

Quick Guide

SAP Ariba @ Ahlstrom-Munksjö

4 easy steps to register as an Ahlstrom-Munksjö supplier

Procurement Operations

May 2022



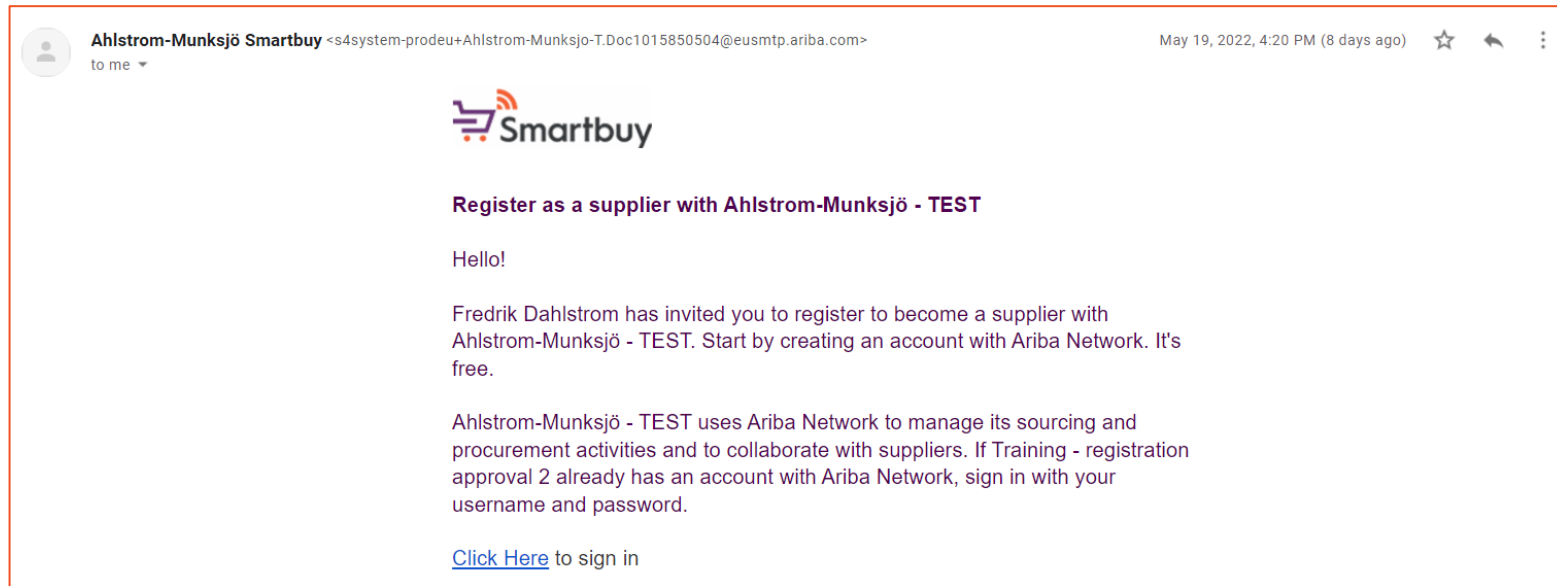
Introduction

This Quick Guide demonstrates how to register as an Ahlstrom-Munksjö supplier in 4 easy steps. For additional information please refer to our Supplier Handbook or the links and materials provided on our website: www.ahlstrom-munksjo.com/about-us/Smartbuy

For any questions or concerns please contact:
smartbuy@ahlstrom-munksjo.com

Step 1: Receiving an invitation

- To initiate the registration process you will receive an invitation by e-mail. The sender is **Ahlstrom-Munksjö Smartbuy** (...@eusmtp.ariba.com / ...@ansmtp.ariba.com). You might have to check your junk folder but you can also choose to whitelist this sender in advance, before receiving the invitation.

