



# Percassi supplier portal guide

Ariba Supplier Network

# Index

<b>4</b>	Registration Questionnaire - Invitation email
<b>6</b>	Registration Questionnaire - Obtaining access credentials - Sign Up
<b>9</b>	Registration Questionnaire - Obtaining access credentials - Log in
<b>10</b>	Registration Questionnaire - Confirmation email
<b>12</b>	Registration Questionnaire - Supplier response
<b>16</b>	Qualification Questionnaire - Invitation email
<b>18</b>	Qualification Questionnaire - Supplier response
<b>22</b>	Bank Information Questionnaire - Invitation email
<b>24</b>	Bank Information Questionnaire - Supplier response
<b>29</b>	Ariba Proposal & Questionnaire section – How To search Percassi
<b>31</b>	Ariba Support – How to contact Ariba

# Ariba Supplier Network Portal

## Procedure to access

- Registration questionnaire invitation email
- Obtaining access credentials (Sign up and Log in)
- Registration confirmation email

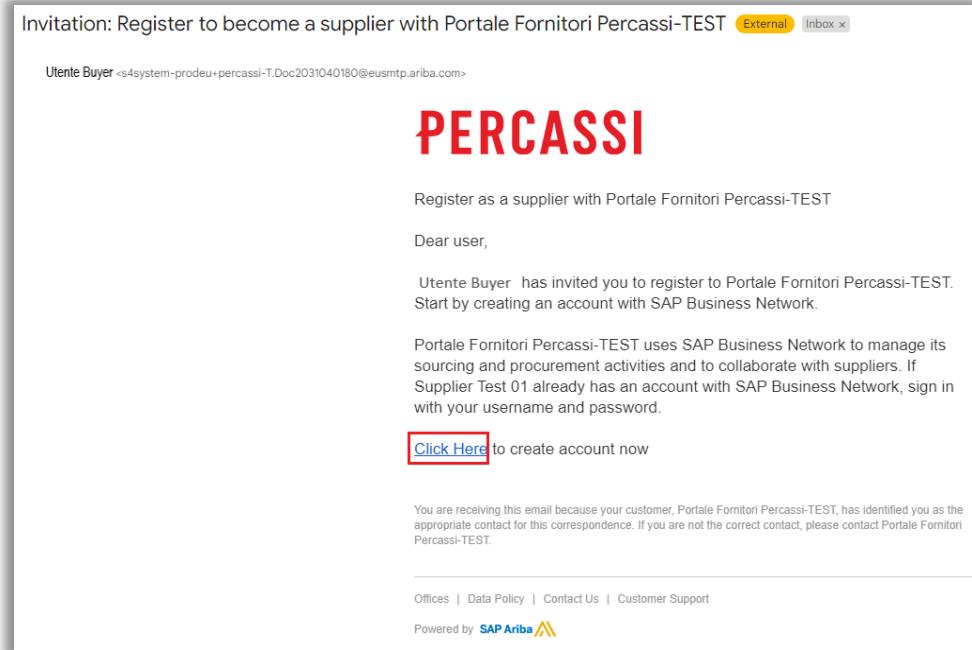
# Registration Questionnaire – Invitation email (1/2)

After the Percassi user started the Registration process, you receive an invitation email in order to respond to the questionnaire:

In this email you can find the details about the “**Supplier Registration Questionnaire**”.

To provide your response at the questionnaire, follow the steps below:

- Click on “**Click Here**” to get to Percassi Registration questionnaire;
- If you didn’t get your invite, check junk email folder or corporate junk filter;
- Make sure that there are no blocks in your inbox on Ariba email addresses for the correct redirection of emails.



# Registration Questionnaire – Invitation email (2/2)

Clicking on the hyperlink, you are redirected to Ariba main page where, only for the first time, you can:

- Click on “**Sign Up**” to create new account on Ariba Network, in case you don't already own one, or
- If you already have one, click on “**Log in**” to establish relationship to Percassi with your account.

**SAP** Ariba Proposals and Questionnaires -

Welcome, Supplier Contact

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

Sign up as a supplier with Percassi Management SRL - TEST on SAP Ariba.  
Percassi Management SRL - TEST uses SAP Ariba to manage procurement activities.  
Create an SAP Ariba supplier account and manage your response to procurement activities required by Percassi Management SRL - TEST.

Already have an account?

About SAP Business Network

The SAP Business 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 SAP Business Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across SAP Business Network, SAP Business Network Discovery and Ariba Sourcing activities

Moving to the SAP Business 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

# Registration Questionnaire – Obtaining access credentials – Sign Up (1/3)

If you don't have an Ariba account you have to follow the below steps after clicking **“Sign up”**:

- Fill with the mandatory information about your company the section **“Company Information”**;
- Fill with the mandatory information about yourself the section **“User account information”**.

It is important to note that:

- Is automatically assigned as username the contact email address (however, it is possible to change it but will have to be an email format);
- Must be inserted and retyped for security a password of at least 8 characters (including capital letters and lowercase, digits and special characters).

**Create account** Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Percassi Management SRL - TEST.

**Company information** \* Indicates a required field

Company Name:

Country/Region:  If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:

Postal Code:

City:

State:

**User account information** \* Indicates a required field

**SAP Business Network Privacy Statement**

Name:

Email:

Use my email as my username

Username:  Must be in email format (e.g. john@newco.com)

Password:

Language:

Email orders to:

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 than your web b...

Customers may send you their orders through SAP Business 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.

