

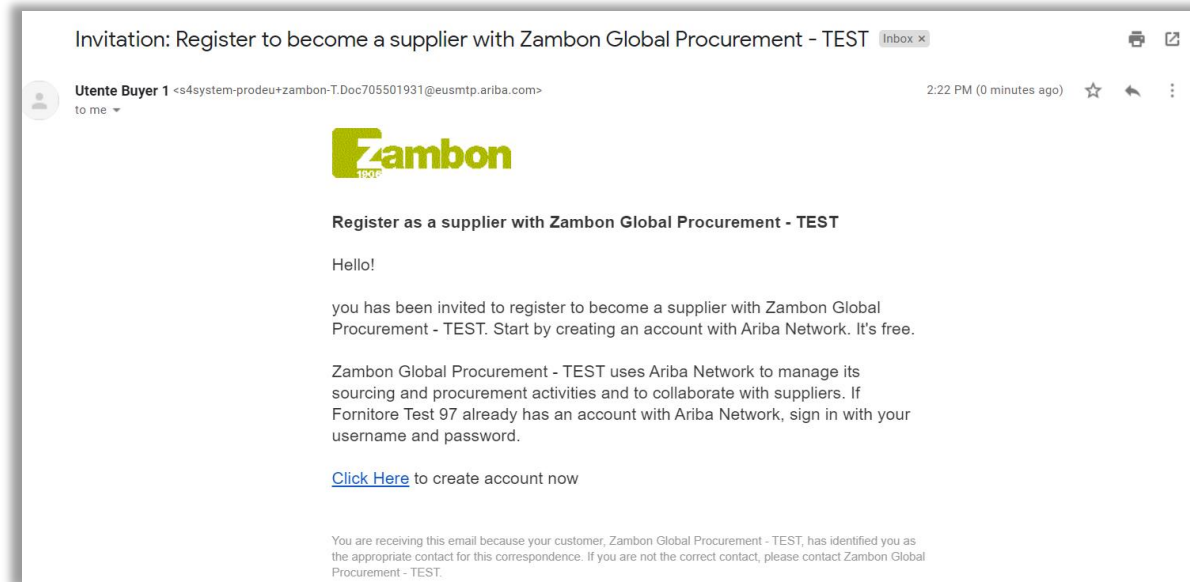
Supplier Registration Manual - Supplier



Link an Account on Ariba Supplier Network (1/4)

A supplier, invited by Zambon for registering, receives an invitation email containing the link to access to the ARIBA Supplier Network platform.

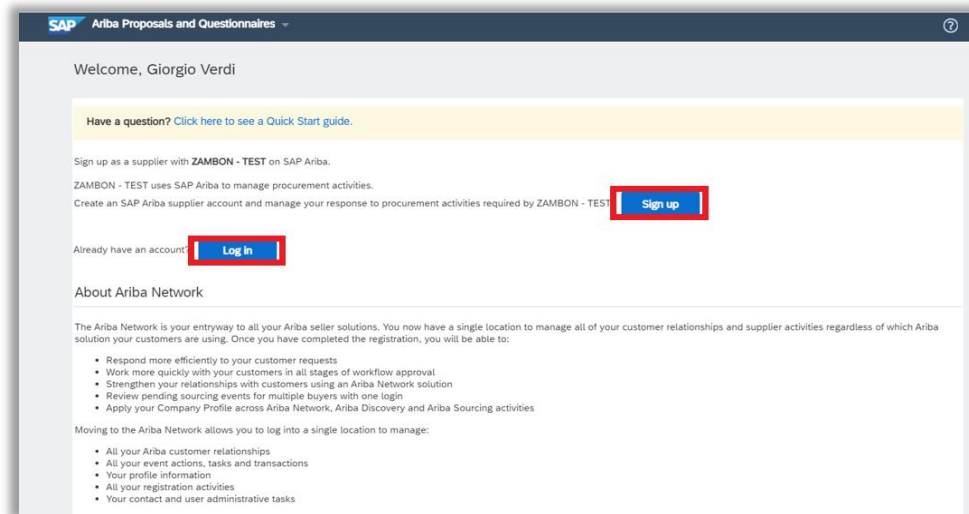
In order to carry out the registration process click «Click Here».



