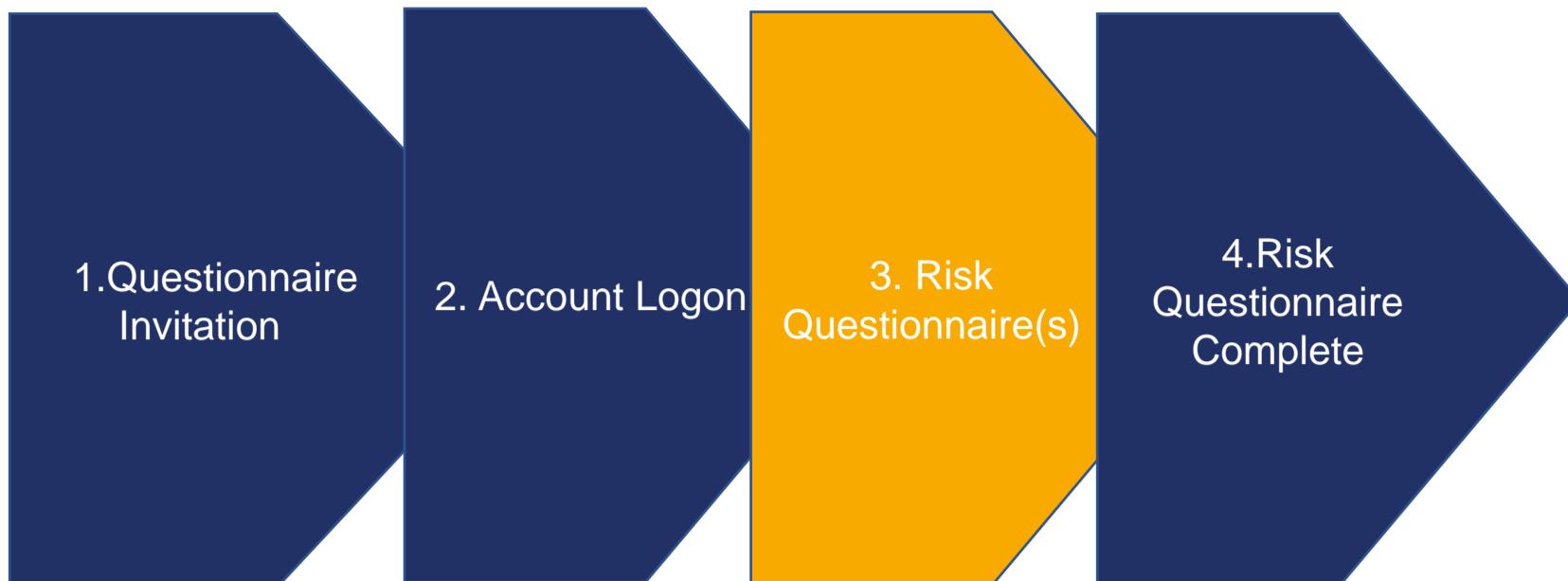
Click Go Back to return to the previous screen

The status of the questionnaire will be updated to show pending approval because this is being reviewed by the Centrica Risk SME

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Resilience Questionnaire	Doc799866647	10/11/2021 15:10	All Commodities All	All All	Pending Approval
▼ Status: Open (1)					
Data Privacy Questionnaire	Doc800091507	10/12/2021 14:29	All Commodities All	All All	Not Responded

The Centrica risk SME may request further information on the Questionnaire, the questionnaire will need to be updated based on the request and submitted again

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Risk Questionnaire(s) Completed

| 1.Questionnaire Invitation | 2. Account Logon | 3. Risk Questionnaire(s) | 4.Risk Questionnaire Complete |
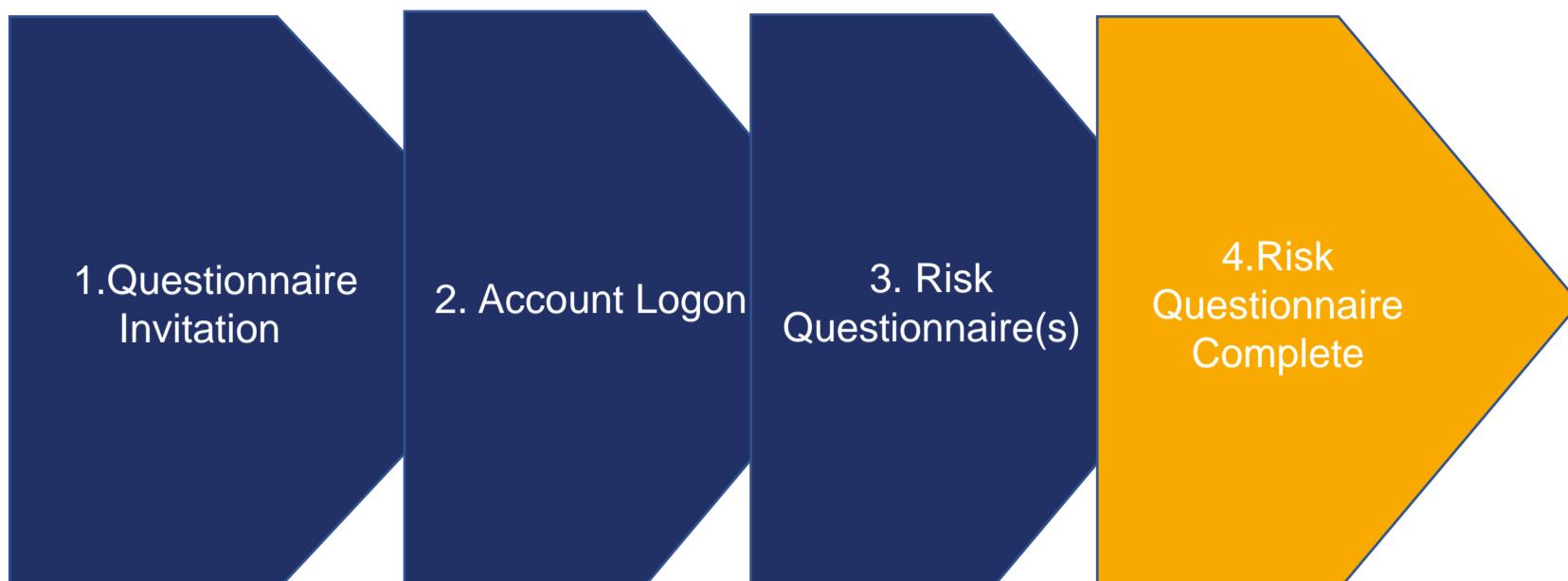
Once all the information has been provided the Centrica Risk SME will approve and the procurement process will continue

