

Supplier self-registration in SAP Ariba Yandex



Moscow — 2021

Revision history

Date	Version	Comment
17.05.2021	1.0	Document created

Contents

1. Definitions, designations, abbreviations.....	4
2. Technical requirements	5
3. Supplier self-registration	6
3.1. Filling out the Supplier self-registration request form.....	7
3.1.1. "General information about the supplier" section.....	7
3.1.2. "Contact information" section	12
3.1.3. "Bank details" section.....	13
3.1.4. "Additional information" section.....	14
3.1.5. Sending the Supplier self-registration request form.....	15
3.2. Registering in the Ariba Network	16
3.2.1. Logging in with an existing account.....	18
3.2.2. Registering a new account	18
4. Editing the data in the Supplier registration questionnaire	24

1. Definitions, designations, abbreviations

Term	Definition
SAP Ariba Yandex	Yandex internal procurement system run on SAP Ariba. The system is designed for creating procurement processes and communicating with suppliers
Ariba Network	Electronic platform for suppliers. On their account dashboard, the supplier can manage their registration data, take part in procurement processes (by submitting bids), and communicate with the Yandex procurement manager
Procurement process	The process of finding and selecting a supplier to provide services or supply materials
Supplier self-registration request form	A form where suppliers submit requests to begin interacting with Yandex in SAP Ariba Yandex
Supplier registration questionnaire	A form for collecting and storing registration data about the supplier company
INN (TIN)	Taxpayer identification number. A digital code used to register taxpayers in the Russian Federation
KPP	Tax registration reason code
OKPO	Russian National Nomenclator of Businesses and Organizations
DUNS	The registry of property rights for the unique identification of businesses, created and maintained by an American company Dun & Bradstreet (D&B) , commonly known as the DUNS registry

2. Technical requirements

The following browser versions are recommended for working in Ariba Network:

- Microsoft Edge (32-bit)
- Chrome 54+ (64-bit)
- Mozilla Firefox 49+ (64-bit)
- Safari 9+ (64-bit)
- Mozilla Firefox 17+
- Safari 5
- The mobile version of Safari for iPad (iOS 6 and higher).

For up-to-date information about supported browsers, see the [login page](#) of the Ariba Network (Figure 1).

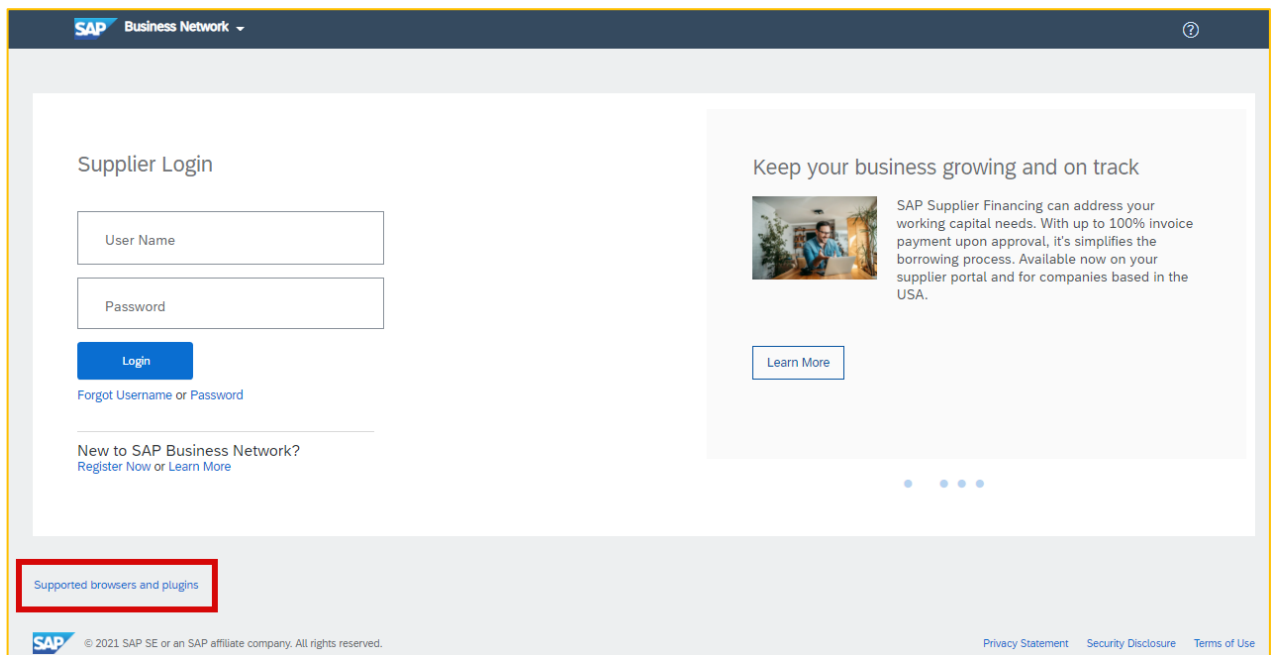


Figure 1

To determine your browser version, consult the documentation provided by the browser developer.

Before getting started with the Ariba Network, it's recommended that you delete temporary internet files, cookies, the cache, and the browsing history in your browser to avoid errors.

3. Supplier self-registration

To cooperate with Yandex via the Ariba Network, please submit a request for registration in SAP Ariba Yandex. You will then be notified by email to create an account in the Ariba Network.



If you already have a supplier account in the Ariba Network, you won't have to create it again.

Fill out the Supplier self-registration request form and wait for an email indicating the next steps.

After you register in SAP Ariba Yandex and the Ariba Network, you'll be able to edit the registration data about the supplier company. You will also be able to participate in Yandex procurement processes run in the Ariba Network.

At the first stage, proceed to fill out the Supplier self-registration request form. The form is available at [link](#). The Supplier self-registration request form will open in the browser window (Figure 2).

