

20/11/2024

SUPPLIER GUIDE

Updated on: 22 November 2024

JCDecaux

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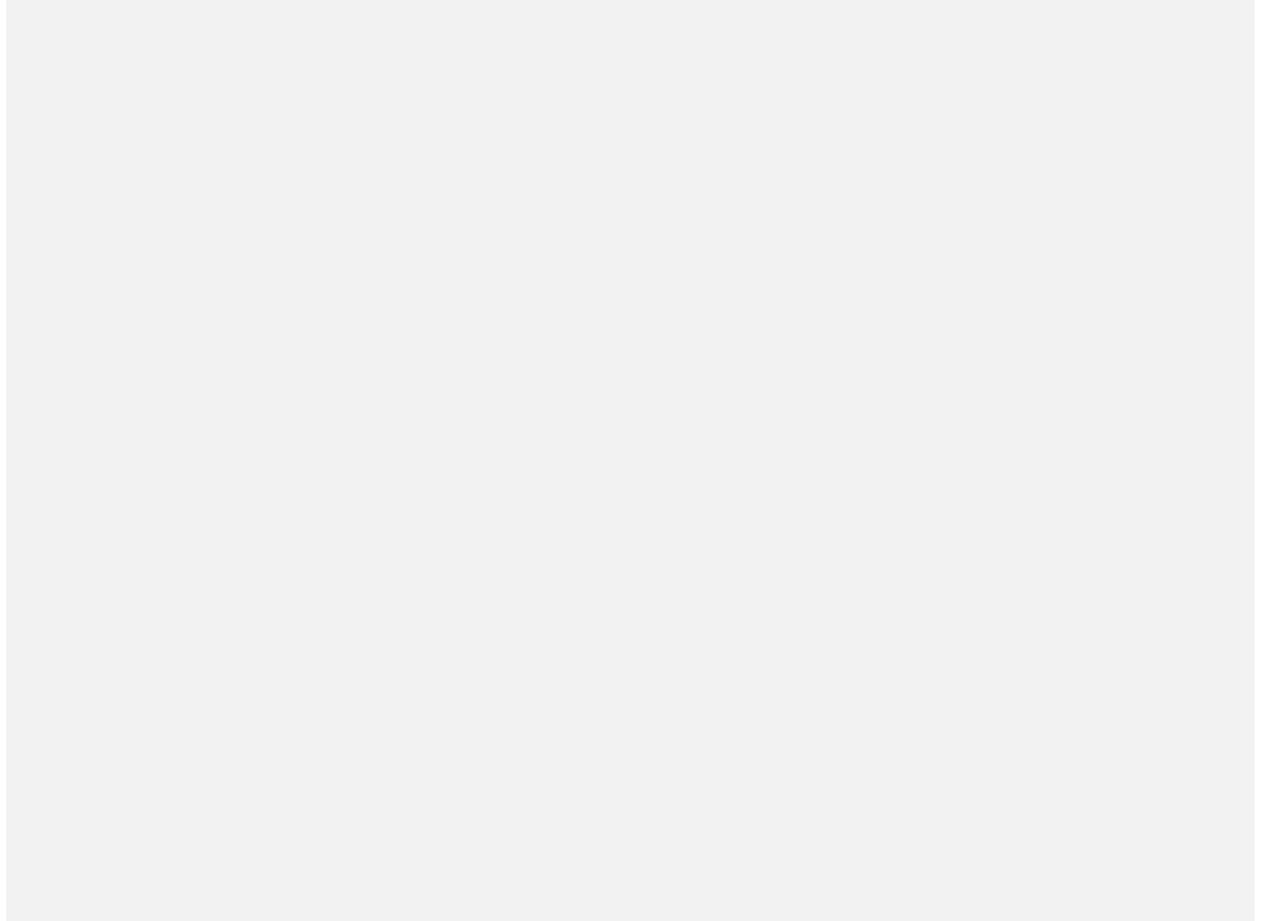
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Introduction



INTRODUCTION

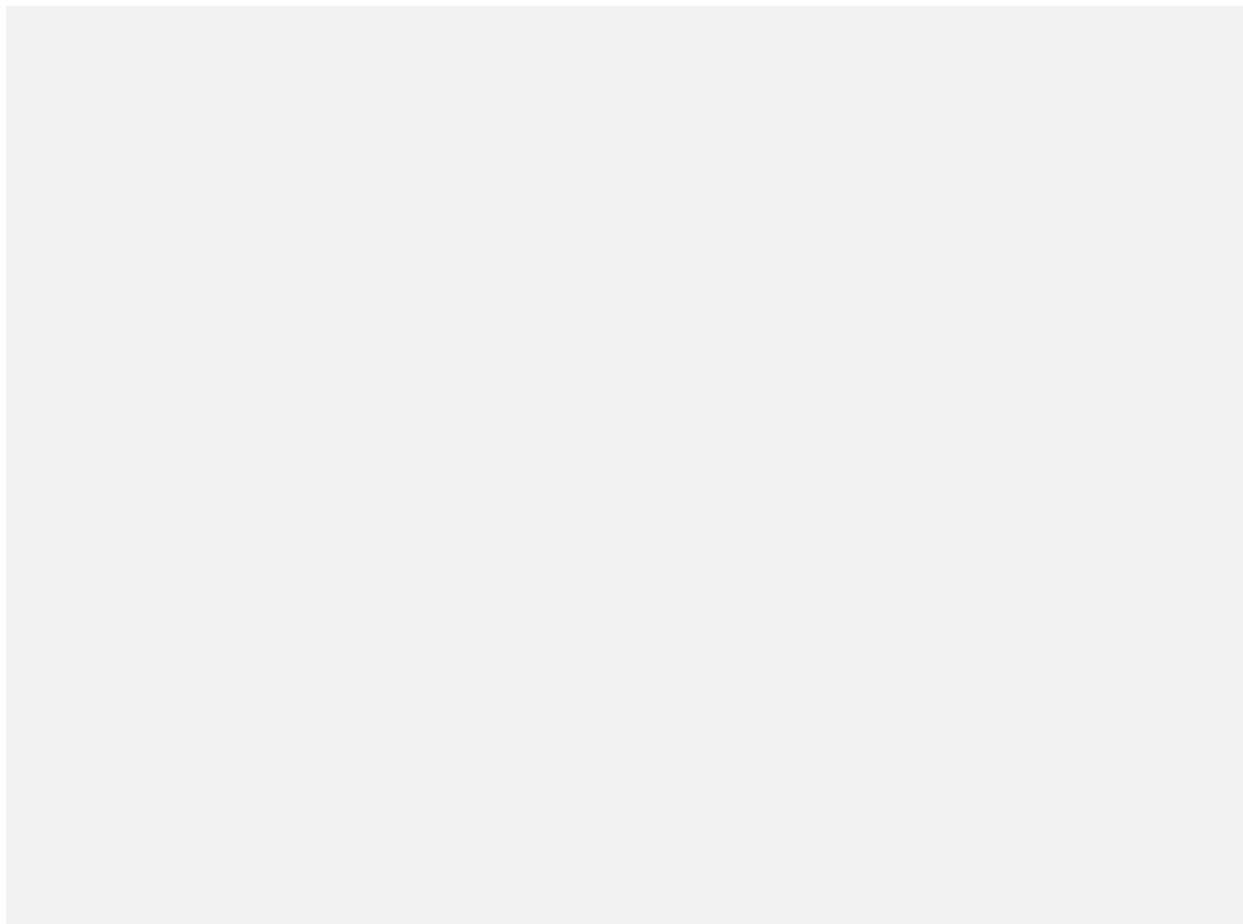
SAP Business Network is a collaborative web platform where a network of buyers and suppliers communicate. This portal enables a wide range of interactions. JCDecaux will use this solution to assist in gathering information from its suppliers: general information, banking information, taxes, contacts, and certificates. This way, your client will have up-to-date data about you.

