

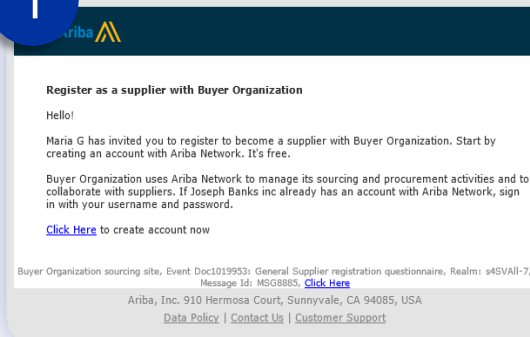
A photograph of two men standing in a library or study. The man on the left, wearing a white shirt, is gesturing with his hands while speaking to the man on the right, who is wearing a light blue shirt and glasses. They are positioned in front of a large wooden bookshelf filled with books. The bookshelf has several decorative items, including vases and bowls. The scene is well-lit, and the overall atmosphere is professional and academic.

Guide

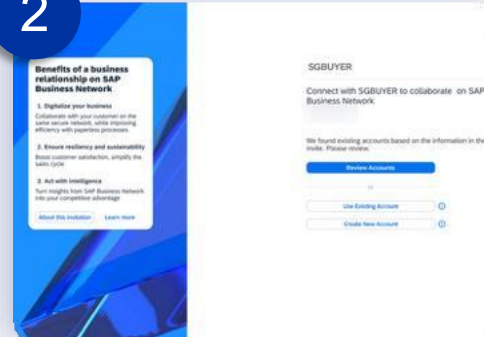
Registration on Ariba Business Network

Registration via Sourcing triggered Invites

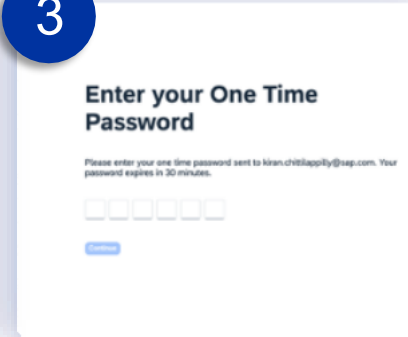
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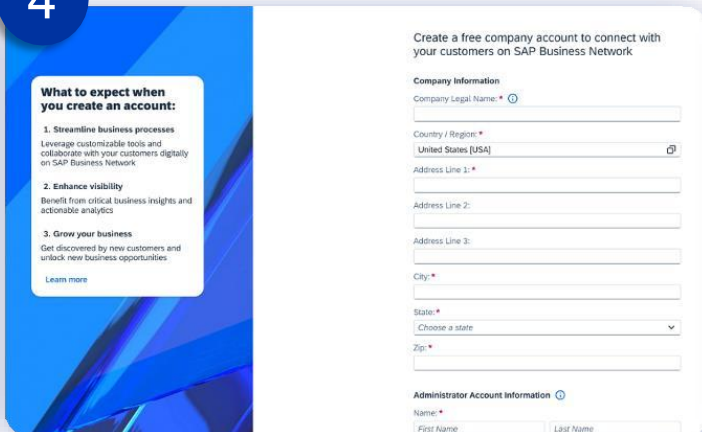
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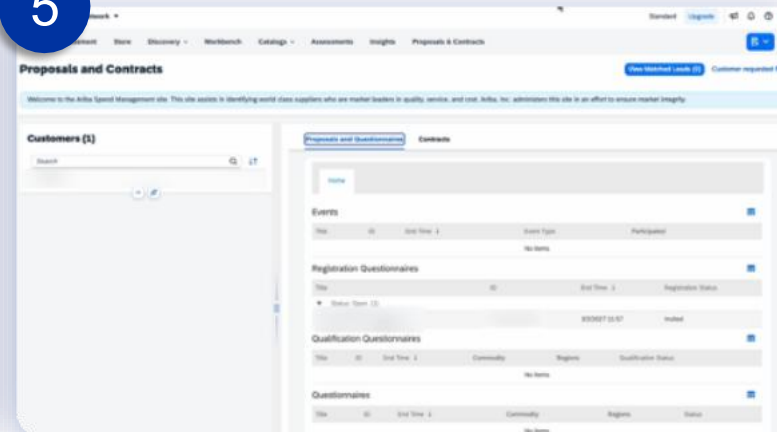
Registering an account from a sourcing invitation

1. You have received a sourcing **invitation (trading relationship request)** with a link to **register** from the sourcing registration portal.
2. You can choose to use an existing account or create a new account.
3. Once on the portal page, you can click on create new account. A **one-time password** will be sent to the email address entered.
4. You need to complete the mandatory profile information details and will then land to new supplier portal experience.
5. A standard supplier account has been successfully created and access to the Proposals and Contracts

4



5



Walk Up Registration

Click [here](#) to get to the supplier registration

1. Supplier sign-in

2. Enter your One Time Password

3. Choose a Data Center

4. What to expect when you create an account

5. Welcome to SAP Business Network

Create new account and select your preferred data centers

1. Click on **Register now** to create a new standard account by providing an email address that the account will be associated with.
2. A **one-time password** will be sent to the email address which is required to proceed with registering your account.
3. Choose a **data center** and proceed to fill the account registration information and submit the form. You need to complete the mandatory profile information details and will then land to new supplier portal experience.
4. Complete the **mandatory profile information** details and lands to new supplier portal experience.
5. Standard account registration will then be completed with access to the supplier portal.