RESTRICTED

SUPPLIER MANUAL GUIDE SUPPLIER LIFECYCLE PERFORMANCE (SLP)

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Glossary

Term	Explanation
SAP Ariba	A cloud-based solution for managing all
	procurement processes consisting of
	functional modules.
ANID (Ariba Network ID)	A unique identifier for a customer or
	supplier. Also called Network ID in some
	CSV files, formerly known as Ariba
	Supplier Network (SN) ID.
SAP Business Network	SAP Business Network gives companies a
	comprehensive, shared business solution
	that automates and streamlines multiple
	business processes, from trading partner
	discovery to transaction management to
	financial settlement.

Troubleshooting Web Browser Issues

Symptom: If you are experiencing issues with your internet browser while navigating in SAP Business Network, follow these troubleshooting steps.

Resolution: To resolve web browser concerns and ensure your SAP Business Network pages load properly, it's recommended to clear your browser's temporary internet files, cookies, and cache before signing in.

Instructions for troubleshooting browser problems:

- 1. Press Ctrl + Shift + Del to open the clear browsing data window.
- 2. Select All Time or Everything, and check Cookies and other site data and Cached images and files.
- 3. Clear the data and close the browser completely.
- 4. Sign in to your SAP Business Network account at <u>http://supplier.ariba.com</u>.
- 5. Ensure you're using certified browsers: Google Chrome 88+, Microsoft Edge 88+, Mozilla Firefox 87+, or Apple Safari 15+.

Private Browsing Mode

You can also use **Private Browsing** or **Incognito Mode** to ensure cookies are not saved while browsing:

- Microsoft Edge: Open a New InPrivate window or press Ctrl + Shift + N
- Google Chrome: Open a New Incognito window or press Ctrl + Shift + N
- Mozilla Firefox: Open a New private window or press Ctrl + Shift + P

Registration

If you are not already a registered supplier with KPO but wish to become one, please start the registration process by filling up a Request Questionnaire.

ATTENTION:

 Filling out the questionnaire requires the preliminary preparation of all data and documents, so please read this manual carefully in full to get an idea of all the data and documents that will need to be attached!

 The questionnaire cannot be saved or postponed if it is partially completed, it must be completed in full and submitted during one session.

 The time of inactive work in the session is limited (30 minutes), so the questionnaire must be completed without delay.

To create an account, you will have to:

STEP 1. Fill out the Request Form for self-registration of the supplier by clicking on the <u>Supplier Self-Registration Link.</u> After clicking the link, you will need to pass a captcha. Click on the red colored box as shown in the screen shot below.



Then you will need to fill the Supplier Self - Registration Request form.

Please mention that mandatory fields are marked by a red asterisk. *

Kentegerak			GU
Supp	lier Self-Registration Request Form		
~	1 General Supplier Information (Общая информация поставщика) (Я	(еткізуші туралы жалпы ақпарат)	
	1.1 Country of Company origin / Страна происхождения компании / Компания орналаскан мемлекет * ⑦	Q	
	1.2 Country of company registration / Страна регистрации компании / Компания тіркелген ел * ⑦	Q	
		Kazakhstan ×	
	1.3 Company Name in English (Latin letters) / Наименование компании на английском (латинскими буквами) / Компанияның ағылшын тіліңдегі атауы (латын өріптерімен) *		
	1.4 Сотрапу Name KZ / Наименование компании на казахском / Компанияның қазақ тіліңдегі атауы		
	1.5 Company name in Russian / Наименование компании на русском / Компанияның орыс тіліндегі атауы		
	1.6 Please load Company Registration document / certificate. / Пожалуйста, загрузите регистрационный документ / сертификат компании. / Компанияның тіркеу құхкатын / сертификатын жүктеуіңізді сұраймыз. *	Upload File	

- 1 General Supplier Information (Общая информация поставщика) (Жеткізуші туралы жалпы ақпарат)
- 1.1 Country of Company origin / Страна происхождения компании / Компания орналасқан мемлекет.

<u>The country should be chosen according to the company of origin you are</u> <u>registering. For example, you are registering a branch in Kazakhstan when your</u> <u>company was established in Italy. You should choose Italy in this field.</u>

1.2 Country of company registration / Страна регистрации компании / Компания тіркелген ел.

In this field, select the country of the company that you are registering. For example, if your country of origin is Italy, but you are registering a branch in Kazakhstan, then you will choose Kazakhstan here. If the Country of Company origin matches with the Country of company registration field, please select the same value, for example, Kazakhstan in the field 1.1 and Kazakhstan in the field 1.2.

Note: attachment file size shall not exceed 10 MB. You may attach multiple files by archiving them and uploading an archive (RAR, ZIP). The maximum size of all attachments shall not exceed 104 MB.

- 1.3 Company Name in English (Latin letters) / Наименование компании на английском (латинскими буквами) / Компанияның ағылшын тіліндегі атауы (латын әріптерімен)
- 1.4 Company Name KZ / Наименование компании на казахском / Компанияның қазақ тіліндегі атауы [For Local Supplier Only]
- 1.5 Company name in Russian / Наименование компании на русском / Компанияның орыс тіліндегі атауы [For Local Supplier Only]
- 1.6 Please load Company Registration document / certificate. / Пожалуйста, загрузите регистрационный документ / сертификат компании. / Компанияның тіркеу құжатын / сертификатын жүктеуіңізді сұраймыз.

