



ARIBA System User Manual

Source to Contract Team

ARIBA System User Manual

Part 1: System Registration

System Registration

To make inquiries and bids, FrieslandCampina Ariba's system will send you and email with the subject line:

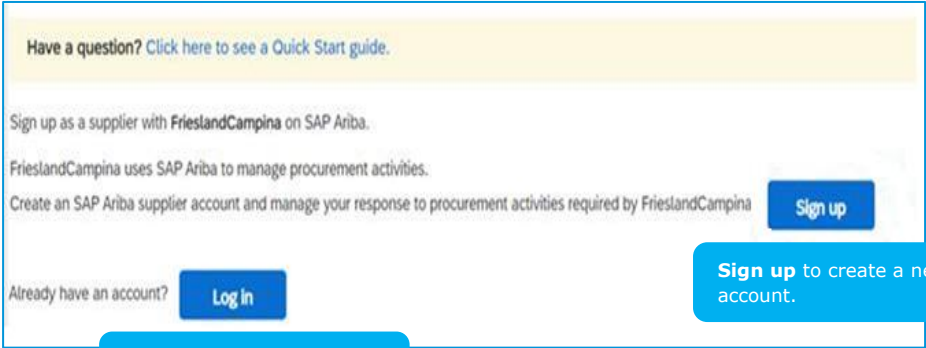
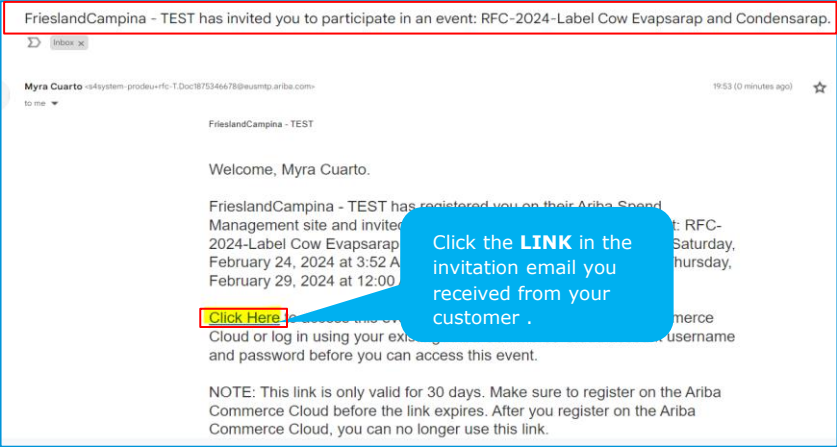
“FrieslandCampina has invited you to participate in an event:”

Note:

- You will **only be allowed to participate by using the link** provided in the email with aforementioned subject
- Please also check your Spam/Junk folder as it can happen to end up in these folders
- *Please do not forward the email with the link to another colleague.
- Should you need to register another email address, please send an email to RFC buyer

You will be redirected to Ariba landing page. Click either **Sign Up** or **Login** depending on which applies to you.

(Note: If you choose the option Sign up, you will be taken through the 4-step sign up process as the slide 5,6,7)



Log In if you already have an existing Ariba account

System Registration

1. Complete the general **information section of your company**. Enter your Company Information. Please note only fields marked with an asterisk (*) are required

Need attention!

In case, your User ID and Email are the same – you need to tick this box to verify it.

2. Complete the general **information section of your account**. Enter your Account Information. Please note only fields marked with an asterisk (*) are required

Need attention!

Password must have 1 upper case letter, 1 lower case letter, 1 special character and 1 numeric character and cannot have 3 adjacent numbers
(example: Ariba@123 => Invalid password)

The screenshot shows a registration form with two main sections: 'Company information' and 'User account information'. In the 'Company information' section, fields for 'Company Name', 'Country*', 'Postal Code*', 'State*', 'City*', and 'Address*' (with 'Line 1' and 'Line 2' sub-fields) are visible. In the 'User account information' section, fields for 'Name', 'Email', 'Username', 'Password*', 'Repeat Password', and 'Language' are present. A red circle highlights the checkbox labeled 'Use my email as my username', which is checked. A blue callout box points to this checkbox with the text 'Need attention! In case, your User ID and Email are the same – you need to tick this box to verify it.' Another blue callout box points to the 'Password*' field with the text 'Need attention! Password must have 1 upper case letter, 1 lower case letter, 1 special character and 1 numeric character and cannot have 3 adjacent numbers (example: Ariba@123 => Invalid password)'.

System Registration

3. Supplier needs to maintain their company product and service categories and ship-to or service locations details.

You may click **Browse** to help you on the Categories & Location. Supplier can add many categories from the list.

(Can not manually fill the content, just select & add from suggestion of the system)

SAP Ariba Proposals and Questionnaires - Standard Account [Get enterprise account](#)

Product and Service Category Selection

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Keyword:

(e.g., Cleaning Services, Carboard, 15121502, etc.)