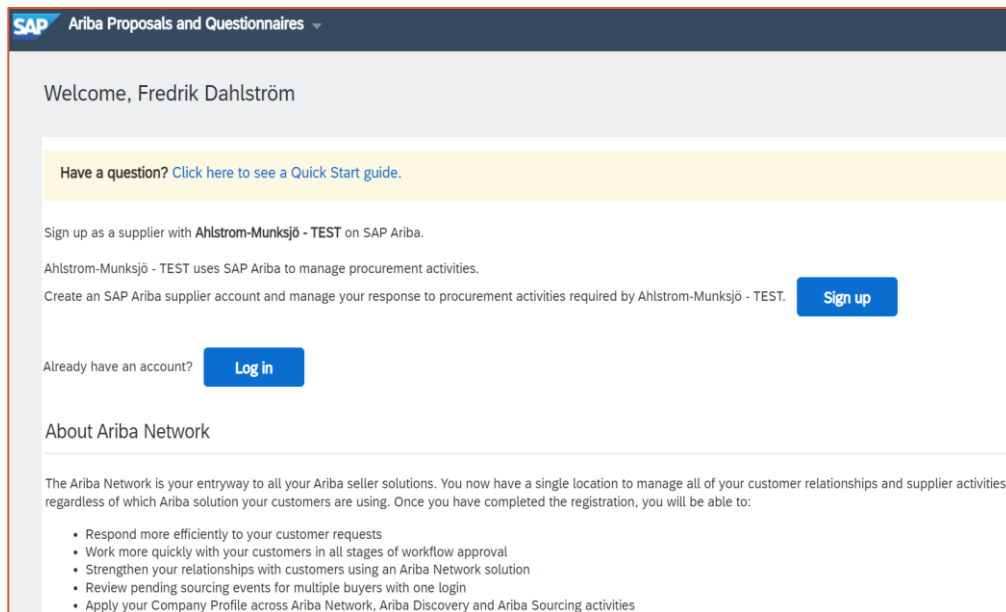


- Please use the link (*Click Here*) to be redirected to the external SAP Ariba login page.



Step 2: Signing in / Creating an account

- Once redirected, you will have the option to sign in to your existing SAP Business network (Ariba network) account or to create a new account. Please choose the option applicable for you.



SAP Ariba Proposals and Questionnaires

Welcome, Fredrik Dahlström

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

Sign up as a supplier with **Ahlstrom-Munksjö - TEST** on SAP Ariba.

Ahlstrom-Munksjö - TEST uses SAP Ariba to manage procurement activities.

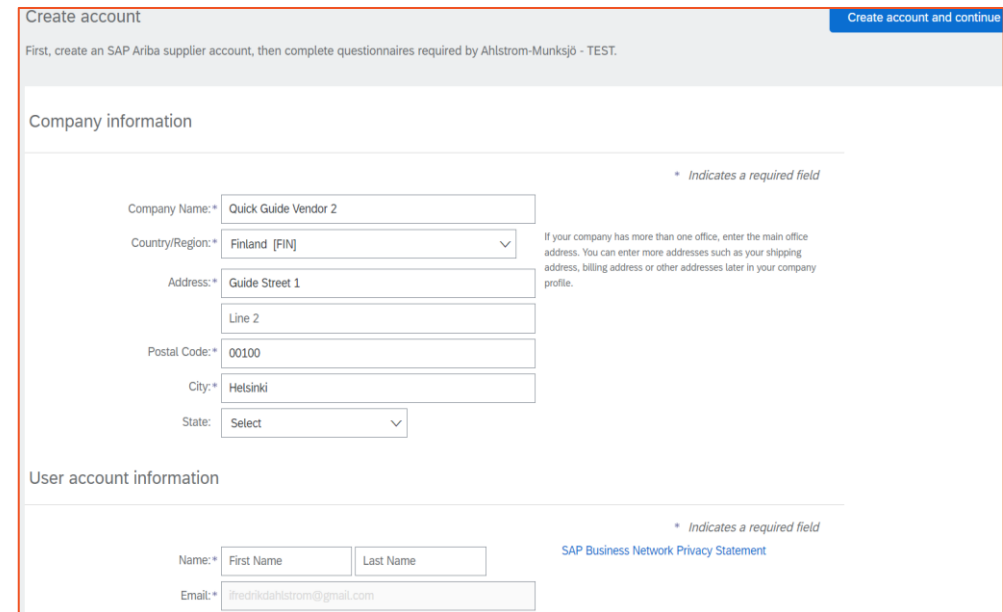
Create an SAP Ariba supplier account and manage your response to procurement activities required by Ahlstrom-Munksjö - TEST. [Sign up](#)

Already have an account? [Log in](#)

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



Create account [Create account and continue](#)

First, create an SAP Ariba supplier account, then complete questionnaires required by Ahlstrom-Munksjö - TEST.

