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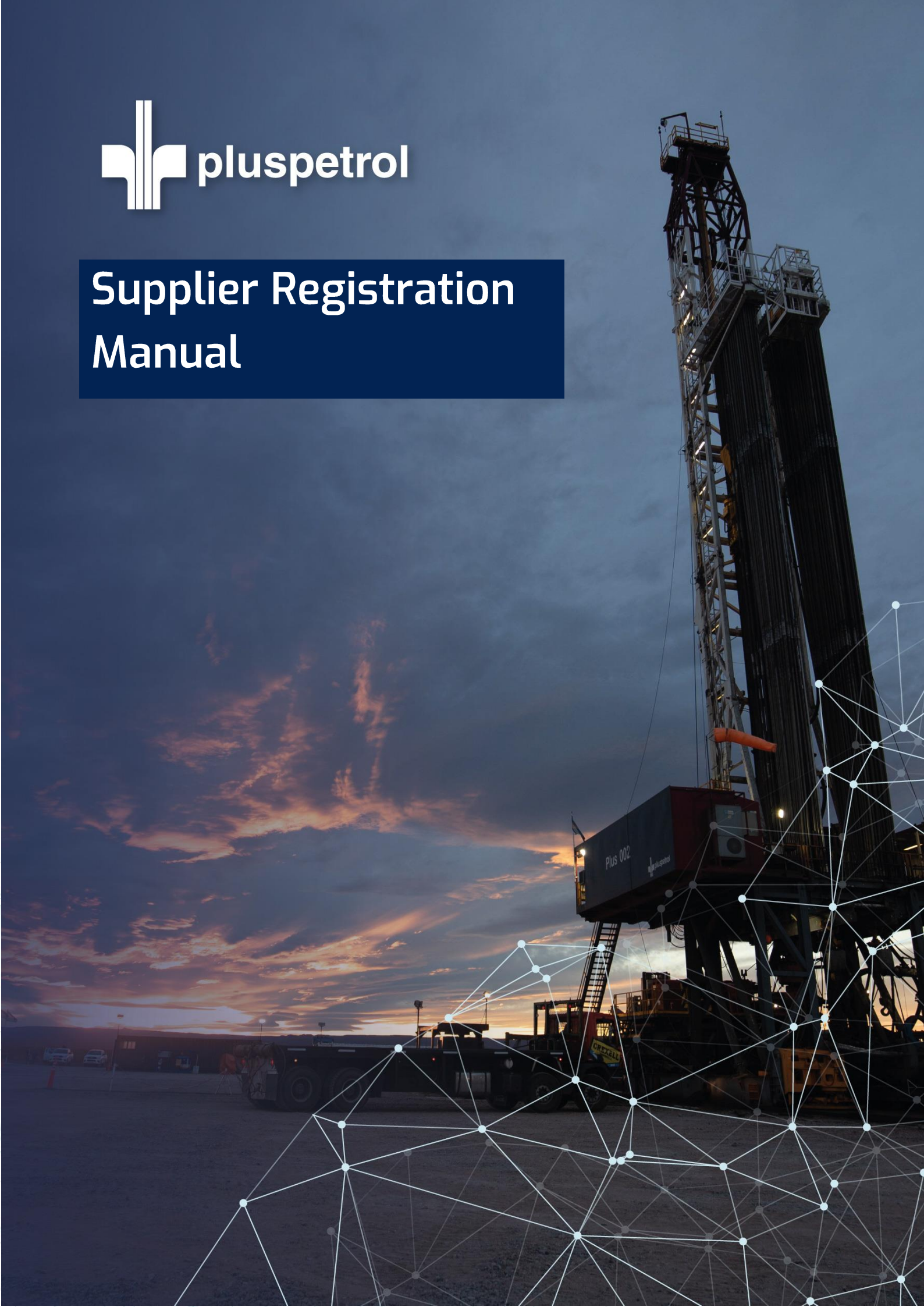
Supplier Registration Manual



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Supplier Registration in Sap Ariba SLP
Supplier Guide

1. Purpose of the document

The purpose of this manual is to guide potential suppliers through the pre-registration and formal registration process as a Pluspetrol supplier, using the SAP Ariba – Supplier Lifecycle and Performance (SLP) platform.

