

iHerb Ariba SLP Reference Guide

March 2024

iHerb®

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1. Ariba SLP Overview

Ariba Overview

SAP Ariba is a cloud-based sourcing and procurement tool. It can be thought of as a digital marketplace where buyers and sellers can connect and exchange information, set up new relationships, and transact (process POs and invoices).

Ariba consists of several modules. iHerb is implementing the Ariba Supplier Lifecycle and Performance (SLP) and Ariba Supply Chain Collaboration (SCC) modules to centralize and standardize the processes of maintaining supplier master data and transacting with said suppliers. This guide pertains to Ariba SLP.

Ariba Supplier Lifecycle and Performance (SLP)

Ariba SLP will be used primarily to maintain your supplier master data as it pertains to business with iHerb, such as DC addresses, contacts, payment & shipping terms, Banking, etc. After your business has registered with Ariba, any changes to this data can and will be made via Ariba, rather than through email.

Ariba Supply Chain Collaboration (SCC)

iHerb is also in the process of implementing the Ariba SCC module to manage the processing of POs, invoices, credit memos, etc. as well as sharing forecasts. We have not yet gone live with Ariba SCC, but we expect to do so in the next 4-6 weeks. Once Ariba SCC is live, suppliers will be sent a Trading Relationship Request (TRR) which will need to be accepted in order to transact with iHerb, receive PO quality notifications (overages, damages, etc.), and receive forecasts.

Suppliers that currently transact with iHerb via EDI, will continue to do so via our existing EDI infrastructure. We have no plans at this time to move away from SPS Commerce to send POs and receive invoices via EDI.

Other Important Notes about Ariba Implementation

- Suppliers will need to create an account on Ariba
- Both modules will be accessible through the same Ariba Network account
- The use of both Ariba SLP and Ariba SCC will be free for suppliers for all business pertaining to iHerb

By closely partnering with iHerb for each step outlined in this guide, you will help us innovate on solutions to better meet customer demands at lower costs and higher quality. The intent of implementing SLP is to allow you, our valued supplier, more control over your information and how you interact with iHerb. We look forward to collaborating with you on this process.

Ariba SLP Overview

How to Use This Guide

This guide is intended to guide suppliers through registration in the the Ariba SLP module. There are multiple scenarios for using this guide and the relationships with both iHerb and Ariba:

- Review section “2. Documentation Required for Registration” to ensure all necessary information/documentation is in hand during registration.
- If you are **new** to **both iHerb** and **Ariba**, start at the beginning and work your way through the registration process
- If you are **new** to **iHerb** but have an **existing Ariba** account you can skip the “4. Creating an Ariba Network Account” section, log into your Ariba account and pick up from “6. Supplier Registration Questionnaire” section.
- If you are an **existing iHerb supplier** and are **new to the Ariba** Network please jump to the last slide of the “3. iHerb New Supplier Request & Registration Invitation” section

Supplier Ariba Account Administration

The User Name and Password credentials entered in the user account information section of the Ariba Network Account Creation web page will be the initial supplier administrator for your company. From there you can add more contacts to your account and accept and events that occur within the system linked to iHerb. Creating a group email that an assigned group of users can access as administrator is recommended.

For Support please use the following email addresses for questions related to iHerb:

Indirect Suppliers: pr-indirect-ariba@iherb.com

Direct Suppliers: suppliersupportdirect@iherb.com

For Support on the application or assistance from Ariba: [Contact Form](#)

Ariba SLP Overview

High-level Process Overview

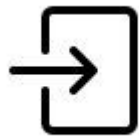
Registration or Request

Click on the registration link sent in the email for existing suppliers and the request form for new suppliers.



Create New Account on ASN <or> Log On

If you are new to the Ariba Network (ASN) click Sign Up, or click Log In if you have an existing account.



Fill out Questionnaire

Complete the iHerb Supplier Registration Questionnaire.

