



# Procurement Platform of ADAMED Group – SAP Ariba

## Supplier's user guide

### SAP Ariba Network registration

2019-08-09

## Table of content

<b>1. SUPPLIER REGISTRATION .....</b>	<b>3</b>
<b>1.1 Creation of Supplier account on Ariba Network.....</b>	<b>3</b>
<b>1.2 ADAMED Registration form.....</b>	<b>6</b>
<b>2. SUPPLIER APPROVAL .....</b>	<b>7</b>

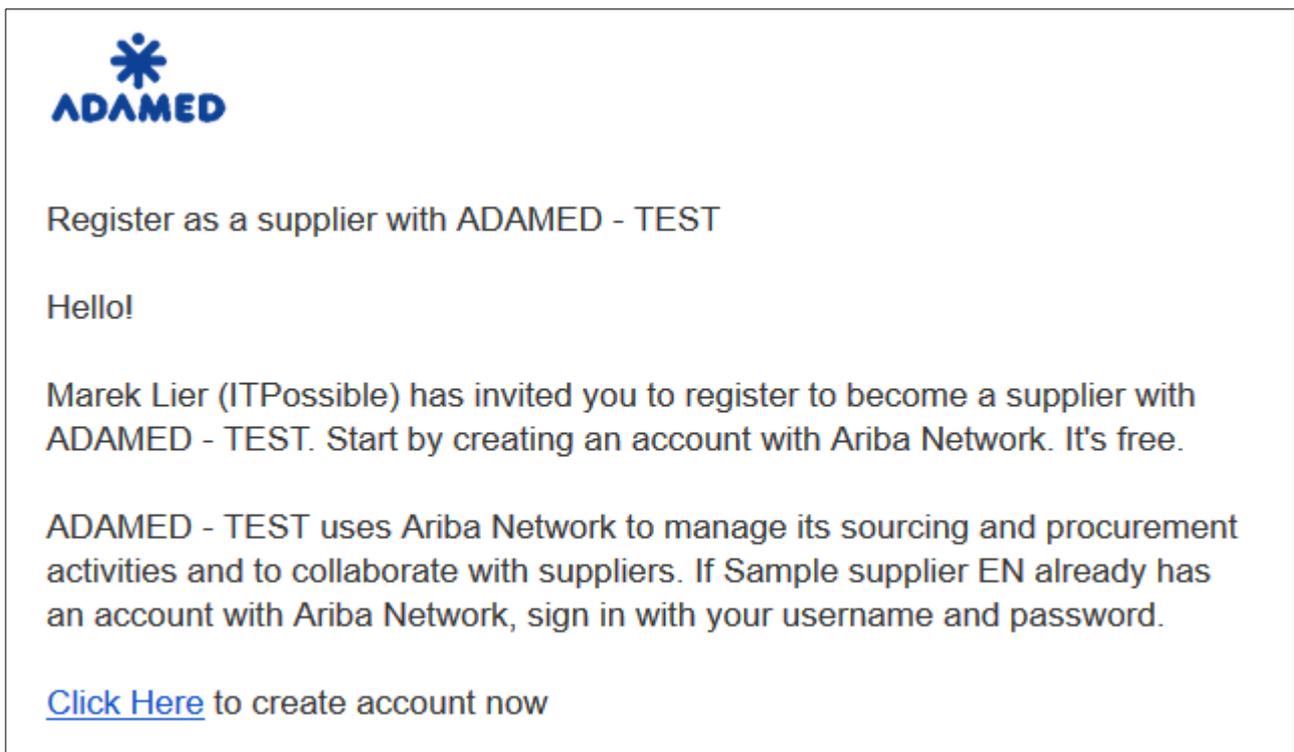
## 1. SUPPLIER REGISTRATION

**Suppliers** who are willing to cooperate with **ADAMED** have to create an account on **SAP Ariba Network** portal. The registration process is free of charge.

