



Supplier Registration Process

Supplier Registration Process Job Aid V1.2

Audience: Suppliers

Introduction

The registration process starts with an invitation email. The message invites you to register in the Aptiv realm of the Ariba Network and note that this invitation is necessary to be linked with Aptiv. Each Location requires to complete a separate registration.

Follow this process guide to complete your registration and once it has been submitted, Aptiv Approvers will receive a notification to review it. If they feel they need more information, they can click a button to send you a message. Otherwise, they can click to approve or deny the request. If approved, you have received confirmation email from Aptiv as well as additional qualification questionnaires such as Environmental, Quality, Supplier Qualification Questionnaire etc. For the qualification process, please refer to the respective job aid.

Details in this FAQ are subject to change and occasional updates can occur in this job aid. The latest version will be shared on the Aptiv Supplier Portal.

Table of Contents

Introduction..... 1

Documents Revision History 2

Step 1 – Receive the Invitation Email and Sign Up/Login 3

Step 2 – User Account Creation..... 5

 Action needed: Complete your registration for Aptiv PLC and its affiliates 8

Step 3 – Account Confirmation 9

Step 4 – Complete The Registration 10

 Add Additional Users to Access and Respond to the Questionnaire 11

 How to Respond to the Registration Questionnaire 12

 How to Complete the W8/W8 Exception Form 15

 How to (Re)Submit the Registration Questionnaire? 16

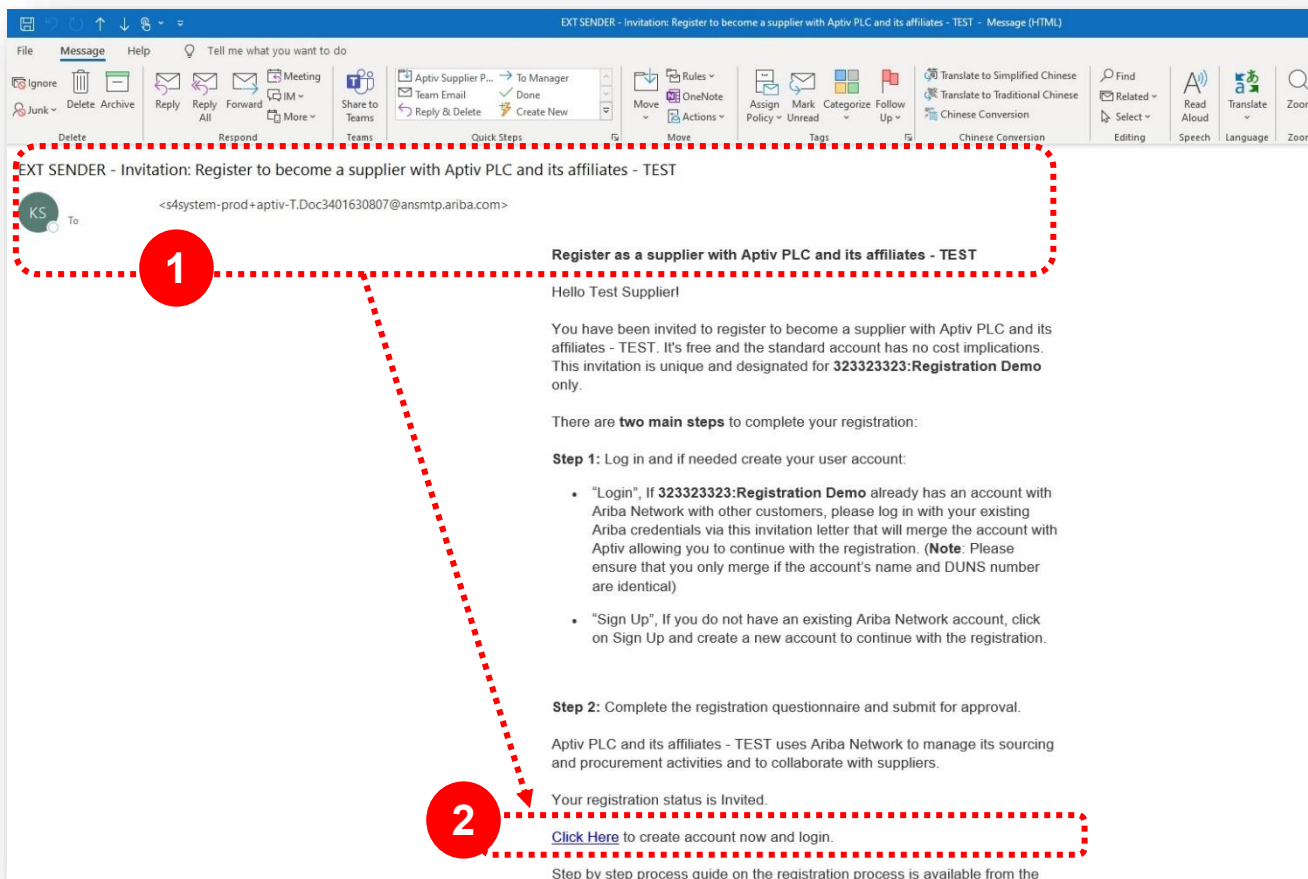
Step 5 – Your Registration is Approved & Next Steps..... 17

Documents Revision History

Version	Filename	Date	Note
V1.0	Supplier Registration Process Job Aid V1.0	2021-Nov-12	Content, Screenshots and Template updates
V1.2	Supplier Registration Process Job Aid V1.2	2022-Dec-07	Content Updated, Additional details added to each step. New sections added: "Action needed: Complete your registration for Aptiv PLC and its affiliates"; "Add Additional Users to Access and Respond to the Questionnaire"; "How to Complete the W8/W9 Exception Form"

Step 1 – Receive the Invitation Email and Sign Up/Login

1. You will receive email invitation with a link to register from the email domain @ansmtp.ariba.com, in the subject line “**Invitation: Register to become a supplier with Aptiv PLC and its affiliates**”. This invitation email is necessary to be linked with Aptiv as Trader Relationship request is not sent to link the account.
 - a. Each location DUNS interacting with Aptiv is required to complete a separate registration. This will result for a unique and separate invitation email for each location DUNS code.
 - b. Please take a note of the DUNS number presented in the body of the invitation email, and Sign Up or Login accordingly – see the following page for more details.
 - c. You can find the registration requirement in the [Aptiv Customer Specific Requirements](#)
 - d. Please note that, if you have not completed the registration, you will be receiving a reminder notification email. You can find a screenshot as an example of this reminder notification over the below pages with the title: “Action needed: Complete your registration for Aptiv PLC and its affiliates”.



