

Ariba SLP – guideline – for Suppliers

This guideline intends to support all Suppliers in working with Ariba Network registration process, in order to keep all information updated, such as Tax IDs, Bank information and any other relevant data that is needed to conduct business with accuracy and efficiency. Also, be able to participate in Sourcing and Contracting activities from Tetra Pak.

The following sections will contain the step by step information to fulfil the registration process in Ariba Network to work with Tetra Pak.

Contents

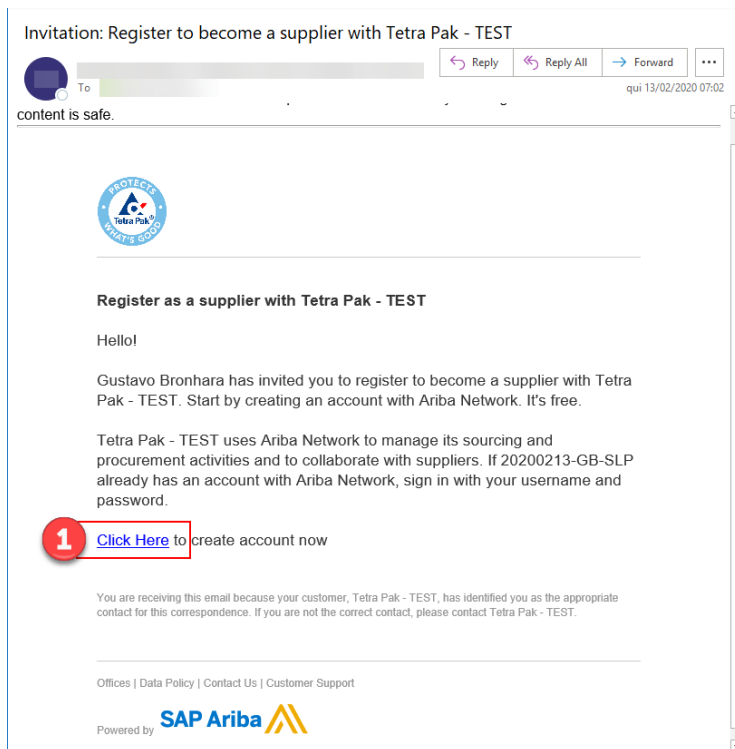
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1. Invitation to register

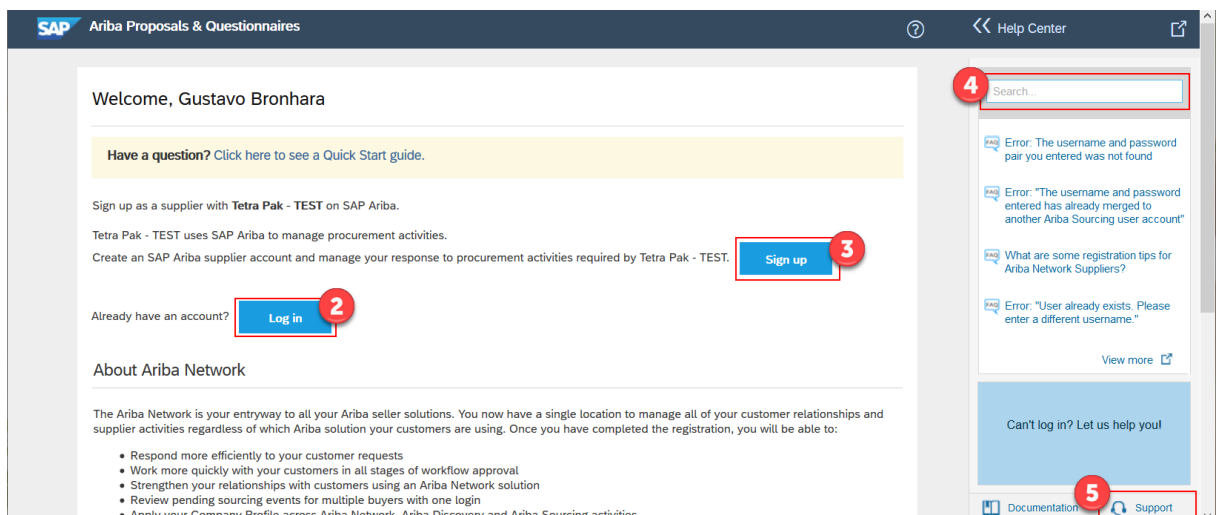
Description: Suppliers are invited by Tetra Pak to join the Ariba Network and register. The invitation comes in an email that contains a link to access the website that will start the registration process.

