SAP Ariba @ Wieland – How to register in Ariba

Registration Invitation

STEPS

1. You will receive an email for the registration with the following subject.

2. Click on the link **Click Here** to get forwarded to the registration page.

The person who receives the registration link is the one who must register. Please do not forward the mail. Please contact the sender of the mail so the buyer can send a new link to the new recipient.

Invitation: Register to become a supplier with Wieland

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An test.ariba@wieland.com

wieland

Register as a supplier with Wieland

Dear New Supplier,

Aline Verena Bergmann has invited you to register to become a supplier with Wieland. Start by creating an account with Ariba Network. It's free.

Wieland uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier XYZ already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

Best Regards

Your Global Procurement Team of the Wieland

You are receiving this email because your customer, Wieland, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Wieland.

Offices | Data Policy | Contact Us | Customer Support

Powered by **SAP Ariba**

Registration Invitation

STEPS

3. To create a new Ariba Network Account click on **Sign up**.

4. Click on **Log in** if you already have an Ariba account and enter your already existing account data which you are using in your current credentials.

Please note: Ariba doesn't support more than one supplier company number linked in one Username. Please create a new account if you need to register another one linked to Wieland.

Welcome, New Supplier

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **Wieland-Werke AG** on SAP Ariba.

Wieland-Werke AG uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Wieland-Werke AG. Sign up **3**

Already have an account? Log in **4**

About SAP Business Network

The SAP Business Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an SAP Business Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across SAP Business Network, SAP Business Network Discovery and Ariba Sourcing activities

Moving to the SAP Business Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Registration – Ariba Network

Skip the slide, if you already have an AN Account.

STEPS

1. Check if your company information is already pre-filled correctly and do changes if necessary.

2. Use your Email Address as your Username if you want to. Username needs to have the format of an Email address but doesn't need to be a correct one.

   ! The Password must contain minimum eight characters including upper- and lower-case letters, numeric digits and special characters.

Registration – Ariba Network

Skip the slide, if you already have an AN Account.

STEPS

3. If there are existing accounts of your company or potential duplicates on the network, you can check them here and skip them if necessary.

4. Provide the **Product and Service Categories** and **Ship-to or Service Locations** by clicking on **Browse** to search for the products and locations. Click on **+** to add those.

5. Accept the **Terms of Use** and the **SAP Privacy Statement**.

6. Click **Create account and continue**.

Registration – Ariba Network

Skip the slide, if you already have an AN Account.

STEPS

1. After the account creation on the Ariba Network you will receive an Email from the Ariba Commerce Cloud to confirm your Account, the user data and your Ariba Network ID.

2. You will automatically get forwarded to the Ariba **Proposals and Questionnaires** dashboard.
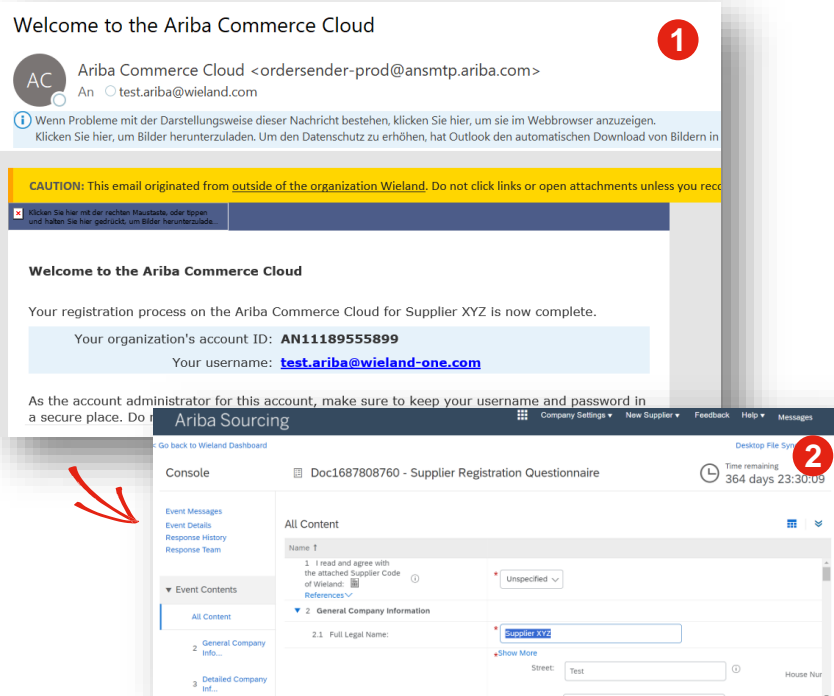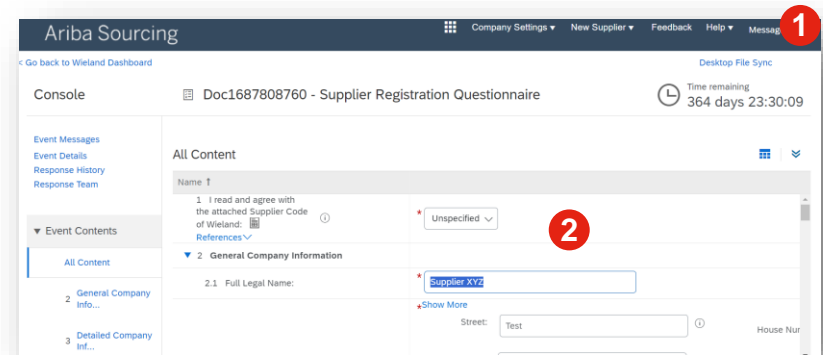
Registration Process

