SUPPLIERS

Home >> **Suppliers**

GRUMA has implemented SAP Ariba to collaborate with its suppliers

Dear Supplier,

We are pleased to announce that GRUMA has implemented the technological platform SAP Ariba to collaborate online with all its suppliers, making the sourcing processes more efficient.

SAP Ariba will be implemented in two stages:

I.   **Strategic stage** is live now and includes the following processes:
   - Update supplier registration information.
   - Negotiations: Request For Proposals (RFP) and Auctions.
   - Quality Assurance Qualification.
   - Purchase contracts.

   Coming soon, you will receive an email with the instructions to use your current Ariba Network Identification number (ANID) or to register a "Light Account" (without cost) to answer GRUMA´s supplier registration questionnaire and to be able to participate in sourcing events through interactive emails.

II. **Operational Stage** will be implemented later and will include the following processes:
   - Reception and confirmation of purchase orders.
   - Confirmation of delivery of goods and services.
   - Registration of invoices and payment programming.

Ariba Network Registration

Current GRUMA OCEANIA suppliers will receive an email to register an account in Ariba Network. If the supplier is new to the Ariba Network, can sign up an user account and access to perform transactions with GRUMA.

Create an account in Ariba Network is very easy, just have to enter general information about the company and the user information and **Create and account and continue**, as shown below:

It is recommended to watch the video for a demonstration and an overview of its features and benefits, in the following web page: https://www.ariba.com/resources/library/library-pages/ariba-network-light-account .

Once the suppliers have been registered in the Ariba Network, they will receive two emails from SAP Ariba, one to confirm the activation of its Ariba Network account and another email with the name of the company, administrator email, user name and the Ariba Network Identification (ANID).

Registration in GRUMA through Ariba Network

The suppliers will receive an email with the instructions to create an account in Ariba Network or to use your current **ANID** (Ariba Network Identification) **to answer the Gruma' s supplier registration questionnaire** and be able to participate in sourcing events:

Once the supplier login the Ariba Network, the GRUMA´s Supplier registration questionnaire appears, in which the following information is requested:

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

  All Content

  1 General Data

  2 Basic Data

  3 Comunication

  5 Control Data USA

  6 Payments

  7 Required Documentati...

  10 Quality Information

All Content

Name ↑	
▼ 1 General Data	
1.1 What is your region?	⁎USA [select]
1.2 Enter the products and services your company provides	⁎(select a value) [select]
▼ 2 Basic Data	
2.1 Company Name "As show on your income tax return. This name should match your W9"	⁎ [ ]
2.2 DBA 1 (If different from name on 2.1)	[ ]
2.3 DBA 2	[ ]
2.4 DBA 3	[ ]
⁎ Street:	[ ]

(*) indicates a required field

[Submit Entire Response]   [Reload Last Bid]   [Save]   [Compose Message]   [Excel Import]

➢ **Region and Category:**
- Region of GRUMA to which you will provide your products and / or services (Select AUSTRALIA)
  Note: If you wish to supply other countries, please contact the authorized Gruma buyer for that country to be invited
- Supplier's product category(ies) and/or service(s) most appropriate to the business of your company.
  For more information, view the official UNSPSC website: https://www.ungm.org/Public/UNSPSC

➢ **Basic Data:**
- Company Name
- Vendor "Trading name": (if different to above)
- Australian Business Number (ABN)
- Address

➢ **Data for Communication:**
- Language Code
- Primary contact person name
- Primary contact office phone
- Telephone extension of the primary contact
- Primary contact mobile phone
- Business fax
- Business E-mail
- Business website
- Contact email to send purchase orders
- Contact email to send payment vouchers

➢ **Payment Data - Australia:**
- Payment Method
- Country Bank
- Bank name
- Bank State Branch (BSB)
- Bank Account
- Account Holder
- Account Currency
- Reference Details
- SWIFT Code (foreign vendors)

➢ **Required Documentation – Australia**
- Attach W9 if you are foreign vendor
- Please sign: Mutual Confidentiality Agreement
- Please sign: Master Supply Agreement

➢ **Quality Information Data**
- Type of material or service offered by the supplier
- In case of providing raw materials, additives, ingredients, corn flour, wheat flour, finished products, primary and secondary packaging materials, hazardous materials or garbage recycling services, food waste, pest or chemical control for sanitation, answer an elementary questionnaire for the area of Quality Assurance, which is not a limitation for your registration as a supplier of GRUMA
- If your company does not provide any of these goods or services, select the option: others

The supplier can save your answers and then continue answering the questionnaire. Once it is finished, must **Submit a Complete Answer**, and this will be sent to the GRUMA´s Shared Services Center (Vendor Master Data) for reviewing and approving the answers and the documents.

