

Updating your responses to BT Supplier Registration questionnaire

Version 1.0 May 2023



What is covered in this guide –

1. [Introduction and Purpose of this Guide](#)
2. [Logging in and navigating to the BT Registration form](#)
3. [Updating your Supplier Information on the BT Registration form](#)
4. [General Help and Guidance](#)

Introduction and Purpose of this guide

01

Introduction and Purpose of this guide

In April 2023, our UK companies of BT, Openreach and PlusNet moved to a SAP/Ariba based platform for our Purchasing and Finance systems and processes.

We now use the **SAP Business Network**:

- To maintain our Supplier data via the 'self-service' Registration Questionnaire form (form now extended to hold new data including bank details and further information on CIS tax status)
- To transmit our Purchase Orders to our suppliers (via email)
- As a preferred electronic invoicing solution.

If you registered with us prior to April 2023, the first time you provide BT with any updates regarding your organisation on the new form, you will also need to complete the new mandatory data fields.)

Once you have submitted changes to your supplier details, an approval process within BT is initiated to ensure your new information is validated and updated on our internal purchasing and payment systems.

This guide provides:

- Details on how to log into your Ariba Network account and navigate to the BT Registration Questionnaire
- Guidance on how to update your responses to the Questionnaire

Logging in and navigating to the BT Registration Questionnaire

02

Logging into your SAP Business Network Account

To log into your SAP Business Network account

<https://supplier.ariba.com>

Please bookmark this link to use again

Log into your account

1. Username
2. Password

The screenshot shows the SAP Business Network Supplier Login page. The URL in the browser is <https://service.ariba.com/Supplier.aw/109528055/aw?awh=r&awssk=G6GhuRL6&tard=1>. The page features a 'Supplier Login' section with two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below these fields. A link for 'Forgot Username or Password' is located below the 'Login' button. At the bottom of the login section, there is a link for 'New to SAP Business Network?' with sub-links 'Register Now' and 'Learn More'. To the right of the login section, there is a 'Share Your Success on SAP Business Network' section with a small image and text encouraging users to visit the Supplier Spotlight Program page. A red box with white text is overlaid on the bottom right of the page, stating: 'Enter your username and password. If you have forgotten these, please click the **Forgot Username or Password** link'. Red circles with numbers 1 and 2 are placed next to the 'User Name' and 'Password' fields respectively, with lines pointing to them from the text on the left. The footer of the page includes the SAP logo, copyright information '© 2022 SAP SE or an SAP affiliate company. All rights reserved.', and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Supplier Login

1 User Name

2 Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Share Your Success on SAP Business Network

Visit the Supplier Spotlight Program page to check out other suppliers stories, review the FAQs, and then submit your own! We look forward to hearing from you!

Enter your username and password
If you have forgotten these, please click the **Forgot Username or Password** link

