Supplier Registration Guide

This material includes:

- New Supplier Registration
  - Invitation
  - Creating an account in Ariba Network or login with an existing one
  - CCHBC Supplier Registration Questionnaire
- Future supplier information changes
- Ariba Network – Useful links

NB! All print screens used in this guide are from Ariba TEST environment
1. When you are invited to register through Ariba as vendor of Coca-Cola Hellenic Bottling Company (whether you are existing or new supplier) you will receive the following notification:

Register as a supplier with Coca-Cola Hellenic Bottling Company - TEST

Hello!

has invited you to register to become a supplier with Coca-Cola Hellenic Bottling Company - TEST. Start by creating an account with Ariba Network. It’s free.

Coca-Cola Hellenic Bottling Company - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier Registration 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, Coca-Cola Hellenic Bottling Company, based on the correspondence with you, has identified you as the appropriate contact person for any communications and actions in relation to the Coca-Cola Hellenic Bottling Company supplier portal “SAP Ariba”. In the event you are not the appropriate contact person or there is a change in the contact person, please immediately inform Coca-Cola Hellenic.

Please note! The email invitation might be delivered in your Spam or Promotions folder.

2. Click the link to create an account in Ariba network or login with an already existing one. This way you will be able to manage your responses to procurement activities required by CCHBC.

The link leads to following page to choose an option:
If you will create new Ariba Network account, after you select “Sign Up” in start page, you will be redirected to the “Create account” section, where first you need to register on Ariba Network.

If you already have Ariba Network account, after you choose “Log in” in start page, you will need to log in with your credentials.

IMPORTANT!
Your Login Username and Password must be kept confidential at all times!
Please do not share this information with not authorized persons and people outside of your organization!
IMPORTANT!
In case of any issues during your Ariba Network account creation or login, please contact SAP Ariba Support on [http://supplier.ariba.com/](http://supplier.ariba.com/) using HELP button.

If you forgot your Username or Password, please select option "Forgot Username or Password".
If you still experience any issues, please use the “HELP” button.

For more guidance how to create an Ariba Network Account, please see the dedicated video following this [LINK](http://supplier.ariba.com/) or clicking on the video.
Once you have successfully registered your new Ariba Network account or accessed your existing one, you will be redirected to the CCHBC Supplier registration questionnaire. You need to provide all the required mandatory information and attach the relevant documents. 

**NB!** If you are not redirected to the questionnaire, please check slide 16 to check how to navigate to it through your Ariba account.

**Please note!** The Supplier Registration Questionnaire will be available only for specific time, which can be tracked from “Time remaining” – upper right corner of the page. You need to provide all information and Submit Entire questionnaire within the remaining time. If the time has expired questionnaire will become inactive. Please address such cases to your CCHBC contact person.
Section 1 - “General Information”

In order for CCHBC to review the information provided in the Supplier registration questionnaire, the answer to “1.1.1 I confirm that I am fully authorized to provide CCH required information and update it for any subsequent changes” should be “Yes”:

On question 1.3., please select the country/countries you will operate with us:
Section 1 - “General Information”

It is mandatory to provide information on **Full Legal Name, Legal Address, Legal Form, Tax/VAT number and General Contact Email Address:**

<table>
<thead>
<tr>
<th>1.4 Supplier Full Legal Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5 Legal address</td>
<td></td>
</tr>
<tr>
<td>1.6 Legal Form of the Supplier</td>
<td></td>
</tr>
<tr>
<td>1.7 Tax/VAT number</td>
<td></td>
</tr>
<tr>
<td>1.8 Dun &amp; Bradstreet number</td>
<td></td>
</tr>
<tr>
<td>1.9 General Contact Email</td>
<td></td>
</tr>
<tr>
<td>1.10 The provided General contact should receive Purchase orders, Payment advises and is authorized to confirm Bank account changes?</td>
<td>Yes</td>
</tr>
<tr>
<td>1.11 Purposes for collection and processing of above mentioned personal data: contact to initiate process to update the provided personal data, managing and improving the quality of the services/products provided to CCHBC, assessment of the quality of the support provided by CCHBC's personnel to the Vendor</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Section 2 - “Additional Contact Persons”

The mandatory Yes/No question 1.10 “The provided General contact should receive Purchase orders, Payment advices and is authorized to confirm Bank account changes?” controls whether the section “Additional Contact Persons” will appear or not.

- If selected answer is “Yes”, the general email address that has been selected in 1.9 will serve for all purposes;
- If selected answer is “No”, section “Additional Contact Persons” will appear providing the opportunity to select different users from the General one for receiving purchase order, payment advices and person, which will be authorized to make any BA changes. Please see steps below:

**Step 1**  
Click on “Add Additional Contact Persons”.

**Step 2**  
Click on the dedicated button to add a section:
Section 2 - “Additional Contact Persons”

**Step 3** Fill in all the needed information such as Contact Name, Email Address, Type of Contact and Country/Countries, which the contact is applicable for:

**Step 4** Once all information is filled in, please press “Save” in the upper right corner to save your changes and return to Registration questionnaire.
Section 3 - “Bank details”

**Step 1**  Click on “Add Bank Details”.

**Step 2**  You will be redirected to the section where “Add Bank details” button should be selected.

Once bank details were added, the button transforms to “Add an additional Bank details” and this way you can add more than one bank account, if required:
Section 3 - “Bank details”

**Step 3** Bank Details #1 section is loaded and you can provide all required information. After it is filled in press “Save” to go back to Registration questionnaire.

