Standalone SAP Ariba Sourcing – Supplier Registration

# Supplier registration

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# Registration e-mail

As a supplier you will receive an e-mail invitation when you are invited into a Sourcing Event by an SAP purchaser. First, you need to register on Ariba Commerce Cloud in order to be able to access and participate in the Event.
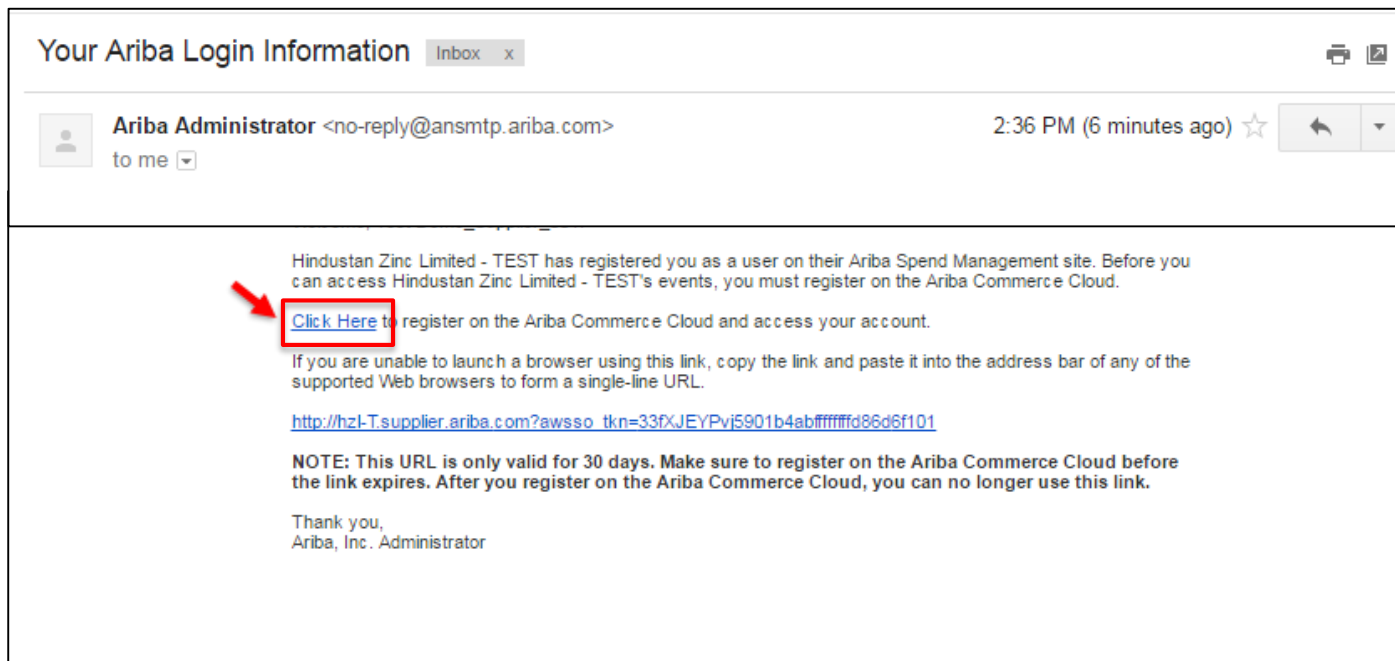
# Registering as a new supplier

**(1) If you already have an Ariba Network account, then click on the "Click here" Link to login with your existing credentials.**

**(2) If you do not have one, then click on "Continue" to register with Ariba Network first.**

Welcome, Test Demo_Supplier_001

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

Welcome to the Ariba Commerce Cloud. A password reset request was issued from Hindustan Zinc Limited - TEST site. Before you can log in to your user account, you must register on the Ariba Commerce Cloud.

Click **Continue** to complete your Ariba Commerce Cloud user account registration. Note: If you click **Continue** and you already have an existing user account on the Ariba Commerce Cloud, Ariba Discovery or Ariba Network you will be creating a duplicate user account.

