

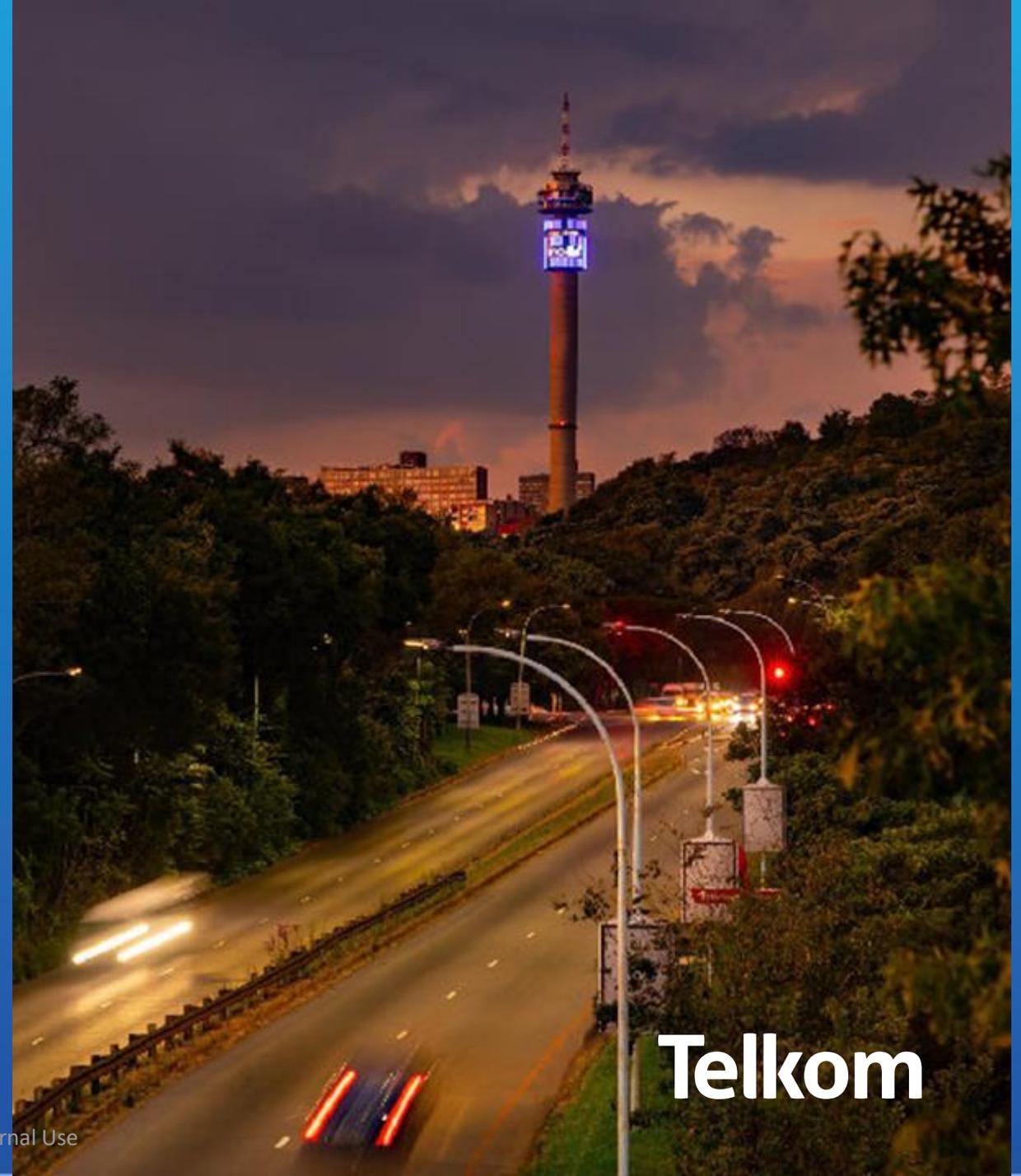
# SAP Ariba Prospective and Transactional Supplier

## Suppliers Guide

*Telkom Group*

September 2024

Internal Use



**Telkom**

# How to do business with Telkom



Invitation will be sent to Suppliers to onboard for participation in sourcing events. Two type of registration profiles:

- Prospective (first time registration)
- Transactional (existing suppliers)

Regularly view Tender opportunities on the Telkom Tender Bulletin

[Follow me](#)

# Difference between Prospective and Transactional Suppliers

**Prospective suppliers** – do not have Ariba profile with Telkom, and they are registering for the first time. These suppliers will only participate in sourcing events (by invitation only) and open tenders. Their profiles will not integrate to SAP and they cannot transact with suppliers.

**Transactional suppliers** – already have Ariba profile with Telkom. They can login on their profiles to either load documents or amend information. Profiles are allowed to integrate to SAP and they can transact with other suppliers.

# Content

## Telkom

- 1 Registration
- 2 Strategic direction and value unlock



**Telkom**

# 01

**PROSPECTIVE SUPPLIER  
REGISTRATION**

# SAP ARIBA PROSPECTIVE SUPPLIER REGISTRATION

## Introduction

[Register as a new or prospective Telkom Supplier on the SAP Ariba Supplier Portal](#)

Telkom has introduced SAP Ariba Supplier Portal as a tool for effective and efficient collaboration with suppliers. For you to participate in the events published by Telkom you are therefore required to register a SAP Ariba profile. Our MDM Team is always there to assist. Kindly follow the steps and instructions in this guide to register a profile

