



SUPPLIER ARIBA SLP WORK INSTRUCTIONS

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WORK INSTRUCTIONS

Supplier Ariba SLP Work Instructions

Ariba

Revision Number	Description of Change	Effective Date	Author	Approver
01	Initial Document Creation	May 27 th , 2026	Lauren Craft	Karina Cuadra / Rosalia Hidalgo



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1. SCOPE

This document describes the steps needed to sign up, complete and submit the External Supplier Request Form in Ariba.

2. TERMINOLOGY

Remit-to: Address where payments should be issued to. It may be different from a mailing address.

Ordering Address: The address from which materials will be shipped out. This address will be printed on the Purchase Order to a particular branch. It is not the address for payment purposes.

Mandatory Questions: Questions that must be answered. They are marked with a red asterisk. If they are unanswered, the system will show an error when attempting to submit.

ISN: A third-party prequalification system for safety purposes. ISN numbers are applicable if the vendor is a subcontractor with a proposed contract value of more than \$100k or are performing high-risk work.

Save Draft: Use this button to save the progress on the form. The system has a 5-minute time limit. Make sure to hit "Save Draft" to not lose the progress in your responses.

Submit Entire Response: Once all questions are answered, clicking the "Submit Entire Response" button will send your response to the Aecon buyer for review.

NAICS Code: A NAICS (pronounced NAKES) code, or North American Industry Classification System code, is a six-digit number used to classify businesses by industry.

EFT: Electronic Funds Transfer is a digital, computer-based movement of money between bank accounts used for vendor payments. It is the equivalent to ACH (Automated Clearing House) in the US.



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3. WORK INSTRUCTIONS

3.1 REGISTRATION IN ARIBA

Click on the link provided in your invitation email sent by the Aecon or JV Buyer

Invitation: Register to become a supplier with Aecon Construction Group Inc.-TEST Inbox x

Karina Cuadra <4system-prod3+745783658-T.Doc202001374@ansmtp.ariba.com>
to me ▾

SAP Ariba

Register as a supplier with Aecon Construction Group Inc.-TEST

Hello! Karina Cuadra has invited you to register to become a supplier with Aecon Construction Group Inc.-TEST. Start by creating an account with SAP Business Network. It's free. Aecon Construction Group Inc.-TEST uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Rig Mats Testing already has an account with SAP Business Network, sign in with your user name and password. [Click Here](#) to create account now

Follow Ariba's prompt to log in if you are an existing Ariba user, or to create a new account

Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)
[About this invitation](#)

Connect with Aecon Construction Group Inc.-TEST on SAP Business Network to collaborate.

Invited by Aecon Construction Group Inc.-TEST

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#) ⓘ

[Create new account](#) ⓘ

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Create an account to log into Ariba

Province *
Ontario [CA-ON]

Postal code *
M9W 7K6

Administrator account information ⓘ

First name *
Emily

Last name *
Craft

Email *
lcraft0320@gmail.com

Use my email as my username


Password *

Repeat password *


I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 

Create account



Create an account to connect and collaborate with Aeon Construction Group Inc.-TEST on SAP Business Network

Company information ⓘ

DUNS number
[] ⓘ
[Don't know your DUNS number?](#)

Company (legal) name *
Lauren's PPE

Country/Region *
Canada [CAN]

Address line 1 *
20 Carlson Crt

Address line 2
[]

Address line 3
[]

City *
Toronto

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Address recommendation ✕

We noticed that your address is incomplete or invalid. Please make a selection from the recommendations below and click Confirm.

You entered:

20 Carlson Ct, Toronto, Ontario, M9w 7k6

We recommend:

20 Carlson Ct,
Etobicoke,
On M9w 7k6,
Canada

Please confirm your email address

Check your email at lcrafft0320@gmail.com and follow the steps in the email to confirm your email address in the next **72 hours**.

> If you did not receive the email:





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Action Required: Confirm your email Inbox x

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
to me ▾

Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

Link expires: Friday, Feb 27, 2026, 11:47 AM PST

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=wXYM3IXG2mXvAAv47rFSwIEjb7HcSKlB&anp=Ariba&app=Sourcing>

Sincerely,SAP Business Network team

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

[Add](#) -or- [Browse](#)

Ship-to or Service Locations

[Add](#) -or- [Browse](#)

[Submit](#) [Remind me later](#) [Don't show this to me again](#)

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3.2 EXTERNAL SUPPLIER REGISTRATION QUESTIONNAIRE

Click on Supplier Registration Questionnaire

The screenshot shows the Ariba Spend Management dashboard for 'Aecon Construction Group Inc.-TEST'. The 'Registration Questionnaires' table has one entry: 'Supplier Registration Questionnaire' with ID 'Doc2020013745' and status 'Invited'. A red arrow points to this entry. Other sections include 'Aecon Construction Group Inc.-TEST Requested Profile', 'Public Profile Completeness' (35%), 'Events', 'Qualification Questionnaires', and 'Questionnaires'.

