EDISON GROUP SUPPLIER PORTAL:
SUPPLIER SELF APPLICATION MANUAL

10/02/2023

REGISTRATION REQUEST ENTRY

A supplier can submit a registration request via an ad hoc form found on Edison's website.
Link to the registration request form (http://edison.supplier-eu.ariba.com/ad/selfRegistration/_c_/C7) is available under the SUPPLIERS section of the www.edison.it website.

Once completed, this form will be reviewed by Edison and, if the request is accepted, the supplier will receive an email to proceed on the one hand with the registration on the Ariba Network platform and on the other hand to complete the subsequent registration questionnaire.

PORTAL ACCESS

Once connected to the link, the system will automatically ask for verification of the subject's identity, which is not an automated system/robot.
Check the box labeled "I'm not a robot" and continue:
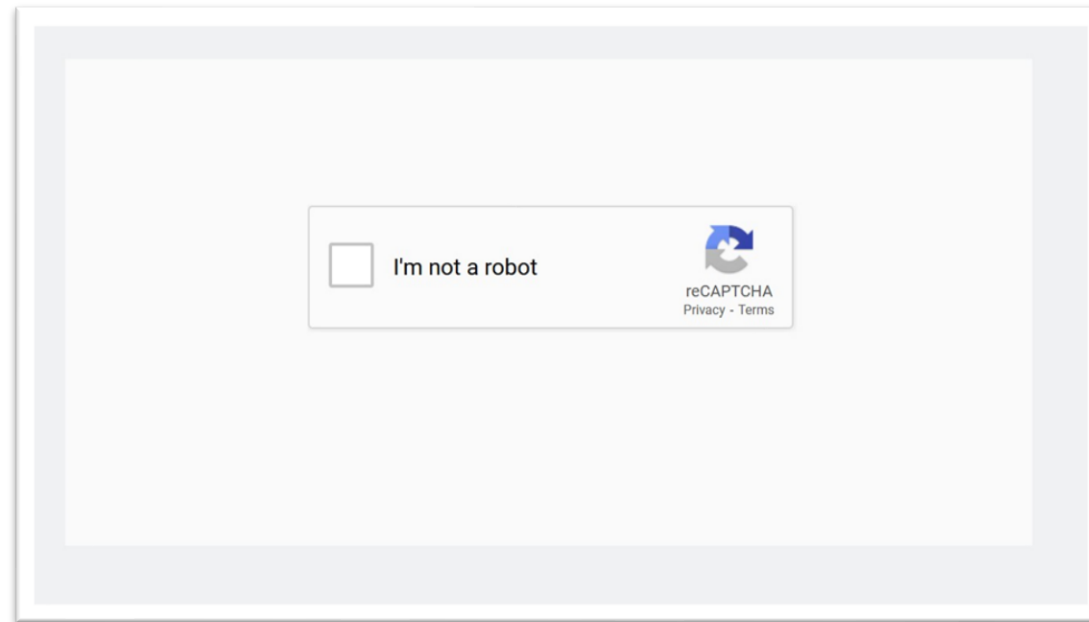
FILLING OUT APPLICATION - GENERAL SUPPLIER INFORMATION

This is the main screen that appears as soon as you enter the site with all the fields to be filled in.
Enter the required data (or at least those with "*" that are mandatory); the detail in the next slides.
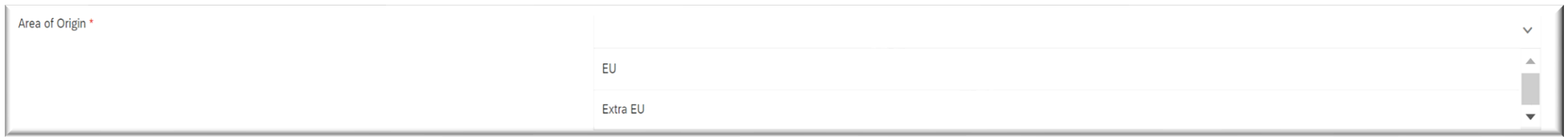
First field to fill in is the Area of Origin of the supplier:
- **EU**: if the supplier is located in Europe;
- **Extra EU**: if the supplier is located outside Europe.

