



**wieland** 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



Avatar:4system-prodeu+wieland.Doc1687808760@eusmtp.ariba.com>  
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** <sup>3</sup>

Already have an account?

**Log in** <sup>4</sup>

#### 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.

The screenshot displays the 'Create account' process in two parts. The top part, 'Company information', is marked with a red '1' and contains fields for Company Name (pre-filled with 'Supplier XYZ'), Country/Region (Germany [DEU]), Address (Test), Line 2, Postal Code (89079), and City (Ulm). The bottom part, 'User account information', is marked with a red '2' and contains fields for Name (New Supplier), Email (test.ariba@wieland.com), Username (test.ariba@wieland.com), Password (Enter Password), Repeat Password, Language (English), and Email orders to (test.ariba@wieland.com). A red arrow points from the 'Company information' section to the 'User account information' section. A red circle highlights the text 'Skip the slide, if you already have an AN Account.' in the top right corner.

# 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**.

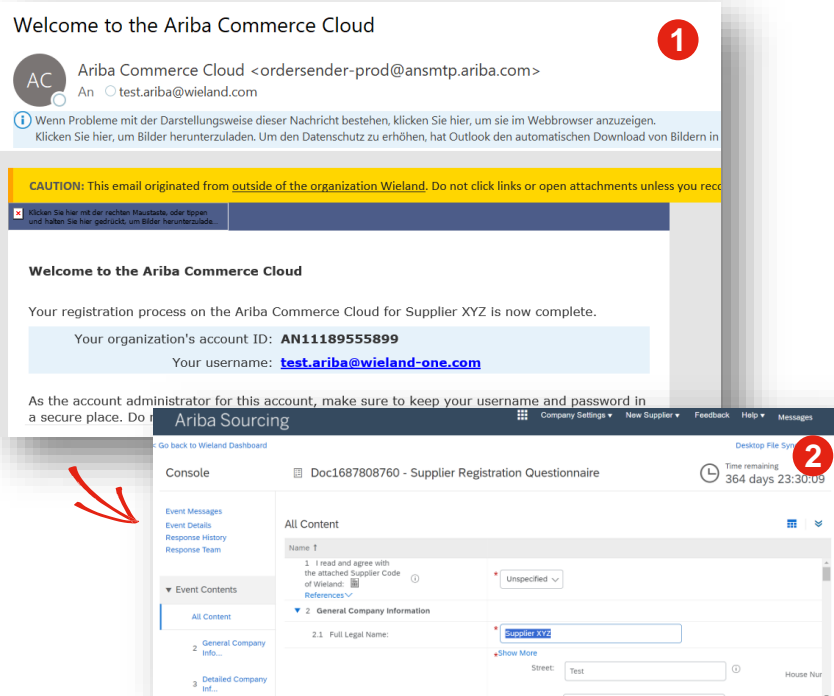
The screenshot shows the registration interface for SAP Business Network. At the top, there are input fields for Tax ID, Vat ID, and DUNS Number, each with a 'Optional' label and a small 'x' icon. Below these is a modal window titled 'Potential existing accounts' with a message: 'We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account.' It has two buttons: 'Review accounts' and 'Skip review'. A red circle with the number '3' is next to the 'Skip review' button. Below this is another modal window titled 'Tell us more about your business'. It has several sections: 'Product and Service Categories' with an input field containing 'Information technology consult...' and an 'Add' button; 'Ship-to or Service Locations' with an input field containing 'Germany' and an 'Add' button; 'Tax ID' and 'Vat ID' with 'Optional' labels; and 'DUNS Number' with an 'Optional' label. At the bottom, there are two checked checkboxes for 'I have read and agree to the Terms of Use' and 'I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.' A red circle with the number '5' is next to the first checkbox. At the very bottom right, there is a blue button labeled 'Create account and continue' with a red circle containing the number '6' next to it. A red arrow points from the 'Add' button in the 'Product and Service Categories' section to the 'Add' button in the 'Ship-to or Service Locations' section.

# 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

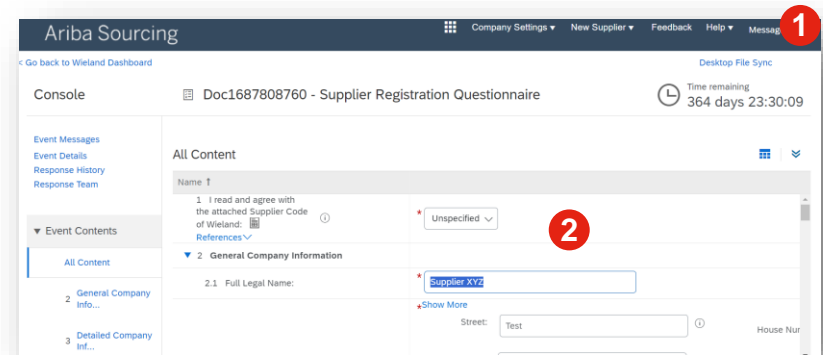
## STEPS

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**.



