



Supplier Registration

Supplier Guide - How to register as a Supplier with Two Six Technologies

TWOSIXTECH.COM

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Invitation and Registration to Ariba Business Network

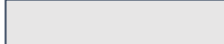
Supplier Invitation Email

- The supplier will receive an email invitation from TST with the subject line "TST Invitation: Register to become a supplier with Two Six Technologies."
- Select the "Click Here" hyperlink to create an account with SAP Business Network.
- If the supplier already has an account with SAP Business Network, sign in with your username and password.

[ext.] TST Invitation: Register to become a supplier with Two Six Technologies



Register as a supplier with Two Six Technologies

 has invited you to register to become a supplier with Two Six Technologies.

Start by creating an account with SAP Business Network. Two Six Technologies uses SAP Business Network's Ariba solution to manage its sourcing and procurement activities and to collaborate with valued suppliers.

If Company 123 already has an account with SAP Business Network, sign in with your username and password. [Click Here](#) to create an account now!

Questions for Two Six Technologies? Contact suppliers@twosixtech.com

TWO SIX TECHNOLOGIES | www.twosixtech.com | ariba@twosixtech.com

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Type of Registration

There are two possibilities to register on the TST Network:

1. **Create new account:** The supplier is new to the Ariba Network
2. **Use existing account:** The supplier already has an Ariba Network account

Note: The system will issue a warning if existing account(s) exist based on the information in the invite.



Connect with Two Six Labs LLC, dba Two Six Technologies on SAP Business Network to collaborate.

Invited by [Two Six Technologies](#)

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#)



[Create new account](#)



Sign up onto Ariba Network

The following information is required to create your Ariba Network company account:

- **Company information** – Company name and address details.
- **Administrator account information** – Administrator name, credentials to Ariba account, and email recipient for Purchase Orders.
- **Agreement** – Acceptance of SAP Ariba Network Terms of Use and Privacy Statement.

After completing the required information, select “Create account and continue.”

Note: Verify that you are not using an existing account. The system will issue a warning if you already have an Ariba account. Review the warning and either log into the existing account or skip the review and proceed to create the new account.



Create an account to connect and collaborate with Two Six Labs LLC, dba Two Six Technologies on SAP Business Network

Company information ⓘ

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

City *

Log in to Ariba Network

- If the supplier already has an Ariba Network account (because they have transacted with another company), enter your username and password.
- If the supplier has forgotten their login information, click on "Forgot Username" and/or "Forgot Password."



Sign in to connect with Two Six Labs LLC, dba
Two Six Technologies

Username*

[Forgot username?](#)

Password*



[Forgot password?](#)

Connect



Supplier Registration Questionnaire

TST Supplier Registration Questionnaire

Immediately after signing up or logging into Ariba, the supplier is directed to the TST Ariba Proposals and Questionnaires Dashboard.

Click on the "External Supplier Registration Questionnaire" hyperlink to open the form.

The following information is required to complete the supplier registration questionnaire:

- **Acceptance of the Two Six Technologies' (TST) Supplier code of business conduct.**
- **General Supplier Information**
- **Contact Information**
- **Tax Information**
- **Bank Information** – Select the hyperlink to add the relevant account details.

After completing the required information, select "Submit Entire Response".

Console Doc1189193103 - External Supplier Registration Questionnaire Time remaining 29 days 20:30:45

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

2 General Supplier Inf...

3 Contact Information

4 Tax Information

6 Bank Information

All Content

Name ↑

1 Do you accept the Two Six Technologies' (TST) code of business conduct? [References](#) ✓ * Yes ▾

▼ 2 General Supplier Information

2.1 Supplier full name *

2.2 Internet homepage address

2.3 Country code (main and mobile telephone numbers) * US ▾

2.4 Main telephone number *

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

TST Supplier Registration Questionnaire Tips

- Complete All Content marked required with a **red** asterisk (*).
- “Unspecified” is not an acceptable answer.
- Zip codes must be 5 digits.
- Phone number format: 123-123-1234.
- Employer ID Number formats are 123456789, 12-1234567, or 123-12-1234.
- Bank Information requires the following fields:
 - Country/Region – Click the down arrow, then click "Show More" to select the country.
 - Bank Key/ABA Routing Number
 - Account Number
 - IBAN Number (if non-US)
 - Attach a bank reference or bank statement.

Supplier Registration Review and Approval

- After the supplier submits the supplier registration questionnaire, the supplier will not be able to make updates.
 - To request a registration reopened, please email suppliers@twosixtech.com.
 - Additional information may be requested during the review process.
- The supplier can view the registration status as it on their dashboard.
- Once TST reviews and approves the Supplier's Registration, the supplier will receive an approval email with the subject line "TST Approved: Supplier Registration with Two Six Technologies."

TST Approved: Supplier registration with Two Six Technologies



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

To: You



Fri 11/1/2024 3:14 PM



Registration with Two Six Technologies .

Congratulations! Two Six Technologies has approved your supplier registration. Company 123 has now been included in the supplier database of Two Six Technologies .

