



Apple Ariba User Guide

★ REQUIRED Chapters

~ 1-2 hours

1 Introduction

2 Registering to Ariba

3 Updating Company Information in Ariba's External Supplier Registration Form

4 Registering to MyAccess & Updating Banking Information in SAP Business Transaction Platform (BTP)

OPTIONAL Chapters

~ 1 hour

5 *Managing Multiple Companies Under One Account*

6 *Modifying an Entry After Submission*

7 *Troubleshooting*

Additional support

If your questions are not addressed by this document, please direct your questions to ariba_support@apple.com.

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Chapter 1: Introduction

Ariba Supplier Lifecycle & Performance (Ariba) is Apple's platform for managing supplier company and banking data.

Ariba is not used for invoicing. Continue using your current invoice management platform to submit invoices.

1.1. Required Actions

Your company has been invited to complete an approved supplier profile in Ariba. You have been assigned the role of administrator, and are responsible for maintaining your company's data used by Apple to send purchase orders, process payments, and other business functions.

This document provides guidance on platform registration and the maintenance of contact, tax, and banking information.

Let's get started.

1.2. About Ariba, BTP & MyAccess

Ariba is a secure, self-service portal for maintaining company information essential to your relationship with Apple. SAP Business Transaction Portal (BTP) access is provisioned via MyAccess, which supports Ariba by providing additional security for banking information.

Chapter 2: Registering to Ariba

Ariba Supplier Lifecycle & Performance (Ariba) is a new vendor management system on the SAP platform. Registration to Ariba will streamline ongoing updates to your company and banking information, and accelerate invoicing and payment operations.

There is **no cost** to you to join Ariba.

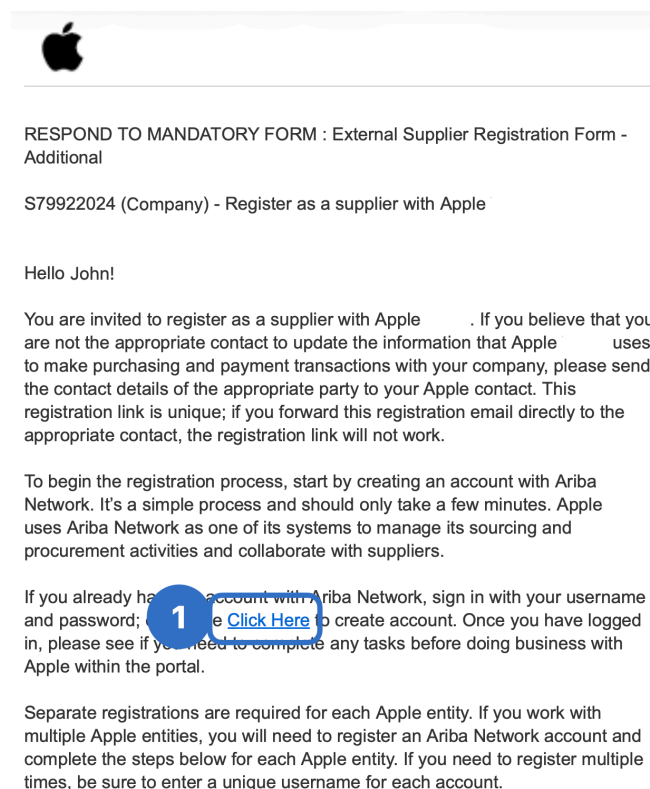


PLEASE NOTE: If you have an existing Ariba account, skip directly to [Section 2.2. Registering Using an Existing Ariba Account](#).

2.1. Registering a New Account (*without an Existing Ariba Account*)

Step 1: Look in your inbox for emails with the subject "Invitation: Register to become a supplier with Apple". You will receive two of these emails for each business entity you are registering.

You may select either email to initialize an account in Ariba. However, you will need to select both emails in order to populate every section of the External Supplier Registration Form (see [Chapter 4: Updating Company Information in Ariba's External Supplier Registration Form](#) for more details).



Open one of these emails and select [Click Here](#).

 **PLEASE NOTE:** You may receive multiple sets of invitation emails if you represent multiple business entities. An account **MUST** be created for each. See [Section 2.3 Registering Multiple Business Entities to Ariba](#) for more information.

Step 2: Select [Create new account](#).

Step 3: Review and update the required fields in the **Company Information** section. This includes:

- **Company Legal Name** - The name of the legal entity
- **Country/Region** - The country the legal entity is in.
- **Address** - The company's address.
- **City** - The company's city.
- **State** - The company's state.
- **Zip** - The company's zip code.

Step 4: Review and update the required fields in the [Administer account information](#) section. The **Email** field will be filled in for you, and cannot be changed.

Connect with _____ on SAP Business Network to collaborate.

Invited by John Doe

Create new account

2

or

Use existing account

?

Not sure whether your company already has an account?
[Search for your company](#)

 Business Network

Create a free company account to connect with your customers on SAP Business Network

Company information ⓘ

Company (legal) name *

Enter company legal name

Country/Region *

United States [USA]

Address line 1 *

Address line 2

Address line 3

City *

Austin

State *

Texas [US-TX]

Zip *

78727

3

Administrator account information ⓘ

First name *

Last name *

Email *

☒ Use my email as my username

Password *

Repeat password *

☒ I have read and agree with the [Terms of Use](#).

☒ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

4

Step 5: Create a username.

Step 5a: If you would like to use the same email ID as the username, then select the **Use my email as my username** checkbox.

Step 5b: If you would like your username to be something else, uncheck the box and enter a different username. Your alternative username still needs to be in an email format (e.g. [XXXX@email.com](#)).



PLEASE NOTE: If you have multiple accounts, you can reuse an email address but not a username. You will not be able to use the **Use my email as my username** if you have multiple accounts

Step 6: Create a password.

Step 6a: Enter a password. Password requirements are shown to the right.

Step 6b: Click the checkboxes to accept the Terms of Use and the SAP Business Network Privacy Statement.

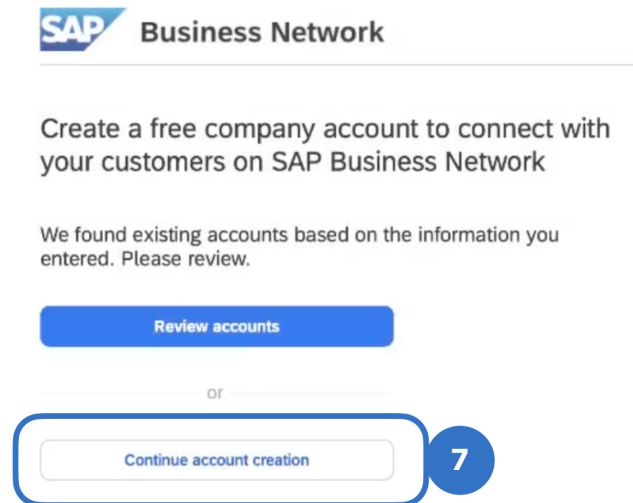
Step 6c: Select **Create Account**.

Form fields and options shown:

- Name: Austin
- State: Texas [US-TX]
- Zip: 78727
- Administrator account information:
 - First name: []
 - Last name: []
 - Email: []
- ☒ Use my email as my username
- Password: [] Repeat password: []
- ☒ I have read and agree with the [Terms of Use](#).
- ☒ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.
- Please see the [Privacy Statement](#) to learn how we process personal data.
- ☒ I'm not a robot
- [reCAPTCHA Privacy - Terms](#)
- [Create account](#)

- ✓ Must be between 8 and 32 characters
- ✓ Lowercase, uppercase, numbers, and special characters allowed.
!#\$%&'()*+,-./:;<=>?@^_`{|}~\`"]
- ✓ Cannot contain the username
- ✓ Repetitive characters and numbers in sequence are discouraged
- ✓ Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a - z, and some special characters)

Step 7: After you click **Create Account**, you may be taken to a screen that indicates that there are existing accounts with similar information to the information you provided. You should **always** select **Continue account creation**.

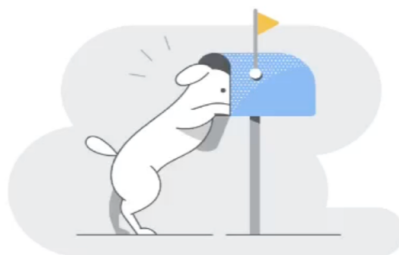


Step 8: You will be directed to a page indicating that your registration is in process, and that you will receive an email shortly.

8

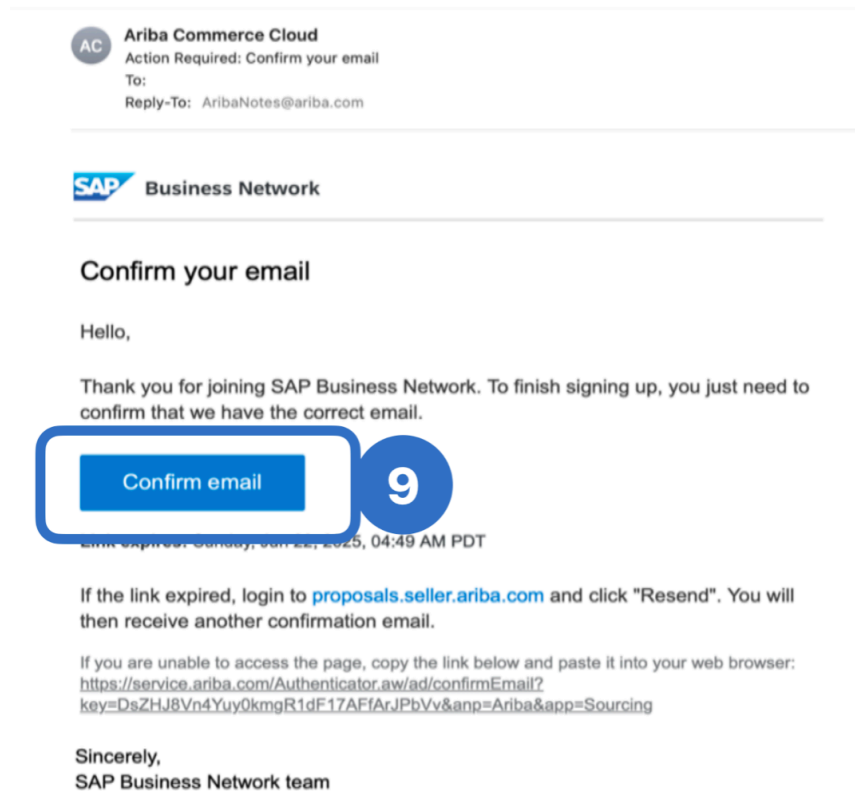
Your registration is in process

You will receive an email confirmation once your account is created.



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Step 9: Check the inbox of the email you provided, and look for an email that arrived from "Ariba Commerce Cloud". Select the **Confirm email** button.



Step 10: Once you click **Confirm email** you'll be redirected Ariba.

Step 10a: Input your username and password. Select **Login**.

10a

SAP Ariba 

Supplier Login

User Name 

Password

Login

[Forgot Username or Password](#)

Step 10b: Select **Update**.

Update your company profile

You must provide your products and service categories and ship-to or service locations so that you can be discovered by customers searching for companies like yours.

10b

Update

Sign Out



Step 10c: Enter your company's products, services and delivery locations. Select **Submit**.

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

Software

Add

or Browse

Tax preparation software X

Ship-to or Service Locations

unite

Add

or Browse

United States X



10c

Submit

Remind me later

Don't show this to me again

Step 11: At this point, you have successfully registered to Ariba! You will receive a confirmation email from Ariba Commerce Cloud informing you that you have successfully registered to SAP Business Network. This email will also have the following details:

- Company Name
- Username
- Business Network ID
- Administrator Email

11

Welcome to SAP Business Network

Please find your account information below.

Your account:

Company name: ISTTT05

Username: jayesh_shirishsonawane@apple.com

Business Network ID: AN11232036967-T

Administrator email: jayesh_shirishsonawane@apple.com



Get Started

Follow these steps to set up your account:

1

Complete any actions requested by your customer.

When you log in, you will see a customer-specific page with information they have requested.

2.2. Registering Multiple Business Entities to Ariba

If multiple business entities in your company transact with Apple, repeat the process in [Section 2.1. Registering a New Account](#) for each entity.

Multiple invitation emails with the subject line "Invitation: Register to become a supplier with Apple" indicate you need to register more than once.



