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# Supplier self-registration for SaskTel

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## Background

SaskTel requires all suppliers to register a profile in our Ariba e-sourcing environment. Once a supplier is registered and a profile is created, this same account can be used for any of our sourcing opportunities that are announced on SaskTenders.

Registration is also required for new suppliers to set up future invoice payment with SaskTel systems.

## Audience

All SaskTel suppliers

## Procedure

Gather all the information you need to register. This includes:

- Your basic company information such as organization name, company contacts, and contact information
- Description of your service(s)
- Business classification and commodities
- Any certifications (if applicable)
- GST number

You may also need your:

- Employee Safety Program information
- Environment Policy
- Certificate of Insurance
- Supplier Diversity Information

Recommendations:

- **Internet Explorer** is the preferred browser
- Use a group email address when creating an Ariba profile.
  - The initial email address that is used when creating the profile is designated as the profile administrator. This can be manually changed by the profile administrator when creating other profile users. (*Please see instructions for Managing Profile Users on Page*).
- <http://sasktel.supplier.ariba.com/register> is the web address to use to when creating an Ariba Profile and SaskTel.
  - If you need to leave your profile mid-way through creating it, please note that the SaskTel questionnaire can be found under the “**Customer Requested**” tab in your Customer Profile (in the drop-down menu under Company Settings – top right corner after logging in).

## Supplier Registered in Ariba, New to SaskTel

If you already have an Ariba account, but are not registered with SaskTel, log in to your existing Ariba account (screenshot below, orange rectangle).

To update your profile and register with SaskTel, go to section “**Update profile**” and complete “**SaskTel Supplier Profile Questionnaire (SPQ)**” on page 7.

### Register



Register

Cancel

To do business with SaskTel on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce](#)

[Cloud?](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here

to log in

Login

### Company information

\* Indicates a required field

Company Name:\*

Country:\*

Address:\*

Line 1

Line 2

Line 3

City:\*

State:\*

Zip:\*

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.

### Ariba Network standard account is Free

Already have an account?

[Login](#)



**Strengthen relationships**

Collaborate with your customer on the same secure network.




**Connect faster**

Exchange

## Suppliers New to Ariba

Suppliers new to Ariba must start at step 1 as shown below.

**Register** **SaskTel**  [Register](#) [Cancel](#)

To do business with SaskTel on Ariba, you need an Ariba Commerce Cloud account. What is the Ariba Commerce Cloud?

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in: [Login](#)

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**Company information** \* Indicates a required field

Company Name: \*

Country: \* United States [USA]  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: \*  Line 1  
 Line 2  
 Line 3

City: \*

State: \* Alabama [US-AL]

Zip: \*

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**User account information** \* Indicates a required field

Name: \*  First Name  Last Name [SAP Ariba Privacy Statement](#)

Email: \*

Use my email as my username

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

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

Repeat Password

Language: English  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.

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**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 Register 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.

