



Ariba Supplier Lifecycle and Performance (SLP) Supplier Registration Guide

Existing Suppliers – Registration

You will receive an **invitation by email** to register with SSM Health.

Click on the “CLICK HERE” link to register.



Register as a supplier with SSM Health-TEST

Hello!

SSM Functional has invited you to register to become a supplier with SSM Health-TEST. Start by creating an account with SAP Business Network. It's free.

SSM Health-TEST uses SAP Business Network to collaborate with suppliers in the management of supplier master data. SSM Health also plans to use SAP Business Network beginning in early 2024 for procure-to-pay transactions. If CANADA DRY TEST already has an account with SAP Business Network, sign in with your username and password.

[Click Here](#) to create your account now.

Thank You.

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)



Supplier Registration

You will be directed to the **Welcome page – Ariba Proposals & Questionnaires** with two ways to proceed:

- A. Click **Sign up**, if you don't have an Ariba Network Account
- B. Click **Log In**, if you already have an Ariba Network Account

★ Notice the Quick Start Guide, FAQs, and other Help information available to you directly in the AN portal.

Supplier Registration – Sign Up

To create a new account, fill in all required fields and click “Create account and continue”.

SAP Ariba Proposals & Questionnaires

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Volvo Information Technology AB - TEST.

Create account and continue Cancel

Company information

* Indicates a required field

Company Name: ARIBA SUPPLIER TRAINING

Country: United States [USA]

Address: Line 1, Line 2, Line 3

City: , State: Alabama [US-AL], Zip: ,

User account information

* Indicates a required field

Name: Karina Nikolaeva

Email: karina.nikolaeva@sap.com

Use my email as my username

Username: test-karina.nikolaeva@sap.com

Password: Enter Password

Repeat Password

Language: English

Email orders to: karina.nikolaeva@sap.com

Tell us more about your business

Product and Service Categories: Enter Product and Service Categories Add Browse

Ship-to or Service Locations: Sweden Add Browse

Tax ID: Optional Enter your Company Tax ID number

Supplier Registration – Sign Up

The Ariba Network might notice that your company already has an account on the Ariba Network. If potential duplicates are flagged, they should be reviewed. Many suppliers choose to manage all of their Ariba activities with all of their suppliers under one AN account. Some suppliers choose to manage in a more de-centralized way. After reviewing the potential duplicate accounts, you can choose to:

A: Continue to Account Creation, or

B: Go back to the previous page to choose to Login with your existing credentials for an existing account

If you think one of the flagged accounts looks like it does belong to your company, but you do not have login credentials for this account, get in touch with your Ariba Account Administrator and ask them to set you up with access to Proposals & Questionnaires.

Information

* Indicates a required field

Company Name: * Ru

Country: * Un

Address: * 34

Lin

Line 3

City: * Cape May

State: * New Jersey [US-NJ] ▼

Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Review accounts](#)

SAP Ariba Proposals and Questionnaire

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:


- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID
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Supplier Registration – Log In

If you have an account, log in with your existing account credentials.



Supplier Login

[Having trouble logging in?](#)

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

Is your company registered?
[Search](#)

Supplier Registration

IMPORTANT: Upon clicking “Create account and continue” you will receive below auto-email confirming a new account created on the Ariba Commerce Cloud for your supplier organization.

This confirmation does not indicate completion nor approval of your Supplier Registration Questionnaire for SSM Health (see slide 18).

Welcome to the Ariba Commerce Cloud

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

If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for ARIBA SUPPLIER TRAINING is now complete.

Your organization's account ID: **AN01494872553-1**

Your username: test-karina.nikolaeva12345@sap.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Supplier Registration

Fill in all required fields marked with an asterisk to complete the SSM Health Registration Questionnaire

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

2 General Supplier Inf...

3 Tax Information

4 Transaction Information

5 Diversity Owned Busi...

6 Organization's Owner...

7 Certification

8 NonEditable Fields (...)

All Content

Name ↑

1 Note: In order to comply with provisions of federal health care fraud and abuse laws, SSM Health requests that you provide the following information regarding your status along with a completed W-9. Please note that all requested documents cannot be over a year old.

Also, Address should NOT be a PO Box, please provide physical location address only. Address should match the address on W-9 form.