PLEASE NOTE: When creating subsequent accounts, you can reuse the business email address that you used to create an earlier account, but you will need to create different Username for each account. We recommend using the same business email address to register multiple accounts, but set up different Usernames that contain a unique identifier for that account.

Chapter 3: Updating Company Information in Ariba's External Supplier Registration Form

Log into Ariba. Complete and maintain all required company data in the External Supplier Registration Form, then submit to Apple for verification and approval.

Sections in this Chapter

- 3.1. [Introduction to Ariba](#)
- 3.2. [Changing Language Settings](#)
- 3.3. [Accessing the External Supplier Registration Form](#)
- 3.4. ['Vendor General Information' Section](#)
- 3.5. ['Small & Emerging Businesses' Section](#)
- 3.6. ['Government Interaction' Section](#)
- 3.7. ['Address Information' & 'Telephone Information' Section](#)
- 3.8. ['Bank Information' Section](#)
- 3.9. ['Additional Supporting Documents' Section](#)
- 3.10. ['Tax Information' Section](#)
- 3.11. ['Remittance Advice Information' Section](#)
- 3.12. ['Sales Person Details' Section](#)
- 3.13. ['Purchase Order Contact Information' Section](#)
- 3.14. ['Data Privacy & Security' Section](#)
- 3.15. ['Business Continuity' Section](#)
- 3.16. ['WHT - Withholding Tax Information' Section](#)
- 3.17. ['Apple Requirements Documents', 'Purchase Order Terms & Conditions', & 'Apple Privacy Policy' Sections](#)
- 3.18. [Submission & Validation](#)

3.1. Introduction to Ariba

Ariba will be used to maintain your company information. It is not used for invoicing, and will not replace any of your current invoice processes. This information will be used for future purchase orders with Apple.

3.2. Changing Language Settings

There are two ways to change the language in Ariba:

Method 1: Directly in the Ariba platform.

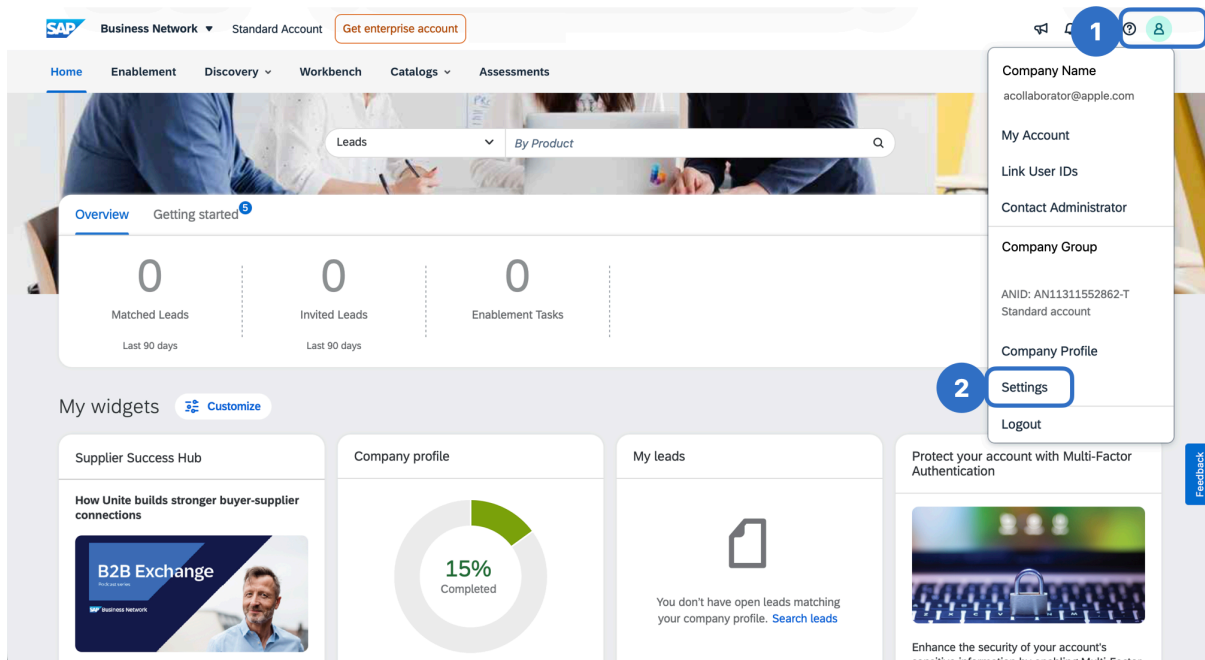
Method 2: Via your browser's language preferences.

Method 1 - Change Language Directly in Ariba

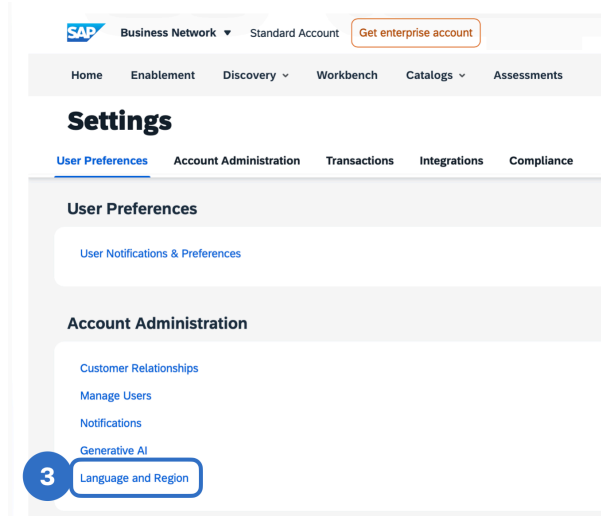
Ariba defaults to English but can be changed if needed.

Step 1. Access the Preferences menu by selecting your initials in the top-right.

Step 2. Select **Settings**.



Step 3. Select **Language and Region**.



Step 4. Select **Edit**.

SAP Business Network Standard Account Get enterprise account

Home Enablement Discovery Workbench Catalogs Assessments Create

< Back

Language and Region

4 Edit

These settings apply to your organizations.

Preferred Language: English

Preferred Timezone: America/Los_Angeles

Preferred Currency: Malaysian Ringgit

Step 5. Search for the language you would like Ariba to display, or scroll down to your desired language and select it by clicking on it.

Step 6. Select **Save**.

PLEASE NOTE: Not every field in Ariba can be translated to a non-English language. For a consistent experience, we recommend that your preferred language is set to English.

SAP Business Network Standard Account Get enterprise account

Home Enablement Discovery Workbench Catalogs Create

< Back

Language and Region

5

These settings apply to your organizations.

Preferred Language: English

Preferred Timezone: America/Los_Angeles

Preferred Currency: Malaysian Ringgit

Arabic
ar

Basque
eu

Brazilian Portuguese
pt_BR

Bulgarian
bg

Croatian
hr

Czech
cs

Danish
da

Dutch
nl

Cancel

6 Save Cancel

Method 2 - Changing Your Browser's Language Preferences

Below is general guidance for how to change the language displayed in your browser. The exact steps may differ depending on your browser and software version.

Step 1: Select [Settings](#).

Step 2: Select [Language](#) or [Region](#).

Step 3: Select [Add](#) or [+](#).

Step 4: Select the language that you would like to display.

Step 5: Make that language the primary language.

Step 6: Select [Save](#).



PLEASE NOTE: Changing language settings in the browser may lead to translation errors.

3.3. Accessing the External Supplier Registration Form

Once logged into your Ariba Network account, ensure you are on the **Ariba Proposals & Questionnaires** tab. Select [External Supplier Registration Form](#).

Alternatively, you can access this form by searching for emails in your inbox with the subject line "Invitation: Register to become a supplier with Apple", and selecting [Click Here](#).

You'll notice that there are 2 External Supplier Registration Forms. **Completing both External Supplier Registration Forms is required.**

3.4. External Supplier Registration Form - 'Vendor General Information' Section

This is the start of the External Supplier Registration Form. Questions marked with a red asterisk (*) are mandatory. Use the left-hand panel to jump to a specific section.

Update the required fields in the 'Vendor General Information' section. The 'Legal Name' fields are limited to 35 characters. If you need additional character space, you can use 'Legal Name 2' and 'Legal Name 3' to complete the full entity name. The legal entity name must match any of your legal or tax documents.

Home

Welcome to the Ariba Sourcing Professional site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Commodity
▼ Status: Open (2)			
External Supplier Registration Form 2 (Additional)	Doc5681188011	8/4/2026 8:39 PM	(no value)
External Supplier Registration Form	Doc5681187986	8/4/2026 8:39 PM	(no value)

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions
No items				

Questionnaires

Title	ID	End Time ↓	Commodity	Regions
-------	----	------------	-----------	---------

 **PLEASE NOTE:** Many fields in the External Supplier Registration Form have an ‘i’ icon next to them. Hover your cursor over this icon for additional information.

3.5. External Supplier Registration Form - ‘Small & Emerging Businesses’ Section

Answer the required fields in the ‘Small & Emerging Businesses’ section. Selecting **Yes** to the question “Are you a Small & Emerging Business?” will cause additional mandatory questions to appear.

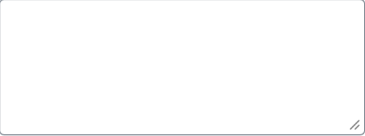
Small & Emerging Businesses

(Section 3 of 18) << Prev. | Next >>

Name ↑	
▼ 4 Small & Emerging Businesses	
4.1 Are you a Small & Emerging Businesses ?	* Yes ▾
4.2 Are you certified (i.e SBA, 8(a), NMSDC, WBENC, Disability:IN, NVBDC/NVOBA, NGLCC ?)	* No ▾
4.6 Not Certified? Which Affiliation/Classification would you like to acknowledge (Choose all applicable)	* ☐ [SBA] - Small Business Admin + Small Disadvantaged Businesses (SBE + SDB) ☐ [NVBDC/NVOBA] - Veteran-Owned (VOBE) + Service - Disabled (VOBE+ SDVBE) ☐ [WBENC] - Women-Owned (WBE) ☐ [Disability:IN] - Disabled Owned (DOBE) ☐ [NGLCC] - LGBTQAI + Owned (LGBT) ☐ [NMSDC] - Minority-Owned (MBE+ANBE) + Alaskan Native Business Enterprise

3.6. External Supplier Registration Form - 'Government Interaction' Section

Fill in the required fields in the 'Government Interaction' section. This section captures whether your company will engage with any government entity as part of your work with Apple.

Government Interaction		(Section 4 of 18) Prev. Next 
Name 		
▼ 5 Government Interaction		
5.1 Will this company interact with the government on Apple's behalf as part of this engagement?	*	Yes 
5.2 Will this company hire a subcontractor that will interact with the government on Apple's behalf as part of this engagement?	*	Yes 
5.3 What is the legal entity name of the subcontractor?	*	
5.4 Country of the subcontractor?	*	United States (US) 
5.5 Please describe how your company will interact with the government on Apple's behalf.	*	

3.7. External Supplier Registration Form - 'Address Information' & 'Telephone Information' Section

Update all required fields in the 'Address Information' section.

Address Information		(Section 3 of 15) 
Name 		
▼ 4 Address Information		
 Show More		
Street:		 House Number:
Street 2:		
Street 3:		
District:		
Postal Code:	33341	 City: *
Country/Region:	Taiwan (TW)	 State/Province/Region: *

Then, complete the 'Telephone Information' section. You can add multiple telephone contacts by selecting [Add an additional Phone Data](#). Select **Save**.

Save

Cancel

[All Content](#) > 8 Telephone Information

Telephone Information (1)

Name ↑	
▼ Phone Data #1	Delete
Country/Region	Spain (ES) ▼
Primary Phone Number	+34 600 123 456
Extension	
Is this Mobile Number ?	Yes ▼
Add an additional Phone Data	

(*) indicates a required field

3.8. External Supplier Registration Form - 'Bank Information' Section

Banking details must be submitted through BTP Portal before completing this form. Select [Ariba BTP Supplier Portal](#) to navigate to BTP.

Follow [Chapter 5: Registering to MyAccess & Updating Banking Information in SAP Business Transaction Platform \(BTP\)](#) for detailed instructions.

