## LTTS – SLP SUPPLIER'S ONBOARDING MANUAL

## <u>LTTS – Supplier Manual</u>

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### 1 Supplier Registration

#### 1.1 Inviting Supplier for Registration

The Supplier will receive a mail regarding invitation to register on Ariba. Supplier must click on the link given in the mail to create an account in Ariba Network.

Invitation: Register to become a supplier with L&T Technology Services Limited - TEST (External) > Index 🖨 🛛	Z
FUNC CON2 <s4system-prod3+ltts-t.doc570786077@ansmtp.ariba.com> 12:45 PM (9 minutes ago) 🛧 🕤 12:45 PM (9 minutes ago)</s4system-prod3+ltts-t.doc570786077@ansmtp.ariba.com>	1
SAP Ariba	
Register as a supplier with L&T Technology Services Limited - TEST	
FUNC CON2 has invited you to register to become a supplier with L&T Technology Services Limited - TEST. Start by creating an account with Ariba Network. It's free.	
L&T Technology Services Limited - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If BrainBox Pvt. Ltd already has an account with Ariba Network, sign in with your username and password.	
Click Here to create account now	

The supplier clicks on this link to get redirected to the registration page.

Welcome, Thomas Paul
Have a question? Click here to see a Quick Start guide.
Sign up as a supplier with LAT Technology Services Linited - TEST on SAP Anba.
L&T Technology Services Limited - TEST uses SAP Ariba to manage procurement activities.
Create an SAP Ariba supplier account and manage your response to procurement activities required by L&T Technology Services Limited - TEST.
Already have an account? Log In
About Ariba Network
The Arba Network is your entryway to all your Arba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Arba 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     Strengther your relationships with customers using an Arba Network solution     Review prending sourcing events for multiple boyers with one login     Apply your Company Profile arous Arba Discovery and Arba Discovery A
Moving to the Arba Network allows you to log into a single location to manage:
All your Arbia customer relationships     All your event actions. tasks     Your profile information     Your profile information     All your event actions. tasks     Your contact and user administrative tasks

- 1. The supplier can sign up here filling basic details the first time he/she enters Ariba to register or participate in sourcing event.
- 2. An existing supplier needs to log in and provide login credentials from here.

#### 1.2 Sign-Up

- a) This is the signing up screen. The basic details required are Company Information like Company Name, Address, etc.
- b) User account information Name, email id, contact details, and setting of username and password.
- c) Few details of the supplier's business Product and service categories, and ship to locations are mandatory fields, tax id is not.

After filling all the details, click on "Create Account and Continue".

Create account						
First, create an SAP Ariba supplier account, then complete questionnaires required by L&T Technology Services Limited - TEST.						
Company information						
		* Indicates a required field				
Company Name:*	BrainBox Pvt. Ltd					
Country/Region:*	India [IND] V	If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.				
Address:*	DM road					
	Line 2					
	Line 3					
City:*	Mumbai					
State:*	Select 🗸					
Postal Code:*	400602					

User account information					
					* Indicates a required field
Name:*	Thomas	Paul			SAP Business Network Privacy Statement
Email:*	Pradnyesh.thakar@pwc.co	om			
	Use my email as my userr	name			
Username:*	test-Pradnyesh.thakar@pv	vc.com			Must be in email format(e.g.john@newco.com) (i)
Password:*	•••••				Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. $\hat{\mathbb{O}}$
	••••••				
Language:	English	•	~		The language used when Ariba sends you configurable notifications. This is different than your web b
Email orders to:* Pradnyesh.thakar@pwc.com Customers may send you create a distribution list an					Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.
Tell us more about your business					
Product and Service Categories:* Enter	er Product and Service Categories		Add	-or	Browse
Ship-to or Service Locations:* Enter	er Ship-to or Service Location		Add	-or	Browse
Tax ID: Opti	ional	Er	ter your Company 1	ax ID numb	ser.
DUNS Number: Optional Enter the nine-digt number issued by Dun & Bedatreet. By default, DUNS number is expended with "-1" in text account.					
I have read and agree to the Terms of Use I have read and agree to the Terms of Use I have read and agree to the Terms of Use I have read and agree to the Terms of Use I have read and agree to the Terms of Use I have read and the public based on my rele within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Project Statement to term how read process percent data.					
					Create account and continue Cancel

There may be potential duplicates of the supplier, so this message may pop up. Click on "Review Accounts".

