

BECOME A REGISTERED SUPPLIER

All our suppliers must register on the SAP Ariba platform to be able to carry out 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-and-contact/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@severntrent.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

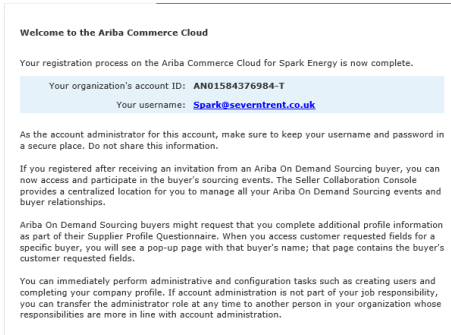
Once you've completed the form, we'll review your answers and approve or deny the application.

WONDERFUL ON TAP



HOW TO BECOME A REGISTERED SUPPLIER

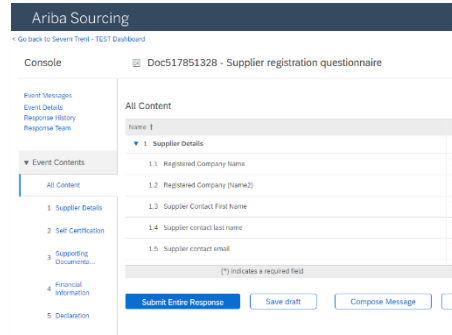
1



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.

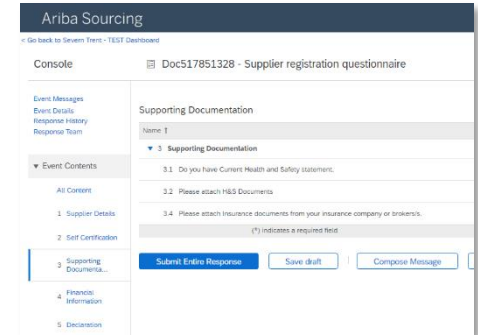
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Step 2 | Complete the form

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

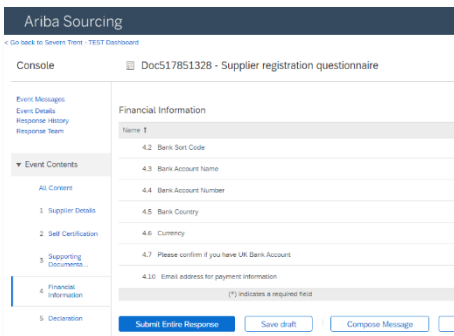
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Step 3 | Provide supporting documentation

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

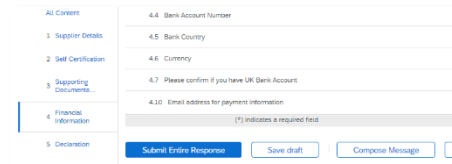
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Step 4 | Financial information

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

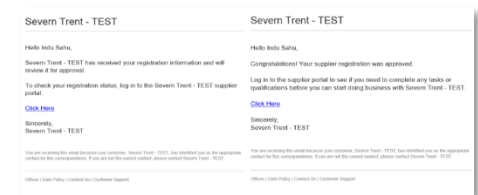
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Step 5 | Submit your completed form

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.

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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.