

Ariba Discovery Network for Prospective Suppliers



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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

Join Ariba Discovery | Feedback | Help

IM BUYING IM SELLING

Welcome to Ariba Discovery

Home Sellers Customers About

Ariba Discovery Log In

Enter Username

Enter Password

Log In

Forgot Username
Forgot Password

Ariba Network members: Use your Ariba Network user ID and password.

New user? Register here for FREE!

Join the network of companies that already depend on Ariba to help establish new business relationships!

Register as a **Buyer** and enjoy these privileges:

- ▶ Automated distribution of your Discovery Posting to qualified suppliers
- ▶ Receive and manage supplier responses with an online dashboard
- ▶ Search and discover new suppliers in over 12,000 categories

Register as a **Supplier** and enjoy these privileges:

- ▶ Search and automatically receive new business opportunities
- ▶ Gain visibility to new potential customers and markets worldwide
- ▶ Build your reputation among a community of leading purchasing organizations

Register as Buyer

Register as Supplier

<https://service.ariba.com/Discovery.aw/128490062/aw?awh=r&awssk=2iw2ca91&dard=1#>

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3. Please complete the required fields under **Company Information**.

Ariba Discovery

Register

Company information

* Indicates a required field

Company Name:*

Country:* ▼

Address:*

City:*

State:* ▼

Zip:*

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.

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

User account information

* Indicates a required field

[SAP Ariba Privacy Statement](#)

Name:*

Email:*

Use my email as my username

Username:* Must be in email format(e.g john@newco.com) ⓘ

Password:* Must contain a minimum 8 characters including letters and numbers. ⓘ

Language: ▼ The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to:* Customers may send you 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.

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.

Tell us more about your business

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

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

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

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6. Read the terms of use, and choose the check box if you agree to the terms. Click **Register**.

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

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

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

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.

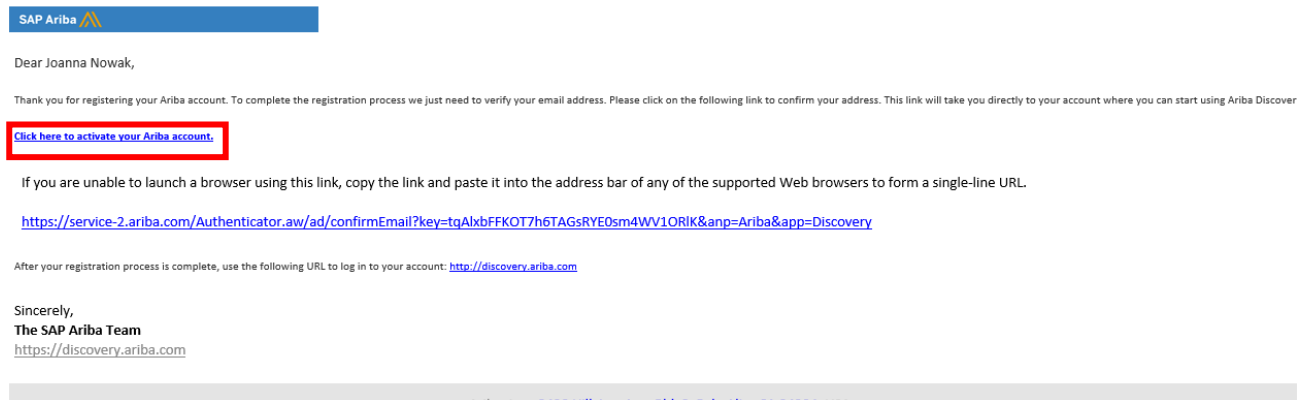
By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (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](#)

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.



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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

Help

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@gmail.com** has been activated.

Complete Your Company Profile Now

35%

- 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](#)

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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.

Ariba Network

Company Profile

Save Close

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Overview

Company Name: * XYZ

Other names, if any:

NetworkId: AN01409282847 ⓘ

Short Description: Characters left: 100 ⓘ

Public Profile Completeness: 35%

Short Description
Website
Annual Revenue
Certifications
D-U-N-S Number
Business Type
Industries
Company Description
Company Logo

Optimizing account setting <https://uex.ariba.com/auc/node/100343> -

Most common problems - <https://uex.ariba.com/auc/node/2021>

Manage your SAP Ariba profile - <https://uex.ariba.com/auc/node/4906>

How to register on Ariba Network - <https://uex.ariba.com/auc/node/100262>