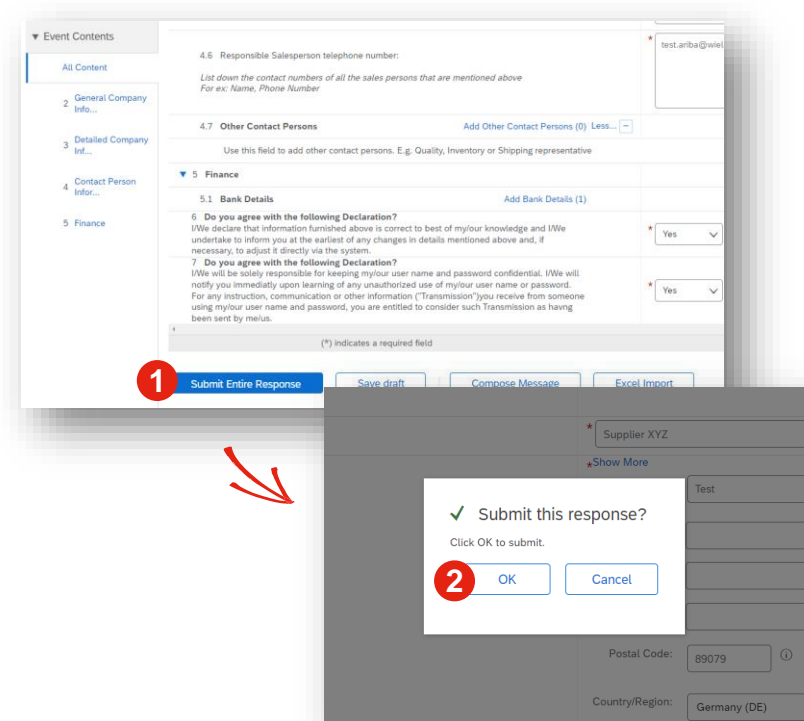
# Registration Process

## 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.

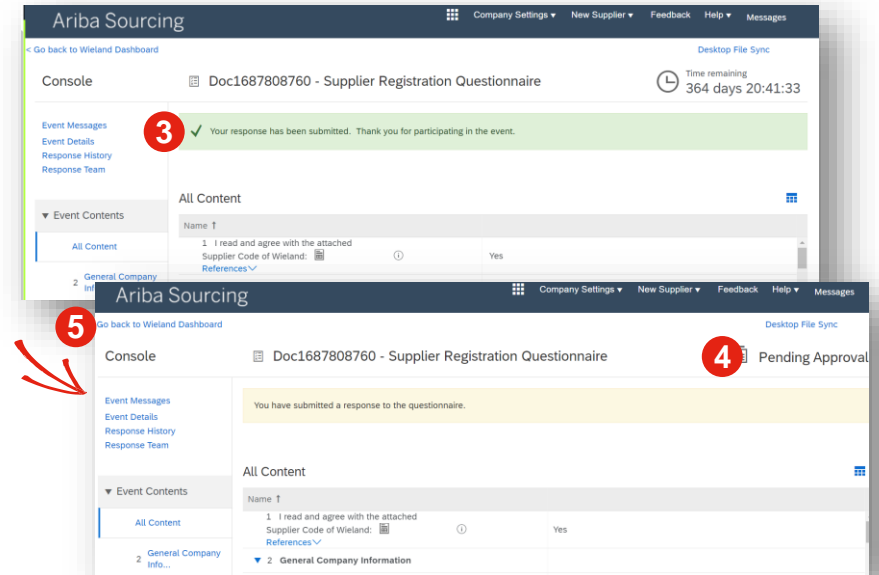




## Registration Process

### 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.



Home

Welcome to the Ariba Spend Management site. Ariba will be the gateway for suppliers to interface with Wieland on quality, service, and...

### Events

Title	ID	End Time ↓	Event Type
No items			

### Registration Questionnaires

Title	ID	End Time ↓
▼ Status: Completed (1)		
<a href="#">Supplier Registration Questionnaire</a>	Doc1687808760	10/24/2023 2:57 PM

### Qualification Questionnaires

Title	ID	End Time ↓	Commodity
No items			

### Questionnaires

Title	ID	End Time ↓
▼ Status: Open (4)		
<a href="#">Standards Certificates Questionnaire</a>	Doc1688359669	10/23/2024 2:43 PM
<a href="#">Insurance Certificates Questionnaire</a>	Doc1688359652	10/23/2024 2:43 PM
<a href="#">Supplier Guideline_V2.1</a>	Doc1688359636	10/23/2024 2:43 PM
<a href="#">Audit Questionnaire</a>	Doc1688359619	10/23/2024 2:43 PM

### Certificates

Certificate Info	Effective	Expiration	Attachment
No items			