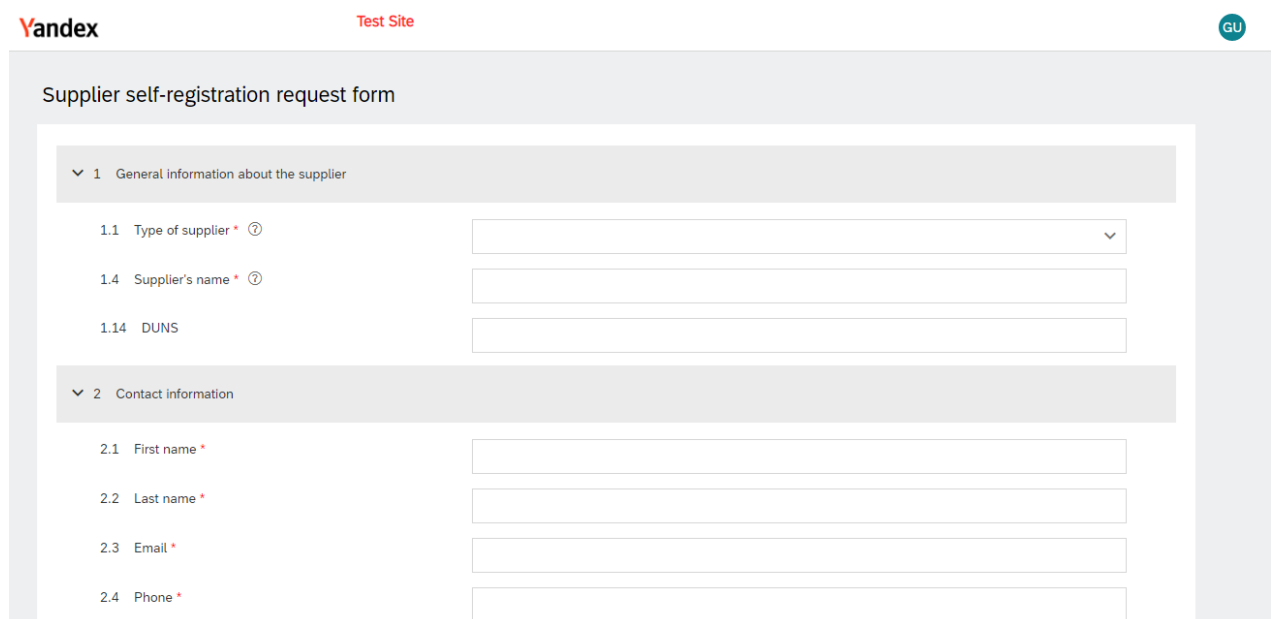
The screenshot shows a web browser window with the Yandex logo in the top left and a 'Test Site' label in the top center. The main content area is titled 'Supplier self-registration request form'. It contains two sections: '1 General information about the supplier' and '2 Contact information'. Section 1 includes fields for '1.1 Type of supplier' (a dropdown menu), '1.4 Supplier's name' (a text input), and '1.14 DUNS' (a text input). Section 2 includes fields for '2.1 First name', '2.2 Last name', '2.3 Email', and '2.4 Phone', all of which are text input fields. Each field has a red asterisk indicating it is required.

Figure 2

If the link fails to open, copy the following link into the browser address bar:
<https://sl-ru.ariba.com/Sourcing/Main/ad/selfRegistration?realm=yandex>.

3.1. Filling out the Supplier self-registration request form

The Supplier self-registration request form consists of four sections. To send a request, fill in all the required fields. These fields are labeled with an asterisk (*). There are hints next to questions. You can click on the question mark symbol (?) to read the rules for filling out the form, and other important comments that might be useful when responding to questions on the form.

3.1.1. "General information about the supplier" section

The "General information about the supplier" section includes basic questions about the supplier and their contact details (Figure 3).

1. General information about the supplier

1.1 Type of supplier * ⓘ Юридическое лицо [COMPANY]

1.2 Who is registered * main legal entity

1.3 Supplier's country of registration *

1.4 Supplier's name * ⓘ

1.6 Supplier's name (in the local language) * ⓘ

1.7 Do you provide electronic services in the territory of the Russian Federation? * ☐ Yes ☐ No

1.11 Taxpayer identification number (VAT, TIN, UNP, BIN, other) * ⓘ

1.12 Supplier's place of business (legal address) * ⓘ

Street *

Line 2

Line 3

City * Postal Code *

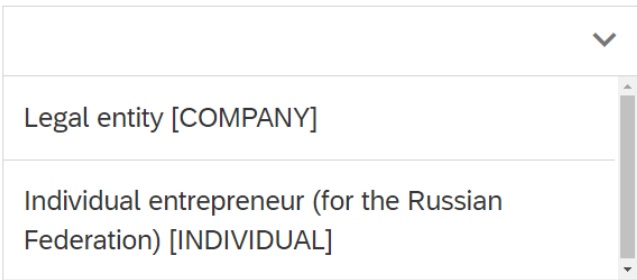
Country *

1.14 DUNS

Figure 3

The questions in the request form and the basic rules on how to respond to them are listed in Table 1.

Table 1

No.	Question	Mandatory	Description
1.1	Type of supplier	Yes	Select from a drop-down list 
1.2	Who is registered	Yes	Select from a drop-down list

No.	Question	Mandatory	Description
			<div> <div>▼</div> <div>main legal entity</div> <div>separate business unit (SBU)</div> <div>▼</div> </div>
1.3	Supplier's country of registration	Yes	<p>Select from a drop-down list</p> <div> <div>▼</div> <div>Russian Federation [RU]</div> <div>Israel [IL]</div> <div>Armenia [AM]</div> <div>▼</div> </div>
1.4	Supplier's name	Yes	<p>Text entry field.</p> <p>For suppliers registered in the territory of the Russian Federation, it is recommended that you specify the supplier name in Russian. For suppliers registered outside the Russian Federation, it is recommended that you specify the supplier name in English.</p> <p>Example: ООО «ЯНДЕКС», Yandex.Technology GmbH</p>
1.5	Supplier name in English	No	<p>The question is displayed only if the country of registration is the Russian Federation.</p> <p>Text entry field.</p> <p>Пример: Yandex.Technology GmbH</p>
1.6	Supplier name (in the local language)	No	<p>The question is displayed only if the country of registration is different from the Russian Federation.</p> <p>Text entry field.</p> <p>Example: Yandex Reklamcılık Hizmetleri Limited Şirketi</p>
1.7	Do you provide electronic services in the territory of the Russian Federation?	Yes	<p>The question is displayed only if the country of registration is different from the Russian Federation.</p> <p>Yes / No question.</p>
1.8	Legal entity's INN	Yes	<p>The question is displayed only if the country of taxation is the Russian Federation and the supplier type is a legal entity.</p> <p>A numeric-only text field.</p> <div> <div>12345</div> <div>❗ 10 characters</div> </div>
1.9	KPP of the legal	Yes	<p>The question is displayed only if the country of taxation is the</p>

