



Ariba Supplier Registration and Event Participation Guide

2025

Procurement Excellence

Welcome to the SI Group Supplier Registration Guide

This guide is designed to help suppliers successfully navigate the SI Group's Supplier Information Management Portal, powered by SAP Ariba Supplier Lifecycle & Performance (SLP). Whether you are registering for the first time or updating your company information, this resource provides step-by-step instructions and practical tips to ensure a smooth onboarding experience.

What you'll find in this guide:

- An overview of the supplier registration and event participation process
- Clear instructions for completing the Supplier Registration Questionnaire
- Guidance on participating in sourcing events (RFI, RFQ, RFP, Auctions)
- Tips for maintaining your Ariba account and updating company details
- Information on where to get help and support from SI Group and SAP Ariba

Why follow this guide?

- Completing the registration process and keeping your information up to date is essential for doing business with SI Group. While registration does not guarantee business, it is a required step for suppliers who wish to participate in sourcing events and transact with SI Group.
- We encourage you to read through each section carefully and refer to the FAQ or Help Center re for additional support. Our goal is to make your onboarding process as efficient and transparent as possible.

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Steps for Registration

1

Receive Invitation from SI Group to Connect on the Ariba Network (AN)

2

Create New Ariba Account or Log-in with Existing Account

3

Complete and Submit SI Group Supplier Registration Questionnaire

4

SI Group Review and Approval (may require additional information)

5

Maintain your Questionnaire as requested

Steps for Event participation

1

Receive Invitation from SI Group to participate in an event (e.g. RFI, RFP, Auction)

2

Create New Ariba Account or Log-in with Existing Account

3

Complete and submit quotation on Ariba

4

SI Group Review, Negotiate and Award (after registration)

5

Complete registration process (if applicable)

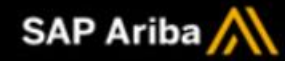
6

Contracting (if applicable)

Invitation Email Supplier

You will receive an email invitation from SI Group to register as a supplier on the SAP Business Network.

- The email will include a link labelled “**Click Here**”.
- Select this link to begin your registration process.



Register as a supplier with SI Group-TEST

Hello! has invited you to register to become a supplier with SI Group-TEST. Start by creating an account with SAP Business Network. It's free. SI Group-TEST uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers. If SupplierOnboarding already has an account with SAP Business Network, sign in with your user name and password. [Click Here](#) to create account now

Connect with SI Group

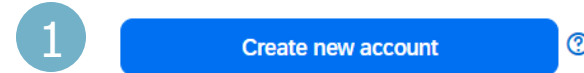
After clicking the invitation link, you will be directed to the SAP Business Network registration page.

- 1 If you are new to SAP Ariba, select **"Create new account"** to set up your company profile.
- 2 If your company already has an account, select **"Use existing account"** and log in with your credentials.
- 3 If you are unsure whether your company is already registered, use the **"Search for your company"** option to review existing accounts.

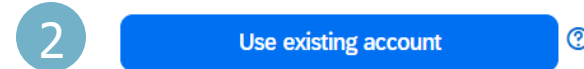


Connect with SI Group on SAP Business Network to collaborate.

Invited by [SI Group-TEST](#)



or



- 3 Not sure whether your company already has an account?
[Search for your company](#)

Review Accounts - Verifying existing accounts

- SAP Ariba will display any matching accounts associated with your company's details.
- Review the list of accounts and their administrators.
- If you need access to an existing account, click **"Contact administrator"** to send a request for user creation or account access.

Search for your company

[Help](#)

Company name

Corporate email / domain

Country

SupplierOnboarding

Select country



Search

Clear

Cancel

[Advanced search](#)Search results (3)**Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action?
SupplierOnboarding	No	Germany	Hesse		Contact administrator
SupplierOnboarding	No	Germany	Hesse		Contact administrator
SupplierOnboardingTest	No	United States	AK		Contact administrator

Review Accounts - Request user creation

- Fill out the contact form with your details and a brief message explaining your request.
- The administrator will receive your request and can assist with account setup or clarification.

Contact administrator ✕

To obtain a user account, please provide the requested information below:

Your name *

Jean Dupont

Your company name *

SupplierOnboarding

Your email *

Your phone number

Enter your number

Your message *

Hello,

I recently attempted to create an account on SAP Business Network. During the account creation process, SAP Business Network returned your account as a match.

Please contact me to determine if I should use this account.

Thank you.

 I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Send

Cancel

A message from Jean Dupont: SAP Business Network Existing Account confirmation Inbox ✕

<ordersender-prod@ansmtp.ariba.com>



A message from Jean Dupont: SAP Business Network Existing Account confirmation

Dear
Company: SupplierOnboarding
Country: DEU
SAP Business Network ID:

You got a message from Jean Dupont () about your existing account.
Please contact Jean Dupont and determine whether this account is associated with the request Jean Dupont received.
Evaluate if a user login should be created for Jean Dupont. In case of a trade relationship request, Jean Dupont needs to forward the request to you to merge it into this account. If it is a sourcing request Jean Dupont can merge the request using the new user account you created.

See the message below:

Use existing Account

To begin, log in with your existing SAP Ariba account credentials.

- Enter your **Username** and **Password**.
- If you have forgotten your username or password, use the provided links to recover them.
- Click **Connect** to proceed.



Sign in to connect with SI Group

Username*

[Forgot username?](#)

Password*



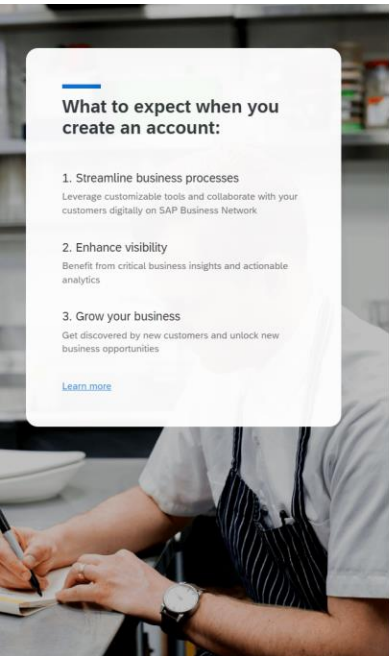
[Forgot password?](#)

Connect

Create new account

If you do not have an existing SAP Ariba account, select **Create new account**.

- Complete all required fields marked with an asterisk (*), including company information and administrator details.
- Agree to the SAP Terms of Use and Privacy Statement.
- Confirm the CAPTCHA and click **Create account**.
- You will receive a confirmation email with your Username and Ariba Network ID (ANID).



SAP Business Network

Create a free company account to connect with your customers on SAP Business Network

Company information

Company (legal) name *
SupplierOnboarding

Country/Region *
Germany [DEU]

Address line 1 *
Hauptstraße 1

Address line 2

Postal code *
60311

City *
Frankfurt

State
Hesse [DE-HE]

Administrator account information

First name *
Max

Last name *
Mustermann

Email *

☒ Use my email as my username

Password *

Repeat password *

Business role *
Sales Representative

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

☒ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

☒ I'm not a robot

[reCAPTCHA](#)
Privacy - Terms

Create account

SAP Business Network

Dear

Please find your account information below.

Your account:

Company name: **SupplierOnboarding**

Username:

Business Network ID:

ANID: ,

Administrator email:

Sign in and Explore:

Increase your visibility

Your account requires no additional resources. Simply complete your profile.

Respond to Purchase orders

Manage e-mail notifications of purchase orders.

Send Order Confirmations and Invoices

View and maintain your orders and invoices.

Contract Collaborations

Manage terms and conditions with your customers in legally binding agreements.

Sign in

Sincerely,

SAP Business Network

Create new account – Complete your company profile

Update your company profile

You must provide your products and service categories and ship-to or service locations so that you can be discovered by customers searching for companies like yours.

[Update](#) [Sign Out](#)

Edit Product and Service Information

Product and Service Categories | Ship-to or Service Location | Industries Served

Save Cancel

⚠ Add at least one category.

You don't have a category selected
Add categories to your profile so that customers can find you quickly and accurately.

+ Add Category

Edit Product and Service Information

Product and Service Categories | Ship-to or Service Location | Industries Served

Save Cancel

Select the industries your company serves.

