Nexans Ariba SLP – Supplier Lifecycle Performance

Supplier registration procedure

Groupe Nexans 2023

Nexans
ELECTRIFY THE FUTURE

Nexans purchasing department : Introduction

Nexans offers, through its partnership with SAP-Ariba, a variety of online services for its suppliers. Its services can be used through a supplier portal called SAP-Ariba Business network. The services offered require registration on the supplier portal.

You have the choice between a "**Standard**" type account which will be free or an "**Enterprise**" account subject to user fees based on services and transaction volumes. The services requested by Nexans require at least a "**Standard**" account for:

- Registering as a new supplier
- Update your company data, needed for the proper functioning of management flows (contact information, bank details, change of physical address, change of legal information (VAT number or other identifiers)
- Receive and register for requests to participate in tenders launched electronically
- Receive Nexans purchase orders
- Send purchase order confirmations to Nexans

You have the choice to expand your possibilities by subscribing to an "**Enterprise**" account subject to user fees for the management of electronic catalogs or punch outs.

This SAP-Ariba Business network portal is open to all countries and can be used in your preferred language.

Nexans

Nexans purchasing department : Introduction

Nexans requires to each of its new or existing suppliers to use the Ariba Business Network Portal for any request for registration or modification of the company related data.

As part of a creation of a new account, you will receive an invitation by e-mail that you will have previously exchanged with your Nexans contact from the purchasing department in your country or with the Corporate purchasing department.

In the context of a modification of information concerning your company, you need to send an email to our support team at communication.pss@nexans.com who will send you an invitation to update the data directly on the SAP-Ariba Portal.

A list of documents is required to ensure rapid registration within Nexans supplier database:

- Document informing about the official registration of your company and specifying the legal identifiers in your country
- Document informing about the bank details which will be used for the payment of your invoices (only one bank account will be accepted per currency), stamped and signed by a legal representative of your company. For some countries, documents proving the payment of social taxes are necessary (eg: URSSAF in France).

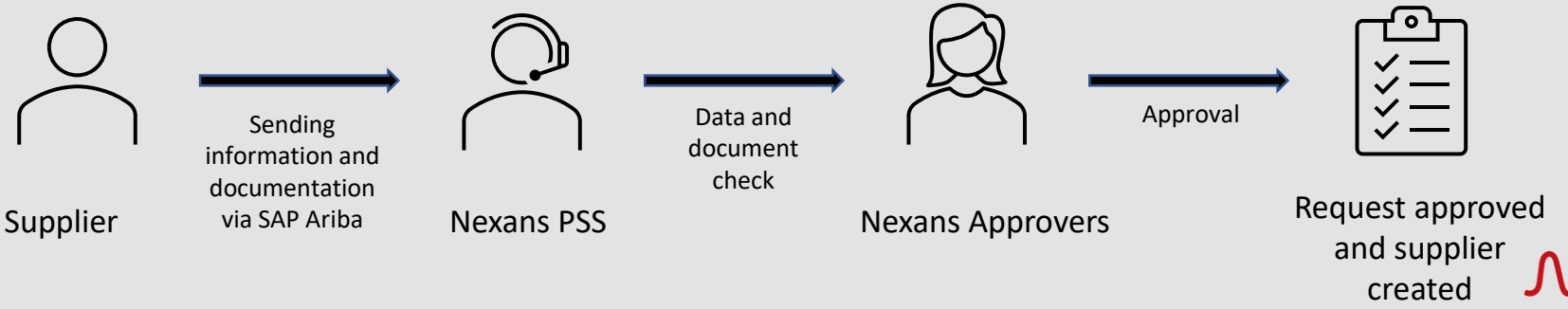
Nexans purchasing department : Introduction

These documents will be subject to checks to ensure the accuracy of the information and a call from our shared services center (PSS) may be necessary to confirm this information.

If you have information to change, as part of an evolution of your company, new name, new official identifier, new bank details, you must send an email to our shared service center (PSS) at the address following: **Communication PSS** communication.pss@nexans.com

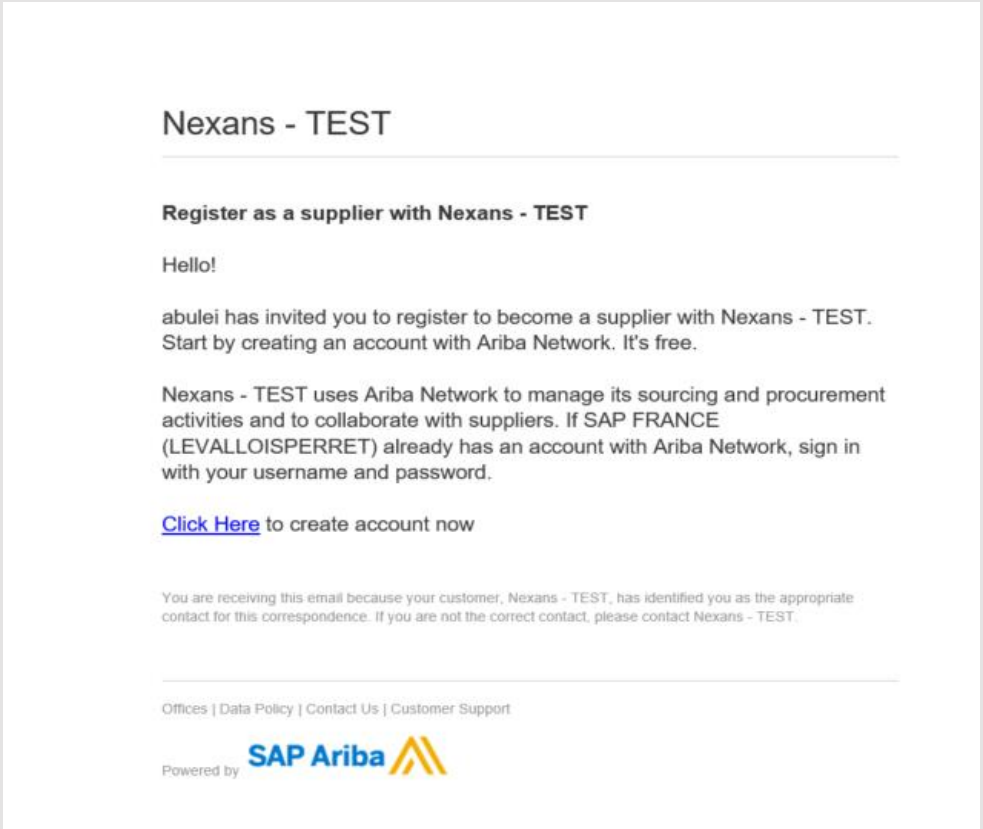
Any other request by any other means will not be considered.

