





Guide: Updating Supplier Registration Info in Ariba

<u>Audience:</u> Suppliers already registered with Grace on Ariba

September 2020



Ariba Supplier Lifecycle & Performance



Grace uses Ariba's Supplier Management platform, also called Supplier Lifecycle & Performance (SLP) to further interact with our suppliers through the following activities

- Bidding invitations
- Requests for Information, Proposals, Quotes (RFx)
- Questionnaires to learn more about suppliers
- Request Certificates
- Onboard New Suppliers Registration

When Grace went live on Ariba all <u>new</u> suppliers needed to complete Registration through Ariba SLP. Existing suppliers were migrated into Ariba and only need to go through the registration process if they have been deactivated due to inactivity, or they need to change their vendor profile information. Registering does not require a new Ariba account to be created.

If you have already completed Grace's Supplier Registration Questionnaire and have a status of Registered, the following slides detail how to make any changes to the information you provided during Registration.



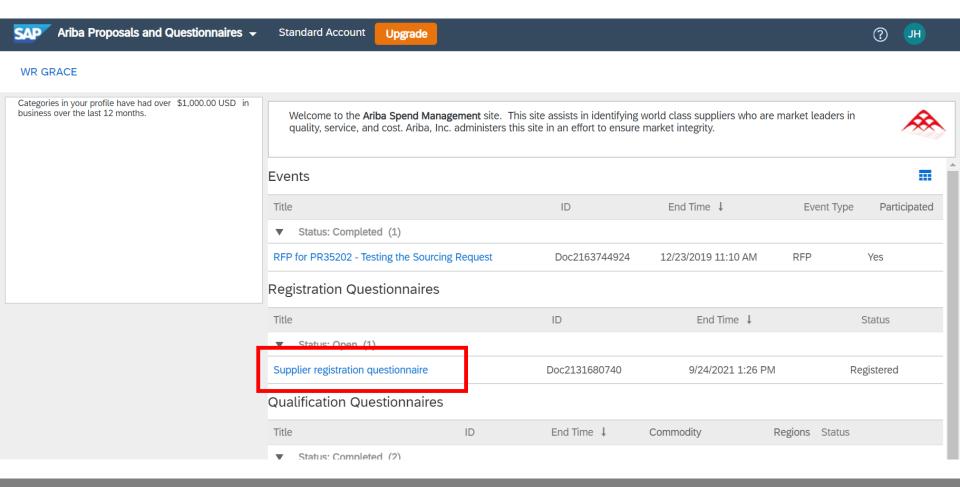
What type of information can be edited in the new Registration Questionnaire template?

- Contact information Address, Email Contact, Account Manager info,
 Phone Number, Remit-to contact information
- Industry Info DUNS number, services provided, currency & language preferences
- Financial Info Bank details, Tax IDs, W9 or W-8BEN-E documents
 - ▶ Note: W9 and W-8BEN-E forms should be signed and dated within the last 12 months.
 For forms and instructions click the links below:
 - W8-BEN-E form
 - W8-BEN-E form instructions
 - W9 form
 - W9 form instructions

How to access & update Registration data



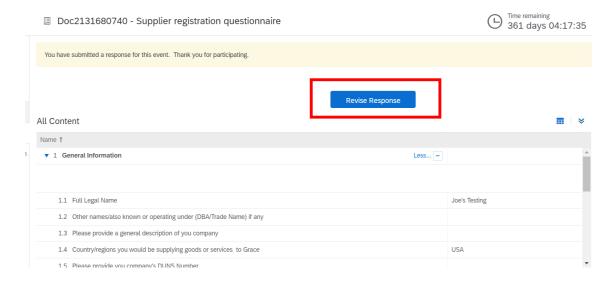
- Go to <u>proposals.seller.ariba.com</u> and log into the Ariba account that you have registered with Grace.
- From the Grace dashboard, click on the Registration Questionnaire:



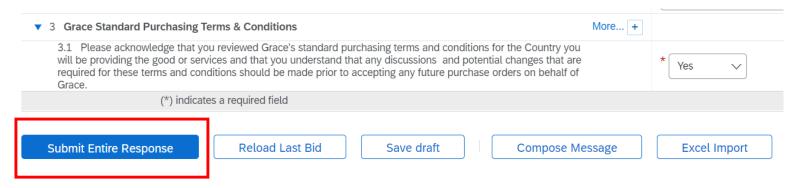
How to access & update Registration data



After opening the Registration Questionnaire, click the Revise Response button at the top. This will enable edits to your Registration Questionnaire.



Once you have completed your updates, click the "Submit Entire Response" button at the bottom of the questionnaire.



Approval Process



- After you have submitted the updated Registration Questionnaire an approval task flow will be initiated in Ariba.
- Grace's Master Data Management (MDM) team will be notified by a system generated email. They will review any changes and update our ERP system records as necessary, then complete the approval task.
- Prior to approval, the MDM team may reach out directly to the supplier with any questions or requests for additional information.

Important Banking Information Note:

If any banking details have changed, we ask that you upload a Bank Certificate and attach a written request on your company's letterhead that confirms this updated information. You need to answer "Yes" to 4.22 so section 4.23 Supplier Profile Update appears.

