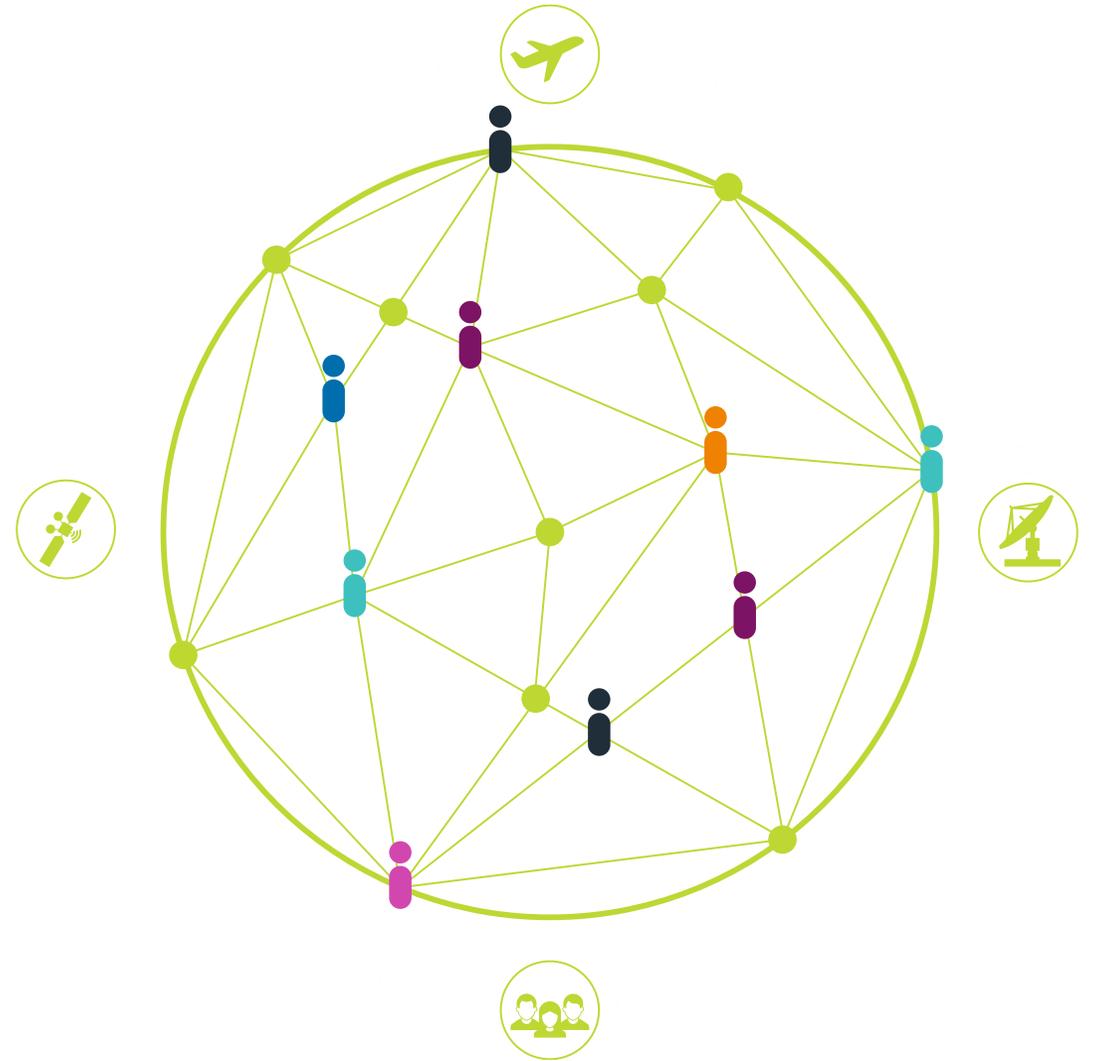


# SAP Ariba

## Supplier Guide

SAP Ariba Supplier Lifecycle & Performance (SLP)

July 2025



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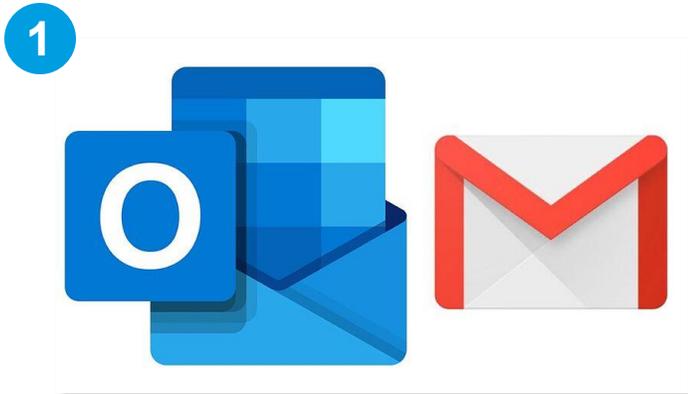
**How to Translate the Supplier Registration to Portuguese - Brazil**

