

How to Register as a Supplier

January 2025



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“Dear Partner, Webasto is heading for a digital future. So, we have decided to streamline our procurement processes by partnering with SAP Ariba®. We believe this transformation will strengthen our relationships and enables more robust collaboration and partnering.

We look forward to embarking on this journey with you! Thank you for taking part in one of our largest transformation projects and strengthening our partnership.”

Welcome to Webasto

We are pleased with your interest to be part of our Webasto team. We look forward to embarking on this journey with you! Thank you for taking part in one of our largest transformation projects and strengthening our partnership.

- To register in Webasto ARIBA System, you will need to follow two steps:
 1. **Create ARIBA Network Account or Log into your existing account** and
 2. **Register** Webasto
- This quick guide describes how you can create and log in into an account in **Ariba Network Account** and after, **register as a new supplier** Webasto.

At the end of this quick guide you will be able:

- To log in ARIBA Account Cloud
- Submit the questionnaire “General Supplier Details”
- Submit the questionnaire “General Master Data”
- Received two confirmation e-mails from Administration ARIBA/Webasto



In case of any questions, feel free to reach out to your known supplier owner or let us know your question sending us an email to our central mailbox WeBuy@webasto.com.

... Feel the drive

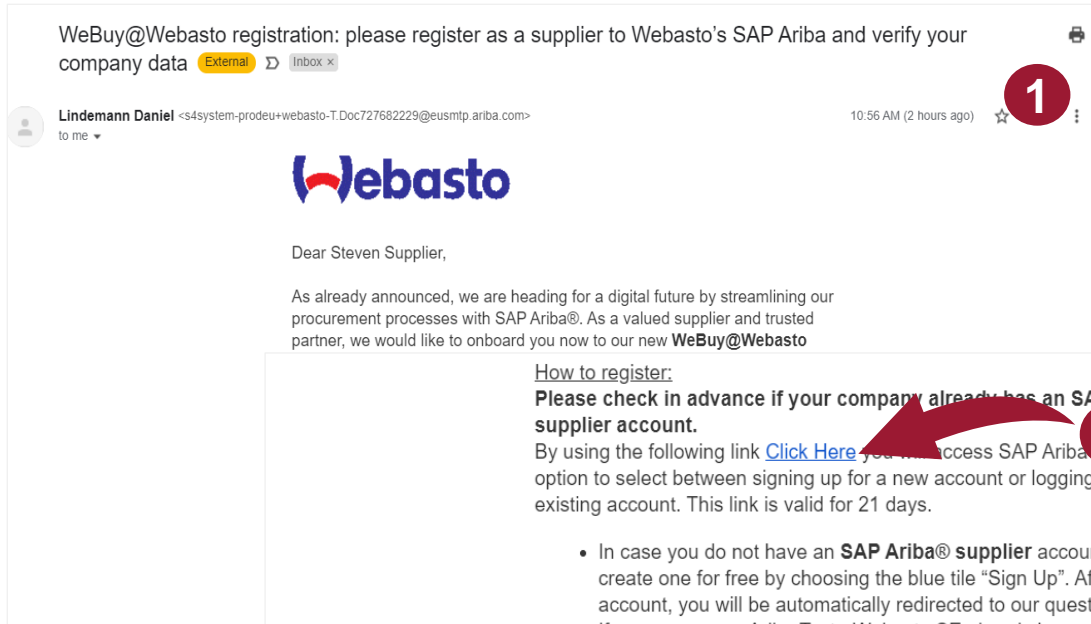
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Please be informed that the following steps should be performed on a private browser for security reasons.

