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Procurement Business Support 2023

# ABB SAP Ariba

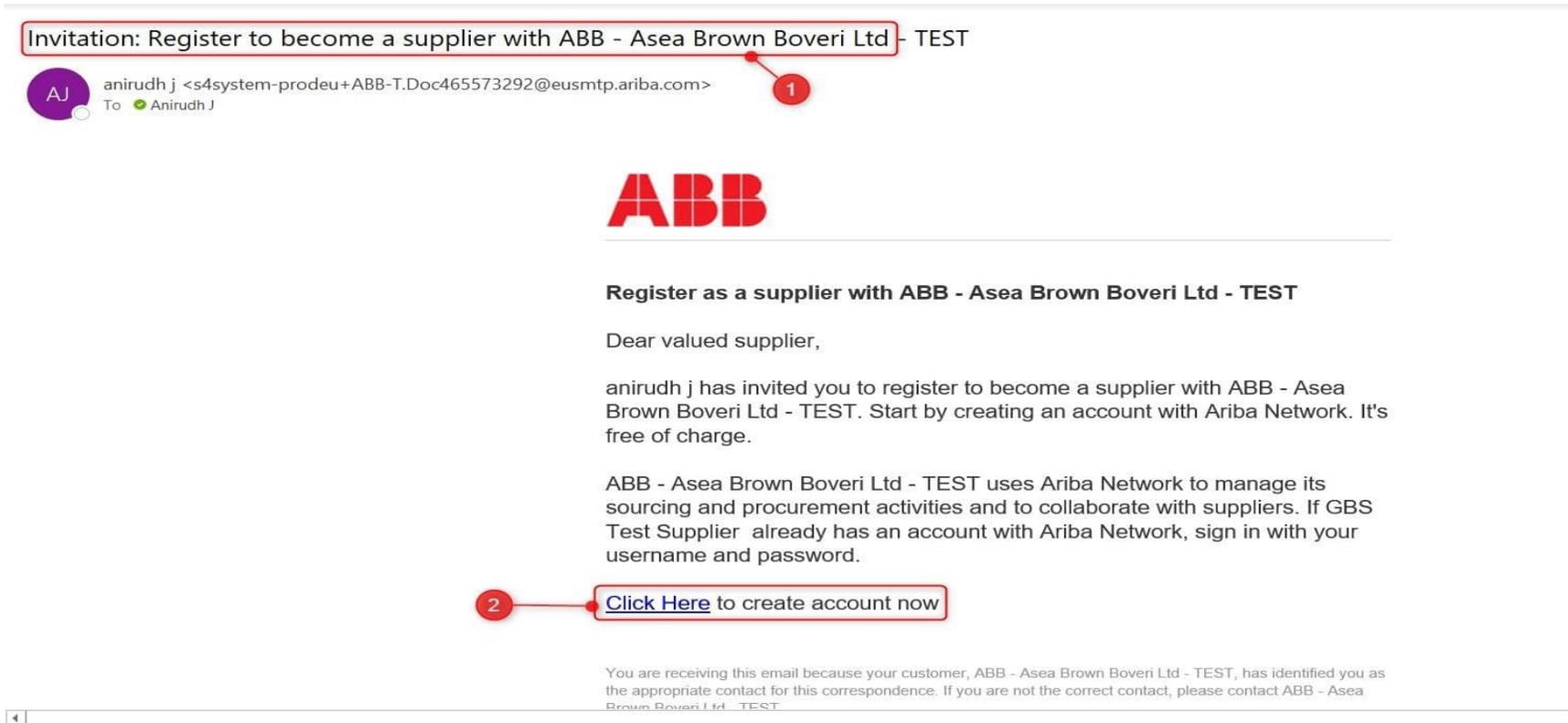
Supplier Training Document on Registration



