



How to update details in Ariba SLP for existing suppliers?

Agenda

- ☐ Introduction
- ☐ Supplier Login to Ariba SLP
- ☐ Supplier Form update and submission.

Invitation Link

1. You will receive an invitation email from Tata Chemicals for updating the details in Ariba portal.
2. You are required to access the link which you have received in email and login with the existing credentials.

Tata Chemicals - TEST

Dear Supply Partner

I hope this message finds you well.

As you are aware, we have successfully gone live with our Supplier Lifecycle Performance (SLP) system. Since you are already registered on Ariba, we kindly request that you verify and update the following details to ensure that all information is accurate and up to date.

- Company Name
- Contact Information
- Banking Details
- Tax ID Number
- Supporting Documents
- Supplier Business History
- Supplier Financial Information
- Supplier Customer Details
- Supplier Organization Strength
- Supplier Quality System Particulars

Please review and update the necessary information at your earliest convenience.

You can access the portal with your existing log in credentials through the following link: [Click Here](#)

If you need any assistance or have any questions regarding the process, please do not hesitate to reach out our Procure Help Desk team or contact the individual from whom you have received the link.

Thank you for your prompt attention to this matter. We appreciate your cooperation.

Login

1. Once you clicks on '**Click Here**' link you will be redirected to Ariba and if you already have an Ariba account, click on '**Use existing account**' and sign in with you existing credentials.



Connect with Tata Chemicals Limited - TEST on SAP Business Network to collaborate.

Invited by [Tata Chemicals - TEST](#)

Create new account



or

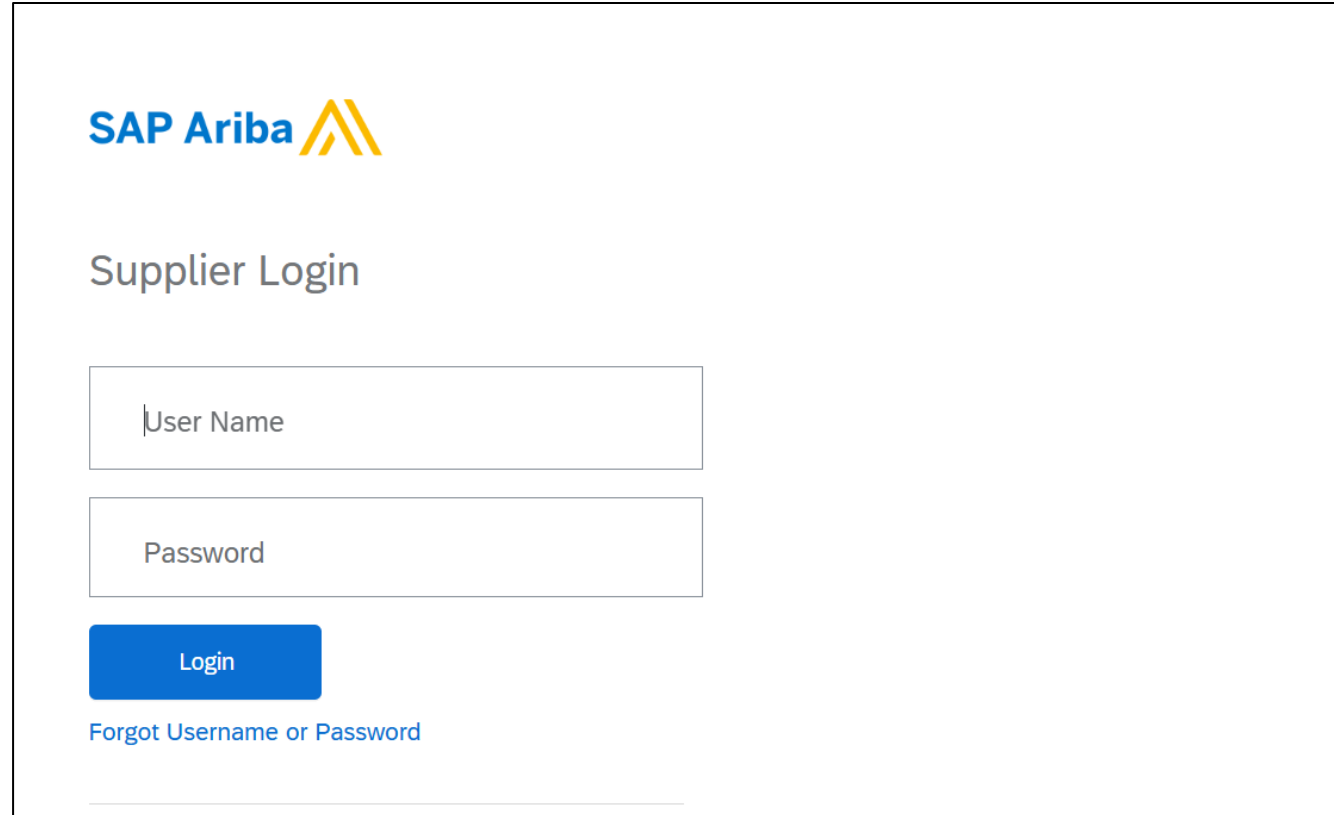
Use existing account



Not sure whether your company already has an account?
[Search for your company](#)

Login

1. Here you need to use your existing credentials to login.
2. In case you do not remember the password, reset the same using forgot password option.



