Supplier self-registration for SaskTel

January 2015

Contents

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)
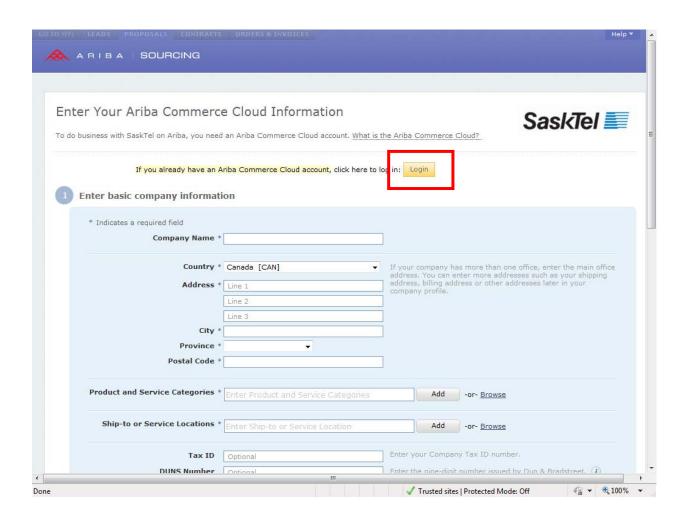- Your DUN & Bradstreet DUNS Number (if available)
- GST number

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.
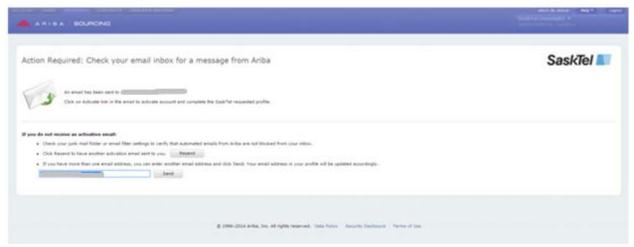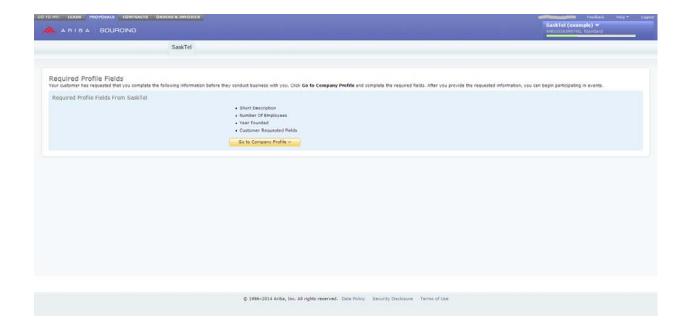
Suppliers new to Ariba

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

- 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.
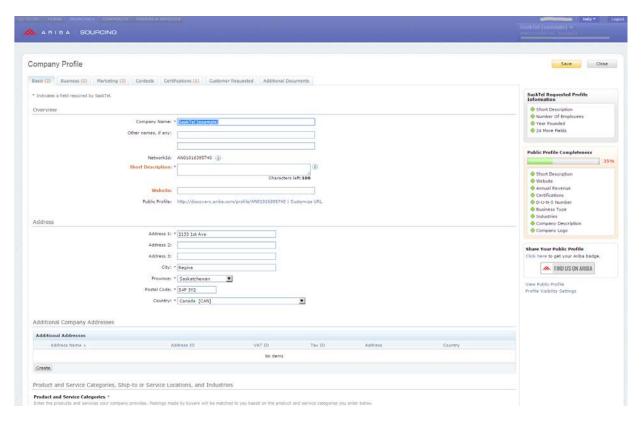

- You will be prompted to check your email for an email confirmation. Open the email message from Ariba and click on the link in the message to confirm your email address and continue the registration process.

- The activation link will take you to the next screen as shown below.

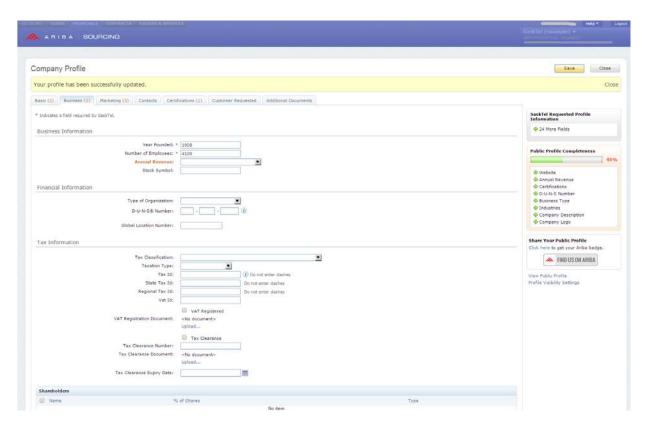- Click the yellow button "Go to company profile"

