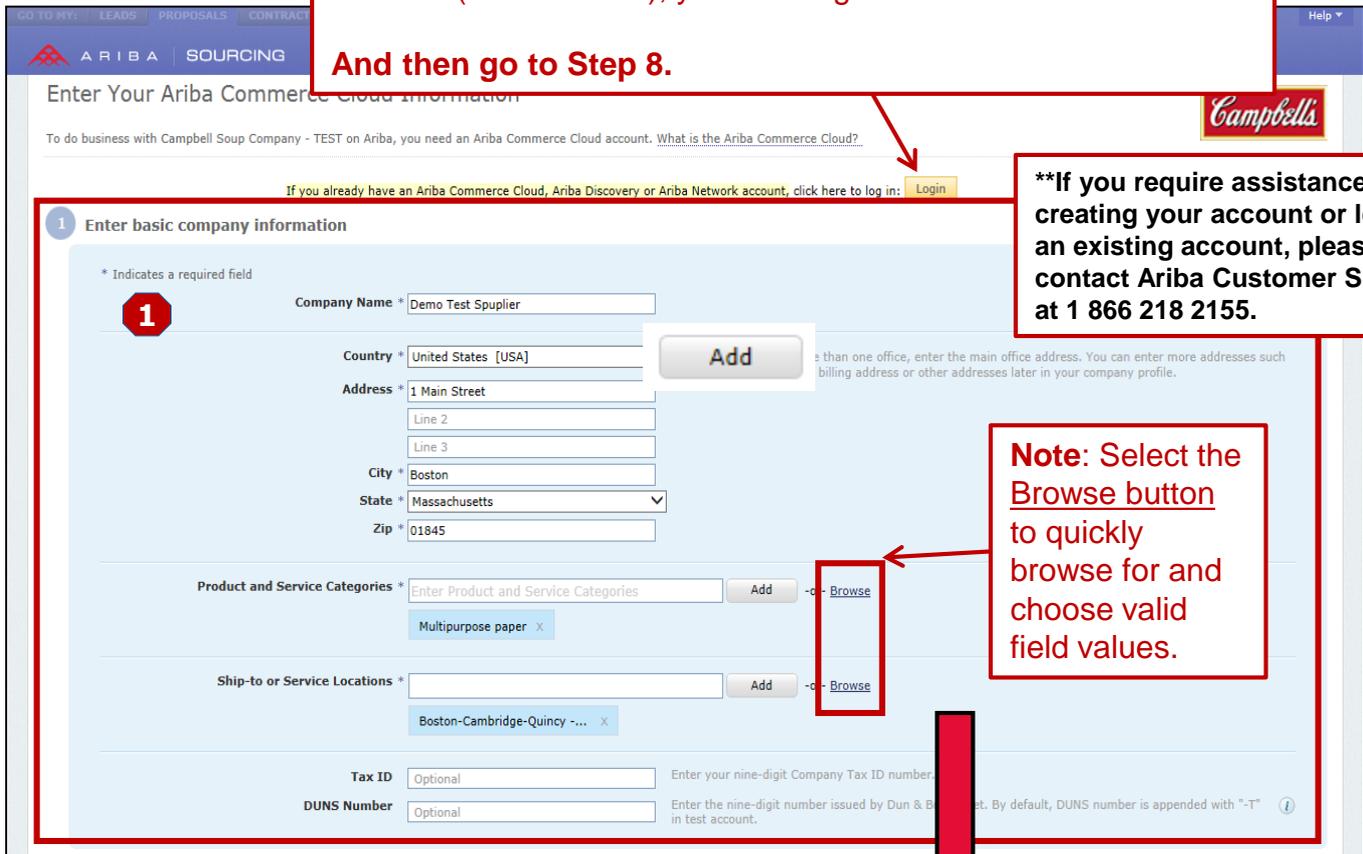


Purpose: This Quick Reference Guide is intended to provide the basic steps needed to complete your Ariba self registration. As a supplier, you must register on the Ariba Commerce Cloud to do business with Campbell Soup. There is no cost for you to register on the Ariba Network.