Click here if you already have an Ariba Commerce Cloud , Ariba Discovery or Ariba Network account

**Continue**

If you have already have an account then click on Click here
If you do not have any previous account then click on continue

## About Ariba Commerce Cloud

The Ariba Commerce Cloud 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 Commerce Cloud solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Ariba Commerce Cloud Profile across Ariba Network , Ariba Discovery , and Ariba Sourcing activities

Moving to the Ariba Commerce Cloud 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

### Help Center

Search...

- DUNS numbers: Here's what you need to know
- Supplier Basics (3:00)
- How to register as a supplier on the Ariba Network
- Can't log in? Let us help you!
- Overview of Ariba Network (4:07)
- Introduction to Ariba Network [PDF]
- How do I merge a new invitation account with an existing account?
- Before you register

View more

Can't log in? Let us help you!

Documentation     Support

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# Company Information

- Enter your basic company information.
- <u>Keep in mind that the fields marked with an * are required</u>

# User account information

- Enter your user account information. <u>Your *e-mail address will serve as your username*</u>. If you do not want this to be your user name, uncheck the box '*use my e-mail as my username*' and enter a username.

- **Recommendation using your e-mail address as your username.**

User account information

* Indicates a required field

| | |
|---|---|
| Name: * | Test | Demo_Supplier_001 |
| Email: * | aribasupplierdemouser@gmail.com |
| | ☐ Use my email as my username |
| Username: * | test-aribasupplierdemouser@gmail.com |
| Password: * | Enter Password |
| | Repeat Password |
| Language: | English |

Ariba Privacy Statement

If the user ID is already registered for any other customer, you can add any character (0,1,2) in user ID. Email id remains same

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

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

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

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# Browsing for Product and Service Categories and Ship-to or Service Location (OPTIONAL)

Tell us more about your business ▾

| | | |
|---|---|---|
| Product and Service Categories: | Enter Product and Service Categories | Add -or- Browse |
| | Fiber optic cable X | |
| Ship-to or Service Locations: | | Add -or- Browse |
| | India X | |
| Tax ID: | Optional | Enter your Company Tax ID number. |
| DUNS Number: | Optional | Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ |

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.

- You can search for the categories by type the key word and then select
- Other option is to click on 'Browse' which will enable you to select the category
- Same feature is available for Ship-to or Service Location

# Browsing for Product and Service Categories and Ship-to or Service Location (OPTIONAL)



After you fill in all the details ,you have to  select the terms of use and click on register.

# After you click on submit you will be asked to confirm the E-mail



After that you will receive this email to confirm your email address. Then you need to click on the link to confirm.

Tips – Close all other previous browser before confirming your account activation

# Account Activation

- As a Supplier User, you will receive an e-mail in your mailbox from SAP Ariba with User Name and other details.
- Keep this email for future reference
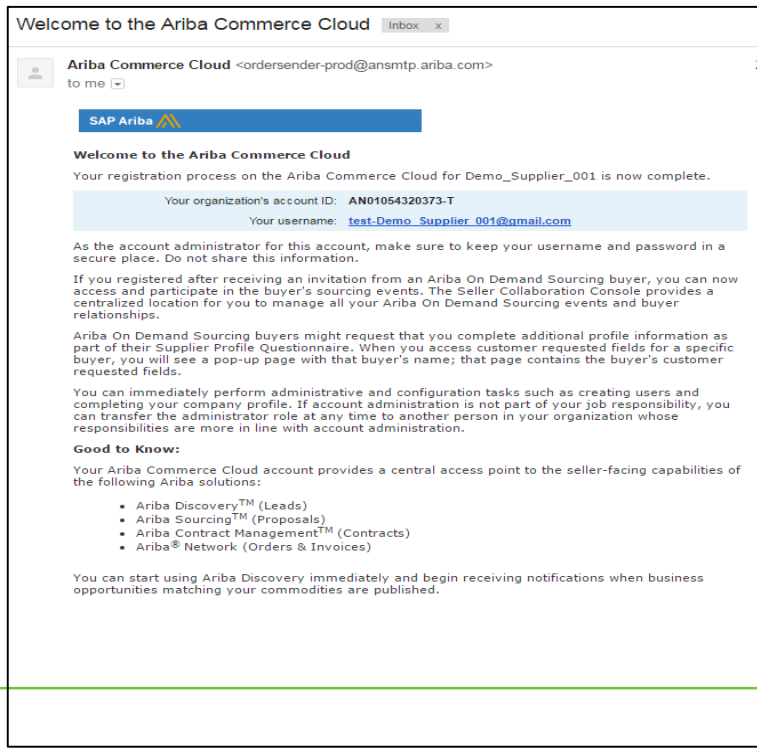


