



# How To Register with the SAP Ariba Network

*A step by step guide*

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**SAP Ariba  
Tutorials**

[Video Supplier Basics \(4:33\)](#) for information about registering, the dashboard and linking multiple accounts.

[Having Trouble Logging in \(2:03\)](#) to troubleshoot login issues



## How to Register with the SAP Ariba Network

Suppliers can access the City of Edmonton procurement opportunities by creating an SAP Ariba Network Supplier account on SAP Ariba Discovery and registering their account with the City of Edmonton. The following details the required steps to create a SAP Ariba Network Supplier account.

### Step 1: Verify that your Company is not already Registered with SAP Ariba

Each supplier can only have their company registered **once** on the SAP Ariba Network. If your company is already registered with SAP Ariba, your administrator will be able to create additional login information for individual users from your company's account. See the City of Edmonton's [Managing your SAP Ariba Network Supplier Profile](#) guide for further information on adding additional users to the SAP Ariba Network Supplier account.



Registering your company multiple times, thus creating duplicates or triplicates, will cause delays with registration as well as potential issues receiving purchase orders and submitting invoices in the future.

### Step 2: Access SAP Ariba Supplier Network

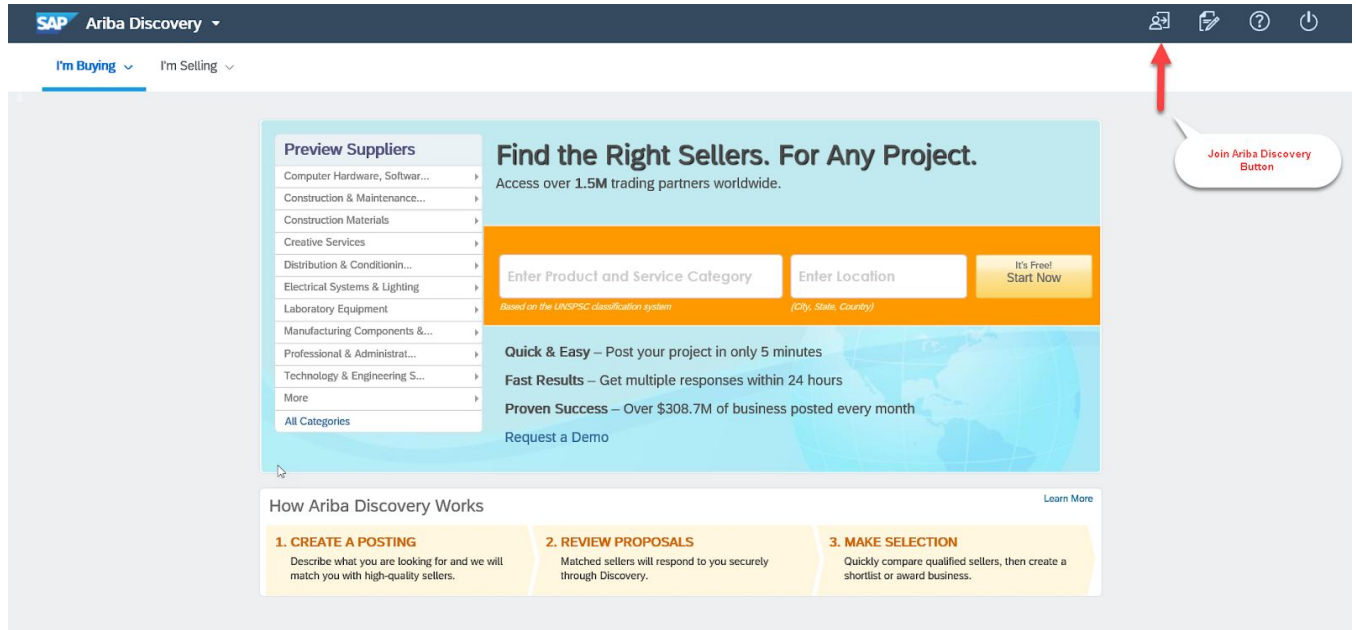
If your company has not already registered with SAP Ariba, navigate to the [SAP Ariba Discovery website](#).

