

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

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A dark blue background with a network pattern of light blue circles and lines.

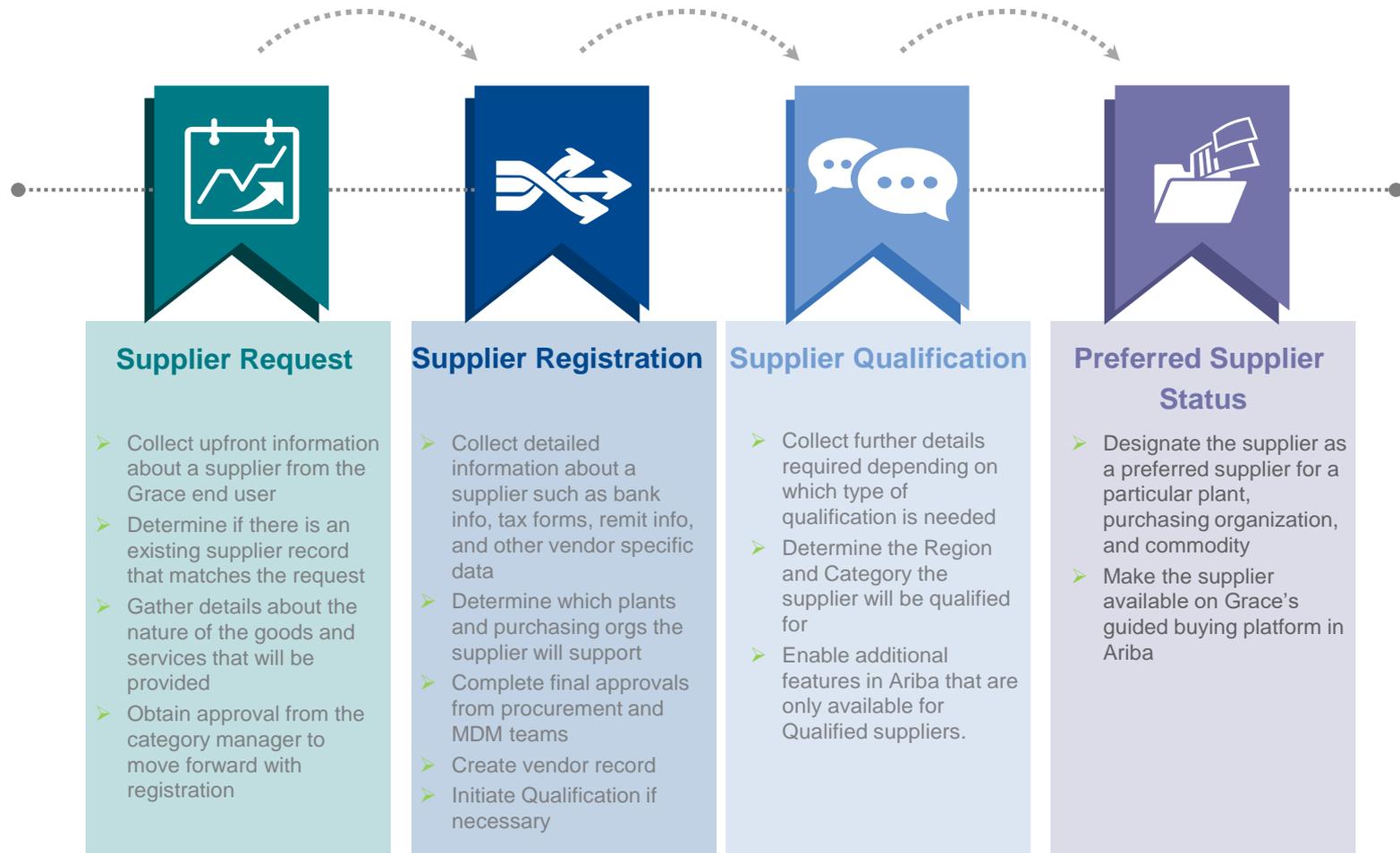
Grace Supplier Registration and Qualification in Ariba

A blue background with a network pattern of light blue circles and lines.

Prepared for potential future
suppliers.

September, 2020

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





Supplier Registration Process

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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.



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.