No.	Question	Mandatory	Description
	entity		<p>Russian Federation and the supplier type is a legal entity.</p> <p>A numeric-only text field.</p> <div>123</div> <p>9 characters</p>
1.10	INN of the individual entrepreneur	Yes	<p>The question is displayed only if the country of taxation is the Russian Federation and the supplier type is an individual entrepreneur.</p> <p>A numeric-only text field.</p> <div>12345</div> <p>10 characters</p>
1.11	Taxpayer identification number (VAT, TIN, UNP, BIN, other)	Yes	<p>The question is displayed only if the country of taxation is different from the Russian Federation.</p> <p>Text entry field.</p>
1.12	Supplier's place of business (legal address)	Yes	<p>Address-related questions</p> <p>Street *</p> <div>221B Baker Street</div> <p>Line 2</p> <div></div> <p>Line 3</p> <div></div> <p>City * Postal Code *</p> <div>London NW1 6XE</div> <p>Country *</p> <div>United Kingdom</div> <p>Region *</p> <div>Greater London (LO)</div> <p>"Street" is a mandatory textual field with a maximum length of 60 characters.</p> <p>Street *</p> <div>Sidetrade, 6th Floor, St Philip's House, St Philip's Pl, Birmingham B3 2PP</div> <p>Max Length 60</p> <p>If 60 characters are not enough to indicate an address without the city, ZIP code, country, and region, use the "Address 2" field.</p> <p>Street *</p> <div>Sidetrade, 6th Floor, St Philip's House</div> <p>Line 2</p> <div>St Philip's Pl, Birmingham B3 2PP</div> <p>Line 3</p> <div></div> <p>"City" is a mandatory textual field. The maximum length is 60</p>

No.	Question	Mandatory	Description
			<p>characters.</p> <p>City * Postal Code *</p> <div> <input type="text" value="Birmingham"/> <input type="text" value="AB111111"/> </div> <p>"ZIP code" is a mandatory textual field. Different countries may have different rules for filling out addresses. For example, in the Russian Federation, the "ZIP code" field must have a six-digit format.</p> <p>The "Country" field is mandatory and can be filled out both from a drop-down list and by typing manually.</p> <p>Country *</p> <div> <input type="text" value="unit"/> <ul style="list-style-type: none"> United Arab Emirates United Kingdom United States United States Minor Outlying Islands </div> <p>The "Region" field is mandatory and can be filled out both from a drop-down list and by typing manually.</p> <p>Region *</p> <div> <input type="text" value="b"/> <ul style="list-style-type: none"> Bedfordshire (BE) Banffshire (BF) Berkshire (BK) </div> <p>The "Region" field is supported only for certain countries.</p>
1.13	OKPO	No	<p>The question is displayed only if the country of taxation is the Russian Federation and the supplier type is a legal entity.</p> <p>A numeric-only text field.</p> <div> <input type="text" value="123"/> </div> <p> 8 or 10 characters</p>
1.14	DUNS	No	Text entry field.
1.15	CBe (for Kazakhstan)	No	<p>The question is displayed only if the country of taxation is Kazakhstan.</p> <p>A numeric-only text field.</p>

No.	Question	Mandatory	Description
			<div>1</div> <div>❗ 2 characters</div>
1.16	Information about the main legal entity		
1.16.1	Country of registration of the main legal entity	Yes	<p>Select from a drop-down list</p> <div> <div>▼</div> <div>Russian Federation [RU]</div> <div>Israel [IL]</div> <div>Armenia [AM]</div> </div>
1.16.2	Name of the main legal entity	Yes	<p>Text entry field.</p> <p>For suppliers registered in the territory of the Russian Federation, it is recommended that you specify the supplier name in Russian. For suppliers registered outside the Russian Federation, it is recommended that you specify the supplier name in English.</p> <p>Пример: ООО ЯНДЕКС, Yandex.Technology GmbH</p>
1.16.3	Name of the main legal entity (in English)	No	<p>The question is displayed only if the country of registration of the main legal entity is the Russian Federation.</p> <p>Text entry field.</p> <p>Пример: Yandex.Technology GmbH</p>
1.16.4	INN of the main legal entity	Yes	<p>The question is displayed only if the country of taxation is the Russian Federation and the supplier type is a legal entity.</p> <p>A numeric-only text field.</p> <div>12345</div> <div>❗ 10 characters</div>
1.16.5	Name of the main legal entity (in the local language)	Yes	<p>Вопрос отображается только, если Страна регистрации Основного юридического лица от Российской Федерации.</p> <p>Text entry field.</p> <p>Пример: Yandex Reklamcılık Hizmetleri Limited Şirketi</p>
1.16.6	Taxpayer identification number of the main legal entity (VAT, TIN, other)	Yes	<p>The question is displayed only if the country of registration of the main legal entity is different from the Russian Federation.</p> <p>Text entry field.</p>
1.17	Is the supplier a professional income tax payer (self-employed)?	Yes	Yes / No question.

3.1.2. "Contact information" section

The "Additional Supplier information" section includes questions related to the Supplier's tax identifiers — INN (TIN), KPP (Tax Registration Reason Code), OKPO (Russian National Nomenclator of Businesses and Organizations), and others, as well as bank details and other tax information (Figure 4).

