

Supplier Registration

Ariba Supplier Quick Guide

July 2017

Content

1. Getting Started.
2. Creating an Ariba Commerce Cloud Account.
3. Access the Event.
4. Complete Registration.

Need technical support?



SAP Ariba Support

Denmark:	+45 4331 4903
Germany:	0800 101 1989
US:	+1 866 218 2155
China:	10800 650 0343

Other countries:

See full country listing under **Help Center > Support** on the Ariba site.

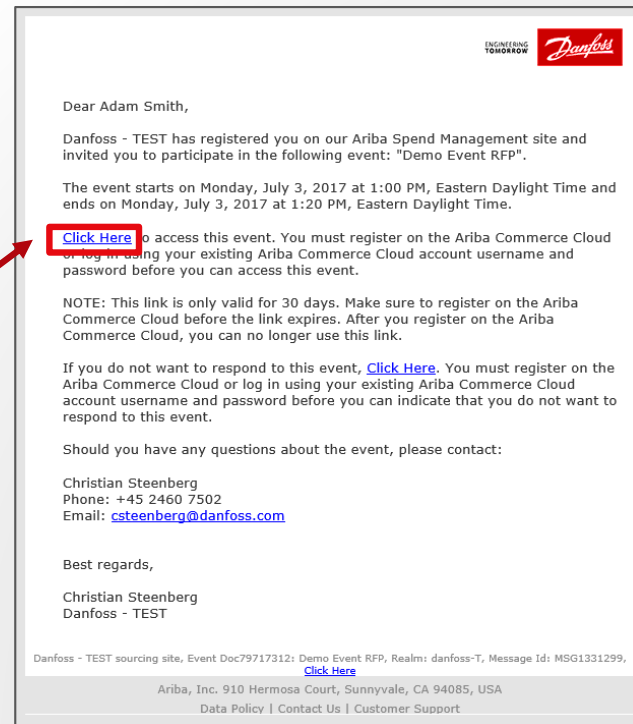
1. Getting Started - Event Invite

1. Open invitation email

- You will receive an email invitation for the scheduled event.

2. Access the event

- Follow the [Click Here](#) link to access the event and register for an Ariba Commerce Cloud Account.



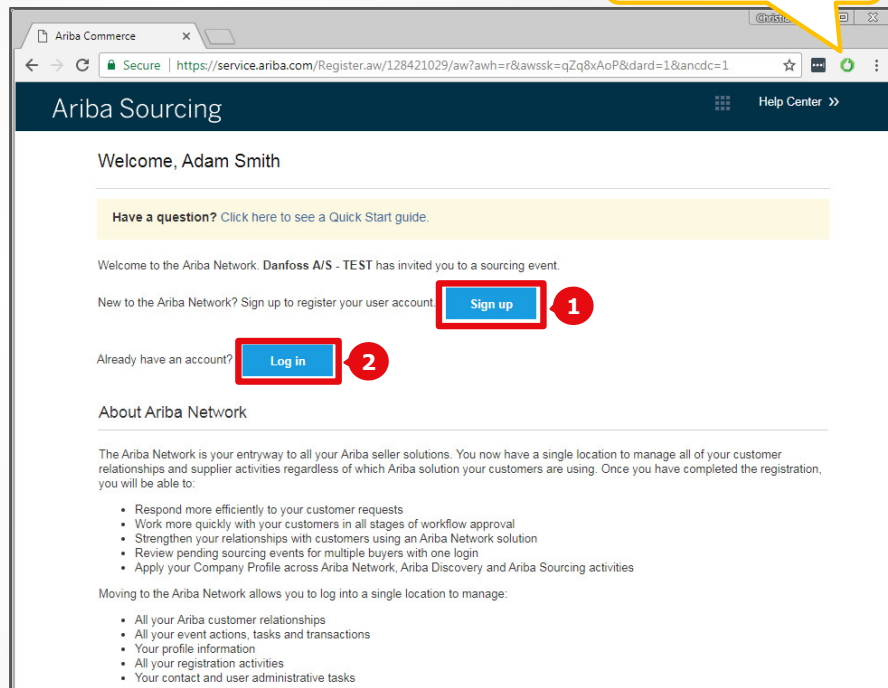
2. Create the Account

Once you click the link in the email, you will be taken to the Ariba Commerce Cloud webpage.

You have two options:

- 1 Click **[Sign Up]** to create a new Ariba Commerce Cloud Account.
- 2 Click **[Log in]** to log in with an existing account.

TIP: AD BLOCKER
If you use an ad blocker
whitelist *.ariba.com.



2.1 Create the Account – Company Info

1 Review and update the basic company information.



TIP: HELP CENTER
Did you notice the **Help Center** on the right? Ariba has many articles and e-learning modules available that answers most questions.

