

## SAP ARIBA – SES VENDOR HANDBOOK

Dear vendor,

This document is designed to give you an information on how to use the SAP Ariba platform for registration, details maintenance & transactions with SES.

The use of SAP Ariba aims at strengthening our partnership and developing mutually beneficial environment for us to do business.

The SAP Ariba Network supplier portal will give you the opportunity to :

- Create your vendor profile
- Download and acknowledge SES Purchase Orders (POs)
- Invoice our POs electronically
- Amend and update your company details in our system via the Registration questionnaire
- Provide us with your additional contact information which will facilitate correspondence between us
- Classify your company by identifying the categories in which we can do business with you.

As a newly created vendor in our purchasing system, we kindly request that you access SAP Ariba Network vendor portal. We aimed at making it easy-to-use & facilitate your registration via the completion of the Supplier questionnaire. If you have any further questions regarding this process or require assistance, please do not hesitate to contact us.

Yours sincerely,

The SES VMP Team

SES Vendor Management and Procurement Department

+352 710 725 302 – [vendor.management@ses.com](mailto:vendor.management@ses.com)

SES S.A. Chateau de Betzdorf L-6815 Betzdorf, Grand Duchy of Luxembourg

SES | SAP Ariba Supplier Registration Handbook (May 2020)

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## Acronyms

PO	Purchase Order
T&Cs	Terms & Conditions
VMP	Vendor Management & Procurement
IBAN	International Bank Account Number
SWIFT	Society for Worldwide Interbank Financial Telecommunication code
BIC	Business Identifier code

# 1. Invitation & registration onto Ariba Network

## 1.1 SES email invitation

In the event SES wants to do business with you, we will invite you to become one of our vendors. You will receive the below email, inviting you to register on SAP Ariba Network. To do so, please follow this document instructions. In case you are already in our vendor database, you will also receive the below email, inviting you to register or sign into Ariba Network, as well as confirm/complete your own data.

Select **“Click here”** to be directed to SAP Ariba Network welcome page.

### SES - TEST

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Dear Vendor,

We are writing to notify you that SES is going to do or has already started doing business with your company. In order for us to issue a Purchase Order and make a payment for your services/materials as well as to maintain your vendor master data safe and secure, it is essential for you to register with our SAP Ariba solution.

#### a) New account:

[Click Here](#) to start the process

(If the link expired, do not hesitate to contact us at [vendor.management@ses.com](mailto:vendor.management@ses.com) for support)

1. Fill in all fields with your company basic information
2. Submit the SES registration questionnaire

**b) If you already have an account in SAP Ariba network:** Log in with your credentials at <http://supplier.ariba.com>, --> Go to the dashboard to see "Proposals" --> SES questionnaire will be available under "Registration Questionnaire"

MAKE SURE YOU HAVE THE FOLLOWING INFORMATION REQUIRED FOR A REGISTRATION:

- Bank details and extract of the bank account
- VAT (for European vendors) or tax number
- W-8 or W-9 form in case you intend to do business with SES entity based in US

You can also use our [Quick Guide](#) for further clarification and guidance.

In case of other questions [related to the requirements of registration](#), please get in touch with our Vendor Management & Procurement Team [vendor.management@ses.com](mailto:vendor.management@ses.com) or +352 661 725 320

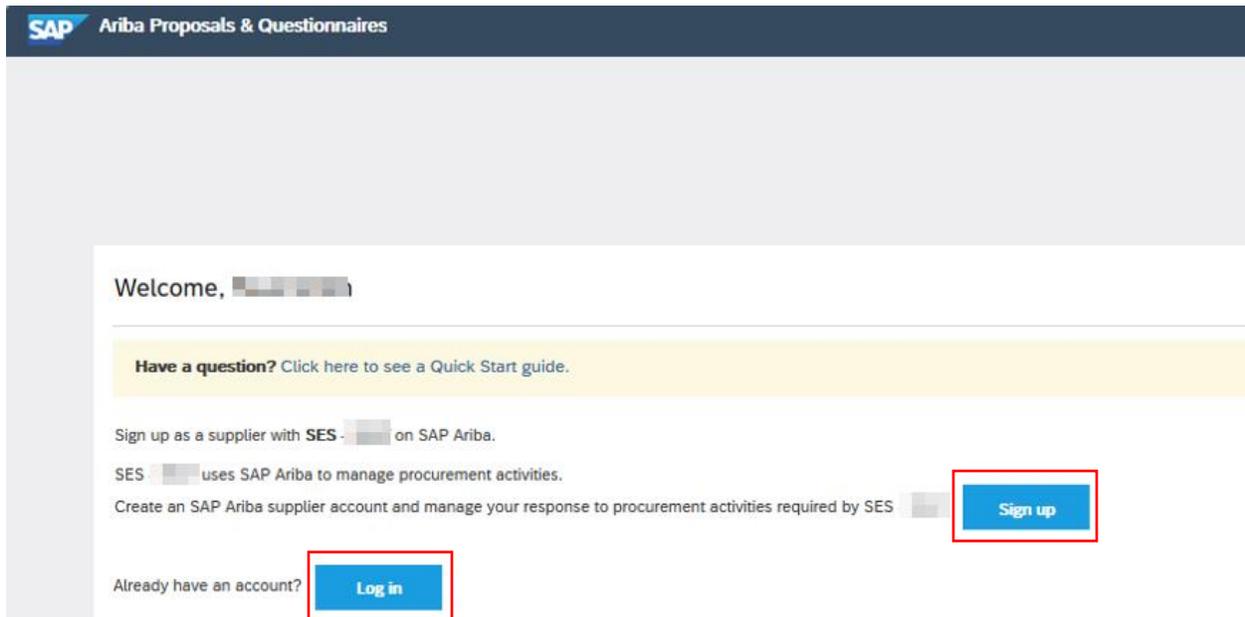
Sincerely,

**SES Vendor Management & Procurement Team**

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

You then have 2 options:

1. You are new to the Ariba Network: Please **sign up** to register your business onto the platform
2. You already have an Ariba Network account: Please **Log in** to synchronize our collaboration with your existing account (go to *section #3* for next steps)



## 1.2 Sign up onto Ariba Network

Following information are required to create your Ariba Network company account :

**Company information** – Company name & address details.

**User account information** – Administrator name, credentials to Ariba account & email recipient of Purchase Orders.

**Business information** – Product/Service categories, Service location(s)

Agreement to SAP Ariba Network *Terms of Use & Privacy Statement* are also required.

