

# Walk-up Registration on Ariba Network

*Coca-Cola*  
EUROPACIFIC  
PARTNERS



# Content



- What is Ariba Network?
- Walk-up Registration
- Training and Resources

# What is Ariba Network?

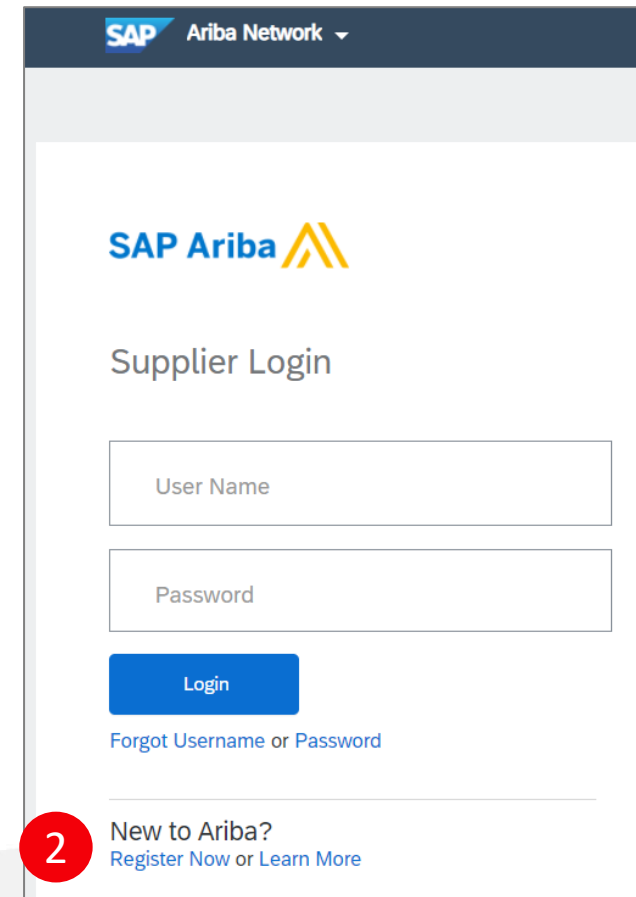
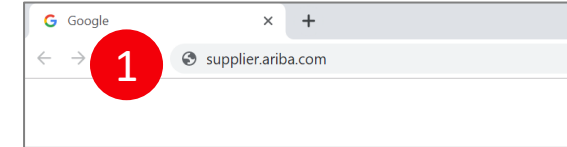


- Ariba Network is a dynamic, digital marketplace where millions of buyers and suppliers, operating in more than 190 countries, will transact \$3 trillion in business commerce this year.
- Watch introduction video on [Ariba Network](#) and [Standard Account](#)
- After a supplier accepts an invitation, the buyer can place orders
- Suppliers receive the orders and can then create and send order confirmations, advance ship notices and invoices
- Suppliers can publish catalogues containing information and pricing that is customized for specific customers
- Ariba Network provides fast transmission, tracking (online status), and processing of transactions

# Walk-up Registration

Walk-up registration is used for self-registration of suppliers without trading relationship request or interactive email order

1. Open your browser and go to **supplier.ariba.com**
2. Click **Register Now** to create new supplier Ariba Network account



# Walk-up Registration

## Company information



Company information

Company Name:\*

Supplier ABC

Country/Region:\*

United Kingdom [GBR] ▼

Address:\*

Street 123

Line 2

Line 3

Line 4

City:\*

City A

State:\*

London, City of [GB-LND] ▼

Postal Code:\*

124 56

\* Indicates a required field

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.