- As a supplier, JCDecaux may ask you to complete questionnaires.
- This kit will help you learn more about the features of this tool and easily access your account.

 It is essential to **set your browser to the language of your country** in order to have your account displayed in the correct language. To do so, click on "..." in your browser > Settings > Language, and set your country's language as the default.

02

**You have
received an
invitation from
JCDecaux**



YOU HAVE RECEIVED AN INVITATION FROM JCDECAUX

JCDecaux may invite you to use the SAP Business Network (SBN) in order to:

- **Respond to questionnaires (external registration questionnaire)** In this questionnaire, your client will ask you to verify and complete information regarding your company (address), contacts, banking information, as well as any attachments to be provided.

You must have a SAP Business Network account to respond to this request.

➤ If you already have a SAP Business Network account, simply log in with your username and password using the invitation email you received. The information to be filled in can be found in the "Proposals & questionnaires" section of your account. Please follow the procedure **“Option 1: You already have an SBN account with other clients.”**



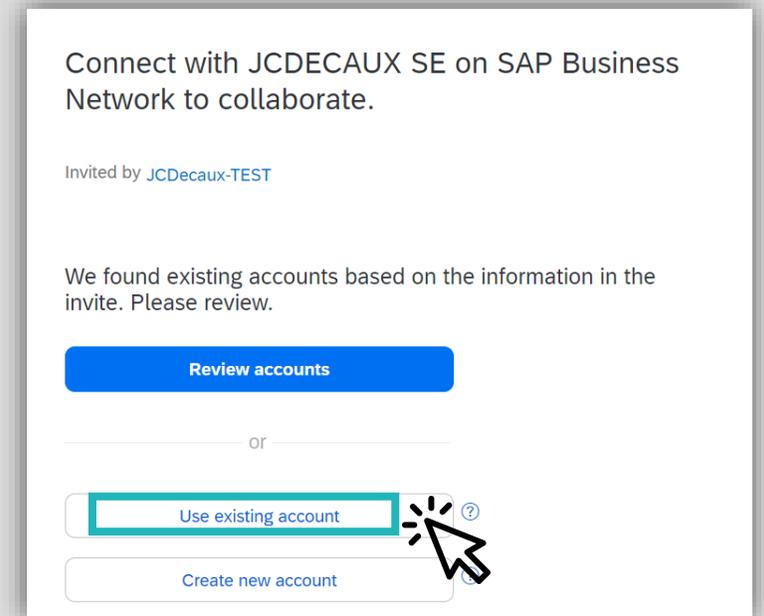
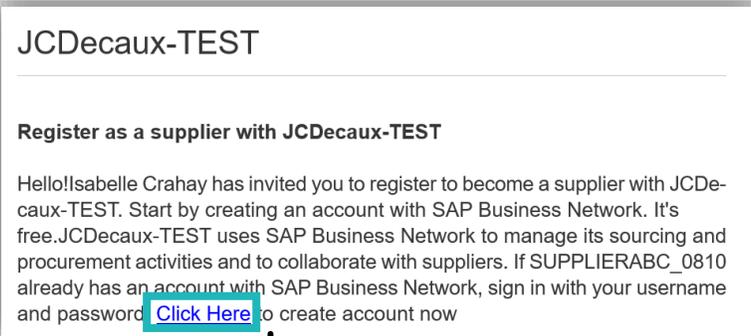
➤ If you do not have a SAP Business Network account, please follow the procedure **“Option 2: You do not have an SBN account”** to create an account. It will only take a few minutes, and registration is free.



OPTION 1: YOU ALREADY HAVE AN SBN ACCOUNT WITH OTHER CLIENTS



1. You have received a similar email:



2. You will be redirected to the page below. Click on "Use existing account"

OPTION 1: YOU ALREADY HAVE AN SBN ACCOUNT WITH OTHER CLIENTS



3. Enter your **Username** and **Password** and Click on **Connect**.

➤ If you have forgotten your username or password, click on "Forgot username?" or "Forgot password?" to reset them.

Once logged in, you will be able to access your SBN JCDecaux space.

Sign in to connect with JCDECAUX SE

Username*

[Forgot username?](#)

Password*

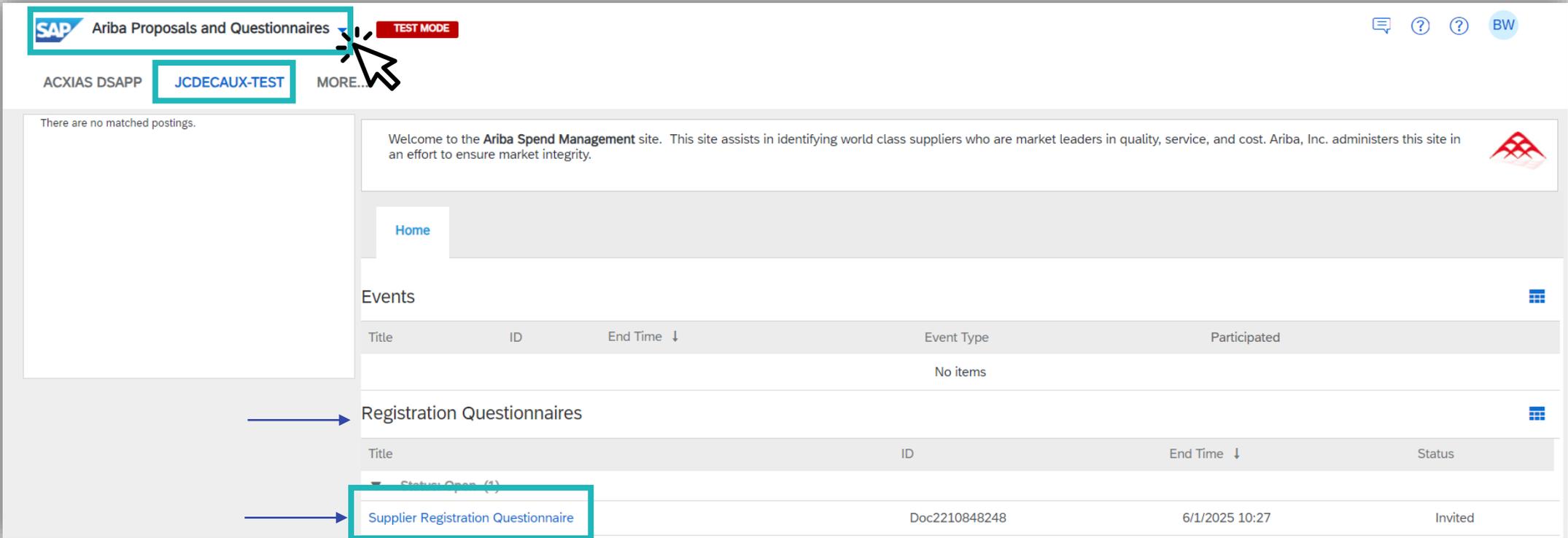
[Forgot password?](#)

