



## Suppliers- Quick Reference Guide (QRG)

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## Supplier Registration

Sky requires Suppliers to register via the **SAP Ariba Network**. Completing a **Supplier Registration Questionnaire** is required prior to becoming a Sky supplier.

The Ariba Network offers increased information security and efficiency in the supplier onboarding process by allowing suppliers to **self-register** via the Ariba Network.

The registration form consists of 9 sections which must be completed. An overview of the sections is provided on your right hand side of the screen.

Registering through the Ariba Network allows suppliers to participate in Sourcing events (e.g., eAuctions) and respond faster to eRFx requests, qualification and Supplier Risk Assessments (SRAs).

**1**

### Importance Notice

**Data to prepare:**  
Signing of Sky's Terms and Conditions

**2**

### General Supplier Information

Basic and Supplier tax information based on the Supplier type/location

**What data to prepare:**

- VAT registration and tax details
- Support tax information on company letter headed paper

**3**

### Supplier Address and Contacts

Supplier contact(s) information

**What data to prepare:**  
N/A

**4**

### Bank Information

Bank details and any supplementary payment details.

**What data to prepare:**

- PDF company letterhead document that clearly states your company bank details.
- For suppliers to Sky Italy, this document must be signed by a legal representative and stamped

**5**

### 4<sup>th</sup> Party

List 4<sup>th</sup> party supplier details.

**What data to prepare:**  
N/A

**6**

### Supplier Diversity & Inclusion

Diversity and inclusion responses required.

**What data to prepare:**  
N/A

**7**

### Orders Payment and Remittance

**What data to prepare:**

- Purchase order email address
- Remittance email address

**8**

### Goods Services & Category Codes

**What data to prepare:**  
If you are a supplier in Italy you will need to download and complete a technical and professional qualification document.

**9**

### Disclaimer

**What data to prepare:**  
Suppliers are required to sign off that all company information recorded has been verified to be correct and Suppliers acknowledge that Sky will accept no responsibility for associated losses.

**1 How to create an Ariba Network Account**

Suppliers will receive an e-mail notification from Sky mail address <s4system-prodeu....> inviting you to sign up or log in to the Ariba Network.

If you are creating a new account, you should verify any pre-populated information. Click on the Ariba Network link provided in the e-mail and complete the sign in details. Next click **Create account** and **Continue**.

As a precaution, please check your spam folders for invitations.

**2 Missing Supplier invitation email**

Ariba will automatically **send out reminder** emails every 5 days . Within this e-mail there is a link that will take you to the Ariba Network to complete the Registration form.

Invitation: Register to become a supplier with Sky UK Limited - TEST

 Jonalie Turla <s4system-prodeu+sky-T.Doc1190605651@eusmtp.ariba.com>  
To: Jonalie R Turla