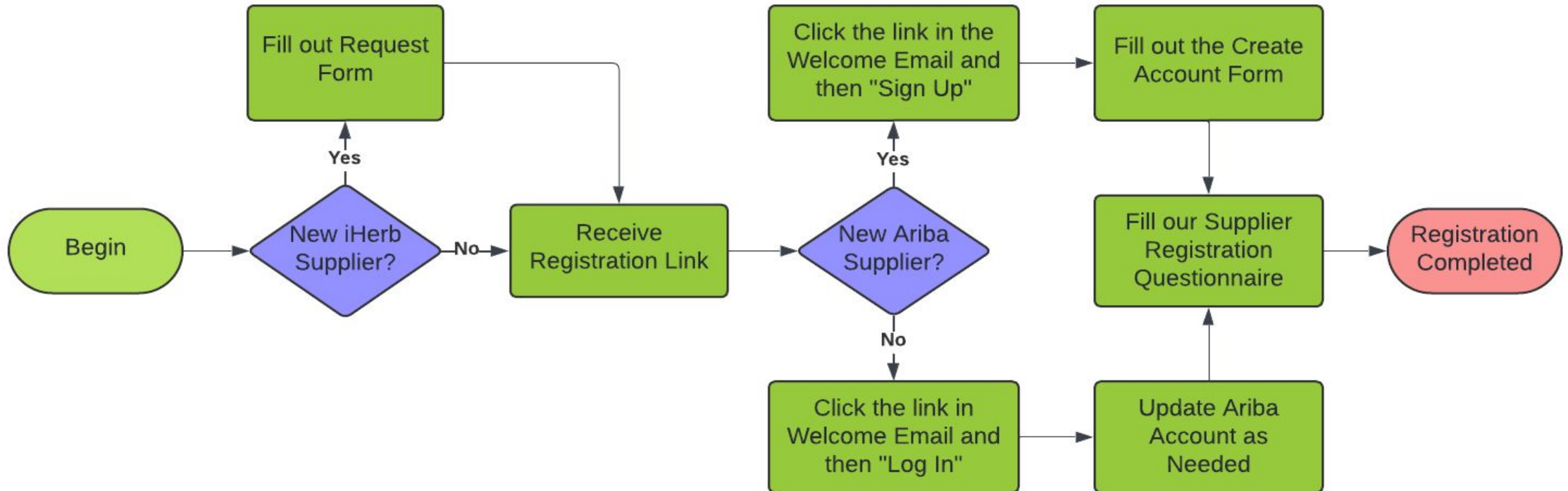


Registration Completed

Once registration is complete you will receive a confirmation email.



iHerb Ariba SLP Process Flow



2. Documentation Required for Registration

Documentation Required for Registration

The following documents will be needed to successfully complete the Registration Questionnaire:

- W-9 or W-8BEN-E
- Certificate of Liability Insurance
- ACH/Wire Form (available to download in the registration questionnaire)
- Sample Invoice Form
- Bank letter head with account details (or a cancelled check)
- MAP Policy (if applicable)
- Credit Application (if applicable)

Bad documentation is the number one cause for registration delays. To ensure a smooth registration process and minimize kick-backs, keep the following in mind:

- All documents must be current, complete, and meet iHerb requirements.
- The same business name must be used across all documents.

Additional details concerning some of these documents are provided in the following slides.

W-9 or W-8BEN-E

iHerb requires suppliers to provide a W-9 (US-based businesses) or W-8BEN-E (businesses based outside the US). When submitting this document, keep in mind the following:

- The business name listed on this document must match all other documents submitted to iHerb
- The address should be current
- Your business' Employer Identification Number (EIN) must be listed
- The document must be signed and dated

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): _____

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

5 Address (number, street, and apt. or suite no.) See instructions. _____

Requester's name and address (optional) _____

6 City, state, and ZIP code _____

7 List account number(s) here (optional) _____

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

____ - ____ - _____

or

Employer identification number

____ - _____

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Form W-8BEN-E
(Rev. October 2021)
Department of the Treasury
Internal Revenue Service

Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)

For use by entities. Individuals must use Form W-8BEN. Section references are to the Internal Revenue Code. Go to www.irs.gov/FormW8BENE for instructions and the latest information. Give this form to the withholding agent or payer. Do not send to the IRS.

