SAP Ariba Customer Requested Profile instructions

[If you already have an SAP Ariba account and have linked with Collins Aerospace (Steps 1.1 - 1.4)]

[If you do not have an SAP Ariba login yet or are not linked to Collins Aerospace (Steps 2.1 - 2.6)]

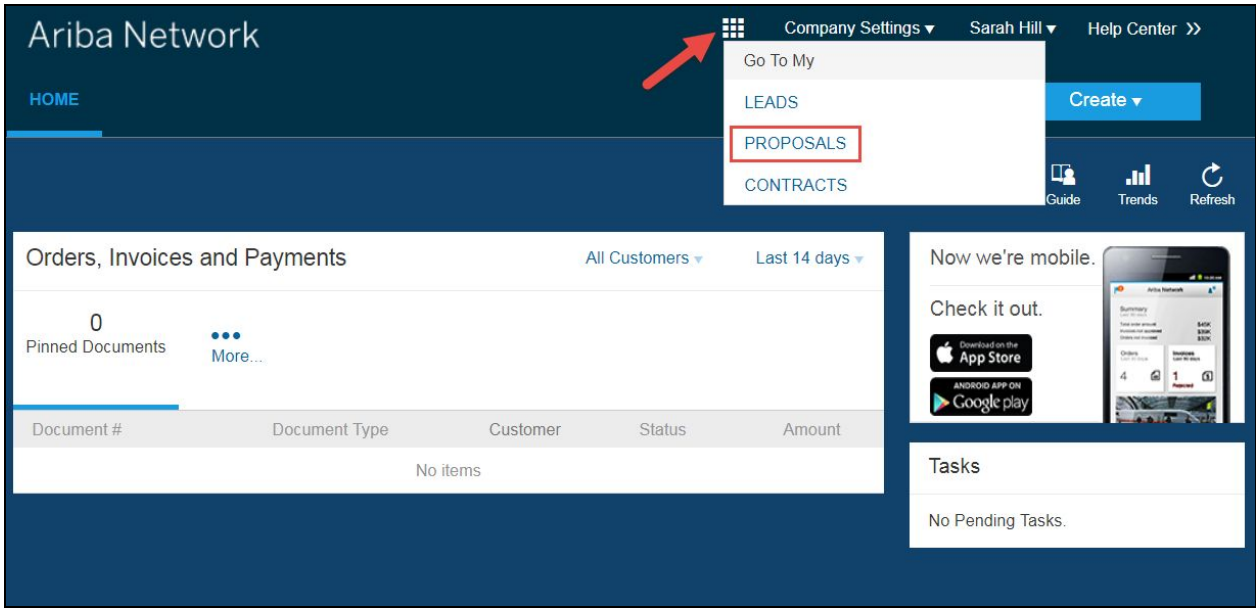
If you already have an SAP Ariba account and have linked with Collins Aerospace (Steps 1.1 - 1.4)

Please browse to supplier.ariba.com and log in. Once logged in, for instructions on how to navigate to your Profile, see steps 1.1 - 1.4 below to navigate to the Profile.

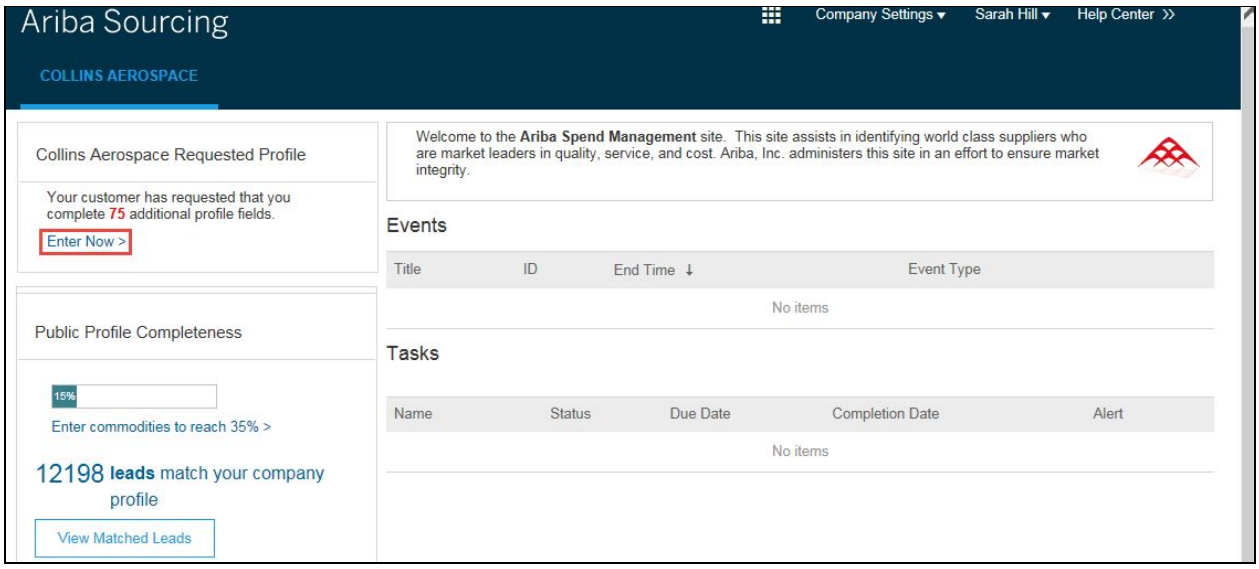
1.1 Login to your Ariba account (**supplier.ariba.com**).

