

SAP Ariba Customer Requested Profile instructions

If you already have an SAP Ariba account and have linked with Collins Aerospace (Steps 1.1 - 1.4)

If you do not have an SAP Ariba login yet or are not linked to Collins Aerospace (Steps 2.1 - 2.6)

If you already have an SAP Ariba account and have linked with Collins Aerospace (Steps 1.1 - 1.4)

Please browse to <u>supplier.ariba.com</u> and log in. Once logged in, for instructions on how to navigate to your Profile, see steps 1.1 - 1.4 below to navigate to the Profile.

1.1 Login to your Ariba account (supplier.ariba.com).

- Note: If you are having password issues, click the "Having trouble logging in?" link.
- **1.2** Click on the small 3x3 grid () at the top, then click "Proposals" and wait for a new page to appear.

Ariba Netv	work		7	Go To My	gs ▼ Sarah Hill ▼ Help Center ≫
НОМЕ				LEADS	Create v
				PROPOSALS	Guide Trends Refresh
Orders, Invoices and Payments			All Customers v	Last 14 days 🔻	Now we're mobile.
0 Pinned Documents	More				Check it out.
Document #	Document Type	Customer	Status	Amount	
	No	items			Tasks
					No Pending Tasks.

1.3 Click the "Enter Now" or "View customer requested fields" link in the top-left corner to open Collins Aerospace Requested Profile.

Ariba Sourcing				Company Settings	ah Hill	
COLLINS AEROSPACE						
Collins Aerospace Requested Profile	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.					
Your customer has requested that you complete 75 additional profile fields.	Events					
	Title	ID	End Time ↓	Event Type		
			N	o items		
Public Profile Completeness	Tasks					
15%						
Enter commodities to reach 35% >	Name	Status	Due Date	Completion Date	Alert	
101000	No items					
12198 leads match your company profile						
View Matched Leads						

1.4 A popup profile questionnaire will appear (this may take 10-15 seconds). You may also click the "Save as Draft" button if you want to save your work and complete at a different time.

If you do not have an Ariba login yet or are not linked to Collins Aerospace (Steps 2.1 - 2.6)

please provide your contact information by completing this <u>brief request form</u> and we will have another SAP Ariba email sent to you.

2.1 Click on the "Click Here" link included in your registration email (from Ariba Commerce Cloud).

• Check your "Spam" folder if the Ariba e-mail is not in your inbox.



2.2 You will be directed to a "Welcome" screen. Click on the "Sign Up" button in the middle of the page.

• Note: If you already have an Ariba account, click the "Log in" button and then sign-in.

Welcome, Dennis Walker
Have a question? Click here to see a Quick Start guide.
Welcome to the Ariba Network. A password reset request was issued from Rockwell Collins site. New to the Ariba Network? Sign up to register your user account Sign up
Already have an account? Log in

2.3 Verify and enter your basic company information (you will only see this if you are the first person added to the Collins Ariba site). Then scroll down to enter your password and secret question information. Read the Terms of Use and SAP Ariba Privacy Statement and click the checkboxes if you agree to both items, then click the "Submit" button.

- Note: If you get a domain name doesn't match error, click the "yes" button.
- Note: If you get an error with the username already existing, try putting a "2" in your username (e.g., john.doe2@xyz.com)

Company informa	tion				
			1	 Indicates a required field 	
Company Name:*	Collins Aerospace - Test				
Country:*	United States [USA]		\sim	If your company has more than one office,	
Address:*	400 Collins Road NE			enter the main office address. You can enter more addresses such as your shipping address, billing address or other	
	Line 2				
	Line 3			addresses later in your company profile.	
City:*	Cedar Rapids				
State:*	lowa 🗸				
Zip:*	52498				
			1		
User account infor	mation				
				* Indicates a required field	
Name [.] *	Sarah	-60		SAP Ariba Privacy	
Frank *		T		Statement	
Lindii. *	saran.mil@comms.com				
	V Use my email as my use	ername		Must be in email format(e.g	
Username:*				john@newco.com)	
Password:*	Enter Password			characters including letters and numbers. (j)	
	Repeat Password				
				The language used when	
Language:	Language: English 🗸			Ariba sends you configurable notifications.	
				web b	
Email orders to:*	sarah.hill@collins.com			Customers may send you 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.	

