# SAP Ariba SLP Training Manual for India Suppliers

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# Learning Objectives

1. Introduction to Lupin Supplier Registration Process
2. Understand how to register on Ariba Network
3. Understand how to fill Lupin registration forms

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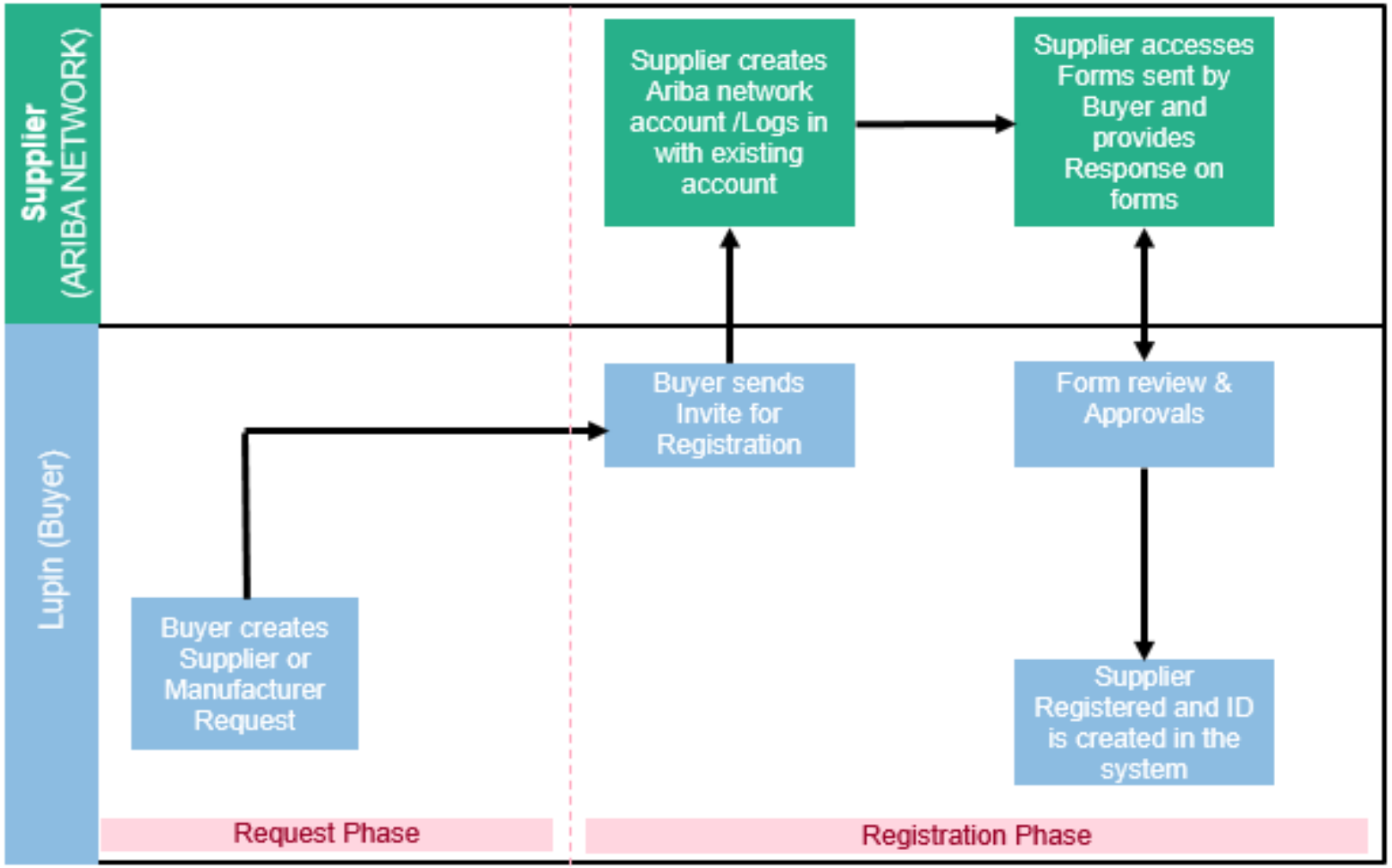
# Introduction to Lupin Supplier Registration Process



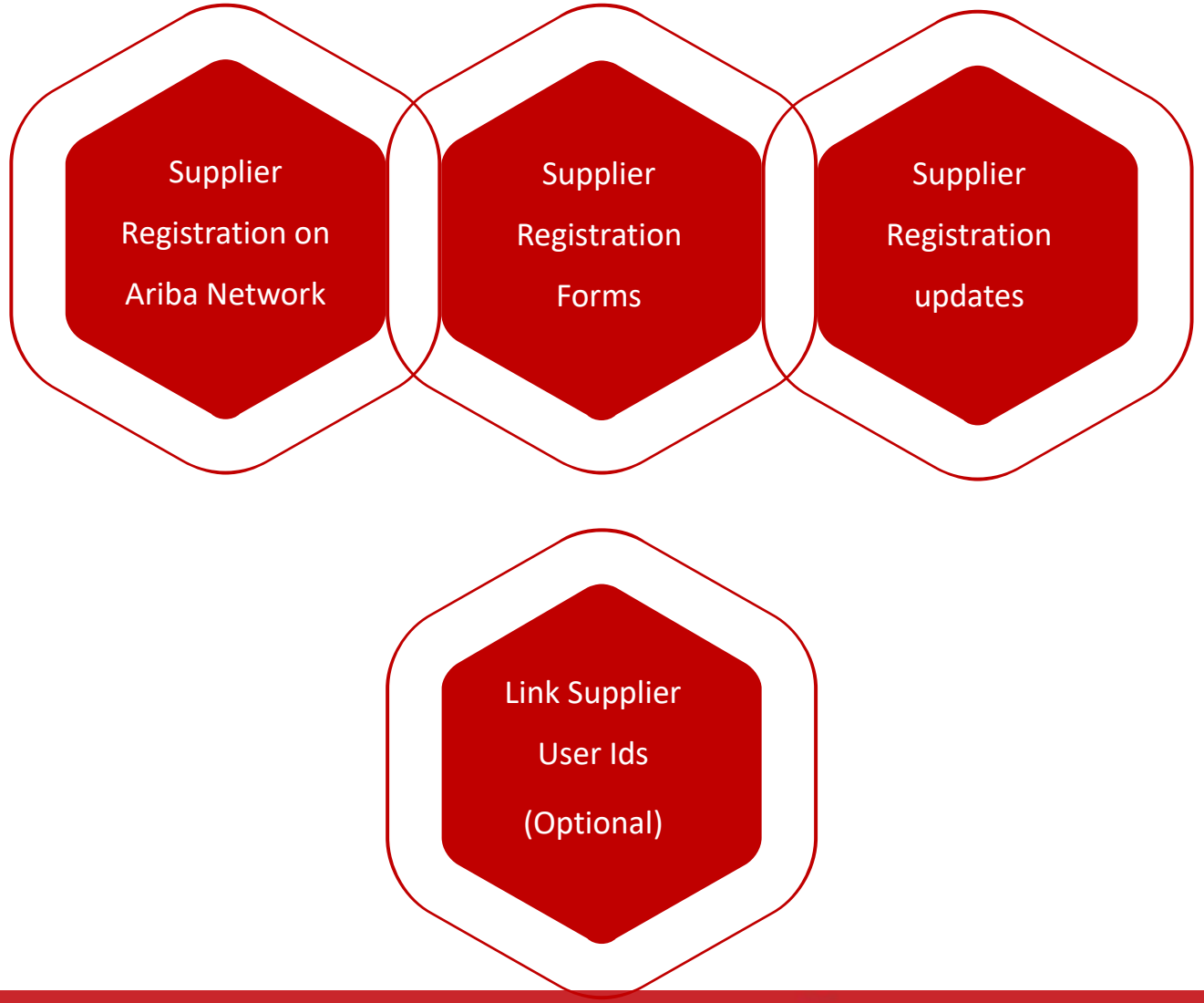

Lupin has implemented SAP Ariba Supplier Lifecycle and Performance (SLP).

Sap Ariba SLP is a solution with a set of linked processes for managing suppliers from on boarding to qualification to preferred supplier management to disqualification.

