

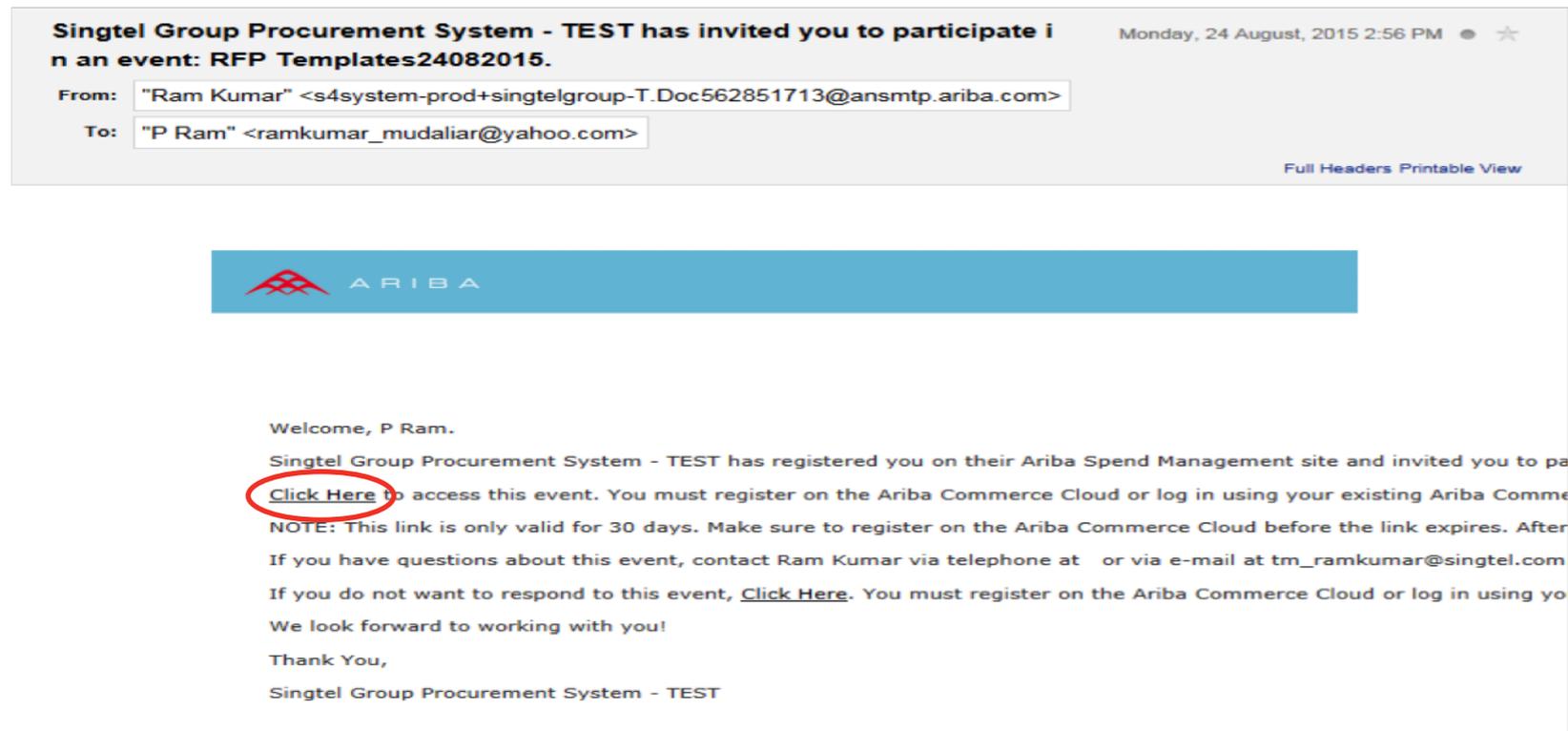
ARIBA NETWORK REGISTRATION GUIDE



1. Supplier Registration in Ariba Network

As a supplier you will receive an e-mail invitation when you are invited into a Singtel Sourcing Event.

