Ariba Discovery Network for Prospective Suppliers
This instruction is for prospective suppliers who are registering in Ariba for the first time. (Those who already have an Ariba account will not need to register, as they already have a profile on the Ariba platform.)

Please register your company on the Ariba Discovery Network, which is Jacobs’ primary means for conducting supply chain discovery when sourcing opportunities arise. We will refer to the Ariba Discovery Network should we require such goods or services in the future.

Follow the steps below to complete and submit your Ariba Discovery Network registration:

1. Go to https://service.ariba.com/Discovery.aw/128491036/aw?awh=r&awssk=3LZ0.I4Y&dard=1
2. Click Register as Supplier.

![Ariba Discovery Network](https://service.ariba.com/Discovery.aw/128491036/aw)
3. Please complete the required fields under **Company Information**.

### Company Information

- **Company Name:**
- **Country:** United States [USA]
- **Address:**
  - Line 1
  - Line 2
  - Line 3
- **City:**
- **State:** Alabama
- **Zip:**

*Indicates a required field.*

*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.*
4. Please setup your user account information, following the guidelines provided by Ariba system.

5. Complete information about the services or goods offered. The more information you provide will help us better understand your services, capabilities and business status.
6. Read the terms of use, and choose the check box if you agree to the terms. Click **Register**.

7. Ariba Network sends you an email confirming registration of your account. To activate your Ariba account you must click the link in the email.

Dear Joanna Nowak,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Discover.

[Click here to activate your Ariba account](https://service-2.ariba.com/Authenticator.aw/velConfirmEmailKey=tpAAbIdFFnT7h6TAGsRYOOn4kIV1ORKvamp=Ariba&app=Discovery)

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

After your registration process is complete, use the following URL to log in to your account: [http://Discovery.ariba.com](http://Discovery.ariba.com)

Sincerely,

The SAP Ariba Team

[https://discovery.ariba.com](https://discovery.ariba.com)
8. Ariba Network shows the Welcome to Ariba page, where you can view your company profile completeness meter. Click **Go to Company Profile** to enter additional information about your company.

Ariba Network

Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company from your address to your business policies, to better help buying organizations find your company.

- Your email address: XYZ@gmail.com has been verified.
- Your Ariba username: XYZ has been activated.

Complete Your Company Profile Now

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

Complete my Company Profile later

Go to my Company Profile
9. You are not required to reach 100% completeness on your public profile in order to conduct business on the Ariba Network or respond to sourcing events.

Public profile completeness does not impact the functionality of your SAP Ariba solution; it just makes your company more visible to potential customers within Ariba Discovery. The more complete your profile, the more attractive your account may appear to a prospective customer.

Optimizing account setting  [https://uex.ariba.com/auc/node/100343](https://uex.ariba.com/auc/node/100343)

Most common problems - [https://uex.ariba.com/auc/node/2021](https://uex.ariba.com/auc/node/2021)

Manage your SAP Ariba profile - [https://uex.ariba.com/auc/node/4906](https://uex.ariba.com/auc/node/4906)

How to register on Ariba Network - [https://uex.ariba.com/auc/node/100262](https://uex.ariba.com/auc/node/100262)