

Bank of America Registration Refresh Guide for Suppliers



Supplier User Guide

- Introduction
- Step-by-Step Instructions: How to Refresh your Registration

Registration Refresh Guide for Suppliers

This user guide is intended for Bank of America suppliers. If you have any questions, please contact your Supply Chain Management representative.

Introduction

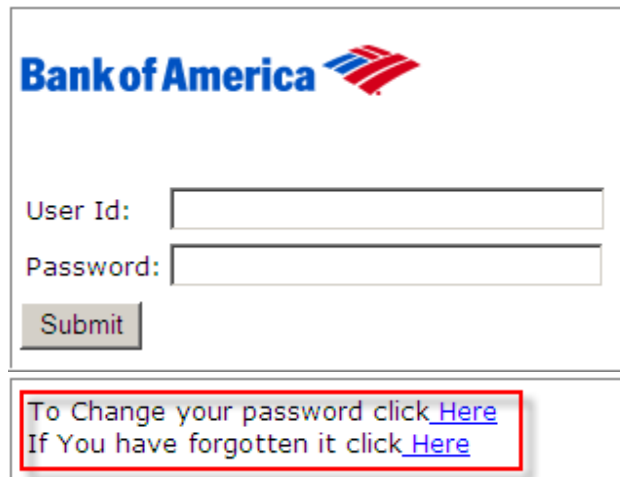
According to Bank of America Supply Chain Management policy, suppliers are required to refresh their registration every three years. Please follow the instructions below to refresh your registration. Failure to refresh may prohibit you from participating in a sourcing event.

How to Refresh your Registration

1. Log on to Ariba at <https://erequest.bankofamerica.com/Login.html>.

If you have forgotten your user id, please call the help desk at 888.550.6433 options 4,1 or send an email to supplierregistration@bankofamerica.com. Your email will be answered within 48 business hours.

If you have forgotten your password or need to change it, click on the appropriate link on the log on page. If you need further assistance, please call the help desk at the number above.



Bank of America

User Id:

Password:

Submit

To Change your password click [Here](#)
If You have forgotten it click [Here](#)

2. If this is the first time you have logged into Ariba, you will see the terms and conditions. Please scroll down and accept the terms and conditions by clicking the acceptance radio button and then clicking **OK**.

If this is not the first time you are logging on, skip this step and go to Step 3.

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- I accept the terms of this agreement.
 I do not accept the terms of this agreement.

OK Cancel

Note: If you do not accept the terms and conditions, you will not be able to refresh your registration, which may prohibit you from participating in a sourcing event.

3. If your registration is outdated, it will look very similar to Screenshot A below. The clipboard icon will be yellow with an “!” and the status will be “Not Started.”

If your registration is not outdated but you would like to refresh it, it will look very similar to Screenshot B below. Click the clipboard icon to refresh.

▼ Project: SMP Subproject - Test Supplier (2010) (1) **Screenshot A** **Not Started**
Update Supplier Registration Data*

▼ Project: SMP Subproject - Test Supplier (2010) (1) **Screenshot B** **Not Started**
Update Supplier Registration Data*

Note: If this task does not appear, please click [Home](#) in the upper right hand corner. If you still do not see the task, please call the help desk.

[Home](#) | [References](#) | [Help](#) | [Logout](#)

4. The Document Approval Task screen will appear. Please click directly on the Supplier Registration Refresh Eform icon.

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Document Approval Task

This task requires approval on a document or documents from one or more team members.

➔ SMP Subproject - Test Supplier (2010) > **Update Supplier Registration Data**

TSK349090 Update Supplier Registration Data


Please review your current Bank of America registration data and update if necessary.

 **Supplier Registration Refresh Eform**

5. You are now in your Registration Eform. Please review/update your information and then click **Save**.

Notes:

- The form defaults State of Organization/Incorporation to “Alabama.” Please change if necessary.
- Supplier Headquarters Address Type may default to “no choice.” Please make the appropriate selection.
- The Dunn and Bradstreet Number is *not* an editable field. If changes are needed for this field, please contact the help desk.

 **Supplier Registration Refresh Eform** Save Cancel

Edit form details below.

Save these changes as a new version? Yes, save as v7 No, save and continue editing v6

Supplier Registration Refresh Eform
Make any required changes to the profile information below.

