



## SUPPLIER ACTIVATION

<<ARIBA>>

<<Version 0>>

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## REVISION HISTORY AND APPROVAL

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Version	Effective Date	Brief Description of Change	Reference for Change	Affected Section(s)	Prepared By	Reviewed By	Approved By

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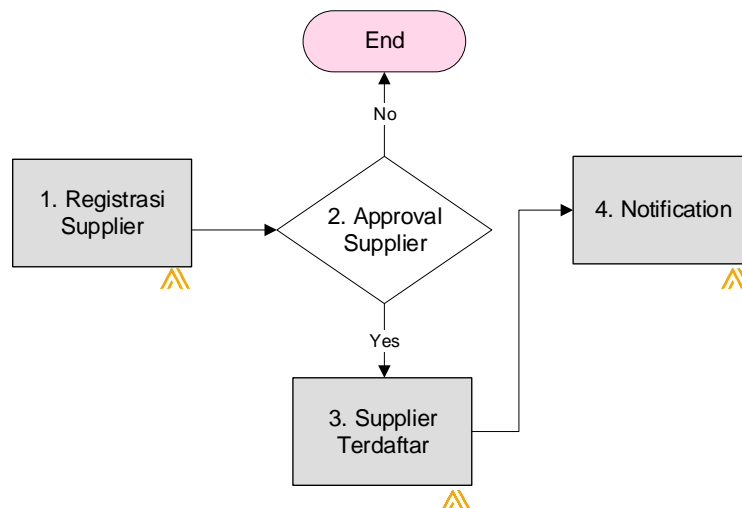
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# 1 Overview

## Business Process Description Overview Supplier Registration And Qualification

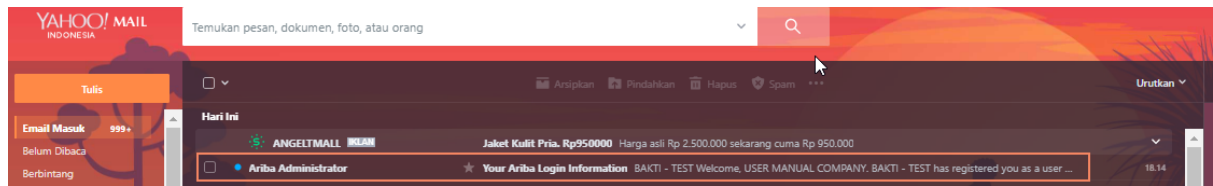
Supplier Registration and Qualification adalah sebuah proses dimana Supplier akan melakukan pendaftaran kepada Ariba Bakti agar dapat berpartisipasi pada Sourcing Project maupun Sourcing Event yang dilakukan pada Ariba Bakti. Proses pendaftaran ini dilakukan secara mandiri oleh Supplier pada situs Ariba Bakti.



Pada proses Supplier Registration and Qualification, Registrasi dilakukan Oleh Supplier dengan mengakses situs Ariba Bakti. Setelah mengisi seluruh kelengkapan yang dibutuhkan, Supplier akan melalu tahap Approval dimana akan ditentukan apakah Supplier memenuhi persyaratan atau kualifikasi yang ditentukan agar dapat menjadi supplier terdaftar pada Ariba Bakti. Apabila tidak memenuhi kualifikasi untuk terdaftar, maka proses pendaftaran oleh supplier akan terhenti. Apabila sudah memenuhi kualifikasi pendaftaran, maka Supplier akan terdaftar dan untuk berikutnya akan dilakukan Trading Relationship antara Bakti dan Supplier yang terdaftar. Agar supplier dapat mengikuti kegiatan Sourcing, Procurement, dan Catalog yang dilaksanakan di Ariba.

