



## Registration process in Ariba through Supplier Lifecycle Performance (SLP)

Short Guide



## Supplier registration form

**Step by step in order to complete the supplier registration in Ariba: *Supplier Lifecycle Performance (SLP)***

### Supplier Registration Process in SLP

1



**Email reception  
with the link to  
the SLP  
registration  
process**

2



**Access to SAP  
Ariba Network:  
via Sign up or via  
Log in**

3



**Fill in  
Registration Form**

4



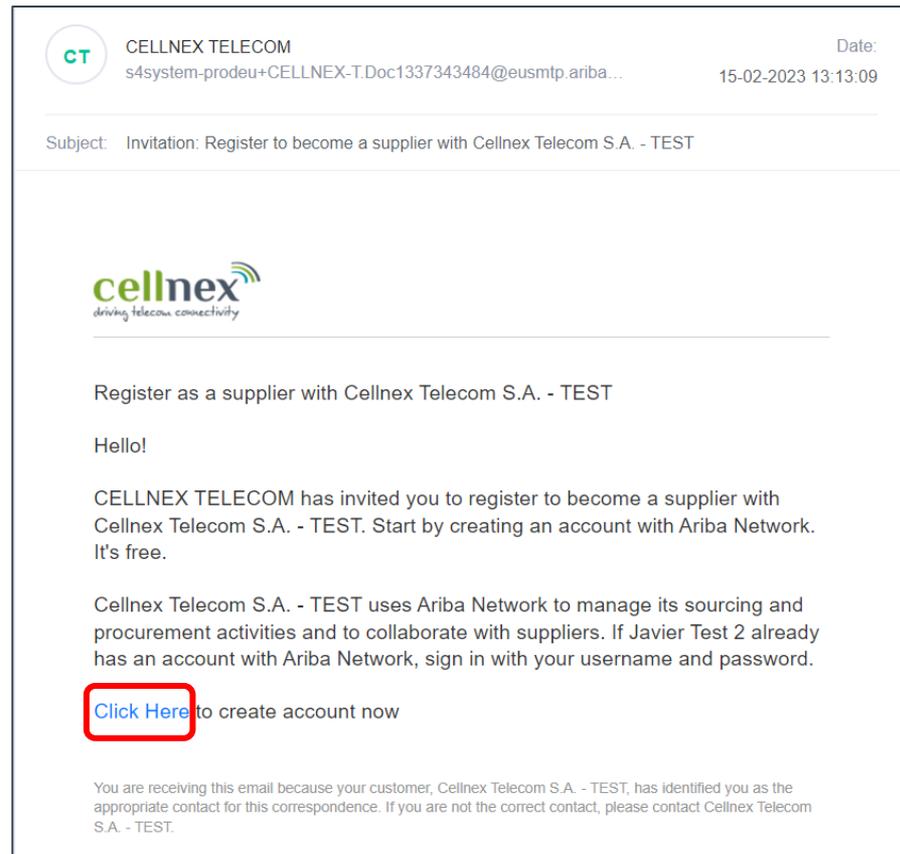
**Submit  
Registration Form**

## Supplier registration form – INVITATION EMAIL FOR REGISTRATION

### 1 Email reception with the link to the SLP registration process

You will receive an email from CELLNEX TELECOM inviting you to register in the SLP module.

You will need to click on the “*Click here*” link that will direct you to the Ariba login page.



# Supplier registration form – SIGN UP/LOG IN SAP ARIBA SUPPLIER ACCOUNT

## 2 Access to SAP Ariba Network: via Sign up or via Log in

If you have already a SAP Ariba Network account, click on “Log in” to access to the Registration form. If this is your first time, then you will need to click on “Sign up” in order to create an Ariba Supplier Account and continue with the registration process



Welcome, Javier Ros

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Cellnex Telecom S.A. - TEST** on SAP Ariba.  
 Cellnex Telecom S.A. - TEST uses SAP Ariba to manage procurement activities.  
 Create an SAP Ariba supplier account and manage your response

Already have an account? **Log in** **Sign up**

**Option 1.**  
In case you already have an account

**Option 2.**  
If you do not have an 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
- All your registration activities
- Your contact and user administrative tasks