OMB No. 1545-1621

Do NOT use this form for:

- U.S. entity or U.S. citizen or resident W-9
- A foreign individual W-8BEN (Individual) or Form 8233
- A foreign individual or entity claiming that income is effectively connected with the conduct of trade or business within the United States (unless claiming treaty benefits) W-BECI
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (unless claiming treaty benefits) (see instructions for exceptions) W-BIMY
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession claiming that income is effectively connected U.S. income or that is claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (unless claiming treaty benefits) (see instructions for other exceptions) W-BECI or W-BEXP
- Any person acting as an intermediary (including a qualified intermediary acting as a qualified derivatives dealer) W-BIMY

Instead use Form:

Part I Identification of Beneficial Owner

1 Name of organization that is the beneficial owner _____

2 Country of incorporation or organization _____

3 Name of disregarded entity receiving the payment (if applicable, see instructions) _____

4 Chapter 3 Status (entity type) (Must check one box only):

Simple trust Tax-exempt organization Corporation Partnership

Central Bank of Issue Private foundation Estate Foreign Government - Controlled Entity

Grantor trust Disregarded entity International organization Foreign Government - Integral Part

If you entered disregarded entity, partnership, simple trust, or grantor trust above, is the entity a hybrid making a treaty claim? If "Yes," complete Part III. Yes No

Certificate of Liability Insurance (COI)

iHerb requires suppliers to provide a current COI that meets the following requirements:

Minimum coverage limits*:

Per Occurrence.....	\$2,000,000
General Aggregate.....	\$2,000,000
Products Completed Operations Aggregate.....	\$2,000,000
Umbrella.....	\$5,000,000

*The above coverage limitations may be met using a combination of primary and excess/umbrella policies on a following form primary or broader form.

iHerb must be listed as Certificate Holder:


iHerb, LLC.
17400 Laguna Canyon Road, Suite 400
Irvine, CA 92618

iHerb must be listed as additional insured, using the following language:

The Certificate Holder is included as an additional insured per the terms and conditions of the general liability and product liability policy. This coverage shall be primary and non-contributory to iHerb's coverage. Any cross suit exclusion shall not apply.

Use the provided COI example as a reference.

Inventory Sample



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/07/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<p>PRODUCER</p> <p>Certificate Producer Name Certificate Producer Address</p>	<p>CONTACT NAME: Certificate Producer Contact Information</p> <p>PHONE (A/C No. Ext): FAX: E-MAIL: (A/C No.):</p>																
<p>INSURED</p> <p>Vendor Name - ** Must match name on the W-9** Vendor Address</p>	<p>INSURER(S) AFFORDING COVERAGE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>INSURER A:</th> <th>NAIC #</th> </tr> <tr> <td>Must have AM Best rating of A- or higher and</td> <td></td> </tr> <tr> <td>financial rating of VI or higher</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER A:	NAIC #	Must have AM Best rating of A- or higher and		financial rating of VI or higher		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER A:	NAIC #																
Must have AM Best rating of A- or higher and																	
financial rating of VI or higher																	
INSURER B:																	
INSURER C:																	
INSURER D:																	
INSURER E:																	
INSURER F:																	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE	TYPE OF INSURANCE	INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			ABCD12345	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 2,000,000*
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	Y				DAMAGE TO RENTED PREMISES (EA occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000*
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROC <input type="checkbox"/> LOG						PRODUCTS - COMP/OP AGG \$ 2,000,000*
A	AUTOMOBILE LIABILITY			ABCD12345	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (SA accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB			ABCD12345	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 5,000,000
	EXCESS LIAB						AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTE OTHER LIMITS \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA)	Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below:						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
The Certificate Holder is included as an additional insured per the terms and conditions of the general liability and product liability policy. This coverage shall be primary and non-contributory to iHerb's coverage. Any cross suit exclusion shall not apply.

*Minimum coverage limits may be met using a Umbrella/Excess Liability policy.

<p>CERTIFICATE HOLDER</p> <p>iHerb LLC 17400 Laguna Canyon Rd Suite #400 Irvine, CA 92618</p>	<p>CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE Must be Signed by an authorized agent</p>
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ACH/Wire Authorization Form

ACH & Wire Authorization Forms

iHerb uses either ACH or wire transfers to submit payments to suppliers. The type of payment is dependent whether the bank we will be submitting payment to is located inside or outside the United States.

- ACH Authorization form if the bank iHerb will be sending payments to is based in the United States
- Wire Authorization form if the bank iHerb will be sending payments to is based outside of the United States

Both forms are available to download in the registration questionnaire.



Important Notes:

- The remittance contact information in the registration questionnaire must match the contact provided in the above forms
- iHerb does not use credit card or paper checks to process supplier payments

3. iHerb New Supplier Request & Registration Invitation

New Supplier Request

New Suppliers to iHerb will receive this registration request email when you are asked to move to Ariba. Click on the iHerb self-registration link sent in the email. Questions with a (*) are required.



