

# BECOME A REGISTERED SUPPLIER

All our suppliers must register on the SAP Ariba platform to be able to carry our any procurement activity with Severn Trent.

We use **SAP Ariba** for all our procurement activity.

SAP Ariba provides a central service that details all our registered suppliers. We're able to quickly confirm and check compliance and raise purchase orders, making it simple for you to trade with us.

You'll need to register on the SAP Ariba platform if you want to become one of our suppliers.

https://www.severntrent.com/help-andcontact/procurement/

### **Creating a SAP Ariba account**

Once an agreement has been reached for you to become one of our suppliers, we will create a SAP Ariba Network account for you. You will then receive a confirmation email to your registered email address.

You should get in touch with our team if you don't receive the confirmation email: *supplierenablement@severtrent.co.uk* 

### **Complete the onboarding application form**

You'll be asked to complete an online application form which will be used to check your organisation's suitability to be a supplier.

In the application form you'll be asked to provide information including your business's:

- Address
- Bank account details
- Insurance documents

#### **Application approval**

Once you've completed the form, we'll review your answers and approve or deny the application.

SEVERN

TRENT





### **HOW TO BECOME A REGISTERED SUPPLIER**

#### Welcome to the Ariba Commerce Cloud

Δ

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

#### Your username: Spark@severntrent.co.uk

Your organization's account ID: AN01584376984-T

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 ace 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.

#### Step 1 | Getting you SAP

We will create you SAP Ariba Network account. You will then get an email containing your Ariba network ID and username.

	2eshboerd	
Console	Doc517851328 - Supplier registration questionnaire	
Event Messages Event Details Response History	All Content	
Response Team	Name †	
	▼ 1 Supplier Details	
▼ Event Contents	1.1 Registered Company Name	
All Content	1.2 Registered Company (Name2)	
1 Supplier Details	1.3 Supplier Contact First Name	
2 Self Certification	1.4 Supplier contact last name	
3 Supporting	1.5 Supplier contact email	
Documenta	(*) indicates a required field	
4 Financial Information	Submit Entire Response Save draft Compose Message	
5 Declaration	Coontre chare neuponae	

2

#### Step 2 | Complete the form

Use the link in the email to open the supplier application form. You must complete all applicable questions.

Console	Doc517851328 - Supplier registration questionnaire	
Event Messages Event Details	Supporting Documentation	
Response History Response Team	Name 1	
	<ul> <li>3 Supporting Documentation</li> </ul>	
<ul> <li>Event Contents</li> </ul>	3.1 Do you have Current Health and Safety statement.	
All Content	3.2 Please attach H8.5 Documents	
1 Supplier Details	3.4 Please attach insurance documents from your insurance company or brokers/s.	
2 Self Certification	(*) indicates a required field	
3 Supporting Documenta	Submit Entire Response Save draft Compose Mes	
4 Financial Information		
5 Declaration		

## Step 3 | Provide supporting documentation

You'll need to include documentation to support your application.

back to Severn Trent - TEST	Dashboard		
Console	Doc517851328 - Supplier registration questionnaire		
Event Messages Event Details Response History	Financial Information		
Response Team	Name T		
	4.2 Bank Sort Code		
<ul> <li>Event Contents</li> </ul>	4.3 Barik Account Name		
All Content	4.4 Benk Account Number		
1 Supplier Details	4.5 Barik Country		
2 Self Certification	4.6 Currency		
3 Supporting	4.7 Please confirm if you have UK Bank Account 4.10 Email address for payment information		
4 Financial Information	(*) indicates a required field		

#### Step 4 | Financial information

You'll need to provide financial information in your application, so we're able to process payments with you.

All Content	4.4 Benk Account Number		
1 Supplier Details	4.5 Bank Country		
2 Self Certification	4.6 Currency		
3 Supporting Documenta	4.7 Please confirm if you have UK Bank Account		
4 Financial Information	4.10 Email address for payment information (*) indicates a required field		
5 Declaration	Submit Entire Response Save draft Compose Message		

### Step 5 | Submit your completed form

Once completed, check you have uploaded all the necessary documentation and go over your answers to ensure everything is correct.

When you're comfortable with the information you've provided, you can submit the form.

Severn Trent - TEST	Severn Trent - TEST
Halo Indu Sahu,	Hello Indu Sahu,
Severn Trent - TEST has received your registration information and will review it for approval.	Congratulations! Your supplier registration was approved.
To check your registration status, log in to the Severn Trent - TEST supplier portal.	Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with Sevent Trent - TEST
Citok Here	Click Here
Sincerety, Severn Treet - TEST	Sincerely, Severn Trant - TEST
You are receiving this email because your customer, beyon Trist - TEST, has kinetified you as the appropriate contact for this correspondence. Fyou are not the contact contact, process contact Onvers Twent - TEST.	The are receiving this senal because your contonext, Servers Tent - TEST, has identified you as the appropri- contact for this correspondence. Hyou are not the correct contact, please contact Servers Test - TEST.
Offices   Eale Pulicy   Centend Bis   Cunterner Support	Offices   Data Psiley   Castact its   Castamer Support

## Step 6 | Confirmation and tracking

You'll get an email confirming we have received your application with a reference number to allow you to track the progress of the application. We'll then assess your application and make our decision.