Steps to take:

- a) Receive and open the invitation email. “Click” the hyperlink (1) inside the email.



- b) After the browser opens and loads the website, you can “Log in” (2) to an existing account (if you are already registered to the Ariba Network) or, “Sign up” (3) as a new user. You can search for additional help in this process, at any time, by searching (4) a specific topic or even contact the Ariba support (5).



- c) When you choose the option to “Log in” to the Ariba Network, the page will work as any other website. It will load a log in page with Username and password (6) to continue (7). In case you forgot your username or password, you can choose to receive or reset them, following the steps from the links “Forgot username” and/or “Forgot password” (8).

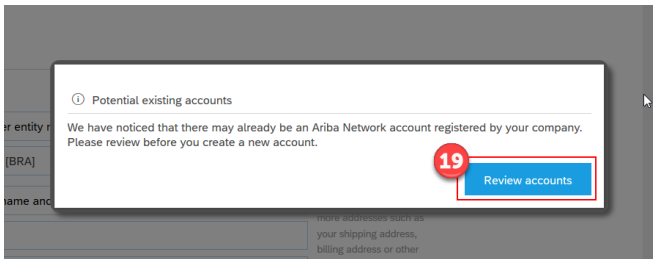
- d) The first set of questions is related to the company information, containing legal entity name (that will show and be used in invoicing to Tetra Pak) and address information. Once the country is selected, different fields will show up based on the specific country that was selected. This starts the Ariba Network standard questions.

- e) The second part of the form contains information from the user that is registering the company. Starting with “First”, “Last Name” and “email’ (10). Choose your username (11) that will be your login any time you need to update your information or participate in Sourcing projects. The password (12) follows Ariba standard format and you can choose your preferred “Language” (13). Also, double check your email address (14).

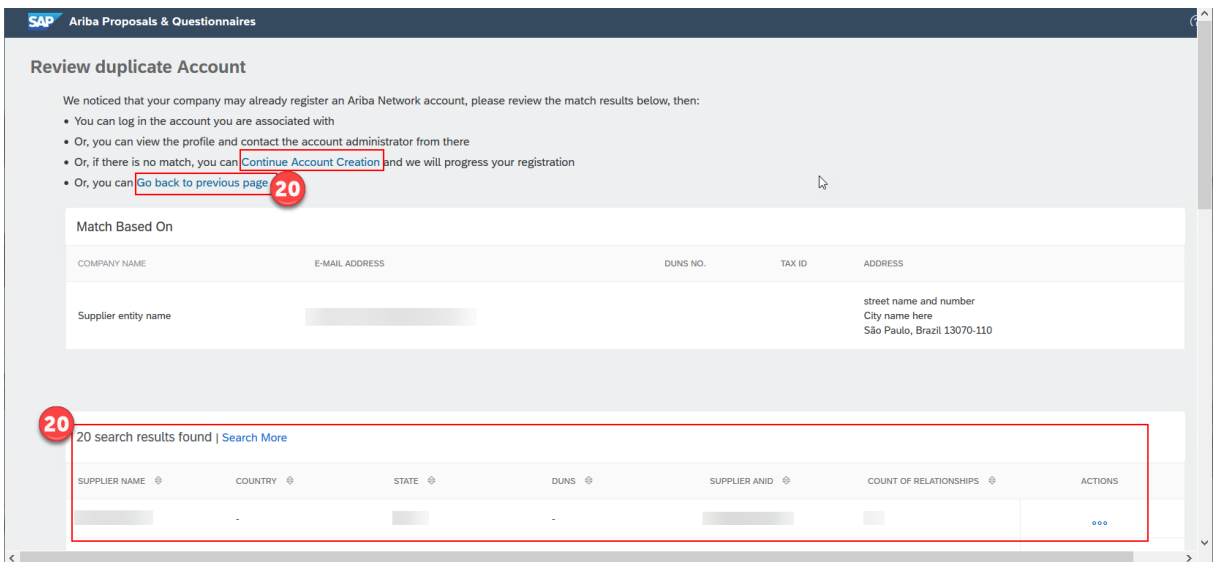
- f) It is mandatory to fill in some information about your business, such as products and services you provide (15) and where you can supply to (16).

- g) SAP Ariba asks to read and review their “Terms of Use” and “SAP Privacy Statement”. If you agree, check the boxes to continue (18) your registration.
**These are SAP Ariba documents and Tetra Pak has no influence over them.*

- a) The system will check for possible duplication of registrations, based on the name of users, email, address among other information provided until now. Continue to review the possible existing accounts (19)



- h) The list will show at the bottom and, if any of those should be used, go back to the previous steps and “Log in” or contact the user from those accounts. If none in the list is your company, “continue account creation” (20) on the link shown.



