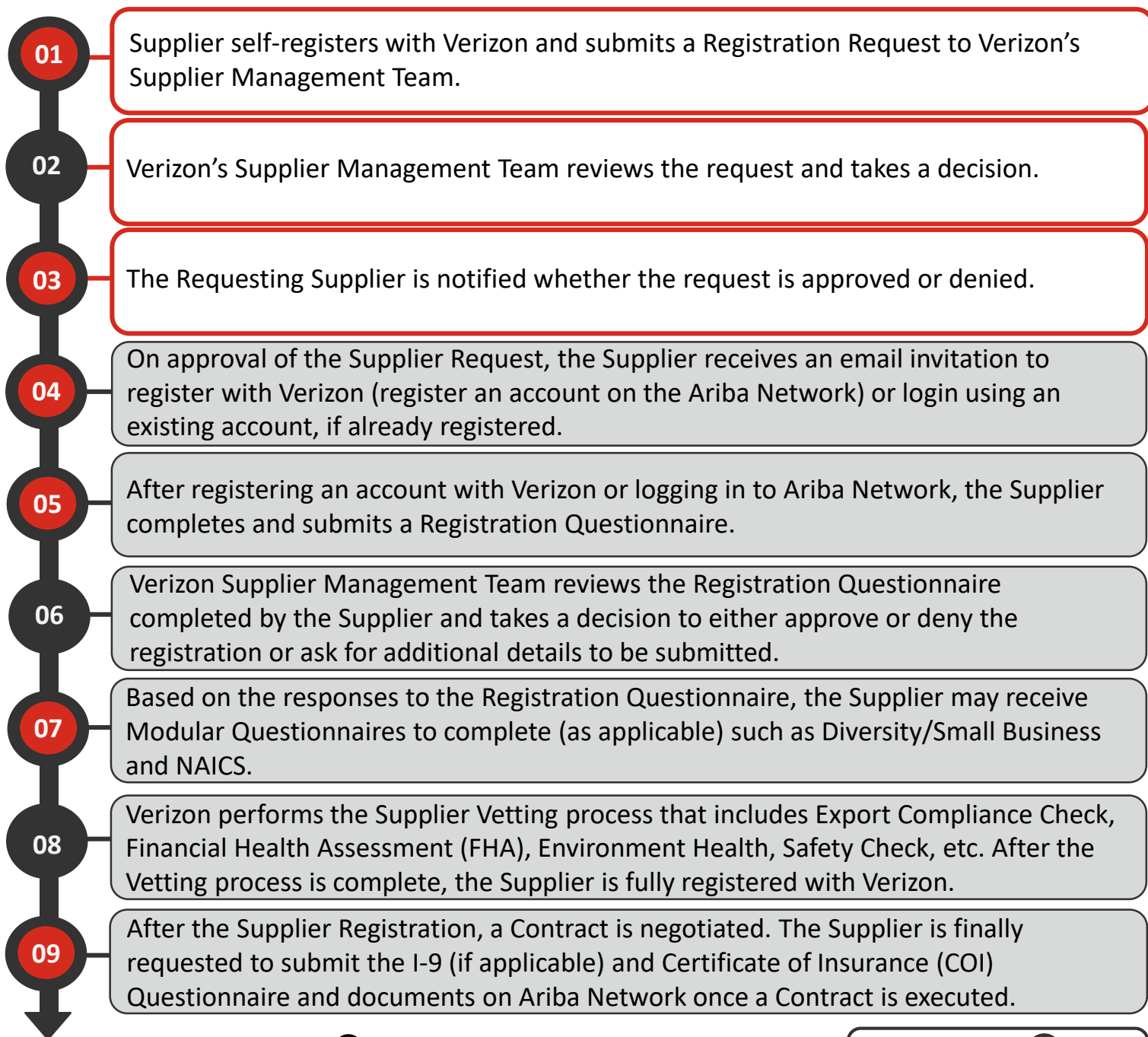


How to Self-register on Verizon.com?

Quick Reference Guide

Audience: Suppliers

As a Supplier, you can initiate business with Verizon by registering at Verizon's Self-registration portal. Here are the key steps involved in the Supplier Registration process. These steps are explained in detail in separate quick reference guides (QRG).



This QRG focusses on step 1, 2 and 3.