Tips – Please save your log in credentials for future logins

# After that this window will popup and ask you to fill up the form.



In this hzl specific questions , you need to fill up all star marked fields.
With out filling up all the information ,you will not be able to submit the form.
You can save the partially filled form with clicking Save as draft, if you do not have all the information. Later you can login and fill other fields.

Tips-The session will log off automatically in 30 mins. So it is always advisable to click on save as draft.

# If any error occurred during filling it up, it will show up while submitting



After you fill up every thing, you need to click on Submit.
If there is any error ,then it will show up on the top of the form.
It will also indicate the line where you have done the error.

Tips –To attach files /to give comments click on the comment box.

# After you rectify that click on submit



After you rectify all the errors, you need to click on submit . Then it will come to hzl team for approval.

# Then you need to login to HZL Site



Put in your user name and password.

If you wish to see the hzl requested questionnaire then click on View customer requested fields

# Product and Service Categories and Ship-to or Service Location



Select the product and service categories ,ship to location and click on save.

# Browsing for Product and Service Categories and Ship-to or Service Location (OPTIONAL)



- You can search and browse and you need to click Add.

- You can also select multiple values

# Product and Service Categories and Ship-to or Service Location

Product and Service Categories, Ship-to or Service Locations, and Industries

**Product and Service Categories**✱

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

| Enter Product and Service Categories | | Add | -or- Browse |

Bacterial removal chemicals  x

**Ship-to or Service Locations**✱

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.

| Enter Ship-to or Service Location | | Add | -or- Browse |

Global  x

**Industries**

Select the industries your company serves.

--------------------------------------------------------

Add

Save     Close

After filling up Product and service categories, ship-to or service location click on save

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# Click on HZL to view /edit the requested fields.



First click on customer required field.

Then click on Hindustan zinc Limited to view the filled requested fields.

# Updating/discarding the update fields.



If you wish to update any information after submitting then change that field existing response and click on submit.
 But please note that the changes are required to be approved by hzl authorities.

Tips –Please note that if you want to stick to the initial responses after making some changes then click on discard draft before clicking on Submit

# Pending For Approval



You can view if your profile has been approved by hzl authorities or not.

## Contact details for Clarification

(For vendor registration and login related query)
- Pavan Patidar          Pavan.Patidar@vedanta.co.in
- Anuj Lal              Anuj.Lal@vedanta.co.in

(For any query including vendor registration, sourcing, bid submission etc related query)
- Rishabh Verma      Rishabh.Verma@vedanta.co.in
- Atul Agarwal        Atul.Agarwal2@vedanta.co.in
- Pravin Gupta       Pravin.Gupta@vedanta.co.in

