

# SAP ARIBA Suppliers' Registration Guide

Pakistan State Oil



Technology . Outsourcing . Optimization

## Introduction

### What is E-Bidding?

A process for suppliers to submit electronic bids to open and/or invitational competitions. The supporting tool acts as a central repository for storing all tendering events and documents.

### E-bidding System

E-bidding is a process in which Participants submit electronic bids to open and/or invitational competitions. The supporting tool acts as a central repository for storing all tendering events and documents. SAP Ariba is the PSO procurement technology solution used for procuring of goods, services and construction.

### Benefits to Suppliers

- SAP Ariba is a cloud-based solution, accessible anywhere the internet is available.
- E-bidding will save time and money by eliminating the need to drop off a paper copies to the Procurement Office.
- SAP Ariba allows you to build your submission from the time of posting to the time of closing by providing you with a workspace to save your work.
- SAP Ariba has a robust notification function. Once you have identified your intention to participate in an event, notifications will be sent automatically when addendums are issued, competitions are extended or cancelled and for other related information.
- You will have a consolidated view of all opportunities which you are intending to participate in or in which you have already participated.
- You will gain access to other procurement opportunities within the Ariba DiscoveryNetwork. This is a global network that allows you to search opportunities from Ariba's other customer organizations.

You can tailor your supplier profile to notify you of upcoming opportunities in categories of interest (e.g. construction supplies, agriculture suppliers, etc.)

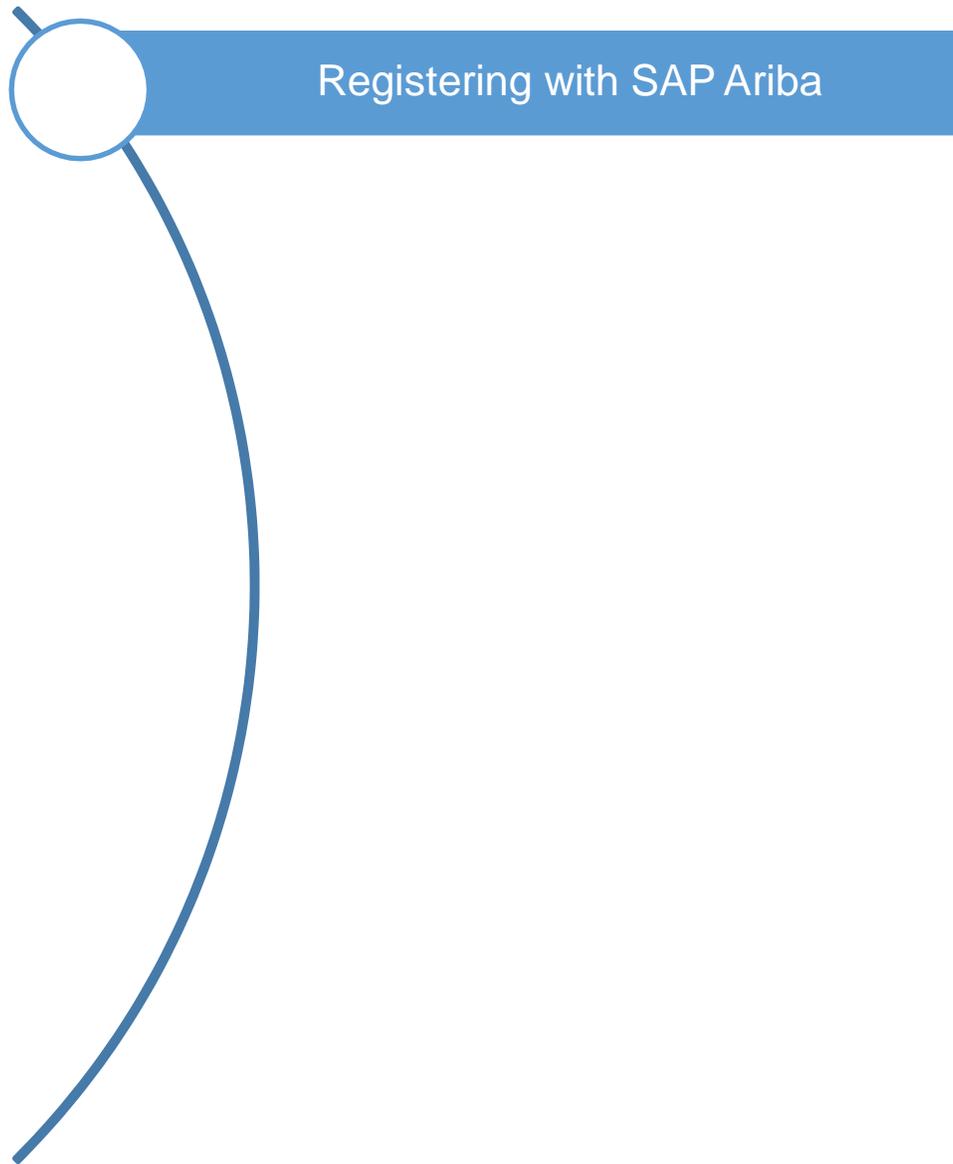
## What does this mean for you?