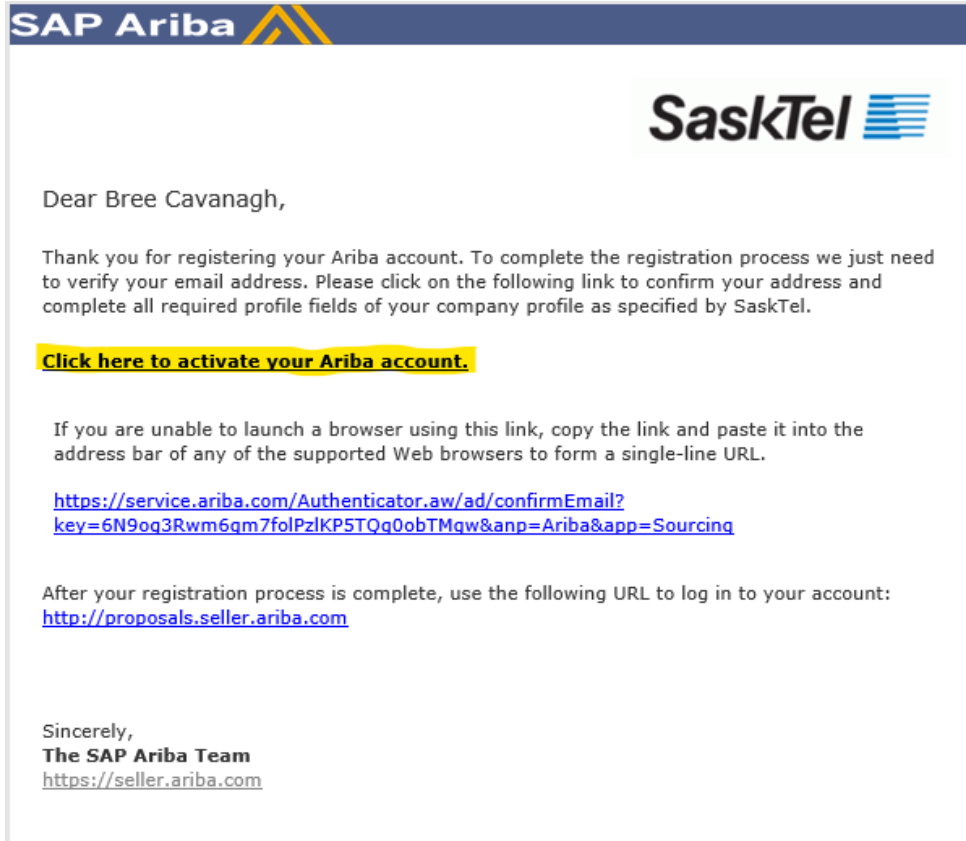
I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

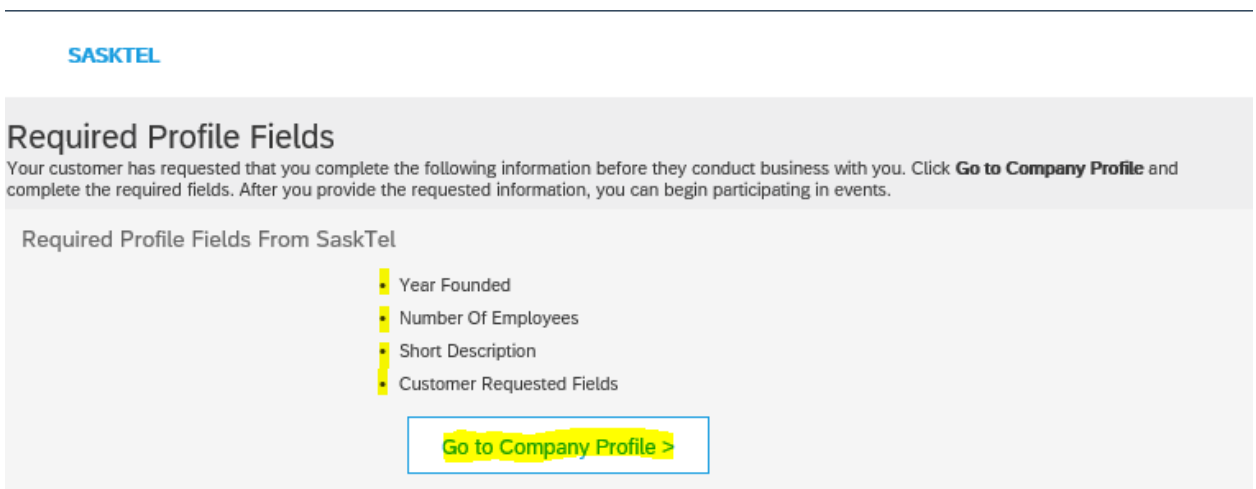
[Register](#) [Cancel](#)

- Fill in all mandatory fields. The mandatory fields are identified with an \*asterisk beside the required field.

- After completing the mandatory fields, check of the terms of use and privacy statement box and click on the yellow continue button to proceed to the next step.
- You will be prompted to check your email for an email confirmation. Open the email message from Ariba and click on the link in the message to confirm your email address and continue the registration process.



The activation link will take you to the next screen as shown below.  
 Click the button “Go to company profile”



## Ariba Cloud/SaskTel Profile Questions

To update your company profile, complete all generic mandatory fields in the e-Commerce profile.

