



SAP Ariba Implementation Project

Department of Shared Administrative Services

Office of State Procurement

SLP in SAP Ariba for Suppliers

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Introduction to SAP Ariba

Introduction to SAP Ariba (1 of 2)

The **State of Arkansas** is focused on providing suppliers with a modern, efficient, and transparent procurement solution that simplifies the process of offering goods and services.

Our **mission** is to support suppliers by leveraging **innovative technology**, **standardized processes**, and **data-driven decision-making** that promotes compliance, and fair value for both suppliers and taxpayers.



SAP Ariba Strategic Sourcing Suite

A modern, integrated platform designed to simplify and enhance your experience as a supplier to the State of Arkansas.

The **Strategic Sourcing Suite** includes:

- **Supplier Lifecycle and Performance (SLP):** Efficiently register and manage your profile, qualifications, and performance.
- **Sourcing:** Discover and participate in sourcing events and opportunities with a standardized process.
- **Contracts:** Easily review, negotiate, and manage contracts digitally.



MODULE 1: Supplier Lifecycle and Performance Management (SLP) – streamlines supplier management from onboarding to offboarding.

- Uses a strategic, data-driven approach to ensure compliance and minimize risk.
- Promotes ongoing improvement by tracking performance and supporting supplier development.

MODULE 2: Sourcing – equips teams to manage sourcing requests and competitive bidding efficiently.

- Enables invitations to multiple suppliers for participation in sourcing events and solicitations (RFx).
- Built-in analytics to assess supplier proposals based on cost, quality, sustainability, and other key criteria.



Ariba Contracts

MODULE 3: Contracts – provides a centralized platform for managing supplier agreements, from creation to renewal.

- Automates contract authoring with standardized templates and clause libraries, ensuring consistency and compliance.
- Features built-in workflows and electronic signatures to streamline contract cycles and reduce administrative tasks.

SAP Business Network: Home Dashboard



The SAP Business Network Home dashboard features a variety of sections that cater to different user needs.

The screenshot displays the SAP Business Network Home Dashboard with the following sections and callouts:

- 1. Discovery Tab:** Participate in public-sector / government sourcing events. (Callout points to the 'Discovery' dropdown in the top navigation bar).
- 2. Proposals-Questionnaires & Contracts Tab:** Complete initial supplier registration, respond to competitive solicitations, and review, negotiate, and sign contracts. (Callout points to the 'Proposals-Questionnaires & Contracts' link in the 'More' dropdown).
- 3. Announcements, Notifications, Messages, and Help Center:** (Callout points to the notification and help icons in the top right).
- 4. Profile Settings:** Select user initials to open the profile settings menu and view your Ariba Network ID (ANID) and Business Network Organization ID (BNO). (Callout points to the user profile menu on the right).
- 5. Search Bar:** Search for purchase orders, invoices, remittances, leads. (Callout points to the search bar in the 'Leads' section).
- 6. Setup Actions:** Quick links to common settings, such as configure payment preferences and add roles and users. (Callout points to the 'Setup Actions' section at the bottom).

The dashboard includes a top navigation bar with 'Home', 'Enablement', 'Store', 'Discovery', 'Workbench', 'Catalogs', 'Assessments', and 'More'. The main content area features a 'Welcome to SAP Business Network' banner, an 'Overview' section with four cards (Open postings, Enablement Tasks, Matched Leads, Invited Leads), and a 'Setup Actions' section with five buttons. A user profile menu is visible on the right side.

SAP Business Network: Help Center



The SAP Business Network dashboard features a variety of sections that cater to different user needs.

The screenshot displays the SAP Business Network Help Center interface. On the left, a navigation sidebar contains links for Home, Search, Get Support, Contact Support, Documentation, News, and Cloud Status. A red dashed box highlights the 'Contact Support' and 'Documentation' links, with callout 2 pointing to 'Contact Support' and callout 3 pointing to 'Documentation'. The main content area features a 'Welcome to Help Center' banner with a search bar (callout 1) and a 'News from SAP' section. Below the news section are three columns of recommended topics: 'Topics we recommend for you', 'Billing and subscriptions', and 'Managing purchase orders'. Each column includes a list of topics with question icons and a 'See More' link. A 'Legal' link is located at the bottom left of the sidebar.