☐ Aerospace & Defense	☐ Metal Products
☐ Agriculture & Mining	☐ Oil & Gas
☐ Automotive	☐ Pharmaceuticals
☐ Building Materials, Clay & Glass	☐ Primary Metal & Steel
☐ Chemicals	☐ Public Sector
☐ Consumer Products	☐ Retail
☐ Engineering & Construction	☐ Service Provider
☐ Financial Services & Banking	☐ Telecommunications
☐ Forest Products & Paper	☐ Textiles Production
☐ Furniture	☐ Transportation & Storage
☐ Healthcare	☐ Utilities
☐ High Tech & Electronics	☐ Wholesale Distribution
☐ Higher Education & Research	☐ Other
☐ Hospitality	
☐ Industrial Machinery & Components	
☐ Insurance	
☐ Media	

After creating your account, you will be prompted to update your company profile.

- Add your **Product and Service Categories** to help customers find your business.
- Specify your **Ship-to or Service Locations**.
- Select the **Industries Served** by your company.
- The more complete your profile, the greater your visibility to potential customers.

Account created

Once your account is set up, you will see a welcome message.

- Click **Complete profile** to finish setting up your company information.
- You may choose to complete your profile later, but doing so promptly increases your business opportunities.



Welcome to SAP Business Network!

Complete your profile to increase your company's visibility and grow your business.

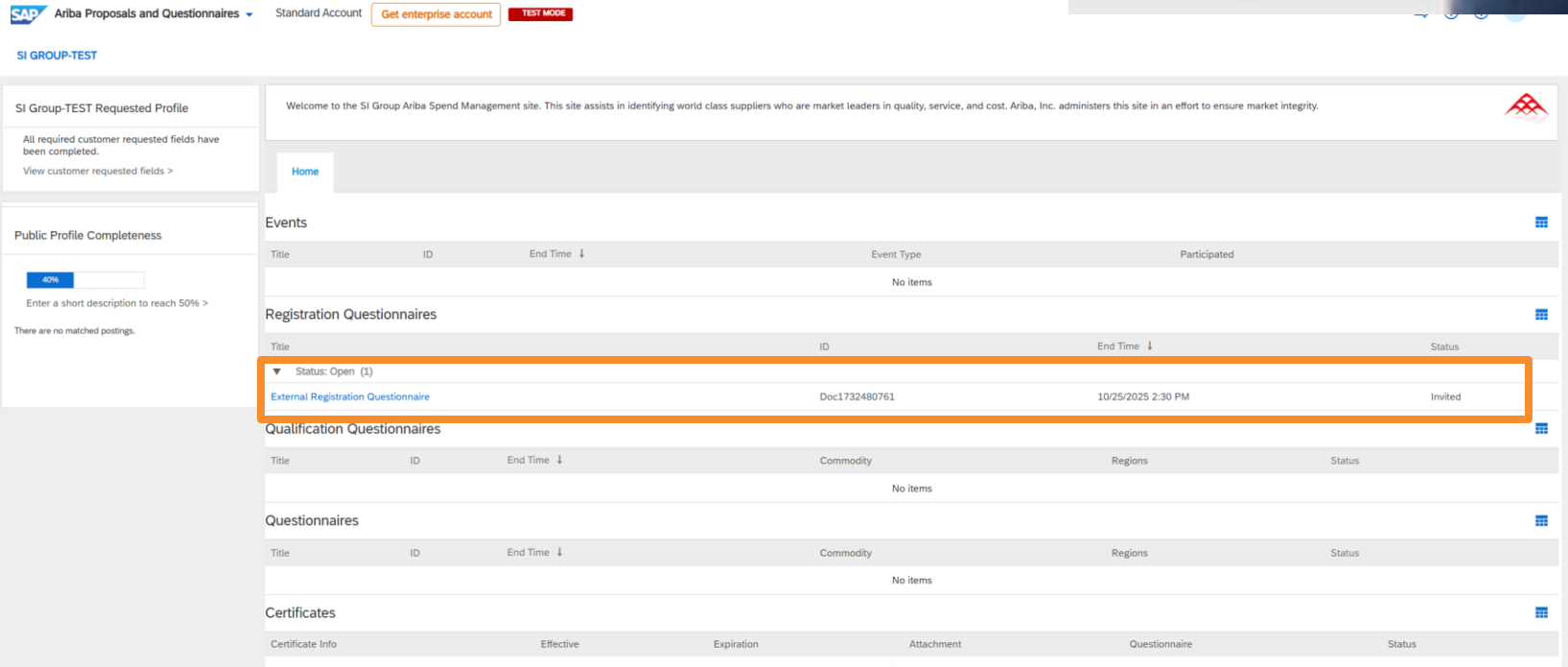
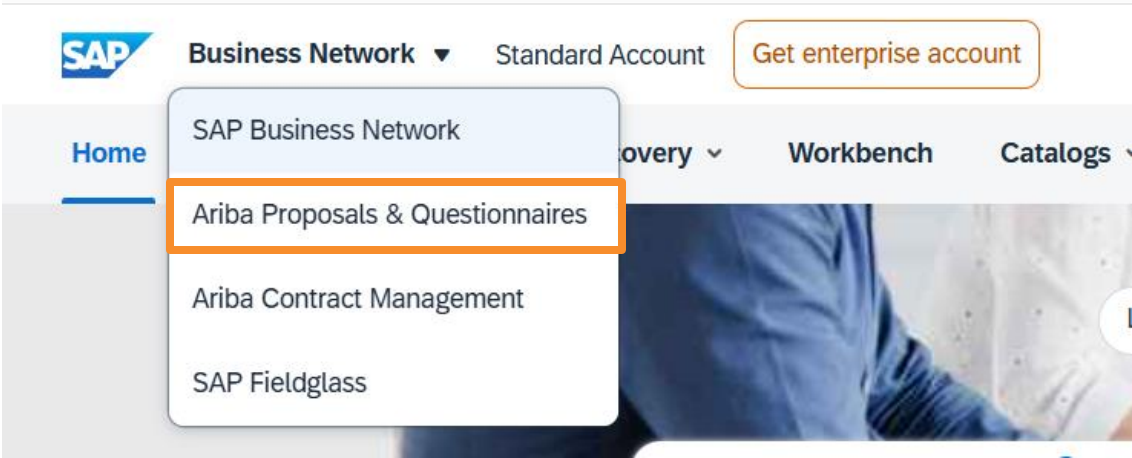
Complete profile

[Maybe later](#)

Access the SI Group Registration Questionnaire

To participate as a supplier, complete the SI Group Registration Questionnaire.

- If you used the SI Group invitation link, you will be redirected to the questionnaire automatically.
- Alternatively, log in to [SAP Business Network Supplier](#), open **Ariba Proposals & Questionnaires**, select **SI GROUP**, and open **External Registration Questionnaire**.



Registration Questionnaire – Complete all required question (*) and submit response

The screenshot shows the Ariba Sourcing interface for a registration questionnaire. The header includes the Ariba Sourcing logo, a navigation bar with links like 'back to SI Group-TEST Dashboard', and a top right area with 'Company Settings', 'Max Mustermann', 'Feedback', and 'Help'. A 'Desktop File Sync' button is also present. A clock icon indicates 'Time remaining: 29 days 01:26:07'. The main content area is titled 'All Content' and lists various sections: 'General Supplier Information', 'Transaction Information', 'Payment Information', 'Tax Information', 'Other Relevant Questions', 'LCL Details', 'Compliance Questions', and 'Tax fields for Other...'. A sidebar on the left contains a list of these sections, with 'General Supplier Information' selected. At the bottom, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. Numbered callouts 1 through 6 highlight specific elements: 1 points to the 'back to SI Group-TEST Dashboard' link, 2 points to the time remaining clock, 3 points to the sidebar navigation, 4 points to the 'Compose Message' button, 5 points to the 'Save draft' button, and 6 points to the 'Submit Entire Response' button.

- 1 Link to return to dashboard
- 2 Time remaining to respond to the questionnaire
- 3 Navigate to sections of the form
- 4 Send a message to the originator of the invite

- 5 Save draft to submit later
- 6 Final submit
- 7 Confirmation of submission

7 Doc1732480761 - External Registration Questionnaire

✓ Your response has been submitted. Thank you for participating in the event.

Registration Questionnaire – Bank Account information

In the questionnaire, select the agreed payment method:

- **Electronic Bank Transfer** (requires banking details)
- **Check Payment** (requires remittance address)
- **Direct Debit Payment** (no banking or address required)

If you choose Electronic Bank Transfer, click **Add Payment Information** to enter your bank details.