# How to Create an SAP Business Network Account

SAP Ariba Supplier Guide



# Create an SAP Business Network Account



1. Go to your email inbox and look for the “ACTION REQUIRED: Complete Viasat Supplier Registration”

From: Shaban Khan <[s4system-prod3+744702601-T.Doc1639991573@ansmtp.ariba.com](mailto:s4system-prod3+744702601-T.Doc1639991573@ansmtp.ariba.com)>  
Sent: Thursday, July 10, 2025 1:47 PM  
To: Shaban Khan <[shakhan@cognitus.com](mailto:shakhan@cognitus.com)>  
Subject: [External]ACTION REQUIRED: Complete Viasat Supplier Registration

CAUTION: This message was sent from outside of the company. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.



Register as a supplier with Viasat

Hello,

We are pleased to invite you to join the SAP Business Network as part of our ongoing efforts to streamline and enhance our procurement and vendor management processes at Viasat.

2 To continue or begin doing business with Viasat, we kindly request that you complete the following:

Step 1: [Click Here](#) to create an account or login to the SAP Business Network. It's free.

Step 2: Complete Viasat's Supplier Registration Form

- 1. Manage your own supplier data and efficiently update data for all customers at once
- 2. Get qualified to provide goods and services to support Viasat's US government business
- 3. Get qualified to provide custom goods and services to Viasat

If you have any questions or need assistance during the registration process, please refer to Viasat's [Ariba SLP Supplier Guide](#).

Best Regards,  
Viasat

[Viasat Supplier Information](#)

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

2. Click the **Click Here** link to create an account.

# Create an SAP Business Network Account

3. Click the **Create new account** button.

**Benefits of a business relationship on SAP Business Network**

- 1. Digitalize your business**  
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**  
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**  
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**  
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)  
[About this invitation](#)

Connect with Viasat, Inc. on SAP Business Network to collaborate.

Invited by [Viasat, Inc.-TEST](#)

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#)

**3** [Create new account](#)

# Create an SAP Business Network Account

Create an account to connect and collaborate with Viasat, Inc. on SAP Business Network

**4**

**Company information**

DUNS number  
[ ]  
[Don't know your DUNS number?](#)

Company (legal) name \*  
TTT Document Supplier

Country/Region \*  
United States [ USA ]

Address line 1 \*  
Arlington

Address line 2  
[ ]

Address line 3  
[ ]

City \*  
Denver

State \*  
Colorado [ US-CO ]

Zip \*  
80201

**Administrator account information**

First name \*  
Lucy

Last name \*  
Liang

Email \*  
lliang@cognitus.com

Use my email as my username

**5**

Username \*  
demo@cognitus.com

Password \*  
Lucypan2003!

Repeat password \*  
[ ]

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal

## 5. Create a Username and Password.

**Note:** The username must be an email format.

## 4. Fill out the required information.

**Note:** Some fields may have default data. Update where required.

# Create an SAP Business Network Account

6  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.

7  I'm not a robot  reCAPTCHA  
Privacy - Terms

8 [Create account](#)

Powered by  © 2021 SAP SE or an SAP affiliate company. All rights reserved.  
[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

Address recommendation ✕

We noticed that your address is incomplete or invalid. Please make a selection from