After completing the above, please select “Create account and continue”.

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by SES - TEST

**Create account and continue**

Company information

Company Name: Vendor legal Name S.A. \* Indicates a required field

Country: Luxembourg [LUX] If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address: Rue Pierre Werner  
Line 2

Postal Code: 6815

City: Betzdorf

State: Select

User account information

Name: Paul Smith \* Indicates a required field

Email: vendor.name@yourmail.com

Use my email as my username

Username: Must be in email format (e.g. john@news.com)

Password: Must contain a minimum 8 characters including letters and numbers.

Language: English

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

Email orders to: Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business

Product and Service Categories: Enter Product and Service Categories Add Browse

Branding of product naming: x

Ship-to or Service Locations: Enter Ship-to or Service Location Add Browse

Dental x

Tax ID: Optional Enter your Company Tax ID number.

Vat ID: LU99999999 Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "1" in test account.

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 Create account and 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

I have read and agree to the SAP Ariba Privacy Statement

**Create account and continue** Cancel

Ariba will look for similar names of the company and recommend you reviewing potential duplicate, in the event your company might already have an account (If duplicate account found, we recommend you contact the account’s administrator and gain access to the existing account). If there is no match, please select ‘Continue Account Creation’.

**SAP** Ariba Proposals & Questionnaires

### Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

**Match Based On**

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Vendor legal Name S.A.	[REDACTED]			Rue Pierre Werner Betzdorf Luxembourg 6815

20 search results found | [Search More](#)

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	COUNT OF RELATIONSHIPS	ACTIONS
THDU 20151014	TGO	-	-	AN01025672203	0	...
THDU V2 NGN	GBR	-	-	AN01025674893	0	...
THDU TEST 20151009	FRA	France	-	AN01025632268	0	...

At this stage, you have completed your registration onto Ariba Network. An email will be sent to the account administrator of your company, and you will be directed to “SES Registration Questionnaire” (section 2).

## 2. SES registration questionnaire

SES registration questionnaire is the repository of your company details (name, address, bank and tax details, etc.). As a new supplier, you are requested to complete & submit these details for SES validation. As an existing supplier, your details are already filled-in based on our existing records for your review & validation.

On an ongoing basis, you are requested to keep these details updated and submit amended versions to account for changes in your organization. Registration questionnaire is available for edits & submission under “Ariba Proposals & Questionnaires” section.

### 2.1 Prerequisites

Section 1 requires the following :

- **Acknowledgment** of SES GDPR notice ;
- **Acceptance** of SES Terms & Conditions. Please read the entire text & complete the acceptance of the SES T&Cs. You can either *accept* or *decline* the SES Terms and Conditions and provide us with relevant comments in the text box below (e.g. standalone agreement prevailing, with reference to the document ID and the date) ;
- **Indication** of Ariba account managing multiple legal entities (Y/N).

Name ↑	
<b>▼ 1 Prerequisites</b>	
<p>1.1 General Data Protection Regulation (GDPR) Notice</p> <p>You have just logged into Ariba Network, either to register as a vendor, or to maintain your profile or retrieve a purchase order. As part of this process, SES S.A. and its affiliates will collect, use, process, and store certain specific personal data (password, e-mail address, full name, telephone number, IP address) for the purpose of:</p> <ul style="list-style-type: none"><li>- creating your account in Ariba Network,</li><li>- granting you access to this platform,</li><li>- allowing you to use this platform,</li><li>- allowing for the exchange of information and sharing relevant content with you.</li></ul> <p>Your personal data will not be transmitted to any third party (other than SES's affiliates and the IT support and maintenance contractors for Ariba Network). Your personal data will be processed in accordance with applicable data protection laws (notably the General Data Protection Regulation) and only be processed by personnel who have a need to do so in order to ensure the performance and your usage of the Ariba Network.</p> <p>Regarding your personal data that is being processed, you have the following rights:</p> <ul style="list-style-type: none"><li>- to know what personal data we store and process and can request this information,</li><li>- to request rectification of incorrect data,</li><li>- to request deletion of such data.</li></ul> <p>To exercise these rights, please contact vendor.management@ses.com</p> <p>For any further data protection related questions or complaints, please contact our data protection officer at dataprotection-officer@ses.com</p>	<p>* Agree ▼</p>
<p>1.2 Do you accept SES terms and conditions?</p> <p><a href="https://www.ses.com/t&amp;cs">https://www.ses.com/t&amp;cs</a></p> <p>(NOTE: If you have a different agreement with SES, that agreement shall prevail (see clause 16.2 of the SES Terms and Conditions). In this case, please choose "Yes" and provide a comment below with the details of the agreement in place (date, name, etc. ).</p>	<p>* Yes ▼</p>
<p>1.3 Comments</p>	<div style="border: 1px solid #ccc; height: 40px;"></div>
<p>1.5 Are you managing multiple legal entities under the same Ariba Network ID?</p>	<p>* No ▼</p>
<p>1.6 As a supplier you will be created as a</p>	<p>Vendor to do business with SES</p>

## 2.2 Company & contact general details

Sections 2 to 4 require the entry of company & contact general details.

Note : (3.4) Are you willing to do business with SES US entities? Select “Yes” if you are intending to trade with SES companies based in United States. This triggers the completion of appropriate tax forms in sections 14/15 & 16/17 for non-US and US-based businesses respectively. This information is essential in order to execute the payment from SES entity based in US.