# Walk-up Registration

## User account information



1. Complete mandatory fields in User account information
2. Define email address where you want to receive notifications about new purchase orders sent to your Ariba Network account
3. Confirm you agree with SAP Ariba Terms of use and Privacy Statement
4. Click **Register**

### User account information

[SAP Ariba Privacy Statement](#) \* Indicates a required field

1

Name: \*  First Name  Last Name

Email: \*

☒ Use my email as my username

Username: \*  Must be in email format(e.g john@newco.com) ⓘ

Password: \*  Enter Password

Repeat Password

Language:  English ⓘ

2

Email orders to: \*  Customers may send you their 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.

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.

3

☐ I have read and agree to the [Terms of Use](#)

☐ I have read and agree to the [SAP Ariba Privacy Statement](#)

4

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.

# Walk-up Registration

## Review duplicate account



- You may be asked to review duplicate accounts if there is an existing Ariba Network account with same email domain
1. Click **Continue Account Creation** to progress your registration
  2. Click **View profile** to contact account administrator of the matched account

### Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER AND	COUNT OF RELATIONSHIPS
Supplier ABC	GBR	Reading	-	AN01471084623	0

### ACTIONS

2

**View profile**  
Please view profile  
and contact admin if  
you need to.

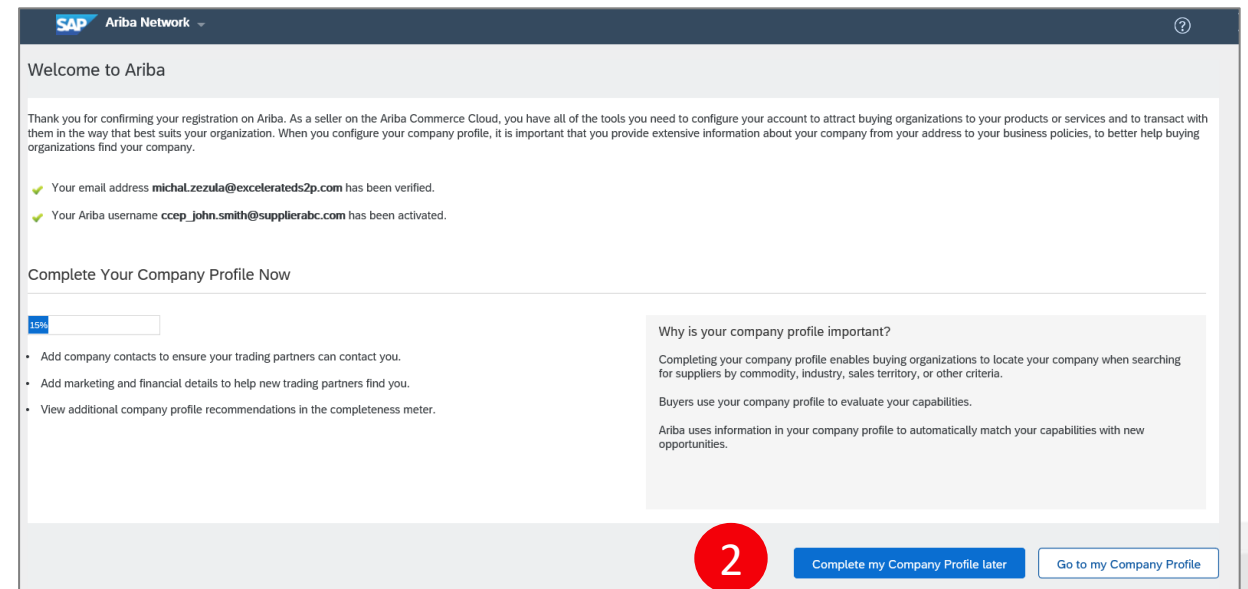
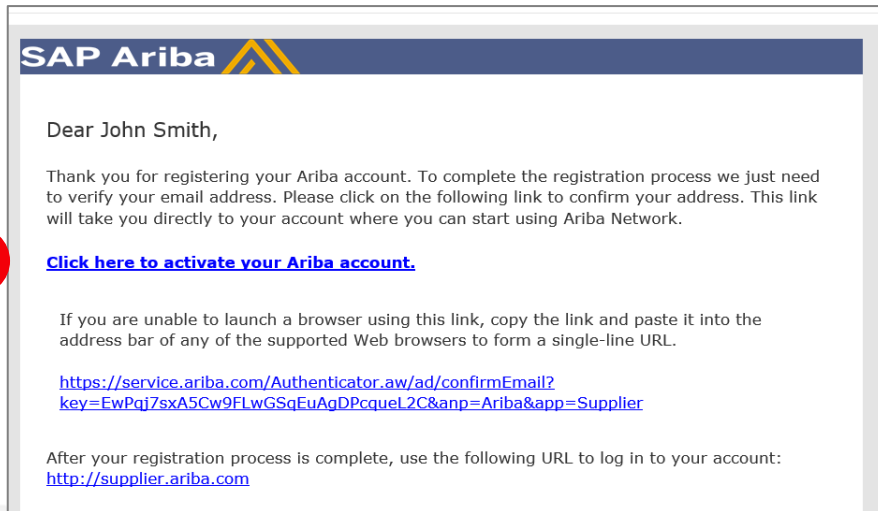