Area of Origin *	
	EU
	Extra EU

If the Supplier will declare to be of EU origin and specifically Italian: the system will require the entry of VAT NUMBERS and TAX CODE and will require to indicate whether they are a natural person or not.

If the Supplier will declare to be of EU origin but not Italian: the system will require the entry of the VAT NUMBER only.

If the Supplier will declare to be of non-EU origin: the system will require the VAT NUMBER as optional data.

FILLING OUT APPLICATION - GENERAL SUPPLIER INFORMATION

After entering the country of origin and tax information, the system will prompt you to enter the business name and address information.
Fields required to fill in the address are **Street, House Number, Zip Code, City or Town, Country or Region**; the other fields are optional.
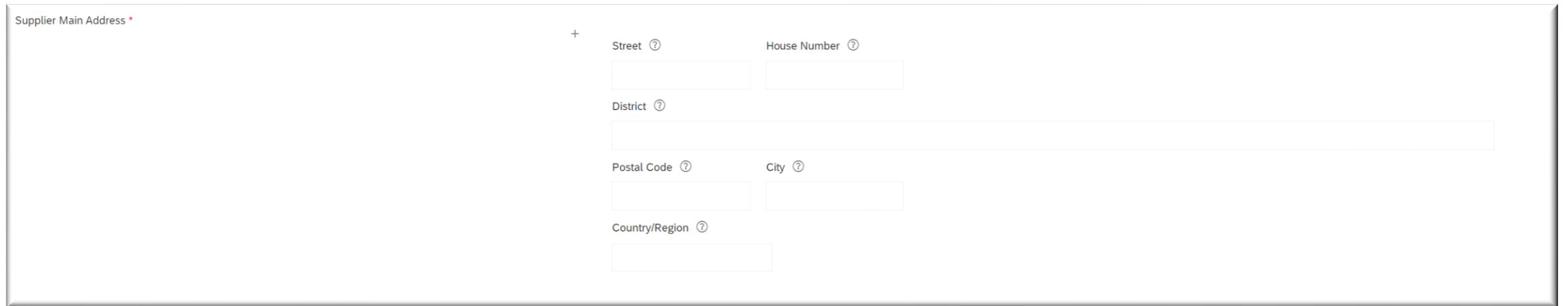
Supplier Main Address *

Street ⑦

House Number ⑦

District ⑦

Postal Code ⑦

City ⑦

Country/Region ⑦

FILLING OUT APPLICATION - MAIN SUPPLIER CONTACT

The second section of the self-nomination form contains the Provider Contact information.
Contact information that must be entered are: Contact's Full Name, Email Address, Phone Number, and Language of Communication. It is specified that the email indicated will be the one later used by the system to send notifications for the completion of the registration and other steps in the process.
Once all fields on the form are filled in, click on "Submit" to submit the request to Edison.

After all data entry is finished and the request is submitted, the system shows a summary of the data entered.

Your request for registration as a supplier with Portale Fornitori Gruppo EDISON - TEST is complete.

The Portale Fornitori Gruppo EDISON - TEST supplier management team will review your request details and make a decision on your request.
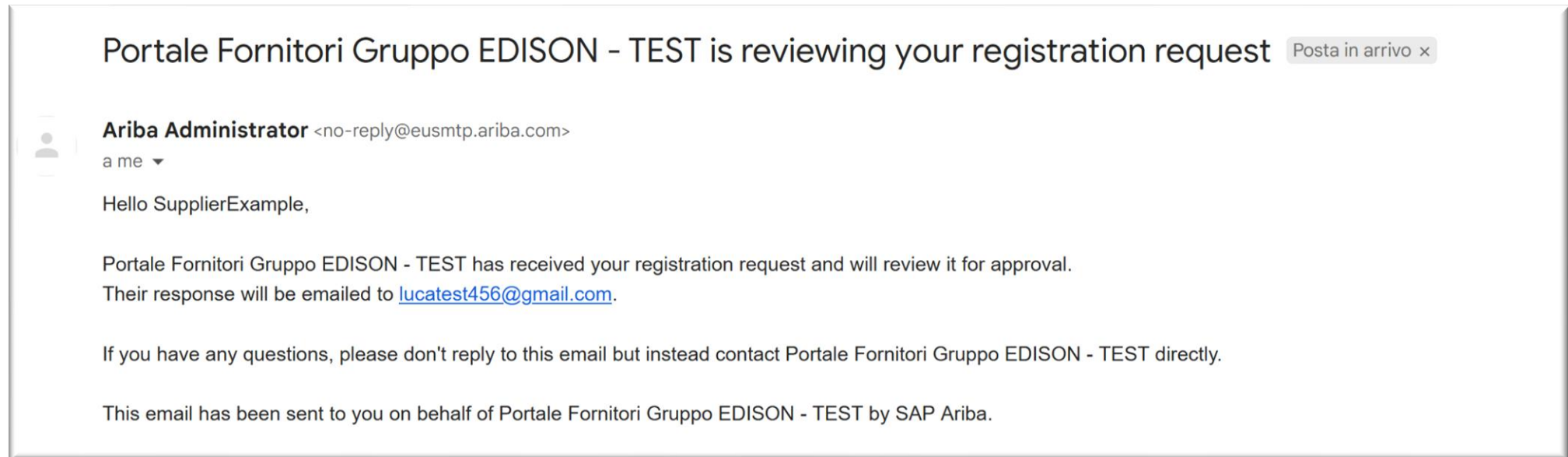Decision will be sent to your email at lucatest456@gmail.com

