

#### How to Complete Supplier Registration and the Supplier Questionnaire on the Ariba Network



# How to Complete Supplier Registration and the Supplier Questionnaire on the Ariba Network

As a potential Supplier when you receive your first email invitation document from Fulton County Schools (FCS), you are prompted to register a free Standard account on Ariba Network.

To register your free Standard account:

- 1. Take one of the following actions:
  - o In a purchase order notification, click Process order.
  - In an invoice notification, click **View invoice**.
- 2. Click X on the top right of the window if you receive a Duplicate Account warning.
- 3. Do one of the following:
  - If you have an existing Ariba Network account with another customer, click Log in to add the new order to your existing account.
  - o If you don't have an account, click Sign up to start the registration process.
- 4. Review the basic information about your business, such as your company name and address. An asterisk (\*) indicates a required field.
- 5. Enter the following information:
  - Your name
  - Your email address
  - Your desired unique username (needs to have an email address format)
  - Your desired password
  - Your preferred language
  - o One email address or email distribution list who needs to be notified of new purchase orders
- 6. (Optional) Click the arrow next to **Tell us more about your business** if you want to provide additional information to FCS.
- 7. Choose the check box at the bottom of the page to agree to the terms of use.
- 8. Click Register.

**Result:** You are taken either to the purchase order page or invoice details page and can begin to process the purchase order as needed.

#### **Additional Information**

With Standard accounts, you have access to receive documents from FCS. If FCS allows it, you can send invoices, order confirmations, ship notices, and service entry sheets to FCS.

Optionally, you can upgrade to a full-use account to take advantage of additional benefits on Ariba Network.

**Important:** If you choose to upgrade to a full-use account and you reach a certain level of transaction volume with FCS, you might need to pay a subscription fee to continue transacting with FCS through Ariba Network. For more information on the Ariba Network fee structure, visit the <u>subscriptions and pricing page</u>, and choose your region from the **Global Pricing** area on the right side of the page.

#### Support Methods for Getting Your Specific Questions Answered:

- Business questions? Contact Fulton County Schools at <u>fcsariba@fultonschools.org</u>.
- How do I register, configure my account or transact with Fulton County Schools? Contact the Ariba Enablement Team <u>HERE</u> or the Supplier Enablement Helpdesk at +1 800-974-4899 (North America only).
- My account is not working properly and I have a technical issue: Contact the Ariba Support Team by
  clicking on the question mark in the upper right-hand corner of your account then Support to submit a service
  request to Ariba Support. Be as clear as possible in your communication and provide any screenshots to
  expedite your request.



The following provides detailed examples of how you, as a Supplier, completes Supplier Registration and completes the Supplier Questionnaire required by FCS.

Step	Action
When we sent the invitation to you, the Supplier, an email notification was sent inviting you to Register.	Subject: Invitation: Register to become a supplier with Fulton County Schools
This is an example of the Registration invitation. The Supplier can respond by clicking on the " <b>Click</b> <b>Here</b> " link. For this example, we will be acting as you, the Supplier.	Register as a supplier with Fulton County Schools         Hello!         Mark Becker has invited you to register to become a supplier with Fulton County Schools         Start by creating an account with Ariba Network. It's free.         Fulton County Schools         uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. IT STS SUPPLIER I MAB already has an account with Ariba Network, sign in with your username and password.         Click Click Here.       Click Here.
The responses will be unique; however, the process remains the same for any Supplier Registration.	Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA <u>Data Policy</u>   <u>Contact Us</u>   <u>Customer Support</u> Reply <b>K</b> Reply all Forward
1. <b>Click</b> the <b>Click Here</b> link to create an account.	
i If you already have an	SAP Ariba Proposals and Questionnaires - (7)
account in the Ariba Network you can click on the " <b>Log in</b> " button.	Have a question? Click here to see a Quick Start guide.         Sign up as a supplier with Fulton County Schools - Strategy on SAP Ariba.         Fulton County Schools - Strategy uses SAP Ariba to manage procurement activities.         Creation and SAP Ariba to manage procurement activities.
If you do not have an Ariba Network account you can click on the " <b>Sign up</b> " button.	Already have an account?
For this example, let's assume you do not have an Ariba Network account.	The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to: Respond more efficiently to your customer requests Work more quickly with your customers in all stages of workflow approval Strengthen your relationships and Ariba Network solution Review pending sourcing events for multiple buyers with one begin Review pending sourcing events for multiple buyers with one begin
2. <b>Click</b> the <mark>Sign up</mark> button.	Appry your Contrainty Frome across Andia Network, Andia Discovery and Andia Sourcing activities Moving to the Ariba Network allows you to log into a single location to manage:     All your Ariba customer relationships     All your event actions, tasks and transactions     Your profile information     All your registration activities     Your contact and user administrative tasks



Step	Action				
	SAP Ariba Proposals and Questio	nnaires 👻		0	Î.
	Create account			Create account and continue Cancel	
	First, create an SAP Ariba supplier	First, create an SAP Ariba supplier account, then complete questionnaires required by Fulton County Schools - Strategy -			
Again, for this example, we					
WIII DE ACTING as you, the Supplier	Company information				
			* Indicates a n	required field	
The responses will be	Company Name:*	TEST SUPPLIER 1 MAB	If your company has more tha	an one office,	
unique; however, the	Address *	United States [USH]	enter the main office address. more addresses such as your address. billing address or oth	. You can enter shipping her advinceae.	
process remains the same	r Maria	Line 1	later in your company profile.	ren encontessee a	
for any Supplier		Line 3			
Registration.	City:*				
	State:*	Alabama [US-AL]			
We will go through the form	Zip:* [				
and enter our responses.	User account informatic	on			
			* Indicates a n	required field	
	Name:*	George Bulldog	SAP Business Networ Statement	rk Privacy	
	Email:*	bulldogg@onlinecmail.com			-
			_		_
	Company information				
	• •				
				* Indicates a required field	
	Company Name:*	TEST SUPPLIER 1 MAB			
3 Enter the company	Country/Region:*	United States [USA]	√ lfy	your company has more than one office,	
address in the Address	Address:*	2002 Summit Blvd.		ter the main office address. You can enter Enter the campany address in the Address field.	٦
field.	L	Line 2	<u>^</u>		
		Line 3			
	City:*				
	State:*	Alabama [US-AL] 🗸 🗸			
	Zip:*				
	Company information				
				* Indicates a required field	
	Company Name:*	TEST SUPPLIER 1 MAB			
	Country/Region:*	United States [USA]	~	If your company has more than one office, enter the main office address. You can enter	
4. Enter the company city	Address:*	2002 Summit Blvd		more addresses such as your shipping address, billing address or other addresses	
		Line 2		later in your company prome.	
	<i>b</i>	Line 3			
	City:*	Atlanta		Enter the company city in the City field.	
	State:*	Alabama [US-AL] 🗸 🗸			
	Zip:*				



Step	Action			
	Company information			
5. Click the State				* Indicates a required field
	Company Name:	* TEST SUPPLIER 1 MAB		
<b>(i)</b>	Country/Region:	* 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
Scroll down the drop-down	Address:	* 2002 Summit Blvd		address, billing address or other addresses later in your company profile.
list until you find the		Line 2		
desired state, in this case		Line 3		
	City:	* Atlanta		_
Click the Coordin [1]	State:	* Alabama [US-AL] Click the Sta	te dropdov	wn:
GA] option.	Zip:	* Florida [US-FL]		<u> </u>
		Georgia [US-GA]	US-GA] .	
	User account informat	Hawaii [US-HI]		,
		Idaho [US-ID]		* Indicator a conviced field
	Company information			
				* Indicates a required field
	Company Name:*	TEST SUPPLIER 1 MAB		
	Country/Region:*	United States [USA]	If your com enter the m	npany has more than one office, nain office address. You can enter
6. Enter the company's zip	Address:*	2002 Summit Blvd	address, bi	esses such as your shipping Iling address or other addresses ir company profile.
		Line 2		
		Line 3		
	City:*	Atlanta		
	State:*	Georgia [US-GA] V		
	Zip:* 3	0319	Enter	the company's zip code in the Zip field.