# Registration Questionnaire – Obtaining access credentials – Sign Up (2/3)

Now enter the product categories and the shipping location or service in the third section **“Tell us more about your business”** (categories are the ones related to Ariba Network).

In order to select correctly product categories:

- Click on “Browse” (it is not possible to manually write a category in the field but you must choose it from the drop-down menu);
- Click on the “>” icon to select the desired product category (click on any further “>” arrows to achieve the level of detail that corresponds to your business);
- Click on “+” to add the products and selected services. The selected product categories they will be visible in the “Selections” section (to remove a category from those select click in the relevant square aside and then on “Remove”);
- Click “OK” to continue and confirm the selected categories.

Repeat the same process as before for the product categories to indicate the geographical area in which you provide service.

Tell us more about your business

Product and Service Categories:\*   -or- [Browse](#)

Ship-to or Service Locations:\*   -or- [Browse](#)

Tax ID:  Enter your Company Tax ID number.

Vat ID:  Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with “-T” in test account. ⓘ

Product and Service Category Selection

Search

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories Didn't find what you were looking for? Try Search >

Agricultural & Fishing Machinery >	Clothing >	Business cases >	No items
Agricultural & Fishing Services >	Footwear >	Luggage >	
Apparel, Luggage & Personal Care >	Luggage, Handbags, Packs & Cases >	Purses and handbags and bags > <input checked="" type="checkbox"/>	
Chemicals >	Personal Care Products >	Travel kits and accessories >	
Cleaning Supplies >	Sewing Supplies & Accessories >		
Computer Hardware, Software & Telecom >			
Construction & Maintenance Services >			
Construction Materials >			

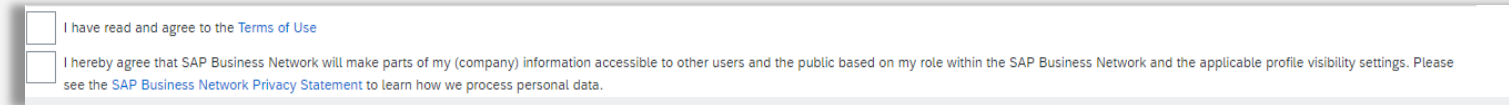
My Selections (1)

Purses and handbags and bags (View)

# Registration Questionnaire – Obtaining access credentials – Sign Up (3/3)

After having filled out all the previous sections you need to Accept **Term of Use and SAP Business Network Privacy Statement**.

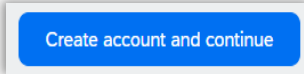
Check the two boxes to declare have read and accept the conditions of SAP usage and privacy policies Ariba. You can click on the two links in blue **“Terms of use”** and **“SAP Business Network Privacy Statement”** to have more information on this.



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

I hereby agree that SAP Business Network will make parts of my (company) information 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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

➤ Once done, click on **“Create Account and Continue to continue”**.



Create account and continue

If the system detects potential duplicates for the supplier created (if already have an Ariba Account created in previously), click on **“Review account”**.

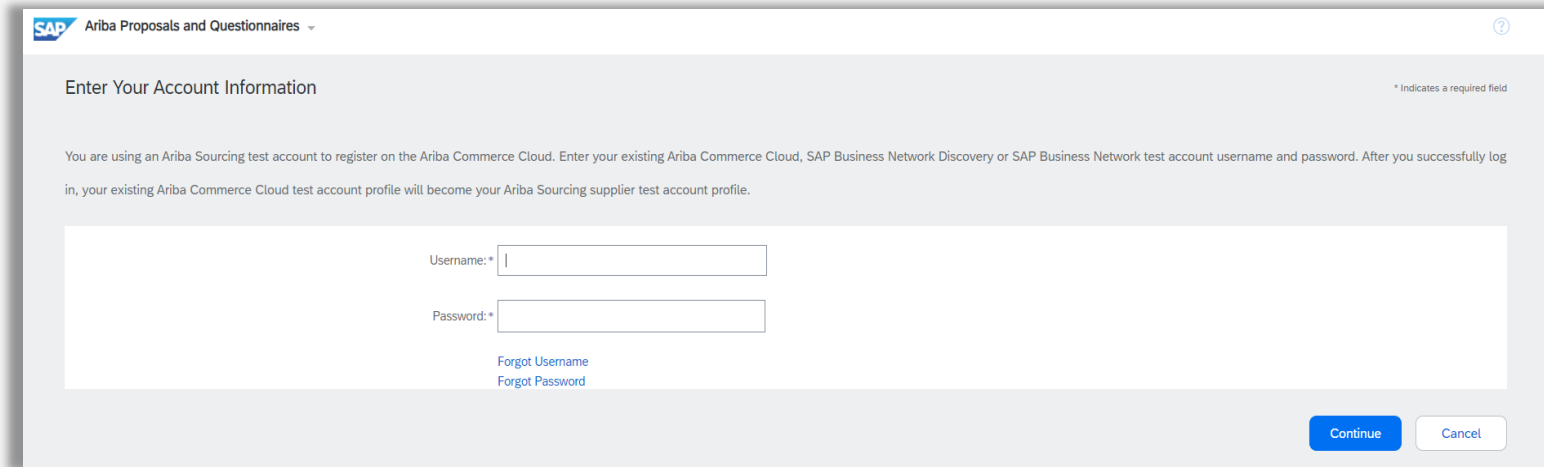
Otherwise click on **“Ignore”**.

After that you will be automatically redirected to the system into the **“Supplier Registration Questionnaire”**.