This process allows Pluspetrol to:

- Evaluate potential suppliers.
- Manage legal, commercial, and compliance information.
- Invite suppliers to bidding and contracting processes.

2. Who Can Use This Guide?

This guide is intended for:

- Companies are interested in offering goods and/or services to Pluspetrol.
- Domestic and international suppliers.
- New suppliers or suppliers not yet registered in SAP Ariba SLP.

Previous business experience with Pluspetrol is not required to start the process.

3. Prerequisites

Before starting, the supplier must have:

- A valid email address.
- Legal and tax information of the company.
- Updated contact details.
- Basic commercial documentation (as applicable).

Access to create or use an SAP Business Network account.

4. General Process Flow

The supplier onboarding process consists of the following stages:

1. Pre-registration as a potential supplier.
2. Initial review and approval by Pluspetrol.
3. Invitation to complete the registration form.
4. Completion of the registration form by the supplier.
5. Submission of information for validation.
6. Final approval and enablement as a supplier.

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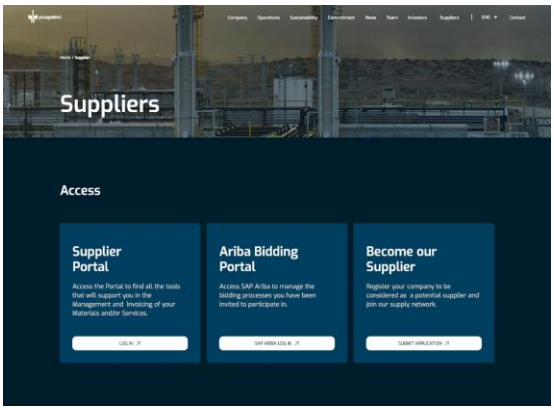
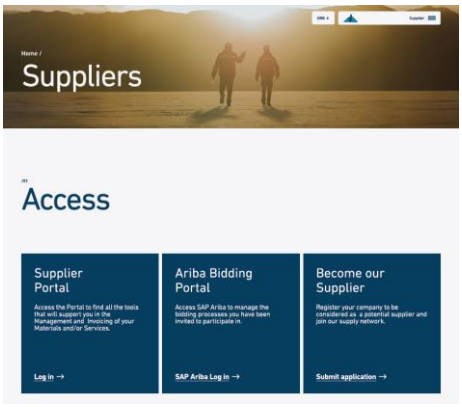
⚠️ **Important:** Supplier registration does not imply automatic contract award or commercial commitments by Pluspetrol.

5. Step-by-Step Process

5.1 Pre-registration as a Potential Supplier

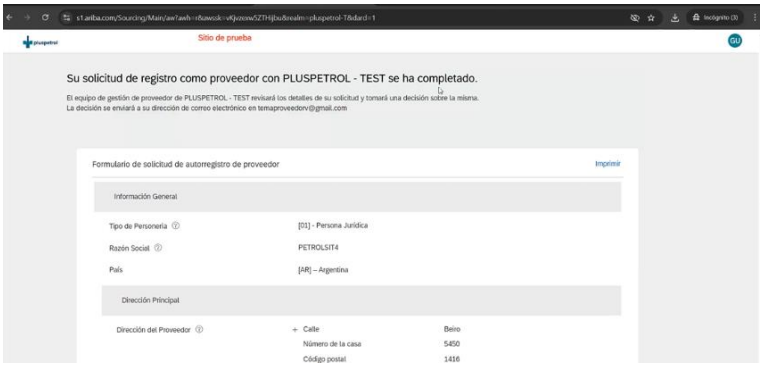
1. Access the Pluspetrol website, as applicable: https://www.pluspetrol.net or https://www.litica.com
2. Go to the Suppliers section.
3. Click on "I want to be a supplier".