# Walk-up Registration

Confirmation email will be sent from [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)



1. Click **Click here to activate your account**
2. Click **Complete my Company Profile later**

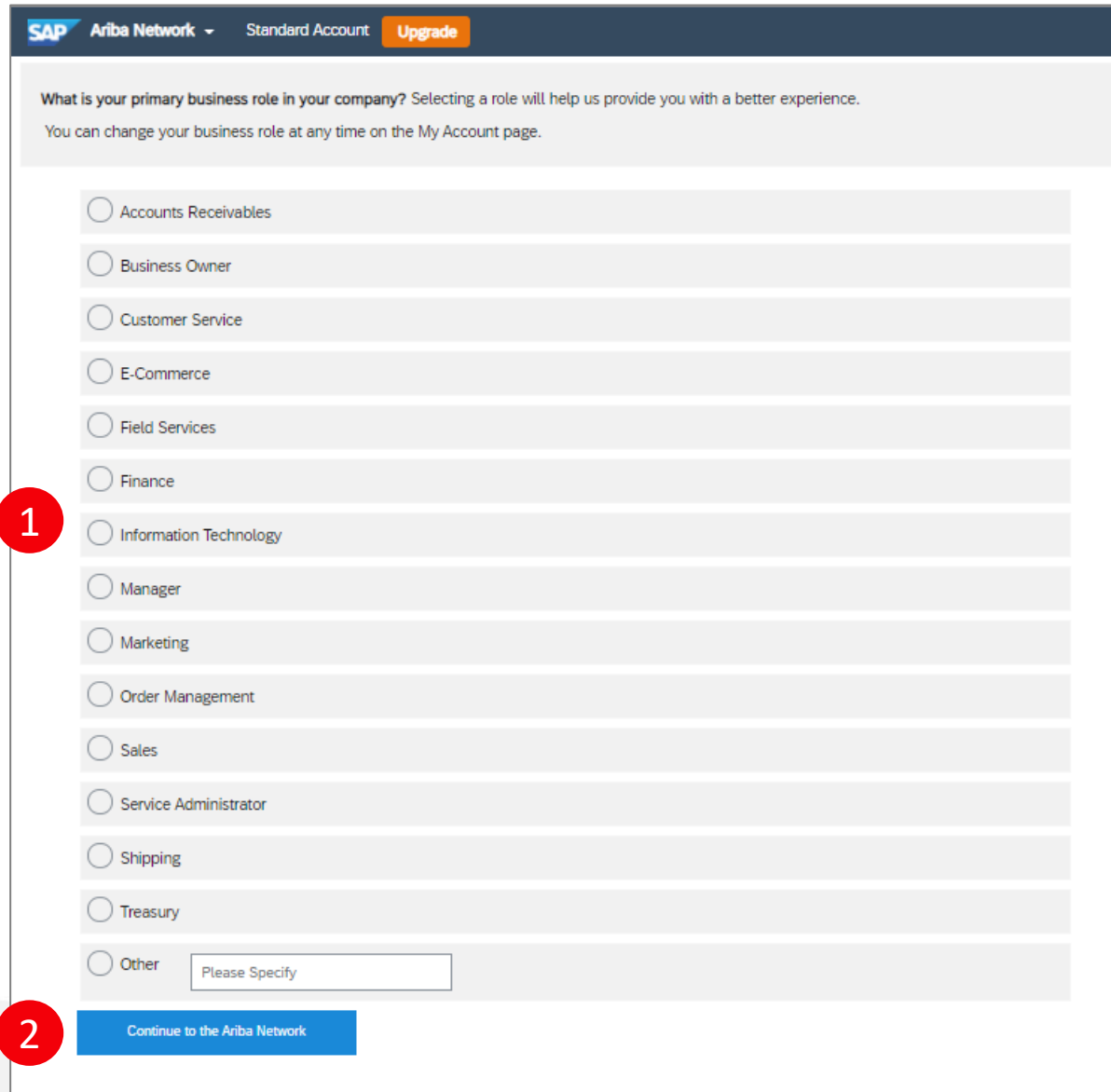




# Walk-up Registration

## Primary business role

1. Select your primary business role in your company
2. Click **Continue to the Ariba Network**



The screenshot shows the SAP Ariba Network registration interface. At the top, there is a header bar with the SAP logo, 'Ariba Network', a dropdown arrow, 'Standard Account', and an 'Upgrade' button. Below the header, a message asks for the primary business role. A list of 15 roles with radio buttons is provided. A red circle with the number '1' points to the 'Information Technology' option. At the bottom, a blue button labeled 'Continue to the Ariba Network' is highlighted with a red circle and the number '2'.

SAP Ariba Network Standard Account Upgrade

What is your primary business role in your company? Selecting a role will help us provide you with a better experience.  
You can change your business role at any time on the My Account page.

- ☐ Accounts Receivables
- ☐ Business Owner
- ☐ Customer Service
- ☐ E-Commerce
- ☐ Field Services
- ☐ Finance
- ☐ Information Technology
- ☐ Manager
- ☐ Marketing
- ☐ Order Management
- ☐ Sales
- ☐ Service Administrator
- ☐ Shipping
- ☐ Treasury
- ☐ Other