Step 1 – Follow the link in the **Campbell SIM Invitation for New Suppliers** email to begin the self registration process. Complete **“Section 1 – Enter basic company information”** on this registration page. Required fields are marked by an asterisk (*) and must be populated to complete the registration process.

IMPORTANT: If your company already has an Ariba Network Account (and an ANID), you can Login with that information here.

And then go to Step 8.



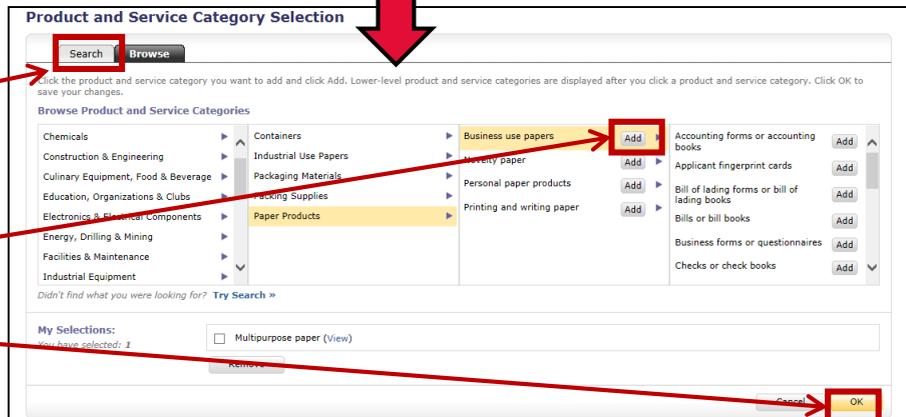
****If you require assistance with creating your account or locating an existing account, please contact Ariba Customer Support at 1 866 218 2155.**

Note: Select the Browse button to quickly browse for and choose valid field values.

This screen displays Browse mode, but you can also use the **Search** tab to find your commodities without browsing.

Be sure to click **Add** to select your choice(s).

Click **OK**, when finished.



Step 2 – Continue on to complete “**Section 2 – Enter user account information**”.

- **IMPORTANT:** the Username and Password that you enter here will be utilized to access the Ariba Commerce Cloud in the future.

Step 3 – Review and then check the box next to the Terms of Use and Ariba Privacy Statement line.

Step 4- Click **Continue**.

2 Enter user account information

* Indicates a required field

2 Name * Sheldon Cooper [Ariba Privacy Statement](#)

Email * aheller@ariba.com

Use my email as my username

Username * cooper@ariba.com Must be in email format(e.g john@newco.com) [i](#)

Password * Must contain a minimum 8 characters including letters and numbers. [i](#)

Secret Question * In what city was your mother born? [i](#)

Language English [i](#) The language used when Ariba sends you configurable notifications. This is different than your web browser's language setting, which controls the user interface and actions you initiate there. If you are the account administrator, then the preferred language setting also controls the section headings and field labels on purchase orders routed through Email or Fax.

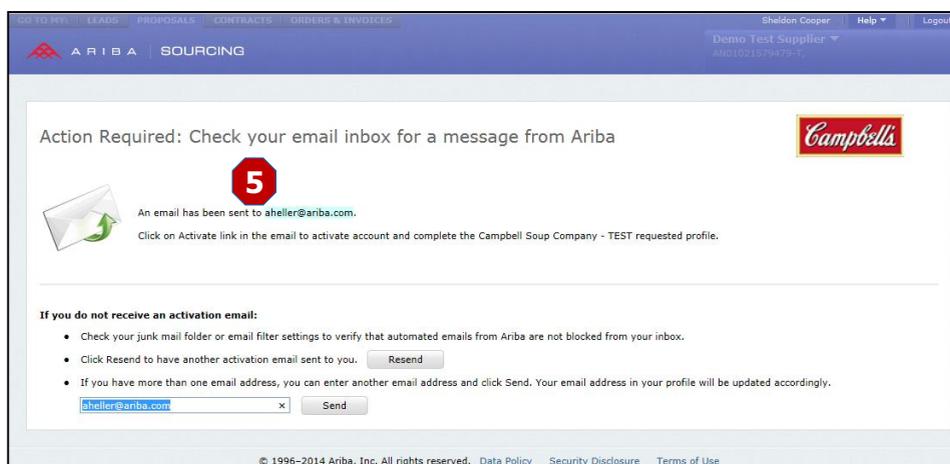
By clicking the Continue button you expressly agree and understand that your data entered into this system may be transferred outside the European Union or other jurisdiction where you are located, as further described in the [Ariba Privacy Statement](#). You have the right to access and modify your personal data from within the application or by contacting Ariba, Inc., as set forth in such policy.

