

Supplier self-registration for SaskTel

January 2015



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Background

- SaskTel requires all its suppliers to register a SaskTel 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 also 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)
- Your DUN & Bradstreet DUNS Number (if available)
- GST number

You may also need your:

- Employee Safety Program information
- Environment Policy
- Certificate of Insurance
- Confidentiality and Non-disclosure Agreement
- Supplier Diversity Information

Go to <http://sasktel.supplier.ariba.com/register>

Supplier registered in Ariba but 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, red rectangle).
- To update your profile and register with SaskTel, go to section "Update profile and complete SaskTel Supplier Profile Questionnaire (SPQ)" on page 7.

GO TO MY | LEADS | PROPOSALS | CONTRACTS | ORDERS & INVOICES | Help

ARIBA | SOURCING

Enter Your Ariba Commerce Cloud Information

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 account, click here to log in: **Login**

1 Enter basic company information

* Indicates a required field

Company Name *

Country * 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 *

City *

Province *

Postal Code *

Product and Service Categories * **Add** -or- [Browse](#)

Ship-to or Service Locations * **Add** -or- [Browse](#)

Tax ID Enter your Company Tax ID number.

DUNS Number Enter the nine-digit number issued by Dun & Bradstreet.

Done

Trusted sites | Protected Mode: Off

100%

Suppliers new to Ariba

- New suppliers to Ariba must start at step 1 as shown below.

Enter Your Ariba Commerce Cloud Information

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](#)

1 Enter basic company information

* Indicates a required field

Company Name *

Country * 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 *

City *

Province *

Postal Code *

Product and Service Categories * [Add](#) [-or- Browse](#)
[Personal communication devices](#)

Ship-to or Service Locations * [Add](#) [-or- Browse](#)
[Saskatchewan - Canada](#)

Tax ID Enter your Company Tax ID number.

DUNS Number Enter the nine-digit number issued by Dun & Bradstreet.

2 Enter user account information

* Indicates a required field

Name * [Ariba Privacy Statement](#)

Email *

☐ Use my email as my username

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

Password * Must contain a minimum 8 characters including letters and numbers.

Secret Question * In case you forget your password, you can retrieve your password by using your security question.

City *

Province *

Postal Code *

Product and Service Categories * [Add](#) [-or- Browse](#)
[Personal communication devices](#)

Ship-to or Service Locations * [Add](#) [-or- Browse](#)
[Saskatchewan - Canada](#)

Tax ID Enter your Company Tax ID number.

DUNS Number Enter the nine-digit number issued by Dun & Bradstreet.

Language *

The language used when Ariba sends you configurable notifications. This is different than your web browser's language setting, which controls the user interface and actions you initiate there. If you are the account administrator, then the preferred language setting also controls the section headings and field labels on purchase orders routed through Email or Fax.

By clicking the Continue button you expressly agree and understand that your data entered into this system may be transferred outside the European Union or other jurisdiction where you are located, as further described in the Ariba Privacy Statement. You have the right to access and modify your personal data from within the application or by contacting Ariba, Inc., as set forth in such policy.

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.

