Ariba SLP Training Guide for Suppliers

aradel
Holdings

Content

Introduction

This guide is designed to help you navigate the supplier registration and onboarding process within Aradel Holdings on SAP Ariba.

As a new supplier, you will be guided through how to register with Aradel Holdings, complete your company profile, submit required certifications, and respond to additional information requests.

By understanding and completing each step accurately, you ensure a smooth onboarding experience and position your business to receive sourcing and procurement opportunities from Aradel Holdings. This guide provides practical instructions, helpful tips, and best practices to help you get started with confidence.
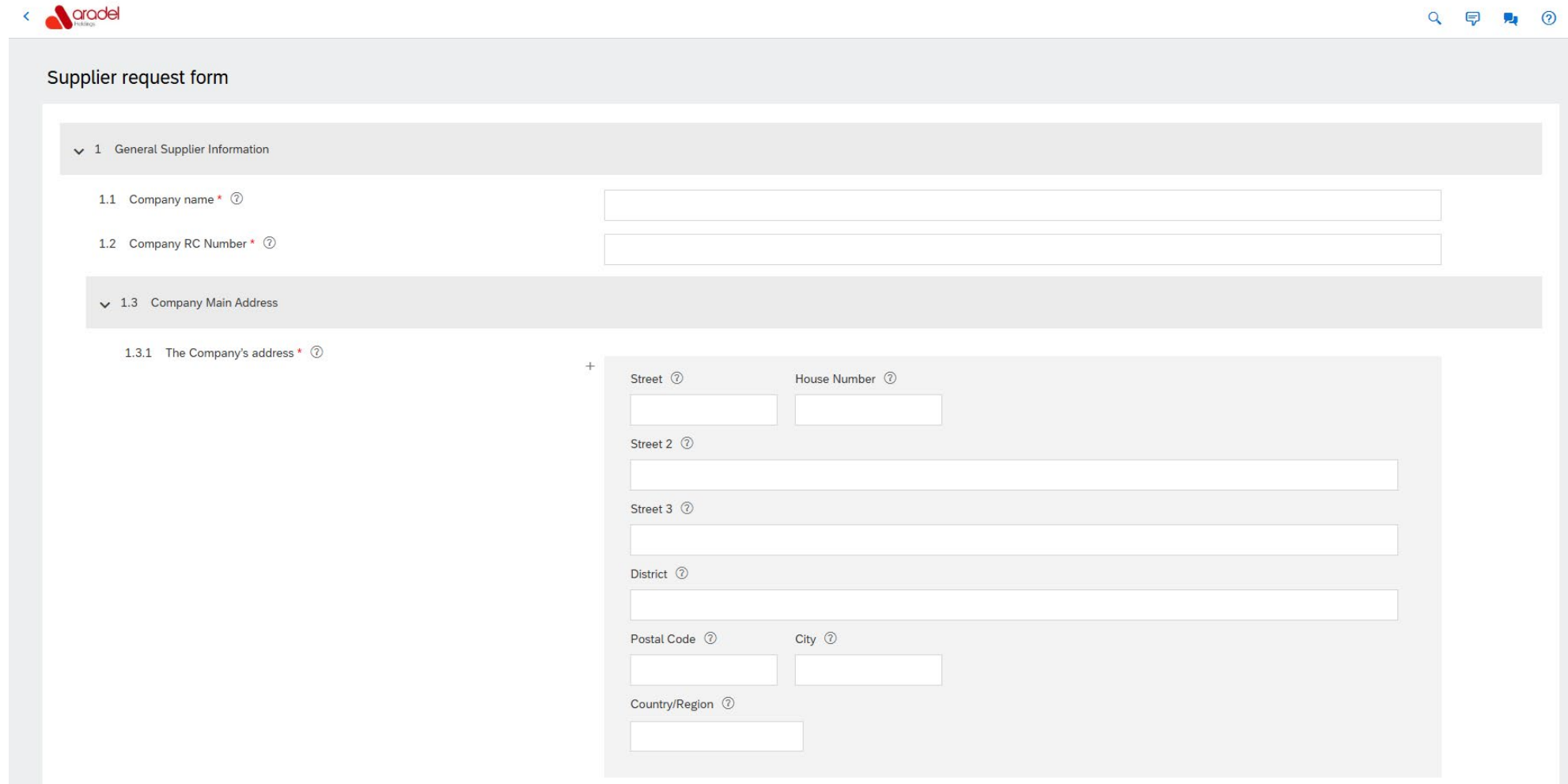
Supplier Request