# Supplier registration form – CREATE ACCOUNT

## 2 Access to SAP Ariba Network: via Log in

### Option 1: Log in in SAP Ariba

CELLNEX TELECOM S.A. - TEST

Standard Account [Get enterprise account](#) TEST MODE

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

**cellnex**  
driving telecom connectivity

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
<a href="#">SUPPLIER REGISTRATION FORM</a>	Doc1343135792	3/22/2023 2:39 AM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Click on "Supplier Registration Form" in order to start filling in the questionnaire

# Supplier registration form – CREATE ACCOUNT

## 2 Access to SAP Ariba Network: via Sign up

### Option 2: Creating a SAP Ariba Account

**A**

Company information

**B**

User account information

**C**

Additional business information

**Company information** \* Indicates a required field

Company Name:

Country/Region:  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.

Address:

City:

State:

Zip:

---

**User account information** \* Indicates a required field

Name:   [SAP Business Network Privacy Statement](#)

Email:   Use my email as my username

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

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

Repeat Password:

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

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**Tell us more about your business**

Product and Service Categories:   or [Browse](#)

Ship-to or Service Locations:   or [Browse](#)

Tax ID:  Enter your nine-digit Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-1" in test account.

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

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

# Supplier registration form – CREATE ACCOUNT (1/3)

## 2 Access to SAP Ariba Network: via Sign up

### Creating a SAP Ariba Account

#### A Company information

Company information

\* Indicates a required field

1 Company Name:

2 Country/Region:  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.

3 Address:

4 City:

5 State:

6 Zip:

**1 Company name** Company name will be inherited from supplier request

**2 Country / Region** Supplier must choose between options provided. If supplier choose Spain or others, Zip field will change into *Postal Code* field

**5 State** Supplier must choose between options provided

*All questions in Company information section are compulsory response*

# Supplier registration form – CREATE ACCOUNT (2/3)

## 2 Access to SAP Ariba Network: via Sign up

### Creating a SAP Ariba Account

#### B User account information

User account information

*\* Indicates a required field*

7 Name: \*   [SAP Business Network Privacy Statement](#)

8 Email: \*   Use my email as my username

9 Username: \*  Must be in email format(e.g john@newco.com) ⓘ

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

Repeat Password:

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

12 Email orders to: \*  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.

#### 8 Email

This email will be inherited from supplier request

#### 9 Username

This fields must be an email. By default, this will be inherited from supplier request

#### 11 Language

Although this field is not compulsory, it is preferable that supplier choose in which language wants to receive Ariba notifications

#### 12 Email orders to

By default, this email will be inherited from supplier request

# Supplier registration form – CREATE ACCOUNT (3/3)

## 2 Access to SAP Ariba Network: via Sign up

### Creating a SAP Ariba Account

#### C Additional business information

Tell us more about your business

13 Product and Service Categories: \*   -or-

14 Ship-to or Service Locations: \*   -or-

15 Tax ID:  Enter your nine-digit Company Tax ID number.

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

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

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

**1.**  
Before creating the account and continuing the process, you must accept that you have read and agree *Terms of Use* as well as *SAP Business Network Privacy Statement*

**2.**  
Then you click on *"Create account and continue"*

#### 13 14 Product / Service & Locations

Product and Service Category Selection

Search Browse

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 >	Aliphatic and aromatic compounds >	Formaldehydes
Agricultural & Fishing Services >	Biobutene >	Glucosides
Apparel, Luggage & Personal Care >	Compounds & Mixtures >	✓ Solvents
Chemicals >	Elemental & Gases >	✓ Inorganic compounds >
Cleaning Supplies >	Explosive Materials >	✓ Mixtures >
Computer Hardware, Software & Telecom >	Solvents >	Organic derivatives and substituted compounds >
Construction & Maintenance Services >	Waxes & Oils >	

My Selections (0)

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Product and Service Category Selection