Link an Account on Ariba Supplier Network (2/4)

For registering at the ARIBA Supplier Network:

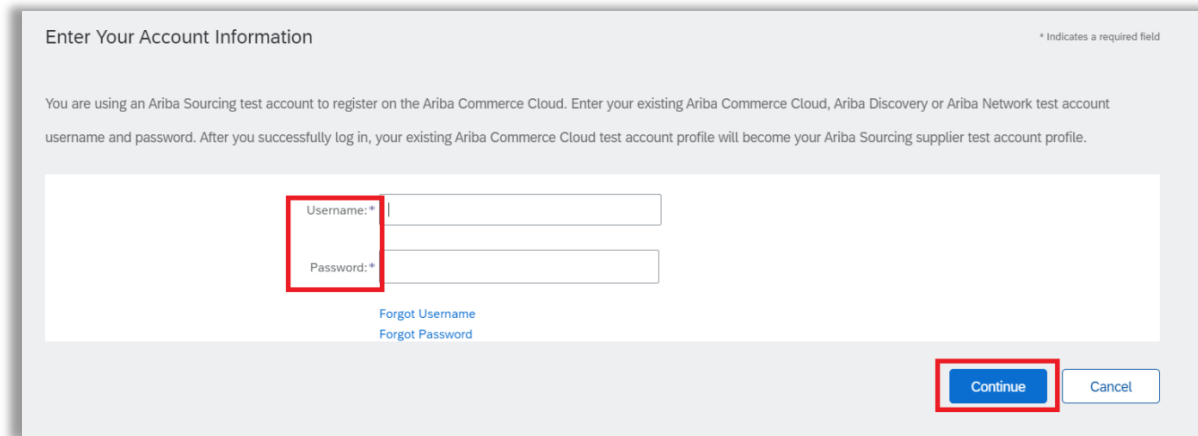
- Click «Log In» if you already have an ARIBA Network account to be connected to Zambon.
- Click «Sign Up» if you have to carry out the registration process because you do not have any accounts already registered in the system.



Link an Account on Ariba Supplier Network (3/4)

Log In Procedure

If you already have an ARIBA Network account after clicking «Log In», enter the email address as the username and password defined during the registration.



The screenshot shows a login form titled "Enter Your Account Information". At the top right, there is a small asterisk with the text "* Indicates a required field". Below the title, there is a paragraph of instructions: "You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile." The form contains two input fields: "Username:*" and "Password:*", both marked with an asterisk. Below these fields are two links: "Forgot Username" and "Forgot Password". At the bottom right of the form, there are two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with a red border.

Click «Continue».

Link an Account on Ariba Supplier Network (4/4)

Sign Up Procedure

If you do not have a registered account after clicking «Sign Up», on the next page fill in all mandatory fields in the sections:

- Company information
- User account information
- Tell us more about your business

At the end click «Create an account and Continue»

Create account and continue

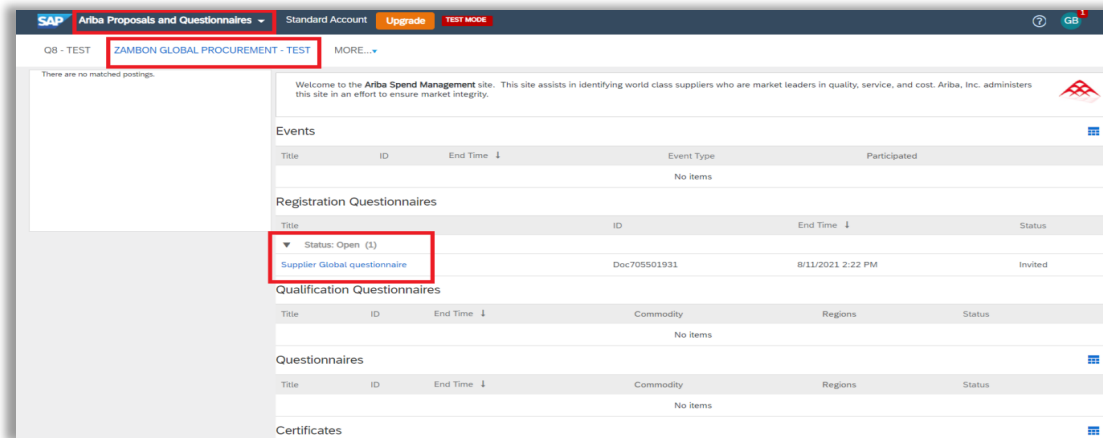
The screenshot displays a multi-section registration form for the Ariba Supplier Network. The form is divided into three main sections: 'Company information', 'User account information', and 'Tell us more about your business'.
1. **Company information:** Includes fields for Company Name (pre-filled with 'Formstore Test 186'), Country/Region (dropdown menu set to 'United Kingdom (GBR)'), and Address (four lines: Line 1, Line 2, Line 3, Line 4). It also has fields for City, State (dropdown menu set to 'Select'), and Postal Code. A note on the right states 'If your company has more than one...'.
2. **User account information:** Includes fields for Name (First Name and Last Name), Email (pre-filled with 'Service@starbee@gmail.com'), Username, Password, and Repeat Password. There is a checkbox for 'Use my email as my username'. A note on the right says 'Must be in email format: g.john@ne...'. Below these are fields for Language (dropdown menu set to 'English') and Email orders to. A note on the right says 'The language used when Ariba sends... Customers may send you their orders...'. A link for 'SAP Ariba Privacy Statement' is visible.
3. **Tell us more about your business:** Includes fields for Product and Service Categories, Ship to or Service Locations, Tax ID (Optional), Vat ID (Optional), and DUNS Number (Optional). Each of the first two fields has an 'Add' button next to it.