4. Complete the pre-registration form with the basic information requested, including a brief description of the products and services offered.

5. Submit the request once the form has been completed.



6. Once the form has been submitted, you will receive an email notification.

7. Pluspetrol will review the information provided. If the pre-registration is approved, the supplier will be enabled to continue with the formal registration.

From this stage onward, the supplier will be enabled to receive bidding invitations through the Ariba Portal.

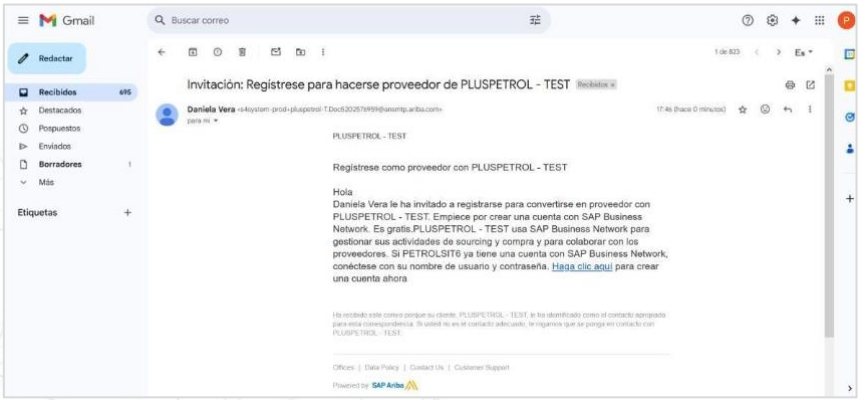
5.2 Invitation to the Registration Form

If, during a bidding process to which the supplier has been invited, the buyer decides to move forward with a potential commercial relationship and evaluate the supplier for a possible award, a registration form will be shared to complete registration on the SAP platform.

⚠️ **Important:** Supplier registration does not imply automatic contract award or commercial commitments by Pluspetrol.

Steps in this stage:

1. Pluspetrol will send an invitation email.
2. The email will include a link to start registration in SAP Ariba SLP.
3. The supplier must access the link to continue the process.

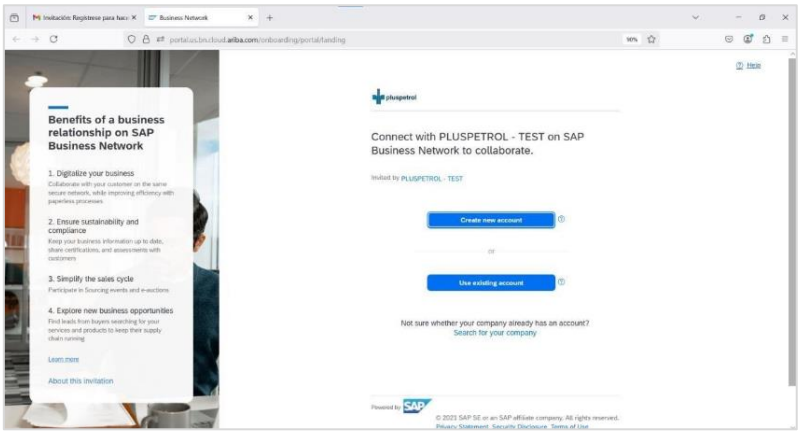


📌 Recommendation: Check the Spam or Junk Mail folder if the email is not visible.