Supplier self-registration request form   Print

General Supplier Information

Area of Origin	EU
Country EU	[IT] Italia
Are you a Natural Person?	No
VAT Number Italy	01515921201
Fiscal Code ⓘ	01515921201
Supplier Full Legal Name	ExampleSupplier
Supplier Main Address	+ Street	Example
	House Number	111
	District	Ex
	Postal Code	00112
	City	Rome
	Country/Region	Italy
	State/Province/Region	Rome (RM)

Primary Supplier Contact

Contact First Name	Mario
Contact Last Name	Rossi
Contact Email	lucatest456@gmail.com
Contact Phone	000111222333
Contact Location and Communication Language	[en_GB] English United Kingdom

FILLING OUT REQUEST - CONFIRMATION EMAIL

After submitting the completed application, the system will send the confirmation email below:
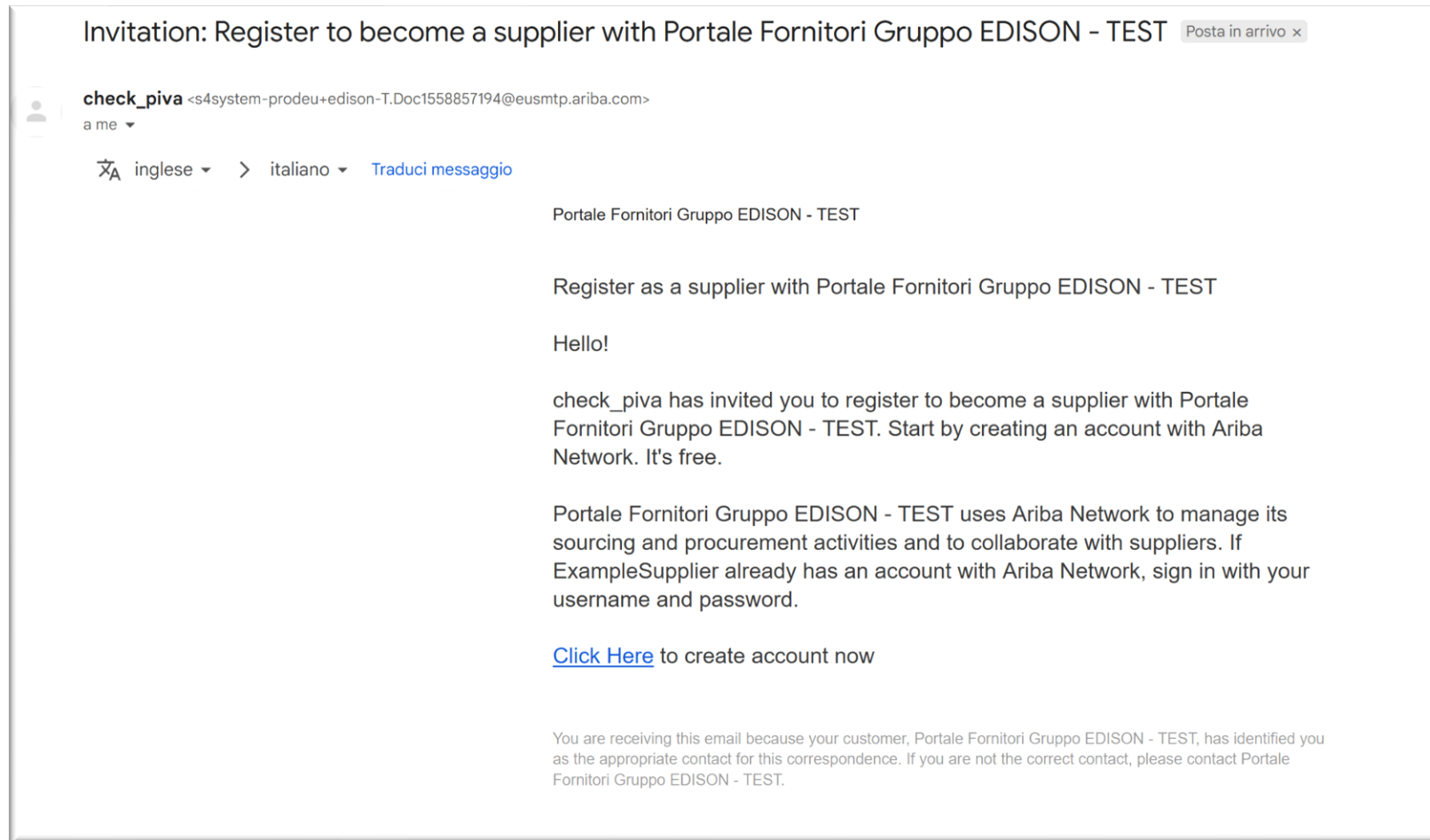

