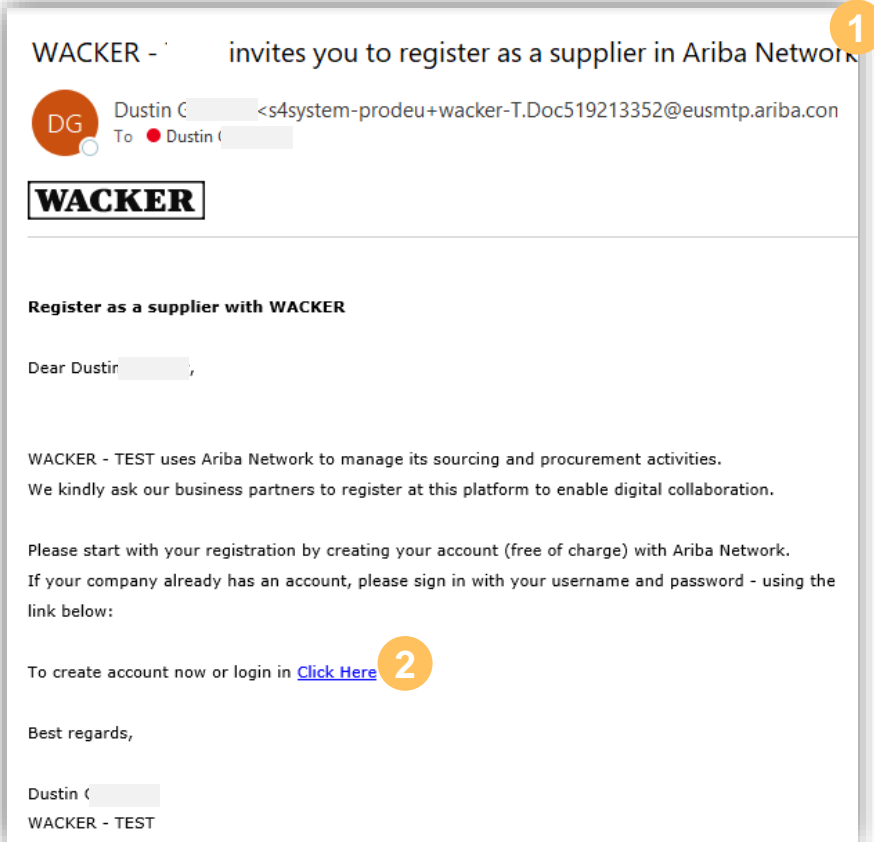WACKER

THE FUTURE OF BUYING

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Next Generation Procurement

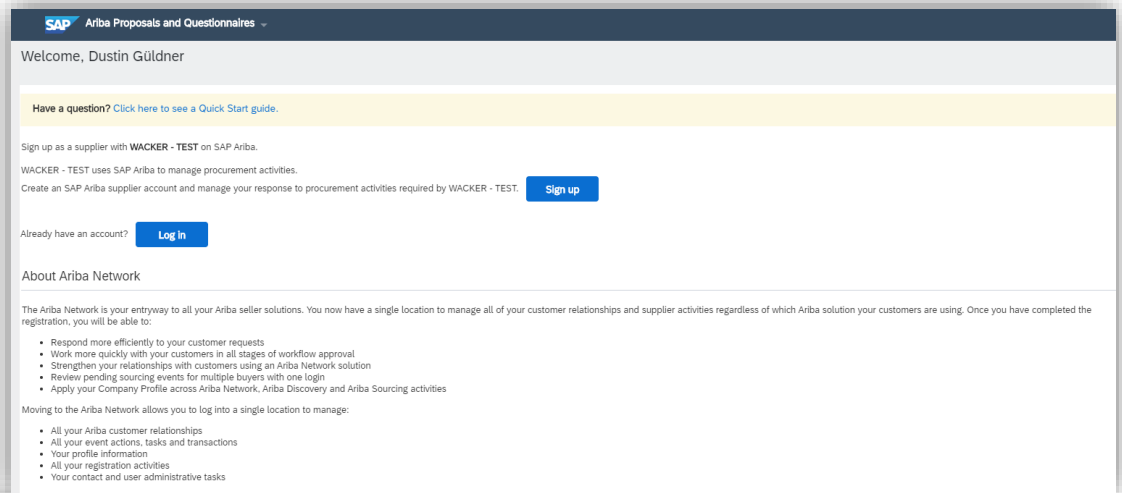**Supplier Ariba® Network Account - Creation & Maintenance**
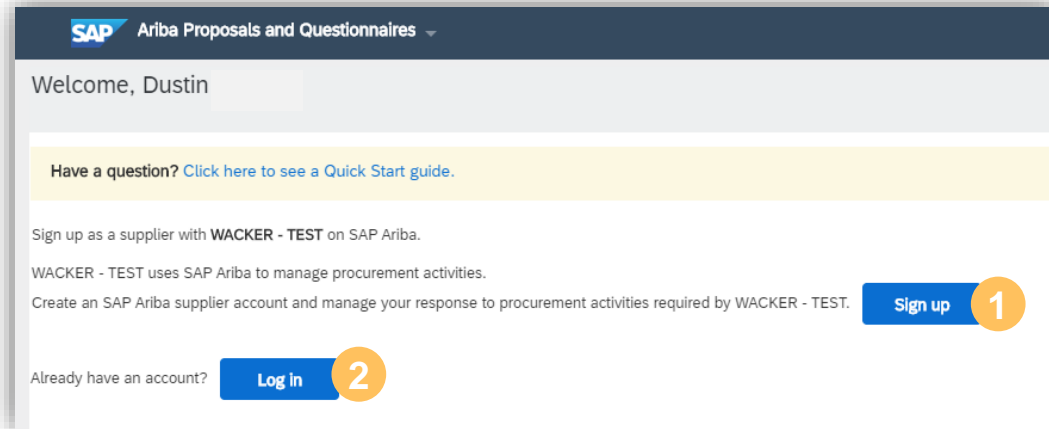
Invitation to WACKER Registration

Explanation

1. You will receive a registration invitation with this subject line and the WACKER logo

2. Select **Click Here** to get forwarded to the Ariba® account registration page
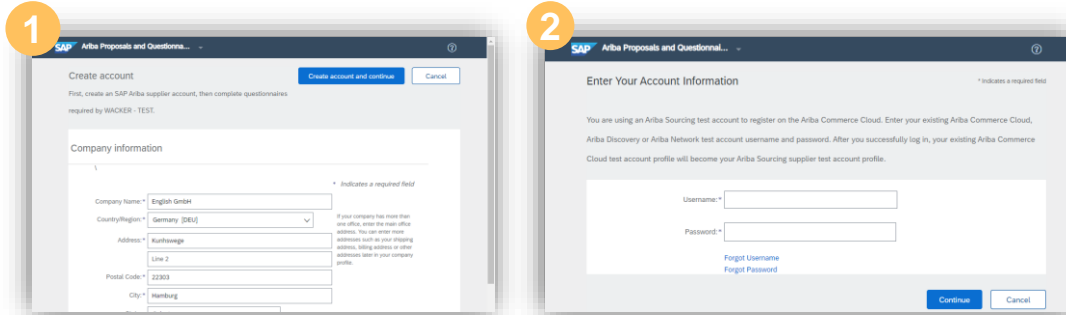
Expected Result

Create or Login with Account

SAP Ariba Proposals and Questionnaires

Welcome, Dustin

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

Sign up as a supplier with **WACKER - TEST** on SAP Ariba.

WACKER - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by WACKER - TEST.

Sign up ①

Already have an account? **Log in** ②

Expected Result

① Ariba Proposals and Questionna...

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by WACKER - TEST.

Create account and continue | Cancel

Company information

* Indicates a required field

Company Name:* English GmbH
Country/Region:* Germany [DEU]
Address:* Kunhswege
Line 2
Postal Code:* 22303
City:* Hamburg

② Ariba Proposals and Questionnal...

Enter Your Account Information

* indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username:*
Password:*

Forgot Username
Forgot Password

Continue | Cancel

① If you don't already have an Ariba® Network account, please click **Register**

② If you already have an Ariba® Network account, please click **Sign In**

Further Information

- It is important that you internally check whether your company already has an Ariba® Network account

- If your company already has an Ariba® Network account, please speak to your Ariba® Network administrator to create a new user for you

Account Creation (1/2)

Explanation

Create account	**Create account and continue** **Cancel**

First, create an SAP Ariba supplier account, then complete questionnaires required by WACKER - TEST.

