Supplier Registration Guide

Introduction

Parsons has selected the Ariba Network (AN) as our cloud-based commerce platform that enables buyers and suppliers to form relationships and conduct business transactions online for activities across the end-to-end Procurement process.

Registration Overview

Step 1 – Receive invitation from Parsons to connect to Ariba.

Step 2 – Create an Ariba account or log in to an existing account.

Step 3 – Complete the Parsons Supplier Registration Questionnaire.

Step 4 – Supplier Questionnaire is reviewed and approved by Parsons (Note: Additional information may be requested).
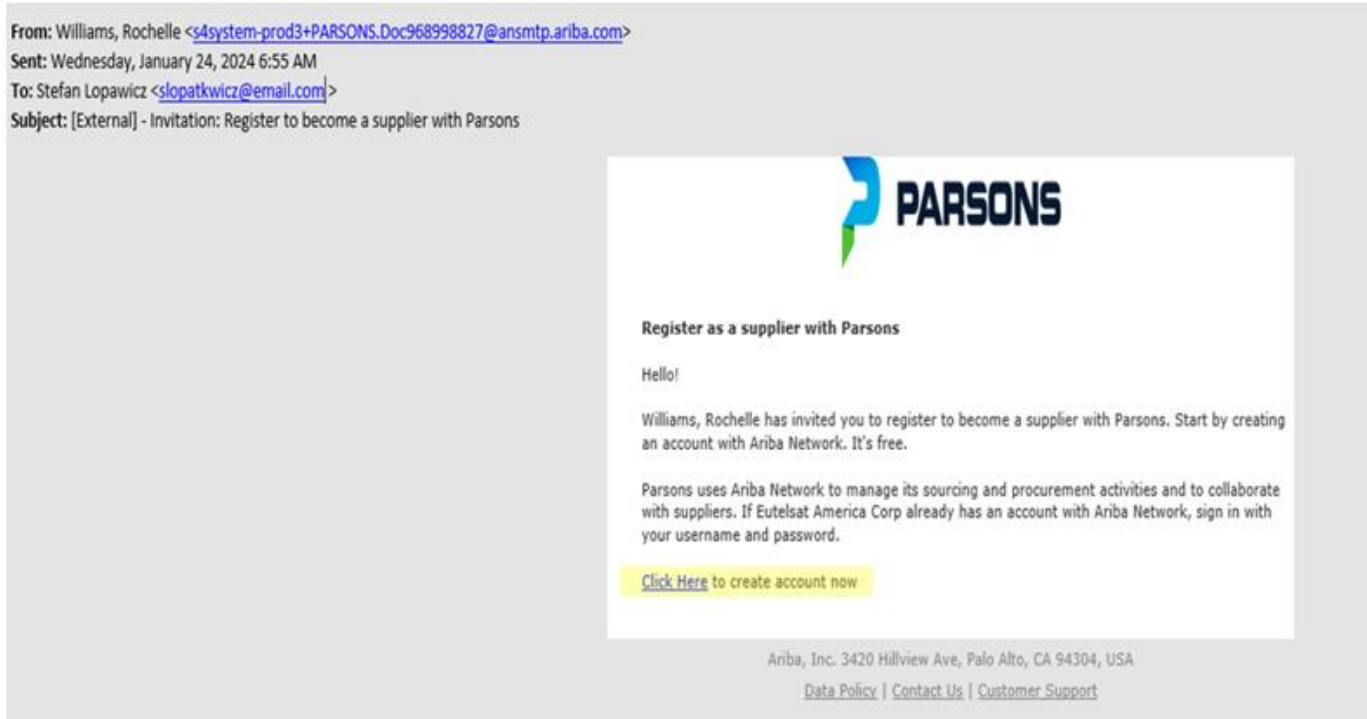
Step 5 – Registration is complete.

After Registration is complete, Supplier maintains their own Supplier Record through Ariba.