Portale Fornitori Gruppo EDISON - TEST is reviewing your registration request   Posta in arrivo ×

Ariba Administrator <no-reply@eusmtp.ariba.com>
a me ▾

Hello SupplierExample,

Portale Fornitori Gruppo EDISON - TEST has received your registration request and will review it for approval.
Their response will be emailed to lucatest456@gmail.com.

If you have any questions, please don't reply to this email but instead contact Portale Fornitori Gruppo EDISON - TEST directly.

This email has been sent to you on behalf of Portale Fornitori Gruppo EDISON - TEST by SAP Ariba.

Once the registration request is approved, a second email will be sent to the provider containing instructions for proceeding with registration: see the next chapter for details.

REGISTRATION - ARIBA NETWORK ACCOUNT CREATION

If the registration request is accepted, the supplier will receive an email inviting it to register on **Ariba Network** (a portal used by Edison for sourcing and procurement activities) and to fill out the registration questionnaire defined by Edison. Should the supplier already have an account on Ariba Network, he will be able to link it to Edison.
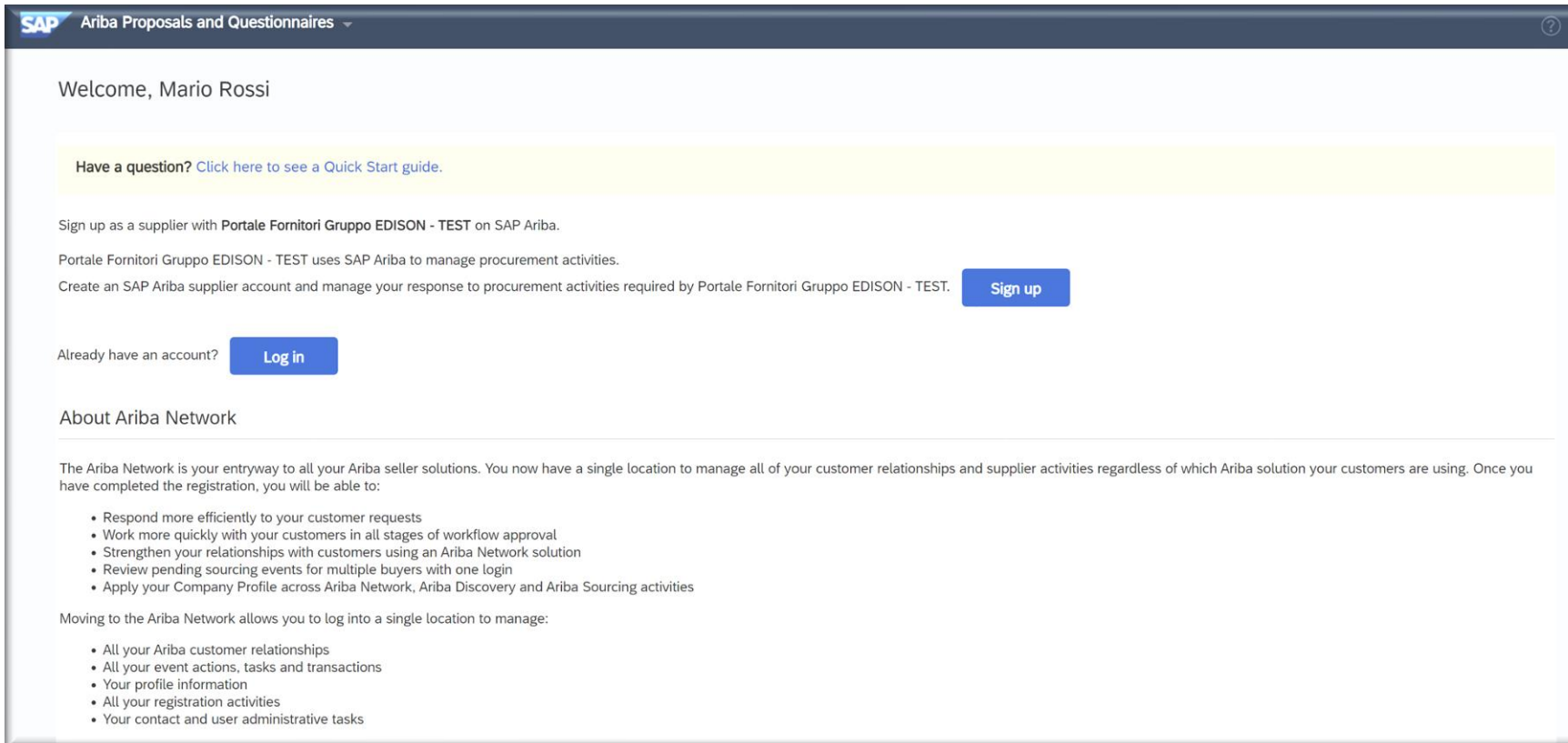
Link in the previous email will take to the following page on the Ariba portal.

If the supplier does **not** have an account, they will need to click on "**Sign Up**" to proceed to create their own user account and password.

If the supplier already has an Ariba Network account, they will need to click on "**Login**" and enter their credentials so that they are also linked to Edison.

In the event that the supplier does not already have its own user account on Ariba Network and therefore opts to perform the "registration," the system will present the page where the data related to:
- General information about the company;
- User account information.

Fields marked with asterisks are mandatory

Create account

Create account and continue   Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Portale Fornitori Gruppo EDISON - TEST.

