



UNION PACIFIC SUPPLIER REGISTRATION INSTRUCTIONS

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Registration checklist

The following documents will be needed to complete this registration:

- Most recent March 2024 version W9 (United States) or W8 (non-US entity)
- California 590 Form (service suppliers providing services in California)
- Union Pacific ACH authorization form (link provided in registration)

Registration Questionnaire

Registration invitation email will be sent to supplier contact and will look like the message below.
Click Here link to begin registration

[Supplier Management Group <s4system-prod3+UPRR-T.Doc1345934752@ansmtp.ariba.com>](mailto:s4system-prod3+UPRR-T.Doc1345934752@ansmtp.ariba.com)

RE: Invitation: Register to become a supplier with Union Pacific Railroad - Ariba-TEST

CAUTION - This email was sent from outside the company. *

SAP Ariba

Register as a supplier with Union Pacific Railroad - Ariba

You have been invited to register as a supplier with Union Pacific Railroad - Ariba-TEST. Start by creating an account with Ariba Network. It's free.

Union Pacific Railroad - Ariba uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If ABCD COMPANY already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create Ariba account and register.

In order to register, you will need to provide:

1. W-8 or Updated 2024 W-9 <https://www.irs.gov/pub/irs-pdf/fw9.pdf?ver=2024030813> form and associated tax information.
2. Signed ACH Authorization Form https://www.up.com/suppliers/order_inv/AchWireForms/index.htm
3. Supplier diversity information including certificate (if applicable)
4. California Form 590 (if applicable) *Form 590 is only required if your company performs services in the state of California

[Supplier registration Guide](#)

* If you need assistance, please contact the Supplier Management Group at upvendor@up.com.

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

* If you need assistance, please contact the Supplier Management Group at upvendor@up.com.

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

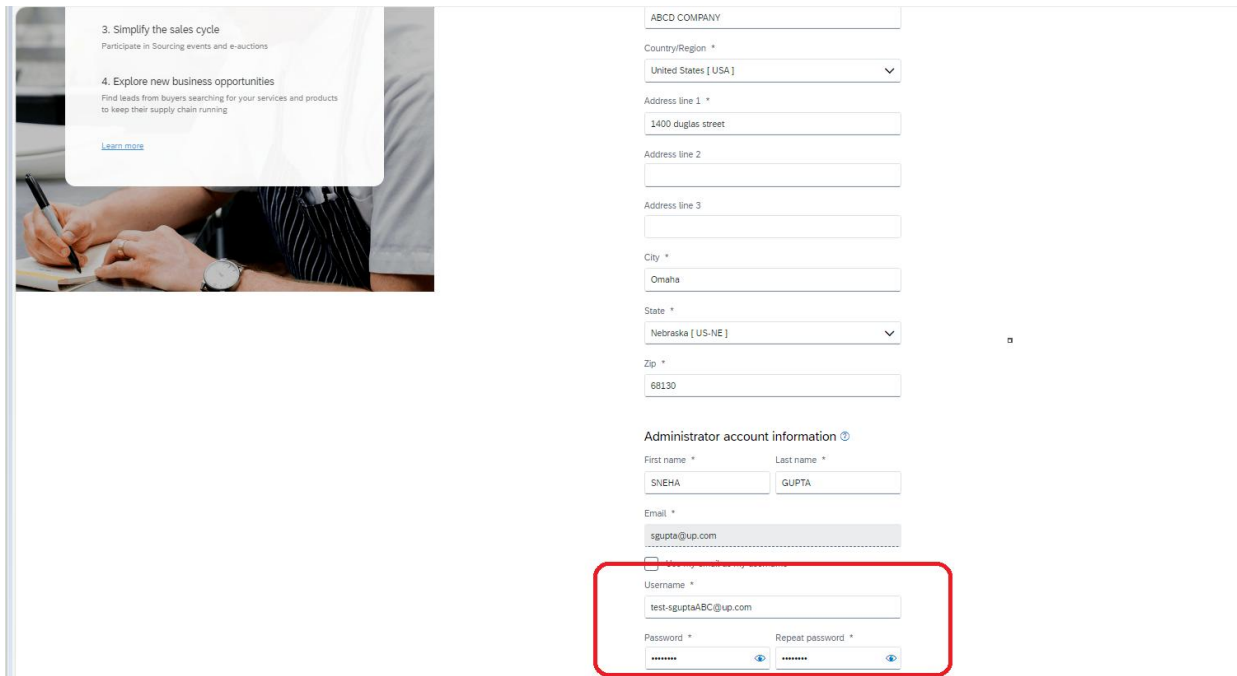
Registration Questionnaire

SAP Ariba: Select the option to create a new account or utilize existing account.
If your company is not actively using an existing SAP Ariba account, consider creating a new account.

