# Supplier Registration Guide

### This material includes:

- >> New Supplier Registration
  - Invitation
  - Creating an account in Ariba Network or login with an existing one
  - CCHBC Supplier Registration Questionnaire
- >>> Future supplier information changes
- >> Ariba Network Useful links

NB! All print screens used in this guide are from Ariba TEST environment





1. When you are invited to register through Ariba as vendor of <u>Coca-Cola Hellenic Bottling Company</u> (whether you are existing or new supplier) you will receive the following notification:

Register as a supplier with Coca-Cola Hellenic Bottling Company - TEST

Hello!

Aleksandra Mancheva has invited you to register to become a supplier with , g Company - TEST. Start by creating an account with Ariba Network. It's tree.

Coca-Cola Hellenic Bottling Company - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier Registration already has an account with Ariba Network, sign in with your username and password.

#### Click Here to create account now

You are receiving this email because your customer, Coca-Cola Hellenic Bottling Company, based on the correspondence with you, has identified you as the appropriate contact person for any communications and actions in relation to the Coca-Cola Hellenic Bottling Company supplier portal "SAP Ariba". In the event you are not the appropriate contact person or there is a change in the contact person, please immediately inform Coca-Cola Hellenic

**Please note!** The email invitation might be delivered in your **Spam** or **Promotions** folder.

## New Registration as a supplier with CCHBC

Invitation

**2.** Click the link to **create an account in Ariba network or login with an already existing one.** This way you will be able to manage your responses to procurement activities required by CCHBC.

#### The link leads to following page to choose an option:

541	Ariba Proposals and Questionnaires -
	Welcome, t t
	Have a question? Click here to see a Ouick Start guide.
	Sign up as a supplier with Coca-Cola Hellenic Bottling Company - TEST on SAP Ariba. Coca-Cola Hellenic Bottling Company - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Coca-Cola Hellenic Bottling Company - TEST. Sign up Click "Sign up" to start creation of NEW Ariba Network Account Already have an account? Log in Use "Log in" button if you already have existing Ariba Network Account About Ariba Network
	The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:  Respond more efficiently to your customer requests Work more quickly with your customers in all stages of workflow approval Strengthen your relationships with customers using an Ariba Network solution Review pending sourcing events for multiple buyers with one login Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities Moving to the Ariba Network allows you to log into a single location to manage: All your Ariba customer relationships All your avent actions, tasks and transactions Your profile information



Creating an account or Login with an existing one

If you will create **new** Ariba Network account, after you select "Sign Up" in start page, you will be redirected to the "Create account" section, where **first you need to register on Ariba Network** 

If you already have Ariba Network account, after you choose "Log in" in start page, you will need to log in with your credentials

Ariba Proposals and Question	naires 👻		
Create account		Create account and continue	Cancel
First, create an SAP Ariba supplier a	ccount, then complete questionnaires required by Coca-C	ola Hellenic Bottling Company -	
TEST.			
Company information			
		* Indicates a required field	
Company Name:*			
Country/Region:*	- Select Country -	If your company has more than one office, enter the main	
Address *	Line 4	your shipping address, billing address or other addresses	
Address: *	Line 1	Later in your company profile.	
	Line 2		
	Line 3		
City: *			

Ariba Proposals and Questionnaires 👻		0
Enter Your Account Information		* Indicates a required field
You are using an Ariba Sourcing test account to registe username and password. After you successfully log in	er on the Ariba Commerce Cloud. Enter your exist , your existing Ariba Commerce Cloud test accou	ing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account nt profile will become your Ariba Sourcing supplier test account profile.
Username:*	•	]
Password:*		]
	Forgot Username Forgot Password	
		Continue

#### **IMPORTANT!**

Your Login Username and Password must be kept confidential at all times! Please do not share this information with not authorized persons and people outside of your organization!



Creating an account or Login with an existing one

### **IMPORTANT!**

In case of any issues during your **Ariba Network account creation or login**, please

contact SAP Ariba Support on <a href="http://supplier.ariba.com/using HELP button">http://supplier.ariba.com/using HELP button</a>.