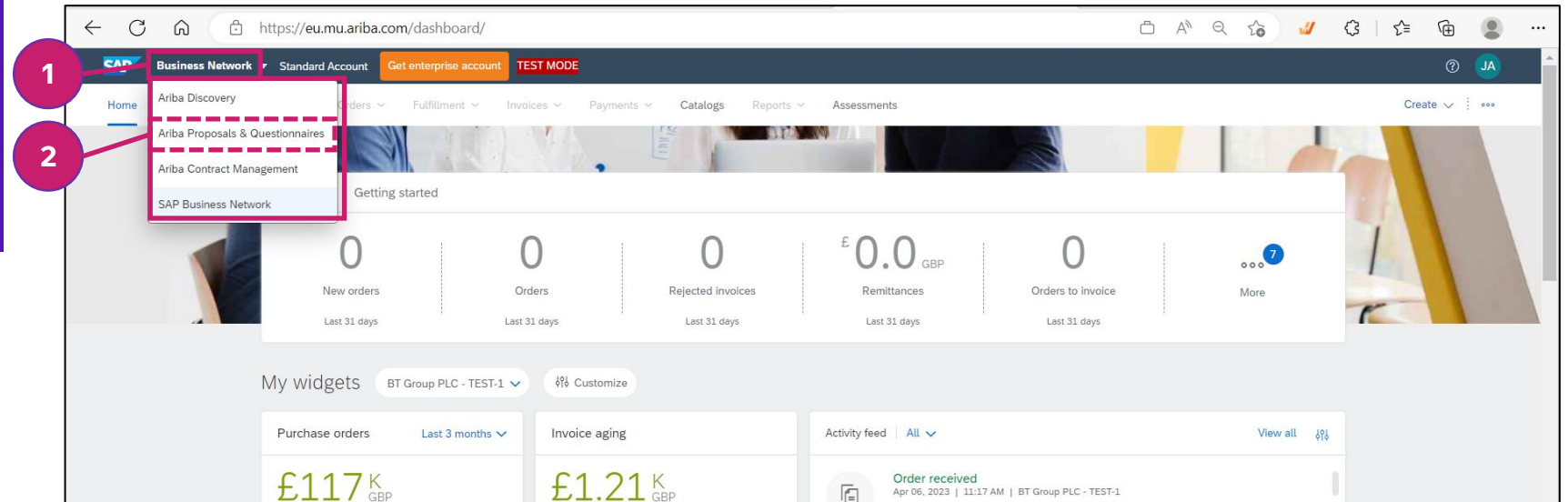
Supported browsers and plugins

SAP © 2022 SAP SE or an SAP affiliate company. All rights reserved. [Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

Go to the 'Questionnaires' area for BT

If you also use this SAP Business Network account for Orders and Invoices, you may need to navigate to the **Proposals and Questionnaires** area for the SAP Business Network

1. Click on **Business Network**
2. Click on Ariba Proposals and Questionnaires



Navigate to the Supplier Registration Questionnaire for BT

You can navigate from this screen to questionnaires for each of the customers you have relationships with.

If your screen shows a different customer by default, please click on **More** to show and select **BT** customer

1. Ensure that BT (British Telecommunications) customer is displayed
2. Click on **More** if your current screen is displaying a customer other than BT. Select BT
3. Click on **Supplier Registration Questionnaire** to start updating your Supplier information

The screenshot shows the SAP Ariba Spend Management interface. The header includes the SAP logo and 'Ariba Proposals and Questionnaires' dropdown. The left sidebar shows 'BRITISH TELECOMMUNICATIONS - TEST' with a 'MORE...' button. The main content area displays a welcome message and a table of 'Registration Questionnaires'. The 'Supplier registration questionnaire' is highlighted with a red box and a red circle labeled '3'. A red circle labeled '1' points to the 'BRITISH TELECOMMUNICATIONS - TEST' text, and a red circle labeled '2' points to the 'MORE...' button.

Title	ID	End Time	Status
Status: Completed (1)			
Supplier registration questionnaire	Doc1171073206	28/2/2023 21:51	Registered

