

SAP Ariba at BASF

BASF Supplier Communication

March 2022



Strategic Procurement Suite in a Nutshell



- BASF will use the online platform Strategic Procurement Suite by SAP Ariba for **purchase tenders**
- Your **registration** for SAP Ariba is **needed** to be able to receive BASF invitations to quote
- Registration and participation in a tender are **free of charge** for you
- There will be **no change in the invoicing process** between you and BASF



Strategic Procurement Suite has many advantages for you



After creating your SAP Ariba network account, BASF will be able to consider your company in purchase tenders

■ Your Key Benefits:

- ✓ The **registration, qualification** and **participation** in a tender is **free of charge**, regardless how often your company is taking part or how much business you make with BASF
- ✓ A **Fast, standardized** and **transparent** communication with your BASF counterpart is facilitated - all tender related communication is documented in a message history
- ✓ The online submission of your **tender documents** to the SAP Ariba portal is enabled
- ✓ Relevant **BASF tenders** are **visible at one glance**; status tracking is possible any time
- ✓ BASF is working with SAP Ariba all over the world, hence all BASF buyers have a **full picture** about all your **capabilities** - even in countries where you are not delivering today
- ✓ Being part of the SAP Ariba network offers you **business perspectives** beyond BASF

To register your company for BASF please follow the following steps:

I. Registration Invitation



To Do:

Please click on the registration link in the invitation E-Mail from SAP Ariba

II. Account creation or login



To Do:

You will be guided to the SAP Ariba log in page – You can create a new Ariba account **or** login with your existing user credentials

III. BASF Registration questionnaire



To Do:

Please fill out the BASF specific registration form

IV. Registration Completed



Congrats:

You are now part of the SAP Ariba supplier network. BASF will be able to collaborate with you via the online tool

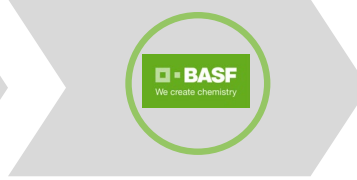
I. Registration Invitation



II. Account creation or login



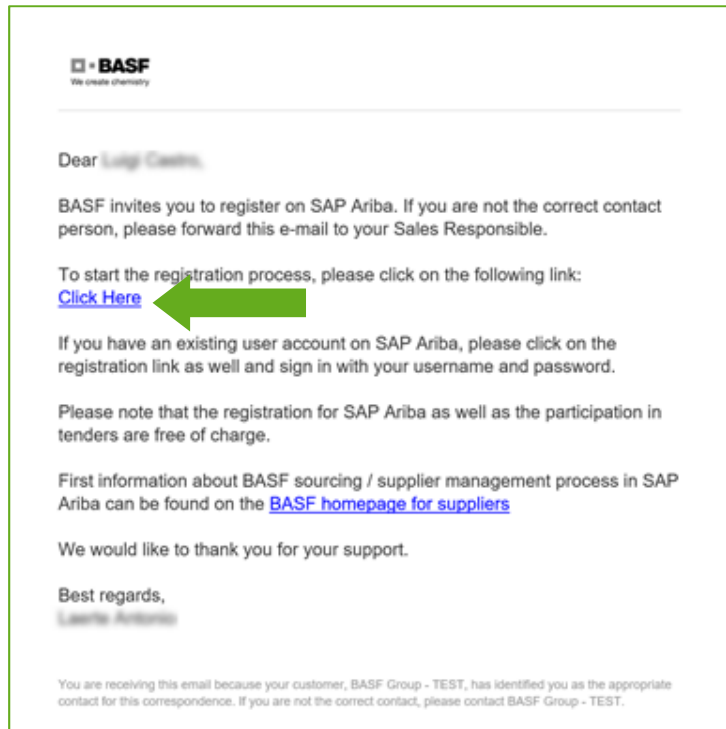
III. BASF Registration questionnaire



IV. Registration Completed



- To start your registration process please **click the link within the invitation mail** (content and language may be different):



Attention:

Due to technical reasons the **invitation mail** contains a cryptical sender address, which **ends on „@eusmtp.ariba.com“**. Therefor we kindly ask you to check also your spam folder.