Tell us more about your business ►		
Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Submit button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.		
You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.		
I have read and agree to the Terms of Use I have read and agree to the SAP Ariba Privacy Statement		
	Submit	Cancel

2.4 This will open up the "Ariba Sourcing" page:

- If the "Ariba Sourcing" page does not appear then click on the small 3x3 grid (IIII) at the top, then click "Proposals" and wait for a new page to appear.
- Click the "Enter Now" or "View customer requested fields" link in the top-left corner to open Collins Aerospace Requested Profile.

Ariba Sourcing				Company Settings 👻 Sarał	n Hill Help Center >>	
COLLINS AEROSPACE						
Collins Aerospace Requested Profile	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.					
Your customer has requested that you complete 75 additional profile fields.	Events					
	Title	ID	End Time ↓	Event Type		
Dublic Duffle Operation			No	o items		
	Tasks					
15%	Namo	Status	Duo Data	Completion Date	Alort	
Enter commodities to reach 35% >	Name	Status	Due Dale	Completion Date	Aleit	
12109 leads match your company			No	o items		
profile						
View Matched Leads						

2.5 A popup profile questionnaire will appear (this may take 10-15 seconds). You may also click the "Save as Draft" button if you want to save your work and complete at a different time.

- Review and complete all of the questions.
- Click the "Save as Draft" button to ensure your answers are saved properly.
- There is a 30-minute inactivity timeout in Ariba. Please make sure to "Save as Draft" often!
- Finally, click the "**Submit**" button

Collins Aerospace Requested Profile * Indicates a required field					
Your customer has specifically requested that you complete the following profile information. After you complete the requested profinformation, click Submit. You can click Save as Draft to save any values you may have edited without sending the changes to you customer.	ile our				
Save as Draft Submit					
Changes you make below may be subject to approval before they are accepted.					
Question					
1 Instructions for Supplier	~				
Welcome to the Rockwell Collins Ariba profile questionnaire. This is an online supplier registration and update portal for potential or current suppliers for Rockwell Collins.					
Who needs to complete this form? New, potential suppliers for Rockwell Collins Existing suppliers that need to update existing company information Existing suppliers who were deactivated (due to lack of use) 					
Please provide a response to the questions below. Fields with an asterisk (*) are required. If a required field is not applicable to your company, please indicate "NA" for your response. Please note that some questions are conditional, so the questions may not appear in numeric order.					
Save your answers periodically by clicking "Save as Draft" at the top right corner of the screen. If you are inactive for 30 minutes, you will be logged out and will lose any unsaved work. When you have completed the questionnaire, click "Submit".					
If you are a new supplier, Rockwell Collins will then evaluate your company as a potential supplier. Rockwell Collins will notify you company of our approval or disapproval. If you are an existing supplier, Rockwell Collins will review the updates.					
▼ 2 Company Information - Legal Entity	0				
*	-				
Save as Draft Submit					

2.6 If you're still having difficulties registering or answering the questionnaire, please reach out to the SAP Ariba Support website available <u>here</u>, then click on the "Help Center" link in the top-right corner. Please follow this <u>link</u> for a three-minute video giving a general overview of SAP Ariba. For a more detailed one hour training, please follow this <u>link</u>.

Additional help

- Please refer to the Ariba Getting Started Guide, FAQ document or recorded training session located on the Welcome page of the <u>Supplier Portal</u> for assistance in completing your profile. The Getting Started Guide and FAQ documents are available in English, French, and German. No login is required to access these documents.
- If you're still having difficulties registering or answering the profile, please contact the Ariba Helpdesk at 1-866-218-2155 (U.S. and Canada). The SAP Ariba Support website is available <u>here</u>, then click on the "Help Center" link in the top-right corner.
- If you wish to send an email to Rockwell Collins regarding Ariba questions, please use <u>rc-ariba@rockwellcollins.com</u>.