Supplier Request

To begin the process of registration as an intending supplier in Aradel, click on the self-registration link on the website - [Aradel Supplier Self-Registration Link](#)

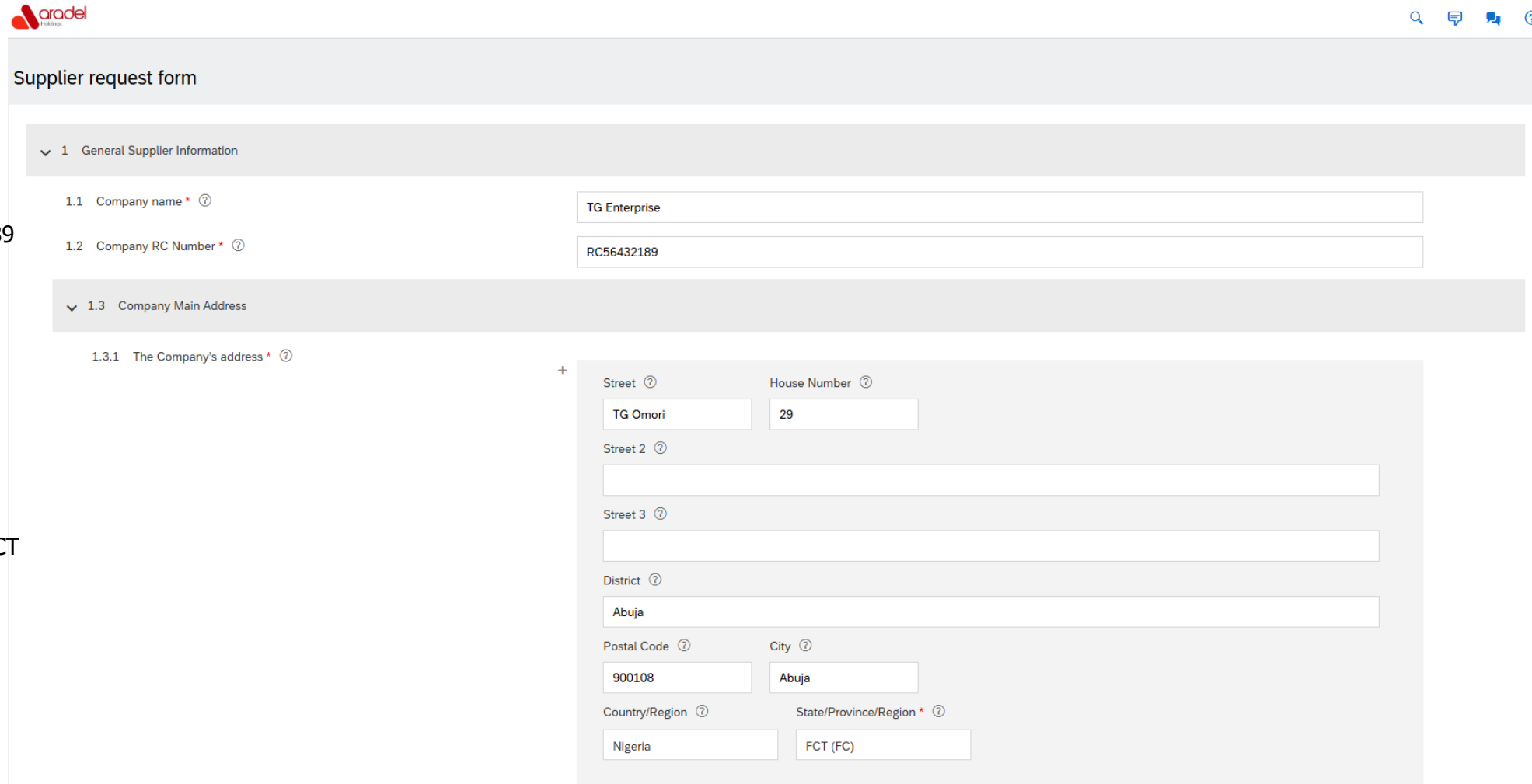This launches the supplier request form as shown in the screenshot below.