Outcome: At this point, the supplier is registered to the Ariba Network with username and password that were chosen and will be able to start to provide their data ([next chapter](#))

2. Provide your supplier data

Description: After the initial registration to the Ariba Network ([invitation to register](#)), the Tetra Pak Questionnaire – External”

Steps to take:

- a) All steps from “[Invitation to register](#)” have been fulfilled at this point. The following “Supplier Registration Questionnaire – External” opens. Scroll down (1) on the page to find the questions as they might not be at the top. Review all sections (2). There will be questions with “Reference” documents (3) to download and follow the information on them. There will be questions marked as mandatory (4) with * and list of choices to choose from (5), while other questions may be optional (no * sign) and open text to write the answers.

< Go back to Tetra Pak - TEST Dashboard

Console Doc359844770 - Supplier Registration Questionnaire - External

Desktop File Sync

Time remaining 364 days 23:15:19

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Tetra Pak Code of Bu...

2 Company General Info...

3 Other Supplier Infor...

4 Supplier's tax inform...

5 Bank Information (*M...

All Content

1 Tetra Pak Code of Business Conduct for Suppliers

Tetra Pak is committed to conduct every aspect of our business with integrity. Our vision, mission and core values demand collaboration throughout the supply chain, including how our suppliers operate and run their business. We require that all Tetra Pak suppliers sign and run their business operations in accordance with the Tetra Pak Code of Business Conduct for Suppliers.

1.1 Do you accept the Tetra Pak Code of Business Conduct for Suppliers? Unspecified

2 Company General Information

2.1 URI Type Homepage (WWW) [HPG]

2.2 Internet homepage address

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

- b) The Section 1 is about the Tetra Pak Code of Business Conduct for Suppliers (8). Download one of the many languages we translate this document to (9) and, after reading it through, choose if you accept (answer = yes) or if you don't accept (answer = no) (10). If you have accepted, you will be asked to attach (11) a digital/scanned copy of the signed document. Print the reference document you downloaded, sign it and upload as attachment. If you do not accept the code of conduct, you will be asked to provide an explanation about not accepting it.

Response History
Response Team

Event Contents

All Content

1 Tetra Pak Code of Bu...

1 Tetra Pak Code of Business Conduct for Suppliers

Tetra Pak is committed to conduct every aspect of our business with integrity. Our vision, mission and core values demand collaboration throughout the supply chain, including how our suppliers operate and run their business. We require that all Tetra Pak suppliers sign and run their business operations in accordance with the Tetra Pak Code of Business Conduct for Suppliers.

1.1 Do you accept the Tetra Pak Code of Business Conduct for Suppliers? References

1.2 Please upload a signed copy of the Tetra Pak Code of Business Conduct for Suppliers

(*) indicates a required field

- c) Section 2 will be focused on “Company General Information” (12) and will ask to confirm the Supplier Name (Legal entity name) (13). If needed, do change to match the invoice legal entity name. Language key (14) is standard “English” but it is possible to choose one of the other options there, based on the language you provide your company information in the questionnaire. General telephone number to contact the company is also asked (14) and then all address information (15).

- d) Continuing with company general information, questions 2.8 and 2.9 (16) asks about 2 email addresses. One is the ordering e-mail address, which is where you should receive any orders from Tetra Pak. This can be different then your email account. The other email, on question 2.9 is the email to receive information when a payment is booked to your company, therefore, might be account receivable e-mail address. Other optional questions are there to provide answers. Read them through and answer them if necessary.

- e) The next section, 3, will ask about “other supplier information” within Ariba Network. If you are familiar to them, you can ask “yes” or “no”. In the case you are not aware of this at this moment, you can choose “Don’t know” and change the answer when you are familiar to them.

- f) At any stage of the process, you can “Save draft” (18) of the answers and come back to finish them later. Before you start to add Tax Information (section 4), we strongly suggest saving a draft, so you don’t lose any information if going back to previous sections of the questionnaire.

To add information, click on the link “Add Tax Number” (19). A specific section in this guideline will cover the “Add Tax Number” part.

The last section is the Bank information, which starts by clicking on “Add bank information” link (20). A specific section in this guideline will cover the “Add Bank information” part.

Outcome: At this point, the supplier is registered to the Ariba Network with all information, except Tax and Bank data. The next sections cover these 2 areas.