Search Bar
Search the SAP knowledge base to find the answers to your questions.

Contact Support
Open and manage a support case/ticket directly with SAP.

Documentation
This section offers product documentation, release updates, tutorials, and other resources.

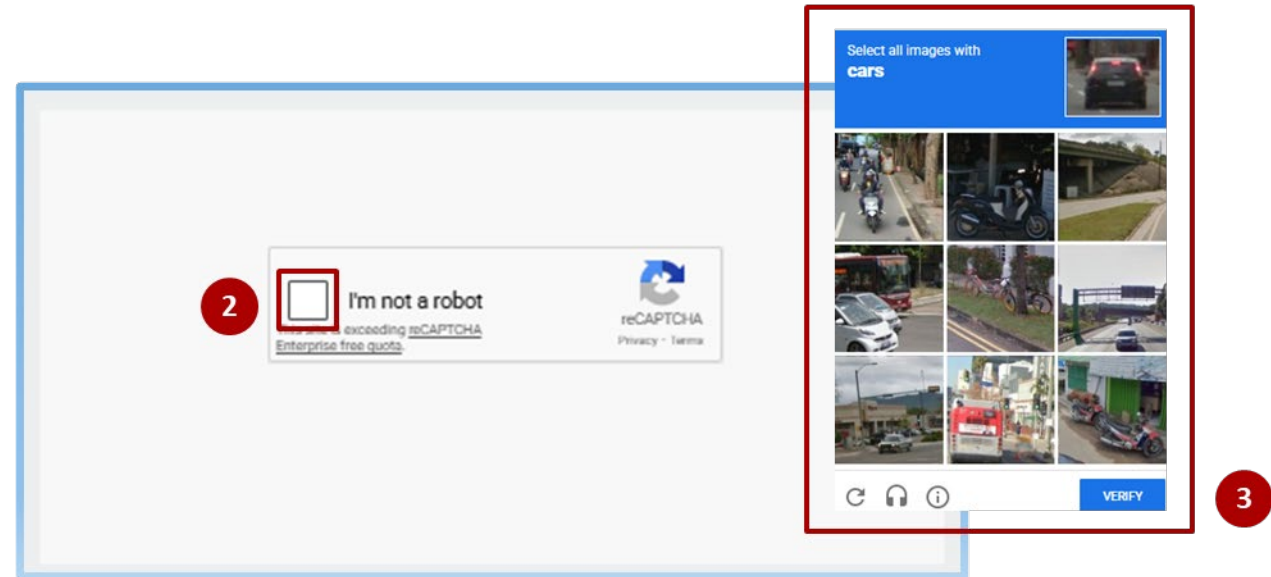
SAP Ariba Supplier Registration Request

SAP Ariba Supplier Registration Request (1 of 3)



Action: Access Self-Registration Request Form

Step	Action Taken
1	Access the Supplier Self-Registration Request Form .
2	Click the I'm not a robot checkbox.
3	Select the appropriate images as prompted and select Verify .



SAP Ariba Supplier Registration Request (2 of 3)



Action: Complete Registration Request Form

NOTE: All fields with a red asterisk are mandatory.

Step	Action Taken
4	Select one or more options for the purpose of your registration . - To receive bid notifications - To submit a solicitation response - To receive contract or purchase order - To update and existing account
5	Select if you are registering as an Individual or a Corporation . NOTE: Selecting <i>Individual</i> will require you to enter your <i>SSN#</i>. Selecting <i>corporation</i> will require you to enter the <i>EIN#</i>.
6	Enter you Supplier Name . NOTE: This should be the same name as it appears on <i>IRS Tax documents</i> .
7	Enter Primary Address . NOTE: This will be where purchase orders are sent.

