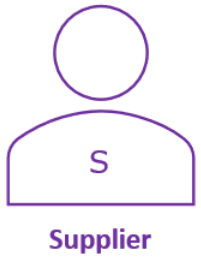
Ariba SLP Upgrade - Training Materials

Suppliers

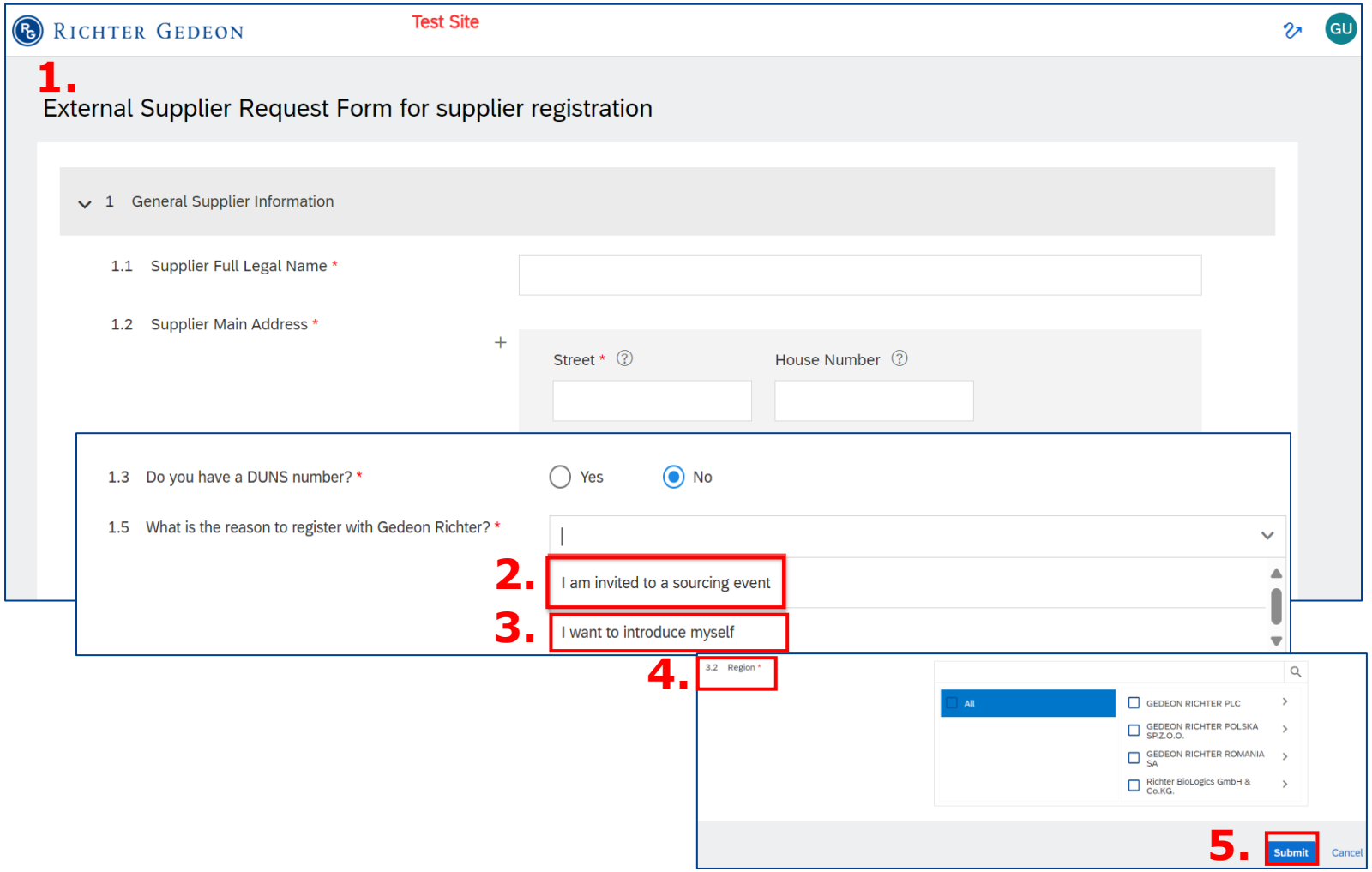
GEDEON RICHTER

External Supplier Request: Supplier’s perspective



External Supplier request: Supplier's perspective

Submitting a Supplier Request



1. *To access the External Supplier Request Form you need to open this link:* https://richtergedeon-T.sourcing-eu.ariba.com/ad/selfRegistration

2. *a. If you are invited to a **sourcing event**, for question „What is the reason to register with Gedeon Richter?" answer "**I am invited to a sourcing event**"*

   b. Answer"I want to introduce myself" if you are not invited to a sourcing event. In this case the link is accessable on the supplier's portal.