2. In the invitation email select “[Click here](#)”. You will be brought to the next page, where you will need to either “Sign Up” or “Login” depending on whether you have an existing account in Ariba with other customers for the **same invited location DUNS number**

a. If you **do have an existing account with other customers in SAP Ariba for the same invited DUNS**

2a

location: then the user from the existing account will need to receive the invitation email, select “[Login](#)”, and enter with the existing credentials then continue from Step 4. There will be one attempt to link the existing account

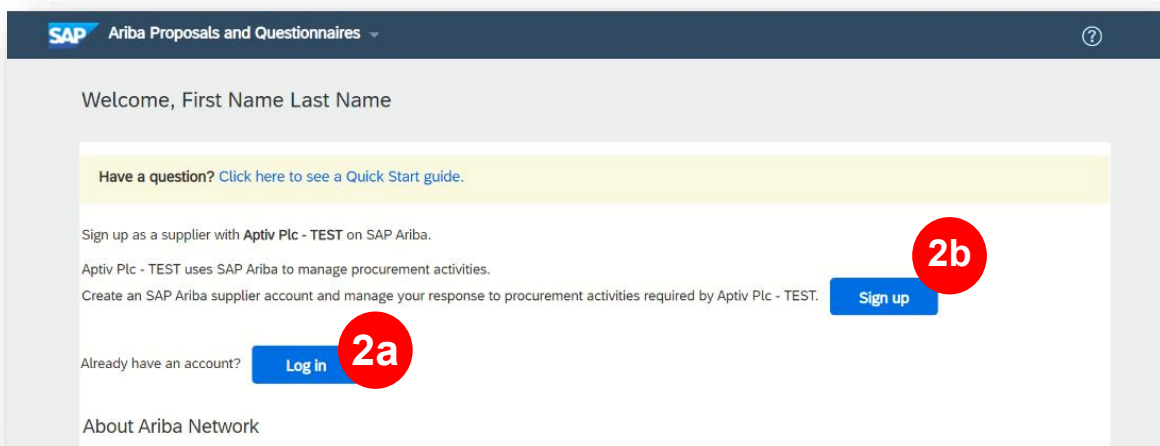
- i. Step 4 – Complete the Registration
- ii. How to Respond to the Registration Questionnaire
- iii. How to (Re)Submit the Response?
- iv. Step 5 – Your Registration is Approved & Next Steps

b. If you **do not have an existing account with other customers in Ariba for the same invited location:**

2b

Select “[Sign Up](#)”, to create a new user account then continue from Step 2.

- i. Step 2 – User Account Creation
- ii. Step 3 – Account Confirmation
- iii. Step 4 – Complete the Registration
- iv. How to Respond to the Registration Questionnaire
- v. How to (Re)Submit the Response?
- vi. Step 5 – Your Registration is Approved & Next Steps



Step 2 – User Account Creation

3. You will need to create the account by entering company details and creating your user credentials.
 - a. Fill in the **company information**
 - i. Enter the invited location DUNS address as is in Dun & Bradstreet
 - b. Fill in the **user account information**: your first and last name, username, password. The username is in the format of the email address.
 - i. If you have already a user account created in Ariba, you will not be able to use the same username. To create a new username, uncheck the box for **“Use my email as my username”**. This will allow you to modify the credential. If you receive an error that **the username exists already**, you will need to create a new unique username,
 - ii. For example, if your email address is supplier@email.com you will need to use the same and valid email for the email address field, and for the username you can modify such as `supplier1@email.com`; `supplier2@email.com`; `supplierIE@email.com`; `supplierDE@email.com`; `s@email.com` etc.
- ❖ **The Username and email address fields are case sensitive** (lower / upper cases, white space left before / after) and must have the form of an email address.
 - ❖ Make sure to use your valid email address in the email address field. The email address can be used for multiple user names; while the username must be unique for each registration.

Create account Create account and continue Cancel

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

Company information

* Indicates a required field

Company Name
Country/Region
Address
City
Postal Code
State

User account information

* Indicates a required field

Name: * First Name Last Name [SAP Business Network Privacy Statement](#)

Email: *

Use my email as my username

Username: *

Password: * Enter Password

Repeat Password

Language: English

Email orders to: *

Must be in email form (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 from your user interface.

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.