1.7 Organization or Individual? / Организация или физическое лицо? / Ұйым немесе жеке тұлға? *	Organization ×
1.8 BIN / IIN. БИН / ИИН. БСН / ЖСН *	
1.9 Tax ID Number / Налоговый идентификационный номер / Салық төлеушінің сәйкестендіру нөмірі *	
1.10 Туре of Legal Entity / Правовая форма компании / Компанияның ұйымдық-құқықтық нысаны	
1.11 TRN / RNN. / Налоговый регистрационный номер / Салық төлеушінің тіркеу номері * ⑦	
1.12 Is your company a VAT payer? / Является ли ваша компания плательщиком НДС? / Сіздің компания ҚҚС төлеуші ме? *	Ves No
1.15 Туре of Supplier / Тип поставщика / Жеткізуші түрі *	~
1.16 Date of Incorporation / Дата основания / Құрылған күні	DD/MM/YYYY

- 1.7 Organization or Individual? / Организация или физическое лицо? / Ұйым немесе жеке тұлға? Choose one from the list.
- 1.8 BIN / IIN. БИН / ИИН. БСН / ЖСН * [For Local Supplier Only] Please be sure that you mention your BIN/IINN without spaces or additional signs.
- 1.9 Tax ID Number / Налоговый идентификационный номер / Салық төлеушінің сәйкестендіру нөмірі * <u>Please be sure that you mention your Tax ID number without spaces or additional</u> <u>signs. [For Foreign Supplier Only]</u>
- 1.10 Туре of Legal Entity / Правовая форма компании / Компанияның ұйымдыққұқықтық нысаны *

- 1.11 TRN / RNN. / Налоговый регистрационный номер / Салық төлеушінің тіркеу номері *
- 1.12 Is your company a VAT payer? / Является ли ваша компания плательщиком НДС? / Сіздің компания ҚҚС төлеуші ме? * [For Local Supplier Only]
- 1.13 VAT ID / НДС / ҚҚС * [For Local Supplier Only]
- 1.14 Certificate of VAT Registration / Свидетельство о постановке на регистрационный учет по НДС / ҚҚС бойынша тіркеу есебіне қою туралы куәлік [For Local Supplier Only]
- 1.15 Type of Supplier / Тип поставщика / Жеткізуші түрі * In this field you may choose one or multiple types.
- 1.16 Date of Incorporation / Дата основания / Құрылған күні Click on the calendar in the right side of the row and choose a correct date.
- 1.17 Company Address / Адрес компании / Компанияның мекенжайы * <u>Here you need to mention the address of the company you create a request from.</u>

1.17 Company Address / Адрес компании / Компанияның			
мекенжайы *	+	Street * ⑦ Street 2 ⑦	House Number * ⑦
		Street 3 ⑦	
		District ⑦	
		Postal Code * ③	City * ⑦
		Country/Region * ⑦	

1.18 Head of Organization name / Руководитель организации (Имя) / Ұйым басшысы(Аты) *	
1.19 Head of Organization Last Name / Руководитель организации (Фамилия) / Ұйым басшысы (Teri) *	
1.20 Head of organization patronymic /Руководитель организации (Отчество) / Ұйым басшысы(Әкесінің аты) *	
1.21 Head of organization Position / Руководитель организации(Должность) / Ұйым басшысы(Лауазымы) *	
1.22 Head of Organization Phone / Руководитель организации(Телефон) / Ұйым басшысы(Телефоны)	
1.23 Shared mailbox / Общий почтовый ящик / Ортақ пошта жәшігі *	
1.24 Contact First Name / Контакт (Имя) / Байланысатын тұлға(Аты) *	
1.25 Contact Last Name / Контакт (Фамилия) / Байланысатын тұлға(Teri) *	
1.26 Contact Position / Контакт (Должность) / Байланысатын тұлға(Лауазымы) *	
1.27 Contact Phone / Контакт (Телефон) / Байланысатын тұлға(Телефоны)	
1.28 Contact Email / Контакт (эл.почта) / Байланысатын тұлға(эл.пошта) *	
1.29 Website Address / Адрес веб-страницы / Веб- парақшаның мекенжайы	
1.30 Brief Description of Business Activity / Краткое описание деятельности / Қызметінің қысқаша сипаттамасы *	

- 1.18 Head of Organization name / Руководитель организации (Имя) / Ұйым басшысы (Аты) *
- 1.19 Head of Organization Last Name / Руководитель организации (Фамилия) / Ұйым басшысы (Teri) *
- 1.20 Head of Organization patronymic / Руководитель организации (Отчество) / Ұйым басшысы (Әкесінің аты) *
- 1.21 Head of Organization Position / Руководитель организации (Должность) / Ұйым басшысы (Лауазымы) *
- 1.22 General Director Phone / Генеральный директор (Телефон) / Бас директор (Телефоны) *
- 1.23 Shared mailbox / Общий почтовый ящик / Ортақ пошта жәшігі * <u>Please provide a shared email address such as info@nnn.com or tender@nn.com.</u> <u>This is necessary to ensure that there is constant access to the company and to</u> <u>avoid situations where an employee is on vacation or no longer works for the</u> <u>company.</u>

- 1.24 Contact First Name / Контакт (Имя) / Байланысатын тұлға(Аты) *
- 1.25 Contact Last Name / Контакт (Фамилия) / Байланысатын тұлға(Тегі) *
- 1.26 Contact Position / Контакт (Должность) / Байланысатын тұлға(Лауазымы) *
- 1.27 Contact Phone / Контакт (Телефон) / Байланысатын тұлға(Телефоны)
- 1.28 Contact Email / Контакт (эл.почта) / Байланысатын тұлға(эл.пошта) *
- 1.29 Website Address / Адрес веб-страницы / Веб-парақшаның мекенжайы
- 1.30 Brief Description of Business Activity / Краткое описание деятельности / Қызметінің қысқаша сипаттамасы *

✓ 2 Additional Information (Дополнительная информация) (Қосым	ша ақларат)
2.1 Category of goods and services provided by your company (FPAL) / Категория товаров и услуг, предоставляемых вашей компанией (FPAL) / Сіздің компания көрсететін қызмет пен жеткізетін тауар санаты (FPAL) *	Q
253 kb FPAL codes guidance (1).xls	
2.2 Please attach the organizational break-down structure / Предоствъте организационную структуру / Ұйымдық құрылымды беріңіз *	Upload File
2.3 Please provide certificates and/or licenses according to the selected activity type. / Предоставьте лицензии, сертификаты и другие разрешения,относящееся к заявленным видам деятельности / Таңдаған қызмет пен жеткізетін тауарларға қатысты лицензияларды, сертификаттарды және басқа рұқсаттарды беріңіз *	Upload File

2 Additional Information (Дополнительная информация) (Қосымша ақпарат)

2.1 Category of goods and services provided by your company (FPAL) / Категория товаров и услуг, предоставляемых вашей компанией (FPAL) / Сіздің компания көрсететін қызмет пен жеткізетін тауар санаты (FPAL) *

Here you need to choose your provided goods / services. You may start typing the associated word and the system will show you the list of suitable codes. Or you may click the magnifier and by clicking the arrow right open more detailed level of codes.

