

# SAP Ariba at BASF

## BASF Supplier Communication

Ludwigshafen, March 2019



# 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

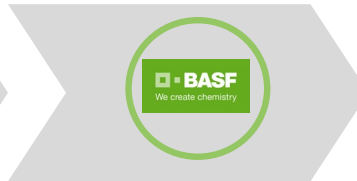
## I. Registration Invitation



## 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):



Dear Sir or Madam,

BASF invites you to register on SAP Ariba. If you are not the correct contact person, please forward this e-mail to your Sales Responsible. In case that you want to change the current contact person / email address, please send us a short reply to [martin.mr.reiner@basf.com](mailto:martin.mr.reiner@basf.com)

To start the registration process, please click on the following link:

[Click Here](#)



If you have an existing user account on SAP Ariba, please click on the registration link as well and sign in with your username and password.

Please note that the registration for SAP Ariba as well as the participation in tenders are free of charge.

In case of technical issues, please visit following support page: <https://connect.ariba.com/basf-faq>. For general questions, please contact [SPS-communication@basf.com](mailto:SPS-communication@basf.com) or visit our information page [here](#).

We would like to thank you for your support.

Best regards,

Martin Reiner  
Global Head of Procurement Services

### 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:

Ariba Sourcing

Help Center

Welcome, Max Mustermann

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Network. **BASF SE - TEST** has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account. **Sign up**

Already have an account? **Log in**

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba 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
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Search...

Error: "The username and password pair you entered was not found"

Error: "The username and password entered has already merged to another Ariba Sourcing user account"

Registration best practices for Ariba Network Suppliers

Error: "User already exists. Please enter a different username."

How do I participate in my buyer's event using an email invitation?

What are some common issues when registering an account?

Can my company have multiple accounts?

Supplier Basics (4:33)

View more

Can't log in? Let us help you!

## 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:**

Ariba Sourcing Test Mode Company Settings ▼ Max Mustermann ▼ Help Center >>

BASF GROUP - TEST

There are no matched postings.

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 with 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
No items			

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Organization Name	Status
▼ Status: Open (1)				
Registration questionnaire for legal supplier entity	Doc212597295	2/25/2020 9:59 AM		Invited

