

Supplier Self Registration and Ariba Support Guide

Last Updated on : Q1 2025

Contents

- <u>Create New Ariba Network Account</u>
- Login Existing Ariba Network Account
- Add New Users to Your Account
 - By Active Supplier's Account Administrator
 - By Cathay's Ariba Administrator
- <u>Access RFx</u>
- <u>Change Your Account Administrator</u>
- Update Questionnaire Answers
- Update Company Name and Information
- Ariba Help Center Support

Create New Ariba Network Account

This is applicable to suppliers who don't have any Ariba Network account.

S Ariba Sourcing × +	-
→ C ① service.ariba.com/Sourcing.aw/109555012/aw?awh=r&awssk=CUCnTBUg&dard=1&ancdc=1#	☆ <u>D</u>
Ariba Proposals and Questionnaires 🗸	
SAP Ariba	
Supplier Login	Celebrating our suppliers' journey with SAP Business Network
User Name	At Transformation Continuum, they are committed to staying at the forefront of innovation and finding ways to streamline their operations to better serve their clients.
Password	Learn More
Login	

To participate in Cathay's online sourcing activities, all suppliers must self-register in SAP Ariba by following steps,

- . Click on <u>http://cathaypacific.supplie</u> <u>r.ariba.com</u>; or copy & paste the URL to your browser
- Click on "Register Now" to create a brand-new Ariba Network account



- 3. Fill in Company information (English Company Name is preferrable)
- 4. Fill in User account information

This email will be defaulted as your "Account Administrator".

It is highly recommended to register with a generic email (e.g. bid@xxx.com) in the consideration of account continuity – if there's any staff movement, other team member within your company will still be able to access the account and participate in Cathay's online sourcing activities.

Confidential and Proprietary Information © Cathay Pacific Airways Limited and its subsidiaries



5. Review "Terms of Use" and "SAP **Business Network Privacy** Statement". Check both boxes to indicate your agreement with the terms.

6. Click on "Register"



After clicking "Register":

- If potential existing accounts are found (e.g., with similar organization names), you will be directed to "Review Duplicate Account" page to examine the matches before creating a new
- If this message does not appear, it means no duplicate ۰ accounts were found in the Ariba Network. You can proceed directly to page 8 of this deck.

Ariba Proposals and Questionnaires

Review duplicate Account

We noticed that your company may already register an SAP Business Network account, please review the match results below, then:

- You can log in the account you are associated with
- · Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can Continue Account Creation and we will progress your registration
- Or, you can Go back to previous page

Match Based On Company Name E-mail Address DUNS No. Tax ID Address APD Test apdcx3@gmail.com Link Link Cathay Pacific City., 8 Scenic Road, Hong Kong International Airport, Hong Kong Hong Kong Hong Kong

4 search results fou	nd				
Supplier name \ominus	Country 🖨	State 🔤	DUNS 🔶	Supplier ANID \ominus	Actions
APD Test 2	HKG	-	-	AN01399483848	م
APD Test 3	HKG	-	-	AN01399376344	View profile Please view profile and contact admin if
APD Test 2	HKG	-	-	AN01398897829	000
APD Test Supplier	HKG	-	-	AN01062490105	000
4					•

In "Review duplicate Account" page, please review the found results.

- If a match is found, click "View Profile" to contact your account administrator and to perform user administration and add you to the existing account.
- If no matches are found, simply click "Continue Account Creation" to proceed.

