REGISTRATION BENEFITS

BY REGISTERING YOUR BUSINESS YOU WILL GAIN:

Global community of 10,000+ women business owners, across 120+ countries

- Access to thousands of other female entrepreneurs that provide B2B opportunities, insights on international trade, advice, peer support and the potential for informal/formal mentorship.

Company information searchable in our online community

- Opportunity to have your company information searchable in our online community by corporate members and certified Women Business Enterprises.

Media and news updates

- Regular news about opportunities for WEConnect International and partner training programs, mentorship initiatives and other local and regional activities.

Limited access to the WEConnect Academy

- Occasional opportunities to access our online suite of education and training programs to develop the capacity of women business owners to grow and scale. This includes invitation-only webinars by subject matter experts and corporate buyers.

Limited access to WEConnect International and partner events

- Preferential admission to WEConnect International and partner events that provide networking opportunities with a growing community of national and multinational corporations seeking to increase spend with women suppliers.

REGISTRATION CHECKLIST

USEFUL TIPS WHEN REGISTERING:

The registration application is done online through SAP Ariba (WECommunity) and we recommend you set aside 30 minutes. Our team has created the following checklist. By reading and gathering the information in advance, you will save time during your application.

- Use a computer or laptop. Do not use a tablet or cellphone to register as you may encounter some errors along the way.
- It is recommended that you use the most current versions of Chrome, Edge, Firefox, or Safari browsers. These browsers are compatible with SAP Ariba.
- Disable your AdBlocker! If you have an ad blocker installed on your browser, disable it for a smooth registration process.
- When submitting your responses, do not use any symbols, punctuation marks or unnecessary spaces (i.e / ? + % ^), etc to avoid errors when submitting your responses.
- Safe Keep your User Log In details including your AN number; this is provided once your account creation has been completed and it comes through email from Ariba Commerce Cloud. Look in your spam folder too.

The basic information you will need in your application:

- ☐ The main industry in which your business operates – These are broad categories, please select the one that is most closely applies to your business.
- ☐ Products & Services (pre-select from this list) - Select as many as applicable.
- ☐ Pre-write the description of our products and/or services on a word document and be ready to paste in the application.
    - **Tip: in this section list your products and services and their key features.**
- ☐ Pre-write the description of your Company's capabilities (Business Overview) on a word document to paste in the application.
    - **Tip: in this section talk about your company's unique value proposition and the problem you solve for your target clients.**
- ☐ The current legal structure of your business (I.e.: sole proprietorship, partnership, corporation)
- ☐ Your annual revenue (in US Dollars) as of December 31st of previous year
- ☐ Your Website (complete URL Link)
- ☐ Your Facebook Page (complete URL Link)
- ☐ Your other social media handles

