

培训文件

“适用于供应商的 ARIBA”

用户功能:

供应商 ARIBA 用户

系统: ARIBA

自定义状态: 2021 年 2 月

发布:	22.02.2021	版本:	2
文件名:	Training Documentation for Suppliers_ZH.docx	作者 (当前版本)	SAP ARIBA 核心团队

目录

目录	II
缩写	IV
1 ARIBA 的一般说明	6
1.2 说明	6
1.3 成本	6
2 如何在 ARIBA 上注册	7
2.1 邀请	7
2.2 注册	8
2.2.1 公司信息	8
2.2.2 用户帐户信息	8
2.2.3 业务信息	8
2.2.4 查看潜在的现有帐户	10
2.3 注册调查问卷	11
2.3.1 重要问题	11
2.3.2 提交调查问卷	12
2.3.3 请求提供其他信息	13
2.3.4 批准	13
3 如何成为 TDK 的合格供应商	14
3.1 邀请	14
3.2 基本资格调查问卷	15
3.3 SM 调查问卷	15
3.3.1 重要问题	15
3.4 提交调查问卷	17
4 对调查问卷的进一步解释	19
4.1 Excel 导入	19
4.2 调查问卷时限	21
4.3 修改调查问卷	22
5 如何管理证书	23
5.1 证书概述	23
5.2 公开证书	23
5.3 过期证书的更新	23
6 如何管理合同	25
6.1 谈判合同	25
6.2 接收已签署的合同	26

7	如何参与寻源.....	28
7.1	邀请.....	28
7.2	参与.....	28
7.3	拒绝.....	32
7.4	用 Excel 上传信息.....	33
8	如何更新公共主页.....	36
8.1	公司主页.....	36
8.2	ARIBA Discovery 上的公司简介.....	37
9	仪表盘信息.....	39
9.1	ARIBA Network.....	39
9.2	ARIBA 提案和调查问卷.....	39
10	如何重置密码.....	40
11	不同 ARIBA 主页的链接.....	42
11.1	通过请求链接帐户.....	42
11.2	直接链接帐户.....	44
12	在 ARIBA 内创建不同的公司用户.....	45
12.1	创建角色.....	45
12.2	创建用户.....	46

缩写

AEO	经认证的经营者
BAD-SL	禁用和应申报的物质清单
BG	事业部
BI	银行信息
BL	营业执照
BOA	奖金协议
CAG	商业协议
CAGP	商业协议（针对具体项目）
CAPA	产能协议
CMD	冲突矿产声明
CMRT	冲突矿产报告模板
CONSULT	咨询合同
CRT	钴报告模板
CSA	寄售库存协议
CSR	企业社会责任
ECPC	环保认证
FRA	框架协议
FRC	货运合同
GK P&L	用于生产或实验室的辅助材料
IATF 16949	国际汽车工作组认证
ID	身份证号码
ISO 13485	医疗器械质量管理认证
ISO 14001	环境管理体系认证
ISO 17025	测试和校准实验室体系认证
ISO 45001	职业健康与安全体系认证
ISO 50001	能源管理体系认证
ISO 9001	质量管理体系认证
ISO/TS 22163	铁路应用认证

JDA	联合开发协议
LEA	租赁协议
MPA	材料采购协议
MSME	中小型微型企业认证
NDA	保密协议
NDAP	保密协议（针对具体项目）
OHSAS 18001	职业健康与安全认证
OSS	职业安全表
PPM	百万分之一
PRA	定价协议
QAA	质量保证协议
RD	开发合同
REACH C	REACH 确认
REACH R	REACH 注册
RoHS	RoHS 符合性
SA 8000	社会责任认证
SD	供应商声明（中国）
SLA	服务水平协议
SLP	供应商生命周期和绩效
SM	供应商管理
SQM	供应商质量管理
SRM	供应商关系管理
TOL	模具协议

1 ARIBA 的一般说明

SAP ARIBA 是一种基于云的创新解决方案，允许供应商和采购方在同一个平台上建立联系和开展业务。ARIBA 充当供应链和采购服务的角色，为企业在全球范围内开展业务提供方便。

ARIBA 公司于 1996 年开发这个基于云的创新解决方案，SAP 在 2012 年将其收购。

1.1 TDK 电子的目标

TDK 电子的目标是：

- 在业务部门和工厂之间建立所有采购数据的透明度
- 通过取代 Excel 工作表和电子邮件等手动工作来提高效率
- 统一 TDK 电子内部的采购流程和系统
- 实现合同和证书到期的有效提醒功能
- 将所有文件存储在同一个系统中

1.2 说明

TDK 电子使用三个模块：

- 供应商生命周期和绩效管理（SLP）
- 合同
- 寻源
-

1.3 成本

作为 ARIBA Network 供应商，您在 ARIBA Network 中有两种帐户选择。

标准帐户：提供基本功能，对于 ARIBA Network 中的供应商完全免费，标准帐户是您接收订单、确认订单并快速将其转换为发票的快捷方式。您将通过与您的标准帐户关联的电子邮件地址接收采购订单，并且可以免费处理您与客户之间文件处理且无数量限制（请注意，并非所有提到的功能都被 TDK 用到）。如果仅需要 ARIBA Network 的基本功能，则标准帐户是理想的选择，这些功能如：

- 参与寻源活动
- 合同协作

如果您有更高级的需求，例如为客户提供目录内容、供应链协作、与 ERP 系统集成或者需要专家以及获得优先支持，就需要企业帐户。

您一年内在 ARIBA Network 上处理的文件数量以及企业所需的自动化技术和支持范围，决定了是否需要订阅企业帐户。有关更多详细信息，请联系 SAP ARIBA。

<https://www.ARIBA.com/ARIBA-network/ARIBA-network-for-suppliers/accounts-and-pricing>

注意：TDK 电子使用的三个模块都是免费的

2 如何在 ARIBA 上注册

第一步是注册。这将由 TDK 采购人员发起，他们将向您发送附有注册调查问卷的邀请邮件。

每当需要您在 ARIBA 中完成操作时，您都会收到一封电子邮件通知。

2.1 邀请

单击邮件中的链接以创建帐户或登录（如果已经拥有了帐户）。

TDK Electronics

Register as a supplier with TDK Electronics

Hello!

BUYER has invited you to register to become a supplier with TDK Electronics. In order to do so, you need to start by creating an account with Ariba Network. It's free.

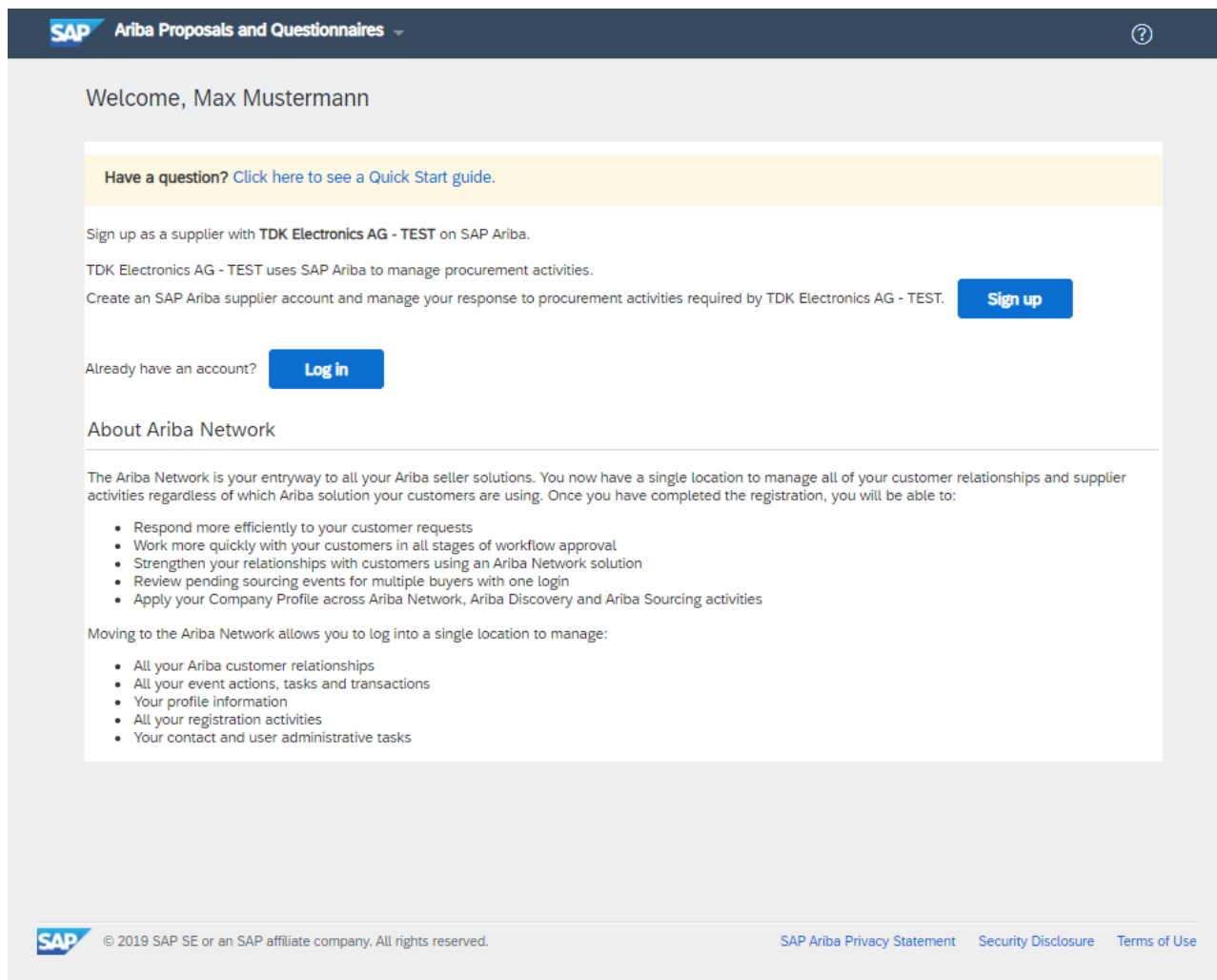
TDK Electronics uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier Documentation AG already has an account with Ariba Network, sign in with your username and password.