▼

2

Contact information

2.1

First name *

John

2.2

Last name *

Adams

2.3

Email *

ja@gmail.com

2.4

Phone *

+89567667676

2.5

Time zone *

SystemV/CST6CDT (Central Standard Time) ▼

2.6

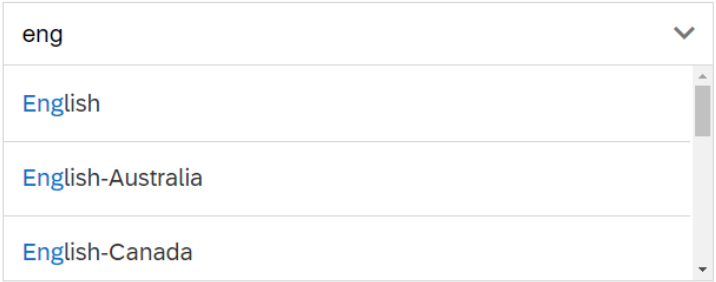
Language *

English ▼






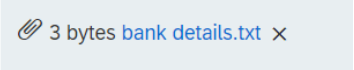
Figure 4

The questions in the request form and the basic rules on how to respond to them are listed in Table 2.

2.1	First name	Yes	Text entry field. Example: John
2.2	Last name	Yes	Text entry field. Example: Doe
2.3	Email	Yes	Text entry field. This field has an input mask. Example: doej@yandex-team.ru
2.4	Phone	Yes	Text entry field.
2.5	Time zone	Yes	<p>The value can be selected from a drop-down list or typed in English.</p> <div> <div>Te ▼</div> <div>America/Indiana/Tell_City (Central Standard Time)</div> <div>Asia/Tel_Aviv (Israel Standard Time)</div> <div></div> </div> <p>Default: Europe/Moscow (Moscow Standard Time)</p>

2.6	Language	Yes	<p>The value can be selected from a drop-down list or typed in Russian.</p>  <p>Default: Russian (Russia)</p>
-----	----------	-----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3.1.3. "Bank details" section

No.	Question	Mandatory	Description
3.1	Bank country	Yes	<p>Select from a drop-down list</p> 
3.2	BIC	Yes	<p>The question is displayed only if the bank country is RU. A numeric-only text field.</p> 
3.3	Settlement account	Yes	<p>The question is displayed only if the bank country is RU. A numeric-only text field.</p> 
3.4	Please attach the documents confirming the authenticity of bank details	Yes	<p>"Add attachment" question. To upload the requested confirmation document, click on the "Upload file" button and select the document on your computer.</p> <div> <div>3.4 Please attach the documents confirming the authenticity of bank details *</div> <div>  </div> <div>  </div> <div>  </div> </div>
3.5	SWIFT code	Yes	The question is displayed only if the bank country is different

No.	Question	Mandatory	Description
			from RU.
3.6	IBAN	Yes	The question is displayed only if the bank country is different from RU.

3.1.4. "Additional information" section



The "Additional information" section is used to indicate the category of goods or services supplied and other information about the Supplier company (Figure 5).

Figure 5

4.1	Taxation system	Yes	Select from a drop-down list
4.2	Base interest rate	Yes	Select from a drop-down list
4.3	Other	Yes	The other value that you enter must be in the decimal format.

When answering the "4.4 Sourcing category" question, make sure to specify the list of services or goods that you would like to supply to Yandex.

The Yandex procurement categories lookup list is available for the "4.4 Sourcing category" question. You can select multiple procurement categories. The lookup list supports text input and search by keywords.

To open the lookup list, click , then expand the list by clicking . The lookup list has a hierarchical structure (Figure 6) that includes three levels of procurement categories. Each

category in Level 1 and Level 2 (1) can be expanded by clicking > next to the corresponding category. To select a category, select its checkbox (☑), and the category will be shown at the bottom of the field (2).

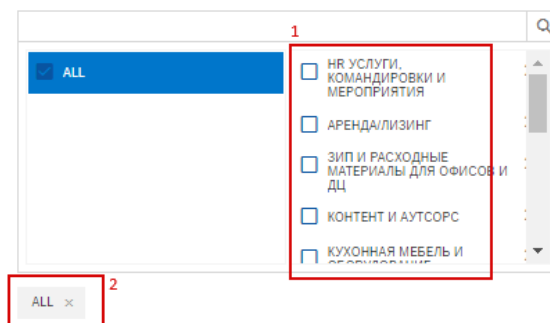


Figure 6

If you have answered all the mandatory questions but need to enter some other information about the Supplier company, use the free-text "4.5 Comment" question. The "4.5 Comment" question is a textual field with a maximum length of 10,000 characters.

3.1.5. Sending the Supplier self-registration request form

After all the mandatory fields have been filled out, submit the Supplier's request to Yandex. To do this, click "Submit" (Figure 7).

Figure 7

If you haven't answered some of the mandatory questions, the system issues a warning (Figure 8).

Figure 8

After you resolve all the errors, try to send the request again by clicking "Submit" (Figure 7).

After the Supplier's request has been submitted to Yandex for consideration, an information message is displayed on the screen (Figure 9).

Your request for registration as a supplier with Yandex - TEST is complete.

The Yandex - TEST supplier management team will review your request details and make a decision on your request.
Decision will be sent to your email at

Supplier self-registration request form

[Print](#)

▼ 1 General information about the supplier

- | | |
|------------------------|-------------------------------------------------------------------|
| 1.1 Type of supplier ? | Individual entrepreneur (for the Russian Federation) [INDIVIDUAL] |
| 1.4 Supplier's name ? | Best Parties |

Figure 9

At the address you entered under "2.3 Email", you'll receive a notification that your request has been sent to Yandex (Figure 10).

Yandex is reviewing your registration request



Ariba Administrator no-reply@rusmtp.ariba.com

30 июн в 15:27

Вам: rigovkirill@yandex.ru ^

Папка: Входящие

Hello <Supplier Name >,

Yandex has received your registration request and will review it for approval.
Their response will be emailed to <Email >.

If you have any questions, please don't reply to this email but instead contact Yandex directly.

This email has been sent to you on behalf of Yandex by SAP Ariba.