<b>▼ 2 General Details</b>	
2.1 Company Name <i>(if the company name has changed, please contact us immediately)</i>	Vendor Legal Name S.A.
2.2 Email address	* contact@company.com
<b>▼ 3 Address Details</b>	
* Show More	
3.1 Address Details	Street: Rue Pierre Werner ⓘ House Number: 12 ⓘ Street 2: ⓘ Street 3: ⓘ District: ⓘ Postal Code: 6815 ⓘ City: Betzdorf ⓘ Country: Luxembourg (LU) ⓘ Region: (no value) ⓘ Time Zone: CET ⓘ
3.2 Order Currency	* [EUR] - Euro ▼
3.3 Where are you based?	* Outside the US ▼
3.4 Are you willing to do business with SES US entities?	* Yes ▼
3.5 Phone Number <i>(Please use the following format +XX/XXXXXXXXXX where +XX is the country code from 1 to 3 characters /XXXXXXXXXX is the extension between 6 and 20 characters)</i>	* +352/79999999
<b>▼ 4 Your Contact Profile</b>	
4.1 First Name	* John
4.2 Last name	* Smith
4.3 Role in the supplier's organization	* Service ▼
4.4 Phone number <i>(Please use the following format +XX/XXXXXXXXXX where +XX is the country code from 1 to 3 characters /XXXXXXXXXX is the extension between 6 and 20 characters)</i>	* +352/78888888
4.5 Contact Email	* john.smith@company.com
4.6 Remittance Email	* remittance.company@company.com

## 2.3 Bank information

Sections 5 to 9 require the entry of your company bank details.

### Bank information :

(1) Select hyperlink to add relevant account details.

5 <b>Bank Information</b>	<b>1</b> Add Bank Information (0)	
6 Bank Details Document <i>(Please upload a PDF of an official document confirming your bank details)</i>		*Attach a file
9 Do you have intermediary bank details?		Unspecified ▾

(2) “Add bank account details” to add a record.

The screenshot shows the SAP Ariba interface for 'Bank Information (0)'. It includes a breadcrumb 'All Content > 5 Bank Information', a search bar, and a table with one row labeled 'Name 1'. Below the table is a note: '(\*) indicates a required field'. At the bottom, there is a blue button labeled 'Add Bank Account Details' which is highlighted with a red circle containing the number 2.

(3) Complete required bank details component.

*Europe-based companies* : Please fill-in <Country> & <IBAN> only (make sure countries are matching, e.g. Luxembourg IBAN if based in Luxembourg).

*US & Canada*: Please fill-in <Country>, <Bank key/Routing number> & <Bank account> fields only.

*For remaining countries* : please fill-in <Country>, <IBAN> if available or <Bank key/Routing number> & <Bank account>

*Exceptions* : For Swedish vendors using Bankgiro, please fill-in <Country>, <Bank account> with Bankgiro number & <Bank key/Routing number> with “0000” value.

The image shows three sequential screenshots of a bank account form, each with a red circle containing the number '3' in the top-left corner. The form fields are as follows:

- Form 1 (Left):** Country: Luxembourg (highlighted in yellow). IBAN Number: LU9999999999999999 (highlighted in yellow).
- Form 2 (Middle):** Country: United States (highlighted in yellow). Bank Key/ABA Routing Number: 99999999 (highlighted in yellow). Account Number: 99999999 (highlighted in yellow).
- Form 3 (Right):** Country: Sweden (highlighted in yellow). Bank Key/ABA Routing Number: 0000 (highlighted in yellow). Account Number: 999999 (highlighted in yellow).

Other fields include: Bank Type (No Choice), Name, Bank Branch, Street, City, State/Province/Region, Postal Code, Account Holder Name, SWIFT Code, and Bank Account Type (No Choice).

(4) Click “save” to go back to questionnaire page. You may as well select “Add Bank account details” to add additional bank account(s) to your profile.

The screenshot shows the 'Ariba Sourcing' interface. At the top, there is a navigation bar with 'Company Settings', 'Lu Smith', and 'Help Center'. Below it, a 'Desktop File Sync' button is visible. A red circle with the number '4' highlights the 'Save' button. A yellow banner below the navigation bar contains the text: "Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen." The main content area is titled 'Bank Information (2)' and shows a form for 'Bank Account Details #1'. The form fields are: Bank Type (No Choice), Country (Luxembourg), Name, Bank Branch, Street, City, State/Province/Region, Postal Code, Account Holder Name, Bank Key/ABA Routing Number, Account Number, IBAN Number (LU650019100073505000), SWIFT Code, and Bank Control Key (No Choice). A green button at the bottom left says 'Add an additional Bank Account Details'. A footer note states: '(\*) Indicates a required field'.

**Bank details document** : Please attach an official document confirming your account’s details.

**Intermediary bank (Y/N) or Alternative Payee** : Inform us whether you are working via an intermediary bank. Our team will come back to you for proper validation of your details.

## 2.4 Classification

Browse SES materials & services classification to select appropriate commodity code(s) you are in position to supply.

Choose Values for Commodity

Add to Currently Selected

Name  Search

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	▼ All Commodities	All
<input type="checkbox"/>	▼ Antenna	01
<input type="checkbox"/>	▶ Antenna accessories	01.02
<input type="checkbox"/>	▼ Antenna services	01.03
<input type="checkbox"/>	Antenna consulting services (incl. development)	01.03.07
<input type="checkbox"/>	Antenna customs clearance (by supplier)	01.03.09
<input checked="" type="checkbox"/>	Antenna equipment leasing services	01.03.05
<input checked="" type="checkbox"/>	Antenna installation services	01.03.01
<input checked="" type="checkbox"/>	Antenna maintenance services (incl. RMAs)	01.03.03
<input type="checkbox"/>	Antenna operation/support services	01.03.02
<input type="checkbox"/>	Antenna services T&E (external)	01.03.10
<input type="checkbox"/>	Antenna shipping (by supplier)	01.03.08
<input type="checkbox"/>	Antenna training (for customer) services	01.03.05
<input type="checkbox"/>	Antenna training (for SES) services	01.03.04
<input type="checkbox"/>	▶ Antenna systems	01.01
<input type="checkbox"/>	▶ Broadcast & Encryption	02
<input type="checkbox"/>	▶ Infrastructure	03
<input type="checkbox"/>	▶ IP Platform	04
<input type="checkbox"/>	▶ IT	05
<input type="checkbox"/>	▶ Marketing, Communication & PR	06
<input type="checkbox"/>	▶ Measure & Test	07
<input type="checkbox"/>	Out of VMP scope	18
<input type="checkbox"/>	▶ Professional Services	09
<input type="checkbox"/>	▶ RF	10

Currently Selected

Name ↑ ID

No items

Done

## 2.5 Tax identification

Complete your company registration number (optional) and Tax/VAT identification (mandatory).

