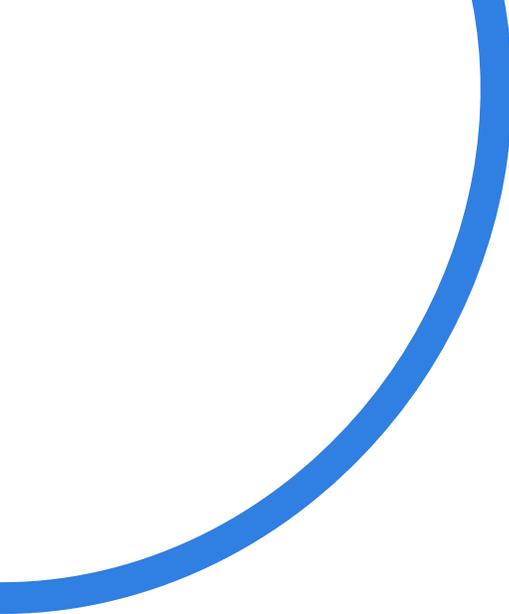




Supplier Training Material





Supplier Registration Response Process

SUPPLIER RESPONSE FOR EXTERNAL QUESTIONNAIRE

INVITATION EMAIL

Invitation: Register to become a supplier with ALBA - TEST



Test User 1 <s4system-prodeu+alba-T.Doc449154526@eu>
To ● Rahul Panwar

↩ Reply

↩ Reply All

➔ Forward

Wed 08-07-2020



If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

ALBA - TEST

Register as a supplier with ALBA - TEST

Hello!

Test User 1 has invited you to register to become a supplier with ALBA - TEST. Start by creating an account with Ariba Network. It's free.

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

[Click Here](#) to create account now

Once a supplier is invited, he will receive an invitation email to register on the Ariba Supplier Portal. Click on Click Here to open the invitation link

Welcome, Rahul Panwar

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **ALBA - TEST** on SAP Ariba.

ALBA - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by ALBA - TEST.

[Sign up](#)

Already have an account?

[Log in](#)

Click on Sign Up to continue creating an account. In case the supplier already has an existing account, he can click 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

Search...

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

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

FAQ What are some registration tips for Ariba Network Suppliers?

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

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

FAQ What are some common issues when registering an account?

[View more](#)

Top 5 FAQs

[Documentation](#)

[Support](#)

CREATE ACCOUNT

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by ALBA - TEST.

After all the details are filled, click here

Create account and continue

Cancel

Company information

Fill in all the required details on this page.

Company Name:* * Indicates a required field

Country:*

Address:* * Indicates a required field

City:* * Indicates a required field

State:*

Postal Code:* * Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

Name:* * Indicates a required field

Email:* * Indicates a required field

Use my email as my username

Username:* * Indicates a required field

Password:* * Indicates a required field

Language:

Email orders to:* * Indicates a required field

* Indicates a required field

[SAP Ariba Privacy Statement](#)

Must be in email format(e.g john@newco.com) ⓘ

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b... ⓘ

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business

Product and Service Categories:* -or-

Ship-to or Service Locations:* -or-

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

Review and agree to the terms and conditions

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

CREATE ACCOUNT

Tax ID: Enter your Company Tax ID number.

DUNS Number:

In case there are duplicates account on the Ariba Network, the supplier will be prompted to review the accounts

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you express your consent to transfer your personal data outside the European Union, Russian Federation or other countries where Ariba services are hosted (located in various data centers globally).

You have the right to access and modify your personal data from your Ariba account. For more information, see the SAP Ariba Privacy Statement. If you are a citizen residing within the Russian Federation, You also express your consent to transfer your personal data outside the Russian Federation, where Ariba services are hosted (located in various data centers globally).

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Review accounts](#)

[Create account and continue](#) [Cancel](#)

Search...

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

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

FAQ What are some registration tips for Ariba Network Suppliers?

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[View more](#)

Top 5 FAQs

[Documentation](#) [Support](#)

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alba
Aluminium for the world

CREATE ACCOUNT

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and [contact the account administrator](#) from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Scroll down to review the accounts. If there are no duplicates, click here

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
MTTL	rahuL.panwar@bcone.com			13 Boulevard Pune Maharashtra, India 411015

20 search results found | [Search More](#)

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	COUNT OF RELATIONSHIPS	ACTIONS
BRISTLECONE INDIA LIMITED	IND	Maharashtra	-	AN01025279287	2	...
Bcone CIG1 May 2018	IND	Delhi	-	AN01405942809	1	...
BRISTLECONE INDIA LTD	IND	Karnataka	-	AN01403696254	1	...
WS Enterprises	IND	-	-	AN01014430530	0	...

