



UPM Registration Guide 2023

February 2023

Agenda



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Dear Supplier,

UPM is utilizing procurement portal SAP Business Network.

Connect with UPM on SAP Business Network by:

1. Creating Company's SAP Business Network Account or establishing Trading Relation with existing Account
2. Qualifying your company to conduct business with UPM

This Registration Guide is intended to help you with Registration and Qualification Questionnaires.

SAP Business Network Registration Steps



Supplier Registration – Access guide (1/4)



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You have received invitation from UPM to register. Example of the invitation is visible on the right side of this slide.

Please note that the invitation is sent from the following address:
s4system-prodeu@eusmtp.ariba.com

The invitations is linked with the email address to which the invitation was sent. If you are not the responsible person to perform the registration for UPM please contact us via email on the following address:

Join.Ariba@upm.com

Dear **AniaK Test1**,

AniaK Test1 has invited you to complete the UPM supplier registration. UPM uses Ariba Network to manage its sourcing and procurement activities, and to collaborate with its suppliers. In the registration process you provide and update your basic organizational information. We kindly ask you to keep the information up-to-date also after the first registration. This ensures your company profile and contact data is correct across UPM.

The registration process starts with a creation of an Ariba Network account, after which you will be directed to UPM supplier registration questionnaire. If AniaK Test1 already has an account on the Ariba Network, log in with your username and password, and you will get to the UPM registration questionnaire immediately.

In the registration process, we ask you to commit to the UPM Supplier and Third Party Code, which sets the minimum requirements for our suppliers on social and environmental responsibility.

Please follow the link [Click Here](#) to start the registration. Using the Google Chrome browser is recommended.

Registration instructions, Frequently Asked Questions, and more information about joining UPM on the Ariba Network, visit <https://www.upm.com/about-us/for-suppliers/join-upm-on-the-ariba-network/>. In case questions or issues that are not solved by the material provided on the webpage, please contact join.ariba@upm.com

Click on the hyperlink or copy and paste full address link to internet browser. Note that SAP Business Network recommended browser is Chrome.

Supplier Registration – Access guide (2/4)



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If you already have the SAP Business Network account:

1. Once you will be redirected to the SAP Business Network Suppliers Login page. Click **Log in** option
2. Provide login credentials to your existing SAP Business Network account
3. If you face troubles with accessing your account due to the missing credentials, please follow instruction from Q&A section. Click [HERE](#) to see it

SAP Ariba Proposals and Q...

Welcome, Anja Test

Have a question? [Click here to see a Quick Start guide.](#)

Welcome to the Ariba Network. A password reset request was issued from UPM - TEST site.

UPM - TEST uses SAP Ariba to manage procurement activities.
Create an SAP Ariba supplier account and manage your response to procurement activities required by UPM - TEST. [Sign up](#)

Already have an account? [Log in](#)

Username: *

Password: *

Supplier Registration – Access guide (3/4)



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If SAP Business Network is new for you, please register:

1. Click on **Sign-up** button
2. On the redirected page please provide all required information in order to create new SAP Business Network account
3. In “**Tell us more about your business**” part use the **Add** button or **Browse** hyperlink to provide your company's profile Service Category. For more information about this part go to Q&A or click [HERE](#)

Company information

** Indicates a required field*

Company Name:*

Country/Region:*

Address:*

City:*

State:*

Zip:*

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Tell us more about your business

Product and Service Categories:* -or- [Browse](#)

Ship-to or Service Locations:* -or- [Browse](#)

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

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

I hereby agree that SAP Business Network will make parts of my (company) information 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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Supplier Registration – Access guide (4/4)



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In User account information section set Username and Password for your new SAP Business Network account.

Note that **Username** will become your login to SAP Business Network which must have email format.

User account information

[SAP Business Network Privacy Statement](#) * Indicates a required field

Name: *

Email: *

Use my email as my username

Username: *

Must be in email format(e.g john@newco.com) ⓘ

Password: *

Repeat Password

Language: ▼

The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to: *

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

SAP Business Network Account – User Account Roles and Permissions 1/3



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There are two types of the users in SAP Business Network

❖ Administrator

Every SAP Business Network ID (ANID) can have only one administrator assigned to the account.

