



**SUPPLIERS' GUIDE**

**SUPPLIER REGISTRATION**

**FOR ARIBA NETWORK**

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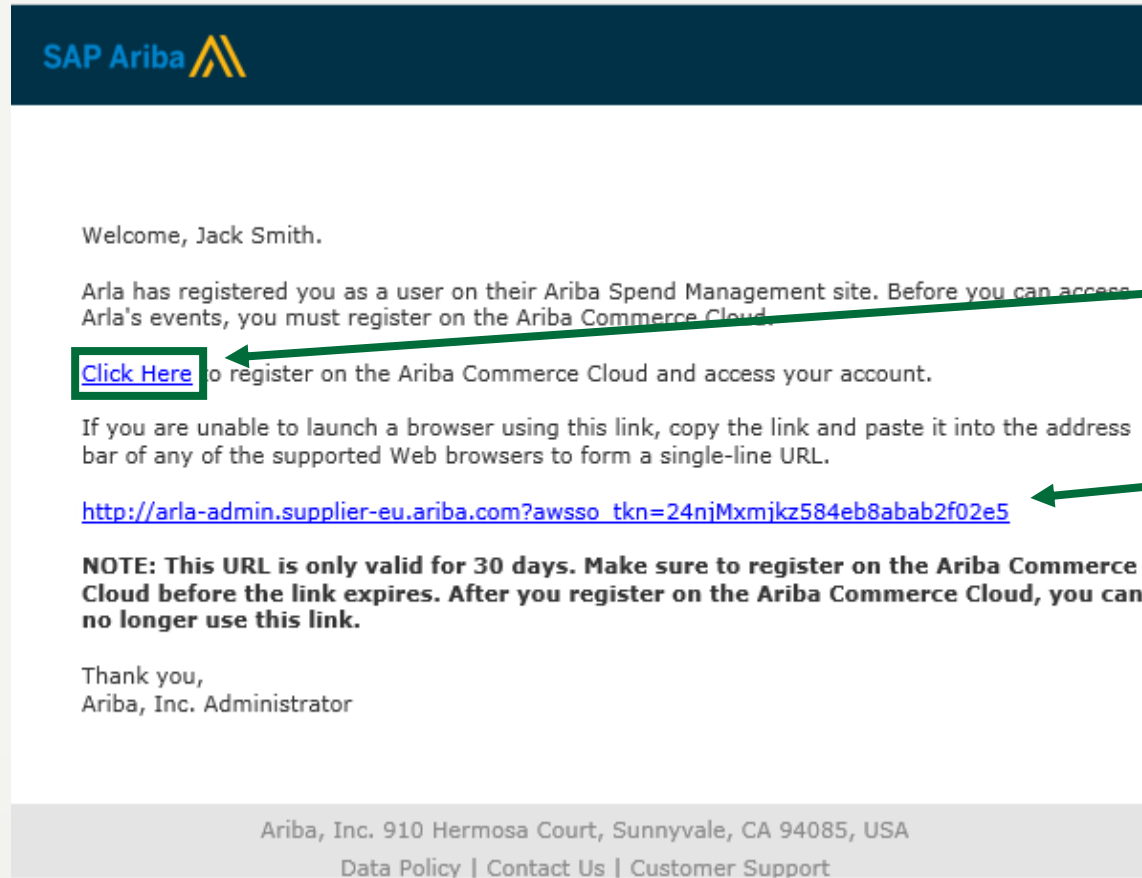


### SAP ARIBA SUPPORT HOTLINE


<b>Denmark</b>	+45 4331 4903
<b>Sweden</b>	+46 (0) 20 160 5734
<b>Germany</b>	+49 (0) 800 101 1989
<b>United Kingdom</b>	+44 (0) 800 358 3556
<b>All other countries</b>	+45 4331 4903

# 1a. Getting started

## Receive invitation from SAP Ariba



The screenshot shows an email header with the SAP Ariba logo. The body of the email includes a welcome message to Jack Smith, a registration notice, a highlighted 'Click Here' link, a long URL, a 30-day validity note, and a signature from Arriba, Inc. Administrator. The footer contains contact information and links for Data Policy, Contact Us, and Customer Support.

SAP Ariba 

Welcome, Jack Smith.

Arla has registered you as a user on their Ariba Spend Management site. Before you can access Arla's events, you must register on the Ariba Commerce Cloud.

[Click Here](#) to register on the Ariba Commerce Cloud and access your account.

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.