Confirmation of bank statement/print screen from respective authority (Open, ARES website, etc.) certifying the bank details/Bank account verification form.
Section 3 - “Bank details” - Useful information

If you need to add more than 1 bank account, use the sequence
You can collapse or expand the different bank details through the triangle button

button and new sections for bank data will appear below each other as a sequence
If needed, you can delete the bank account from “Delete”:

Please note!
Although they are not marked initially as required fields, it is mandatory to provide combination of Bank account and Bank key OR IBAN number OR all of them.
System will return the following error if you do not fill in any of the required information
Section 3 - “Bank details” - Useful information

In bank data section there is a requirement to attach bank confirmation document:

Please note!

For verification of bank account you can provide:
- Print Screen from Online Banking/App
- Austrian Suppliers - Please sign and upload the Bank Account Verification Form (EN and DE version attached)
- Hungarian Suppliers - Print Screen from Opten
- Czech and Slovak Suppliers - Print Screen from ARES
- Serbian Suppliers - Print Screen from Narodna Banka Srbije
- Switzerland suppliers – please attach bank statement if you cooperate with us not only in Switzerland. If you cooperate only with Switzerland legal entity you could attach empty document

In case you need to change or delete a file you have already uploaded, you can use the 2 options available next to the document:

Your uploaded document

If you want to replace the existing document use “Update file”

To delete a document use “Delete file”
Section 4 - “Legal Entity Specific Requirements”

Depending on the country selected in question 1.3 (Please select the country where you will operate with us) , there will be country specific information listed in Section 4:

You should read and confirm you will comply with the CCHBC Supplier Guiding principles

Depending on the country you cooperate with there will be dedicated section with listed mandatory questions and documents that you need to acknowledge or attach.

Most common requirements on CCHBC side is to review and acknowledge CCH Starting Pack for the specific Legal entity, read CCH Privacy Notice, acknowledge the General Terms and Conditions etc.

Depending on the CCHBC country and legal requirements there might be additional answers or attachments that need to be provided from your side.

Please follow each question from this section and provide any required information.
Section 6 - “Supplier Code of Conduct”

Please get familiar with all the information in this section

To finalize your registration, you need to press “Submit Entire Response” and confirm the submission in the next pop-up screen.

Your questionnaire will be submitted to CCHBC for validation and further processing.
New Registration as a supplier with CCHBC

**CCH Supplier registration questionnaire - More information required**

**Please note!** In case of any missing or incorrect/not clear information the questionnaire will be returned to you for more information or corrections. You will receive notification with explanation on the additional information required in the “Comments” and link to the system.

You need to access your account and then navigate to the Supplier registration questionnaire – Questionnaire will be available in “Ariba Proposals and Questionnaires” as per below:

In the questionnaire click on “Review Response” in order to activate change mode and make all necessary changes/provide missing information, then “Submit Entire response” again:
New Registration as a supplier with CCHBC

CCH Supplier registration questionnaire - Future supplier information changes

After the successful registration in CCHBC system the Supplier registration questionnaire will become active on your side.

This way, in case of any changes in your company’s information (e.g. company name, address, contacts, bank data), you are able at any time to access the questionnaire, execute required updates and Submit the changed version to CCHBC, so this important data updates to be reflected in your CCHBC master data profile.

Please note! In case of change in VAT/Tax information, please address this directly to your CCHBC contact and they will confirm further steps.

To perform changes in already submitted and approved questionnaire, please access your Ariba account and in “Ariba Proposals and Questionnaires” you can find the CCHBC Supplier registration questionnaire.

After you access the questionnaire:
To activate questionnaire press
After all changes are done go to

Please note! In case of any issues, please address them to SAP Ariba Support through the HELP buttons.
New Registration as a supplier with CCHBC

Ariba Network - Useful links

Thank you for working with us! We truly appreciate your partnership and look forward to continuing our business relationship with you via the Ariba Network.

For additional information and support you may visit https://www.ariba.com/support/supplier-support then click the “contact us” option.

In case “Ariba Proposals and Questionnaires” is not loading properly, it may be caused due to enabled browser ad-blocking extensions. Please find an article providing information how to remove such ad – blocking extensions depending on the different browser: https://support.ariba.com/item/view/KB0407053

Some other useful information for suppliers can be found at:

https://www.ariba.com/support/customer-hub

https://uex.ariba.com

https://www.ariba.com/_ariba-network/ariba-network-for-suppliers

https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/