

# SAP Ariba Training: How to create an account?





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## SAP Ariba Network Account Creation



## INVITATION FROM SNCB

**1** As a supplier, you might receive an email notification from SNCB for different reasons. These ones could be for example to register as a supplier, or to participate for a sourcing event. In these emails, you will receive a link to get to the SAP Ariba Network. To do so, press the “**Click here**” button as shown in the example.

**+** We recommend you to use **Google Chrome** or **Mozilla Firefox** for a better SAP experience.

# SAP Ariba Network Account Creation

Dear supplier,

NMBS SD 1 has invited you to register to become a supplier with NMBS - TEST.

In the framework of our supplier management in Ariba, we kindly ask you to register your company.

Already have an Ariba Network account? Then log in with your username and password.

**1** Don't have an Ariba Network account yet? Then you can create it for free.

[Click Here](#) to create account now

Didn't find what you were looking for? Please, navigate to:

[SAP Ariba for Procurement - SNCB](#)

Thank you for your cooperation

Kind regards,  
SNCB Procurement

## SIGN UP TO CREATE AN ARIBA SUPPLIER ACCOUNT

**2** Once you reach the Ariba Supplier portal, you have the choice between “sign up” and “log in”. Press “**sign up**” to start creating your account.

**!** **BE AWARE** that each supplier must have **ONLY ONE** Ariba Network ID for all the different transactions.

# SAP Ariba Network Account Creation

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

Sign up as a supplier with **NMBS/SNCB** on SAP Ariba.

NMBS/SNCB uses SAP Ariba to manage procurement activities.

**2** Create an SAP Ariba supplier account and manage your response to procurement activities required by NMBS/SNCB.

**Sign up**

Already have an account?

**Log in**

## CREATE AN ARIBA ACCOUNT (1/2)

Fill out the company and user account information.

### 3 Complete the mandatory **company information**:

- Company name
- Country/Region
- Address
- Post code
- City

### 4 Complete the **user account information**:

- Name
- User email address (cannot be changed at this time, it is the one to whom the invitation was sent)
- Username
- Password
- Email orders to (to whom the PO's will be send)

# SAP Ariba Network Account Creation

### Company information

*\* Indicates a required field*

**3**

Company Name:

Country/Region:  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.

Address:

Postal Code:

City:

State:

### User account information

*\* Indicates a required field*

**4**

Name:   [SAP Business Network Privacy Statement](#)

Email:   Use my email as my username

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

Password:   
 Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

Language:

Email orders to:  Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

## CREATE AN ARIBA ACCOUNT (2/2)

Fill out the information about the business, agree with the terms and finalize the creation.

- 5 Complete the information about your business:
  - **Product and Service Categories:** based on the UNSPSC classification
  - **Ship-to or Service locations:** where do you deliver?
  - The rest is **optional** at this point
- 6 Read and agree with
  - The **Terms of Use**
  - The **SAP Business Network Privacy Statement**
- 7 Finish the process of account creation by pressing “**Create account and continue**”.
- 8 Before creating the account, the network will check whether your company already has accounts or not. You can “**Review accounts**” to see them.

# SAP Ariba Network Account Creation

5 Tell us more about your business

Product and Service Categories:\*   -or- [Browse](#)

Ship-to or Service Locations:\*   -or- [Browse](#)

Tax ID:  Enter your Company Tax ID number.

Vat ID:  Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with ".T" in test account. ⓘ

6  I have read and agree to the Terms of Use  
 I hereby agree that SAP Business Network will make parts of my (company) information 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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

7

8 ⓘ Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Skip review](#)

## REVIEW ACCOUNTS (1/2)

If you clicked on “**review accounts**”.

**9** You will have a view on all the potential accounts that your company may already have. Check the list to **avoid unwanted duplicates**.

If you think that one of the list is the correct account, you can click on the “...” and then on “**view profile**”.

**10** Once on the Supplier Profile, you can contact the administrator by clicking on “**Contact Admin**”.

# SAP Ariba Network Account Creation

4 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
Feli	BEL	-	-	AN01	...
NATIONALE MAATSCHAPPIJ DER BELGISCHE SPOORWEGEN	BEL	Bruxelles-Capitale	-	AN01	...
PSA-PRIVATE SECURITY ASSOCIATION	BEL	Bruxelles-Capitale, Région de	-	AN11	...
SOCIÉTÉ NATIONALE DES CHEMINS DE FER BELGES	BEL	Bruxelles-Capitale, Région de	-	AN11	...