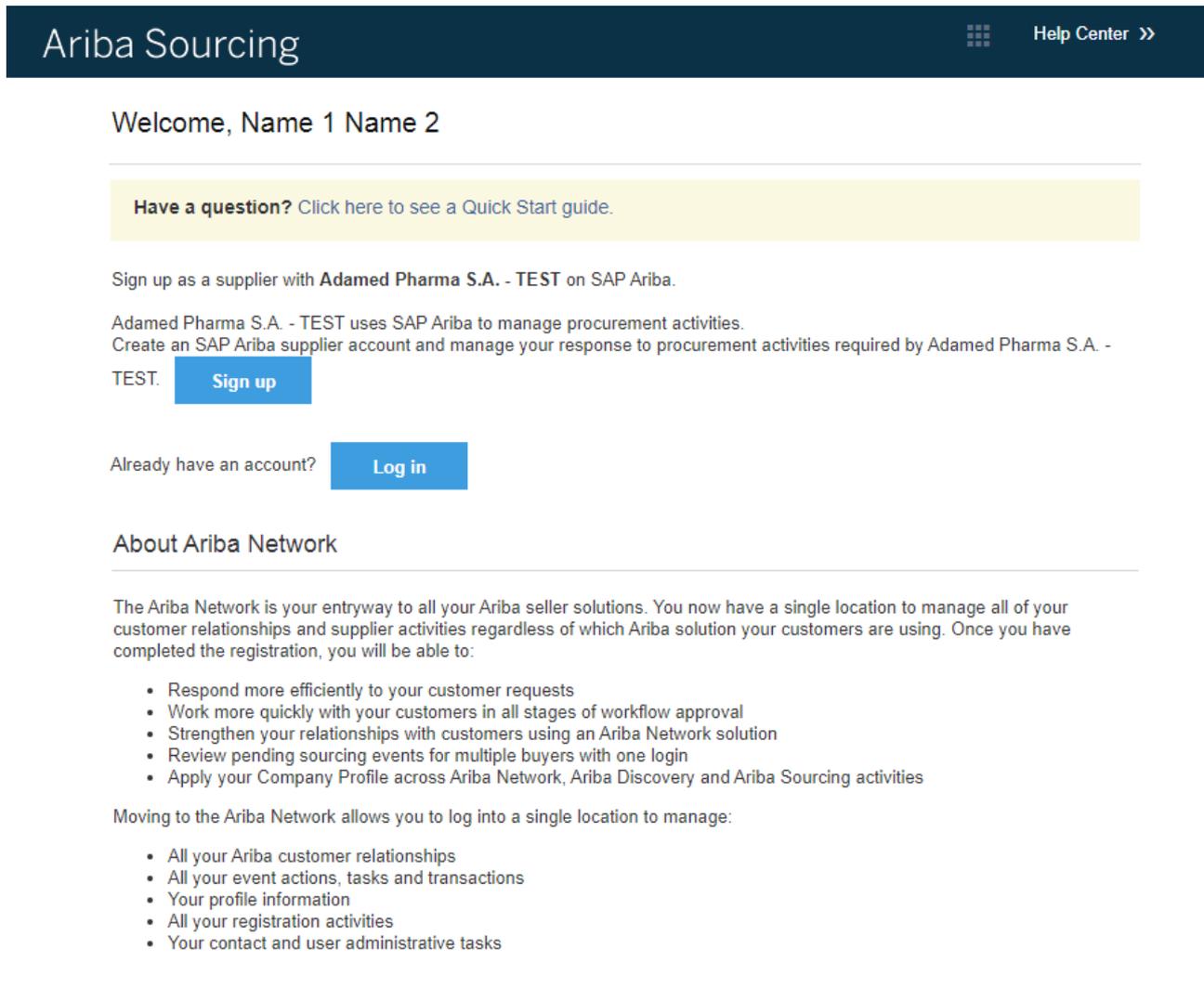
### 1.1 Creation of Supplier account on Ariba Network

After self-registration form or ADAMED internal registration form has been submitted and accepted by ADAMED, **Supplier** will get an e-mail with registration link to **SAP Ariba Network**.

E-mail example:



After **Click Here** link has been chosen, user will get that screen:



The screenshot shows the Ariba Sourcing login interface. At the top, there is a dark blue header with the text "Ariba Sourcing" on the left and "Help Center >>" on the right. Below the header, the main content area is white. It starts with a welcome message: "Welcome, Name 1 Name 2". A yellow banner contains the text: "Have a question? Click here to see a Quick Start guide." Below this, there is a section for signing up: "Sign up as a supplier with Adamed Pharma S.A. - TEST on SAP Ariba." This is followed by a paragraph: "Adamed Pharma S.A. - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Adamed Pharma S.A. - TEST." There are two blue buttons: "Sign up" and "Log in". Below the buttons, there is a section titled "About Ariba Network" with a horizontal line. The text below reads: "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:" followed by a bulleted list of benefits. Below the list, it says "Moving to the Ariba Network allows you to log into a single location to manage:" followed by another bulleted list of capabilities.

**Log in** - If Supplier has got an Ariba Network Account, user can login to the account. ADAMED as a Customer will be added to the previous account.

**Sign in** – If Supplier hasn't got an Ariba Network Account. New account will be created.

Basic data from supplier request are copied. Example:

## Create account

Create account and continue

Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required

by Adamed Pharma S.A. - TEST.

## Company information

\* Indicates a required field

Company Name:*	<input type="text" value="Sample supplier EN"/>
Country:*	<input type="text" value="Poland [POL]"/>
Address:*	<input type="text" value="Street"/> <input type="text" value="Line 2"/>
Postal Code:*	<input type="text" value="22-222"/>
City:*	<input type="text" value="Warsaw"/>
State:	<input type="text" value="MAZ"/>

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.

Supplier have to fill the missing data about the company, choose login and password. After data has been provided and Terms of Use / SAP Ariba Privacy Statement has been confirmed, user can choose **Create account and continue** button.

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 Create account and continue 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](#)
- I have read and agree to the [SAP Ariba Privacy Statement](#)

Create account and continue

Cancel

## 1.2 ADAMED Registration form

The last part of Supplier registration process is ADAMED Registration form.

Supplier have to fill the data to sections:

1. **General Data**
2. **COMPLIANCE**
3. **Cooperation with ADAMED Pharma S.A**
4. **Statement**
5. **Signature of the person (s) authorized to represent the entity**
6. **Information obligation**

Console Doc288305217 - Supplier registration questionnaire Time remaining  
364 days 23:19:16

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Event Messages

Event Details

Response History

Response Team

▼ Event Contents

- All Content
- 1 General Information
- 2 COMPLIANCE

### All Content ☰ | ⌵

Name ↑

▼ 1 General Information Less... -

Please kindly check this data and update if necessary.

1.1 Supplier Name	<input type="text" value="Sample supplier EN"/>
	*
	Street: <input type="text" value="Street"/>
	City: * <input type="text" value="Warsaw"/>

(\*) indicates a required field

Save draft | Compose Message | Excel Import

After the form is completed, supplier have to choose **Submit entire response** button.

## 2. SUPPLIER APPROVAL

After supplier's registration form has been checked and approved by ADAMED, an e-mail will be generated to provided e-mail address.