



EDISON GROUP SUPPLIER PORTAL: SUPPLIER SELF APPLICATION MANUAL





REGISTRATION REQUEST ENTRY

A supplier can submit a registration request via an ad hoc form found on Edison's website.

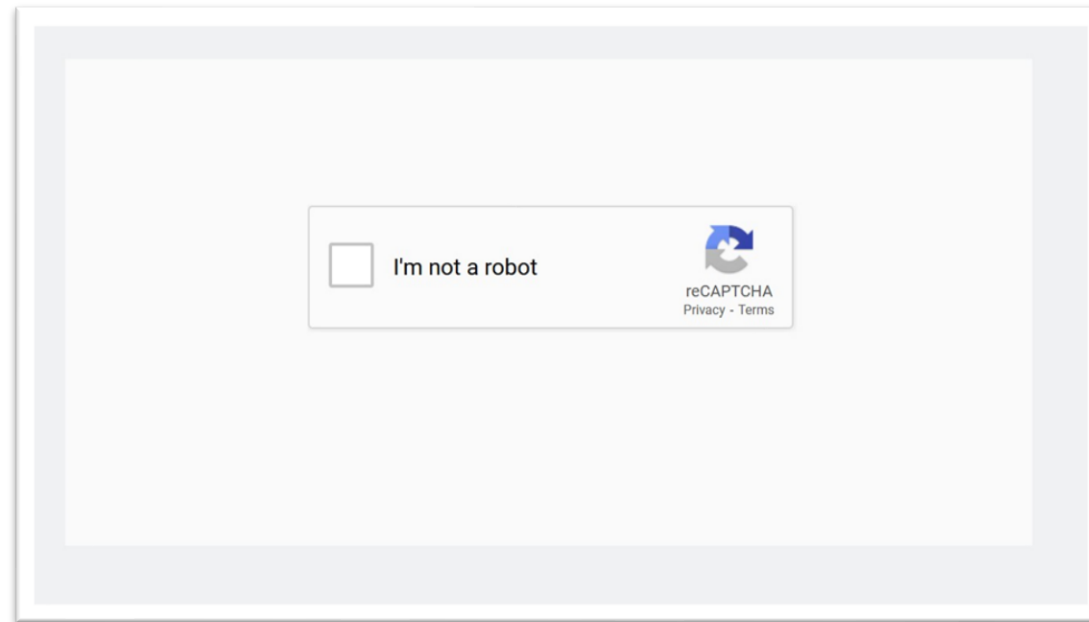
Link to the registration request form (http://edison.supplier-eu.ariba.com/ad/selfRegistration/_c_/C7) is available under the SUPPLIERS section of the www.edison.it website.

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.

QF_Supplier Self-Registration Request Form

General Supplier Information

Area of Origin *

Supplier Full Legal Name *

Supplier Main Address *

+ Street ② House Number ②

District ②

Postal Code ② City ②

Country/Region ②

Primary Supplier Contact

Contact First Name *

Contact Last Name *

Contact Email *

Contact Phone *

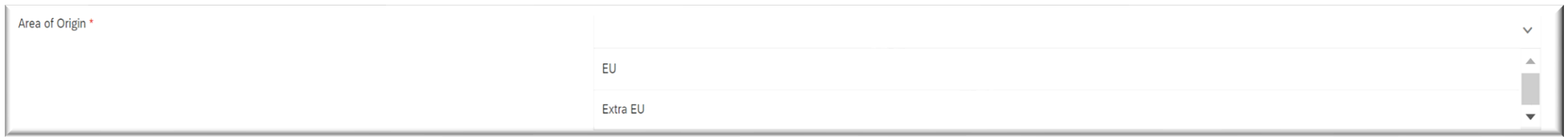
Contact Location and Communication Language *

Submit Cancel

FILLING OUT APPLICATION - GENERAL SUPPLIER INFORMATION

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.



The image shows a screenshot of a web application form. The label 'Area of Origin *' is on the left. A dropdown menu is open, showing two options: 'EU' and 'Extra EU'. The dropdown menu has a scroll bar on the right side.