The image shows a screenshot of the SAP Ariba Supplier Login interface. At the top left is the SAP Ariba logo, consisting of the text 'SAP Ariba' in blue and a yellow stylized 'A' icon. Below the logo is the text 'Supplier Login'. There are two input fields: the first is labeled 'User Name' and the second is labeled 'Password'. Below these fields is a blue 'Login' button. Under the button is a link that says 'Forgot Username or Password'. At the bottom of the form is a horizontal line.

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Updating Form


1. Once you login you need to open the registration form and fill out the details which are required to be updated.
2. Do not change the details which are pre-populated.

Note: Please select only one location where you are going to send material or provide services from the dropdown in the field highlighted with red.

Doc2434182306 - Supplier Registration Questionnaire_India Re...

Time remaining
24 days 23:50:22

All Content

Name ↑	
2 Please select the location where you are going to send materials or provide services from the drop down.	*(select a value) [select]
11 Tata Chemicals Limited Supplier Code of Conduct (COC) Declaration	
11.1 Please upload the Signed copy of Accepted Supplier Code of Conduct Declaration 	*Attach a file
11.2 We acknowledge and accept that we, on becoming aware of any violation of Tata Chemicals supplier code of conduct without any delay shall report the same via an email to the principal ethics counsellor at rlobo@tatachemicals.com	* Unspecified ▾
12 Supplier General Information	
12.1 Supplier Name	* MKS Safety
12.2 Legal Supplier Name (As per GST Certificate)	*
12.3 Supplier Brand Name	*


Updating Form

Supplier need to review the bank data and wherever data is missing need to provide the details.

▼ 12.26 Bank Information Less...	
Note: <ul style="list-style-type: none">1. RTGS/NEFT mode is possible only if your bank is RTGS/NEFT enabled.2. Mention account holder name as per cancelled cheque.	
12.26.1 Bank Country	* <input type="text" value="[IN] India"/>
12.26.2 Bank Name	* <input type="text" value="State Bank Of India"/>
12.26.3 Bank Branch Name	* <input type="text"/>
12.26.4 Account Holder Name	* <input type="text" value="Satish"/>
12.26.5 Bank Account Number	* <input type="text"/>
12.26.6 Bank Key (IFSC Code)	* <input type="text" value="SBIN0009995"/>
12.26.7 IBAN Code / SWIFT Code	<input type="text"/>
12.26.8 Bank City	* <input type="text" value="Mumbai"/>

Updating Form

Supplier need to review the Tax related data and wherever data is missing need to provide the details.

▼ 12.27 Supplier Tax Information	
12.27.1 Constitution Business (Company Type)	* <input type="text" value="Unspecified"/> ▼
12.27.2 Proprietor Category : Please select Owner / proprietor / partner belongs to which category	* <input type="text" value="Unspecified"/> ▼
12.27.3 Descriptions of Material/ Services for tax identification purpose	* <input type="text"/>
12.27.7 Is PAN available?	* <input type="text" value="Unspecified"/> ▼
12.27.8 PAN No.	* <input type="text"/>
12.27.10 Date Of Incorporation	<input type="text"/> 
12.27.11 E Invoice QR Code Applicable?	* <input type="text" value="Unspecified"/> ▼

Form Submission

1. Once all the data and docs are updated, click on '**Submit Entire Response**' to submit the form.

12.35 Supplier Quality System Particulars	
12.35.1 Please select your certificates	<div><div>*</div><div><input type="checkbox"/> ISO 9001</div></div> <div><input type="checkbox"/> SA 8000</div> <div><input type="checkbox"/> ISO 14000 accredited</div> <div><input type="checkbox"/> OHSAS 18001 accredited</div> <div><input type="checkbox"/> Any other certification</div> <div><input type="checkbox"/> Not Applicable</div>
15 I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein.	<div><div>*</div><div>Unspecified ▾</div></div>
<div>◀</div> <div>(*) indicates a required field</div>	
<div><div>Submit Entire Response</div><div>Save draft</div><div>Compose Message</div><div>Excel Import</div></div>	

Thank You!!