Tell us more about your business

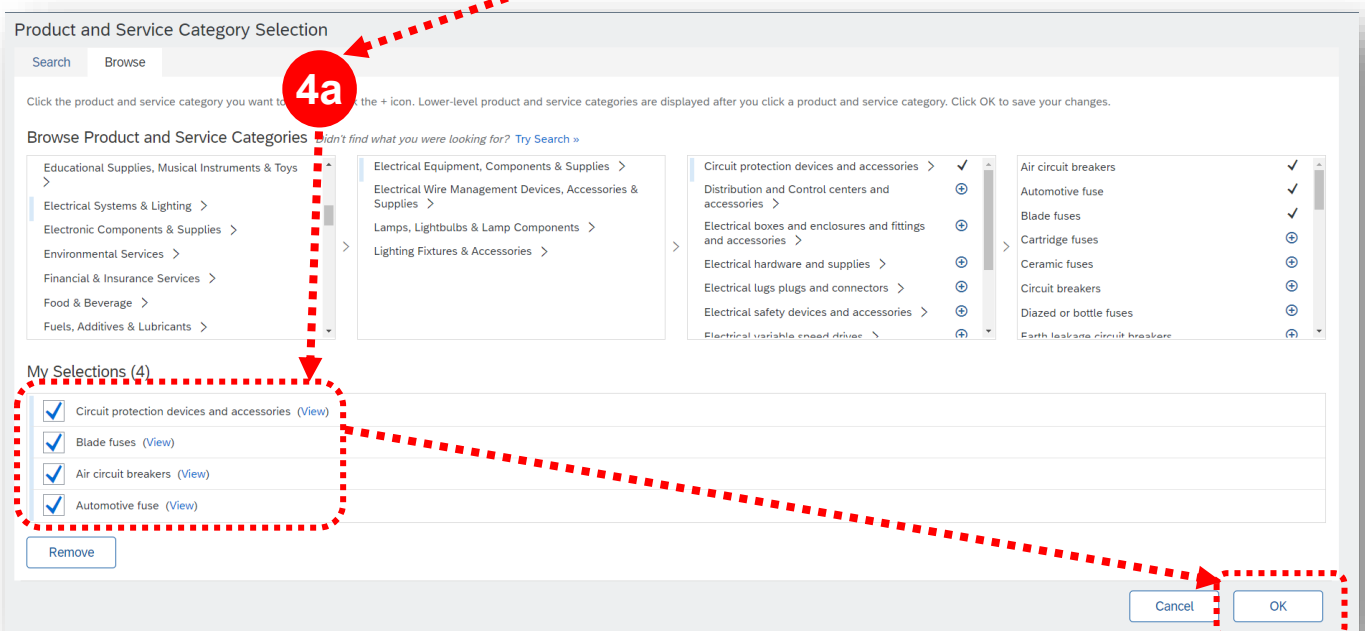
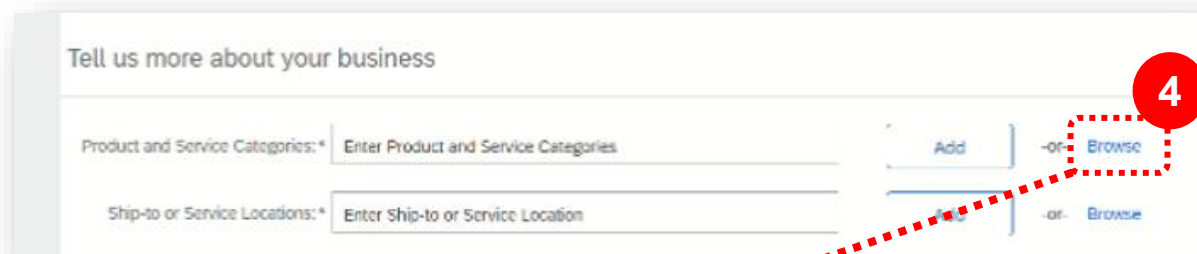
4. Fill in the section for “Tell us more about your business”.

a. Products and Services category - is maintained by SAP Ariba. If you cannot find any product or services that you offer, select an option closest to your business and you may come back later to change it in the company profile if and when necessary.

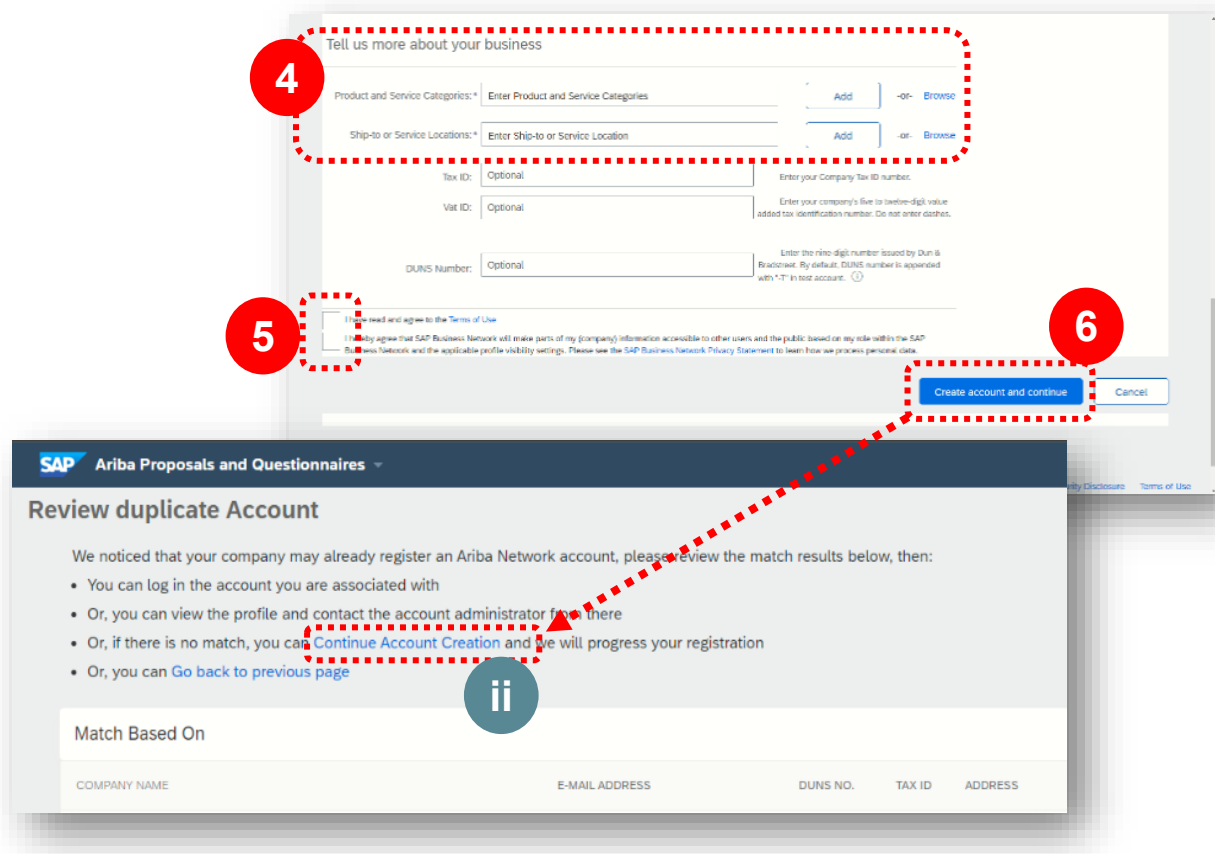
- i. Click on “Browse” then go from left to right by selecting the arrow/plus  sign to select a category.
 - ✓ In this example we selected: Electrical Systems & Lighting > Electrical Equipment, Components & Supplies > Electrical Equipment, Components & Supplies > Air circuit breakers 
- ii. Under “My Selections” click in the box for the selected items
- iii. When selected click OK

b. Select Ship-to or Services location

- i. Click on “Browse” then select “Global” or go from left to right by selecting the arrow/plus sign to select one or more location. When selected click OK