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 *

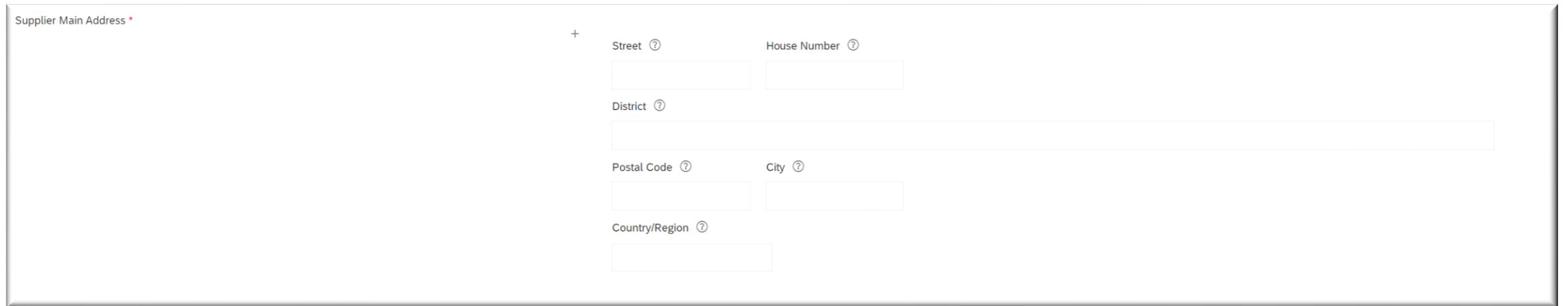
+

Street ? House Number ?

District ?

Postal Code ? City ?

Country/Region ?

A screenshot of a web form titled "Supplier Main Address *". The form contains several input fields: "Street ?" and "House Number ?" are side-by-side; "District ?" is a single wide field; "Postal Code ?" and "City ?" are side-by-side; and "Country/Region ?" is a single wide field. Each field has a question mark icon next to its label. A plus sign is visible above the "Street" and "House Number" fields.

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.

Primary Supplier Contact

Contact First Name *

Contact Last Name *

Contact Email *

Contact Phone *

Contact Location and Communication Language *

[Submit](#) [Cancel](#)

FILLING OUT APPLICATION - DATA SUMMARY

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 luctest456@gmail.com

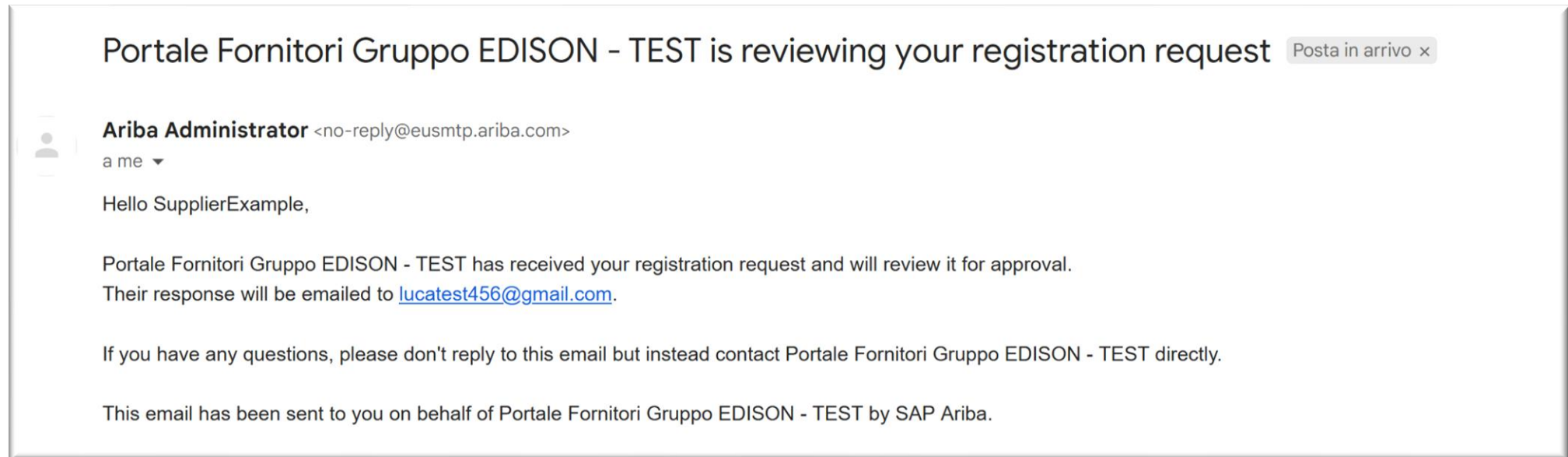
Supplier self-registration request form [Print](#)