HOW TO REGISTER

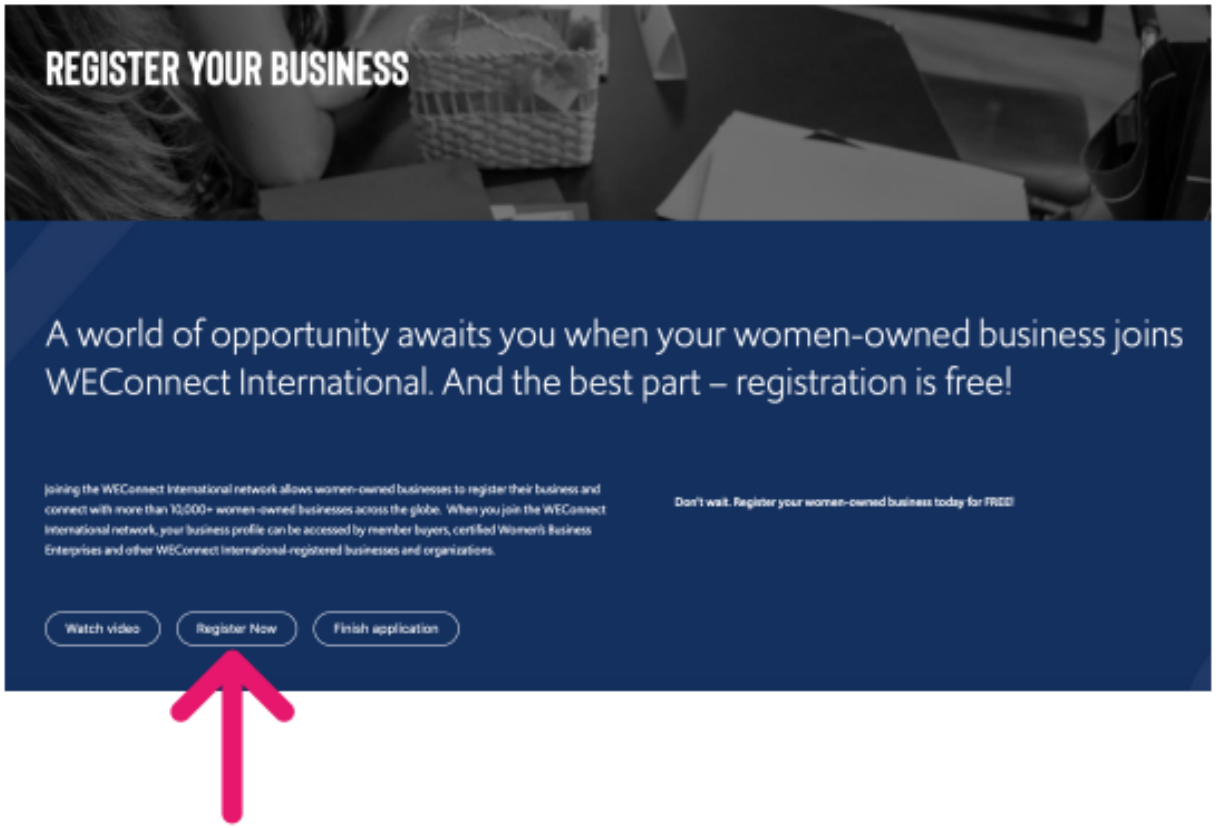
REGISTRATION PROCESS FLOW

Step1
- Complete **'Supplier Registration Request Form'**

Step 2
- Invitation to WECommunity to set up your Account

Step 3
- Complete Application to join WECommunity as a WOB or WBE

STEP 1 — COMPLETE SUPPLIER REGISTRATION REQUEST FORM

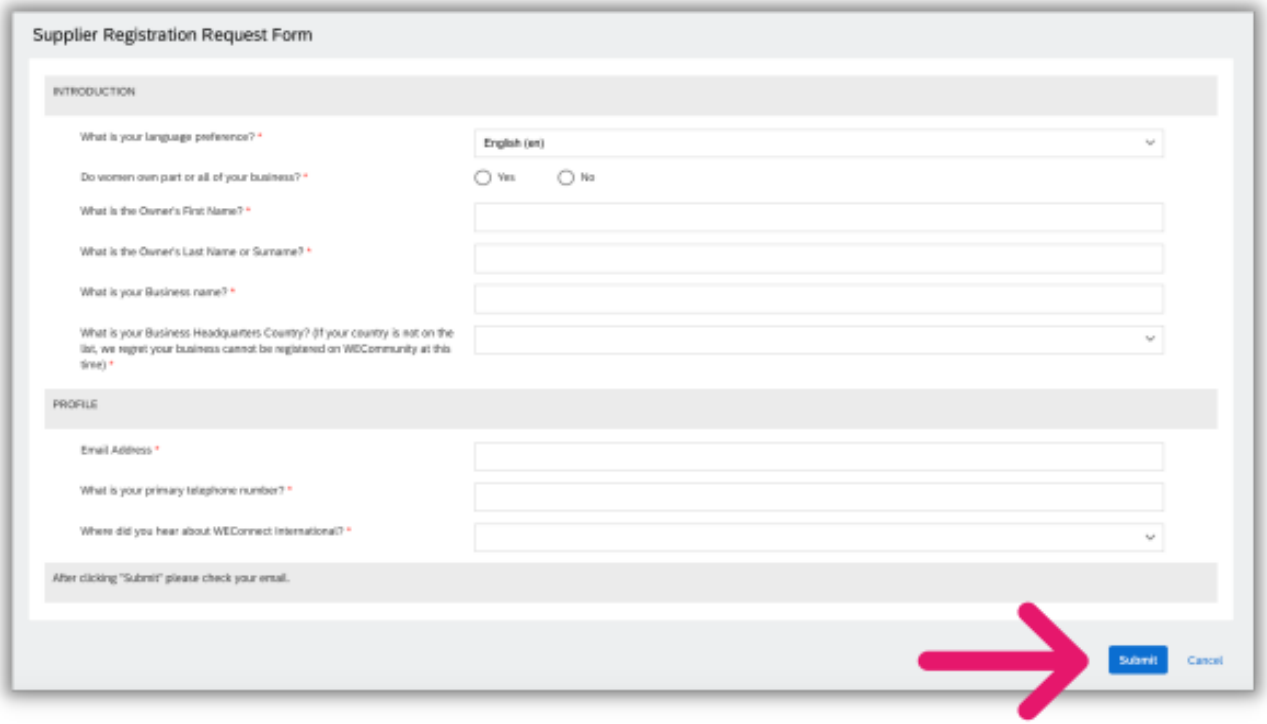


a. Register your Business by clicking the 'Register Now' button : https://weconnectinternational.org/register-your-business/
b. Complete Supplier Registration Request Form – submit application

Step 1

HOW TO REGISTER

STEP 1 — COMPLETE SUPPLIER REGISTRATION REQUEST FORM



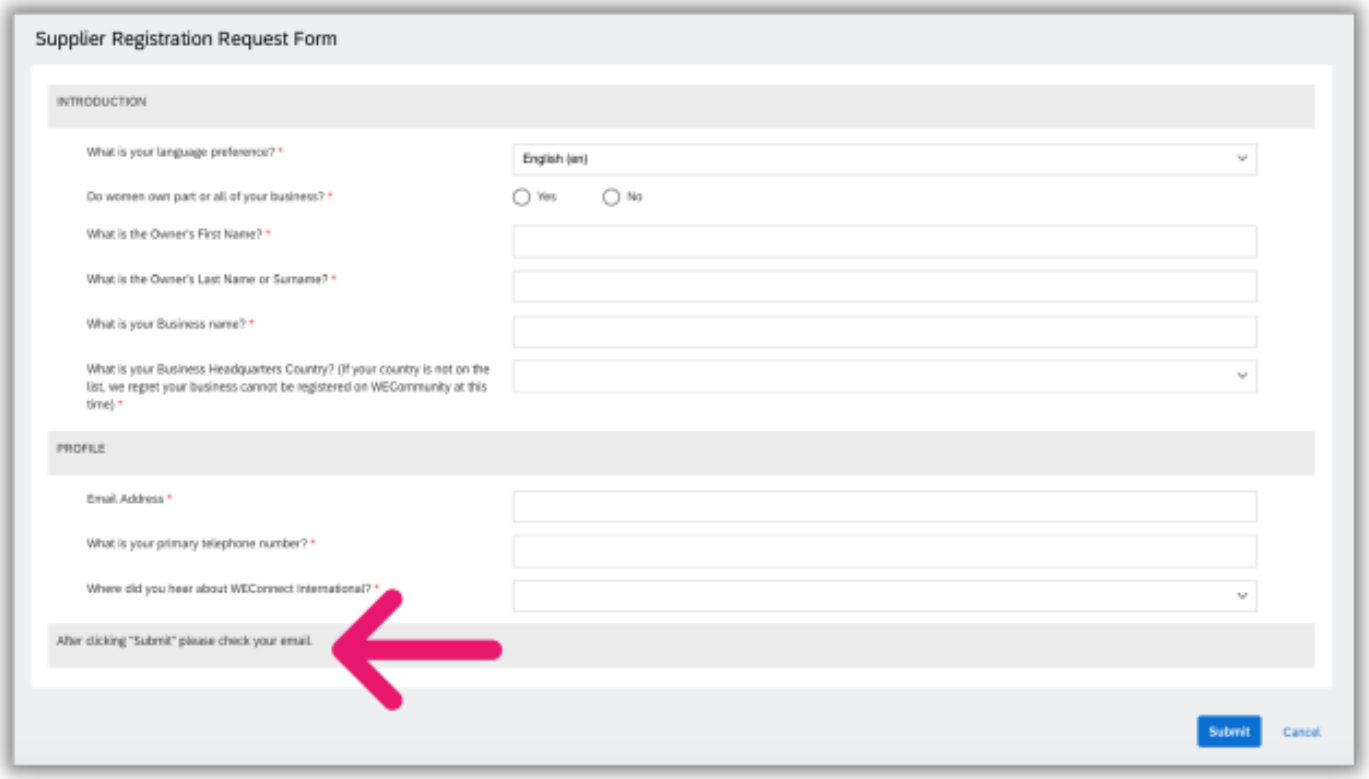
a. Register your Business by clicking the 'Register Now' button : https://weconnectinternational.org/register-your-business/
b. Complete Supplier Registration Request Form – submit application

HOW TO REGISTER

STEP 1 — COMPLETE SUPPLIER REGISTRATION REQUEST FORM

Your request for registration as a supplier with WEConnect International is complete.

The WEConnect International supplier management team will review your request details and make a decision on your request. Decision will be sent to your email at megangoldmanmarketing@gmail.com

