



ARIBA SLP REGISTRATION OF NEW SUPPLIERS

(SLP – Supplier Lifecycle and Performance)



 Audience: New Bobcat Suppliers

Ariba SLP Registration for New Suppliers

The purpose of this training material is to:

1. Provide instruction for the Supplier Lifecycle and Performance (SLP) process
2. Build familiarity with key terminology and the overall onboarding process flow
3. Learn how to complete the Supplier onboarding questionnaires



NOTE: Completion of the SLP process and Bobcat's approval of the required forms, is not a guarantee of business, however, these steps are required to transact with Bobcat if you are selected or awarded for business.



SLP Process for New Suppliers

1

Introduction

Supplier Registration Questionnaire

Supplier Qualification Questionnaire



SLP Registration of New Suppliers - Introduction

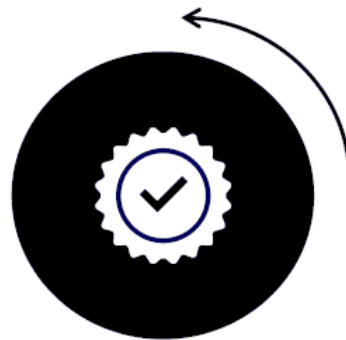
What is the Supplier Lifecycle Performance (SLP) process?



Supplier Lifecycle & Performance Process is a structured process used to manage & evaluate potential suppliers throughout their entire engagement with Bobcat, from initial qualification and onboarding to ongoing performance monitoring and renewal or phase-out. It ensures suppliers meet required standards for quality, compliance, and risk, while supporting strategic sourcing decisions and continuous improvement.

Why SLP registration?

The **SLP** registration process is the first step in onboarding a new Bobcat supplier. During this stage, the new supplier provides essential company information by completing a registration questionnaire. The information is used to assess the supplier's suitability to ensure compliance with company standards and determine next steps in the qualification process.

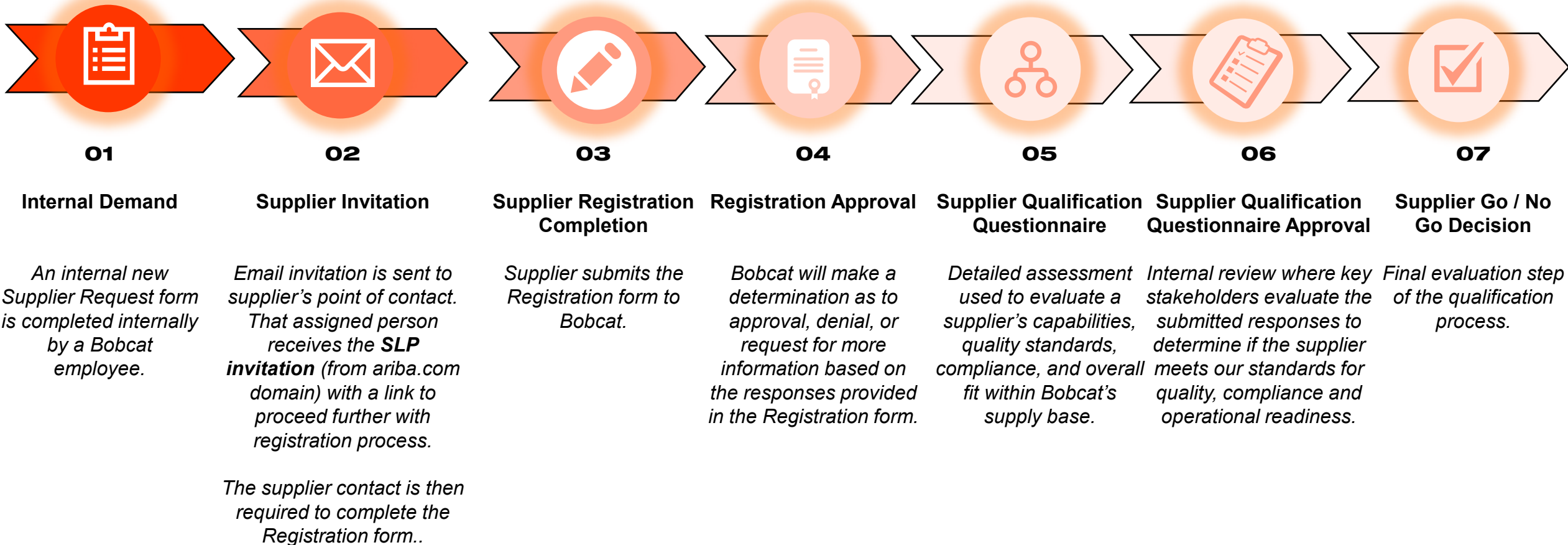


What is expected from suppliers?



