Aptargroup

Supplier's guide
Supplier registration for
ARIBA NETWORK

SAP ARIBA SUPPORT HOTLINE

If you need help on how to use this product, click Help at the top right of any product page to access documentation and tutorials.
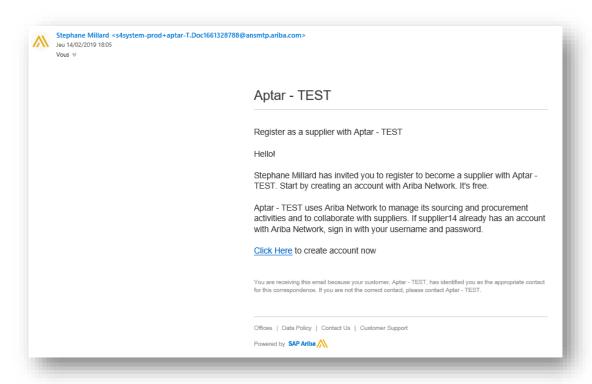For help, United States and Canada (toll-free): 1 866 218 2155
United Kingdom (Freephone): 0800 358 3556
Europe: +44 20 7187 4144; Asia: +65 6311 4745
All other locations, call +1 412 222 6153.

1. Getting started

You need An Ariba Network profile in order to participate in sourcing events organized by APTAR.
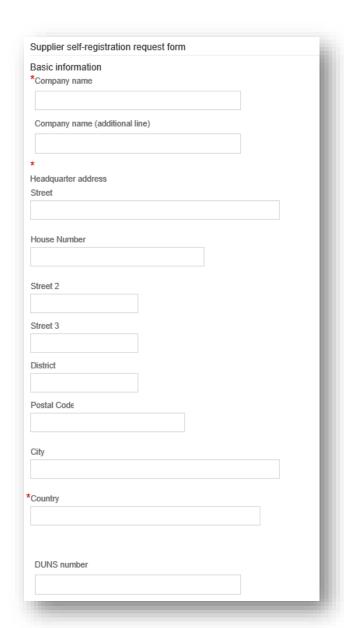

a) Invitation mail from SAP Ariba

You have received an invitation e-mail from SAP Ariba to create a profile. Please use 'Click here' link to go to the registration page or copy the link to your preferred browser to enter the page.
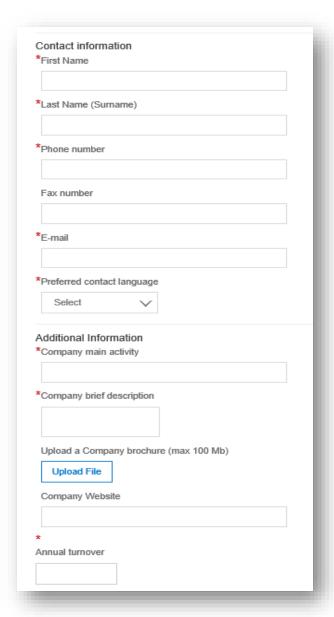
b) Receive a link from your APTAR Purchasing contact

You can self-register by clicking on the link received from your APTAR Purchasing Contact:
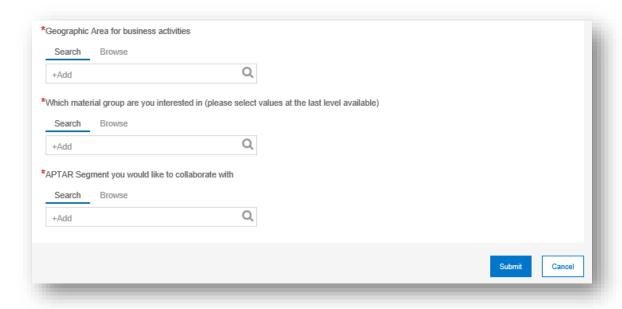
http://aptar.supplier.ariba.com/ad/selfRegistration/_c_/C7