5. You will need to accept the Ariba Terms of Use before continuing with the account creation
6. Select **Create account and continue**.
 - a. You may be prompted to “Review Accounts” or Skip Review (by skipping you may be brought to a login page, which may result in restarting the account creation from the start.)
 - b. Select “**Review Accounts**” - you will be prompted to review Duplicate Accounts on the following page
 - i. You have the option to contact the Administrator. If you receive feedback from the Administrator, the invitation email to register will need to be sent by Aptiv to that user in order to link the account with Aptiv. If you are not aware of any existing account for the same invited location, then continue with the account creation
 - ii. Select “**Continue Account Creation**” which will set you as the administrator and new account will be created, with a new ANID number. Note, that Aptiv cannot view nor access the Account Administrator detail, not for any customer, nor within the Aptiv registration.

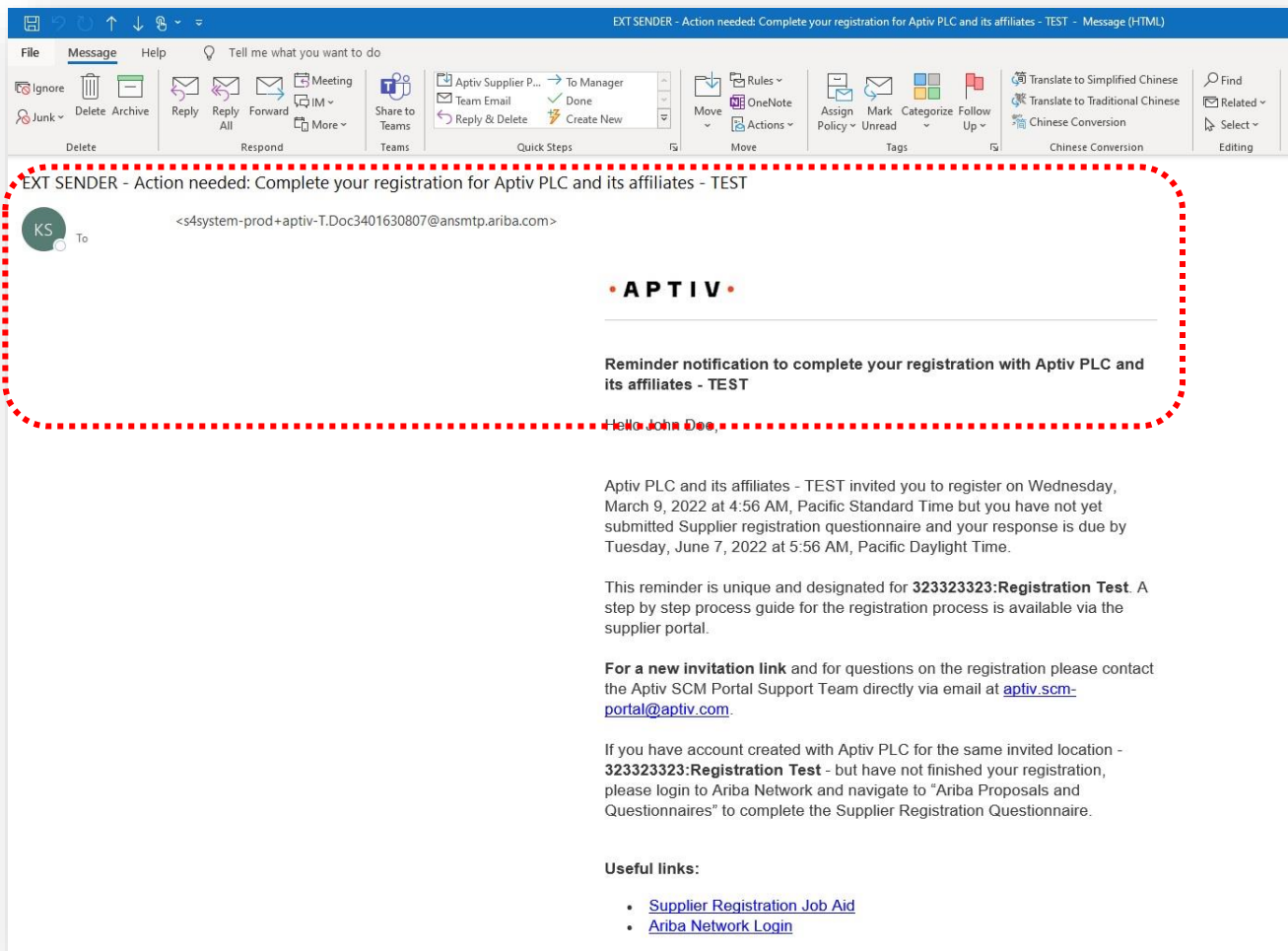


Action needed: Complete your registration for Aptiv PLC and its affiliates

You can find below a screenshot reference of the reminder notification email. If you are receiving this reminder, you have not completed and submitted the Supplier Registration Questionnaire.

