Updating your responses to BT Supplier Registration questionnaire

Version 1.0 May 2023

What is covered in this guide –

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

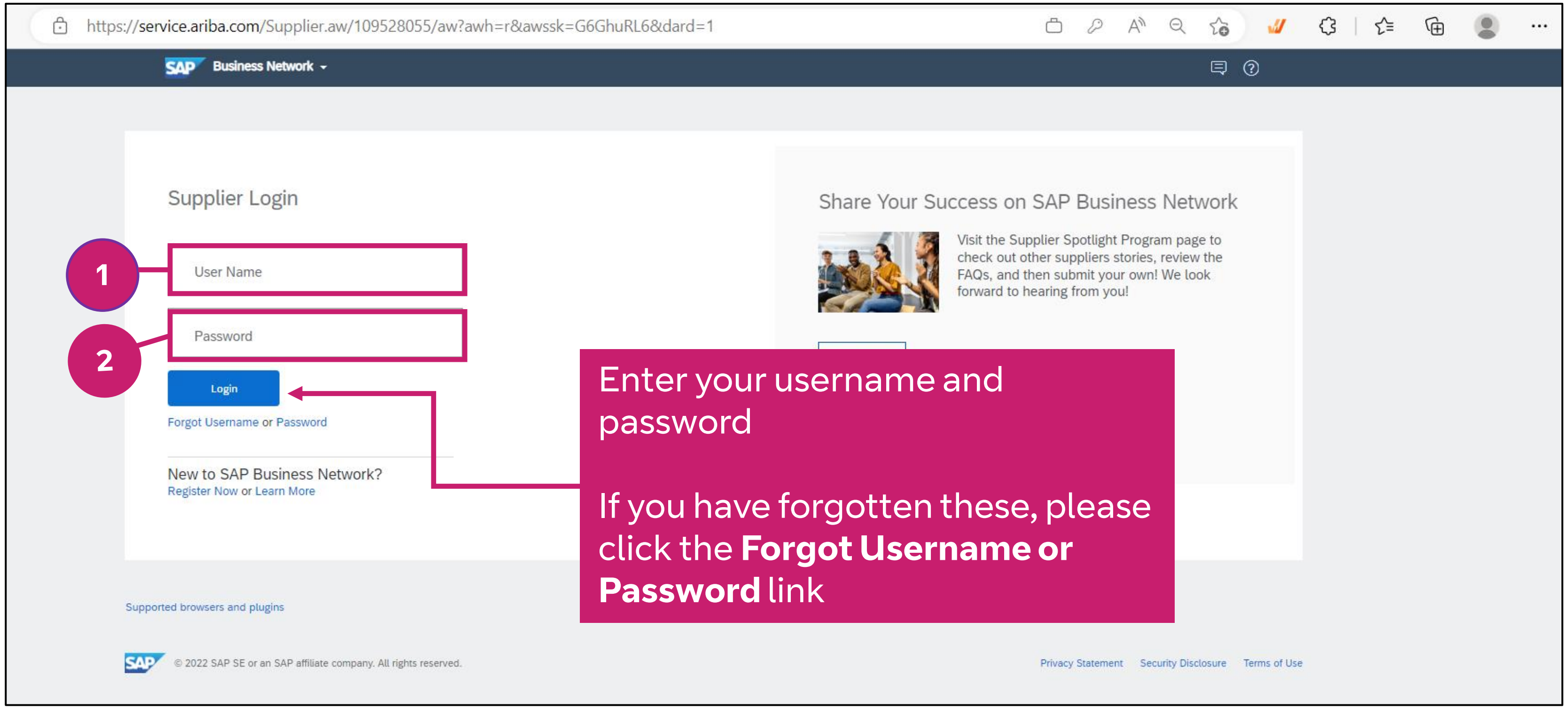
To log into your SAP Business Network account