[Click Here to create account now](#)

You are receiving this email because your customer, TDK Electronics - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact TDK Electronics - TEST.

Offices | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)
Powered by

以下页面将会打开。



The screenshot shows the SAP Ariba interface for a supplier registration invitation. At the top, there is a header with the SAP logo and the text "Ariba Proposals and Questionnaires". Below the header, a welcome message reads "Welcome, Max Mustermann". A yellow banner contains the text "Have a question? Click here to see a Quick Start guide." The main content area includes a sign-up prompt: "Sign up as a supplier with TDK Electronics AG - TEST on SAP Ariba." It explains that TDK Electronics AG - TEST uses SAP Ariba for procurement and provides a "Sign up" button. Below this, there is a "Log in" button for existing accounts. The "About Ariba Network" section describes it as a single location for managing customer relationships and lists several benefits: responding more efficiently, working more quickly, strengthening relationships, reviewing sourcing events, and applying company profiles. It also lists tasks that can be managed in the Ariba Network, such as customer relationships, event actions, profile information, registration activities, and administrative tasks. The footer contains the SAP logo, copyright information for 2019, and links to the SAP Ariba Privacy Statement, Security Disclosure, and Terms of Use.

如果您已经有帐户，则可以直接查看有关 TDK 注册调查问卷的第 2.3 章。

2.2 注册

如果您首先要创建帐户，ARIBA 会要求您提供一些其他信息。此信息，是用于您在 ARIBA Network 上的公共主页，与 TDK 调查问卷无关。

2.2.1 公司信息

Company information

* Indicates a required field

Company Name: *

Country/Region: * ▼

Address: *

Postal Code: *

City: *

State: * ▼

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

请填写所有必填信息以创建帐户。

2.2.2 用户帐户信息

请注意，用户名必须为电子邮箱格式（xxxx@xx.xx）。

密码必须包含至少八个字符，包括大写和小写字母、数字和特殊字符。

User account information

* Indicates a required field
[SAP Ariba Privacy Statement](#)

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language: ▼

Email orders to: *

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

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

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

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

2.2.3 业务信息

请使用“浏览”按钮浏览到产品和类别以及送货/服务地点。

Tell us more about your business

Product and Service* Categories: -or-

Ship-to or Service Locations:* -or-

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

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

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

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

I have read and agree to the [SAP Ariba Privacy Statement](#)

您需要在第三级上至少选择一种产品。请单击“+”选择相应的类别。

Product and Service Category Selection

Search

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

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

- Agricultural & Fishing Machinery >
- Agricultural & Fishing Services >
- Apparel, Luggage & Personal Care >
- Chemicals >
- Cleaning Supplies >
- Computer Hardware, Software & Telecom >
- Construction & Maintenance >
- Agricultural, Forestry and Landscaping Equipment >
- Fishing & Aquaculture Equipment >
- Aquaculture equipment >
- Commercial fishing equipment >
- No items

My Selections (0)

请选中底部的使用条款和 SAP Ariba 隐私声明选项。

然后，您可以点击“创建帐户并继续”

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

I have read and agree to the [SAP Ariba Privacy Statement](#)

2.2.4 查看潜在的现有帐户

您可能会收到已经创建类似帐户的信息。您需要查看这些信息，检查您所在的公司是否已经注册。

Potential existing accounts

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

[Review accounts](#)

您可以单击“查看主页”以访问潜在重复项的详细信息。如果您所在的公司已经注册，请单击“联系管理员”以扩大您的公司帐户。

Aribatest	AUT	Styria	-	AN01561463839	View profile <small>Please view profile and contact admin if you need to.</small>
TDK India Pvt Ltd	IND	Maharashtra	-	AN01457459021	
TDK COMPONENTS PTE. LTD.	SGP	Singapore	-	AN01566647285	

Supplier profile

Last Updated: 31 Aug 2020

[Contact Admin](#)
[Cancel](#)

Aribatest
Deutschlandsberg
Styria
Austria

Overall: ★★★★★
RATING 1: ★★★★★
RATING 2: ★★★★★
RATING 3: ★★★★★
RATING 4: ★★★★★

Basic Information **References (0)**

Year Founded: **Not Specified**
Employees: **Not Specified**
Revenue: **Not Specified**
Stock Ticker: **Not Specified**
Legal Name: **Not Specified**
Type of Organization:
State of Incorporation: **Not Specified**

Details

Sales Territories Any Territories	Commodities Not Specified	Industries Not Specified
---	-------------------------------------	------------------------------------

Additional Network Information

AN Subscription: Premium Package
ANID: AN01561463839
D-U-N-S® Number: Not Specified

如果您确定这些帐户都与您所在的公司无关，则可以单击“继续创建帐户”。

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and [contact the account administrator](#) from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Supplier Documentation AG	julia.kapfensteiner@tdk-electronics.tdk.com			Solostraße Graz Styria, Austria 8010

20 search results found | [Search More](#)

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
Supplier JK 20190221	AUT	-	-	AN01436599654	...
Aribatest	AUT	Styria	-	AN01561463839	...
TDK India Pvt Ltd	IND	Maharashtra	-	AN01457459021	...

您将进入 TDK 注册调查问卷。

2.3 注册调查问卷

注册调查问卷包含一般信息。请填写调查问卷。必答问题标有星号 (*)，并且必须回答才能提交答复。

Console Doc496585745 - Supplier registration questionnaire Time remaining
13 days 23:13:20

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 General information

2 Requested terms of p...

3 CSR

4 Documents

5 Banking details

6 Additional banking d...

7 European tax identifi...

9 Other Tax Numbers

12 Additional comments

All Content

Name 1

▼ 1 General information

1.1 Company name *

1.2 Company name 2 (if Company name is longer than 35 characters or to enter Chinese characters)

1.3 Company name 3 (if Company name 2 is longer than 35 characters)

1.4 Company name 4 (if Company name 3 is longer than 35 characters)

1.5 Address Show More

Street: ⓘ House Number: ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: ⓘ City: ⓘ

Country: ⓘ Region: ⓘ

1.6 Communication language ▼

1.7 Contact person salutation ▼

1.8 Contact person first name *

1.9 Contact person last name *

1.10 Contact person phone number (incl. country code e.g. +49 1234 56789) *

1.11 Contact person email address *

1.12 Fax number for ordering (excluding country code and with leading zero) *

(*) Indicates a required field

2.3.1 重要问题

您将发现一些关于继续与 TDK 开展业务的重要问题。

TDK 不得与不遵守“联合国全球契约倡议十项原则”的供应商合作。因此，请仔细阅读这些问题并正确回答。

▼ 3 CSR	
3.1 Do you follow the principles described in the code of conduct of the Responsible Business Alliance (RBA)? http://www.responsiblebusiness.org/	Unspecified ▼
3.2 Do you comply with the "ten principles of the UN global compact initiative"? https://www.unglobalcompact.org/what-is-gc/mission/principles	* Yes ▼
3.3 Do you support the UN Global Compact Initiative?	Unspecified ▼
3.4 Are there specific guidelines for corporate social responsibility / CSR Policy / code of conduct?	Unspecified ▼
3.6 Is there a compliance officer in charge for the CSR policy	Unspecified ▼

同样，请填写您的 DUNS（邓白氏）编号（非必填）。如果您没有这个编号，申请也很方便（<https://www.bisnode.de/upik-en/contact-upik/>）。

1.16 DUNS number	<input type="text" value="123456789"/>
------------------	--

如果您打算提供 TDK 最终产品中使用的材料，则至少需要持有 ISO 9001 证书。如果您持有 ISO 9001 证书，请在问题 4.1 中选择“是”。如果您通过了 IATF 16949 认证，请在 ISO 9001 问题上也勾选“是”。

▼ 4 Documents	
4.1 Do you have a valid ISO 9001 certificate?	* Yes ▼

请在相关空格中添加所有银行信息（即使该空格本身不是必填问题）。

▼ 5 Banking details	
5.1 Account holder	* <input type="text"/>
5.2 Name of the bank (from account holder)	* <input type="text"/>
5.3 Swift code	<input type="text"/>
5.4 Bank account	<input type="text"/>
5.5 IBAN (international bank account number)	<input type="text"/>
5.6 Currency	Unspecified ▼

请单击蓝色链接，输入您的税号。每个链接可能需要多个答复。

7 European tax identification number (VAT)	Add European tax identification number (VAT) (0)
8 Please enter your tax number into the next field if you are not inside the EU or if you have additional numbers	
9 Other Tax Numbers	Add Other Tax Numbers (0)

2.3.2 提交调查问卷
添加所有信息后，请单击“提交全部答复”。

<input type="button" value="Submit Entire Response"/>	<input type="button" value="Reload Last Bid"/>	<input type="button" value="Save draft"/>	<input type="button" value="Compose Message"/>	<input type="button" value="Excel Import"/>
---	--	---	--	---

调查问卷提交后，您将收到一封邮件通知。

TDK Electronics

TDK Electronics has received your registration information and will review it for approval.

To check your registration status, log in to the [TDK Electronics - TEST](#) supplier portal.

[Click Here](#)

Sincerely,

TDK Electronics

You are receiving this email because your customer, TDK Electronics - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact [TDK Electronics - TEST](#).

[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by 

根据您的回答，注册调查问卷将被批准或拒绝，或由 TDK 对应采购人员要求提供其他更多信息。

2.3.3 请求提供其他信息

如果 TDK 需要其他信息，您将收到一封电子邮件。单击链接以访问 ARIBA。

TDK Electronics

Additional registration information needed.

TDK Electronics reviewed your registration information and needs the additional information described in the comments below.

Comments: Dear Supplier,

Please inform about question number XY and add your answer!

Best Regards

TDK Buyer

To provide the additional information that TDK Electronics needs, [Click Here](#) to go to the registration questionnaire.

If you have questions, please contact Julia Kapfensteiner.

You are receiving this email because your customer, TDK Electronics - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact [TDK Electronics - TEST](#).