Legend



Indicates Verizon step

How to Self-register on Verizon.com?

Quick Reference Guide

Overview: The purpose of this quick reference guide (QRG) is to describe the steps to self-register on Verizon.com and submit a registration request to Verizon.


As a Supplier, you can either self-register on verizon.com or the Verizon Sourcing Team can create a request for you.

Self-register on Verizon.com

Access Self-Registration Link

1. Click the [link](#) to navigate to the Self-registration page.




 Note: As an alternative, the Verizon Sourcing Team can raise a request for your registration based on Sourcing engagements.

Complete Supplier Request Form

Complete all the details under the Basic Company Information section.

2. Enter your Company Legal Name as found on the W-8 or W-9 form.
3. Select 'Yes' if your company has a Parent Company and enter the Parent Company Legal Name as found on their W-8/W-9 form.
4. Select 'Yes' if you are a Sole Proprietor.

 The legal supplier company name and parent company name can have a) letters b) numbers c) "-" d) "&" only and no other special characters are allowed.

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Quick Reference Guide

5. Enter your Company Headquarters Address. Select your Country from the drop-down list.

* Headquarters Address

Street House Number

Street 2

Street 3

District

Postal Code *City

*Country

Complete all the details under the Primary Contact Information section.

6. Enter your Primary Contact Information: First Name, Last Name, Email Address and Phone Number.
7. Select the type of Primary Contact from the drop-down list.

Primary Contact Information

* Primary Contact First Name

* Primary Contact Last Name

* Primary Contact Email Address

* Primary Contact Phone Number

* Please specify the type of primary contact

Select

- Accounts Receivable
- Accounts Payable
- Customer Care Manager
- Catalog Manager



Note: Primary Contact is the person in your company to receive Sourcing bids, negotiations and maintain the Sourcing documentation.



Note: All the fields marked with an * asterisk are required and must be completed.

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Complete all the details under the Secondary Contact Information section.

8. Enter your Secondary Contact Information, if any: First Name, Last Name, Email Address and Phone Number.
9. Specify the names of your Verizon Contact(s) and their Email Address(es), if any.
10. Click 'Submit'.

The screenshot shows the 'Secondary Contact Information' section of a registration form. It contains four input fields: 'Secondary Contact First Name', 'Secondary Contact Last Name', 'Secondary Contact Email Address', and 'Secondary Contact Phone Number'. A red box highlights this entire section, with a red circle containing the number '8' next to it. Below this is the 'Who are your contacts at Verizon?' section, which has two input fields: 'Name(s)' and 'Email(s)'. A red box highlights this section, with a red circle containing the number '9' next to it. At the bottom right of the form, there are two buttons: 'Submit' and 'Cancel'. A red box highlights the 'Submit' button, with a red circle containing the number '10' next to it.

11. You will receive a summary of all the details submitted to the Verizon Supplier Management Team for review.

The screenshot shows a confirmation message: 'Your request for registration as a supplier with Verizon is complete.' Below this, it states: 'The Verizon supplier management team will review your request details and make a decision on your request. Decision will be sent to your email at jayaiyer@deloitte.com.' Below the message is a table titled 'Supplier self-registration request form'. A red box highlights the table, with a red circle containing the number '11' next to it. The table has two columns: 'Supplier self-registration request form' and 'Address'. The rows are: 'Basic Company Information', 'Legal Company Name', 'Doing Business As Name (DBA)', 'Does your company have a parent company?', 'Parent Company Name', 'Are you a sole proprietor?', 'Street', 'House Number', 'Street 2', 'Street 3', 'District', 'Postal Code', 'City', 'Country', and 'Region'. The 'Address' column contains redacted information for all rows.

How to Self-register on Verizon.com?