Administrator's role is automatically assigned to username and logging data used during registration the company in SAP Business Network. Administrator of the account is responsible for account set-up, configuration and management. Owner of this role can create users, assign roles and permissions and is also primary point of contact.

❖ User

Despite of the type of the account administrator can create up to 250 user accounts under one ANID. Users can have assigned different roles and permissions. Roles should correspond with the user's job responsibilities.

Note: User can have access to all, or to specific customers. This set up can be changed only by Administrator of the SAP Business Network account.

SAP Business Network Account – Creating roles and Users 2/3

(Available only under Administrator role)



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From Account Settings dropdown menu available under your initials click on **Users**.

Note: While creating User assign role that will correspond to the user's responsibilities.

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles **Manage Users** Manage User Authentication Revoked Users

Roles (1)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters
Permission
Select permission assigned

Apply Reset

Role Name	Users Assigned	Actions
Administrator	Anna Krzak	

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage **Users** Manage User Authentication Revoked Users

Users (2)
 Enable assignment of orders to users with limited access to Arba network.

Filter
Users (You can only search on one attribute at a time)
Username Enter username

Apply Reset

Filtered Results (2)

Username	Email Address	First Name	Last Name	Arba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Arb Access
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SAP Business Network Account – User Account modification 3/3



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- In the **Manage Users** tab pick on the User you want to modify by clicking on **Actions** and then **Edit**

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	TestUser@dummy.com	TestUser@dummy.com	Test	User	No	TestRole		All(0)	Yes	Actions ▾
<input type="checkbox"/>	[redacted]	[redacted]	Anna	[redacted]	No	PROFILE_MGMT_ROLE, +7		All(0)	Yes	Edit Delete Make Administrator

↳ Add to Contact List Remove from Contact List

- Click on the **Reset Password** button to reset the password of the user.

Other options:

- Delete User
- Make Administrator
- Add or Remove from Contact List

Edit User

Save Cancel

View user information, revise role assignments, assign business units or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their password and their security question and answer. As a best practice, instruct users to click Forgot Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user with instructions to specify a new password and a new secret question and answer.

Selected User Information

Username: TestUser@dummy.com
Email Address: TestUser@dummy.com
First Name: Test
Last Name: User
Office Phone: +358 (111) 111111

Do not allow the user to resend invoices to the buyer's account. ⓘ
 This user is the Ariba Discovery Contact ⓘ
 Limited access ⓘ

Reset Password

UPM Registration Questionnaire (1/3)



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1. All suppliers are provided with registration questionnaire to confirm supplier registration with UPM
2. To access the questionnaire login to your SAP Business Network account on: <https://supplier.ariba.com>
3. Fill in all required data in the automatically opened UPM's Supplier Registration Questionnaire
4. **Note** there is a time limit to Register so please do it shortly after receiving the invitation

Ariba Sourcing

Go back to UPM - TEST Dashboard Desktop File Sync

Company Settings Help Center

Console Doc794538525 - Supplier Registration Questionnaire Time remaining

Event Messages
Event Details
Response History
Response Team

UPM Supplier and Third Party Code (Section 6 of 7) << Prev. | Next >>

Name ↑

▼ 6 UPM Supplier and Third Party Code

6.1 Does the company that you are representing accept and adhere to UPM Supplier and Third Party Code attached in "References"?

For other language versions of the UPM Supplier and Third Party Code, please visit: <https://www.upm.com/about-us/for-suppliers/requirements/upm-supplier-and-third-party-code/References>

Yes

6.2 Does the company that you are representing accept and adhere to UPM Supplier and Third Party Code attached also on behalf of the whole group, i.e. on behalf of the subsidiaries of the company you are representing?

