

Login / Sign Up With Ariba

Quick Reference Guide

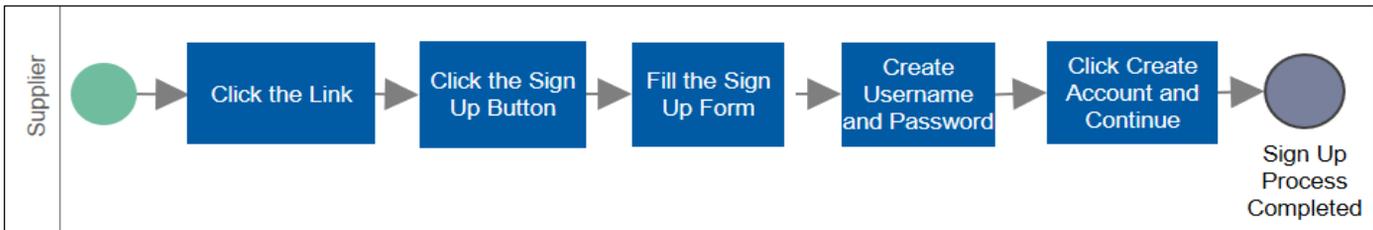
Login / Sign Up With Ariba



When Sydney Water initially invites you to complete a questionnaire to provide information about your organisation:

- If you already have an existing Ariba network account, login using your username and password.
- If you are new to Ariba, sign up using the link provided in the email or go to <https://supplier.ariba.com>.

Supplier Ariba Sign Up Process Flow



Select the **Click Here** link in the email to register in the Sourcing website.

Register Now
[Click Here](#) to create account now.

Click the **Sign Up** button to create the account.

Sign up as a supplier with Sydney Water Corporation Ltd on SAP Ariba.

Sydney Water Corporation Ltd - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Sydney Water Corporation Ltd - TEST.

Sign up

Sign up

Already have an account?

Log in

Note

- Fill all the mandatory fields(*) to submit the request successfully
- Please ensure that contact email address is not a shared inbox.



Sign Up With Ariba

Quick Reference Guide

Create account [Create account and continue](#) [Cancel](#)

First, create an SAP Ariba supplier account, then complete questionnaires required by Sydney Water Corporation Ltd - TEST.

Company information

Company information

* Indicates a required field

Company Name:*

Country:*

Address:*

City:*

State:*

Postal Code:*

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.

In this screen most of the details will be auto populated from the previously filled in Self-registration form.

Please verify the auto populated details and change if required.

User account information

User account information

* Indicates a required field

Name:

Email:*

Use my email as my username

Username:*

Password:*

Repeat Password

Language:

Email orders to:*

Must be in email format e.g. john@newco.com

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your system, create a contact list and enter the address here. You can do this anytime.

The mandatory fields are marked with asterisk sign.

Please make a note of the given username.

Enter a **Password** of your choice and confirm the password again on the **Repeat Password** text field.

Tell us more about your business

Tell us more about your business

Product and Service Categories:* [Add](#) -or- [Browse](#)

Ship-to or Service Locations:* [Add](#) -or- [Browse](#)

ABN Number:

DUNS Number:

Enter your 11 digit Australian Business Number (ABN).

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

Specify the **Product and Service Categories** of your business.

Enter your **Ship to or Service Locations**.

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, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

Create account and continue

Click **Create account and continue** to create the account successfully.

Select the agreement checkboxes.

[Create account and continue](#) [Cancel](#)

Getting Help

In case you need help, email us at:
aribasupport@sydneywater.com.au

