

How to Register as a Debswana Diamond Company (Pty) Ltd Supplier using SAP Ariba



Register as a Debswana Supplier in four easy steps

- 1 Request to Register**
- 2 Create an Ariba Account**
- 3 Submit your Company Information**
- 4 Submit Capacity and Industry Experience**

Step 1: Request to Register

Go to <http://debswana.sourcing-eu.ariba.com/ad/selfRegistration/> to request to register.

Fill out the form and submit.

Supplier self-registration request form

*Full Name of Company
Prosperity Co

*Company Registration Number
48/4987/324681

*Are you Sales Tax / VAT Registered?
 Yes No

*Tax Clearance Number
576/6119

*Contact Name
Mosidi

*Last Name
Kau

*Email Address
mosidi.kau@prosperityco.bw

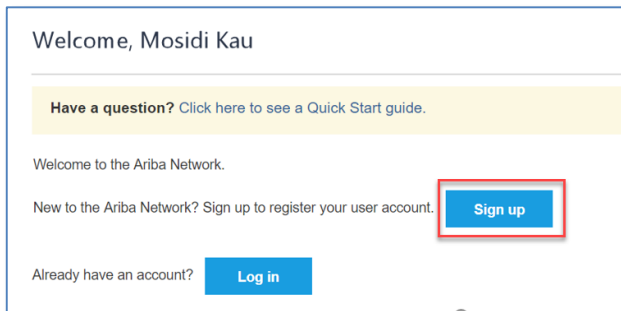


The request to register is for **new suppliers** to initiate the registration process to become a supplier for Debswana Diamond Company.

Step 2: Create an SAP Ariba Account

You will receive an email notification prompting you to start the registration process. Click on the link provided in the email notification to proceed.

Create Login Account



Welcome, Mosidi Kau

Have a question? [Click here to see a Quick Start guide.](#)

Welcome to the Ariba Network.

New to the Ariba Network? Sign up to register your user account. [Sign up](#)

Already have an account? [Log in](#)



The SAP Ariba Network is a cloud based platform that allows you to be discovered by suppliers around the world.

If you already have an SAP Ariba Network account, click on **Log in** to access the registration with your existing username and password.

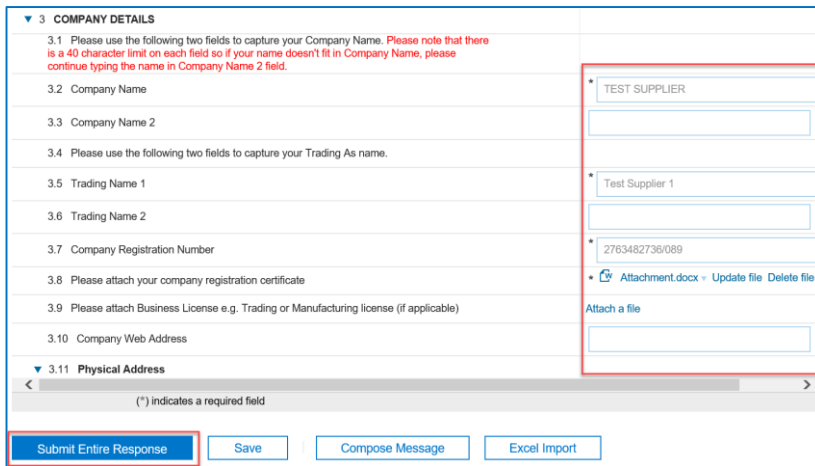
Click **Sign up** to create a new SAP Ariba Network account.

Step 3: Submit your Company

Submit your Company Information

Complete the registration form with all of the requested data.

Once all questions are completed, click on the **Submit Entire Response** button to send your responses to Debswana.



The screenshot shows a web form titled '3 COMPANY DETAILS'. It contains several input fields and instructions. A red rectangular box highlights the following fields: '3.2 Company Name' (containing 'TEST SUPPLIER'), '3.5 Trading Name 1' (containing 'Test Supplier 1'), '3.7 Company Registration Number' (containing '2763482736/089'), and '3.10 Company Web Address'. The 'Submit Entire Response' button at the bottom left is also highlighted with a red box. A legend at the bottom of the form indicates that an asterisk (*) denotes a required field.



All required fields are marked with a *

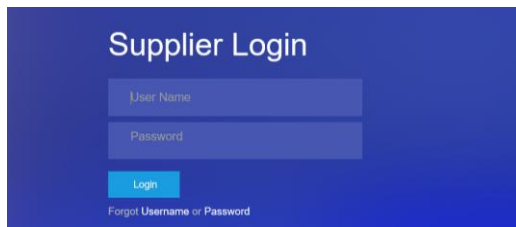
Step 4: Submit your Capacity & Industry Experience

After Debswana has reviewed your registration questionnaire, you will be invited to complete a qualification questionnaire to provide additional information relating to your capacity and industry experience.

Click on the link provided in the email notification to proceed.

1. Log in to your Account

Log in using the account you created during the registration process.



Supplier Login

User Name

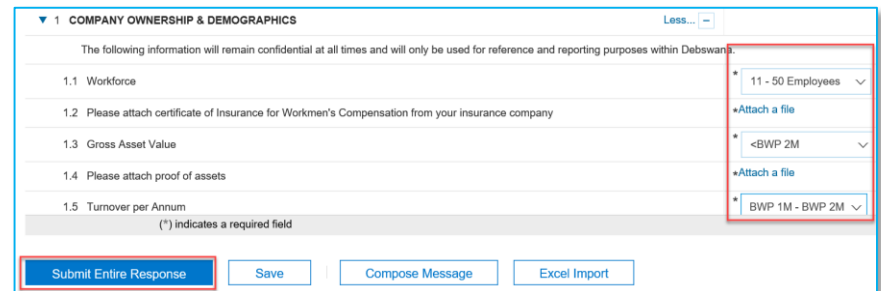
Password

Login

Forgot Username or Password

2. Submit your Capacity & Industry Experience

Complete the questionnaire and click on **Submit Entire Response** button to send your response to Debswana.



1 COMPANY OWNERSHIP & DEMOGRAPHICS

The following information will remain confidential at all times and will only be used for reference and reporting purposes within Debswana.

1.1 Workforce * 11 - 50 Employees

1.2 Please attach certificate of Insurance for Workmen's Compensation from your insurance company * Attach a file

1.3 Gross Asset Value * <BWP 2M

1.4 Please attach proof of assets * Attach a file

1.5 Turnover per Annum * BWP 1M - BWP 2M

(* indicates a required field)

Submit Entire Response Save Compose Message Excel Import

Registration process is now complete!

Debswana will be in contact with you regarding the outcome of your registration.