## I. Registration Invitation



## II. Account creation or login



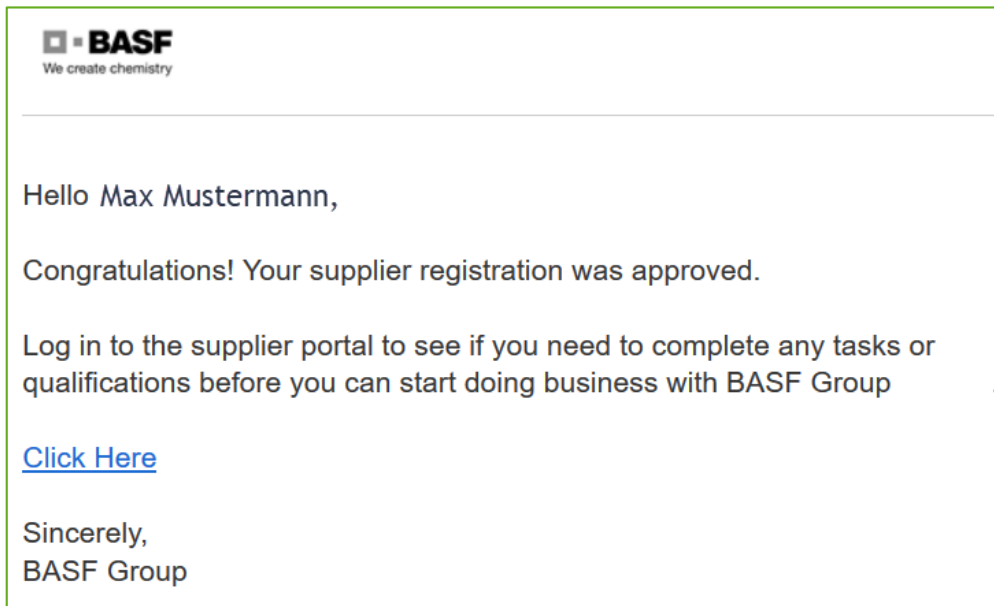
## III. BASF Registration questionnaire



## IV. Registration Completed



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





# 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

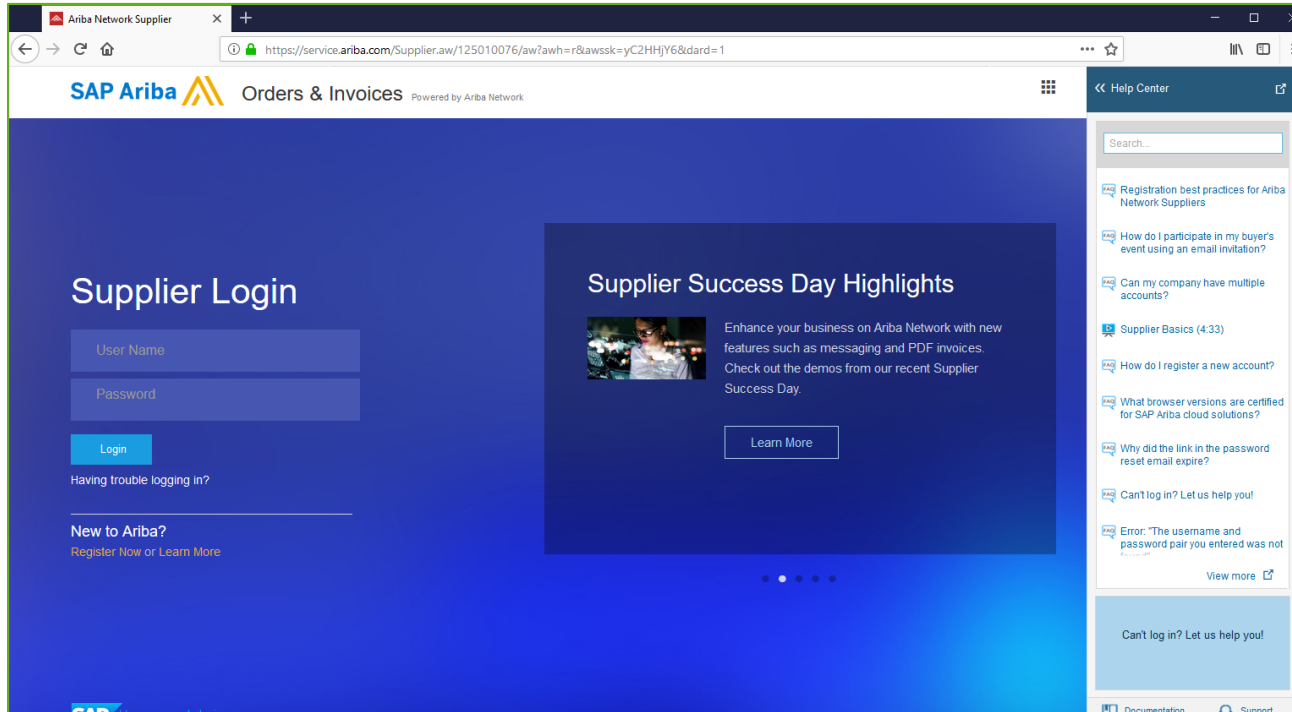
## Congrats:

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:

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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 (4)						
Supplier registration questionnaire	Doc103220142	18/3/2020 11:35	RawMat 30	EMEA Europe, Middle East....	Dummy Supplier 1	Registered

### Qualification Questionnaires

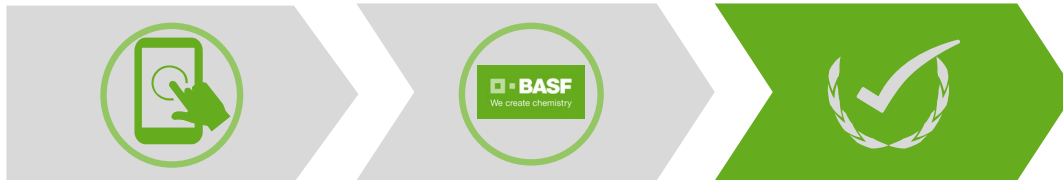
Title	ID	End Time	Commodity	Regions	Organization Name	Status
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- Please click **Revise Response** on next page, provide new/updated information within the questionnaire and click the **Submit entire response** button