[http://arla-admin.supplier-eu.ariba.com?awssso\\_tkn=24njMxmjkz584eb8abab2f02e5](http://arla-admin.supplier-eu.ariba.com?awssso_tkn=24njMxmjkz584eb8abab2f02e5)

**NOTE: This URL is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.**

Thank you,  
Arriba, Inc. Administrator

Ariba, Inc. 910 Hermosa Court, Sunnyvale, CA 94085, USA  
Data Policy | Contact Us | Customer Support

You will receive an e-mail invitation from SAP Ariba to create a profile (only if relevant).

Having received this e-mail,

- use the link 'Click here' in the letter to continue directly to the registration page
- OR
- copy and paste the URL highlighted in blue to your preferred browser to enter the page

**! An Ariba Network profile is needed to participate in any tender events arranged by Arla Foods.**



# 1b. Getting started

## New or existing user?

Welcome, Jack Smith

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

Welcome to the Ariba Commerce Cloud. A password reset request was issued from Arla Foods amba site. Before you can log in to your user account, you must

Click **Continue** to complete your Ariba Commerce Cloud user account registration. Note: If you click **Continue** and you already have an existing user account

2

Click [here](#) if you already have an Ariba Commerce Cloud , Ariba Discovery or Ariba Network account

Continue

1

### 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 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

## 1 NEW USERS

If you are a new user to SAP Ariba and would like create an Ariba Network profile, **click ‘Continue’**.

## 2 EXISTING USERS

If you already have a user account and have been working with SAP Ariba previously, **click on the blue link named ‘here’**.

# 2a. Creating an Ariba Network profile

## How to fill out mandatory questions?

In order to create a profile, you must first fill out some mandatory questions which are indicated with an asterisk (\*):

- 1 Company Name\*
- 2 Country\*
- 3 Address\*
- 4 Postal Code\*
- 5 City\*
- 6 State
- 7 Add or browse for category\* (see more on slide 6)
- 8 Add or browse for Ship to Location\* (see more on slide 7)
- 9 Add Tax ID, VAT, ID, DUNS numbers

# 2b. Creating an Ariba Network profile

## How to select Category?

Ariba Sourcing Help Center >>

Product and Service Category Selection

Search **Browse**

Click the product and service category you want to add and click the + icon. 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 *Didn't find what you were looking for? Try Search >*

- 1 Agriculture, Farming & Fishing >
- 2 Automation Control Devices, Components & Accessories >
- 3 Automation control connectivity devices >
- 4 Bulkhead pass through connector +

My Selections (2)

- Fish food pellets (View)
- Dog and cat food (View)

Remove

Cancel OK

To find the product and service categories that match to your profile, use the 'Browse' function.

To add a product or service category to 'My Selection', click on the plus mark (+):

- 1 select a main category that fits your profile
- 2 select a lower-level category that fits your profile
- 3 add the category to 'My Selection'
- 4 add the lower-level category to 'My Selection'

If you want a product or service category to be removed from 'My Selection',

- 5 tick mark the category you want removed
- 6 click 'Remove'
- 7 when finished, click 'OK'

# 2c. Creating an Ariba Network profile

## How to select Ship-to-Area?

Ariba Sourcing Help Center >>

### Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

Global

Select Ship-to or Service Locations

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

- North America >
- Central America >
- South America >
- The Caribbean >
- Northern Europe >**
- Western Europe >
- Eastern Europe >
- Central Europe >

- Iceland > +
- Ireland > +
- Latvia > +
- Norway > +
- Svalbard and Jan Mayen Islands > +
- Sweden >** +
- All of the above > +

- Blekinge län > +
- Dalarnas län >** +
- Gävleborgs län > +
- Gotlands län > +
- Hallands län > +
- Jämtlands län > +
- Jönköpings län > +
- Kalmar län > +

My Selections (2)

- Århus (Denmark) Remove
- Finland Remove

Cancel OK

The 'Browse' function can also be used to find the matching service locations or 'Ship-to-Areas'.

- 1 If all of your services can be delivered globally, tick mark 'Global'. Otherwise you must select locations separately.

Add a location to 'My Selection' by clicking on the plus mark (+):

- 2 Select region
- 3 Select country
- 4 Select all countries in region
- 5 Select State/Area/City
- 6 If you want a location deleted from 'My Selection', click 'Remove'
- 7 When finished, click 'OK'

# 2d. Creating an Ariba Network profile

## How to submit profile?

Enter user account information

+ Indicates a required field

**1** Name:   [Ariba Privacy Statement](#)

Email:  **2**

**3**  Use my email as my username

Username:  **4** Must be in email format(e.g john@newco.com) ⓘ

Password:  **5** Must contain a minimum 8 characters including letters and numbers. ⓘ

Secret Question:  **6** The answer to your secret question must be atleast 5 characters.

