

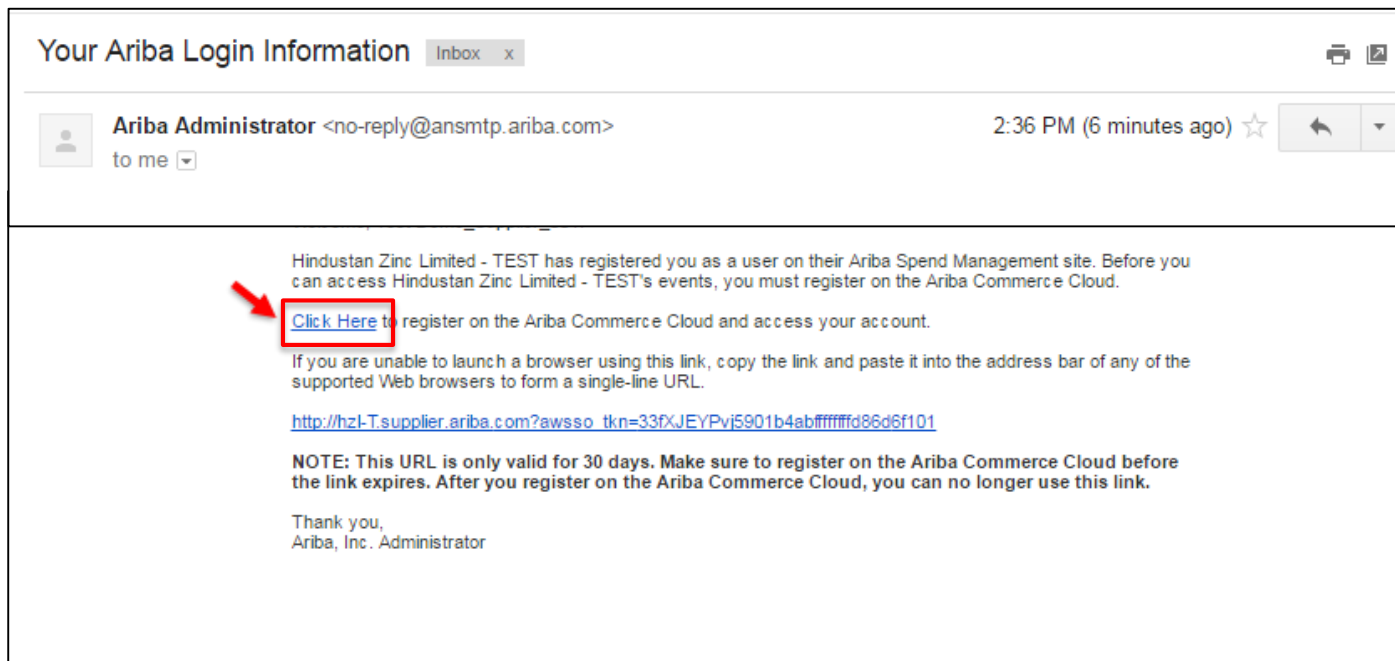


Standalone SAP Ariba Sourcing – Supplier Registration

## Supplier registration

# 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

# Company Information

- Enter your basic company information.
- Keep in mind that the fields marked with an \* are required

## Company information

\* Indicates a required field

Company Name*	<input type="text" value="Demo_Supplier_001"/>
Country*	<input type="text" value="India [IND]"/> ▼
Address*	<input type="text" value="Line 1"/>
	<input type="text" value="Line 2"/>
	<input type="text" value="Line 3"/>
City*	<input type="text" value="Mumbai"/>
State	<input type="text" value="Maharastra"/>
Postal Code*	<input type="text" value="400001"/>

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

- Enter your user account information. Your e-mail address will serve as your username. 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

Ariba Privacy Statement

Name: \*

Email: \*

☐ Use my email as my username

Username: \*

Password: \*

Language:  ▼

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...

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

Tell us more about your business ▼

---

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

x

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

x

Tax ID:  Enter your Company Tax ID number.

DUNS Number:  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)

## User account information

Name: \*   \* Indicates a required field

Email: \*

☒ Use my email as my username

Username: \*  Must be in email format(e.g john@newco.com) ①

Password: \*  Must contain a minimum 8 characters including letters and numbers. ①

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.

[Ariba Privacy Statement](#)

Sign up with Ariba Discovery and increase sales leads.