Click on the double arrow in the right to expand the form

The screenshot shows the 'Supplier Registration Questionnaire' form in Ariba Sourcing. The form is titled 'Doc2020013745 - Supplier Registration Questionnaire'. It includes sections for 'General Supplier Common Information Questions' with fields for 'Jurisdiction' (set to Canada), 'Request Type' (set to 'New Supplier / Remit to'), and 'Legal Supplier Name'. There are also address fields for 'Street' (150 Sheldon Drive) and 'Street 2'. A 'Save draft' button is highlighted with a red box and a callout box that says 'Vendor can save progress with this button'. Other buttons include 'Submit Entire Response', 'Compose Message', and 'Excel Import'. A 'Time remaining' indicator shows 29 days 20:36:23.



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All Content	
Name ↑	
▼ 1 General Supplier Common Information Questions	
1.1 Jurisdiction	[CAN] - Canada
1.2 Request Type ⓘ	[KRED] - New Supplier / Remit to
1.3 Legal Supplier Name	Lauren's PPE
1.4 Supplier Contact email ⓘ	lcraft@aecon.com
1.5 Phone Number ⓘ	5063494060
1.6 Business Contact Name ⓘ	Aecon
1.7 Website	www.aecon.com

Begin at question 1.3

Question 1.8 Tax Information – Not Tax Exempt

If US, please provide a W9 form. If Canada, please provide a screen capture of a positive verification from the CRA website [GST/HST Registry Search](#)

▼ 1.8 Tax Information	
1.8.1 Are you Tax exempt ?	* No
1.8.3 Tax number(s)	Country/Region: Canada (CA) ⓘ Tax Name Tax Type Tax Number GST or QST or HST No. Organization 9 digits+RT+ 4 digits Provincial Sales Tax (PST) No. Organization
1.8.5 Please attach official supporting documentation that supports the tax information provided	* Screenshot 2026-02-24 194624.png Update file Delete file

Question 1.8 Tax Information – Tax Exempt

Provide the reason for Tax exemption

▼ 1.8 Tax Information	
1.8.1 Are you Tax exempt ?	* Yes
1.8.2 Reason for Tax exemption ⓘ	* Reason for tax exemption



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Question 1.9 Main Address

Please provide supporting documentation of the remit-to address where you want payments to go as per the invoices. A blank invoice sample would be ideal.

1.9 Main address	Street:	<input type="text" value="20 Carlson Crt"/>	ⓘ
	Street 2:	<input type="text"/>	ⓘ
	District:	<input type="text" value="Etobicoke"/>	ⓘ
	Postal Code:	<input type="text" value="M9W 7K6"/>	ⓘ
	City:	<input type="text" value="Toronto"/>	ⓘ
	Country/Region:	<input type="text" value="Canada (CA)"/>	ⓘ
State/Province/Region:	<input type="text" value="Ontario (ON)"/>	ⓘ	
1.10 Upload supporting document for address ⓘ		*Attach a file	

Supplier adds **remit-to** address information - For Canada, US and International Suppliers, please provide supporting documentation of the remit-to address where you want payments to go as per the invoices

Question 1.10 – Upload supporting documentation for the proof of address

1.10 Upload supporting document for address ⓘ	* Screenshot 2024-07-11 154206.png <input type="button" value="Update file"/> <input type="button" value="Delete file"/>
Ariba Sourcing	
Go back to Aecon Construction Group Inc.-TEST Dashboard	
Desktop File Sync	
Add Attachment <input type="button" value="OK"/> <input type="button" value="Cancel"/>	
Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.	
Attachment: <input type="button" value="Choose File"/> No file chosen	
<input type="text" value="OR drop file here"/>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Question 2. Select the classification of the supplier

2 Select Classification that best describe you business (as per NAICS) -Industry Key ⓘ	* <input type="text" value="[0023]-Construction (23 (Construction) - Establishments primarily engaged in constructing, repairing, and renovating bui..."/>
--	--

Question 3 Please provide the NAICS code classification if applicable. This can be found at [Six Digit NAICS Codes & Titles](#)

3 NAICS 6 digits code if available: ⓘ	<input type="text"/>
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Enter the industry of the supplier in the search bar shown in the screenshot below to obtain the 6-digit NAICS code classification

NAICS Code	Industry Title	Business Count	Collapse
▼ 11	Agriculture, Forestry, Fishing and Hunting	17,768,531	
▼ 1111	Oilseed and Grain Farming	58,944	
111110	Soybean Farming	4,585	
111120	Oilseed (except Soybean) Farming	216	
111130	Dry Pea and Bean Farming	3,408	
111140	Wheat Farming	7,190	



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Question 4 EFT/ACH payment is Aecon's preferred payment method. Please select your payment method