[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by

请打开 ARIBA，然后单击“修改答复”，编辑 TDK 的采购人员要求提供的信息，然后再次提交调查问卷。

You have submitted a response for this event. Thank you for participating.

[Revise Response](#)

All Content



2.3.4 批准

如果调查问卷得到批准，您也会收到通知。

TDK Electronics

Registration with TDK Electronics has been approved.

You will be notified when next steps as part of a procurement or sourcing process require your attention.

You are receiving this email because your customer, TDK Electronics, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact [TDK Electronics - TEST](#).

[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by

3 如何成为 TDK 的合格供应商

在您的注册获得 TDK 批准之后，您将开始 TDK 合格供应商的认证。在整个过程中，您将至少收到一份用于资格认证的调查问卷。

3.1 邀请

根据您提供的材料和服务的种类，需要填写不同的调查问卷。

当您收到 ARIBA 系统邮件时，表明您在系统中有待完成的任务。您可以直接登录或单击邮件中的链接登录您的 ARIBA 帐户。

Hello!

Now that Test supplier_Training is registered as a supplier with TDK Electronics - TEST, you're invited to fill out one or more questionnaires to become qualified.

If you have questions, please contact xxxxxx at or via e-mail at xxx.xxx@tdk-electronics.tdk.com.

[Click Here](#) to create account now to fill out the questionnaire

Thank you,

TDK Electronics - TEST

在 ARIBA TDK 视图中，您可以查看哪些调查问卷待完成，以及需要在哪里进行操作。

Commodity	Regions	Status
(no value)	All All	Registered
	Regions	Status
AUT Austria		Qualification Started
	Regions	Status
(no value)		NotResponded
Questionnaire		Status

单击蓝色文件名开始填写调查问卷。

Qualification Questionnaires

Title

▼ Status: Open (1)

[General qualification questionnaire](#)

Questionnaires

Title

▼ Status: Open (1)

[SM Questionnaire \(F1\)](#)

相应的调查问卷将被打开。

请注意，不同的调查问卷由必填问题和非必填问题组成。必填问题用红色星号*标识，这些问题必须回答。

*

3.2 基本资格调查问卷

ARIBA TDK 视图中“资格调查问卷”类别下的基本资格调查问卷仅包含视图必填问题。

All Content ☰

Name ↑	
▼ 1 General information	
1.1 Company country	* <input type="text" value="Unspecified"/>
1.2 Do you have a special contact for the qualifying TDK plant?	* <input type="text" value="Unspecified"/>
1.6 E-mail address for ordering (if different from previously provided)	<input type="text"/>
1.7 Fax number for ordering (if different from previously provided)	<input type="text"/>
▼ 4 Comments	
4.1 Additional comments (in english)	<div style="border: 1px solid #ccc; height: 40px;"></div>

(*) indicates a required field

Submit Entire Response
Save draft
Compose Message
Excel Import

如果您有其他联系方式请同步提供，并请确认接收订单的邮件地址是否与注册调查问卷中的电子邮件地址相同。

无论提供何种材料或服务，都须填写基本资格问卷，此外，当有 TDK 其他工厂打算引入您为供应商时，也需要填写这些内容。

3.3 SM 调查问卷

“SM 调查问卷”类别下的调查问卷更为全面。TDK 将根据您提供的材料或服务让您填写对应的调查问卷。

3.3.1 重要问题

回答所有必填问题后才能提交问卷。您将发现一些关于 TDK 持续性业务的重要问题。

如果您要向 TDK 交付的是物料，则还会向您询问有关冲突矿产和 REACH 的问题。

6.7 Are your products free from conflict minerals? http://www.responsiblemineralsinitiative.org/	* Unspecified ▾
6.11 Are your products free from cobalt?	* Unspecified ▾
6.13 REACH registration available?	* Unspecified ▾

如果您提供的材料包含所谓的“冲突矿产”，请在 6.7 中选择“否”。您的产品是否不含冲突矿物质？将会弹出其他问题，向您询问是哪种冲突矿产，您还必须附加 CMRT 文件，以便 TDK 确认未使用任何红色冶炼厂。对于钴也是如此。

请提供所有证书（请参阅第 6.1 章）。如果您拥有如 ISO 9001、IATF 16949、ISO 14001 或 ISO 50001 的证书，请选择“是”。调查问卷中的问题将根据你们提交的证书去掉多余的问题。例如，如果你们持有 ISO 14001 证书，则调查问卷中不会出现环境管理方面的问题。

在“SM 调查问卷”中，您需要回复能够提供的证书。

▼ 9 Certificates (please attach copies of the certificates by clicking on Details)	
9.1 ISO 9001	* Yes ▾ Details

如果您有证书，请选择“是” -> 详细信息就会出现。您需要将证书上传到 ARIBA。点击“详细信息”并在弹出的窗口中填写证书信息。您必须在附件行上传证书。

9.1 ISO 9001

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)


Certificate Type: **ISO 9001**


Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: * 

Expiration Date: * 

Attachment: *

Description:

您拥有的所有证书都必须执行这项操作。

AEO 经认证的经营者。如果您没有 AEO 证书，请选择“否”。这时会弹出另一行。您必须在这里确认，否则 TDK 无法评定您的资格。

10 Customs law aspects and security	
10.1 AEO (authorized economic operator) certificate	* No ▾
10.2 I hereby declare that a) goods, which are produced, stored, forwarded or carried by order of TDK or which are delivered to TDK - are produced, stored, prepared and loaded in secure business premises and secure loading and shipping areas - are protected against unauthorized interference during production, storage, preparation, loading and transport b) reliable staff is employed for the production, storage, preparation, loading and transport of these goods c) business partners who are acting on my behalf are informed that they also need to ensure the supply chain security as mentioned above.	* Unspecified ▾

如有任何疑问，请随时与您的对口采购人员联系。

3.4 提交调查问卷

在每份调查问卷的底部，您都有以下选择：



如有任何疑问，单击“撰写留言”按钮即可向采购人员发送问题：

Compose New Message Send Cancel

From: Test supplier_Training (supplier test)

To: Project Team

Subject:

Attachments: [Attach a file](#)

B I U | 1 (8 pt) | font | [Icons]


Dear buyer of TDK,
may I ask you to

TDK 电子的对应联系人将通过电子邮件答复您。

如果您开始回答问题，但无法一次性完成，则可以单击“保存草稿”。已填写的问题将被保存，您可以在以后继续。

您也可以将调查问卷作为 Excel 文件下载。在 Excel 文件中填写问题并上传答案。

如果未回答所有必填（*）问题，您将无法提交调查问卷。
会出现以下错误信息：

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

回答所有必填问题后，您可以单击“提交答复”。

4 对调查问卷的进一步解释

在这一章中，您将发现一些与调查问卷有关的其他有用信息。

4.1 Excel 导入

通过单击“Excel 导入”->“下载内容”来完成。

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

- Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".



- Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

- Step 3.** Locate the saved Excel file on your computer using the Browse button.

Keine ausgewählt
 Or drop file here

- Step 4.** Click **Upload** to import the contents of the Excel file to your event.
 Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.



将文件保存在您的电脑上。

调查问卷的每一章都有不同的 Excel 工作表，请全部填写。

8 Willingness to sign/send f...	9 Certificates (please attac...	10 Customs law aspects and s...
---------------------------------	---------------------------------	---------------------------------

必答问题以黄色突出显示。

	Number	Name	Answer
1	6.1	Which product/material are you able to supply? (please answer in english)	
2			
3	6.2	Lead time in weeks	
4	6.3	Production capacity/year (quantity)	
5	6.4	Potential capacity increase %	
6	6.5	Does the product meet all relevant statutory and regulatory requirements of the exporting country?	
7	6.7	Are your products free from conflict minerals? http://www.responsiblemineralsinitiative.org/	
8	6.11	Are your products free from cobalt?	
9	6.13	REACH registration available?	
10	6.16	Is there a possibility to switch production to another production line in the same plant?	
11	6.17	Is there a possibility to switch production to another plant?	
12			
13			
14			

请在填写完问题后返回 ARIBA。选择电脑上的文件并上传。

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

- Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content](#)

- Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

- Step 3.** Locate the saved Excel file on your computer using the Browse button.

[Datei auswählen](#) | Keine ausgewählt

Or drop file here

- Step 4.** Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

[Upload](#)

有些问题在右侧有一个 。单击可以上传文件。

14.1 Additional Comments (please answer in english)

填写问题或上传文件后，您可以通过单击“提交答复”来提交答案。

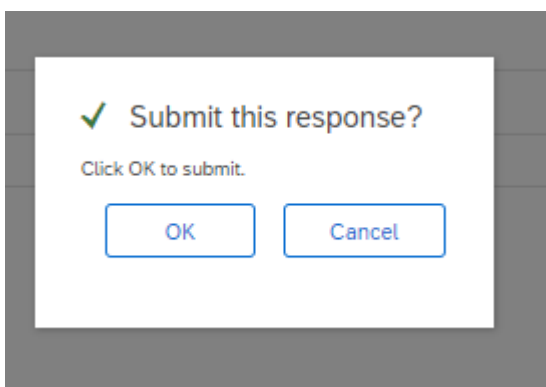
[Submit Entire Response](#)

[Save draft](#)

[Compose Message](#)

[Excel Import](#)

您需要再次确认是否要提交。请单击“确定”。如果按“取消”，您将返回到填写的调查问卷。



提交后，调查问卷的状态为“等待资格批准”。

Qualification Questionnaires					Status
Title	ID	End Time	Commodity	Regions	
General qualification questionnaire	00c486417958	9/24/2020 9:31 AM	F1 Material 1	AUT Austria	Pending Qualification Approval

在采购人员批准调查问卷后，“基本资格调查问卷”的状态将变为“合格”。“SM 调查问卷”的状态将变为“已批准”。

Registration Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
General qualification questionnaire					
	Doc486407299	9/27/6103 11:33 AM	(no value)	All All	Registered
▼ Status: Open (1)					
SM Questionnaire (F1)					
	Doc486417958	9/24/2020 9:31 AM	F1 Material 1	AUT Austria	Qualified
	Doc486420223	9/24/2020 9:37 AM	F1 Material 1	(no value)	Approved

