



# QUICK GUIDE

## HOW TO USE ARIBA SLP



THIS GUIDE IS INTENDED TO PROVIDE YOU  
WITH A SIMPLE AND COMPACT OVERVIEW  
ON HOW TO USE ARIBA SLP

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- 02 | [Supplier Self-Registration](#) Page 5
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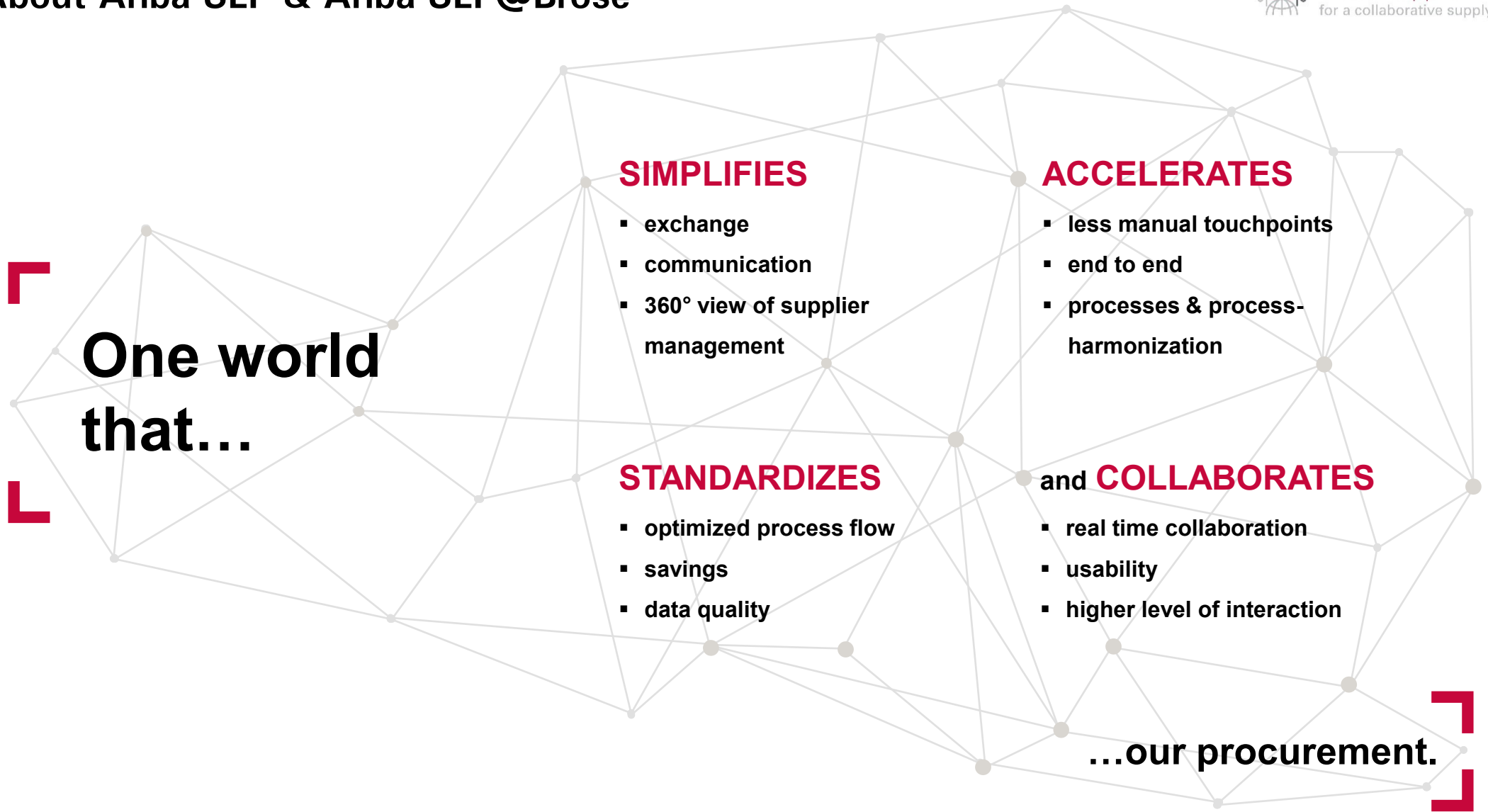
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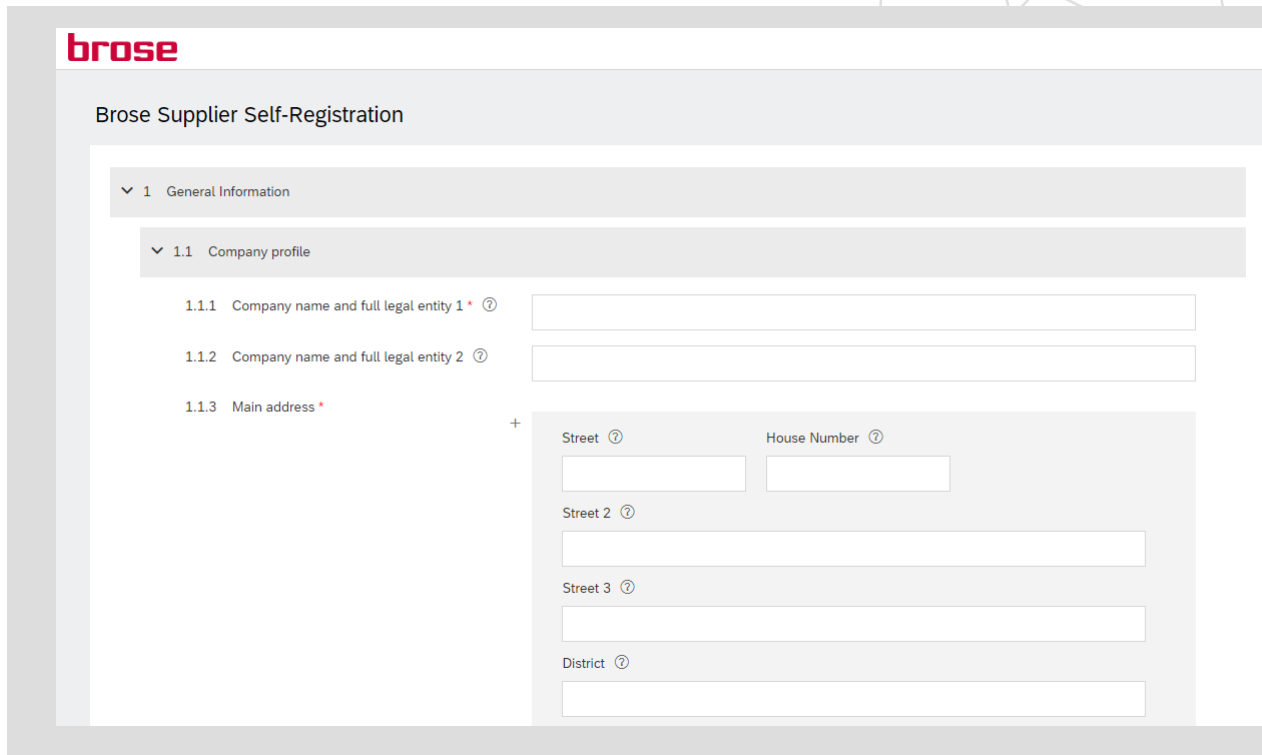


# GENERAL

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## 02 | SUPPLIER SELF-REGISTRATION



**brose**

Brose Supplier Self-Registration

▼ 1 General Information

▼ 1.1 Company profile

1.1.1 Company name and full legal entity 1 \* ?

1.1.2 Company name and full legal entity 2 ?

1.1.3 Main address \* +

Street ? House Number ?

Street 2 ?

Street 3 ?

District ?

1

Application as a new supplier for a new production facility, for a newly established company, after a request or started by your company.



**Start your Self-Registration**

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## 03 | REGISTRATION PROCESS & ARIBA NETWORK



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[This is a system generated e-mail]

Dear Business Partner,

**Finally, we are live: Get ready and start today!**

We are very pleased that we have successfully launched SAP Ariba. And the best thing about it: This is the first step towards our Brose Supplier Portal. As of today, you are able to use our new platform and can benefit from several advantages.