<b>12 Taxpayer Identification Number</b>								
12.1 Company registration number	<input type="text" value="B 99999"/>							
12.2 Do you have applicable tax identification?	* Yes <input type="button" value="v"/>							
Country: <input type="text" value="Luxembourg (LU)"/> ⓘ								
12.3 Tax Details <small>(Please enter the tax numbers in the exact format as received by your tax authorities including letters if they are any, e.g. for France "FR25572142735", for US "52-1219029")</small>	<table border="1"><thead><tr><th>Tax Name</th><th>TaxType</th><th>Tax Number</th></tr></thead><tbody><tr><td>Luxembourg: VAT Registration Number</td><td>Organization</td><td><input type="text" value="LU20200000"/></td></tr></tbody></table>	Tax Name	TaxType	Tax Number	Luxembourg: VAT Registration Number	Organization	<input type="text" value="LU20200000"/>	
Tax Name	TaxType	Tax Number						
Luxembourg: VAT Registration Number	Organization	<input type="text" value="LU20200000"/>						

## 2.6 Withholding tax

If you indicated your willingness to trade with United States based SES entities, you are required to complete withholding tax forms in compliance with IRS guidelines. Please follow instructions in section [2.6.1](#) if you are based in the United States (W-9) or section [2.6.2](#) if you are based outside the United States.

### 2.6.1. US-based companies (W-9)

Section 16 requires the upload of adequate withholding tax forms.

(16.1.1) Download W-9 & attach completed document.

(16.1.2) Complete & upload the "SES US vendor self-classification" form.

(16.2) Specify your Federal tax classification type (e.g. C Corporation, LLP, etc.)

<b>16 Withholding tax forms information (W9)</b>		
<b>16.1 Tax Forms</b>		
16.1.1 Download & complete W9 form via <a href="http://www.irs.gov/pub/irs-pdf/fw9.pdf">www.irs.gov/pub/irs-pdf/fw9.pdf</a>	* Attach a file	
16.1.2 Download, complete and upload SES U.S. Vendor Self Classification Form attached ( <a href="https://www.ses.com/sites/default/files/2020-05/SES_U.S._Vendor_Self-Classification_Form_0.pdf">https://www.ses.com/sites/default/files/2020-05/SES_U.S._Vendor_Self-Classification_Form_0.pdf</a> )	* Attach a file	
16.2 Vendor Federal Tax Classification	* <input type="text" value="[02] - C Corporation"/>	

Section 17 requires the entry of your tax form details. Follow below steps to complete the section :

(1) Select "Add withholding tax details information (W9)"

17 Withholding tax details information (W9)

**1** Add Withholding tax details information (W9) (0)

(2) to (4) Select “Add Company Code Data”, “Add Withholding taxes (0)” & “Add Withholding tax data”

All Content > 17 Withholding tax details information (W9)  
Withholding tax details information (W9) (0)

Name ↑

(\*) indicates a required field

**Add Company Code Data** **2**

All Content > 17 Withholding tax details information (W9)  
Withholding tax details information (W9) (1)

Name ↑

Company Code Data #1	Delete
Company Code ID	[E110] - SES Americom Inc. ▾
Withholding taxes	<b>3</b> Add Withholding taxes (0)

(\*) indicates a required field

**Add Company Code Data**

All Content > 17 Withholding tax details information (W9) > 17.1.2 Withholding taxes  
Withholding taxes (0)

Name ↑

(\*) indicates a required field

**Add Withholding tax data** **4**

(5) Complete **Withholding tax data #1 Income code & Signature date** with your withholding tax details (as per the forms previously uploaded) & click “save” twice to come back to registration questionnaire (6)

**6** **Save** **Cancel**

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 17 Withholding tax details information (W9) > 17.1.2 Withholding taxes  
Withholding taxes (1)

Name ↑

Withholding tax data #1	Delete
Withholding Tax Type Code	[FE] - 1099MISC Reporting Federal Tax
Income Code	<b>5</b> * Unspecified ▾
Withholding Tax Indicator	Yes
Recipient Type Code	[ ] - No value
W9 Signature Date	<b>5</b> * [ ]
W9 Validity End date (Valid <b>ONLY</b> for 5 years)	Thu, 31 Dec, 2099
Exemption number	[0]

**Add an additional Withholding tax data** (\*) indicates a required field

You have successfully submitted your withholding tax forms and details.

## 2.6.2. Non-US companies (W-8)

Section 14 requires the upload of adequate withholding tax forms.

(14.1.1) Retrieve your applicable W-8 form from IRS website & upload completed document.

(14.1.2) Complete & upload the “SES non-US vendor self-classification” form.

(14.1.3) Specify whether the country your company is based in holds a tax treaty with the US. Latest list of countries can be retrieved [here](#).

▼ 14 Withholding tax forms information (W8)

▼ 14.1 Tax Forms

14.1.1 Please complete and upload **only one** of the applicable forms identified below so that the registration can be finalized to expedite future PO's and payments  
<https://www.irs.gov/businesses/corporations/fatca-related-forms>

W-8BEN-E  
"Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)" is for foreign entities residing in countries that have tax treaties with the United States and claiming reduced Withholding Tax Rate under the treaty benefits (Chapter 3) and for the proper documentation under (Chapter 4) for the Foreign Tax Compliance Act (FATCA). This form expires three years from the signature date, at which time a new form must be submitted to SES.

W-8BEN  
"Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)" is for foreign individual vendors who reside in a country that has a tax treaty with the United States and claiming an exempt or reduced Withholding Tax Rate under the tax treaty benefits of which the vendor must provide a U.S. or Foreign tax identification number. This form expires three years from the signature date, at which time a new form must be submitted to SES.