3 Payment Method ⓘ	* Electronic Bank Transfer – Banking required ▼
4 Payment information Add Payment information (7) More... +	Electronic Bank Transfer – Banking required
▼ 5 Tax Information	Check payment – Remittance address required
	* Direct Debit payment – No banking or address required

4 Payment information

[Add Payment information](#)

Registration Questionnaire – Provide Bank Account Details

- Complete the bank account information
- Please follow the below guidance when entering your organizations banking details.
- The bank details provided must be supported by a bank or company letterhead with the same information
 - **Bank Type:** Please choose from either Domestic or Foreign
 - **Bank ID:** Default to 0001
 - **Name:** Please provide the name of the bank (e.g. HSBC)
 - **Bank branch:** Please provide the name of the bank branch (HSBC Trinkaus & Burkhardt AG)

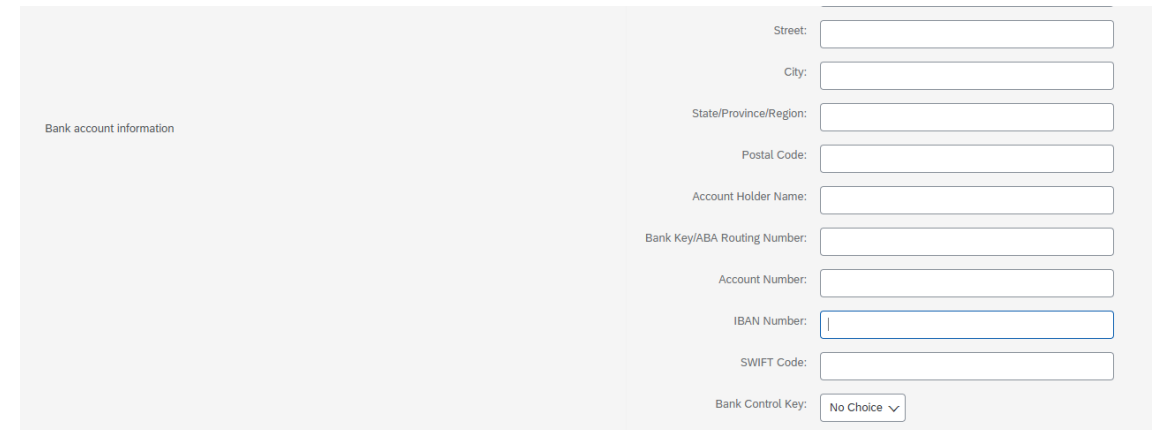
Payment information (8)

Name ↑	
▼ Bank Information #1	Delete
	Bank Type: Domestic ▼ Bank Id: 000 Country/Region: Germany Bank Name: HSBC Bank Branch: HSBC Trinkaus & Burkhardt AG Street: City: State/Province/Region:

Bank account information

Registration Questionnaire – Bank Account information

- **Street/City/State/Province/Region/Postal Code:**
 - Please enter the address details of your bank
- **Account Holder Name:**
 - Please enter the name of the Company the bank account is registered to
- **Bank key/Routing Number:**
 - Please enter your bank key. Format and length can be viewed on next slide
- **Account Number:**
 - Please enter your bank account number. Format and length can be viewed on next slide
- **IBAN Number:**
 - Please **only enter your IBAN** if the **Bank Key** and **Account Number** fields are **not filled in**.
- **SWIFT Code** (otherwise known as BIC):
 - Please enter the SWIFT Code of your bank.
- **Bank Control Key:**
 - No selection required



Bank account information

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key:

Bank account format

Overview: The tables below summarize the required formats for entering bank account details by country when registering as a supplier in SAP Ariba.

Use them to ensure your banking information meets local requirements and avoids errors during submission.

Country name	Country Code	Bank key digits	Swift code digits	IBAN Digits	Bank account #	Format details
Argentina	AR	22	8 to 11		up to 14 digits	no spaces, no dashes
Australia	AU	6	8 to 11		up to 10 digits	no spaces, no dashes
Austria	AT	5	8 to 11	20	up to 11 digits	no spaces, no dashes
Belgium	BE	3	8 to 11	16	up to 14 digits	no spaces, no dashes
Brazil	BR	9	8 to 11	29	up to 17 digits	no spaces, no dashes
Canada	CA	10	8 to 11		up to 17 digits	no spaces, no dashes
China	CN	12	8 to 11		up to 18 digits	no spaces, no dashes
Colombia	CO		8 to 11			no spaces, no dashes
Costa Rica	CR	3	8 to 11	22	up to 14 digits	no spaces, no dashes
Czech Republic	CZ	4	8 to 11	24	up to 18 digits	no spaces, no dashes
Denmark	DK	4	8 to 11	18	up to 10 digits	no spaces, no dashes
Finland	FI	11	8 to 11	18	up to 18 digits	no spaces, no dashes
France	FR	5	8 to 11	27	up to 18 digits	no spaces, no dashes
Germany	DE	8	8 to 11	22	up to 14 digits	no spaces, no dashes
Greece	GR	11	8 to 11	27		no spaces, no dashes
Hungary	HU	7	8 to 11	28	up to 17 digits	no spaces, no dashes
India	IN	11	8 to 11			no spaces, no dashes
Indonesia	ID	3	8 to 11			no spaces, no dashes
Ireland	IE	6	8 to 11	22	up to 8 digits	no spaces, no dashes
Israel	IL	11	8 to 11	23		no spaces, no dashes
Italy	IT	10	8 to 11	27	up to 12 digits	no spaces, no dashes

Country name	Country Code	Bank key digits	Swift code digits	IBAN Digits	Bank account #	Format details
Japan	JP	8	8 to 11		up to 10 digits	no spaces, no dashes
Luxembourg	LU	8	8 to 11	20	up to 15 digits	no spaces, no dashes
Malaysia	MY		8 to 11		up to 16 digits	no spaces, no dashes
Malta	MT	11	8 to 11	31		no spaces, no dashes
Mexico	MX	10	8 to 11		up to 18 digits	no spaces, no dashes
Netherlands	NL		8 to 11	18	up to 10 digits	no spaces, no dashes
Norway	NO		8 to 11	15	up to 11 digits	no spaces, no dashes
Paraguay	PY		8 to 11			no spaces, no dashes
Poland	PL	8	8 to 11	28	up to 16 digits	no spaces, no dashes
Russian Fed.	RU	15	8 to 11		up to 18 digits	no spaces, no dashes
Singapore	SG	11	8 to 11		up to 18 digits	no spaces, no dashes
Slovenia	SI	11	8 to 11	19		no spaces, no dashes
South Africa	ZA	6	8 to 11			no spaces, no dashes
South Korea	KR	11	8 to 11			no spaces, no dashes
Spain	ES	10	8 to 11	24	up to 10 digits	no spaces, no dashes
Switzerland	CH	5	8 to 11	21	up to 18 digits	no spaces, no dashes
Taiwan	TW	11	8 to 11			no spaces, no dashes
Thailand	TH	3	8 to 11		up to 15 digits	no spaces, no dashes
United Kingdom	GB	6	8 to 11	22	up to 10 digits	no spaces, no dashes
USA	US	9	8 to 11		up to 17 digits	no spaces, no dashes

Registration Questionnaire – Bank Account information

- Click to attach the supporting document (bank details on company or bank letterhead) in PDF format.
- Find and select the file to attach.
- Click **OK** when done.

Please attach a bank reference or bank statement from the nominated bank account

[★Attach a file](#)

Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: No file chosen

Registration Questionnaire – Bank Account information

- Add additional bank accounts, if needed.

Add an additional Bank Information

- Once complete, click **Save**

Save

Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > 4 Payment information

Payment information (8)



Registration Questionnaire – Tax Information

- Select your country and enter the appropriate tax number.
- Attach supporting tax documentation as required.