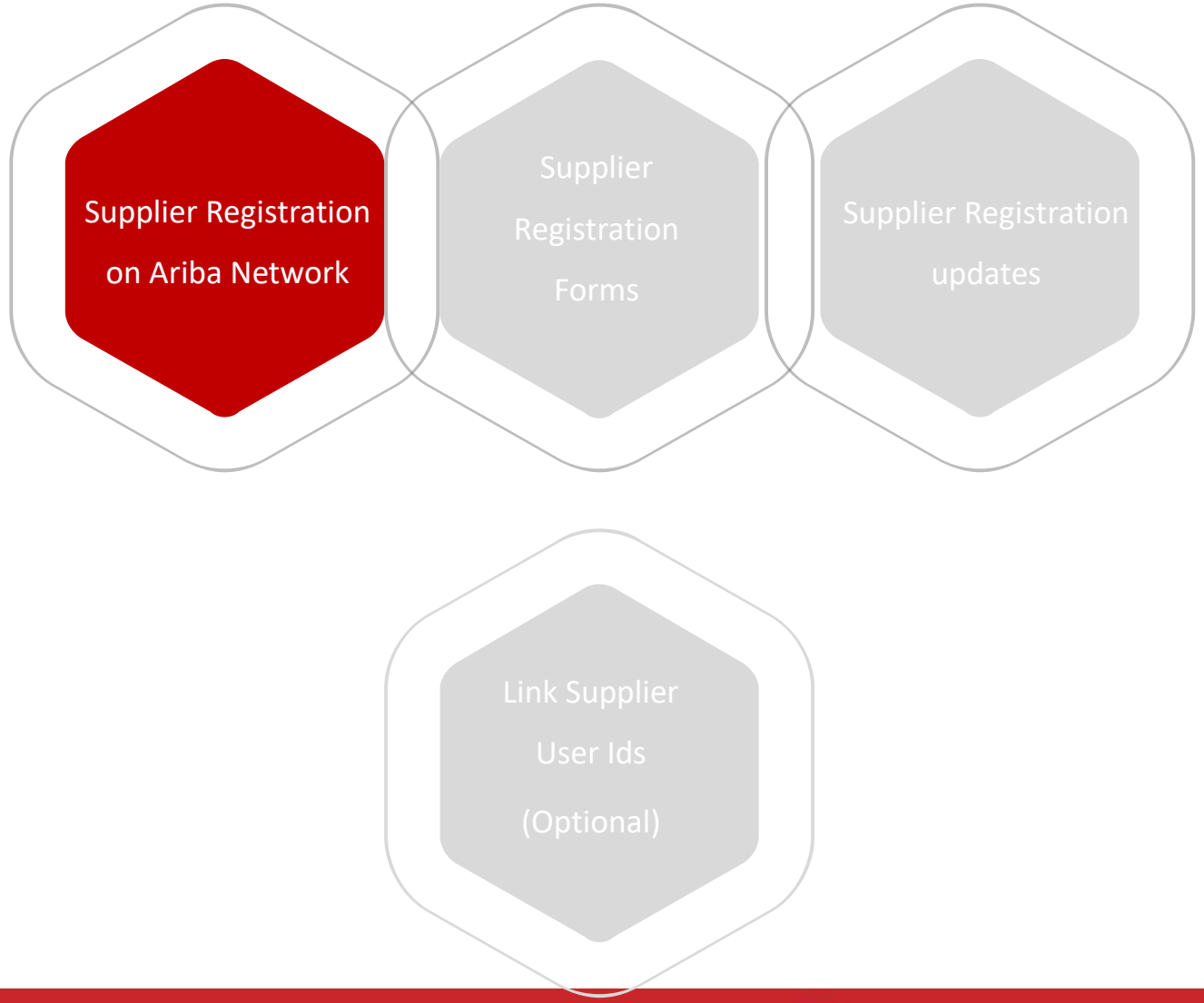
Lupin Buyer initiates the Supplier Request and invites Supplier for registration on Ariba Network by sending the Supplier Registration forms.

Supplier accesses Ariba Network, fills and submits the registration. After review and approval of forms, supplier is registered at Lupin.

# Training Modules



# Training Modules



# Invitation to become Supplier with Lupin

**Register as a supplier with Lupin Limited - TEST**

Hello!

isha.taneja has invited you to register to become a supplier with Lupin Limited - TEST. Start by creating an account with Ariba Network. It's free.

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

*Kindly Note the following before clicking on the link below:*
*1. If you are not responsible or the intended recipient in the Organisation for filling out the details, kindly forwa*
*2. Kindly double check if your organisation already has an account on Ariba Network, if so, please click on 'L*
*displayed after you click on the link below.*

Click Here to create account now

If you have questions about this invitation, kindly contact isha.taneja via e-mail at

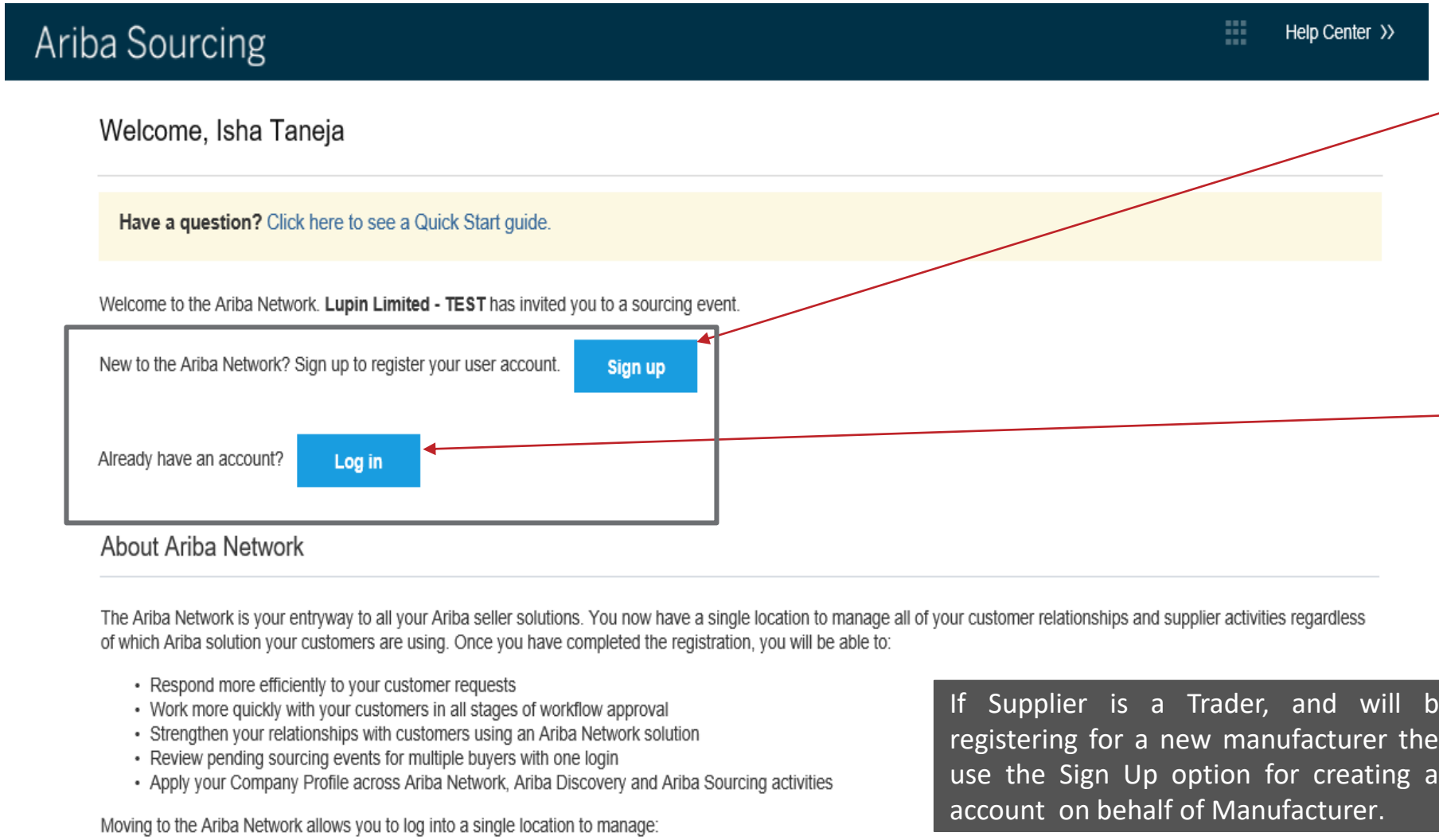
We look forward to working with you!

Thank You,

1. Invitation Email is Received by the Supplier to register with Lupin.
2. "Click here" to create account on Ariba Network

Forward the email to the required recipient, who is responsible for creating supplier account and filling the registration questionnaire on behalf of the supplier.
(Examples:
1) If Trader will be registering for a new manufacturer then email can also be forwarded to manufacturer contact if required.
2) For Doctor's account creation, email can be forwarded to the medical Representative working with the doctor and can fill the Lupin registration forms on behalf of the doctor).

# Ariba Network Log In/Sign Up Page




1. If the supplier is new to Ariba Network, then the supplier needs to "Sign up" on the Ariba Network by filling the basic details of the company.

2. If the supplier is already registered on the Ariba Network, then the supplier can directly "Log In" with the existing credentials.

If Supplier is a Trader, and will be registering for a new manufacturer then use the Sign Up option for creating an account on behalf of Manufacturer.