Language:  **7** The language used when Ariba sends you configurable notifications. This is different than your web b...

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 Submit 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](#) **8**

**9**

**!** To be able to create a profile for Ariba Network, you must first fill out the mandatory fields for your user account.

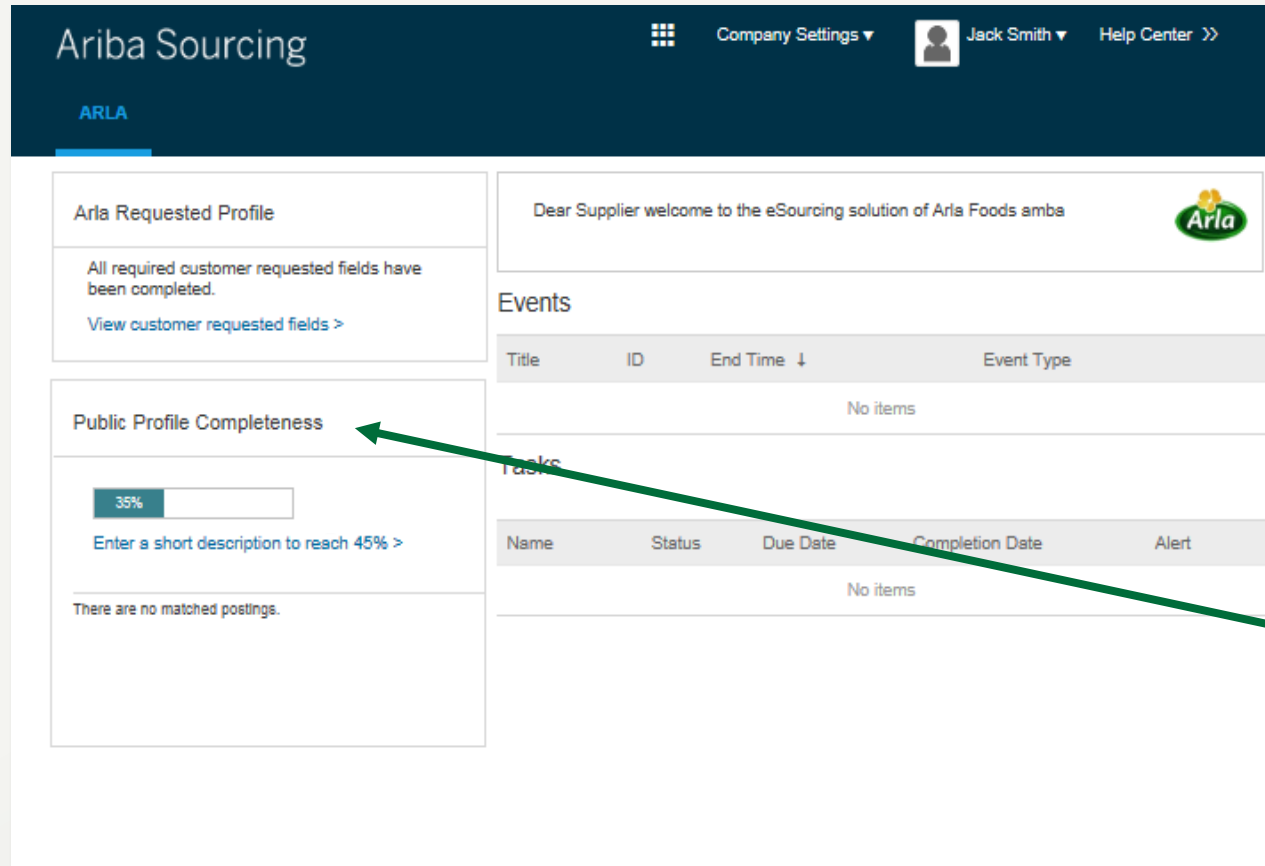
- 1** enter your first and last name
- 2** enter your e-mail address
- 3** remove the tick mark if you want to use another username than your e-mail address (optional)
- 4** enter a username if you removed the tick mark (optional)
- 5** create a password
- 6** choose a Secret Question and write an Answer
- 7** choose your profile language
- 8** accept the terms and conditions
- 9** to finish, click 'Submit'





# 3. Completion of the registration

## How to know if you have completed the registration?



When registration is completed, you will be directed to this screen.

**! Having completed the registration process, you will also receive a confirmation of your registration on your e-mail.**

### GOOD TO KNOW

Your 'Public Profile Completedness' does not need to be at 100% before participating in the tender events conducted through SAP Ariba.



Go back to the start

# Thank you for participating!

See more information about Procurement in Arla at [www.arla.com/procurement](http://www.arla.com/procurement).