This will trigger the sending of an invitation and we invite you to connect to the portal in order to enrich / modify the necessary information. These will be checked and a call from our shared services center (PSS) may be necessary to confirm this information.



Nexans purchasing department : Registration process

The starting point is the creation of a free Ariba account (“Ariba Network Standard Account for Suppliers”) once you will receive the registration invitation. Your company may already have an Ariba account, please check internally and use your current account if this is the case.



Nexans - TEST

Register as a supplier with Nexans - TEST

Hello!

abulei has invited you to register to become a supplier with Nexans - TEST. Start by creating an account with Ariba Network. It's free.

Nexans - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If SAP FRANCE (LEVALLOISPERRET) already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

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

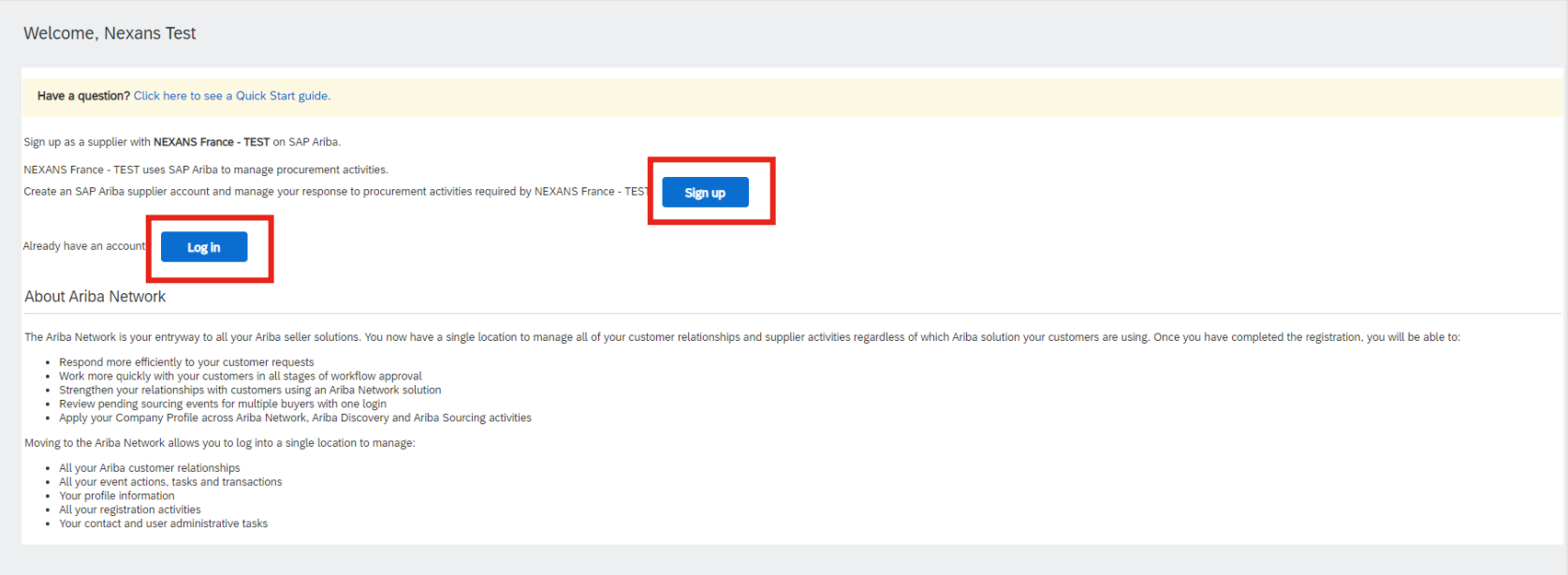
Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

