



SAP Ariba Supplier Lifecycle Performance (SLP)

Centrica Training Guide and Frequently Asked Questions

Supplier Onboarding

centrica

Introduction

At Centrica, we have implemented SAP Ariba Supplier Lifecycle and Performance (SLP) to onboard our suppliers. SLP improves our onboarding process and allows all suppliers to self-serve and maintain their data within the system.

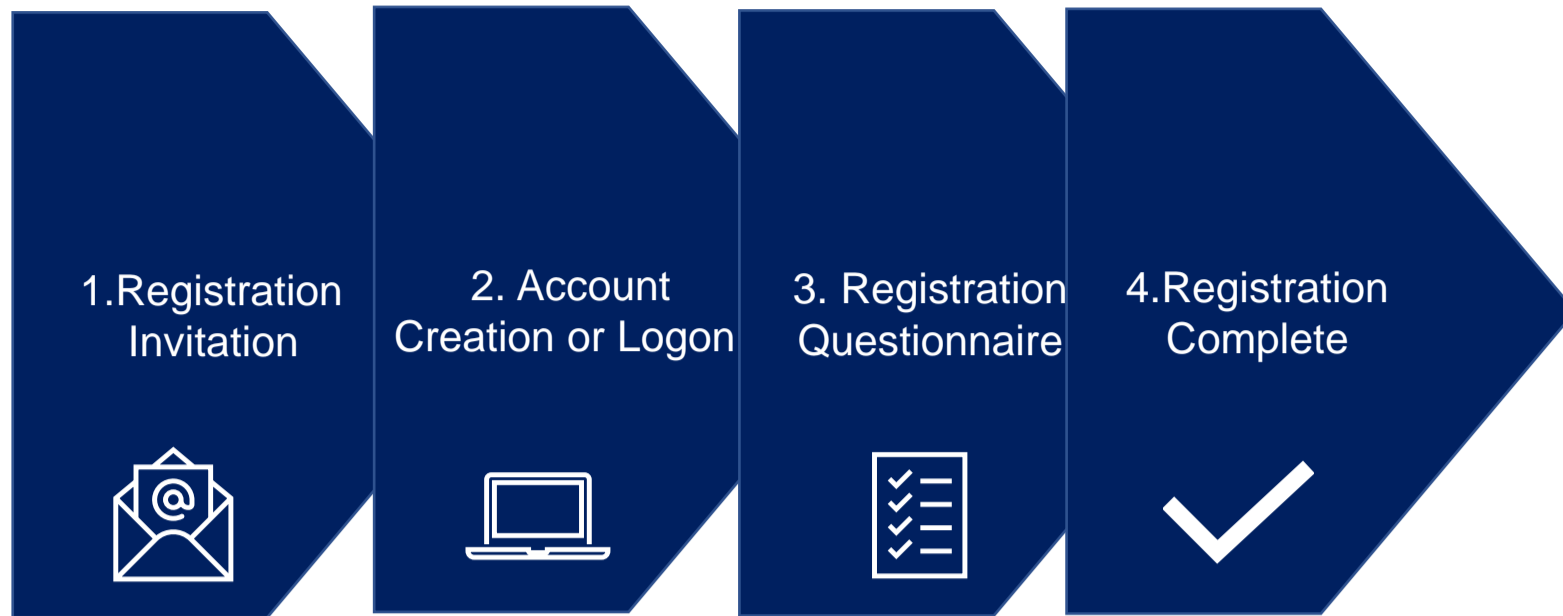
This new way of working gives you control over your own data and reduces the possibility of errors.

In this guide you will find :

- A high-level overview of the Supplier onboarding process and risk questionnaire process
- Detail on what to expect in each step
- Where you can access support should you have technical difficulty or Supplier-specific questions



Supplier Onboarding Process

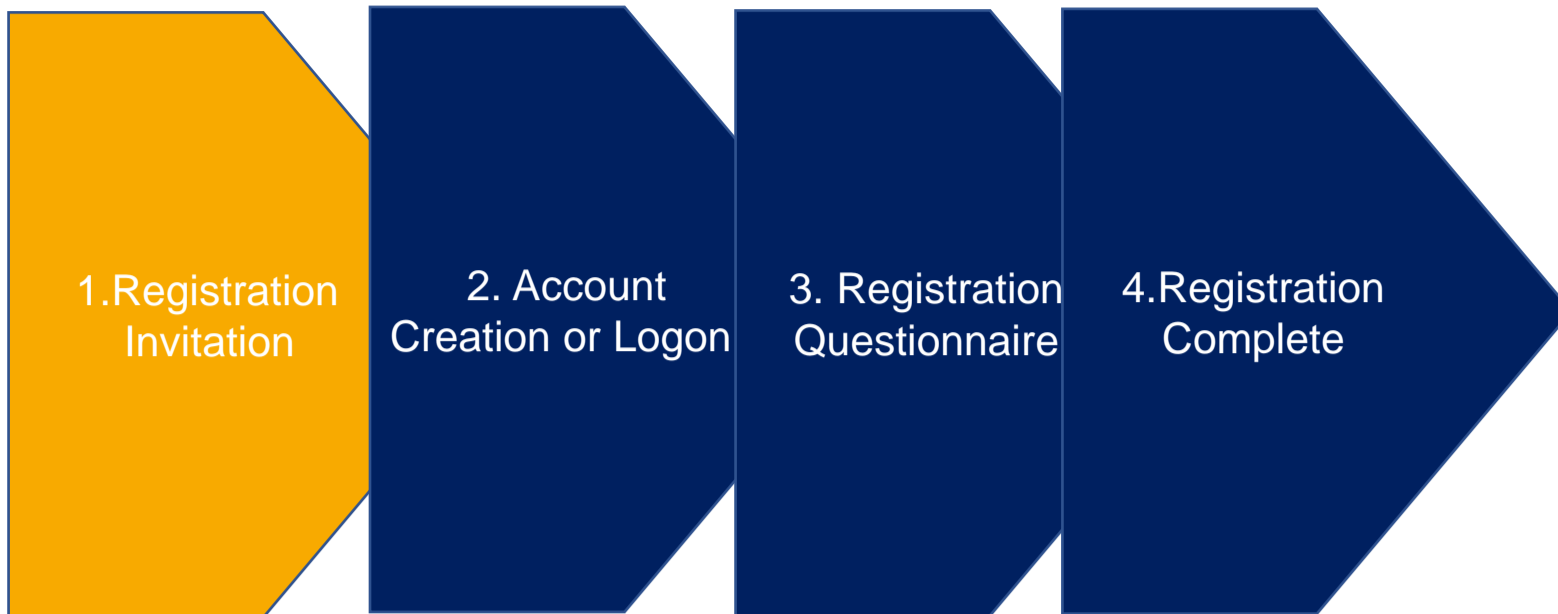


<p>To Do:</p> <p>Please click on the registration link in the invitation email</p>	<p>To Do:</p> <p>You can either create a new Ariba Account or logon with your existing credentials</p>	<p>To Do:</p> <p>Please fill out questionnaire</p>	<p>Congrats</p> <p>You are now part of the Centrica Supplier network and will be able to collaborate via Ariba</p>
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Supplier Onboarding

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Registration Invitation



You will receive an invitation to register. Click on the link provided to access the registration questionnaire

Centrica Global Procurement - TEST

Register as a supplier with Centrica Global Procurement - TEST

Hello!

Tish Yapa has invited you to register to become a supplier with Centrica Global Procurement - TEST. Start by creating an account with Ariba Network. It's free.