▼ 4 Payment

4.1 Payment Method ⓘ

* [E] - EFT ▼

Question 5 Bank Details

Click "Add Bank Details (0)"

5 Bank Details Add Bank Details (0) ←

Click "Add Banking Information"

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 Details

Bank Details (0)

Name ↑

No Items

Add Bank Information ← (*) indicates a required field

Enter banking details according to the payment method chosen in the answer above

Click "Attach a file" to provide proof of banking document (Bank Letter or Void Cheque)

Bank Details (1)

Name ↑

Bank Details ⓘ

Bank Type: Domestic ▼

Country/Region: Canada ▼

Bank Name: Scotiabank

Bank Branch: 80002

Street: 44 King St W

City: Toronto

State/Province/Region: Ontario

Postal Code: M5H 1H1

Account Holder Name: E Craft

Bank Key/ABA Routing Number: 123456

Account Number: 123456

IBAN Number: ABCDE12345

SWIFT Code: ABCDE

Bank Control Key: No Choice ▼

Email for EFT Remittance ⓘ: tcraft0320@gmail.com

Bank Document Attached ? ⓘ

Attach a file ←



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Click Once the file is selected, click "OK"

Add Attachment OK Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: Screenshot ... 165234.png
[Or drop file here]

OK Cancel

The banking document is now attached

Bank Document Attached ? ⓘ

* Screenshot 2026-02-24 165234.png ✓ Update file Delete file

Question 6.4 Conflict of Interest

Fill out the following questionnaires if applicable. Anything with a red asterisk is mandatory

6.4 Conflict of Interest	
6.4.1 Are you an Aecon employee, relative of an Aecon employee, or otherwise in a conflict of interest with Aecon (See Aecon Supplier Code of Conduct- https://www.aecon.com/resources?) ⓘ	* Unspecified ▾
6.4.4 Total Job Value in \$Dollars ⓘ	* <input type="text"/>

Question 6.5 Classification and other Supplier's Information

6.5 Classification and other supplier's information	
6.5.1 Revenue Monetary Threshold ⓘ	* Unspecified ▾
6.5.2 How many people do you employ? ⓘ	* Unspecified ▾
6.5.3 How many customers do you have ? ⓘ	* <input type="text"/>
6.5.4 Location/geographic areas you serve ⓘ	* <input type="text"/>
6.5.5 Are you in good Legal Standing (Free Of Accusation, Charges, Convictions, Or Fines for any Violation of any Fraud, Bribery or Corruption Law or Regulation in any Jurisdiction)? ⓘ	* Unspecified ▾
6.5.6 Is your company head-quartered in Ontario? ⓘ	* Unspecified ▾



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Question 6.5.7 Sustainability

6.5.7 SUSTAINABILITY Less... -

If some, or all, of the following Sustainability, Diversity and Quality questions are not applicable, or are not implemented in your company, then answer "No" accordingly.

6.5.7.1 Does your company have a Sustainability Policy Statement?	<input type="radio"/>	* Unspecified
6.5.7.2 Does your company have an Environmental Management System? (ISO 14001, EMAS Or BS8555 or equivalent) ?	<input type="radio"/>	* Unspecified
6.5.7.3 Does your company produce a Sustainability Report?	<input type="radio"/>	* Unspecified
6.5.7.4 Does your company track Greenhouse Gas Emissions?	<input type="radio"/>	* Unspecified
6.5.7.5 Does your company have a Greenhouse Gas Reduction Target?	<input type="radio"/>	* Unspecified
6.5.7.6 Does your company have programs to Reduce And Recycle Waste?	<input type="radio"/>	* Unspecified
6.5.7.7 Does your company have programs to Reduce Water Use?	<input type="radio"/>	* Unspecified
6.5.7.8 Does your company have programs to reduce Greenhouse Gases ?	<input type="radio"/>	* Unspecified
6.5.7.9 Which of these are included in your strategy ?	<input type="radio"/>	* Unspecified
6.5.7.10 Do you have a Health & Safety Program in place or provide Safety Trainings?	<input type="radio"/>	* Unspecified
6.5.7.11 Supporting document attached for the questions above?	<input type="radio"/>	* Attach a file
6.5.7.12 Do you have Ethical Behaviour or Code Of Conduct Policy or guidelines in place?	<input type="radio"/>	* Unspecified
6.5.7.13 Does your company have any third-party sustainability certifications or ratings?	<input type="radio"/>	* Unspecified
6.5.7.14 Which of these are applicable ?	<input type="radio"/>	* Unspecified
6.5.7.15 Do your products or services have any environmental or social features/benefit (environmental/energy/certification, recyclable, fair trade certification, etc.) ?	<input type="radio"/>	* Unspecified

Question 6.5.8 Inclusive Procurement

6.5.8 Inclusive Procurement Less... -

Your participation is essential to helping us to better understand the makeup of our supplier base. Project owners, clients and partners frequently ask us to report on how we are building an inclusive, high-performing supply chain. Such information is strictly voluntary, and disclosures will not be used to satisfy any quotas or preferential treatment.

