



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



# How a Supplier Completes Registration and the Supplier Questionnaire on the Ariba Network

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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:
  - 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](#).
  - 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
  - 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.

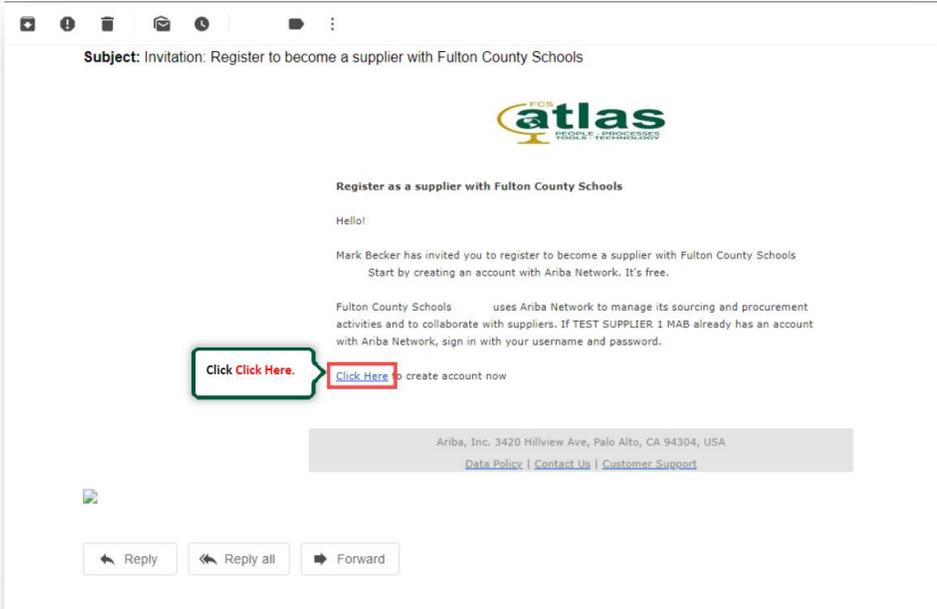
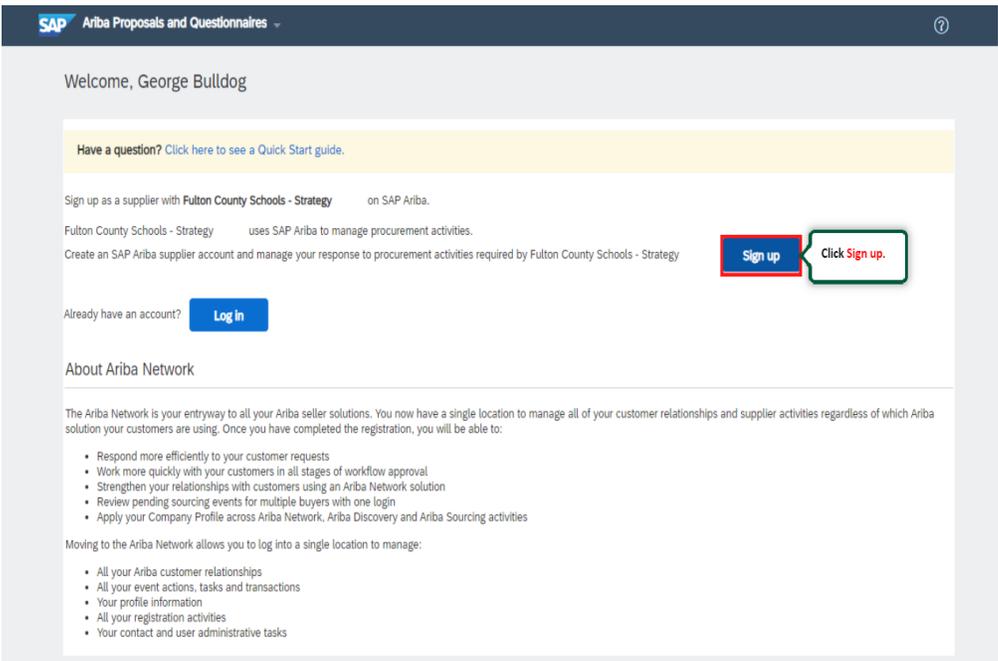
**Important:** If you choose to upgrade to a full-use account and you reach a certain level of transaction volume with FCS, you might need to pay a subscription fee to continue transacting with FCS through Ariba Network. For more information on the Ariba Network fee structure, visit the [subscriptions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

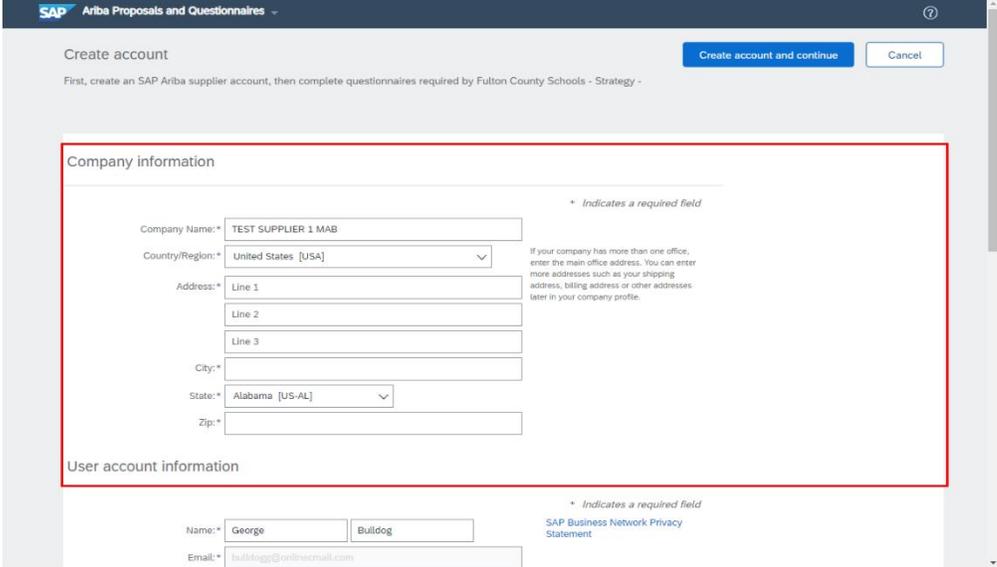
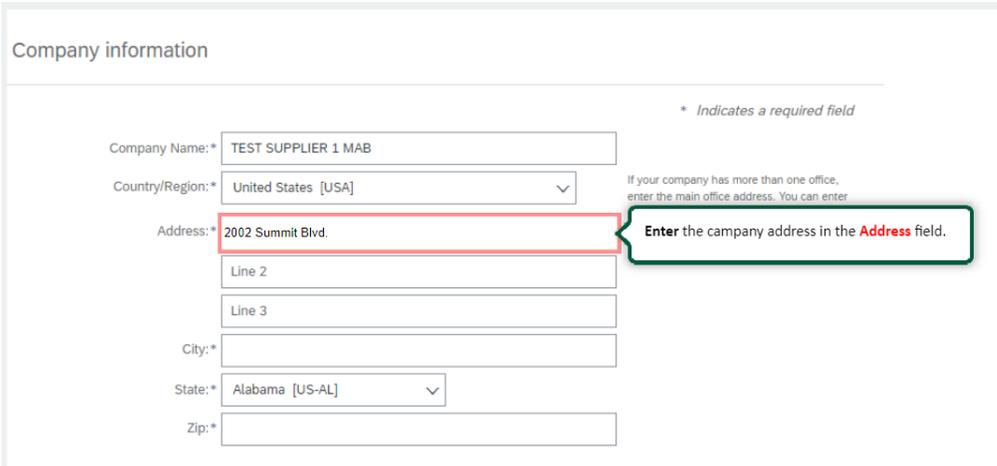
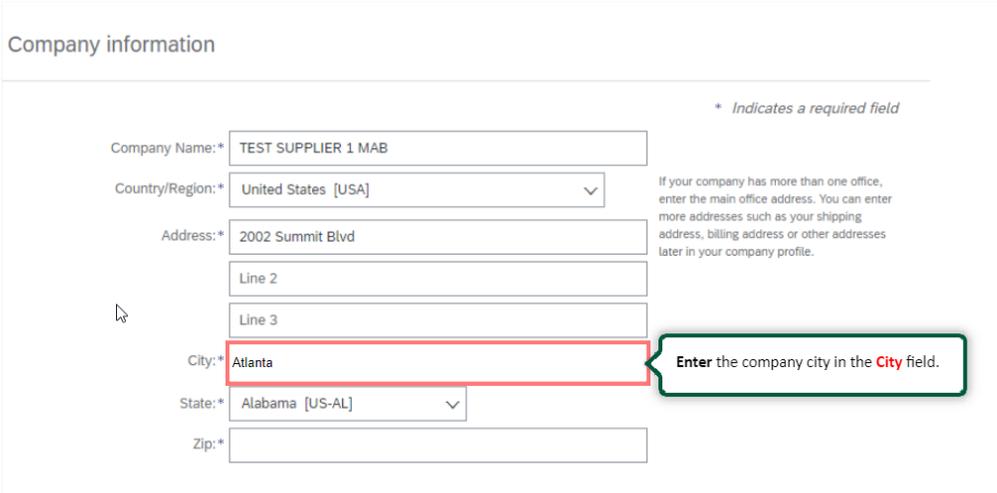
### Support Methods for Getting Your Specific Questions Answered:

- **Business questions?** Contact Fulton County Schools at [fcsariba@fultonschools.org](mailto:fcsariba@fultonschools.org).
- **How do I register, configure my account or transact with Fulton County Schools?** Contact the Ariba Enablement Team [HERE](#) 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.

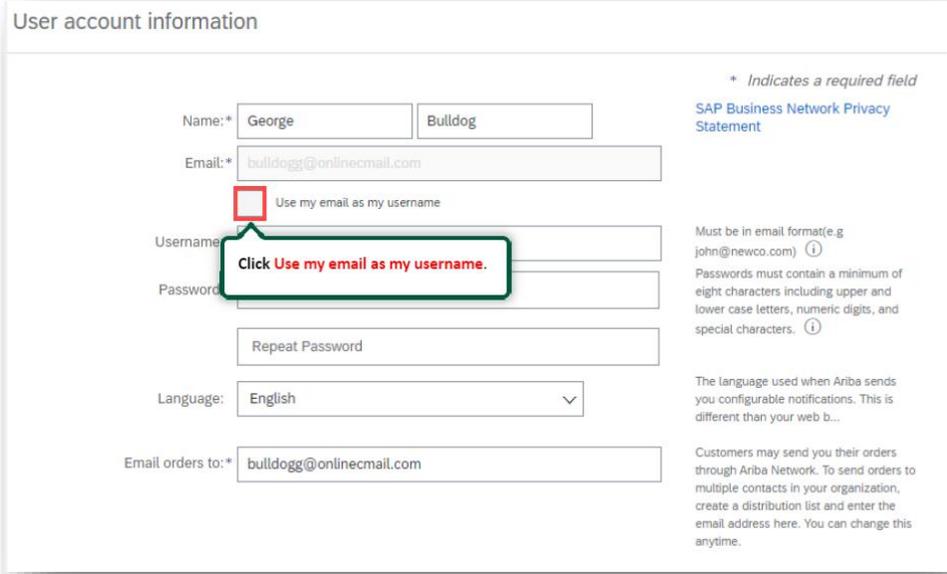
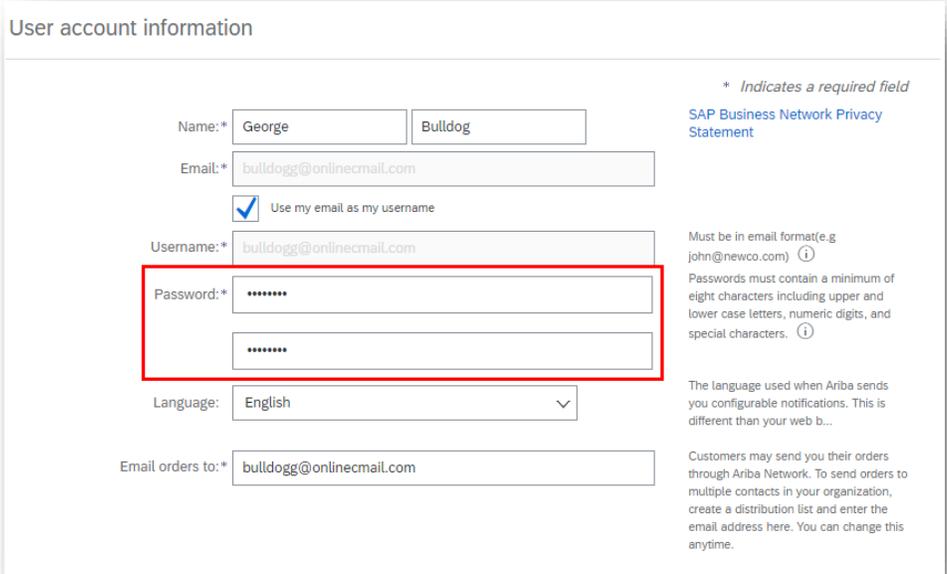
# How a Supplier Completes Registration and the Supplier Questionnaire on the Ariba Network

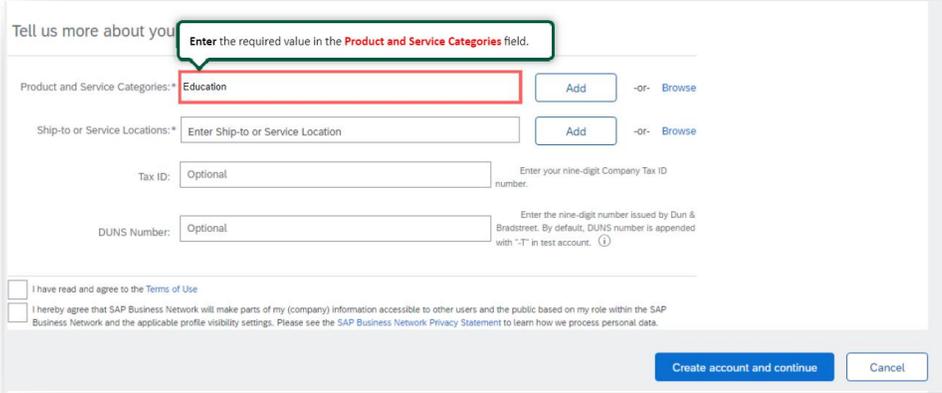
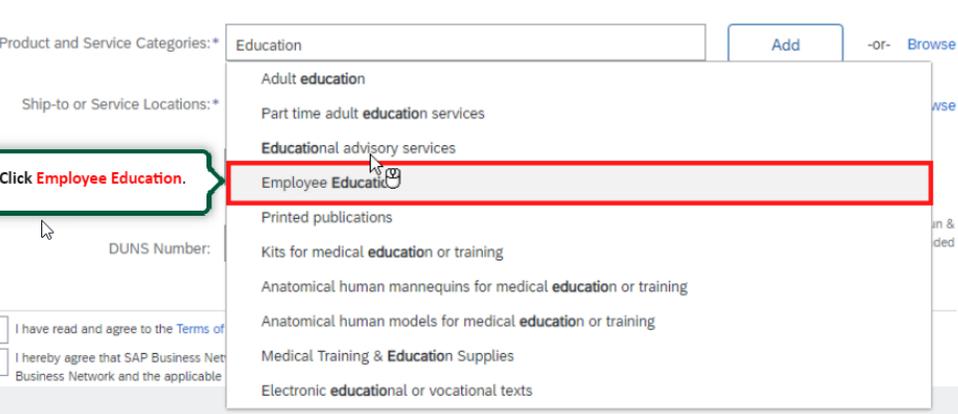
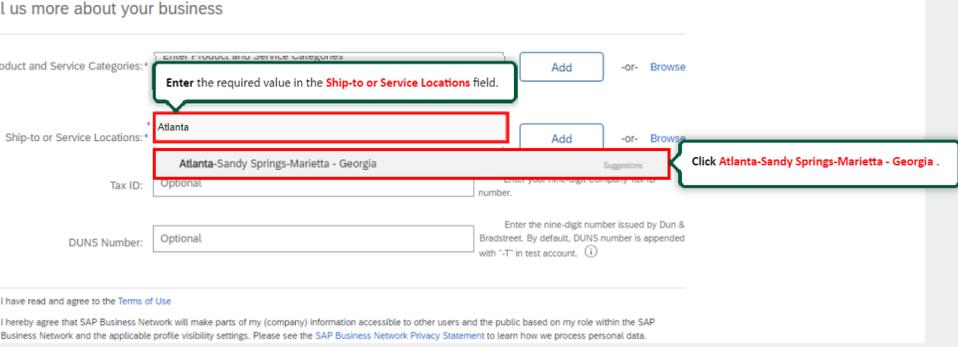
The following provides detailed examples of how you, as a Supplier, completes Supplier Registration and completes the Supplier Questionnaire required by FCS.

