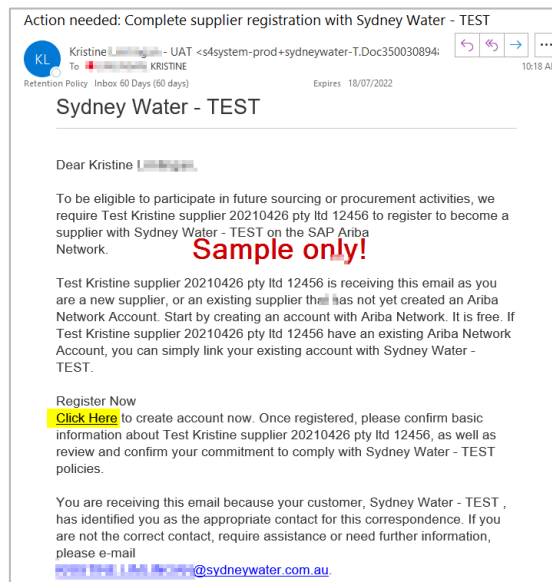



# Logging in or signing up to SAP Ariba

Having an organisation profile in the Sydney Water Ariba system enables supplier contacts (initially the self-registration request contact) to receive an Ariba-system generated registration invitation email. This email can be used to link an existing Ariba account or create a new Ariba account to link with us which enables suppliers to access supplier questionnaires and sourcing opportunities. When successfully awarded work, the same account can be used to establish a trading relationship with us on the SAP Business Network to manage purchase orders (POs).

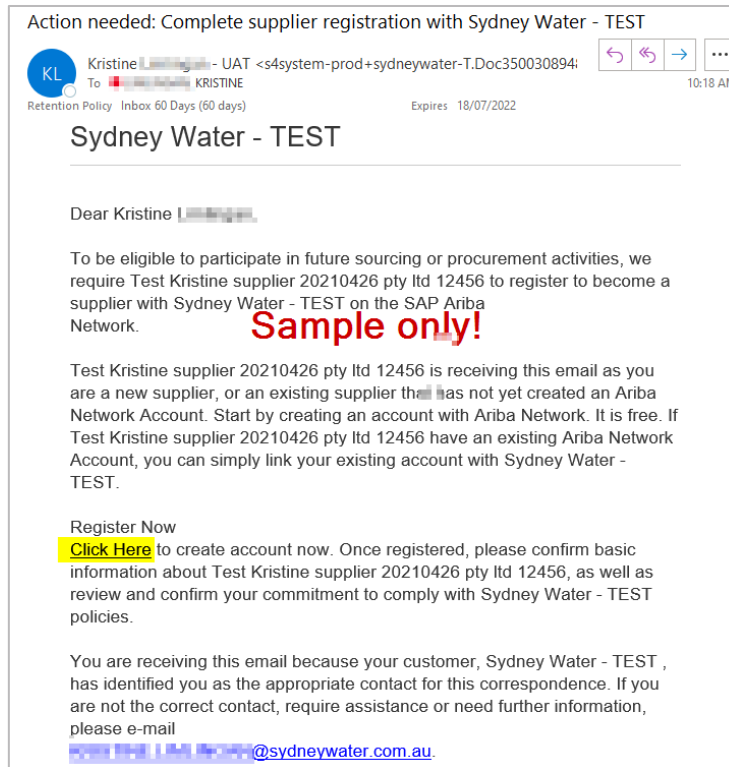


**Example of an Ariba registration invitation email for accessing our supplier questionnaires and sourcing opportunities**