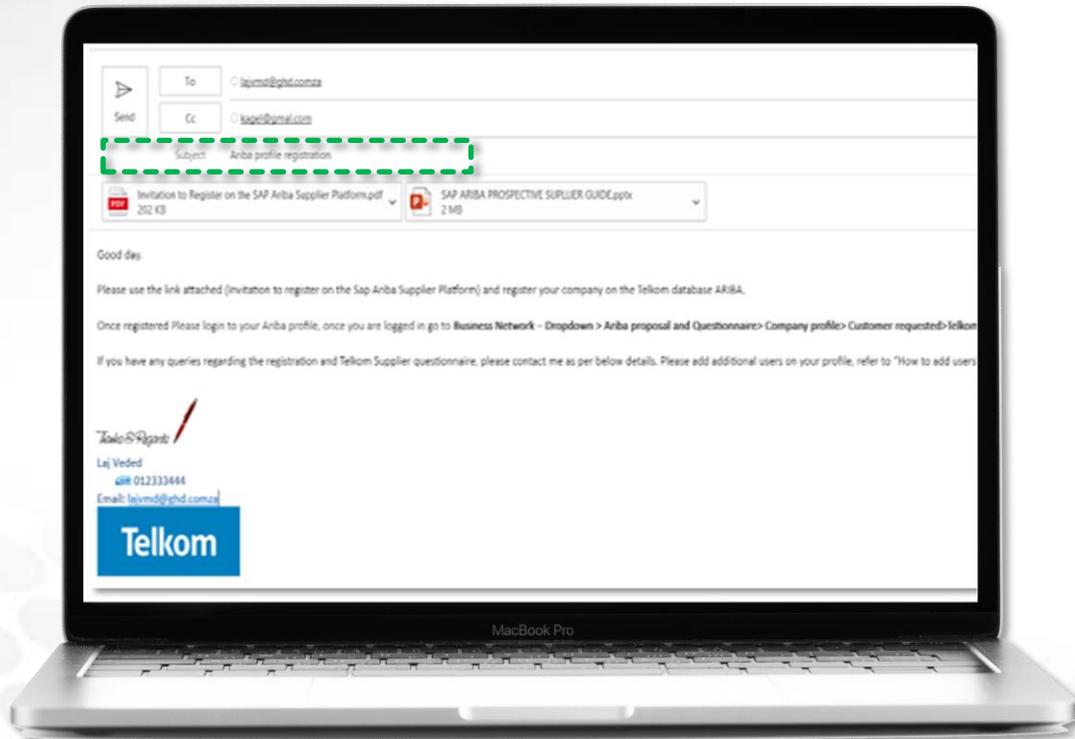
# INVITATION TO REGISTER E-MAIL

Our Sourcing consultant instruct us to onboard you and therefore you will receive the mail below (Step 1) and the invitation letter and guide (Step 2). Supplier guide contains all the steps to follow when registering a prospective profile.

## STEPS

1. Open the Invitation to Register on the SAP Ariba Supplier Platform pdf document.

2. Click on the SAP Ariba Supplier Portal link.



# SAP ARIBA REGISTRATION PAGE

Our Sourcing consultant instruct us to onboard you and therefore you will receive the mail below (Step 1) and the invitation letter and guide (Step 2). Supplier guide contains all the steps to follow when registering a prospective profile.

Company information

\* Indicates a required field

Company Name: \*

Country/Region: \* United States [USA]

Address: \* Line 1  
Line 2  
Line 3

City: \*

State: \* Alabama [US-AL]

Zip: \*

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.

User account information

\* Indicates a required field

Name: \* First Name Last Name

Email: \*

Use my email as my username

Username: \*

Password: \* Enter Password  
Repeat Password

SAP Business Network Privacy Statement

Must be in email format(e.g john@newco.com)

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

# SAP Ariba REGISTRATION PAGE

Complete this form till the end and tick those two boxes at the bottom then click on register

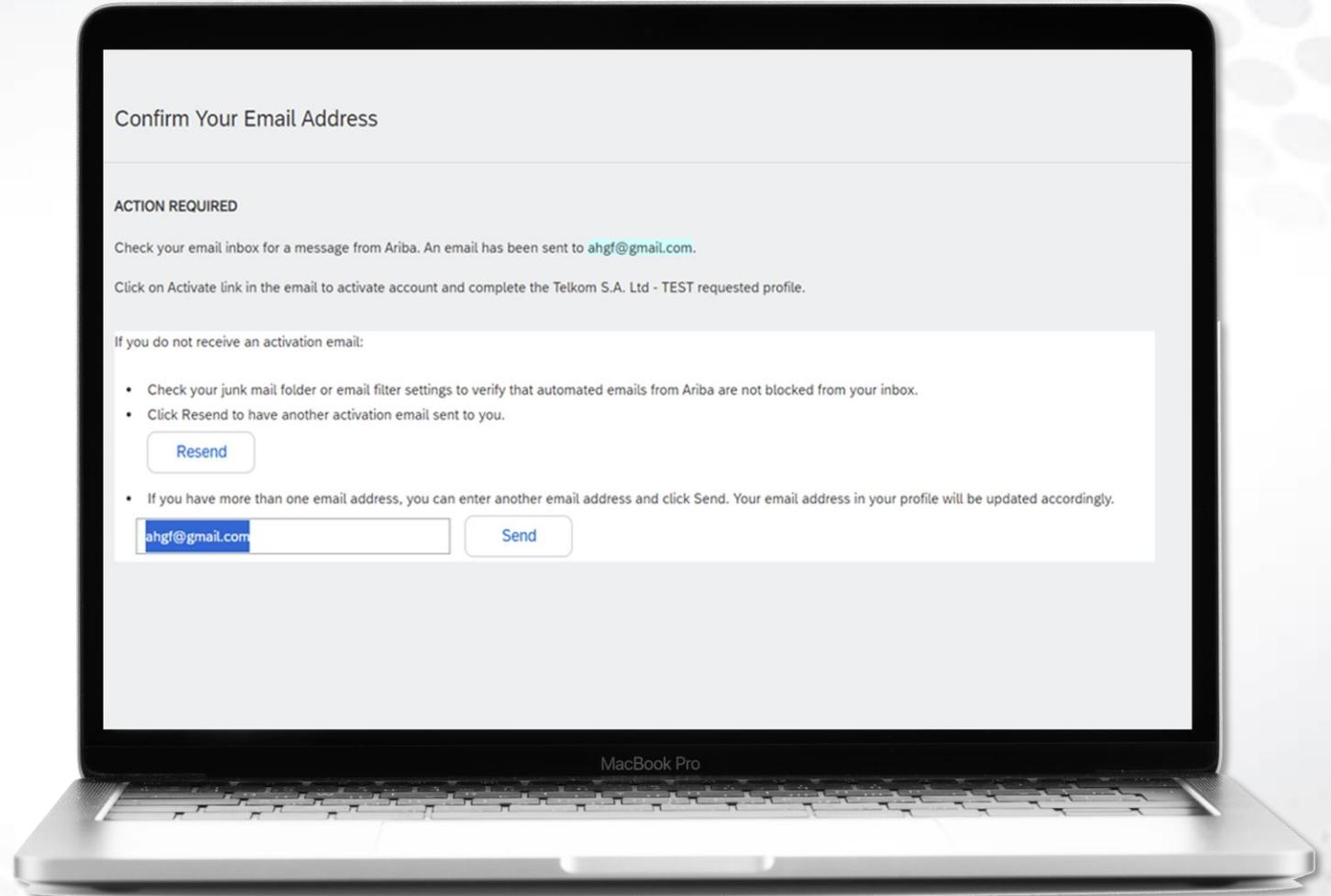
The screenshot shows the SAP Ariba registration page on a laptop. The form includes the following fields and elements:

- Name:** First Name and Last Name (indicated by green arrows).
- Email:** (indicated by green arrows).
- Username:** (indicated by green arrows). Includes a checkbox for "Use my email as my username".
- Password:** Enter Password and Repeat Password (indicated by green arrows).
- Language:** English (indicated by green arrows).
- Email orders to:** (indicated by green arrows).
- Terms and Conditions:** Two checkboxes at the bottom left (indicated by green arrows).
- Buttons:** Register and Cancel (indicated by a green dashed arrow).
- Additional Information:** SAP Business Network Privacy Statement, password requirements, and language settings are provided on the right side of the form.

# SAP Ariba REGISTRATION PAGE

Observe, after selecting register, a Confirmation of Email Address screen will display.

Follow the actions required. If no changes / actions are needed, you may close the web browser. Check your mail folder if the automated email from Ariba has been received to activate your Ariba account.

