

Supplier SLP Registration

- Supplier's Guide -

Version 01/2024

SAP ARIBA – SLP REGISTRATION

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- 1. Invitation via e-mail**
2. Log in / register in the Ariba Business Network
3. Answer and submit registration questionnaire

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1. Invitation via e-mail

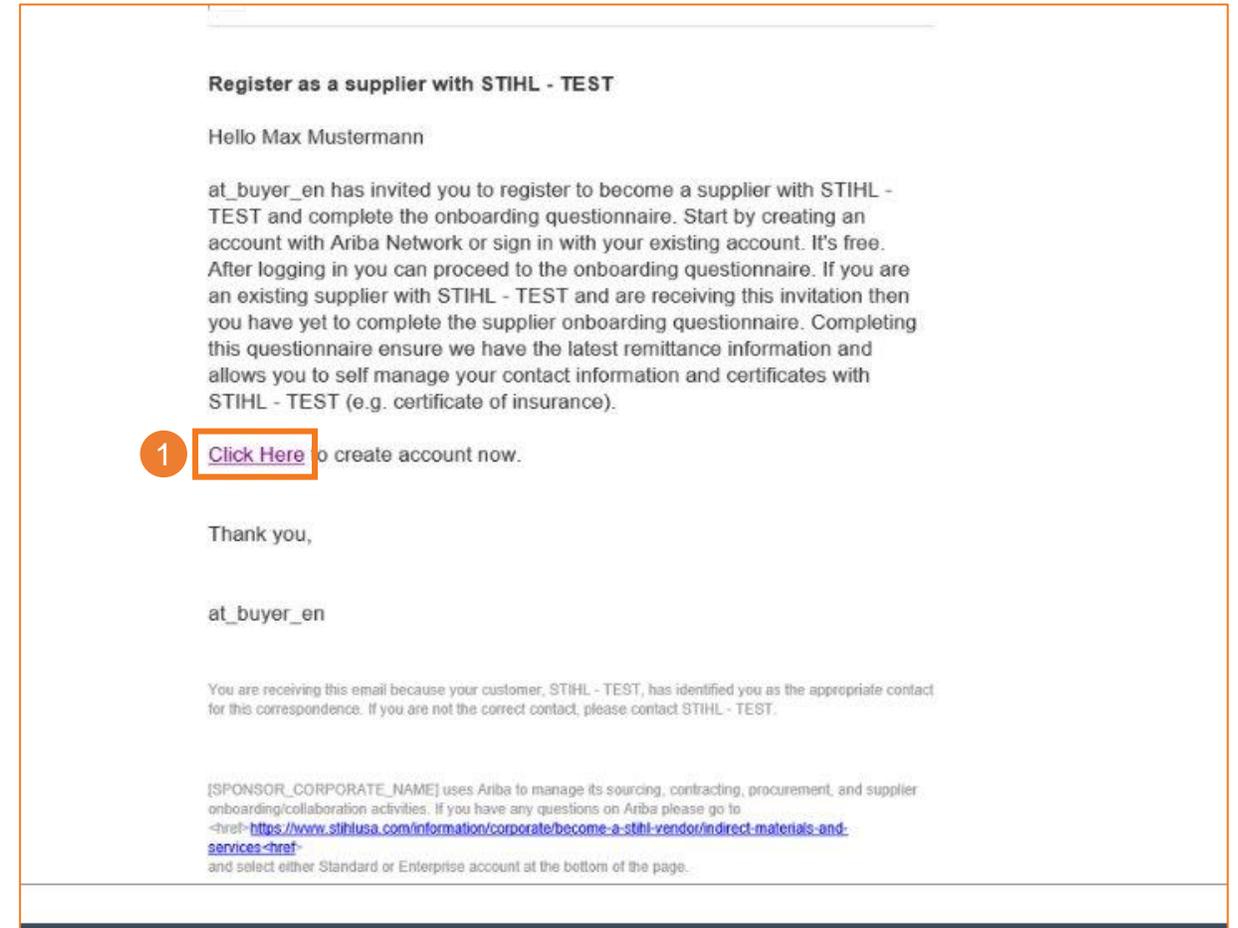
- 1 As a supplier, you will receive an invitation to participate in a registration via e-mail.

The supplier can log in with their existing Ariba account to check and respond to the registration request.

Click on the link to go to the Ariba homepage.