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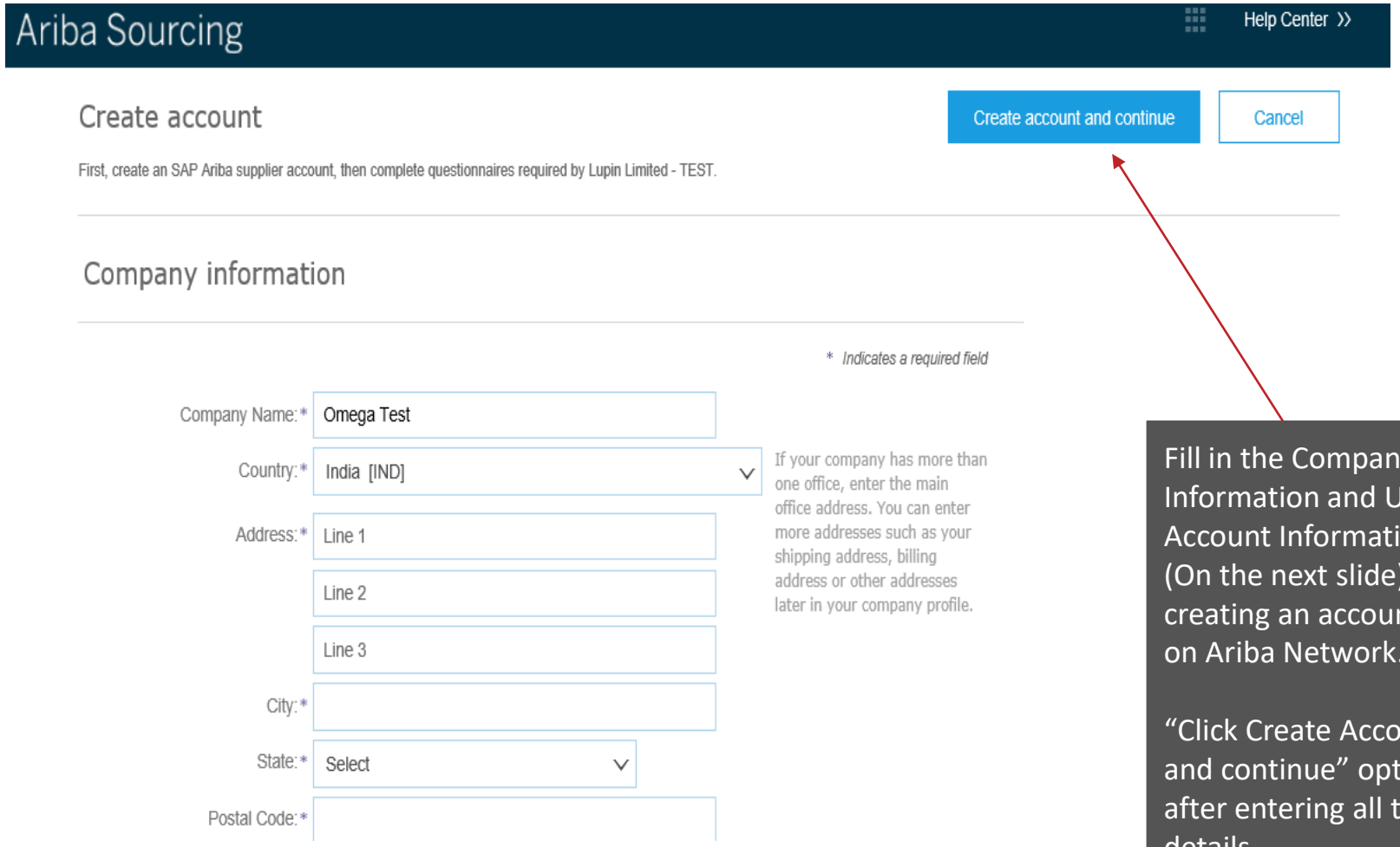
# Ariba Network Sign Up Page – Company Information




Fill in the Company Information and User Account Information (On the next slide) for creating an account on Ariba Network.

"Click Create Account and continue" option after entering all the details

Fill the Mandatory Details to create profile on Ariba Network (e.g. Details are provided to create a login Id for gmail)-

Company Name :
Country :
Address :
City :
State :
Postal Code :

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# Ariba Network Sign Up Page – User Account Information

## User account information

* Indicates a required field

Name: * Om EGAS

Email: * ishataneja@lupin.com

Use my email as my username

Username: * testemail@omega.com

Password: * ••••••••••••

••••••••••••

Language: English

Email orders to: * testemail@omega.com

SAP Ariba Privacy Statement

Must be in e

Must contai numbers.

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

Customers may send you 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.

Make a note of this information as Username and Password to be used to Login to Ariba Network.

## Tell us more about your business ▸

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.

☑ I have read and agree to the Terms of Use

☑ I have read and agree to the SAP Ariba Privacy Statement

Fill the Mandatory Details -
Name :
Email Id :
Password :
Email Orders to :

Tick the Check boxes for -
Terms of Use
SAP Ariba Privacy Statement

# Welcome Mail from Ariba Network Post Registration

**Welcome to the Ariba Commerce Cloud**

Your registration process on the Ariba Commerce Cloud for Omega Test is now complete.

Your organization's account ID: **AN01431816922-T**

Your username: **testemail@omega.com**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

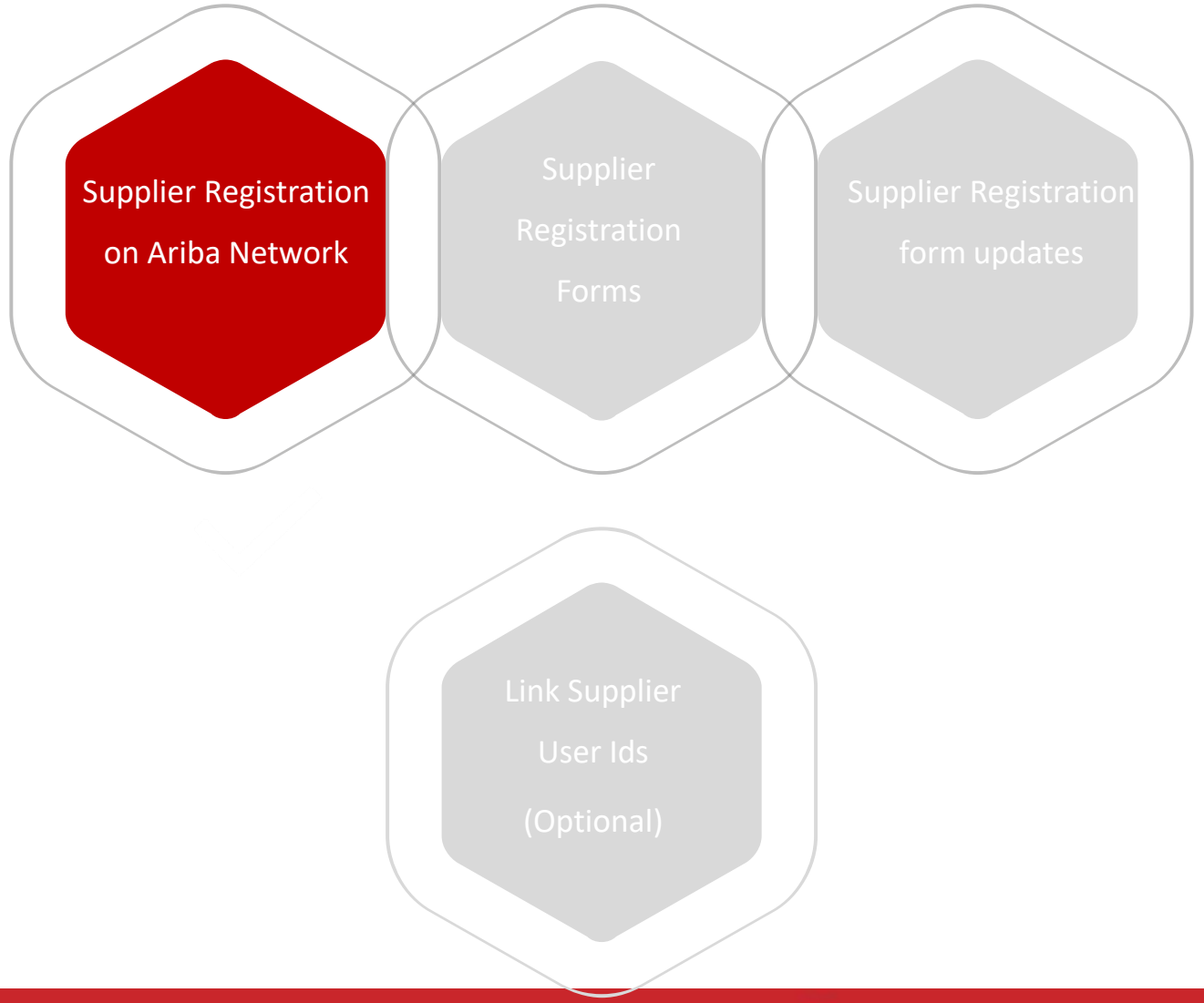
If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

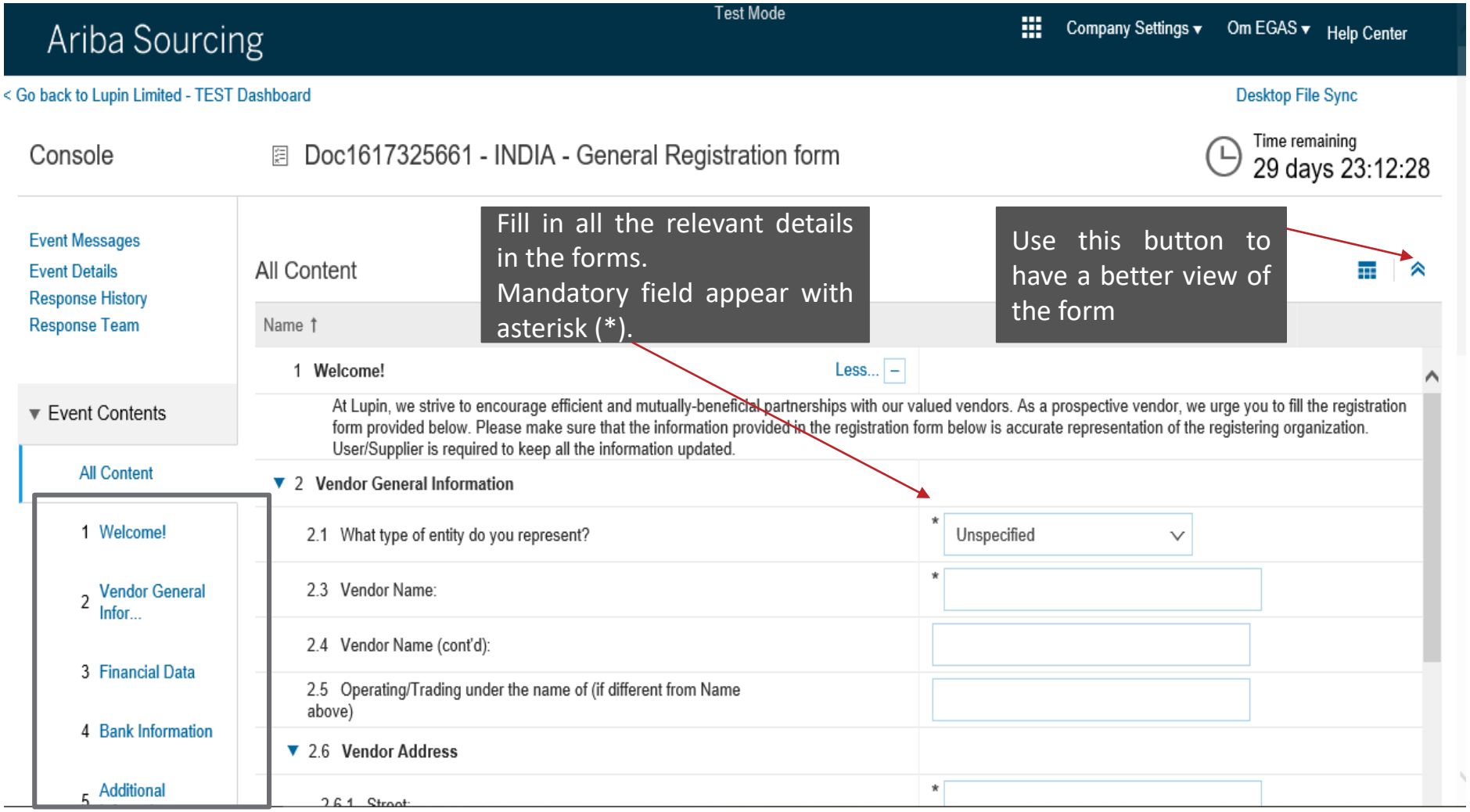
Email received by supplier representative after submitting the sign up information.