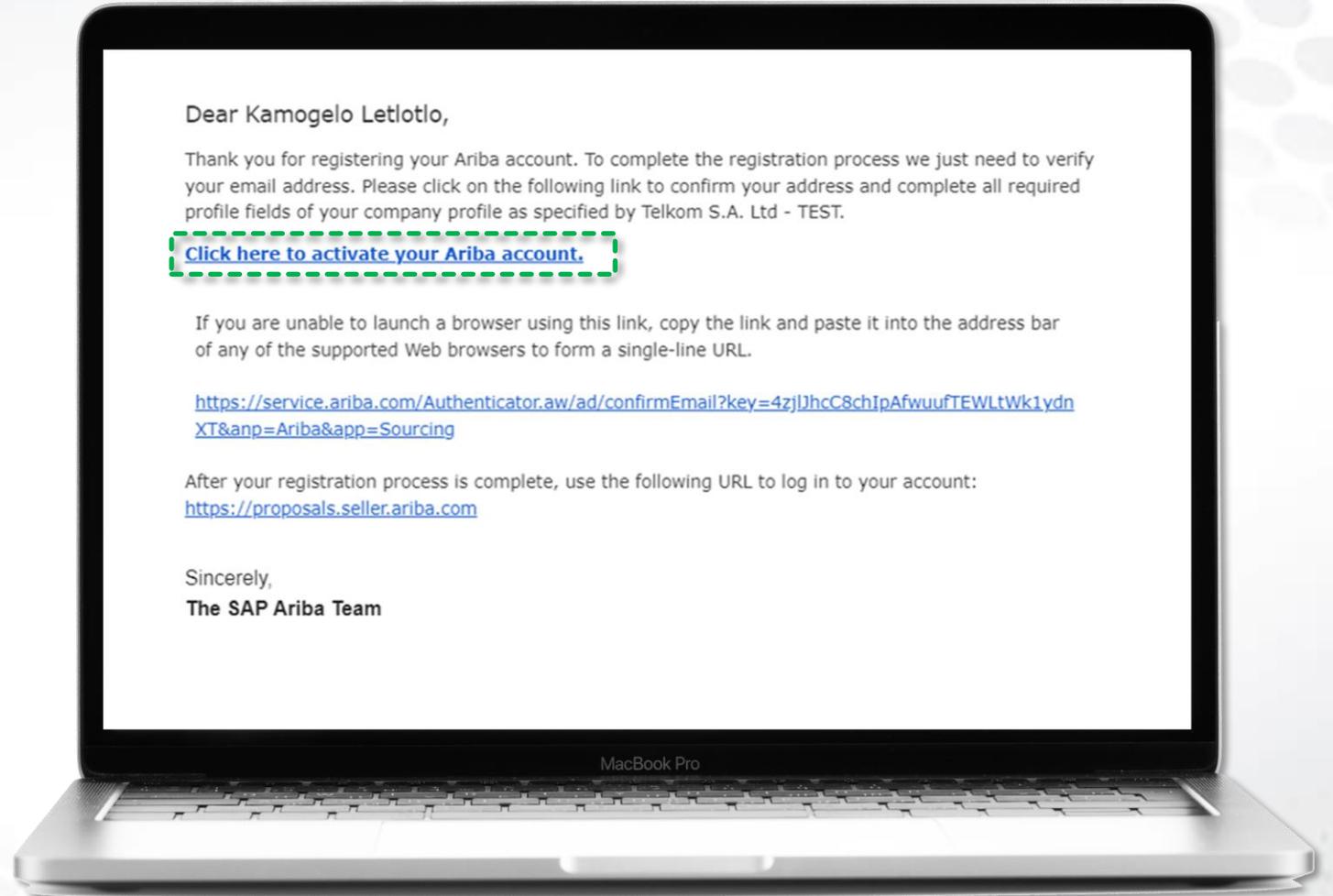


# ACTIVATE Ariba ACCOUNT: EMAIL FROM Ariba

Check your email inbox (Junk/Spam) for a message from Ariba.

## STEPS:

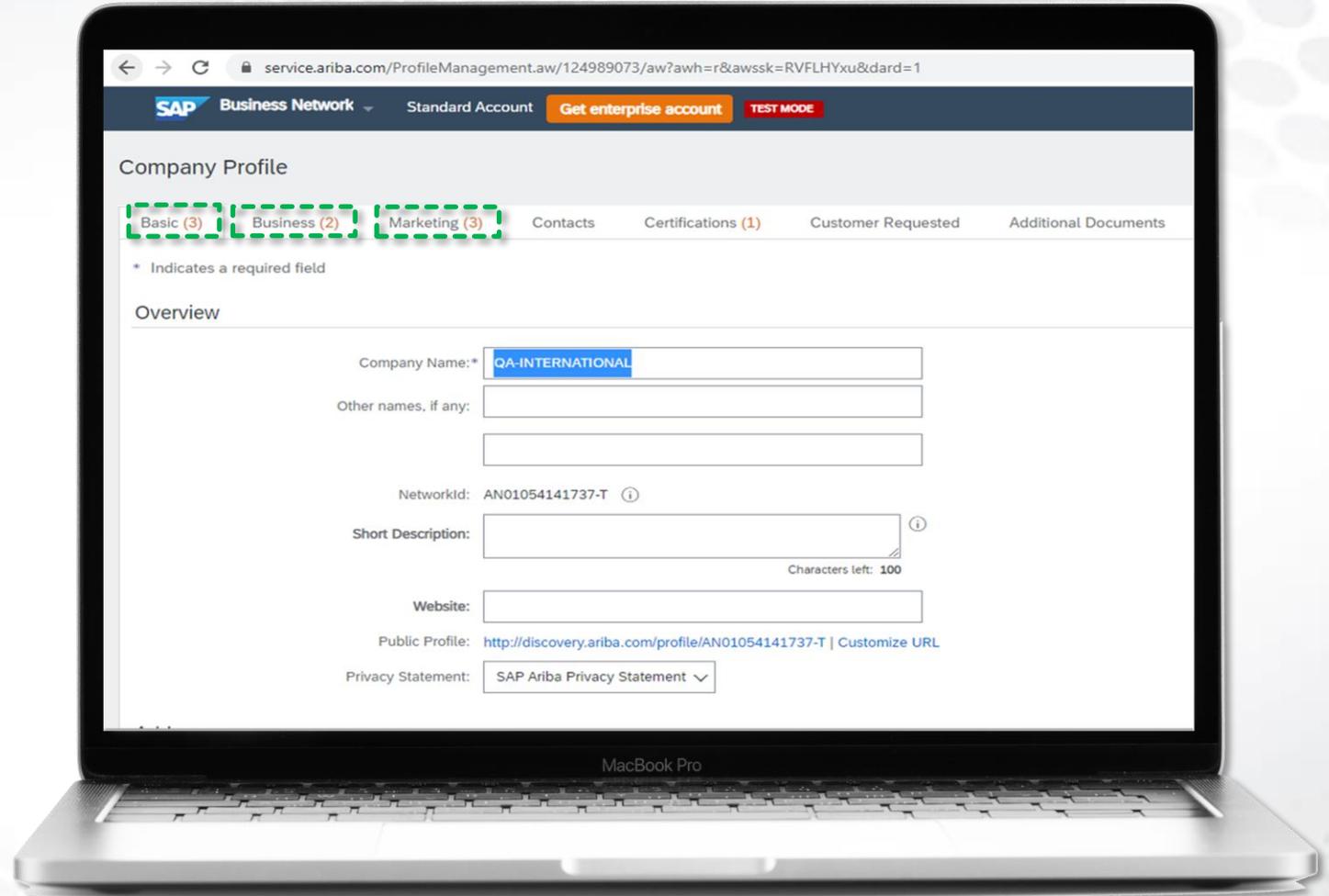
1. Open the email message from Ariba.
2. Click on the “Click here to activate your Ariba account” link.