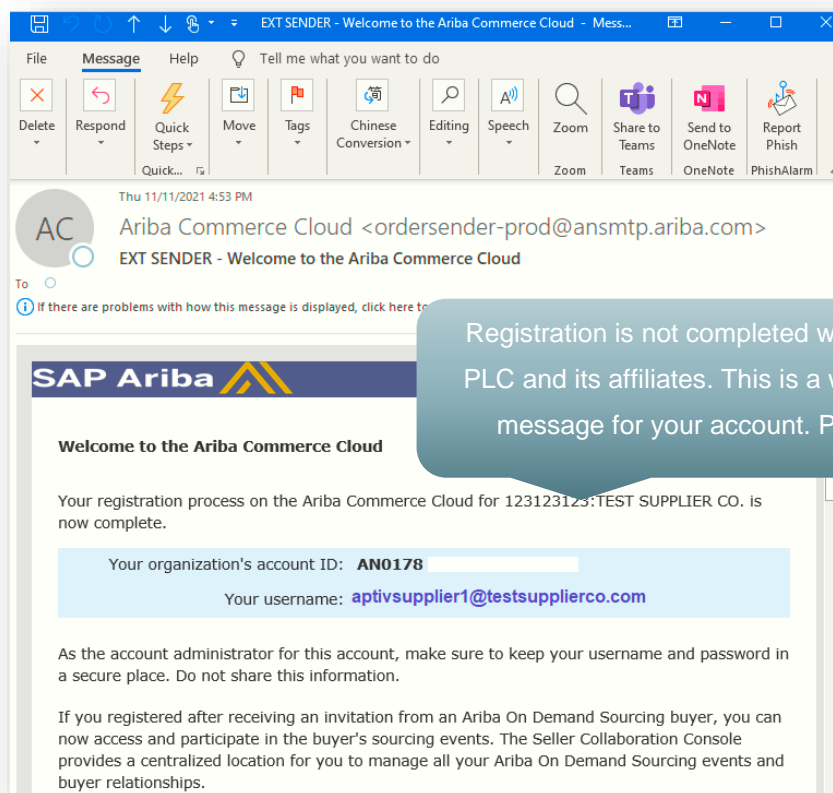
To continue with the registration, you can request a new invitation email:

- ❖ If you have not created the user account for the invited location, you will need to receive a new invitation
- ❖ Or if you are already working on the Supplier Registration Questionnaire, you can use the reminder notification email to login to the account and continue.



Step 3 – Account Confirmation

- ❖ You have now created your account successfully and have received a welcome email from Ariba Commerce Cloud.
– *Welcome to the Ariba Commerce Cloud*
- ❖ This welcome email includes your username and the Ariba Identification Number (ANID) for the given location.
- ❖ **ANID is the Ariba Identification Number** which ID is being used to identify the account in SAP Ariba as well as the ID to be provided upon contacting Ariba Support if and when necessary.
- ❖ Note, this confirmation is a welcome email to Ariba Commerce Cloud, and not a confirmation to a completed registration with Aptiv PLC and its affiliates. To become registered with Aptiv, continue with the process by following the steps in this job aid to complete the Supplier Registration Questionnaire.
- ❖ Your registration is complete upon receiving an approval email as well as further questionnaires for the qualification process in order to provide your location's quality (IATF 16949 / ISO9001), environmental (ISO14001) etc. certificates.
- ❖ After the account has been created, you can come back to SAP Ariba and to the questionnaire via <https://service.ariba.com/Supplier.aw/>



Step 4 – Complete The Registration

7. If you have been not navigated directly to the Supplier Registration Questionnaire, follow these steps to access it. You can also come back later to this page via <https://service.ariba.com/Sourcing.aw/> if you have not yet finished the Supplier Registration Questionnaire, then click on **“Ariba/Business Network”**
8. Select **“Ariba Proposals & Questionnaires”** – you may need to wait for the page to load. The page is loaded when you can see the sections: “Events”, “Registration Questionnaires”, “Qualification Questionnaires”, “Questionnaires” and “Certificates”.
9. Click on the hyperlink for the **“Supplier Registration Questionnaire”**

You can find below the registration status as you move through the process:

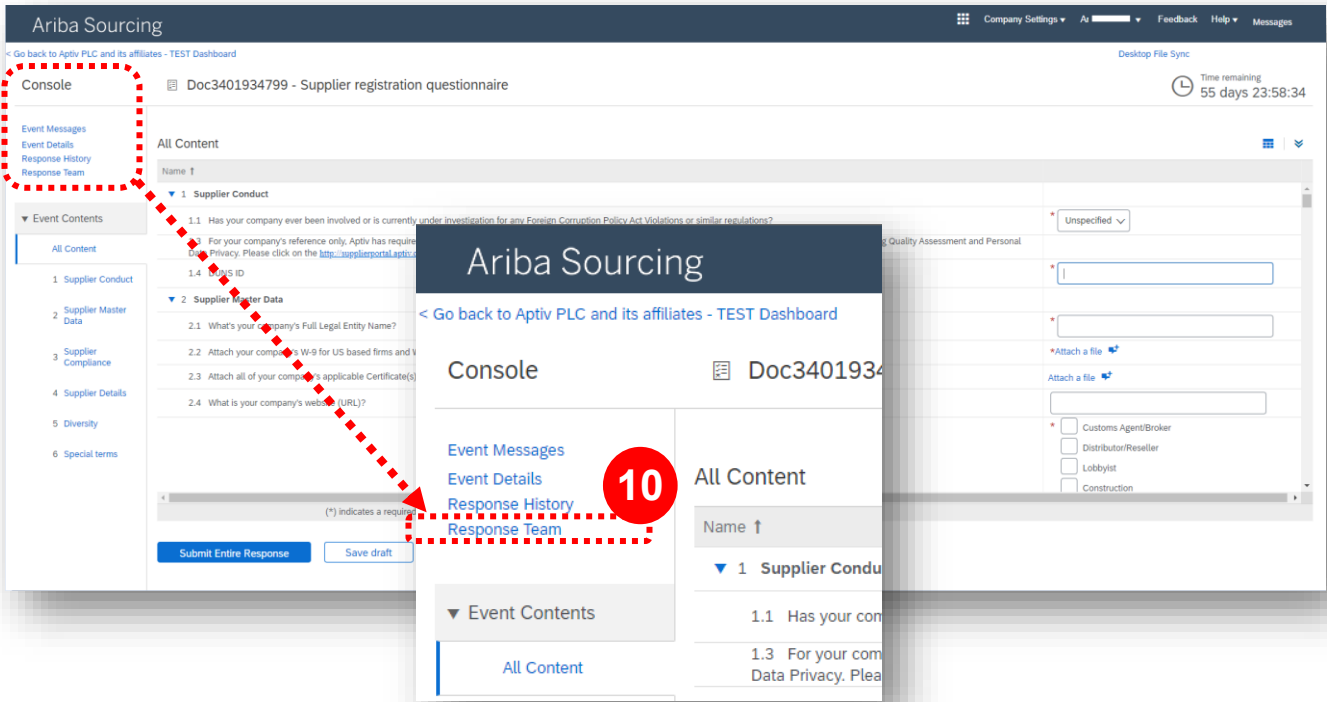
- ❖ **Invited:** Please complete and submit the Registration Questionnaire
- ❖ **In Registration:** The registration is in progress. Complete then submit the Registration Questionnaire
- ❖ **Pending Approval:** You have submitted your response, awaiting Aptiv review. No action at this time
- ❖ **Pending Resubmit:** Your submission could not be accepted. Resubmit your response based on the feedback received via notification email or open the questionnaire and you should be able to see the feedback in yellow.
- ❖ **Registered:** You have completed the registration and it has been approved.