Become an iHerb Supplier! Inbox x Print Share

Jeff Harris 11:14 AM (0 minutes ago) Star Smiley Reply More

to me ▾

Dear Supplier,

iHerb's success is dependent upon the ability to provide satisfaction to our customers through price, quality, and service. We value the mutually beneficial partnerships we have built with our suppliers over 25+ years who enable us to offer an amazing assortment of natural products and more at a great value to people all over the world! Our commitment to our suppliers is as strong as the commitment we have to our customers. Thank you for taking a step forward in what we hope will become a long and prosperous relationship!

iHerb uses Ariba SLP to onboard suppliers and manage supplier master data. The intent of SLP is to allow you, our valued supplier, more control over your information and how you interact with iHerb. By using Ariba SLP, you will help us innovate on solutions to better meet customer demands at lower costs and higher quality.

We've attached a guide to assist you in the process of setting up your Ariba account and completing the iHerb registration questionnaire. We strongly encourage you to review this guide prior to beginning, and keep it on hand during the entire process.

To begin, fill out the Supplier Request Form linked [here](#).

Once your request has been approved you will be sent an email, similar to the one shown below, asking you to log into Ariba and register to become an iHerb supplier. Please check your spam folder to ensure you do not miss this important communication.

iHerb Ariba SLP

New Supplier Request

Click Submit when Completed.
Questions with a (?) have
tooltips. Make sure all format
requirements are followed.

The screenshot shows a web form for a new supplier request. It includes several sections with questions and input fields:

- 5.15 Entity Type ***: A dropdown menu.
- 5.17 Have you been in contact with an iHerb team member? ***: Radio buttons for Yes and No.
- 6 Do you agree to below business terms:**: A collapsed section containing:
 - 6.4 Shipping Terms as "Destination" ***: Radio buttons for Yes and No.
 - 6.6 Do you agree to iHerb Purchase Order Terms & Conditions (attached in references) ***: Radio buttons for Yes and No. Below this is a link to a 164.88 kb PDF file.
 - 6.9 Do you acknowledge Receipt of the supplier manual (https://information.iherb.com/hc/en-us/articles/5260571804436-Official-iHerb-Supplier-Manual?)? ***: Radio buttons for Yes and No.
 - 6.10 Will you abide by the iHerb vendor code of conduct (https://www.iherb.com/info/code-of-conduct)? ***: A text input field.
- 7 Tax Details**: A collapsed section containing:
 - 7.1 Supplier Tax ID * (?)**: A text input field with a tooltip icon.

At the bottom right of the form are **Submit** and **Cancel** buttons.

When Completed this message will appear at the top of the screen.