Centrica Global Procurement - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If HIGH TENSILE BOLTS already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

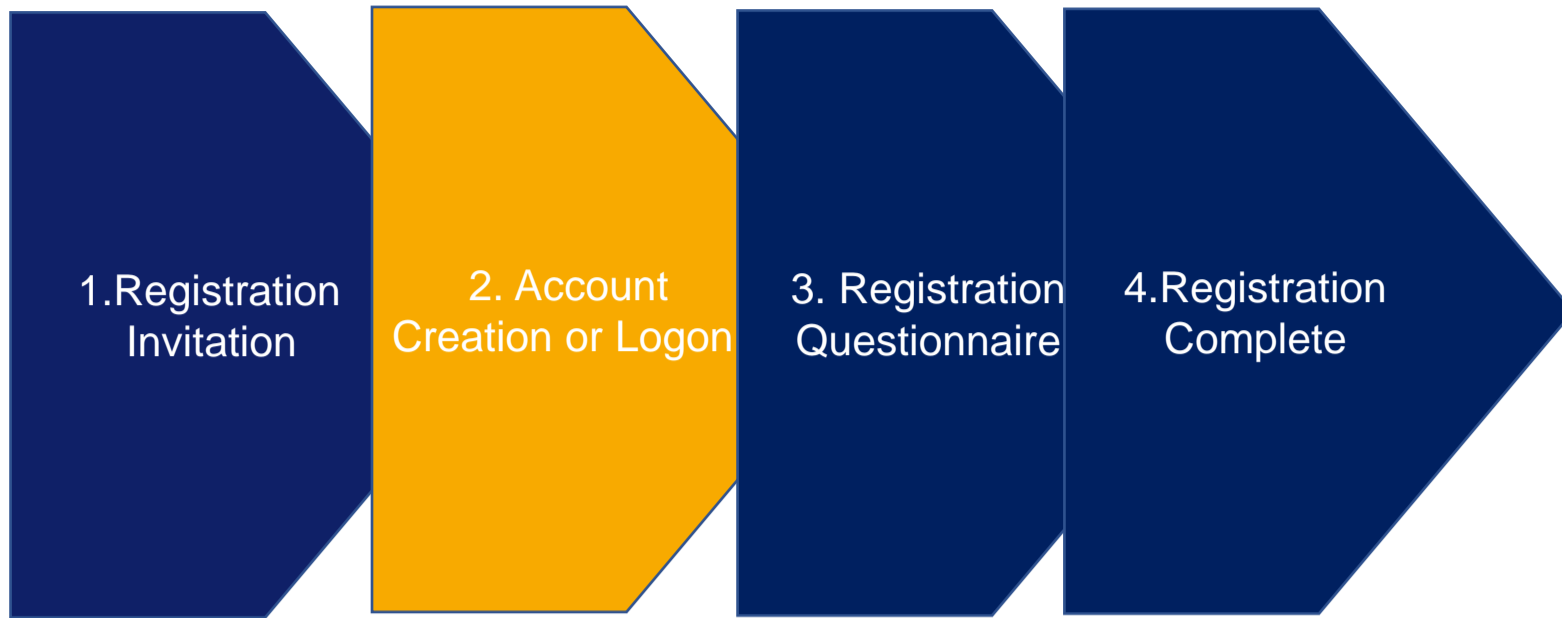
You are receiving this email because your customer, Centrica Global Procurement - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Centrica Global Procurement - TEST.

[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by **SAP Ariba** 

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Account Creation or Logon



Suppliers must log on to the Ariba Network to access their questionnaire

Welcome, Steve Merton

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

Sign up as a supplier with Centrica PLC - TEST on SAP Ariba.

Centrica PLC - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Centrica PLC - TEST

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

[Sign up](#)

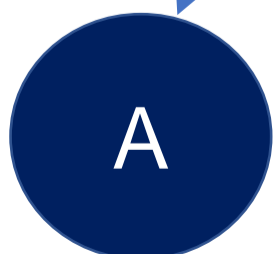
About Ariba Network

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 registration, you will be able to:

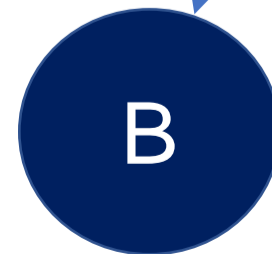
- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile 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

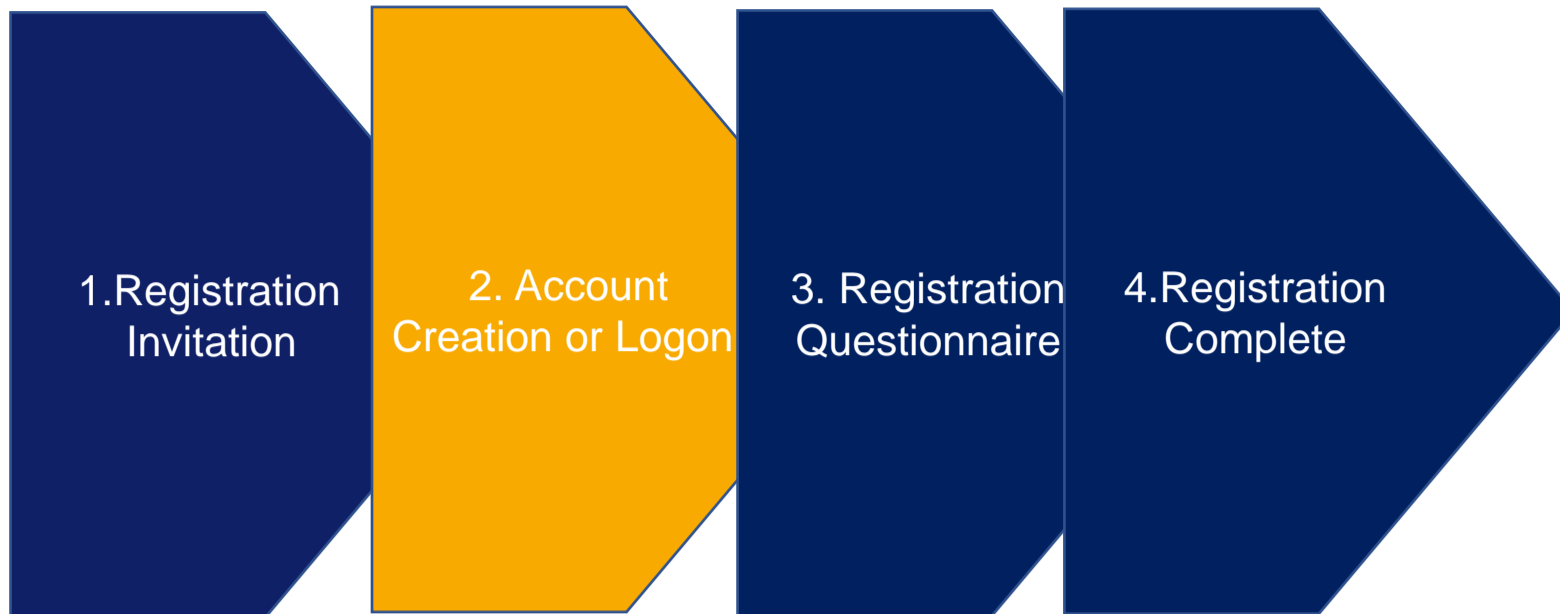


If you are already an Ariba User
You can sign in with your existing
credentials



New to Ariba
Click on Sign
up to register

Account Creation – Company Information



Clicking the sign-up link will take you to the below screen where you will populate your information.

