

Talent | Technology | Trust"



## Grace Supplier Registration and Qualification in Ariba

Prepared for potential future suppliers.

September, 2020



# The Supplier Lifecycle Performance process involves the following key components...



# Supplier Registration Process



#### Below is a sample of the email invitation a supplier receives. It is an invitation to create an account in the Ariba Network (AN) and register to be a Grace supplier.

WR Grace - TEST

Register as a supplier with WR Grace - TEST

Hello!

Eswar Prasad Yadav Darsi has invited you to register to become a supplier with WR Grace - TEST. Start by creating an account with Ariba Network. It's free.

WR Grace - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Demo Supplier 6 already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

The supplier will **Click Here** to sign up on the AN and answer the registration questions.

Supplier Supplier Supplier Preferred Registration Qualification Supplier Status

### **SAP Ariba SLP Supplier Registration**



Once the supplier follows the link in the email the supplier is redirected to the Ariba website. The supplier can click "Sign up" to create an Ariba Network ID, or click "Log In" if they already have an existing account.

Arit	ba Sourcing		Help Center	»
	Welcome, Demo Supplier 10			
	Have a question? Click here to see a Quick Start guide.			
	Welcome to the Ariba Network. WR Grace - 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. completed the registration, you will be able to:	Once yo	u have	
	<ul> <li>Respond more efficiently to your customer requests</li> <li>Work more quickly with your customers in all stages of workflow approval</li> <li>Strengthen your relationships with customers using an Anba Network solution</li> <li>Review pending sourcing events for multiple buyers with one login</li> <li>Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities</li> </ul>			
	Moving to the Ariba Network allows you to log into a single location to manage:			
	<ul> <li>All your Ariba customer relationships</li> <li>All your event actions, tasks and transactions</li> <li>Your profile information</li> <li>All your registration activities</li> <li>Your contact and user administrative tasks</li> </ul>			
	The supplier must choose either option to access the registration questionnaire and submit their responses to Grace.			



#### If the supplier chooses to Sign Up they will be directed to create an Ariba account. Below is an example of the information required by Ariba .

ed by WR Grace - TEST.			Create account and continue Cancel	
		* Indicates a required field		
~	If your company has more the You can enter more addresse	nan one office, enter the main office address. es such as your shipping address, billing		
	address or other addresses la	ater in your company profile.		
U	ser account information			
			* Indicates a required field SAP Ariba Privacy Statement	
	Frank: *	kolaishna@deloitle.com		
~	Username *	Use my email as my username	Must be in email format(e.g.john@newco.com) (0)	
	Passwood: *	Centra to AcAmerica Bageronae Com	Must contain a minimum 8 characters including letters and numbers. $\textcircled{0}$	
	Language	English V	The language used when Ariba sends you configurable notifications. This is different than your web $\mathbb{h}_{\mathrm{set}}$ .	
	Email orders to: *	kokrishna@deloitte.com	Customers may send you orders through Ariba Helsonk. To send orders to multiple contacts in your organization, create a distribution list and inter the email address here. You can change this anytime.	
Supplier 10	ell us more about your business	5 🕨		
Ariti Proto By the	as will make your company profile, which includes the ba file page after you have finished your registration. Clicking the Create account and continue button, you exp computer systems on which the Ariba services are hoste	sic company information, available for new business opportunities to oth rressly acknowledge and give consent to Ariba for your data entered into d (located in various data centers globally), in accordance with the Ariba	er campanies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company this system to be transformed coulde the European Linco. Runales Federation or other juriedction where you are loosted to Acide and Princey Batement, the Terms of Use, and applicable linc.	
You write	have the right to access and modify your personal data tee notice to Ariba. If you are a Russian ottreen residing ding within the Russian federation. I have read and agree to the Terms of Use	from within the application, by contacting the Ariba administrator within within the Russian Federation, You also expressly confirm that any of you	you organization or Ariba. Too. The consert shall be in effect from the moment it has been granted and may be revoked by pror or personal data entered or modified in the system has previoually been captured by your organization in a separate data repository.	
	- record of the digits in vitration on the Child (2008)			Create account and confinion
	Supplier 10	User account information User account information User account information Userace Enail of the account information Userace Enail of the account information Language Enail of the account information Language Enail of the account o	User account information User account informa	Supplier 10

Request

#### W. R. Grace & Co. | Confidential

Qualification

Supplier Status



After an account has been created, or the supplier has signed into their existing account, they will be directed to complete the Grace Registration Questionnaire.

This questionnaire consists of 5 sections:

- Supplier Information
- Supplier Financial Information
- Grace Standard Purchasing Terms & Conditions
- Acknowledgements

You can also access this questionnaire by going to <u>proposals.seller.ariba.com</u> and locating it on your Grace dashboard.

Registration Questionnaires						
Title	ID	End Time ↓				
▼ Status: Completed (1)						
Supplier registration questionnaire	Doc2581201833	8/26/2020 10:53 AM				

After the supplier signs up and enters the required details on the registration questionnaire, the supplier submits the registration. The registration must then be approved Grace before the supplier can be created in our ERP system and synced to Ariba. Below is the main supplier dashboard where the status of the registration is shown.