Business Network  Supplier Login User Name Password Login	<section-header><image/>          Image: Supplier Connection Live 2022           Image: Supplier Connection Live?           Watch the reply and discover brand new features and best practices about your SAP Business Network account.           Learn More</section-header>	If you forgot your Username or Password, please select option Forgot Username or Password .If you still experience any
Forgot Username or Password New to SAP Business Network? Register Now or Learn More	create an Ariba Network Account, please see the his LINK or clicking on the video	<b>Etwork Registration</b> deconow or in 6 sec. corial to easily register and gain SAP Ariba Supplier Network.

CCHBC Supplier Registration Questionnaire

Once you have successfully registered your new Ariba Network account or accessed your existing one, you will be redirected to the <u>CCHBC Supplier</u> <u>registration questionnaire</u>. You need to provide all the required mandatory information and attach the relevant documents. NB! If you are not redirected to the questionnaire, please check slide 16 to check how to navigate to it through your Ariba account

Console	Doc1024169835 - Supplier registration questionnaire	D Time remaining 2 days 22:55:47
Event Messages Event Details	All Content	
Response Team	Name †	
	▼ 1 General Information	
<ul> <li>Event Contents</li> </ul>	▼ 1.1 Supplier Legal Consent	
All Content	1.1.1 I confirm that I am fully authorized to provide CCH required information and update it for any subsequent changes	* Yes 🗸
1 General Information	1.3 Please choose which Coca-Cola HBC entity you will operate with? (Please select lowest level of region - refer to attached guideline)   References ✓	*(select a value) [ select ]
Durshaving 6	1.4 Supplier Full Legal Name	*
2 Financi	1.5 Other names/ also known or operating under	*
3 Bank Details 4 Legal Entity 5 Certification 6 Supplier Code of Con	1.6 Legal address	Show More  Street:
	1.7 Provide your country of corporate seat:	* Unspecified V
	1.8 Legal Form of the Supplier	* Unspecified V
	1.9 Tax/VAT number.	*
	1.10 Dun & Bradstreet number	
	1.11 List of branches / delivery locations	Attach a file
	1.12 General Contact Name	*
	1.13 General Contact Phone	*

**Please note!** The Supplier Registration Questionnaire will be available only **for specific time**, which can be tracked from "Time remaining" – upper right corner of the page. You need to **provide all information and Submit Entire questionnaire** within the remaining time. If the time has expired questionnaire will become inactive. **Please address such cases to your CCHBC contact person.** 



### Section 1 - "General Information"

All Content		*
Name 1		
I General Information		
▼ 1.1 Supplier Legal Consent		
1.1.1 I confirm that I am fully authorized to provide CCH required information and update it for any subsequent changes	* Unspecified V	
1.3 Please choose which Coca-Cola HBC entity you will operate with? (Please select lowest level of Region – for more information check Guideline attached in "References")  ☐ References∨	★(select a value) [select]	
1.4 Supplier Full Legal Name	*	
1.5 Other names/ also known or operating under	*	
	*Show More	
	Street: OHouse Number:	
	Street 2:	
	Street 3:	ß

# New Registration as a supplier with CCHBC

CCH Supplier registration questionnaire - General Information

It is mandatory to provide information on Full Legal Name, Other Legal Names, Legal Address, Corporate Seat, Legal Form, Tax/VAT number and General Contact Details.

In order CCHBC to review the information provided in the Supplier registration questionnaire, the answer to "1.1.1 | confirm that | am fully authorized to provide CCH required information and update it for any subsequent changes" should be "Yes":

1.1.1 I confirm that I am fully authorized to provide CCH required information and update it for any subsequent changes

Please pay attention to question **\*1.3** Please choose which Coca-Cola HBC entity you will operate with?" If value is missing, please select it from the available options.



Refer to the attached guide for more information **how to choose correctly the exact CCHBC entity/entities you operate with Please note!** You should always choose third level from region structure (CCHBC entity, not only a country)

#### SAP Ariba 🎊

CCH Supplier registration questionnaire - Supplier Purchasing & Financial contact details

### Section 2 - "Supplier Purchasing & Financial Contact details"

*Step 1* Click on "Add Purchasing and Financial contact details of **your company**".