Connect

OPTION 1: YOU ALREADY HAVE AN SBN ACCOUNT WITH OTHER CLIENTS



4. Questionnaires can be found in the "Ariba Proposals and questionnaires" section (at the top left of the screen).



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. At the top left, the header "Ariba Proposals and Questionnaires" is highlighted with a red box, and a mouse cursor points to it. Below the header, the client name "JCDECAUX-TEST" is also highlighted with a red box. A "TEST MODE" badge is visible in the top right corner. The main content area is divided into several sections:

- A message box on the left states "There are no matched postings."
- A welcome message on the right: "Welcome to the Ariba Spend 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." The Ariba logo is on the right.
- A "Home" button is located below the welcome message.
- An "Events" section with a table header: "Title", "ID", "End Time ↓", "Event Type", and "Participated". The table content shows "No items".
- A "Registration Questionnaires" section with a table header: "Title", "ID", "End Time ↓", and "Status". The table content shows "Status: Open (1)" and a row for "Supplier Registration Questionnaire" with ID "Doc2210848248", End Time "6/1/2025 10:27", and Status "Invited". This row is highlighted with a red box, and a blue arrow points to it from the left.

OPTION 2: YOU DO NOT HAVE AN SBN ACCOUNT” TO CREATE AN ACCOUNT



1. You have received a similar email:

JCDecaux-TEST

Register as a supplier with JCDecaux-TEST

Hello! Isabelle Crahay has invited you to register to become a supplier with JCDecaux-TEST. Start by creating an account with SAP Business Network. It's free. JCDecaux-TEST uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers. If SupplierTEST_08102024 already has an account with SAP Business Network, sign in with your username and password [Click Here](#) to create account now



2. You will be redirected to the page below. Click on “**Create new account**”

Connect with JCDECAUX SE on SAP Business Network to collaborate.

Invited by JCDecaux-TEST

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

[Review accounts](#)

or

[Use existing account](#) ?

[Create new account](#) ?



OPTION 2: YOU DO NOT HAVE AN SBN ACCOUNT” TO CREATE AN ACCOUNT



3. Complete your company information : company name, address, city, state.

Create an account to connect and collaborate with JCDECAUX SE on SAP Business Network

Company information [?](#)

DUNS number [?](#)

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

Company (legal) name *

Country/Region *

Address line 1 *

City *

State *

Postal code *

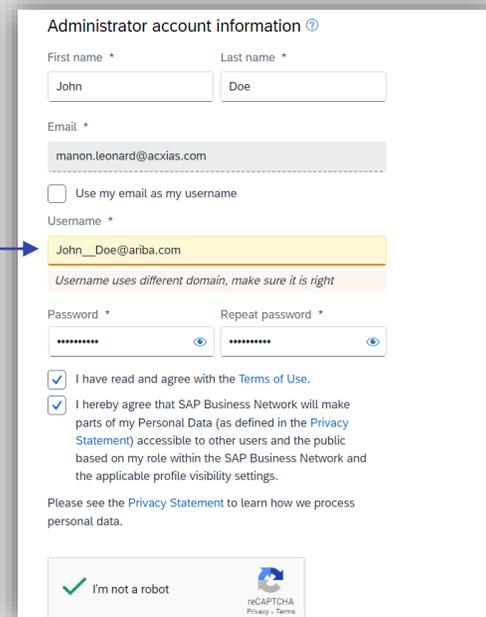
OPTION 2: YOU DO NOT HAVE AN SBN ACCOUNT” TO CREATE AN ACCOUNT



4. Complete your user information: username, password, email address for receiving purchase orders.
- By creating an account, you become the administrator of this account. The administrator of an SAP Business Network account is the primary user who manages the account and its settings on behalf of their company.



Important : The username section will be your login to access to SBN (SAP Business Network) account

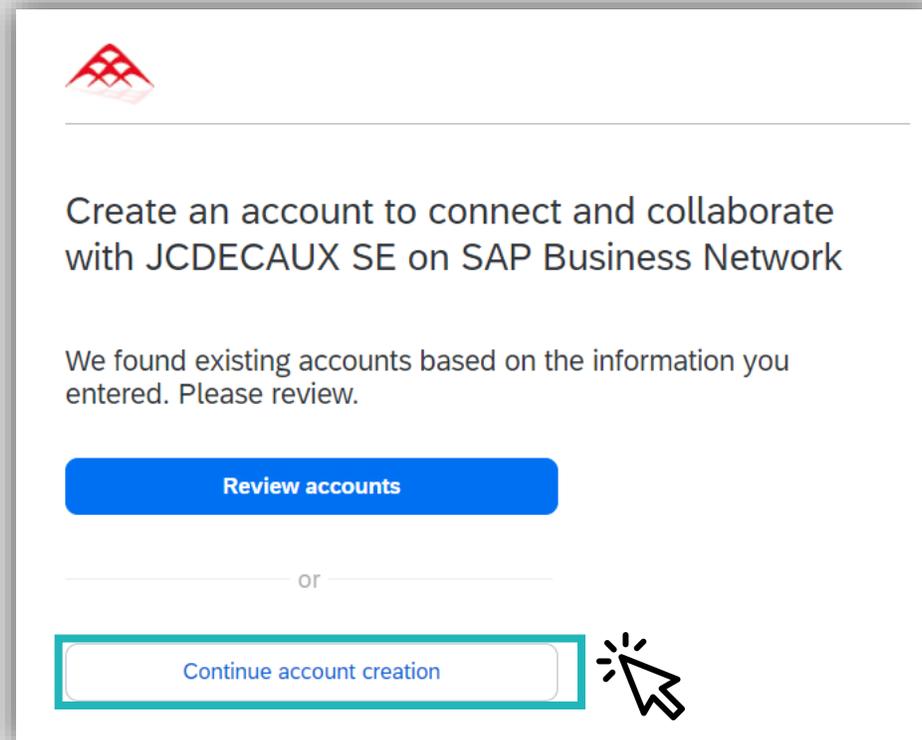


The screenshot shows the 'Administrator account information' form. It includes fields for 'First name' (John), 'Last name' (Doe), 'Email' (manon.leonard@acxias.com), and 'Username' (John__Doe@ariba.com). The 'Username' field is highlighted in yellow and has a note below it: 'Username uses different domain, make sure it is right'. There are also fields for 'Password' and 'Repeat password', both masked with dots. At the bottom, there are two checked checkboxes for terms and conditions, a 'Please see the Privacy Statement' link, and a reCAPTCHA widget with the text 'I'm not a robot'.

OPTION 2: YOU DO NOT HAVE AN SBN ACCOUNT” TO CREATE AN ACCOUNT



5. You can review the accounts to check if your company has already created an account. Otherwise, you can continue with the account creation process.



