

# TOP GLOVE'S EXISTING SUPPLIER ONBOARD USER GUIDE

To be your world class partner in gloves and healthcare products

Powered by  
 SAP ARIBA



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## Step 1: Check email from Top Glove Group of Companies

Top Glove Group of Companies

**Register as a supplier with Top Glove Group of Companies**

Hello! ABC SDN BHD

Top Glove Group of Companies has invited you to register to become a supplier with Top Glove Group of Companies. Start by creating an account with Ariba Network. It's free.

Top Glove Group of Companies uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.

If ABC SDN BHD has an account with Ariba Network, sign in with your username and password.

[Click Here](#) Create Account or Log In with your existing account.

**Step 2:** Click on "Click Here" to Create Account or Log In with your existing Ariba account



**Step 3:** Click **“Log in”** for supplier who already have Ariba account & **“Sign up”** for supplier without Ariba account

The screenshot shows the Ariba Sourcing interface. At the top left, the text "Ariba Sourcing" is displayed. Below it, a "Welcome," message is partially visible. A yellow banner contains the text "Have a question? Click here to see a Quick Start guide." Below the banner, there are three lines of text: "Sign up as a supplier with Top Glove Group of Companies on SAP Ariba.", "Top Glove Group of Companies uses SAP Ariba to manage procurement activities", and "Create an SAP Ariba supplier account and manage your response to procurement activities required by Top Glove Group of Companies." At the bottom left, the text "Already have an account?" is followed by a blue "Log in" button. At the bottom right, there is a blue "Sign up" button. Red lines from the text above point to these two buttons.



**Step 4:** To register your company by creating the user ID & password (for new user)

## Ariba Sourcing

### Create account

[Create account and continue](#) [Cancel](#)

First, create an SAP Ariba supplier account, then complete questionnaires required by Top Glove Group of Companies.

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### Company information

\* Indicates a required field

Company Name: \*

Country: \*

Address: \*

Postal Code: \*

City: \*

State:

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.



[Cont] To register your company by creating the user ID & password (for new user)

### User account information

Name: \*

Email: \*

Use my email as my username

Username: \*

Password: \*

Language:

Email orders to: \*

\* Indicates a required field

[SAP Ariba Privacy Statement](#)

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

Must contain a minimum 8 characters including letters and numbers. ⓘ

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

Customers may send you 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.

### Help Center

Search...

- FAQ Error: "The username and password pair you entered was not found"
- FAQ Error: "The username and password entered has already merged to another Ariba Sourcing user account"
- FAQ What are some registration tips for Ariba Network Suppliers?
- FAQ Error: "User already exists. Please enter a different username."
- FAQ How do I participate in my buyer's event using an email invitation?
- FAQ What are some common issues when registering an account?

[View more](#)

Can't log in? Let us help you!

[Documentation](#) [Support](#)



[Cont] To register your company by creating the user ID & password (for new user)

Tell us more about your business

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

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

Tax ID:  Enter your Company Tax ID number.

Vat ID:  Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

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



[Cont] To register your company by creating the user ID & password (for new user)

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

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

I have read and agree to the [SAP Ariba Privacy Statement](#)

**Create account and continue** Cancel

**SAP Ariba**  
SAP Ariba Privacy Statement Security Disclosure Terms of Use

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Help Center

Search...

**FAQ** Error: "The username and password pair you entered was not found"

**FAQ** Error: "The username and password entered has already merged to another Ariba Sourcing user account"

**FAQ** What are some registration tips for Ariba Network Suppliers?

**FAQ** Error: "User already exists. Please enter a different username."

**FAQ** How do I participate in my buyer's event using an email invitation?

**FAQ** What are some common issues when registering an account?

[View more](#)