There is an attached file for information purpose which could allow you to see all the possible codes in a usual format.

Attention: Please choose the last level of FPAL codes. No need to choose everything or a big number of codes. In this case request might be rejected. Select only the codes corresponding to the services/products you provide.

Choose only the codes correlated to your provided services / goods.

2.2 Please attach the organizational break-down structure / Предоствьте организационную структуру / Ұйымдық құрылымды беріңіз *

SAP Ariba supports attachment of various file formats. If you require the attachment of multiple files, we recommend using zip or rar archives.

2.3 Please provide certificates and/or licenses according to the selected activity type. / Предоставьте лицензии, сертификаты и другие разрешения, относящееся к заявленным видам деятельности / Таңдаған қызмет пен жеткізетін тауарларға қатысты лицензияларды, сертификаттарды және басқа рұқсаттарды беріңіз

2.4 Please attach feedbacks from major clients/customers (3 maximum) / Предоставьте рекомендательные письма/отзывы от основных клиентов/заказчиков (3 максимум) / Негізгі клиенттердің/тапсырыс берушілердің ұсыным хаттарын/пікірлерін беріңіз (ең көбі 3) *

2.5 List of works performed for over the last three years / Перечень выполненных работ за последние 3 года / Соңғы 3 жылда орындалған жұмыстардың тізбесі

Please download the attached form and complete it before submitting your Request.

After successfully filling in all the required fields of the questionnaire and the attachment of all documents, click **Submit**.

2.4 Please attach feedbacks from major clients/customers (3 maximum) / Предоставьте рекомендательные письма/отзывы от основных клиентов/заказчиков (3 максимум) / Herisri клиенттердің/тапсырыс берушілердің ұсыным хаттарын/ пікірлерін беріңіз (ең көбі 3) *	Upload File
2.5 List of works performed for over the last three years / Перечень выполненных работ за последние 3 года / Соңғы 3 жылда орындалған жұмыстардың тізбесі *	Upload File
24.17 kb EXPERIENCE LIST, ОПЫТ РАБОТЫ.xlsx	



After sending the questionnaire, you will see information about it on the screen.



Self - Registration Request Form is submitted Successfully. Now, KPO will review and approve or reject it. You will receive an email on the mentioned mail address.

STEP 2. The KPO will review it and approve or reject it or request additional information. You will receive an email to the email address you provided.

Proceed to Registration:

STEP 3. If your application has been approved, you will receive an email with further instructions.

ATTENTION - Check your incoming messages so as not to miss it, including the mail folder with spam messages. Suppliers must carefully follow the instructions in the email in order to continue registration without any delay.

This email will provide information about the next steps in the registration process, including what necessary steps need to be completed to register for the SAP Business Network.

Click on the link as shown in the screenshot below, indicated in a red frame.

KPO.b.v

Register as a supplier with KPO.b.v

HelloIIvan Ivanov has invited you to register to become a supplier with KPO.b.v Start by creating an account with SAP Business Network. It's free.KPO.b.v uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Test Company already has an account with SAP Business Network, sign in with your username and password. Click Here to create account now

You are receiving this email because your customer, KPO.b.v has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact KPO.b.v

Offices | Data Policy | Contact Us | Customer Support



Access to SAP Business Network:

After opening the link, you will be taken to the SAP Business Network - Supplier Link

Step 4: After clicking on the link in the email, you can choose any option:

- a) Review Accounts Select this option if you have already registered or logged in with different accounts and want to review which one you prefer to access your dashboard.
- b) Use Existing Account Select this option if you already have an account in SAP Business Network and want to use your credentials to log in and access the dashboard.



Create new account

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Then enter your username and password and click "Connect":



Sign in to connect with Karachaganak Petroleum Operating B.V. Kazakhstan Branch

Username*	
Forgot username?	
Password *	
	۲
Forgot password?	
Connect	

After you have successfully logged into your Ariba Business Network account based on an invitation from KPO, you will link your account to KPO

c) Create New Account - Choose this if you are a new supplier and you do not have an account yet. This will allow you to create a new supplier profile and start the onboarding process.

Connect with Karachagana B.V. Kazakhstan Branch or to collaborate.	ak Petroleum Operating n SAP Business Network
Invited by KPO.b.v-	
We found existing accounts based o invite. Please review.	on the information in the
Review accounts	
OF .	
Use existing account	0
Create new account	0

Step 5: Create an account.

Fill in all mandatory fields marked with an asterisk and create a profile by clicking on the blue "Create Account" button.

ssword *		Repeat password *	
		Address line 1.*	
17 1800 S			
	100	ury -	
	And and	Choose a state	~
Linter		Province *	
	11		
were/cere and products to keep their scopply chain curving	100	Postal code *	
 Explore new business opportunities Find leads from business searching for your 	60	Kazakhstan [KAZ]	~
Participate in Searchig events and e-auttains	11	Country/Region *	
3. Simplify the sales cycle	100	1	
cutionera		Company (legal) name *	
Ewep your Business information up to date, share certifications, and assessments with	1.000	Don't know your DUNS number?	
Ensure sustainability and compliance			0
baberant processes		DUNS number	
 Digitalize your business Collaborate with your castomet on the same secure network, while improving efficiency with 		Company information ()	
Business Network	at .	with Karachaganak Petroleum Operat Kazakhstan Branch on SAP Business	ing B.V. Network
Benefits of a business relationship on SAP		Create an account to connect and co	llaborate
_		<u></u>	
	And and a second se		

✓ 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.



Step 6: Confirm your email.

After submitting the supplier registration form, you will receive a confirmation email to verify your registration request.