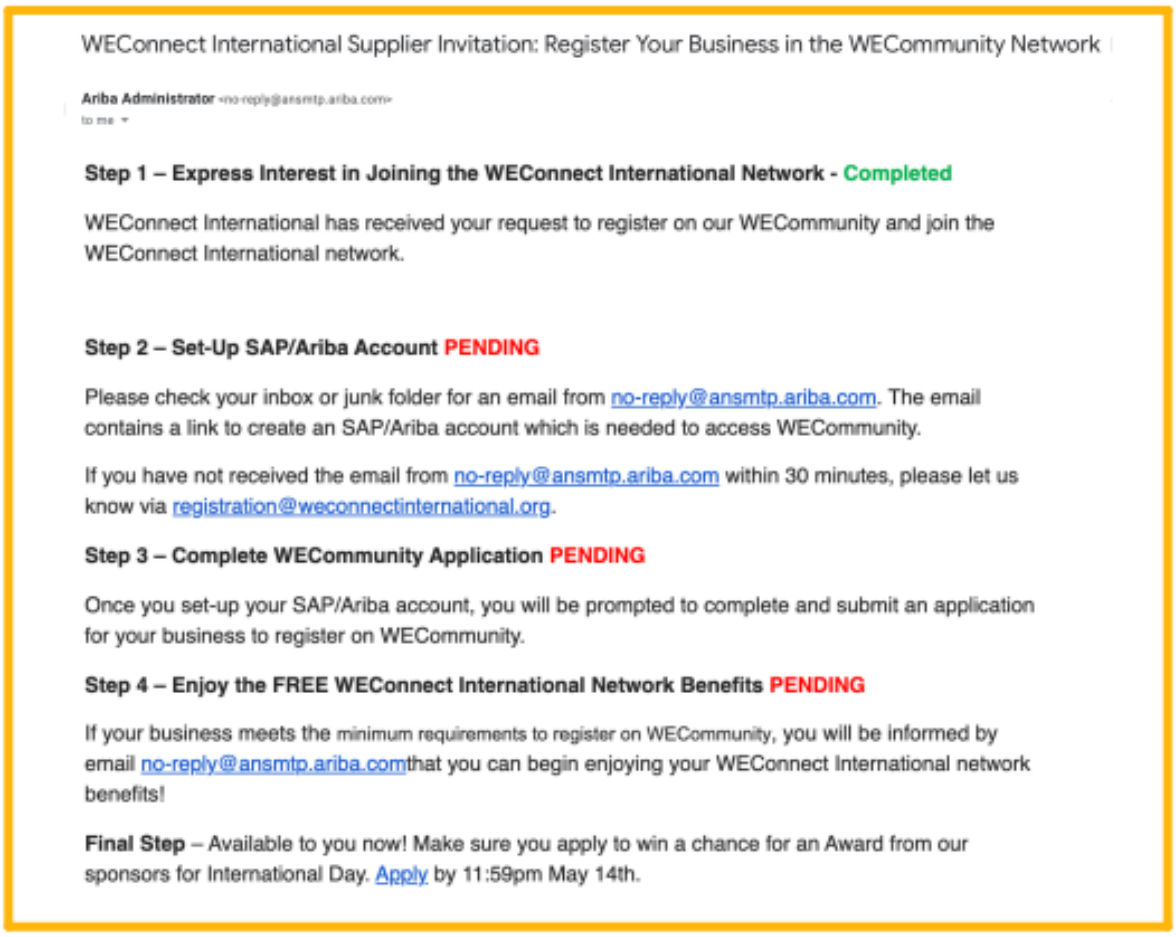


a. Message advising 'Please check your email'
b. You will receive two emails from Ariba Administrator

HOW TO REGISTER

STEP 2 — INVITATION TO START WECOMMUNITY REGISTRATION JOURNEY

FIRST EMAIL



WEConnect International Supplier Invitation: Register Your Business in the WECommunity Network

Ariba Administrator <no-reply@ansmtp.ariba.com>
to me

Step 1 – Express Interest in Joining the WEConnect International Network - Completed

WEConnect International has received your request to register on our WECommunity and join the WEConnect International network.

Step 2 – Set-Up SAP/Ariba Account PENDING

Please check your inbox or junk folder for an email from no-reply@ansmtp.ariba.com. The email contains a link to create an SAP/Ariba account which is needed to access WECommunity.

If you have not received the email from no-reply@ansmtp.ariba.com within 30 minutes, please let us know via registration@weconnectinternational.org.

Step 3 – Complete WECommunity Application PENDING

Once you set-up your SAP/Ariba account, you will be prompted to complete and submit an application for your business to register on WECommunity.

Step 4 – Enjoy the FREE WEConnect International Network Benefits PENDING

If your business meets the minimum requirements to register on WECommunity, you will be informed by email no-reply@ansmtp.ariba.comthat you can begin enjoying your WEConnect International network benefits!

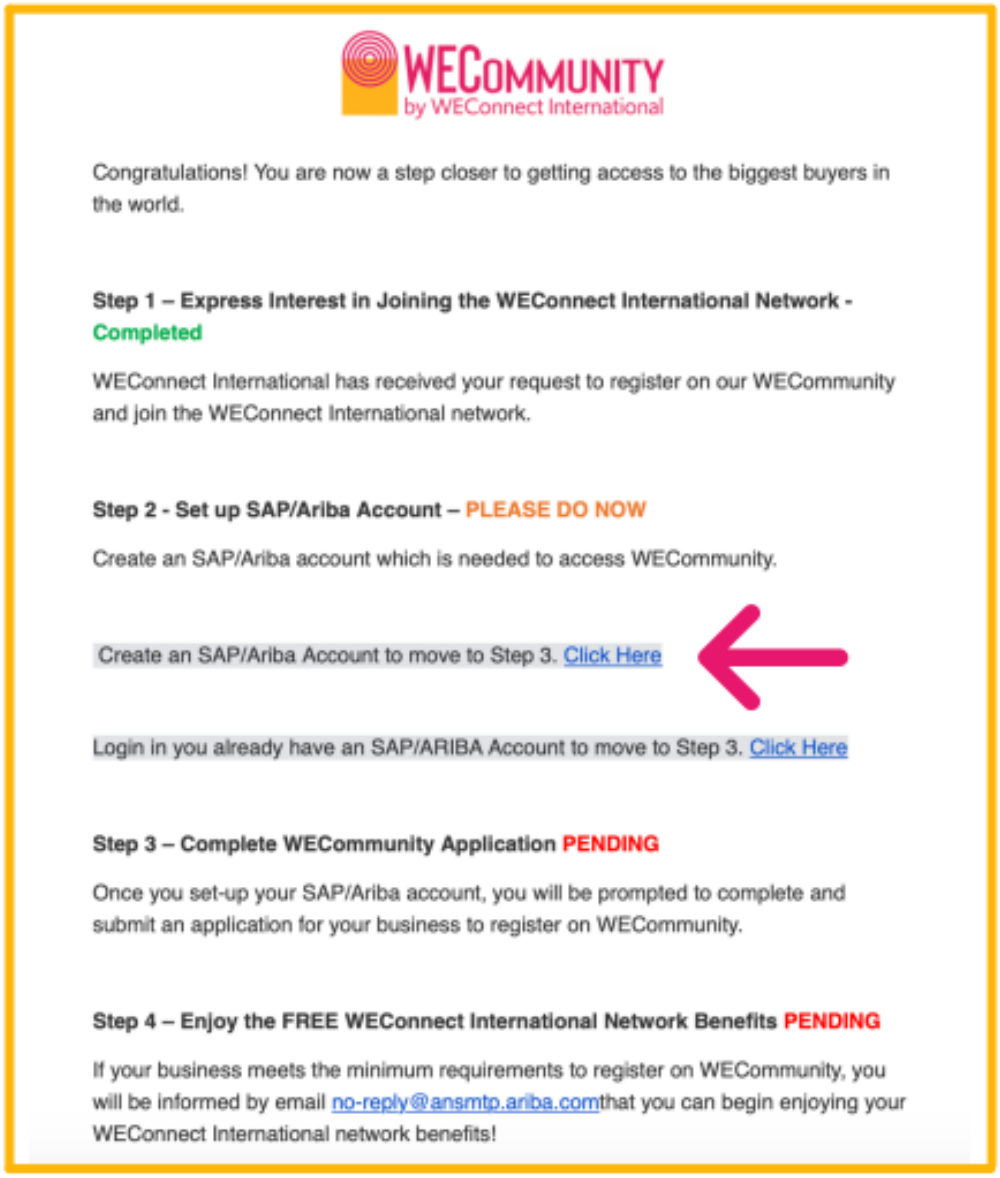
Final Step – Available to you now! Make sure you apply to win a chance for an Award from our sponsors for International Day. Apply by 11:59pm May 14th.

a. You will receive this email from Ariba Administrator

HOW TO REGISTER

STEP 2 — INVITATION TO START WECOMMUNITY REGISTRATION JOURNEY

SECOND EMAIL



WECommunity by WEConnect International

Congratulations! You are now a step closer to getting access to the biggest buyers in the world.

Step 1 – Express Interest in Joining the WEConnect International Network - Completed

WEConnect International has received your request to register on our WECommunity and join the WEConnect International network.

Step 2 - Set up SAP/Ariba Account – PLEASE DO NOW

Create an SAP/Ariba account which is needed to access WECommunity.

Create an SAP/Ariba Account to move to Step 3. Click Here

Login in you already have an SAP/ARIBA Account to move to Step 3. Click Here

Step 3 – Complete WECommunity Application PENDING

Once you set-up your SAP/Ariba account, you will be prompted to complete and submit an application for your business to register on WECommunity.

