

SAP SE

## ARIBA SLP – SUPPLIER REGISTRATION

VERSION 1.0

May 6, 2019

A Supplier's Guide for Usage and Registration

THE BEST RUN 

# Ariba SLP – Supplier Registration

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## Preface

Dear Supplier,

Either you will or you have recently received an invitation notification to the new Ariba SLP – Supplier Registration.

With this correspondence we would like to provide you with some additional information about why the registration is necessary, what has to be done and what it means for you as a supplier and your business with SAP.

On March 4<sup>th</sup>, 2019 SAP went live with the implementation and usage of the new Ariba Supplier Lifecycle Management Program (SLP).

The purpose and the feasibility behind Ariba SLP is to “pre-qualify” existing and new SAP suppliers and partners.

Also, Ariba SLP is a prerequisite for suppliers to attend and participate in all upcoming and future SAP Sourcing events performed in Ariba Sourcing (RfX process, Request for Proposal and related sourcing).

In order to participate in such Ariba Sourcing events, all designated and selected suppliers must first register and fill out the questionnaire through the Ariba SLP – Supplier Registration.

Please note that this registration technically consists of these two components:

1. Register to the Ariba Network (AN)
2. Register @ SAP “SAPGLOBAL” realm by starting from the AN login

**Attention:** In the case you already have an existing Ariba Network account, you can use the same account for step 1 and you will be re-directed to step 2

*To further explain*, the invitation link you received from SAP provides you two options, these are to register to the Ariba Network with a plain new account, or logon with existing account information (user and password). In case you already have an Ariba Network account, we encourage you to re-use the same account (if required contact your company’s AN account administrator); this will re-direct you automatically to step 2, connecting you to the SAP Procurement realm.

**Important:** Please do not forward the invitation link you receive to others as you might create “cross-linking” on the existing user – if you require any correction please provide SAP the designated contacts to be invited (name and e-mail) and we will re-send the invitation to this new contact.

To further support any inquiries you may have related to the Ariba SLP – Supplier Registration, SAP has put together and created a “Supplier FAQ (Questions and Answers sheet)” and also this “Supplier Registration Onboarding document” which are stored in the SAP Supplier Portal. You may access both documents by clicking on this link:

<https://www.sap.com/about/agreements/sap-supplier-portal.html>

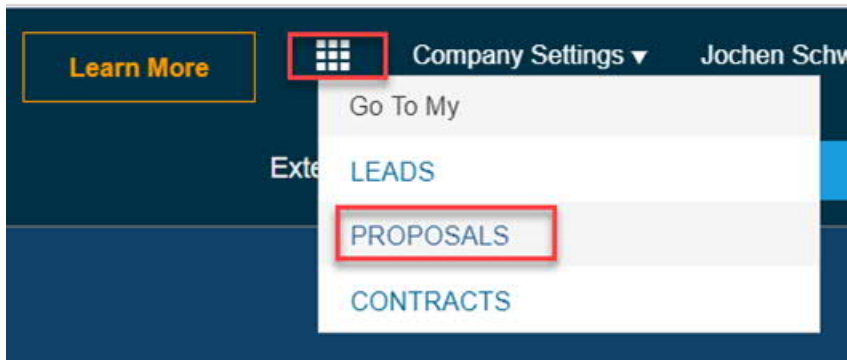
Should you have additional questions, please feel to contact us at any time using this email address

**SAP Supplier Relationship Management** <[Supplier\\_Management@sap.com](mailto:Supplier_Management@sap.com)>

**Follow these instructions** if you log on as a supplier to the Ariba Network but cannot see the SAP Registration Questionnaire:

1. Check to see if the “SAP GLOBAL” Tab is visible and available
2. If “SAP GLOBAL” Tab is not visible or available, the registration with the SAP realm (domain) was not successful.
3. The Supplier Contact or User who receives the registration invitation email should use the log in credentials associated with their email ID since the registration link in the email is a personalized one
4. If “SAP GLOBAL” Tab is visible then the SAP Supplier Registration Questionnaire should be available in the “Registration Questionnaires section of the “SAP GLOBAL” Tab