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Questions

If you have any Technical difficulties?

Contact Ariba Support by clicking on ⑦ via the Ariba Network page and then on the bottom of the page either click view the training documentation available or click on Support

For questions that arise when completing your Registration and Qualification questionnaires, send email to group.accountspayable@centrica.com

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Frequently Asked Questions

Question	Answers
What is SLP?	At Centrica, we have been transforming the way we buy goods and services, with the aim of improving the experience for our employees and our suppliers. SAP Ariba is at the heart of our digital procurement strategy, and we have extended existing capabilities (sourcing, contracting, purchase orders e-invoicing) to now include supplier onboarding. We have implemented SAP Ariba Supplier Lifecycle and Performance (SLP) to onboard our suppliers. SLP improves our onboarding process and allows all suppliers to self-serve and maintain their data within the system. Ariba SLP is a portal / network for supplier self-service which allows suppliers to onboard and allows buyers and sellers to collaborate as well as enable efficient supplier management with SAP sub-ledger. SLP makes it easier to onboard new suppliers by bringing the process into Ariba
What is registration?	All Centrica Suppliers will be required to register in SLP with the ability to securely self-administer your own data
How much does it cost to register in SLP?	It is completely free to register and use SLP

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Frequently Asked Questions

Question	Answers
What do I need to do if I am an existing supplier and need to change data?	Existing Centrica supplier will be migrated to SLP and if you need to make a change, please contact vendrequ@centrica.com who will send a communication and a link to register onto SLP. You will be required to complete an initial supplier SLP questionnaire, where there will be a need to populate information for us to validate. Some of the data we already hold for existing suppliers should already be pre-populated within the questionnaire and, for this data, it should just be a case of validating the information is still current. This data can be updated by yourself as/when required going forward. There is support available on the Ariba Network and the Centrica Supplier site has training documentation
I already have an Ariba Network ID (ANID), do I need a second one for the Supplier Registration?	If you already have an ANID, then you do not need a second ID, simply log in with your user and password. If your current ANID is not connected with SAP, you will require a second one for the Ariba SLP/Supplier Registration.
If you are already approved by another company on SAP ARIBA, does it require to be re-registered by SAP?	SAP ARIBA does not share supplier's registration information between different companies. Suppliers that were previously registered on SAP ARIBA and are not registered with Centrica must separately submit the Centrica supplier registration questionnaire.
Is the supplier registration for the company or a person?	Supplier registration is for companies and self-employed. However, during the registration, the authorised/designated user to complete and submit the supplier registration questionnaire will be required to sign up to SAP ARIBA to gain access to the company's information

Frequently Asked Questions

Question	Answers
How do I get notifications?	Email notifications will be sent to your contact person. The primary contact person will receive all status updates, notifications, or also SAP official notifications based on the email used at the time of registration. You are able to maintain your primary contact person and other designated users' roles via SAP ARIBA network. SAP ARIBA has tutorials specific for maintaining sap user roles under www.ariba.com
What if an invite is sent to the wrong supplier contact?	You should not forward the invitation but rather get in touch with the contact mentioned on the Centrica invitation and ask them to send the invitation to another user. Centrica may perform checks to validate the new contact
What is the process if you do not receive email notification for registration?	Suppliers who fail to receive SAP ARIBA invitations or email notifications should contact vendrequ@centrica.com. The Centrica Support team will be able to re-trigger the invitation and email notifications as required. Please also check if the invitation email has potentially been moved to your SPAM folder
Where can I find additional support on the Ariba Network?	If you need to recover your Ariba® Network password, Contact SAP® Ariba® support via chat, email, or complete their Supplier Web Form. Alternatively, access the Help Centre on https://supplier.ariba.com for more information and training on how to use the Ariba® Network The Centrica Supplier site also has training documentation
Who can I contact for more information?	Centrica has a supplier page that provides background to the onboarding process and training guide If you require any additional support contact us at: Group.AccountsPayable@centrica.com

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