Instructions for suppliers for registration in Ariba
Upute za registraciju dobavljača na Aribi

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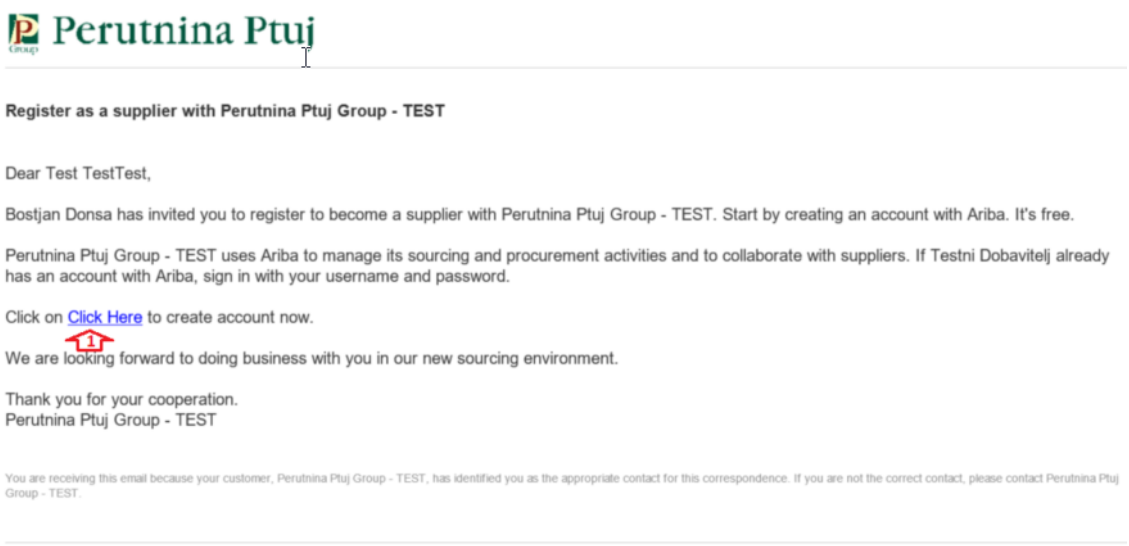
Supplier instructions for Ariba registration
Upute za registraciju dobavljača na Aribi

Dear Supplier, Below are the instructions on how to pass registration and become a registered supplier with Perutnina Ptuj Group. **Please note**: only registered Suppliers will get the invitation to participate in sourcing events (RFI – request for information, RFP – request for proposal, Auction). **Please note**: only qualified supplier can be awarded and will receive the PO (Purchase order).	Dragi Dobavljači, U nastavku potražite upute kako proći registraciju za registraciju dobavljača za Perutnina Ptuj Group. **Napomena**: samo registrirani dobavljači dobit će pozivnicu za sudjelovanje u izvorima (RFI - zahtjev za informacijama, RFP - zahtjev za prijedlog, dražba). **Napomena**: samo kvalificirani dobavljač može biti nagrađen i primit će narudžbenicu (narudžbenica).

Supplier invitation for registration in the Ariba-Perutnina Ptuj Group system
Dobavljač – poziv na registraciju u sustav Ariba-Perutnina Ptuj Grupa

When the supplier receives the invitation email, they need to click on the link: **1. <Click here>**	Kad dobavljač dobije e-poštu sa zahtjevom, potrebno je da klikne na link-vezu: **1. <Kliknite tukaj> *(<Click Here>)***



Perutnina Ptuj

Register as a supplier with Perutnina Ptuj Group - TEST

Dear Test TestTest,

Bostjan Donsa has invited you to register to become a supplier with Perutnina Ptuj Group - TEST. Start by creating an account with Ariba. It's free.

Perutnina Ptuj Group - TEST uses Ariba to manage its sourcing and procurement activities and to collaborate with suppliers. If Testni Dobavitelj already has an account with Ariba, sign in with your username and password.

Click on Click Here to create account now.

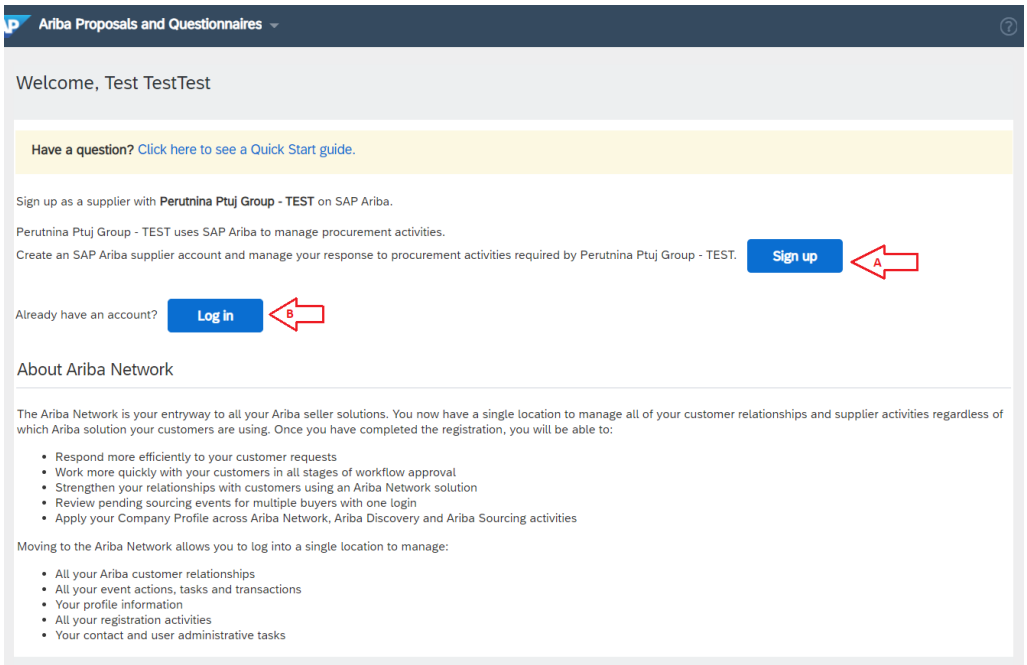
1

We are looking forward to doing business with you in our new sourcing environment.