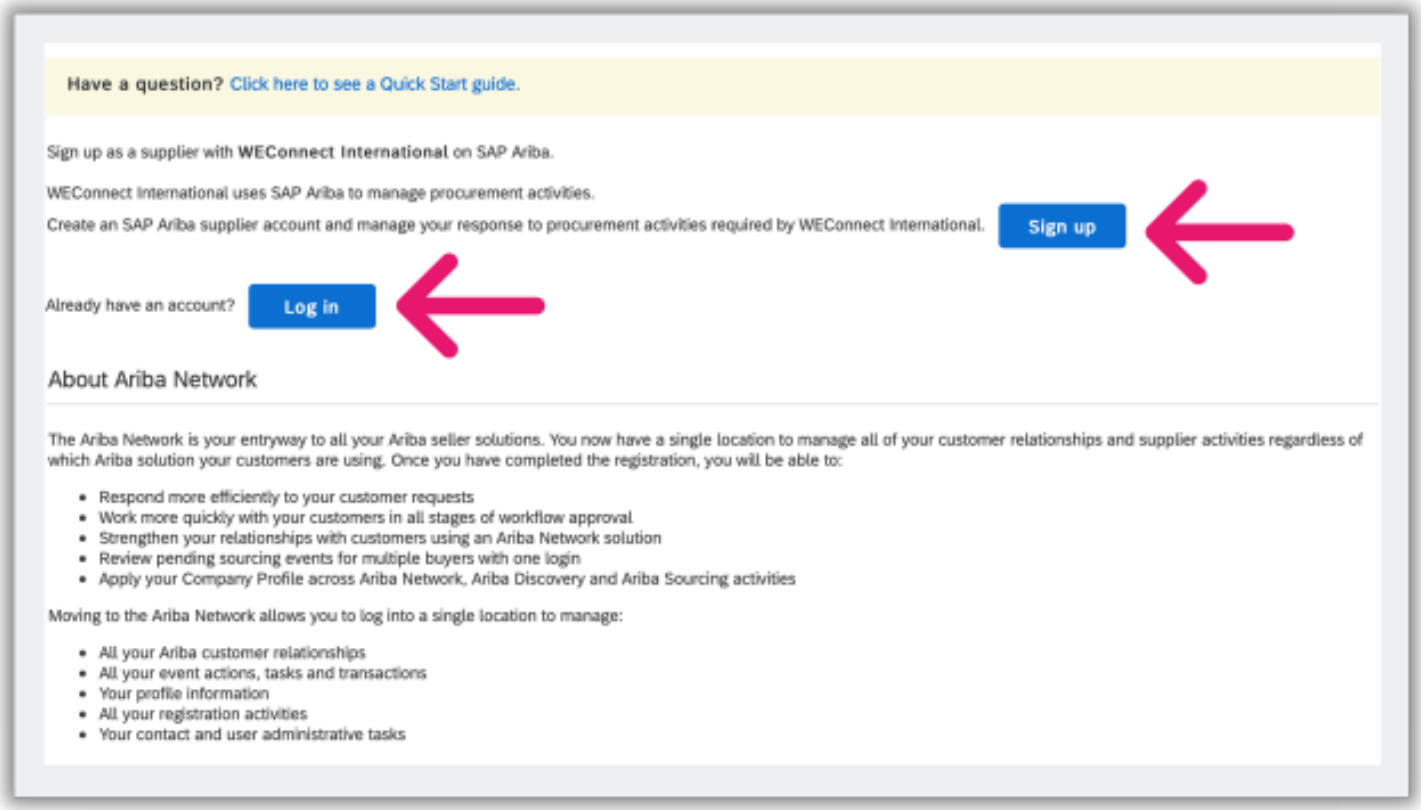
Step 4 – Enjoy the FREE WEConnect International Network Benefits PENDING

If your business meets the minimum requirements to register on WECommunity, you will be informed by email no-reply@ansmtp.ariba.comthat you can begin enjoying your WEConnect International network benefits!

a. You will receive this second email from Ariba Administrator
b. Click "Create an SAP/ARIBA Account to move to step 3"

HOW TO REGISTER

ACCOUNT 'LOG IN' & ACCOUNT CREATION

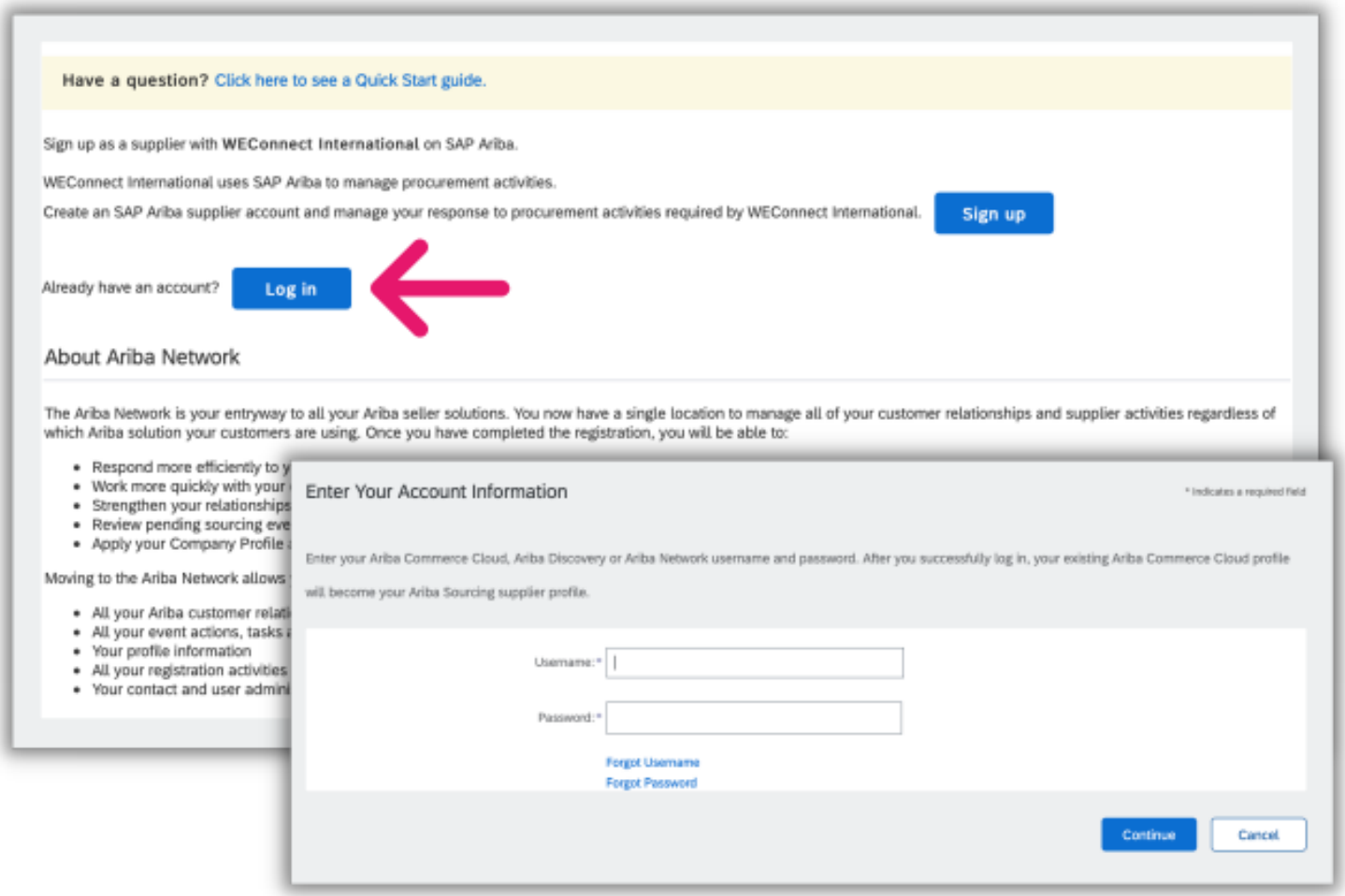


a. Click the following button that applies
b. Sign up For Account Creation (New Ariba User)
c. Log In – For Existing Ariba users (Ariba account holders). If you already have an Ariba account, please log in using your
d. Ariba username and password

