Ariba Sourcing™
Supplier Management Guide
Release 9r2
Document Version 1
June 2014
## Revision History

The following table provides a brief history of the updates to this guide. Ariba updates the technical documentation for its On-Premise solutions if

- software changes delivered in service packs or hot fixes require a documentation update to correctly reflect the new or changed functionality;
- the existing content is incorrect or user feedback indicated that important content is missing.

Ariba reserves the right to update its technical documentation without prior notification. Most documentation updates will be made available in the same week as the software service packs are released, but critical documentation updates may be released at any time.

<table>
<thead>
<tr>
<th>Version</th>
<th>Month/Year of Update</th>
<th>Updated Chapter/Section</th>
<th>Short Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>June 2014</td>
<td>n/a</td>
<td>GA version</td>
</tr>
</tbody>
</table>
# Table of Contents

**Revision History** ................................................................. iii

**Chapter 1 Understanding Supplier Management** .......................... 7
  - What is Supplier Management? ........................................... 7
  - Adding Suppliers ................................................................... 8
  - Inviting Suppliers to Events .................................................. 8
  - Supplier Data and Reporting .................................................. 8
  - Supplier Discovery Using Public RFX ..................................... 9
  - Managing Supplier Performance ............................................ 9

**Chapter 2 Managing the Supplier Profile** ................................... 11
  - About the Supplier Profile Questionnaire ............................... 11
  - Supplier Profile Questionnaire ............................................. 11
    - Editing and Publishing .................................................... 12
    - Creating Visibility Conditions for Content ......................... 15
    - Directing Suppliers to the Supplier Profile Questionnaire ....... 19

**Chapter 3 Searching Suppliers** .................................................. 21
  - Using Supplier Searches ...................................................... 21
  - Accessing a 360 Degree View of Supplier Data ....................... 22

**Chapter 4 Managing Supplier Registration** .................................. 23
  - About Supplier Registration ................................................. 23
  - Facilitating Supplier Self Registration .................................. 23
  - Approving or Rejecting New Suppliers .................................. 24
  - Rejecting Previously-Approved Suppliers ............................. 25

**Index** .................................................................................... 27
Chapter 1 Understanding Supplier Management

- “What is Supplier Management?” on page 7
- “Adding Suppliers” on page 8
- “Inviting Suppliers to Events” on page 8
- “Supplier Data and Reporting” on page 8
- “Supplier Discovery Using Public RFX” on page 9
- “Managing Supplier Performance” on page 9

What is Supplier Management?

You might have thousands of suppliers available to buyers in your database. Categorizing and locating the right supplier to work with is important to efficient sourcing. You need information about your suppliers in order to know what capabilities and characteristics they have, and what commodities they provide. You can get this information by requiring that suppliers provide data on their capabilities and the commodities they supply.

Ariba helps you manage your suppliers using several methods. You can:

- Discover new suppliers (through public RFX, see “Supplier Discovery Using Public RFX” on page 9) or supplier self registration (see Chapter 4 “Managing Supplier Registration”)
- Search your data for existing suppliers (see Chapter 3 “Searching Suppliers”)
- Add new suppliers while creating an event (see “Adding Suppliers” on page 8)
- Invite suppliers to events (see “Inviting Suppliers to Events” on page 8)
- Gather supplier data to use to qualify suppliers for participation in events (see Chapter 2 “Managing the Supplier Profile”)
- Provide supplier data to Ariba Analysis and Reporting (see “Supplier Data and Reporting” on page 8)
- Display a 360 degree view of supplier data, which includes the contracts you have with a supplier, the events the supplier was invited to, the supplier’s performance, and any invoice spend. See “Accessing a 360 Degree View of Supplier Data” on page 22 for details.
- Use the supplier management workspace to add, view, modify, and delete supplier organizations and users. See the Ariba On-Demand Administration Guide for Sourcing, Contract Management, and Spend Visibility for details.