1. Getting Started: Registration Invitation

1. Getting Started: Registration Invitation



1 You will receive an email for the registration invitation with following subject.

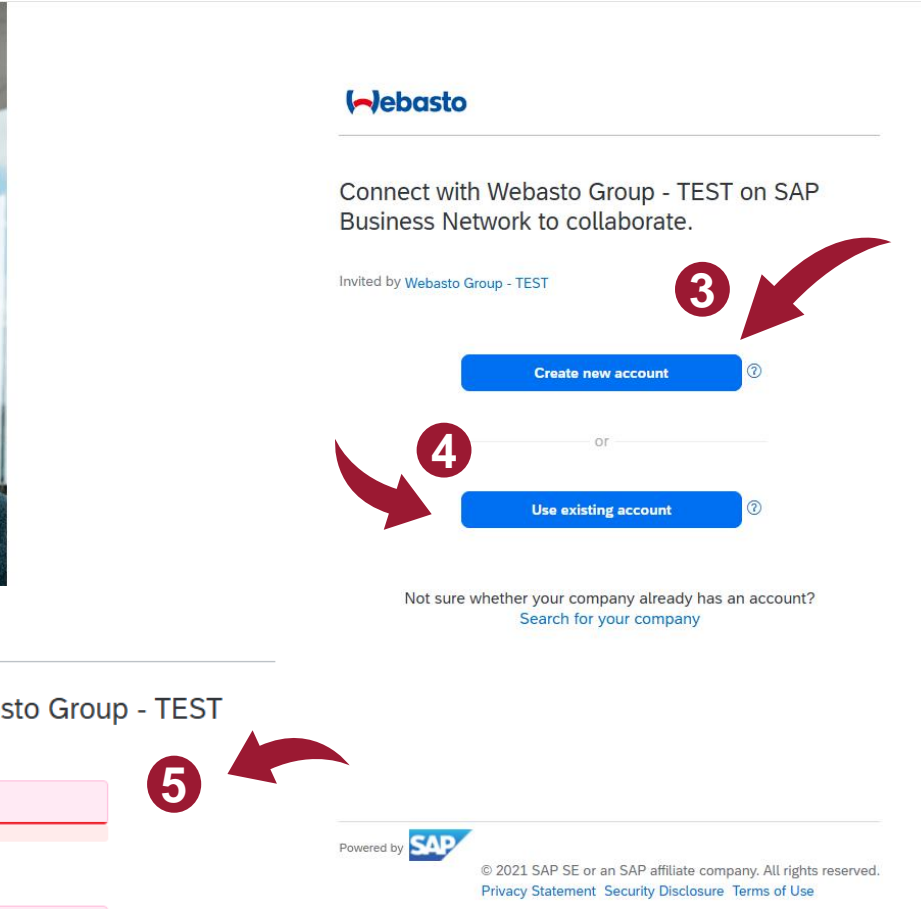
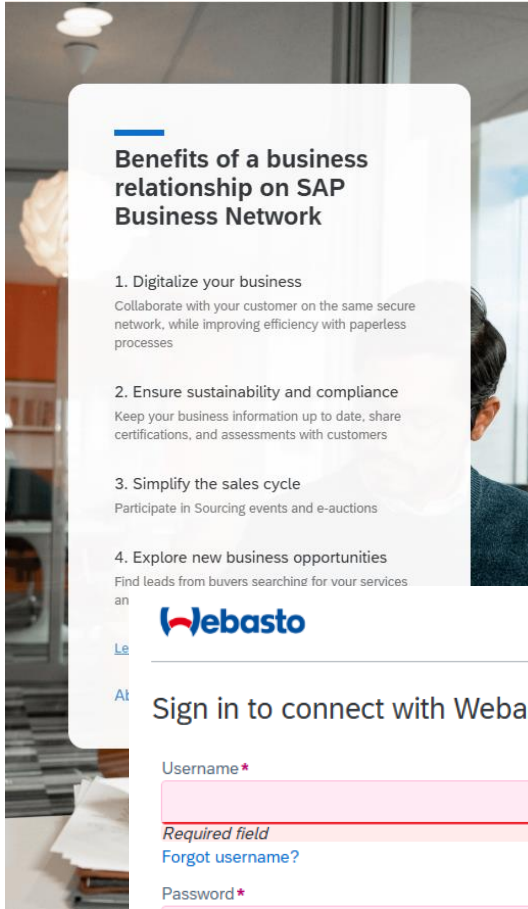
2 Please click on the link **Click Here** to get forwarded to the registration page.

! Please, check if email went to SPAM box, or getting in touch your supplier owner if you didn't receive registration invite yet.

