



ARIBA SUPPLIER LIFECYCLE MGMT. (SLM)

SUPPLIER TRAINING PRODUCTION MATERIAL

INTRODUCING ARIBA SUPPLIER LIFECYCLE MGMT (SLM)

We have rolled out SAP ARIBA to support **Supplier Lifecycle Management (SLM)**

How LIFETEC is using SAP Ariba

Supplier Lifecycle Management (SLM)

SAP Ariba Supplier Lifecycle Management helps simplify supplier onboarding and profile maintenance by providing a single, standardized process.

Suppliers can maintain their information directly, reduce manual follow-ups, and ensure required documentation is current and accurate. Information can be updated directly by supplier as needed. This approach supports more transparent, efficient collaboration between suppliers and purchasing teams.

The process starts with ZF LIFETEC buyers inviting you to register with us. The following pages will support you to complete the registration.

AGENDA

1. Respond to Supplier Registration Form



01 RESPOND TO SUPPLIER REGISTRATION FORM

Your ZF LIFETEC buyer will invite you to register with us

RECEIVE EMAIL NOTIFICATION

1. Receive "Invitation: Register to become a supplier with ZF Lifetec" Email. Click [Click Here]

[EXT] Invitation: Register to become a supplier with ZF Lifetec - TEST

 Monica Chen <s4system-prodeu+745296097-T.Doc2609292733@eusmtp.ariba.com>
收件人  Chen, Monica Xuelian


ZF Lifetec - TEST

Register as a supplier with ZF Lifetec - TEST

Hello! Monica Chen has invited you to register to become a supplier with ZF Lifetec - TEST. Start by creating an account with SAP Business Network. It's free. ZF Lifetec - TEST uses SAP Business Network to manage its sourcing and procurement activities to collaborate with suppliers. If TEST-ABB Supplier already has an account with SAP Business Network, sign in with your user name and password. [Click Here](#) to create account now

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

Offices | Data Policy | Contact Us | Customer Support

Powered by 

CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 1

1. Click [Create new account]

Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)

ZF LIFETEC - TEST

Connect with ZF LIFETEC - TEST on SAP Business Network to collaborate.

Invited by [ZF Lifetec - TEST](#)

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#) ?

1 [Create new account](#) ?

System will conduct potential account checks based on the email domain.

Please create a new account, unless you have already connected with LIFETEC

CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 2

Fill in all the mandatory fields with asterisk symbol. These company information is public information and not specific to ZF LIFETEC.

1. The [Company (legal) name] is defaulted from ZF LIFETEC buyer.
2. Select [Country/Region]
3. Fill in [Address line 1]

Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running

ZF LIFETEC - TEST

Create an account to connect and collaborate with ZF LIFETEC - TEST on SAP Business Network

Company information ⓘ

DUNS number ⓘ

1 Don't know your DUNS number?

2 Company (legal) name *

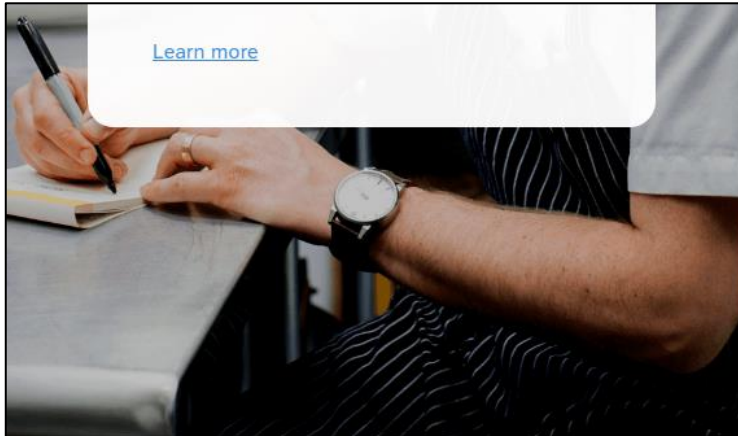
3 Country/Region *

Address line 1 *

DUNS number is not necessary.

CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 3

4. Fill in [City]
5. Select [State]
6. Fill in [Zip]/[Postal code]



Address line 2

Address line 3

4

City *

5

State *

6

Zip *

CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 4

7. The [First name] and [Last name] are defaulted from ZF LIFETEC buyer.
8. If tick the [Use my email as my username], the email address is the username when logging in Ariba Business Network. If remove the checkbox, you can set the username by yourself. And the username **must be in email format**.
9. Set the password and confirm it.
10. Tick the terms and privacy statement
11. Tick [I'm not a robot]. You must check reCAPTCHA.
12. Click [Create account]

Note: Password setting must comply with the following rules.

- Must be between 8 and 32 characters
- Lowercase, uppercase, numbers, and special characters allowed. "!#\$%&"()*+,-./:;<=>?@^_`{|}~\`"["
- Cannot contain the username
- Repetitive characters and numbers in sequence are discouraged
- Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a - z, and some special characters)

The screenshot shows the 'Administrator account information' form. It includes fields for first name (Monica), last name (Chen), and email (monichen@deloittecn.com.cn). A checkbox for 'Use my email as my username' is checked. There are password and repeat password fields with eye icons. Below these are two checkboxes for terms and conditions, with the second one checked. A reCAPTCHA 'I'm not a robot' checkbox is also checked. At the bottom is a blue 'Create account' button.

7 Administrator account information ?

8 First name * Last name *

9 Email *

10 Password * Repeat password *

11 I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) 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 [Privacy Statement](#) to learn how we process personal data.

12 I'm not a robot reCAPTCHA Privacy - Terms

Create account

CONFIRM YOUR EMAIL ADDRESS 1

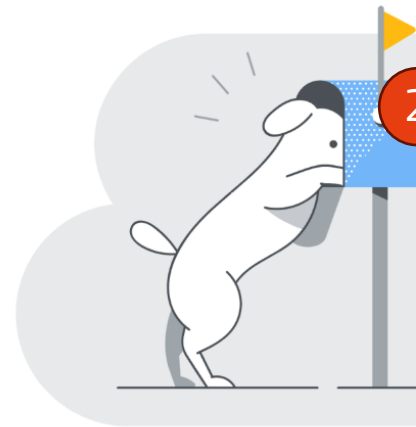
1. System pop-up a new page and send out Email
2. Open "Action required: Confirm your email" Email, click [Confirm email]

1

Please confirm your email address

Check your email at monichen@deloittecn.com.cn and follow the steps in the email to confirm your email address in the next **72 hours**.

> [If you did not receive the email:](#)



2

[EXT]Action Required: Confirm your email



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
收件人 ● Chen, Monica Xuelian

Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

Confirm email

Link expires: Thursday, Jun 26, 2025, 03:13 AM PDT

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=1XECwrk79mRqNZhSI9u0XtYQCT9ilb53&anp=Ariba&app=Sourcing>

Sincerely,
SAP Business Network team

If the link expired, open the link to resend the email via username and password

CONFIRM YOUR EMAIL ADDRESS 2

1. Click [Don't show this to me again]

Almost done! We just need a little bit more information.

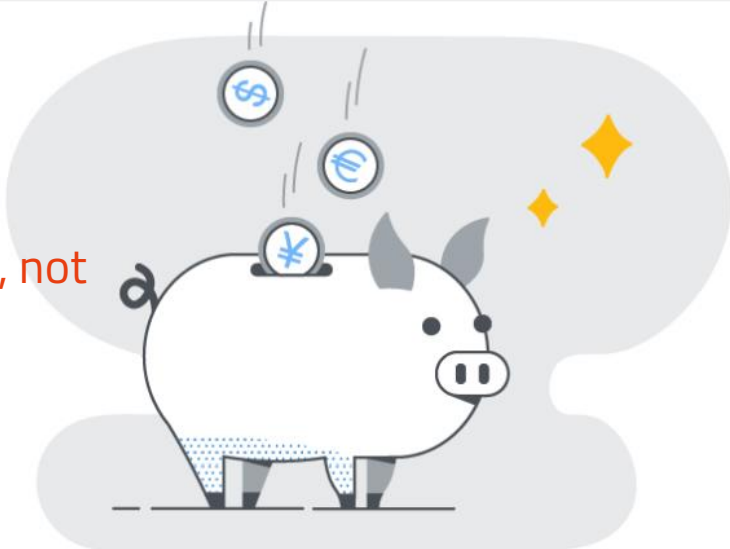
Please provide the information below and you will be discovered by more customers looking for companies like yours.

