AZERSUN HOLDING

ARIBA SUPPLIER GUIDE



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ADVANTAGES OFFERED BY ARIBA

SAP Ariba is a **free** platform where businesses of all sizes can contact their business partners whenever they need it and follow all processes from order to supply.

SAP Ariba;



Provides the opportunity to communicate with all your collaborators quickly and free of charge.



Enhances communication and transaction quality thanks to its fast and effective electronic transactions.

Helps you avoid errors by reducing the rate of manual intervention.



Enables you to develop your business and trade globally by helping you discern missed opportunities.



Helps you expand the scope of your collaborations with your existing customers and collaborate with new customers.

HOW TO BECOME AN AZERSUN SUPPLIER?



You have two options to become an Azersun supplier, to be directed to the registration page via http://azersun.sourcing-eu.ariba.com/ad/selfRegistration or click on the <a href="http://creativecom/celescon/celes

Azersun - TEST

Register as a supplier with Azersun - TEST

Hello!

Azersunmmc has invited you to register to become a supplier with Azersun - TEST. Start by creating an account with Ariba Network. It's free.

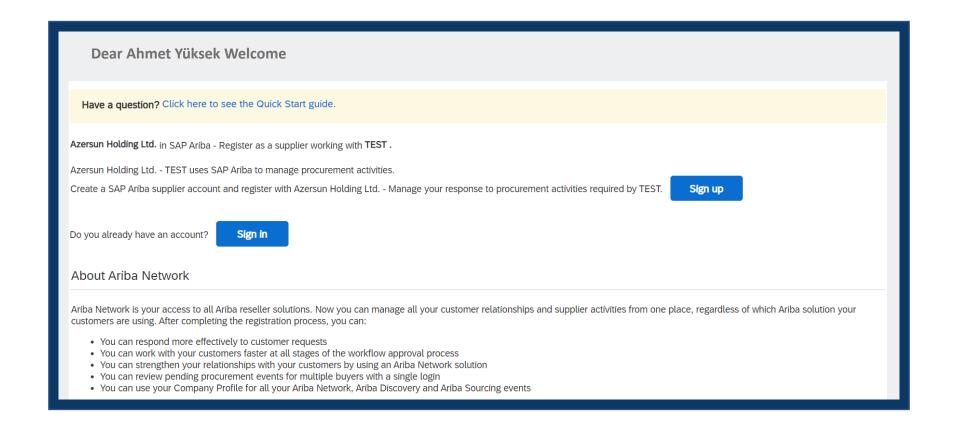
Azersun - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Test Supplier 070223 already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now



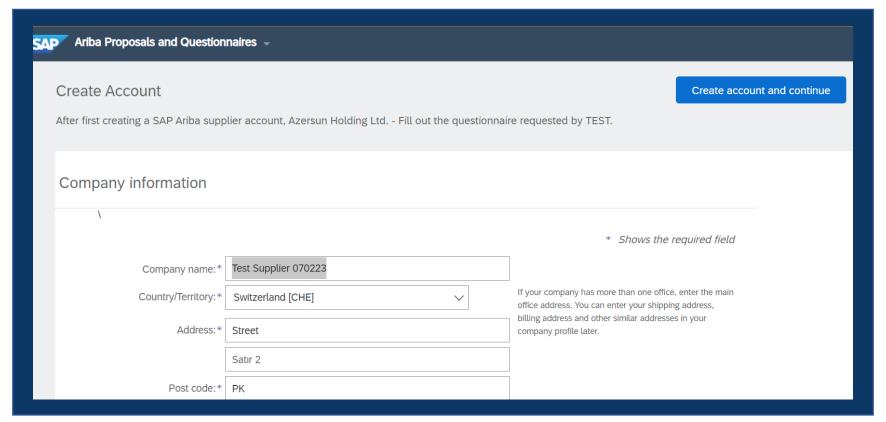
You will see the screen demonstrated in the image below when you click the <u>CLICK</u>

<u>HERE</u> button mentioned on the previous page. If you are not already a registered supplier to Ariba Network, click the <u>SIGN UP</u> button to proceed. However, if you have an existing account with Ariba, click the <u>SIGN IN</u> button to proceed.