! **The person who receives the registration link is the one who must register.** The email cannot be forwarded

- If a new recipient is needed their buyer must directly send the new recipient a new link

1. Getting Started: Registration Invitation



After the e-mail invitation, you will open the ARIBA system:

- 3 If you don't have an Ariba Network (AN) account please click on [Create new account](#).
- 4 If you already have an Ariba Network (AN) account please click on [Use existing account](#).
- 5 Log in your ARIBA Network (AN) account filling with your **User Name** (e-mail format) and **Password**

2. Ariba Network Registration

2. Ariba Network Registration



1

Create an account to connect and collaborate with Webasto Group - TEST on SAP Business Network

Company information ⓘ

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name *

Ariba Test Ines

Country/Region *

Portugal [PRT]

Address line 1 *

Rua Professor Fernando da Fonseca 5 piso

Address line 2

City *

Lisboa

Postal code *

1600-616

Administrator account information ⓘ

2

First name *

Jane

Last name *

Doe

Email *

testaribaines@gmail.com

Use my email as my username

Password *

Repeat password *

I have read and agree with the [Terms of Use](#).

3

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot



4

Create account

- 1 Validate the pre-filled company information.
- 2 Create an AN Account by entering a **Name**, a **Username** and **Password**
- 3 Accept the **Terms of Use** and **SAP Ariba Privacy Statement**
- 4 Click on **Create account**

- The **Username** needs to have the format of an e-mail address, but doesn't need to be a correct e-mail address.
- The **Password** must contain minimum eight characters including *upper and lower case letters, numeric digits, and special characters*.

2. Ariba Network Registration

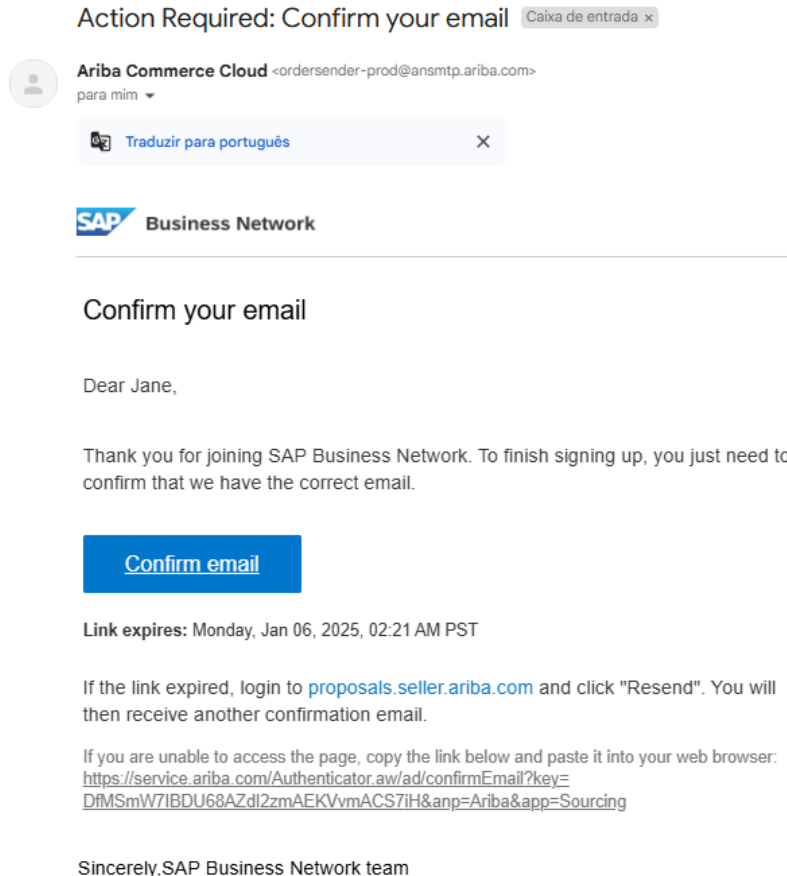
Please confirm your email address

Check your email at testaribaines@gmail.com and follow the steps in the email to confirm your email address in the next 72

▼ If you did not receive the email:

- Check your spam folder or inbox filter settings
- Click **Resend** to get another confirmation email

testaribaines@gmail.com



The screenshot shows an email interface. At the top, it says "Action Required: Confirm your email" with a "Caixa de entrada x" button. Below that is the sender information: "Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> para mim". There is a translation button "Traduzir para português" with a close icon. The main content of the email is from "SAP Business Network" and is titled "Confirm your email". It addresses "Dear Jane," and says "Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email." Below this is a blue button that says "Confirm email". Underneath the button, it states "Link expires: Monday, Jan 06, 2025, 02:21 AM PST". Further down, it provides instructions: "If the link expired, login to proposals.seller.ariba.com and click 'Resend'. You will then receive another confirmation email." It also provides a long URL for the confirmation page: <https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=DfMSmW7IBDU68AZdl2zmAEKVvmACS7IH&anp=Ariba&app=Sourcing>. The email ends with "Sincerely, SAP Business Network team".