OPTION 2: YOU DO NOT HAVE AN SBN ACCOUNT” TO CREATE AN ACCOUNT



6. Once the information is completed, you will receive an email to confirm the email address provided. Click on the blue area of the email that says, "**Confirm email.**"

Please confirm your email address

Check your email at manon.leonard@acxias.com and follow the steps in the email to confirm your email address in the next **72 hours**.

>If you did not receive the email:

Action Required: Confirm your email



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
À Manon LEONARD

En cas de problème lié à l'affichage de ce message, cliquez ici pour l'afficher dans un navigateur web.
Cliquez ici pour télécharger des images. Pour protéger la confidentialité, Outlook a empêché le téléchargement automatique de certaines images dans ce message.

Dear John,

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

Confirm email



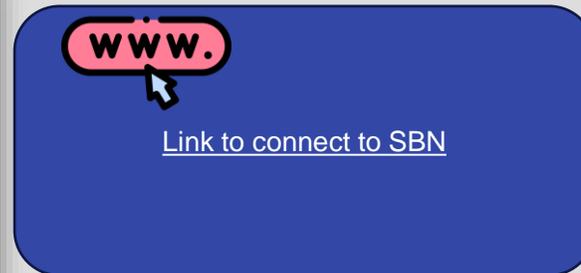
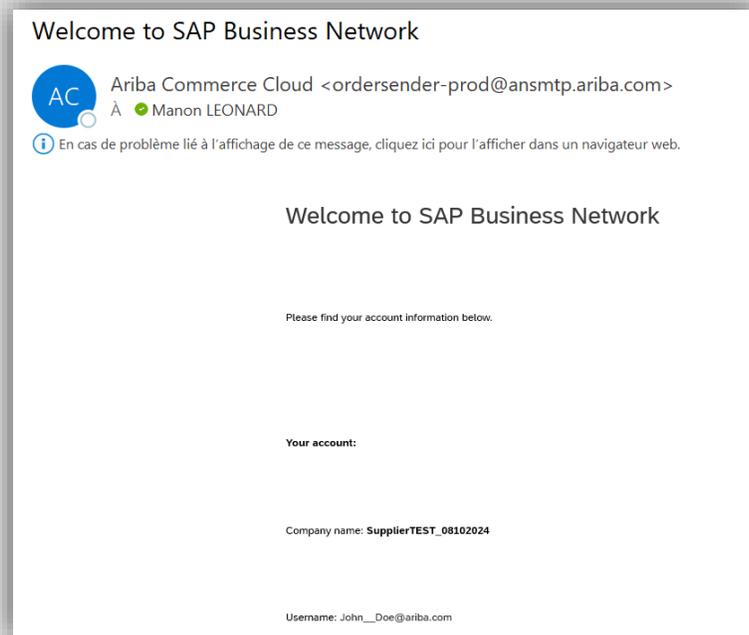
Link expires: Friday, Oct 11, 2024, 04:04 AM PDT

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

OPTION 2: YOU DO NOT HAVE AN SBN ACCOUNT” TO CREATE AN ACCOUNT



7. A summary email will be sent to you, indicating that your account has been successfully created. Inside the email, you will find your company name, your login, your Ariba account number (ANID), as well as the link to log in.



OPTION 2: YOU DO NOT HAVE AN SBN ACCOUNT” TO CREATE AN ACCOUNT

8. You have two sections left to complete:

- The **categories** of products and services that your company offers in "**Product and Service Categories.**"
- The **geographic areas** served by your company in "**Ship-to or Service Locations.**"

Try to get as close as possible to your industry (this information is collected by SAP Ariba) but is not used by JCDecaux. If you cannot find your industry, please click on "**Don't show me this again.**"

The choice of the purchasing classification has no impact for JCD.

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

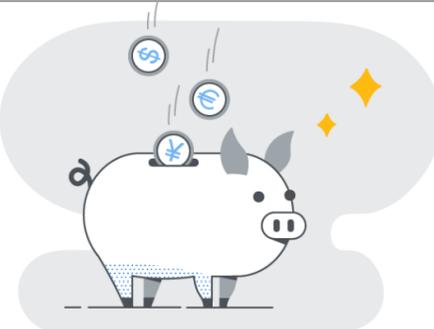
-or-

x

Ship-to or Service Locations

-or-

x



OPTION 2: YOU DO NOT HAVE AN SBN ACCOUNT” TO CREATE AN ACCOUNT



9. Questionnaires can be found in the "Ariba Proposals and questionnaires" section (at the top left of the screen).

There are no matched postings.

Welcome to the **Ariba Spend 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

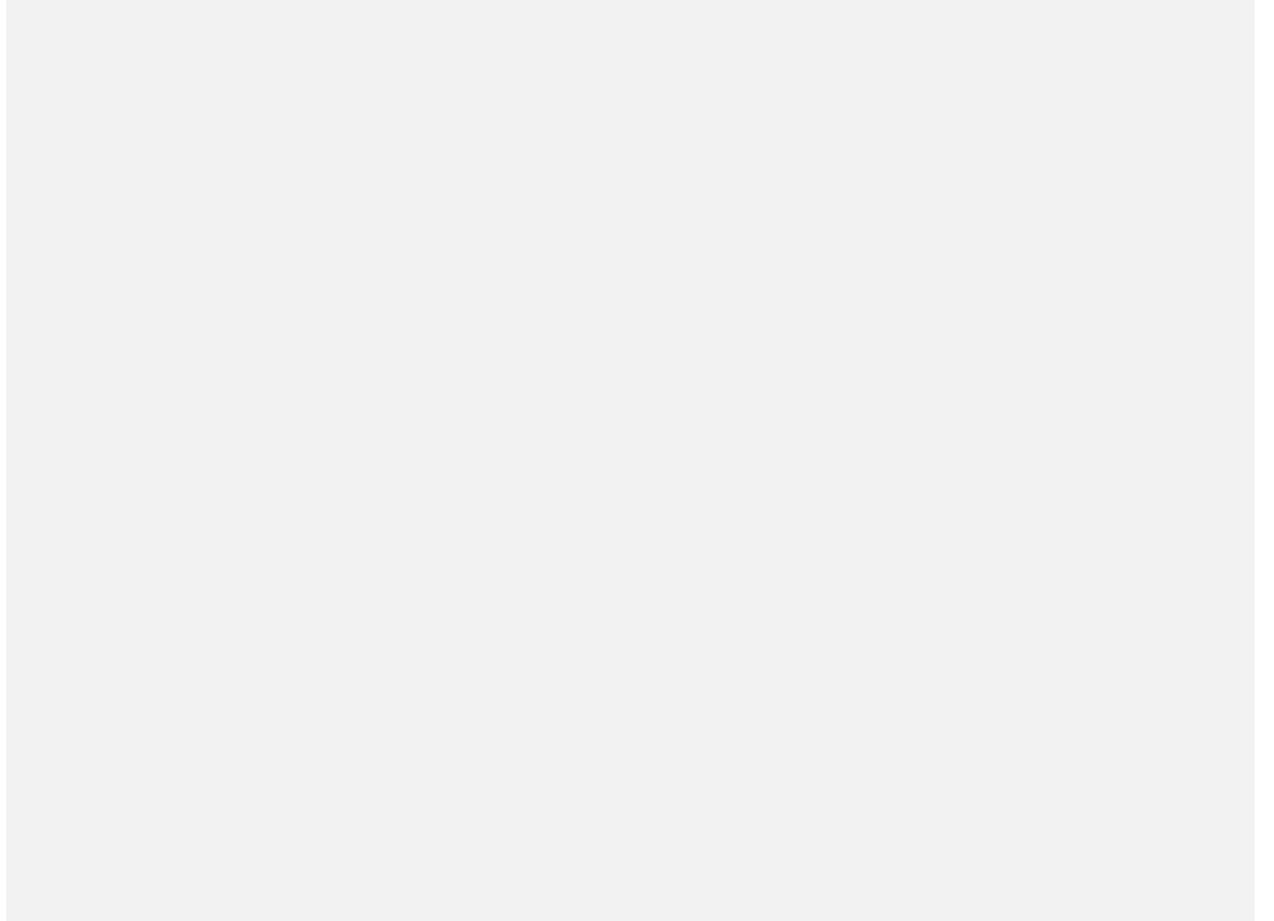
Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc2210872770	6/1/2025 10:51	Invited