# SUPPLIER REGISTRATION

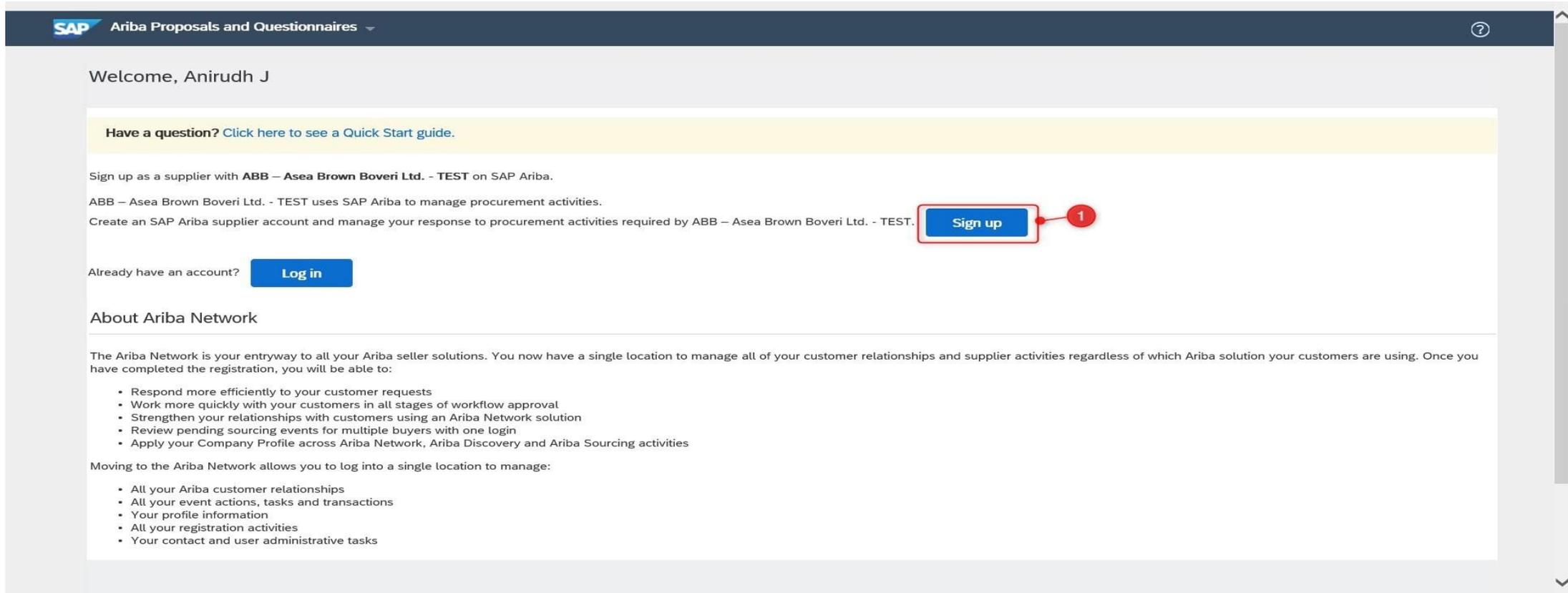
## Supplier Training

1. Once the Supplier account is initially created in the tool, the user added to the account will receive an e-mail as shown below inviting them to Register in the tool.
2. Click on the link given in the e-mail to proceed with creating account.



## Supplier Training

1. You'll be taken to the Supplier portal of SAP ARIBA. *If you don't have any existing accounts with SAP ARIBA, click on "Sign Up".*
2. Please note that if you already have an existing account with Ariba, you have to click on **Login** and proceed. The same will be explained in detail in the later slides.



SAP Ariba Proposals and Questionnaires

Welcome, Anirudh J

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

Sign up as a supplier with **ABB – Asea Brown Boveri Ltd. - TEST** on SAP Ariba.

ABB – Asea Brown Boveri Ltd. - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by **ABB – Asea Brown Boveri Ltd. - TEST**.

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

**Sign up** 1

### 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

## Supplier Training

1. Once you click on Sign Up, you'll be taken to the "Create account" page.
2. Enter your "Company information" and "User account information" in the respective fields provided.
3. In User account information, you have the option to keep your e-mail ID itself as your username. All fields marked with \* are mandatory. Password entered must satisfy the mentioned criteria.

**Company information**

Company Name: GBS Test Supplier

Country: United States [USA]

Address: Line 1, Line 2, Line 3

City:

State: Alabama [US-AL]

Zip:

**User account information**

Name: Anirudh J

Email: anirudhj@in.abb.com

Use my email as my username

Username: test-anirudhj@in.abb.com

Password: Enter Password

Repeat Password

Language: English

Email orders to: anirudhj@in.abb.com

**Notes:**

- \* Indicates a required field
- 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.
- SAP Ariba 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 change this anytime.

## Supplier Training

1. Enter the rest of the details . (Instructions on how to select “**Product and service categories**” and “**Ship to service locations**” is given in the below slides.)
2. After entering all the details, provide your confirmation for the terms and conditions mentioned by checking the box.
3. Click on “**Create account and continue**”.

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.

**Tell us more about your business**

1   -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. ⓘ

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.

2  I have read and agree to the Terms of Use  
 I have read and agree to the SAP Ariba Privacy Statement

3

## Supplier Training

### a. Product and Service Category selection

1. Click on the **"Browse"** option next to *Product and service category selection*.
2. Select the respective categories from the boxes as shown below. You can add the appropriate categories by clicking on the plus symbol next to each category.
3. You can view your selected categories in the **"My Selections"** section below.
4. Once done, click on **"OK"** below.

SAP Ariba Proposals and Questionnaires

### Product and Service Category Selection

Search Browse

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 Services >
- Apparel, Luggage & Personal Care >
- Chemicals >
- Cleaning Supplies >
- Computer Hardware, Software & Telecom >
- Construction & Maintenance Services >
- Construction Materials >
- Consumer Electronics & Appliances >
- Commercial Sports >
- Entertainment Services >
- Hotels, Lodging & Meeting Facilities >
- Performing Arts >
- Restaurants & Catering >
- Travel Facilitation >
- Camping and wilderness facilities >
- Hotel rooms >
- Hotels and motels and inns >
- Meeting facilities >
- Conference centers ✓
- Marquees ✓
- Meeting or banquet rooms ✓
- Videoconferencing facilities ✓

**My Selections (2)**

- Conference centers [\(View\)](#)
- Videoconferencing facilities [\(View\)](#)

Remove

Cancel OK

## Supplier Training

### b. Ship-to Service Location Selection

1. Click on the **"Browse"** option next to *Ship-to or Service Location Selection*.
2. Select whether your company serves to Global locations or to specific locations.
3. You can add the specific locations by clicking on the plus symbol next to each category.
4. You can view your selected locations in the **"My Selections"** section below.
5. Once done, click on **"OK"** below.

SAP Ariba Proposals and Questionnaires

### Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

Global

Select Ship-to or Service Locations

Click a country to add and click the + icon. States or provinces are displayed after you click a country. Click OK to save your changes.

Central America >

South America >

The Caribbean >

Northern Europe >

Western Europe >

Eastern Europe >

Central Europe >

Southern Asia >

Bangladesh >

Bhutan >

India >

Maldives >

Myanmar >

Nepal >

Pakistan >

Jammu and Kashmir

Jharkhand

Karnataka

Kerala

Lakshadweep

Madhya Pradesh

Maharashtra

Manipur

My Selections (1)

Karnataka (India) Remove

Cancel OK

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## Supplier Training

After you click on “*Create account and continue*”, you’ll receive the following dialogue box as shown below. Click on “**Review accounts**” option.

The screenshot shows the SAP Ariba 'Create account' interface. The page title is 'SAP Ariba Proposals and Questionnaires'. The main heading is 'Create account', with a 'Create account and continue' button and a 'Cancel' button. Below this, a message states: 'First, create an SAP Ariba supplier account, then complete questionnaires required by ABB – Asea Brown Boveri Ltd. - TEST.' The 'Company information' section contains several input fields: 'Company Name' (GBS Test Supplier), 'Country' (India [IND]), 'Address' (Bangalore, Line 2, Line 3), 'City' (Bangalore), 'State' (Karnataka [IN-KA]), and 'Postal Code' (560092). A 'User account information' section is partially visible at the bottom, with 'Name' (Anirudh J) and 'Email' (anirudh.j@in.abb.com) fields. A dialog box titled 'Potential existing accounts' is overlaid on the form, containing the text: 'We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.' A 'Review accounts' button is highlighted with a red box in the dialog.

1. You'll be taken to "Review duplicate Account" page where you can cross check the search results pulled by the tool.
2. If there are no exact matches, you can proceed with the registration process by clicking on "Continue Account Creation".

**SAP Ariba Proposals and Questionnaires**

## 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
GBS Test Supplier	anirudh.j@in.abb.com			Bangalore Bangalore Karnataka, India 560092

**20 search results found | Search More**

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	COUNT OF RELATIONSHIPS	ACTIONS
ABB INDIA LIMITED	IND	-	-	AN01413292849	3	...

## Supplier Training

1. Once the account is created successfully, you will be taken to the *Supplier registration Questionnaire*.
2. Vendors can go through the questions and provide their responses
3. Click on **“Submit Entire Response”** to submit your responses
4. To view the dashboard, click on the option given on top.
5. For IM&S (indirect material and services events), you can skip steps from 1 to 3 and directly go to the dashboard.

The screenshot displays the Ariba Sourcing interface for a supplier registration questionnaire. The header shows 'Ariba Sourcing' and user information 'Company Settings' and 'Anirudh J'. A navigation bar includes a link to 'Go back to ABB - Asea Brown Boveri Ltd - TEST Dashboard' (callout 4) and a 'Desktop File Sync' button. The main content area is titled 'Doc465573292 - Supplier registration questionnaire' (callout 1) and shows a list of questions under 'All Content'. The questions are: 1. Do you commit to ABB Supplier code of conduct? (with a link), 2. Have you committed and signed the ABB Non-Disclosure-Agreement?, and 3. Do you acknowledge ABB General Purchase Terms&Conditions? (with a link). Below question 3, there is a sub-question about cybersecurity services. A red box highlights four 'Unspecified' dropdown menus (callout 2) corresponding to the questions. At the bottom, a blue 'Submit Entire Response' button is highlighted (callout 3), along with 'Save draft', 'Compose Message', and 'Excel Import' buttons. The footer contains SAP Ariba logos, user session information, and copyright notices.

