

CERTIFICATION FAQs - ACCESS ACCOUNT TO UPLOAD DOCUMENTS

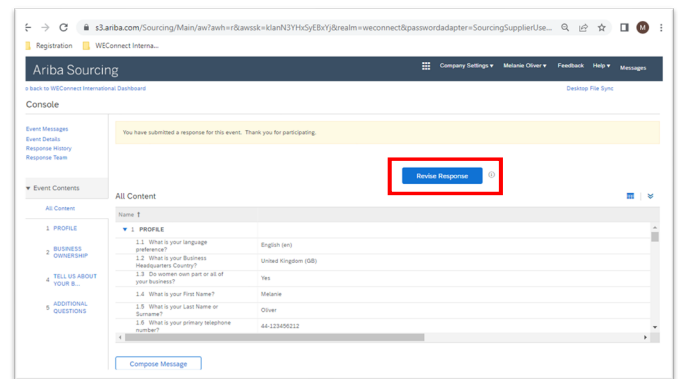
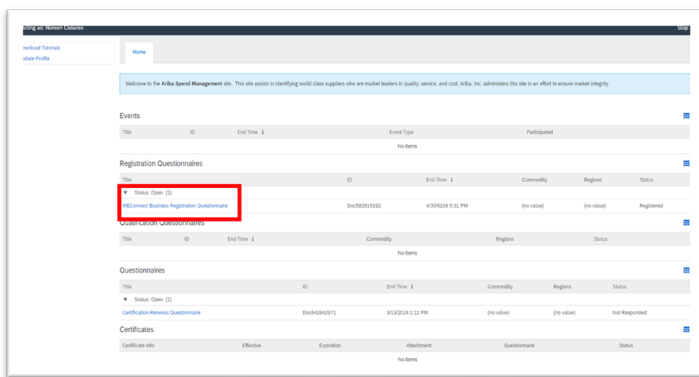
HOW TO ACCESS YOUR ACCOUNT

To access your account and upload additional documents to support certification application.

Simply log back into the WEConnect Business Registration Questionnaire and take the following steps:

1. Log back in from this [link](#). By default your email address would be your user log in name.
2. Click the blue **'Revise Response'**

If you are unable to see **WEConnect Business Registration Questionnaire**, please see succeeding slides on 'How to access certification application.'



UPLOAD DOCUMENTS

When logged in to WEConnect Business Registration Questionnaire click blue **'Revise Response'**

1. The business documents required to support certification applications are based on **Q4.1 'What is your business current legal structure'**

4 TELL US ABOUT YOUR BUSINESS STRUCTURE

4.1 What is your business' current legal structure? Corporation

2. Documents to upload is listed based on 8.140 'Business current legal structure.'
3. To add additional documents to support application under 8.144 'Additional Documents', click 'Attach a file' simply drag and drop a file or upload documents from your computer. There is no limit to the number of files that can be uploaded, **please do not remove previous files uploaded.**

Add Attachment OK Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: No file chosen
Or drop file here

4. Once all documents have been uploaded click the **'Submit Entire Response'**

(*) indicates a required field

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

Please upload all additional supporting documents onto your application form, do not send them through email or by using the 'compose message' button'.

Take note once updates have been submitted, you will not be able to make additional changes or updates until the updates have been reviewed by the certification team. Generally, 24-48 hours processing time for every update to be processed.

UPDATE ANNUAL REVENUE

When logged in to WEConnect Business Registration Questionnaire click blue 'Revise Response'.

1. To update 'Annual Revenue' go to **Q4.20, 'What was your annual revenue (in US Dollars) as of December 31 last year that you would like displayed on the WECommunity portal?'**

2. Make the necessary changes according to your annual revenue under Q4.20, in accordance with the Annual tax return submitted.
3. Under Q4.21, we need confirmation if you would like your revenue you may chose to display your revenue or keep this 'Private', if you chose to display annual, revenue please make sure that it is as listed under Q4.20.

UPLOAD DOCUMENTS

When logged in to WEConnect Business Registration Questionnaire click blue 'Revise Response'

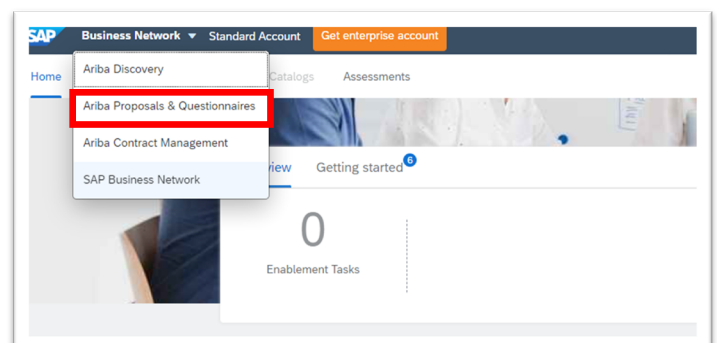
1. The business documents required to support certification applications are based on Q4.1 'What is your business current legal structure'

2. Documents to upload is listed based on 'Business current legal structure' 8.140.
3. To upload document, click 'Attach a file'.

