

# Supplier Guide

For existing suppliers

Maintain Your Supplier Company Details



# What is SAP Ariba and how does it affect you?

## What is SAP Ariba Network:

The SAP Ariba Network is a cloud-based platform that allows buyers and suppliers to interact and conduct business on a single platform. With access to the SAP Ariba Network, you as a supplier are available to be discovered by buyers around the world.

Debswana is implementing SAP Ariba and this will allow for seamless collaboration between Debswana and yourself. The purpose of this guide is to assist to in the navigation on the SAP Ariba Network.



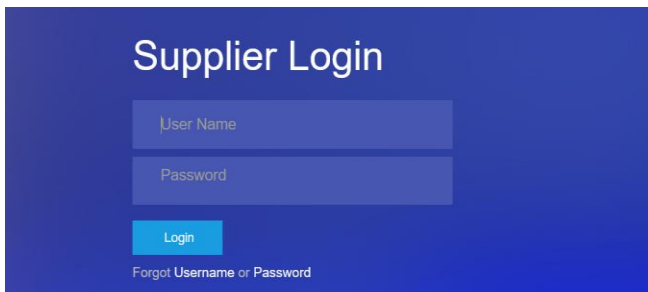
## Covered in this guide:

- 1 How to - Maintain Basic Information on SAP Ariba Network**
- 2 How to - Create Additional Users on my SAP Ariba Network Account**
- 3 How to - Maintain my Debswana Company Profile**

# Maintain Basic Information on SAP Ariba Network

## 1. Log in to your Account

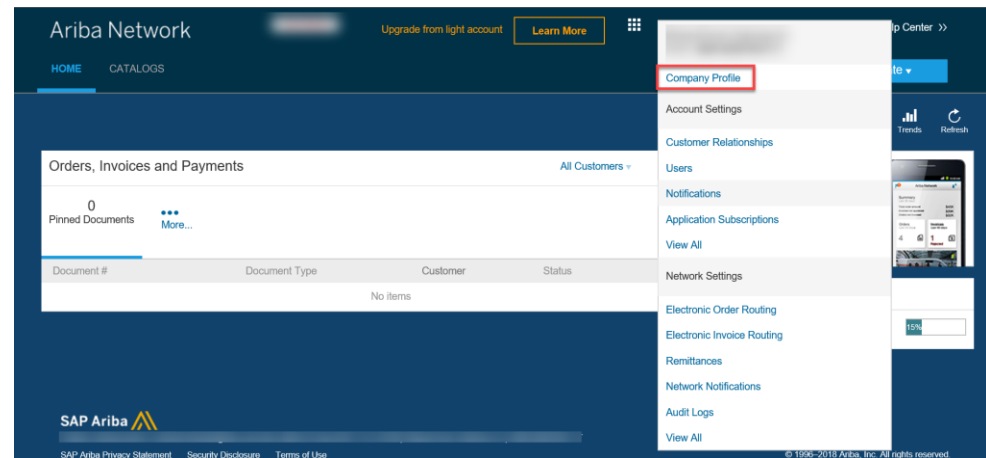
Log in using the account you created during the registration process or an existing SAP Ariba Network Account.



The image shows a 'Supplier Login' form on a dark blue background. It includes a 'User Name' input field, a 'Password' input field, and a blue 'Login' button. Below the button is a link for 'Forgot Username or Password'.

## 2. Maintain SAP Ariba Network Company Profile

Maintain your Company Profile Details for the SAP Ariba Network.



The screenshot shows the SAP Ariba Network user interface. At the top, there is a navigation bar with 'HOME' and 'CATALOGS' tabs. A user profile dropdown menu is open, with 'Company Profile' highlighted in a red box. Other menu items include Account Settings, Customer Relationships, Users, Notifications, Application Subscriptions, Network Settings, Electronic Order Routing, Electronic Invoice Routing, Remittances, Network Notifications, Audit Logs, and View All. The main content area displays 'Orders, Invoices and Payments' with a 'Pinned Documents' section showing 0 items. A table with columns for Document #, Document Type, Customer, and Status is visible, currently showing 'No Items'.

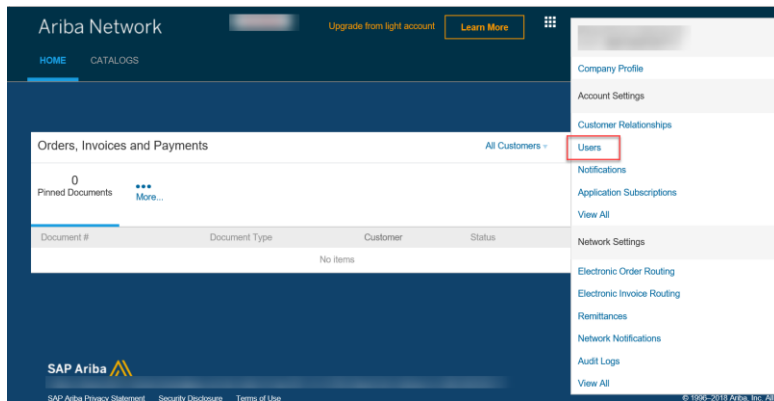


Maintain all required details under the Company Profile Tab.

