

Ariba Supplier Training



Registration, Qualification, and Sourcing

Corporate Supply Chain Management
December 5th, 2022



Vertrouwen in eigen kunnen

AGENDA

- Introduction
- Supplier Request – New Suppliers
- Registering in Ariba
- Updating existing registration data
- Supplier qualification
- Participating in sourcing events
- Job awarding
- Support

Introduction



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Ariba Network

In order to improve the registration process, evaluation of our suppliers, tenders and contract maintenance Staatsolie will be implementing the Ariba Software System as of December 19th, 2022.

Staatsolie will use 3 modules of Ariba:

- Supplier Lifecycle and Performance (SLP)
This module will be used to register, qualify and evaluate suppliers.
- Sourcing
This module will be used to send out Solicitations of Interest and Invitations to Bid in order to participate in sourcing events
- Contract Management
This module will be used to manage all Staatsolie contracts

Supplier Request– New Suppliers



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New Suppliers

In order to do business with Staatsolie, all new suppliers need to be Qualified.

In order to be qualified, a supplier first needs to register in the Ariba Network.

This can be done through one of two ways:

1. an invite by Staatsolie (Supplier Request)
2. self-registration through a link on the Staatsolie website.

To register, the supplier needs to fill out a registration questionnaire in Ariba. After the registration questionnaire is approved by Staatsolie, they will start the qualification process.

The supplier will receive an email inviting them to fill out the qualification questionnaire. This needs to be filled out as completely as possible. The information provided will be reviewed by Staatsolie.

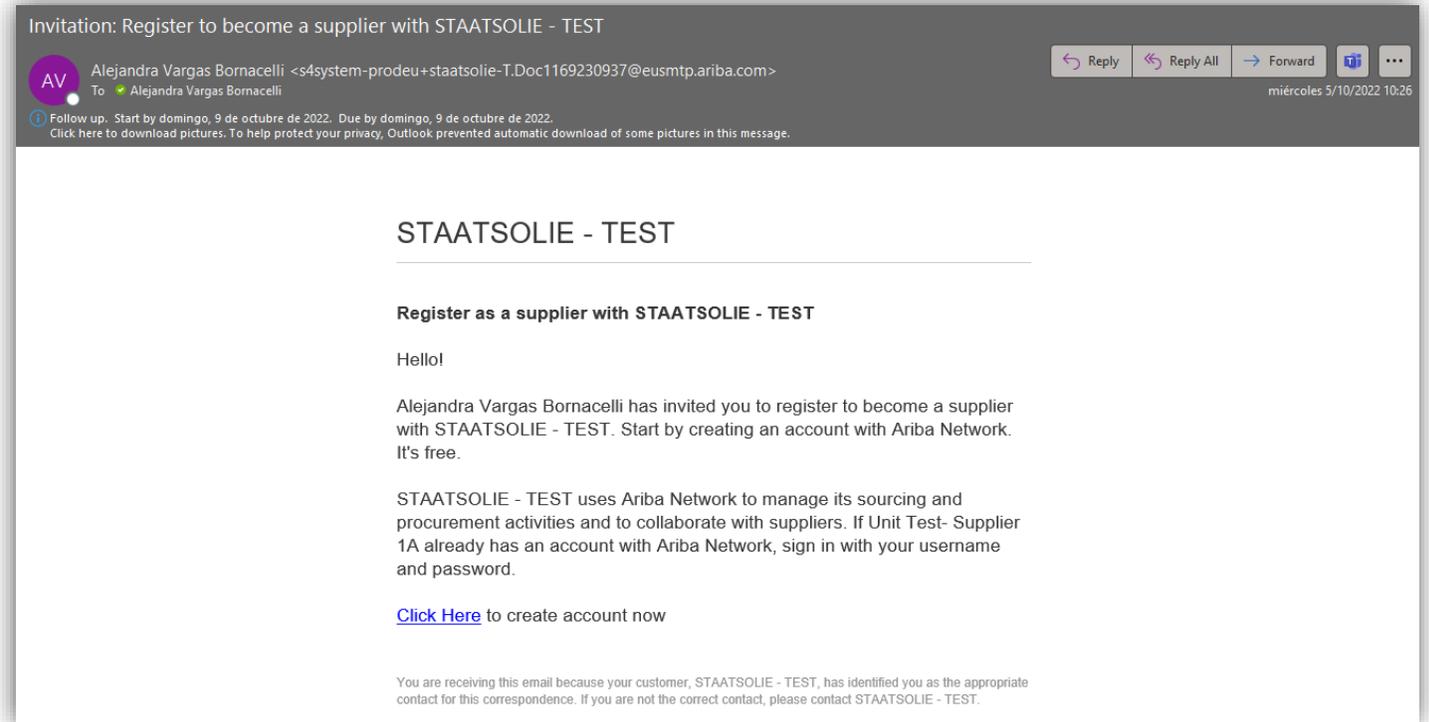
Once approved, the supplier is qualified for doing business in the area they indicated on the qualification questionnaire.