Step	Action
<p> When we sent the invitation to you, the Supplier, an email notification was sent inviting you to Register.</p> <p>This is an example of the Registration invitation. The Supplier can respond by clicking on the "<b>Click Here</b>" link. For this example, we will be acting as you, the Supplier.</p> <p>The responses will be unique; however, the process remains the same for any Supplier Registration.</p> <p>1. Click the <b>Click Here</b> link to create an account.</p>	
<p> If you already have an account in the Ariba Network you can click on the "<b>Log in</b>" button.</p> <p>If you do not have an Ariba Network account you can click on the "<b>Sign up</b>" button.</p> <p>For this example, let's assume you do not have an Ariba Network account.</p> <p>2. Click the <b>Sign up</b> button.</p>	

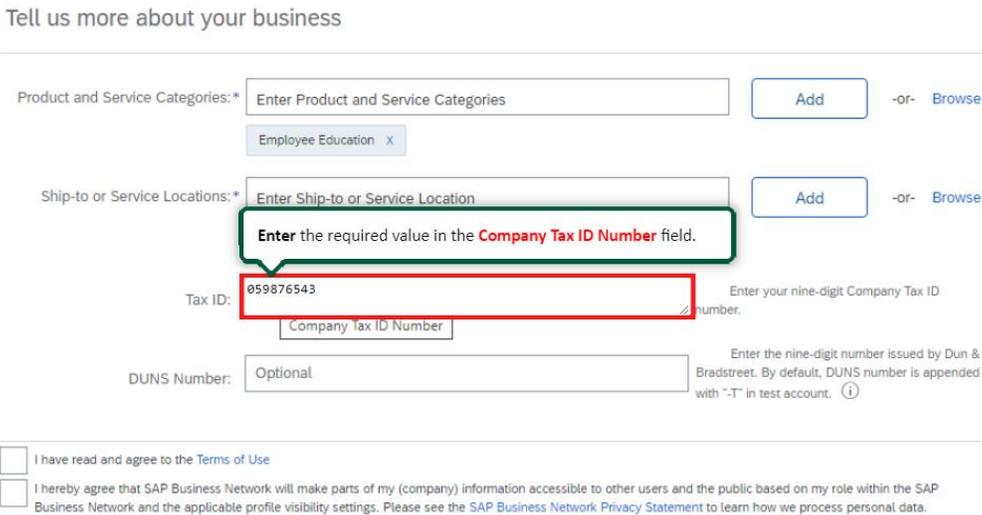
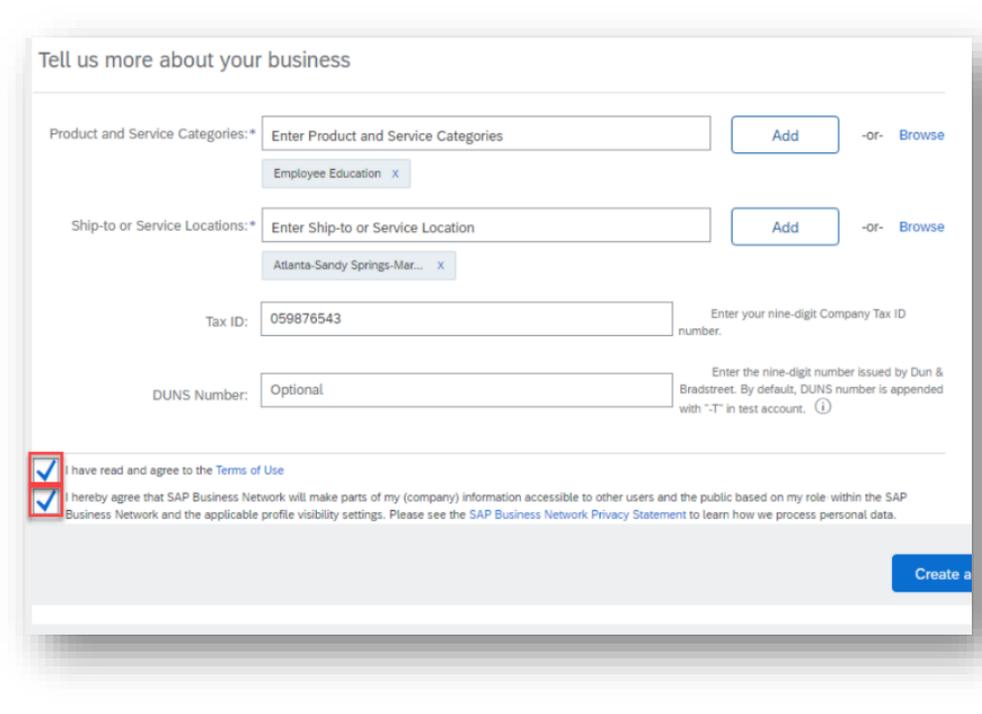
Step	Action
<p> Again, for this example, we will be acting as you, the Supplier.</p> <p>The responses will be unique; however, the process remains the same for any Supplier Registration.</p> <p>We will go through the form and enter our responses.</p>	
<p>3. Enter the company address in the <b>Address</b> field.</p>	
<p>4. Enter the company city in the <b>City</b> field.</p>	

Step	Action
<p>5. Click the <b>State</b> dropdown.</p> <p> Scroll down the drop-down list until you find the desired state, in this case 'Georgia'.</p> <p>Click the <b>Georgia [US-GA]</b> option.</p>	<p>Company information</p> <p style="text-align: right;">* Indicates a required field</p> <p>Company Name:* TEST SUPPLIER 1 MAB</p> <p>Country/Region:* United States [USA] <input type="button" value="v"/></p> <p>Address:* 2002 Summit Blvd Line 2 Line 3</p> <p>City:* Atlanta</p> <p>State:* Alabama [US-AL] <input type="button" value="v"/> <b>Click the State dropdown.</b></p> <p>Zip:* Florida [US-FL] <b>Georgia [US-GA]</b> <b>Click Georgia [US-GA]</b> Hawaii [US-HI] Idaho [US-ID]</p> <p>User account information</p> <p style="text-align: right;">* Indicates a required field</p>
<p>6. Enter the company's zip code in the <b>Zip</b> field.</p>	<p>Company information</p> <p style="text-align: right;">* Indicates a required field</p> <p>Company Name:* TEST SUPPLIER 1 MAB</p> <p>Country/Region:* United States [USA] <input type="button" value="v"/></p> <p>Address:* 2002 Summit Blvd Line 2 Line 3</p> <p>City:* Atlanta</p> <p>State:* Georgia [US-GA] <input type="button" value="v"/></p> <p>Zip:* <b>30319</b> <b>Enter the company's zip code in the Zip field.</b></p> <p style="text-align: right;">* Indicates a required field</p>

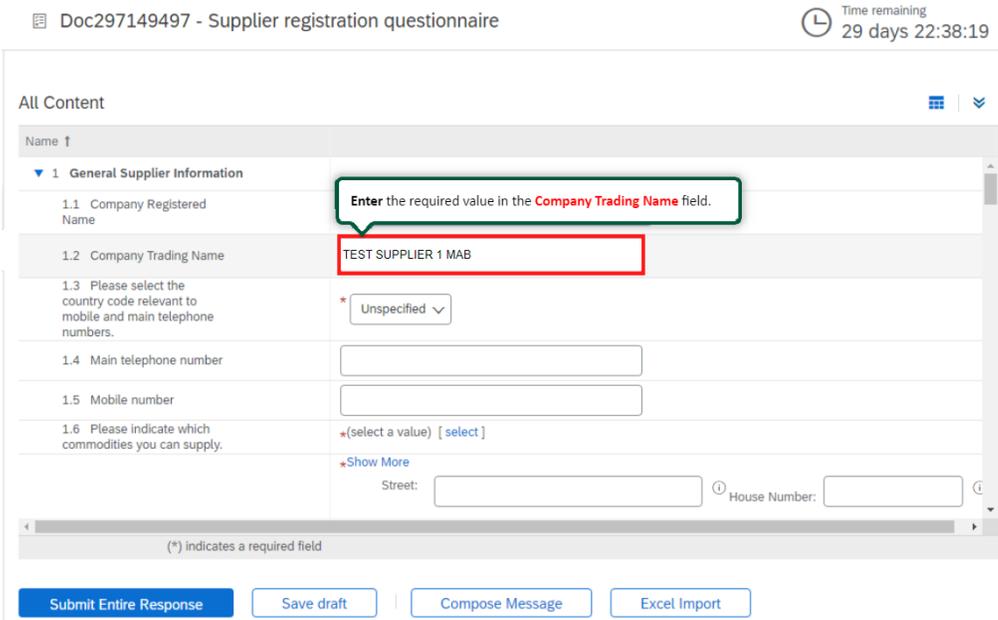
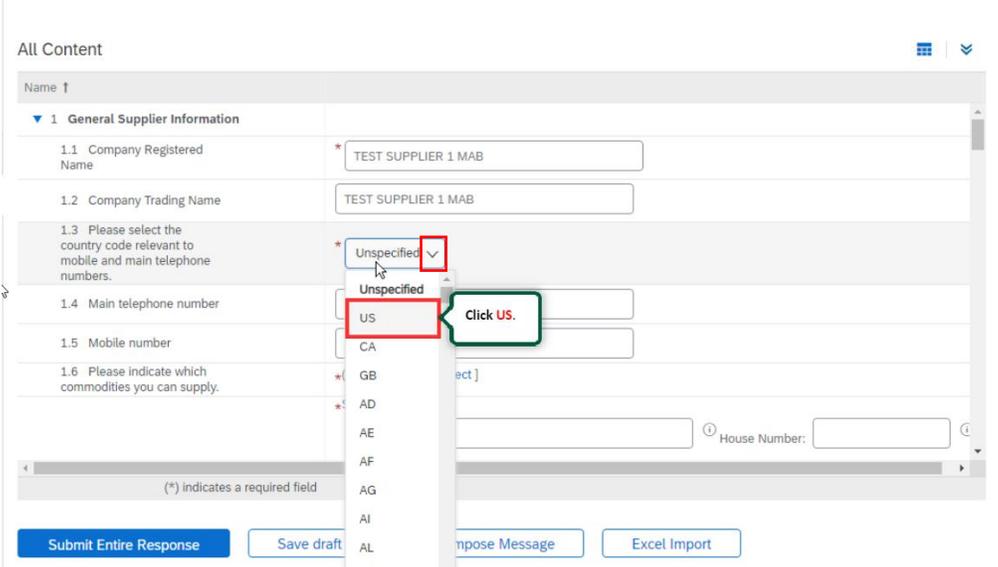
Step	Action
<p data-bbox="159 436 196 470"></p> <p data-bbox="147 480 472 600"><i>Using the vertical scroll bar, navigate down to the <b>User account information</b> section and continue.</i></p> <p data-bbox="147 661 464 814"><b>7. Click the <b>Use my email as my username</b> checkbox if you wish your email to be used as your username.</b></p>	 <p data-bbox="524 342 773 365">User account information</p> <p data-bbox="1240 405 1430 424">* Indicates a required field</p> <p data-bbox="1208 432 1406 468">SAP Business Network Privacy Statement</p> <p data-bbox="695 443 1101 468">Name:* George Bulldog</p> <p data-bbox="695 485 1174 510">Email:* bulldogg@onlinecmail.com</p> <p data-bbox="748 520 954 543"><input type="checkbox"/> Use my email as my username</p> <p data-bbox="670 562 1174 585">Username: bulldogg@onlinecmail.com</p> <p data-bbox="670 611 1174 634">Password: *****</p> <p data-bbox="760 667 1174 690">Repeat Password: *****</p> <p data-bbox="670 720 1092 743">Language: English</p> <p data-bbox="638 783 1174 806">Email orders to:* bulldogg@onlinecmail.com</p> <p data-bbox="1208 558 1414 667">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. ⓘ</p> <p data-bbox="1208 705 1409 758">The language used when Ariba sends you configurable notifications. This is different than your web b...</p> <p data-bbox="1208 779 1430 884">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.</p>
<p data-bbox="159 1073 196 1106"></p> <p data-bbox="147 1117 456 1209"><i>You will enter a password that you want to use for this account.</i></p> <p data-bbox="147 1270 464 1451"><i>Passwords must contain a minimum of eight (8) characters including upper and lower case letters, numeric digits and special characters.</i></p> <p data-bbox="147 1514 456 1577"><b>8. Enter the desired password for this account.</b></p>	 <p data-bbox="524 1035 773 1058">User account information</p> <p data-bbox="1240 1098 1430 1117">* Indicates a required field</p> <p data-bbox="1208 1125 1406 1161">SAP Business Network Privacy Statement</p> <p data-bbox="695 1136 1101 1161">Name:* George Bulldog</p> <p data-bbox="695 1178 1174 1203">Email:* bulldogg@onlinecmail.com</p> <p data-bbox="748 1220 954 1243"><input checked="" type="checkbox"/> Use my email as my username</p> <p data-bbox="670 1262 1174 1285">Username:* bulldogg@onlinecmail.com</p> <p data-bbox="670 1310 1174 1333">Password:* *****</p> <p data-bbox="760 1367 1174 1390">Repeat Password: *****</p> <p data-bbox="670 1419 1092 1442">Language: English</p> <p data-bbox="638 1482 1174 1505">Email orders to:* bulldogg@onlinecmail.com</p> <p data-bbox="1208 1251 1414 1360">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. ⓘ</p> <p data-bbox="1208 1398 1409 1451">The language used when Ariba sends you configurable notifications. This is different than your web b...</p> <p data-bbox="1208 1472 1430 1577">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.</p>

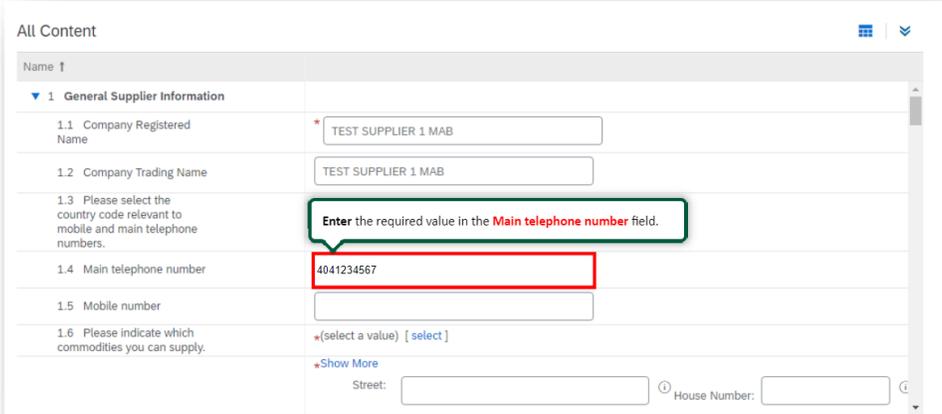
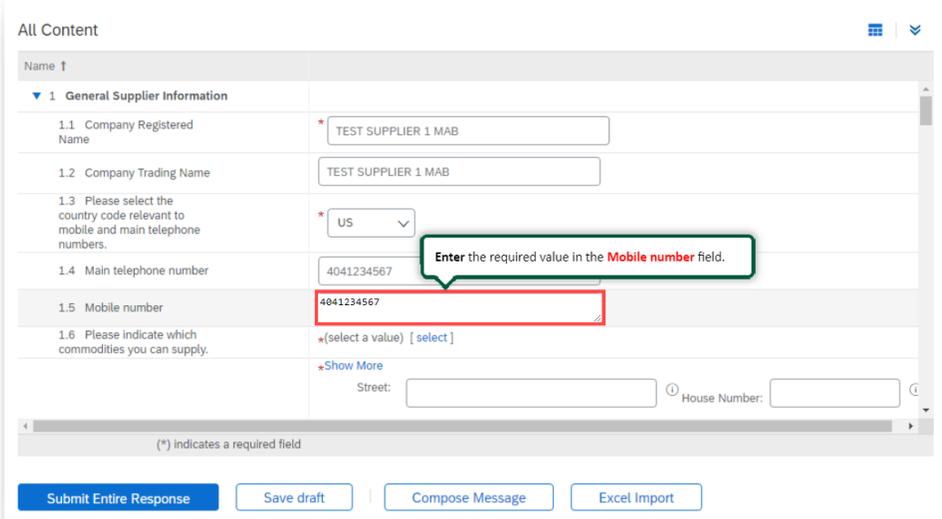
Step	Action
<p>9. Using the vertical scroll bar, scroll down to the <b>Tell us more about your business</b> section and <b>enter</b> the required value in the <b>Product and Service Categories</b> field. <i>(Entering key words and phrases will provide a list of items with matching parameters.)</i></p>	
<p>10. <b>Click</b> the <b>Employee Education</b> option in the listing.</p>	
<p>11. <b>Enter</b> the required value in the <b>Ship-to or Service Locations</b> field. If there is more than one option that fits those parameters, a list will appear.</p> <p><b>Click</b> the desired location in the list. In this case, select <b>Atlanta-Sandy Springs-Marietta - Georgia</b> from the resulting list.</p>	

