WACKER

THE FUTURE OF BUYING

WACKER DIGITAL

Next Generation Procurement

Answering WACKER Registration & Certificate Management Questionnaires

Invitation to WACKER Registration

1

WACKER - invites you to register as a supplier in Ariba Network

DG Dustin Güldner <s4system-prodeu+wacker-T.Doc519213352@eusmtp.ariba.com
To ● Dustin Güldner

WACKER

Register as a supplier with WACKER - TEST

Dear Dustin Güldner

WACKER - TEST uses Ariba Network to manage its sourcing and procurement activities.
We kindly ask our business partners to register at this platform to enable digital collaboration.

Please start with your registration by creating your account (free of charge) with Ariba Network.
If your company already has an account, please sign in with your username and password - using the link below:

To create account now or login in [Click Here]   **2**

Best regards,

Dustin Güldner
WACKER - TEST

---

1 You will receive a registration invitation with the following subject line

2 Select **Click Here** to get forwarded to the Ariba® account registration page

Expected Result

SAP Ariba Proposals and Questionnaires

Welcome, Dustin Güldner

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **WACKER - TEST** on SAP Ariba.

WACKER - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by WACKER - TEST.   [Sign up]

Already have an account?   [Log in]

About Ariba Network

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:

- 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
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Create or Login with Account

1. If you don't already have an Ariba® Network account, please click **Register**

2. If you already have an Ariba® Network account, please click **Sign In**

Further Information

- It is important that you internally check whether your company already has an Ariba® Network account

- If your company already has an Ariba® Network account, please speak to your Ariba® Network administrator to create a new user for you

Automatic Forwarding to Registration Questionnaire After Account Login/Creation

Explanation

Expected Result

1 After creating your account/logging in with an existing account, you will be automatically directed to the WACKER registration questionnaire

Further Information

- In the top right of the registration questionnaire you can see how long this document will be available for you to complete. You can exit the questionnaire at any time to complete it at a later point

Manual Access to the WACKER Registration Questionnaire

1. Log into your Ariba® Network account: www.supplier.ariba.com

2. Select **Ariba Proposals and Questionnaires**

3. If you have linked your Ariba® Network account to more than one company, you need to make sure that you have selected **WACKER**

4. In this view you can see all Sourcing Events as well as the registration & certification questionnaires to which your user account has been invited

5. Click on the name of the questionnaire to open it.

Registration Questionnaire

1. Mandatory fields are displayed via a ***** and must be filled out in order to be able to submit the questionnaire

2. Once you have entered all of the information, click **Submit Entire Response**

3. Click **OK** to send the questionnaire

Further Information

- WACKER will review the submitted questionnaire and contact you if further clarification is required.
- You are asked to update this data regularly and submit this to WACKER for verification.

WACKER Certificate Management Questionnaire

1. You will receive an E-Mail from WACKER inviting you to complete the certificate questionnaire

2. Click **Submit Questionnaire** to be forwarded to the questionnaire

3. Sign in with your Ariba® Network account

4. Fill in the required mandatory data fields, select **Submit Entire Response** and confirm by clicking **OK**

Further Information

- After successfully logging in, you will be automatically redirected to the certification questionnaire

- You are asked to update this data regularly

NEXT
GENERATION
PROCUREMENT
WACKER DIGITAL
The Future of Buying

SAP® Ariba® are registered trademarks of SAP SE and its affiliated companies in Germany and several other countries.