Company information

Indicates a required field

Company Name:*	ExampleSupplier
Country/Region:*	Italy [ITA]
Address:*	Example
	Line 2
Postal Code:*	00112
City:*	Rome
State:*	Select

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.

User account information

Indicates a required field

Name:*	Mario Rossi
Email:*	lucatest456@gmail.com
	☐ Use my email as my username
Username:*	test-lucatest456@gmail.com
Password:*	Enter Password
	Repeat Password
Language:	English
Email orders to:*	lucatest456@gmail.com

SAP Business Network Privacy Statement

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

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 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.

Lastly, at the bottom of the page, information should be provided on the activities carried out by the company, searching for them in the list of product and service categories in the system:

Tell us more about your business

Product and Service Categories: * | Enter Product and Service Categories | [Add] -or- Browse

Ship-to or Service Locations: * | Enter Ship-to or Service Location | [Add] -or- Browse

Global X

Tax ID: | Optional | Enter your Company Tax ID number.

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

DUNS Number: | Optional | 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.

[Create account and continue]   [Cancel]

REGISTRATION - USER CREATION

Once you have completed the three sections of the Network registration form, you must check the boxes to accept the terms of use and privacy policy, then click on "**Create an account and continue**".

☑ 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.

[Create account and continue]   Cancel

Once the Ariba Network account registration process has been completed, the provider will receive this email confirming successful registration, which contains the User Name (username) and the organization's account ID.

