



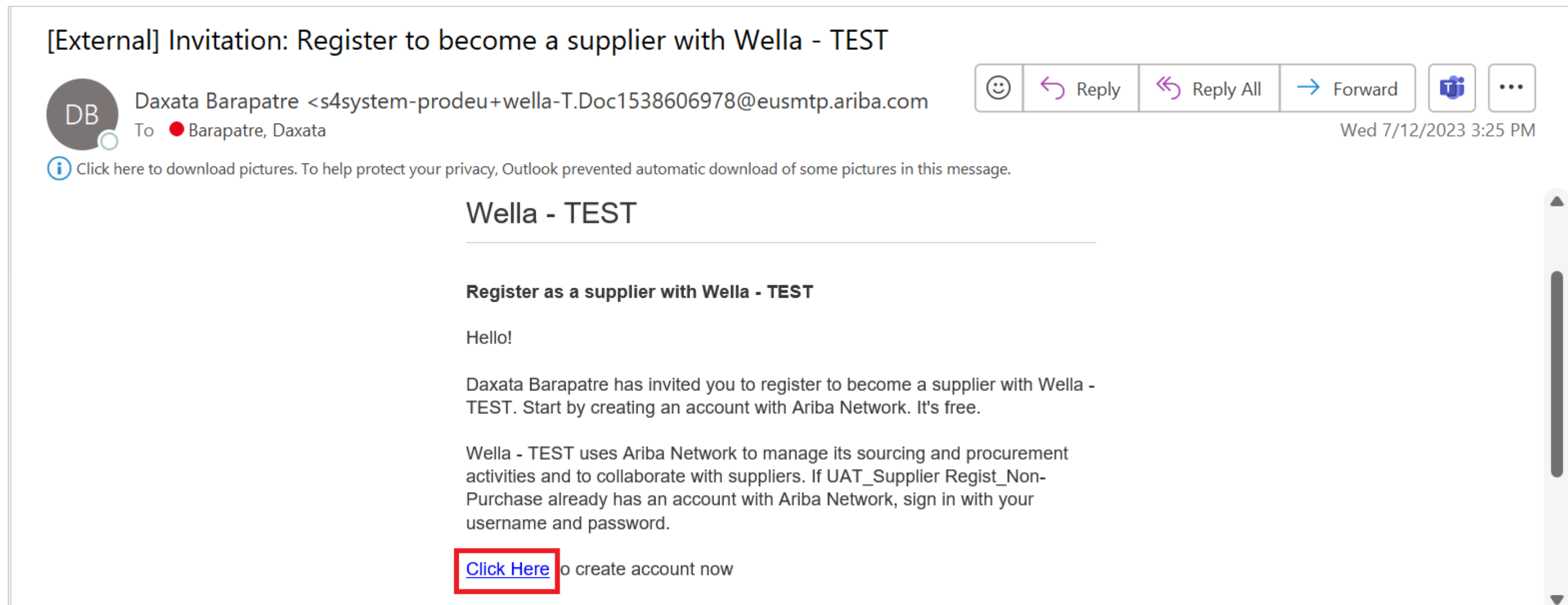
# How to register on the Ariba Network





# EMAIL NOTIFICATION

**PURPOSE:** This Quick Reference Guide is intended to provide the basic steps needed to complete your Ariba Commerce Cloud registration with Wella . As a supplier or supplier broker, you must register on the Ariba Commerce Cloud to participate in any Ariba Sourcing events with Wella.







You will receive an email notification from Ariba on the email address mentioned in the Supplier Request. You have to click on the link mentioned in the email and you will be directed to the Ariba Homepage, or you can use – [Link to Ariba](#)




[External] Invitation: Register to become a supplier with Wella - TEST

 Daxata Barapatre <s4system-prodeu+wella-T.Doc1538606978@eusmtp.ariba.com>  
To  Barapatre, Daxata

Wed 7/12/2023 3:25 PM

  Reply  Reply All  Forward  

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

## Wella - TEST

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### Register as a supplier with Wella - TEST

Hello!

Daxata Barapatre has invited you to register to become a supplier with Wella - TEST. Start by creating an account with Ariba Network. It's free.

Wella - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If UAT\_Supplier Regist\_Non-Purchase already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

# LOGIN

Sign up – If you are an existing supplier on Ariba then you can login using existing credentials.

Log in – If you are a new supplier for Ariba then you must click on ‘Register Now’

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. At the top, there is a dark blue header with the SAP logo and the text 'Ariba Proposals and Questionnaires'. Below the header, the main content area is white. It starts with a grey banner that says 'Welcome, D B'. Underneath, there is a yellow banner with the text 'Have a question? Click here to see a Quick Start guide.' The main content area contains the following text: 'Sign up as a supplier with **Wella - TEST** on SAP Ariba. Wella - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Wella - TEST.' To the right of this text is a blue button labeled 'Sign up'. Below this, there is a blue button labeled 'Log in' with the text 'Already have an account?' to its left. The section is titled 'About Ariba Network' and contains the following text: '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: '• 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, SAP Business Network Discovery and Ariba Sourcing activities'. Below this, 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'.