https://supplier.ariba.com

Please bookmark this link to use again

Log into your account

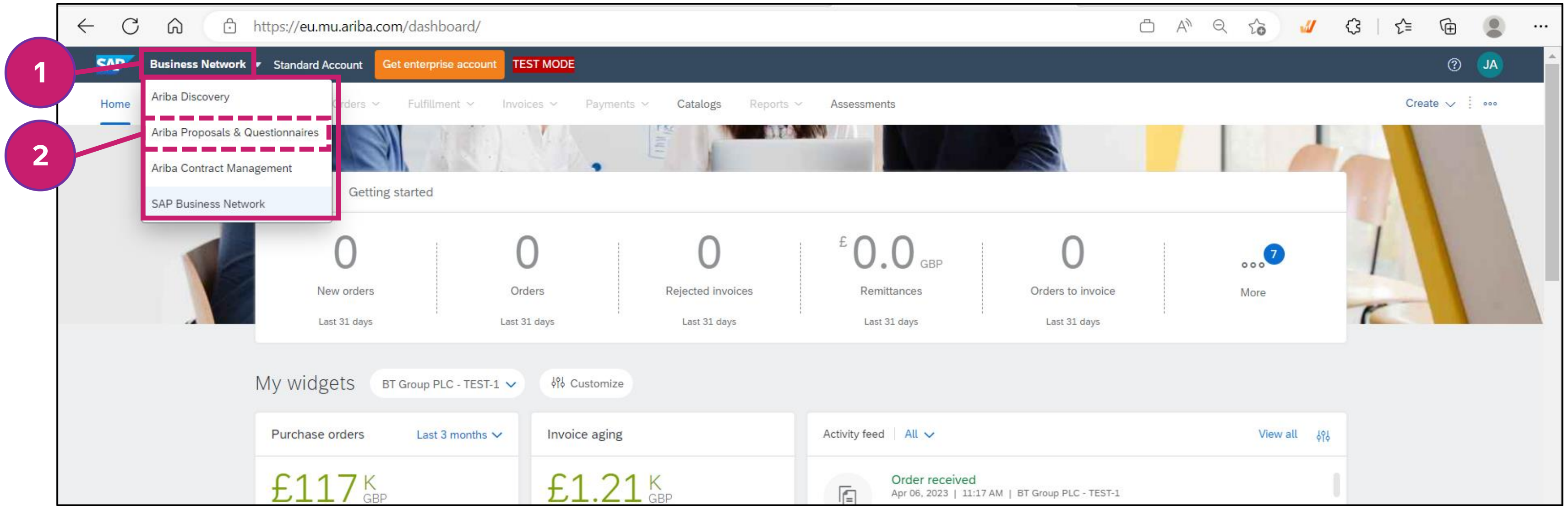
1. **Username**
2. **Password**



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

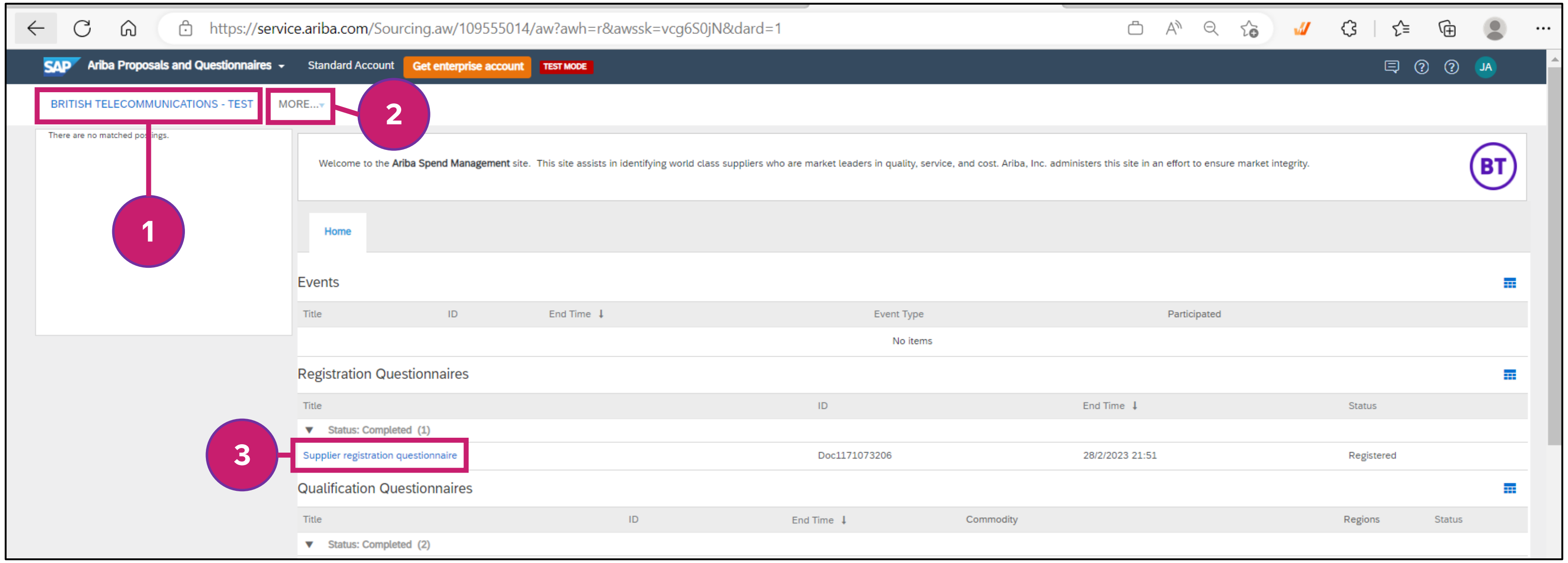


Navigate to the Supplier Registration Questionnaire for BT

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. Clck on **Supplier Registration Questionnaire** to start updating your Supplier information