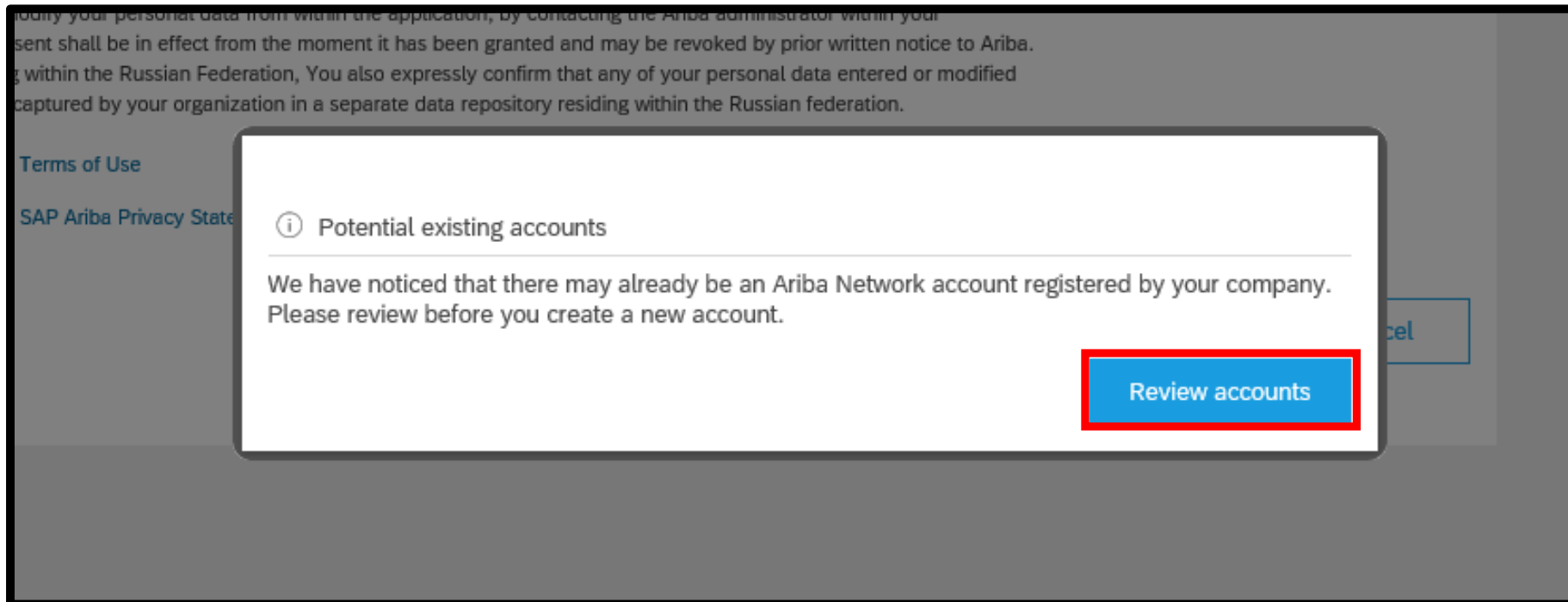
Can't log in? Let us help you!

Documentation Support





**Step 5** : If below message appear, please click **“Review accounts”** and cross check on your company details.



The screenshot shows a warning dialog box with a white background and a grey border. At the top left of the dialog is an information icon (i) followed by the text "Potential existing accounts". Below this, a horizontal line separates the title from the main message: "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account." At the bottom right of the dialog is a blue button with the text "Review accounts" in white, which is highlighted with a red rectangular border. In the background, a greyed-out form is visible with a "Cancel" button on the right side. To the left of the dialog, there are links for "Terms of Use" and "SAP Ariba Privacy State".

**Step 6:** Once you are confirmed that your company doesn't have duplicate Ariba account, click **“Continue account creation”**.

**SAP Ariba Sourcing**

## Review duplicate Account

We noticed that your company may already register an Ariba 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
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Step 7: Make sure you are at the **Ariba Proposals and Questionnaires** page and click on the **“Registration Form”**.

The screenshot shows the SAP Ariba Spend Management interface. The top navigation bar includes the SAP logo, the text 'Ariba Proposals & Questionnaires' (highlighted with a red box), 'Standard Account', and an 'Upgrade' button. Below the navigation bar, the page title is 'TOP GLOVE GROUP OF COMPANIES'. A message box on the left states 'There are no matched postings.' The main content area features 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 three sections: 'Events' (with a table showing 'No items'), 'Registration Questionnaires' (with a table containing one entry), and 'Qualification Questionnaires' (with a table showing 'No items'). The 'Registration Questionnaires' table has columns for Title, ID, End Time, and Status. The entry 'Registration Form' is highlighted with a red box. The table data is as follows:

Title	ID	End Time ↓	Status
Registration Form	Doc1867516051	7/12/2020 3:28 AM	Registered



**Step 8:** Acknowledgement for vendor onboarding, choose YES, and click on **“Submit entire response”**

The screenshot shows the Ariba Sourcing interface for a registration form. The header includes 'Ariba Sourcing', 'Company Settings', and 'Help Center'. The main content area is titled 'Doc1954903782 - Registration Form' and shows a list of content items. The 'Acknowledgement for Vendor Onboarding' item is highlighted with a red box, and the 'Submit Entire Response' button is also highlighted with a red box.

