



**Connect to the Ariba Network**

# TOPICS OVERVIEW

## 1. Connect to the Ariba Network



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## 1.1 Deal with our invitation email



# 1.1 Deal with our invitation email



## Invitation e-mail

Invitation e-mail

Create account

Duplicate check

Access to the system

1. If tesa SE adds you into sourcing event you will receive an invitation email.

Invitation email describes different available options to establish the connection with tesa or log in. Please follow the instructions in the email and navigate to Ariba Network.

**NOTE:** The email will have a different structure depends if you have already participated in the Ariba-powered events with tesa or not.

Dear, Stefan Buhel,

Tesa - TEST has invited you to participate in the following event: e-RFQ - Jan 20th.  
The event starts on [Wednesday, January 19, 2022 at 9:00 PM, Moscow Standard Time](#) and ends on [Thursday, January 20, 2022 at 1:00 AM, Moscow Standard Time](#).

You have already participated in an Ariba-powered event with tesa before. Please click here [Click Here](#) to access this event. When you click this link, log in with your username and password.

Further Information:  
If you have questions about this event, contact [Vendor/Third Party](#) via telephone at [+375 29 6707000](#) or via e-mail at [vullandstefan@tesa.com](#).  
If you do not want to respond to this event, click here [Click Here](#).

We are looking forward to work with you!

Thank You,  
Tesa - TEST

Dear, Jim McNeal,

Tesa - TEST has invited you to participate in the following event: e-RFQ - Jan 20th.

The event starts on [Wednesday, January 19, 2022 at 9:00 PM, Moscow Standard Time](#) and ends on [Thursday, January 20, 2022 at 1:00 AM, Moscow Standard Time](#).

**Please choose one of the following two paths:**

1. **Path 1:** First time to participate in an Ariba-powered event with tesa?  
  
Please click on the link [Click Here](#) to create an Ariba account ("sign up" button) or to connect an existing account with tesa ("log in" button). Either way, after the connection will be established and you will have access to the event.  
  
**NOTE:** The link above is only valid for 30 days.
2. **Path 2:** You have already participated in an Ariba-powered event with tesa before.  
  
Please click here [Click Here](#) to access this event. When you click this link, log in with your username and password.

**Further Information:**  
If you have questions about this event, contact [Vendor/Third Party](#) via telephone at [+375 29 6707000](#) or via e-mail at [vullandstefan@tesa.com](#).  
If you do not want to respond to this event, click here [Click Here](#).

We are looking forward to work with you!

Thank You,  
Tesa - TEST

# 1.1 Deal with our invitation email

## Invitation e-mail

Invitation e-mail

Create account

Duplicate check

Access to the system

2. If you already registered on the Ariba Network, you could just click **Log in** with an existing credentials.

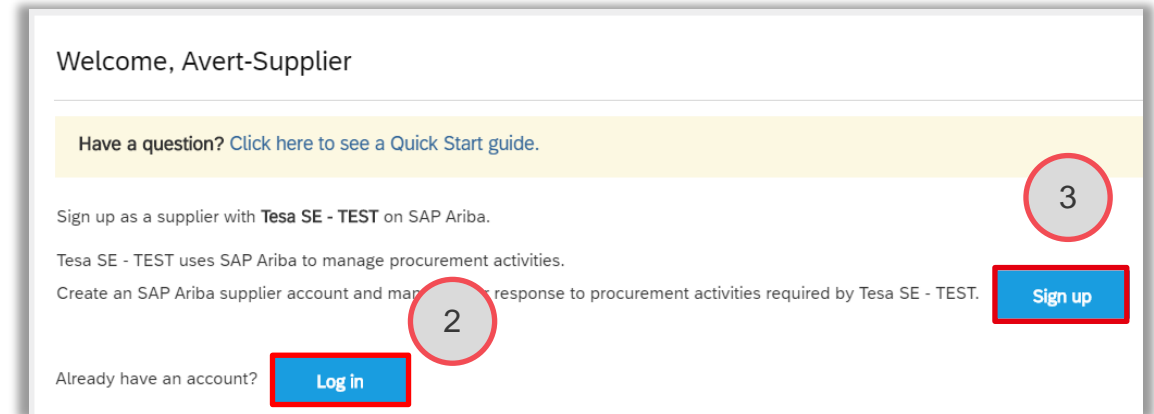
[Click for more information](#)