Once identified as a potential supplier, the assigned supplier contact will receive an email invitation containing a link to begin the **Supplier Registration Questionnaire**. This is a mandatory part of the onboarding process which requires completion for the potential supplier to proceed to the next step.

SLP Registration of New Suppliers – Process Flow



SLP Registration Questionnaire

Introduction

2 Supplier Registration Questionnaire

Supplier Qualification Questionnaire




SLP Registration of New Suppliers

- Supplier Registration Questionnaire (1/7)

1 Invitation: Register to become a supplier with Doosan Bobcat-TEST Inbox x

s4system-prod3+DoosanBobcat-T.Doc1587374277@ansmtp.ariba.com>

to me ▾



Register as a supplier with Doosan Bobcat-TEST

Hello!

YASMINA DOKARA has invited you to register to become a supplier with Doosan Bobcat-TEST. Start by creating an account with Ariba Network. It's free.

Doosan Bobcat-TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If COREMOTION HYDRAULICS, INC. already has an account with Ariba Network, sign in with your username and password.

2 [Click Here](#) to create account now

Doosan Bobcat - TEST

In the following steps you will learn **how** to respond to the Supplier Registration Questionnaire invitation.

- 1 Supplier receives an automated email from **ariba.com** domain (*Similar to the one included in this slide*) with the registration link to **Ariba**.

HINT: Check your spam folder!

- 2 Click the hyperlink **Click Here** to begin the registration process.

IMPORTANT! BEFORE creating a new account, verify your organization doesn't already have a business account on the SAP business Network.

SLP Registration of New Suppliers

- Supplier Registration Questionnaire (2/7)

Benefits of a business relationship on SAP Business Network

1. Digitalize your business

Collaborate with your customer on the same secure network, while improving efficiency with paperless processes

2. Ensure sustainability and compliance

Keep your business information up to date, share certifications, and assessments with customers

3. Simplify the sales cycle

Participate in Sourcing events and e-auctions

4. Explore new business opportunities

Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)

[About this invitation](#)



Connect with Doosan Bobcat Inc. - TEST on SAP Business Network to collaborate.

Invited by Doosan Bobcat-TEST

3

Create new account

or

Use existing account

Not sure whether your company already has an account?

[Search for your company](#)



Note – Suppliers must use the SAP Business Network to transact with Bobcat.

Powered by

© 2021 SAP SE or an SAP affiliate company. All rights reserved.
[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

3 Select the appropriate account option.

Create new account: Select if you have never done business on the SAP Business Network. *See Step 3 to create an account.*

Use existing account: Use if you have a current SAP Business Network account and are using it with other customers. *(If this option is selected, your existing information will be pulled into the Registration request).*

SAP Business Network Account Types

- **Standard Account:** Used by *indirect suppliers (e.g. services, office suppliers)*. Free and supports basic transactions.
- **Enterprise Account:** Required for *Direct suppliers* (production materials). Offers advanced features like integration and full order visibility.

For Aftermarket & Direct suppliers (suppliers who provide components/parts on our equipment's Bill of Materials), Bobcat covers the cost of SAP Business Network Enterprise Account transactions with Bobcat.

SLP Registration of New Suppliers

- Supplier Registration Questionnaire (3/7)

New Ariba Account

4

Create an account to connect and collaborate with Doosan Bobcat Inc. - TEST on SAP Business Network

Company information

DUNS number

Don't know your DUNS number?

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

City *

State *

Zip *

Administrator account information

First name * Last name *

Email *


Use my email as my username

Password * Repeat password *

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 

[Create account](#)

4

Fill out all required fields containing information about your company.

Agree to all required Terms and Conditions related to the registration process.

Select **Create account**.

Once completed you will receive an email with your credentials which will allow you to log into the questionnaire using the original link.