Optional information, not necessary

Product and Service Categories

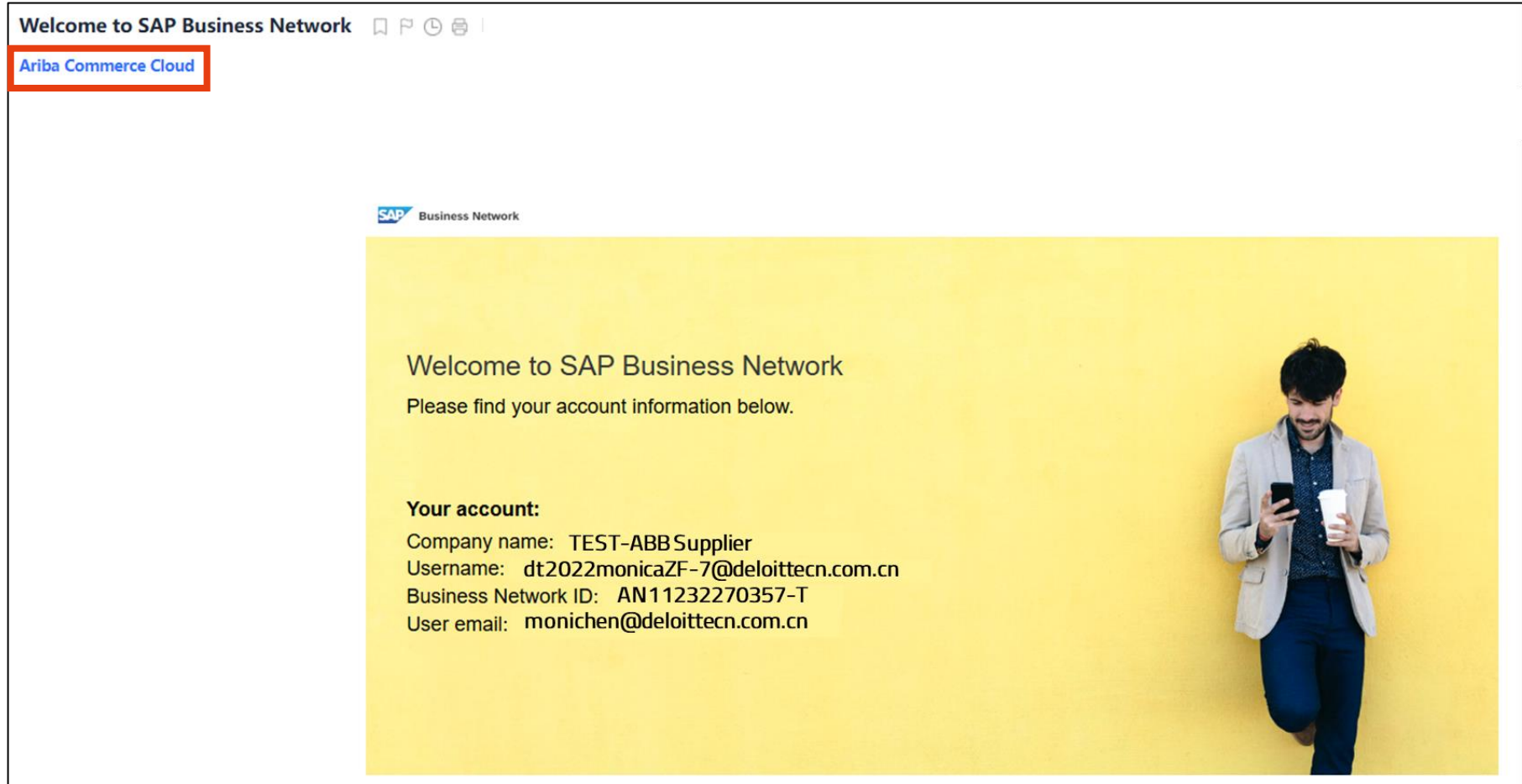
 or

Ship-to or Service Locations

 or 

CONFIRM YOUR EMAIL ADDRESS 3

1. After confirming the Email address, you will receive an Email from "Ariba Commerce Cloud".



RESPONSE SUPPLIER REGISTRATION FORM 1

1. Click [Supplier Registration Form]

The screenshot displays the SAP Ariba Spend Management interface for a user named 'ZF LIFETEC - TEST'. The page includes a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', and a 'Get enterprise account' button. The main content area is divided into several sections:

- ZF Lifetec - TEST Requested Profile:** A message stating 'All required customer requested fields have been completed.' with a link to 'View customer requested fields >'. Below this is a 'Public Profile Completeness' section showing a progress bar at 15% and a message 'Enter commodities to reach 35% >'. There are no matched postings.
- Welcome to the Ariba Spend Management site:** A message explaining the site's purpose in identifying world-class suppliers.
- Home:** A navigation button.
- Events:** A table with columns: Title, ID, End Time ↓, Event Type, and Participated. It shows 'No items'.
- Registration Questionnaires:** A table with columns: Title, ID, End Time ↓, and Status. It shows one item: 'Supplier Registration Form' with ID 'Doc2609292733', End Time '7/23/2025 5:19 PM', and Status 'Invited'. This item is highlighted with a red box and a red circle containing the number 1.
- Qualification Questionnaires:** A table with columns: Title, ID, End Time ↓, Commodity, Regions, and Status. It shows 'No items'.

RESPONSE SUPPLIER REGISTRATION FORM 2

These information is specific to ZF LIFETEC.

【NDA】

1. Click [Attach a file] to upload the signed NDA documents (NOT required)

Doc3111510116 - Supplier Registration Form ⌚ Time remaining
29 days 23:57:23

All Content ☰ | ⌵

Name ↑

▼ 4 【NDA】	
4.1 Please upload signed NDA document. ⓘ	1 Attach a file
▼ 5 【Business Partner Code of Conduct】	
5.1 BPCoC Template ⓘ References ⌵	
5.2 Do you agree the BPCoC?	* Unspecified ⌵
▼ 6 【Global Logistics Directive 2022】	

It supports PDF, Word or Zip format.
The file size should not exceed 100MB.

RESPONSE SUPPLIER REGISTRATION FORM 3

【Business Partner Code of Conduct】

2.1 Click [Reference]

2.2 Click [BPCoC template.zip] to download the BPCoC template

2.3 Select [Do you agree the BPCoC?].

- If "Yes" is selected, you need to upload signed BPCoC document.
- If "No" is selected, you need to enter your comments.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

4 【NDA】

5 【Business Partner Code of Conduct】

6 【Global Logistics Directive 83】

7 【Quantity Directive 83】

8 【Terms and Conditions】

10 【Supplier Information】

All Content

4.1 Please upload signed NDA document. [Attach a file](#)

▼ 5 【Business Partner Code of Conduct】

5.1 BPCoC Template [References](#)

5.2 Do you agree the BPCoC? [Reference Documents](#)

5.3 Please upload signed BPCoC document. [BPCoC Template.zip](#)

▼ 6 【Global Logistics Directive 83】

6.1 GLD2022 Template [References](#)

6.2 Do you agree the GLD2022? [Unspecified](#)

▼ 7 【Quantity Directive 83】

7.1 QD83 Template [References](#)

7.2 Do you agree the QD83? [Unspecified](#)

2.1

2.2

2.3

* Yes

* Attach a file

It supports PDF, Word or Zip format.
The file size should not exceed 100MB.

RESPONSE SUPPLIER REGISTRATION FORM 3

【Global Logistics Directive 2022】

3.1 Click [Reference]

3.2 Click [GLD2022 template.zip] to download the template

3.3 Select [Do you agree the GLD2022?].

- If "Yes" is selected, you need to upload signed document.
- If "No" is selected, you need to enter your comments.

The screenshot displays the 'All Content' section of the SAP Ariba Supplier Registration Form 3. The content is organized into a list of items, each with a sub-item. The following table summarizes the visible content items and their sub-items:

Item ID	Item Name	Sub-item	Sub-item Description	Form Element
6	Global Logistics Directive 2022	6.1	GLD2022 Template	References (3.1)
		6.2	Do you agree the GLD2022?	Yes (3.3)
		6.3	Please upload signed document	*Attach a file
7	Quantity Directive 83	7.1	QD83 Template	References
		7.2	Do you agree the QD83?	* Unspecified
8	Terms and Conditions	8.1	Please open the link to view the condition of purchase:	Conditions of Purchase - ZF
		8.2	Do you agree the GTCP?	* Unspecified
10	Supplier Information			

Additional notes from the image:

- Item 6.2 has a dropdown menu with 'Yes' selected.
- Item 6.2 has a red box around the '*Attach a file' button.
- Item 6.2 has a red text box: "It supports PDF, Word or Zip format. The file size should not exceed 100MB."