# Registration Questionnaire – Obtaining access credentials – Login

Clicking “**Log in**”, in case you have already an account that you can use to log in Ariba Supplier Network and that can be linked with Percassi, you will be able to see the page in which you have to insert your credentials (Username and password).

If you don't remember your credentials click on “**Forgot Username**” or “**Forgot Password**” (link in blue).



The screenshot shows a web browser window with the title "SAP Ariba Proposals and Questionnaires". The page content includes the heading "Enter Your Account Information" and a note: "You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, SAP Business Network Discovery or SAP Business Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile." Below this is a form with two input fields: "Username:\*" and "Password:\*". There are two blue links below the password field: "Forgot Username" and "Forgot Password". At the bottom right, there are two buttons: "Continue" (blue) and "Cancel" (white).


After that you will be automatically redirected to the system into the “**Supplier Registration Questionnaire**”.

# Registration Questionnaire - Registration Confirmation Email

Once you have completed your Ariba Network Registration, you will receive a confirmation email with your username and the ANID code associated to your account:

Welcome to the Ariba Commerce Cloud External Inbox x

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>  
to me ▾



**Welcome to the Ariba Commerce Cloud**

Your registration process on the Ariba Commerce Cloud for Supplier Test 01 is now complete.

Your organization's account ID: **AN11205409624-T**

Your username: [test-supplier.contact@test.com](mailto:test-supplier.contact@test.com)

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

**Good to Know:**

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- SAP Business Network Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

You can start using SAP Business Network Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.

Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions.

#### Next Steps:

- Complete your company profile. Potential customers can search for and review seller profiles on the Ariba Commerce Cloud. The more detail you provide about your company, its capabilities, products, and services, the more effectively you can attract high-quality customers.
- Create user accounts for employees who require access to the Ariba Commerce Cloud capabilities.
- Update your user preferences and review your notification settings.
- Explore SAP Business Network Discovery to find and participate in business opportunities. Search for new business opportunities and respond to any that match your commodity classification and sales territories.
- Download the app for easy access to key documents on your mobile device.
- Explore the product documentation to find out more about user and administration tasks. To access the help resources, log into your account and click Help > Product Documentation on any page.

Thank you again for joining the Ariba business community through the Ariba Commerce Cloud.

Sincerely,  
**The SAP Ariba Team**  
<https://seller.ariba.com>

You have received this notification because your email address, or a group email address that you belong to, is specified in an Ariba account (AN11205409624-T).

If you do not want to receive future notifications, update the email addresses in your account or discuss this with your company's Ariba Account Administrator. To update the email addresses in your account, click your company name to expand the Administration Navigator in the top right corner and then click Notifications or [click here](#).

If you have any questions, go to the [Ariba Help and Support](#).

For information on transaction thresholds, features, and upgrade pricing, go to [Ariba.com](#).

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA  
[SAP Business Network Privacy Statement](#) | [Ariba Data Policy](#) | [Ariba Help and Support](#)

If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

# Registration Questionnaire

Registration questionnaire supplier response

# Registration Questionnaire – Supplier Response (1/3)

After logging into the Ariba Supplier Network and after you have been redirected to the screen for completing the registration questionnaire, you will be able to complete it in all its parts. The questionnaire at the moment is in status “**Not Responded**”.

If you don't fill in all the mandatory fields in the questionnaire, the system displays an error message.

The screenshot displays the Ariba Sourcing interface for a supplier registration questionnaire. The page title is "Ariba Sourcing" and the user is logged in as "Mario Rossi". The questionnaire is titled "Doc2031040180 - Supplier Registration Questionnaire" and is currently in a "Not Responded" status. The interface is divided into several sections:

- Console:** Shows the document ID and a "Time remaining" of 29 days 23:05:26.
- Event Messages:** Includes links for Event Messages, Event Details, Response History, and Response Team.
- Event Contents:** A sidebar menu with options for All Content, Internal information, Geographical dispersion, Workforce, and Detail information.
- All Content:** The main area containing the questionnaire questions and input fields.
  - 1 Internal information:**
    - 1.1 Legal name (line 1): Input field with "Supplier Test 01".
    - 1.2 Legal name (line 2): Empty input field.
    - 1.3 Legal name (line 3): Empty input field.
    - 1.4 Legal name (line 4): Empty input field.
    - 1.5 Indicate the position held in the Company by the person who filled out this form: Empty input field.
    - 1.6 Insert a Company presentation and informational materials of your Company: "Attach a file" button.
    - 1.7 Enter the year the Company was founded expressed in YYYY: Empty input field.
    - 1.8 Enter tax information: Country/Region dropdown menu (no value selected).
    - 1.9 Does the Company belong to a Group or Holding Company?: "Unspecified" dropdown menu.
    - 1.12 Attach Chamber of Commerce certificate (mandatory for Italian Companies): "Attach a file" button.
    - 1.13 Email addresses for official communications (administratives, etc...): "Add Email addresses for official communications (administratives, etc...) (0)" link.
  - 2 Geographical dispersion:**
    - 2.1 Registered office address:
      - Street: "Via Pascoli" (input field).
      - House Number: "2" (input field).
      - Postal Code: "20010" (input field).
      - City: "Milano" (input field).

## Registration Questionnaire – Supplier Response (2/3)

If you are sure that you have filled all the information required in the “Supplier Registration Questionnaire” you can click “**Submit Entire Response**”. Clicking this button the questionnaire goes to “**Pending Approval**” status and one user of Percassi will be able to decide if Approve it or Deny it or request to you additional information.

