SUPPLIER GUIDE

REGISTRATION

SONAE ARAUCO

Taking wood further

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CONTEXT

TAKING WOOD FURTHER

Sonae Arauco

Dear Supplier,

With the fast-changing digital age, it is more and more important to continuously evolve, therefore it is our vision in procurement to have a digitalized, modern end-to-end buying experience, that allows us to optimize our value together.

Sonae Arauco has implemented a world class e-procurement solution from SAP Ariba.

SAP Ariba is an online solution that allows Sonae Arauco and its suppliers to collaborate online and facilitate the sourcing process.

The Ariba Network is the interface which makes it easy for Sonae Arauco and its suppliers to collaborate in a transparent way, strengthen relationships and discover new business opportunities.

It enables and simplifies the exchange of information between the Sonae Arauco procurement team and the sellers ensuring a fair but competitive environment.

The supplier access to event participation using an Ariba Network account is free of charges.

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SUPPLIER INVITATION

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SUPPLIER INVITATION

Once Sonae Arauco sends the registration invitation, the Supplier will receive an email notification.

Click in the link.

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Dear supplier,

We are inviting you to complete the registration process as a supplier.

If Dummy Vendor SAP 2 already has an account with Ariba Network, please Click Here to sign in using your username and password.

Otherwise, please Click Here to create your new account.

If you have questions about this process, depending on the country, contact via e-mail at zentraleinkauf@sonaearauco.com for Germany, at compras.es@sonaearauco.com for Spain or at compras.pt@sonaearauco.com for Portugal.

Best regards,
SONAE ARAUCO
www.sonaearauco.com

You are receiving this email because your customer, SONAE ARAUCO, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact SONAE ARAUCO.

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Welcome, Contact Supplier

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **Sonae Arauco Portugal Lda** - **TEST** on SAP Ariba.

Sonae Arauco Portugal Lda - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Sonae Arauco Portugal Lda - TEST.

Sign up

Already have an account? **Log in**

About Ariba Network

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:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Click **Log in** if you already have an Ariba Network account.

Click **Sign up** if you need to create your Ariba Network account.

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**SUPPLIER
LOG IN**

SUPPLIER GUIDE

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SUPPLIER LOG IN

After clicking **Log in,** you will be redirected to Ariba Network access page.

You should provide your already existant username and password.

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**SUPPLIER
SIGN UP**

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SUPPLIER SIGN UP

To start the Ariba Network account creation process please fill in the **Company Information** fields.

Those fields marked with an **asterisk* are mandatory.**

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**SUPPLIER
SIGN UP**

Fill in **User Account Information** fields.

Those fields marked with an **asterisk* are required fields.**

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**SUPPLIER
SIGN UP**

Add or browse **Product and Service Categories** you provide and also **Ship-to or Service Locations** you have.

Accept the **Terms of Use** and **Privacy Statement** by checking the box.

Click **Create account and Continue** to proceed to the Sourcing Event you were invited to.

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SUPPLIER SIGN UP

You will **receive an email notification** with your **ID and username for the Ariba Commerce Cloud.**

Now, you can log in and participate to the Sonae Arauco Sourcing Events you were invited to.

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for TEST SUPPLIER is now complete.

Your organization's account ID: **AN01590840315-T**

Your username: **contact-supplier@sonaearauco.com**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

You can start using Ariba Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.

Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions.

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SUPPLIER EXTERNAL QUESTIONNAIRE

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SUPPLIER EXTERNAL QUESTIONNAIRE

🕐 Time remaining
59 days 23:55:21

SONAE ARAUCO

All Content ⊞

Name ↑

▼ 1 PRE-REQUISITES

1.1 Dear supplier, you are invited to provide us your company details through this portal to allow us create your vendor account in our database, we will then be able to generate purchasing documents when needed.
Please check that you provide correct data respecting the formats required and also attach all requested documents for internal data quality check control. Thanks for your cooperation.