现在您已成为 TDK 的合格供应商！

4.2 调查问卷时限

您必须在固定的时限内分别填写不同的调查问卷。

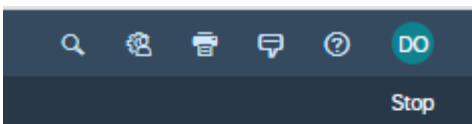
注册调查问卷：2 周

基本资格调查问卷：3 周

SM 调查问卷：3 周

剩余时间可以在通用 ARIBA TDK 视图中看到，也可以在调查问卷的右上方看到。

Registration Questionnaires		
Title	ID	End Time ↓
▼ Status: Open (1)		
Supplier registration questionnaire	Doc486407299	9/27/6103 11:33 AM
Qualification Questionnaires		
Title	ID	End Time ↓
▼ Status: Open (1)		
General qualification questionnaire	Doc486417958	9/24/2020 9:31 AM
Questionnaires		
Title	ID	End Time ↓
▼ Status: Open (1)		
SM Questionnaire (F1)	Doc486420223	9/24/2020 9:37 AM



Time remaining
20 days 22:43:46

时间用完后，您将无法再通过 ARIBA 提交回复。

如果您无意间错过了提交时间，则必须向对口采购人员写一封电子邮件请求延期。采购人员的电子邮件地址可以在邀请您填写调查问卷的电子邮件通知中找到。

采购人员为您重开 ARIBA 调查问卷后，您将收到邮件通知。

4.3 修改调查问卷

如果您已提交答复但想要更改，则必须按“修改答复”。

You have submitted a response for this event. Thank you for participating.

Revise Response

All Content

系统将会再次向您提问：

Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK

Cancel

单击“确定”，调查问卷将再次打开。现在，您可以更新答复。

如果调查问卷已经关闭，则必须按“查看答案”。您在这里无法更改任何内容。您必须按“撰写留言”，然后请求采购人员再次打开调查问卷。

Download Content

Print Event Information

Review Response

5 如何管理证书

在这一章中，将解释 TDK 可以在哪里访问您的证书，以及如何在 ARIBA 中处理它们。

5.1 证书概述

您可以在 ARIBA TDK 概述中看到所有已上传的证书。在最后一列中，您可以看到证书状态“有效”或“已过期”。

Certificates				
Certificate Info	Effective	Expiration	Attachment	Questionnaire
ISO 14001	9/3/2020	9/5/2020	ISO 14001 Test supplier_Training.pdf	SM Questionnaire (F1)
ISO 9001	8/31/2019	8/30/2023	ISO 9001 Test supplier_Training.pdf	SM Questionnaire (F1)

Status
Expired
Valid

5.2 公开证书

上传到公共主页的证书未链接到 TDK。

5.3 过期证书的更新

证书到期后，您会收到需要更新 ARIBA 中的证书的邮件通知。有关公共主页的更多信息，请查看章节 8。

Hello supplier test,

Please upload a new ISO 14001 before the current certificate expires on Sun, 06 Sep, 2020.

[Click Here](#) to upload the certificate in SM Questionnaire (F1).

Best Regards,

TDK team

如果至少有一个证书过了有效期，“SM 调查问卷”将再次打开，调查问卷的状态将变为“已过期”。

Questionnaires				
Title	ID	End Time	Commodity	Regions
▼ Status: Open (1)				
SM Questionnaire (F1)	Doc486420223	9/25/2020 1:06 PM	F1 Material 1	All All

Status
Expired

Certificates					
Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
ISO 14001	9/3/2020	9/5/2020	ISO 14001 Test supplier_Training.pdf	SM Questionnaire (F1)	Expired
ISO 9001	8/31/2019	8/30/2023	ISO 9001 Test supplier_Training.pdf	SM Questionnaire (F1)	Valid

如需更新您的证书，请单击“SM 调查问卷”和“修订答复”。请到证书章节（9）。单击证书旁边的详细信息。

9 Certificates (please attach copies of the certificates by clicking on Details)		
9.1 ISO 9001		* Yes <input type="button" value="v"/> Details
9.2 IATF 16949		* No <input type="button" value="v"/>
9.3 ISO 14001		* Yes <input type="button" value="v"/> Details
9.4 ISO 45001 (OHSAS 18001)		* No <input type="button" value="v"/>

这会打开证书详细信息窗口。更新您的证书信息。然后删除旧附件，选择新附件，然后按“确定”。

9.1 ISO 9001

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: **ISO 9001**

Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: *

Expiration Date: *

Attachment: * Delete **1**

2 Datei auswählen keine ausgewählt

Or drop file here

Description:

更新所有过期证书后，单击“提交全部答复”，然后将 **SM** 调查问卷发送给对应的采购人员。经采购人员批准后，过期证书的状态就会改变。批准 **SM** 调查问卷后，您将收到一封电子邮件通知。

证书在您的 **ARIBA TDK** 概述中重新有效，**SM** 调查问卷变为“已批准”状态。

Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
SM Questionnaire (F1)	Doc486420223	9/15/2020 9:08 AM	F1 Material 1	All All	Approved
Certificates					
Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
ISO 14001	9/13/2020	10/5/2021	ISO 14001 Test supplier_Training_Update.pdf	SM Questionnaire (F1)	Valid

6 如何管理合同

SAP Ariba 还提供了谈判和签订合同的可能性。合同的每个版本都存储在系统中，所谈条款和协议完全透明。

6.1 谈判合同

当 TDK 开始与您谈判合同时，您将收到一封电子邮件通知。

TDK Electronics - TEST

CW45093 - UAT Retest: Negotiation

Task title: Negotiation

Task description:

Message to the supplier: Please review, sign and upload the attached contract by clicking on "Create a Counter- Proposal". Please note that electronic signatures are not accepted. **Please do not click on "Accept proposal"**.



The following notes might also be helpful to you:
Please find enclosed the NDA.

Best regards
BUYER

您会看到合同类型“CWxxxxx”，这就是 TDK 想要与您达成的合同。

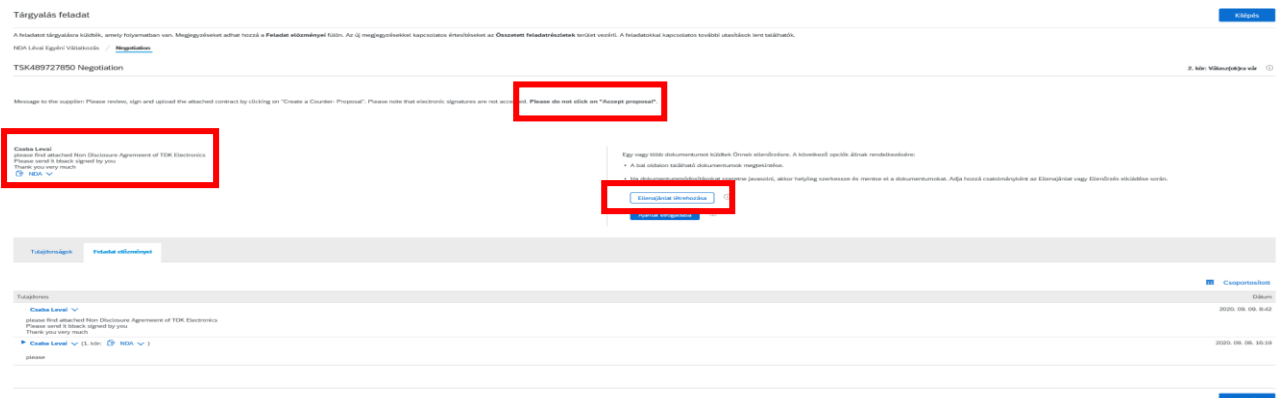
任务标题：“谈判”是指您从 TDK 收到了提案，并且将要求您阅读和签署合同提案。在这封邮件中，您会看到一条提示消息——

请不要直接点击“接受提案”。

您还会看到您的合作伙伴发来的一封邮件，向您提供更多信息。

如需查看合同并进行谈判，请点击[单击此处](#)

您将在登录后直接转到 ARIBA 起始页面，并进入合同谈判页面：



在此页面上，您会发现 TDK 发送的合同、联系人姓名以及与此合同相关的信息。请下载合同。

如果您同意合同的内容，请签署并上传已签署的合同。

如果内容需要更改，请编辑合同然后将编辑好的版本发回 TDK。

在这种情况下请点击“创建反对提案”——**请不要点击接受提案!**

您将转到下一页:

Counter Proposal

OK
Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external [More](#)

Message:

B I U
-- size --
-- font --

Countered

Access Control: (No additional restrictions) i

Document Attach Revised Document

NDA_draft

Datei auswählen Keine ausgewählt
 Or drop file here

Additional Attachments

No items

Delete
Add attachment

OK
Cancel

您可以在此处上传已签署的合同或您已编辑过的合同。如果您对合同有修改也可以将其附上。

单击“确定”将合同发送给 TDK。

如果 TDK 不接受您的提案，TDK 将向您发送编辑后的合同版本，然后此过程再次开始。

如果 TDK 接受提案，则会通过电子邮件通知您。

TDK Electronics - TEST
Negotiation

This comment was made by: Csaba Levai

On this date: Fri, 11 Sep, 2020

Comment: Proposal Accepted

This email originated from the Ariba system used by TDK Electronics - TEST and was originally sent to: levaicab@gmail.com

System Reference: [Click Here](#) to access the system.

6.2 接收已签署的合同

TDK 也可以通过 ARIBA 将已签署的合同发送给您。在这种情况下，您将收到一封电子邮件。

TDK Electronics - TEST
CW20914 - NDA Lévai Egyéni Vállalkozás: Signed version

Task title: Signed version

Task description:

Message to the Supplier: Please find enclosed the signed contract. There is no need to further action from your side.

If you have any questions, please contact Csaba Levai.

Thank you,

TDK Electronics - TEST

This email originated from the Ariba system used by TDK Electronics - TEST and was originally sent to: levaicab@gmail.com

System Reference: [Click Here](#) to access the system.