Submit Entire Response

Registration Questionnaires			
Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier Registration Questionnaire	Doc2031040180	6/11/2024 11:46 AM	Pending Approval

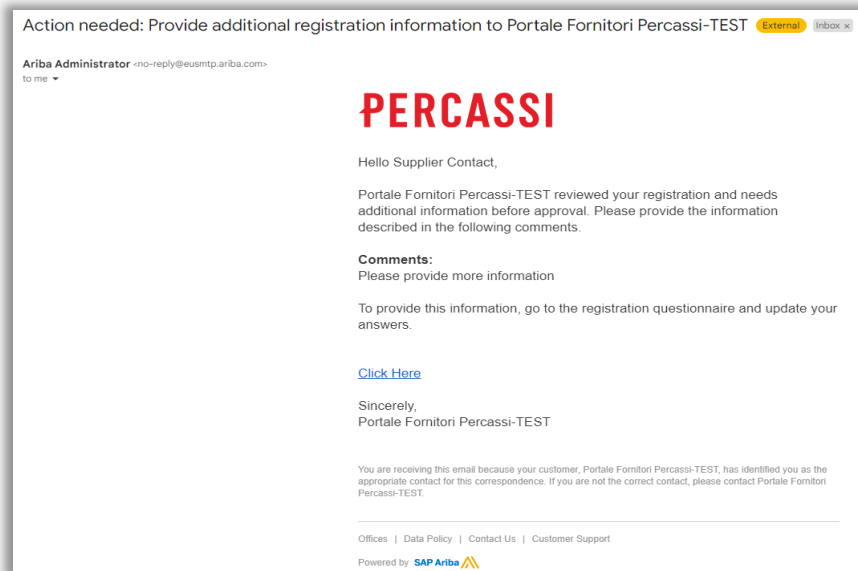
Instead, clicking the “**Save draft**” button it is possible to save a draft of the answers provided so as not to lose them but the questionnaire will not yet be sent to the user of Percassi and remain in status “**In Registration**”.

Save draft

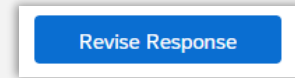
Registration Questionnaires			
Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc2031040180	7/11/2024 10:41 AM	In Registration

# Registration Questionnaire – Supplier Response (3/3)

If Percassi user request to you additional information you will receive a notification email as shown in the screenshot below and the questionnaire goes to “**Pending Resubmission**” status:



In order to update the “Supplier Registration Questionnaire”, after access into Ariba Supplier Network, and click it, you have to select the button “**Revise Response**”:



After your submission, the Registration questionnaire will be approved by Percassi user and the questionnaire goes to “**Registered**” status:

Registration Questionnaires			
Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc2031040180	7/5/6107 2:16 PM	Registered

# Qualification Questionnaire

## Procedure to access

- Qualification questionnaire invitation email
- Qualification questionnaire supplier response

# Qualification Questionnaire – Invitation email (1/2)

Following approval of the registration process, you will be invited to the qualification process and receive an invitation email to response at the questionnaire:

Utente Buyer from Portale Fornitori Percassi-TEST invites you to participate in this process: Qualification Process External Inbox x

**Ariba Administrator** <no-reply@eusntp.ariba.com> to me ▾ 4:44 PM (15 minutes ago)

## PERCASSI

Hello Supplier Contact,

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the Qualification Process process. Thank you for taking the time to respond to each one.

**Process Overview**  
 Process: Qualification Process  
 Commodity Categories: HSE - Health and safety training  
 Geographical Areas: Italy  
 Business Areas: Retail  
 Process owner: Daniele Papini  
 Message:

**Questionnaire Overview**

Name	Assigned To	Respond By
<a href="#">Qualification Questionnaire</a>	Supplier Contact	12-Jul-2024 at 07:44

[Click Here](#) to view the process.

Best Regards,  
SAP Ariba team

After click the hyperlink in the invitation email received, you will be redirected to the Ariba Supplier Network log in page in which you have to insert your credentials created in the registration phase.

If you don't remember your credentials you can click **“Forgot Username or Password”** to recover it:

SAP Ariba Proposals and Questionnaires ?

**SAP Ariba**

### Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

SAP Business Network for suppliers webinars

Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.

[Learn More](#)

# Qualification Questionnaire – Invitation email (2/2)

Please note that, differently from what was shown in the previous slide, if Percassi user invites a second supplier contact person instead to the previous one invited to complete the questionnaire, this second person will receive the initial Ariba invitation email, in which will have to click "**Sign up**" if don't have registered accounts that can use to access the Ariba Supplier Network, or "**Log in**" if already have an account and therefore credentials that can be used to access the system.

## PERCASSI

Hello Contatto Due,

Portale Fornitori Percassi-TEST has invited you to complete a questionnaire. This is required so Supplier Test 02 can do business with Portale Fornitori Percassi-TEST.

### Questionnaire Overview

Questionnaire name: Qualification Questionnaire

Respond by: Thu, 18 Jul, 2024

Comments: None provided at this time.

This questionnaire is part of following processes:

Process Name	Process Type	Material	Commodity	Region	Department	Owner
<a href="#">Qualification Process</a>	Qualification Process		Hardware	Italy	Retail	Daniele Papini

[Submit questionnaire](#)

Best,

SAP Ariba team

SAP Ariba Proposals and Questionnaires -

Welcome,

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Percassi Management SRL - TEST** on SAP Ariba.

