

# Supplier Registration

Ariba Supplier Quick Guide

July 2017

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**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.

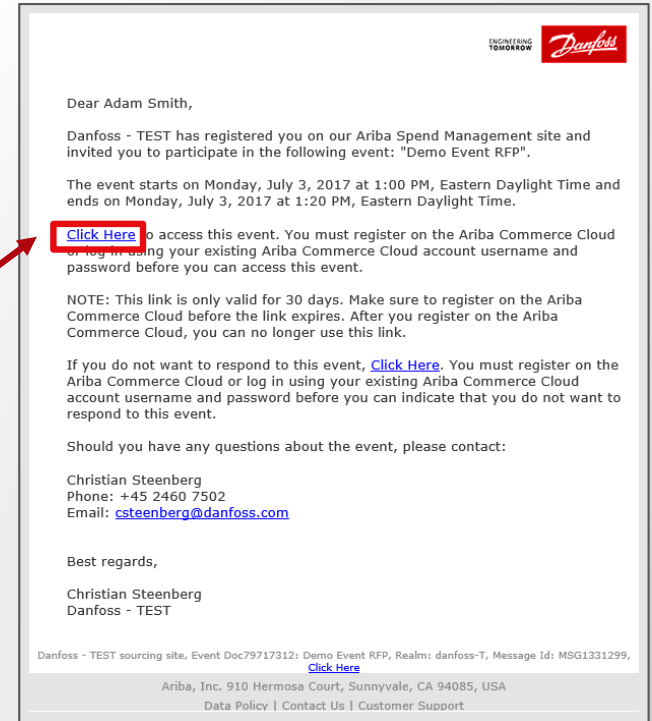
# 1. Getting Started - Event Invite

## 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.



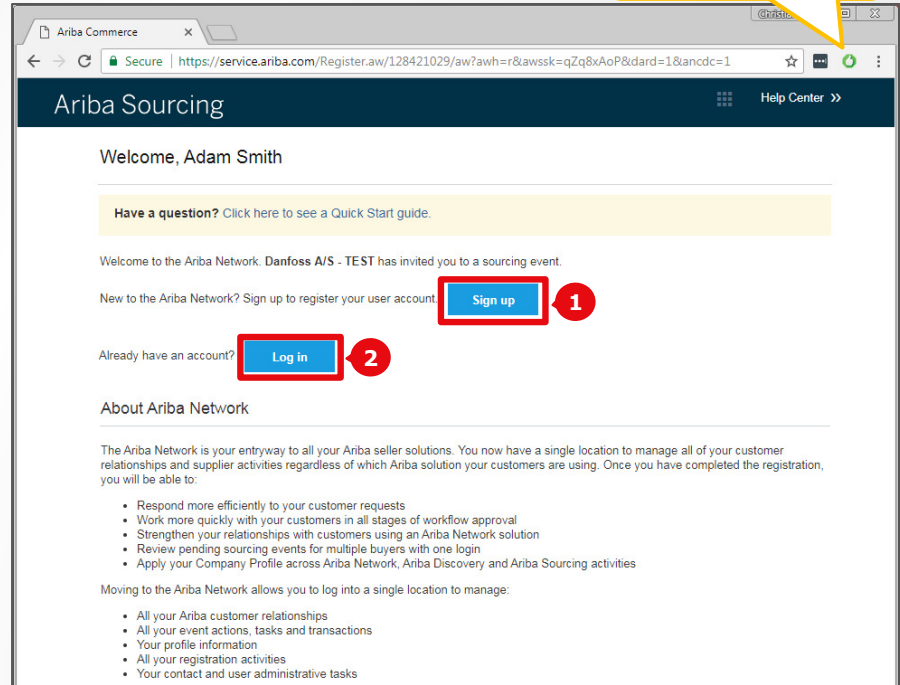
# 2. Create the Account

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.

The screenshot shows the Ariba Sourcing registration process. 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). A red circle with the number '1' highlights the 'Company Name' field. The 'User account information' section includes fields for Name (Adam Smith), Email (asmith@supmail.dk), Username (test-smith@supmail.dk), Password (Enter Password), and Repeat Password. A 'Help Center' sidebar is visible on the right, containing various support articles and a search bar.



