SAP Ariba

Supplier Registration Guide

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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
• Contracts awarded faster with standard processes, such as online sourcing RFx and automated approvals, for quicker fullfillment • System generated notifications received well in advance of key milestone dates	• 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.).

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- 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!

XXXXXXXXXXX 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 XXXXXXXXXXX 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.

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.

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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.

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.