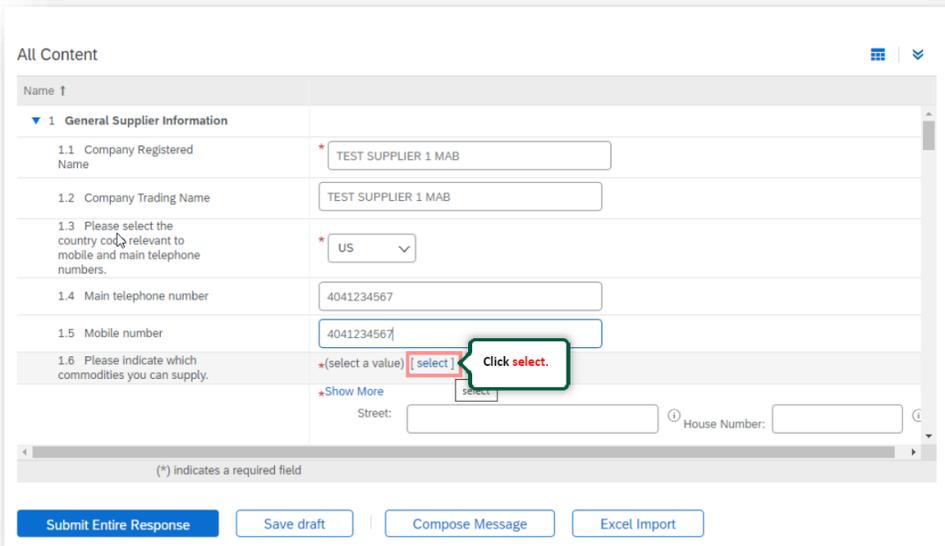
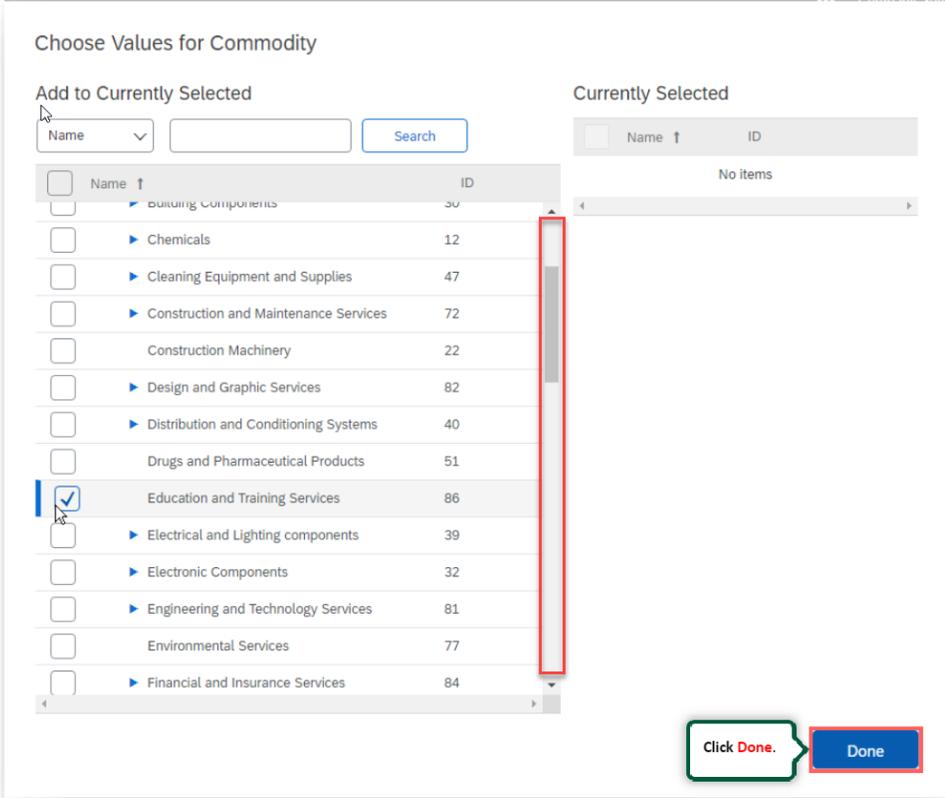
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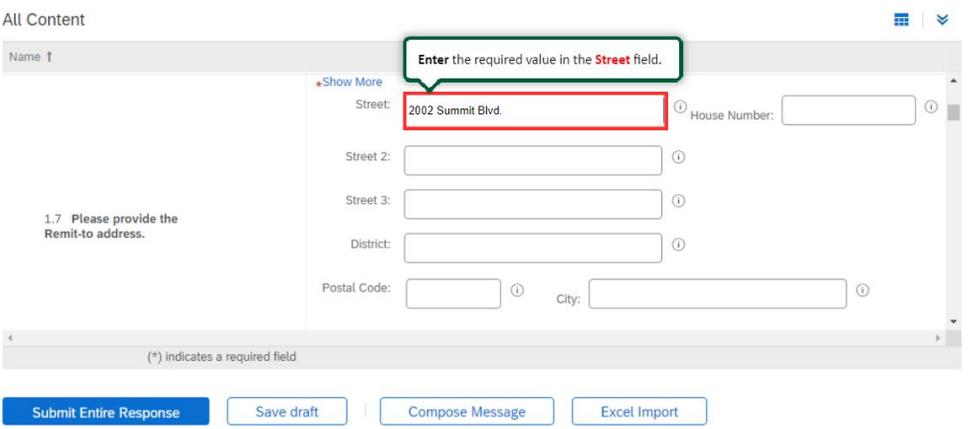
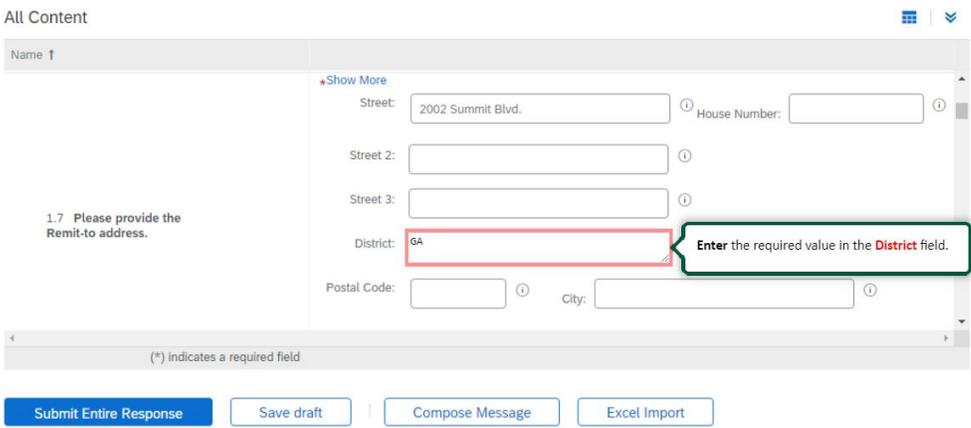
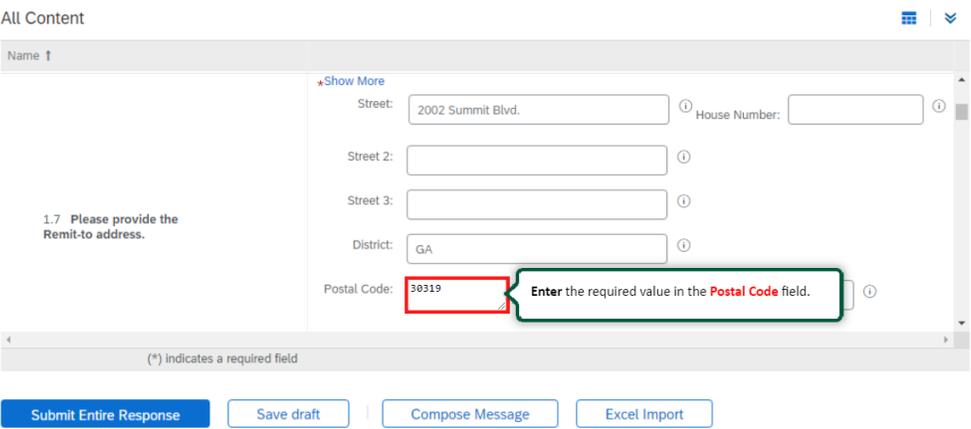
Step	Action
<p>12. Enter the required nine-digit Company Tax ID number value in the <b>Company Tax ID Number</b> field.</p>	 <p>Tell us more about your business</p> <p>Product and Service Categories:* <input type="text" value="Enter Product and Service Categories"/> <input type="button" value="Add"/> -or- <a href="#">Browse</a></p> <p><input type="button" value="Employee Education"/> x</p> <p>Ship-to or Service Locations:* <input type="text" value="Enter Ship-to or Service Location"/> <input type="button" value="Add"/> -or- <a href="#">Browse</a></p> <p><input type="button" value="Atlanta-Sandy Springs-Mar..."/> x</p> <p>Tax ID: <input type="text" value="059876543"/> <small>Enter your nine-digit Company Tax ID number.</small></p> <p>DUNS Number: <input type="text" value="Optional"/> <small>Enter the nine-digit number issued by Dun &amp; Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ</small></p> <p><input type="checkbox"/> I have read and agree to the <a href="#">Terms of Use</a></p> <p><input type="checkbox"/> 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 <a href="#">SAP Business Network Privacy Statement</a> to learn how we process personal data.</p>
<p>13. Click the <b>I have read and agree to the Terms of Use</b> checkbox to acknowledge your reading and agreement to the Terms of Use.</p> <p>Click the <b>I hereby agree that SAP Business Network...</b> checkbox to acknowledge your agreement that SAP Business Network will make parts of your (company) information accessible to other users and the public based on your role within the SAP Business Network and the applicable profile visibility settings.</p>	 <p>Tell us more about your business</p> <p>Product and Service Categories:* <input type="text" value="Enter Product and Service Categories"/> <input type="button" value="Add"/> -or- <a href="#">Browse</a></p> <p><input type="button" value="Employee Education"/> x</p> <p>Ship-to or Service Locations:* <input type="text" value="Enter Ship-to or Service Location"/> <input type="button" value="Add"/> -or- <a href="#">Browse</a></p> <p><input type="button" value="Atlanta-Sandy Springs-Mar..."/> x</p> <p>Tax ID: <input type="text" value="059876543"/> <small>Enter your nine-digit Company Tax ID number.</small></p> <p>DUNS Number: <input type="text" value="Optional"/> <small>Enter the nine-digit number issued by Dun &amp; Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ</small></p> <p><input checked="" type="checkbox"/> I have read and agree to the <a href="#">Terms of Use</a></p> <p><input checked="" type="checkbox"/> 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 <a href="#">SAP Business Network Privacy Statement</a> to learn how we process personal data.</p> <p><input type="button" value="Create a"/></p>

Step	Action
<p>14. With the form completed, you will <b>click</b> on the <b>Create account and continue</b> button.</p> <p> 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.</p> <p>Click the <b>Cancel</b> button if you wish to cancel the registration.</p>	
<p> 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.</p> <p>We will go through the form and enter our responses.</p>	

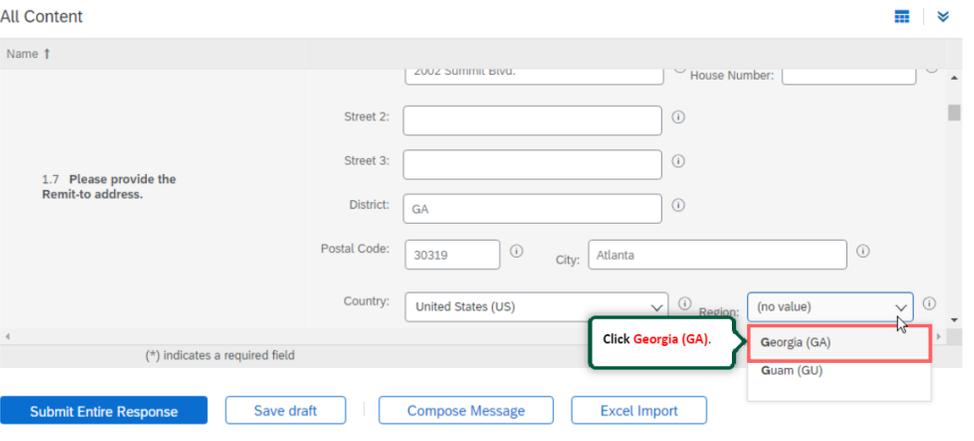
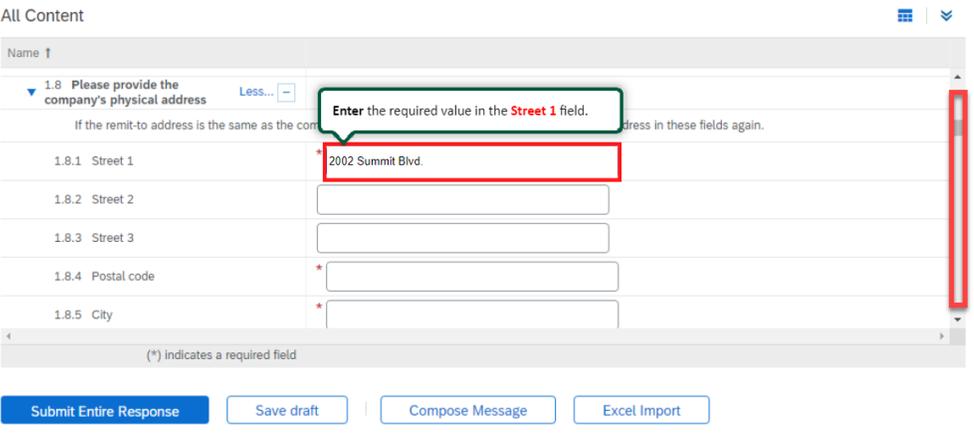
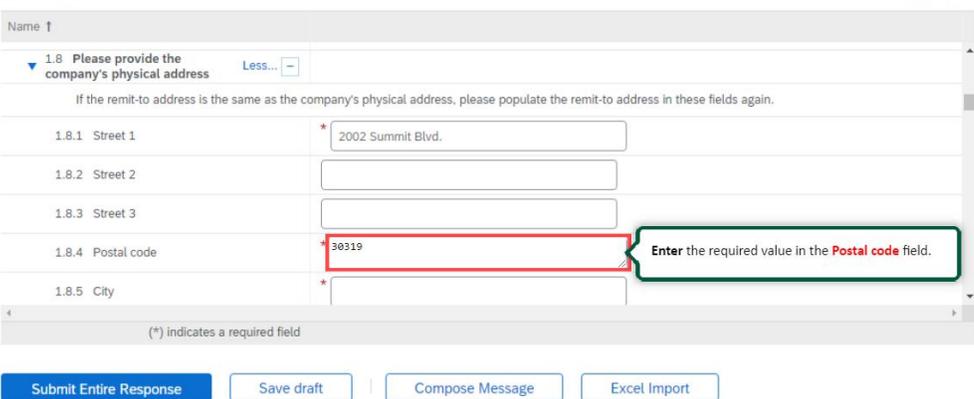
Step	Action
<p>14. Enter the required value in the <b>Company Trading Name</b> field.</p>	
<p>15. Click the <b>Country Code</b> drop-down to display the available list. Select <b>US</b> from the available options.</p>	

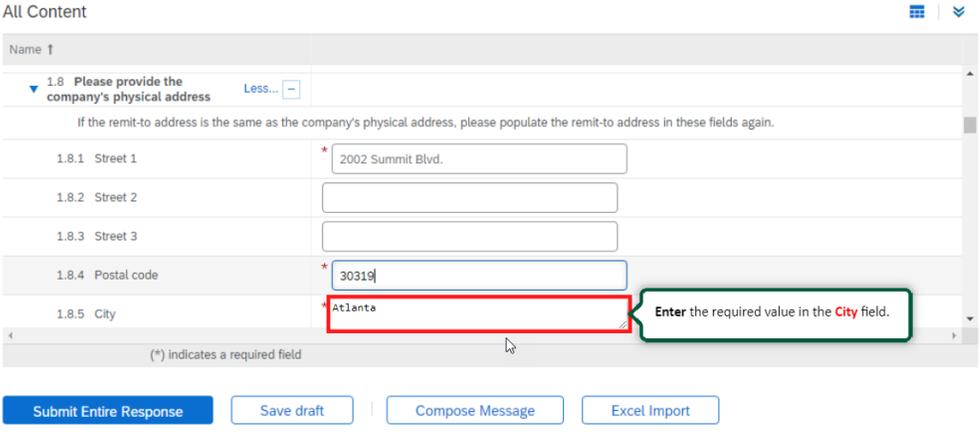
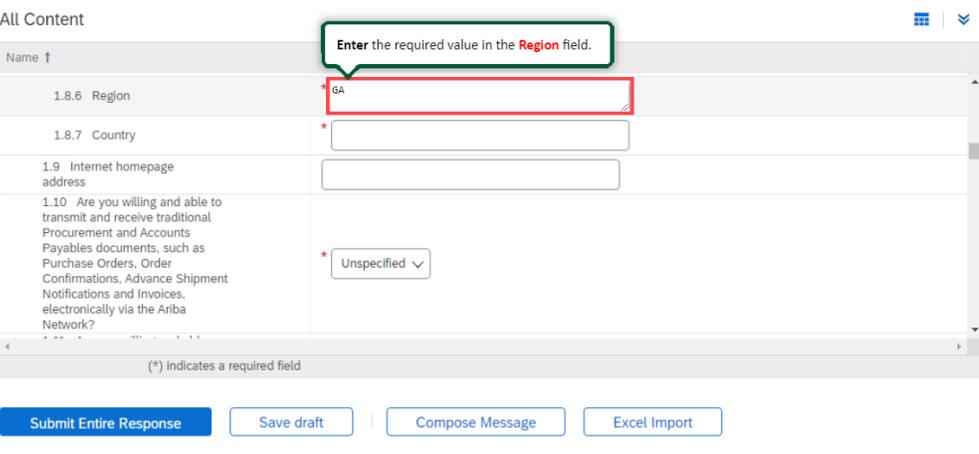
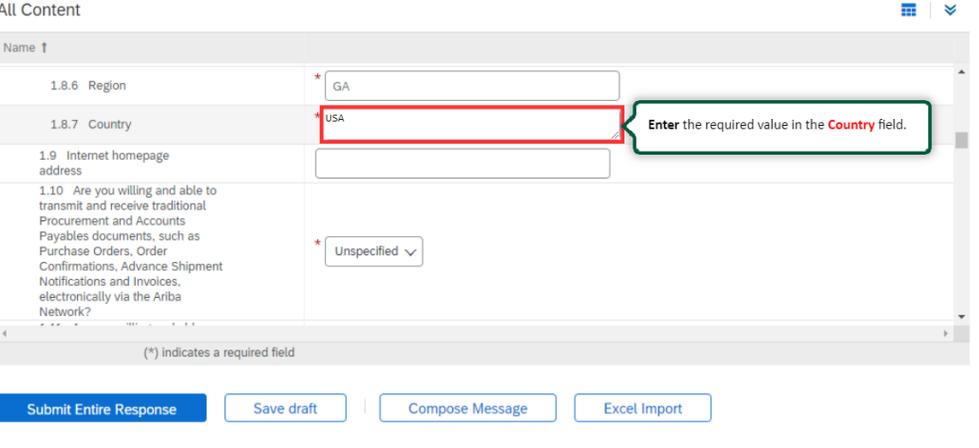
Step	Action
<p>16. Enter the required value in the <b>Main telephone number</b> field.</p>	 <p>The screenshot shows the 'General Supplier Information' section of the registration form. Fields include: 1.1 Company Registered Name (TEST SUPPLIER 1 MAB), 1.2 Company Trading Name (TEST SUPPLIER 1 MAB), 1.3 Country code (US), 1.4 Main telephone number (4041234567, highlighted in red), 1.5 Mobile number (empty), and 1.6 Commodities (select dropdown). A callout box points to the main telephone number field.</p>
<p>17. Enter the required value in the <b>Mobile number</b> field.</p>	 <p>The screenshot shows the same registration form, but now the 'Mobile number' field (4041234567) is highlighted in red. A callout box points to this field. The 'Main telephone number' field is now filled with '4041234567'. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.</p>

