

LTTS – SLP
SUPPLIER'S ONBOARDING
MANUAL

LTTS – Supplier Manual

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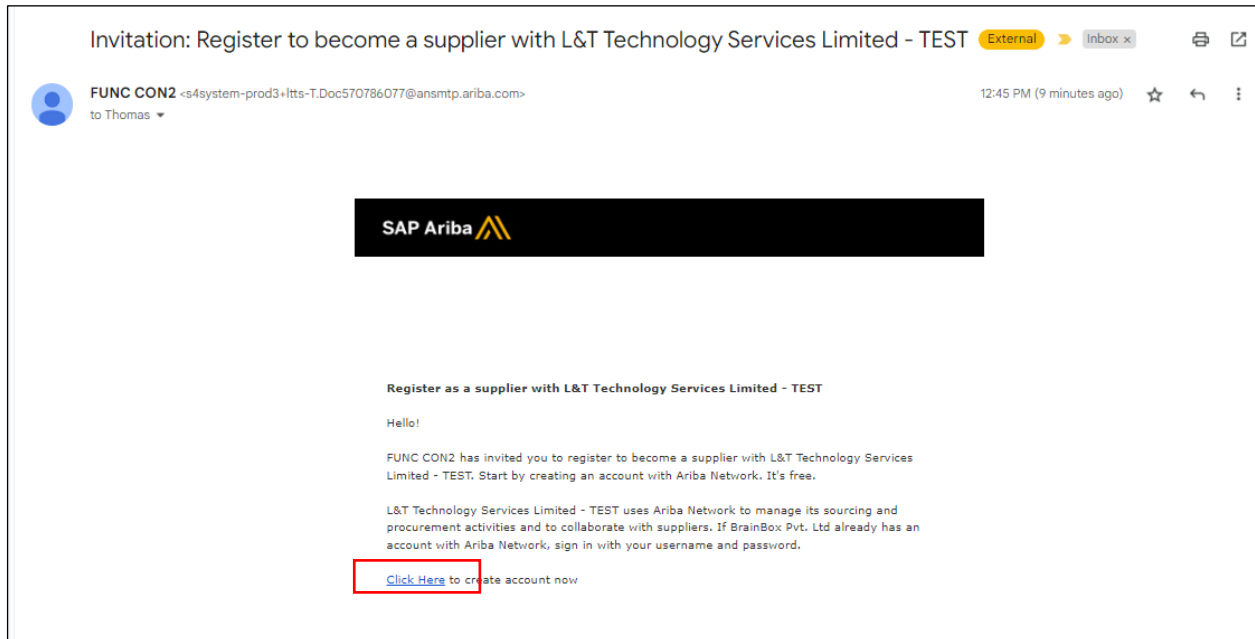
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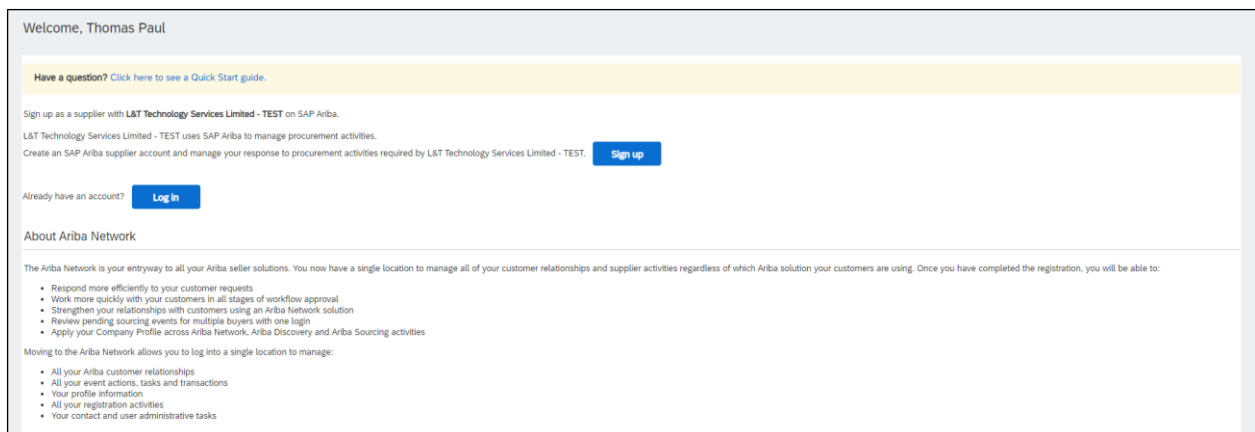
1 Supplier Registration

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.



