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

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1. When you are invited to register through Ariba as vendor of <u>Coca-Cola Hellenic Bottling Company</u> (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.
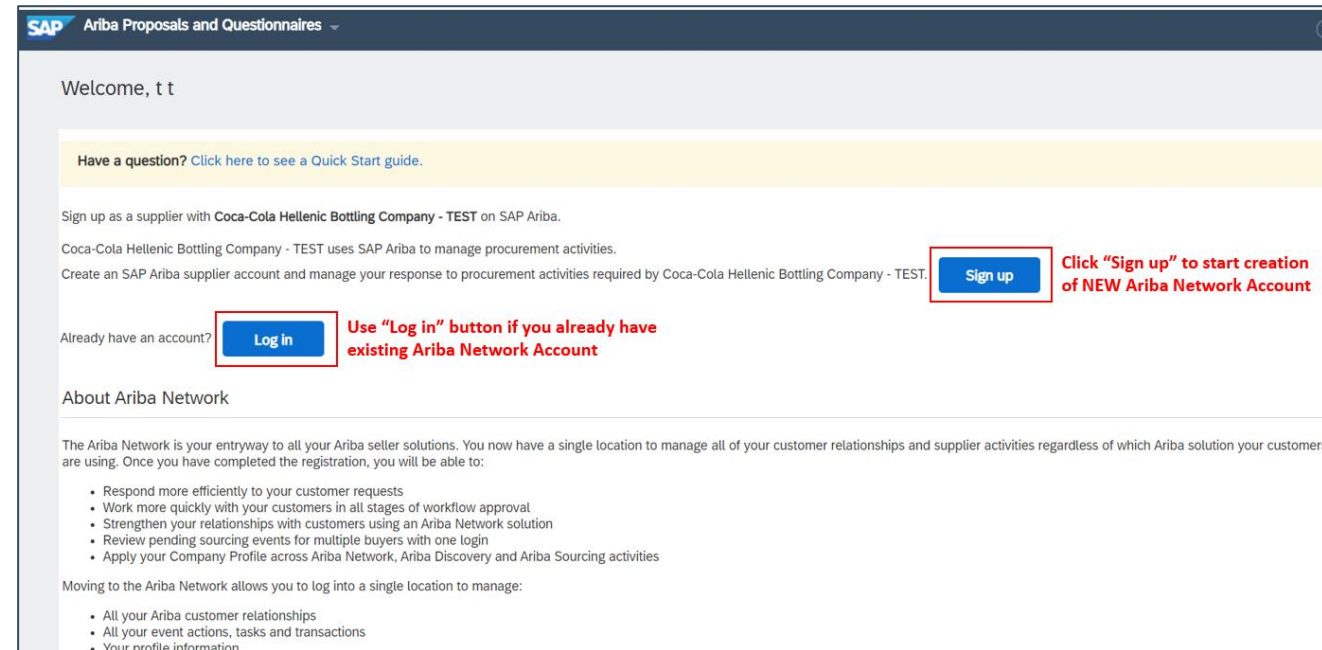
Coca-Cola Hellenic Bottling Company - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier Registration already has an account with Ariba Network, sign in with your username and password.

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:

SAP | Ariba Proposals and Questionnaires

Welcome, t t

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **Coca-Cola Hellenic Bottling Company - TEST** on SAP Ariba.

Coca-Cola Hellenic Bottling Company - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Coca-Cola Hellenic Bottling Company - TEST.

Sign up — **Click "Sign up" to start creation of NEW Ariba Network Account**

Already have an account? Log in — **Use "Log in" button if you already have existing Ariba Network Account**

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information

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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**

SAP Ariba Proposals and Questionnaires ▾

Create account

Create account and continue | Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Coca-Cola Hellenic Bottling Company - TEST.

Company information

* Indicates a required field

Company Name: *	
Country/Region: *	- Select Country - ▾
Address: *	Line 1
	Line 2
	Line 3
City: *	

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.