# Training Modules



# Training Modules

# Lupin Supplier Registration Form




"INDIA- General Registration Form" is sent by Lupin Buyer to register for all suppliers.

**Note:** Lupin Buyer sends separate form "INDIA – MNFR Registration form" for Manufacturer registration and qualification after the "Main supplier Account" is created by filling in General Registration Form.

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# Lupin Supplier Registration Form

number>) e.g. (022 259178)

| | | |
|---|---|---|
| 2.10 | Second Telephone Number: | |
| 2.11 | Fax Number: | |
| 2.12 | Telex Number: | |
| 2.13 | Accounts Department's Email Id: | * |
| 2.14 | Key Sales Person's Email Id: | |
| 2.15 | Alternate Email Id: | |
| 2.16 | Vendor Type: | * Unspecified |
| 2.17 | Please specify the categories to be supplied to Lupin | * ☐ Goods ☐ Goods and/or Services |
| 2.24 | Preferred language for communication: | [EN] English |

(*) indicates a required field

Submit Entire Response | Save | Compose Message | Excel Import

Click on "Compose Message" button for any clarifications needed from Buyer side. This will send message to Buyer via email.

Click on "Save" if response needs to be submitted later.

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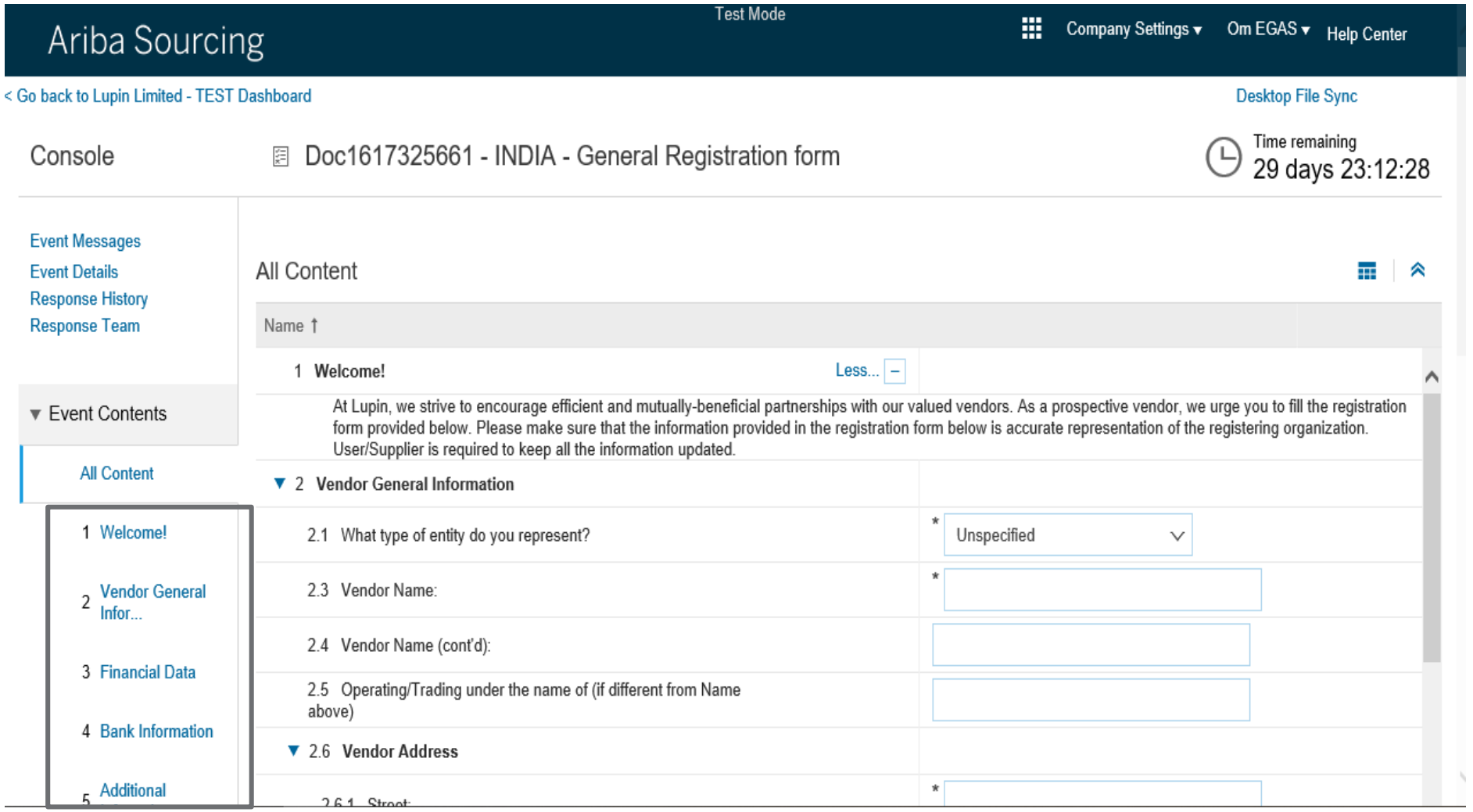
# Lupin Supplier Registration Form




Fill in all the sections on the form with relevant information ( Name, Address, Contact Details, Financial/Tax Information, Bank Information etc.)

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# Supplier Registration Form – Financial Data

▼ 3 Financial Data — Less... –

***Note 1:*** *Please attach a declaration from the PAN card holder if the Vendor Name provided in the above question does not match with the name on PAN card*

***Note 2:*** *Kindly make sure that the GST No. is in accordance with the format provided by the Government of India. In case of a query please visit* https://www.gst.gov.in/
*As an example, if the Pan no. provided is AAAAA0000A and the state code is 99 then your GST no, must include the state code followed by the PAN no. followed by last 3 alphanumeric characters. E.g 99AAAAA0000AB12*