Nexans purchasing department : Registration process

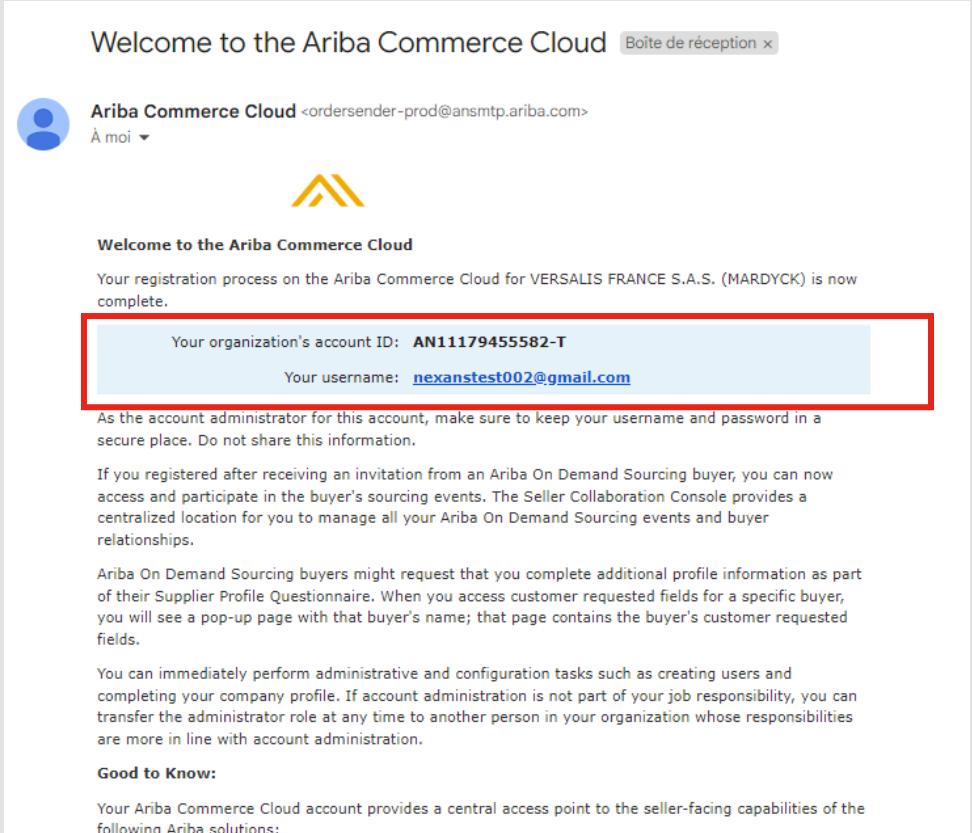
Once you open the invitation received from us, you are transferred to the login portal or the creation of your Ariba account.

You have the choice to create a new account or log in, if your company already has an Ariba account.



Nexans purchasing department : Registration process

Once your account is created, you will receive a notification from Ariba, with your ANID number and your username, necessary for the connection on the Ariba Network platform.



Welcome to the Ariba Commerce Cloud Boîte de réception ×

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
À moi

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for VERSALIS FRANCE S.A.S. (MARDYCK) is now complete.

Your organization's account ID: **AN11179455582-T**

Your username: **nexanstest002@gmail.com**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

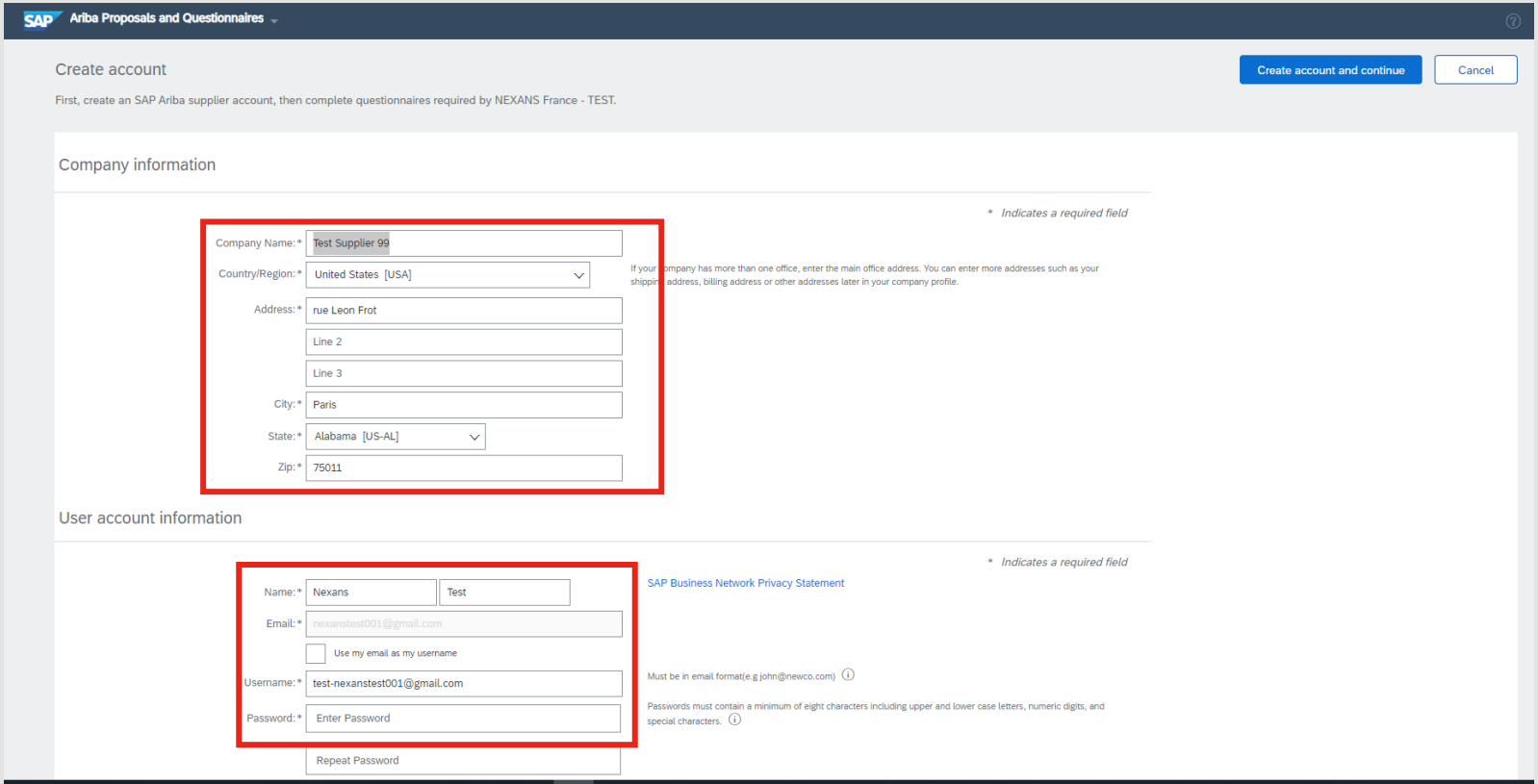
You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

