SUPPLIERS' GUIDE

SUPPLIER REGISTRATION FOR ARIBA NETWORK

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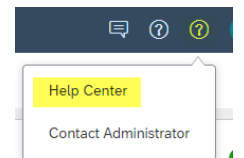   b.   New or existing user?

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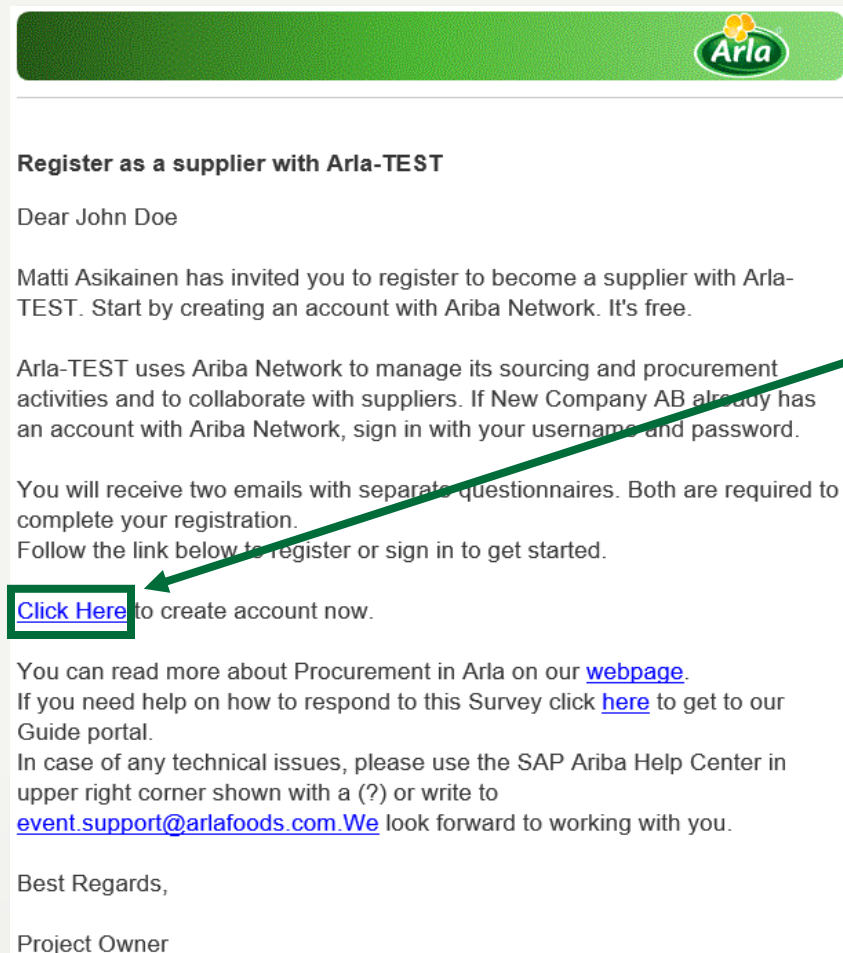**SAP ARIBA SUPPORT**

Search and find help or contact information for SAP Ariba by using the **Help Center** in upper right corner of the log-in page:

Help Center

Contact Administrator

1a. Getting started
Receive invitation from SAP Ariba

Register as a supplier with Arla-TEST

Dear John Doe

Matti Asikainen has invited you to register to become a supplier with Arla-TEST. Start by creating an account with Ariba Network. It's free.

Arla-TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If New Company AB already has an account with Ariba Network, sign in with your username and password.

You will receive two emails with separate questionnaires. Both are required to complete your registration.
Follow the link below to register or sign in to get started.

Click Here to create account now.

You can read more about Procurement in Arla on our webpage.
If you need help on how to respond to this Survey click here to get to our Guide portal.
In case of any technical issues, please use the SAP Ariba Help Center in upper right corner shown with a (?) or write to event.support@arlafoods.com.We look forward to working with you.

Best Regards,

Project Owner

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

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

1b. Getting started
New or existing user?

❶ SAP BUSINESS NETWORK

Read more about the platform, or see from whom the invitation is and to whom it is addressed

❷ REVIEW ACCOUNTS

If you are not sure if you have previously registered, review the accounts that might be relevant for your company

❸ EXISTING USERS

Use an existing account if you have been working with SAP Ariba previously

❸ NEW USERS

If you are a new user to SAP Ariba and would like create an SAP Business Network, create a new account

2a. Creating an Ariba Network profile
How to fill out mandatory questions?

Create an account to connect and collaborate with Arla - TEST on SAP Business Network

Company information ⑦

DUNS number
① [_____] ⑦

Don't know your DUNS number?

Company (legal) name *
② New Company AB

Country/Region *
③ Denmark [DNK]   ⌄

Address line 1 *
④ [_____]

Address line 2
[_____]

Postal code *
⑤ [_____]

City *
⑥ [_____]

State
⑦ Choose a state   ⌄

Administrator account information ⑦

First name *   **Last name** *
⑧ John   Doe

Email *
[████████████████]

⑨ ☐ Use my email as my username

Username *
johndoe@newcompany.com

Username uses different domain, make sure it is right

Password *   **Repeat password** *
[_____ 👁]   [_____ 👁]

☐ I have read and agree with the Terms of Use.

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the Privacy Statement) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the Privacy Statement to learn how we process personal data.

[☐ I'm not a robot   reCAPTCHA Privacy · Terms]

Create account

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

① Duns

② Company Name*

③ Country/Region*

④ Address*

⑤ Postal code*

⑥ City*

⑦ State

⑧ First name, last name

⑨ Use the proposed email as username, or create a new username, and set a password

Finally, agree with SAP Terms of Use and Privacy Statement, confirm CAPTCHA, and create your account.

Additionally, you'll be requested to confirm your email.

2b. Creating an Ariba Network profile
How to select Category?

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 (+):

- ❶ select a main category that fits your profile
- ❷ select a lower-level category that fits your profile
- ❸ add the category to 'My Selection'
- ❹ add the lower-level category to 'My Selection'

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

- ❺ tick mark the category you want removed
- ❻ click 'Remove'
- ❼ when finished, click 'OK'

2c. Creating an Ariba Network profile
How to select Ship-to-Area?

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

❶ If all of your services can be delivered globally, tick mark 'Global'. Otherwise, select locations separately.

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

❷ Select region

❸ Select country

❹ Select all countries in region

❺ Select State/Area/City

❻ If you want a location deleted from 'My Selection', click 'Remove'

❼ Once finished, click 'OK'

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 with an overview of your:

- Events

- Questionnaires

- Certificates

- Tasks

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

Thank you for participating!

See more information about Procurement in Arla at www.arla.com/procurement.