Bank Information (Section 9 of 18) << Prev. | Next >> 

Name ↑	
▼ 14 Bank Information	
14.1 Provide the Bank Information in BTP Portal first and then Submit this Supplier response from Ariba Network by clicking: Ariba BTP Supplier Portal	Less... 

3.9. External Supplier Registration Form - 'Additional Supporting Documents' Section

Based on your responses, Ariba may require supporting documents or tax information. A template or sample will be provided for reference.

Additional Supporting Documents

(Section 10 of 18) < Prev. | Next >



Name ↑	
▼ 16 Additional Supporting Documents	
16.1 Do you have Acceptable Business Document for Legal Name Change ?	Yes ▾
16.2 Please enter the Acceptable Business Document Name for Legal Name Change	*
16.3 Please attach Acceptable Business Document for Legal Name Change	* Attach a file

PLEASE NOTE: This platform does not support invoice management. Do not use this section to upload invoices.

3.10. External Supplier Registration Form - 'Tax Information' Section

Fill in the required fields in the 'Tax Information' section. Different fields will appear depending on the country(s) selected in this section.

Tax Information

(Section 11 of 18) < Prev. | Next >



Name ↑	
▼ 17 Tax Information	
17.1 Tax Country and Tax Details	Add Tax Country and Tax Details (1)
▼ 17.5 PII Data for Tax	
17.5.1 Please provide the Tax PII information by clicking: Ariba BTP Supplier Portal	

Select [Add Tax Country and Tax Details](#) to add a tax domicile country. Multiple tax domicile countries can be added. Select [Save](#) when you have finished adding tax domicile countries to return to the External Supplier Registration Form.

Personally Identifiable Information (PII) Data for Tax must be submitted in BTP, similar to the requirements for submitting bank information. Follow [Chapter 5: Registering to MyAccess & Updating Banking Information in SAP Business Transaction Platform \(BTP\)](#) for instructions.

Save

Cancel

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.

[All Content](#) > 17.1 Tax Country and Tax Details

Tax Country and Tax Details (2)



Name ↑										
▼ Tax #1	Delete									
Provide Tax for Supplier Tax Domicile Country ⓘ	* Country/Region: United States (US) ▼ ⓘ <table><thead><tr><th>Tax Name</th><th>Tax Type</th><th>Tax Number</th></tr></thead><tbody><tr><td>USA: Tax Number 5(SSN/ITIN/FEIN/FOREIGN TAX ID)</td><td>Organization</td><td> </td></tr><tr><td>USA: Employer ID Number(US based Vendors to provide EIN) (*MANDATORY*)</td><td>Organization</td><td> </td></tr></tbody></table>	Tax Name	Tax Type	Tax Number	USA: Tax Number 5(SSN/ITIN/FEIN/FOREIGN TAX ID)	Organization		USA: Employer ID Number(US based Vendors to provide EIN) (*MANDATORY*)	Organization	
Tax Name	Tax Type	Tax Number								
USA: Tax Number 5(SSN/ITIN/FEIN/FOREIGN TAX ID)	Organization									
USA: Employer ID Number(US based Vendors to provide EIN) (*MANDATORY*)	Organization									
▼ Tax #2	Delete									
Provide Tax for Supplier Tax Domicile Country ⓘ	* Country/Region: (no value) ▼ ⓘ									

3.11. External Supplier Registration Form - 'Remittance Advice Information' Section

Fill in the required fields in the 'Remittance Advice Information' section.

To correctly fill in the "Remittance Country of Email 1" field, follow the steps below:

Step 1: Refer to the previous section in the External Supplier Registration Form labelled 'Apple Entity Country' and the field "Please select all countries for the Supplier to provide banking and tax information where Apple has a presence."

Step 2: Enter the 2 character country code from that section into the "Remittance Country of Email 1" field in the 'Remittance Advice Information' section. For example, In the screenshot provided, you can see "IE" (Ireland) is shown in the previous section. In this case, you would select "IE" in the "Remittance Country of Email" field.

Name 1

14.1 Remittance Advice Email 1 ⓘ

1

14.2 Remittance Country of Email 1 (Please select the Apple Entity Country(s) that is relevant to each email. You need to ensure all countries in Question 8.1 is selected)

☐ Australia (AU)
☐ Brazil (BR)
☐ China Mainland (CN)
☐ Chile (CL)
☐ Canada (CA)
☐ HongKong (HK)
☐ India (IN)
☒ Ireland - Apple Distrib. Int. Ltd (IE1)
☐ Israel (IL)
☐ Italy (IT)
☐ Japan (JP)
☐ Korea (KR)
☐ Mexico (MX)
☐ New Zealand (NZ)
☐ Russia (RU)
☐ Singapore (SG)
☐ Spain (ES)
☐ Taiwan (TW)
☐ Turkey (TR)

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

2 Vendor General Infor...

3 Supplier Tax Domici...

4 Address Information

5 Contact Information

6 Vendor Information L...

8 Apple Entity Country...

Apple Entity Country(s) Information

(Section 6 of 15) ⏪ Prev | Next ⏩ ⓘ

Name 1

▼ 8 Apple Entity Country(s) Information

8.1 Please select all countries for the Supplier to provide banking and tax information where Apple has a presence: ⓘ

(*) indicates a required field

2

IE

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

You have the option to enter multiple Remittance Advice Emails. This is beneficial if you have multiple people responsible for remittance advice. You can assign different countries to each Remittance email provided.

3.12. External Supplier Registration Form - 'Sales Person Details' Section

Fill in the required fields in the 'Sales Person Details' section.



Name ↑	
▼ 20 Sales Person Details	
20.1 Sales Person Name 1	* Jane Doe
20.2 Sales Person Telephone Number 1	*
20.3 Sales Person Extension 1	
	* ☐ Austria (AT) ☐ Australia (AU) ☐ Belgium (BE) ☐ Brazil (BR) ☐ Canada (CA) ☐ China Mainland (CN) ☐ Chile (CL) ☐ Colombia (CO) ☐ Czech Republic (CZ) ☐ Denmark (DK) ☐ Egypt (EG) ☐ Germany (DE) ☐ Great Britain (GB) ☐ Greece (GR) ☐ Finland (FI)

3.13. External Supplier Registration Form - 'Purchase Order Contact Information' Section

Fill in the required fields in the 'Purchase Order Contact Information' section.

If **Yes** is selected for 'Do you have additional PO Email Address', fields will appear to capture information about that additional PO.



Name ↑	
▼ 21 Purchase Order Contact Information	
21.1 PO Email 1 ⓘ	* johndoe@apple.com
21.2 Do you have additional PO Email Address?	* Yes
21.3 PO Email 2 ⓘ	
21.4 PO Email 3 ⓘ	
21.5 PO Email 4 ⓘ	
21.6 PO Email 5 ⓘ	

3.14. External Supplier Registration Form - 'Data Privacy & Security' Section

Fill in the required fields in the 'Data Privacy & Security' section. This section is only applicable if you are processing data on behalf of Apple. Include your company's Data Protection Officer and details about your ISO Certificate.

▼ 23 Data Privacy & Security	
▼ 23.1 DPO	
23.1.1 Do you have a Data Protection Officer or equivalent (DPO)?	* No ▼
23.1.2 If you answered 'No', please indicate why ?	* Not needed
▼ 23.2 General Questions	
23.2.1 Please tell us if you are accredited by any independent certification schemes or standards related to privacy and security.	* ☒ ISO 27001 ☐ ISO 27018 ☐ Other certification or accreditation ☐ Not applicable. We do not operate to any independently recognised schemes or standards.
23.2.2 Please attach a copy of ISO 27001 certificate	*  Placeholder copy.png ▼ Update file Delete file
23.2.3 Please Provide ISO 27001 Certificate Expiration date	* Wed, 6 May, 2026 
23.2.8 Do you have any methods for regularly testing, assessing, and evaluating the effectiveness of your security measures?	* Yes ▼
23.2.10 Please name the document(s) and internal processes in which you use to evaluate and test the effectiveness of your security measures.	* Document A 

In the 'Data Flows / Activity' section, answer how you process data sent by Apple.

▼ 23.3 Data Flows / Activity	
23.3.1 Is the data provided by Apple ever combined, matched or joined with sets of other data?	* Yes ▼
23.3.2 If yes, will data be assumed, inferred or derived from Apple's data or as a result of matching or combining the data sets?	* Yes ▼
23.3.3 If yes, please describe the processing activity and the purposes being achieved.	* Internal derivation

In the 'Data Transfer' section cite where data sent from Apple is being stored. In the 'Data Retention' section cite your company's data retention policy as it relates to data being sent by Apple.

▼ 23.4 Data Transfer	
23.4.1 Which country / region are the individuals whose personal data is processed located?	* ☒ Europe (EU) ☐ China mainland (CN) ☐ Japan (JP) ☐ Vietnam (VN) ☐ Brasil (BR) ☐ India (IN) ☐ Kingdom of Saudi Arabia (SA) ☐ Bangladesh (BD) ☐ Pakistan (PK) ☐ Türkiye (TR) ☐ South Korea (KR) ☐ Other (OT)

If you have any questions about this section contact ariba_support@apple.com.

3.15. External Supplier Registration Form - 'Business Continuity' Section

Fill in the required fields in the 'Business Continuity' section. This section captures your company's policies for disaster recovery in the event of data loss.

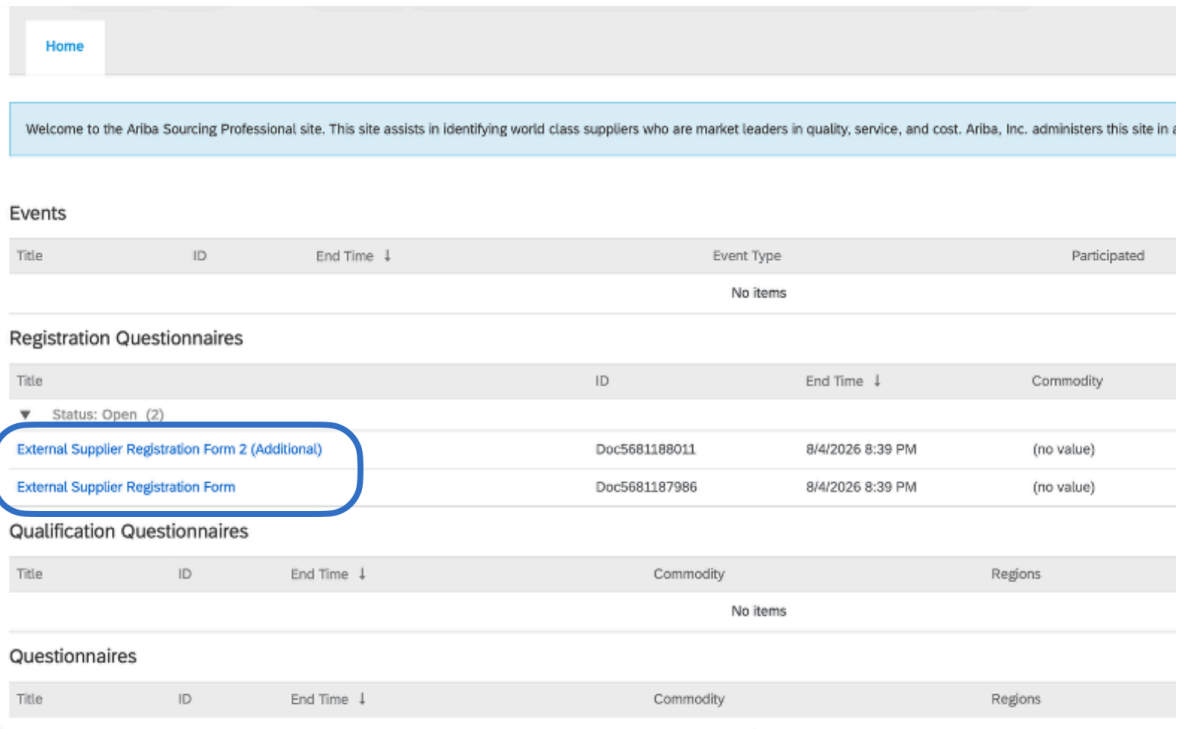
▼ 23.6 Business Continuity	
23.6.1 Do you have internal policies to facilitate restoration and disaster recovery (for the data that Apple has provided to you or that you process on behalf of Apple)?	* Yes
23.6.2 Please list the internal policies and documents you currently have in place for restoration and disaster recovery in terms of the data that Apple has provided to you or that you process on behalf of Apple. Please include any SLAs (service level agreements) in your answers.	* These are the list of internal policies
23.6.3 Please specify how long it takes until restoration in event of a full outage.	* Less than 5 hours
23.6.4 Do you have a privacy training programme in place?	* Yes
24 Mandatory to Submit the External Supplier Registration Form 2 (Additional) Form from Registration Questionnaires section to complete the Supplier Onboarding process.	
(*) Indicates a required field	
Submit Entire Response Save draft Compose Message Excel Import	

After completing all required fields, select **Submit Entire Response** at the bottom of the form to submit the first External Supplier Registration Form.