W-8ECI  
"Certificate of Foreign Person's Claim that Income is Effectively Connected with the Conduct of a Trade or Business in the U.S." This form certifies that the foreign entity files an annual U.S. Tax Return to report its income, which is described as being effectively connected to the U.S. trade or business. The form must include a U.S. Taxpayer Identification Number. This form expires three years from the signature date, at which time a new form must be submitted to SES.

W-8EXP  
"Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding" is used by foreign tax-exempt organizations, including Foreign Governments and International Organizations to claim the tax-exempt status under Chapter 3 of the U.S. Tax Law. This form also documents the exempt organization status under Chapter 4, Foreign Account Tax Compliance Act (FATCA). This form expires three years from the signature date, at which time a new form must be submitted to SES.

W-8IMY  
"Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding and Reporting" is used by payment recipients with non-beneficial owner status (intermediaries such as a U.S. branch, a qualified intermediary, a non-qualified intermediary, foreign partnership, foreign grantor or a foreign simple trust. This form must include a Taxpayer Identification Number.

14.1.2 Download, complete and upload SES Non-U.S. Vendor Self Classification Form attached  
([https://www.ses.com/sites/default/files/2020-05/SES\\_Non-U.S.\\_Vendor\\_Self-Classification\\_Form.pdf](https://www.ses.com/sites/default/files/2020-05/SES_Non-U.S._Vendor_Self-Classification_Form.pdf))

14.1.3 Do you have income tax treaty with US?  
(Select Yes if your country has an income tax treaty with United States, Select No otherwise)

★ Attach a file

★ Attach a file

\* Unspecified ▼

(14.1.4) Select the correct LOB code, if your country has an Income tax treaty with US

14.1.3 Do you have income tax treaty with US?  
(Select Yes if your country has an income tax treaty with United States, Select No otherwise)

\* Yes ▼

14.1.4 Withholding Tax Data Chapter 3 Limitation On Benefits (LOB) Code

\* Unspecified ▼

Section 15 requires the entry of your tax form details. Follow below steps to complete the section :

(1) Select “Add withholding tax details information (W8)”

15 Withholding tax details information (W8) **1** Add Withholding tax details information (W8) (0)

(2) to (4) Select “Add Company Code Data”, “Add Withholding taxes (0)” & “Add Withholding tax data”

All Content > 15 Withholding tax details information (W8)

### Withholding tax details information (W8) (0)

Name ↑

(\*) indicates a required field

**2** Add Company Code Data

All Content > 15 Withholding tax details information (W8)

### Withholding tax details information (W8) (1)

Name ↑

▼ **Company Code Data #1** Delete

Company Code ID [E110] - SES Americom Inc. ▼

**3** Add Withholding taxes (0)

Withholding taxes (\*) indicates a required field

Add Company Code Data

All Content > 15 Withholding tax details information (W8) > 15.1.2 Withholding taxes

### Withholding taxes (0)

Name ↑

(\*) indicates a required field

**4** Add Withholding tax data

(5) Complete **Withholding tax data #1** with *Chapter 3* withholding tax details (as per the forms previously uploaded).

- **Withholding Tax Type Code** – please select **[03] – Chapter 3 1042SReporting**
- Complete - **Income Code, Status Code, Exemption Code** and add **W8 Signature Date** (as per the forms previously uploaded)

(6) Once data is complete, select “Add Withholding tax data” to add Chapter 4 details.

All Content > 15 Withholding tax details information (W8) > 15.1.2 Withholding taxes

### Withholding taxes (1)

Name ↑

▼ **Withholding tax data #1** Delete Less... ▾

(For Withholding Tax Data #1, select ONLY Chapter 3 Codes  
For Withholding Tax Data #2 – select ONLY Chapter 4 Codes)

**5** Withholding Tax Type Code \* [03] - Chapter 3 1042SReporting ▼

Income Code \* Unspecified ▼

Status Code \* Unspecified ▼

Withholding Tax Indicator Yes

Exemption Code \* Unspecified ▼

W8 Signature Date \* [Calendar Icon]

W8 Validity End Date (Valid ONLY for 3 years) Tue, 31 Mar, 2099

Exemption Number [0]

**6** Add an additional Withholding tax data (\*) Indic

Example:

**Only for Chapter 3**

All Content > 15 Withholding tax details information (W8) > 15.1.2 Withholding taxes

Withholding taxes (2)

Name ↑	
▼ Withholding tax data #1 <span>Delete</span> <span>Less... -</span>	
(For Withholding Tax Data #1, select ONLY Chapter 3 Codes For Withholding Tax Data #2 – select ONLY Chapter 4 Codes)	
Withholding Tax Type Code	* [03] - Chapter 3 1042SReporting
Income Code	* [23] - Other income
Status Code	* Chap 3 [09 ] - Withholding Foreign Partnership
Withholding Tax Indicator	Yes
Exemption Code	* Chap 3 [03 ] - Income is not from U.S. sources
W8 Signature Date	* Tue, 19 May, 2020
W8 Validity End Date (Valid <b>ONLY</b> for 3 years)	Tue, 31 Mar, 2099
Exemption Number	[0]

(7) Complete **Withholding tax data #2** with **Chapter 4** withholding tax details (as per the forms previously uploaded)

- **Withholding Tax Type Code** – please select **[04] – Chapter 4 1042SReporting**
- Complete - **Income Code, Status Code, Exemption Code** and add **W8 Signature Date** (as per the forms previously uploaded)

▼ Withholding tax data #2 <span>Delete</span> <span>Less... -</span>	
(For Withholding Tax Data #1, select ONLY Chapter 3 Codes For Withholding Tax Data #2 – select ONLY Chapter 4 Codes)	
Withholding Tax Type Code	* [04] - Chapter 4 1042SReporting
Income Code	* Unspecified
Status Code	* Unspecified
7 Withholding Tax Indicator	Yes
Exemption Code	* Unspecified
W8 Signature Date	*
W8 Validity End Date (Valid <b>ONLY</b> for 3 years)	Tue, 31 Mar, 2099
Exemption Number	[0]

[Add an additional Withholding tax data](#) (\*) Indicates required field

Example:

Only for Chapter 4

▼ Withholding tax data #2 <span style="float:right">Delete Less... [-]</span>	
<b>(For Withholding Tax Data #1, select ONLY Chapter 3 Codes For Withholding Tax Data #2 – select ONLY Chapter 4 Codes)</b>	
Withholding Tax Type Code	* [04] - Chapter 4 1042SReporting ▾
Income Code	* [23] - Other income
Status Code	* Chap 4 [34 ] - Nonconsenting U.S. account
Withholding Tax Indicator	Yes
Exemption Code	* Chap 4 [21 ] - Other – payment not subject to chapter 4 withholding
W8 Signature Date	* Tue, 19 May, 2020
W8 Validity End Date (Valid <u>ONLY</u> for 3 years)	Tue, 31 Mar, 2099
Exemption Number	[0]

Click “Save” twice to come back to registration questionnaire (8).

