NC eProcurement

Accessing the Ariba Network

NC eProcurement uses the SAP Ariba Sourcing, Contracts, and Procurement tools, which are integrated with the Ariba Network for suppliers. While an Ariba Network account is not required to do business with the State, vendors may decide to register their company in order to take advantage of the benefits of being part of the Ariba Network, such as order confirmations, shipping notifications, and collaborating with buyers on pricing for goods and services using both the Collaboration and Sourcing tools.

The Ariba Network offers two types of accounts: Standard and Enterprise. Standard accounts are free and allow for collaboration on contract documents and electronic quote requests, as well as participation in Sourcing Events. An Enterprise account is subscription-based and provides more advanced commerce capabilities such as ERP integration. An Ariba Network account is not required to receive Purchase Orders from State buyers; however, vendors must be registered for one of these account types to respond to a solicitation posted by the majority of State Agency users (Department of Administration, Department of Public Safety, etc.).

This guide does not include registering as a new vendor on the electronic Vendor Portal (eVP). To find out more about how to register for eVP, please see **Registering in eVP** Job Aid.

Before signing up for a new Ariba Network account, please confirm internally whether the company already has an account. Multiple users may be **added to an existing Ariba Network supplier account** if they need access, and multiple **existing Ariba Network supplier accounts can be linked together**.

If an Ariba Network account already exists for a company and the user is trying to find and/or respond to a Sourcing Event, please see the **Responding to an Ariba Sourcing Event** job aid.

I.   Navigating to the Ariba Network

Companies that already have an Ariba Network account can log in to the Ariba Network for Suppliers to see any purchase orders and collaboration requests sent by the State of North Carolina, in addition to responding to any Sourcing Events to which they have requested access, and other tools within the Ariba Network for Suppliers.
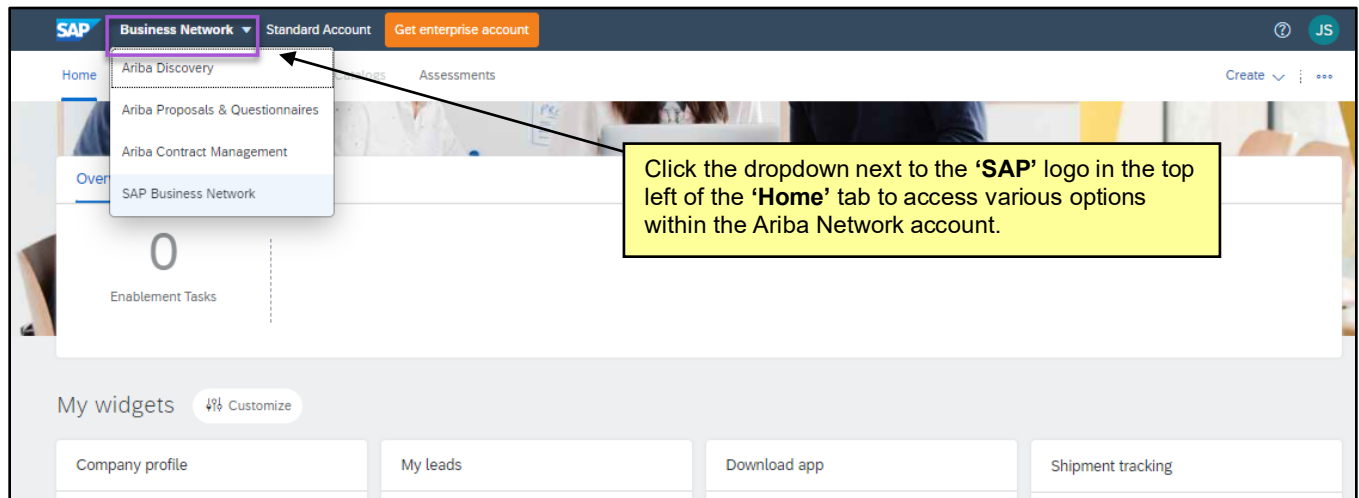
1. Navigate to **supplier.ariba.com**

2. Log in using your company's login credentials.

    a. To retrieve the login credentials for your company, use the "Forgot Username" or "Password" link and use the email used to create the account to retrieve those details.

    b. For additional help in gaining access to your Ariba Network account, please use the **Ariba Help Center** to contact Ariba Support.