Step	Action			
	User account informati	on		
				* Indicates a required field SAP Business Network Privacy
Using the vertical scroll	Name:* Email:*	George	Bulldog	Statement
bar, navigate down to the <b>User account information</b> section and continue.	Username Password	Use my email as my usern Click Use my email as my i	username.	Must be in email format(e.g. john@newco.com) ① Passwords must contain a minimum of eight characters including upper and lower case latters, munetic disits, and
7. Click the Use my email		Repeat Password		special characters.
checkbox if you wish your	Language:	English	×	The language used when Ariba sends you configurable notifications. This is different than your web b
username.	Email orders to:*	bulldogg@onlinecmail.com	1	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.
<b>(i)</b>		n		* Indicates a required field
You will enter a password that you want to use for this account.	Name:* Email:*	George	Bulldog	SAP Business Network Privacy Statement
Passwords must contain a	Username:*	bulldogg@onlinecmail.com	me	Must be in email format(e.g john@newco.com) (j)
minimum of eight (8) characters including upper	Password:*	•••••		Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.
and lower case letters, numeric digits and specal				The language used when Ariba sends
characters.	Language:	English	~	you configurable notifications. This is different than your web b Customers may send you their orders
8. <b>Enter</b> the desired password for this account.	Email orders to:*	bulldogg@onlinecmail.com		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	Action
9. Using the vertical scroll bar, scroll down to the <b>Tell</b> <b>us more about your</b> <b>business</b> section and <b>enter</b> the required value in the <b>Product and Service</b> <b>Categories</b> field. (Entering key words and phrases will provide a list of items with matching parameters.)	Tell us more about you       Inter the required value in the Product and Service Categories flet.         Product and Service Categories*       External         Ship-to or Service Location*       Add         Tax iD       Optional         DUNS Number       Optional         Inter the reduct gives the free of Use       Exter the rine digit compary tax low         Inter the reduct gives the free of Use       Exter the rine digit compary tax low         Inter the rine digit mathematic to the start of Use       Exter the rine digit mathematic to the start of Use         Inter the rine digit mathematic to the start of Use       Exter the rine digit mathematic to the start of Use         Inter the rine digit mathematic to the start of Use       Exter the rine digit mathematic to the start of Use         Inter the rine digit mathematic to the start of Use       External         Interview of the digit compary information excercible to other uses and the public based on my role within the SAP         Bubbeas fectoods and the applicable profite withinly settings. Please see the SAP Busheess Network Physics Statement to isean horus are process personal data.         Check and check       Check
10. <b>Click</b> the <b>Employee</b> <b>Education</b> option in the listing.	Tell us more about your business         Product and Service Categories:*       Education         Ship-to or Service Locations:*       Adul education         Part time adult education services       Educational advisory services         Educational advisory services       Employee Education         DUNS Number:       Printed publications         I have read and agree to the Terms of       Anatomical human mannequins for medical education or training         I have read and agree to the Terms of       Medical Training & Education Supplies         Business Network and the applicable       Electronic educational or vocational texts
<ul> <li>11. Enter the required value in the Ship-to or Service Locations field. If there is more than one option that fits those parameters, a list will appear.</li> <li>Click the desired location in the list. In this case, select Atlanta-Sandy Springs-Marietta - Georgia from the resulting</li> </ul>	Tell us more about your business         Product and Service Categories.*         Inter the required value in the Ship-to or Service Locations field.         Ship-to or Service Locations.*         Atlanta-Sandy Springs-Marietta - Georgia         Optional:         DUNS Number:         Optional:         Enter the new dark agree to the Terms of Use         Inhere read and agree to the Terms of Use         Inhere test and agree to the Terms of Use         Inhere test SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.



Step	Action
	Tell us more about your business
	Product and Service Categories:* Enter Product and Service Categories Add -or- Browse Employee Education X
12. <b>Enter</b> the required nine-digit Company Tax ID number value in the	Ship-to or Service Locations: * Enter Ship-to or Service Location Add -or- Browse Enter the required value in the Company Tax ID Number field.
Company Tax ID Number field.	Tax ID: Company Tax ID Number
	DUNS Number: Optional
	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.
13. Click the I have read and agree to the Terms of Use checkbox to	Tell us more about your business
acknowledge your reading and agreement to the Terms of Use.	Product and Service Categories:* Enter Product and Service Categories Add -or- Browse Employee Education x
Click the I hereby agree	Ship-to or Service Locations:*     Enter Ship-to or Service Location     Add     -or-     Browse       Atlanta-Sandy Springs-Mar     X
Network checkbox to acknowledge your	Tax ID: 059876543 Enter your nine-digit Company Tax ID number.
agreement that SAP Business Network will make parts of your	DUNS Number: Optional DUNS Number is appended with ".T" in test account.
(company) information accessible to other users and the public based on your role within the SAP Business Network and the applicable profile visibility settings.	have read and agree to the Terms of Use 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 a



Step	Action		
14. With the form completed, you will <b>click</b> on the <b>Create account</b> and continue button.	Language: Email orders to: Tell us more about yo	English  buildogg@onlinecmail.com	The Language used when Ariba sends you configurable notifications. This is alliferent than your web b Customers may send you web bound through Ariba Network. To send orders to multiple contacts in your organization, creates a distribution list and enter the ennal address here. You can change this anytime.
An Ariba Network account will be created for you and you will immediately be taken to the Supplier Questionnaire that FCS uses for Supplier Registration. Click the <b>Cancel</b> button if you wish to cancel the registration.	Product and Service Categories Ship-to or Service Locations Tax ID DUNS Number	* Enter Product and Service Categories Employee Education X  * Enter Ship-to or Service Location Atlanta-Sandy Springs-Mar. X  c 0059876543 c 0059876543 c 00ptional context will make parts of my (company) information accessible to other users are profile visibility settings. Please see the SAP Business Network Privacy Statem	Add       -or-       Browse         Add       -or-       Browse         Add       -or-       Browse         Trumber.       Breatment ofgit number issued by Dun &         Breatment by default, DUNS number is appended       with "T" In test account.         off the public based on my role within the SAP         Monte to learn how we process personal data.         Create account and continue       Cancel         Create account and continue       Create account and continue
(i)	Ariba Sourcing < Go back to Fulton County Schools Dass Console I D Event Messages	hboard ooc297149497 - Supplier registration question	Company Settings ▼ George Buildog ▼     Desktop File Sync     Time remaining     29 days 22:44:27
Again, for this example, we will be acting as you, the Supplier. The responses will be unique; however, the process remains the same for any Supplier Questionnaire. We will go through the form and enter our responses.	Event Details Response History Response History Response Team	ttent General Supplier Information  1. Company Registered  2. Company Trading Name  2. Company Trading Name  3. Please select the untry coder relevant to oble and main telephone untbers.  4. Main telephone number  5. Mobile number  6. Please indicate which mmodities you can supply.  (*) indicates a required field  (*) indicates a required field	■ ♥
	George Bulldog (bulldogg@onlinecmail.com)	Inst violited 21 Oct 2021 10:23:08 AM TEST SUPPLIER 1 MAB AND 1770962755	Compose Message Excel Import