Search Browse

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 >	Aliphatic and aromatic compounds >	Formaldehydes
Agricultural & Fishing Services >	Biobutene >	Glucosides
Apparel, Luggage & Personal Care >	Compounds & Mixtures >	✓ Solvents
Chemicals >	Elemental & Gases >	✓ Inorganic compounds >
Cleaning Supplies >	Explosive Materials >	✓ Mixtures >
Computer Hardware, Software & Telecom >	Solvents >	Organic derivatives and substituted compounds >
Construction & Maintenance Services >	Waxes & Oils >	

My Selections (2)

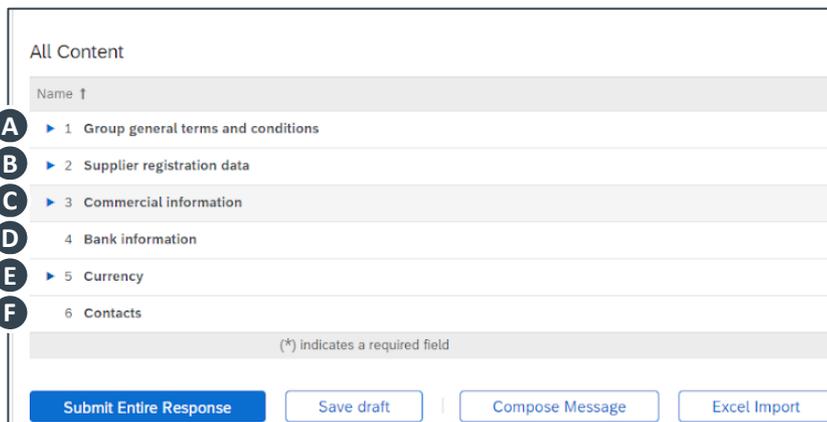
Inorganic compounds (New)

Flavones (New)

1. Click on "Browse"
2. There will appear 4 levels of product or service as you click on each level
3. You must click on + icon to add the category desired
4. Then you must click on "OK"

# Supplier registration form – REGISTRATION FORM

## 3 Fill in Registration Form



The screenshot shows a web interface for a registration form. At the top, it says "All Content" and "Name ↑". Below this is a list of sections, each with a lettered icon (A-F) and a right-pointing arrow:

- A ▶ 1 Group general terms and conditions
- B ▶ 2 Supplier registration data
- C ▶ 3 Commercial information
- D 4 Bank information
- E ▶ 5 Currency
- F 6 Contacts

Below the list, there is a note: "(\*) indicates a required field". At the bottom of the form, there are four buttons: "Submit Entire Response" (blue), "Save draft", "Compose Message", and "Excel Import".

### Registration Form sections

- A Group general terms and conditions**  
 Code of Conduct, Code of Ethics and other general document the supplier must read and accept
- B Supplier registration data**  
 Supplier information (tax information and contact)
- C Commercial information**  
 Company information in order to know about products offered, footprint and size of the business
- D Bank information**  
 All bank information related
- E Currency**  
 Currency in which supplier will receive orders
- F Contacts**  
 Supplier different contacts in the company: business, ESG, etc.

# Supplier registration form – REGISTRATION FORM

## 3 Fill in Registration Form

### A Group general terms and conditions

▼ 1 Group general terms and conditions	
1.1 I confirm that our company is not subject to any International Legal Sanctions <a href="#">References</a> ▼	* <input type="checkbox"/> Yes
1.2 I acknowledge that I have read and agree to Cellnex Code of Conduct. <a href="#">References</a> ▼	* <input type="checkbox"/> Yes
1.3 I acknowledge that I have read and agree to Cellnex Procurement Policy. <a href="#">References</a> ▼	* <input type="checkbox"/> Yes
1.4 I acknowledge that I have read and agree to Cellnex Code of Ethics. <a href="#">References</a> ▼	* <input type="checkbox"/> Yes
1.5 I acknowledge that I have read and understood Data Protection Information <a href="#">References</a> ▼	* <input type="checkbox"/> Yes
1.6 I acknowledge that I have read and understood Guide for the classification of information <a href="#">References</a> ▼	* <input type="checkbox"/> Yes
1.7 I acknowledge that I have read and agree Responsibilities of users regarding Information Security <a href="#">References</a> ▼	* <input type="checkbox"/> Yes
1.8 Report to CDP? (Carbon disclosure project)	* Unspecified ▼
1.9 Report to ECOVADIS?	* Unspecified ▼