	<p><u>As your organisation's nominated supplier contact</u>, follow this guide to link an existing Ariba account or create a new Ariba account to link with us to access our supplier questionnaires and sourcing opportunities.</p> <p>Related <b>Sydney Water</b> guides:</p> <p><a href="#">Accessing supplier questionnaires and sourcing opportunities</a></p> <p><a href="#">Responding to supplier questionnaires and sourcing opportunities</a></p> <p>Related <b>SAP</b> video tutorials:</p> <p>Disclaimer: Please be aware that not all features demonstrated in the video may be enabled or available for Sydney Water.</p> <p><a href="#">Supplier Basics (4:33 Mins)</a></p>
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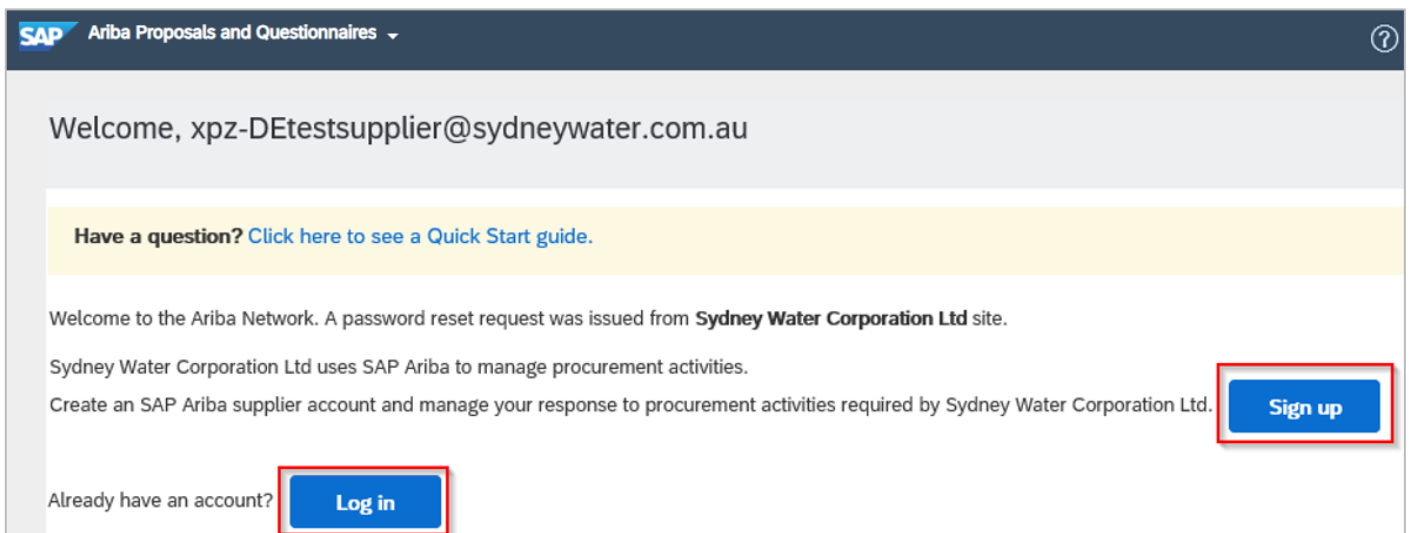
# 1. Click the link **Click here** in the email

Click the link **Click Here** in the registration invitation email to log in or sign up to an Ariba account.



If you have not linked an Ariba account with us, you will be directed to the **Ariba Proposals and Questionnaires Log in / Sign up** page. Refer to [Decide whether to log in or sign up](#) for guidance.

# 2. Decide whether to log in or sign up



Whether you choose to log in or sign up, understand that this account is for Ariba, and not unique with your organisation's relationship with us. You may already be using an existing account with other customers and decide to add us as a new customer in this account. In the same manner, you can sign up and create a new Ariba account to link with us and add more customers under this account later.

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### Important information:

When you are successfully awarded work, suppliers are strongly encouraged to use an enterprise account to leverage the [full capability of SAP Business Network](#) for managing our POs.

- If you have an existing enterprise account, you may use the same account to link with us. Proceed to [Log in](#).
  - If you have an existing standard account, we recommend creating a separate account to link with us by proceeding to [Sign up](#). The account will be created as standard by default, but this can be upgraded to an enterprise account later for exchanging PO transactions at no extra cost, as long as the account is used only for supplier fee-exempt customers like us.
  - You can link the existing standard account and the enterprise account created for us by [creating account hierarchy](#). See also [Topics about account hierarchies](#).
  - If you are new to Ariba, proceed to [Sign up](#). If invited to register with another customer via Ariba in the future, we recommend creating a separate account for this customer and then setting up account hierarchy.
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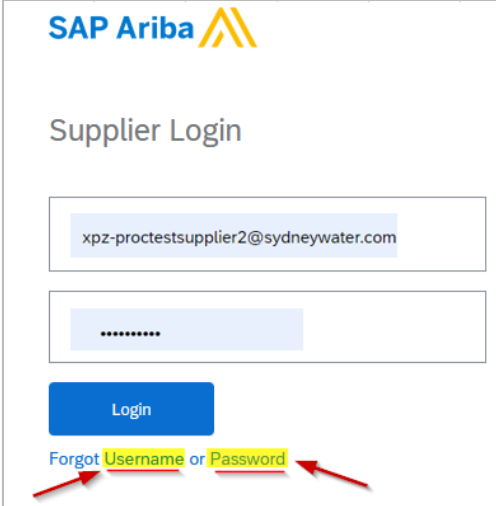
## 3. Log in

You should be directed to the Ariba log in page where you can enter your existing Ariba credentials.