Confidential and Proprietary Information © Cathay Pacific Airways Limited and its subsidiaries

Confirm Your Email Address	Once you complete the registration, Ariba will send an email to
ACTION REQUIRED	your registered email address to commit the details.
Check your email inbox for a message from Ariba. An email has been sent to apdcx3@gmail.com. Click on Activate link in the email to activate account and complete the Cathay Pacific Airways requested profile.	7. Go to your email inbox and click on the link given to
If you do not receive an activation email:	activate your account.
 Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox. Click Resend to have another activation email sent to you. 	Action Required: Activate your account Inbox ×
Resend If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.	Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> 11:44 AM (1 minute ago) ☆ ⓒ ∽ to me ▼</ordersender-prod@ansmtp.ariba.com>
apdcx3@gmail.com Send	
	CATHAY PACIFIC
	Dear APD CX,
	Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address and complete all required profile fields of your company profile as specified by Cathay Pacific Airways.
	Click here to activate your Ariba account.
	If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.
	https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key= DkmiFRIVoyB8eddkeew7fz4OakmeU2bb&anp=Ariba&app=Sourcing
	After your registration process is complete, use the following URL to log in to your account: https://proposals.seller.ariba.com
	Sincerely, The SAP Ariba Team https://seller.ariba.com



After clicking the activation link, you will be directed to a page to complete the required profile information to link with Cathay.

- 8. Complete questions 1 and 2
- 9. Click on "Submit" to send your registration to Cathay

Your online registration is now complete, and Cathay will be notified of your registration.

Cathay anticipates the business partners adhering to our corporate governance policies and work collaboratively to achieve procurement excellence.

Only if supplier answers "Yes" in Q2.2 & Q2.3, the profile will get approved by Cathay.

Confidential and Proprietary Information © Cathay Pacific Airways Limited and its subsidiaries

SAP	Ariba Proposals and Questionnaires 🗸 S	itandard Account	(7) AC	
CAT	HAY PACIFIC AIRWAYS Cathay Pacific Airways Requested Profile All required customer requested fields have been completed.	Sour requested profile information has been submitted to Cathay Pacific Airways and is pending approval. Connect Outling Action Pacific Airways and is pending approval. Connect Outling Action Pacific Airways and is pending approval.	are he Public	If this message is showing in your homepage, it means your registration has been successfully submitted to Cathay and pending approval.
				No further action is required.
	Organization APD Test has b	een approved by Cathay Pacific Airways. Inbox ×		
-	aribasystem <no-reply@ansmtp.ariba.com> to me ▼ Cathay Pacific Airways</no-reply@ansmtp.ariba.com>	11:56 AM (O minutes ago) 👷 😳		Once your account is approved by Cathay, an automated email
	Your organization API Pacific Airways for Ari	D Test has been approved by the cost of th		will notify you the account is approved.
	participate in activities	s with Cathay Pacific Airways on Ariba Sourcing.		You are now ready to receive Cathay online RFx events.
	This email originated was originally sent to:	from the Ariba system used by Cathay Pacific Airways and apdcx3@gmail.com		L
	You are receiving this email be appropriate contact for this cor Airways.	cause your customer, Cathay Pacific Airways, has identified you as the respondence. If you are not the correct contact, please contact Cathay Pacific		•

Login with Existing Ariba Network Account

This is only applicable to **supplier who already has** an Ariba Network account and connected with other customers.

Please use your existing account to connect with Cathay.

S Ariba Sourcing × +	
→ C ① service.ariba.com/Sourcing.aw/109555012/aw?awh=r&awssk=CUCnTBUg&dard=1&ancdc=1#	☆ <u></u>
Ariba Proposals and Questionnaires 🗸	
SAP Ariba 📉	
Supplier Login	Celebrating our suppliers' journey with SAP Business Network
User Name	At Transformation Continuum, they are committed to staying at the forefront of innovation and finding ways to streamline their operations to better serve their clients.
Password	Learn More
Login	
Forgot Username or Password	
New to Ariba? Register Now 2	

If you already have an Ariba Network Account and connected with other customers, please follow below steps to link with Cathay,

- Click on
 <u>http://cathaypacific.suppli</u>
 <u>er.ariba.com</u>; or
 copy & paste the URL to
 your browser
- 2. Click on "Register Now"