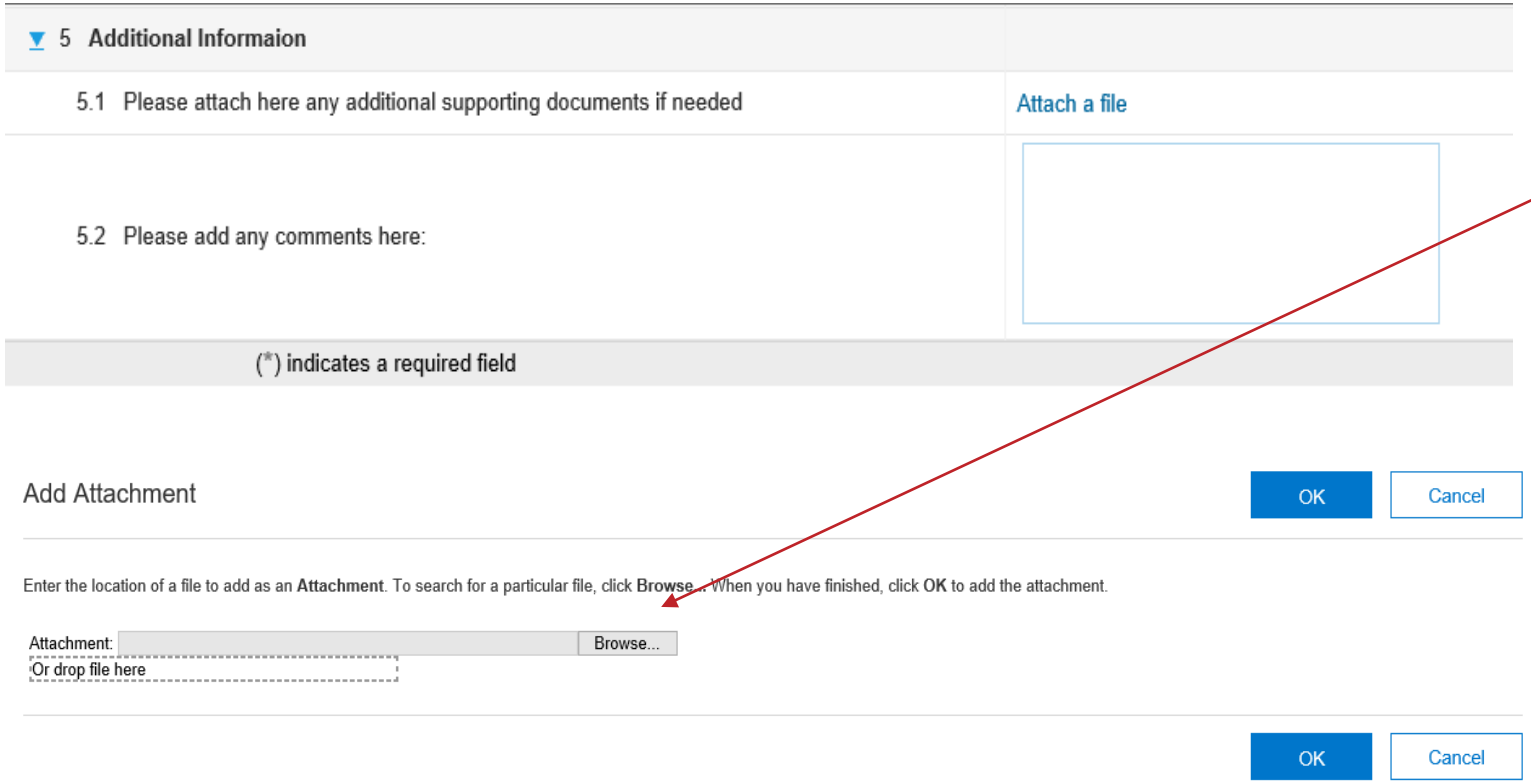
| | |
|---|---|
| 3.1 Do you hold PAN (Permanent Account Number) allotted by Indian Government Authority? | * Yes |
| 3.2 Enter PAN (Permanent Account Number): | * |
| 3.6 Upload scanned copy of PAN card *(Please refer the reference attachment for upload format)* | *Attach a file |
| 3.7 GST Vendor Classification | * [0] - Not Registered |
| 3.12 Enter GST Number | |
| 3.14 Attach Scanned Copy of GST | Attach a file |

Enter required Financial information and provide clear scanned copies as attachments

1. PAN Number
2. Scanned copy of PAN card
3. GST Number
4. Attach Scanned copy of GST

# Supplier Registration Form - Certificate Declaration

To attach a file:




Add Attachment by clicking on "Attach a file" and browse to the required location of the file to upload.
(System supports attachments of Size Up to : 100 MB)

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# Supplier Registration Form – Certificate Declaration

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a *More*

Certificate Type:

Issuer:

Year of publication:

Certificate Number:

Certificate Location:

Effective Date:

Expiration Date:

Attachment: Browse...

Or drop file here

Description:

Give your valid responses in Certification Declaration section (e.g. MSMED certificate/No P.E. certificate etc.).

Certificate scanned copy can be attached from here.

# Supplier Registration Form – Bank Information

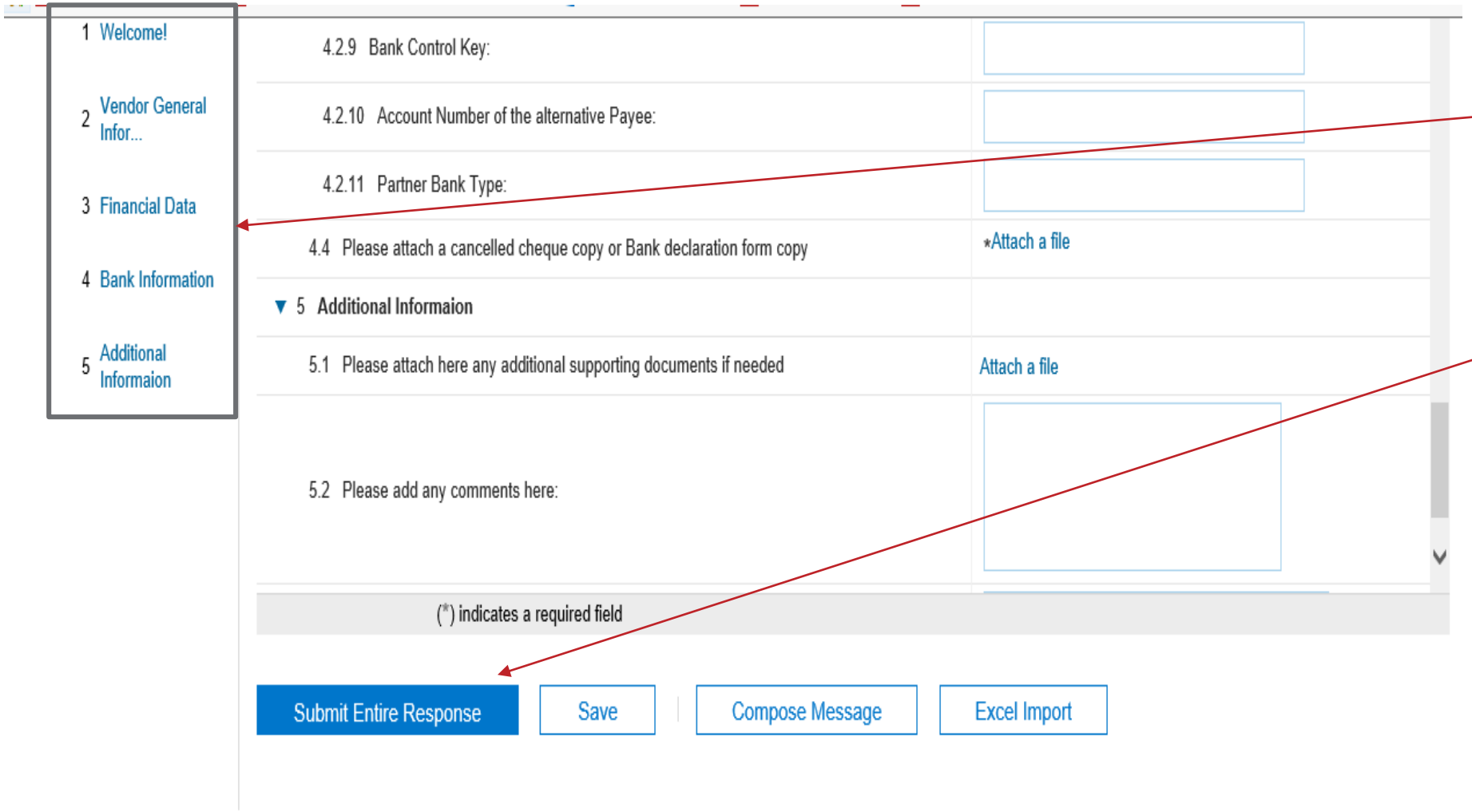
| | |
|---|---|
| 4.2.3 IFSC Code: | * |
| 4.2.4 Name of the bank: | * |
| 4.2.5 House Number and Street: | * |
| 4.2.6 Bank Number: | * |
| 4.2.7 Account Holder Name: | * |
| 4.2.8 Bank Account Number: | * |
| 4.2.9 Bank Control Key: | |
| 4.2.10 Account Number of the alternative Payee: | |
| 4.2.11 Partner Bank Type: | |
| 4.4 Please attach a cancelled cheque copy or Bank declaration form copy | *Attach a file |

Enter the following Mandatory Field in Bank Information Section –

1. IFSC Code
2. Name of Bank :
3. House Number and Street
4. Bank Number
5. Account Holder Name
6. Bank Account Number

Attach a scanned copy of cancelled cheque or Bank declaration form so that given bank details can be verified by Lupin.