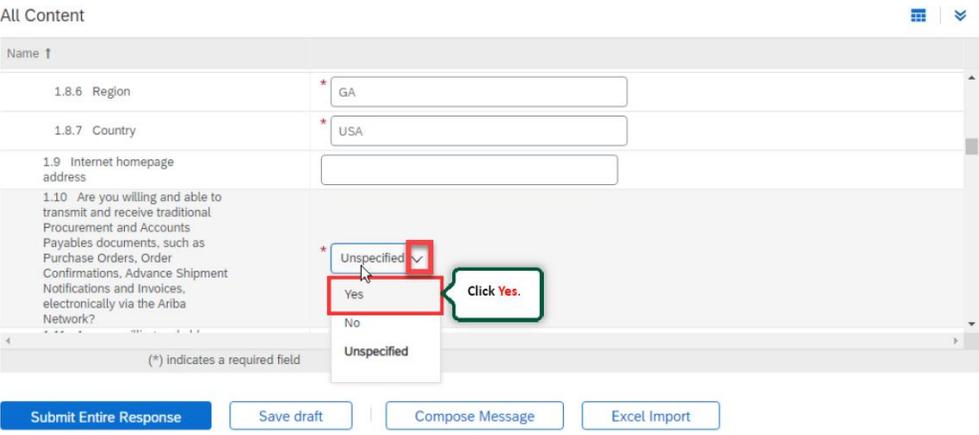
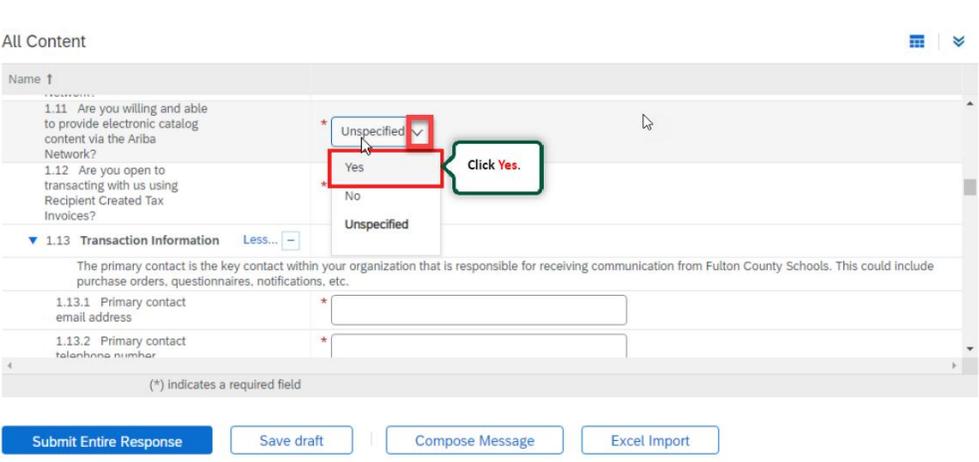
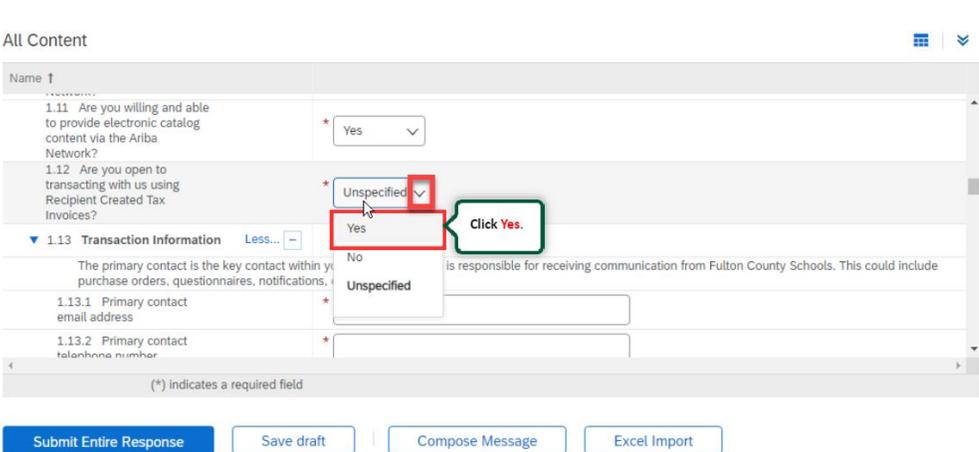
Step	Action
<p>18. In Question 1.6, click the <b>select</b> link shown in the brackets to view and designate the commodities you can supply.</p>	
<p> You will scroll down the drop-down list until you find the desired commodities, in this case, <b>Education and Training Services</b>.</p> <p>Each desired 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.</p> <p>19. Click the <b>Done</b> button after completing your selection(s).</p>	

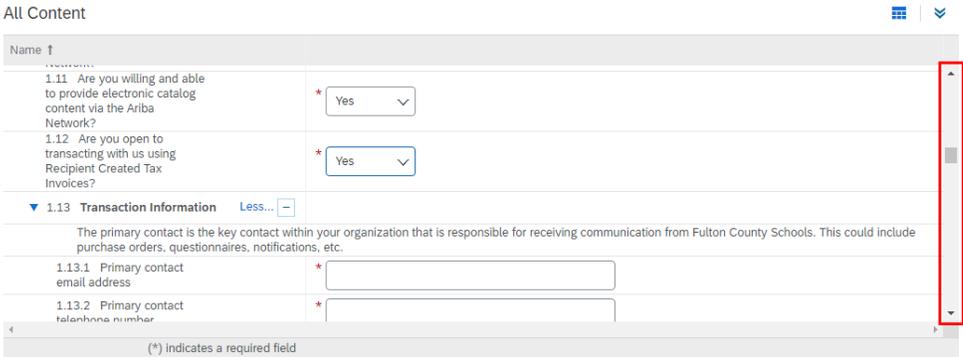
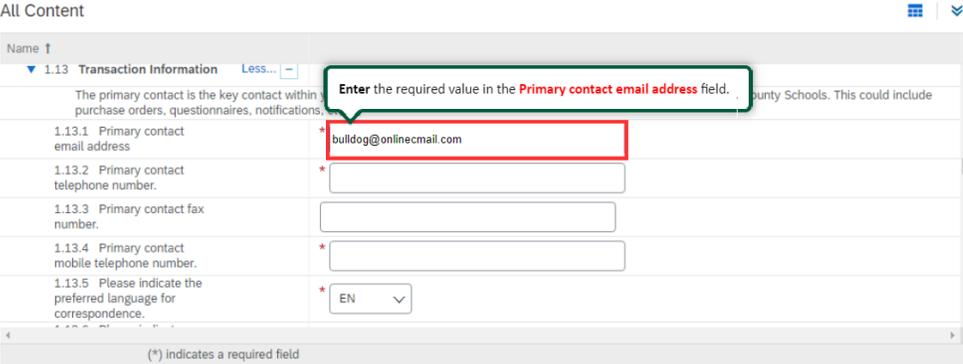
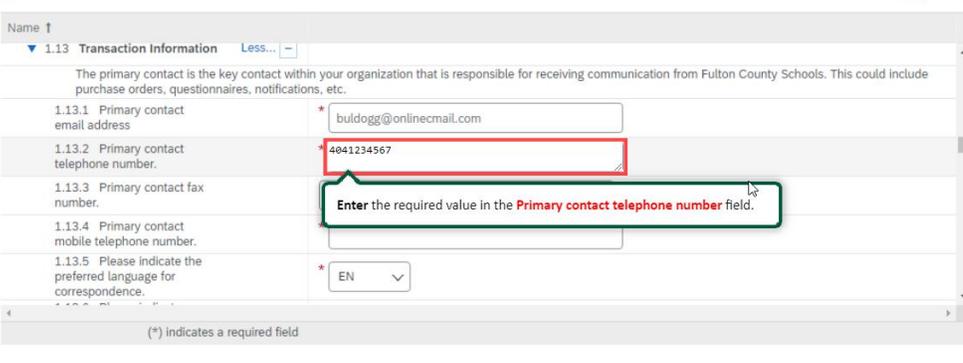
Step	Action
<p>20. Using the vertical scroll bar, you will scroll down to Question 1.7 where you will <b>enter</b> the required value in the <b>Street</b> field to provide the <b>Remit-to address</b>.</p>	 <p>The screenshot shows a scrollable form titled "1.7 Please provide the Remit-to address." with fields for Street, Street 2, Street 3, District, Postal Code, and City. The "Street" field contains "2002 Summit Blvd." and is highlighted with a red box. A callout bubble points to it with the text "Enter the required value in the Street field." Below the form are buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".</p>
<p>21. <b>Enter</b> the required value in the <b>District</b> field. (In this instance, <b>GA</b>.)</p>	 <p>The screenshot shows the same form as above, but now the "District" field contains "GA" and is highlighted with a red box. A callout bubble points to it with the text "Enter the required value in the District field." The "Street" field remains highlighted with a red box.</p>
<p>22. <b>Enter</b> the required value in the <b>Postal Code</b> field.</p>	 <p>The screenshot shows the same form as above, but now the "Postal Code" field contains "30319" and is highlighted with a red box. A callout bubble points to it with the text "Enter the required value in the Postal Code field." The "Street" and "District" fields remain highlighted with red boxes.</p>

Step	Action
<p>23. Enter the required value in the <b>City</b> field.</p>	<p>All Content</p> <p>Name ↑</p> <p>1.7 Please provide the Remit-to address.</p> <p>Street: 2002 Summit Blvd. House Number: <input type="text"/></p> <p>Street 2: <input type="text"/></p> <p>Street 3: <input type="text"/></p> <p>District: GA</p> <p>Postal Code: 30319 City: Atlanta</p> <p>(*) Indicates a required field</p> <p>Submit Entire Response Save draft Compose Message Excel Import</p>
<p> Using the vertical scroll bar, navigate down to the <b>Country</b> field.</p> <p>24. Click the <b>Country</b> drop-down arrow. Press the <b>U</b> key on the keyboard and select <b>United States (US)</b> from the listing.</p>	<p>All Content</p> <p>Name ↑</p> <p>1.7 Please provide the Remit-to address.</p> <p>Street: 2002 Summit Blvd. House Number: <input type="text"/></p> <p>Street 2: <input type="text"/></p> <p>Street 3: <input type="text"/></p> <p>District: GA</p> <p>Postal Code: 30319 City: Atlanta</p> <p>Country: (no value) Region: (no value)</p> <p>(*) Indicates a required field</p> <p>Submit Entire Response Save draft</p> <p>Uganda (UG) Ukraine (UA) United Arab Emirates (AE) United Kingdom (GB) <b>United States (US)</b> United States Minor Outlying Islands (UM) Uruguay (UY) Uzbekistan (UZ)</p> <p>Click United States (US).</p> <p>© 1996 - 2021 Ariba Inc. All Rights Reserved</p>

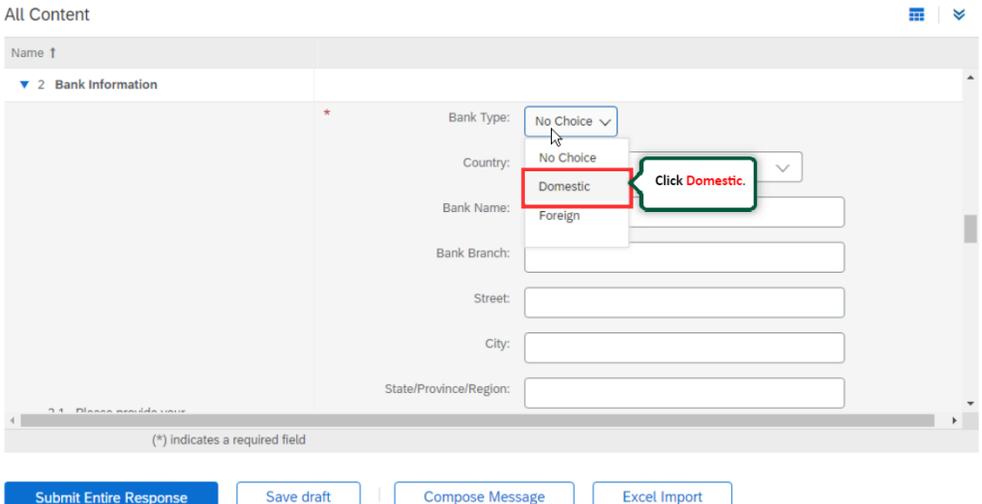
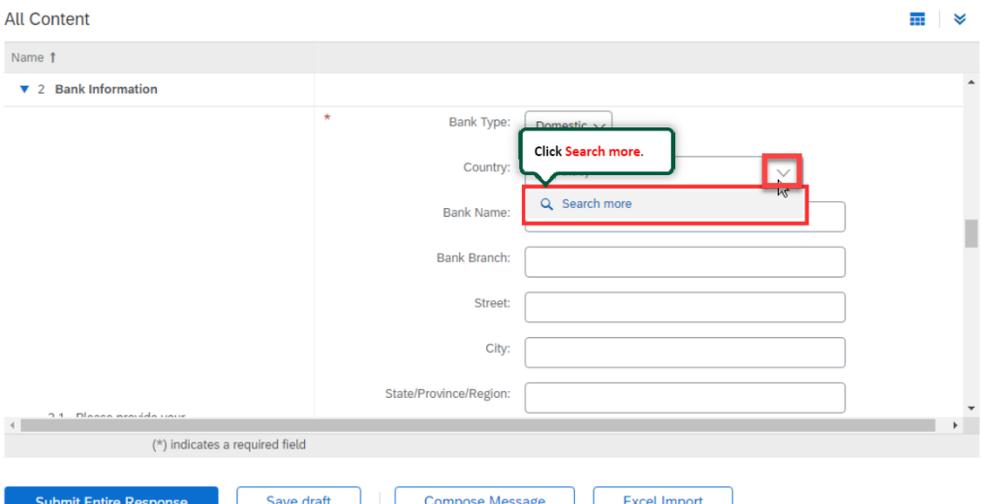
Step	Action
<p>25. Click the <b>Region</b> dropdown. Press the <b>G</b> key on the keyboard and select <b>Georgia (GA)</b> from the listing.</p>	 <p>The screenshot shows a form titled 'All Content' with a 'Name' field. Below it, there are several address fields: 'Street 1' (containing '2002 Summit Blvd.'), 'Street 2', 'Street 3', 'District' (containing 'GA'), 'Postal Code' (containing '30319'), and 'City' (containing 'Atlanta'). A 'Region' dropdown menu is open, showing options: '(no value)', 'Georgia (GA)', and 'Guam (GU)'. A red box highlights 'Georgia (GA)', and a green callout bubble points to it with the text 'Click Georgia (GA)'. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.</p>
<p><i>Scroll down and continue with Question 1.8, where you will provide the company's physical address.</i></p> <p>26. Enter the required value in the <b>Street 1</b> field.</p>	 <p>The screenshot shows the same form as above, but now the 'Street 1' field is highlighted with a red box. A green callout bubble points to it with the text 'Enter the required value in the Street 1 field.' The 'Region' dropdown is now closed. A vertical red bar on the right side of the form indicates that the user should scroll down. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.</p>
<p>27. Enter the required value in the <b>Postal code</b> field.</p>	 <p>The screenshot shows the same form as above, but now the 'Postal code' field is highlighted with a red box. A green callout bubble points to it with the text 'Enter the required value in the Postal code field.' At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.</p>

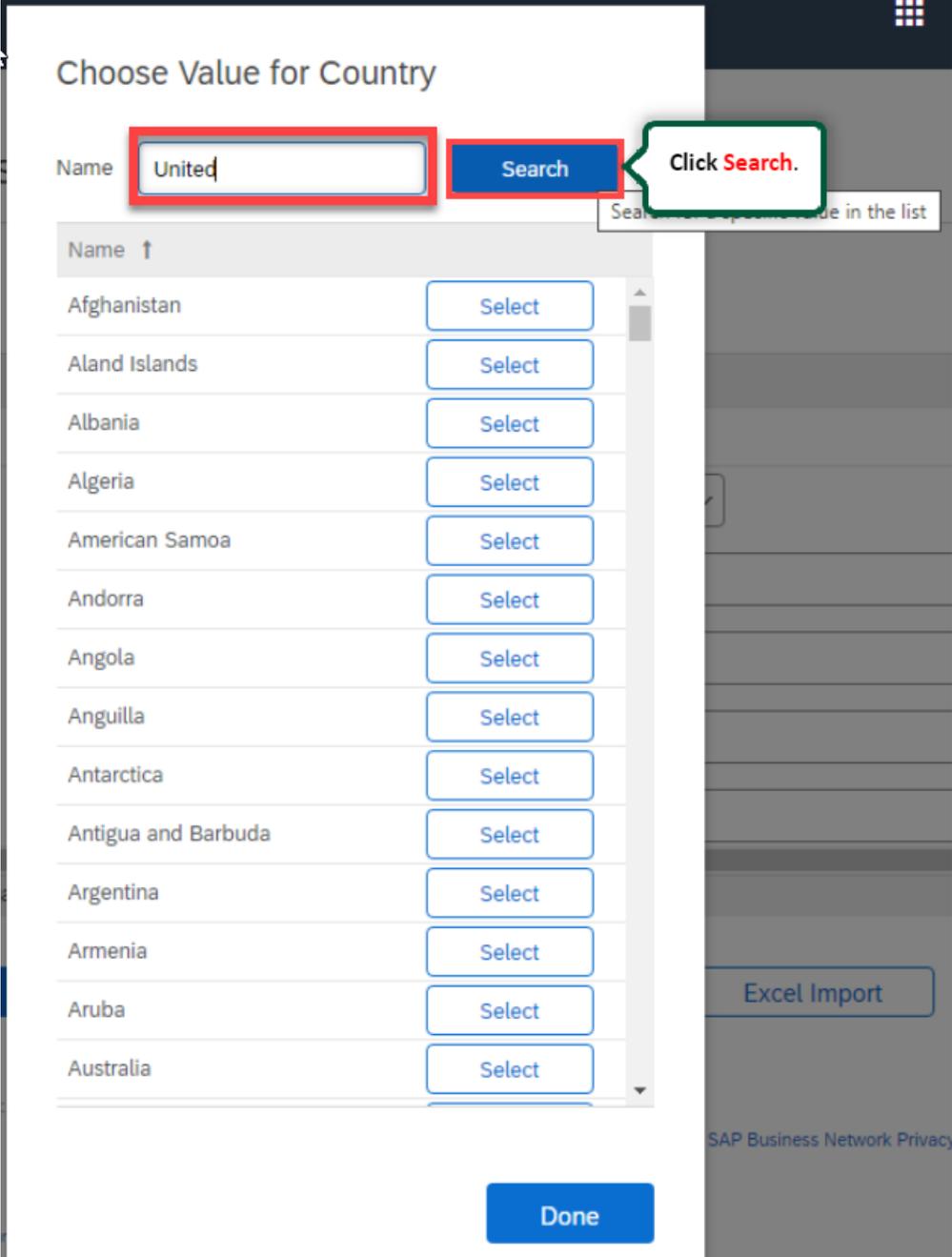
Step	Action
<p>28. Enter the required value in the <b>City</b> field.</p>	
<p> Using the vertical scroll bar, navigate down to Question 1.8.6, the <b>Region</b> field.</p> <p>29. Enter the required value in the <b>Region</b> field.</p>	
<p>30. Enter the required value in the <b>Country</b> field.</p>	

