SAP Ariba Prospective and Transactional Supplier

Suppliers Guide

Telkom Group

September 2024



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)

View Available Opportunities

Regularly view Tender opportunities on the Telkom Tender Bulletin

Follow me



Telkom

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



Registration

Strategic direction and value unlock





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.

⊳	To	C lajund@ghd.coma		
Send	Gc	C taget@gmal.com		
	Subject	Arba profile registration		
20 20	tation to Regist 143	on the SAP Ariba Supplier Pladom.pdf 🖉 💽 SAP ARIBA PROSPECTIVE SUPLIER GUDE.ppo	×	
cod days.				
lease use t	he link attache	(invitation to register on the Sao Joha Suppler Rations) and register your company on th	e Telicen database 28/83.	
		designed in other according to the series of the constraint and the series of the seri		
IN THE PROPERTY.				
	ered Please log	n to your Anba profile, once you are logged in go to Business Network - Dropdown > Arba	proposal and Questionnaire> Company profile> Customer requested>Telkon	
you have i	ered Please log any queries rej	n to your Anba profile, once you are logged in go to Business Network - Dropdown > Anba inding the registration and Telkom Supplier questionnaire, please contact me as per below d	proposal and Questionnaires: Company profiles: Customer requesteds-Tellion details. Please add additional users on your profile, refer to "How to add users	
you have i	ered Please log any queries rej	n to your Anba profile, once you are logged in go to Business Network – Dropdown > Anba arding the registration and Telkom Supplier questionnaire, please contact me as per below d	proposal and Questionnaires Company profiles Customer requesteds Telikon details. Please add additional users on your profile, refer to "How to add users	
you have i	ered Please log any queries reg	n to your Ariba profile, once you are logged in go to Business Network – Dropdown > Ariba arding the registration and Telicom Supplier questionnaire, please contact me as per below d	proposal and Questionnaires Company profiles Customer requesteds Tellion details. Please add additional users on your profile, refer to "How to add users	
(you have) Earlo 8 Rej	ered Please log eny queries reg gaste	n to your Anba profile, once you are logged in go to Business Network – Dropdown > Anba ording the registration and Telicom Supplier questionnaire, please contact me as per below d	proposal and Questionnaires Company profiles Customer requesteds Tellion details. Please add additional users on your profile, refer to "How to add users	
(you have) Inde S Rig aj Veded	ered Please log any queries reg gastr 333444	n to your Ariba profile, once you are logged in go to Business Network – Dropdown > Ariba ording the registration and Telliom Supplier questionnaire, please contact me as per below d	proposal and Questionnaires Company profiles Customer requesteds Tellion details. Please add additional users on your profile, refer to "How to add users	
lyou have i Endo S Rig aj Veded anit 1012 mail: Jajve	ered Please log any queries reg gantz 333444 xd@ghd.com.a	n to your Ariba profile, once you are logged in go to Business Network – Dropdown > Ariba	proposal and Questionnaires Company profiles Customer requesteds fellion details. Please add additional users on your profile, refer to "How to add users	
you have i Galo S Rg aj Veded Gift 012 mail: lajvm	any queries reg pate 333444 st@ghd.com/a	n to your Ariba profile, once you are logged in go to Business Network – Dropdown > Ariba	proposal and Questionnaires Company profiles Customer requesteds fellion details. Please add additional users on your profile, refer to "How to add users	
(you have) EalorS Rep aj Veded Galt 012 mail: lajvm	ered Please log any queries reg parts 333444 di@cthd.comas Ikom	n to jour Ariba profile, once you are logged in go to Business Network – Dropdown > Ariba	proposal and Questionnaires Company profiles Customer requesteds fellion details. Please add additional users on your profile, refer to "How to add users	
you have i Ealo 8 Rg ai Veded aiit 012 mail: laivm	ered Please log any queries rej and: 333444 dighthd comat Ikom	n to jour Ariba profile, once you are logged in go to Business Network – Dropdown > Ariba	proposal and Questionnaires Company profiles Customer requesteds felicon details. Please add additional users on your profile, refer to "How to add users	
you have a Eador S Rag aj Veded GRR 012 mail: Injvin Te	ang queries log ang queries reg gants 333444 ddghd comat Ikom	n to jour Ariba profile, once you are logged in go to Business Network – Dropdown > Ariba	proposal and Questionnaires Company profiles Customer requesteds fellion details. Please add additional users on your profile, refer to "How to add users	
(you have a Eado SYRg aj Veded Catt 012 mail: lajvm	any queries reg any queries reg and 333444 ddfethd.comat	n to jour Ariba profile, once you are logged in go to Business Network - Dropdown > Ariba Inding the registration and Telkom Supplier questionnaire, please contact me as per below d	proposal and Questionnaires Company profiles Customer requesteds fellion details. Please add additional users on your profile, refer to "How to add users	
(you have) Ealer Si Rig aj Veded call 1022 mail: laive Te	ang queries reg parts 233444 digitahd compa Ikom	n to jour Ariba profile, once you are logged in go to Business Network - Dropdown > Ariba Inding the registration and Telliom Supplier questionnaire, please contact me as per below d MacBook: Pro	proposal and Questionnaires Company profiles Customer requesteds fellion details. Please add additional users on your profile, refer to "How to add users	