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	luctest456@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:



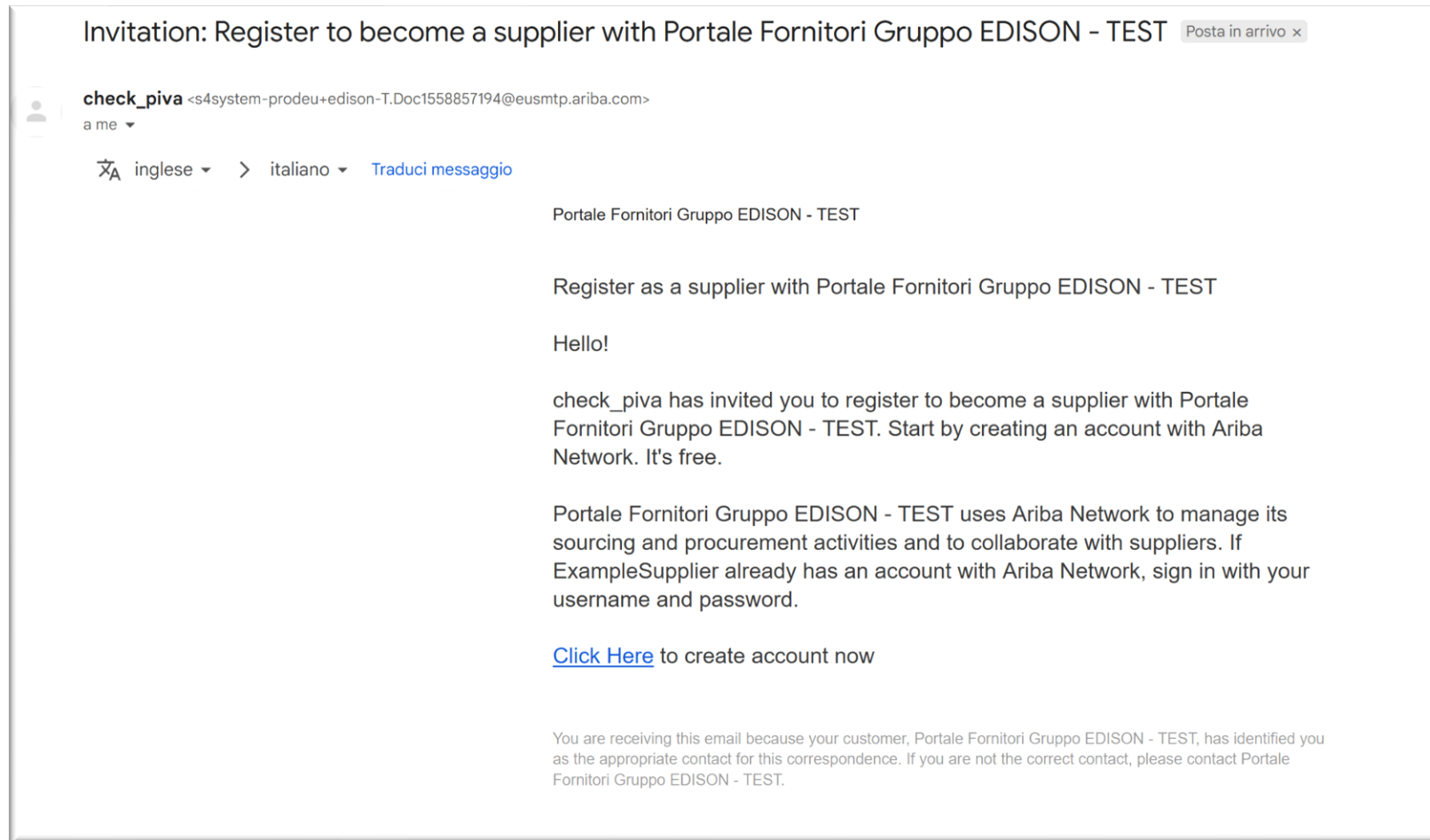
Once the registration request is approved, a second email will be sent to the provider containing instructions for proceeding with registration: see the next chapter for details.