Start by [Click Here](#) with Ariba Network now.

We invite you to visit our [Information Site](#). There you will find more details about our transformation, your benefits and you can directly register for your training session.

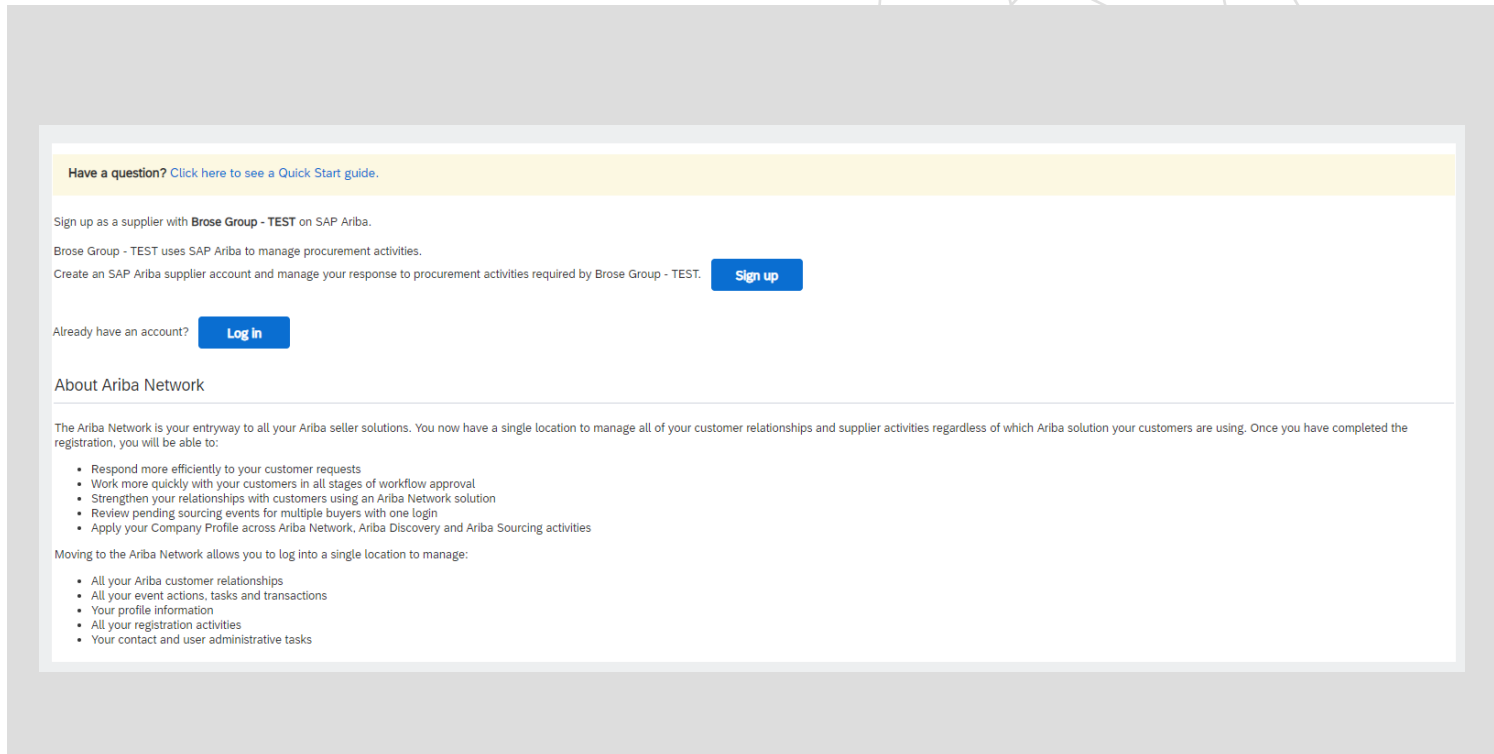
With best wishes

Your Brose Supplier Portal Project Team

To establish the digital business relationship with us, you will receive this email from our Ariba SLP system. By clicking on the link in the email you will be redirected to the registration page of the Ariba network.

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## 03 | REGISTRATION PROCESS & ARIBA NETWORK



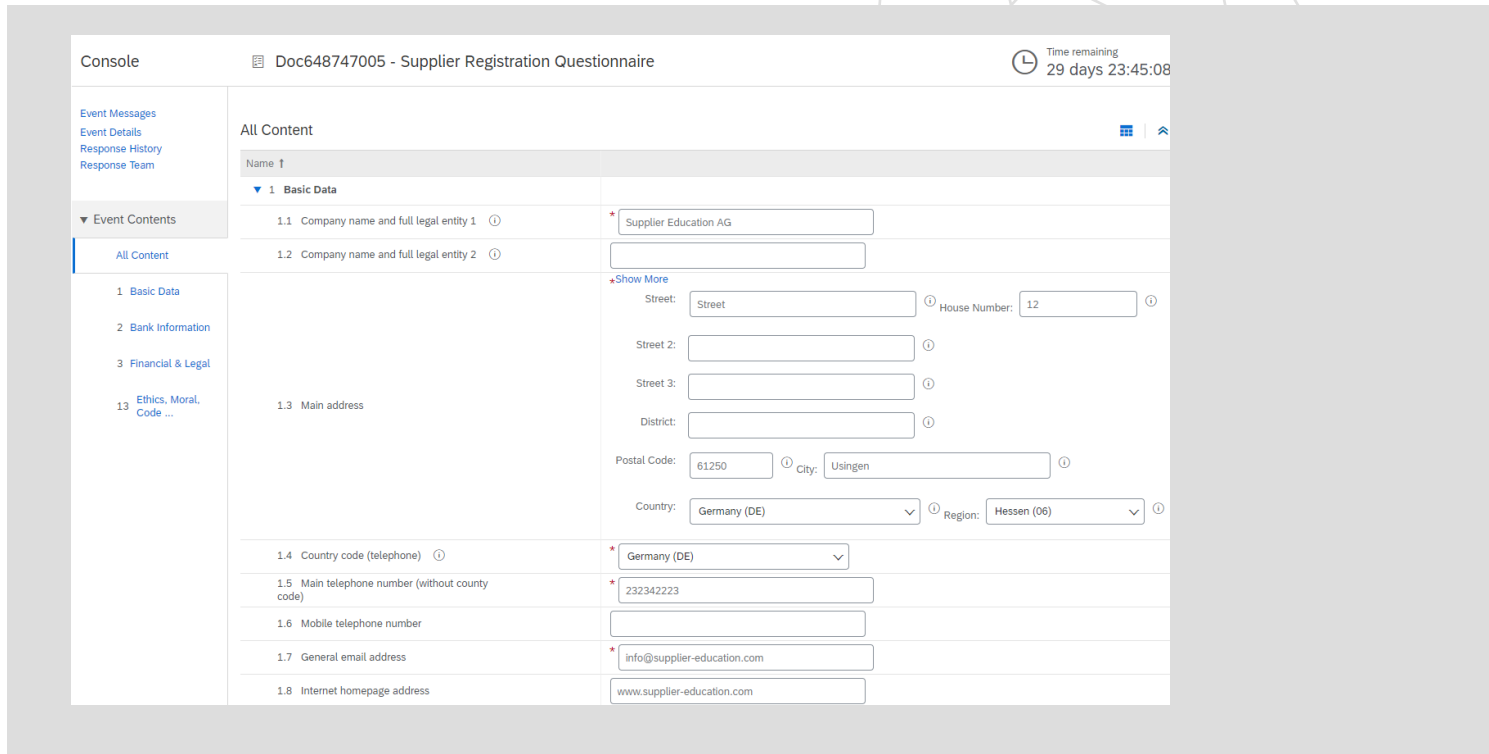
The screenshot shows the Ariba Network registration page. At the top, there is a yellow banner with the text: "Have a question? Click here to see a Quick Start guide." Below this, the page is divided into sections. The first section is titled "Sign up as a supplier with Brose Group - TEST on SAP Ariba." and contains the text: "Brose Group - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Brose Group - TEST." with a blue "Sign up" button. The second section is titled "Already have an account?" and contains a blue "Log in" button. The third section is titled "About Ariba Network" and contains a paragraph: "The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:" followed by a bulleted list of benefits: "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", and "Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities". Below this, there is another section titled "Moving to the Ariba Network allows you to log into a single location to manage:" followed by a bulleted list of tasks: "All your Ariba customer relationships", "All your event actions, tasks and transactions", "Your profile information", "All your registration activities", and "Your contact and user administrative tasks".