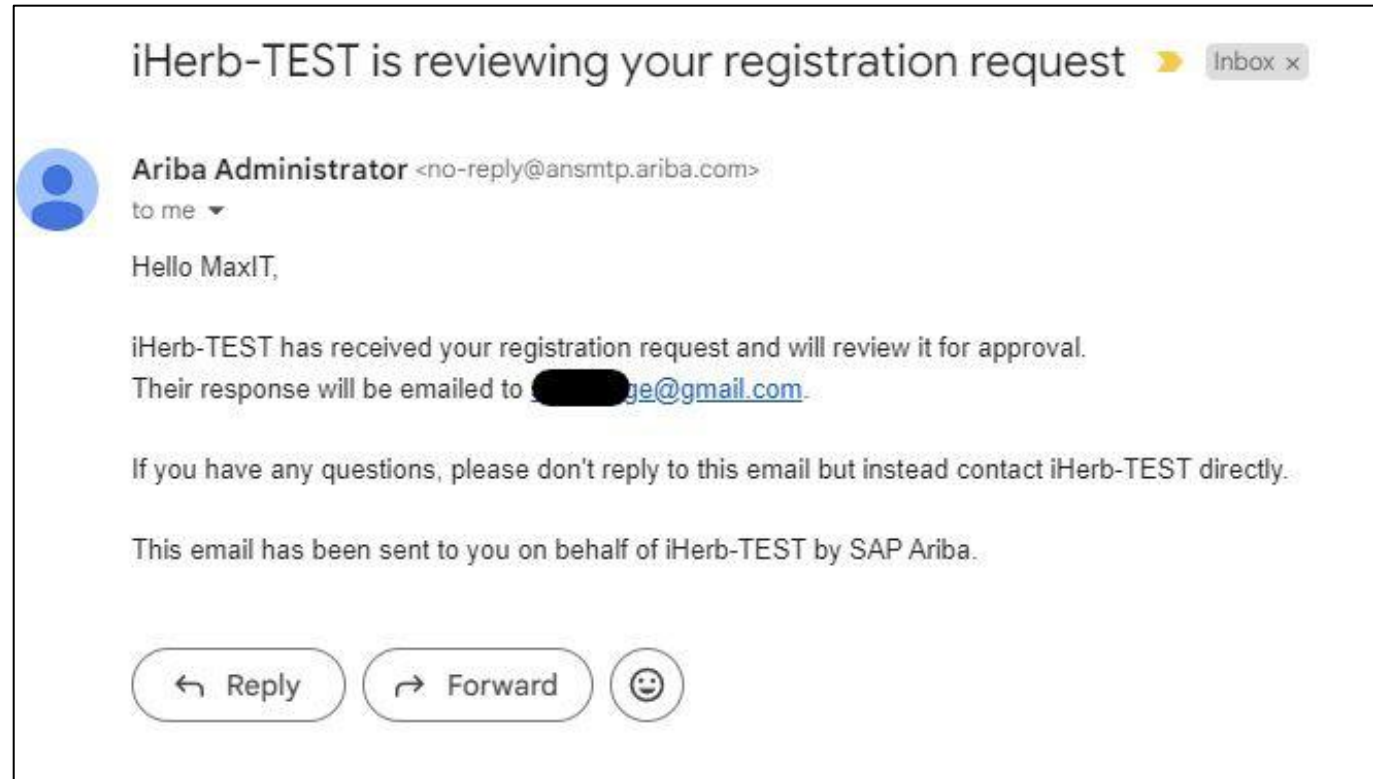


Your request for registration as a supplier with iHerb-TEST is complete.

The iHerb-TEST supplier management team will review your request details and make a decision on your request. Decision will be sent to your email at

New Supplier Request

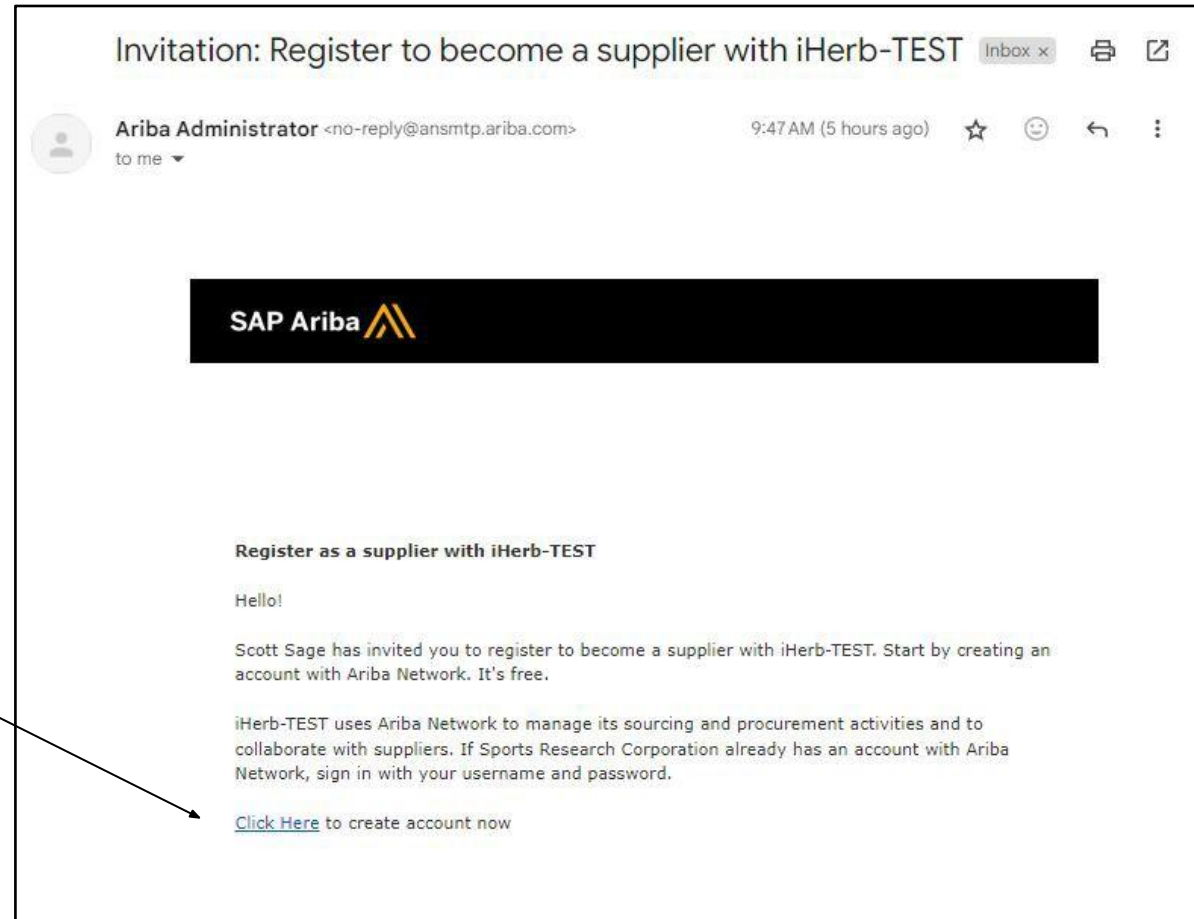
After submitting the Supplier Request Form, you will receive the following email. When approved you will receive another email indicating you've been approved.