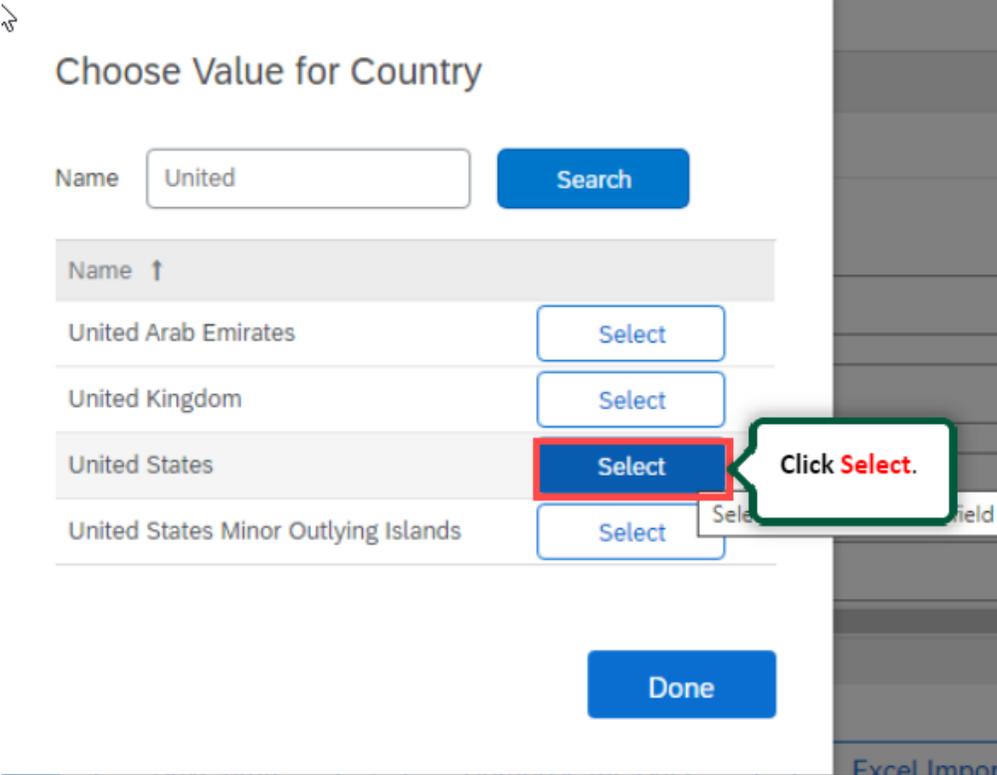
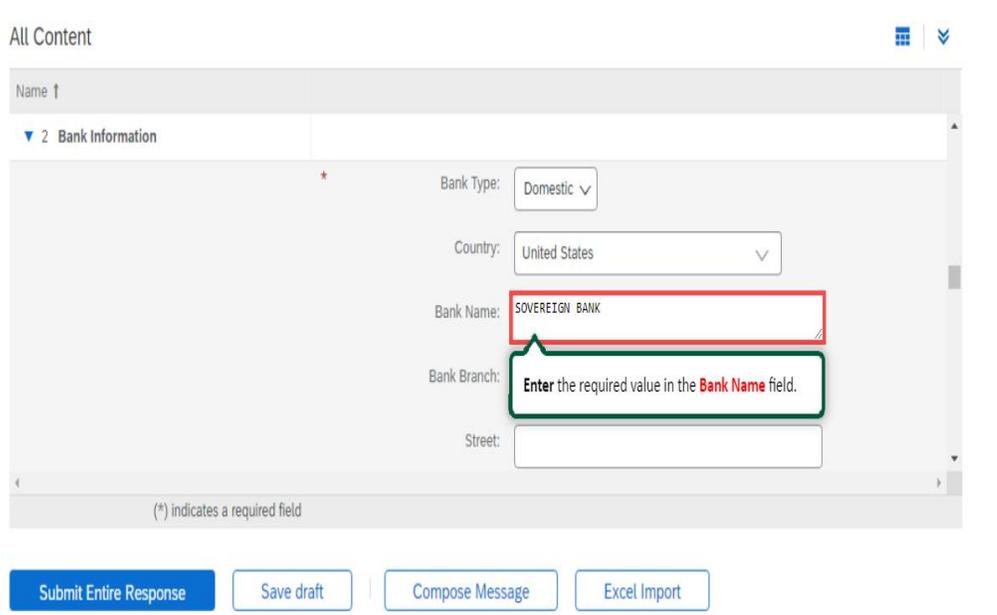
Step	Action
<p>31. In Question 1.10, click the <b>Confirmation</b> drop-down arrow and select <b>Yes</b> from the list to confirm you are willing and able to transmit and receive traditional Procurement and Account Payables documents, such as purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.</p>	 <p>The screenshot shows a questionnaire form with a dropdown menu for question 1.10. The dropdown is open, showing options: Unspecified, Yes, No, and Unspecified. The 'Yes' option is highlighted with a red box, and a callout bubble says 'Click Yes.' The form also includes fields for '1.8.6 Region' (GA) and '1.8.7 Country' (USA).</p>
<p><i>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.</i></p> <p>32. Click the <b>Confirmation</b> drop-down arrow and select <b>Yes</b> from the list.</p>	 <p>The screenshot shows the questionnaire scrolled down to question 1.11. The dropdown menu for question 1.11 is open, with 'Yes' selected and highlighted by a red box. A callout bubble says 'Click Yes.' Question 1.12 is also visible below it.</p>
<p><i>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.</i></p> <p>33. Click the <b>Confirmation</b> drop-down arrow and select <b>Yes</b> from the list.</p>	 <p>The screenshot shows the questionnaire scrolled down to question 1.12. The dropdown menu for question 1.12 is open, with 'Yes' selected and highlighted by a red box. A callout bubble says 'Click Yes.' Question 1.13 is also visible below it.</p>

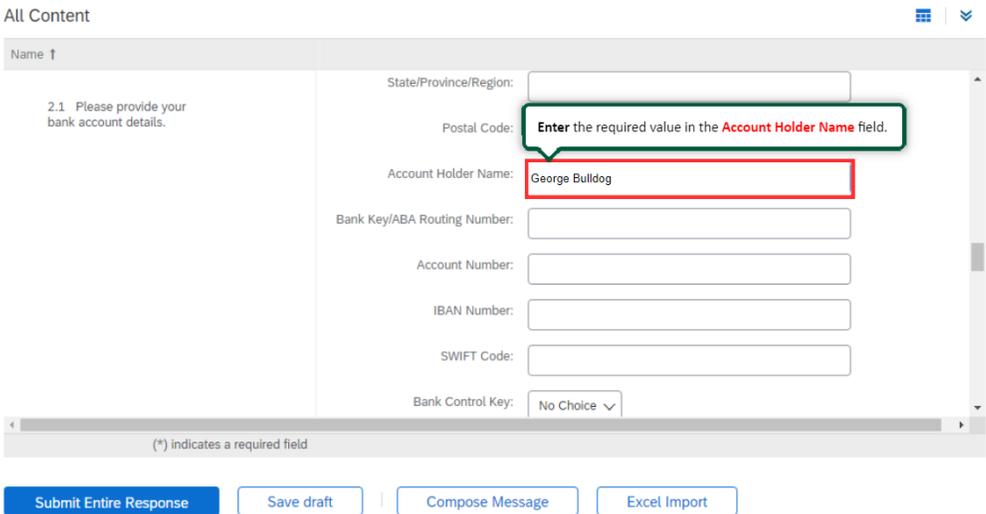
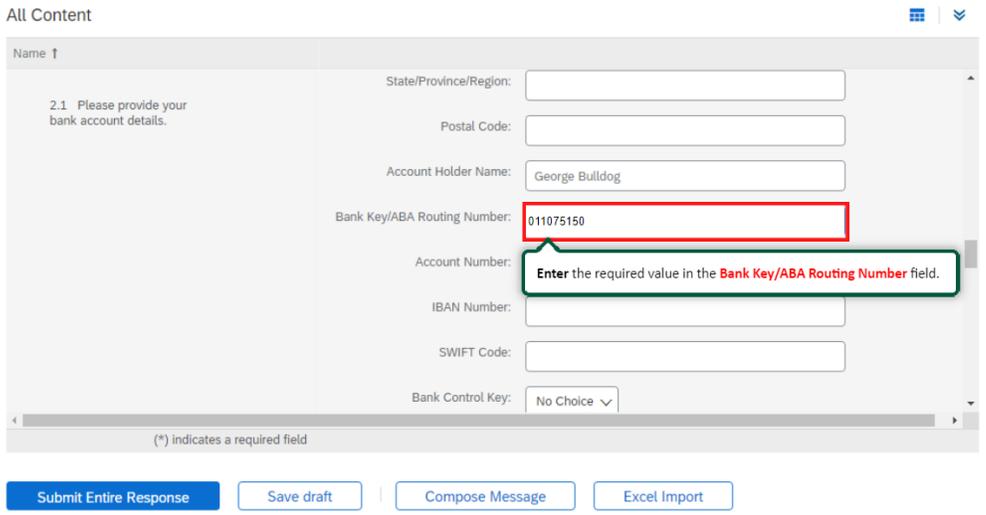
Step	Action
<p> Scroll down and continue with Question 1.13 in the <b>Transaction Information</b> section, where you will provide the key contact within your organization responsible for receiving communication from Fulton County Schools.</p>	 <p>All Content</p> <p>Name ↑</p> <p>1.11 Are you willing and able to provide electronic catalog content via the Ariba Network? * Yes ▾</p> <p>1.12 Are you open to transacting with us using Recipient Created Tax Invoices? * Yes ▾</p> <p>▼ 1.13 Transaction Information Less... ▾</p> <p>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.</p> <p>1.13.1 Primary contact email address * <input type="text"/></p> <p>1.13.2 Primary contact telephone number * <input type="text"/></p> <p>(*) Indicates a required field</p> <p>Submit Entire Response Save draft Compose Message Excel Import</p> <p><small>(focmail.com) last visited 21 Oct 2021 10:23:08 AM TEST SUPPLIER 1 MAB AN01770962755-T served. SAP Business Network Privacy Statement Security Disclosure Terms of Use</small></p> <p><small>(com) last visit 10/21/2021 1:23 PM   Fulton County Schools - TEST   C29_UH1 © 1996 - 2021 Ariba Inc. All Rights Reserved</small></p>
<p>34. Enter the required value in the <b>Primary contact email address</b> field.</p>	 <p>All Content</p> <p>Name ↑</p> <p>▼ 1.13 Transaction Information Less... ▾</p> <p>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.</p> <p>1.13.1 Primary contact email address * <input type="text" value="bulldogg@onlinecmail.com"/></p> <p>1.13.2 Primary contact telephone number. * <input type="text"/></p> <p>1.13.3 Primary contact fax number. <input type="text"/></p> <p>1.13.4 Primary contact mobile telephone number. * <input type="text"/></p> <p>1.13.5 Please indicate the preferred language for correspondence. * EN ▾</p> <p>(*) Indicates a required field</p> <p>Submit Entire Response Save draft Compose Message Excel Import</p>
<p>35. Enter the required value in the <b>Primary contact telephone number</b> field.</p>	 <p>All Content</p> <p>Name ↑</p> <p>▼ 1.13 Transaction Information Less... ▾</p> <p>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.</p> <p>1.13.1 Primary contact email address * <input type="text" value="bulldogg@onlinecmail.com"/></p> <p>1.13.2 Primary contact telephone number. * <input type="text" value="4841234567"/></p> <p>1.13.3 Primary contact fax number. <input type="text"/></p> <p>1.13.4 Primary contact mobile telephone number. <input type="text"/></p> <p>1.13.5 Please indicate the preferred language for correspondence. * EN ▾</p> <p>(*) Indicates a required field</p> <p>Submit Entire Response Save draft Compose Message Excel Import</p>

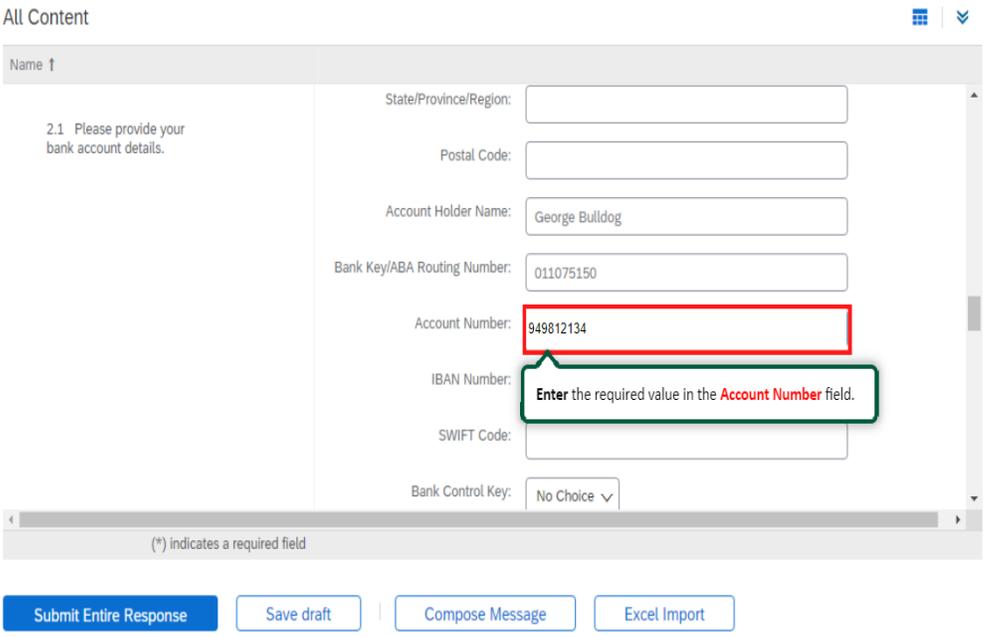
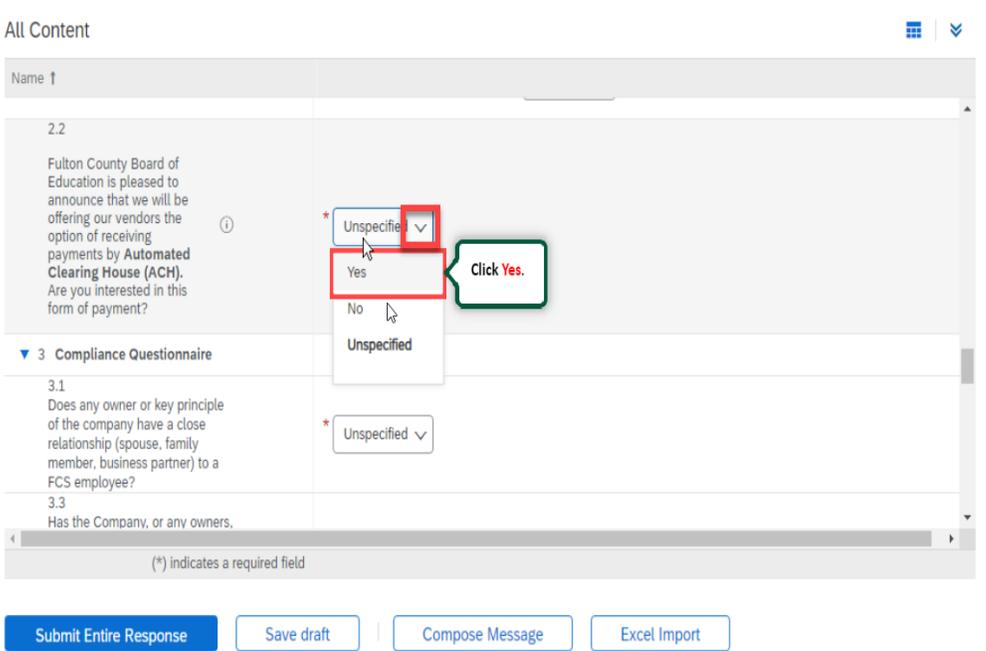
Step	Action
<p>36. Enter the required value in the <b>Primary contact fax number</b> field.</p>	
<p>37. Enter the required value in the <b>Primary contact mobile telephone number</b> field.</p>	
<p> You, as the Supplier will now complete the <b>Bank Information</b> section.</p>	

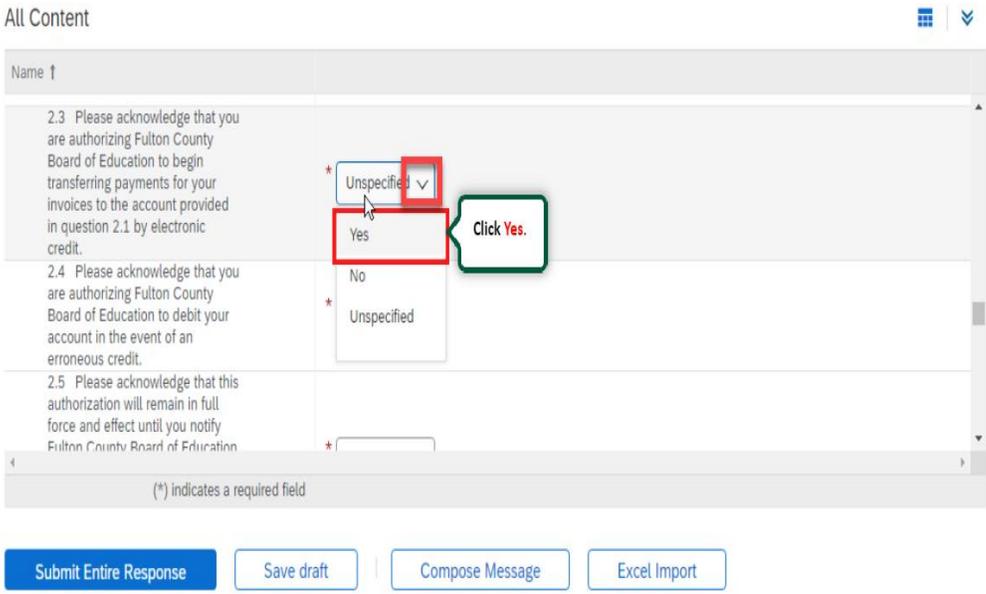
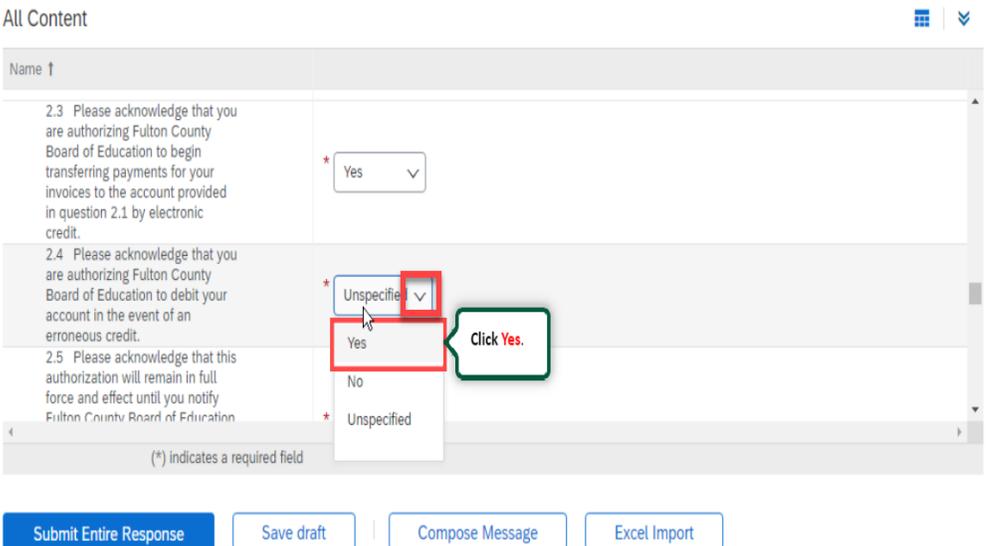
Step	Action
<p>38. Click the <b>Bank Type</b> drop-down arrow and select <b>Domestic</b> from the list.</p>	 <p>All Content</p> <p>Name ↑</p> <p>2 Bank Information</p> <p>Bank Type: No Choice ▾</p> <p>Country: No Choice ▾</p> <p>Bank Name: Foreign</p> <p>Bank Branch:</p> <p>Street:</p> <p>City:</p> <p>State/Province/Region:</p> <p>(*) Indicates a required field</p> <p>Submit Entire Response Save draft Compose Message Excel Import</p>
<p>39. Click the <b>Country</b> drop-down arrow and click the <b>Search More</b> option. .</p>	 <p>All Content</p> <p>Name ↑</p> <p>2 Bank Information</p> <p>Bank Type: Domestic ▾</p> <p>Country: Search more</p> <p>Bank Name: Search more</p> <p>Bank Branch:</p> <p>Street:</p> <p>City:</p> <p>State/Province/Region:</p> <p>(*) Indicates a required field</p> <p>Submit Entire Response Save draft Compose Message Excel Import</p>