**Sign up** - If your company does not yet have an Ariba network account

**Log in** - If your company already has an Ariba network account

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## 03 | REGISTRATION PROCESS & ARIBA NETWORK



Console Doc648747005 - Supplier Registration Questionnaire Time remaining 29 days 23:45:08

Event Messages  
Event Details  
Response History  
Response Team

All Content

Name 1

▼ 1 Basic Data

1.1 Company name and full legal entity 1	Supplier Education AG
1.2 Company name and full legal entity 2	
1.3 Main address	<p>Street: Street House Number: 12</p> <p>Street 2:</p> <p>Street 3:</p> <p>District:</p> <p>Postal Code: 61250 City: Usingen</p> <p>Country: Germany (DE) Region: Hessen (06)</p>
1.4 Country code (telephone)	Germany (DE)
1.5 Main telephone number (without county code)	232342223
1.6 Mobile telephone number	
1.7 General email address	info@supplier-education.com
1.8 Internet homepage address	www.supplier-education.com

After you have successfully registered / created an account on the Ariba network, you will be automatically redirected to our registration questionnaire.

This questionnaire contains all the information that is required for our business relationship, for example: address data, bank data and other information which we need for our processes.

If your company moves the location or changes bank details you can also use this form to inform us about the changes.

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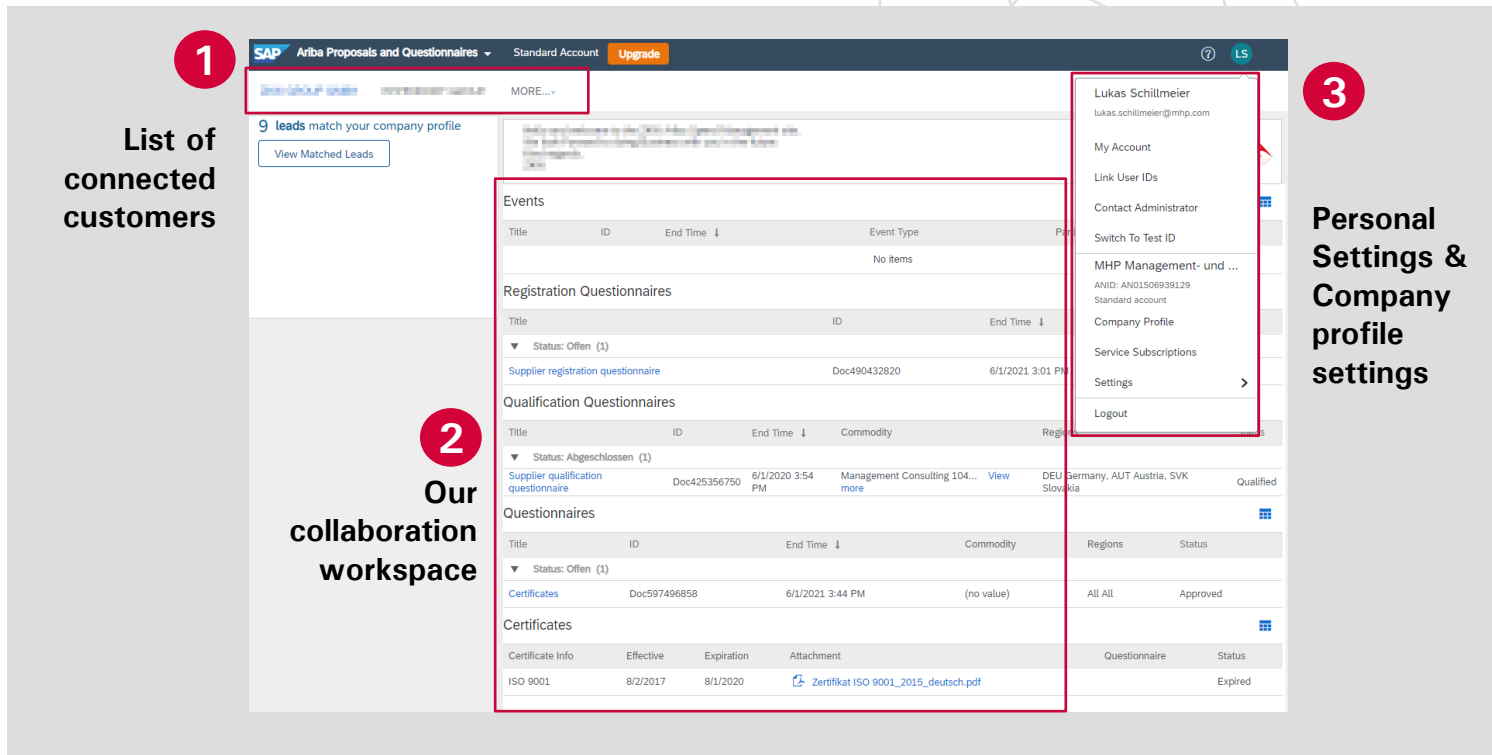


# GENERAL SETTINGS

04 | Basic Information and Personal Settings

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# 04 | BASIC INFORMATION AND PERSONAL SETTINGS



**1** List of connected customers

**2** Our collaboration workspace

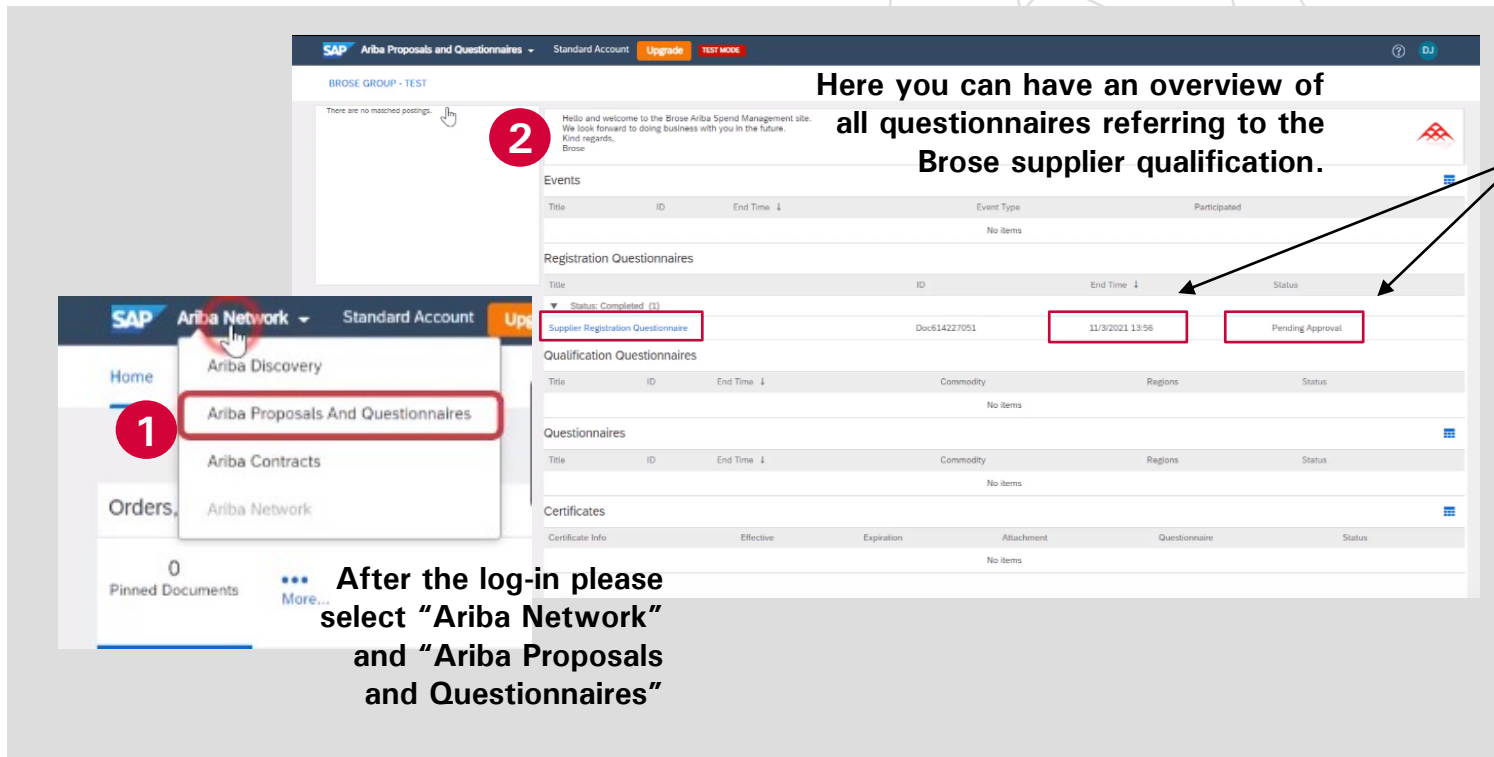
**3** Personal Settings & Company profile settings