- **Note:** If you are having password issues, click the “Having trouble logging in?” link.

1.2 Click on the small 3x3 grid ( ) at the top, then click “Proposals” and wait for a new page to appear.



1.3 Click the “Enter Now” or “View customer requested fields” link in the top-left corner to open Collins Aerospace Requested Profile.



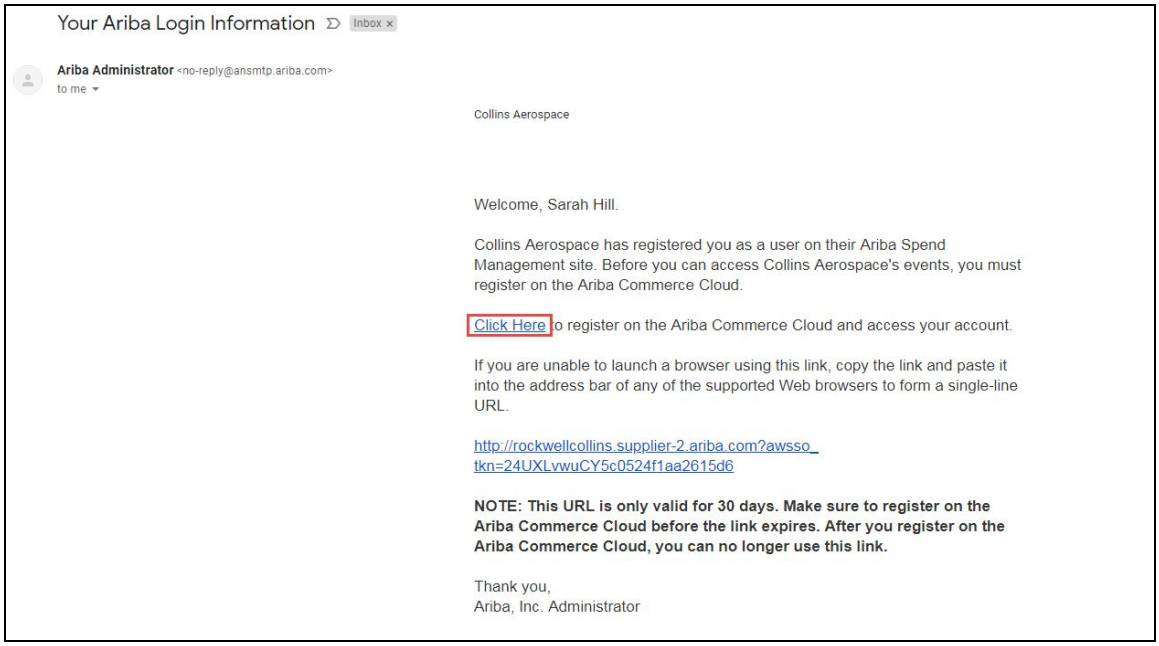
1.4 A popup profile questionnaire will appear (this may take 10-15 seconds). You may also click the “Save as Draft” button if you want to save your work and complete at a different time.

If you do not have an Ariba login yet or are not linked to Collins Aerospace (Steps 2.1 - 2.6)

please provide your contact information by completing this **brief request form** and we will have another SAP Ariba email sent to you.