单击“单击此处”，您将进入 ARIBA 并在其中找到合同。您可以在此处下载已签署的合同，然后单击“退出”。

Review Task

Exit

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can complete this task by clicking the [More](#)

UAT Retest / [Signed version](#)

TSK511187581 Signed version

Round 1: Awaiting Response(s) ⓘ

Message to the Supplier: Please find enclosed the signed contract. There is no need to further action from your side.

UAT Retest

[NDA_43751_20191111_signed](#) ▼

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Complete Review ⓘ

7 如何参与寻源

在这一章中将说明如何向 TDK 发送报价和邀约，以及如何参与寻源活动（可能是对价格甚至是拍卖的请求）。

7.1 邀请

在 TDK 提出了新的价格请求并希望收到您的报价后，您将收到一封电子邮件通知。

TDK Electronics has invited you to participate in an event: Gardening Test sourcing.

TDK Electronics has invited you to participate in the following event:
Name of the event → Gardening Test sourcing. The event is set to begin on Tuesday, September 1, 2020 at 10:42 AM, GMT+01:00.
Starting time for bidding/offering →

Use the following username to log in to TDK Electronics events:
Your username for ARIBA → QueenAstrid@rollouttest.com.

Link to access the event → [Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

Link to decline offer → If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

单击链接并登录 SAP ARIBA 后，就将在 TDK 主页的“事件”部分下看到一个新项目：

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
Gardening Test sourcing	Doc484771486	9/14/2020 3:00 PM	RFP	No

7.2 参与

通过单击事件名称您将访问事件并看到以下屏幕：

Event Details Doc484771486 - Gardening Test sourcing Time remaining 4 days 05:48:47

Event Messages
Download Tutorials
Response Team

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content **Review Prerequisites** Decline to Respond Print Event Information

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

All Content

Name ↑	Price	Quantity	Extended Price
1 Offer number			
2 Comments			
3 Please upload any supporting documents for this sourcing event.			
4 Gardening Service ▾		10 hour	

Event Overview and Timing Rules

Owner: Astrid Nadrowski ⓘ Currency: European Union Euro
Event Type: RFP Commodity: Service Normal 3
Publish time: 9/1/2020 11:42 AM Regions: ISL Iceland
Due date: 9/14/2020 3:00 PM

在左侧您将会看到一个“检查表”，并在其指导下完成不同的步骤。

如果您要发布报价，则需要事先接受前提条件——因此，请单击“查看前提条件”。

选择“我接受本协议的条款”，然后单击“确定”。

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK Cancel

会显示一个弹出窗口让您确认：

✓ Submit this agreement?

Click OK to submit.

OK Cancel

在下一页上您将看到请求报价的标的。您可以选择通过单击标的左边的方框提出报价，或选择一个原因来拒绝报价。然后单击“确认所选标的”。

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response *Less* you cannot withdraw it.

Select Lots [Select Using Excel](#)

Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding
<input type="checkbox"/>	4 Gardening Service	(no value) <input type="text"/>
<input type="button" value="Confirm Selected Lots"/>		
<input type="button" value="Cancel"/>		

Reason for not bidding dropdown menu:

- (no value)
- (no value)
- We don't carry a compatible part/material
- We don't supply at the requested quantity
- Discontinued Item
- We are at full capacity currently
- Missing/Lack of information provided
- Other

<input checked="" type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	4 Gardening Service	
<input type="button" value="Confirm Selected Lots"/>		

您可以通过如下屏幕来介绍您的报价：文本可能会有所不同具体取决于材料/服务类型，但是主要对象是这些：

Doc484771486 - Gardening Test sourcing Countdown until end of event
Time remaining 4 days 03:45:15

All Content

Name ↑	Price	Quantity	Extended Price
1 Offer number	<input type="text"/>		Your offer/reference number
2 Comments	<input type="text"/>		
3 Please upload any supporting documents for this sourcing event. <small>Only if necessary</small>	<input type="button" value="Attach a file"/>		
4 Gardening Service	* <input type="text"/> EUR	10 hour	Enter your offered price per unit <input type="text"/>

(* indicates a required field)

Click once you completed your offer

* €35.00 EUR X 10 hour = €350.00 EUR

一旦您提交报价，TDK 将会对其进行确认并将其与收到的其他报价进行比较。请注意，只有正式订单才能产生合同。

当活动仍处于打开状态（右上角有倒计时）时，您可以修改报价或者写邮件给到 TDK：

You have submitted a response for this event. Thank you for participating.

Revise Response

All Content

Name ↑	Price	Quantity	Extended Price
1 Offer number	ON987562		
2 Comments	Discount for 20h/month 5%		
3 Please upload any supporting documents for this sourcing event.			
4 Gardening Service ▾	€37.50 EUR	10 hour	€375.00 EUR Fx ▾

Compose Message

通过单击“修改回复”并确认弹出窗口，您将返回到编辑屏幕：

All Content

Name ↑	Price	Quantity	Extended Price
1 Offer number	<input type="text" value="ON987562"/>		
2 Comments	<input type="text" value="Discount for 20h/month 5%"/>		
3 Please upload any supporting documents for this sourcing event.	Attach a file		
4 Gardening Service ▾	* <input type="text" value="€37.50"/> EUR	10 hour	€375.00 EUR Fx ▾

(*) indicates a required field

Submit Entire Response

Update Totals

Reload Last Bid

Save draft

Compose Message

Excel Import

您可以根据需要编辑各个文本。如果您已经多次修改回复，则可以通过单击“重新加载上次投标信息”来返回到先前的投标信息。

完成后，单击“提交全部答复”。

如果单击“编写邮件”，您将看到以下屏幕：

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

有关“下载内容”选项，请参阅章节 9。

7.4 用 Excel 上传信息

如果您想离线编写，请单击“下载内容”从主事件页面开始：

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

Export Content to Excel

Done

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.

Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Done

您将找到一个 Excel，其中有关于如何填写每个回复的指引，以避免出错。根据说明完成填写，然后将文件保存在电脑上。

单击“完成”，您将返回初始页面。

现在您必须查看前提条件。接受后，您将看到下一个屏幕，其中包含要竞标的标的。点击“选择使用 Excel”选项卡。

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot: once [More](#)

Select Lots
Select Using Excel

Lots Available for Bidding ☰

<input type="checkbox"/> Name	Reason for not bidding
<input type="checkbox"/> 4 Gardening Service	(no value) ▼

↩
Confirm Selected Lots

在这一页面上，您将看到如何上传先前保存在电脑上的 **Excel** 文件的说明。如果您以前没有下载内容，则也可以通过单击“下载内容”下载。接下来，选择您存储的文件，然后单击“上传”。

Select Lots
Select Using Excel

You have been invited to 1 lot(s). To sign up to participate in some or all of these lots, follow the instructions below.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Seleccionar archivo No se eligió archivo

Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

您将收到此通知，单击“使用所选标的”。

✓ **Upload completed successfully**

You are invited to participate in 1 lot(s), and have selected 1 of them.

Note: You can return and select additional lots at a later time.

Use Selected Lots

Cancel

成功上传后，您会收到以下通知：

✓ Import Successful

Your response has been imported successfully.
Click the **Submit Entire Response** button, as soon as it appears on the page.

OK

单击“确定”后，您将进入此页面，其所有文本均按照 excel 文件填写。如果您需要更改，可以在这里编辑。更改完成后，单击“提交全部答复”。

All Content

Name ↑	Price	Quantity	Extended Price
1 Offer number	<input type="text" value="ON987562"/>		
2 Comments	<input type="text" value="Discount for 20h/month 5%"/>		
3 Please upload any supporting documents for this sourcing event.	Attach a file		
4 Gardening Service ▾	* <input type="text" value="€37.50"/>	EUR 10 hour	€375.00 EUR <i>Fx</i> ▾

