- 1. Go to SAP Ariba Network website at: supplier.ariba.com
- Enter your existing Ariba User Name and Password
 If you do not know your username or password click on Forgot Username or
 Password to begin the reset process. If you still cannot access your account,
 contact Ariba Customer Support directly, see page 5
- **3.** Click **Login** button

Business Network +
C ₆
Supplier Login
User Name
Password
Login Forgot Username or Password
New to SAP Business Network? Register Now or Learn More

4. From top left hand side of screen select **Business Network** drop down arrow and select **Ariba Proposals & Questionnaires.**

Home	Ariba Discovery			
	Ariba Proposals & Questionnaires	CONTRACTOR OF THE	PR	
🕂 Unsu	Ariba Contract Management	fore		
	SAP Business Network		45	
Getting	started			

How to View Supplier Registration Questionnaire and Reference Documents

ERIZON							
ere are no matched postings.	Welcome to the Ariba Spend Managem suppliers who are market leaders in qua in an effort to ensure market integrity.			at site. This site assis y, service, and cost. A	ts in identifying world cla riba, Inc. administers thi		izon√
	Events						
	Title	ID	End Time ↓		Event Type	Participated	
					No items		
	Registratio	on Questio	nnaires				
	Title			ID		End Time ↓	Status
	▼ Status	Open (1)					
	Supplier reg	istration questi	onnaire	Doc	2716375528	4/9/2022 11:06 AM	Registered
	Qualificati	Qualification Questionnaires					
	Title	ID	End Time \$	c	ommodity	Regions	Status
					No items		
	Questionr	aires					
	Title	ID	End Time 4	c	ommodity	Regions	Status
					No items		
	Certificate	'S					
	Certificate In	ifo	Effective	Expiration	Attachment	Questionnaire	Status
					No items		
	Tasks						
	Name		Status	Due Date	Completic	n Date	Alert
					No items		

- **5.** After completing Step 1-4 above, Select the **Verizon** tab
- 6. In middle of screen go to: Registration Questionnaires section
- 7. Under Status (Open) section: click on Supplier registration questionnaire link to open your company's Verizon 1Sourcing registration questionnaire.
- 8. Once the **Supplier registration questionnaire** opens, go to section **2 Reference Documents** to view the Reference Documents.
- **9.** To collapse section click on the triangle **>** symbol
- **10.** To view the "Document" click on the **pdf** file link

Ariba Sourcin	g 🛗 Company Settings 🕶 Iv	enne Tester 👻 Help Center >>					
< Go back to Verizon Dashboard		Desktop File Sync					
Console	Doc2716375528 - Supplier registration questionnaire	G Time remaining 317 days 18:40:22					
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.						
Response History Response Team							
▼ Event Contents	Revise Response U						
All Content	Name †						
1 Verizon Privacy Noti	▼ 1 Verizon Privacy Notifications	^					
	▼ 1.1 Contractual Requirements for Suppliers Less	-					
Reference	Several Verizon guidelines and contractual requirements documents are available for review. Based on your executed agreement, you may need access to the details in the documents below. As these requirements chosen as well the notion to react and and and advandances received in these documents						
Reference	1.1.1 Please select which country you are submitting your personal data from.	USA					
Defarance	1.1.5 Please select the State you are in.	NJ					
Peference	V 2 Reference Documents						
Deferrer	2.1 General Information Security Requirements for Suppliers						
Reference	2.1.1 I have authority to accept Verizon's 'General Information Security Requirements for suppliers' on behalf of my company. Please refer to the hyperlink.						
Reference	https://www.verizon.com/suppliers/jsplVerizonSupplierInfoSecRequirements_1_2.pdf						
_ Reference Reference	2.1.2 I am authorized to act on behalf of my company and my company agrees to materially comply with Verizon's 'General Information Security Requirements for Suppliers'.	Yes					
Reference	2.1.3 Please enter your full name, title and company legal name below.	Ivonne XYZ Test					
_ Reference Reference	V 2.2 Additional Verizon Documents						

How to Change / Update responses to Supplier registration questionnaire

1. Under Status (Open) section: click on Supplier registration questionnaire link to open your company's Verizon 1Sourcing registration questionnaire.

🖉 Ariba Proposals and Questionnaires 👻	Standard Account Upgrade TEST MODE			0 🕕
VERIZON				
There are no matched postings.	Welcome to the Ariba Spend Management site suppliers who are market leaders in quality, serv in an effort to ensure market integrity.	This site assists in identifying world class idee, and cost. Aniba. Inc. administers this si	• veriz	on√
	Events			=
	Title ID End Time 4	Event Type	Participated	
		No items		
	Registration Questionnaires			
	Title	ID	End Time 1	Status
	▼ Status: Open (1)			
	Supplier registration questionnaire	Doc2716375528	4/9/2022 11:06 AM	Registered
	Qualification Questionnaires			
	Title ID End Time I	Commodity	Regions Sta	tus