03

How to Respond to an external questionnaire ?



HOW TO RESPOND TO AN EXTERNAL QUESTIONNAIRE ?

The questionnaires sent by JCDecaux help gather up-to-date data about their suppliers. There are three types of questionnaires:

- The **Registration Questionnaire** (common to all suppliers)
- The **Direct Questionnaire** (dedicated to certain suppliers)
- The **Group Questionnaire** (dedicated to certain suppliers)

In order to be registered with JCDecaux, it is crucial to complete these questionnaires.

HOW TO RESPOND TO AN EXTERNAL QUESTIONNAIRE ?



1. In the "Ariba Proposals and Questionnaires" section, you will be able to access the questionnaires initiated by JCDecaux. They will appear in the "Registration Questionnaires" section.

SAP Ariba Proposals and Questionnaires TEST MODE

JCDECAUX-TEST

There are no matched postings.

Welcome to the **Ariba Spend 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
Supplier Registration Questionnaire	Doc2210872770	6/1/2025 10:51	Invited

HOW TO RESPOND TO AN EXTERNAL QUESTIONNAIRE ?



2. Complete all the information requested by JCDecaux. The information is divided into several sections : **General information**, **Contact information**, **Bank Information**, **Tax Information**, **Document to sign**. The mandatory questions are marked with a red asterisk*. You will not be able to submit without having completed all mandatory questions.

The screenshot shows a web application interface for a 'Supplier Registration Questionnaire'. The page title is 'Doc2210872770 - Supplier Registration Questionnaire'. A 'Time remaining' indicator shows '89 days 22:16:37'. The main content area is titled 'All Content' and contains a table of questions. The first section is '1 General Supplier Information', which includes three questions: '1.11 Supplier Legal Name' (with a red asterisk and a value of 'SupplierTEST_08102024'), '1.12 Supplier Full Legal Name', and '1.14 How many employees in your legal entity?' (with a red asterisk and an empty input field). Below these questions are fields for 'Street' (with a value of '2') and 'House Number'. A legend at the bottom indicates that an asterisk (*) denotes a required field. At the bottom of the page, there are four buttons: 'Submit Entire Response' (highlighted with a red box and a mouse cursor), 'Save draft', 'Compose Message', and 'Excel Import'. A left sidebar contains navigation links for 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'.

HOW TO RESPOND TO AN EXTERNAL QUESTIONNAIRE ?



3. If necessary, you can modify your answer.

Once an answer is submitted, JCDecaux is notified and will be able to view and approve your data.

Event Details Doc2210872770 - Supplier Registration Questionnaire Pending Approval

Download Content Print Event Information Review Response

General Supplier Information (Section 1 of 5) Next »

Name ↑	
▼ 1 General Supplier Information	
1.11 Supplier Legal Name ⓘ	SupplierTEST_08102024
1.12 Supplier Full Legal Name ⓘ	SupplierTEST_08102024
1.14 How many employees in your legal entity? ⓘ	10
Show More	
Street: 2 ⓘ	House Number: ⓘ

Next Section: [Contact Information](#)

Event Overview and Timing Rules

Owner: Project Owner ⓘ Currency: European Union Euro

Event Type: Survey

Publish time: 8/10/2024 11:51

Due date: 8/10/2024 13:51

HOW TO RESPOND TO AN EXTERNAL QUESTIONNAIRE ?

4. You also have the possibility to export the external questionnaire, fill it and import it back on the tool.



Doc2256653303 - Group Requirement Questionnaire

All Content

Name 1

- 1 Supplier Information
 - 1.1 Supplier Name
 - 1.2 Purchasing classification of the supplier
- 2 Finance
 - 2.1 Sales over the last three years
 - 2.2 Sales for year N-2
 - 2.3 Sales for year N-1
 - 2.4 Sales for year N
 - 2.5 Results over the last three years
 - 2.6 Results for year N-2
 - 2.7 Results for year N-1
 - 2.8 Results for year N
- 3 Compliance
 - 3.1 Has the company (or affiliated company) or its past or present directors been convicted of a criminal offence in the last five years (including the current year) on the same subjects in the country where it operates
 - 3.2 If so, please provide details
 - 3.3 Have any claims of unlawful discrimination or harassment been made at the authorities or courts in charge of Labor in the last three years or internal complaints?
 - 3.4 If yes, of those claims, have any findings of discrimination or harassment been made against the company (or affiliated company) any of its employees?
 - 3.5 Does the company have adequate procedures in place to prevent bribery, influence peddling, embezzlement and illegal commissions?
 - 3.6 If yes, does the company ensure that its employees are trained as part of the compliance program and comply with its provisions?