STEP 1 – RECEIVE INVITATION FROM PARSONS TO CONNECT TO ARIBA

Receive email invitation from Parsons to connect on the Ariba Network and create an account. Follow the link to begin the registration process. This link will expire in 14 days, a new invitation will need to be sent. Periodic notification reminders will be sent for action.
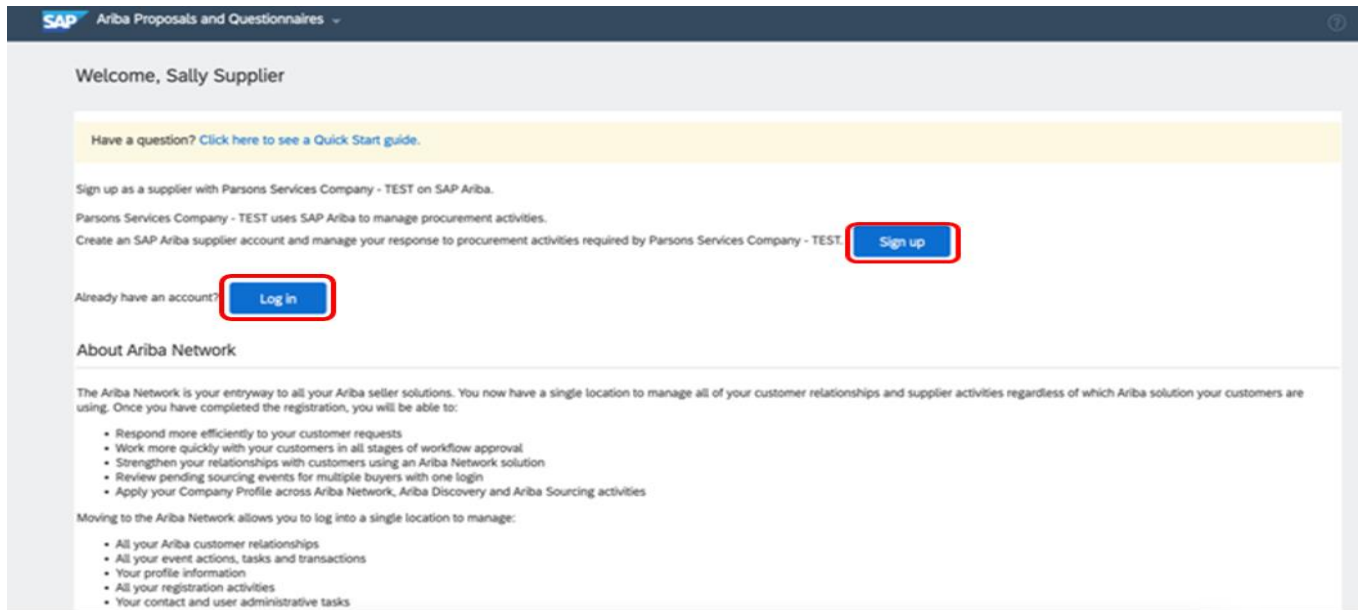
Example:

From: Williams, Rochelle <s4system-prod3+PARSONS.Doc968998827@ansmtp.ariba.com>
Sent: Wednesday, January 24, 2024 6:55 AM
To: Stefan Lopawicz <slopatkwicz@email.com>
Subject: [External] - Invitation: Register to become a supplier with Parsons

PARSONS

Register as a supplier with Parsons

Hello!

Williams, Rochelle has invited you to register to become a supplier with Parsons. Start by creating an account with Ariba Network. It's free.

Parsons uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Eutelsat America Corp already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

Data Policy | Contact Us | Customer Support

STEP 2 – CREATE AN ARIBA ACCOUNT OR LOG IN TO AN EXISTING ACCOUNT

Create an Ariba account or Login to your existing Ariba account. Note: Registering for an Ariba network account does not mean you are registered with Parsons. This is a two-step process.

The screen will look like this:

Click on **Sign up** to Create an Ariba account OR Click on **Login** if you already have an account.

*If you are creating a new Ariba account for your company entering the DUNS number is *optional*. (You will be asked to input it on the Parsons registration but not needed to create an Ariba account.)