Ariba Proposals and Questionnaires -
Register To do business with Cathay Pacific Airways on Ariba, you need an Ariba Commerce Cloud account. What is the Ariba Commerce Cloud?
If you already have an Ariba Commerce Cloud, SAP Business Network Discovery or SAP Business Network account, click here to log in Login 3
Enable your Ariba Commerce Cloud account to access Cathay Pacific Airways To do business with Cathay Pacific Airways, use your Ariba Commerce Cloud account. What is the Ariba Commerce Cloud?
Username: Password: Forgot Username
Forgot Password 5 Continue Cancel

- 3. Click on "Login"
- 4. Use your existing Username and Password to login
- 5. Click on "Continue"



- 6. Complete questions 1 and 2
- 7. Click on "Submit" to send your registration to Cathay

Your online registration is now complete, and Cathay will be notified of your registration.

Cathay anticipates the business partners adhering to our corporate governance policies and work collaboratively to achieve procurement excellence.

Only if supplier answers "Yes" in Q2.2 & Q2.3, the profile will get approved by Cathay.

SAP	Ariba Proposals and Questionnaires 🗸 S	itandard Account	O AC	
CAT	HAY PACIFIC AIRWAYS Cathay Pacific Airways Requested Profile All required customer requested fields have been completed. View customer requested fields >	Sour requested profile information has been submitted to Cathay Pacific Airways and is pending approval. Connect Outling Action Pacific Airways and is pending approval. Connect Outling Action Pacific Airways and is pending approval. Connect Outling Action Pacific Airways and is pending approval.	are he Public	If this message is showing in your homepage, it means your registration has been successfully submitted to Cathay and pending approval.
				No further action is required.
	Organization APD Test has b	een approved by Cathay Pacific Airways. Inbox ×		
-	aribasystem <no-reply@ansmtp.ariba.com> to me ▼ Cathay Pacific Airways</no-reply@ansmtp.ariba.com>	11:56 AM (O minutes ago) 👷 😳		Once your account is approved by Cathay, an automated email
	Your organization API Pacific Airways for Ari	D Test has been approved by the cost of th		will notify you the account is approved.
	participate in activities	s with Cathay Pacific Airways on Ariba Sourcing.		You are now ready to receive Cathay online RFx events.
	This email originated was originally sent to:	from the Ariba system used by Cathay Pacific Airways and apdcx3@gmail.com		L
	You are receiving this email be appropriate contact for this cor Airways.	cause your customer, Cathay Pacific Airways, has identified you as the respondence. If you are not the correct contact, please contact Cathay Pacific		•

Add New Users to Your Account

By Active Supplier's Account Administrator



The Active Supplier's Account Administrator can add new users to your company account by the following steps,

- 1. Click on your profile icon in the top right corner
- 2. Click on "Settings"
- 3. Select "Users"

count Settings				Sa	Close
Customer Relationships Users	Notifications Account Hierarchy	Application Subscriptions	Account Registration	Account Type Change Log	Account Deletion
Manage Roles Manage Users	Manage User Authentication	Revoked Users More			
Roles (1)					
Create and manage roles for your accoun	nt. You can edit the role and add user	rs to a role. The Administrator r	ole can be viewed, but car	not be modified.	
Permission					
Apply Reset	~				
					-
Role Name	Users As	signed		Actions	4 +
Administrator	APD CX			Ū	

In "Manage Roles" tab, you can create and manage roles for your account, as well as assign users to specific roles.

Before assigning users to specific roles, a "Role" needs to be created

4. Click on the add icon to create new roles

S	Ariba Proposals and Que	stionnaires 🚽 Standard Account	⑦ ⑦ AC
Creat	e Role		Save
Indica	ates a required field		
lew F	Role Information		
	5 Name:* Pr	oposals Reviewer	
	Description:		
ormi	ssions		
6	Permission Access Proposals and Contracts	Int to an enterprise account to enable all permissions. Description View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This p Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view o contract tasks	permission grants access to the or participate in events or
	Account Hierarchy Administration	Manage your accounts to link and sign on to a child account	
	Catalog Management	Set up and manage catalog-related activities	
	Child Account Access	Sign on to access a child account	
	Company Information	Review and update company profile information	
	Contact Administration	Maintain information for account contact personnel	
	Create postings on Ariba Discovery	Create postings on Ariba Discovery	
	ID Registration Access	Register unique identifiers, like email domains	
	Payment Profile	Configure your payment profile	
	Premium Membership and Services Management	Manage your premium service subscriptions	

