

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 \(Steps 2.1 - 2.6\)](#)

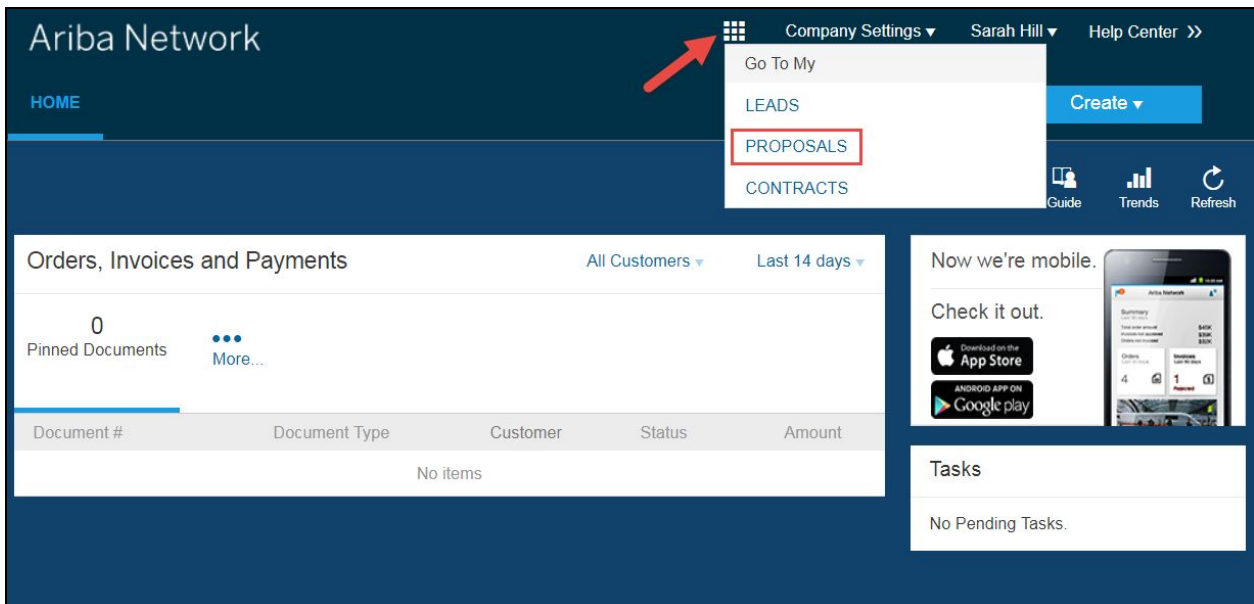
If you already have an SAP Ariba account and have linked with Collins Aerospace (Steps 1.1 - 1.4)

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.



The screenshot shows the Ariba Network user interface. At the top, there is a navigation bar with the text "Ariba Network" on the left, and "Company Settings", "Sarah Hill", and "Help Center" on the right. Below this, there is a "HOME" tab and a "Create" button. A red arrow points to a 3x3 grid icon in the top navigation bar. A dropdown menu is open from this icon, showing options: "Go To My", "LEADS", "PROPOSALS" (which is highlighted with a red box), and "CONTRACTS". Below the navigation bar, there is a section for "Orders, Invoices and Payments" with filters for "All Customers" and "Last 14 days". It shows "0 Pinned Documents" and a "More..." link. Below this is a table with columns: "Document #", "Document Type", "Customer", "Status", and "Amount". The table is currently empty, showing "No items". On the right side, there is a "Now we're mobile." section with "Check it out." and links to download the app on the App Store and Google Play. Below that is a "Tasks" section showing "No Pending Tasks."

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

The screenshot shows the Ariba Sourcing interface for the Collins Aerospace Requested Profile. The top navigation bar includes "Ariba Sourcing", "Company Settings", "Sarah Hill", and "Help Center". The main content area is divided into several sections:

- Collins Aerospace Requested Profile:** A message states, "Your customer has requested that you complete 75 additional profile fields." Below this is a red-bordered button labeled "Enter Now >".
- Public Profile Completeness:** A progress bar shows 15% completion. Below the bar, it says "Enter commodities to reach 35% >". It also displays "12198 leads match your company profile" and a "View Matched Leads" button.
- Welcome Message:** A box on the right contains a welcome message: "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." with a small red logo.
- Events Table:** A table with columns "Title", "ID", "End Time ↓", and "Event Type". The table is empty, showing "No items".
- Tasks Table:** A table with columns "Name", "Status", "Due Date", "Completion Date", and "Alert". The table is empty, showing "No items".

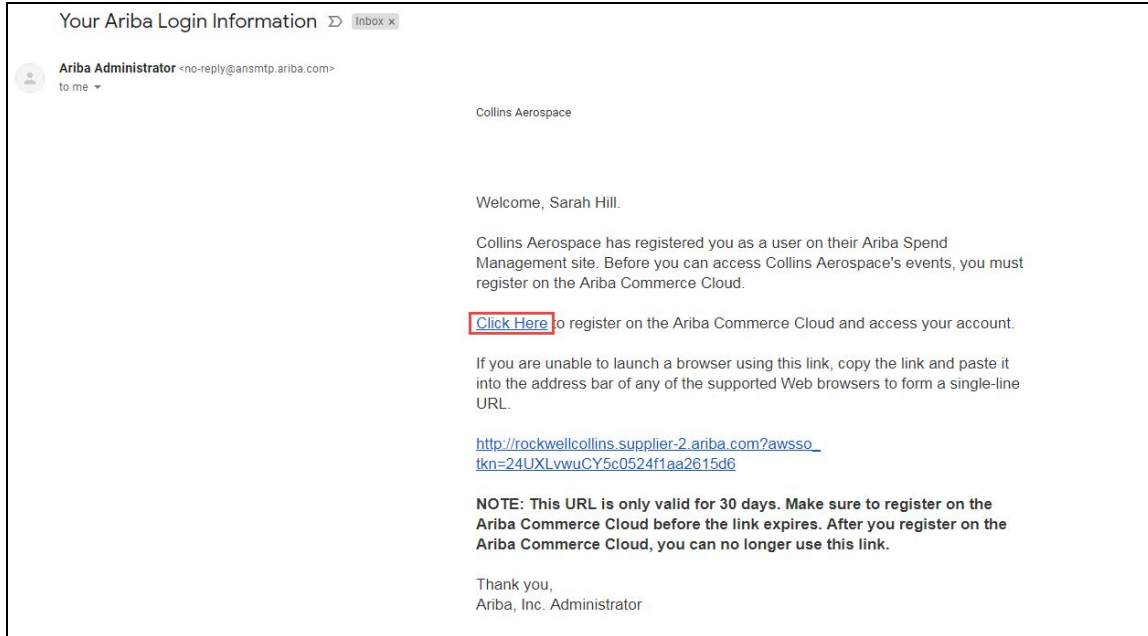
1.4 A popup profile questionnaire will appear (this may take 10-15 seconds). You may also click the “Save as Draft” button if you want to save your work and complete at a different time.

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.