2 General Supplier Information

2.1 Supplier Name (Name 1) ⓘ

* QS4 TEST 2

2.2 Name 2 (OR if the supplier name exceeds 35 characters use this field to continue Name 1) ⓘ

Show More

Street: Two Way ⓘ

House Number: 2 ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

2.3 Supplier Main Address ⓘ

Postal Code: 75776 ⓘ

(*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

Supplier Registration

Once all questions have been answered, click the Submit button

The screenshot shows the SAP Ariba Supplier Registration interface. On the left is a navigation menu with sections: 'Event Messages', 'Event Details', 'Response History', 'Response Team', 'Event Contents', and a list of form sections (2-8). The main content area is titled 'All Content' and contains a 'Name' section with a note about federal health care fraud laws and a 'General Supplier Information' section with fields for 'Supplier Name (Name 1)', 'Name 2', and 'Supplier Main Address'. A dialog box is overlaid in the center with the text 'Submit this response?' and 'Click OK to submit.', with 'OK' and 'Cancel' buttons. At the bottom of the form are buttons for 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. The SAP Ariba logo is in the bottom left corner.

Supplier Registration

Your response has been successfully submitted!

The status of questionnaire is changed to “Pending Approval” while the questionnaire is routed for approvals. At this stage, you no longer can amend your response or revisit the draft, however you can Compose Message to SSM Health. After it is approved, the registration will open again, to allow for updates.

Doc796770569 - Supplier Registration Questionnaire

Pending Approval

You have submitted a response to the questionnaire.

All Content



Name	
3.6 Please attach the completed W9 signed and dated (not over one year old) form. <small>(SSM Health Accepts PDF attachments Only. Please convert your attachments in PDF format before attaching them to the form)</small>	dummy_w2.pdf
4 Transaction Information	Less...
Please provide your correct email address.	
4.1 Does your company already use the SAP Business Network (Ariba Network) for business transactions (POs/Invoices) with other customers?	No
4.3 Payment Type	[A] ACH
4.4 Bank Information	View Bank Information (1)
4.5 Accounts Receivable Contact Details	
4.5.1 Contact Name	b
4.5.2 E-mail Address	a@a1233.com
4.5.3 Phone Number	125-361-6123
4.5.4 Phone Number Extension	
4.5.5 Fax number	
4.6 Purchase Order Contact Details	
4.6.1 Contact Name	a
4.6.2 E-mail Address	a@a1233.com
4.6.3 Phone Number	125-361-6123

[Compose Message](#)

Self-Managing Supplier Details

One of the mutual benefits to using Ariba for supplier management is that it allows suppliers to self-maintain their data.

After the supplier registration questionnaire is approved by SSM Health, it will reopen to allow for updates. If at any time your company's information changes, you should log into the Ariba Network and update the registration questionnaire to reflect the change.

Keeping the registration questionnaire up to date with accurate details at all times will ensure your company is paid on time and accurately and considered for potential business opportunities.

To update your registration questionnaire, log into the Ariba Network, click on the [link to open the questionnaire](#), click "revise response", make necessary updates, then click "submit".

Changes will be subject to approval.

Logging back into the Ariba Network



Please note that once you've successfully registered through the invitation email, the invitation link can be reused to redirect you to the Ariba login screen.

You can also navigate directly to <http://proposals.seller.ariba.com> to login. **We recommend bookmarking this page to easily access the Ariba Network moving forward.**

If you cannot remember your credentials/login details, use the “forgot username or password” link to recover them.

If for some reason that does not work, you can contact Ariba Support to retrieve your account. In such case, please have ready the AN ID delivered to you in the auto-email confirming a new account created on the Ariba Commerce Cloud for your supplier organization. This will help the support agent identify your account to reset your password.

Updating the Registration Questionnaire

Once logged into your Ariba Network account, ensure you are on the “Questionnaires & Proposals” tab and under the correct customer tab.



Navigate to the Registration Questionnaires section. You will see the registration questionnaire. Notice the status of the questionnaire. If it is in a “Registered” status, you will be able to update it. If in a different status than Registered, you will not be able to make an update. Click on the questionnaire to open it.

Registration Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier registration questionnaire	Doc1900396153	4/3/2021 10:29 AM	Building and Construction... View more	ALL ALL	Registered

Once you open the questionnaire, you will see that you’ve already submitted a response, but you have an opportunity to Revise Response. Confirm you would like to revise your response, then, the questionnaire will open for editing.

You have submitted a response for this event. Thank you for participating.

Revise Response ⓘ

⚠ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

After you’ve made the necessary updates, click “Submit Entire Response”. The updates will route to SSM Health for approval.

