Things to note when completing the Questionnaires:

Palabora Registration Questionnaire:

1. Company name + Names + Surnames must be in UPPERCASE
2. Email addresses must be in LOWERCASE
3. No spaces in contact numbers
4. **Important! Section 8 for CURRENT MAJOR CUSTOMERS must also comply with rules as per 1 – 3 above.**

Palabora Banking Data:

1. No spaces in bank account number
2. 1.3   Account Holder Name: No special characters, e.g. ( ) & # % - \*

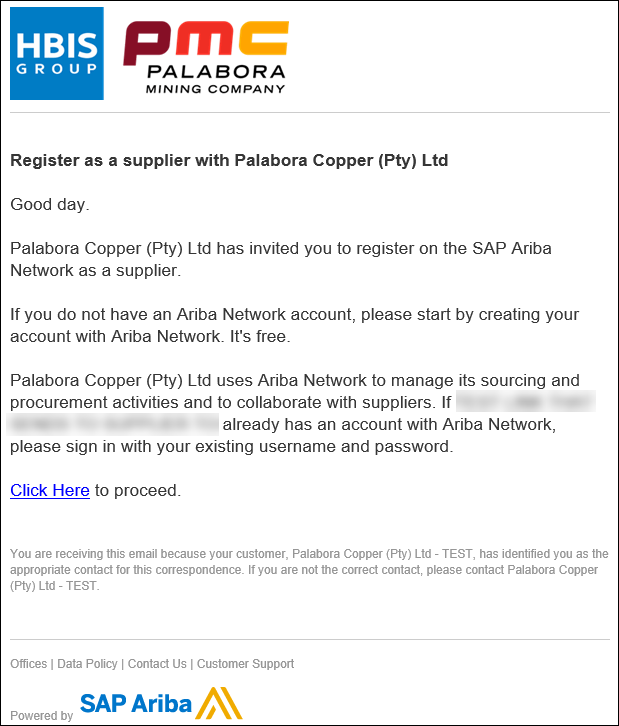
Suppliers are allowed only 1 attachment at a time.

E.g. If your company has 5 directors, please scan 5 IDs in one go and attached **1** file. If done incorrectly and the response is submitted, you in in status “Pending Approval” and changes can only be made once you are in status “Registered”, which can take a long period of time, depending on how fast all approvers execute their part.

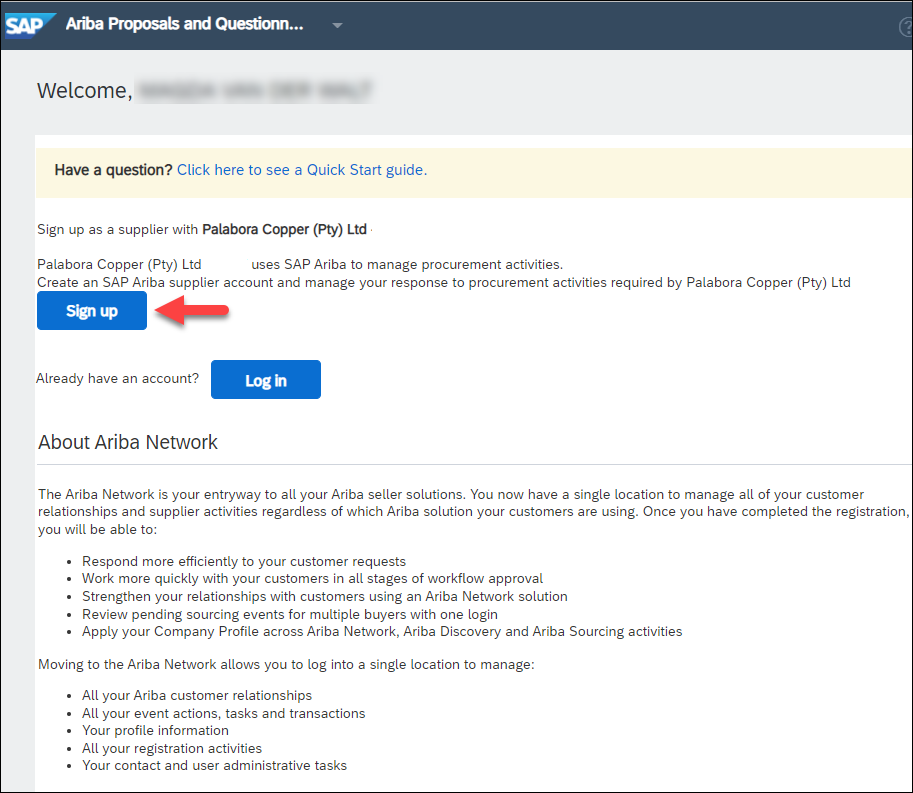
Trust this clarifies and will ensure a smooth process for you !