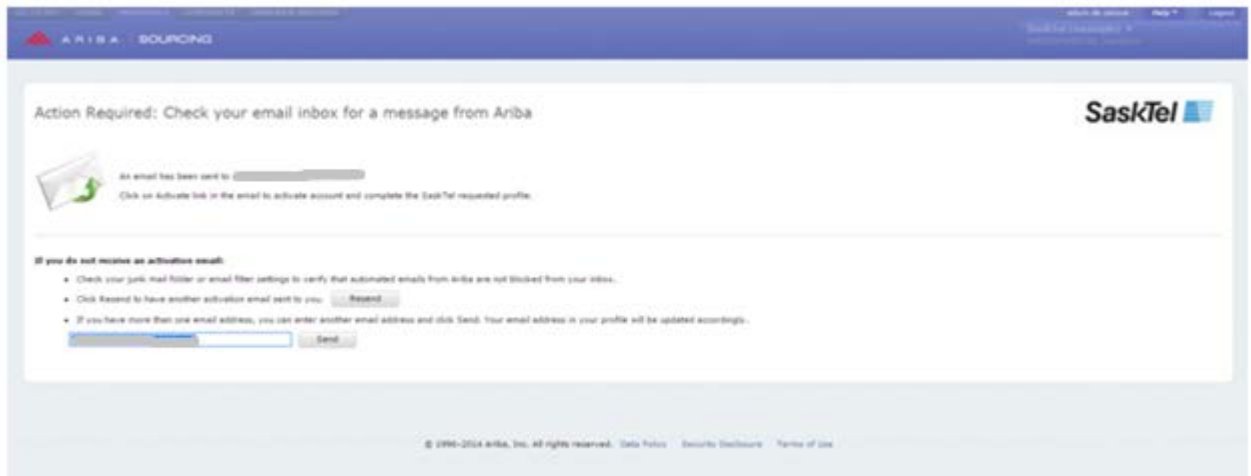
☒ I have read and agree to the Terms of Use and the Ariba Privacy Statement

[Continue](#) [Cancel](#)

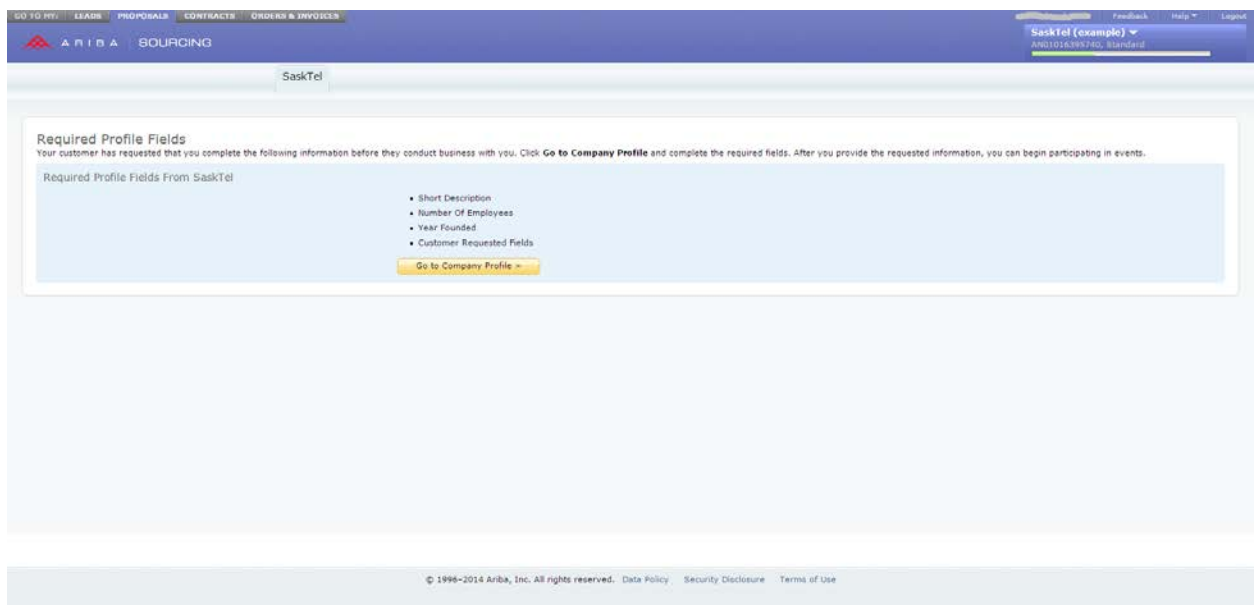
[Continue](#)

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- 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 yellow button "Go to company profile"



Update profile and complete SaskTel SPQ

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

The screenshot displays the Ariba Bidding 'Company Profile' page. The 'Basic' tab is selected, showing fields for Company Name, Other names, Network ID, Short Description (marked with an asterisk), Website, and Public Profile URL. The Address section includes fields for Address 1, Address 2, Address 3, City, Province, Postal Code, and Country. Below this is a table for 'Additional Company Addresses' with columns for Address Name, Address ID, VAT ID, Tax ID, Address, and Country. The right sidebar contains 'SaskTel Requested Profile Information' with green plus icons for missing mandatory fields (Short Description, Number of Employees, Year Founded, and 24 More Fields) and a 'Public Profile Completeness' bar at 35%.