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

确认弹出窗口，您的答复将提交给 TDK。

8 如何更新公共主页

除了 TDK 请求提供的信息外，还可以在您的公共主页中加入其他信息。

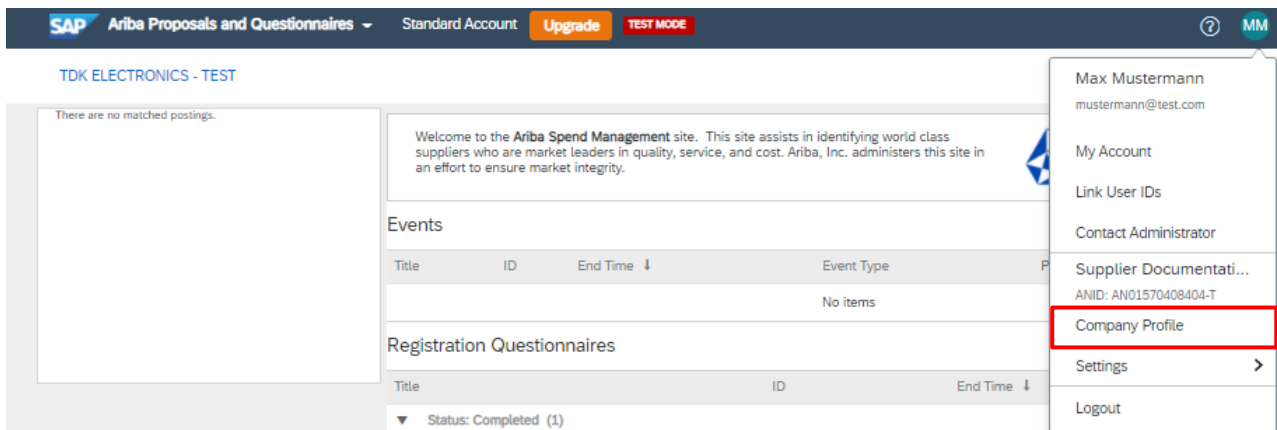
您的公共主页无需达到 100% 的完整度。

尽管您需要公司徽标和网站才能达到 100% 完成，但是在 Ariba Network 上开展业务或回复寻源活动并不需要这些内容。

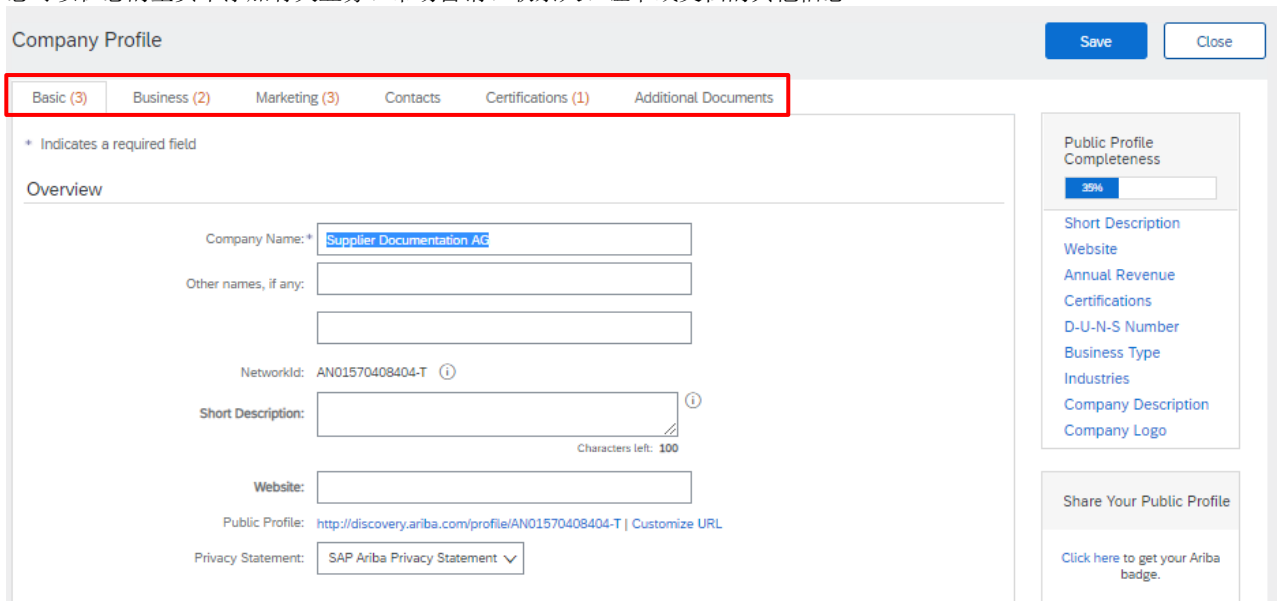
公共主页的完整性不会影响您的 SAP Ariba 解决方案的功能；它只是使您的公司在 Ariba Discovery 中更容易被潜在客户看到。您的主页越完整，越能吸引潜在客户。

8.1 公司主页

如需将信息添加到您的公共主页中，请单击右侧的图标，然后选择“公司主页”。



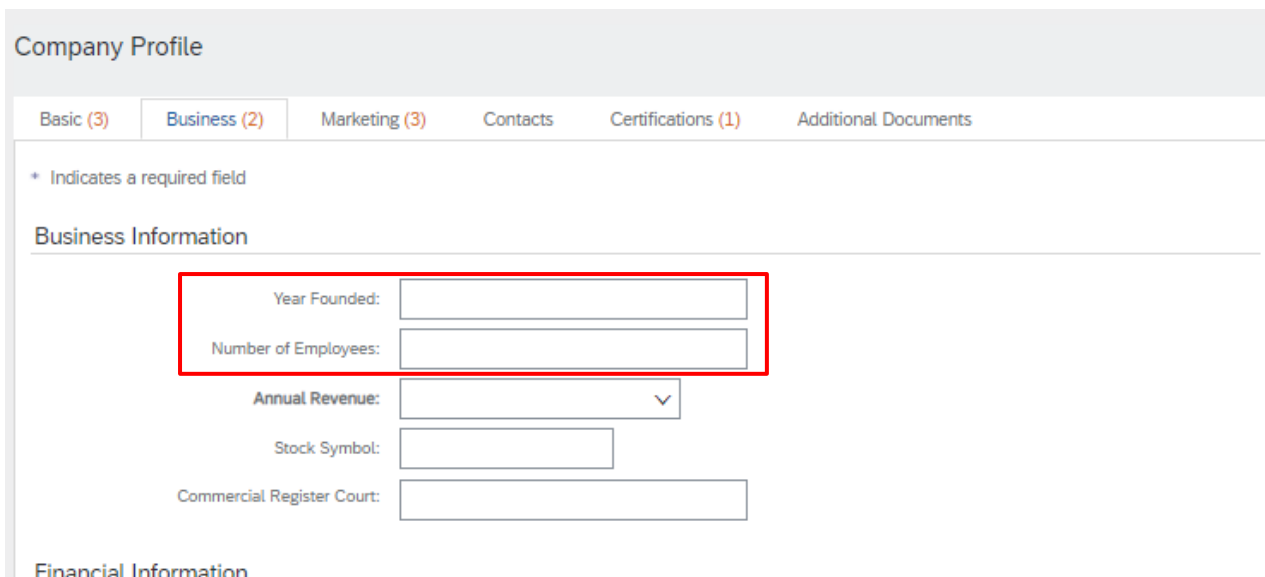
您可以在您的主页中添加有关业务、市场营销、联系人、证书或文档的其他信息。



如果您在这个部分上传证书，不会自动转移到 TDK 调查问卷中。请先完成填写模块化调查问卷。

姓名和地址的变动同样也需要在注册调查问卷中更改。因此，请单击“修订答复”，TDK 会收到变动通知。

请注意，成立年份和员工人数信息已转移到调查问卷中。如果输入此内容，将会引起注册调查问卷的更新，并需要得到 TDK 的批准。



Company Profile

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

* Indicates a required field

Business Information

Year Founded:

Number of Employees:

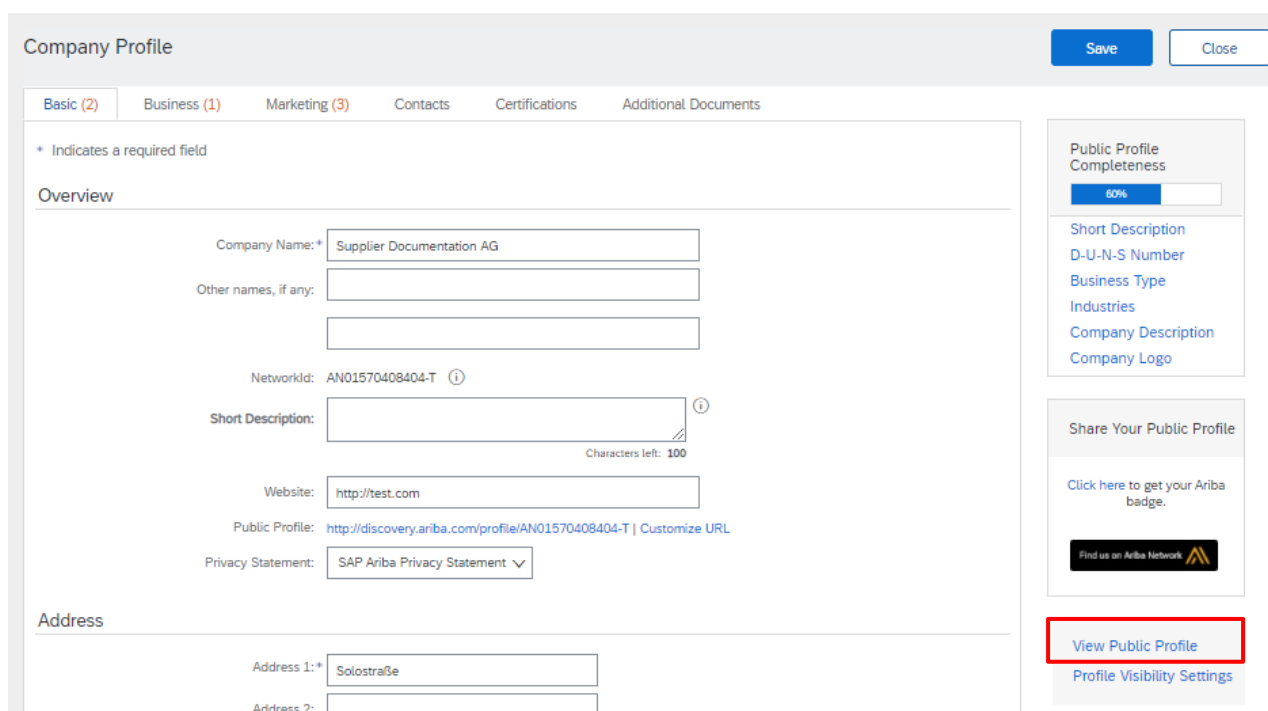
Annual Revenue:

Stock Symbol:

Commercial Register Court:

Financial Information

单击“查看公共主页”，可以查看您的主页的公开数据。



Company Profile Save Close

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

* Indicates a required field

Overview

Company Name: *

Other names, if any:

NetworkId: AN01570408404-T ⓘ

Short Description: ⓘ Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01570408404-T> | Customize URL

Privacy Statement: v

Address

Address 1: *

Address 2:

Public Profile Completeness 60%

Short Description
D-U-N-S Number
Business Type
Industries
Company Description
Company Logo

Share Your Public Profile

[Click here to get your Ariba badge.](#)

[Find us on Ariba Network](#)

[View Public Profile](#)
[Profile Visibility Settings](#)

8.2 ARIBA Discovery 上的公司简介

ARIBA Discovery 是一个拥有所有在 ARIBA 注册公司的数据库，其目标是满足买方和卖方的需求并开辟新的商机。买家可以通过发布公共询价提案（RFQ）或通过筛选器设置正确的数据来搜索新的供应商。

有关更多信息请访问 Discovery.ariba.com。

贵公司在 Discovery 上的简介如下所示：

Supplier Profile

Done

Public Profile: <http://discovery.ariba.com/profile/AN01570408404-T> | ANID: AN01570408404-T | Last Update: 21 Sep 2020

Share: [f](#) [t](#) [in](#) [m](#)

Supplier Documentation AG

Graz, Styria, Austria



[Corporate Web Site](#)

Enhance your profile - sign up for the Advantage package. [Sign Up Now »](#)

Description

Business Info

Legal & Fiscal

Type of Org: Corporation
 Year Founded: 2002
 Revenue: \$1M to \$5M USD
 Employees: 1000

