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Introduction to Supplier Sourcing Registration

Process Overview:

This guide will take you (the Supplier) through the steps required for registering as a Supplier on bp SAP Ariba system when you are invited to participate in a bp Sourcing Event.

Instructions:

bp uses SAP Ariba to manage its Sourcing and Procurement activities and to collaborate with Suppliers.

For you to be a registered Supplier with bp you must register an Ariba Account. Follow the instructions in this user guide to assist you with creating your account.

Firstly, you will receive an email notification inviting you to register on the Ariba Commerce Cloud.

Note: If the email has not appeared in your Inbox, kindly search your Junk or Spam folders.

Scenario 1: First-time User and Organization Account Set-up

You have never used Ariba so you would not have an account and you know for certain that your company does not already have an account created.

You will be able to create a new account on the Ariba Network and if the invitation to register the account came from your buyer, then this new account will consequently be registered to the buyer's site.

To begin the Registration Process, click on the [CLICK HERE](#) link in the invitation email. Ariba Sourcing page is then displayed. See below invitation email sample.



BP has invited you to participate in the following event: Test RFP. The event is set to begin on Wednesday, September 10, 2025 at 6:39 PM, Singapore Time.

Use the following username to log in to BP events: test@test.com.

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

Please save your responses every 15-20 mins. And please delete 'Cookies' & 'Temporary files' regularly (once a day) to ensure that your session doesn't expire frequently.

For any technical issues or any training on the tool, please submit a request with Ariba Helpdesk by following the below steps:

1. Log into the site.
2. Click on question mark icon on top right side of the page and select "Help Center" > "Contact Us".
3. Click "Request a Call" button in the Ariba Customer Support section.

Please Note: You can request immediate assistance during bidding events with a new 'Request Immediate Assistance' feature. A button will show up directly in the event page when the timer is under 60 minutes, and you can choose to Request a Call or Call us Directly.



As previously available, go to Help Center > Contact Us tab. Use the search box feature to find related contents. If you need further assistance, there is an option to create a support case and you will be presented with support contact options.

Please do not use multiple browsers to login to Ariba & access the same data within the event and or please do not login with the same user ID at the same time. In these scenarios, responses may be removed because the same data is being modified from two locations.

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Velanthottu Kootala, Manoj via e-mail at abcd@xyz.com.

We look forward to working with you!

Thank You,

BP



The below are steps are how-to guide on setting up a new Ariba account, if you do not have an existing account.



Supplier Login

Login

[Forgot Username or Password](#)

New to Ariba?
[Register Now](#) or [Learn More](#)

Step 1: Click Register Now and company the information required for your Company Information.

Note the following:

Company name: This is your company's legal entity name

Company information

Company Name: *

Country/Region: *

United States [USA]

▼

Address: *

Line 1

Line 2

Line 3

City: *

State: *

Alabama [US-AL]

▼

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.



Step 2: In the User account information section, enter a Username and Password.

- Username- the system will generate a username; this can be overwritten.
- Select the checkbox if you want to use your current email address as your username.
- Alternatively, enter in a new username, however it must be in email format.
- Enter a Password (must be 8 characters, including letters and numbers).

User account information

Name:*	First Name	Last Name
Email:*		
	☒ Use my email as my username	
Username:*		
Password:*	Enter Password	
	Repeat Password	
Language:	English ▾	
Email orders to:*		

Step 3: Provide information about your business. Click on the drop-down arrow to get more fields to select Product and Service Category (Select the closest to your business):

Tell us more about your business ►

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](#)



Step 4: After completing the above sections, check both the boxes (Terms of Use & SAP Ariba Privacy Statement):

A screenshot of a registration form. It features two checkboxes, both of which are checked. The first checkbox is labeled 'I have read and agree to the [Terms of Use](#)'. The second checkbox is labeled 'I have read and agree to the [SAP Ariba Privacy Statement](#)'. At the bottom right of the form, there are two buttons: a blue 'Register' button and a white 'Cancel' button with a blue border.

Step 5: Once you have checked the boxes, click on Register button to register your account successfully.

If the following pop-up window is displayed, click on Yes.

A screenshot of a 'CONFIRM DOMAIN' pop-up window. The title is 'CONFIRM DOMAIN'. The text inside reads: 'The domain you specified does not match your company's domain. Do you still want to use it?'. At the bottom right, there are two buttons: a blue 'Yes' button and a white 'No' button with a blue border.

Step 6: Once you have completed the process, you will receive the following “Welcome to the Ariba Commerce Cloud” e-mail notification with your Organization’s Ariba Network ID and your Username.



Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for RedOne is now complete.

Your organization's account ID:	ABCDEF12345
Your username:	test@test.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

The above notification means that you have successfully registered onto bp Ariba system. Ariba Sourcing Homepage is now displayed.

Scenario 2: Existing User- Login to bp Ariba

If you have used Ariba before and have already accessed an event for the buyer-specific account with your current log in ID, click the Log In link to continue. Log in with your Ariba username and password to participate in the event.

If you already have an existing Ariba Network, Ariba Discovery, or Ariba Sourcing supplier account, but you have not accessed any events for the inviting buyer's site, use the Log In link in the email invitation. After clicking the link, log in with your existing account to move your information to your buyer's site.



Supplier Login

[Forgot Username or Password](#)

New to Ariba?
[Register Now](#) or [Learn More](#)

Scenario A:

Log in here by entering your existing credentials. If you have forgotten your password, click on Forgot Username / Password.



Supplier Login

[Forgot Username or Password](#)



If you are not receiving the password reset email:

1) Make sure the email is not in the spam folder of your email program:

Whitelist the domain of @ansmtp.riba.com and @eusmtp.riba.com to the safe senders list in your email client to prevent future emails from routing to the spam folder. If you're not sure how to do this, contact your internal IT department.

2) Your internal firewall might be blocking the delivery of the email:

Contact your information technology (IT) team to make sure the firewall allows the delivery of the email.

Scenario B:

You've entered your username and password correctly but receive the following message: You must enter the Ariba Commerce Cloud, Ariba Discovery, or Ariba Network username and password associated with your company's account.

A screenshot of a web form titled "Enter Your Account Information". At the top right, it says "* Indicates a required field". Below the title, there is a line of text: "Enter your Ariba Commerce Cloud, Ariba Discovery or Ariba Network username and password. After you successfully log in, your existing Ariba Commerce Cloud profile will become your Ariba Sourcing supplier profile." Below this is a red error message: "If You must enter the Ariba Commerce Cloud, Ariba Discovery, or Ariba Network username and password associated with your SupplierTest Corp. account." The form has two input fields: "Username: *" and "Password: *". The Username field contains a redacted value (a solid red rectangle). The Password field contains eight asterisks. Below the password field are two links: "Forgot Username" and "Forgot Password". At the bottom right, there are two buttons: "Continue" (in blue) and "Cancel" (in light blue).

What does this mean?

What it is saying is that your company has a separate account that is registered to the requesting buyer's site, and you will need to establish or enter credentials which align with that account number. This is necessary because you have been added by the buyer, to the same "Supplier Workspace" or Organization Name, that your registered colleagues were added to.



Only one account number can represent an Organization Name within a buyers' site. In theory, if all supplier users on SAP Ariba are created under one account number (Ariba Network ID) to start out, then all users would be aligned, in anticipation for a potential ID conflict.

So, what do I do now?

Go back to the "Welcome: Sign up / Log in" screen and select Sign up to register your user account. In short, you must set a unique username for the new account, to create a distinction in the system between your original account and this new one.

The screenshot displays the SAP Ariba registration form, divided into two main sections: "Company information" and "User account information".

Company information:

- Company Name: SupplierTest Corp.
- Country: United States [USA]
- Address: 210 Sixth Avenue
- Line 2: (empty)
- Line 3: (empty)
- City: Pittsburgh
- State: Pennsylvania
- Zip: 15222

User account information:

- Name: C (last name) | G (first name)
- Email: (redacted)
- ☐ Use my email as my username
- Username: (redacted)
- Password: (masked with dots)
- Confirm Password: (masked with dots)

Annotations:

- A yellow box highlights the "Use my email as my username" checkbox and the "Email" field. A yellow arrow points from this box to the "Username" field. A text box next to it states: "The email address is not editable as your buyer dictates who the invite is intended for. If the invite was forwarded to you by a co-worker, for communication purposes its strongly recommended to contact your buyer to have the invite sent directly yourself, or to the appropriate recipient."
- Another yellow box highlights the "Username" field. A text box next to it states: "Deselect the box and create a unique username. Usernames are email format but do not have to be a real email address, as your email address will still be associated to this account."
- A red error message is visible below the "Username" field: "User already exists. Please enter a different username."

After completing the above steps, you will receive an invitation via email to participate in the Ariba sourcing event. The process begins by clicking on "Click Here" link in the invite to access the sourcing event.



Tip: You can access the Sourcing Supplier Portal anytime via these two links – proposals.seller.riba.com or supplier.riba.com.