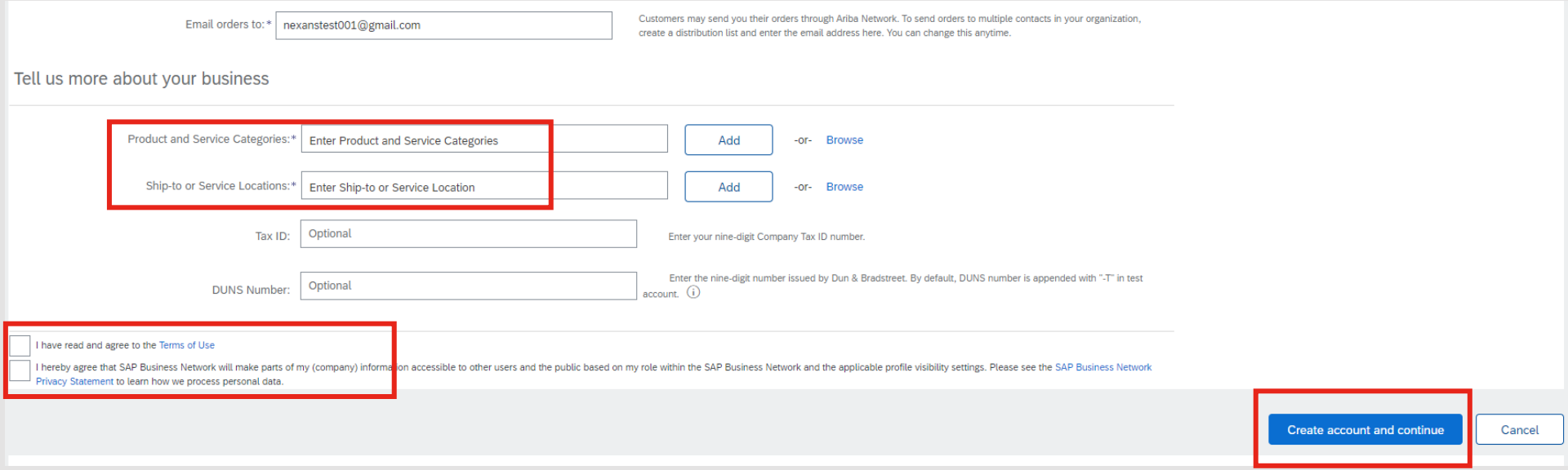
Nexans purchasing department : Registration process

If you chose to create a new account for your company, you will be asked for certain information in order to create your account: company name, address, you will need to generate a username to connect → you can use your email address and choose a password.



Nexans purchasing department : Registration process

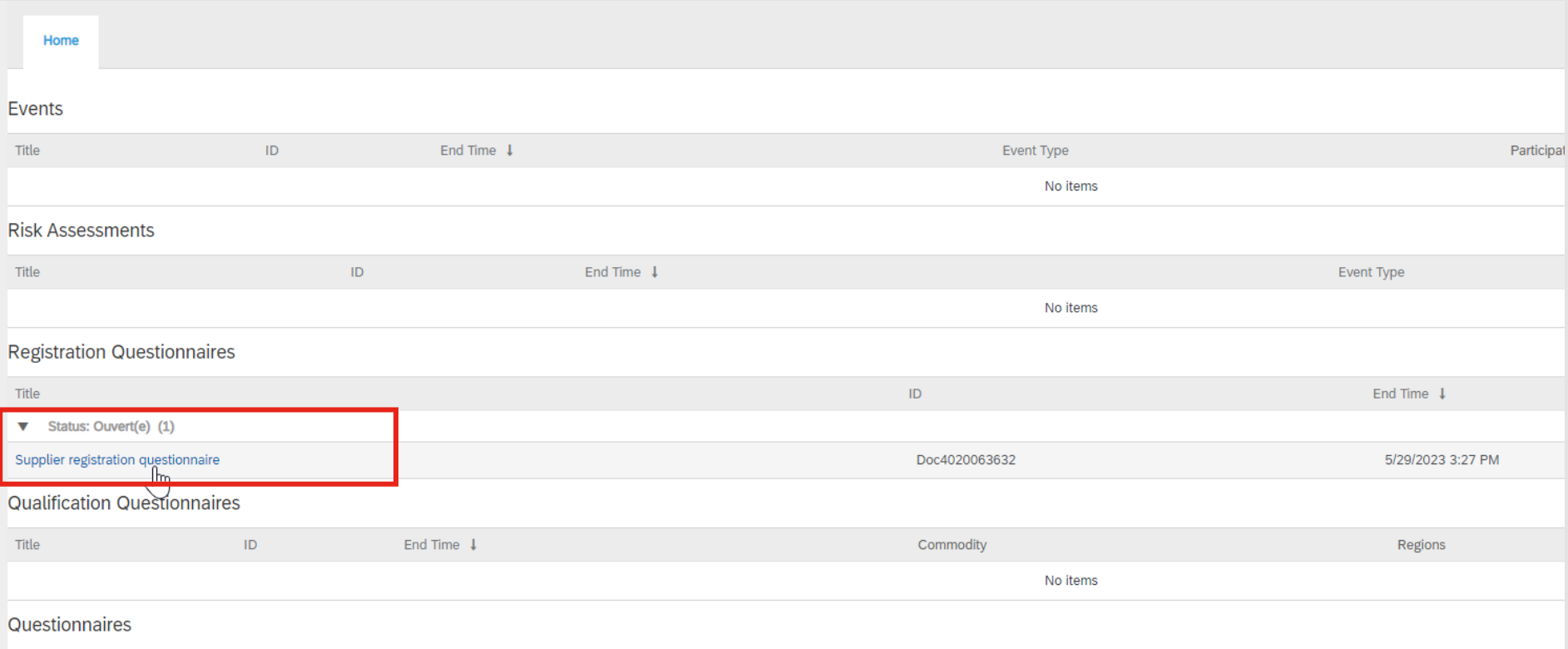
To facilitate your access to the SAP Ariba Marketplace, when creating your account, you will also be asked to choose the categories of products / services offered by your company, as well as the regions / countries to which you can make deliveries / provide services.