9 **You entered:**

Arlington, Denver, Colorado, 80201

**We recommend:**

**W Arlington Ave,  
Denver (Littleton),  
Colorado**

**W Arlington Dr,  
Denver (Littleton),  
Colorado**

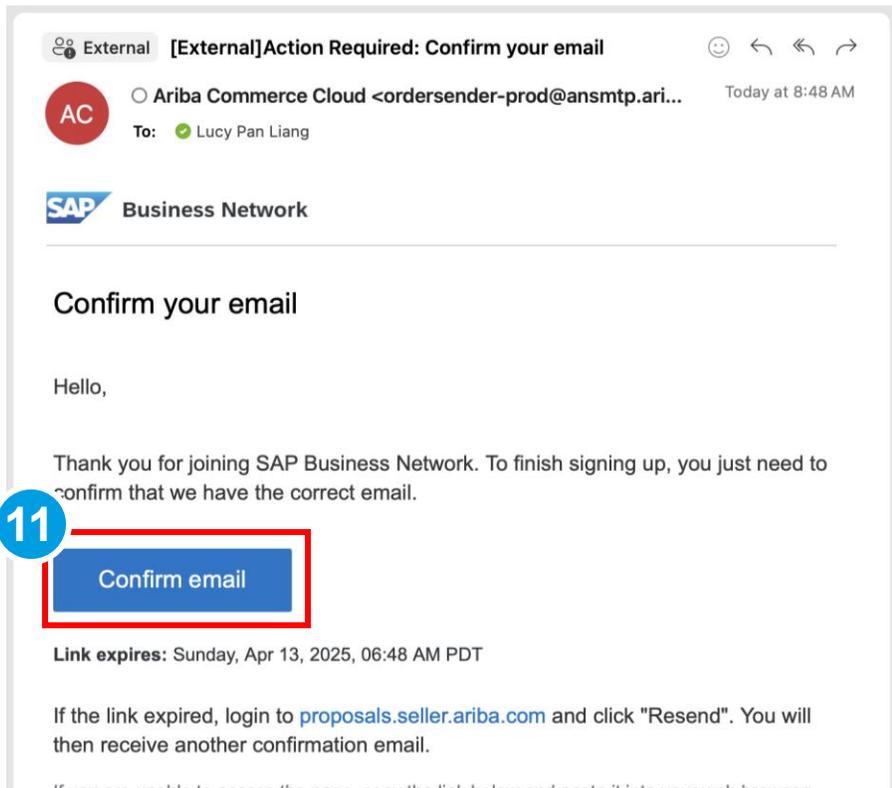
**W Arlington Pl,**

10 [Confirm](#)

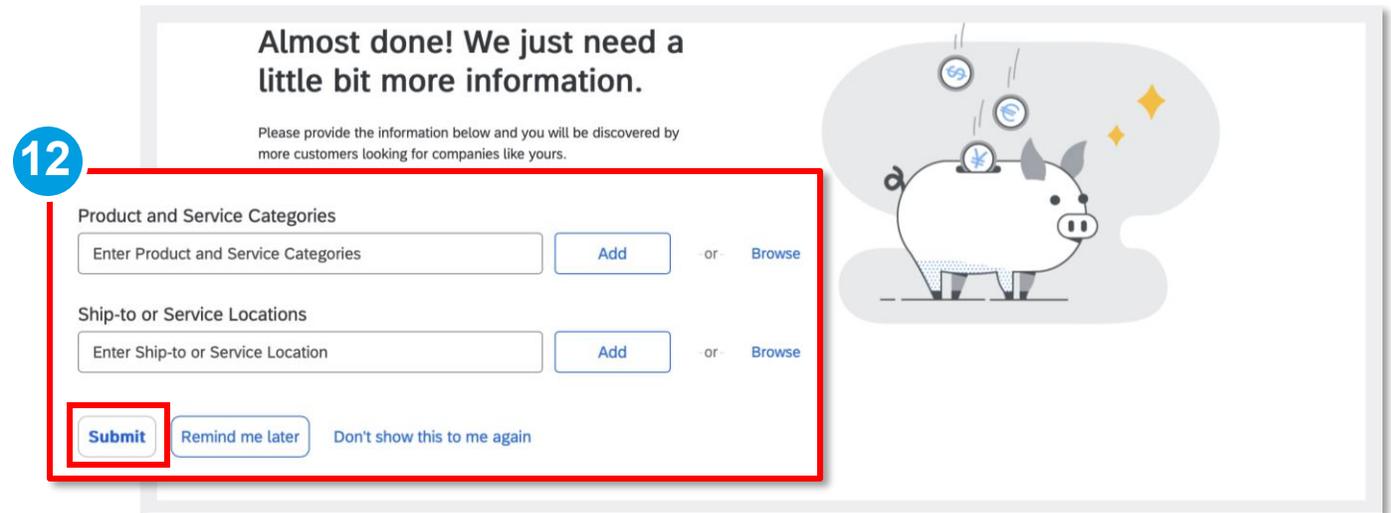
6. Check the boxes for both **Terms of Use** and **Privacy Statement**.
7. Place a checkmark in the **I'm not a robot** checkbox.
8. Click the **Create account** button.

9. The **Address recommendation** pop up displays. Choose either the one **you entered** or one of those **recommended**.
10. Click **Confirm** to continue.

# Create an SAP Business Network Account



11. A new email is sent from Ariba. Click **Confirm email** to confirm the email address.



12. A new webpage appears. Complete any required data and click **Submit**.

# Supplier Registration Questionnaire

SAP Ariba Supplier Guide



# Supplier Registration Questionnaire

1. Locate the **Registration Questionnaires** section and click the **Supplier Registration Questionnaire** link.

The screenshot shows the SAP Ariba interface for 'VIASAT, INC.-TEST'. The page includes a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main content area is divided into several sections: 'Viasat, Inc.-TEST Requested Profile', 'Public Profile Completeness' (35%), 'Events', 'Risk Assessments', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section is highlighted with a red box, and a blue circle with the number '1' is placed over it. A table within this section shows one entry: 'Supplier Registration Questionnaire' with ID 'Doc1531718246' and status 'Invited'.