The screenshot shows the Ariba Sourcing interface for a demo supplier. At the top, it says "Ariba Sourcing" and "Help Center >>". Below that, it says "Welcome, Demo Supplier 10". There is a yellow banner that says "Have a question? Click here to see a Quick Start guide." Below that, it says "Welcome to the Ariba Network. WR Grace - TEST has invited you to a sourcing event." There are two buttons: "Sign up" and "Log in". Below that, it says "About Ariba Network" and "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:" followed by a list of benefits. Below that, it says "Moving to the Ariba Network allows you to log into a single location to manage:" followed by a list of tasks.

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 .

The screenshot displays the SAP Ariba SLP Supplier Registration process. It is divided into two main sections: "Company information" and "User account information".

Company information:

- Company Name: Demo Supplier 10
- Country: United States [USA]
- Address: 555 12th St. NW, Suite 400, Line 3, City: DC, State: Washington, Zip: 20004

User account information:

- Name: Demo Supplier 10
- Email: kokishna@deloitte.com
- Username: demo10.kokishna@deloitte.com
- Password: [Redacted]
- Language: English
- Email orders to: kokishna@deloitte.com

At the bottom of the form, there are two checked checkboxes:

- I have read and agree to the Terms of Use
- I have read and agree to the SAP Ariba Privacy Statement

Buttons for "Create account and continue" and "Cancel" are present at the top right and bottom right of the form.



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 proposals.seller.ariba.com 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 ▾ Demo Supplier 6 ▾ Help Center >>

WR GRACE - 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
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc1433325957	8/17/2019 12:23 AM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier qualification questionnaire	Doc1433432276	8/17/2018 12:36 AM	Heavy construction machin... View more	PA Pennsylvania	Pending Qualification Approval



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

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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
<input type="checkbox"/>	Doc2580093220	Direct Supplier
<input type="checkbox"/>	Doc2580093221	Direct Service Provider
<input type="checkbox"/>	Doc2580093222	Direct Distributor
<input type="checkbox"/>	Doc2580093223	Direct Repacker
<input type="checkbox"/>	Doc2580093224	Direct Toller
<input type="checkbox"/>	Doc2580093225	Direct Contract Manufacture
<input type="checkbox"/>	Doc2580093226	Supplier Code of Conduct
<input type="checkbox"/>	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 questionnaire	Doc2581201833	9/1/2021 2:48 PM	Plumbing and heating and ..., Building construction and..., Building and Construction... View more	5245 5245-Norco, LA (US), 5241 5241-Baton Rouge, LA... View more	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (2)					
Supplier Code of Conduct	Doc2590199541	10/1/2020 2:53 PM	Industrial pipe and pipin... View more	USA United States of Amer... View more	Qualification Started
Direct Service Provider	Doc2590199536	9/1/2020 3:23 PM	Industrial pipe and pipin... View more	USA United States of Amer... 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).

The workflow diagram shows a sequence of steps: 'Not Qualified', 'Start Internal Assessment', 'Approval for supplier qualification' (highlighted in a blue box), and 'Qualified'. The 'Approval for supplier qualification' step is further broken down into three sub-steps: 'Project Owner', 'Jonas Jr Michael', and 'Culala Maria Esmeralda'.

Tasks (2)

Pending Tasks (1)

Name	Action by	Start date	Due date
Approval for supplier qualification	Culala Maria Esmeralda	Feb 24, 2019	

Complete Tasks (1)

Name	Completed by	Start date	Due date
Start Internal Assessment	Jonas Jr Michael	Feb 24, 2019	

Questionnaires (1)

Complete (1)