First, you need to register on Ariba Commerce Cloud OR login using your existing Ariba Commerce Cloud in order to be able to access and participate in the event.



2. Supplier Registration in Ariba Network

After clicking the email link, you will be directed to register in the Ariba Commerce Cloud. If you are a new supplier with no previous Ariba Network account, **click Continue**.

If you already have an existing Ariba Network account, you can merge it with Singtel Sourcing account by clicking on the link below.

Welcome, P Ram

Welcome to the Ariba Commerce Cloud. Singapore Telecommunications Limited - TEST has invited you to a sourcing event. Please complete registration for your account on the Ariba Commerce Cloud prior to accessing the sourcing event.

Please complete your Ariba Commerce Cloud user account registration by clicking **Continue**. Note: If you click **Continue** and you already have an existing user account on the Ariba Commerce Cloud, Ariba Discovery or Ariba Network you will be creating a duplicate user account.

Continue

[Click here](#) if you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account

About Ariba Commerce Cloud

The Ariba Commerce Cloud is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Commerce Cloud solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Ariba Commerce Cloud Profile across Ariba Network, Ariba Discovery, and Ariba Sourcing activities

Moving to the Ariba Commerce Cloud allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks, and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

3. Supplier registration – Step 1 Company Selection

First Time User

Information pre-populated on this page was provided by your customer. Please check if the information is accurate. Please complete/correct if there is any incomplete or missing data. For instructions on how to select the **Product and Service Categories & Ship-to or Service locations**, please see next slides.

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES Help

ARIBA NETWORK

Enter Your Ariba Commerce Cloud Information

1 Enter basic company information

* Indicates a required field

Company Name *

Country * United States [USA]

Address * Line 1
Line 2
Line 3

City *

State * Alabama

Zip *

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.

Product and Service Categories * Add -or- Browse

Ship-to or Service Locations * Add -or- Browse

Tax ID Optional Enter your nine-digit Company Tax ID number.

DUNS Number Optional Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

3. Supplier registration Commodity Selection

First Time User

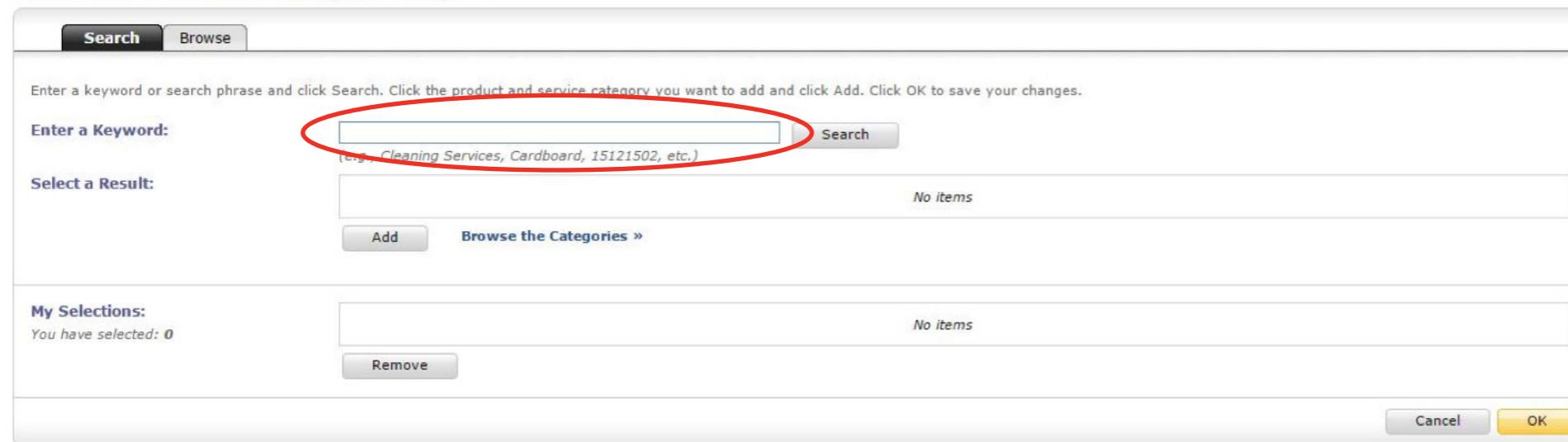
1. Click on **Browse** to access the commodities window.