Event Messages Event Details	All Content	
Response Team	Name †	mentioned personal data: contact to initiate process to
<ul> <li>Event Contents</li> </ul>	CCHBC, assessment of the quality of the support prov CCHBC, assessment of the quality of the support prov 2 Purchasing & Financial contact details of your company	Add Purchasing & Financial contact details of your company (0)
All Content	3 Bank Details	Add Bank Details (0)

**Please note!** CCHBC requires information in this section on purchasing and financial contact details **on your side:** 

- 1. Contact person that should be contacted for purchase order related topics and will receive CCHBC Purchase orders;
- 2. Contact person that should be contacted for accounting related topics and will receive Payment advice documents from CCHBC;
- *3. Authorized person that is responsible for any bank details changes;*

#### *Step 2* Click on the dedicated button to add a section:

SAP Ariba

Purchasing & Financial contact details of your company (0)	
Name 1	
No items	
Add Purchasing & Financial contact details of your company (Please provide contact details of your representatives for Purchase Orders, Accounting and Bank details topics)	(*) indicates

#### *Step 3* From the drop-down list choose the **exact CCHBC entity for which you will provide contacts:**

Purchasing & Financial contact details of your company (Please provide contact details of your representatives for Purchase Orders, Accounting and Bank details topics) #1 De	elete	
Please choose CCH organization you will cooperate with and provide your company contacts ①	*	Unspecified
Purchase Order Contact Person Name	*	Unspecified
Purchase Order Contact Person Phone	*	Coca-Cola HBC Armenia [Armenia - 0410] Coca-Cola HBC Austria [Austria - 0526]
Purchase Order Contact Person Email	*	RMQ Liegenschaftsverwaltu [Austria - 0528]
Purposes for collection and processing of above mentioned personal data: processing orders for services/products produced and/or distributed to CCHBC, terms of collaboration (deliveries, navments filling quantities, etc.)		RMQ Beteiligungsgesellsch [Austria - 0529] CCB Mangment serv GMBH [Austria - 0520]
Add an additional Purchasing & Financial contact details of your company (Please provide contact details of your representatives for Purchase Orders, Accounting and Bank de	tails tor ics	Coca-Cola Bey Belarus [Belarus - 0550]



CCH Supplier registration questionnaire - Supplier Purchasing & Financial contact details

### Section 2 - "Supplier Purchasing & Financial Contact details"

Step 4 Fill in all required details of your contact persons for the desired CCHBC entity

			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.			1	
All Content > 2 Purchasing & Financial contact details of your company Purchasing & Financial contact details of your company (2)				
Name †				
Purchasing & Financial contact details of your company (Please provide contact details of your representatives for Purchase Orders, Accounting and Bank details topics) #1	Delete			<b>A</b>
Please choose CCH organization you will cooperate with and provide your company contacts 🛈		* Coca-Cola HBC Austria [Austria - 0526]	~	
Purchase Order Contact Person Name		*		
Purchase Order Contact Person Phone		*		
Purchase Order Contact Person Email		*		
Purposes for collection and processing of above mentioned personal data: processing orders for services/products produced and/or distributed to CCHBC, terms of collaboration (deliveries, payments, filling quantities, etc.)				
Accounting Contact Person Name		*		
Accounting Contact Person Phone		*		
Accounting Contact Person Email		*		
Purposes for collection and processing of above mentioned personal data: accounting of transactions, collection of receivables				
Name of authorized person for initiating change of bank details		*		
Phone of authorized person for initiating change of bank details		*		
F-mail of authorized person for initiating change of bank details		*		<b>•</b>
Add an additional Purchasing & Financial contact details of your company (Please provide contact details of your representatives for Purchase Orders, Accounting and Bank details topics)		(*)	indicates a required field	
				]
Please note! If you cooperate with more than one CCHBC entity, please	is	Once all inform	ation is fill	ed in pre

provide relevant contacts for each one of them – by clicking on this button a new section will be loaded below the existing one and you can provide contacts for another CCHBC entity If you need to delete a section, this is done with the "Delete" button