SLP Registration of New Suppliers

- Supplier Registration Questionnaire (4/7)

New Ariba Account

5

Action Required: Confirm your email Inbox x

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
to me ▾



Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

Link expires: Sunday, May 18, 2025, 11:13 AM PDT

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=FC9D43vZl2ffpfr9JEqYFWl0ZOUkgR2T&app=Ariba&app=Sourcing>

Sincerely,SAP Business Network team

6

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

[Add](#)

-or- [Browse](#)

Ship-to or Service Locations

[Add](#)

-or- [Browse](#)

7

[Submit](#)

[Remind me later](#)

[Don't show this to me again](#)

5

Select **Confirm email**.

6

Select the **Product and Services Categories** and **Ship-to or Service Locations** for your organization.

7

Click **Submit**.

8

Log into Ariba if needed to continue with the Supplier Registration Questionnaire.

SLP Registration of New Suppliers

- Supplier Registration Questionnaire (5/7)

The screenshot shows the Ariba Spend Management portal interface. At the top, there is a navigation bar with the text "8 Ariba Proposals and Questionnaires", "Standard Account", "Get enterprise account", and "TEST MODE". Below this, the user's name "DOOSAN BOBCAT-TEST" is visible. The main content area is divided into several sections: "Doosan Bobcat-TEST Requested Profile", "Public Profile Completeness" (showing a 35% progress bar), "Events" (with a table showing "No items"), "Registration Questionnaires" (highlighted with a red box and a red circle containing the number 9), "Qualification Questionnaires" (with a table showing "No items"), and "Questionnaires". The "Registration Questionnaires" table has columns for "ID", "End Time", and "Status". One entry is visible: "Supplier Registration Questionnaire" with ID "Doc1570375744", End Time "6/13/2025 2:41 PM", and Status "Invited".

8 You will be directed to the Ariba Proposals and Questionnaires portal.

9 Click the **Supplier Registration Questionnaire** link under the Registrations Questionnaire section.

SLP Registration of New Suppliers

- Supplier Registration Questionnaire (7/7)

14 ✓ Your response has been submitted. Thank you for participating in the event.

14 After submitting the Registration Questionnaire, an approval process will be activated internally at Bobcat.

After approval or denial is received, you will receive an email indicating the next steps, if needed.



NOTE: The approval process can take some time as it is routed to multiple departments within Bobcat.

15 After the Registration Questionnaire is reviewed by Doosan Bobcat and approved or denied, an email will be sent to the email address listed with a status update of the questionnaire.

Approved: Supplier registration with Doosan Bobcat-TEST Inbox x

Ariba Administrator <no-reply@ansmtp.ariba.com>
to me ▾

DOOSAN

Registration with Doosan Bobcat-TEST.

Congratulations! Doosan Bobcat-TEST has approved your supplier registration. IRONPEAK TUBE FABRICATORS has now been included in the supplier database of Doosan Bobcat-TEST.

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



NOTE: Bobcat may also return the Registration form to request additional information.

SLP Qualification Questionnaire

Introduction

Supplier Registration Questionnaire

3 **Supplier Qualification Questionnaire**



SLP Qualification of New Suppliers

Supplier Qualification Questionnaire (1/8)



The **Supplier Qualification Process** is the final and most important step in determining if a registered supplier is fully approved to do business with Bobcat. Once the internal team initiates the request, the supplier will receive an email invitation to complete the qualification steps in Ariba.

During this phase, the supplier must provide documentation, certifications, and category-specific details. This allows Bobcat to evaluate the supplier's capabilities, quality systems, safety practices, and overall compliance.

Qualification must be completed before a supplier can participate in sourcing events, receive purchase orders, or engage in transactions. The next section outlines required steps, documentation expectations, and tips for a smooth review process.



SLP Qualification of New Suppliers - Supplier Qualification Questionnaire (2/8)



1

Hello

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the Supplier Qualification Process Flow Template process. Thank you for taking the time to respond to each one.

Process Overview

Process: Qualification

Category: Carbon steel welded or brazed tube assemblies

Region: North America

Business unit:

Material: Not applicable

Process owner:

Message:

Questionnaire Overview

Name	Assigned To	Respond By
Aftermarket & Direct Questionnaire	Melanie Torres	June 18, 2025 at 11:09 AM

2

[Click Here](#) to view the process.

Best Regards,
SAP Ariba team

In the following steps you will learn **how** to respond to the Supplier Qualification Questionnaire invitation.

1

Supplier receives an automated email from **ariba.com** domain (*Similar to the one included in this slide*) with the registration link to **Ariba**.

HINT: Check your spam folder!

2

Click the hyperlink **Click Here** to view the process.