Product and Service Categories * Add **-or- Browse**

2. Type in a **keyword** which would describe in general what your company provides and click on Search – if no matches are found, use a different expression.

Product and Service Category Selection



Search Browse

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Enter a Keyword: Search

(e.g. Cleaning Services, Cardboard, 15121502, etc.)

Select a Result: No items

Add Browse the Categories »

My Selections: No items

You have selected: 0

Remove

Cancel OK

3. Supplier registration – Step 1 Commodity Selection

First Time User

3. Select the area of business and click on **Add** or **Browse the Categories** to find more precise matches.
4. Selected commodities appear in **My Selection** section.

Product and Service Category Selection

Search Browse

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Enter a Keyword: Search

(e.g., Cleaning Services, Cardboard, 15121502, etc.)

Select a Result:

- Office Supplies & Printing > Office, Commercial & Industrial Furniture > Computer support furniture > **Computer support storage accessories**
- IT & Telecomm > Computers & Peripherals > Computer printers > **Band printers**
- IT & Telecomm > Computers & Peripherals > Computer data input devices > **Voice microphones for computers**
- Office Supplies & Printing > Office Supplies > Folders and binders and indexes > **Rotary or business card files**
- IT & Telecomm > Computers & Peripherals > Computers > **Notebook computers**

Add Browse the Categories >>

My Selections:
You have selected: 1

- Voice microphones for computers (View)

Remove

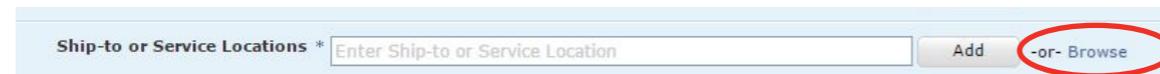
Cancel OK

5. Click on **OK** or **Add** to add more commodities.
6. After the Commodity Selection window closes, the chosen commodities are displayed in the **Commodities** section.