Once all information is filled in press "Save" to save your changes and return to Registration questionnaire



CCH Supplier registration questionnaire - Bank details

### Section 3 - "Bank details"

#### **Step 1** Click on "Add Bank Details".

Event Messages Event Details Response History	All Content	
Response Team	Name 1	
	2 Purchasing & Financial contact details of your Add Purchasing & Financial co	ontact details of your company (0)
<ul> <li>Event Contents</li> </ul>	company 3 Bank Details	Add Bank Details (0)
All Content	4 Legal Entity Specific Requirements:	4

# *Step 2* You will be redirected to the section where "Add Bank details" button should be selected.

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Subm	it Entire Response on the main screen.		Once bank det button transform	
All Content > 3 Bank Details Bank Details (0)		Bank details more than or		
Name †				
No items	5		Add an additiona	
Add Bank Details	(*) indicates a required field			

Once bank details were added, the button transforms to "Add an additional Bank details" and this way you can add more than one bank account, if required:

**Bank Details** 





CCH Supplier registration questionnaire - Bank details

### Section 3 - "Bank details"

*Step 3* Bank Details #1 section is loaded and you can provide all required information. After it is filled in press "Save" to go back to Registration questionnaire

		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 > 3 Bank Details			
Bank Details (1)			
Name †			
Bank Details #1 Delete			•
	* Bank Type:	No Choice 🗸	
	Country:	(no value) 🗸	
	Bank Name:		
	Bank Branch:		
	Street:		
	City:		
	State/Province/Region:		
Bank Name	Postal Code:		
	Account Holder Name:		
	Account Holder Hame.		
	Bank Key/ABA Routing Number:		
	Account Number:		
	IBAN Number:		
	SWIFT Code:		
	Bank Control Key:	No Choice 🗸	
Currency	* Unspecified 🗸		
Confirmation of bank statement or print screen from respective authority (Opten, etc.) certifying the bank details	★Attach a file		



CCH Supplier registration questionnaire - Bank details

### Section 3 - "Bank details" - Useful information

If you need to add more than 1 bank account, use the Add an additional Bank Details button and new sections for bank data will appear below each other as a sequence				
You can collapse or expa	d the different bank details through the triangle button If needed, you can delete the bank account from "Delete":			
A	Content > 3 Bank Details			
E	nk Details (3)			
	ime 1			
	Bank Detaits #1 Delete			
	Bank Details #2			
	Bank Details #3 Delete			
	* Bank Type: No Choice V			
	Country: (no value)			

#### **Please note!**

Although they are not marked initially as required fields, it is mandatory to provide <u>combination of Bank</u> <u>account and Bank key</u> **OR** <u>IBAN number</u> **OR** <u>all of them</u>.

System will return the following **error** if you do not fill in any of the required information

Either Account number and Ban number is mandatory.	Key are mandatory or IBAN	
	Bank Key/ABA Routing Number:	*
	Account Number:	*
	IBAN Number:	*





CCH Supplier registration questionnaire – Bank details

### Section 3 - "Bank details" - Useful information

In bank data section there is an option to attach bank confirmation document

Bank Details (1)	
Name 1	
	SWIFI Code:
	Bank Control Key: No Choice 🗸
Currency	* Unspecified ~
Confirmation of bank statement or print screen from respective authority (Opten, etc.) certifying the bank details	*Attach a file

#### **Please note!**

Depending on the country this attachment might be required or not

When it is marked as mandatory you are required to attach official bank confirmation or print screen certifying the bank details