- 5. Assign a name for this role, e.g. "Proposals Reviewer"
- 6. Select Permission of this role, e.g. "Access Proposals and Contracts"
- 7. Click on "Save"

You have now created a role with access to Proposals and Contracts.

You can assign this role to users who are responsible to submit proposals on behalf of your organisation.

ccount Settings			Save
Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration	Account Type Change Log Account Deletion		
Manage Roles Manage Users Manage User Authentication Revoked Users More			
Users (1)			
Enable assignment of orders to users with limited access to SAP Business Network. (i)			
Filter Users (You can only search on one attribute at a time)			
Username V Enter username +			
Apply Reset			
			8 + 🗉 🖬
Username Email Address First Name Last Name SAP Business Network Discovery Contact	Role Assigned Authorization Profiles Assigned	Customer Assigned	AN Access Actions
APD CX No	SOURCING_SUPPLIER_BASE, +7	All(0)	Yes
L Add to Contact List Remove from Contact List			

 To add new users, click on the add icon in "Manage Users" tab

Create User	11 Done Cano	:el
Create a new user account and a nformation entered here will not	gn a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The ac modifiable after you click Done. However, you can modify role assignments at any time.	ccou
New User Information	9	
	Username:*	
	Email Address:*	
	First Name:* APD	
	Last Name:* Test	
	Do not allow the user to resend invoices to the buyer's account.	
Role Assignment		
Name	Description	
Proposals Reviewer		
Customer Assignment		
	Assign to Customer: O All Customers Select Customers	
ly entering this personal data, yo lobally) in accordance with the F	acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers vacy Statement, the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian c	itize:

Confidential and Proprietary Information © Cathay Pacific Airways Limited and its subsidiaries

9. Fill in user details

10. Assign the role you have created to this user by selecting the role name

11. Click on "Done"

You can create other roles / new users by repeating the above steps.



If a user is added after your organisation has been approved, you need to notify your Cathay contact to approve the new user(s) so they can be invited to access the RFx events.



Add New Users to Your Account

By Cathay's Ariba Administrator

Important Notes

- Although suppliers are responsible for managing their own Ariba Network accounts, Cathay can assist in adding new users to your existing company account in specific situations (e.g. When your account administrator has left the company and you no longer have access to their email address, and you need to meet Cathay's RFx timeline under tight deadlines).
- Please provide the following user information to your Cathay contact for user account creation:
 - Email Address
 - Name
- When the new user is created, Cathay will share the username with you. The shared username will be part of your login credentials, and you will need to activate the account before you can access the invited RFx.
- It is strongly advised to recognize the importance of maintaining an active account administrator within your organization. Please refer to page <u>36</u> of this deck for instructions on updating your account administrator information to prevent disruptions in future Ariba RFx participation.

Activate New User Account

When the new user is created by Cathay's Ariba Administrator

	Cathay Pacific Airways I	has invited you to participate in an event: 8oct. Index \star				
	Cathay Pacific Airways has invite Oct 8, 2025	d you to participate in an event: 8oct.				
	Is this correct? 🖆 🖓					
	to me	ific.Doc4821568487@ansmtp.ariba.com>	Oct 15, 2024, 5:10 PM	☆	٢	¢
		Cathay Pacific Airways				
		Welcome,				
	Cathay Pacific Airways has registered you on their Ariba Spend Management site and invited you to participate in the following event: 8oct. The event starts on Tuesday, 15 October, 2024 at 5:10 pm, Hong Kong Standard Time and ends on Friday, 25 October, 2024 at 5:10 pm, Hong Kong Standard Time.					
	0	Click Here to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.				
NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.						
		If you have questions about this event, contact via telephone a via telephone a via e-mail at <u>@cathaypacific.com</u> .	at or			
		If you do not want to respond to this event, <u>Click Here</u> . You must register of Ariba Commerce Cloud or log in using your existing Ariba Commerce Clou account username and password before you can indicate that you do not v to respond to this event.	on the Id want			
		We look forward to working with you!				
		Thank You,				

After your Cathay contact has invited the newly created user to an online RFx, an invitation email will be sent to the user.