The screenshot shows the SAP Ariba interface. A red box highlights the top navigation bar with the user icon 'LS'. Another red box highlights the main content area, which includes sections for 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Certificates'. A third red box highlights the user profile dropdown menu, which lists options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', 'MHP Management- und ...', 'Company Profile', 'Service Subscriptions', 'Settings', and 'Logout'.

The **Personal User settings** can get changed by clicking onto the personal user icon on the top left side.

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# 04 | BASIC INFORMATION - HOW TO ACCESS THE ARIBA SLP SYSTEM



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. A red circle with the number '1' highlights the 'Ariba Network' dropdown menu in the top navigation bar, which is open to show 'Ariba Proposals And Questionnaires' selected. A red circle with the number '2' highlights the main content area, which contains a table of 'Registration Questionnaires'. The table has columns for Title, ID, End Time, and Status. One row is highlighted with a red box, showing 'Supplier Registration Questionnaire' with ID 'Doc614227051', End Time '11/3/2021 13:56', and Status 'Pending Approval'. Other sections like 'Events', 'Qualification Questionnaires', and 'Certificates' are also visible but empty.

Here you can have an overview of all questionnaires referring to the Brose supplier qualification.

After the log-in please select "Ariba Network" and "Ariba Proposals and Questionnaires"

Here you can see also the due time in that the questionnaire should be filled by an employee of your company.  
Here you can see the current status of the respective questionnaire.

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# QUESTIONNAIRES

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- 06 | How the questionnaires are displayed in Ariba Page 14
- 07 | Registration Questionnaire Page 15
- 08 | Contact Person Questionnaire Page 16

## 05 | HOW I GET INFORMED ABOUT QUESTIONNAIRES

**brose**

[This is a system generated e-mail]

Dear Michael Seifert,

Brose Group has invited you to complete a questionnaire. This is required so SUPPLIER NAME can do business with Brose Group.

**Questionnaire Overview**

Questionnaire name: Compliance questionnaire for supplier release

Respond by: Wed, 14 Jul, 2021

[Submit questionnaire](#) here.

Best regards,  
Brose Group

You are receiving this email because your customer, Brose Group - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Brose Group - TEST.

Company seat Bamberg, Reg.-Court Bamberg, HRA 9499, USt-Id. Nr. DE 132444708  
Complementary: Brose Verwaltung SE, Bamberg, Sitz Bamberg, Reg.-Court Bamberg, HRB 9754

You can find more detailed information on data protection here: <http://www.brose.com/de-en/data-protection-notice>

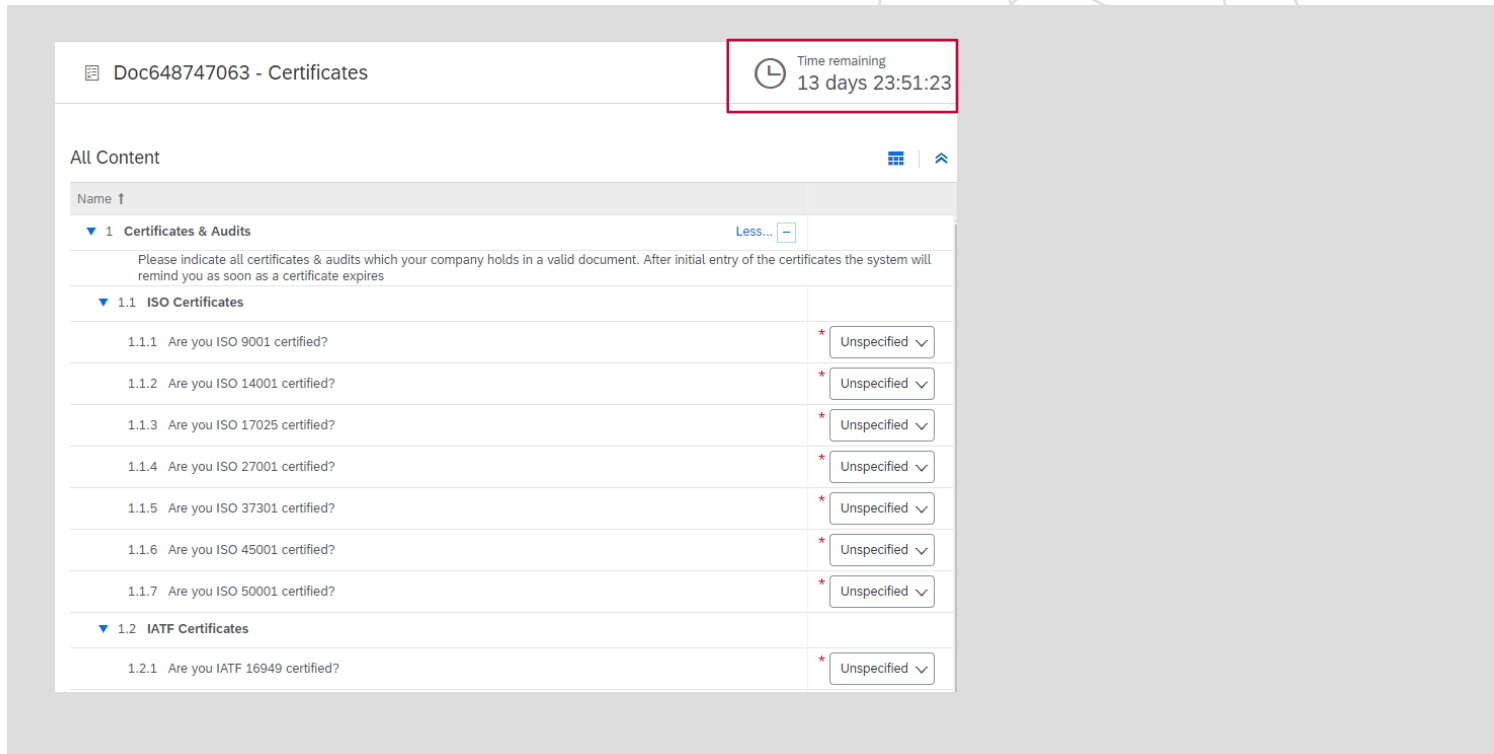
Distribution and reproduction of this confidential document(s), exploitation and communication of its contents is not permitted without our prior written consent. Violations will result in liability for damages.

Depending on your individual life cycle as well as the product group you will supply to Brose, you will be invited to fill in further questionnaires to provide the necessary data.

The invitation is in the form of this email, after clicking on the link in the email you will be automatically redirected to the questionnaire.

