1.3.2 Supplier Onboarding – Invited Supplier
1.3.2 Supplier Onboarding – Invited Supplier

Objectives of the Training Material

The objectives of the training is for the supplier, upon receipt of their “invitation to register” email, to be able to:

- Register in SAP ARIBA
- Complete the ITER Registration questionnaire

To enable further commercial activities with ITER Organization.

ITER Organization will only proceed with electronic tendering in 2022.
1.3.2 Supplier Onboarding – Invited Supplier

Before you start:

In order to complete your registration, you will need to upload the following mandatory documents:

- Proof of Address
- Proof of Incorporation / Registration
- Company Profile

You will also be able to upload the following (but not mandatory):

- Financial report
- Product / service catalog
1. What is ITER Organization new E-Procurement system?
2. How to register in Ariba upon receipt of my invitation email?
3. How to complete the Iter Organization registration Questionnaire
4. Need help?
1.3.2 Supplier Onboarding – Invited Supplier

**AGENDA**

1. **What is ITER Organization new E-Procurement system?**
2. How to register in Ariba upon receipt of my invitation email?
3. How to complete the Iter Organization registration Questionnaire
4. Need help?
1. What is ITER Organization new E-Procurement system?

ITER Organization has implemented SAP ARIBA solution for their procurement activities.

SAP ARIBA is a global leading network that allows Suppliers and Customers to run commercial activities.
1. What is ITER Organization new E-Procurement system?

Main benefits of using Ariba Networks for all the parties:

- **Collaborate immediately with all trading partners?**
  - Immediate access to online invoice creation tool
  - Automation and catalog posting for your buyers in <8 weeks

- **Turn paper into efficient electronic transactions?**
  - 75% faster deal closure
  - 75% order processing productivity gains via cXML
  - 80% increase in order accuracy through PunchOut

- **Catch errors and correct them – before they even happen?**
  - 64% reduction in manual intervention

- **Track invoice and payment status online in real time and accelerate receivables?**
  - 62% decrease in late payments
  - 68% improvement in reconciling payments

- **See opportunities you’re missing and have the ability to trade globally?**
  - 15% increase in customer retention
  - 30% growth in existing accounts
  - 35% growth in new business
1. What is ITER Organization new E-Procurement system?
2. **How to register in Ariba upon receipt of my invitation email?**
3. How to complete the Iter Organization registration Questionnaire
4. Need help?
2. How to register in Ariba upon receipt of my invitation email

You have received an email with subject: “Welcome to ITER Organization’s New E-Procurement System - I-PROC (SAP Ariba)“

Cannot find this email?
Check your SPAM folder
Check with your IT Security

Click on the link within the email to start the registration process:
First creating an account in Ariba Network

Have questions or need help? Please consult the "Supplier Registration Guide" available on IO Webpage: https://www.iter.org/proc/overview

or contact us by email to: ITER-Procurement@iter.org

You are receiving this email because your customer, ITER - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact ITER - TEST.
2. How to register in Ariba upon receipt of my invitation email

Click on Sign up button to start the registration of your Company on the Ariba Network.

If your Company holds an Ariba account, liaise with your Ariba Administrator before going any further.

Or create an account for immediate use and deal with your administrator later.
2. How to register in Ariba upon receipt of my invitation email

Create account
First, create an SAP Ariba supplier account, then complete questionnaires required by ITER.

Company information

1. section is general company information

Some fields will be pre-filled in, based on information from our database.

If any are either missing or not correct, please proceed with update.

Any field marked with a * (star) is a mandatory field. You will have to provide information there to progress your registration.
2. How to register in Ariba upon receipt of my invitation email

User account information

Email (used to contact you) is not modifiable as it is the key to link your account creation to ITER Ariba supplier account. This defines your login and password to Ariba. We recommend you use your email address as username.