8 Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 15 Withholding tax details information (WB) > 15.1.2 Withholding taxes

Withholding taxes (2)

Name 1

Income Code	* Unspecified ▾
Status Code	* Unspecified ▾
Withholding Tax Indicator	Yes
Exemption Code	* Unspecified ▾
W8 Signature Date	*
W8 Validity End Date (Valid <u>ONLY</u> for 3 years)	Tue, 31 Mar, 2099
Exemption Number	[0]
▼ Withholding tax data #2 <span style="float:right">Delete Less... [-]</span>	
<b>(For Withholding Tax Data #1, select ONLY Chapter 3 Codes For Withholding Tax Data #2 – select ONLY Chapter 4 Codes)</b>	
Withholding Tax Type Code	* [04] - Chapter 4 1042SReporting ▾
Income Code	* Unspecified ▾
Status Code	* Unspecified ▾
Withholding Tax Indicator	Yes
Exemption Code	* Unspecified ▾
W8 Signature Date	*
W8 Validity End Date (Valid <u>ONLY</u> for 3 years)	Tue, 31 Mar, 2099
Exemption Number	[0]

(\*) indicates a required field

[Add an additional Withholding tax data](#)

You have successfully submitted your withholding tax forms and details.

## 2.7 Submit questionnaire

At this point, you have successfully completed/reviewed the SES registration questionnaire. You may :

- **Submit Entire Response** to send questionnaire for SES validation, or
- **Save draft** to hold submission yet save your entries for later processing;

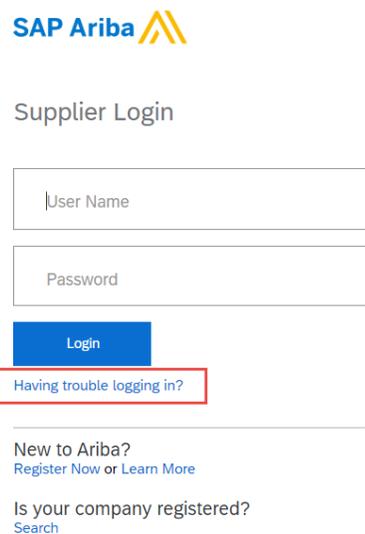


Thank you for your efforts in completing the SES registration questionnaire. You will be notified once SES team has validated your entries.

## 3. Regaining access to your account

### 3.1 Forgotten password or username

If you have forgotten your password / username, there is a simple procedure to reset it. First, go to the login page at <https://service.ariba.com/Supplier.aw/> & select “Have trouble logging in” as shown below :



From the landing page, select :

- **I forgot my username** to receive your username via email.
- **I forgot my password** to be sent a password reset email.

Within minutes, you will receive the expected email from Ariba system to help you regain access to your account.

### 3.2 Get live support

If you do not manage to regain access to your Ariba account via “Forgot password or username” feature, you may contact Ariba to get live support within minutes (e.g. previous administrator left the company, Trading Relationship incorrectly established, outstanding Purchase Orders are not visible, etc.).

Follow below guidelines to reach live support :

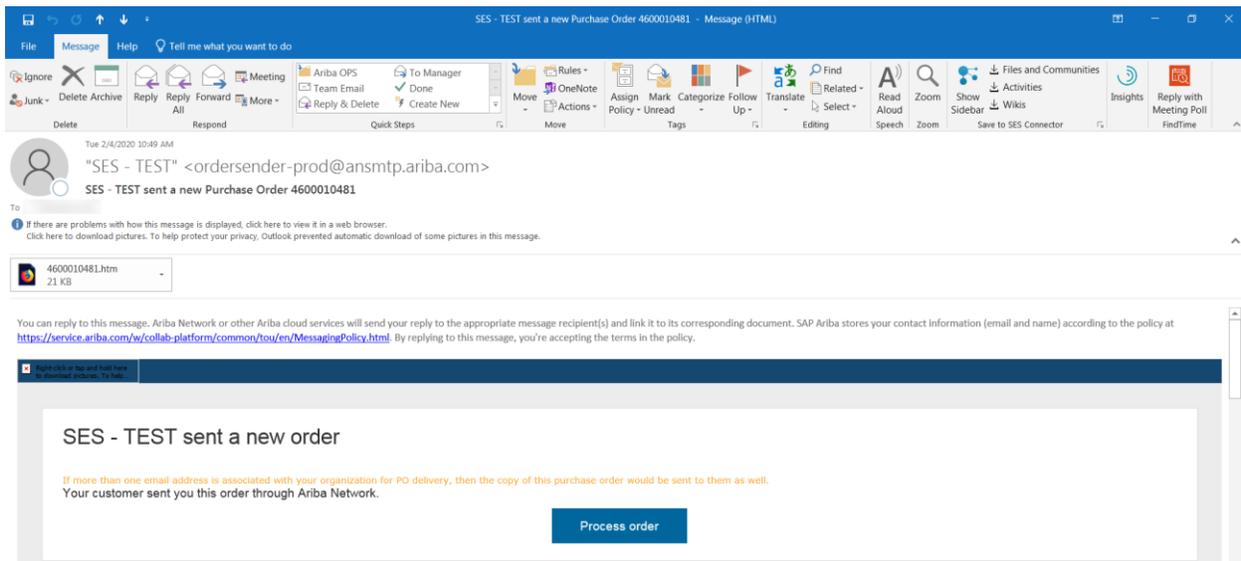
1. Go to Ariba supplier login <https://service.ariba.com/Supplier.aw>
2. Select "have trouble logging in?"
3. Select 'support' icon (bottom right side of the screen, headset icon)
4. Complete 'I need help with' question with any fitting end, e.g. “accessing my company’s Ariba account”
5. Ariba will ask you questions on error messages you might see, to which you can answer ‘No’
6. Eventually, section “Can’t find what you are looking for?” will open. Please select “Get help by phone”.
7. Enter your contact details. You will receive a phone call from an Ariba expert within the indicated waiting time (Provide Ariba support team with any information in your possession to help them identify your account, e.g. Ariba Network ID (ANID), Purchase Order Number, Previous Administrator’s name, etc.).