Title	ID	End Time ↓	Status
Supplier Registration Questionnaire	Doc1531718246	7/8/2025 4:32 PM	Invited

# Supplier Registration Questionnaire

718246 - Supplier Registration Questionnaire

Submit this response?

Click OK to submit.

OK Cancel

4. A submission confirmation pops up. Click **OK** to continue.

2. Complete the required information (e.g., General Supplier Information, Supplier Contact, Tax Info, Bank Info, Other information) and Viasat internal information.

3. Click **Submit Entire Response**.

# Supplier Qualification Questionnaire

SAP Ariba Supplier Guide



**SAP Ariba**

# Viasat US Government Reps & Certs

Supplier Qualification Questionnaire



# Viasat US Government Reps & Certs

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
Supplier Registration Questionnaire	Doc1632608382	7/3/2025 5:36 PM	Pending Approval

Questionnaires

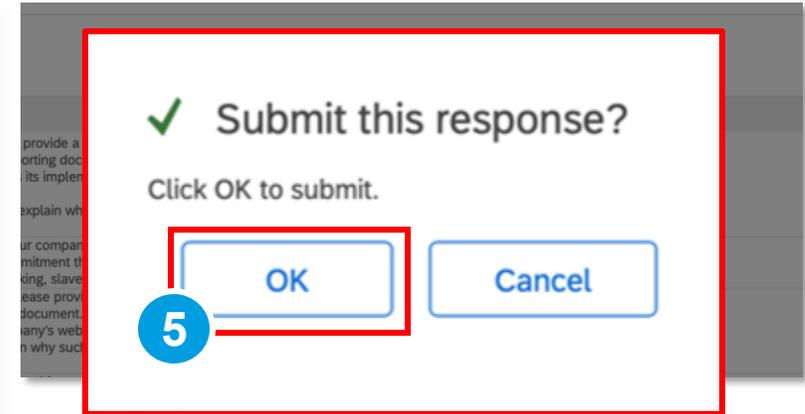
Title	ID	End Time ↓	Commodity	Regions	Status
Government R&Cs Qualification	Doc1632612926	10/1/2025 5:39 PM	(no value)	(no value)	Not Responded

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
------------------	-----------	------------	------------	---------------	--------

1. Under **Registration Questionnaires**, click the **Supplier Registration Questionnaire** link to validate completion and status of the Supplier Questionnaire. The status of the questionnaire should be either **Pending Approval** or **Approved**.
2. Under **Questionnaires**, click the **Government R&Cs Qualification** link.

# Viasat US Government Reps & Certs



5. A submission confirmation pops up. Click **OK** to continue.

3. Complete all required information. (e.g., Business Size, Certificates, Business Information, NAICS and the acknowledgement details.

4. Click **Submit Entire Response**.

# Viasat US Government Reps & Certs

6. Under Status, confirm submission by checking the status is in **Pending Approval**.

Risk Assessments						
Title	ID	End Time ↓	Event Type			
No items						

Registration Questionnaires			
Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
<a href="#">Supplier Registration Questionnaire</a>	Doc1531718246	4/10/2025 9:16 AM	Pending Approval

Qualification Questionnaires						
Title	ID	End Time ↓	Commodity	Regions	Status	
▼ Status: Completed (1)						
<a href="#">Government Qualification</a>	Doc1531718279	4/10/2025 9:37 AM	(no value)	(no value)	Pending Approval	

Certificates					
Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No items					

Supplier Lifecycle Processes
Government Qualification

SAP Ariba

# Viasat Supplier Quality Survey

Supplier Qualification Questionnaire



# Viasat Supplier Quality Survey

1. Log into the **Business Network** account and find the **Ariba Proposals and Questionnaires** menu on top left of the screen.
2. Under **Questionnaires**, click the **Government R&Cs Qualification** link.

The screenshot shows the SAP Ariba interface for 'VIASAT, INC.-TEST'. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires' (highlighted with a red box and circled with a '1'), 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The left sidebar shows 'Viasat, Inc.-TEST Requested Profile' and 'Public Profile Completeness' (35%). The main content area displays 'Registration Questionnaires' and 'Qualification Questionnaires'. The 'Questionnaires' table is highlighted with a red box and circled with a '2', showing the 'Supplier Quality Survey' link.