Thank you for your cooperation.
Perutnina Ptuj Group - TEST

You are receiving this email because your customer, Perutnina Ptuj Group - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Perutnina Ptuj Group - TEST.

When the supplier click on the **<Click here>** link, the following window will open:	Kad se klikne na link-vezu **<Kliknite tu>** ***(<Click Here>)*** se otvori sljedeći prozor:



Ariba Proposals and Questionnaires

Welcome, Test TestTest

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

Sign up as a supplier with **Perutnina Ptuj Group - TEST** on SAP Ariba.

Perutnina Ptuj Group - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Perutnina Ptuj Group - TEST. **Sign up** A

Already have an account? **Log in** B

About Ariba Network

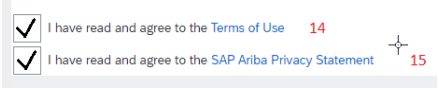
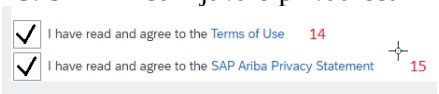
The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

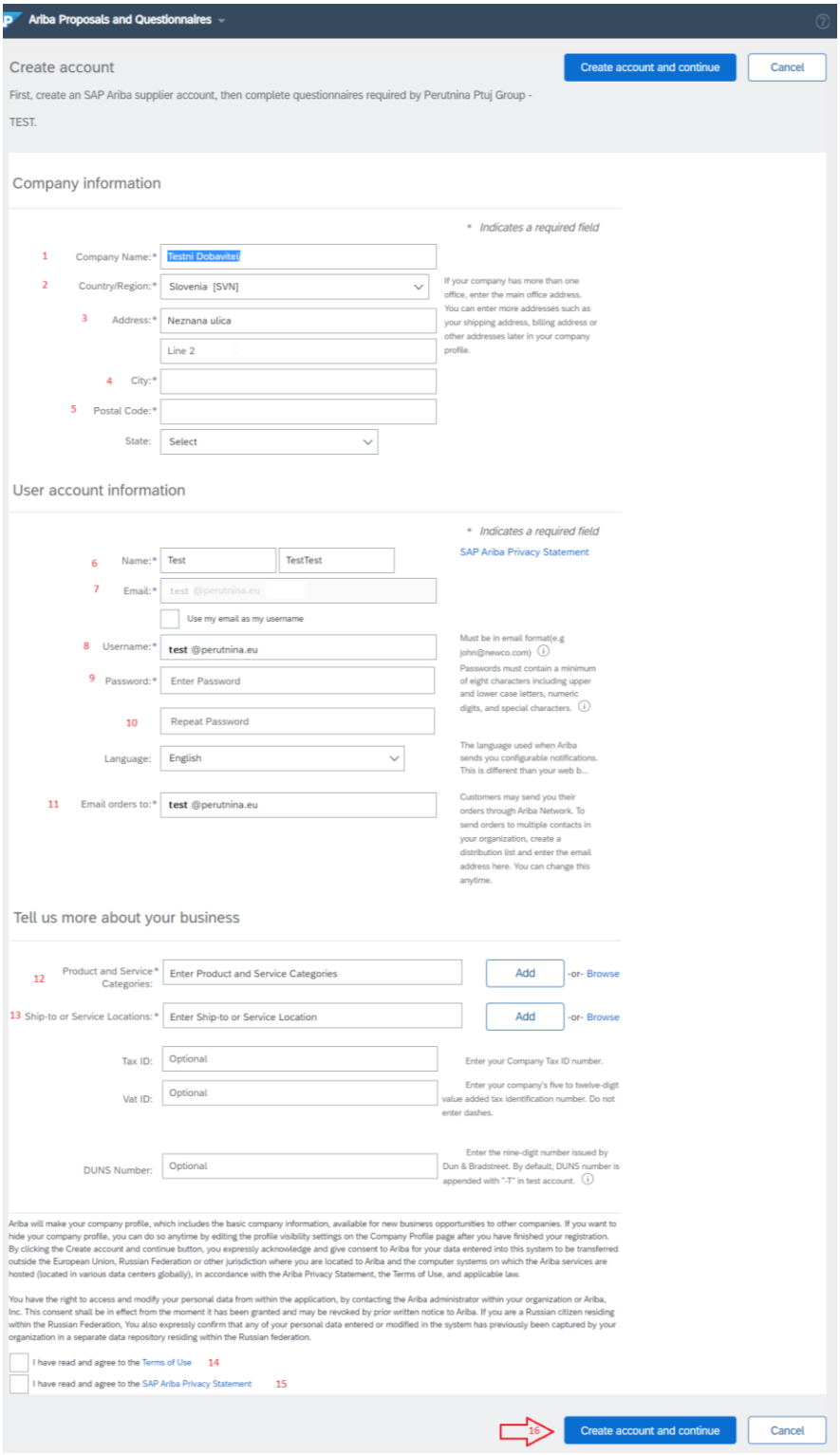
- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile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