The screenshot shows the Ariba Sourcing registration page. The 'Company information' section includes fields for Company Name (Demo Supplier), Country (United States [USA]), Address (Warren St 12), City (New York), State (New York), and Zip (10007). The 'User account information' section includes fields for Name (Adam Smith), Email (adam@supmail.dk), Username (test-smith@supmail.dk), Password (Enter Password), and Repeat Password. A red circle with the number 1 highlights the 'Company Name' field. A yellow box on the right highlights the 'Help Center' sidebar, which contains a search bar and a list of articles such as 'Supplier Basics (3:00)', 'Can my company have multiple accounts?', 'How to register as a supplier on Ariba Network', 'Can't log in? Let us help you!', 'Overview of Ariba Network (4:07)', 'Introduction to Ariba Network', 'What are some common issues when registering an account?', 'How do I merge a new invitation account with an existing account?', 'Strengthen relationships', 'Connect faster', 'Reach more customers worldwide', and 'After registration download the SAP'.

2.2 Getting Started – User Account

- 1 Setup your personal user account.
- 2 Check mark terms of use box
- 3 Click **[Submit]**

1

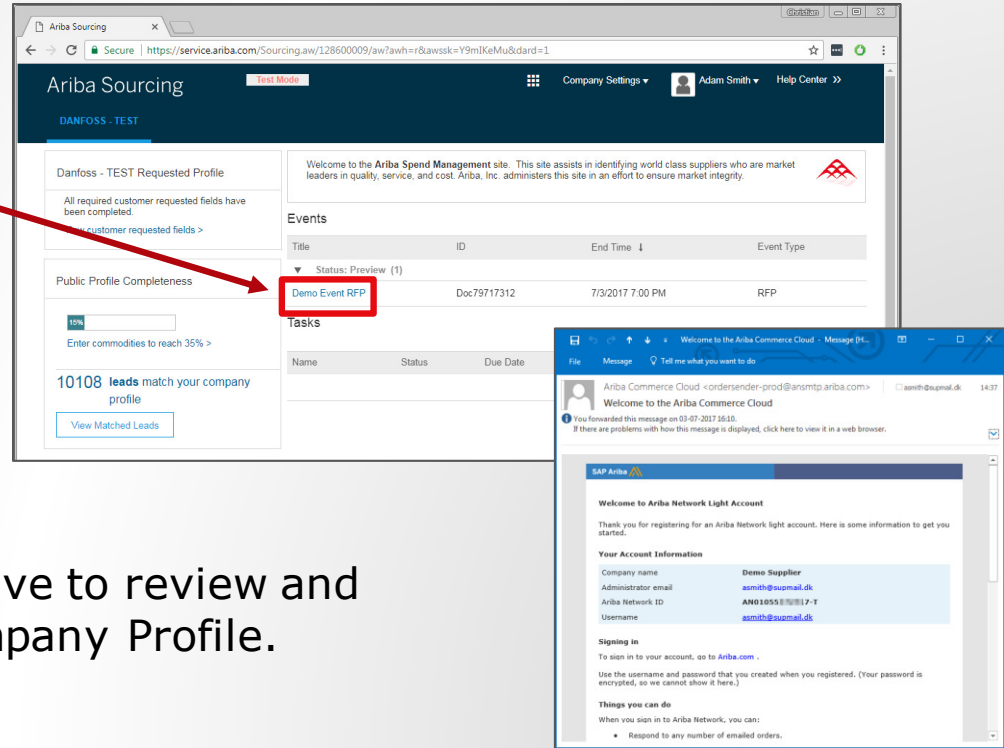
2

3

GOOD TO KNOW
Your password must be at least 8 characters long and contain letters and numbers.

3. Access the Event

- You are now able to participate in the Sourcing Event.
- Click the link to open the Sourcing Event.
- You will also received an email for the Ariba Commerce Cloud Account you have created.
- The next slides will show you have to review and complete your Account and Company Profile.



4. Complete Registration

- 1 Review your Account. Click your name and select **[My Account]**.

The My Account page is split into three sections:

- a. Account Information
- b. Preferences
- c. Contact Information

- 2 Make sure the time zone is set correctly.

- 3 Review remaining fields and update as needed. Click **[Save]** to save changes.

