

This **Supplier Quick Guide** shows you how to...

REGISTER WITH VESTAS IN ARIBA

...in **four simple steps**



VERSION: 1.0

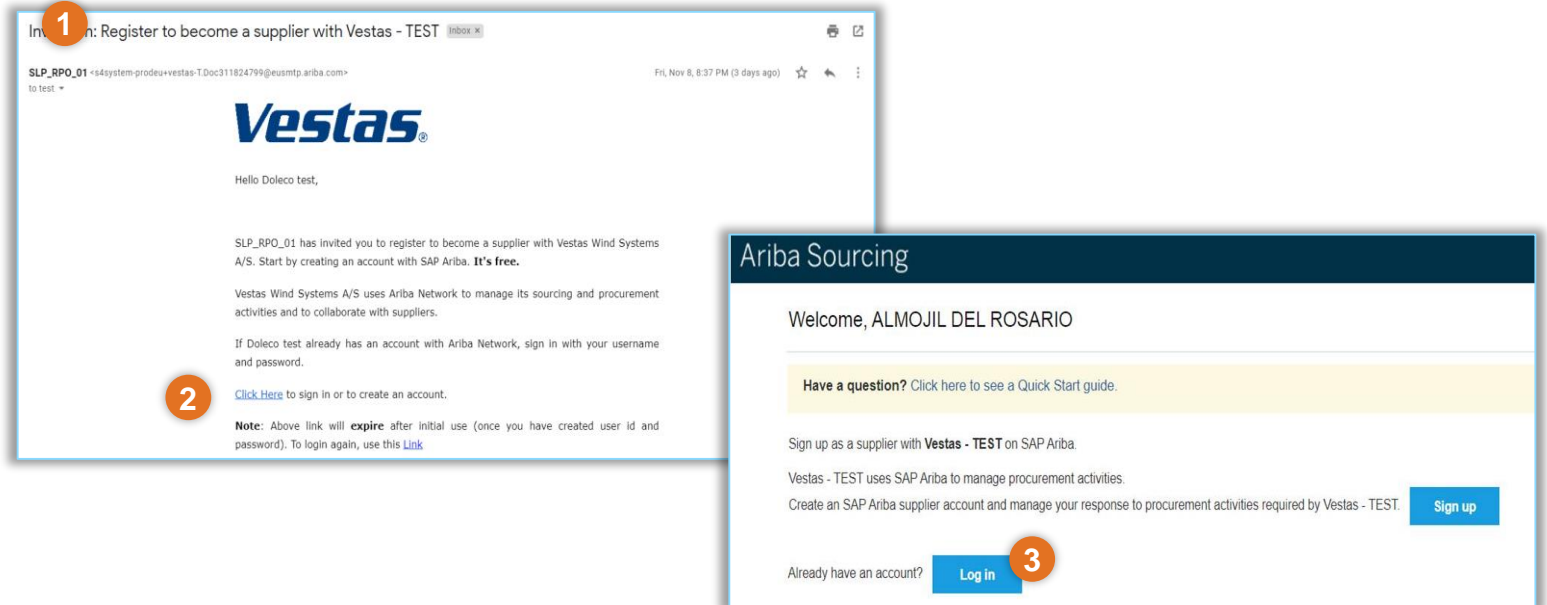
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1. ACCESS THE REGISTRATION FORM

Step-by-step

1. You will receive an invitation email from the Ariba Administrator: *mailto:no-reply@eusmtp.ariba.com*.
2. In the email, click on the 'click here' link.
3. You are directed to a page where you will be asked to log in.

Illustration



Tips & Tricks

- You may also check your spam inbox if you are not able to see any email in your primary inbox.
- If you have not already created an Ariba account, select 'Sign up' in step 3.