The screenshot displays the SAP Ariba onboarding portal. On the left, a sidebar titled "Benefits of a business relationship on SAP Business Network" lists four points: 1. Digitalize your business, 2. Ensure sustainability and compliance, 3. Simplify the sales cycle, and 4. Explore new business opportunities. The main content area features the SAP logo, a message to connect with Union Pacific Railroad Company - TEST, and a "Review accounts" button. Below this, there are two options: "Use existing account" and "Create new account", each with a help icon.

Registration Questionnaire

When selecting a new account, it is essential to provide the company information, as this is required for the establishment of an Ariba account. Additionally, please retain your user ID and password, as they will be necessary for future logins.



The registration questionnaire form includes the following sections:

- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running
[Learn more](#)

Company Information:

- Company Name: ABCD COMPANY
- Country/Region: United States [USA]
- Address line 1: 1400 duglas street
- Address line 2: (empty)
- Address line 3: (empty)
- City: Omaha
- State: Nebraska [US-NE]
- Zip: 68130

Administrator account information:

- First name: SNEHA
- Last name: GUPTA
- Email: sgupta@up.com
- Username: test-sguptaABC@up.com
- Password: (masked)
- Repeat password: (masked)

A red box highlights the Username and Password fields.

Registration Questionnaire

Upon clicking the submit button, you will be directed to the subsequent page.
Please check your email inbox associated with the address used during your Ariba registration.
In the email, you should find a button for “Confirm Email”.

Please confirm your email address

Check your email at sgupta@up.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.](#)




Click “confirm email” button in email.



Registration Questionnaire

Please check your email for the below message from Ariba Commerce Cloud and click “confirm email” button

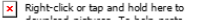
Action Required: Confirm your email

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To Sneha Gupta

Retention Policy Exchange 24 Month Retention (2 years) Expires 11/7/2026

 This sender ordersender-prod@ansmtp.ariba.com is from outside your organization.
 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

*** PROCEED WITH CAUTION - This email was sent from outside the company. ***



Confirm your email

Dear SNEHA,

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

[Confirm email](#)

Registration Questionnaire

The confirm email button will bring you back to SAP Ariba, revealing the below screen. Please choose to input details or click “Remind me later” button.

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

Agricultural machinery for cle... x

Ship-to or Service Locations

Enter Ship-to or Service Location or

United States x

After clicking one of the three options, your SAP Ariba registration is complete. The next step will be to complete the Union Pacific registration invitation.

Registration Questionnaire



Ariba Proposals and Questionnaires

Standard Account

UNION PACIFIC RAILROAD - ARIBA

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Aril

[Home](#)

Events

Title	ID	End Time ↓	Event Type
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No items

Registration Questionnaires

Title	ID
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▼ Status: Completed (1)

Supplier Registration Questionnaire	Doc1160782502
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Union Pacific Supplier Registration Instructions

Console

Doc1121820383 - Supplier Registration Questionnaire

Suppliers will have 30 days to complete registration form

Time remaining
29 days 22:29:01

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Company Name And Add...

2 Tax Information

3 Bank Information

4 Diversity Classifica...

5 Procurement Info rma...

6 Contractual Authorit...

All Content

Name ↑

1 Company Name And Address

1.1 Company Legal Name ⓘ

Input company name as shown on legal documents such as W8 or W9, limited to 40 characters

Red asterisk indicates required field

* Oil Company

1.2 Company Legal Name Overflow (Put any characters do not fit into above box)

If entire company name does not fit above, include remainder of name here

1.3 Doing Business As Name ⓘ

If company goes by another name (DBA), input in this field

1.4 Doing Business As Name Overflow (Put any characters do not fit into above box)

Include remainder of DBA, if necessary, in this field

*Show More

Street: ⓘ

Street 2: ⓘ

Postal Code: ⓘ City: ⓘ

Country/Region: (no value) ⓘ State/Province/Region: (no value) ⓘ

1.6 Select the country code relevant to your main and contact phone numbers.

Choose phone number country code

* United States [US] ▾

1.7 Main Phone Number

Input company's main or corporate phone number

*

Union Pacific Supplier Registration Instructions

▼ Event Contents

All Content

1 Company Name And Add...

2 Tax Information

3 Bank Information

4 Diversity Classifica...

5 Procurement Info rma...

6 Contractual Authorit...

▼ 1.8 Primary Contact Details

1.8.1 Supplier Contact First Name

Primary contact will have access to update registration form, will receive standard communications, and will have access to add or change your company contacts

* John

1.8.2 Supplier Contact Last Name

* Doe

1.8.3 Supplier Contact Email

* johndoe@supplier.com

1.8.4 Supplier Contact Phone Number

* 4025440000

1.9 DUNS Number

|

Please refer to tax documents such as W8/W9 or your company's tax professional if assistance is needed completing tax information fields

▼ 2 Tax Information

2.1 Is the company a US Entity?

* [Y] Yes ▾

2.3 Tax ID ⓘ

Provide US Tax ID in required format 12-3456789

* Country/Region: (no value) ▾ ⓘ

2.5 Tax Classification

* Unspecified ▾

2.10 Does the company require a Form 1099 at year end?

* Unspecified ▾

2.11 Attach Updated W-9 Form

* Attach a file

2.12 Does the company provide services in California?

* Unspecified ▾



Union Pacific Supplier Registration Instructions

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

- 1 Company Name And Add...
- 2 Tax Information
- 3 Bank Information
- 4 Diversity Classifica...
- 5 Procurement Info rma...
- 6 Contractual Authorit...