# Help Center

# Help Center



**Click on 'Help Center >>'**

**This will open Help Center in new Browser Page**
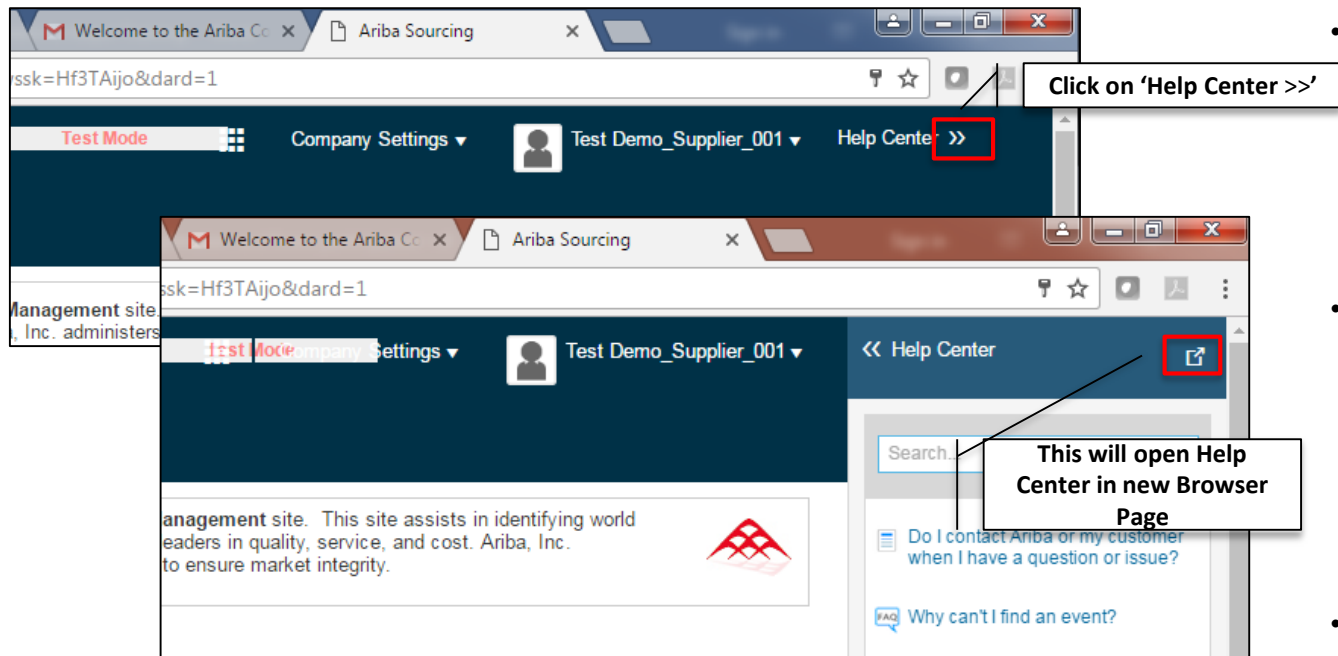
- The help center improves how you get help and offers the ability to collaborate with other help center users. help center users include other suppliers and SAP Ariba employees.

- For further assistance on the Ariba Network (Commerce Cloud) registration / profile update process, click on the help center -> support on the top right side of the page when you are logged in.