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

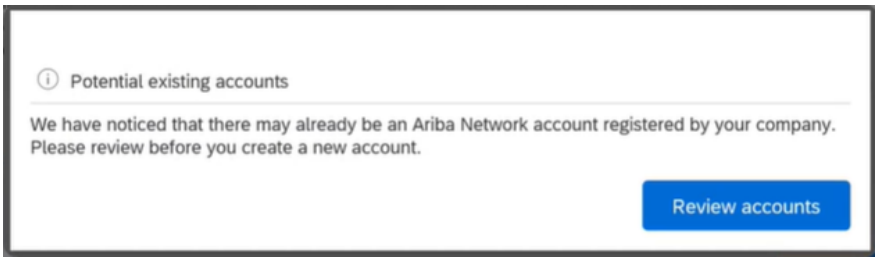
- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

If you click on: A - **<Sign up>** - means you want to register / create an account in Ariba B - **<Log in>** - means that you only want to log	Ako kliknete na: A – **<Registrirajte se>** ***(<Sign up>)*****-** znači da se hoćete registrirati / otvoriti račun u Aribi B – **<Prijava>** ***(<Log in>)*** - znači da se hoćete

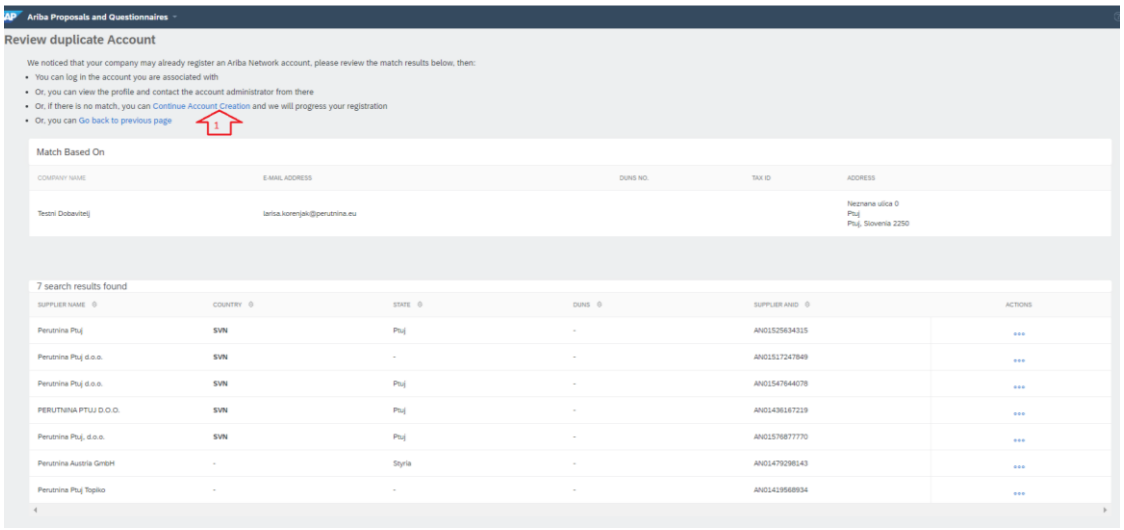
into your existing Ariba account When option **A - <Sign up>** is selected, then the following window opens in which the following mandatory data must be filled in: **Company information** 1. Company name 2. Country / Region 3. Address 4. City 5. Postal code **Account information** 6. Name 7. Email address 8. Username 9. Password 10. Repeat the password 11. Email orders **Tell us more about your company** 12. Product and service category (select a category via the **<Add>**) **ARIBA is using United Nations Standard Products and Services Code® (UNSPSC®) for classification of products and services.** 13. Delivery or service location (select a category via the **<Add>** or **<Browse>** button) **Accept the terms of use:** 14. Terms of use 15. SAP Ariba Privacy Statement  **When all requested data is entered, click on the button:** 16. **<Create account and continue>** **Note**: some data is not obligatory to fill in but **can be** enter, is: **- Use my email address as my username** (if you want my username to be the same as your email address) **- Federal state** **- Language** **- Tax ID** **- VAT ID** **- DUNS number**	samo prijaviti jer već imate otvoren/registriran račun u Aribi Kad se izbere opcija **A - <Registrirajte se>** ***(<Sign up>)*** tada se otvori sljedeći prozor u kojem se moraju ispuniti sljedeći obavezni podaci: **Informacije o tvrtki** 1. Naziv poduzeća 2. Država/Regija 3. Adresa 4. Grad 5. Poštanski broj **Informacije o korisničkom računu** 6. Ime (Ime, Prezime) 7. E-adresa (vaša e-adresa) 8. Korisničko ime 9. Lozinka 10. Ponovite lozinku 11. Pošaljite narudžbe e-poštom **Recite nam više o svom poduzeću** 12. Kategorija proizvoda i usluga (izbereš kategoriju prijeko dugmeta **<Dodaj>** ***(<Add>)***) **ARIBA koristi Standardni kodeks proizvoda i usluga Ujedinjenih naroda (UNSPSC®) za klasifikaciju proizvoda i usluga.** 13. Lokacija dostave ili usluge (izbereš kategoriju prijeko dugmeta **<Dodaj>** ***(<Add>)*** ili **<Pregledaj>** ***(<Browse>)***) **Morate prihvatiti uvjete uporabe:** 14. Uvjeti uporabe 15. SAP Ariba izjava o privatnosti  **Na kraju kad ste unijeli sve što je bilo potrebno, kliknuti na dugme:** 16. **<Stvori račun i nastavi>** ***(<Create account and continue>)*** **Napomena:** podaci koji nisu obavezni za popuniti a **preporučljivo** ih je unijeti su: **- Upotrijebi moju e-adresu kao korisničko ime** (ako želite da je korisničko ime isto kao adresa e-pošte) **- Savezna država** **- Jezik** **- Porezni ID** **- PDV ID** **- Broj DUNS**