3. *At the **Region** field you have to select region of Richter's presence where you want to be present.*

4. *After the whole request form is completed, click on **Submit.***

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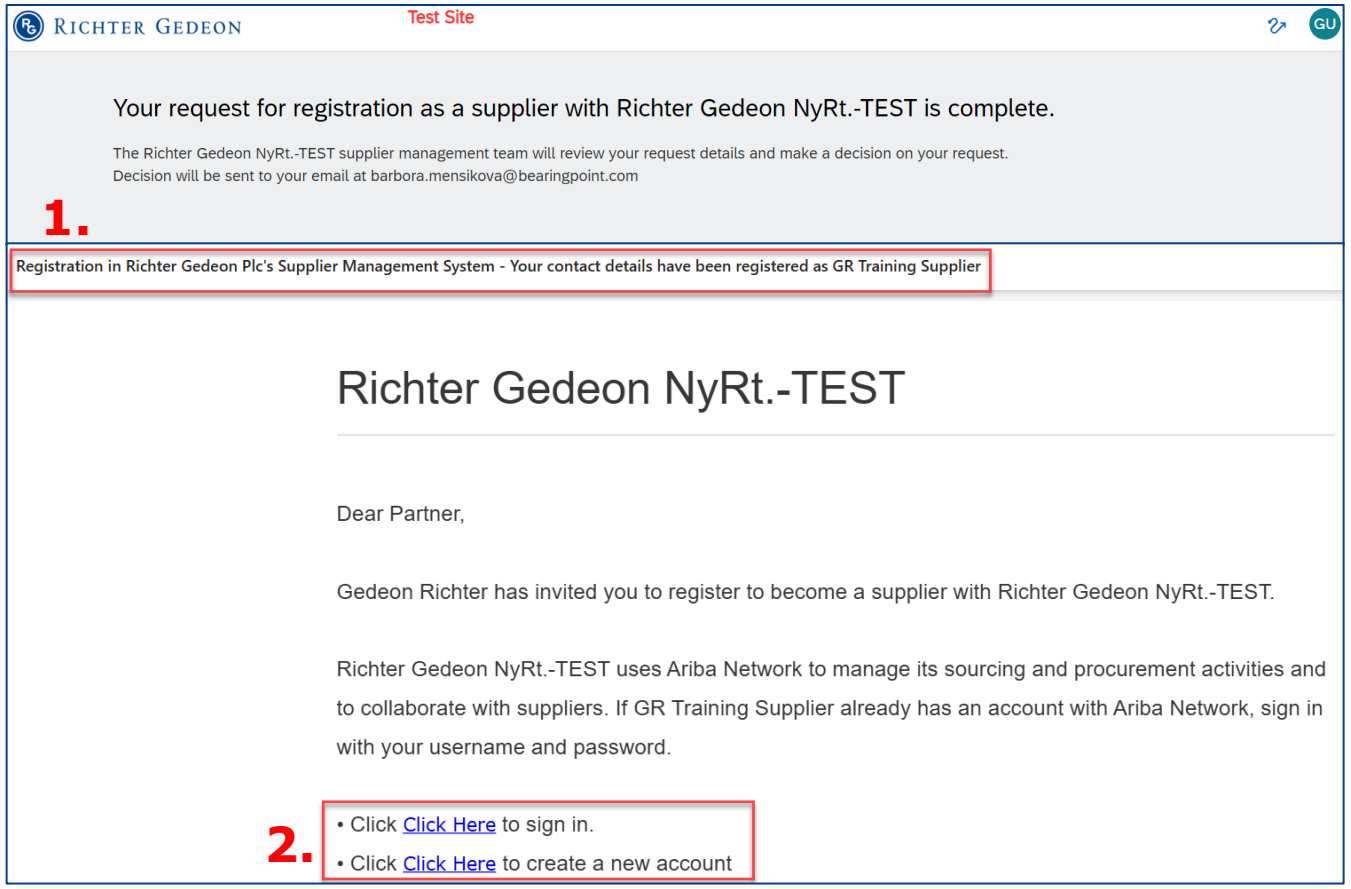
External Supplier request: Supplier's perspective

