

Ariba Supplier Guide

Supplier Registration

August 2018

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Target audience

- Auckland Council and CCOs use Ariba to manage tenders and contracts records.
- If you are an existing supplier with a contract in place with Auckland Council and CCOs, or you are intended to participant tender events, you will need to register on Ariba.
- Registering with the Ariba network is free.

A few things before we start

- Check whether your organisation has already registered with Auckland Council in Ariba
- Consider who should be your Ariba account admin. Because Auckland Council uses Ariba for tender and contract activities, you might want to have your tender manager/tender coordinator manage your Ariba account.
- Set aside 20 minutes to complete you registration
- Use the Ariba Help Center if you have any questions on the registration process. The Help Center is located on the top right corner of the Ariba page.

Let's get started

1. Go to the Auckland Council website and search 'Working with Council'
2. Select 'Our tendering process'

<https://www.aucklandcouncil.govt.nz/about-auckland-council/working-with-us/Pages/our-tendering-process.aspx>

3. Click the link through to SAP Ariba



Search Auckland Council



Menu

[Home](#) > [About Auckland Council](#) > [Working with us](#) > [Our tendering process](#)

Our tendering process

Ā mātou tikanga whakahaere tono hoko

Tendering process steps

1. Register to SAP Ariba and Government Electronic Tenders Service (GETS)

Create an account in [SAP Ariba](#) and complete the online profile. If you are interested in our open tendering opportunities, you should also register on [GETS](#) and select the type of notifications you want to receive.

2. Read and respond to tender

The tender content in SAP Ariba will provide all information about the contract and the required format of the response. You can also ask questions and seek clarification if necessary.

Let's get started – Important Note

1. You must use the link listed in the Auckland Council website to access Ariba registration or login page.
2. This is the **only** channel to create a connection between your supplier account and Auckland Council's buyer account in Ariba. So your account will be visible to Auckland Council.
3. If you have an existing Ariba account, you would still need to log in via that link to see council questionnaire.



[Home](#) > [About Auckland Council](#) > [Working with us](#) > [Our tendering process](#)

Our tendering process

Ā mātou tikanga whakahaere tono hoko

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If your company already has an Ariba account, please click Login.
Once you have logged in, you need to complete and submit the Auckland Council questionnaire.

If you are new to Ariba, please complete your company and user account information and accept the terms of use

Register

To do business with Auckland Council on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in:

Login

Company information

Company Name:*

Country: United States [USA]

Address:*

Line 1

Line 2

Line 3

City:*

State: Alabama

Zip:*

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.

* Indicates a required field

User account information

Name: First Name Last Name

Email:*

☒ Use my email as my username

Username:*

Password: Enter Password

Ariba Privacy Statement

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

Must contain a minimum 8 characters including letters and numbers.

* Indicates a required field



Register

Cancel

Ariba Network light account is Free

Already have an account?

Login



Strengthen relationships

Collaborate with your customer on the same secure network.



Connect faster

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 customer orders on the go.

Search...

"The username and password pair you entered was not found"

"The username and password entered has already merged to another Ariba Sourcing user account"

How do I complete registration if my "username" already exists?

What are some common issues when registering an account?

How do I participate in my buyer's event using an email invitation?

Supplier Basics (4:33)

Can my company have multiple accounts?

How do I register a new account?

How to register as a supplier on Ariba Network

Overview of Ariba Network (4:07)

Introduction to Ariba Network

Training sessions with live Q&A

How do I merge a new invitation

[View more](#)

Can't log in? Let us help you!

Terms of use – New account only

- Read the terms of use and privacy statement and click the check box if you agree.
- Click 'Register'

User account information

* Indicates a required field

Name:*	First Name	Last Name
Email:*		
	☒ Use my email as my username	
Username:*		
Password:*	Enter Password	
	Repeat Password	
Language:	English ▼	
Email orders to:*		

Ariba Privacy Statement

Must be in email format(e.g john@newco.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 b...

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.

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 customer orders on the go.