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# 06 | HOW THE QUESTIONNAIRES ARE DISPLAYED IN THE ARIBA SYSTEM



Doc648747063 - Certificates

Time remaining  
13 days 23:51:23

All Content

Name ↑

▼ 1 Certificates & Audits [Less...](#)

Please indicate all certificates & audits which your company holds in a valid document. After initial entry of the certificates the system will remind you as soon as a certificate expires

▼ 1.1 ISO Certificates

1.1.1 Are you ISO 9001 certified?	* Unspecified ▼
1.1.2 Are you ISO 14001 certified?	* Unspecified ▼
1.1.3 Are you ISO 17025 certified?	* Unspecified ▼
1.1.4 Are you ISO 27001 certified?	* Unspecified ▼
1.1.5 Are you ISO 37301 certified?	* Unspecified ▼
1.1.6 Are you ISO 45001 certified?	* Unspecified ▼
1.1.7 Are you ISO 50001 certified?	* Unspecified ▼

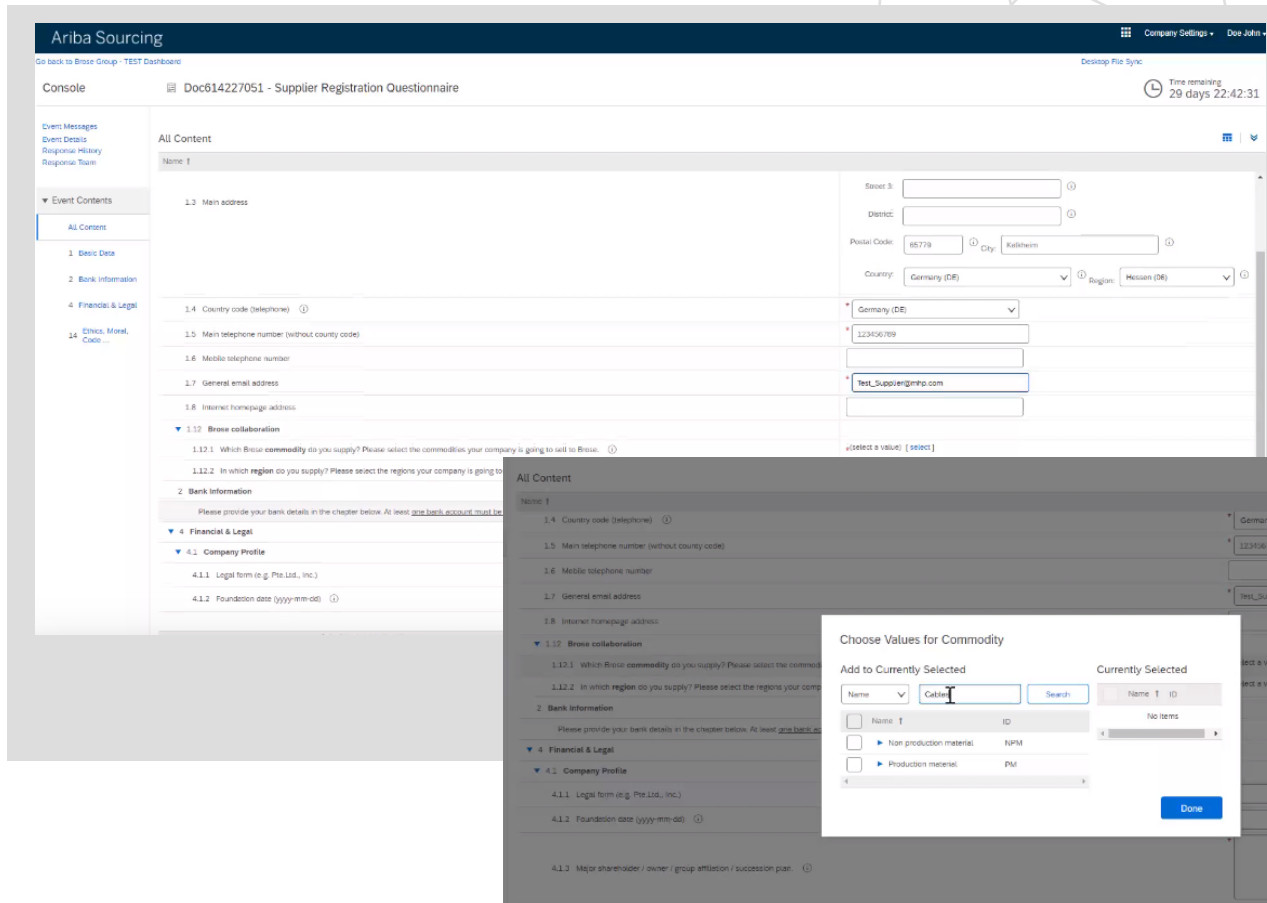
▼ 1.2 IATF Certificates

1.2.1 Are you IATF 16949 certified?	* Unspecified ▼
-------------------------------------	-----------------

Here the **Certificates questionnaire** is displayed as **an example**. The **time stamp** in the top right corner shows until when the questionnaire must be sent back to Brose.

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# 07 | REGISTRATION QUESTIONNAIRE



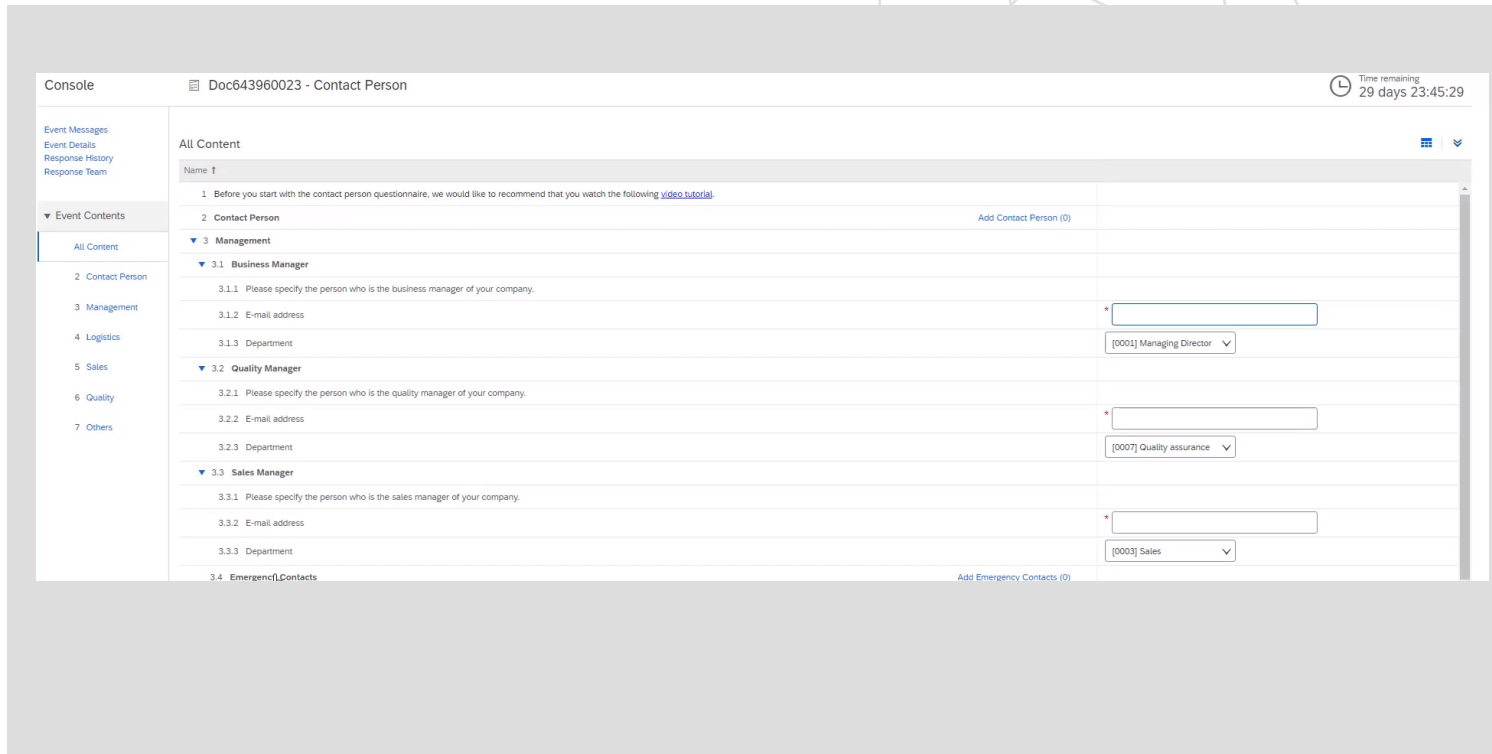
The screenshot displays the 'Supplier Registration Questionnaire' in the Ariba Sourcing system. The form is for document 'Doc614227051'. It includes sections for 'Main address', 'Contact information', and 'Brose collaboration'. A modal window titled 'Choose Values for Commodity' is open, showing a search for 'Cable' and a list of options including 'Non production material' (NPM) and 'Production material' (PM). The 'Production material' option is selected.