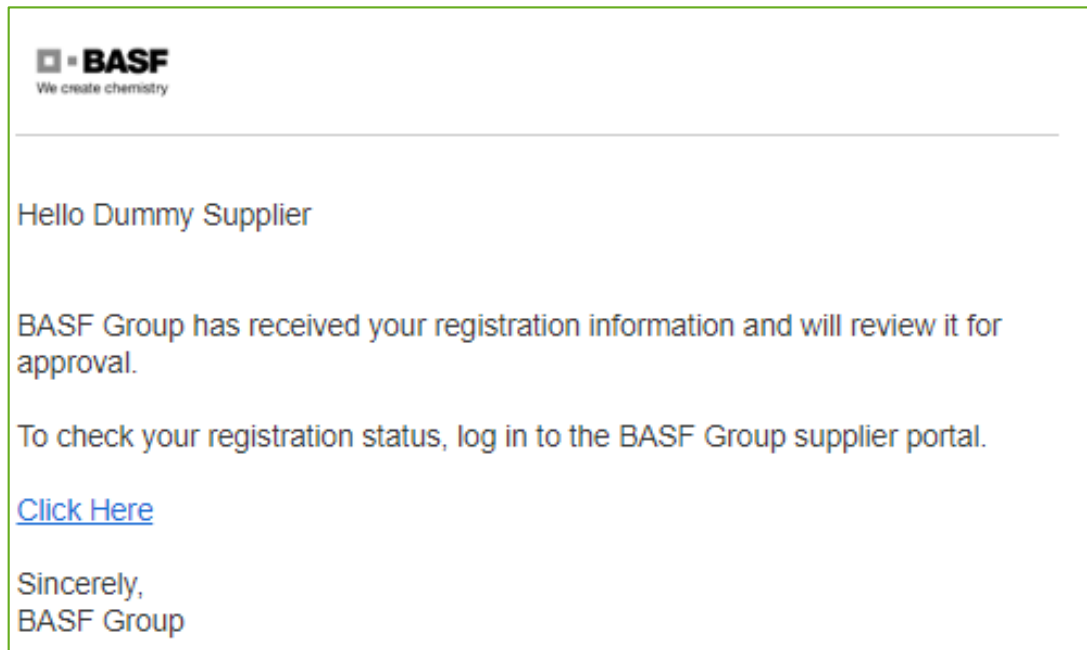
I. Account login

II. Update Registration  
questionnaire

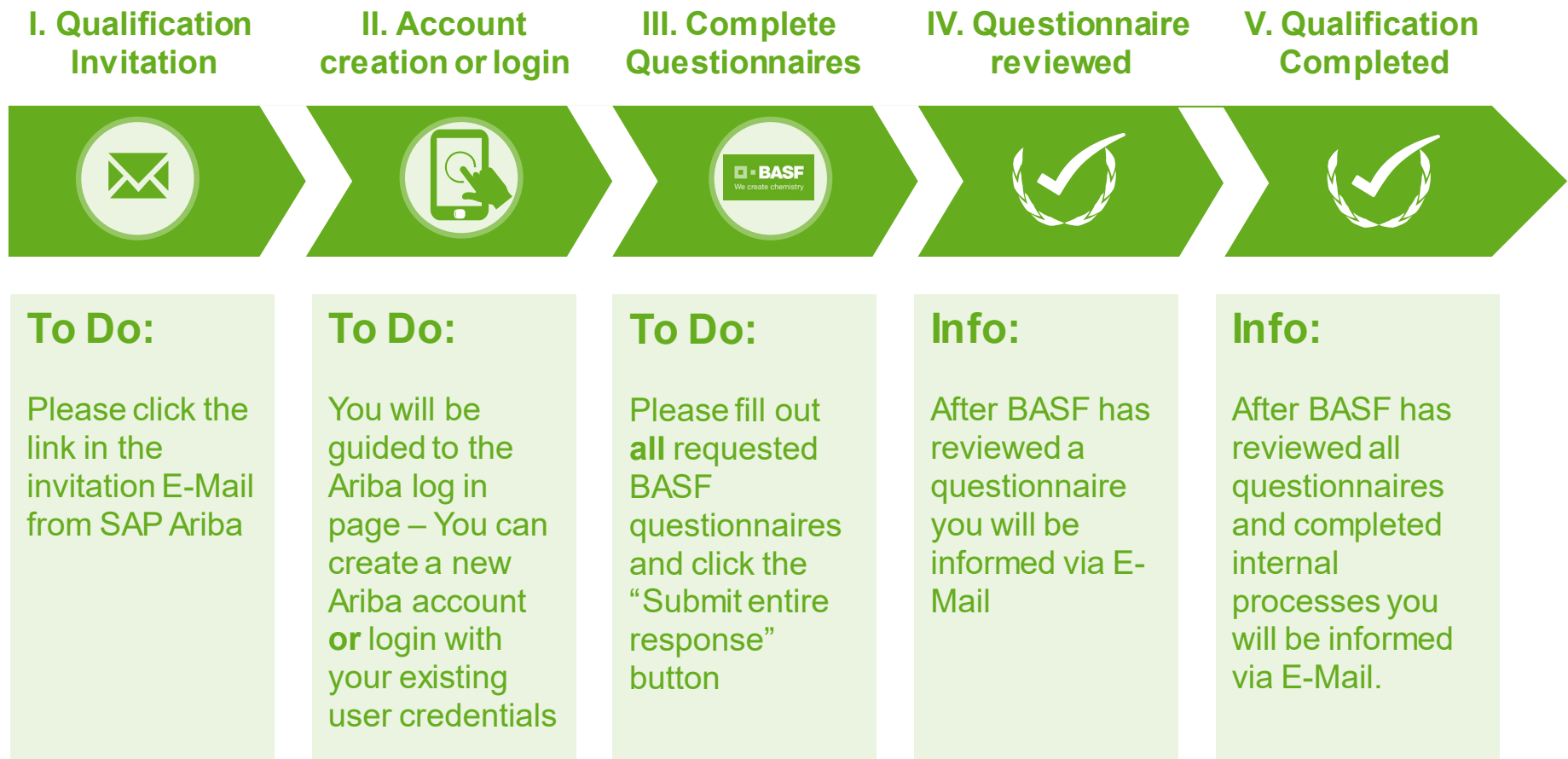
III. Registration  
Update Completed



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



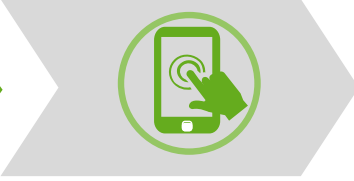
# Qualification Process Overview



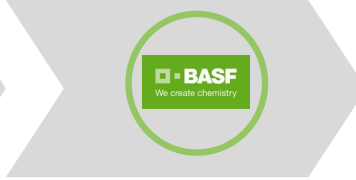
## I. Qualification Invitation



## II. Account creation or login



## III. Complete Questionnaires



## IV. Questionnaire reviewed



## V. Qualification Completed



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



Dear Dummy Supplier,

BASF invites you to participate in a qualification process within BASF's online platform for supplier collaboration.

The process is required to do business with BASF. The use of the tool is for you free of any charge.

This qualification process is related to:


**BASF Procurement Category:** Dummy Category

**Region / Country / Site:** Dummy Region

**BASF Material number:** 01234567 – Dummy Material

BASF provided following additional information:

"Dear Supplier, please fill out all required questionnaires"

 [Click here](#) to complete the qualification questionnaire(s). In order to enable BASF to evaluate your responses properly, please fill out all questionnaires in case there are multiple.