- 5 You will **receive** an Ariba Commerce Cloud **e-mail** requesting confirmation if your e-mail

Select **Confirm Email**

2. Ariba Network Registration

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

- or - [Browse](#)

Ship-to or Service Locations

- or - [Browse](#)

[Don't show this to me again](#)

Welcome to SAP Business Network Caixa de entrada x



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
para mim ▾

10:24 (há 4 horas) ☆ 😊 ↶ ⋮


Traduzir para português ×

Business Network

Welcome to SAP Business Network

Please find your account information below.



- 6 Enter **Product and Service Categories** and **Ship-to or Service Locations** by searching and clicking **Add**  **Check the box.**
- 7 **After** the AN Ariba **registration**, you will **receive** an Ariba Commerce Cloud **e-mail** as confirmation.

The fields Product and Service Categories and Ship-to or Service Locations are Ariba specific fields and are not relevant for Webasto. If you can not find your Category, please select a similar one.

3. Ariba Network Log in

2. Ariba Network Log in

... Now we are going to fill Webasto registration...



Supplier Login

1



[Forgot Username or Password](#)

1 Log into your account using your credentials.

2. Ariba Network Log in

... Now we are going to fill Webasto registration...

You will access all questionnaire, events and certificates

The screenshot shows the SAP Ariba Proposals and Questionnaires dashboard. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main content area is titled 'WEBASTO GROUP - TEST' and displays a welcome message: 'Welcome to WebBuy@Webasto - our End to End Supplier Collaboration Platform.' Below this, there are several sections: 'Registration Questionnaires' (with a table showing 'Supplier - General Information' and 'Supplier - General Master Data'), 'Qualification Questionnaires', 'Questionnaires', and 'Certificates'. A red arrow labeled '2' points to the 'Supplier - General Master Data' row. Another red arrow labeled '3' points to the 'Complete registration' button in the 'Certificates' section. A modal dialog box is open over the 'Complete registration' button, displaying the text: 'Pending supplier action! You are required to complete Webasto Group - TEST registration before you can respond to any events. Go to Complete registration to submit your response.'

2 You will automatically get forwarded to the **Ariba Proposals and Questionnaires** dashboard. In Webasto Group session to register.

3 **Click on Complete Registration**

You will automatically get forwarded to the questionnaire not submitted yet, the **Supplier – General Master Data**.

4. Registration Process: Supplier – General Master Data

4. Registration Process

Supplier – General Master Data

1 You will automatically get forwarded to the **Ariba Proposals and Questionnaires** dashboard. In Webasto session to register.

There are no matched postings.

Welcome to WeBuy@Webasto - our End to End Supplier Collaboration Platform.

Webasto

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier - General Master Data	Doc2344314497	4/3/2025 10:59 AM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No items					

... Now we are going to fill Webasto registration...

4. Registration Process

Supplier – General Master Data

- 2 Complete all information required. You can scroll down to navigate on form.
- 3 Or you can use the menu – events contents

! If you are already a registered supplier of Webasto, there is data pre-filled that is not editable. Fill out the missing fields and Submit the Questionnaire. If updates are needed, after submitting and being approved by Webasto you will be able to edit.

The screenshot shows the Ariba Sourcing interface for a supplier's general master data. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Jane Doe', 'Feedback', and 'Help'. Below the navigation bar, there is a 'Console' section with a breadcrumb 'Doc2344314497 - Supplier - General Master Data' and a 'Time remaining' indicator of 89 days 23:31:26. The main content area is titled 'All Content' and contains a form with several sections. The 'General Information' section is expanded, showing fields for 'Supplier Full Legal Name (In Latin characters)' (with a value of 'Ariba Test Ines'), 'Supplier Full Legal Name 2 (In Latin characters)', and 'Supplier Address (In Latin characters)'. The 'Supplier Address' section is further expanded, showing fields for 'Street' (Rua Professor Fernando da Fonseca 5 piso), 'House Number', 'Street 2', 'Postal Code' (1600-616), 'City' (Lisboa), 'Country/Region' (Portugal (PT)), and 'State/Province/Region' (Grande Lisboa (31)). A red arrow points to the 'Event Contents' menu item on the left, and a red circle with the number '2' is placed over the form content area.

