

# AUTOBOBAY

## Ariba SLP Supplier Onboarding & Ariba Business Network Account

ERP Project – Training Material

2024-02-07

# Invitation mail

1. An invitation mail is sent to you from Ariba SLP.
2. Click on the link "Submit questionnaire"

**Aurobay**

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Hello [redacted]

Aurobay has invited you to complete a questionnaire. This is required so [redacted] can do business with Aurobay.

**Questionnaire Overview**  
Questionnaire name: Certificate ISO 14001  
Respond by: Fri, 20 Oct, 2023  
Comments: None provided at this time.

This questionnaire is part of following processes:

Process Name	Process Type	Material	Commodity	Region	Department	Owner
Certificate	Certificates		All Commodities	China, Sweden		[redacted]

[Submit questionnaire](#)

Best,  
SAP Ariba team

You are receiving this email because your customer, Aurobay, has identified you as the appropriate contact for

# Sign up to Ariba network

1. If you don't have an Ariba Network account click on "Sign up".
2. If you already have an Ariba Network account click on "Sign in".

The screenshot displays the SAP Ariba Proposals and Questionnaires interface. At the top, it says "Welcome, [redacted]". Below this, there is a yellow banner with the text "Have a question? Click here to see a Quick Start guide." The main content area is titled "Sign up as a supplier with Powertrain Engineering Sweden AB (Aurobay) on SAP Ariba." It includes the text "Powertrain Engineering Sweden AB (Aurobay) uses SAP Ariba to manage procurement activities." and "Create an SAP Ariba supplier account and manage your response to procurement activities required by Powertrain Engineering Sweden AB (Aurobay)." There are two buttons: "Sign up" and "Log in". Red boxes with numbers "1" and "2" are placed over the "Sign up" and "Log in" buttons respectively, with red lines pointing to them. Below the buttons, there is a section titled "About SAP Business Network" which lists several benefits and features. At the bottom, there is a footer with the SAP logo, copyright information, and links to "SAP Business Network Privacy Statement", "Security Disclosure", and "Terms of Use".

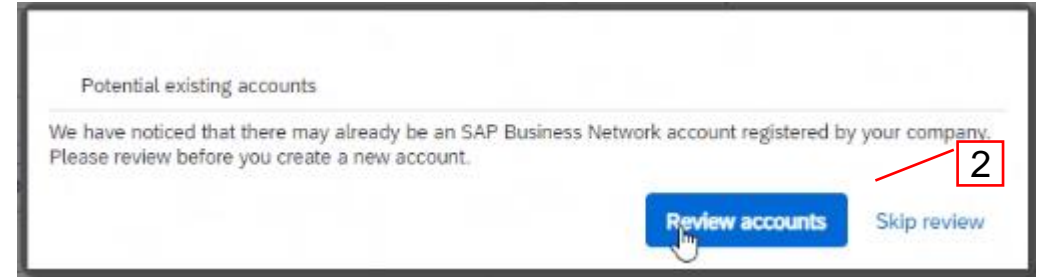
# Create account

1. Populate the Company information.
2. Populate the User account information.
3. Recommend to use email as username.
4. Populate "Business information"
5. Click on "Create account and continue"

The screenshot shows the 'Create account' form in SAP Ariba. The form is divided into three main sections: 'Company information', 'User account information', and 'Tell us more about your business'. Red callouts with numbers 1 through 5 point to specific elements: 1 points to the 'Company name' field; 2 points to the 'Name' field; 3 points to the 'Use my email as my username' checkbox; 4 points to the 'Product and Service Categories' field; and 5 points to the 'Create account and continue' button. The form includes various input fields for company details, user credentials, and business information, along with a 'Cancel' button and a 'Create account and continue' button.