Thank you for your support and best regards,  
BASF Group

### 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.

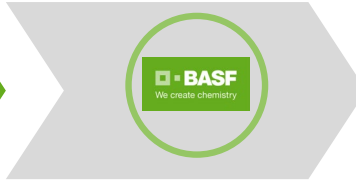
## I. Qualification Invitation



## II. Account creation or login



## III. Complete Questionnaires



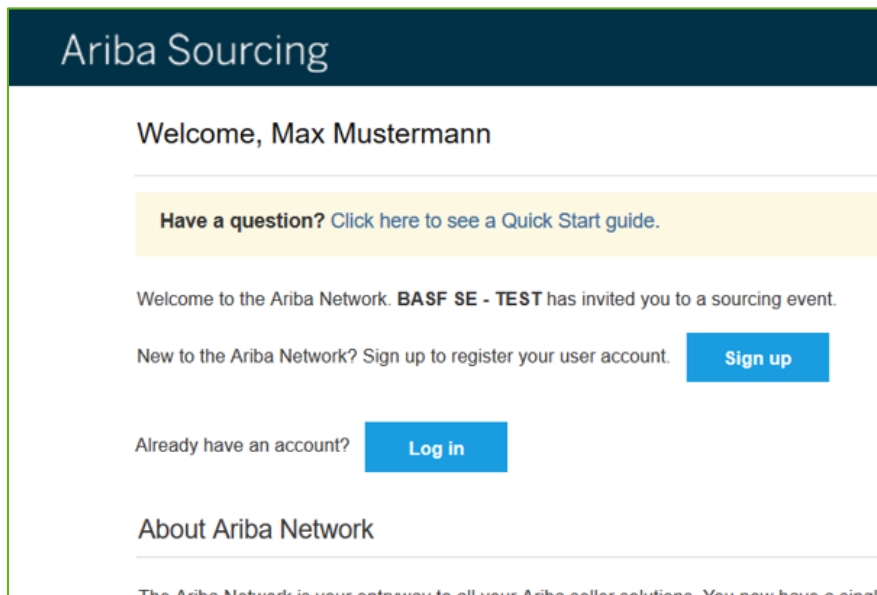
## IV. Questionnaire reviewed



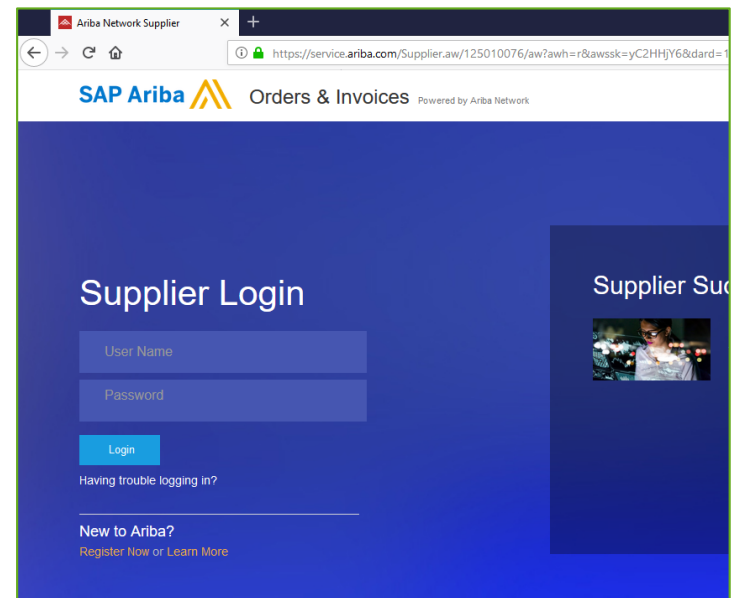
## V. Qualification Completed



- 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



## IV. Questionnaire reviewed



## V. Qualification Completed



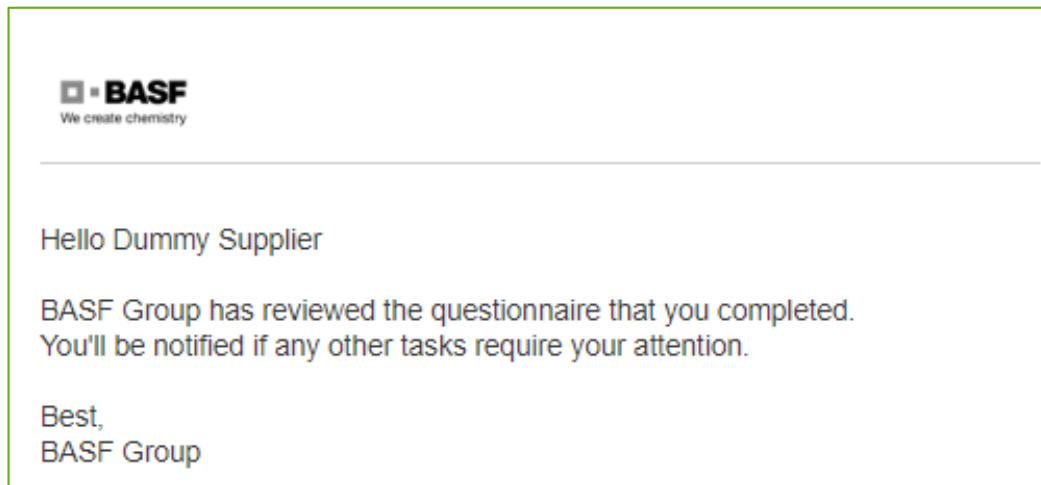
- After you have created your Ariba Network account or logged in to your account you are directed to the **BASF qualification process which includes all relevant qualification questionnaires**