Supplier Request

Once the form is opened, you are expected to provide the following information:

1. General Supplier Information

- **Company Name** – TG Enterprise

- **Company RC Number** – RC56432189

- **Company Main Address**
  - **Street** – TG Omori
  - **House Number** - 29
  - **District** - Abuja
  - **Postal Code** - 900108
  - **City** - Abuja
  - **Country** - Nigeria
  - **State/Province/Region** - FCT

All supplier information shown in the screenshots are for illustrative purposes only and do not represent any real or actual suppliers.

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Supplier Request

2. Primary Company's Contact

- **Contact Email Address** - tgenterprise@gmail.com

- **Contact First Name** – TG

- **Contact Last Name** - Enterprise

- **Contact Locale** - English

3. Supplier Account Group - <select whether domestic/foreign/community>

4. Are you a community vendor? - Yes/No

5. Additional Information

- **Commodity supplied** – <select commodities>

- **Region of Operation** – <select region>

6. Telephone Number

To fill in the Telephone Number field - Click **add Telephone number**

2	Primary Company's Contact	
2.1	Contact Email Address * ⓘ	tgenterprise@gmail.com
2.2	Contact First Name * ⓘ	TG
2.3	Contact Last Name * ⓘ	Enterprise
2.4	Contact Locale ⓘ	English
3	Supplier account group * ⓘ	[ND02] Domestic Partners
4	Are you a community vendor? *	○ Yes ● No

5	Additional Information	
5.1	Commodities supplied ⓘ	☑ All commodities
		All commodities ✕
5.2	Regions of operation ⓘ	☑ All
		All ✕

6	Telephone Number	
6.1	Telephone Number	Add Telephone Number (0)

All supplier information shown in the screenshots are for illustrative purposes only and do not represent any real or actual suppliers.

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Supplier Request

Click on **Add New**

6.1.1 Country Code

- Click the drop down to select Country Code - NG

- **Telephone or Mobile Number** - 08123007588

- **Is this a mobile number?** - Yes/No

Click **Submit** then click **Back** to return to the form.

*All supplier information shown in the screenshots are for illustrative purposes only and do not represent any real or actual suppliers.

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Supplier Request

Once all details are filled, proceed to **Submit** the supplier registration request form.

Supplier Request

Once submitted, you will get a confirmation that your registration request as a supplier with Aradel Holdings Plc is complete.

Your request for registration as a supplier with Aradel Holdings Plc   is complete.

The Aradel Holdings Plc   supplier management team will review your request details and make a decision on your request. Decision will be sent to your email at   @yahoo.com

Supplier Registration

Supplier Registration

Once the request is submitted, you will get an email with a link to begin the process to register as an Aradel supplier. Select "**Click Here**" in the email.

Invitation: Register to become a supplier with Aradel Holdings Plc   Inbox ×

aribasystem <s4system-prodeu+ngdelta-T.Doc2638773048@eusmtp.ariba.com>
to me ▾

Aradel Holdings Plc

Register as a supplier with Aradel Holdings Plc

Hello!

aribasystem has invited you to register to become a supplier with Aradel Holdings Plc   Start by creating an account with Ariba Network. It's free.