You should be a member of a group that has permission to manage suppliers, such as the Supplier Manager group. Users in the Supplier Manager group can create suppliers during project creation, and add, edit, or delete suppliers using the Supplier Manager tool. They can also edit the Supplier Profile Questionnaire.
Adding Suppliers

Ariba allows suppliers to register themselves for consideration as participants in future events. This self registration enables the buyer to collect supplier information with minimal effort, and gives the buyer a place to send potential suppliers that are asking to be considered as approved suppliers. See Chapter 4 "Managing Supplier Registration" for details.

Customer Administrators can also add suppliers using the Organizations link in the Supplier and Customer Manager workspace in Ariba Administrator. To add a new supplier organization, click Create New on the Organizations page and provide relevant values in the General, Organization IDs, Profile, Contacts, and Commodity Categories tabs. In the Commodity Categories tab you can specify the commodity categories under Commodities Supplied and Approved Commodities.

- **Commodities Supplied** is the list of all commodities that the supplier has offered to supply.
- **Approved Commodities** is used to indicate the commodities that the buyer approves from the list of commodities supplied by the supplier.

You can use this information to search for suppliers based on the commodities they are approve to supply. You can also use this to determine which suppliers are approved to supply certain commodities when creating and running events.

In the context of creating an event, you can create event participants. See Chapter 2, Your First Event, in the Ariba Event Management Guide.

Inviting Suppliers to Events

While creating an event, you can invite suppliers (participants) to the event. You can add participants that are in the system or create new participants to invite. The participants log into Ariba Sourcing and respond to the events that you create. For example, if they are responding to an RFI, they can answer your questions about their products or services. If they are responding to an auction, they can enter a bid.

When you publish your event, invited suppliers receive email invitations. You can also flag incumbent suppliers, to remind you of which suppliers have this status. See Chapter 2, Your First Event, in the Ariba Event Management Guide for details.

Supplier Data and Reporting

You can specify that some supplier data goes to Ariba Reporting and Analysis for use in reporting. This data is the result of supplier responses to selected supplier profile questionnaire questions. See “Editing and Publishing” on page 12 for details on making profile data available for reporting.

Also there is a comprehensive supplier report available, the 360 degree view. See “Accessing a 360 Degree View of Supplier Data” on page 22 for details.
Supplier Discovery Using Public RFX

You can use a public RFX in the Ariba Supplier Network to discover suppliers. Suppliers use Ariba Supplier Network to look for new business opportunities. A public RFX allows you to quickly find new suppliers who are doing business with other Ariba customers.

A public RFX is an RFX that is published in the Business Opportunities area of the Ariba Supplier Network Public Event website. When you create a public RFX, you specify the commodities for that RFX. Suppliers who subscribe to Ariba SN receive email notifying them of RFX events for their commodity area. Only suppliers in the appropriate commodity areas view your public RFX.

For details, see chapter 13, “Public RFXs,” in the Ariba Event Management Guide.

Managing Supplier Performance

Supplier performance management is the process of measuring, analyzing, and managing supplier performance to:
- Determine supplier value
- Reduce costs
- Mitigate supplier risk
- Improve supplier performance
- Manage your relationship with the supplier

Ariba Supplier Performance Management (SPM) allows you to use consistent measurements for supplier performance to identify performance problems and determine the total cost of your relationship with a supplier. Using SPM helps you ensure that suppliers deliver on contract expectations as described in service level agreements. The data you derive from SPM allows you to have fact-based conversations with suppliers regarding their performance, and can improve your negotiations with suppliers.