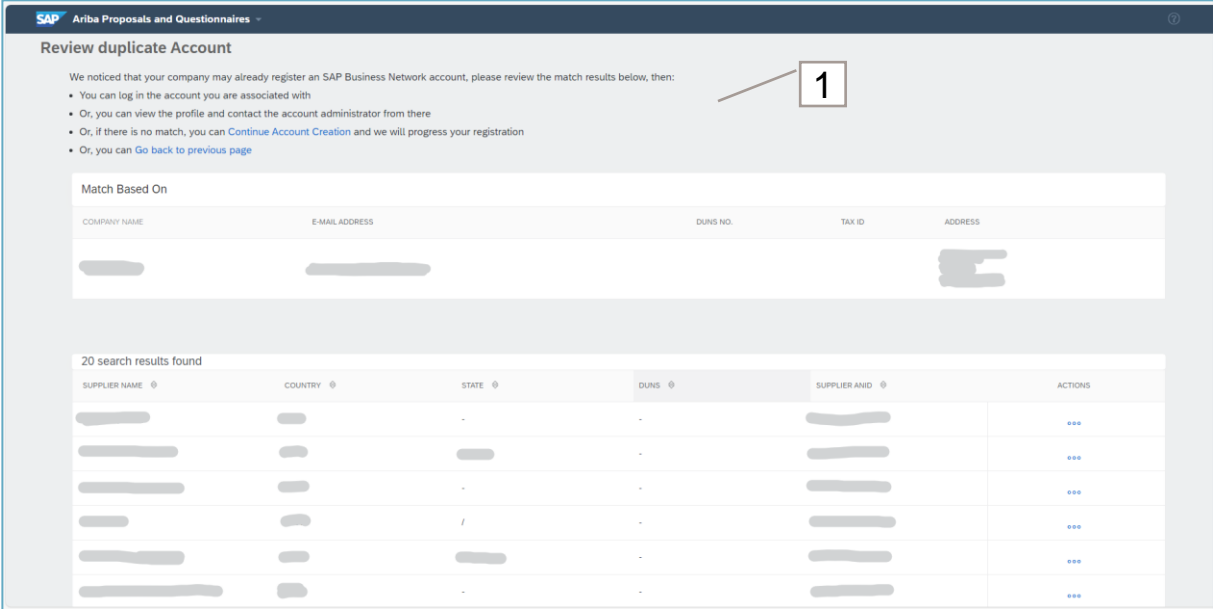
# Potential existing account

1. Ariba detects if an account for your company may already exist.
2. Review accounts or Skip review.



# Account review

- 1. Review accounts and proceed according to the instructions.