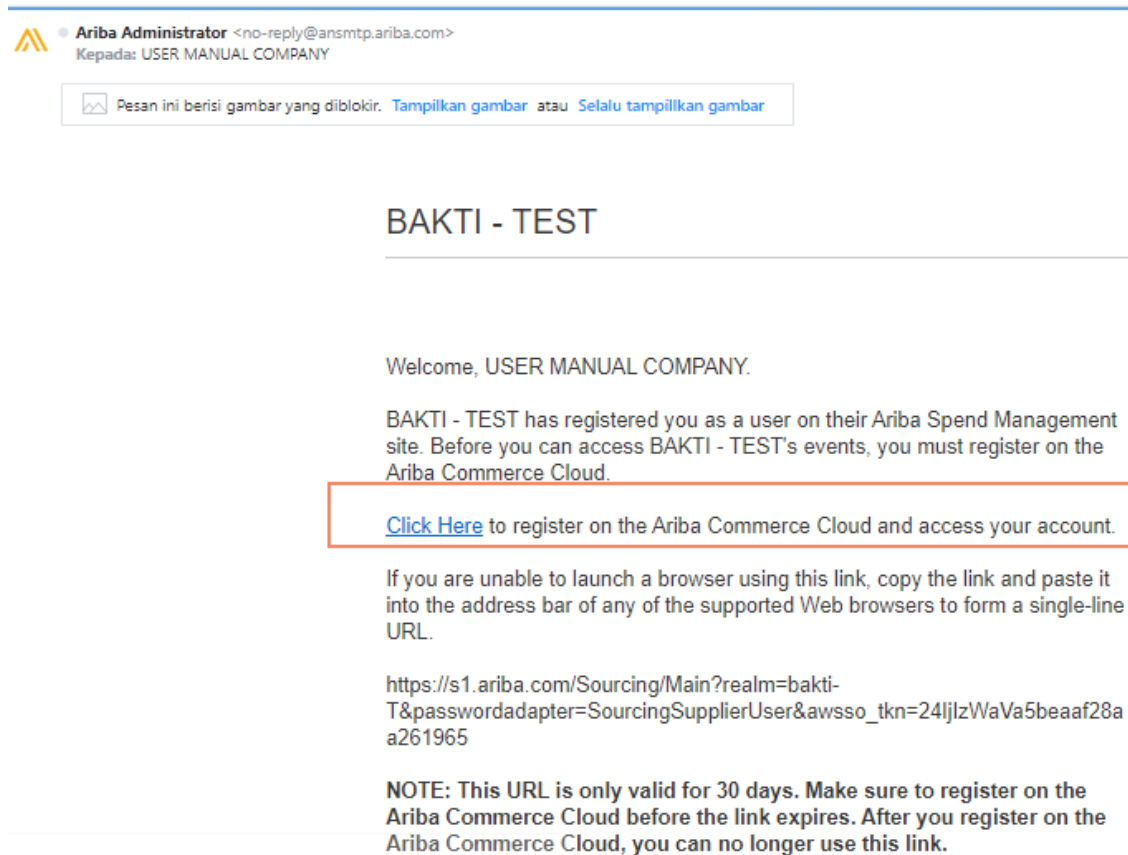
## 1.1 Activation Supplier

1. Log in Email, akan muncul notifikasi email dari Ariba Administrator.

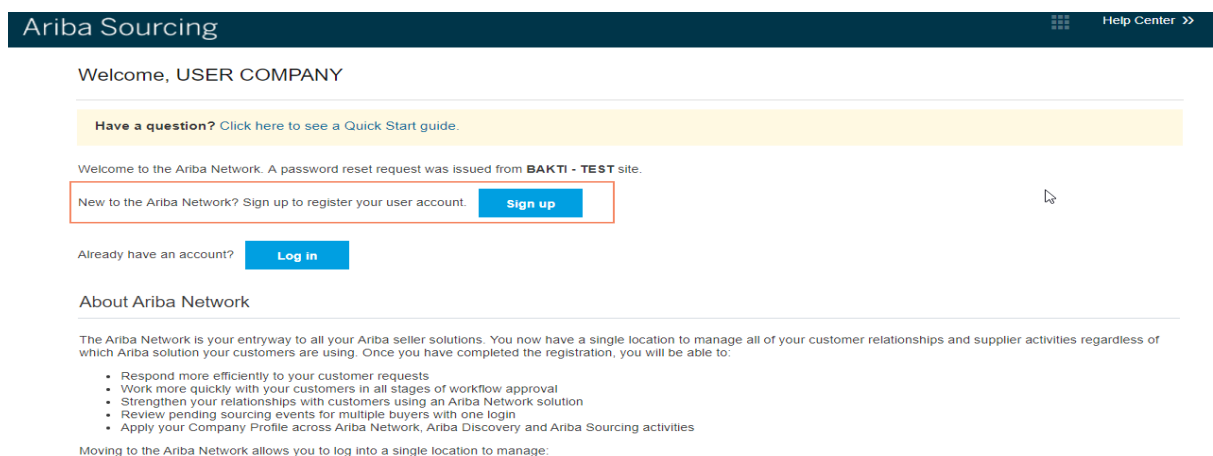


2. Buka email tersebut kemudian pilih [Click Here](#)

- Your Ariba Login Information



3. Akan muncul layar sebagai berikut, kemudian pilih [Sign Up](#)



4. Lengkapi User Account Information sebagai berikut:
  - a. Name: Isi dengan nama pemilik akun.

- b. Checklist "Use my email as my username"
- c. Username: isi sesuai dengan alamat email (otomatis), kemudian isi password.
- d. Isi dengan alamat email pemilik akun.
- e. Checklist "Term of Use" dan "SAP Ariba Privacy Statement"

### User account information

\* Indicates a required field

**SAP Ariba Privacy Statement**

**a** Name: \*

Email: \*

☐ Use my email as my username **b**

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

Password: \*  Must contain a minimum 8 characters including letters and numbers. ⓘ

Language:  ▼