Do not forget to accept the general conditions of use of the platform, as well as the security notice in order to be able to finalize the creation of your account.

Nexans purchasing department : Registration process

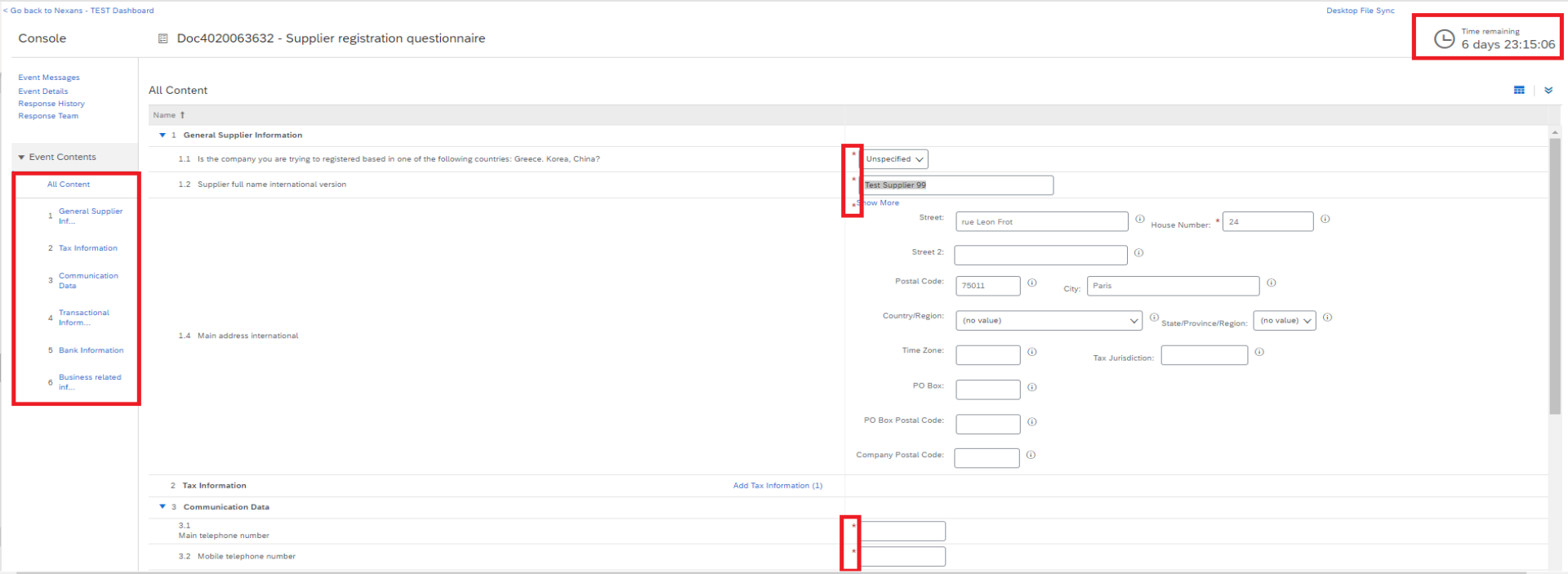
Once your account has been created, you can access the registration questionnaire sent by Nexans via the invitation, fill in the information and submit the answers to Nexans for validation in registration of your company in the Nexans database.



Nexans purchasing department : Registration process

The registration questionnaire remains open for 7 days, from the moment you received the invitation to self register. If you need more time to complete it, you must ask our support team via communication.pss@nexans.com email to extend the opening period or resend the invitation to you.

