



Ariba portal

SUPPLIER REGISTRATION DECK





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Registration



Registration in Ariba Network

Process

Email to your email account will be sent.

Click on the corresponding link to:

- Sign up
- Log in

Once completed, you will be connected to Bayer





Registration

1. Invitation: Register to become a supplier



Register as a supplier with Bayer Procurement

Hello!

has invited you to register to become a supplier with Bayer Procurement - TEST. Start by creating an account with Ariba

It is extremely important to determine if your Company already has an Ariba Network Account, before registering. If you are not aware of the [Discovery portal](#) (live link); start with your industry, if you need to refine results please utilize the "Advanced Search Settings" in the please DO NOT create a new account; ask your company's Ariba account manager to create a user access for you under the existing

Bayer Procurement - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. It uses a unique Ariba Network password.

[Click Here](#) to create account now

For legacy Bayer Privacy Statement please [click here](#)

For legacy Monsanto Privacy Statement please [click here](#)

- // An email to your email account will be sent
- // Please check if your company already has an existing Ariba Network account. You can also check on the [Ariba Discovery page](#).
- // If YES, process with [step 2](#).
- // If NO, process with [step 3](#).



Registration

2. LOG IN: Company exists on Ariba Network

Ariba Sourcing Help Center >>

Welcome,

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Network. **Bayer Group - TEST** has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account. [Sign up](#)

Already have an account? [Log in](#)

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

Use Log in if:

-your company exists on Ariba Network but has never cooperated with Bayer

-if you do not have your personal Ariba Network account, contact your company Ariba Network account administrator before logging in.



Registration

2. LOG IN: Company exists on Ariba Network

Enter Your Account Information

* Indicates a required field

Enter your Ariba Commerce Cloud, Ariba Discovery or Ariba Network username and password. After you successfully log in, your existing Ariba Commerce Cloud profile will become your Ariba Sourcing supplier profile.

Username:*

Password:*

[Forgot Username](#)

[Forgot Password](#)

- // Log in with your credentials.
- // For “Link User IDs” ([see additional information](#))
- // You will need to fill in Bayer questionnaire, please [click here](#).

[Continue](#)

[Cancel](#)



Registration

2. LOG IN: Company exists on Ariba Network

Ariba Sourcing Company Settings ▾

MONSANTO **BAYER PROCUREMENT**

13026 leads match your company profile

[View Matched Leads](#)

Welcome to Bayer's Sourcing site.
Ariba Sourcing assists us 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.

Events

Title	ID	End Time ↓	Event
▼ Status: Open (1)			
test User 3	Doc216008006	7/3/2019 10:35	RFP

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
No items			

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions
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Registration

3. SIGN UP: Company does not exist on Ariba Network



Welcome,

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Network. **Bayer Group - TEST** has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account.

[Sign up](#)

Already have an account?

[Log in](#)

About Ariba Network

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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

Use Sign up if:

-your company does not exist on the Ariba Network

-the company has participated in Bayer's sourcing events, but you do not have a user account on the Ariba Network



Registration

3. SIGN UP: Company does not exist on Ariba Network

Create account

Create account and continue

Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Bayer Group - TEST.

Please fill in all required fields

Company information

* Indicates a required field

Company Name:*

Country:* 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.

Address:*

Postal Code:*

City:*

State:



Registration

3. SIGN UP: Company does not exist on Ariba Network

User account information

* Indicates a required field

[SAP Ariba Privacy Statement](#)

Name: *

Email: *

Use my email as my username

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

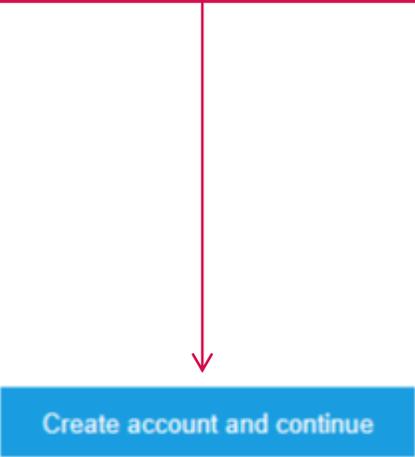
Password: * Must contain a minimum 8 characters including letters and numbers. ⓘ

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

Email orders to: * Customers may send you 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.

Please choose **your** personal Username (email format) and password

To submit click on:





Registration

4. Questionnaire

Ariba Sourcing Test Mode Company Settings

Go back to Bayer Procurement - TEST Dashboard Desktop File Sync

Console Doc220391001 - Supplier registration questionnaire Time remaining 29 days 21:36:27

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 Company Information
- 2 Business Initiation ...