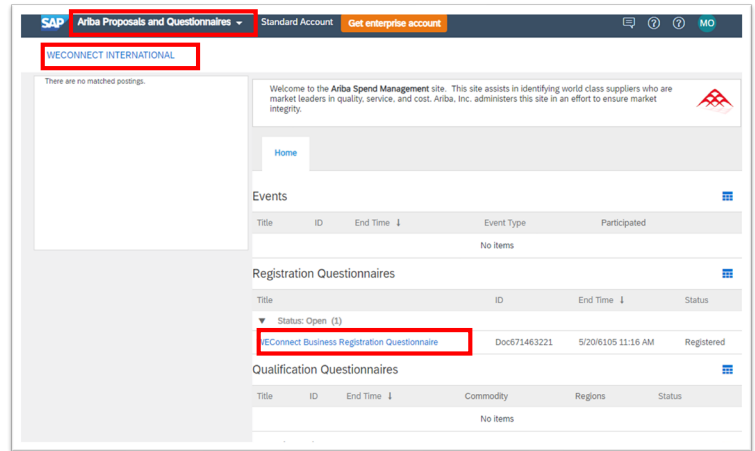
HOW TO ACCESS YOUR CERTIFICATION APPLICATION

When logged in and you do not have access to WEConnect Business Registration Questionnaire, simply take the following steps to access your registration or certification application on the Ariba Dashboard.

1. On the main tool bar from drop down select 'Ariba Proposals & Questionnaires', just in case you are in Ariba Discovery or SAP Business Network.

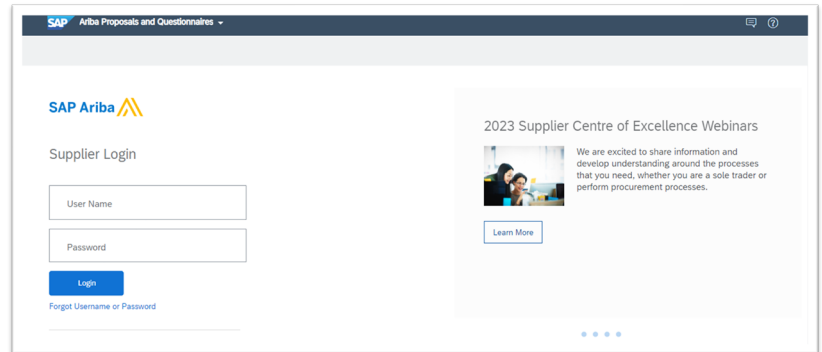


2. **WEConnect International** should appear on tool bar or in drop down under 'More'.
3. Select '**WEConnect Business Registration Questionnaire**' to access registration or certification application.



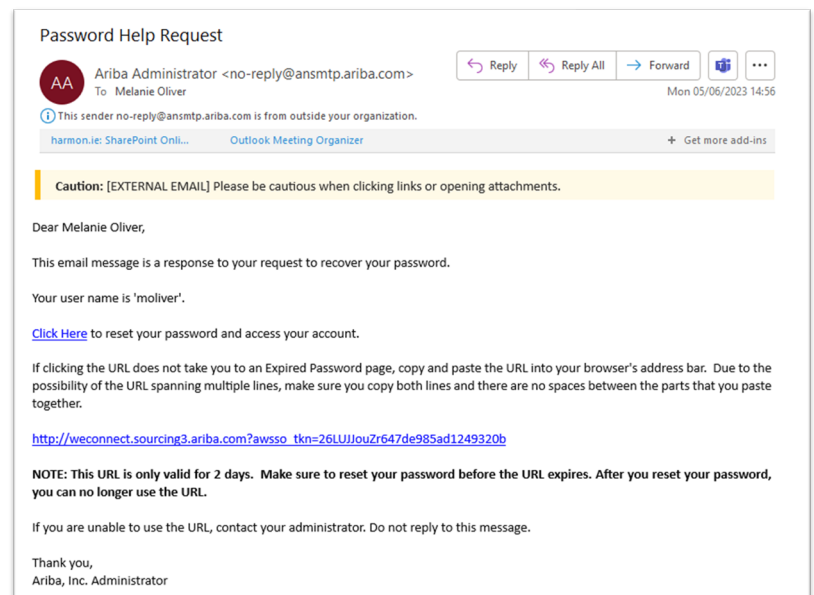
PASSWORD OR USER RESET

1. Log in from this [link](#). Please ensure the top of the screen shows '**Ariba Proposals and Questionnaires**.' If it shows 'Ariba Network' chose dropdown to select appropriate page.
2. To obtain password or user name, please select '**Forgot User Name or Password**'.
3. Prompt will appear asking if you want to reset your password/user name.
4. An email will be sent from Ariba Commerce Cloud ordersender-prod@ansmtp.ariba.com with a unique url to allow main account holder to change or reset password or user name.
5. Follow the email guidelines.



Generally, the email will be sent to your inbox within 5-10 minutes.

If you are experiencing delay in receiving an email from Ariba Administrator, please check your inbox after 24-48 hours. Search by subject: Password Help Request or search through sender: Ariba Administrator <no-reply@ansmtp.ariba.com>.



HOW TO FIND YOUR ANI (ANIID)

When logged in,

1. Go to the icon on the top right hand.
2. The ANIID can be found underneath business name.