3. Add Tax information

Description: To be able to transact with suppliers, we must have accurate tax information for the company, therefore this section is mandatory to be filled in by all suppliers, even if some exceptional cases there is no tax number for the company (special cases in specific countries).

Steps to take:

- a) Start by clicking on the link “Add tax number”

Supplier's tax information (Section 4 of 5) << Prev. | Next >>

Name ↑

▼ 4 Supplier's tax information

4.1 Tax Number (*Mandatory)	Add Tax Number (*Mandatory) (0)	More... +
4.2 Natural Person		* No[false] v
4.3 Liable for VAT		* No[false] v

(*) indicates a required field

- b) Start by clicking on the link “Add tax registration”. You can add multiple tax information. Each of the tax added fields will be as the next step.

All Content > 4.1 Tax Number (*Mandatory)

Tax Number (*Mandatory) (0)

Name ↑

No items

(*) indicates a required field

[Add Tax Registration](#) 2

- c) New fields will show up in the screen. First, attach a document (3) that proves the validity of the information from the Tax Numbers that will be informed. Choose the country they belong to (4) and the Tax fields will show for that specific country. Fill in all available tax information from them.

All Content > 4.1 Tax Number (*Mandatory)

Tax Number (*Mandatory) (1)

Name ↑

▼ Tax Registration #1		Delete
Tax Registration Attachment	*Attach a file 3	
Country:	Brazil (BR) v	ⓘ 4
Tax Name	Tax Type	Tax Number
Brazil: CNPJ Number	Organization	<input type="text"/>
Brazil: CPF Number	Organization	<input type="text"/>
Brazil: State Tax Number	Organization	<input type="text"/>
Brazil: Municipal Tax Number	Organization	<input type="text"/>

(*) indicates a required field

[Add Tax Registration](#)

- d) Download and open in Excel our Tax Number guideline, per country - [LINK](#)

- e) To finish adding the Tax information, scroll up and click on the “Ok” button (not the “Add tax registration”)

Desktop File Sync

6 OK Cancel

Clicking OK will only save your Repeatable Section answers. To submit your response, you will need to click OK and then click Submit Entire Response on the main screen.

All Content > 4.1 Tax Number (*Mandatory)

Tax Number (*Mandatory) (1)

Name ↑

▼ Tax Registration #1 Delete

Tax Registration Attachment → Attach a file

Country: Brazil (BR)

Tax Name	Tax Type	Tax Number
Brazil: CNPJ Number	Organization	
Brazil: CPF Number	Organization	
Brazil: State Tax Number	Organization	
Brazil: Municipal Tax Number	Organization	

(*) indicates a required field

~~Add Tax Registration~~

Outcome: All tax information is informed, and supplier registration continues

4. Add bank information

Description: To complete the registration process, all previous sections from this document must be fulfilled including this one, “add bank information”.

Steps to take:

- a) From the questionnaire, go to section 5, “Add Bank Information” and click on the link.

5 Bank Information Add Bank Information (*Mandatory) (0) More... +

(*) indicates a required field

- b) Similar to the tax information, start by clicking on the “Add Bank Account” button (2). You can add as many bank information and accounts you want.

All Content > 5 Bank Information (*Mandatory)

Bank Information (*Mandatory) (0)

Name ↑

No items

(*) indicates a required field

Add Bank Account 2

- c) Similar to the tax information, start by clicking on the “Add Bank Account” button (2). You can add as many bank information and accounts you want.

The screenshot shows the top part of a web form titled "Bank Information (*Mandatory)". Below the title is a header bar with "Name ↑" and "No items". A note below the header states "(*) indicates a required field". At the bottom of the form, a blue button labeled "Add Bank Account" is highlighted with a red circle containing the number 2.

- d) Many fields are mandatory in this section:
- Bank Attachment (3): provide as attachment a document that validates the bank account belongs to your company. This will be reviewed prior to approving any creation or ordering.
 - Bank country key (4): choose the country of the bank account from the list
 - Bank ID Running Number (5): is the sequence of the Bank Accounts informed. Always 4 digits, starting with 0001 for the 1st bank account and 0002 for the 2nd bank account and so on...
 - Bank key (6): Open the link (7) and follow the instructions to find the correct bank key from the file. [LINK to file here](https://tetrapak-my.sharepoint.com)
 - Bank account number (8): provide the account number in this field, matching the document attached (3) that is the companies' bank account.
 - Type of bank account (9): is valid for some specific countries and more information can be found in the link to the question.
 - IBAN (10): is mandatory for some countries and EU. You can search websites that helps to show the exact IBAN number for your account.