All Content

Name ↑

▼ 3 Bank Information

3.1 Remittance Email (Remittance details will be sent to this email address).

remittance details will be sent to this address

*

Bank Type: Domestic

Country/Region: United States

Bank Name: ABC Bank

Bank Branch: Maple Branch

Street: 1234 Maple St

City: Omaha

State/Province/Region: Ne

Postal Code: 68134

Account Holder Name:

Bank Key/ABA Routing Number: 123456789

Account Number: 123456789

IBAN Number:

SWIFT Code:

Input bank details. This example is for a United States bank. Bank type, country/region, account number and bank key are mandatory

3.2 Bank Account Information
(For US, choose the following: Bank Type: Domestic, Country/Region: United States , Account number and Bank Key are mandatory or IBAN number is mandatory.)



Union Pacific Supplier Registration Instructions

- All Content
- 1 Company Name And Add...
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- 4 Diversity Classifica...
- 5 Procurement Info rma...
- 6 Contractual Authorit...

3.3	Payment to be made via ACH/Wire.	* ACH ▾
3.4	ACH/WIRE Form Type	* United States ▾
3.5	Download a copy, complete the form, and attach a signed copy. US ACH/WIRE AUTHORIZATION FORM	*Attach a file
3.11	Important Note: The Vendor acknowledges that it has provided its bank wire, automated clearing house (ACH), or electronic funds transfer information (Vendor Payment Information) to Union Pacific and represents that the Vendor Payment Information is true and correct in all respects. Union Pacific is entitled to rely upon, and shall not incur any liability for relying upon, the Vendor Payment Information and/or any notice, request, certificate, consent, statement, instrument, or other writing (including email or other electronic message) updating and/or purporting to update such Vendor Payment Information believed by Union Pacific to be genuine and made by or on behalf of Vendor.	I acknowledge
▼ 4 Diversity Classification		
4.1	Diversity Classification If your company is not classified as a diverse organization, select "Not Applicable" option. ⓘ	* Unspecified ▾
4.2	Is the company certified and able to provide diversity documents? If yes, please provide details as attachments.	* Unspecified ▾
▼ 5 Procurement Information		
5.1	Select material/service the company can provide.	*(select a value) [select]
5.2	Select the state and/or country in which the company can provide materials or services.	*(select a value) [select]
▼ 6 Contractual Authority and Acknowledgement of Union Pacific's policy and terms		
6.1	Certified by Name	* <input type="text"/>
6.2	Certified Date	* <input type="text"/>
6.3	Acknowledge that you have read the Contractor Safety Policy . ⓘ	* Unspecified ▾
6.4	Acknowledge that you have read the Code of Conduct . ⓘ	* Unspecified ▾
6.5	Acknowledge that you have read the PO Terms and Conditions . ⓘ	* Unspecified ▾
6.6	I certify that I am an officer/contractual authority of the above named entity.	* Unspecified ▾

Download ACH form, complete, and attach signed copy. This is required to add your company's bank account.

Review UP's Contractor Safety Policy, Supplier Code of Conduct, and PO Terms and Conditions. When complete, choose "I acknowledge" from drop down box.



Union Pacific Supplier Registration Instructions

5 Procurement Info
rma...

6 Contractual
Authorit...

▼ 4 Diversity Classification

4.1 Diversity Classification

If your company is not classified as a diverse organization, select "Not Applicable" option. ⓘ

* Unspecified ▾

4.2 Is the company certified and able to provide diversity documents? If yes, please provide details as attachments.

* Unspecified ▾

▼ 5 Procurement Information

5.1 Select material/service the company can provide.

*(select a value) [select]

5.2 Select the state and/or country in which the company can provide materials or services.

*(select a value) [select]

▼ 6 Contractual Authority and Acknowledgement of Union Pacific's policy and terms

6.1 Certified by Name

*

6.2 Certified Date

* 

6.3 Acknowledge that you have read the [Contractor Safety Policy](#). ⓘ

* Unspecified ▾

6.4 Acknowledge that you have read the [Code of Conduct](#). ⓘ

* Unspecified ▾

6.5 Acknowledge that you have read the [PO Terms and Conditions](#). ⓘ

* Unspecified ▾

I certify that I am an officer/contractual authority of the above

* Unspecified ▾

(*) indicates a required field

If entire form is complete,
click submit entire
response button

If entire form is not complete,
form draft can be saved and
submitted at a later date

Submit Entire Response

Save draft

Compose Message

Excel Import