REGISTRATION - ARIBA NETWORK ACCOUNT CREATION

REGISTRATION - USER 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.

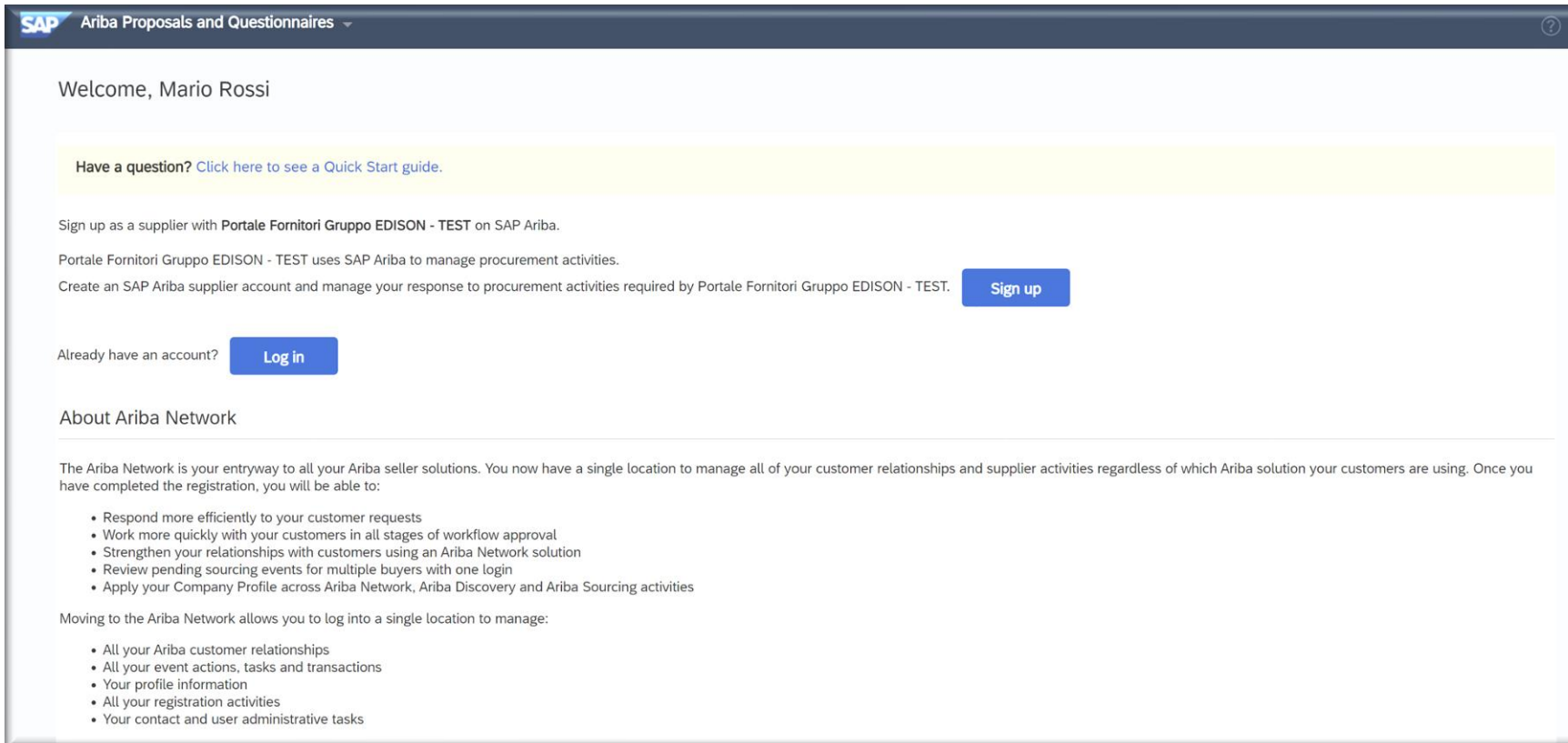


REGISTRATION - USER CREATION

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.



The screenshot shows the SAP Ariba portal interface. At the top, there is a dark blue header with the SAP logo and the text "Ariba Proposals and Questionnaires". Below the header, the user is greeted with "Welcome, Mario Rossi". A yellow highlighted box contains the text "Have a question? Click here to see a Quick Start guide." Below this, there is a section for signing up as a supplier with "Portale Fornitori Gruppo EDISON - TEST" on SAP Ariba. It includes the text "Sign up as a supplier with Portale Fornitori Gruppo EDISON - TEST on SAP Ariba." and "Portale Fornitori Gruppo EDISON - TEST uses SAP Ariba to manage procurement activities." followed by "Create an SAP Ariba supplier account and manage your response to procurement activities required by Portale Fornitori Gruppo EDISON - TEST." and a blue "Sign up" button. Below this, there is a section for existing accounts with the text "Already have an account?" and a blue "Log in" button. The bottom section is titled "About Ariba Network" and contains a paragraph: "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 supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:" followed by a bulleted list: "• 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", and "• Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities". Below this list, there is another paragraph: "Moving to the Ariba Network allows you to log into a single location to manage:" followed by another bulleted list: "• All your Ariba customer relationships", "• All your event actions, tasks and transactions", "• Your profile information", "• All your registration activities", and "• Your contact and user administrative tasks".

REGISTRATION - USER CREATION

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.

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: *

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: *

Fields marked with asterisks are mandatory

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.

REGISTRATION - USER CREATION

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: * -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.

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

REGISTRATION - USER CREATION

Welcome to the Ariba Commerce Cloud Posta in arrivo x

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

 inglese ▾ >  italiano ▾ [Traduci messaggio](#)



Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for ExampleSupplier is now complete.

Your organization's account ID: **AN11183296610-T**

Your username: mariorossitest@gmail.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:

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).

Ariba Sourcing

Company Settings Mario Rossi Feedback Help Messages

Go back to Portale Fornitori Gruppo EDISON - TEST Dashboard

Desktop File Sync

Console Doc1558857194 - QF_Supplier Registration Questionnaire

(2) Time remaining 29 days 23:38:34

(1)

Event Messages
Event Details
Response History
Response Team

All Content

Event Contents

- All Content
- 1 General Supplier Information
- 2 Contact Person Data
- 3 Relationship with Ed...
- 4 Additional Information
- 5 Choice of Product Ca...
- 7 Employees (most rece...
- 8 Balance Sheet (most ...)