SLP Qualification of New Suppliers

- Supplier Qualification Questionnaire (3/8)

Supplier Qualification Process Flow Template Test Site

Commodity: Carbon steel welded or brazed tube assemblies
Regions: North America
Departments:

Status:
Owner: BRYNN PIRKL
Message:

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
Status: Open (1)					
Aftermarket & Direct Questionnaire	Doc1576416702	6/18/2025 1:09 PM	(no value)	(no value)	Not Responded

3 You will be directed to the Ariba Proposals and Questionnaires portal.

Click the **Supplier Qualification Questionnaire** link under the Questionnaire section.

4 **NOTE:** There are 3 types of questionnaires available. The Bobcat representative will select the questionnaire that best relates to your business and potential relationship with us.

Questionnaire types include:

- Indirect Questionnaire
- Logistics Questionnaire
- Aftermarket and Direct Questionnaire

SLP Qualification of New Suppliers

- Supplier Qualification Questionnaire (4/8)

Ariba Sourcing

< Go back to Doosan Bobcat-TEST Dashboard

Console Doc1576416702 - Aftermarket & Direct Questionnaire

Desktop File Sync

Time remaining 29 days 04:25:47

All Content

Name 1

1 Business Expertise

1.1 Location

Show More

Street: Industrial Crest Drive

House Number: 7820

Street 2:

Street 3:

1.1.1 Main Address

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Bobcat

5 The timeframe for filling out the form is **30 days** from the day that the email invite was sent.

The Qualification Questionnaire can be lengthy and may require coordination with various departments at your company.

Departments may include:

- Finance / Accounting
- Quality
- R&D
- Human Resources
- Legal

6 As you work through the Questionnaire, click **Save Draft** to save your work and return to it later.

7 Do **NOT** use the Excel Import function.

SLP Qualification of New Suppliers

- Supplier Qualification Questionnaire (5/8)

8 Submit Entire Response

8 Once the Qualification Questionnaire is complete, select the **Submit Entire Response** button.

9 If there are errors or incomplete fields, Ariba will provide you with additional details on which section needs to be reviewed.

The Qualification Questionnaire will not be submitted for approval until all errors are fixed.

IMPORTANT!

- Government issued Tax ID documentation must be uploaded. Examples: US-W9, EMEA-W8 BEN or BEN-E, Mexico – RFC, Canada – VAT, etc.

Sample error message(s).

9 There are 8 problems that require completion or correction in order to complete your request. Mouse over the red icons to learn more. Use the Next and Previous links to step through the errors as needed.



NOTE: All W9's, W8's, etc. must be dated within six (6) months of the date the questionnaire is submitted. Banking information must be on official letterhead and signed by an authorized bank representative or on company letterhead and signed by an authorized company representative.

SLP Qualification of New Suppliers

- Supplier Qualification Questionnaire (6/8)

The screenshot shows the Ariba Sourcing 'Compose New Message' interface. At the top, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Compose Message' button is highlighted with a red box and a red circle containing the number 10. Below this is a dark header bar with 'Ariba Sourcing' on the left and 'Company Settings', 'Alex Thornton', 'Help', and 'Messages' on the right. Underneath the header, there is a navigation bar with '< Go back to Doosan Bobcat-TEST Dashboard' on the left and 'Desktop File Sync' on the right. The main content area is titled 'Compose New Message' and contains a 'Send' button (highlighted with a red box and a red circle containing the number 10) and a 'Cancel' button. Below the title, there are fields for 'From: COREMOTION HYDRAULICS, INC. (Alex Thornton)', 'To: Project Team', and 'Subject: Doc1593541179 - Aftermarket & Direct Questionnaire'. There is also an 'Attachments: Attach a file' link. Below these fields is a large text area for composing the message, which is highlighted with a red box and a red circle containing the number 11. At the bottom of the text area, there are 'Send' and 'Cancel' buttons, with the 'Send' button highlighted by a red box and a red circle containing the number 12.

10 Optional: As you are working through the Qualification Questionnaire, you can select **Compose Message** to send a message or question to the Bobcat team.

11 In the Compose New Message screen, **type your message or question** for the Bobcat team.

12 Click **Send**.

SLP Qualification of New Suppliers

- Banking and Related Information Requirements (7/8)

IMPORTANT NOTES!