# Lupin Supplier Registration Form Submission

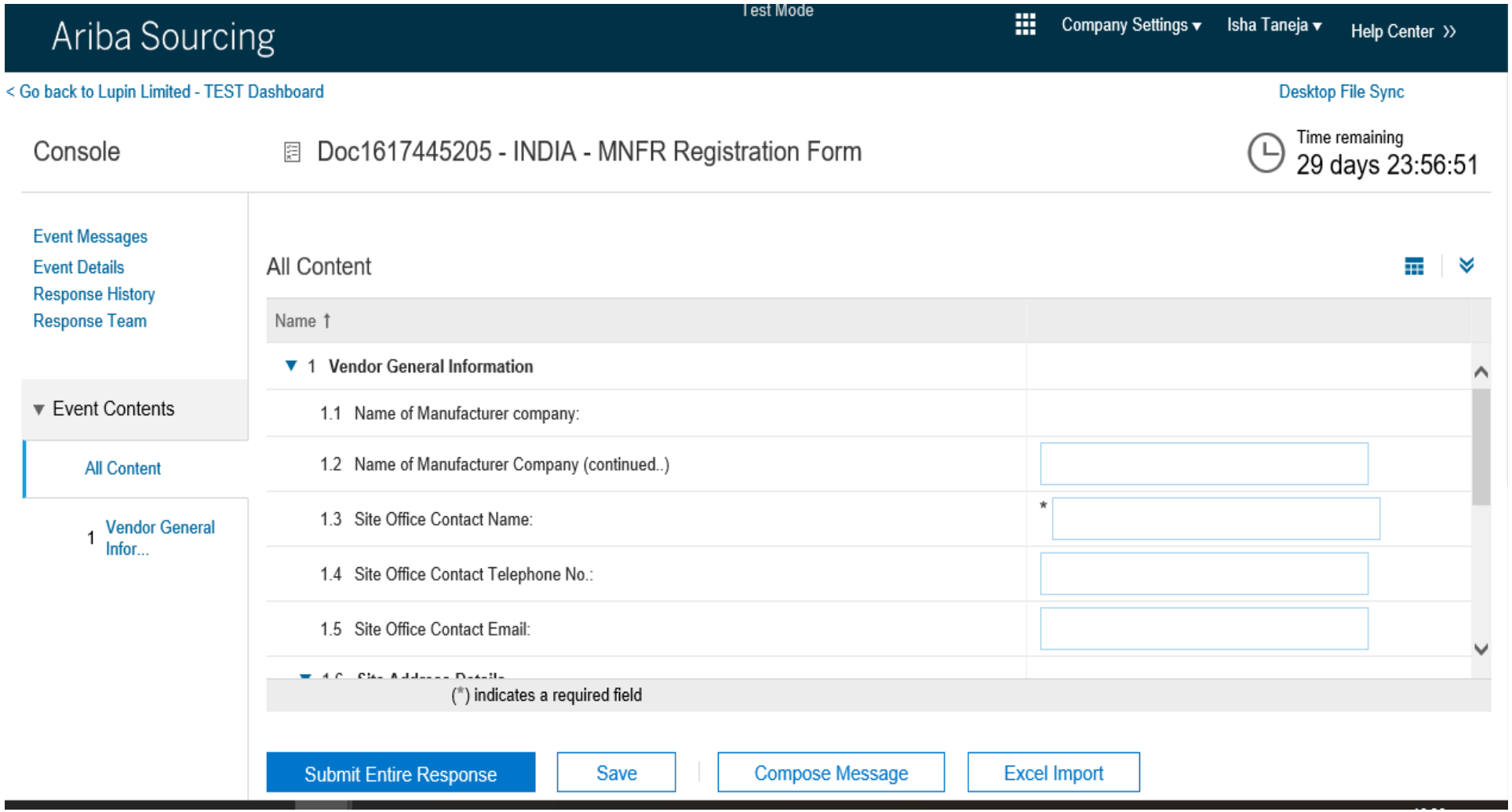



The response can be submitted after filling all the details requested in the given sections.

Click on “Submit Entire Response” to submit the details to Lupin.

Click on “Save” if response needs to be submitted later.

# Lupin Manufacturer Registration Form




"INDIA – MNFR Registration form"(Only for Manufacturers) is used for registration of Manufacturers.

**Note**: Lupin Buyer sends separate form for Manufacturer registration and qualification after the "Main supplier Account" is created

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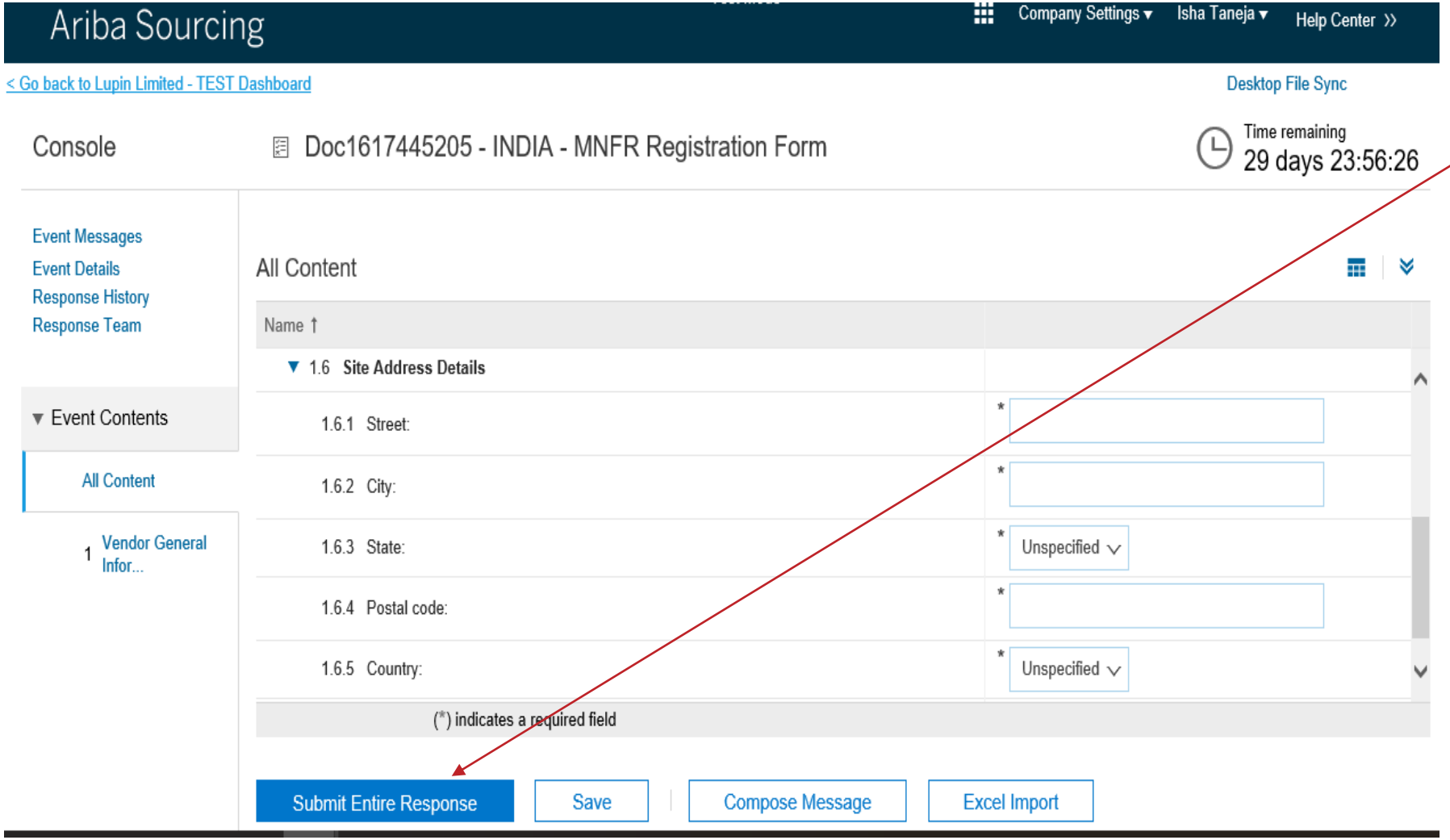
# Lupin Manufacturer Registration Form




Click on "Submit Entire Response" after filling up all the details.

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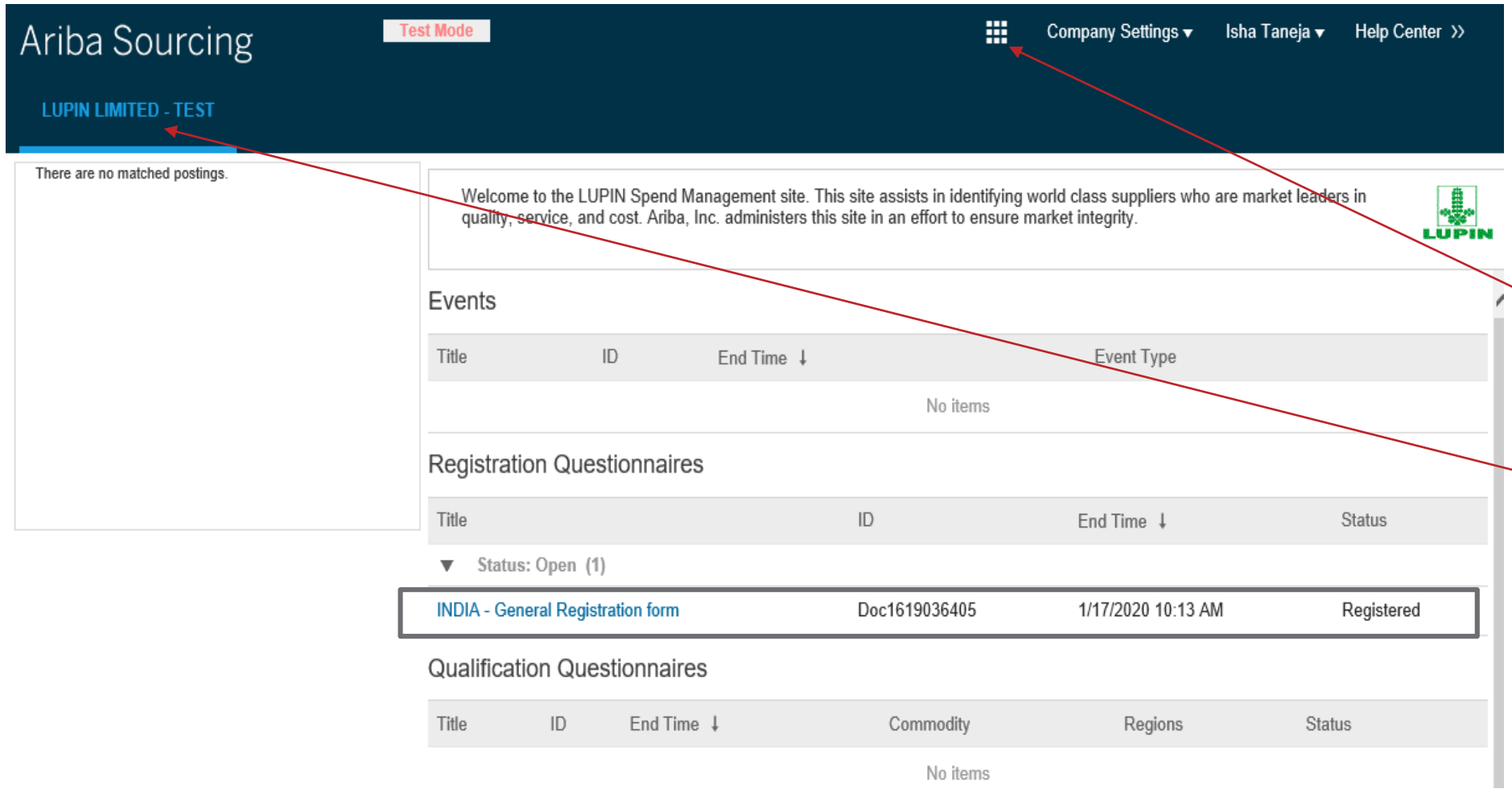
# Training Modules

# Training Modules

# Registration form updates




After Supplier is Registered with Lupin and needs to update his profile for Lupin. Supplier user can login to Ariba Network (https://service.ariba.com/Supplier.aw/ )using User/Password created earlier.