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
<a href="#">Supplier Registration Questionnaire</a>	Doc1572224520	5/15/2025 4:05 PM			Pending Approval
Qualification Questionnaires					
No items					
Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
<a href="#">Supplier Quality Survey</a>	Doc1572232048	8/13/2025 4:08 PM	(no value)	(no value)	Not Responded

# Viasat Supplier Quality Survey

Doc1572232048 - Supplier Quality Survey Time remaining 89 days 23:49:44

All Content

Name ↑

2 Scope of Approval Classification

2.1 Are your processes capable of providing products compliant with the latest REACH standard?

2.3 Are your processes capable of providing products compliant with the latest ROHS standard?

2.5 Are your process capable of meeting Viasat Quality Assurance Procurement Provisions per PR000512?

Reference: [Supplier Quality Documents | Viasat](#)

2.6 Certificates

3

\* Yes

\* Yes

\* Yes

3. Complete all required information.

4. Choose the appropriate certificates.

2.6 Certificates

4

\*  AS9100 QMS for Aerospace Industry

ISO 9001 (QMS)

ISO/IEC 17025 (QMS for Laboratory Competence)

ISO 13485 (QMS for Medical Devices)

ISO 27001 (IT Security)

ISO-14001 (Environmental)

ISO-45001 (Health & Safety) Certified

2.6.2 AS9100 QMS for Aerospace Industry – Certification Less... -

Enter certificate-related information in this section.

5

2.6.2.1 Issuer

2.6.2.2 Issuer ID

2.6.2.3 Audit Result

2.6.2.4 Year of Publication

5. Add required information for each certificate.

# Viasat Supplier Quality Survey

Doc1572232048 - Supplier Quality Survey Time remaining 89 days 23:40:53

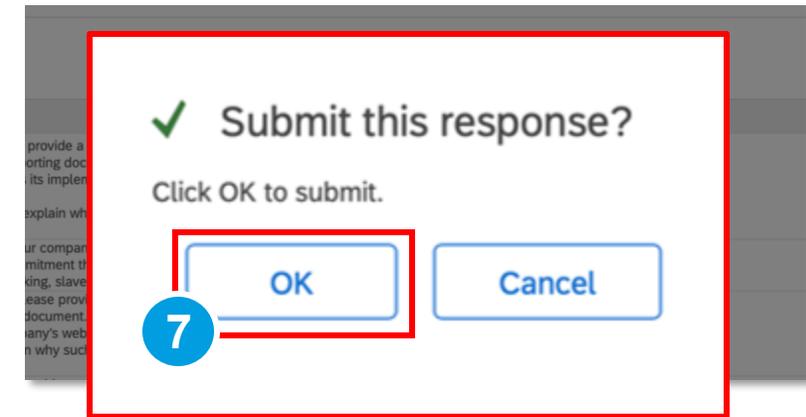
All Content

Name ↑	
2.19 For ALL providers: If applicable, are all of the U.S. subcontractors and their U.S. subcontractors (all tiers performing maintenance/preventive maintenance or repair) included in a DOT approved Drug & Alcohol testing program in accordance with Title 14 Code of Federal Regulations Part 120?	* No
2.21 If your company is NOT AS or ISO certified, provide your company's QA Manual as PDF file(s)	Attach a file
2.22 Any comments regarding answers above	

(\*) indicates a required field

6 **Submit Entire Response** | Save draft | Compose Message | Excel Import

6. Click **Submit Entire Response**.



7. A submission confirmation pops up. Click **OK** to continue.

# Viasat Supplier Quality Survey

Questionnaires 

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier Quality Survey	Doc1572232048	8/13/2025 4:08 PM	(no value)	(no value)	Pending Approval
▼ Status: Open (1)					