Percassi Management SRL - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Percassi Management SRL - TEST. [Sign up](#)

Already have an account? [Log in](#)

About SAP Business Network

The SAP Business 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 SAP Business Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across SAP Business Network, SAP Business Network Discovery and Ariba Sourcing activities

Moving to the SAP Business 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

# Qualification Questionnaire – Supplier Response (1/3)

In order to answer to the “Qualification Questionnaire” you have to log in to the Ariba Supplier Network with your credentials and in “Questionnaires” section you can find the event. The questionnaire at the moment is in status “**Not Responded**”:

Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Qualification Questionnaire	Doc2034144881	7/12/2024 4:44 PM	All Commodities All	All All Countries	Not Responded

If you don't fill in all the mandatory fields in the questionnaire, the system displays an error message.

Console Doc2034144881 - Qualification Questionnaire Time remaining 29 days 23:34:22

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

- All Content
- 1 DURC
- 2 Economical and Finan...
- 3 References
- 4 Compliance
- 5 Sustainability
- 6 Cybersecurity
- 7 Certifications

All Content

▼ 1 DURC

1.1 Do you have the DURC? If "Yes", please provide details \* Unspecified

▼ 2 Economical and Financial Information

2.1 Attach last available balance sheet or revenues report \* Attach a file

2.2 Indicate the year of the balance sheet or revenues report \*

2.3 Indicate last fiscal year revenues range \* Unspecified

2.4 Indicate last fiscal year revenues approved by shareholders in EUR (€) Year X \*  EUR

2.5 Indicate second to last fiscal year revenues approved by shareholders in Euro (€) Year X - 1 \*  EUR

2.6 Indicate third to last fiscal year revenues approved by shareholders in Euro (€) Year X - 2 \*  EUR

2.7 Indicate if in the last fiscal year your Company has made profit or loss \* Unspecified

2.8 Indicate last fiscal year profit/loss in Euro (€) Year X \*  EUR

2.9 Indicate if in the second to last fiscal year your Company has made profit or loss \* Unspecified

2.10 Indicate second to last fiscal year profit/loss in Euro (€) Year X - 1 \*  EUR

# Qualification Questionnaire – Supplier Response (2/3)

If you are sure that you have filled all the information required in the “Qualification Questionnaire” you can click "**Submit Entire Response**". Clicking this button the questionnaire goes to "**Pending Approval**" status and one user of Percassi will be able to decide if Approve it or Deny it or request to you additional information.

Submit Entire Response

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
<a href="#">Qualification Questionnaire</a>	Doc2034144881	6/12/2024 5:14 PM	All Commodities All	All All Countries	Pending Approval

Instead, clicking the "**Save draft**" button it is possible to save a draft of the answers provided so as not to lose them but the questionnaire will not yet be sent to the user of Percassi and remain in status "**Pending Submission**".

Save draft

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
<a href="#">Qualification Questionnaire</a>	Doc2034664600	7/12/2024 5:21 PM	All Commodities All	All All Countries	Pending Submission

# Qualification Questionnaire – Supplier Response (3/3)

If Percassi user request to you additional information you will receive a notification email as shown in the screenshot below and the questionnaire goes to **“Pending Resubmission”** status:

Action needed: Provide additional information to Portale Fornitori Percassi-TEST External inbox x

**Ariba Administrator** <no-reply@esmtg.ariba.com> to me

5:30 PM (0 minutes ago)

## PERCASSI

Hello Supplier Contact,

Portale Fornitori Percassi-TEST has reviewed your questionnaire and needs additional information.

**Questionnaire Overview**  
 Questionnaire name: Qualification Questionnaire  
 Comments: Please provide more information

For more information or if you have any questions, contact Portale Fornitori Percassi-TEST.

[Click Here](#) to view the questionnaire.

This questionnaire is part of following processes:

Process Name	Process Type	Material	Commodity	Region	Department	Owner
<a href="#">Qualification Process</a>	Qualification Process		HSE - Health and safety training	Italy	Retail	Daniele Papini

Best,

SAP Ariba team

In order to update the “Qualification Questionnaire”, after access into Ariba Supplier Network, and click it, you have to select the button **“Revise Response”**:

Revise Response

After your submission, the Qualification questionnaire will be approved by Percassi user and the questionnaire goes to **“Approved”** status:

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
<a href="#">Qualification Questionnaire</a>	Doc2034664600	7/6/107 7:39 PM	All Commodities All	All All Countries	Approved

It is also possible to review the entire “Qualification process” by clicking **“View”** under **“Supplier Lifecycle Processes”** section below **“Qualification Process”** :

Commodity	Regions	Departments	Owner	Status	Action
HSE - Health and safety training	Italy	Retail	Daniele Papini	Qualification approved	<a href="#">View</a>