Aradel Holdings Plc   uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If   already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

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Supplier Registration

You will be directed to connect with Aradel Holdings Plc on Ariba Business Network.

- If you do not have an existing Ariba Business Network account, click on the "**Create New Account**" button.

  (For new vendors, you are required to create an Ariba Business Network Account before you can carry out the supplier registration process.)

- If you have an existing Ariba Business Network account, click on the "**Use Existing Account**" button.

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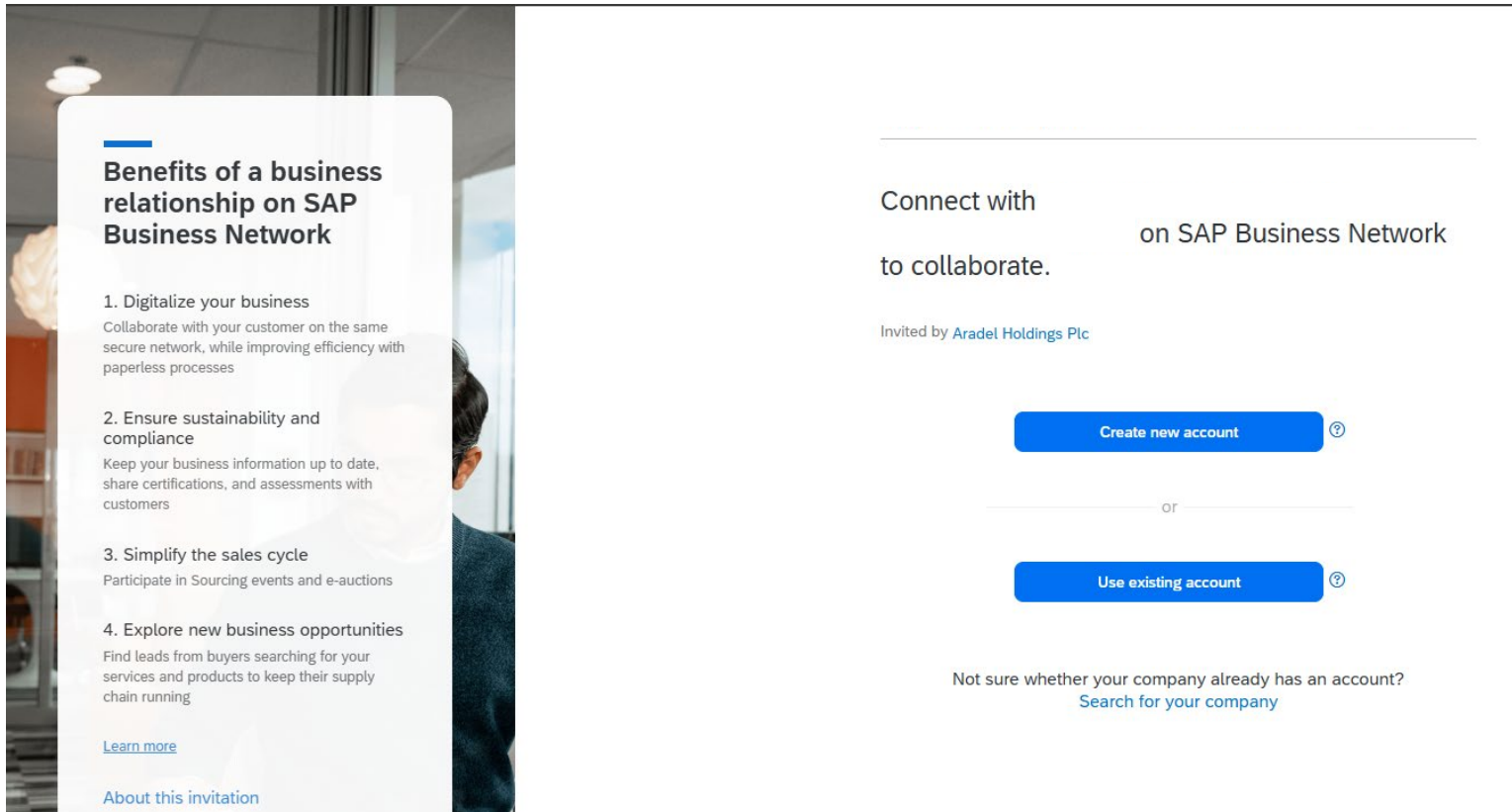
Supplier Registration

