

# Supplier Registration Tutorial – SAP Ariba

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Welcome!

You were invited to register at SAP Ariba as an Usiminas' supplier.

This tutorial presents a step-by-step registration process. Once completed, you'll be able to access and participate in upcoming Usiminas sourcing opportunities. All communication regarding these opportunities will be exchanged through SAP Ariba, bringing organization, transparency and reliability to the processes.

Even if you already have an SAP Ariba account, your registration with Usiminas is required.

If you need further assistance, please send an e-mail to [fornecedor@usiminas.com](mailto:fornecedor@usiminas.com) or check SAP Ariba Help information. Once you access the system's initial page, you'll find "Help" on the top right of your screen.

Best regards

Usiminas Sourcing Team.



# Supplier Registration Tutorial – SAP Ariba

que aqui para baixar imagens. Para ajudar a proteger sua privacidade, o Outlook impediu o download automático de algumas imagens desta mensagem.

**Atenção:** E-mail enviado de fora da organização. Não clique em links ou abra anexos a menos que você conheça o remetente e saiba que o conteúdo é confiável. Se for clicar em links, verifique se está sendo redirecionado.

 Clique com o botão direito do mouse ou toque e segure para baixar imagens. Para ajudar a proteger a sua privacidade, o Outlook impediu o download automático dessa imagem da Internet.  
Ariba Logo

Click to access the registration form

## Register as a supplier with Usiminas - TEST

Hello!

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

Usiminas - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If TELAS EM INGLES already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

# Supplier Registration Tutorial – SAP Ariba

Welcome,

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Grupo Usiminas** on SAP Ariba.

Grupo Usiminas uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Grupo Usiminas.

Already have an account?

**Log in**

Click here if you already have an account on @ SAP Ariba and would like to associate Usiminas registration with that account

**Sign up**

Click here if you do not have an account or do not want to link your Usiminas registration to an account you already have on @ SAP Ariba.

## About Ariba Network

The Ariba Network is your entryway to all your Ariba solutions, regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities

At this stage, pay attention to the guidelines on slide #7, regarding the types of accounts (Standard – free / Business – paid).

**Do you already have an account @ SAP Ariba?**

## Supplier Registration Tutorial – If you already have an SAP Ariba account

**ATTENTION:** The Ariba platform has two types of accounts: Standard and Enterprise. Only the Standard account is completely free. Remember that if you log in with an existing account and that account is not an Ariba Standard account, fees for using the portal may apply to your transactions.

Enterprise accounts are subject to fees for using the portal. If you have a Enterprise account and do not want to associate Usiminas registration with it, you must create an account of the Standard type.

Pay attention to the type of account! It is indicated in the upper left corner of your Ariba Network account home screen.

For more information on Ariba account types, visit the link <https://ariba.com/ariba-network/accounts-and-pricing>.

# Supplier Registration Tutorial – If you already have an SAP Ariba account

Enter Your Account Information \* Indicates a required field

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.

Username\*

Password\*

[Forgot Username](#)  
[Forgot Password](#)

Ariba Network  
[Documentation](#)

Username\*

Password\*

Input your username and password to log in

You may proceed to slide # 19



**If you don't have an account @ SAP Ariba, please follow these steps.**

# Supplier Registration Tutorial – SAP Ariba

## Create account

Create account and continue

Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Grupo

Usiminas.

Company information

Input **your company's** required information

\* Indicates a required field

Company Name:\*

Country/Region:\*

Address:\*

City:\*

State:\*

Zip:\*

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.

# Supplier Registration Tutorial – SAP Ariba

**User account information**

Please input the **user** required information

\* Indicates a required field

[SAP Ariba Privacy Statement](#)

Name: \*

Email: \*

Use my email as my username

Username: \*

Password: \*

Language:

Email orders to: \*

Must be in email format(e.g john@newco.com) ⓘ

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

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

Customers may send you their 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.

# Supplier Registration Tutorial – SAP Ariba

Tell us more about your business

Fill in the required information about your company's businesses

Product and Service\* Categories:   -or-

Ship-to or Service Locations:\*   -or-

Tax ID:  Enter your nine-digit Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

Standard categories will help to describe 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](#)

# Supplier Registration Tutorial – SAP Ariba

Product and Service Category Selection

Select the product and service categories your company sells

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 »](#)

<ul style="list-style-type: none"><li>Agricultural &amp; Fishing Machinery &gt;</li><li>Agricultural &amp; Fishing Services &gt;</li><li>Apparel, Luggage &amp; Personal Care &gt;</li><li>Chemicals &gt;</li><li>Cleaning Supplies &gt;</li><li>Computer Hardware, Software &amp; Telecom &gt;</li></ul>	No items	No items	No items
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### My Selections (0)

No items

Remove

Cancel OK



# Supplier Registration Tutorial – SAP Ariba

Tell us more about your business

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

Ship-to or Service Locations:\*   -or-

Tax ID:  Enter your nine-digit Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

Use the browse menu to access standard locations

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.