1. Click on "Click Here" to access Ariba Network





> CATHAY PACIFIC

Create an account to connect and collaborate with Cathay Pacific Airways on SAP Business Network

Account Info	rmation (2)
--------------	-------------

First name *	Last name *
	Termine .
Email *	
l.com	
Use my email as my	/ username
Username *	
L.com	
Password *	Repeat password *
L have read and arr	ee with the Terms of Lise
	se with the remis of ose.
I hereby agree that !	SAP Business Network will make
Statement) accessib	ble to other users and the public
statisticity decebbility	ithin the SAP Business Network and
based on my role wi	



- 3. Fill in the name and email (It should be exactly matched with what you shared with Cathay for creating the new user account.)
- 4. Uncheck this box
- 5. Enter the username *provided by Cathay*
- 6. Set a password
- 7. Agree to Ariba Network T&Cs
- 8. Complete "I'm not a robot"
- 9. Click "Create account"

Ariba Proposals and Questionnaires 👻
Confirm Your Email Address
ACTION REQUIRED Check your email inbox for a message from Ariba. Click the link in the activation email sent to
 If you do not receive an activation email: Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox. Click Resend to have another activation email sent to you.
If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

After clicking "Create account", Ariba will send an activation email to you.

SAP Business Network
Confirm your email
Dear ,
Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.
Confirm email 10
Link expires: Friday, Oct 18, 2024, 02:15 AM PDT
If the link expired, login to supplier.ariba.com and click "Resend". You will then receive another confirmation email.
If you are unable to access the page, copy the link below and paste it into your web browser: https://service.ariba.app
Sincerely,SAP Business Network team

10. Go to your mailbox, click on "Confirm email" in the email. This will then direct you to Ariba Business Network.

(If the link expired, login to https://supplier.ariba.com and click "Resend")

Please provide your business role

Please choose the business role that best describes the day-to-day tasks you perform for your company. Your experience is tailored to the business role you choose.





When you are directing to Ariba Business Network,

- 11. Click on "Business Role"
- 12. Select "Business owner" in the dropdown list
- 13. Click on "Update"



Your profile is now ready.

You can check your account details by clicking your initial icon at the top-right corner to view:

Your login username

٠

٠

- "My Account" edit your account details like email address and password
 - "Contact Administrator" if you need more access rights, please contact your account administrator
- Your company name and Ariba Network ID (ANID)"



You can start using SAP Business Network Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.

Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions. You will receive an email confirming that you have successfully completed the registration process.





Access RFx

Confidential and Proprietary Information © Cathay Pacific Airways Limited and its subsidiaries



To access and response to the invited RFx,

- 1. Click on "Business Network", a dropdown list is shown
- 2. Select "Ariba Proposals & Questionnaire"

Ariba Proposals and Questionnaires -	5 3				₽ (? (?) PP
Cathay Pacific Airways Requested Profile All required customer requested fields have been completed.	Welcome to the A identifying world o service, and cost. market integrity.	r iba Spend Manage lass suppliers who Ariba, Inc. administ	ment site. This site assist are market leaders in qua ers this site in an effort to	ts in lity, ensure CA	THAY P/	ACIFIC
View customer requested fields >	Home					
1 lead matches your company profile View Matched Leads	Events					
	Title		ID	End Time ↓	Event Type	Participated
	▼ Status: Open (1	.)				
4	RFP for	2025	Doc	2024 04:00 PM	RFP	No
	Tasks					
	Name	Status	Due Date	Completion Date	Ale	ert
			No item	าร		

You are now in "Ariba Proposals & Questionnaire" page,

- Select "CATHAY PACIFIC AIRWAYS" (only when you have multiple customers in the account)
- 4. Click on the event title.