Step	Action		
	Doc297149497 - Supplier regis	tration questionnaire	D Time remaining 29 days 22:38:19
14. <b>Enter</b> the required value in the <b>Company</b> <b>Trading Name</b> field.	All Content Name 1	Enter the required value in the Company Trading Name field.  TEST SUPPLIER 1 MAB  * Unspecified   * Unspecified   * (select a value) [select] *Show More Street: ① House Number  traft Compose Message Event Import	■ ×
15. <b>Click</b> the <b>Country</b> <b>Code</b> drop-down to display the available list. Select <b>US</b> from the available options.	All Content          Name 1       • 1 General Supplier Information         1.1 Company Registered         Name         1.2 Company Trading Name         1.3 Please select the country code relevant to mobile and main telephone numbers         1.4 Main telephone number         1.5 Mobile number         1.6 Please indicate which commodities you can supply.         *         (*) indicates a required field         Submit Entire Response       Save determine	* TEST SUPPLIER 1 MAB TEST SUPPLIER 1 MAB * Unspecified Unspecified Unspecified CA * GB * CIek US. CA * GB * CI * AD AE AF AG AI alt AL * TEST SUPPLIER 1 MAB * Unspecified * CIek US. CA * House Number AF AG AI * House Message Excel Import	



Step	Action	
	All Content	
	Name †	
	▼ 1 General Supplier Information	
	1.1 Company Registered Name	* TEST SUPPLIER 1 MAB
	1.2 Company Trading Name	TEST SUPPLIER 1 MAB
value in the Main	<ol> <li>Please select the country code relevant to mobile and main telephone numbers.</li> </ol>	Enter the required value in the Main telephone number field.
telephone number neid.	1.4 Main telephone number	4041234567
	1.5 Mobile number	
	1.6 Please indicate which commodities you can supply.	*(select a value) [select]
		*Show More
		House Number:
	All Content	<b>≡</b>   ×
	Name 1	
	▼ 1 General Supplier Information	
	1.1 Company Registered Name	* TEST SUPPLIER 1 MAB
	1.2 Company Trading Name	TEST SUPPLIER 1 MAB
17. Enter the required	<ol> <li>Please select the country code relevant to mobile and main telephone numbers.</li> </ol>	* us v
value in the <b>Mobile</b>	1.4 Main telephone number	4041234567
number field.	1.5 Mobile number	4041234567
	1.6 Please indicate which commodities you can supply.	*(select a value) [select]
		*Show More Street:
	1	House Number:
	(*) indicates a required	field
	Submit Entire Response Sa	ve draft Compose Message Excel Import



Step	Action		
18. In Question 1.6, click the select link shown in the brackets to view and designate the commodities you can supply.	All Content Name f	* TEST SUPPLIER 1 MAB TEST SUPPLIER 1 MAB * US 4041234567 4041234567 4041234567 (click select) *(select a value) Street: eld e draft Compose Message	• House Number: • • • • • • • • • • • • • • • • • • •
You will scroll down the drop-down list until you find the desired commodities, in this case, Education and Training Services. Each desired commodity should be checkmarked. Be sure to drill down to the lowest level of the commodity item selection. You will know you are at the lowest level because there will not be a blue arrow next to the item. 19. Click the Done button after completing your selection(s).	Choose Values for Common Add to Currently Selected	Jity Search Search Search Search So	Currently Selected



Step	Action			
	All Content			■   ×
20 Llaing the vertical coroll	Name †	+Show More	Enter the required value in the Street field.	J
bar. vou will scroll down to		Street:	2002 Summit Blvd.	(i) House Number:
Question 1.7 where you		Street 2:		0
will enter the required		Street 3:		0
provide the <b>Remit-to</b>	1.7 Please provide the Remit-to address.	District:		0
address.		Postal Code:	(i) City:	0
	(*) indicates a required field			*
	Submit Entire Response Save dra	aft	Compose Message Excel Impo	ort
	1			
	All Content			<b></b> ×
	Name †			
	1.7 Please provide the Remit-to address.	*Show More Street:	2002 Summit Blvd.	i Haura Number
		Street 2.		
value in the <b>District</b> field.		Street 2:		
(In this instance, <b>GA</b> .)		District.	64	
		District:		Enter the required value in the District field.
		Postal Code:	(i) City:	
	(*) indicates a required field			5
	Submit Entire Response Save dr	aft	Compose Message Excel Imp	ort
	All Content			<b>=</b> ×
	Name 1			
		*Show More Street:	2002 Summit Blvd.	(1) House Number:
22 <b>Enter</b> the required		Street 2:		0
value in the Postal Code	1.7 Please provide the	Street 3:		0
field.	Remit-to address.	District:	GA	0
		Postal Code:	30319 Enter the required value	e in the <b>Postal Code</b> field.
	(*) indicates a required field			>
	Submit Entire Response Save dra	aft	Compose Message Excel Imp	ort



Step	Action	
	All Content	<b></b>   *
23. <b>Enter</b> the required value in the <b>City</b> field.	1.7 Please provide the Remit-to address. (*) indicates a required field Submit Entire Response Save dra	Street:   2002 Summit Blvd.   House Number:   Street 2:   Street 3:   District:   GA   Enter the required value in the City field.   Postal Code:   30319   City:   Atlanta
Using the vertical scroll bar, navigate down to the <b>Country</b> field. 24. <b>Click</b> the <b>Country</b> drop-down arrow. Press the U key on the keyboard and select <b>United States</b> (US) from the listing.	All Content          Name t         1.7 Please provide the Remit-to address.         4         (*) Indicates a required field         Submit Entire Response         Save dra         Inecmal.com) last visited 21 Oct 2021 10:23:08         Lcom) last visit 10:21:2021 123 PM   Futtor County Schools - TEST   C20, UK	Image: Street 2:       Image: Street 2:         Street 3:       Image: Street 3:         District:       GA         Postal Code:       30319         Image: Street 0:       Image: Street 0:         Uganda (UG)       Image: Street 0:         Ukraine (UA)       Image: Street 0:         United Kingdom (GB)       Image: Street 0:         United States (US)       Image: Street 0:         Image: The Privacy Statement       Security Disclosure         Terms of Use       Use         Image: The Privacy Statement       Security Disclosure         Terms of Use       Image: Terms of Use



Step	Action	
25. <b>Click</b> the <b>Region</b> dropdown. Press the <b>G</b> key on the keyboard and select <b>Georgia (GA)</b> from the listing.	All Content Name f  1.7 Please provide the Remit-to address.  (*) indicates a required field  Submit Entire Response Save dr	EXCEL Import
<ul> <li>Scroll down and continue with Question 1.8, where you will provide the company's physical address.</li> <li>26. Enter the required value in the Street 1 field.</li> </ul>	All Content          Name †         I.8 Please provide the company's physical address         If the remit-to address is the same as the company's physical address         If the remit-to address is the same as the company's physical address         I.8.1 Street 1         1.8.2 Street 2         1.8.3 Street 3         1.8.4 Postal code         1.8.5 City         I         Submit Entire Response	Enter the required value in the Street 1 field. 2002 Summit Blvd. * * * * * Compose Message Excel Import
27. <b>Enter</b> the required value in the <b>Postal code</b> field.	All Content Name †  I.8 Please provide the Less If the remit-to address is the same as the original structure of the same as the same	