Step 2

HOW TO REGISTER

ACCOUNT 'LOG IN' & ACCOUNT CREATION

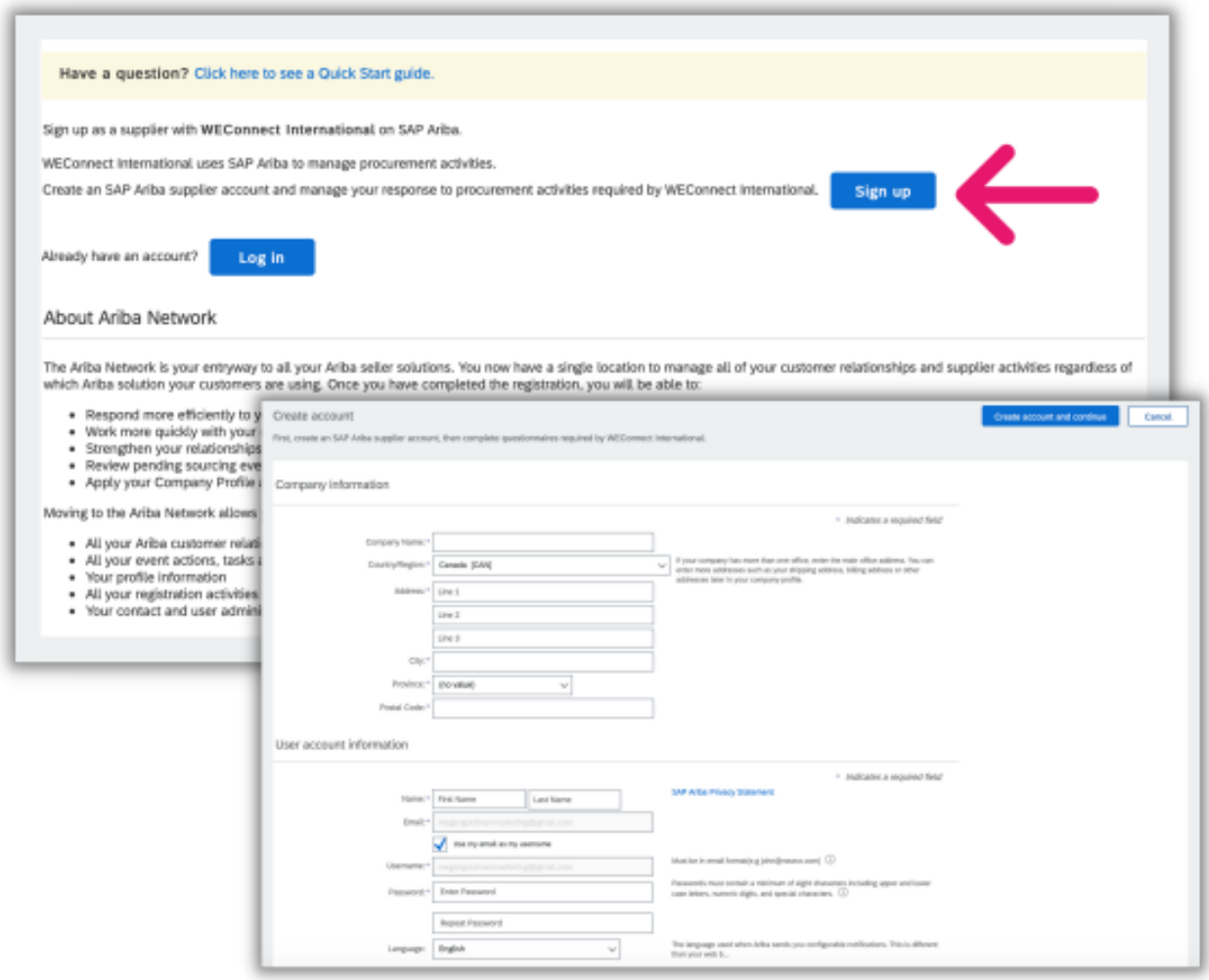


a. Log In – For Existing Ariba users (Ariba account holders). If you already have an Ariba account, please log in using your
b. Ariba username and password
c. OR - Proceed to Sign Up instructions on the next page

Step 2

HOW TO REGISTER

ACCOUNT 'LOG IN' & ACCOUNT CREATION



a. Username by default is your (suppliers) email address
b. Your pass should be a minimum of 8 characters, with at least one special character (*.#),one numeric number and one upper case character
c. It is important to note that your password does not have repetitive or Sequential numbers for example Boooook123456 or P1234#unit.

Step 2

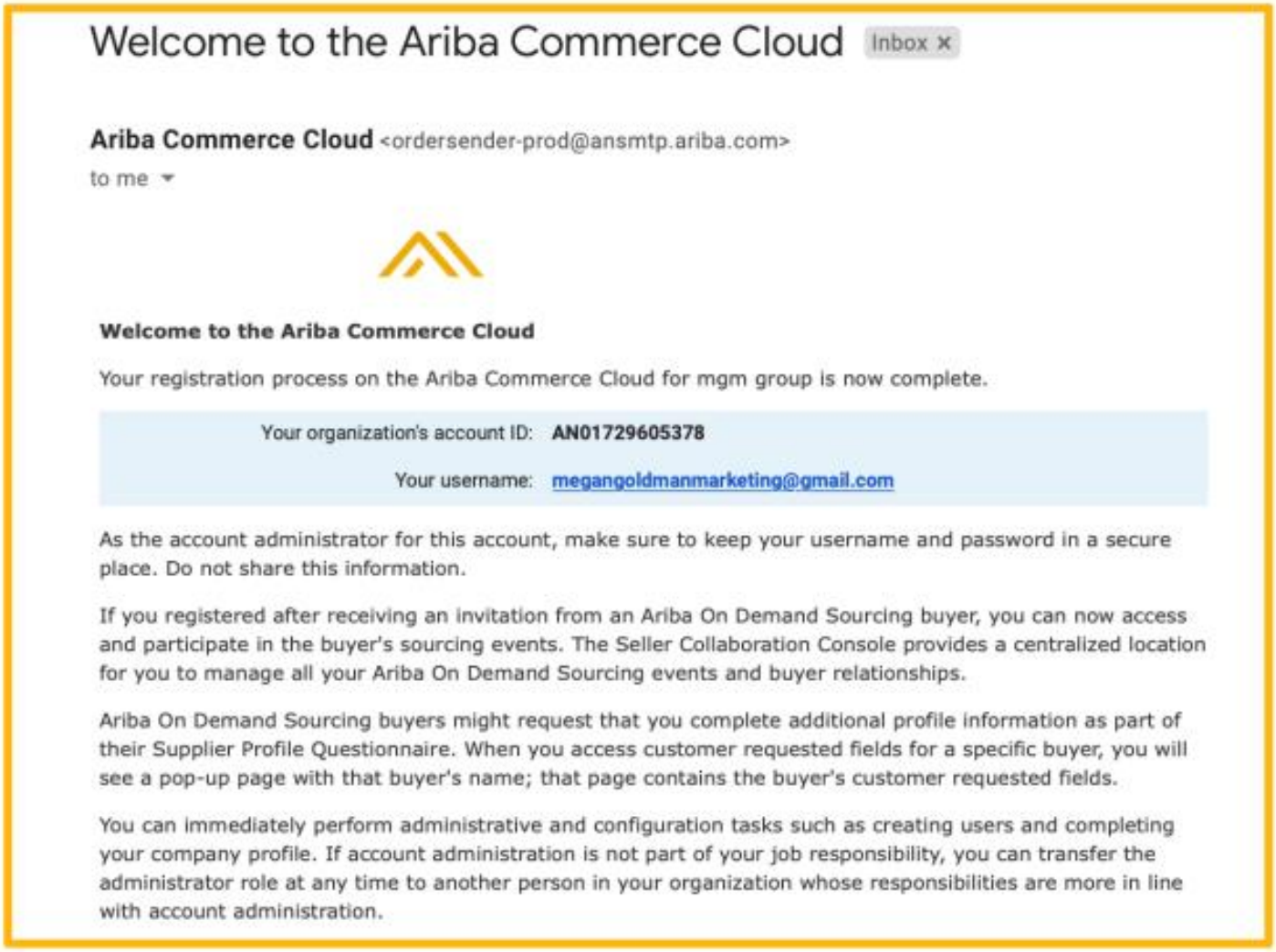
HOW TO REGISTER

ACCOUNT 'LOG IN' & ACCOUNT CREATION

a. At this stage you are creating your Ariba account and agreeing to Terms of Use and SAP Ariba Privacy Statement. Suppliers/WOB/WBE's can use Ariba Network for free with a standard account.
b. For more information on Standard Account, with instant onboarding and no fees can be found on following link : Ariba Network, standard account capability lets you quickly transact with SAP Ariba buyer customers for free.
c. Once completed, you will be directed to WECommunity and can now complete your registration application to be a WOB/WBE

HOW TO REGISTER

ACCOUNT 'LOG IN' & ACCOUNT CREATION



Welcome to the Ariba Commerce Cloud Inbox ×

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
to me

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for mgm group is now complete.