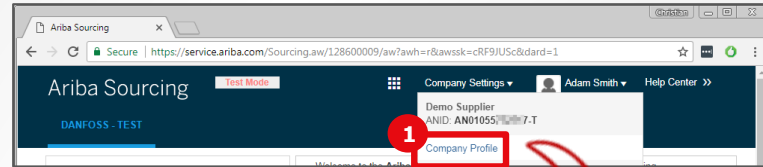
The screenshot shows the Ariba Sourcing 'My Account' page. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', and a user profile for 'Adam Smith' with a 'Logout' button. A red box highlights the 'My Account' link in the user profile dropdown, with a red arrow pointing to the 'My Account' page. The 'My Account' page is divided into three sections: 'Account Information', 'Preferences', and 'Contact Information'. The 'Account Information' section includes fields for Username, Email Address, First Name, Middle Name, Last Name, and Business Role. The 'Preferences' section includes fields for Preferred Language, Preferred Timezone, and Default Currency. A red box highlights the 'Save' button in the top right corner of the 'My Account' page. A red circle with the number '2' is placed over the 'Preferred Timezone' dropdown menu. A yellow callout box with the text 'GOOD TO KNOW Event invitation email lists the event time according to your time zone setting.' is located in the bottom right corner.

4.1 Complete Registration

- 1 Review your Company Profile.
Click Company Settings and select **[Company Profile]**.

The Company Profile is divided into seven tabs:

- Basic.
- Business.
- Marketing.
- Contacts.
- Certifications.
- Customer Requested.
- Additional Documents.



GOOD TO KNOW
Most details on your company profile are optional.

4.1.1 Complete Registration - Basic

Scroll down to the section for Product & Services and Ship-to locations.

- Click [**Browse**] to add relevant values

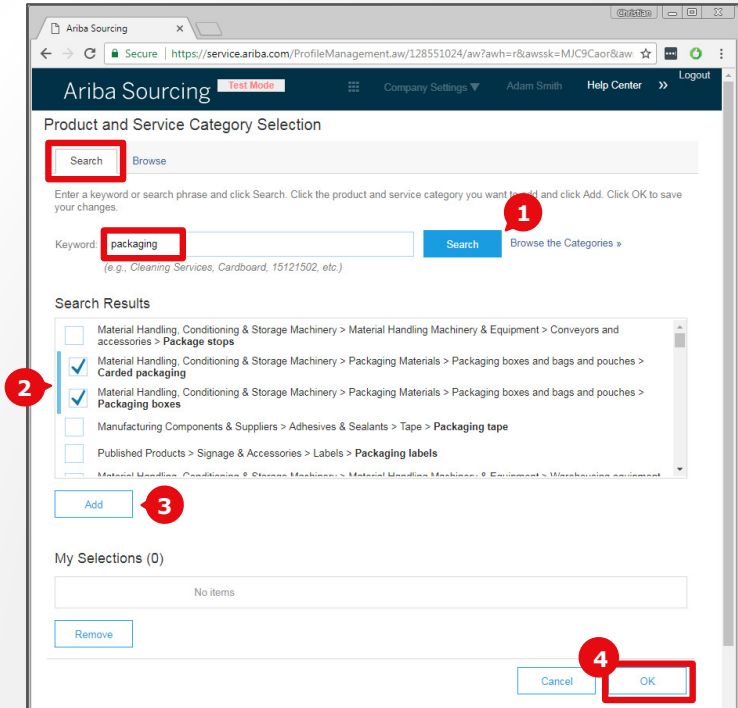
The screenshot shows the Arriba Sourcing registration form. At the top, there are fields for Zip (10007) and Country (United States [USA]). Below this is a table for 'Additional Company Addresses' with columns: Address Name, Address ID, VAT ID, Tax ID, Address, Country, and Legal Profile Status. The table is currently empty with a 'Create' button below it. A note states: '** This column displays your registration status with Arriba's accredited service provider.' The main section is titled 'Product and Service Categories, Ship-to or Service Locations, and Industries'. It contains three sub-sections: 'Product and Service Categories', 'Ship-to or Service Locations', and 'Industries'. Each sub-section has an input field, an 'Add' button, and a 'Browse' button. The 'Browse' buttons are highlighted with red boxes. At the bottom right, there are 'Save' and 'Close' buttons.

4.1.2 Add Product Categories

Click **[Search]** tab.

Enter a keyword, for example “packaging”.

- 1 Click **[Search]**.
- 2 Select relevant categories.
- 3 Click **[Add]**.
- 4 Click **[OK]** to end the selection.



4.1.3 Add Ship-to Locations

Select **Global** if you sell to all regions.

Alternatively select relevant **Locations**.

Add them to your company profile by clicking the **⊕** icon.

Click **[OK]** to end the selection.

Ariba Sourcing **Test Mode** Company Settings Adam Smith Help Center Logout

Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

☐ Global
☒ Select Ship-to or Service Locations

Click a country to add and click the + icon. States or provinces are displayed after you click a country. Click OK to save your changes.

Region	Country	Action
North America >	United States >	✓ ⊕
Central America >	Bermuda	⊕
South America >	Canada >	⊕
The Caribbean >	Greenland	⊕
Northern Europe >	Mexico >	⊕
Western Europe >	Saint Pierre and Miquelon	⊕
Eastern Europe >	All of the above	⊕
Central Europe >		

My Selections (1)

United States Remove

Cancel OK

4.1.4 Complete Registration

Click **[Save]** to save your changes to your Company Profile.