Updating your Supplier Information on the BT Registration form

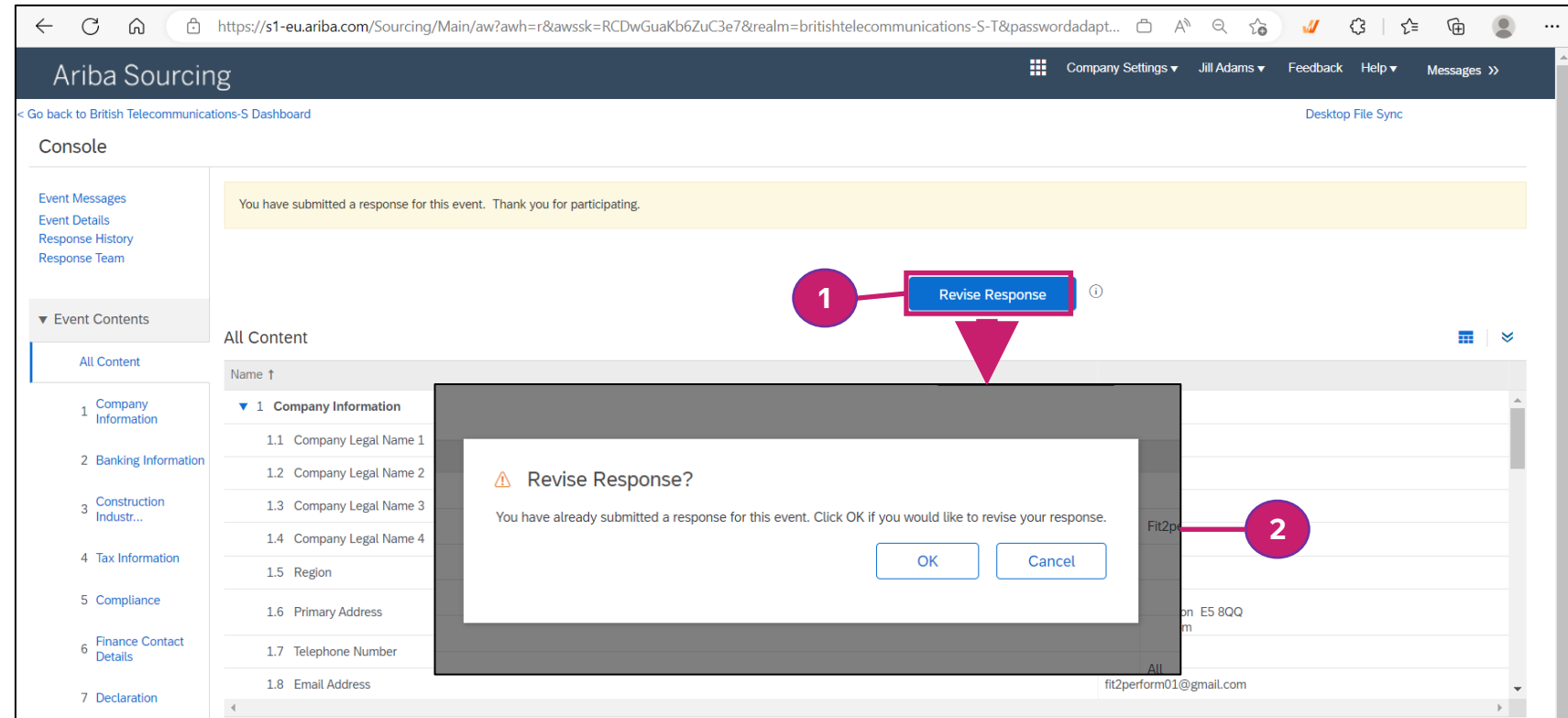
03

Registration Questionnaire: Updating your organisation details

The new questionnaire will now be displayed, showing your original answers and some new mandatory questions.

1. Click **Revise Response**

2. Click **OK**



Update form as required, completing new questions

Update any details as required by overwriting the previous data.

Scroll down to view sections of the form or jump to the sections using the links on the lefthand side

1. Scroll down the form to display all the questions

Update any values as required by typing into the boxes

The screenshot shows the Ariba Sourcing interface. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Jill Adams', 'Feedback', 'Help', and 'Messages'. Below this is a 'Console' section with a sidebar containing links like 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. The main content area is titled 'All Content' and displays a list of questions under the 'Company Information' section. The questions are: 1.1 Company Legal Name 1 (with value 'Fit2perform01'), 1.2 Company Legal Name 2, 1.3 Company Legal Name 3, 1.4 Company Legal Name 4, and 1.5 Region (with a dropdown menu). Below these are fields for 'Street' (1 New Road) and 'City' (London). A red circle with the number '1' highlights the vertical scrollbar on the right side of the form content area, indicating where to scroll to view all questions. At the bottom, there are buttons for 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom states '(*) indicates a required field'.