(*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | **Excel Import**

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

1 First you download the excel file

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

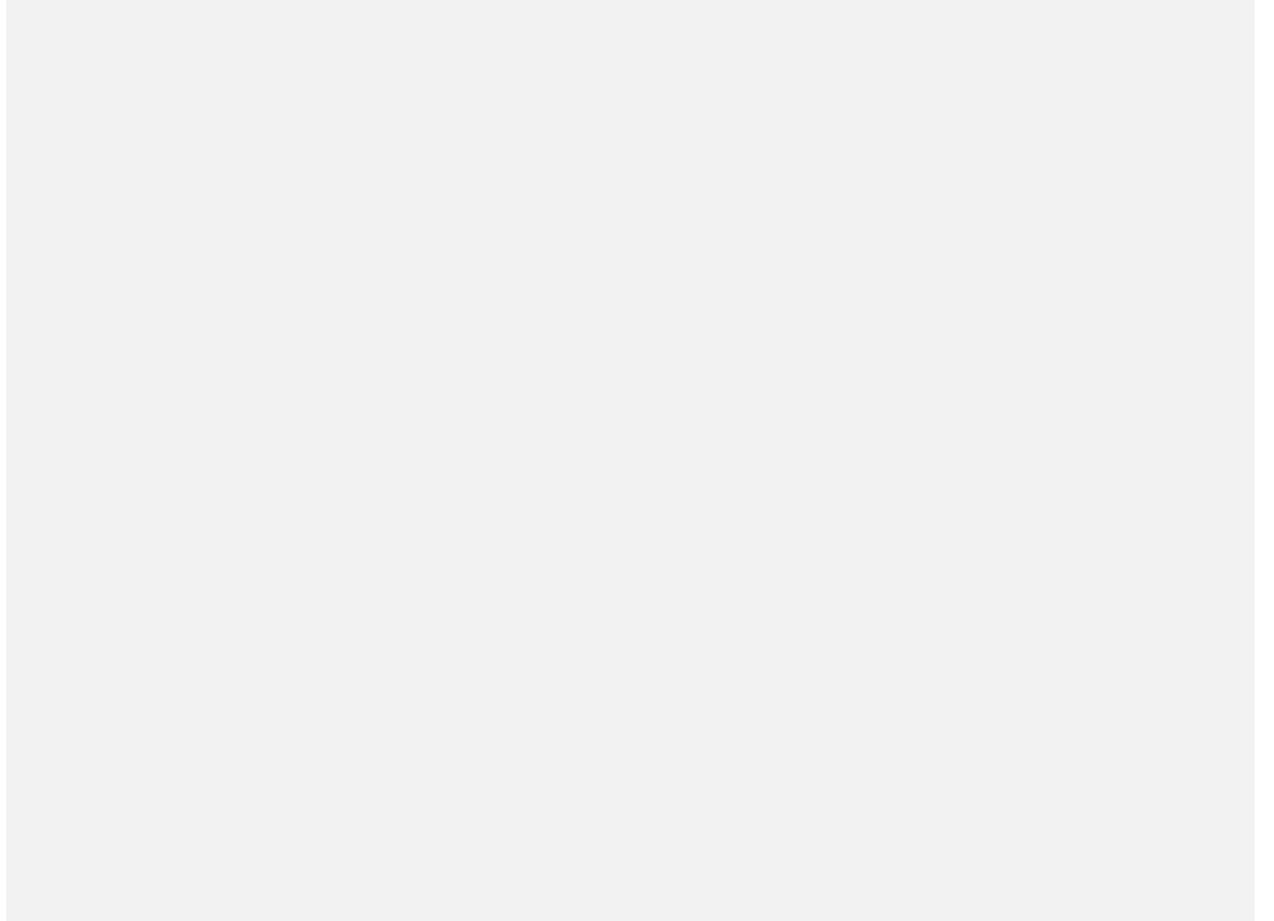
2 After completion, you import the file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

3 And click on Upload

04

How to create a test account?

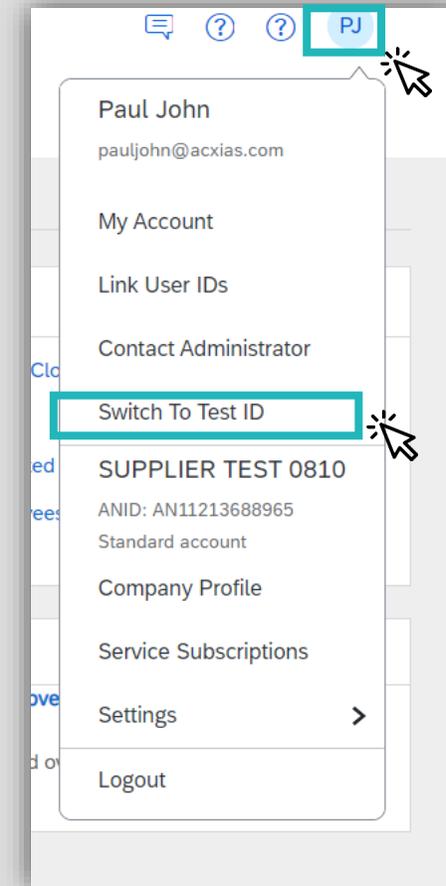
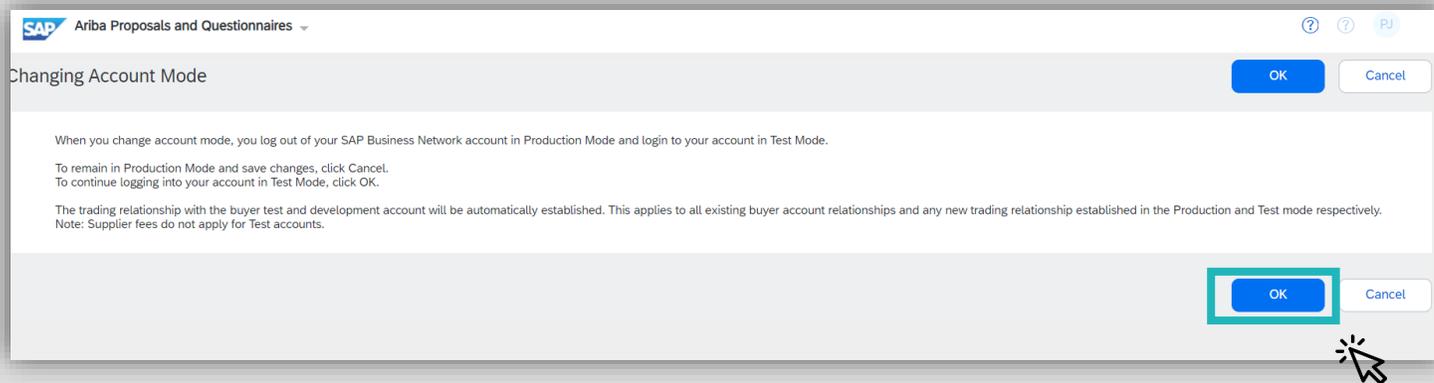


HOW TO CREATE A TEST ACCOUNT?



Only the account administrator can create the test account.

1. Log in to your SAP BUSINESS NETWORK (SBN) account via [this link](#)
2. Click on your initials in the top right corner of the page.
3. Select **Switch to Test ID**
4. A message will appear indicating that you are switching from the production environment to test environment . Click **“OK”**.



HOW TO CREATE A TEST ACCOUNT?



5. Enter and confirm the new username and password for your test account.
Click **“OK”**.

The screenshot shows the 'Create Test Account' dialog box in SAP Ariba. The title bar includes the SAP logo and 'Ariba Proposals and Questionnaires'. The main title is 'Create Test Account'. Below the title, there is a blue 'OK' button and a white 'Cancel' button. A red box highlights the 'OK' button, and a mouse cursor is pointing at it. The main content area contains a warning message: 'You are about to create a new account in the Test Mode. The trading relationship with the buyer test and development account will be automatically established. This applies to all existing buyer account relationships and also once a new trading relationship is established in the Production and Test mode respectively.' Below the warning, there are three input fields: 'Username: *' with the value 'test-pauljohn@acxias.com', 'Password: *' with masked characters, and 'Confirm Password: *' with masked characters. Each input field has an information icon (i) to its right. At the bottom right, there are two buttons: a blue 'OK' button and a white 'Cancel' button.

HOW TO CREATE A TEST ACCOUNT?



6. When you are in test account mode, the term "**Test Mode**" will appear at the top.
- You can return to the production account by clicking on your initials and selecting "**Switch to production**".
 - Keep in mind that you cannot access your production account if you have logged in directly to your test account.