4. Registration Process

Supplier – General Master Data

The first screenshot shows the 'Tax & Bank Data' section of the registration process. A red circle with the number '4' points to the 'Event Contents' sidebar. A red circle with the number '5' points to the 'Add Tax Data (0)' button. Below this, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A red circle with the number '6' points to the 'Add Tax Details' button in the second screenshot. The second screenshot shows the 'Tax Data (0)' section with a red circle '6' pointing to the 'Add Tax Details' button. The third screenshot shows the 'Tax Details #1' section with a red circle '7' pointing to the 'Country' dropdown menu.

4 Navigate until Tax & Bank Data

5 Click Add Tax Data

6 Click Add Tax Details

7 Choose your country

4. Registration Process

Supplier – General Master Data

The image consists of three screenshots from the Webasto system illustrating the registration process for tax data.

Top Screenshot: Shows the 'Tax Data (1)' form. A red circle with the number '8' points to the 'Country' dropdown menu, which is set to 'Portugal (PT)'. Below it, there are fields for 'Tax Name', 'TaxType', and 'Tax Number'. A red arrow points to the 'Add an additional Tax Details' button.

Middle Screenshot: Shows the same 'Tax Data (1)' form. A red circle with the number '9' points to the 'Add an additional Tax Details' button. The 'Portugal: VAT Registration Number' field is now filled with '123456789'.

Bottom Screenshot: Shows the 'Ariba Sourcing' interface. A red circle with the number '10' points to the 'Save' button. Below the form, there is a message: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.'

8 Enter the tax fields, that pop-up. If you want to know, which tax fields are mandatory you can click on **Save Draft** and the system will tell you. (Like **VAT Registration Number** in this screenshot)

9 You can add another Tax information: Click on **Add an additional Tax Details**

10 After Tax details filled, scroll up and click Save

! You can add a maximum of four Tax Details, by clicking on „Add an additional Tax Details“

4. Registration Process

Supplier – General Master Data

The screenshot shows the SAP Supplier Registration process. The top section is 'Tax & Bank Data' (Section 2 of 3). It has a 'Name' field and a table with columns for 'Tax Data' and 'Banking Data'. There are buttons for 'Add Tax Data (0)' and 'Add Banking Data (0)'. A red callout '11' points to the 'Add Banking Data (0)' button. Below this is a 'Submit Entire Response' button and other options like 'Save draft', 'Compose Message', and 'Excel Import'. The bottom section is 'Banking Data (0)'. It has a 'Name' field and a table with columns for 'Banking Data'. There is a button for 'Add Bank Details'. A red callout '12' points to the 'Add Bank Details' button. Below this is a 'Save' button and a 'Cancel' button. A red callout '14' points to the 'Save' button. The bottom section is 'Banking Data (1)'. It has a 'Name' field and a table with columns for 'Banking Data'. There is a button for 'Add an additional Bank Details'. A red callout '15' points to the 'Add an additional Bank Details' button. The table has a row for 'Bank Details #1' with fields for 'Bank Type', 'Bank Name', 'Bank Branch', and 'Street'. A red callout '13' points to the 'Bank Type' dropdown menu.

11 Click Add Banking Data

12 Click Add Bank Details

13 Enter mandatory fields as

- **Country,**
- **Account Holder Name,**
- **Bank Key and Account Number**
- **Or just add your IBAN Number**

Enter a **bank currency**

! You should fill the mandatory fields with at least, one specific country bank account data.

14 Scroll up and click on **Save** in the top right corner,

15 If it is necessary to add more than one bank account. Click on "Add an additional Bank Detail"

+ You can add up to 4 Bank account data.

