

Ariba Sourcing Getting Started Guide for Suppliers

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 Sourcing 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

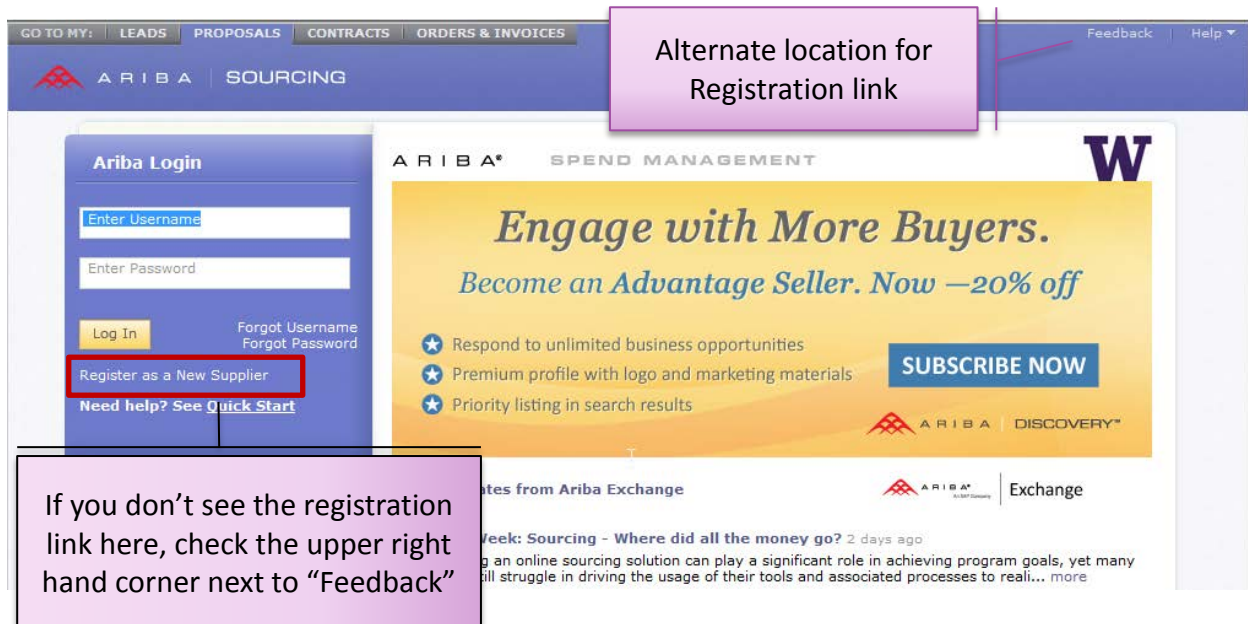
As part of the registration process, you will complete a company profile. Ariba Commerce Cloud profiles include company account and configuration settings, company profile information, and user information. Ariba Commerce Cloud profiles allow you to maintain a single company profile, from one account,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



How to register on the Ariba Commerce Cloud for the first time prior to participating in a University of Washington competitive bidding event:

1. Open a browser window and enter the following url:
uw.supplier.ariba.com

➡ Ariba displays the Login page:



2. Click **Register as a New Supplier** link. IMPORTANT: The option to click the button “**Register as a New Supplier**” may move depending on your browser. Please check the alternate location in the image above.

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Ariba displays the Ariba Commerce Cloud Registration page:

Enter Your Ariba Commerce Cloud Information

To do business with University of Washington - TEST on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

If you already have an Ariba Commerce Cloud account, click here to log in: [Login](#)

1 Enter basic company information

* Indicates a required field

Company Name *

Country * 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.

Address *

City *

State *

Zip *

Commodities * [Add Commodities](#) ⓘ

Sales Territories * [Add Sales Territories](#) ⓘ

Tax ID Enter your nine-digit Company Tax ID number.