 **PLEASE NOTE:** There is a **second** External Supplier Registration Form you will need to complete after clicking [Submit Entire Response](#).

3.16. External Supplier Registration Form - 'WHT - Withholding Tax Information' Section

Return to the **Ariba Proposals & Questionnaires** tab. Select [External Supplier Registration Form 2 \(Additional\)](#).



The screenshot shows the Ariba Sourcing Professional site interface. At the top, there is a 'Home' button. Below it, a welcome message states: 'Welcome to the Ariba Sourcing Professional site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in a...'. The main content area is divided into several sections: 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'. The 'Registration Questionnaires' section is currently active, displaying a table with columns: Title, ID, End Time, and Commodity. A dropdown menu is open, showing 'Status: Open (2)'. Two items are listed: 'External Supplier Registration Form 2 (Additional)' with ID Doc5681188011 and 'External Supplier Registration Form' with ID Doc5681187986. Both items have an end time of 8/4/2026 8:39 PM and a commodity of '(no value)'. The 'External Supplier Registration Form 2 (Additional)' item is highlighted with a blue circle. The 'Qualification Questionnaires' and 'Questionnaires' sections are currently empty, showing 'No items'.

Title	ID	End Time	Commodity
Status: Open (2)			
External Supplier Registration Form 2 (Additional)	Doc5681188011	8/4/2026 8:39 PM	(no value)
External Supplier Registration Form	Doc5681187986	8/4/2026 8:39 PM	(no value)

Alternatively, you can access this form by searching for emails in your inbox with the subject line "Invitation: Register to become a supplier with Apple", and selecting [Click Here](#).

Fill in the required fields in the 'WHT - Withholding Tax Information' section. Questions vary based on the country selected in the **Apple Entity Country** section.



Name ↑	
▼ 23	WHT - Withholding Tax Information
▼ 23.21	Malaysia WHT
23.21.1	Are you a Tax resident in Malaysia? * Yes
23.21.3	What is your type of Organization? * [01] Individual
23.21.4	What are you providing to Apple? * [01] Goods
23.21.5	Please provide a description of what you are providing to Apple * Car

3.17. External Supplier Registration Form - 'Apple Requirements Documents', 'Purchase Order Terms & Conditions', & 'Apple Privacy Policy' Sections

These 3 sections contain documents on Apple's policies and fields through which you can agree to the Terms & Conditions. The 'Apple Requirements Documents' section contains documents that outlines our policies and requirements for suppliers. Apple expects suppliers to visit this page regularly to ensure awareness of, and compliance with, the latest versions of the Apple Requirements Documents.



Name ↑	
▼ 27	Apple Requirements Documents
▼ 27.1	Requirements Documents
27.1.1	"By signing an agreement that references compliance with all applicable "Apple Requirements Documents", Apple suppliers agree to comply with the following versions of the documents below, and any additional or replacement documents thereto provided or made available by Apple from time to time relating to, for example: health and safety; privacy; environment; quality; standards and service levels; business, ethical or security requirements; and codes of conduct. Apple expects suppliers to visit this page regularly to ensure awareness of, and compliance with, the latest versions of the Apple Requirements Documents."
▼ 27.1.2	All Suppliers
27.1.2.1	Accessibility Standards for Apple Suppliers Accessibility_Standards_for_Apple_Suppliers_September_2023.pdf ✓
27.1.2.2	Additional General Requirements for Apple Suppliers Additional_General_Requirements_for_Apple_Suppliers_September_2023.pdf ✓
27.1.2.3	Apple Information Security and Data Privacy Requirements Apple_Information_Security_and_Data_Privacy_Requirements_November_2025.pdf ✓
27.1.2.4	Apple Supplier Code of Conduct : https://www.apple.com/supply-chain/
27.1.2.5	Business Continuity Requirements for Apple Suppliers 11_21_Business_Continuity_Requirements_for_Apple_Suppliers_2.pdf ✓
27.1.2.6	Apple Supplier Expectations Apple_Supplier_Expectations_Oct_2025.pdf ✓
27.1.2.7	Personnel Background Check Guidelines Personnel_Background_Check_Guidelines_October_2024.pdf ✓
27.1.2.8	Travel Policy for Apple Suppliers Travel_Policy_for_Apple_Suppliers_September_2023.pdf ✓
▼ 27.1.3	Additional Apple Requirements Documents (Supplier-Specific)
27.1.3.1	Additional Requirements for Apple Marketing Suppliers Additional_Requirements_for_Apple_Marketing_Suppliers.pdf ✓

In the 'Purchase Order Terms & Conditions' section enter the name and email of a representative who is attesting to the policies in the 'Apple Requirements Documents' section.

Purchase Order Terms & Conditions

(Section 17 of 18) < Prev. | Next >



Name ↑	
▼ 28 Purchase Order Terms & Conditions	
28.3 Authorized Supplier Representative's Title (Role)	* Director
28.4 Acknowledged By (Name)	* John Doe
28.5 Acknowledged By (Email)	* john@doe.com

The 'Apple Privacy Policy' section has a link to our Privacy Policy.

Apple Privacy Policy

(Section 18 of 18) < Prev.



Name ↑	
▼ 29 Apple Privacy Policy	
29.1 Your personal data will be processed in accordance with the Apple Privacy Policy for doing business with Apple.	
29.2 If you want to remove your record or get copy of the record details, please contact Ariba_Indirect@apple.com	

3.18. External Supplier Registration Form - Submission & Validation

After completing all required fields, select **Submit Entire Response** at the bottom of the form.

Apple Privacy Policy

(Section 18 of 18) < Prev.



Name ↑	
▼ 29 Apple Privacy Policy	
29.1 Your personal data will be processed in accordance with the Apple Privacy Policy for doing business with Apple.	
29.2 If you want to remove your record or get copy of the record details, please contact Ariba_Indirect@apple.com	
(*) indicates a required field	

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

Once submitted, a validation tool reviews your data. If correct, your data will be approved and sent to Apple. If not, you will be notified of the specific fields that need correction.

The screenshot displays the Ariba External Supplier Registration Form. A modal dialog box is centered on the screen, asking "Submit this response?" with a green checkmark icon. Below the question, it says "Click OK to submit." and provides two buttons: "OK" and "Cancel". The background form is partially visible, showing sections for "Vendor General Information" and "Address Information". The "Vendor General Information" section includes fields for Legal Name 1, Legal Name 2, Legal Name 3, Doing Business As, DUNS Number, Company's Website URL, Primary Service / Nature of Business, and Supplier's Tax Domicile Country (set to United States (US)). The "Address Information" section includes a "Show More" link and fields for Street (361 N Pastroria Ave), House Number, Street 2, Street 3, and District. A note at the bottom of the address section states: "3.1 Supplier Main Address (Street is 60 chars & Street2/Street3 is 40 chars)".

You have now successfully updated your Ariba account! If you only represent one business entity that makes purchasing transactions with Apple, then **no further action is required**.



PLEASE NOTE: If you received multiple invitation emails, **an account MUST be created for each**. Look in your email inbox for multiple emails titled "Invitation: Register to become a supplier with Apple". Each account must repeat the instructions in [Chapter 4: Updating Company Information in Ariba's External Supplier Registration Form](#) and complete the External Supplier Registration Form.

Chapter 4: Registering to MyAccess & Updating Banking Information in SAP Business Transaction Platform (BTP)

MyAccess is a provisioning system to SAP Business Transaction Platform (BTP), which supports Ariba by providing additional security for banking information. To register to MyAccess:

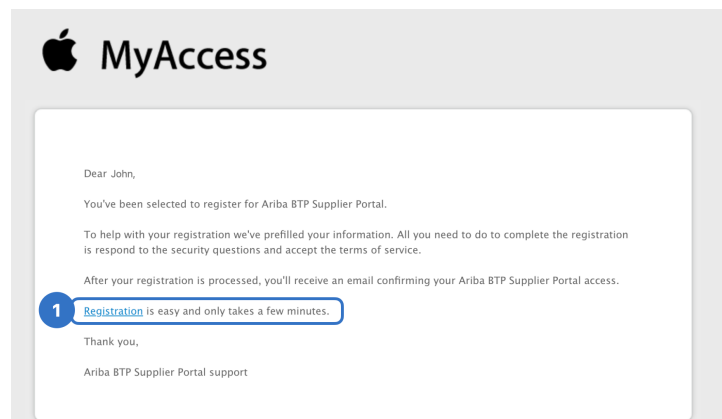
- Accept the invitation from an Apple representative or Primary Administrator
- Click the link in the invitation email, and complete registration to obtain an Apple ID tied to your business email
- Within 60 minutes, you will receive a link to log into BTP

4.1. Registering your Account

Step 1. You have received an invitation with the subject line "Invitation to Register for Ariba BTP Supplier Portal". Select **Registration**.



PLEASE NOTE: If you already have a business Apple ID, you will still need to complete this registration process to obtain access to BTP.



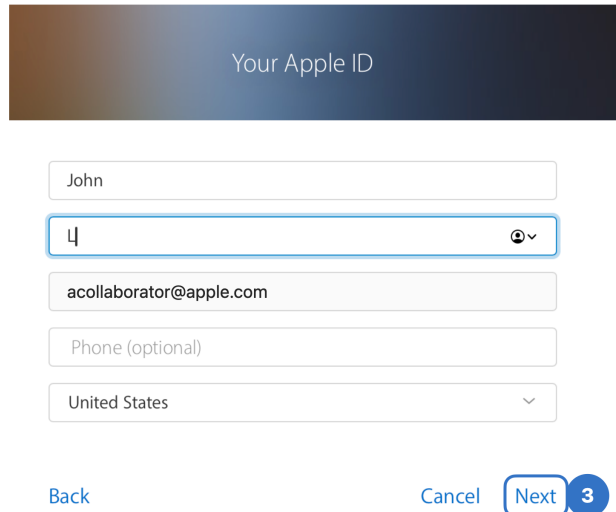
Step 2. You will be directed to MyAccess. Complete the CAPTCHA authenticator. Update your email address, company name, and company address. Select **Next**.

MyAccess will default to English. Change language by clicking **English (US)** link.

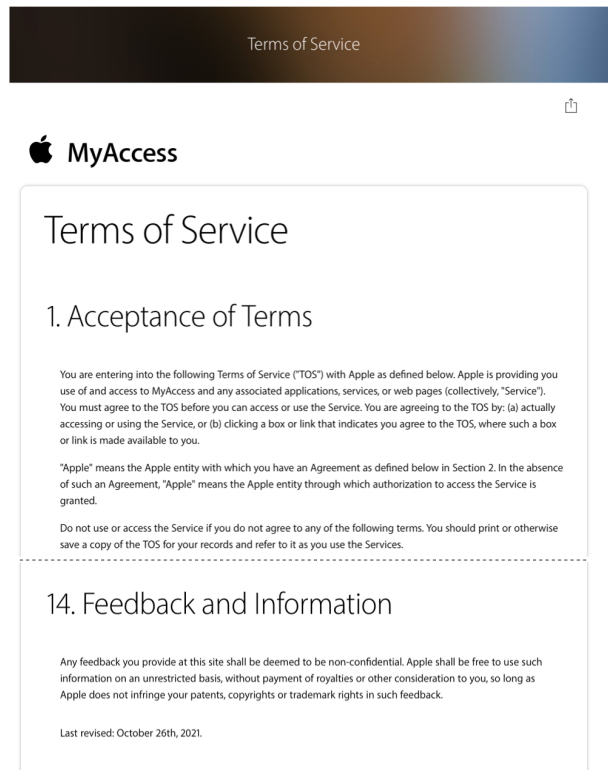
A screenshot of the MyAccess Registration page. The page has a dark header with the MyAccess logo and a language selector set to "English (US)". The main heading is "Registration". Below this, there are fields for "Your email address:" (containing "name@example.com") and "Please enter the email address to which the invite was sent:". There is also a section for "Company Name and address:" with "ACME Co." and "2 Bryant St STE 30 0, San Francisco, null, US" entered. A CAPTCHA image with the characters "PKQ" is shown, followed by a text input field "Type the characters in the image". Below the CAPTCHA are links for "New Code" and "Vision Impaired". At the bottom right, there are "Cancel" and "Next" buttons, with a large blue circle containing the number "2" next to the "Next" button.

