

3- Supplier Registration Process (Supplier)

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Objective

The objective of this document is to explain the supplier registration process.

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1 Supplier Registration (Done by the Supplier)

Once the supplier is invited to the registration process:

The screenshot shows the CAF Supplier Management interface. At the top, there is a navigation bar with the CAF logo, a 'Test Site' label, and menu items: HOME, SUPPLIER MANAGEMENT (highlighted), SUPPLIER RISK, and MORE... A search bar is present with the placeholder text 'Enter Supplier name or ID'. Below the search bar, there is a 'My Activities' section with three cards: '21 Supplier Request', '26 Registration' (highlighted with a blue border), and '16 Qualification'. A 'Feedback' button is visible on the left. Below this is a table with columns: Supplier name, Status, and Action. The table contains one entry: 'TRAINING EXAMPLE 1' with a status of 'Invited' (highlighted in yellow) and a 'View' button.

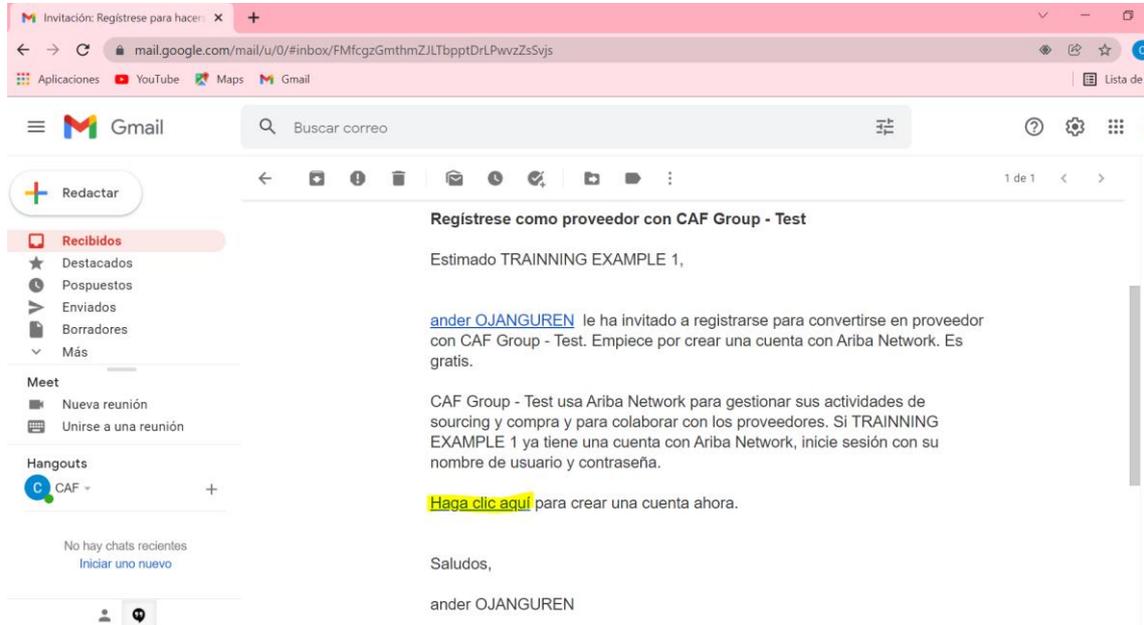
Supplier name	Status	Action
TRAINING EXAMPLE 1	Invited	View

The contact person of the supplier receives an invitation Email:

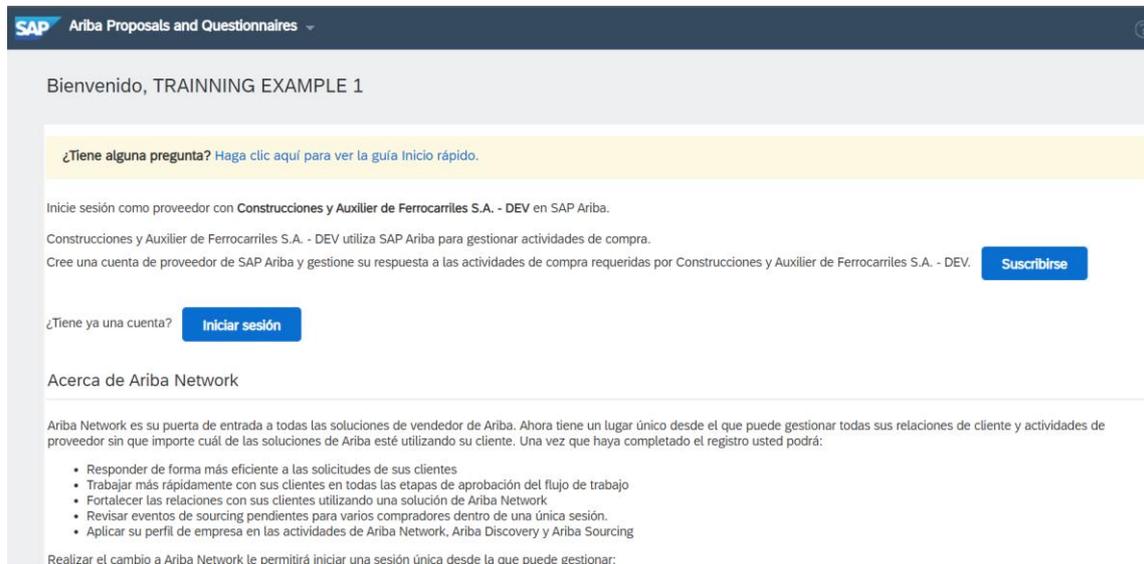
The screenshot shows a Gmail inbox. The browser address bar indicates the email is from 'cfsupplier@gmail.com'. The Gmail interface shows the 'Recibidos' (Inbox) tab with 1 email. The email is from 'ander OJANGUREN' and is titled 'Invitación: Regístrese para hacerse proveedor del Grupo CAF - Regístrese como prove...'. The email was received at 9:16. The left sidebar shows navigation options like 'Redactar', 'Recibidos', 'Destacados', 'Pospuestos', 'Enviados', 'Borradores', 'Más', 'Meet', and 'Hangouts'. The bottom of the page shows storage usage (0 GB ocupados de 15 GB) and account activity (Última actividad de la cuenta: hace 2 días).

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In this Email the instructions to register in Ariba Network are explained to the contact person of the supplier:



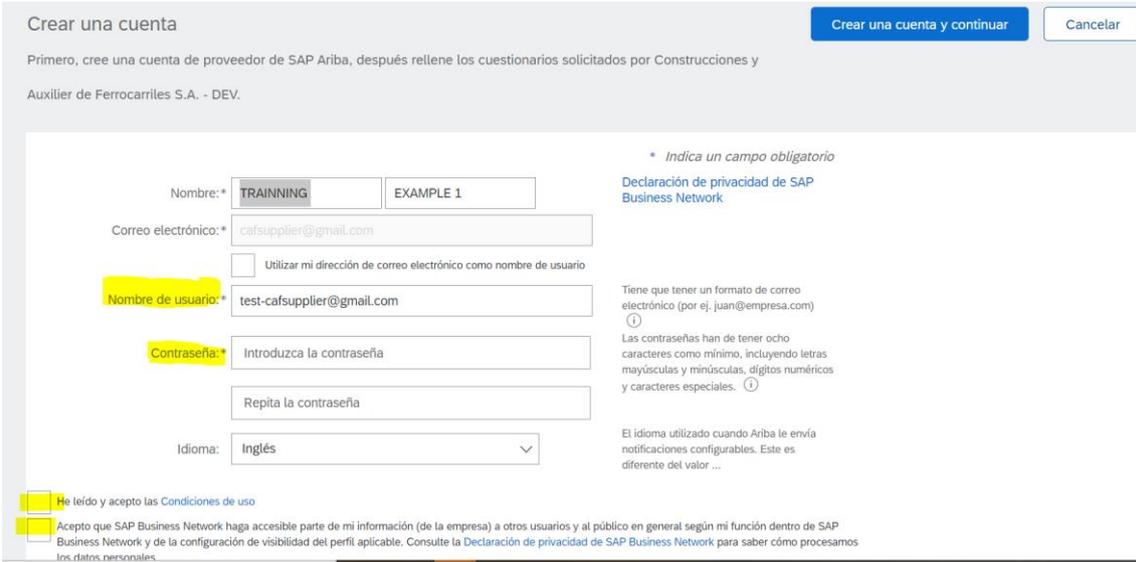
By clicking in the link that is provided in the Email, the contact person of the supplier accesses to the following page where there are two possible options:



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1- SUSCRIBE

Click on <**Subscribe**> if you do not have the supplier contact person account registered in Ariba Network:



Crear una cuenta Crear una cuenta y continuar Cancelar

Primero, cree una cuenta de proveedor de SAP Ariba, después rellene los cuestionarios solicitados por Construcciones y Auxilier de Ferrocarriles S.A. - DEV.

* Indica un campo obligatorio

Declaración de privacidad de SAP Business Network

Nombre:

Correo electrónico:

Utilizar mi dirección de correo electrónico como nombre de usuario

Nombre de usuario:

Contraseña:

Idioma:

He leído y acepto las [Condiciones de uso](#)

Acepto que SAP Business Network haga accesible parte de mi información (de la empresa) a otros usuarios y al público en general según mi función dentro de SAP Business Network y de la configuración de visibilidad del perfil aplicable. Consulte la [Declaración de privacidad de SAP Business Network](#) para saber cómo procesamos sus datos personales.

Tiene que tener un formato de correo electrónico (por ej. [juan@empresa.com](#))

Las contraseñas han de tener ocho caracteres como mínimo, incluyendo letras mayúsculas y minúsculas, dígitos numéricos y caracteres especiales.

El idioma utilizado cuando Ariba le envía notificaciones configurables. Este es diferente del valor ...

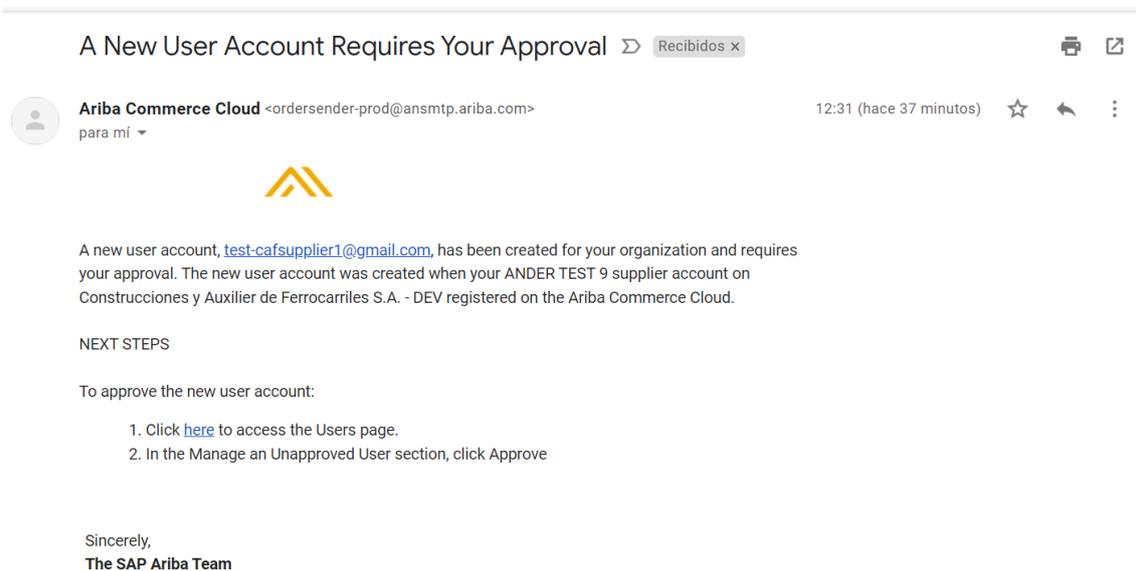
The account of the contact person of the supplier must be created. Ariba requests to enter a **user ID** (<Nombre de usuario>) and a **password** (<Contraseña>).

Click on <**Crear una cuenta y continuar**>.