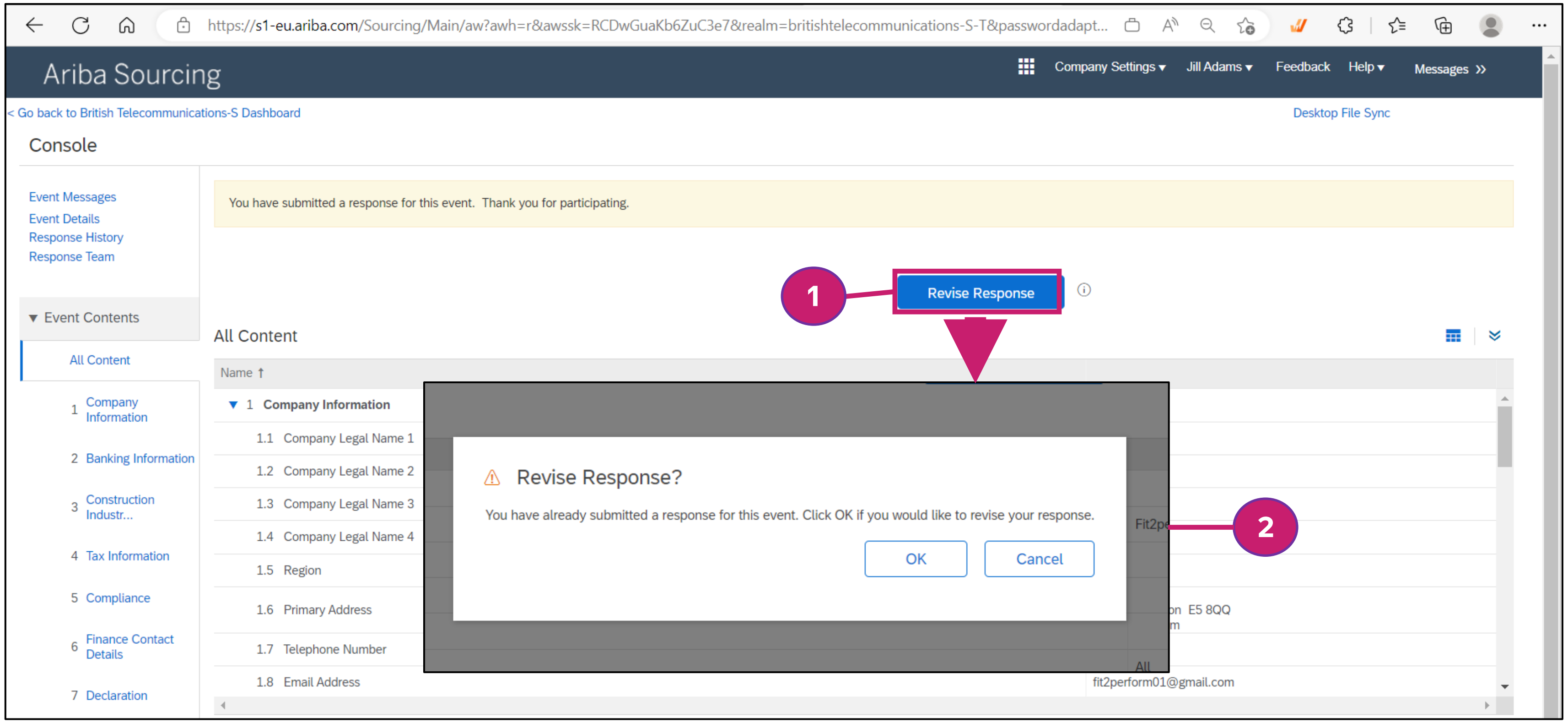
Updating your Supplier Information on the BT Registration form