### Step 3: Initiate Account Creation

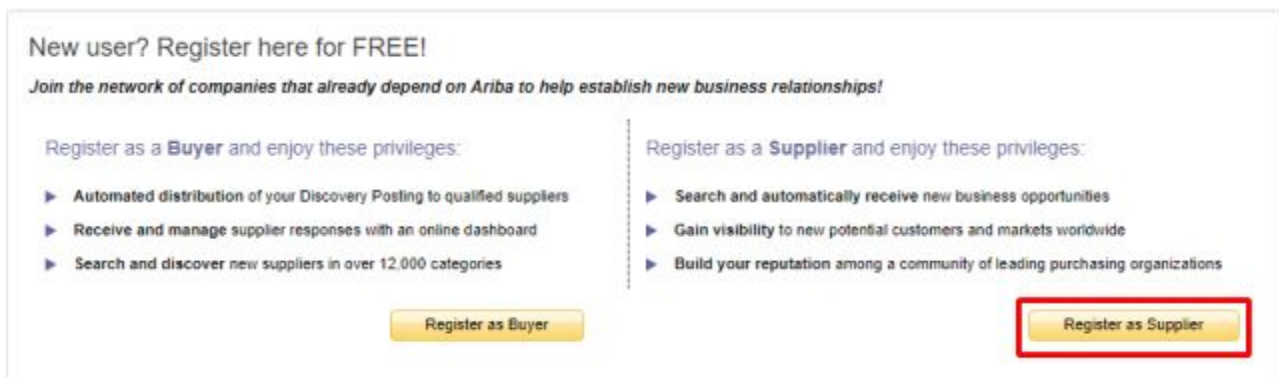
- I. Click the [Join Ariba Discovery](#) button.



# How to Register with the SAP Ariba Network



Now click **Register as Supplier**.



After clicking **Register as Supplier** a new screen with three sections will appear:

II. **Company Information:** In the **Company Information** section, complete the required information.



## How to Register with the SAP Ariba Network

Register

Register

Cancel

### Company information

\* Indicates a required field

Company Name:\*

Country:\*

Address:\*

City:\*

Province:\*

Postal Code:\*

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.

Ariba Network standard account is Free

Already have an account?

[Login](#)



**Strengthen relationships**

Collaborate with your customer on the same secure network.



**Connect faster**



**Note**

Once the **Country** field is selected remaining fields will adjust to represent the address requirement for the specific Country. For example, if the USA is selected the postal code will be replaced with Zip Code and Province will be replaced with State

- III. **User Account Information:** In the **User Account Information** section, complete the required fields.

## How to Register with the SAP Ariba Network

### User account information

\* Indicates a required field

Name: \*

Email: \*

Use my email as my username

Username: \*

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

Must contain a minimum 8 characters including letters and numbers. (i)

Language:  (v)

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

Email orders to: \*

Customers may send you orders through Ariba Network. To

[SAP Ariba Privacy Statement](#)

Exchange documents electronically and streamline communications.



**Reach more customers worldwide**

Sign up with Ariba Discovery and increase sales leads.

[Learn more](#)

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage



**Tip**

It is strongly recommended that you use your email address as your username. This will allow the City and SAP Ariba to better assist you in resolving any account issues.



## How to Register with the SAP Ariba Network

IV. **Complete Business Information:** In the **Tell us More About Your Business Section** complete the following required sections:

- A. Product and Service Categories
- B. Ship-to or Service Locations

### Tell us more about your business

|                                     |   |  |             |
|-------------------------------------|---|--|-------------|
| Product and Service*<br>Categories: | <input type="text" value="Enter Product and Service Categories"/> | <input type="button" value="Add"/>                           | -or- Browse |
| Ship-to or Service*<br>Locations:   | <input type="text" value="Enter Ship-to or Service Location"/>    | <input type="button" value="Add"/>                           | -or- Browse |
| Tax ID:                             | <input type="text" value="Optional"/>                             | Enter your Company Tax ID number.                            |             |
| DUNS Number:                        | <input type="text" value="Optional"/>                             | Enter the nine-digit number issued by Dun & Bradstreet.<br>① |             |

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 Register 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](#)

|   |                                       |
|---|---------------------------------------|
| <input type="button" value="Register"/> | <input type="button" value="Cancel"/> |
|---|---------------------------------------|



## How to Register with the SAP Ariba Network

### Selecting Product and Service Categories

I. To select a Product and Service Category click **Browse**.

Product and Service\* Categories:   -or-

II. In the next screen select the Product and Service Categories that your business provides. Click the **+** sign to add the relevant category.

#### 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 »*

|   |  |   |                                       |
|---|--|---|---------------------------------------|
| Apparel, Luggage & Personal Care >      | Building Construction & Maintenance Services > | Commercial or industrial construction > ✓ | Bridge construction ⊕                 |
| Chemicals >                             | General Building Construction >                | Infrastructure construction > ⊕           | Highway or road paving or surfacing ⊕ |
| Cleaning Supplies >                     | Maintenance Services >                         | Residential construction > ⊕              |                                       |
| Computer Hardware, Software & Telecom > |  |   |                                       |
| Construction & Maintenance Services >   |  |   |                                       |
| Construction Materials >                |  |   |                                       |
| Consumer Electronics >                  |  |   |                                       |

My Selections (1)

Commercial or industrial construction (View)

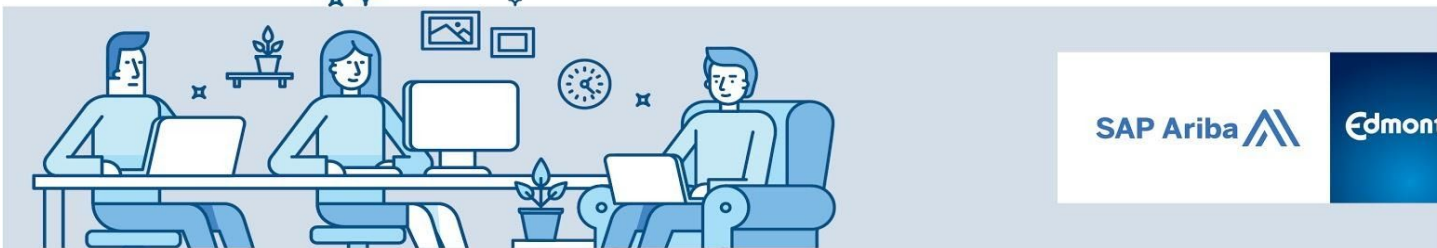
III. Click **OK**.



#### Tips

SAP Ariba Discovery postings are matched to the product and service categories selected. Your organization will receive notifications of potential opportunities to bid based on these categories.

Choose broader categories rather than the exact products or services by name to ensure that you gain exposure to more opportunities. If the products or services that you offer can be classified in multiple ways, select all possible categories to ensure better matches.



## How to Register with the SAP Ariba Network

### Selecting Ship-to and/or Service Locations

I. To select Ship-to or Service Locations click **Browse**.

Ship-to or Service\* Locations:   -or-

II. In the next screen select the Ship-to or Service Locations which represent the geographic locations that your company provides products or services in. Click the ⊕ sign to add the selected location.

#### 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.

|                   |                             |                         |
|-------------------|-----------------------------|-------------------------|
| North America >   | United States > ⊕           | Alberta ✓               |
| Central America > | Bermuda ⊕                   | British Columbia ⊕      |
| South America >   | Canada > ⊕                  | Manitoba ⊕              |
| The Caribbean >   | Greenland ⊕                 | New Brunswick ⊕         |
| Northern Europe > | Mexico > ⊕                  | Newfoundland ⊕          |
| Western Europe >  | Saint Pierre and Miquelon ⊕ | Northwest Territories ⊕ |
| Eastern Europe >  | All of the above ⊕          | Nova Scotia ⊕           |
| Central Europe >  |                             | Alberta ⊕               |

My Selections (1)

📍 Alberta (Canada) Remove

**Tips**

Choose *Edmonton - Alberta* or *Alberta* as a Ship-to or Service Location to ensure that you receive City of Edmonton notifications.





Once your Company Information, User Account Information, and Business Information sections have been completed, review the SAP Ariba Terms of Use and Privacy Statement. Then check the “***I have read...***” check boxes.

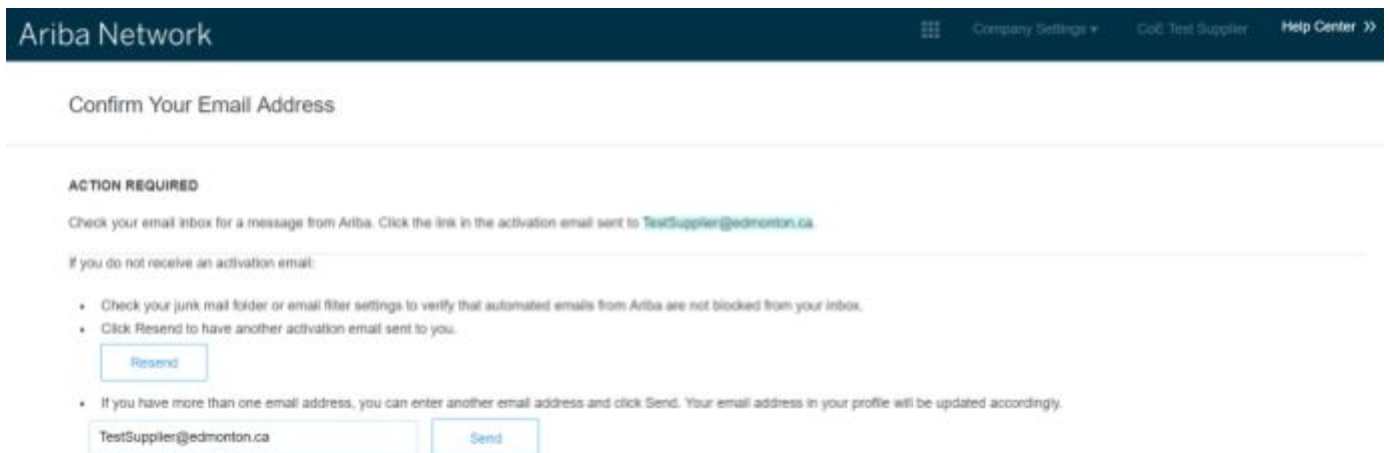
- I have read and agree to the Terms of Use
- I have read and agree to the SAP Ariba Privacy Statement

To complete the registration process, click on the **Register** button.

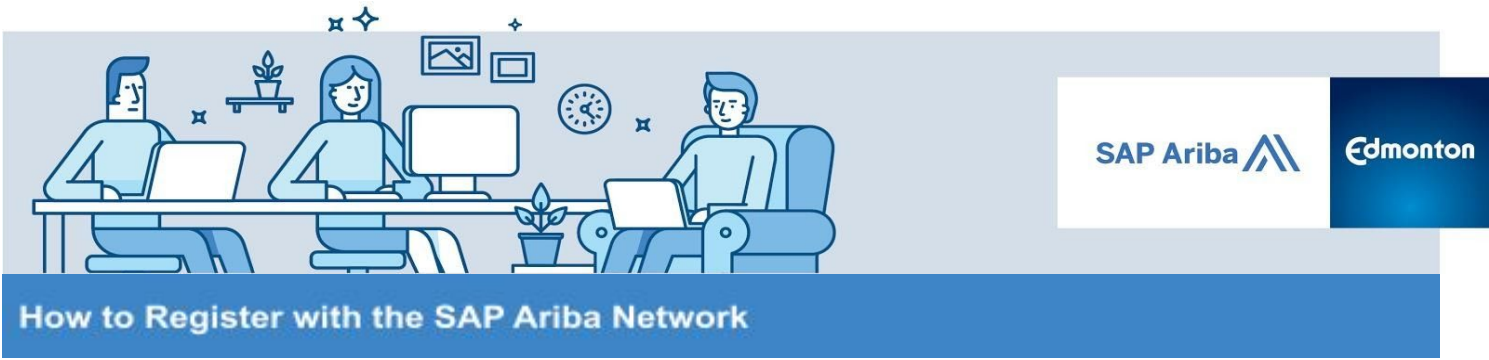
## Step 4: Confirm your Contact Information

Confirming your email address is the last step in creating an SAP Ariba Network Supplier account.

I. After clicking the **Register** button, the following screen will appear.

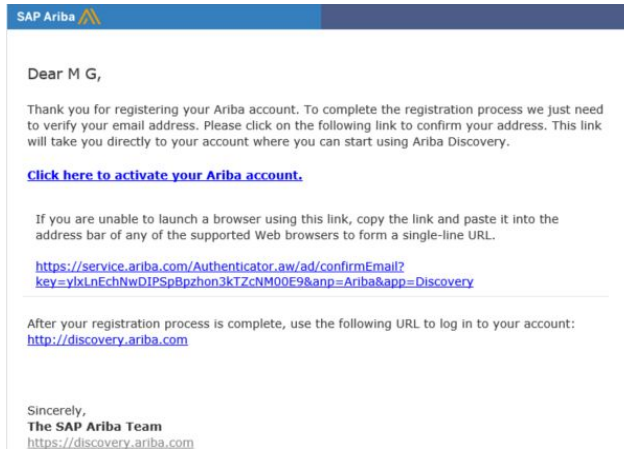


II. SAP Ariba sends a confirmation email to the contact information provided. Login to the email account provided, find the new message and follow the instructions to confirm the email address.



## How to Register with the SAP Ariba Network

The email will look similar to the following:



### Step 5: Verify the Account Setup

After clicking the [Click here to activate your Ariba account](#) the following screen will appear. You may choose to complete you Company Profile information at a later date.

