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COACH | kate spade | STUART WEITZMAN

Supplier Registration
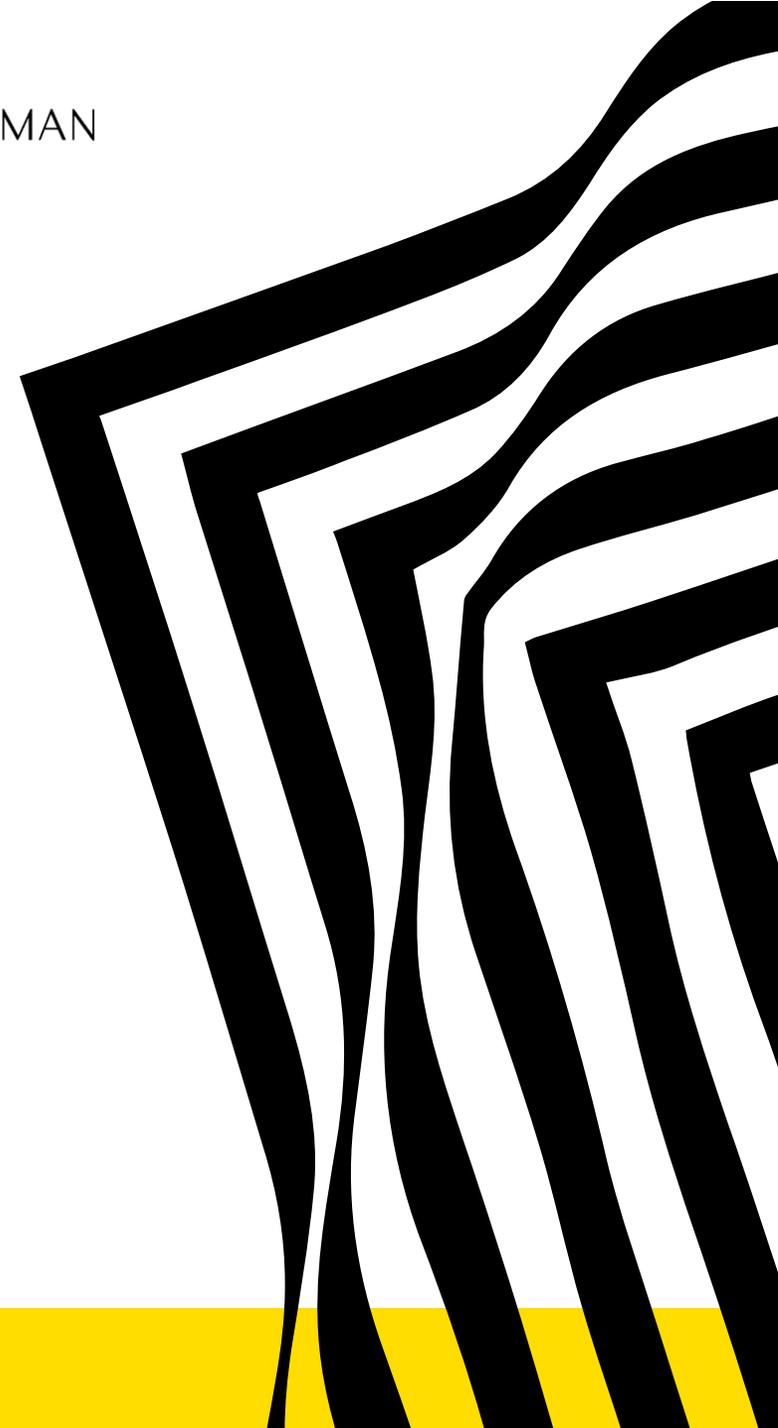Quick Reference Guide *for Suppliers*

Supplier Registration

Thank you for your interest in doing business with Tapestry. All suppliers are expected to register on Ariba Network to maintain supplier information with Tapestry, for free! Upon successful registration as a Tapestry supplier, all suppliers will have access to a secure portal allowing them to:

- Update address, phone number or other contact information
- Edit payment method and banking details

All suppliers must receive an invitation from Tapestry to register; this will begin the supplier registration process. Timely submittal will help make sure our data is accurate and reduce delays in processing orders and payments.

