

# Instructions For Suppliers: How to Register with Molex



## Before You Begin

Before you begin filling out the Molex registration, please be aware only one person can completed the registration form.

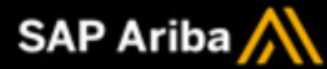
Please do not forward the invitations.

If you not the authorized person to fill out information for your company please email [procurement@molex.com](mailto:procurement@molex.com).

We will send the invite to the correct person.

Additional users on the account can be added after the registration has been completed.

# 1. Receive Email from Molex and select “Click Here” to begin



## Register as a supplier with Molex - TEST

Hello!

has invited you to register to become a supplier with Molex - TEST. Start by creating an account with Ariba Network. It's free.


Molex - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Molex Test Supplier 1 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

## 2. Click Log in or Sign Up

**Note:** If you already have an Ariba Network account, click Log In and skip to step 4 on instructions.

If you are new to Ariba, click Sign up.

Ariba Sourcing 

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Welcome, Jamie Smith

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**Have a question?** Click here to see a Quick Start guide.

Welcome to the Ariba Network. **Molex - TEST** has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account. [Sign up](#)

Already have an account? [Log in](#)

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### About Ariba Network

The Ariba 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 regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- 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 Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

# 3. Complete required fields and click “Create account and continue”

## Create account

Create account and continue

Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Molex - TEST.

## Company information

\* Indicates a required field

Company Name\*

Country\*  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\*

City\*

State\*

Zip\*

## User account information

\* Indicates a required field

Name\*

Ariba Privacy Statement \* Indicates a required field

Email\*   
 Use my email as my username

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

→ Password\*  Must contain a minimum 8 characters including letters and numbers. ⓘ

Language:

Email orders to\*  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.

## Tell us more about your business >

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 and the Ariba Privacy Statement

Create account and continue

Cancel

molex®

# 4. Complete Required Fields and click Submit Entire Response

Ariba Sourcing Test Mode Company Settings Jamie Smith

30 back to Molex - TEST Dashboard Desktop File Sync

Console Doc1190394780 - Molex Supplier Registration Questionnaire Time remaining 59 days 23:19:15

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

- All Content
- 1 General Information
- 2 Supplier Organizatio...
- 5 Supplier Contact Det...
- 6 Certifications
- 7 Code of Conduct

All Content

Name ↑	
▼ 1 General Information	
1.1 Company Legal Name (35 Characters Max.)	* <input type="text" value="Molex Test Supplier 1"/>
1.2 Company Legal Name - Continued (35 Characters Max.)	<input type="text"/>
1.3 Company Doing-Business-As (DBA) Name (35 Characters Max.)	<input type="text"/>
1.4 Company DBA Continuation (35 Characters Max.)	<input type="text"/>
*Show More	
Street:	<input type="text" value="555 W Main St"/> ⓘ House Number: <input type="text"/>
Street 2:	<input type="text"/> ⓘ
Street 3:	<input type="text"/> ⓘ

(\* indicates a required field)

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

# 5. Save your log in credentials for future use.

**Note:** Save your log in credentials for future use. You can use this questionnaire to communicate company changes to Molex

Go back to Molex - TEST Dashboard Desktop File Sync

Console Doc1190394780 - Molex Supplier Registration Questionnaire 🕒 Time remaining  
59 days 23:02:11

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

- All Content
- 1 General Information
- 2 Supplier Organization...
- 4 Tax Information
- 5 Supplier Contact Det...
- 6 Certifications
- 7 Code of Conduct
- 8 For Internal Use Only

✓ Your response has been submitted. Thank you for participating in the event.

All Content ⌵

Name ↑	
5.1.5 Email Address	aribasupplier2014@gmail.com
5.2 Provide following Contact Details (If Applicable)	Emergency Contact# 2 Environmental Health & Safety Rep Customer Representative Corporate Social Responsibility Rep Account Manager Quality Management
▼ 6 Certifications	
▼ 6.1 ISO Certifications	
6.1.1 Are you ISO 9001 Certified (Quality Management)? If Yes, Please use the Details link to attach the certificate.	No
6.1.2 Are you ISO 18001 Certified (Occupational Health & Safety) If Yes, Please use the Details link to attach the certificate.	No

# Still need navigation assistance? Contact Ariba Help Center

1. Click Help Center in top right corner of screen and select View More
2. Click Support link in top right corner of screen. Here, you can contact Ariba Support by Email or by Phone