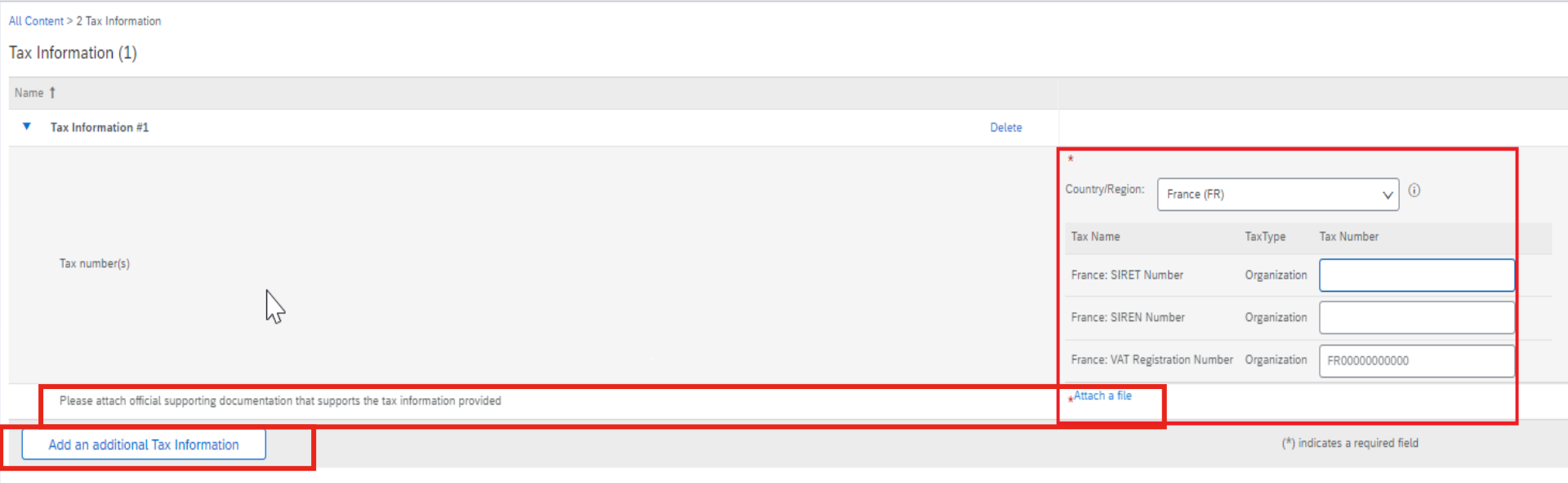
The fields containing a * are mandatory.



Nexans purchasing department : Registration process

In the registration questionnaire, you are asked to fill in as accurately as possible and send us the following information: company name, main address, tax details, contacts (purchasing, accounting), bank details.

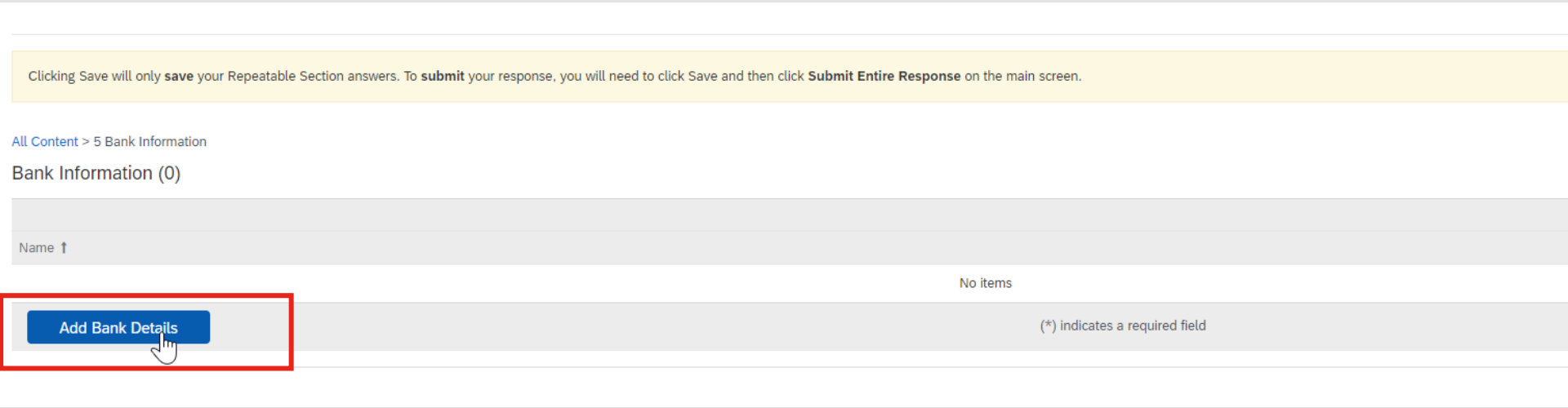
For the tax data part, you must also attach a legal identification document for your company: URSSAF and/or KBIS.



Nexans purchasing department : Registration process

It is **mandatory** for any new supplier to also send us the company's bank details. Simply open the "**Bank details**" section and add your bank details.

We authorize **only one bank account per currency and per company**, in order to better manage payments and follow up, but if you have several bank accounts in different currencies, you can add them by adding new bank data sections.



Nexans purchasing department : Registration process

In the "Bank details" section, there is a minimum of information that you must filled in, as well as an official document to be uploaded mentioning your company's bank details.

Min of information needed:

-type of account

-bank country

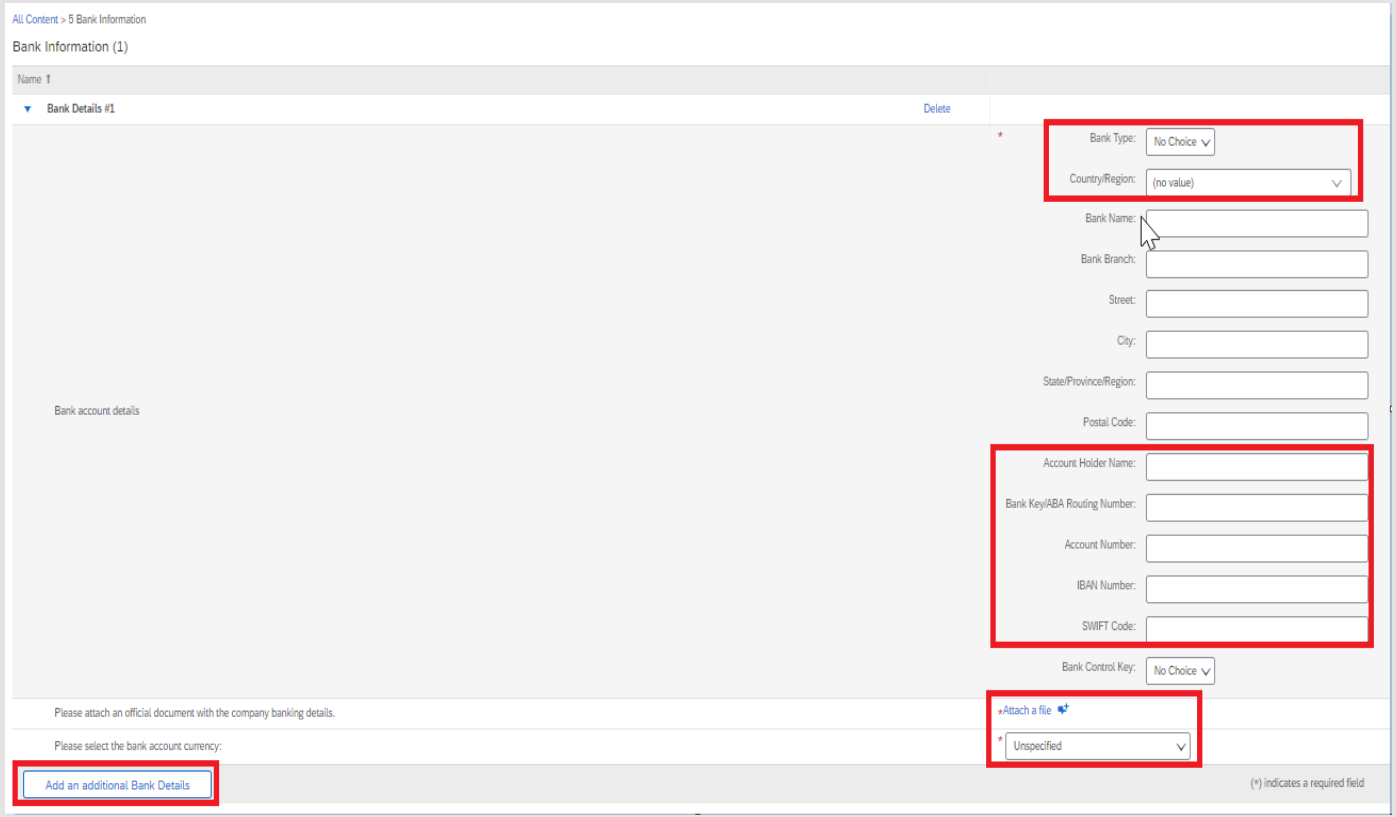
-account owner

-IBAN and SWIFT

or

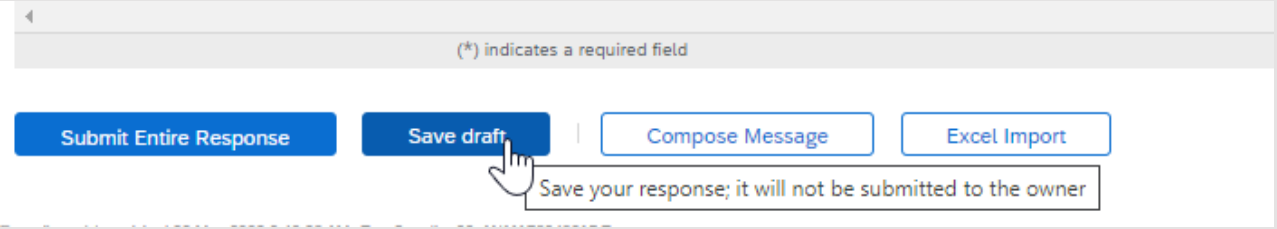
-account number and ABA routing number

<u>Do not forget to attach an official document with bank details, signed and stamped.</u>



Nexans purchasing department : Registration process

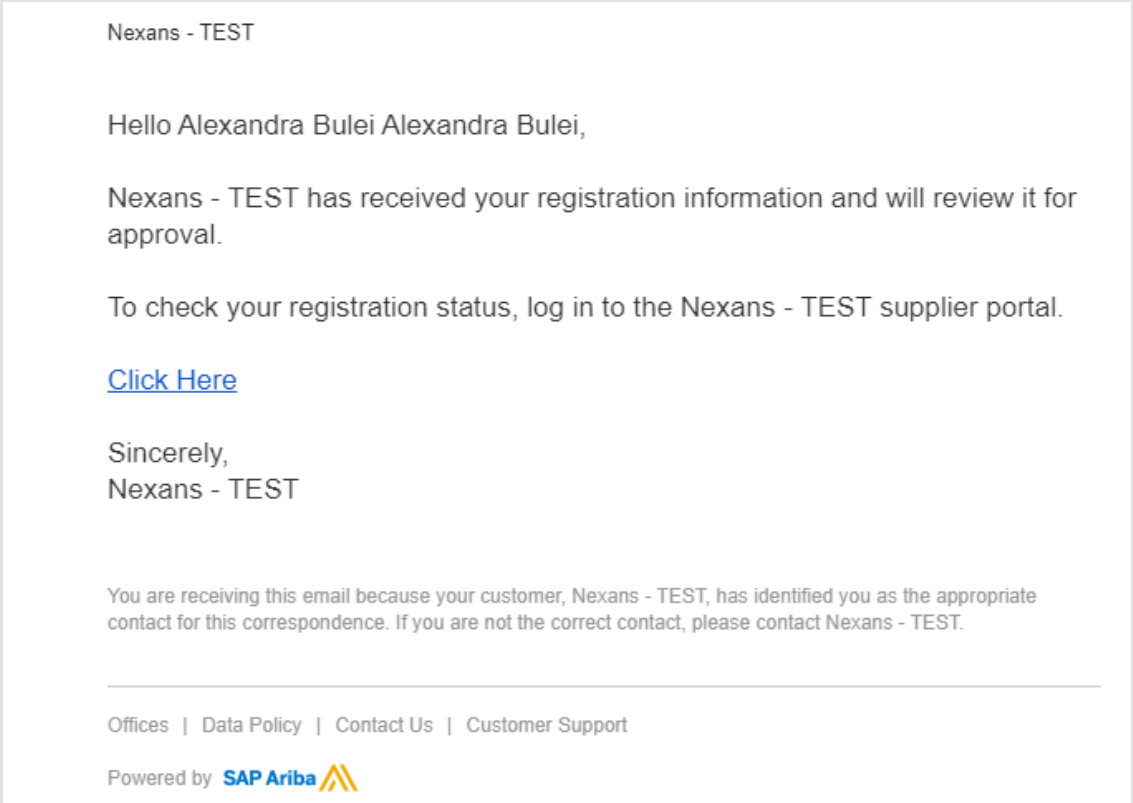
After completing the necessary information and uploading the documents, you can submit your registration request back to Nexans, for validation and creation of your account. If you do not have all the information or documents necessary for the submission of your registration request, you can save your request and come back later to finalize it.