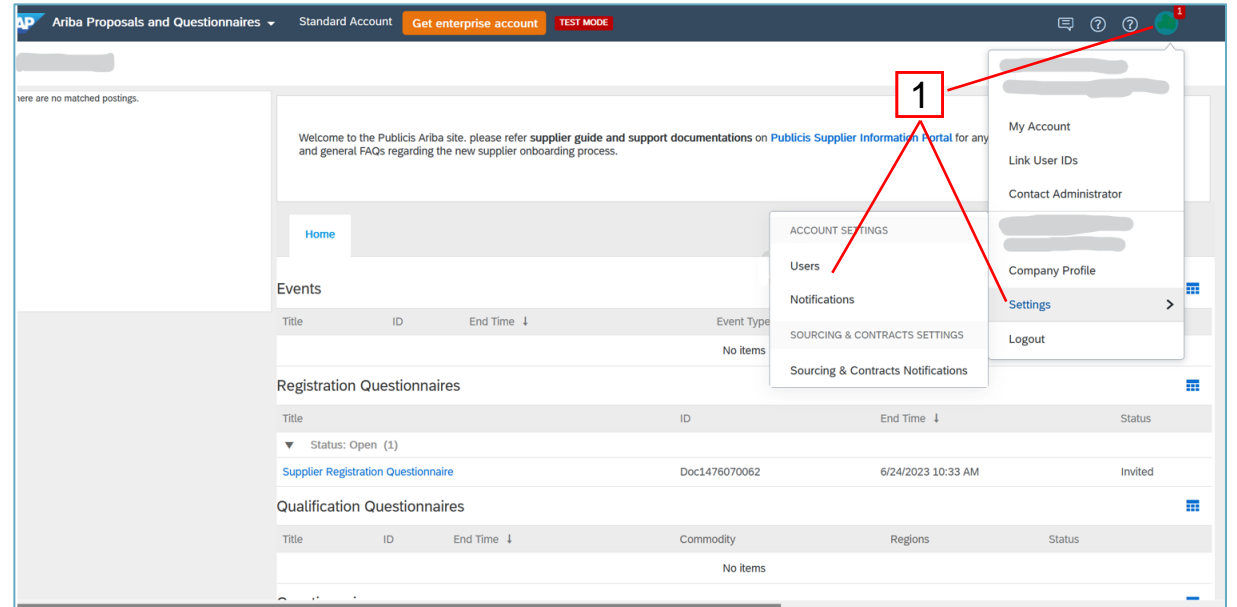


# Registration completed

# Additional users

Additional users for your company can be added.

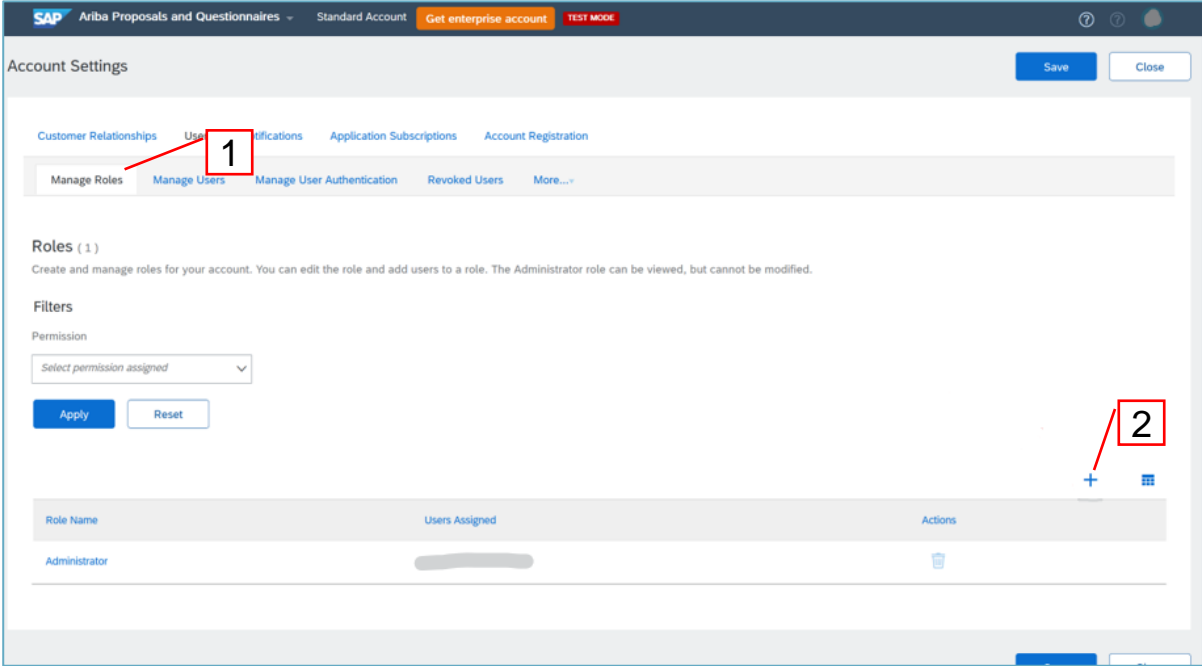
1. Click on Account icon / Settings / Users.





# Create Permission Role for users

- 1. Click on tab "Manage Roles".
- 2. Click on "+"-icon.