The screenshot displays the SAP Business Network user interface. At the top left, the SAP logo is followed by 'Business Network', 'Standard Account', and a 'Get enterprise account' button. A red box highlights the 'TEST MODE' indicator in the top right corner. Below this, a navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Catalogs', and 'Assessments'. A search bar contains 'Leads', 'In Location', and 'By Product'. A user menu is open in the top right, showing the user's name 'Paul John', email 'test-pauljohn@acxias.com', and options: 'My Account', 'Link User IDs', 'Contact Administrator', and 'Switch to Production'. The 'Switch to Production' option is highlighted with a red box. A mouse cursor is shown clicking on the 'PJ' initials in the top right corner.

05

**How to give
access to other
people in my
company to my
SBN account?**

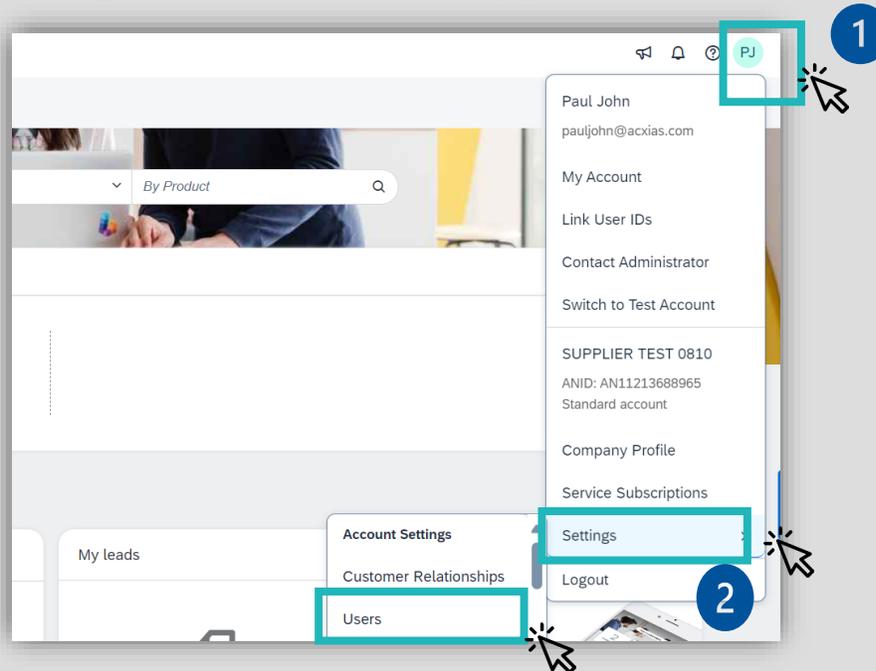
HOW TO GIVE ACCESS TO OTHER PEOPLE IN MY COMPANY TO MY SBN ACCOUNT?



Only the account administrator of your company can add users to your account.

To add users to the account, you must first create at least one role. You can assign multiple users to the same role or create a separate role for each user.

1. To create a role: In the top right corner of the application, click on your **initials** > **Settings** and select **Users**.



HOW TO GIVE ACCESS TO OTHER PEOPLE IN MY COMPANY TO MY SBN ACCOUNT?



2. Under the **Manage Roles** tab, click on "+"

The screenshot shows the 'Account Settings' interface. At the top, there are tabs for 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', 'Account Registration', 'Account Type Change Log', 'Account Deletion', and 'Generative AI'. Below these, there is a sub-menu with 'Manage Roles' (highlighted with a red box and a mouse cursor), 'Manage Users', 'Manage User Authentication', 'Revoked Users', and 'More...'. The main content area is titled 'Roles (2)' and contains a description: 'Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.' Below this is a 'Filters' section with a 'Permission' dropdown menu (set to 'Select permission assigned') and 'Apply' and 'Reset' buttons. At the bottom, there is a table with columns 'Role Name', 'Users Assigned', and 'Actions'. The table contains one row for the 'Administrator' role, with 'Paul John' listed under 'Users Assigned' and a trash icon under 'Actions'. A red box highlights a '+' button in the bottom right corner of the table, with a mouse cursor pointing at it.

Role Name	Users Assigned	Actions
Administrator	Paul John	

CREATE A ROLE



3. Enter a Name for the role. Select the appropriate access rights below to respond to the questionnaires:
Access to proposals and contracts.

4. Click on “Save”

Create Role

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

Each role must have at least one permission.
Upgrade your SAP Business Network, standard account to an enterprise account to enable all permissions.

<input type="checkbox"/>	Permission	Description
<input checked="" type="checkbox"/>	Access Proposals and Contracts	View your organization's Ariba Sourcing events 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.

CREATE A ROLE



All roles are visible:

The screenshot shows a web application interface for role management. At the top, there is a navigation bar with the following items: Customer Relationships, Users, Notifications, Account Hierarchy, Application Subscriptions, Account Registration, Account Type Change Log, Account Deletion, and Generative AI. Below this, there is a sub-navigation bar with: Manage Roles (highlighted), Manage Users, Manage User Authentication, Revoked Users, and More... (dropdown). The main content area is titled "Roles (2)" and includes a description: "Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified." Below the description is a "Filters" section with a "Permission" dropdown menu set to "Select permission assigned". There are "Apply" and "Reset" buttons. At the bottom right of the filters section are a "+" icon and a grid icon. Below the filters is a table with the following data:

Role Name	Users Assigned	Actions
Administrator	Paul John	
Access to questionnaire		

CREATE A USER



Now that the role is created, it is necessary to create a user.

6. Under the **Manage Roles** tab, click on "+"

The screenshot shows the SAP Business Network user management interface. The top navigation bar includes tabs for Customer Relationships, Users, Notifications, Account Hierarchy, Application Subscriptions, Account Registration, Account Type Change Log, Account Deletion, and Generative AI. The 'Users' tab is active, and the 'Manage Users' sub-tab is highlighted with a red box and a cursor. Below the navigation bar, there is a section for 'Users (1)' with a checkbox to 'Enable assignment of orders to users with limited access to SAP Business Network.' and a 'Filter' section with a search input field for 'Username'. Below the filter, there are 'Apply' and 'Reset' buttons. The main content area displays a table with the following columns: Username, Email Address, First Name, Last Name, SAP Business Network Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, and AN Access. The table contains one row with the following data: Username: pauljohn@acxias.com, Email Address: manon.leonard@acxias.com, First Name: Paul, Last Name: John, SAP Business Network Discovery Contact: No, Role Assigned: PROFILE_MGMT_ROLE, +6, Authorization Profiles Assigned: All(0), Customer Assigned: Yes. At the bottom of the table, there are two buttons: 'Add to Contact List' and 'Remove from Contact List'. A red box highlights the '+' button in the bottom right corner of the table area, with a cursor pointing to it.

Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access
pauljohn@acxias.com	manon.leonard@acxias.com	Paul	John	No	PROFILE_MGMT_ROLE, +6	All(0)	Yes	Yes

CREATE A USER



7. Enter the **user information** (Username, Email address, First name, Last name, and Phone).
8. **Select a role** in the Role Assignment section.
9. **Assign a client** (All clients or Select clients).
10. Click on **Done**.