Search Results

- ☒ Computer Hardware, Software & Telecom > Computers & Peripherals > Computer accessories > **Computer speakers**
- ☒ Computer Hardware, Software & Telecom > Computer & Storage Hardware > Chassis components > **Computer cradles**
- ☒ Computer Hardware, Software & Telecom > Computer & Storage Hardware > Chassis components > **Computer faceplates**
- ☒ Computer Hardware, Software & Telecom > Software > Operating environment software > **Computer firmware**
- ☒ Computer Hardware, Software & Telecom > Computers & Peripherals > Computers > **Notebook computers**
- ☒ Computer Hardware, Software & Telecom > Computers & Peripherals > Computers > **Desktop computers**

My Selections (0)

You will be redirected to the Category Selection page.

Please click on "Search" tab, search and select categories, click "add" button to select.

*****Or you also can click on the "Browse" tab and select your categories.**

Click "OK" after finished.

Tell us more about your business

Product and Service Categories: * -or-

Ship-to or Service Locations: * -or-

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. (1)

Tell us more about your business

Product and Service Categories: * -or-

☒ Computer faceplates X ☒ Computer cradles X ☒ Computer speakers X ☒ Desktop computers X ☒ Computer firmware X

☒ Notebook computers X

Ship-to or Service Locations: * -or-

☒ Global X

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with ".T" in test account.

Do the similar step for Ship-to or Service Location.

And this is the result

System Registration

4. Review the information on the page, check the box I have read and agree to the Terms of Use and the SAP Ariba Privacy Statement at the bottom of the page and click Create account and continue

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

☐ I have read and agree to the Terms of Use

☐ I have read and agree to the SAP Ariba Privacy Statement

Create account and continueCancel

If Ariba has identified that the supplier may already have an existing Ariba account, this message will appear. Supplier should review the potential duplicates and if there's no actual duplicates, the supplier should click **"Continue Account Creation"**, otherwise, click **Skip review**.

Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Review accountsSkip review

Welcome to the Ariba Commerce Cloud Inbox x



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
to me ▾



Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for AMC is now complete.

Your organization's account ID: **AN11198278749-T**
Your username: mhycuarto1@gmail.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

A welcome email will be received by the Supplier upon successful creation of an account in Ariba Network (AN).

From now on, Supplier can access to Ariba portal for Supplier to fulfill the User ID and password and log in



Ariba Proposals and Questionnaires ▾

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Celebrating our suppliers' journey with SAP Business Network



At Transformation Continuum, they are committed to staying at the forefront of innovation and finding ways to streamline their operations to better serve their clients.

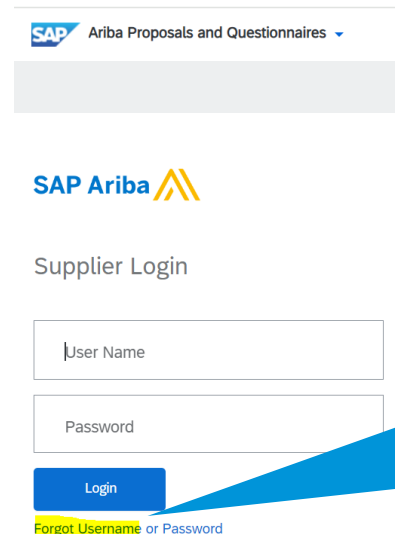
[Learn More](#)



Retrieving Your Username

If you forgot your SAP Ariba username, SAP Ariba can send you an email with instructions for retrieving your username.

The username retrieval email notification is sent to the email address you entered when you registered your SAP Ariba account. If your email address is registered with multiple SAP Ariba accounts, the email will contain all the usernames associated with your email address.



SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username](#) or Password

- Click Forgot Username
- Enter the email address you used when you registered your SAP Ariba account
- Click Submit

If you do not receive a username retrieval email from SAP Ariba, check the following:

- Did you enter the correct username that is registered with the SAP Ariba? If you have more than one username, you can try to enter the other usernames
- Does your email configuration allow you to receive automated emails from SAP Ariba? Check your junk mail folder or email filter settings to verify automated emails from SAP Ariba are not blocked from your inbox

Retrieving Your Password

If you forgot your password, you can request for a password reset.

SAP Ariba recommends that you store your username and password in a safe place. SAP Ariba sends an email to the address you entered with further instructions on how to reset your password.

 Ariba Proposals and Questionnaires ▾

SAP Ariba 

Supplier Login

Login

Forgot Username or **Password**

- On the Login page, Click Forgot Password
- Choose I forgot my password
- Click Continue
- Enter your username or email address in the Username or Email Address field and click Submit
- SAP Ariba sends an email notification that contains instructions on how to reset your password to the email address you used to register your SAP Ariba account
- Click the link in the Password Reset notification
Note: Password reset links expire after 24 hours
Ariba displays the Password Reset page
- Enter and confirm your new password
- Click Submit, SAP Ariba displays a confirmation page, indicating that your password has been updated