3. Once logged in, users can navigate to different tools within the Ariba Network using the dropdown menu next to the **'SAP'** logo in the top left of the **'Home'** tab.

Click the dropdown next to the **'SAP'** logo in the top left of the **'Home'** tab to access various options within the Ariba Network account.

II.   Registering for an Ariba Network Account

1. Navigate to **supplier.ariba.com**

2. Scroll down and click the **'Register Now'** link to register for a free, standard account on the Ariba Network.
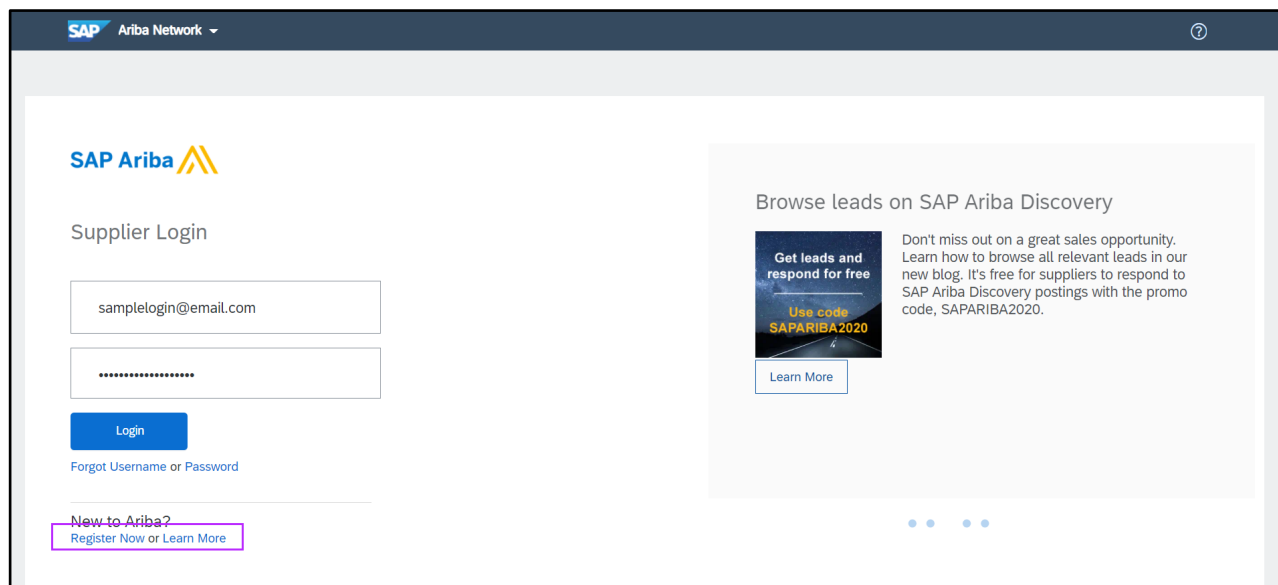
3. Follow the steps in the registration wizard, entering in company and user account information.

   Note: The person whose name is entered in the user account information section becomes the account administrator automatically. Account administrators can transfer the administrator role to another user later.

4. Once finished filling in all required sections, read the terms of use and check the box to agree to the terms. Click "**Register**" to finish the registration process.

   Note: Please be aware that the Ariba Network terms of use is separate from the terms of use for eVP and NC eProcurement. Each will need to be agreed to individually.

5. The Ariba Network will send an email to the designated email contact confirming the registration of your account. You must click the link in the email to activate your account.
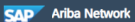
   a. If you change your email address, Ariba Network sends an email to the newly updated email address requesting confirmation of the change. You must use the link in the email to activate and log in to the account.

6. After clicking the activation link in the email, you will be brought to Ariba welcome page. From here, additional company information may be added by clicking on the "Company Profile" link.