Create User Done 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: * manontest@gmail.com ⓘ

Email Address: * manon.leonard2@gmail.com

First Name: * Manon

Last Name: * Léonard

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the SAP Business Network Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: GBR 44 Area: Number:

Role Assignment

Name	Description
<input checked="" type="checkbox"/>	Access to questionnaire

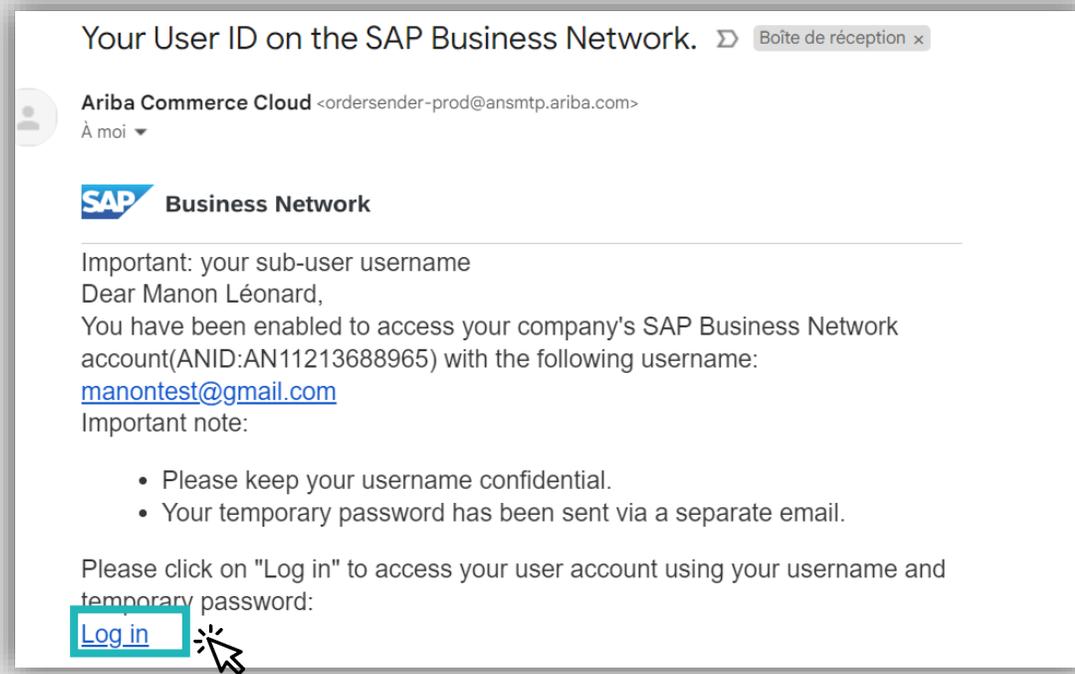
Customer Assignment

Assign to Customer: All Customers ⓘ

CREATE A USER

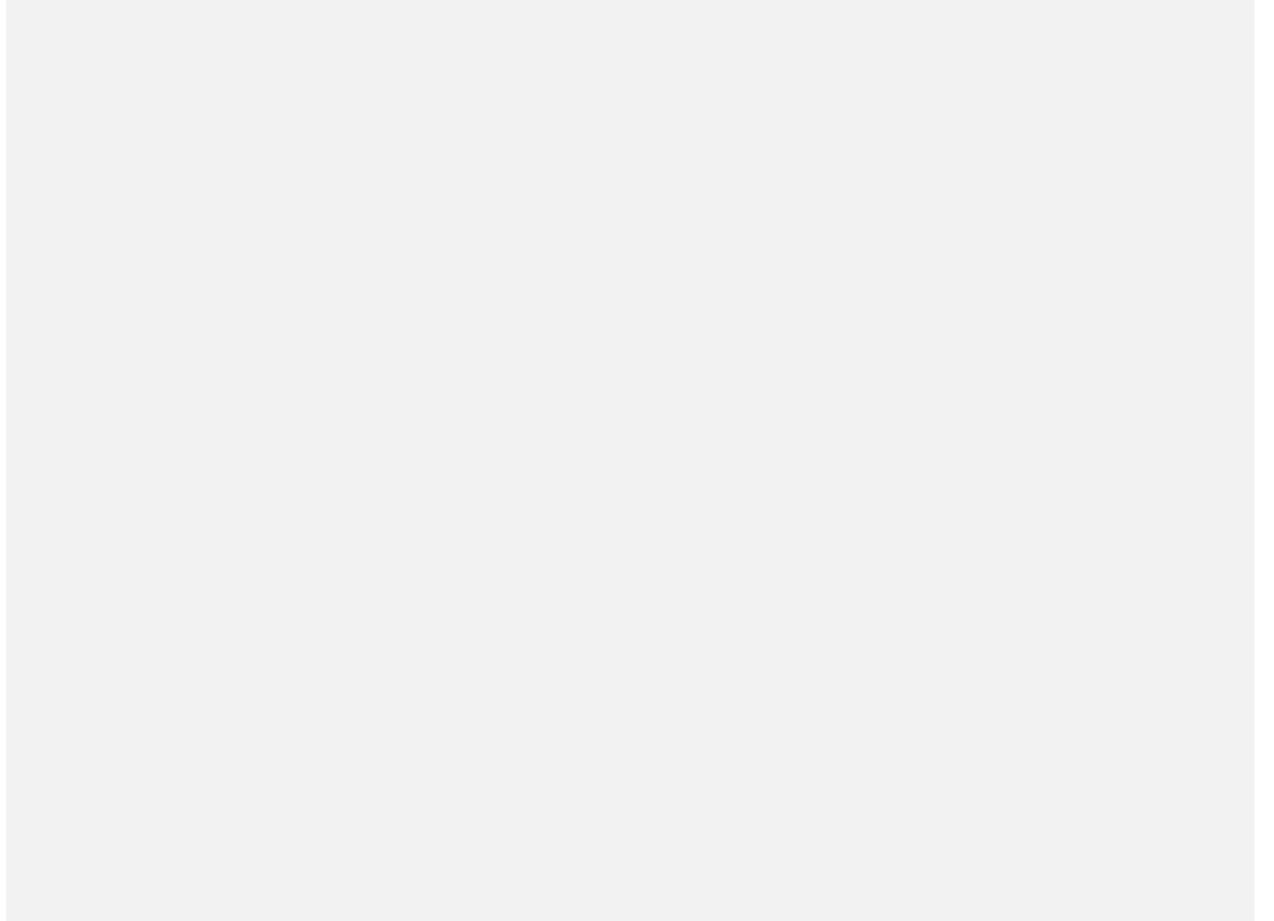


11. Once the user has been created, they will receive an email with their username and a temporary password. The user must access the account and change the password when logging in for the first time.



06

**Access to
videos and
ARIBA
resources
dedicated to
suppliers**



ACCESS TO VIDEOS AND Ariba RESOURCES DEDICATED TO SUPPLIERS

Ariba provides suppliers with a website that includes documentation and videos in multiple languages. The documents are regularly updated. Click on the picture to see more :



SAP

BUSINESS NETWORK

Supplier Learning Portal

Welcome to the Supplier Learning Portal! This portal is designed to provide you with knowledge and best practices for your SAP Business Network account.