***Please note*:**
- To complete the supplier registration process, you will be directed to the Ariba site, on behalf of Tapestry. If you are currently registered with Ariba, please login with your existing credentials to the registration questionnaire to establish a relationship with Tapestry and complete.
- Registering does not guarantee or imply that you will receive an invitation to a sourcing event, new business or a contract from Tapestry.

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Supplier Registration Process
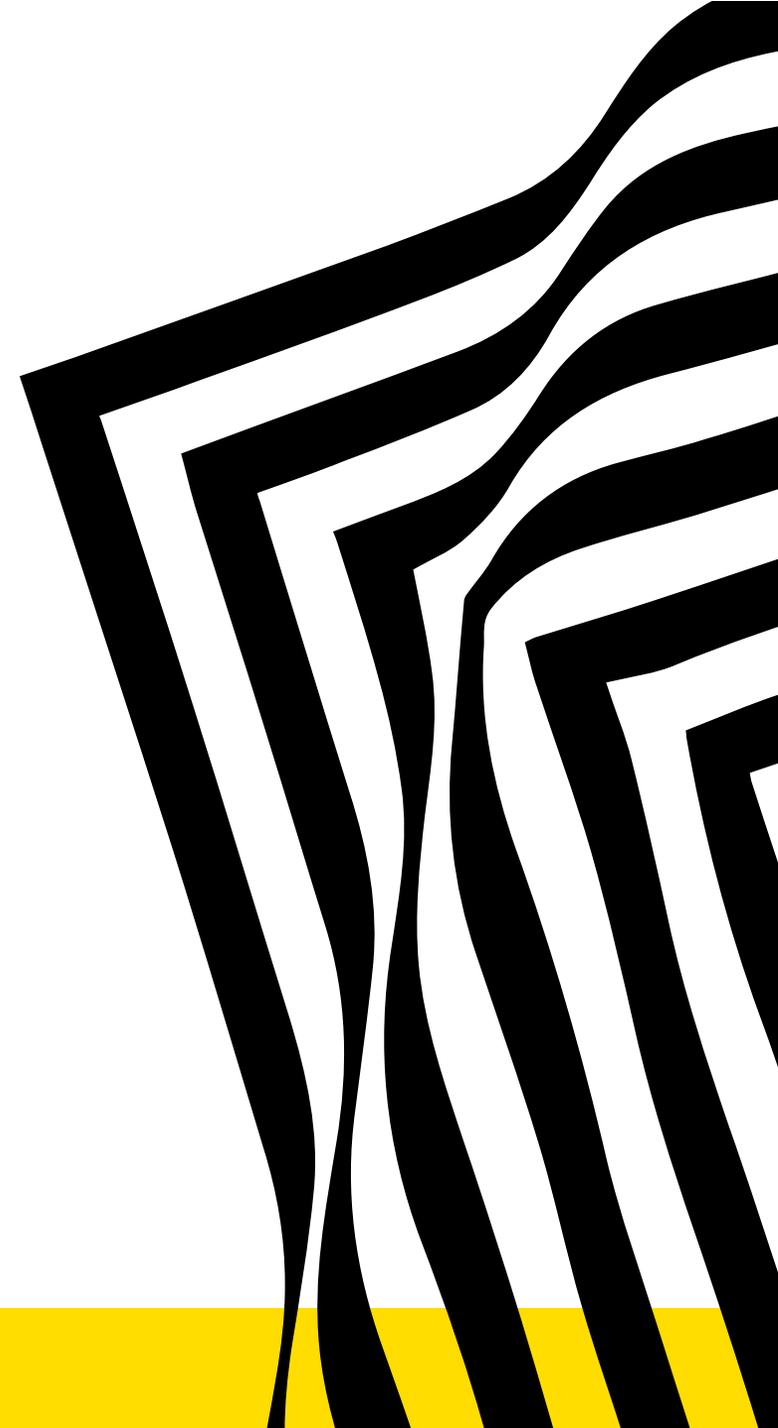
Supplier Registration Process

Monitor your email for a communication from Tapestry containing a unique link to register with Tapestry as a supplier on the Ariba Network. The email will come from '@ansmtp.ariba.com'

Supplier Registration Process:

① Click on the link "here" which will bring you to a separate window on the Ariba site for supplier registration.