You can only accept the UPM Supplier and Third Party Code in this registration phase on behalf of these subsidiaries, if you are representing the parent company in the group and you are authorized

Yes

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

If you close this questionnaire window and want to get back to it follow instruction [HERE](#)

UPM Registration Questionnaire (2/3)



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Important steps in part **6 - UPM Supplier and Third-Party Code**:

1. Read and understand the UPM Supplier and Third-Party Code which is available on “References”.
NOTE: Accepting Third Party Code is prerequisite to cooperate with UPM.
2. If you are unable to comply with UPM Supplier and Third-Party Code, you need to provide **valid reasons** for the non-compliance which will be individually reviewed by UPM Risk Department.

Name ↑

▼ 6 UPM Supplier and Third Party Code

6.1 Does the company that you are representing accept and adhere to UPM Supplier and Third Party Code attached?

Yes

For other language versions of the UPM Supplier and Third Party Code, please visit:
<https://www.upm.com/about-us/for-suppliers/requirements/upm-supplier-and-third-party-code/> References ▾

6.2 Does the company that you are representing accept and adhere to UPM attached also on behalf of the whole group, i.e. on behalf of the subsidiaries

You can only accept the UPM Supplier and Third Party Code in this registration

Reference Documents

UPM-Supplier and Third Party-code.pdf

Download all attachments

UPM Registration Questionnaire (3/3)



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1. Provide all required and official company's information in the questionnaire.
2. Send the questionnaire to UPM by pressing "Submit Entire Response" button

All Content

Name 1

▼ 1 General Information

1.1 Supplier Full Legal Name *

1.2 Other names (also known as/operating under)

1.3 Are you part of a larger group or organization?
Please provide the name of the global corporate group.
Example: UPM Raffiatac belongs to UPM Group

1.4 General description of your services/products

1.5 Website

▼ 2 Address information Show More

Country: (no value)

(*) indicates a required field

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

Click here to send response to UPM

Please proceed with the registration as soon as possible so that UPM can see your company profile in the system.

Bank Questionnaire



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1. To finalize the registration, you need to fill in Bank Questionnaire from UPM
2. The Bank Questionnaire is not opening automatically, and you need to access it separately. Follow the steps as per the images below
3. Provide data in all fields indicated with (*) as required
4. Send the questionnaire to UPM by pressing "Submit Entire Response" button

All Content

Name ↑

▼ 1 Invoice provided by supplier or factoring company

1.1 Do you use a Factoring company or another company inside your group to receive payments? * Yes

▼ 3 Factoring Company

3.1 Factoring company name *

▼ 4 Factoring Company - Bank and Bank Account Information

4.1 Before providing the information, please read the country specific instructions attached in "References". Confirm that you have read the instructions by answering Yes to this question, so you can proceed with providing your information. * Unspecified

References

(*) indicates a required field

Business Network Standard Account

Ariba Discovery

Ariba Proposals & Questionnaires

Status: Open (1)

Bank Details Questionnaire

Certificates

Submit Entire Response Save draft Compose Message Excel Import

Support - UPM



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If you encounter any issues during registration process, you can request support from UPM's team responsible for suppliers onboarding and registration support.

To contact UPM's Join Ariba Team send email to the following email address:

Join.Ariba@upm.com

For more information about SAP Business Network in UPM please use the following links:

[Join UPM on the SAP Business Network](#)

Supplier Information Portal: <https://support.ariba.com/>

Support – SAP Business Network



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SAP Business Network Hotline phone numbers:

- Europe +44 2071874144
- US/Canada +1 8662182155
- Asia +65 63114745

For other not listed locations +1 4122226153

In order to receive support, identify yourself with your SAP Business Network ID

Questions and Answers – How to Login? (1/2)



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1. Go to SAP Business Network by this hyperlink:
[SAP Business Network Supplier](#).
2. Provide credentials you used to create the account and click **Login** button.
3. If you have forgotten the Username and/or password. Click on the hyperlink under the Login button marked on the image to reset and set up new password to your account.

SAP Business Network

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Questions and Answers – How to Login? (2/2)



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1. Follow this hyperlink: [SAP Business Network Technical requirements](#) to check current technical requirements and supported browsers.
2. Note that since of August 2020 Chrome is dedicated SAP Business Network browser.