Supplier Request

The supplier request process allows Staatsolie to request new suppliers to register their company information in Ariba.

You will receive an email inviting you to register.



Note: There is a chance that the e-mails from '**Ariba**' end up in your spam or your junk folder. It is therefore recommended that you take the necessary precautions in your e-mail settings to prevent this from happening.

The sender email address from which you will receive the notifications is: "Staatsolie Ariba <no-reply@eusmtp.ariba.com>"

Self Registration

The supplier's self-registration process allows vendors that want to do business with Staatsolie to introduce themselves and start their own request process. Suppliers will start this process through this URL available on Staatsolie's website: <http://staatsolie.sourcing-eu.ariba.com/ad/selfRegistration> .

When you click on this link, you need to fill in all the necessary information and click "Submit". Staatsolie is now able to invite you to start the registration process.

STAATSOLIE Test Site

Supplier Request Form

- 1 Business Justification for New Supplier *
- 2 Is this a Non-Vendor Organization *
 Yes No
- 3 General Supplier Information
 - 3.1 Supplier Full Legal Name *
 - 3.2 Supplier Main Address
 - Street ? House Number ?
 - Street 2 ?
 - Street 3 ?
 - District ?
 - Postal Code ? City ?
 - Country/Region ?
- 4 Primary Supplier Contact
 - 4.1 Contact First Name *
 - 4.2 Contact Last Name *
 - 4.3 Contact position *
 - 4.4 Contact Email *
 - 4.5 Contact Phone
 - 4.6 Contact Location and Communication Language *
- 5 Additional Information
 - 5.1 Category *
 - 5.2 Region

Submit Save Cancel

Registering in Ariba – All Suppliers



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Existing Staatsolie Suppliers

As an existing and active Staatsolie supplier you do not need to be qualified again in Ariba. You will, however, need to review and update the information Staatsolie has on file for your company.

You will receive an email inviting you to create an Ariba account (if you don't already have one) and fill out/update the registration questionnaire.