8

8. Under **Status**, confirm submission by checking the status is in **Pending Approval**.

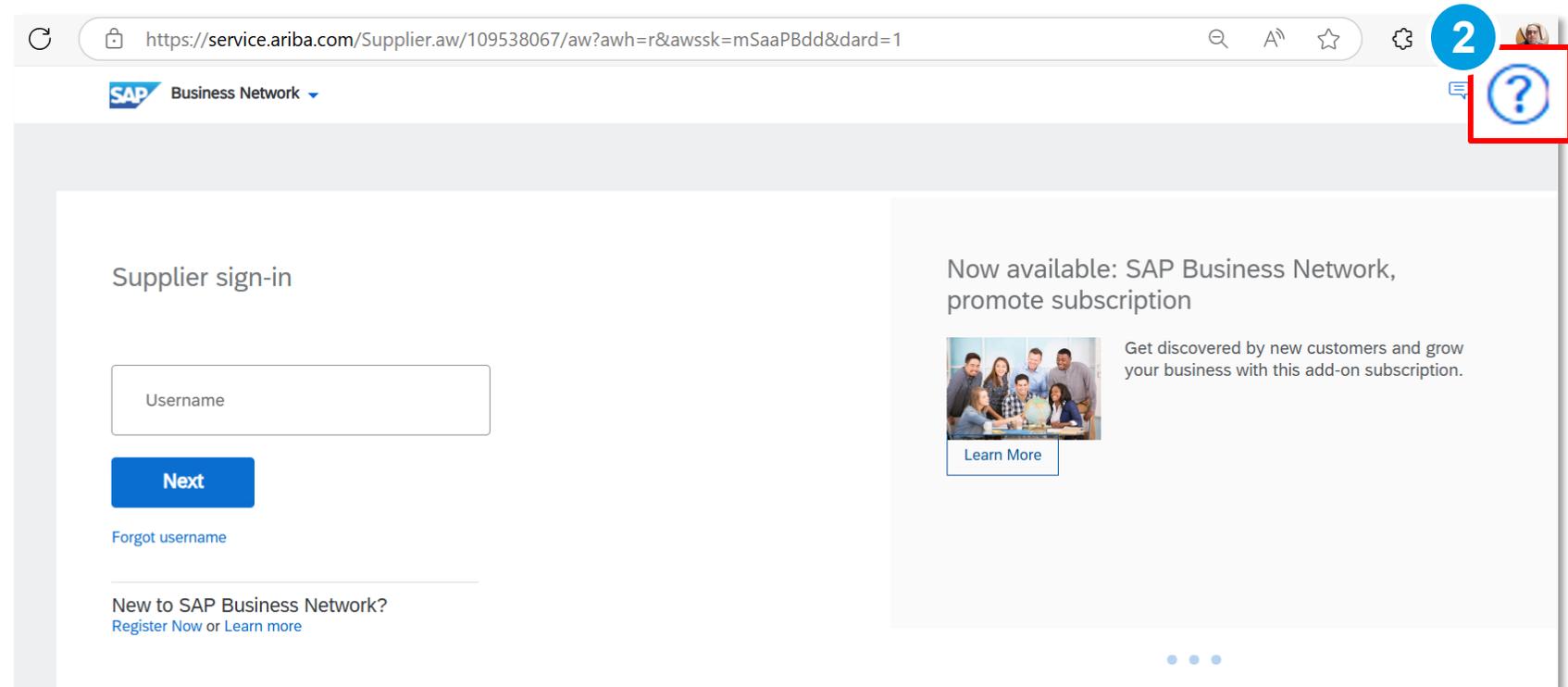
# How to Access Supplier Support

## SAP Ariba Supplier Guide



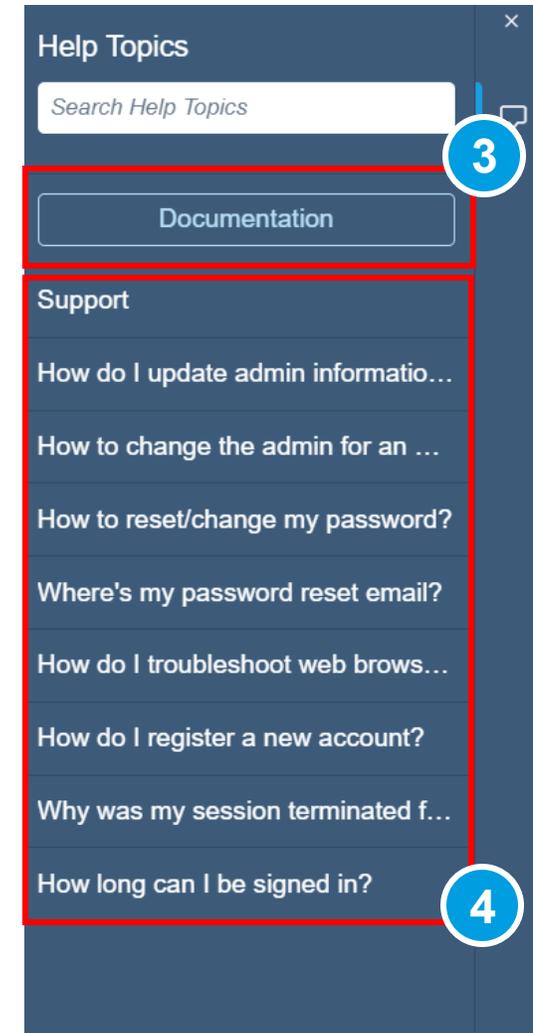
# How to Access Supplier Support in Ariba