Certifications

- ISO: ISO 9000 Certified (Quality Management - Fundamentals And Vocabulary)

Ship-to or Service Locations

- Global

Product and Service Categories

- Aquaculture equipment

Industries

No information available

Activity Data

Ariba Network

No information available

Ariba Sourcing

No information available

Ariba Discovery

No information available

References

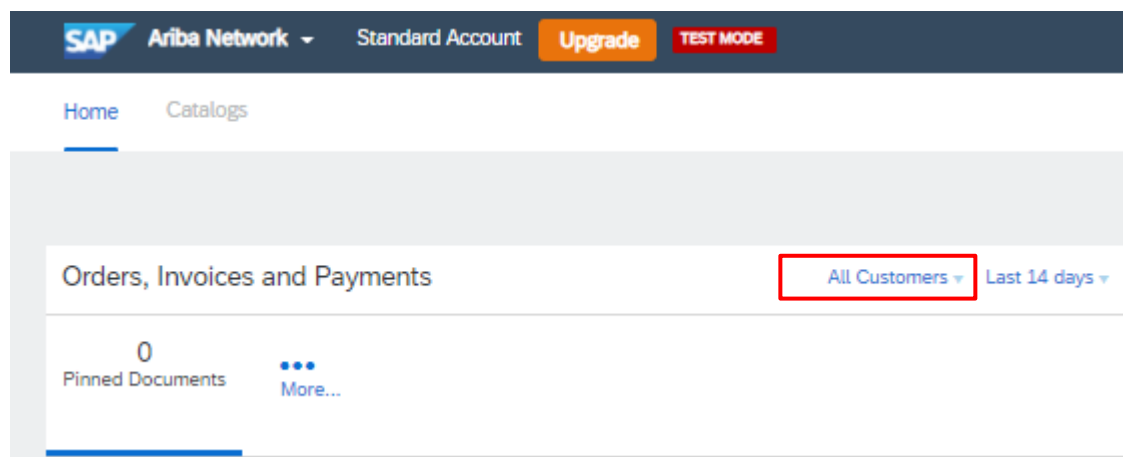
This supplier doesn't have any references.

Done

9 仪表盘信息

9.1 ARIBA Network

登录到 SAP ARIBA 后，您将看到适用于供应商的 ARIBA 仪表盘。默认情况下，系统将显示所有客户的数据。



如果您有许多使用 SAP ARIBA 的帐户，则可以为自己配置帐户列表。

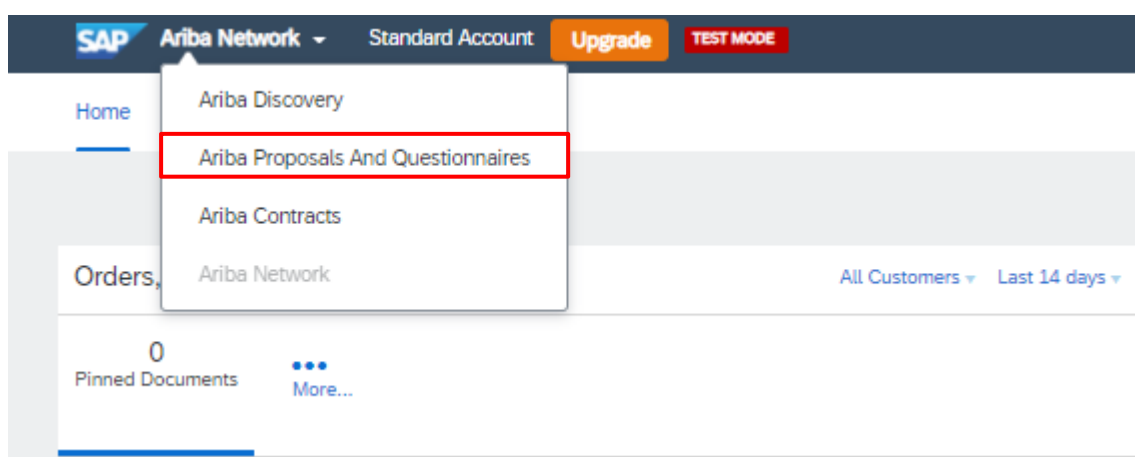
仪表盘显示通过 SAP ARIBA 完成的订单、发票和付款。

对于 TDK，当前未使用此功能，将在以后实现。

9.2 ARIBA 提案和调查问卷

当前的功能和任务显示在“ARIBA 提案和调查问卷”部分。

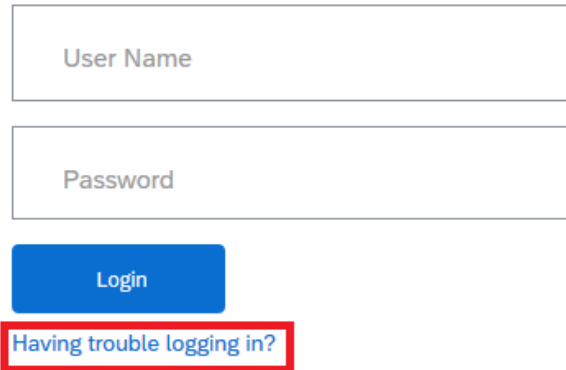
选择左上角的“ARIBA 提案和调查问卷”部分后，您将看到相应客户的仪表盘。



10 如何重置密码

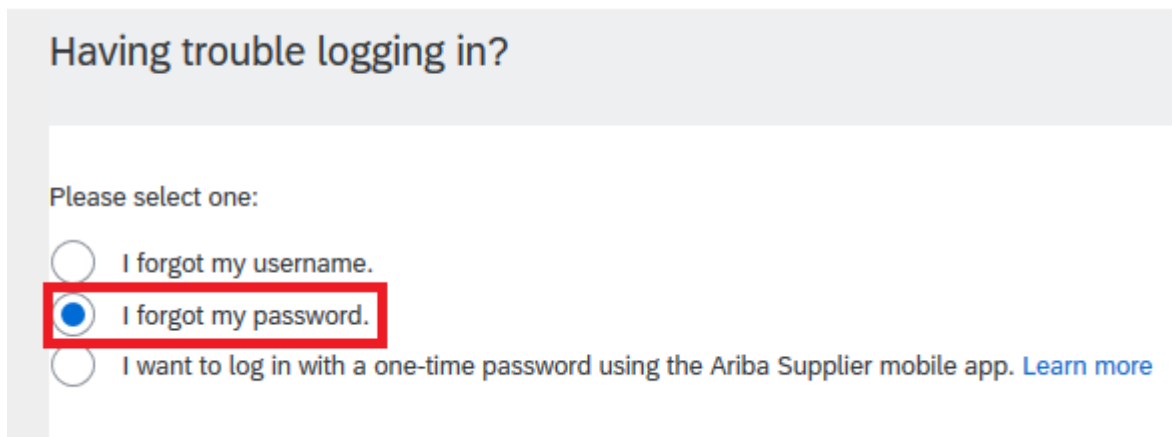
如果需要重置密码，请单击 ARIBA 网站开始页面上的蓝色字体“登录时遇到问题？”。

Supplier Login



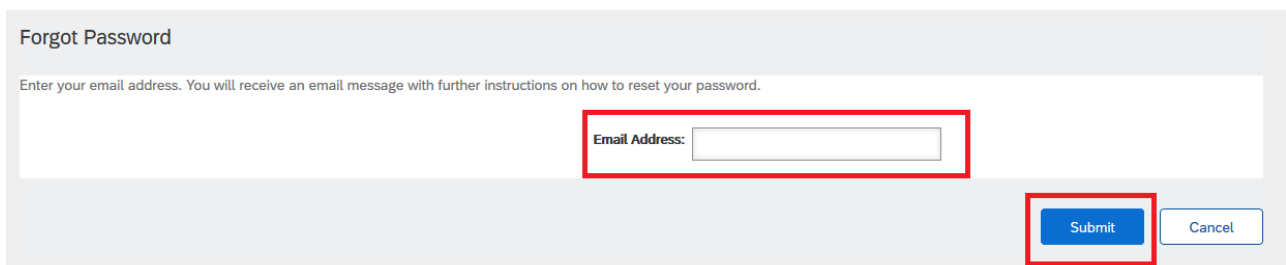
The image shows the 'Supplier Login' form. It consists of two input fields: 'User Name' and 'Password'. Below these fields is a blue 'Login' button. A red box highlights the text 'Having trouble logging in?' located below the 'Login' button.

选择“忘记了密码”：



The image shows a form titled 'Having trouble logging in?'. It asks the user to 'Please select one:' and provides three radio button options. The second option, 'I forgot my password.', is selected and highlighted with a red box. The third option includes a link: 'Learn more'.

输入链接到您的主页的电子邮箱，然后单击右下角的“提交”。



The image shows the 'Forgot Password' form. It has a title 'Forgot Password' and a subtitle 'Enter your email address. You will receive an email message with further instructions on how to reset your password.' Below this is an input field for the email address, which is highlighted with a red box. To the right of the input field are two buttons: 'Submit' and 'Cancel', both highlighted with red boxes.

然后，您将收到一封邮件，其中包含用于重置密码的链接。

Your password reset request to access the Ariba Commerce Cloud has been processed. To complete the password reset process, click the following link to confirm your email address and enter your new password:

<https://service.ariba.com/Authenticator.aw/ad/pswdReset?key=DbPdpow5q5IRNU4hKuk4XCLzuORxWzkO&anp=Ariba&app=Supplier>

Important: The link will expire in 24 hours.

If this link doesn't work, please copy and paste it into your browser's address bar.