(i) Potential existing accounts		
We have noticed that there may already be an Ariba Network account registered by yo Please review before you create a new account.	ur company.	
Review accounts	škip review	ended with "-T"
	_	

Review the matches and click on "Continue Account Creation" to create a new account.

Review duplicate Account				
We noticed that your company may already register an Ariba Network account, please review the match results below, then:				
You can log in the account you are associated with				
Or, you can view the profile and contact the account administrator from there				
• Or, if there is no match, you can Continue Account Creation and we will progress your registration				
Or, you can Go back to previous page				

#### 1.3 Log-In

The supplier logs in to the supplier portal with login credentials from the email invite link that gets floated to him once buyer publishes the supplier request and sends the invite to the supplier.

Supplier Login		
User Name		
Password		
Login		

This is the supplier registration dashboard, where he/she must fill in necessary details in the questionnaire set by the buyer.

The top right-hand corner designates the amount of time remaining for the supplier to fill in the details and register himself.

On the left-hand side, the dashboard shows the various tabs of the questionnaire contents.

Ariba Sourcir	ng			
< Go back to L&T Technology Service	ces Limited - TEST Dashboard	Desktop File Sync		
Console	Doc570786077 - Supplier Registration Questionnaire		Time remaining 29 days 23:28:47	
Event Messages Event Details Resource History	All Content			
Response Team	Name 1			
	▼ 1 General Supplier Information		A	
▼ Event Contents	1.1 Company Title	* Unspecified ~		
All Content	1.2 Vendor/ Company full name	* BrainBox Pvt. Ltd		
1 General Supplier Inf	1.3 Name 2 (if the company name exceeds 40 characters, enter the remaining characters here)			
2 Major Facilities of	1.4 Year of Establishment			
_ Supplier Code of	1.5 Type of Organization	* Unspecified V		
<sup>3</sup> Con	1.6 Country	* Unspecified V		
4 Supplier Contact Per		*Show More Street: DM road	House Number:	
5 Banking Details	4		·	
	(*) indicates a required field			
6 Tax Identification D				
7 WithHolding tax Exem	Submit Entire Response Save draft Compose Message Excel Import			
10 No. of Employee Details				
11 Remarks				
12 Diversity				

## 2. Supplier Registration Questionnaire:

The Supplier Registration Questionnaire has the following sections that needs to be filled:

All Content						
Name 1						
1 General Supplier Information						
2 Major Facilities of Operations						
► 3 Supplier Code of Conduct						
4 Supplier Contact Person Details (Please enter minimum 2 Contacts)						
5 Banking Details						
► 6 Tax Identification Details						
7 WithHolding tax Exemption Details						
8 Do you have any quality certifications?						
► 10 No. of Employee Details						
▶ 11 Remarks						
▼ 12 Diversity						
12.1 Does your Org subscribe to any diversity norms?						

#### 2.1. General Supplier Information:

All Content	<b>■</b>   ≈
Name †	
▼ 1 General Supplier Information	
1.1 Company Title	* Unspecified V
1.2 Vendor/ Company full name	* BrainBox Pvt. Ltd
<ol> <li>Name 2 (If the company name exceeds 40 characters, enter the remaining characters here)</li> </ol>	
1.4 Year of Establishment	
1.5 Type of Organization	* Individual V
1.6 Country	* IN India
1.7 Main address	
1.8 Email ID	* pradnyesh.thakar@pwc.com
1.9 Country code (main and mobile telephone numbers)	* IN ~
1.10 Main telephone number	* 02225366249

- Select Company Title from dropdown provided in question 1.1
- The Vendor Name and address is auto filled. It can be changed if needed.
- Fill the extended Address of the company. The extended company address consists of the following fields:
  - 1. Street This contains multiple lines and is a text field. This is a non-mandatory field but is recommended to be filled.
  - 2. House No. This is a non-mandatory field but is recommended to be filled.
  - 3. District This signifies the district the company plant or Head office address mentioned above is located in. This is a mandatory field.
  - 4. Postal Code The PIN Code of this address needs to be entered; it is a mandatory field.
  - 5. City The city or town of the company location is mentioned. This is a mandatory text field.
  - 6. Country The country the company is registered in needs to be entered. This is a search field, from where the country, say India, can be browsed. This is a mandatory field.