You can retrieve the pre-filled questionnaires from the home page → section "Registration questionnaires"

Nexans purchasing department : Registration process

After submitting the questionnaire, you will receive a notification from Ariba informing you that the information has been sent to Nexans and that your registration request is pending validation.



Nexans - TEST

Hello Alexandra Bulei Alexandra Bulei,

Nexans - TEST has received your registration information and will review it for approval.

To check your registration status, log in to the Nexans - TEST supplier portal.

Click Here

Sincerely,
Nexans - TEST

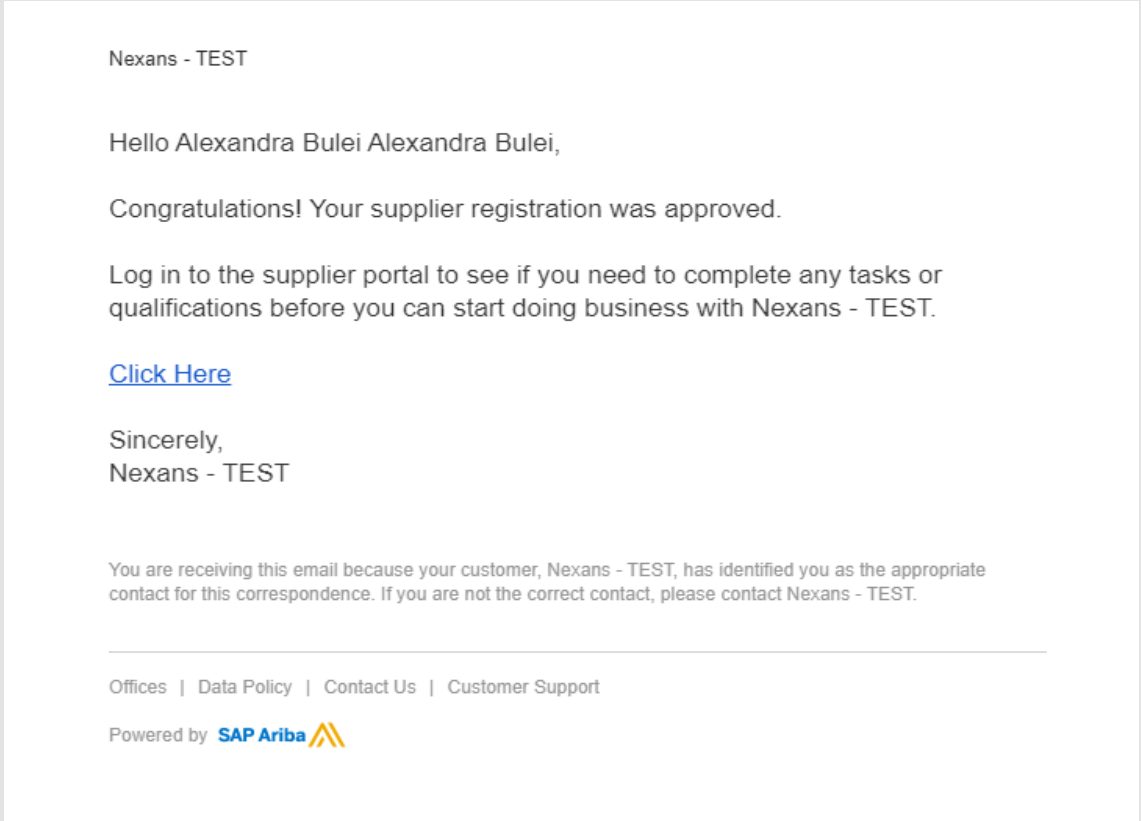
You are receiving this email because your customer, Nexans - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Nexans - TEST.

Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

Nexans purchasing department : Registration process

Once your registration has been validated internally, you will receive a notification confirming that you are now a Nexans supplier.



Nexans - TEST

Hello Alexandra Bulei Alexandra Bulei,

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with Nexans - TEST.

Click Here

Sincerely,
Nexans - TEST

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

Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

Still have questions about registering with Ariba or problems logging into Ariba?

Do not hesitate to contact our support team, via the email address:
communication.pss@nexans.com