



SAP Ariba

Supplier Registration Guide

Table of Contents

1. ARIBA OVERVIEW / BENEFITS	3
1.1 Overview	3
1.2 What is Ariba?	3
1.3 What are Ariba's Benefits to Suppliers?.....	3
2. SUPPLIER REGISTRATION	3
2.1 How to Register.....	3
2.1.1 Step by Step Registration Guide	4
2.1.2 Completing the Supplier Profile Questionnaire.....	5
3. LINK TO THE SAP HELP CENTRE	6
3.1 SAP Help Centre Link.....	6

1. Ariba Overview / Benefits

1.1 Overview

This Supplier Guide is intended for suppliers wishing to participate in sourcing events with Hydro One.

1.2 What is Ariba?

SAP Ariba is a cloud-based solution that reduces cycle times and administrative burdens during the source to order process. Hydro One is now using Ariba to launch sourcing events and to manage contracts. New processes, such as online sourcing RFx, automated approvals and eSignature capabilities, will allow for reduced sourcing turnaround time and enhanced contract fulfillment.

IMPORTANT: SAP ARIBA is only compatible with the following browsers:

Browser	Requirements
Google Chrome	Version 66 or above
Mozilla Firefox	Version 60 or above
Apple Safari	Version 11.0 or above
Microsoft Edge	Version 41 or above

1.3 What are Ariba’s Benefits to Suppliers?

SAP Ariba provides key benefits to Hydro One suppliers, including:

Process Efficiencies	Increase Visibility
<ul style="list-style-type: none">• Contracts awarded faster with standard processes, such as online sourcing RFx and automated approvals, for quicker fulfillment• System generated notifications received well in advance of key milestone dates	<ul style="list-style-type: none">• Increased visibility through standard dashboards• Increased visibility through system generated reports• Ability to view all documents and communications in one repository• Total contract life cycle management

2. Supplier Registration

2.1 How to Register

All suppliers who wish to participate in a Sourcing Event are required to register with Hydro One using the Ariba Network. In order to register, Suppliers must first obtain an invite by sending a request to SupplierContact@HydroOne.com providing the following information:

- Full Legal Company Name (the legal name as it appears on company’s Certificate of Incorporation, Articles of Amendment or Master Business License, etc.).

- Complete Address (Street Name/Number, City, Province/State, Country, Postal Code/Zip)
- First & Last Name & email address for the initial administrator
- Phone #

Upon receipt of the email, an invite containing a registration link will be emailed to the company contact which will direct the Supplier to the registration process. During the registration process, Suppliers must complete the Supplier Questionnaire.



Register as a supplier with HYDRO ONE NETWORKS Inc. - TEST

Hello!

XXXXXXXXXXXX has invited you to register to become a supplier with HYDRO ONE NETWORKS Inc. Start by creating an account with Ariba Network. It's free.

HYDRO ONE NETWORKS Inc. uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If XXXXXXXXXXXX already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

2.1.1 Step by Step Registration Guide

a. Registration Page

Click on the provided link in the email invitation. The **Ariba Registration Page** will be displayed. Use the Sign-up button to continue the registration

b. Company / User Account Information

Provide information on the Company Information section and User Account Information section. Populate the required fields. (Note: a. Please fill-up the fields directly in the text box, do not Copy and Paste. b. Username has to be in email format - email used must be valid

c. Product/Service Categories and Ship-to/Service Locations

Use add/browse buttons to add Product/Service Categories and Ship-to/Service Locations

d. Terms & Conditions

Read and agree to the **Terms & Conditions** (Terms of Use and Ariba Privacy Statement) of Ariba.

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

Sign up as a supplier with HYDRO ONE NETWORKS Inc. - TEST on SAP Ariba.
 HYDRO ONE NETWORKS Inc. - TEST uses SAP Ariba to manage procurement activities.
 Create an SAP Ariba supplier account and manage your response to procurement activities required by HYDRO ONE NETWORKS Inc. - TEST

[Sign up](#) a

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:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Company information **b**

* Indicates a required field

Company Name: ABC Company Incorporated

Country/Region: Canada [CAN]

Address: 483 Bay Street

Line 2

Line 3

City: Toronto

Province: Ontario [CA-ON]

Postal Code: MSP 2G5

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: John Smith

SAP Business Network Privacy Statement

Email: abccompany@abcdefg.ca

Use my email as my username

Username: abccompany@abcdefg.ca

Must be in email format (e.g. john@newco.com)

Password: Enter Password

Repeat Password

Language: English

Email orders to: abccompany@abcdefg.ca

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business

Product and Service Categories: Enter Product and Service Categories Add -or- Browse

Project administration or plan... X

Ship-to or Service Locations: Enter Ship-to or Service Location Add -or- Browse

Ontario - Canada X Toronto (Mississauga) - O... X

Tax ID: 123456789 Enter your Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet.

I have read and agree to the Terms of Use

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue

2.1.2 Completing the Supplier Profile Questionnaire

a. Supplier Questionnaire

Complete additional profile information required in the **Supplier Questionnaire** and ensure that all required fields are completed*

*Basic Information, Proponent Ownership, Corporate Social Responsibility, Code of Business Conduct and Sourcing Event Stage

b. Submit Entire Response Button

Review your responses and select **Submit Entire Response**.

Note: Another email notification about your Account Information will be sent out by Ariba. Your submission will then be submitted to Hydro One for review and approval.

Note: **Save as Draft** can be used if you would like to continue answering questions at a later time.

Once submitted, your profile will then be submitted to Hydro One for review and approval. Upon approval, a system notification will be sent to your email.

c. Editing Submitted Registration Questionnaire

If needed, you will be able to edit your approved questionnaire from the 'Ariba Proposals and Questionnaires' section as shown below.

The screenshot shows the 'Ariba Sourcing' interface for a 'Supplier registration questionnaire' (Doc3335154442). The form is titled 'All Content' and includes several sections: 'Name 1', '1 General Supplier Information', '1.1 Legal Name' (containing 'ABC Inc'), '1.2 Doing Business Name' (containing '123 Ontario Ltd'), '1.3 Name 3', '1.4 Name 4', and '1.5' (containing instructions to attach a Certificate of Incorporation or Business Name Registration). A red asterisk indicates required fields. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A green circle 'a' highlights the 'Legal Name' field, and a green circle 'b' highlights the 'Submit Entire Response' button.

The screenshot shows the 'SAP Ariba Proposals and Questionnaires' dashboard for 'HYDRO ONE NETWORKS INC. - TEST'. The dashboard includes a welcome message, a table for 'Events', a table for 'Registration Questionnaires', a table for 'Qualification Questionnaires', and a table for 'Questionnaires'. The 'Registration Questionnaires' table has one entry: 'Supplier registration questionnaire' with ID 'Doc3343285784' and status 'In Registration'. A green circle 'c' highlights the 'Supplier registration questionnaire' link in the table.

Title	ID	End Time	Event Type	Participated
No Items				

Title	ID	End Time	Status
Status: Open (1)			
Supplier registration questionnaire	Doc3343285784	2/26/2022 9:33 AM	In Registration

Title	ID	End Time	Commodity	Regions	Status
No Items					

Title	ID	End Time	Commodity	Regions	Status
No Items					

3. Link to the SAP Help Centre

3.1 SAP Help Centre Link

Follow the <https://support.ariba.com/help> link to reach the SAP Help Centre in case of troubleshooting.