After connecting your account, you are then directed to the Ariba portal. (*For new suppliers without an existing Ariba Business Network account, you will be directed to this page after you have created and confirmed an account*).

Click on the **Supplier Registration Questionnaire** in the dashboard shown below to provide the necessary registration information.

Supplier Registration – Company Information

Provide the required information in the fields as shown below:

Note: Some fields might be pre-populated from the supplier registration request form.

All Content

Name ↑	
▼ 1 **Company Info**	
1.1 DUNS & BRADSTREET Number ⓘ	098765
1.2 Company Name ⓘ	* TG Enterprise
1.3 Company RC Number ⓘ	* RC-123456
1.4 Search term (alias) ⓘ	* TG
1.7 Company Profile ⓘ	*Attach a file
1.8 Company Registration Certificates (CAC for Nigerian Suppliers or Company Registration in your host country for Foreign Suppliers) ⓘ	*Attach a file
	Show More

1.9 Address

Street:	TG Omori	House Number:	29
Street 2:			
Street 3:			
District:	Abuja		
Postal Code:	900108	City:	Abuja
Country/Region:	Nigeria (NG)	State/Province/Region:	FCT (FC)

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To attach your **Company Profile and Company Registration Documents:** click **Attach a file→ Choose file → Select file from your laptop → Open** and click **OK.**

Supplier Registration – Tax Information

To provide Tax ID, click on **Add Tax IDs**

Then click on **Add Tax ID**

Click on the dropdown to select **Country/Region**, input the **Tax Identification Number** and click **Save**.

Supplier Registration – Bank Information

To add bank account, click on **Add Bank Accounts**

1.10	Telephone numbers	Add Telephone numbers (1)
2	Tax IDs	Add Tax IDs (1)
3	Bank accounts	Add Bank accounts (0)
4	Additional Certificates	Add Additional Certificates (0)
5	NUPRC	Add NUPRC (0)
8	NMDPRA	Add NMDPRA (0)

Then click on **Add Bank Account**

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 accounts

Bank accounts (0)

Name ↑	
	No items

Add Bank account

(*) indicate

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Supplier Registration – Bank Information

Provide **all** the details as shown in the screenshot below.

Ensure to maintain the **Bank Key/ABA Routing Number with your bank's SWIFT Code**, E.g., FBNINGLA for First Bank, ZEBINGLA for Zenith Bank etc.

Click **Save** once all the details are maintained.

All bank information shown in the screenshots are for illustrative purposes only and do not represent any real or actual bank accounts.

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Supplier Registration – NUPRC Certificates

To add NUPRC Certificate, click on **Add NUPRC.**

1.10	Telephone numbers	Add Telephone numbers (1)
2	Tax IDs	Add Tax IDs (1)
3	Bank accounts	Add Bank accounts (1)
4	Additional Certificates	Add Additional Certificates (0)
5	NUPRC	Add NUPRC (0)
8	NMDPRA	Add NMDPRA (0)

Click on **Add NUPRC**

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 NUPRC

NUPRC (0)

Name ↑	
	No items
Add NUPRC	(*) indicates a required field

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Supplier Registration – NUPRC Certificates

Click on **the drop down by the side of Unspecified** and select **Yes**.

Click **Details**.

Supplier Registration – NUPRC Certificates

The details page for the certificate come up.