After clicking on **<Create account and continue>** the system may warns us, if an account of your company already exist in Ariba and a window is displayed, where we have to click on: **<Review accounts>**:	Kada smo kliknuli na **< Stvori račun i nastavi >** ***(<Create account and continue>)*** tada nas sistem upozori i prikaže nam se prozor, na kojem moramo kliknuti na: **<Pregledaj račune>** ***(<Review accounts>)*** :

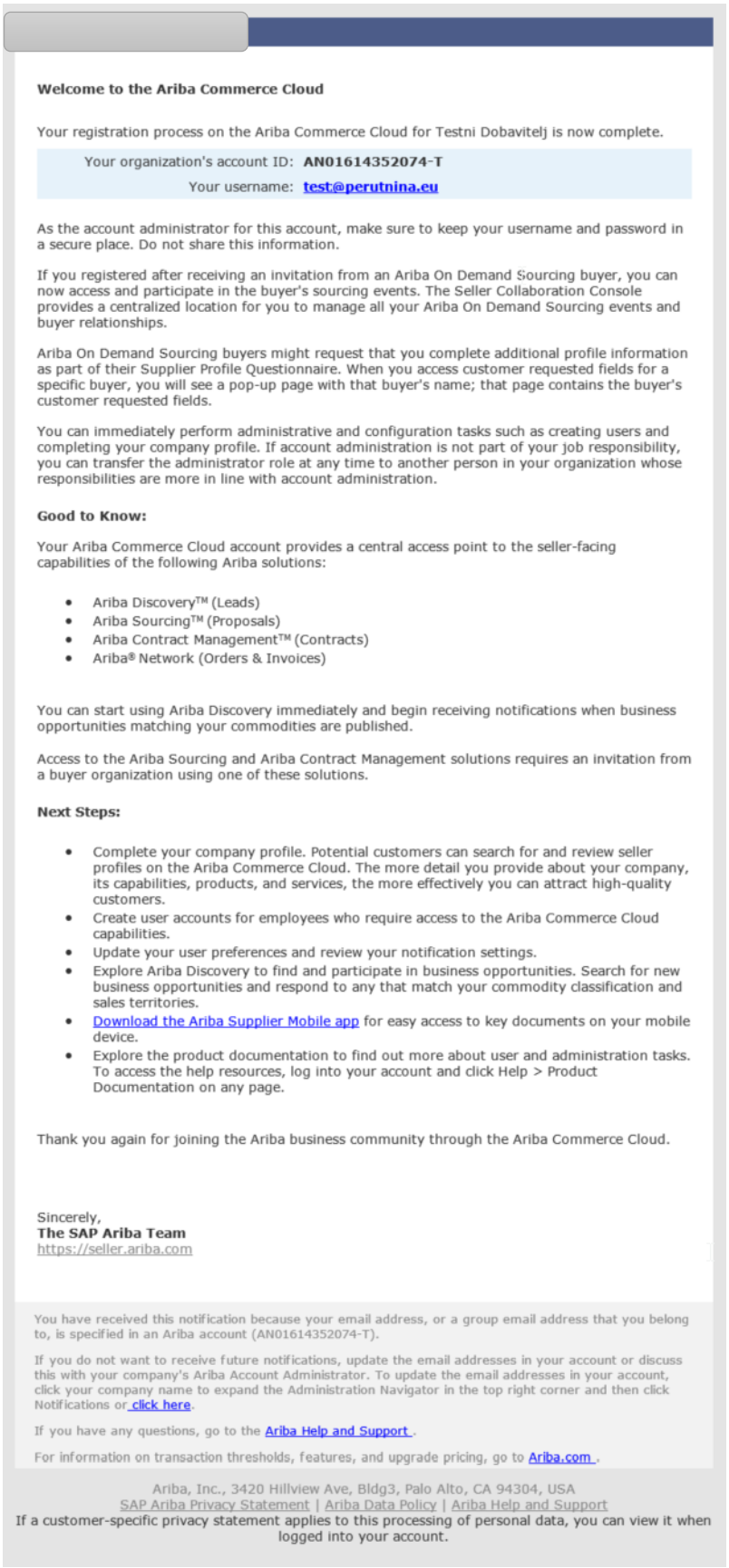


If any matches are found, a screen appears with a list of all possible already open suppliers (duplicates), which have the same / similar or name or part of the name, or e-mail address,… If everything is OK, then click on the link: 1. **<Continue account creation>**	I tada nam se prikaže ekran na kojem su svi mogući već otvoreni dobavljači (duplicirani), koji imaju isti/sličan ili naziv ili dio naziva, ili e-adresu e-pošte,… i slično Ako je sve OK, onda se klikne na link-vezu: 1. **<Nastaviti sa stvaranjem računa>** ***(<Continue Account Creation>)***



When **<Continue account creation>** link is clicked then: 1. You receive an email from Ariba - a welcome letter and confirmation for a successful registration in Ariba 2. While in ARIBA website a new window opens on the screen for filling in the questionnaire you received from Perutnina.	Kada smo kliknuli na link-vezu **<Nastaviti sa stvaranjem računa>** ***(<Continue Account Creation>)*** tada : 1. od Ariba sistema dobijemo e-poštu - pismo za dobrodošlicu i uspješnu registraciju na Aribu 2. Dok na ekranu nam se otvori nov prozor za ispunjavanje upitnika koji ste dobili od Perutnine.

