

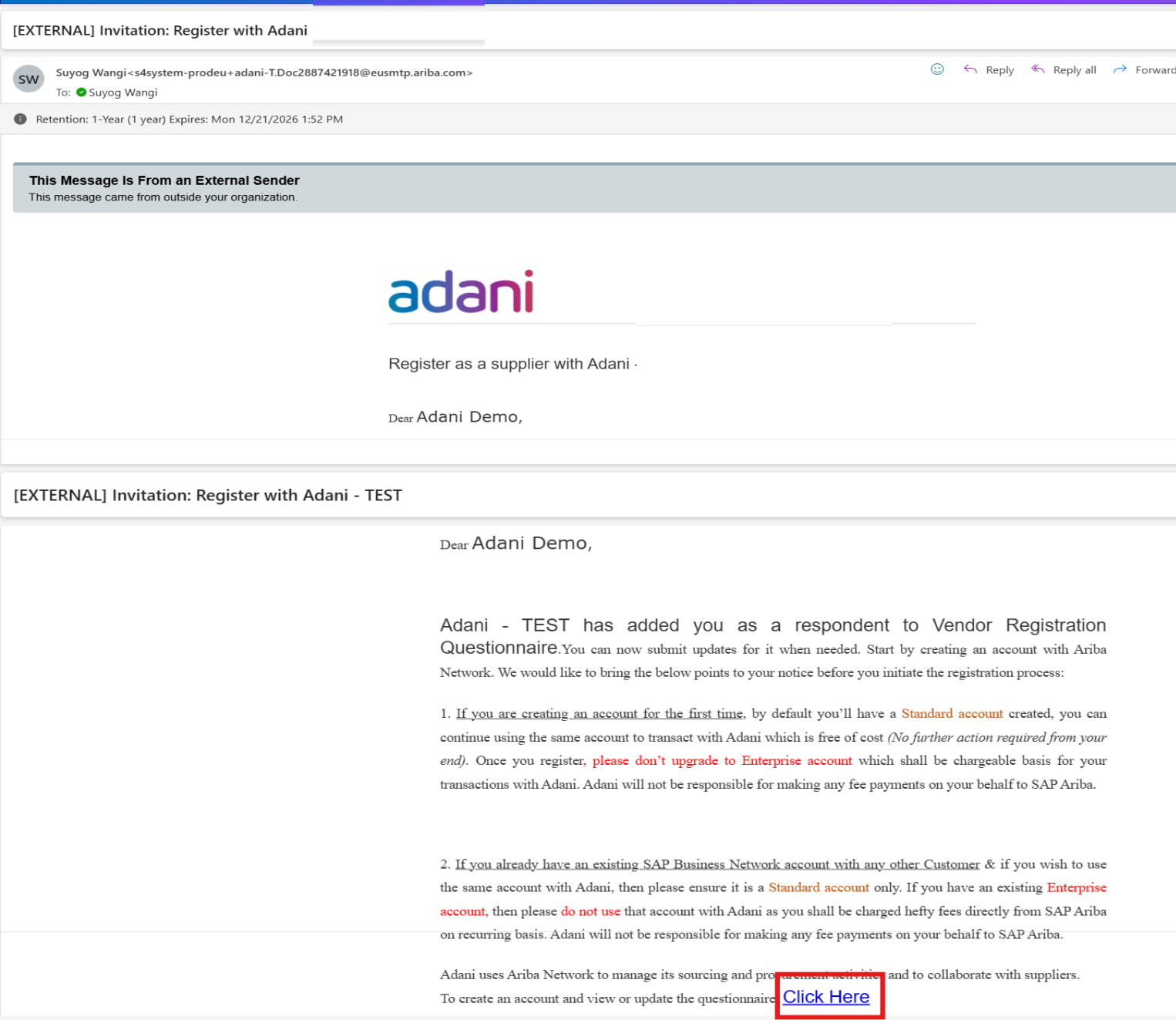
# Supplier Toolkit:

## Vendor Registration Questionnaire(VRQ) Submission Guide

adani



# Ariba Registration Invitation Email



Email for registration received from Adani

Click here for Ariba Business network signup/Login

# Supplier Invitation & Login Process



- **Invitation Email**

Supplier receives an email invitation from Adani for vendor registration in Ariba.

- **Access the Link**

Click the link provided in the email (refer to previous slide).

- **SAP Business Network Page**

Two options will be available:

- Login with Existing ANID
- Create New ANID

- **Account Setup**

- If the supplier already has an ANID, log in to link it with Adani.
- If not, create a new account to generate a new ANID.

*Note – Please use standard Ariba account for register / login and we recommend not to switch / use enterprise account as this would have additional cost to the supplier.*

# Business Network Account Creation (1/5)



Connect with Adani- on SAP Business Network to collaborate.