Note:

Preferred browsers: Microsoft Edge and Mozilla Firefox





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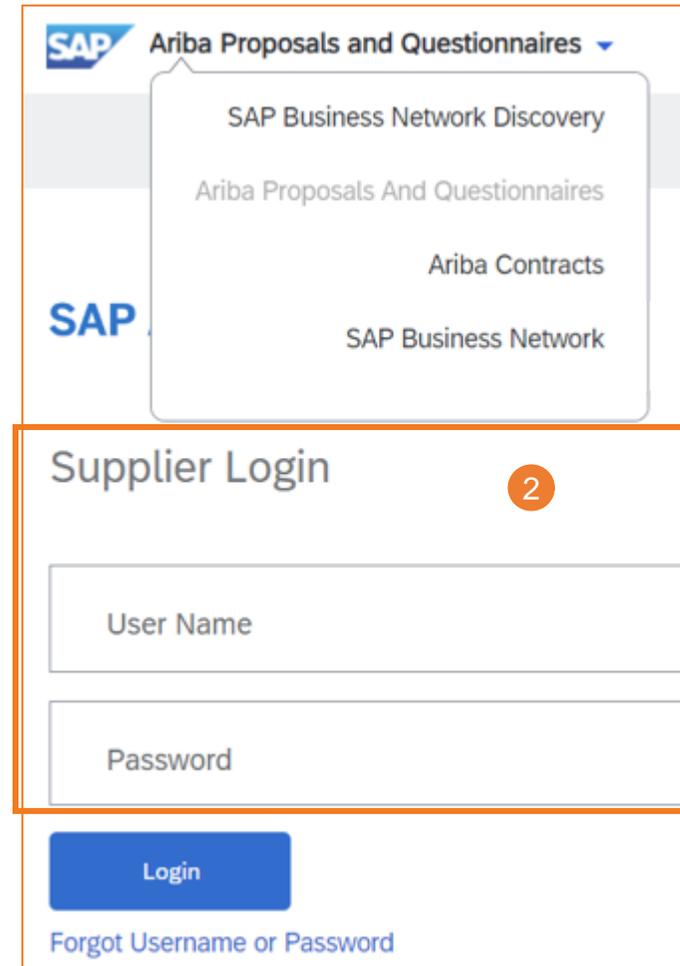
2. Log in / register in the Ariba Business Network

Log in the Ariba Business Network

- 2 You will be redirected to the Ariba homepage via the link.

There you can log in with your user name and password.

If you do not yet have an account, the following pages will explain how you can create one.



The image shows a screenshot of the SAP Ariba Supplier Login page. At the top, there is a navigation bar with the SAP logo and a dropdown menu labeled 'Ariba Proposals and Questionnaires'. The dropdown menu is open, showing options: 'SAP Business Network Discovery', 'Ariba Proposals And Questionnaires', 'Ariba Contracts', and 'SAP Business Network'. Below the navigation bar, the main heading is 'Supplier Login' with a circled '2' next to it. There are two input fields: 'User Name' and 'Password'. Below the input fields is a blue 'Login' button and a link for 'Forgot Username or Password'.

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2. Log in / register in the Ariba Business Network

Register in the Ariba Business Network

To register in Ariba, click on "Ariba Proposals and Questionnaires" and then on "SAP Business Network" in the drop-down menu.

SAP Ariba Proposals and Questionnaires

- SAP Business Network Discovery
- Ariba Proposals And Questionnaires
- Ariba Contracts
- SAP Business Network

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

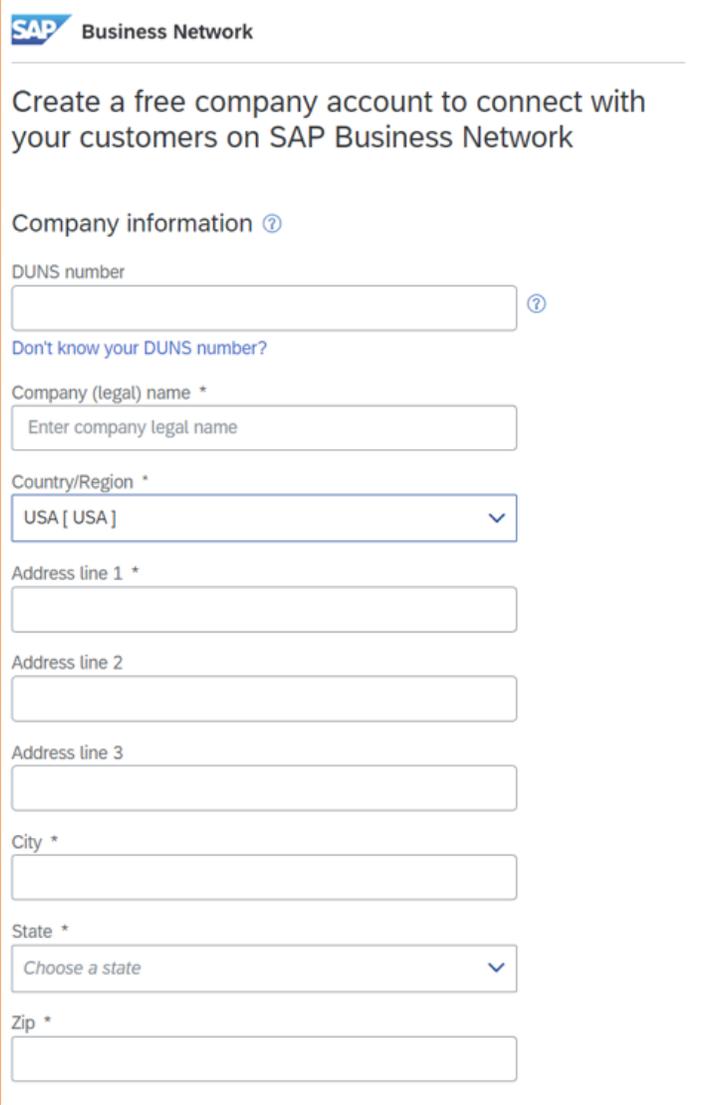
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2. Log in / register in the Ariba Business Network

Register in the Ariba Business Network

Please fill in all mandatory fields. Mandatory fields are marked with an asterisk.

In addition to the fields shown in the screenshot, the administrator account information fields must also be completed. Here you assign a user name and a password with which you can log in to the SAP Business Network in future.



The screenshot shows the 'SAP Business Network' registration page. The header includes the SAP logo and 'Business Network'. The main heading is 'Create a free company account to connect with your customers on SAP Business Network'. Below this is a section titled 'Company information' with a help icon. The form contains several input fields: 'DUNS number' (with a help icon), 'Company (legal) name' (marked with an asterisk), 'Country/Region' (a dropdown menu showing 'USA [USA]'), 'Address line 1' (marked with an asterisk), 'Address line 2', 'Address line 3', 'City' (marked with an asterisk), 'State' (a dropdown menu showing 'Choose a state'), and 'Zip' (marked with an asterisk).

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2. Log in / register in the Ariba Business Network

Register in the Ariba Business Network

After you have registered in the Ariba Business Network, you will receive a success message by e-mail.

The e-mail will also contain your user name (ID) and your account ID.

You can now log in to the Ariba homepage.

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Testlieferant SIT2 Sync is now complete.

Your organization's account ID: **AN1118584** [REDACTED]

Your username: **TestlieferantSIT2** [REDACTED]

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

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)

You can start using Ariba Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.

Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions.

Next Steps:

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3. Answer and submit registration questionnaire

Once you have logged in, you will be taken to the SAP Business Network homepage.

- To access the list of your questionnaires, click on "Business Network" and select "Ariba Proposals & Questionnaires" from the drop-down menu.

The screenshot displays the SAP Business Network homepage for an Enterprise Account. The navigation menu at the top includes: Home, SAP Business Network Discovery, Ariba Proposals & Questionnaires (highlighted with a red box and a circled '3'), Ariba Contract Management, and SAP Business Network. The main dashboard features several key metrics:

- 23 New orders (Last 31 days)
- 46 Orders (Last 31 days)
- 6 Orders with service line (Last 31 days)
- 3 Changed orders (Last 31 days)
- 10 Items to confirm (Last 31 days)
- 5 Mehr (More)

Below the dashboard, there are three widget sections:

- Bestellaufräge** (Orders): Shows a total of €868 K EUR for the last 3 months, accompanied by a line chart.
- Rechnungsfälligkeit** (Accounts Payable): Shows a total of €80.3 K EUR, accompanied by a bar chart.
- Aktivitäten-Feed** (Activity Feed): Lists recent activities, including two 'Bestellauftrag erhalten' (Orders received) entries with dates and amounts (€150.00 EUR and €121.00 EUR).

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3. Answer and submit registration questionnaire

The registration questionnaire is displayed in the following overview.

- 4 Click on "Supplier registration questionnaire" to complete it.

Registration Questionnaires					
Title	ID	End Time ↓	S		
▼ Status: Offen (1)					
Supplier registration questionnaire	Doc1536746991	7/8/2024 14:10	4		

Qualification Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
No items					

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3. Answer and submit registration questionnaire

- 5 Once you have opened the questionnaire, complete all mandatory fields. Attaching a company presentation is optional.
- 6 Once you have completed all the fields, submit your answers by clicking on the "Submit complete answer" button.

Console Doc1621487051 - Supplier registration questionnaire Time remaining: 336 days 01:06:02

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General Information

2 Business Relationship

All Content

1.1 Company Name

1.2 Company Name 2

1.3 Region - Primary region(s) you are providing goods and services to.

United States
 Germany
 Austria
 Switzerland
 China
 Philippines
 Brasil

Show More

Street: House Number:

Street 2:

Street 3:

District:

Postal Code: City:

Country/Region: State:

1.4 Legal Address 1

1.5 Telephone Number (without country code)

1.6 Company Web Site

Indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

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3. Answer and submit registration questionnaire

You will be informed of the approval of your registration questionnaire by e-mail.

After approval, you are successfully registered as a supplier with STIHL.



**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT
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