

# SUPPLIER REGISTRATION INSTRUCTIONS

**PLEASE FOLLOW THE INSTRUCTIONS IN THIS DOCUMENT WHEN COMPLETING YOUR REGISTRATION IN ARIBA AS WELL AS M+W'S SUPPLIER PROFILE QUESTIONNAIRE**

There are six steps required to complete the M+W Supplier prequalification process:

- Step 1 – Register with Ariba
- Step 2 – Receive email from Ariba to confirm your email address
- Step 3 – Confirm Internet Explorer compatibility
- Step 4 – Complete M+W Supplier Profile Questionnaire (SPQ)
- Step 5 – Review by M+W
- Step 6 – Complete your Ariba Profile (optional)

## **STEP 1 – REGISTER WITH ARIBA**

For a Supplier to be able to complete M+W's Supplier Prequalification Questionnaire (SPQ) they first have to be registered in Ariba. If you are not yet registered in Ariba you will have to complete the Ariba Company Profile information.

Enter Your Ariba Commerce Cloud Information

To do business with M+W Group - TEST on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

**! If you already have an Ariba account, click here to log in and skip to Step 4:**

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in: [Login](#) **! If you are NEW to Ariba, skip this button and proceed to "Enter basic company information" below**

**Enter basic company information**

\* Indicates a required field

Company Name\*: TEST Miller 030316-1

Country\*: United States [USA]

Address\*: 123 Main Street

Line 2

Line 3

City\*: Albany

State\*: New York

Zip\*: 12203

Product and Service Categories\*: Enter Product and Service Categories [Add](#) -or- [Browse](#) Click to make selections – see notes on page 2

Electrical services x

Ship-to or Service Locations\*: Enter Ship-to or Service Location [Add](#) -or- [Browse](#) Click to make selections – see notes on page 3

New York - United States x

# SUPPLIER REGISTRATION INSTRUCTIONS

How to make selections for Product and Service Categories:

Clicking on the 'Browse' button (shown on previous page) will bring you to this screen:

Ariba Network Test Mode Company Settings Test User Help Center Logout

Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click Add. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search »*

- Agriculture, Farming & Fishing >
- Chemicals >
- Construction & Engineering >
- Culinary Equipment, Food & Beverage >
- Education, Organizations & Clubs >
- Electronics & Electrical Components >
- Energy, Drilling & Mining >
- Facilities & Maintenance >
- Adhesives & Sealants >
- Building Construction >
- Concrete, Cement & Plaster >
- Construction & Maintenance Support Equipment >
- Doors, Windows & Glass >
- Exterior Finishing Materials >
- General Building Construction >
- Hand Tools >
- Carpentry >
- Coating and caulking and weather and water and fireproofing >
- Concrete work >
- Electrical services >
- Flooring service >
- Interior finishing >
- Masonry and stonework and tile setting >
- Rough carpentry ✓
- Windows or door or fixture installation ✓

My Selections (3)

- Electrical services [\(View\)](#)
- Rough carpentry [\(View\)](#)
- Windows or door or fixture installation [\(View\)](#)

[Remove](#)

[Cancel](#) [OK](#)

In this instance I have chosen three categories – 'Electrical services', 'Rough carpentry' and 'Windows or door or fixture installation'. I started in column 1 where I chose Construction & Engineering. This brought up additional Construction & Engineering categories in column 2. Selecting a category followed by an arrow (>) will bring up additional related categories in the next column. **To select a category, click on the ⊕ next to that category.** (When you select a category the symbol changes to a checkmark). Note that while clicking on 'Electrical services' would bring up related categories in column 4, I have chosen *ALL* Electrical services categories by clicking the ⊕ symbol next to the category in column 3.

You can also enter a Keyword in the 'Search' tab to narrow down your choices.

If you choose a category in error and want to remove it from 'My Selections', click the box next to the category you want to remove and then click the 'Remove' button.

When you have made all your selections, click 'OK'.

# SUPPLIER REGISTRATION INSTRUCTIONS

## How to make selections for Ship-to or Service Locations:

Clicking on the 'Browse' button (shown on previous page) will bring you to this screen:

Ariba Sourcing

### Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

Global  
 Select Ship-to or Service Locations

Click the country you want to add and click Add. States or provinces are displayed after you click a country. Click OK to save your changes.