单击链接（或将其复制并粘贴到浏览器中），您将进入 ARIBA 网站，在这里可以重置密码。

User ID :

New Password: * ⓘ

Confirm Password: *

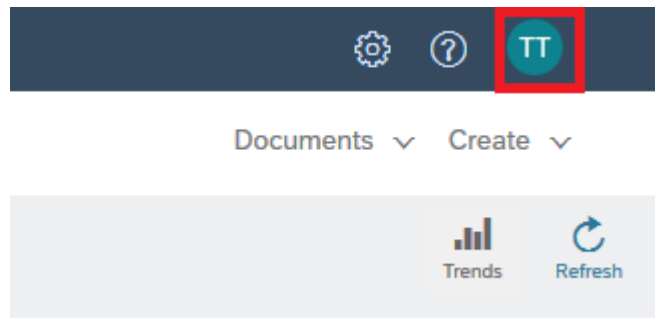
Submit Cancel

根据 ARIBA 密码规则输入新密码，然后单击“提交”。

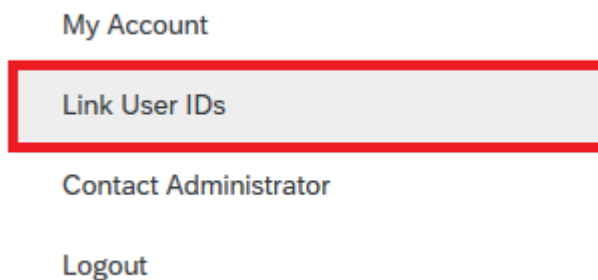
11 不同 ARIBA 主页的链接

如果您有多个 ARIBA 主页（例如，如果您是不同制造商的贸易商），则可以选择链接这些主页。您可以使用一个用户名和密码登录所有帐户，并可以轻松在多个帐户之间切换。

为此，请登录您的任一主页，然后单击右上角的青绿色图标。



选择“链接用户 ID”。



您可以通过以下两种选择链接您的帐户：

11.1 通过请求链接帐户

您可以发送链接以启动对另一个帐户的请求，并通过该帐户批准此请求。

APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username:

如果这样做，您将收到一封邮件通知，说明已向您发送了请求。

Dear Ariba Customer,

You've received a request to link your Ariba account (username: test.michael.spang@tdk-electronics.tdk.com) with the following account:

Company Name:
ANID:
Name:
Username:
Email Address:
Phone:

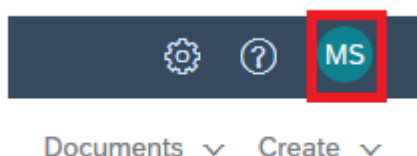
If you have multiple accounts, you can link them together. Linking accounts allows you to log in and manage all of your accounts with a single username and password.

To approve or decline this link request, do the following:

1. Log in to your Ariba account.
2. In the top right corner of the screen, click your name and choose Link User IDs.
3. In the Received Link Requests section, click Actions and choose Approve or Decline.

If you have any questions, please contact SAP Ariba Customer Support: http://connect.ariba.com/techsupport_contacting.htm?Network

收到通知后，登录该帐户并重新进入“链接用户 ID”页面。

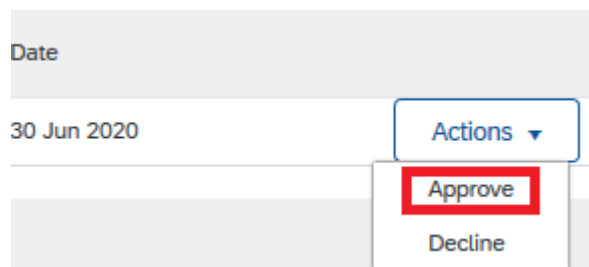


您将在“收到的链接请求”下找到该请求。

Received Link Requests

Supplier ↑	Network ID	Name
		Test Test

滚动到右侧，您将找到一个名为“操作”的下拉菜单，选择“批准”选项。



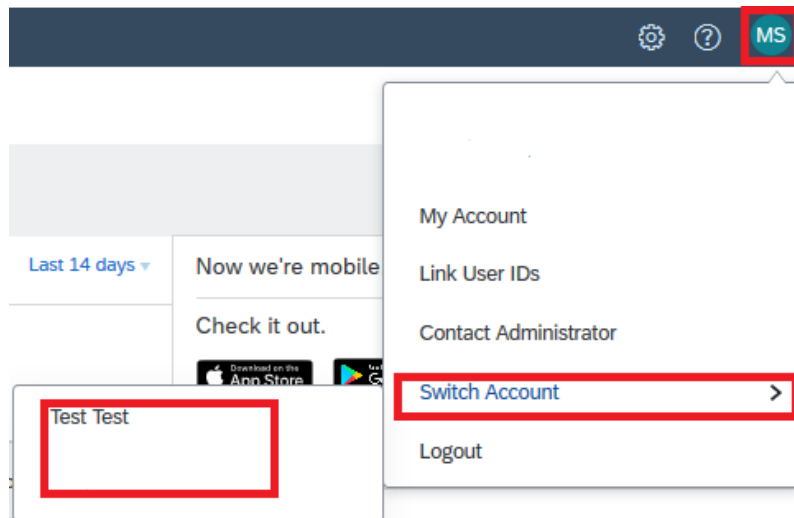
系统将要求您再次批准此请求，以确保不会出错。

APPROVE LINK REQUEST

Are you sure that you want to approve this request to link accounts? If you approve the request, the two accounts will be linked.



完成此步骤后，您即可在不同帐户之间切换。



11.2 直接链接帐户

您也可以使用密码直接登录到另一个帐户：

NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username:

Password:

YOUR USER ID HAS BEEN LINKED.

Now you can switch to the linked account from the drop down menu of your user name in the upper right corner.

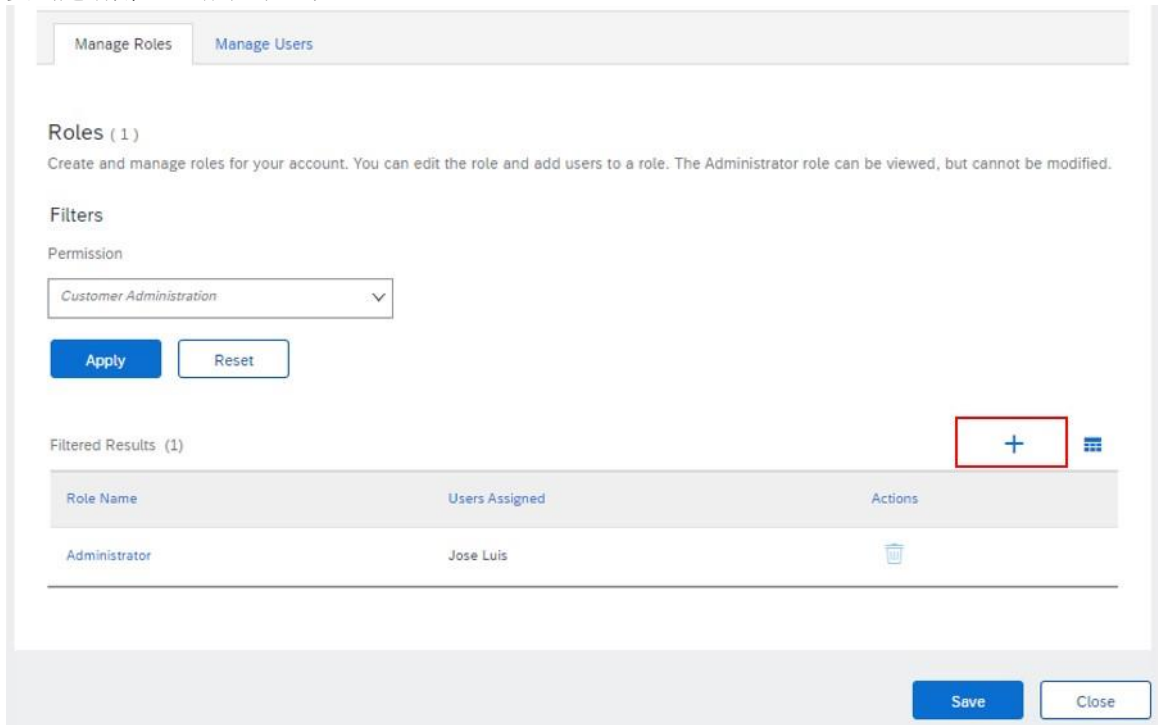
12 在 ARIBA 内创建不同的公司用户

您可以为公司里不同的员工创建对贵公司 ARIBA 帐户的访问权限，授予他们特殊的权限和授权。
单击右上角您的名字缩写，“设置” → “用户”。

12.1 创建角色

首先，您需要为公司里的员工建立一个或多个角色。第一个为公司开户的人具有管理员角色，可以访问所有功能。

要创建新角色，请单击加号：




Manage Roles Manage Users

Roles (1)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters
Permission
Customer Administration

Apply Reset

Filtered Results (1)

Role Name	Users Assigned	Actions
Administrator	Jose Luis	

Save Close

填写新成员角色并添加说明，然后可以添加此角色具有的权限：

Create Role

Save

Cancel

* Indicates a required field

New Role Information

Name: * Quality Manager

Description:

maintains all documentation and information on quality issues

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

	Permission	Description
<input type="checkbox"/>	Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/>	Child Account Access	Sign on to access a child account
<input type="checkbox"/>	Contact Administration	Maintain information for account contact personnel
<input checked="" type="checkbox"/>	Customer Administration	Manage customer relationships
<input type="checkbox"/>	Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/>	Payment Profile	Configure your payment profile
<input type="checkbox"/>	cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/>	Company Information	Review and update company profile information
<input type="checkbox"/>	Transaction	

该角色必需至少拥有“客户管理”的权限来回答问卷。
完成后，单击保存。

12.2 创建用户

接下来转到“管理用户”选项卡并单击加号以创建新用户。

Manage Roles
Manage Users

Users (0)

Enable assignment of orders to users with limited access to Ariba Network. (i)

Require multi-factor authentication (applies for all users of your organization)

Filter
Users (You can only search on one attribute at a time)

Username ▼ +

Apply
Reset

+
📄
☰

	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
No items									

Save
Close

填写电子邮件地址、用户名（必须是电子邮件格式，最好是采用此人的实际电子邮件地址）和姓名。
分配该员工应具有的角色。

您可以指定此员工管理所有客户或只管理选定的客户。

完成后，单击“完成”。

Create User Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username: ⓘ

Email Address:

First Name:

Last Name:

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone:

Country	Area	Number
ESP 34	952	666555

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Customer manager	
<input type="checkbox"/> Quality Manager	

Customer Assignment

Assign to Customer: All Customers Select Customers