1.1 Country

1.2 Supplier full name

1.3 Main address

1.4 Main Address Surface (mq)

1.5 Supplier Type

1.6 Legal Form

1.7 Supplier Currency

1.8 Fiscal Code (Italy)/VAT Number (Foreign)

1.9 VAT Number (Italy)

1.10 Contact Data

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

EDISON REGISTRATION QUESTIONNAIRE

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

1 General Supplier Information	
1.1 Country	<input type="text" value="IT"/>
1.2 Supplier full name	<input type="text" value="ExampleSupplier"/>
* Show More	
1.3 Main address ⓘ	Street: <input type="text" value="Example"/> ⓘ House Number: <input type="text" value="111"/> ⓘ District: <input type="text" value="Ex"/> ⓘ Postal Code: <input type="text" value="00112"/> ⓘ City: <input type="text" value="Rome"/> ⓘ Country/Region: <input type="text" value="Italy (IT)"/> ⓘ State/Province/Region: <input type="text" value="Rome (RM)"/> ⓘ
1.4 Main Address Surface (mq)	<input type="text"/>
1.5 Supplier Type	<input type="text" value="Unspecified"/>
1.6 Legal Form	<input type="text" value="Unspecified"/>
1.7 Supplier Currency	<input type="text" value="EUR"/>
1.8 Fiscal Code (Italy)/VAT Number (Foreign)	01515921201
1.9 VAT Number (Italy)	01515921201

EDISON REGISTRATION QUESTIONNAIRE

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

▼ 2 Contact Person Data Less... -	
Below are the details of the contact person who made the registration request	
2.1 Contact First Name	Mario
2.2 Contact Last Name	Rossi
2.3 Contact Email	lucatest456@gmail.com
2.4 Contact Phone	000111222333

EDISON REGISTRATION QUESTIONNAIRE

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

▼ 3 Relationship with Edison

3.1 Already a supplier of the Edison Group? * Unspecified ▼

3.3 Any Edison Contacts?

3.4 Do you work or have you already worked with our Group as a subcontractor? * Unspecified ▼

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

▼ 4 Additional Information

4.1 Additional Information

4.2 Company Presentation [Attach a file](#)

4.3 Are you a customer or have you ever been a customer of the Edison group? Unspecified ▼

EDISON REGISTRATION QUESTIONNAIRE

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](#)

EDISON REGISTRATION QUESTIONNAIRE

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	* <input type="text"/>
7.2 Total	* <input type="text"/>
7.3 Employees	* <input type="text"/>
7.4 Self-employed	* <input type="text"/>
7.5 Manager (%)	* <input type="text"/>
7.6 Middle manager (%)	* <input type="text"/>
7.7 Clerk (%)	* <input type="text"/>
7.8 Worker (%)	* <input type="text"/>
7.9 Apprentice (%)	* <input type="text"/>
7.10 Other (%)	* <input type="text"/>

EDISON REGISTRATION QUESTIONNAIRE

Finally, in Section 8 the provider should indicate the **Budget Data** for the most recent year.

▼ 8 Balance Sheet (most recent year)

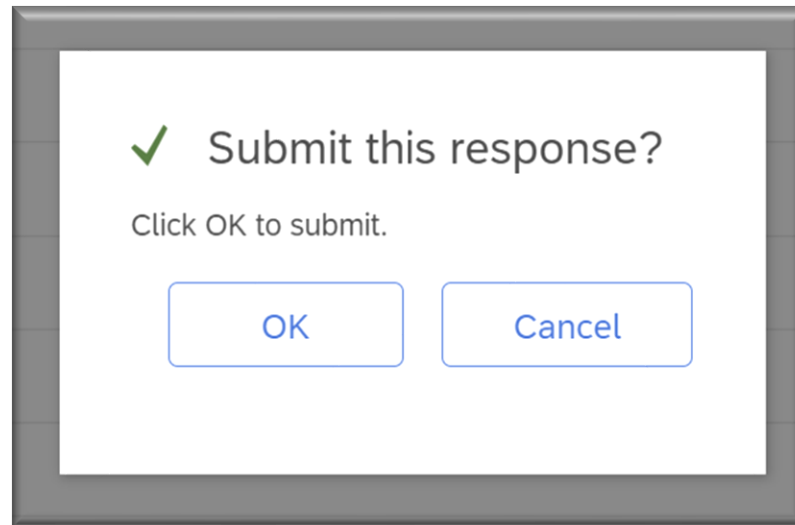
8.1 Year	*	<input type="text"/>
8.2 Currency	*	<input type="text"/>
8.3 Revenues	*	<input type="text"/>
8.4 EBITDA	*	<input type="text"/>