**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.

# 2.2 Getting Started – User Account

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

The screenshot shows the 'User account information' registration page on the Arriba Sourcing website. The form contains the following fields:

- Name: Adam Smith
- Email: asmith@supmail.dk
- Use my email as my username:
- Username: asmith@supmail.dk
- Password: [masked]
- Language: English
- Email orders to: asmith@supmail.dk

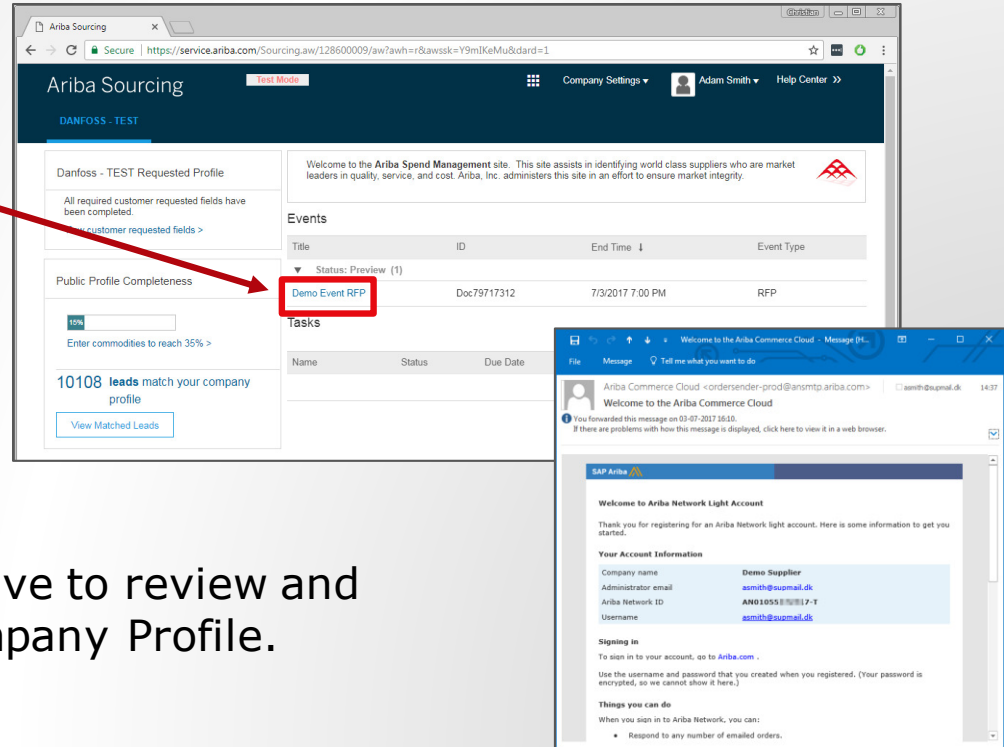
A red vertical bar highlights the form fields, with a red circle '1' next to it. A yellow callout box contains the text: **GOOD TO KNOW**  
Your password must be at least 8 characters long and contain letters and numbers.

At the bottom of the form, there is a checkbox labeled 'I have read and agree to the Terms of Use and the Arriba Privacy Statement' which is checked, with a red circle '2' next to it. Below this is a blue 'Submit' button highlighted with a red box and a red circle '3' next to it, and a grey 'Cancel' button.

On the right side of the page, there is a 'Help Center' section with a search bar and a list of help topics. A 'Reach more customers worldwide' banner is also visible.

# 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 image displays two screenshots of the Ariba Sourcing 'My Account' page. The top screenshot shows the user's profile menu with 'My Account' highlighted, marked with a red circle and the number '1'. The bottom screenshot shows the 'My Account' form with fields for Account Information, Preferences, and Contact Information. The 'Preferred Timezone' field is set to 'US/Eastern' and is marked with a red circle and the number '2'. The 'Save' button is highlighted with a red box and the number '3'. A yellow callout box on the right contains the text: 'GOOD TO KNOW Event invitation email lists the event time according to your time zone setting.'