The screenshot shows the full "Bank Information (*Mandatory)" form. The form is titled "Bank Information (*Mandatory) (1)" and has a "Name ↑" header. Below the header is a "Bank Account #1" section with a "Delete" link. The form contains several fields, each highlighted with a red box and a red circle containing a number: 3 (Bank Attachment), 4 (Bank Country Key), 5 (Bank ID Running Number), 6 (Bank Key), 7 (a link to a file), 8 (Bank Account Number), 9 (Type of bank account), and 10 (IBAN). A note at the bottom of the form states "(*) indicates a required field". At the bottom of the form, a blue button labeled "Add Bank Account" is visible.

- e) Click “ok” at the top right corner to complete this step of the information.

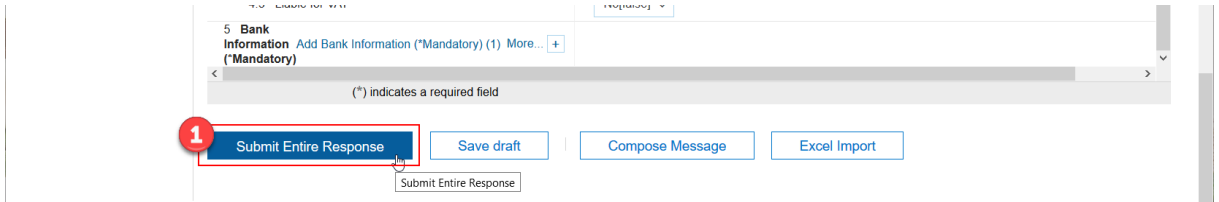
Outcome: All tax information is informed, and supplier registration continues

5. Submit all information to Tetra Pak

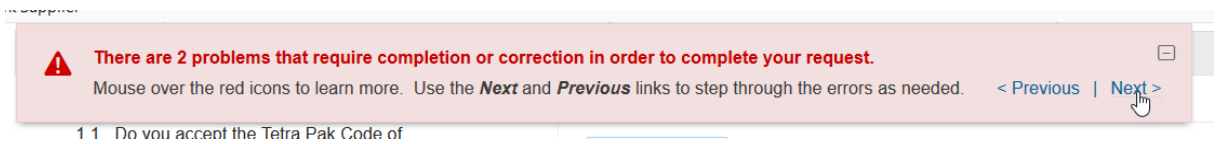
Description: After all information is entered/answered, submit to Tetra Pak to finish the registration process in Ariba Network

Steps to take:

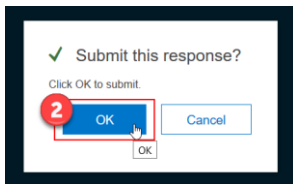
- a) Go to the bottom of the questionnaire and click on the “Submit Entire Response”



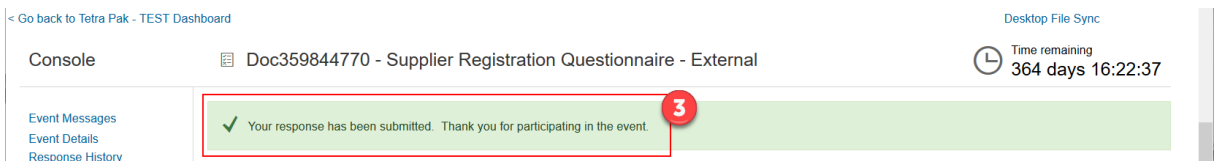
- b) In case of any missing information or errors when filling in, the system will show and display the information to correct them



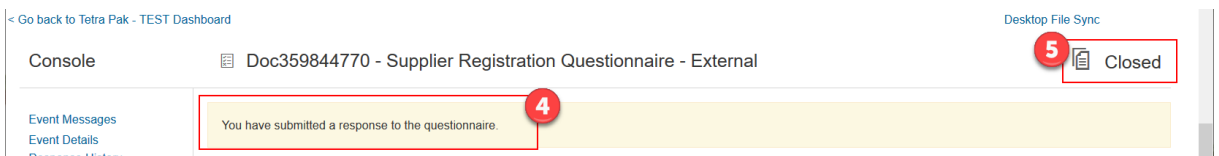
- c) The system will check if you want to submit, click on “Ok” if that is the case.



- d) A message is displayed showing that your answers were submitted to Tetra Pak.



- e) The message will change to a warning showing that answers were submitted (4) and the form will be closed (5) until Tetra Pak approves the information or requests updates.