North America >	United States >	Nebraska
Central America >	Bermuda	Nevada
South America >	Canada >	New Hampshire
The Caribbean >	Greenland	New Jersey
Northern Europe >	Mexico >	New Mexico
Western Europe >	Saint Pierre and Miquelon	New York
Eastern Europe >	All of the above	North Carolina
Central Europe >		

My Selections (1)

New York (United States) Remove

Cancel OK

You have two options for choosing Ship-to or Service Locations.

**Option 1** – if your company does NOT offer global goods or services, make sure that the 'Select Ship-to or Service Locations' option is selected. You will need to select a region from column 1 and a country from column 2. You may want to narrow your coverage further by selecting from column 3 (as applicable). **To select a category, click on the ⊕ next to that category.** If you choose a location in error and want to remove it from 'My Selections', click 'Remove' next to that location. When you have completed your selections, click 'OK'.

**Option 2** - if your company offers goods or services globally, click the 'Global' option at the top of the page, then click 'OK':

Ariba Sourcing

### Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

Global  
 Select Ship-to or Service Locations

Cancel OK

# SUPPLIER REGISTRATION INSTRUCTIONS

Continue entering your user account information. It is suggested that you use your email address as your Username. If you choose not to use your email address as your Username please note that your Username must be in email format.

Enter user account information

\* Indicates a required field

[Ariba Privacy Statement](#)

Name: \*

Email: \*

Use my email as my username

Username: \*  Must be in email format(e.g john@newco.com) ⓘ

Password: \*

Secret Question: \*

Language:

Must contain a minimum 8 characters including letters and numbers. ⓘ

The answer to your secret question must be atleast 5 characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

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 Continue 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](#) and the [Ariba Privacy Statement](#)

Continue

Cancel

**All fields marked with an asterisk are mandatory.** Suppliers must check the box indicating that they have read and agree to the Terms of Use and the Ariba Privacy Statement before they can click 'Continue'.

Clicking 'Continue' will bring up this screen:

 **ARIBA<sup>®</sup> Sourcing**  
An SAP Company

Confirm Your Email Address

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**ACTION REQUIRED**

Check your email inbox for a message from Ariba. An email has been sent to @mwgroup.net.

Click on Activate link in the email to activate account and complete the M+W Group - TEST requested profile.

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

**\*\* Please do not make changes or additions to the email address as it appears on your screen. This will cause issues with your confirmation email link.**

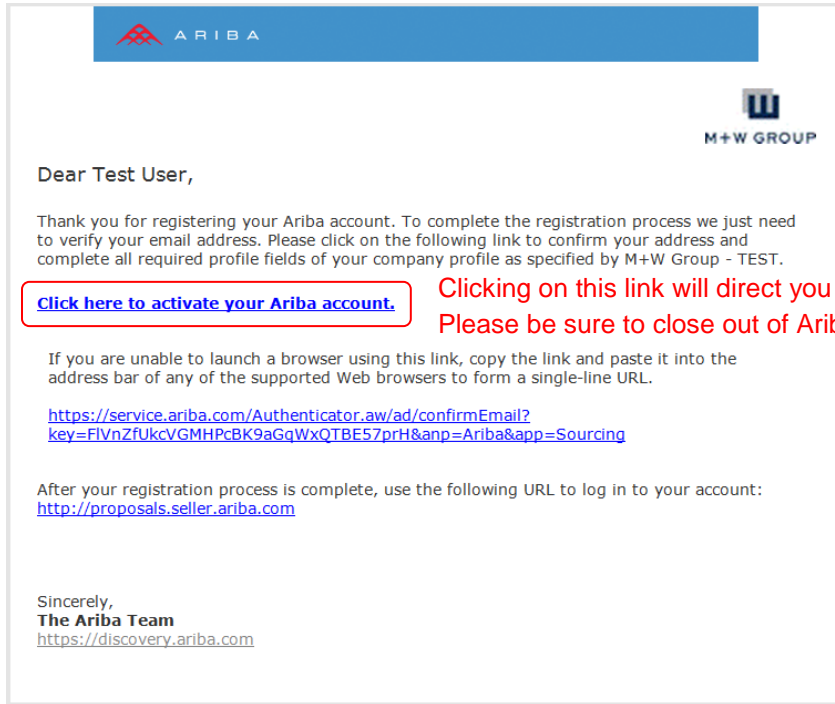
By this point you should have received an activation/confirmation email to the address entered in your profile. If you have not received an email in your inbox, please check your junkmail or spam. If you still have not received an email, click the Resend button. You can contact Kimmie Nguyen at [kimmie.nguyen@mwgroup.net](mailto:kimmie.nguyen@mwgroup.net) if you are still having issues.