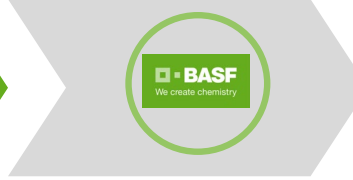
I. Registration Invitation



II. Account creation or login



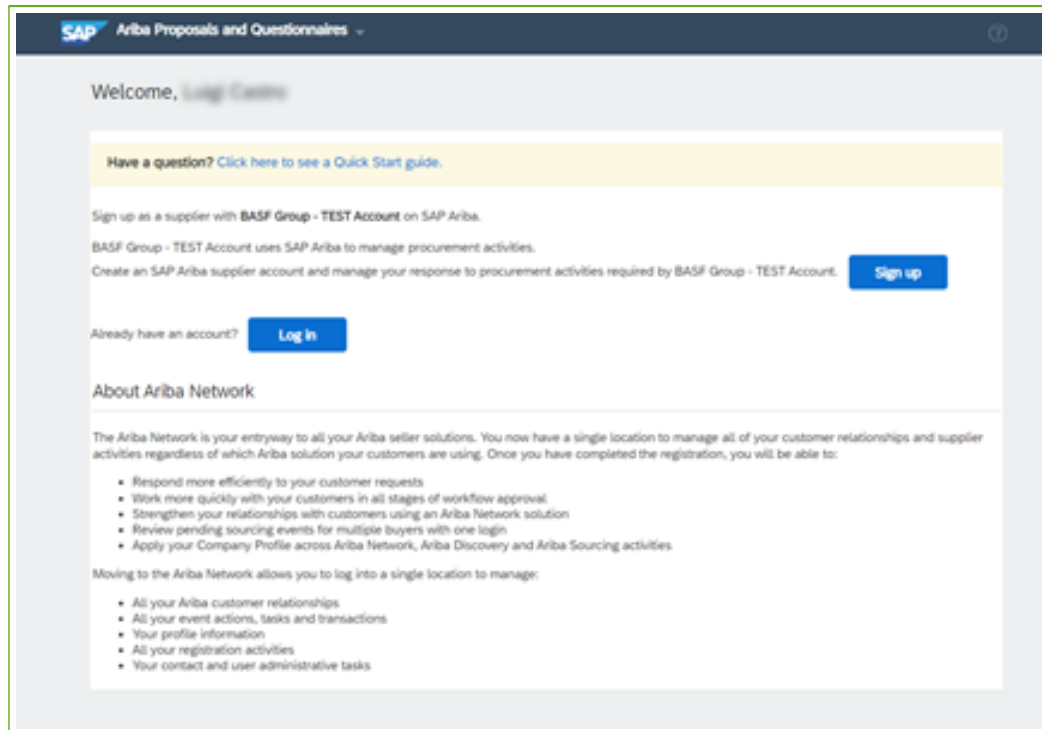
III. BASF Registration questionnaire



IV. Registration Completed



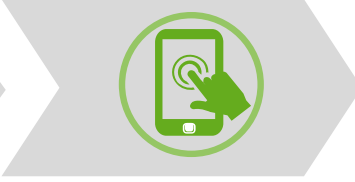
- Please click the **Sign up** button if your company does not have an Ariba Network account or click **Log in** button to use your existing Ariba Network account:



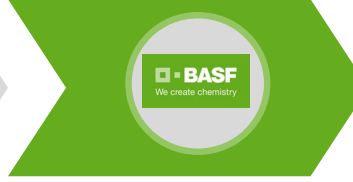
I. Registration Invitation



II. Account creation or login



III. BASF Registration questionnaire



IV. Registration Completed



- After you have created your Ariba Network account or logged in to your account you are directed to the **BASF registration questionnaire**
- Please provide all necessary information within the questionnaire and click the **Submit entire response** button
- In case you are not directed to the registration questionnaire you **can access it here:**