REGISTRATION - FILLING OUT REGISTRATION QUESTIONNAIRE

EDISON REGISTRATION QUESTIONNAIRE

Having completed the registration of the Ariba Network account, the system will automatically switch to the **Edison Registration Questionnaire**. On the left side is the ladder of the various sections of the questionnaire (1), on the top right is the remaining time for filling out and submitting the questionnaire (2).

EDISON REGISTRATION QUESTIONNAIRE

In section 1, the supplier should enter the **biographical information**:

Section 2 contains the **Company's Contact Person Reference Data**, entered at the initial application stage:

Section 3 should include information on the supplier's Relationship with the EDISON Group:

Section 4 will allow you to enter additional information such as a document with a presentation of your company.

In section 5, the supplier's **Commodity Categories** should be entered: also for this section, it is recommended to follow the on-screen notes for correct compilation.

▼ 5 **Choice of Product Category**

5.1 Your company sells / markets goods, products, materials, tools, etc. ?   * Unspecified ∨

5.2 Your company offers services, performance, works, construction of works, etc.?   * Unspecified ∨

5.3 In the section "Product Categories":

- If your company sells / markets goods, products, materials, tools, etc. choose a commodity that starts with AC*********
- If your company offers services, performance, works, construction of works, etc. choose a commodity that starts with AP***********

Please always select elements of the last level of the hierarchy (5th level of the tree)

5.4 *Download the attached file in order to make a careful selection of the product categories of interest: for each product category it is indicated what is included and what is not included.* 🖹   References ∨

5.5 **Product Categories**   Add Product Categories (0)

6 Attach reference files/documentation   Attach a file

Section 6 will allow you to enter any references/documentation:

6 Attach reference files/documentation   Attach a file

Section 7 should include information on the company's **Employees** in the most recent year at the time of registration:

7 Employees (most recent year)

7.1	Year	
7.2	Total	
7.3	Employees	
7.4	Self-employed	
7.5	Manager (%)	
7.6	Middle manager (%)	
7.7	Clerk (%)	
7.8	Worker (%)	
7.9	Apprentice (%)	
7.10	Other (%)	

EDISON REGISTRATION QUESTIONNAIRE

Finally, in Section 8 the provider should indicate the **Budget Data** for the most recent year.
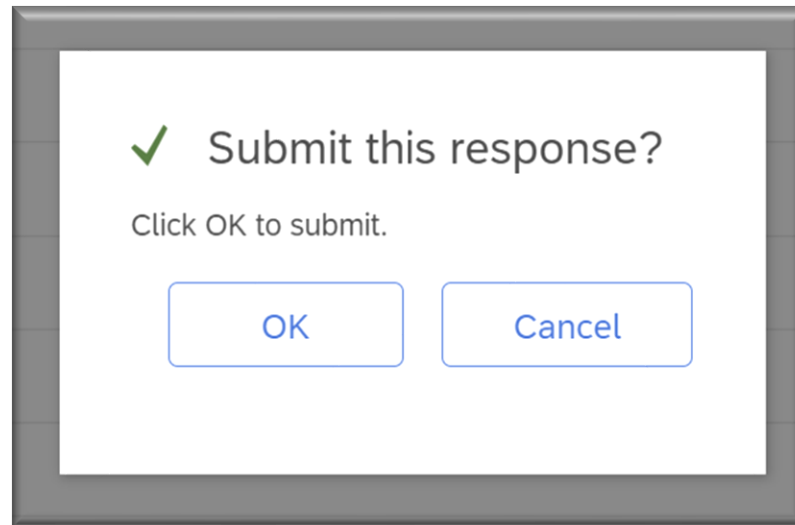
Ended entering all the data in each section, you can submit the completed questionnaire by selecting the "**submit**" button: the system will prompt you to confirm the submission.

If, on the other hand, the supplier wishes to save the incomplete questionnaire for completion and submission to Edison at a later time, he or she may select "**Save Draft**". The system will then ask for confirmation of submission; clicking "**OK**" will send it off for good.