RESPONSE SUPPLIER REGISTRATION FORM 3

【Quantity Directive 83】

- 4.1 Click [Reference]
- 4.2 Click [QD83 template.zip] to download the template
- 4.3 Select [Do you agree the QD83?].
 - If "Yes" is selected, you need to upload signed document.
 - If "No" is selected, you need to enter your comments.

The screenshot shows a web interface for supplier registration. On the left, there is a navigation menu with 'Event Contents' expanded, showing a list of sections: All Content, [NDA], [Business Partner Co...], [Global Logistics Di...], [Quantity Directive 83], [Terms and Conditions], and [Supplier Information]. The main content area is titled 'All Content' and displays a list of items. Three items are highlighted with red boxes and numbered callouts:

- 4.1**: Points to the 'References' link next to item 7.1 'QD83 Template'.
- 4.2**: Points to the 'QD83 Template.zip' file link next to item 7.3 'Please upload signed QD83 Template'.
- 4.3**: Points to the 'Attach a file' button next to item 7.2 'Do you agree the QD83? Reference Documents', which has a dropdown menu set to 'Yes'.

Additional text on the right side of the screenshot states: "It supports PDF, Word or Zip format. The file size should not exceed 100MB."

RESPONSE SUPPLIER REGISTRATION FORM 3

【Terms and Conditions】

- 5.1 Click [Conditions of Purchase – ZF LIFETEC]
- 5.2 Review the terms and conditions, and download GTCP Acceptanc
- 5.3 Select [Do you agree the GTCP?].
 - If “Yes” is selected, you need to upload signed document.
 - If “No” is selected, you need to enter your comments.

→ **Conditions of Purchase: Production Material / Direct Purchasing**

- [ZF LIFETEC PM GTCP Acceptance](#)

General Supplies / Condition of Purchase International

- [General Terms and Conditions of Purchase](#) (valid as May 2019)

Deliveries to German Plants

- [General Terms and Conditions of Purchase](#) (valid as of Oct 2002)
- [Conditions for Transactions of ZF Plants in Germany](#) (Version May 2019)

5.2

Name ↑		
7 [Quantity Directive 83]		
7.1 QD83 Template References		
7.2 Do you agree the QD83?	* Unspecified	
8 [Terms and Conditions]		
8.1 Please open the link to view the condition of purchase:		
8.2 Do you agree the GTCP?	* Yes	
8.3 Please upload signed GTCP document. ⓘ	*Attach a file	

It supports PDF, Word or Zip format.
The file size should not exceed 100MB.

RESPONSE SUPPLIER REGISTRATION FORM 4

【Supplier Information】

6. Select [Preferred Communication Language]
7. [Supplier Name] is required to enter **English**. It cannot exceed 160 characters. And it can contain any of the following characters: \ / : * ? " < > | . + % &
8. Enter [Supplier address] in **English**.

The screenshot displays the 'Supplier Information' section of the registration form. The left sidebar shows a navigation menu with 'Event Contents' expanded, listing various documents like [NDA], [Business Partner Co...], [Global Logistics Di...], [Quantity Directive 83], [Terms and Conditions], and [Supplier Information]. The main content area shows a list of items under 'All Content', with item 10 expanded to show sub-items 10.1, 10.2, and 10.3. Red boxes and numbers 6, 7, and 8 highlight the following fields:

- 6**: The 'Preferred Communication Language' dropdown menu, currently set to '[EN] English'.
- 7**: The 'Supplier Name (English)' text input field, containing the text 'PM supplier registration - TEST'.
- 8**: The 'Supplier Address (English)' section, which includes several input fields: 'Country/Region' (no value), 'State/Province/Region' (no value), 'City' (required), 'Postal Code', 'Street' (required), 'House Number', and 'District'.

RESPONSE SUPPLIER REGISTRATION FORM 4

【Supplier Information】

9. Select [Address Type]

10. Select [Do you need the Name and Address in your local language?].

- If “Yes” is selected, you need to **select local language** and **enter supplier name/address (street) in your local language**.