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**

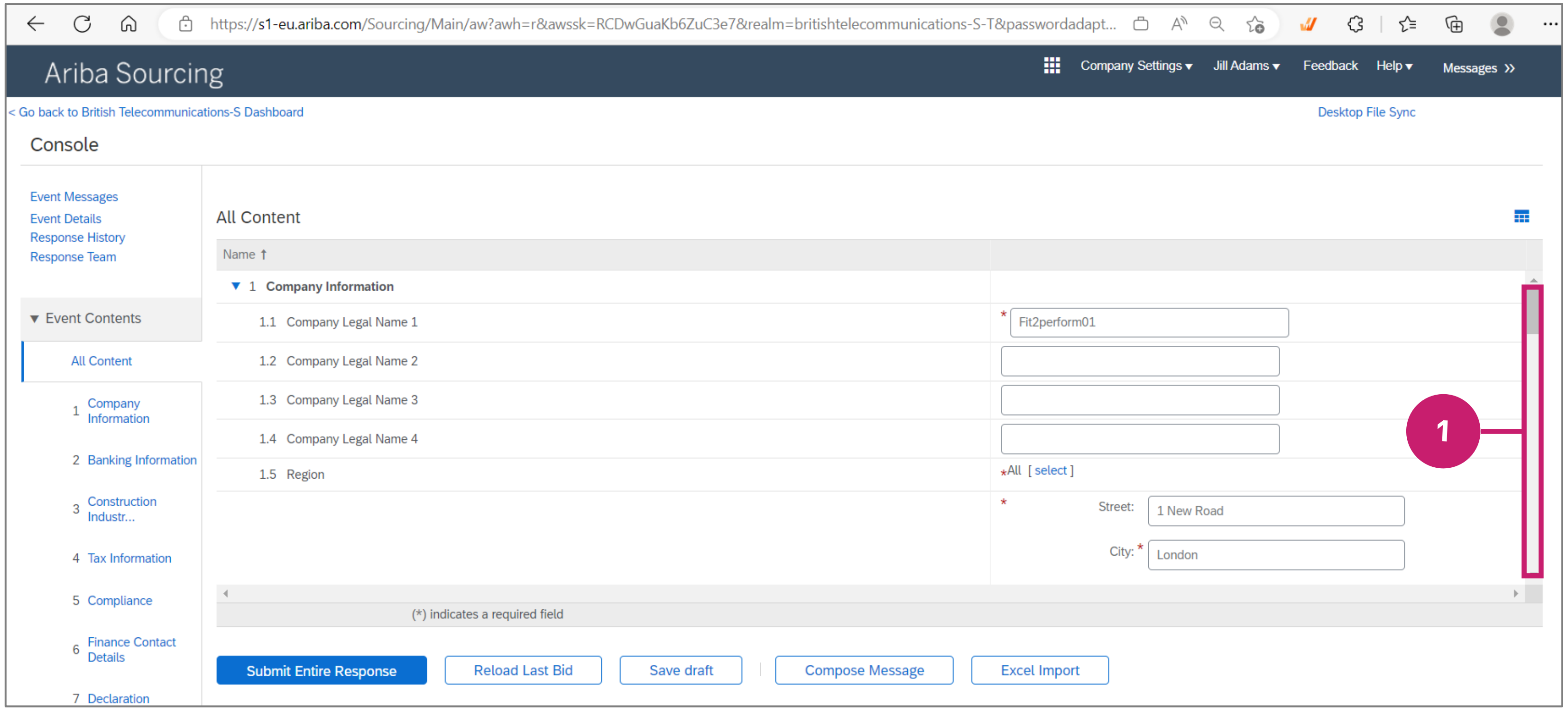


Update form as required, completing new questions

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

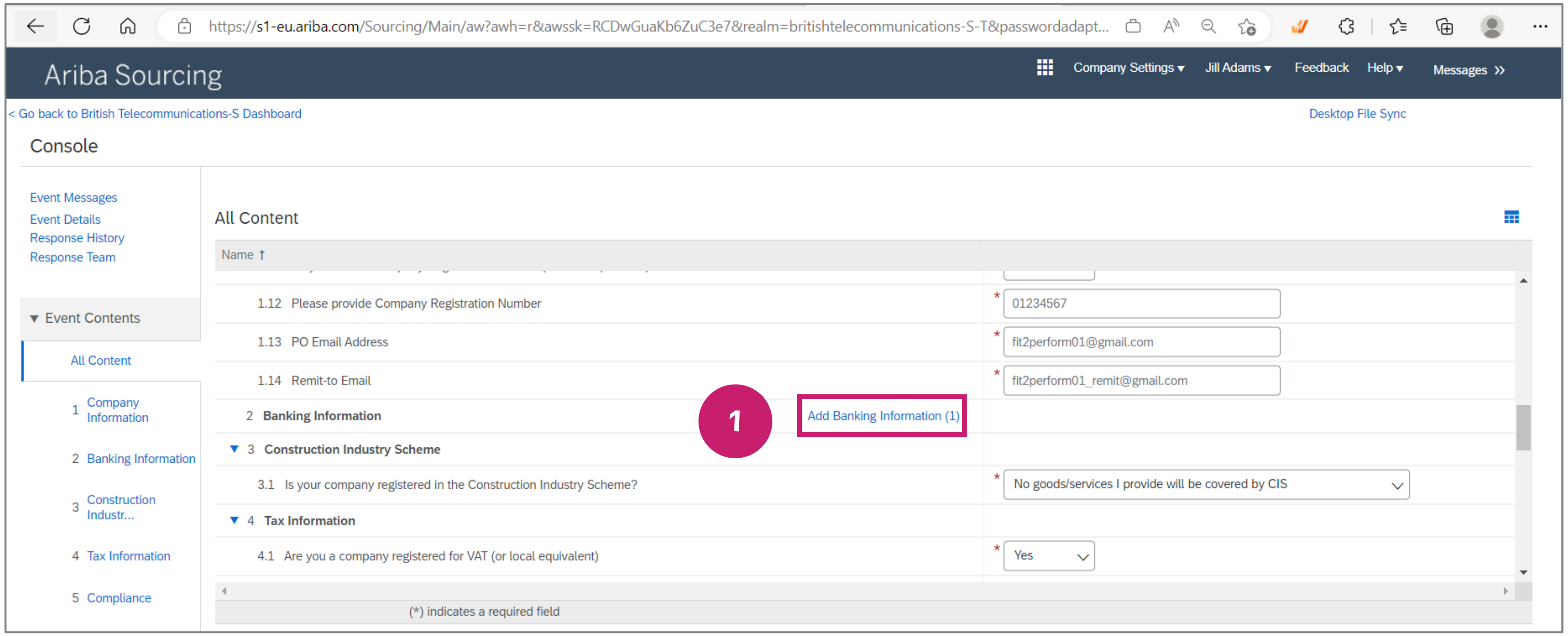


Entering your Banking Information (Section 2)