You will have to complete the "Supplier self-registration request form", you must first fill out some mandatory questions which are indicated with an asterisk (*):
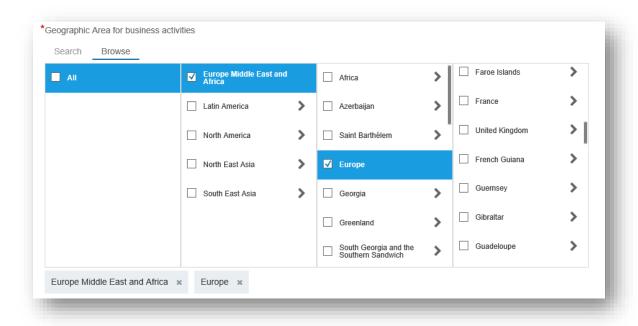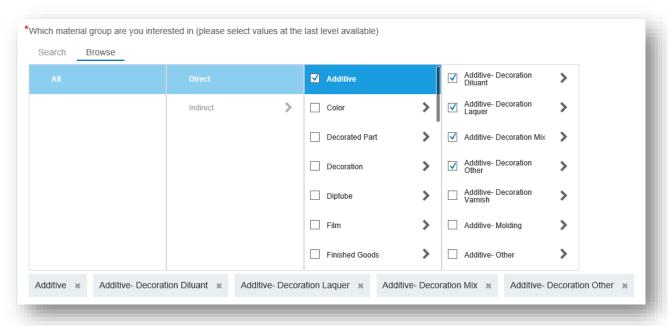
Supplier self-registration request form

Basic information

*Company name

Company name (additional line)

*

Headquarter address

Street

House Number

Street 2

Street 3

District

Postal Code

City

*Country

DUNS number

Contact information

*First Name

*Last Name (Surname)

*Phone number

Fax number

*E-mail

*Preferred contact language

Select ∨

Additional Information

*Company main activity

*Company brief description

Upload a Company brochure (max 100 Mb)

Upload File

Company Website

*

Annual turnover

c) How to select 'Geography' and 'Category' and Segment ?

- **Geography:** Browse or search and Select the Region, Continent and or Country you can make business with.
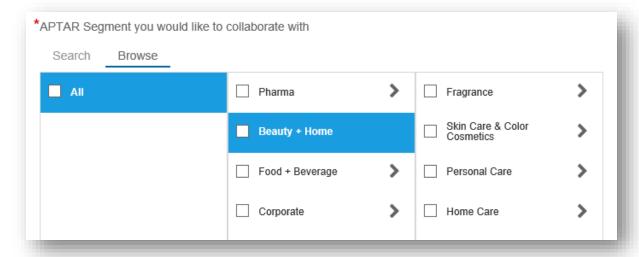
- **Category:**

To find the product and service categories that - match to your profile, use the 'Browse' function, or use the "search" option with a specific name.

To add a product or service category to your selection, click on the plus mark (+):

1   select a main category that fits your profile
2   select a lower-level category that fits your profile
3   add the category to 'My Selection'
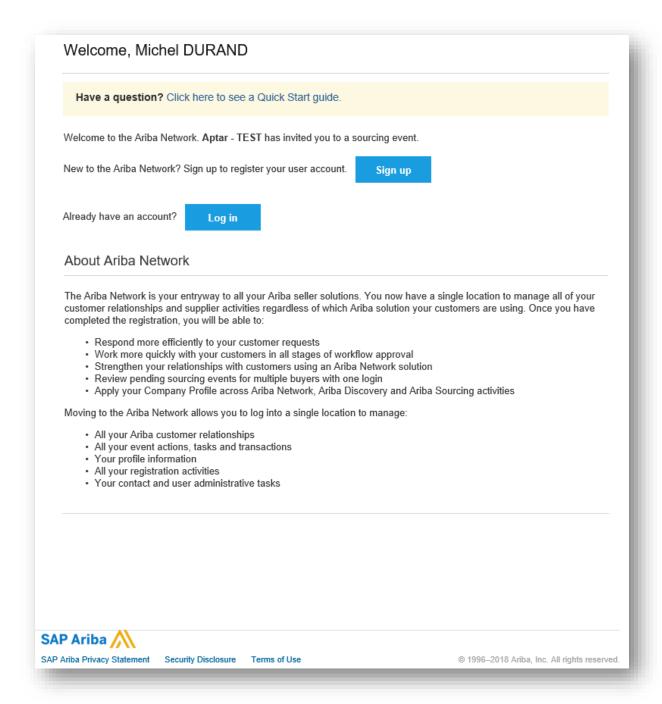4   add the lower-level category to 'My Selection'

If you want to remove a product or service category from your selection:

5   tick mark the category you want removed
6   click 'Remove'
7   when finished, click 'OK'