The Group's General Terms and Conditions are mandatory acceptance for all Cellnex Group suppliers

### Content

- 1.1 International Legal Sanctions
- 1.2 Cellnex Code of Conduct
- 1.3 Cellnex Procurement Policy
- 1.4 Cellnex Code of Ethics
- 1.5 Data Protection Information
- 1.6 Guide for the classification of Information
- 1.7 Responsibilities of users regarding Information Security
- 1.8 Report to CDP
- 1.9 Report to ECOVADIS

For these type of questions, and depending on your situation, you must answer between possible responses provided: "Yes"/"No"

*All questions in Group general terms and conditions section are compulsory response*

# Supplier registration form – REGISTRATION FORM

## 3 Fill in Registration Form

### B Supplier registration data

▼ 2 Supplier registration data

2.1 Supplier full legal name

2.2 Are you a company or an independent professional?

2.3 Supplier business name ⓘ

2.4 DUNS number ⓘ

2.5 V.A.T. / Tax number

2.6 Please, attach your Tax Hard Copy

2.7 Address

2.8 Country prefix telephone

2.9 Telephone number

2.10 E-mail address for general contact and purchase orders

### Content

2.1 Supplier full legal name

2.2 Company or independent professional

2.3 Supplier business name

2.4 DUNS number

2.5 V.A.T / Tax number

2.6 Tax Hard Copy

2.7 Address

2.8 Country prefix telephone

2.9 Telephone number

2.10 Email

*All questions in Supplier registration data section are compulsory response*

# Supplier registration form – REGISTRATION FORM

## 3 Fill in Registration Form

### B Supplier registration data

2.1 Supplier full legal name	* <input type="text" value="Ann"/>									
2.2 Are you a company or an independent professional?	* <input style="border: 1px solid blue;" type="text" value="Unspecified"/>									
2.3 Supplier business name <small>(i)</small>	* <input type="text" value="Unspecified"/> <input type="text"/>									
2.4 DUNS number <small>(i)</small>	* <input type="text" value="Independent professional (Freelance)"/> <input type="text"/>									
	* <input type="text" value="Company"/> <input type="text"/>									
2.5 V.A.T. / Tax number	Country/Region: <input type="text" value="Spain (ES)"/> <small>(i)</small>									
	<table border="1"> <thead> <tr> <th>Tax Name</th> <th>TaxType</th> <th>Tax Number</th> </tr> </thead> <tbody> <tr> <td>Spain: VAT Registration Number</td> <td>Organization</td> <td><input type="text"/></td> </tr> <tr> <td>Spain: NIF Number</td> <td>Organization</td> <td><input type="text"/></td> </tr> </tbody> </table>	Tax Name	TaxType	Tax Number	Spain: VAT Registration Number	Organization	<input type="text"/>	Spain: NIF Number	Organization	<input type="text"/>
Tax Name	TaxType	Tax Number								
Spain: VAT Registration Number	Organization	<input type="text"/>								
Spain: NIF Number	Organization	<input type="text"/>								

#### 2.1 Supplier full legal name

Company name the same as it is written on your Tax Identification Card

#### 2.2 Company or independent professional

You must select “independent professional” if you are freelance

#### 2.3 Supplier business name

Your commercial name. Trade name by which your company is known

#### 2.4 DUNS number

Business unique number identifier

#### 2.5 V.A.T. / Tax number

Country selection.  
 NIF Number: NIF without spaces or special characters and in capital letters  
 VAT Registration Number: NIF adding the initials of the country at the beginning; no spaces or special characters and in upper case