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

Section 2: Banking Information

1. Click on **Add Banking Information**

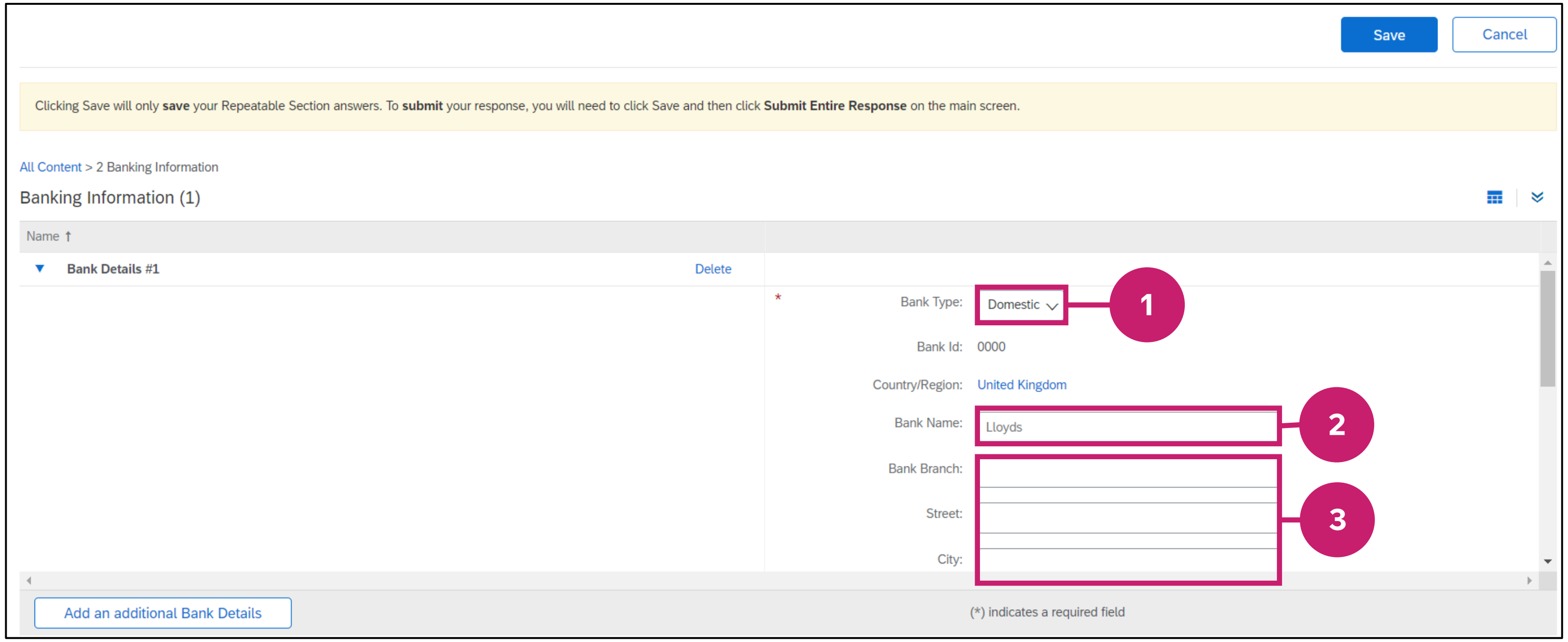


Entering your Banking Information (Section 2)

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**



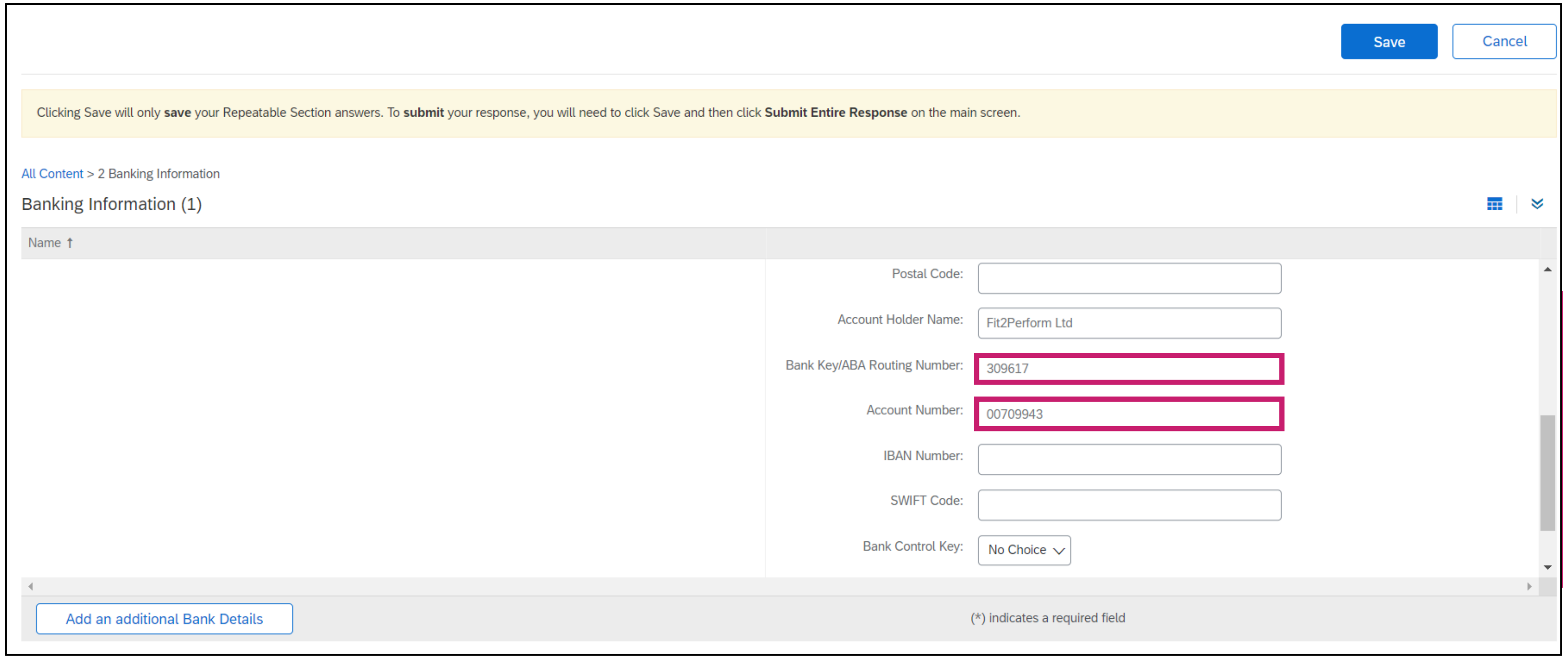
Entering your Banking Information (Section 2)

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**



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.

