

Ariba Supplier Registration

PROCESS GUIDE FOR SUPPLIERS

MASTER DATA TEAM

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Ariba Registration Invitation

Step 1. Click on the link provided in the invitation email

This link is non-transferable, if you are not the correct person to complete this registration, please reach out to your supplier manager as soon as possible

Freeport-McMoRan - TEST

Dear Business Partner,

Freeport-McMoRan or one of its subsidiaries* has invited you to register to become a supplier in the Ariba Network. Freeport-McMoRan uses the Ariba system to manage and maintain business partner account information. If your company, **ONE DATA SYNC**, already has an account with the Ariba Network, the existing username and password can be utilized. If your company does not yet have an account with Ariba, please begin by creating an account. There is no cost to join the network and respond to the supplier registration.

[Click Here](#) to create account now.

Step 2. Sign up or Login

- Select [Log in](#) if you have an existing Ariba Network account or
- Select [Sign up](#) if you need to create one

Sign up as a supplier with **Freeport-McMoRan Inc. - test** on SAP Ariba.

Freeport-McMoRan Inc. - test uses SAP Ariba to manage procurement activities.
Create an SAP Ariba supplier account and manage your response to procurement activities required by
Freeport-McMoRan Inc. - test.

[Sign up](#)

Already have an account? [Log in](#)

Ariba Network Account Creation

Step 1. Enter your company information

Some of these fields will be pre-populated but may be changed if needed

Company information

* Indicates a required field

Company Name:*

Country/Region:*

Address:*

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.

Step 2. Enter your user account information

Please make a note of your username and password for future use

User account information

* Indicates a required field

[SAP Business Network Privacy Statement](#)

Name:

Email:*

Use my email as my username

Username:*

Password:*

Language:

Email orders to:*

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

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

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.

Step 3. Enter your business information

Tell us more about your business

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

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

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

Step 3.1. Select a product and service category

- Click [Browse](#)

Tell us more about your business

Product and Service Categories:* -or-

Ship-to or Service Locations:* -or-

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

- Choose the best fitting category from columns 1, 2, and 3 – an exact match may not be available
- Click on the + symbol to add your selection
- The “My Selections” section must contain at least 1 selection to continue

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search >*

Food & Beverage >	Environmental Management >	Environmental advisory services > ✓	No items
Fuels, Additives & Lubricants >	Environmental Protection >	Environmental auditing > ⊕	
Furniture & Furnishings >	Pollutants Tracking, Monitoring & Rehabilitation Services >	Environmental impact assessment > ⊕	
Healthcare Services >	Pollution Tracking, Monitoring & Rehabilitation >	Environmental planning > ⊕	
Heavy Construction Equipment >		Pollution investigation services > ⊕	
Hospitality Services >			
Industrial Cleaning Services >			

Industrial Manufacturing &

My Selections (1)

Environmental advisory services [\(View\)](#)

Step 3.2. Select a ship-to or service location

- Type your country name in the field provided
- Click [Add](#)

Tell us more about your business

Product and Service Categories:* -or-

Ship-to or Service Locations:* -or-

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

- Neither the Tax ID or DUNS number are required

Step 4. Terms of use and privacy policy

- Check the boxes to agree

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

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

[Create account and continue](#)

Step 5. Click


Step 6. Address Recommendation - if prompted, click [Accept](#)

ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:	We recommend:
1750 MADISON AVENUE	1750 Madison Ave
NEW RICHMOND	New Richmond
Wisconsin	Wisconsin
USA, 54017-6681	USA, 54017-6681

Step 7. Existing accounts - if prompted, click [Skip review](#)

 Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Step 8. Update your company profile – if prompted, click [Update company profile](#)

Update your company profile

We found errors under your company profile.