SAP Business Network

Create a free company account to connect with your customers on SAP Business Network

Company information [?](#)

Company (legal) name *

Country/Region *

 [v](#)

Address line 1 *

Address line 2

Address line 3

Address line 4

City *

State *

 [v](#)

Postal code *

Account Creation – User Account Information



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:*

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

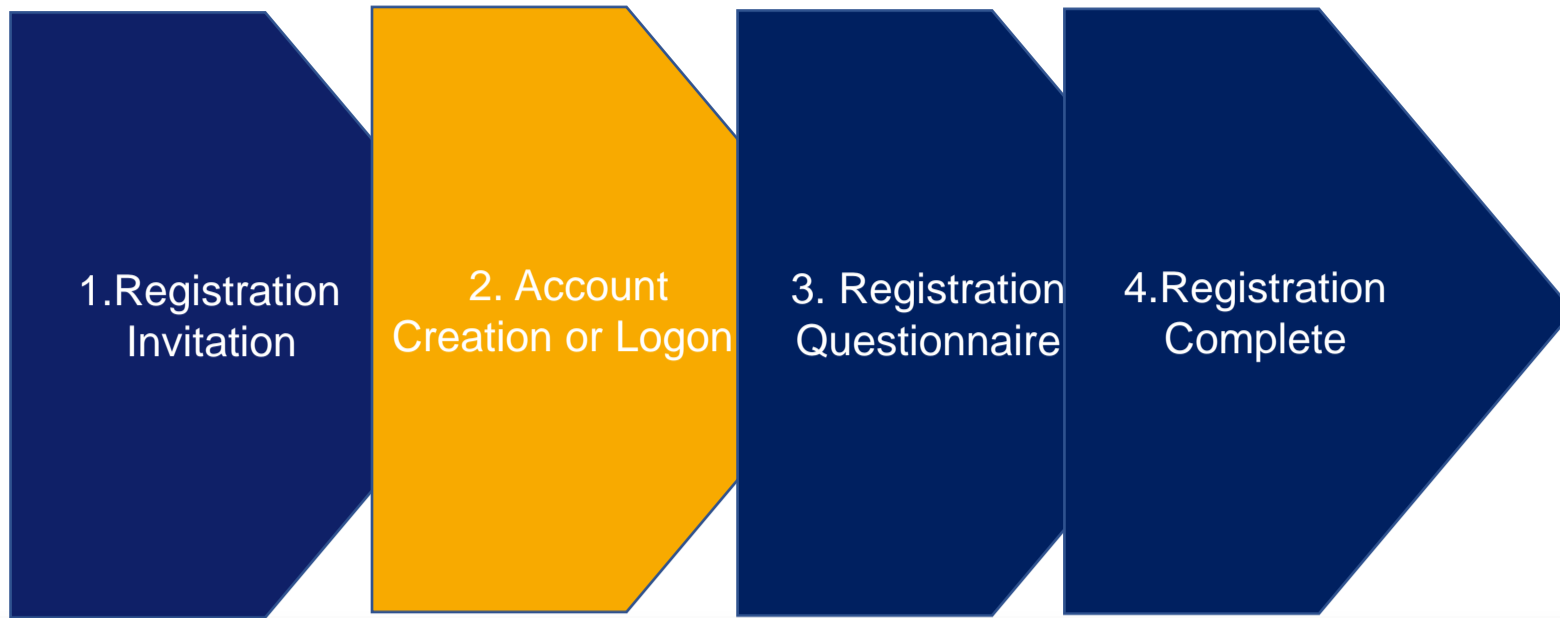
Language: ▼

The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to:*

Customers may send you their orders through Ariba 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.

Account Creation – Additional Information



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. [?](#)

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.

Ariba will request information such as product and service selection (example below), please note this information is collected by Ariba as part of your registration and not by Centrica. Centrica will not have visibility of the information populated as part the Ariba sign-

on process. [SAP Business Network Questionnaires](#)

Product and Service Category Selection

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 >](#)

<ul style="list-style-type: none">Agricultural & Fishing Services >Apparel, Luggage & Personal Care >Chemicals >Cleaning Supplies >Computer Hardware, Software & Telecom >Construction & Maintenance Services >Construction Materials >	<ul style="list-style-type: none">Building Construction & Maintenance Services >General Building Construction >Maintenance Services >	<ul style="list-style-type: none">Building support services >Exterior cleaning >Grounds maintenance services >Pest control >Plumbing and heating and air conditioning > ✓	No items
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My Selections (1)

Plumbing and heating and air conditioning (View)

Click "Create Account and continue" to create your Ariba Account

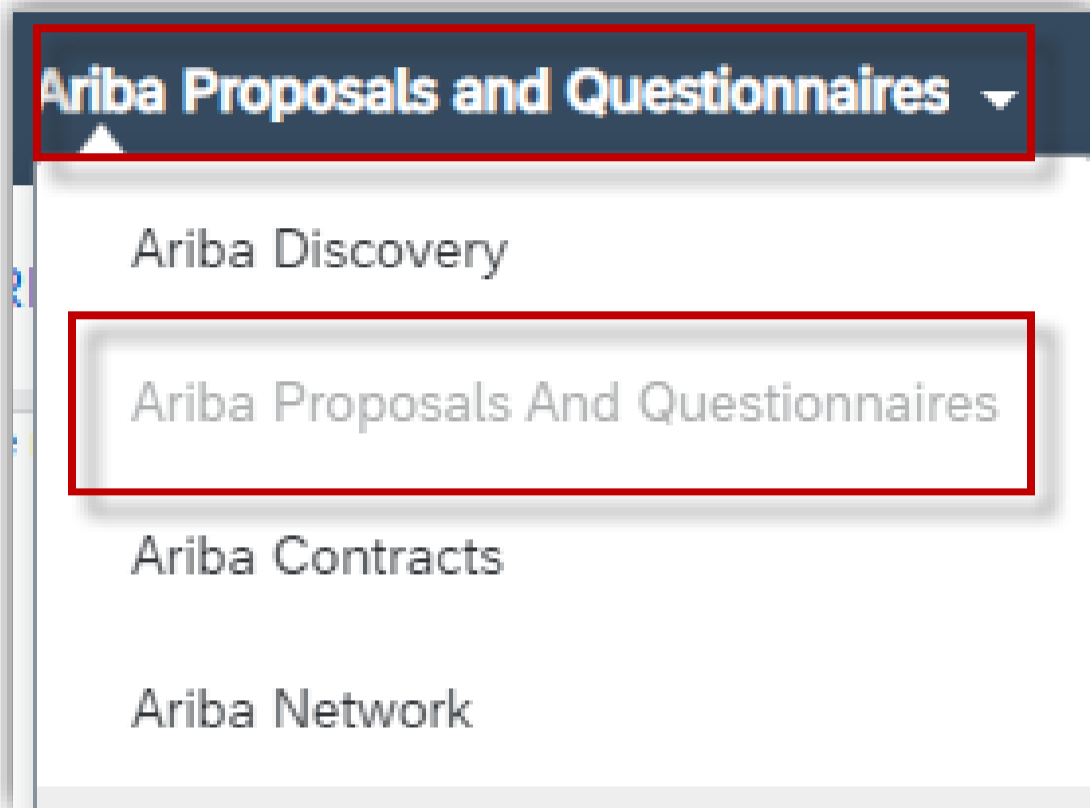
Ariba – How to View Events

Navigate to the Ariba Home Page.