Your organization's account ID: **AN01729605378**

Your username: megangoldmanmarketing@gmail.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

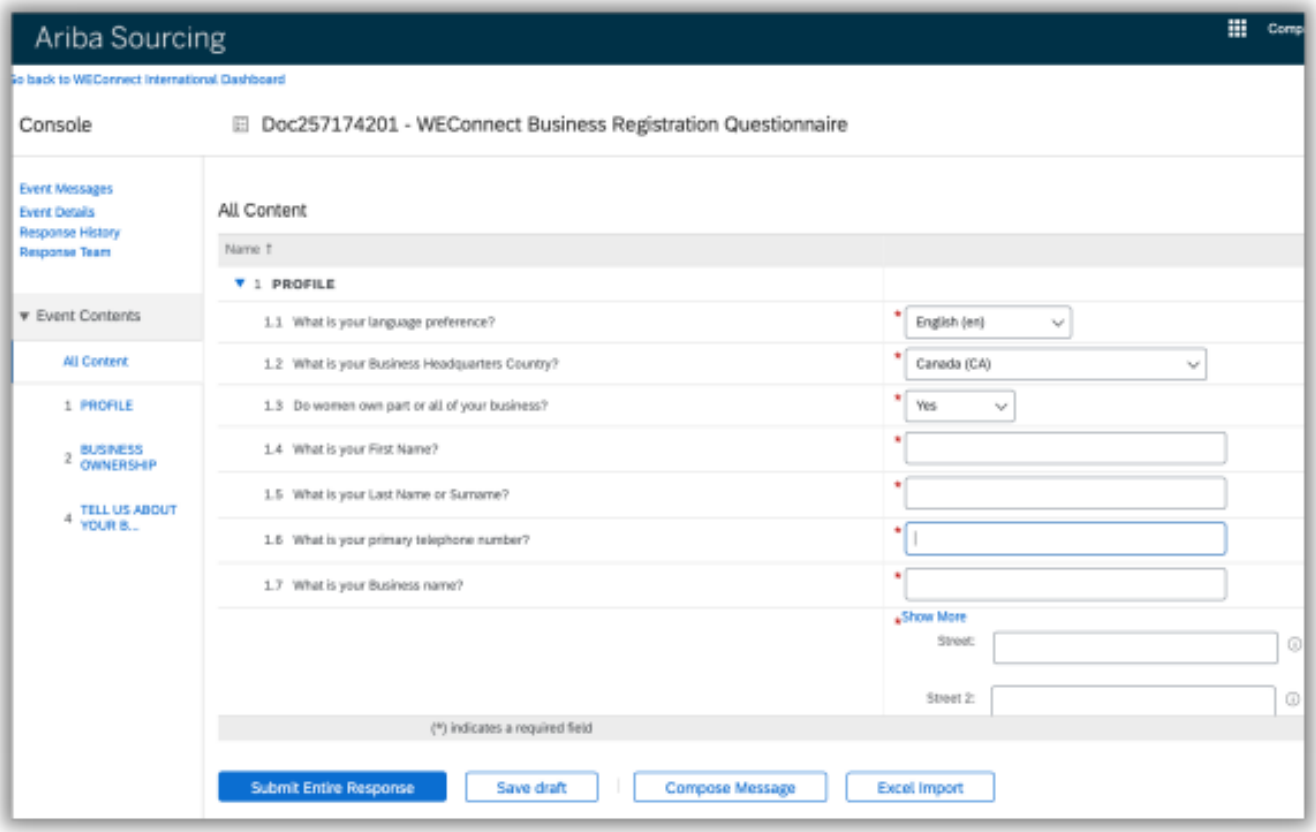
You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

a. You will receive an email in your inbox from Ariba Commerce Cloud
b. Subject: Welcome to the Ariba Commerce Cloud
c. This will confirm your user login name

Step 2

HOW TO REGISTER

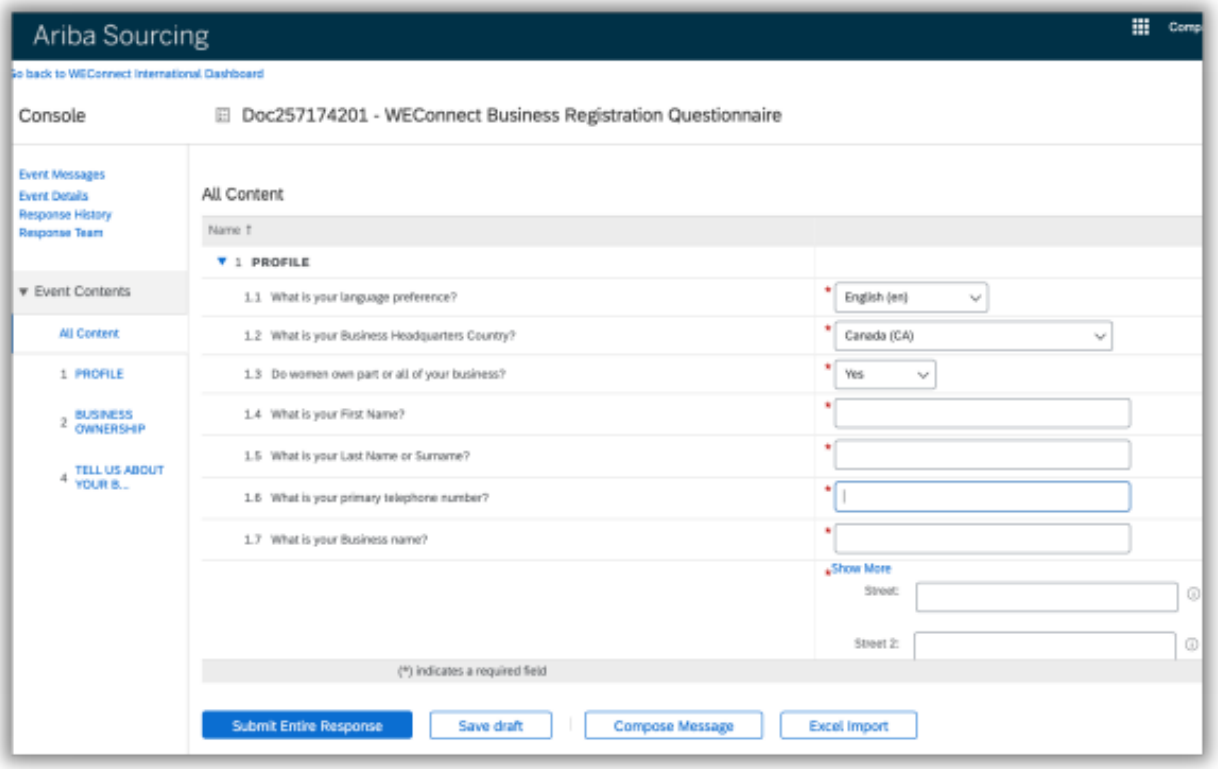
APPLICATION PROCESS



a. At this stage you are 'In WECommunity Registration' process
b. Please answer all mandatory questions'*'
c. Please make sure that you do not leave any questions with an 'Unspecified' response or answer.
d. Question 7 'Would you like to become certified with WEConnect?'
e. 'Yes', if you are ready to complete the certification process (there is a fee to certify)
f. 'No' if you are already certified or you prefer to complete certification at a later stage.