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

SAP Ariba Proposals and Questionnaires ▾

Enter Your Account Information

* Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username: *	
Password: *	

Forgot Username
Forgot Password

Continue | Cancel

**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!

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## IMPORTANT!

In case of any issues during your **Ariba Network account creation or login**, please contact **SAP Ariba Support on http://supplier.ariba.com/ using HELP button.**
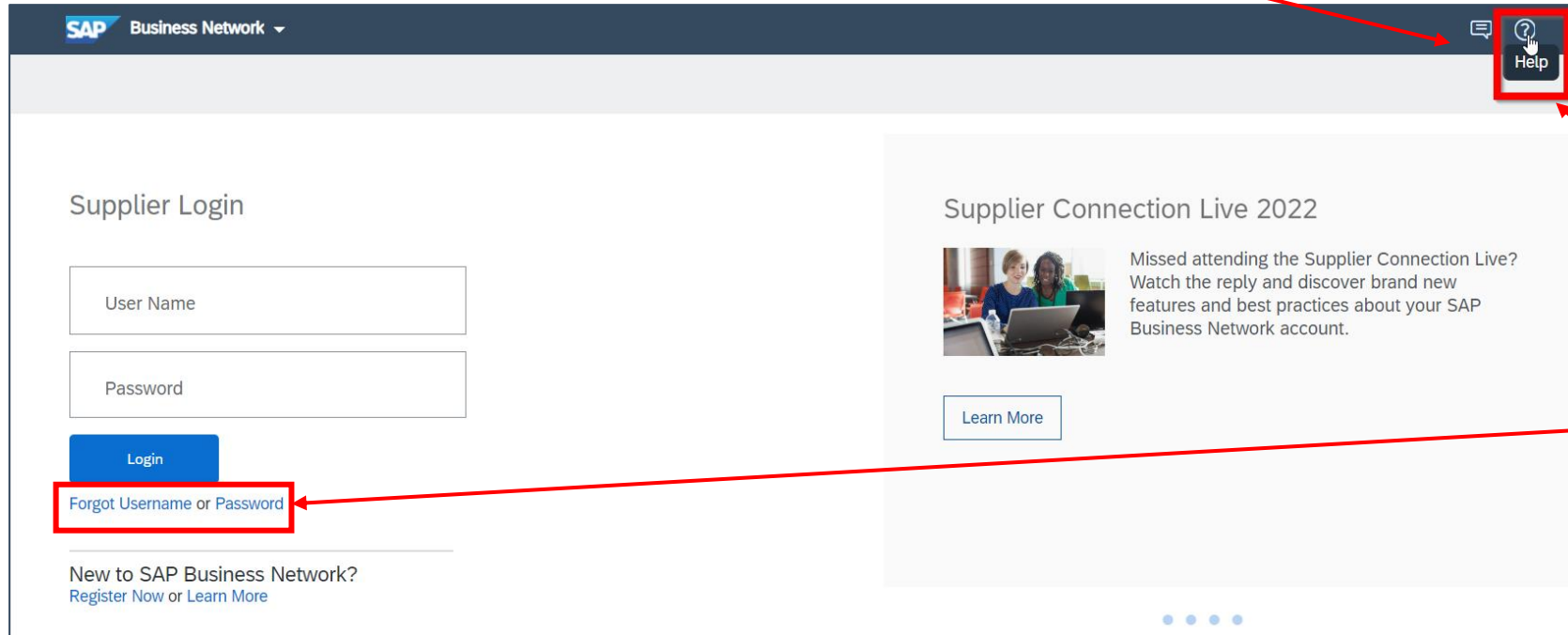
If you forgot your Username or Password, please select option Forgot Username or Password. If you still experience any issues, please use the "**HELP**" button.