You are receiving this message because of some common mistakes like missing mandatory fields or validations or incorrect data in Company Name, Address, Main Email and Phone and Tax ID if country is Brazil

For more information, see: [Support Note KB0402670](#)

Step 8.1. Correct any errors marked by a red exclamation point, click [Save](#)

Company Profile Save Close

! We found 1 errors in 1 tabs. Please update Contacts information.
For more information, see: [Support Note KB0402670](#)

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

* Indicates a required field
! Correct the following errors before continuing.

Company Contact Information

Main Email:*

Main Phone:* Country: USA 1 Area: Number: 71524321
! Invalid phone number. Please enter numbers only

Main Fax: Country: USA 1 Area: Number: 71524625

Contacts

Public Profile Completeness: 35%

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

Share Your Public Profile

Step 8.2. "Your profile has been successfully updated" - click [Close](#)

You do not need to complete the public profile

Company Profile Save Close

✓ Your profile has been successfully updated.

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

* Indicates a required field

Company Contact Information

Main Email:*

Main Phone:* Country: USA 1 Area: Number: 1715243213

Main Fax: Country: USA 1 Area: Number: 1715246257

Contacts

Public Profile Completeness: 35%

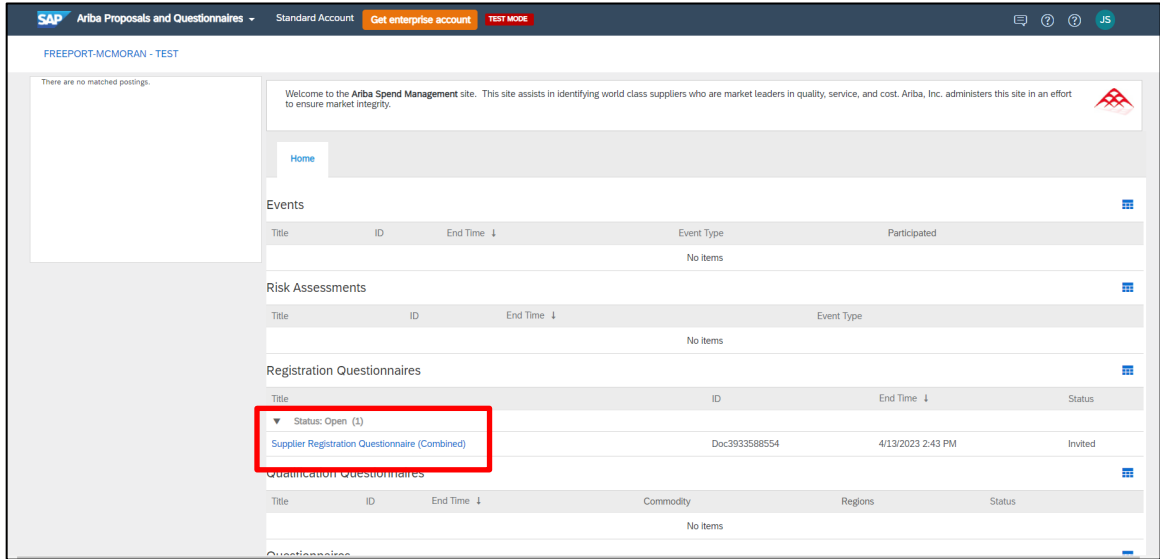
- Short Description
- Website
- Annual Revenue
- Certifications
- D-U-N-S Number
- Business Type
- Industries
- Company Description
- Company Logo

Ariba Proposals and Questionnaires

After closing out in step 8.2 you will be taken to the page below

Supplier registration questionnaire (combined)

- Click on the hyperlink



SUPPORT [section 1]