The screenshot shows the SAP Ariba platform interface. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area is titled 'BASF GROUP - TEST' and contains a welcome message from BASF Procurement, a list of collaboration modules (SPO, VIP, Catalog processes, Discount Pro), and a strategic decision statement. Below the message is an 'Events' table with columns for Title, ID, End Time, Event Type, and Participated, showing 'No items'. The 'Registration Questionnaires' section has a table with columns for Title, ID, End Time, Organization Name, and Status. A dropdown menu shows 'Status: Open (1)'. The table contains one entry: 'Registration questionnaire' with ID 'Doc837132784', End Time '12/17/2022 2:34 PM', Organization Name 'BASF Systems', and Status 'Invited'. Below this are sections for 'Qualification Questionnaires' and 'Questionnaires', both showing 'No items'.

To update the registration of your company for BASF please follow the following steps:

I. Account login II. Update Registration questionnaire III. Registration Update Completed



To Do:

Access the Ariba log in page – Login with your existing user credentials

To Do:

Update the BASF specific registration form

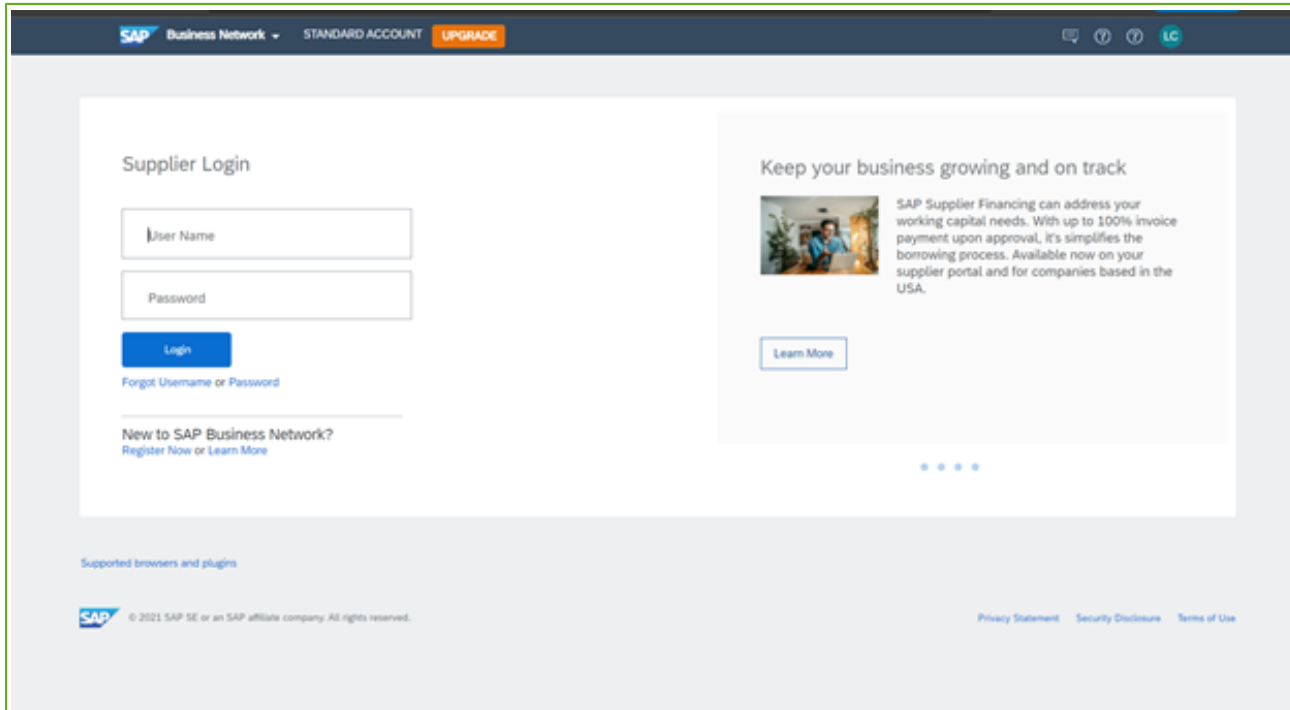
Congrats:

You have successfully updated the registration questionnaire.