**c**

**d** Email orders to: \*

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

Customers may send you 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.

**Tell us more about your business ▶**

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Submit button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

- ☐ I have read and agree to the [Terms of Use](#)
- ☐ I have read and agree to the [SAP Ariba Privacy Statement](#)
- e**

## 5. Klik **Submit**

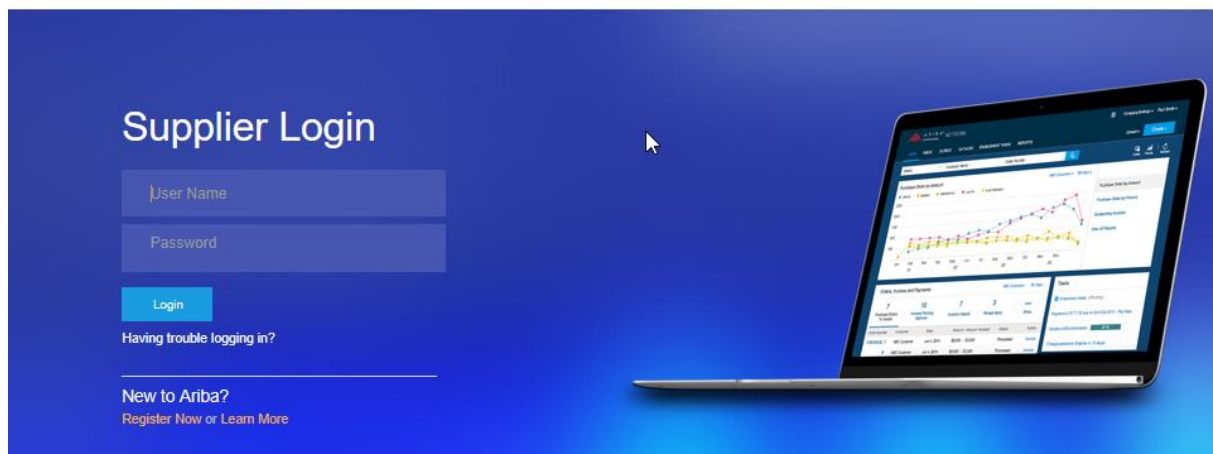
### Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Submit button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

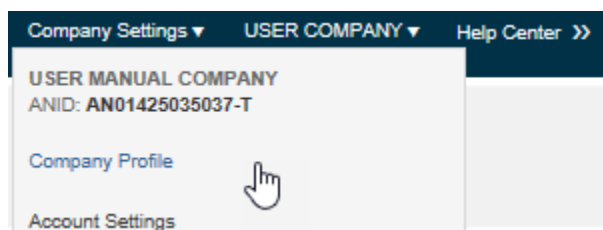
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- ☒ I have read and agree to the [Terms of Use](#)
- ☒ I have read and agree to the [SAP Ariba Privacy Statement](#)

6. Kemudian akses web berikut [bakti.supplier.ariba.com](http://bakti.supplier.ariba.com), kemudian akan muncul halaman sebagai berikut:



7. Isi "User Name" sesuai dengan alamat email pemilik akun, kemudian isi "Password".
8. Setelah masuk, pilih "Company Setting" kemudian pilih "Company Profile"

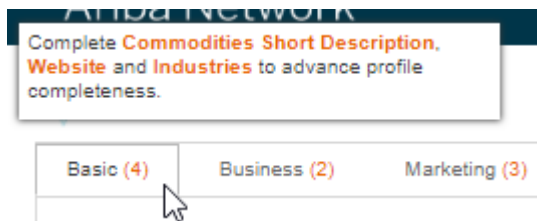


9. Muncul halaman utama untuk melengkapi kelengkapan isian pada Ariba seperti berikut

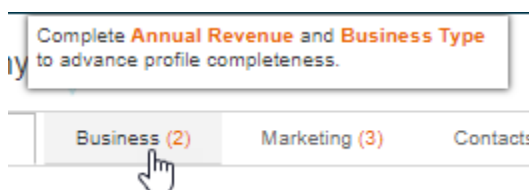
10. Supplier harus mengisi setiap kelengkapan data yang diminta oleh Ariba Bakti sampai indicator **Public Profile Completeness 100%** pada halaman ini.
11. Click Save setelah selesai.

Berikut yang harus diperhatikan dalam pengisian data supplier:

1. Pada tab Basic: Lengkapi semua data pada field yang tersedia. Khususnya pada field seperti yang ada pada instruksi di Ariba agar presentase pada "Public Profile Completeness" bertambah.

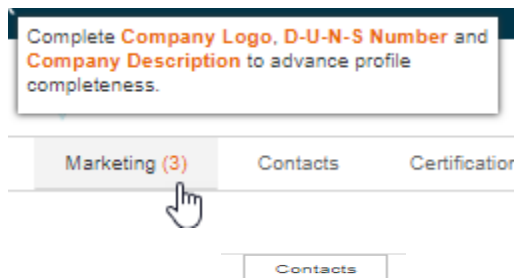


2. Pada tab Business: Lengkapi semua data pada field yang tersedia. Khususnya pada field seperti yang ada pada instruksi di Ariba agar presentase pada "Public Profile Completeness" bertambah.

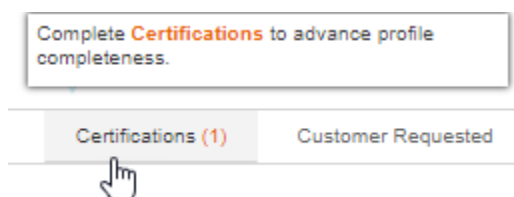


3. Pada tab Marketing: Lengkapi semua data pada field yang tersedia. Khususnya pada field seperti yang ada pada instruksi di Ariba agar presentase pada "Public Profile Completeness" bertambah.

Notes: Tidak perlu mengisi D-U-N-S Number.



4. Pada tab Contact tambahkan informasi sesuai dengan perusahaan anda masing masing. Seperti: Company Contact Information, Contact Personel dan Companywide Assignment.
5. Pada tab Certifications: Lengkapi semua data pada field yang tersedia. Khususnya pada field seperti yang ada pada instruksi di Ariba agar presentase pada "Public Profile Completeness" bertambah.



6. Pada tab Customer Requested: Lengkapi semua data pada field yang tersedia. Khususnya pada field bertanda \* agar status Customer Requested Profile Information menjadi Complete



## Company Profile

\* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
BAKTI - TEST	Incomplete

7. Pada tab Additional Documents, isi dengan dokumen tambahan apabila ada dokumen tambahan dari penyedia yang ingin ditambahkan.

\* Indicates a required field  
Only the documents for the country specified for the main address on the Basic tab appear on the Additional Documents tab.

Documents

Document Type ↑	Document Name	Document Number	Expiration Date	Upload Date
No items				

Add New

ADD ATTACHMENT:

Document Type: \* (no value) ▼

Attachment: \* Choose File No file chosen  
The maximum file size allowed is 4 MB.

Expiration Date: \*

Cancel OK

## Catatan:

1. Apabila supplier telah melengkapi semua data (kecuali DUNS Number) maka status Public Profile Completeness akan mencapai 95%. Dengan demikian penginputan data sudah dianggap 100%
2. Jangan lupa untuk mengisi Customer Requested sehingga status menjadi Complete.