3. If you haven't got AN account, click **Sign up** to create it.

Ariba Network is 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
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network



## 1.2 How to create an account



# 1.2 How to create an account

## Account Set up. Ariba Help Center



Invitation e-mail

Create account

Duplicate check

Access to the system

While you are filling your supplier account information you may have notifications, issues or questions. To help you to create your account SAP Ariba provide you access to **Ariba Help Center**.

It usually opens automatically but you can click on question mark icon to open/close it.

Please feel free to use Ariba Help Center.

The screenshot shows the 'Create account' page in SAP Ariba. The page title is 'Ariba Proposals & Questionnaires'. The main content area is titled 'Create account' and includes a blue button 'Create account and continue' and a white button 'Cancel'. Below the title, there is a sub-header 'Company information' and a form with the following fields: Company Name (Avert-Supplier), Country (Germany [DEU]), Address (Line 1, Line 2), Postal Code (60306), City (Frankfurt am Main), and State (Select). A red error message states: '!Please correct the following errors and resubmit'. A sidebar on the right is titled 'Help Center' and contains a search bar and a list of FAQ items, including: 'Error: The username and password entered has already merged to another Ariba Sourcing user account', 'Error: The username and password pair you entered was not found', 'What are some registration tips for Ariba Network Suppliers?', 'Error: "User already exists. Please enter a different username."', 'How do I participate in my buyer's event using an email invitation?', and 'What are some common issues when registering an account?'. At the bottom of the sidebar, there is a blue button 'Can't log in? Let us help you' and links for 'Documentation' and 'Support'.

# 1.2 How to create an account

## Account Set up. Ariba Help Center



Invitation e-mail

Create account

Duplicate check

Access to the system

Fill all information about your company.

Here is several groups of fields:

1. Company information
2. User account information
3. Tell us more about your business
4. Confirm the following statements:
  - ✓ I have read and agree to the Terms of Use
  - ✓ I have read and agree to the SAP Ariba Privacy Statement

And finally click on **Create account and continue**

The screenshot shows the account creation interface with four numbered callouts:

- 1**: Company information section, including fields for Company Name (Avert-Supplier), Country (Germany [DEU]), Address (Line 1, Line 2), and Postal Code.
- 2**: User account information section, including Name (Avert-Supplier), Last Name, Email (avert-supplier@protonmail.com), Username (test-avert-supplier@protonmail.com), and Password (Enter Password). It also includes a checkbox for "Use my email as my username" and a link to the "SAP Ariba Privacy Statement".
- 3**: "Tell us more about your business" section, including "Product and Service Categories" (with an "Add" button), "Ship-to or Service Locations" (with an "Add" button), "Tax ID" (Optional), "Vat ID" (Optional), and "DUNS Number" (Optional).
- 4**: Confirmation statements section, with two checked checkboxes: "I have read and agree to the Terms of Use" and "I have read and agree to the SAP Ariba Privacy Statement".

At the bottom right, there are two buttons: "Create account and continue" (highlighted in red) and "Cancel".



# 1.2 How to create an account

## Duplicate check

Invitation e-mail

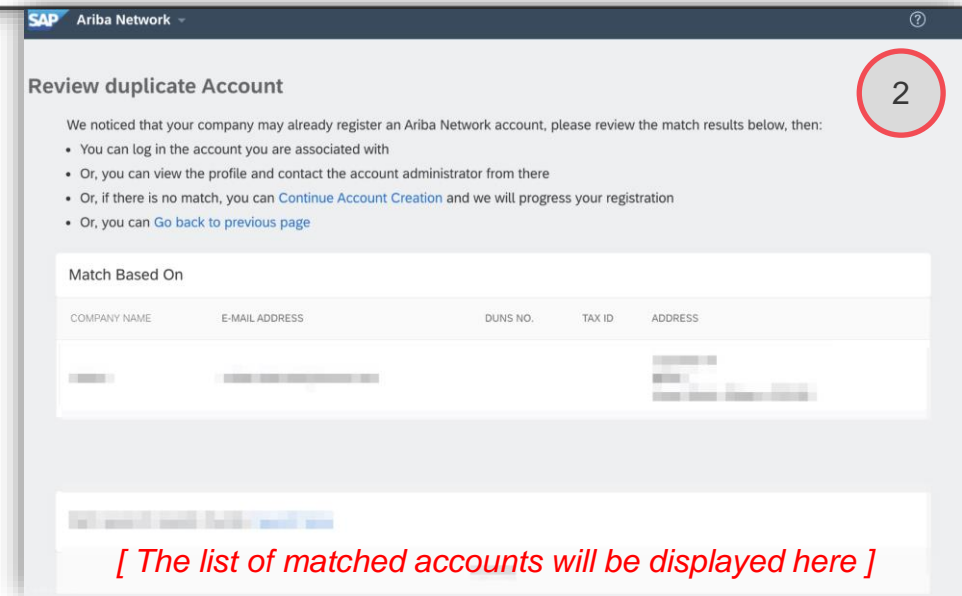
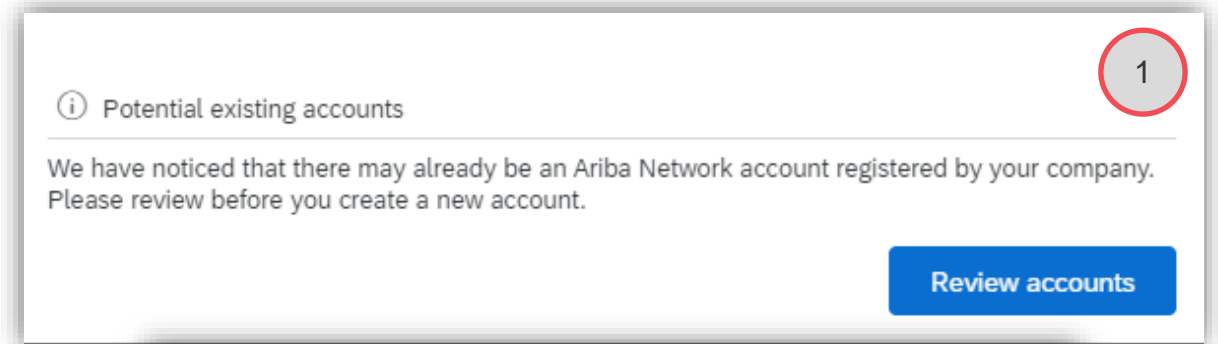
Create account

Duplicate check

Access to the system

SAP Ariba can check if your company already has an Ariba account. SAP Ariba does not prevent anyone from registering an account unless the username they enter is a duplicate.

1. When message about **Potential existing accounts** will appear, click the **Review accounts** button. This message mean that your company may already register an Ariba Network account.
2. 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**



# 1.2 How to create an account

## Access to the system



Invitation e-mail

Create account

Duplicate check

Access to the system

1. After you fill all required information, **confirm Term of Use and SAP Ariba Privacy Statement** and click on **Create account** and then you will get the access to the event you was invited to participate in.

2. At the same time you will receive an email with your Organization Account ID and username to login Ariba Network.

Ariba Sourcing

< Go back to Tesa - TEST Dashboard

Company Settings Avert Supplier

Doc375115061 - RFP-GTP

Desktop File Sync

Time remaining 00:05:06

You must decide whether or not you intend to participate in this event.

Intend to Participate Decline to Participate Print Event Information

Event Overview and Timing Rules

Owner: GTP Test User

Event Type: RFP

Publish time: 3/13/2020 4:25 PM

Due date: 3/13/2020 4:55 PM

Currency: European Union Euro

Commodity: Corporate insurance 12020100

## Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Avert-Supplier is now complete.

Your organization's account ID: **AN01499503647-T**

Your username: **avert-supplier@protonmail.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.

