



Supplier guidelines

Supplier registration and qualification

20 March 2023



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SAP Ariba Supplier Lifecycle & Performance (SLP) helps buyers **create** and **maintain supplier data** in which **they exchange business information** with companies like yours. With SAP Ariba, the supplier can provide their data via the SAP Ariba Network.

Log in on the SAP Ariba Network

Belfius Procurement team can send invitation to enable supplier to log in or to sign up in the Ariba Network.

Supplier registration questionnaire

The supplier is invited to complete this questionnaire to register as a Belfius supplier..

Basis for all qualifications questionnaire

The supplier is invited to complete this questionnaire to qualify as a Belfius supplier. The questions are related to general information, conditions and codes, sustainability and additional financial information.

Supplier contact people questionnaire

Additional questionnaire to capture contact information of the account manager, Data Protection Officer (DPO), sustainability contact, escalation manager, Chief Information Security Officer (CISO).

Timing

You have 10 days to complete the questionnaires.

| Questionnaire invitation

Belfius Group-TEST

2 Register as a supplier with Belfius Group-TEST

1 Hello!

Zakaria Jamal has invited you to register to become a supplier with Belfius Group-TEST. Start by creating an account with Ariba Network. It's free.

Belfius Group-TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Steve Dian already has an account with Ariba Network, sign in with your username and password.

3 [Click Here](#) to create account now

You are receiving this email because your customer, Belfius Group-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Belfius Group-TEST.

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- 1** You can be invited to fill in questionnaires via e-mail.
- 2** There are three types of questionnaires:
 1. Supplier registration
 2. Basis for all qualifications
 3. Supplier contact People
- 3** Click on **Click Here** to be redirected to the login portal on the SAP Ariba Network.

Additional information

In case you don't have a supplier account on the SAP Ariba Network, you will need to create an account first.



Questionnaire invitation

Belfius Group-TEST

1

Hello Steve Dian,

Please fill out the listed questionnaires and return them by the specified dates.

These questionnaires are necessary to complete the SM Qualification ProcessFlow Template process. Thank you for taking the time to respond to each one.

Process Overview

Process: Qualification

Category: ANS & ATM Software Maintenance/Development Services

Region:

Business unit:

Material: Not applicable

Process owner: Zakaria Jamal

Message: comment

Questionnaire Overview

Name	Assigned To	Respond By
Supplier Contact People (full version)	Steve Dian	March 25, 2023 at 8:15 AM
Basis for all Qualifications	Steve Dian	March 25, 2023 at 8:15 AM

2

[Click Here](#) to view the process.

Best Regards,
SAP Ariba team

1

You can be invited to fill in questionnaires via e-mail.

2

There are three types of questionnaires:

1. Supplier registration
2. Basis for all qualifications
3. Supplier contact People

Click on Questionnaire name to be redirected to the login portal on the SAP Ariba Network.

Additional information

In case you don't have a supplier account on the SAP Ariba Network, you will need to create an account first.



| Log in on the SAP Ariba Network

The screenshot shows the SAP Ariba Network login page. At the top, there is a dark blue header with the SAP logo and the text 'Ariba Proposals and Questionnaires'. Below the header, the page greets the user with 'Welcome, Steve Dian'. A yellow banner contains the text 'Have a question? Click here to see a Quick Start guide.' The main content area features a sign-up section for 'Belfius Banque SA - TEST' with a 'Sign up' button highlighted by a red box and a red circle with the number '1'. Below this, there is a 'Log in' button also highlighted by a red box and a red circle with the number '2'. The page includes an 'About Ariba Network' section with a list of benefits and a footer with copyright information and links to 'SAP Business Network Privacy Statement', 'Security Disclosure', and 'Terms of U'.

- 1 In case you don't have a supplier account on the SAP Ariba Network, click **Sign up** to create an account.
- 2 If you have a supplier account already, click on **Log in**.



Log in on the SAP Ariba Network

The screenshot shows the SAP Business Network Supplier Login page. The header includes the SAP logo and 'Business Network' with a dropdown arrow. On the right side of the header, there are three icons: a speech bubble, a question mark, and an information 'i' icon. The main content area is divided into two sections. The left section, titled 'Supplier Login', contains a form with 'User Name' and 'Password' input fields, a blue 'Login' button, and a link for 'Forgot Username or Password'. Below the form is a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn More'. The right section, titled 'Showcase your success with the Supplier Spotlight Program', features a small image of people, a text block, and a 'Learn More' button. At the bottom of the page, there is a footer with the SAP logo, copyright information, and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'. Annotations include a red box around the login form with a '3' in a red circle, a red box around the 'Supported browsers and plugins' link with an 'ii' in a red circle, and a red box around the question mark icon with a '3' in a red circle.

3 After completing User Name and Password, click on the Login button.

Additional information

i In case of technical issues or problems with the login procedure, please contact the SAP Ariba Helpdesk by clicking on the question mark at the top right corner.

ii Click on Supported browsers and plugins, to check your compatibility.

Supplier registration questionnaire

The screenshot shows a web interface for a 'Supplier Registration Questionnaire'. The top bar includes a 'Console' tab, a document ID 'Doc1378247839 - Supplier Registration Questionnaire', and a 'Time remaining' indicator of '9 days 23:41:09'. A left sidebar lists navigation options: 'Event Messages', 'Event Details', 'Response History', 'Response Team', 'Event Contents', 'All Content', 'General Supplier Inf...', 'Tax Information', and 'Contacts'. The main content area is titled 'All Content' and contains several sections: '2.1 Supplier full name', '2.2 Legal Form', '2.3 Main telephone number', '2.4 Country of main address' (with a dropdown menu showing '[BE] - Belgium'), '2.5 Main address' (highlighted with a red box), '2.6 Internet homepage address', '2.8 Transaction Information', and '3 Tax Information'. The '2.5 Main address' section is expanded to show fields for 'Street' (with a 'Fill in street' placeholder), 'House Number', 'Street 2', 'Street 3', 'District', 'Postal Code', 'City' (with a 'Fill in city' placeholder), and 'Country/Region' (with a dropdown menu showing 'Belgium (BE)'). A red box highlights this entire section. At the bottom of the form, there are buttons for 'Submit Entire Response' (highlighted with a red box), 'Save draft', 'Compose Message', and 'Excel Import'. A red circle with the number '2' is placed over the 'Submit Entire Response' button.

- 1 Complete your company information:
 - Supplier Full name
 - Legal Form
 - Main address
 - Transaction information
 - ...Fields with an asterisk * are mandatory

- 2 Click Submit Entire Response.

- 3 Click OK to submit your response.

The screenshot shows a confirmation dialog box with a green checkmark icon and the text 'Submit this response?'. Below the text, it says 'Click OK to submit.' There are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box. A red circle with the number '3' is placed over the dialog box.

| Supplier registration questionnaire

4

Belfius Group-TEST

Hello Steve Dian,

Belfius Group-TEST has received your registration information and will review it for approval.

To check your registration status, log in to the Belfius Group-TEST supplier portal.

[Click Here](#)

Sincerely,
Belfius Group-TEST

You are receiving this email because your customer, Belfius Group-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Belfius Group-TEST.

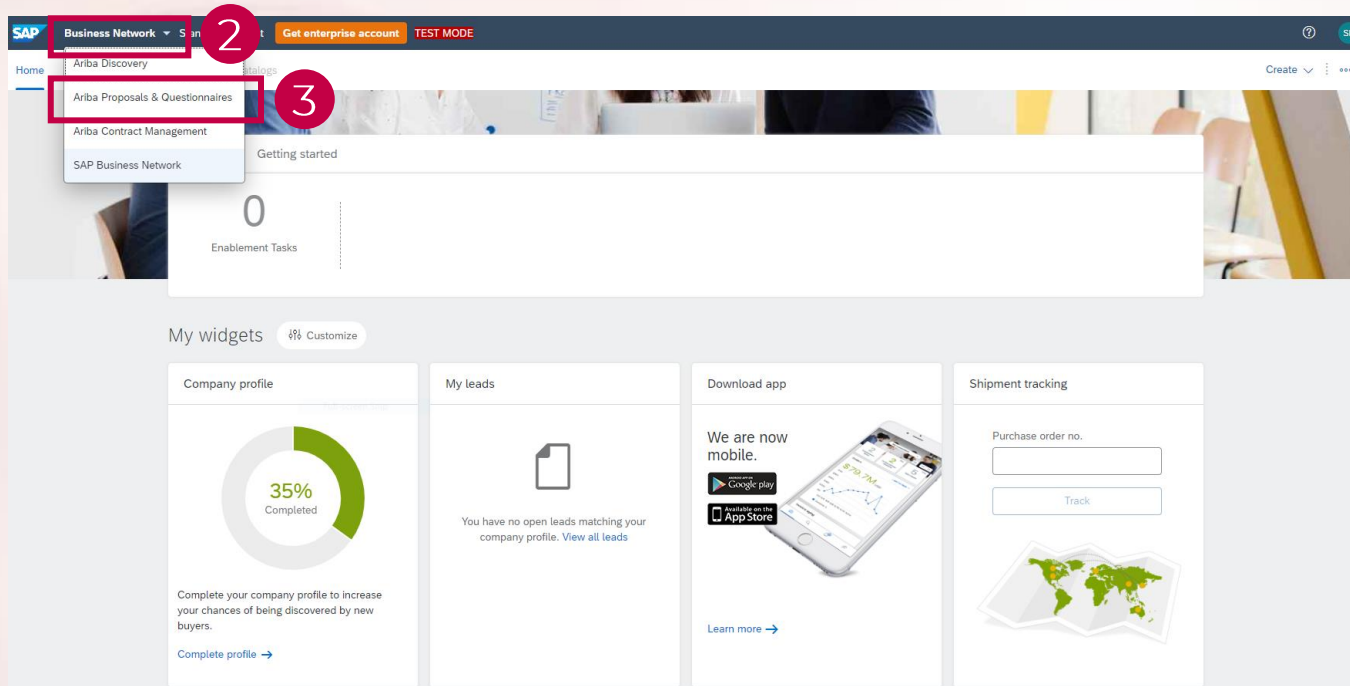
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4

You receive a **confirmation mail** from Ariba that your response has been successfully submitted. Belfius will review your answers.

| Manage your questionnaires



You can view the status of your questionnaires and modify the information if needed.

- 1 Browse to <http://supplier.ariba.com>.
- 2 Click Business Network on the top left corner.
- 3 Select Ariba Proposals & Questionnaires.

| Manage your questionnaires

The screenshot displays the SAP Ariba Spend Management interface. At the top, there is a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this, the user is logged in as 'BELFIUS GROUP-TEST'. The main content area is divided into several sections: 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates'. The 'Registration Questionnaires' section is highlighted with a red box around the 'Supplier Registration Questionnaire' entry, which has a status of 'Registered'. A red circle with the number '4' is placed over the 'Supplier Registration Questionnaire' link. Another red circle with an 'i' icon is placed over the 'Registered' status. The 'Questionnaires' section shows a list of questionnaires with columns for Title, ID, End Time, Commodity, Regions, and Status. The 'Supplier Contact People (full version)' entry is highlighted with a red box around the 'Supplier Contact People' link. A red circle with the number '4' is placed over the 'Supplier Contact People' link. The 'Certificates' section is currently empty.

Title	ID	End Time	Commodity	Regions	Status
No Items					
Status: Open (1)					
Supplier Registration Questionnaire	Doc1380697185	4/7/8106 1:04 PM			Registered
No Items					
Status: Completed (1)					
Basis for all Qualifications	Doc1379241051	3/15/2023 4:31 PM	All Commodities All	(no value)	Approved
Status: Open (1)					
Supplier Contact People (full version)	Doc1379241041	3/25/2023 4:15 PM	All Commodities All	(no value)	Not Responded

An overview of all sourcing events and questionnaires is displayed.

4 Click on relevant questionnaire name to see the details.

Additional information

i You can see the questionnaire status; in approval, registered, approved.

Manage your questionnaires

The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'Ariba Sourcing', 'Company Settings', 'Steve Dian', 'Feedback', and 'Help'. Below this is a 'Console' section with a message: 'You have submitted a response for this event. Thank you for participating.' A red circle with the number '5' highlights this message. Below the message is a 'Revise Response' button, highlighted with a red circle and the number '6'. The main content area shows 'All Content' with a list of items. The first item is 'General Supplier Information' with a '2.1' next to it. Below this is a table with fields: '2.1 Supplier full name' (Steve Dian), '2.2 Legal Form' (sa), '2.3 Main telephone number' (0433228765), '2.4 Country of main address' ([BE] - Belgium), and '2.5 Main address' (with sub-fields for Street, Street 2, and Street 3). A 'Compose Message' button is at the bottom left.

5 The detailed questionnaire status is visible. At the bottom, you can view your submitted response.

Modify your response

6 Click Revise Response.

7 Click OK.

The dialog box is titled 'Revise Response?' and contains the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' Below the text are two buttons: 'OK' and 'Cancel'. A red circle with the number '7' highlights the 'OK' button.

Manage your questionnaires

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Modify your response

- 8 Modify the needed information:
- Supplier Full name
 - Legal Form
 - Main address
 - Transaction information
 - ...

- 9 Click on Submit Entire Response.

- 10 Click OK.

- 11 You receive a confirmation notification that your revised response has been submitted.

9

10 Submit this response?
Click OK to submit.

11 Your revised response has been submitted. Thank you for participating in the event.

Basis for all qualifications questionnaire

Process Overview

Process: Qualification
Category: ANS & ATM Software Maintenance/Development Services
Region:
Business unit:
Material: Not applicable
Process owner: Zakaria Jamal
Message: comment

Questionnaire Overview

Name	Assigned To	Respond By
Supplier Contact People (full version)	Steve Dian	March 25, 2023 at 8:15 AM
Basis for all Qualifications	Steve Dian	March 25, 2023 at 8:15 AM

Navigate to the qualification questionnaire by:

- 1 Clicking on Basis for all Qualifications questionnaire in the mail.
- 2 Or by clicking Basis for all Qualifications in the Ariba Proposals and Questionnaire overview on the SAP Ariba Network.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', and account information. The main content area is titled 'BELFIUS GROUP-TEST' and displays a welcome message. Below the welcome message, there are several sections: 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'. The 'Questionnaires' section is expanded to show a list of questionnaires. The 'Basis for all Qualifications' questionnaire is highlighted with a red box and a red circle containing the number '2'. The questionnaire details are as follows:

Title	ID	End Time	Commodity	Regions	Status
▼ Status: Completed (1)					
Basis for all Qualifications	Doc1379241051	3/15/2023 4:31 PM	All Commodities All	(no value)	Approved
▼ Status: Open (1)					
Supplier Contact People (full version)	Doc1379241041	3/25/2023 4:15 PM	All Commodities All	(no value)	Not Responded



Basis for all qualifications questionnaire

Ariba Sourcing

< Go back to Belfius Group-TEST Dashboard

Desktop File Sync

Company Settings Steve Dian Feedback Help

Time remaining 9 days 23:47:25

Console Doc1379241051 - Basis for all Qualifications

All Content

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General Information

2 Condition Information

3 Sustainability

4 Extra Information

1.1 LEI-code (Legal Entity Identification code)

1.2 What is your DUNS Number? (Dun & Bradstreet)

1.3 Who are the directors/economic rights holders of your company?

1.4 Who is (are) the Ultimate Beneficial Owner(s) (UBO) of your company?

1.5 Are your headquarters located in EEA?

2 Condition Information

2.1 Please find enclosed our "General Terms and Conditions of Purchase". Please read them thoroughly and confirm your acceptance. [References](#)

2.3 Please find enclosed our "Sustainability Code of Conduct". Please read them thoroughly and confirm your acceptance. [References](#)

2.5 Are you willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network?

3 Sustainability

3.1 Does your company have an ESG score?

4 Extra Information

4.1 Is your company part of a Group or Holding?

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Submit this response?
Click OK to submit.
OK Cancel

✓ Your response has been submitted. Thank you for participating in the event.

- 3 Complete the requested information:
- DUNS number
 - Ultimate Beneficial Owner
 - Headquarters location
 - ...

Fields with an asterisk * are mandatory.

- 4 Click Submit Entire Response.

- 5 Click OK.

- 6 You receive a confirmation message that your questionnaire is successfully submitted.

Supplier contact people questionnaire

Process Overview

Process: Qualification
Category: ANS & ATM Software Maintenance/Development Services
Region:
Business unit:
Material: Not applicable
Process owner: Zakaria Jamal
Message: comment

Questionnaire Overview

Name	Assigned To	Respond By
Supplier Contact People (full version)	Steve Dian	March 25, 2023 at 8:15 AM
Basis for all Qualifications	Steve Dian	March 25, 2023 at 8:15 AM

SAP Ariba Proposals and Questionnaires - Standard Account [Get enterprise account](#) [TEST MODE](#)

BELFIUS GROUP-TEST

There are no matched postings.

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.

[Home](#)

Events

Title	ID	End Time	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc1380697185	4/7/6106 1:04 PM	Registered

Qualification Questionnaires

Title	ID	End Time	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time	Commodity	Regions	Status
▼ Status: Completed (1)					
Basis for all Qualifications	Doc1379241051	3/15/2023 4:31 PM	All Commodities All	(no value)	Approved
▼ Status: Open (1)					
Supplier Contact People (full version)	Doc1379241041	3/25/2023 4:15 PM	All Commodities All	(no value)	Not Responded

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
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Navigate to the qualification questionnaire by:

- 1 Clicking on Supplier Contact People questionnaire in the mail.
- 2 Or by clicking Supplier Contact People questionnaire in the Ariba Proposals and Questionnaire overview on the SAP Ariba Network.

Supplier contact people questionnaire

Ariba Sourcing
Go back to Bellfus Group-TEST Dashboard
Company Settings Steve Khan Feedback Help
Desktop File Sync Time remaining 9 days 23:39:28

Console Doc1379241041 - Supplier Contact People (full version)

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Account manager

2 Data Protection Officer (DPO)

3 Sustainability contact

4 Escalation Manager

5 Chief Information Security Officer (CISO)

1.1 First Name *

1.2 Last Name

1.3 E-mail address *

1.4 Phone number

1.5 Communication language

2.1 First Name

2.2 Last Name

2.3 E-mail address

2.4 Phone number

2.5 Communication language

3.1 First Name

3.2 Last Name

3.3 E-mail address

3.4 Phone number

3.5 Communication language

4.1 First Name

4.2 Surname

4.3 E-mail address

4.4 Phone number

4.5 Communication language

5.1 First Name

5.2 Surname

5.3 E-mail address

5.4 Phone number

5.5 Communication language

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Submit this response?
Click OK to submit.
OK Cancel

✓ Your response has been submitted. Thank you for participating in the event.

- 3 Complete the requested information:
 - Account manager information
 - Data Protection Officer (DPO) information
 - Sustainability contact
 - ...

Fields with an asterisk* are mandatory.

- 4 Click Submit Entire Response.

- 5 Click OK.

- 6 You receive a confirmation message that your questionnaire is successfully submitted.