iHerb Ariba SLP

Supplier Registration

Suppliers to iHerb will receive this registration email when you are asked to register with Ariba. Click on the registration link sent in the email.



4. Creating an Ariba Network Account

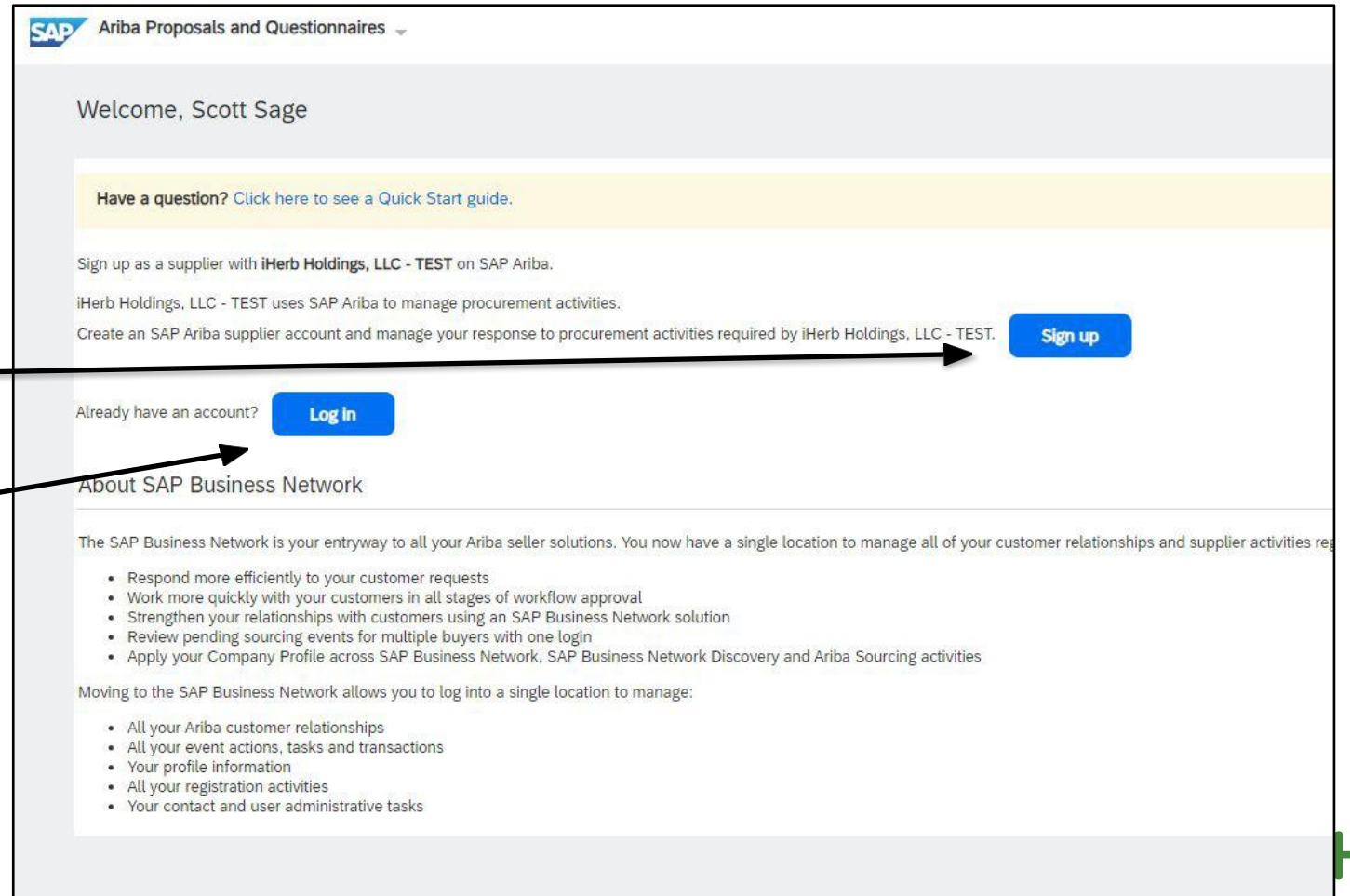
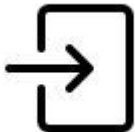
iHerb Ariba SLP