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



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

- This is the signing up screen. The basic details required are Company Information like Company Name, Address, etc.
- User account information – Name, email id, contact details, and setting of username and password.
- 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:*

Country/Region:* 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:*

City:*

State:*

Postal Code:*

User account information

* Indicates a required field

[SAP Business Network Privacy Statement](#)

Name:*

Email:*
 Use my email as my username

Username:* Must be in email format(e.g john@newco.com) ⓘ

Password:*
 Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

Language:

Email orders to:* 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:* -or- [Browse](#)

Ship-to or Service Locations:* -or- [Browse](#)

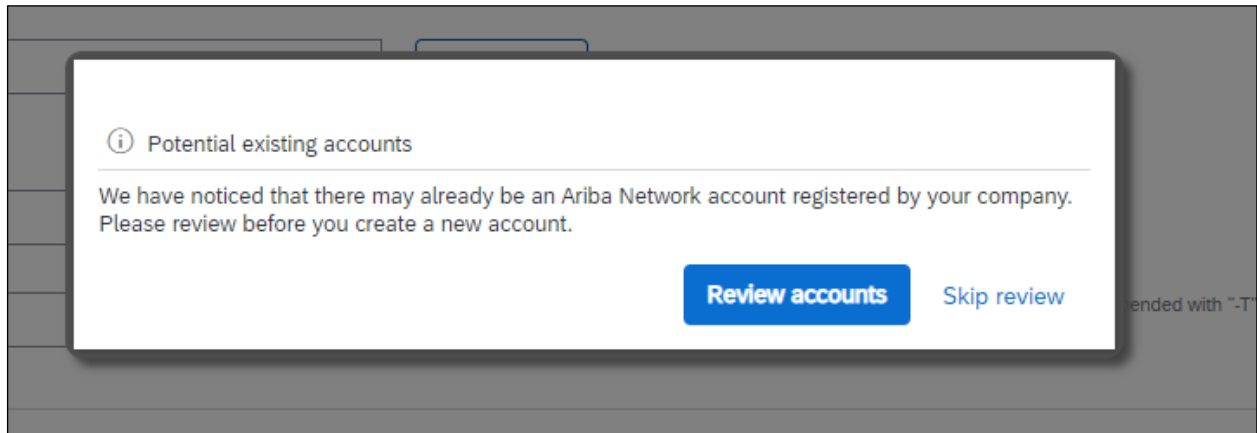
Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

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



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

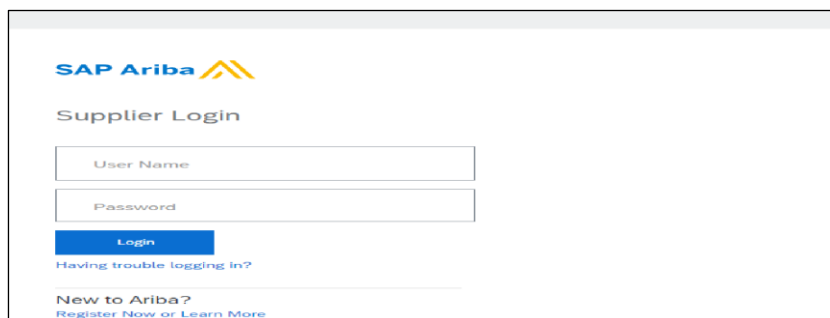
Review duplicate Account

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.



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 Sourcing

Company Settings Thomas Paul Feedback Help

Go back to L&T Technology Services Limited - TEST Dashboard Desktop File Sync

Doc570786077 - Supplier Registration Questionnaire Time remaining 29 days 23:28:47

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General Supplier Information

1.1 Company Title Unspecified

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)

1.4 Year of Establishment

1.5 Type of Organization Unspecified

1.6 Country Unspecified

Show More

Street: DM road House Number:

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1 General Supplier Information
2 Major Facilities of Operations
3 Supplier Code of Conduct
4 Supplier Contact Person Details
5 Banking Details
6 Tax Identification Details
7 Withholding tax Exemption Details
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 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