Typical SPM activities include:
- Selecting suppliers to measure
- Defining SPM objectives that align with your enterprise spend management strategy
- Gathering and standardizing data in surveys and scorecards
- Analyzing performance data
- Reporting performance data
- Collaborating with suppliers to improve performance

Performance measurement can help you manage your relationship with your suppliers and find ways to improve that relationship on both sides. SPM benefits buyers and suppliers in the following ways:
- Ensures that suppliers perform to the contract terms and service level agreements
- Enables collaboration with suppliers to improve processes
- Ensures performance measures are available
- Provides visibility into performance issues to suppliers and buyers
- Provides metrics-based approach to process improvement
- Provides suppliers with the incentive and opportunity to improve performance

See the Ariba Supplier Performance Management Guide for details.
Chapter 2 Managing the Supplier Profile

About the Supplier Profile Questionnaire

You need information about your suppliers in order to know what capabilities and characteristics they have, and what commodities they can provide. You can use a supplier profile questionnaire to collect this supplier data. The supplier profile questionnaire can be thought of as an open RFI to which each user in a supplier organization is continuously invited to respond. This data can be basic information that you do not want to keep asking for in RFIs, but need to know about each supplier.

A supplier profile questionnaire is a document that contains sections and questions. Ariba provides one master copy of the supplier profile per site. You can add your own questions to this profile to collect information that can help you choose appropriate suppliers. You can specify that certain supplier profile data be available as supplier search criteria, or to specify as filtering criteria for supplier award optimization. You can also make specific profile data available to Ariba Reporting and Analysis for supplier reports.

Supplier Profile Questionnaire

Suppliers provide profile information when they attempt to self register. When the supplier clicks the Register as New Supplier link, the Supplier Registration page displays. On this page, the supplier provides organization information, supplier user information, and can complete the supplier profile.

This is the flow of a supplier profile from deployment to viewing profile information:

1. The default supplier profile is deployed in a customer site.
2. The buyer organization decides that the profile needs to be modified.
3. The project owner edits the supplier profile.
4. The project owner publishes the edited profile.
5. The modified profile is available to suppliers. (You must send them an email with a link to the profile, if you have new required fields or want them to make changes.)
6. Suppliers log in and can change their profile.
7. Suppliers submit their profile responses. These responses are automatically pushed to their profile. (You are not notified when suppliers update their profiles.)
8. The buyer searches for a supplier, and clicks the organization name link for a specific supplier. The updated supplier’s profile is displayed in the Profile tab, and the 360 degree view is available on the Reports tab.
Documents that suppliers load into a profile as part of an answer cannot be searched from the Search Documents section.

**Editing and Publishing**

With the appropriate permissions, you can add content, edit, or delete the content you add. There are default profile questions in the profile in the version supplied with your site. You cannot modify or delete the default provided questions. You cannot create, copy, or delete the entire profile. You can add questions and sections, and rearrange existing sections. You can change whether a provided question is required or visible to the supplier, and also control this for the questions you add. You can assign scores to questions and sections and grade the answers.

Supplier profile questions are available as search criteria or as filtering criteria for analytical reporting. For example, you might want to report on how many events were run to which a minority owned supplier was invited.

**Note:** You can request from Ariba Support that suppliers be prompted to complete the supplier profile questionnaire. The supplier profile can be made optional or required. By default, there is no prompting.

**To manage the supplier profile questionnaire:**

1. Log in as the Profile Questionnaire project owner, or with other appropriate permissions. To edit the supplier profile, you must be the project owner of the Profile Questionnaire on the Supplier Knowledge Area Team tab, or be a member of the Supplier Manager group and one of these groups:
   - Category Manager
   - Project Manager
   - Contract Manager
   - Event Administrator

   If you are not the project owner, contact Ariba support and have them add you as an owner of the project on the Team tab.

2. In the Common Actions panel, under Manage, click Supplier Knowledge. This takes you to the Supplier Knowledge Area, which is a knowledge project that contains the supplier profile. For information on Knowledge Projects, see the Ariba Sourcing Process Management Guide.

**Note:** The supplier profile is a type of document. For details on general document management, see the Documents chapter in the Ariba Sourcing Process Management Guide.

The following table lists tasks you can perform on the supplier profile questionnaire.

<table>
<thead>
<tr>
<th>To do this...</th>
<th>Choose...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open the supplier profile to edit</td>
<td>the supplier profile name and choose <strong>Open.</strong></td>
</tr>
<tr>
<td>View profile details</td>
<td>the supplier profile name and choose <strong>View Details.</strong> You can view the description, status, version, owner, editors, base language, date last modified, creation date, keywords, access control, conditions, and Version History tab.</td>
</tr>
<tr>
<td>Edit the profile attributes</td>
<td>the supplier profile name and choose <strong>Edit Attributes.</strong> You can edit the document title, description, owner, editors, add keywords, and change the access controls.</td>
</tr>
<tr>
<td>Move a profile to another folder</td>
<td>the document name and choose <strong>Move</strong> to move the document.</td>
</tr>
</tbody>
</table>
To add content to the supplier profile questionnaire:

If you add content to the supplier profile questionnaire, it creates a new entry for every supplier profile.

1 Log in as the Profile Questionnaire project owner, or with other appropriate permissions. To edit the supplier profile, you must the project owner of the Profile Questionnaire on the Supplier Knowledge Area Team tab, or be a member of the Supplier Manager group and one of these groups:
   - Category Manager
   - Project Manager
   - Contract Manager
   - Event Administrator

   If you are not the project owner, contact Ariba support and have them add you as an owner of the project on the Team tab.

2 In the Common Actions panel, under Manage, click Supplier Knowledge. This takes you to the Supplier Knowledge Area, which is a knowledge project that contains the supplier profile. For information on Knowledge Projects, see the Ariba Sourcing Process Management Guide.

3 Choose Supplier Profile Questionnaire > Open. The profile document opens in read-only mode.

4 Choose Actions > Edit Content.

5 Choose Add and the type of content. You can add sections, questions, requirements, attachments, and library content.

6 To add a section, choose Add > Section, enter the section name and description. You can specify a commodity for a section, and that section is visible only to suppliers whose profile includes or is a subset of that commodity. This allows you to create specific sections for suppliers in certain commodity areas.

   Specify whether the section is visible to the participant. You can use sections that are not visible to participants for internal purposes such as supplier ratings. Click OK when you have added a section.

7 To add a question, choose Add > Question, enter the question, answer type and acceptable values.

   Valid answer types include:

   - Text (single and multiple lines)
   - Yes / No
   - Whole number
   - Attachment
   - Decimal number
   - Percentage
   - Date
   - Quantity
   - Money
Specify whether the question can appear in search criteria, and also display in search results. You can specify that a more readable short version of the question appear in search results. Specify whether the data derived from the question is used in analytical reporting.

There are limits on the number of questions you can specify for analytical reporting. The limits for these questions are 10 boolean, 10 string, five number, five decimal, five date, and two money questions. Percentage and Quantity map to decimal. After you make a question available for reporting, you cannot make the question unavailable later. You can delete the question, but the question remains mapped to Ariba Reporting and Analysis and is counted against the limit.

Responses to questions can be required or not required. You can add reference documents, enable participants to add additional comments and attachments, and specify an initial value if needed. If you select Yes, Owner Required, it creates an empty entry in every profile and the owner is required to provide a value for it the next time each profile is edited. Suppliers do not see these values.

Click Done when you are finished adding a question.

8 To add a requirement, choose Add > Requirement, and enter the requirement text. Generally, requirements are used for internal text. For example, you could use a requirement to communicate instructions from the template owner to the supplier profile owner. You can attach reference documents to the requirements. If you use the requirement for internal text, be sure to specify that it not visible to the participant. Click Done when you are finished adding a requirement.

9 To add an attachment, choose Add > Attachment, specify whether the attachment should be inside a section, or be added after the currently selected section as a new section. Enter the attachment description. Browse for attachments or reference documents to attach. You can attach data files directly, or you can add documents as Reference Documents. You can specify whether the attachment is visible to participants. Click Done when you are finished adding an attachment.

10 To add library content, choose Add > Content From Library. The content can be questions from events or questionnaires. Choose the content you want to add and click Select. Choose individual sections of the content or all of the content and click Copy. Use drag and drop to rearrange content.

▼ To add scoring to a supplier profile questionnaire:

1 To add scoring, choose Display > Scoring.

You can add weights to sections, target grades, and specify whether to pre-grade questions. Add weights to the sections that contain questions that you want to grade. You can use scoring to create an objective comparison model to help you compare suppliers based on the quality of their profile responses. Weigh the parts of your event content according to their importance by assigning scoring points, and then grade suppliers’ responses to produce an overall score for each supplier profile. See the Scoring chapter in the Ariba Event Management Guide for details on scoring.

2 Click Update to see the calculated scoring information.

3 Adjust the numbers as needed and click Update again to review the modified totals.

4 Choose Display > Content to return to the content page.

▼ To publish a completed supplier profile questionnaire

1 The supplier profile is a draft document until you publish it. Once published the updated supplier profile is available to suppliers the next time they edit the profile.

When you have finished the supplier profile, click Publish.

2 After you publish the profile, confirm the publication. When you confirm publication, the previous results for the questions you modified are discarded.
3 Click **OK** to confirm that you want to publish the supplier profile.

**Creating Visibility Conditions for Content**

Visibility conditions allow you to display content items to respondents based on the answers they supply to questions. When a supplier fills out a supplier profile questionnaire, they cannot initially view content that is hidden by a visibility condition. When a supplier provides an answer that matches a condition, the questionnaire page refreshes and the conditional content displays.

You can set visibility conditions on questions, requirements, sections, attachments, and organization field questions.

You can create basic conditions, which are based on one question, or advanced conditions that combine conditions on multiple questions. All conditions can be stored in the library along with the content and copied to events.

**Sample Scenarios**

The following examples describe typical scenarios in which you can use conditional content:

- You might want to ask suppliers of construction materials and services a set of specific questions. You can create a visibility condition to display the questions only to suppliers that specify that they supply commodities and services in those categories, and hide them from other suppliers.

- You might want to ask US suppliers to supply a taxpayer identification number. You can create a visibility condition to display the question only suppliers with corporate addresses in the US, and hide it from non-US suppliers.

**Limitations**

- Conditions cannot be added to questions available out of the box in a Supplier Profile Questionnaire (SPQ). You can add conditions to sections available out of the box in the SPQ, but not to individual questions.

**Creating Basic Conditions**

**To create a basic condition:**

1. Open the profile questionnaire for editing.
2. Add or edit a question, requirement, section, attachment, or organization field question.
3. For Visibility Conditions, choose (none) > Create Condition. If you have already created conditions, you can select a condition here and apply it to your content.

4. Select the content for the condition from the list of all available questions that you can use to build a condition.
Perform one of the following actions to set the condition expressions:

- For questions with numerical answer types (including date and money), enter a From and To value to create a range of values.
- For questions with text answer types, enter a string of text which must match participants’ answers exactly to satisfy the condition.
- For questions with the Yes/No answer type, select either Yes, No, or Either.

Click OK.

Creating Advanced Visibility Conditions

Advanced conditions allow you to combine multiple questions and create AND (All of), OR (Any of), and NOT (None of) conditional expressions. You can stack and nest expressions in many different combinations. Take care not to create conditions with logic that unintentionally contradicts itself.

You can use the following expressions to create advanced conditions:

- All of—an advanced expression that can include multiple expressions used for conditions that require all expressions to match. You can use the All of expression for making a condition true under specific circumstances.
• **Any of**—an expression that is true if one or more of the fields defined in it are chosen. For example, if you define an Any of condition with four questions it, that condition is true if the participants’ answers match from one to all four of those questions’ expressions.

• **None of**—an expression that is true only if none of the fields defined in it match. For example, if a participant does not have shipping centers in certain regions close to your manufacturing plants, you can display additional questions about their ability to fulfill your shipping requirements.

▼ **To create an advanced visibility condition:**

1. Open the profile questionnaire.

2. Add or edit a question, requirement, section, attachment, or organization field question.

3. On the content page, choose **Add > Conditions**.

4. Click **Add** to add a new condition.

5. Enter a name and optional description for the condition.

6. Click **Undefined** and choose an expression (All of, Any of, or None of) and a question. The order in which you add expressions and questions determines the nested structure of your condition:

   • If you choose a question first, specify the matching value, click **Content Match**, and choose an expression.
If you choose an expression first, click **Undefined**, then choose a question or another expression.

Continue adding nested expressions as needed. Each new level is inserted to the left of the expression.

When you have finished building the condition, click **OK**.

You can delete a level of an expression by clicking the expression’s link and choosing **Delete**. Note that you can only delete a level if you have deleted all content from that level.

**Editing Visibility Conditions**

When you edit a condition, the edits take effect everywhere the condition is used.

**To edit a condition:**

1. Open the sourcing project or profile questionnaire for editing.
2. On the Content page, choose **Edit > Conditions**.
3. Select the condition you want to edit and click **Edit**.
4. Modify the condition and click **OK**.
Directing Suppliers to the Supplier Profile Questionnaire

Suppliers might request to provide information on their capabilities and commodities, or you might encounter a supplier whose data you need. Suppliers can update their profile, or you can provide a URL that allows suppliers to directly access the supplier profile.

▼ To direct suppliers to the supplier profile:

1. If your supplier would like to update their profile after logging in, the supplier can click Preferences.
2. The supplier clicks Change your profile.
3. The supplier completes the Update Contract and Organization Profile and clicks OK.

▼ To provide suppliers with the supplier profile URL for quick access:

1. For quick access to the supplier profile, you can email a supplier this URL which takes them directly to the supplier profile:

   http://<buyer_site>/ad/participantProfile/ASMUpdateActions

   where <buyer_site> is the domain name specific to your site.

   Suppliers use this link in their browser, and are requested to log in. After logging in, the supplier can update the supplier profile before continuing into the site.
Chapter 3 Searching Suppliers

- “Using Supplier Searches” on page 21
- “Accessing a 360 Degree View of Supplier Data” on page 22

Using Supplier Searches

There are simple and advanced searches for suppliers. By default, simple search criteria includes organization name, commodities, city, postal code, state, and country. The commodities search is important because it allows you to identify suppliers that cover specific desired commodity areas. Simple searches can also include profile questions that were designated as searchable, as described in “Editing and Publishing” on page 12.

Supplier contact names are not search criteria. You can view the contact name after you search using the organization name and other criteria to search for a supplier. Click the organization name link to view the profile information, including contact name.

Advanced searches can also contain profile data that you have designated as searchable, and also allow you to search on supplier profile questionnaire. See Chapter 2 "Managing the Supplier Profile" for details on the supplier profile and how to make profile questions searchable, and have the questions display by default or in an advanced search. You can enter a short name for a long question so that understandable text displays in the search results.

▼ To search for suppliers:

1. In the Search Panel, click Suppliers.

2. Type in the organization name (or leave it blank) and click Search. The following page appears. If it found a matching organization, it appears below these fields.

<table>
<thead>
<tr>
<th>Search Suppliers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for suppliers based on their capabilities. Enter values (including partial words) in multiple fields to narrow your search, or reset values and then search to retrieve the complete list of suppliers. You can select additional search fields from the options list. Wildcard characters are not needed for partial word searches.</td>
</tr>
<tr>
<td>Organization Name: [ ] Search [ ] Reset [ ] Search Options</td>
</tr>
<tr>
<td>Commodities Supplied: [ ] select</td>
</tr>
<tr>
<td>Approved Commodities: [ ] select</td>
</tr>
<tr>
<td>City: [ ]</td>
</tr>
<tr>
<td>Postal Code: [ ]</td>
</tr>
<tr>
<td>State: [ ]</td>
</tr>
<tr>
<td>Country: [ ] select</td>
</tr>
</tbody>
</table>

Enter criteria above and click Search.

You can change which search criteria fields appear by choosing Search Options.
You can use an more complex search for suppliers. Choose **Options > Advanced Search** to display advanced search fields. These fields include the profile information you have specified as searchable, and the supplier profile information.

3. When you have specified search criteria, click **Search**.

You can access the supplier 360 degree view by clicking the supplier organization name link in the search results. See “Accessing a 360 Degree View of Supplier Data” on page 22 for details.

**Accessing a 360 Degree View of Supplier Data**

Each customer site can have thousands of suppliers available to its buyers. Categorizing and easily locating the right suppliers is critical to conducting the sourcing program efficiently and reducing the overall sourcing cycle.

The 360 degree view provides a single view into a supplier. It consists of transactional application data and aggregated data from Ariba Reporting and Analysis. You can access this view by clicking the organization name of a supplier after you search for a supplier. The 360 degree view displays basic supplier information on the Profile tab and data from Ariba Reporting and Analysis on the Reports tab. The profile information allows you to gauge a supplier’s capabilities, such as whether the supplier is minority owned or has proper ISO certification. The 360 degree view displays supplier data derived from Ariba Sourcing, Ariba Contract Management, Ariba Supplier Performance Management, and Ariba Spend Visibility, such as:

- **Commodity analysis:** Is the supplier approved or preferred for certain commodities?
- **Active contract workspaces:** What contracts do I have with this supplier?
- **Participation event list:** What events include this supplier?
- **Recent scorecards:** How has this supplier been rated by other buyers?
- **Supplier Performance Trending Report:** How has the supplier been performing over time?
- **SPM project list:** What Supplier Performance Management projects are being conducted to measure this supplier?

See the *Ariba Sourcing Reporting and Analysis Guide* for details on filtering data and running reports.

▼ **To access the 360 degree view:**

1. Search for the supplier.

2. Click the supplier organization link in the search results.

3. Profile information displays on the Profile tab. Click the Reports tab to access reporting data.

▼ **To select reports to add to the 360 degree view:**

1. In the 360 degree view Reports tab, click **Select report**.

2. Choose the report you want to add.

3. Click **Done**.

**Note:** To globally replace a supplier with a different supplier, contact your administrator. The procedure is documented in the *Ariba Upstream Platform Customization Guide*. 
Chapter 4 Managing Supplier Registration

This section covers these topics:
- “About Supplier Registration” on page 23
- “Facilitating Supplier Self Registration” on page 23
- “Approving or Rejecting New Suppliers” on page 24
- “Rejecting Previously-Approved Suppliers” on page 25

About Supplier Registration

Ariba allows suppliers to register themselves for consideration as participants in future events. This self registration enables the buyer to collect supplier information with minimal effort, and gives the buyer a place to refer new suppliers that are asking for consideration as approved suppliers.

Administrators configure supplier self registration at the site level, and it must be enabled to allow suppliers to register. The link Register as New Supplier is available to a supplier on the log in page if supplier self registration is enabled. Contact your site administrator if this link is not visible to your suppliers.

When the supplier clicks the Register as New Supplier link, the Supplier Registration page displays. On this page, the supplier provides organization information, supplier user information, and can fill out the Profile Questionnaire. See Chapter 2 “Managing the Supplier Profile” for details on the supplier profile questionnaire. Upon completing the Supplier Registration page, the supplier receives confirmation that the request has been sent to the Supplier Manager and that login information is provided upon approval.

To be notified when a new supplier registers:
1. Click Preferences in the upper right part of the screen.
2. Select Notification Preferences.
3. Check the box next to A new supplier self-registers.

Facilitating Supplier Self Registration

Suppliers sometimes request to register. You can send them a URL to give them access to the supplier self registration page.

To facilitate self registration for a supplier:
1. When a supplier requests to be considered for registration, you can email them this URL which takes them to the application login page:
   
   http://<buyer_site>.ariba.com/Sourcing/Main/ad/register/SSOActions?realm=System&passwordadapter=SourcingSupplierUser

   where <buyer_site> is the domain name specific to your site.

   The supplier can then use the link in their browser to access the self registration page.
Approving or Rejecting New Suppliers

Buyers can approve or deny the supplier requests for registration, or they can reassign the supplier contact to an existing organization and deny the registration of a new organization. Suppliers who are not approved cannot participate in events. Suppliers who are approved cannot be subsequently unapproved (removed from the database), but you can later reject them, which prevents the supplier from logging in and participating in events.

After a potential supplier requests registration, buyers with the Supplier Manager role receive notification of the request. If the buyer is logged in, they receive a notification, and there is also an entry in the Notifications area of the buyer’s Dashboard, like this:

To approve or deny a supplier registration request:

1. You receive a new supplier registration notification. In the Common Actions panel, under Manage, click Administration.
2. Click Supplier Manager.
3. Click Organizations.
4. On the search page, change the Approval Status to Unapproved.
5. Click Search. The search results display a list of unapproved potential suppliers.
6. Click Edit next to the supplier you want to approve or deny.
7. Review the supplier information in the tabs. Of special interest is the information in the Profile and Commodity Categories tabs.
8. You can approve or deny a registration request as shown below:
To approve the supplier registration, click **Approve**. If you approve a duplicate, the system adjusts the supplier name to make it unique, such as “Fundamental TechCo_1.” The approval occurs when you click **Save**.

To approve the supplier registration and notify the users on the Contacts tab, click **Approve and Notify users**. You can edit the box containing the email text that is sent to the specified users, but you must make any edits before you select **Approve and Notify users**. The approval and notification occur when you click **Save**.

To reject the supplier registration, click **Reject**. The rejection occurs when you click **Save**.

To assign a registering supplier to an existing supplier, whether it is a duplicate name or not, click **Use an Existing Organization** to browse for the existing organization. This button preserves the contact information without registering a new supplier and moves the users on the Contacts tab to the existing organization.

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**Rejecting Previously-Approved Suppliers**

You can reject suppliers that were previously approved. In this case, the supplier still exists in the database, but cannot log in and participate in events, or be invited to future events.

▼ **To reject a previously approved supplier:**

1. In the Common Actions panel, under Manage, click **Administration**.
2. Click **Supplier Manager**.
3. Click **Organizations**.
4. Search for the supplier to reject.
5. Click **Edit** next to the supplier you want to reject.
6. Click **Reject**. If you change your mind, you can later click **Approve** and reinstate the supplier.
Index

Numerics
360 degree view 7, 22
   - accessing 22
   - adding reports to 22
   - sources of data for 22

A
   - adding content to the supplier profile questionnaire 13
   - adding Quick Links 13
   - answer types for profiles 13

C
   - creating profile tasks 13

D
   - directing suppliers to the questionnaire 19

E
   - editing profile attributes 12

G
   - gathering supplier data 11

L
   - locking the profile 13

M
   - managing supplier performance 9
   - moving the profile 12

P
   - public RFX 7, 9

R
   - replace a supplier 22
   - reporting
      - limits on questions from questionnaire 14
      - using supplier data 8

S
   - scoring for supplier profile questionnaire 14
   - searching for suppliers 21
   - supplier
      - 360 degree view 7, 22
      - adding 7, 8
      - advanced searches 21
      - discovery 7, 9, 23
      - gathering profile data 7
      - inviting to an event 7, 8
      - managing performance of 9
      - performance measurement 9
      - profile data 11
      - reporting 7, 8
      - searching 7
      - searching for 21
   - supplier organizations 7
   - Supplier Performance Management 9
   - supplier profile questionnaire 7, 11
      - adding content 13
      - answer types 13
      - creating tasks to associate with 13
      - data flow 11
      - directing suppliers to 19
      - editing 12
      - editing profile attributes 12
      - locking and unlocking 13
      - moving 12
      - permissions to edit 12
      - publishing 12, 14
      - questions as search criteria 14
      - Quick Links 13
      - role of requirements 14
      - scoring 14
      - URL 19
      - viewing details 12
   - supplier registration 7, 23
      - approving suppliers 24
      - denying suppliers 24
      - rejecting suppliers 25
      - request notification 24
      - URL 23
   - supplier users 7

U
   - URL
      - for supplier profile questionnaire 19
Index

for supplier self registration 23

V

viewing profile details 12