- **Note:** The grey box on the right (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 in the orange box on the right of the screen 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. Orange fields are NOT mandatory (unless they have an asterisk).
- 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 yellow "Save" button to validate that the information is correct. This will update the "SaskTel requested profile information" box with the remaining mandatory fields.

ARIBA SOURCING

SaskTel (example) Help Logout

Company Profile Save Close

Your profile has been successfully updated. Close

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

* Indicates a field required by SaskTel.

Business Information

Year Founded: * 1998

Number of Employees: * 4100

Annual Revenue: \$

Stock Symbol:

Financial Information

Type of Organization:

D-U-N-S Number: - - ?

Global Location Number:

Tax Information

Tax Classification:

Taxation Type:

Tax Id: ? Do not enter dashes

State Tax Id: ? Do not enter dashes

Regional Tax Id: ? Do not enter dashes

Vat Id:

☐ VAT Registered

VAT Registration Document: <No document> Upload...

☐ Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document> Upload...

Tax Clearance Expiry Date: ?

Shareholders

Name	% of Shares	Type
No item		

SaskTel Requested Profile Information

24 More Fields

Public Profile Completeness

45%

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 Arriba badge.

Find Us On Arriba

View Public Profile

Profile Visibility Settings

Complete the SaskTel Supplier Profile Questionnaire (SPQ) to submit your registration for review and approval by SaskTel.

- You can either go to the tab "Customer Requested" and then click on the word "SaskTel" below in the list, or use the "24 more Fields" link in the "SaskTel Requested Profile Information" box.

ARIBA SOURCING

SaskTel (example) Help Logout

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

SaskTel Requested Profile Information

24 More Fields

Public Profile Completeness

45%

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 Arriba badge.

Find Us On Arriba

View Public Profile

Profile Visibility Settings

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https://service.arriba.com/ProfileManagement.asp?1263260151/aw?awftr:rdawssko:rho04m0dard:14

SaskTel Requested Profile
 * Indicates a required field

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 added without sending the changes to your customer.

Changes you make below may be subject to approval before they are accepted.

1 SUPPLIER ADVISEMENTS/SPQ COMPLETION INSTRUCTIONS

Note for returning suppliers:
 SaskTel has recently updated this SPQ in an attempt to make it more concise and more clear. For existing suppliers all your previous answers have been preserved, but there will be a small number of new questions to answer. Apologies for any inconvenience.

Attention New & Returning Suppliers:
 SaskTel requests that the entire Supplier Profile Questionnaire (SPQ) be completed, however, at a minimum, requires that Suppliers complete mandatory items. The SPQ can not be submitted for approval until all mandatory items are completed.

Please note: Mandatory requirements are identified with an asterisk (*).

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).

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.

Please note: this Supplier Profile Questionnaire (SPQ) consists of SaskTel specific questions, combined with Arriba 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.

2 Company Information

2.2 Legal Company Name
 (you must attach supporting documentation if you change your legal name)

2.10 Specify your remit-to address for Invoice payments
 (when you are changing your address you must attach supporting documentation)

Save as Draft Submit

- The SaskTel Requested Profile questions appear in a screen like the above.
- This form has 2 action buttons: “Save as Draft” and “Submit”.
- **Tip:** When filling in the SPQ make sure to first “Save as draft” your answers before submitting. This makes sure 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.
- **Note:** Not all SPQ questions are mandatory. All mandatory questions are indicated by a green asterisk in front of the question. These questions have to be answered at a minimum; 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 at a later time and update or add to the SPQ.
- **Note:** Depending on your responses to certain questions, other questions might appear or disappear. This is normal behaviour because the requested information is only applicable in certain scenarios.
- **Note:** SaskTel highly encourages vendors to regularly make sure their SPQ is up to date and as complete as possible.
- When all questions are complete, submit your registration using the yellow “Submit” button.