Entering your Banking Information (Section 2)

You now need to add and maintain your Banking Information in the form

Section 2: Banking Information

1. Click on **Add Banking Information**

The screenshot shows the Ariba Sourcing interface. The left sidebar contains a navigation menu with the following items: Event Messages, Event Details, Response History, Response Team, Event Contents (expanded), All Content, 1 Company Information, 2 Banking Information, 3 Construction Industry Scheme, 4 Tax Information, and 5 Compliance. The main content area is titled 'All Content' and lists several items. The 'Banking Information' section is highlighted, and a red circle with the number '1' points to the 'Add Banking Information (1)' button. The form fields are as follows:

Name ↑	
1.12 Please provide Company Registration Number	<input type="text" value="01234567"/>
1.13 PO Email Address	<input type="text" value="fit2perform01@gmail.com"/>
1.14 Remit-to Email	<input type="text" value="fit2perform01_remit@gmail.com"/>
2 Banking Information	
3 Construction Industry Scheme	
3.1 Is your company registered in the Construction Industry Scheme?	<input type="text" value="No goods/services I provide will be covered by CIS"/>
4 Tax Information	
4.1 Are you a company registered for VAT (or local equivalent)	<input type="text" value="Yes"/>

(*) indicates a required field

Entering your Banking Information (Section 2)

Enter your **Banking Information** in the form

Note: If you have **Multiple bank accounts**, you will need to click **Save** before you click **Add additional Bank Details** to enter the next account. Once all bank accounts have been entered, click **Submit Entire Response**

Section 2: Banking Information

1. Choose **Bank Type** from the drop down – Domestic or Foreign
2. Enter **Bank Name** and
3. **Address fields**

The screenshot shows the 'Banking Information (1)' form. At the top right are 'Save' and 'Cancel' buttons. Below them is a yellow banner with instructions: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.' The breadcrumb trail is 'All Content > 2 Banking Information'. The form title is 'Banking Information (1)'. Below the title is a table with one row labeled 'Bank Details #1' and a 'Delete' link. The form fields are: 'Bank Type:' with a dropdown menu showing 'Domestic' (highlighted with a red box and callout 1), 'Bank Id:' with the value '0000', 'Country/Region:' with the value 'United Kingdom', 'Bank Name:' with a text input field containing 'Lloyds' (highlighted with a red box and callout 2), 'Bank Branch:', 'Street:', and 'City:' (all with text input fields, collectively highlighted with a red box and callout 3). At the bottom left is a button 'Add an additional Bank Details'. At the bottom right is a note '(*) indicates a required field'.

Entering your Banking Information (Section 2)

Enter your **Banking Information** in the form

Note: If you have **Multiple bank accounts**, you will need to click **Save** before you click **Add additional Bank Details** to enter the next account. Once all bank accounts have been entered, click **Submit Entire Response**

Section 2: Banking Information

4. For UK Bank Accounts
Enter the sort code (6 digits - no spaces) into **Bank Key**
5. Enter the Bank **Account number**

The screenshot shows a web form titled "Banking Information (1)". At the top right are "Save" and "Cancel" buttons. A yellow banner below the title states: "Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen." Below this is a breadcrumb "All Content > 2 Banking Information". The form has a table with one row and one column. The table header is "Name ↑". The table body contains a form with the following fields: "Postal Code:" (empty), "Account Holder Name:" (filled with "Fit2Perform Ltd"), "Bank Key/ABA Routing Number:" (filled with "309617", highlighted with a red border), "Account Number:" (filled with "00709943", highlighted with a red border), "IBAN Number:" (empty), "SWIFT Code:" (empty), and "Bank Control Key:" (a dropdown menu with "No Choice" selected). At the bottom left is a button "Add an additional Bank Details". At the bottom right is a note "(*) indicates a required field".