The screenshot displays the 'Company Profile' form with the following elements:

- Company Profile** header with **Save** and **Close** buttons.
- Navigation tabs: **Basic (4)**, **Business (2)**, **Marketing (3)**, **Contacts**, **Certifications (1)**, **Customer Requested**, and **Additional Documents**.
- Business Information** section with fields: **Year Founded:** (with an asterisk), **Number of Employees:** (with an asterisk), **Annual Revenue:** (dropdown), and **Stock Symbol:**.
- Financial Information** section with fields: **Supplier Legal Form:** (dropdown), **Penalty Information:**, **Discount Information:**, **D-U-N-S® Number:** (with asterisk and help icon), and **Global Location Number:**.
- SaskTel Requested Profile Information** sidebar listing: **Year Founded**, **Number Of Employees**, **Short Description**, and **22 More Fields**.
- Public Profile Completeness** indicator showing **15%**.
- Links for **Commodities**, **Short Description**, **Website**, **Annual Revenue**, **Certifications**, **D-U-N-S Number**, **Business Type**, **Industries**, **Company Description**, and **Company Logo**.
- Share Your Public Profile** button.

- In the right column (**SaskTel Requested Profile Information**) is an easy way to see which mandatory fields are still missing and to navigate to them. You can click on each of the green pluses as a direct link to the correct screen. Mandatory fields are indicated by an asterisk.
- Note: The **Public Profile Completeness** below does NOT indicate fields that are mandatory for registering with SaskTel, nor does this have to be 100% to continue. This is an indicator by Ariba to show how complete your public profile is for discovery by other companies on Ariba.
- In the general Ariba Company Profile, the only mandatory fields are:
  - Short Description (Basic tab)
  - Number of Employees (Business tab)
  - Year Founded (Business tab)
- Click on the blue **“Save”** button to validate that the information is correct. This will update the **“SaskTel Requested Profile Information”** box with the remaining mandatory fields.

## Company Profile

[Save](#)[Close](#)

Basic (4) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

\* Indicates a required field

### Overview

Company Name:

Other names, if any:

NetworkId: AN01507649054 ⓘ

Short Description:  ⓘ Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01507649054> | [Customize URL](#)

Privacy Statement:

### Address

Address 1:

Address 2:

Address 3:

City:

Province:

Postal Code:

Country:

### Public Profile Completeness

15%

Commodities  
Short Description  
Website  
Annual Revenue  
Certifications  
D-U-N-S Number  
Business Type  
Industries  
Company Description  
Company Logo

### Share Your Public Profile

Click here to get your Ariba badge.



View Public Profile  
Profile Visibility Settings

- Company Name
- Short Description
- Company Address

### Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
No items						

[Create](#)

\*\* This column displays your registration status with Ariba's accredited service provider.

### Product and Service Categories, Ship-to or Service Locations, and Industries

#### Product and Service Categories\*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

[Add](#) -or- [Browse](#)

#### Ship-to or Service Locations\*

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.

[Add](#) -or- [Browse](#)

#### Industries

Select the industries your company serves.

[Add](#)

### Company Keywords

Enter the keywords to make your company more discoverable.

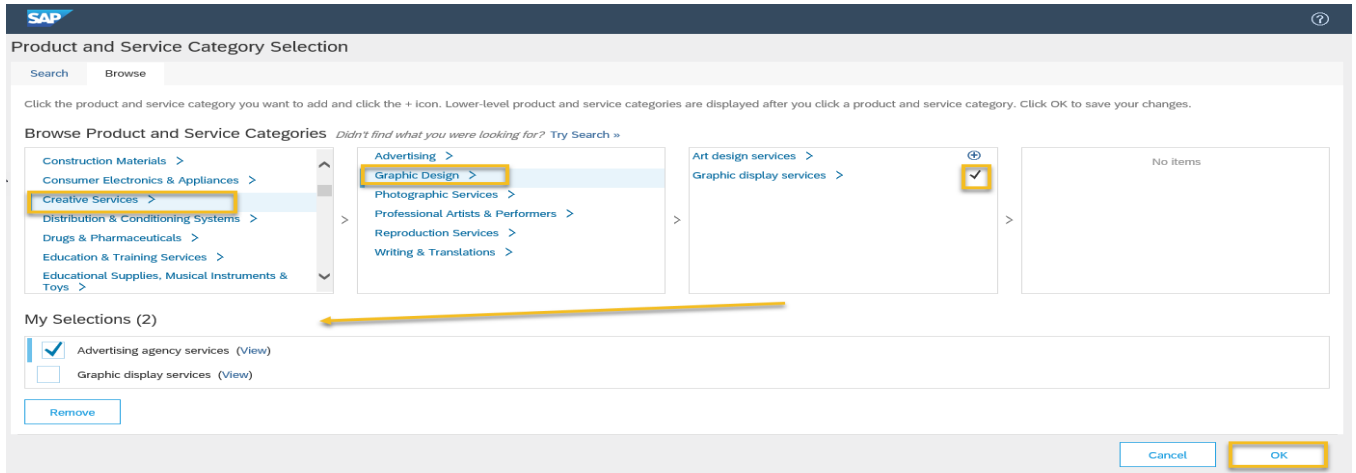
[Add](#)