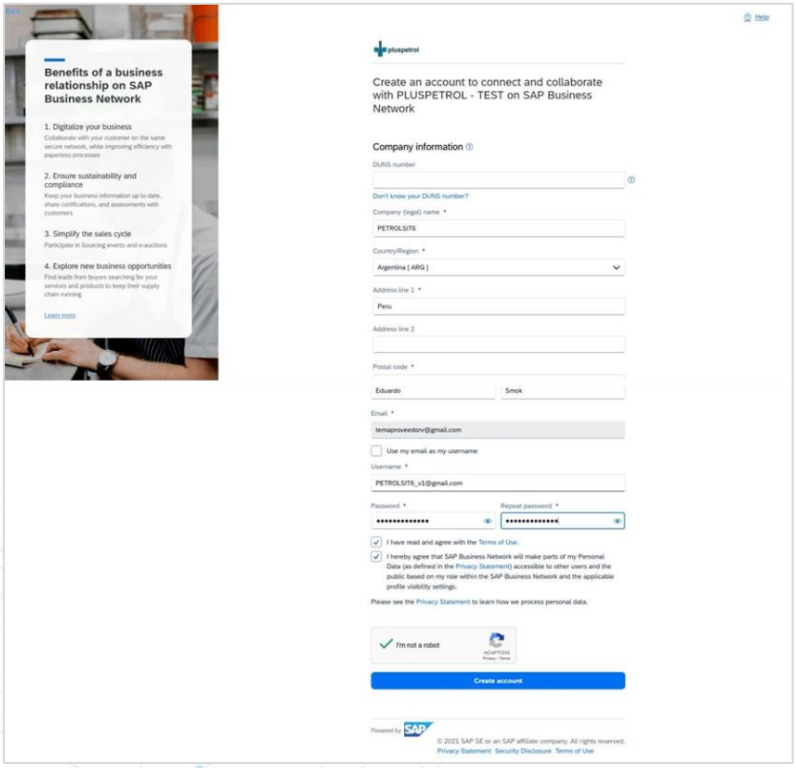
5.3 SAP Business Network Account

During registration, the supplier must complete one of the following two options:

1. Link an existing SAP Business Network account already used by the company. The system will notify you if an account already exists under your company name. In this case, contact your company's account administrator to link the account with Pluspetrol.



2. If the company does not have an SAP Business Network account, a new account must be created. **Pluspetrol operates with a free Standard account; no other account type is required**.



After completing either option:

1. The supplier will receive an account confirmation email.
2. The email address must be confirmed within 72 hours to continue.

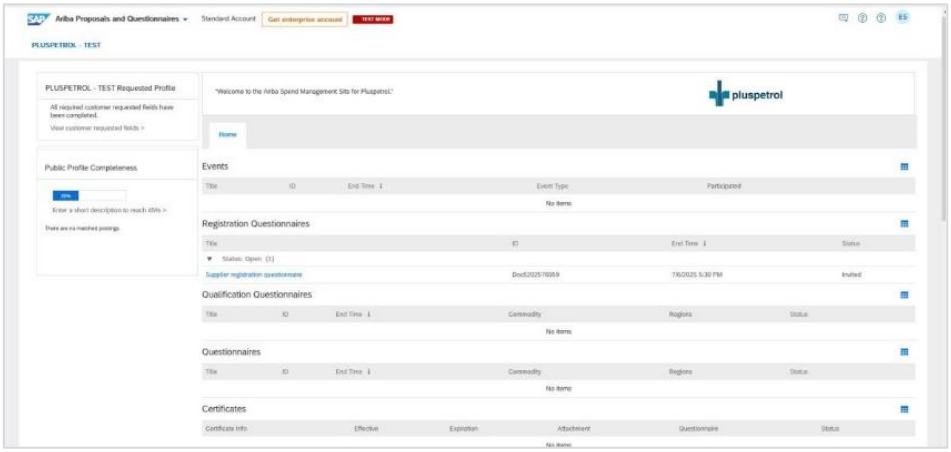
5.4 Completing the Registration Form

After confirming the account, the supplier must complete its profile in SAP Ariba SLP, including the following sections:

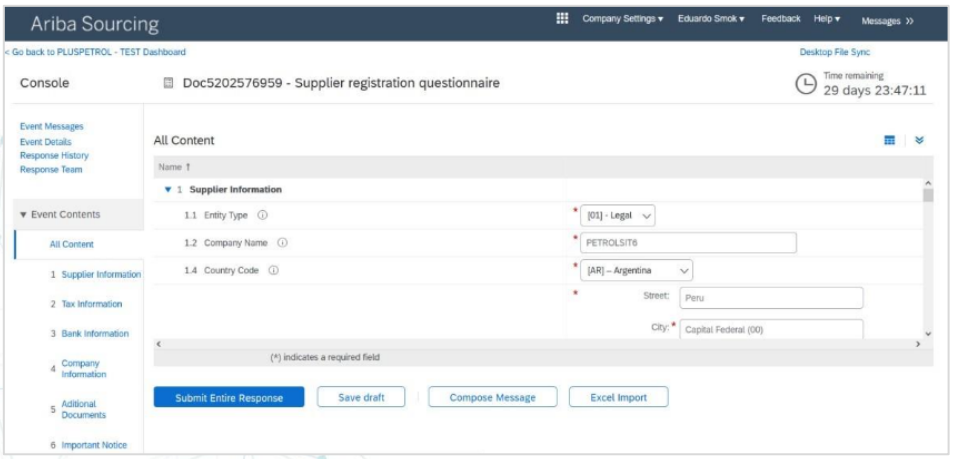
- General company information.
- Legal and tax information.
- Banking information.
- Product and/or service categories.
- EHS and Compliance information.

All information provided is considered a sworn statement and must be kept up to date.

To access the form, go to **"Ariba Proposals and Questionnaires"**. A pending form will be displayed under **"Registration Questionnaires"**.



The form to be completed is as follows:

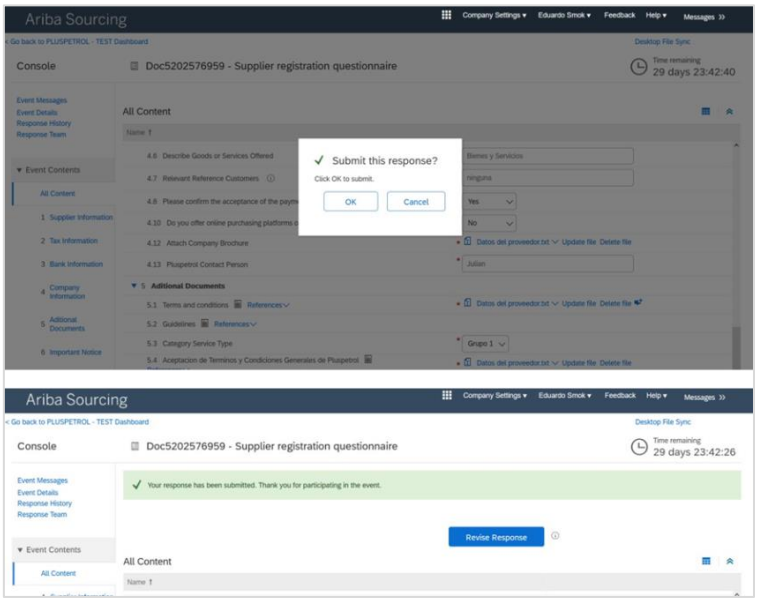


- All fields marked with an asterisk (*) are mandatory.

- Some fields require supporting documentation, which must be uploaded without exception.

5.5 Submission of Information and Validation

1. Once all required information has been completed, the form must be submitted.



2. Pluspetrol will review the information received. If necessary, clarifications, corrections, or additional information may be requested.

5.6 Approval and Enablement

After successful validation of the information, the supplier will be registered and enabled in the system. From that moment on, the supplier may be awarded in bidding processes, provided that it is deemed suitable or submits the best offer during the bidding process.

6. Important Considerations

- The supplier is responsible for keeping its information updated in SAP Ariba.
- Notifications will be sent by email; checking the Spam folder is recommended.
- Supplier registration does not guarantee participation in contracting processes.

7. Support and Inquiries

For questions or issues during the registration process, suppliers may contact the supplier management team at: gestiondeproveedores@pluspetrol.net.

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