5.1 Tax number(s)	Country/Region: United States (US) ⓘ <table><thead><tr><th>Tax Name</th><th>Tax Type</th><th>Tax Number</th></tr></thead><tbody><tr><td>USA: Social Security Number</td><td>Organization</td><td> </td></tr><tr><td>USA: Employer ID Number</td><td>Organization</td><td> </td></tr></tbody></table>	Tax Name	Tax Type	Tax Number	USA: Social Security Number	Organization		USA: Employer ID Number	Organization				
Tax Name	Tax Type	Tax Number											
USA: Social Security Number	Organization												
USA: Employer ID Number	Organization												
5.1 Tax number(s)	*Country/Region: Germany (DE) ⓘ <table><thead><tr><th>Tax Name</th><th>Tax Type</th><th>Tax Number</th></tr></thead><tbody><tr><td>Germany: Elster Tax Number</td><td>Organization</td><td> </td></tr><tr><td>Germany: Tax Number</td><td>Organization</td><td> </td></tr><tr><td>Germany: VAT Registration Number</td><td>Organization</td><td> </td></tr></tbody></table>	Tax Name	Tax Type	Tax Number	Germany: Elster Tax Number	Organization		Germany: Tax Number	Organization		Germany: VAT Registration Number	Organization	
Tax Name	Tax Type	Tax Number											
Germany: Elster Tax Number	Organization												
Germany: Tax Number	Organization												
Germany: VAT Registration Number	Organization												
5.2 Please attach all official supporting documentation that supports the tax information provided	*Attach a file 📎												

Registration Questionnaire - Submission

- Review all fields to ensure completeness and accuracy.
- Click Submit Entire Response.
- If any required fields are missing or incorrect, you will receive an error message. Correct the errors and resubmit.

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

Ariba Sourcing

[back to SI Group-TEST Dashboard](#)

ⓘ

There is 1 problem that requires completion or correction in order to complete your request.

▼ 5 Tax Information

5.1 Tax number(s)

5.2 Please attach all official supporting documentation that supports the tax information provided

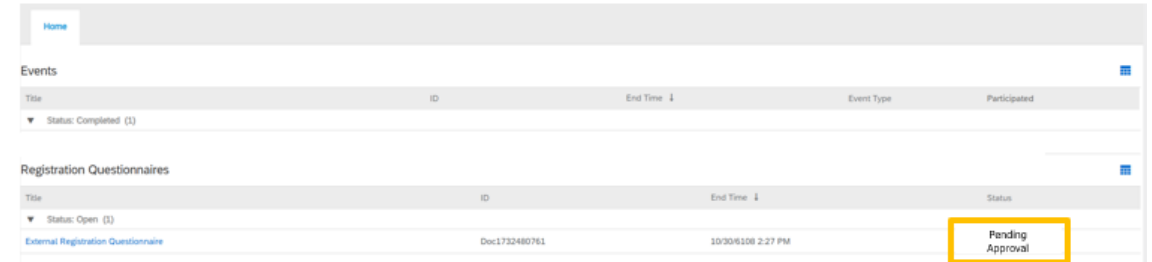
Country/Region: United States (US)

You need to provide an answer to Question 5.2, "Please attach all official supporting documentation that supports the tax information provided."

Attach a file

Registration Questionnaire - Submission

- After submission, you can view the status of your registration in your Ariba Account dashboard under **Ariba Proposals and Questionnaires**.



The screenshot displays the Ariba Account dashboard. At the top, there is a 'Home' button. Below it, the 'Events' section is visible, showing a table with columns: Title, ID, End Time, Event Type, and Participated. A dropdown menu for 'Status: Completed (1)' is shown. Below the 'Events' section, the 'Registration Questionnaires' section is visible, showing a table with columns: Title, ID, End Time, and Status. A dropdown menu for 'Status: Open (1)' is shown. The table lists one entry: 'External Registration Questionnaire' with ID 'Doc1732480761' and End Time '10/30/6108 2:27 PM'. The 'Status' column for this entry is highlighted with a yellow box and labeled 'Pending Approval'.

Title	ID	End Time	Status
External Registration Questionnaire	Doc1732480761	10/30/6108 2:27 PM	Pending Approval

Definition of status:

- Pending Approval:** Initial submission of the questionnaire.
- Registered:** Approved questionnaire. You're now a registered supplier. Additional forms may be required.
- Pending Resubmission:** Action needed—check email for revision request. Update via “Revise Response”.
- Registration Denied:** Registration rejected. Email will include the reason.

Next steps

What Happens Next

- SI Group will review your questionnaire and approve the content.
- If additional information is needed, SI Group will request updates and send the questionnaire back to you with a message (e.g., for corrections or missing data).
- Once the data check is complete, SI Group will approve your registration and update your ANID in the SI Group Ariba system.

Step 1: Access the Questionnaire

- Ariba Proposals and Questionnaires

Standard Account
Get enterprise account
TEST MODE

SI GROUP-TEST

SI Group-TEST Requested Profile

All required customer requested fields have been completed.
View customer requested fields >

Public Profile Completeness

40%

Enter a short description to reach 50% >

There are no matched postings.

Welcome to the SI Group Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Completed (1)				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
External Registration Questionnaire	Doc1732480761	10/30/6108 2:27 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
-------	----	------------	-----------	---------	--------

Registration Questionnaire – Updates

Step 2: Revise Your Response

- Click **Revise Response** to begin editing your submission.
- Confirm your intent to revise by clicking **OK**.

The screenshot displays the Ariba Sourcing interface. At the top, the header bar includes 'Ariba Sourcing' and navigation links like 'Company Settings', 'Max Mustermann', 'Feedback', 'Help', and 'Messages'. Below the header, a console on the left lists 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main content area shows a message: 'You have submitted a response for this event. Thank you for participating.' Below this, a table lists 'All Content' with columns for 'Name' and 'Status'. A 'Revise Response' button is highlighted with a yellow box. A modal dialog is open, titled 'Revise Response?', with the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' The dialog has 'OK' and 'Cancel' buttons, with 'OK' highlighted by a yellow box.

Registration Questionnaire – Updates

Step 3: Edit and Submit

- Update the necessary fields as requested.
- Click **Submit Entire Response** to send your revised information.
- Confirm submission in the pop-up box.
- You will see a confirmation message at the top of the screen when your revised response is submitted.

The screenshot displays a registration questionnaire form with several fields, including '1.29 Internet homepage address', '1.34 D&B Number', and '2 Transaction Information' (with sub-field '2.1 E-mail address for purchase orders'). A legend indicates that an asterisk (*) denotes a required field. At the bottom of the form, a row of buttons is visible: 'Submit Entire Response' (highlighted with a yellow box), 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A white pop-up dialog box is overlaid on the right side of the form, asking 'Submit this response?' with a green checkmark icon. It includes the instruction 'Click OK to submit.' and two buttons: 'OK' (highlighted with a yellow box) and 'Cancel'. Below the form, a green confirmation message box states: '✓ Your revised response has been submitted. Thank you for participating in the event.'

Registration Questionnaire – Updates

Step 4: Notification of Approval

- You will receive an email notification once your revised questionnaire is approved.

SAP Ariba 

Hello Max Mustermann,

SI Group-TEST has approved the updates to External Registration Questionnaire that Max Mustermann submitted on Mon, 06 Oct, 2025.

Best Regards,

SAP Ariba team

Steps for Event participation and contracting

Participating in a sourcing event with SI Group through **SAP Ariba Sourcing** involves a few key steps. These events may include Requests for Proposal (RFPs), auctions, or other competitive bidding formats

1

Receive Invitation from SI Group to participate in an event (e.g. RFI, RFP, Auction)

2

Create New Ariba Account or Log-in with Existing Account

3

Complete and submit quotation on Ariba

4

SI Group Review, Negotiate and Award (after registration)

5

Complete registration process (if applicable)

6

Contracting (if applicable)

Below outlines the key steps in our contract lifecycle, helping you understand what to expect and how to collaborate effectively.

1

Award Notification You'll be notified of the award of business by SI Group and contract process initiates

2

Contract Drafting SI Group will prepare a draft contract using standardized templates.

3

Review & Collaboration You'll review the contract, provide input if needed, and confirm key terms.

4

Approval & Signature The contract is finalized and routed for electronic signature via DocuSign

5

Contract Activation Once signed, the contract becomes active and governs the scope of work and terms.

Sourcing Event participation

Participating in Sourcing Events

- **Step 1: Receive Event Invitation**
 - You will receive an email invitation from SAP Ariba to participate in a sourcing event.
 - Click the '**Click here**' link in the email to access the event.
- **Step 2: Access the Event Page**
 - Log in or create an account as needed.
 - On the event page, review the event name and ID.
 - Check the time remaining to submit your proposal.

SAP Ariba 

SI Group-TEST has invited you to participate in the following event: Sourcing Project - Test - Single Event. The event is set to begin on Tuesday, October 7, 2025 at 2:38 PM, Central European Summer Time.

Use the following user name to sign in to SI Group-TEST events:

[Click Here](#) to access this event.

When you click this link, sign in with your user name and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or sign in using your existing Ariba Commerce Cloud account user name and password before you can indicate that you do not want to respond to this event.