IF YOU ARE NOT A REGISTERED SUPPLIER IN ARIBA:

The **REGISTER** button mentioned on the previous page will direct you to the screen demonstrated in the image below. In order to register with Ariba on this screen, you need to fill in the required information and set your username and password. Some questions in the field may appear automatically from the Supplier Request form prepared by the buyer. After answering all the questions, click the **CREATE ACCOUNT and CONTINUE** button.



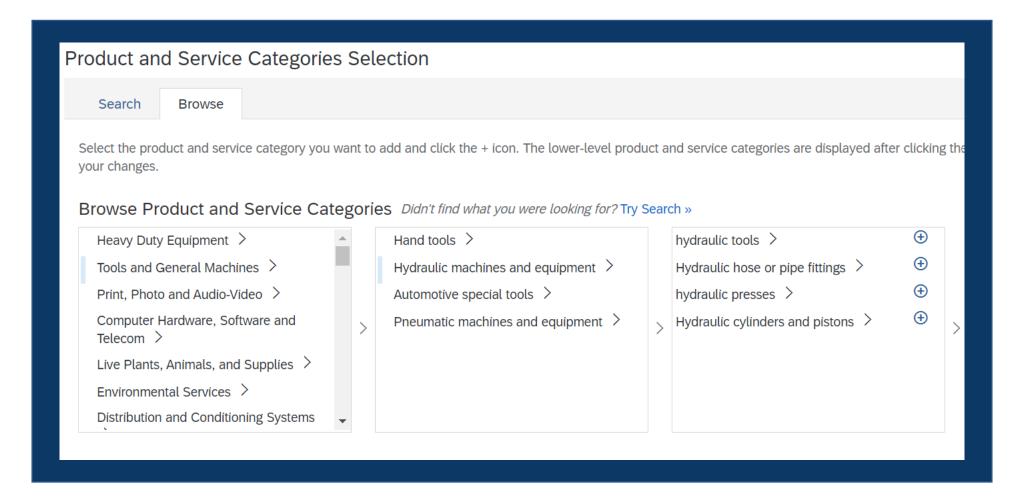


In addition to the Product and Service categories, select your Place of Service by clicking the **BROWSE** button. Then, answer all the questions and click the **CREATE ACCOUNT and CONTINUE** button.

Tell us more about your b	ousiness	
Product and Service Categories:*	Ürün ve Hizmet Kategorilerini girin Hydraulic tools X	Add - or - Browse
Dispatch or Service Locations:*	Sevk veya Hizmet Yerini girin Montenegro X Homyel'skaya voblasts' (b X	Add - or - Browse
Tax number:	1234566311	Enter your Company Tax ID number.
VAT Number:	İsteğe bağlı	Enter your company's five to twelve digit value added tax identification number. Do not enter dashes.
DUNS Number:	İsteğe bağlı	Enter the nine-digit Dunn & Bradstreet number. By default, "-T" is appended to the end of the DUNS number in the test account.



Select the product and service category you want to add and click the \pm icon. The lower-level product and service categories are displayed after clicking the product and service category.