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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.

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- I have read and agree to the [SAP Ariba Privacy Statement](#)

# Supplier Registration Tutorial – SAP Ariba

## Ship-to or Service Location Selection

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

- Global
- Select Ship-to or Service Locations

Click a country/region to add and click the + icon. States or provinces are displayed after you click a country/region. Click OK to save your changes.

- North America >
- Central America >
- South America >
- The Caribbean >
- Northern Europe >
- Western Europe >
- Eastern Europe >
- Central Europe >

No items

No items

My Selections (0)

No items

Please select the territories that your company operates

Once all locations are selected, please hit OK

Cancel

OK

# Supplier Registration Tutorial – SAP Ariba

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

Brazil

Tax ID:  Enter your nine-digit Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

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 of your registration.

By clicking the Create account and continue button, you expressly acknowledge that you agree to transfer your personal data outside the European Union, Russian Federation or other jurisdiction. Ariba services are hosted (located in various data centers globally), in accordance with applicable laws.

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.

Review SAP Ariba's Terms of Use and Privacy Statement. Check the required fields to continue

Click here to create your account

- I have read and agree to the [Terms of Use](#)
- I have read and agree to the [SAP Ariba Privacy Statement](#)



# Supplier Registration Tutorial – SAP Ariba

The screenshot shows the SAP Ariba registration process. At the top, there is a dropdown menu for the country, currently set to "Brazil". Below this are two optional input fields: "Tax ID" and "DUNS Number". The "Tax ID" field has a placeholder text: "Enter your nine-digit Company Tax ID number." The "DUNS Number" field has a placeholder text: "Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is". A blue callout box with a white arrow points to the DUNS Number field, containing the text: "SAP Ariba will identify any previously registered accounts".

In the center, a white modal dialog box with a grey border is displayed. It has an information icon (i) and the title "Potential existing accounts". The main text reads: "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account." At the bottom right of the dialog is a blue button labeled "Review accounts".

Below the dialog, there are two checked checkboxes: "I have read and agree to the [Terms of Use](#)" and "I have read and agree to the [SAP Ariba Privacy Statement](#)". At the bottom of the registration form, there are two buttons: "Create account and continue" (in blue) and "Cancel" (in grey).

## Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

### Match Based On

COMPANY NAME

E-MAIL ADDRESS

TELAS EM INGLES

RUA  
Montgomery  
AL, United States 36043

Review the options and follow the instructions concerning your status

# How to register as an Usiminas Supplier?

# Supplier Registration Tutorial – SAP Ariba

The system will recover any information already on record about your company. Please review, update and complete this information. Fields with \* are required.

Name ↑	
▼ 2 GENERAL DATA	
▼ 2.1 Identification	
2.1.1 Supplier type	* <input type="text" value="Pessoa jurídica - Estrangeiro"/>
2.1.2 Company name (name 1)	* <input type="text" value="TELAS EM INGLES"/>
2.1.3 Company name (name 2)	<input type="text"/>
2.1.4 Language	* <input type="text" value="Unspecified"/>
▼ 2.2 Address	
*Show More	
2.2.1 Address	Street: <input type="text"/> ⓘ House No.: * <input type="text"/> ⓘ
	Additional: <input type="text"/> ⓘ
	District: * <input type="text"/> ⓘ
	Postal Code: <input type="text"/> ⓘ City: * <input type="text"/> ⓘ
	Country: <input type="text"/> ⓘ

# Supplier Registration Tutorial – SAP Ariba

System will recover any information already on record about your company. Please review, update and complete this information. Fields with \* are required

▼ 3.1 Corporate Information	
3.1.1 Average gross revenue - last 03 years	* <input type="text"/>
3.1.2 Currency	* <input type="text" value="Real"/>
3.1.3 Company's founding year	* <input type="text"/>
3.1.4 Number of Own Employees	* <input type="text"/>
3.1.5 Number of outsourced staff:	* <input type="text"/>
▼ 3.2 Tax Information	
3.2.2 NIF/Tax N./VAT	* <input type="text" value="654321"/>
▼ 4 CONTACTS	
▼ 4.1 Board of Directors Contact	
4.1.1 Name	* <input type="text"/>
4.1.2 Surname	* <input type="text"/>