1. email – welcome letter /e-pošta – pismo dobrodošlice:



Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Testni Dobavitelj is now complete.

Your organization's account ID: **AN01614352074-T**
Your username: **test@perutnina.eu**

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.

Next Steps:

- Complete your company profile. Potential customers can search for and review seller profiles on the Ariba Commerce Cloud. The more detail you provide about your company, its capabilities, products, and services, the more effectively you can attract high-quality customers.
- Create user accounts for employees who require access to the Ariba Commerce Cloud capabilities.
- Update your user preferences and review your notification settings.
- Explore Ariba Discovery to find and participate in business opportunities. Search for new business opportunities and respond to any that match your commodity classification and sales territories.
- Download the Ariba Supplier Mobile app for easy access to key documents on your mobile device.
- Explore the product documentation to find out more about user and administration tasks. To access the help resources, log into your account and click Help > Product Documentation on any page.

Thank you again for joining the Ariba business community through the Ariba Commerce Cloud.

Sincerely,
The SAP Ariba Team
https://seller.ariba.com

You have received this notification because your email address, or a group email address that you belong to, is specified in an Ariba account (AN01614352074-T).

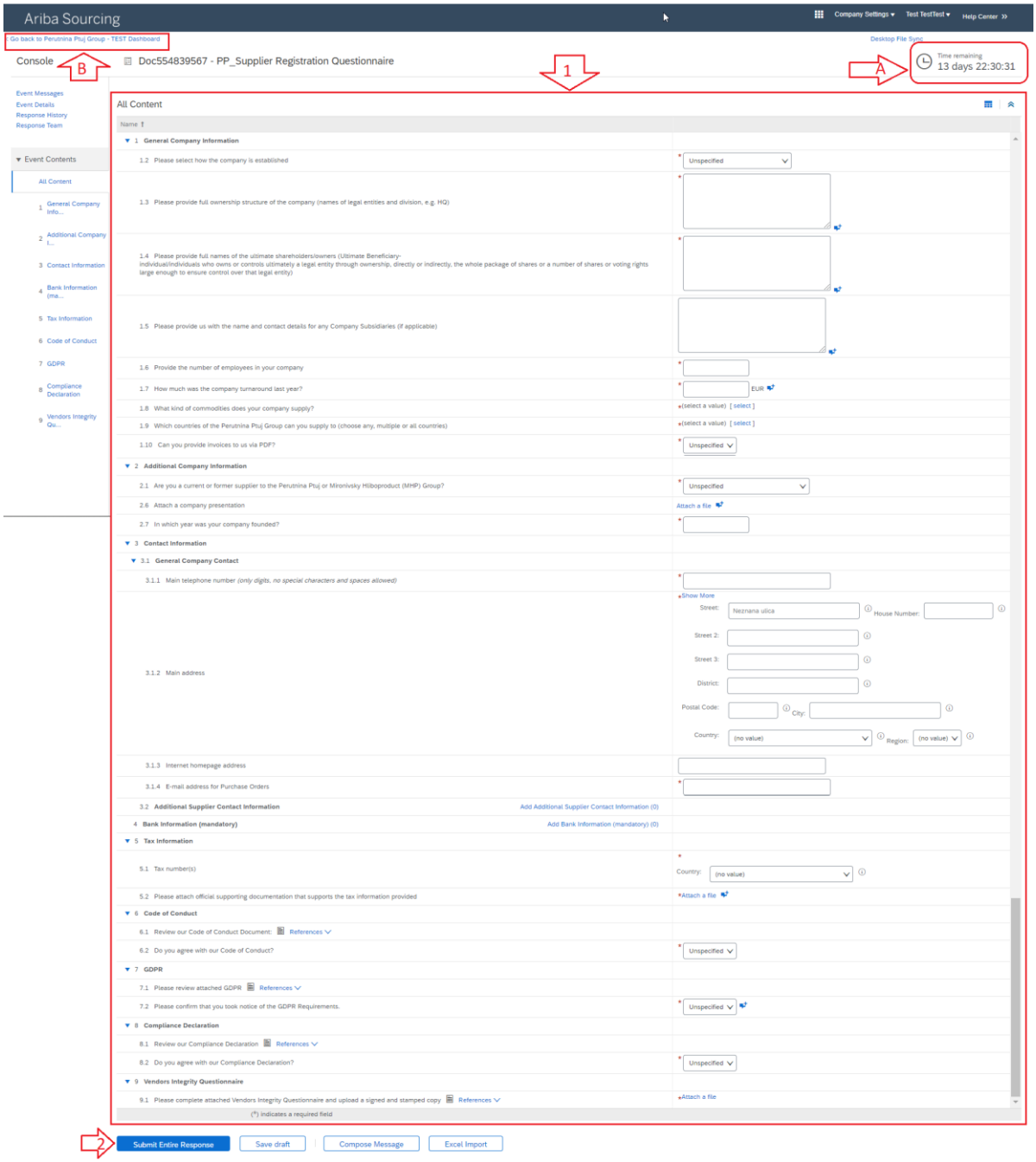
If you do not want to receive future notifications, update the email addresses in your account or discuss this with your company's Ariba Account Administrator. To update the email addresses in your account, click your company name to expand the Administration Navigator in the top right corner and then click Notifications or click here.