Company information

* Indicates a required field

Company Name:* English GmbH
Country/Region:* Germany [DEU]
Address:* Kunhswege
Line 2
Postal Code:* 22303
City:* Hamburg
State: Select

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.

User account information

* Indicates a required field

Name:* Dustin   Güldner
Email:* dustin.gueldner@de.ey.com
☐ Use my email as my username
Username:* test-dustin.gueldner@de.ey.com
Password:* Enter Password
Repeat Password
Language: English
Email orders to:* dustin.gueldner@de.ey.com

SAP Ariba Privacy Statement

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 b...

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

1 Check that your company information are already correctly filled in or adjust these as required

2 Enter your user account information by providing a **name**, **username** and **password**

Further Information

- The **username** must be in the format of an email address, but it does not have to be a real email address

- The **password** must contain at least eight characters, including uppercase and lowercase letters, numeric digits, and special characters

Account Creation (2/2)

Tell us more about your business

Product and Service* Categories:	Enter Product and Service Categories	Add -or- Browse
Ship-to or Service Locations:*	Enter Ship-to or Service Location	Add -or- Browse
Tax ID:	Optional	Enter your Company Tax ID number.
Vat ID:	Optional	Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.
DUNS Number:	Optional	Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

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   Cancel

---

3 Enter Product and Service Categories by searching for and clicking **Add**, or **Browse** the SAP® Ariba® category list.

Follow the same steps above for selecting the Ship-to or Service Locations

4 Check the boxes for **Terms of Use** and SAP® Ariba® **Privacy Statement**

5 Click **Create** an account and continue

- The **username** must be in the format of an email address, but it does not have to be a real email address

- The **password** must contain at least eight characters, including uppercase and lowercase letters, numeric digits, and special characters

Account Maintenance

Explanation
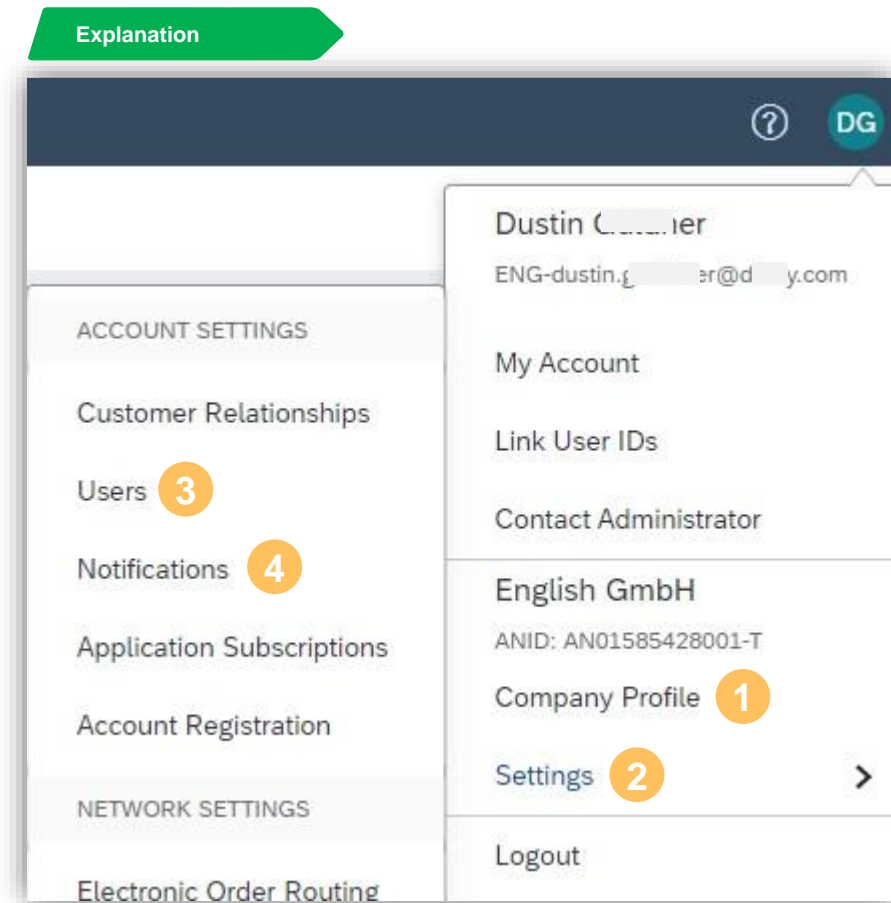
1. **Company Profile:** Here you can manage and edit your company's profile (delivery address, product and service, categories, tax information, certifications and more)