STEPS

1. You will automatically get forwarded to the Ariba **Proposals and Questionnaires** dashboard.

2. Please fill in all the data in the questionnaire.

If you have only one questionnaire to fill in, it will be opened directly automatically.
If you have several questionnaires on your dashboard, please start with the Supplier Registration questionnaire by clicking on **Complete Supplier Registration**.
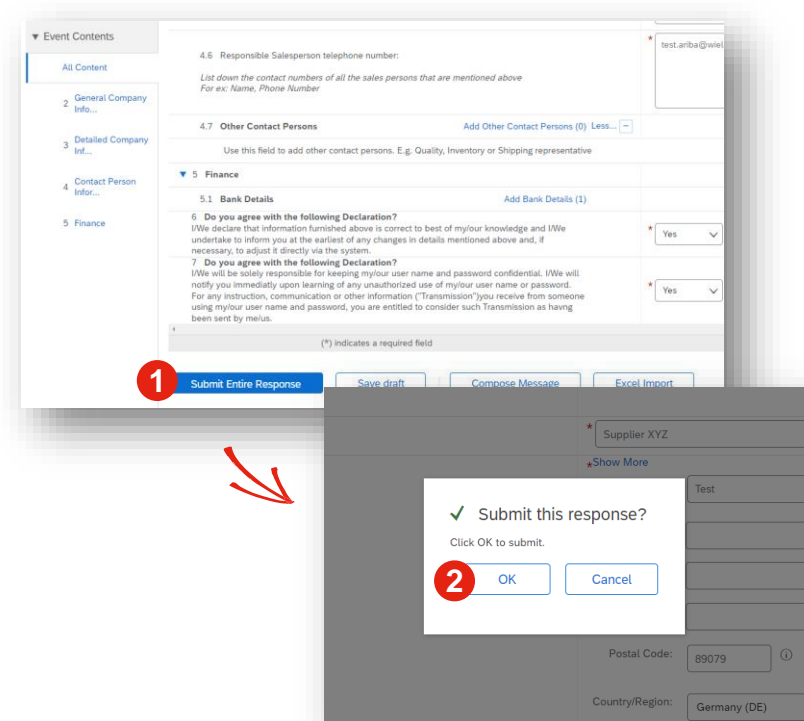
Registration Process

STEPS

1. Please click on **Submit Entire Response**.

2. Click on **OK** to submit.

> As an **existing Wieland supplier**, your data is already pre-filled with your current Wieland Masterdata Information. Please check this information and **update** it, if necessary.
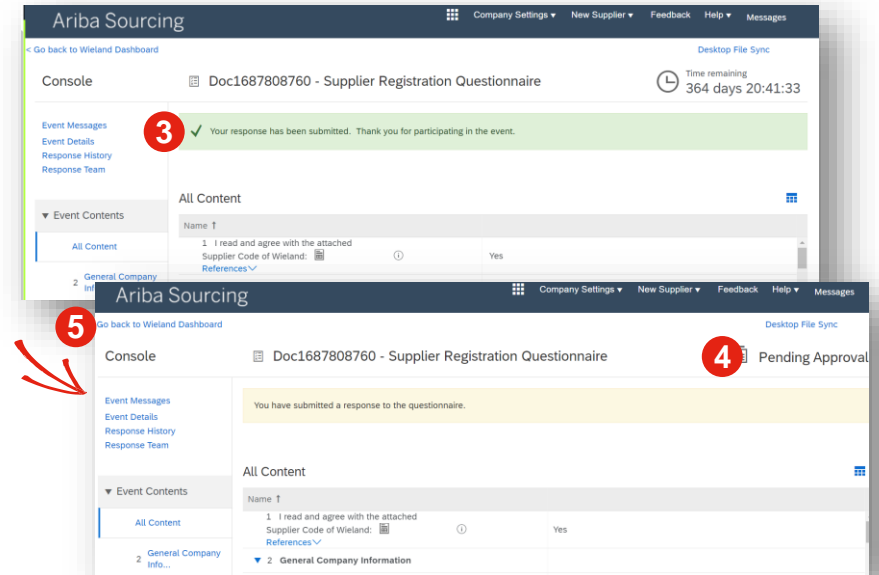
Registration Process

STEPS

3. After submit the questionnaire, a confirmation message will show up.

4. The status of the questionnaire will now change to **Pending Approval**. You will receive an Email from Wieland as soon as the questionnaire is approved.

5. Click on **Go back to Wieland Dashboard**.

Registration Process

STEPS

6. Check on your **Dashboard** if there are more **Questionnaires** you must fill in. If yes, click on the Questionnaire, fill in the data and click on submit like you did it in the Supplier Registration Questionnaire.

You want to check or update your data?
After the questionnaires are done, you can **click** on the questionnaire to see the data and/or click on **revise your response** to edit your answers.