

## Ariba Sourcing Getting Started Guide for Suppliers

### What is the Ariba Commerce Cloud?

The Ariba Commerce Cloud is your entry point to all of your seller solutions with Ariba. Rather than managing multiple login IDs for multiple customers' sites, you will have one login and one account. This means fewer passwords to remember, easier user maintenance for your company, and a unified profile for your organization.

What this means is that even though you may have previously registered on another customer's Ariba Sourcing site in the past, or, you may already be enabled on the Ariba Network, *registering on the Ariba Commerce Cloud is required*. The registration process only takes a few moments with a simple one page registration.

### Ariba Commerce Cloud Profiles

As part of the registration process, you will complete a company profile. Ariba Commerce Cloud profiles include company account and configuration settings, company profile information, and user information. Ariba Commerce Cloud profiles allow you to maintain a single company profile, from one account, for all your customer relationships.



### How to register on the Ariba Commerce Cloud for the first time prior to participating in a University of Washington competitive bidding event:

1. Open a browser window and enter the following url:

[uw.supplier.ariba.com](http://uw.supplier.ariba.com)

➡ Ariba displays the Login page:

The screenshot shows the Ariba Sourcing website interface. At the top, there is a navigation bar with links for 'GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES' and 'Feedback Help'. Below this is the 'ARIBA SOURCING' header. The main content area features an 'Ariba Login' form with fields for 'Enter Username' and 'Enter Password', a 'Log In' button, and links for 'Forgot Username' and 'Forgot Password'. A red box highlights the 'Register as a New Supplier' link. To the right of the login form is a promotional banner for 'Engage with More Buyers. Become an Advantage Seller. Now -20% off' with a 'SUBSCRIBE NOW' button. A purple callout box points to an alternate location for the registration link in the upper right corner of the page, near the 'Feedback' and 'Help' links. Another purple callout box at the bottom left of the screenshot provides instructions: 'If you don't see the registration link here, check the upper right hand corner next to "Feedback"'. Below the banner, there are sections for 'Updates from Ariba Exchange' and 'Week: Sourcing - Where did all the money go? 2 days ago'.

2. Click **Register as a New Supplier** link. IMPORTANT: The option to click the button “**Register as a New Supplier**” may move depending on your browser. Please check the alternate location in the image above.

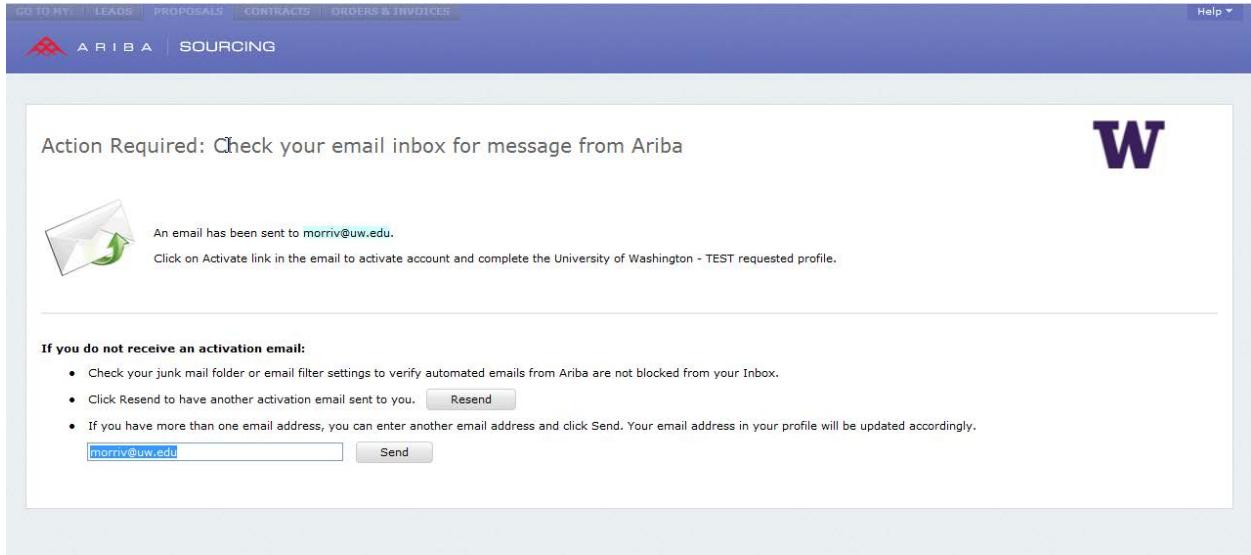
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 Ariba displays the Ariba Commerce Cloud Registration page:

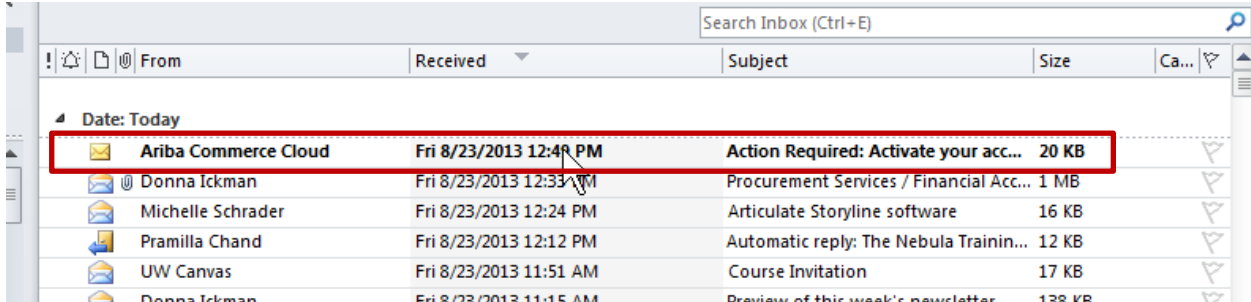
3. Enter your basic company information and your user account information. Keep in mind:
  - a. The **Commodities** and **Sales Territories** fields are required in order to complete registration. However, you can change these values at any time in your Company Profile.
  - b. The **Tax ID** and **DUNS Number** fields are optional and can also be updated at any time in your Company Profile.
  - c. The person whose name is entered in the user account information section becomes the account administrator automatically. Account administrators can transfer the Administrator role to another user later.
4. Read the Terms of Use Agreement and **click the check box if you agree** to the terms.
5. Click **Continue**.

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➡ Ariba displays the action required page. An activation email is sent to registration email address.



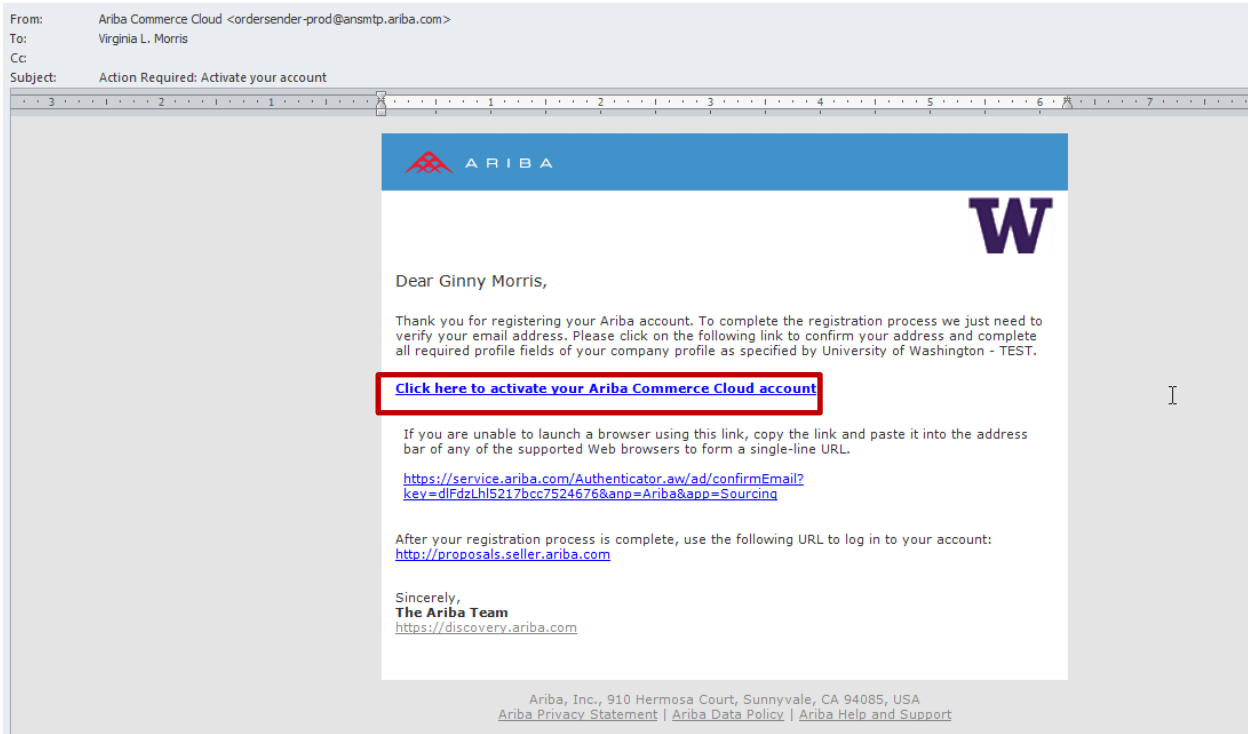
6. Check your email inbox for a message from the **Ariba Commerce Cloud**:



7. Open the email and view the message. A sample message is shown on the next page.

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Below is an example of the Ariba Commerce Cloud account activation message:



8. Click **Click here to activate your Ariba Commerce Cloud account**.

Ariba displays the account activation confirmation page:

**Your Ariba Commerce Cloud account is now active.**  
University of Washington - TEST requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the additional profile information before you can access and participate in University of Washington - TEST events.

**University of Washington Requested Profile**

\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

**Status:** Submitted by Anita Cook at 08/26/2013 05:30 PM

Discard Draft Save as Draft **Submit**

✓ You have successfully submitted changes to your customer.

Question

▼ 1 Company Information

1.2 Corporate (parent company) annual revenue \$100,000.00 USD

▼ 3 Capability Information

3.2 Are you QS Certified? QS 9000 Certified

3.3 Attach QS certificate \* SourceDocumentLinksRules.docx Update file Delete file

Discard Draft Save as Draft **Submit**

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9. Enter information into the **University of Washington Requested Profile**. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending them to UW. Click **Discard Draft** to discard all the changes changes you have made and display the last values you successfully submitted to UW.
10. When you are finished, click the “X” in the upper right hand corner to close.

➡ Ariba displays your **Company Profile Page**, including the **Public Profile Completeness** bar, which describes how much information is available to buyers searching for similar suppliers in the Ariba Commerce Cloud:

The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'ARIBA SOURCING' and a 'Test Mode' button. The main content area is titled 'Company Profile' and has several tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Customer Requested'. Below the tabs, there's a table titled 'Sourcing Customer List' with columns for 'Customer' and 'Customer Requested Profile Information'. The table shows one entry for 'University of Washington' with a status of 'Complete'. On the right side, there's a 'Public Profile Completeness' section with a progress bar at 35%. Below this, there's a list of fields to be completed: Short Description, Website, Annual Revenue, Certifications, D-U-N-S Number, Business Type, Industries, Company Description, and Company Logo. A 'Save' button is highlighted with a red box. There's also a 'Share Your Public Profile' section with a 'FIND US ON ARIBA' button and a 'View Public Profile Profile Visibility Settings' link.

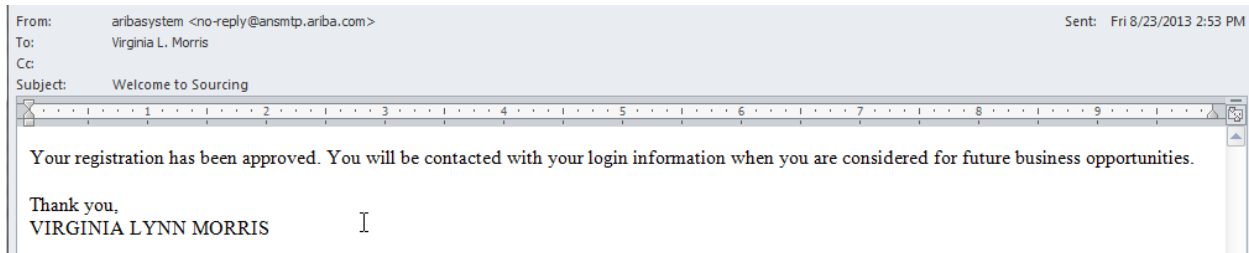
11. You can enter more information or click **Save** to save your Company Profile.