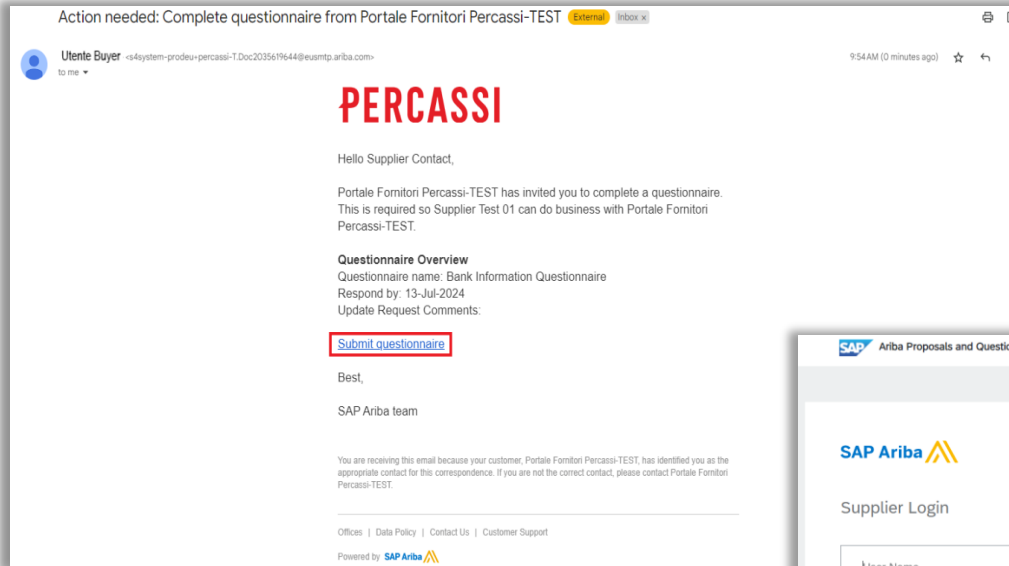
# Bank Information Questionnaire

## Procedure to access

- Bank information invitation email
- Bank Information questionnaire supplier response

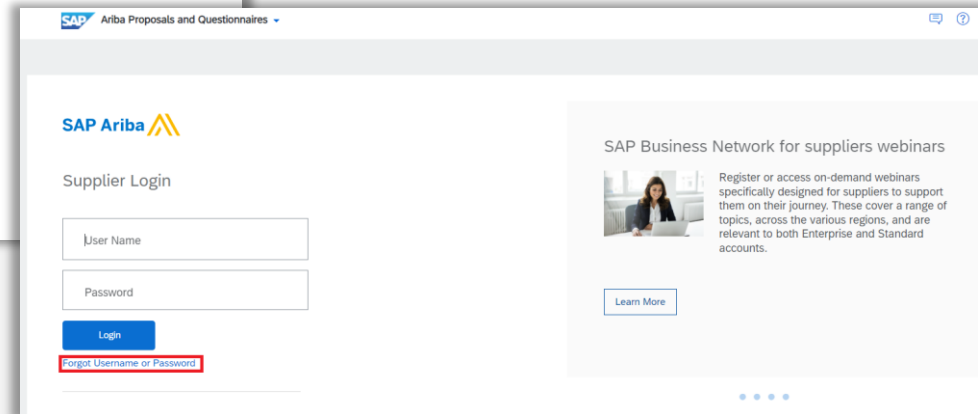
# Bank Information Questionnaire – Invitation email (1/2)

If the Percassi user sent to you “Bank information Questionnaire” you receive an invitation email to response at it:



After click the hyperlink in the invitation email received, you will be redirected to the Ariba Supplier Network log in page in which you have to insert your credentials created in the registration phase.

If you don't remember your credentials you can click **“Forgot Username or Password”** to recover it:



# Bank Information Questionnaire – Invitation email (2/2)

Please note that, differently from what was shown in the previous slide, if Percassi user invites a second supplier contact person instead to the previous one invited to complete the questionnaire, this second person will receive the initial Ariba invitation email, in which will have to click "**Sign up**" if don't have registered accounts that can use to access the Ariba Supplier Network, or "**Log in**" if already have an account and therefore credentials that can be used to access the system.

## PERCASSI

Hello Contatto Due,

Portale Fornitori Percassi-TEST has invited you to complete a questionnaire. This is required so Supplier Test 02 can do business with Portale Fornitori Percassi-TEST.

### Questionnaire Overview

Questionnaire name: Bank Information Questionnaire

Respond by: Wed, 13 Jul, 6107

Comments: None provided at this time.

[See questionnaire](#)

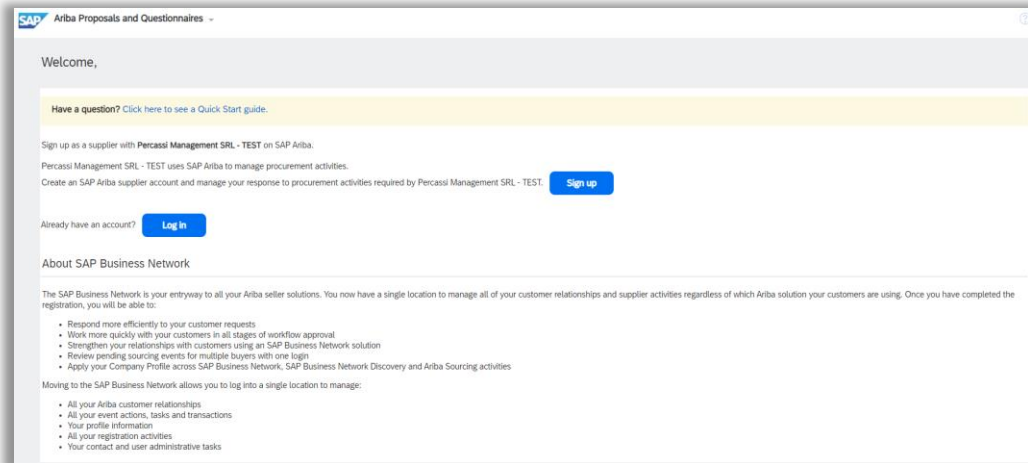
Best,

SAP Ariba team

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

Offices | Data Policy | Contact Us | Customer Support

Powered by  SAP Ariba



SAP Ariba Proposals and Questionnaires

Welcome,

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Percassi Management SRL - TEST** on SAP Ariba.