Console Doc1954903782 - Registration Form Desktop File Sync Time remaining 364 days 23:45:03

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 Instructions
- 2 TOP GLOVE's Company ...
- 4 General Information
- 5 Purchasing Organisat...
- 6 Bank & Financial Data

All Content

Name ↑

1 Instructions Less... -

1. Fill the form in **CAPITAL LETTERS**
2. **AVOID** spelling mistakes
3. **ATTACH DOCUMENTS** wherever required
4. **BANK ACCOUNT** number is mandatory and should match with Bank Account Statement Header
5. **PRE QUALIFICATION** section has to be answered only **once**. (If in your Form)
6. Registration will be **REJECTED** if above conditions are not met
7. Contact Information : [tgeprocurement@topglove.com.my](mailto:tgeprocurement@topglove.com.my)

**Malaysia :**

Wee See Yee

9 Acknowledgement for Vendor Onboarding Yes

**Submit Entire Response** Save Compose Message Excel Import



## Step 9: Click "OK"

The screenshot displays the Ariba Sourcing interface for a registration form. The main content area shows a list of sections under 'All Content':

- 1 Instructions
- 2 TOP GLOVE's Company ...
- 4 General Information
- 5 Purchasing Organisat...
- 6 Bank & Financial Data

The '1 Instructions' section is expanded, showing the following text:

1. Fill the form in **CAPITAL LETTERS**
2. **AVOID** spelling mistakes
3. **ATTACH DOCUMENTS** wherever required
4. **BANK ACCOUNT** number is mandatory
5. **PRE QUALIFICATION** section has to be answered **only once**. (if in your Form)
6. Registration will be **REJECTED** if above conditions are not met
7. Contact Information : [tgeprocurement@topglove.com.my](mailto:tgeprocurement@topglove.com.my)

Below the instructions, there are input fields for 'Malaysia :' and 'Wee See Yee'. At the bottom of the form, there is a '9 Acknowledgement for Vendor Onboarding' section with a 'Yes' button.

A confirmation dialog box is overlaid on the form, asking 'Submit this response?' with a green checkmark. Below the question, it says 'Click OK to submit.' There are two buttons: 'OK' (highlighted with a red border) and 'Cancel'.

The interface also includes a sidebar with 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The top navigation bar shows 'Ariba Sourcing', 'Company Settings', and 'Help Center'. The bottom of the form has buttons for 'Submit Entire Response', 'Save', 'Compose Message', and 'Excel Import'.



**Step 10:** If you would like to update your data, click on **“Revise Response”**, else the whole registration is complete.

The screenshot displays a web application interface with a navigation sidebar on the left and a main content area. The sidebar includes links for 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. Under 'Event Contents', there is a list of items: '1 Instructions', '2 TOP GLOVE's Company ...', '3 Declaration of Chang...', and '4 General Information'. The main content area features a yellow notification banner at the top stating, 'You have submitted a response for this event. Thank you for participating.' Below this, a blue button labeled 'Revise Response' is highlighted with a red rectangular border. To the right of the button is an information icon. Below the button, the 'All Content' section is visible, showing a table with one entry: '1 Instructions'. The instructions listed are: 1. Fill the form in CAPITAL LETTERS; 2. AVOID spelling mistakes; 3. ATTACH DOCUMENTS wherever required; 4. BANK ACCOUNT number is mandatory and should match with Bank Account Statement Header; 5. PRE QUALIFICATION section has to be answered only once. (If in your Form); 6. Registration will be REJECTED if above conditions are not met; 7. Contact Information : tgeprocurement@topglove.com.my. Below the instructions, the text 'Malaysia :' is visible. The interface also includes a breadcrumb trail at the top left, a 'Desktop File Sync' link at the top right, and a 'Less...' dropdown menu next to the table entry.