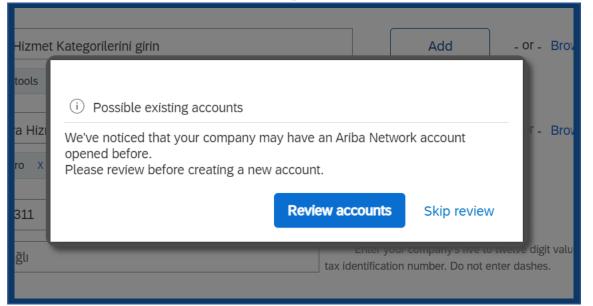


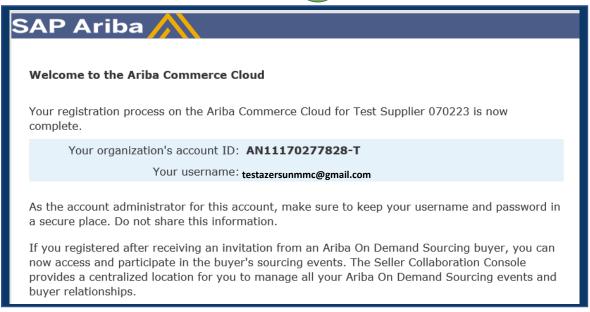
IF YOU ALREADY HAVE AN ACCOUNT IN ARIBA:

The warning screen may appear if your company is registered with Ariba Network as a supplier. (1)

You can continue with either **REVIEW ACCOUNTS** or **SKIP REVIEW** options. When the process is complete, you will receive a notification e-mail that your registration to Ariba Network is complete. (2)

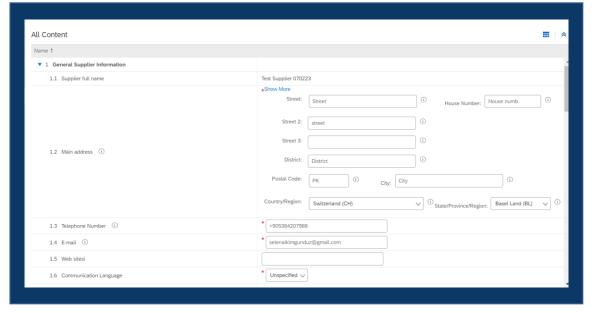






You will be directed to the Azersun Supplier Registration Survey page with the notification e-mail you receive that your registration has been completed. After filling in all the mandatory fields marked with a red asterisk on this page, upload the relevant documents to the «Attach Files» fields and click the **SEND ENTIRE RESPONSE** button.

1





7.1 The year that the company was registered with the government	^
7.2 Total number of employees of the firm	
7.3 Overall turnover of the company (USD)	
7.4 The Company's Turnover in the Field of Activity It Wants to Work with Azersun Holding (USD)	
7.5 Capacity of the Company in the Field of Activity in which Azersun Holding Wants to Work	
7.10 As a company, have you worked with Azersun Holding on any subject before? If yes, details.	Unspecified ✓
7.16 Does the Firm Have a Business Completion in the Field of Activity It Wants to Work with Azersun Holding? Details, if any	Unspecified ✓
7.20 If the company does not have a Quality Certificate in the field of activity in which it wishes to work with Azersun Holding, does it plan to receive it in the first six (6) months?	Unspecified ✓
▼ 8 Other Information	
8.1 Commodity ①	CHEMISTRY [select]
8.2 Region ①	*CHE [select]
8.3 Purchasing Company ①	*Azersun [select]
8.4 Sector	* Manufacturer 🗸
▼ 9 Payment Term	
9.6 Supplier Currency	* Unspecified >
4	·
(*) indicates a required field	
Submit Entire Response Save draft Compose Message Excel Import	

Supplier General Data	Instructions
Address*	Enter the company address.
Phone Number*	Enter the phone number your company.
Communicative Language*	Select the communicative language of your company.
Contact Information	
Name of Authorized Vendor*	Enter the name of the authorized vendor.
Surname of Company Executive*	Enter the surname of company executive.
Phone Number of Executive	Enter the phone number of the executive.
E-mail Address of Executive*	Enter the e-mail address of the executive.
Other Information	
Type of Delivery*	Select the type of delivery.
Tax ID Number	(The number of characters entered varies according to the taxpayer region.)
Tax Office*	Enter the tax office number.
Type of Firm*	Enter the number of firm types.
Bank Information	
Bank Account Currency*	Enter your preferred bank account currency.
Bank Information*	Enter the bank information.
Bank Address*	Enter the bank address.
Bank-City*	Enter the city where the bank is located.