1. Access the following link  
<https://supplier.ariba.com>
2. Click the **Question Mark**.



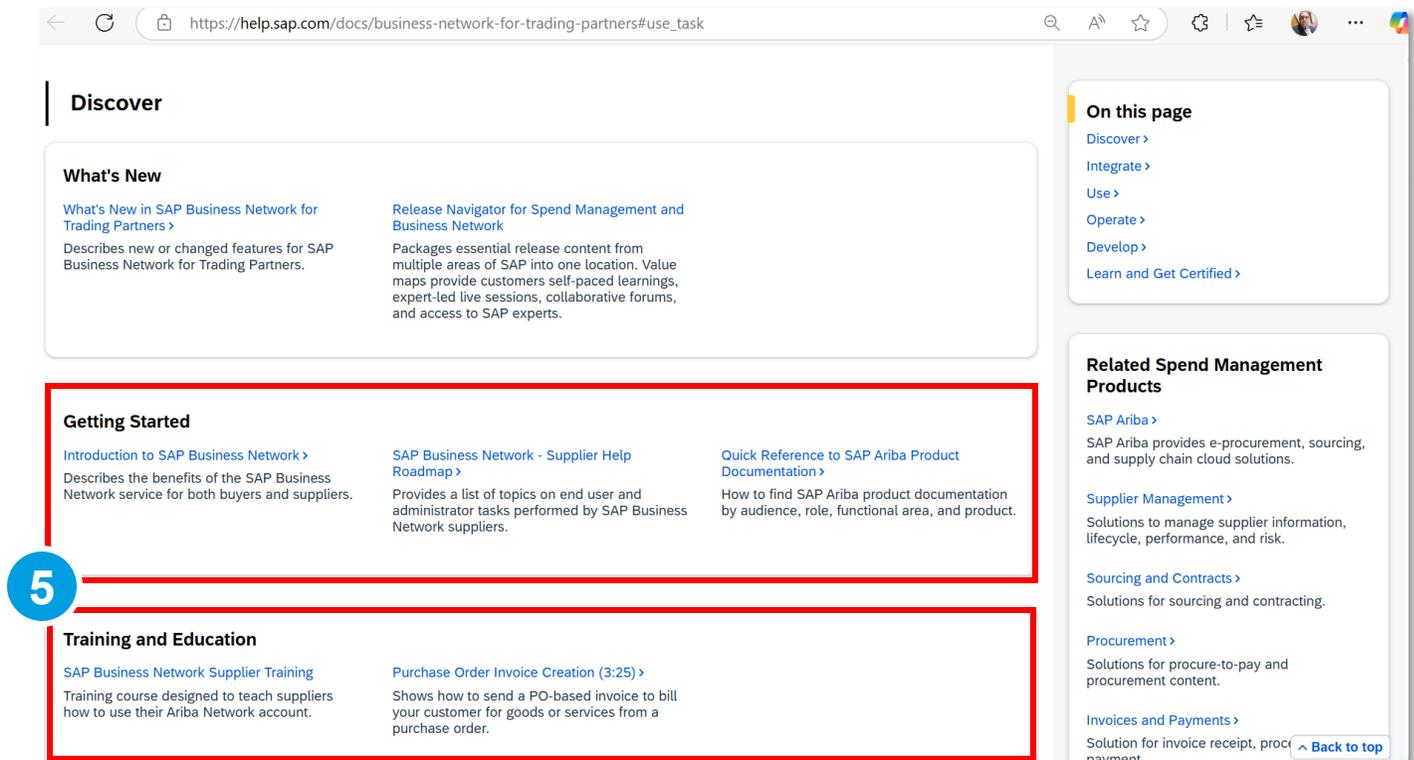
# How to Access Supplier Support in Ariba

3. If the value you need appears on the list, click it to view more helpful details.
4. If it is not listed, you can click on Documentation or go to this link [SAP Business Network for Trading Partners | SAP Help Portal | SAP Help Portal](#) here you will find all the information on how to navigate and fully use the Ariba Business Network Account.



# How to Access Supplier Support in Ariba

5. Browse through the various sections. **Getting Started** and **Training and Education** are among the most frequently accessed. These areas offer guidance on switching accounts, using translations, setting or changing the administrator of your Ariba Business Network Account, and other related topics.



# How to Link User IDs

SAP Ariba Supplier Guide



# How to Link Ariba User IDs

A single ANID can support multiple users. Users have the option to merge their accounts, enabling one-click access to each other's accounts. This setup must be initiated from the account designated as the principal.

1. Login to the principal account.
2. Click the **user's initials**.
3. Select **Link User IDs**.

The screenshot displays the SAP Ariba user interface. At the top right, a user profile dropdown menu is open, showing the user's name 'fer fon' and email 'Pasternack@viasat.com'. The 'Link User IDs' option is highlighted with a red box and a blue circle with the number '3'. Above the dropdown menu, the user's initials 'FF' are also highlighted with a red box and a blue circle with the number '2'. The main dashboard area shows various metrics and widgets, including 'Open postings', 'Matched Leads', 'Invited Leads', and 'Enablement Tasks'.