Supplier Information


Dunn and Bradstreet Number: 000000013

Country:

Currency:

Language:

Tasks

Task	Owner	Status	Completion	Version
 Update Supplier Registration Data*	HARPER, CHARLIE	Not Started		

Save Cancel

6. The Document Approval Task Screen will appear. Click **Submit**.

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Document Approval Task

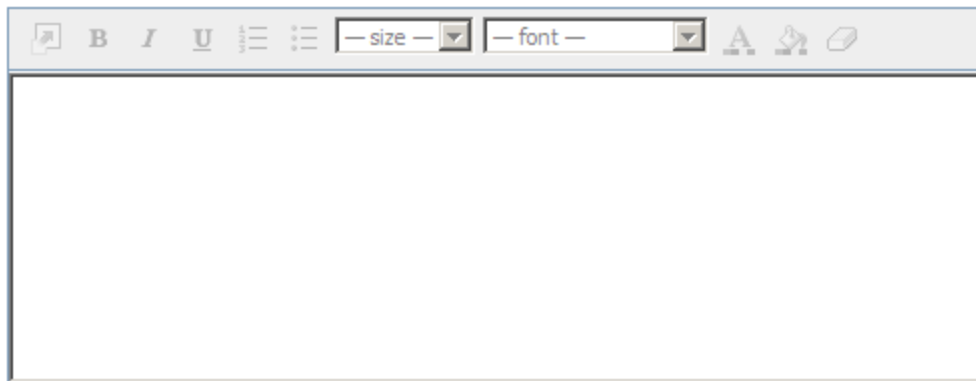
This task requires approval on a document or documents from one or more team members.

➤ SMP Subproject - Test Supplier (2010) > **Update Supplier Registration Data**

TSK349090 Update Supplier Registration Data

Please review your current Bank of America registration data and update if necessary.

1.  Supplier Registration
Refresh Eform
2. Select Approvers
Reviewers: (no value)
(no value)
3. Specify Due Date
04/15/2010
4. Provide an initial message and click Submit



Additional Attachments...

5. **Submit**

7. Next, the “In Approval” status will appear. Once approved, you will receive an email. Note that the updates can take up to 48 hours to be reflected in the system.

▼ Project: SMP Subproject - Test Supplier (2010) (1)

 Update Supplier Registration Data* **In Approval**

8. The day after the registration is approved, the status will revert back to “Not Started.” This allows suppliers to update their registration data at any time.

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The screenshot shows the Ariba Spend Management interface. At the top, there is a navigation bar with 'Home', 'Preferences', 'Help', and 'Logout'. Below this, a welcome message for 'HARPER, CHARLI' is displayed. The main content area is divided into two sections: 'Events' and 'Tasks'. The 'Events' section contains a table with columns for Title, ID, End Time, and Event Type. The 'Tasks' section includes a filter bar with dropdown menus for 'Show: (Any Projects)', 'Incomplete (All)/Complete (Last 7 Days)', '(Any Date)', and 'Required'. Below the filter bar is a table with columns for Name, Status, Completion, and Alert. A task titled 'Project: SMP Subproject - Test Supplier (2010) (1)' is highlighted, and its status is 'Not Started', which is circled in red.

9. You will receive two email confirmations:

- The email in Screenshot A confirms that you submitted your changes and they have been approved.
- The email in Screenshot B confirms that the changes were successful and the task is complete.

From: Ariba System [mailto:zerequest_support@bankofamerica.com]
Sent: Thursday, July 22, 2010 9:45 AM
To: Harper, Charlie
Subject: WS207744 - SMP Subproject - Test Supplier (2010) : 'Update Supplier Registration Data' has been fully approved

Update Supplier Registration Data task has been approved by all approvers.

You are being sent this email because all approvers in the approval flow of the *Update Supplier Registration Data* task have approved the task.

Click the 'View Details' link below to access this project.
[View Details](#)

From: Ariba System [mailto:zerequest_support@bankofamerica.com]
Sent: Friday, July 23, 2010 3:26 AM
To: Harper, Charlie
Subject: Tasks completed

Update Supplier Registration Data task is complete.

The following task is complete: *Update Supplier Registration Data*
If this task requires approval, subsequent emails will follow.

Click the 'View Details' link below to access this project.
[View Details](#)