Update profile and complete SaskTel SPQ

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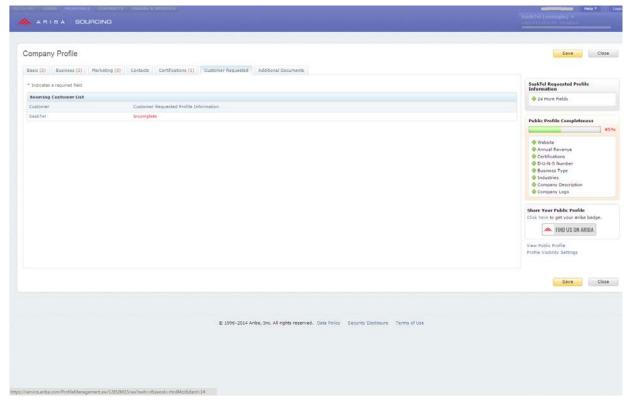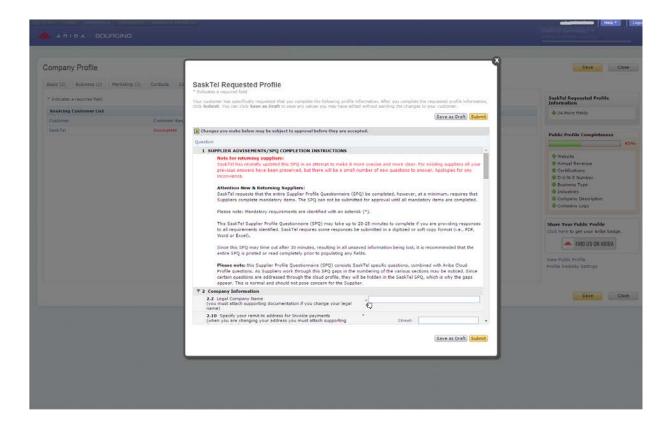

- **Note:** The grey box on the right (SaskTel Requested Profile Information) is an easy way to see which mandatory fields are still missing and to navigate to them. You can click on each of the green pluses as a direct link to the correct screen. Mandatory fields are indicated by an asterisk.
- **Note:** 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:
  - o Short Description (Basic tab)
  - o Number of Employees (Business tab)
  - o 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.
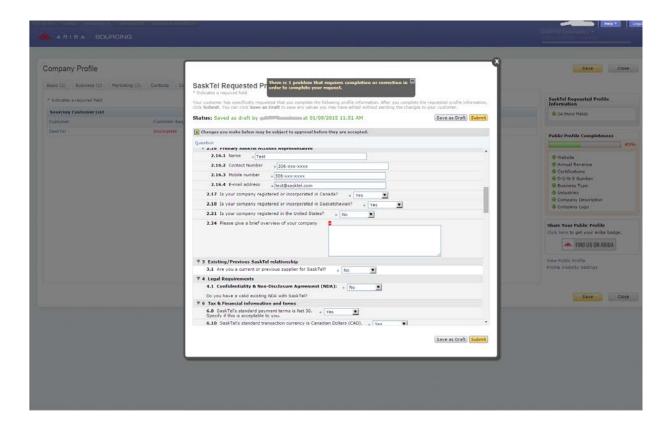
Complete the SaskTel Supplier Profile Questionnaire (SPQ) to submit your registration for review and approval by SaskTel.

- 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.
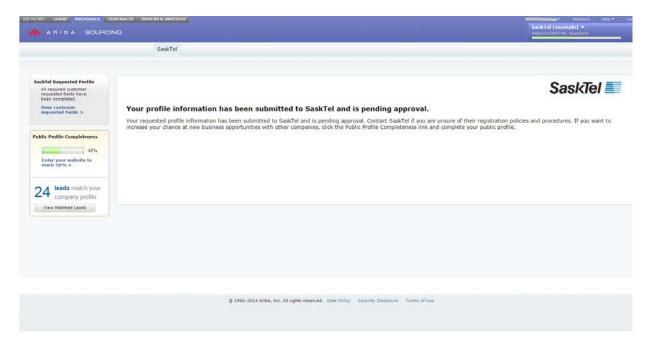
- The SaskTel Requested Profile questions appear in a screen like the above.
- This form has 2 action buttons: "Save as Draft" and "Submit".
- **Tip:** When filling in the SPQ make sure to first "Save as draft" your answers before submitting. This makes sure that if submitting does not immediately work 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.

- 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).
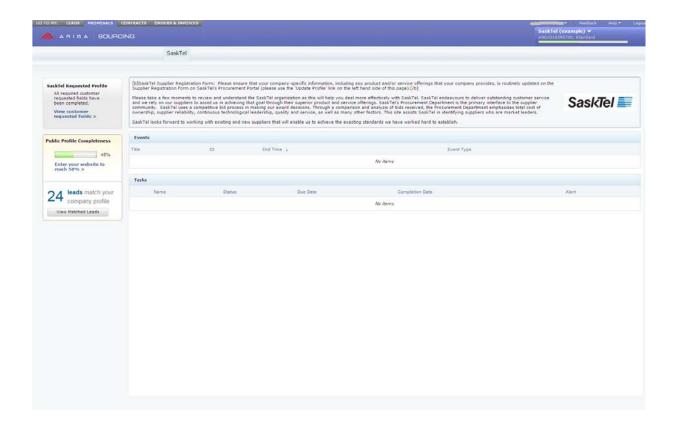- If submit was successful this screen will appear:

- 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.

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.