Invited by [Adani - TEST](#)

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

[Review accounts](#)

or

[Use existing account](#)



[Create new account](#)



Click here if there is an existing account

Click here if new account is to be created

# Business Network Account Creation (Existing) (2/5)



Sign in to connect with Adani-

Username\*

[Forgot username?](#)

Password\*

[Forgot password?](#)

Connect

Enter Username and Password  
of existing account

Click on connect to login

# Ariba Business Network Account Creation (New) (3/5)

## Company information ?

DUNS number

Fill-up the company information

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

Company (legal) name \*

Country/Region \*

Address line 1 \*

Address line 2

Address line 3

City \*

State \*

Postal code \*

## Administrator account information ?

First name \*

Last name \*

Email \*

☐

Use my email as my username

Recommended to uncheck this box

Username \*

Username uses different domain

Create unique username and password

Password \*

Repeat password

☒

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

☒

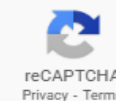
I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role with profile visibility settings.

Check all the box and verify

Please see the [Privacy Statement](#) to learn how we process personal data.

☐

I'm not a robot



Click on create to new account creation

Create account



# Ariba Business Network Account Creation (New) (4/5)

[EXTERNAL] Action Required: Confirm your email

## This Message Is From an External Sender

This message came from outside your organization.



## Confirm your email


Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)


Link expires: Wednesday, Dec 24, 2025, 01:03 AM PST

Email will be triggered for confirmation, click on 'confirm email' to proceed




# Business Network Account Creation (New) (5/5)



[EXTERNAL] Welcome to SAP Business Network

AC Ariba Commerce Cloud  
To:  Suyog Wangi

Retention: 1-Year (1 year) Expires: Mon 12/21/2026 2:35 PM

**This Message Is From an External Sender**  
This message came from outside your organization.

  
**Welcome to SAP Business Network**  
Please find your account information below.

**Your account:**  
Company name: **Adani Demo**  
Username: **Adani@dummy.com**  
Business Network ID:   
Administrator email: 

**Almost done! We just need a little bit more information.**

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

-or- [Browse](#)

Ship-to or Service Locations

-or- [Browse](#)


[Don't show this to me again](#)





Upon account creation, email will be sent with Business network ID (ANID) and username

Enter Product and Service categories & Ship-to Locations and click on submit



# Navigating to Vendor Registration Questionnaire (VRQ)

 Ariba Proposals and Questionnaires ▾ Standard Account [Get enterprise account](#) [TEST MODE](#)

ADANI - TEST

Adani - TEST Requested Profile

All required customer requested fields have been completed.  
[View customer requested fields >](#)


Public Profile Completeness

15%

Enter commodities to reach 35% >

There are no matched postings.

Welcome to the Adani Procurement 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.



[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
<a href="#">Vendor Registration Questionnaire</a>	Doc2887421918	20/1/2026 13:52	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Click on 'Vendor Registration Questionnaire' to access VRQ form

# Filling VRQ Questionnaire (1/3)

## ▼ Event Contents

All Content

1 Data Privacy Statement

2 General Details

3 Company Contact Details

4 Taxation Details

5 Banking Details

7 Key Account Manager ...

8 Environment, Safety ...

9 Enclosure Data

10 Compliance and Indem...

11 Declaration

3.6. You shall not make any negative, denigrating or defamatory statement(s) or comment(s) about Adani or the brand name or domain name used by Adani or otherwise engage in any conduct or action that might tarnish the image or reputation of Adani, or otherwise tarnish or dilute any trade/service marks, trade name and/or goodwill associated with such trade/service marks or trade name as may be owned or used by Adani. You agree that You will not take any action that imposes an unreasonable or disproportionately large load on the infrastructure of the Website or Adani's systems or networks, or any systems or networks connected to Adani.

3.7.

1.1 Please read and accept the Data Privacy Statement which is mandatory to accept

\* Unspecified ▼

## ▼ 2 General Details

2.1 Type of Supplier

\* [I] Indian ▼

2.2 Registered Name of the Company

\* Adani Demo

2.3 Registered Name of the Company (2)

2.4 Registered Name of the Company (3)

2.5 Address Line 1

\* Address1

2.6 Address Line 2

2.7 Address Line 3

2.8 Address Line 4

\*Show More

Postal Code: 411041 ⓘ

City: \* Pune ⓘ

2.9 Additional Address Details

Country/Region: India (IN) ⓘ State/Province/Region: \* MAHARASHTRA (13) ⓘ

(\*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Navigate to different sections of the form

Use this option to save the form and resume filling later

# Filling VRQ Questionnaire (2/3)

‘Banking Details’ and ‘KAM Director’ details are repeatable, click on the highlighted box as per below