Some countries have specific rules, click here to check them:

- [Mexico](#)
- [Canada](#)

4. Registration Process

Mexican Bank Data

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key:

If your Bank Data is from Mexico, please add it in the following manner:

- Add your *Clabe* in **Account Number** field
- The Bank key needs to be the first 3 digits of your clabe

4. Registration Process

Canadian Bank Data

If your Bank Data is from Canada

Then you need to insert your Bank Details as such:

Bank Key field:

0 + Bank code + Transit

Account Number field:

Add your Account Number

Example:

Account Number: 1234567

Transit: 12345

Bank code: 001

In this example case, Bank key would be: 000112345

Postal Code:	<input type="text"/>
Account Holder Name:	<input type="text"/>
Bank Key/ABA Routing Number:	<input type="text" value="000112345"/>
Account Number:	<input type="text" value="1234567"/>
IBAN Number:	<input type="text"/>
SWIFT Code:	<input type="text"/>
Bank Control Key:	<input type="text" value="No Choice"/>

4. Registration Process

Supplier – General Master Data

▼ 3 Document Proof

3.1 Please provide us with the letterhead to your invoices as an attachment. This letterhead must contain the following information:

- Name of legal entity
- Legal form
- Postal Address
- VAT-No / Tax ID
- Full bank details including bank name, IBAN and BIC

3.2 E-Mail Address for Payment notification

(*) indicates a required field

Buttons: Submit Entire Response, Save draft, Compose Message, Excel Import

16 Navigate to the **Document Proof** section and upload a verification document of your bank and tax data by clicking **Attach a file**

17 Enter **E-Mail Address for payment notification**

4. Registration Process

Supplier – General Master Data

- 18** Enter an email address to receive the Purchase Orders.
- 19** Read and accept the **requirements** to be a Webasto Supplier. If you agree, choose YES for all questions.
- 20** Click **Submit Entire Response**
- 21** Confirm the response with **OK**

▼ 4 Purchase Order (PO) email address Less... [-]

Please enter here the email address for the Purchase Orders.

4.1 Purchase Order email address *

▼ 5 Requirements

5.1 Please sign and upload the referenced Webasto Supplier Code of Conduct [References](#)▼ *Attach a file

5.2 Is the Supplier Code of Conduct signed? * Yes ▾

5.3 Please sign and upload the reference Webasto Non-Disclosure Agreement [References](#)▼ *Attach a file

5.4 Do you accept the standard terms of payment? (Indirects: 60 days, Directs: 120 days) * Unspecified ▾

20 indicates a required field

Submit Entire Response | **Save draft** | **Compose Message** | **Excel Import**

✓ **Submit this response?**

Click OK to submit.

OK **Cancel**

4. Registration Process

Supplier – General Master Data

22 After your Supplier – General Master Data submission, you will receive an Webasto e-mail as confirmation.

23 The status of the Supplier – General Master Data questionnaire will be automatically set to “Pending Approval”.

Doc2344314497 - Supplier - General Master Data Time remaining 89 days 23:21:22

✓ Your response has been submitted. Thank you for participating in the event.

All Content

Name ↑	
1.1 Supplier Full Legal Name (In Latin characters)	Ariba Test Ines
1.2 Supplier Full Legal Name 2 (In Latin characters)	
1.3 Supplier Address (In Latin characters)	Show More Street: Rua Professor Fernando da Fonseca 5 piso ⓘ House Number: ⓘ Street 2: ⓘ Postal Code: 1600-616 ⓘ City: Lisboa ⓘ Country/Region: Portugal (PT) ⓘ State/Province/Region: Grande Lisboa (31) ⓘ

[Compose Message](#)

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier - General Master Data	Doc2344314497	1/3/2025 10:38 AM	Pending Approval



Approved: Supplier registration with Webasto Group - TEST Caixa de entrada x

Ariba Administrator <no-reply@eusmtp.ariba.com> para mim 11:00 (1/3/2025) **22**

[Traduzir para português](#)

Dear Jane Doe,

Congratulations! Your supplier registration was approved by Webasto Group.

Now you can view and maintain your supplier profile and participate in Sourcing Events. Log in to the WEBASTO GROUP supplier portal to see, if you need to do any updates or complete any tasks.

For any further information [Click Here](#)

Best regards
Webasto SAP Ariba Team
Inês Domingues

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



Checklist

Just to confirm if all steps to registration in Webasto Account were done:

- I logged in to our company's **Ariba Network Account**
- I have submitted the **questionnaire “General Master Data”**
- I received two confirmation e-mails from Administration ARIBA/Webasto



In case of any questions, feel free to reach out to your known Supplier Owner of Webasto or let us know your question sending us an email to our central mailbox WeBuy@webasto.com.

Welcome to Webasto and... Feel the drive