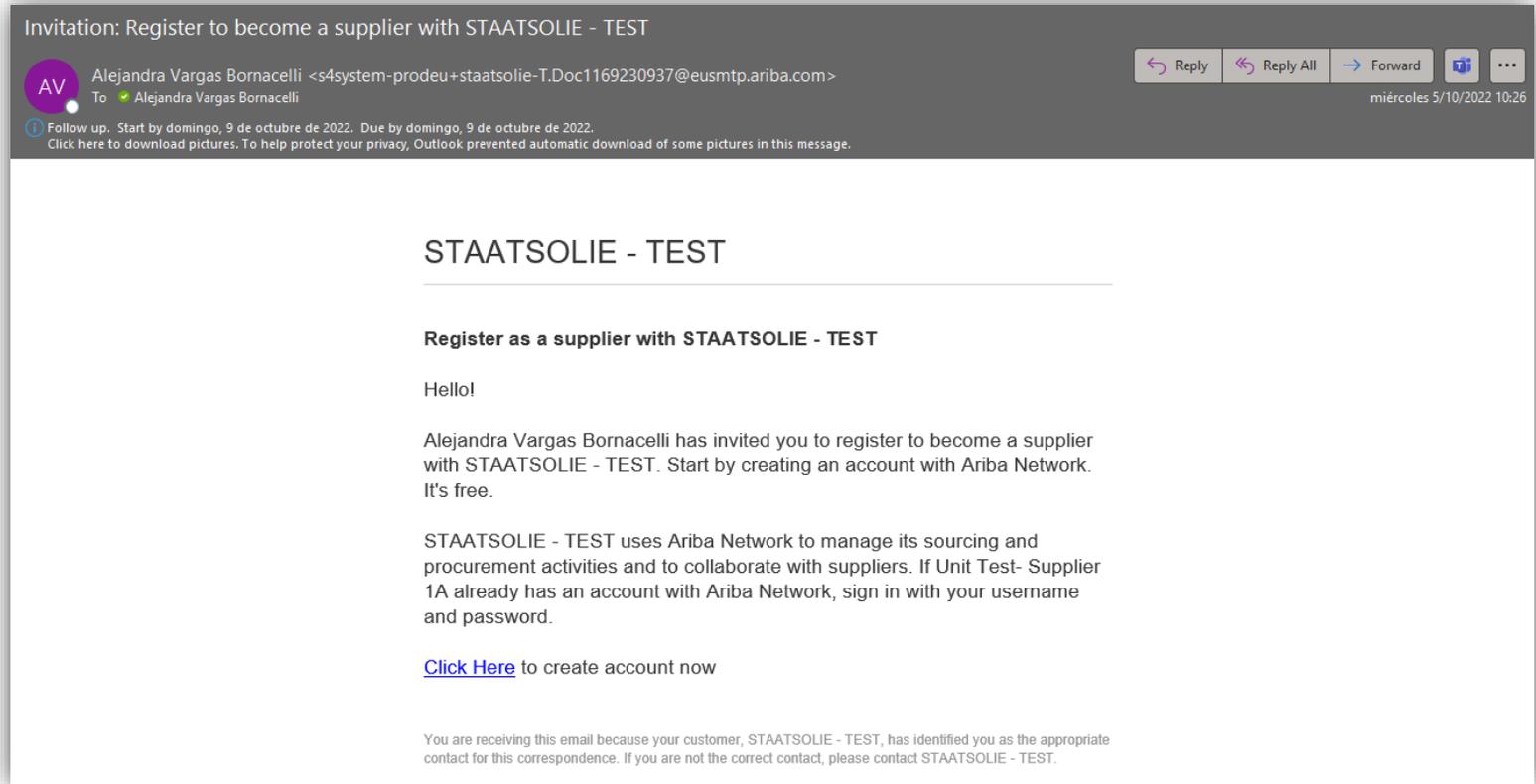
In the next slides this process is explained in more details.

Registration in Ariba Network

All active suppliers will receive an email with an invitation to register on the Ariba Network (Free of charge).

Click on the link in the email to create your account (even if you already have an existing Ariba account).

Please note that you have 30 days to complete the registration process.



Note: There is a chance that the e-mails from 'Ariba' end up in your spam or your junk folder. It is therefore recommended that you take the necessary precautions in your e-mail settings to prevent this from happening.

The sender email address from which you will receive the notifications is: "Staatsolie Ariba <no-reply@eusmtp.ariba.com>"

Registration in Ariba Network

SAP Ariba Proposals and Questionnaires

Bienvenido, Diego Vazquez

¿Tiene alguna pregunta? Haga clic aquí para ver la guía Inicio rápido.

Inicie sesión como proveedor con Staatsolie Maatschappij Suriname N.V. - TEST en SAP Ariba.

Staatsolie Maatschappij Suriname N.V. - TEST utiliza SAP Ariba para gestionar actividades de compra.

Cree una cuenta de proveedor de SAP Ariba y gestione su respuesta a las actividades de compra requeridas por Staatsolie Maatschappij Suriname N.V. - TEST. **Subscribe**

¿Tiene ya una cuenta? **Log In**

Acerca de Ariba Network

Ariba Network es su puerta de entrada a todas las soluciones de vendedor de Ariba. Ahora tiene un lugar único desde el que puede gestionar todas sus relaciones de cliente y actividades de proveedor.