**9**

**View profile**  
Please view profile and contact admin if you need to.

**10** Supplier profile

Either an account merge is in progress on one of these accounts or both the selected accounts are parent accounts. Merge is not possible

[Contact Admin](#) [Cancel](#)

## REVIEW ACCOUNTS (2/2)

If you clicked on “**Contact Admin**”.

**11** You have the possibility to **send an email** directly to **this administrator**. This person will have your contact information in order to get back to you.

**!** The Administrator is in charge to validate the permission to **add you as a user** for your company. This is required in order to login through the invitation to avoid a duplicate.

# SAP Ariba Network Account Creation

**11**

### Contact Your Account Administrator

Review the following information and make edits as necessary. Click Send Email to send this message to the account administrator.


Your Name: \*

Your Company Name: \*

Your Email Address: \*

Your Phone Number:

Your Message: \*  
Hello,  
I recently attempted to register an account on Ariba Network. During registration, SAP Ariba searched and returned your account as a match.  
Please contact me to determine if I should be using this account.  
Thank you.

I'm not a robot  reCAPTCHA  
Privacy · Terms

## CONFIRMATION EMAIL

If you had no potential duplicates or if you skipped the “**Review Accounts**”, your account will be created.

**12** You will then receive a **confirmation email**. We recommend you to **keep this email** as it includes important information.

**!** If you cannot find this email, make sure to check your junk mails or to contact the SAP Ariba Help Center.

# SAP Ariba Network Account Creation

[external]Welcome to the Ariba Commerce Cloud



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

**i** En cas de problème lié à l'affichage de ce message, cliquez ici pour l'afficher dans un navigateur web.  
Cliquez ici pour télécharger des images. Pour protéger la confidentialité, Outlook a empêché le téléchargement

### Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for TEST - SNCB is now complete.

Your organization's account ID: **AN:**

Your username: [@belgiantrain.be](#)

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

**12** 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.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

### Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)



# SAP Ariba Network Account Administration



# Account administration

## CONNECT TO YOUR ACCOUNT

Browse to the following link to get to **SAP Ariba Supplier**: <http://supplier.ariba.com>

- 1 Fill in your User Name and your Password, then click on “**Login**” to connect.
- 2 You will reach your **SAP Ariba Supplier portal**.

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)

Supplier Center of Excellence Live - Sourcing Best Practices

Please join us for our bi-monthly session of Network Supplier Center of Excellence Live. This session will review basic sourcing information for suppliers and best practices to create a more seamless experience

[Learn More](#)

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Home Enablement Workbench Catalogs Create ...

Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-needed humanitarian aid for Ukraine. [Learn More](#) | [Update Profile](#) | [Don't remind me again](#)

Overview Getting started

0 Enablement Tasks

My widgets Customize

Download app

We are now mobile. [Google play](#) [App Store](#)

Company profile

35% Completed

My leads

You have no open leads matching your company profile. [View all leads](#)

Shipment tracking

Purchase order no.