Submit a Supplier Global Questionnaire (1/3)

After connecting your existing account or completed the registration process, you have to fill the Global Supplier Questionnaire received from Zambon.

To view the «Supplier Global Questionnaire»:

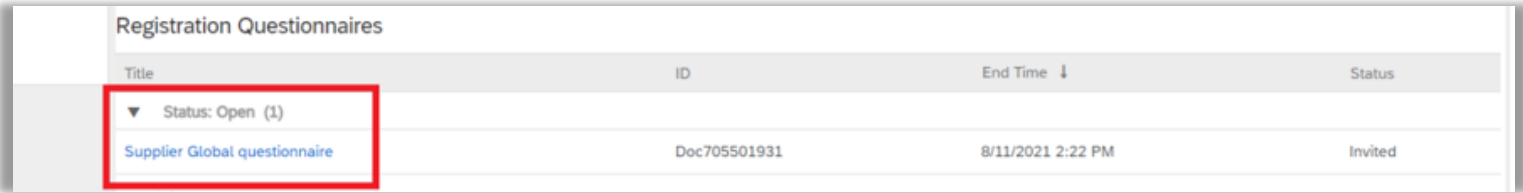
- Click on «Ariba Proposals and Questionnaires»
- Select the Zambon company
- Click «Supplier Global Questionnaire» in the «Registration Questionnaire» section



Submit a Supplier Global Questionnaire (2/3)

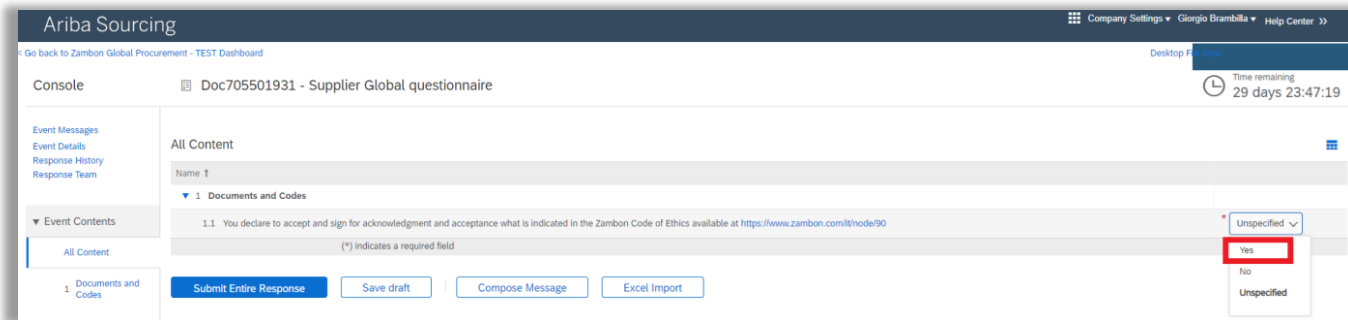
To submit the questionnaire:

- Click Supplier Global questionnaire



Title	ID	End Time ↓	Status
▼ Status: Open (1) Supplier Global questionnaire	Doc705501931	8/11/2021 2:22 PM	Invited

- For accepting documents and code of ethics choose from the drop-down menu of the question «YES»



Ariba Sourcing

Go back to Zambon Global Procurement - TEST Dashboard

Company Settings | Giorgio Brambilla | Help Center

Console | Doc705501931 - Supplier Global questionnaire | Time remaining: 29 days 23:47:19

