

Ariba Network Getting Started Guide

(November 2015)

What is the Ariba Commerce Cloud?

The Ariba Commerce Cloud is your entry point to all of your seller solutions with Ariba. Rather than managing multiple login IDs for multiple customers' sites, you will have one login and one account. This means fewer passwords to remember, easier user maintenance for your company, and a unified profile for your organization.

What this means is that even though you may have previously registered on another customer's Ariba site in the past, or, you may already be enabled on the Ariba Network, registering on the Ariba Commerce Cloud is required. The registration process only takes a few moments with a simple one page registration.


Ariba Commerce Cloud Profiles


As part of the registration process, you will complete a company profile. Ariba Commerce Cloud profiles include company account and configuration settings, company profile information, and user information. Ariba Commerce Cloud profiles allow you to maintain a single company profile, from one account, for all your customer relationships.

How to register on the Ariba Commerce Cloud for the first time prior to participating in a Rockwell Collins competitive bidding event:

1. You will receive an email invitation similar to the below. Click on the **Click Here** link to access the Ariba system.

Your Ariba Login Information Inbox x

 **Ariba Administrator** <no-reply@ansmtp.ariba.com> Sep 22 (6 days ago) ☆
to me

 **ARIBA**

Welcome, Dennis Walker.

Rockwell Collins-TEST has registered you as a user on their Ariba Spend Management site. Before you can access Rockwell Collins-TEST's events, you must register on the Ariba Commerce Cloud.

[Click Here](#) to register on the Ariba Commerce Cloud and access your 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.

http://rockwellcollins-T.supplier.ariba.com?awsso_tkn=34xMnFutNA5601cc3affffffffd86d6f5a2c

NOTE: This URL is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

Thank you,
Ariba, Inc. Administrator

2. You are connected to the Ariba Commerce Cloud and can begin completing your Ariba Registration by clicking on the **Continue** button.

The screenshot shows the Ariba Commerce Cloud registration page for Rockwell Collins. The page header includes navigation tabs for LEADS, PROPOSALS, CONTRACTS, and ORDERS & INVOICES, along with the Ariba Sourcing logo. A yellow banner at the top contains the text: "Have a question? Click here to see a Quick Start guide." Below this is the Rockwell Collins logo and a welcome message: "Welcome, Dennis Walker". The main content area contains a paragraph: "Welcome to the Ariba Commerce Cloud. A password reset request was issued from Rockwell Collins - TEST site. Before you can log in to your user account, you must register on the Ariba Commerce Cloud." This is followed by a paragraph: "Click **Continue** to complete your Ariba Commerce Cloud user account registration. Note: If you click **Continue** and you already have an existing user account on the Ariba Commerce Cloud, Ariba Discovery or Ariba Network, you will be creating a duplicate user account." A yellow "Continue" button is highlighted with a red box. Below the button is a link: "Click here if you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account." The "About Ariba Commerce Cloud" section explains that it is the entryway to all Ariba seller solutions and lists benefits such as responding more efficiently, working more quickly, strengthening relationships, and applying profiles across Ariba Network, Ariba Discovery, and Ariba Sourcing activities. It also lists tasks that can be managed in a single location, including customer relationships, event actions, profile information, registration activities, and user administrative tasks. The footer contains copyright information: "© 1996-2015 Ariba, Inc. All rights reserved. Data Policy Security Disclosure Terms of Use".

3. Ariba displays the Ariba Commerce Cloud Registration page:

The screenshot shows the "Enter Your Ariba Commerce Cloud Information" registration page. The page header is identical to the previous screenshot. A yellow banner at the top contains the text: "Have a question? Click here to see a Quick Start guide." Below this is the section title "Enter Your Ariba Commerce Cloud Information" and a paragraph: "Verify and complete your basic company information and user account information. All of your Ariba Sourcing supplier profile information is not displayed below, however your complete profile is now available as part of your Ariba Commerce Cloud account. You can use your new Ariba Commerce Cloud username and password to access and manage all your Ariba customer relationships and supplier activities. [What is the Ariba Commerce Cloud?](#)" The main content area is titled "1 Enter basic company information" and contains a form with the following fields: "Company Name" (text input, value: Walker Iowa Ranger Inc), "Country" (dropdown menu, value: United States [USA]), "Address" (three stacked text inputs, values: Line 1, Line 2, Line 3), "City" (text input, value: Cedar Rapids), "State" (dropdown menu, value: Iowa), "Zip" (text input, value: 52498), "Product and Service Categories" (text input, value: Enter Product and Service Categories, with "Add" and "-or- Browse" buttons), "Ship-to or Service Locations" (text input, value: Enter Ship-to or Service Location, with "Add" and "-or- Browse" buttons), "Tax ID" (text input, value: Optional, with a note: "Enter your nine-digit Company Tax ID number."), and "DUNS Number" (text input, value: Optional, with a note: "Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with '-T' in test account."). A small information icon is visible in the bottom right corner of the form area.