SUBMIT RESPONSE

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 SUPPLIER DECLARATION

All Content

Name ↑

▼ 1 SUPPLIER DECLARATION

1.1 Declaration

The authorized signatory on behalf of the applicant entity hereby certifies that the information being submitted herein and on the enclosures to this application is true & correct and that any misrepresentation will disqualify this application. Submission of pre-qualification documents and also in case of successful registration, is not to be construed as a firm commitment from Alba to include you on future tenders or purchases from the applicant entity. The applicant must be prepared to submit additional information if called for. The applicant understands that a completed supplier registration request is a must for the application to be considered for inclusion in the supplier list and that applications not fulfilling the necessary requisites will not be considered. Any findings during pre-qualification stage or post-processing of this application is liable for disqualification of the application and/or permanent blocking on Alba's supplier list and legal prosecution as deemed fit.

1.2 Although we recognize that proprietors, dealers, authorized agents or distributors may hold exclusive legal rights ownership over established product lines, we do not encourage the involvement of intermediaries, agents or other third parties and prefer to deal directly with producers, manufacturers, suppliers and service providers. suppliers who envisage the involvement of intermediaries in their trading with Alba must declare explicitly stating the reason for such involvement and confirmation of their role, and provide the terms of agreement between them and their intermediaries as well as official documentation confirming their ownership structure. This information must be sent to Alba's Manager Procurement & Warehousing beforehand as well as included in quotations without fail. If the use of intermediaries is concealed or not expressly declared in writing, in the event of later discovery the supplier may be removed from Alba's approved supplier list for future tenders and shall be held liable for compensating Alba any additional expense borne as a result of the involvement of intermediaries.

1.3 Aluminium Bahrain B.S.C. (Alba) reserves the right to approach one or more of the banks, auditors, customers and references provided by the applicant. The applicant has also read and accepts Alba's general guidelines to suppliers, latest copies which are always available on Alba's website www.albasmelter.com

1.4 Name of Authorized Person

1.5 Designation

1.6 Email

1.7 I Accept

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

The supplier will have to Accept the declaration form. Fill in the details and select Yes. The supplier can also decline the proposal by selecting No

The supplier can view the latest guidelines by clicking here

*

*

*

* No ▾

Yes

No

Unspecified

Rahul Panwar (mtttest@bcone.com) last visited 8 Jul 2020 5:36:49 AM M TTL AN01538897008-T
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Rahul Panwar (rahul.panwar@bcone.com) last visit 7/8/2020 5:12 PM | ALBA - TEST | C44_UI3

Need Help? In the U.S. and Canada (toll-free) call 1 (866) 218-2155. For international help numbers click here

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SUBMIT RESPONSE

Once the supplier agrees to the declaration, the questionnaire will be visible. Fill in all the mandatory responses for the questionnaire

▼ Event Contents

All Content

1 SUPPLIER DECLARATION

2 GENERAL INFORMATION

3 COMPANY INTRODUCTION...

4 ORGANIZATION DETAILS

5 FINANCIAL DETAILS

6 FACILITIES & EQUIPME...

7 ADDITIONAL DETAILS

8 BANKING INFORMATION

▼ 2 GENERAL INFORMATION

2.1 Have you applied with us before?

2.3 How you heard about us?

2.4 Is your sister/parent company already registered on Alba's approved vendor list?

2.9 Have you performed any work in past, directly/indirectly within Alba facility?

2.14 Do you have any current Alba references, which may have recommended you to apply for registering with us?

2.16 Is any of your relative a Alba Ex-Employee/Current Employee?

2.20 Any legal disputes/lawsuits pending or settled?

▼ 3 COMPANY INTRODUCTION AND REGISTRATION CLASS

3.1 Attach Company Brochure

3.2 Category

3.3 Functional Area

3.4 Specify Brands you deal with?

* No

* Yes

* No

* Unspecified

* No

* No

* No

To attach a file, click here

*Attach a file

*(select a value) [select]

*

*

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

[< Go back to ALBA - TEST Dashboard](#)

Desktop File Sync

Add Attachment

OK

Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: No file chosen
Or drop file here

Click on Choose File to upload a file. Else, drag and drop the file here. Once added, click OK