Step	Action
<p>40. Enter the required value in the <b>Name</b> field and click the <b>Search</b> button to display all options that fit the search parameters.</p>	 <p>The screenshot shows a 'Choose Value for Country' dialog box. At the top, there is a search bar with the text 'United' entered. To the right of the search bar is a blue 'Search' button. A callout bubble with a green border points to the 'Search' button and contains the text 'Click Search.' Below the search bar is a scrollable list of countries. Each country name is followed by a blue 'Select' button. The countries listed are: Afghanistan, Aland Islands, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua and Barbuda, Argentina, Armenia, Aruba, and Australia. At the bottom right of the dialog box is a blue 'Done' button. In the background, a portion of the SAP Business Network interface is visible, including an 'Excel Import' button and a 'SAP Business Network Privacy' link.</p>

Step	Action
<p>41. Click the <b>Select</b> button next to the desired option.</p>	
<p>42. Enter the required value in the <b>Bank Name</b> field.</p>	

Step	Action
<p data-bbox="155 401 188 436"></p> <p data-bbox="147 443 459 562"><i>Using the vertical scroll bar, navigate down to Question 2.1 to provide your bank account details.</i></p> <p data-bbox="147 625 412 716">43. Enter the required value in the <b>Account Holder Name</b> field.</p>	 <p data-bbox="493 317 1479 831">The screenshot shows a registration form titled 'All Content' with a vertical scroll bar on the right. The form includes fields for 'State/Province/Region', 'Postal Code', 'Account Holder Name', 'Bank Key/ABA Routing Number', 'Account Number', 'IBAN Number', 'SWIFT Code', and 'Bank Control Key'. The 'Account Holder Name' field contains the text 'George Bulldog' and is highlighted with a red border. A callout bubble points to this field with the text: 'Enter the required value in the Account Holder Name field.' Below the form are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom states '(*) indicates a required field'.</p>
<p data-bbox="147 1052 412 1171">44. Enter the required value in the <b>Bank Key/ABA Routing Number</b> field.</p>	 <p data-bbox="493 873 1479 1388">The screenshot shows the same registration form as above. The 'Bank Key/ABA Routing Number' field contains the text '011075150' and is highlighted with a red border. A callout bubble points to this field with the text: 'Enter the required value in the Bank Key/ABA Routing Number field.' The 'Account Holder Name' field now contains 'George Bulldog'. The same buttons and footer note are present.</p>

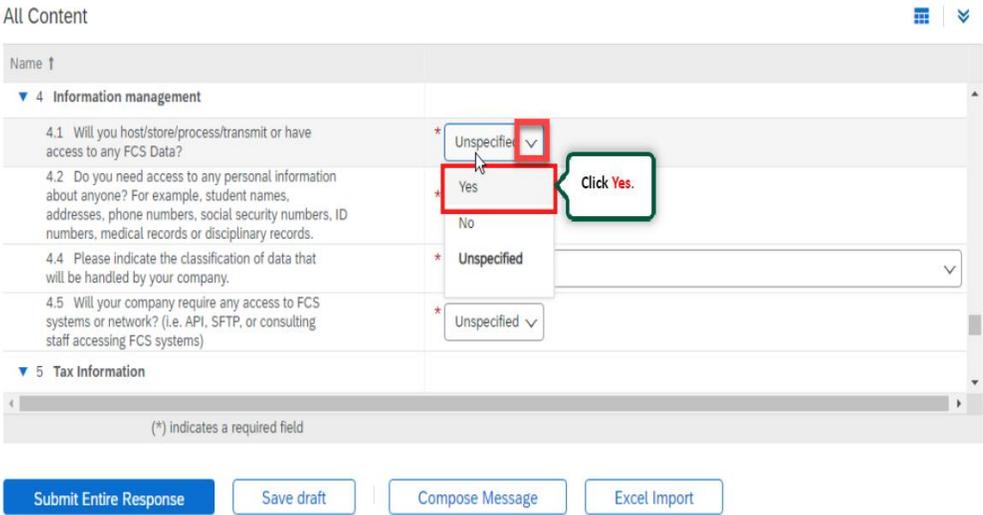
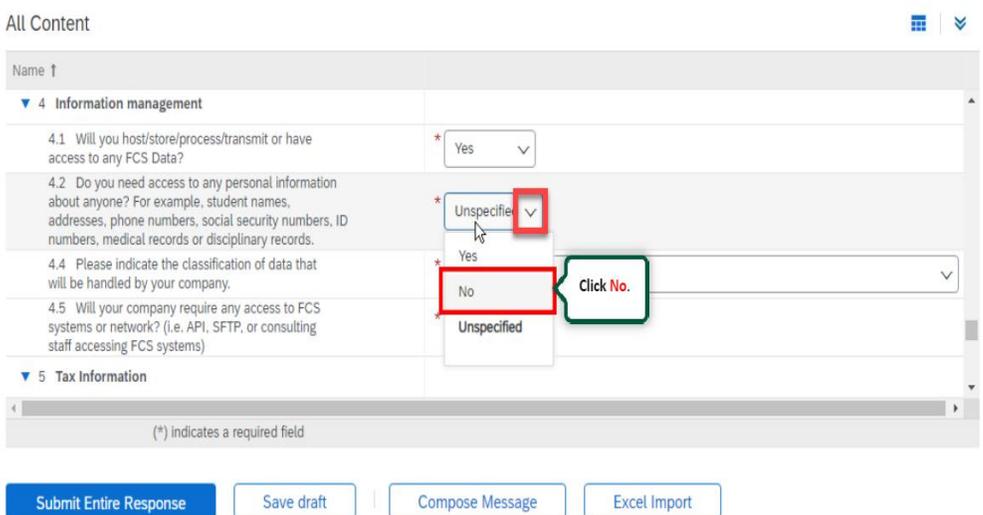
Step	Action
<p>45. Enter the required value in the <b>Account Number</b> field.</p>	 <p>The screenshot shows a registration form with several fields: State/Province/Region, Postal Code, Account Holder Name (George Bulldog), Bank Key/ABA Routing Number (011075150), Account Number (949812134), IBAN Number, SWIFT Code, and Bank Control Key (No Choice). The Account Number field is highlighted with a red border, and a callout box points to it with the text "Enter the required value in the Account Number field." Below the form are buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".</p>
<p><i>Using the vertical scroll bar, navigate down to Question 2.2. to confirm whether you are interested in receiving payments via Automated Clearing House (ACH).</i></p> <p>46. Click the <b>Confirmation</b> drop-down arrow and select <b>Yes</b> from the list.</p>	 <p>The screenshot shows the same registration form, but with a scroll bar on the right. Question 2.2 is visible: "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?". A drop-down menu is open, showing options: "Unspecified", "Yes", "No", and "Unspecified". The "Yes" option is highlighted with a red border, and a callout box points to it with the text "Click Yes." Below the form are buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".</p>

Step	Action
<p> 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.</p> <p>47. Click the <b>Confirmation</b> drop-down arrow and select <b>Yes</b> from the list.</p>	 <p>All Content</p> <p>Name ↑</p> <p>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.</p> <p>2.4 Please acknowledge that you are authorizing Fulton County Board of Education to debit your account in the event of an erroneous credit.</p> <p>2.5 Please acknowledge that this authorization will remain in full force and effect until you notify Fulton County Board of Education</p> <p>(*) indicates a required field</p> <p>Submit Entire Response   Save draft   Compose Message   Excel Import</p>
<p> 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.</p> <p>48. Click the <b>Confirmation</b> drop-down arrow and select <b>Yes</b> from the list.</p>	 <p>All Content</p> <p>Name ↑</p> <p>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.</p> <p>2.4 Please acknowledge that you are authorizing Fulton County Board of Education to debit your account in the event of an erroneous credit.</p> <p>2.5 Please acknowledge that this authorization will remain in full force and effect until you notify Fulton County Board of Education</p> <p>(*) indicates a required field</p> <p>Submit Entire Response   Save draft   Compose Message   Excel Import</p>

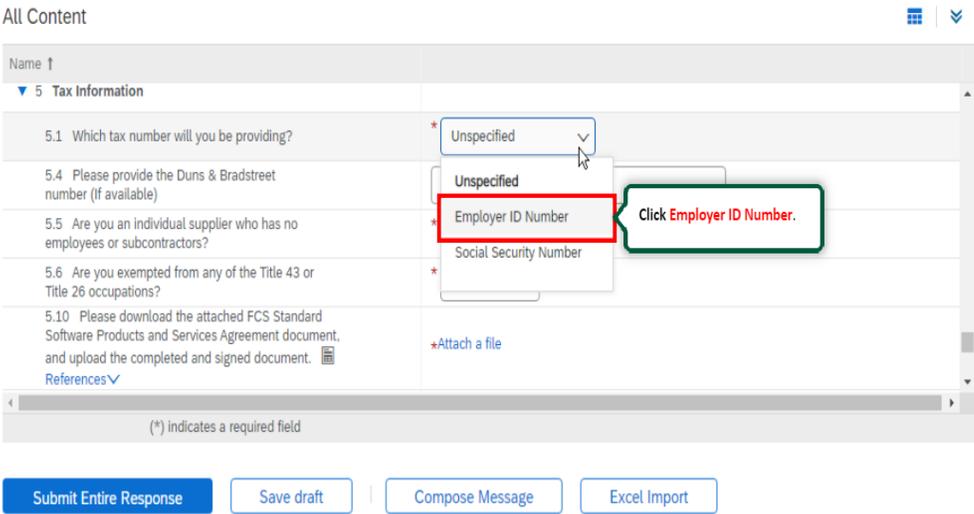
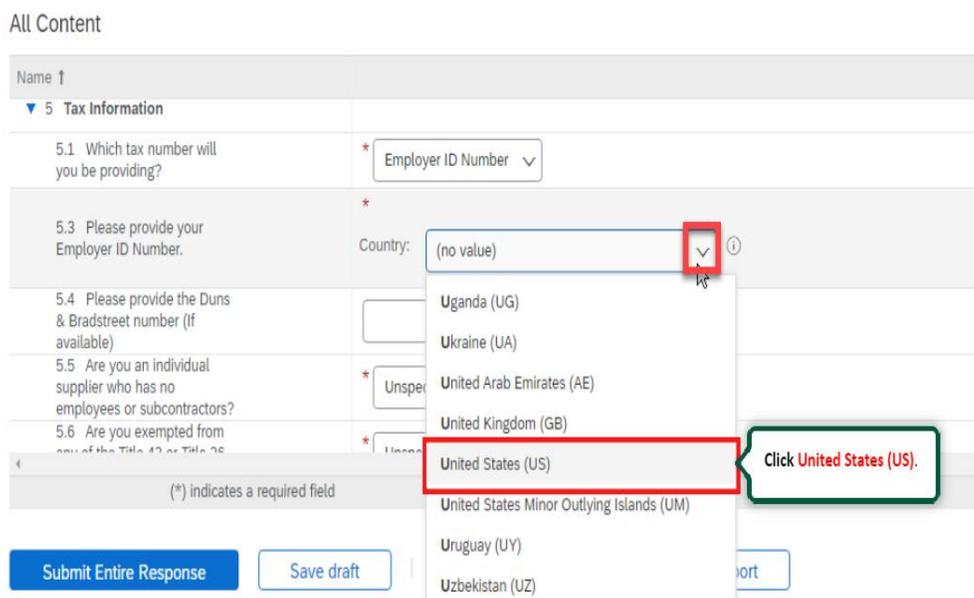
Step	Action
<p> Using the vertical scroll bar, navigate down to Question 2.5 to acknowledge this authorization will remain in full force and effect until you notify Fulton County Board of Education in writing that you wish to revoke this authorization with the understanding that we require 30 days notice in order to cancel this authorization.</p> <p>48. Click the <b>Confirmation</b> drop-down arrow and select <b>Yes</b> from the list.</p>	<p>All Content</p> <p>Name ↑</p> <p>invoiced to the account provided in question 2.1 by electronic credit.</p> <p>2.4 Please acknowledge that you are authorizing Fulton County Board of Education to debit your account in the event of an erroneous credit. * Yes ▾</p> <p>2.5 Please acknowledge that 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. We require 30 days' notice in order to cancel this authorization. * Unspecified ▾</p> <p>Yes</p> <p>No</p> <p>Unspecified</p> <p>(*) indicates a required field</p> <p>Submit Entire Response Save draft Compose Message Excel Import</p>
<p> Using the vertical scroll bar, navigate down to Question 3.1 in the <b>Compliance 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.</p> <p>49. Click the <b>Confirmation</b> drop-down arrow and select <b>No</b> from the list.</p>	<p>All Content</p> <p>Name ↑</p> <p>3 Compliance Questionnaire</p> <p>3.1 Does any owner or key principle of the company have a close relationship (spouse, family member, business partner) to a FCS employee? * Unspecified ▾</p> <p>Yes</p> <p>No</p> <p>Unspecified</p> <p>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? * Unspecified ▾</p> <p>3.5 Is your Company owned or controlled by Government? * Unspecified ▾</p> <p>(*) indicates a required field</p> <p>Submit Entire Response Save draft Compose Message Excel Import</p>

Step	Action
<p> Using the vertical scroll bar, navigate down to Question 3.3 to confirm whether the company, or any owners, officers, agents or employees, have been suspended from doing business in any capacity (within the past 10 years) in any jurisdiction, which includes debarment or suspension.</p> <p>50. Click the <b>Confirmation</b> drop-down arrow and select <b>No</b> from the list.</p>	<p>All Content</p> <p>Name ↑</p> <p>▼ 3 Compliance Questionnaire</p> <p>3.1 Does any owner or key principle of the company have a close relationship (spouse, family member, business partner) to a FCS employee? * No</p> <p>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</p> <p>Unspecified Yes No Unspecified</p> <p>Click No.</p> <p>(*) indicates a required field</p> <p>Submit Entire Response Save draft Compose Message Excel Import</p>
<p> Using the vertical scroll bar, navigate down to Question 3.5 to confirm whether your company is owned or controlled by a Government Entity.</p> <p>51. Click the <b>Confirmation</b> drop-down arrow and select <b>No</b> from the list.</p>	<p>All Content</p> <p>Name ↑</p> <p>3.5 Is your Company owned or controlled by Government Entity? * Unspecified</p> <p>3.7 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? * No</p> <p>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? * Unspecified</p> <p>▼ 4 Information management</p> <p>4.1 Will you host/store/process/transmit or have access to any FCS Data? * Unspecified</p> <p>(*) indicates a required field</p> <p>Submit Entire Response Save draft Compose Message Excel Import</p>

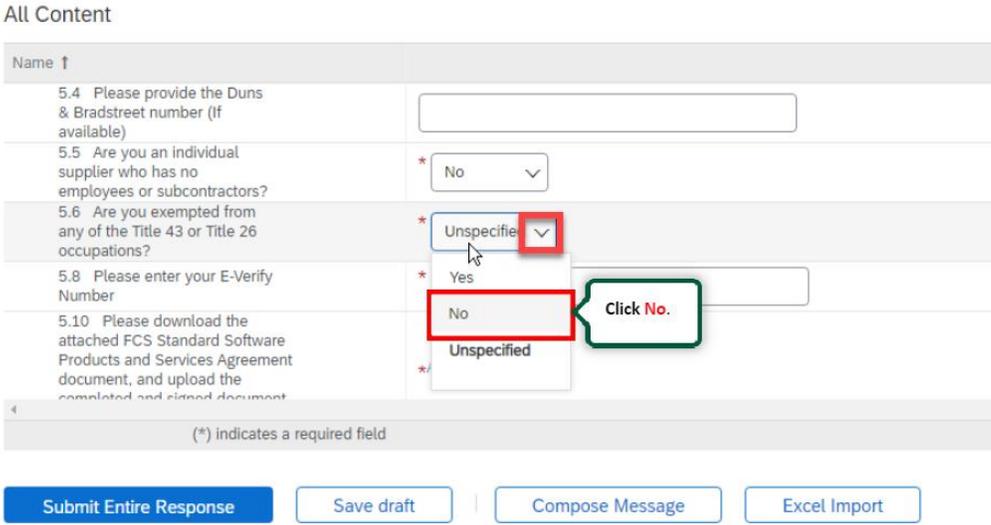
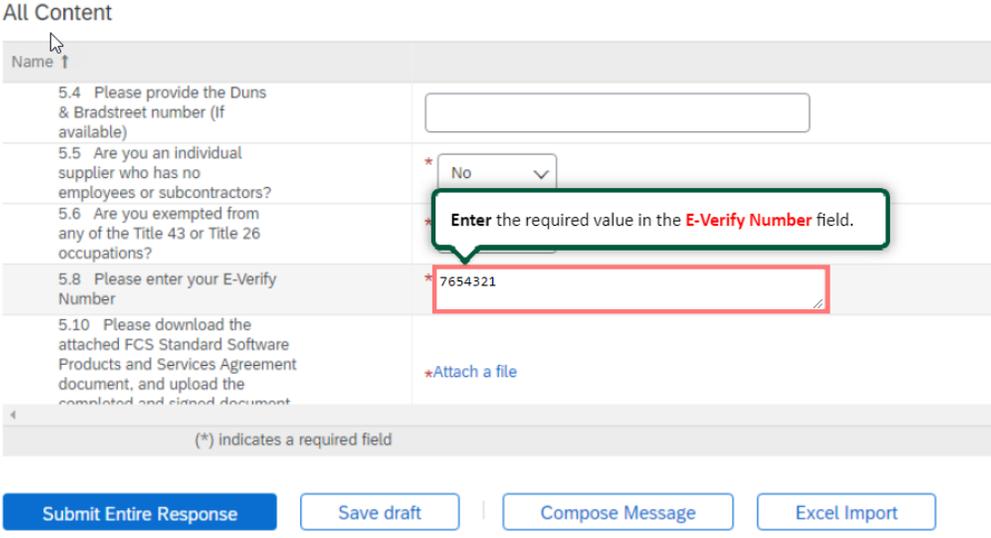
Step	Action
<p> Using the vertical scroll bar, navigate down to Question 3.7 to acknowledge was or is any owner, officer, manager, agent (e.g., third party), affiliate, or employee of the Company a Government Official or have a close relationship to a Government Official.</p> <p>52. Click the <b>Confirmation</b> drop-down arrow and select <b>Yes</b> from the list.</p>	
<p>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 Job Titles</b> field.</p>	
<p> Using the vertical scroll bar, navigate down to Question 3.9 to acknowledge if your company is familiar with U.S. laws that restrict the sale of goods and services to certain embargoed countries and individuals on denied parties' list.</p> <p>54. Click the <b>Confirmation</b> drop-down arrow and select <b>Yes</b> from the list.</p>	