When filling out the **Registration Questionnaire** for Brose and you select the **commodity** which you can supply please do not select just **Non production material** or **Production material**. Please select a **specific commodity**.

[For more information you can also watch the following video on our homepage.](#)

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# 08 | CONTACT PERSON QUESTIONNAIRE



Console Doc643960023 - Contact Person Time remaining 29 days 23:45:29

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

2 Contact Person

3 Management

4 Logistics

5 Sales

6 Quality

7 Others

All Content

1 Before you start with the contact person questionnaire, we would like to recommend that you watch the following [video tutorial](#).

2 Contact Person [Add Contact Person \(0\)](#)

3 Management [Add Emergency Contacts \(0\)](#)

3.1 Business Manager

3.1.1 Please specify the person who is the business manager of your company.

3.1.2 E-mail address

3.1.3 Department

3.2 Quality Manager

3.2.1 Please specify the person who is the quality manager of your company.

3.2.2 E-mail address

3.2.3 Department

3.3 Sales Manager

3.3.1 Please specify the person who is the sales manager of your company.

3.3.2 E-mail address

3.3.3 Department

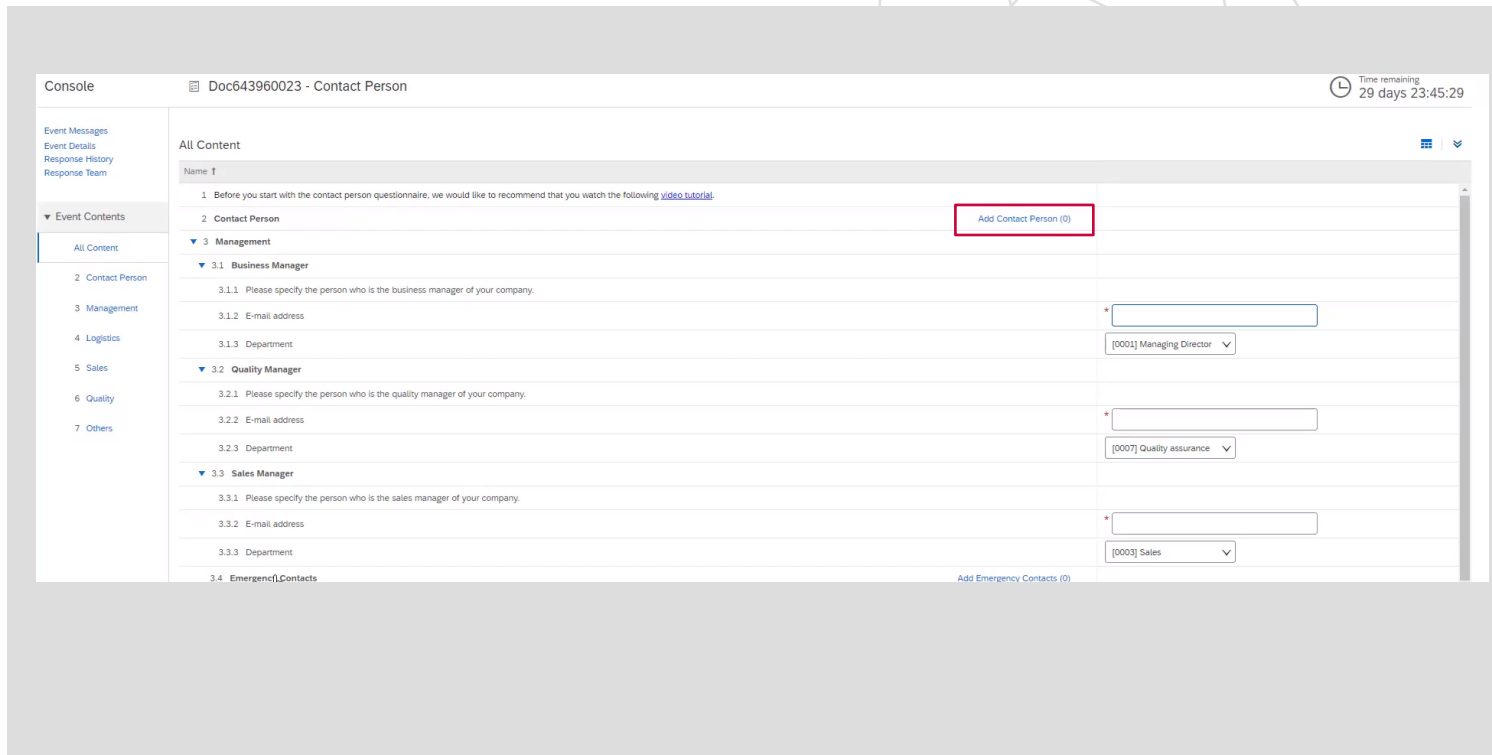
3.4 Emergency Contacts [Add Emergency Contacts \(0\)](#)

When you receive an e-mail to **maintain the contact data** in the Ariba SLP System, you need to log-in into your Ariba Account. Afterwards you will be directly **forwarded to the Contact data questionnaire**.

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# 08 | CONTACT PERSON QUESTIONNAIRE