 **PLEASE NOTE:** If you already have an existing Apple ID that is associated with your business email address, you will receive a message with the subject "Your email is already associated with an Apple ID. Please click Next and sign in with xxxxxxxx@company.com". Please click **Next** button to Sign in using your existing Apple ID.

Step 3. Enter your First and Last name. Select **Next**.



Step 4. Read the Terms of Service. Select **Agree**.



Step 5. Review to ensure your account information is accurate. Select **Next**.

Review

About you

NAME:

John L

APPLE ACCOUNT:

acollaborator@apple.com

EMAIL:

acollaborator@apple.com

Location

579145471-Perkins&Will
2 Bryant St STE 30 0, San Francisco, null, US

Access Roles

BUSINESS ROLE:

Secondary Admin

Back

Cancel

Next

5

Step 6. Create your Apple ID by entering your Birthday and your desired password for this account. Enter 3 security questions. Select **Continue**.

First Name

John

Last Name

L

Country/Region

United States

Birthday

Month

Day

Year

name@example.com

acollaborator@apple.com

Password

Confirm Password

Security Question 1

Answer

Security Question 2

Answer

Security Question 3

Answer

These questions will be used to verify your identity and recover your password if you ever forget it.

Your Apple ID information is used to allow you to sign in securely and access your data. Apple records certain data for security, support and reporting purposes. If you agree, Apple may also use your Apple ID information to send you marketing emails and communications, including based on your use of Apple services. See how your data is managed.

Cancel

Continue

6

Step 7. Verify your email address to create your new Apple ID

 **PLEASE NOTE:** If you used a personal email instead of your registered email to login, you will receive an error, and will need to review [Section 7.1: Used a Personal Email to Register to MyAccess](#) to unlink your personal email.

Step 8. Retrieve the verification code and enter it into the two-factor authentication field. Press **Enter** to continue.

 **PLEASE NOTE:** The verification code will expire after 3 mins.

Step 9. Review the information that you have entered. If the information is correct select **Submit**.

7



Sign in to your Apple Account

Email or Phone Number
acollaborator@apple.com
Password
.....

[Forgot password?](#)

8

Verify your Apple ID email address.

You have selected this email address as your new Apple ID. To verify this email address belongs to you, enter the code below on the email verification page:

359546

This code will expire three hours after this email was sent.

Why you received this email.

Apple requires verification whenever an email address is selected as an Apple ID. Your Apple ID cannot be used until you verify it.

If you did not make this request, you can ignore this email. No Apple ID will be created without verification.

8

Two-Factor Authentication

--	--	--	--	--	--

Enter the verification code sent as a message to
(...)44.

[Resend code](#)

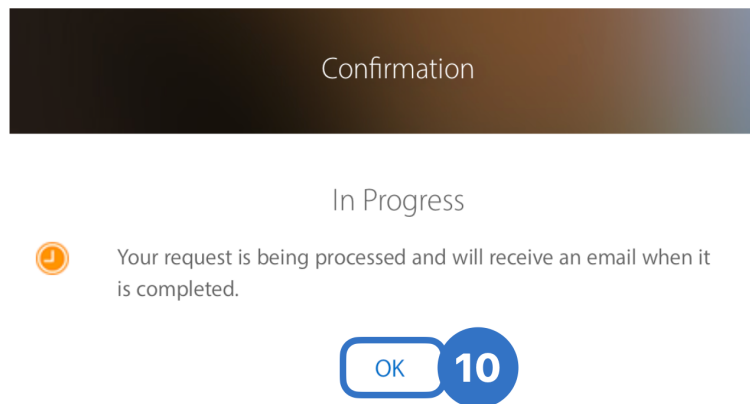
[Can't use this number?](#)

MyAccess		
Review		
About you	NAME: FN LN	APPLE ACCOUNT: acollaborator@apple.com
	EMAIL: acollaborator@apple.com	
Location	570537603-Test05121208 Test05121208, Austin, TX, US	
Access Roles	BUSINESS ROLE: Primary Admin	
		Cancel Submit 9

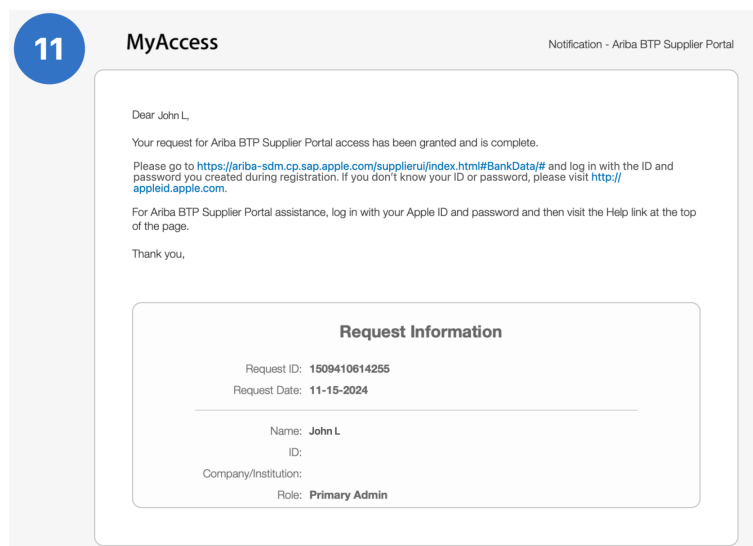
Step 10. You will be taken to this confirmation screen. No further action in MyAccess is required after selecting **OK**.

Please wait for the second email with the BTP registration link.

 **PLEASE NOTE:** It will take approximately 60 minutes to receive the second email.



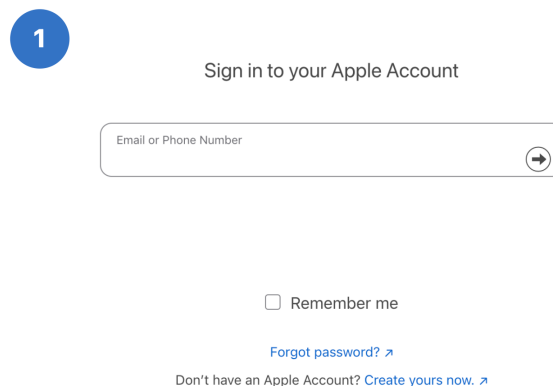
Step 11. Within 30 minutes of registering your BTP account in MyAccess, You will receive a second email with the login link confirming your account is ready to be used.



4.2. Populating Bank Information in BTP

Now that you've registered to BTP, you can use it to enter your banking information.

Step 1: Use [this link](#) or the one embedded in the account creation confirmation email to go to the BTP sign in page. Login using the Apple ID you just created during registration.



Step 2: Enter the 2FA code you received.

2

Two-Factor Authentication

A message with a verification code has been sent to
(...)03. Enter the code to continue.

[Didn't get a verification code?](#)

Step 3: You will be automatically directed to BTP. Complete all fields marked with a red asterisk (*). Once all required fields are populated, select **Submit**.

Supplier Data Management

3

Bank Information

Add Bank

Supplier ID/Name: *

Supplier Name:

Supplier Address:

Bank Type: Primary Bank

Bank Country: * --Choose--

Bank Key: * Enter Bank Key

Bank Name:

Bank Branch:

Bank Address:

Bank City:

Bank Region: --Choose--

SWIFT/BIC:

Account Holder Name: *

Account Number: *

Account Currency: * --Choose--

Does your bank country matches to legal entity country?: * --Choose--

Does your Account Holder Name match to Legal Entity Name?: * --Choose--

Bank Account Status:

Submit Change Delete

4.3. Manage Multiple Company's Banking Information

Multiple companies can be managed in BTP simultaneously, each shown as a separate entry in the left panel. Banking information must be submitted independently for each company you manage.

To add an additional bank select **Add Bank**.

The screenshot shows the 'Supplier Data Management' interface. On the left, under 'Bank Information', there are sections for 'Production Management, LLC' and 'Genuine Motors'. Each section lists 'Bank #1' (Primary Bank) and 'Bank #2' (Additional Bank) with their respective addresses and status buttons ('Submitted'). A blue 'Add Bank' button is highlighted at the top. On the right, the form fields for a new bank entry are visible, including Supplier ID, Name, Address, Type, Country, ABA Routing Number, Bank Name, Branch, Address, City, Region, SWIFT/BIC, Account Holder Name, Account Number, Currency, Control Key, and matching questions.

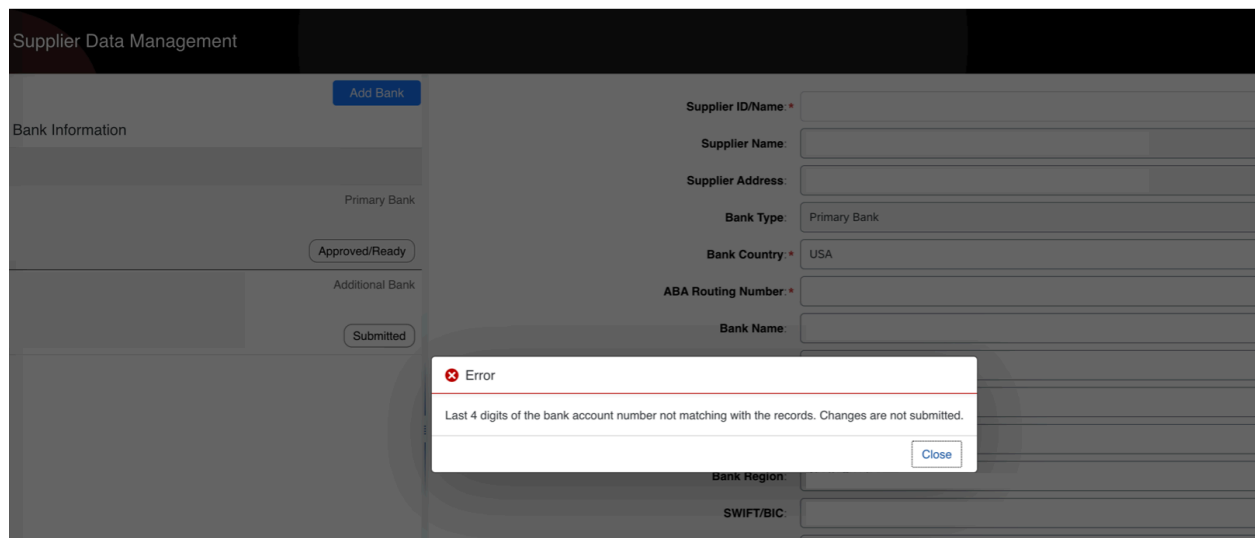
4.4. Edit a Previously Submitted BTP Entry

Your bank account number is encrypted for security purposes. To edit a form that was previously submitted follow these steps:

Step 1: Enter the last 4 digits of the bank Account Number on file. You will be able to update your banking if the last 4 digits you entered is correct.