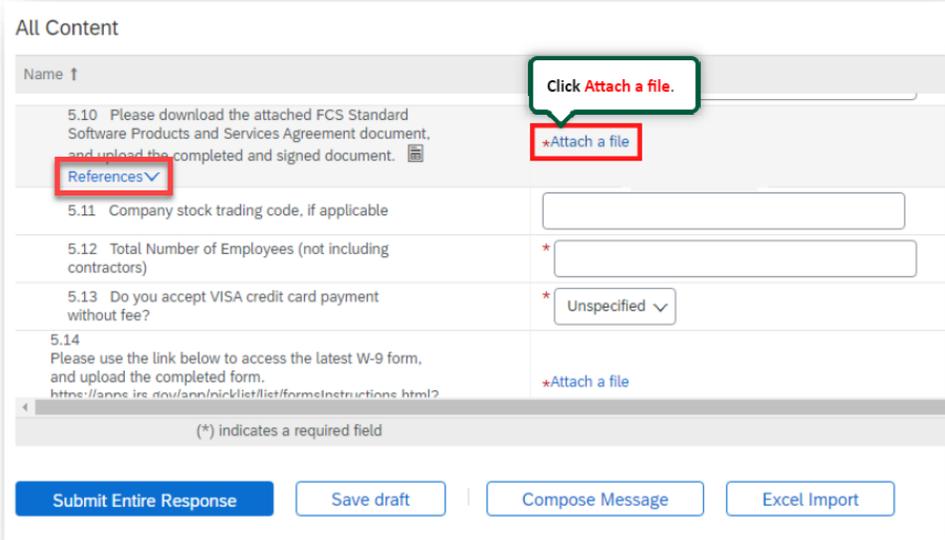
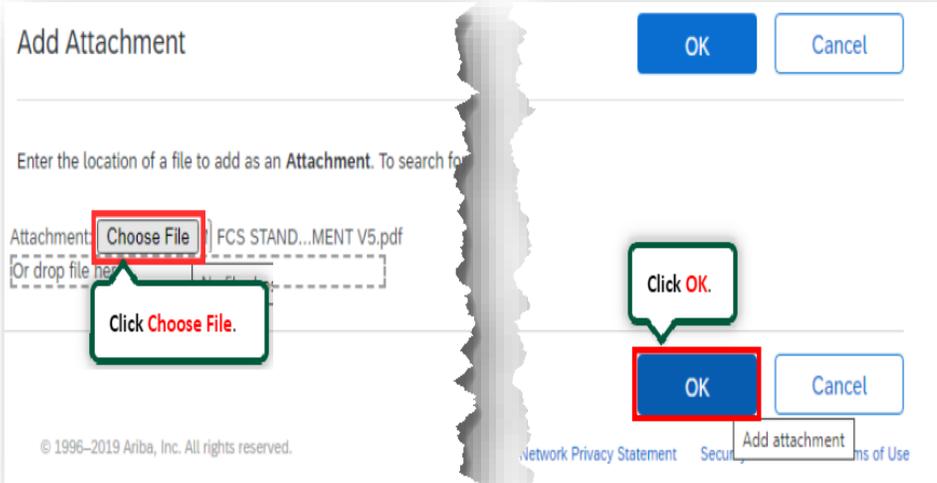
Step	Action
<p> Using the vertical scroll bar, navigate down to Question 4.1 in the <b>Information Management</b> section to acknowledge if you will host/store/process/transmit or have access to any FCS Data.</p> <p>55. Click the <b>Confirmation</b> drop-down arrow and select <b>Yes</b> from the list.</p>	 <p>The screenshot shows the 'Information management' section of the questionnaire. Question 4.2, 'Do you need access to any personal information about anyone?', has a dropdown menu open with 'Yes' selected. A red box highlights the 'Yes' option, and a green callout bubble points to it with the text 'Click Yes.' Other questions in the section are also visible, with their dropdowns set to 'Unspecified'.</p>
<p> Using the vertical scroll bar, navigate down to Question 4.2 to confirm if you need access to any personal information about anyone. For example, student name, addresses, phone numbers, social security numbers ID numbers, medical records or disciplinary records.</p> <p>56. Click the <b>Confirmation</b> drop-down arrow and select <b>No</b> from the list.</p>	 <p>The screenshot shows the same questionnaire section as above. In this instance, question 4.2 has a dropdown menu open with 'No' selected. A red box highlights the 'No' option, and a green callout bubble points to it with the text 'Click No.' The 'Yes' option is also visible in the dropdown menu.</p>

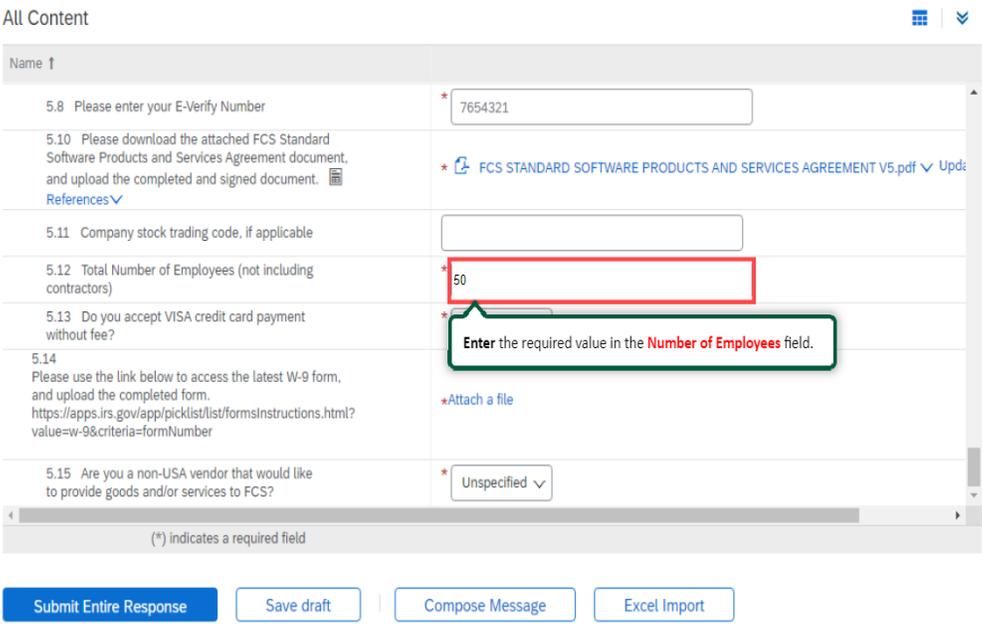
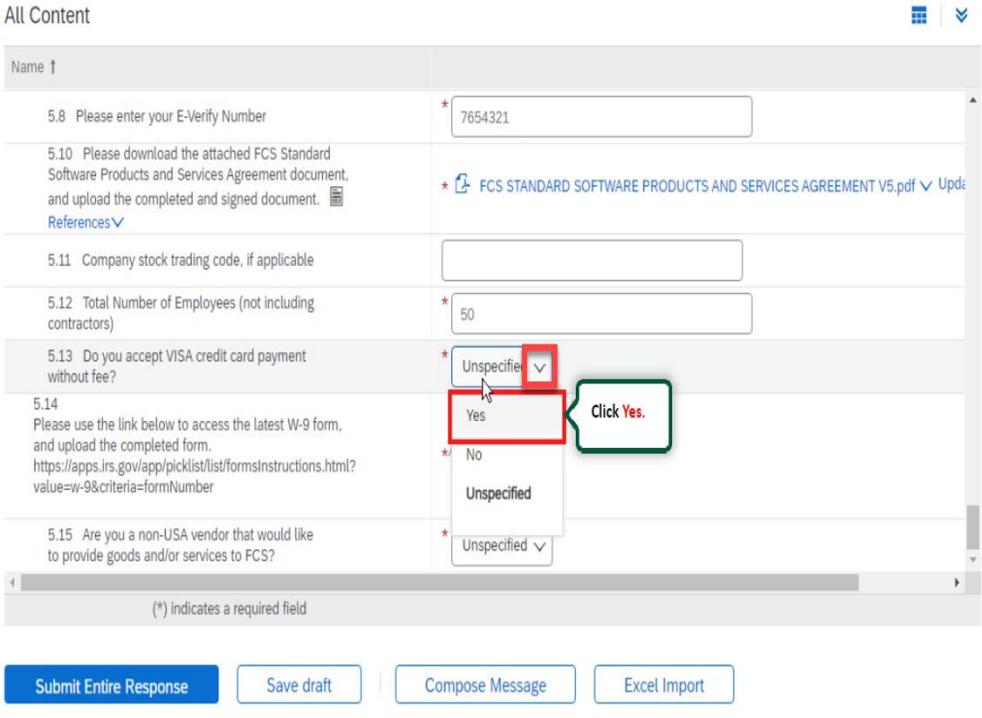
Step	Action
<p> Using the vertical scroll bar, navigate down to Question 4.4 to indicate the classification of data that will be handled by your company.</p> <p>56. Click the <b>Confirmation</b> drop-down arrow and select <b>Confidential – Asset Information, Authentication Credentials, Certification reports, Product and Services evaluations</b> from the list.</p>	<p>All Content</p> <p>Name ↑</p> <p>4 Information management</p> <p>4.1 Will you host/store/process/transmit or have access to any FCS Data? * Yes</p> <p>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. * No</p> <p>4.4 Please indicate the classification of data that will be handled by your company. * Unspecified</p> <p>4.5 Will your company require any access to FCS systems or network? (i.e. API, SFTP, or consulting staff accessing FCS systems) * Unspecified</p> <p>5 Tax Information</p> <p>(*) indicates a required field</p> <p>Submit Entire Response Save draft</p> <p>Click <b>Confidential - Asset Information, Authentication Credentials, Certification reports, Product and Service evaluations</b></p>
<p> 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).</p> <p>57. Click the <b>Confirmation</b> drop-down arrow and select <b>Yes</b> from the list.</p>	<p>All Content</p> <p>Name ↑</p> <p>4 Information management</p> <p>4.1 Will you host/store/process/transmit or have access to any FCS Data? * Yes</p> <p>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. * No</p> <p>4.4 Please indicate the classification of data that will be handled by your company. * Confidential - Asset information, Authentication credentials, Certification reports, Pro...</p> <p>4.5 Will your company require any access to FCS systems or network? (i.e. API, SFTP, or consulting staff accessing FCS systems) * Unspecified</p> <p>5 Tax Information</p> <p>(*) indicates a required field</p> <p>Submit Entire Response Save draft Compose Message Excel Import</p> <p>Click <b>Yes.</b></p>

Step	Action
<p data-bbox="155 373 191 411"></p> <p data-bbox="147 415 472 596"><i>Using the vertical scroll bar, navigate down to <b>Section 5 – Tax Information’s</b> Question 5.1 to confirm which tax number you will provide.</i></p> <p data-bbox="147 627 472 747"><b>58. Click the Confirmation</b> drop-down arrow and select <b>Employer ID Number</b> from the list.</p>	
<p data-bbox="155 974 191 1012"></p> <p data-bbox="147 1016 472 1197"><i>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.</i></p> <p data-bbox="147 1228 472 1388"><b>59. Click the Country</b> drop-down arrow. Press the <b>U</b> key on the keyboard and select <b>United States (US)</b> from the listing.</p>	

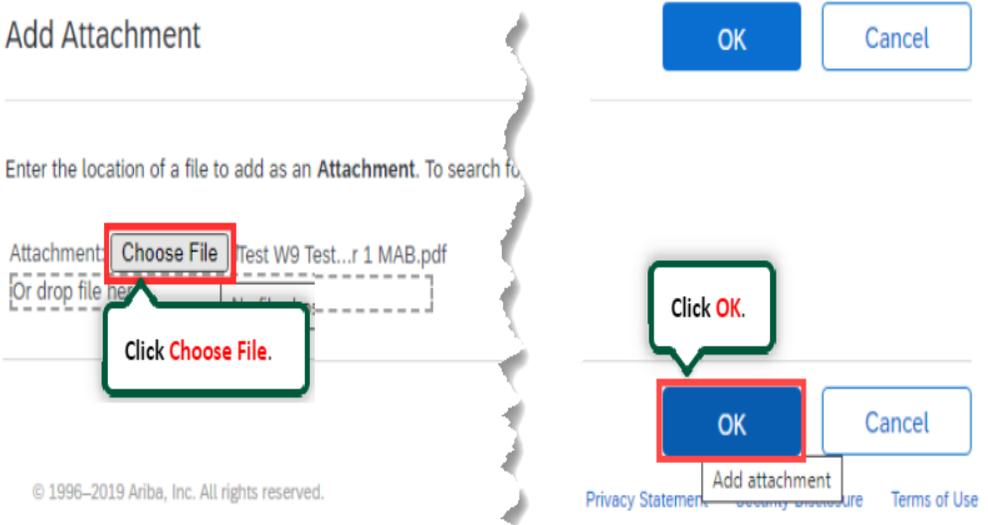
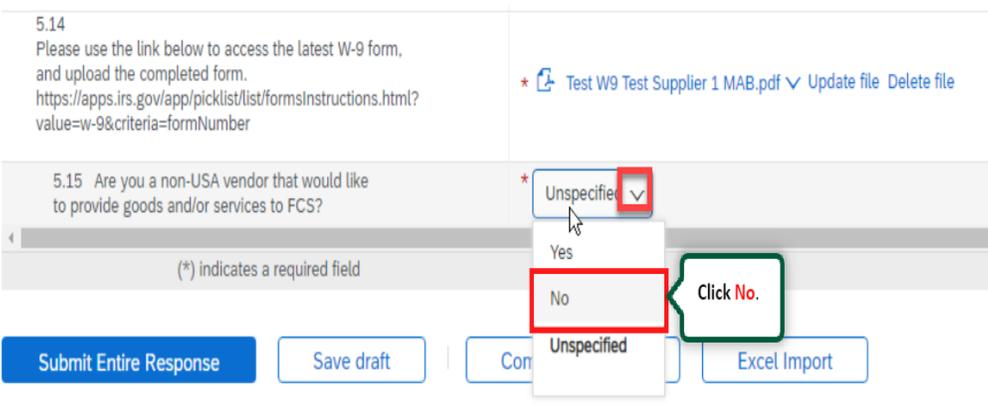
Step	Action
<p>60. Enter the required value in the <b>Organization</b> field.</p>	
<p> Using the vertical scroll bar, navigate down to Question 5.5 to confirm whether you are an individual supplier who has no employees or subcontractors.</p> <p>61. Click the <b>Confirmation</b> drop-down arrow and select <b>No</b> from the lists.</p>	

