Supplier Sourcing Registration Guide

Table of Contents

1. Introduction to Supplier Sourcing Registration .................. Page 2
2. First-time User and Organization Account Set-up ............... Page 4
3. Existing User Log-In Process ........................................ Page 7
   a. Scenario 1 – Use “Log in” ...................................... Page 7
   b. Scenario 2 – Use “Sign up” .................................... Page 8
4. Existing User – Login to Shell Ariba .............................. Page 10
Process Overview:

This simulation will take you (the Supplier) through the steps required for registering as a Supplier on Shell’s SAP Ariba system when you are invited to participate in a Shell Sourcing Event.

Instructions:

Shell uses SAP Ariba to manage its Sourcing and Procurement activities and to collaborate with Suppliers.

In order for you to be a registered Supplier with Shell you must register an Ariba Account. Follow the instructions in this user guide to assist you with creating your account.

Firstly, you will receive an email notification inviting you to register on the Ariba Commerce Cloud.

Note - If the email message has not appeared in your Inbox, please check your Junk Inbox.

To begin the Registration Process, click on the Click Here link in the email message. The Ariba Sourcing page is then displayed.

You will receive an invitation to register in Ariba via email. The registration process begins by clicking on the corresponding link.
If you have an existing Ariba Network account, select Log in. Please use the Forgot Password link if you cannot remember your password.

If your organisation has not used the Ariba Network before, select Sign up.

Note – No fees are incurred by you for registering to the Ariba Network and participating in online sourcing events.

Scenario 1 (Sign Up)

You have never used Ariba so you would not have an account and you know for certain that your company does not already have an account created.

You will be able to create a new account on the Ariba Network and if the invitation to register the account came from your buyer, then this new account will consequently be registered to the buyers site.

*** Make positive internally that your company does not already have an Ariba account established, for you to be set up as a user against it. This will benefit you in the long run and limit the amount of second and third accounts that may need to be created, for different buyers in the future.

Scenario 2 (Log In)

You’re not aware that you have an account so you’re going to attempt to register one, then receive the following message: User Already exists. Please enter a different username.

Go back to the “Welcome: Sign up / Log in” screen and select that you already have an account.
First-time User and Organization Account Set-up

In the **User Account Information** section, enter a **Username** and **Password**.

- **Username** - the system will generate a username however, this can be overwritten.
- Select the checkbox if you want to use your current email address as your username. 
- Alternatively, enter in a new username, however it **must** be in email format.
- Enter in a **Password** (must be 8 characters including letters and numbers).
Once you have read the **Terms of Use** and **Ariba Privacy Statement**, select the **Confirmation** checkboxes.

If the following pop-up window is displayed, click on **Yes**.
Once you have completed the process, you will receive the following "Welcome to the Ariba Commerce Cloud" e-mail notification with your Organization’s Ariba Network ID and your Username.

![Welcome to Ariba Commerce Cloud](image)

**Result:** You have successfully created an account on the Shell Ariba system.

The Ariba Sourcing Homepage is now displayed. (screenshot below)

**Handy Hint:** You can now save the URL to your Favourites so you can easily access the Ariba Login page in future.

![Ariba Sourcing Homepage](image)

You may now look for a specific sourcing event to participate in.
If you have used Ariba before and have already accessed an event for the buyer-specific account with your current log in ID, click the Log In link to continue. Log in with your Ariba username and password in order to participate in the event.

If you already have an existing Ariba Network, Ariba Discovery, or Ariba Sourcing supplier account, but you have not accessed any events for the inviting buyer's site, use the Log In link. After clicking the link, log in with your existing account to move your information to your buyer's site.

Scenario 1

Log in here by entering your existing credentials. If you forget your password, you have the option at this screen for assistance.
If you are not receiving the password reset email:

1) Make sure the email is not in the spam folder of your email program:

Whitelist the domain of @anssmtp.ariba.com and @eussmtp.ariba.com to the safe senders list in your email client to prevent future emails from routing to the spam folder. If you’re not sure how to do this, contact your internal IT department.

2) Your internal firewall might be blocking the delivery of the email:

Contact your information technology (IT) team to make sure the firewall allows the delivery of the email.

Scenario 2:

You’ve entered your username and password correctly but receive the following message:

*You must enter the Ariba Commerce Cloud, Ariba Discovery, or Ariba Network username and password associated with your companies account.*

![Login Page](image.png)

What does this mean?

What it is saying is that your company has a separate account that has already registered to the requesting buyer’s site, and you will need to establish or enter credentials which align with that account number. This is necessary because you have been added by the buyer, to the same “Supplier Workspace” or Organization Name, that your registered colleagues were added to.

Only one account number can represent an Organization Name within a buyers’ site. In theory, if all supplier users on SAP Ariba are created under one account number (Ariba Network ID) to start out, then all users would be aligned, in anticipation for a potential ID conflict.
So, what do I do now?

Go back to the “Welcome: Sign up / Log in” screen and select **Sign up to register your user account.** In short, you must set a unique username for the new account, to create a distinction in the system between your original account and this new one.
Existing User, Invitation to Sourcing Event

You will receive an invitation via e-mail to participate in the Ariba sourcing event. The process begins by clicking on the corresponding link to access the sourcing event.

Sourcing Supplier Portal – go to proposals.seller.ariba.com

In case you encounter any technical issues, e.g. logging into the system, you may contact the Ariba Support Team directly via the corresponding link provided.

You may log in directly on the Sourcing Supplier Portal with your Username and Password. In case you have forgotten your Username and Password, there is also an option to reset this information.