STEP 3 – COMPLETE THE PARSONS SUPPLIER REGISTRATION QUESTIONNAIRE

Once you have an Ariba account and are in Ariba go to the Ariba Proposal and Questionnaire and Click on Supplier Registration Questionnaire.   Note: The link in the invitation email will take you directly to the Supplier Questionnaire. Once questions are answered for the questionnaire select **Submit Entire Response** and this will move the registration back to Parsons for review.

If logging in from the Ariba website directly to gain access to the questionnaire you will need to click on where it says **Business Network** and click the black triangle. And Click on **Ariba Proposals & Questionnaires or you can use this link to log into** Ariba Proposals &Questionnaires **Directly.**
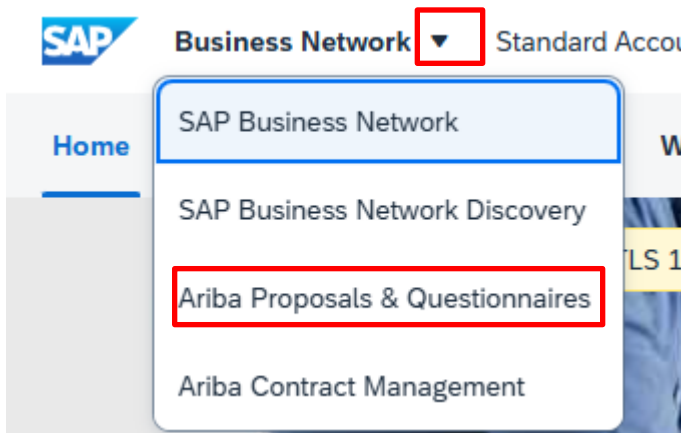
Once you are in **Ariba Proposals & Questionnaires** you are taken to the Home page, scroll down you will see **Supplier Registration Questionnaire.** Here you may see RFP, Contract workspaces and Supplier Registration Questionnaire.

You will notice a Time remaining clock on the top right which will count down the timeframe you have to register.

You have 14 days to complete your registration, or the provided link will be invalid. A new link will need to be requested.

Pay special attention to the address format being requested in the registration. You must enter your Main address in 1.8 and if there is a different check remittance, choose Yes to 3.10 and then enter that address in 3.11.

Examples of Correct Address Entry formats are shown below. Suite, Floor or Room number can be included on Street field or can go into Street 2. Do not expand or use any other fields.