Create New Account
on ASN <or> Log On

If you are new the Ariba
Network (ASN) click Sign
Up

If you already have an
account with Ariba click
Log In



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. At the top, it says "SAP Ariba Proposals and Questionnaires". Below that, it says "Welcome, Scott Sage". There is a yellow banner with the text "Have a question? Click here to see a Quick Start guide." Below the banner, it says "Sign up as a supplier with iHerb Holdings, LLC - TEST on SAP Ariba." and "iHerb Holdings, LLC - TEST uses SAP Ariba to manage procurement activities." There are two buttons: "Sign up" and "Log in". Below the buttons, it says "Already have an account?" and "Log in". Below that, it says "About SAP Business Network" and "The SAP Business Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities required by iHerb Holdings, LLC - TEST." There are two lists of bullet points. The first list includes: "Respond more efficiently to your customer requests", "Work more quickly with your customers in all stages of workflow approval", "Strengthen your relationships with customers using an SAP Business Network solution", "Review pending sourcing events for multiple buyers with one login", and "Apply your Company Profile across SAP Business Network, SAP Business Network Discovery and Ariba Sourcing activities". The second list includes: "All your Ariba customer relationships", "All your event actions, tasks and transactions", "Your profile information", "All your registration activities", and "Your contact and user administrative tasks".

iHerb Ariba SLP

Create New Account

There is an initial supplier questionnaire for new suppliers.

The User Name and Password credentials entered here will be the initial supplier administrator (for your company). You can always add others in that role as well.

Please refer to the Supplier Administration Slide for more details.

Fill out all information for:

- Company
- User Account
- More About Your Business

Questions Marked with a (*) are required

Be sure to check the acknowledgements

Click Create Account and Continue

iHerb Ariba SLP

Create New Account

There is an initial supplier form for new suppliers.



Company information

* Indicates a required field

Company Name: * Sports Research Corporation

Country/Region: * United States [USA] 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.

Address: * 784 Channel Street

Line 2

Line 3

City: * San Pedro

State: * Alabama [US-AL]

Zip: * 90731

Fill out fields for:

Company information

Be sure to change the State field as it does not pass from the initial form.

Fill out User account information and Tell us more about your business.

Create New Account

There is an initial supplier form for new suppliers.

User account information

* Indicates a required field

Name: * [SAP Business Network Privacy Statement](#)

Email: * Use my email as my username

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

Password: * Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

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

Email orders to: * Customers may send you their orders through SAP Business 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.