Are there any employees and partners within your firm who worked for our company before? Enter details if any.*	Select Yes/No.
Please enter details.*	
Are there any employees and partners within your firm who worked for our company before? Enter details if any.*	Select Yes/No.
Please enter details.*	
Reference Seller	Enter the information of the reference seller.
Appendix	
Does the company have a signature circular?*	Select Yes/No.
Signature Circular*	Select Yes/No.
Does the bank have a signature stamp?*	Select Yes/No.
Company Bank Stamp/Signature*	



Do you have SSI debt?* / Does the company have tax debt?	The SSI debt question is valid for our suppliers in Turkey, while the tax debt question is valid for our suppliers in Azerbaijan.
Upload the document stating that there is no SSI Debt.*	*You must enter the e-Borç Sorgulama section in the other applications section under the e-SGK title from the official website of the Social Security Institution. *Debt inquiry for Azerbaijan is provided via https://www.e-taxes.gov.az/ebyn/risk/.
Do you have any ISO or other quality certificates?*	Select Yes/No.
If yes, write your document list.*	If yes, write your document list.
Company Information	
The year the company was registered with the government*	Enter the year the company was registered with the government.
Do you accept the Supplier Clarification Text on the protection of personal data?*	Select Yes.
Do you approve of the Supplier Explicit Consent Text regarding the use of personal data?*	Select Yes.



Other Information	
Product Group*	Select the product group you provide services from this tab.
District*	Select the district your company provides services from, on this tab.
Purchasing Company*	Please choose which of our companies you work with: Etsun/Azersun/Wellington Dubai
Sector*	Identify the industry your company serves: Manufacturer, Vendor, or Service Provider
Terms of Payment	
Supplier Currency	Select the currency to be paid.



After submitting your answers, you can see the information about your registration status in the upper right corner of the screen. (1) You will receive a notification e-mail when your registration is submitted for confirmation. (2)

Test Supplier 070223
Show More
Street: Street ① House Number: House numb ①
Street 2: street ①

2

Hello Ahmet Yüksek,

Azersun - TEST has received your registration information and will review it for approval.

To check your registration status, log in to the Azersun - TEST supplier portal.

Click Here

Sincerely,
Azersun - TEST

After receiving the notification e-mail that you have completed the Azersun Supplier Registration Survey, you can view the registration page and the process by clicking the CLICK HERE button in this e-mail.

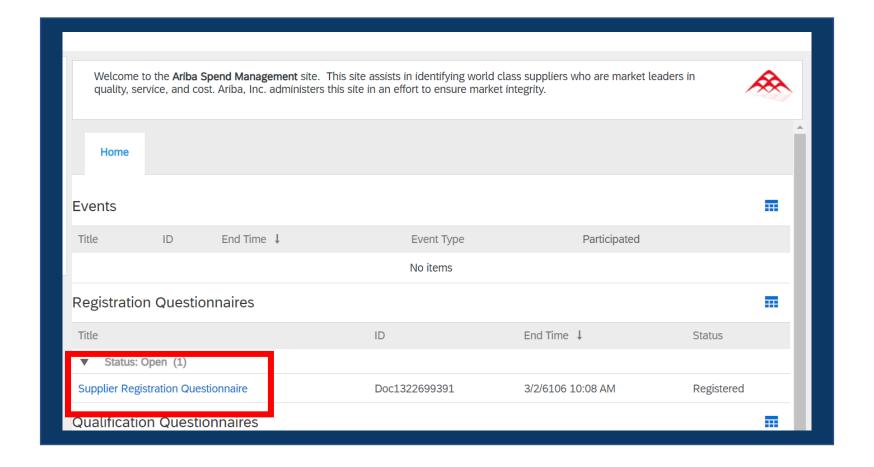
Azersun - TEST

Registration with Azersun - TEST.