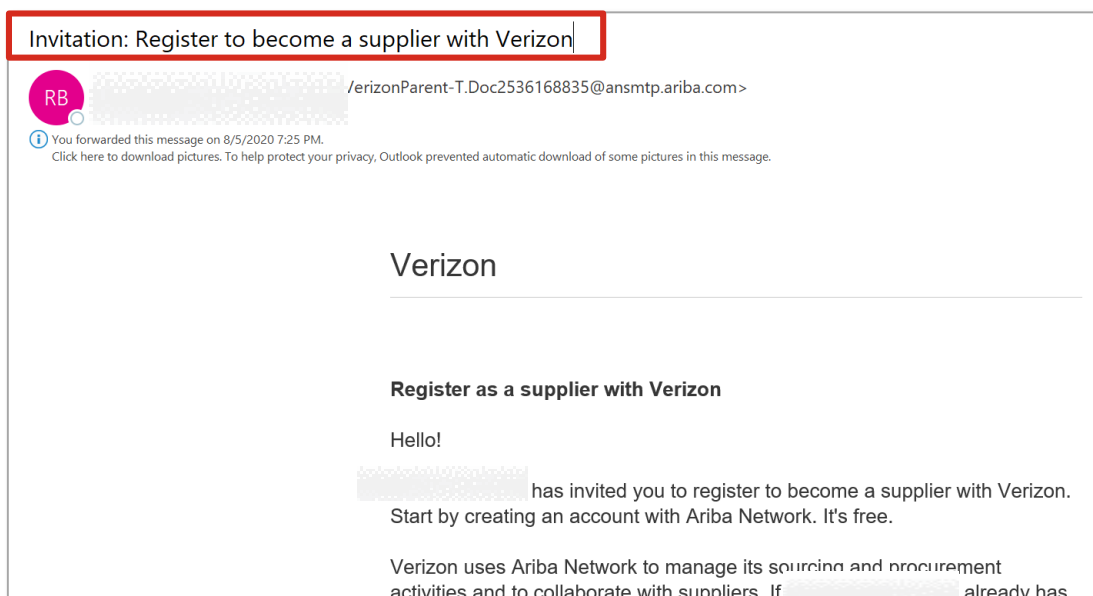
Quick Reference Guide

Request Review Decision

The Verizon Supplier Management Team reviews your Registration Request and makes a decision. They may approve or deny your request.

You will receive an email notification detailing the next steps.

Registration Request Approval : Invitation to Register



Registration Request Denial Notification



How to Self-register on Verizon.com?

Quick Reference Guide

Next Step: Register on Ariba Network

Upon approval of your Registration Request, you will receive an email invitation to register with Verizon (register an account on the Ariba Network) or login using an existing account, if already registered. The detailed steps are covered in a separate QRG titled 'How to Register an Account on Ariba Network'.


Ariba Network Support Team Contact Details

The Ariba Network Support team is available 24/7 for assistance. Here are the contact details and steps to contact the Ariba Customer Support team:

Contact Us

If you need help on how to use this product, click [Help](#) at the top right of any product page to access documentation and tutorials.

For help, United States and Canada (toll-free): 1 866 218 2155
United Kingdom (Freephone): 0800 358 3556
Europe: +44 20 7187 4144; Asia: +65 6311 4745
All other locations, call +1 412 222 6153.



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174605 - How do I contact SAP Ariba Customer Support as a supplier? [Add to Favorites](#) [Save for Later](#) [Email](#)

[FAQ](#) [APPLIES TO](#) [ATTRIBUTES](#) [LANGUAGES \(25\)](#) [FEEDBACK](#)

Question

How do I contact SAP Ariba Customer Support as a supplier?

Answer

SAP Ariba Customer Support is proud of being able to provide answers to the most common questions immediately in our Help Center without the need of engaging Customer Support

- On the right-hand pane you will find common issues related to the page you are on.
- Access the **Help Center** by clicking **Support** in the bottom right corner, next to the headset icon.
- Enter a brief description of your question or issue in the **I need help with** field.
You can improve your search results by searching for only the most important words. Search strings of three or fewer words tend to return better results than longer phrases or sentences. As you type, you begin to see suggested searches to run. Click one of the suggested searches or enter your own search term.
- Click **Start**.
- If prompted, respond to any **Yes** or **No** questions under **Contact Ariba Customer Support**.

Learn more about how you can find solutions in the Help Center [here](#).

If you were unable to find a solution, you'll be presented with the contact methods. SAP Ariba uses Click-to-Call, a streamlined phone support experience. See [here](#) to learn about when you should contact Support and when you should contact your customer. Follow these steps to request a call:

1. To receive call, click **Get help by phone**.
2. Being as detailed as possible in the problem description, complete all required fields.
3. Click **Submit**.