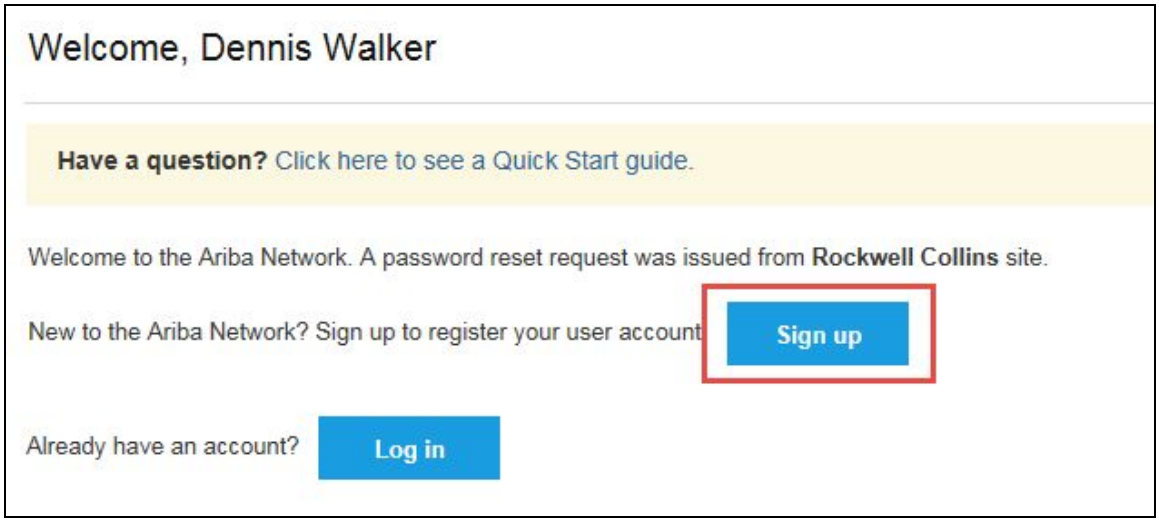
2.1 Click on the “Click Here” link included in your registration email (from Ariba Commerce Cloud).

- Check your "Spam" folder if the Ariba e-mail is not in your inbox.



2.2 You will be directed to a “Welcome” screen. Click on the “Sign Up” button in the middle of the page.

- **Note**: If you already have an Ariba account, click the “Log in” button and then sign-in.



2.3 Verify and enter your basic company information (you will only see this if you are the first person added to the Collins Ariba site). Then scroll down to enter your password and secret question information. Read the Terms of Use and SAP Ariba Privacy Statement and click the checkboxes if you agree to both items, then click the “Submit” button.

- **Note:** If you get a domain name doesn't match error, click the "yes" button.
- **Note:** If you get an error with the username already existing, try putting a "**2**" in your username (e.g., john.doe**2**@xyz.com)

Company information

* *Indicates a required field*

Company Name:* Collins Aerospace - Test

Country:* United States [USA]

Address:* 400 Collins Road NE

Line 2

Line 3

City:* Cedar Rapids

State:* Iowa

Zip:* 52498

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

* *Indicates a required field*

Name:* Sarah Hill

SAP Ariba Privacy Statement

Email:* sarah.hill@collins.com

Use my email as my username

Username:* sarah.hill@collins.com

Must be in email format(e.g john@newco.com)

Password:* Enter Password

Repeat Password

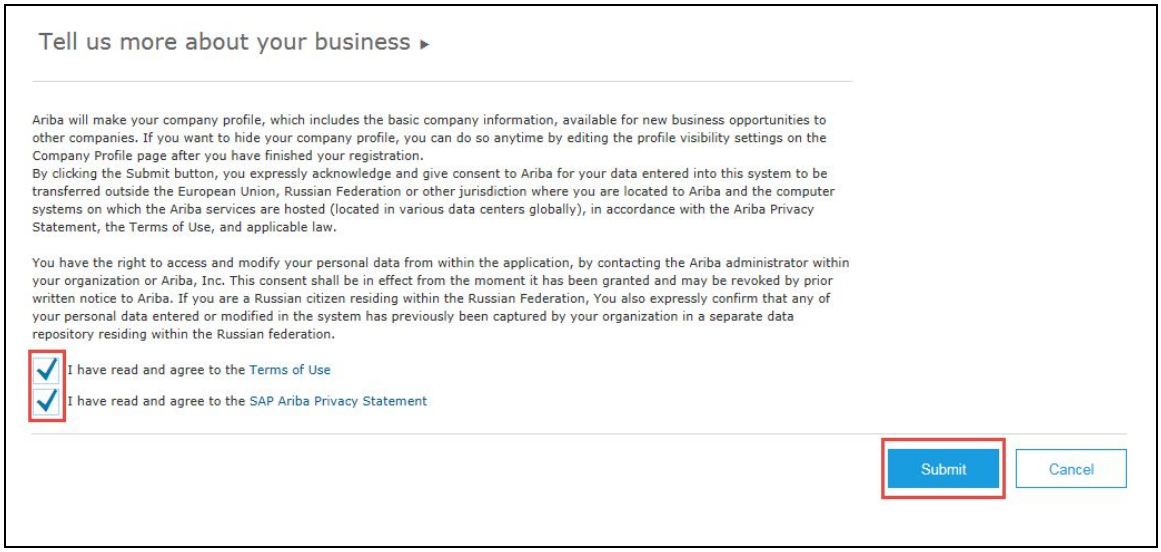
Must contain a minimum 8 characters including letters and numbers.