- 7. Region The state where this address exists is entered in region field, and the state field needs to be chosen from the dropdown. This is a mandatory field.
- Enter Email ID Telephone number.

All Content	
Name †	02223300244
1 11 Mahila talanhana numbar	
1.12 Corporate Website	
1.13 Fax	
1.14 Principal Product or Services offered ①	* Software Consultation
1.15 "Do you have any relative working in LTTS? If yes please provide the details."	* No V
1.19 Revenue/Turnover (INR)	* 100,000,00 INR
1.20 FY of which above turnover has been mentioned	* FY 2019-2020 V
1.23 E-invoice applicability	* Yes V

- Enter the rest of the mandatory information with (\*) accordingly.

#### 2.2 Major Facilities of Operations:

Click on "Add Major facilities of Operation (0)"

2 Major Facilities of Operations	Add Major Facilities of Operations (0)	
< Go back to L&T Technology Services Limited - TEST Dashboard	Desktop File Sync	
	Save	Cancel
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.		
All Content > 2 Major Facilities of Operations		
Major Facilities of Operations (0)		-
Name T No items		
Add Major Facilities of Operations	(*) indicates a required field	

Click "Add Major facilities of Operation"

				Save
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save an	nd then click Submit Entire Respo	nse on the main screen.		
All Content > 2 Major Facilities of Operations Major Facilities of Operations (1)				=
Name †				
Major Facilities of Operations #1	Delete			
Location		Goa		
Manager		Mr.Thomas		
Year of Establishment		2010		
Size of facility(sq.ft.)		50,000		
No. of Employees		250	)	
Add an additional Major Facilities of Operations			(*) indicates a required field	

Enter the mandatory details, if you want to mention more facilities, you can click on "Add an addition Major facility of Operation" again, to add second facility.

Once all facilities are added, and mandatory fields are filled click save.

#### 2.3 Supplier code of Conduct:

▼ 3 Supplier Code of Conduct	
3.1 Do you accept the LTTS code of business conduct? 🗟 References 🗸	* Unspecified V

You can click on References to download LTTS CoC and answer the question accordingly. If you do not accept, then you will have to provide justification in the next question.

#### 2.4 Supplier Contact Person Details:

4 Supplier Contact Person Details (Please enter minimum 2 Contacts)	Add Supplier Contact Person Details (Please enter minimum 2 Contacts) (1)	

Click on "Add supplier Contact Person Details"

At least one contact would be visible, which will be entered by LTTS team, Supplier has to answer 'Position' and 'Title' Field for this contact

< Go back to L&T Technology Services Limited - TEST Dashboard			Desktop File Sync
			Save Cancel
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.			
All Content > 4 Supplier Contact Person Details (Please enter minimum 2 Contacts) Supplier Contact Person Details (Please enter minimum 2 Contacts) (1)			=
Name †			
<ul> <li>Supplier Contact Person Details (Please enter minimum 2 Contacts) #1</li> </ul>	Delete		
Position		* President/CEO	
Title ①		* <u>Mr.</u> V	
Name		* Thomas	
Email ID		* Pradnyesh.thakar@pwc.com	
Phone		* 123123123	
Add an additional Supplier Contact Person Details (Please enter minimum 2 Contacts)		(*	) indicates a required field

LTTS requests you to have at least 2 contacts added in this section, to add more contact you can click "Add an additional supplier contact" and fill out the mandatory details.

#### 2.5 Banking Details:

▼ 5 Banking Details	
5.1 Account Type	Savings 🗸
5.2 Supporting Bank Document (Cancelled cheque copy/ Original Certification on bank's letterhead (IFSC Code, MICR Code, Account no, Account holder's name are required on supporting's)	*Attach a file
5.5 Any other information supplier would like to provide:	
5.6 Bank Details Add Bank Details (0)	

In the Banking Section, Fill the Mandatory details and click on "Add bank Details (0)"

Once you click on add Bank details Below screen will be visible;

* Bank Type:	Domestic 🗸
Country/Region:	India 🗸
Bank Name:	SBI
Bank Branch:	MUMBAI
Street:	STREET
City:	
State/Province/Region:	МАНА
Postal Code:	400602
Account Holder Name:	BrainBox
Bank Key/ABA Routing Number:	SBIN0009056
Account Number:	3565647823620
IBAN Number:	
SWIFT Code:	

Fill in all the mandatory details.