## Products and Services Selection\* -> select Browse

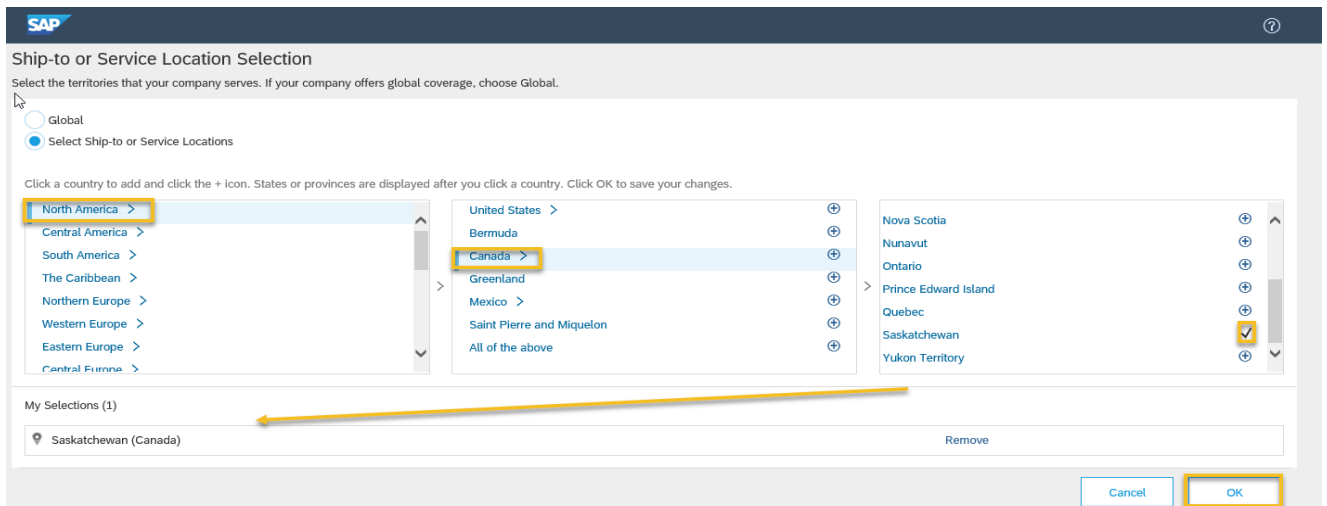
4 columns will appear with a list of products and services.

- Select an option that best describes what your company offers from the first column
- Then another list will appear in the second column
- In the third and fourth columns will be options with + symbols on the right. To add to your products and services list, select the + symbol
- Select OK when done



## Ship-to or Service Location Selection\* -> select Browse

- 3 columns will appear with a list of Ship-to or Service Location
- Select a Continent in the first column
- Select a Country in the second column
- In the third column will be a provincial option with + symbol to add to your location
- Select OK when done



## Industries Selection -> select Add

Select the industry your company serves and the select OK

Industry Selection

Select the industries your company serves.