Congratulations! Azersun - TEST has approved your supplier registration. Test Supplier 070223 has now been included in the supplier database of Azersun - TEST.

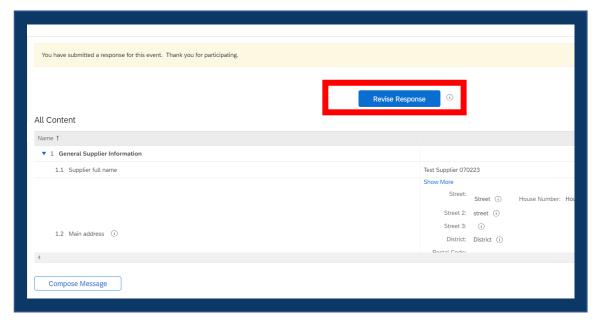
You will be notified when next steps of the supplier onboarding process require your attention.

If you need to update your information, you should return to the **AZERSUN SUPPLIER REGISTRATION SURVEY** that you previously filled in Ariba Network.

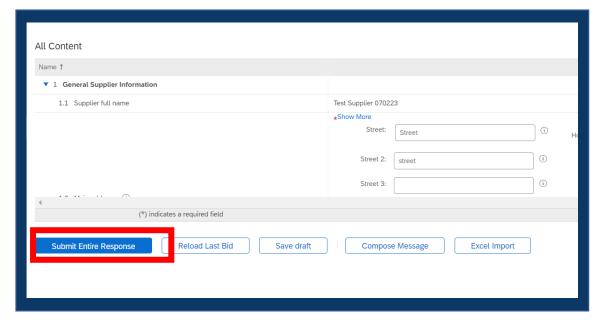


You can make the necessary revisions for the answers that need to be updated as in the image. If you need to update the attached answers, click the **UPDATE FILE** button. Finally, you can perform your updates by clicking the **SEND ALL RESPONSE** button.







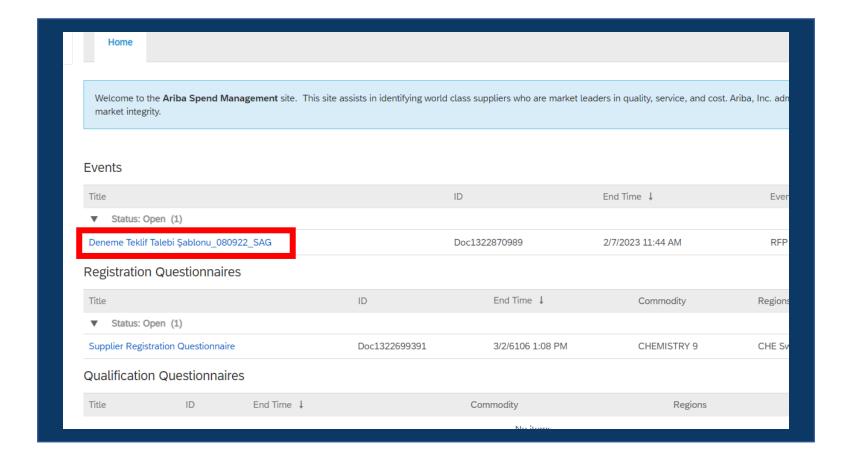




HOW TO TENDER FOR PROJECTS?