Percassi Management SRL - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Percassi Management SRL - TEST. [Sign up](#)

Already have an account? [Log in](#)

About SAP Business Network

The SAP Business 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 SAP Business Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across SAP Business Network, SAP Business Network Discovery and Ariba Sourcing activities

Moving to the SAP Business 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

# Bank Information Questionnaire – Supplier Response (1/4)

In order to answer to the “Bank Information questionnaire”, you have to log in to the Ariba Supplier Network with your credentials and in “**Questionnaires**” section you can find the event. The questionnaire at the moment is in status “**Not Responded**”:

Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (2)					
Qualification Questionnaire	Doc2034664600	7/6/6107 7:39 PM	All Commodities All	All All Countries	Approved
<b>Bank Information Questionnaire</b>	Doc2035619644	7/13/2024 9:54 AM	All Commodities All	All All Countries	Not Responded

If you don't fill in all the mandatory fields in the questionnaire, the system displays an error message.

Console Time remaining  
29 days 23:50:41

Doc2035619644 - Bank Information Questionnaire

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents  
All Content

All Content

Name ↑

1 Account owner	<input type="text"/>
2 Bank	<input type="text"/>
3 Account type	Unspecified ▼
8 Payment method	T/T Telegraphic Transfer ▼
9 Billing currency	<input type="text"/>
10 Business certified email	<input type="text"/>
<p>11 <b>If Italian:</b> Copy of Certified email sent to foritori@percassi.it containing beneficiary attestation bank certification including IBAN and bank details  <b>If not Italian:</b> Attach beneficiary attestation bank certification including IBAN and bank details. Each data receipt must be verified through a phone call to the Percassi representative, guaranteeing the accuracy of the information sent</p> <p>(*) indicates a required field</p>	

Attach a file

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

# Bank Information Questionnaire – Supplier Response (2/4)

In “Bank Information questionnaire”, to question number 11, if you are:

- **Italian:** you have to send copy of certified email to [fornitori@percassi.it](mailto:fornitori@percassi.it) containing beneficiary attestation bank certification including IBAN and bank details.
- **Not italian:** attach beneficiary attestation bank certification including IBAN and bank details. Each data receipt must be verified through a phone call to the Percassi representative, guaranteeing the accuracy of the information sent.

Ariba Sourcing

Go back to Portale Fornitori Percassi-TEST Dashboard

Company Settings Marco Polo Feedback Help Messages

Console Doc2043620625 - Bank Information Questionnaire Desktop File Sync Time remaining 29 days 23:50:02

All Content

1 Account owner

2 Bank

3 Account type

8 Payment method

9 Billing currency

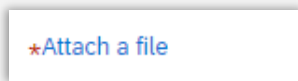
10 Business certified email

11 **If Italian:** Copy of Certified email sent to [fornitori@percassi.it](mailto:fornitori@percassi.it) containing beneficiary attestation bank certification including IBAN and bank details.  
**If not Italian:** Attach beneficiary attestation bank certification including IBAN and bank details. Each data receipt must be verified through a phone call to the Percassi representative, guaranteeing the accuracy of the information sent.

(\*) Indicates a required field

Submit Entire Response Save draft Compose Message

To insert a document click the link “**Attach a file**”, then select the correct file in you folder selecting “**Choose file**” and at the end click “**OK**”:



Ariba Sourcing

Go back to Portale Fornitori Percassi-TEST Dashboard

Company Settings Marco Polo Feedback Help Messages

Add Attachment Desktop File Sync

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: **Choose File** No file chosen

Or drop file here

OK Cancel

# Bank Information Questionnaire – Supplier Response (3/4)

If you are sure that you have filled all the information required in the “Bank Information questionnaire” you can click "**Submit Entire Response**". Clicking this button the questionnaire goes to "**Pending Approval**" status and one user of Percassi will be able to decide if Approve it or Deny it or request to you additional information.

Submit Entire Response

Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Bank Information Questionnaire	Doc2043620625	6/18/2024 3:04 PM	All Commodities All	All All Countries	Pending Approval

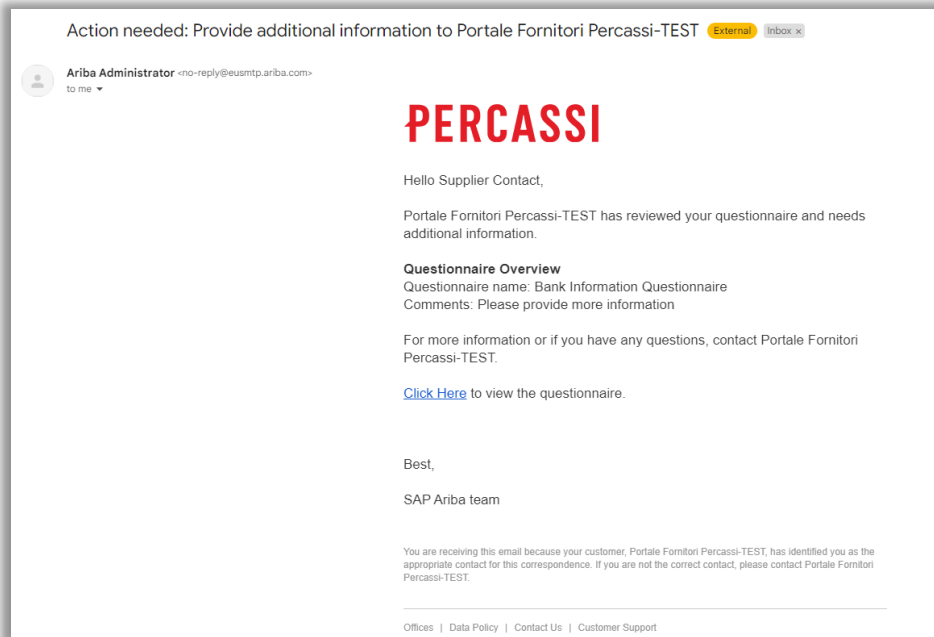
Instead, clicking the "**Save draft**" button it is possible to save a draft of the answers provided so as not to lose them but the questionnaire will not yet be sent to the user of Percassi and remain in status "**Pending Submission**".