Also you may check by using Ariba Apps Icon and selecting “Proposals”:



To verify that you are in the Sourcing Area of your Network account:

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

**Events**

Title	ID	End Time ↓	Event Type
No items			

**Risk Assessments**

Title	ID	End Time ↓	Event Type
No items			

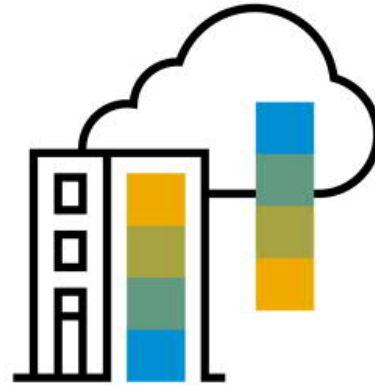
**Registration Questionnaires**

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier registration questionnaire	Doc232078727	4/29/2019 1:30 PM	Registered

## SUPPLIERS' GUIDE SUPPLIER REGISTRATION

SAP Global Procurement Organization  
April, 2019

INTERNAL



THE BEST RUN 

### Content

#### Getting Started

- Receive invitation
- Sign-up for a new / log-in with an existing Ariba Network account

Sign-up for an Ariba Network account

Complete the SAP registration questionnaire

As described previously in this document, you will receive an initial invitation email to join the Ariba Network and the SAP Realm (domain) "SAP GLOBAL".

Click the given link "Click Here" to access the Ariba Network registration page.

Important: An Ariba Network ID (ANID) is required to participate in sourcing events or other activities related to sourcing furnished by SAP through the Ariba Sourcing system.

## SAP GLOBAL

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The SAP Global Procurement Organization uses the Ariba Network to manage its procurement activities of goods and services and to ensure an efficient collaboration with all suppliers.

SAP has now implemented another Ariba system and you are herewith invited to register to this system. This step is also required if your company is already a supplier of SAP due to the implementation of another system.

If TEST already has an Ariba Network ID and user, please use these to establish the trading connection to the new SAP system.

If your company does not have an Ariba Network ID and user, please first sign up to the Ariba Network, follow the registration steps and then establish the trading connection to the new SAP system.

[Click Here](#) to access the Ariba Network.

For questions regarding the registration please contact Peter Buyer by phone +49 6227 7-47474 or E-Mail [saparibap2pi4@sap.com](mailto:saparibap2pi4@sap.com).

For support regarding the registration process please refer to our SAP Help Page at [https://help.sap.com/viewer/p/ARIBA\\_NETWORK](https://help.sap.com/viewer/p/ARIBA_NETWORK).

Thank You,  
SAP Global Procurement Organization

Also as previously described, at this point either you already have an Ariba Network ID or you do not have an Ariba Network ID.

### **No Ariba Network ID:**

Please create a new Ariba Network ID, which means your company is not yet registered or does not yet have an Ariba Network ID

### **Ariba Network ID Exists:**

Simply log in with your user and password

The screenshot shows the Ariba Sourcing user interface. At the top, there is a dark blue header with the text "Ariba Sourcing" on the left and "Help Center >>" on the right. Below the header, the main content area is white. It starts with a welcome message: "Welcome, Peter Miller". Below this is a yellow banner with the text: "Have a question? Click here to see a Quick Start guide." Underneath the banner, there is a message: "Welcome to the Ariba Network. SAPGLOBAL - T has invited you to a sourcing event." Below this message, there are two options: "New to the Ariba Network? Sign up to register your user account." with a blue "Sign up" button, and "Already have an account?" with a blue "Log in" button. Further down, there is a section titled "About Ariba Network" with a horizontal line above it. The text in this section reads: "The Ariba Network 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:" followed by a bulleted list of benefits: "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 Network solution", "Review pending sourcing events for multiple buyers with one login", and "Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities". Below this list, there is another section titled "Moving to the Ariba Network allows you to log into a single location to manage:" followed by another bulleted list: "All your Ariba customer relationships", "All your event actions, tasks and transactions", "Your profile information", "All your registration activities", and "Your contact and user administrative tasks".

