

The logo for GRACE, with the word "GRACE" in a bold, green, sans-serif font.

Talent | Technology | Trust™

A dark blue background featuring a network diagram of interconnected nodes and lines.

Guide: Updating Supplier Registration Info in Ariba

A blue background featuring a network diagram of interconnected nodes and lines.

Audience: Suppliers already
registered with Grace on Ariba

September 2020

A light green background featuring a network diagram of interconnected nodes and lines.

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 new 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](#)

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

Categories in your profile have had over \$1,000.00 USD in business over the last 12 months.

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) | | | | |
| RFP for PR35202 - Testing the Sourcing Request | Doc2163744924 | 12/23/2019 11:10 AM | RFP | Yes |

Registration Questionnaires

| Title | ID | End Time ↓ | Status |
|---|---------------|-------------------|------------|
| ▼ Status: Open (1) | | | |
| Supplier registration questionnaire | Doc2131680740 | 9/24/2021 1:26 PM | Registered |

Qualification Questionnaires

| Title | ID | End Time ↓ | Commodity | Regions | Status |
|-------------------------|----|------------|-----------|---------|--------|
| ▼ Status: Completed (2) | | | | | |

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.

- 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.

| | | |
|--|----|--|
| 4.22 Are you already a registered supplier with Grace and making changes to your bank information? | No | <input checked="" type="radio"/> Yes |
| ▼ 4.23 Supplier Profile Update | | |
| 4.23.1 If you are making updates to your bank information, please attach a Bank Certificate from your bank that lists the updated information. | | <input type="text"/> |
| 4.23.2 Please attach a written request on your company's letterhead outlining all bank information changes being requested. | | <input type="text"/> |
| 4.23.3 Please advise if you have any current payments scheduled in the system that can be paid to the existing bank account, or if the payments should be put on pause until the changes have been made in the system. Please note that due to the review and approval process to updated bank changes it will take 15 business days to make the change. | | Hold all payments until bank change request is processed and pay all outstanding invoices to new account |