3. Supplier registration Sales Territories Selection

First Time User

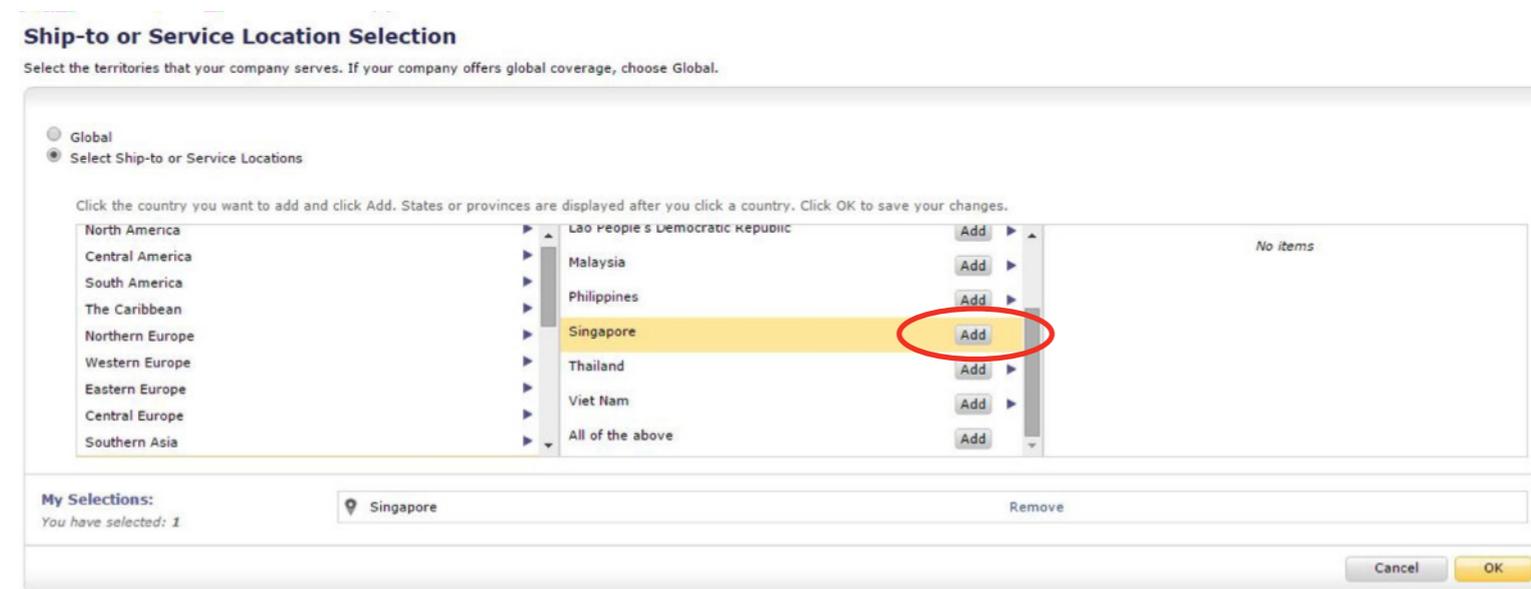
1. Click on **Browse** to access the Ship-to or Service locations window..



2. Select either **Global**, **Ship-to** or **Service Locations** to indicate where you sell.

3. If you have selected the second option, select region in the first column. List on countries appears in 2nd column. You may enter your Sales Territories on country level, or on states/provinces level (3rd column).

4. When your territory is highlighted, click on **Add** button.



5. Selected locations appear in **My Selections** section.

6. Click on **OK** or **Add** to add more locations.

3. Supplier registration – Step 2

Administrator Information + Terms of Use

First Time User

Complete the information in the fields (those ones marked with an asterisk are required to be completed). **Username** can be identical with your email address but it is not necessary. **Password** must consist of at least 8 characters and must contain letters and numbers, it is case-sensitive. The answer to the **Secret question** is not limited (will be needed when requiring a forgotten password or username).

Check the box to accept the Terms of Use.

2 Enter user account information

* Indicates a required field

Name * First Name Last Name [Ariba Privacy Statement](#)

Email *

Use my email as my username

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

Password * Enter Password Repeat Password Must contain a minimum 8 characters including letters and numbers. ⓘ

Secret Question * In what city was your mother born? ⓘ

Your Answer Repeat Your Answer

If you forget your password, you can reset it by first answering your secret question. Tips for selecting a secret question: ⓘ

- The answer to your secret question must be at least 5 characters. Therefore, select a secret question whose answer is long enough.
- Select a question for which only you know the answer and you will remember it forever.
- Do not select a secret question for which your answer might change over time.

Language English ⓘ The language used when Ariba sends you configurable notifications. This is different than your web browser's 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.

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 Continue 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.

I have read and agree to the Terms of Use and the Ariba Privacy Statement

3. Supplier registration – Step 3

Activate and verify your email.

First Time User

After clicking on **Continue**, you will be asked to verify your email address. Click **Resend**, if you haven't received any email, or enter another email address.