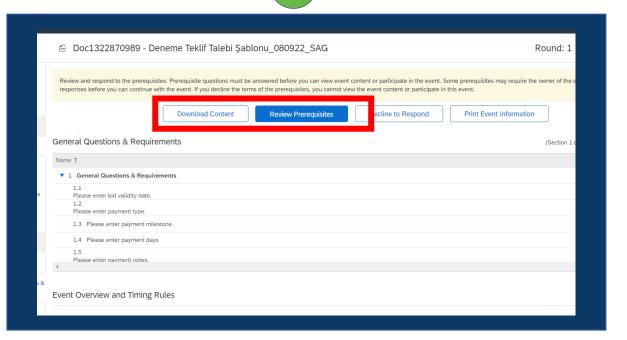
When you log in to the Ariba Supplier System, you will see the main page as in the image below. You can view the projects for which you can tender from the **EVENTS** section on this page. Click on the project you want to tender for.



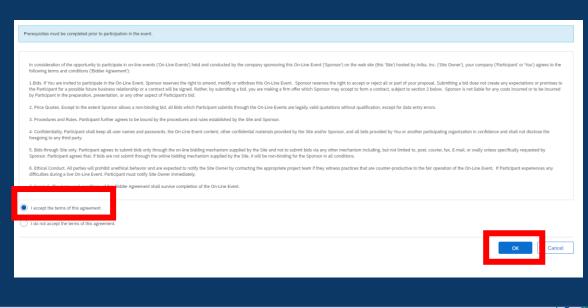
When you click on the project you want to tender for, you will be directed to the relevant page. You can review it by clicking the **REVIEW PREREQUSITES** button under the **CHECKLIST** title. (1)

You must answer the prerequisite questions to participate in the event. (2)
You can check the time given to review and complete the responses on the top right of the

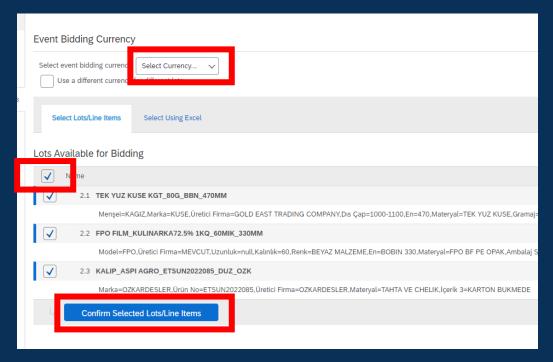
screen. (3)

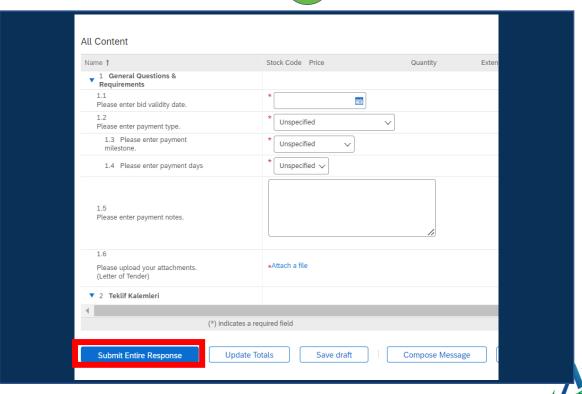




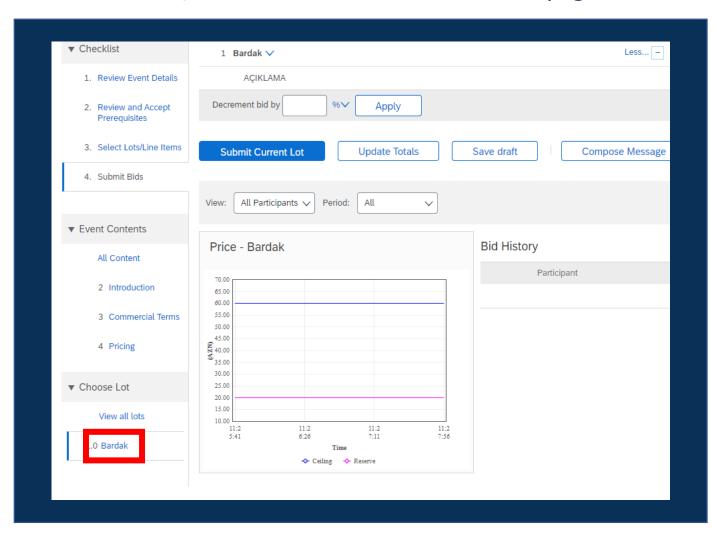


Confirm the lots and event items you can tender for by selecting them. (1) Then, you can submit a bid by clicking the **SUBMIT ENTIRE RESPONSE** button after filling in the required information. (2)