If you have forgotten your user name or password and are unable to sign in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Sign In page to reset your password.

If you have questions about this event, contact [SI Group-TEST](#) via telephone at [+49 201 2000 2000](#) or via e-mail at [ariba@si-group-test.com](#)

We look forward to working with you!

Thank You,

SI Group-TEST

Sourcing Event participation

- **Step 3: Review Prerequisites**
 - Select **Review Prerequisites** to accept the event terms and begin receiving updates.
 - If you do not wish to participate, select **Decline to Respond**.

The screenshot displays the Ariba Sourcing interface for a test event. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'John Dupont', 'Feedback', 'Help', and 'Messages'. Below the navigation bar, the event details are shown: 'Doc1755847435 - Test Event 2025' with a 'Time remaining' of '00:21:12'. A yellow box highlights the event title and the time remaining. Below this, a message states: 'Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.' Below the message are four buttons: 'Download Content', 'Review Prerequisites' (highlighted with a blue box), 'Decline to Respond', and 'Print Event Information'. The left sidebar contains a 'Checklist' with four items: '1. Review Event Details', '2. Review and Accept Prerequisites' (highlighted with a blue box), '3. Select Lots/Line Items', and '4. Submit Response'. Below the checklist is a section for 'Event Contents' with a link to 'All Content'. The main content area shows 'All Content' with a table of items. The table has columns for 'Name', 'Price', 'Quantity', and 'Extended Price'. The first item is '1.0 BAG FOIL 3 PLY WHITE' with a price of 'Less...' and a quantity of '5,000 each'. Below the table is a section for 'Event Overview and Timing Rules' with fields for 'Owner', 'Event Type: RFP', 'Contract Months: 12', 'Anticipated Contract Effective Date: 12/31/2025', 'Publish time: 10/13/2025 9:44 AM', 'Due date: 10/13/2025 10:14 AM', and 'Specify how lot bidding will begin and end: Parallel'. The bottom section is 'Bidding Rules'.

Ariba Sourcing

Go back to SI Group-TEST Dashboard

Desktop File Sync

Event Details

Doc1755847435 - Test Event 2025

Time remaining: 00:21:12

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content Review Prerequisites Decline to Respond Print Event Information

Event Messages

Download Tutorials

Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

All Content

Name	Price	Quantity	Extended Price
1.0 BAG FOIL 3 PLY WHITE	Less...	5,000 each	
BAG FOIL 3 PLY WHITE			
Order Unit:			

Event Overview and Timing Rules

Owner:

Event Type: RFP

Contract Months: 12

Anticipated Contract Effective Date: 12/31/2025

Publish time: 10/13/2025 9:44 AM

Due date: 10/13/2025 10:14 AM

Specify how lot bidding will begin and end: Parallel

Bidding Rules

Sourcing Event participation - Review Prerequisites

- **Step 4: Submit Your Quotation**
 - Accept the event terms to proceed.

Doc1755847435 - Test Event 2025

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids. If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.

2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.

3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.

4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential or proprietary materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.

5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.

6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.

7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

OK

Cancel

Event participation – Submit quotation

- Enter your price quotations and answer any required questions.

Doc1755847435 - Test Event 2025 Time remaining 00:03:47

All Content

Name ↑	Price	Quantity	Extended Price
1.0 BAG FOIL 3 PLY WHITE	Less... * EUR	5,000 each	
BAG FOIL 3 PLY WHITE			
	Order Unit:		
▼ 3.0 Certification			
3.1 Confirm your Ecovadis scoring	*		

(*) indicates a required field

- Use the following features:
 - **Submit Entire Response:** Final submission.
 - **Update Totals:** Calculate extended price (Price × Quantity).
 - **Save Draft:** Save your progress to submit later.
 - **Compose Message:** Send a message to the event originator.
 - **Excel Import:** Import quotes and answers via Excel.

Event participation – Revise Response

- **Step 5: Revise Your Response**
 - If the event is still active, you may revise your response after submission.

Doc1755847435 - Test Event 2025 Time remaining 00:02:06

You have submitted a response for this event. Thank you for participating.

[Revise Response](#)

All Content

Name 1	Price	Quantity	Extended Price
1.0 BAG FOIL 3 PLY WHITE	Less... €1.00 EUR	5,000 each	€5,000.00 EUR
BAG FOIL 3 PLY WHITE			
Order Unit:			
▼ 3.0 Certification			
3.1 Confirm your Ecovadis scoring		90	

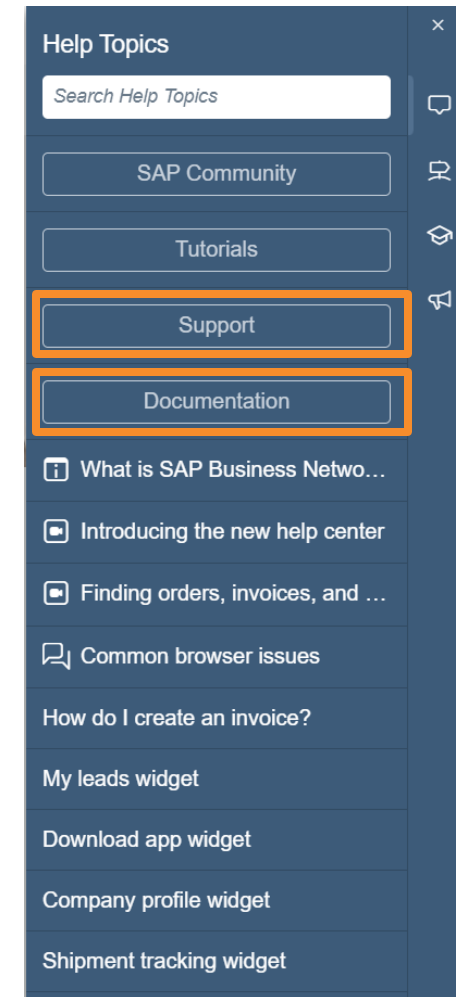
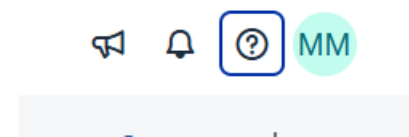
Support from SI Group and SAP

SI Group can help with	SAP Ariba Support can help with
Not receiving the Ariba invitation email or link.	Forgotten login credentials.
Invitation sent to the wrong email address.	Access issues when the company's Ariba admin is unavailable.
Issues accessing the SI Group Registration Questionnaire.	Account setup and navigation (managing users, notification settings, multiple accounts).
Requesting an extension for questionnaire submission.	Troubleshooting ongoing access issues not resolved by SI Group.
Guidance on registration and submitting the questionnaire.	

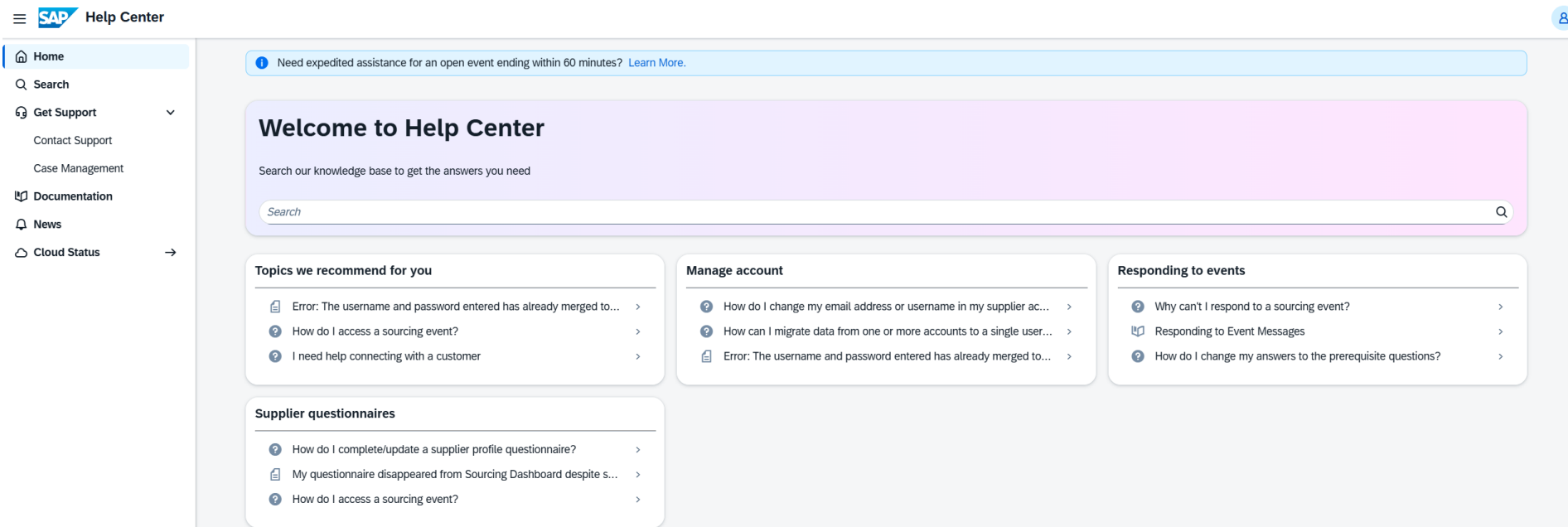
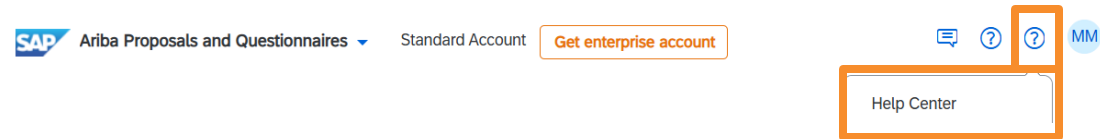
NOTE: For additional questions and answers, please refer to our FAQ document