**PLEASE NOTE – HAVING TWO ARIBA SITES OPEN SIMULTANEOUSLY WILL RESULT IN ERROR MESSAGES. THE SUPPLIER MUST CLOSE OUT OF ARIBA BEFORE CLICKING THE LINK IN THE EMAIL SHOWN BELOW.**

## SUPPLIER REGISTRATION INSTRUCTIONS

### STEP 2 – RECEIVE EMAIL FROM ARIBA TO CONFIRM YOUR EMAIL ADDRESS:

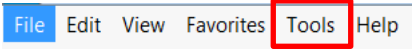
Once you are registered in Ariba you will receive an email which will provide a link to the M+W Supplier Profile Questionnaire:

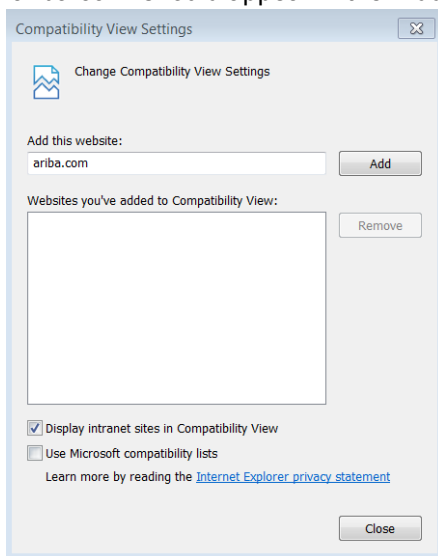


Clicking on this link will direct you to the M+W Supplier Profile Questionnaire. Please be sure to close out of Ariba before you click on this link.

### STEP 3 – CONFIRM INTERNET EXPLORER COMPATIBILITY

If you are using **Internet Explorer 11**, **BEFORE YOU ANSWER ANY OF THE SUPPLIER PROFILE QUESTIONS** you will need to set up Compatibility View for the Ariba website. To do this:

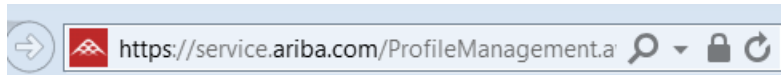
1. Click on the link in the confirmation email you received as shown in the instructions above. This will open Internet Explorer
2. At the top of the page, click on Tools  then select 'Compatibility View settings'
3. 'ariba.com' should appear in the 'Add this website' field. If so, click 'Add' and 'Close'



(CONTINUED ON NEXT PAGE)

## SUPPLIER REGISTRATION INSTRUCTIONS

- If the 'Add this website' field is blank, Copy ALL of the site address shown at the top of the screen:



- Paste the copied address into the 'Add this website' field and click 'Add' and 'Close'

### **STEP 4 – COMPLETE M+W SUPPLIER PROFILE QUESTIONNAIRE (SPQ):**

The Supplier will log back into Ariba using the link in the email. They will be directed to this screen (***please note – the first three lines below will appear immediately, but the M+W Group Requested Profile takes a minute to boot up.***)

(\*If you have logged in with an existing Ariba account, click "Complete Requested Profile Information" to bring up the questionnaire)

A screenshot of the Ariba Supplier Profile Questionnaire (SPQ) interface. The page has a dark header with the Ariba logo. Below the header, there is a message: "Your Ariba Commerce Cloud account is now active. M+W Group - TEST requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the additional profile information before you can access and participate in M+W Group - TEST events." Below this is the section "M+W Group - TEST Requested Profile" with a note: "\* Indicates a required field". A sub-message states: "Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click Submit. You can click Save as Draft to save any values you may have edited without sending the changes to your customer." There are two buttons: "Save as Draft" and "Submit". Below this is a warning box: "Changes you make below may be subject to approval before they are accepted." The main content area is titled "Question" and contains "1 Instructions for Completing the Supplier Profile Questionnaire". The instructions state: "Fill in the required information about your company. This questionnaire is designed to provide information to different entities of the M+W Group. Therefore, depending on your fields of activity, additional questions might appear to enable you to provide all information necessary. Where checkboxes are available multiple answers can be given. Please provide all answers in English if possible." It also notes: "The questions marked with an \* (asterisk) are mandatory and thus must be answered. Please make sure all mandatory questions are answered. Failure to do so will result in a warning message asking for completion."