Step	Action					
	All Content	<b>Ⅲ</b>   <b>×</b>				
	Name †					
	▼ 1.8 Please provide the Less					
	If the remit-to address is the same as the co	ompany's physical address, please populate the remit-to address in these fields again.				
	1.8.1 Street 1	* 2002 Summit Blvd.				
28. Enter the required	1.8.2 Street 2					
	1.8.3 Street 3					
	1.8.4 Postal code	* 30319				
	1.8.5 City	* Atlanta Enter the required value in the City field.				
	(*) indicates a required field	L3				
	Submit Entire Response Save dra	aft Compose Message Excel Import				
	All Content					
	Name †	Enter the required value in the Region field.				
	1.8.6 Region	* GA				
Using the vertical scroll	1.8.7 Country	*				
Question 1.8.6. the <b>Region</b>	1.9 Internet homepage address					
<ul> <li>Question 1.8.6, the <b>Region</b> field.</li> <li>29. Enter the required value in the <b>Region</b> field.</li> </ul>	1.10 Are you willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network? (*) indicates a required field	* Unspecified V				
	Submit Entire Response Save dra	aft Compose Message Excel Import				
	All Content	<b></b> ×				
	Name †					
	1.8.6 Region	* GA				
	1.8.7 Country	* USA Enter the required value in the Country field.				
30 <b>Enter</b> the required	1.9 Internet homepage address					
value in the <b>Country</b> field.	1.10 Are you willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network?	* Unspecified V				
	(*) indicates a required field					
	Submit Entire Response Save dra	ft Compose Message Excel Import				



Step	Action	
31. In Question 1.10, click the Confirmation drop- down arrow and select Yes from the list to confirm you are willing and able to transmit and receive traditional Procurement and Account Payables documents, such as purchase Orders, Order Confirmations, Advance Shipment Notifications and	All Content Name 1  1.8.6 Region  1.8.7 Country  1.9 Internet homepage address  1.10 Are you willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network?  (*) Indicates a required field  (*) Indicates a required field	*
Invoices, electronically via the Ariba Network.	Submit Entire Response         Save draft         Compose Message         Excel Import	
Using the vertical scroll bar, navigate down to Question 1.11 to confirm you are willing and able to provide electronic catalog content via the Ariba Network. 32. Click the Confirmation drop-down arrow and select Yes from	All Content  All C	*
the list.	Submit Entire Response         Save draft         Compose Message         Excel Import	
<ul> <li>Using the vertical scroll bar, navigate down to Question 1.12 to confirm you are open to transacting with FCS using Recipient Created Tax Invoices.</li> <li>33. Click the Confirmation drop-down arrow and select Yes from the list.</li> </ul>	All Content  Name f  1.11 Are you willing and able to provide electronic catalog content via the Arba Network?  1.12 Are you open to transacting with us using Recipient Created Tax Invoices?  1.13 Transaction Information Less  The primary contact is the key contact within y purchase orders, questionnaires, notifications, I.13.1 Primary contact  1.13.2 Primary contact  (*) Indicates a required field	*



Step	Action
Scroll down and continue with Question 1.13 in the <b>Transaction Information</b> section, where you will provide the key contact within your organization responsible for receiving communication from Fulton County Schools.	All Content       Image: Content via the Ariba         1.11: Are you willing and able content via the Ariba       * Yes >         1.12: Are you open to content via the Ariba       * Yes >         1.12: Are you open to transacting with usuing Recipient Created Tax inversity       * Yes >         1.12: Are you open to transacting with usuing Recipient Created Tax inversity       * Yes >         1.13: Are you open to transacting with usuing Recipient Created Tax inversity       * Yes >         1.13: Are you open to transacting with usuing Recipient Created Tax inversity       * Yes >         1.13: Are you open to transaction information       Less
34. <b>Enter</b> the required value in the <b>Primary</b> <b>contact email address</b> field.	All Content       Image: Second
35. <b>Enter</b> the required value in the <b>Primary contact telephone number</b> field.	All Content          Name 1       Image: Second



Step	Action					
	All Content					*
	Name †					
	<ul> <li>1.13 Transaction</li> <li>The primary c purchase order</li> </ul>	Information Less – ontact is the key contact within y ers, questionnaires, notifications,	our organization etc.	that is responsible for receiving commu	nication from Fulton County Schools. This could include	-
	1.13.1 Primary c email address	ontact *	buldogg@onlin	ecmail.com		
36. Enter the required	1.13.2 Primary c telephone numbe	ontact *	4041234567			
contact fax number field	1.13.3 Primary c number.	ontact fax 4	041235678			
	1.13.4 Primary c mobile telephone	ontact number.	Enter the requi	red value in the Primary contact fax i	number field	
	1.13.5 Please in preferred languag	dicate the L	EN V	co volde in the rinnery contact lax		
	correspondence.	P				
		*) indicates a required field				
	Submit Entire Resp	onse Save draft		Compose Message Exc	el Import	
	All Content				Π	*
	Name 1					
37. <b>Enter</b> the required value in the <b>Primary</b>	▼ 1.13 Transaction I The primary co	▼ 1.13 Transaction Information Less The primary contact is the key contact within your organization that is responsible for receiving communication from Fulton County Schools. This could include				^
	purchase orders, questionnaires, notifications, etc.  1.13.1 Primary contact					
	ermail address     ************************************			1		
	1.1.3.3 Primary contact fax touchor 4041235678					
number field.	1.13.4 Primary contact * 4043456789					
	1.13.5 Please inc	number. licate the *	~	<i>h</i>	1	
	correspondence.		Enter the requ	ired value in the Primary contact mo	obile telephone number field.	
	(	*) indicates a required field				
	Submit Entire Resp	onse Save draft		Compose Message Exc	el Import	
						🔺
	Ariba Sourcin	g				
	Console	Doc297149497 - Si	Innlier registra	ation questionnaire	Time remaining	
		E 000237143437 - 30	applier registre		29 days 21:22:20	)
	Event Messages Event Details	All Content			■   >	:
	Response Team	Name †		Yes V		
	▼ Event Contents	Invoices?      1.13 Transaction Informati	on Less –			
You on the Supplier will	All Content	The primary contact is t purchase orders, questi	he key contact within onnaires, notification	your organization that is responsible for receiving, etc.	ng communication from Fulton County Schools. This could include	
rou, as the Supplier will now complete the <b>Bank</b>	1 General Supplier Inf	1.13.1 Primary contact email address		* bulldog@onlinecmail.com		
Information section.	2 Bank Information	1.13.2 Primary contact telephone number. 1.13.3 Primary contact		4041234567		
	3 Compliance Questionn	fax number. 1.13.4 Primary contact		4041235678		
	4 Information	1.13.5 Please indicate the preferred language for		* EN ~		
	Tax Information	correspondence. 1.13.6 Please indicate your preferred		* E-mail (INT)		
	3 fax monitation	<	es a required field		•	
		Submit Entire Response	Save drat	t Compose Message	Excel Import	
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Step	Action					
	All Content					
	Name †					
	2 Bank Information			^		
		* Bank Type:	No Choice V			
		Country:	No Choice			
38. Click the Bank Type		Bank Name:	Domestic Foreign			
select Domestic from the		Bank Branch:				
list.		Street:				
		City:				
	2.1. Disses provide usur	State/Province/Region:		•		
	(*) indicates a required field					
	Submit Entire Response Save d	raft Compose Mess	age Excel Import			
	All Content			<b>.</b> ×		
	Name 1					
	2 Bank Information			•		
		* Bank Type:	Domestic x			
		Country:	Click Search more.			
39. Click the Country		Bank Name:	Q Search more	- 1		
drop-down arrow and click		Bank Branch:		- 1		
		Street:				
		City:				
		State/Province/Region:		Ţ		
	1 Places periods upur     (*) indicates a required field					
	Submit Entire Response Save d	raft Compose Mess	age Excel Import			



