



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.

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. An invitation will be emailed back containing a registration link which will direct the Supplier to the registration process. During the registration process, Suppliers must complete the Supplier Questionnaire and update their Profile.

Note: Upon receiving the invitation to register, you will need to complete the process in Ariba using **Google Chrome** or **IE11**.

Legacy Suppliers - Registration Invitation

Hydro One will be sending an email invite to the legacy suppliers to register with the Ariba Network. Once that email is received, supplier may follow the Step by Step Registration guide outlined below. If you are a legacy supplier and you have yet to receive an invitation from Hydro One, please send an email to SupplierContact@HydroOne.com requesting an invitation.

Note: Email invites will be sent to the main contact that originally setup the bidding account in the legacy system. This may not be the person responsible for contract negotiations with Hydro One.

2.1.1 Step by Step Registration Guide

1.

a Register

To do business with HYDRO ONE NETWORKS Inc. - TEST on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in: [Login](#)

Company information **b**

* Indicates a required field

Company Name*

Country*

Address*

City*

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.

Ariba Network light account is Free

Already have an account? [Login](#)

Strengthen relationships
Collaborate with your customer on the same secure network.

Connect faster

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#) **c**

d [Register](#) [Cancel](#)

a. Registration Page

Click on the provided link in the email invitation. The Ariba **Registration Page** will be displayed.

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. Email used must be valid.)

c. Terms & Conditions

Read and agree to the **Terms & Conditions** of Ariba.

d. Register Button

Ensure all details are correct. Once completed, select the **Register** button.

2.

SAP Ariba 



Dear Test Supplier 0722,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address and complete all required profile fields of your company profile as specified by HYDRO ONE NETWORKS Inc. - TEST.

[Click here to activate your Ariba account.](#) 

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=1O38U80kdeYKUROYeq6WVdJwszr4nVOW&anp=Ariba&app=Sourcing> 

After your registration process is complete, use the following URL to log in to your account:
<http://proposals.seller.ariba.com>

Sincerely,
The Ariba Team
<https://discovery.ariba.com>

e. Activate Account

Verify your email address by clicking the link provided in the email sent by Ariba following your registration. Click the 'Click here to activate your Ariba account' hyperlink or copy the link and paste it into a browser.

2.1.2 Completing the Supplier Profile Questionnaire

Once your email address has been verified, the Supplier Questionnaire would automatically be displayed.

1. **Your Ariba Commerce Cloud account is now active.**
HYDRO ONE NETWORKS Inc. - TEST requests that you complete additional profile information as part of their Supplier Profile C participate in HYDRO ONE NETWORKS Inc. - TEST events.

HYDRO ONE NETWORKS Inc. - TEST Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Changes you make below may be subject to approval before they are accepted.

Question a
▶ 5 Basic Information
▶ 6 Proponent Ownership
▶ 7 Corporate Social Responsibility
▶ 8 Code of Business Conduct A current copy of the code may be reviewed at http://www.hydroone.com/CodeofConduct The Proponent must conform with the following Code of Business Conduct. Failure to meet this requirement may result in your Proposal not being considered further.
▶ 9 Sourcing Event Stage

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 Button

Select **Submit** once you have reviewed your answers.

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.

2.

HYDRO ONE NETWORKS Inc. - TEST Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Submitted by aribasystem at 07/17/2017 10:08 PM

Save as Draft

Submit

Changes you make below may be subject to approval before they are accepted.

Question

▼ 9 Sourcing Event Stage

9.1 Have you recently responded to a Hydro One Sourcing Event? *

Yes



3.

HYDRO ONE NETWORKS Inc. - TEST Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Submitted by aribasystem at 07/17/2017 10:08 PM

Save as Draft



Submit

Changes you make below may be subject to approval before they are accepted.

Question

▼ 10 Tax Information

10.1 Provide the country in which your Corporate Address is located *

Canada

10.2 Do you have a GST / HST Registration Number? *

Yes

10.3 GST / HST Registration Number *

0100768779RT 0001

10.4 Do you have a QST Registration Number? *

Yes

10.5 QST Registration Number *

0100768779RT 0001

▼ 11 Bank Information

11.1 Provide the country in which your bank is located *

Canada

11.2 Institution Number (3 digits) *

Feedback

d. Tax / Bank Information

Tax Information and **Bank Information** sections (Section 10 and Section 11) are now visible. You must answer these questions and ensure that the information is correct. Select the **Submit** button once done.

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.

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.