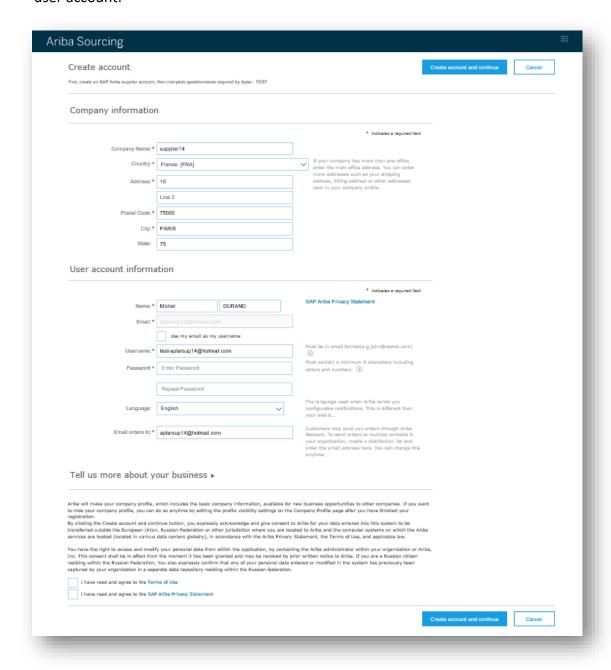- Segment : Browse Segments and select Segments you want to collaborate with

Once the form is completed, click the "Submit" button to send the "Supplier Request" to the Aptar Vendor Management team. After the "Supplier Request" validation by APTAR, you can continue to create your Ariba Network profile by completing the "Supplier Registration Questionnaire"

d) New or existing User ?

- **NEW USERS:** If you are a new user to SAP ARIBA and would like to create an Ariba Network Profile, **click 'Sign Up'.**
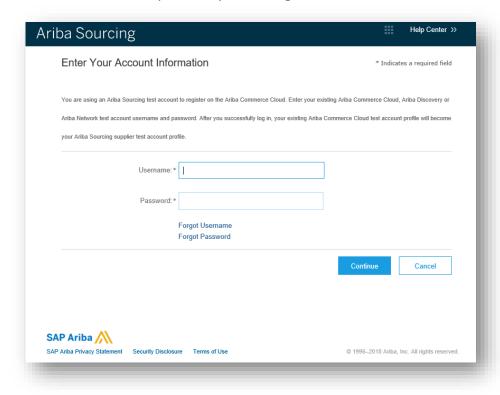
To create a profile for Ariba Network, you must first fill out the mandatory fields (*****) for your user account.

1. Enter your first and last name
2. Enter your e-mail address
3. Remove the tick mark if you want to use another username than your e-mail address (optional)
4. Enter a username if you removed the tick mark (optional)
5. Create a password
6. Choose your profile language
7. Accept the terms and conditions
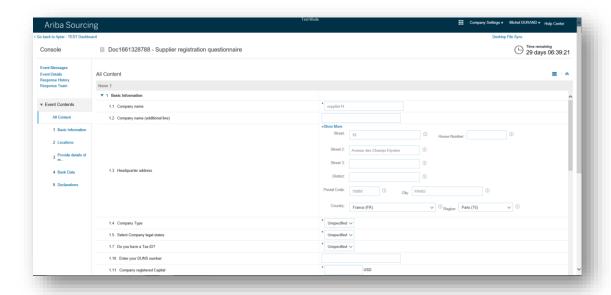8. To finish, click 'Submit'

- **EXISTING USERS:** If you already have a user account and have been working with SAP ARIBA previously, **click 'Log in'.**

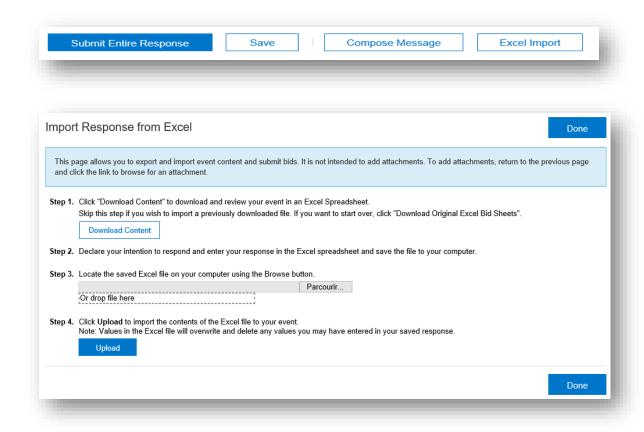## 2. Supplier Registration Questionnaire

a) Complete your supplier questionnaire online

To complete your supplier profile online, you must fill out some mandatory questions indicated with an asterisk (*****). You can complete the questionnaire in several round. Remember to save. When the questionnaire is complete, submit your response.

b) Filling up the questionnaire off line

To fill up the questionnaire offline use the excel import option

Follow the steps from the 'import Response from Excel' functionality and submit your response.

3.   General questions and FAQ

For general questions, please refer to the Help Center section or ask to your APTAR contact.