1

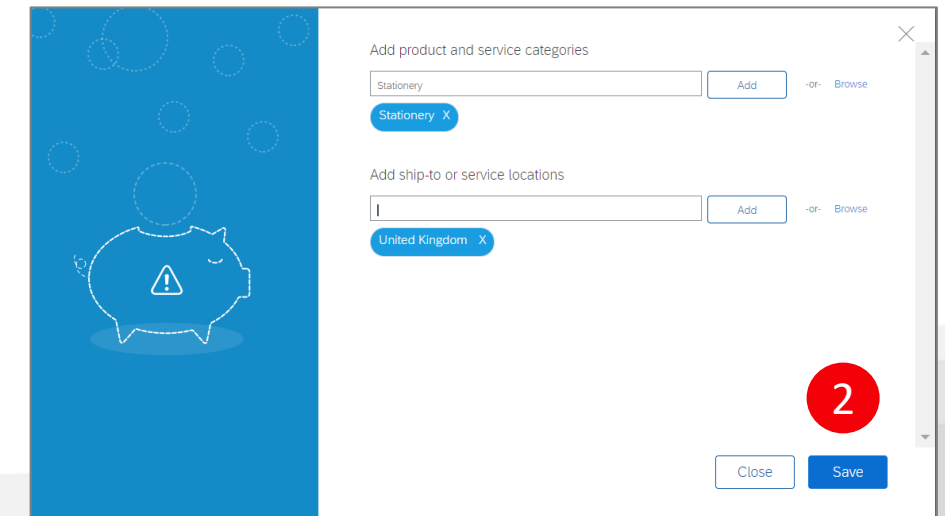
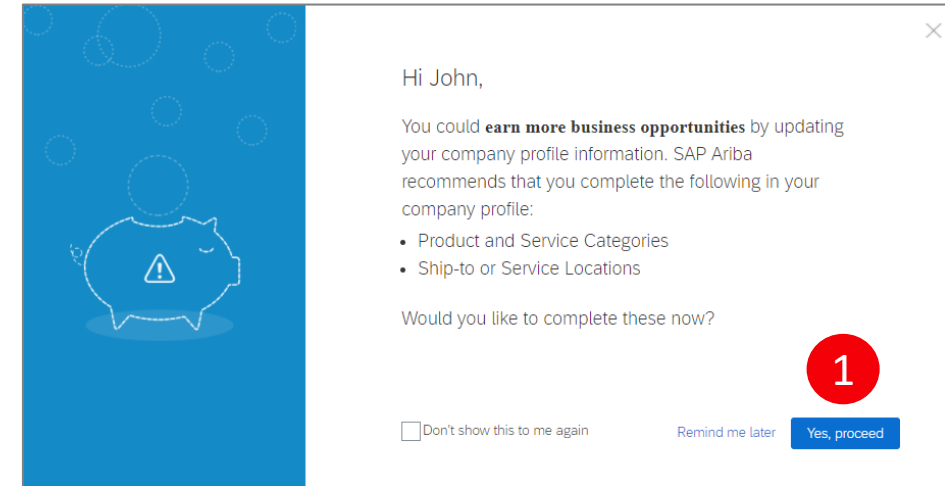
2 Continue to the Ariba Network

# Walk-up Registration

## Categories and Ship-to locations

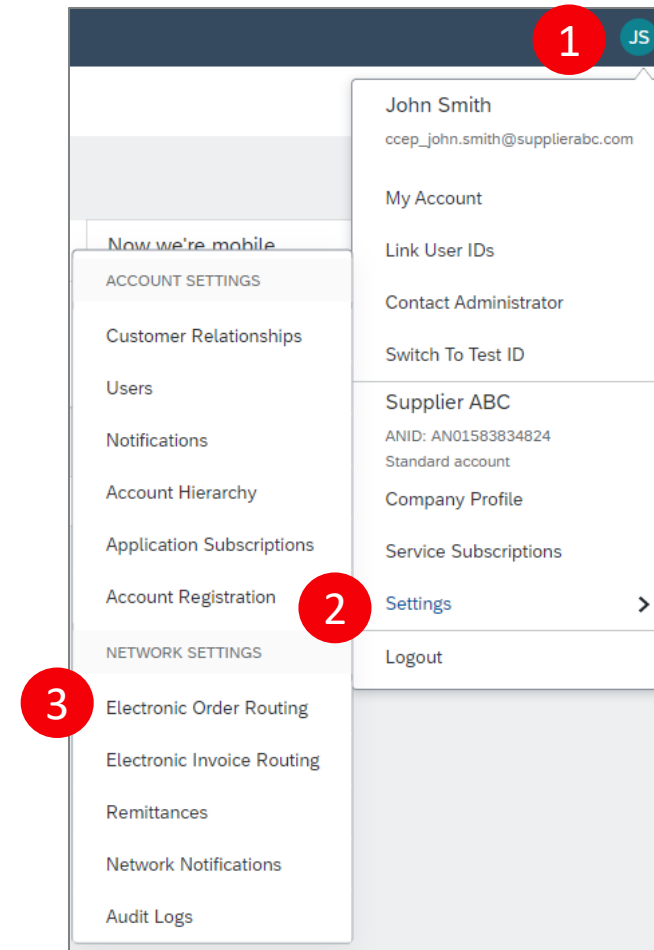


1. Click **Yes, proceed** to configure your product and services categories and Ship-to locations in your company profile
  2. Click **Save**
- This information is used by **SAP Ariba Discovery**, a global B2B matchmaking service that connects you with new business opportunities from thousands of large companies on Ariba Network