1. Bank Type – Specify if Domestic/Foreign. This is a Mandatory Field.

2. Country/Region – Specify the country.

3. Bank Name – This is a mandatory field. The supplier must mention the bank where the suppliers have their account. All payments will be directed to this bank accounts. This is a text file and must be correctly filled by supplier to avoid payment related problems.

4. Bank Branch – This is a mandatory field and the branch name of the bank where the supplier account is registered needs to be entered.

Also specify the Full Address (Street, City, State, Province, Postal Code, etc.)

Note: Street, City are not mandatory fields.

5. Account Holder Name – This is a mandatory field. Fill in the bank account holder's name.

6. Bank Key/ ABA Routing Number - This is a mandatory field. Fill in the bank key or IFSC Code.

7. Account No. – This is a mandatory field. Fill in the bank account number.

8. IBAN Number - This is not a mandatory field if Account number and Bank key is entered. Fill in the IBAN Number.

Note the below points:

State/Province/Region can be no longer than 6 characters.

Either Account number and Bank Key are mandatory or IBAN number is mandatory.

#### 2.6 Tax Identification Details:

Depending on your Country selected in question 1.6 these tax details will be different.

Enter the Mandatory fields and fields which are applicable to you.

#### 3.1.1.1 Indian vendors:

▼ 5 Tax Identification Details	
5.1 Are you PAN registered entity?	* Unspecified V
5.6 GST Classification	* Unspecified V
5.10 GSTIN No.	*
5.11 Please Attach GST Certificate	*Attach a file
5.12 Do you have LUT or Bond for zero rated IGST supplied to SEZ unit?	* Unspecified ~
5.14 Are you MSME registered?	* Unspecified V
5.25 TAN Attachment	Attach a file 👎
5.26 IEC No.	
5.27 SERVICE TAX NO.	
5.29 HSN/SAC Codes	

3.1.1.2 Foreign vendors:

▼ 5 Tax Identification Details	
5.8 Copy of Address proof - Residency Certificate/ VAT Certificate/ Company Registration Certificate/ W9 Form/ 10F form/ No PE undertaking.  ☐ References >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	*Attach a file 👎
5.23 W9 Number	*
5.24 W8/W9 Attachment	*Attach a file 👎
5.28 FEIN (Tax id)	
7 Do you have any quality certifications?	* Unspecified V

## 2.7 Withholding Tax exemption Details: This section is only applicable to Indian vendors.

▼ 7 WithHolding tax Exemption Details
 7.1 WithHolding Tax Exemption/Lower Deduction Applicability
 1.1 WithHolding Tax Exemption/Lower Deduction Applicability
 1.2 Transport of the second s

Fill the details as per your organization's withholding tax applicability.

#### 2.8 Quality Certificates:

8 Do you have any quality certifications?	nspecified 🗸	
---	--------------	--

If you possess any quality certificates, answer this question as "Yes"

If you answer it as Yes, following question will be visible where you can add Certification details.

8 Do you have any quality certifications?	* Yes 🗸
9 Quality Certifications Add Quality Certification	ıs (0)

#### Add the certification details and click on save.

All Content > 9 Quality Certifications	
Quality Certifications (1)	
Name †	
V Quality Certifications #1	Delete
Certification Name	CMMI V
Details (e.g. ISO approvals)	*
Certification Agency	*
Date Cetified	*
Valid Upto	
In case if the Certification process is in progress Kindty mention the target completion date	
Add an additional Quality Certifications	(*) indicates a required field

#### 2.9 No. Of Employees Details:

Enter the No. of employees in each sector in your organization. Sum the total manually and enter it in 10.7 Total field.

▼ 10 No. of Employee Details	
10.1 Design & Development	* 10
10.2 Engineering	* 20
10.3 Manufacturing	* 30
10.4 Planning	* 40
10.5 Quality	* 50
10.5 Other	* 60
10.7 Total	* 210

#### 2.10 Supplier Remarks:

Supplier can enter comment/ remarks if any, which they would like to convey it to LTTS team to take a note of it.

#### 2.11 Diversity:

Fill the details in this section if your Organization subscribe to any diversity norms

▼ 12 Diversity	
12.1 Does your Org subscribe to any diversity norms?	* No V

Once you click Yes, additional information will be asked depending on what type of Minority you have selected.