- This will open a pop up window, click on

# Help Center
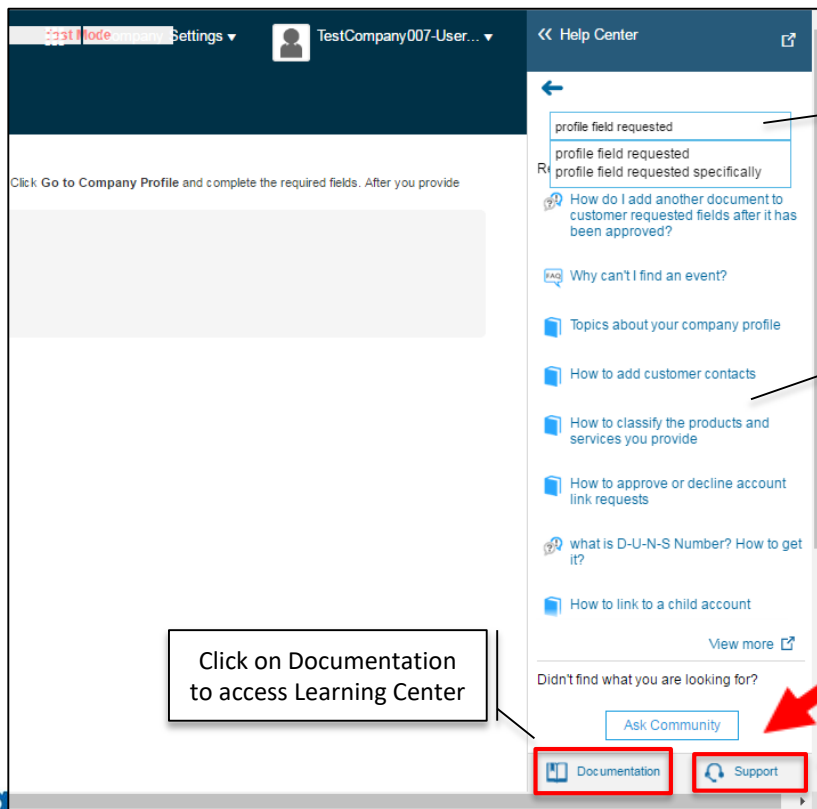


You can search online with your question

Featured Content highlights top questions, new feature announcements, or articles about the latest industry trends

Click on Documentation to access Learning Center

Click on Support incase you need to talk to Ariba Support

# Learning Center



Learning Center

**Product Documentation**

▶ Getting started

▶ Managing your user account

▶ Participating in sourcing events

▶ Administration and Configuration

▶ Working with projects and documents

▶ Completing tasks

▶ Enabling Desktop File Sync

– Cloud integration tools and adapters

**Tutorials**

– Having trouble logging in (2:03)
– Supplier Basics (3:00)
– Introduction to the dashboard (5:00)
– Responding to prerequisite questions (2:00)
– Participating in events (4:00)
– Responding to RFIs (3:00)
– Responding to RFPs (3:00)
– Participating in auctions (5:00)
– Alternative bidding (5:00)
– Custom Excel bidding (2:00)

# Support



**Options available**

- I Need Help with -> You can search based on the keyword
- Email SAP Ariba Customer Support
- Get Help by Live Chat
- Get help by phone

Below is the phone number for India to reach out to Ariba Network Supplier Support

### INDIA

**000 800 650 1193**

**+91 80 3948 2205**

# Ariba Customer Helpdesk

## Important Notes

- **The Helpdesk is available 8:00 pm ET Sunday - 8:00 pm ET Friday**

- **You can call from your own country number to get support in the relevant language**

- **If there are no speakers in the required language available, you will be asked if you would like to have the call in English**

- **Please provide maximum amount of information and what step you took while facing a problem with Ariba**

- **You are advised to save/record your Service Request number if the issue is not immediately resolved or it needs to be escalated**

# Contact Your Account Administrator



The account administrator role is assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time.

The account administrator also serves as your primary point of contact if you need help resetting your password, changing your permissions, or if you have any other questions or problems.

link user accounts

# How to link user accounts

- Registering an Ariba account provides you with a consolidated view of all your customer relationships. With this one profile, you can view business opportunities, participate in sourcing events, participate in contract negotiations, and manage orders, catalogs, and invoices.
- If you have multiple user accounts, you can link your multiple seller IDs together.
- Linking your multiple user accounts together enables you to quickly transfer between accounts with a single-click. Linking your multiple accounts also helps to eliminate the need to remember multiple usernames and passwords.
- You must have access to the username and password of the user account with which you want to link your account.
- **Procedure**
    - Click your name at the top of the dashboard. SAP Ariba displays the user profile menu.
    - Click **Link User IDs** to display the **Link Accounts** page.
    - Enter the username and password of the user account you want to link with and click **OK**.SAP Ariba displays a confirmation message, indicating that your user accounts are now linked.
    - Click **Done**.
- The user profile menu displays multiple User Account IDs in the **Switch To** section.

**Thank you**