Step	Action		
Step	Action Choose Value for Countr Name United Name 1 Afghanistan Aland Islands Albania	ry Search Click Search. Select Select Select	n the list
40. Enter the required value in the Name field and click the Search button to display all options that fit	Algeria American Samoa Andorra	Select Select	
the search paramaters.	Anguilla	Select	
	Antarctica	Select	
	Antigua and Barbuda	Select	
	Argentina	Select	
	Armenia	Select	
	Aruba	Select Excel Imp	ort
	Australia	Select	
		SAP Business Net	work Privacy



Step	Action
41. <b>Click</b> the <b>Select</b> button next to the desired option.	Choose Value for Country       Name     United       Name     United       Name     1       United Arab Emirates     Select       United Kingdom     Select       United States     Select       United States     Select       United States Minor Outlying Islands     Select
42. <b>Enter</b> the required value in the <b>Bank Name</b> field.	All Content



Step	Action					
	All Content		<b>II</b>   ×			
	Name †					
		State/Province/Region:	<b>^</b>			
Using the vertical scroll	<ol> <li>Please provide your bank account details.</li> </ol>	Postal Code:	Enter the required value in the Account Holder Name field.			
bar, navigate down to		Account Holder Name:	George Bulldog			
your bank account details.		Bank Key/ABA Routing Number:				
		Account Number:				
43. Enter the required		IBAN Number:				
value in the Account Holder Name field.		SWIFT Code:				
	4	Bank Control Key:	No Choice 🗸			
	(*) indicates a required field					
	Submit Entire Response Save di	raft Compose Mess	age Excel Import			
	All Content		<b></b>			
	Name †					
	2.1 Please provide your bank account details.	State/Province/Region:	· .			
		Postal Code:				
44. Enter the required		Account Holder Name:	George Bulldog			
value in the Bank		Bank Key/ABA Routing Number:	011075150			
Key/ABA Routing Number field.		Account Number:	Enter the required value in the Bank Key/ABA Routing Number field.			
		IBAN Number:				
		SWIFT Code:				
	4	No Choice V				
	(*) indicates a required field					
	Submit Entire Response Save dr	Compose Mess	age Excel Import			



Step	Action			
	All Content			≽
	Name †			
		State/Province/Region:		*
	2.1 Please provide your bank account details.	Postal Code:		
		Account Holder Name:	George Bulldog	
45. Enter the required		Bank Key/ABA Routing Number:	011075150	Ŀ.
Number field.		Account Number:	949812134	
		IBAN Number:	Enter the required value in the Account Number field.	
		SWIFT Code:		
		Bank Control Key:	No Choice $\checkmark$	Ŧ
	(*) indicates a required field			•
	Colorities Processor			
	Submit Entire Response Save dr	Compose Mess	Excel Import	
	All Content			*
	Name †			
(i)	2.2			•
Using the vertical scroll bar, navigate down to Question 2.2. to confirm whether you are interested in receiving payments via <b>Automated Claring</b>	Fulton County Board of Education is pleased to announce that we will be offering our vendors the option of receiving payments by Automated Clearing House (ACH). Are you interested in this form of payment?	* Unspecifie V Yes Click Yes		
nouse (ACH).	▼ 3 Compliance Questionnaire	Unspecified		1
46. <b>Click</b> the <b>Confirmation</b> drop-down arrow and select <b>Yes</b> from the list.	<ul> <li>3.1</li> <li>Does any owner or key principle of the company have a close relationship (spouse, family member, business partner) to a FCS employee?</li> <li>3.3</li> <li>Has the Company, or any owners,</li> </ul>	* Unspecified v		
	<ul> <li>(*) indicates a required field</li> </ul>			•
	Submit Entire Response Save dr	Compose Mess	age Excel Import	



Step	Action	
<ul> <li>Using the vertical scroll bar, navigate down to Question 2.3 to acknowledge that you are authorizing Fulton County Board of Education to begin transferring payments for your invoices to the account provided in Question 2.1 by electronic credit.</li> <li>47. Click the Confirmation drop-down arrow and select Yes from the list.</li> </ul>	All Content         Name 1         2.3 Please acknowledge that you are authorizing Fulton County Board of Education to begin transferring payments for your invoices to the account provided in question 2.1 by electronic credit.         2.4 Please acknowledge that you are authorizing Fulton County Board of Education to debit your account in the event of an erroneous credit.         2.5 Please acknowledge that this authorization will remain in full force and effect until you notify Fulton County Roard of Education         *         *         *         *         *         *         Compose Message	
<ul> <li>Using the vertical scroll bar, navigate down to Question 2.4 to acknowledge that you are authorizing Fulton County Board of Education to debit your account in the event of an erroneous credit.</li> <li>48. Click the Confirmation drop-down arrow and select Yes from the list.</li> </ul>	All Content          Name 1         2.3 Please acknowledge that you are authorizing Fulton County         Board of Education to begin transferring payments for your invoices to the account provided in question 2.1 by electronic credit.         2.4 Please acknowledge that you are authorizing Fulton County         Board of Education to debit your account in the event of an erroneous credit.         2.5 Please acknowledge that this authorization will remain in full force and effect until you notify         Submit Entire Response         Save draft       Compose Message	



Step	Action	
<ul> <li>Using the vertical scroll bar, navigate down to Question 2.5 to acknowledge this authorization will remain in full force and effect until you notify Fulton County Board of Education in writing that you wish to revoke this authorization with the understanding that we require 30 days notice in order to cancel this authorization.</li> <li>48. Click the Confirmation drop-down arrow and select Yes from the list.</li> </ul>	All Content         Name 1         in question 2.1 by electronic         credit.         2.4 Please acknowledge that you         are authorizing Fution County         Board of Education to debit your         account in the event of an         erroneous credit.         2.5 Please acknowledge that this         authorization will remain in full         force and effect until you notify         Fution County Board of Education         in writing that you wish to revoke         this authorization. We require 30         days' notice in order to cancel this         authorization.         (*) indicates a required field         Unspecified         Submit Entire Response         Save draft       Compose Message         Excel Import	*
Using the vertical scroll bar, navigate down to Question 3.1 in the <b>Compliance</b> <b>Questionnaire</b> section to confirm whether any owner or key principle of the company have a close relationship (spouse, family member, business partner) to an FCS employee. 49. Click the <b>Confirmation</b> drop-down arrow and select <b>No</b> from the list.	All Content          Name t         • 3 Compliance Questionnaire         3.1         Does any owner or key principle of the company have a close relationship (spouse, family member, business partner) to a FCS employee?         3.3         Has the Company, or any owners, officers, agents or employees, been suspended from doing business in any capacity (with in the past 10 years) in any jurisdiction, which includes debarment or suspended from tendering for a government contract or transacting with a Government Entity?         3.5         Is your Company owned or controlled by Government         • Unspecified v         • (*) indicates a required field         Submit Entire Response       Save draft       Compose Message       Excel Import	 *