- Responder de forma más eficiente a las solicitudes de sus clientes
- Trabajar más rápidamente con sus clientes en todas las etapas de aprobación del flujo de trabajo
- Fortalecer las relaciones con sus clientes utilizando una solución de Ariba Network
- Revisar eventos de sourcing pendientes para varios compradores dentro de una única sesión.
- Aplicar su perfil de empresa en las actividades de Ariba Network, Ariba Discovery y Ariba Sourcing

Realizar el cambio a Ariba Network le permitirá iniciar una sesión única desde la que puede gestionar:

- Todas sus relaciones de cliente de Ariba
- Todas sus acciones, tareas y transacciones de un evento
- Su información de perfil
- Todas sus actividades de registro
- Sus tareas administrativas de usuario y contactos

If you do not already have an Ariba account, you will have to Subscribe and create a new account.

If you already have an Ariba account you can just log in and link your existing account to the registration invitation received from Staatsolie.

Creating a New Account

SAP Ariba Proposals and Questionnaires

Crear una cuenta

Primero, cree una cuenta de proveedor de SAP Ariba, después rellene los cuestionarios solicitados por Staatsolie Maats

Información de la empresa

Nombre de la empresa:* Training 1A

País/Región:* Argentina [ARG]

Dirección:* Street 4989

Línea 2

Código postal:* 8542

Ciudad:* Buenos Aires

Estado/Provincia:* Buenos Aires [AR-B]

Once you clicked on Subscribe to create a new account the following screen appears.

Enter the following required information:

- Company Name
- Country/Region
- Address
- Postal Code
- City
- State

User Account Information

In this section, you will confirm the following:

- Contact Name (the person who will be using this account)
- User Name: Update this field with the email account that received the invitation. This will be used to log in to the Ariba Network
- Password
- Language
- Email address

Información de cuenta del usuario

Nombre:*

Correo electrónico:*

Utilizar mi dirección de correo electrónico como nombre de usuario

Nombre de usuario:*

Contraseña:*

Idioma: ▼

Pedidos de correo electrónico a:*

Tell Us More About Your Business

In this section, you will confirm:

- Commodity (Item or Service that your business offers)
- Location
- Accept Terms and Conditions
- Click on "Create an account and continue"
- *In case there is a duplicate supplier warning, select "skip"

Cuéntenos algo más sobre su negocio

Categorías de servicio y producto:* -o bien- Examinar

Ubicaciones de expedición o servicio:* -o bien- Examinar

ID fiscal: Introduzca el número de ID fiscal de su empresa.

Número DUNS: Introduzca el número de nueve dígitos expedido por Dun &

He leído y acepto las [Condiciones de uso](#)

Acepto que SAP Business Network haga accesible parte de mi información (de la empresa) a otros usuarios y al público en general según mi función dentro de SAP Business Network y de la configuración de visibilidad del datos personales.

Complete External Registration Questionnaire

- After creating your account, you will now complete the External Registration Questionnaire. For new accounts, this questionnaire will appear automatically. For existing accounts, once logged in, you have to select the External Registration Questionnaire and continue.
- Fill out all the fields in the questionnaire. The fields marked with a red asterisk are required.
- Once all the fields are filled out click on the “Submit Entire Response” option.
- Click "Ok“

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. The page title is "Doc1239277628 - Supplier Registration External Questionnaire". The form is titled "All Content" and contains several sections:

- General Supplier Information**
 - 1.1 Supplier full name: (Required)
 - 1.2 Trading name, if different from above:
 - 1.3 Do you accept the code of business conduct? (Required)
 - 1.4 Type of business (the business activity for which you wish to be considered as supplier) (Required)
 - 1.5 Tax ID [W-008 & W-009] (Required)
 - 1.6 Tax ID - Attachment [W-008 & W-009] (Required)
 - 1.7 Is your company resided in Suriname (Required)
 - 1.15 Country code (main and mobile telephone numbers) (Required)
 - 1.16 Main telephone number:
 - 1.17 Mobile telephone number:

At the bottom of the form, there is a "Show More" link. The left sidebar contains navigation options: Event Messages, Event Details, Response History, Response Team, Event Contents, All Content, General Supplier Inf..., Sales Contact Person, Finance Contact Person, General Contact, Authorized Persons, and Bank Information. The top right corner shows "Company Settings", "Diego Vazquez", "Feedback", and "Help". The bottom right corner shows "Time remaining 29 days 23:26:46".