Enter your username and password.

Click **Username** or **Password** if you have forgotten your username or password, respectively.

Note that username is case-sensitive.



The screenshot displays the SAP Ariba Supplier Login interface. At the top left is the SAP Ariba logo. Below it, the text 'Supplier Login' is centered. There are two input fields: the first for the username, which contains 'xpz-proctestsupplier2@sydneywater.com', and the second for the password, which is masked with dots. Below the password field is a blue 'Login' button. At the bottom of the form, there is a link that reads 'Forgot Username or Password'. Red arrows point from this link to the words 'Username' and 'Password'.

Proceed to [Validate that Sydney Water is added as a customer in your Ariba account](#).

## 4. Sign up

Signing up for an Ariba account via a registration invitation email results in the following:

1. An Ariba account is created for your organisation, **not** for you as an individual user.
2. The Ariba account created for your organisation is linked with the customer organisation who sent the registration invitation, i.e., Sydney Water.

If you are unsure whether your organisation has an existing Ariba account, proceed with sign up and review potential duplicate accounts that will be flagged by the system during the final step of the sign up process.

SAP Ariba recommends providing as much information as possible to improve relationships with your current customers and to increase your chances of finding new customers. However, you are only required to complete fields marked with an asterisk (\*).

## 4.1 Provide company information

The screenshot shows a 'Create account' form for 'Sydney Water Corporation Ltd.'. The 'Company information' section includes the following fields: Company Name (\*), Country (\*), Address (\*), City (\*), State (\*), and Postal Code (\*). The form is pre-filled with 'TEST IGNORE Procurement Supplier', 'Australia [AUS]', '1 Smith St', 'Parramatta', 'New South Wales [AU-NSW]', and '2150'. A note on the right explains that the main office address should be entered if there are multiple offices. A legend indicates that an asterisk (\*) denotes a required field.

## 4.2 Provide user account information

This is the information that you will use to log in to Ariba once account is created.

1. The email address is defaulted to the email address to which the registration invitation was sent to.
2. You may choose to have your email address as your username. Note that username is case-sensitive.
3. If error is encountered indicating that the **username** already exists, it is likely that you have an existing Ariba account.
  - Create a new username if you intend to create a new Ariba account to link with us by unticking **Use my email as my username** and nominating a username instead.
  - Otherwise, go to [Click the link Click here in the email](#) then **Log in** using your existing username.

The screenshot shows the 'User account information' form. It includes fields for Name (\*), Email (\*), and Username (\*). The Name field is split into 'Kristine Test' and 'Supplier 2'. The Email field is 'xpz@sydneywater.com.au'. A checkbox labeled 'Use my email as my username' is checked. A callout box points to this checkbox with the text: 'Tick this option if you want to use your email address as your username.' The Username field is 'xpz-proctestsupplier2@sydneywater.com.au'. A note on the right states: 'Must be in email format(e.g john@newco.com)'. A legend indicates that an asterisk (\*) denotes a required field.

### 4.3 Provide standard business information required by SAP Ariba

1. Provide the categories of products and services supplied by your organisation, as well as ship-to or service locations.
2. Enter your ABN (Australian Business Number).
3. If available, enter DUNS Number (Data Universal Number System).

Note: You can add your company's [DUNS number](#) to only one account. If you plan to have multiple accounts, leave the DUNS number blank during registration.

Tell us more about your business

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Product and Service\* Categories:   -or-   
 x

Ship-to or Service Locations:\*   -or-   
 x  x

ABN Number:  Enter your 11 digit Australian Business Number (ABN).

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

### 4.4 Read and agree to the Terms of Use and SAP Ariba Privacy Statement

Read and agree to the Terms of Use and SAP Ariba Privacy Statement by ticking the boxes and click on **Create account and continue**.

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](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

### 4.5 Email domain confirmation

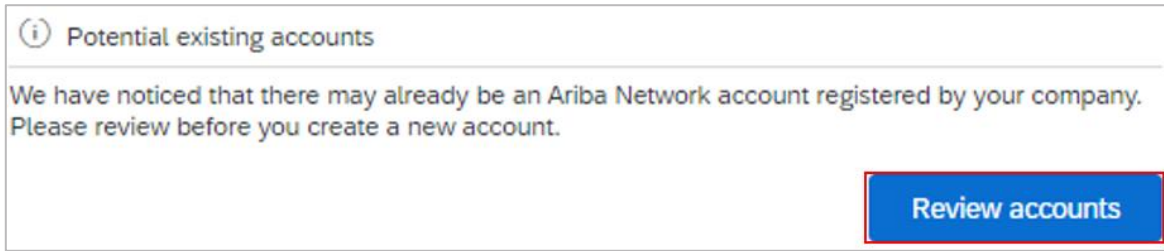
The supplier may get an email domain confirmation box when the already existing Ariba account with an email domain is different from the email domain that is being signed up for. If confirmed that the supplier can proceed, click **Yes**.

**CONFIRM DOMAIN**

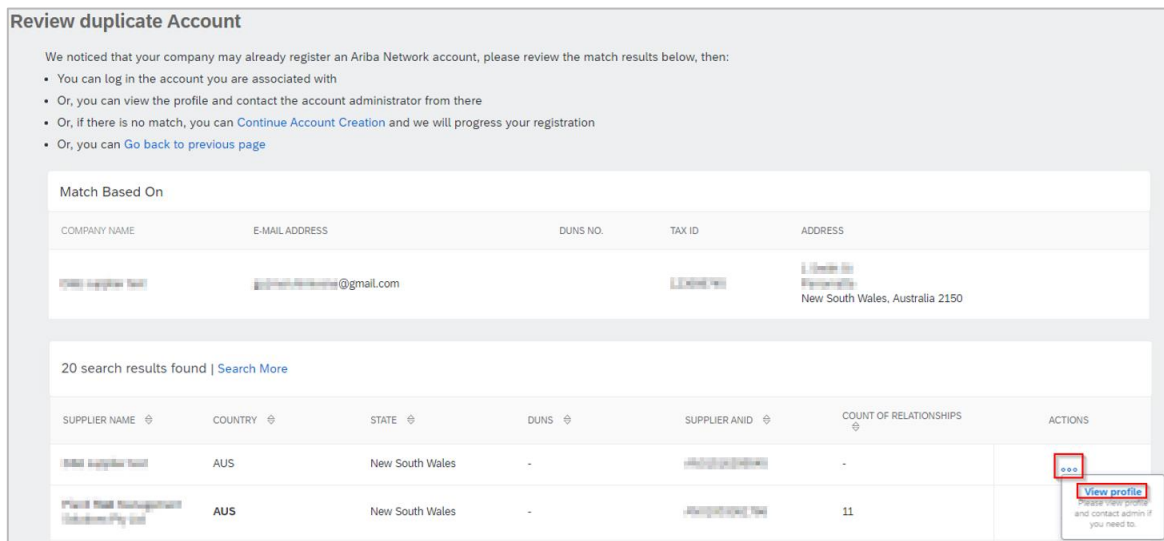
The domain you specified does not match your company's domain. Do you still want to use it?

## 4.6 Review duplicate accounts

Ariba will check the account to be created with existing accounts in the system and will present potential existing duplicate account/s. You should review potential duplicates. Click on **Review accounts**.

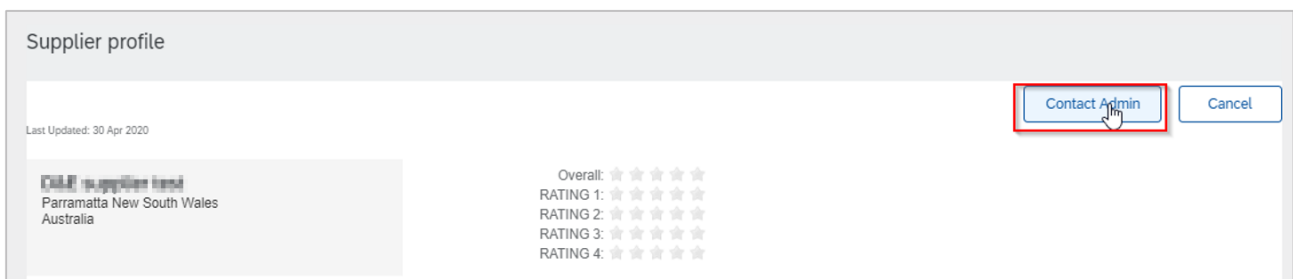


Click the ellipsis **⋮** then **View profile**.