Name ↑
<div>Postal Code: <input type="text"/></div> <div>Account Holder Name: <input type="text" value="Fit2Perform Ltd"/></div> <div>Bank Key/ABA Routing Number: <input type="text" value="309617"/></div> <div>Account Number: <input type="text" value="00709943"/></div> <div>IBAN Number: <input type="text"/></div> <div>SWIFT Code: <input type="text"/></div> <div>Bank Control Key: <input type="text" value="No Choice"/></div>

[Add an additional Bank Details](#) (*) indicates a required field

Entering your Banking Information (Section 2) – Attach evidence

For each bank account, you will need to provide documented confirmation of account details by uploading a document. The document must be on Headed paper (i.e. showing your organisation details) and include the full details of your bank account.

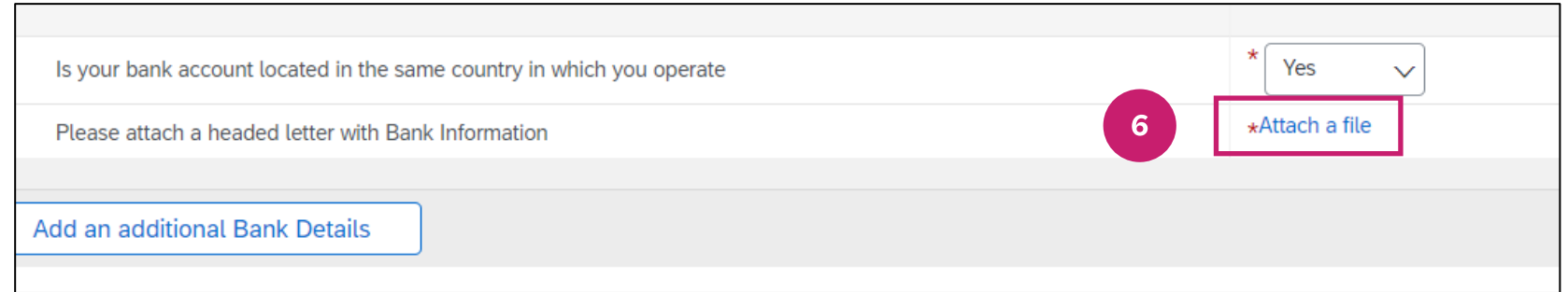
Section 2: Banking Information

Uploading Confirmation

You will need to upload a letter, using headed paper, confirming your bank details for our audit purposes

6. Click **Attach a file**

7. Click **Save** to Save your bank details



The screenshot shows a web form for entering banking information. The first row contains the question "Is your bank account located in the same country in which you operate" followed by a dropdown menu with "Yes" selected. The second row contains the instruction "Please attach a headed letter with Bank Information" and a red circle with the number "6" next to a blue button labeled "Attach a file". The button is highlighted with a red rectangular box. Below these rows is a light gray bar containing a blue button labeled "Add an additional Bank Details".

Section 3: Details of Construction Industry Scheme membership

Section 3 requires you to provide information related to CIS. If you answer “All goods/services that I provide will always be covered by CIS” there will be further questions to answer depending on the status of your organisation

8. Select the appropriate **CIS status** for the goods/services your organisation provides to BT from the dropdown

All Content

Name ↑	
2 Banking Information	Add Banking Information (1)
▼ 3 Construction Industry Scheme	
3.1 Is your company registered in the Construction Industry Scheme?	<div>No goods/services I provide will be covered by CIS</div>
▼ 4 Tax Information	

Section 3: CIS: Company and Partnership

Section 3 requires you to provide information related to CIS.

If “All goods/services that I provide will always be covered by CIS” there will be further questions to answer depending on the status of your organisation

Company

- You will need to provide the UTR for your organisation

▼ 3 Construction Industry Scheme	
3.1 Is your company registered in the Construction Industry Scheme?	* All goods/services that I provide will always be covered by CIS ▼
3.4 Please select Business type	* Company ▼
3.5 Please provide Unique Taxpayer Reference (UTR) / Tax Identification Number (TIN) / National Insurance Number (NIN)	* <input type="text"/>