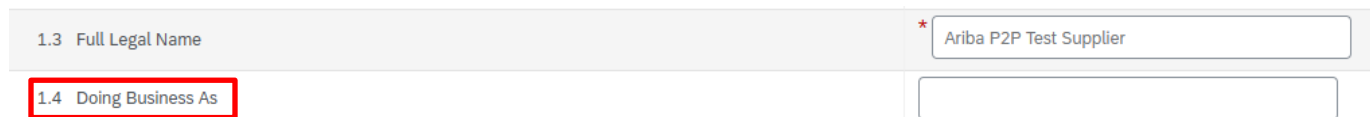Entering PO Box information.
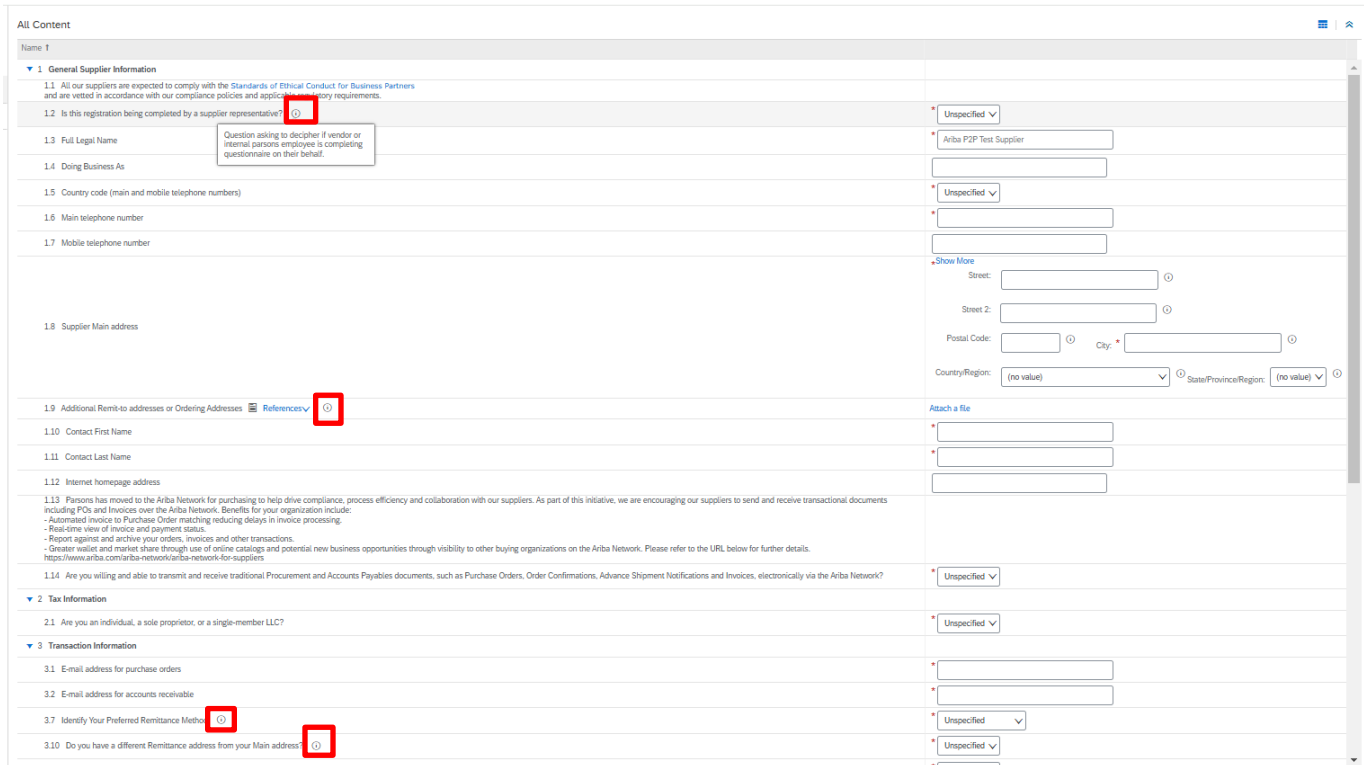
Pay special attention to the images by certain questions which provide detailed directions to assist with completion of the questionnaire.

1.4 Leave blank if your company does not have a DBA name. See **NOTE** below if your Payee name is different.

A completed W-9 for US suppliers must be attached if you select False for question 2.1. Your Full Legal Name and Doing Business As (DBA) should match your W-9 information provided.

NOTE: The name of the business Parsons is going to pay (payee) must be reflected either in 1.3 or if anything is in 1.4 that is the default that will be used.

2.1   Are you an individual, a sole proprietor, or a single-member LLC? * Only select True if the answer is yes. These entities are not currently able to register through Ariba. Contact your Parsons POC for further details.

2.6   Enter your applicable tax numbers.

2.7   Attach only a completed W-9 for a US business. Other tax documentation can be attached for a Canadian business.

3.7 Only select Check or ACH as your preferred remittance. Do not choose Wire or Virtual payment for remittance type on the questionnaire as those options will become available in the future.

Paper Check – Available for In - Country Payments
ACH/EFT – Available for In - Country Payments
Foreign Wire Transfers – Use for Cross Country Border Payments

Note: Swift code is only needed if selecting wire transfer in 3.7

For **ACH** remittance, attach a signed letter from your bank with the account details <u>OR</u> a voided check to validate the Bank information in section 4.1.

STEP 4 - SUPPLIER QUESTIONNAIRE IS REVIEWED AND APPROVED BY PARSONS

You will receive automatic notifications from the system, however, periodically monitor your registration by logging into your Ariba account until completion, Supplier Registration Questionnaire will show Pending Approval while with Parsons in review.

