



**Heritage**  
**PETROLEUM**  
COMPANY LIMITED

# Heritage Supplier Self-Registration Using SAP Ariba User Guide



**SAP Ariba** 

# Learning Objectives

- ✓ To Create a Supplier Account on Ariba Network
- ✓ To Complete and Submit the Heritage Registration Questionnaire



## Key Benefits of Supplier Self-Registration



Automated registration to approval process to reduce registration cycle time



Elimination of sending and receiving Due Diligence, Supplier Prequalification and HSSE forms via email



Suppliers will receive alerts on their status in the registration process



Supplier information cannot be duplicated as a result of the stringent system checks



Suppliers can submit applications with large supporting documents



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## I. Context

Heritage Supply Chain Department has approved your Supplier Self-Registration Request and you have received a link to register a free Supplier Account on SAP Ariba Network to enable digital collaboration with Heritage.



## The Registration Process





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## Invitation Email

Click on “Click Here” to proceed to SAP Ariba Network Supplier account registration or to log in.

### **Register as a supplier with Heritage Petroleum Company Limited - TEST**

Hello!

Desiree Lord has invited you to register to become a supplier with Heritage Petroleum Company Limited - TEST. Start by creating an account with Ariba Network. It's free.

Heritage Petroleum Company Limited - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If SLP Test Vendor 5 - 26.10.2020 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now



## Ariba Network Log In

If your company already has a registered SAP Ariba Network account, kindly **Log In** directly and avoid registering a new supplier account

The screenshot shows the SAP Ariba Network login page. At the top, there is a dark blue header with the SAP logo and the text 'Ariba Proposals and Questionnaires'. Below the header, the user is greeted with 'Welcome, Ian Steadman'. A yellow banner contains the text 'Have a question? Click here to see a Quick Start guide.' The main content area includes the following text: 'Sign up as a supplier with Heritage Petroleum Company Limited - TEST on SAP Ariba.', 'Heritage Petroleum Company Limited - TEST uses SAP Ariba to manage procurement activities.', and 'Create an SAP Ariba supplier account and manage your response to procurement activities required by Heritage Petroleum Company Limited - TEST.' To the right of this text is a blue 'Sign up' button. Below this, there is a section for existing users: 'Already have an account?' followed by a blue 'Log in' button, which is highlighted with a red border. The bottom section is titled 'About Ariba Network' and contains a paragraph explaining the benefits of the Ariba Network, followed by a bulleted list of features: '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', and 'Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities'. The page ends with the text 'Moving to the Ariba Network allows you to log into a single location to manage:'.

SAP Ariba Proposals and Questionnaires

Welcome, Ian Steadman

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

Sign up as a supplier with **Heritage Petroleum Company Limited - TEST** on SAP Ariba.

Heritage Petroleum Company Limited - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Heritage Petroleum Company Limited - 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 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:



## Ariba Network Sign Up

If your company does not have a registered SAP Ariba Network supplier account, please continue by **Signing Up** here.

The screenshot shows the SAP Ariba Network sign-up page. At the top, there is a dark blue header with the SAP logo and the text "Ariba Proposals and Questionnaires". Below the header, the page greets the user with "Welcome, Ian Steadman". A yellow banner contains the text "Have a question? Click here to see a Quick Start guide." Below this, the page instructs the user to sign up as a supplier with "Heritage Petroleum Company Limited - TEST" on SAP Ariba. It states that the company uses SAP Ariba to manage procurement activities and prompts the user to create an SAP Ariba supplier account. A blue "Sign up" button is highlighted with a red border. Below this, there is a "Log in" button for users who already have an account. The page also includes a section titled "About Ariba Network" which explains that the Ariba Network is the user's entryway to all Ariba seller solutions and lists several benefits: responding more efficiently to customer requests, working more quickly with customers, strengthening relationships, reviewing pending sourcing events, and applying the company profile across Ariba Network, Ariba Discovery, and Ariba Sourcing activities.

SAP Ariba Proposals and Questionnaires

Welcome, Ian Steadman

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

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Moving to the Ariba Network allows you to log into a single location to manage:





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## Please Note

**1.**

You will now be registering your company with SAP Ariba and the following data will be processed according to SAP Ariba's Terms and Conditions and Privacy Statement.

**2.**

This account registration will enable your company to digitally collaborate with Heritage.



## Ariba Network Sign Up

Kindly verify the pre-populated data for correctness and complete the form by setting up your Ariba Network Username and Password. This will allow you to log in to your Supplier account and further administer it.

**Company information**

\* Indicates a required field

Company Name: \* SLP Test Vendor 5 - 26.10.2020

Country/Region: \* Trinidad and Tobago [TTO]

Address: \* 111 East Street

Line 2

City: \* San Fernando

State: San Fernando [TT-SFO]

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.