Already filled forms can be seen from Proposals link by clicking on the Square box beside Company Settings.

OR

Go to Lupin Limited tab and find the form already submitted to Lupin. Click on the form.

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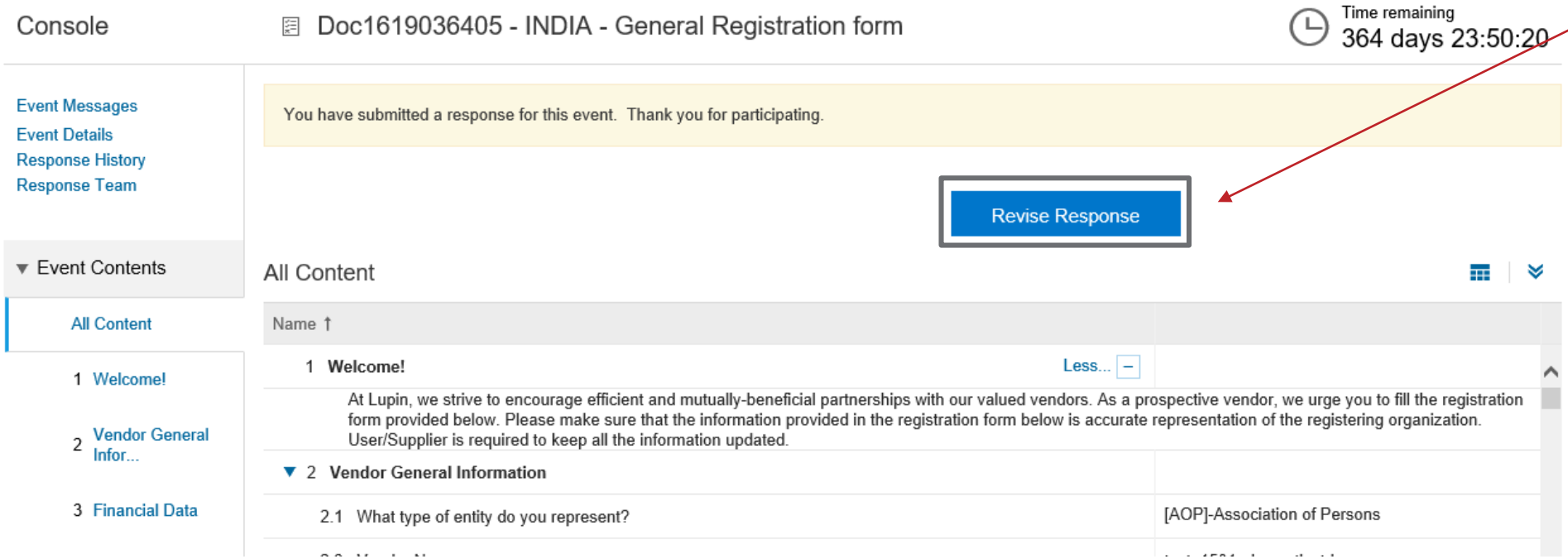
# Registration form updates




Click on Revise Response to update any section/fields on the form.

Note that “Revise Response” button is visible only when the previous response was Approved by the Buyer and Supplier was successfully registered in Lupin Sap Ariba SLP system.

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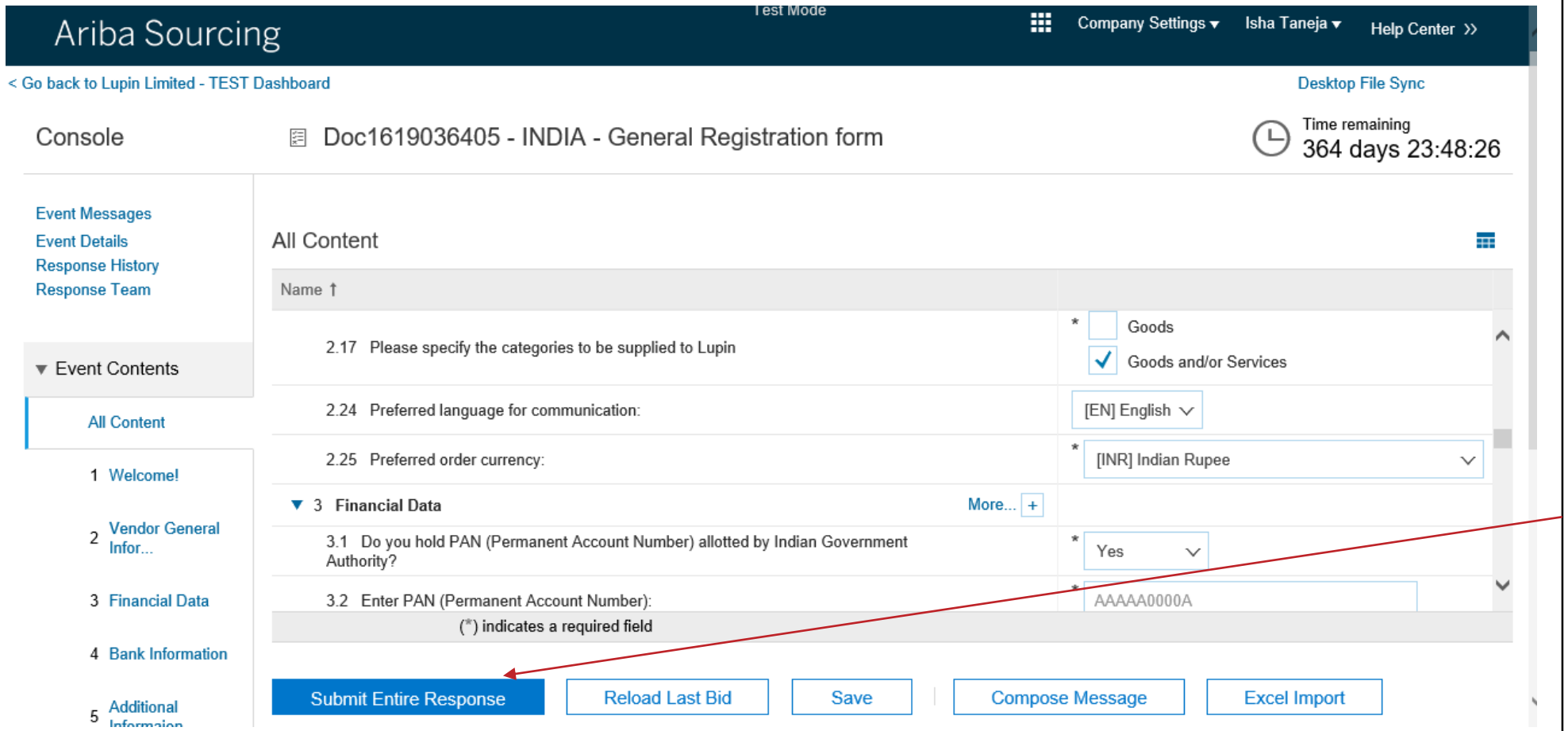
# Registration form updates




Update the required information on the fields, upload new certificates or attachments etc. as needed.

Use “Compose Message” button to send any message/question to Lupin Buyer.

Use “Save” button to save the changes on the form until it is ready for submission.

Click on “Submit Entire Response” to send the updates to Lupin Buyer.