After completing the Edison registration questionnaire, the supplier will receive an email confirming acceptance.
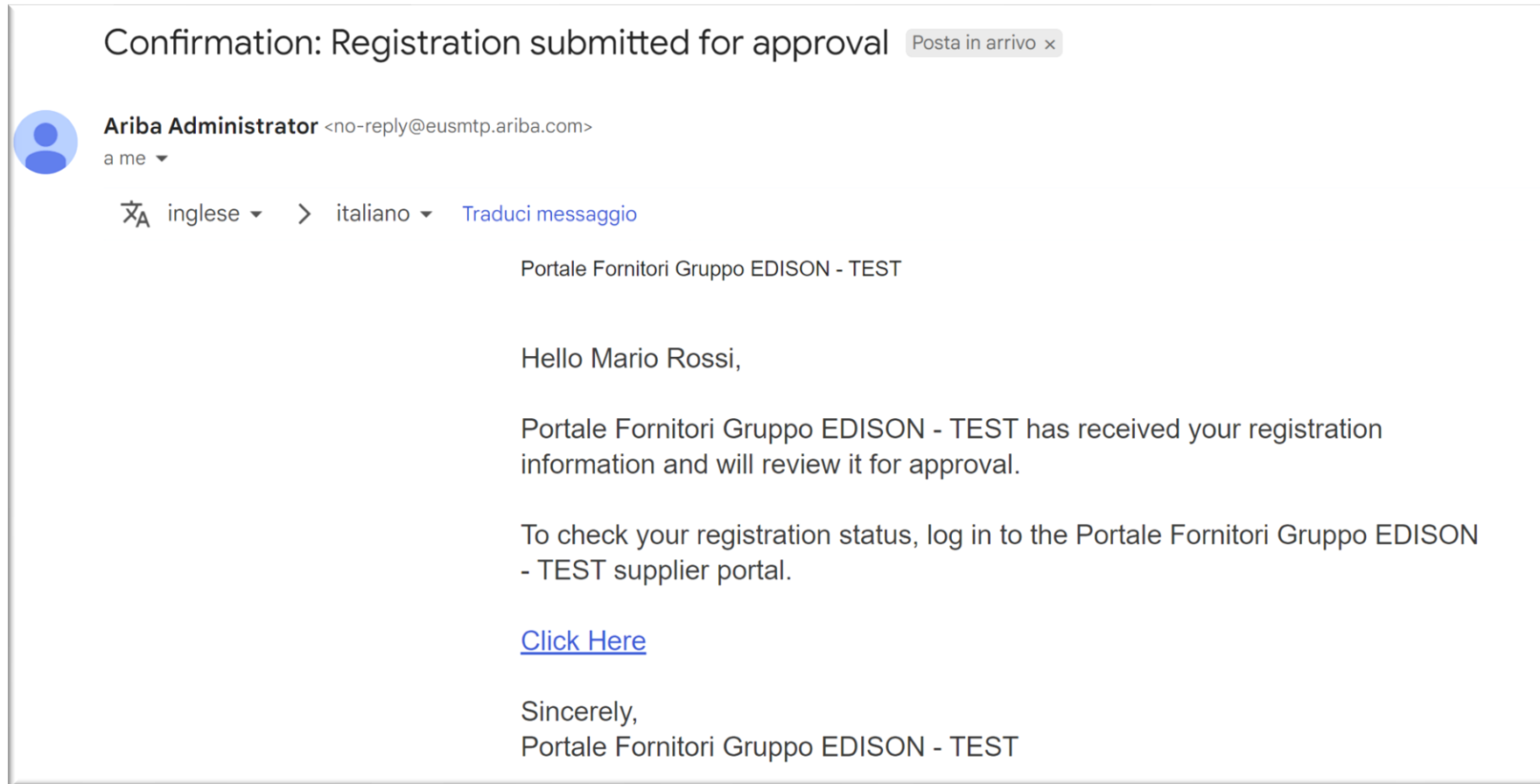
EDISON REGISTRATION QUESTIONNAIRE

After EDISON verifies the registration data and approves the questionnaire, the provider will receive a confirmation email:

Approved: Supplier registration with Portale Fornitori Gruppo EDISON - TEST Posta in arrivo ×

Ariba Administrator <no-reply@eusmtp.ariba.com>
a me ▼

🗛 inglese ▼ > italiano ▼ Traduci messaggio

Portale Fornitori Gruppo EDISON - TEST

Hello Mario Rossi,

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with Portale Fornitori Gruppo EDISON - TEST.

Click Here

Sincerely,
Portale Fornitori Gruppo EDISON - TEST