10.4 Address Type

10.5 Domestic Japanese suppliers, please must enter katakana. Domestic Chinese suppliers, please must enter Chinese.

10.6 Can you provide the Name and Address in your local language?

Local language:
Arabic/Hebrew/Chinese/Greek/Hangul
/Chinese trad./Katakana/Cyrillic/Thai

RESPONSE SUPPLIER REGISTRATION FORM 5

【Please provide Tax Information】

11.1 Select [Add 【Please provide Tax Information】 (0)]

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

4 [NDA]

5 [Business Partner Co...]

6 [Global Logistics Di...]

All Content

10.7 Supplier information in Local language

10.7.1 Local Language (International Version) * Unspecified

10.7.2 Supplier Name *

10.7.3 City *

10.7.4 Street *

10.7.5 House Number

11 【Please provide Tax Information】

11.1 Add 【Please provide Tax Information】 (0)

RESPONSE SUPPLIER REGISTRATION FORM 5

【Please provide Tax Information】

11.2 Select [Country/Region]

11.3 Enter mandatory field of Tax Number

All Content > 11 【Please provide Tax Information】

【Please provide Tax Information】 (1)

Name ↑

▼ Tax Number #1 Delete

Tax Number ⓘ

11.2 *

Country/Region: ⓘ

11.3

Tax Name	Tax Type	Tax Number
DE0_Germany: VAT identification number	Organization	<input type="text"/>
DE1_Germany: Tax Number (e.g. for §48 EStG)	Organization	<input type="text"/>

[Add an additional Tax Number](#)

(*) indicates a required field

RESPONSE SUPPLIER REGISTRATION FORM 6

【Supplier Contact】

12. Fill in mandatory contact information

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 4 【NDA】
- 5 【Business Partner Co...】
- 6 【Global Logistics Di...】
- 7 【Quantity Directive 83】
- 8 【Terms and Conditions】
- 10 【Supplier Information】

▼ Event Contents

- All Content
- 4 【NDA】
- 5 【Business Partner Co...】

All Content

All Content	
Name ↑	
▼ 12 【Supplier Contact】	
▼ 12.1 【Primary Contactor (Sales Contactor)】	
12.1.1 Primary Contactor_First Name	* <input type="text" value="PM"/>
12.1.2 Primary Contactor_Last Name	* <input type="text" value="Supplier"/>
12.1.3 Primary Contactor_Email Address	* <input type="text" value="dummycontact@ariba.com"/>
12.1.4 Primary Contactor_Phone Number	* <input type="text"/>
12.1.5 Primary Contactor_Fax	<input type="text"/>
▼ 12.2 【Finance Contactor】	
12.2.1 Finance Contactor_First Name	* <input type="text"/>
12.2.2 Finance Contactor_Last Name	* <input type="text"/>
12.2.3 Finance Contactor_Email Address	* <input type="text"/>
12.2.4 Finance Contactor_Phone Number	<input type="text"/>
▼ 12.3 【Quality Contactor】	
12.3.1 Quality Contactor_First Name	<input type="text"/>
12.3.2 Quality Contactor_Last Name	<input type="text"/>
12.3.3 Quality Contactor_Email Address	<input type="text"/>
12.3.4 Quality Contactor_Phone Number	<input type="text"/>

12

RESPONSE SUPPLIER REGISTRATION FORM 7

13. Select [The region that you supply for].

If multiple options are selected, you need to upload different business license and bank details for different regions.

Business license or local tax number confirmation MUST contain Name, Address (matching with registration address) and Tax number for your country

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

12.3.4 Quality Contactor_Phone Number

13 The region that you supply for

* Chinese Plant
 AP Plant (Except China)
 European Plant
 MX Plant
 US Plant
 BR Plant

▼ 14 [Business License] **for Chinese Plant:**

▼ 14.1 [Chinese Plant]	
14.1.1 Business License CN ⓘ	*Attach a file
14.1.2 Local tax number confirmation(foreign supplier mandatory) ⓘ	Attach a file
▼ 15 [Bank Details]	
▼ 15.1 [Chinese Plant]	
15.1.1 Banking Documentation ⓘ	*Attach a file
15.1.2 Permission of opening bank account ⓘ	Attach a file