(*) indicates a required field

[Submit Entire Response](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

EDISON REGISTRATION QUESTIONNAIRE

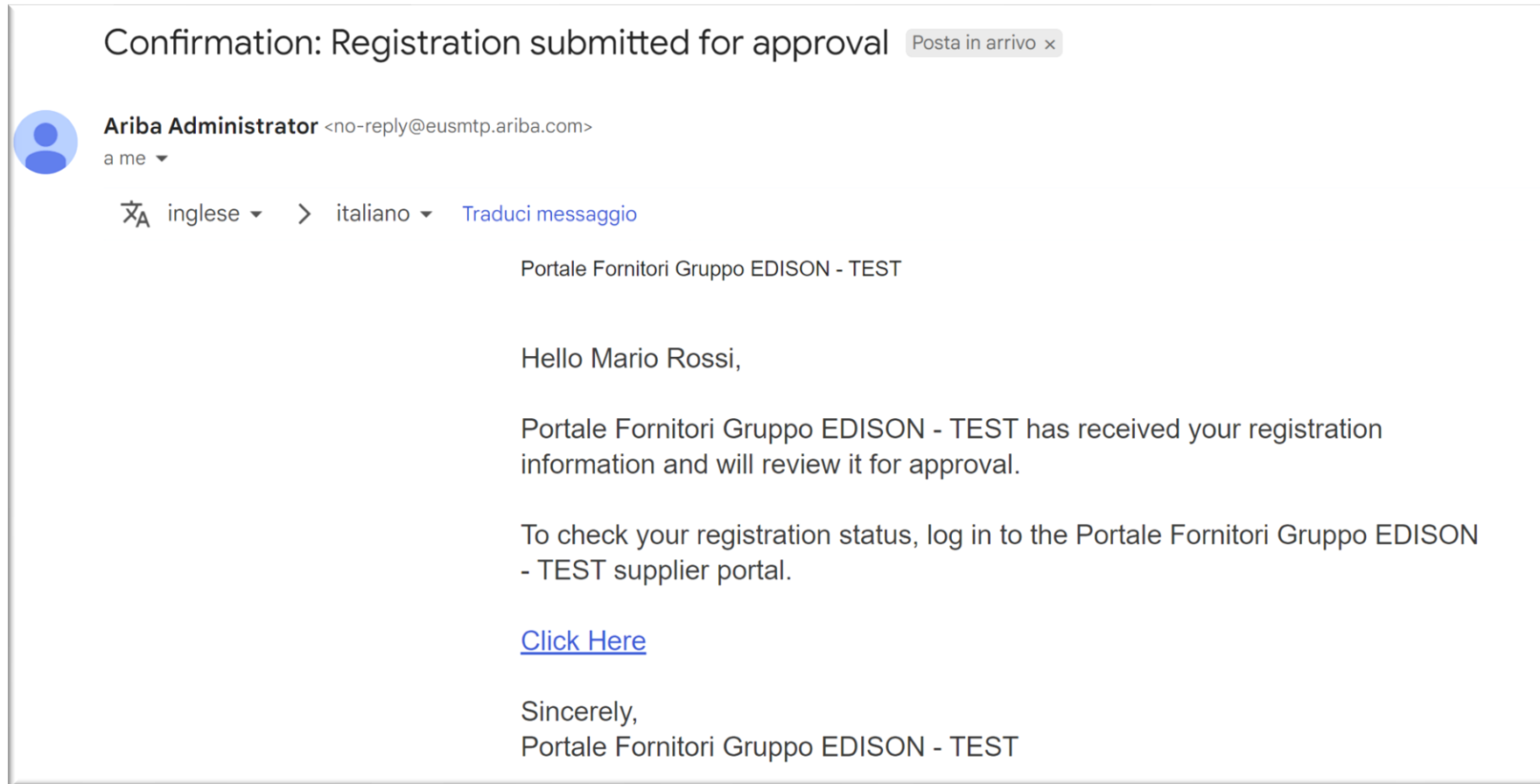
Ended entering all the data in each section, you can submit the completed questionnaire by selecting the "**submit**" button: the system will prompt you to confirm the submission.



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.

EDISON REGISTRATION QUESTIONNAIRE

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:

