

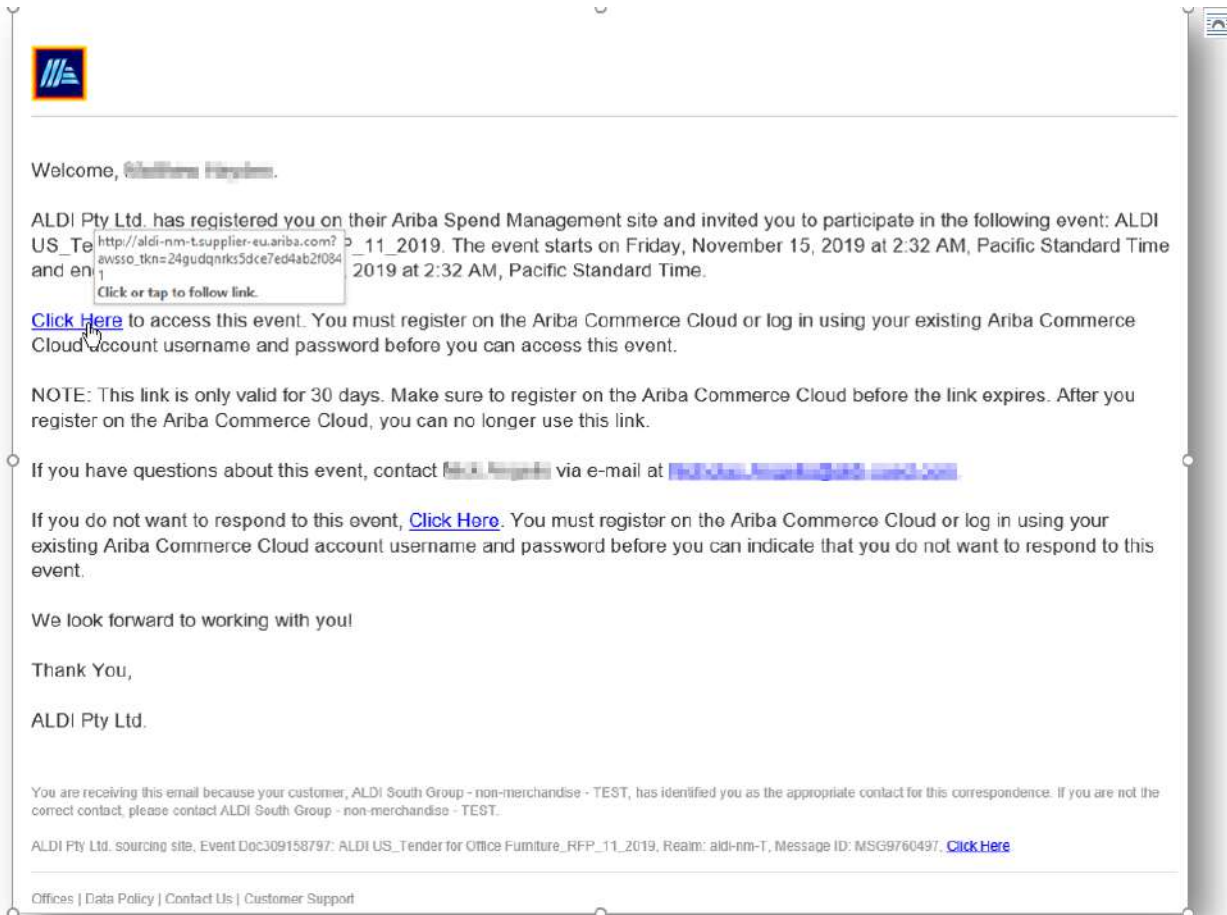
# Walk Through

**SAP Ariba**  **Supplier Registration**



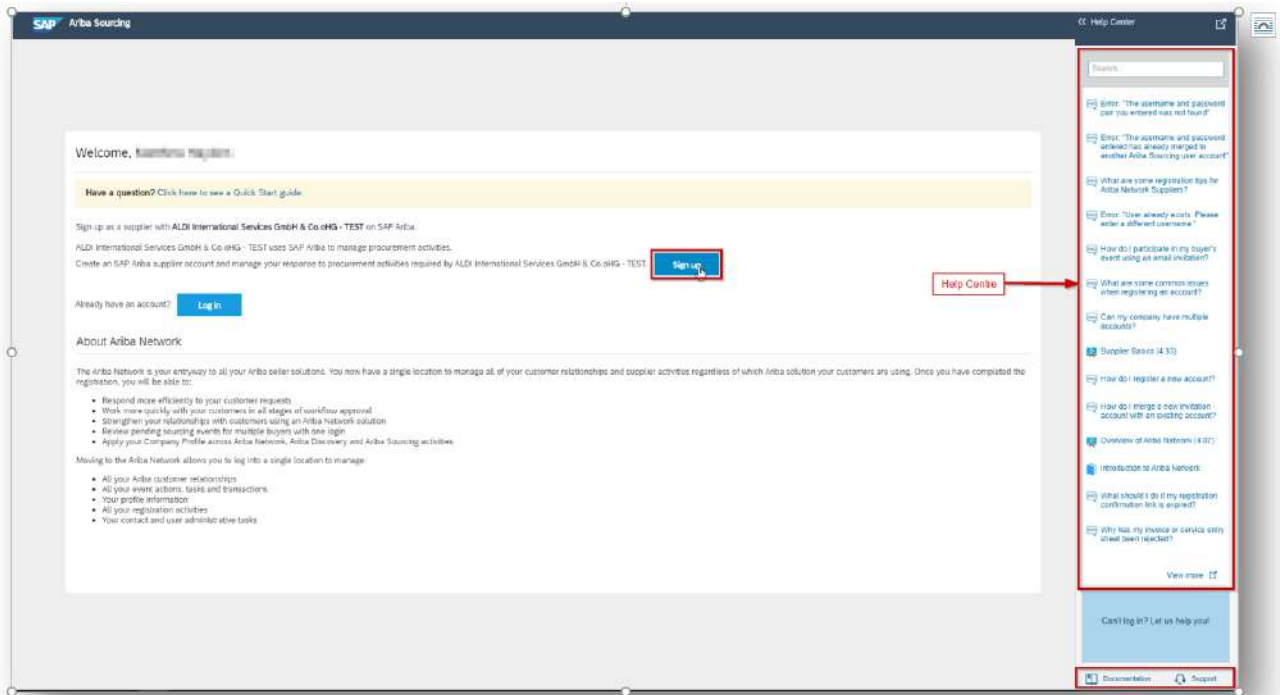
## 1 Registration Email

You should have received an initial registration email (similar to the email below). If not, please check your spam folder. Click on the link (“Click Here to access this event”).



## 2 Logging In

If you already have an account click on “Log in”, otherwise click on “Sign up”. On the right side you find the “Help Centre”, which helps you with problems and gives you guidance.



## 3 Registering Your User Account

Then please enter your company information, enter your user account information and read and accept the “Terms of Use” as well as the “SAP Ariba Privacy Statement” and then click the “Register” button.



Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by ALDI International Services GmbH & Co aHG - TEST.

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

### Company information

\* 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.

= mandatory field

Company Name\*  
Country\*  
Address\*  
City\*  
State\*  
Postal Code\*

### User account information

\* Indicates a required field

SAP Ariba Privacy Statement

Name\*  
Email\*  
 Use my email as my username  
Username\*  
Password\*  
Repeat Password  
Language: English  
Email orders to\*

Must be in email format g.john@ariba.com  
Must contain a minimum 8 characters including letters and numbers.  
The language used when Ariba sends you configurable notifications. This is different than your web ID.  
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.

### Tell us more about your business

Product and Service Categories\*  
Enter Product and Service Categories  
Add -or- Browse  
Air conditioning or ventilatin... Special industrial plants or m...  
Ship-to or Service Locations\*  
Enter Ship-to or Service Location  
Add -or- Browse  
Australia  
ABN Number: Optional  
Enter your 11 digit Australian Business Number (ABN).  
DUNS Number: Optional  
Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "1" 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.

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

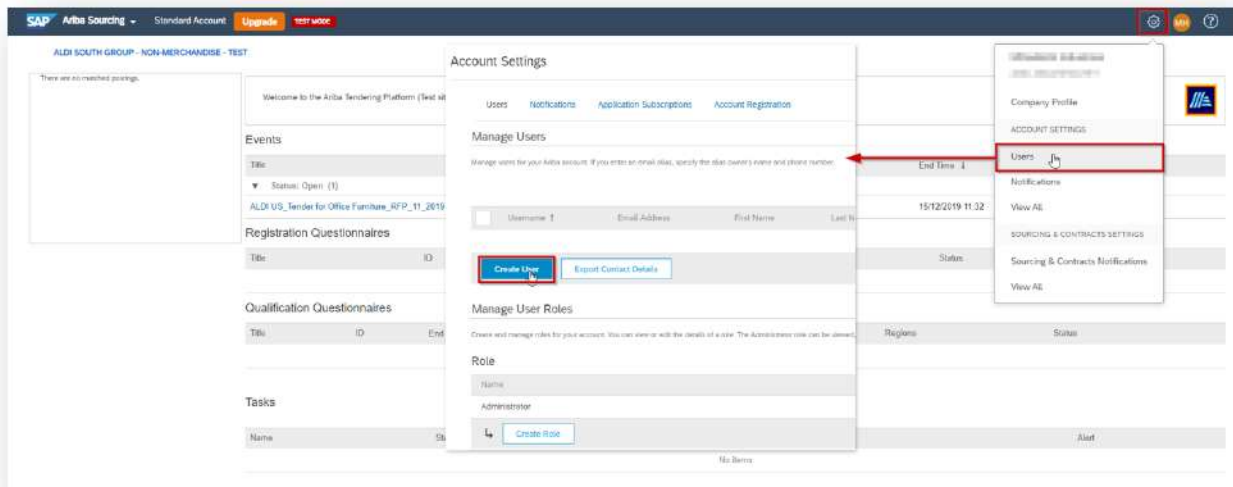
## 4 Activation Link

You will now receive an activation link via email. Please click on the activation link to complete the activation. You can now login to <https://service.ariba.com/Sourcing.aw/>, finalise your company profile, participate in sourcing events and manage your users.

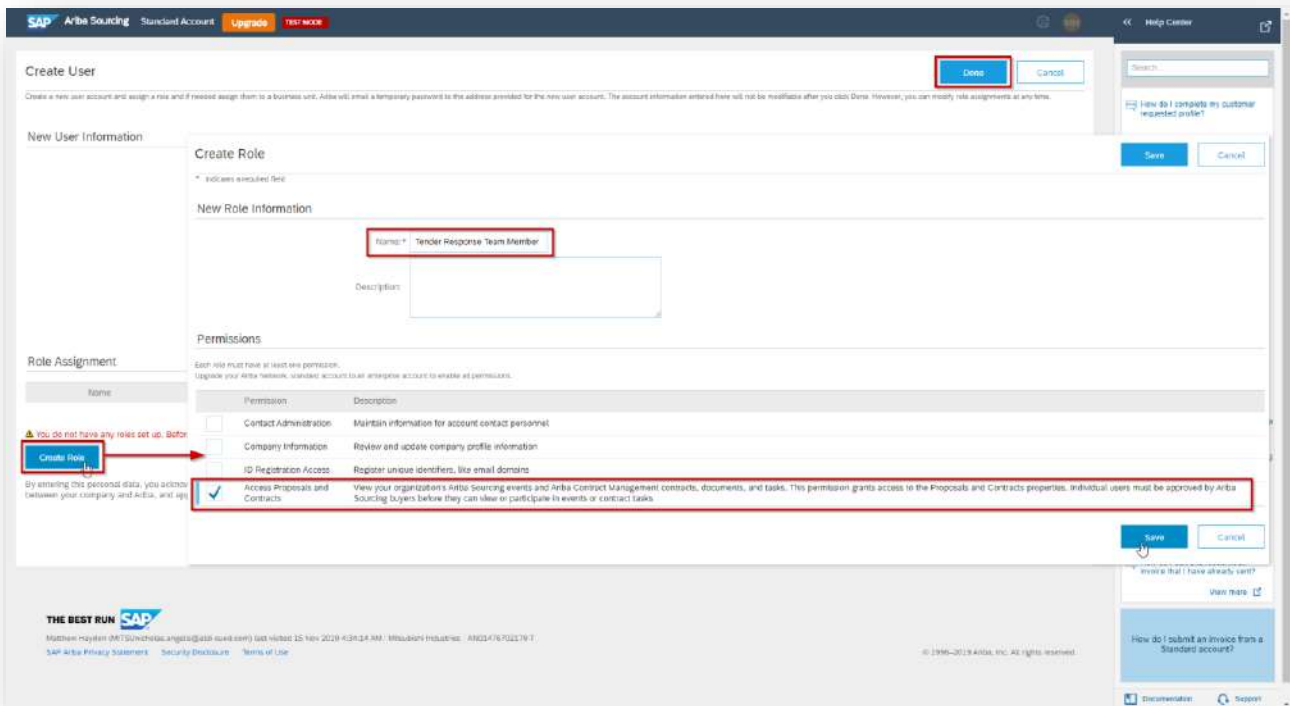
## 5 Creating users for your company

To create users that can access Ariba on behalf of your company, click on the settings button on the top-right corner; click 'Users' and then click 'Create User'.

# Supplier Registration



If you have not created any roles to assign to this user, you will not be able to proceed. To create a role, click 'Create Role'. Name the role (for example 'Tender Response Team Member'), optionally provide a description and ensure that in the 'Permissions' section the permission 'Access Proposals and Contracts' is ticked. If this is not done, the user assigned to this role will not be able to access tenders sent to your company. Once completed, click 'Save'.



The new user can then be created. Once you have entered in the personal details, select the role you just have created and click 'Done'.

# Supplier Registration



SAP Arriba Sourcing Standard Account Upgrade **YOUR WORK** Help Center

### Create User

Create a new user account and assign a role and if needed assign them to a business unit. Arriba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

#### New User Information

Username \*

Email Address \*

First Name \*

Last Name \*

Do not allow the user to resend invoices to the buyer's account. <sup>?</sup>

Limited access <sup>?</sup>

Office Phone: Country  Area  Number

#### Role Assignment

Role	Description
<input checked="" type="checkbox"/>	Tender Response Team Member

By entering this personal data, you acknowledge that you have authorized the transfer of this personal data to Arriba for processing in the Arriba systems (hosted in various data centers globally) in accordance with the SAP Arriba Privacy Statement, the service agreement between your company and Arriba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian Federation.

**Done** Cancel

**THE BEST RUN** **SAP**

Matthew Hayden (M775016) mel.angelis@ald-us-east.com | last updated 15 Nov 2012 4:51:11 AM / Miscellaneous/Invoices...\_AP024767021192-1  
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