➡ Ariba displays a message page stating that your profile has been submitted to the University of Washington and is pending approval:

The screenshot shows a message page in the Ariba Sourcing interface. The message reads: 'Your profile information has been submitted to University of Washington and is pending approval.' Below the message, there's a paragraph of text: 'Your requested profile information has been submitted to University of Washington and is pending approval. Contact University of Washington if you are unsure of their registration policies and procedures. If you want to increase your chance at new business opportunities with other companies, click the Public Profile Completeness link and complete your public profile.' On the left side, there's a 'University of Washington Requested Profile' section with a message: 'All required customer requested fields have been completed.' and a 'View customer requested fields >' link. Below that, there's a 'Public Profile Completeness' section with a progress bar at 35% and a message: 'Enter a short description to reach 45% >'. At the bottom, there's a section that says '8 leads match your company profile' and a 'View Matched Leads' button.

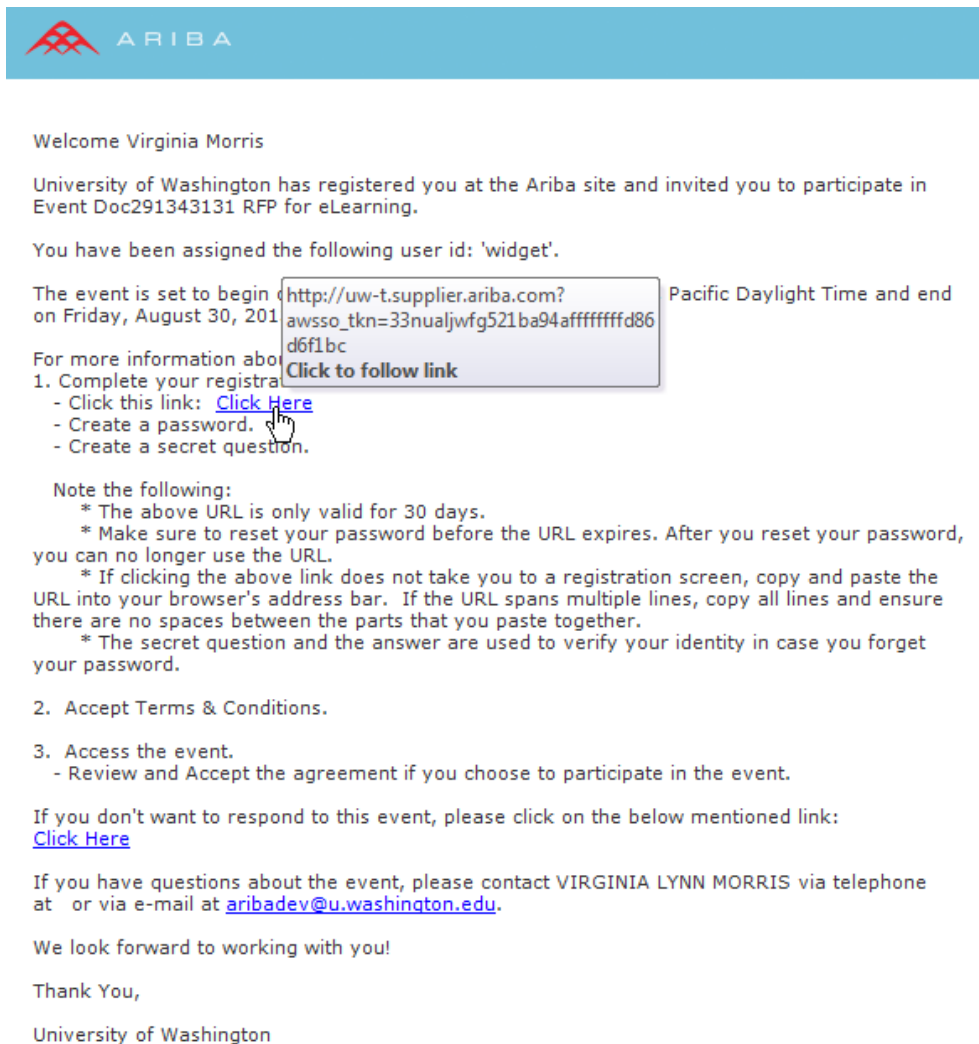
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12. Monitor your email for the registration approval message. An example message is included here:



**How to access sourcing events when responding to an email invitation from UW:**

1. Click the **Click Here** link in the email as pictured below:





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2. Login with your Ariba Commerce Cloud username and password.