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'SAP Business Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below this is a dropdown menu with options: 'Home', 'Ariba Discovery', 'Ariba Proposals & Questionnaires', 'Ariba Contract Management', and 'SAP Business Network'. A red circle with the number '7' is placed over the 'Business Network' text. A red dashed arrow points from this circle to the 'Ariba Proposals & Questionnaires' menu item, which is highlighted with a red circle and the number '8'. Another red dashed arrow points from the 'Ariba Proposals & Questionnaires' menu item to the 'Supplier registration questionnaire' link in the 'Registration Questionnaires' table. This link is highlighted with a red circle and the number '9'. The table has columns for 'Title', 'ID', 'End Time', and 'Status'. The 'Status' column shows 'Invited' for the 'Supplier registration questionnaire' row. Below the table, there are sections for 'Qualification Questionnaires' and 'Questionnaires'.

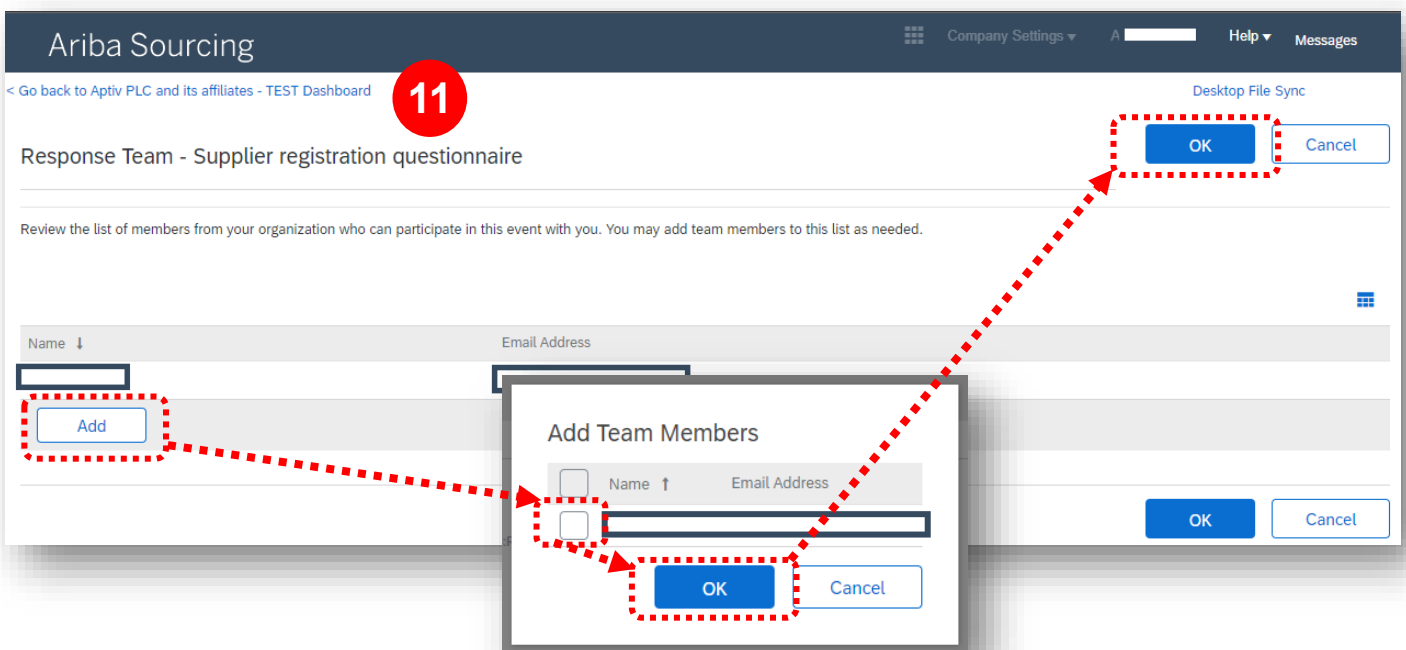
Add Additional Users to Access and Respond to the Questionnaire

If there are already other users created you can add them to the “Response Team” of the questionnaire, which will allow them to access the Registration Questionnaire.

10. Open the Supplier Registration Questionnaire, and select Response Team



11. Click on "Add" then choose the contact you want to give access to the questionnaire, then select OK and once again OK



How to Respond to the Registration Questionnaire

Questions marked with * asterisks are mandatory to respond

<p>*1.1 Has your company ever been involved or is currently under investigation for any Foreign Corruption Policy Act Violations or similar regulations?</p>	<p>Select Yes or No (if you select Yes, please describe in Q.1.2.)</p>
<p>1.3 For your company's reference only, Aptiv has requirements regarding General Terms & Conditions, Customer Specific Requirements, Conflict Minerals Policy, Manufacturing Quality Assessment and Personal Data Privacy. Please click on the http://supplierportal.aptiv.com to download the policy and requirements for review. This a Reference section</p>	
<p>*1.4 DUNS ID</p>	<p>Enter here the DUNS ID for the invited location. If you amend to another DUNS ID, the registration will not be accepted.</p>
<p>*2.1 What's your company's Full Legal Entity Name?</p>	<p>Enter the name of your company (invited location) in English language</p>
<p>*2.2 Attach your company's W-9 for US based firms and W-8 for non-US based firms.</p>	<p>Select/Click on directly to Attach a file. Attach a manually signed, completed copy of one of the following:</p> <ul style="list-style-type: none"> ❖ If your location DUNS based in the USA, complete and submit the <i>Form W-9 - Request for Taxpayer Identification Number and Certification</i>. Download W9 ❖ If your location supplies to any USA based Aptiv location, BUT is NOT based in the USA, complete and submit the <i>Form W-8BEN-E - Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)</i>. Download W8 BEN-E ❖ If your location does not supply to any USA based Aptiv location AND is NOT based in the USA, complete and submit the <i>W8_W9 Exception Form</i>. Download the W8 W9 Exception ❖ Blank forms are not acceptable and we cannot accept electronic signatures (all documents must be signed manually).