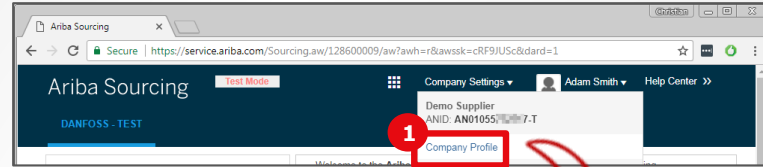


# 4.1 Complete Registration

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

The Company Profile is divided into seven tabs:

- a. Basic.
- b. Business.
- c. Marketing.
- d. Contacts.
- e. Certifications.
- f. Customer Requested.
- g. 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

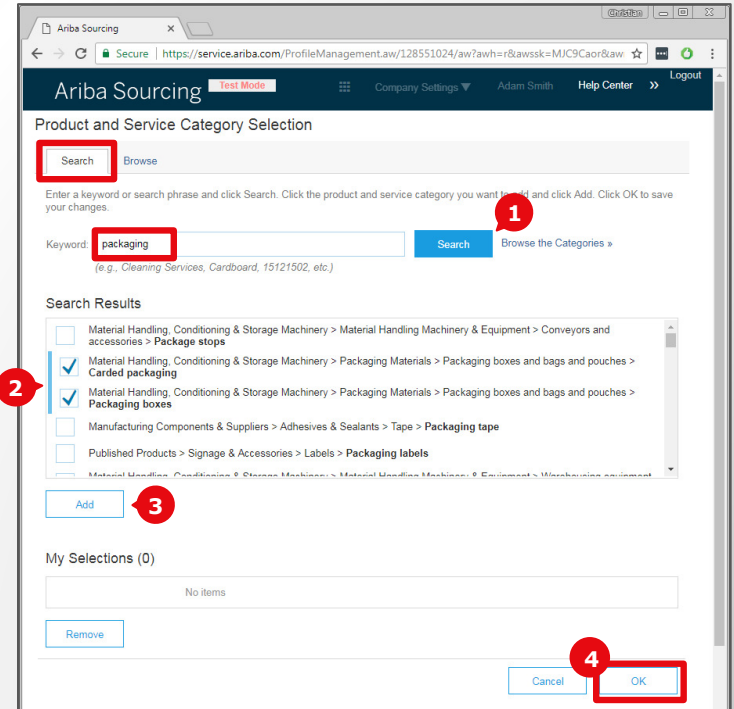
The screenshot shows the Arriba Sourcing Profile Management interface. At the top, there are input fields for Zip (10007) and Country (United States [USA]). Below this is a section for 'Additional Company Addresses' with a table that currently contains no items and a 'Create' button. A note states: '\*\* 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'. Under 'Product and Service Categories \*', there is a text input field, an 'Add' button, and a 'Browse' button (highlighted with a red box). Under 'Ship-to or Service Locations \*', there is a text input field, an 'Add' button, and a 'Browse' button (highlighted with a red box). At the bottom, there is an 'Industries' section with a text input field and an 'Add' button. The interface also includes 'Save' and 'Close' buttons at the bottom right.