Registration Status

After you have submitted the questionnaire, you will be able to monitor its status at any time. Your information will be reviewed by Staatsolie. Once approved, your status will change to Registered. You will also receive an email to let you know that your information is now registered.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Cuenta Standard', 'Obtener cuenta Enterprise', and 'MODO DE PRUEBA'. The main content area is titled 'STAATSOLIE - TEST' and contains a welcome message. Below the welcome message, there are sections for 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'. The 'Registration Questionnaires' section is expanded, showing a table with columns for Title, ID, End Time, and Status. A single row is visible with the title 'Supplier Registration External Questionnaire', ID 'Doc1239277628', and End Time '11/30/2022 10:08 AM'. The status 'Pending Approval' is highlighted with a red box.

Title	ID	End Time ↓	Status
Supplier Registration External Questionnaire	Doc1239277628	11/30/2022 10:08 AM	Pending Approval

Updating existing registration information



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Registration Update

Once you have been registered, it is possible to update the registration questionnaire:

1. Log in to your Ariba account
2. Click on the "Supplier Registration External Questionnaire" which should be with a Registered status
3. Select "Revise Response"
4. Click Ok
5. Update the fields that need changes
6. Click "Submit Entire Response"
7. Click "Ok"

Supplier Qualification



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Supplier (Re)Qualification

All vendors need to be qualified in order to do business with Staatsolie.

Note: As an existing and active Staatsolie supplier, you are currently already qualified. However, if for some reason you become disqualified, it is possible to re-qualify. It is also possible that you are only qualified for a certain commodity and need to now be qualified for another commodity. In both cases you will be invited by Staatsolie to (re)start the qualification process.

Supplier Qualification

Once you receive an email invite to start the qualification process, click on the link in the email to log into Ariba.

Please note that you have 30 days to complete the qualification process.

STAATSOLIE - TEST

Qualification questionnaire to become a qualified supplier with STAATSOLIE - TEST

Hello!

Now that Training 1A is registered as a supplier with STAATSOLIE - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- All Commodities in All

[Click Here](#) to fill out the questionnaire

Supplier Qualification

Once logged in:

Click on "External Qualification Form"

Home

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Registration External Questionnaire	Doc1239277628	12/23/6105 1:14 PM	(no value)	(no value)	

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
External Qualification Form	Doc1239927610	12/10/2022 12:26 PM	All Commodities All	All All	Qualification Started

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
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External Qualification Questionnaire

- Fill in all required fields, marked with a red asterisk and upload all required documentation.
- Click "Submit Entire Response"
- Click Ok

Doc1239927610 - External Qualification Form

All Content

Name ↑

1 FINANCIAL DATA	
1.1 Does your company have a register for Shareholders?	* Unspecified ▾
1.3 Sales turnover last Financial Year	* <input type="text"/> USD
1.4 Sales turnover Average over last 3 Years	* <input type="text"/> USD
1.5 Approved Financial Statement	Attach a file
1.6 Is the last annual published financial report conform the commercial code of compliance?	* Unspecified ▾
2 ELIGIBILITY	
2.1 Have you or has your business been the subject of legal proceedings for insolvency, bankruptcy, receivership, or your business activities suspended for related reasons?	* Unspecified ▾
2.2 Are you or your staff subject of legal proceedings for corrupt or unethical business practice or offering any inducement to any procurement entity in order to be considered for tender award?	* Unspecified ▾
2.3 Do you have any immediate family members who are currently conducting business with Staatsolie or is an employee of Staatsolie?	* Unspecified ▾
2.4 Is your company in any way associated with any other firm that is currently conducting business with or has applied to be considered for pre-qualification or any other tender in Staatsolie?	* Unspecified ▾

The questionnaire will be reviewed by Staatsolie. Once approved you will receive an email notifying you that you are now qualified as a Staatsolie vendor for the commodity indicated.