You can access and response to this event now.



Change Account Administrator

Account Administrator

- Account administrator performs account setup and maintenance task
 - Add or delete users
 - Assign roles
 - Reset passwords
- Importance of having an active administrator account
 - Easily maintain supplier profile anytime;
 - without the help from Ariba Support or Cathay;
 - to avoid delay in participating RFx event
- Plan ahead to change the account administrator if there's any staff movement

How do I access and change the former administrator's account?

Account administrator is still with your company	Account administrator is <u>no longer</u> with your company, but you have access to the registered email	Account administrator is <u>no longer</u> with your company and there is no access to the email address
 Account Administrator can reassign the administrator account to another user OR change their user information to a different person 	 Request a password reset in the Supplier Login page. Once you can have access to the the account, you can reassign the administrator account to another user OR change their user information to a different person 	 Contact SAP Ariba Customer Support via the Support Centre to request a change of administrator. You will be required to provide ANID number of the account Administrator's name Administrator's email address In case you don't have above information, please contact your Cathay representative)

Cathay is not authorised on changing / reassigning your account administrator / users.

You must contact Ariba Customer Support in case you cannot access to the registered email. This may take up to several weeks to complete (subject to Ariba Support lead-time). Contact information can be found in "Ariba Help Center Support" section.

Confidential and Proprietary Information © Cathay Pacific Airways Limited and its subsidiaries

Update Questionnaire Answers

Ariba Proposals and Questionnaires 👻	Standard Account				
CATHAY PACIFIC AIRWAYS					APD User apd@cathaypacific.com
Cathay Pacific Airways Requested Profile	Welcome to the A class suppliers we administers this s	riba Spend Manag 10 are market leade te in an effort to er	ement site. This site a ers in quality, service, a sure market integrity.	and cost. Ariba, Inc.	My Account C
All required customer requested fields have been completed.					Link User IDs
View customer requested fields >	Home				Contact Administrator
					Switch To Test ID
Public Profile Completeness	Events				APD Test Supplier
·	Title ID	End Time	Ţ	Event Type	ANID: AN01062490105
60%	 Status: Completion 	eted (326)			Standard account
Enter your company revenue to reach 70% >	Status: Open	1)			Company Profile
There are no matched postings.	Status: Pendin	g Selection (129)			Service Subscriptions
	Tasks				Settings >
	Name	Status	Due Date	Completion Date	Logout
				No items	

In "Ariba Proposals and Questionnaires" page,

- 1. Click on your initial in the top right-hand corner
- 2. Click on "Company Profile"



3. Click on "Customer Requested"

Confidential and Proprietary Information © Cathay Pacific Airways Limited and its subsidiaries

SAP Business Network	Standard Account					
Additional Information						
Additional information		* Indicates a required field	ays Requested Profile			
Additional Addresses Business	Customer Request	Your customer has specifical	ly requested that you complete the use of the save as Draft to save as Draft to save as Draft to save the save save save save save save save sav	he following profile informative any values you may have	ation. After you complete t	he requested profile
Sourcing Customer List		customer. Click Discard Dra customer.	ft to clear all the changes you ha	ave made and display the	last values you successful	ly submitted to your
Customer	Customer F	Status: Submitted by APD Us	er at 05/22/2024 04:54 PM	Discard Draft	Save as Draft	Submit
4 Cathay Pacific Airways	Complete	Changes you make below t	may be subject to approval before t	they are accepted.		
		Question				
		▼ 1 Cathay Pacific Rep	resentative			
		1.1 Who is the Catha with you for the suppl	y Pacific procurement representativier registration request?	ve in touch		
		▼ 2 Supplier Code of C	onduct			
		2.1 Our Supplier Cod Legal and Reg Environmental Health and saf Not employing Not employing Provision of pr Diversity and n Freedom of ass Sharing the Co	le of Conduct describe our minimum ulatory compliance protection and combating climate of ety in the workplace child labour forced labour oper compensation and appropriate ion-discrimination sociation and rights to collective ba ide with sub-contractors iness integrity	m requirements for, change e working hours for employe rgaining	ees	
		2.2 Do you have a pr Code of Conduct as s	tated in Q2.1?	n service providers and sub	contractors meet Cathay Pa	cific's Supplier
		Answer * Y	es	Cathay Pacific's Suppliar (Code of Conduct as present	ad in the attached
Confidential and Proprietary Ir © Cathay Pacific Airways Limi	nformation ited and its subsidiaries	document? Refe	rences V	r camay Facilie's Supplier C	sole or conduct as present	