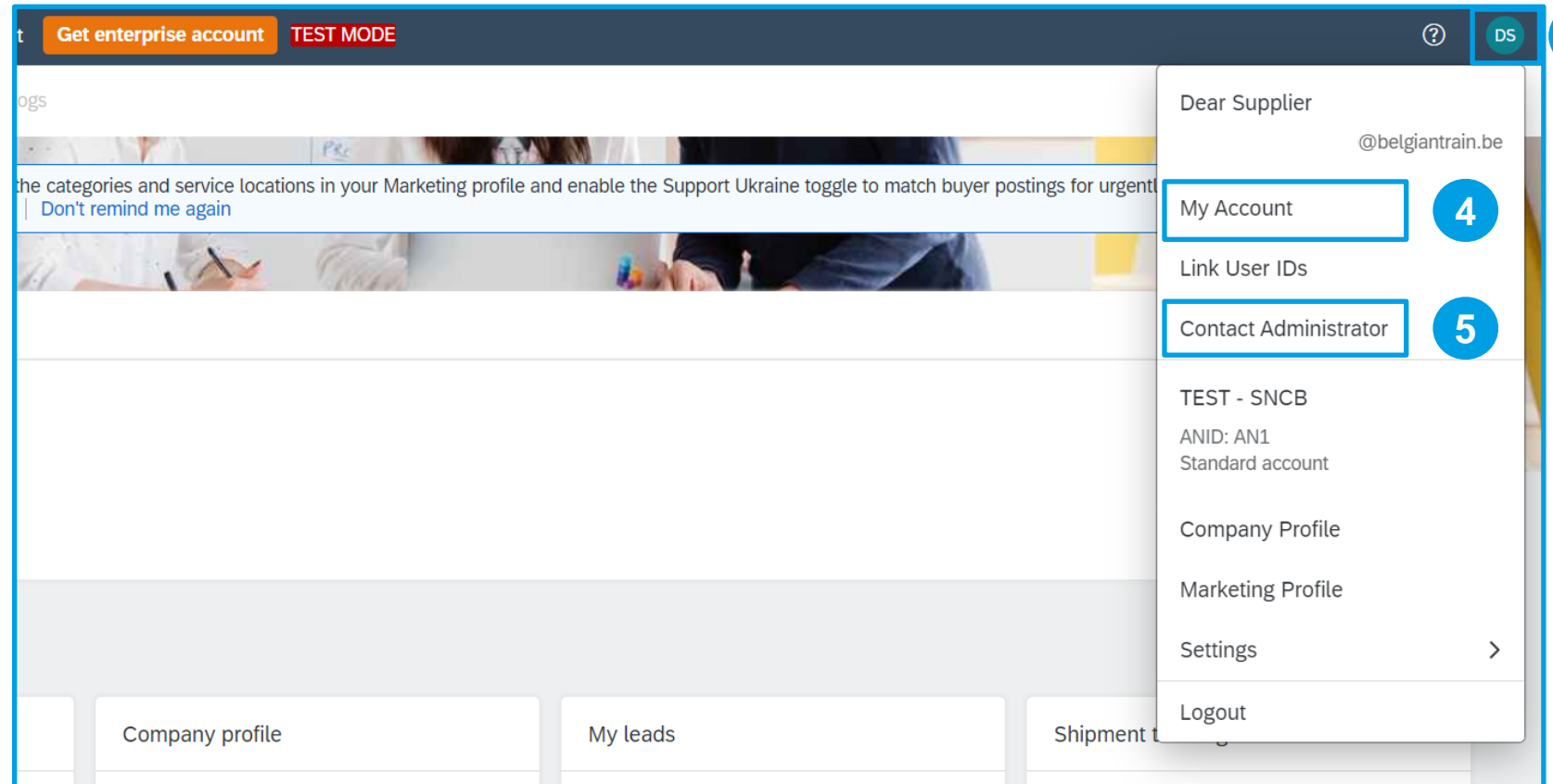
[Track](#)

# Account administration

## NAVIGATE IN YOUR SETTINGS

Once you are on your SAP Ariba Supplier account.

- 3 **Click on your initials** in the top right corner to see a dropdown menu with your account settings.
- 4 By clicking on **“My Account”**, you can see and modify your contact information.
- 5 If your company has multiple SAP Ariba Accounts, an administrator will be determined. You can find information about your administrator and reach him by clicking on **“Contact Administrator”**.