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Documents and Codes

All Content

Submit Entire Response | Save draft | Compose Message | Excel Import

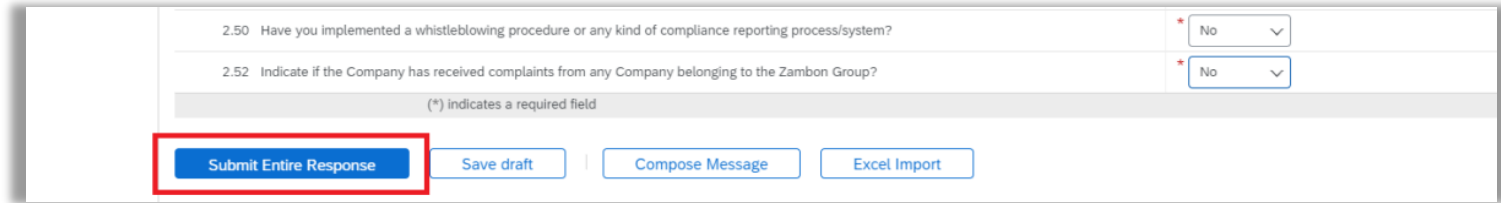
1.1 You declare to accept and sign for acknowledgment and acceptance what is indicated in the Zambon Code of Ethics available at <https://www.zambon.com/it/node/90>

(*) indicates a required field

Unspecified ▼
Yes
No
Unspecified

Submit a Supplier Global Questionnaire (3/3)

- Answer all mandatory questions in the document.
- Click «Submit Entire Response» once you have completed Global Supplier Questionnaire



2.50 Have you implemented a whistleblowing procedure or any kind of compliance reporting process/system? * No ▾

2.52 Indicate if the Company has received complaints from any Company belonging to the Zambon Group? * No ▾

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

- In the pop up that will appear click «OK».

Update a Supplier Global Questionnaire (1/2)

Once submitted, the Global Questionnaire, it will be submitted to the Zambon approval process.

After it is approved by Zambon, the Global Questionnaire can be updated for supplier reasons or due to a request by Zambon for an update.

For a questionnaire updating:

- Click on Supplier Global questionnaire

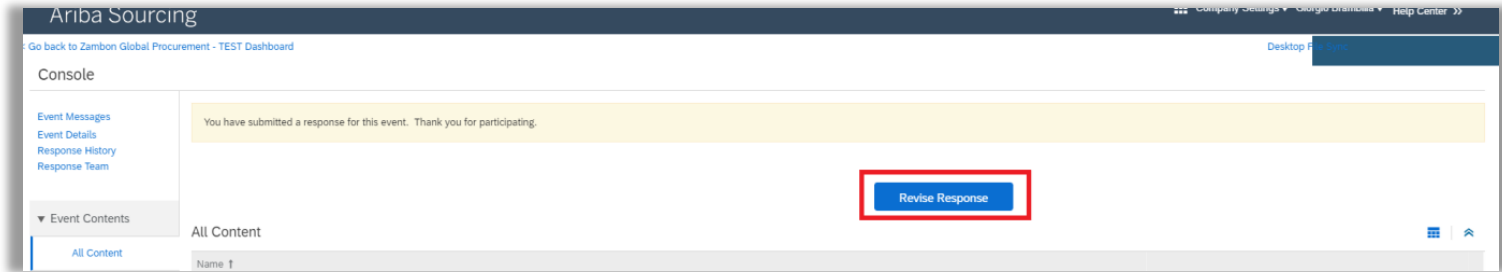
The screenshot displays the SAP Ariba Spend Management interface. The breadcrumb navigation shows 'Q8 - TEST' > 'ZAMBON GLOBAL PROCUREMENT - TEST' > 'MORE...'. The main content area is divided into several sections: 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'. In the 'Registration Questionnaires' section, a table lists one item with the following details:

Title	ID	End Time	Status
Supplier Global questionnaire	Doc705501931	8/11/2021 2:22 PM	Invited

The 'Supplier Global questionnaire' link in the table is highlighted with a red box. Other sections like 'Events', 'Qualification Questionnaires', and 'Questionnaires' all show 'No items'.

Update a Supplier Global Questionnaire (2/2)

- Click «Revise Response»



- Update the Questionnaire with the new data
- Click «Submit Entire Response»