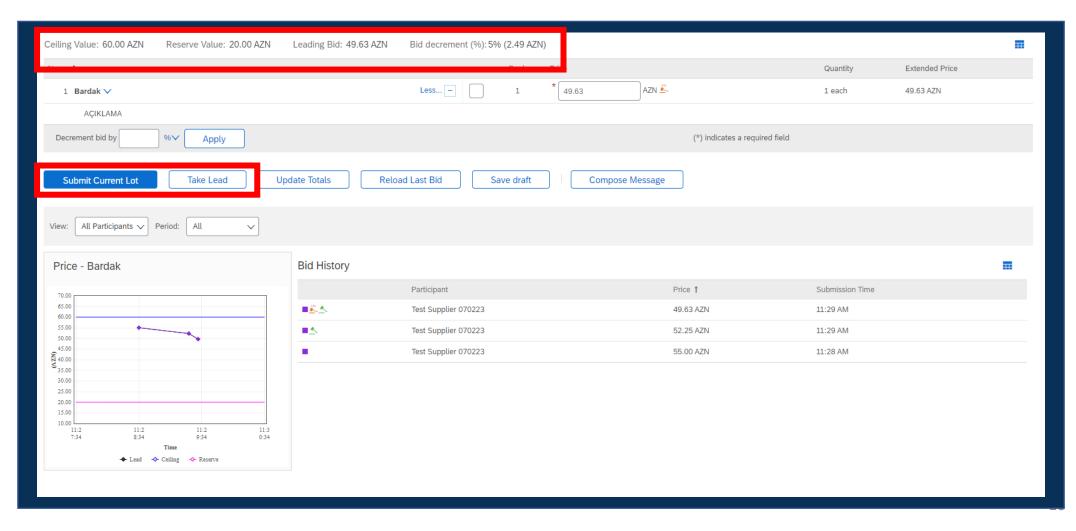




If you tender for auction, scroll down to the bottom of the page and select the items.



You can view other bids on this page.



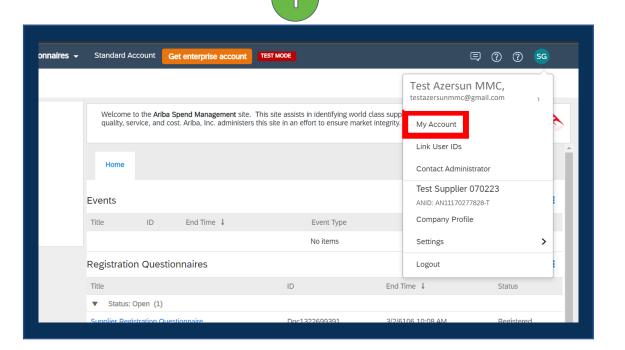


HOW IS THE SUPPLIER PROFILE MANAGED?



You can go to **MY ACCOUNT** page by clicking on the logo consisting of the initials of your user name in the upper right corner of the Ariba Network homepage, and you can perform operations such as changing your password or editing your contact information here. (1)