Name ↑

▼ 1 General Supplier Information

| | |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1 Company Title | * Unspecified |
| 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) | |
| 1.4 Year of Establishment | |
| 1.5 Type of Organization | * Individual |
| 1.6 Country | * IN India |
| 1.7 Main address | * Show More Street: DM road ⓘ House Number: ⓘ Street 2: ⓘ Street 3: ⓘ District: Thane ⓘ Postal Code: 400602 ⓘ City: Mumbai ⓘ Country/Region: India (IN) ⓘ State/Province/Region: Maharashtra (13) ⓘ |
| 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 ↑ | |
| 1.10 Main telephone number | 02220300249 |
| 1.11 Mobile telephone number | |
| 1.12 Corporate Website | |
| 1.13 Fax | |
| 1.14 Principal Product or Services offered ⓘ | * Software Consultation |
| 1.15 "Do you have any relative working in LTTTS? If yes please provide the details." | * No ▾ |
| 1.19 Revenue/Turnover (INR) | * 100,000.00 INR |
| 1.20 FY of which above turnover has been mentioned | * FY 2019-2020 ▾ |
| 1.23 E-invoice applicability | * Yes ▾ |

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

2.2 Major Facilities of Operations:

Click on “Add Major facilities of Operation (o)”

| 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 ↑ | |
| No Items | |
| (*) indicates a required field | |
| Add Major Facilities of Operations | |

Click “Add Major facilities of Operation”

Enter the mandatory details, if you want to mention more facilities, you can click on “Add an additional 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:

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

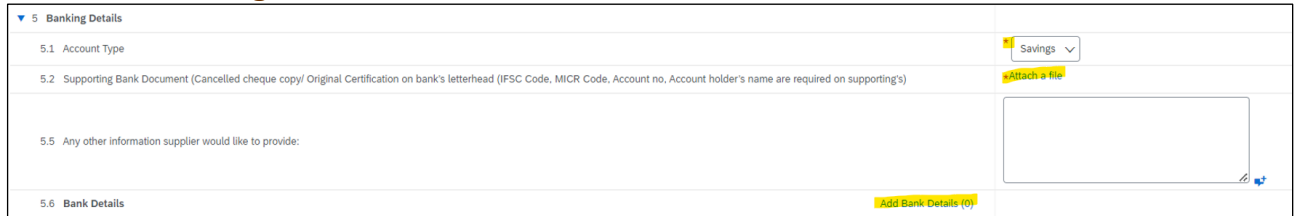
2.4 Supplier Contact Person Details:

Click on “Add supplier Contact Person Details”

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

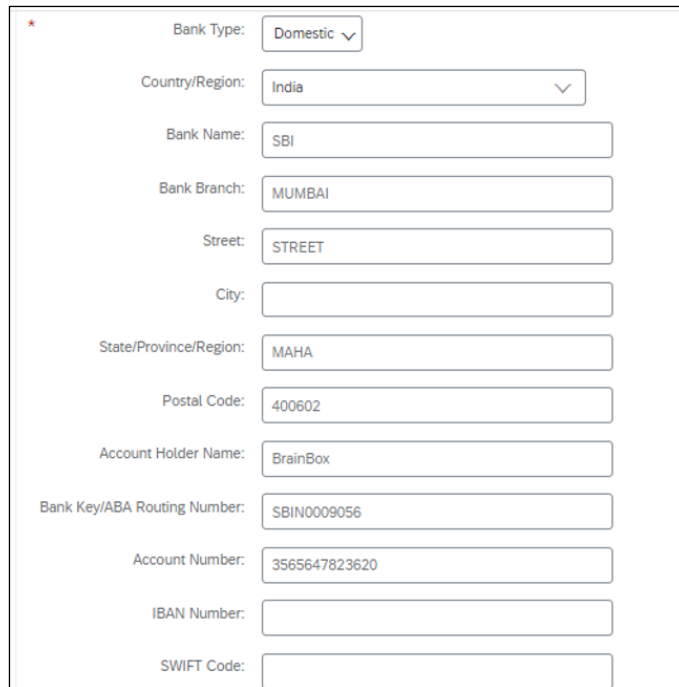
LTTTS requests you to have at least 2 contacts added in this section, to add more contact you can click “Add an additional supplier contact” and fill out the mandatory details.