The implementation of the E-bidding will affect suppliers in the following ways:

- **Open Competition and select Invitational** opportunities will be posted electronically;
- **All notices** will continue to be posted on the PSO tender site with a link to the sourcing event (or tender opportunity);
- Suppliers must **register with SAP Ariba Discovery to participate** in these opportunities;
- Invitational and Open Competition opportunity **questions can only be posed and responded to using the E-bidding system**; and

**All bids**, expect when identified otherwise, **must be submitted electronically**.

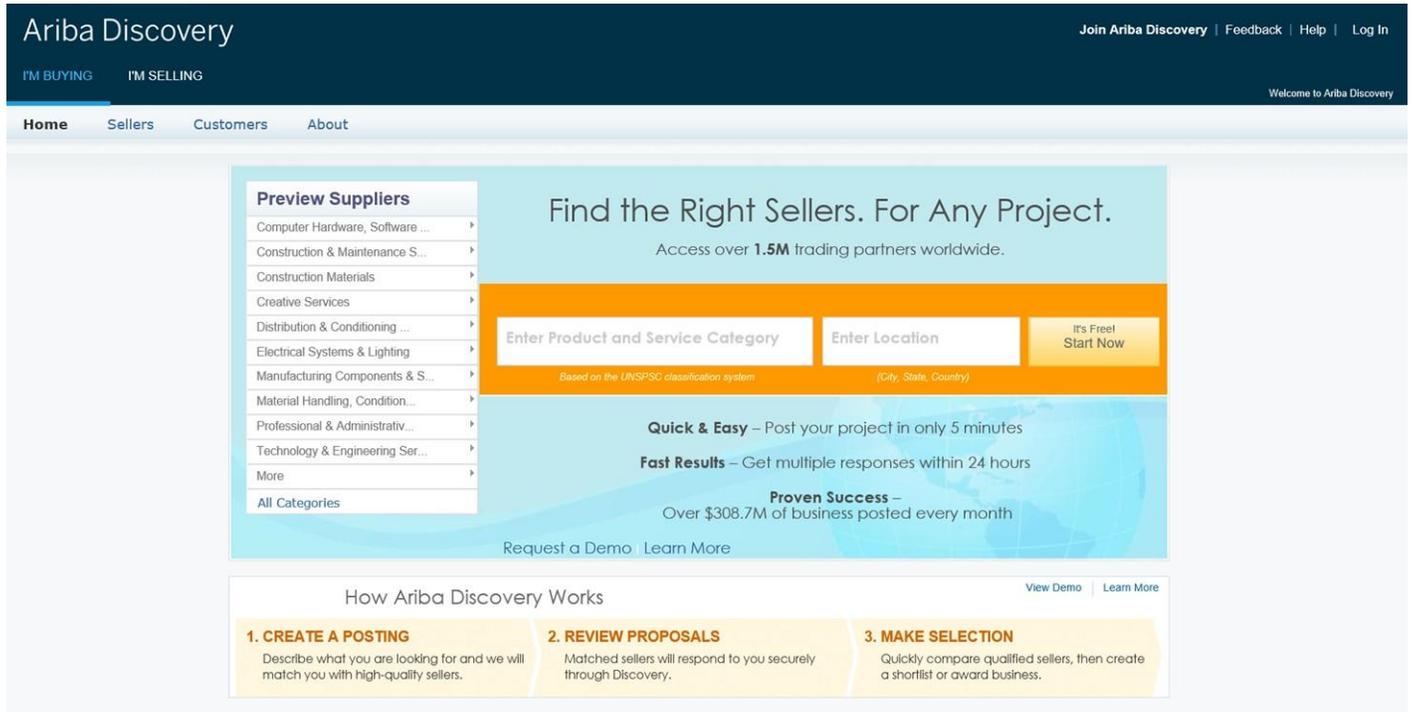
**The intent of this guide is to provide information on:**