6.5.8.1 Does your company belong to any of the Diverse Categories in the drop-down menu below?	<input type="radio"/>	Unspecified
6.5.8.2 Diverse Category	<input type="radio"/>	<input type="checkbox"/> Social Enterprises <input type="checkbox"/> Women-owned <input type="checkbox"/> Minority-owned <input type="checkbox"/> Veteran-owned <input type="checkbox"/> Disabled-owned
6.5.8.5 Do you have certification? i.e. CCIB, CAMSC, IBD, or similar ?	<input type="radio"/>	Unspecified



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Question 6.5.8.6 Certification

Add certification if applicable by clicking "Details"

6.5.8.5 Do you have certification? i.e. CCIB, CAMSC, IBD, or similar ?

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: *

Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: *

Expiration Date: *

Attachment: * No file chosen
Or drop file here

Description:

Question 6.5.9 Indigenous/Tribal Procurement

▼ 6.5.9 **Indigenous / Tribal Procurement** [Less...](#)

Your participation is essential to helping us to better understand the makeup of our supplier base. Project owners, clients and partners frequently ask us to report on how we are building an inclusive, high-performing supply chain. Such information is strictly voluntary, and disclosures will not be used to satisfy any quotas or preferential treatment.

6.5.9.1 Confirm if you are an Indigenous Business in Canada based on the following definition. At least 51% of the firm must be owned and controlled by indigenous people or an indigenous community. If a firm is a joint venture, at least 51% of the joint venture must be owned and controlled by an indigenous business or businesses	<input type="radio"/>	Unspecified ▼
6.5.9.3 Do you have certification? i.e. sam.gov	<input type="radio"/>	Unspecified ▼
6.5.9.4 Indicate which Indigenous Community(ies) this supplier is affiliated with	<input type="radio"/>	(select a value) [select]

Question 6.5.12 Quality

▼ 6.5.12 **QUALITY**

6.5.12.1 Do you have a defined quality department or dedicated quality personnel?	<input type="radio"/>	* Unspecified ▼
6.5.12.2 Do you have a structured Quality Management System?	<input type="radio"/>	* Unspecified ▼
6.5.12.3 Has the program been audited by an external certifying body i.e CWB, ISO, ASME etc.?	<input type="radio"/>	* Unspecified ▼
6.5.12.4 Do you monitor quality metrics i.e. non-conformances, kpis etc ?	<input type="radio"/>	* Unspecified ▼
6.5.12.5 Do you maintain a structured Auditing Program?	<input type="radio"/>	* Yes ▼



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Question 6.5.13 Fighting Against Forced Labour and Child Labour in Supply Chains

Select each answer that applies

6.5.13 Fighting Against Forced Labour and Child Labour in Supply Chains (CAN-INTERNATIONAL) Less...	
<small>Response to the below questions are required in support of Fighting Against Forced Labour and Child Labour in Supply Chains Act which came into effect in Canada on January 1st, 2024. More information on the Act can be found on the Government of Canada - Justice Laws Website at https://laws.justice.gc.ca/eng/acts/f-10.6/. * Additional questions may be generated based on your answers to the following questions. Every question must be answered.</small>	
6.5.13.1 What best describes your business? ⓘ	* Unspecified ▾
6.5.13.2 Is your company required to file a report pursuant to the FIGHTING AGAINST FORCED LABOUR AND CHILD LABOUR IN SUPPLY CHAINS ACT? ⓘ	* Unspecified ▾
6.5.13.3 Does your company engage directly in acts of modern slavery (including "Child Labour" or "Forced Labour" as defined in the FIGHTING AGAINST FORCED LABOUR AND CHILD LABOUR IN SUPPLY CHAINS ACT)? ⓘ	* Unspecified ▾
6.5.13.5 Does your company take reasonable steps to identify and manage the risk that forms of modern slavery (including "Child Labour" or "Forced Labour" as defined in the FIGHTING AGAINST FORCED LABOUR AND CHILD LABOUR IN SUPPLY CHAINS ACT) MAY EXIST in your company's activities and operations? ⓘ	* Unspecified ▾
6.5.13.6 Please explain ⓘ	* <input type="text"/>
6.5.13.7 Please explain ⓘ	* <input type="text"/>
6.5.13.8 Does your provision of Goods and/or Services involve a supply chain? ⓘ	* Unspecified ▾
6.5.13.10 Please explain: ⓘ	* <input type="text"/>

Question 8 Other Comments

Type any relevant comments or notes to support your registration, related to any topic: Answers, documents, etc

8 Other Comments	* <input type="text"/>
-------------------------	------------------------

Question 11 ISN

Enter **ISN number** if applicable. Do not fill out ISN grade, Insurance or ISN Supplier Name. These fields will be populated once you submit the request.