2.5 Banking Details:



In the Banking Section, Fill the Mandatory details and click on “Add bank Details (o)”

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



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 ▾ |
| 5.6 GST Classification | * Unspecified ▾ |
| 5.10 GSTIN No. | * <input type="text"/> |
| 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 ▾ |
| 5.25 TAN Attachment | Attach a file 📎 |
| 5.26 IEC No. | <input type="text"/> |
| 5.27 SERVICE TAX No. | <input type="text"/> |
| 5.29 HSN/SAC Codes | <input type="text"/> |

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 | * <input type="text"/> |
| 5.24 W8/W9 Attachment | * Attach a file 📎 |
| 5.28 FEIN (Tax id) | <input type="text"/> |
| 7 Do you have any quality certifications? | * Unspecified ▾ |

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 | * Unspecified ▾ |
| 7.3 TDS Applicability | Unspecified ▾ |

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

2.8 Quality Certificates:



8 Do you have any quality certifications? Unspecified

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

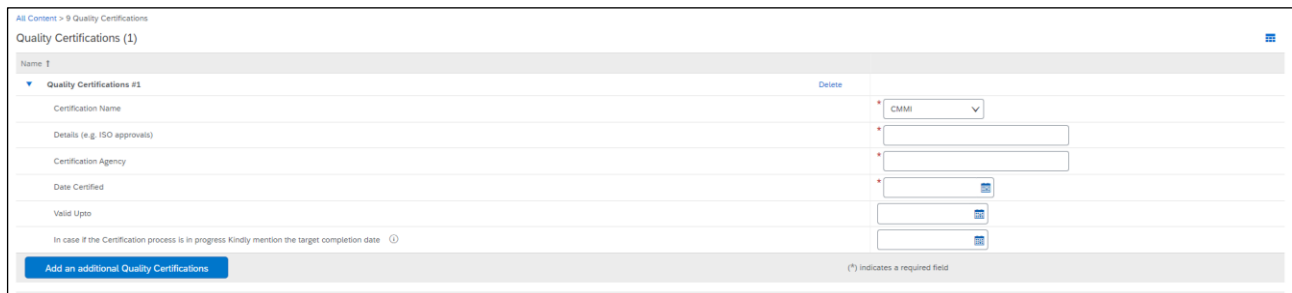
If you answer it as Yes, following question will be visible where you can add Certification details.



8 Do you have any quality certifications? Yes

9 Quality Certifications Add Quality Certifications (0)

Add the certification details and click on save.



All Content > 9 Quality Certifications

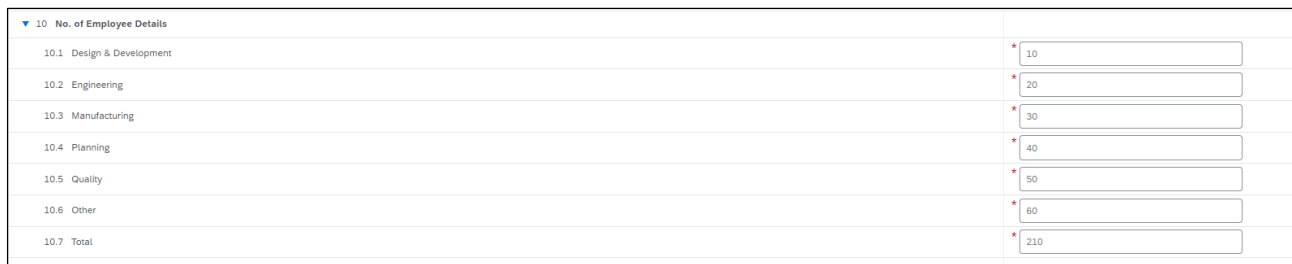
Quality Certifications (1)

| Name | Delete |
|-------------------------------------------------------------------------------------------------|--------|
| Quality Certifications #1 | Delete |
| Certification Name | CMM |
| Details (e.g. ISO approvals) | * |
| Certification Agency | * |
| Date Certified | * |
| Valid Upto | * |
| In case if the Certification process is in progress Kindly 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 |
| 10.6 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

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

2.12 Supplier CoC:

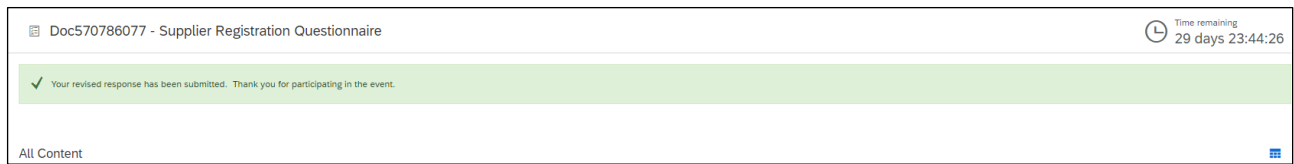
Supplier must adhere LTTS CoC, to do that, supplier can click on references to download the LTTS CoC document.

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.

2.13 Submit

- 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.



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.