▼ 12 Diversity			
12.1 Does your Org subscribe to any diversity norms?	*	Yes 🗸	
12.2 If yes please provide details:	*	Unspecified V	
12.28 Other Certification	At	Unspecified	
4		Disabled Owned Business Enterprise	
(*) indicates a required field		Veteran Owned Enterprise certificates	
		Women Owned Enterprise Certificates	
Submit Entire Response         Reload Last Bid         Save draft         Compose Message         Excel Import		Minority Owned Enterprise Certificates	
		Small Business Certificates	
nakar@pwc.com) last visited 13 Dec 2022 10:05:25 AM BrainBox Pvt. Ltd AN11166472043-T		Lesbian,Gay,Bisexual, and Transgender (LGBT)	
ved.		Bu	usiness N
			-

#### 2.12 Supplier CoC:

Supplier must adhere LTTS CoC, to do that, supplier can click on references to download the LTTS CoC document.

▼ 12 Supplier Code of Conduct		
12.1 Disclaimer- By Clicking on the submit button the Supplier agrees to adhere to L&T Technology Service's Code of Conduct for suppliers. 🗟 🖪	References	
12.2 Do you agree to LTTS Coc?	Reference Documents	* Yes
4	LTTS CoC.pdf	
(*) indicates a required field	Download all attachments	

In exceptional cases, if supplier doesn't agree, Supplier has to email the justification to email provided in the form and take mutual consent and attach the same in the form before submitting.

▼ 12 Supplier Code of Conduct	
12.1 Disclaimer- By Clicking on the submit button the Supplier agrees to adhere to L&T Technology Service's Code of Conduct for suppliers. 🗟 References 🗸	
12.2 Do you agree to LTTS Coc?	* No ~
12.3] In Case of No, please reach out to LTTS Procurement team at "arun.mane@ltts.com", Justifying your reason on disagreement on LTTS CoC. Kindly take a Mutual Consent over email and attach the email here.	*Attach a file
(*) indicates a required field	

#### 2.13 Submit

Submit Entire Response	Save draft	Compose Message	Excel Import

- After filling all these details, the supplier clicks on "Submit Entire response" to submit his/her registration form details. If any error shows up, necessary corrections must be made before re-submission.
- Save draft Click on Save draft to save the registration response in draft mode and user can login at later point and submit the response.
- Compose Message If there is any message that the supplier wants the buyer to know, and the information is not being captured in the registration form, the supplier can click on "Compose Message" and submit his/her message. It gets reflected on buyer portal when the supplier registers with the buyer site.

- Excel Import – The supplier, instead of filling the above details online, can also download the Ariba excel format, make necessary edits and additions offline, and re-upload it. If the necessary fields are filled correctly, all the data gets imported in the form.

Vour revised response has been submitted. Thank you for participating in the event.	<sup>aining</sup> ys 23:44:26
All Content	-

As we can see, when all fields are correctly filled and the supplier submits his/her response, the supplier details are successfully submitted for the buyer to review and verify on his portal.

Doc570786077 - Supplier Registration Questionnaire	Pending Approval
You have submitted a response to the questionnaire.	

### 3. How to submit response in case of send back from LTTS:

Once the supplier registration questionnaire is submitted, it goes for an approval to the LTTS team. If the approvers have any queries or corrections required on the registration response, they will send back the request to the supplier.

In this case the supplier user will get the below email notification, which will consist of comments from the buyer team.

Action needed: Provide additional registration information to L&T Technolog Services Limited - TEST (External) D Trash ×	ду
Ariba Administrator <no-reply@ansmtp.ariba.com> 11:54 PM (5 minutes a to Thomas ▼</no-reply@ansmtp.ariba.com>	3go)
SAP Ariba	
Additional registration information needed.	
L&T Technology Services Limited - TEST reviewed your registration information and needs the additional information described in the comments below.	
Comments: Pan Copy is not Clear. Please submit a Clear Picture.	
To provide the additional information that L&T Technology Services Limited - TEST needs, <u>Click</u> <u>Here</u> to go to the registration questionnaire.	

Click on the **Click here** hyper link it will take to the login page, Enter the username and password, and select login.

Now click on "**Revise Response**", make the required changes, and click on the submit response.