# How to Link Ariba User IDs

**4**

## Link User IDs

If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:

- Log in to all your accounts using one username and password
- Switch between your multiple accounts

### APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username: \*

**Send link request**

**a**

### NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username: \*

Password: \*

**Link accounts**

**b**

4. In the next section, you'll see two options:

- a. If approval from the user being merged is required, enter the username and click **Send link request**.
- b. If you have the credentials for the user to be merged, enter them and click **Link accounts**.

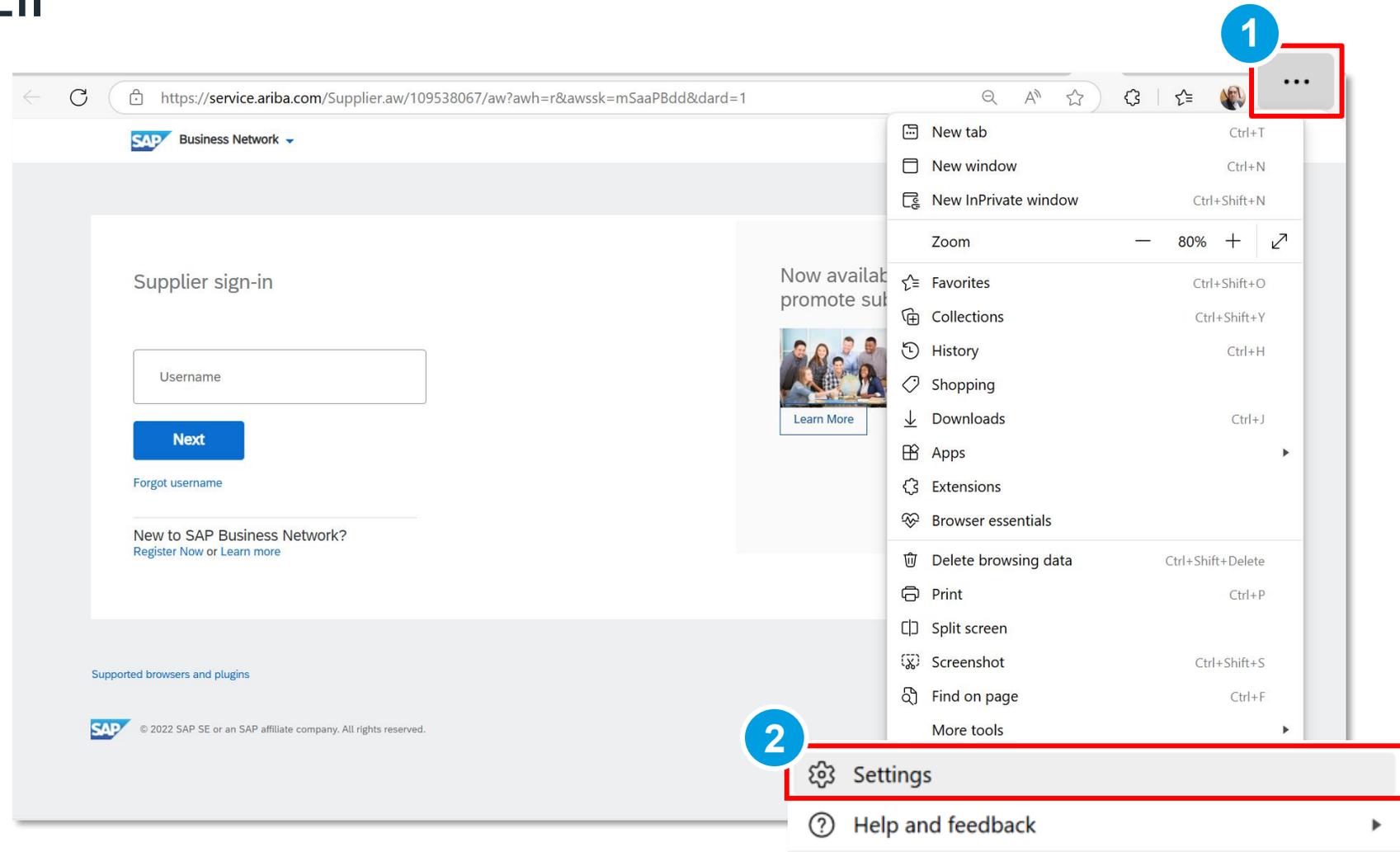
# How to Translate the Supplier Registration to Portuguese - Brazil

SAP Ariba Supplier Guide



# How to Translate the Supplier Registration to Portuguese - Brazil

1. In the **Browser**, click the **three dots**.
2. Choose **Settings**.



# How to Translate the Supplier Registration to Portuguese - Brazil

3. Click **Languages**.
4. Click **Add languages**.
5. Tick the checkbox next to **Portuguese (Brazil) - português (Brasil)**.
6. Click **Add**.