4. Enter your basic company information and your user account information
5. Complete User account information (See below)

Note: Keep Username the same as e-mail

2 Enter user account information

* Indicates a required field

Name * [Ariba Privacy Statement](#)

Email *

Use my email as my username

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

Password * Must contain a minimum 8 characters including letters and numbers. [i](#)

Secret Question * [i](#)

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

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

Your Answer

Repeat Your Answer

Language

The language used when Ariba sends you configurable notifications. This is different than your web browser's language setting, which controls the user interface and actions you initiate there. If you are the account administrator, then the preferred language setting also controls the section headings and field labels on purchase orders routed through Email or Fax.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Submit button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

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

6. Read the Terms of Use Agreement and **click the check box if you agree** to the terms.
7. Click **Submit**
8. You will now be taken to the Home Page. Click **Enter Now** on left side

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES Dennis Walker Feedback Help Logout

Test Mode

ARIBA SOURCING Walker Iowa Ranger Inc AN01025517302-T

Rockwell Collins-TEST

Rockwell Collins-TEST Requested Profile

Your customer has requested that you complete **41** additional profile fields.

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the **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.

Rockwell Collins

Events

Title	ID	End Time ↓	Event Type
No items			

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

9. Complete the Supplier Profile Questionnaire

Rockwell Collins-TEST Requested Profile
* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Save as Draft Submit

Changes you make below may be subject to approval before they are accepted.

Question

1 Instructions for Supplier

Welcome to the Rockwell Collins Ariba profile questionnaire. This is an online supplier registration and update portal for potential or current suppliers for Rockwell Collins.

Who needs to complete this form?

- New, potential suppliers for Rockwell Collins
- Existing suppliers that need to update existing company information
- Existing suppliers who were deactivated (due to lack of use)

Please provide a response to the questions below. Fields with an asterisk (*) are required. If a required field is not applicable to your company, please indicate "NA" for your response. Please note that some questions are conditional, so the questions may not appear in numeric order.

Save your answers periodically by clicking "Save as Draft" at the top right corner of the screen. If you are inactive for 30 minutes, you will be logged out and will lose any unsaved work. When you have completed the questionnaire, click "Submit".

If you are a new supplier, Rockwell Collins will then evaluate your company as a potential supplier. Rockwell Collins will notify you company of our approval or disapproval. If you are an existing supplier, Rockwell Collins will review the updates.

2 Company Information - Legal Entity

2.1 Country * Unspecified

2.2 Legal Company Name *



2.3 Doing Business As

2.4 Street Address *

2.5 City/Town *

Save as Draft Submit

10. Enter the appropriate information into the Rockwell Collins Supplier Questionnaire. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending them to Rockwell Collins.
11. When you are finished, click the "X" in the upper right hand corner of the Supplier Profile Questionnaire to close (See above).
12. Once you have exited from the Ariba system, check your email inbox for a message from the **Ariba Commerce Cloud** similar to below.

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

8:32 AM (2 minutes ago) ☆



Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Walker Iowa Ranger Inc is now complete.

Your organization's account ID: **AN01025517302-T**

Your username: test2-dennis.walker@rockwellcollins.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyers. After completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

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

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

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

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

Next Steps:

- Complete your company profile. Potential customers can search for and review seller profiles on the Ariba Commerce Cloud. The more detail you provide about your company, its capabilities, products, and services, the more effectively you can attract high-quality customers.
- Create user accounts for employees who require access to the Ariba Commerce Cloud capabilities.
- Update your user preferences and review your notification settings.
- Explore Ariba Discovery to find and participate in business opportunities. Search for new business opportunities and respond to any that match your commodity classification and