[Learn more](#)

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

## Tell us more about your business ▶

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 Register 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](#) and the [Ariba Privacy Statement](#)

Register

Cancel

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

Search...

- Supplier Basics (4.33)
- Can my company have multiple accounts?
- How do I tell when my invoice will be paid?
- What should I do if my invoice has been rejected?
- Can't log in? Let us help you!
- How to register as a supplier on Ariba Network
- Overview of Ariba Network (4.07)
- Introduction to Ariba Network
- What are some common issues when registering an account?
- How do I merge a new invitation account with an existing account?
- Training sessions with live Q&A
- After you register
- Before you register

[View more](#)

Can't log in? Let us help you!

[Documentation](#) [Support](#)

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

## Confirm Your Email Address

### ACTION REQUIRED

Check your email inbox for a message from Ariba. An email has been sent to [sakti.behera@sap.com](mailto:sakti.behera@sap.com).

Click on Activate link in the email to activate account and complete the Hindustan Zinc Limited - TEST requested profile.

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

Resend

• If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

[sakti.behera@sap.com](mailto:sakti.behera@sap.com)

Send

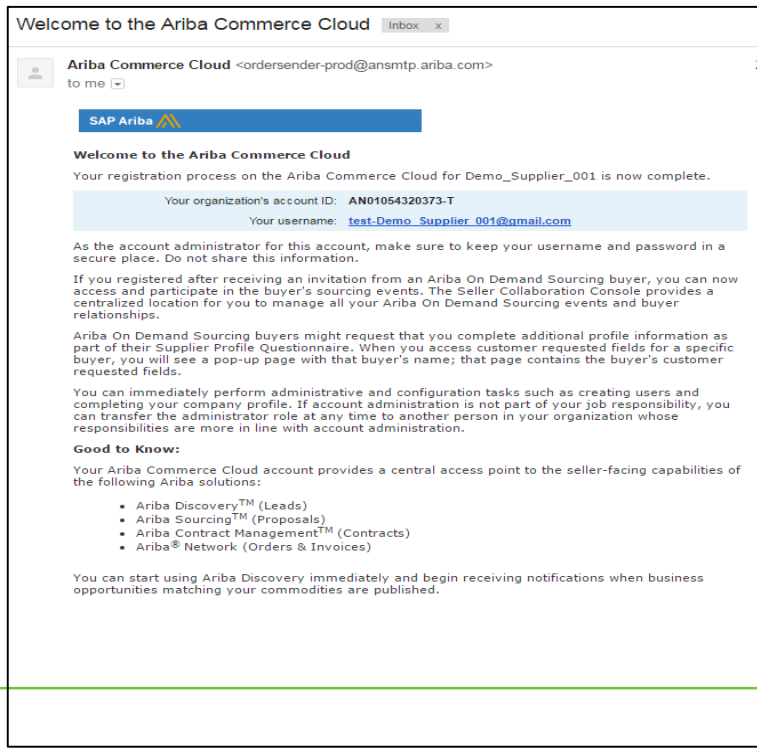
The screenshot shows an email interface. The top part displays a list of emails, including 'Overview of Ariba Network (4/07)', 'How do I create documents again: purchase orders from my customer', 'I am trying to register but I'm not receiving the activation email.', 'How to configure your user account information and company settings', and 'Register and send an order confirmation (4/10)'. Below this, an email from 'Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>' is selected. The email subject is 'Action Required: Activate your account'. The body of the email says: 'Dear Sakti Behera, Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address and complete all required profile fields of your company profile as specified by Hindustan Zinc Limited - TEST.' A blue box highlights the link: 'Click here to activate your Ariba account.' Below this, it says: 'If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.' The link is: <https://service.ariba.com/Authenticator.asp?d/confirmEmail?key=K7BKRFXSDPSd12g7MyGv8H6Gh6F9&app=AribaApp=Sourcing>. At the bottom, it says: 'After your registration process is complete, use the following URL to log in to your account: <http://proposals.seller.ariba.com>'.

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.

Ariba Sourcing

Company Profile

Basic (4) Business (2) Marketing (3) Contacts Certification

\* Indicates a required field

Sourcing Customer List

Customer

Hindustan Zinc Limited - TEST

Hindustan Zinc Limited - TEST Requested Profile

\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click Submit. You can click Save as Draft to save any values you may have edited without sending the changes to your customer.

Save as Draft Submit

Changes you make below may be subject to approval before they are accepted.