Doc570786077 - Supplier Registration Questionnaire			D Time remaining 29 days 23:53:14
You have submitted a response for this event. Thank you for participating.			
	Revise Response i		
All Content			<b></b> ×
Name †			
▼ 1 General Supplier Information			
1.1 Company Title		Proprietorship firm	
1.2 Vendor/ Company full name		BrainBox Pvt. Ltd	
1.3 Name 2 (if the company name exceeds 40 characters, enter the remaining characters here)			

Click OK

	Revise Response	0
		l
You have already submitted a response for this event. Click OK if you would	like to revise your response.	
acters enter the remaining characters here)		

Make the requested changes, and after making changes click on **Submit Entire Response** 

After submission it goes for Pending approval and supplier user will get the below email confirmation.

# 4. How to set up the notifications and trading relationship acceptance in supplier network account:

After signing up or login to the supplier network account the supplier user needs to the following steps,

Login to the Ariba supplier Network account. Enter supplier.ariba.com in any web browser, following screen appears.

SAP Business Network 👻	
Supplier Login	
User Name	]
Password	]
Login	
Forgot Username or Password	
New to SAP Business Network? Register Now or Learn More	

After login click on the username logo, click on **Settings > Notifications.** 



Click on Customer Relationships,

Account			
Customer Relationships	Users Notifications	Application Subscriptions	Account Registration
Current Relationships	Potential Relationships		
I prefer to receive relationship	requests as follows:		
Automatically accept al	ll relationship requests	Manually review all relationshi	p requests
Update			
Current (0) Pending (0	) Rejected (0)		
Current Customers Filter			
Customers			
Enter customer name or N	etwork ID	+	
Apply Rese	et		

Select Automatically accept all relationship requests and select Update and select Close.

Nowgo to Network Notifications.

Account Settings		Save
Customer Relationships Users Notifications Applica	ation Subscriptions Account Registration	
General Network Discovery Sourcing & Contra	icts	
Enter up to three comma-separated email addresses per field. Ens The Preferred Language configured by the account administrator c	ure that you have any required user consents before adding email addresses for sending notifications. ontrols the Language used in these notifications.	
Electronic Order Routing		
Туре	Send notifications when	To email addresses (one required)
Order	Send a notification when orders are undeliverable.           Send a notification when a new collaboration request against an existing order is received.         Image: Send a notification when a new collaboration request against an existing order is received.	Fradnyesh.thakar@pwc.com
	Send notification for new purchase orders to suppliers.	
	Send notification to suppliers when purchase orders are changed.	
	Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	Send a notification when purchase order inquiries are received.           Send a notification when purchase order inquiries are undeliverable.         Image: Send a notification when purchase order inquiries are undeliverable.	* Pradnyesh.thakar@pwc.com
Time Sheet	Send a notification when time sheets are undeliverable.	* Pradnyesh.thakar@pwc.com
Pending Queue	Send a notification when items delivered through pending queue are not acknowledged.	* Pradnyesh.thakar@pwc.com
Order Confirmation Failure	Send a notification when order confirmations are undeliverable.	* Pradnyesh.thakar@pwc.com

Select the required notifications and input the required email ID of the users who needs to get the email notification. For each notification you can set it up to three email IDs separated by comma. Once click on **Save.** 

## 5. How to access SAP documentation and support:

After logging in the user can click on the (?) help icon next to the username logo.



Following window opens, you can search your query in the search bar.

helpcenter.ariba.com/index.html?sap-language=en#					
Help Center Home					
Home Learning Contact us					
How can we help you?					
Search knowledge base articles, documentation, and tutorials					
Try "cancel order", "email notifications", "user authorization"					
Topics we recommend for you					
I need help connecting with a customer					
Depending on what you are doing in Ariba, there are different ways of connecting with customers. If you will be exchanging transaction documents (purchase orders, invoices, etc.) with your customer through Ariba, you will have to establish a tradi relationship with them first. If you will be participating in a	ng	>			
View homepage					

Or you click on learning tab to access the Documentations and Tutorials.

Home Learning Contact us
Documentation & Learning
This section offers product documentation, release updates, tutorials, and other resources.
Ariba Network Supplier Tutorials
> Administration
> Catalog Examples
> Catalog Standards
> Catalogs
> Development
> General Tasks
> Getting Started
> Integration
> Messaging and Test Accounts
> Payments and Discounting
> Product Sourcing and Contracts
> Related Products
> Polatod Sitos

In case you need to raise an ticket, you can go to Contact us Tab.

Home	Learning	Contact us		
1. Start	here to fi	nd your answer.		
	How can we help you?			
Event e Note: You	nding wit will be asked	hin 60 minutes? Request immediate assistance I to provide the Event ID of the event that you're calling about. Keep it ready.		