Note1: If it is the first contact person of the supplier that has been registered in the Ariba Network, there are also two more additional commercial questions related to the categories that the supplier delivers and related to the regions where the supplier makes business.

Note2: If it is not the first contact person of the supplier that has been registered in the Ariba Network, and approval Email will be sent to the primary contact person of the supplier.

Example:



A New User Account Requires Your Approval Recibidos x

 **Ariba Commerce Cloud** <ordersender-prod@ansmtp.ariba.com> 12:31 (hace 37 minutos) ☆ ↶ ⋮

para mí ▾



A new user account, test-cafsupplier1@gmail.com, has been created for your organization and requires your approval. The new user account was created when your ANDER TEST 9 supplier account on Construcciones y Auxilier de Ferrocarriles S.A. - DEV registered on the Ariba Commerce Cloud.

NEXT STEPS

To approve the new user account:

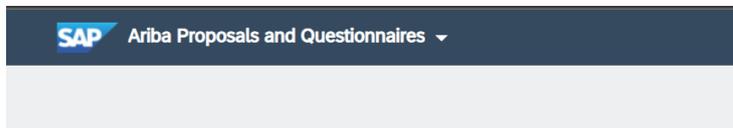
1. Click [here](#) to access the Users page.
2. In the Manage an Unapproved User section, click Approve

Sincerely,
The SAP Ariba Team

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2- LOG IN

Click on <Iniciar Sesión> if supplier contact person is already registered in Ariba Network:



Inicio de sesión de proveedor

Nombre de usuario

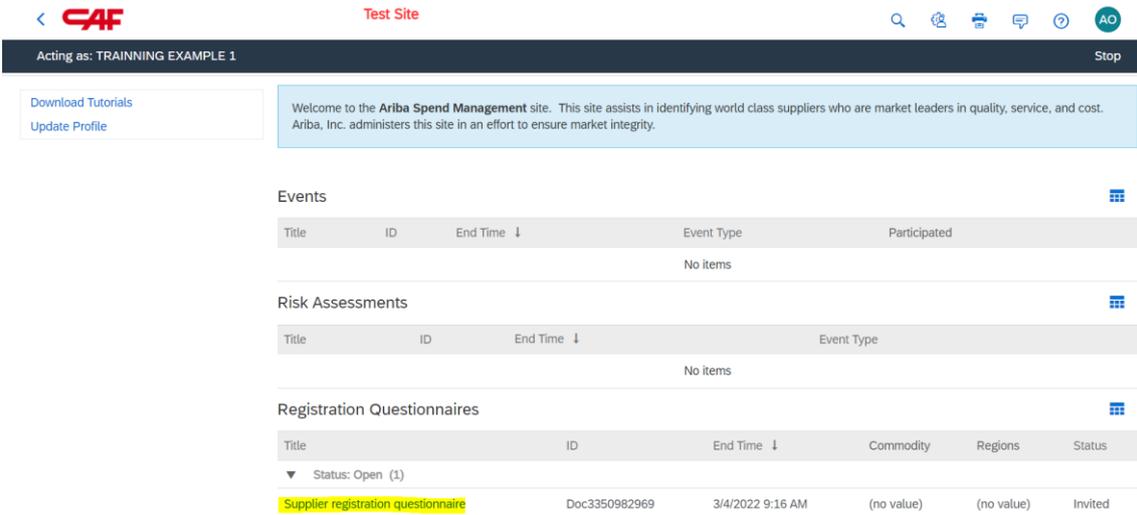
Contraseña

Inicio de sesión

[Ha olvidado el nombre de usuario o la contraseña](#)

You just need to enter you supplier contact person **user ID** (<Nombre de usuario>) and **password** (<Contraseña>)

Once the contact person of the supplier has logged in the supplier Ariba Network account, the “Supplier registration questionnaire” is displayed:



Acting as: TRAINING EXAMPLE 1 Stop

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier registration questionnaire	Doc3350982969	3/4/2022 9:16 AM	(no value)	(no value)	Invited

By clicking on it the questionnaire is opened and the registration template must be completed by the contact person for the supplier:

The five sections of the document must be completed:

1.6 Año de creación de la compañía	<input type="text"/>									
1.7 Dirección	<p>Mostrar más</p> <p>Calle: <input type="text" value="STREET 1"/></p> <p>Calle 2: <input type="text"/></p> <p>Calle 3: <input type="text"/></p> <p>Distrito: <input type="text"/></p> <p>Código postal: <input type="text" value="20002"/> Ciudad: * <input type="text" value="DONOS"/></p> <p>País: <input type="text" value="España (ES)"/></p>									
1.8 TAX ID suggested by the buyer	78904512E									
1.9 TAX ID indicated by the supplier	<p>* País: <input type="text" value="España (ES)"/></p> <table border="1"> <thead> <tr> <th>Nombre fiscal</th> <th>TaxType</th> <th>Número de identificación</th> </tr> </thead> <tbody> <tr> <td>Spain: VAT Registration Number</td> <td>Organization</td> <td><input type="text" value="78904512E"/></td> </tr> <tr> <td>Spain: NIF Number</td> <td>Organization</td> <td><input type="text" value="78904512E"/></td> </tr> </tbody> </table>	Nombre fiscal	TaxType	Número de identificación	Spain: VAT Registration Number	Organization	<input type="text" value="78904512E"/>	Spain: NIF Number	Organization	<input type="text" value="78904512E"/>
Nombre fiscal	TaxType	Número de identificación								
Spain: VAT Registration Number	Organization	<input type="text" value="78904512E"/>								
Spain: NIF Number	Organization	<input type="text" value="78904512E"/>								
1.10 DUNS suggested by the buyer	123456789									
1.11 DUNS indicated by the supplier	* <input type="text" value="123456789"/>									
1.12 Si así lo deseas, puedes adjuntar a continuación la presentación corporativa de la empresa	Adjuntar un archivo									

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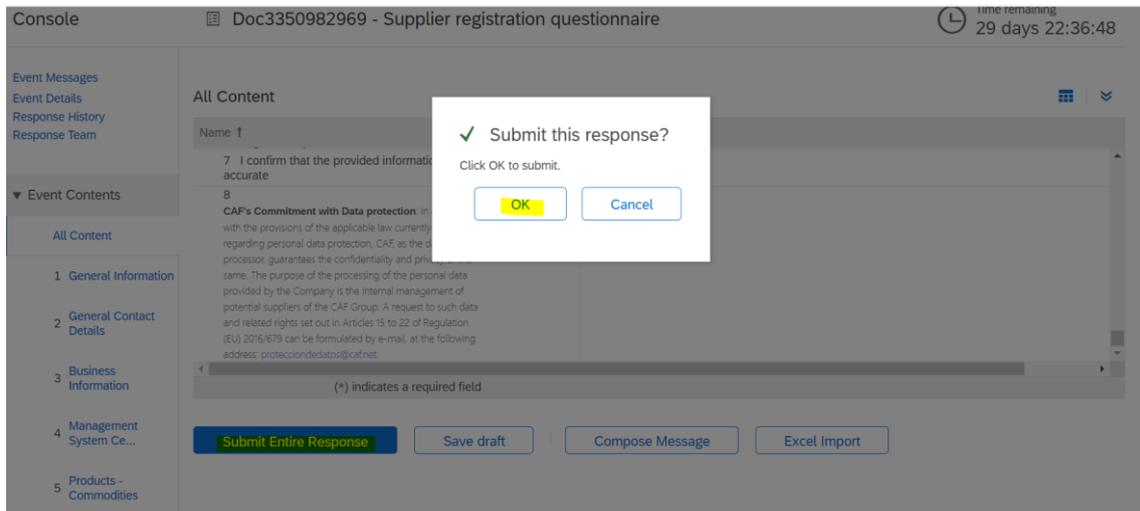
▼ 2 Datos generales de contacto	
2.1 Nombre de la principal persona de contacto	<input type="text" value="ANDER"/>
2.2 Apellido de la principal persona de contacto	<input type="text" value="OJANGUREN"/>
2.3 Email de la principal persona de contacto	<input type="text" value="anderojanguren@gmail.com"/>
2.4 Teléfono de la principal persona de contacto	<input type="text" value="+34"/>
2.5 Persona de contacto (contabilidad)	<input type="text"/>
2.6 Persona de contacto - Email (contabilidad)	<input type="text"/>
2.7 Persona de contacto (calidad)	<input type="text"/>
2.8 Persona de contacto - Email (calidad)	<input type="text"/>
▼ 3 Business Information	
3.1 Previous year's sales volume	<input type="text"/>
3.2 Current year's sales volume	<input type="text"/>
3.3 Sales volume forecast for next year	<input type="text"/>
3.4 Total number of employees	<input type="text"/>
3.5 Indicate the % of sales per industry (rolling stock, automation or others)	<input type="text"/>
3.6 Which is your experience as a supplier/manufacturer for the rail and automotive sector?	<input type="text"/>
3.7 Geographical Markets of Activity	<input type="text" value="Agregar Geographical Markets of Activity (1)"/>
3.8 Main Customers	<input type="text" value="Agregar Main Customers (1)"/>
3.9 Main Suppliers	<input type="text" value="Agregar Main Suppliers (0)"/>

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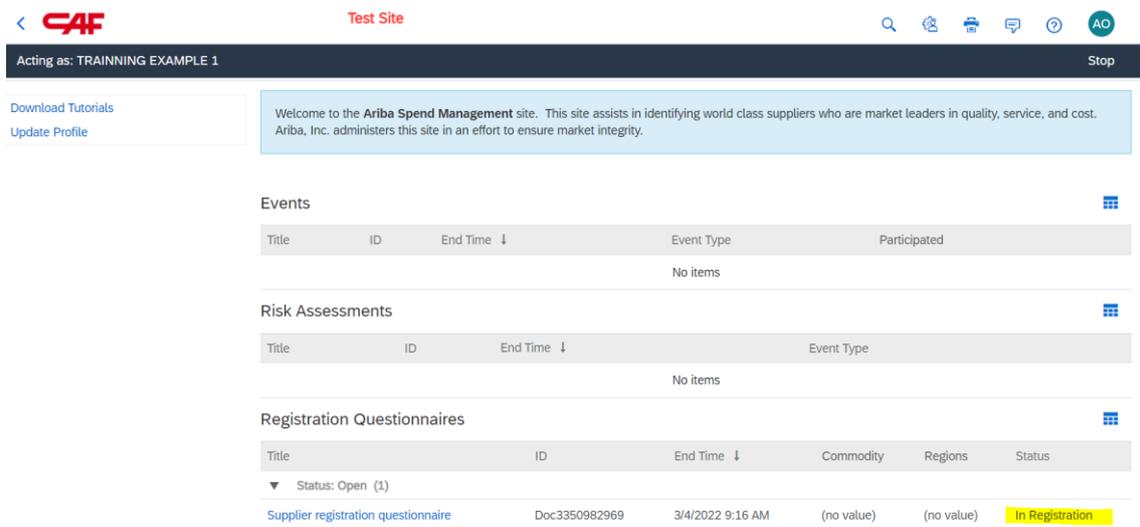
▼ 4 Certificados del sistema de administración	
4.1 Indicate your Management System Certifications	<input type="checkbox"/> Quality System Approval according to ISO 9001 <input type="checkbox"/> Railway Industry Quality Certificate (IRIS, RISAS, etc.) <input type="checkbox"/> Rail Rolling Stock Builder(Alstom, Bombardier, Siemens, S <input type="checkbox"/> Rail Operator Certificate (Deustch Bahn, Renfe, SNCF, etc.) <input type="checkbox"/> ISO 140001 Certification - Environmental management syst <input type="checkbox"/> EMAS Certification - Eco management and Audit Scheme <input type="checkbox"/> SA8000 Certification - Social Accountability <input type="checkbox"/> ISO 20000-1 Certification - Service management System <input type="checkbox"/> ISO 27001 Certification - Information Security Management <input type="checkbox"/> OSHAS 18001 Certification - Occupational Health and Safe <input type="checkbox"/> ISO 22301 Certification - Business Continuity Management <input type="checkbox"/> Otra
▼ 5 Productos - Materias primas	
5.1 ¿Se asocia vuestra empresa a la fabricación?	* Sí <input type="button" value="v"/>
5.2 ¿Se asocia vuestra empresa a la distribución?	* Sí <input type="button" value="v"/>
5.3 Is yours a Laboratory?	* Sí <input type="button" value="v"/>
5.4 Materia prima que vuestra empresa es capaz de suministrar	(seleccione un valor) [seleccionar]
5.5 Si lo desea, puede adjuntar el catálogo de negocio de la compañía	Adjuntar un archivo
▼ 5.6 Manufacturing Process Data	
▶ 5.6.1 Procesos especiales de fabricación	
▶ 5.6.2 Procesos de producción	
▶ 5.6.3 Maintenance Processes	
▶ 5.6.4 Repair Processes	
▼ 5.7 Distribution Company Data	
5.7.1 Distribution Company Data Agregar Distribution Company Data (0)	
▶ 5.8 Laboratory Data	
6 El manual adjunto detalla los requisitos asociados al sistema de gestión de la cadena de suministro de CAF	
Referencias <input type="button" value="v"/>	
7 I confirm that the provided information is accurate	* Sí <input type="button" value="v"/>
8 CAF's Commitment with Data protection: In compliance with the provisions of the applicable law currently in force regarding personal data protection, CAF, as the data processor, guarantees the confidentiality and privacy of the same. The purpose of the processing of the personal data provided by the Company is the internal management of potential suppliers of the CAF Group. A request to such data and related rights set out in Articles 15 to 22 of Regulation (EU) 2016/679 can be formulated by e-mail, at the following address: protecciondedatos@caf.net .	
(*) indica un campo necesario	
<input type="button" value="Enviar respuesta completa"/> <input type="button" value="Guardar borrador"/> <input type="button" value="Escribir mensaje"/>	

Click the button to send the template.

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The supplier can see how the questionnaire is <In Registration> status.



The Supplier is now in “Pending Approval” status in CAF’s Ariba realm:

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The screenshot shows the CAF Test Site interface. At the top, there is a navigation bar with the CAF logo and 'Test Site' text. Below this is a menu with 'HOME', 'SUPPLIER MANAGEMENT' (highlighted), 'SUPPLIER RISK', and 'MORE...'. A search bar is present with the placeholder text 'Enter Supplier name or ID'. Underneath, a 'My Activities' section displays three cards: '21 Supplier Request', '27 Registration' (highlighted with a blue border), and '16 Qualification'. Below this is a table with a 'Feedback' sidebar on the left. The table has columns for 'Supplier name', 'Status', and 'Action'. One row is visible with 'TRAINING EXAMPLE 1' as the supplier name, 'Pending Approval' as the status (highlighted in yellow), and a 'View' button as the action. Below the status, it says 'Next step by Data Steward 0 days ago'.

Once the supplier is approved by the Data Steward the status changed to “Registered” in CAF’s Ariba realm:

This screenshot is identical to the one above, but the status of the supplier 'TRAINING EXAMPLE 1' has changed from 'Pending Approval' to 'Registered' (highlighted in yellow). The 'View' button remains in the 'Action' column.

The supplier can also see how the questionnaire is <Registered> status.

The screenshot shows the CAF Ariba Spend Management interface. At the top, there is a navigation bar with the CAF logo, 'Test Site', and user information 'Acting as: TRAINNING EXAMPLE 1'. A 'Stop' button is visible in the top right. Below the navigation bar, there are links for 'Download Tutorials' and 'Update Profile'. A welcome message states: 'Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.'

The main content area is divided into three sections:

- Events:** A table with columns 'Title', 'ID', 'End Time', 'Event Type', and 'Participated'. It shows 'No items'.
- Risk Assessments:** A table with columns 'Title', 'ID', 'End Time', and 'Event Type'. It shows 'No items'.
- Registration Questionnaires:** A table with columns 'Title', 'ID', 'End Time', 'Commodity', 'Regions', and 'Status'. It shows a dropdown for 'Status: Open (1)'. Below this, a row is displayed:

Title	ID	End Time	Commodity	Regions	Status
Supplier registration questionnaire	Doc:3350982969	2/2/2023 10:54 AM	(no value)	(no value)	Registered