Participating in Sourcing Events



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Request for Information: Solicitation of Interest (SOI)

- You may be invited by Staatsolie to participate in a Request for Information event in order to know your potential interest in participating in a bidding event.

STAATSOLIE - TEST

STAATSOLIE - TEST has invited you to participate in the following event: SOI - Training Session. The event is set to begin on Monday, December 5, 2022 at 4:24 PM, Pacific Standard Time.

Use the following username to log in to STAATSOLIE - TEST events:
test6avargas@southend.com.ar.

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

Completing the SOI

Once logged in in your Ariba Network Account:

1. Click on Review and Accept Prerequisites
2. Select I accept the terms of this agreement > OK > OK
3. Reply to the only question in the form with YES/NO
4. Click on “Submit entire response”

The screenshot shows the Ariba Sourcing interface. At the top, it says 'Ariba Sourcing' and 'Doc1247667164 - SOI - Training Session'. On the left, there is a navigation menu with 'Event Messages', 'Response History', 'Checklist', and 'Event Contents'. The 'Checklist' section is expanded, showing three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. The 'Event Contents' section is also expanded, showing 'All Content' and '1 INTRODUCTION'. The main content area displays 'All Content' with a list of items. The first item is '1.1 Our vision represents the spirit and energy of STAATSOLIE's successful history of development, growth and its distinctive value-based performance culture.' Below this, there are three bullet points: 'Our Vision: Energizing a bright future for Suriname.', 'Our Mission: Developing energy resources to maximize the long-term value for STAATSOLIE and Suriname.', and 'Our Strategy: Develop offshore and renewables, optimize onshore and downstream, and growth capabilities, with an engaged workforce, inspired by our values.' Below the bullet points, there is a section titled 'CORE VALUES' with four bullet points: 'Zero harm: We strive for zero harm to the planet and our people, especially the communities and the environment around us.', 'Integrity: We are honest and do what we say we will do.', 'Excellence: We accept responsibility, deliver high quality work with a sense of urgency.', and 'Teamwork: Trust & respect each other, collaborate and create a non-blaming environment.'

The screenshot shows the 'THE CHALLENGE' section of the SOI form. It is titled '2 THE CHALLENGE' and has a 'Less...' button. Below the title, there is a sub-section '2.1' with the following text: 'By means of this event , **GOW2 Energy Suriname NV (GOW2)** is soliciting interest from suppliers who have the skills, competencies and experience to carry out these works. **GOW2 Energy Suriname NV (GOW2)** intends to issue a Request for Proposal for the works to selected contractors on a competitive bidding basis. If you are interested in taking part in the tendering process, we would ask you to confirm this solicitation by not later than the due date of the event.' To the right of the text, there is a dropdown menu with a red box around it, containing the text '* Yes' and a downward arrow. Below the text, there is a note: '(*) indicates a required field'. At the bottom of the form, there are four buttons: 'Submit Entire Response' (highlighted with a red box), 'Save draft', 'Compose Message', and 'Excel Import'.

Request for Proposal: Invitation to Bid (ITB)

STAATSOLIE - TEST

STAATSOLIE - TEST has invited you to participate in the following event:
ITB - Training Session. The event is set to begin on Monday, December 5, 2022 at 5:38 PM, Pacific Standard Time.

Use the following username to log in to STAATSOLIE - TEST events:
test6avargas@southend.com.ar.

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

Note: Only qualified suppliers will be able to participate in a Request for Proposal event.

If invited you will receive an email with a link to participate in the bidding event.

Click on the link in the email to log in on your Ariba Network Account.

Completing the ITB

Once logged in, you will have to confirm the lots/items your company can provide for this project and complete the ITB form:

1. Click on Review and Accept Prerequisites
2. Select I accept the terms of this agreement > OK > OK
4. Select the check box next to the Name title > Confirm Selected Lots/Line Items
5. Enter the values for each of the items that the supplier will be providing
6. Click on “Submit Entire Response”

< Go back to STAATSOLIE - TEST Dashboard

Console  Doc1247696622 - ITB - Training Session

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

All Content

- 1 INTRODUCTION *
READ *
- 2 ITB Package
- 3 TECHNICAL PROPOSAL
- 4 COMMERCIAL PROPOSAL
- 5 Thank you!