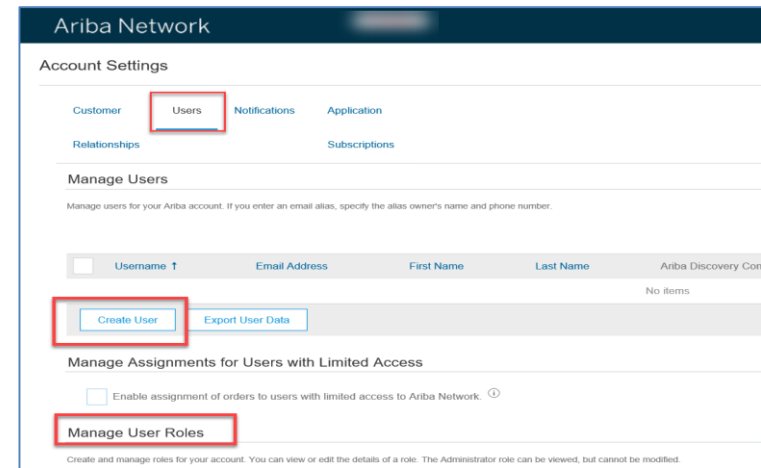
# Create Additional Users on my SAP Ariba Network Account

You are able to create more users for your SAP Ariba Network account. These users are able to log on to the SAP Ariba Network at any time, and transact according to the roles they have been assigned.

## Create Users



Click **Users** to capture the user account information and assign the role that the user will be playing.



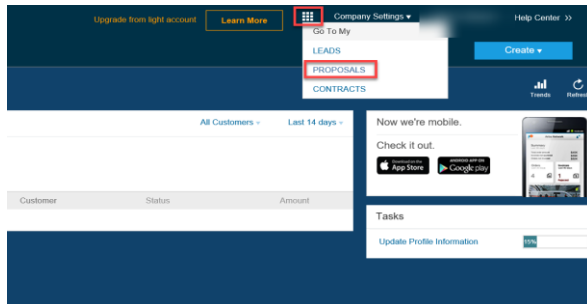
Should you require further assistance, make use of the Help Centre available on the page.

# Maintain my company profile with Debswana

Your Debswana profile is accessible at any time to you. The company profile details includes all information required by Debswana from you as a supplier. Remember to keep this information up to date.

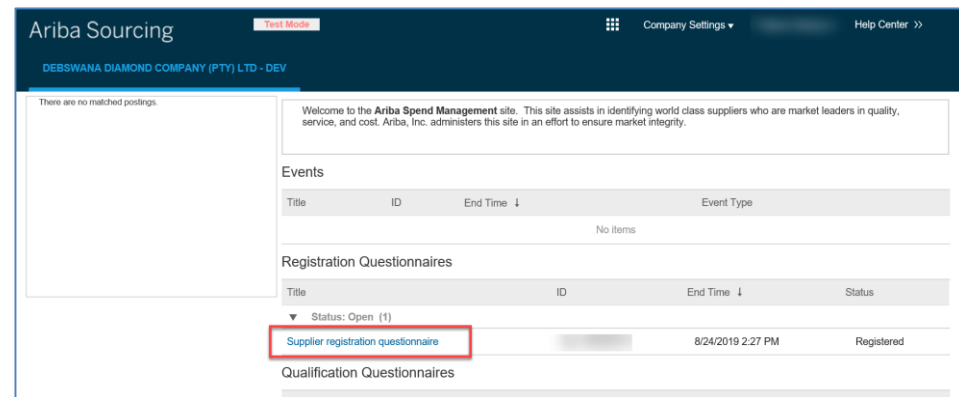
## 1. Access your Debswana profile

Once logged in, access your Debswana profile from the Home page. Select **Go To Ariba apps** and continue to **Proposals**.



## 2. Select the Supplier Registration Questionnaire which houses all your Debswana specific information.

Once selected, you are able to complete and update all information that is incomplete or has changed.



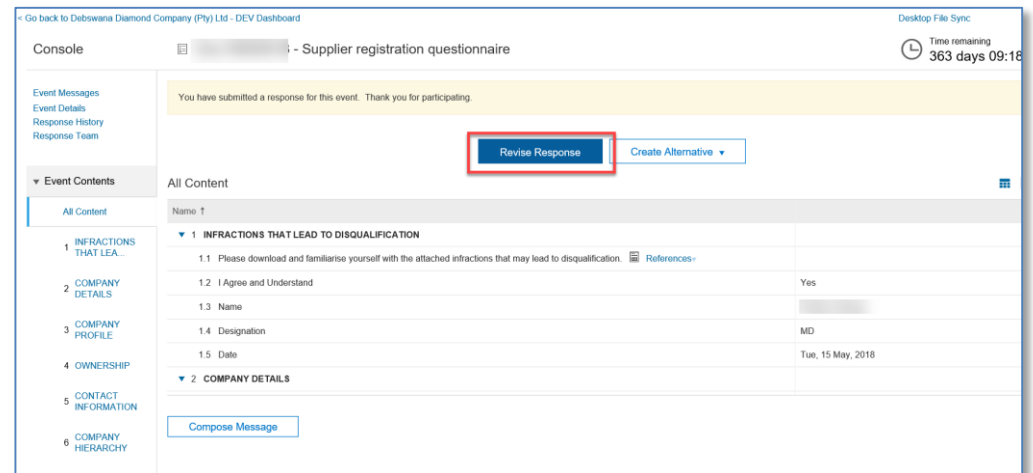
# Maintain my company profile with Debswana

This information will then be sent to the Debswana team to process.

## Create/Revise Response

The information required include:

- Company information and Company contacts
- Certificates and Accreditations
- Company Ownership Details
- Company Banking Details



1 INFRACTIONS THAT LEAD TO DISQUALIFICATION		
1.1	Please download and familiarise yourself with the attached infractions that may lead to disqualification. <a href="#">References</a>	
1.2	I Agree and Understand	Yes
1.3	Name	
1.4	Designation	MD
1.5	Date	Tue, 15 May, 2018

2 COMPANY DETAILS		
<a href="#">Compose Message</a>		



Ensure all details are up to date at all times.

## The maintenance process is now complete!

Debswana will be in contact with you should any of the revised information require further validation.