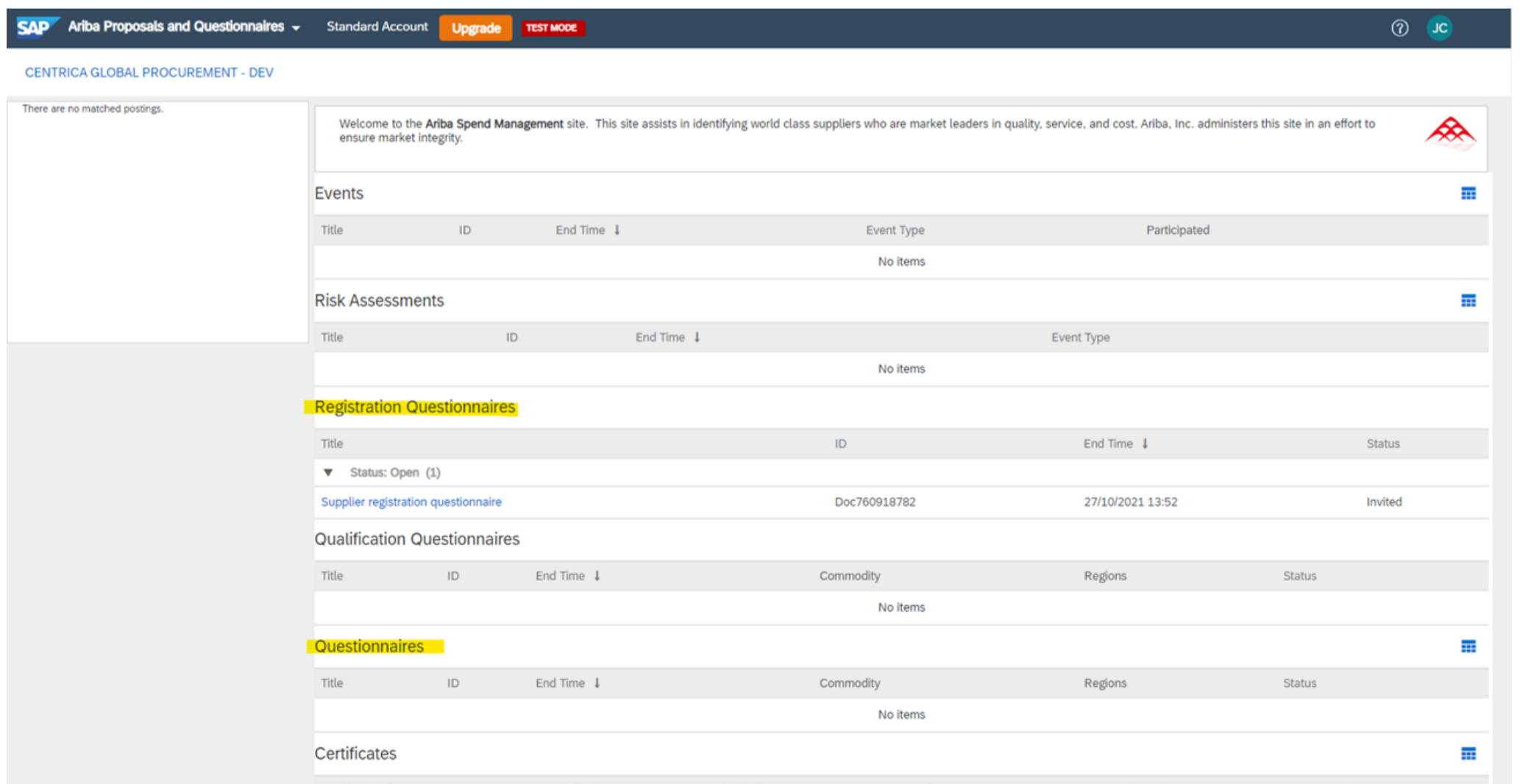
You are likely to be defaulted to the

"Orders, Invoices and Payments" page.

In the top left click the Ariba Network dropdown and choose "Ariba Proposals and Questionnaires"



This will show all RFX and questionnaires (Registration and Risk) with their current status, the next slides shows how these are to completed

A screenshot of the Ariba Spend Management interface. The page title is 'CENTRICA GLOBAL PROCUREMENT - DEV'. The main content area is divided into several sections: 'Events', 'Risk Assessments', 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates'. The 'Registration Questionnaires' section is highlighted in yellow and contains a table with one row: 'Supplier registration questionnaire' with ID 'Doc760918782', End Time '27/10/2021 13:52', and Status 'Invited'. The other sections are currently empty, showing 'No items'.

Registration Questionnaire – General Information



There will be a list of questions to be answered, complete the questions (mandatory will be marked with an asterisk*).

Section 2 consists of general information

All Content

Name ↑

1 I have read and agree to the Terms of Use applicable to the SAP Ariba Network (including AribaPay), and confirm that Centrica plc and its group companies shall have no liability for any loss or damage arising as a consequence of my failure to comply with such terms.

2 General Information

2.1 Supplier Legal Name

2.2 Trading As / Doing Business As

Show More

Street: House Number:

All Content

Name ↑

2.3 Main Address [Select country first](#)

Street 2:

Street 3:

District:

Postal Code: City:

Country: Region:

Registration Questionnaire - Contact Details

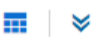
1. Registration Invitation

2. Account Creation or Logon

3. Registration Questionnaire

4. Registration Complete

All Content



Name ↑	
2.4 Country code (main and mobile telephone numbers)	* <input type="text" value="United Kingdom of Great Britain and Northern Ireland (+44) [GB]"/>
2.5 Main telephone number (without country code)	* <input type="text" value="01234 567890"/>
2.6 Mobile telephone number (without country code)	<input type="text"/>
2.7 Internet homepage address	<input type="text"/>
2.8 DUNS Number ⓘ	<input type="text"/>

All Content



Name ↑	
2.9 Please confirm if you provide to Centrica: goods, services, or both?	* <input type="text" value="Services"/>
2.10 Please confirm if you have VAT registration in the UK? ⓘ	* <input type="text" value="Yes"/>
2.12 Please ensure that in the "5.1 Tax Number(s)" question you have selected the appropriate country for you and entered a VAT Number or equivalent.	
▼ 3 Transaction Information	
3.1 E-mail address for Purchase Orders ⓘ	* <input type="text" value="pocenslpt2758@gmail.com"/>
3.2 E-mail address for Accounts Receivable ⓘ	* <input type="text" value="arcenslpt2758@gmail.com"/>

Section 3 consists of contact details

Registration Questionnaire – Banking Information



Section 4 requires banking information, there will be a separate window

Minimum required fields are:

Country, Bank Name, Bank Address (Branch, Street, City, State etc.) and Account Holder Name

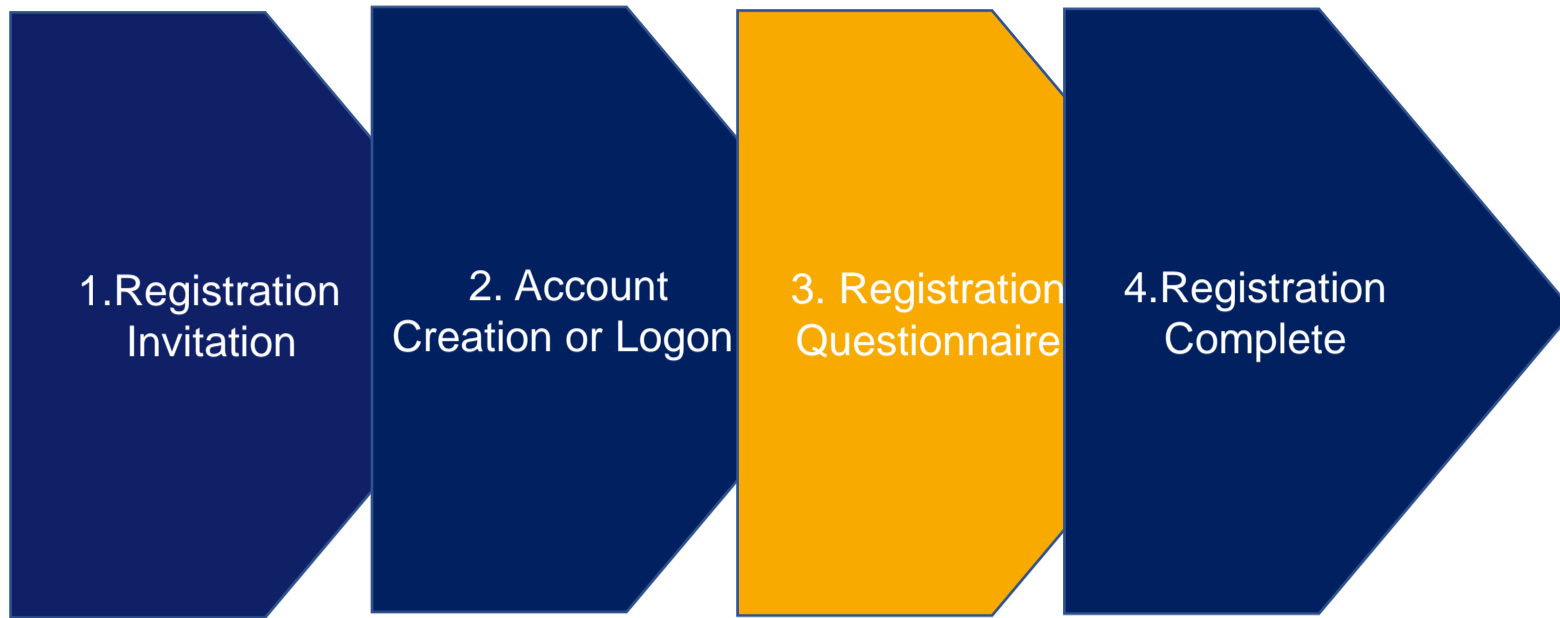
plus either

- Bank Key & Account Number or IBAN and SWIFT Code (BIC)

