

*“Our commitment to you –
Enabling your entire procurement
value chain to run “smooth as silk”
”*

Digital Procurement Platform for Thai Airways

- Account Setting



Supplier Manual for Ariba SLP

1. Objectives of Ariba SLP & operational process

2. Account Setting





Objectives of Ariba SLP & operational process



Introduction to Ariba SLP



Purpose of the Ariba SLP System

The purpose of the SAP Ariba SLP (Supplier Lifecycle and Performance) system for suppliers is to provide an end-to-end supplier management solution, with the goal of enabling organizations and suppliers to collaborate efficiently, transparently, and securely.

✓ 1. Supplier Registration Process

Captures essential supplier information in a structured way, such as company details, legal documents, and tax identification numbers.

Online forms help reduce errors and ensure data consistency.

✓ 2. Supplier Qualification & Approval

Buyers can use questionnaires and evaluation criteria to assess the readiness and suitability of suppliers before approval.

✓ 3. Supplier Performance Monitoring

Suppliers are monitored and evaluated periodically based on key metrics such as quality, delivery performance, and collaboration.

✓ 4. Supplier Master Data Management

Supplier information is centrally stored and integrated with other systems like SAP ERP.

This helps eliminate data duplication and improves data accuracy and consistency.

✓ 5. Increased Business Opportunities

Suppliers who are qualified and approved have greater chances of being selected in procurement processes.

Introduction to Ariba SLP



Benefits of Using SAP Ariba SLP for Suppliers

1. Efficient Supplier Data Management

Suppliers can update company information, licenses, and supporting documents by themselves through an online system, reducing the need for physical document submission.

2. Automated Notifications

The system sends alerts when documents are nearing expiration or when additional information is requested, helping minimize the risk of missing or incomplete data.

3. Real-Time Status Tracking

Suppliers can instantly check the status of their registration, certification, and other processes via the system.

4. Support for End-to-End Digital Procurement

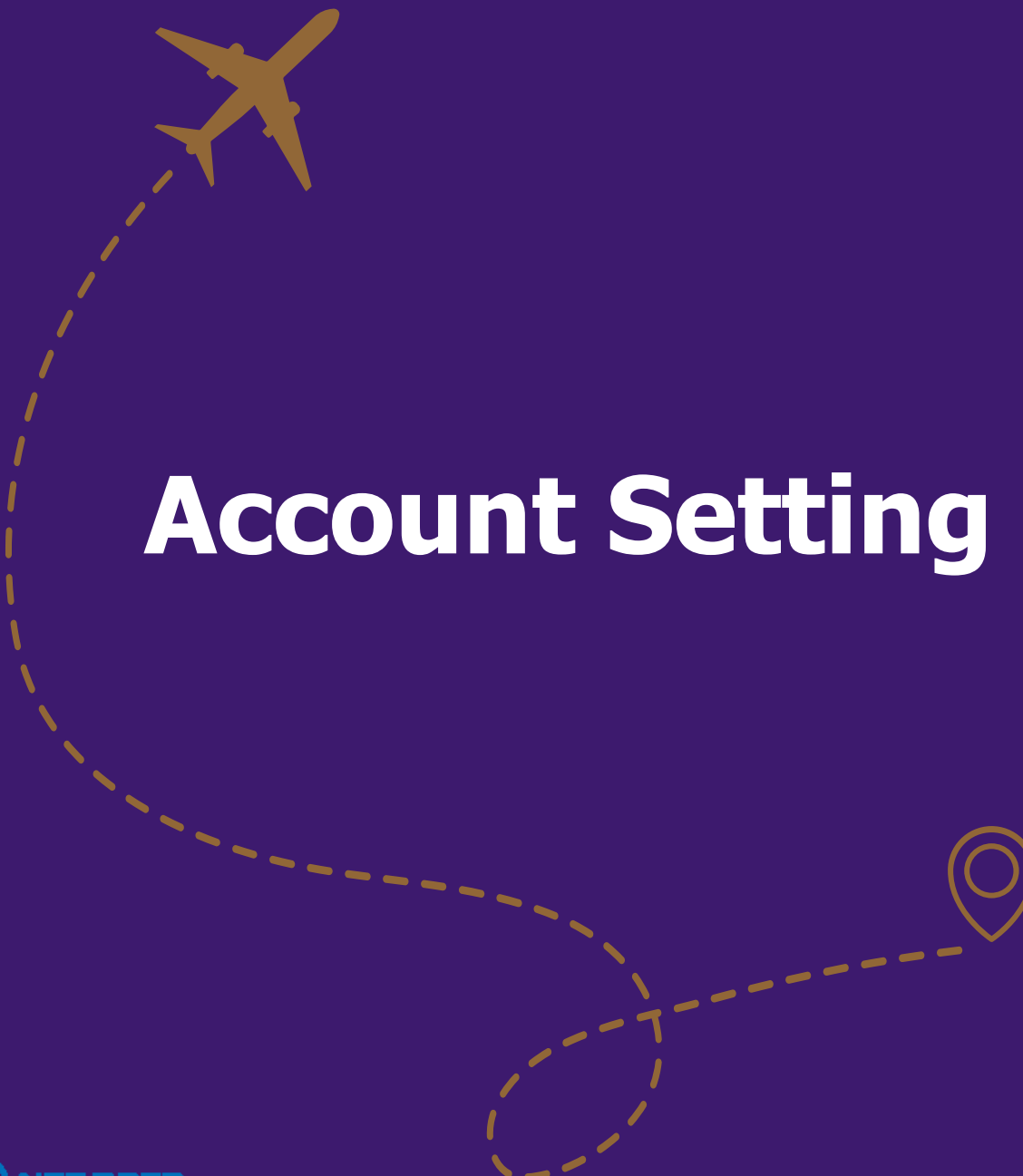
Seamlessly integrates with the organization's e-Procurement system for tasks such as submitting quotations, invoices, and more.