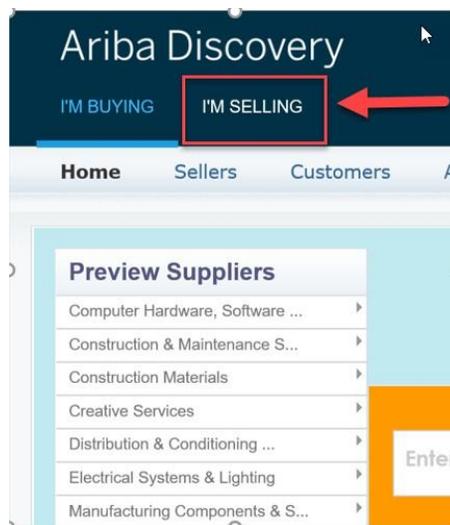
## 1 Registering with SAP Ariba

You can gain access to the community of active buyers by registering on SAP Ariba Discovery and creating your supplier profile/account:

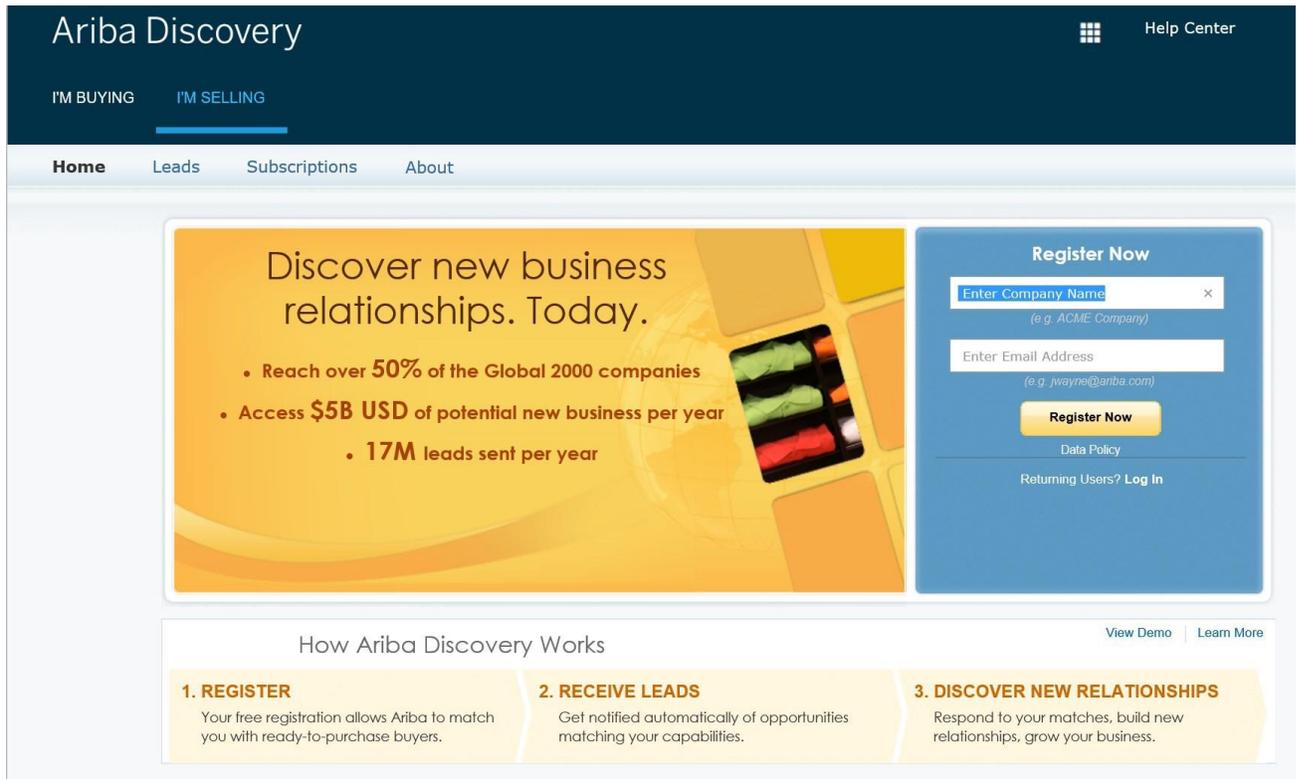
Go to [discovery.ariba.com](https://discovery.ariba.com)



Click the 'I'm Selling' tab in the top-left hand corner (under Ariba Discovery name)



A new screen will open (see screenshot below).