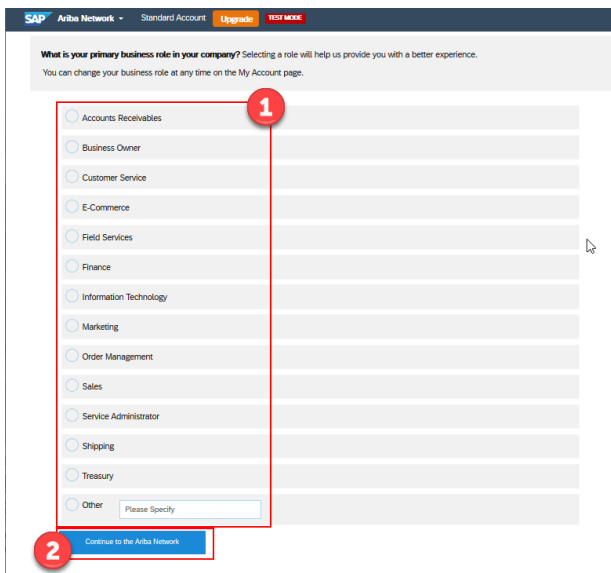
Outcome: All registration information is submitted and is now for Tetra Pak to review and approve or ask for updates/corrections.

6. First login after registration and updates

Description: After registration to the Ariba Network, it is possible to sign in at any moment. The first time you log in, there are some steps to take.

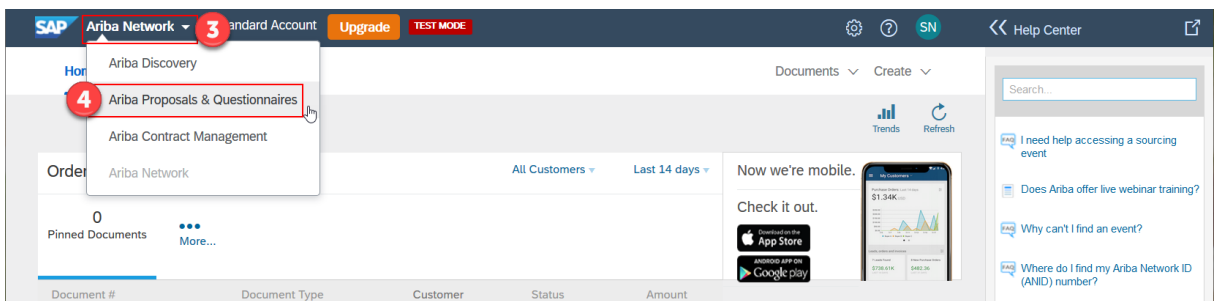
Steps to take:

- a) Ariba will ask for information about your role in the company, select one of the choices (1) and submit (2).



The screenshot shows the Ariba Network registration page. At the top, it says "SAP Ariba Network - Standard Account Upgrade TEST MODE". Below that, a question asks "What is your primary business role in your company?" with a sub-note: "Selecting a role will help us provide you with a better experience. You can change your business role at any time on the My Account page." A list of roles is shown, with "Accounts Receivables" selected and circled in red with a "1" next to it. At the bottom of the list, there is a "Continue to the Ariba Network" button, also circled in red with a "2" next to it.

- b) To review the questionnaire and information submitted, go to Ariba Network (3) from the main dashboard and choose the "Ariba Proposals & Questionnaires" (4)



The screenshot shows the Ariba Network main dashboard. At the top, it says "SAP Ariba Network - Standard Account Upgrade TEST MODE". Below that, there is a navigation menu with "Ariba Network" highlighted and circled in red with a "3" next to it. A dropdown menu is open, showing "Ariba Discovery", "Ariba Proposals & Questionnaires" (circled in red with a "4" next to it), "Ariba Contract Management", and "Ariba Network".

- c) In this area, you will be able to see all Events (sourcing that your company has been invited to) "Registration Questionnaires" (5), including the "Supplier Registration Questionnaire – External" (6) from Tetra Pak. Click on the link to open it.



The screenshot shows the Ariba Network Events page. At the top, it says "No items". Below that, there is a section titled "Registration Questionnaires" circled in red with a "5" next to it. Below this, there is a table with the following columns: Title, ID, End Time, and Status. The table has one row with the following data: Title: "Supplier Registration Questionnaire - External" (circled in red with a "6" next to it), ID: "Doc359844770", End Time: "2/12/2021 7:01 AM", and Status: "Invited".