DUNS Number Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-I" in test account. ⓘ

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) ⓘ

Password * Must contain a minimum 8 characters including letters and numbers. ⓘ

Secret Question * ⓘ

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.

By clicking the Continue button you expressly agree and understand that your data entered into this system may be transferred outside the European Union or other jurisdiction where you are located, as further described in the [Ariba Privacy Statement](#). You have the right to access and modify your personal data from within the application or by contacting Ariba, Inc., as set forth in such policy.

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, [click here](#) to learn more.

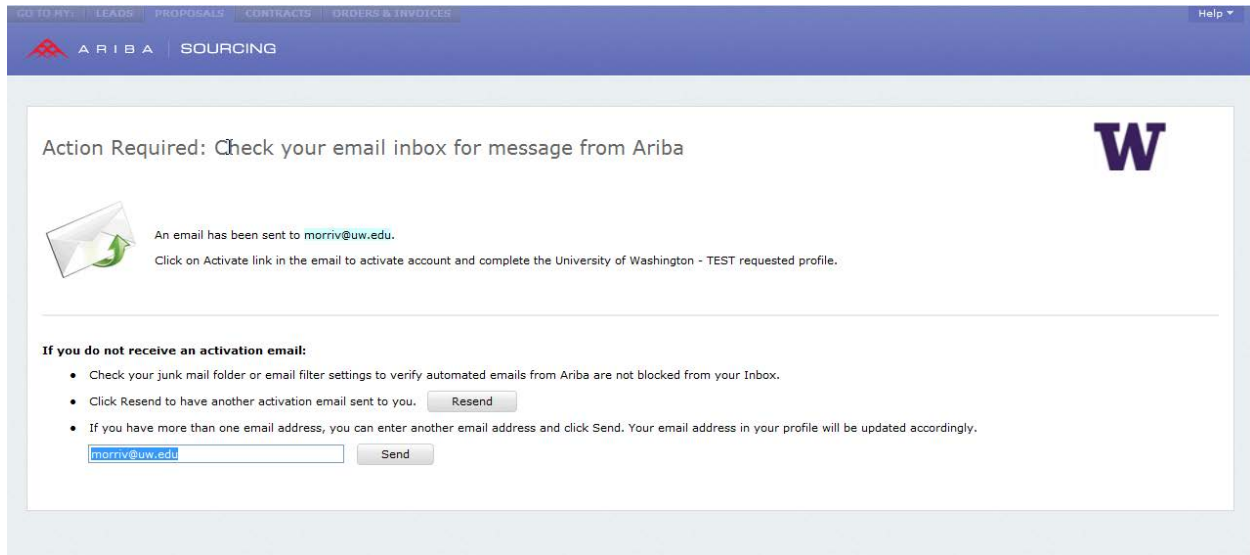
☐ I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

[Continue](#) [Cancel](#)

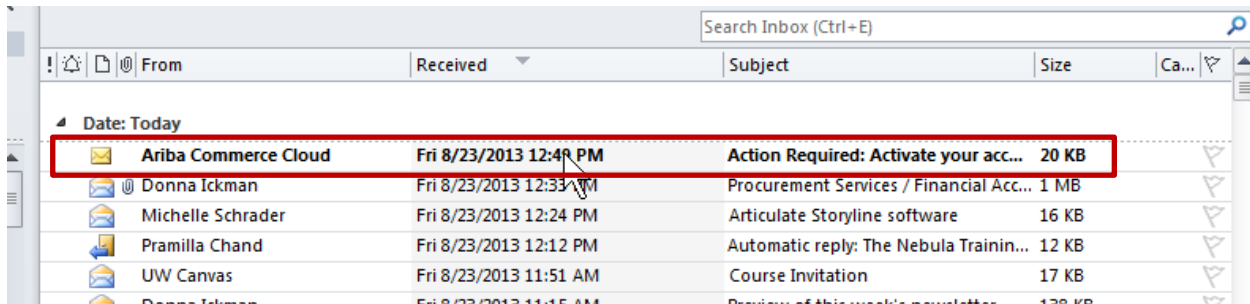
3. Enter your basic company information and your user account information. Keep in mind:
 - a. The **Commodities** and **Sales Territories** fields are required in order to complete registration. However, you can change these values at any time in your Company Profile.
 - b. The **Tax ID** and **DUNS Number** fields are optional and can also be updated at any time in your Company Profile.
 - c. The person whose name is entered in the user account information section becomes the account administrator automatically. Account administrators can transfer the Administrator role to another user later.
4. Read the Terms of Use Agreement and **click the check box if you agree** to the terms.
5. Click **Continue**.