Figure 10

3.2. Registering in the Ariba Network

You can move on to creating an account only after you are prompted via the email address you entered in the Supplier self-registration request form to create an account in the Ariba Network (Figure 11).

For your information: Yandex - TEST has added you as a respondent to Supplier registration questionnaire



Ulyana Labkovich - Yandex - TEST s4system-prodru+yandex-T.Doc21631052@rusmtp.ariba.com 4 октября в 10:56 Я >

Yandex - TEST

Hello David Cottle,

Yandex - TEST has added you as a respondent to Supplier registration questionnaire. You can now submit updates for it when needed. Start by creating an account with Ariba Network. It's free.

Yandex - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.

To create an account and view or update the questionnaire, [Click Here](#).

Sincerely,

The SAP Ariba team

Figure 11



If you already have a Supplier account in the Ariba Network, you don't need to create it again.

Follow the link in the email and click "Login" in the browser window that opens.

Follow the link in the email clicking the "Click here" hyperlink. A new browser window then opens (Figure 12).

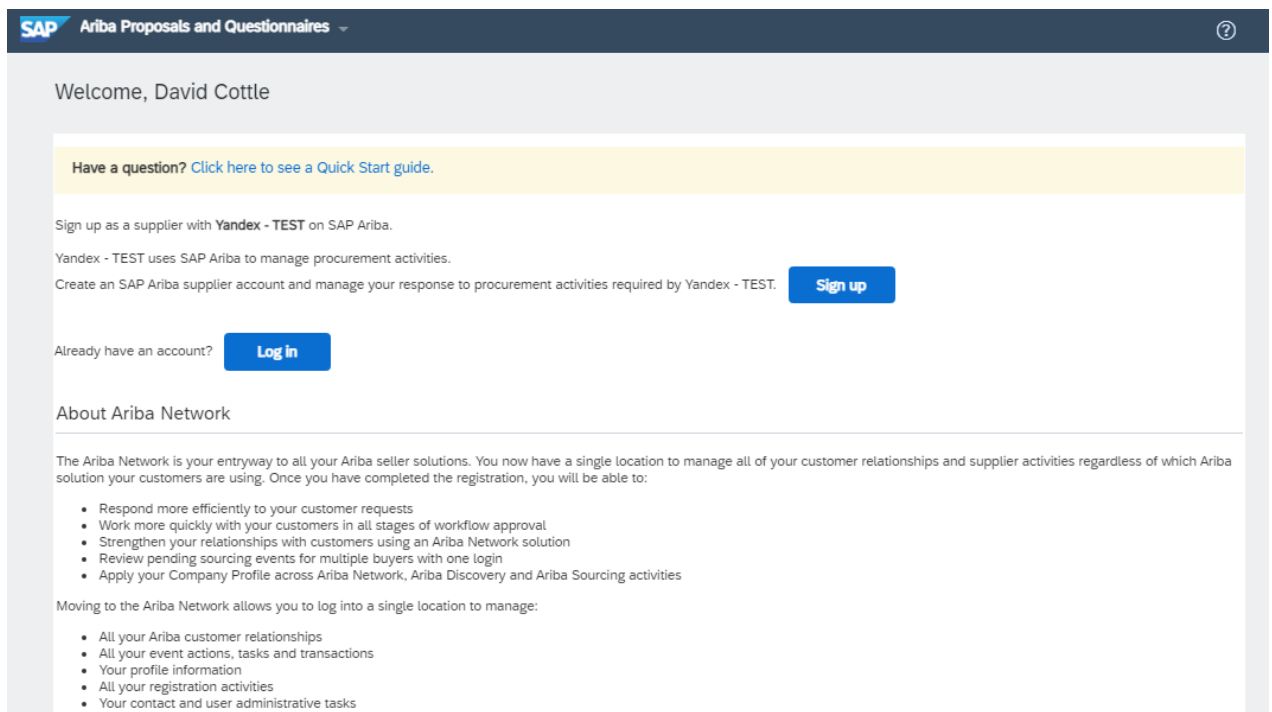


Figure 12

If your company already has an Ariba Network Supplier account, click "Log in".

If your company doesn't have an Ariba Network Supplier account yet, click "Sign up".

3.2.1. Logging in with an existing account

If you clicked "Log in", a new "Supplier Login" page will open in the browser window (Figure 13).