Consent to the processing of personal data

Sonae Arauco will use the data, entered at any stage of Sonae Arauco supplier registration process, of the company represented by me as well as my contact data in order to allow Sonae Arauco communicate with my company either to participate to sourcing event(s) or to share any information/document in accordance to the business our companies may have together.

* [Unspecified ⌄]

I have also read and accept the Privacy Policy of Sonae Arauco available at the following link: https://www.sonaearauco.com/en/rubric/privacy-policy_2136.html

The revocation of this declaration of consent is possible at any time and causes the illegitimacy of further use of this published data.

(*) indicates a required field

Submit Entire Response	**Save draft**	**Compose Message**	**Excel Import**

After login-in, you will have access to the Supplier External Registration Questionnaire. In this first screen you can accept/decline to answer.

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SUPPLIER EXTERNAL QUESTIONNAIRE

📄 Doc634326387 - Supplier External Registration Questionnaire

Time remaining
59 days 23:53:54

All Content

Name ↑	
▼ 1 **PRE-REQUISITES**	
1.1 Dear supplier, you are invited to provide us your company details through this portal to allow us create your vendor account in our database, we will then be able to generate purchasing documents when needed. Please check that you provide correct data respecting the formats required and also attach all requested documents for internal data quality check control. Thanks for your cooperation.	
Consent to the processing of personal data	
Sonae Arauco will use the data, entered at any stage of Sonae Arauco supplier registration process, of the company represented by me as well as my contact data in order to allow Sonae Arauco communicate with my company either to participate to sourcing event(s) or to share any information/document in accordance to the business our companies may have together.	* I agree ▾
I have also read and accept the Privacy Policy of Sonae Arauco available at the following link: https://www.sonaearauco.com/en/rubric/privacy-policy_2136.html	
The revocation of this declaration of consent is possible at any time and causes the illegitimacy of further use of this published data.	
▼ 2 **Company Details**	
2.1 Company Name	* Dummy Vendor SAP 2
	*Show More
	Street: *

To be able to check and submit all the information, you must first agree with the pre-requisites.

All fields marked with * are mandatory.

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SUPPLIER EXTERNAL QUESTIONNAIRE

Doc634326387 - Supplier External Registration Questionnaire

Time remaining
59 days 23:48:14

All Content

Name ↑		
▼ 4.5 **Minimum Order Value**		
4.5.1 Please define your default Minimum Order Value for a purchase order including administrative/logistic cost	* 100	EUR
4.6 **Bank Details**	Add Bank Details (1)	
▼ 5 **Complementary information**		
5.1 Please share any complementary information to be considered for your registration.		
▼ 8 **Sourcing Category Team definition**		
8.1 "Sourcing Category Team" for internal supplier approval determination: In case of any doubt, please contact your purchasing contact to identify the right one	*Regional Procurement - Portugal [select]	
▼ 9 **Internal configuration data**		
9.1	PT	

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

Once you have all the answers, please click to **Submit Entire Response**.

You will receive an email notification confirming your submission and the approval of your questionnaire.

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FAQs

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What are the compatible browsers?

Supported browsers:
Microsoft Internet Explorer 11
Chrome 63.0.3
Safari 11.0.2
Firefox 47.0.1

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FAQs

How do I register a new account?

Your company may register an account on the SAP Ariba Network by visiting Ariba Network website http://supplier.ariba.com and clicking **Register Now.**

You will then be taken through the 3-step registration process as follows:

1.Enter your **Company Information.** Please note only fields marked with an asterisk (*) are required.

2.Enter the **User account information.** Please note only fields marked with an asterisk (*) are required.

3.Review the information on the page, check the box **I have read and agree to the Terms of Use and the SAP Ariba Privacy Statement** at the bottom of the page and click **Register.**

You will be taken to a page that says, **Thank you for registering on SAP Ariba Network** and receive an activation e-mail once you have successfully registered your account.

