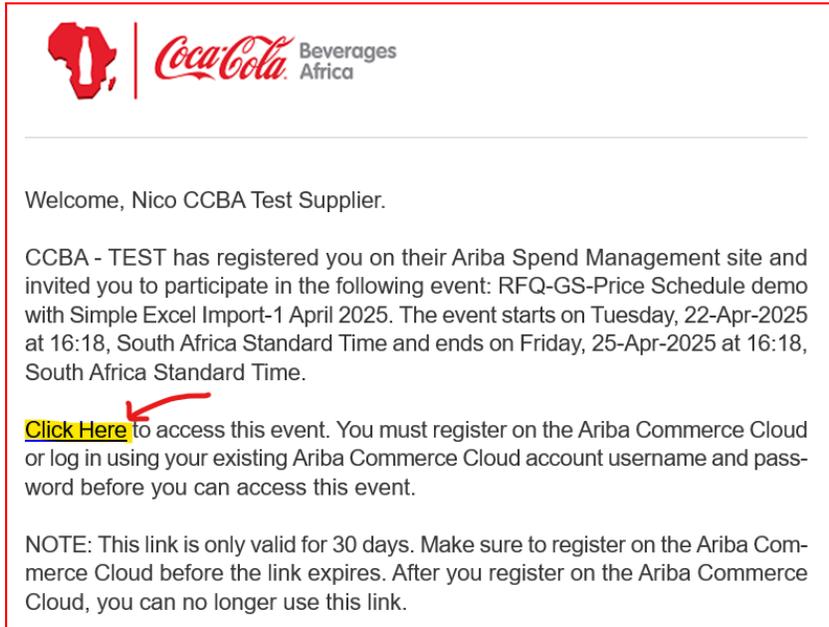


Ariba – Supplier Registration Process

Dear CCBA Supplier

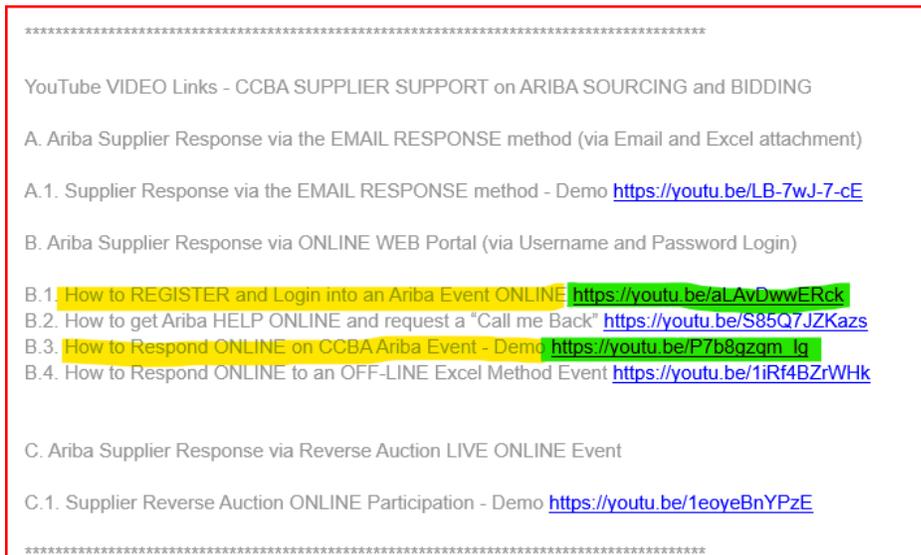
When you have been invited to participate in an Ariba Sourcing Event, you would have received an email as below:



Click on the “[Click Here](#)” to start the process.

At the bottom of the email, you will also find YouTube Videos to watch to familiarize yourself with Ariba and the navigation processes.

Click on the relevant [link](#) on the right to watch.



The “[Click Here](#)” link will take you to the page / screen below:

IF you do NOT reach the page below, then:

- Right Click on the “[Click Here](#)” in the email and select “Copy Hyperlink”.
Then paste this Hyperlink in a different Browser and press ENTER.
(Even try this on another computer.)
- Alternatively, clear the Cache and Cookies of your current Browser.
Then restart the Browser and try again (You may need your IT person to help you with this)

The screenshot displays two side-by-side panels. The left panel is an invitation page from CCBA - Coca-Cola Beverages Africa - TEST. It features a blue 'Review accounts' button, an 'or' separator, and two buttons: 'Use existing account' and 'Create new account'. A red arrow points to the 'Create new account' button. The right panel is the SAP Ariba Supplier Login page, showing fields for 'User Name' and 'Password', a 'Login' button, and links for 'Forgot Username or Password' and 'New to Ariba? Register Now'.