Ariba displays the University of Washington Spend Management site Welcome page. It contains a list of events to which you have been invited. The list is organized by status:

Please click on the event in the Open or Preview status to view your invited events

The screenshot shows the Ariba Sourcing interface for the University of Washington. The page is titled "University of Washington" and includes a navigation bar with options like LEADS, PROPOSALS, CONTRACTS, and ORDERS & INVOICES. A welcome message states: "Welcome to the University of Washington Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity." Below this is a table of events organized by status:

Title	ID	End Time ↓	Event Type
<b>▼ Status: Completed (8)</b>			
SM UW13-0156 2014 Ice Camp Trailers	Doc306490549	11/13/2013 5:00 PM	RFP
Metro Shevling RFQ	Doc311411022	11/10/2013 11:45 AM	RFP
UW-13-0137 Supplier Pool for UW Events	Doc294794462	11/5/2013 5:00 PM	RFP
SM UW13-0141 2014 Ice Camp Aircraft	Doc300425963	10/31/2013 5:00 PM	RFP
UW-13-0195MH	Doc299408099	10/14/2013 4:00 PM	RFP
Dining Assessment	Doc283221370	7/26/2013 11:30 AM	RFP
DME UW-13-0105	Doc280704434	7/16/2013 9:31 AM	RFP
UW Signage and Wayfinding	Doc278829634	7/8/2013 2:32 PM	RFP
<b>▼ Status: Open (1)</b>			
UW-14-0005 Travel Management Solution Provider	Doc329820789	3/3/2014 5:00 PM	RFP
<b>▼ Status: Pending Selection (4)</b>			
UW DL 14-0001 University Washington Clean Energy	Doc328126973	1/22/2014 5:00 PM	RFP
RFP UW-13-0182MH	Doc326402532	1/20/2014 11:45 AM	RFP
RFQQ UW-13-0165 - K20 Program Support Services	Doc320706953	1/17/2014 1:00 PM	RFP
340B Contract Pharmacy Network System	Doc280612656	7/16/2013 12:31 PM	RFP

Below the events table is a "Tasks" section with columns for Name, Status, Due Date, Completion Date, and Alert. It currently shows "No items".

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3. If you are invited to an event, please click “**Intend to Participate**” or “**Decline to Participate.**”



Even if you’re undecided about participating in the sourcing event and need more time to decide, you’ll still need to click “**Intend to Participate**” in order to receive any communication relating to the sourcing event before the due date. By clicking “**Intend to Participate,**” you’re not obligated to participate.

The screenshot shows the Ariba Sourcing interface for a specific event. At the top, there are navigation tabs for PROPOSALS, CONTRACTS, and ORDERS & INVOICES. The event title is "Doc329820789 - UW-14-0005 Travel Management Solution Provider" with a "Time remaining 33 d" indicator. A yellow banner states: "You must decide whether or not you intend to participate in this event." Below this banner are four buttons: "Download Content", "Intend to Participate" (highlighted with a red box), "Decline to Participate", and "Print Event Information".

The main content area is titled "Introduction" and includes the following sections:

- 1.1.1 Sourcing Website Questions**  
For any questions on how to use to use the sourcing website (Ariba), such as:
  - Downloading/Uploading attachments
  - How to submit/revise bids
  - Password or access issuesPlease call Ariba at (toll-free): 1-866-218-2155
- For more help, please see attached PDF on how to access documentation and tutorials. [AribaSourcingHelp-Tutorials.pdf](#)
- 1.1.2 General Questions**

>> Next Section:

**Event Overview and Timing Rules**

Owner:	NEIL SHIMMONS	Currency:	US Dollar
Event Type:	RFP		
Publish time:	1/21/2014 1:37 PM		
Response start date:	1/21/2014 5:00 PM		
Due date:	3/3/2014 5:00 PM		

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U.S. and Canada (toll-free) call 1 (866) 218-2155. For international help numbers



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**Documentation and Help**

To learn more about how to configure your profile and link company accounts, comprehensive documentation and tutorials are available on Help@Ariba.

1. Access **Product Documentation** from the Help drop-down.
2. Select the appropriate tab to search for your specific topic. Refer to the example screen on the next page.