CCH Supplier registration questionnaire - Legal Entity Specific Requirements

1.3 Please choose which Coca-Cola HBC entity you will operate with?

### Section 4 - "Legal Entity Specific Requirements"

SAP Ariba

Depending on the CCHBC entity selected in guestion 1.3 (Please select lowest level of region - refer to attached guideline) (CCH entities you will cooperate with), there will be country References∨ specific information listed in Section 4: ▼ 4 Legal Entity Specific Requirements: 4.1 You acknowledge and confirm that you have accepted and shall comply with Supplier Guiding Principles Unspecified ~ **•** 4.3 Austria: 4.3.1 You acknowledge and confirm that you have accepted and shall comply with our General Terms and Conditions (GTC): Unspecified 🗸 German: https://at.coca-colahellenic.com/de/about-us/gtc-policies-and-guidelines English: https://at.coca-colahellenic.com/en/about-us/gtc-policies-and-guidelines 4.3.2 Starting pack - Attachment for vendor acknowledgement - Coca-Cola HBC Austria, RMQ Liegenschfaftverwaltung and RMQ Beteiligungsgesellschaft 🗟 References 🗸 4.3.4 For information about processing your personal information, please read our Privacy Not English: https://at.coca-colahellenic.com/en/privacy-notice German: https://at.coca-colahellenic.com/ privacy-notice ▼ 4.5 Switzerland: 4.5.2 Starting pack - Attachment for vendor acknowledgement - (CO) Coca Cola HBC AG 🥫 References 🗸 4.5.3 For information about processing your personal information, please read our Privacy Notice (German) https://ch.coca-colahellenic.com/de/privacy-notice 4.5.4 For information about processing your personal information, please read our Privacy Notice (English) https://ch.coca-colahellenic.com/en/privacy-notice 4.5.5 For information about processing your personal information, please read our Privacy Notice (French)

You should read and confirm you will comply with the **CCHBC Supplier Guiding principles** 

 $\hat{\mathbf{n}}$ 

\*0526, 0720 [select]

Depending on the CCH entity you cooperate with there will be dedicated section per country with listed mandatory questions and documents that you need to acknowledge or attach

Most common requirements on CCHBC side is to review and acknowledge **CCH Starting Pack** for the specific Legal entity, read **CCH Privacy Notice**, acknowledge the **General Terms and Conditions** etc.

Depending on the CCHBC country and legal requirements there might be additional answers or attachments that need to be provided from your side.

Please follow each question from this section and provide any required information.



### Section 5 - "Certification"

In this section you have the option to attach your corresponding Certificate to the list of possible certificates provided, through the "Attach a file" button

5 Certification	
5.1 Provide certificates ISO 9001/9002/9003, if you have, certificate with expiration date	Attach a file
5.2 Provide certificates ISO 14001, if you have, certificate with expiration date	Attach a file
5.3 Provide certificates OHSAS 18001, if you have, certificate with expiration date	Attach a file
5.4 Provide certificates FSSC 22000, if you have, certificate with expiration date	Attach a file
5.5 Provide certificates TCCC SGP Audit, if you have, certificate with expiration date	Attach a file
5.6 Provide certificates Unilever URSA, if you have, certificate with expiration date	Attach a file
5.7 Provide certificates SEDEX (SMETA 6.0), if you have, certificate with expiration date	Attach a file
5.8 Provide certificates AIM Progress, if you have, certificate with expiration date	Attach a file
5.9 Provide certificates EcoVadis, if you have, certificate with expiration date	Attach a file

### Section 6 - "Supplier Code of Conduct"

Please get familiar with all the information in this section

To finalize your registration, you need to press "Submit Entire Response" and confirm the submission in the next pop-up screen