Please reach out to your supplier manager if you have any questions

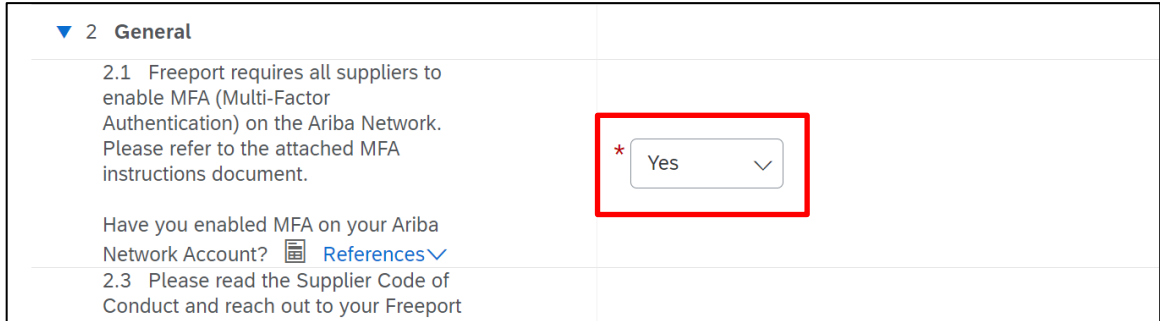
Additional support is available:

- By phone at 1-602-366-7407
- By email at SM-PHX-SupplierSupport@fmi.com

GENERAL [section 2]

Multi-factor Authentication (MFA)

- Select yes, as required



Supplier Code of Conduct

- Please read and review the Supplier Code of Conduct

SUPPLIER PROFILE INFORMATION [section 3]

Supplier Profile Information

- Select your supplier type from the drop-down list
- Select your corporation type from the drop-down list
 - US Suppliers: selection must match your IRS Form W-9
- Enter your legal name in the supplier name 1 field
 - Must exactly match your tax document
 - If the name is too long, add the additional characters in the name 2 field
 - DBA names should be entered in the next available name field

3.1 Supplier Type	*	[2] Company ▾
3.2 Type of Corporation (for United States, the type must match designation on W-9 form)	*	C-Corp ▾
3.3 Supplier Legal Name (Name 1) ⓘ	*	ABC PLUMBING & IF YOUR COMPANY NAME
3.4 Supplier Legal Name (Name 2) ⓘ		DOES NOT FIT CONTINUE HERE
3.5 Supplier Legal Name (Name 3) ⓘ		DBA ACE WATER

- Enter your main address
 - Must exactly match your tax document
 - US suppliers – the Zip+4 postal code must be accurate (check here: [USPS.com](https://www.usps.com))

3.7 Main address ⓘ					
	Postal Code:	54017-6681 ⓘ	City: *	NEW RICHMOND ⓘ	
	Country/Region:	United States (US) ▾ ⓘ	State/Province/Region: *	Wisconsin (WI)	
	Time Zone:	CST ⓘ			

- Enter your company website address (optional)
 - Must be formatted as “www.mywebsite.com” - do not use “https://”
- Enter your DUNS ID (optional)

3.8 Company Website	
3.9 DUNS ID ⓘ	

Supplier Primary Contact

- Provide contact’s first name, last name, email address and phone number

▼ 3.11 Supplier Primary Contact		
3.11.1 Contact First Name	*	
3.11.2 Contact Last Name	*	
3.11.3 Contact Email	*	
3.11.4 Contact Phone Number ⓘ	*	
3.11.5 Contact Fax Number		

Compliance Evaluation Contact

As part of the registration process, we need someone from your organization to complete an online questionnaire focused on issues of anti-corruption, international trade controls, and human rights compliance via the Freeport Compliance exchange (FCeX) online due diligence compliance platform. Completion of the questionnaire enables FCX and its affiliates to conduct supplier-specific risk assessments to ensure our company and those with which we work operate in compliance with relevant U.S. and international laws.