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.

3 I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

4

Step 5- A confirmation screen will appear letting you know your account has been created. An Ariba email will immediately be sent to your email inbox. If an email is not received, return to this screen and confirm your email address has been entered correctly.



GO TO: MY LEADS PROPOSALS CONTRACTS ORDERS & INVOICES

Sheldon Cooper Help Logout

Demo Test Supplier AND1021579475-T

Action Required: Check your email inbox for a message from Ariba

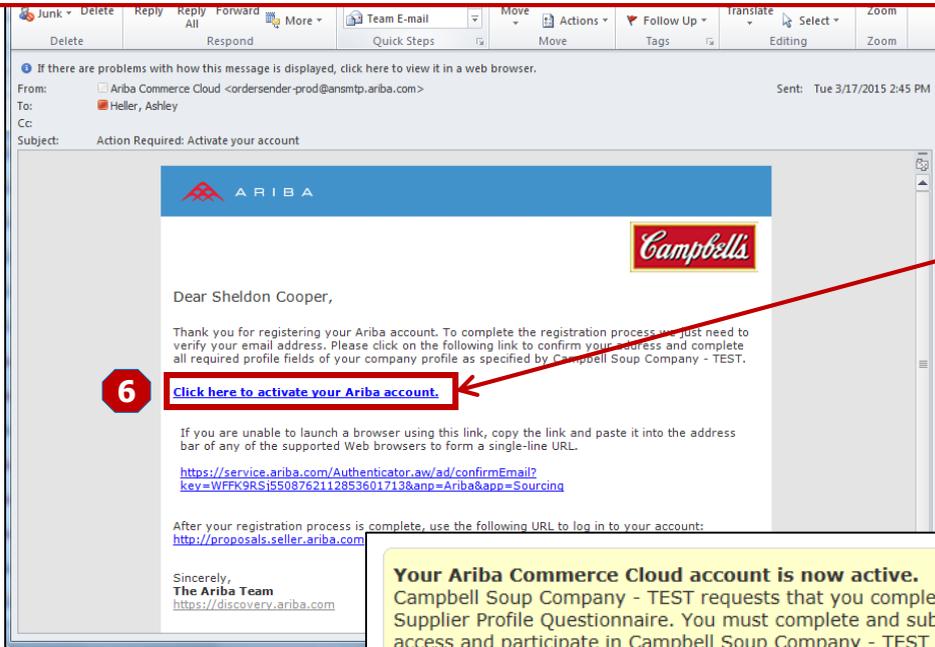
5 An email has been sent to aheller@ariba.com. Click on Activate link in the email to activate account and complete the Campbell Soup Company - TEST requested profile.

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.

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Step 6 – You will receive an email from the Ariba Commerce Cloud. Follow the link that says ‘click here to activate your Ariba account’.



Once you click on the link to activate your account, you will be taken to your Ariba Commerce Cloud Account profile and will see this message.

Your Ariba Commerce Cloud account is now active.
Campbell Soup Company - 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 Campbell Soup Company - TEST events.

