Ariba Sourcing Getting Started Guide for Suppliers

What is the Ariba Commerce Cloud?

The Ariba Commerce Cloud is your entry point to all of your seller solutions with Ariba. Rather than managing multiple login IDs for multiple customers' sites, you will have one login and one account. This means fewer passwords to remember, easier user maintenance for your company, and a unified profile for your organization.

What this means is that even though you may have previously registered on another customer's Ariba Sourcing site in the past, or, you may already be enabled on the Ariba Network, *registering on the Ariba Commerce Cloud is required*. The registration process only takes a few moments with a simple one page registration.

Ariba Commerce Cloud Profiles

As part of the registration process, you will complete a company profile. Ariba Commerce Cloud profiles include company account and configuration settings, company profile information, and user information. Ariba Commerce Cloud profiles allow you to maintain a single company profile, from one account, for all your customer relationships.



How to register on the Ariba Commerce Cloud for the first time prior to participating in a University of Washington competitive bidding event:

1. Open a browser window and enter the following url: <u>uw.supplier.ariba.com</u>

Ariba displays the Login page:

ARIBA SOURCING	Registration lin	
Enter Username Enter Password Log In Forgot Usernar Forgot Passwo Register as a New Supplier	Engage with More Become an Advantage Seller. Respond to unlimited business opportunities Premium profile with logo and marketing materials	2 Buyers. Now –20% off SUBSCRIBE NOW
Need help? See <u>Quick Start</u> you don't see the reg	Priority listing in search results	ARIBA DISCOVERY*

 Click *Register as a New Supplier* link. IMPORTANT: The option to click the button "Register as a New Supplier" may move depending on your browser. Please check the alternate location in the image above.

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Þ	Ariba displays the Ariba Commerce Cloud Registration page:	

	If you already have an Ariba Co	ommerce Cloud account	; click here to log in: Login	
Enter basic company informatio	n			
* Indicates a required field				
Company	Name *			
Co	untry * United States [USA]	-	If your company has more than one office, enter the main office address. You can	
Ad	dress * Line 1		enter more addresses such as your shipping address, billing address or other addresses later in your company profile.	
	Line 2			
	Line 3			
	State * Alabama	•		
	Zip *			
Commo	dities * Add Commodities			
Sales Terri	tories * Add Sales Territorie	es ()		
т	ax ID Optional		Enter your nine-digit Company Tax ID number.	
DUNS Nu	optional		Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS	
* Indicates a required field	Name * First Name Email *	Last Name	Ariba Privacy Statement	
	Use my email as my	username		
User	name *		Must be in email format(e.g john@newco.com) ()	
Pass	word * Enter Password		Must contain a minimum 8 characters including letters and numbers. (1)	
	Repeat Password			
Secret Que	estion * In what city was your m	nother born?	In case you forget your password, you can retrieve your password by using your security question.	
	Repeat Your Answer			
	upper Frank		The language used when Ariba sends you configurable polifications. This is different	
Lang			the inguige date which which which are by the conjugates inducations in its admitted than your web provises its language setting, which controls the user interface and actions you initiate there. If you are the account administrator, then the preferred language setting also controls the section headings and field labels on purchase orders routed through Email or Fax.	
By clicking the Continue button you expressly	agree and understand that your on acy Statement. You have the right	data entered into this sy t to access and modify y	stem may be transferred outside the European Union or other jurisdiction where you are our personal data from within the application or by contacting Ariba, Inc., as set forth in	
olicy.				

- 3. Enter your basic company information and your user account information. Keep in mind:
 - a. The **Commodities** and **Sales Territories** fields are required to in order to complete registration. However, you can change these values at any time in your Company Profile.
 - b. The **Tax ID** and **DUNS Number** fields are optional and can also be updated at any time in your Company Profile.
 - c. The person whose name is entered in the user account information section becomes the account administrator automatically. Account administrators can transfer the Administrator role to another user later.
- 4. Read the Terms of Use Agreement and *click the check box if you agree* to the terms.
- 5. Click **Continue**.

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Ariba displays the action required page. An activation email is sent to registration email address.

0 HY1 LEADS PROPOSALS CONTRACTS ORDERS & INVOICES	Hel
A RIBA SOURCING	
Action Required: Check your email inbox for message from Ariba	W
An email has been sent to morriv@uw.edu. Click on Activate link in the email to activate account and complete the University of Washington - TEST requested profile.	
If you do not receive an activation email:	
Check your junk mail folder or email filter settings to verify automated emails from Ariba are not blocked from your Inbox.	
 Click Reserve to have another activation emails sent to you. Reserve If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly. 	
morriv@uw.edu Send	

6. Check your email inbox for a message from the *Ariba Commerce Cloud*:

			Search Inbox (Ctrl+E)		,
! \$2 B	0 From	Received	Subject	Size	Ca 🕅
⊿ Dat	e: Today				
	Ariba Commerce Cloud	Fri 8/23/2013 12:40 PM	Action Required: Activate your acc	20 KB	Ŷ
	Ø Donna Ickman	Fri 8/23/2013 12:33	Procurement Services / Financial Acc.	. 1 MB	Ÿ
	Michelle Schrader	Fri 8/23/2013 12:24 PM	Articulate Storyline software	16 KB	Ÿ
4	Pramilla Chand	Fri 8/23/2013 12:12 PM	Automatic reply: The Nebula Trainin	. 12 KB	Ÿ
	UW Canvas	Fri 8/23/2013 11:51 AM	Course Invitation	17 KB	Ÿ
<u> </u>	Donna Ickman	Fri 8/23/2013 11:15 AM	Draview of this week's newsletter	138 KR	12