SAP Busin	ness Network
Confirm	your email
Hello,	
Thank you fi to confirm th	or joining SAP Business Network. To finish signing up, you just need nat we have the correct email.
Confin	m email
Link expires:	: Friday, May 02, 2025, 05:32 AM PDT
If the link ex receive anot	pired, login to supplier.ariba.com and click "Resend". You will then ther confirmation email.
If you are una https://service key=ryQmQG	able to access the page, copy the link below and paste it into your web browser: <u>ariba.com/Authenticator.aw/ad/confirmEmail?</u> ac62V3ccvYI4G9Wwu3OByshJgdX&anp=Ariba&app=Supplier

Sincerely, SAP Business Network team Step 7: Fill in information about the goods and services provided and delivery/service locations. Click the "Browse" button. Once completed, click the "Submit" button.

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		
Enter Product and Service Categories	Add	-or- Browse
Ship-to or Service Locations		
Enter Ship-to or Service Location	Add	-or- Browse
Submit Remind me later Don't show this to me again		



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		
Enter Product and Service Categories	Add	-or- Browse
Fluorescent dyes X Acid dye X		
hip-to or Service Locations		
Kaza	Add	-or- Browse
Kazanlak - Stara Zagora		Suggestions
Kazakhstan		
Kazan - Tatarstan (Respublika)		
Almaty - Kazakhstan		
Astana - Kazakhstan		
Almaty oblysy - Kazakhstan		

After submitting the information, you will get access to SAP Ariba Network.

After you have successfully registered your account in Ariba Business Network based on an invitation from KPO, and linked your account with KPO.

Request for additional information

Additional information is only required if specifically requested by the KPO or if the supplier is involved in other activities.

The supplier will receive an email notification requesting additional information from the KPO Specialist. Pay attention to comments added by KPO to see what you need to add or update.

Step 1: Pay attention to the example screen below highlighted by red.

KPO.b.v
Hello Ivan Ivanov,
KPO.b.v reviewed your registration and needs additional information before approval. Please provide the information described in the following comments.
Comments: You have attached a wrong file in the question 2.2. Plese provide a proper organization structure.
To provide this information, go to the registration questionnaire and update your answers.
Click Here

Step 2: In "Ariba Proposals & Questionnaires" section, you can find the Supplier Registration Questionnaire.

SAP	Business Network Standard A	Account Get enterprise accou	nt		47 Q SK
Home	SAP Business Network	Workbench Catalogs	Assessments		Create 🗸 🕴
	SAP Business Network Discovery	intion protocol on January 24	2025 For more information visit ht	the://support ariba.com/CEPT Learn More	
	Ariba Proposals & Questionnaires	space protocol on sandary 24,	2023. Por more mornauon visit ne		
	Ariba Contract Management	Leads	In Location ~	By Product	Q III
		Marin Carlos			1
	Overview Getting started				32
4	0	0	0		
	0	0	0		
	Matched Leads	Invited Leads	Enablement Tasks		
	Last 90 days	Last 90 days			⁸
N	ly widgets 🚒 Customize				ι
	Company profile	My leads		Differentiate your company for new customers	Shipment tracking
				(1997) - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 199	Purchase order number.
			n		Go to Settings to activate Windows.
	250/				

Step 3: Select the Supplier Registration Questionnaire for registration in KPO database.

Home						
Events						
Title	ID	End Time 🕴	Event T	ype	Participated	
			No iter	ns		
Registratio	n Questionn	aires				
Title			ID	End Time \$	Status	
▼ Status: (Open (1)					
Supplier Regi	stration Question	naire	Doc2525969935	6/28/2025 4:38 PM	Pending Resubmission	
Qualificatio	on Questionn	naires				
Title	ID	End Time ↓	Commodity	Regi	ons Status	
			No iter	ns		

Step 4: If you need to add or edit any information, Click on "Revise Response".

Console	Doc2525969935 - Supplier Registration Questionnaire		S9 days 22:37:07
Event Moscagos Event Detalle	You have submitted a response for this event. Thank you for participating.		
Response History Response Team	Revise Response	-	
- Autoria approximation	All Content		= 😽
All Contant	Nares 1		
5 General Supplier	🔻 1 General Supplier Information (OSuper exelogrenages nocraespece) (Merkizytal typena wanna accepter)		i
Supervised and	1.1 Country of Company origin / Organic report composer reamands / Romanum apraziación sessivator (i)	102	
2 Additional Internal	1.2 Country of company registration / Cripana pervectigaque econosis / Kownesien Hyseitere en 🛞	KAZ	
	1.3 Company Name in English (Latin Letters) / Ofsuger exclosomagers recramagers / Kommakerskeij alkunasie rivlegeri arasyu (namus lepterspises)	Test Supplier 11	
	1.4 Company Name K2 / Hanassistaware isomaware na kataktister / Komtewareway tatakt Weigterl artayw		
	1.8 Company Name in Russian / Hamesoaawe konnatwe va pychole / Konnatwewer open timingeri atayo		
	 Please tool Company Registration document / contribute, / flawary/licta, sarpyone perint/paquowed gorynew? / contrabuser, / flawareeum, ensemption of contrabusers and contrabusers and contrabusers. 		
	Compose Message		

Step 5: Click on OK.

Console	Doc2525969935 - Supplier Registratio	n Questionnaire		D Time remaining 59 days 22:34:57
Event Messages Event Details	You have submitted a response for this event. Thank you for p	ntopating		
Response History Response Team				
		Revise Response		
Event Contents	All Content			m 😽
All Content	Name 1			
1 General Supplier	🔻 1 General Supplier Information (Oduşan 🔥 Re	vise Response?		i
	1.1 Country of Company origin / Crpana You have	already submitted a response for this event. Click OK if you would like to revise your response.	KAZ	
2 Additional Informati	1.2 Country of company registration / Crp.	OK Cancel	KA2	
	1.3 Company Nome in English (Latin Lett		Test Supplier 11	
	1.4 Company Name KZ / Hawsensoanne	and a second		
	1.5 Company Name in Russian / Hawaewooawee kownaw	ии на русском / Компанияные) орыс тіліндегі атауы		
	 Pisase load Company Registration document / certifi vinues Elevences / company Registration of company. 	cate. Л Пожалуйста, загрузите репистрациснный документ / сертификат компания. Л Компанияның		
	Compose Message			

Step 6: Go to the specified question or field where you were asked for edit or provide more information.