11 ISN	
11.1 ISN Number ⓘ	* <input type="text"/>
11.2 ISN Grade ⓘ	<input type="text"/>
11.3 Insurance ⓘ	<input type="text"/>
11.4 ISN Supplier Name ⓘ	<input type="text"/>



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SUBMIT

Click "Submit Entire Response" to submit

All Content

Name ↑		
6.5.13.19 Please explain	<input type="text" value="We hire summer students"/>	*
8 Other Comments	<input type="text" value="My company hires students for the Co-op program"/>	*
9 Supplier Acknowledgment I understand including our banking information above indicates we authorize Aecon to initiate credit entries (direct deposit) of funds to which we are entitled, and does not confer any other rights or obligations on either party. Either party reserves the right to cancel this authorization immediately at any time. I understand and acknowledge that as a supplier to Aecon I must comply with Aecon Supplier Code Of Conduct.	<input type="text" value="Yes"/>	*

✓ Submit this response?
Click OK to submit.

Go back to Aecon Construction Group Inc.-TEST Dashboard Desktop File Sync

Console Doc2020013745 - Supplier Registration Questionnaire Time remaining 29 days 20:16:01

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

All Content

Name ↑		
1 General Supplier Com...	defined in the FIGHTING AGAINST FORCED LABOUR AND CHILD LABOUR IN SUPPLY CHAINS ACT)?	No
2 Tax Information	7.5.4 Does your company take reasonable steps to identify and manage the risk that forms of modern slavery (including "Child Labour" or "Forced Labour" as defined in the FIGHTING AGAINST FORCED LABOUR AND CHILD LABOUR IN SUPPLY CHAINS ACT) MAY EXIST in your company's activities and operations?	Yes
3 Payment	7.5.5 Does your provision of Goods and/or Services involve a supply chain?	No
4 Bank Details	7.5.10 To the extent not provided above, please identify	

SUBJECT:

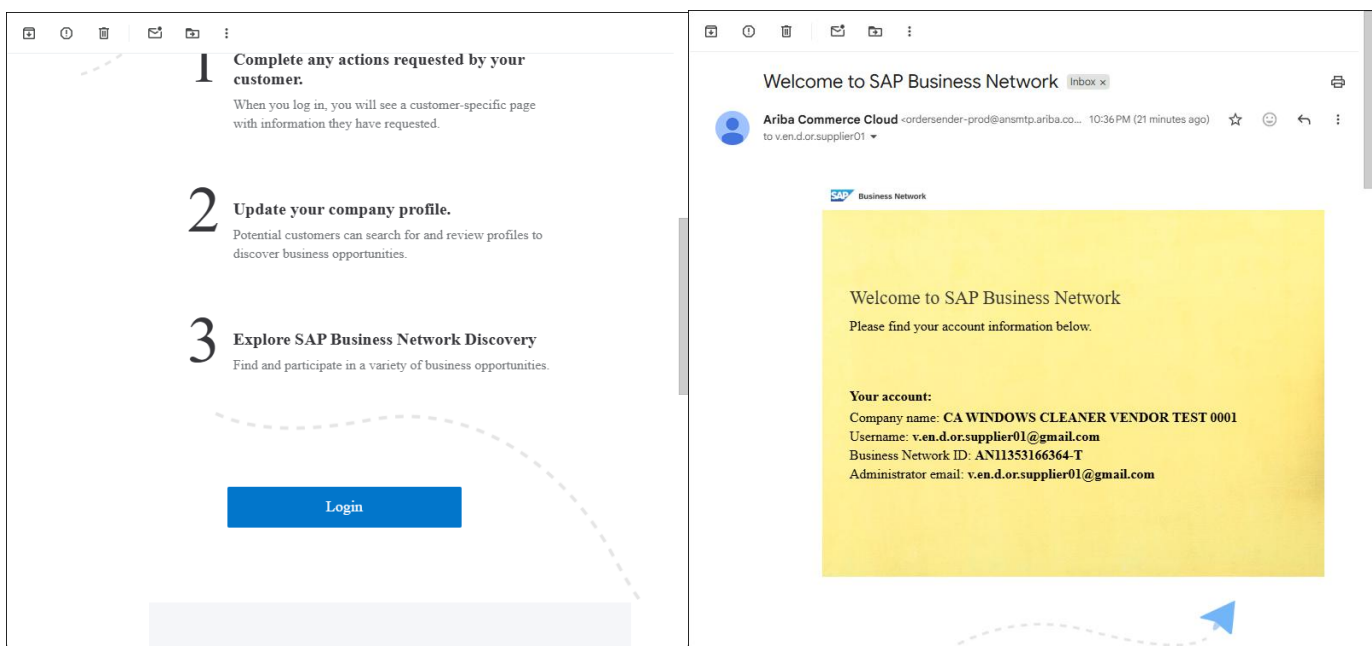
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3.3 External Changes to Supplier's information

Please note, the Buyer **must** call you to get a positive confirmation regarding the legitimacy of the request and the information provided.