Telkom 61 Oak Avenue. Highveld, Techno Park, Centurion, 0157 Private Bag X881 Gauteng 0001 **Dear Valued Supplier** Register as a new or prospective Telkom Supplier on the SAP Ariba Supplier Portal We are always looking to improve the way we collaborate with our partners and suppliers. To enable effective and efficient collaboration, we've designed our processes and systems to make it smarter and faster to do business with Telkom. At this time, we'd like to invite you to join us on this exciting journey and register on the SAP Ariba Supplier Portal to unlock some exciting benefits: Access to a central portal to create and maintain your company profile, increasing the marketability of your company within the Telkom Group; An opportunity to form part of Telkom's preferred\potential supplier network; and Access to a simpler and unified platform to participate in Telkom Group's and subsidiaries' sourcing events How you register your company online? We encourage you to self-register on the The registration process comprises of 3 simple but compulsory steps Step 1: Follow the registration link and complete all the fields;

SAP Ariba Prospective and Transactional Supplier | Suppliers guide



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.

				 Indicates a required field 		
 Company Name:*	1					
 Country/Region:*	United States [USA]		~	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:* Line 1			address or other addresses later in your company profile.			
	Line 2					
	Line 3					
 City:*						
 State:*	Alabama [US-AL]	~				
 Zip:*						
 Name:*	First Name	ast Name		Indicates a required field SAP Business Network Privacy Statement		
 Email:*						
 cmon.	Use my email as my usernar	me				
 Username:*	Use my email as my userna	me		Must be in email format(e.g.john@newco.com)		
 Username:* Password:*	Use my email as my userna	me		Must be in email format(e.g john@newco.com) ① Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ①		
 Username: * Password: *	Use my email as my userna Enter Password Repeat Password	me		Must be in email format(e.g.john@newco.com) ① Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ③		
 Username:* Password:*	Use my email as my userna Enter Password Repeat Password	me MacRoal/ Pro		Must be in email format(e.g john@newco.com) ① Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ①		
 Username:* Password:*	Use my email as my userna Enter Password Repeat Password	me MacBook Pro		Must be in email format(e.g john@newco.com) ① Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ③		



SAP ARIBA REGISTRATION PAGE

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

			* Indicates a required field	Network Discovery and increase
Name:*	First Name Last Name		SAP Business Network Privacy Statement	sales leads.
Email:*				Learn more
-+	Use my email as my username			
Username:*			Must be in email format(e.g.john@newco.com)	After registration download the SAP Ariba Supplier app from the Apple
Password:*	Enter Password		Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.	App Store or Google Play to your mobile device and manage customer
	Repeat Password			orders on the go.
Language:	English	~	The language used when Ariba sends you configurable notifications. This is different than your web b	
Email orders to:*			Customers may send you their orders through SAP Business Network.	
			To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this	
			anytme.	
Tell us more about your bu	isiness 🕨			
I have read and agree to the Terms of Use I hereby agree that SAP Business Network profile visibility settings. Please see the SA	will make parts of my (company) information a P Business Network Privacy Statement to learn	ccessible to other users and how we process personal o	I the public based on my role within the SAP Business Network and the applicable Seta.	Register Cancel
I have read and agree to the Terms of Use I hereby agree that SAP Business Network profile visibility settings. Please see the SA	will make parts of my (company) information a P Business Network Privacy Statement to learn	ccessible to other users and how we process personal o	I the public based on my role within the SAP Business Network and the applicable Sata.	Register Cancel
I have read and agree to the Terms of Use I hereby agree that SAP Business Network profile visibility settings. Please see the SA	will make parts of my (company) information a P Business Network Privacy Statement to learn	ccessible to other users and how we process personal o	I the public based on my role within the SAP Business Network and the applicable data.	Register Cancel
I have read and agree to the Terms of Use Ihereby agree that SAP Business Network profile visibility settings. Please see the SA	will make parts of my (company) information a P Business Network Privacy Statement to lear	ccessible to other users and	the public based on my role within the SAP Business Network and the applicable ass.	Register Cancel
I have read and agree to the Terms of Use	will make parts of my (company) information a P Business Network Privacy Statement to lear	ccessible to other users and	I the public based on my role within the SAP Business Network and the applicable ass.	Register Cancel
I have read and agree to the Terms of Use	will make parts of my (company) information a P Business Network Privacy Statement to lear	ccessible to other users and how we process personal of	I the public based on my role within the SAP Business Network and the applicable acc.	Cancel



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.