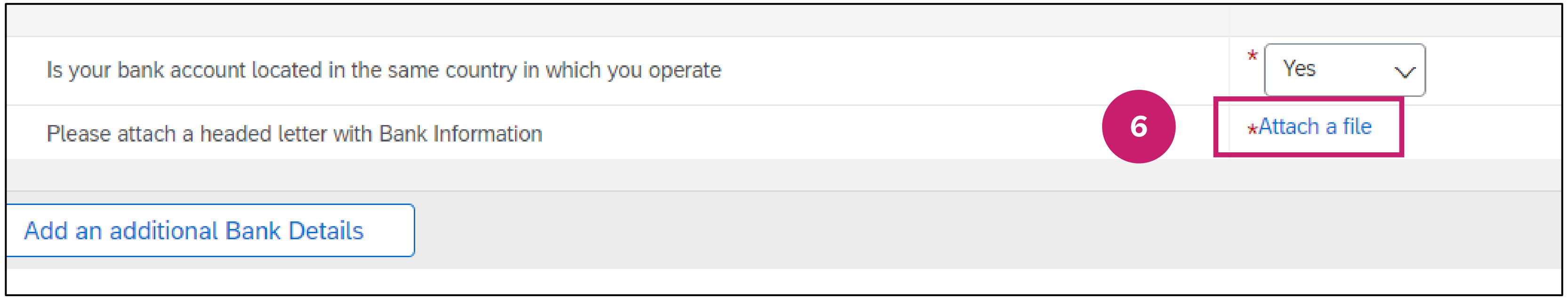
Section 2: Banking Information

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**

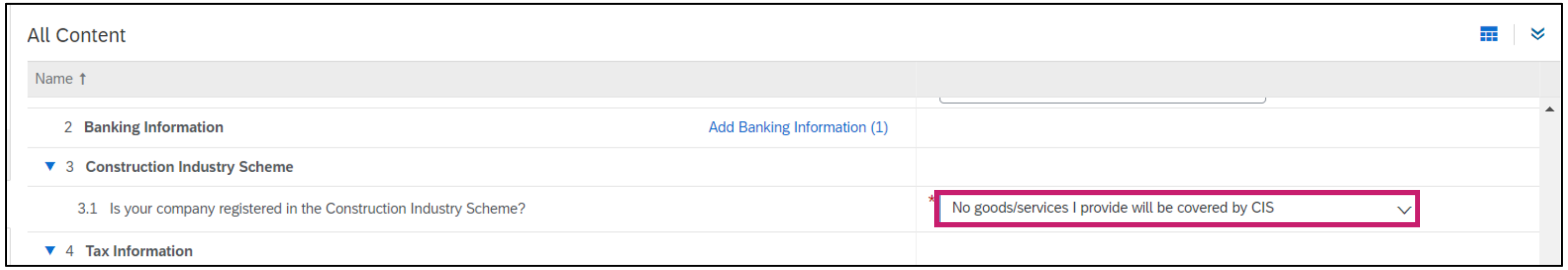
7. Click **Save** to Save your bank details



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



Section 3: CIS: Company and Partnership

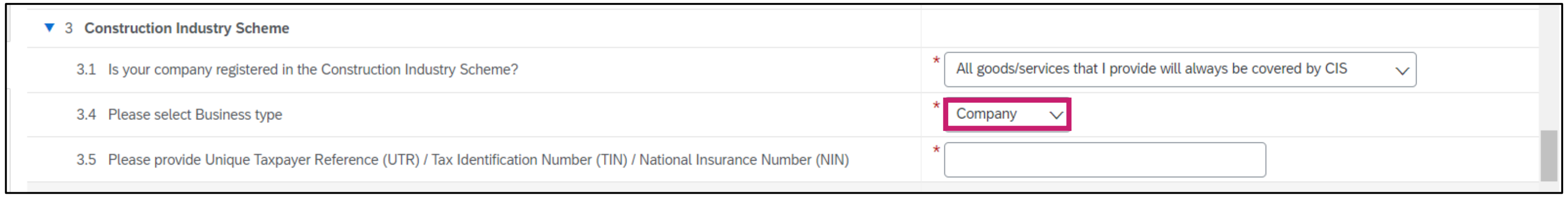
Section 3 requires you to provide information related to CIS.
If “All goods/services that I provide will always be covered by CIS” there will be further questions to answer depending on the status of your organisation