- 4. Click on "Cathay Pacific Airways"
- 5. Review and update the answer(s)
- 6. Click on "Submit" after amendment



Edit Company Name and Information



In "Business Network" page,

- 1. Click on your initial in the top right corner
- 2. Click on "Company Profile"



3. In Company Profile page, click on the edit icon

Edit Company Infor	mation			5 Save
		Basic Info Address Business	s Туре	
	Company Name *	Website URL	DUNS Number ⑦	
4		https://www.cathaypacific.com/		
		-	Find my DUNS number.	-
	Short Description			
	Airline			
				-
	Company Description			
				-
	Number of Employees	Year Founded	Company Alias - 1	
	Company Alias - 2	Povonuo	Logal Form	-
	Company Auas - 2	Nevenue	Legarionn	
			None V	-



5. Click on "Save" after editing



Ariba Help Center Support



Help Portal (Documentation)	Browse by Product	SAP Learning Journeys	What's New	Explore SAP	Q 8	
Home >						
Legal Disclaimer for Links						
Some links are classified by an icon and/or a mouseover text. These links provide	additional information.					
About the icons:						
• Links with the icon ₱ : You are entering a Web site that is not hosted by SAF	P. By using such links, you	agree (unless expressly stated	l otherwise in your a	greements with SAP) t	to this:	
The content of the linked-to site is not SAP documentation. You may not	infer any product claims a	gainst SAP based on this infor	mation.			
 SAP does not agree or disagree with the content on the linked-to site, no such content unless damages have been caused by SAP's gross negliger 	r does SAP warrant the avo nce or willful misconduct.	ailability and correctness. SAF	shall not be liable f	or any damages cause	d by the use o	of
 Links with the icon/>: You are leaving the documentation for that particular 	SAP product or service an	d are entering a SAP-hosted \	Web site. By using su	uch links, you agree th	at (unless	
expressive stated otherwise in your agreements with SAP) you may not infer a	ny product claims against	SAP based on this information	l.			
✓ Don't show this again Disagree Agree and Proceed →						

Read through the disclaimer,

- 4. If you don't want this disclaimer pop-up again, check this box
- If you agree this disclaimer, click on "Agree and Proceed". It will then direct you to Ariba Help Center

SAP	Help Center Home			8
Home	Learnin 7 Contact us			
	How can we help you?			
	6 Search knowledge base articles, documentation, and tutorials			
	Try "cancel order", "email notifications", "user authorization"	_		
	Topics we recommend for you			
	How do I cancel or delete an invoice or credit memo?			
	How do I cancel or delete an invoice or credit memo? Invoices cannot be deleted from your account. You can fix an invoice that you have already submitted in the following ways. Ask your customer to reject the invoice so you can resend it. Depending on your customer's transaction rules	? FAQ	>	
	Invoices Search invoices Invoice status Invoice rejection messages Jun 29, 2023			
	How do I access and change the former administrator's account?			
	How do I access the former administrator's account? If the account administrator is still with your company, contact them by clicking [user initials] in the upper-right corner of the application and selecting Contact Administrator . If the account administrator is no longer with your company, but you have access to	? FAQ	>	
	My account Contact account administrator Mar 30, 2023			