# Supplier registration form – REGISTRATION FORM

## 3 Fill in Registration Form

### B Supplier registration data

2.6 Please, attach your Tax Hard Copy	<a href="#">*Attach a file</a> <a href="#">*Show More</a>
2.7 Address	Street: <input type="text"/> ⓘ <input type="text"/> ⓘ Street 2: <input type="text"/> ⓘ Street 3: <input type="text"/> ⓘ District: <input type="text"/> ⓘ Postal Code: <input type="text"/> ⓘ City: * <input type="text"/> ⓘ Country/Region: (no value) ⓘ State/Province/Region: * (no value) ⓘ
2.8 Country prefix telephone	* <input type="text"/> Unspecified ▾
2.9 Telephone number	* <input type="text"/>
2.10 E-mail address for general contact and purchase orders	* <input type="text"/>

2.6 Tax Hard Copy

2.6 Address

2.8 Country prefix telephone

2.9 Telephone number

2.10 Email

This email will be used as general contact as well as for sending purchase orders

# Supplier registration form – REGISTRATION FORM

## 3 Fill in Registration Form

### C Commercial information

▼ 3 Commercial information

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3.1 Offered services / products \*(select a value) [ select ]

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3.2 Select the region/s where you will provide services / products

- Austria
- France
- Ireland
- Italy
- Netherlands
- Portugal
- Spain
- Switzerland
- United Kingdom
- Denmark
- Sweden
- Poland

---

3.3 Countries from which the service is provided \*(select a value) [ select ]

---

3.4 Turnover value (€) \* Unspecified ▼

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3.5 Number of employees \* Unspecified ▼

#### 3.1 Offered services / products

Multiple choice response. This will help Cellnex to know more in detail your catalog of products and services for potential purchases

#### 3.2 Regions where supplier will provide services / goods

You must select the country of the company where you will perform the service or deliver the products

#### 3.3 Countries from which the service is provided

Multiple choice response. This will help Cellnex to know more in detail your footprint and if it is possible to provide to more Cellnex regions

#### 3.4 Turnover value

Helps Cellnex to know your company size

#### 3.5 Number of employees

Helps Cellnex to know your company size

\* Unspecified ▼

\* Unspecified

- < 50.000€
- 50.000€ - 200.000€
- 200.000€ - 500.000€
- \* 500.000€ - 1.000.000€
- 1.000.000€ - 5.000.000€
- > 5.000.000€

All questions in Commercial information section are compulsory response

# Supplier registration form – REGISTRATION FORM

## 3 Fill in Registration Form

### D Bank information

All Content > 4 Bank information

Bank information (1)

Name ↑

▼ Bank information #1

4.1 Bank account

\* Bank Type: Domestic ▾

Country/Region: Spain

Account Holder Name:

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice ▾

4.2 Attach the certificate of ownership of the bank account [\\*Attach a file](#)

Choose Value for Country/Region

Name

Name ↑

Alghanistan	<input type="button" value="Select"/>
Aland Islands	<input type="button" value="Select"/>
Albania	<input type="button" value="Select"/>
Algeria	<input type="button" value="Select"/>
American Samoa	<input type="button" value="Select"/>
Andorra	<input type="button" value="Select"/>
Angola	<input type="button" value="Select"/>
Anguilla	<input type="button" value="Select"/>
Antarctica	<input type="button" value="Select"/>
Antigua and Barbuda	<input type="button" value="Select"/>
Argentina	<input type="button" value="Select"/>
Armenia	<input type="button" value="Select"/>
Aruba	<input type="button" value="Select"/>
Australia	<input type="button" value="Select"/>
Austria	<input type="button" value="Select"/>
Azerbaijan	<input type="button" value="Select"/>
Bahamas	<input type="button" value="Select"/>

#### Bank Type

You must choose between “Domestic” or “Foreign”

#### Country / Region

Country where the bank account is established

#### Account Holder Name

Account holder’s name. It can be a natural or legal person

#### IBAN Number

This field will appear once “Country/Region” field is selected

Having IBAN, you only need to fill in Bank type, Country region, and IBAN Number

The IBAN code must not contain spaces or special characters

#### Bank Control Key

The bank code is the bank code and bank office, without spaces or special characters, it can be extracted from the IBAN code