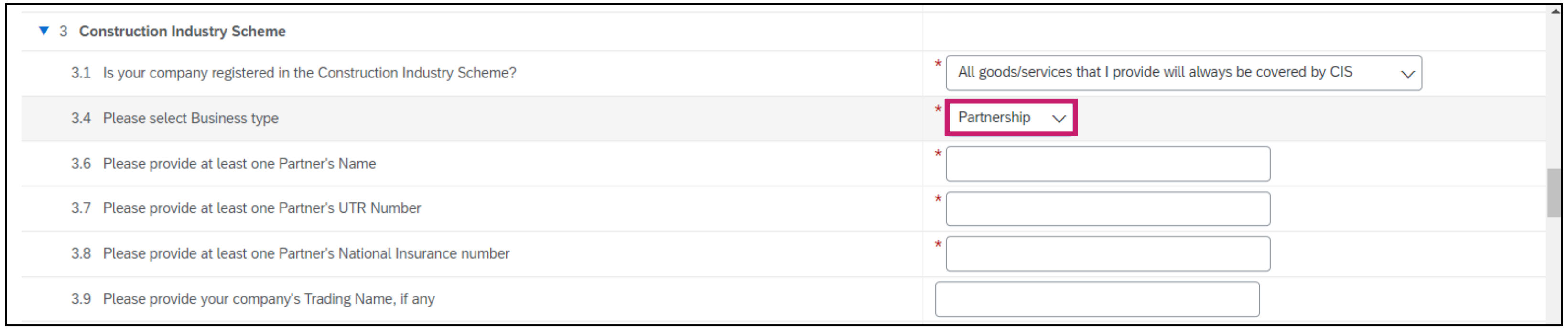
Company

- You will need to provide the UTR for your organisation

Partnership

- You will need to provide further details about your Partnership

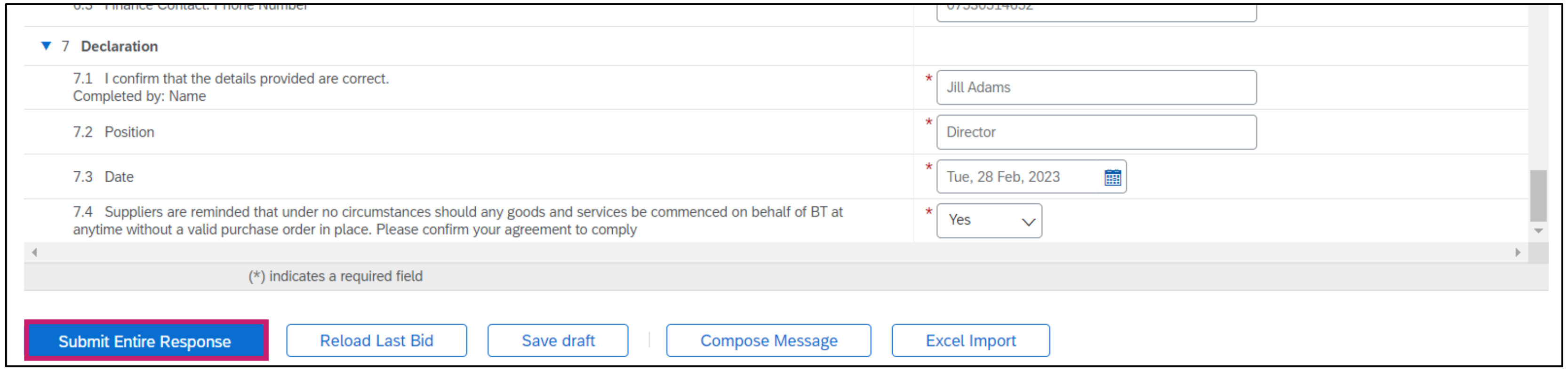




Submitting your updates