▼ 14 [Business License] **for AP Plant(Except China):**

▼ 14.2 [AP Plant (Except China)]	
14.2.1 Business License ⓘ	Attach a file
14.2.2 Local Tax Number Confirmation ⓘ	*Attach a file
▼ 15 [Bank Details]	
▼ 15.2 [AP Plant (Except China)]	
15.2.1 Banking Documentation ⓘ	*Attach a file
15.2.2 Permission of opening bank account ⓘ	Attach a file
15.2.3 GST Certificate ⓘ	Attach a file

▼ 14 [Business License] **for European Plant:**

▼ 14.3 [European Plant]	
14.3.1 Local Tax Number Confirmation ⓘ	*Attach a file
▼ 15 [Bank Details]	
▼ 15.3 [European Plant]	
15.3.1 Banking Documentation ⓘ	*Attach a file
15.3.2 SWIFT Document (foreign supplier mandatory) ⓘ	Attach a file

RESPONSE SUPPLIER REGISTRATION FORM 8

【Bank information】

14. Select [How many bank accounts do you have?]

If the number of bank accounts is more than one, you need to fill in detailed bank account information separately.

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

4 【NDA】

5 【Business Partner Co...】

6 【Global Logistics Di...】

7 【Quantity Directive 83】

8 【Terms and Conditions】

Supplier

4 【NDA】

5 【Business Partner Co...】

All Content

Name ↑	
▼ 16 【Please Provide Bank Information】	
16.1	* Please note: If you want to reduce the count of bank information, please change the [Deletion Flag] from "No" to "Yes". You cannot directly delete bank information; you can only modify them.
16.2	How many bank accounts do you have? * 1
▼ 16.3 【Bank Account 1】	
16.3.1	Bank Country/Region 1 * Unspecified
16.3.2	Bank Account Number 1 *
16.3.5	Bank Name 1 *
16.3.6	Bank Key 1 *
16.3.7	Bank Currency 1 * Unspecified
16.3.8	* For international bank, please must enter the SWIFT code.
16.3.9	SWIFT Code 1
16.3.10	IBAN: International Bank Account Number 1
16.3.13	Deletion Flag 1 ⓘ * No

RESPONSE SUPPLIER REGISTRATION FORM 8

【Bank information】

14. Enter bank details

select 'Deletion Flag' to indicate whether to mark as deleted. The default value is "No", meaning this bank information will not be marked for deletion and will remain active. If you select "Yes", it will be marked for deletion.

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

4 【NDA】
5 【Business Partner Co...
6 【Global Logistics Di...
7 【Quantity Directive 83】
8 【Terms and Conditions】
Supplier
4 【NDA】
5 【Business Partner Co...

All Content

16.1 * Please note: If you want to reduce the count of bank information, please change the [Deletion Flag] from "No" to "Yes". You cannot directly delete bank information; you can only modify them.

16.2 How many bank accounts do you have?

16.3 【Bank Account 1】

16.3.1 Bank Country/Region 1

16.3.2 Bank Account Number 1

16.3.5 Bank Name 1

16.3.6 Bank Key 1

16.3.7 Bank Currency 1

16.3.8 * For international bank, please must enter the SWIFT code.

16.3.9 SWIFT Code 1

16.3.10 IBAN: International Bank Account Number 1

16.3.13 Deletion Flag 1 ⓘ

14

* 1

* Unspecified

*

*

*

* Unspecified

*

*

* No

Note: When entering bank information for the first time, please don't select "Yes".

RESPONSE SUPPLIER REGISTRATION FORM 9

【TISAX】 and 【Additional Attachment】

15. Click [Attach a file] to upload TISAX document (not mandatory, depends on the requirement of buyer)

16. Additional attachment could be uploaded

16.3.9 SWIFT Code 1	<input type="text"/>
16.3.10 IBAN: International Bank Account Number 1	<input type="text"/>
16.3.13 Deletion Flag 1 ⓘ	* No ▾
▼ 18 【TISAX】	
18.1 Please upload TISAX document. ⓘ	*Attach a file
▼ 19 【Additional Information】	
19.1 Additional Attachment	Add Additional Attachment (0)

It supports PDF, Word or Zip format.
The file size should not exceed 100MB.