An attachment of a bank statement will also be required, when prompted

Bank Type:	Domestic
Bank Id:	0000
Country:	United Kingdom
Bank Name:	
Bank Branch:	
Street:	
City:	
State/Province/Region:	
Postal Code:	
Account Holder Name:	
Bank Key/ABA Routing Number:	
Account Number:	
IBAN Number:	████████████████████
SWIFT Code:	

Registration Questionnaire – VAT Information



Section 5 there will be a separate window VAT details and requires an attachment of a Company header letter with VAT details and bank

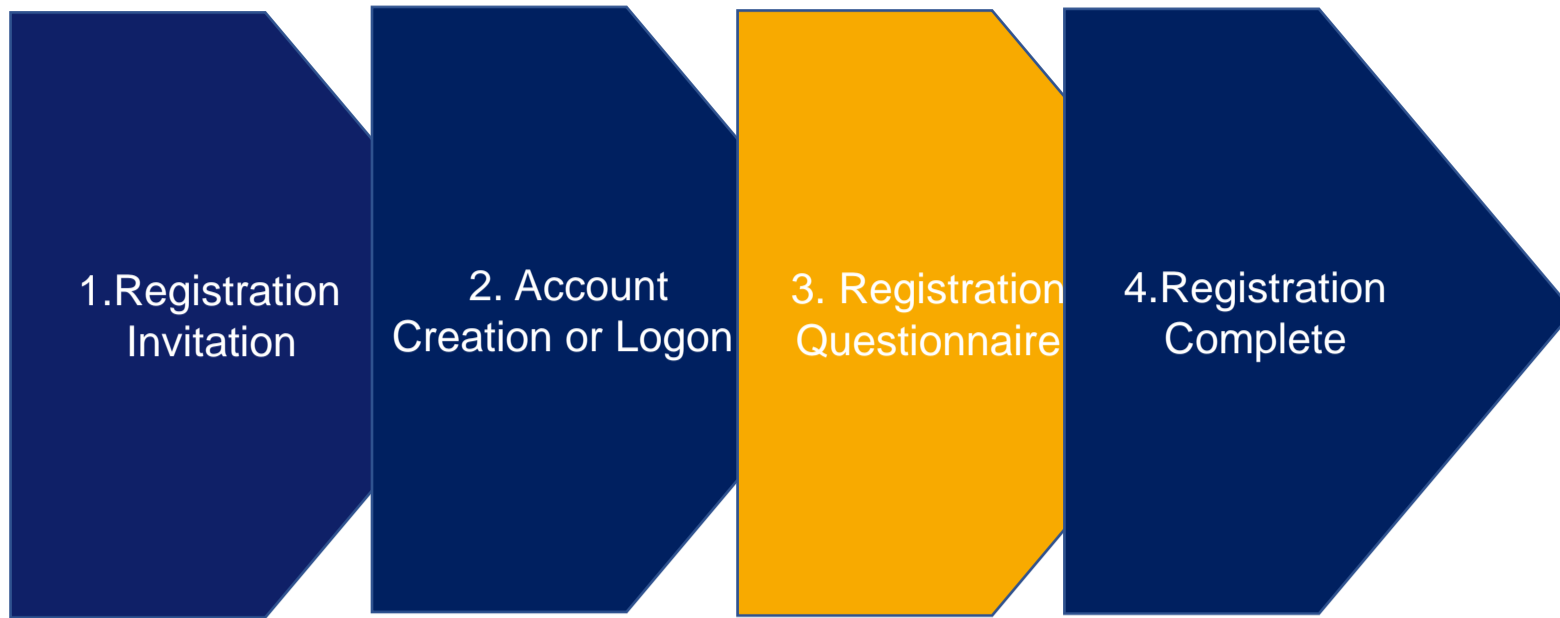
Country: United Kingdom (GB) ⓘ

Tax Name	TaxType	Tax Number
United Kingdom: VAT Registration Number	Organization	GB123456789
United Kingdom: National Insurance Number	Organization	
United Kingdom: Company Registration Number	Organization	
United Kingdom: Unique Tax Reference	Organization	

Please attach official supporting documentation that supports the tax information provided ⓘ

 .jpg ▾

Registration Questionnaire – Withholding Tax Information



Section 6 requires withholding tax information (if appropriate) and the option to add any comment

All Content

Name ↑	
4 Banking Information	Add Banking Information (1)
5 Tax Information	Add Tax Information (1)
▼ 6 Withholding Tax	
6.1 Are the goods / services being supplied to Centrica falling under CIS tax? ⓘ	* Yes ▾
6.2 If CIS applies, please confirm if the services you provide to Centrica fall under:	* <input checked="" type="checkbox"/> Service & Repair <input type="checkbox"/> Installation
6.3 Are the goods / services being supplied to Centrica falling under RCT tax? ⓘ	* No ▾

(*) indicates a required field

When ready click “Submit Entire Response”

Submit Entire Response

Registration Complete – Next Steps




Your registration will be sent to the appropriate Centrica team for review. You will receive confirmation of your registration

You may also receive notification of your registration approval or a request for additional information

Once you are registered you can make changes to your own data e.g., bank details, address, contact details etc

Questions

If you have any Technical difficulties?

Contact Ariba Support by clicking on  via the Ariba Network page and then on the bottom of the page either click view the training documentation available or click on Support



