Ariba Network
Supplier Registration Guide
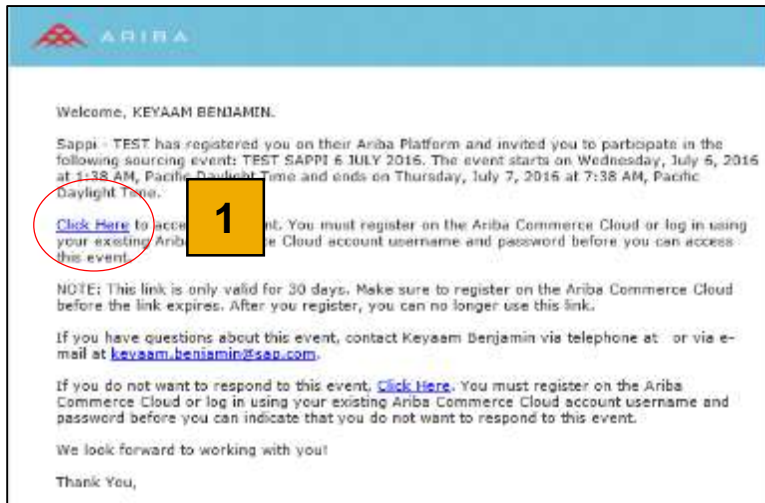
SAP Ariba

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Registering on the Ariba Network

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Click on the "Click Here"(1) hyperlink to register on the Ariba Commerce Cloud

Landing Page

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After clicking Continue (2) a New Template will be visible where the you can check some of the data that was pulled through from your Imported profile and complete the rest.

Please complete all * compulsory fields in the *Enter basic company information* section.

Completing your Commerce Cloud Information

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Please complete all * (3) compulsory fields in the *Enter basic company information* section

User Account Information

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Please complete the
***Enter user account information* section (4)**
Username needs to be in an Email Format –
Ariba standard practice.
A tick needs to be added to the Terms of Use
block
Click **Submit** once done.

Company Profile

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A new window will open displaying Ariba Sourcing desktop and what the SAPPi SPQ (Supplier Profile Questionnaire) Requirements are.

- Number Of Employees

- Customer Requested Fields

Click Go to Company Profile (5) to continue.

Company Profile (Continue)

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You will now see the Company Profile Window (6).
You are required to complete all Required Fields marked with * on the Company Profile window.

- *Number of Employees*
- *VAT Registration Document – Upload a document.*
- *Tax Clearance Number.*
- *Tax Clearance Document – Upload a document.*
- *Tax Clearance Expiry Date*
- *Tax Clearance Expiry Date*

Once done click **Save** top/ bottom right.

Select Sappi Link

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You can now click on the *Customer Requested* Tab.
Note: ***You will not be able to go to this tab if you did not complete the compulsory questions in the previous task.***

Once you have clicked the Customer Requested Tab you should now see Customer Requested Profile Information . This should be Incomplete in Red.
Click the Sappi link below Customer (7) .
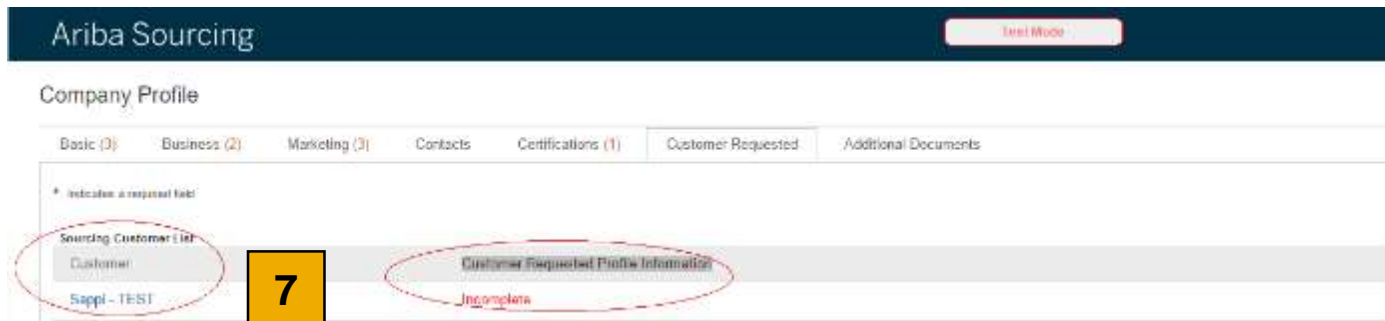
Complete section 2 and 4 and submit

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Once you click the Sappi link the Sappi SPQ will open for you to complete and then Submit.
- o Complete sections 2 and 4
- o Once done click Submit (8)
- o Click the **X** in the top right (9)

You will notice that the Customer Requested Profile Information is still set to Incomplete.
Click SAVE (10) again top right and the Status will change.

Profile Successfully Updated

Once you have clicked Save the screen and status will change to Complete (11), you should also see a message in the green window confirming that
Your profile has been successfully updated.

Now click Close (12) top right to close this window and to proceed to the Workbench. This will end the process and the Supplier is ready to transact with Sappi

Supplier account is created

Your Ariba Network account is created!

Once logged in to your account you have the option to give a more detailed description of your company's profile.

This information is optional but we advise you to complete as much information as possible as this will give your buyers a more detailed overview of your activities.

More information about this can be found in the Account Configuration guide.