The screenshot shows the Ariba Sourcing Profile Management interface. The browser address bar displays the URL: <https://service.ariba.com/ProfileManagement.aw/128551024/aw?awh=r&awssk=JAQq3a5m>. The page title is "Additional Company Addresses". Below the title is a table with columns: Address Name, Address ID, VAT ID, Tax ID, Address, Country, and Legal Profile Status**. The table currently shows "No items". A "Create" button is located below the table. A note states: "** This column displays your registration status with Ariba's accredited service provider." The next section is "Product and Service Categories, Ship-to or Service Locations, and Industries". Under "Product and Service Categories*", there is a text input field "Enter Product and Service Categories", an "Add" button, and a "-or- Browse" link. Below this, there are two tags: "Carded packaging x" and "Packaging boxes x". Under "Ship-to or Service Locations*", there is a text input field "Enter Ship-to or Service Location", an "Add" button, and a "-or- Browse" link. Below this, there is a tag: "United States x". Under "Industries", there is a text input field and an "Add" button. At the bottom right of the form, there is a "Save" button (highlighted with a red box) and a "Close" button.

4.2 Complete Registration – Remaining Tabs

Review the other six tabs:

- b. Business.
- c. Marketing.
- d. Contacts.
- e. Certifications.
- f. Customer Requested.
- g. Additional Documents.

Remember to click **[Save]** if you make changes on a tab.

GOOD TO KNOW
Company Logo is a premium feature.
You are not required to add a logo to your account.

The screenshot displays the Ariba Sourcing 'Company Profile' management interface. At the top, a navigation bar includes 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', 'Customer Requested', and 'Additional Documents'. The 'Business (2)' tab is selected and highlighted with a red rectangular box. Below the tabs, the 'Standard Profile Features' section includes 'Social Networking Links' with input fields for Facebook, Twitter, and LinkedIn, and a 'Company Description' text area. The 'Premium Profile Features' section includes a 'Company Logo' upload area with a placeholder image and an 'Upload' button. A yellow callout bubble points to the 'Company Logo' section, containing the text: 'GOOD TO KNOW: Company Logo is a premium feature. You are not required to add a logo to your account.' The right sidebar shows 'Public Profile Completeness' at 10% and various profile details.

4.3 Complete Registration – Profile Visibility

Profile Visibility Settings control how much information you share on the Ariba Network.

- 1 Click [**Profile Visibility Settings**].
 - 2 Review the sections and make changes as needed.
 - 3 Exit the Profile Visibility Settings [**OK**].
- Close the Company Profile with [**Close**].

Public Profile Completeness
35%

Short Description
Website
Annual Revenue
Certifications
D-U-N-S Number
Business Type
Industries
Company Description
Company Logo

Share Your Public Profile
Click here to get your Ariba badge.
Find us on Ariba Network

View Public Profile
Profile Visibility Settings

Ariba Sourcing
Profile Visibility
OK Cancel

All buying organizations on Ariba Network can view your organization's basic profile. To attract valuable customers and enable your existing customers to plan effectively, ensure that your profile information is complete and accurate. Select options to make your business profile visible to all buying organizations or to allow potential new customers to contact you.

Supplier Profile Visibility for Ariba Discovery and Ariba Network Buyers
Choose whether your company will appear in search results when Ariba Discovery users and Ariba Network buyers search for suppliers. To increase your company's visibility for new business opportunities, make sure this option is unchecked.

☒ Do not expose my company in search results to Ariba Discovery users and Ariba Network buyers

Extended Profile Visibility
Each Ariba Network configuration area allows you to provide additional information about your business transaction capabilities and preferences. Select who can view this information, referred to as your extended profile.

☐ Make my extended profile available to all Ariba Network buying organizations
☒ Make my extended profile available ONLY to my current and pending Ariba Network customers

Expose My Activity Statistics
Choose whether you want to share your company's transactional information on Ariba solutions with Ariba Discovery

☒ Do not expose my Ariba Sourcing activity statistics
☒ Do not expose my Ariba Network activity statistics
☒ Do not expose my Ariba Discovery activity statistics

Contact My Company
Choose whether buying organizations can send you a direct message using Ariba Discovery and whether other supplier users can contact your account administrator when they register or perform an existing supplier search. This safe and secure method of communication conceals email addresses from inquirers and tracks all communication in a central location. You receive an email notification when you receive a new message.

☒ Do not allow buyers to contact my company using Ariba Discovery
☐ Allow other suppliers to contact my account administrator

OK Cancel

This example shows the most restrictive visibility settings.



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