SUBMIT SUPPLIER REGISTRATION FORM 1

1. After completing supplier registration form, click [Submit Entire Response]

The screenshot shows a web interface for a supplier registration form. At the top left, the document title is "Doc2964900639 - Supplier Registration Form". At the top right, a clock icon indicates "Time remaining 29 days 23:54:10". Below the title, there is a section titled "All Content" with a table listing various fields. The table has a header "Name ↑" and contains the following entries:

Name ↑
19.2 Additional Comments
20 [Supplier IDs]
20.1 ZF LIFETEC Supplier ID
20.2 Local Vendor ID

At the bottom of the form, there is a row of buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import". The "Submit Entire Response" button is highlighted with a red box and a red circle containing the number "1".

Annotations in red text are overlaid on the screenshot:

- "You need to complete the supplier registration form within 30 days." (positioned above the table)
- "If you are invited to update the supplier registration form, you need to complete it within 7 days." (positioned to the right of the table)

A red box highlights the "Time remaining" indicator at the top right.

(*) indicates a required field

SUBMIT SUPPLIER REGISTRATION FORM 2

2. Click [OK]

The screenshot shows a web interface for a supplier registration form. The main heading is "Doc2609292733 - Supplier Registration Form". A confirmation dialog box is centered on the screen, asking "Submit this response?" with a green checkmark icon. Below the question, it says "Click OK to submit." and has two buttons: "OK" and "Cancel". A red circle with the number "2" is overlaid on the "OK" button. The background form is dimmed and shows various fields: "Name ↑", "State/Province/Region: Brandenburg (12)", "City: * Berlin", and "District:". At the bottom of the form, there are four buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import". A note at the bottom of the form states "(*) indicates a required field".

Go back to ZF Lifetec - TEST Dashboard

Desktop File Sync

Console Doc2609292733 - Supplier Registration Form

Time remaining 29 days 21:26:33

All Content

Name ↑

Event Messages

Event Details

Response History

Response Team

Event Contents

All Content

2 [NDA]

3 [Terms and Conditions]

5 [Supplier Information]

6 [Please provide Tax ...]

5.7 Supplier Address

District:

State/Province/Region: Brandenburg (12)

City: * Berlin

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Submit this response?

Click OK to submit.

OK Cancel

SUBMIT SUPPLIER REGISTRATION FORM 3

3. System pop-up a message "Your response has been submitted. Thank you for participating in the event."
4. After 1~2 minutes, the status will refresh to "Pending Approval".

< Go back to ZF Lifetec - TEST Dashboard Desktop File Sync

Console Doc2609292733 - Supplier Registration Form 🕒 Time remaining
29 days 21:26:03

3 ✓ Your response has been submitted. Thank you for participating in the event.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

< Go back to ZF Lifetec - TEST Dashboard Desktop File Sync

Console Doc2609292733 - Supplier Registration Form 📄 Pending Approval

You have submitted a response to the questionnaire.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content	
Name ↑	
3.1 BPCoC Template 📄 References	
3.2 Do you agree the BPCoC?	Yes
3.3 Please upload BPCoC document.	📄 TEST-BPCoC.pdf
▼ 5 [Supplier Information]	
5.1 Supplier Name 📄	TEST-ABB Supplier
5.2 Do you need the Name and Address in your local language?	No
6 [Please provide Tax ...]	[1] Sales Address

SUBMIT SUPPLIER REGISTRATION FORM 4

5. After submitting supplier registration form, you will receive an Email.

[EXT]Confirmation: Registration submitted for approval



Ariba Administrator <no-reply@eusmtp.ariba.com>
收件人 ● Chen, Monica Xuelian

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ZF Lifetec - TEST

Hello Monica Chen,

ZF Lifetec - TEST has received your registration information and will review it for approval.

To check your registration status, sign in to the ZF Lifetec - TEST supplier portal.

[Click Here](#)

Sincerely,
ZF Lifetec - TEST

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

REGISTRATION STATUS NOTIFICATION TO SUPPLIER

6. After getting approval, you will receive an Email.

[EXT]Approved: Supplier registration with ZF Lifetec - TEST



Ariba Administrator <no-reply@eusmtp.ariba.com>

收件人 ● Chen, Monica Xuelian

ZF Lifetec - TEST

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Hello Monica Chen,

Congratulations! Your supplier registration was approved.

Sign in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with ZF Lifetec - TEST.

[Click Here](#)

Sincerely,
ZF Lifetec - TEST

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

THANKS !