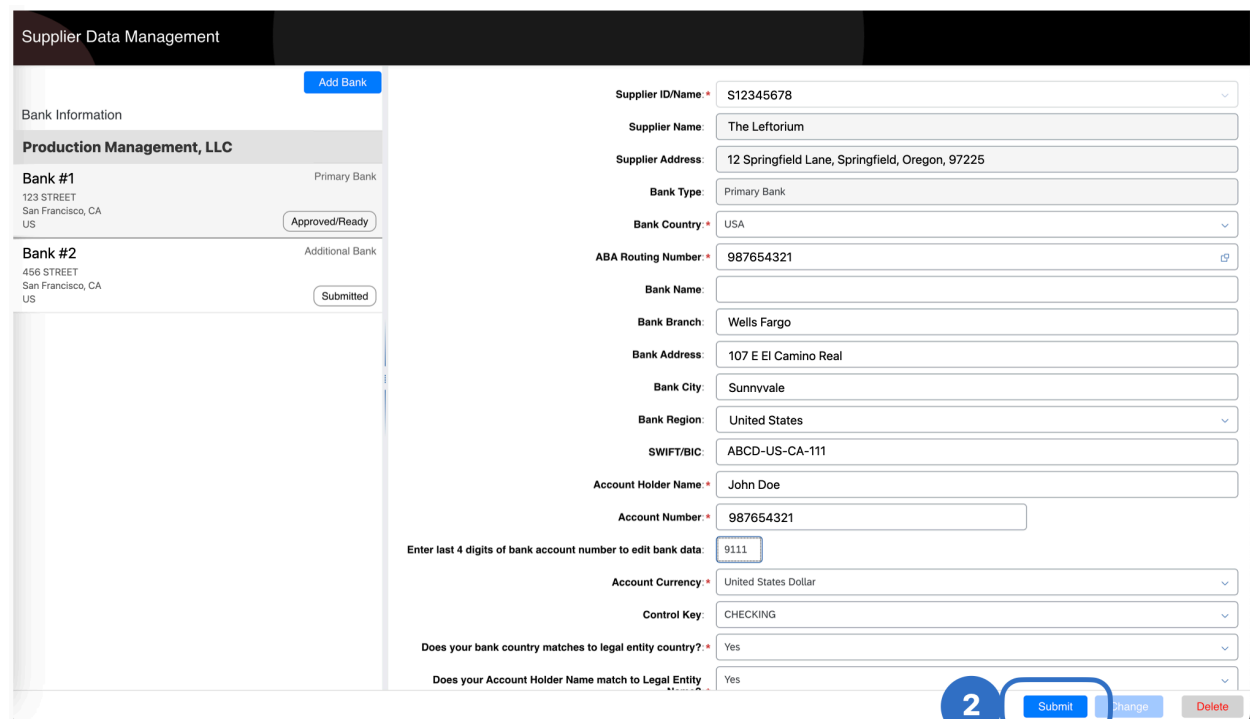
This screenshot shows the same 'Supplier Data Management' form, but now the 'Account Number' field is highlighted with a blue circle and a callout box. The callout box contains the text 'Enter last 4 digits of bank account number to edit bank data:' followed by a small input field containing '9111'. A large blue circle with the number '1' is positioned next to the callout. The 'Account Number' field in the form is currently empty, and the 'Control Key' is set to 'CHECKING'. The 'Submit', 'Change', and 'Delete' buttons are at the bottom right.

 **PLEASE NOTE:** If the last 4 digits of the Account Number provided are incorrect, you will get an error message as shown here.



The screenshot shows the 'Supplier Data Management' interface. On the left, there's a sidebar with 'Bank Information' and 'Add Bank' button. The main area displays a form for adding a bank. An error message dialog is open in the center, stating: 'Error: Last 4 digits of the bank account number not matching with the records. Changes are not submitted.' The dialog has a 'Close' button.

Step 2: Update your information as needed. Select **Submit**.



The screenshot shows the 'Supplier Data Management' interface with the 'Add Bank' form filled out. The form includes fields for Supplier ID/Name, Supplier Name, Supplier Address, Bank Type, Bank Country, ABA Routing Number, Bank Name, Bank Branch, Bank Address, Bank City, Bank Region, SWIFT/BIC, Account Holder Name, Account Number, and Account Currency. The 'Submit' button is highlighted with a blue circle and the number '2'. The 'Change' and 'Delete' buttons are also visible.

4.5. Add a Provisioned Contact

Provisioned contacts will have access to BTP and will be able to edit fields.

Step 1. Log into myaccess.apple.com/ur and sign in with your Apple ID and password (It will be the same Apple ID you used for your BTP login).



1

Apple MyAccess

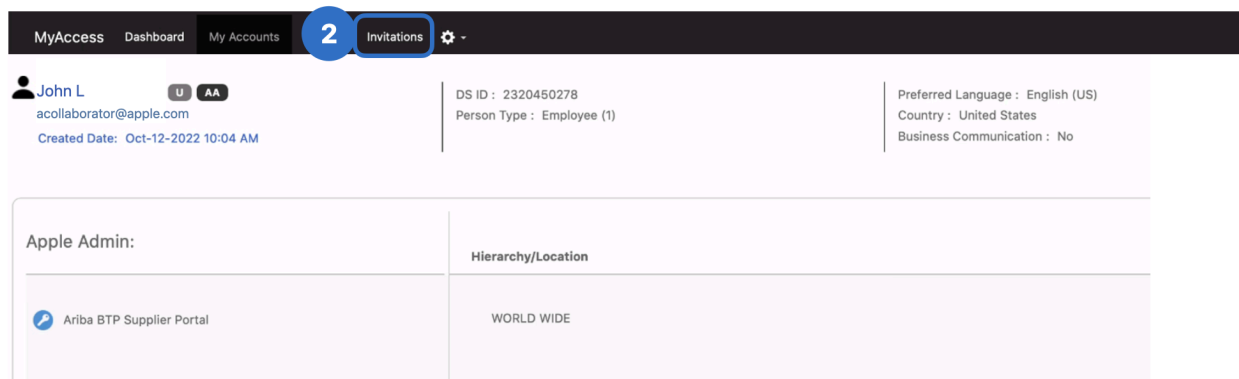
Sign in with your Apple ID

Apple ID

Password

[Forgot Apple ID or password?](#)

Step 2. On the menu bar, select **Invitations**.



MyAccess Dashboard My Accounts **2** Invitations

John L.
acollaborator@apple.com
Created Date: Oct-12-2022 10:04 AM

DS ID : 2320450278
Person Type : Employee (1)

Preferred Language : English (US)
Country : United States
Business Communication : No

Apple Admin:	Hierarchy/Location
 Ariba BTP Supplier Portal	WORLD WIDE

Step 3. Select the **Ariba BTP Supplier Portal** radio button.

Step 4. Select the location intended for the new contact by selecting **Search**.

Step 5. Type in the first name, last name, and email address of the person you want to give access to BTP. You can only add contacts with the same email domain as your business email domain. Choose **Secondary Admin** from the drop-down menu. Add additional users with the **+** icon.

Step 6. User invitations are defaulted to expire after one month. Select the **Expiration Date** drop down to set a different date.

Step 7. Users will receive emails in English by default. Select **Language** to choose to have them receive emails in Korean, Japanese, Chinese simplified, Chinese traditional, Spanish, Portuguese, or Russian.

Step 8. Select **Invite Users**. This will send the email to the person you identified.

The screenshot shows a web form for inviting users to the Ariba BTP Supplier Portal. The form is titled "Campaign Name: Prabu Devarajan - May/05/2026 11:44 PM". It has several sections: "Selected Application: Ariba BTP Supplier Portal" with a search bar and a table of applications; "Selected Location: S79550595-TAY" with a search bar and a "Search" button; "User(s):" with fields for first name, last name, and email, and a "Business Role" dropdown; "Options:" with fields for "Start Date", "Expiration Date", and "Language", and a checkbox for "Lock Attributes (Read-only during registration)". The form is annotated with numbered circles 3 through 8, indicating the steps to follow. Step 3 points to the "Ariba BTP Supplier Portal" radio button. Step 4 points to the "Search" button. Step 5 points to the "User(s)" section. Step 6 points to the "Expiration Date" dropdown. Step 7 points to the "Language" dropdown. Step 8 points to the "Invite Users" button.

Campaign Name: Prabu Devarajan - May/05/2026 11:44 PM

Selected Application: Ariba BTP Supplier Portal

3 Ariba BTP Supplier Portal Ariba BTP Supplier Portal for MyAccess.

Selected Location: S79550595-TAY

4 S79550595-TAY Search

5 User(s):

First name: John Last name: Doo Email: john.doo@foxconn.com

Access Roles

Business Role: Secondary Admin

Options:

Start Date: May 5, 2026

6 Expiration Date: 2 months

7 Language: Choose one...

8 Invite Users

Once you have submitted the MyAccess invitation request, the new user(s) will receive an invitation email from donotreply@apple.com to register an account for BTP. After their Apple ID is created, the new contact will receive a confirmation email providing them the link to log into BTP.

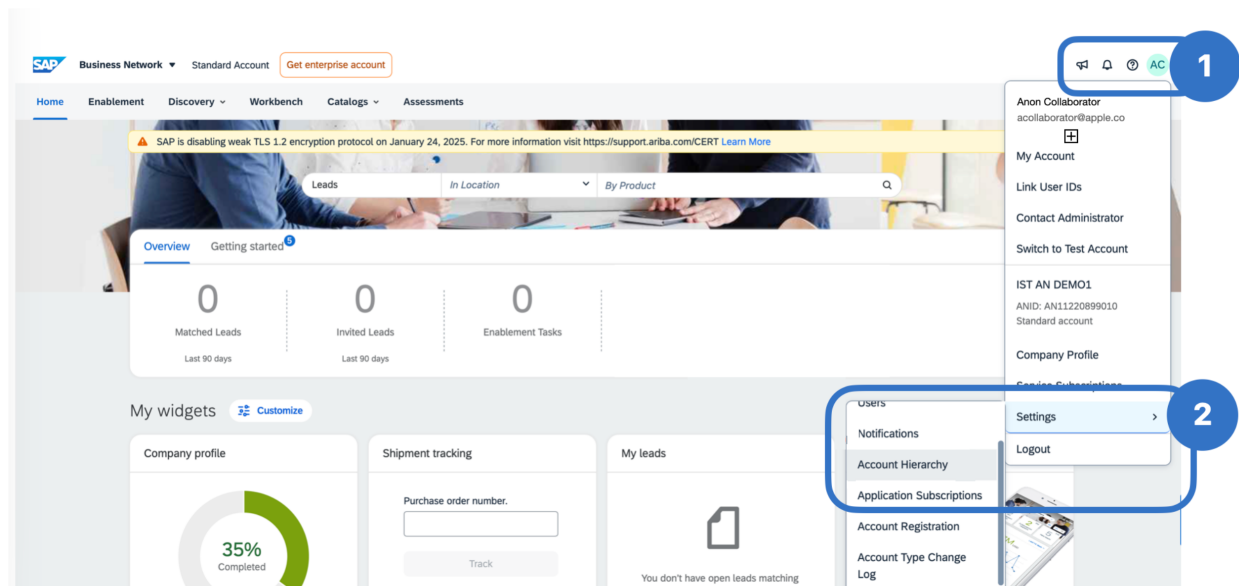
Chapter 5: Managing Multiple Companies Under One Account

Link multiple accounts by creating a hierarchy of 'Parent' and 'Child' accounts to reduce the effort of managing changes across them.

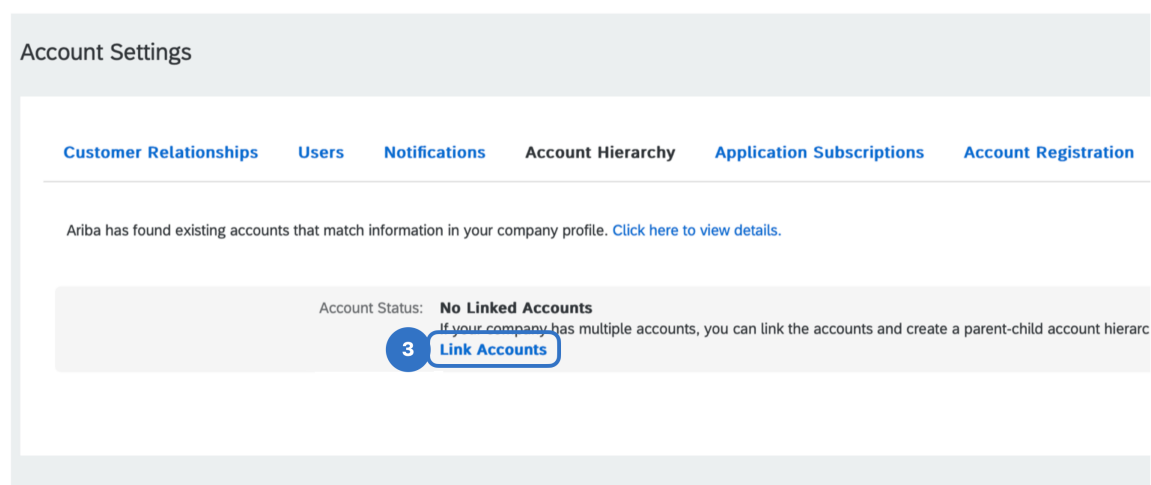
5.1. Creating a Hierarchical Relationship Between Multiple Accounts

Step 1: Log into the Ariba Business Network and click on your initials in the top-right.