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 Technology Services Limited - TEST External Trash x

Ariba Administrator <no-reply@ansmtp.ariba.com> 11:54 PM (5 minutes ago)
to Thomas ▾



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, [Click Here](#) 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 Time remaining 29 days 23:53:14

You have submitted a response for this event. Thank you for participating.

[Revise Response](#) ⓘ

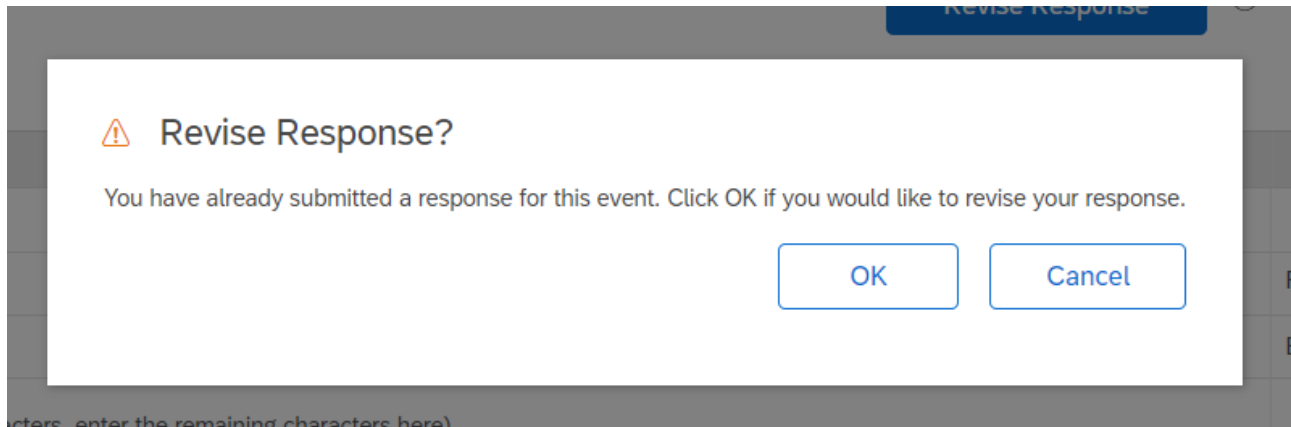
All Content

Name 1

| | |
|----------------------------------|---------------------|
| ▼ 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

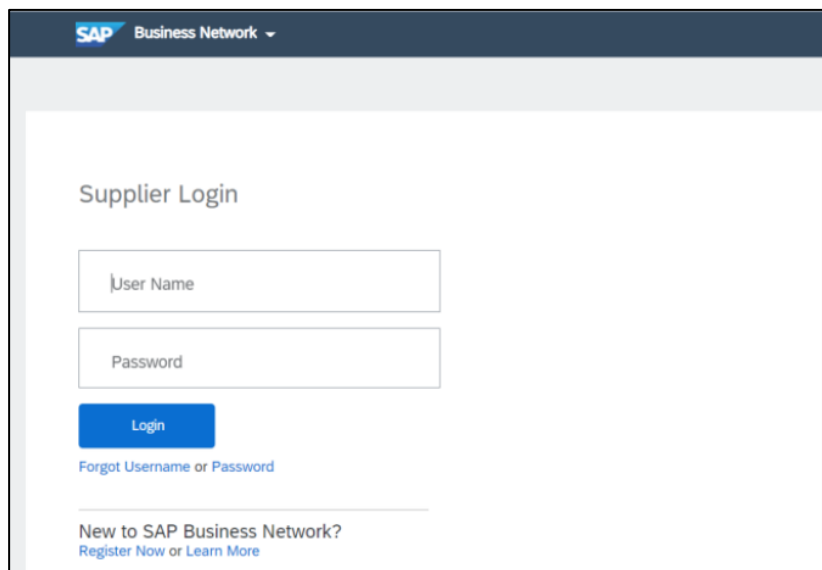


Make the requested changes, and after making changes click on **Submit Entire Response**

