If multiple users are required to complete Northrop Grumman's Registration Questionnaire, following ALL the steps below.

Steps 1-5: create the role that has access to the Questionnaire

Ariba Proposals and Questionnaires	Standard Account	Upgrade TEST MOR	1 j					1 0 🚺	
NGC SUPPLY CHAIN - TEST								Test Test	
There are no matched postings.	Welcome to our sho	w.						TestSupplier02152021@ngc.com	
	Your are using North	rop Grumman's TEST site	More information can be found at: http:	//www.google.com				My Account	
	Thank you							Link User IDs	
	Events							Contact Administrator	=
	Title	ID	End Time 1		Event Type	-	ACCOUNT SETTINGS	Test Supplier 02152021 ANID: AN01650369307-T	
					No items	2	Users	Company Profile	
	Registration Quest	tionnaires				-	Notifications	Settings	>
	Title				D	End Time 4	SOURCING & CONTRACTS SETTINGS	Logout	
	Status: Open (1) Supplier Registration Qu				Doc2844153240	3/17/2021 3:3	Sourcing & Contracts Notifications	Invited	
	Qualification Ques				0002044153240	3/1//2021 3:3	0 · ····	Invited	
	Qualification Ques	ID	End Time 4				Status		
	litte	IU .	End time 1		Commodity No items	Regions	203025		
	Questionnaires								
	Title	ID	End Time		Commodity	Regions	Status		
	ioue.	10	Lind here a		No items	negura	31805		
	Certificates								
	Certificate Info		Effective	Expiration	Attachment	Question	naire.	Status	
	Certificate Into		Ellerine -	Copration	No items	Question	10.0	- Judiana	
									_
	Tasks								
	Name		Status	Due Date	Completion Date		3	Abert	_
Customer Relationships User				istration					
Manage Roles Manage U	sers Manage U	Jser Authentication							
Roles (2)									
Create and manage roles for your	account. You can e	dit the role and ad	d users to a role. The Admini	strator role can be viewe	l, but cannot be modified.				
Filters									
Permission									
Select permission assigned	~								
Apply Reset	ľ								
								3 + 🔳	
Role Name						-1	Actio		
Role Name					Users Ass	signed	Actio	ns	
Administrator					Test Test		Ŵ		
_ARIBA_SOURCING_ACCESS_CU	STOM_ROLE_				Test2 Test	t2, +1	Ŵ		
								Save	se

Create	Role	Save Cancel	J		
* Indicate	s a required field				
New Ro	le Information				
	4 N	ame.* Ariba Questionnaire Access			
	Descrip	Non:			
Permiss	ions				
	it have at least one permission. Ariba Network, standard account to an enter	prise account to enable all permissions.			
	Permission	Description			
	Payment Profile	Configure your payment profile			
	cXML Configuration	Configure account for cXML transactions			
	Company Information	Review and update company profile information			
	Transaction Configuration	Configure account for electronic transactions			
	ID Registration Access	Register unique identifiers, like email domains			
	Fulfillment Invitation Account Merge	Allows the assigned user to transfer a fulfillment related invitation into his existing Ariba Network Account.			
	Create and manage postings on Arib Discovery	Create postings on Ariba Discovery			
\checkmark	Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery			
\checkmark	Access Proposals and Contracts	View your organization's Ariba Sourcing users and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks			

Steps 6-10: create the new user and assign the role

Account Settings						Save	Close
Customer Relationships Users Notifications Application Sub	criptions /	Account Registr	ation				
Manage Roles Manage Users 6 User Authentication							
Users (2)							
Enable assignment of orders to users with limited access to Ariba Network. Filter	D						
Users (You can only search on one attribute at a time) Username V Enter username		+					
Apply Reset							
						7 +	•
Username Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
	Test4	Test4	No	Proposals and Contracts Access		All(0)	Actions v
	Test2	Test2	No	Proposals and Contracts Access		All(0)	Actions 👻
Add to Contact List Remove from Contact List							
						Save	Close

Create User	Uone	Cancel				
Create a new user account and assign 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 account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.						
New User Information						
	Username:* TestUser@ngc.com					
	Email Address:* TestUser@ngc.com					
	First Name:* Test					
8	Last Name: * User					
0	Do not allow the user to resend invoices to the buyer's account.					
	This user is the Ariba Discovery Contact O					
	Office Phone: USA 1 v Country Area Number					
Role Assignment						
Name	Description					
Proposals and Contracts Access	Access Proposals and Contracts					
Ariba Questionnaire Access	9					
Customer Assignment						
	sign to Customers Select Customers					
By entering this personal data, you acknowledge that you agreement between your company and Ariba, and applica	ve authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the SAP Ariba Privacy St. a law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.	atement, the service				
		Cancel				

Steps 11-13: add the user to the Response Team in the Registration Questionnaire

Ariba Sourcing							
Go back to NGC Supply Chain - Ti	Go back to NGC Supply Chain - TEST Dashboard						
Console	Doc2844153240 - Supplier Registration Questionnaire						
Event Messages Event Details Response History	Event Details All Content						
Response Team	Name †						
	▼ 1 General Supplier Information						
V Event Contents	1.1 COMPANY HAS ACCESSED, READ, AND UNDERSTANDS NORTHROP GRUMMAN'S SUPPLIER STANDARDS OF BUSINESS CONDUCT	* Unspecified 🗸					
All Content	1.2 Suppler full legal name	Test Supplier 02152021					
1 General Supplier Inf	1.3 Doing business as						
4 Supplier business cl	1.4 Division						
	1.5 Corporate website						
5 Supplier Contact		•Show More					
		Street: Test Ave					
6 Management Controls		Street 2:					
7 SUPPLIER QUALITYMIS	1.6 Contractual Address	Street 3:					
8 Supplier Representat		Postal Code: 33131					
regit water tables		Country: Itsbed from					

Ariba Sourcing						
: Go back to NGC Supply Chain - TEST Dashboard						
Response Team - Supplier Registration Questionnaire	Response Team - Supplier Registration Questionnaire					
Review the list of members from your organization who can participate in this event with you. You may add	d team members to this list as needed.					
Name 1	Email Address					
Test Test	and the second s					
Test3 Test3	And and a second se					
Test2 Test2	And the second sec					
Add 12	Add Team Members					
	Name † Email Address					
	13 Test User@ngc.com					
Test Test (TestSuppler02152021(Singc.com) last violted 4 Mar 2021 8/25/38 AM Test Supplier 02152021 AN01650969307-T						
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