1 General Supplier Inf	 2. Additional Information (Bononwernemusan webpowaues) ((RocLwaue sampari) 2.1. Category of goods and services provided by your company (FPAL) / Kattropest totapos a yonyc. nppgochametessa, beneficial measures (FPAL) (2018) containes espectratin quarter their service/intrope 	3.11.0.0 INFORMATION SYSTEMS/ INFORMATL
* Informati	 Please attach the organizational break-down structure / Предоствыте организационную структуру / Унымдых кудылымды берінід 	Test doc.docx ∨ Update file Delete file
	2.3 Перае рохибе certificates and/or licenses according to the selected activity type. / Продоставле лацении, сертифитати и другие разрешение лические и казеленным перам деятельности. / Тандаган измене тень жетовети тауарларга катысты лицензикларды, сертификаттарды жане басқа русскатарды берій	Attach a file
	2.4 Please attach reference letters from major suppliers (3 as maximum) / Предоставьте рековендательные писыма/отзывые от основеных илиентов/заказичков (3 максимум) / Herisri илиентов/интерси/илисьмос берихи/нерси/илисьмос илиентов/илисьмос в берихи/нерси и имб 3	Attach a file
	2.5 List of works performed for over the last three years / Перечень выполненных работ за последние 3 года / Сонры 3 жылда орындалган жұмыстардың тізбесі	Attach a file
	(*) indicates a required field	,
	Submit Entire Response Save draft Compose Message Excel In	mport

Step 7: Add information. As an example, on the screen below, the red box indicates that a document has been added/updated.

🔻 2 Additional Information (Дополнительная информация) (Қосымша ақпарат)	
2.1. Category of goods and services provided by your company (FPAL) / Категория товарое и услуг. предоставлямых вышей компанией (FPAL) / Сіздің компания керсетегін қызмет пен жеткізетін тауар санаты (FPAL) (Encerences-	3.11.0.0 INFORMATION SYSTEMS / INFORMATI
2.2 Please attach the organizational break-down structure / Предоствьте организационную структуру / Ұйымдық құрылымды беріңіз	Test doc.docx ∨ Update file Delete file
2.3 Please provide certificates and/or licenses according to the selected activity type. / Предоставите лицензии, сортифияты и дугире разрешения, плоходиеся к заявленным видаи деятельности. / Тандаган кылкет тен желізетін тауарларга қатысты лицензияларды, сертификаттарды және басқа рурокттарды берікі	Attach a file
2.4 Please attach reference letters from major suppliers (3 as maximum) / Предоставьте рекомендательные письма/отзывы от основных клиентов/заказикое (3 максимум) / Herisri клиентов/заказикое, сырыс берукциероди усыные кататары/hikingenie берука (се кой 3)	Attach a file
2.5 List of works performed for over the last three years / Перечень выполненных работ за последние 3 года / Сонғы 3 жылда орындалған жұмыстардың тізбесі ■ References∨	Attach a file
	+
(*) indicates a required field	
Submit Entire Response Save draft Compose Message Excel I	Import
	2 Additional Information (Дополнительная информация) (Қосымша акпарат) 2.1 category of goods and services provided by your company (FPAL) / Категория товаров и услуг, праросставления санаций сонзания (FPAL) (Exploy company Repeated and the optimational Repeated and the company optimation of the selected activity type. / Прароствите / Прадоствите и должит пекатория товаров и услуг, гораросставите соотверсите на должит пекатория товаров и услуг. Прадоствате соотверсите на должит пекатория товаров и услуг. Прадоствате соотверсите на должит пекатория и правитали и прави (Company Repeated and the company per page-unserver). Прадоствате организационную структуру / Прадоствате, горандали соотверси и адмите правита удупието (Informational Repeated activity) (ур.) / Прадоствате / Прадоствате, соотверсите на должит пекатория разричение и иниеториализиона (Salaconva) / Herded 2.4. Flesse attach the optimized as the row service flast answire (Salaconva) / Herded 2.5. List of works performed for over the last three years / Преримень выплоленных работ за последяне 3 гора / Corpus 3 жылда орындатата худинства (Salaconva) / Herded 2.5. List of works performed for over the last three years / Преримень должи долбот за последяне 3 гора / Corpus 3 жылда орындатата худинства дарии triffed: Reference V

Step 8: Click on «Submit Entire Response».

Event Contents	 Additional Information (Дополнительная внформация) (Косымца акларат) 	
All Content	2.1. Category of groots and services provided by your company (FP44) / Karenopes totapoe explore, repaperceanseses meases instruments (FP44) / Category explorements reported in pursuant new sensitiantic tayapic cavera (FP44) (FRAMemory)	1.11.0.0 INFORMATION SYSTEMS / INFORMATI, 3.12.0.0 PETROLEUM TECHNOLOOV SERVICES, 3.13.0.0 CERTIFICATION AND INTEGRITY SER 3.34.0.0 FINANCIAL AND INSURANCE SERVICES, 3.15.0.0 DECOMMOSIONING AND ABANDONMENT, [Select]
General Supplier	2.2 Please attach the organizational break down structure / Предоствите арганизационную структуру / Чимидик курилинди берікіз	Organisation Structure dock Vipdate file Delete file
2 Additional	2.3 Piesse provide certificates and/er loceses according to the selected activity type. Прадоставлее плицении, соотифиятии и дулие разрешения плотосидеесь к заяливение надари деятельности. Паудаган кызмет пен кеткізетін таудагара улячысти лицензикларды, сертификаттарды және боска руксаттарды берініз	Atlach a Tai
and the second s	2.4 Please attach reference letters from major suppliers (3 as maximum) // Dysportain-re-presense-parameters- national/transmit of operational autoentual/autoence(a) (2 unicately/) / Hefinit univertifypig/taitoepaic fleptypic/enturgity-spawners unitrapactification prior feedback (see edd 3).	Attach a file
	2.5 List of works performed for over the last three years / Перечень выполненных работ за последние 3 года // Сонун 3 кылда прындалган коликстардан, табякі	Attach a file
	(*) indicates a sequired field	
	C. Transformer an sufficient reast	
	Submit Entre Response Sava draft Compose Message Excel Imp	hou

Step 9: Click on «OK».