↩ Rep

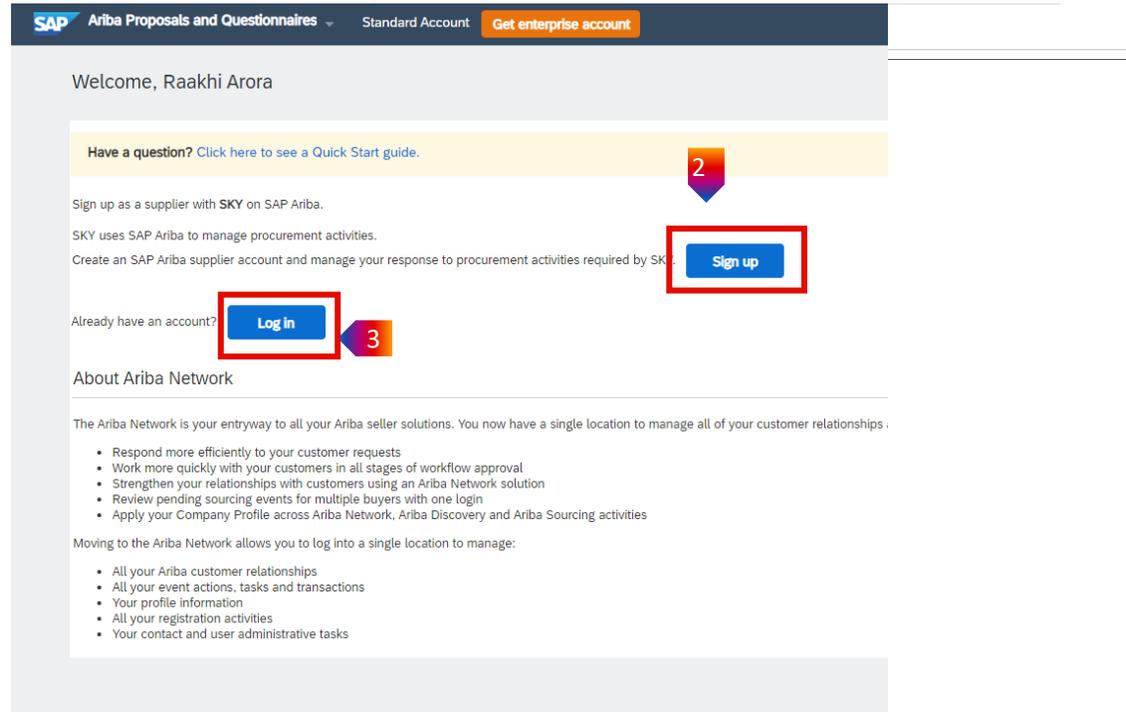


Dear John Collins,

**1** Sky UK Limited - TEST has invited you to register as a supplier. [Click Here to register](#) on the Ariba Network.

If ERNST & YOUNG EUROPE LP already has an account on the Ariba Network, please sign in with your existing username and password.

You are receiving this email because your customer, Sky UK Limited - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Sky UK Limited - TEST.



SAP Ariba Proposals and Questionnaires Standard Account [Get enterprise account](#)

Welcome, Raakhi Arora

Have a question? [Click here to see a Quick Start guide.](#) **2**

Sign up as a supplier with SKY on SAP Ariba.  
SKY uses SAP Ariba to manage procurement activities.  
Create an SAP Ariba supplier account and manage your response to procurement activities required by SKY. [Sign up](#)

Already have an account? [Log in](#) **3**

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.

- 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

### How to complete the Supplier Registration Form

- 1 After accessing the Registration form via the Supplier Registration invitation, fill out the fields as prompted.
- 2 Some **information** has been **prepopulated**, please **review** and update if necessary. **This form is dynamic**; as questions are answered, additional questions may be asked and require your input.
- 3 As you scroll through the form please be aware the **Bank Details** section must be completed. Please **click** on the **Add Bank Account** link to add details. Remember, you are also required to **attach a PDF company letterhead** document that states your company bank details. Unfortunately, you will not be able to submit your request until this section is completed.
- 4 Click **Submit Entire Response** when complete.
- 5 Another option is to **Save a draft** and come back to the response later.

All Content

Name ↑	
3.6.2.3	UBO Address
3.6.2.4	UBO Nationality, if applicable
3.6.2.5	UBO Date of Birth, if applicable
3.7	Information Security contact full name
3.8	Information Security contact email
4	Bank Accounts <span style="float: right;">Add Bank Accounts <b>3</b> ... +</span>
▼ 5	4th Party
5.1	For the products / services you are contracting with Sky, will you be using any other suppliers / sub-contract (i.e. 4th Party) any of the work?
(*) indicates a required field	

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import



4



5

## How to complete the Supplier Registration Form

- 1 When suppliers company information changes, Ariba Network allows suppliers to log in and update their information as and when required.
- 2 To update, **log in** to the **Ariba Network** and **click** into the **Registration Questionnaire**, then **click Revise Response**. Any submitted updates will be reviewed and approved by Sky, after which suppliers will receive a confirmation email.
- 3 To begin making updates **navigate to [www.supplier.ariba.com](http://www.supplier.ariba.com)** and enter login credentials. Find the form to be edited and click **Revise Response**.
- 4 If you need to **edit bank information**, please ensure you **provide evidence on a company letterhead** paper and attach to your request.
- 5 Once the information has been updated, scroll to the bottom of the page and click **Submit Entire Response** or **Save draft** and come back later to submit the form.