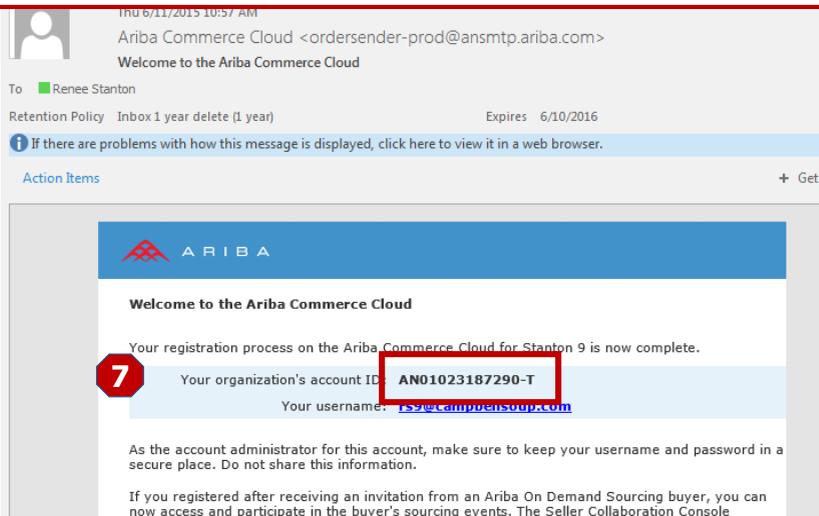
Campbell Soup Company-TEST Requested Profile

* Indicates a required field

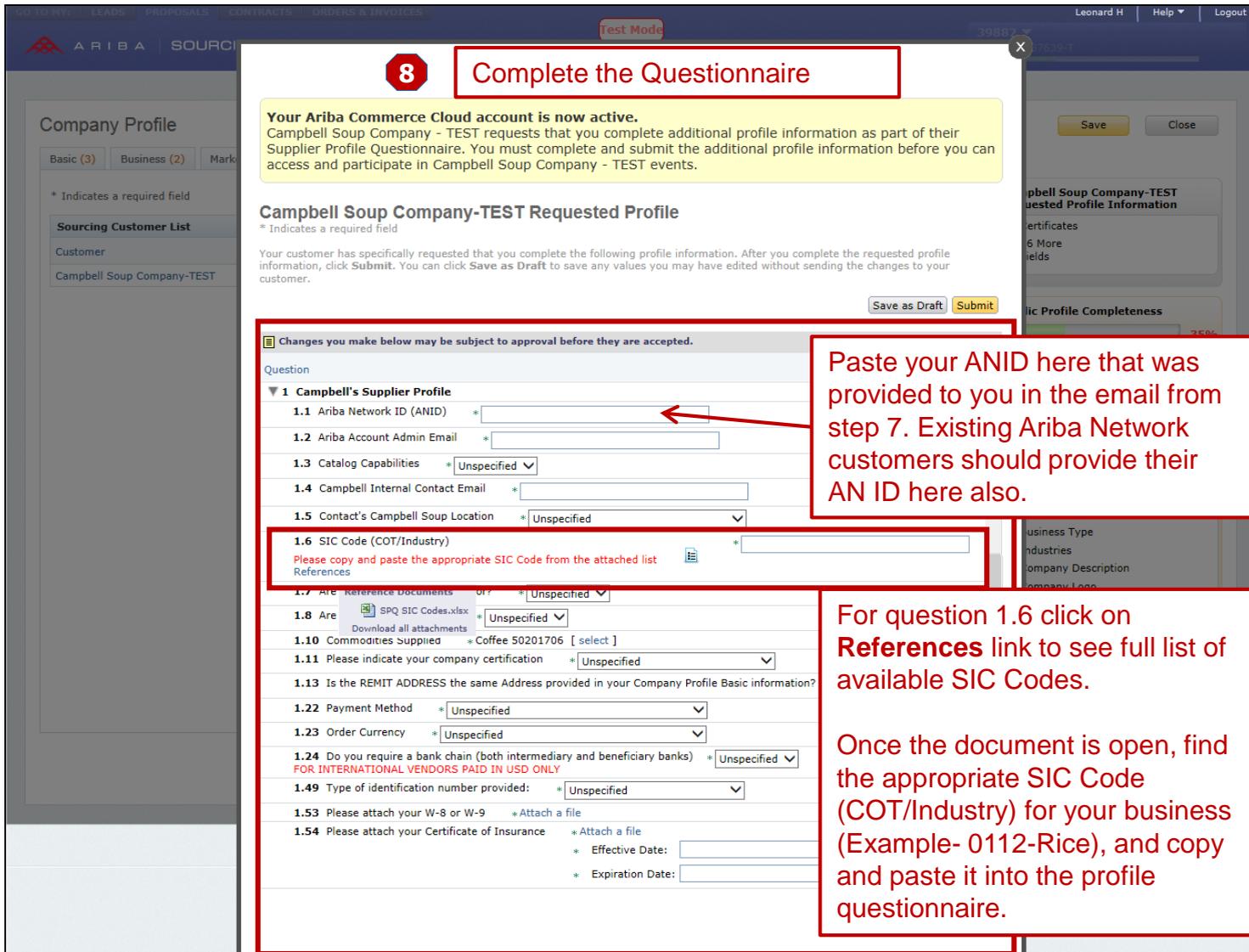
Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Step 7- Go to your email, you will have a 2nd email that includes your Ariba Network ID (ANID) and your username.