Name T	
1.8 BINNIN, SUH / WUH, SCH / MCH	*
1.11 Туре of Legal Entity KZ / Правовая форма компании / Компанияның ұйымдық- құрықтық нысаны	Unspecified v
1.13 Is your company a VAT payer? / Является ли ваша компания плантичним HДС? / Сіддің компания ККС телеуші ма?	
1.14 VATID/Hgc/KKC ✓ Submit t	his response?
1.15 Certificate of VAT Registration / Свядетельство е постановке на р- по НДС / ККС бойынша т/ркеу есебіне кою туралы куйлік	
UK	Cancel
(*) indicates a required field	
Submit Entire Response Save draft Compose Message	Excel Import
	L.8. BINNIN, EVH / WHH, ECH / XICH L.1. Type of Legal Entry K2 // Passessa dopasa sounawwe / Kownawwawawa yawawawa yawawawawawa yawawawaw

Step 10: Revised Response Submitted Successfully.

Console	Doc2525969935 - Supplier Registration Questionnaire		Pending Approval
Event Messages Event Details	You have submitted a response to the questionnaire.		
Response History Response Team			
	All Content		=
V Event Contents	Name †		
All Content	1.2 Country of company registration / Страна регистрации хомпании / Компания тірхелген ел 💿	KAZ	
1 General Supplier	1.3 Company Name in English (Latin Letters) / Общая информация поставщика / Компанияның ағылшын тіліндегі атауы (латын өріптерімен)	Test Supplier 11	
	1.4 Сотрапу Name KZ / Наименование компании на казахоком / Компанияның қазақ тіліндегі атауы		
2 Additional Informati	1.5 Company Name in Russian / Наименование компании на русском / Компанияның орыс тіліндегі атауы		
	 Please load Company Registration document / certificate. / Пожалуйста, загрузите регистрационный документ / сертификат компаниим. / Компанияның тіркеу қркатын / сертификатын жүктеунірді сураймыз. 		
	1.7 Organization or Individual? / Opraнизация или физическое лицо? / Уйым немесе жеке тулга?	Organization	
	1.8 BIWIN. 50H / VMH. 5CH / WCH	1111111	
	Compose Message		

The vendor will receive this letter after the KPO representative approves the vendor enrollment form.

KPO.b.v Hello Ivan Ivanov, CongratulationsI Your supplier registration was approved. Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with KPO.b.v Click Here Sincerely, KPO.b.v

Event messages

Event messages are a secure way to contact a KPO representative who can help with questions and concerns.

If you need information from the KPO person responsible for an event, you can contact them using event messages.

Suppliers can trust this method for important updates and communication. Messages won't be missed if suppliers check their emails regularly, ensuring they are informed at every step of the process.

To create an event message, go to "Ariba Proposals & Questionnaires" where you can find the KPO questionnaire to register suppliers in the KPO database.

	SAP Business Network	Worthanch Cata	logs - Assessments			Consta .
	SAP Business Network Discove	y workbench Cata	rogs - Assessments			
1	Ariba Proposals & Questionnair	yption protocol on Janua es	ry 24, 2025. For more information	visit https://support.ariba.com/CERT Learn	More	
1	Ariba Contract Management	Leads	In Location	✓ By Product	a	
			and the second sec	and the second sec		
		allow a	V			
	Overview Getting started	0	2 2			1
	Overview Getting started	0	0			1
	Overview Getting started	O Invited Leads	0 Enablement Tasks			71

Select the KPO questionnaire for vendor enrollment in the KPO database or any other event to which you have been invited, depending on your question.

Download Tutorials Update Profile	Home								
	Welcome to the Ari ensure market integ	ba Spend Mana trity.	agement site. This site as	sists in identifying world cla	iss suppliers who are market lead	lers in quality, service, and cost. A	Ariba, Inc. administers	this site in an effort t	to
	Events								m
	Title	ID	End Time 4		Event Type	Pa	rticipated		
					No items				
~	Registration Que	estionnaires							=
	Title			ID	End Time 4	Commodity	Regions	Status	
	 Status: Open (: 	1)							
	Supplier Registration	Questionnaire		Doc2383666331	4/4/6108 7:56 PM	(no value)	(no value)	Registered	
	Qualification Qu	estionnaires	5						m
	Title	ID	End Time 4		Commodity	Regions	5	Status	
					No items				

Click on Event Messages.

Console	
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.
Response Team	
▼ Event Contents	All Content
All Content	Name 1
1 General Supplier Inf	▼ 1 General Supplier Information (Общая информация поставщика) (Жеткізуші туралы жалпы ақпарат)
Additional	1.1 Country of Company origin / Страна происхождения компании / Компания орналасқан мемлекет
² Informati	1.2 Company Name in English (Latin Letters) / Общая информация поставщика / Компанияның ағылшын тіліндегі атауы (латын өріптерімен)
	1.3 Сотрапу Name KZ / Наименование компании на казахском / Компанияның қазақ тіліндегі атауы
	1.4 Company Name in Russian / Наименование компании на русском / Компанияның орыс тіліндегі атауы
	1.5 Please load Company Registration document / certificate. / Пожалуйста, загрузите регистрационный документ / сертификат компании. / Компанияның тіркеу құжатын / сертификатын жүктеуіңізді сұраймыз.
	1.6 Organization or Individual? / Организация или физическое лицо? / Ұйым немесе жеке тұлға?

Click on Compose Message.

Messa	ges							
	Id	Reply Sent	Sent Date ↓	From	Contact Name	То	Subject	
\bigcirc	MSG315910274	Not Applicable	05/05/2025 08:57 PM	KPO.b.v	lvan Ivanov	Ivan Ivanov	Invitation: Register to becon r with KPO.b.v	
	View	Reply	Compose Messa	ge	Download all att	achments		
							B	Back to Console

Enter your message in the blank area. Then Click on Send.