HOW TO REGISTER

APPLICATION PROCESS



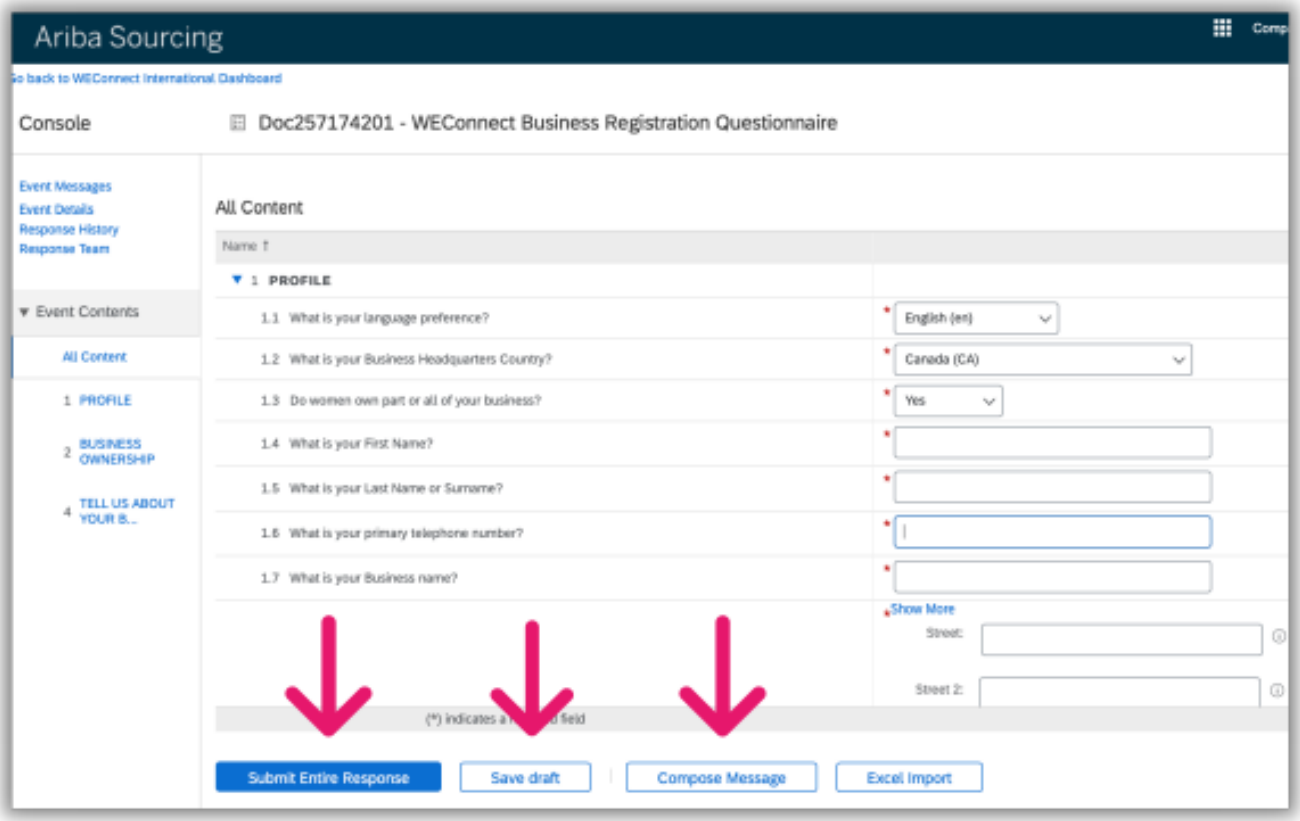
There are two types of applications:

a. Registration Applications: For registration applications 'only' simply say 'No' to Question 7. WOB Status – Women Owned Business registered in WECommunity.
b. Certification Applications:- For registration applications interested in applying for certification simply say 'Yes' to Question 7 to apply for WBE Status – Women Business Enterprise.

YOU ARE REGISTERED! SEE NEXT SECTION FOR FREQUENTLY ASKED QUESTIONS

FREQUENTLY ASKED QUESTIONS

REGISTRATION PROCESS



Completed your form and ready to submit your application?

a. Once you have completed your registration or certification application
b. Simply click 'Submit Entire Response'

Questions during this stage?

a. Simply click 'Compose Message' and let us know, we are here to support you.

Not ready to submit your application?

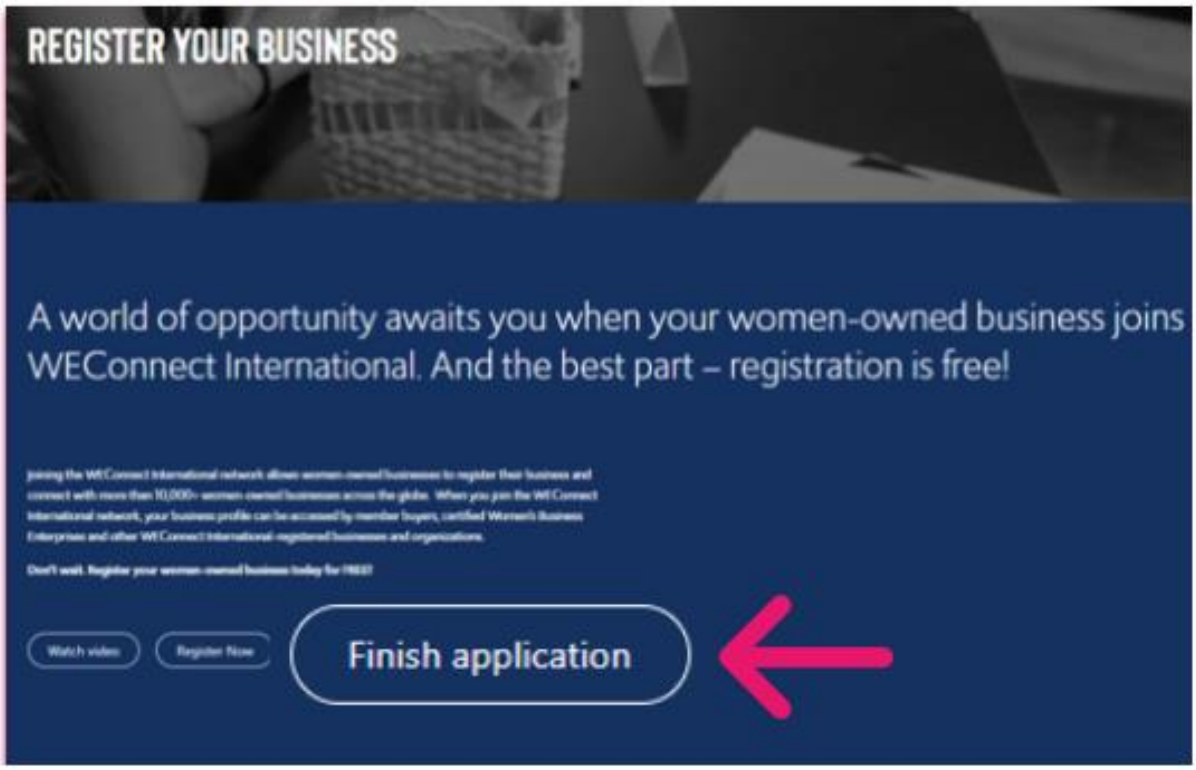
a. Simply click 'Save Draft' we do recommend clicking the save draft at regular intervals

Can't submit form by clicking the blue 'Submit Entire Response'?