# Create Permission Role for users

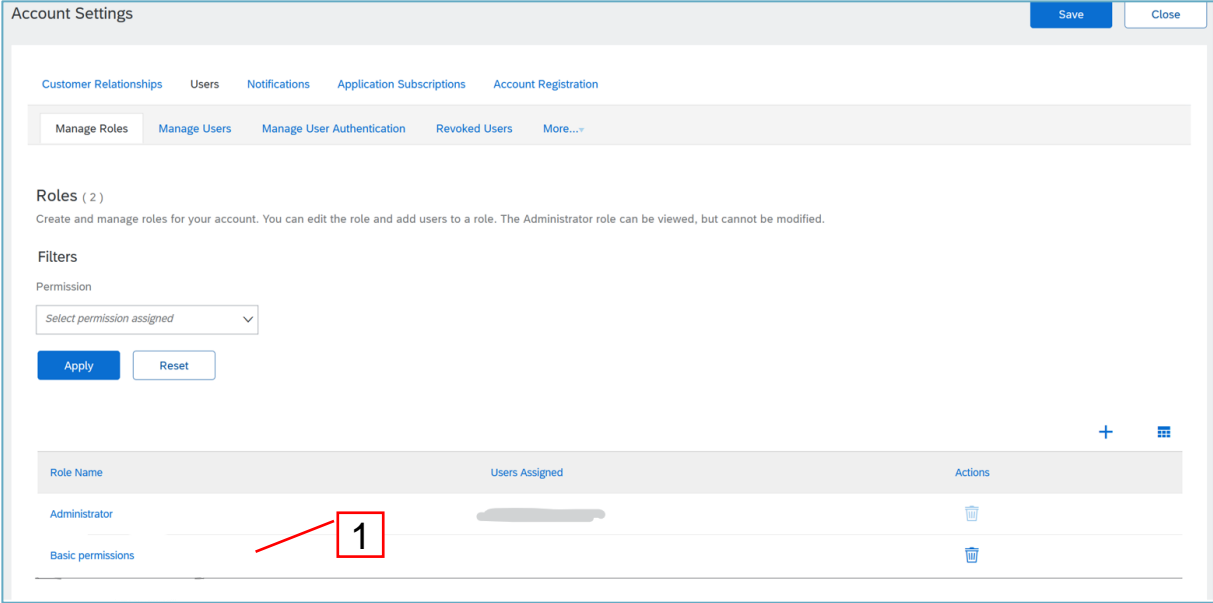
1. Enter role name like "Basic permissions".
2. Select permission "Access proposals and Contracts".
3. Click on "Save".

The screenshot shows the 'Create Role' interface in SAP. The browser title is 'SAP Ariba Proposals and Questionnaires - Standard Account'. The page has a 'Save' button and a 'Cancel' button. The 'New Role Information' section has a 'Name' field with 'Basic permissions' and a 'Description' field. The 'Permissions' section has a table with the following rows:

Permission	Description
<input checked="" type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Create postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery

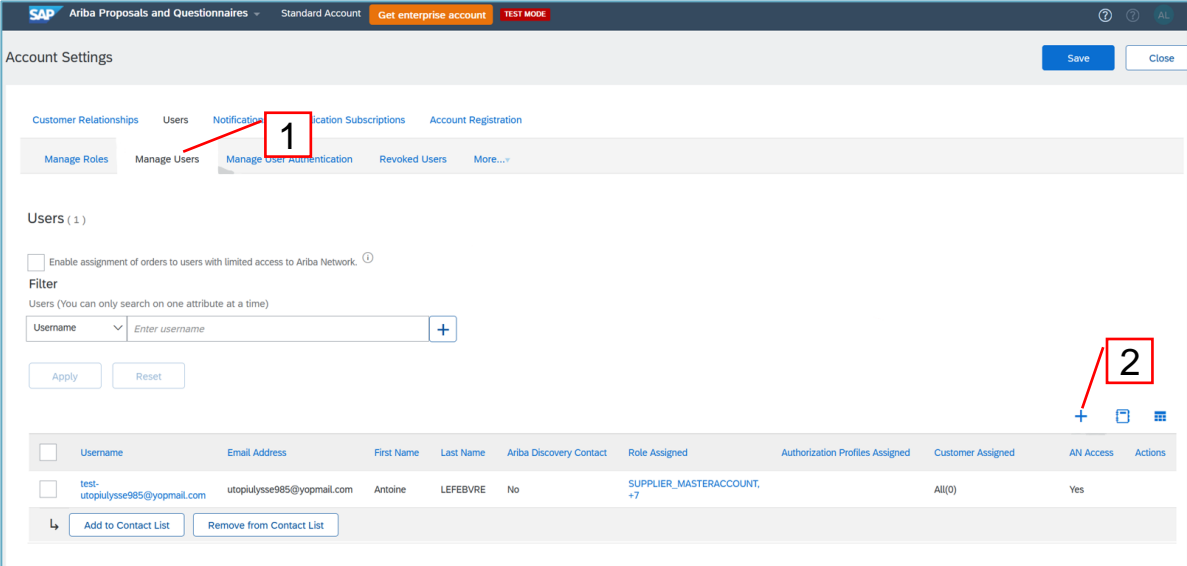
# Create Permission Role for users

1. Permission role defined.



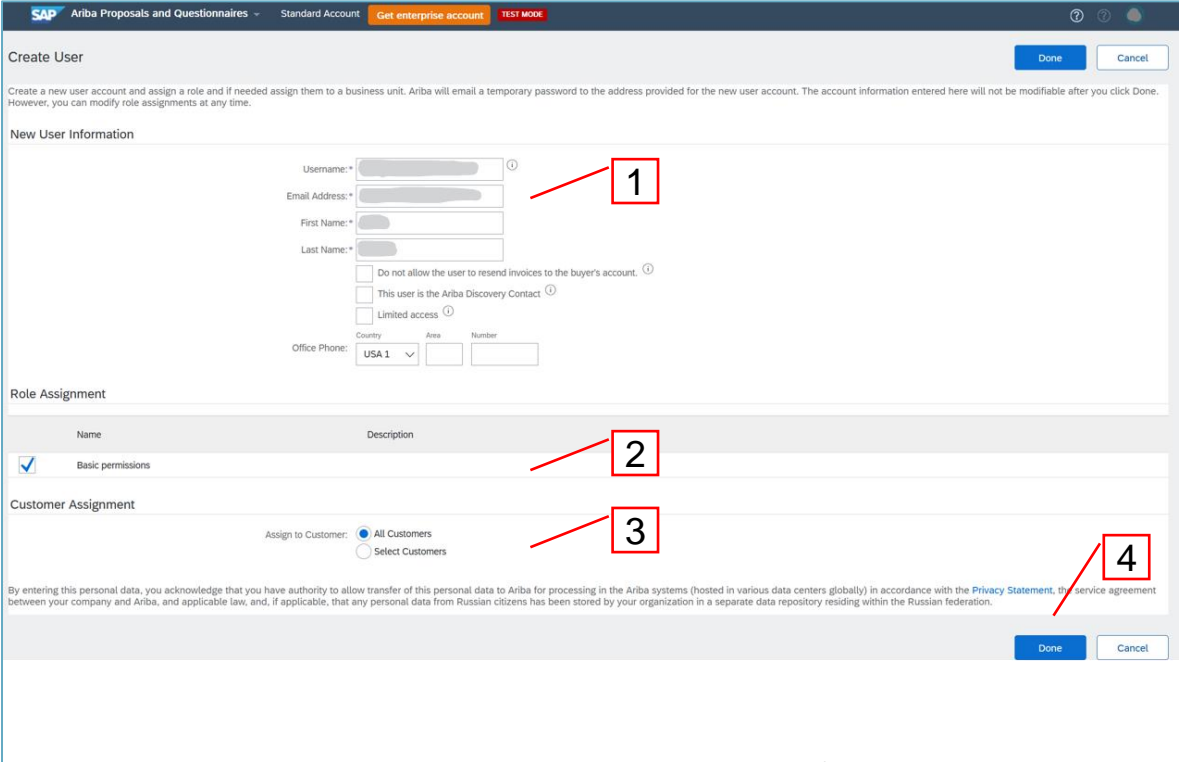
# Create Additional Users

- 1. Click on tab "Manage Users".
- 2. Click on "+"-icon.



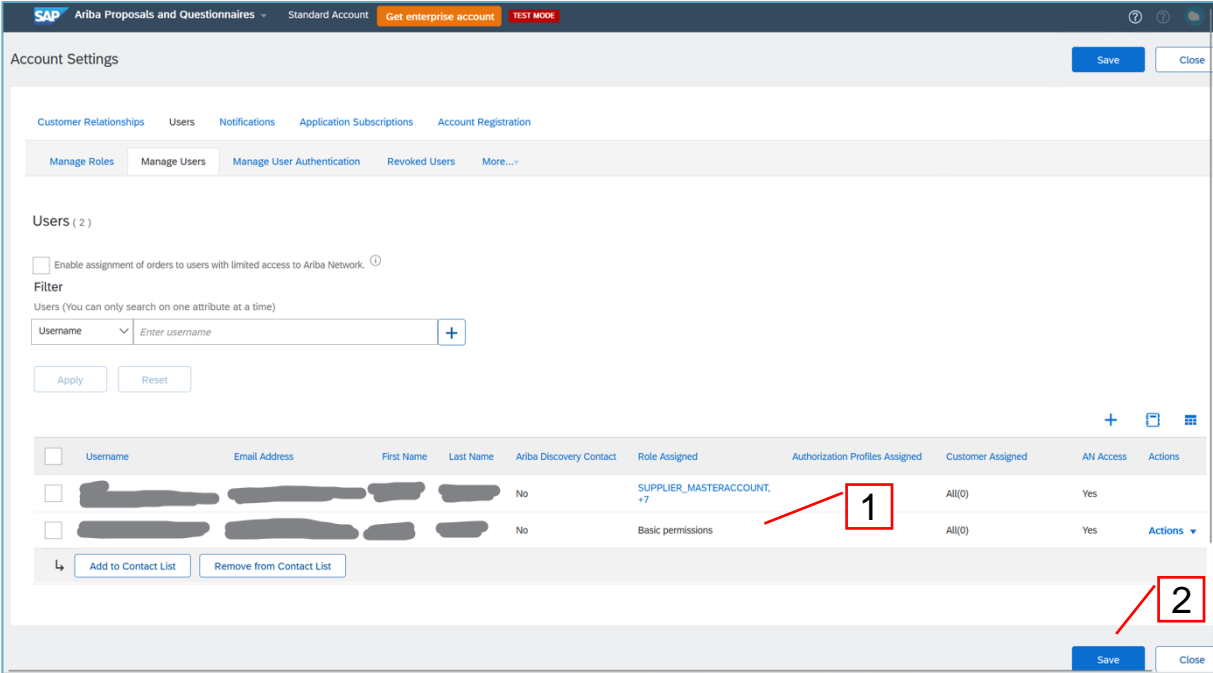
# Create Additional Users

- 1. Populate user information.
- 2. Select Role Assignment.
- 3. Select Customer Assignment.
- 4. Click on "Done"



# Create Additional Users

- 1. Role assigned to user.
- 2. Click on "Save".



A person's hand is pointing at a tablet computer. The tablet screen displays a 'MOBUS client ID Setup' interface with various fields and a 'cccc' label. The background shows an industrial environment with metal structures and machinery.

**Aurobay**

Thank you for your time.

[aurobay.com](http://aurobay.com)