

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.

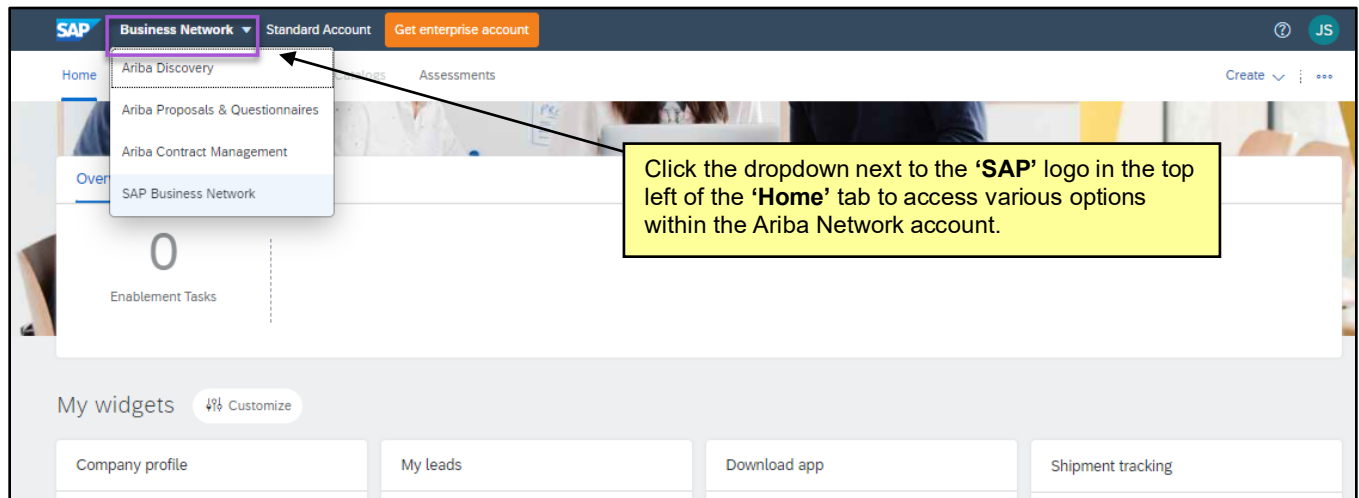
1. Navigate to supplier.ariba.com
2. Log in using your company's login credentials.
 - a. To retrieve the login credentials for your company, use the "Forgot Username" or "Password" link and use the email used to create the account to retrieve those details.
 - b. For additional help in gaining access to your Ariba Network account, please use the [Ariba Help Center](#) to contact Ariba Support.

NC eProcurement

Accessing the Ariba Network

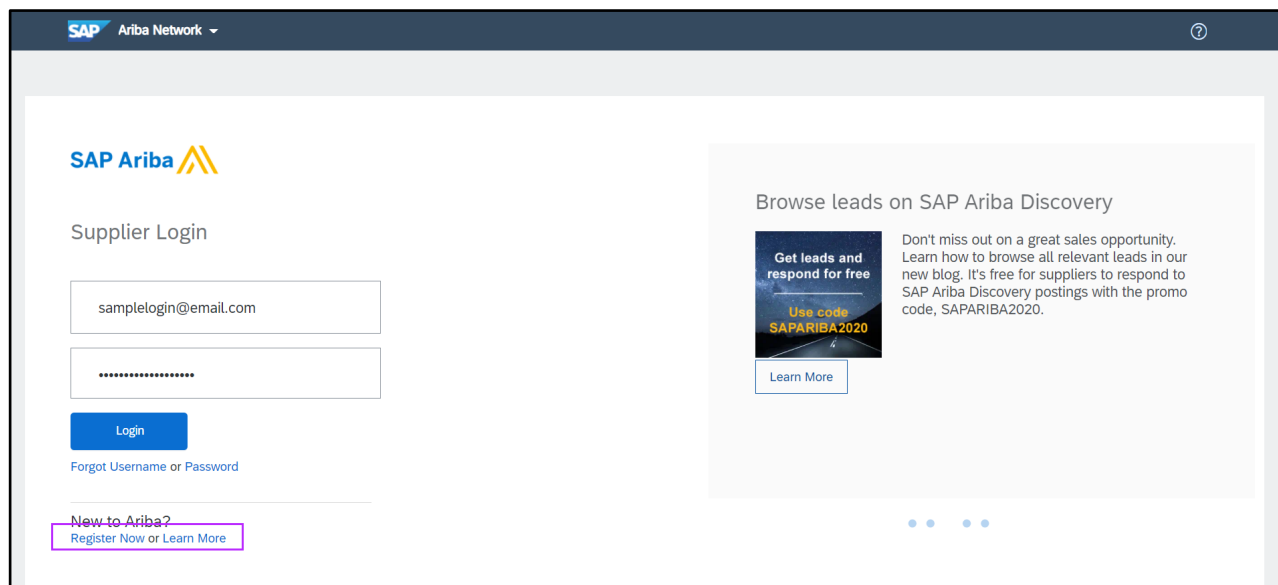
STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT PURCHASING
ONLINE SHOPPING STATEWIDE TERM CONTRACTS
ELECTRONIC VENDOR PORTAL HUB CERTIFIED VENDOR
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

- 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.



II. Registering for an Ariba Network Account

- Navigate to supplier.ariba.com
- Scroll down and click the 'Register Now' link to register for a free, standard account on the Ariba Network.



NC eProcurement

Accessing the Ariba Network

- 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.

The screenshot displays the Ariba Network registration wizard. It is divided into two main sections: "Company information" and "User account information".

Company information section:

- Company Name:** Sample Company
- Country/Region:** United States [USA]
- Address:** 1234 Test Drive, Line 2, Line 3
- City:** Raleigh
- State:** North Carolina [US-NC]
- Zip:** 27519

User account information section:

- Name:** John Doe
- Email:** testemail@samplecompany.com
- ☒ Use my email as my username

On the right side of the form, there is a sidebar with the heading "Ariba Network standard account is Free". It includes a "Login" link and three bullet points:

- Strengthen relationships:** Collaborate with your customer on the same secure network.
- Connect faster:** Exchange documents electronically and streamline communications.
- Reach more customers worldwide:** Sign up with Ariba Discover and

At the top right, there is a "Top 5 FAQs" link and "Documentation" and "Support" links.

- 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.

The screenshot displays the Ariba Network registration wizard, specifically the section for agreeing to the terms of use and privacy statement.

The text reads:

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.

Below the text, there are two checkboxes, both of which are checked:

- ☒ I have read and agree to the [Terms of Use](#)
- ☒ I have read and agree to the [SAP Ariba Privacy Statement](#)


At the bottom right, there are two buttons: "Register" and "Cancel".

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Accessing the Ariba Network

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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.



Dear John Smith,

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.

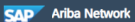
[Click here to activate your Ariba account.](#)

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=jZRdQQRA8CHgERkauBNcNySpeDumanJC&np=Ariba&app=Supplier>

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


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.


 Standard Account [Upgrade](#)

JS

Welcome to Ariba

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.

✓ Your email address  has been verified.

✓ Your Ariba username  has been activated.

Complete Your Company Profile Now

LEAD

- 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.

Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by or other criteria.

evaluate your capabilities.

any profile to automatically match your capabilities with new opportunities.

Additional company information may be added on the Company Profile page.

[Complete my Company Profile later](#) [Go to my Company Profile](#)