Language: English

The language used when Ariba sends you configurable notifications. This is different than your web b...

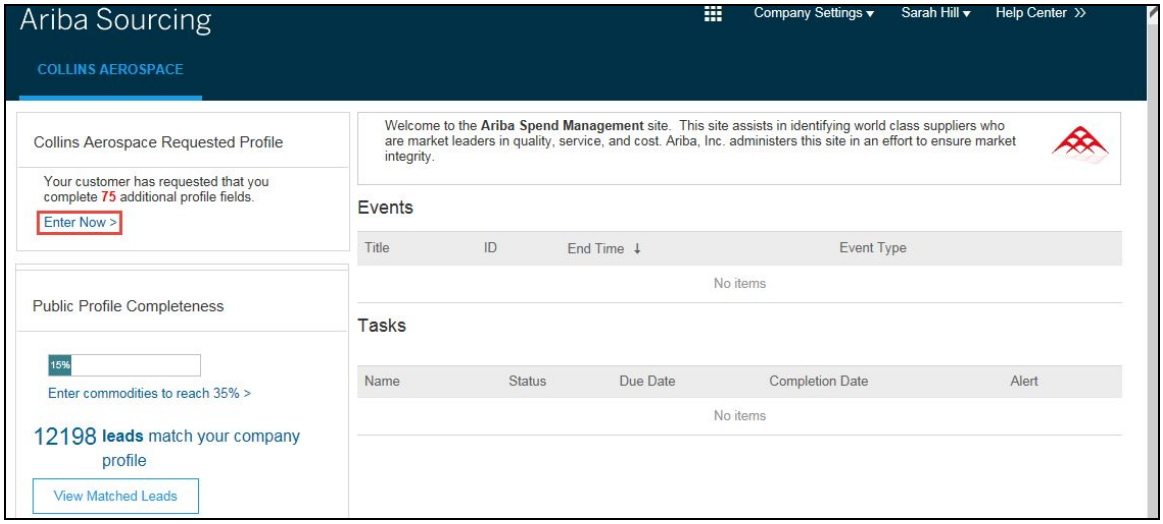
Email orders to:* sarah.hill@collins.com

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.