Copy “Your organization’s account ID” (aka ANID) in this example: **AN01023187290-T**.



Step 8 – Answer the questions in the Campbell Soup Company Profile section. **Remember, all questions marked with an asterisk (*) are required to Submit.** If you are missing some of the information, you can Save as Draft and come back to it at a later time.



8 Complete the Questionnaire

Your Ariba Commerce Cloud account is now active. Campbell Soup Company - 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 Campbell Soup Company - TEST events.

Campbell Soup Company-TEST Requested Profile
* Indicates a required field

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.

Save as Draft Submit

Changes you make below may be subject to approval before they are accepted.

Question

▼ 1 Campbell's Supplier Profile

1.1 Ariba Network ID (ANID) *

1.2 Ariba Account Admin Email *

1.3 Catalog Capabilities * Unspecified

1.4 Campbell Internal Contact Email *

1.5 Contact's Campbell Soup Location * Unspecified

1.6 SIC Code (COT/Industry) *
Please copy and paste the appropriate SIC Code from the attached list References

1.7 Are Reference Documents or? * Unspecified

1.8 Are SPQ SIC Codes.xlsx * Unspecified

1.10 Commodities supplied * Coffee 50201706 [select]

1.11 Please indicate your company certification * Unspecified

1.13 Is the REMIT ADDRESS the same Address provided in your Company Profile Basic information?

1.22 Payment Method * Unspecified

1.23 Order Currency * Unspecified

1.24 Do you require a bank chain (both intermediary and beneficiary banks) * Unspecified
FOR INTERNATIONAL VENDORS PAID IN USD ONLY

1.49 Type of identification number provided: * Unspecified

1.53 Please attach your W-8 or W-9 * Attach a file

1.54 Please attach your Certificate of Insurance * Attach a file
* Effective Date:
* Expiration Date:

Paste your ANID here that was provided to you in the email from step 7. Existing Ariba Network customers should provide their AN ID here also.

For question 1.6 click on **References** link to see full list of available SIC Codes.

Once the document is open, find the appropriate SIC Code (COT/Industry) for your business (Example- 0112-Rice), and copy and paste it into the profile questionnaire.

If you have issues completing the Supplier Profile Questionnaire (SPQ) please email Campbell Procurement at procurement_vendor_forms@campbellsoup.com.

Need more help with SIC Codes – go to <https://www.osha.gov/pls/imis/sicsearch.html>

Test Mode

Alisa Haley Help Logout

ARIBA NETWORK

Company Profile

Basic (3) Business (2) Marketing

* Indicates a required field

Sourcing Customer List

Customer
Campbell Soup Company-TEST

Campbell Soup Company-TEST Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the click Submit. You can click Save as Draft to save any values you may have edited without sending the changes to

Status: Submitted by aribasystem at 08/05/2015 08:53 AM

Changes you make below may be subject to approval before they are accepted.