Select All Industries

Aerospace & Defense

Agriculture & Mining

Automotive

Building Materials, Clay & Glass

Chemicals

Consumer Products

Engineering & Construction

Financial Services & Banking

Forest Products & Paper

Furniture

Healthcare

High Tech & Electronics

Higher Education & Research

Hospitality

Industrial Machinery & Components

Insurance

Media

Metal Products

Oil & Gas

Pharmaceuticals

Primary Metal & Steel

Public Sector

Retail

Service Provider

Telecommunications

Textiles Production

Transportation & Storage

Utilities

Wholesale Distribution

Other

OK Cancel

OK Cancel

## \*\*WHEN DONE SELECT SAVE ON COMPANY PROFILE PAGE\*\*

You will see the message ***“Your profile has been successfully updated”*** at the top of the page. Complete the SaskTel Supplier Profile Questionnaire (SPQ) to submit your registration for review and approval by SaskTel.

### Company Profile

✓ Your profile has been successfully updated.

Basic (2) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

You will then want to select the ***“Customer Requested”*** tab, then click on the word ***“SaskTel”*** as illustrated below.

Company Profile

Save Close

Basic (2) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

\* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
SaskTel	Incomplete

Public Profile Completeness

40%

Short Description

- Website
- Annual Revenue
- Certifications
- D-U-N-S Number
- Business Type
- Company Description
- Company Logo

## SaskTel SPQ (SaskTel Profile Questionnaire)

The SaskTel Requested Profile questions appear in a screen like the below.

The screenshot shows a web browser window with the title "Ariba Proposals & Questionnaires - Standard Account". The main heading is "SaskTel Requested Profile". Below the heading, there is a note: "\* Indicates a required field". A paragraph of instructions follows: "Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer." Below this text are two buttons: "Save as Draft" (light blue) and "Submit" (dark blue). A yellow warning box states: "Changes you make below may be subject to approval before they are accepted." The main content area is titled "Question" and contains several paragraphs of text. The first paragraph is a bolded instruction: "Attention new & returning Suppliers. SaskTel requests that the entire Supplier Profile Questionnaire (SPQ) be completed, however, as a minimum, requires that Suppliers complete mandatory items. The SPQ can not be submitted for approval until all mandatory items are completed." The second paragraph is a note: "Please note: Mandatory requirements are identified with an asterisk (\*)." The third paragraph states: "This SaskTel Supplier Profile Questionnaire (SPQ) may take up to 20-25 minutes to complete if you are providing responses to all requirements identified. SaskTel requires some responses be submitted in a digitized or soft copy format (i.e., PDF, Word or Excel)." The fourth paragraph says: "Since this SPQ may time out after 30 minutes, resulting in all unsaved information being lost, it is recommended that the entire SPQ is printed or read completely prior to populating any fields." The fifth paragraph is another note: "Please note: this Supplier Profile Questionnaire (SPQ) consists SaskTel specific questions, combined with Ariba Cloud Profile questions. As Suppliers work through this SPQ gaps in the numbering of the various sections may be noticed. Since certain questions are addressed through the cloud profile, they will be hidden in the SaskTel SPQ, which is why the gaps appear. This is normal and should not pose concern for the Supplier." Below the text is a section header "2 Company Information" with a dropdown arrow. Underneath, there is a question "2.2 Legal Company Name" with a note "(you must attach supporting documentation if you change your" and a required field asterisk. A text input box is visible next to the asterisk.

This form has 2 action buttons: **“Save as Draft”** and **“Submit”**.

When completing the SPQ make sure to first **“Save as Draft”** your responses before submitting. This ensures that if submitting does not immediately work for some reason that at all your responses are saved even if you have to come back later. Follow the directions below if you were only able to complete a portion of the profile and have to come back at a later time:

- Internet Explorer is the preferred browser
- Go to <http://sasktel.supplier.ariba.com/register>
- Login to Ariba
- Select "Company Settings" in top right corner
- Select "Company Profile" in list
- Select 6th tab **"Customer Requested"**
- SaskTel will be highlighted in blue, click on this
- Complete mandatory questions

When all questions are complete, submit your registration using the blue **“Submit”** button.

All mandatory questions are indicated by an asterisk in front of the question and will need to be answered to complete the profile. Not all SPQ questions are mandatory. However, it is recommended you answer as many questions as possible. The more information you provide, the better SaskTel can qualify you for sourcing events. You can always come back later and update or add to the SPQ.

Depending on your responses to certain questions, other questions might appear or disappear. This is normal behaviour as requested information is only applicable in certain scenarios.

SaskTel highly encourages vendors to regularly review their SPQ to ensure it is up to date and as complete as possible. The Ariba system will generate an annual email reminder to ensure all profiles are updated.

If any of the mandatory information is missing, the system will indicate this when you try to submit and will be marked in red.

The screenshot shows the 'SaskTel Requested Profile' form. At the top, a red error banner states: 'There are 23 problems that require completion or correction in order to complete your request.' Below this, a yellow banner reads: 'Changes you make below may be subject to approval before they are accepted.' The form contains several sections, with '2 Company Information' expanded. Under this section, '2.2 Legal Company Name' and '2.10 Specify your remit-to address for Invoice payments' are visible. The 'Legal Company Name' field has a red asterisk and a red circle around it. The 'Country' dropdown menu also has a red asterisk and a red circle around it, showing '(no value)'. Other fields like 'Street', 'City', 'State/Province/Region', and 'Postal Code' also have red asterisks. Navigation buttons for '< Previous' and 'Next >' are visible, along with 'Save as Draft' and 'Submit' buttons.

If submit was successful, this screen will appear:

The screenshot shows the successful submission confirmation screen. At the top, the SAP Ariba logo and 'Standard Account Upgrade' are visible. The main content area features the SaskTel logo and a message: 'Your requested profile information has been submitted to SaskTel and is pending approval. Contact SaskTel if you are unsure of their registration policies and procedures. If you want to increase your chance at new business opportunities with other companies, click the Public Profile Completeness link and complete your public profile.' On the left, there are two panels: 'SaskTel Requested Profile' which says 'All required customer requested fields have been completed.' and 'Public Profile Completeness' which shows a progress bar at 30% and a goal of 55%. Below the progress bar, it says '1 lead matches your company profile' and provides a 'View Matched Leads' button.

Completion of the registration will generate a notification to the SaskTel Procurement Team, at which time we will review the supplier profile. Profile approval is dependent on accurate information within the profile and all mandatory fields filled out. If further information is required, you will be contacted.

Once the supplier profile is approved, the supplier will then be able to request invitations to current and future procurement events, as well, SaskTel will be able to make invoice payments and other functions.

## Sourcing Events

After registration is complete, any sourcing event that SaskTel has invited you to, or for which you have requested to see the sourcing event details, can be seen in the “Events” table when your log in to your profile.

SaskTel Supplier Registration Form: Please ensure that your company-specific information, including any product and/or service offerings that your company provides, is routinely updated on the Supplier Registration Form on SaskTel's Procurement Portal (please use the 'Update Profile' link on the left hand side of this page).

Please take a few moments to review and understand the SaskTel organization as this will help you deal more effectively with SaskTel. SaskTel endeavours to deliver outstanding customer service and we rely on our suppliers to assist us in achieving that goal through their superior product and service offerings. SaskTel's Procurement Department is the primary interface to the supplier community. SaskTel uses a competitive bid process in making our award decisions. Through a comparison and analysis of bids received, the Procurement Department emphasizes total cost of ownership, supplier reliability, continuous technological leadership, quality and service, as well as many other factors. This site assists SaskTel in identifying suppliers who are market leaders.

SaskTel looks forward to working with existing and new suppliers that will enable us to achieve the exacting standards we have worked hard to establish.

Title	ID	End Time ↓	Event Type
No Items			

Name	Status	Due Date	Completion Date	Alert
No Items				

## New Sourcing Events

SaskTel procurement events can be found on SaskTenders website:

<https://sasktenders.ca/content/public/Search.aspx>

If you have seen or been notified of a SaskTel procurement event on SaskTenders that you are interested in, you will be instructed in that posting on SaskTenders to contact SaskTel procurement to be “invited” to the event.

For suppliers that have already registered, call or email SaskTel Procurement and provide them your company name and the reference or document number from the SaskTenders posting. The SaskTel procurement team will add you to the event and an email reply will be generated to connect you to the event in Ariba Sourcing.

Please follow the sourcing event instructions as detailed in Ariba to respond to the event.

If you have any problems responding to an event or updating your profile, please contact Ariba directly with your issue or questions and they can help to resolve the issue with you directly. Ariba Support can be reached through the **help/support tab** at the top of the web page.