

Ariba Registration – Dassault Systèmes’s Questionnaire

Description:

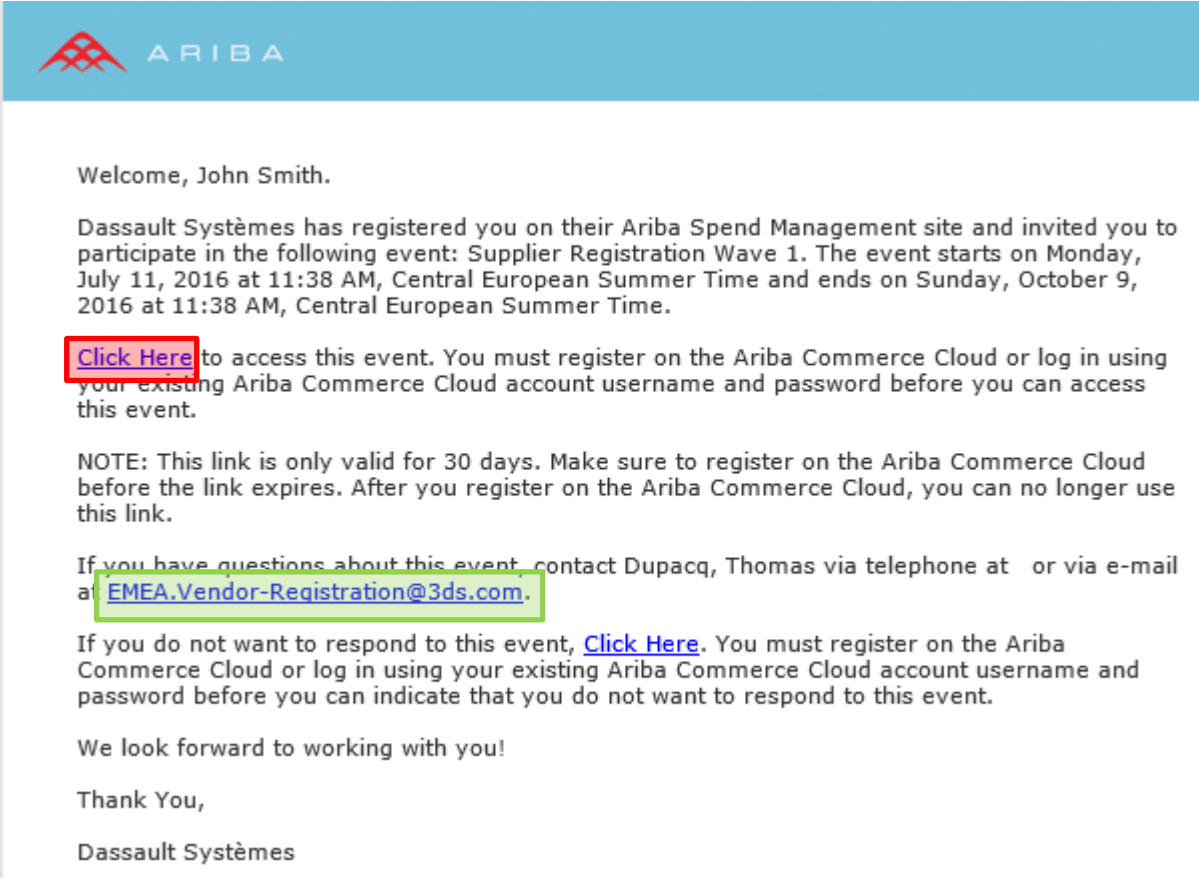
Dassault Systèmes has invited you to register into Ariba in order to fill in a questionnaire.

The purpose of this questionnaire is to collect the necessary information about your organization to be able to do business with Dassault Systèmes.

This process is done through 3 tools:

- Email
- Internet Browser
- Ariba Network = ecommerce website

In order to complete this process, please follow the **steps** listed below:

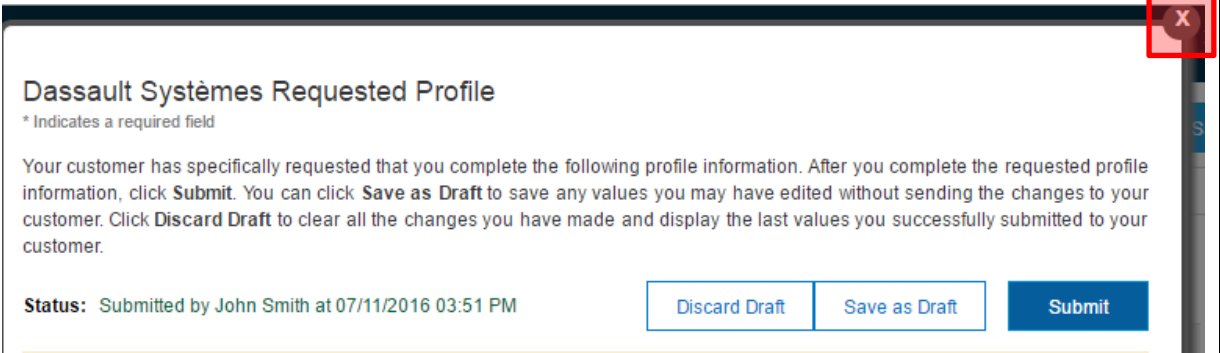
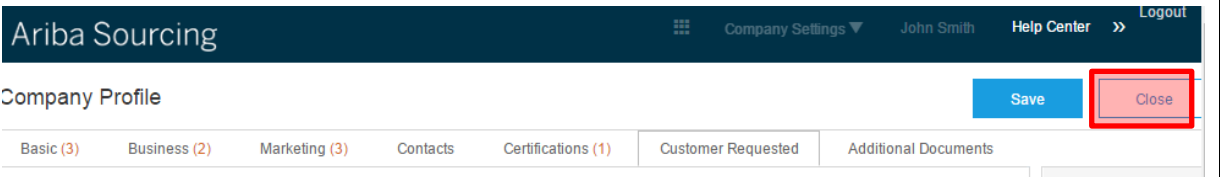
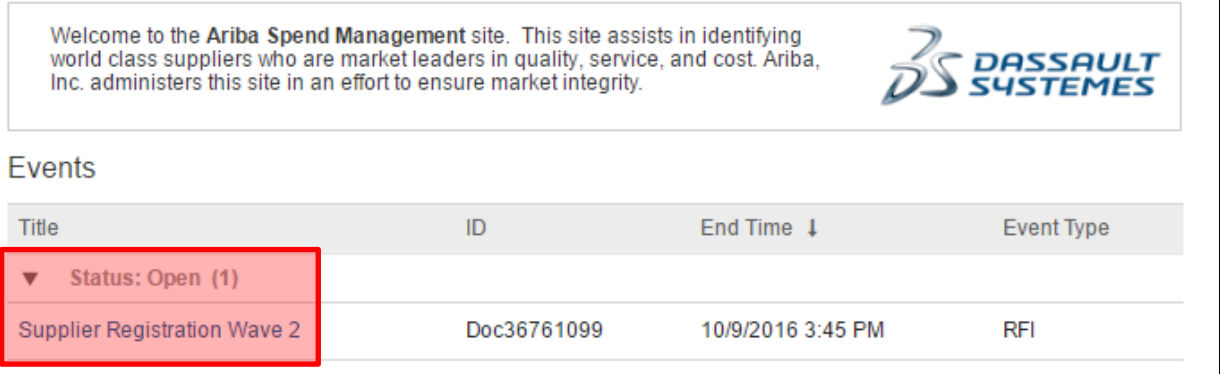
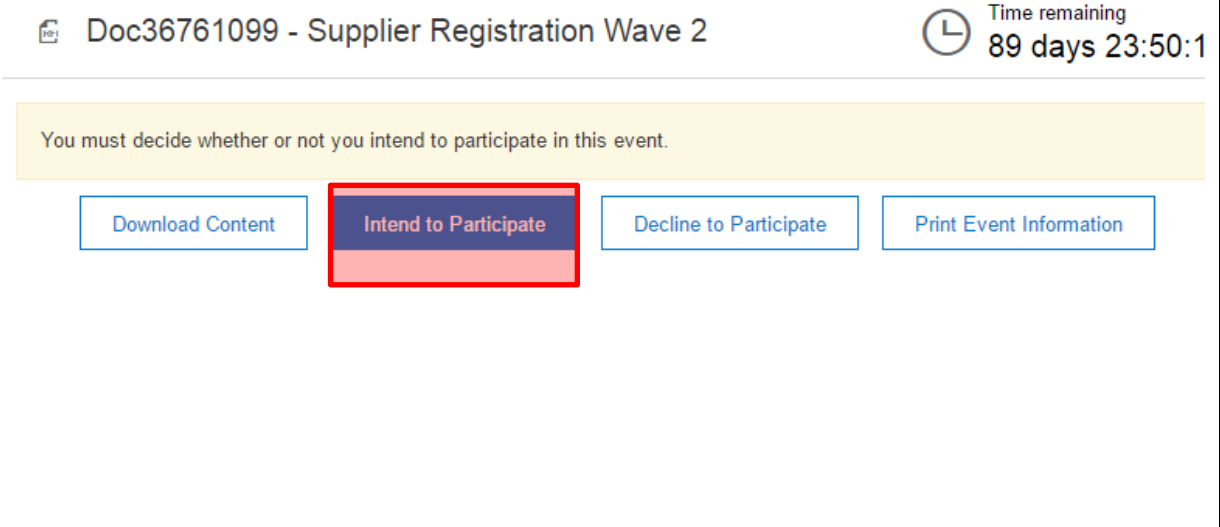
Step	Description
1.	<p>You will receive the following email:</p> <ul style="list-style-type: none"> • In order to access the questionnaire you have to click on the link Click Here • If you have any questions regarding the questionnaire, you may contact Dassault Systèmes through this email address • If you face any technical issue or you need to be guided through the platform, you may contact Ariba Support by phone 


Step	Description
	<div style="border: 1px solid blue; padding: 10px; background-color: #e0e0e0;"> <p>ARIBA Helpdesk Contact Information Please use the following information for Ariba Helpdesk: US Toll Free: +1 866 218 2155 Americas: +1 412 222 6153 Europe/Middle East/Africa: +44 20 7187 4144 Asia/Pacific: +65 6311 4745</p> </div>
<p>2.</p>	<p>After having clicked on the link Click Here, Ariba will bring you to this webpage:</p> <p>You can have access to the Ariba FAQ by clicking on the link: Click here to see a Quick Start Guide</p> <p>Welcome, John Smith</p> <div style="border: 1px solid blue; padding: 5px; background-color: #e0e0e0; margin: 10px 0;"> <p>Have a question? Click here to see a Quick Start guide.</p> </div> <p>Welcome to the Ariba Commerce Cloud. Dassault Systèmes has invited you to a sourcing event. Please complete registration for your account on the Ariba Commerce Cloud prior to accessing the sourcing event.</p> <p>Please complete your Ariba Commerce Cloud user account registration by clicking Continue. Note: If you click Continue and you already have an existing user account on the Ariba Commerce Cloud, Ariba Discovery or Ariba Network you will be creating a duplicate user account.</p> <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p>Click here if you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account 1</p> </div> <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p>Continue 2</p> </div> <p>Then you have 2 choices when connecting to the Ariba Network:</p> <ol style="list-style-type: none"> 1. If you already have an Ariba Account, you have to click on the first link 2. If you don't have an Ariba Account, you have to click on the Continue button
<p>3.</p>	<p>If you already have an Ariba Account, you have to click on the first link.</p> <p>Then you will be prompted to this webpage:</p>

Step	Description
	<p data-bbox="310 201 643 285">Enter Your Account Information</p> <p data-bbox="808 201 1040 285">* Indicates a required field</p> <p data-bbox="310 401 1065 558">Enter your Ariba Commerce Cloud, Ariba Discovery or Ariba Network username and password. After you successfully log in, your existing Ariba Commerce Cloud profile will become your Ariba Sourcing supplier profile.</p> <div data-bbox="295 611 1105 831" style="border: 1px solid green; padding: 5px;"> <p data-bbox="310 646 1073 695">Username: * <input type="text"/></p> <p data-bbox="310 743 1073 804">Password: * <input type="password"/></p> </div> <p data-bbox="451 848 646 919"> Forgot Username Forgot Password </p> <p data-bbox="269 947 1450 1020">You can log in via your Username and Password. And if you forgot your Username or Password, you have to click on one of the 2 links to reset them.</p> <p data-bbox="269 1083 1024 1115">Then go the <u>Step 6</u> in order to know how to proceed further.</p>
4.	<p data-bbox="269 1136 1414 1192">If you do not already have an Ariba Account, you have to click on the Continue Button in order to create yours.</p> <p data-bbox="269 1203 1450 1262">Then you will be prompted to fill in basic information regarding your Company such as your address, city, Product/Service Category you supply,...</p>

Step	Description
	<p>Enter basic company information</p> <p style="text-align: right;">* Indicates a req</p> <p>Company Name: * THDU ARIBA SUPPLIER 12</p> <p>Country * France [FRA] If your company more than one enter the main address. You can enter more addresses later company profile</p> <p>Address * rue Guy Moquet Line 2</p> <p>Postal Code * 75017</p> <p>City * Paris</p> <p>State</p> <p>Product and Service Categories: * Enter Product and Service Categories Add -or</p> <p>Ship-to or Service Locations: * Enter Ship-to or Service Location Add -or</p> <p>Tax ID: Optional Enter your Company Tax ID</p> <p>Vat ID: Optional Enter your company's five to twelve-digit value tax identification number. Do not dashes.</p>
<p>5.</p>	<p>Then the second stage is to fill information about your user profile. The user profile is important because it is where you define your Log In (Username) and Password to connect to Ariba.</p> <p>Enter user account information</p> <p>Name: * John Smith</p> <p>Email: * thomas.dupacq@sap.com</p> <p><input checked="" type="checkbox"/> Use my email as my username</p> <p>Username: * thomas.dupacq@sap.com</p> <p>Password: * Enter Password</p> <p>Repeat Password</p> <p>Secret Question: * In what city was your mother born? v</p> <p>Your Answer</p> <p>Repeat Your Answer</p> <p>Language: English v</p>
<p>6.</p>	<p>Once you have submitted the required information, you will be prompted to the following webpage,</p>