Company Profile

Basic (2) | Business (2) | Marketing (2) | Contacts | Company Profile

* Indicates a required field.

Sourcing Customer List

Customer: SaskTel | Status: Incomplete

SaskTel Requested Profile

There is 1 problem that requires completion or correction in order to complete your request.

Status: Saved as draft by [user] at 01/09/2015 11:51 AM

Changes you make below may be subject to approval before they are accepted.

1. Primary contact information

2.16.1 Name: [Text]
 2.16.2 Contact Number: [306-xxx-xxxx]
 2.16.3 Mobile number: [306-xxx-xxxx]
 2.16.4 E-mail address: [test@sasktel.com]

2.17 Is your company registered or incorporated in Canada? [Yes]
 2.18 Is your company registered or incorporated in Saskatchewan? [Yes]
 2.21 Is your company registered in the United States? [No]

2.24 Please give a brief overview of your company: [Text area]

3. Existing/Previous SaskTel relationship

3.1 Are you a current or previous supplier for SaskTel? [No]

4. Legal Requirements

4.1 Confidentiality & Non-Disclosure Agreement (NDA): [No]
 Do you have a valid existing NDA with SaskTel?

5. Tax & Financial information and terms

6.0 SaskTel's standard payment terms is Net 30. [Yes]
 Specify if this is acceptable to you.
 6.10 SaskTel's standard transaction currency is Canadian Dollars (CAD). [Yes]

Save as Draft | Submit

SaskTel Requested Profile Information

24 More Fields

Public Profile Completeness

45%

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 Arriba badge.

View Public Profile
 Profile Visibility Settings

Save | Close

- If any of the mandatory information is missing, the system will indicate this when you try to submit. The missing information is marked in red (see screenshot above).
- If submit was successful this screen will appear:

ARIBA BIDDING

GO TO MY: LEADS | PROPOSALS | CONTRACTS | ORDERS & INVOICES

SaskTel

SaskTel Requested Profile

All required customer requested fields have been completed.

View customer requested fields >

Public Profile Completeness

45%

Enter your website to reach 50% >

24 leads match your company profile

View Matched Leads

Your profile information has been submitted to SaskTel and is pending approval.

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.

SaskTel

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- Completion of the registration will generate a notification to the SaskTel procurement team.
- The SaskTel Procurement team will then review the supplier profile/registration and approve the registration as appropriate. If further information is required, you will be contacted.

Once all information is reviewed and approved, the registration is completed and the suppliers account profile is created in SaskTel systems allowing for participation in all future procurement events, as well as, future invoice payments and other functions. This is a onetime registration that can be leveraged for all future SaskTel sourcing events.

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.

The screenshot displays the SaskTel Sourcing Portal interface. At the top, a navigation bar includes links for 'GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES' and a 'SOURCING' section. The user is logged in as 'SaskTel (example)' with the email 'AN01014392740_Standard'. The main content area is divided into several sections:

- SaskTel Requested Profile:** A message stating 'All required customer requested fields have been completed.' with a 'View customer requested fields >' link.
- Public Profile Completeness:** A progress bar showing 45% completion, with a goal to reach 50%. It also displays '24 leads match your company profile' and a 'View Matched Leads' button.
- SaskTel Supplier Registration Form:** A detailed message explaining the registration process and the importance of keeping company information updated.
- Events Table:** A table with columns 'Title', 'ID', 'End Time', and 'Event Type'. It currently shows 'No items'.
- Tasks Table:** A table with columns 'Name', 'Status', 'Due Date', 'Completion Date', and 'Alert'. It also shows 'No items'.

New sourcing Events

- 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 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.
- You are then requested to 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.