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 Ariba displays the action required page. An activation email is sent to registration email address.



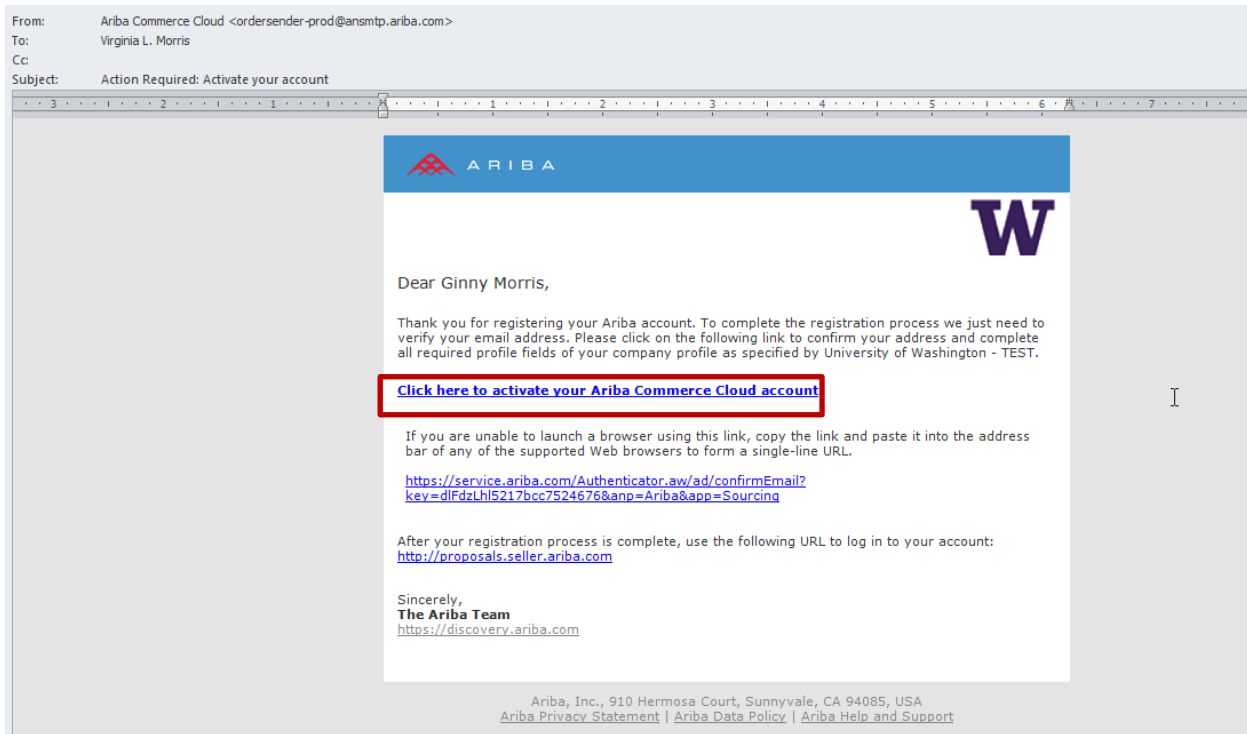
6. Check your email inbox for a message from the **Ariba Commerce Cloud**:



7. Open the email and view the message. A sample message is shown on the next page.

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Below is an example of the Ariba Commerce Cloud account activation message:



8. Click **Click here to activate your Ariba Commerce Cloud account**.

Ariba displays the account activation confirmation page:

Your Ariba Commerce Cloud account is now active.