All Content

Name ↑	Price
2.3 Criteria for Technical Evaluation Please find attached the Technical Evaluation related to this tender.	 TEST.docx ▾
▼ 3 TECHNICAL PROPOSAL	
3.1 Technical proposal	*Attach a file
▼ 4 COMMERCIAL PROPOSAL	
4.1 ABRASIVE BELT SAND 3 X 24 IN 120 GRADE ▾	Less... <input type="text"/> * <input type="text"/> USD
ABRASIVE BELT SAND 3 X 24 IN 120 GRADE	
Supplier Part Id:	<input type="text"/>
Lead Time:	<input type="text"/>
Requested Delivery Date:	Tue, 17 Jan, 2023
ShipTo:	Sir Winston Churchillweg 309 Wanica, 4069 Suriname
TrackingNumber:	502

(*) indicates a required field

|

Completing the ITB

After providing the technical details that are required in the Technical Proposal section and the prices for the materials and/or services of the project in the Commercial Proposal section, click on “Submit Entire Response” in order to submit your response.

3 TECHNICAL PROPOSAL	
3.1 Technical proposal	* TEST.docx Update file Delete file
4 COMMERCIAL PROPOSAL	
4.1 ABRASIVE BELT SAND 3 X 24 IN 120 GRADE	Less... <input type="text" value="1000"/> USD
ABRASIVE BELT SAND 3 X 24 IN 120 GRADE	
Supplier Part Id:	<input type="text"/>
Lead Time:	<input type="text"/>
Requested Delivery Date:	Tue, 17 Jan, 2023
ShipTo:	Sir Winston Churchillweg 309 Wanica, 4069 Suriname
TrackingNumber:	502
InternalNote:	:Material PO text:ABRASIVE BELT SANDING, 3 X 24 IN 120 GRADE
(*) indicates a required field	
Submit Entire Response	Update Totals Save draft Compose Message Excel Import

Technical Clarification Rounds

You may be invited in multiple bidding rounds if Staatsolie needs more clarification.

You will receive an email to invite you to participate in these clarification events.

Click on the link in the email to log into your Ariba Network Account or click under the ITB you have created (Should be available under the Events section):

1. Click on Intend to Participate
2. Enter the needed details
3. Click on “Submit Entire Response” > OK

STAATSOLIE - TEST

STAATSOLIE - TEST has invited you to participate in the following event: ITB 2nd clarification. The event is set to begin on Monday, December 5, 2022 at 6:27 PM, Pacific Standard Time.

Use the following username to log in to STAATSOLIE - TEST events:
test6avargas@southend.com.ar.

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

Commercial Clarification Rounds

STAATSOLIE - TEST

STAATSOLIE - TEST has invited you to participate in the following event: ITB 2nd clarification. The event is set to begin on Monday, December 5, 2022 at 6:27 PM, Pacific Standard Time.

Use the following username to log in to STAATSOLIE - TEST events:
test6avargas@southend.com.ar.

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

Based on the commercial responses provided, Staatsolie will indicate if clarification rounds are needed.

If needed, you will receive a notification to participate in the clarification event.

Click on the link in the email to log into your Ariba Network Account or click under the ITB you have created (Should be available under the Events section):

1. Click on Intend to Participate
2. Enter the needed details
3. Click on “Submit Entire Response” > OK

How do I know I have been awarded the job?



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Job Awarding

- Once the bids have been evaluated, an award is approved by Staatsolie.
- If you have been awarded the job, you may receive an email notifying you of the award.
- In most cases you will also receive a Purchase Order from the Supply Chain Management department.
- The job is officially awarded once a Purchase Order or Contract is received.

Support



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Contacting Staatsolie Buyers

Help

Need help? Feel free to email our Supply Chain Management team via Staatsolie Vendor Helpdesk <aribahelpdesk@staatsolie.com>

Ariba Support

- Supporting documentation for Ariba Network can be found at the following links:
- [SAP Ariba Help Center](#)
- [Supplier Launchpad: Getting Support for Suppliers - YouTube](#)
- [SAP Ariba Support Channel PDF document](#)