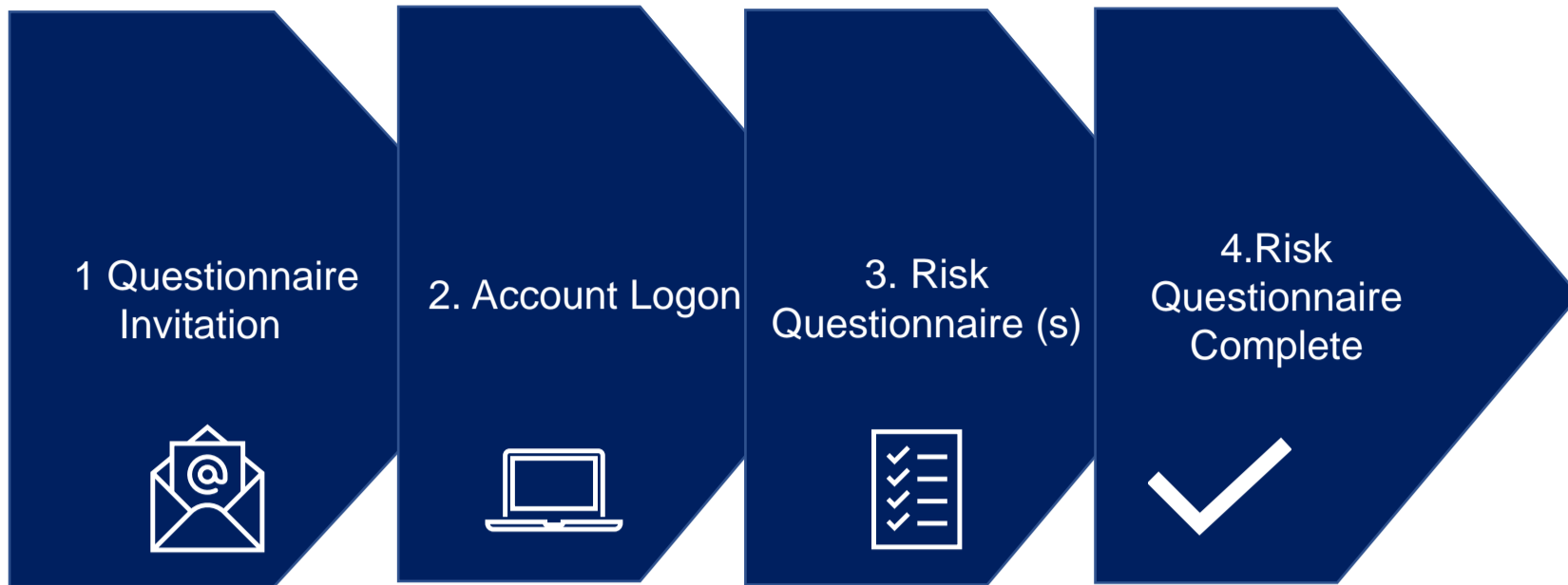
Documentation



Support

For questions that arise when completing your Registration and Qualification questionnaires, send an email to group.accountspayable@centrica.com

Risk Questionnaire Process



To Do: Please click on the questionnaire link in the invitation email	To Do: Logon with your existing credentials	To Do: Please fill out risks questionnaire(s)	Congrats You have now completed all the risk questionnaire(s)
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Supplier onboarding

centrica

Questionnaire Invitation



You will receive an invitation to register.
Click on the link provided to access the registration questionnaire.

Centrica Global Procurement - TEST

Hello Steve Merton,

Please fill out the listed questionnaires and return them by the specified dates.

These questionnaires are necessary to complete the Pre-Qualification Process Flow process. Thank you for taking the time to respond to each one.

Process Overview

Process: Pre-Qualification

Category: Cleaning Equipment and Supplies

Region: All

Business unit: Centrica Plc

Material: Not applicable

Process owner: Tish Yapa

Message: please review and action

Questionnaire Overview

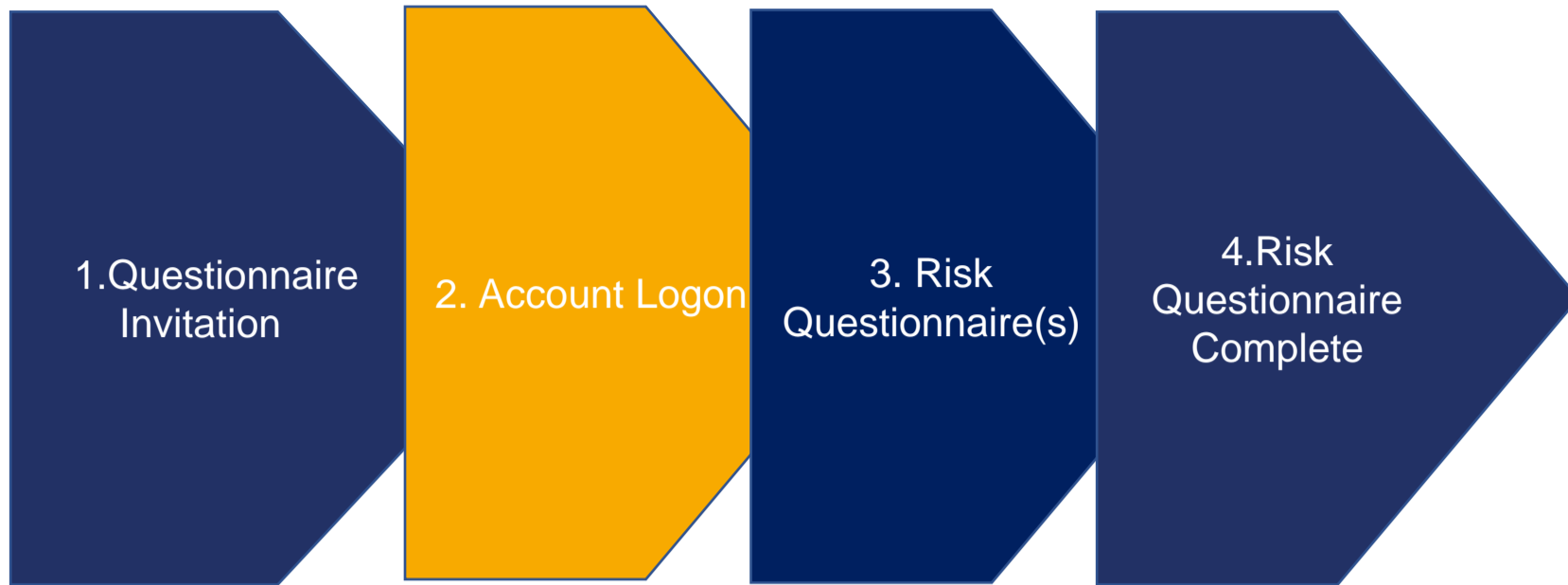
Name	Assigned to	Respond By
------	-------------	------------

Resilience Questionnaire	Steve Merton	10-Dec-2021 at 06:20
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[Click Here](#) to view the process.