# CREATE ACCOUNT

Fill in all the mandatory fields under Company and User account Information

### Company information

*\* Indicates a required field*

Company Name:\*

Country/Region:\*

Address:\*

City:\*

State:\*

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.

### User account information

*\* Indicates a required field*

Name:\*

Email:\*

Use my email as my username

Username:\*

Password:\*

Language:

Email orders to:\*

SAP Business Network Privacy Statement

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

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

The language used when Ariba sends you configurable notifications. This is different than your web b...

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

Select the correct Category and Location by clicking on 'Browse' and click on '+' sign to add them and select 'OK'

### Tell us more about your business

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

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

Tax ID:  Enter your nine-digit Company Tax ID number.

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

### Product and Service Category Selection

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

#### Browse Product and Service Categories Didn't find what you were looking for? Try Search »

Agricultural & Fishing Machinery >	<b>Additives &gt;</b>	Anti gas migration agents >	No items
Agricultural & Fishing Services >	Colorants >	Anti oxidants >	
Apparel, Luggage & Personal Care >	Compounds & Mixtures >	Anti sludgers >	
<b>Chemicals &gt;</b>	Elements & Gases >	Bactericides >	
Cleaning Supplies >	Explosive Materials >	Buffers >	
Computer Hardware, Software & Telecom >	Solvents >	Catalysts >	
Construction & Maintenance Services >	Waxes & Oils >	Chemical scavengers >	
		Clay stabilizers >	

My Selections (0)

# CREATE ACCOUNT

Once you are done adding it, Tick the check box and select 'Create account and continue'

Tell us more about your business

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

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

Tax ID:  Enter your nine-digit Company Tax ID number.

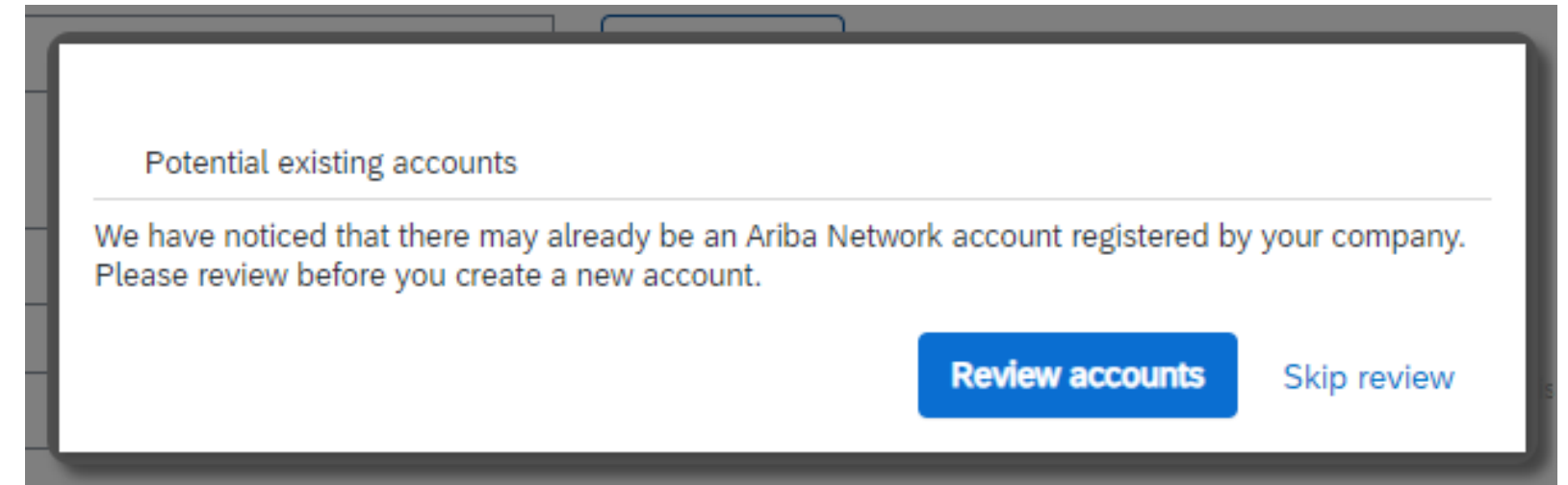
DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

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.

# ACCOUNT ALREADY EXISTS

If your account already exists with Ariba, you will be getting a pop-up on your screen. Click on 'Review Accounts' to check for the information



### Review duplicate Account

We noticed that your company may already register an Ariba Network account, please 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](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
US to Mexico_Category change	daxata.barapatre@accenture.com			Suite 701 New York NY, United States 10018

If it is the same account, then you can click on 'Go back to the previous page' and go for 'Log in'  
Or if the details does not match then select 'Continue Account Creation'