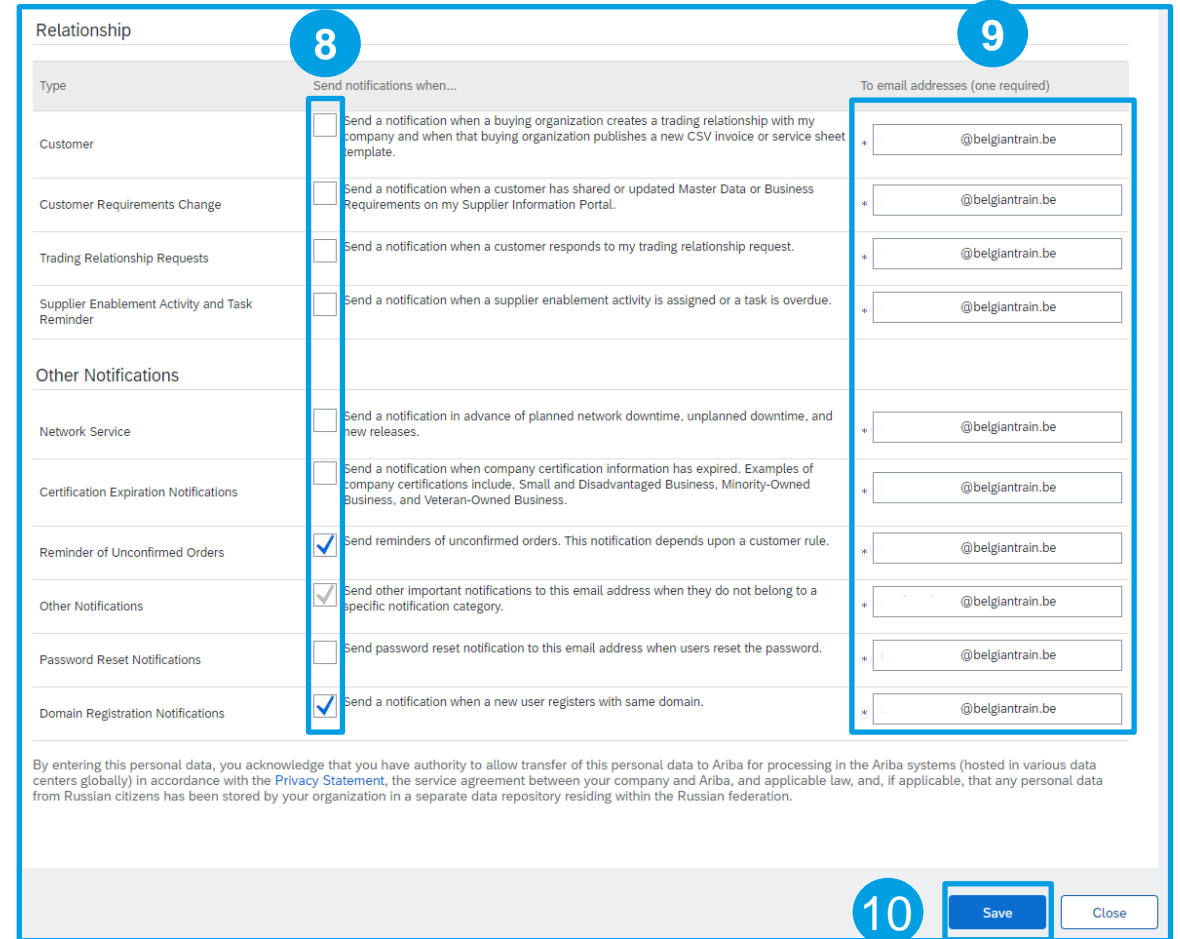
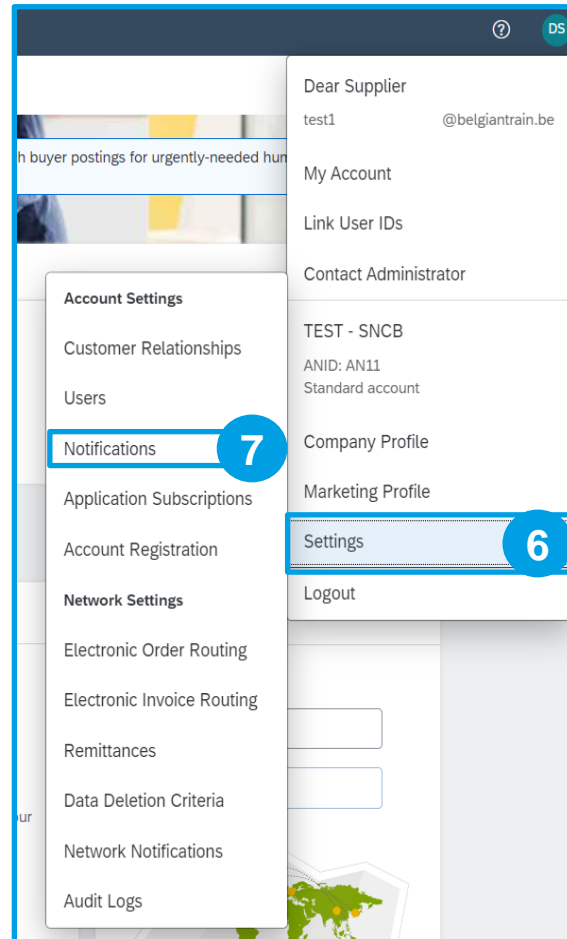


# Account administration

## MANAGE YOUR NOTIFICATIONS

You have the possibility to modify your settings regarding notifications.

- 6 In order to do so, first click on your initials, and then on “**Settings**”.
- 7 Another menu will appear with the different settings. You can now click on “**Notifications**”.
- 8 You can **check the boxes** to set the notifications in 4 different tabs:
  - General (on the screenshot)
  - Network
  - Discovery
  - Sourcing & Contracts
- 9 You can set up which **email address** will get each notification.
- 10 Once you have made all your modifications, you can click on the “**Save**” button.



## If you need more information :

- You can visit our website:  
→ [SAP Ariba for Procurement | SNCB](#)
- You can have a look at our [FAQ](#)
- You can reach out to your SNCB contact person