Step	Action	
(1) Using the vertical scroll	All Content	<b></b>
bar, navigate down to	Name †	
Question 3.3 to contirm	▼ 3 Compliance Questionnaire	<b>^</b>
any owners, officers, agents or employees, have been suspended from doing business in any	3.1 Does any owner or key principle of the company have a close relationship (spouse, family member, business partner) to a FCS employee? 2.3	
capacity (within the past 10 years) in any jurisdiction, which includes debarment or suspension.	Has the Company, or any owners, officers, agents or employees, been suspended from doing business in any capacity (with in the past 10 years) in any jurisdiction, which includes debarment or suspended from	·
50. <b>Click</b> the	(*) indicates a required field No.	
Confirmation drop-down	Unspecified	
arrow and select No from	Submit Entire Response Save draft Excel Import	
	All Content	<b>.</b> ×
(i)	Name 1	
Using the vertical scroll	Is your Company owned or controlled by	•
bar, navigate down to	3.7 Wes or is any owner, officer, manager, agent (e.g., third	
Question 3.5 to confirm whether your company is	A solution of the solution of	
owned or controlled by a Government Entity.	3.9 Is your company familiar with U.S. laws that restrict the sale of goods and services to certain embargoed countries and individuals on denied parties' list?	
51. Click the	▼ 4 Information management	
arrow and select No from	4.1 Will you host/store/process/transmit or have * Unspecified V	-
the list.	(*) indicates a required field	•
	Submit Entire Response         Save draft         Compose Message         Excel Import	



Step	Action
Using the vertical scroll bar, navigate down to Question 3.7 to acknowledge was or is any owner, officer, manager, agent (e.g., third party), affiliate, or employee of the Company a Government Official or have a close relationship to a Government Official. 52. Click the Confirmation drop-down arrow and select Yes from the list.	All Content  Name 1  3.5 Is your Company owned or controlled by Government Chick?  3.7 Was or is any owner, officer, manager, agent (e.g., third party), affiliate, or employee of the Company a Government Official?  3.9 Is your company familiar with U.S. laws that restrict the sale of goods and services to certain embargoed countries and individuals on denied parties' list?  V 4 Information management  4.1 Will you host/store/process/transmit or have access to any FCS Data?  (*) Indicates a required field  Submit Entire Response Save draft Compose Message Excel Import
53. If you answered <b>Yes</b> to Question 3.7, then enter the required value of the full names and job titles of all parties involved in the relationship in Question 3.8, the <b>Full Names and</b> <b>Job Titles</b> field.	3.8 Please provide full names and job titles of all parties involved in the relationship.
Using the vertical scroll bar, navigate down to Question 3.9 to acknowledge if your company is familiar with U.S. laws that restruct the sale of goods and services to certain embargoed countries and individuals on denied parties' list. 54. Click the Confirmation drop-down arrow and select Yes from the list.	All Content          Name 1         3.9         Is your company familiar with U.S. laws that restrict the sale of goods and services to certain embargoed countries and individuals on denied parties' list?         I Information management         4.1 Will you host/store/process/transmit or have access to any FCS Data?         4.2 Do you need access to any personal information about anyone? For example, student names, addresses, phone numbers, social security numbers, ID numbers, moltan terodox of disciplinary records.         4.4 Please indicate the classification of data that will be handled by your company.         (*) indicates a required field         Submit Entire Response       Save draft



Step	Action		
	All Content		*
(i)	Name †		
Using the vertical scroll	▼ 4 Information management		-
bar, navigate down to Question 4.1 in the	4.1 Will you host/store/process/transmit or have * Unspecifier		
Information Management section to acknowledge if you will host/store/	4.2 Do you need access to any personal information about anyone? For example, student names, addresses, phone numbers, social security numbers, ID numbers, medical records or disciplinary records.		
process/transmit or have	4.4 Please indicate the classification of data that * Unspecified will be handled by your company.	9	~
access to any FCS Data.	4.5 Will your company require any access to FCS systems or network? (i.e. API, SFTP, or consulting staff accessing FCS systems) ★ Unspecified √		
55. Click the	▼ 5 Tax Information		•
confirmation drop-down	(4) Indicates a service difield.		•
the list.	(*) indicates a required herd		
	Submit Entire Response         Save draft         Compose Message         Excel Import		
(i)	All Content		*
Using the vertical scroll	Name †		
<i>Question 4.2</i> to confirm if	▼ 4 Information management		*
you need access to any	4.1 Will you host/store/process/transmit or have * Yes ~		
anyone. For example, student name, addresses,	4.2 Do you need access to any personal information about anyone? For example, student names, addresses, phone numbers, social security numbers, ID numbers, medical records or disciplinary records.		
phone numbers, social	4.4 Please indicate the classification of data that will be handled by your company.	`	~
numbers, medical records or disciplinary records.	4.5 Will your company require any access to FCS systems or network? (i.e. API, SFTP, or consulting staff accessing FCS systems)		
	▼ 5 Tax Information		•
56. Click the Confirmation drop-down	(*) indicates a required field		•
arrow and select <b>No</b> from the list.	Submit Entire Response         Save draft         Compose Message         Excel Import		



Step	Action	
Using the vertical scroll bar, navigate down to Question 4.4 to indicate the classification of data that will be handled by your company. 56. Click the Confirmation drop-down arrow and select Confidential – Asset Information, Authentication Credentials, Certification reports, Product and Services evaluations from the list.	All Content          Name 1 <ul> <li>Information management</li> <li>Will you host/store/process/transmit or have access to any FCS Data?</li> <li>Do you need access to any personal information about anyone? For example, student names, addresses, phone numbers, social security numbers, ID numbers, medical records or disciplinary records.</li> <li>Please indicate the classification of data that will be handled by your company.</li> <li>Swill your company require any access to FCS systems or network? (i.e. API, SFTP, or consulting staff accessing FCS systems)</li> <li>To Tax Information</li> <li>(*) indicates a required field</li> </ul>	<ul> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Unspecified</li> <li>Unspecified</li> <li>Public - Any data that can be found on a Business card or public profile (First name,</li> <li>Confidential - Asset information, Authentication credentials, Certification reports, Product and Service evaluations</li> <li>Click Confidential - Asset Information, Authentication Credentials, Certification reports, Product and Service evaluations</li> </ul>
Using the vertical scroll bar, navigate down to Question 4.5 to acknowledge whether your company requires any access to FCS systems or network. (i.e., API, SFTP or consulting staff accessing FCS systems). 57. Click the Confirmation drop-down arrow and select Yes from the list.	All Content         Name 1         ▼ 4 Information management         4.1 Will you host/store/process/transmit or have access to any FCS Data?         4.2 Do you need access to any personal information about anyone? For example, student names, addresses, phone numbers, social security numbers, ID numbers, medical records or disciplinary records.         4.4 Please indicate the classification of data that will be handled by your company.         4.5 Will your company require any access to FCS systems or network? (i.e. API, SFTP, or consulting staff accessing FCS systems)         ▼ 5 Tax Information         (*) indicates a required field         Submit Entire Response	Yes Confidential - Asset information, Authentication credentials, Certification reports, Pro  Confidential - Asset information, Authentication credentials, Certification reports, Pro  Confidential - Asset information, Authentication credentials, Certification reports, Pro  Confidential - Asset information, Authentication credentials, Certification reports, Pro  Confidential - Asset information, Authentication credentials, Certification reports, Pro  Confidential - Asset information, Authentication credentials, Certification reports, Pro  Kongo the second s