**User account information**

\* Indicates a required field

Name: \* Ian Steadman

Email: \* ian.steadman@heritage-tt.com

Use my email as my username

[SAP Ariba Privacy Statement](#)

Must be in email format(e.g

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.

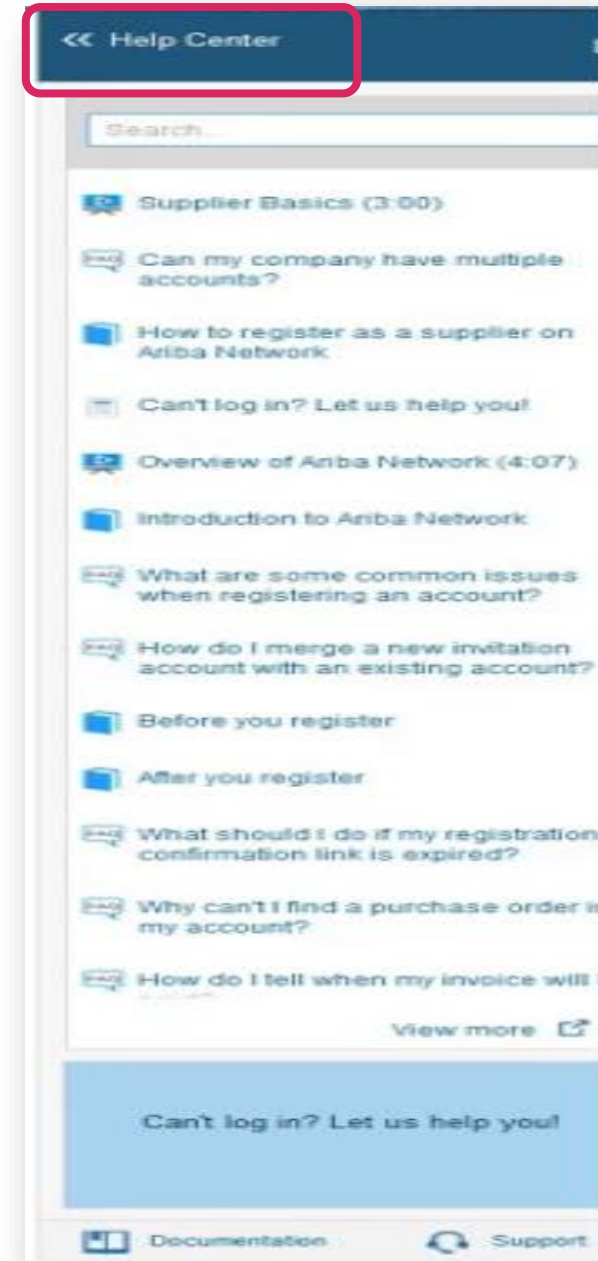
I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

[Create account and continue](#) [Cancel](#)

## Ariba Network Help Center

Should you require help with SAP Ariba Network account registration, visit the SAP Ariba Help Center for documentation and support channels.





## Ariba Network Sign Up

Finalize your company's Ariba Network account and select "Create account and continue"

Company information

\* Indicates a required field

Company Name: \* SLP Test Vendor 5 - 26.10.2020

Country/Region: \* Trinidad and Tobago [TTO]

Address: \* 111 East Street

Line 2

City: \* San Fernando

State: San Fernando [TT-SFO]

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.

User account information

\* Indicates a required field

Name: \* Ian Steadman

Email: \* ian.steadman@heritage-tt.com

Use my email as my username

[SAP Ariba Privacy Statement](#)

Must be in email format(e.g

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](#)

Create account and continue Cancel



## Self-Registration

Now you can finalize your registration with Heritage Petroleum Company by submitting the remaining required data on the “Corporate & Financial Questionnaire”

Ariba Sourcing

< Go back to Heritage Petroleum Company Limited - TEST Dashboard

Company Settings | Ian Steadman

Desktop File Sync

Time remaining 29 days 23:49:08

Console Doc106737404 - Corporate & Financial Questionnaire

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 Organisation Details

2 Type of Organization

3 Organization Registr...

4 Professional and Bus...

All Content

1.1 Name of Organisation \*

SLP Test Vendor 5 - 26.10.2020

Show More

Street:  House Number:

Street 2:

Street 3:

1.2 Registered Address/  
Principal Place of Business

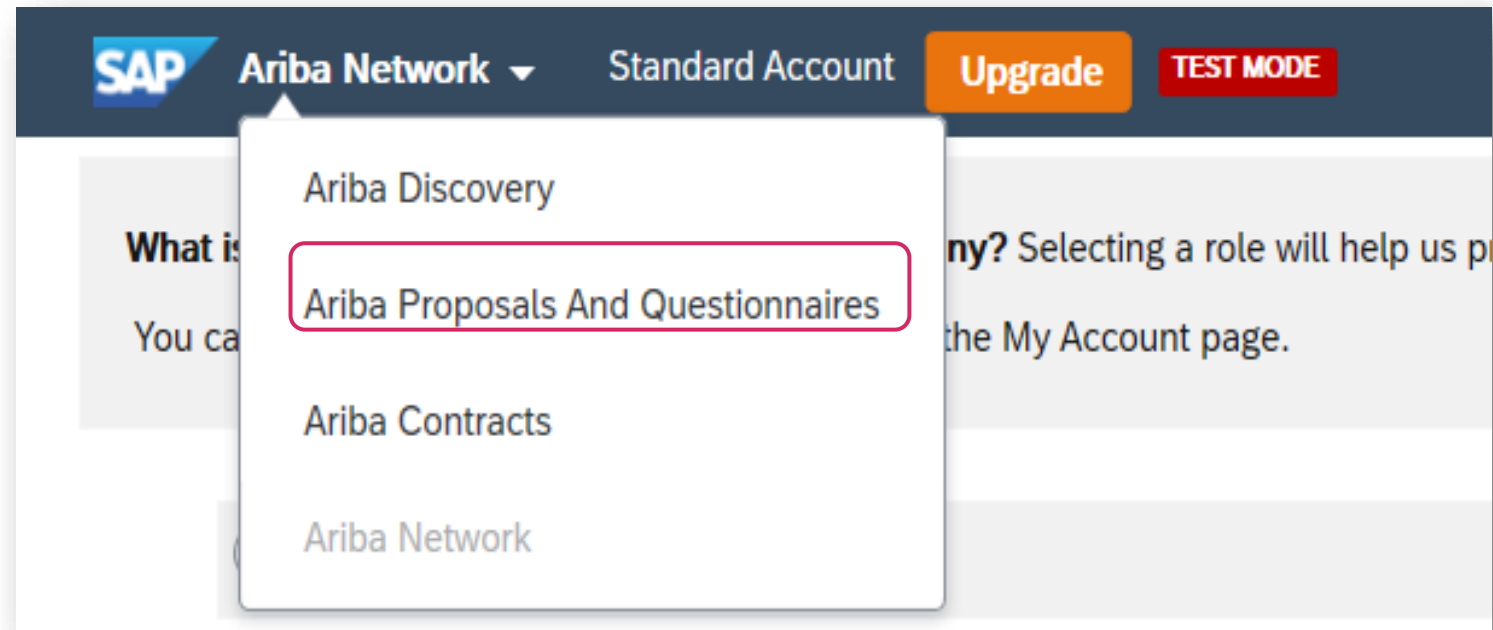
(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



## Self-Registration

If you are unable to find the Corporate & Financial Questionnaire in your account, please navigate to: **Ariba Network > Ariba Proposals and Questionnaires**





## Self-Registration

From your “Ariba Proposals and Questionnaires”

Dashboard navigate to:

**Registration Questionnaires**

**Section > Corporate &**

**Financial Questionnaire**

SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE ? MD

HERITAGE PETROLEUM COMPANY LIMITED - TEST

There are no matched postings.

Welcome to the **Ariba 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	Participated
▼ Status: Completed (1)				
<a href="#">Vegetation management RFP 10th November</a>	Doc114601246	11/13/2020 2:46 PM	RFP	Yes
▼ Status: Pending Selection (1)				
<a href="#">Vegetation RFI Nov 10th</a>	Doc114233510	11/11/2020 2:59 PM	RFI	Yes

### Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
<a href="#">Corporate &amp; Financial Questionnaire</a>	Doc112575263	12/2/6103 2:35 PM	Registered



## Self-Registration

Now you can finalize your registration with Heritage by submitting the remaining required data on the “Corporate & Financial Questionnaire”

**Ariba Sourcing** Company Settings Ian Steadman

[< Go back to Heritage Petroleum Company Limited - TEST Dashboard](#) Desktop File Sync

Console Doc106737404 - Corporate & Financial Questionnaire Time remaining 29 days 23:49:08

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 Organisation Details

2 Type of Organization

3 Organization Registr...

4 Professional and Bus...

**All Content**

Name ↑	
▼ 1 Organisation Details	
1.1 Name of Organisation	* SLP Test Vendor 5 - 26.10.2020
	* Show More
	Street: <input type="text"/> ⓘ House Number: <input type="text"/>
	Street 2: <input type="text"/> ⓘ
	Street 3: <input type="text"/> ⓘ
1.2 Registered Address/ Principal Place of Business	<input type="text"/>

(\*) indicates a required field

**Submit Entire Response** | Save draft | Compose Message | Excel Import





# Thanks For Viewing

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To learn more about Ariba, kindly visit our Vendor Management page on  
[www.heritage.co.tt](http://www.heritage.co.tt)