Try to find your solution by searching for the query.

Else if urgent supplier can click on "Request immediate assistance" wherein you can fill the below details and submitit to Ariba to review your query

Home Learning Contact u	5					
Requested language of support: English Change? Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.						
1. Tell us what you need help	with.					
Subject:*	Help with event ending soon					
Document or Event Number:						
Company that invited you:						
Time remaining in event:*						
2. Please review your contact	information for correctness:					
First name:*						
Last name: *						
Osername:						
Email:*	Pradnuesh thakar@nwc.com					
Phone:*	rounyean.anakai@pwe.com					
Extension:						
Confirm phone:*						
	My phone number is correct.					
	Do not record my phone call.					
Ariba Network ID:*	AN11166472043-T					
		Submit	Canc			

## 6. Submitting the Response to Modular Questionnaire:

Once buyer send the SM Modular Questionnaire to Supplier, the recipient will receive an email to submit the questionnaire.



Supplier must click on the link, which will redirect supplier to Ariba network login page.

Once supplier login with its credentials, supplier can see questionnaire, under Ariba Proposal and Questionnaire section under Questionnaire's tab as shown below.

SAP	Ariba Proposals and Questionnaires 👻	Standard Account	Get enterprise accou	TEST MODE					90	0	æ
L&T TE	Ariba Discovery Ariba Proposals And Questionnaires Ariba Contracts	Welcome to the Ari	ba Spend Management s	ite. This site assists in identifying wo	rld class suppliers who are market lead	sers in quality, service, and cost. Ariba	. Inc. administers this site in an effort t	o ensure market integrity.			
	Ariba Network	Home									
		Events									=
		Title	ID	End Time 🌡	1	Event Type No items	Participated				
		Registration Ques	stionnaires								m
		Title  Status: Open (1)			ID		End Time 1	Sta	tus		
		Supplier Registration G	stionnaire		Doc570786	5077	1/7/6106 1:40 AM		Registered		_
		Title	ID	End Time 4	Commodity	/	Regions	Status			
		Questionnaires				NO ILEMS					
		Title   Status: Open (1)			ID	End Time 1	Commodity	Regions	Status		
		SM Modular Question	naire Template - Piping		Doc574073948	1/15/2023 10:06 AM	(no value)	(no value)	Not Respon	ied	
		Certificate Info		Effective	Expiration	Attachment	Questionnaire		Status		_

Supplier must click on questionnaire to view and submit the response.

Supplier can see below details once they enter questionnaire.

- Time: It shows how much time the event will stay open to submit the responses.
- Event content: it shows all the sections of the form, which needs to be filled.
- Console: It allows supplier to access team, event messages and other details.

Console	Doc574073948 - SM Modular Questionnaire Template - Piping		D Time remaining 29 days 23:58:35
Event Messages Event Details	All Content		<b>≡</b>   ×
Response Team	Name †		
	▼ 1 Sub-contractor Company details		A
▼ Event Contents	1.1 If subsidiary of another Indian company, then : Name, address and contact details of the reporting head-quarters of that company		
All Content	1.2 If subsidiary of another company with HQ outside India then : Name, address and contact details of the reporting head-quarters of that company		¢.
1 Sub-contractor	1.3 Number, address, contact details and total floor area of all Design Offices in India		
2 Brolect Experience	1.4 Number, address, contact details and total floor area of all Design Offices Outside India		e .
2 Project Experience	1.5 Willing to execute projects working in LTTS premises in Vadodara (Yes / No)		
3 Manpower	V 2 Project Experience		
4 Hardware / Software  5 Hardware / Software 	2.1 TABULAR list of projects executed unken 2010 identifying the following for each project: (a) Geographical location of the project. (b) Sector: OBA, Chemical, FMGG, Power, Others (c) Phase of work: PGC, Conceptual, Basic Engg, Leital Engg, Proposal Engg, (d) Order value (ru USD) (e) Enggement period (f) Platform issel (20, 30) (f) P	k	e ,
	(*) indicates a required field		
	Submit Entire Response Save draft Compose Message Excel Import		

Once supplier has done filling the form, supplier has to click on submit entire response and OK.

✓ Submit th	is response?
Click OK to submit.	
ОК	Cancel

The supplier can see the below notification once the responses are submitted successfully.

