

# How To Register with the SAP Ariba Network

*A step by step guide*

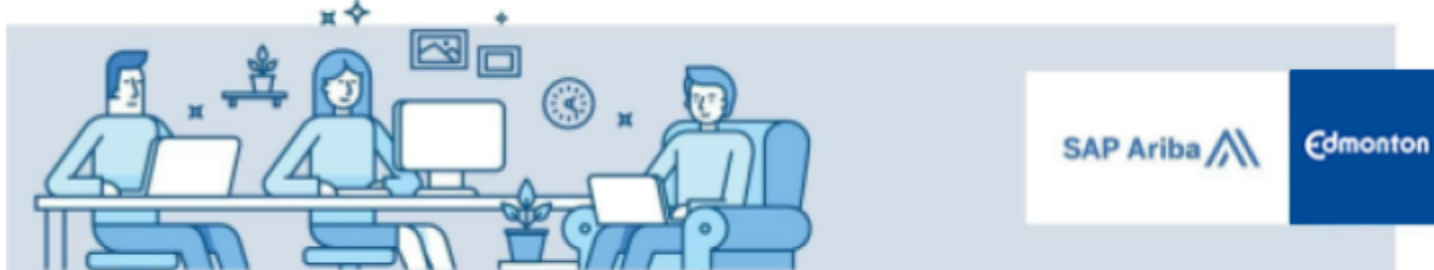
<b>Step 1: Verify that your Company is not already Registered with SAP Ariba</b>	<b>2</b>
<b>Step 2: Access SAP Ariba Supplier Network</b>	<b>2</b>
<b>Step 3: Initiate Account Creation</b>	<b>2</b>
<b>Step 4: Confirm your Contact Information</b>	<b>6</b>
<b>Step 5. Selecting Product and Service Categories</b>	<b>7</b>
<b>Step 6. Selecting Ship-to and/or Service Locations</b>	<b>11</b>



**SAP Ariba  
Tutorials**

[Video Supplier Basics \(4:31\)](#) for information about registering an account on SAP Ariba Business Network.

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



## Guide - 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 Business Network Discovery. The following details are the required steps to create a SAP Ariba Network Supplier account.

Note that if you are new to the SAP Ariba network, your profile may need to be approved by the City of Edmonton before you are able to respond to an opportunity. If you need assistance with your account approval, please email [suppliermanagement@edmonton.ca](mailto:suppliermanagement@edmonton.ca).

### 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. Also, if your company has multiple locations with the same GST number, you must decide who the account administrator will be as SAP can only have a relationship with one account. From there POs will identify the location they are ordering from on the PO header section.

### Step 2: Access SAP Ariba Supplier Network

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

### Step 3: Initiate Account Creation

3. 1. Click [Register as Supplier](#).

New user? Register here for FREE!

Join the network of companies that already depend on SAP Business Network 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

Register as Buyer

Register as Supplier



## Guide - How to Register with the SAP Ariba Network

3. 2. Complete the required information.

### Company information ?

DUNS number ?

[Don't know your DUNS number?](#)

Company (legal) name \*

Country/Region \*

 ▼

Address line 1 \*

Address line 2


Address line 3

City \*

Province \*

 ▼

Postal code \*

 **Note** Once the **Country** field is selected, remaining fields will adjust to represent the address requirement for the specific Country. For example, once CAN is selected, Province options and postal code fields will be available.



## Guide - How to Register with the SAP Ariba Network

### Administrator account information [?](#)

First name \*  Last name \*


Email \*

Use my email as my username


Password \*  Repeat password \*

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Create account**

 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.



Guide - How to Register with the SAP Ariba Network

3.3. Click on **Continue account creation**

**SAP Business Network**


Create a free company account to connect with your customers on SAP Business Network

We found existing accounts based on the information you entered. Please review.

[Review accounts](#)

or

[Continue account creation](#)

 Click on the "Review Accounts" to see if the existing accounts generated based on the information you entered are matching with your own account. If not, continue with your account creation.



## Step 4: Confirm your Contact Information

# Please confirm your email address

Check your email at [oooye@myyahoo.com](mailto:oooye@myyahoo.com) and follow the steps in the email to confirm your email address in the next **72 hours**.

> If you did not receive the email:

Login to the email account provided, find the new message and follow the instructions to confirm the email address. The email would be sent from [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

**Link expires:** Thursday, Jan 11, 2024, 01:33 PM PST

If the link expired, login to [discovery.ariba.com](https://discovery.ariba.com) and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=o5a0338ifqedoU7oBpPq5Mn9OGprASWe&anp=Ariba&app=Discovery>

Sincerely, SAP Business Network team



## Guide - How to Register with the SAP Ariba Network

### Step 5. Selecting Product and Service Categories

5. 1. Click [Browse](#)

Product and Service\* Categories:   -or-

5. 2. Click on the appropriate category at the left corner until you identify the most relevant product(s) and service(s), then click [Add](#) and click [OK](#).

**Product and Service Category Selection**

Search **Browse**

Click the product and service category you want to add and click Add. 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**

Agricultural & Fishing Machinery	<b>Building Construction &amp; Maintenance Services</b>	Commercial or industrial construction	<input type="button" value="Add"/>	Bridge construction	<input type="button" value="Add"/>
Agricultural & Fishing Services	General Building Construction	Infrastructure construction	<input type="button" value="Add"/>	Highway or road paving or surfacing	<input type="button" value="Add"/>
Apparel, Luggage & Personal Care	Maintenance Services	Residential construction	<input type="button" value="Add"/>		
Chemicals					
Cleaning Supplies					
Computer Hardware, Software & Telecom					
<b>Construction &amp; Maintenance Services</b>					
Construction Materials					

Didn't find what you were looking for? [Try Search >](#)

**My Selections:**  
You have selected: 2

- Commercial or industrial construction ([View](#))
- Infrastructure construction ([View](#))



SAP Business Network 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.





## Guide - How to Register with the SAP Ariba Network

### Step 6. Selecting Ship-to and/or Service Locations

6. 1. Click **Browse**.

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

6. 2. Select the appropriate geographical location that your company serves, click **Add** to select the specific locations and click **OK**

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

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

**My Selections:**    
You have selected: 1



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





**Guide - How to Register with the SAP Ariba Network**

6.3. Confirm you selected the appropriate options and click **Submit**

## Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

**Product and Service Categories**

Enter Product and Service Categories  -or- [Browse](#)

Commercial or industrial const... X Infrastructure construction X

**Ship-to or Service Locations**

Enter Ship-to or Service Location  -or- [Browse](#)

Alberta - Canada X

[Log out](#)