OK

Cancel

BANKING INFORMATION

1	SUPPLIER DECLARATION	7.6	Copies of your Health, Safety and Environment (HSE) policy statement	Attach a file
		7.7	Copies of yours and/or your principals Quality policy statement	Attach a file
2	GENERAL INFORMATION	7.8	Copies of yours and/or your principals Corporate Social Responsibility (CSR) Statement	Attach a file
3	COMPANY INTRODUCTION...	7.9	Attach copy of ISO:45001 Certificate <i>(Provide complete certificate details)</i>	Unspecified ▾
		7.10	Attach copy of ISO:9001 Certificate <i>(Provide complete certificate details)</i>	Unspecified ▾
4	ORGANIZATION DETAILS	7.11	Attach copy of ISO:14001 Certificate <i>(Provide complete certificate details)</i>	Unspecified ▾
5	FINANCIAL DETAILS	7.12	Attach copy of IATF:16949 Certificate <i>(Provide complete certificate details)</i>	Unspecified ▾
		7.13	Attach copy of ASI (Aluminium Stewardship Initiative) Certificate <i>(Provide complete certificate details)</i>	Unspecified ▾
6	FACILITIES & EQUIPME...	7.14	Attach copy of Ecovadis Certificate <i>(Provide complete certificate details)</i>	Unspecified ▾
7	ADDITIONAL DETAILS	7.15	Attach Copy of ISIC 4 Certificate <i>(Provide complete certificate details)</i>	Unspecified ▾
8	BANKING INFORMATION	Add BANKING INFORMATION (0)		
		(*) indicates a required field		

To add banking information, scroll down and click here

[Submit Entire Response](#) | [Save draft](#) | [Compose Message](#) | [Excel Import](#)

Rahul Panwar (mittfest@boone.com) last visited 8 Jul 2020 5:36:49 AM MTTL AN01538897008-T
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[< Go back to ALBA - TEST Dashboard](#)[Desktop File Sync](#)[Save](#)[Cancel](#)

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > 8 BANKING INFORMATION

BANKING INFORMATION (0)



Name ↑

Click here to add banking details

No items

[Add Bank Account Details](#)

(*) indicates a required field

BANKING INFORMATION

Save

Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

Fill in the details and click Save

All Content > 8 BANKING INFORMATION

BANKING INFORMATION (1)

Name ↑	
Bank Account Details #1	Delete
1. Download " Bank Account Declaration " request form attached under References 2. Attach scanned copy of original " Bank Confirmation Letter ", also send Hard Copy to Alba	
References	
Attach " Bank Account Declaration " form here	*Attach a file
Attach " Bank Confirmation Letter " here	*Attach a file
<ul style="list-style-type: none">Mandatory Fields - Bank ID (Bank Account Currency) Country Name (Bank Name) Bank Address Account Holder Name Bank Key/ABA Routing Number or IBAN (As Applicable) Account Number SWIFT CodeNon Mandatory Fields - Bank Type Bank Account Type (Leave it blank)Bank Field Guidelines attached under References	
References	

* Bank Type:

Bank Id:

Country:

Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key:

SUBMIT RESPONSE

Ariba Spend Management

s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=TGQtl07G&realm=alba-T&passwordadapter=SourcingSupplierUser

7.1	Company's organization structure	* blank.pdf Update file Delete file
7.2	List of your present manpower with their qualification, skills and service dates of key people	* blank.pdf Update file Delete file
7.3	Contracts/jobs in hand with completion dates	* blank.pdf Update file Delete file
7.4	Completed contracts/jobs during the last three years	* blank.pdf Update file Delete file
7.5	Employer's liability Insurance	* blank.pdf Update file Delete file
7.6	Copies of your Health, Safety and Environment (HSE) policy statement	Attach a file
7.7	Copies of yours and/or your principals Quality policy statement	Attach a file
7.8	Copies of yours and/or your principals Corporate Social Responsibility (CSR) Statement	Attach a file
7.9	Attach copy of ISO:45001 Certificate (Provide complete certificate details)	Unspecified
7.10	Attach copy of ISO:9001 Certificate (Provide complete certificate details)	Unspecified
7.11	Attach copy of ISO:14001 Certificate (Provide complete certificate details)	Unspecified
7.12	Attach copy of IATF:16949 Certificate (Provide complete certificate details)	Unspecified
7.13	Attach copy of ASI (Aluminium Stewardship Initiative) Certificate (Provide complete certificate details)	Unspecified
7.14	Attach copy of Ecovadis Certificate (Provide complete certificate details)	Unspecified
7.15	Attach Copy of ISIC 4 Certificate (Provide complete certificate details)	Unspecified
8	BANKING INFORMATION	Add BANKING INFORMATION (1)

(*) indicates a required field

1 Submit Entire Response Save draft Compose Message Excel Import

2 Submit this response? Click OK to submit. OK Cancel

Once all the information is added, click Submit Entire Response and then click OK

Console

Doc449789280 - Registration Questionnaire - Regular Supplier

After submitting, the status will change to Pending Approval

Pending Approval

- Event Messages
- Event Details
- Response History
- Response Team

You have submitted a response to the questionnaire.

Event Contents

All Content

All Content

Name ↑

1 SUPPLIER DECLARATION

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1.4 Name of Authorized Person

Rahul Panwar

1.5 Designation

Owner

1.6 Fmail

rahul.panwar@hcon

THANK YOU