Ariba team will walk you through a process to validate and reset your ownership of the lost account. SES team also remains available for support via [vendor.management@ses.com](mailto:vendor.management@ses.com) .

## 4. Accessing your Purchase Order

### 4.1 From SES emailed order notification

You will receive below email when SES places a Purchase Order with your company:

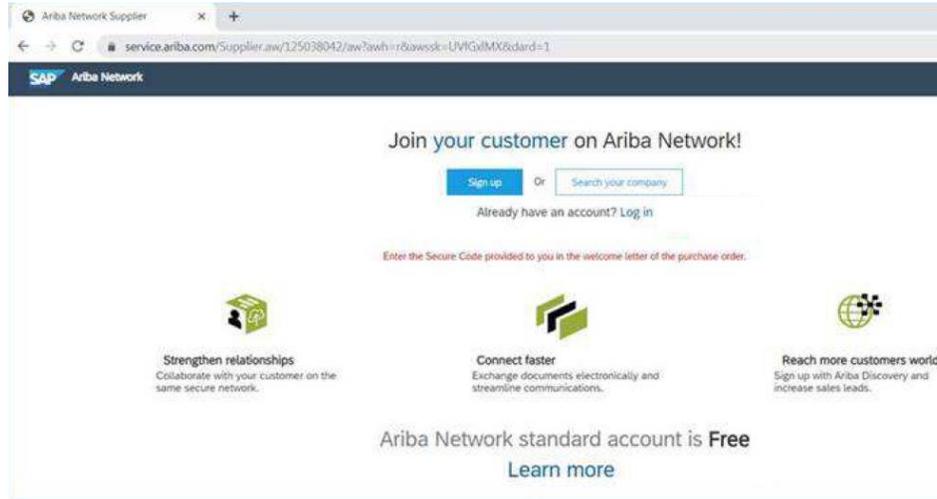


Select **Process Order** to open Ariba Network login page.

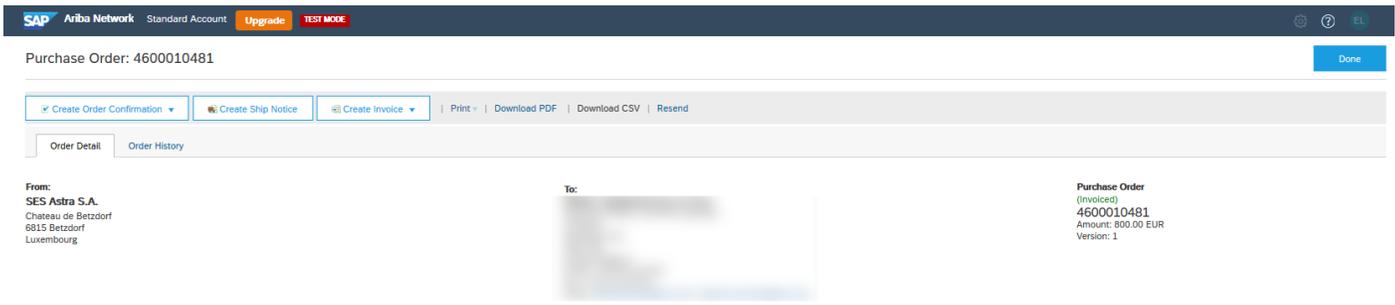
- (a) Your company is already registered as an SES supplier on Ariba Network. Enter your credentials to access outstanding purchase order.

The screenshot shows the SAP Ariba Supplier Login page. At the top is the SAP Ariba logo. Below it is the heading "Supplier Login". The message reads: "Your company [redacted] is already registered. If you don't have a user account, request one now." There are two input fields: "User Name" and "Password". Below these fields is a blue "Login" button. At the bottom, there is a link "Having trouble logging in?" and a section titled "Is your company registered?" with a "Search" link.

(b) Your company is new to Ariba or not yet actively trading with SES on Ariba Network. Select **Sign up** to register on Ariba Network or **Log in** to synchronize your existing account with SES.



Once you have connected signed-in your Ariba account, Purchase Order view will open for your review, acknowledgement or invoicing.