Ariba Network – How to Access Support

- Refer to the Help Centre for product documentation, tutorials, and support content.
- Click the Help icon in the top right corner of the Ariba Network header bar, then select the Support tile.
- Supplier users have full access to relevant documentation after logging in.



Support from SAP



Support from SAP

☰

SAP

Help Center

🏠 Home

🔍 Search

🎧 Get Support

▼

Contact Support

Case Management

📖 Documentation

🔔 News

☁ Cloud Status

→

Search

🔍

Contact Support

🕒 Step 1

How can we support you?

Need expedited assistance for an open event ending within 60 minutes? [Take these steps](#)

Provide a full description of your question or issue with document numbers and all necessary information

3000 characters remaining

🕒 Step 2

Resources

🕒 Step 3

Confirm the details

🕒 Step 4

Contact options

39



Frequently Asked Question

For answers to common questions, please refer to the FAQ document available on our supplier webpage within <https://siigroup.com>.

The FAQ covers topics such as:

- General Information
- Registration & Onboarding
- Account Management
- Sourcing Events
- Contracts Module
- Troubleshooting
- Glossary
- Support Contacts
- Helpful Links

If you need further assistance, please use the [Ariba Help Center](#) within your SAP Ariba account or reach out to your SI Group contact.

Useful Tips & Best Practices

Add multiple Users to answer Supplier Registration Questionnaire

- **Step 1: Create a Role with Questionnaire Access**
 - Go to the **Users** tab in the Company Settings menu.
 - Click **Create Role** in the Manage Roles section.

The screenshot displays the SAP Ariba interface for 'SI GROUP-TEST'. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The left sidebar shows 'SI Group-TEST Requested Profile' and 'Public Profile Completeness' (40%). The main content area is divided into 'Events' and 'Registration Questionnaires'. A user profile dropdown menu is open, showing options like 'Max Mustermann', 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch Account', 'Switch To Production', 'SupplierOnboarding -...', 'ANID:', 'Company Profile', and 'Logout'. A blue circle with the number '1' is next to the user profile icon. A blue circle with the number '2' is next to the 'Users' link in the 'ACCOUNT SETTINGS' menu. A blue circle with the number '3' is next to the '+' icon in the 'Roles (2)' section. The 'Roles (2)' section shows a table with columns 'Role Name', 'Users Assigned', and 'Actions'. The roles listed are 'Administrator' (Max Mustermann) and 'Jean Dupont' (John Dupont).

ACCOUNT SETTINGS

- Users
- Notifications
- SOURCING & CONTRACTS SETTINGS
- Sourcing & Contracts Notifications

Roles (2)

Role Name	Users Assigned	Actions
Administrator	Max Mustermann	
Jean Dupont	John Dupont	

Add multiple Users to answer Supplier Registration Questionnaire

Create Role

* Indicates a required field

New Role Information

4

Name: * Ariba Questionnaire Access

Description:

Permissions

Each role must have at least one permission.
Upgrade your SAP Business Network, standard account to an enterprise account to enable all permissions.

Permission	Description
☒ Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks.
☐ Catalog Management	Set up and manage catalog related activities
☐ Company Information	Review and update company profile information
☐ Contact Administration	Maintain information for account contact personnel
☐ Create postings on Ariba Discovery	Create postings on Ariba Discovery
☐ ID Registration Access	Register unique identifiers, like email domains
☐ Payment Profile	Configure your payment profile
☒ Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
☐ Trading Invitation Account Merge	Allows the assigned user to merge a trading related invitation into this Ariba Network Account.

- Enter a name and description for the role.
- Assign permissions that allow access to the Supplier Registration Questionnaire.
- Click Save to create the role.
- **Step 2: Create New Users and Assign Roles**
 - Click **Create User** and enter the required information for each user.

Account Settings

Save Close

Customer Relationships Users Notifications Application Subscriptions Generative AI

Manage Roles Manage Users Manage User Authentication Revoked Users More...

Users (2)

☐ Enable assignment of orders to users with limited access to SAP Business Network. ⓘ

Filter

Users (You can only search on one attribute at a time)

Username Enter username

Apply Reset

6

Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
----------	---------------	------------	-----------	--	---------------	---------------------------------	-------------------	-----------	---------

Add multiple Users to answer Supplier Registration Questionnaire

- Assign the previously created role to each user.
- Click Done to add the user

Create User Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

7

Username* ⓘ
Email Address*
First Name*
Last Name*
☐ Do not allow the user to resend invoices to the buyer's account. ⓘ
☐ This user is the SAP Business Network Discovery Contact ⓘ
☐ Limited access ⓘ
Office Phone: Country Area Number

Role Assignment

8

Name	Description
☐ Jean Dupont	
☒ Ariba Questionnaire Access	

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

9 Done Cancel

Step 3: Add Users to the Response Team

- In the Registration Questionnaire, add users to the Response Team.
- Ensure all necessary users are included so they can collaborate on the questionnaire.

Ariba Sourcing

[Go back to SI Group-TEST Dashboard](#)

Event Details

Doc1732480761 - External Registration Questionnaire

[Event Messages](#)

[Response History](#)

[Download Tutorials](#)

[Prepare Response](#)

[Response Team](#)

All Content

Name ↑

Response Team - External Registration Questionnaire OK Cancel

Review the list of members from your organization who can participate in this event with you. You may add team members to this list as needed.

Name	Email Address
John Dupont	supplieronboardinguser2@gmail.com

Add

Add Team Members OK Cancel

☐ Name ↑ Email Address

☐ John Doe

John Dupont (supplieronboardinguser2@gmail.com) last visited 13 Oct 2025 2:59:36 AM Supp
SAP Business Network Privacy Statement Security Disclosure Terms of Use

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Review Your Relationships

Current and Potential

The screenshot shows the SAP Business Network interface for 'Customer Relationships'. At the top, there's a navigation bar with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Catalogs', and 'Assessments'. Below this, the 'Customer Relationships' section is active, showing a 'Trading Standard' card with a '0' count. A search bar is present with filters for 'Buyer', 'Network ID', 'BNOID', 'Relationship Type', 'Country/Region', and 'Relationship Status'. Below the search bar, there are tabs for 'Trading Business Partner (0)' and 'Linked Child Accounts (0)'. At the bottom, a 'Customer List' table is visible with columns: Network ID, Trading Partner, BNOID, Relationship Type, Relationship Status, Country/Region, Data Center, and Last Changed On. The table currently shows no data.

Reviewing Your Supplier Relationships

- A **sourcing relationship** allows a supplier to complete SAP Ariba Supplier Lifecycle and Performance questionnaires and participate in sourcing events.
- A **fulfilment or trading relationship** enables you to send purchase orders and transact with suppliers.
- Both relationships can be established simultaneously.
- Only fulfilment/trading relationships are listed under “Customer Relationships.”
- For more details, refer to the [SAP Help Portal](#).

Setting Up User Accounts and Permissions

Administrator Role

- Only one administrator per Ariba Network ID (ANID).
- Responsible for account setup, configuration, and management.
- Creates users and assigns roles/permissions.
- Serves as the primary point of contact for account issues.