## Don't Have an Ariba Account? Sign Up

In order to sign up and register on the Ariba Network, you will need to provide the following information:

### Company Information

1. Company Name
2. Country
3. Address
4. Postal Code
5. City
6. State

### User Account Information

1. First and last Name
2. In case you want to use an individual user name instead of your E-Mail address, please unflag the checkbox
3. Enter a user name (if checkbox was unflagged)
4. Define a password
5. Repeat password
6. Define user account language
7. Enter E-Mail address for receiving orders via the Ariba Network
8. You can provide further information on your business (Optional)
9. Carefully read and confirm the 'Terms of Use'
10. Carefully read and confirm the 'SAP Ariba Privacy Statement'
11. Click "Create account and continue" to finish the registration

Ariba Sourcing Help Center >>

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Create account [Create account and continue](#) [Cancel](#)

First, create an SAP Ariba supplier account, then complete questionnaires required by SAPGLOBAL - T.

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Company information

\* Indicates a required field

Company Name:\*

Country:\*

Address:\*

Postal Code:\*

City:\*

State:

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.

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User account information

\* Indicates a required field

Name:

Email:\*

Use my email as my username

Username:\*

Password:\*

SAP Ariba Privacy Statement

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

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



## Tell us more about your business ▼

Product and Service Categories:	<input type="text" value="Enter Product and Service Categories"/>	<input type="button" value="Add"/>	-or- <a href="#">Browse</a>
Ship-to or Service Locations:	<input type="text" value="Enter Ship-to or Service Location"/>	<input type="button" value="Add"/>	-or- <a href="#">Browse</a>
Tax ID:	<input type="text" value="Optional"/>	Enter your Company Tax ID number.	
Vat ID:	<input type="text" value="Optional"/>	Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.	
DUNS Number:	<input type="text" value="Optional"/>	Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. <a href="#">①</a>	

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 Create account and continue 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](#)
- I have read and agree to the [SAP Ariba Privacy Statement](#)

Create account and continue

Cancel

Once your Ariba Account and Ariba Network ID exists, you will then need to fill out the “Registration Questionnaire” on the SAP Realm (domain) “SAP GLOBAL” of the Ariba Network.

To complete the registration process with SAP please read the content of the registration form carefully and

1. Flag the checkbox for ‘Confidentiality Terms’
2. Click of ‘Submit Entire Response’ to complete the registration process with SAP

The screenshot displays the 'Supplier registration questionnaire' for document ID Doc226278168. The main content area is titled 'All Content' and lists several sections:

- 1 General Terms and Conditions for Purchases**: Includes a greeting to the supplier and instructions to read the SAP Supplier Code of Conduct and applicable General Terms and Conditions for Purchases. It states that registration confirms authorization to register as a supplier and acknowledges the applicable SAP GTC.
- 2 Confidentiality Terms**:
  - 2.1**: A statement of authorization to accept terms on Confidential Information on behalf of the supplier.
  - 2.2 Approval of Confidentiality Terms**: This section has a checked checkbox, indicating approval.
  - 2.3**: A detailed definition of 'Confidential Information' as all information protected against unrestricted disclosure to others.

At the bottom of the page, there are four buttons: 'Submit Entire Response' (highlighted in blue), 'Save', 'Compose Message', and 'Excel Import'.

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## Ariba SLP and Supplier Registration FAQs (Questions & Answers)

All Supplier FAQs may be found in the most recent version in the SAP Supplier Portal. Please use this link to access these Supplier FAQs:

<https://www.sap.com/about/agreements/sap-supplier-portal.html>

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[www.sap.com](http://www.sap.com)

Pflichtangaben/Mandatory Disclosure Statements: <http://www.sap.com/company/legal/impressum.epx>

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