For more guidance how to create an Ariba Network Account, please see the dedicated **video** following this LINK or clicking on the video
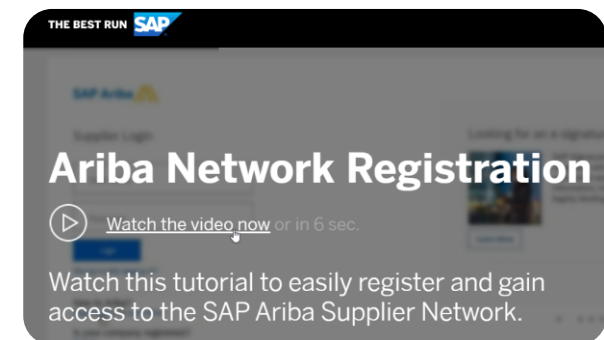
Once you have successfully registered your new Ariba Network account or accessed your existing one, you will be redirected to the **CCHBC Supplier registration questionnaire.** You need to provide all the required mandatory information and attach the relevant documents.
NB! If you are not redirected 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 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"**:

All Content	
Name ↑	
▼ 1 General Information	
▼ 1.1 Supplier Legal Consent	
1.1.1 I confirm that I am fully authorized to provide CCH required information and update it for any subsequent changes	* Unspecified ∨

On question **1.3.**, please select the country/countries you will operate with us:

1.3 Please select the country where you will operate with us

* ☑ Austria
☐ Bosnia and Herzegovina
☐ Bulgaria
☐ Croatia
☐ Cyprus
☐ Czech Republic
☐ Estonia
☐ Greece
☐ Hungary
☐ Italy
☐ Kosovo
☐ Latvia
☐ Lithuania
☐ Montenegro
☐ Netherlands
☐ Nigeria
☐ North Macedonia
☐ Northern Ireland
☐ Poland
☐ Republic of Ireland
☐ Romania

Section 1 - "General Information"

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

1.4 Supplier Full Legal Name	*	
1.5 Legal address	*Show More*	
	Street:	House Number:
	Street 2:	
	Street 3:	
	District:	
	Postal Code:	City: *
	Country/Region: (no value)	State/Province/Region: (no value)
1.6 Legal Form of the Supplier	* Unspecified	
1.7 Tax/VAT number.	*	
1.8 Dun & Bradstreet number		
1.9 General Contact Name	*	
1.10 General Contact Phone	*	
1.11 General Contact Email	*	
1.12 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		

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Section 2 - "Additional Contact Persons"

Please note! You can add any additional contact person, dedicated for Purchase Orders, Accounting or Bank Changes in case they are different from the General one.

Step 1   Click on "Add Additional Contact Persons".

2 Additional Contact Persons	Add Additional Contact Persons (0) Less... —
The above is general e-mail address of your company. Please add any dedicated e-mails related to Purchase Order receiving, Accounting contact, Change of Bank Details in section "Additional Contact Persons". Otherwise we will use the Generic contact for all type of communication.	

Step 2   Click on the dedicated button to add a section:

Additional Contact Persons (0)

Name ↑

Add Additional Contact Persons

Section 2 - "Additional Contact Persons"

Step 3 Fill in the 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**".

2	**Additional Contact Persons**	Add Additional Contact Persons (0) Less... [−]
	The above is general e-mail address of your company. Please add any dedicated e-mails related to Purchase Order receiving, Accounting contact, Change of Bank Details in section "Additional Contact Persons". Otherwise we will use the Generic contact for all type of communication.	
3	**Bank Details**	Add Bank Details (0)

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

> Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3 Bank Details

Bank Details (0)

Name ↑
No items

Add Bank Details

(*) indicates a required field

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:

Add an additional Bank Details

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

All Content > 3 Bank Details

Bank Details (1)

Name ↑	
▼ **Bank Details #1**	Delete
	* Bank Type: No Choice ▾
	Country/Region: (no value) ▾
	Account Holder Name: [ ]
	Bank Key/ABA Routing Number: [ ]
Bank Name	Account Number: [ ]
	IBAN Number: [ ]
	SWIFT Code: [ ]
	Bank Control Key: No Choice ▾
Currency	* Unspecified ▾
Confirmation of bank statement/print screen from respective authority (Opten, ARES website, etc.) certifying the bank details / Bank account verification form 📄 References ▾	ⓘ *Attach a file

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Section 3 - "Bank details" - Useful information