Compose New Messag	ge	Send Cancel	
From:	Test Company (Ivan Ivanov)		
To:	Project Team		
Subject:	Doc2533823155 - Supplier Registration Questionnaire		
Attachments:	Attach a file		
C: A A } ⊨ ⋮ ⋮ □ 1(8 Request for additional time	pt) 💌 fort - 🔍 🗎 🧱 🧭		

Event message uploaded Successfully.

Messa	ges								
	Id	Reply Sent	Sent Date ↓	From	Contact Name	То	Subject		
\bigcirc	MSG317525031	No	05/06/2025 10:53 AM	Test Company	Ivan Ivanov	lvan lvanov	Doc2533823155 - Supplier Registration Questionnaire]	
\bigcirc	MSG315910274	Not Applicable	05/05/2025 08:57 PM	KPO.b.v	Ivan Ivanov	Ivan Ivanov	Invitation: Register to become a supplier with KPO.b.v		
	View	Reply	Compose Messa	ge Download all a	ttachments				
									Back to Console

KPO Representative will receive this event message through the Email.

Supplier should wait for the reply from KPO.

Registration re-invite process

Additional information is only required if specifically requested by KPO or if the supplier is involved in other activities.

The supplier will receive an email notification requesting additional information from the KPO specialist. Pay attention to comments added by KPO to see what you need to add or update.

Step 1: Click on the link as shown in the screen shot below, indicated by the red colored box.

KPO.b.v Ariba event Test Company Supplier Registration Questionnaire has changed. To view the event, please access Click Here After you log on view the Event details. If you have questions about the event, please contact Ivan Ivanov at or via email a example@mail.com Thank you! KPO.b.v You are receiving this email because your customer, KPO.b.v has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact KPO.b.v Offices | Data Policy | Contact Us | Customer Support Powered by SAP Ariba 🞊

In Ariba Proposals & Questionnaires Section, you can find the Supplier Registration Questionnaire.

SAP	Business Network Standard A	Get enterprise accou	nt		ब्र म 🕲 sk
Home	SAP Business Network	Workbench Catalogs	Assessments		Create 🗸 🕴 🚥
	SAP Business Network Discovery				
	Ariba Proposals & Questionnaires	yption protocol on January 24,	2025. For more information visit nt	ttps://support.anba.com/CERT Learn More	×
	Ariba Contract Management	Leads	In Location ~	By Product	a
		Margar			
	Overview Getting started ⁶				38
4	O Matched Leads	O Invited Leads	O Enablement Tasks		
	Last 90 days	Last 90 days			Ť
					90 10 10
N	1y widgets				
	Company profile	My leads		Differentiate your company for new customers	Shipment tracking
	250/		1	图 、译和"	Purchase order number. Activate Windows Go to Settings to activate Windows.

Step 2: Select Supplier Registration Questionnaire.

Home							
Welcome to the a ensure market in	Ariba Spend Mana tegrity.	gement site. This site assis	ts in identifying world class supp	liers who are market leaders in qua	ality, service, and cost. Arib	a, Inc. administers this	s site in an effort to
Events							
Title	ID	End Time ↓		Event Type	Partic	pated	
				No items			
Registration Q	uestionnaires						
Title			ID	End Time ↓	Commodity	Regions	Status
 Status: Oper 	(1)						
Supplier Registrati	on Questionnaire		Doc2382423420	3/1/6108 3:04 PM	(no value)	(no value)	Registered
Qualification C	Questionnaires	5					=
Title	ID	End Time ↓	Comr	nodity	Regions	Sta	tus
				No items			

Step 3: Click on Revise Response.

Console		
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.	/
Response History Response Team	Revise Response	0
 Event Contents 	All Content	-
All Content	Name †	
1 General Supplier	🔻 1 General Supplier Information (Общая информация поставщика) (Жеткізуші туралы жалпы ақпарат)	
	1.1 Country of Company origin / Страна происхождения компании / Компания орналасқан мемлекет 🕕	KAZ
2 Additional Informati	1.2 Country of company registration / Страна регистрации компании / Компания тіркелген ел 🕕	KAZ
	1.3 Company Name in English (Latin Letters) / Общая информация поставщика / Компанияның ағылшын тіліндегі атауы (латын өріптерімен)	Test Company
	1.4 Сотрапу Name KZ / Наименование компании на казахском / Компанияның қазақ тіліндегі атауы	
	1.5 Company Name in Russian / Наименование компании на русском / Компанияның орыс тіліндегі атауы	
	1.6 Please load Company Registration document / certificate. / Пожалуйста, загрузите регистрационный документ / сертификат компании. / Компанияның тіркеу құжатын / сертификатын жүктеуінізді сұраймыз.	
	1.7 Organization or Individual? / Организация или физическое лицо? / Ұйым немесе жеке тұлға?	Organization
	1.8 BIN/IN. БИН / ИИН. БСН / ЖСН	748596857485

Step 4: Click on OK.

Ariba Sourcir	ıg		₩	Company Settings v	James roy ▼	Feedback	Help ▼
< Go back to KPO.b.v-TEST Dashbo	ard				Desktop File S	ync	
Console							
Event Messages Event Details Resonne History	You have submitted a response for the	is event. Thank you for participating.					
Response Team							
		Revise Response					
Event Contents	All Content	⚠ Revise Response?					*
All Content	Name 1	You have already submitted a response for this event. Click OK if you would like to revise your response.					
1 General Supplier Inf	I General Supplier Information	OK Cancel					î
	1.1 Country of Company or						
Additional Informati	1.2 Company Name in Engl тіліндегі атауы (латын Әріпт ер	імен)					

Step 5: Edit the form.

