

## MANUAL FOR COMPLETING THE LEONI REGISTRATION QUESTIONNAIRE IN ARIBA

1. After you have received an email below, click "Click here" to start the process.

LEONI AG - TEST

**Register as a supplier with LEONI AG - TEST**

Dear Supplier,

■■■■■■■■■■ has invited you to register to become a supplier with LEONI AG - TEST. Start by creating an account with Ariba Network. It's free.

You are requested to provide the data of you and your Affiliates under the below link – complete, correct and in line with the agreements, terms and quotes in place or to be agreed with LEONI Bordnetz-Systeme GmbH and its Affiliates that are organized in the Wiring Systems Division of LEONI AG (hereafter "LEONI") – that are mandatory to be registered for LEONI. LEONI reserves the right to reject insufficient and/or incorrect data loads and to request corrections from its Suppliers or make corrections of its own behalf. This right to reject, request corrections or correct the data shall be valid throughout the whole business relationships between your company and LEONI.

LEONI AG - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If mailtest 12 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

2. Once redirected, please enter your credentials (username & password) for your existing SAP Ariba supplier account and click the "Login" button. You will find instructions for registering with an existing supplier account [here](#). However, if you do not yet have an existing SAP Ariba supplier account, you will find instructions for registering a new supplier account [here](#).

SAP Business Network

## Supplier Login

User Name


Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)

## Showcase your success with the Supplier Spotlight Program



We want to celebrate your success with millions of other businesses on SAP Business Network. Share your story today!

[Learn More](#)

**NOTE:** If you forgot either your Supplier SAP Ariba account username or password, use the option: "Forgot Username or Password".

3. After entering the correct credentials, you will be automatically redirected to your Ariba Account home page.

The screenshot displays the SAP Business Network Ariba Account home page. At the top, the navigation bar includes the SAP logo, 'Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this, a secondary navigation bar shows 'Home', 'Enablement', 'Workbench', and 'Catalogs'. The main content area features a 'Getting started' notification with '0 Enablement Tasks'. Under the 'My widgets' section, there are four widgets: 'Company profile' (35% Completed), 'My leads' (no open leads), 'Download app' (We are now mobile), and 'Shipment tracking' (Purchase order no. field and Track button).

SAP Business Network Standard Account Get enterprise account TEST MODE

Home Enablement Workbench Catalogs Create

Overview Getting started 5

0 Enablement Tasks

My widgets Customize

Company profile

35% Completed

Complete your company profile to increase your chances of being discovered by new buyers.

Complete profile →

My leads

You have no open leads matching your company profile. View all leads

Download app

We are now mobile.

Google play Available on the App Store

Learn more →

Shipment tracking

Purchase order no.

Track

4. Under „Business Network“, select „Ariba Proposals & Questionnaires“.

The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes the SAP logo, 'Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. A dropdown menu is open under 'Business Network', with 'Ariba Proposals & Questionnaires' highlighted in yellow. Other menu items include 'Ariba Discovery', 'Ariba Contract Management', and 'SAP Business Network'. Below the navigation bar, a large banner area shows '0 Enablement Tasks'. The main content area is titled 'My widgets' and contains four widgets: 'Company profile' (35% Completed), 'My leads' (no open leads), 'Download app' (We are now mobile), and 'Shipment tracking' (Purchase order no. field and Track button).

- Open questionnaires are available after selecting "Ariba Proposals and Questionnaires" in the top left corner. Then click on the questionnaire that you haven't answered yet.

The screenshot shows the SAP Ariba Spend Management interface. The top navigation bar includes the SAP logo, a dropdown menu for "Ariba Proposals and Questionnaires", and user information for "Standard Account" in "TEST MODE". The main content area features a large "LEONI" logo and a welcome message. Below this, there are sections for "Events", "Registration Questionnaires", "Qualification Questionnaires", and "Questionnaires". The "Registration Questionnaires" section is highlighted with a red box and a red arrow, showing a table with one entry: "Supplier registration questionnaire" with ID "Doc1327597171" and status "Invited".