② On the Ariba Network site, you can either Sign-up or Login to your existing account.

③ If you do not have an existing account, you can create an account by clicking "Sign Up"

Note: The invitation may come from a various group of approvers and not the business contact you are doing business with.

From: Michael <s4system-prod+tapestry-T.Doc1669639491@ansmtp.ariba.com>
Sent: Wednesday, February 20, 2019 3:57 PM
To: No, Reply <noreply@tapestry.com>
Subject: Register as a supplier with Tapestry (Coach | Kate Spade | Stuart Weitzman)

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Action Required

Dear Valued Supplier,

Tapestry (Coach | Kate Spade | Stuart Weitzman) is inviting you to register to become a supplier with our company. Tapestry is using Ariba as our platform for onboarding our suppliers. The Ariba Network allows us to manage our procurement activities and to collaborate with our suppliers in a more efficient manner.

You are receiving this email because your business contact at Tapestry has identified you as the appropriate contact for this supplier registration. If you are not the correct contact, please email Tapestry at BuyingHub@tapestry.com, and clarify the correct contact to ensure no delay in invoice payments.

Below is the link to our registration. After you have clicked the link, you will have the option to Login or Sign Up. If you already have an account with the Ariba, sign in with your existing username and password. Otherwise, you will need to create a free Ariba account to proceed.

Click Here to login or create an account with Ariba to register as one of our suppliers.

For additional information, please refer to our quick reference guide by clicking here.

Thank you for your partnership and please contact us if you have additional questions at BuyingHub@tapestry.com.

Sincerely,
Tapestry Supplier Management

You are receiving this email because your customer, Tapestry - TEST, has identified you as the appropriate please contact Tapestry - TEST.

Offices | Data Policy | Contact Us | Customer Support

Powered by **SAP Ariba**

Welcome, ▮▮▮▮▮

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Network. Tapestry has invited you to ____ing event.

New to the Ariba Network? Sign up to register your user account.

Sign up

Already have an account?   **Log in**

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval

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Supplier Registration Process

Creating an Ariba Network Account is free and is required to complete the registration process.

Supplier Registration Process:

4 Complete the required fields within Company Information and User Account information

5 After completed company and account information, review and accept the Ariba Sites conditions by clicking the boxes.

6 Complete the account set up by clicking "Create Account and Continue"

Note: The account you are creating is considered a "Standard Account" on the Ariba Network.

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Supplier Registration Process

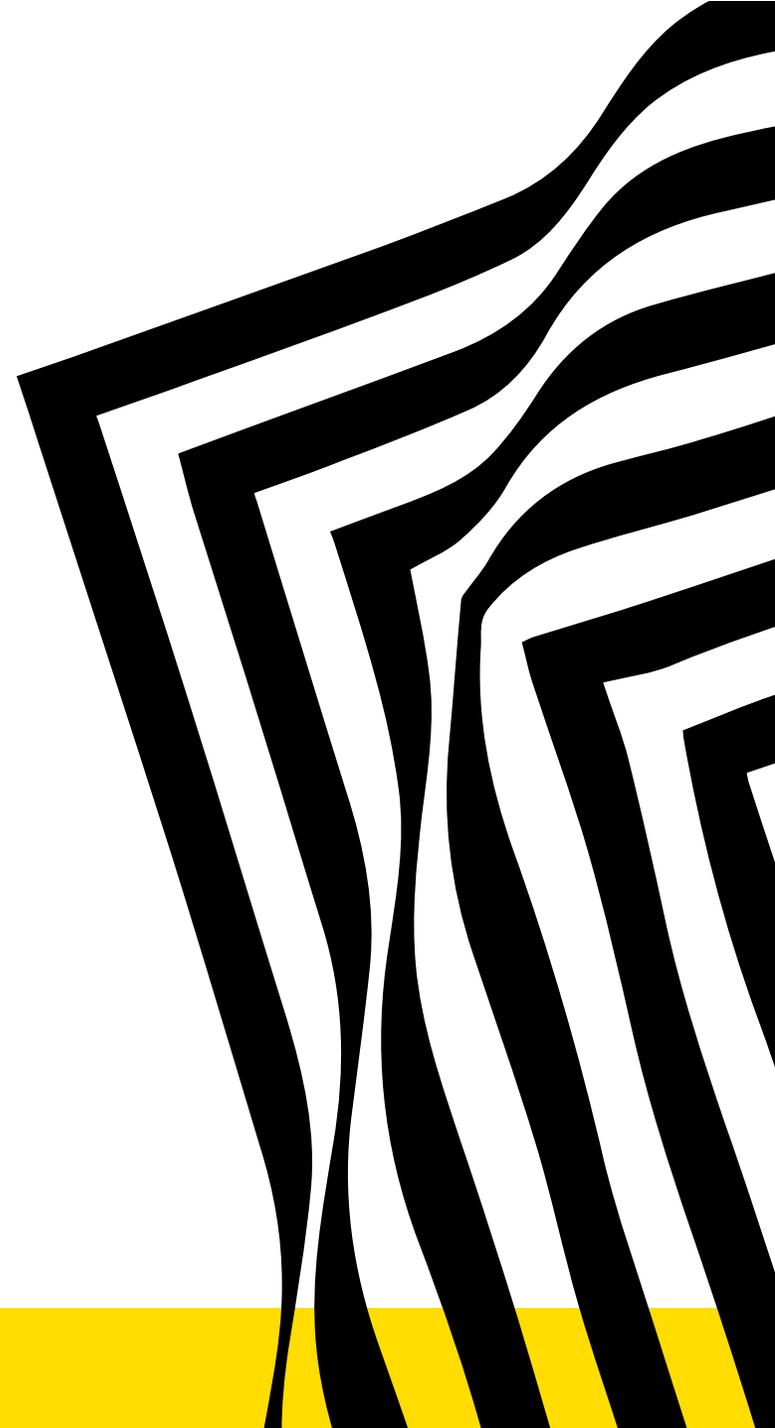**Upon completion of your Ariba Network account, you will be brought to our registration questionnaire.**