- 6. In the homepage, you enter a brief description of your question or issue to search for an answer.
- If you cannot find what you're looking for, click on "Contact us" to create a case



8. Click on "Sign In" if you have an account (it's easier to get the right support to your personalised content and topics)

OR

If you are unable to log in, choose one of the options that best suit your question or issue

- Login help
- Account help
- Invoicing help
- Privacy request
- Upgrade integration certificate

Registration help	Login help	Account help
 Register a new account Error while registering Issue logging in Find existing account Access Sourcing event Something else 	 Didn't get an email after these steps Reassign the administrator account Account locked Experiencing a different issue 	 Reassign / transfer account admin User access Locked account Downgrade Enterprise account to Standard Merge multiple accounts Delete / expire account



For example, your account administrator is no longer with your company, and you have no access to his/her email address

- 9. Click on "Login help"
- 10. Select "I need to reassign the administrator account"
- 11. Select "No" if the account administrator is no longer with your company
- 12. Select "No" if you have no access to his/her email address
- 13. Click on "Create a Case" to get help from Ariba Support team



Home Learning Contact us		
	·	Recommendations*
Fell us what you need help v	vith.	Search
Subject:	Login help	How do I change the administrator us SAP Business Network supplier accord
Full description:*	Arrectea items, expectea results, etc.	How do I accept a customer's trading relationship request / invitation?
Attachment:	3000 characters remaining	How to enable or disable multifactor authentication for login in SAP Busine Network?
	Top Recommendations:	I forgot my username or password for supplier account
	How do I change the administrator user in my SAP Business Network supplier account?	What are the Enterprise Account leve advantages of subscription fees?
Provide your preferred conta	? How do I accept a customer's trading relationship request / invitation? act details:	How does SAP Business Network cal the transaction service fee on my subscription invoice?
First name:*		How do I create a purchase order-bas invoice?
Last name: *		O Handa Lanata e era 20 invite 2
Liser Name:		(?) How do I create a non-PO invoice?
User Name: Company:*		 How do I create a non-PO invoice? How do I pay my SAP Business Network
User Name: Company:* Email:* Phone:*		 (?) How do I create a non-PO invoice? (?) How do I pay my SAP Business Netw (?) How do I change the company name address on my account?
User Name: Company:* Email:* Phone:* Extension: Confirm phone:*		 (a) How do I create a non-PO invoice? (b) How do I pay my SAP Business Network (c) How do I change the company name address on my account? (c) How do I reset my password as a support of the set my password as a
User Name: Company:* Email:* Phone:* Extension: Confirm phone:* Ariba Network ID:		 (?) How do I create a hon-PO involce? (?) How do I pay my SAP Business Netw (?) How do I change the company name address on my account? (?) How do I reset my password as a sup (?) Why is my account locked and how d unlock it?
User Name: Company:* Email:* Phone:* Extension: Confirm phone:* Ariba Network ID:	You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the SAP Ariba Privacy Statement and applicable law.	 (?) How do I create a hon-PO involce? (?) How do I pay my SAP Business Netw (?) How do I change the company name address on my account? (?) How do I reset my password as a sup (?) Why is my account locked and how dunlock it? (?) How do I update administrator inform SAP Business Network?

14. Fill out the form in as much detail as possible

15. Click on "One last step"

SAP	Help Center Contact us	8
Home	Learning Contact us	
16 ^{hoc}	ose this contact method for the fastest resolution of your issue:	
۲	Recommended	
	Phone	
	A support engineer will respond to your case by phone.	
	Estimated wait time in minutes: 2	
	Do not record my phone call.	
		-
	n	-
	Back	Cancel

- 16. Select the contact method
- 17. Click on "Submit". Ariba Support will give you a call to follow up your question or issue based on the Estimated wait time