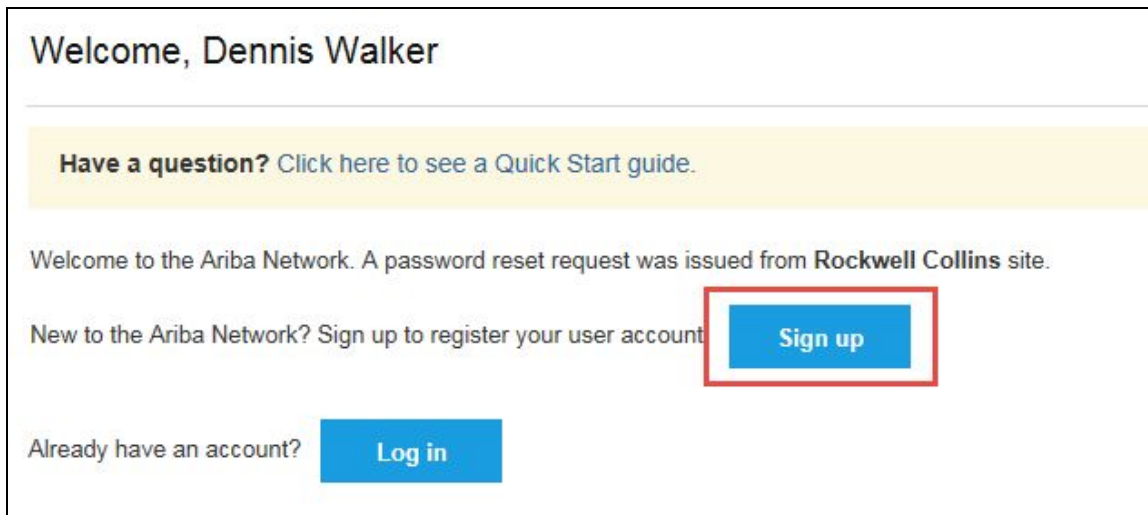
2.1 Click on the “Click Here” link included in your registration email (from Ariba Commerce Cloud).

- 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.doe2@xyz.com)

Company information

* Indicates a required field

Company Name:*

Country:* ▾

Address:*

City:*

State:* ▾

Zip:*

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:*

Email:*

Use my email as my username

Username:*

Password:*

Language: ▾

Email orders to:*

[SAP Ariba Privacy Statement](#)

Must be in email format(e.g john@newco.com) ⓘ
Must contain a minimum 8 characters including letters and numbers. ⓘ

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

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.

Tell us more about your business ▶

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.

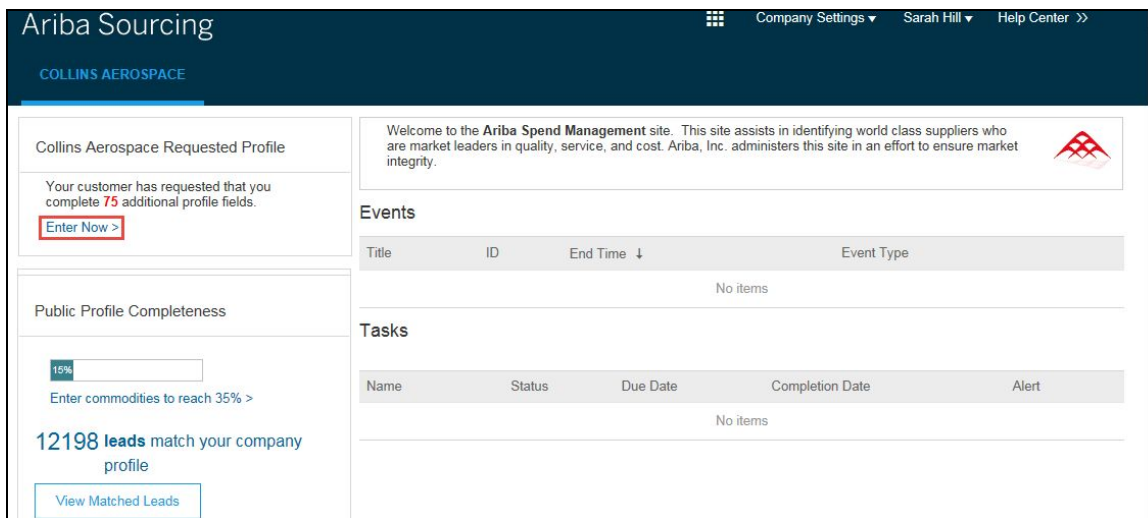
You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian 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](#)

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

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.



Ariba Sourcing

Company Settings Sarah Hill Help Center

COLLINS AEROSPACE

Collins Aerospace Requested Profile

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.

Your customer has requested that you complete **75** additional profile fields.

[Enter Now >](#)

Public Profile Completeness

16%

Enter commodities to reach 35% >

12198 leads match your company profile

[View Matched Leads](#)

Events

Title	ID	End Time ↓	Event Type
No items			

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

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

Collins Aerospace 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.

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

2.6 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.