***IF THIS BOX DOES NOT APPEAR WITHIN 20 SECONDS, PLEASE BE SURE ALL POP-UP BLOCKERS ARE TURNED OFF FOR THIS SITE.***

***All fields with an asterisk are mandatory.*** Your information cannot be submitted until all mandatory fields are filled in. Please note – only those questions that are *globally* mandatory to M+W are marked as mandatory. Please be sure to complete the questionnaire as fully as possible. Completion of additional questions may be required based on the country or region.

### **STEP 5 – REVIEW BY M+W:**

When complete the Supplier will 'Submit' their questionnaire for review by M+W. You will receive an email informing you of the result of this review:

- Approved – your submission is approved and you are eligible to bid on upcoming M+W projects;
- Request for additional information or clarification;
- Rejected – based upon your submission it has been determined that your company will not be asked to bid on upcoming M+W projects. Any rejection will be accompanied by an explanation.

### **STEP 6 – COMPLETE ARIBA PROFILE (OPTIONAL):**

Please note that your answers to the *M+W Supplier Profile Questionnaire* are viewable only by M+W employees. Once your M+W SPQ is submitted the M+W portion of your Ariba profile is complete and will be reviewed as shown in Step 5.

You may notice that your Public Profile Completeness is not at 100%. This is in reference to the information the public will see when searching within Ariba for potential Suppliers. Completing your Ariba Public Profile has no bearing on M+W's prequalification decision.

# SUPPLIER REGISTRATION INSTRUCTIONS

## DATA REQUIRED FOR REGISTRATION

This list is designed to facilitate completion of registration in Ariba as well as M+W Group's Supplier Profile Questionnaire. It is possible to save data entered during the registration process. However, **our recommendation is to pre-print this list and prepare the data needed before entering it into the system.** Please note that the following list contains the data we presume requires preparation time.

During the registration process you will be asked to **upload** the following documents as they apply to your company:

- Balance Statements for the last three years
- Most recent Income Statement
- Complete copy of your Health and Safety manual including reporting and recording procedures
- Letter from your insurance carrier showing EMR for the last three years (or explanation if you do not have an EMR).
- If non-exempt from OSHA recording, copies of OSHA 300A documents and any OSHA citations for the last three years

You will be asked to provide the following information:

- Federal Tax ID (US)
- Products and Services your company would like to supply to M+W Group
- Diversity / Minority Owned Business Certifications
- Date company was founded
- Any legal history details such as arbitration, mediation or legal proceedings in the last three years
- Names and contact information for CEO, CFO, Key Account Managers (home and abroad), Environmental Health and Safety (EHS) Manager
- Project References (3) – include description of projects and reference contact information
- Trade Supplier References (3) – include description and reference contact information
- Number of work-related fatalities recorded each year over past 3 years
- Experience Modification Rate (EMR), including letter from your insurance carrier showing EMR, for the last 3 years
- Total Recordable Incidence Rate (TRIR) for last 3 years
- System and Version of CAD / BIM Systems (or equivalent system)
- Ability to comply with M+W US Standard Insurance Liability Requirements
- Does your company have:
  - Lock-out/Tag-out Procedure?
  - Energized electrical work procedure?
  - Fall Protection procedure?
  - Confined Space Procedure?
  - A fully implemented QA / QC System?
  - A formal Project Management Process?
  - ISO Certification?

For Engineering/Design Consultants, please provide the following:

- List of consulting / design or construction services your company normally self performs.
- List of consulting / design or construction services your company subcontracts.
- List the country/countries and/or states (US) in which you currently have technical registration and are licensed to conduct business.
- Details of your current number of designers by level of qualification (Senior/Junior) for each discipline:

Mechanical  
Electrical  
Process  
Control  
Civil

Structural  
Public Health  
Architecture  
CAD/BIM  
Other