- Provide contact's first name, last name, and email address

▼ 3.12 Compliance Evaluation Contact	
3.12.2 Please enter the Full Name (First, Middle Initial and Last) and email address of the Company Representative the survey should be sent to.	
3.12.3 First Name	* <input type="text"/>
3.12.4 Middle Initial	<input type="text"/>
3.12.5 Last Name	* <input type="text"/>
3.12.6 E-mail Address	* <input type="text"/>

Supplier Diversity

- Select option from drop-down list, if applicable

▼ 3.13 Supplier Diversity	
3.13.1 Supplier Diversity	Unspecified ▼

ORDERING INFORMATION [section 4]

Ordering Information

- Select your preferred PO currency
- If your PO contact is different than the primary contact provided above - select yes
- If your ordering address is different than the main address provided above - select yes

▼ 4 Ordering Information	
4.1 Please state your preferred PO currency	* United States Dollar [USD] ▼
4.2 Is your contact/email for purchase orders different from your main contact/email?	* Yes ▼
4.3 Is your ordering address different from your main address?	* No ▼
4.4 Do you have a subsidiary (different legal entity) as ordering party?	* No ▼

Ordering Contact Details

- Provide PO contact's first name, last name, and email address

▼ 4.5 Ordering Contact Details	
4.5.1 Contact First Name for purchase orders	<input type="text"/>
4.5.2 Contact Last Name for purchase orders	<input type="text"/>
4.5.3 E-mail address for purchase orders	* <input type="text"/>

Ordering Address Details

- Enter address details
- If you need to add an additional ordering address – select yes for Q.4.6.1.13

▼ 4.6.1 Ordering Address 1 Details	
4.6.1.1 Is the name of the ordering address vendor different from main vendor as mentioned in section 2 above?	* No ▾
4.6.1.4 Ordering Address e-mail	* <input type="text"/>
4.6.1.5 House Number	<input type="text"/>
4.6.1.6 Street 1	* <input type="text"/>
4.6.1.7 Street 2	<input type="text"/>
4.6.1.8 District	<input type="text"/>
4.6.1.9 Postal Code	* <input type="text"/>
4.6.1.10 City	* <input type="text"/>
4.6.1.11 Country Code (Enter the Country Code as per the file attached)	* <input type="text"/>
References ▾	
4.6.1.12 Region/State Code (Enter the Region/State Code as per the file attached)	* <input type="text"/>
References ▾	
4.6.1.13 Do you want to add another Ordering Address?	* Unspecified ▾

PAYMENT INFORMATION [section 5]

Payment Information

- Enter your Basware sender ID (optional)
- Select your preferred payment method

▼ 5 Payment Information	
5.1 Basware Sender ID	<input type="text"/>
5.2 Preferred Payment Method	* <input type="checkbox"/> Check or equivalent <input checked="" type="checkbox"/> Electronic payment / Detraction payment

REMITTANCE INFORMATION [section 6]

Remittance Information

- If your remittance contact is different than the primary contact provided above - select yes
- If your remittance address is different than the main address provided above - select yes
- Important! You must select **Check or Equivalent** in Q.5.2 to view these options

▼ 6 Remittance Information	
6.1 Is your remittance contact/email different from your main contact/email?	* No ▾
6.2 Is your remittance address different from your main address?	* No ▾
6.3 Do you have a legal obligation to pay a different legal entity (remittance party/alternate payee)?	* No ▾



Remittance Contact Details

- Provide contact's full name, phone number and email address

▼ 6.4 Remittance Contact Details	
6.4.1 Remittance Contact Full Name	* <input type="text"/>
6.4.2 Remittance Phone	* <input type="text"/>
6.4.3 Remittance Email	* <input type="text"/>
6.4.4 Remittance Email 2	<input type="text"/>
6.4.5 Remittance Fax Number	<input type="text"/>

Remittance Address Details

- Enter address details
- If you need to add an additional remittance address – select yes for Q.6.5.1.13