7. Open the email and view the message. A sample message is shown on the next page.

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Below is an example of the Ariba Commerce Cloud account activation message:



8. Click Click here to activate your Ariba Commerce Cloud account.

Ariba displays the account activation confirmation page:					
Your Ariba Commerce Cloud account is now active. University of Washington - TEST requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the additional profile information before you can access and participate in University of Washington - TEST events.					
University of Washington 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. Click Discard Draft to clear all the changes you have made and display the last values you successfully submitted to your customer.					
Status: Submitted by Anita Cook at 08/26/2013 05:30 PM					
✓ You have successfully submitted changes to your customer.					
Question					
▼ 1 Company Information					
1.2 Corporate (parent company) annual revenue \$100,000.00 USD					
▼ 3 Capability Information					
3.2 Are you QS Certified? QS 9000 Certified 💌 🛠					
3.3 Attach QS certificate 🔹 👜 SourceDocumentLinksRules.docx Update file Delete file 🗘					

Discard Draft Save as Draft Submit

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- 9. Enter information into the University of Washington Requested Profile. 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 them to UW. Click Discard Draft to discard all the changes changes you have made and display the last values you successfully submitted to UW.
- 10. When you are finished, click the "X" in the upper right hand corner to close.

⇒

Ariba displays your Company Profile Page, including the Public Profile Completeness bar, which describes how much information is available to buyers searching for similar suppliers in the Ariba Commerce Cloud:

ARIBA SOURCING	Test Node	Gadgets R-Us - Av01012894995-7
Company Profile Basic (3) Business (2) Marketir	ng (3) Contacts Certifications (1) Customer Requested	Save (^h) Save
* Indicates a required field		Public Profile Completeness
Sourcing Customer List	Customer Requested Profile Information	Short Description website
University of Washington	Complete	Annual Revenue Certifications OU-V-S Number Business Type Industries Company Description Company Logo
		Share Your Public Profile Click here to get your Ariba badge. KIND US ON ARIBA
		View Public Profile Profile Visibility Settings

11. You can enter more information or click *Save* to save your Company Profile.

Ariba displays a message page stating that your profile has been submitted to the University of Washington and is pending approval:



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12. Monitor your email for the registration approval message. An example message is included here:



How to access sourcing events when responding to an email invitation from UW:

1. Click the *Click Here* link in the email as pictured below:



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2. Login with your Ariba Commerce Cloud username and password.



Ariba displays the University of Washington Spend Management site Welcome page. It contains a list of events to which you have been invited. The list is organized by status:

Please click on the event in the Open or Preview status to view your invited events

https://service.ariba.com/Sourcing	g.aw/1292399/aw?awh=r&aw	ssk=6HHqJSY.&dard=1&	ancdc=1#	☆ ▼ C	Google	<u>۶</u> 🔒 🖸 -	
TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES					Best business * Fe	edback Help 🕶 I	
				Best business ▼ AN01012163062, Standard			
niversity of Washington							
University of Washington Requested Profile	Welcome to the Unive guality, service, and o	ersity of Washington Specost. Ariba, Inc. adminis	end Management site. This site ters this site in an effort to er	e assists in identifying world clas sure market integrity.	s suppliers who are market leader	s in	
All required customer requested fields have been completed.	Events						
View customer					- 1		
requested fields >	Title	1 122		ID	End Time 4	Event Type	
	▼ Status: Complete	ed (8)					
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mere are no maiched	UW-14-0005 Travel M	, anagement Solution Pro	vider	Doc329820789	3/3/2014 5:00 PM	RFP	
posungs.	V Status: Pending	Selection (4)				*uporterni	
	UW DL 14-0001 Unive	rsity Washington Clean	Energy	Doc328126973	1/22/2014 5:00 PM	RFP	
	RFP UW-13-0182MH			Doc326402532	1/20/2014 11:45 AM	RFP	
	RFQQ UW-13-0165 - K	(20 Program Support Se	ervices	Doc320706953	1/17/2014 1:00 PM	RFP	
	340B Contract Pharma	acy Network System		Doc280612656	7/16/2013 12:31 PM	RFP	
	Tasks						
	Name	Status	Due Date	Completion Date		Alert	

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3. If you are invited to an event, please click "Intend to Participate" or "Decline to Participate."

Even if you're undecided about participating in the sourcing event and need more time to decide, you'll still need to click "**Intend to Participate**" in order to receive any communication relating to the sourcing event before the due date. By clicking "**Intend to Participate**," you're not obligated to participate.

A SOL				Best business Feedback
	JRCING			Best business * AN01012163062, Standard
rsity of Was	hington Dashboard			Desktop File Sync
	Doc329820789 - UW-14-0005 Travel Manag	gement Solution Provider		Time remaining
s rials	You must decide whether or not you intend to partic	ipate in this event.	Participata) Drint Eva	at Information)
Event	[Download C	(Intend to Participate) (Decline to	Participate J Print Ever	ic Information j
Parponra	Introduction			(Section 1 of 7) <u>Next ></u>
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S. and Canada (toll-free) call 1 (866) 218-2155. For international help numbers

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Documentation and Help

To learn more about how to configure your profile and link company accounts, comprehensive documentation and tutorials are available on Help@Ariba.

1. Access *Product Documentation* from the Help drop-down.

2. Select the appropriate tab to search for your specific topic. Refer to the example screen on the next page.

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