All Content

Name ↑

4.14 Tax Deduction and Collection Account Number (TAN)	*	<input type="text"/>
4.15 Tax Identification Number (TIN)		<input type="text"/>
4.16 Is E-invoice applicable as per Rule 48(4) of CGST Rules, 2017?	*	Unspecified ▾
4.17 Is TDS deduction, as per the provisions of section 194Q of the Act, by a seller whose turnover exceeds Rs 10 crores during previous financial year, applicable?	*	Unspecified ▾
4.18 Is Nil TDS Certificate applicable under section 197 of the Income Tax Act, 1961?	*	Unspecified ▾
5 Banking Details		<a href="#">Add Banking Details (0)</a>
6 Order Currency	*	Unspecified ▾
7 Key Account Manager (KAM) Details		
7.1 Details of the Owner/Proprietor/Chairman/Partners		<a href="#">Add Details of the Owner/Proprietor/Chairman/Partners (0)</a>
7.2 Details of the Director(s)		
7.2.1 Name of Director(s)	*	<input type="text"/>
7.2.2 Director Identification Number (DIN)	*	<input type="text"/>
7.2.3 Please mention Email Address and Contact Number of Director		<input type="text"/>

## Add banking details as per requirement

Banking Details (1)

Name ↑

Bank Details #1 Delete Less...

Note: In Bank Information Bank Country/Bank key ABA Routing Number/Account Number is mandatory.  
Indian Vendor : Fill your IFSC code in Bank key/ABA Routing Number  
Foreign Vendor: Fill your IBAN/Swift code whichever is applicable in Bank key/ABA Routing Number  
All other field are optional if you are filling address then State field will not allow more then 5 Character

Banking Information

Bank Type: No Choice ▾

Country/Region: (no value) ▾

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

## Add KAM director details

Details of the Owner/Proprietor/Chairman/Partners (1)

Name ↑

Owner/Proprietor/Chairman/Partners Details #1 Delete

Name of Owner/Proprietor/Chairman/Partners \*

Please mention Email Address and Contact Number of the Owner/Proprietor/Chairman/Partners

Additional Name of Owner/Proprietor/Chairman/Partners

[Add an additional Owner/Proprietor/Chairman/Partners Details](#)

(\*) Indicates a required field

# Filling VRQ Questionnaire (3/3)

All Content	9.1 Certificate of Incorporation/MOA/AOA/Partnership Deed	*Attach a file
	9.2 Proof of Business Address	*Attach a file
	9.3 Balance Sheet, P&L statement, Cashflow statement, Notes to account and Auditors report for last 3 years	*Attach a file
	9.4 Income Tax Returns for Last 3 Years	*Attach a file
1 Data Privacy Statement		
2 General Details		
3 Company Contact Details		
4 Taxation Details		
5 Banking Details		
7 Key Account Manager ...		
8 Environment, Safety ...		
9 Enclosure Data		
10 Compliance and Indem...		
11 Declaration		

10 Compliance and Indemnity Declaration

10.1 I/We hereby declare that our organization complies with all applicable statutory and regulatory requirements under Indian law, including but not limited to:

- 1. Minimum Wages Act, 1948 (Section 12) – Payment of minimum wages as prescribed.
- 2. Child Labour (Prohibition and Regulation) Act, 1986 (Section 3 & 14) – Prohibition of employment of children below 14 years.
- 3. Contract Labour (Regulation and Abolition) Act, 1970 (Section 7 & 12) – Registration and licensing for contract labour.
- 4. Employees' State Insurance Act, 1948 (Section 2 & 38) and Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (Section 6) – Compliance with ESI and PF contributions.
- 5. Workmen's Compensation Act, 1923 (Section 3) – Liability for compensation to workers for injury.
- 6. Health & Safety at Work provisions under Factories Act and Occupational Safety, Health and Working Conditions Code, 2020.
- 7. Pollution Control Board Clearance under Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1981.

11 Declaration

11.1 I/We hereby declare that I/we have read, understood, agreed & acknowledged the Company Policies including the Code of Conduct. I/We hereby declare and confirm that all information and documents submitted in Vendor Registration Questionnaire are true, correct, and the documents are genuine and legally obtained from the issuing authorities. I/We consent to physical verification, assessment and confirmation from relevant authorities. I/We undertake to promptly notify in writing any changes to the submitted information. In the event of any violation of Company Policies or if any information/ document is found incorrect, distorted, omitted, concealed, forged or misrepresented, I/We accept full liability for all claims, damages, penalties, and legal consequences including but not limited to suspension, termination, blacklisting, etc. as per Company policies.

(\*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Once all the details are filled submit the entire response

# Email Confirmation



Hello [REDACTED]

Adani - TEST has received your registration information and will review it for approval.

To check your registration status, log in to the Adani - [REDACTED] supplier portal.

[Click Here](#)

Sincerely,  
Adani [REDACTED]

You are receiving this email because your customer, Adani - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Adani - TEST.



Email confirming the submission of VRQ



Hello [REDACTED]

**Congratulations!** Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with Adani - [REDACTED]

[Click Here](#)

Sincerely,  
Adani [REDACTED]

You are receiving this email because your customer, Adani - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Adani - TEST.



Email confirming the approval of VRQ

# Helpdesk and Support



## Contact for any support

### Helpdesk Availability

The Ariba Helpdesk team is available Monday to Friday, from 9:30 AM to 5:30 PM IST.

### Contact Us at:

**Email:** [aribahelpdesk@adani.com](mailto:aribahelpdesk@adani.com)

**Phone Number:** +91 79-2555044.