University of Washington - TEST requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the additional profile information before you can access and participate in University of Washington - TEST events.

University of Washington 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. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

Status: Submitted by Anita Cook at 08/26/2013 05:30 PM

Discard Draft Save as Draft **Submit**

✓ You have successfully submitted changes to your customer.

Question

▼ 1 Company Information

1.2 Corporate (parent company) annual revenue \$100,000.00 USD

▼ 3 Capability Information

3.2 Are you QS Certified? QS 9000 Certified

3.3 Attach QS certificate * SourceDocumentLinksRules.docx Update file Delete file

Discard Draft Save as Draft **Submit**

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9. Enter information into the **University of Washington Requested Profile**. 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 UW. Click **Discard Draft** to discard all the changes changes you have made and display the last values you successfully submitted to UW.
10. When you are finished, click the “X” in the upper right hand corner to close.



Ariba displays your **Company Profile Page**, including the **Public Profile Completeness** bar, which describes how much information is available to buyers searching for similar suppliers in the Ariba Commerce Cloud:

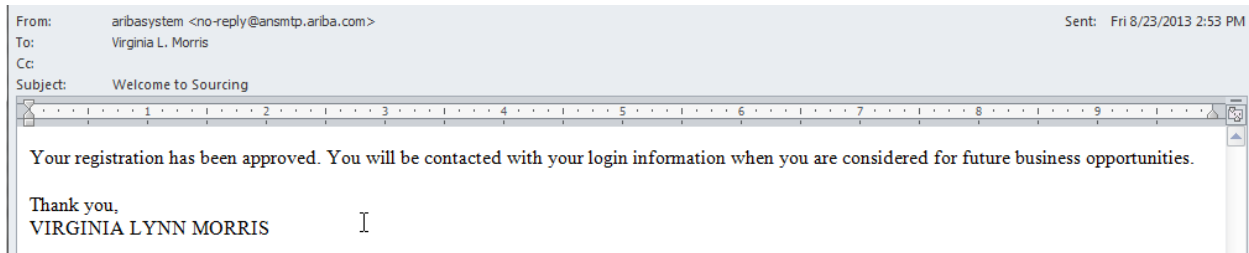
11. You can enter more information or click **Save** to save your Company Profile.



Ariba displays a message page stating that your profile has been submitted to the University of Washington and is pending approval:

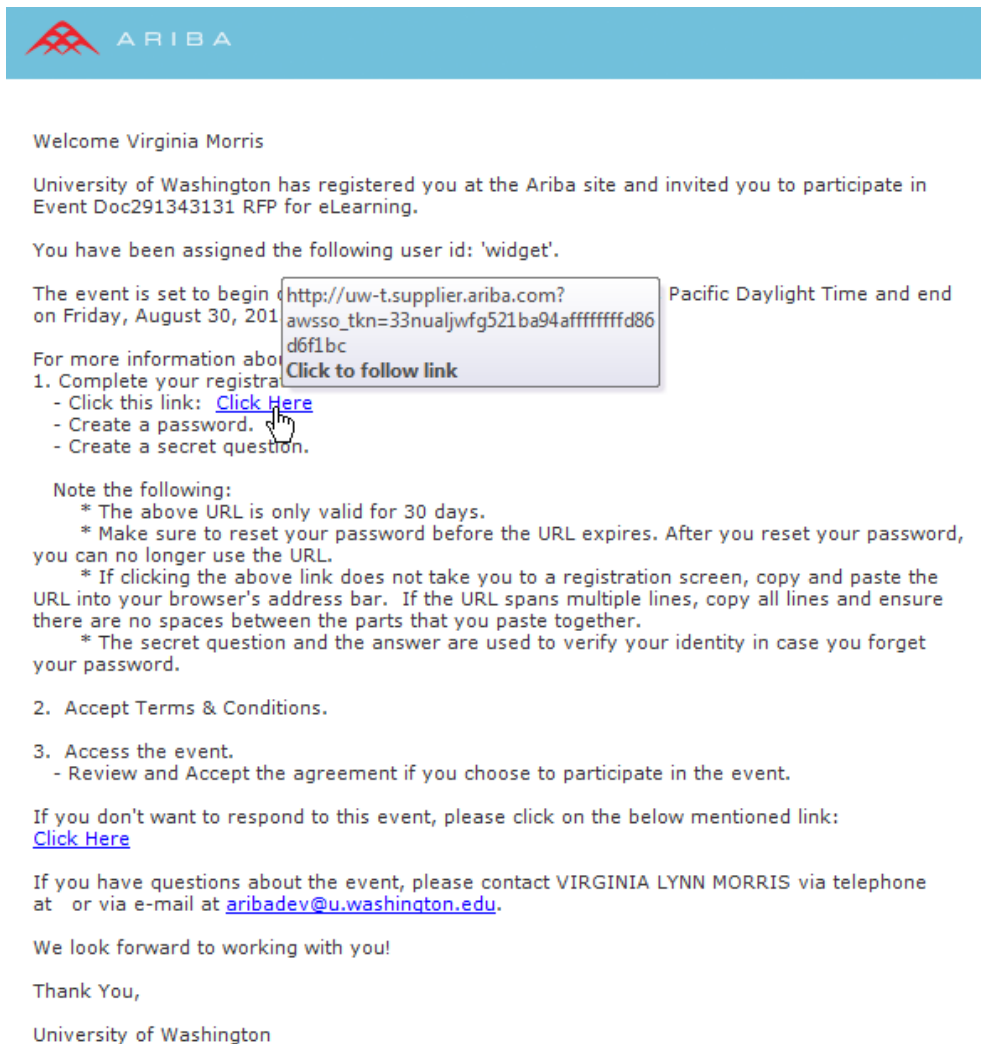
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12. Monitor your email for the registration approval message. An example message is included here:



How to access sourcing events when responding to an email invitation from UW:

1. Click the **Click Here** link in the email as pictured below:



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2. Login with your Ariba Commerce Cloud username and password.



Ariba displays the University of Washington Spend Management site Welcome page. It contains a list of events to which you have been invited. The list is organized by status:

Please click on the event in the Open or Preview status to view your invited events

University of Washington Requested Profile
All required customer requested fields have been completed.
[View customer requested fields >](#)

Public Profile Completeness
35%
Enter a short description to reach 45% >

There are no matched postings.

Welcome to the University of Washington 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.

Events

Title	ID	End Time ↓	Event Type
▼ Status: Completed (8)			
SM UW13-0156 2014 Ice Camp Trailers	Doc306490549	11/13/2013 5:00 PM	RFP
Metro Shevling RFQ	Doc311411022	11/10/2013 11:45 AM	RFP
UW-13-0137 Supplier Pool for UW Events	Doc294794462	11/5/2013 5:00 PM	RFP
SM UW13-0141 2014 Ice Camp Aircraft	Doc300425963	10/31/2013 5:00 PM	RFP
UW-13-0195MH	Doc299408099	10/14/2013 4:00 PM	RFP
Dining Assessment	Doc283221370	7/26/2013 11:30 AM	RFP
DME UW-13-0105	Doc280704434	7/16/2013 9:31 AM	RFP
UW Signage and Wayfinding	Doc278829634	7/8/2013 2:32 PM	RFP
▼ Status: Open (1)			
UW-14-0005 Travel Management Solution Provider	Doc329820789	3/3/2014 5:00 PM	RFP
▼ Status: Pending Selection (4)			
UW DL 14-0001 University Washington Clean Energy	Doc328126973	1/22/2014 5:00 PM	RFP
RFP UW-13-0182MH	Doc326402532	1/20/2014 11:45 AM	RFP
RFQ UW-13-0165 - K20 Program Support Services	Doc320706953	1/17/2014 1:00 PM	RFP
340B Contract Pharmacy Network System	Doc280612656	7/16/2013 12:31 PM	RFP