5. High Data Security

Utilizes a cloud system that complies with international standards, reducing risks associated with traditional document or data storage.

6. Global System Usable Across Multiple Organizations

Once registered with SAP Ariba, the same account can be used with other companies that also use Ariba.



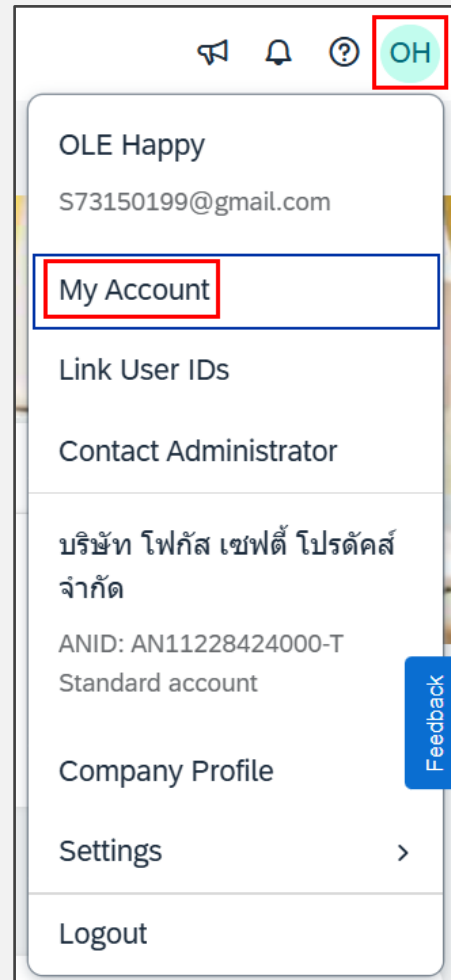
Account Setting



Account Setting



Supplier Setup (1/2)



How to Set Up "My Account" for Suppliers

1. Log in	- Go to supplier.ariba.com - Log in using the Username/Email and Password you created during registration, or as provided via an invitation from your customer (buyer)
2. My Account	- Once logged in, click the gear icon () or your account name at the top right corner of the page - From the dropdown menu, select "My Account"

Account Setting



Supplier Setup (2/2)

Preferences

Preferred Language:

English

▼

i

Preferred Timezone: *

Asia/Bangkok

▼

i

Default Currency: *

Thai Baht

Select Currency

i

☐

Allow Me to Save Filter Preferences in the Inbox/Outbox

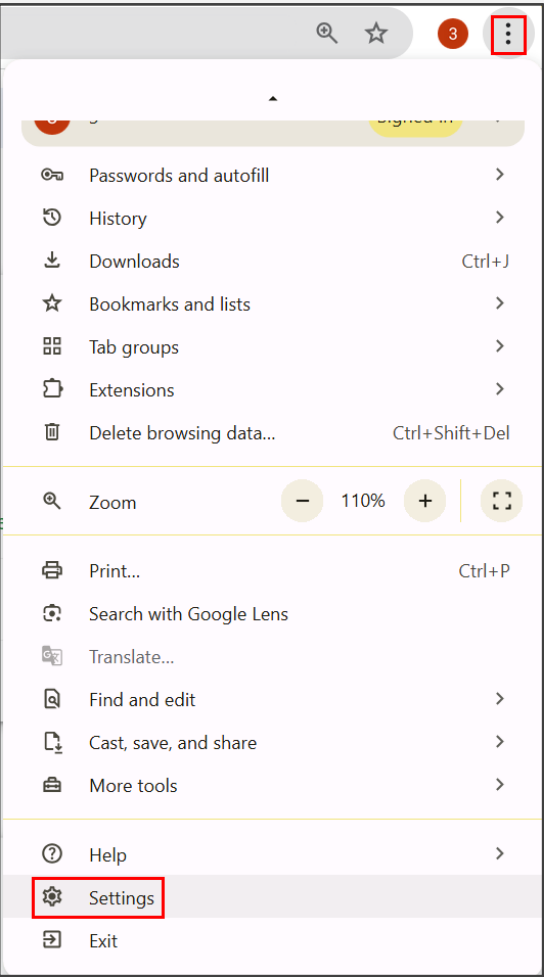
1. Go to the Preferences section	• Select your preferred language from the dropdown menu. In this example, choose "Available Languages"
2. Click "Save"	• To save the settings

This language setting helps users work more comfortably within the system, as menus and messages will be displayed in the selected language.

Account Setting



How to change the language in Google Chrome (1/2)



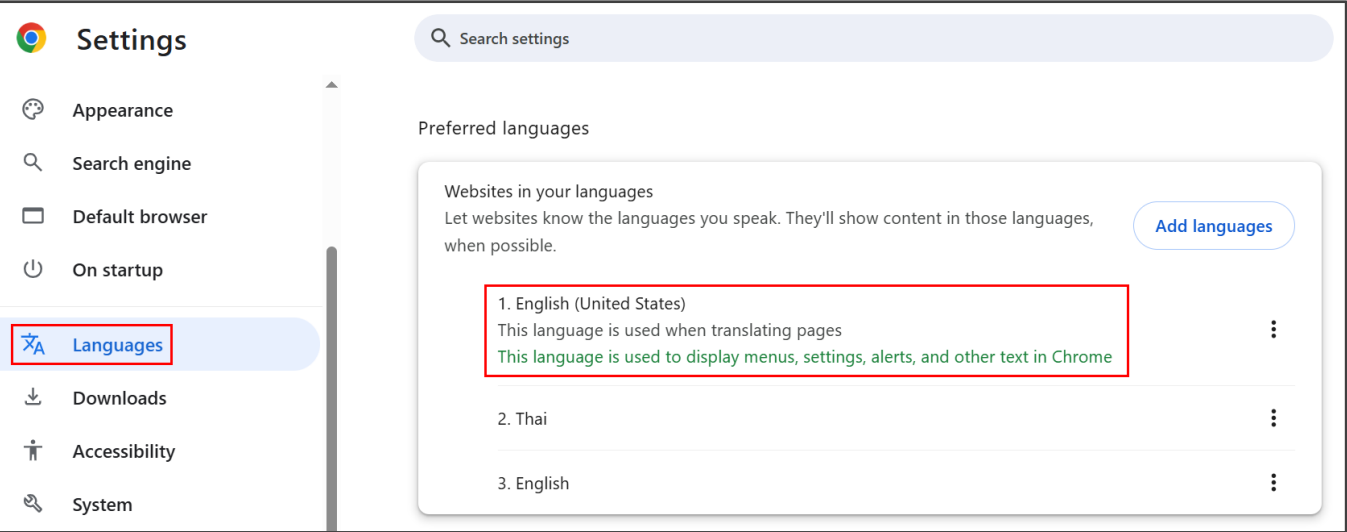
To ensure a smoother experience when using various systems, users can set their preferred language in Google Chrome by following the steps below:

1. Open Google Chrome	Click the three vertical dots icon (⋮) at the top right corner of the screen
2. Select "Settings" menu	then click Next

Account Setting



How to change the language in Google Chrome (2/2)



1. In the left menu, click on Languages	
2. Under Preferred languages	• Add a new language, click Add languages, select your desired language and then click Add.
3. Restart Chrome by closing and reopening the browser for the changes	• To take effect