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

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TST Annual Representations and Certifications

TST Annual Representations and Certifications Invitation Email

The TST Annual Representations and Certifications is required to do business within TST's federal portfolio.

- It may be requested for non-federal work for consideration in future opportunities.
- The supplier will receive an email invitation from TST with the subject line: "TST Action Needed: Complete Questionnaire from Two Six Technologies."
- Select the "Submit Questionnaire" hyperlink to complete the TST Annual Representations and Certifications.

[ext.] TST Action needed: Complete questionnaire from Two Six Technologies



TST Annual Representations and Certifications

After logging into Ariba, the supplier is directed to the TST Ariba Proposals and Questionnaires Dashboard.

Click on the "TST Annual Representations and Certifications" hyperlink to open the form. This must be completed within 30 days.

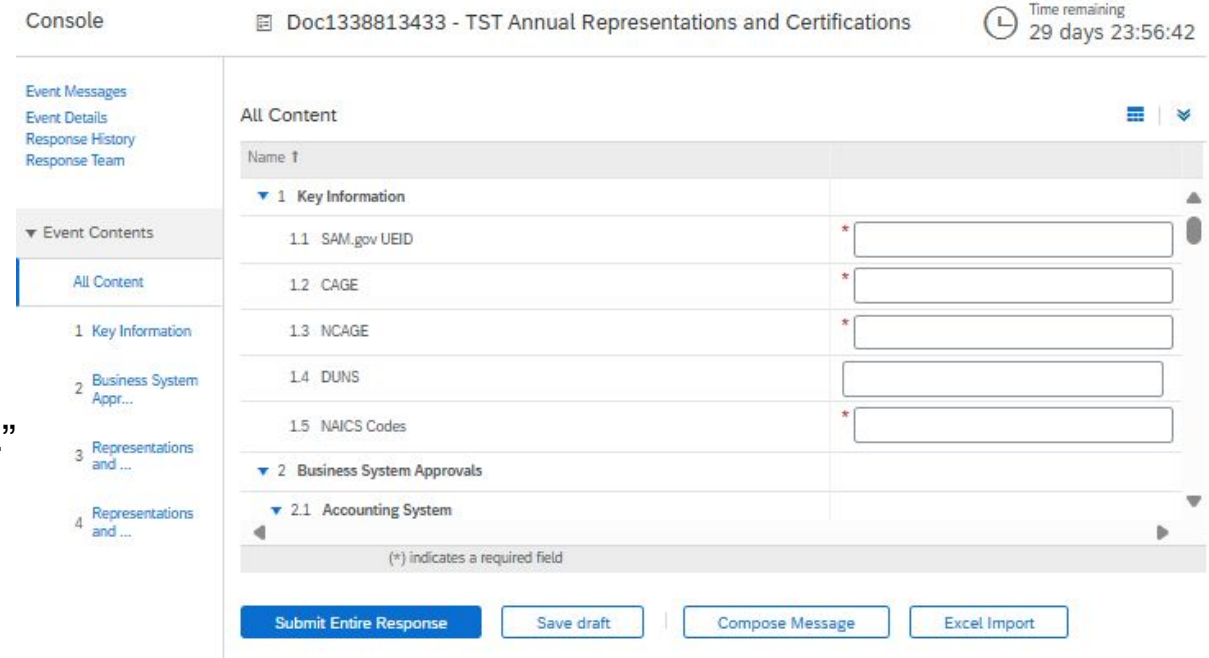
The following information is required to complete the supplier registration questionnaire:

- **Key Information**
- **Business System Approvals**
- **Representations and Certifications – FAR**
- **Representations and Certifications – DFARS**

After completing the required information, select “Submit Entire Response.”

Note:

- Complete All Content marked required with a red asterisk (*).
- "Unspecified" is not an acceptable answer.
- A copy of business system approval letters should be attached.
 - If sending via email, attach a note and send a copy to suppliers@twosixtech.com



The screenshot shows the Ariba interface for the "TST Annual Representations and Certifications" form. The top bar includes a "Console" tab, the document ID "Doc1338813433 - TST Annual Representations and Certifications", and a "Time remaining" timer showing "29 days 23:56:42".

On the left, a sidebar lists navigation options: "Event Messages", "Event Details", "Response History", "Response Team", and "Event Contents". Under "Event Contents", "All Content" is selected.

The main content area is titled "All Content" and displays a list of sections:

- 1 Key Information** (expanded):
 - 1.1 SAM.gov UEID (required, marked with a red asterisk)
 - 1.2 CAGE (required, marked with a red asterisk)
 - 1.3 NCAGE (required, marked with a red asterisk)
 - 1.4 DUNS
 - 1.5 NAICS Codes (required, marked with a red asterisk)
- 2 Business System Approvals** (expanded):
 - 2.1 Accounting System

 A note at the bottom of the form states: "(*) indicates a required field".

At the bottom of the form, there are four buttons: "Submit Entire Response" (highlighted in blue), "Save draft", "Compose Message", and "Excel Import".



Questions?
suppliers@twosixtech.com