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



General Help and Guidance

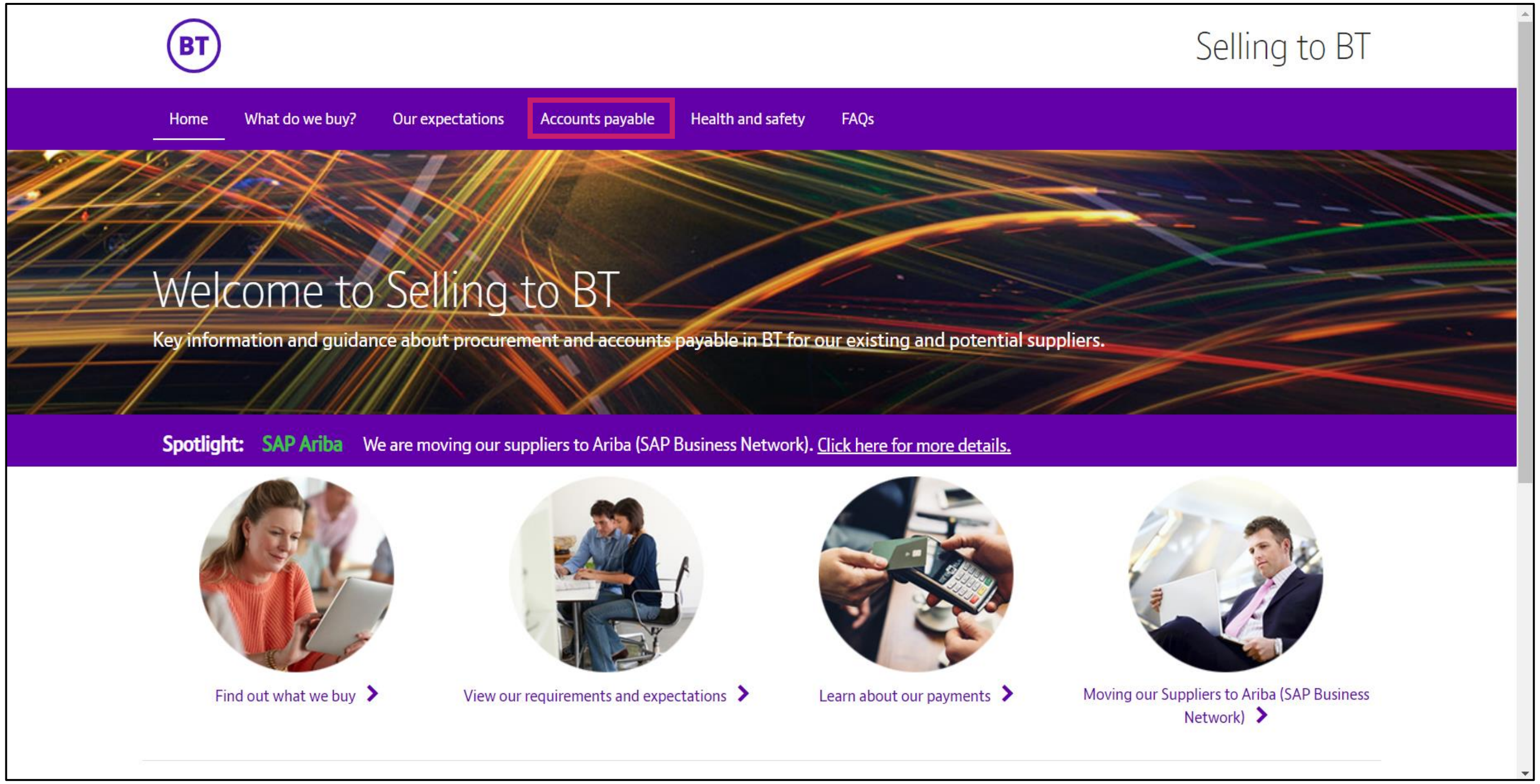
04

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

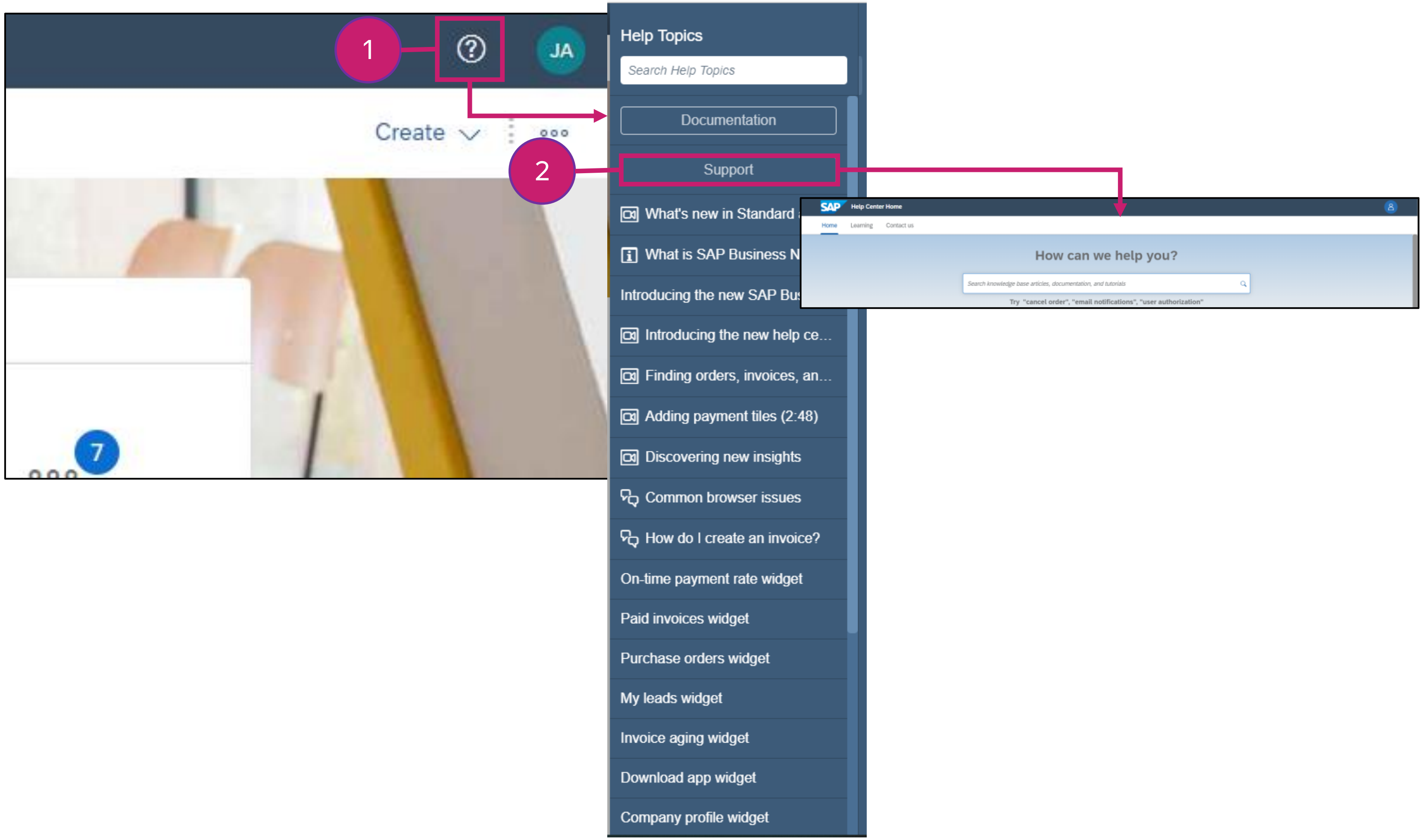
Help and Guidance

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