Supplier Registration Process:

7   Complete all required sections and questions.

8   Continuously save your information by clicking "Save" to not lose your answers if you're accidently logged out.

9   Once completed, submit your answers by clicking "Submit Entire Response"

Note: Once you submit your responses; Tapestry's Supplier Management groups will review and approve your answers. You will receive a system generated email notifying you that your set up has been fully approved.

Supplier Registration Questionnaire Access

Supplier Registration Questionnaire Access

Tapestry's Supplier Management groups may require additional information. You are able to access the questionnaire at a later time. Please refer back to the original invite email or go to _supplier.ariba.com_

Supplier Registration Access:

1 Click Ariba App's Icon at the top of your page next to "Company Settings"

2 Click "Proposals"

3 Click on the Supplier Registration Questionnaire to access the supplier questionnaire for tapestry.

Note: If Tapestry's Supplier Management groups require additional information, you will receive an Ariba system generated email. This will prompt you to log back into the questionnaire.

Supplier Registration Questionnaire Access

When more information is requested from Tapestry...

When logged into your Ariba Network Account

4 View the status of your registration on your Dashboard
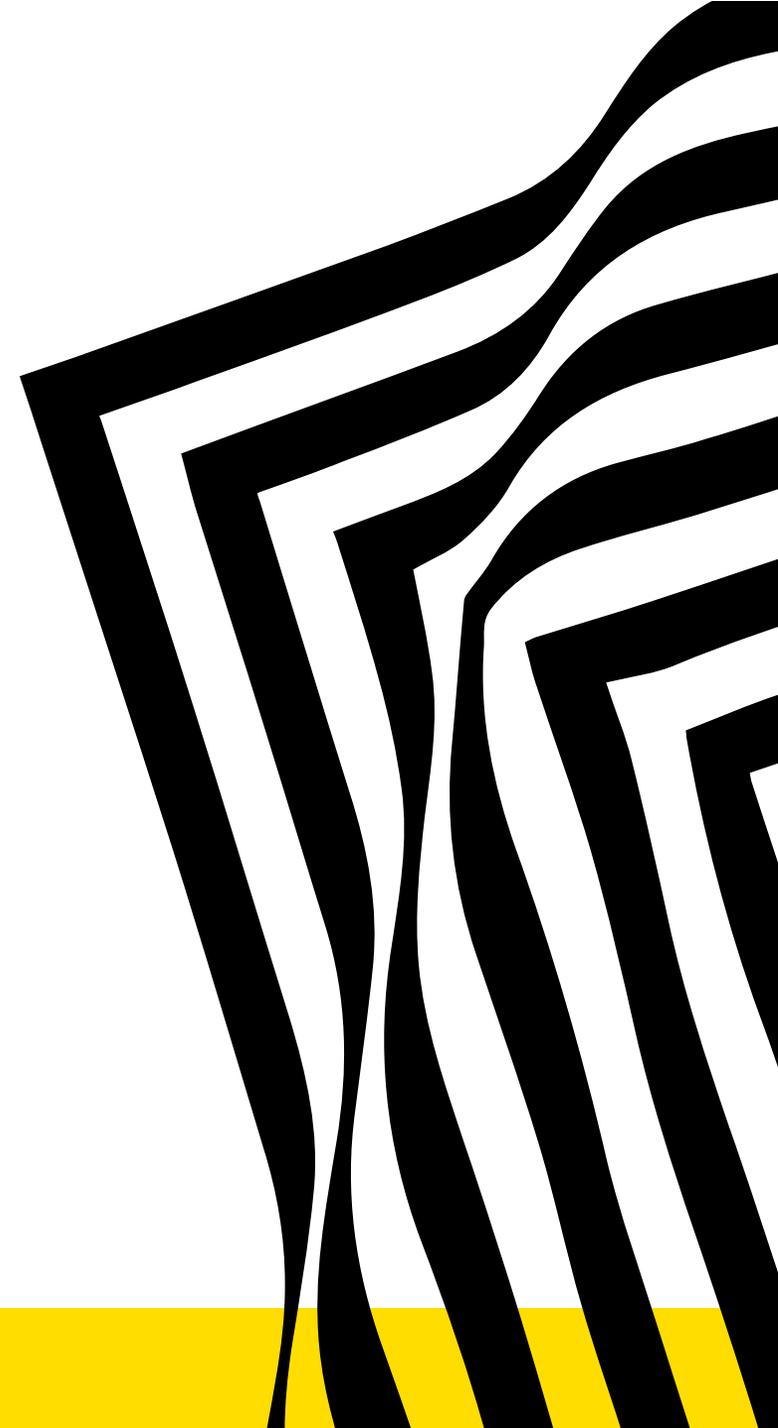
5 After you open the questionnaire, click Revise Response and edit