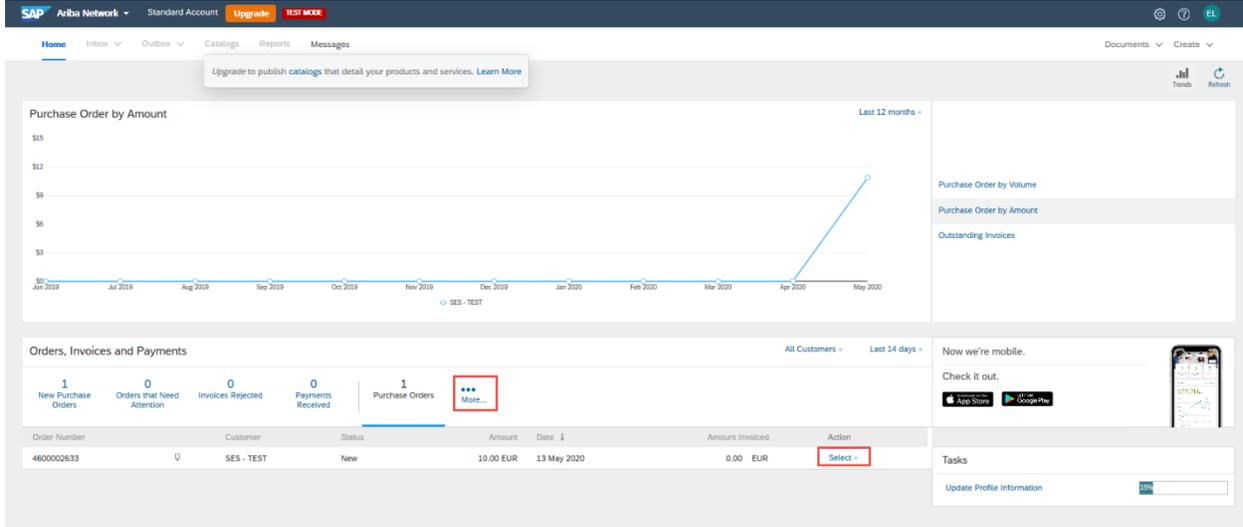
## 4.2 From Ariba Network login page

If you lost the SES Purchase Order email, you may access the order directly from Ariba Network.

Note: This procedure is only applicable for companies already trading with SES on Ariba Network. If you do not have an account or your account is not yet actively trading with SES (first Ariba order from SES), please follow instructions on [how to get Ariba live support](#) to regain access to the order.

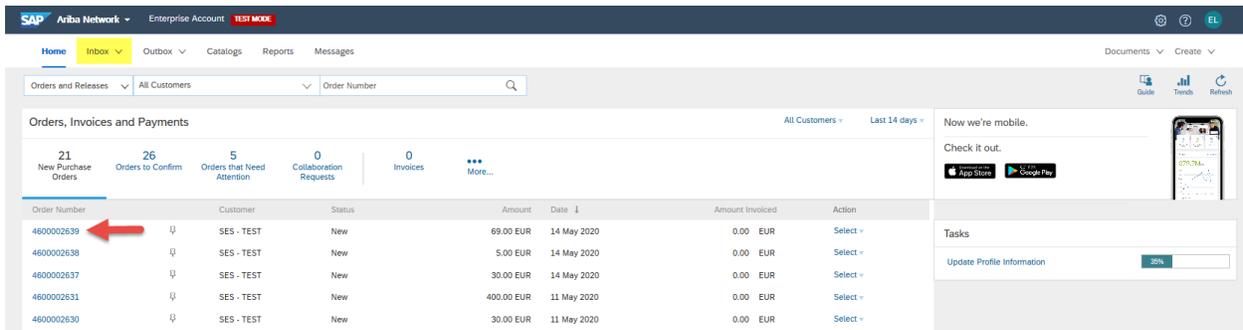
Go to Ariba supplier login <https://service.ariba.com/Supplier.aw> and enter your credentials to access your Ariba account.

## Ariba Standard account



On the “Home” page, go to *New Purchase Orders* or *Purchase Orders* to locate outstanding order & click “select > send me a copy to take action” to receive the Purchase Order in your Inbox. “Process order” link on the email text will allow you to open the order in Ariba Network & send acknowledgement / invoice documents.

## Ariba Enterprise account



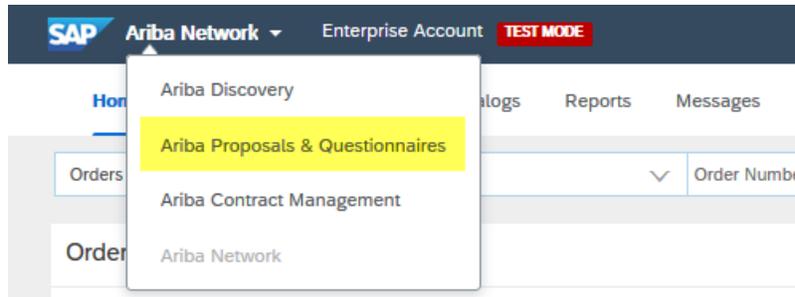
You may select the Purchase Order ID directly from the Homepage (*New Purchase Orders* or *Purchase Orders* sections) to process relative document. **Inbox** also allows you to run advanced searches on purchase order documents.

## 5. Maintaining Your Profile

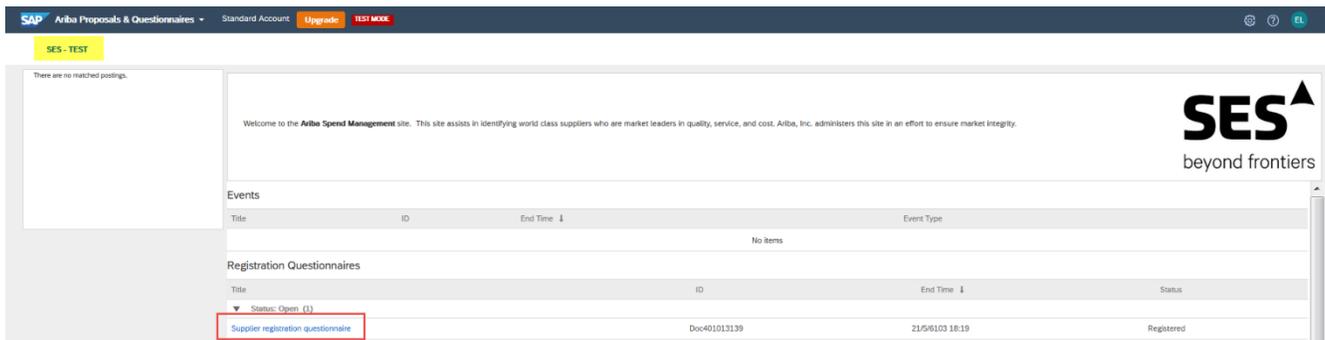
On an ongoing basis, you are expected to keep your company profiles up-to-date (Address details, Legal name, Bank and tax details, etc.).

To update your company data, a revised version of SES registration questionnaire must be submitted.

To revise your questionnaire, connect to your Ariba Network account and go to “Ariba Proposals & Questionnaires” :



On the SES client page, open « SES registration questionnaire » :



Select “**Revise response**” to update your details & submit these changes for SES review.