Fill in the following fields:

- **Certificate type** – NUPRC

- **Issuer** – NUPRC

- **Year of Publication** – 2025

- **Certificate Number** –NUPRC/OGISP/25/1234567/R123456

- **Certificate location** – Lagos

- **Effective Date** – Fri, 31 Jan, 2025

- **Expiration Date** – Fri, 30 Jan, 2026

Click on **Choose file** to upload the certificate,

Select the certificate from your device, click **Open/Save**.

Click **OK**.

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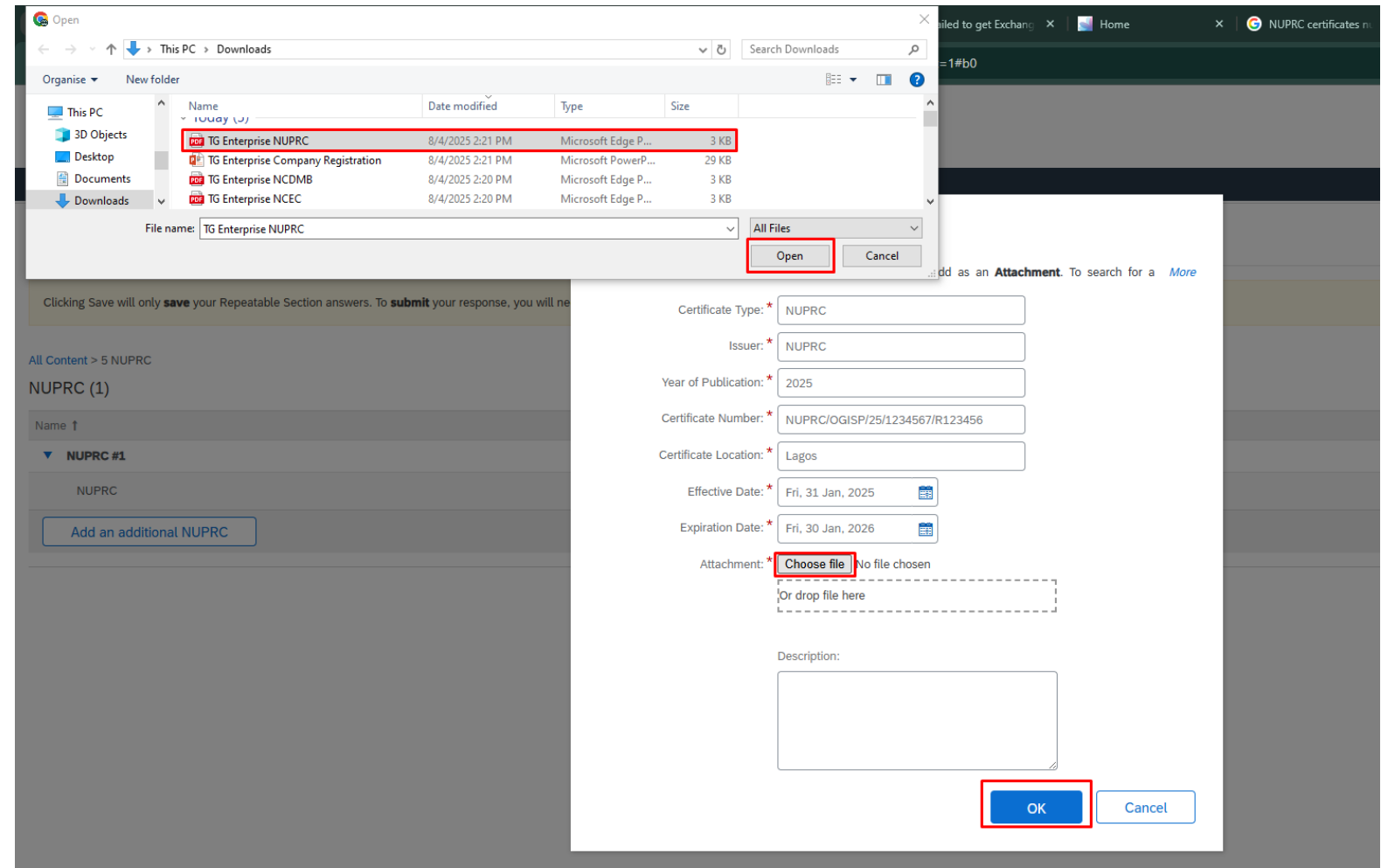
Supplier Registration – NUPRC Certificates

Click **Save**.