User Role

- Up to 250 user accounts can exist per ANID.
- Users can have different roles and permissions based on job responsibilities.
- Users can access all, or only specific customers assigned by the administrator.

Creating Roles and Users (Administrator Only)

- Click the Users tab in Company Settings.
- Click Create Role and enter the role name and description.
- Assign permissions and click Save.

The screenshot displays the SAP Business Network interface. At the top, the 'Users' tab is selected in the 'Company Settings' menu. Below this, the 'Manage Roles' section is visible, showing a table of roles. A yellow box highlights the 'Create Role' button in the top right corner of the 'Manage Roles' section. The 'Create Role' dialog is open, showing the 'New Role Information' section with fields for 'Name' (Arba Questionnaire Access) and 'Description'. The 'Permissions' section is also visible, showing a list of permissions with checkboxes. A yellow box highlights the 'Create Role' dialog.

Manage Roles

Roles (2)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission
Select permission assigned

Apply Reset

Role Name	Users Assigned	Actions
Administrator	Max Mustermann	
Jean Dupont	John Dupont	

Create Role

Indicates a required field

New Role Information

Name: Arba Questionnaire Access

Description:

Permissions

Each role must have at least one permission.
Upgrade your SAP Business Network, standard account to an enterprise account to enable all permissions.

Permission	Description
☒ Access Proposals and Contracts	View your organization's Arba Sourcing events and Arba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Arba Sourcing buyers before they can view or participate in events or contract tasks.
☐ Catalog Management	Set up and manage catalog-related activities
☐ Company Information	Review and update company profile information
☐ Contact Administration	Maintain information for account contact personnel
☐ Create postings on Arba Discovery	Create postings on Arba Discovery
☐ ID Registration Access	Register unique identifiers, like email domains
☐ Payment Profile	Configure your payment profile
☒ Respond to postings on Arba Discovery	Respond to postings on Arba Discovery
☐ Trading Invitation Account Merge	Allows the assigned user to merge a trading related invitation into this Arba Network Account.

Creating Roles and Users (Administrator Only)

- Click Create User and enter user details.
- Assign a role and click Done.

The image shows two screenshots from the SAP Business Network interface. The top screenshot displays the 'Account Settings' page with the 'Manage Users' tab selected. A table lists existing users, including 'test-supplieronboarding@gmail.com'. A yellow box highlights a '+' icon in the top right of the table. The bottom screenshot shows the 'Create User' form. The 'New User Information' section is highlighted with a yellow box, containing fields for Username, Email Address, First Name (John), Last Name (Dupont), and checkboxes for 'Do not allow the user to resend invoices to the buyer's account', 'This user is the SAP Business Network Discovery Contact', and 'Limited access'. Below this is the 'Role Assignment' section with a table showing 'Jean Dupont' as the selected role. The 'Customer Assignment' section has radio buttons for 'All Customers' (selected) and 'Select Customers'. A yellow box highlights the 'Done' button at the bottom right of the form.

Account Settings

Customer Relationships | **Users** | Notifications | Application Subscriptions | Generative AI

Manage Roles | **Manage Users** | Manage User Authentication | Revoked Users | More...

Users (1)

☐ Enable assignment of orders to users with limited access to SAP Business Network.

Filter

Users (You can only search on one attribute at a time)

Username +

☐	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
☐	test-supplieronboarding@gmail.com		Max	Mustermann	No	SOURCING_SUPPLIER_MASTERACCOUNT_+7		All()	Yes	Add to Contact List Remove from Contact List

Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username:

Email Address:

First Name:

Last Name:

☐ Do not allow the user to resend invoices to the buyer's account.

☐ This user is the SAP Business Network Discovery Contact.

☐ Limited access.

Office Phone: Country Area Number

Role Assignment

Name	Description
☒ Jean Dupont	

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

Modifying User Accounts (Administrator Only)

- 1. Click Edit for the selected user.
- 2. Use Reset Password to reset a user's password.
- 3. Other options: Delete User, Add/Remove from Contact List, Make Administrator.

Customer Relationships

Users

Notifications

Application Subscriptions

Generative AI

Manage Roles

Manage Users

Manage User Authentication

Revoked Users

More...

Users (2)

☐ Enable assignment of orders to users with limited access to SAP Business Network.

Filter

Users (You can only search on one attribute at a time)

Username

Enter username

+

Apply

Reset

Username

Email Address

First Name

Last Name

SAP Business Network Discovery Contact

Role Assigned

Authorization Profiles Assigned

Customer Assigned

AN Access

Actions

☒

test-supplieronboardinguser2@gmail.com

John

Dupont

No

Ariba Questionnaire Access

All(0)

Yes

Actions

Edit

☐

MARKETPLACE_SUPPLIER_MASTERACCOUNT

Edit User

Save

Cancel

View user information, revise role assignments, assign business units or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their password and their security question and answer. As a best practice, instruct users to click Forgot Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user with instructions to specify a new password and a new secret question and answer.

Selected User Information

Username:

Email Address:

First Name: John

Last Name: Dupont

Office Phone:

☐ Do not allow the user to resend invoices to the buyer's account.

☐ This user is the SAP Business Network Discovery Contact

☐ Limited access

Reset Password

Role Assignment

Name

Description

☒

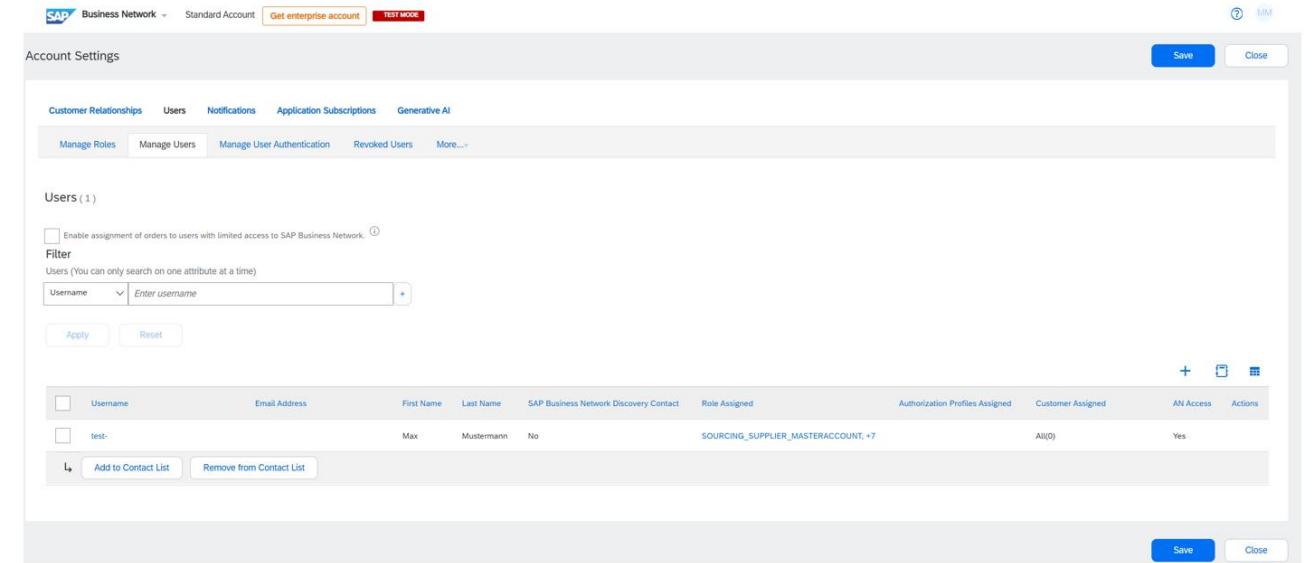
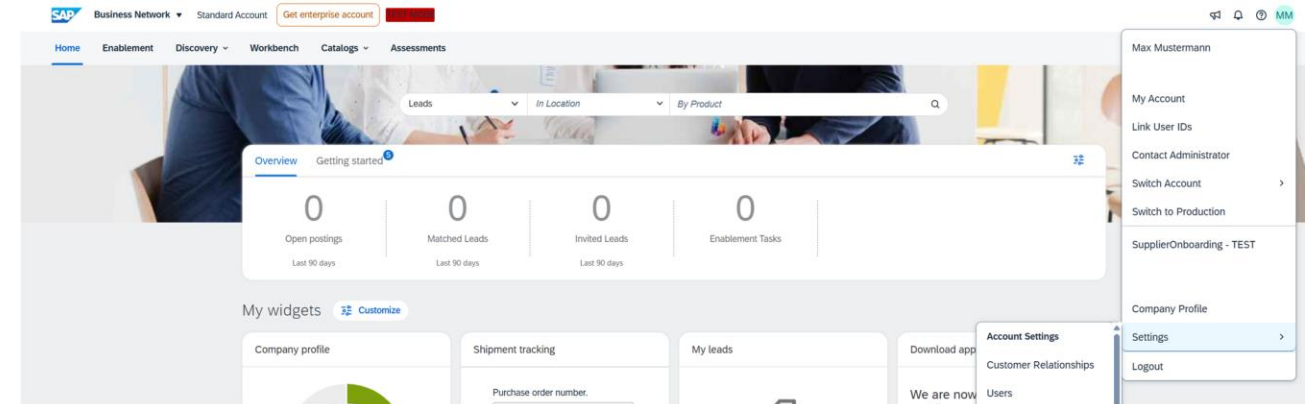
Ariba Questionnaire Access

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Adding a User as Administrator

How to Add a User as Administrator

- Go to the **Users** tab in Company Settings.
- Click **Manage Users**.
- Add a new user.