Action Required: Check your email inbox for a message from Ariba

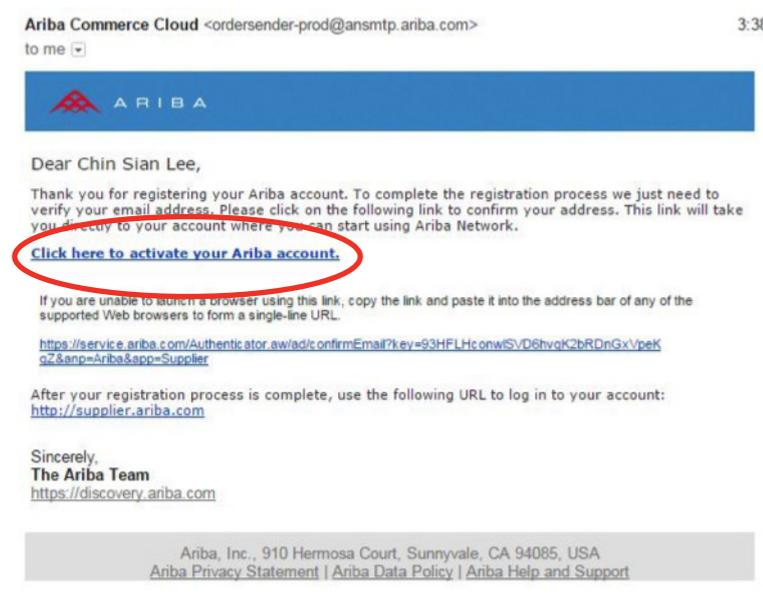


Click the link in the activation email sent to chinsian92@gmail.com.

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.
- 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.

Click on a confirmation link in received email to confirm your address.

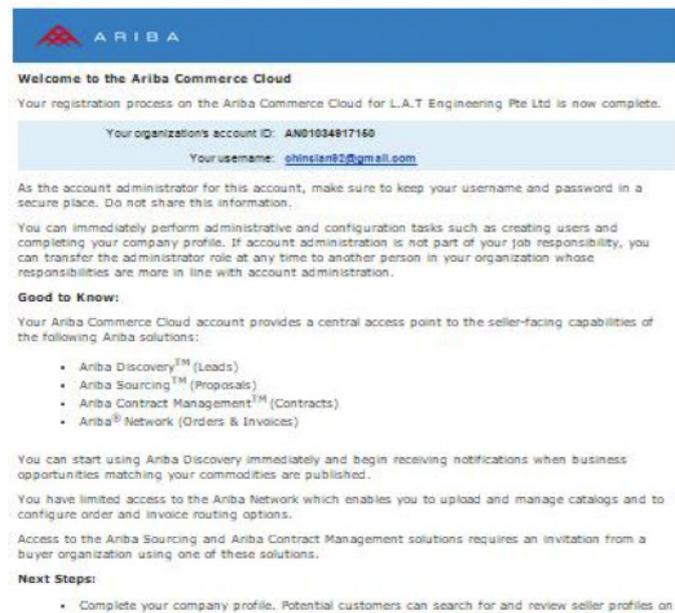


3. Supplier account is created

Activate and verify your email.

First Time User

You will receive one more email to your email address containing information about the Ariba Network and instructions for next steps.



ARIBA

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for L.A.T Engineering Pte Ltd is now complete.

Your organization's account ID: **AN01034917160**

Your username: ghinstan2@gmail.com

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:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

You can start using Ariba Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.

You have limited access to the Ariba Network which enables you to upload and manage catalogs and to configure order and invoice routing options.

Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions.

Next Steps:

- Complete your company profile. Potential customers can search for and review seller profiles on

Supplier account is created

The screenshot shows the Ariba Network interface. At the top, there is a navigation bar with links for 'GO TO MY: LEADS, PROPOSALS, CONTRACTS, ORDERS & INVOICES'. Below this is the 'ARIBA NETWORK' logo. The main content area is titled 'Welcome to Ariba' and includes a welcome message: 'Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations 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 extensive information about your company from your address to your business policies, to better help buying organizations find your company.'

Two green checkmark icons indicate successful verification: 'Your email address **chinsian92@gmail.com** has been verified.' and 'Your Ariba username **chinsian92@gmail.com** has been activated.'

The 'Complete Your Company Profile Now' section features a progress bar showing 35% completeness. Below the bar are three bullet points: 'Add company contacts to ensure your trading partners can contact you.', 'Add marketing and financial details to help new trading partners find you.', and 'View additional company profile recommendations in the completeness meter.'

