

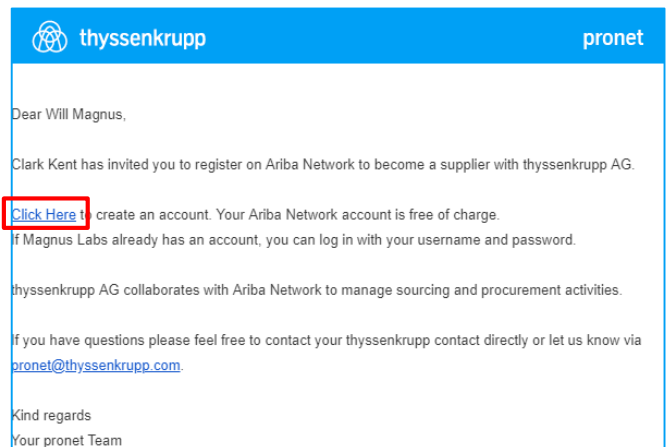
# Quick guide for thyssenkrupp supplier registration



## Step 1: Open invitation email

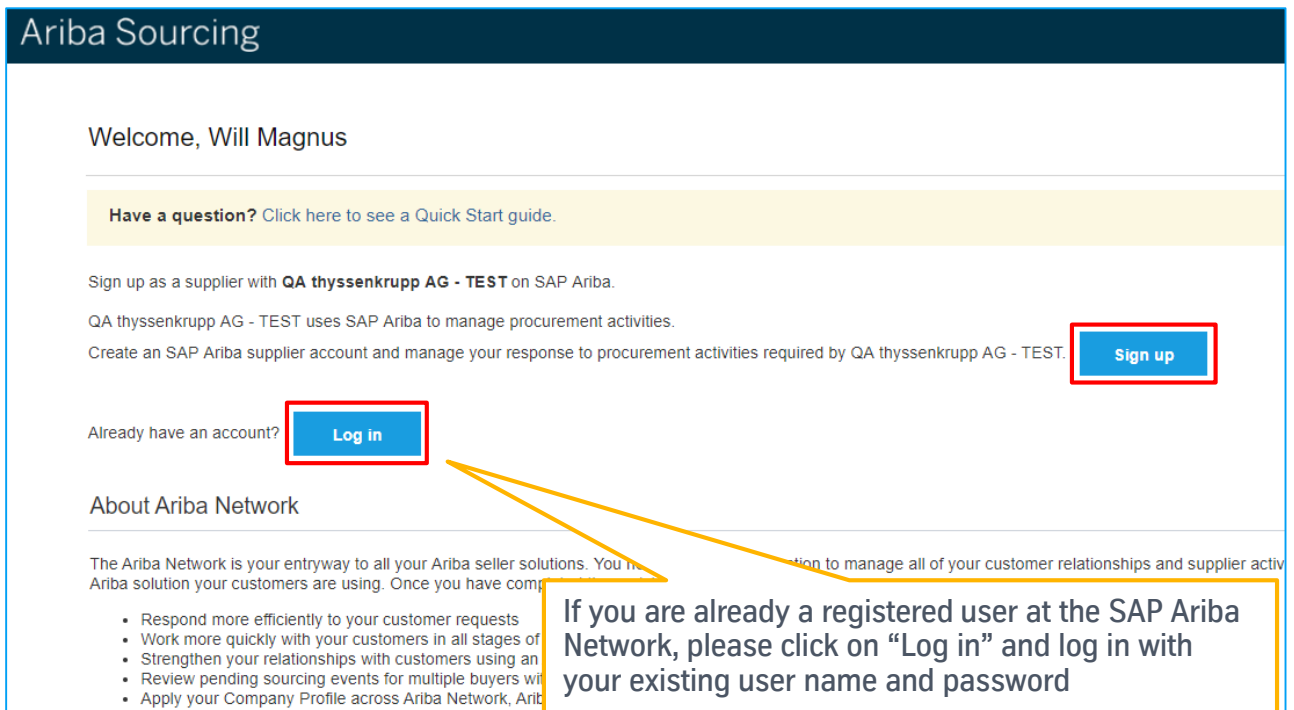
If you are invited to perform a qualification as a (future) thyssenkrupp supplier, you get an email containing all relevant background information and links to the steps to be performed:

To start the registration process, please use the link „Click Here“



## Step 2: Register or log in to the SAP Ariba Network

Please click on “Sign up” and you will be forwarded to the SAP Ariba Network.



### Step 3: Check your company data

In the upper section of the following page, please check the pre-defined data and correct them if necessary.

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by GA Thyssenkrupp AG - TEST.

Company information

\* Indicates a required field

Company Name: \* Magnus Labs

Country: \* United States [USA]

Address: \* 4000 Warner Blvd

Line 2

Line 3

City: \* Burbank

State: \* California

Zip: \* 91522

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.

Create account and continue

Cancel

If you have completed at least all mandatory fields (marked with an asterisk \*), click on the button "Create account and continue"

### Step 4: Check your contact data

In the lower section, you will find your contact details and can optionally specify your e-mail address or an individual user name as well as your password for access.

User account information

\* Indicates a required field

Name: \* Will Magnus

Email: \* sktestfdb@googlemail.com

Use my email as my username

Username: \* will.magnus@maglabs.dc

Password: \* .....

Language: English

Email orders to: \* will.magnus@maglabs.dc

SAP Ariba Privacy Statement

Must be in email format(e.g john@newco.com) ⓘ

Must contain a minimum 8 characters including letters and numbers. ⓘ

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

Customers may send you 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.

### Step 5: Add your product range and delivery area

Now select your product and service categories as well as possible delivery or service locations. Click on **"Add"** or **"Browse"**.

Tell us more about your business

Product and Service Categories: \* Enter Product and Service Categories Add -or- Browse

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

### Step 6: Confirm SAP Ariba Terms of Use and Confidentiality Statement

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

### Step 7: Answer questionnaire for thyssenkrupp

Now the thyssenkrupp registration questionnaire will be opened and all questions contained will be displayed. Now answer all mandatory questions marked with \*.

**Note:** Questions that are displayed without \* (such as "1.3 Please select your main product portfolio from the thyssenkrupp Sourcing Category Code (SCC)"), are optional and do not need to be answered.

All Content	
Name ↑	
▼ 1 Company information	
1.1 Do you already have business relations with thyssenkrupp?	* Unspecified ▾
1.3 Please select your main product portfolio from the thyssenkrupp Sourcing Category Code (SCC)	(select a value) [ select ]
1.4 Please select your main business focus regions	(select a value) [ select ]
1.5 Company legal name	* Magnus Labs
1.6 VAT Registration Number	* [ ]

(\*) indicates a required field

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

Time remaining to answer the questionnaire

After you have answered all the mandatory questions, press the "Submit Entire Response" button and confirm this in the following window

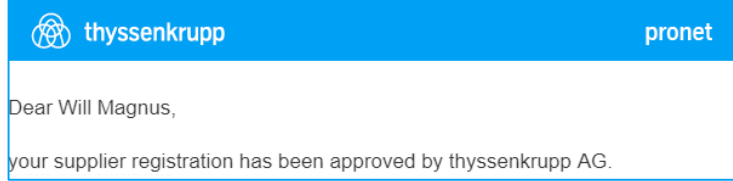
✓ Submit this response?  
Click OK to submit.  
OK | Cancel

As confirmation you will receive a message

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

### Step 8: Completing the registration

Your questionnaire will now be reviewed by thyssenkrupp and approved or rejected. You will receive an additional notification about the final decision regarding your registration.



In case of questions please visit the [Ariba Help Center](#) or refer to your thyssenkrupp contact person.