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
• 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. 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. **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. (e)

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=1O38U80kdeYKUROYeg6WVdJwszr4nVOW&anp=Ariba&app=Sourcing (e)

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

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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.

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 ▼] **c**

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c. Section 9: Sourcing Event Stage

Once you have been approved as a registered supplier, you will be asked to update '**Section 9.1: Have you recently responded to a Hydro One Sourcing Event?**' to 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 **d**]   [**Submit**]

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

Question

▼ 10 Tax Information **d**

    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 **d**

    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.