# Electronic Order Routing

1. Click **Account Settings**
  2. Click **Settings**
  3. Click **Electronic Order Routing**
  4. Select **Email**
  5. Select the check box **Include document in the email message** to include a complete copy of the purchase order in the email notification
- It is recommended that you use a non- personalized/distribution list email
  - If your mailbox sends auto-responses (out of office, receipt-acknowledgement) purchase orders sent through Ariba Network may fail when Ariba Network doesn't recognize text of your auto-response
  - Failed routing status doesn't block invoice creation



New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	<div>4 Email</div>	<div>5</div> <div>Email address: john.smith@supplierabc.com</div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input checked="" type="checkbox"/> Include document in the email message</div> <div><input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</div> <div><input type="checkbox"/> Attach PDF document in the email message</div>

# Electronic Invoice Routing



1. Click **Electronic Invoice Routing**
2. Invoice Routing is preconfigured to Online – no action needed
3. Click **Tax Invoicing and Archiving**
4. Update your **VAT ID** and click **Save** to automatically populate your VAT ID in all your invoices

1

Electronic Order Routing   Electronic Invoice Routing   Settlement

General   **Tax Invoicing and Archiving**   3

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

2

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	john.smith@supplierabc.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	john.smith@supplierabc.com
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	john.smith@supplierabc.com

General   **Tax Invoicing and Archiving**

Tax Information

Tax Classification: (no value) ▾

Taxation Type: (no value) ▾

Tax ID:  ⓘ Do not enter dashes

State Tax ID:  Do not enter dashes

Regional Tax ID:  Do not enter dashes

4   Vat ID:

☐ VAT Registered

VAT Registration Document: <No document>  
[Upload](#)

☐ Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>  
[Upload](#)

Tax Clearance Expiry Date:

# Configure Your Bank Account



1

AR

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

3 Remittances

Network Notifications

Audit Logs

Anthony Reid

anthony.reid@supplier.com

My Account

Link User IDs

Contact Administrator

Supplier ABC

ANID: AN01513034438-T

Company Profile

2 Settings

Logout

EFT/Check Remittances

Address ↑

City

4

Edit

Delete

Create

Remittance Address

Address 1: \* Supplier ABC

Address 2: Street 123

Postal Code: \* 30179

City: \* City A

State: Select

Country/Region: \* Germany [DEU]

Contact: Select contact

☒ Make this address default

☐ Factoring Service ⓘ

5

Remittance ID Assignment

Customer ↑

Remittance

6

☒ Include Bank Account Information in invoices.

WIRE TRANSFER

Beneficiary Bank

Account Name: 042144600

Account #: 042144600

Confirm Account #: 042144600

Account Type: Checking

SWIFT Code: DEUTDE2HXXX

Confirm SWIFT Code: DEUTDE2HXXX

IBAN: DE76250700700042144600

Bank Name: Bank name

Branch Name:

Address 1: \* Bank street

Address 2:

Postal Code: \* 99999

City: \* Berlin

State: Select

Country/Region: \* Germany [DEU]

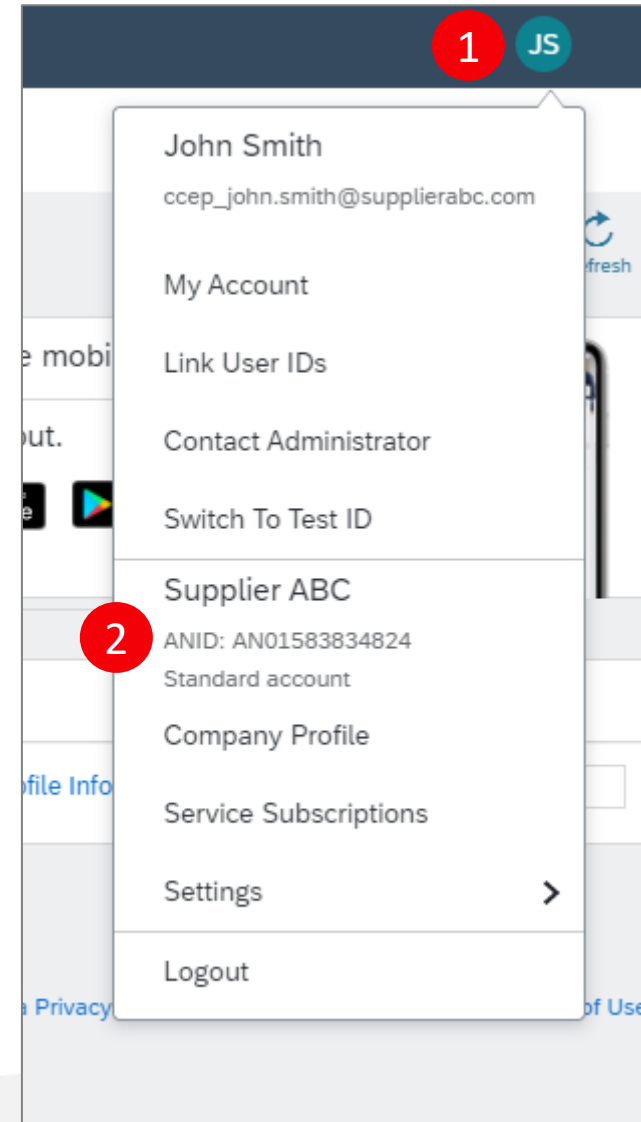
7

Country Area Number

Bank Phone: USA 1

# Send your ANID to CCEP

1. Click Account Settings in top right corner
2. Copy your Ariba Network account ID (ANID) and send it via email to [eportal@ccep.com](mailto:eportal@ccep.com)

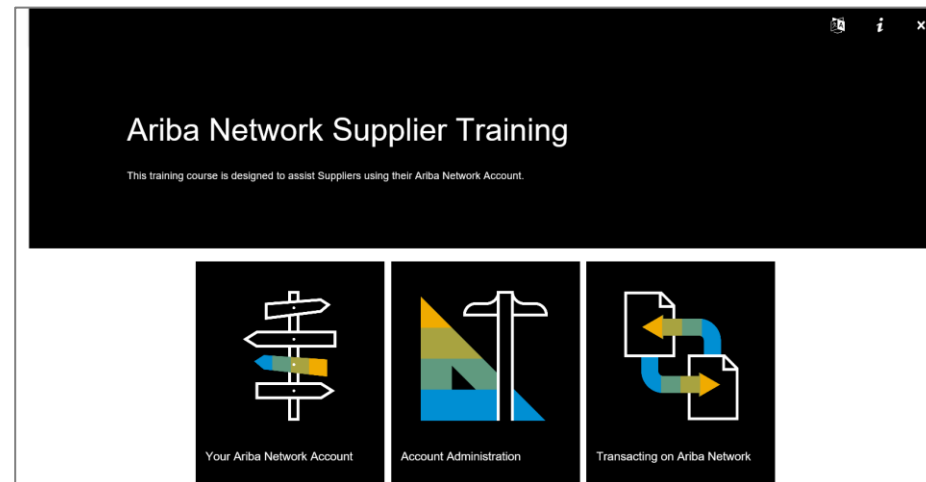


# Training and Resources

- You can visit Ariba Standard Account webpage with info on Standard Account in multiple languages [here](#).



- General information on Ariba Network, account configuration or electronic document creation can be found on [Ariba Network Supplier Training page](#)





Thank you!

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