Partnership

- You will need to provide further details about your Partnership

▼ 3 Construction Industry Scheme	
3.1 Is your company registered in the Construction Industry Scheme?	* All goods/services that I provide will always be covered by CIS ▼
3.4 Please select Business type	* Partnership ▼
3.6 Please provide at least one Partner's Name	* <input type="text"/>
3.7 Please provide at least one Partner's UTR Number	* <input type="text"/>
3.8 Please provide at least one Partner's National Insurance number	* <input type="text"/>
3.9 Please provide your company's Trading Name, if any	<input type="text"/>

Submitting your updates

Check all the information previously provided in the Registration Questionnaire is correct and current.
When complete, click **Submit Entire Response** to submit your response to BT.

Click **Submit Entire Response**
To submit the update to
your Registration form

6.3 Finance Contact: Phone Number

07335514652

▼ 7 Declaration

7.1 I confirm that the details provided are correct.
Completed by: Name

* Jill Adams

7.2 Position

* Director

7.3 Date

* Tue, 28 Feb, 2023

7.4 Suppliers are reminded that under no circumstances should any goods and services be commenced on behalf of BT at
anytime without a valid purchase order in place. Please confirm your agreement to comply

* Yes

(*) Indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

General Help and Guidance

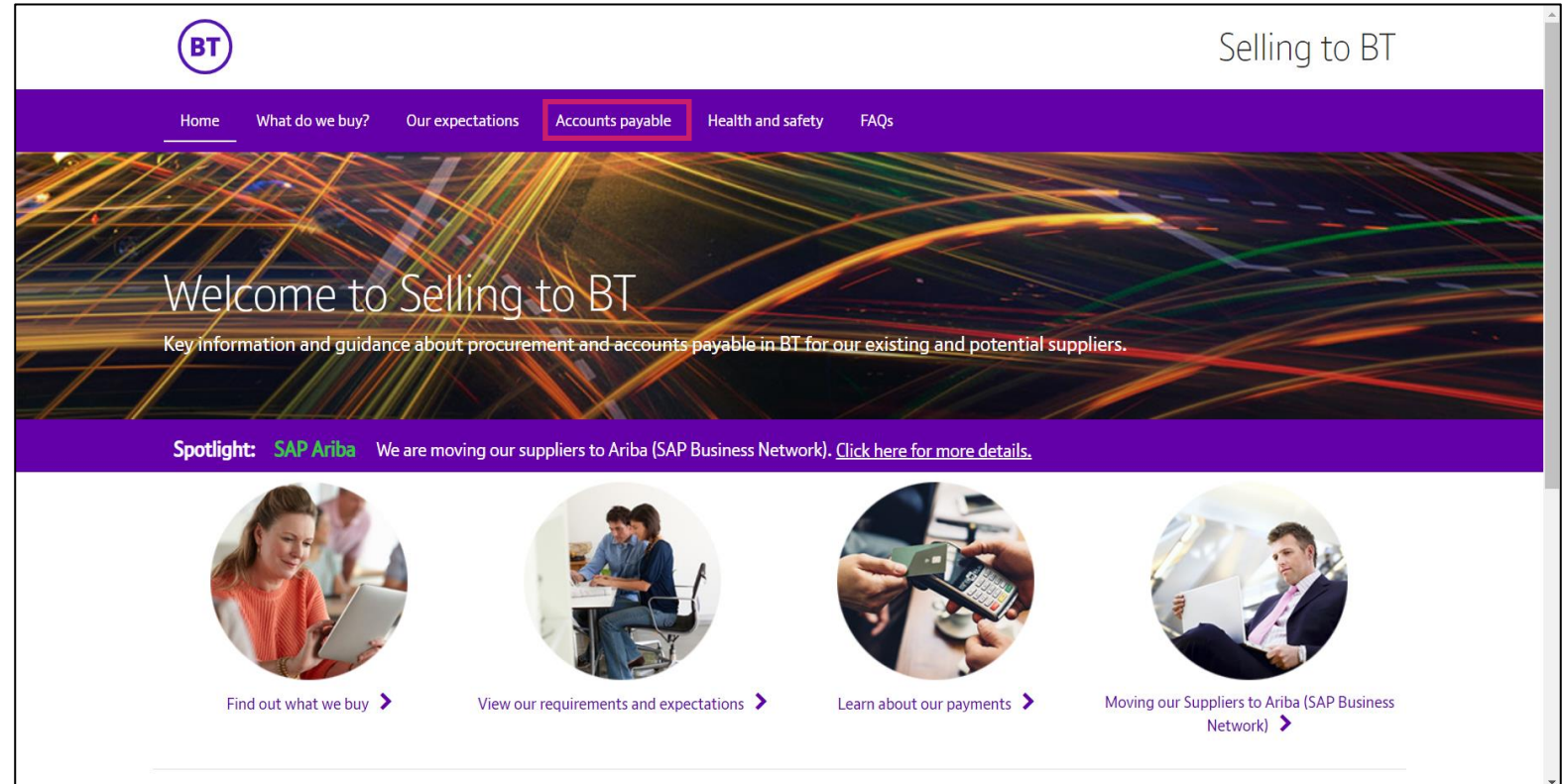
04

Help and Guidance

BT Resources

To learn more about BT and our Procurement and Accounts Payable processes please visit [Selling to BT](#)

We have also provided a [FAQ](#) guide to help answer some of your questions about the move to the SAP Business Network




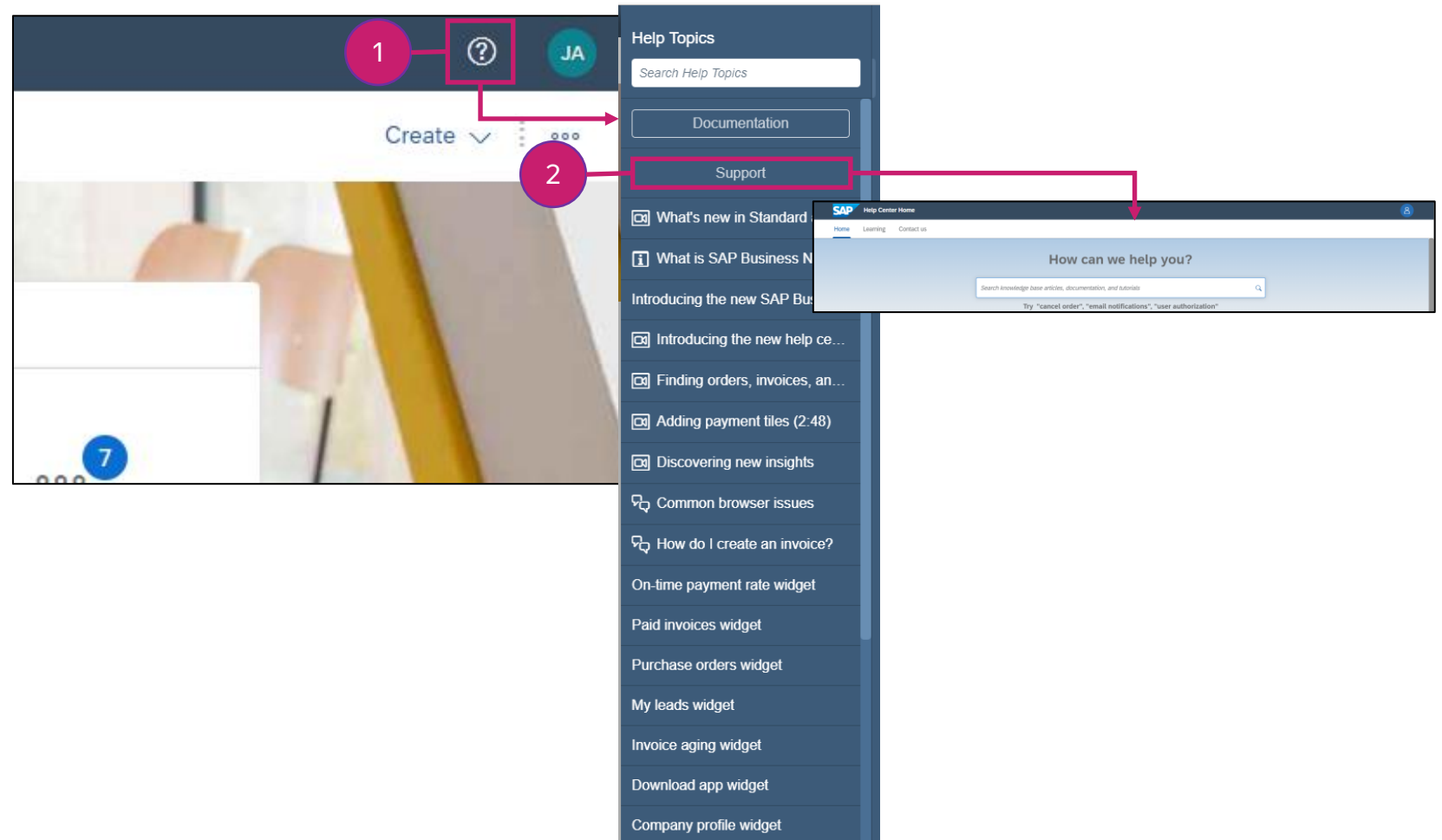
If you have an **SAP Business Network Enterprise account** and wish to set up a **Trading relationship** with us please email mfb.supplier.enablement@BT.com with your organisation name, Supplier ID (if known) and the ANID you wish to use for your POs and Invoices