Question

3 Supplier and Customer Profile Registration

Before you start filling this Profile Questionnaire, make sure that, certain documents soft copies are available to upload based on applicability – Registration Certification, GST Details, Balance Sheet for Last 3 years, Quality Certifications, Bank Account details and Cancelled Cheque. To avoid loss of data due to poor internet connection, keep saving after completion of every section. **Any Change Address or Organization name, need to be updated in both Public Profile and HZL Supplier Profile**

3.1 Organization Name \*

Street:

City:

3.2 Corporate Address State/Province/Region:  <sup>1</sup>

Postal Code:

Save as Draft Submit

In this hzl specific questions , you need to fill up all star marked fields.

Without 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

The screenshot displays the 'Hindustan Zinc Limited - TEST' registration form. A red error message box is overlaid on the form, stating: 'There are 3 problems that require completion or correction in order to complete your request. You need to provide an answer to Question 4.4.6.2.10, Attach a Copy of your GST Registration Certificate.' Below the error message, a list of questions is visible, including '4.4.6.2.6 Factory Act', '4.4.6.2.7 Contract Labour Act', '4.4.6.2.8 ESI PF ACT', '4.4.6.2.9 SH0000', '4.4.6.2.10 Health and Safety at Work Act', '4.4.6.2.11 Workmen Compensation Fund Act', '4.4.6.2.12 Companies Women Owned Enterprise', '4.4.6.2.13 Registered Under PCB Clearance', and '4.4.6.2.14 Do you impart training on Labour laws, child Labour, forced Labour, sexual exploitation, human trafficking and slavery to your workers including contract workers?'. A blue arrow points from the error message to the 'Add/Edit Comment' dialog box, which is open and shows a text area for comments and an 'Attachment' field.

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

Ariba Sourcing

Text Mode

Company Settings Sakti Behera Help Center

Company Profile

Basic (4) Business (2) Marketing (3) Contacts Certificates

\* Indicates a required field

Sourcing Customer List

Customer

Hindustan Zinc Limited - TEST

Hindustan Zinc Limited - TEST Requested Profile

\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Saved as draft by Sakti Behera at 02/16/2018 04:52 PM

Save as Draft Submit

Changes you make below may be subject to approval before they are accepted.

Question

4.3.2.5 Account Type \* CA-Current Account

4.3.2.6 Account Holder Name \* sakti prasad behera

4.3.2.7 IFSC Code \* sb00012026

4.3.2.9 Cancelled Cheque \* SAP EOC File.txt Update file Delete file

4.4 Additional Information

4.4.1 MSMED ACT

4.4.1.1 Are you registered under MSMED ACT? \* No

4.4.2 Company Turn Over (INR in CRORE)

4.4.2.1 Turn Over Effective and Expiry Date is the Current Assessment Year

5 - 25 Crore

Save as Draft 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

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to Ariba? Register Now

Need help? See Quick Start

20% off Ariba Discovery Advantage

Ariba Sourcing

HINDUSTAN ZINC LIMITED - TEST

Hindustan Zinc Limited - TEST Requested Profile

All required customer requested fields have been completed

[View customer requested fields](#)

Public Profile Completeness

100%

Enter a short description to reach 45% >

There are no matched postings.

SAP Ariba

SAP Ariba is a registered trademark of SAP AG in Germany and several other countries.

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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

Ariba Sourcing

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

Overview

Company Name:

Other names, if any:

NetworkId: AN01367975388-T

Short Description:

Website:

Address

Address 1:

Address 2:

Address 3:

City:

Public Profile Completeness: 55%

Short Description Website Annual Revenue Certifications D-U-N-S Number

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   -or-

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   -or-

Industries

Select the industries your company serves.

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)

Search Browse

Click the product and service category you want to add and click Add. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

**Browse Product and Service Categories**

Agriculture, Farming & Fishing	Automation Control Devices, Components & Accessories	Circuit protection devices and accessories	Add	Cast device box	Add
Chemicals	Consumer Electronics	Distribution and Control centers and accessories	Add	Ceiling box	Add
Construction & Engineering	Discrete Semiconductor Devices	Electrical boxes and enclosures and fittings and accessories	Add	Ceiling flanges	Add
Culinary Equipment, Food & Beverage	Electrical Equipment, Components & Supplies	Electrical hardware and supplies	Add	Ceiling pan	Add
Education, Organizations & Clubs	Electrical Wire, Cable & Harness	Electrical lugs plugs and connectors	Add	Circuit breaker enclosure	Add
<b>Electronics &amp; Electrical Components</b>	Electrical Wire Management Devices, Accessories & Supplies	Electrical safety devices and	Add	Control board enclosure	Add
Energy, Drilling & Mining	Electronic Hardware, Component Parts &			Current transformer enclosure	Add
Facilities & Maintenance					

Didn't find what you were looking for? [Try Search »](#)

- You can search and browse and you need to click Add.
- You can also select multiple values

☐ Global  
☒ Select Ship-to or Service Locations

Click the country you want to add and click Add. States or provinces are displayed after you click a country. Click OK to save your changes.