Best Regards,
SAP Ariba team

Account Logon



Log in using your existing Ariba Credentials

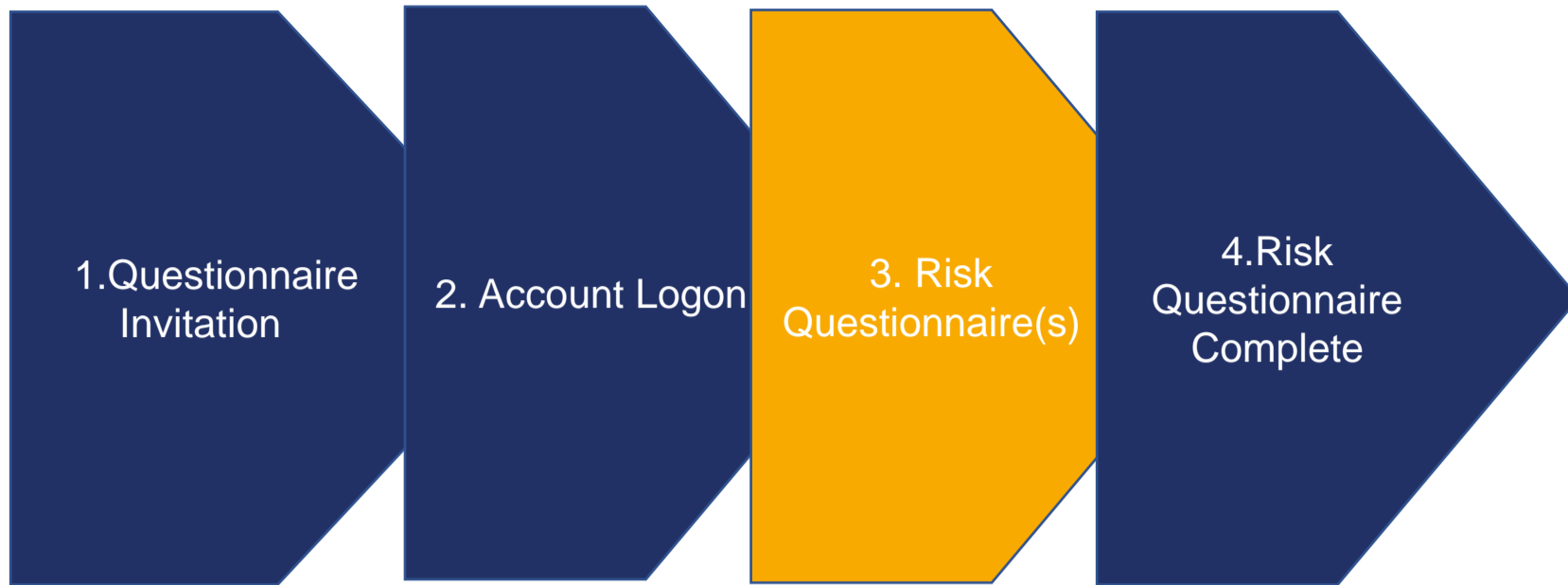
SAP Ariba 

Supplier Login

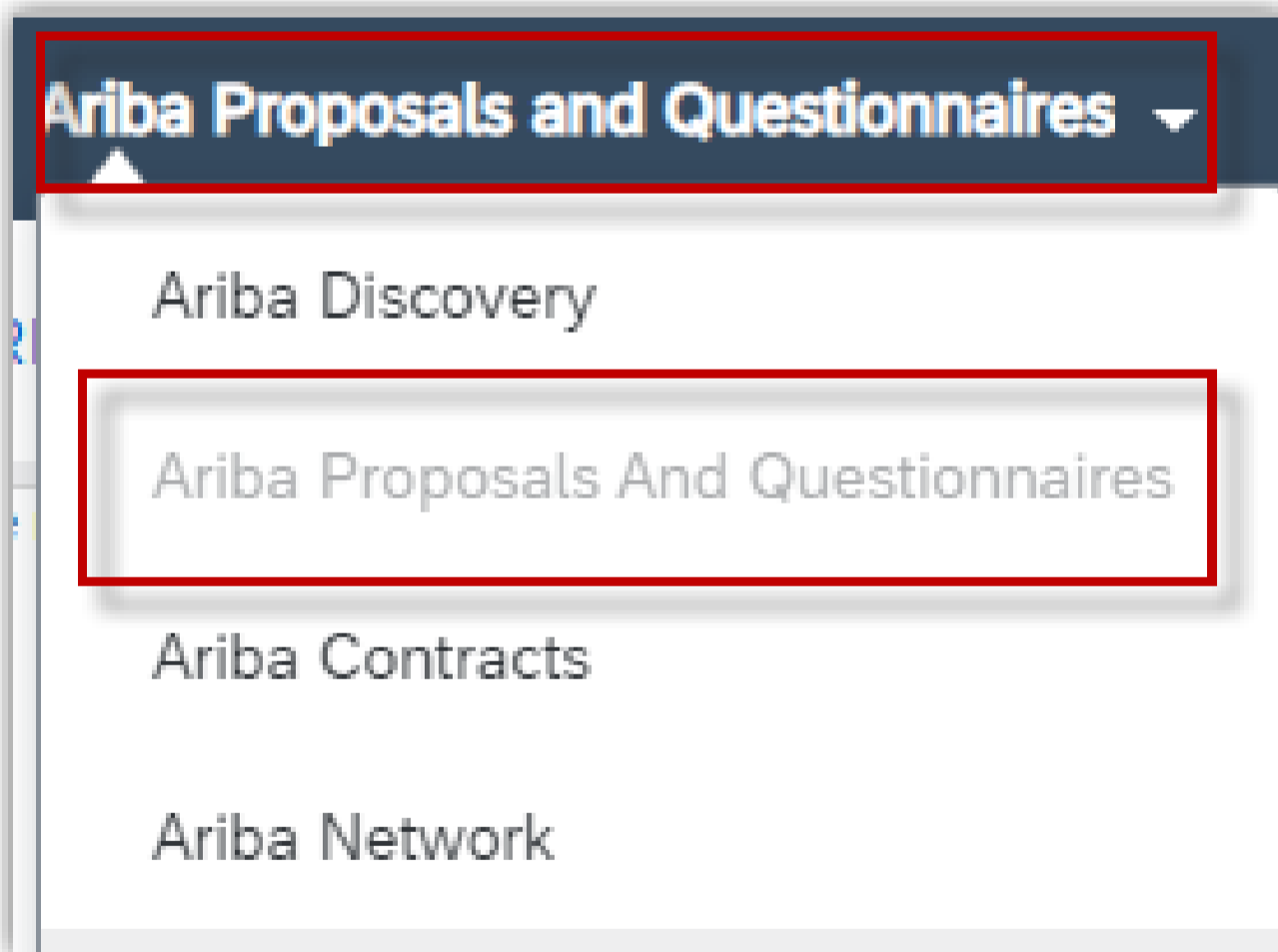
[Login](#)

[Forgot Username or Password](#)

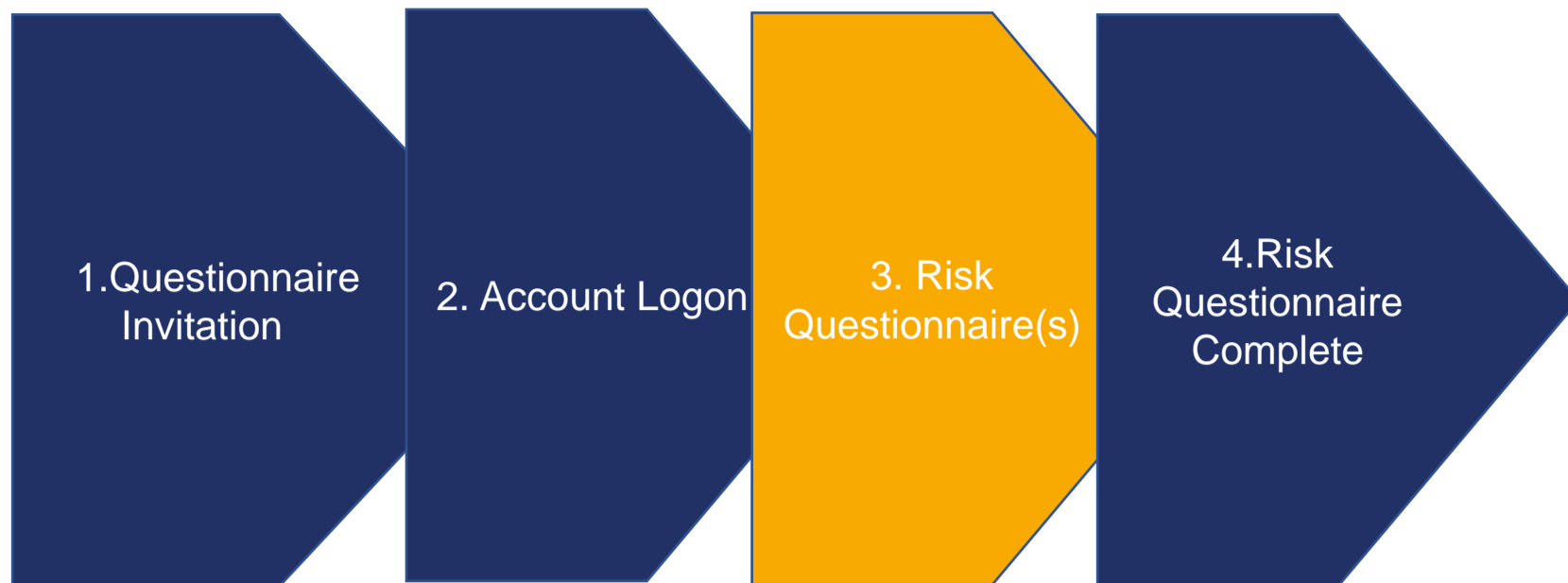
Risk Questionnaire(s) – View Questionnaire



You are likely to be defaulted to the "Orders, Invoices and Payments" page. In the top left click the Ariba Network dropdown and choose "Ariba Proposals and Questionnaires"



Risk Questionnaire(s) – Complete Questionnaire



Navigate to Questionnaire section and check whether there are one or more risks questionnaires to be complete