Help and Guidance

Help available from your SAP Business Account

You can access SAP help guides, and ask questions using the interactive help facility

1. Click  to display the Help Topics
2. **Support** takes you to the **Help Center** where you will be directed to the most appropriate resources for your query



Help and Guidance

Training and tutorials available from SAP

Supplier Learning Site

Walkthrough tours and guides to help you to learn how to get the best from your account

Supplier Training Video Library

Learn how to use SAP Business Network in a series of short video tutorials

The screenshot shows the SAP Business Network Supplier Login page. The page has a dark blue header with the SAP logo and 'Business Network' text. The main content area is white and contains a 'Supplier Login' form with fields for 'User Name' and 'Password', a 'Login' button, and links for 'Forgot Username or Password' and 'New to SAP Business Network? Register Now or Learn More'. A video player is overlaid on the page, showing a video titled 'SAP Business Network and the New Supplier Portal'. The video player has a play button in the center and a 'Learn More' button. On the right side of the video player, there is a list of 17 videos with their titles and durations. The videos include: 'Account Overview' (10:38), 'Get Ready To transact ...' (3:34), 'Create an Order Confir...' (4:21), 'Create a Ship Notice' (3:10), 'Create an Invoice' (4:28), 'Create a Service Sheet' (4:04), 'Create a Service Invoice' (3:47), 'Create a Non-PO Invoice' (3:49), 'Create a Credit Memo' (2:11), and 'Connect with your Cust...' (3:44). The video player also has a progress bar at the bottom.

SAP Business Network - Enterprise ...
17 videos

Account Overview 10:38
Learn how to configure the main sections of your SAP Business...

Get Ready To transact ... 3:34
Learn how to customize your experience in SAP Business...

Create an Order Confir... 4:21
Learn how to process and order confirmation in SAP Business...

Create a Ship Notice 3:10
Learn how to create a Ship Notice in SAP Business Network.

Create an Invoice 4:28
Learn how to create an Invoice in SAP Business Network.

Create a Service Sheet 4:04
Learn how to process a service entry sheet based on a service order in...

Create a Service Invoice 3:47
Learn how to create a Service Invoice in SAP Business Network.

Create a Non-PO Invoice 3:49
Learn how to create a Non-PO Invoice in SAP Business Network.

Create a Credit Memo 2:11
Learn how to process a credit memo in SAP Business Network.

Connect with your Cust... 3:44