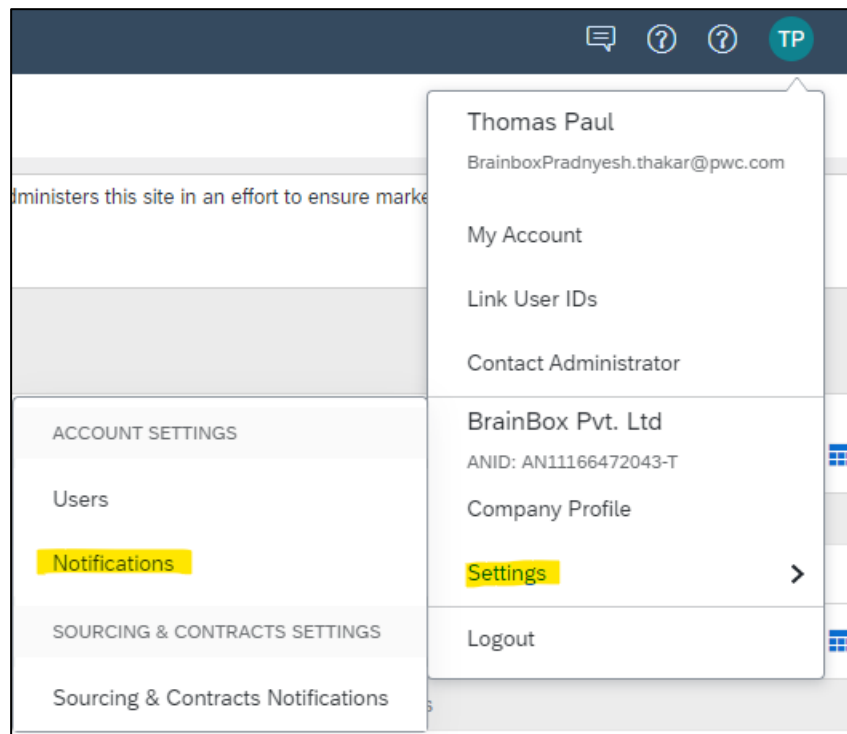
After submission it goes for Pending approval and supplier user will get the below email confirmation.

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

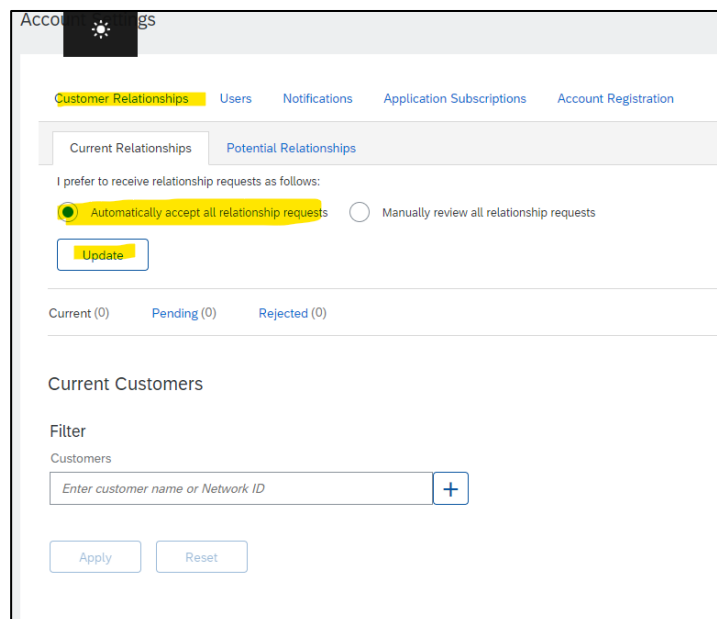
After signing up or login to the supplier network account the supplier user needs to the following steps,
Login to the Ariba supplier Network account. Enter supplier.ariba.com in any web browser, following screen appears.



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



Click on **Customer Relationships**,



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

Now go to **Network Notifications**.

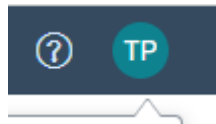
The screenshot shows the 'Account Settings' page with the 'Network' tab selected. Under 'Electronic Order Routing', there is a table with columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. The 'Order' type has three checked notification options and one email address. The 'Purchase Order Inquiry' type has two checked notification options and one email address. The 'Time Sheet' type has one unchecked notification option and one email address. The 'Pending Queue' type has one unchecked notification option and one email address. The 'Order Confirmation Failure' type has one unchecked notification option and one email address.

| Type | Send notifications when... | To email addresses (one required) |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Order | <input checked="" type="checkbox"/> Send a notification when orders are undeliverable. | Pradnyesh.thakar@pwc.com |
| | <input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. | |
| | <input type="checkbox"/> Send notification for new purchase orders to suppliers. | |
| Purchase Order Inquiry | <input type="checkbox"/> Send notification to suppliers when purchase orders are changed. | Pradnyesh.thakar@pwc.com |
| | <input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee. | |
| | <input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received. | |
| Time Sheet | <input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable. | Pradnyesh.thakar@pwc.com |
| | <input type="checkbox"/> Send a notification when time sheets are undeliverable. | |
| Pending Queue | <input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged. | Pradnyesh.thakar@pwc.com |
| Order Confirmation Failure | <input type="checkbox"/> Send a notification when order confirmations are undeliverable. | Pradnyesh.thakar@pwc.com |