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How do I register a new account through an email?

If you received a purchase order welcome letter that contains a temporary ID and secure code, you can use a web browser to go to the web address contained in the welcome letter.
Enter your temporary ID and secure code to activate the account. After you activate your account, the temporary ID becomes your username.

If you received a purchase order or other first-time document from your customer, click the action button in the email, such as **Process order.**

From the landing page, choose **Sign up** to register a free, light account, or choose **Log in** to add the document to your existing Ariba Network account.

If you received an email invitation from a buying organization, click the link in the email message. When Ariba Network shows the welcome page, do one of the following:

If you already have an account, click **Log in.**

If you don't already have an account, click **Sign up.**

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What are the common issues when registering an account?

Duplicate username: You can access your existing account or create a new user account with a unique username by deselecting the Use my email as my username box under the Email field. Your username does not need to match your email address.

Duplicate D-U-N-S (Data Universal Numbering System) number: You can leave the DUNS Number field empty during registration or contact the administrator of the account that already uses the same number.

Account already merged when registering with an existing account: This occurs when you try to link to a sourcing buyer with an account that is already used on the buyer's site. You can contact your buyer to find the linked account and deactivate any duplicate account(s). Alternatively, you can create a new account.

Different username and password expected when registering with an existing account: This occurs when you try to link to a sourcing buyer with an account that is different from the accounts used by others in your company. You can try to find the existing account by contacting your colleagues and/or the buyer. Alternatively, you can create a new account.

Error: "There has been an issue connecting to the Sourcing Server. Please try to connect to the service later.": If you experience this error repeatedly, there is a conflict between information in the registered account and in the sourcing buyer's site. Your buyer might have some of your account information stored in a different account.

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Having trouble logging in?

If you do not know your password or username then click **Having trouble logging in?** to begin the reset process.

Otherwise there are several reasons why you may not be able to log into your Ariba Network account.

Here is a list of links to troubleshoot common login issues:

I did not receive the password reset email

My account is locked

The password reset link is expired

I can't access the former administrator's account

I received an ANERR login error

If you still can't access your account, you can contact SAP Ariba Customer Support directly.

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FAQs

Can I merge two separate accounts with different AN IDs?

You can create a parent-child account hierarchy which is one parent account linked to any number of child accounts.

This allows the parent account in the hierarchy to manage information not only for that account, but also for the child accounts in the hierarchy.

It is not possible to merge two accounts that have different Ariba Network IDs.

Instead, you can create an account hierarchy. While this does not combine the two accounts into one, it allows you to better manage multiple accounts.

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How can I create a parent-child account hierarchy?

1. In the upper-right corner of the application, click your initials **> Settings.**

2. Click **Account Hierarchy.**

3. Click **Link Accounts.**

4. Click **Request link with other accounts** if you do not know the administrator login credentials for the account you wish to link

(or use the **Username** and **Password** fields to enter those credentials if you do).

If you select **Request link with other accounts,** you will then be prompted to complete additional information to find the correct account.

1. Enter the **Company Name, ANID, or DUNS Number** to search for accounts, or **click Recommended Accounts** at the top.

2. Click **Review Profile** to the right of any account in the search results.

3. Click **Link as My Child** or **Link as My Parent** depending on which applies.

4. Enter a comment and click **Send Request.**

If you have the required permissions and do not see the **Settings and Account Hierarchy** section under your initials, click the ⚙ icon instead.

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SAP ARIBA OFFICIAL LINKS

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SAP ARIBA OFFICIAL LINKS

Video and Manual

To help you through this transition we have established a dedicated team to answer any of your questions or concerns:

ariba.support@sonaearauco.com

More information about Ariba and frequently asked questions can be found by clicking here.

To check an Official SAP Ariba video, please click in the arrow.

To check an Official SAP Ariba manual, please click in the manual icon.

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