<ul> <li>6 Supplier Code of Conduct</li> <li>6.1 You will promptly update and keep updated your data in case of future charges</li> </ul>	
<ul> <li>6.2 The Vendor declares that he/she understands and accepts his/her obligation and assumes full responsibility to inform his/her employees about the collection and processing of their personal data as a "contact person" and / or "Contact person at the site" and to request their explicit written consent to this (where applicable).</li> <li>6.3 The Vendor confirms that: 1) the Vendor is obliged to immediately update and properly maintain the data provided here throughout the existence of business relations with CCHBC and 2) the only person who may change/update the information provided here is the legal representative by contacting the CCHBC employee who is point of contact</li> <li>6.4 The Vendor declares that he/she fully understands and is informed that until the update of the information provided here, CCHBC has the right to use it as provided for the purposes stated here and is possible for violations of personal data based on outdated information.</li> <li>6.5 CCHBC collects and processes personal data and may also do so through other companies of the CCHBC group, suppliers, subcontractors in the countries where CCHBC operates and abroad, and at any time ensures and monitors (a) compliance with the requirements the General Data</li> </ul>	Your questionnaire will be submitted to CCHBC for validation and further processing.
Protection Regulation 2016/679 (GDPR ) of the European Union and any other applicable laws and regulations (Data Protection Legislation); and (b) technical and organizational measures to protect personal data from accidental or unlawful destruction or accidental loss, atteration, unauthorized disclosure or access, providing a level of security and corresponding to the risk posed by the processing and the nature of the data to be protected. 6.6 For information about processing your personal information, please read our Privacy Notice: https://coca-colahellenic.com/un/privacy-and-cookie-notice 6.7 By submitting this questionnaire you acknowledge and confirm that you have accepted and shall comply with all the above.	✓ Submit this response? Click OK to submit. OK Cancel

CCH Supplier registration questionnaire - Certification & Supplier Code of Conduct



### *New Registration as a supplier with CCHBC CCH Supplier registration questionnaire - More information required*

Please note! In case of any missing or incorrect/not clear information the questionnaire will be Coca-Cola Hellenic Bottling Company - TEST returned to you for more information or corrections. You will receive notification with explanation on the additional information required in the "Comments" and link to the system. Hello <sup>-</sup>Vendor name Coca-Cola Hellenic Bottling Company - TEST has reviewed the updates to You need to access your account and then navigate to the Supplier registration questionnaire -Supplier registration guestionnaire submitted by Vendor name on Fri, 06 Questionnaire will be available in "Ariba Proposals and Questionnaires" as per below: Aug, 2021 and requires additional information about the update. Comments: Ariba Proposals and Questionnaires -Standard Account Additional info required SAP Get enterprise account TEST MODE To provide this additional information to Coca-Cola Hellenic Bottling Company COCA-COLA HELLENIC BOTTLING COMPANY - TEST - TEST, Click Here There are no matched postings Best Regards, Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who Ariba, Inc. administers this site in an effort to ensure market integrity. SAP Ariba team Events Title ID End Time ↓ Event Type No items In the questionnaire click on "Review Response" in order to activate Risk Assessments change mode and make all necessary changes/provide missing information, then "Submit Entire response" again Title ID End Time ↓ No items Console **Registration Questionnaires Event Messages** You have submitted a response for this event. Thank you for participating. Title ID Event Details Response History Response Team Supplier registration questionnaire Doc **Revise Response** ▼ Event Contents All Content All Content Name 1 1 General Information I General Information 2 Supplier Purchasing ▼ 1.1 Supplier Legal Consent 1.1.1 | confirm that | am fully authorized to provide CCH required information and update it for any subsequent changes





*CCH Supplier registration questionnaire - Future supplier information changes* 

After the successful registration in CCHBC system the <u>Supplier registration questionnaire</u> will become <u>active</u> on your side.

This way, in case of any changes in your company's information (e.g. company name, address, contacts, bank data), **you are able at any time to access the questionnaire**, execute required updates and **Submit** the changed version to CCHBC, so this important data updates to be reflected in your CCHBC master data profile.

Please note! In case of change in VAT/Tax information, please address this directly to your CCHBC contact and they will confirm further steps



In case of any issues, please address them to SAP Ariba Support through the HELP buttons



### New Registration as a supplier with CCHBC Ariba Network - Useful links

Thank you for working with us! We truly appreciate your partnership and look forward to continuing our business relationship with you via the Ariba Network.

For additional information and support you may visit <u>https://www.ariba.com/support/supplier-support</u> then click the "contact us" option.

Some other useful information for suppliers can be found at:

https://www.ariba.com/support/customer-hub

https://uex.ariba.com

https://www.ariba.com/ariba-network/ariba-network-for-suppliers

https://support.ariba.com/Adapt/Ariba\_Network\_Supplier\_Training/