All Content

Name ↑	
▼ 1 Company Information	
1.1 In which country is your company located?	* <input type="text" value="Germany"/>
1.2 Please provide your DUNS number	<input type="text"/>
1.3 Please provide your Tax registration number	<input type="text"/>
▼ 2 Business Initiation with Bayer	
2.1 Bayer expects its suppliers to act according to the Supplier Code of Conduct (Link: https://www.bayer.com/en/supplier-code-of-conduct.aspx). - Have you read and understood this information?	* <input type="text" value="Unspecified"/>

(*) indicates a required field

// Please fill in the questionnaire and when done click on **“Submit Entire Response”**

✓ **Submit this response?**

Click OK to submit.



Ariba dashboard



Ariba dashboard for Registered Companies

Ariba Sourcing

BAYER PROCUREMENT

There are no matched postings.

Welcome to Bayer's Sourcing site.
Ariba Sourcing assists us 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.

Events

Title	ID	End Time ↓	Event Type
▼ Status: Completed (1)			
RFP Templates	Doc144342212	6/7/2018 6:00 PM	RFP
▼ Status: Pending Selection (2)			
RFP Templates	Doc144295658	6/7/2018 10:28 AM	RFP
RFP Templates	Doc144117520	6/6/2018 7:04 PM	RFP

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc144102266	6/6/2019 6:07 PM	Registered

In the Ariba Dashboard you can see all the **events** of the select environment from the different clients, the status and the ending time of the events



Ariba dashboard

Access the events

The screenshot shows the Ariba dashboard interface. At the top, there is a dark blue header with a grid icon, 'Company Settings' with a dropdown arrow, and 'Help Center >>'. Below the header, a 'Go To My' dropdown menu is open, listing 'LEADS', 'CONTRACTS', and 'ORDERS & INVOICES'. The 'ORDERS & INVOICES' option is highlighted with a black border. To the right of the menu, there is a 'le Sync' button and a 'Closed' status indicator with a document icon. Below the menu, there is a 'Response' button. The main content area shows '(Section 1 of 2) Next >>' and a table with three rows of data: 'Germany', '22041993', and '16302646'. At the bottom, there is a link 'Next Section: Business Initiation ...' and a currency indicator 'y: US Dollar'.

The screenshot shows the Ariba dashboard interface, similar to the first one. The 'Go To My' dropdown menu is open, listing 'LEADS', 'PROPOSALS', and 'CONTRACTS'. The 'PROPOSALS' option is highlighted with a black border. The rest of the dashboard interface is partially visible but mostly obscured by the menu.

If you access via invitation email:

1. To see the current events, please click  and go to **Orders & Invoices**.

2. Then click again  and go to **Proposals**

If you access via log in supplier.ariba.com, there will be shown in the main dashboard



Additional information



Account settings

Company Settings ▾ Help Center >>

- Registration GmbH
ANID: [input field]
- Company Profile
- Account Settings 
- Users
- Notifications
- View All
- Sourcing & Contracts Settings
- Sourcing & Contracts Notifications 
- View All

From **Company Settings** you will be able to manage your personal information and the **Company Profile**



Link accounts

To see all the events from all your clients in one account:
Sign up in case you have other Ariba Network accounts you can link them by clicking **“Link User IDs”***

A user account menu is shown with a dark blue header containing a dropdown arrow and the text "Help Center >>". The menu items are: "Logout", "My Account", "My Community Profile", "Switch To", "test-", "Link User IDs" (highlighted with a blue box), and "Contact Administrator".

Link User IDs

If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:

Log in to all your accounts using one username and password

Switch between your multiple accounts

APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username: *

[Send link request](#)

NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username: *

Password: *

[Link accounts](#)



FAQ & Help Center



Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Free event: Supplier Digital Summit



Tune in live April 2-3 for the SAP Ariba Live Supplier Digital Summit, a free event exclusively for Ariba Network suppliers. Secure your spot to join us online to learn best practices and understand industry trends.

[Learn More](#)

Search...

 Why can't I find an event?

 Training sessions with live Q&A

 Error: "The username and password pair you entered was not found"

 Error: "The username and password entered has already merged to another Ariba Sourcing user account"

 Participating in events (4:53)

 Error: "User already exists. Please enter a different username."

 How do I access and change the former administrator's account?

 How do I participate in my buyer's event using an email invitation?

 What are some common issues when registering an account?

[View more](#) 

Can't log in? Let us help you!

 Documentation

 Support

Click on **“Help Center”** to find the answers to the most common questions.

SAP Ariba Support can be contacted directly from here



Ariba portal

Thank you!



If you need further help, please
contact supplier.ariba.com

If they cannot help please
contact:

[Bayer Enablement Team](#)