- Please provide all necessary information within the questionnaires and click the **Submit entire response** 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	Action
RawMat	Ludwigshafen	Performance Chemicals	LIQUID GLUCONATE 1315.417KG 31HA1(50517444)	daniel.heffert	In Qualification	Dummy Supplier 17 - NO SYNC WITH PASTIS <a href="#">View</a>



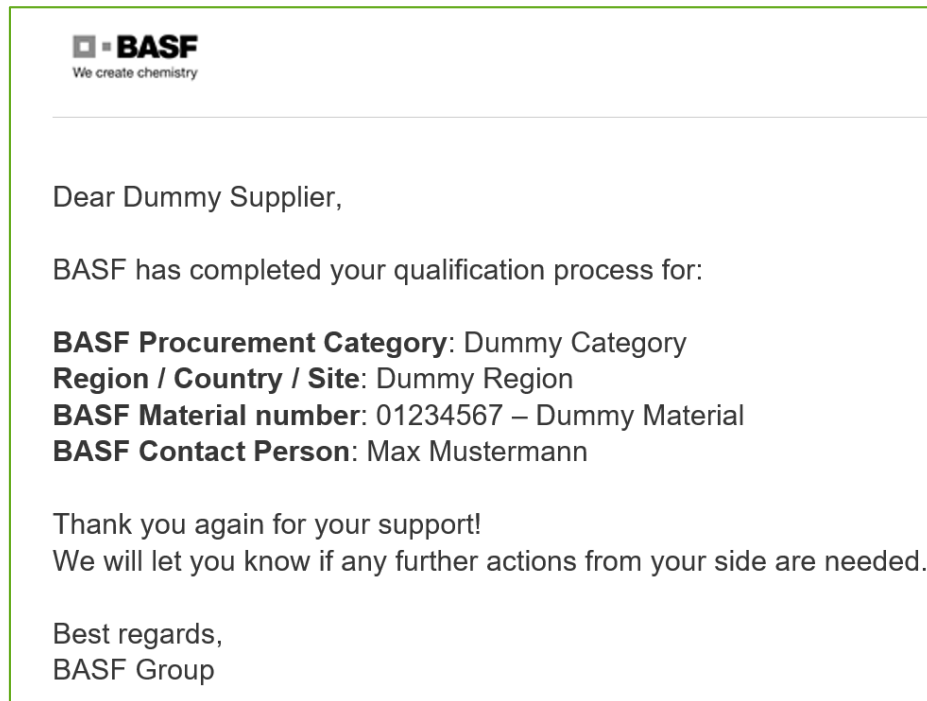


- After you have submitted your responses, BASF will review and you will receive a **information mail for each questionnaire**:





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





We create chemistry