I. Account login II. Update Registration questionnaire III. Registration Update Completed



- To update your registration questionnaire please access the [Ariba log in page](#) and click the **Login** button to use your existing Ariba Network account:



I. Account login II. Update Registration questionnaire III. Registration Update Completed



- After you have logged in to your account you can access the **BASF registration questionnaire here:**

Welcome to SAP Ariba platform for BASF - Supplier collaboration!

BASF Procurement is pleased to interact with you in the SAP Ariba platform. This platform will give you the opportunity to access different collaboration modules with BASF:

- SPS: for Qualification and Sourcing; in the future for Contract management;
- VIP: for operational procurement, as for an example purchase order or invoice handling;
- Catalog processes;
- Discount Pro - Early payment proposals.

It is a strategic decision of BASF Procurement to develop Supplier collaboration - strategic and operational - in the cloud with SAP Ariba as a partner.
Here you can find information about how BASF SE uses your personal data as controller.

Thanks in advance for your support.

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

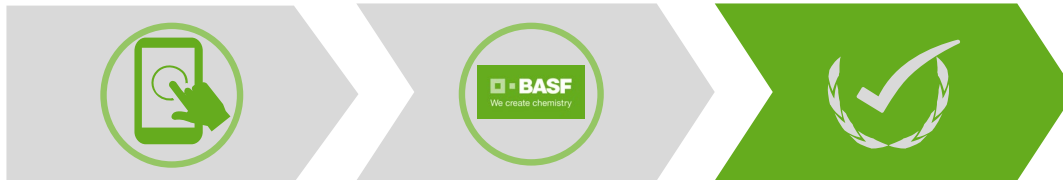
Title	ID	End Time ↓	Commodity	Regions	Organization Name	Status
Status: Open (1)						
Supplier registration questionnaire	Doc103220142	19/3/2020 11:35	RawMat 30	EMEA Europe, Middle East...	Dummy Supplier 1	Registered

Qualification Questionnaires

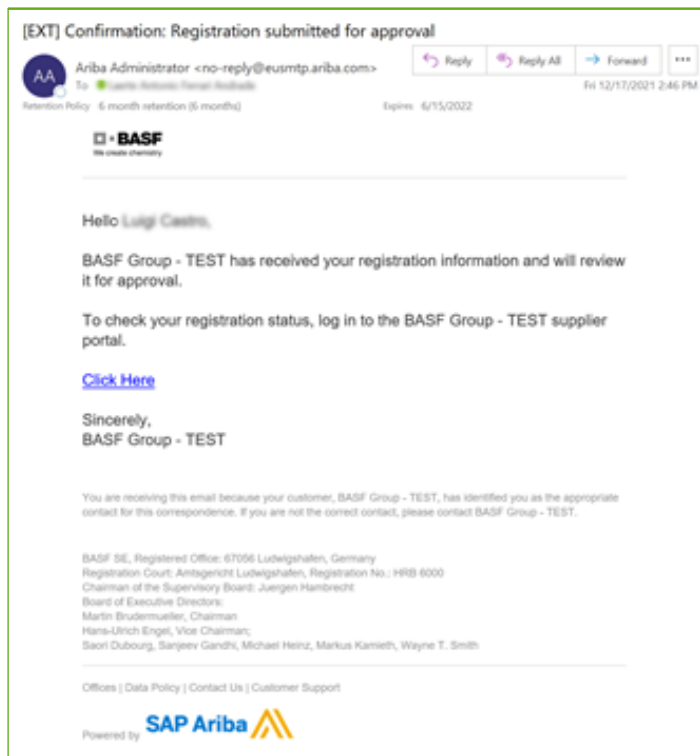
Title	ID	End Time ↓	Commodity	Regions	Organization Name	Status
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- Please click **Revise Response** on next page, provide new/updated information within the questionnaire and click the **Submit entire response** button

I. Account login II. Update Registration questionnaire III. Registration Update Completed



- After you have submitted your responses, you will receive a **confirmation mail**:



Qualification Process Overview

I. Qualification Invitation



II. Account creation or login



III. Complete Questionnaires



IV. Questionnaire reviewed



V. Qualification Completed



To Do:

Please click the link in the invitation E-Mail from SAP Ariba

To Do:

You will be guided to the Ariba log in page – You can create a new Ariba account **or** login with your existing user credentials

To Do:

Please fill out **all** requested BASF questionnaires and click the “Submit entire response” button

Info:

After BASF has reviewed a questionnaire you will be informed via E-Mail

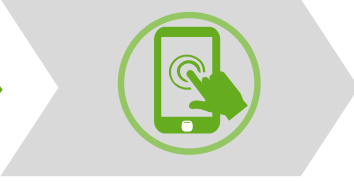
Info:

After BASF has reviewed all questionnaires and completed internal processes you will be informed via E-Mail.

I. Qualification Invitation



II. Account creation or login



III. Complete Questionnaires



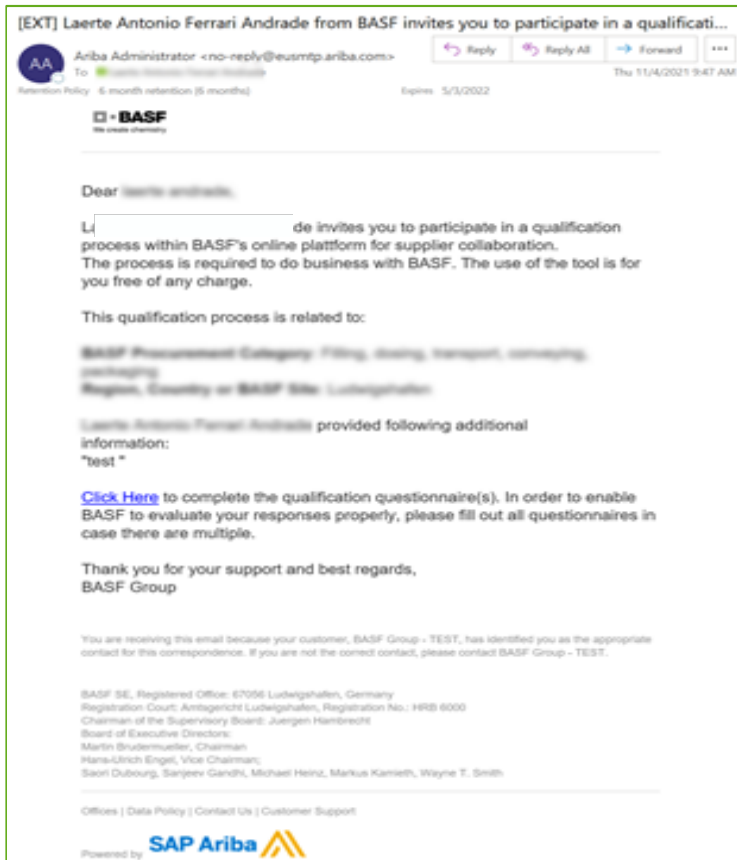
IV. Questionnaire reviewed



V. Qualification Completed



- To start your qualification process please **click the link within invitation mail** (content and language may be different):



Attention:

Due to technical reasons the **invitation mail** contains a cryptical sender address, which **ends on „@eusmtp.ariba.com“**. Therefor we kindly ask you to check also your spam folder.

I. Qualification Invitation



II. Account creation or login



III. Complete Questionnaires



IV. Questionnaire reviewed



V. Qualification Completed



- If BASF has not yet linked an Ariba user to your name, you will be directed to below page. If you do not have an Ariba user, please click **Sign up** button. If you have one please click **Login** button

- If BASF has already linked an Ariba user to your name, you will be directed to below page. Please **Login** with your username and password