2. Section defining your user account

Email: jimcarey@mail.fr
Username: jimcarey@mail.fr
Password: Enter Password
Repeat Password
Language: English

Email orders to: jimcarey@mail.fr

Iter Organization is now issuing their request for proposal via the Ariba network platform. Email notifications are sent whenever something occurs on the Network. Add here any contact from your company to be copied of those notifications.
2. How to register in Ariba upon receipt of my invitation email

Your registration in the Ariba Network will provide visibility for your company to all customers using this network.

Customer looking for potential suppliers use Ariba Discovery searching on “Product and Service Category”

This is where you will define your company supply activity (-ies).

Please note that this can be completed after creation but at least one category has to be selected.

Find the Right Sellers. For Any Project.
Access over 4M trading partners worldwide.

2. How to register in Ariba upon receipt of my invitation email

You can browse the classification starting from the highest level (segment) down to the lowest (Commodity).

Or, we recommended to better use the Search function that is an easier way to find your activity.

Based on UNSPC coding (United Nations Standard Product and Services Classification)
2. How to register in Ariba upon receipt of my invitation email

Simply type your product / service supply and hit search. It might be required to use different terms to find the relevant category pertaining to your scope of supply.

**TIP**: Use broad term and narrow down with more specific. 
Eg: type “Sport equipment” instead of “Golf Club” Then you can select the exact category

You can select the item(s) and click add. 
You can search again and add another set or product and service.
2. How to register in Ariba upon receipt of my invitation email

Tell us more about your business

This section defines where your company provides their services and/or is able to deliver their products.

If your company has no restriction and you do not want to miss any opportunity, select Global.

Click “Browse” to open selection menu
2. How to register in Ariba upon receipt of my invitation email

Tick the disclaimers

Click on account creation

CONGRATULATIONS
Your Ariba account is created!
2. How to register in Ariba upon receipt of my invitation email

You may come across this message upon creation. What does this mean?

That Ariba has identified potential existing account similar to the one you want to create.

You can check account(s) Ariba has identified or Skip review and proceed with new account creation.

If you review account and conclude that your Company holds an Ariba account, you will have to liaise with your Ariba Administrator before going any further (see next page).

Or create an account for immediate use and deal with your administrator later.

Click

CONGRATULATIONS
Your Ariba account is created!
2. How to register in Ariba upon receipt of my invitation email

If you have identified an existing account, you will have to contact your Account Administrator.

If no account matches or if you cannot access you administrator, you can create your account.

Click [Review accounts] to review accounts.

If a match is found, the details are displayed.

If no match is found, you can create your account.

CONGRATULATIONS Your Ariba account is created!
1.3.2 Supplier Onboarding – Invited Supplier

AGENDA

1. What is ITER Organization new E-Procurement system?
2. How to register in Ariba upon receipt of my invitation email?
3. **How to complete the Iter Organization registration Questionnaire**
4. Need help?
3. How to complete the IO registration Questionnaire

When connected, you will be landing on this main page

Make sure you are in the “Ariba Proposals and Questionnaires” section

Then select the Registration Questionnaire
3. How to complete the IO registration Questionnaire

If you have any question related to the content of the questionnaire, you can contact the Purchasing Responsible Officer using the integrated messaging system (each message is cc to sender & recipient(s) email account).

After endorsing the Code of Business conduct, you can proceed further with the completion of the registration questionnaire by selection “Submit Entire Response” button.
3. How to complete the IO registration Questionnaire

Any field marked with a * (star) is a mandatory field. You will have to provide information there to finalize your registration.

General Information and Addresses.

**Main address** is the address related to your company / Tax ID, in other words, the one to consider for any contractual document.

Discrete Title is the company usual name, could be an acronym for instance.