The 'Why is your company profile important?' section contains two paragraphs: 'Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.' and 'Buyers use your company profile to evaluate your capabilities.' A third paragraph states: 'Ariba uses information in your company profile to automatically match your capabilities with new opportunities.'

At the bottom right, there are two buttons: 'Complete my Company Profile later' and 'Go to my Company Profile'.

Once logged in to your account you have the option to give a more detailed description of your company's profile. This information is optional but we advise you to complete as much information as possible as this will give your buyers a more detailed overview of your activities.

Contact Ariba Support

TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES

ARIBA NETWORK

1

Register | Feedback | Help ▾

Help Center

Ariba Login

Enter Username

Enter Password

Login

Forgot Username
Forgot Password

Join Ariba Network!
Register your company on Ariba Network, the leading supplier network with over \$500 billion USD in annual business across industries, products, and services.
Register as a New Supplier >>

Getting Started
View these tutorials to help you get started with the Ariba Network.
[Introduction to Ariba Network](#)
[Introduction to the Seller Collaboration Console](#)

ARIBA EXCHANGE USER COMMUNITY

Ariba Network English ▾

Search...

Home | Learning | Support

2

User Community Home

Popular Topics

Sort by: Relevance ▾

How to use the Ariba Exchange User Community

Matt Hawk
Community Moderator

Learning Center
Product documentation and tutorials

Contact Ariba Support

- Create Online Service Request

ARIBA EXCHANGE USER COMMUNITY Ariba Network

Search... Home | Learning | Support

Support Center

I need help with

Examples:

- Account Reassignment
- Login/Password Reset
- Becoming a user
- Registration

Common Troubleshooting Tags

- My Account
- Network Transaction Service
- Cookies
- Forgot Password
- Basic Profile Information
- Billing for Subscriptions
- Service Subscriptions
- Walkup Registration
- Company Profile
- Registration
- Browser Configuration
- New Features
- Ariba Login
- Account Users

ARIBA EXCHANGE USER COMMUNITY Ariba Network

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Support Center

I need help with

Best Matches

- Does a nonprofit company still have to pay taxes on Ariba invoices?
- Do I need to register more than one account if I plan to send invoices in multiple currencies?
- How does an HTML post compare to an HTML form post?
- Ariba Network Quick Start Guide [PDF]
- What are payment options for suppliers outside of North America?

Can't find an answer?

Common Troubleshooting Tags

- My Account
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- Cookies
- Forgot Password
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- Service Subscriptions
- Walkup Registration
- Company Profile
- Registration
- Browser Configuration
- New Features
- Ariba Login
- Account Users

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Information and latest notifications about product issues and planned downtime.
[Check status](#)

Contact Ariba Customer Support Online

Problem Description

Short Description:

Problem Type:

Details:

For fast resolution, please include all relevant details in your request, including the following information:

- A detailed description of the issue including full screenshots and error messages.
- Your expected results from the system.
- Steps to replicate the issue.
- Attach screenshots or recordings of the issue.

File Attachment 1:

Contact Information

First Name:

Contact Ariba Support - By Phone

ARIBA EXCHANGE USER COMMUNITY Ariba Network

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Support Center

I need help with Start

Examples:
Account Reassignment
Login/Password Reset
Becoming a user
Registration

Common Troubleshooting Tags

- My Account
- Network Transaction Service
- cookies
- Forgot Password
- Basic Profile Information
- Billing for Subscriptions
- Service Subscriptions
- Waiver Registration
- Company Profile
- Registration
- Browser Configuration
- New Features
- Ariba Login
- Account Users
- Supplier Membership Program

Where are you located? **7**

India	000800 650 1193
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trust.ariba.com
Information and latest notifications about product issues, planned downtime.
[Check status](#) **6**

I Need Help Now

- Get help by live chat
- Get help by phone