# Supplier Registration Tutorial – SAP Ariba

System will recover any information already on record about your company. Please review, update and complete this information. Fields with \* are required

▼ 4 CONTACTS	
▼ 4.1 Board of Directors Co	
4.1.1 Name	*
4.1.2 Surname	*
4.1.3 Position	*
4.1.4 Area code + telephone number (landline)	*
4.1.5 Area code + Phone number (cell phone)	*
4.1.6 E-mail	*
▼ 4.2 Commercial Contact	
4.2.1 Name	*
4.2.2 Surname	*
4.2.3 Position	*
	*

# Supplier Registration Tutorial – SAP Ariba

Please attach the required documents. Fields with \* are required

5 OTHER CONTACTS	Add OTHER CONTACTS (0)	
▼ 6 DOCUMENTS		
6.24 Formal statement from the bank where you are an account holder confirming the existence and ownership of the account		*Attach a file
6.25 Document of company's incorporation in force, evidencing its partners/ administrators (when applicable)		*Attach a file
6.26 Proof of the company's Fiscal Identification Number (NIF) or Taxpayer Identification Number (TIN) with the tax/financial authorities of the country of origin		*Attach a file
▼ 7 TERMS OF ACCEPTANCE AND RESPONSIBILITY		
7.2		

# Supplier Registration Tutorial – SAP Ariba

<b>▼ 6 DOCUMENTS</b>	
6.24 Formal statement from the bank where you are an account holder confirming the existence and ownership of the account	*  CADASTRO DE FORNECEDOR ESTRANGEIRO.xls <a href="#">▼ Update file</a> <a href="#">Delete file</a>
6.25 Document of company's incorporation in force, evidencing its partners/ administrators (when applicable)	*  CADASTRO DE FORNECEDOR ESTRANGEIRO.xls <a href="#">▼ Update file</a> <a href="#">Delete file</a>
6.26 Proof of the company's Fiscal Identification Number (NIF) or Taxpayer Identification Number (TIN) with the tax/financial authorities of the country of origin	*  CADASTRO DE FORNECEDOR ESTRANGEIRO.xls <a href="#">▼ Update file</a> <a href="#">Delete file</a>
<b>▼ 7 TERMS OF ACCEPTANCE AND RESPONSIBILITY</b>	
<p>7.2 The company declares that it has been made aware of Usiminas' Integrity Program and Code of Conduct (<a href="http://www.usiminas.com">www.usiminas.com</a>) and is in accordance with the principles and requirements set forth therein.</p> <p>The company also declares that it has analyzed and accepts the General Conditions for Rendering Services and Supplies in Usiminas Companies (<a href="http://www.usiminas.com">www.usiminas.com</a>).</p> <p>The company is responsible for the truthfulness and timely collection of the information recorded in this questionnaire and that the personal data, now informed, have been authorized by their respective owners in accordance with the Law on the Use and Protection of Personal Data (LGPD).</p>	<p>✓ Submit this response?</p> <p>* <input checked="" type="checkbox"/> <input type="checkbox"/> Click OK to submit.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>

(\*) indicates a required field

2. Click Ok to submit your response

1. Review Terms of Acceptance and Responsibility; submit your entire response clicking here





# Supplier Registration Tutorial – SAP Ariba

## Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for TELAS EM INGLES is now complete.

Your organization's account ID: **AN01646804469-T**

Your username: [TELAS@TELAS.COM](mailto:TELAS@TELAS.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.

You'll receive an e-mail message confirming your registration @ SAP Ariba. Please read it carefully



# Supplier Registration Tutorial – SAP Ariba

Approved: Supplier registration with Usiminas - TEST



Ariba Administrator <no-reply@ansmto.ariba.com>

Para

Clique aqui para baixar imagens. Para ajudar a proteger

Responder Responder

You'll receive a second e-mail message confirming the approval of your registration as an Usiminas Supplier

**Atenção:** E-mail enviado de fora da organização. Não clique em links ou abra anexos a menos que você conheça o remetente e saiba que o conteúdo é confiável. Se for clicar em links, verifique se está sendo enviado de uma fonte confiável.

Clique com o botão direito do mouse ou toque e segure para baixar imagens. Para ajudar a proteger a sua privacidade, o Outlook impediu o download automático dessa imagem da Internet.  
Ariba Logo

**Registration with Usiminas - TEST.**

Congratulations! Usiminas - TEST has approved your supplier registration. TELAS EM INGLES has now been included in the supplier database of Usiminas - TEST.

You will be notified when next steps of the supplier onboarding process require your attention.

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

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