Registration status:

- Pending Approval – Not registered yet.

- Pending Resubmission – Requires modifications from the supplier (You will receive notification emails to action)

- Registered – Registration complete.

- Registration Denied – Registration cannot be continued you will receive an email with details.

Pending Resubmission reflects the need for more information or corrections to your questionnaire or attachments. You may receive email notifications to take action, please complete those actions timely when emails are received.   When you go into your Ariba account you will see the Pending Resubmission Status for the Supplier Questionnaire.

STEP 5

Once you are Registered by Parsons through the Ariba Network you can now maintain your supplier data directly with Parsons.

An email will be sent to you of your registration:

[EXTERNAL] Approved: Supplier registration with Parsons

AA   Ariba Administrator <no-reply@ansmtp.ariba.com>
To ○ Hoppe, Diane [US-US]

(i) Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Registration with Parsons.

Congratulations! Parsons has approved your supplier registration. Polar Air Conditioning Services, LLC has now been included in the supplier database of Parsons.

You will be notified when next steps of the supplier onboarding process require your attention.

If you ever need to update your supplier data, log into your Ariba account and go to Supplier Registration Questionnaire and hit Revise Response. Ensure that you maintain an accurate email address in order to receive any notifications. This will kick off the registration process to update your submitted data.

Parsons will require periodic updates of your data to ensure current information is in the system. If you receive a request to review your data, please action the request. If you don't update your data, your supplier registration may be de-activated, and you will not be able to transact business with Parsons until reactivation occurs.

<u>Revising Supplier Registration Information</u>

Example of an email notice that you may receive requesting additional information:

[EXTERNAL] Action needed: Provide additional registration information to Parsons

AA   Ariba Administrator <no-reply@ansmtp.ariba.com>
      To ● Hoppe, Diane [US-US]

ⓘ Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Additional registration information needed.

Parsons reviewed your registration information and needs the additional information described in the comments below.

Comments: ***

TRANSACTION RESULT: FAILED

****

****
ADDRESS
RESULT: FAILED
****

- -
Supplier Remittance Address
Southwest Parkway Austin TX 78735 US
- -

ERRORS:

- Confirmed with missing secondary information; address is valid but it also needs a secondary number (apartment, suite, etc.).

- Missing secondary number (apartment, suite, etc.)

To provide the additional information that Parsons needs, Click Here [parsons.sourcing3.ariba.com] to go to the registration questionnaire.

To Revise your registration/response log into **Ariba Proposals &Questionnaires**

SAP   Ariba Proposals and Questionnaires ▾

SAP Ariba ⋀⋀

Supplier Login

| User Name |

| Password |

Login

Forgot Username or Password

Next, select the "Supplier Registration Questionnaire" under Registration Questionnaires.

At the top of the questionnaire, select "Revise Response". After you land on the next screen, select "Submit" at the top right or bottom right-hand side of the screen. If you need to make any edits or updates, you may also do so before re-submitting your questionnaire.

Select **Submit Entire Response** at bottom of page and this will move the registration back to Parsons for review.

FAQ

1.Where do I get help?