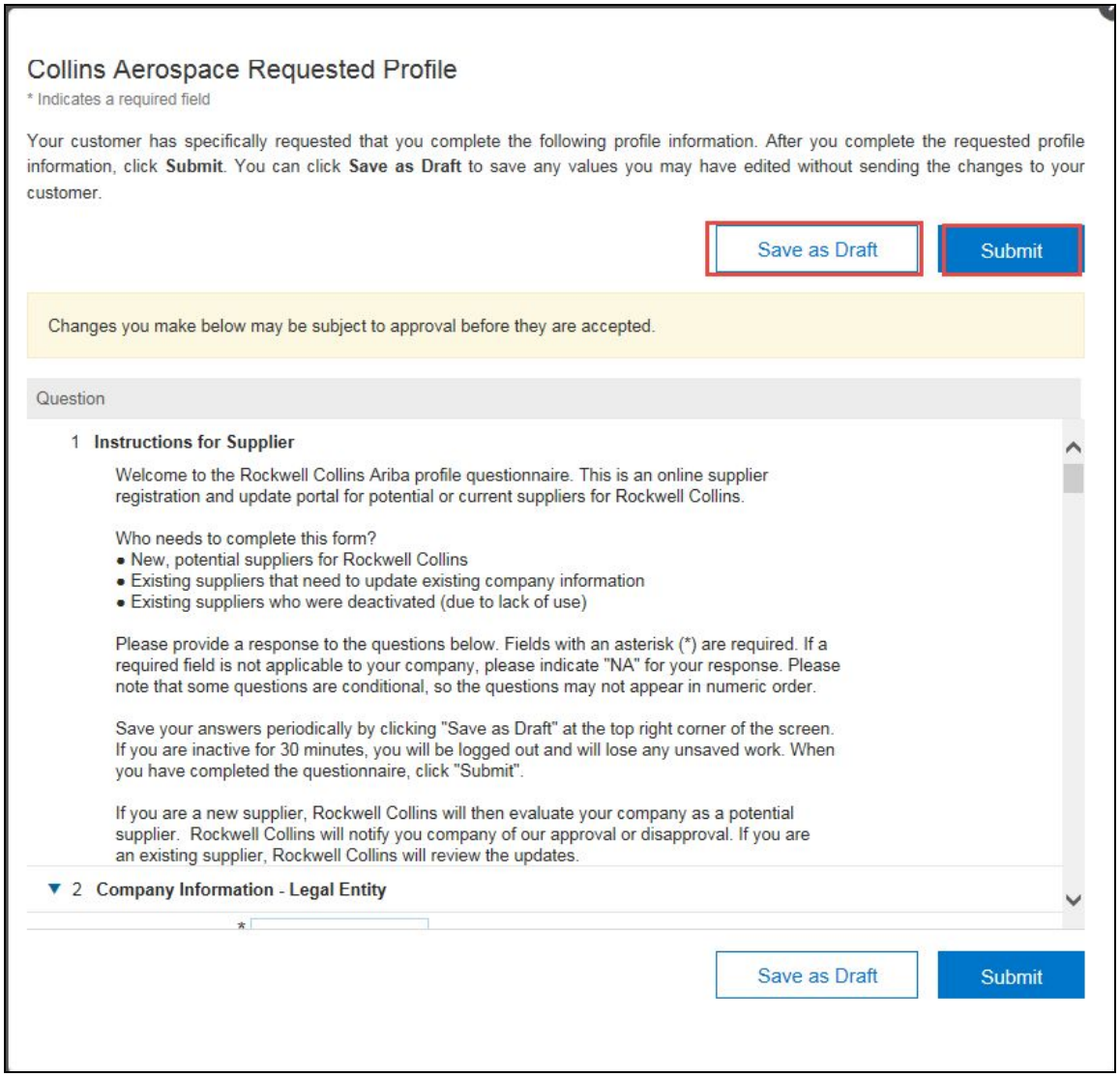
2.4 This will open up the “Ariba Sourcing” page:

- If the “Ariba Sourcing” page does not appear then click on the small 3x3 grid ( ) at the top, then click “Proposals” and wait for a new page to appear.
- Click the “Enter Now” or “View customer requested fields” link in the top-left corner to open Collins Aerospace Requested Profile.



2.5 A popup profile questionnaire will appear (this may take 10-15 seconds). You may also click the “Save as Draft” button if you want to save your work and complete at a different time.

- Review and complete all of the questions.
- Click the “**Save as Draft**” button to ensure your answers are saved properly.
- There is a 30-minute inactivity timeout in Ariba. Please make sure to “Save as Draft” often!
- Finally, click the “**Submit**” button



2.6 If you're still having difficulties registering or answering the questionnaire, please reach out to the SAP Ariba Support website available **here**, then click on the "Help Center" link in the top-right corner. Please follow this **link** for a three-minute video giving a general overview of SAP Ariba. For a more detailed one hour training, please follow this **link**.

Additional help

- Please refer to the Ariba Getting Started Guide, FAQ document or recorded training session located on the Welcome page of the **Supplier Portal** for assistance in completing your profile. The Getting Started Guide and FAQ documents are available in English, French, and German. No login is required to access these documents.
- If you're still having difficulties registering or answering the profile, please contact the Ariba Helpdesk at 1-866-218-2155 (U.S. and Canada). The SAP Ariba Support website is available **here**, then click on the "Help Center" link in the top-right corner.
- If you wish to send an email to Rockwell Collins regarding Ariba questions, please use **rc-ariba@rockwellcollins.com**.