▼ 6.5 Remittance Address	
6.5.1 Remittance Address 1	
▼ Details	
6.5.1.1 Is the name of the remittance address vendor different from the main vendor as mentioned in section 2 above ?	* Unspecified ▾
6.5.1.4 Remittance Address Contact e-mail	* <input type="text"/>
6.5.1.5 House Number	<input type="text"/>
6.5.1.6 Street 1	* <input type="text"/>
6.5.1.7 Street 2	<input type="text"/>
6.5.1.8 District	<input type="text"/>
6.5.1.9 Postal Code	* <input type="text"/>
6.5.1.10 City	* <input type="text"/>
6.5.1.11 Country Code (Enter the Country Code as per the file attached)  References ▾	* <input type="text"/>
6.5.1.12 Region/State Code (Enter the Region/State Code as per the file attached)  References ▾	* <input type="text"/>
6.5.1.13 Do you want to add another Remittance Address?	* Unspecified ▾



Legacy suppliers -

If you already have an ordering address and/or remittance address in our system, please select yes to Q.4.3/Q.6.2 to acknowledge those addresses. This is also where you can go to change or update them.

BANKING INFORMATION [section 7]

Banking Information

- Click [Add Banking Information](#) to view/edit/add banking details

All Content	 
Name ↑	
7 Banking Information	Add Banking Information (1)

- Select your bank country from the drop-down list (required)
- Enter your account holder name (required)
- Enter your bank key/ABA routing number (required)
- Enter your account number (required)
- Important! Do not use placeholders such as “x” or “na” in any of the banking fields

Banking Information (1)

Name ↑

Banking Information #1 Delete

Bank Type: Domestic

Bank Id: 0000

Country/Region: United States

Bank Name: BANK OF AMERICA N.A.

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name: ABC PLUMBING

Bank Key/ABA Routing Number: 122101706

Account Number: 999999999

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice

Bank Account MANDATORY DETAILS:

- US Vendor:** Bank Country, Name (Bank Name), Account Holder Name, Bank Account Number and ABA Routing Number
- Non-US Vendor:** Bank Country, Name (Bank Name), Account Holder Name, Bank Key, Bank Account Number, and enter the SWIFT or IBAN
- Spain Based Vendors:** Bank Country, Name (Bank Name), Account Holder Name, Bank Key/ABA Routing Number, Bank Account Number, IBAN, SWIFT Code and Bank Control Key
- US Vendor Doing Business In PTFI:** Bank Country, Name (Bank Name), Account Holder Name, enter the SWIFT in Bank Key/ABA Routing Number and enter it in SWIFT, Bank Account Number. (Payment will be made via International Wire)

[See reference document for more help.](#)

[References](#)

- Additional banking requirements by country – please see chart below:

Required Fields	All	AU	CA	CL	EU	GB	ID	NL	PE	ES	UK	US
Bank Country	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Account Holder Name	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bank Account Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bank Key/ABA Routing Number	✓	BSB Number including hyphen	Sort Code	Reference List below	Bank ID + Branch ID, 5th-12th digits of IBAN	Sort Code	SWIFT Code	SWIFT Code	Reference List below	Bank ID + Branch ID, 5th-12th digits of IBAN	Sort Code	ABA Routing Number
IBAN Number					✓			✓		✓	✓	
SWIFT Code							✓	✓				
Bank Control Key												X

- Select the account currency from the drop-down list
- Attach a bank document that validates all the information provided

Banking Information (1)

Name ↑

Reference Details ⓘ

Currency of the nominated Bank Account: * United States Dollar [USD] ↓

For Each Bank Account Entered, please attach one of the following documents:

- Signed and dated letter from your Bank on Bank Letterhead with the specific details of the account (e.g., account number, account holder's name, account holders tax ID if customary for your country)
- Redacted Bank Statement (from online or paper statement, must show full Account Number, Routing/SWIFT, and Company Name)
- Voided / Cancelled Check
- Bank book

[* Attach a file](#)

- To add an additional bank account, click [Add additional banking information](#)
- To delete a bank account, click [Delete](#)

Banking Information (1)

Name ↑

Banking Information #1 Delete

Bank Type: Domestic

Bank Id: 0000

Country/Region: United States

Bank Name: BANK OF AMERICA N.A.