To request an external change, there are two ways to begin the process.

- a) You can log into their Ariba account and request the change



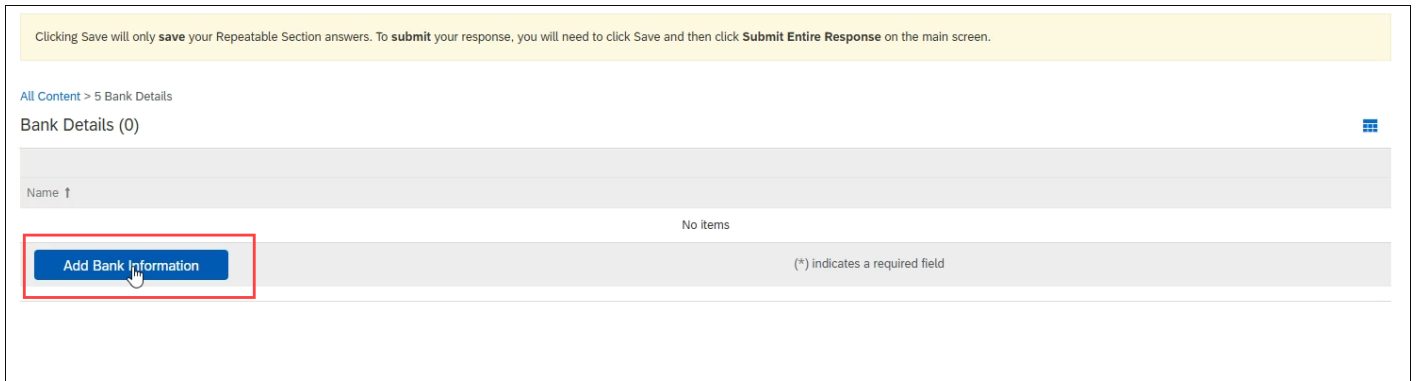
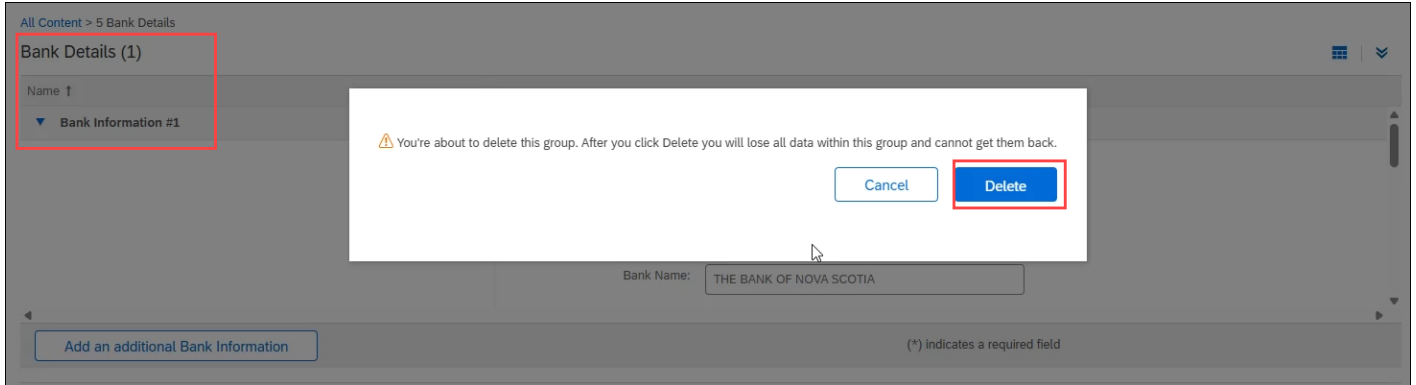
- b) The buyer may invite or re-invite you with a new link to the External Supplier Registration Form where you can perform the change needed. The link can be sent to the original contact, or a new contact may be added

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External Change – Banking Information

To change, banking information, delete existing banking information in Ariba and then add new banking information.





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You will update your banking information, the email for EFT remittance and attach the supporting banking documentation.

Select "Yes" to the question "Is this an update to the bank details?" when changing banking details.



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You will receive a message at the top of the screen that the response was submitted.

The screenshot shows the Ariba Sourcing interface. At the top, there is a navigation bar with 'Ariba Sourcing', 'Company Settings', 'CARLA CALDERON', 'Feedback', 'Help', and 'Messages'. Below this is a breadcrumb trail: '< Go back to Aecon Construction Group Inc.-TEST Dashboard' and 'Desktop File Sync'. The main area is titled 'Console' and contains a green confirmation message: 'Your revised response has been submitted. Thank you for participating in the event.' Below the message is a table titled 'All Content' with columns for 'Name' and 'Details'. The table lists several items, including '4.1 Payment Method', '5 Bank Details', '6 Is this an update to the bank details?', '7 New Remit to', and '7.2 Conflict of Interest'. A 'Compose Message' button is visible at the bottom of the table.