Step 2: Then, select **Settings** —> **Account Hierarchy**.



Step 3: Under the Account Settings page, select **Link Accounts**.



Step 4: Link the child accounts to the parent account.

Step 4a: Under the **Link Account** page, if you do not know the login credentials of the other account you would like to add to your hierarchy, then select **Request link with other accounts** to send an invitation to the other account to join your hierarchy.

Step 4b: Otherwise, enter those credentials inside the Account Administrator section.

The screenshot shows the 'Link Account' page with two main sections. The left section, titled 'NOT AN ACCOUNT ADMINISTRATOR', contains a paragraph explaining the process for non-administrators and a blue button labeled '4a Request link with other accounts'. The right section, titled 'ACCOUNT ADMINISTRATOR', contains a paragraph explaining the process for administrators, input fields for 'Username' and 'Password', and a blue button labeled '4b Link Accounts'.

Step 5: Select 'Link Account' to continue. After entering credentials (or having the admin of the other account accept your invitation to the hierarchy), you will be directed to this page.

Step 6: Click 'Confirm' to finalize the link between accounts.

The screenshot shows the 'Link Company Profiles' page. At the top right, there is a blue button labeled 'Link Account' with a circled '5' next to it. Below this, the page is divided into two main sections. The left section, titled 'LINK COMPANY PROFILE CONFIRMATION', contains a paragraph explaining the process and a blue button labeled '6 Confirm'. The right section, titled 'LINK COMPANY PROFILE CONFIRMATION', contains a paragraph explaining the process and a blue button labeled '6 Cancel'. A red arrow points from the 'Link Account' button to the 'LINK COMPANY PROFILE CONFIRMATION' section.

Step 7: You can now see your linked 'Child' accounts under the Linked Child Accounts section in Ariba. From here, you can make changes to the hierarchy like removing the 'Child' account if they are no longer active.

Linked Child Accounts (2)

Linked Child Accounts **7**

Filter

Your linked child account +

Customer Relationships +

[Apply](#) [Reset](#)

Supplier ↑	Account Type	Network ID	Account Administrator	Email Address	Linked Profile	Profile Discoverable	Actions
IST AN DEMO1	Standard account	AN11220901332	Anon Collaborator	acollaborator@apple.com	Yes	☒	Actions ▼
IST AN DEMO1	Standard account	AN11220901298	Anon Collaborator	acollaborator@apple.com	Yes	☒	Actions ▼

You cannot sign on to a child account if it has expired or if the child organization has not yet accepted the SAP Business Network terms.

[Close](#)

5.2. Linking Login Credentials

With your hierarchy set up, you can link credentials across accounts to access each using one username and password.

Step 1: To do this, first click on your initials in the top-right of the Ariba Business Network homepage.

Step 2: Then, select [Link User IDs](#).

1

John L
acollaborator@apple.com

My Account

2 [Link User IDs](#)

Contact Administrator

John L

ANID: AN11311552862-T
Standard account

Company Profile

Settings

Logout

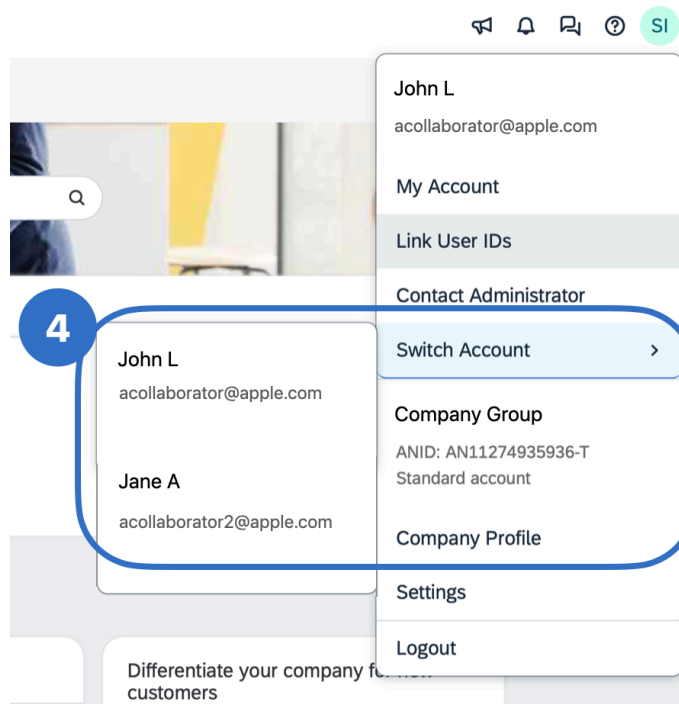
Step 3: Enter login credentials.

3a: Under the 'Link Account' page, if you do not know the login credentials of the other account you would like to add to your hierarchy, then select 'Request link with other accounts' to send an invitation to the other account to join your hierarchy.

3b: Otherwise, enter those credentials inside the Account Administrator section.

The screenshot shows the 'Link Account' page. At the top, it says 'Link Account' and 'You can link your company's multiple accounts, creating a parent-child account hierarchy. Linking your company's multiple accounts can help make them easier to manage.' Below this, there are two main sections. The left section is titled 'NOT AN ACCOUNT ADMINISTRATOR' and contains the text: 'If you are not the account administrator for the account you want to link with, send a request to link accounts. After the request is approved, a parent-child account hierarchy is created between the linked accounts. Click below to begin searching accounts you may want to link with.' Below this text is a button labeled 'Request link with other accounts' with a blue circle containing the number '3a' next to it. The right section is titled 'ACCOUNT ADMINISTRATOR' and contains the text: 'If you are an account administrator for the account you want to link with, enter the username and password.' Below this text are two input fields: 'Username' and 'Password', both with red asterisks indicating they are required. Below the password field is a blue button labeled 'Link Accounts' with a blue circle containing the number '3b' next to it.

Step 4: You will now be able to switch accounts as needed. To do so: Select your initials in the top-right, then, select **Switch Account**.

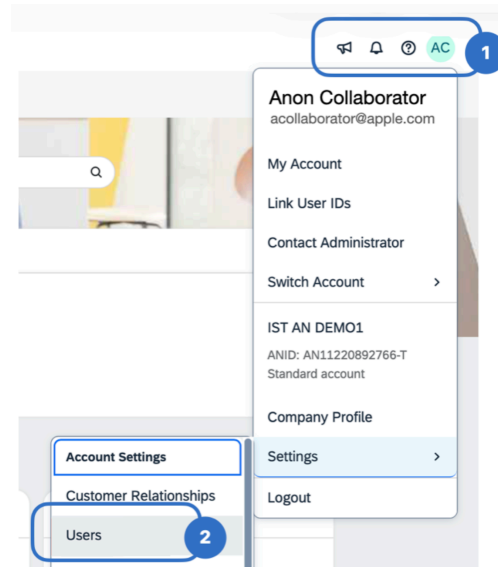


5.3. Adding Additional Contacts to your Account

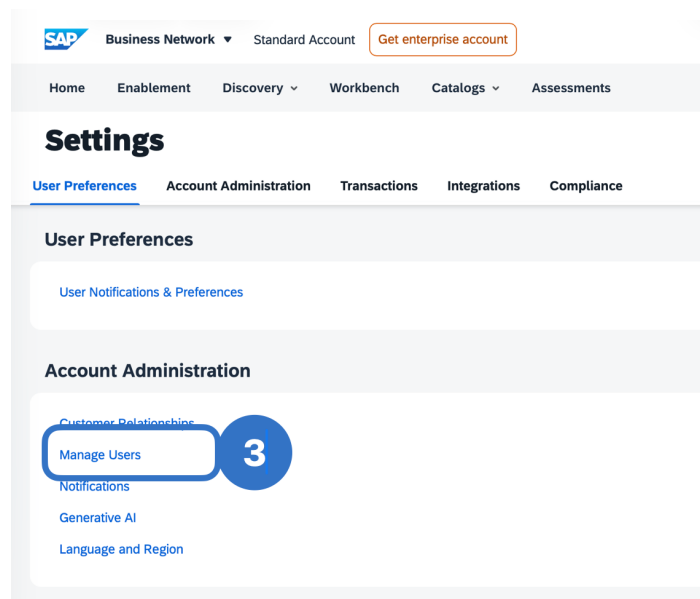
You can add contacts to your account who can make profile changes based on the permissions you assign.

Step 1: Click on your initials in the top-right.

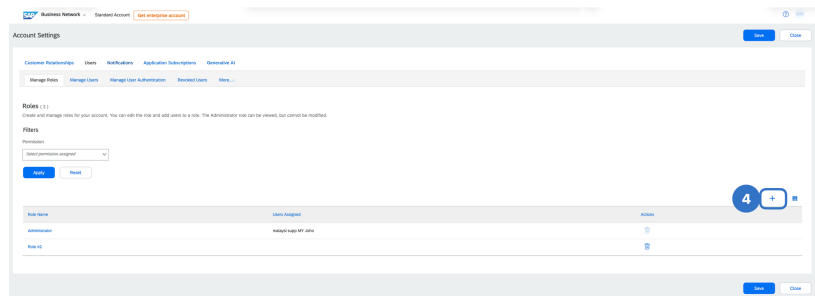
Step 2: Select **Settings**.



Step 3: Select **Manage Users**.



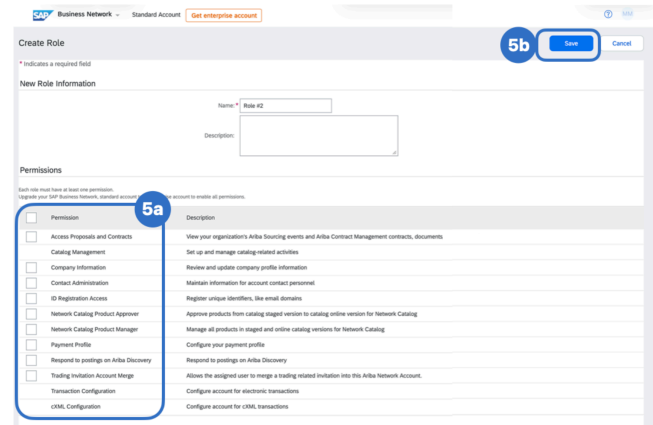
Step 4: Select the **+ sign** to create a new role.



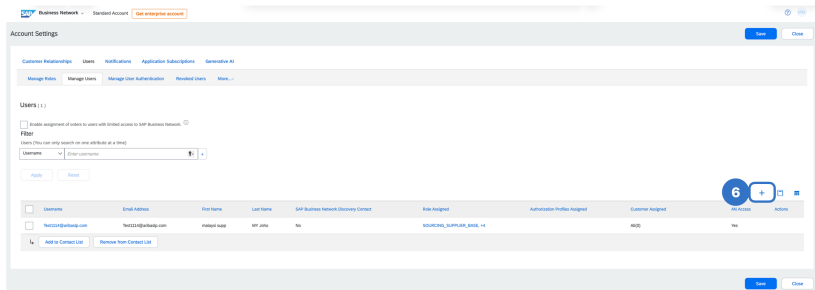
Step 5: Select which permissions you would like to give to the new role.

Step 5a: Check the boxes of the permissions that you want to grant.

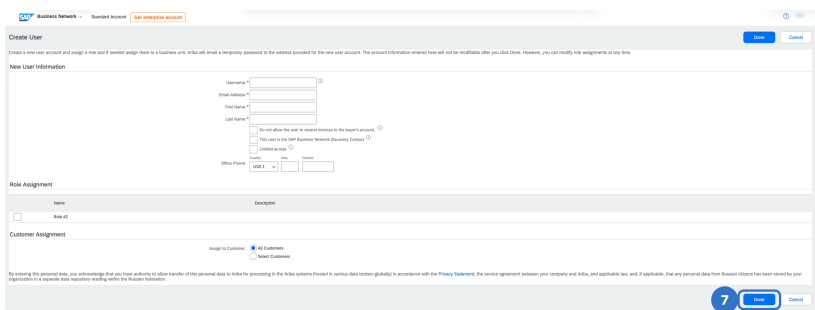
Step 5b: Select **Save**. You will later assign the new contact to one of the roles that you've created.



