



Supplier's guide

Supplier registration for

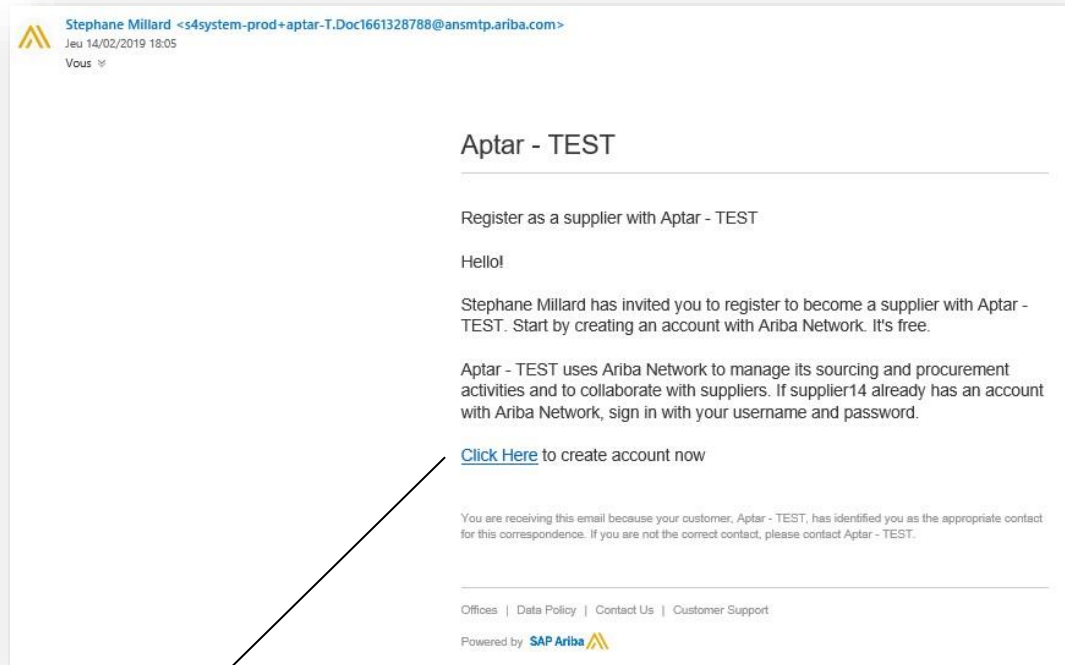
ARIBA NETWORK

SAP ARIBA SUPPORT HOTLINE

Contact support for Ariba : Charlotte.mota@tolson-consulting.com

1. Getting started

You need An Ariba Network profile in order to participate in sourcing events organized by APTAR.



a) Invitation mail from SAP Ariba

You have received an invitation e-mail from SAP Ariba to create a profile. Please use 'Click here' link to go to the registration page or copy the link to your preferred browser to enter the page.

b) Receive a link from your APTAR Purchasing contact

You can self-register by clicking on the link received from your APTAR Purchasing Contact:

<http://aptar.supplier.ariba.com/ad/selfRegistration/ c /C7>

You will have to complete the “Supplier self-registration request form”, you must first fill out some mandatory questions which are indicated with an asterisk (*):

Supplier self-registration request form

Basic information

*Company name

Company name (additional line)

*
Headquarter address

Street

House Number

Street 2

Street 3

District

Postal Code

City

*Country

DUNS number

Contact information

*First Name

*Last Name (Surname)

*Phone number

Fax number

*E-mail

*Preferred contact language

Additional Information

*Company main activity

*Company brief description

Upload a Company brochure (max 100 Mb)

Company Website

*
Annual turnover

Once the form is completed, click the “Submit” button to send the “Supplier Request” to the Aptar Vendor Management team. After the “Supplier Request” validation by APTAR, you can continue to create your Ariba Network profile by completing the “Supplier Registration Questionnaire”

d) New or existing User ?

- **NEW USERS:** If you are a new user to SAP ARIBA and would like to create an Ariba Network Profile, **click ‘Sign Up’**.

The screenshot shows a user interface for the SAP Ariba Network. At the top, it says "Welcome, Michel DURAND". Below this is a yellow banner with the text "Have a question? Click here to see a Quick Start guide." The main content area starts with "Welcome to the Ariba Network. Aptar - TEST has invited you to a sourcing event." Below this, there are two buttons: "Sign up" and "Log in". The "Sign up" button is blue and is positioned to the right of the text "New to the Ariba Network? Sign up to register your user account." The "Log in" button is also blue and is positioned to the right of the text "Already have an account?". Below the buttons is a section titled "About Ariba Network". This section contains a paragraph explaining the benefits of the Ariba Network, followed by two bulleted lists of features and capabilities. At the bottom of the page, there is a footer with the SAP Ariba logo, links to "SAP Ariba Privacy Statement", "Security Disclosure", and "Terms of Use", and a copyright notice: "© 1996–2018 Ariba, Inc. All rights reserved."

Welcome, Michel DURAND

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

Welcome to the Ariba Network. Aptar - TEST has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account. [Sign up](#)

Already have an account? [Log in](#)


About Ariba Network

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:

- 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
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

SAP Ariba 

[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

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To create a profile for Ariba Network, you must first fill out the mandatory fields (*) for your user account.

Ariba Sourcing

Create account

First, create an SAP Ariba supplier account, then complete questionnaire required by Aptar - TEST.

[Create account and continue](#) [Cancel](#)

Company information

* Indicates a required field

Company Name:

Country: 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

Name:

Email: Use my email as my username

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

Password: Must contain a minimum 8 characters including letters and numbers.

Language:

Email orders to: Customers may send you 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.

[SAP Ariba Privacy Statement](#)

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 Create account and continue 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](#)

[Create account and continue](#) [Cancel](#)

- **EXISTING USERS:** If you already have a user account and have been working with SAP ARIBA previously, **click**

The screenshot shows the 'Ariba Sourcing' registration page. At the top, there is a dark blue header with the text 'Ariba Sourcing' on the left and 'Help Center >>' on the right. Below the header, the main content area is titled 'Enter Your Account Information' with a small asterisk and the text '* Indicates a required field' to its right. A paragraph of text explains that the user is using a test account to register on the Ariba Commerce Cloud and that their existing Ariba Commerce Cloud or Ariba Network test account information will be used to create a supplier test account profile. Below this text are two input fields: 'Username: *' and 'Password: *', both with asterisks indicating they are required. Below the password field are two links: 'Forgot Username' and 'Forgot Password'. At the bottom right of the form area are two buttons: 'Continue' (in blue) and 'Cancel' (in white with a blue border). At the bottom left, there is the 'SAP Ariba' logo and three links: 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'. At the bottom right, there is a copyright notice: '© 1996–2018 Ariba, Inc. All rights reserved.'