Confirm Your Email Address	
ACTION REQUIRED	
Check your email inbox for a message from Ariba. An email has been sent to ahgf@gmail.com.	
Click on Activate link in the email to activate account and complete the Telkom S.A. Ltd - TEST requested profile.	
If you do not receive an activation email:	
 Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox. Click Resend to have another activation email sent to you. Resend If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly. ahgf@gmail.com 	
MacBook Pro	



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.

Dear Kamogelo Letlotlo,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address and complete all required profile fields of your company profile as specified by Telkom S.A. Ltd - TEST.



If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=4zjlJhcC8chIpAfwuufTEWLtWk1ydn XT&anp=Ariba&app=Sourcing

After your registration process is complete, use the following URL to log in to your account: <u>https://proposals.seller.ariba.com</u>

Sincerely, The SAP Ariba Team



ACTIVATE ARIBA ACCOUNT: SAP ARIBA DASHBOARD

- 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.
- Click on the Marketing tab and complete all required fields indicated with an * Asterix.

SAP Business Network - Standard /	Account Get enterprise account TEST MODE
Company Profile	
Basic (3) Business (2) Marketing (3)	Contacts Certifications (1) Customer Requested Additional Documents
 Indicates a required field 	
Overview	
Company Name:*	QA-INTERNATIONAL
Other names, if any:	
Networkid:	AN01054141737-T ()
Short Description:	(1)
	Characters left: 100
Website:	
Public Profile:	http://discovery.ariba.com/profile/AN01054141737-T Customize URL
Privacy Statement:	SAP Ariba Privacy Statement 🗸
	MacBook Pro



ACTIVATE ARIBA ACCOUNT: CUSTOMER REQUESTED

- 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)

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

→ C Service.ariba.com/Pro	ileManagement.aw/109544050/aw?awh=r&awssk=bqf1U76F#b0	🖈 🖸 🛉 🗄
elkom S.A LTD 📀:: Web Attendance		All Bookmarks
overing Customer List	Save as Draft Submit 4 11 s	tore Fields
Customer	Changes you make below may be subject to approval before they are accepted.	
Telkom S.A. Ltd - TEST	Question	
	▼ 2 Contact Information	
	2.1 Main Contact First Name and Last Name	
	2.2 Designation of Contact Person *	
	2.3 Email Address	
	2.4 Phone Number: Format eg: 27124445555	
	2.5 Cellular Phone Number: Format eg: 27814445555	
	2.6 Secondary Contact First Name and Last Name *	
	2.7 Email Address	
	2.8 Phone Number: Format eg: 27124445555	
	2.9 Cellular Phone Number: Format eg: 27814445555 *	
	2.10 Company / Organisation Registration Number - Format example:	Save
	2.11 What is your BBBEE Rating? * Please select an option V	
0 2022 SAP SE or an SAP attitute co	npany, A 🔶 2.12 Is the Organization an HR recruitment agency? * Unspecified 🗸	Security Disclosure Terms of Use
	MacBook Pro	
and the second		to the second second
 		N



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

Thank you for registering a prospective profile with Telkom.







TRANSACTIONAL SUPPLIERS REGISTRATION

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)

- 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.

Jusername		
Next		
New to SAP Business Network?		
Register Now or Learn more		- I

2. Capture your Password.

SAP Business Network	Iethabom2@gmail.com
Account sign in	
	Sign in Forgot password
	New to SAP Business Network? Learn more
MacB	



TRANSACTIONAL SUPPLIER: COMPANY PROFILE

STEPS

1. Click on Go to Company Profile.



2. Click on Customer Requested.

() Overview	Business Type Service Provider	Revenue SOK to \$100K USD	Address American Samoa View Details	
8. Credentials	A Legarroun	Slock Symbol		
Certifications Sustainability Ratings	Product and Service Categories	Ship-to or Service Location	Industries Served	0
Additional Addresses	Marketing analysis	South Africa	- room	
Business Information				
Contacts	Credentials			
SE Customer Requested	Certifications			0
Additional Documents	Click the pencil icon to add the ce	ertificate to showcase your business traits a	and strengths.	
	V-0			



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.

SAP Ariba Prospective and Transactional Supplier | Suppliers guide



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

SAP Ariba Prospective and Transactional Supplier | Suppliers guide



Internal Use

Thank you

Telkom Group

September 2024 Presenter: Name Surname