Add the required information (Company Name and Email Address), once added, **Click Register Now**



Enter your Company information. An \* (asterisk) indicates a required field

### 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.

Enter user account information.

### User account information

\* Indicates a required field

Name:\*

Email:\*

Use my email as my username

Username:\*

Password:\*

Language:

Email orders to:\*

Ariba Privacy Statement

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

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

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

Customers may send you orders through Ariba Network. To send

**The username and password created is what you will need to access (or sign in) to your Ariba Discovery account**



Scroll down and identify the product and/or service categories and ship-to or service locations you provide.

**Note:** SAP Ariba Discovery postings will be matched to the product and service categories you select. Choose categories rather than the exact products or services by name to ensure you gain exposure to broader opportunities. If your products or services can be classified in multiple ways, select all possible categories to ensure better matches.

Tell us more about your business

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

Naptha hydrotreater x

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

Canada x

Tax ID:  Enter your Company Tax ID number.

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

**Product and Service Categories:** Type in keywords to classify your products or services, or click the **Browse** link to review the list and make appropriate selections.

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

**Ship-to or service locations:** Lets buyers view all geographic areas your company serves. Include your ship-to location(s) and click the **Add** button, or click the **Browse** link to scroll through the list and make appropriate selections.

Register

- Click
- You will arrive to the **Welcome to Ariba** screen.

You will be requested to complete your company profile. You can choose to provide the additional details now or at later date.

## 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](#)

## ADDITIONAL INFORMATION

### Enhancing and Managing Your Profile

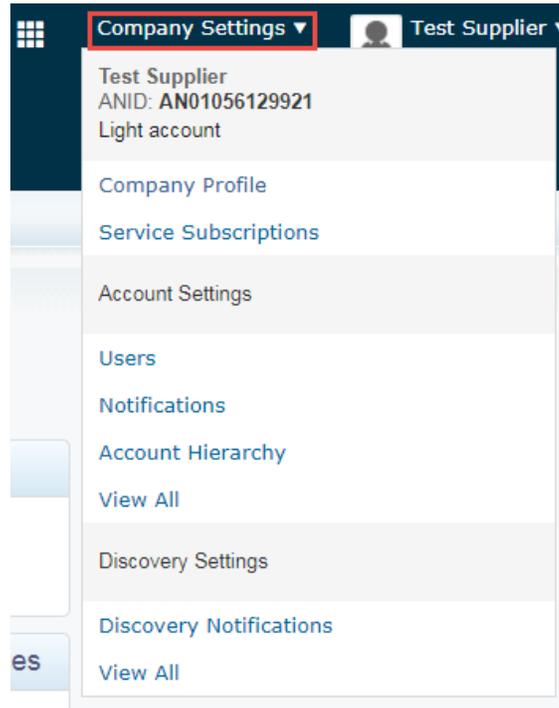
You can choose to enhance your profile with business, marketing, and certification related information.



- Proceed to the applicable tab and provide the applicable information.

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

- To manage your account, click on the **Company Settings** link in the top right corner, you will be able to quickly access and update information such as your company profile, users, notifications, account hierarchy, and settings in SAP Ariba Discovery.



- When a supplier is registered on Ariba Discovery or Ariba Network, they are assigned a unique ANID (Ariba Network ID). Your ANID number acts as your company's account number in the Ariba system. It is used for a variety of tasks, including:

- Helping Ariba Customer Support locate your account
- Establishing trading relationships with buyers
- Merging/logging into private accounts
- Linking accounts

**Note:**

Once supplier is registered on Ariba Discovery, Ariba Network account is automatically generated. Suppliers can login to Ariba Network via same username and password by following below screenshot:

