

## 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 (July 2021)

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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

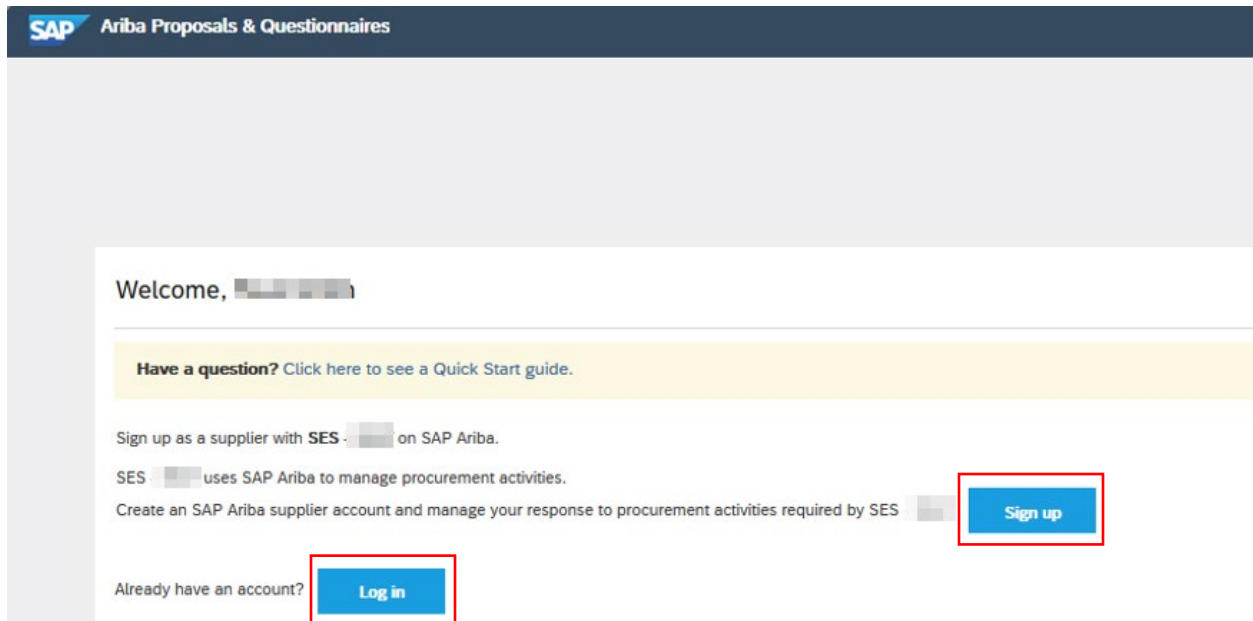
Sincerely,

**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@gmail.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 or Browse

Branding of product naming system ⓘ

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

General ⓘ

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 "IT" 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.				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 ↑	
▼ 1 Prerequisites	
<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 <a href="mailto:vendor.management@ses.com">vendor.management@ses.com</a></p> <p>For any further data protection related questions or complaints, please contact our data protection officer at <a href="mailto:dataprotection-officer@ses.com">dataprotection-officer@ses.com</a></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>* Agree ▼</p> <p>* Yes ▼</p>
1.3 Comments	<div></div>
1.5 Are you managing multiple legal entities under the same Ariba Network ID?	* No ▼
1.6 As a supplier you will be created as a	Vendor to do business with SES

## 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>           3.1 Address Details           3.2 Order Currency  3.3 Where are you based?  3.4 Are you willing to do business with SES US entities?  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>	* Show More 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 ⓘ * [EUR] - Euro * Outside the US * Yes * +352/79999999
<b>▼ 4 Your Contact Profile</b> 4.1 First Name 4.2 Last name 4.3 Role in the supplier's organization 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> 4.5 Contact Email 4.6 Remittance Email	* John * Smith * Service * +352/78888888 * john.smith@company.com * 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>	1 Add Bank Information (0)	
6 Bank Details Document (Please upload a PDF of an official document confirming your bank details)		*Attach a file
9 Do you have intermediary bank details?		Unspecified ▾

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

All Content > 5 Bank Information

Bank Information (0)

Name ↑

No items

(\*) indicates a required field

Add Bank Account Details 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.

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

<p>3</p> <p>Bank Type: No Choice ▾</p> <p>Country: Luxembourg ▾</p> <p>Name: <input type="text"/></p> <p>Bank Branch: <input type="text"/></p> <p>Street: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State/Province/Region: <input type="text"/></p> <p>Postal Code: <input type="text"/></p> <p>Account Holder Name: <input type="text"/></p> <p>Bank Key/ABA Routing Number: <input type="text"/></p> <p>Account Number: <input type="text"/></p> <p>IBAN Number: LU99999999999999999999</p> <p>SWIFT Code: <input type="text"/></p> <p>Bank Account Type: No Choice ▾</p>	<p>3</p> <p>Bank Type: No Choice ▾</p> <p>Country: United States ▾</p> <p>Name: <input type="text"/></p> <p>Bank Branch: <input type="text"/></p> <p>Street: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State/Province/Region: <input type="text"/></p> <p>Postal Code: <input type="text"/></p> <p>Account Holder Name: <input type="text"/></p> <p>Bank Key/ABA Routing Number: 99999999</p> <p>Account Number: 999999999</p> <p>IBAN Number: <input type="text"/></p> <p>SWIFT Code: <input type="text"/></p> <p>Bank Account Type: No Choice ▾</p>	<p>3</p> <p>Bank Type: No Choice ▾</p> <p>Country: Sweden ▾</p> <p>Name: <input type="text"/></p> <p>Bank Branch: <input type="text"/></p> <p>Street: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State/Province/Region: <input type="text"/></p> <p>Postal Code: <input type="text"/></p> <p>Account Holder Name: <input type="text"/></p> <p>Bank Key/ABA Routing Number: 0000</p> <p>Account Number: 9999999</p> <p>IBAN Number: <input type="text"/></p> <p>SWIFT Code: <input type="text"/></p> <p>Bank Account Type: No Choice ▾</p>
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- (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.

Ariba Sourcing

Go back to SES - TEST Dashboard

Desktop File Sync

4 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 > 5 Bank Information

Bank Information (2)

Name 1

Bank Account Details #1 Delete

Bank Details

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:

Bank Control Key: No Choice

Add an additional Bank Account Details

(\*) 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	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	01.03.06
<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).

▼ 12 Taxpayer Identification Number		
12.1 Company registration number	<input type="text" value="B 99999"/>	
12.2 Do you have applicable tax identification?	* Yes ▼	
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 "FR29572142735", for US "52-1219029").</small>		
Country: Luxembourg (LU) ⓘ		
Tax Name	Tax Type	Tax Number
Luxembourg VAT Registration Number	Organization	LU202000000

## 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.)

▼ 16 Withholding tax forms information (W9)	
▼ 16.1 Tax Forms	
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	* [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)



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		
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] - 1099MSC 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 <b>only one</b> of the applicable forms identified below so that the registration can be finalized to expedite future PO's and payments <a href="https://www.irs.gov/businesses/corporations/fatca-related-forms">https://www.irs.gov/businesses/corporations/fatca-related-forms</a>	
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.	<a href="#">★ Attach a file</a>
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 ( <a href="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</a> )	<a href="#">★ Attach a file</a>
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)	<div>★ Unspecified ▼</div>

(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)	<div>★ Yes ▼</div>
14.1.4 Withholding Tax Data Chapter 3 Limitation On Benefits (LOB) Code	<div>★ Unspecified ▼</div>

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)	<div>1 Add Withholding tax details information (W8) (0)</div>
---	---

(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

Add Company Code Data **2**

All Content > 15 Withholding tax details information (W8)

Withholding tax details information (W8) (1)

Name ↑

▼ Company Code Data #1 Delete

Company Code ID

Withholding taxes **3** Add Withholding taxes (0)

(\*) 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

Add Withholding tax data **4**

(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)


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

Income Code \* Unspecified ▾

**5** Status Code \* Unspecified ▾

Withholding Tax Indicator Yes

Exemption Code \* Unspecified ▾

W8 Signature Date \* 

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

Exemption Number [0]

Add an additional Withholding tax data **6** (\*) indicates a required field

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	Delete Less... ▾
(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	Delete Less... ▾
(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



Example:

Only for Chapter 4

▼ Withholding tax data #2	Delete	Less... -
(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	*	[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 <b>ONLY</b> 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 <b>ONLY</b> for 3 years)		Tue, 31 Mar, 2099
Exemption Number		[0]

▼ Withholding tax data #2

Delete Less... -

(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 ▾
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 a required field

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;



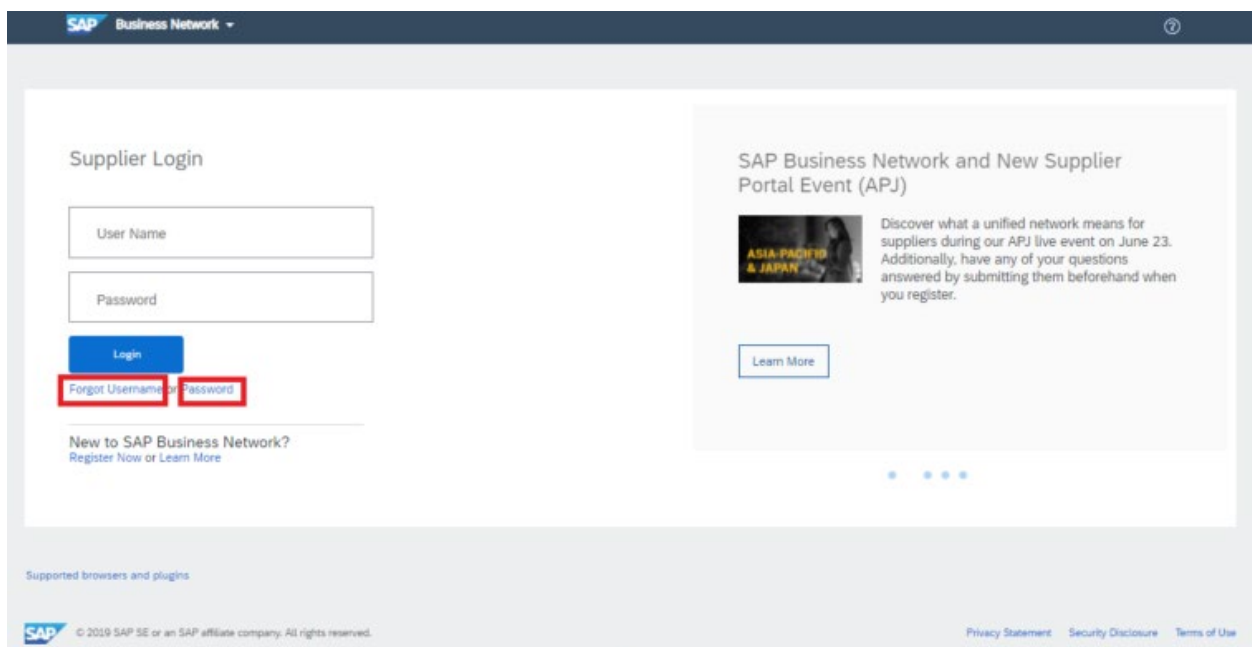
Submit Entire Response | Save draft | Compose Message | Excel Import

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. From the login page at <https://service.ariba.com/Supplier.aw/> select “Forgot Username” to receive your username via email or “Password” to be sent a password reset email, as shown below:



SAP Business Network

### Supplier Login

User Name

Password

Login

**Forgot Username** | **Password**

New to SAP Business Network?  
Register Now or Learn More

### SAP Business Network and New Supplier Portal Event (APJ)

Discover what a unified network means for suppliers during our APJ live event on June 23. Additionally, have any of your questions answered by submitting them beforehand when you register.

Learn More

Supported browsers and plugins


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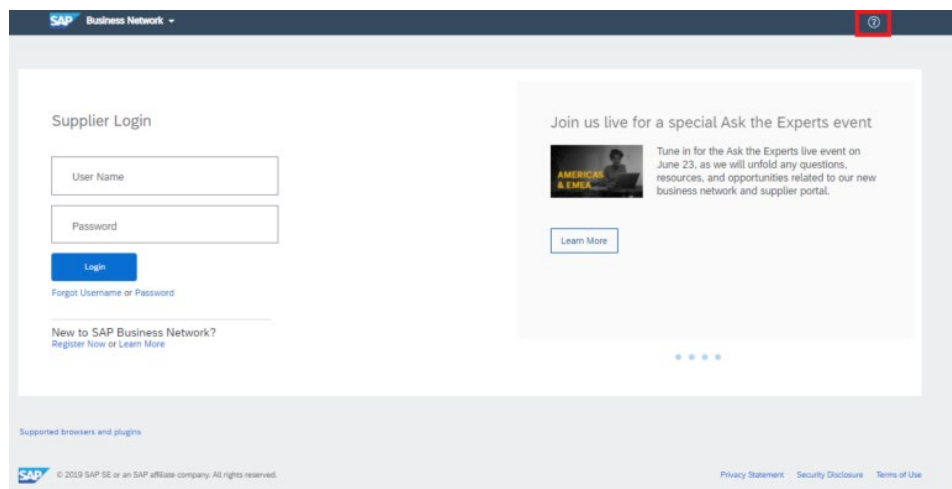
Within minutes, you will receive the expected email from Ariba system to help you regain access to your account.

### 3.2 Get live support

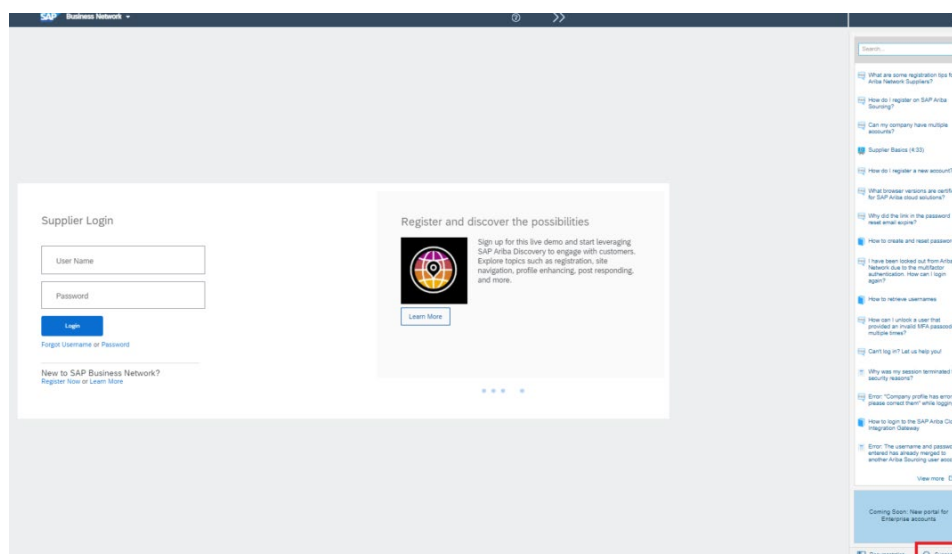
If you do not manage to regain access to your Ariba account via “Forgot password or username” feature, you may contact Ariba to get live support within minutes (e.g. previous administrator left the company, Trading Relationship incorrectly established, outstanding Purchase Orders are not visible, etc.).

**Note:** Before contacting Ariba live support you can also choose to change the language of your account and, when asking for live support, you might also be contacted by a person who speaks your language.

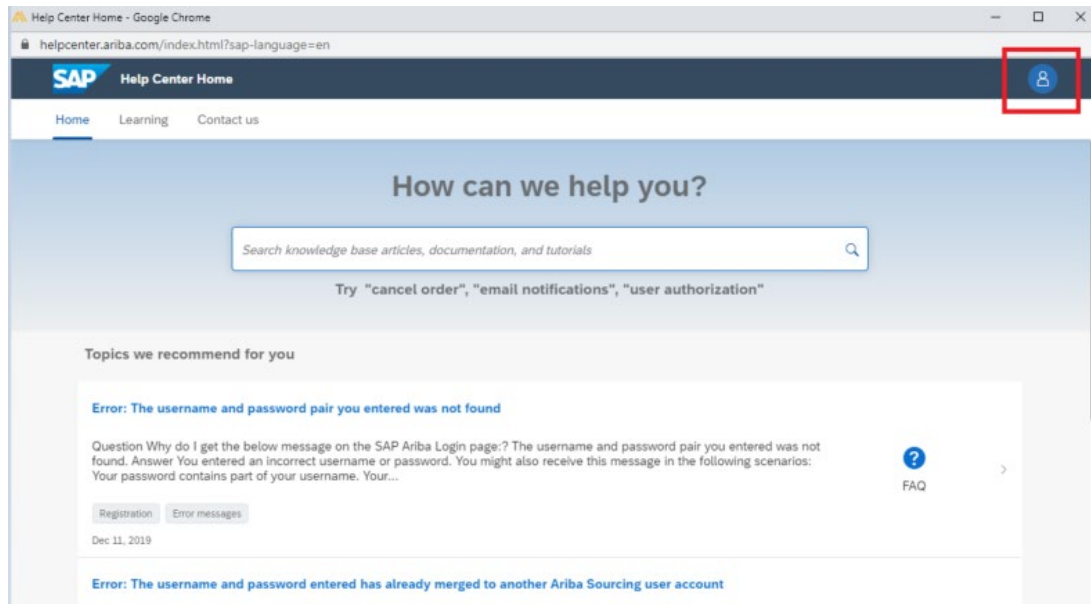
To change your account language please click on the help  icon in the upper-right corner of the application



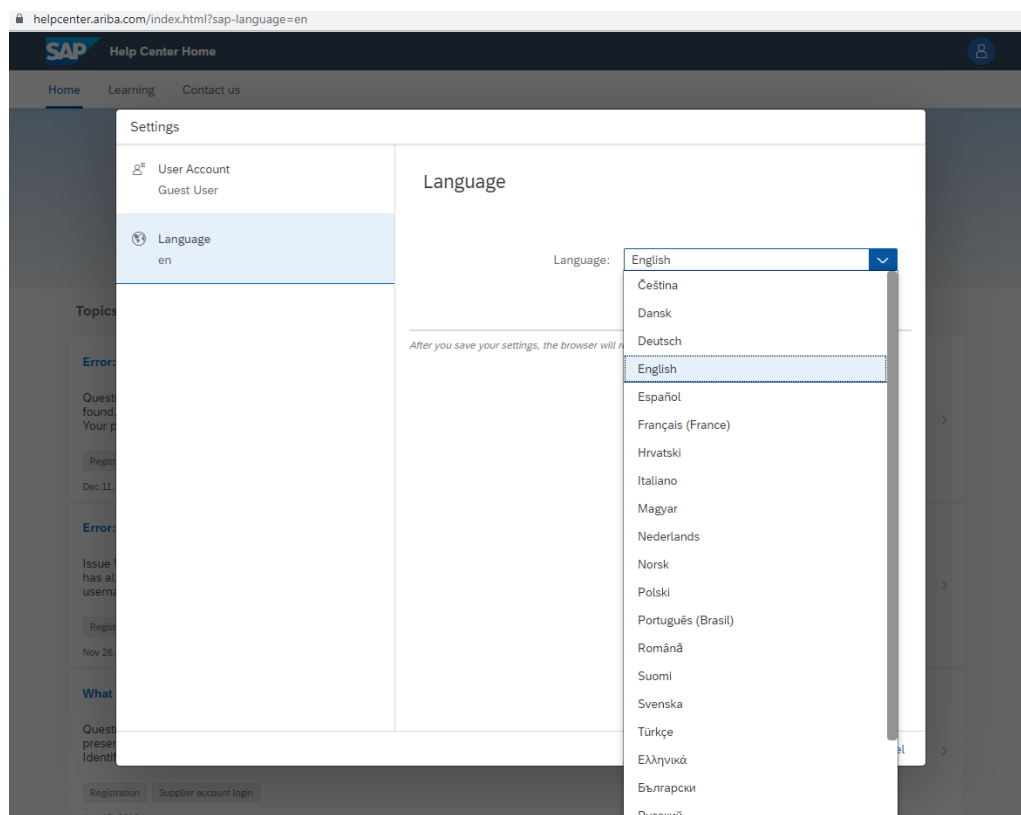
And then click Support in the bottom-right corner next to the *headset* icon



A new window will be opened. You can click on the top right side if the screen under your “Profile”, click Settings.




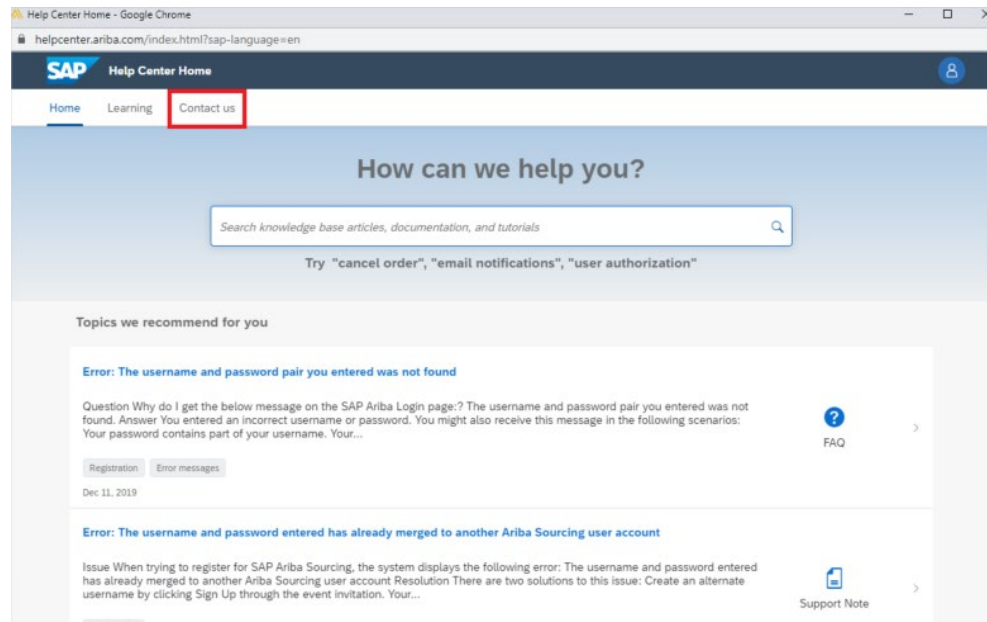
Then click on the “Language” tab and select your language from the drop down list on the right side.



After this step all the details in your account will be displayed in your language of choice.

Follow the below guidelines for access to customer-specific data, guided assistance, support options, and additional help topics:

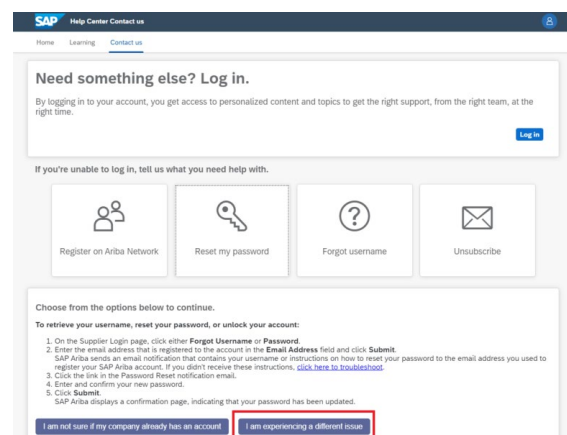
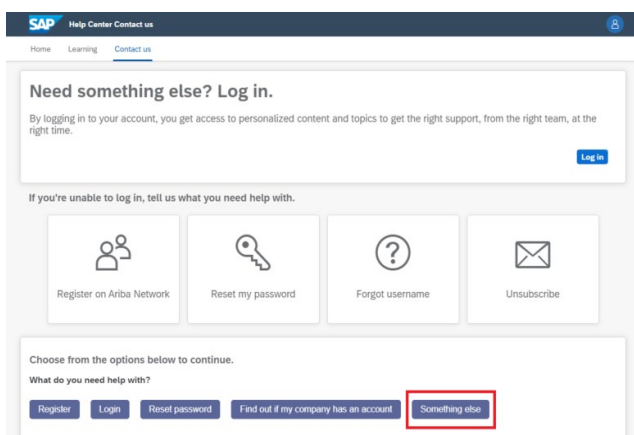
1. Go to Ariba supplier login <https://service.ariba.com/Supplier.aw>
2. Click the help  icon in the upper-right corner of the application.
3. Click **Support** in the bottom-right corner next to the headset icon.
4. Click the **Contact us** tab.



5. Click a topic to get step-by-step instructions or additional buttons to narrow down your question/issue.

After reviewing the steps provided, if you need additional help from SAP Ariba Customer Support:

1. Click the **Something else or I am experiencing a different issue** button.



2. Click **Contact us** in the bottom-right.

SAP Help Center Contact us

Home Learning Contact us

By logging in to your account, you get access to personalized content and topics to get the right support, from the right team, at the right time.

Log in

If you're unable to log in, tell us what you need help with.

Register on Ariba Network Reset my password Forgot username Unsubscribe

Choose from the options below to continue.

To retrieve your username, reset your password, or unlock your account:

1. On the Supplier Login page, click either **Forgot Username** or **Password**.
2. Enter the email address that is registered to the account in the **Email Address** field and click **Submit**. SAP Ariba sends an email notification that contains your username or instructions on how to reset your password to the email address you used to register your SAP Ariba account. If you didn't receive these instructions, [click here to troubleshoot](#).
3. Click the link in the Password Reset notification email.
4. Enter and confirm your new password.
5. Click **Submit**. SAP Ariba displays a confirmation page, indicating that your password has been updated.

I am not sure if my company already has an account I am experiencing a different issue

Can't find what you're looking for? Contact us

3. Fill in the form with as much detail as possible and click **One last step**.

SAP Help Center Contact us

Home Learning Contact us

Requested language of support: English [Change?](#)

Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.

1. Tell us what you need help with.

Subject: \* Reset my password

Full description: \* Affected items, expected results, etc.

Attachment:

Top Recommendations:

- How do I reset my Business Network password?
- Where is my password reset email?

2. Please review your contact information for correctness:

First name: \*

Last name: \*

Username:

Company: \*

Email: \*

Phone:

Extension:

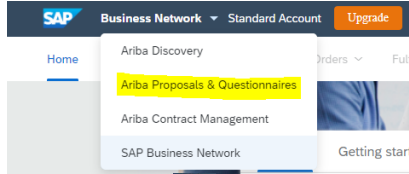
One last step


4. Select the contact method and click **Submit**.

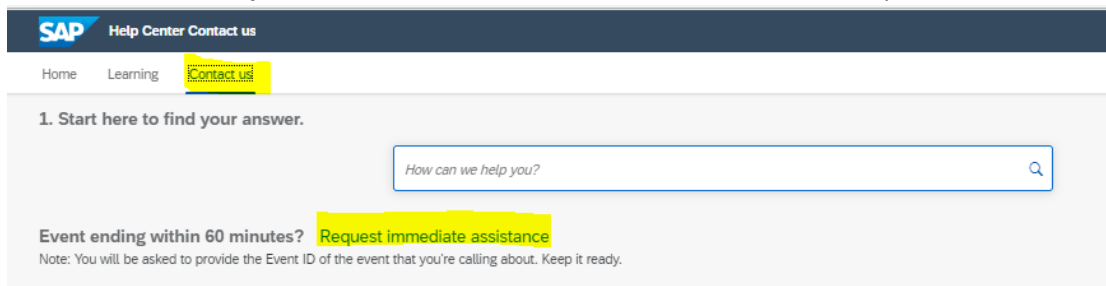
Ariba team will walk you through a process to validate and reset your ownership of the lost account. SES team also remains available for support via [vendor.management@ses.com](mailto:vendor.management@ses.com).

**! Note:** If you have issues accessing the supplier registration questionnaire that SES sent via Ariba Network, you should follow the below guidelines to get in touch with Ariba live support:

1. Go to Ariba supplier login <https://service.ariba.com/Supplier.aw> and log in
2. Click on Ariba Proposals & Questionnaires



3. Click the help  icon in the upper-right corner of the application.
4. Click **Support** in the bottom-right corner next to the headset icon.
5. Click the **Contact us** tab.
6. Then either click **Request immediate assistance** and fill in the form that opens and submit it



 A screenshot of the SAP Help Center 'Contact us' form. The top navigation bar shows 'SAP', 'Help Center', and 'Contact us'. Below this, there are tabs for 'Home', 'Learning', and 'Contact us'. The main content area has a heading '1. Tell us what you need help with.' followed by a form with the following fields: 'Subject' (with the value 'Help with event ending soon'), 'Document or Event Number', 'Company that invited you', and 'Time remaining in event'. Below this, there is a heading '2. Please review your contact information for correctness:' followed by a form with the following fields: 'First name', 'Last name', 'Username', 'Company', 'Email' (with the value 'edouard.leroy@ses.com'), 'Phone', 'Extension', 'Confirm phone', and 'Ariba Network ID' (with the value 'AN01433477970-T'). There are also checkboxes for 'My phone number is correct.' and 'Do not record my phone call.' At the bottom, there is a link to the 'SAP Ariba Privacy Statement'.