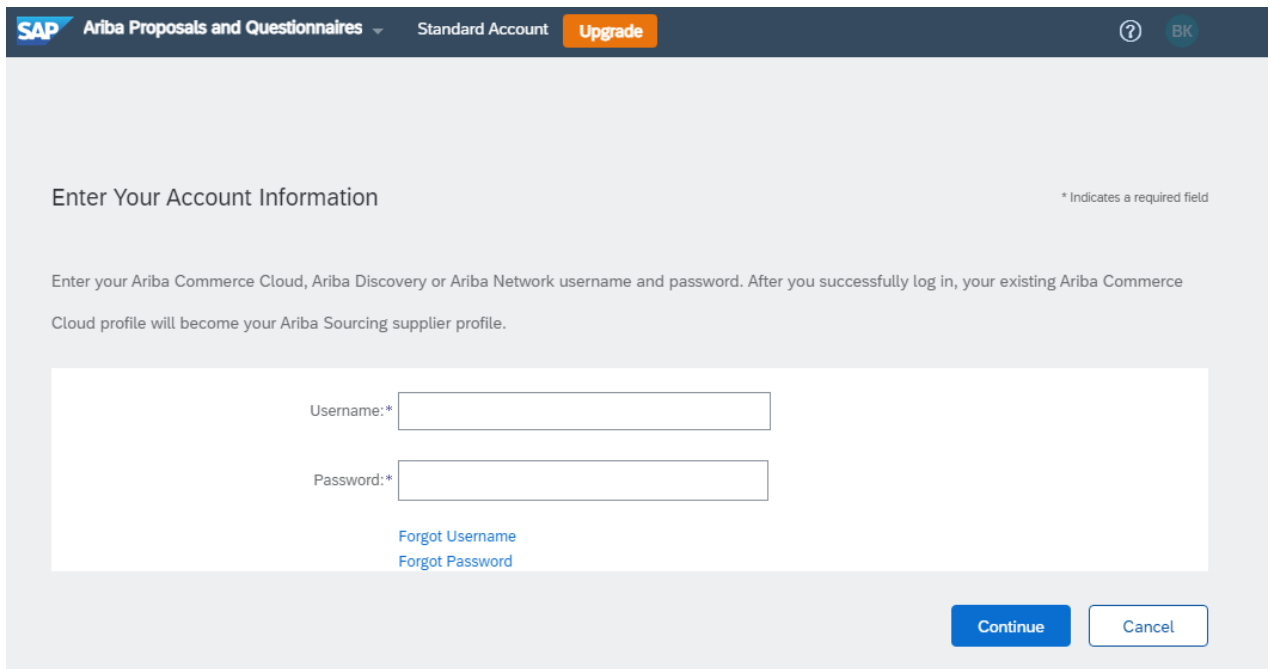


Figure 13

In the "Username" field, enter the username that you specified when registering with the Ariba Network. In the "Password" field, enter the password that you specified when registering with the Ariba Network



If you have forgotten your username or password, use the recovery links "Forgot Username or Password".

To restore the data, provide the email address that you specified when registering with the Ariba Network.

After you enter the username and password, click "Continue" to log in to the Ariba Network.

3.2.2. Registering a new account

If you click the "Sign Up" button, a new "Create account" page will open in the browser window (Figure 14).

Create account

Create account and continue

Cancel

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

Company information

* Indicates a required field

Company Name: *

Events Organization

Country/Region: *

Italy [ITA]

Address: *

Moon str., 6

Line 2

Postal Code: *

12332

City: *

Rome

State: *

Select

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.

Figure 14

When filling in the information to create an account, provide the mandatory company information and user account data that are labeled with an asterisk (*).

Because the Ariba Network is an international tender platform, you also need to fill out your company name and other details using Latin characters.

During registration, use the "Tell us more about your business" section to enter the mandatory (asterisked) details about your company (Figure 15).

Tell us more about your business

Product and Service Categories: *

Enter Product and Service Categories

Add

-or- Browse

Ship-to or Service Locations: *

Enter Ship-to or Service Location

Add

-or- Browse

Tax ID: Optional

Enter your Company Tax ID number.

Vat ID: Optional

Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional

Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

Figure 15

To fill in the "Product and Service Categories" field, click the "Browse" button next to this field (Figure 16).

Tell us more about your business

Product and Service Categories: *

Enter Product and Service Categories

Add

-or- **Browse**

Ship-to or Service Locations: *

Enter Ship-to or Service Location

Add

-or- Browse

Tax ID: Optional

Enter your Company Tax ID number.

Vat ID: Optional

Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional

Enter the nine-digit number issued by Dun & Bradstreet.

Figure 16

Select relevant categories of goods and services and add them using the plus button (Figure 17).

Product and Service Category Selection

Search

Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories

Didn't find what you were looking for? [Try Search »](#)

Agricultural & Fishing Machinery >

Agricultural & Fishing Services >

Apparel, Luggage & Personal Care >

Chemicals >

Cleaning Supplies >

Computer Hardware, Software & Telecom >

Construction & Maintenance Services >

Crop Production, Management & Protection >

Fisheries & Aquaculture >

Forestry >

Land Preparation, Management & Protection >

Landscaping & Horticulture Services >

Livestock Services >

Crop harvesting >

Crop management >

Crop planting and cultivation >

Crop production >

Crop protection >

Post harvesting crop processing >

Crop administration

Crop rotation or diversification counseling services

Crop specialization

Crop substitution

Cultivation farming system management

Extension services

Fertilizer services

My Selections (0)

No items

Remove

Cancel

OK

Figure 17

The categories you select will be displayed in the "My selection" list. Then click "OK" (Figure 18).

17.05.2021 Version 1.0

20

Product and Service Category Selection

[Search](#) [Browse](#)

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? [Try Search »](#)*

Agricultural & Fishing Machinery >	Crop Production, Management & Protection >	Crop harvesting >	Crop administration
Agricultural & Fishing Services >	Fisheries & Aquaculture >	Crop management >	Crop rotation or diversification counseling services
Apparel, Luggage & Personal Care >	Forestry >	Crop planting and cultivation >	Crop specialization
Chemicals >	Land Preparation, Management & Protection >	Crop production >	Crop substitution
Cleaning Supplies >	Landscaping & Horticulture Services >	Crop protection >	Cultivation farming system management
Computer Hardware, Software & Telecom >	Livestock Services >	Post harvesting crop processing >	Extension services
Construction & Maintenance Services >			Fertilizer services

My Selections (2)

<input type="checkbox"/>	Crop administration (View)
<input type="checkbox"/>	Crop rotation or diversification counseling services (View)

[Remove](#)

[Cancel](#) [OK](#)

Figure 18

The categories of goods or services that you selected will be displayed in the corresponding field (Figure 19).

Tell us more about your business

Product and Service Categories: * [Add](#) -or- [Browse](#)

Ship-to or Service Locations: * [Add](#) -or- [Browse](#)

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. [i](#)

Figure 19

The value in the "Ship-to or Service Locations" field is selected in the same way. You can click the active "Browse" link as shown in Figure 20 or enter keywords in the search bar.

Tell us more about your business

Product and Service Categories: * -or- [Browse](#)

X X

Ship-to or Service Locations: * -or-

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

Figure 20

If your company is a global business, select "International company" and click "OK" (Figure 21).

Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

☒ Global

☐ Select Ship-to or Service Locations

Figure 21

You then need to read the SAP Ariba Privacy Statement and SAP Ariba Terms of Use, and click "Create account and continue" (Figure 22).

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

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

☒ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Figure 22

After you have created an account, you will receive an email notification with your company's account ID (ANID) and username to log in to the Ariba Network (Figure 23).

Welcome to the Ariba Commerce Cloud



Ariba Commerce Cloud ordersender-prod@ansmtp.ariba.com ⚠ 4 октября в 11:03
Я >



Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Events Organization is now complete.