2. Once the Supplier registration questionnaire opens, select Revise Response button

Go back to Verizon Dashboard			Desktop File Sync
Console	Doc2814642302 - Supplier registration questionnaire		C Time remaining 231 days 21:46:05
Event Messages Event Details	You have submitted a response for this event. Thank you for participating,		
Response History Response Team	Revise Respo	32 0	
▼ Event Contents	All Content		Ⅲ ¥
All Content	Name †		
Verizon Privacy	▼ 1 Verizon Privacy Notifications		~
	1.1 Please select which country you are submitting your personal data from.	USA	
2 Reference Documents	1.5 Please select the State you are in.	AL	
General Supplier	▼ 2 Reference Documents	Less —	
" Inf	Please note that the response to your questions below in this section will not impact your ability to be fully registered with Verizon.		
4 Financial	V 2.1 General Information Security Requirements for Suppliers		
5 Forms and attachment	23.1 These authority the accept Version's General Information Security Recomments for sequipters in about of my company. Please refer to the hyperlink. Intrys://www.version.com/supplien/gpt/Version/dpgt/inh/doid-thequinneets_1_2.pdf	No	
	2.1.3 Please enter your full name, title and		

3. Select **OK** to begin revising the responses

Ariba Sourci	ng			Company Settings + Joeann Bester + H	kelp Center >>
o beck to Verizon Dashboard				Desktop File Sync	
Console	Doc2814642302 - Supplier registration qu	estionnaire		D Time remain 231 day	iring ys 23:27:19
Event Messages Event Details	You have submitted a response for this event. Thank you for participation	ang.			
Response History Response Team		_			
w Suppl Contacts		Revise Response	©		
* Even Contents	All Content				≣∣¥
All Content	Name †				
1 Verizon Privacy	▼ 1 Verizon Privacy Notifications	▲ Revise Response?			^
	1.1 Please select which country you are submitting your perso	You have already submitted a response for this event. Click OK if you would like to revise your response.		USA	
2 Reference Documents	1.5 Please select the State you are in.			н.	
General Supplier	2 Reference Docurrents	UK Cances	Less		
* W	Please note that the response to your questions below in	this section will not impact your ability to be fully redshered with Vergon.			

4. Click **Submit Entire Response** once ready to submit the revised responses to Verizon

Console	Doc2814642302 - Supplier registration questionnaire		D Time remaining
Event Messages Event Dotails	All Content		
Response History Response Team	Name 1		
	3.22 Is your company Publicly traded?	* Yes v	
▼ Event Contents	3.23 Stock Ticker	* Test	
All Content	3.24 Veriton requires all suppliers to show proof of insurance as determined by the contract based on the work you will perform. Upon contract simulation will you be able to remote any and all ambieable Cartification of Insurance?	* Yes 🗸	
1 Verizon Privacy Noti	4 Financial Information		
Reference	4.2 US Tax Identification Number (TIN) - (Do not Use Personal information e.g. SSN)	* 12-0000000	
² Documents	4.3 Parent US Tax Identification (TNV) Parent Value Added Tax (VAT) Tax Id	* 12-3456700	
3 General Supplier	5 Forms and attachments - DO NOT ATTACH SSN# Less	E1	
and the second se	If your company does not transact in the United States, please upload a word document stating this to continue your registration.		
4 Information	5.2 Please attach a copy of your Parent Organization W8W9 (DD NOT ATTACH SSNe). This must be the 2018 version to be accepted. If your parent company does not transact in the US, please enter a word document stating that they don't transact and don't have a W8W9.	■ 🗇 Test Set Scenario 4, Test [1] 7 - Step 1.docx ∨ Update Re. Delete	the No.
5 Forms and attachment	(*) indicates a required field Submit Endre Response Reload Last Bid Save dush Compose Message Excet Import		

Ariba Customer Support Assistance

To contact SAP Ariba Customer Support, click on the question mark "?" on the top right hand side of the screen then click on bottom of page Support headset.



Accessing Ariba 1Sourcing Platform

Ariba Customer Support Telephone number(s):

North/South America: +1 412 222 6153 or +1 866 218 2155 (Toll Free)

Europe/Middle East/Africa: +44 20 7187 4144

Asia Pacific: +65 6311 4745 (For Toll Free number(s) & Country.

How do I contact the account administrator for my company? Who is my company's account administrator?

Answer

To view your account administrator's contact information, follow the below steps:

- 1. Sign in to your <u>Ariba Network</u> account.
- 2. In the top right corner of the page, click **[user initials]**.
- 3. Click **Contact Administrator**.
- 4. Details found under **Account Administrator Information**.

Additional Information

Contact your account administrator for the following types of requests:

- You cannot access your account and need to request a password reset.
- You need to access another user's account.
- You require additional permissions for your user account.
- You need help updating your user information.
- You need access to your company's test account.
- You receive an error that refers you to your administrator.
- You need to become the administrator. The current administrator is still with your company but is no longer the correct person to manage your company's account.
- You need to request a user account for another employee at your company.
- You want to have your user account deleted.

If the administrator is no longer employed at your company and you do not have access to their account, you can contact <u>SAP Ariba Customer Support</u> to <u>reassign the account</u> <u>administrator role</u>.