Submitting a Supplier Request



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Supplier

1. *Now the request is sent to Gedeon Richter **Ariba Support Team** for approval.*
2. *You will receive the decision via the email provided on the Request form. If the request is approved, your next step is to fill out the registration questionnaire.*

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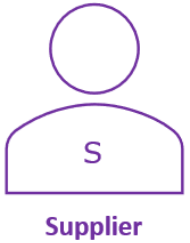
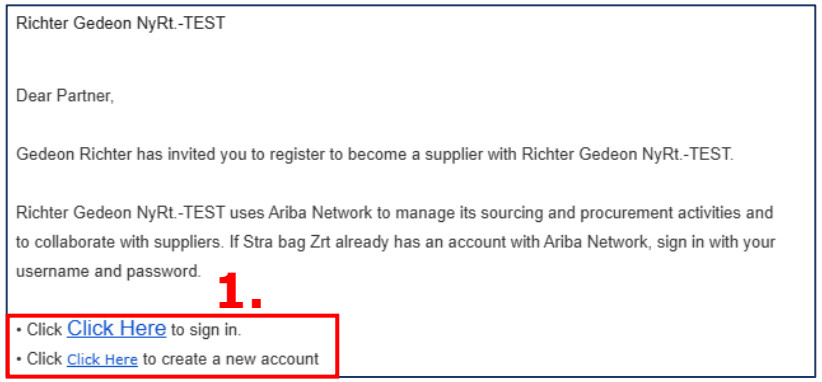
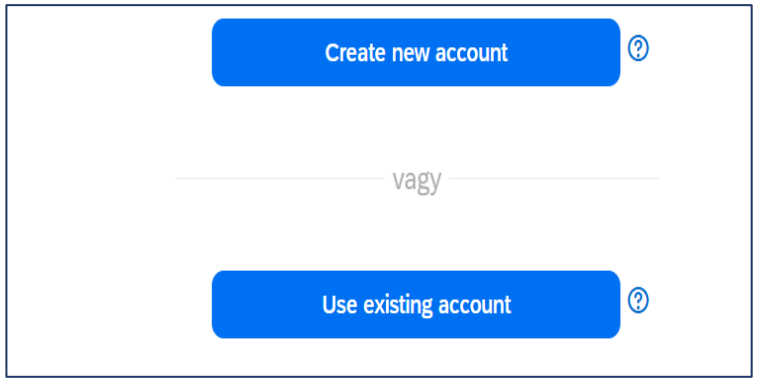
Supplier Registration

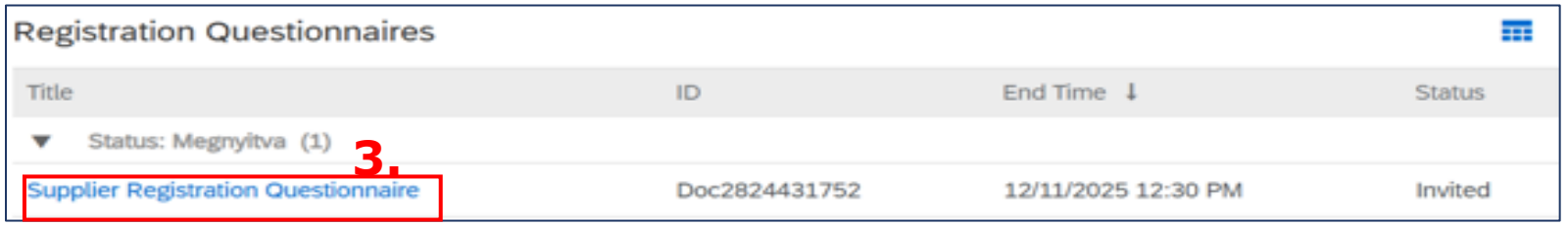


Supplier registration

Supplier's perspective:







1. *Once the supplier request is approved, the registration questionnaire is automatically sent to the supplier.After receiving a **registration email,** click on signing in or creating a new Ariba Network account.*
2. *You need to register your company from the email notification in Ariba Network and then logs in.*
3. *Afterwards you need to fill out the Supplier Registration Questionnaire. Please complete all the fields marked with an asterik.*

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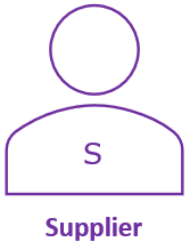
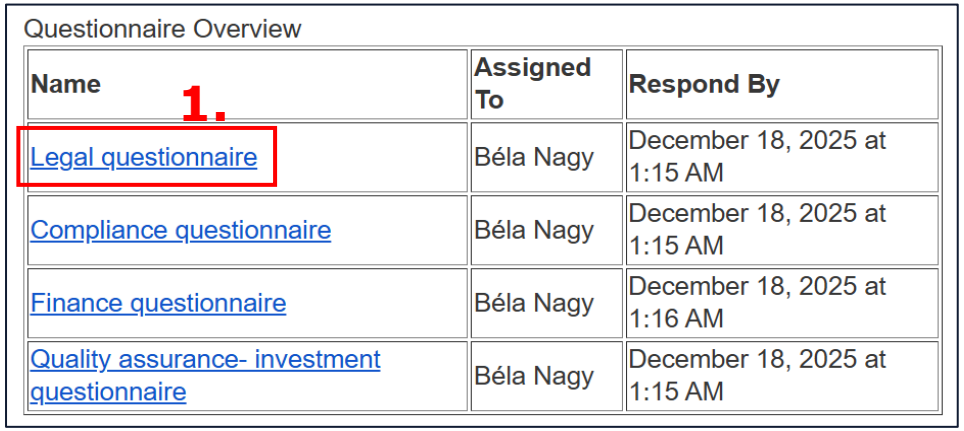
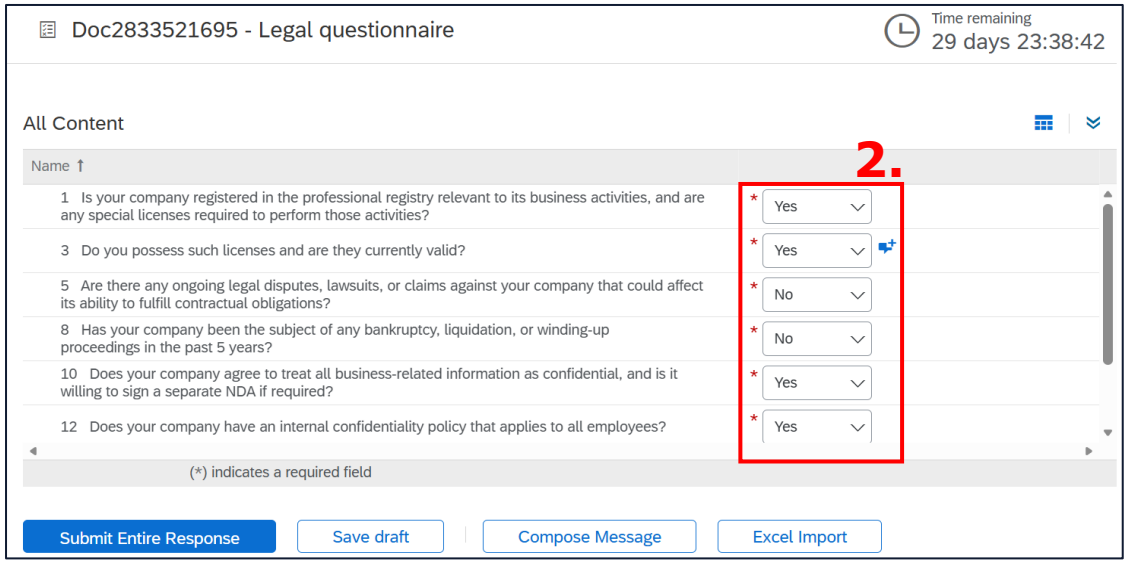
Supplier pre-qualification



Supplier's perspective

Pre-qualification





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Supplier

1. *After receiving an email about the **SM Process** (Pre-qualification), click on a **questionnaire**.*
2. *If you fill out the questionnaire **without risky answers** the questionnaire will be **auto-approved**.*

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