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.

User account information

* Indicates a required field

Name:

Email:

[SAP Business Network Privacy Statement](#)

- Sign in or Create an account, after which you will be redirected to Ahlstrom-Munksjö's registration questionnaire. In the case that you create a new account, please provide SAP Ariba with basic information on your company. This information can be updated after creating the account.



Step 3: Fulfilling Ahlstrom-Munksjö's registration questionnaire

- You will now see Ahlstrom-Munksjö's registration questionnaire. Please fulfill the questionnaire and provide bank, tax and general details. You will be asked to add attachments relevant to your bank and tax details. You will also be asked to review, sign and upload Ahlstrom-Munksjö's Supplier Code of Conduct.

The screenshot shows a web interface for a supplier registration questionnaire. The title bar indicates 'Doc1025760498 - Supplier Registration Questionnaire' and a timer shows 'Time remaining 29 days 04:51:30'. On the left, a navigation menu includes 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. The main area is titled 'All Content' and contains two sections:

- 1 Ahlstrom-Munksjö's Code of Conduct**
 - 1.1 Please select a language in which you want to review the Ahlstrom-Munksjö's Supplier Code of Conduct. (Dropdown menu: Unspecified)
 - 1.13 Do you accept the Ahlstrom-Munksjö's Supplier Code of Conduct? (Dropdown menu: Unspecified)
 - Please review the code of business conduct attached above, review, sign and attach the document back in the next question.
- 2 General Information** (Less... -)
 - Please validate the pre-populated name, address and other details, and make the changes as necessary
 - 2.1 Vendor Name: Quick Guide Vendor 2
 - 2.2 Address:
 - Street: Guide Street 1
 - City: Helsinki
 - State/Province/Region: 002
 - Postal Code: 00100
 - Country: Finland

- Sign in or Create an account, after which you will be redirected to Ahlstrom-Munksjö's registration questionnaire. In the case that you create a new account please provide SAP Ariba with basic information on your company. This information can be enriched and updated after creating the account.



Step 4: Qualifying as an Ahlstrom-Munksjö supplier

- After you have fulfilled the Ahlstrom-Munksjö registration questionnaire you are registered as a supplier and can participate in sourcing events organized by us. In order to receive Purchase Orders and transact with us, you will still need to complete our qualification. You will receive a separate invitation for the qualification process.

Action needed: Fill out qualification questionnaire to become a qualified supplier with Ahlstrom-Munksjö - TEST Inbox x

Fredrik Dahlstrom <s4system-prodeu+Ahlstrom-Munksjo-T.Doc1026714769@eusmtp.ariba.com> 10:06 AM (0 minutes ago) ☆ ↶ ⋮
to me



Qualification questionnaire to become a qualified supplier with Ahlstrom-Munksjö - TEST

Hello!

Now that Quick Guide Vendor 2 is registered as a supplier with Ahlstrom-Munksjö - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- CHEMICALS in Europe

Ariba Sourcing

back to Ahlstrom-Munksjö - TEST Dashboard Desktop File Sync

Console Doc1026714769 - Supplier Qualification Time remaining 14 days 23:59:13

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

Name ↑	
1 Performance Evaluation	
1.1 What was your company's turnover in last year?	* Unspecified
1.2 Does your company have a ISO9001:2015 certification?	* Unspecified
1.3 Does your company have a ISO14001:2015 certification?	* Unspecified
1.4 Does your company have a ISO50001:2018 certification?	* Unspecified
1.5 Is your company required to enter & conduct any work in Ahlstrom-Munksjo manufacturing premises?	* Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

- The standard qualification questionnaire only consists of a few questions and you have the opportunity to upload ISO certificates. If you are a contractor that will enter any of Ahlstrom-Munksjö's premises, you will also have to fulfil a safety questionnaire.



Congratulations!

If you have completed all the steps in this Quick Guide, you are now a fully registered and qualified supplier to Ahlstrom-Munksjö. We look forward to transacting with you on the SAP Ariba platform!