7. Or fill in “questionnaire” and click search. You can review articles that show up in the search results. If you want to contact Ariba Support you click on “Company profile”, then “Something else”,

then click on the “Contact us” blue button at the bottom of the page on the right, fill in the form and submit it.

SAP

Help Center Contact us

Home

Learning

Contact us

1. Start here to find your answer.

questionnaire

×

Q

2. Browse below for our AI-based recommendations\*

**What link can I use to login to SAP Ariba Proposals & Questionnaires?**  
Question What link can I use to login to SAP Ariba Proposals & Questionnaires ? Answer If you are already connected to the buyer site on Ariba Sourcing (Ariba Proposals and Questionnaire), you can access your SAP Ariba Pro

FAQ  
Jun 14, 2021

**How do I Reopen a closed questionnaire in SAP Ariba Supplier Lifecycle & Performance?**  
Question How buyer can re-open the closed questionnaire so that supplier can submit ? Answer Project owner of the registration project should follow the below steps. Go to advanced view of the supplier registration project Doc

FAQ  
Jul 16, 2021

**Why am I seeing a blank pop up box when attempting to access the Supplier Profile Questionnaire (SPQ)?**  
Question Why am I seeing a blank pop up box when attempting to access the Supplier Profile Questionnaire (SPQ)? Answer Something in the browser is blocking the content from loading the questionnaire content. You have a couple options to r

FAQ  
Oct 30, 2020

**How to submit / update my supplier registration questionnaire?**  
Question How to submit / update my supplier registration questionnaire? Answer Log in at <https://proposals.seller.ariba.com>. In your customer's tab, click Supplier Registration Questionnaire . If you are updating your answer

FAQ  
Feb 19, 2020

**Why did the initial sync of the SLP internal questionnaire to SM include a null value?**  
Issue Why did the initial sync of the Supplier Lifecycle & Performance (SLP) internal questionnaire field mapping to Supplier Management (SM) include a null value? Resolution Remove the field mapping from the external or internal

Support Note  
Feb 20, 2020

\*Powered by SAP Incident Solution Matching

3. Choose from the options below to continue.

Are you trying to update your company profile or complete a Supplier Profile Questionnaire (SPQ) from a customer?

Company profile

SPQ

Not sure

Neither

What are you trying to do?

Update expired profile information

Add DUNS number to profile

Add company logo to profile

Update company name, address, or tax ID

Add social media details to profile

Upload certification

Something else

Event ending within 60 minutes? [Request immediate assistance](#)

Note: You will be asked to provide the Event ID of the event that you're calling about. Keep it ready.

Can't find what you're looking for?

Contact us

SES | SAP Ariba Supplier Registration Handbook (July, 2021)

24



[Help Center](#)
[Contact us](#)

[Home](#)
[Learning](#)
[Contact us](#)

Requested language of support: English [Change?](#)  
Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.

1. Tell us what you need help with.

Subject:\*

Full description:\*

Attachment:

Issue type:\*

Issue area:\*

Document or Event Number:

Company that invited you:

Top Recommendations:

What link can I use to login to SAP Ariba Proposals & Questionnaires?  
 How do I Reopen a closed questionnaire in SAP Ariba Supplier Lifecycle & Performance?

2. How does this impact your normal business processes?

Business Impact:\*

3. Please review your contact information for correctness:

First name:\*

Last name:\*

Username:

Company:\*

Email:\*

Phone:\*

Extension:

Confirm phone:\*

☐ My phone number is correct.

Ariba Account ID:\*

Recommendations\*

Search

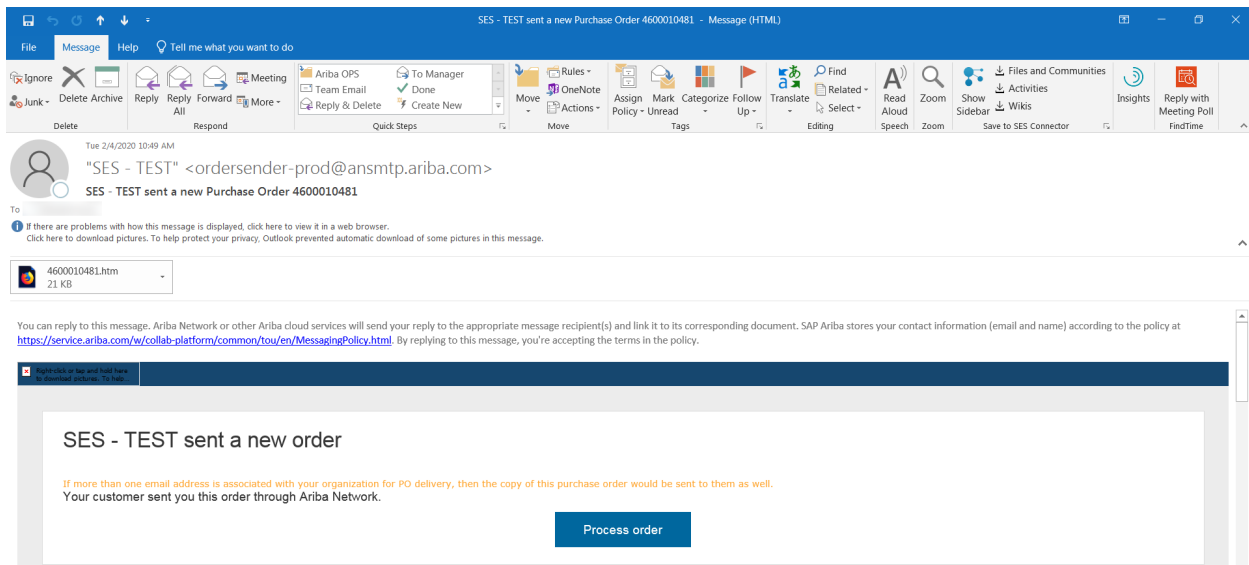
What link can I use to login to SAP Ariba Proposals & Questionnaires?  
 How do I Reopen a closed questionnaire in SAP Ariba Supplier Lifecycle & Performance?  
 Why am I seeing a blank pop up box when attempting to access the Supplier Profile Questionnaire (SPQ)?  
 How to submit / update my supplier registration questionnaire?  
 Why did the initial sync of the SLP internal questionnaire to SM include a null value?  
 The modular questionnaire approval task is complete but the questionnaire status is Not Responded. Why is this?  
 OpenAPI: Can I fetch questionnaire from multiple vendors at once on Supplier Data Pagination API?  
 Is there a way to revert a supplier to status Not Invited?  
 Can I update mappings of a question in the questionnaire for a given supplier while approving the questionnaire?  
 Why additional attachment option is not available in internal questionnaire?  
 OpenAPI: What is the format to update Date field?  
 The notification email that is sent to suppliers to ask them to answer a Modular Questionnaire is not getting sent. What is happening?  
 Why can't I click on my customer's name in the Customer Requested tab?  
 OpenAPI: How to create an attachment in a questionnaire via the Supplier Data API With Pagination  
 The status of a Supplier Registration is Pending

One last step

## 4. Accessing your Purchase Order

### 4.1 From SES emailed order notification

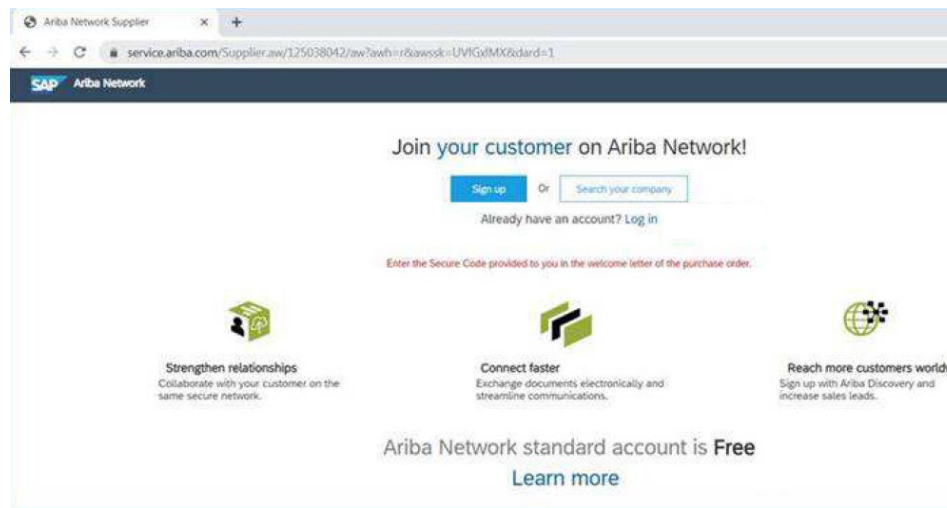
You will receive below email when SES places a Purchase Order with your company:



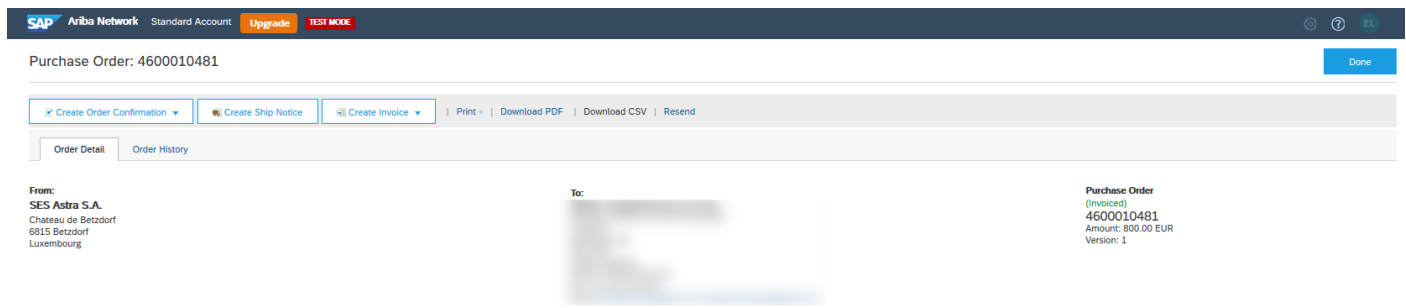
Select **Process Order** to open Ariba Network login page.

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

- (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.



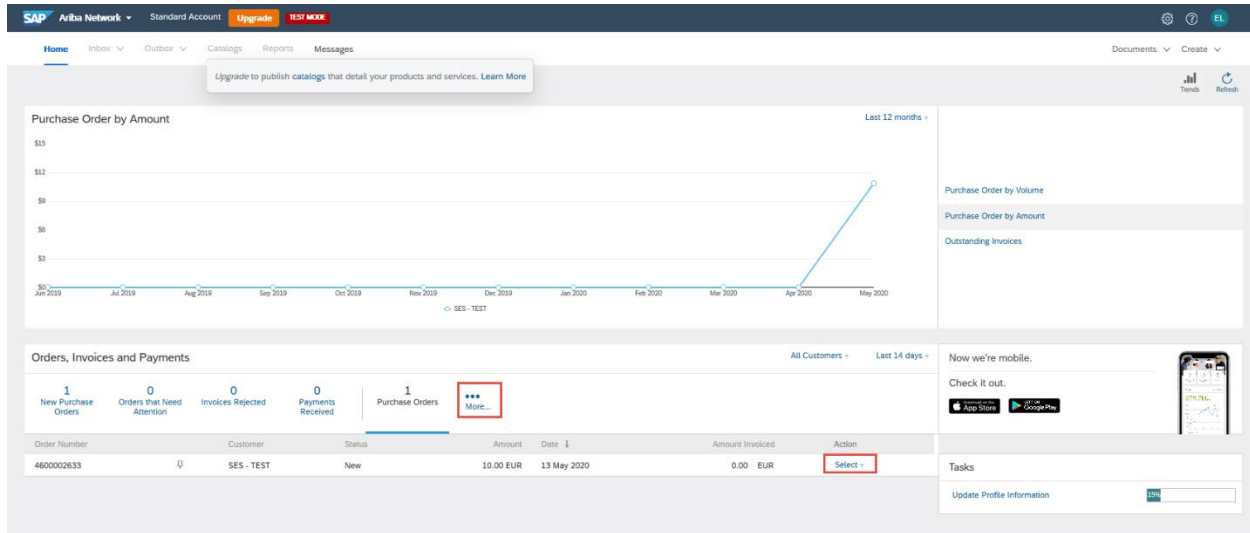
## 4.2 From Ariba Network login page

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.

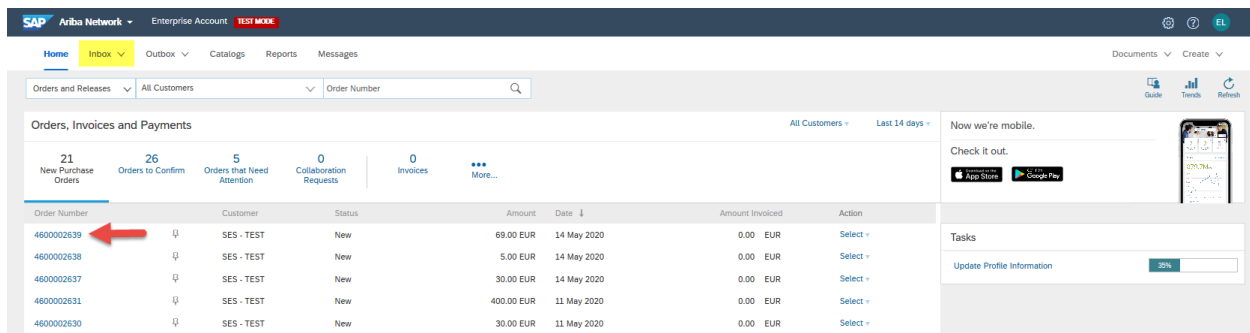
Go to Ariba supplier login <https://service.ariba.com/Supplier.aw> and enter your credentials to access your Ariba account.

## 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



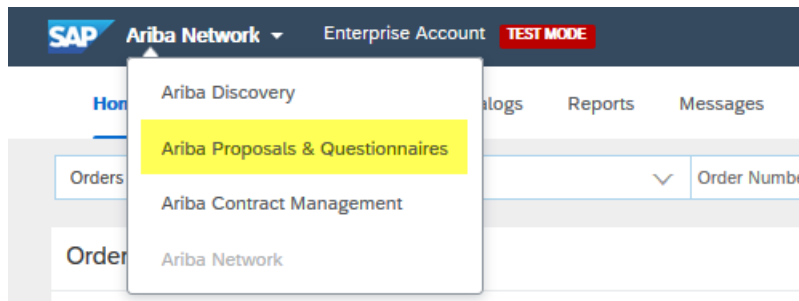
You may select the Purchase Order ID directly from the Homepage (*New Purchase Orders* or *Purchase Orders* sections) to process relative document. **Inbox** also allows you to run advanced searches on purchase order documents.

## 5. Maintaining Your Profile

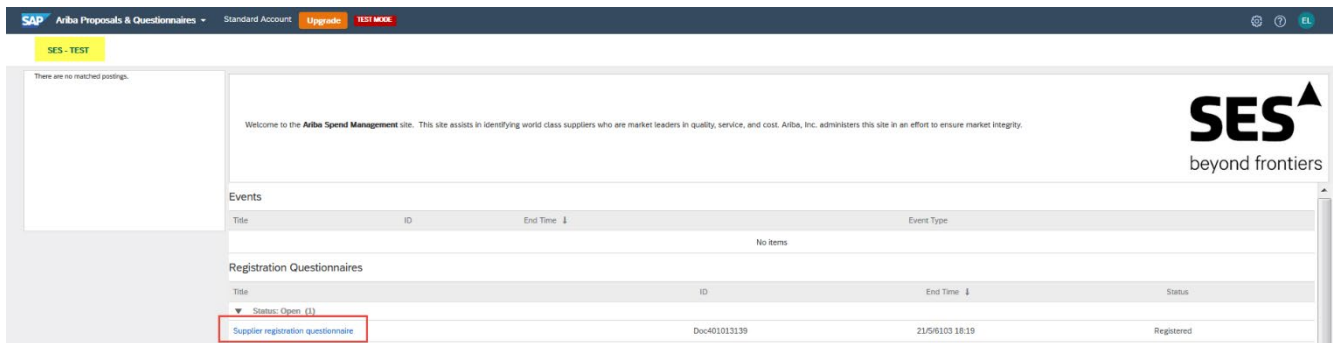
On an ongoing basis, you are expected to keep your company profiles up-to-date (Address details, Legal name, Bank and tax details, etc.).

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.