The buyer will be notified when you have submitted the change.

The screenshot shows an email notification from Ariba Administrator. The subject is 'WS2152278556 - Supplier Registration for Maura Elizabeth: Approval for Supplier Registration Update was approved by Lauren Cr.'. The sender is 'Ariba Administrator <no-reply@ansmtp.ariba.com>' and the recipient is 'Lauren Craft'. The email contains a yellow warning banner: 'CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE ORGANIZATION AND MAY BE UNSAFE.' and 'ATTENTION: CE COURRIEL PROVIENT DE L'EXTÉRIEUR DE L'ORGANISATION ET PEUT ÊTRE DANGEREUX.' Below the banner, the text reads: 'WS2152278556 - Supplier Registration for Maura Elizabeth: Approval for Supplier Registration Update was approved by Lauren Craft.' The email also includes a task description: 'The following task can be started: Approval for Supplier Registration Update' and 'Task description: The following notes might also be helpful to you: Approved by VMT'. At the bottom, it states: 'You are being sent this email because someone in the approval flow of the task has approved the document.'

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Address Changes

To make changes to address information, revise your previously submitted responses.

Ariba Sourcing

< Go back to Aecon Construction Group Inc.-TEST Dashboard

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General Supplier Com...
2 Industry Key
4 Payment
5 Bank Details
7 New Remit to
11 Hidden Questions
12 ISN

You have submitted a response for this event. Thank you for participating.

Revise Response

All Content

Name ↑	
▼ 1 General Supplier Common Information Questions	
1.3 Legal Supplier Name	CA WINDOWS CLEANER VENDOR TEST 0001
1.4 Supplier Contact email ⓘ	v.en.d.or.supplier01@gmail.com
1.5 Business Contact Name ⓘ	CARLA CALDERON
1.6 Website	
▼ 1.7 Tax Information	
1.7.1 Are you Tax exempt ?	No

Compose Message

Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel



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Delete existing address information in Ariba and then add new address information.

All Content

Name ↑

1.8 Main address

★ Show More

Street: ⓘ

Street 2: ⓘ

District: ⓘ

Postal Code: ⓘ City: * ⓘ

Country/Region: ⓘ State/Province/Region: ⓘ

Select "Yes" to question 1.11 "Is this an address change?"

Upload a new proof of address to match the updated information.

Name ↑

1.8 Main address

Country/Region: ⓘ State/Province/Region: ⓘ

Undeliverable: ⓘ

Time Zone: ⓘ Tax Jurisdiction: ⓘ

PO Box: ⓘ PO Box Number Not Visible: ⓘ

PO Box Service Type: ⓘ PO Box Service Number: ⓘ

PO Box Lobby: ⓘ

PO Box Postal Code: ⓘ PO Box City: ⓘ

PO Box Country/Region: ⓘ PO Box State/Province/Region: ⓘ

PO Box Undeliverable: ⓘ

Company Postal Code: ⓘ

Regional Structure Group: ⓘ

1.9 Phone Number ⓘ *

1.10 Upload supporting document for address ⓘ [Signed_Release_Document.pdf -- 276 - 2.pdf](#) [Update file](#) [Delete file](#)

1.11 Is this an address change? ⓘ * ⓘ



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Click "OK" to submit the new address.

The screenshot shows a form titled "All Content" with various input fields for address information: Building, Room, Floor, Care Of, Street, House Number, and Number Suffix. A modal dialog box is centered on the screen with the text "Submit this response? Click OK to submit." and two buttons: "OK" and "Cancel". A red arrow points to the "OK" button. At the bottom of the form, there are several buttons: "Submit Entire Response" (highlighted with a red arrow), "Reload Last Bid", "Save draft", "Compose Message", and "Excel Import".

You will receive a message at the top of the screen that the response was submitted.

The screenshot shows the Ariba Sourcing dashboard. At the top, there is a navigation bar with "Ariba Sourcing" and user information "CARLA CALDERON". Below the navigation bar, there is a message: "Your revised response has been submitted. Thank you for participating in the event." The main content area is titled "All Content" and displays a list of questions and answers. The questions are: "4.1 Payment Method", "5 Bank Details", "6 Is this an update to the bank details?", "7 New Remit to", and "7.2 Conflict of Interest". The answers are: "[E] - EFT", "View Bank Details (1)", "No", and "No". A "Compose Message" button is visible at the bottom of the list.



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The buyer will be notified when you have submitted the change.

WS2152278556 - Supplier Registration for Maura Elizabeth: Approval for Supplier Registration Update was approved by Lauren Cr.

 Ariba Administrator <no-reply@ansmtp.ariba.com>
To:  Lauren Craft

  Reply  Reply All

 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE ORGANIZATION AND MAY BE UNSAFE.