Your organization's account ID: **AN01759015702-T**

Your username: test-ulabkovich@yandex-team.ru

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.

Figure 23

4. Editing the data in the Supplier registration questionnaire

After you log in to your account, the Supplier registration questionnaire mentioned in the email (Figure 11) will open immediately (Figure 24).

The screenshot shows the Ariba Sourcing interface. At the top, there's a header with 'Ariba Sourcing' and user information 'Company Settings' and 'David Cottle'. Below the header, a navigation bar includes 'Go back to Yandex - TEST Dashboard' and 'Desktop File Sync'. The main content area is titled 'Console' and contains a sidebar with 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The 'Event Contents' section is expanded, showing 'All Content'. The main area displays a table of supplier information. A yellow banner at the top of the table states 'yandex-T has already submitted an initial response.' A 'Revise Response' button is visible. The table lists various fields such as 'Type of supplier', 'Who is registered', 'Supplier's country of registration', 'Supplier's name', 'Supplier's name (in the local language)', 'Do you provide electronic services in the territory of the Russian Federation?', 'Taxpayer identification number (VAT, TIN, UNP, BIN, other)', and 'Supplier's place of business (legal address)'. A 'Compose Message' button is located at the bottom left of the table.

Name ↑	
▼ 1 General Supplier Information	
1.1 Type of supplier ⓘ	Legal entity [COMPANY]
1.2 Who is registered	main legal entity
1.3 Supplier's country of registration ⓘ	
1.4 Supplier's name ⓘ	Events Organization
1.6 Supplier's name (in the local language) ⓘ	Events Organization
1.7 Do you provide electronic services in the territory of the Russian Federation? ⓘ	No
1.11 Taxpayer identification number (VAT, TIN, UNP, BIN, other) ⓘ	123123123w
1.12 Supplier's place of business (legal address) ⓘ	Moon str., 6 Rome, RM 12332

Figure 24

You can edit the data in the Supplier registration questionnaire. To do this, click "Revise response", then the system will issue the warning "Revise response?". Click "OK" (Figure 25) to move on to editing your responses in the Supplier registration questionnaire.

The screenshot shows a warning dialog box titled 'Revise Response?'. The message inside states: 'yandex-T has already submitted an initial response and is requesting that you update it. Click OK to revise the response and submit it to yandex-T.' There are two buttons at the bottom: 'OK' and 'Cancel'.

Figure 25

Unlike the Supplier self-registration request form (see 3.1), the Supplier registration questionnaire includes additional questions (Figure 26).

The screenshot shows the 'Additional information' section of the questionnaire. It contains several questions with corresponding dropdown menus or buttons. The questions are: '3.1 Taxation system' (dropdown: 'without VAT'), '3.4 Sourcing category' (dropdown: 'ALL [select]'), '3.5 Would you like to, and is it possible for you to confirm purchase orders through the Ariba Network?' (dropdown: 'Unspecified'), '3.6 Would you like to, and is it possible for you to share the contents of the electronic catalog through the Ariba Network?' (dropdown: 'Unspecified'), and '3.7 Do you accept the Non-Disclosure Agreement?' (dropdown: 'Unspecified'). A 'References' link is also visible next to question 3.7.

▼ 3 Additional information	
3.1 Taxation system	* without VAT ▼
3.4 Sourcing category	* ALL [select]
3.5 Would you like to, and is it possible for you to confirm purchase orders through the Ariba Network?	Unspecified ▼
3.6 Would you like to, and is it possible for you to share the contents of the electronic catalog through the Ariba Network?	Unspecified ▼
3.7 Do you accept the Non-Disclosure Agreement? ⓘ References▼	Unspecified ▼

Figure 26

To expedite your cooperation with Yandex, use the Supplier registration questionnaire to attach the Non-Disclosure Agreement that you signed. To do this, download the Non-Disclosure Agreement form in PDF format from question 3.4. Click the link, then in the drop-down list of additional documents select "Download all attachments" (Figure 27).

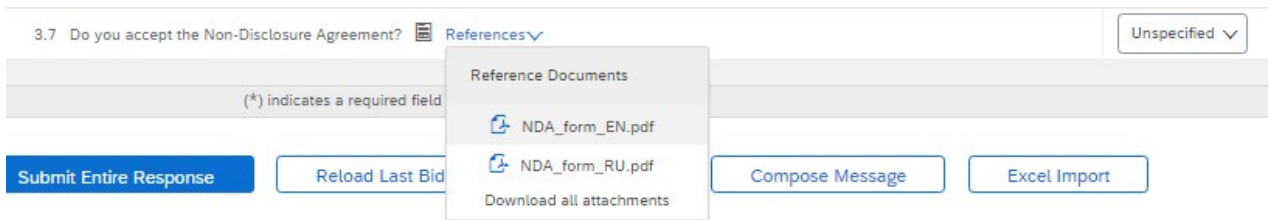


Figure 27

The Non-Disclosure Agreement form will be downloaded to your computer in PDF format (Figure 28).