Step	Action	
Using the vertical scroll bar, navigate down to Section 5 – Tax Information's Question 5.1 to confirm which tax number you will provide. 58. Click the Confirmation drop-down arrow and select Employer ID Number from the list.	All Content          Name 1            • 5 Tax Information             5.1 Which tax number will you be providing?             5.4 Please provide the Duns & Bradstreet             mumber (if available)             5.5 Are you an individual supplier who has no             employeer ID Number             5.6 Are you exempted from any of the Title 43 or             Title 26 occupations?             5.10 Please download the attached FCS Standard             Software Products and Services Agreement document,         and upload the completed and signed field             Yummit Entire Response           Save draft	· ·
<ul> <li>Using the vertical scroll bar, navigate down to Question 5.3 to select the country for which you want to provide your Employer ID Number.</li> <li>59. Click the Country drop-down arrow. Press the U key on the keyboard and select United States (US) from the listing.</li> </ul>	All Content         Name 1            • 5 Tax Information             5.1 Which tax number will         you be providing?             5.3 Please provide your             5.3 Please provide your             5.4 Please provide the Duns         & Bradstreet number (if         available)             5.4 Please provide the Duns         & Bradstreet number (if         available)             5.5 Are you an individual         supplier who has no         employees or subcontractors?             5.6 Are you a individual         supplier who has no         employees or subcontractors?             f.6 Are you a individual         supplier who has no         employees or subcontractors?             United Kingdom (GB)             f.6 Are you a individual         supplier who has no         employees or subcontractors?             United Kingdom (GB)             f. (*) indicates a required field             United States (US)             United States Minor Outying Islands (UM)             urus at the Title 4D or Title 2D             f. (*) indicates a required field             United States Minor Outying Islands (UM)             urus at the Title 4D or Title 2D	]



Step	Action			
	All Content		*	;
	Name 1 • 5 Tax Information			
	5.1 Which tax number will you be providing?			
60. <b>Enter</b> the required value in the <b>Organization</b> field.	* Country: United States (US)  5.3 Please provide your Employer ID Number.  Tax Name TaxType USA: Social Security Number Organization USA: Employer ID Number Organization	d.		
			•	
	All Content	Ħ	*	
<ul> <li>Using the vertical scroll bar, navigate down to Question 5.5 to confirm whether you are an individual supplier who has no employees or subcontractors.</li> <li>61. Click the Confirmation drop-down arrow and select No from the lists.</li> </ul>	Name ↑         5.4 Please provide the Duns & Bradsteet number (If available)         5.5 Are you an individual supplier who has no employees or subcontractors?         5.6 Are you exempted from any of the Title 43 or Title 26 occupations?         5.10 Please download the attached FCS Standard Software Products and Services Agreement document, and upload the completed and signed document.         Image: References ✓         5.11 Commany stock trading         * (*) Indicates a required field		b.	



Step	Action			
	All Content			
<ul> <li>Using the vertical scroll bar, navigate down to Question 5.6 to confirm whether you are exempted from any of th Title 43 or Title 26 occupations.</li> <li>62. Click the Confirmation drop-down arrow and select No from the list.</li> </ul>	Name t         5.4 Please provide the Duns & Bradstreet number (If available)         5.5 Are you an individual supplier who has no employees or subcontractors?         5.6 Are you exempted from any of the Title 43 or Title 26 occupations?         5.8 Please enter your E-Verify Number         5.10 Please download the attached FCS Standard Software Products and Services Agreement document, and upload the commended and sistened document         *         *         *         Submit Entire Response         Save draft			
Using the vertical scroll bar, navigate down to Question 5.8 provide your E-Verify Number. 63. Enter the required value in the E-Verify Number field.	All Content          Name 1         5.4 Please provide the Duns & Bradstreet number (If available)         5.5 Are you an individual supplier who has no employees or subcontractors?         5.6 Are you exempted from any of the Title 43 or Title 26 occupations?         5.8 Please enter your E-Verify Number         5.10 Please download the attached FCS Standard Software Products and Services Agreement document, and upload the ecompleted and citrand document         *       *         *       *         Submit Entire Response       Save draft			



Step	Action
Using the vertical scroll bar, navigate down to Question 5.10. Here is where you will download the attached FCS Standard Software Products and Services Agreement document and upload the completed and signed document. The document that needs to be downloaded, can be accessed by clicking on the " <b>References</b> " link.	All Content         Name 1         5.10 Please download the attached FCS Standard         Software Products and Services Agreement document,         and upload the completed and signed document.         F.11 Company stock trading code, if applicable         5.12 Total Number of Employees (not including contractors)         5.13 Do you accept VISA credit card payment without fee?         5.14         Please use the link below to access the latest W-9 form, and upload the completed form.         +Attach a file
<ul> <li>This document should be completed in its entirety and saved.</li> <li>64. Click on the Attach a file button to upload the completed and signed document.</li> </ul>	(*) indicates a required field          Submit Entire Response       Save draft       Compose Message       Excel Import
65. Click the Choose File button. Enter the location of a file to add as an Attachment. To search for a particular file, click Browse When the desired filename is displayed next to the Choose File button, click OK to add the attachment. Click the OK button.	Add Attachment       OK       Cancel         Enter the location of a file to add as an Attachment. To search for       Image: Choose File       Image: Choose File         Attachment       Choose File       Image: Choose File       Image: Choose File       Image: Choose File         Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File         Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File         Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File         Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File         Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File         Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File         Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File         Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File       Image: Choose File         Image: Choose File       Image: Choose File       Im



Step	Action	
	All Content	
	Name †	
66 Enter the required	5.8 Please enter your E-Verify Number	* 7654321
	5.10 Please download the attached FCS Standard Software Products and Services Agreement document, and upload the completed and signed document. ■ References∨	$\star$ $\ensuremath{\underline{C}}$ FCS STANDARD SOFTWARE PRODUCTS AND SERVICES AGREEMENT V5.pdf $\checkmark$ Upd:
value in the Question 5.12	5.11 Company stock trading code, if applicable	
Total Number of Employees field to provide	5.12 Total Number of Employees (not including contractors)	* 50
the total number of	5.13 Do you accept VISA credit card payment without fee?	* Enter the required value in the Number of Employees field.
employees (not including contractors).	5.14 Please use the link below to access the latest W-9 form, and upload the completed form. https://apps.irs.gov/app/picklist/list/formsInstructions.html? value=w-9&criteria=formNumber	*Attach a file
	5.15 Are you a non-USA vendor that would like to provide goods and/or services to FCS?	* Unspecified V
	(*) indicates a required field	•
	(),	
	Submit Entire Response Save draft	Compose Message Excel Import
	All Content	<b>.</b> ×
	Name 1	
	5.8 Please enter your E-Verify Number	* 7654321
(i) Using the vertical scroll	5.10 Please download the attached FCS Standard Software Products and Services Agreement document, and upload the completed and signed document. ■ References∨	* ${\it B}$ FCS STANDARD SOFTWARE PRODUCTS AND SERVICES AGREEMENT V5.pdf $\checkmark$ Upda
bar, navigate down to	5.11 Company stock trading code, if applicable	
Question 5.13 to acknowledge whether you	5.12 Total Number of Employees (not including contractors)	* 50
accept VISA credit card payment without fee.	5.13 Do you accept VISA credit card payment without fee?	
67. <b>Click</b> the <b>Confirmation</b> drop-down arrow and select <b>Yes</b> from the list.	5.14 Please use the link below to access the latest W-9 form, and upload the completed form. https://apps.irs.gov/app/picklist/list/formsInstructions.html? value=w-9&criteria=formNumber	Yes Click Yes. */ No Unspecified
	5.15 Are you a non-USA vendor that would like to provide goods and/or services to FCS?	* Unspecified V
	(*) indicates a required field	•
	Submit Entire Response Save draft	Compose Message Excel Import