a. Look out for a Message at the top of your screen and follow instructions
b. Simply click 'Compose Message' and let us know , we are here to support

FREQUENTLY ASKED QUESTIONS

HOW DO I LOG BACK IN?



a. Go to https://weconnectinternational.org/register-your-business/
b. Scroll down to 'Finish Application' Button

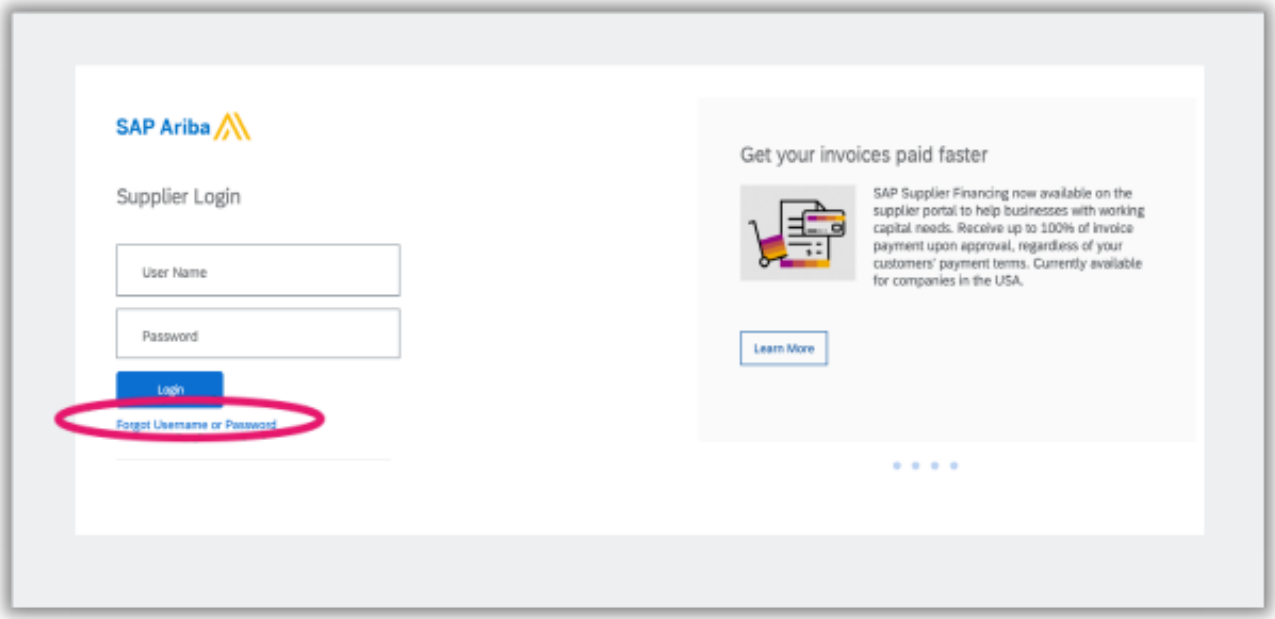
FREQUENTLY ASKED QUESTIONS

HOW DO I LOG BACK IN IF I AM ALREADY REGISTERED?

a. Simply go to our website on this link
b. 'Log In' to WECommunity

FREQUENTLY ASKED QUESTIONS

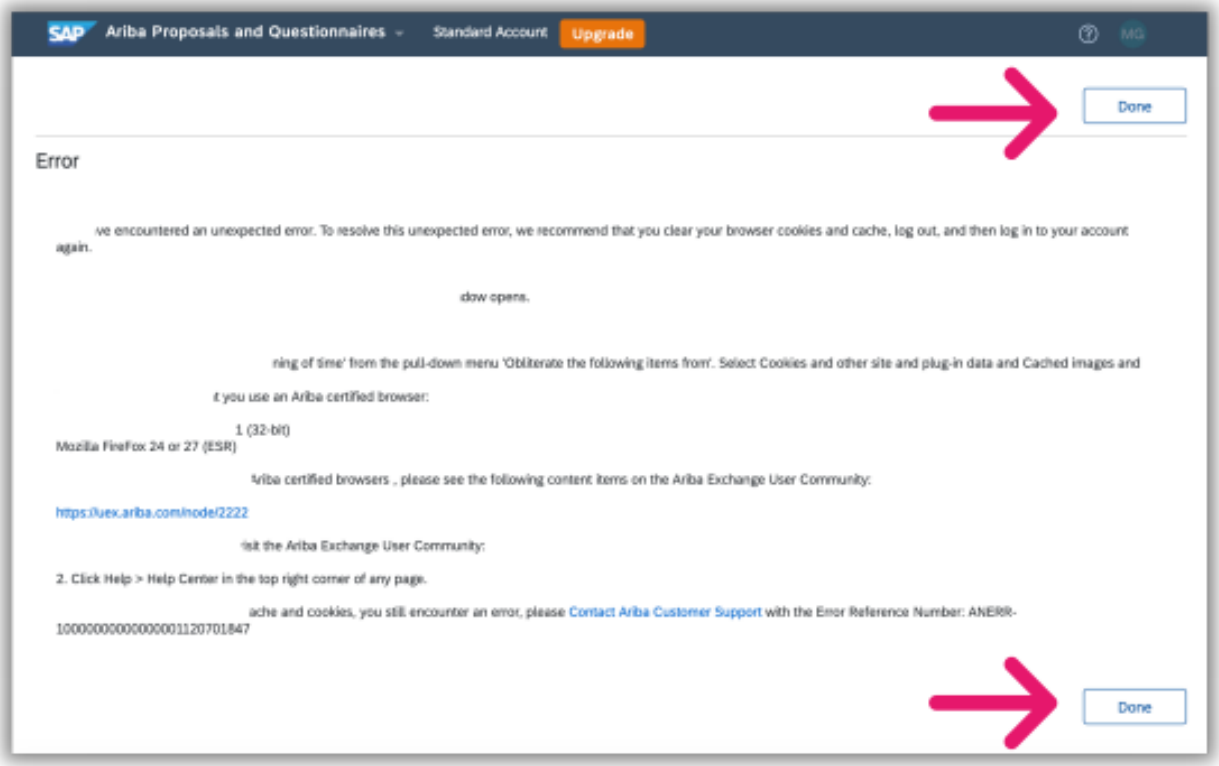
LOGGING IN ISSUES?



a. If you are experiencing 404 error, please close all browsers as you may be logged into system in another browser and due to tight security settings only one instance can be opened at one time. Please clear cache/cookies and try to log back in.
b. Forgot password - If you need to create a new password, please sign in supplier log in page at this link
c. Enter User Name - Your user name was created in step 2
d. Select 'Forgot Password' or 'Forgot User Name'
e. Enter email address to receive new password no-reply@ansmtp.ariba.com
f. Follow guidelines on email

FREQUENTLY ASKED QUESTIONS

EXCEPTION ENCOUNTERED?



a. This occurs due to tight security within the system, simply click the done button.
b. We generally recommend if you are making profile changes to regularly click the 'Save Draft' button to avoid losing information due to timing out or internet connectivity fluctuation.
c. We are sorry for the inconvenience if the data you previously updated needs to be re-inputted, please rest assured these timing out instances are in place to keep your data secure.

FREQUENTLY ASKED QUESTIONS

HOW WILL I KNOW IF MY REGISTRATION ON WECOMMUNITY IS COMPLETE?

From: **Ariba Administrator** <no-reply@ansmtp.ariba.com>
Date: Mon, Aug 9, 2021 at 10:05 PM
Subject: Approved: Supplier registration with WEConnect International

WECOMMUNITY
by WEConnect International

Registration
with WEConnect International.

Congratulations! WEConnect International has approved your supplier registration. LMcT & Company has now been included in the supplier database of WEConnect International.

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

a. An email will be sent once you application has been approved. 24 hours after receiving this email, you will be able to log into WECommunity portal by using 'WECommunity Login' on our website here.
b. Congratulations you are successfully registered