2. FILL IN THE REGISTRATION QUESTIONNAIRE

Step-by-step

Start to fill out the Vestas Supplier Registration Questionnaire, including:

1. Company questions
2. Supplier contact information
3. Tax details and tax form
4. Payment Type (bank transfer or cheque)

Illustration

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. The main content area is divided into sections:

- 1. Company Questions:** Includes fields for Company's Full Legal Name, Company Name Continued, Company's Full Legal Name in Local language, What other names do you trade under?, and What is your company's registration number? It also has a link for 'Add Manufacturing Locations (0)'.
- 2. Supplier Contact Information:** Includes fields for Contact First Name (ALMOJIL), Contact Last Name (DEL ROSARIO), Contact Job Title (Manager), Contact Email (UATSupplier100@gmail.com), Contact Phone Number ((212) 373-4999), and Phone Number (General Enquiries).
- 3. Tax Details:** Includes fields for Country (United States (US)), Tax Name, Tax Type, Tax Number, USA Social Security Number, USA Employer ID Number, and USA Organization.
- 4. Payment Type:** A dropdown menu showing 'Bank' as the selected option.

Tips & Tricks

- You will be directed to the registration questionnaire directly, once you have created your Ariba Account.

3. ADD BANK DETAILS

Step-by-step

1. Click on 'Add Bank Details' to provide your banking information.
2. You will be directed to a separate page, where you click on 'Add Bank Details'.
3. Provide your bank information and attach the required file. Click 'OK' once done.

Illustration

The illustration shows a user interface for adding bank details. At the top, a navigation bar displays '1.7 Bank Details' and 'Add Bank Details (0)'. Below this, a modal window is open, showing a list of bank details. The list has a header 'All Content > 1.7 Bank Details' and 'Bank Details (0)'. The list is currently empty, with a 'Name' column and a 'No items' message. A blue button labeled 'Add Bank Details' is at the bottom left of the modal. The modal also has 'OK' and 'Cancel' buttons at the top right and bottom right. A yellow warning banner at the top of the modal states: 'Clicking OK will only save your Repeatable Section answers. To submit your response, you will need to click OK and then click Submit Entire Response on the main screen.' A note at the bottom of the modal says '(*) indicates a required field'.

Tips & Tricks

- Depending on your selected payment type, banking details view may change.
- (*) indicates a required field.

4. COMPLETE AND SUBMIT REGISTRATION

Step-by-step

1. When you have provided your bank information, you are returned to the 'Confirmations and Agreements' section in the registration form.
2. Once you are done completing the required fields, click on 'Submit Entire Response'
3. Click 'OK' to close and confirm the process.

Illustration

The illustration shows a screenshot of a web application interface. The top section is titled '2 Confirmations and Agreements' and contains four numbered items:

- 2.1 Please confirm you have read, understood and have accepted our Code of Conduct. Available at <https://www.vestas.com/en/about/partnering#lcode-of-conduct> (dropdown menu: Yes)
- 2.3 Please confirm you have read, understood and have accepted our Invoicing procedures and policies? Available <https://www.vestas.com/invoicing> (dropdown menu: Yes)
- 2.5 Has the company or parent company filed for Bankruptcy in the last 3 years? (dropdown menu: No)
- 2.7 Do you agree to transact with Order Confirmation and Invoices? (For more information about Ariba Networks and see <https://support.ariba.com/Item/view/1503>) (*) (dropdown menu: Yes)

Below these items are buttons: 'Submit Entire Response' (highlighted with a red circle 1), 'Save draft', 'Compose Message', and 'Excel Import'. A second red circle 2 highlights the 'Submit Entire Response' button. Below the buttons is a modal dialog box titled 'Submit this response?' with a checkmark icon and the text 'Click OK to submit.' It has 'OK' and 'Cancel' buttons. A red circle 3 highlights the 'OK' button. The background shows a document titled 'Doc286547265 - Supplier registration questionnaire' with a 'Time remaining' of '29 days 23:20:01' and a list of fields under 'Supplier Contact Information'.

Tips & Tricks

- You will get an email notification once you successfully submitted the registration.
- Your registration is subject for review and approval by Vestas. You will receive an email notification if you need to revise or edit your registration.

NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and guides** from the Digital Procurement program in Vestas, visit our [website](#)



For general **Ariba resources**, visit the [Ariba Supplier Portal](#)

