

**WACKER**

CREATING TOMORROW'S SOLUTIONS

**THE FUTURE  
OF BUYING**

WACKER DIGITAL

Next Generation Procurement

**Answering WACKER Registration &  
Certificate Management Questionnaires**

# Invitation to WACKER Registration

## Explanation

1

WACKER - invites you to register as a supplier in Ariba Network

DG Dustin Güldner <s4system-prodeu+wacker-T.Doc519213352@eusmtp.ariba.com>  
To: Dustin Güldner

**WACKER**

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**Register as a supplier with WACKER - TEST**

Dear Dustin Güldner,

WACKER - TEST uses Ariba Network to manage its sourcing and procurement activities. We kindly ask our business partners to register at this platform to enable digital collaboration.

Please start with your registration by creating your account (free of charge) with Ariba Network. If your company already has an account, please sign in with your username and password - using the link below:

To create account now or login in [Click Here](#)

2

Best regards,

Dustin Güldner  
WACKER - TEST

- 1 You will receive a registration invitation with the following subject line
- 2 Select **Click Here** to get forwarded to the Ariba® account registration page

## Expected Result

SAP Ariba Proposals and Questionnaires

Welcome, Dustin Güldner

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

Sign up as a supplier with WACKER - TEST on SAP Ariba.

WACKER - TEST uses SAP Ariba to manage procurement activities.  
Create an SAP Ariba supplier account and manage your response to procurement activities required by WACKER - 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

# Create or Login with Account

## Explanation

Welcome, Dustin

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

Sign up as a supplier with WACKER - TEST on SAP Ariba.

WACKER - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by WACKER - TEST. **Sign up** 1

Already have an account? **Log in** 2

## Expected Result

1

2

- 1 If you don't already have an Ariba® Network account, please click **Register**
- 2 If you already have an Ariba® Network account, please click **Sign In**

## Further Information

- It is important that you internally check whether your company already has an Ariba® Network account
- If your company already has an Ariba® Network account, please speak to your Ariba® Network administrator to create a new user for you

# Automatic Forwarding to Registration Questionnaire After Account Login/Creation

## Explanation

1

The first screenshot shows the 'Create account' page in SAP Ariba. It includes a 'Create account and continue' button and a 'Cancel' button. Below the header, there is a 'Company information' section with the following fields: Company Name (English GmbH), Country/Region (Germany [DEU]), Address (Kunthowege), Postal Code (22303), and City (Hamburg). The second screenshot shows the 'Enter Your Account Information' page, which prompts the user to enter their existing Ariba Commerce Cloud username and password. It includes fields for Username and Password, and links for 'Forgot Username' and 'Forgot Password'. There are 'Continue' and 'Cancel' buttons at the bottom.

## Expected Result

The screenshot shows the 'Supplier registration questionnaire' in SAP Ariba. The form is titled 'Doc519213352 - Supplier registration questionnaire'. It has a progress bar with sections: 1. General Information, 2. Supplier Full Legal Name / Legal Form, 3. Requirements, 4. Manufacturing Locations, 5. Tax Information, and 6. Banking Data. The 'General Information' section is expanded, showing fields for Company Name (English GmbH), Street (Kunthowege), House Number (2), Postal Code (22303), City (Hamburg), and Country (Germany [DE]). There are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import' at the bottom.

1

After creating your account/logging in with an existing account, you will be automatically directed to the WACKER registration questionnaire

## Further Information

- In the top right of the registration questionnaire you can see how long this document will be available for you to complete. You can exit the questionnaire at any time to complete it at a later point

# Manual Access to the WACKER Registration Questionnaire

**Explanation**

The screenshot shows the Ariba Network interface. A green arrow labeled 'Explanation' points to the navigation menu. The menu items are: Ariba Discovery, Ariba Proposals And Questionnaires (highlighted with a callout '2'), Ariba Contracts, and Ariba Network. Callout '1' points to the 'Ariba Network' dropdown. Callout '3' points to the 'WACKER - TEST' header. Callout '4' points to the 'Events' table. Callout '5' points to the 'Supplier registration questionnaire' row in the 'Registration Questionnaires' table.

Title	ID	End Time	Event Type	Participated
No Items				

Title	ID	End Time	Event Type
No Items			

Title	ID	End Time	Status
Supplier registration questionnaire	Doc51921392	11/9/2020 12:54 PM	Invited

Title	ID	End Time	Commodity	Regions	Status
No Items					

Title	ID	End Time	Commodity	Regions	Status
No Items					

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No Items					

- 1 Log into your Ariba® Network account: [www.supplier.ariba.com](http://www.supplier.ariba.com)
- 2 Select **Ariba Proposals and Questionnaires**
- 3 If you have linked your Ariba® Network account to more than one company, you need to make sure that you have selected **WACKER**
- 4 In this view you can see all Sourcing Events as well as the registration & certification questionnaires to which your user account has been invited
- 5 Click on the name of the questionnaire to open it.

# Registration Questionnaire

**Explanation**

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2

3

- 1 Mandatory fields are displayed via a \* and must be filled out in order to be able to submit the questionnaire
- 2 Once you have entered all of the information, click **Submit Entire Response**
- 3 Click **OK** to send the questionnaire

## Further Information

- WACKER will review the submitted questionnaire and contact you if further clarification is required.
- You are asked to update this data regularly and submit this to WACKER for verification.

# WACKER Certificate Management Questionnaire

**Explanation**

1 **WACKER**

Dear Dustin Guldner,

WACKER - TEST has invited you to complete a questionnaire. This is required so English GmbH can do business with WACKER - TEST.

**Questionnaire Overview**  
Questionnaire name: Quality, Environment & Energy  
Respond by: Sat, 21 Nov, 2020

[Submit questionnaire](#) 2

SAP Ariba

Supplier Login

User Name

Password

Login 3

Forgot Username or Password

Console Doc519357394 - Quality, Environment & Energy Time remaining 29 days 23:27:20

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

Name ↑	
1 Quality	
1.1 Do you have the ISO 9001 certificate? If "Yes" please provide details.	* Unspecified
2 Environment	
2.1 Do you have the ISO 14001 certificate? If "Yes" please provide details.	* Unspecified
2.2 Do you have the EMAS certificate? If "Yes" please provide details.	* Unspecified
3 Energy	
3.1 Do you have the ISO 50001 certificate? If "Yes" please provide details.	* Unspecified

(\* indicates a required field)

4 Submit Entire Response Save draft Compose Message

- 1 You will receive an E-Mail from WACKER inviting you to complete the certificate questionnaire
- 2 Click **Submit Questionnaire** to be forwarded to the questionnaire
- 3 Sign in with your Ariba® Network account
- 4 Fill in the required mandatory data fields, select **Submit Entire Response** and confirm by clicking **OK**

## Further Information

- After successfully logging in, you will be automatically redirected to the certification questionnaire
- You are asked to update this data regularly



**NEXT  
GENERATION  
PROCUREMENT**

WACKER DIGITAL

**The Future of Buying**

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