Question

1.8 Are you 1099 reportable? * No

1.10 Commodities Supplied * Polyethylene films 13111201, Acrylic films 13111204 [select]

1.11 Please indicate your company certification * W1-Women Owned Business

1.12 Please attach certification * 2015_WHQ_Holiday_Schedule.pdf Update file Delete file

* Effective Date: Sat, 1 Aug, 2015

* Expiration Date: Tue, 2 Aug, 2016

1.13 Is the REMIT ADDRESS the same Address provided in your Company Profile Basic information? * No

1.14 Is the REMIT NAME the same as the Company Name provided in your Company Profile Basic information? *

1.16 REMIT Country * Unspecified

1.17 REMIT Address 1 *

1.18 REMIT Address 2 *

1.19 City *

1.20 Region *

Please copy and paste the Region Code from the attached list References

1.21 ZIP *

1.22 Payment Method * Check Payment

Website
Annual Revenue
D-U-N-S Number
Business Type
Industries
Company Description
Company Logo

Share Your Public Profile
Click here to get your Ariba badge.

Commodities Supplied is pre-populated based on your response to the question in step 1 (Products & Services)

If you answer "No" to question 1.13 additional questions will appear.

For question 1.20 use the **References** list to obtain the correct format of your Region (For US based suppliers this is the State).

1.20 Region *

Please copy and paste the Region Code from the attached list References

1.21 ZIP *

1.22 Payment Method * Check Payment

1.23 Order Currency * USD-United States Dollar

1.49 Type of identification number provided: * Domestic Tax ID number

1.51 Domestic Tax ID number *

571085170

1.53 Please attach your W-8 or W-9 * fw9.pdf Update file Delete file

1.54 Please attach your Certificate of Insurance Attach a file

Effective Date: *

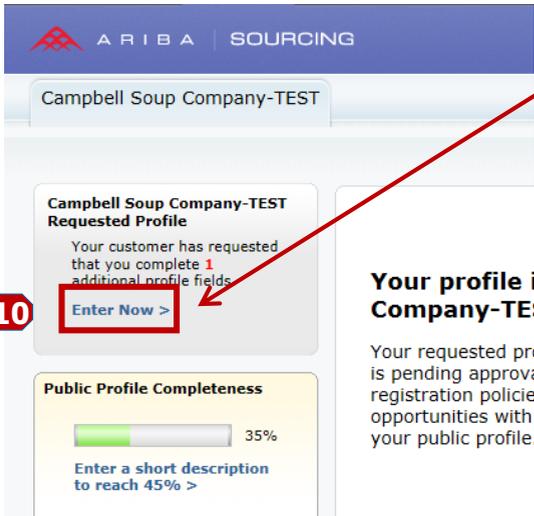
Expiration Date: *

9

Save as Draft Submit

When finished, be sure to click **Submit**. Or you can **Save as Draft**, and comeback to it later.

Please Note: You must click Submit to complete the registration process. Campbell will not be able to approve you as a vendor until the Questionnaire is complete. A delay in completing the Questionnaire will cause a delay in getting you set up as an approved vendor in our system.