Step 6: After creating a role, navigate to the 'Manage Users' tab, and select the **+ sign** to create a new user.



Step 7: Fill in information about the user accordingly and assign them a role. Select **Done** to finalize the new user. You will be able to see the new user on the Users page.



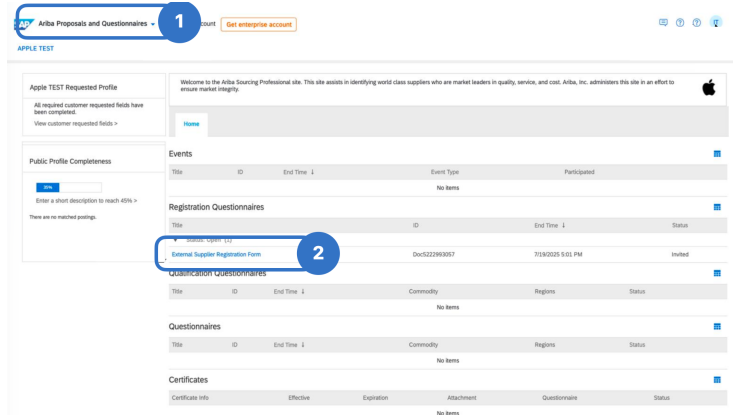
Chapter 6: Modifying an Entry After Submission

6.1. Editing a Previously Submitted Form

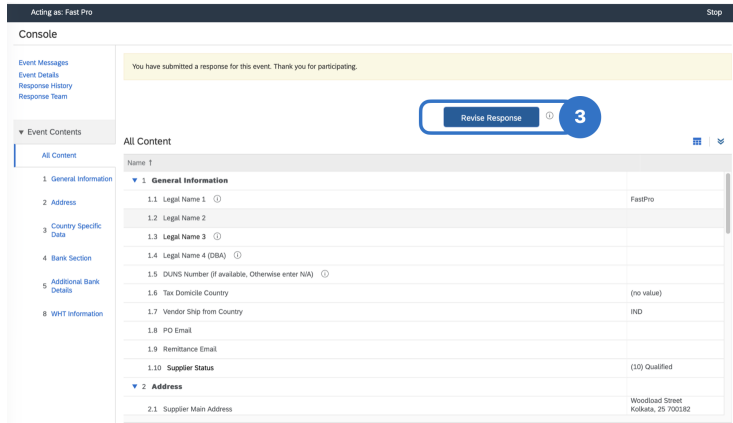
You can update a previously submitted Registration Questionnaire. Each re-submission is automatically validated for accuracy.

Step 1: Navigate to the **Ariba Proposals and Questionnaires** tab.

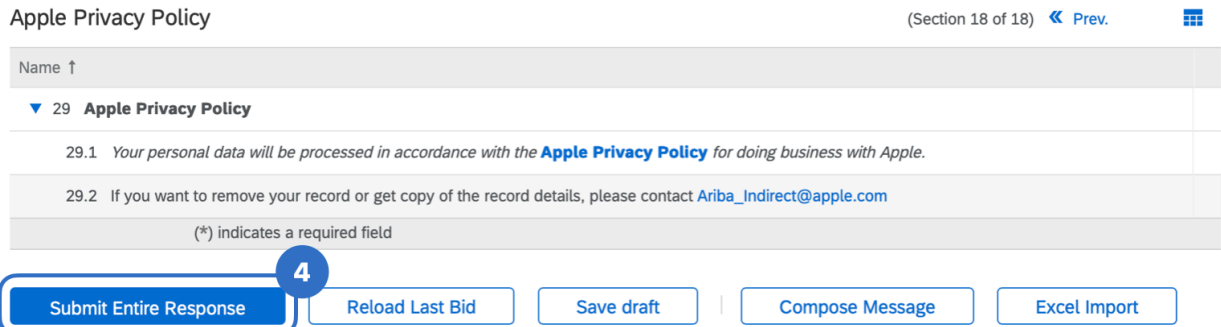
Step 2: Click on the **External Supplier Registration Form**.



Step 3: Select **Revise**.



Step 4: Make any necessary updates. When finished, select **Submit Entire Response** on the bottom of the page.



6.2. Asking Questions

For questions, select **Compose Message** at the bottom of the External Supplier Registration Form to contact the project team directly. You'll receive an email notification when they respond.

Apple Privacy Policy (Section 18 of 18) [Prev.](#)

Name ↑

▼ 29 Apple Privacy Policy

29.1 Your personal data will be processed in accordance with the **Apple Privacy Policy** for doing business with Apple.

29.2 If you want to remove your record or get copy of the record details, please contact Ariba_Indirect@apple.com

(*) indicates a required field

[Submit Entire Response](#) [Reload Last Bid](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

6.3. Apple-Requested Data Update

If an Apple division you don't currently work with requests your services, you will need to complete your company information to be set up for that division. You will receive an email if you need to provide this information.

Step 1: Click the link in the email sent to you to log into Ariba or MyAccess.

Step 2: Follow steps outlined in [Chapter 4: Updating Company Information in Ariba's External Supplier Registration Form](#) to submit the new information.

Chapter 7: MyAccess/BTP - Log-in Issues, Errors, and Warnings

For login issues or error messages in MyAccess, follow the instructions below. If unresolved, send a screenshot to ariba_support@apple.com.

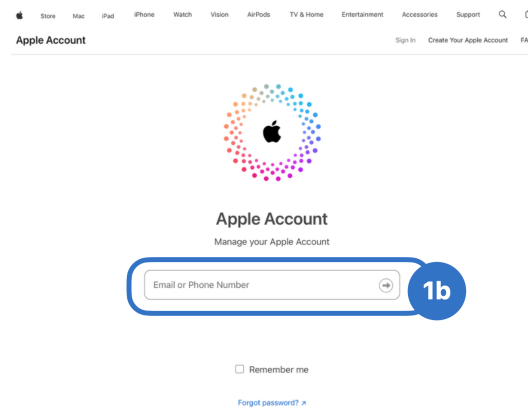
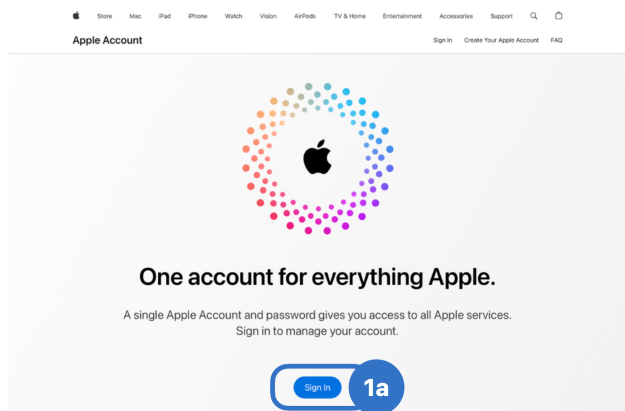
7.1. MyAccess - Used a Personal Email to Register to MyAccess

If you registered to MyAccess with a personal email instead of your business email, you will be unable to populate your banking information. To resolve this, follow these steps:

Step 1: Log in to Apple.

1a: Go to account.apple.com.

1b: Sign in with your personal Apple ID.

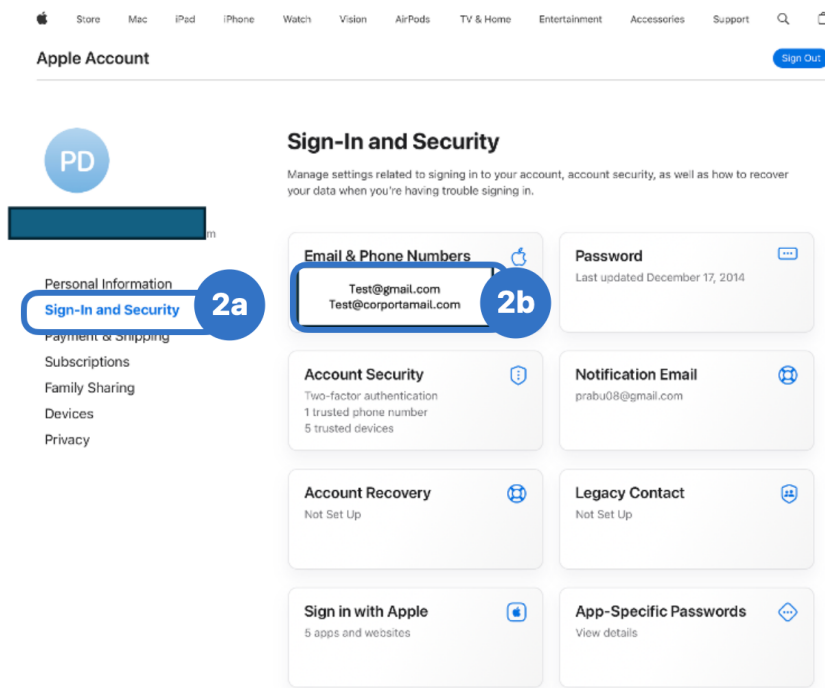


Step 2: Unlink your business email address.

2a: Go to your account settings, and click on 'Sign-In and Security'.

2b: Under 'Email & Phone Numbers', remove the corporate email from your personal Apple Account.

Step 3: Once the business email address is removed from their personal account, contact ariba_support@apple.com. for a new invite. Using that invitation you will be able to register with you business email address.



7.2. BTP - Error Messages

The following errors may occur if invalid information is entered.

Bank provided cannot be used: One such error would occur if the bank that you provided information for cannot be found. An error will pop up explaining that the “Bank provided can not be used”.

Supplier Data Management

Bank Information

Add Bank

Supplier ID/Name *

Supplier Name

Supplier Address

Bank Type: Primary Bank

Bank Country * USA

ABA Routing Number *

Bank Name

Bank Branch

Error

Bank provided can not be used. Please provide New Bank

Close

SWIFT/BIC

Account Holder Name *

Account Number *

Account Currency * United States Dollar

Control Key: CHECKING

Does your bank country matches to legal entity country? * Yes

Does your Account Holder Name match to Legal Entity Name? * Yes

Bank Account Status:

Submit Change Delete

Bank account contains invalid character: Another error would occur if invalid characters are entered into the 'Bank Account' field. The error popup will include what the invalid character is (in the example shown here, it is an asterisk).

Supplier Data Management

Bank Information

Add Bank

Supplier ID/Name *

Supplier Name

Supplier Address

Bank Type: Primary Bank

Bank Country * USA

ABA Routing Number *

Bank Name

Error

Bank Account Contains Invalid Character * For Entity Country & Bank Key 111904215

Close

Bank Region

SWIFT/BIC

Account Holder Name *

Account Number * 58779019{

Account Currency * United States Dollar

Control Key: CHECKING

Does your bank country matches to legal entity country? * Yes

Does your Account Holder Name match to Legal Entity Name? * Yes

Bank Account Status:

Submit Change Delete

Bank account number longer than 17 characters: Another error occurs when the 'Account Number' is an invalid character length. An example of this error pop up is shown below.

The screenshot displays the 'Supplier Data Management' interface. On the left, there is a sidebar with 'Bank Information' and an 'Add Bank' button. The main area contains a form for adding a new bank. The form fields include: Supplier ID/Name (dropdown), Supplier Name, Supplier Address, Bank Type (Primary Bank), Bank Country (USA), ABA Routing Number, Bank Name, Bank Region, SWIFT/BIC, Account Holder Name, Account Number, Account Currency (United States Dollar), Control Key (CHECKING), and two yes/no questions: 'Does your bank country matches to legal entity country?' and 'Does your Account Holder Name match to Legal Entity Name?'. At the bottom right are 'Submit', 'Change', and 'Delete' buttons. An error message box is overlaid on the form, stating: 'Error: Bank Acct. No. 58779019*187634137 is longer than 17 characters'. The error box has a red 'X' icon and a 'Close' button.

7.3. Ariba - reCAPTCHA Error Due to Network Failure

If you encounter a reCAPTCHA error due to a connection failure or network failure in your mailing server, follow the steps below to resolve this issue:

Step 1. First, contact your IT team to identify if there are any issues with the network firewall.

Step 2. Clear your browser's cookies and your browser's cache. Close and re-open your browser. Start the Ariba registration again in the newly opened browser.

Step 3. Whitelist Apple and Ariba domains to stop any network blockers. See this guide for more information on whitelisting.