Save draft

Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (2)					
Qualification Questionnaire	Doc2034664600	7/6/6107 7:39 PM	All Commodities All	All All Countries	Approved
Bank Information Questionnaire	Doc2035619644	7/13/2024 9:54 AM	All Commodities All	All All Countries	Pending Submission

# Bank Information Questionnaire – Supplier Response (4/4)

If Percassi buyer request to you additional information you will receive a notification email as shown in the screenshot below and the questionnaire goes to “**Pending Resubmission**” status:



In order to update the “Bank Information Questionnaire”, after access into Ariba Supplier Network, and click it, you have to select the button “**Revise Response**”:



After your submission, the Bank Information questionnaire will be approved by Percassi user and the questionnaire goes to “**Approved**” status:

Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (2)					
Bank Information Questionnaire	Doc2035619644	7/7/6107 12:26 PM	All Commodities All	All All Countries	Approved

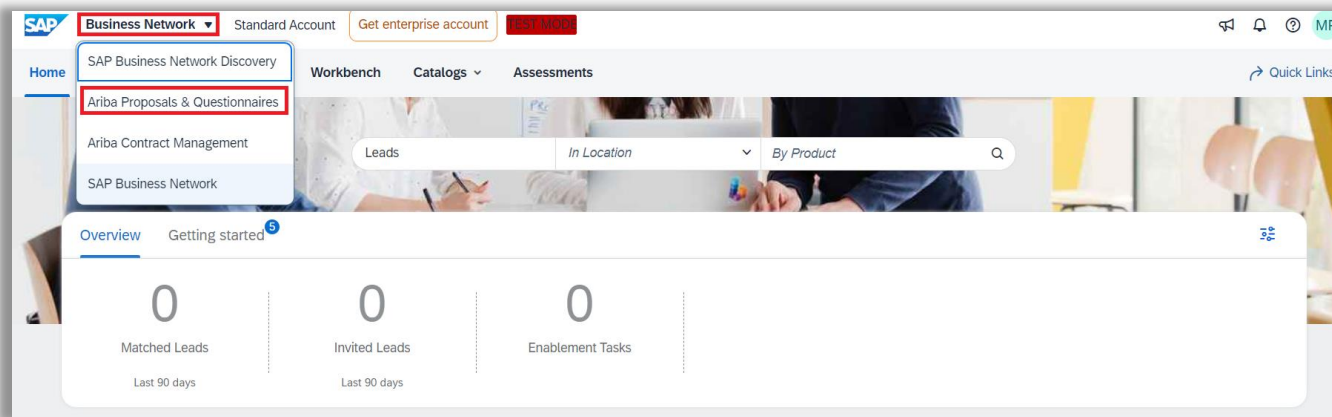
# Ariba Proposal and Questionnaire section

Procedure to search Percassi in customer list

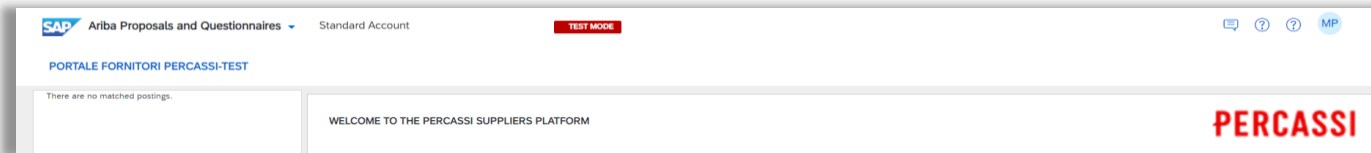
# Ariba Proposal & Questionnaire section – How To search Percassi

If after logging in to Ariba Supplier Network you see the general "SAP Business Network" page and instead want to access the portal page where you can find questionnaires and events received from Percassi you have to:

- Click at the top left of the screen "**Ariba Proposal & Questionnaire**" instead of "**SAP Business Network**“:



- Select Percassi in the list of customers connected to your account:



# Ariba Support

Procedure to contact correctly Ariba Support

# Ariba Support – How to contact Ariba

To request **direct assistance** to Ariba in case of log in problems into the Ariba Supplier Network portal, recovering credentials, managing your created accounts, correctly registering on the platform and correctly viewing the Percassi questionnaires, follow the steps contained in the guide below:



How To contact ARIBA Support Team.pdf

We suggest to you to request **telephone support** from Ariba. Ariba support will contact you after submitting the form.



Thank you!  
**avvale.com**