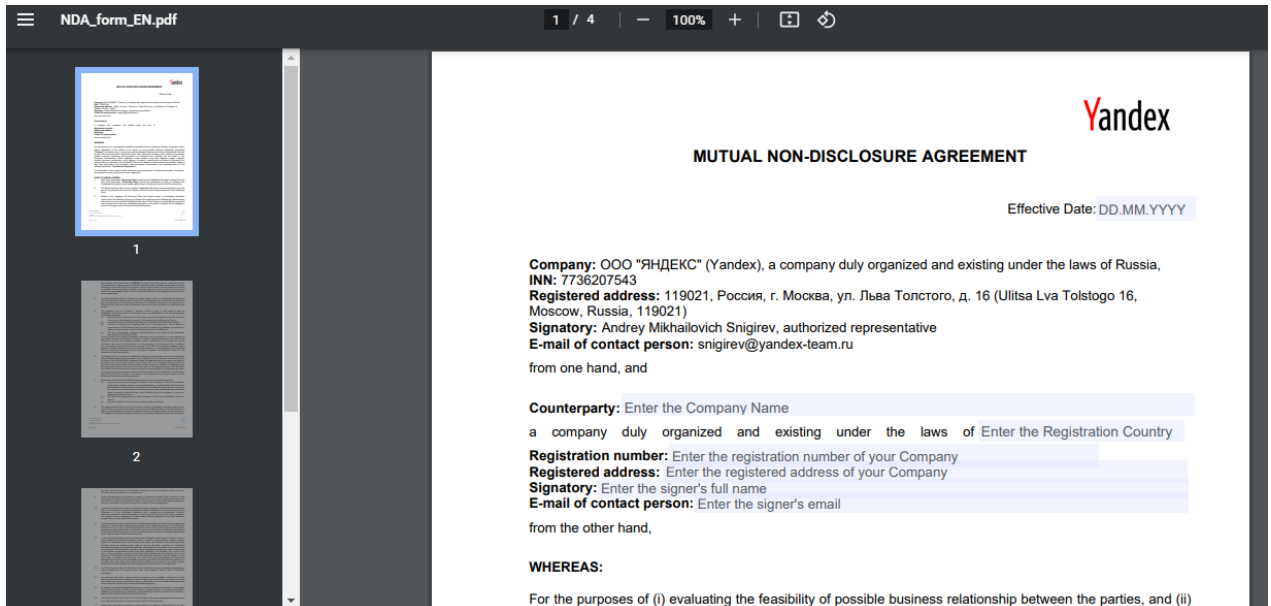


Figure 28

Read this form. If you are OK with the current agreement, fill in the editable fields, print the agreement out, sign it, and upload a scanned copy to the Supplier registration questionnaire. To do this, answer "Yes" to question "3.7 Do you accept the Non-Disclosure Agreement?" (Figure 27). A new, additional question will then appear on the screen: "3.8 Attach a scanned copy of the signed Non-Disclosure Agreement" (Figure 29).

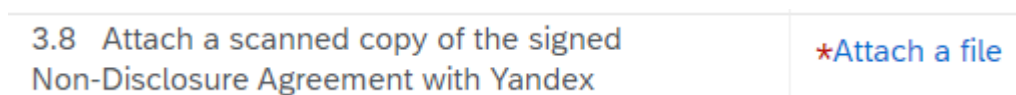


Figure 29

To upload the scanned copy of the agreement to Ariba, click the "Attach file" hyperlink (Figure 29). A new "Add attachment" screen then opens (Figure 30).

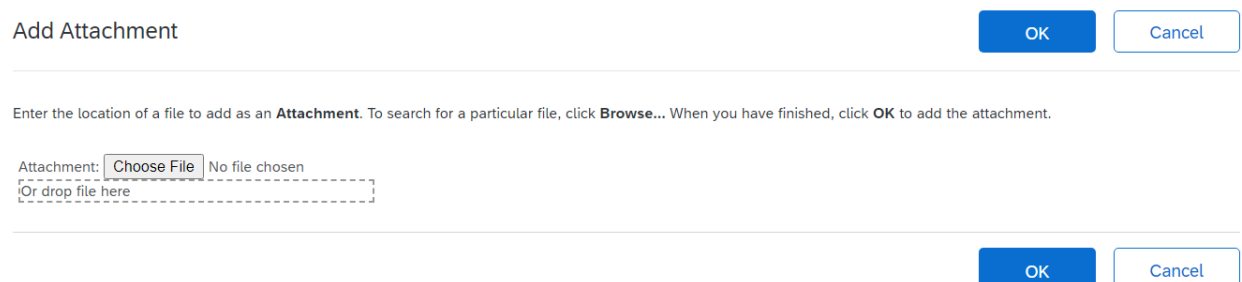


Figure 30

Add an attachment by clicking the Choose File button or dragging the selected document to the screen area labeled "Or drop the file here." Then click "OK".

After you attach the documents and edit the data in the registration questionnaire (if

needed), click "Submit entire response" (Figure 31).

Name ↑	
3.1 Taxation system	* without VAT ▾
3.4 Sourcing category	* ALL [select]
3.5 Would you like to, and is it possible for you to confirm purchase orders through the Ariba Network?	Unspecified ▾
3.6 Would you like to, and is it possible for you to share the contents of the electronic catalog through the Ariba Network?	Unspecified ▾
3.7 Do you accept the Non-Disclosure Agreement? References	Yes ▾
3.8 Attach a scanned copy of the signed Non-Disclosure Agreement with Yandex	* Document.docx ▾ Update file Delete file

(*) indicates a required field

[Submit Entire Response](#) [Reload Last Bid](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

Figure 31

The system will issue a warning "Submit this response?". Click "OK" (Figure 32) to confirm sending the Supplier registration questionnaire to Yandex for approval.

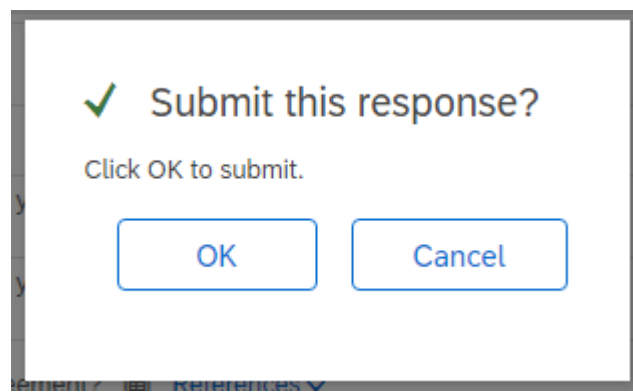


Figure 32

When the Supplier registration questionnaire is sent to Yandex for approval, you'll see an information message (Figure 33).

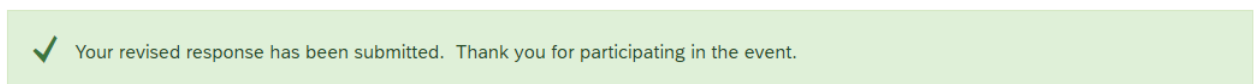


Figure 33