**egg: NASA is discrete title for “National Aeronautics and Space Administration »**
3. How to complete the IO registration Questionnaire

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondance address</td>
<td>Correspondance address is where and how we can reach our main contact (i.e., you)</td>
</tr>
<tr>
<td>2.6 Country code (main and mobile telephone numbers)</td>
<td>You have to select the country code for the phone number (landline or cellphone) from the drop down country code list</td>
</tr>
<tr>
<td>2.7 Main telephone number</td>
<td>Then you can complete the phone details:</td>
</tr>
<tr>
<td>- Do not put the country calling code (i.e., 00XX) in front of your number.</td>
<td></td>
</tr>
<tr>
<td>- Use only a series of numbers (no separator such as ; , - _.)</td>
<td></td>
</tr>
<tr>
<td>Eg: French number, Country code is FR</td>
<td></td>
</tr>
<tr>
<td>Phone number: 123456789</td>
<td></td>
</tr>
<tr>
<td>2.8 Warehouse Address</td>
<td>Then you can further complete your business address in 2.8 &amp; 2.9</td>
</tr>
<tr>
<td>2.9 Production Facility Address</td>
<td></td>
</tr>
</tbody>
</table>
3. How to complete the IO registration Questionnaire

Specify here if you are supplying PIC component (under nuclear safety regulation)

Since you are processing this form following the receipt of an invitation email, please select the appropriate value.

Please specify here the type of activity you are mainly providing. You can select several values, provided those are significant in your activity.
3. How to complete the IO registration Questionnaire

Please specify here your agreement with our standard payment term.

Please specify your trading currency. If you manage several currencies, please note that Iter Organization is preferably dealing in Euros.

Please specify the standard incoterm you consider in your offers. This is indicative only and will not prevent Iter Organization to specify in its Request For Proposal any of those incoterm if need be.

Select here the scope you consider to be able to supply to Iter Organization. Ref. to page 13 of this presentation on how to select UNSPC.

UNSPC selected in Ariba registration is what you want to offer to the whole market. UNSPC selected in Iter Questionnaire is what you want to offer the Iter Organisation. It can be similar.
3. How to complete the IO registration Questionnaire

Select the country where your company is registered. It will open the specific registration options for your country.

- For French supplier: SIREN number
- For UK supplier:
  - National Insurance Number
  - Company Registration Number
  - Unique Tax Reference

If you still have an error message on 4.1 Tax Number, please put “EU” as sole value.
3. How to complete the IO registration Questionnaire

You can complete financial and staff information

Attach at minimum the mandatory documents required.

Complete with any comment or document.

Then hit Submit

CONGRATULATIONS
Your ITER account is created!
3. How to complete the IO registration Questionnaire

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Initial Email invitation to register</td>
</tr>
<tr>
<td>2.</td>
<td>Confirmation email once you have register on Ariba Network</td>
</tr>
<tr>
<td>3.</td>
<td>Confirmation of receipt after completing Iter questionnaire</td>
</tr>
<tr>
<td>4.</td>
<td>Confirmation emails from Iter Organization that your questionnaire has been reviewed &amp; accepted</td>
</tr>
</tbody>
</table>

**Emails you will receive from Ariba System:**

- **Initial Email invitation to register**
- **Confirmation email once you have register on Ariba Network**
- **Confirmation of receipt after completing Iter questionnaire**
- **Confirmation emails from Iter Organization that your questionnaire has been reviewed & accepted**

**Example of an email received as copy of response to internal messaging communication (ref p22):**

Ensure those addresses are not banned:
Check your SPAM folder and with your IT Security
1.3.2 Supplier Onboarding – Invited Supplier

AGENDA

1. What is ITER Organization new E-Procurement system?
2. How to register in Ariba upon receipt of my invitation email?
3. How to complete the Iter Organization registration Questionnaire
4. Need help?
4. Need help?

- Technical Supplier support to Ariba registration is available in various languages here:
  
  https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

- SAP Ariba online video training on account creation and management:
  
  https://sapvideoa35699dc5.hana.onDemand.com/?entry_id=1_5cifob4w

- Any business related questions, please contact: ITER-Procurement@iter.org

- Or visit our webpage: https://www.iter.org/fr/proc/overview