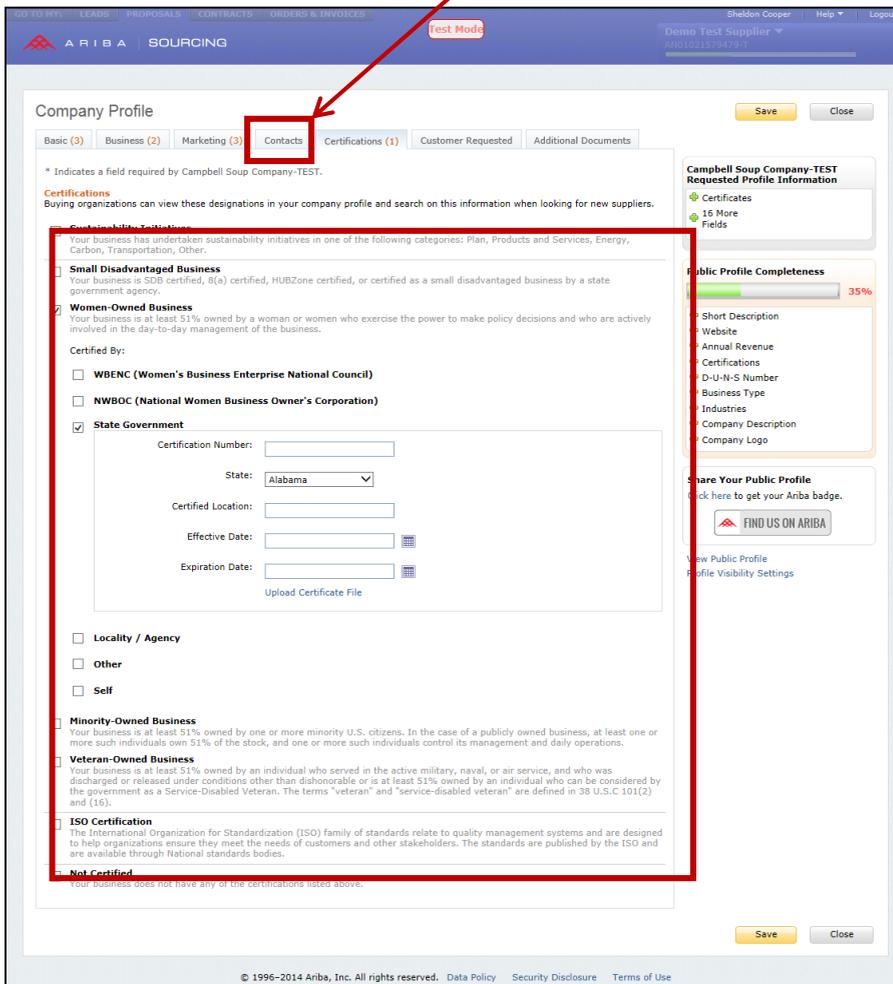
Step 10– Click on **Enter now >**

The Certifications tab will display (below).

Select any special certifications your company has and provide the details and necessary documentation.

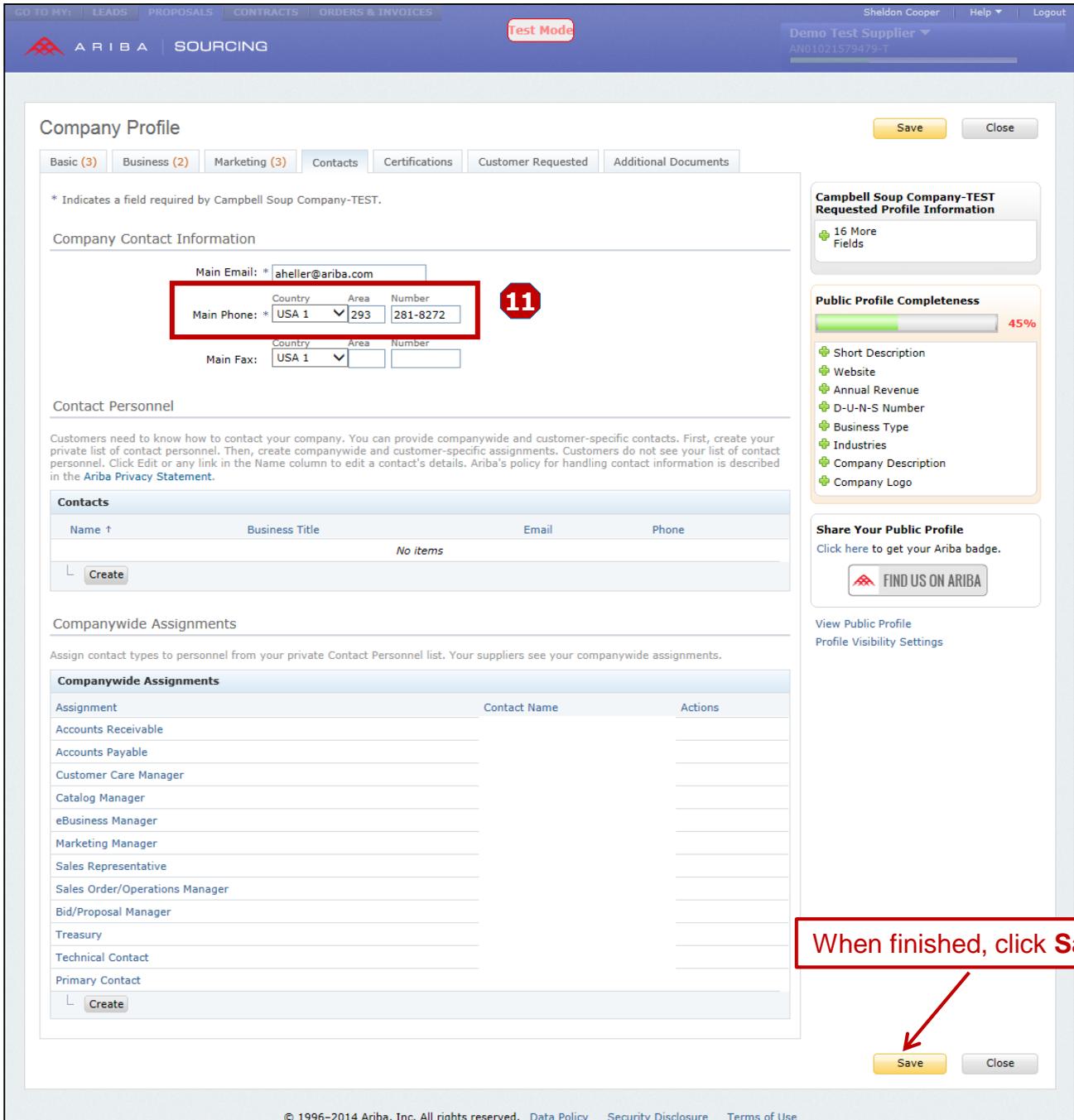
If your organization has no certifications, you should select “Not Certified” to proceed.