# 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.



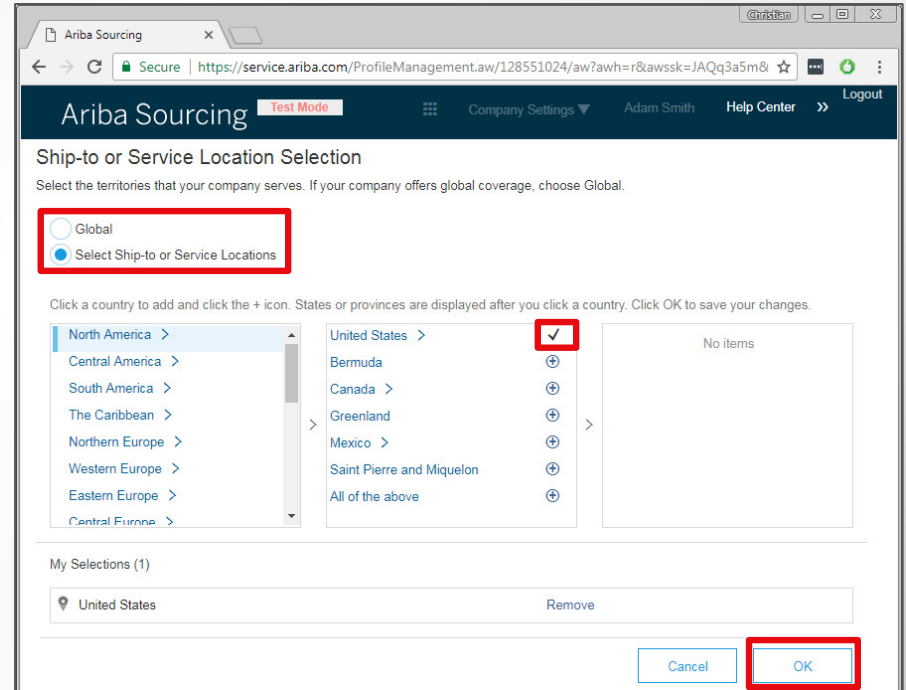
# 4.1.3 Add Ship-to Locations

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.



# 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/aw7awh=r&awssk=JAQq3a5m>. The page title is "Additional Company Addresses".

The main content area features a table with the following columns: Address Name, Address ID, VAT ID, Tax ID, Address, Country, and Legal Profile Status\*\*. Below the table, it indicates "No items" and provides a "Create" button.

A note states: "\*\* This column displays your registration status with Ariba's accredited service provider."

The section "Product and Service Categories, Ship-to or Service Locations, and Industries" contains three sub-sections:

- Product and Service Categories\***: Includes a text input field "Enter Product and Service Categories", an "Add" button, and a "-or- Browse" link. Below the input field, there are two tags: "Carded packaging x" and "Packaging boxes x".
- Ship-to or Service Locations\***: Includes a text input field "Enter Ship-to or Service Location", an "Add" button, and a "-or- Browse" link. Below the input field, there is one tag: "United States x".
- Industries**: Includes a text input field and an "Add" button.

At the bottom right of the form, there are two buttons: "Save" and "Close". The "Save" button is highlighted with a red border.

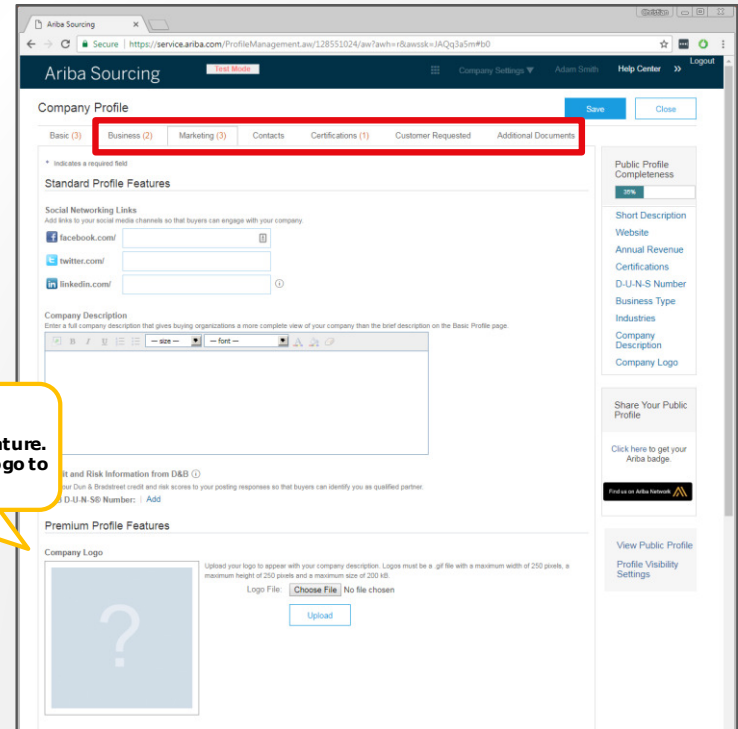
# 4.2 Complete Registration – Remaining Tabs

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.



# 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

1 View Public Profile  
Profile Visibility Settings

Profile Visibility

OK Cancel

All buying organizations on Ariba Network can view your organization's basic profile. To extract 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

2

This example shows the most restrictive visibility settings.

3 OK Cancel



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TOMORROW**