Tell us more about your business ►

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](#) and the [Ariba Privacy Statement](#)

Register

Cancel

Activate Ariba account – New account only

- Check your email, you will have received an email from Ariba containing a link for you to activate your Ariba account.



Dear Test Test,

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 and complete all required profile fields of your company profile as specified by Auckland Council.

[Click here to activate your Ariba account.](#)

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

[https://service-2.ariba.com/Authenticator.aw/ad/confirmEmail?
key=MbufwJcUGzKpB1GGM8UA3jSbeW9fl6TH&anp=Ariba&app=Sourcing](https://service-2.ariba.com/Authenticator.aw/ad/confirmEmail?key=MbufwJcUGzKpB1GGM8UA3jSbeW9fl6TH&anp=Ariba&app=Sourcing)

After your registration process is complete, use the following URL to log in to your account:

<http://proposals.seller.ariba.com>

Sincerely,
The SAP Ariba Team
<https://discovery.ariba.com>

Once the account is activated, you will receive another email with your Ariba ID – New account only

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Test is now complete.

Your organization's account ID: **AN01401755738**

Your username: Test1@ac.nz

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

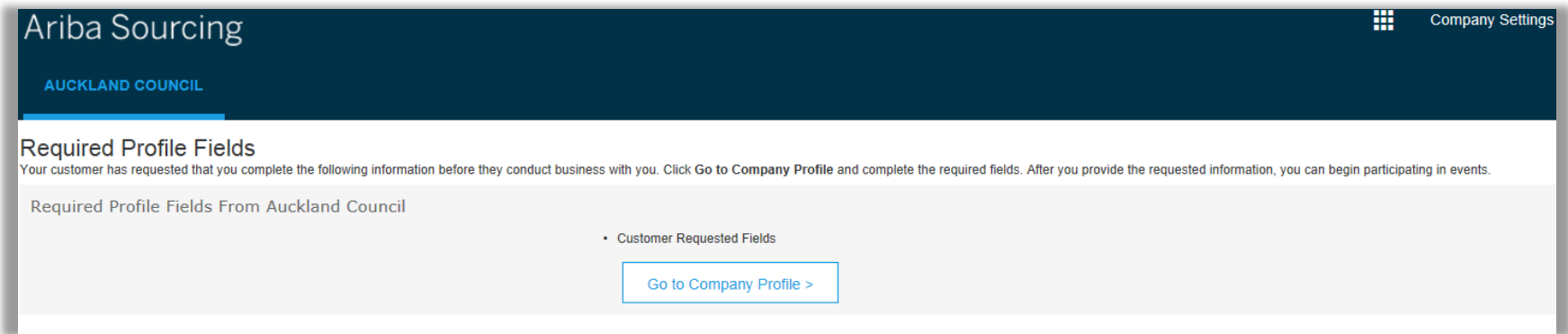
If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

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.

Continue with your registration – New account only

- Login to <http://supplier.ariba.com>
- Click 'Go to Company Profile'



Company Profile Information – New account only

- Your profile does not need to be 100% complete. Only a few of the Ariba Network questions are mandatory
- To complete the mandatory questions select the Basic tab
 - *Product and Service Category* and *Location* are mandatory
 - *Tax ID* and *DUNS* fields are optional

Ariba Sourcing

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
Auckland Council	Incomplete

- Once you have completed the basic information, you can see the Customer Requested tab.

Auckland Council Specific Questions – New account and existing account

- Go to Customer Requested tab
- Click on 'Auckland Council'

Ariba Sourcing

Company Profile

Basic (3)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Customer Requested

Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
Auckland Council	Incomplete

Auckland Council Specific Questions

- Complete all questions marked with *
- If the question does not apply, select 'No'
- You can always go back to update the information

Auckland Council Requested Profile
* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

[Save as Draft](#) [Submit](#)

Changes you make below may be subject to approval before they are accepted.

Question

▼ 1 Entity Information

1.1 Select the applicable register for your organisation * Unspecified ▼

1.2 Registration number, if applicable

1.3 Is the organisation GST registered in NZ? * Unspecified ▼

▼ 2 Insurance Details

2.1 Insurance Details * Unspecified ▼

▼ 3 Health and Safety

3.1 Do you hold current Auckland Council qualification status? * Unspecified ▼

3.3 Do you hold AS/NZS 4801? If so, please provide the information in the "Details" area. * Unspecified ▼

3.4 Do you hold OHSAS 18001? If so, please provide the information in the "Details" area. * Unspecified ▼

[Save as Draft](#) [Submit](#)

[Feedback](#)

Auckland Council Specific Questions - Insurance

- To complete the insurance related questions you will need your insurance certificate, make sure you have a scanned copy to upload

Auckland Council Requested Profile

2.2 Do you have Public Liability insurance? If so, please provide the information in the "Details" area.

Certificate Type:

Issuer:

Year of publication:

Certificate Number:

Certificate Location:

Effective Date:

Expiration Date:

Attachment:

Or drop file here

Description:

Click 'Submit' once completed

- We can now see and approve your organisation as a registered supplier
- You can come back to this questionnaire and update information as required

Auckland Council Requested Profile
* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Saved as draft by Procurement Systems at 03/10/2017 09:49

[Save as Draft](#) [Submit](#)

Changes you make below may be subject to approval before they are accepted.

Question

▼ 1 Entity Information

1.1 Select the applicable register for your organisation * Others ▼

1.2 Registration number, if applicable

1.3 Is the organisation GST registered in NZ? * No ▼

▼ 2 Insurance Details

2.1 Insurance Details * No ▼

▼ 3 Health and Safety

3.1 Do you hold current Auckland Council qualification status? * No ▼

3.3 Do you hold AS/NZS 4801? If so, please provide the information in the "Details" area. * No ▼

3.4 Do you hold OHSAS 18001? If so, please provide the information in the "Details" area. * No ▼

[Save as Draft](#) [Submit](#)

Feedback

For help and support

- The Ariba Help Centre is available on the top right of the screen.

The screenshot shows the SAP Ariba Supplier Login interface. The top header includes the SAP Ariba logo, the text 'Orders & Invoices Powered by Ariba Network', and a grid icon. The main content area is dark blue with the text 'Supplier Login' and input fields for 'User Name' and 'Password'. A 'Login' button is present, along with a link for 'Having trouble logging in?'. Below this is a section for 'New to Ariba?' with links to 'Register Now' and 'Learn More'. On the right, a promotional banner for 'SAP Ariba Makes Commerce Faster, with Fewer Errors' features a video of Jeremie Chauvin and a 'Learn More' button. A sidebar on the right, titled '<< Help Center', contains a search bar and a list of FAQ topics: 'How do I participate in my buyer's event using an email invitation?', 'Can my company have multiple accounts?', 'Supplier Basics (4:33)', 'How do I register a new account?', 'What browser versions are certified for SAP Ariba cloud solutions?', and 'Why did the link in the password reset email expire?'. A 'View more' link is at the bottom of the FAQ list. Below the sidebar is a light blue box with the text 'Can't log in? Let us help you!'. The footer includes links for 'Documentation' and 'Support', and the 'Council' logo with the text 'Te Kaunihera o Tamaki Makaurau'.

SAP Ariba Orders & Invoices Powered by Ariba Network

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

SAP Ariba Makes Commerce Faster, with Fewer Errors

Jeremie Chauvin, Project Manager, shares the ways SAP Ariba can help your business.

Learn More

<< Help Center

Search...

- FAQ How do I participate in my buyer's event using an email invitation?
- FAQ Can my company have multiple accounts?
- Supplier Basics (4:33)
- FAQ How do I register a new account?
- FAQ What browser versions are certified for SAP Ariba cloud solutions?
- FAQ Why did the link in the password reset email expire?

View more

Can't log in? Let us help you!

Documentation Support

Council
Te Kaunihera o Tamaki Makaurau

For help and support

- For further support click on 'Support' at the bottom of the Help Center panel. A new screen will open and you can see related articles, or you can get help by email or phone.