If you need to add more than 1 bank account, use the [Add an additional Bank Details] **button and new sections for bank data will appear below each other as a sequence**

You can collapse or expand the different bank details through the triangle button [▶]   If needed, you can delete the bank account from "Delete":

All Content > 3 Bank Details

Bank Details (3)

Name ↑		
▶ Bank Details #1		Delete
▶ Bank Details #2		Delete
▼ Bank Details #3		Delete

* Bank Type: No Choice

Country/Region: (no value)

Please note!
Although they are not marked initially as required fields, it is mandatory to provide <u>combination of Bank account and Bank key</u> **OR** <u>IBAN number</u> **OR** <u>all of them</u>.

System will return the following **error** if you do not fill in any of the required information

Either Account number and Bank Key are mandatory or IBAN number is mandatory.

Bank Key/ABA Routing Number: *

Account Number: *

IBAN Number: *

Section 3 - "Bank details" - Useful information

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

Confirmation of bank statement/print screen from respective authority (Opten, ARES website, etc.) certifying the bank details / Bank account verification form 🔲 References⌄	ⓘ	*Attach a file
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		
*) Please enter Bank Details (eighter IBAN **or** Bank Key and Bank Account Number)		

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

Confirmation of bank statement/print screen from respective authority (Opten, ARES website, etc.) certifying the bank details / Bank account verification form 🔲 References⌄	ⓘ	* ⬜ TEST DOCUMENT.png ⌄ Update file Delete file

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:

☑	Austria
☐	Bosnia and Herzegovina
☐	Bulgaria
☐	Croatia
☐	Cyprus
☐	Czech Republic
☐	Estonia
☐	Greece
☐	Hungary
☐	Italy
☐	Kosovo
☐	Latvia
☐	Lithuania
☐	Montenegro
☐	Netherlands
☐	Nigeria

1.3 Please select the country where you will operate with us

▼ 4 **Legal Entity Specific Requirements:**

4.1 You acknowledge and confirm that you have accepted and shall comply with Supplier Guiding Principles (SGP) 📖 References∨

*\[Unspecified ∨\]

▼ 4.3 **Austria:**

4.3.1 You acknowledge and confirm that you have accepted and shall comply with our General Terms and Conditions (GTC):

*\[Unspecified ∨\]

German: https://at.coca-colahellenic.com/de/about-us/gtc-policies-and-guidelines
English: https://at.coca-colahellenic.com/en/about-us/gtc-policies-and-guidelines

4.3.2 Starting pack - Attachment for vendor acknowledgement - Coca-Cola HBC Austria, RMQ Liegenschfaftverwaltung and RMQ Beteiligungsgesellschaft 📖 References∨

4.3.4 For information about processing your personal information, please read our Privacy Notice

English: https://at.coca-colahellenic.com/en/privacy-notice

German: https://at.coca-colahellenic.com/de/privacy-notice

▼ 4.5 **Switzerland:**

4.5.2 Starting pack - Attachment for vendor acknowledgement - (CO) Coca Cola HBC AG 📖 References∨

4.5.3 For information about processing your personal information, please read our Privacy Notice (German)

https://ch.coca-colahellenic.com/de/privacy-notice

4.5.4 For information about processing your personal information, please read our Privacy Notice (English)

https://ch.coca-colahellenic.com/en/privacy-notice

4.5.5 For information about processing your personal information, please read our Privacy Notice (French)

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.

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:

Coca-Cola Hellenic Bottling Company - TEST

Hello "Vendor name ",

Coca-Cola Hellenic Bottling Company - TEST has reviewed the updates to Supplier registration questionnaire submitted by Vendor name on Fri, 06 Aug, 2021 and requires additional information about the update.

Comments:
Additional info required

To provide this additional information to Coca-Cola Hellenic Bottling Company - TEST, Click Here

Best Regards,

SAP Ariba team

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:

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 [Revise Response]

After all changes are done go to [Submit Entire Response]

Please note! In case of any issues, please address them to SAP Ariba Support through the HELP buttons

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.

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/

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