Title	ID	End Time	Status
Supplier Registration Questionnaire - External	Doc359844770	2/12/2021 7:01 AM	Invited

- d) The questionnaire is not open to review answers until your registration is approved by Tetra Pak.

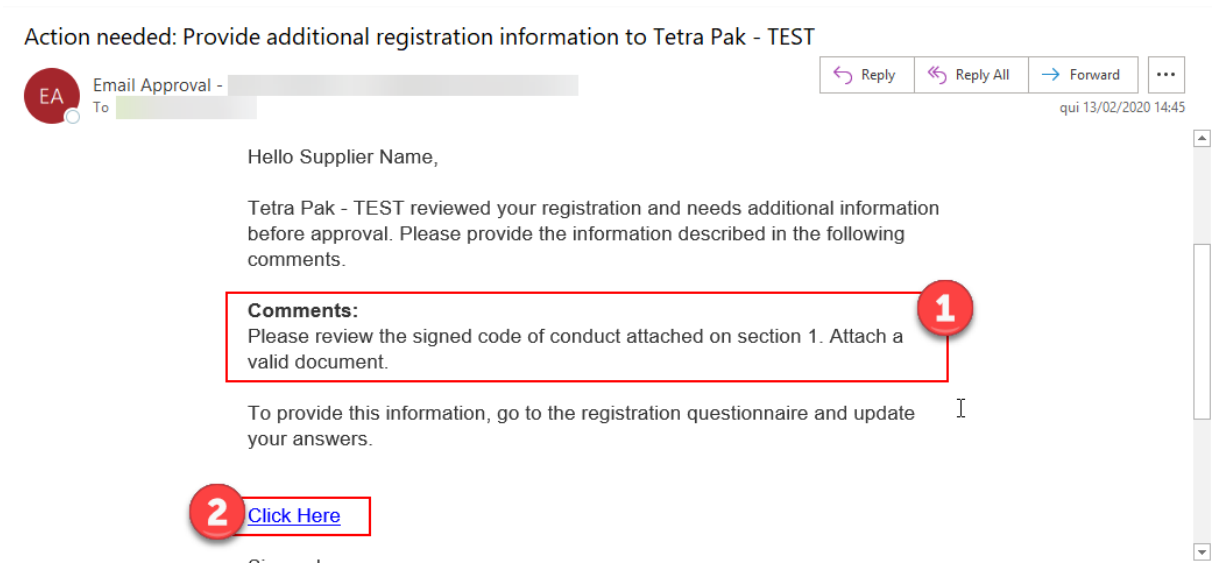
Outcome: Supplier can log in to Ariba Network and review any information until it is approved.

7. Tetra Pak requests additional information

Description: After the information is submitted, Tetra Pak will review it and approve or request additional information if something is not fulfilling the minimum requirements.

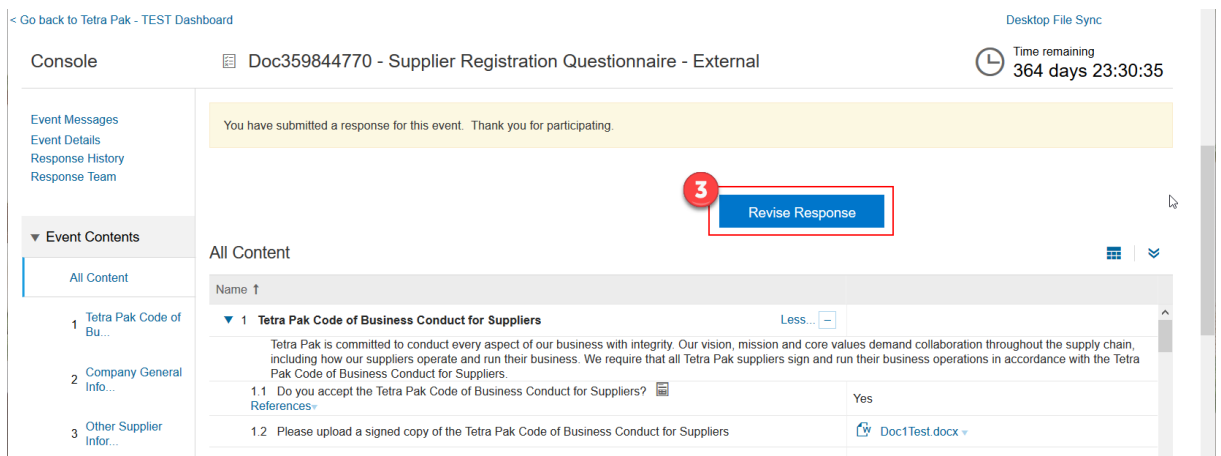
Steps to take:

- a) If Tetra Pak requests additional information, you receive an email with the comments (1) explaining what to update. Click on the link (2) provided to log in and update the information.