If you have any questions, go to the Ariba Help and Support .

For information on transaction thresholds, features, and upgrade pricing, go to Ariba.com .

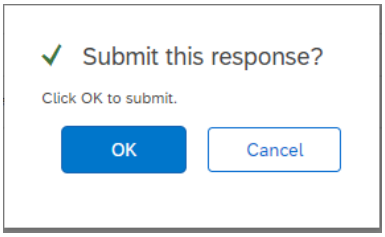
Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
SAP Ariba Privacy Statement | Ariba Data Policy | Ariba Help and Support
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

2. Registration Questionnaire / Upitnik za registraciju

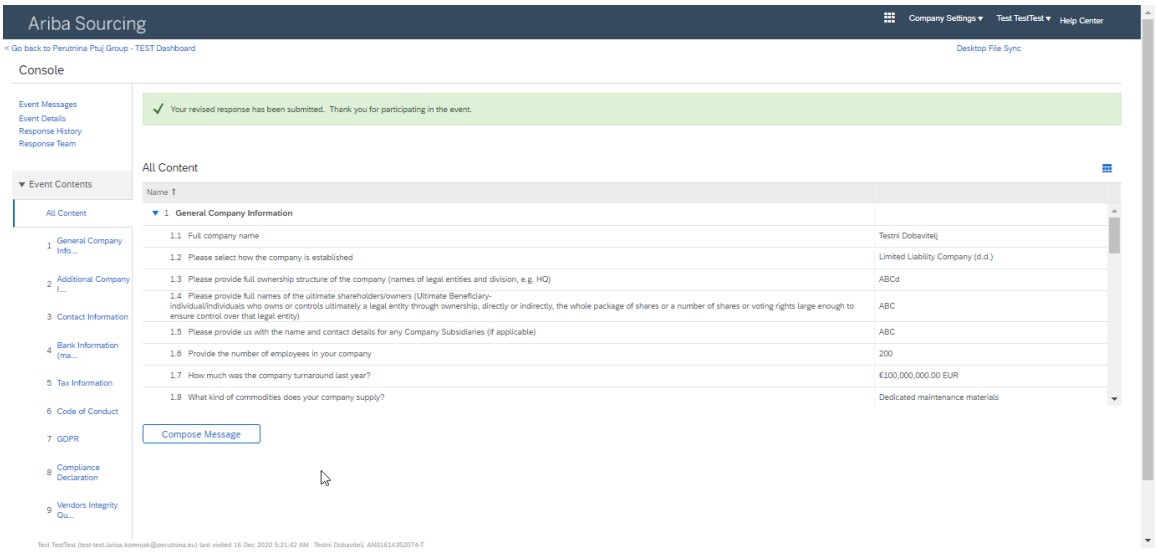


The **Registration Questionnaire** must now fulfilled. *A - In the upper right corner there is a **deadline** by which the questionnaire must be fulfilled in and submitted to Perutnina* *B - In the upper left corner is a link that takes us back to the home page in Ariba* The fields mandatory fields in the **Registration Questionnaire** are:	Dobavljač sada mora popuniti **Upitnik za registraciju**. *A - U gornjem desnom uglu je **vreme** za koje se mora ispuniti upitnik i poslati Perutnini* *B – U gornjem lijevom uglu je link-veza koja nas vrati na početnu stranu u Aribi* Polja koja dobavljač mora popuniti u **Upitniku za registraciju** su:

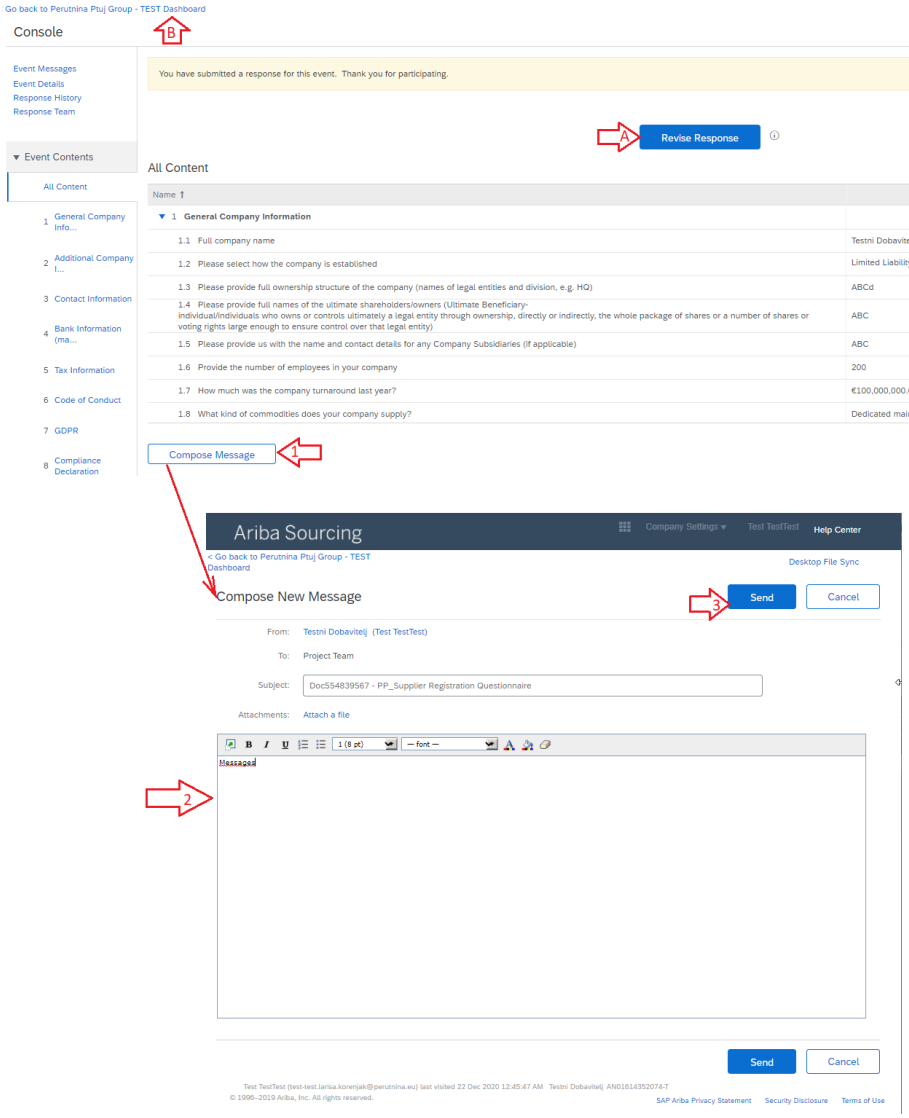
1. * - **a red asterisk** is an indication that these are mandatory fields that must be filled in to send responses. Sometimes it is written in word MANDATORY: 	1. * - **crvena zvjezdica** je oznaka da su to obavezna polja koja moraju biti popunjena kako bi poslali odgovore. Isto obavezna polja za popuniti su ona koja u opisu imaju u zagradama naznačeno da su obavezna (mandatory):
2. When all the mandatory fields are filled in, then click on: <**Submit Entire Response**> and then we get the following on the screen <**Submit this response**>, where we click on: <**OK**>	2. Kad se popune sva obavezna polja tada se klikne na : <**Pošalji cijeli odgovor** > ***(<Submit Entire Response>)*** i tada dobijemo slijedeće na ekranu **"Pošalji odgovor"** ***(<Submit this response>)***, gdje kliknemo na: <**OK**>
***Note**: If all the data is not filled out and you would like to continue filling the data later you can also click on <**Save Draft**>, the data already entered will be saved!*	***Napomena**: Dobavljač također može kliknuti na <**Spremi skicu**> **(<Save Draft)**, ako nije ispunio sve podatke i želi sljedeći put nastaviti - na ovaj način podaci će se spremiti!*



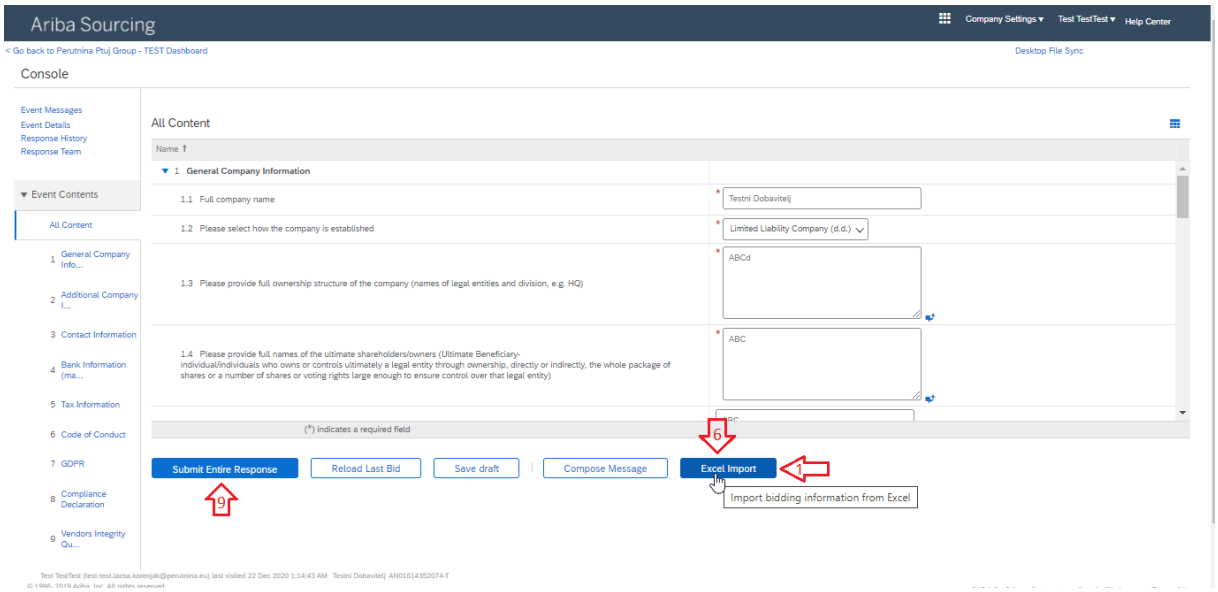
Then the following screen is displayed, which means that an email is automatically sent to PP Category manager and that the supplier has submitted the questionnaire, which Perutnina must approve:	Tada dobijemo sljedeći izgled ekrana, što znači da je automatski poslana PP menadžeru nabave e-pošta da je dobavljač poslao/odao svoj odgovor, koji on mora odobriti (Perutnina):