Supplier receives invitation from Palabora to register on the SAP Ariba Network as a supplier

Click on the link **“Click here”**



Supplier must **“Sign up”**

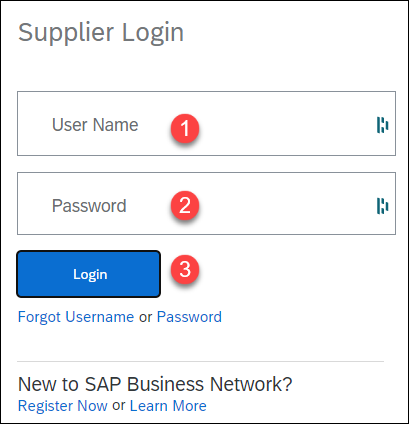


**Important: Save your Username + Password to use for future login to your account**

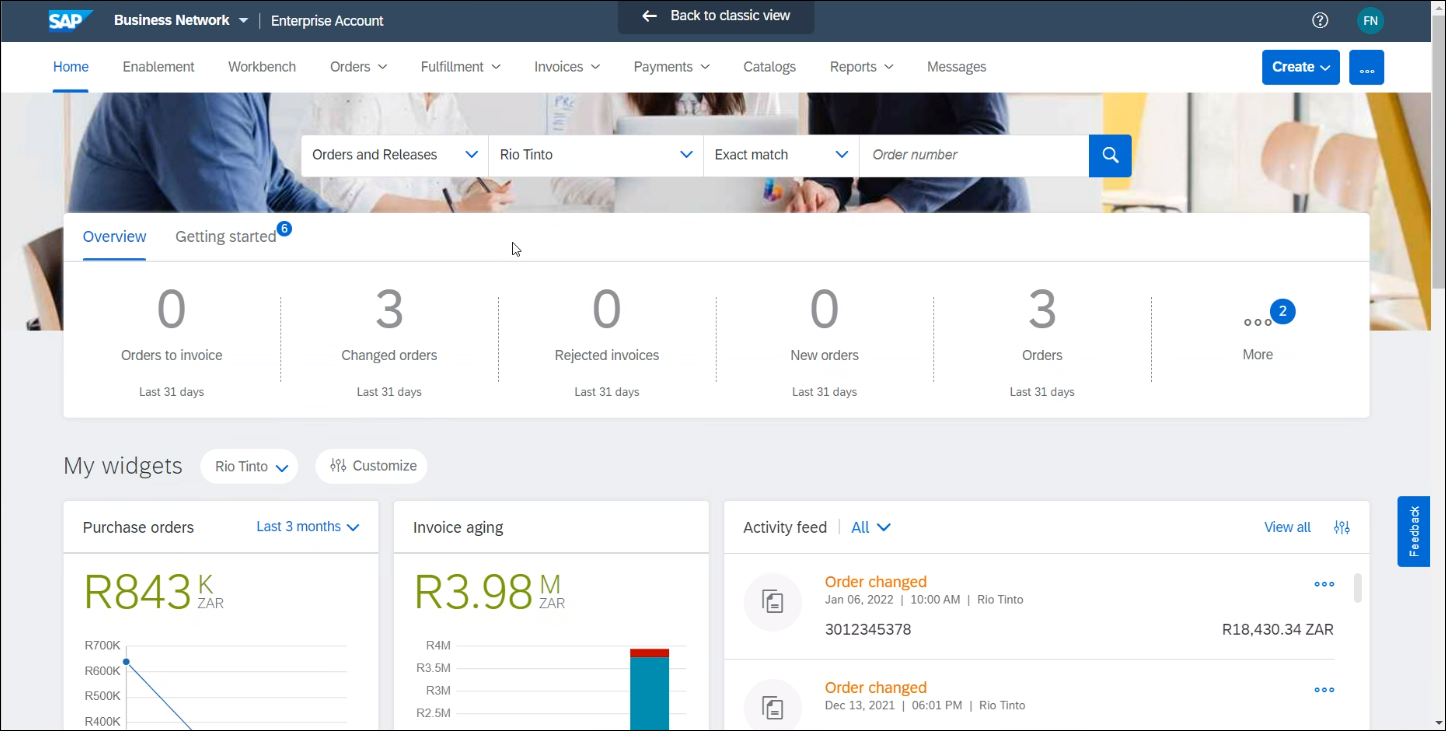
If you need to make changes to the Palabora Questionnaires, namely Palabora Registration Questionnaire and/or Palabora Banking Data, proceed as follows:

Click [Ariba Network Supplier](https://service.ariba.com/Supplier.aw/124996039/aw?awh=r&awssk=xRXYdPlM&dard=1&ancdc=1) to sign in

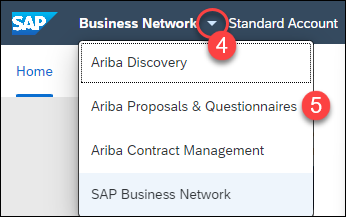
Login with Username and Password



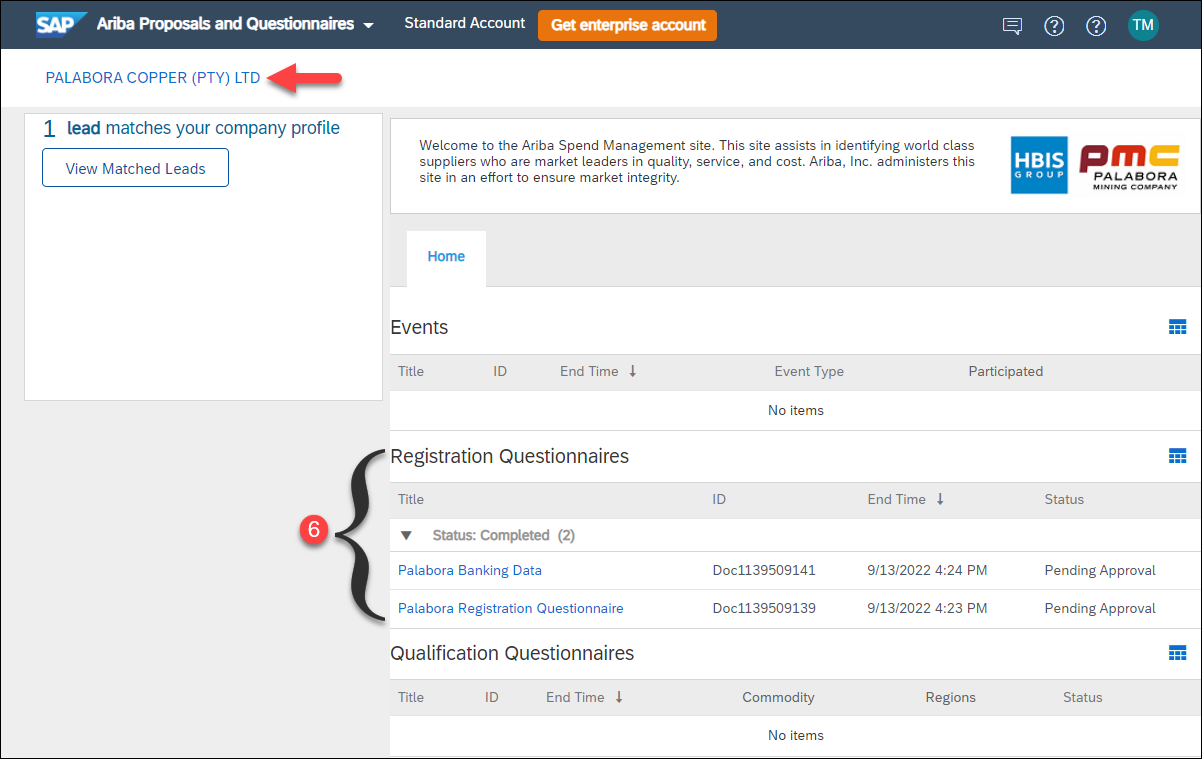
Dashboard



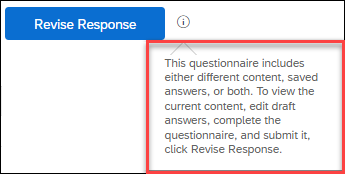
Drop down on Business Network – Select Ariba Proposals & questionnaires



Open the Questionnaire you wish to change



Click “Revise Response” and make changes where required



**Important**: When done, click 

**Note:** Status is in PENDING APPROVAL, and you won’t be able to make any further changes to the questionnaire until Palabora Copper approvers approved and your status is REGISTERED