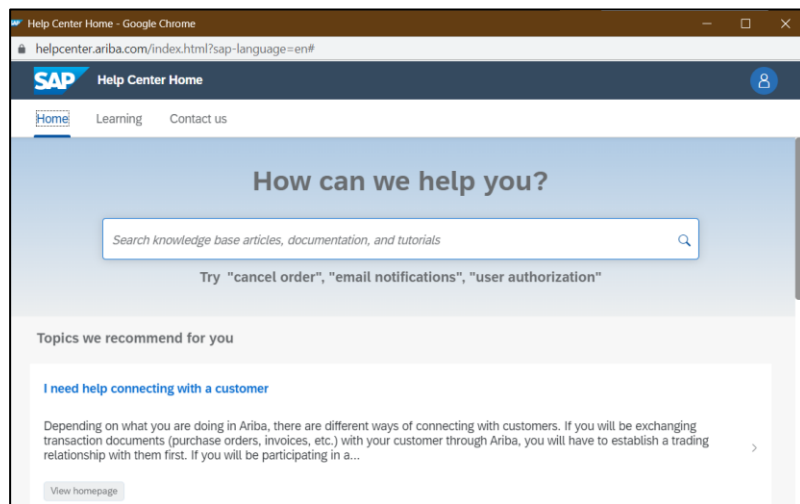
Select the required notifications and input the required email ID of the users who needs to get the email notification. For each notification you can set it up to three email IDs separated by comma. Once click on **Save**.

5. How to access SAP documentation and support:

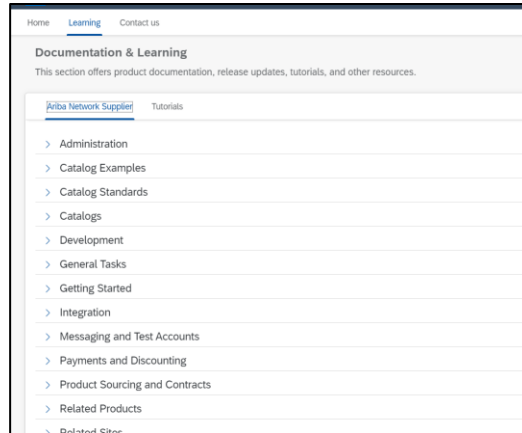
After logging in the user can click on the (?) help icon next to the username logo.



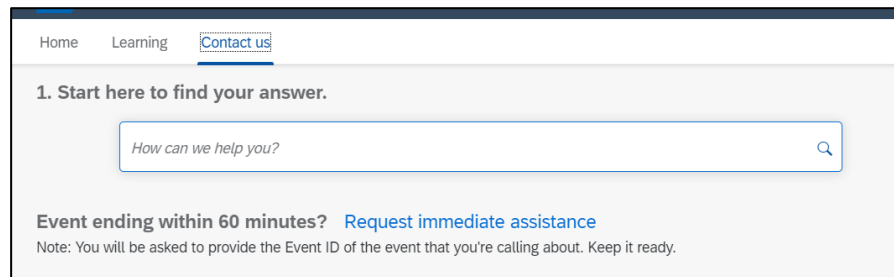
Following window opens, you can search your query in the search bar.



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



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

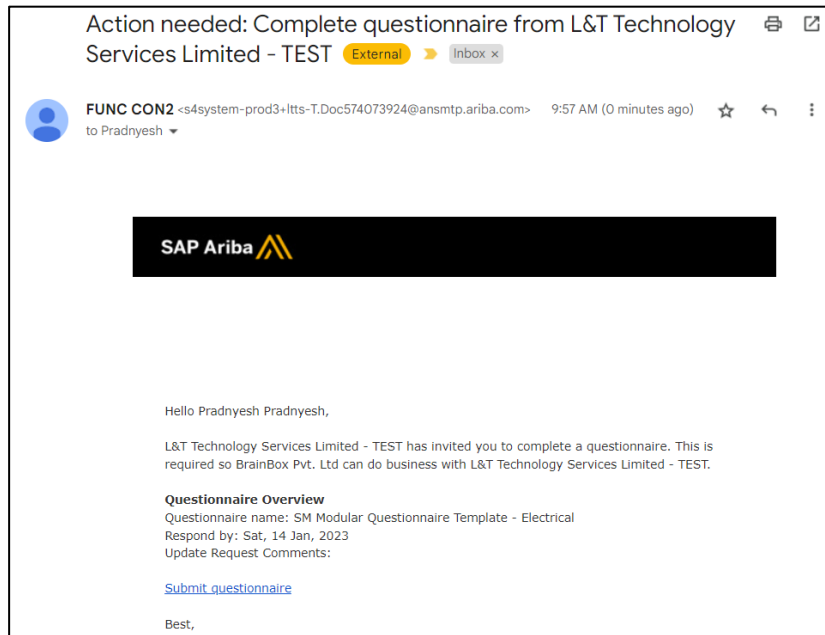


Try to find your solution by searching for the query.

Else if urgent supplier can click on “Request immediate assistance” wherein you can fill the below details and submit it to Ariba to review your query

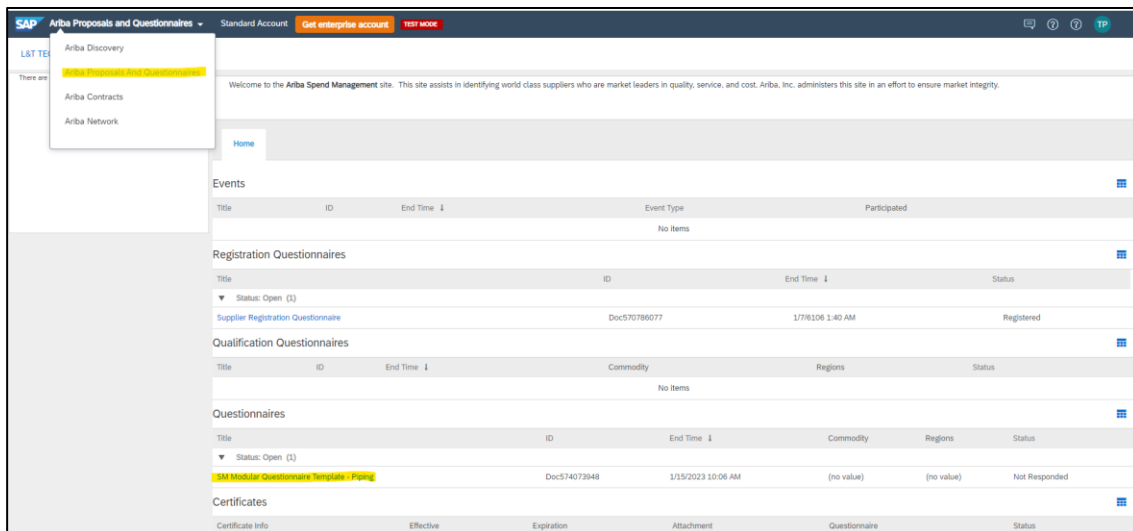
6. Submitting the Response to Modular Questionnaire:

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.



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.

Doc574073948 - SM Modular Questionnaire Template - Piping

Time remaining 29 days 23:58:35

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Sub-contractor Company details

2 Project Experience

3 Manpower

4 Hardware / Software

5 Hardware / Software

1.1 If subsidiary of another Indian company, then :
Name, address and contact details of the reporting head-quarters of that company

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

1.3 Number, address, contact details and total floor area of all Design Offices in India

1.4 Number, address, contact details and total floor area of all Design Offices Outside India

1.5 Willing to execute projects working in LITS premises in Vadodara (Yes / No)

2.1 TABULAR list of projects executed since 2010 identifying the following for each project:
(a) Geographical location of the project
(b) Sector: O&G, Chemical, FMCG, Power, Others
(c) Phase of work: POC, Conceptual, Basic Engg., Detail Engg., Proposal Engg.
(d) Order value (in USD)
(e) Engagement period
(f) Platform used (2D, 3D)
(g) Brief description of full project and sub-contractor scope of work.
(h) List of Piping Deliverables involved viz:
Plot plan, Egmt. Lvt, Piping Lvt, Isometrics, Stress rpts, PMS, Vlv/SM datasheets, MTO, etc.
(i) Applicable codes viz. ASME, DIN-EN, Russian, Japanese, etc.
(j) Total manhours for Piping scope

(*) 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 this response?
Click OK to submit.

OK Cancel

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

Doc574073948 - SM Modular Questionnaire Template - Piping

✓ Your response has been submitted. Thank you for participating in the event.