SAP Ariba cloud solutions support the following browsers.

- Apple Safari (64-bit)
- Google Chrome (64-bit)
- Microsoft Edge (32-bit)
- Microsoft Edge Chromium (32-bit and 64-bit)
- Mozilla Firefox (64-bit)
- Microsoft Internet Explorer (32-bit) until December 31, 2021

Questions and Answers – Where to find open Registration and Bank Questionnaires



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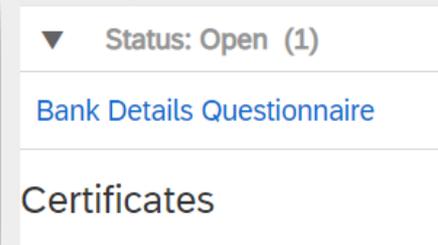
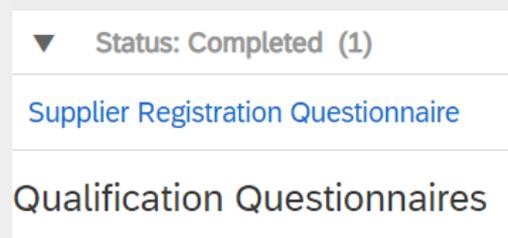
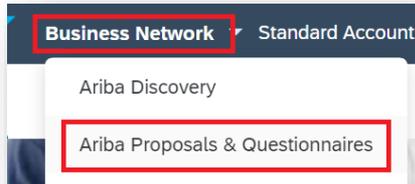
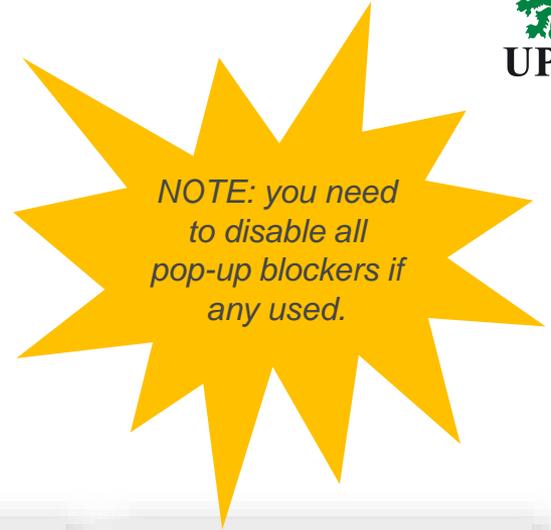
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Registration and Bank Questionnaires you will find by following the link from invitation or by choosing from SAP Business Network drop down menu Ariba Proposals & Questionnaires.

The Supplier and Bank Questionnaires are available on pages right side.



Questions and Answers – How to change account administrator?



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In case your company has already SAP Business Network account, but you lost the access follow the steps described [Here](#). Once you access the account you can:

- assign the administrator's role to yourself
- transfer the administrator's role

If the access to your SAP Business Network account is lost due to admin change in your organization, please contact SAP Business Network Support as described [Here](#). Note: SAP Business Network Support will require you to provide:

1. ANID number
2. E-mail address connected to the account
3. Administrator's name

Requests to reassign the account are managed by dedicated SAP Business Network Customer Support team which will verify provided information and contact other users of the account if required. You will be contacted if additional information is required.

Questions and Answers – Company information



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When you register the company on SAP Business Network one of the mandatory part of the registration is “**Tell us more about your business**”.

In this part you need to use the **Add** button or **Browse** hyperlink in order to find and add the most suitable category of your company.

This option will help possible clients to find your company on SAP Business Network. Note: if you will not find exactly this what you need choose the closest category.

Tell us more about your business

Product and Service Categories:* -or- [Browse](#)

Ship-to or Service Locations:* -or- [Browse](#)

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

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

I hereby agree that SAP Business Network will make parts of my (company) information 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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

UPM **BIOFORE**
BEYOND FOSSILS