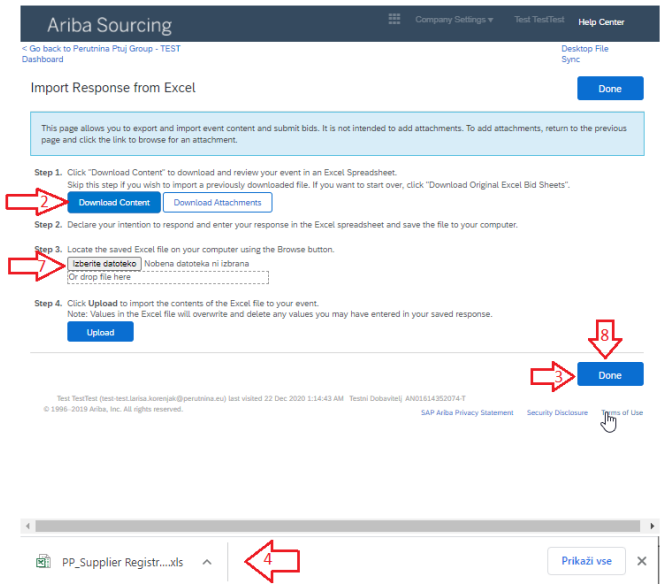


You also have the option to send a message to Category manager by: 1. Click the <**Compose Message**> button 2. A new window opens where a message can be written 3. Click the <**Send**> button A. The supplier can update/correct some of the answers if they were not correct by clicking on: <**Revise Response**>**;** then change the response-data; then click <**Submit Entire Response**>; then click <**OK**> again. **NOTE: While the original questionnaire is in the approval process, you CANNOT change the data you entered in the questionnaire!** B. You can return to the main page by clicking on the link in the upper left corner: <***Go back to Perutnina Ptuj Group dashboard***>	Dobavljač može da pošalje PP menadžeru nabave (Perutnini) poruku tako što: 1. klikne na dugme <**Napravi poruku**> ***(<Compose Message>)*** 2. otvori mu se novi prozor gdje napiše poruku 3. klikne na dugme **<Pošalji>** ***(<Send>)*** A. Dobavljač može popraviti neke od odgovora ako nisu bili dobri tako što klikne na: **<Pregledajte odgovor>** ***(<Revise Response>)***; onda promjeni odgovor-podatke; pa opet klikne na **<Pošalji cijeli odgovor >** ***(<Submit Entire Response>)*** -> **<OK>.** **NAPOMENA: Dok je dobavljačev prvobitni upitnik u procesu odobrenja dobavljač NE može mijenjati podatke koje je upisao u upitniku!** B. Dobavljač se može vratiti na glavnu stran tako što u gornjem lijevom uglu klikne na link-vezu: ***<Idi na Perutnina Ptuj Grupa nadzornu ploču>*** **(***<Go back to Perutnina Ptuj Group dashboard>***)**



There is also an option to fill in the registration questionnaire form via Excel, by: Open the Registration Questionnaire, then: 1. Click the **<Excel Import>** button 2. Click the **<Download Content>** button 3. Click the **<Done>** button 4. Open the Excel document and save it to your computer 5. Open in Excel, fill in the data and save again 6. Click the **<Excel Import>** button same as in step 1. 7. Click the **<Select File>** button now 8. Click the **<Done>** button 9. Click the **<Submit Entire Response>** button 10. Click the **<OK>** button	Dobavljač može da ispuni upitnik zahtjeva za registraciju i preko excel-a, tako što: Prvo otvori Upitnik za registraciju zatim 1. Klikne na dugme **<Uvezi Excel>** ***(<Excel Import>)*** 2. Klikne na dugme **<Preuzmi sadržaj>** ***(<Download Content)*** 3. Klikne na dugme **<Gotovo>** ***(<Done>)*** 4. Otvori Excel dokument, sačuvaj ga lokalno na računaru 5. Otvori ga i ispuni podatke i opet sačuvaj 6. Klikne na dugme **<Uvezi Excel>** ***(<Excel Import>)*** iz koraka 1. 7. Klikni sada na dugme **<Izberite datoteko>** ***(<Select File>)*** 8. Klikne na dugme **<Gotovo>** ***(<Done>)*** 9. Klikni na dugme **<Predati cijeli odgovor>** ***(<Submit Entire Response>)*** 10. Klikni na dugme **<OK>**





After the "PP Supplier registration questionnaire" is submitted then PP Legal team and the PP Compliance team needs to review all the answers. If some data will be missing or we need additional information, you will be notified via email. You will be notified via e-mail, when he is fully approved and registered in Perutnina-Ariba network.	Kada se prijava "PP registracijski upitnik" preda, tada pravni tim PP-a i tim za usklađenost s PP-om mora pregledati sve odgovore. Obavijestit ćemo vas putem e-pošte ako nedostaju neki podaci ili su nam potrebne dodatne informacije. Dobavljač će biti obaviješten putem e-pošte kada bude u potpunosti odobren i registriran u mreži Perutnina-Ariba.