ATTENTION: CE COURRIEL PROVIENT DE L'EXTÉRIEUR DE L'ORGANISATION ET PEUT ÊTRE DANGEREUX.

WS2152278556 - Supplier Registration for Maura Elizabeth: Approval for Supplier Registration Update was approved by Lauren Craft.

The following task can be started: Approval for Supplier Registration Update

Task description:


The following notes might also be helpful to you: Approved by VMT

You are being sent this email because someone in the approval flow of the task has approved the document.

Contact Information

Click the "Supplier Registration Questionnaire" in Ariba.

Registration Questionnaires

Title	ID
▼ Status: Open (1)	
Supplier Registration Questionnaire 	Doc2152278569



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Click “Revise Response” and then “Ok” when asked if you would like to revise their response. Update your contact details.

The screenshot shows a 'Revise Response?' dialog box with the following text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' There are 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. In the background, a form titled 'All Content' is visible, showing fields for 'Jurisdiction' (Canada), 'Request Type' (New Supplier / Remit to), 'Legal Supplier Name' (Maura Elizabeth), 'Supplier Contact email' (lauren Elizabeth felix@gmail.com), and 'Business Contact Name'.

The screenshot shows a form titled 'All Content' with a 'Phone Number' field. The field contains the number '50634940668' and is marked with an asterisk (*). There is an information icon (i) next to the field label.

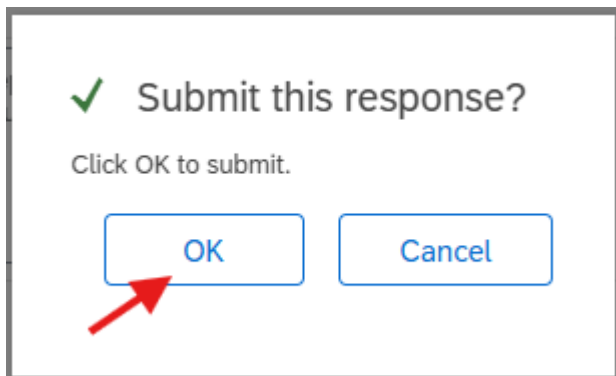
Click “Submit Entire Response” at the bottom of the page.

The screenshot shows the bottom of the form with several buttons: 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A red arrow points to the 'Submit Entire Response' button. Above the buttons, there are several form fields with dropdown menus and a text area. The 'Supplier Acknowledgment' field has a 'Yes' dropdown and a red warning message: 'I understand including our banking information above indicates we authorize Aecon to initiate credit entries (direct deposit) of funds to which we are entitled, and does not confer any other rights or obligations on either party. Either party reserves the right to cancel this authorization immediately at any time. I understand and...'

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Click "OK" when asked if you would like to submit this response.



You will receive a message at the top of the page that says your revised response was submitted.



The buyer will receive an email notification once the contact details are updated.



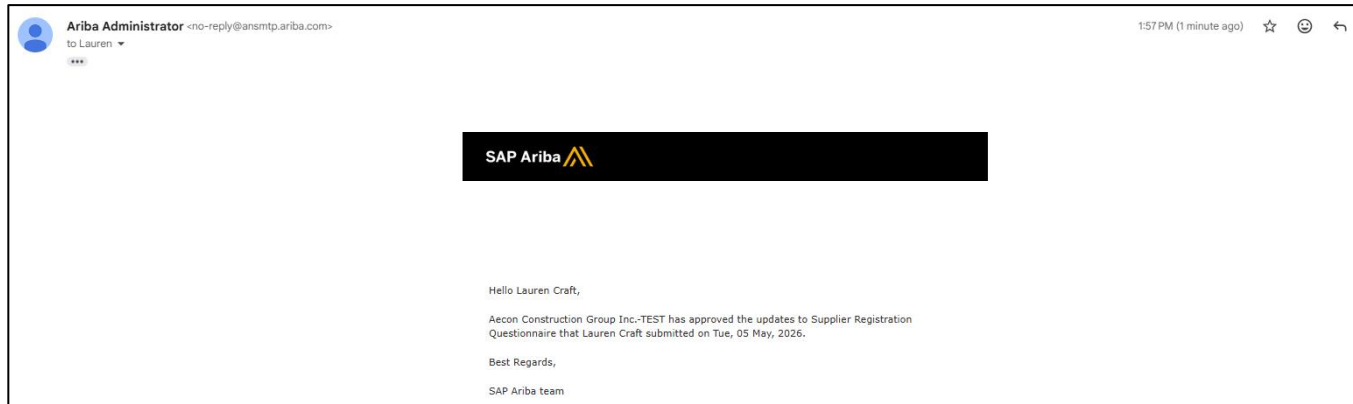


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You will be notified of the change.



Thank you for supporting the use of this new tool!