[Add an additional Banking Information](#)

(*) indicates a required field

- Click [Save](#) when done to return to the main questionnaire

TAX INFORMATION [section 8]

Tax Information

- Select yes to Q.8.1
- Select your country from the drop-down list (*do not type it in*)
- Enter your tax ID number in the appropriate field
- Attach a tax document that validates the information provided

The screenshot shows a form titled 'All Content' with a grid layout. The first row is '8 Tax Information'. The second row is '8.1 Does your country issue Tax Identification Number?' with a dropdown menu set to 'Yes'. The third row is '8.3 Tax ID' with a dropdown menu for 'Country/Region' set to 'United States (US)'. Below this is a table with columns 'Tax Name', 'TaxType', and 'Tax Number'. The first row of the table is 'USA: Employer ID Number', 'Organization', and '52-6234569'. The fourth row is '8.4 Please upload a copy of your tax certificate' with an 'Attach a file' button. Below this is a note: 'Examples include signed and dated W-9 or W-8 on most recent IRS form, NPWP certificate, NIF, RUC or RUT, etc.'

- Click [Save](#) when done to return to the main questionnaire

ATTACHMENTS [section 10]

Attachments

- Attach any supporting documents (optional)
- Country-specific documents may be required - please review

The screenshot shows a form titled 'All Content' with a grid layout. The first row is '10 Attachments'. The second row is '10.13 Please attach any other documents to support your registration (optional)' with an 'Attach a file' button. The third row is a red warning message: '11 REMINDER: You must complete and submit the Supplier Registration Questionnaire by clicking "Submit Entire Response" at the end of the questionnaire. If you encounter any difficulties with navigating the website, please click on the question mark (Help) link in Ariba Network page, then click on "Support" to contact Ariba Network Help Desk.'

Important! Once you've completed the registration questionnaire, make sure to click

[Submit Entire Response](#)









If all the information provided is correct, you will see the screen below – click [ok](#)

The screenshot shows a form titled 'All Content' with a grid layout. A dialog box is open in the center with the text: 'Submit this response? Click OK to submit.' with 'OK' and 'Cancel' buttons. The background form is dimmed, showing fields for '3.12.3 First Name', '3.12.4 Middle Initial', '3.12.5 Last Name', '3.12.6 E-mail Address', and '3.13 Supplier Diversity'. At the bottom of the form are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

If there are any errors, you will be prompted to correct them - click **next** to review and correct

The screenshot shows the Ariba Sourcing interface. At the top left, the logo "Ariba Sourcing" is visible. A red notification bar spans the top, containing the text: "There are 4 problems that require completion or correction in order to complete your request." Below this, it says "Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed." To the right of the notification bar, there are navigation links: "< Previous" and "Next >". The "Next >" link is highlighted with a red box. Further right, there are links for "Help" and "Messages". Below the notification bar, the main content area shows "Console" and "Doc3933588554 - Supplier Registration Questionnaire (Combined)". On the right side of this area, there is a clock icon and the text "Time remaining 20 days 23:02:53". At the bottom left, there is a link for "Event Messages".

Reference Documents

Multi-factor Authentication	Instructions	 Supplier - MFA_Instructions.pdf
Multi-factor Authentication <i>Not able to login</i>	Defect workaround	 Workaround_Ariba MFA Defect.pdf
Ariba Help Center	Contact form	 Supplier - Contact Ariba Help Center (Ha
Questionnaire: Revise/resubmit	Instructions	 Supplier - Steps to Resubmit.pdf
Questionnaire: Submit an Update	Instructions	 Supplier- Questionnaire Update
Ariba Network Account <i>Not prompted to sign-up</i>	Defect workaround	 Workaround_Supplier not Prompted Sign-up
Ariba Supplier Training	Training presentation	 Supplier%20-%20Supplier%20Management
Ariba Password Reset	Instructions	 Supplier - Resetting your password.pdf