# ACTIVATE ARIBA ACCOUNT: SAP ARIBA DASHBOARD

## STEPS:

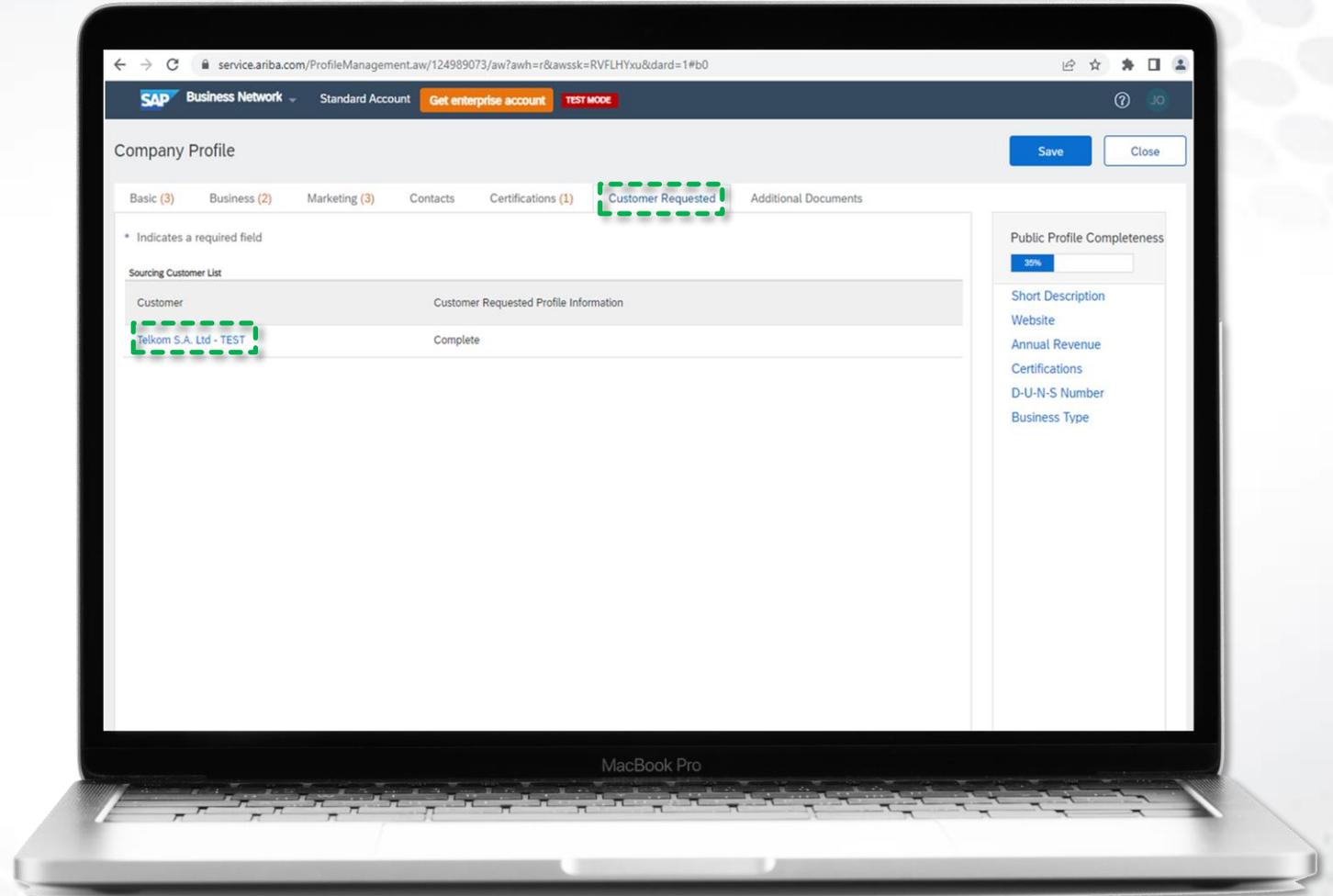
1. Click on the Basic tab and complete all required fields indicated with an \* Asterix.
2. Click on the Business tab and complete all required fields indicated with an \* Asterix.
3. Click on the Marketing tab and complete all required fields indicated with an \* Asterix.



# ACTIVATE Ariba ACCOUNT: CUSTOMER REQUESTED

## STEPS:

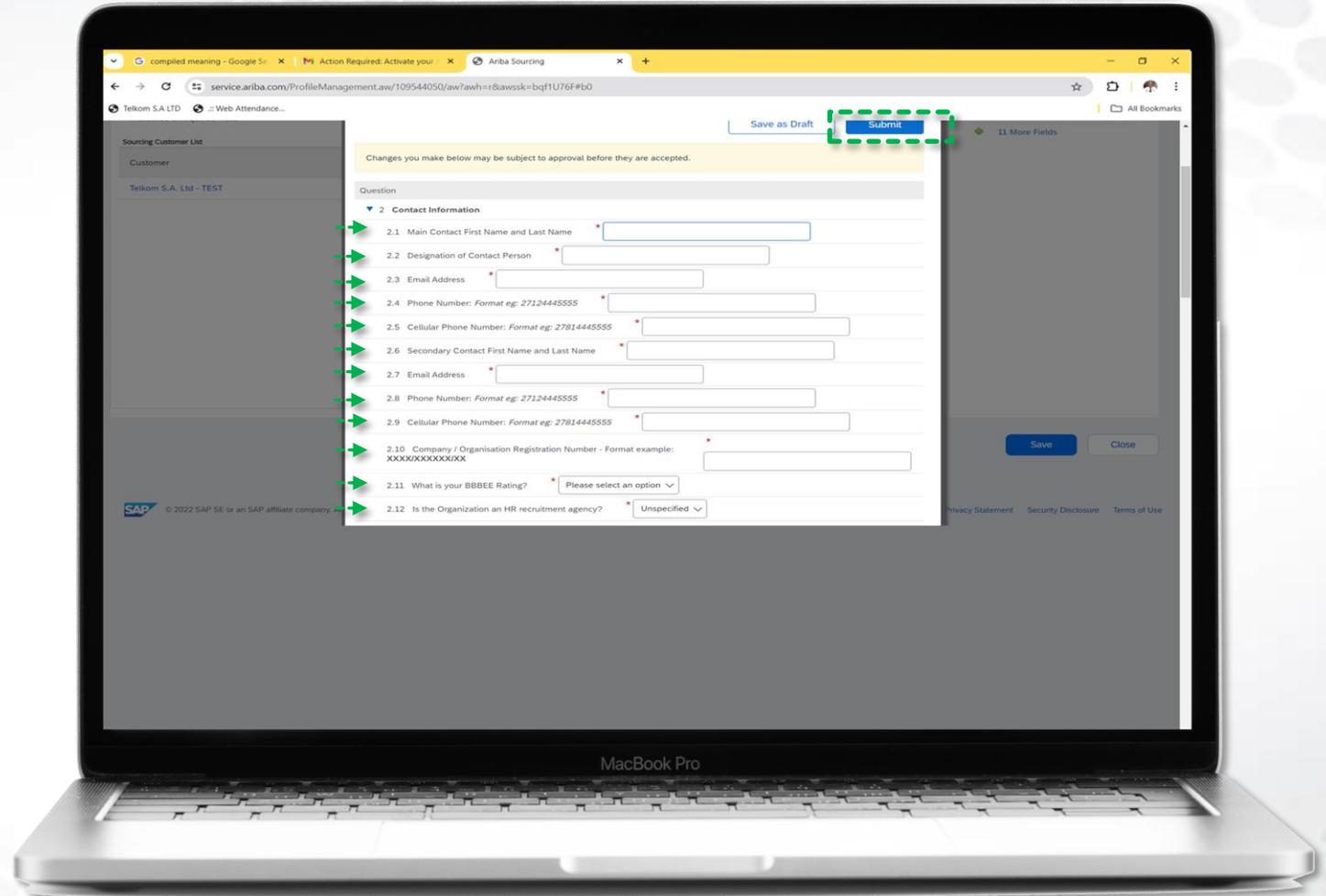
1. Click on the Customer Requested tab.
2. Click on the Telkom S.A. Ltd link to complete the Supplier Questioner (SPQ).



# ACTIVATE ARIBA ACCOUNT: SUPPLIER QUESTIONER (SPQ)

## STEPS:

1. Complete all required fields indicated with an \* Asterix.
2. Click on the Submit button.



# ADD USERS TO PROFILE

To add additional users to your profile you need to login on your profile again.  
Click on the link below to watch the video which shows you how to add users on your profile



[https://sapvideoa35699dc5.hana.ondemand.com/?entry\\_id=1\\_vbie452g](https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_vbie452g)

**Thank you for registering a prospective profile with Telkom.**



# 02

## TRANSACTIONAL SUPPLIERS REGISTRATION

**Telkom**

# TRANSACTIONAL SUPPLIERS

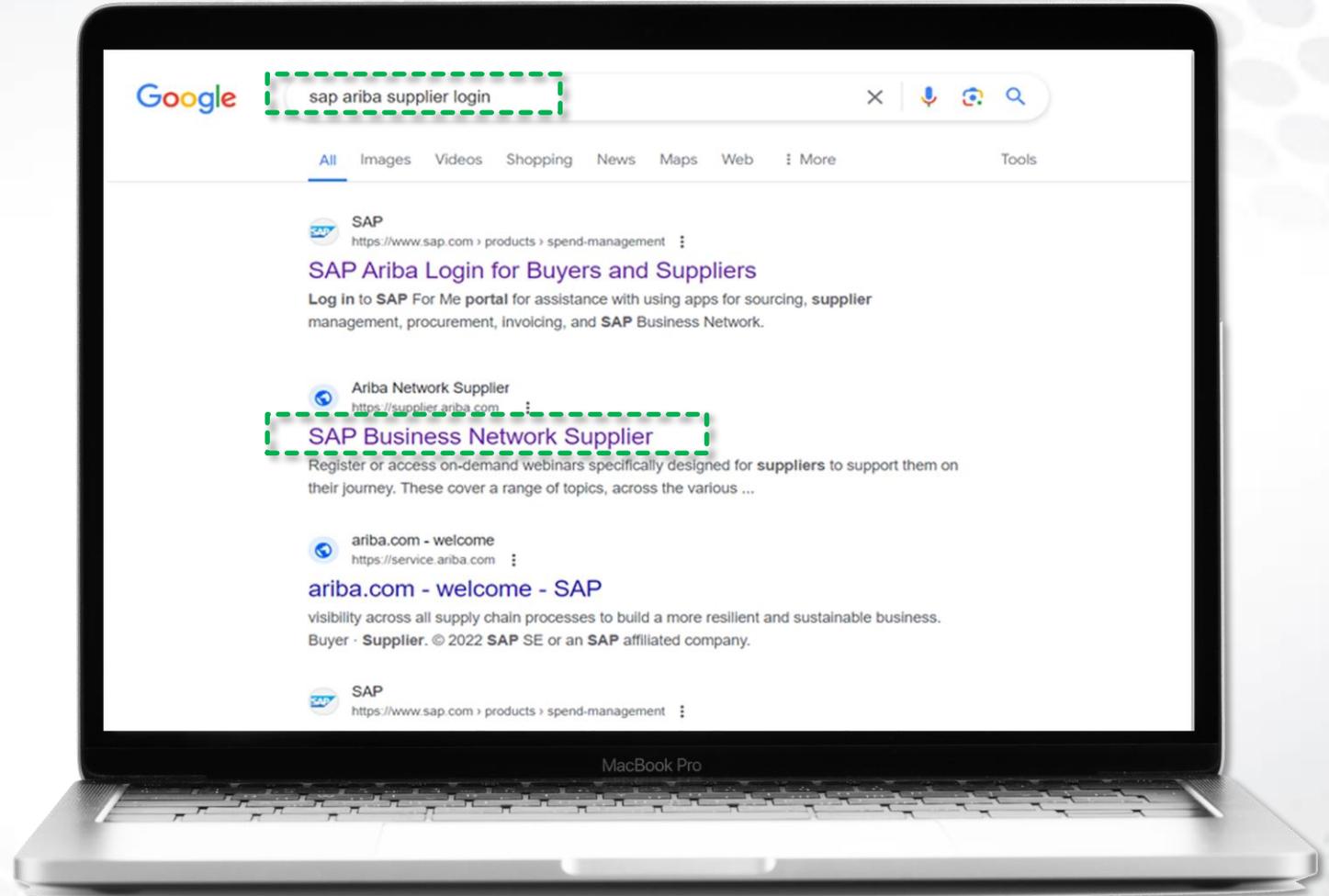
## Introduction

Transactional suppliers can either upload documents or amend information on their profile. This guide contains all the steps you have to follow in order to reach your profile. Our MDM vendor is always ready to assist you whenever you need help.

# TRANSACTIONAL SUPPLIER (SUPPLIER ALREADY ON Ariba)

## STEPS:

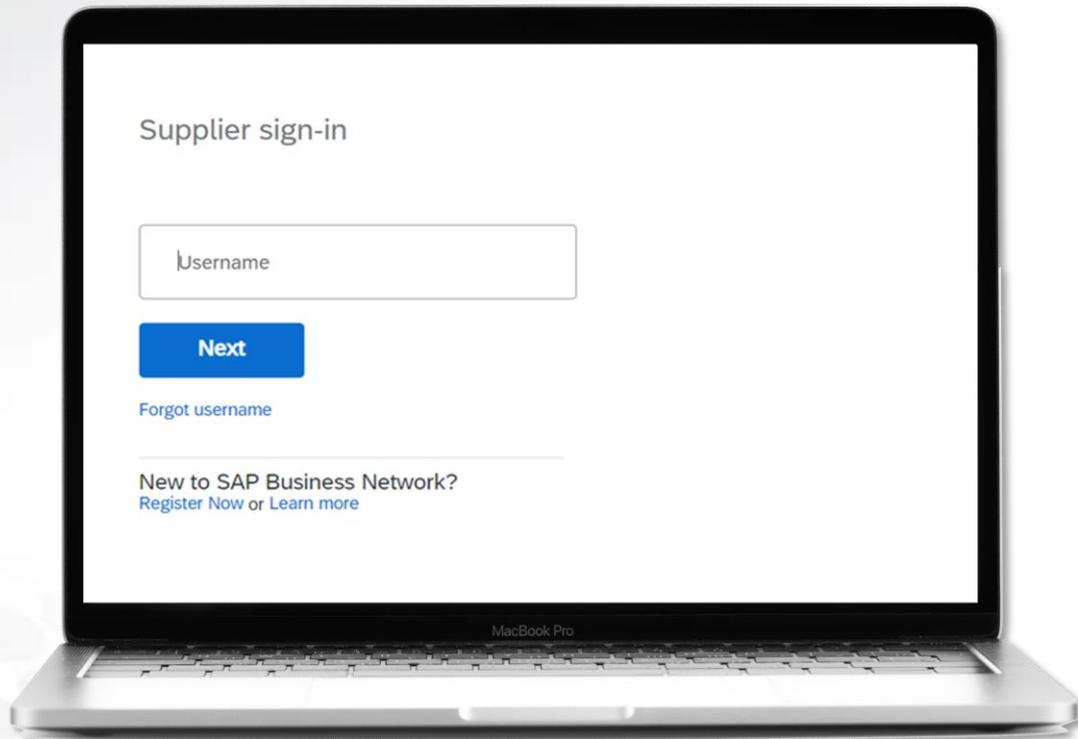
1. Go to any search engine / browser (Google Chrome, Microsoft Edge, Safari etc) and search SAP Ariba Supplier login.
2. Click on the SAP Business Network Supplier web link.



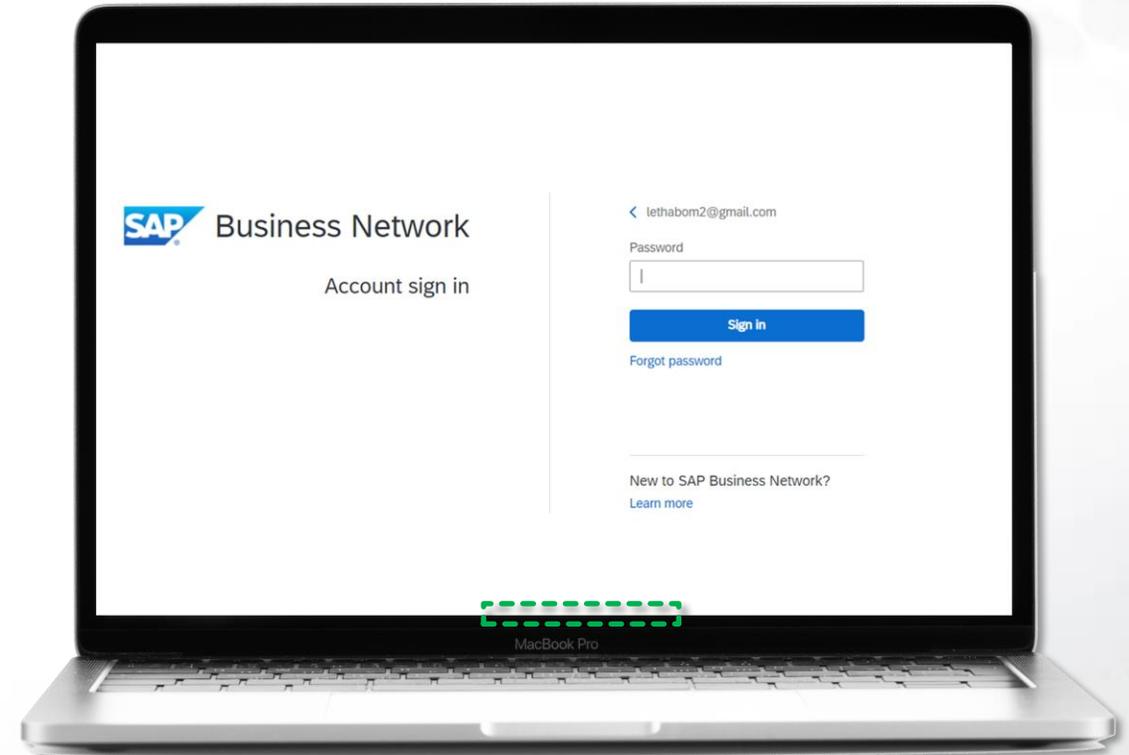
# TRANSACTIONAL SUPPLIER: LOGIN

## STEPS

1. Capture your User Name.



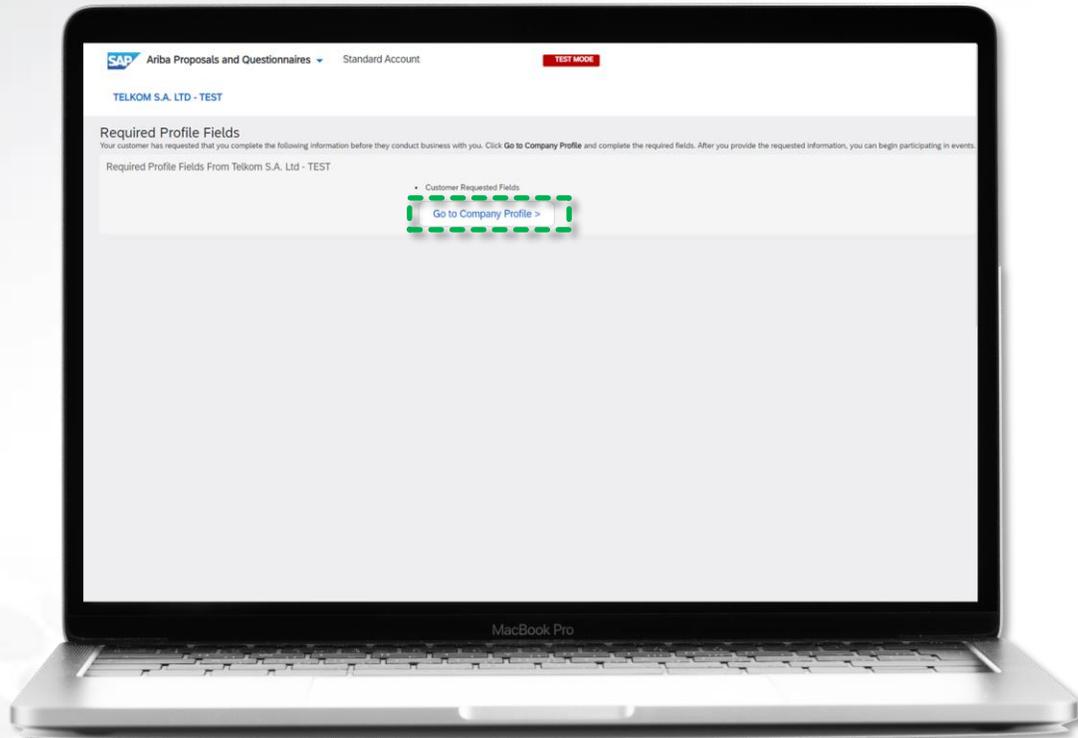
2. Capture your Password.



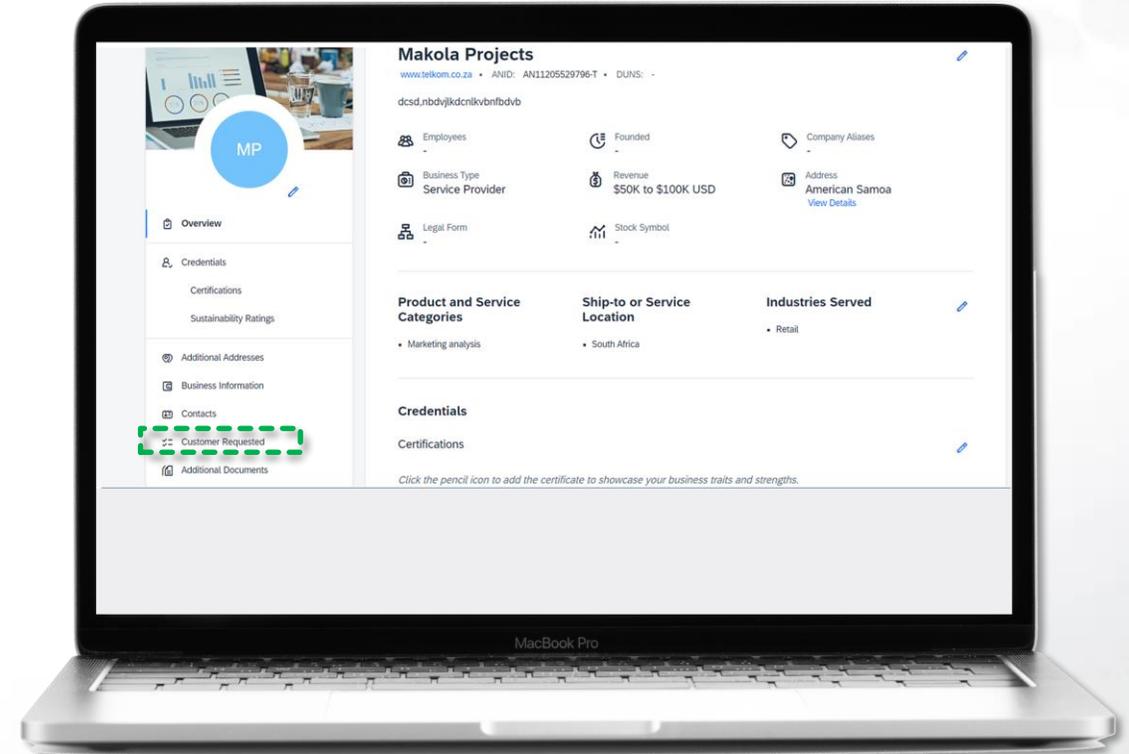
# TRANSACTIONAL SUPPLIER: COMPANY PROFILE

## STEPS

1. Click on Go to Company Profile.



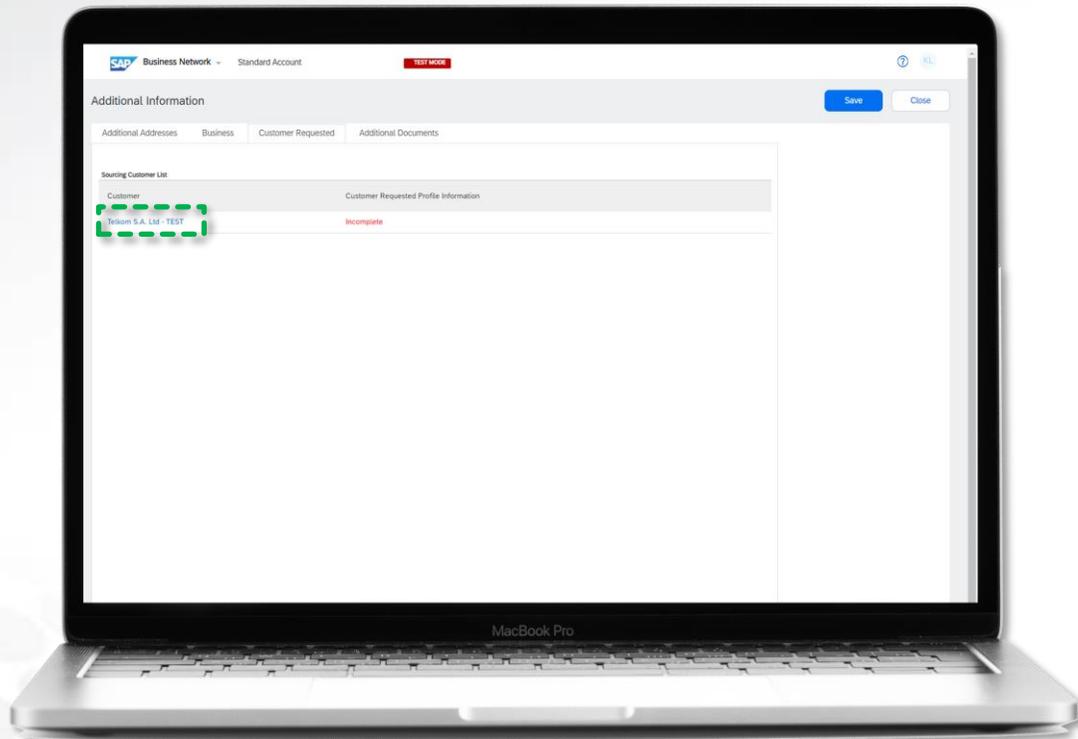
2. Click on Customer Requested.



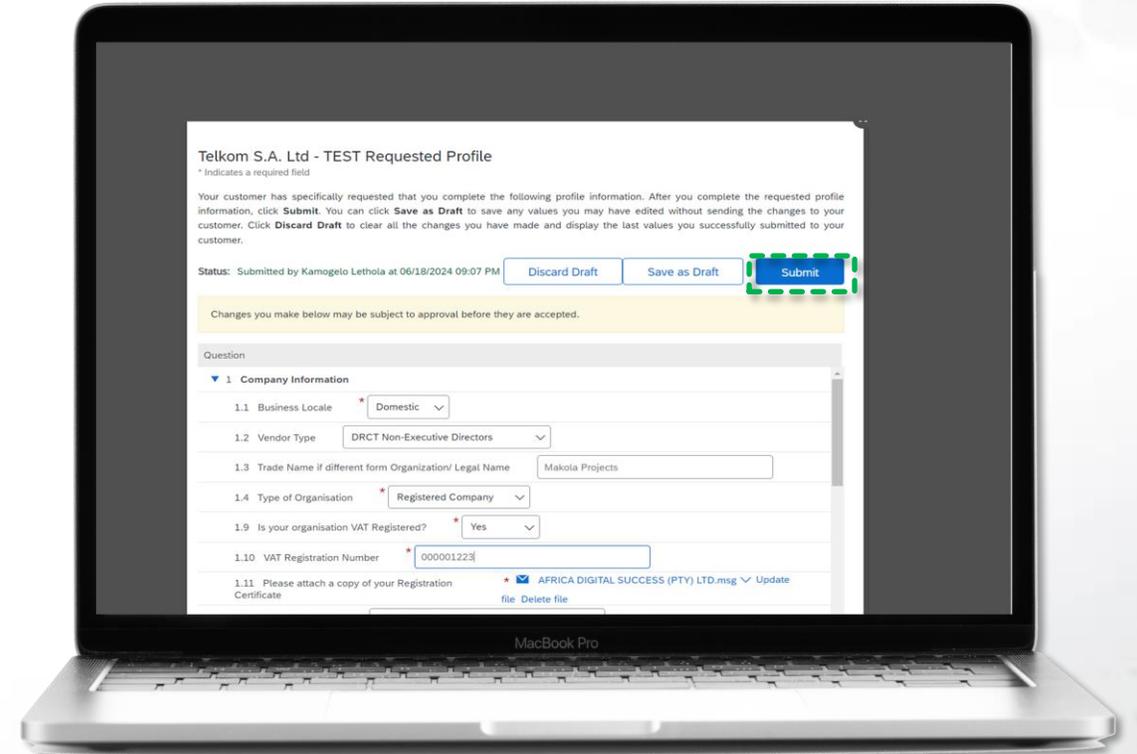
# Transactional Supplier

## STEPS

1. Click on the Telkom S.A. Ltd link.



2. Complete or make changes to the Supplier Questioner.  
3. Click on the Submit button.



Kindly watch the video on how to add more users on your profile through the link below



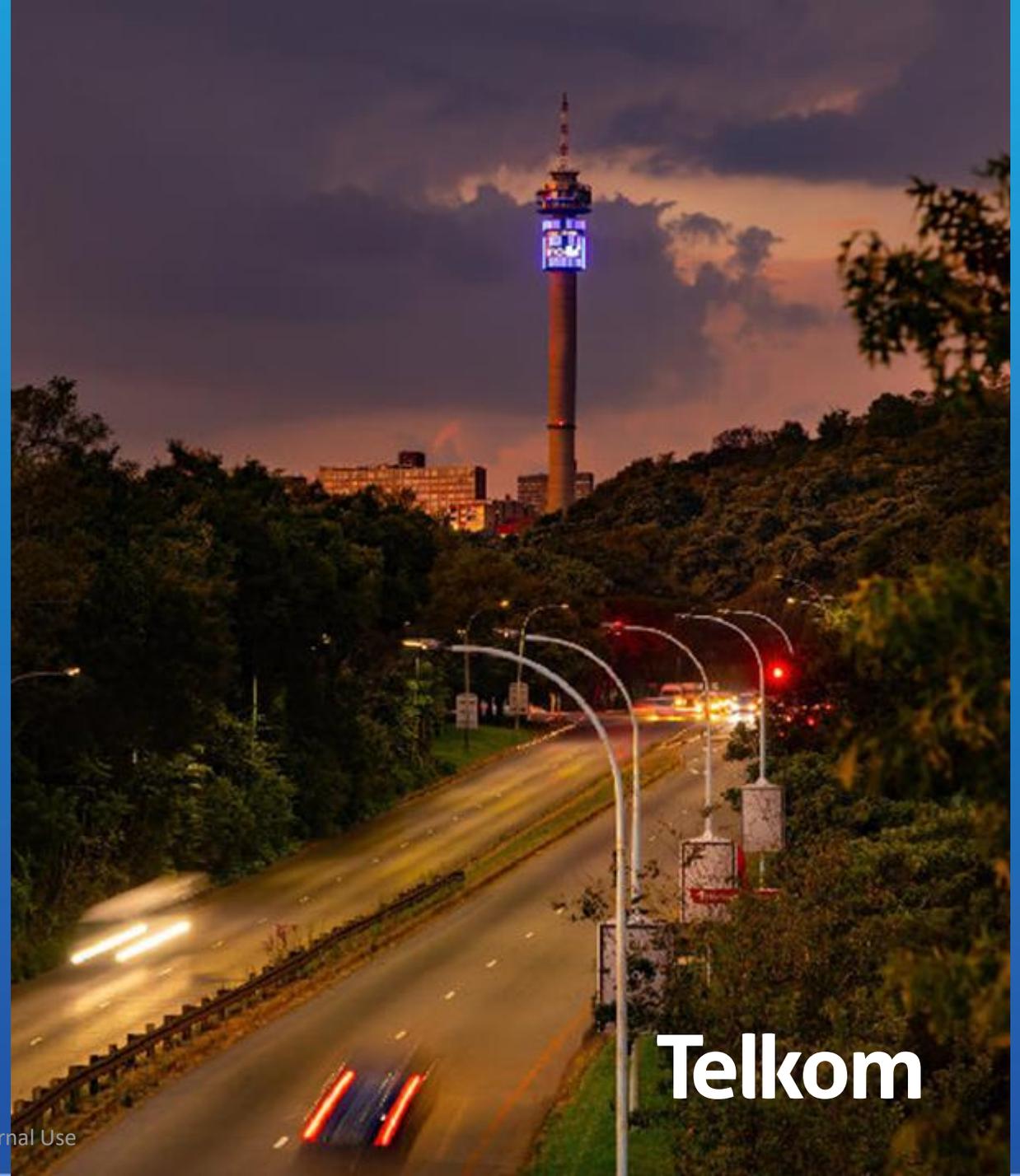
[https://sapvideoa35699dc5.hana.ondemand.com/?entry\\_id=1\\_vbie452g](https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_vbie452g)

# Thank you

*Telkom Group*

September 2024  
Presenter: Name Surname

Internal Use



**Telkom**