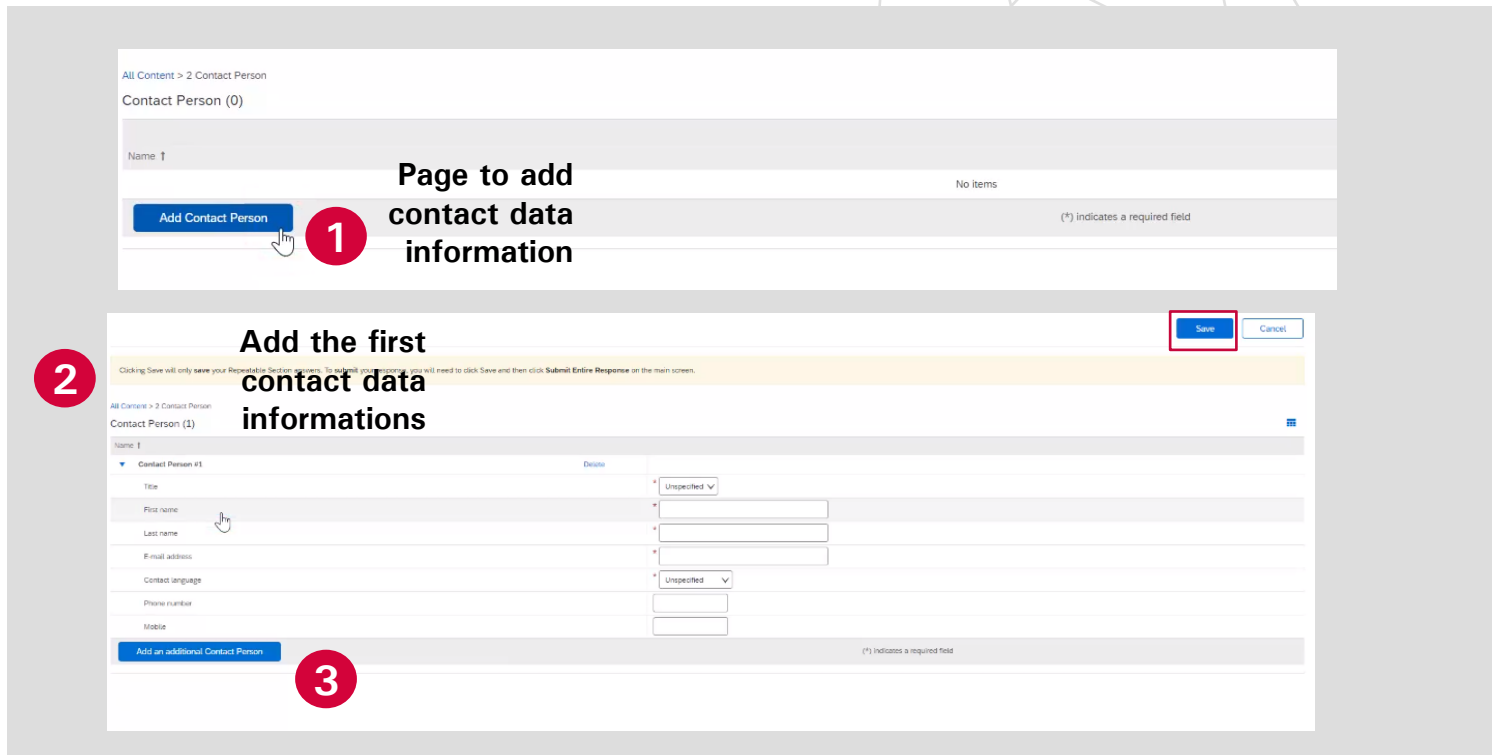


The screenshot shows a web interface for a 'Contact Person' questionnaire. The top bar includes 'Console', 'Doc643960023 - Contact Person', and a 'Time remaining' indicator of '29 days 23:45:29'. A left sidebar lists 'Event Contents' with categories like 'All Content', '2 Contact Person', '3 Management', '4 Logistics', '5 Sales', '6 Quality', and '7 Others'. The main content area is titled 'All Content' and contains a list of steps: 1. Tutorial, 2. Contact Person (with a red box around 'Add Contact Person (0)'), 3. Management (expanded to show 3.1 Business Manager, 3.2 Quality Manager, and 3.3 Sales Manager), and 3.4 Emergency Contacts (with a red box around 'Add Emergency Contacts (0)'). Each management step includes fields for 'Please specify the person who is the [role] manager of your company.', 'E-mail address', and 'Department' (with a dropdown menu).

At first you need to **provide information** about **contact persons** you are going to share within this questionnaire. **Contact persons** only need to be employees which **will work together with Brose.**

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# 08 | CONTACT PERSON QUESTIONNAIRE



The screenshot shows the 'Contact Person' questionnaire interface. It is divided into three main sections:

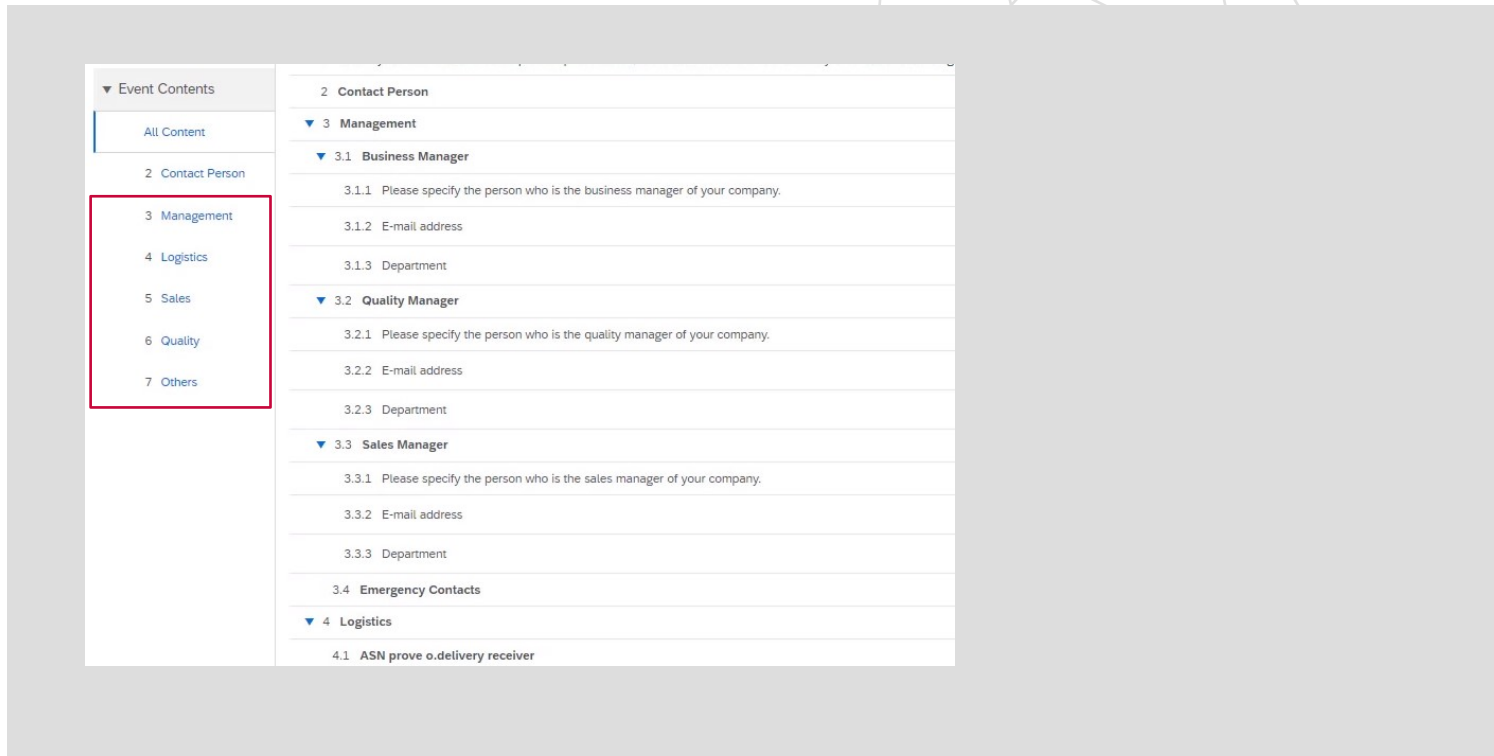
- Section 1:** A header area with the breadcrumb 'All Content > 2 Contact Person' and a title 'Contact Person (0)'. Below the title is a search bar labeled 'Name: 1' and a table with 'No items'. A blue button labeled 'Add Contact Person' is highlighted with a red circle and the number '1'. A note below the button says 'Page to add contact data information'. A legend indicates that an asterisk (\*) indicates a required field.
- Section 2:** A form titled 'Add the first contact data informations' with a red circle and the number '2'. The form includes a yellow warning banner, a 'Save' button (highlighted with a red box), and a 'Cancel' button. Below the banner, there is a dropdown for 'Contact Person #1' and a 'Details' link. The form fields include: Title (dropdown), First name, Last name, E-mail address, Contact language (dropdown), Phone number, and Mobile. A legend indicates that an asterisk (\*) indicates a required field.
- Section 3:** A blue button labeled 'Add an additional Contact Person' is highlighted with a red circle and the number '3'. A note below the button says 'Click here to add additional contact data templates'.

Click add new contact person. **Note: Multiple contact persons can get added here.**

Add more contact person that you need to provide later in the process. **At the end click on "Save" on the top right corner to save all the contact data information.**

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# 08 | CONTACT PERSON QUESTIONNAIRE