U.S. Supplier Requirements:

1. Banking information **must be** included with the qualification questionnaire. This includes but is not limited to: US-W9, EMEA-W8 BEN or BEN-E, Mexico – RFC, Canada – VAT, etc.
2. US-W9, EMEA-W8 BEN, etc. **must be** dated within 6 months from today's date.
3. ACH and Wire Instructions **must be** on Official Bank letterhead, signed by an authorized representative OR Company letterhead, signed by an authorized company representative.

Mexico Supplier Requirements: If we are paying a local Mexican bank, in Pesos, follow the instructions based on your CLABE: (<https://www.remitbee.com/blog/clabe-number-for-mexico-what-it-is-its-uses-and-how-to-find-it>).

Required information example:

If the CLABE is 012380920045649789 and the Bank Code is 012, this translates to our form as:

- a. Bank Key/ABA routing number: 012
- b. Account Number: 012380920045649789


[See Appendix A: Mexico Payment Requirements for additional detail.](#)

NOTE:

- Our MXN (PESO) account is domiciled IN Mexico.
- Our USD (Dollars) account is domiciled IN the United States.

SLP Qualification of New Suppliers - Supplier Qualification Questionnaire (8/8)

13 Approved: Aftermarket & Direct Questionnaire submitted to Doosan Bobcat-TEST [Inbox x](#)

 Ariba Administrator <no-reply@ansmtp.ariba.com>
to me ▾



Hello Melanie Torres,

Doosan Bobcat-TEST has approved the questionnaire that you completed.

Questionnaire Overview

Questionnaire name: Aftermarket & Direct Questionnaire

You'll be notified if any other tasks require your attention.

This questionnaire is part of following processes:

Process Name	Process Type	Material	Commodity	Region	Department	Owner
Supplier Qualification Process Flow Template	Qualification		Carbon steel welded or brazed tube assemblies	North America		BRYNN PIRKL

Best,

SAP Ariba team

13 Once the Qualification Questionnaire has been reviewed by Bobcat, the project owner will approve or deny the questionnaire.

You will receive an email from ariba.com indicating the status of your questionnaire.

NOTE:

Approval at this stage does **NOT** guarantee business. However, if business is awarded, you are now set up to transact with Doosan Bobcat.



Appendix A – Mexico Payment Requirements

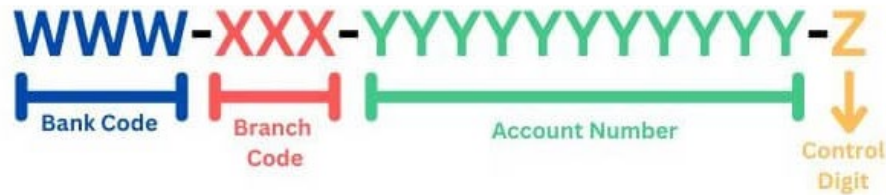


CLABE - Clave Bancaria Estandarizada

18-digit code assembled to bank accounts in Mexico

This is a unique account identifier used to track and process banking transactions

Example:



Reference links:

- [What Is A CLABE Number And What Is It Used For? | Blog](#)
- <https://wise.com/us/blog/clabe-rfc-curp-abm-meaning-mexico>

Payment Fields

ARIBA questionnaire fields:

Bank Information

Bank Type
Bank ID
Country/Region
Bank Name
Bank Branch
Account Holder Name
Bank Key / ABA routing number
Account Number
SWIFT
Bank control key

Domestic MXN currency payment

Bank Key/ABA routing number: XXX
First three numbers of the CLABE

Account Number: Full 18 Digit CLABE

Example:

Bank Information

Bank ID	0000
Country/Region	MX
Bank Name	AFIRME
Street	HIDALGO 234 PONIENTE
City	MONTERREY
State/Province/Region	NL
Account Holder Name	YOUR COMPANY NAME
Bank Key / ABA routing number	012
Account Number	012345678901234567
SWIFT	AFIRMXMT

International USD currency payment

Bank Key/ABA routing number: SWIFT code

Account Number: Full 18 Digit CLABE

SWIFT: SWIFT code

Example:

Bank Information

Bank ID	0000
Country/Region	MX
Bank Name	HSBC
Account Holder Name	YOUR COMPANY NAME
Bank Key / ABA routing number	BIMEMXMM
Account Number	012345678901234567
SWIFT	BIMEMXMM
Bank control key	CA



THANK YOU.

Bobcat®, the Bobcat logo and the colors of the Bobcat machine are registered trademarks of Bobcat Company in the United States and various other countries.
©2022 Bobcat Company. All rights reserved.