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

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- If you are invited to an event, please click **"Intend to Participate"** or **"Decline to Participate."**



Even if you're undecided about participating in the sourcing event and need more time to decide, you'll still need to click **"Intend to Participate"** in order to receive any communication relating to the sourcing event before the due date. By clicking **"Intend to Participate,"** you're not obligated to participate.

The screenshot shows the Ariba Sourcing web application. At the top, there's a navigation bar with tabs for PROPOSALS, CONTRACTS, and ORDERS & INVOICES. Below this is a header for the University of Washington Dashboard. The main content area displays a sourcing event titled "Doc329820789 - UW-14-0005 Travel Management Solution Provider". A yellow banner at the top of the event page states: "You must decide whether or not you intend to participate in this event." Below this banner are four buttons: "Download Content", "Intend to Participate" (highlighted with a red box), "Decline to Participate", and "Print Event Information". The "Intend to Participate" button is the one to be clicked according to the instructions. The page also shows a "Time remaining" of 33 days. The left sidebar contains a navigation menu with links like "Event", "Response", "Intents", "on", "ment", "t Response", "al Terms", "ivity", "it", "ownload", "iponse form". The main content area includes an "Introduction" section with "1.1 Questions" and "1.1.1 Sourcing Website Questions". It provides instructions on how to use the sourcing website (Ariba) and lists common questions like downloading/uploading attachments, submitting/revising bids, and password/access issues. It also provides contact information for Ariba (1-866-218-2155) and a link to a PDF titled "AribaSourcingHelp-Tutorials.pdf". Below the introduction is a section titled "Event Overview and Timing Rules" which lists key dates and information: Owner: NEIL SHIMMONS, Event Type: RFP, Publish time: 1/21/2014 1:37 PM, Response start date: 1/21/2014 5:00 PM, Due date: 3/3/2014 5:00 PM, and Currency: US Dollar. The footer contains copyright information (© 1996-2013 Ariba, Inc.) and links to Data Policy, Security Disclosure, and Terms of Use. A small "POWERED BY" logo is visible in the bottom right corner.

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Documentation and Help

To learn more about how to configure your profile and link company accounts, comprehensive documentation and tutorials are available on Help@Ariba.

1. Access **Product Documentation** from the Help drop-down.
2. Select the appropriate tab to search for your specific topic. Refer to the example screen on the next page.

The screenshot displays the Help@Ariba interface. At the top, a navigation bar shows the user's name 'Ginny Morris', a 'Feedback' link, a 'Help' dropdown menu, and a 'Logout' link. The 'Help' dropdown is open, revealing options: 'Product Documentation', 'Contact Support', 'Contact Administrator', and 'Ariba Exchange'. Below the navigation bar is a search bar and three tabs: 'Using' (selected), 'Administration', and 'Support'. The main content area is divided into several sections. On the left, there is a 'What's New' section dated 'Apr 2013', followed by 'The Basics' section with links for 'Managing Your User Account' and 'Tutorials'. Below that is the 'Ariba Sourcing Events' section with links for 'Participating in Sourcing Events' and 'Tutorials'. On the right side, there is a sidebar with several links: 'Help@Ariba Tips', 'Ariba Commerce Cloud Status', 'Frequently Asked Questions', 'Submit Feedback on the Content of This Page', and 'Languages'. At the bottom of the sidebar, there are logos for 'Get Adobe Reader' and 'Get ADOBE FLASH PLAYER'.