## 1.3 Log in



# 1.3 Log in

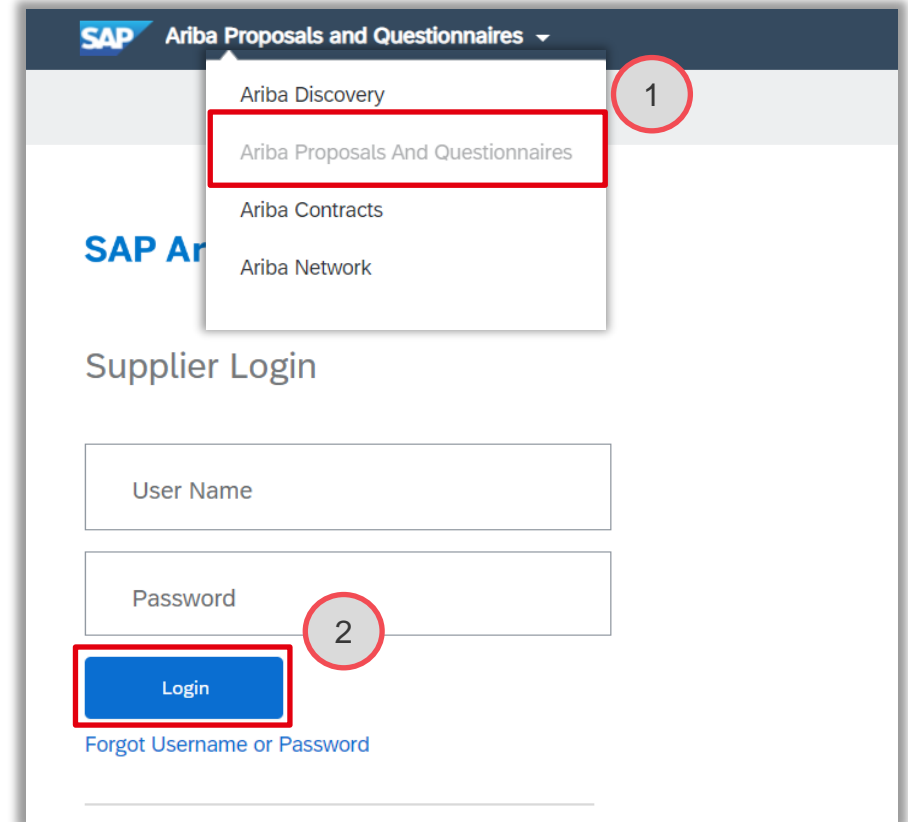
## Standard Login

Use the following URL for login: [supplier.ariba.com](https://supplier.ariba.com)

To enter to the Ariba:

1. Make sure you have **Ariba Proposals and Questionnaires** on the left upper corner
2. Enter your username & password and click on **Login**

If you have problems with your credentials, click **Forgot Username or Password**.



## 1.4 Upgrade your Account (optional)



# 1.4 Upgrade your Account (optional)

## Standard Account and Enterprise Account



By default all new suppliers have **Standard Account** in Ariba Network. You can upgrade it to **Enterprise Account**.



FULFILLMENT	STANDARD ACCOUNT		ENTERPRISE ACCOUNT	
	Your current account		After Upgrade	
<b>Access</b>	<ul style="list-style-type: none"> <li>• Access standard account using emails and notices sent by your customer or Ariba Network</li> <li>• Retain email communications to respond to requests</li> </ul>	<ul style="list-style-type: none"> <li>• Skip the emails. Receive and manage orders and invoices in one easy-to-use online dashboard.</li> <li>• Includes access to past orders and invoices.</li> </ul>		
<b>Sourcing, Contract Management</b>	Attract potential customers with your profile and get invited to auctions and other events			
<b>Company Profile</b>	Set up a company profile to share with your customers including digital achievement badges to denote your capabilities on Ariba Network			
<b>Support</b>	Help Center		Help Center, phone, chat, and web form	
<b>Fees</b>	Free		Fees apply, <a href="#">see details</a>	

More information about Ariba Network supplier account you can find at official SAP Ariba web-site: <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing>



Thank you for your attention!