Ariba Sourcing	Test Mode				÷	Company Settings <b>v</b>	Demo Supplier 6 🔻	Help Center »
WR GRACE - TEST								
There are no malched postings.	Welcome to the Ariba Spend Mana	gement site. This site assist	s in identifying world class supplie	rs who are market leaders in quality, service	e, and cost. Ariba, Inc. administers thi	s site in an effort to ensure ma	rket integrity.	
	Events							
	Title	ID	End Time ↓		Event Type			
				No items				
	Registration Questionnaires							
	Title			ID	End Time ↓		Status	
	Status: Open (1)  Supplier registration questionnaire			Doc1433325957	8/17/2019 12:23 AM		Registered	
L	Qualification Questionnaires						5	J
	Title	ID	End Time ↓	Commodity		Regions 5	itatus	
	▼ Status: Completed (1)							
	Supplier qualification questionnaire	Doc1433432	276 8/17/2018 12:36 A	M Heavy construction machin.	View more	PA Pennsylvania F	Pending Qualification App	roval



### **REGISTERED SUPPLIERS**

For most new suppliers, after the Registration has been approved they will become transactional with Grace and the following tasks can take place in Ariba:

- PO's can be submitted
- Order Confirmations submitted
- Invoices posted and processed

#### **QUALIFIED SUPPLIERS**

In some cases additional Qualification Tasks may be required. Some examples of these are:

- Direct Material Suppliers
- Suppliers with an estimated annual spend over certain thresholds determined by Grace
- Suppliers who Grace deem required complete Environmental Health & Safety related tasks
- Suppliers who Grace would like to label as Preferred Suppliers in their category

Supplier Qualification Process



If the Grace Category Manager, Senior Buyer, or member of the Procurement Operations team has determined that a supplier must be qualified. They will reach out to a member of the Operations team to initiate the qualification by sending the appropriate Qualification Questionnaire (examples below)

Confirm questionnaires to send

QUESTIONNAIRE ID	QUESTIONNAIRE NAME
Doc2580093220	Direct Supplier
Doc2580093221	Direct Service Provider
Doc2580093222	Direct Distributor
Doc2580093223	Direct Repacker
Doc2580093224	Direct Toller
Doc2580093225	Direct Contract Manufacture
Doc2580093226	Supplier Code of Conduct
Doc2580093230	Catalog Supplier Qualification Questionnaire



The supplier will receive email notifications inviting them to complete the designated questionnaires. The supplier can then access the questionnaire through the email, or by going to proposals.seller.ariba.com and logging in there.

#### Example Supplier Dashboard

#### Registration Questionnaires

Title	ID	End Time 👃	Commodity				Regions			Status
▼ Status: Open (1)										
Supplier registration questionnai	re Doc2581201833	9/1/2021 2:48 PM	Plumbing and heating and,	Building construction and, I	Building and Construction	View more	5245 5245	Norco, LA (US), 5241 5241-Baton Rouge, LA	View more	Registered
Qualification Questionna	ires									
Title	ID	E	ind Time 🕴	Commodity		I	Regions		Status	
▼ Status: Open (2)										
Supplier Code of Conduct	Doc25901995	41 10	0/1/2020 2:53 PM	Industrial pipe and pipin	View more	ι	USA United States of Ame	r View more	Qualification Started	
Direct Service Provider	Doc25901995	36 9/	/1/2020 3:23 PM	Industrial pipe and pipin	View more	ι	USA United States of Ame	r View more	Qualification Started	

In the above example of a Registered Supplier's dashboard you will see there are two qualification questionnaires to be completed.



After the supplier completes the requested questionnaire(s) there is an internal approval workflow within Grace (example below).

Not Qualified	Start Internal Assessm	ient		Project Own	er Jonas Jr Michael Approval for supplier of	Culala Maria Esme	ralda	]	Qualified
▼ Tasks (2)								©Activ	ity
Pending Tasks (1)	Artise by	Start data	Dua data					M	O February 240 2019 Document Task Start Date changed from (no value) to Sun, 24 Feb, 2019
Approval for supplier qualification	Culala Maria Esmeralda	Feb 24, 2019	Due dale					JM	© February 24th 2019 Document Task Status changed from InActive to Active
Complete Tasks (1)								JM	© February 24th 2019 Document Task Owner changed from Project Owner to Jonas
Name Start Internal Assessment	Completed by Jonas Jr Michael	Start date Feb 24, 2019	Due date				View	M	O February 24th 2019     Document Task Original Owner changed from null to Project     Owner
▼ Questionnaires (1)								JM	© February 24th 2019 Document Task AltStatus changed from (no value) to In Approval
Complete (1)								JM	© February 24th 2019 Approval Request changed
Name Supplier qualification questionnaire	Received on Feb 19, 2019	Received from Jonas Jr Michael					View	JM	© February 24th 2019 Document Task Start Date changed from (no value) to Sun, 24 Feb, 2019
								JM	© February 24th 2019 Document Task End Date changed from (no value) to Sun, 24 Feb, 2019
								JM	© February 24th 2019 Document Task Status changed from InActive to Completed

### **SAP Ariba SLP Supplier Qualification**

Grace may also designate a Qualified Supplier as a Preferred Supplier in the future. The below graphic displays the Supplier Lifecycle within Ariba.



GRACE



Talent | Technology | Trust<sup>™</sup>

## Thank you.

#### -Grace Procurement Operations Team