The screenshot shows the Sky Procurement Supplier Portal interface. At the top, it says "Acting as: Raakhi Rehncy". Below the navigation bar, there are sections for "Events", "Risk Assessments", "Registration Questionnaires", "Qualification Questionnaires", "Questionnaires", and "Certificates".

Callout 1 points to the "Registration Questionnaires" section. Callout 2 points to a specific questionnaire entry: "Sky - Supplier Registration Questionnaire" with ID "Doc1152114640" and status "Registered".

Callout 3 points to a "Revise Response" button located below the questionnaire list.

Callout 4 points to the "All Content" section of the form, which includes "Important Notice" and "General Supplier Information".

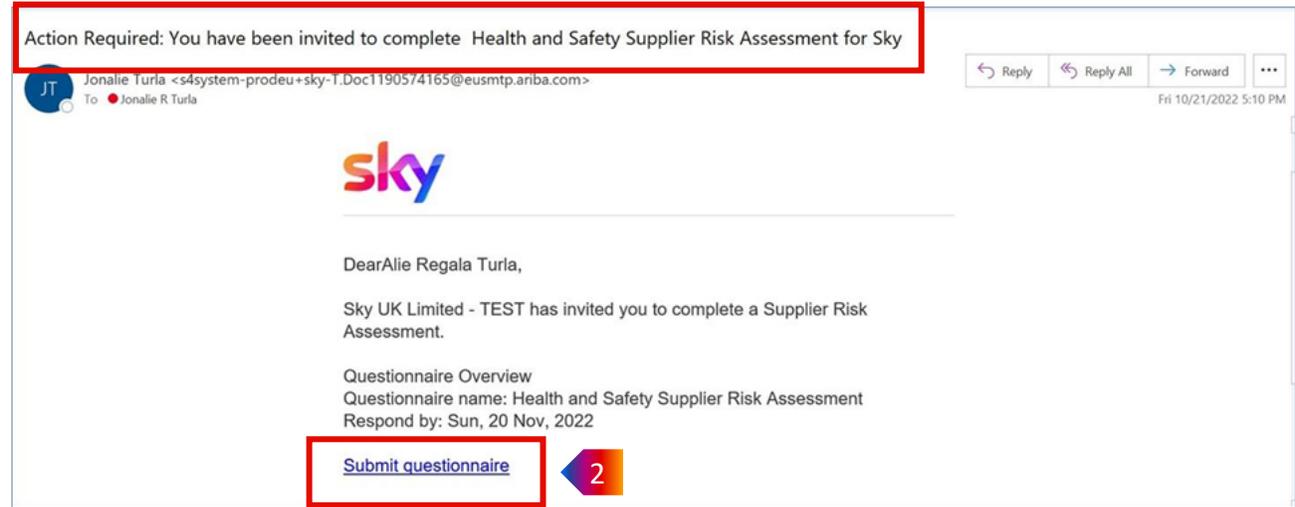
Callout 5 points to the "Submit Entire Response" button at the bottom of the form. Another "5" callout points to the "Save draft" button.