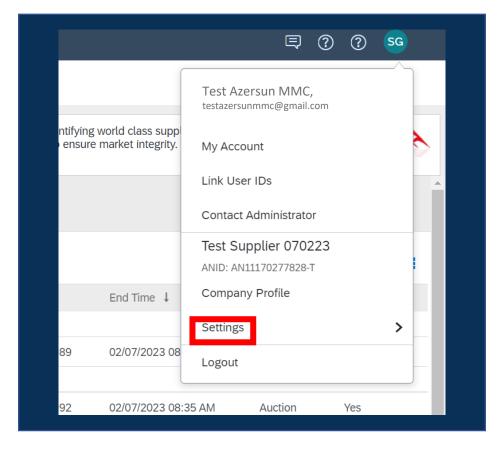
For password change, you can set a new password by clicking the **CHANGE PASSWORD** button under **USER NAME**. (2)



2

Username: * Test_azersun_mmc (i)	
Change Password Email Address: * testazersunmmc@gmail.com	
First Name:* Test	
Middle Name: Azersun Last Name:* Mmc	
Personal Information Change Log Business Role: Accounts Receivables	
	AZERS

A new Ariba Network user can be created by opening the **SETTINGS** and **ACCOUNT SETTINGS** by clicking the logo consisting of the initials of your user name in the upper right corner of the Ariba Network homepage, and you can add this user to the users in the system as shown below.



To add the new Ariba Network user to the users in the system, first click on the marked \pm sign. (1) Then fill in the fields marked below and click on the **DONE** button. (2)

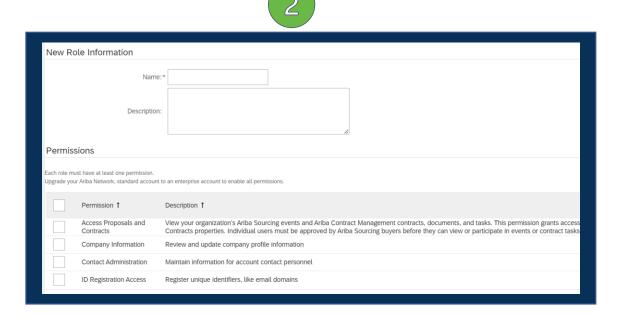
Manage Roles Manage Users Manage User Authentication Revoked Users More...

Roles (1)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

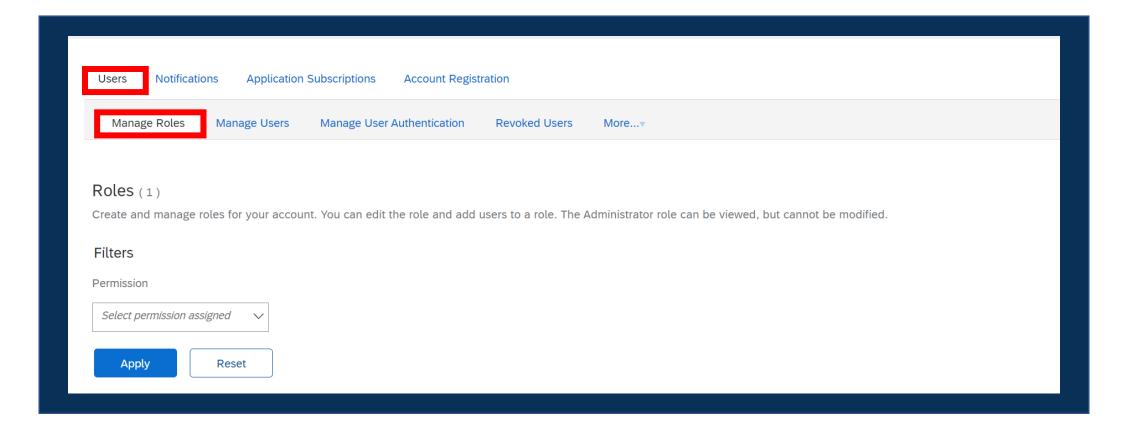
Filters
Permission
Select permission assigned
Apply Reset

Role Name Users Assigned Actions

Administrator Selen Gunduz



If you want to add an extra role to users, you can follow the **USERS MANAGE ROLES** steps.





If you have questions and/or feedback, please get in touch with the e-mail address below.

azsupport@fiz.com.tr