If you have NEVER connected with **CCBA** on an Ariba Account, then Click “[Create new Account](#)” as shown above.

If you have previously registered your account with **CCBA ARIBA**, then click on “Use existing Account” to login with your Ariba Username and password. Screen **above**. 😊

IMPORTANT: If you have already registered an account (Ariba Username and Password) **with another company on Ariba**, then you still need to “[Click Here](#)” in the Invitation Email, then click “[Use existing account](#)” to login.

If this fails, then click “[Create new account](#)” and follow the steps below.

“Create new Account”:

Populate the fields below:



Create an account to connect and collaborate with CCBA - Coca-Cola Beverages Africa - TEST on SAP Business Network

Company information [?](#)

DUNS number

[?](#)

[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

 [v](#)

Address line 1 *

Address line 2

Address line 3

City *

Postal code *

Province *

 [v](#)

Note : Leave the DUNS number Blank ... This is only for US Companies.

You only need to complete the Mandatory Fields with the asterisk *****.

You may update the fields, as required.

See below the screen how to populate the numbered fields:

The screenshot shows the 'Administrator account information' form. It includes fields for First name (Nico Snr), Last name (Supplier), Email (nolivier@ccbgroup.com), Username (nolivier1@ccbgroup.com), Password, and Repeat password. There are also checkboxes for 'Use my email as my username', 'I have read and agree with the Terms of Use', and 'I hereby agree that SAP Business Network will make parts of my Personal Data...'. A reCAPTCHA 'I'm not a robot' box is present, and a 'Create account' button is at the bottom. Red numbers 1 through 8 are placed over various elements to indicate the steps.

1. Fill in / correct your First Name and Last Name.
2. Confirm your email is correct.
3. Tick this box to make your Username exactly the same as your Email = Best option.
If the system shows an Error, then untick the box and make the Username different.
4. E.g. In my case above I've added a "1" in the Username to make it unique for Ariba.
Remember then to login with this unique Username. (Email stays the same!)
5. Enter and Re-enter your Password. The system will guide you to make it secure.

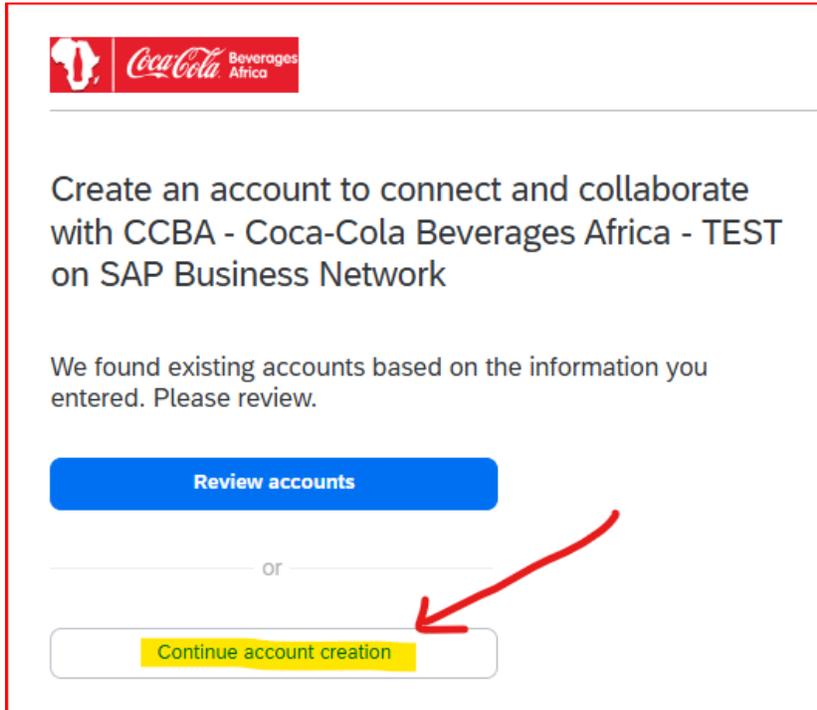
Please note that **BOTH** the Ariba **Username** and **Password** are CaSe sensitive. Write it down and keep it securely for future logins.

6. Tick the 2 boxes to agree with the Ariba Terms of Use and Privacy Statement.
7. Tick the box to prove you are not a robot. Tick the required tiles as requested.
8. Click "Create account" to continue with the process.