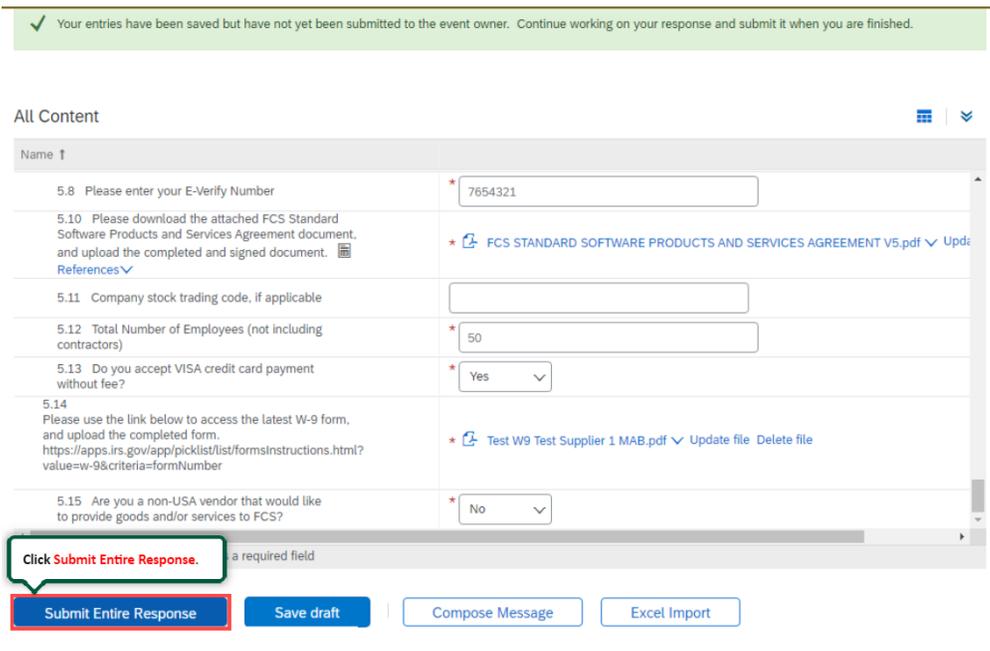
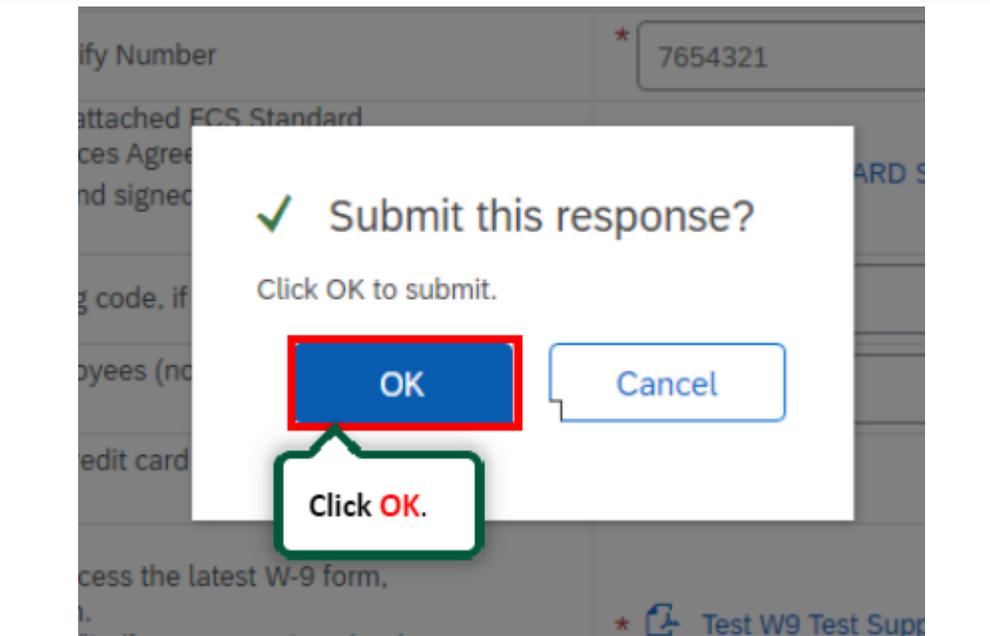
Step	Action
<p> Using the vertical scroll bar, navigate down to Question 5.6 to confirm whether you are exempted from any of the Title 43 or Title 26 occupations.</p> <p>62. Click the <b>Confirmation</b> drop-down arrow and select <b>No</b> from the list.</p>	 <p>All Content</p> <p>Name ↑</p> <p>5.4 Please provide the Duns &amp; Bradstreet number (if available)</p> <p>5.5 Are you an individual supplier who has no employees or subcontractors? *</p> <p>5.6 Are you exempted from any of the Title 43 or Title 26 occupations? *</p> <p>5.8 Please enter your E-Verify Number *</p> <p>5.10 Please download the attached FCS Standard Software Products and Services Agreement document, and upload the completed and signed document *</p> <p>(*) indicates a required field</p> <p>Submit Entire Response   Save draft   Compose Message   Excel Import</p>
<p> Using the vertical scroll bar, navigate down to Question 5.8 provide your E-Verify Number.</p> <p>63. Enter the required value in the <b>E-Verify Number</b> field.</p>	 <p>All Content</p> <p>Name ↑</p> <p>5.4 Please provide the Duns &amp; Bradstreet number (if available)</p> <p>5.5 Are you an individual supplier who has no employees or subcontractors? *</p> <p>5.6 Are you exempted from any of the Title 43 or Title 26 occupations? *</p> <p>5.8 Please enter your E-Verify Number *</p> <p>5.10 Please download the attached FCS Standard Software Products and Services Agreement document, and upload the completed and signed document *</p> <p>(*) indicates a required field</p> <p>Submit Entire Response   Save draft   Compose Message   Excel Import</p>

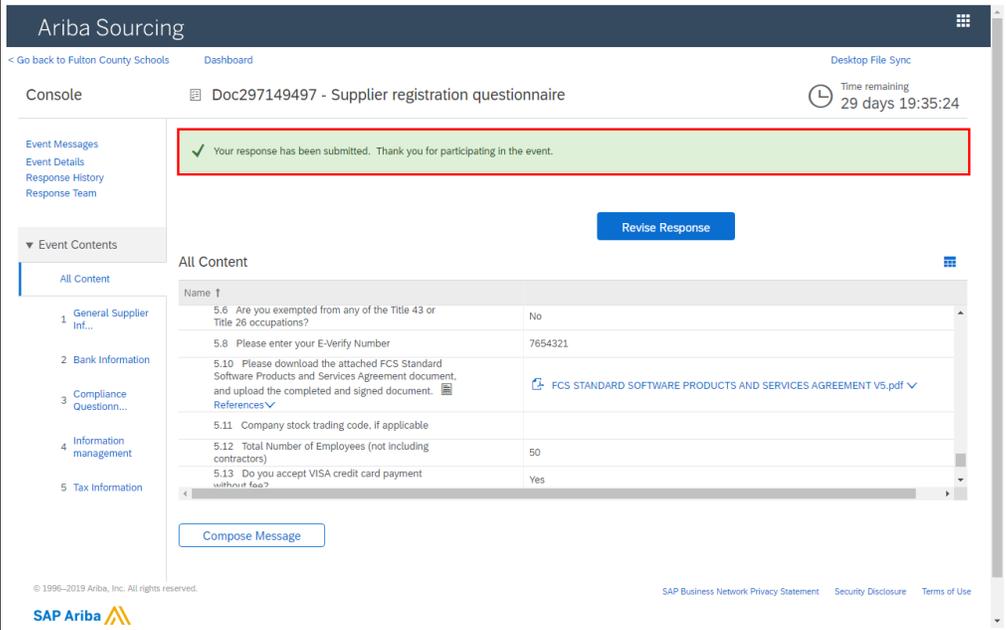
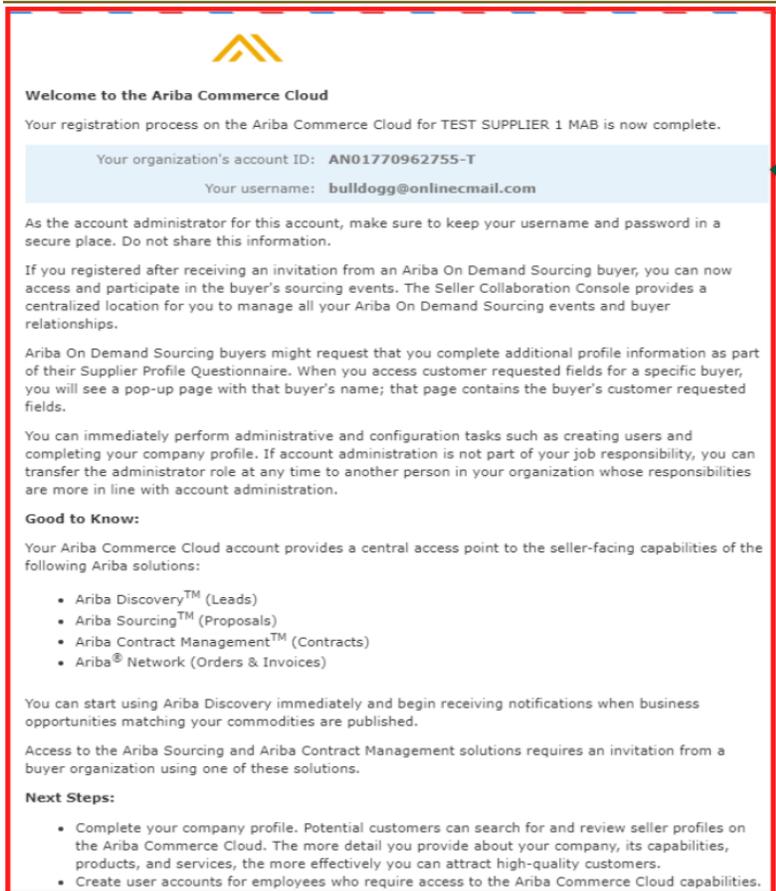
Step	Action
<p> Using the vertical scroll bar, navigate down to Question 5.10.</p> <p>Here is where you will download the attached FCS Standard Software Products and Services Agreement document and upload the completed and signed document.</p> <p>The document that needs to be downloaded, can be accessed by clicking on the "References" link.</p> <p>This document should be completed in its entirety and saved.</p> <p>64. Click on the <b>Attach a file</b> button to upload the completed and signed document.</p>	
<p>65. Click the <b>Choose File</b> button.</p> <p> Enter the location of a file to add as an <b>Attachment</b>. To search for a particular file, click <b>Browse...</b> When the desired filename is displayed next to the <b>Choose File</b> button, click <b>OK</b> to add the attachment.</p> <p>Click the <b>OK</b> button.</p>	

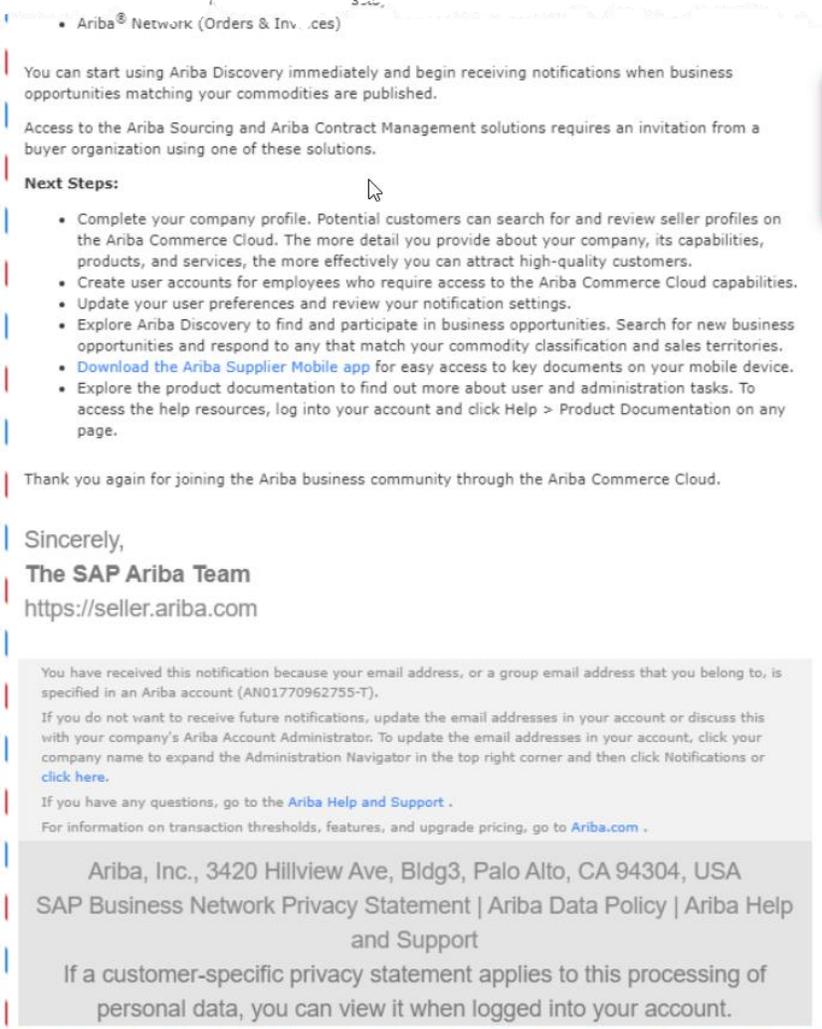
Step	Action
<p>66. Enter the required value in the Question 5.12 <b>Total Number of Employees</b> field to provide the total number of employees (not including contractors).</p>	
<p><i>Using the vertical scrollbar, navigate down to Question 5.13 to acknowledge whether you accept VISA credit card payment without fee.</i></p> <p>67. Click the <b>Confirmation</b> drop-down arrow and select <b>Yes</b> from the list.</p>	

# How a Supplier Completes Registration and the Supplier Questionnaire on the Ariba Network

Step	Action
<p> Using the vertical scroll bar, navigate down to Question 5.14.</p> <p>You can access the latest W-9 form by using the link provided and then uploading the completed form.</p> <p>68. Click the <b>Attach a file</b> button.</p>	
<p>69. Click the <b>Choose File</b> button.</p> <p> Enter the location of a file to add as an <b>Attachment</b>. To search for a particular file, click <b>Browse...</b> When the desired filename is displayed next to the <b>Choose File</b> button, click click <b>OK</b> to add the attachment.</p> <p>Click the <b>OK</b> button.</p>	
<p> 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.</p> <p>70. Click the <b>Confirmation</b> drop-down arrow and select <b>No</b> from the list.</p>	

Step	Action
<p>71. When you have completed the Supplier Questionnaire and reviewed your responses, <b>click on the Submit Entire Response</b> button to send the Supplier Questionnaire to FCS for review and approval.</p>	 <p>The screenshot shows a web form titled 'All Content' with a green status bar at the top: '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.' Below the form, there are several fields: '5.8 Please enter your E-Verify Number' (value: 7654321), '5.10 Please download the attached FCS Standard Software Products and Services Agreement document, and upload the completed and signed document.' (with a PDF link), '5.11 Company stock trading code, if applicable' (empty), '5.12 Total Number of Employees (not including contractors)' (value: 50), '5.13 Do you accept VISA credit card payment without fee?' (value: Yes), '5.14 Please use the link below to access the latest W-9 form, and upload the completed form.' (with a PDF link), and '5.15 Are you a non-USA vendor that would like to provide goods and/or services to FCS?' (value: No). At the bottom, there are four buttons: 'Submit Entire Response' (highlighted in red), 'Save draft', 'Compose Message', and 'Excel Import'. A green callout bubble points to the 'Submit Entire Response' button with the text 'Click Submit Entire Response.'</p>
<p>72. <b>Click the OK</b> button to confirm you want to submit the response when the verification window appears.</p>	 <p>The screenshot shows a confirmation dialog box with a green checkmark and the text 'Submit this response?'. Below the text, it says 'Click OK to submit.' There are two buttons: 'OK' (highlighted in red) and 'Cancel'. A green callout bubble points to the 'OK' button with the text 'Click OK.'</p>

Step	Action																					
<p> <i>The Supplier registration questionnaire has been submitted.</i></p> <p>You can log off of the Ariba Network.</p>	 <p>The screenshot shows the 'Ariba Sourcing' interface for a supplier registration questionnaire. A green notification box at the top states: 'Your response has been submitted. Thank you for participating in the event.' Below this is a 'Revise Response' button. The main content area displays a table of questionnaire items:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Question</th> <th>Answer</th> </tr> </thead> <tbody> <tr> <td>5.6</td> <td>Are you exempted from any of the Title 43 or Title 26 occupations?</td> <td>No</td> </tr> <tr> <td>5.8</td> <td>Please enter your E-Verify Number</td> <td>7654321</td> </tr> <tr> <td>5.10</td> <td>Please download the attached FCS Standard Software Products and Services Agreement document, and upload the completed and signed document.</td> <td><a href="#">FCS STANDARD SOFTWARE PRODUCTS AND SERVICES AGREEMENT V5.pdf</a></td> </tr> <tr> <td>5.11</td> <td>Company stock trading code, if applicable</td> <td></td> </tr> <tr> <td>5.12</td> <td>Total Number of Employees (not including contractors)</td> <td>50</td> </tr> <tr> <td>5.13</td> <td>Do you accept VISA credit card payment without a fee?</td> <td>Yes</td> </tr> </tbody> </table> <p>At the bottom of the page, there is a 'Compose Message' button and footer information including '© 1996–2019 Ariba, Inc. All rights reserved.' and 'SAP Ariba' logo.</p>	Name	Question	Answer	5.6	Are you exempted from any of the Title 43 or Title 26 occupations?	No	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.	<a href="#">FCS STANDARD SOFTWARE PRODUCTS AND SERVICES AGREEMENT V5.pdf</a>	5.11	Company stock trading code, if applicable		5.12	Total Number of Employees (not including contractors)	50	5.13	Do you accept VISA credit card payment without a fee?	Yes
Name	Question	Answer																				
5.6	Are you exempted from any of the Title 43 or Title 26 occupations?	No																				
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5.13	Do you accept VISA credit card payment without a fee?	Yes																				
<p> <i>As the Supplier, you will receive an email from Ariba welcoming you to the Ariba Network.</i></p>	 <p>The screenshot shows a welcome email from Ariba Commerce Cloud. The header includes the Ariba logo and the text: 'Welcome to the Ariba Commerce Cloud'. The main body of the email states: 'Your registration process on the Ariba Commerce Cloud for TEST SUPPLIER 1 MAB is now complete.' It provides account details: 'Your organization's account ID: AN01770962755-T' and 'Your username: bulldogg@onlinecmail.com'. The email also contains instructions for account administrators and information about Ariba On Demand Sourcing buyers. A 'Good to Know' section lists Ariba solutions: Ariba Discovery™ (Leads), Ariba Sourcing™ (Proposals), Ariba Contract Management™ (Contracts), and Ariba® Network (Orders &amp; Invoices). The email concludes with 'Next Steps' for the supplier: 'Complete your company profile' and 'Create user accounts for employees'.</p>																					

Step	Action
<p> You can scroll down reading through the email and get more information.</p>	 <p>The screenshot shows an email from Ariba with the following content:</p> <ul style="list-style-type: none"> <li><b>Subject:</b> Ariba® Network (Orders &amp; Invoices)</li> <li><b>Text:</b> 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.</li> <li><b>Next Steps:</b> <ul style="list-style-type: none"> <li>Complete 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, products, and services, the more effectively you can attract high-quality customers.</li> <li>Create user accounts for employees who require access to the Ariba Commerce Cloud capabilities.</li> <li>Update your user preferences and review your notification settings.</li> <li>Explore Ariba Discovery to find and participate in business opportunities. Search for new business opportunities and respond to any that match your commodity classification and sales territories.</li> <li>Download the <a href="#">Ariba Supplier Mobile app</a> for easy access to key documents on your mobile device.</li> <li>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.</li> </ul> </li> <li><b>Text:</b> Thank you again for joining the Ariba business community through the Ariba Commerce Cloud.</li> <li><b>Text:</b> Sincerely, The SAP Ariba Team <a href="https://seller.ariba.com">https://seller.ariba.com</a></li> <li><b>Text (grey box):</b> You have received this notification because your email address, or a group email address that you belong to, is specified in an Ariba account (AN01770962755-T). If you do not want to receive future notifications, update the email addresses in your account or discuss this with your company's Ariba Account Administrator. To update the email addresses in your account, click your company name to expand the Administration Navigator in the top right corner and then click Notifications or <a href="#">click here</a>.</li> <li><b>Text (grey box):</b> If you have any questions, go to the <a href="#">Ariba Help and Support</a>.</li> <li><b>Text (grey box):</b> For information on transaction thresholds, features, and upgrade pricing, go to <a href="#">Ariba.com</a>.</li> <li><b>Text (grey box):</b> Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA SAP Business Network Privacy Statement   Ariba Data Policy   Ariba Help and Support If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.</li> </ul>