

# QRG – SUPPLIER ENABLEMENT PROCESS

In this Quick Reference Guide: **WE EXPLORE HOW TO ENABLE SUPPLIERS ON THE ARIBA SCC PORTAL**



An invitation to transact will be sent to you. This can be in the form of:

- **TRR** or
- Interactive Email for **Standard Account**



Suppliers already transacting with other customers using the Ariba Network should consider using the **Existing Account** however Suppliers may also elect to create a **New Account**



The System Administrator will receive an **email**. After logging th Administrator must complete the **Company Profile Information**



Complete the Electronic

- **Order Routing** and
- **Invoicing Routing** Requirements



Create **Roles**, assign **permissions** and create **Users**

Create a **Test Account** (if required, for integration)

## TRADING RELATIONSHIP REQUEST (TRR) INVITE

With the TRR email open - Click on **Get Started**

- About this invitation panel – displays content such as the **From:** and **To:**, a **message from Honeywell** and a **Read More** link for more information from Honeywell and **About Ariba Network** link taking users to an external website
- **Review Accounts** – Suppliers should review accounts to determine whether an account already exists for this customer or to identify whether they can use an existing account.
- **Use Existing Account** – As the System Administrator you have identified an existing account, using an existing account reduces the need of multiple log ins
- **Create New Account** - Creation of a new account to transact with the Honeywell

Connect with Honeywell to collaborate on SAP Business Network!

*Dear Valuable Supplier, Honeywell has migrated to the Ariba® Network platform to use it as a centralized tool to improve our end-to-end demand planning, forecasting, PO collaboration, invoicing and payment visibility. Ariba Network will serve as a standardized solution that will improve our collaboration, increase the transparency between Suppliers and Honeywell and reduce the number of emails and phone calls.*

*To start using Ariba, click on "Get started" link to connect. You can either create a new account or use a pre-existing account to establish a trading relationship with Honeywell.*

*If this invitation did not reach the appropriate person in your organization, please forward as needed.*

**IMPORTANT!**

*Please let us know if you would like to have a different Ariba Network IDs (ANIDs) per location, ERP, country, etcetera.*

Click Get started to connect.

**Get started**

## Connect with Your Customer

on Ariba Network to collaborate.

Invited by: Your Customer, Supplier Enablement Team

We found existing accounts based on the information in the invite. Please review.

**Review accounts**

or

**Use existing account**

**Create new account**

We found existing accounts based on the information in the invite. Please review.

**Review accounts**

1

or

**Use existing account**

?

**Create new account**

?

Username

Forgot username?

Password

Forgot password?

**Connect**

2

3

Search results (20)

Company name

Action ?

★ Unicorn PTY LTD

4

**Use this account**

SAP Australia Pty Ltd

Contact administrator

Please login to the account: *Name of existing account*

Username

Forgot username?

Password

Forgot password?

**Connect**

5

6

## USING AN EXISTING ACCOUNT

- This can be done from the **Invitation** screen or **Review accounts** screen
- From the invitation screen
1. Click on **Use Existing Account**
  2. Enter the **Username** and the **Password** for the account you wish to use
  3. Click on **Connect**
- From the Review accounts screen
4. Click on Use this account
  5. Enter the Username and Password for the account you have selected
  6. Click on Connect
- Complete the details on the screen

## CREATE A NEW ACCOUNT

A Supplier has determined that a new account is required, display the invitation to connect from Honeywell:

1. Click on **Create new account**
2. Confirm or update the **Company information**, information is prepopulated based on the information from Honeywell
  - Ensure that all fields with an asterisks have been completed
  - Scroll down to **Administrator account** information
  - **Note:** The fields will be auto populated if you are *not* the assigned System Administrator
3. Confirm or update the **Administrator account information**
4. Create a password, enter the **Password** and **Repeat password**
5. Open and review the **Terms of Use**, then click on I have read and agree with the Terms of Use
6. Click on **I'm not a robot** then Click on **Create Account**

We found existing accounts based on the information in the invite. Please review.

**Review accounts**

or

**Use existing account**

?

**Create new account**

?

1

**Company information** ?

Company (legal) name \*

Tulip Lighting Equipment

Country/Region \*

United States [ USA ]

Address line 1 \*

4578 Grand Lake Avenue

Address line 2

Address line 3

City \*

Auburn

State \*

Alabama [ US-AL ]

Zip \*

36801

2

**Administrator account information** ?

3

First name \*

Ben

Last name \*

Bootman

Email \*

ben.boothman@tuplighting.com

☒ Use my email as my username

Password \*

Repeat password \*

Business role \*

Choose your primary business role

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

Please read [SAP Ariba Privacy Statement](#) to learn how we process personal data.

5

☐

I'm not a robot

reCAPTCHA

Privacy - Terms

6

**Create account**

## EMAIL CONFIRMATION WITH USERNAME & ANID

## ACTIVATE YOUR ACCOUNT USING LINK

## PROCEED TO COMPLETE 'MY COMPANY PROFILE'

Welcome to the Ariba Commerce Cloud

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>  
To *Name entered onto the Registration form*

If there are problems with how this message is displayed, click here to view it in a web browser. We could not verify the identity of the sender. Click here to learn more.

**SAP Ariba**

Welcome to the Ariba Commerce Cloud

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

Your organization's account ID: **AN Ariba Network Identification Number**

Your username: *User Name entered into the Registration*

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

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.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

Action Required: Activate your account

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>  
To *email entered into the form*

If there are problems with how this message is displayed, click here to view it in a web browser.

**SAP Ariba**

Dear Ben Boothman,

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. This link will take you directly to your account where you can start using Ariba Network.

[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.ariba.com/Authenticator.aw/ad/confirmEmail?key=DG2AnF0y5jREu0dHKvXT0Ac0uXWYuo&ap=Ariba&ap=Supplier>

After your registration process is complete, use the following URL to log in to your account: <https://supplier.ariba.com>

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

Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud extensive information about your company from your address to your business policies, to be

✓ Your email address has been verified.

✓ Your Ariba username has been activated.

Complete Your Company Profile Now

[Link](#)

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

s to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide

Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

[Complete my Company Profile later](#)

[Go to my Company Profile](#)