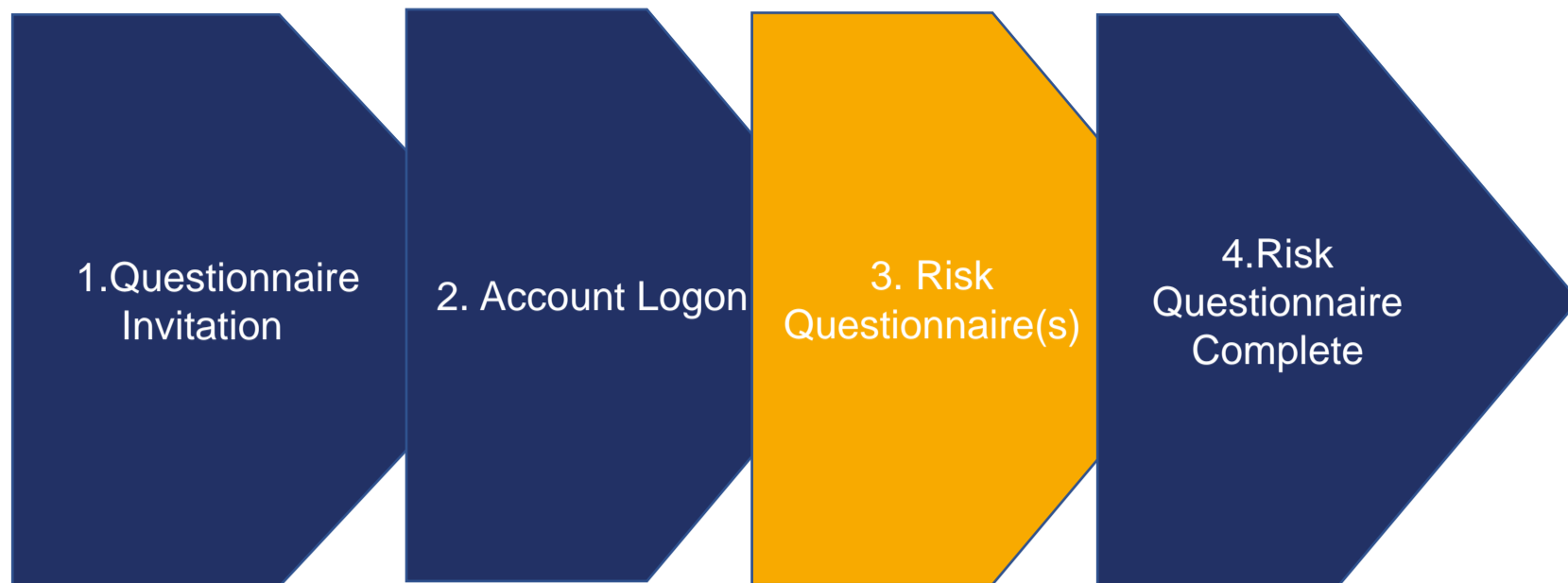
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (2)					
Data Privacy Questionnaire	Doc800091507	10/12/2021 14:29	All Commodities All	All All	Not Responded
Resilience Questionnaire	Doc799866647	10/12/2021 14:20	All Commodities All	All All	Not Responded

Click on the Questionnaire and this will open a new window, there will be a list of questions to be completed with the ability to upload documents.

Once all the questions have been completed, click Submit Entire Response

Submit Entire Response

Risk Questionnaire(s) – Complete Questionnaire



Click Go Back to return to the previous screen

The status of the questionnaire will be updated to show pending approval because this is being reviewed by the Centrica Risk SME

Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Resilience Questionnaire	Doc799866647	10/11/2021 15:10	All Commodities All	All All	Pending Approval
▼ Status: Open (1)					
Data Privacy Questionnaire	Doc800091507	10/12/2021 14:29	All Commodities All	All All	Not Responded

The Centrica risk SME may request further information on the Questionnaire, the questionnaire will need to be updated based on the request and submitted again


Risk Questionnaire(s) Completed



Once all the information has been provided the Centrica Risk SME will approve and the procurement process will continue

Questions

If you have any Technical difficulties?

Contact Ariba Support by clicking on  via the Ariba Network page and then on the bottom of the page either click view the training documentation available or click on Support



Documentation



Support

For questions that arise when completing your Registration and Qualification questionnaires, send email to group.accountspayable@centrica.com

Frequently Asked Questions

Question	Answers
What is SLP?	<p>At Centrica, we have been transforming the way we buy goods and services, with the aim of improving the experience for our employees and our suppliers. SAP Ariba is at the heart of our digital procurement strategy, and we have extended existing capabilities (sourcing, contracting, purchase orders e-invoicing) to now include supplier onboarding.</p> <p>We have implemented SAP Ariba Supplier Lifecycle and Performance (SLP) to onboard our suppliers. SLP improves our onboarding process and allows all suppliers to self-serve and maintain their data within the system.</p> <p>Ariba SLP is a portal / network for supplier self-service which allows suppliers to onboard and allows buyers and sellers to collaborate as well as enable efficient supplier management with SAP sub-ledger.</p> <p>SLP makes it easier to onboard new suppliers by bringing the process into Ariba</p>
What is registration?	All Centrica Suppliers will be required to register in SLP with the ability to securely self-administer your own data
How much does it cost to register in SLP?	It is completely free to register and use SLP

Frequently Asked Questions

Question	Answers
What do I need to do if I am an existing supplier and need to change data?	<p>Existing Centrica supplier will be migrated to SLP and if you need to make a change, please contact vendrequ@centrica.com who will send a communication and a link to register onto SLP. You will be required to complete an initial supplier SLP questionnaire, where there will be a need to populate information for us to validate. Some of the data we already hold for existing suppliers should already be pre-populated within the questionnaire and, for this data, it should just be a case of validating the information is still current. This data can be updated by yourself as/when required going forward.</p> <p>There is support available on the Ariba Network and the Centrica Supplier site has training documentation</p>
I already have an Ariba Network ID (ANID), do I need a second one for the Supplier Registration?	<p>If you already have an ANID, then you do not need a second ID, simply log in with your user and password. If your current ANID is not connected with SAP, you will require a second one for the Ariba SLP/Supplier Registration.</p>
If you are already approved by another company on SAP ARIBA, does it require to be re-registered by SAP?	<p>SAP ARIBA does not share supplier's registration information between different companies. Suppliers that were previously registered on SAP ARIBA and are not registered with Centrica must separately submit the Centrica supplier registration questionnaire.</p>
Is the supplier registration for the company or a person?	<p>Supplier registration is for companies and self-employed. However, during the registration, the authorised/designated user to complete and submit the supplier registration questionnaire will be required to sign up to SAP ARIBA to gain access to the company's information</p>

Frequently Asked Questions

Question	Answers
How do I get notifications?	Email notifications will be sent to your contact person. The primary contact person will receive all status updates, notifications, or also SAP official notifications based on the email used at the time of registration. You are able to maintain your primary contact person and other designated users' roles via SAP ARIBA network. SAP ARIBA has tutorials specific for maintaining sap user roles under www.ariba.com
What if an invite is sent to the wrong supplier contact?	You should not forward the invitation but rather get in touch with the contact mentioned on the Centrica invitation and ask them to send the invitation to another user. Centrica may perform checks to validate the new contact
What is the process if you do not receive email notification for registration?	Suppliers who fail to receive SAP ARIBA invitations or email notifications should contact vendrequ@centrica.com . The Centrica Support team will be able to re-trigger the invitation and email notifications as required. Please also check if the invitation email has potentially been moved to your SPAM folder
Where can I find additional support on the Ariba Network?	<p>If you need to recover your Ariba® Network password, Contact SAP® Ariba® support via chat, email, or complete their Supplier Web Form. Alternatively, access the Help Centre on https://supplier.ariba.com for more information and training on how to use the Ariba® Network</p> <p>The Centrica Supplier site also has a FAQ on Ariba Network Account Access</p>
Who can I contact for more information?	<p>Centrica has a supplier page that provides background to the onboarding process and training guide</p> <p>If you require any additional support contact us at: Group.AccountsPayable@centrica.com</p>