### 4.6.1 Identify genuine duplicate account

If you identify any genuine duplicates, stop, and reach out to the administrator of the already existing Ariba account. Click on **Contact Admin**.



Complete the form and click **Send Email**. Confirmation banner will appear.

**Contact Your Account Administrator**

Review the following information and make edits as necessary. Click Send Email to send this message to the account administrator.

Your Name: \*

Your Company Name: \*

Your Email Address: \*

Your Phone Number:

Your Message: \* 

Hello,

I recently attempted to register an account on Ariba Network. During registration, SAP Ariba searched and returned your account as a match.

Please contact me to determine if I should be using this account.

Thank you.

✓ Your message has been sent successfully.

The company administrator will receive an email and should get in touch with you. The company administrator should create you as a user under the existing account which will trigger an invitation email. Click **Log in** option from the invitation email. You may also choose to select **Contact Admin** if you require further information before deciding to proceed with account creation.

If you do not hear back from the Company Administrator, proceed to [Continue Account Creation](#). Should any duplicates be identified at a later stage, you will be able to [consolidate your accounts](#). Email [businessconnect@sydneywater.com.au](mailto:businessconnect@sydneywater.com.au) if you decide to link a different Ariba account with us.

If the Ariba administrator listed has left the organisation, you should [restore account administration rights](#) to claim back the account.

### 4.6.2 Continue account creation

If you are satisfied that the suggested duplicate account is not a real duplicate, click **Continue Account Creation**.

**Review duplicate Account**

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

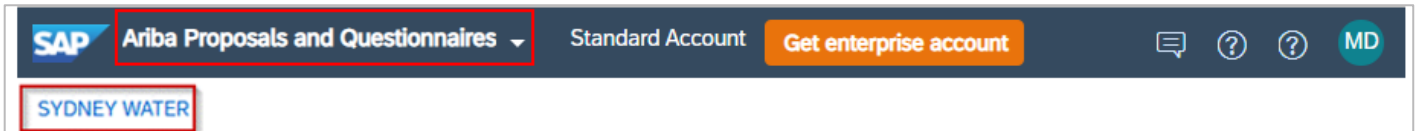
- You can log in the account you are associated with
- Or, you can view the profile and [contact the account administrator](#) from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Agree to the Privacy Statement then click **Submit**.




The screenshot shows the 'Account Security' section of the SAP Ariba interface. It features a 'Privacy Statement' section with a checkbox for consent. The text states: 'SAP documents its approach to processing of personal data related to use of the Ariba Network in the SAP Ariba Privacy Statement for Cloud Services which is part of the agreement between your organization and Ariba, Inc. for use of the Ariba Network. By checking the following checkbox and clicking Submit, you expressly agree and understand that Your data entered into this system may be transferred to SAP SE, SAP affiliates including Ariba, Inc., and the SAP hosted computer systems (currently located primarily in the U.S.), in accordance with the SAP Ariba Privacy Statement, the Terms of Use between Ariba, Inc. and your company, and applicable law.' Below this, a 'Cookies' section explains that the site uses cookies and provides a link to the 'SAP Ariba Privacy Statement Policy'. A checkbox is checked, and the text reads: 'I have read and I acknowledge the Cookie Notice. Further, I acknowledge that my personal data will be processed as described in the SAP Ariba Privacy Statement Policy.' A 'Submit' button is located at the bottom right.

## 5. Validate that Sydney Water is added as a customer in your Ariba account

Once linked and when logged in, we will appear as a customer in the **Ariba Proposals and Questionnaires** solution menu in the top left corner. Click on **More...** if **Sydney Water** is not displayed by default.



## 6. Support

	<p>Did not find what you're looking for? Access all Sydney Water supplier support resources <a href="#">here</a>.</p>
	<p>To get assistance specific to your situation, contact us at <a href="mailto:businessconnect@sydneywater.com.au">businessconnect@sydneywater.com.au</a>.</p>
	<p>For SAP product documentation and supplier support, visit the <a href="#">SAP Help Centre</a>.</p>