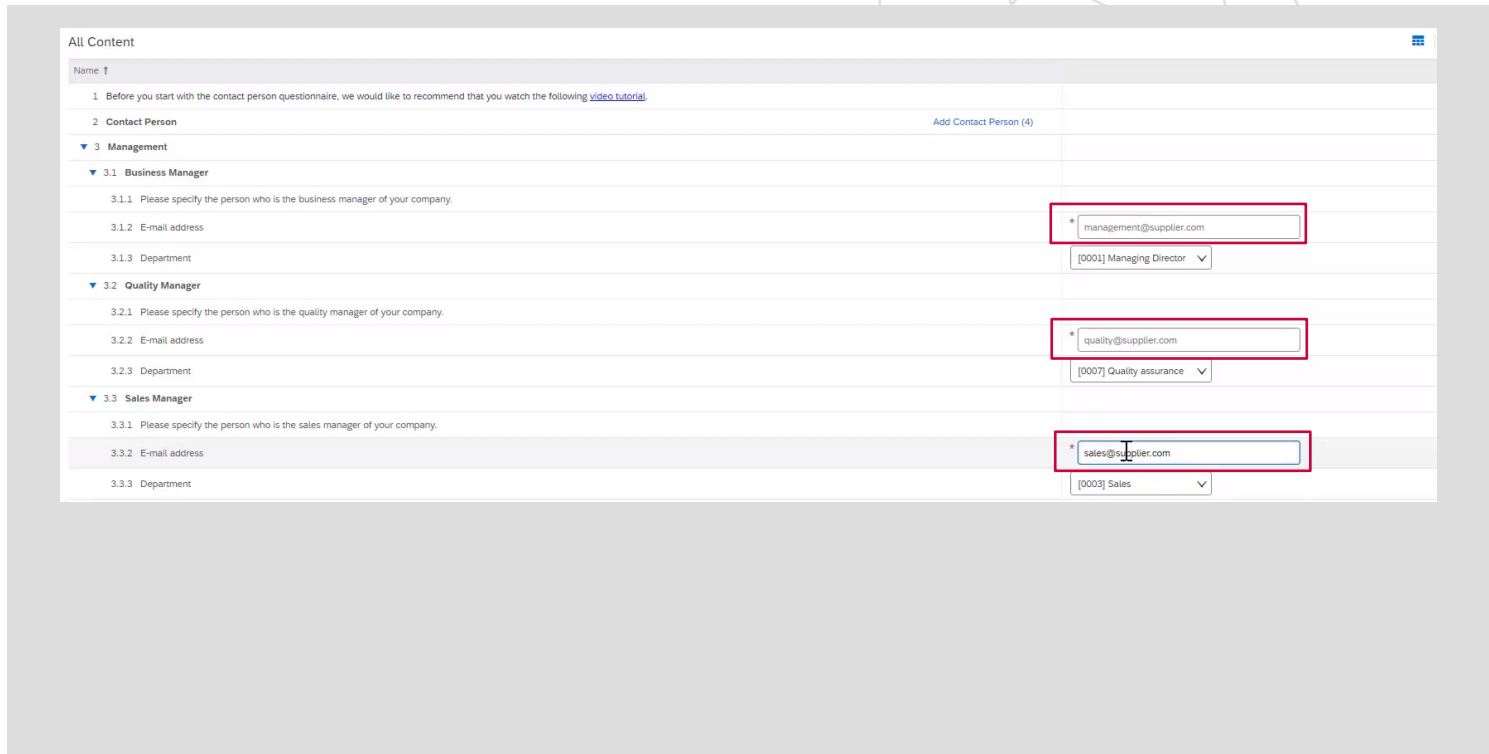


▼ Event Contents	2 Contact Person
All Content	▼ 3 Management
2 Contact Person	▼ 3.1 Business Manager
3 Management	3.1.1 Please specify the person who is the business manager of your company.
4 Logistics	3.1.2 E-mail address
5 Sales	3.1.3 Department
6 Quality	▼ 3.2 Quality Manager
7 Others	3.2.1 Please specify the person who is the quality manager of your company.
	3.2.2 E-mail address
	3.2.3 Department
	▼ 3.3 Sales Manager
	3.3.1 Please specify the person who is the sales manager of your company.
	3.3.2 E-mail address
	3.3.3 Department
	3.4 Emergency Contacts
	▼ 4 Logistics
	4.1 ASN prove o.delivery receiver

Now **roles related to the contact persons**, you just created, **need to be assigned**.

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## 08 | CONTACT PERSON QUESTIONNAIRE



The screenshot shows a web form titled "All Content" with a search bar and a list of sections. The sections are: 1. Introduction, 2. Contact Person (with a link to "Add Contact Person (4)"), 3. Management (expanded), 3.1 Business Manager, 3.2 Quality Manager, and 3.3 Sales Manager. Each role section contains a description, an "E-mail address" field (highlighted with a red box), and a "Department" dropdown menu. The email addresses shown are management@supplier.com, quality@supplier.com, and sales@supplier.com.

Just insert the e-mail address of the contact persons. **Make sure to use the same e-mail address as defined as contact person data before.**

For some roles multiple contacts can get added. **Therefore, just click on "Add contact" and then "Add an additional contact".**

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## 08 | CONTACT PERSON QUESTIONNAIRE

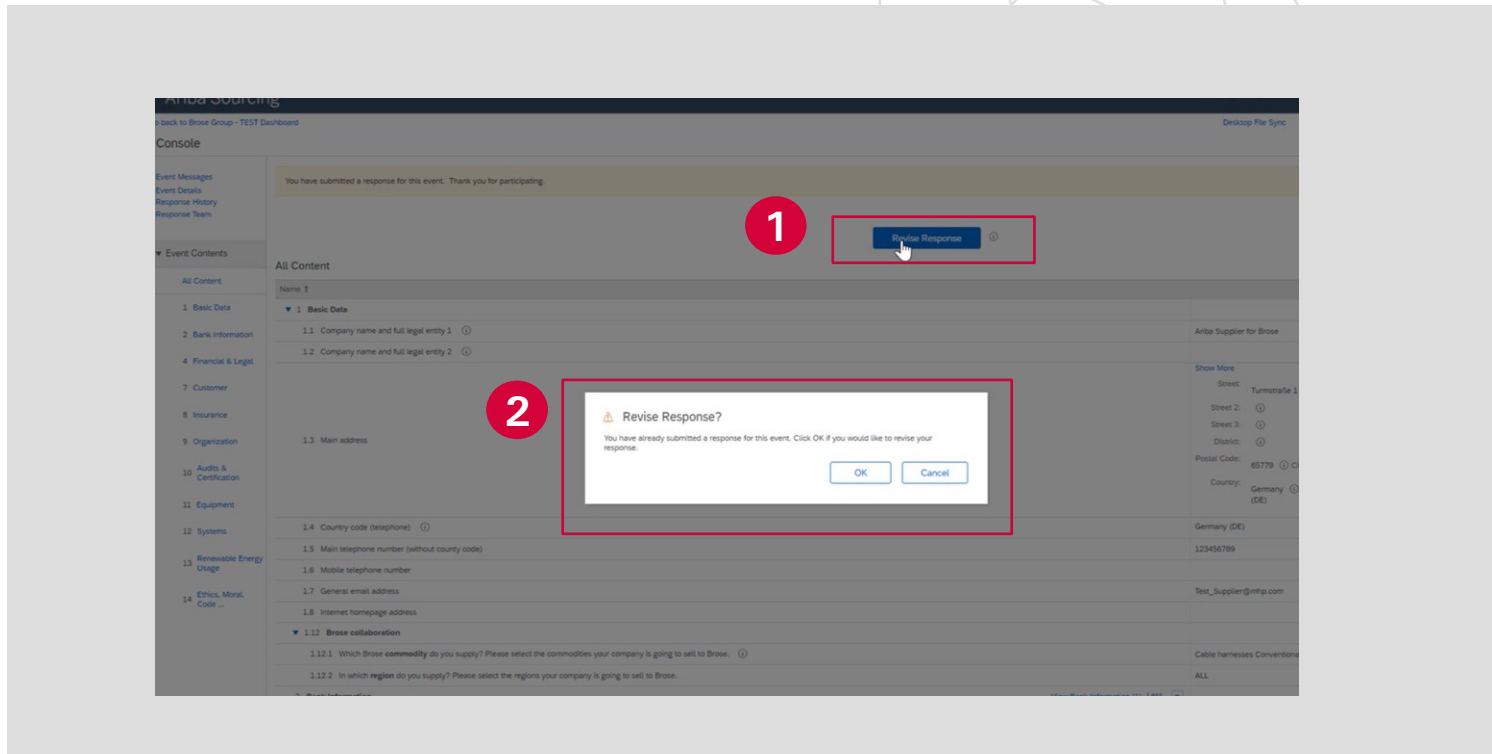
For some contacts also a **Brose plant needs to be added**. An example would be **“Add purchase order recipient”**.

Provide the e-mail address of one of the contact persons. Afterwards select the required Brose plant.

**After the questionnaire is filled out as a whole click on “Submit Entire Response”.**

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## 09 | HOW TO UPDATE A QUESTIONNAIRE



You can update the data displayed in a questionnaire via the button **"Revise Response"**. This function is used e.g., to update your company data regularly.

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## 10 | MORE INFORMATION

[Home Page DE](#)

[Home Page ENG](#)

Central mail box: [suppliercollaboration-team@brose.com](mailto:suppliercollaboration-team@brose.com)



Let`s start our  
journey  
together.

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