LEONI AG - TEST

There are no matched posts

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

# LEONI

Home

### Events

Title	ID	End Time ↓	Event Type	Participated
No items				

### Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
<a href="#">Supplier registration questionnaire</a>	Doc1327597171	3/11/2023 2:22 PM	Invited

### Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
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- Please fill out the questionnaire carefully and correctly. If an answer is missing in the field with (\*), the system prevents further transmission of the answer. If you want to see all content, select "All Content" from the list on the left. To expand the questionnaire, press the arrow in the top right corner of the questionnaire. As soon as the questionnaire has been filled out completely and correctly, click on the "Submit Entire Response" button to send the questionnaire back to LEONI.

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Anajn Sayana', 'Feedback', 'Help', and 'Messages'. A breadcrumb trail indicates the user is on the 'TEST Dashboard'. The main content area is titled 'Doc1327597171 - Supplier registration questionnaire' and features a 'Time remaining' timer showing 29 days, 6 hours, 51 minutes, and 57 seconds. The questionnaire is expanded to show 'All Content'. The 'Supplier Information' section contains five required fields (marked with \*):

Field ID	Field Label	Value
1.1	Supplier name/ Supplier Full Legal Name	Test Training 12
1.2	Search term (alias)	
1.3	Supplier name, continued	
1.4	Supplier name, continued	
1.5	Supplier name, continued	

At the bottom of the questionnaire, there are four buttons: 'Submit Entire Response' (highlighted with a red box), 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom of the interface states: '(\*) indicates a required field'.

**NOTE:** The time remaining until the submission has to be completed you see in the top right corner. Make absolutely sure to submit the answered questionnaire within this time, otherwise this is no longer possible on your part.

7. To see all questionnaires that are still open, press the "Go back to Dashboard" button.

**Ariba Sourcing** Company Settings ▾ Anajn Sayana ▾ Feedback Help ▾ Messages >>

Go back to LEONI AG - TEST Dashboard

Desktop File Sync

Console Doc1327597171 - Supplier registration questionnaire Time remaining 29 days 06:48:06

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

- All Content
- 1 Supplier Information
- 2 Additional Information

### All Content

Name ↑

▼ 1 Supplier Information [Less...](#)

**Our Business Language at LEONI is English! Please update your answers in English (Latin letters)! This is valid for all the sections in this questionnaire**

1.1	Supplier name/ Supplier Full Legal Name ⓘ	* <input type="text" value="Test Training 12"/>
1.2	Search term (alias) ⓘ	* <input type="text"/>
1.3	Supplier name, continued	<input type="text"/>
1.4	Supplier name, continued	<input type="text"/>
1.5	Supplier name, continued	<input type="text"/>

(\*) indicates a required field

[Submit Entire Response](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

8. If there are no more qualification questionnaires/questionnaires to be answered, clicking “Ariba Network” will return you to your account home page.

The screenshot displays the SAP Ariba Spend Management interface. At the top, the navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. A dropdown menu is open, showing options: 'Ariba Discovery', 'Ariba Proposals And Questionnaires', 'Ariba Contracts', and 'Ariba Network'. A red box highlights 'Ariba Network', with a red arrow pointing to it from below. The main content area features a large 'LEONI' logo and a welcome message: 'Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.' Below this, there are sections for 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'. Each section has a table with columns for Title, ID, End Time, and Status. The 'Qualification Questionnaires' table has a yellow highlight under the 'Title' column, and a red arrow points to it from the left. The 'Questionnaires' table also has a yellow highlight under the 'Title' column.