# Supplier registration form – REGISTRATION FORM

## 3 Fill in Registration Form

### D Bank information

4.3	This bank account will be used for whole Cellnex Group	* Yes
4.3.1	Do you have the credit assigned to a third party in this bank account?	* Yes
4.3.1.1	Attach the documentation of the loan assignment signed before a notary.	* Attach a file
4.3	This bank account will be used for whole Cellnex Group	* No
4.3.2	Select region/s where this bank account applies.	<input type="checkbox"/> Austria <input type="checkbox"/> France <input type="checkbox"/> Ireland <input type="checkbox"/> Italy <input type="checkbox"/> Netherlands <input type="checkbox"/> Portugal <input type="checkbox"/> Spain <input type="checkbox"/> Switzerland <input type="checkbox"/> United Kingdom <input type="checkbox"/> Denmark <input type="checkbox"/> Sweden <input type="checkbox"/> Poland

Depending on the answer, additional question will appear

4.3	Bank account for whole Group	Yes	4.3.1	Third party assigned in the bank account	Yes	4.3.1.1	Loan Notary
		No	4.3.2	Regions where bank account applies			

## Supplier registration form – REGISTRATION FORM

### 3 Fill in Registration Form

#### E Currency

▼ 5 Currency

5.1 Select currency in which you want to receive our orders \*

[GBP] Pound sterling ▼

- [EUR] Euro
- [GBP] Pound sterling
- [USD] United States dollar
- [CHF] Swiss franc
- [JPY] Japanese yen
- [PLN] Polish zloty
- [SEK] Swedish krona
- [DKK] Danish krone
- Other

You must select the currency in which you will receive Cellnex orders

# Supplier registration form – REGISTRATION FORM

## 3 Fill in Registration Form

### F Contacts

6 Contacts Add Contacts (0)

---

Contacts (1)

Name ↑
<div style="border: 1px solid gray; padding: 2px;">                     contacts #1                 </div>
Country ⓘ <span style="float: right;">* Unspecified ▾</span>
Technical contact
Full name <span style="float: right;">*</span>
Position <span style="float: right;">*</span>
Email address <span style="float: right;">*</span>
Phone <span style="float: right;">*</span>
Financial contact
Full name <span style="float: right;">*</span>
Position <span style="float: right;">*</span>
Email address <span style="float: right;">*</span>
Phone <span style="float: right;">*</span>
Business contact
Full name <span style="float: right;">*</span>
Position <span style="float: right;">*</span>
Email address <span style="float: right;">*</span>
Phone <span style="float: right;">*</span>
ESG contact (Environmental, Social and Governance)
Full name <span style="float: right;">*</span>
Position <span style="float: right;">*</span>
Email address <span style="float: right;">*</span>
Phone <span style="float: right;">*</span>
Add an additional contacts

(\*) indicates a required field

1. Click on "Add contacts"

2. You will need to choose before "Country" in order to clarify where the contacts come from

3. Cellnex needs to collect different supplier contact details, therefore it is mandatory to complete all relevant information about the following contacts in the company:

- *Technical contact*
- *Financial contact*
- *Business contact*
- *ESG contact*

4. It is possible to add additional contact if desired

## Supplier registration form – SUBMITTING REGISTRATION FORM

### 4 Submit Registration Form

1.

Once you have completed all the information, click on "Submit entire response"

All Content

Name ↑
▶ 1 Group general terms and conditions
▶ 2 Supplier registration data
▶ 3 Commercial information
4 Bank information
▶ 5 Currency
6 Contacts

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

✓ Submit this response?

Click OK to submit.

OK

Cancel

2.

When submitting the questionnaire you can compose a message for Cellnex

Compose New Message

From: TEST User / leader role

To: Project Team

Subject: 00333162084 - SUPPLIER REGISTRATION FORM

Attachments: Attach a file

Send Cancel

Send Cancel

**YOU HAVE COMPLETED YOUR SUPPLIER REGISTRATION IN SLP!  
THANK YOU VERY MUCH FOR YOUR HELP**

**If you have not been able to successfully complete the supplier registration or you want to send us any comments or questions, you can contact us by email:**

**[Suppliers.ariba@cellnextelecom.com](mailto:Suppliers.ariba@cellnextelecom.com)**





**THANK YOU FOR YOUR COOPERATION**