See a brief description below for the supplier account administrator key responsibilities:

1. There can only be one administrator per supplier Ariba Network (AN) account.
2. The User Name and Password credentials entered in the user account information section of the Ariba Network Account Creation web page will be the initial supplier administrator for your company. From there you can add more contacts to your account and accept and events that occur within the system linked to iHerb.
3. Administrator is responsible for account setup/configuration and management.
4. Administrator user is the super user of the Supplier account with all permissions assigned.
5. Administrator user can manage customer relationships on the account and create documents such as order confirmations/ship notices/invoices in response to Purchase orders received from iHerb.
6. Administrator user is the primary point of contact for account sub-users with questions or problems.
7. Only Administrator of the account holds the right to create sub-users and assign roles/permissions.
8. Up to 250 user accounts can exist per supplier account AN ID.
9. Each User can have different roles/permissions, which correspond to the user's actual job responsibilities.
10. Each User can access all or only specific customers assigned by Administrator

For User account information:

The User Name and Password credentials entered here will be the initial supplier administrator (for your company). You can always add others in that role as well.

iHerb Ariba SLP

Create New Account

There is an initial supplier form for new suppliers.

It is not critical to have Product and Service Categories to be exact. The search is dynamic and will change with each letter typed.

Tell us more about your business

Product and Service Categories: * -or-

Ship-to or Service Locations: * -or-

Tax ID: Enter your nine-digit Company Tax ID number.

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

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

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

When finished, be sure to check the boxes for Terms of Use and Agreements. Click Create Account when completed.

Create New Account

There is an initial supplier form for new suppliers.



ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:	We recommend:
784 Channel Street	784 W Channel St
San Pedro	San Pedro
California	California
USA, 90731	USA, 90731-1412

An Address Recommendation screen pops up with an additional zip code delivery route. Click Accept for Delivery zip code or "Use this" to use the basic address.

Create New Account

There is an initial supplier questionnaire for new suppliers.



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
Sports Research Corporation	vredlmax@gmail.com		320205601	784 W Channel St San Pedro CA, United States 90731-1412

1 search results found

Supplier name	Country	State	DUNS
Sports Research Corporation	USA	CA	081152262

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If your company already has an account with Ariba the following screen will appear.

Click the Go back to previous screen and "Cancel" next to the Submit button and it will return you to the login screen.

Send an email to the administration if you are unsure.

SAP uses several authentication methods to check for duplicates and this screen may not appear if no duplicates are detected.

5. Updating an Ariba Network Account

Log In to ASN

Once registration is complete you will receive a confirmation email. This screen may appear when you log in. If not login and you will be directed to the supplier questionnaire




Update your company profile

We found errors under your company profile.

You are receiving this message because of some common mistakes like missing mandatory fields or validations or incorrect data in Company Name, Address, Main Email and Phone and Tax ID if country is Brazil

For more information, see: [Support Note KB0402670](#)

[Update company profile](#) [Logout](#)

An illustration of a detective in a white coat and hat, holding a magnifying glass over a document with a red exclamation mark, symbolizing an error or investigation. The scene is decorated with yellow stars and a grey cloud.

6. Supplier Registration Questionnaire

iHerb Ariba SLP

Fill out Registration Questionnaire

There is an initial supplier questionnaire for suppliers. Some information may already be populated for existing iHerb suppliers.



Ariba Sourcing

< Go back to iHerb-TEST Dashboard

Company Settings ▾ Scott Sage ▾ Feedback Help ▾

Desktop File Sync

Time remaining 29 days 23:03:58

Console Doc979333989 - Supplier Registration Questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 7 General Supplier Inf...
- 8 Contact Information
- 9 Payment Terms & Ship...
- 10 Pricing Terms & Lead...
- 11 Domestic & Foreign S...
- 12 Financial Information
- 13 Diversity Certificat...

All Content

Name ↑	
1 Type of Supplier	* Unspecified ▾
7 General Supplier Information	
7.1 Supplier Name (Must match your W9)	* A.C. Grace Company
7.3 If incorporated within the U.S., provide URL to state website page confirming "Active" status	
7.4 Primary Contact Business Title	*
7.5 Primary Contact First Name	* Scott
7.6 Primary Contact Last Name	* Sage

(* indicates a required field)

Submit Entire Response Save draft Compose Message Excel Import

Please make sure all attachments are filled out and accurate. For example, do not upload a blank ACH file.

iHerb Ariba SLP

Fill out Registration Questionnaire

Begin completing the Supplier Registration Questionnaire.

This will take some time to complete all the sections.

Click “Save Draft” often as the system will time out after ~5 minutes of no activity.

Submit Entire Response

Save draft

Click Submit Entire Response when Completed.

Thank You!