North America	Andorra	Add	Antwerpen (rd)	Add
Central America	Belgium	Add	Brabant Wallon (fr)	Add
South America	Estonia	Add	Brussels	Add
The Caribbean	France	Add	Hainaut (fr)	Add
Northern Europe	Germany	Add	Liège (fr)	Add
<b>Western Europe</b>	Gibraltar	Add	Limburg (nl)	Add
Eastern Europe	Greece	Add	Luxembourg (fr)	Add
Central Europe				
Southern Asia				

**My Selections:**  
You have selected: 1 📍 Germany Remove

# 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  -or-

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  -or-

Global x

**Industries**

Select the industries your company serves.

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

Click on HZL to view /edit the requested fields.

Ariba Sourcing Test Mode Company Settings Sanku Ushara Help Center

Company Profile Save Close

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) **Customer Requested** Additional Documents

\* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
<b>Hindustan Zinc Limited - TEST</b>	Complete

Public Profile Completeness  
35%

Short Description  
Website  
Annual Revenue  
Certifications  
D-U-N-S Number  
Business Type  
Industries  
Company Description  
Company Logo

Share Your Public Profile  
Click here to get your Ariba badge.  
[Find us on Ariba Network](#)

View Public Profile  
Profile Visibility Settings

Save Close

Search...

How do I create documents against purchase orders from my customer?  
How to configure your user account information and company settings?  
Register and send an order confirmation (4:10)  
Did you receive an "SAP ARIBA PAYMENT PAST DUE" notification?  
How do I invoice a purchase order if I lose the email notification?  
Remittance address, payment method, and bank field descriptions  
Why can't I find an event?  
Add a new user (3:12)  
When do I need to contact the account administrator for my company?  
How do I correct errors for the Bank Account field when creating an invoice?  
Invoices (3:10)  
What browser versions are certified for SAP Ariba cloud solutions?  
Send a PO-based invoice (4:35)  
DUNS numbers: Here's what you need to know  
How do I change my remittance

[View more](#)

First click on customer required field.

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

# Updating/discarding the update fields.

**Hindustan Zinc Limited - TEST Requested Profile**

\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click Submit. You can click Save as Draft to save any values you may have edited without sending the changes to your customer. Click Discard Draft to clear all the changes you have made and display the last values you successfully submitted to your customer.

Status: Submitted by Sakti Behera at 02/16/2018 05:03 PM

Discard Draft Save as Draft Submit

Changes you make below may be subject to approval before they are accepted.

Question

▼ 3 Supplier and Customer Profile Registration

**Before you start filling this Profile Questionnaire, make sure that, certain documents soft copies are available to upload based on applicability – Registration Certification, GST Details , Balance Sheet for Last 3 years, Quality Certifications, Bank Account details and Cancelled Cheque. To avoid loss of data due to poor internet connection, keep saving after completion of every section. Any Change Address or Organization name, need to be updated in both Public Profile and HZL Supplier Profile**

3.1 Organization Name \* Forging India Ltd

Street \*

City \* Udaipur

3.2 Corporate Address

State/Province/Region \* Rajasthan

Postal Code \* 313408

Discard Draft Save as Draft Submit

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

Ariba Sourcing

Test Mode

 Company Settings ▼

 Sakti Behera ▼

Help Center >>

HINDUSTAN ZINC LIMITED - TEST

Hindustan Zinc Limited - TEST Requested Profile

All required customer requested fields have been completed.


[View customer requested fields >](#)

Public Profile Completeness

35%

[Enter a short description to reach 45% >](#)

There are no matched postings.



Your requested profile information has been submitted to Hindustan Zinc Limited - TEST and is pending approval. Contact Hindustan Zinc Limited - TEST if you are unsure of their registration policies and procedures. If you want to increase your chance at new business opportunities with other companies, click the Public Profile Completeness link and complete your public profile.