The form content includes:
 

- 2.8 Please indicate if the Company control or participate in other companies' stocks? (Dropdown: No)
- 2.9 Please provide the annual turnover (Text: £1,000,000.00, Currency: GBP)
- 2.10 What % of your annual turnover will be represented by the services being provided to Sky? (Text: 1%)
- 2.11 Please provide the total number of employees in your organisation. (Text: 12)
- 2.12 Please indicate the main countries you can supply goods or services to: (List: Italy, United Kingdom, Ireland, Germany, Austria. United Kingdom is selected)
- 2.13 Please select "Yes" if withholding tax is relevant for your Company (Dropdown: No)
- 2.14 Are you state/government owned and/or controlled? (Dropdown: No)
- 2.15 Please confirm if you are aware of any family relationship, or close personal relationship, between the company directors (or any other person who has powers of representation, decision or control of the company including at the ultimate beneficiary owner (UBO)) and employees of Sky Group or its affiliates. (Dropdown: Not aware of any Conflict of Interest)

**How to complete the Supplier Registration Form**

- 1** Depending on the product(s) and or service(s) being provided, our suppliers may get an email requesting for a Supplier Risk Assessment (SRA) to be completed.
- 2** SRAs are important to Sky's ability to understand our supplier's position on security, privacy, and corruption/fraud. **Click** on the **link** from the email and log in to Ariba Network to access the questionnaire. If Sky requests any additional information, the Supplier contact will be notified via email.
- 3** Click the embedded link and log in to update and respond to their feedback. Locate the risk assessments under the Questionnaires section.
- 4** Click into the form and complete the form. Once complete, Submit Entire Response. NOTE: Save a draft at any time and come back to complete the form.



No items					
Registration Questionnaires					
Title	ID	End Time ↓	Status		
▼ Status: Completed (1)					
Sky - Supplier Registration Questionnaire	Doc1132630014	6/10/2022 09:02	Invited		
Qualification Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
No items					
Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Health and Safety Supplier Risk Assessment	Doc1132638362	6/9/2022 09:12	(no value)	(no value)	Approved
Certificates					
Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No items					
Tasks					

**Need Help when logged into the Ariba Network?**

**1 Having Ariba Network homepage navigation issues?**

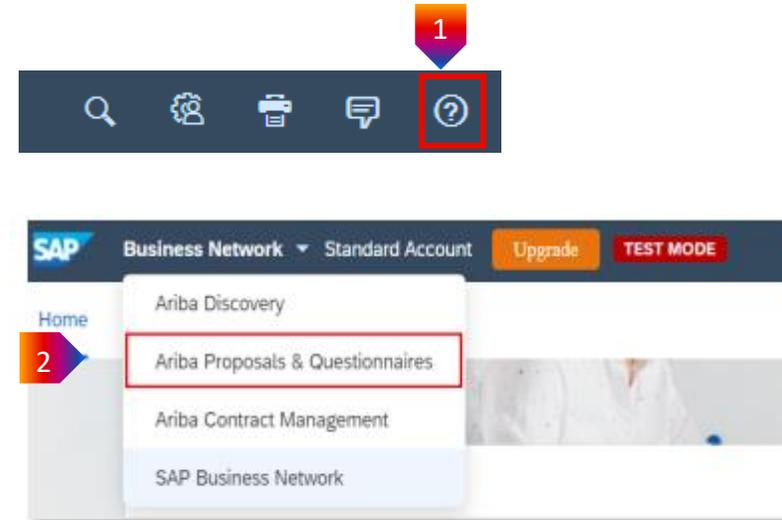
Search by question topic, find documentation by **clicking** on the **help icon**. (All support icons appear on the top right-hand corner of your screen.)

**2 Can't find the registration form?**

When a Supplier first signs in, you will be led to homepage : SAP Business Network. To access all Supplier onboarding documents, toggle on the Business Network dropdown and click into the Ariba Proposals & Questionnaires tab.

**3 Issues responding to the Registration and Supplier Risk Assessment questionnaires and need clarification on questions?**

Please contact the Supplier Onboarding helpdesk on:  
[ProcurementSolutionHub@sky.eu](mailto:ProcurementSolutionHub@sky.eu)



sky