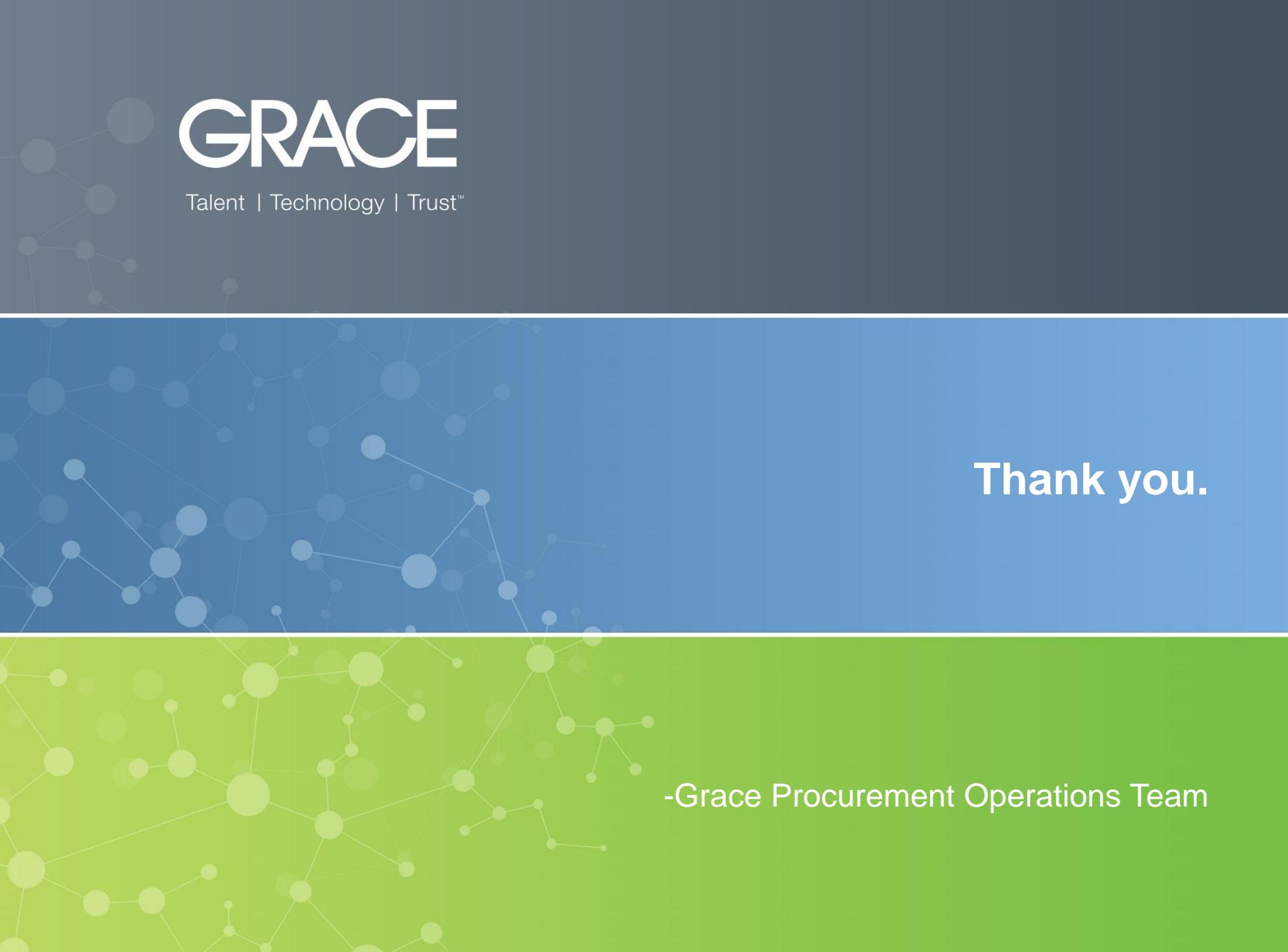
Name	Received on	Received from
Supplier qualification questionnaire	Feb 19, 2019	Jonas Jr Michael

Activity

- February 24th 2019**
Document Task Start Date changed from (no value) to Sun, 24 Feb, 2019
- February 24th 2019
Document Task Status changed from InActive to Active
- February 24th 2019
Document Task Owner changed from Project Owner to Jonas Jr Michael
- February 24th 2019
Document Task Original Owner changed from null to Project Owner
- February 24th 2019
Document Task AllStatus changed from (no value) to In Approval
- February 24th 2019
Approval Request changed
- February 24th 2019
Document Task Start Date changed from (no value) to Sun, 24 Feb, 2019
- February 24th 2019
Document Task End Date changed from (no value) to Sun, 24 Feb, 2019
- February 24th 2019
Document Task Status changed from InActive to Completed

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



A network diagram background consisting of interconnected nodes and lines, rendered in shades of blue and green, set against a dark blue gradient background.

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Thank you.

-Grace Procurement Operations Team