I. Qualification Invitation



II. Account creation or login



III. Complete Questionnaires

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IV. Questionnaire reviewed



V. Qualification Completed



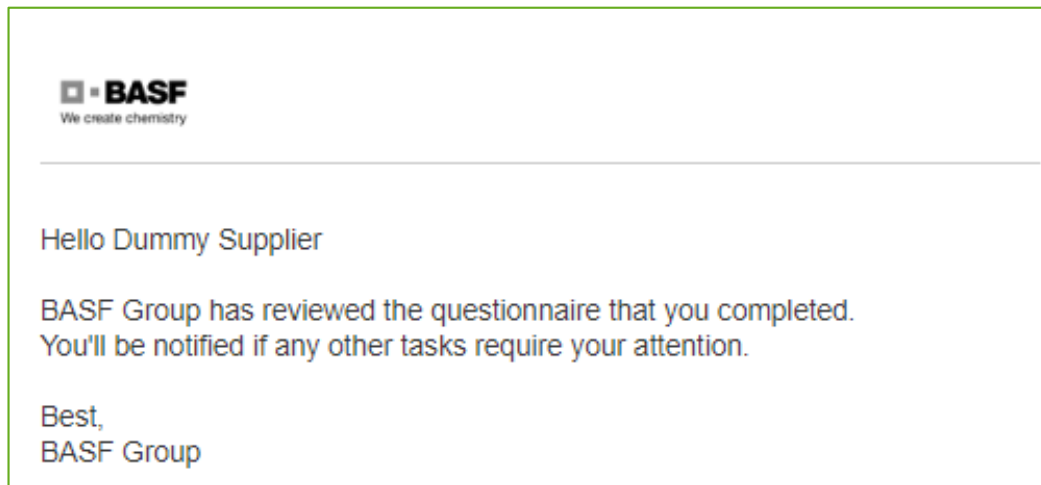
- After you have created your Ariba Network account or logged in to your account you are directed to the **BASF qualification process which includes all relevant qualification questionnaires**
- Please provide all necessary information within the questionnaires and click the **Submit entire response** button for **all questionnaires**.
- In case you are not directed to the qualification questionnaire you **can access it here:**

Qualification Questionnaires							
Title	ID	End Time ↓	Commodity	Regions	Organization Name	Status	
No items							
Questionnaires							
Title	ID	End Time ↓	Commodity	Regions	Organization Name	Status	
▼ Status: Open (3)							
Product Information and Documents	Doc219854270	18/4/2019 12:34	RawMat 30	All All Regions	Dummy Supplier 17 - NO SYNC WITH PASTIS	NotResponded	
Regulatory Requirements Europe	Doc219854252	18/4/2019 12:34	RawMat 30	FR France, DE Germany, GB Great Britain, GR Greece, HU Hungary, IE Ireland, IT Italy, LV Latvia, LI Liechtenstein, LU Luxembourg, NL Netherlands, NO Norway, PL Poland, PT Portugal, SK Slovakia, SI Slovenia, ES Spain, SE Sweden, CH Switzerland, AT Austria, BE Belgium, BG Bulgaria, HR Croatia, CZ Czech Republic, DK Denmark, FI Finland, RO Romania	Dummy Supplier 17 - NO SYNC WITH PASTIS	NotResponded	
Packaging Questionnaire Plastic Drums	Doc219854234	18/4/2019 12:34	RawMat 30	All All Regions	Dummy Supplier 17 - NO SYNC WITH PASTIS	NotResponded	
Certificates							
Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status		
No items							
Supplier Lifecycle Processes							
Qualification Process Direct Procurement							
Commodity	Regions	Departments	Materials	Owner	Status	Organization Name	Action
RawMat	Ludwigshafen	Performance Chemicals	LIQUID GLUCONATE 1315.417KG 31HA1(50517444)	daniel.heffert	In Qualification	Dummy Supplier 17 - NO SYNC WITH PASTIS	View

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- After you have submitted your responses, BASF will review and you will receive a **information mail for each questionnaire:**





- After BASF has reviewed all questionnaires and completed internal processes you will be **informed via E-Mail:**


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Dear Dummy Supplier,

BASF has completed your qualification process for:

BASF Procurement Category: Dummy Category
Region / Country / Site: Dummy Region
BASF Material number: 01234567 – Dummy Material
BASF Contact Person: Max Mustermann

Thank you again for your support!
We will let you know if any further actions from your side are needed.

Best regards,
BASF Group

 **BASF**

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