

Supplier Toolkit:

Vendor Registration Questionnaire(VRQ) Submission Guide

adani



Ariba Registration Invitation Email

[EXTERNAL] Invitation: Register with Adani

SW Suyog Wangi <s4system-prodeu+adani-T.Doc2887421918@eusmtp.ariba.com>
To: Suyog Wangi

Retention: 1-Year (1 year) Expires: Mon 12/21/2026 1:52 PM

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



Register as a supplier with Adani .

Dear Adani Demo,

[EXTERNAL] Invitation: Register with Adani - TEST

Dear Adani Demo,

Adani - TEST has added you as a respondent to Vendor Registration Questionnaire. You can now submit updates for it when needed. Start by creating an account with Ariba Network. We would like to bring the below points to your notice before you initiate the registration process:

1. If you are creating an account for the first time, by default you'll have a **Standard account** created, you can continue using the same account to transact with Adani which is free of cost (*No further action required from your end*). Once you register, **please don't upgrade to Enterprise account** which shall be chargeable basis for your transactions with Adani. Adani will not be responsible for making any fee payments on your behalf to SAP Ariba.
2. If you already have an existing SAP Business Network account with any other Customer & if you wish to use the same account with Adani, then please ensure it is a **Standard account** only. If you have an existing **Enterprise account**, then please **do not use** that account with Adani as you shall be charged hefty fees directly from SAP Ariba on recurring basis. Adani will not be responsible for making any fee payments on your behalf to SAP Ariba.

Adani uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. To create an account and view or update the questionnaire [Click Here](#)

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](#)

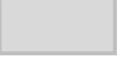
[Create new account](#)

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?](#)



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

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.

 Business Network

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](#)

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

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

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.

SAP Business Network

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

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

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)

SAP 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)			
Vendor Registration Questionnaire	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

Filing VRQ Questionnaire (1/3)

3.6. You shall not make any negative, demoting 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 ⓘ

Country/Region: India (IN) ▾ ⓘ

State/Province/Region: * MAHARASHTRA (13) ▾ ⓘ

2.9 Additional Address Details

(*) 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

Filing 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)	*
4.15 Tax Identification Number (TIN)	
4.16 Is E-invoice applicable as per Rule 4B(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	Add Banking Details (0)
6 Order Currency	* Unspecified
7 Key Account Manager (KAM) Details	
7.1 Details of the Owner/Proprietor/Chairman/Partners	Add Details of the Owner/Proprietor/Chairman/Partners (0)
7.2 Details of the Director(s)	
7.2.1 Name of Director(s)	*
7.2.2 Director Identification Number (DIN)	*
7.2.3 Please mention Email Address and Contact Number of Director	

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

Filing 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
	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.	* Unspecified ▾
	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.	* Unspecified ▾

(*) 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

Phone Number: +91 79-25555044.