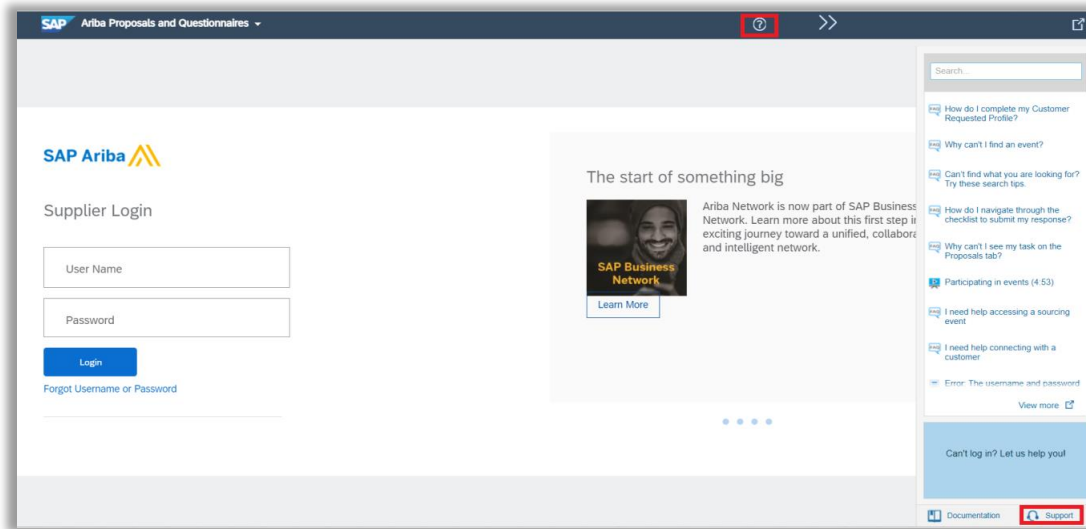
The Global Questionnaire will be submitted again to the Zambon approval process.

Contact ARIBA Support (1/3)

For log in issues or any other problems regarding the ARIBA Supplier Network platform, ARIBA provides a support for suppliers.

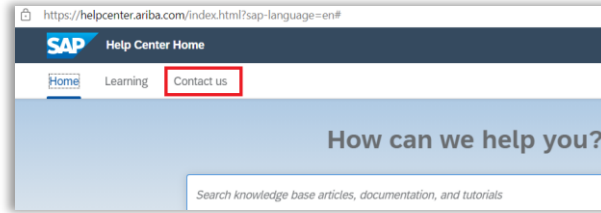
To request assistance and contact ARIBA Support:

- On the ARIBA Supplier Network home page, click the «?» icon
- On the screen that appears click «Support»

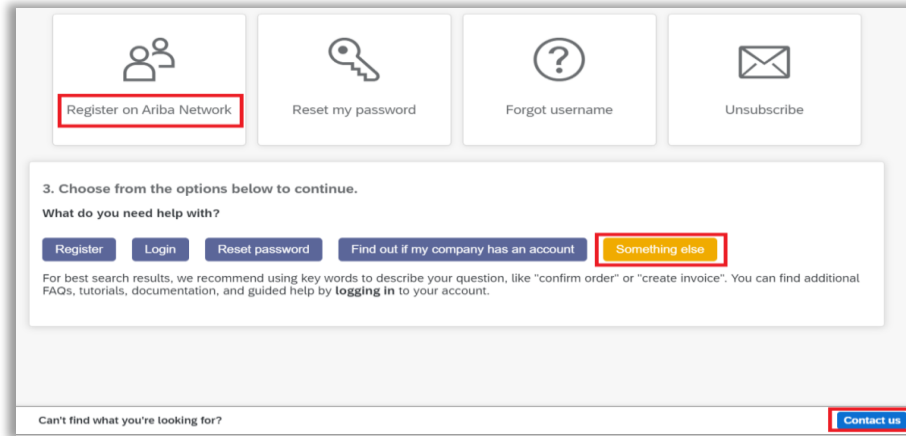


Contact ARIBA Support (2/3)

- Click the «Contact Us» tab



- Click «Register On ARIBA Network», then «Something Else» and at the end click «Contact Us»



Contact ARIBA Support (3/3)

- Fill in all mandatory fields required in the section 1 and in the section 2.

The screenshot displays the 'Contact us' page on the ARIBA support portal. The page is divided into two main sections for user input and a sidebar for recommendations.

Section 1: Tell us what you need help with.

- Subject:** Register on Ariba Network
- Full description:** Affected items, expected results, etc.
- Attachment:** Includes a file upload button.
- Document or Event Number:** (Empty field)
- Company that invited you:** (Empty field)

Section 2: Please review your contact information for correctness:

- First name:** (Empty field)
- Last name:** (Empty field)
- Username:** (Empty field)

Recommendations* sidebar:

- Search bar
- How do I register on SAP Ariba Sourcing?
- How do I register a new account?
- Your company has already connected with this buyer company using a different account and Ariba Network ID (ANID) message
- Error: The username and password entered has already merged to another Ariba Sourcing user account
- How do I reset my password as a supplier?
- How can I register for the Ariba Network through a purchase order I received?
- What is Business Network?
- Supplier Management event emails are not being sent. How can we fix this?
- What is an AribaPay Merchant ID (APMID)?

A blue button labeled 'One last step' is located at the bottom right of the form area.

ARIBA Support will contact the supplier by phone.