Adding a User as Administrator

- Create a user
- After creation, go to **Actions** and select **Make Administrator**.

SAP Business Network

Standard Account

Get enterprise account

TEST MODE

Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username*

Email Address*

First Name*John

Last Name*Dupont

☐ Do not allow the user to resend invoices to the buyer's account.

☐ This user is the SAP Business Network Discovery Contact.

☐ Limited access.

CountryUSA 1

Area

Number

Office Phone:

Role Assignment

Name	Description
☒ Jean Dupont	

Customer Assignment

Assign to Customer:

☒ All Customers☐ Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the Privacy Statement, the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

DoneCancel

Customer RelationshipsUsersNotificationsApplication SubscriptionsGenerative AI

Manage RolesManage UsersManage User AuthenticationRevoked UsersMore...>

Users (2)

☐ Enable assignment of orders to users with limited access to SAP Business Network.

FilterUsers (You can only search on one attribute at a time)

UsernameEnter username

ApplyReset

Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
		Max	Mustermann	No	SOURCING_SUPPLIER_MASTERACCOUNT,+7		All(0)	Yes	
		John	Dupont	No	Jean Dupont		All(0)	Yes	Actions

Add to Contact ListRemove from Contact List

EditDeleteMake Administrator

Adding a User as Administrator

Your User ID on the SAP Business Network. Inbox x

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
to me ▾



Important: your sub-user username
Dear John Dupont,
You have been enabled to access your company's SAP Business Network
account(ANID:) with the following username:

Important note:

- Please keep your username confidential.
- Your temporary password has been sent via a separate email.

Please click on "Log in" to access your user account using your username and
temporary password:

[Log in](#)

Sincerely,SAP Business Network team

Your password on the SAP Business Network Inbox x

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
to me ▾



Your temporary password
Dear John Dupont,
This message contains important information about your new user account
related to your company's SAP Business Network account(AN').
Your temporary password:

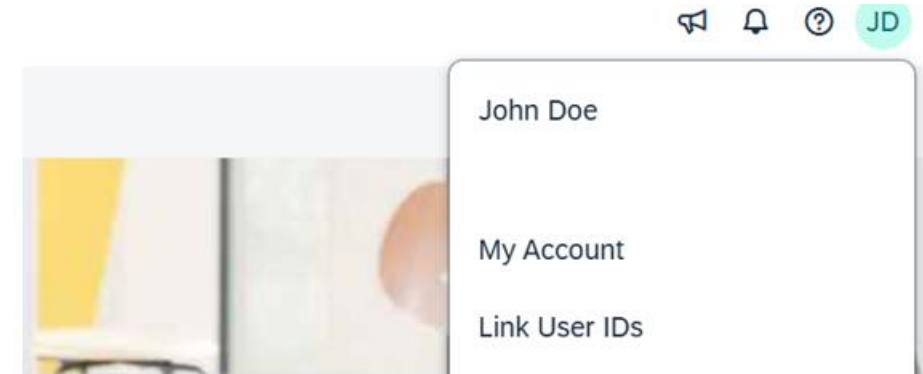
For security reasons, your username has been sent in a separate email, which
also includes instructions to log into your new SAP Business Network account.
If you have any questions, contact your Account Administrator:
Max Mustermann

Sincerely,SAP Business Network team

Linking User IDs

- **Step 1: Initiate Link**

- Log in to SAP Ariba with your primary account.
- Click your initials/profile icon in the top-right corner.
- Select **Link User IDs**.



- **Step 2: Enter Details**

- Enter the username and, if known, the password of the account you want to link.
- Submit the link request.

Link User IDs

If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:
Log in to all your accounts using one username and password
Switch between your multiple accounts

APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username:

[Send link request](#)

NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username:

Password:

[Link accounts](#)

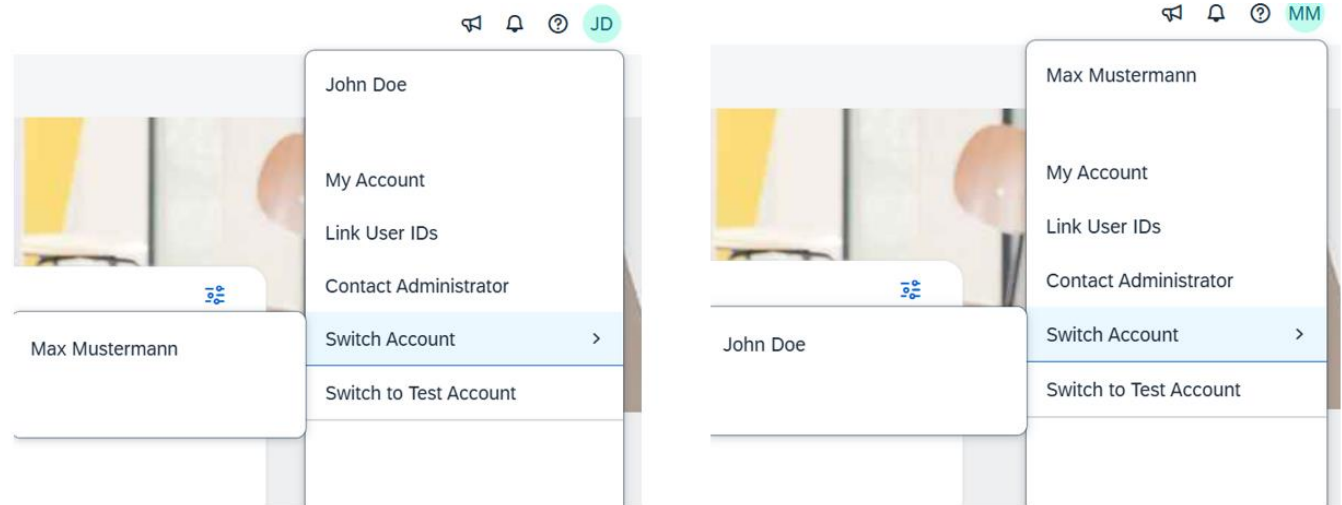
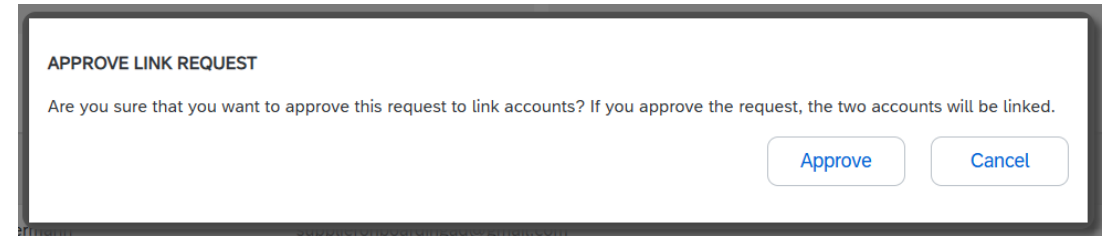
Sent Link Requests - Pending

Supplier ↑	Network ID	Name	Username	Email Address	Date	Actions
SupplierOnboarding		John Doe			1 Oct 2025	Actions

[Cancel](#)

Linking User IDs

- **Step 3: Access Linked Accounts**
 - Upon approval, you can access the linked account from both user profiles.



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