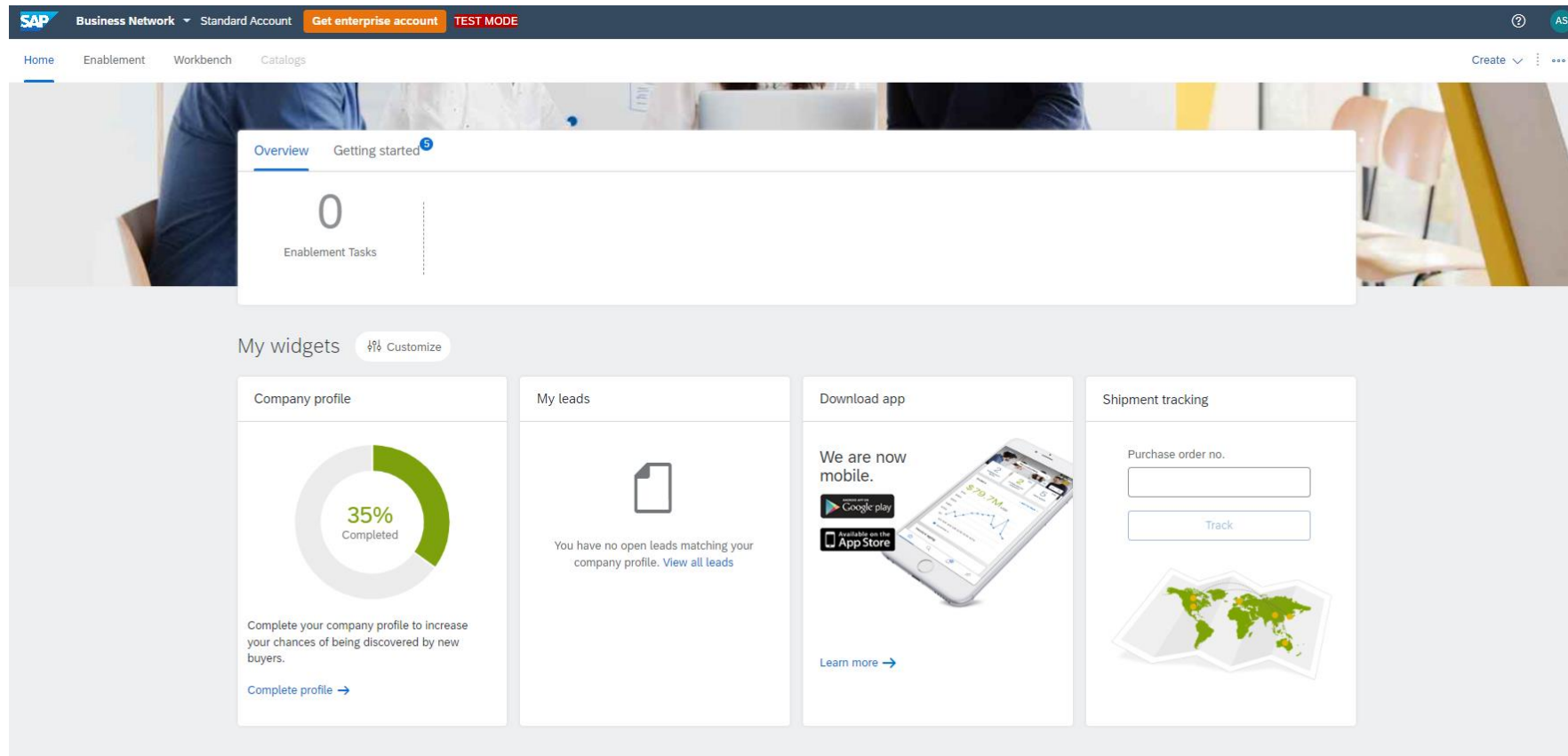
Title	ID	End Time	Commodity	Regions	Status
No items					

Title	ID	End Time	Commodity	Regions	Status
No items					

Title	ID	End Time	Commodity	Regions	Status
No items					



9. You are back on your Ariba account home page.



Thank you for familiarizing yourself with the instructions and for successfully submitting the registration questionnaire to LEONI. If you still have questions or problems in this regard, please contact [supplier-onboarding@leoni.com](mailto:supplier-onboarding@leoni.com) and add "Ariba: Question regarding the completion of the LEONI registration questionnaire" in the subject line.