



ARIBA SELF HELP GUIDE

ARIBA VENDOR LOGIN

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1 DOCUMENT STRUCTURE

The Vendor Login manual comprises of persona-based steps accompanied with SAP Ariba screens. The manual is structured as shown below:

Chapter

Persona

Steps to follow

Ariba Screens



2 SCOPE

Introduction

Ariba Network is platform for B2B commerce. Adani Buyers and vendors can collaborate via the Ariba network

Scope and Applicability

This user manual is intended for vendors who would use SAP Ariba to perform Sourcing, Vendor Management and Procurement activities with Adani

Related Reading

Not applicable

3 ARIBA NETWORK ACCOUNT CREATION

Persona: Vendor

Steps to follow:

- Vendor receives following email from Adani. Click on the link to create Ariba Cloud account.

Invitation: Register to become a supplier with Adani Enterprises Limited - TEST
Register as a supplier with Adani Enterprises Limited - TEST

Hello!

Subhasis Banik has invited you to register to become a supplier with Adani Enterprises Limited - TEST. Start by creating an account with Ariba Network. It's free.

Adani Enterprises Limited - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Ocean Valves Manufacturing Company already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

- On the vendor portal, click "Sign up". For any additional information, click "Click here to see a Quick Start guide."

Welcome, Ramesh Kumar

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

Sign up as a supplier with **Adani-Test** on SAP Ariba.

Adani-Test uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Adani-Test.

[Sign up](#)

Already have an account?

[Log in](#)

- After clicking "Sign up", fill the form. Under "User Account Information" section, provide the Ariba network login credentials.
Note: This set of credentials would be used for logging into Ariba Network in future

Create account[Create account and continue](#)[Cancel](#)

First, create an SAP Ariba supplier account, then complete questionnaires required by Adani-Test.

Company information

* Indicates a required field

Company Name: *

Country/Region: *

Address: *

City: *

State: *

Postal Code: *

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.

User account information

* Indicates a required field

Name: * Email: * Use my email as my usernameUsername: * Password: * Language: Email orders to: * [SAP Ariba Privacy Statement](#)

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



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

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

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.

- Accept the SAP Ariba Privacy Statement and Terms of Use-> Click “Create Account and Continue”
- Ariba Network account is created.

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 continue

Cancel

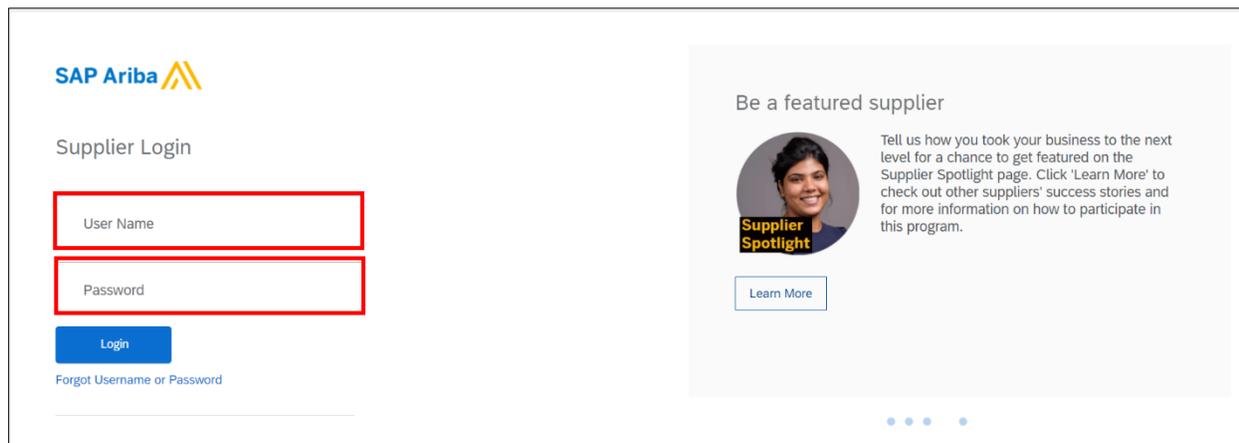
4 LOGIN/LOGOUT OF ARIBA NETWORK ACCOUNT

Persona: Vendor

Steps to follow:

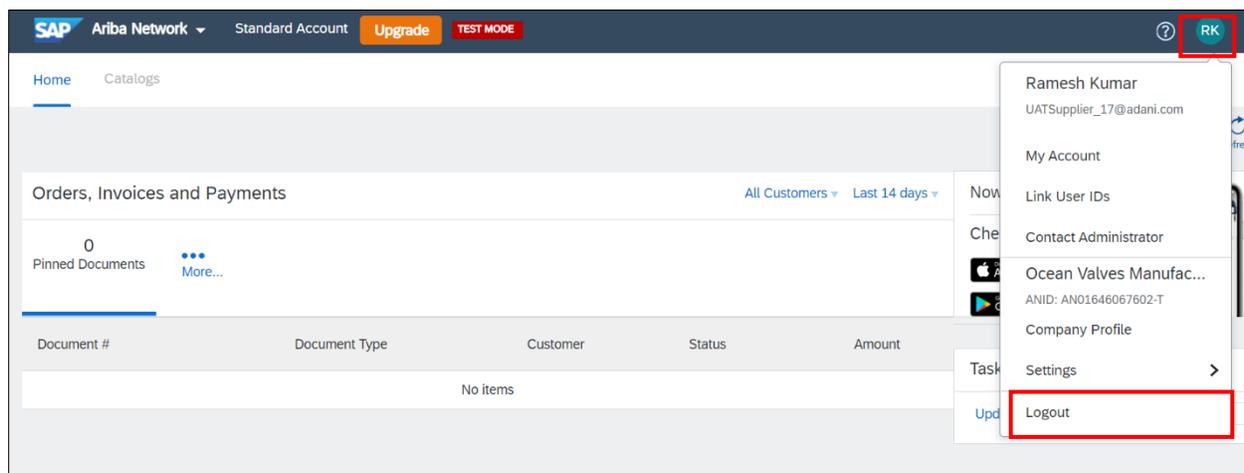
- Login to Ariba Network using the below URL
<https://supplier.ariba.com/>
- Enter the Ariba Network login credentials>Click login

Note: Password reset could be done via the "Forgot Username or Password" reset link shown in the following chapter



- Log out of Ariba network account via the vendor contact name on the upper right corner of the screen as shown below in the screenshot-> Click the **Logout** option

Note: Account related information could be updated via the vendor contact name on the upper right corner of the screen as shown below in the screenshot

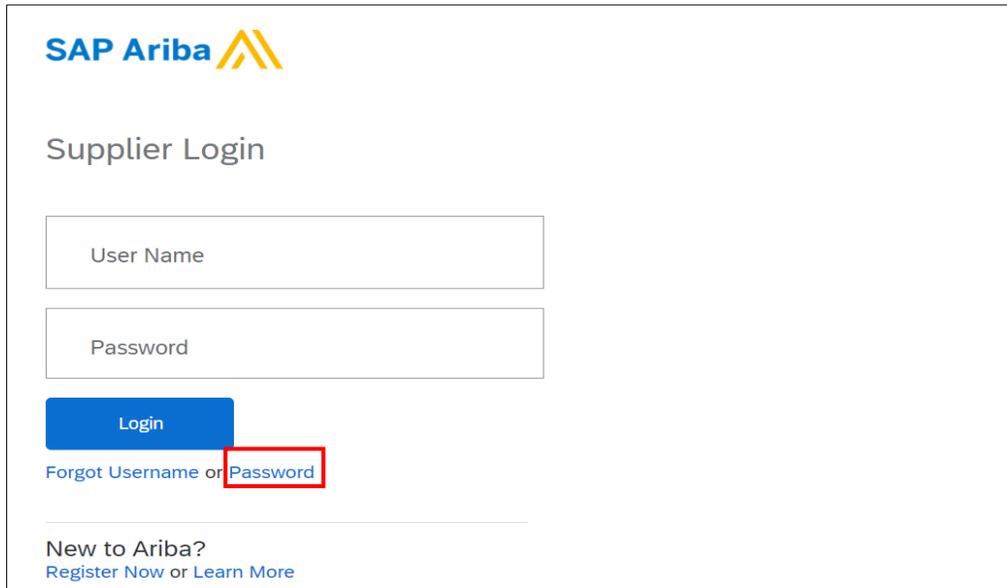


5 RESET ARIBA NETWORK ACCOUNT PASSWORD

Persona: Vendor

Steps to follow:

- Go to the below URL
<https://supplier.ariba.com/>
- Password reset could be done via the “Forgot Username or Password” link shown below



SAP Ariba 

Supplier Login

User Name

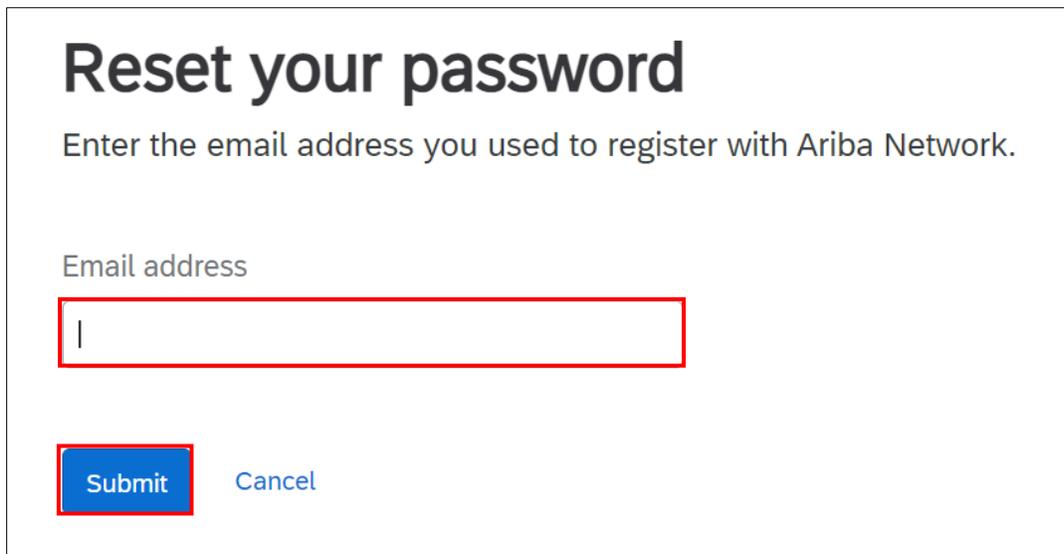
Password

Login

[Forgot Username or Password](#)

New to Ariba?
[Register Now](#) or [Learn More](#)

- Enter the email address used during creating Ariba Cloud account



Reset your password

Enter the email address you used to register with Ariba Network.

Email address

[Submit](#) [Cancel](#)

- System displays a confirmation that reset email has been sent to the email address

We have sent an email to you!

Check your email address **adaniuat@gmail.com** and follow the instructions to reset your password. The link will expire in **24** hours.

[Back to Sign In](#)

- Check email regarding password reset and click on the password reset link in the email

Ariba Account Password Reset Information Inbox x

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

to me ▾



Reset your password

Hi adaniuat@gmail.com,

Choose the account you want to reset the password for, and go to the corresponding link to reset your password.

User ID	Password reset link
UATSupplier_17@adani.com	Click Here

Important: The link will expire in 24 hours

* If an error occurred when trying to reset this user's password using the email address provided, reset this user's password using this user ID.

Sincerely,

The Ariba Network Team

<https://www.ariba.com>

- Set new password for Ariba cloud account following the valid password guidelines shown below and Submit. Password is updated and could be used for Login

Reset your password

Username
UATSupplier_17@adani.com

New password

Confirm your password

[Submit](#) [Cancel](#)

- Must be between 8 and 32 characters
- Lowercase, uppercase, numbers, and special characters allowed. Must contain at least one of each
- Cannot contain the username
- Repetitive characters and numbers in sequence are discouraged
- Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a-z, and some special characters)

Reset your password

Username
UATSupplier_17@adani.com

New password

Confirm your password

[Submit](#) [Cancel](#)

Your password has been updated.

You can now login using **UATSupplier_17@adani.com** and new password.

[Back to Sign In](#)

6 ABBREVIATIONS

<u>Abbr.</u>	<u>Description</u>
AN	Ariba Network
PO	Purchase Order