2.3 Attach all of your company's applicable Certificate(s) of Insurance.	If you have a copy, please attach, otherwise live blank.
2.4 What is your company's website (URL)?	Enter the URL, otherwise live blank.
*2.5 Select all applicable business activities to be provided to Aptiv.	Select from the list
*2.6 Select the countries in which your company's product(s) are manufactured.	Select from the available countries. List starts at Afghanistan till Zimbabwe. The selection is greater than the list in Q.2.7.
*2.7 Select the countries in which your company (and any party acting on your behalf) intends to deliver products or services from on behalf of Aptiv.	Select from the available countries. List starts at Bulgaria till United States of America then None.
*3.1 Is your company planning to do more than \$1M in business with Aptiv in the next 12 months?	Select Yes or No
*3.2 Does any GOVERNMENT ENTITY or GOVERNMENT OFFICIAL have any ownership or other financial interest in your Company?	Select Yes or No
*3.3 Does your Company (e.g., subsidiaries, engaged third parties, sister companies, joint venture partners) interact with any government entities on behalf of Aptiv?	Select Yes or No
*3.4 Do any of your Company's executives/ employees/ shareholders or their immediate family members currently hold any positions in any GOVERNMENT ENTITY?	Select Yes or No
*3.5 Will you use, access, store or handle any personal data? Select from the list all applicable values, as it applies to potential business with our organization?	Select from the list
4.1 Input your company's annual revenue (USD\$)	Select from the list or leave Unspecified
*4.2 Does any single customer make up more than 25% of your company's annual revenue?	Select Yes or No
*4.3 What is your company's business/ownership structure?	Select from the list
*4.4 Is your company public or privately owned?	Select from the list

<p>*4.5 Identify and provide details of any litigation in which your company is currently involved. If there is none, state "None".</p>	<p>Enter your response or if there is none, enter: "None" in English language.</p>
<p>*4.6 Select all of the Quality Certifications that your company currently maintains.</p>	<p>Select from the list</p>
<p>*4.7 Select all of the Environmental Certifications that your company currently maintains.</p>	<p>Select from the list</p>
<p>*4.8 How does your company monitor its privacy of personal data on behalf of Aptiv (e.g. ISO 27001)?</p>	<p>Enter your response in English language. Aptiv has included this question with respect to the European GDPR changes. The question is associated with the capturing and restriction held around personal data for individuals, i.e.: SSN, Birth dates, etc.</p>
<p>*4.9 Does your company have any affiliated labor unions? If yes, please list them. If none, state "None".</p>	<p>Enter your response or if there is none, enter: "None" in English language.</p>
<p>*5.1 Is your company a certified Minority Business Enterprise, Veteran Business Enterprise, or Women Business Enterprise?</p>	<p>Select Yes or No</p>
<p>*5.2 Select all type(s) of certifications currently held by your company.</p>	<p>If you have selected Yes to Q.5.1., select from the list</p>
<p>6.1 Do you have special agreement with Aptiv regarding the questionnaire requirements?</p>	<p>Leave Blank or No. By selecting Yes, choose the question(s) you decline to answer and provide a valid reason. This process will delay your registration and if not accepted, resubmission is required.</p>

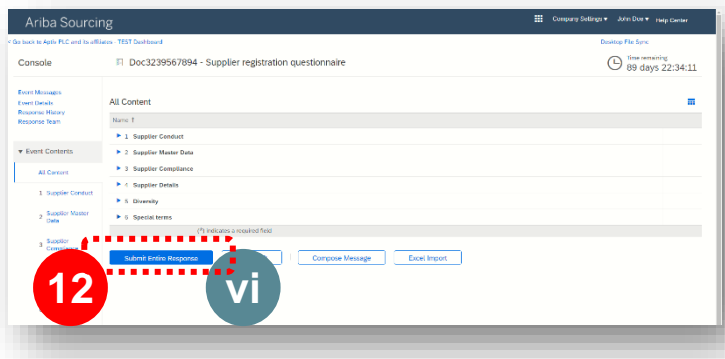
How to Complete the W8/W9 Exception Form

For the Question *2.2 Attach your company's W-9 for US based firms and W-8 for non-US based firms see below:

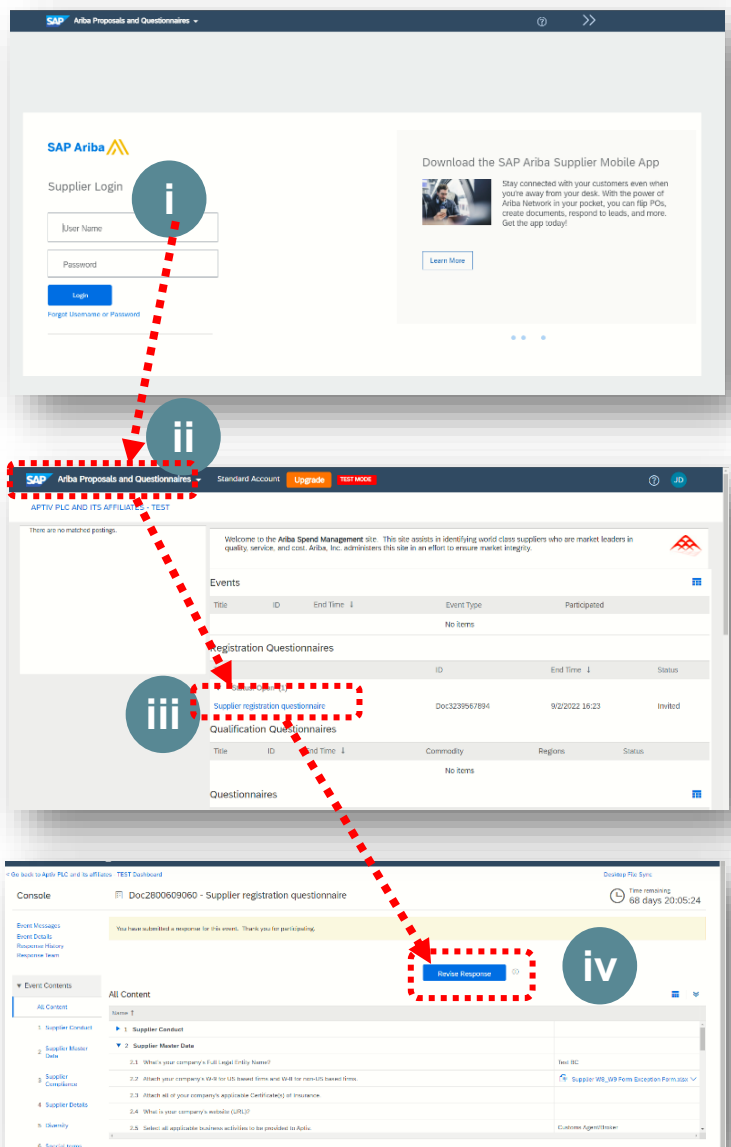
- ❖ If your location DUNS based in the USA, complete and submit the W9 form. You may request a completed copy from your Finance Department or [Download W9](#)
- ❖ If your location supplies to any USA based Aptiv location, BUT is NOT based in the USA, complete and submit the W8 BEN-E form. You may request a completed copy from your Finance Department or [Download W8 BEN-E](#)
- ❖ If your location does not supply to any USA based Aptiv location AND is NOT based in the USA, complete and submit the *W8_W9 Exception Form*. [Download the W8_W9 Exception](#). The form has 5 parts to be completed:
 - ✓ Part 1
 - Select the boxes, for W8 Waiver Request and W9 Waiver Request
 - ✓ Part 2
 - if you have questions on the selection, please contact your Aptiv Buyer. Submitter indicates applicable Division(s), Region(s), Category(s) [if known], date and submitter
 - DIVISION:
 - AS&UX - Advanced Safety and User Experience
 - EDS - Electrical Distribution Systems
 - ECG - Connection Systems
 - CATEGORY:
 - EEC - Electronic and electrical components
 - RMVS - Raw material value stream
 - MVC - Mechanical value stream
 - ✓ Part 3
 - Enter here the invited location DUNS number, company name and address. - Provide all supplier information. Details of the invited location DUNS must be entered. Supplier site name is the company name.
 - ✓ Part 4
 - Fill in the W8 and W9 Waiver request by replacing *E.g. "supplier company name"* with the invited location DUNS company name.
 - W8 Waiver: *COMPANY NAME* does not supply to any USA based Aptiv legal entity/location.
 - W9 Waiver: *COMPANY NAME* is not based in the USA.
 - ✓ Part 5
 - Manually sign in this section and provide the date and phone number of the contact.

How to (Re)Submit the Registration Questionnaire?

12. Click **Submit Entire Response** when you're finished. Pay attention to Q.2.6. and Q.2.7. with the list of countries as well as you have attached a completed file in Q.2.2. to the respond directly (Attach a file). If you have added to the Comments section, you will not be allowed to submit the questionnaire. After submission, the questionnaire will be sent to Aptiv for review



If your submission was not accepted, you have received information on what detail(s) needs to be corrected. Review the notes received and follow the steps on how to Resubmit your response: -



- i. **Login** via <https://service.ariba.com/Sourcing.aw/>
- ii. Select **Ariba Proposals & Questionnaires** in the upper left
- iii. Once the page loaded, click on the hyperlink for the **Supplier Registration Questionnaire**.
- iv. Select **“Revise Response”**
- v. Make the necessary corrections requested such as delete the current file and attach the corrected one/Amend the DUNS number etc.
- vi. Once uploaded/made changes, hit **Submit Entire Response**

Step 5 – Your Registration is Approved & Next Steps

13. When the submitted registration is approved, your registration status is moved to **Registered** and you will receive an email confirmation (Subject line: “**Approved: Supplier registration with Aptiv PLC and its affiliates**”) to inform you that your location is now registered with Aptiv.

Next Steps in Ariba Network: -

- ❖ **Complete the qualification Questionnaires:** You will receive a series of notification qualification questionnaires to complete and submit for review/approval to become a Qualified Aptiv Supplier.
- ❖ **Qualification questionnaires are mandatory** and for details on the qualification process itself, please refer to the Supplier Qualification Job aid. While completing the questionnaires, you can access the Aptiv Supplier Portal.
- ❖ **Create New Users:** The account administrator will need to create additional users based on the organization’s requirements. It is recommended to create user accounts for Quality, Accounts Payable, Supply Chain etc. representatives

Next Steps on the Aptiv Supplier Portal: -

- ❖ After the approval confirmation, you can start utilizing the portal applications such as WebEDI, eAptivPay, Problem Solver, Supplier Suggestion, Scorecard. Login to the Aptiv Supplier Portal with your Ariba credentials (case sensitive) and access the application based on your requirements
- ❖ **Review the Training** section for the applications available on the Aptiv Supplier Portal
- ❖ **Review the Help & FAQ** section on the portal for supporting job aids
- ❖ **Access the Problem Solver / Scorecard / Supplier Suggestion** application and accept the prompted policy – each user to do separately – if the user is required to access the application
- ❖ **Access the WebEDI** application and reach out to your Aptiv Representative/Buyer/EDI Contact to assign vendor code – if the user is required to access the application
- ❖ **Access the eAptivPay** application. For application support refer to the Accounts Payable section – if the user is required to access the application