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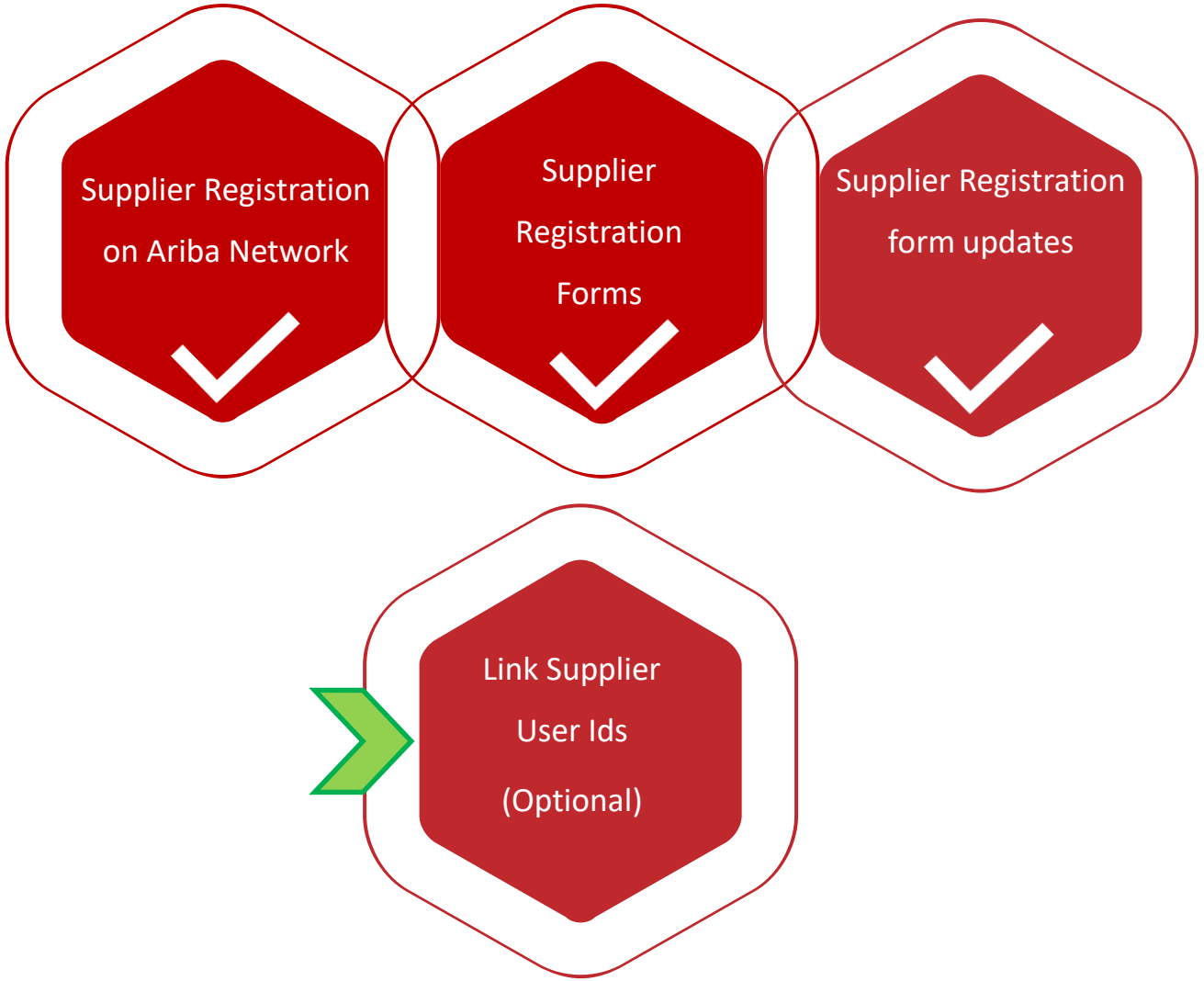
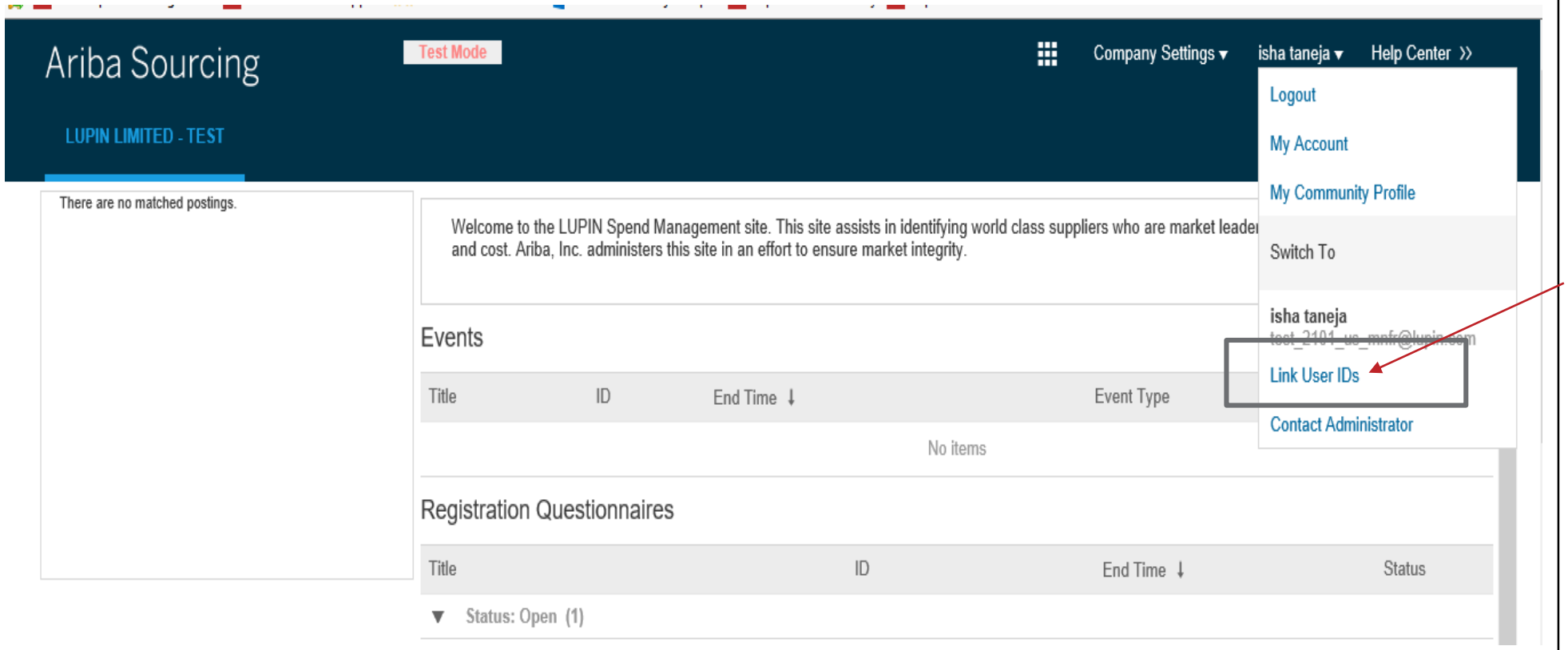
# Training Modules

# Training Modules



# Link Supplier User Ids




If a trader/Supplier wants to link the two individual user ids (say created for registration of different Manufacturing locations at Lupin), then can be done via "Link User IDs" option.

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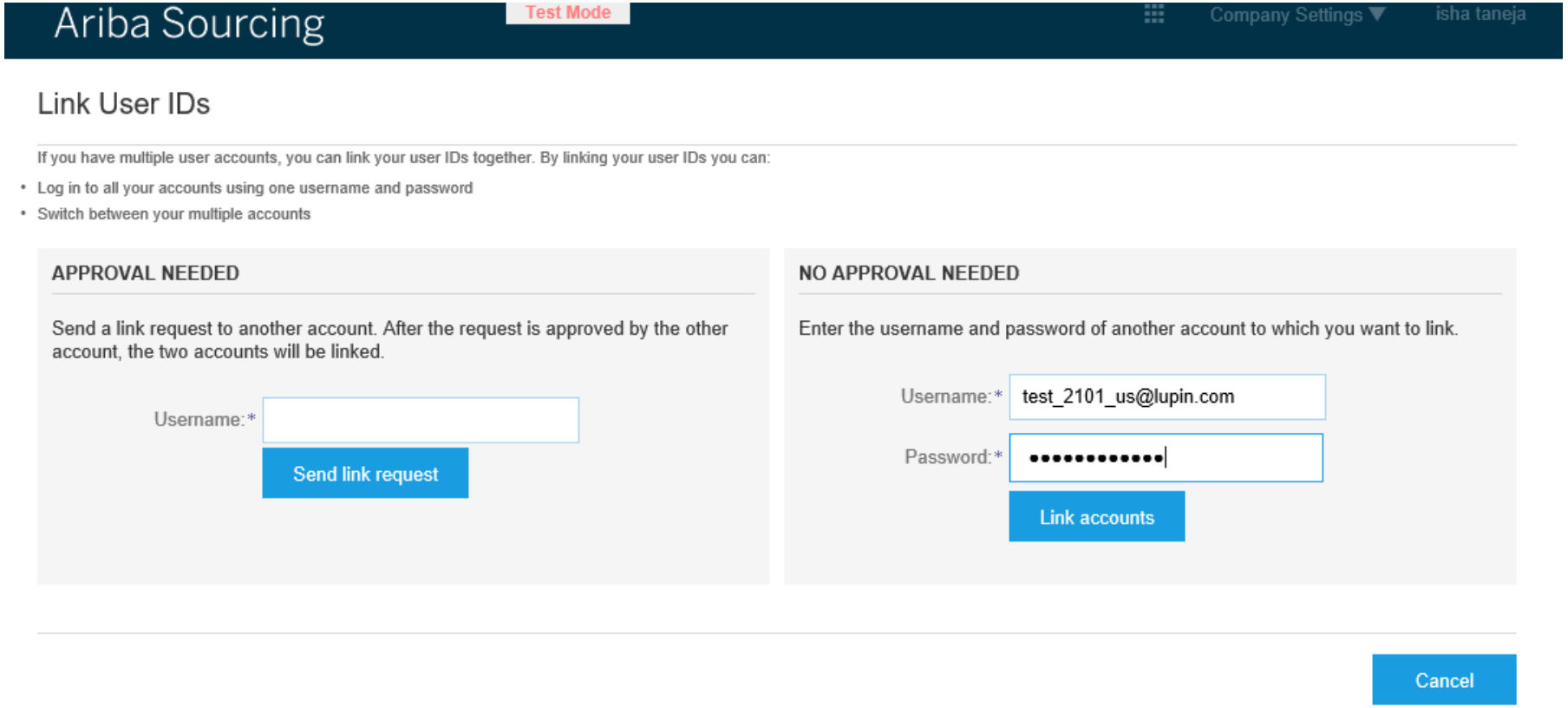
# Link Supplier User Ids




If Password of the other Ariba Network account is known, then use "NO APPROVAL NEEDED" option. Else use "APPROVAL NEEDED" option.

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# Training Modules

Thankyou !