Next, click on the **Contacts** tab.



Step 11– Confirm the information on the Contacts Tab is correct, **be sure to add in the Main Phone number** (you can not proceed without adding this).

Go through the rest of the Company Profile tabs adding as much information as possible. The more information Campbell Soup has on your organization, the easier it will be to set up an effective working relationship.



GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES

Sheldon Cooper Help Logout

Test Mode Demo Test Supplier AN01021579479-T

Company Profile

Save Close

Basic (3) Business (2) Marketing (3) **Contacts** Certifications Customer Requested Additional Documents

* Indicates a field required by Campbell Soup Company-TEST.

Company Contact Information

Main Email: * aheller@ariba.com

Main Phone: *
 USA 1 293 281-8272

Main Fax:
 USA 1

Contact Personnel

Customers need to know how to contact your company. You can provide companywide and customer-specific contacts. First, create your private list of contact personnel. Then, create companywide and customer-specific assignments. Customers do not see your list of contact personnel. Click Edit or any link in the Name column to edit a contact's details. Ariba's policy for handling contact information is described in the [Ariba Privacy Statement](#).

Name ↑	Business Title	Email	Phone
No items			

Create

Companywide Assignments

Assign contact types to personnel from your private Contact Personnel list. Your suppliers see your companywide assignments.

Assignment	Contact Name	Actions
Accounts Receivable		
Accounts Payable		
Customer Care Manager		
Catalog Manager		
eBusiness Manager		
Marketing Manager		
Sales Representative		
Sales Order/Operations Manager		
Bid/Proposal Manager		
Treasury		
Technical Contact		
Primary Contact		

Create

Campbell Soup Company-TEST Requested Profile Information

16 More Fields

Public Profile Completeness 45%

- Short Description
- Website
- Annual Revenue
- D-U-N-S Number
- Business Type
- Industries
- Company Description
- Company Logo

Share Your Public Profile

Click here to get your Ariba badge.

[FIND US ON ARIBA](#)

[View Public Profile](#)

[Profile Visibility Settings](#)

When finished, click **Save**.

Save Close

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