When GRUMA approves the answers to the supplier's registration questionnaire and the required documents, you will receive an email informing that its registration has been approved and that it has been included in the Ariba Network supplier base, with which, the supplier is ready to receive invitations to participate in different procurement processes.
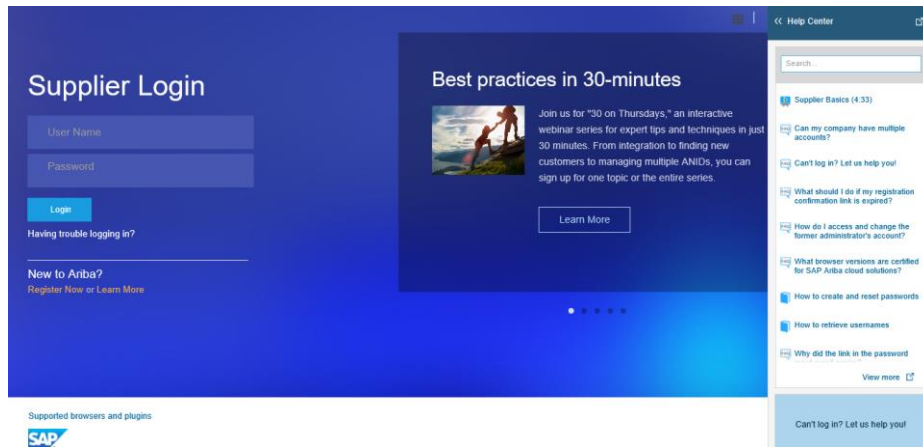
SAP Ariba △△

Registration with GRUMA.

Congratulations! GRUMA has approved your registration.
Your Company has now been included in the GRUMA´s vendor master database.

You will be notified when next steps of the Supplier onboarding process require your attention.

Supplier Login in Ariba Network

To login the Ariba Network, the supplier must go to the page: http://supplier.ariba.com, write their username and password and click on **Log in**, as shown below:

On this page you will find the SAP Ariba Help Center, where you can see videos of basic aspects, answers to common questions and help in case you can´t start your session in Ariba Network

GRUMA remind you that is **necessary** that your company have to register as supplier through Ariba Network to collaborate in all the strategical procurement processes.

Thank you very much for your participation in this important initiative.

FAQ:

How can I receive an invitation email to register as a GRUMA supplier?

➢ Send us an email to: AribaSupportAO@gruma.com with your name and email, to receive an invitation to register as a GRUMA supplier.

If I received an email invitation to register with GRUMA through Ariba Network and I am not the right person, what should I do?

➢ Forward the e-mail to the indicated person of your company, explaining that it is to register as a GRUMA supplier or send us an e-mail to: AribaSupportAO@gruma.com with the name and e-mail of the person indicated to receive the answer to new one invitation to register as a GRUMA supplier

Who can solve problems or doubts with the Ariba Network account registration?

➢ Enter the page: http://supplier.ariba.com, where you can see videos of basic aspects, answers to common questions and help in case you can't login.

In the GRUMA supplier registration questionnaire, how should I select the products and services from the list of values for Commodity?

➢ You must select the categories of goods and / or services that your company offers to GRUMA. This list is based on the UNSPSC (United Nations Standard Products and Services Code), if you have a question about which category (s) to select, consult the web page: https://www.unspsc.org/ or contact your buyer at GRUMA.

In the GRUMA supplier registration questionnaire, can I register a PO Box address or PO Box as a Tax address?

➢ No, GRUMA does not accept PO Box addresses or PO Box addresses as fiscal addresses; the address you must register must be where the provider is physically located.