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

## Contact details for Clarification

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(For vendor registration and login related query)

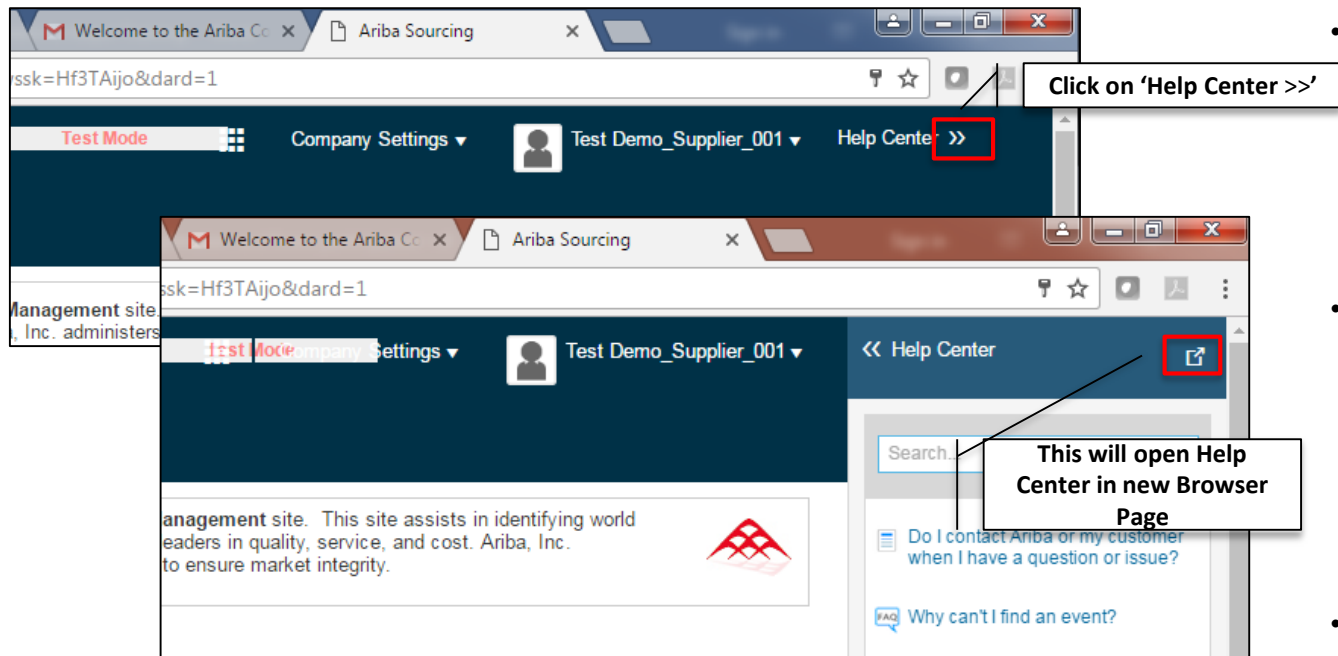
- Pavan Patidar [Pavan.Patidar@vedanta.co.in](mailto:Pavan.Patidar@vedanta.co.in)
- Anuj Lal [Anuj.Lal@vedanta.co.in](mailto:Anuj.Lal@vedanta.co.in)

(For any query including vendor registration, sourcing, bid submission etc related query)

- Rishabh Verma [Rishabh.Verma@vedanta.co.in](mailto:Rishabh.Verma@vedanta.co.in)
- Atul Agarwal [Atul.Agarwal2@vedanta.co.in](mailto:Atul.Agarwal2@vedanta.co.in)
- Pravin Gupta [Pravin.Gupta@vedanta.co.in](mailto:Pravin.Gupta@vedanta.co.in)