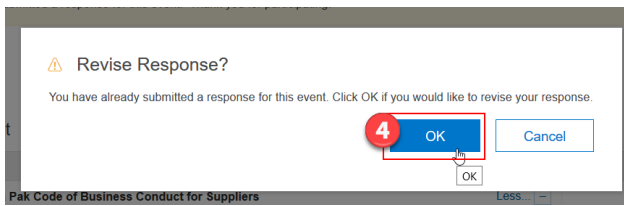


- b) Follow steps “b” and “c” from [“First login after registration and updates”](#)

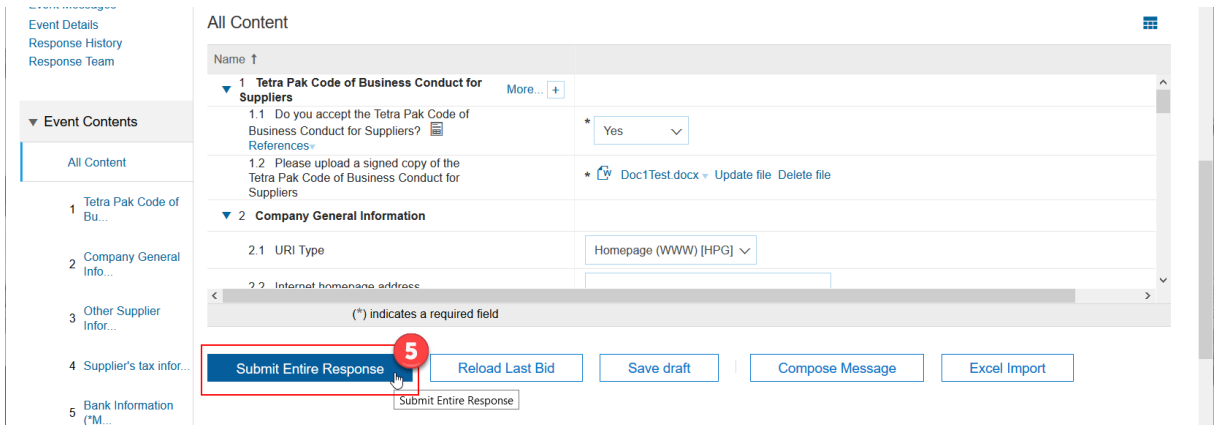
- c) When the questionnaire opens, click on the “Revise Response” (3) button.



d) The system checks if you want to review the answers, click “ok”



e) Make all necessary updates and submit entire response. If needed, check the “[Submit all information to Tetra Pak](#)” section if needed.



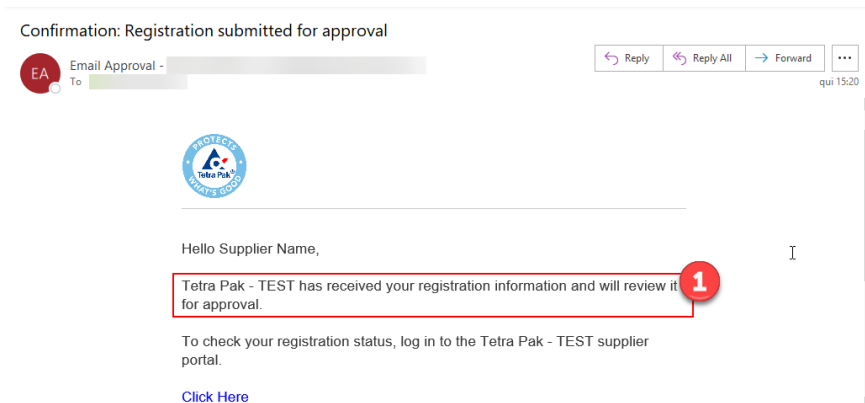
Outcome: The information is reviewed according to the information requested by Tetra Pak in the email and is now back for review and approval.

8. Tetra Pak approves registration

Description: Once all information is provided in accordance to the requirements by Tetra Pak, the registration is approved, from Supplier Management / Procurement perspective. Other internal approvals are happening, and other information may be requested at any time of the process.

Steps to take:

a) An email confirmation of approval is received to inform about the decision



Outcome: Supplier is informed about the information is for review and approval.