Console		
Event Messages Event Details	All Content	m
Response Team	Name 1	
	 1 General Supplier Information (Общая информация поставщика) (Жеткізуші туралы жалпы ақпарат) 	
 Event Contents 	 1.1 Country of Company origin / Страна происхождения компании / Компания орналасқан мемлекет 	*KAZ [select]
All Content	 Country of company registration / Страна регистрации компании / Компания тіркелген ел 	*KAZ [select]
General Supplier	 Company Name in English (Latin Letters) / Общая информация поставицика / Компанияның ағылшын тіліндегі атауы (латын өріптерімен) 	* Test Company
int	1.4 Company Name KZ / Наименование компании на казахском / Компанияның қазақ тіліндегі атауы	
2 Additional Informati	1.5 Сотрапу Name in Russian / Наименование компании на русском / Компанияның орыс тіліндегі атауы	
	1.6 Please load Company Registration document / certificate. / Пожалуйста, загрузите регистрационный документ / сертификат компании. / Компанияның тіркеу құжатын / сертификатын жүктеуінізді сұраймыз.	Attoch a file
	1.7 Organization or Individual? / Организация или физическое лицо? / Ұйым немесе жеке тұлға?	* Individual V
	1.8 BIN/IIN. БИН / ИИН. БСН / ЖСН	* 748596857485
	1.11 Туре of Legal Entity KZ / Правовая форма компании / Компанияның ұйымдық-құқықтық нысаны	Unspecified V
	1.13 Із your company a VAT payer? / Является ли ваша компания плательщиком НДС? / Сіздің компания ҚҚС төлеуші ме?	* No
	1.16 Type of Supplier / Тип поставщика / Жеткізуші түрі	* Manufacturer ✓ Goods/Materials Services

Step 6: Click <u>"Submit"</u> if you have filled in all the required fields and want to send the completed form for review by KPO.

If you want to save the data and return to the form later, you can click the <u>"Save Draft"</u> button. The system will save the entered data.

The <u>"Create Message"</u> button is used to contact the QCU specialist responsible for this event (see the next section "Event Messages").

The <u>"Import from Excel"</u> button is used to streamline the process of importing large data sets. This functionality helps users upload data using a specific Excel format.

Console	Doc2533523348 - Supplier Registration Questionnaire	U Time remaining 59 days 23:31:4
Event Messages Event Details	All Content	m 3
Response Team	Name 1	
 Event Contents 	▼ 2 Additional Information (Дополнительная информация) (Қосымша ақпарат)	
All Content	2.1 Category of goods and services provided by your company (FPAL) / Категория товаров и услуг, предоставляемых вашей компанией (FPAL) / Сідій компания керсететін қызмет пен жеткізгін тауар санты (FPAL) В References ✓	3.2.11.0 Advertising / Public Atfairs /, 3.2.12.0 Marketing and Market Research C, 3.2.12.1 Data analysis, 3.2.12.2 Opinion polls, 3.2.12.3 Surveys [select]
1 General Supplier	2.2 Please attach the organizational break-down structure / Предоствъте организационную структуру / Ұйымдық құрылымды беріңіз	G Supplier Sample.pdf ✓ Update file Delete file
2 Additional Informati	2.3 Please provide certificates and/or licenses according to the selected activity type. / Предоставате mulenum, certificates and/or licenses according to the selected activity type. / видам деятельности. / Тацадате удамет пен жетозетін тауарларfa (длъсты лицензерладош, cerordинартацов жение баска рискатацов беліза)	\bigcirc Test doc.docx \lor Update file Delete file
	2.4 Please attach reference letters from major suppliers (3 as maximum) / Предоставьте рекомендательные письма/отзывы от основных клиентов/заказчиков (3 максимум) / Негізгі клиенттердің/тальсырыс берушинердің ұсыным хаттарын/імірлерін берінде (ең хөбі 3)	
	2.5 List of works performed for over the last three years / Перечень выполненных работ за последние 3 года / Соңғы 3 жылда орындалған жұмыстардың тізбесі ■ References∨	C EXPERIENCE LIST.xtsx V Update file Delete file
	(*) indicates a required field	

Step 7: Click on OK.

Event Messages Event Details	All Content		m
Response Team	Name 1		
	 1 General Supplier Information (Общая информация поставщика) (Жеткізуші туралы жалпы акларат) 		î
 Event Contents 	1.1 Country of Company origin / Страна происхождения компании / Компания орналасқан мемлекет		
All Content	 Company Name in English (Latin Letters) / Общая информация поставщика / Компанияның ағылшын тілінд атауы (латын Әріптерімен) 	✓ Submit this response? Click OK to submit.	
1 General Supplier	1.3 Company Name KZ / Наименование компании на казахском / Компанияның қазақ тіліндегі атауы	OK Cancel	
	1.4 Company Name in Russian / Наименование компании на русском / Компанияның орыс тіліндегі атауы		
2 Additional Informati	1.5 Please load Company Registration document / certifica Пожалуйста, загрузите регистрационный документ / сертиф	IRAT Attach a Rie	v
	(*) indicates a required field		

Supplier Registration Response is submitted successfully.



Supplier will receive this mail after the Form Submission.

Confirmation: Registration	n submitted	for approval Inbox ×					ę	Ø
Ariba Administrator <no-reply@eusmtp.a to me -</no-reply@eusmtp.a 	riba.com>		;	7:43 PM (1 minute ago)	☆	٢	¢	ł
	KPO.b.v							
	Hello Ivanov I	van,						
	KPO.b.v approval.	has received your registration information and	d will review it for	r				
	To check your	registration status, log in to the KPO.b.v	supplier portal.					
	Click Here							
	Sincerely, KPO.b.v							
	You are receiving th contact for this corre	s email because your customer, KPO.b.v has identified you spondence. If you are not the correct contact, please contact KPO	u as the appropriate D.b.v					
	Offices Data Poli	cy Contact Us Customer Support						
	Powered by SAP A	iba 📉						

The supplier will receive this letter after the KPO representative approves the supplier registration form.

KPO.b.v-TEST
Hello Ivan Ivanov,
Congratulations! Your supplier registration was approved.
Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with KPO.b.v-TEST.
Click Here
Sincerely, KPO.b.v-TEST
You are receiving this email because your customer, KPO.b.v-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact KPO.b.v-TEST.
Offices Data Policy Contact Us Customer Support
SAP Ariba