For Ariba Support help, use the Seach bar in Ariba on the right to enter questions to get to the FAQs or you can click Support at the bottom to get to the Ariba Help center.
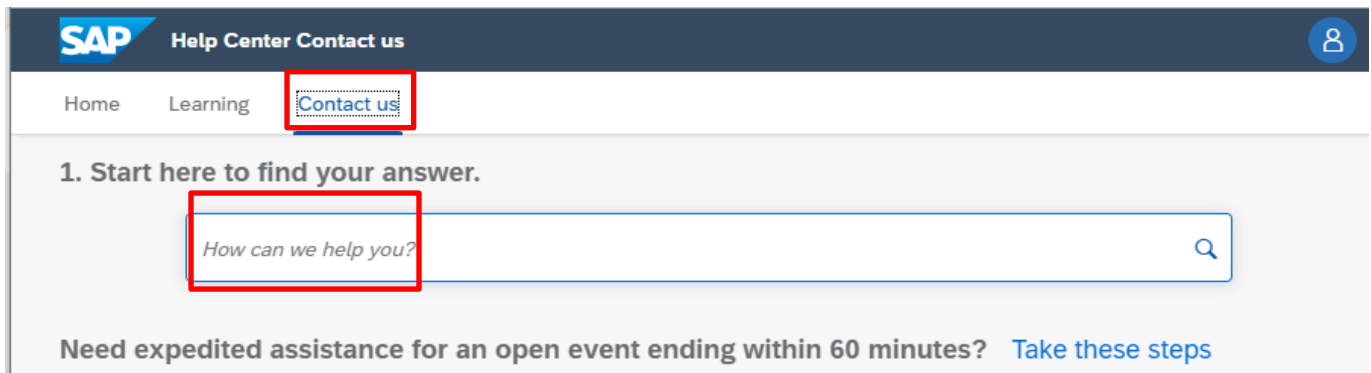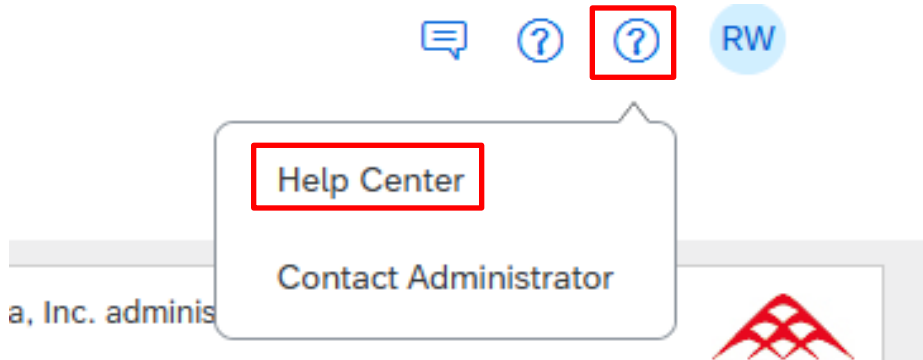
If you cannot find helpful resources with your issue, follow these steps to create a case with Ariba for additional help.

If you need to contact Parsons, contact your POC at Parsons directly.

2. What if I can't find my Ariba Invitation email in my inbox?

Confirm with your Parsons POC, typically a Buyer or Subcontract Administrator (SCA) that an invitation was sent. If confirmed that the invitation was sent, inquire with your IT department to ensure emails can be received from email domain: ansmtp.ariba.com. Please note this email sometimes ends up in the spam folder. Invitations emails are valid for 14 days.

3. What if the Ariba Invitation email went to the wrong email address?

Contact your Parsons POC and provide the correct email address. The internal supplier team will issue a new invite to the new POC.

4. What if I encounter an expired link error when I "Click Here" in the Invitation Email?

First try clearing your web browser cache and cookies, closing out the browser and then opening a new browser session. - If the issue persists, contact your Parsons POC to send a new link.

5. What if I'm signed into the Ariba Network, but I cannot see/access the Supplier Registration Questionnaire?

Ensure that you have followed the instructions to navigate to Ariba Proposals And Questionnaires. If you still cannot see the Questionnaire, contact your Parsons POC to check if the ANID on your side matches the ANID on the Parsons side.

6. What is an ANID?

Ariba Network ID: it's the ID number for a company's profile on the Ariba Network (not the same as user ID). Multiple user IDs can be created under a company's ANID.

7. What if I need more time to complete the Supplier Registration Questionnaire?

Contact your Parsons POC to request the extension. They will coordinate with the internal supplier team.

8. What if Ariba will not let me save the Supplier Registration Questionnaire?

Ensure there are no data validation errors (some fields may require specific formatting). If there are errors, try going to a different section or addressing the errors, and then saving again.

9. How do I add users to my Ariba Network account?

https://support.ariba.com/item/view/193412

10. How do I merge/consolidate Ariba accounts from other customers?

https://support.ariba.com/Item/view/181922

13. How do I access my company's Ariba Account after the administrator has left the company? -
https://support.ariba.com/item/view/192807