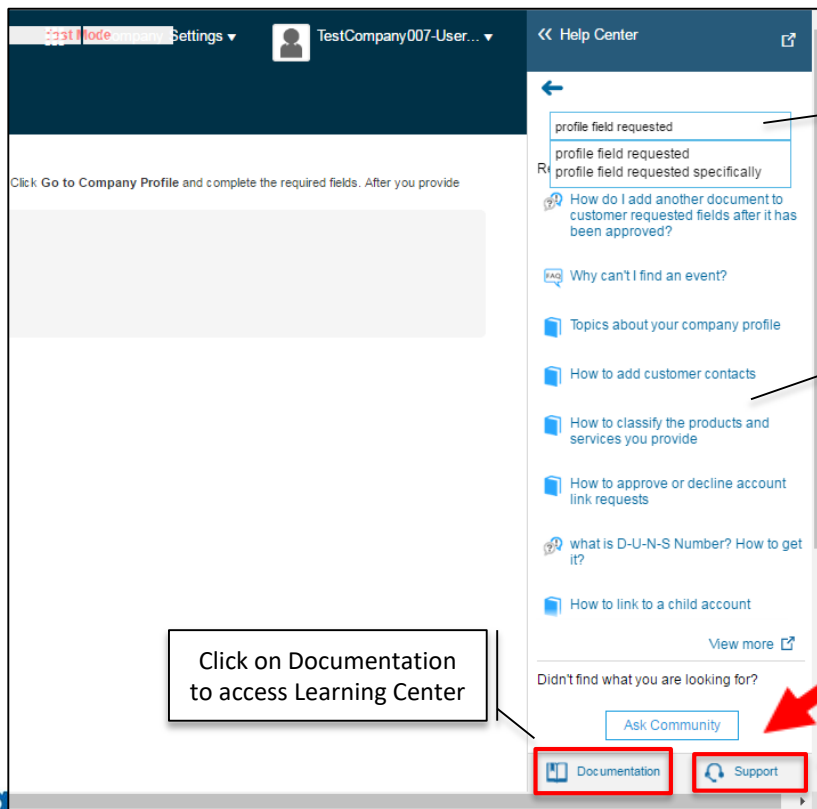
## Help Center

# Help Center



- 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

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## 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

Ariba Exchange User Community Test Demo\_Supplier\_001 Logout


Search... 


Home | Learning | Support


## Support Center


Ask Community


I need help with

 Is there a phone # for support?

 phone number

 contact customer support via phone



 How can I reach Customer Service? I need a phone number. Harold

 Dear Team, I am not getting the documents of [Event Name]David.C (Phone Number)

◀ 1 2 3 ... 17 ▶

Can't find what you are looking for? Let us help you.

Choose your communication preference:

- ☒ Email SAP Ariba Customer Support
-  **Get help by live chat**
-  Get help by phone

## 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**

### Call Us - Support Phone Numbers

Where are you located?	<input type="text" value="India"/>
India	000800 650 1193 +91.80.3948.2205

# Ariba Customer Helpdesk

---

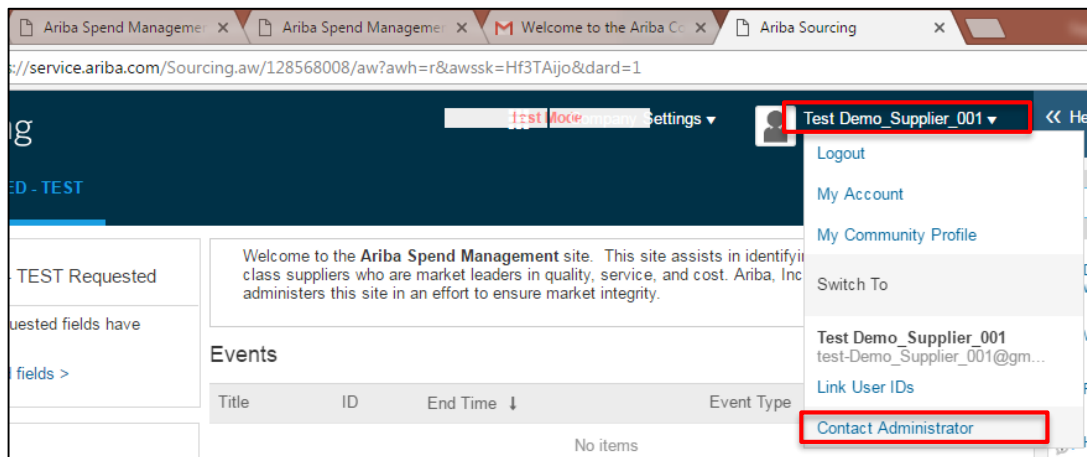
## Important Notes

- **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.



## 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.

### Account Administrator Information

Name: Test Demo\_Supplier\_001  
Email Address: aribasupplierdemouser@gmail.com  
Office Phone: +91 () 123456789  
Fax:

Done

link user accounts

# How to link user accounts

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- 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.



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# Thank you