

# Supplier Registration

Ariba supplier account registration manual

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## Technical Support:

[SAP Ariba Customer Support for Buyers & Suppliers | SAP Ariba](#)

# 1. Event Invitation

## Step 1:

### Open email invitation

Comes if you have been invited to the particular event

## Step 2:

### Click the registration link

Follow the Click Here link to get the Ariba Sourcing Account registered

Welcome John Smith,

Carlsberg Group has registered you on their Ariba Spend Management site and invited you to participate in the following event: eRFP\_XYZ\_2022. The event starts on Monday, February 14, 2022 at 8:00 AM, Central European Time and ends on Tuesday, February 15, 2022 at 4:00 PM, Central European Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact Carlsberg e-Sourcing Team via telephone at | or via e-mail at [eprocurement@carlsberg.com](mailto:eprocurement@carlsberg.com).

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.

We look forward to working with you!

Thank You,

Carlsberg Group

# 2. Account Creation/Log in

The link from the invitation email will redirect you to the Ariba Network webpage.  
There are two options available:

**1**  
Sign Up to  
create a new  
Ariba Sourcing  
account

**2**  
Log in to access  
Ariba Sourcing  
with the already  
existing account

Welcome, John Smith

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Carlsberg Group** on SAP Ariba.

Carlsberg Group uses SAP Ariba to manage procurement activities.  
Create an SAP Ariba supplier account and manage your response to procurement activities required by Carlsberg Group. **Sign up** 1

Already have an account? **Log in** 2

### About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

# Account Creation – Sign Up

Fulfill all required fields with your company information:

## Company information

\* Indicates a required field

Company Name:\*

Test Demo

Country/Region:\*

Poland [POL]

Address:\*

Line 1

Line 2

Postal Code:\*

tbu

City:\*

tbu

State:

Select

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

# Account Creation – Sign Up

## User account information

\* Indicates a required field

[SAP Business Network Privacy Statement](#)

Name:\* John Smith

Email:\* eprocurement@carlsberg.com

Use my email as my username

**\*Keep that field ticked**

Username:\* eprocurement@carlsberg.com

Must be in email format(e.g john@newco.com) ⓘ

1 Password:\* Enter Password

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

Repeat Password

Language: English ▼

The language used when Ariba sends you configurable notifications. This is different than your web b...

2 Email orders to:\* eprocurement@carlsberg.com

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

1 Create your password (Password must be at least 8 characters long and contain letters and numbers)

2 Provide the email address

# Account Creation – Sign Up

Tell us more about your business

Product and Service Categories: \*   -or- [Browse](#)

Ship-to or Service Locations: \*   -or- [Browse](#)

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. ⓘ

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

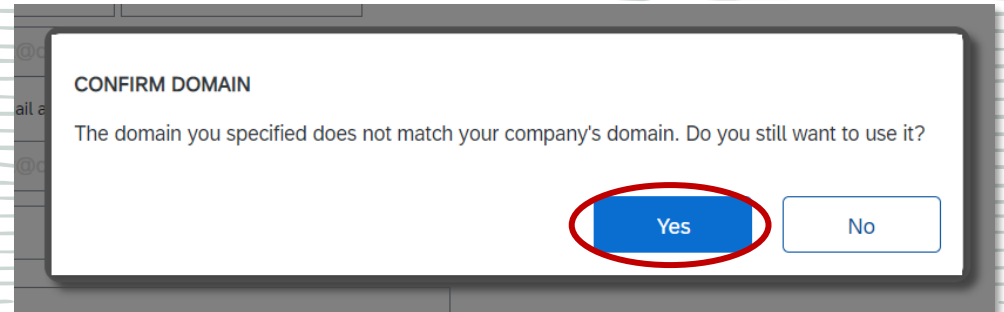
1 Type in and choose from the drop-down list the required additional information about your company

2 Tick the boxes of Terms of Use

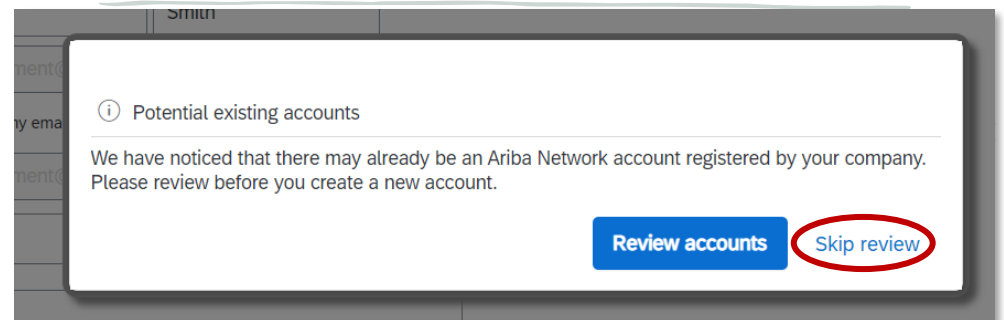
3 Click Create account and continue

# Account Creation – Sign Up

Confirm domain pop-up window may appear – please click Yes:



Potential existing accounts pop-up window may appear – please click Skip review:





# Account Creation – Sign Up

Confirm the Privacy Statement and click [Submit](#)

SAP Ariba Proposals and Questionnaires Enterprise Account

? ? JS

Account Security

Privacy Statement

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Submit

# 3. Account administration

In the top right corner you have the buttons to access the **Ariba Help Center** and **user account details** and **settings**:

The screenshot displays the SAP Ariba Spend Management user interface. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires' and 'Enterprise Account'. In the top right corner, a user profile dropdown menu is open, showing the user's name 'John Smith', email 'eprocurement@carlsberg.com', and options for 'My Account', 'Link User IDs', 'Contact Administrator', 'Ariba Test Supplier', 'Settings', and 'Logout'. The 'Settings' option is highlighted with a right-pointing arrow. The main content area is divided into sections: 'CARLSBERG GROUP', 'Carlsberg Group Requested Profile', 'Events', and 'Tasks'. The 'Events' section contains a table with one entry: 'Carlsberg eRFP\_bidder agreement' with ID 'Doc2410754245' and due date '7/7/2022 11:49 AM'. The 'Tasks' section shows 'No items'.

SAP Ariba Proposals and Questionnaires Enterprise Account

CARLSBERG GROUP

John Smith  
eprocurement@carlsberg.com

- My Account
- Link User IDs
- Contact Administrator
- Ariba Test Supplier  
ANID: AN010  
Standard
- Settings >
- Logout

Carlsberg Group Requested Profile

All required customer requested fields have been completed.  
View customer requested fields >

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

Events

Title	ID	End Time ↓	Event
▼ Status: Open (1)			
<a href="#">Carlsberg eRFP_bidder agreement</a>	Doc2410754245	7/7/2022 11:49 AM	RF

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

# 4. Access the event

Now you are able to participate in the sourcing event.  
Click on the **event title** to open it:

SAP Ariba Proposals and Questionnaires Enterprise Account

CARLSBERG GROUP

Carlsberg Group Requested Profile

All required customer requested fields have been completed.  
View customer requested fields >

There are no matched postings.

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.

Carlsberg Group

### Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
<a href="#">Carlsberg eRFP_bidder agreement</a>	Doc2410754245	7/7/2022 11:49 AM	RFP	No

### Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

THANK



YOU