6 Go back and repeat steps 7 thru 9 under the Supplier Registration Process

Note: Your Ariba Network Dashboard will display the status of your registration under "Supplier Registration Questionnaires."
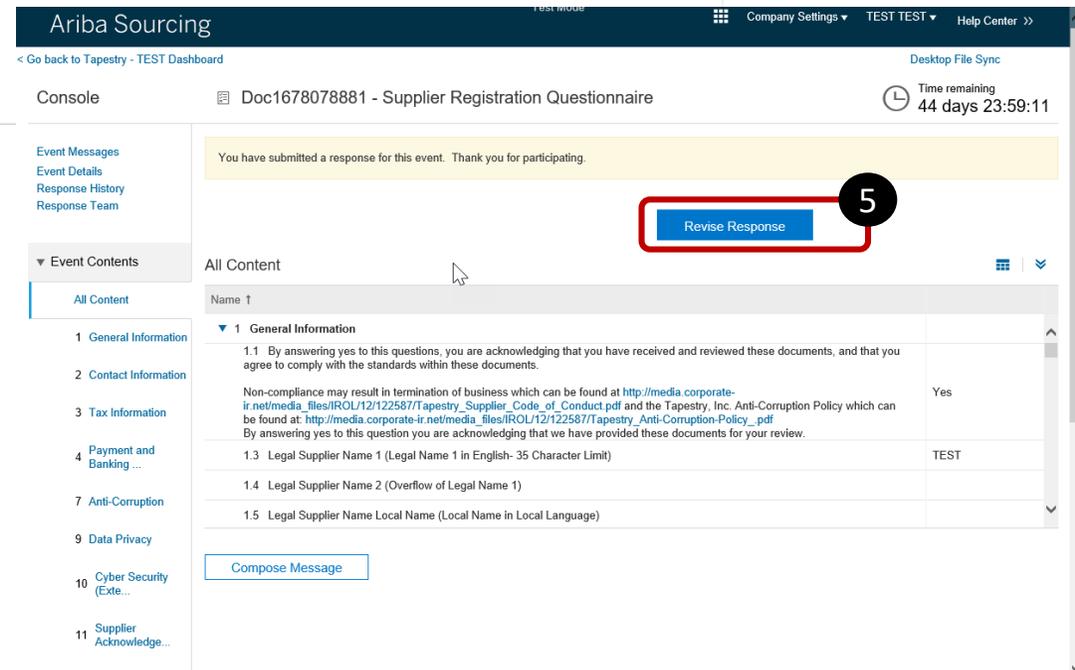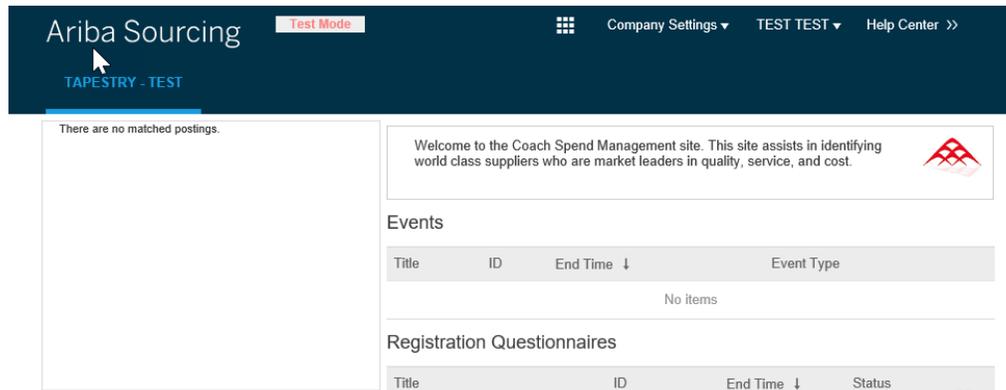
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Supplier Registration Additional Information

Supplier Registration – Help & Tips

Internet Browser
- The Ariba Supplier Network performs best using the latest version of Internet Explorer

Cannot find Tapestry registration email
- Be sure to search your Junk/Spam email folder as sometimes the email gets sent there; Search for '@ansmtp.ariba.com' and look for an email similar to the one on Slide 4
- If you searched all mail folders and still can't find the invite, please send us an email to SupplierEnablement@tapestry.com and ask for us to resend the registration to you (Note: please confirm the correct email address in your email)

I'm getting reminders AND CANNOT FIND THE INITIAL "registration email"
- Prior to clicking the link in the reminder email, please navigate to https://supplier.ariba.com and below the login box, select 'Register Now' under the header "New to Ariba"
- Once you are registered, go back to the reminder email
- You can now enter your newly created user id and password to log into Ariba and complete the Tapestry registration form

Unable to submit registration because of an ALL CAPS ERROR
- If you encounter an error notice that prevents you from registering due to ALL CAPS, please send us an email to SupplierEnablement@tapestry.com letting us know that you cannot submit your registration due to an ALL CAPS error and we'll gladly resolve the error for you to complete your form

Any other issues
- If you encounter any other issues, please email SupplierEnablement@tapestry.com and let us know the following information
  - Your name, your company's name, email address, and contact phone number
  - Detailed description of the issue

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FAQ's

- *My link seems to be expired, what can I do?*
  - *Email SupplierEnablement@tapestry.com to reopen the event.*
- *Username and password not valid?*
  - *If you have an Ariba Network account click "forgot password" if you do not have an Ariba Network account click "sign up"*
- *I have already filled out this form before.*
  - *"please contact SupplierEnablement@tapestry.com / your Tapestry Contact and let them know the company name you used to complete this form"*
- *How do I submit my answers?*
  - *Click submit at the bottom of the form. If you do not see "submit" please contact SupplierEnablement@tapestry.com*
- *How do I save?*
  - *Click the "save button" at the bottom of the registration form to save progress*
- *How can I locate the form if the link does not direct me to it?*
  - *For security purposes, you can only access the registration form via the link. Tapestry can resend the link.*
- *How do I know if it has been approved?*
  - *You will be notified via email.*
- *When do I receive payment?*
  - *Reach out to your Business Contact at Tapestry for more information on payments*

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