Supplier Sourcing Registration Guide

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Introduction to Supplier Sourcing Registration

Process Overview:

This guide will take you (the Supplier) through the steps required for registering as a Supplier on bp SAP Ariba system when you are invited to participate in a bp Sourcing Event.

Instructions:

bp uses SAP Ariba to manage its Sourcing and Procurement activities and to collaborate with Suppliers.
For you to be a registered Supplier with bp you must register an Ariba Account. Follow the instructions in this user guide to assist you with creating your account.
Firstly, you will receive an email notification inviting you to register on the Ariba Commerce Cloud.

Note: If the email has not appeared in your Inbox, kindly search your Junk or Spam folders.

Scenario 1: First-time User and Organization Account Set-up

You have never used Ariba so you would not have an account and you know for certain that your company does not already have an account created.

You will be able to create a new account on the Ariba Network and if the invitation to register the account came from your buyer, then this new account will consequently be registered to the buyer's site.

To begin the Registration Process, click on the "CLICK HERE" link in the invitation email. Ariba Sourcing page is then displayed. See below invitation email sample.

BP International

BP International has invited you to participate in the following event: Test Event [123456-MVK01]. The event is set to begin on Thursday, May 6, 2021 at 7:02 PM, Malaysia Time.

Use the following username to log in to BP International events: test@test.com.

Click Here to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, Click Here. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, Click Here.

Please save your responses every 15-20 mins. And please delete 'Cookies' & 'Temporary files' regularly (once a day) to ensure that your session doesn't expire frequently.

For any technical issues or any training on the tool, please contact Ariba helpdesk @ +44 800 358 3556 or +1 866 218 2155 or submit your request via Webform :

1.Log into the site
2.Click "Help" > "Support" on the top right corner
3.Click "Contact Ariba Customer Support via Webform" in the Ariba Customer Support section

Please do not use multiple browsers to login to Ariba & access the same data within the event and or please do not login with the same user ID at the same time. In these scenarios, responses may be removed because the same data is being modified from two locations.

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Event Management contact via e-mail at abcd@xyz.com.

We look forward to working with you!

Thank You,

BP International

The below are steps are how-to guide on setting up a new Ariba account, if you do not have an existing account.

SAP Ariba /\\

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to Ariba?
Register Now or Learn More

Step 1: Click Register Now and company the information required for your Company Information.

Note the following:

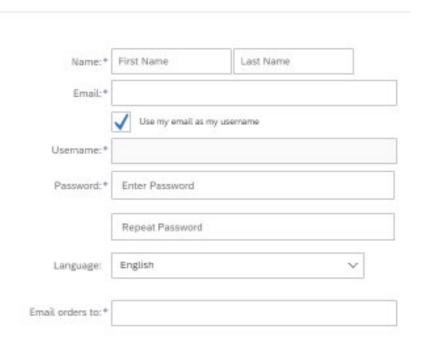Company name: This is your company's legal entity name

Company information

* Indicates a required field

Company Name:* |

Country/Region:* United States [USA]

Address:* Line 1

Line 2

Line 3

City:*

State:* Alabama [US-AL]

Zip:*

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.

Step 2: In the User account information section, enter a Username and Password.

- Username- the system will generate a username; this can be overwritten.
- Select the checkbox if you want to use your current email address as your username.
- Alternatively, enter in a new username, however it must be in email format.
- Enter a Password (must be 8 characters, including letters and numbers).

User account information

Name:*	First Name	Last Name

Email:*

✔ Use my email as my username

Username:*

Password:* Enter Password

Repeat Password

Language: English ⌄

Email orders to:*

Step 3: Provide information about your business. Click on the drop-down arrow to get more fields to select Product and Service Category (Select the closest to your business):

Tell us more about your business ▸

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.
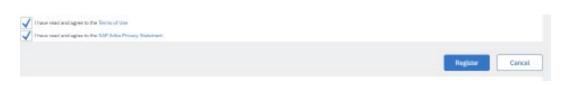By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (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

Step 4: After completing the above sections, check both the boxes (Terms of Use & SAP Ariba Privacy Statement):

Step 5: Once you have checked the boxes, click on Register button to register your account successfully.

If the following pop-up window is displayed, click on Yes.

Step 6: Once you have completed the process, you will receive the following "Welcome to the Ariba Commerce Cloud" e-mail notification with your Organization's Ariba Network ID and your Username.

The above notification means that you have successfully registered onto bp Ariba system. Ariba Sourcing Homepage is now displayed.
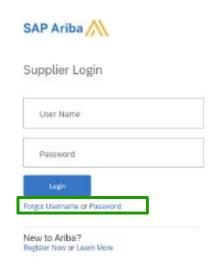
Scenario 2: Existing User- Login to bp Ariba

If you have used Ariba before and have already accessed an event for the buyer-specific account with your current log in ID, click the Log In link to continue. Log in with your Ariba username and password to participate in the event.

If you already have an existing Ariba Network, Ariba Discovery, or Ariba Sourcing supplier account, but you have not accessed any events for the inviting buyer's site, use the Log In link in the email invitation. After clicking the link, log in with your existing account to move your information to your buyer's site.

Scenario A:

Log in here by entering your existing credentials. If you have forgotten your password, click on Forgot Username / Password.

If you are not receiving the password reset email:

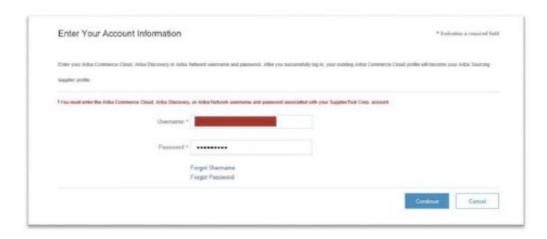1) Make sure the email is not in the spam folder of your email program:

Whitelist the domain of @ansmtp.ariba.com and @eusmtp.ariba.com to the safe senders list in your email client to prevent future emails from routing to the spam folder. If you're not sure how to do this, contact your internal IT department.

2) Your internal firewall might be blocking the delivery of the email:

Contact your information technology (IT) team to make sure the firewall allows the delivery of the email.

Scenario B:

You've entered your username and password correctly but receive the following message: You must enter the Ariba Commerce Cloud, Ariba Discovery, or Ariba Network username and password associated with your company's account.

What does this mean?

What it is saying is that your company has a separate account that is registered to the requesting buyer's site, and you will need to establish or enter credentials which align with that account number. This is necessary because you have been added by the buyer, to the same "Supplier Workspace" or Organization Name, that your registered colleagues were added to.

Only one account number can represent an Organization Name within a buyers' site. In theory, if all supplier users on SAP Ariba are created under one account number (Ariba Network ID) to start out, then all users would be aligned, in anticipation for a potential ID conflict.

So, what do I do now?

Go back to the "Welcome: Sign up / Log in" screen and select Sign up to register your user account. In short, you must set a unique username for the new account, to create a distinction in the system between your original account and this new one.

After completing the above steps, you will receive an invitation via email to participate in the Ariba sourcing event. The process begins by clicking on "Click Here" link in the invite to access the sourcing event.

Tip: You can access the Sourcing Supplier Portal anytime via these two links – proposals.seller.ariba.com or supplier.ariba.com.