## Supplier Training

1. If you already have an existing account with SAP Ariba, please click on the **'Login'** option as shown below.

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

Sign up as a supplier with **ABB – Asea Brown Boveri Ltd. - TEST** on SAP Ariba.

ABB – Asea Brown Boveri Ltd. - TEST uses SAP Ariba to manage procurement activities.

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Already have an account? [Log in](#) **1**

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- Respond more efficiently to your customer requests
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- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login

1. You will be taken to the next page wherein you have to enter you existing Account Information.

SAP Ariba Proposals and Questionnaires

### Enter Your Account Information

\* Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username:\*

Password:\*

[Forgot Username](#)  
[Forgot Password](#)

## Supplier Training

1. Once you enter the credentials and login, you'll be taken inside the tool.
2. On the top left-hand side, you'll be able to see that ABB been added as a customer.



# Supplier Training

To make further changes to your account, you can always go to Account Settings and edit the information.

ABB - ASEA BROWN BOVERI LTD - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

### Events

Title	ID	End Time ↓	Event Type	Participated
No items				

### Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc465573292	8/30/2020 7:34 PM	Invited

### Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

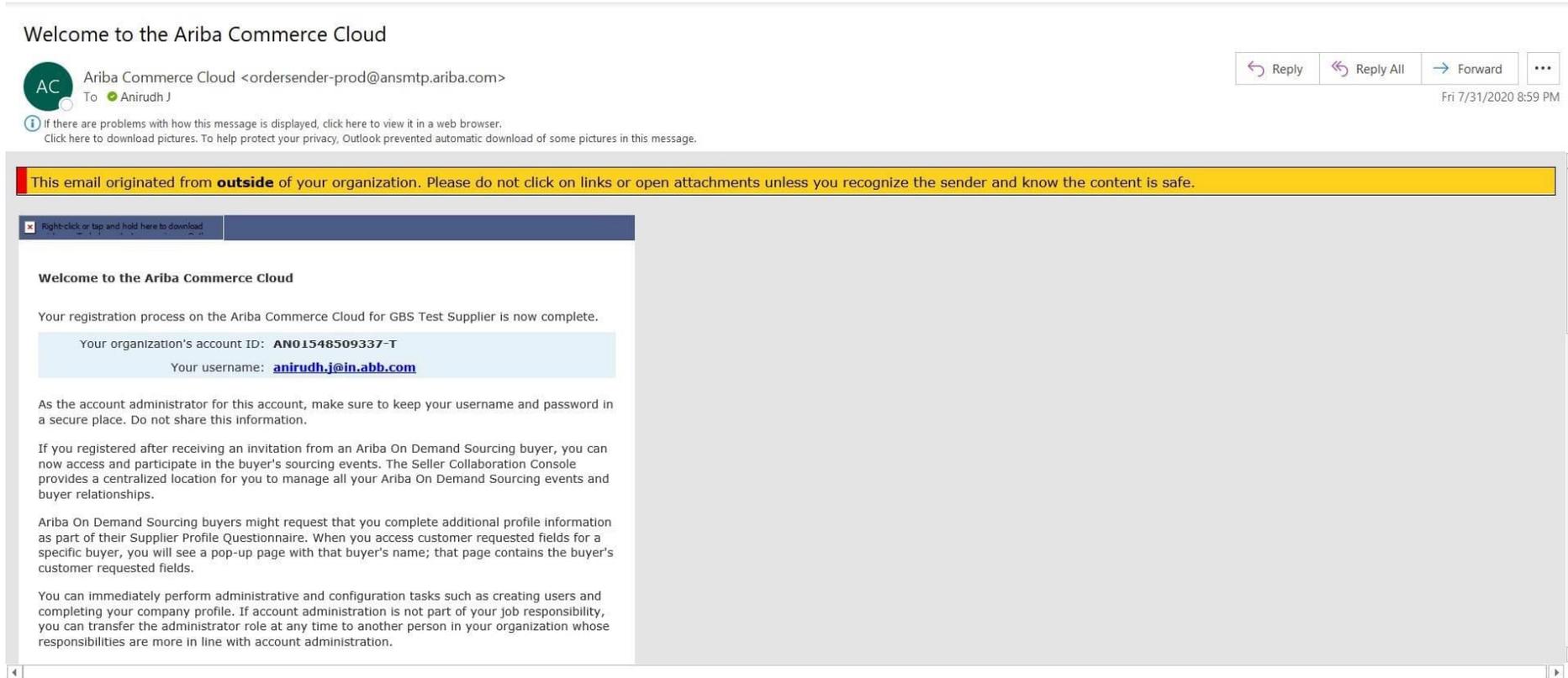
### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

### Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
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After successful completion of the registration process, you'll receive the below system generated e-mail from Ariba.



**ABB**