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 NUPRC

NUPRC (1)

Name ↑		
▼ **NUPRC #1**	Delete	
NUPRC	* Yes ⌄	Details
Add an additional NUPRC	(*) indicates a required field	

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Supplier Registration – NMDPRA and Additional Certificates

The same process above for adding NUPRC Certificates can be replicated for all other certificates.

1.10	Telephone numbers	Add Telephone numbers (1)
2	Tax IDs	Add Tax IDs (1)
3	Bank accounts	Add Bank accounts (0)
4	Additional Certificates	Add Additional Certificates (0)
5	NUPRC	Add NUPRC (0)
8	NMDPRA	Add NMDPRA (0)

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Supplier Registration - Submit

Once all the required information has been provided on the Supplier Registration Questionnaire, click **Submit Entire Response** and click **OK** to submit your registration.

Supplier Registration

You will get a confirmation of your successful submission, and your registration will be sent to the Aradel SRM team for approval and further action.

📋 Doc2745632480 - Supplier registration questionnaire   📑 Pending Approval

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

Aradel Holdings Plc

Hello

Aradel Holdings Plc -   has received your registration information and will review it for approval.

To check your registration status, log in to the Aradel Holdings Plc supplier portal.

Click Here

Sincerely,
Aradel Holdings Plc -

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Responding to Certificate Management with Modular Questionnaire

After your registration is submitted, during the review and approval process, you will get notified via email to complete a certificate questionnaire which requires you to provide all relevant business documents and certificates.

On the email, click on "**Submit Questionnaire**" to access the Questionnaire and fill it accordingly.

Aradel Holdings Plc

Hello

Aradel Holdings Plc   has invited you to complete a questionnaire. This is
required so   can do business with Aradel Holdings Plc

Questionnaire Overview
Questionnaire name: Aradel Certifcate Modular Questionnaire
Template_Domestic_Oil and Gas
Respond by: Thu, 23 Oct, 2025
Update Request Comments:

Submit questionnaire

Best,

SAP Ariba team

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The link leads you to your homepage after successful log-in. Then click on the required questionnaire under the Questionnaires tab.

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Responding to Certificate Management with Modular Questionnaire

The certificate questionnaire is displayed, and you can then provide all mandatory requirements.

To upload your documents :

- Click on **Attach a file**
- Click **Choose file**
- Select the certificate from your device
- Click **Open/Save**.
- Click **OK**.

Click **Submit Entire Response** once all the certificates are uploaded. Click **OK**.

FAQs

Frequently Asked Questions and their Answers

Question: What happens once I have submitted my Registration?

Answer: : Once you have completed and submitted your Registration, your registration will be reviewed by the Supplier Relationship Management (SRM) team and you will be notified if any additional information is required or if your registration has been approved.

Question: I got an email with the subject "**Action needed: Provide additional registration information to Aradel Holdings Plc**", what does it mean?

Answer: An "additional info requested" notification means Aradel Holdings Plc has reviewed your registration and requires more documents or clarification to proceed, and you must respond by providing the missing information via the Ariba portal to move forward with the registration process.
To address this, review the comments in the email, click on "**Click Here**" in the email and you will be navigated to your earlier submissions. You can then **Revise Response** and provide the required additional information.

Question: How do I update my existing certificate?

Answer: : Log in to Ariba, navigate to the Proposals and Questionnaires tab, select the relevant certificate questionnaire, select "Revise Response" then update the certificate data and resubmit the questionnaire.

Thank You