How To Register with the SAP Ariba Network

_A step by step guide_

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

Step 2: Access SAP Ariba Supplier Network

Step 3: Initiate Account Creation
   - Selecting Product and Service Categories
   - Selecting Ship-to and/or Service Locations

Step 4: Confirm your Contact Information

Step 5: Verify the Account Setup

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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
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**

1. Click the Join Ariba Discovery button.
Now click **Register as Supplier**.

New user? Register here for FREE!

*Join the network of companies that already depend on Ariba to help establish new business relationships!*

Register as a **Buyer** and enjoy these privileges:
- Automated distribution of your Discovery Posting to qualified suppliers
- Receive and manage supplier responses with an online dashboard
- Search and discover new suppliers in over 12,000 categories

Register as a **Supplier** and enjoy these privileges:
- Search and automatically receive new business opportunities
- Gain visibility to new potential customers and markets worldwide
- Build your reputation among a community of leading purchasing organizations

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.
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.
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.

Tip
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**

<table>
<thead>
<tr>
<th>Product and Service Categories</th>
<th>Enter Product and Service Categories</th>
<th>Add</th>
<th>-or- Browse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship-to or Service Locations</td>
<td>Enter Ship-to or Service Location</td>
<td>Add</td>
<td>-or- Browse</td>
</tr>
<tr>
<td>Tax ID:</td>
<td>Optional</td>
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</tr>
<tr>
<td>DUNS Number:</td>
<td>Optional</td>
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</tbody>
</table>

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

[Register] [Cancel]
Selecting Product and Service Categories

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

II. In the next screen select the Product and Service Categories that your business provides. Click the \(\oplus\) sign to add the relevant category.

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.
Selecting Ship-to and/or Service Locations

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

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.

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

**Tips**
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.

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.
The email will look similar to the following:

Dear M G,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Discovery.

[Click here to activate your Ariba account]

https://service.ariba.com/Activator.aw/ad/confirm?email=mg@example.com

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

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**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 your Company Profile information at a later date.