Step	Action
<ul> <li>Using the vertical scroll bar, navigate down to Question 5.14.</li> <li>You can access the latest W-9 form by using the link provided and then uploading the completed form.</li> <li>68. Click the Attach a file button.</li> </ul>	5.14 Please use the link below to access the latest W-9 form, and upload the completed form https://apps.irs.gov/app/picklist/list/formsInstructions.html? value=w-9&criteria=formNumber
69. Click the Choose File button. Enter the location of a file to add as an Attachment. To search for a particular file, click Browse When the desired filename is displayed next to the Choose File button, click click OK to add the attachment. Click the OK button.	Add Attachment       OK       Cancel         Enter the location of a file to add as an Attachment. To search fo       Attachment       Choose File       Click OK.         Attachment       Click Choose File.       Click OK.       Click OK.       Cancel         © 1996–2019 Ariba, Inc. All rights reserved.       Privacy Statement       Cerns of Use
Using the vertical scroll bar, navigate down to Question 5.15 to confirm whether you are a non- USA vendor that would like to provide goods and/or services to FCS. 70. Click the Confirmation drop-down arrow and select No from the list.	5.14       Please use the link below to access the latest W-9 form, and upload the completed form.         https://apps.irs.gov/app/picklist/list/formsInstructions.html? value=w-9&criteria=formNumber       * ▲         5.15       Are you a non-USA vendor that would like to provide goods and/or services to FCS?       * Unspecifie         (*) indicates a required field       Yes         No       Click No.         Submit Entire Response       Save draft



Step	Action
71. When you have completed the Supplier Questionnaire and reviewed your responses, <b>click</b> on the <b>Submit Entire</b> <b>Response</b> button to send the Supplier Questionnaire to FCS for review and approval.	✓       Your entries have been saved but have not yet been submitted to the event owner. Continue working on your response and submit it when you are finished.         All Content       Image: Contract of the event owner. Continue working on your response and submit it when you are finished.         Name 1       5.8 Please download the attached FCS Standard Software Products and Services Agreement document, and upload the completed and signed document. <ul> <li>FCS STANDARD SOFTWARE PRODUCTS AND SERVICES AGREEMENT V5.pdf ∨ Upde References ∨</li> <li>5.11 Company stock trading code, if applicable</li> <li>5.12 Total Number of Employees (not including contractors)</li> <li>5.13 Do you accept VISA credit card payment vition of the event of the event of the store of the completed form.              <li>fa Test W9 Test Supplier 1 MAB.pdf ∨ Update file Delete file</li> <li>total contractors and/or services to FCS?</li> <li>No ∨</li> <li>Click Submit Entire Response.</li> <li>a required field</li> </li></ul>
72. <b>Click</b> the <b>OK</b> button to confirm you want to submit the response when the verification window appears.	ify Number attached FCS Standard ces Agree nd signed ✓ Submit this response? Click OK to submit. byees (nd OK Cancel edit card Click OK. cess the latest W-9 form. L



Step	Action			
	Ariba Sourcing < Go back to Fulton County Schools Console Event Messages	Dashboard         Image: Doc297149497 - Supplier registration question         vour response has been submitted. Thank you for participation in the submitted.	onnaire	Exector File Sync Time remaining 29 days 19:35:24
(i) The Supplier registration questionnaire has been submitted. You can log off of the Ariba Network.	Event Details Response History Response History All Content 1 General Supplier 1 Inf 2 Bank Information 3 Compliance 4 Information 5 Tax Information	All Content Name 1 5.6. Are you exempted from any of the Title 43 or Title 26 occupations? 5.8. Please enter your E-Verify Number 5.10. Please download the attached FCS Standard Software Products and Services Agreement document, and upload the completed and signed document. References> 5.11 Company stock trading code, if applicable 5.12 Total Number of Employees (not including contractors) 5.13 Do you accept VISA credit card payment without face? Compose Message	Revise Response         No         7654321         C FCS STANDARD SOFTWARE PRODUCTS AND SERVICE         50         Yes	S AGREEMENT VS pdf >
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(1) As the Supplier, you will receive an email from Ariba welcoming you to the Ariba Network.	<page-header></page-header>		lete. in a n now a a on as part c buyer, quested i y you can nsibilities ities of the is om a pfiles on lities, apabilities.	



Step	Action
Image: Step         Image: Step         Image: Very state         Image: Very state <td< td=""><td>Action          Action         * Anba<sup>®</sup> Network (Orders &amp; Inv. ces)         You can start using Ariba Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.         Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions.         Nett Steps:       Image: Contract Management solutions requires an invitation from a buyer organization using one of these solutions.         • Complet your company profile. Potential customers can search for and review seller profiles on the Ariba Commerce Cloud. The more detail you provide about your company, its capabilities.         • Create user accounts for penployees who require access to the Ariba Commerce Cloud capabilities.         • Update your company profile. Potential profiles on the Ariba Commerce Cloud capabilities.         • Lipdate your user preferences and review your notification setting.         • Explore the product documentation to find out more about user and administration tasks. To access the help resources, log into your account and click Help &gt; Product Documentation on any page.         Thank you again for joining the Ariba business community through the Anba Commerce Cloud.         Sincerely,         The SAP Ariba Team         https://seller.ariba.com         You have received this notification because your email address, or a group email address that you belong to, is specified in an Ariba account Administration. To update the email addresses in your account, click your company fatha Account Administration. To</td></td<>	Action          Action         * Anba <sup>®</sup> Network (Orders & Inv. ces)         You can start using Ariba Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.         Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions.         Nett Steps:       Image: Contract Management solutions requires an invitation from a buyer organization using one of these solutions.         • Complet your company profile. Potential customers can search for and review seller profiles on the Ariba Commerce Cloud. The more detail you provide about your company, its capabilities.         • Create user accounts for penployees who require access to the Ariba Commerce Cloud capabilities.         • Update your company profile. Potential profiles on the Ariba Commerce Cloud capabilities.         • Lipdate your user preferences and review your notification setting.         • Explore the product documentation to find out more about user and administration tasks. To access the help resources, log into your account and click Help > Product Documentation on any page.         Thank you again for joining the Ariba business community through the Anba Commerce Cloud.         Sincerely,         The SAP Ariba Team         https://seller.ariba.com         You have received this notification because your email address, or a group email address that you belong to, is specified in an Ariba account Administration. To update the email addresses in your account, click your company fatha Account Administration. To