2. Via **Settings** you can further manage your account settings

3. **Users:** Here you can create and edit User Roles and User accounts

4. **Notifications:** Here you can edit your notification settings for each event (orders, proposals, questionnaires, contracts, general, etc.)

Account Maintenance – Company Profile

Explanation

1. **Company Profile:** Here you can fill out and edit your company's profile

2. * Indicates a required field

3. After you have completed your basic company information, you can fill in the respective mandatory fields on the Business, Marketing and other tabs

Account Maintenance – User and User Roles (1/5)

As the administrator of your company's Ariba® Network account, you play an important role in ensuring that the functionalities of your company account run smoothly.

Your responsibilities include:

- Handling of account configuration and administration
- Primary point of contact for users with questions or problems
- Create roles and users for your company's account

The role of administrator is automatically linked to the username and login that were entered when initially setting up and registering the account.

A user is created by the administrator and has a role that corresponds to the user's actual work tasks. Each user is responsible for updating their personal user information.

Account Maintenance – User and User Roles (2/5)

Explanation

Account Settings   Save   Close

Customer Relationships   Users   Notifications   Application Subscriptions   Account Registration

1   Manage Roles   Manage Users

Roles (1)

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned   ▾

Apply   Reset

2   +

Role Name	Users Assigned	Actions
Administrator	Dustin Güldner	🗑

Save   Close

1 **Manage Roles:** Here you can manage both existing roles/create new roles and thus manage the user rights within your company's Ariba® Network account

2 Via the **+** you can create new user roles

Account Maintenance – User and User Roles (3/5)

Explanation

Create Role

Save   Cancel

* Indicates a required field

New Role Information

Name:*

Description:

3

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

4

	Permission	Description
☐	Contact Administration	Maintain information for account contact personnel
☐	Catalog Management	Set up and manage catalog-related activities
☐	Payment Profile	Configure your payment profile
☐	cXML Configuration	Configure account for cXML transactions
☐	Company Information	Review and update company profile information
☐	Transaction Configuration	Configure account for electronic transactions
☐	ID Registration Access	Register unique identifiers, like email domains
☐	Fulfillment Invitation Account	Allows the assigned user to transfer a fulfillment related invitation into his existing Ariba Network Account.

Assign Users (0)

5   +

You can add users to this role.

☐	Username ↑	Email Address	First Name	Last Name	Role Assigned
		No users assigned yet.			

3 Here you can name the new role and add a description so that you can assign these roles to other users in the future

4 Here you will find the possible permissions that can be added to the new role

5 If you have created further users, you can link these users to the new role here

Account Maintenance – User and User Roles (4/5)

Explanation

Further Information

6. Here you can manage existing user accounts as well as create new user accounts within the company Ariba® Network account

7. Via the **+** you can create new users

8. Please enter the user's information to create the user

- The **username** must be in the format of an email address, but it does not have to be a real email address

Account Maintenance – User and User Roles (5/5)

Explanation

9. With **Create Role** you can assign roles to users (if no roles are available, you can also create one here)

10. You can assign user accounts to either All or only specific customers for which your company's account has been linked to

11. For existing users, you can **edit** or **delete** this user via **Actions**

12. Via Edit you can also reset the roles and the password

Account Maintenance – Notifications

Explanation

1. You can specify which notifications you wish to receive and to which email address they should be sent

2. Click the check box next to each notification you want to receive

3. Enter up to three email addresses (separated by a comma ",") to specify who should receive the notification

4. Click Save when you are finished

Further Information

- You will always be brought to the general notifications first and can maintain further notifications for the other solutions by selecting the corresponding tab (Network, Discovery, Sourcing & Contracts)

- Mandatory fields are marked with a *

NEXT GENERATION PROCUREMENT

WACKER DIGITAL

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