Step	Description
	<p>Click on the button Go To Company Profile in order to access the Questionnaire of Dassault</p> <p>Required Profile Fields Your customer has requested that you complete the following information before they conduct bus fields. After you provide the requested information, you can begin participating in events.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Required Profile Fields From Dassault Systèmes</p> <ul style="list-style-type: none"> Customer Requested Fields <div style="border: 1px solid #0070c0; padding: 5px; display: inline-block; margin-top: 10px;">Go to Company Profile ></div> </div>
<p>7.</p>	<p>Then you have to answer at least to all the mandatory questions asked by Dassault Systèmes (Every mandatory question is marked with a star). Once you have answered to all the questions, you can click on the Submit button.</p> <p>Dassault Systèmes Requested Profile * Indicates a required field</p> <p>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.</p> <div style="text-align: right; margin-bottom: 10px;"> <div style="border: 1px solid #0070c0; padding: 5px 15px; margin-right: 10px;">Save as Draft</div> <div style="background-color: #0070c0; color: white; padding: 5px 15px;">Submit</div> </div> <div style="background-color: #fff9c4; padding: 5px; margin-bottom: 10px;">Changes you make below may be subject to approval before they are accepted.</div> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Question</p> <p>2 Starting registration</p> <p>▼ 4 VENDOR INFORMATION</p> <p>▼ 4.1 General Vendor Information</p> <p>4.1.2 Vendor name <i>Please enter your Legal Company name as registered your local Country Trade registration organization</i> *</p> <p>4.1.7 Please provide your DUNS number <i>If you do not have a DUNS Number, please request one on the Dun & Bradstreet web site (www.dnb.com)</i></p> <p>Answer <input style="width: 150px;" type="text"/></p> <p>4.1.11 Please provide a Trade registration ID <i>Please specify the Trade organization (e.g. ABN for Australia, etc...)</i></p> </div>
<p>8.</p>	<p>Once you have successfully submitted the questionnaire, Ariba displays the following message:</p> <div style="background-color: #d9ead3; padding: 10px; border: 1px solid #d9ead3;"> <p>✓ You have successfully submitted changes to your customer.</p> </div>
<p>9.</p>	<p>Then close the Questionnaire by clicking on the Cross</p>

Step	Description												
	 <p>Dassault Systèmes Requested Profile <small>* Indicates a required field</small></p> <p>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. Click Discard Draft to clear all the changes you have made and display the last values you successfully submitted to your customer.</p> <p>Status: Submitted by John Smith at 07/11/2016 03:51 PM</p> <p>Buttons: Discard Draft, Save as Draft, Submit</p>												
<p>10.</p>	<p>Then click on the Close button. NB: note that Company profile information, i.e Basic, Business, Marketing, Contact, and Certification, is not required by Dassault Systèmes and is not mandatory. Only the pop up questionnaire which is to be found in Customer Requested is.</p>  <p>Ariba Sourcing Company Settings John Smith Help Center Logout</p> <p>Company Profile Save Close</p> <p>Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents</p>												
<p>11.</p>	<p>Click on the Registration Event you have been initially invited to</p>  <p>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.</p> <p>Events</p> <table border="1"> <thead> <tr> <th>Title</th> <th>ID</th> <th>End Time ↓</th> <th>Event Type</th> </tr> </thead> <tbody> <tr> <td>▼ Status: Open (1)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Supplier Registration Wave 2</td> <td>Doc36761099</td> <td>10/9/2016 3:45 PM</td> <td>RFI</td> </tr> </tbody> </table>	Title	ID	End Time ↓	Event Type	▼ Status: Open (1)				Supplier Registration Wave 2	Doc36761099	10/9/2016 3:45 PM	RFI
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<p>12.</p>	<p>Click on Intend to Participate</p>  <p>Doc36761099 - Supplier Registration Wave 2 Time remaining: 89 days 23:50:1</p> <p>You must decide whether or not you intend to participate in this event.</p> <p>Buttons: Download Content, Intend to Participate, Decline to Participate, Print Event Information</p>												

Step	Description
13.	<p>Then click on Submit Entire Response</p> <p> Doc36761099 - Supplier Registration Wave 2</p> <hr/> <p>All Content</p> <p>Name ↑</p> <p>1 Thank you for having updated the Supplier Profile Questi</p> <p>Click on Submit before leaving the page (* indicates a required field)</p> <p>Submit Entire Response Save Compose Message</p> <p>You get the following message when the submission is successful:</p> <div style="border: 1px solid green; background-color: #e1f5fe; padding: 10px; margin: 10px 0;"> <p>✓ Your response has been submitted. Thank you for participating in the event.</p> </div> <p>Finally you can log out from Ariba.</p>