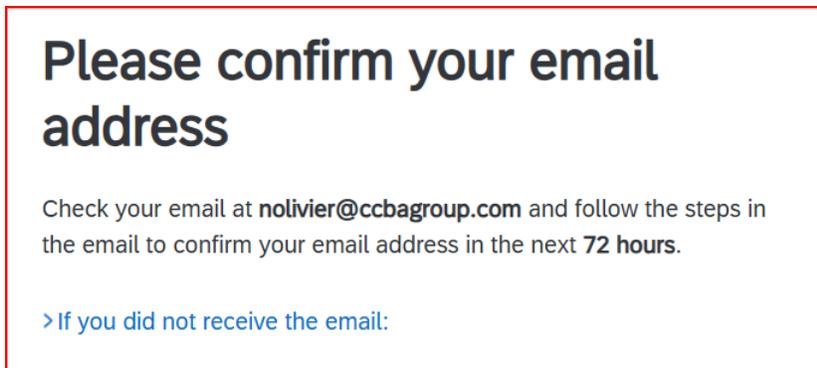
Then the screen below will be displayed:

Click "**Continue account creation**".

Note : "Review Accounts" button below may be useful to view other Ariba Accounts in your organization.



The following screen will then be displayed:



Go to your Email Inbox and find the Email below:

From	Subject
Ariba Commerce Cloud	Action Required: Confirm your email

Select the Email and click on the “Confirm email” button below.

Action Required: Confirm your email

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To Nico Olivier

 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments



Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

Link expires: Friday, Apr 25, 2025, 07:41 AM PDT

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=x0yS2FogCx9eFpz0wLRu99FEalMBRUOb&anp=Ariba&app=Sourcing>

Important:

If you do NOT receive the Confirmation email above, then your IT Department has probably Blacklisted/Blocked the incoming Ariba email. Please ask them to Unblock/Whitelist the Ariba email.

Alternatively, ask the CCBA Project Owner to send your Invitation to your Gmail account email, which will NOT be blocked by your IT System.

After clicking “Confirm email” above, you will then receive a SAP Ariba WELCOME email:

Note the **Username** and **Login Button** below for future logins.

Welcome to SAP Business Network



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To Nico Olivier



Welcome to SAP Business Network

Please find your account information below.

Your account:

Company name: **Nico Supplies (Pty) Ltd**

Username: nolivier1@ccbgroup.com

Business Network ID: **AN11227974464-T**

Administrator email: nolivier@ccbgroup.com

Get Started
Follow these steps to set up your account:

- 1 Complete any actions requested by your customer.**
When you log in, you will see a customer-specific page with information they have requested.
- 2 Update your company profile.**
Potential customers can search for and review profiles to discover business opportunities.
- 3 Explore SAP Business Network Discovery**
Find and participate in a variety of business opportunities.



With the First login, you will have to complete the screen below:

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

 or [Browse](#)

Ship-to or Service Locations

 or [Browse](#)

[Don't show this to me again](#)

Easiest is to start typing e.g. Printing, and then select one of the options below. (See below)

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

 or [Browse](#)

- Silk screen **printing** machines
- Silk screen vacuum **printing** frames
- Offset **printing** consumables
- Offset **printing** plate processors
- Silk screen **printing** racks
- Printing plates**
- Dyeing or **printing** or finishing services
- Digital **printing**
- Promotional or advertising **printing**
- Letterpress or screen **printing**

Do the same for “Ship-to or Service Locations”.

Type in your City Name and then Select it from the list.

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

 -or- [Browse](#)

Ship-to or Service Locations

 -or- [Browse](#)

[Don't show this to me again](#)

Note : Your selections will then be displayed below the boxes where you have typed.

Choose the selections that make sense. They do not need to be exact.

Then click the “**Submit**” button.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The user is logged in as a Standard Account. The page title is "CCBA - TEST". On the left, there are two panels: "CCBA - TEST Requested Profile" and "Public Profile Completeness". The "Public Profile Completeness" panel shows a progress bar at 35% and a description field. The main content area has a "Home" button and an "Events" section. The "Events" section contains a table with the following data:

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
RFO-GS-Price Schedule demo with Simple Excel Import-1 April 2025	Doc2488233116	4/25/2025 4:18 PM	RFP	No

Below the "Events" section is a "Tasks" section with a table that currently shows "No items".

This will take you to the Coca-Cola Ariba (1) Home Page or (2) Ariba Event. **WELL DONE !**

Select the **Open Event Name** to populate your Proposal / Submission.