Supplier Self-Registration Request Form

1. General Supplier Information

1.1 What is your purpose of registering today? *

☐ To receive bid notifications

☐ To submit a solicitation response

☐ To receive a contract or purchase order

1.2 Individual or Corporation? *

☐ Individual

☐ Corporation

1.5 Supplier Name * ①

1.6 Supplier Name 2

1.7 Doing Business As

1.8 Primary Address * ①

Street ① House Number ①

Street 2 ①

Street 3 ①

District ①

Postal Code ① City ①

Country/Region ①

SAP Ariba Supplier Registration Request (3 of 3)



Action: Complete Registration Request Form

NOTE: All fields with a red asterisk are mandatory.

Step	Action Taken
8	Enter the Business Phone Number .
9	Enter Primary Contact First and Last Name .
10	Enter Primary Contact Email .
11	Enter Primary Contact Phone Number .
12	Enter preferred Language .
13	Click Submit .

NOTE: Once you submit the registration request, you will receive a confirmation. The State of Arkansas supplier management team will review your request details and make a decision on your request.

The decision will be sent to the email you entered during the request process, and it will contain a link for the next step for setting up an SAP Business Network Account.

8

Business Phone Number *

1.10

Business Fax Number

2

Primary Supplier Contact

2.1

Primary Contact First Name *

9

2.2

Primary Contact Last Name *

10

Primary Contact Email *

11

Primary Contact Phone Number *

12

Contact Location and Communication Language *

English

3

Additional Information

13

Submit

Cancel

SAP Business Network

SAP Business Network (1 of 11)



Action: Establish Account in SAP Business Network

NOTE: Following the approval of the self-registration request, you will receive an email with a link for creating an SAP Business Network account.

Step	Action Taken
1	Click the link to register within the email.
2	Enter Email address.
3	Select User consents to store this email ID .
4	Click Continue .

Register as a supplier with State of Arkansas-TEST

Hello! Aamir has invited you to register to become a supplier with State of Arkansas-TEST. Start by creating an account with SAP Business Network. It's free. State of Arkansas-TEST uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers. If John H. Smith already has an account with SAP Business Network, sign in with your user name and password. [Click Here](#) to create account now

Please provide your email address

To register for SAP Business Network, enter your email below.

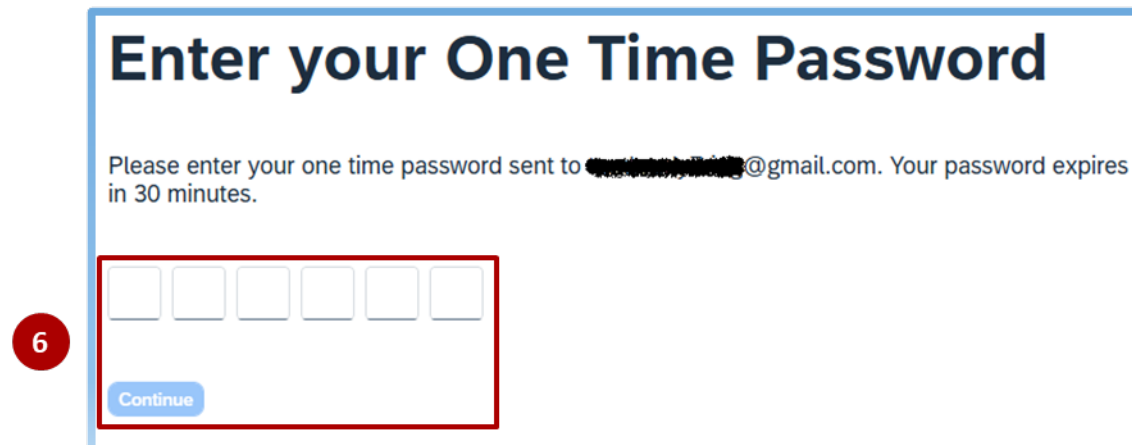
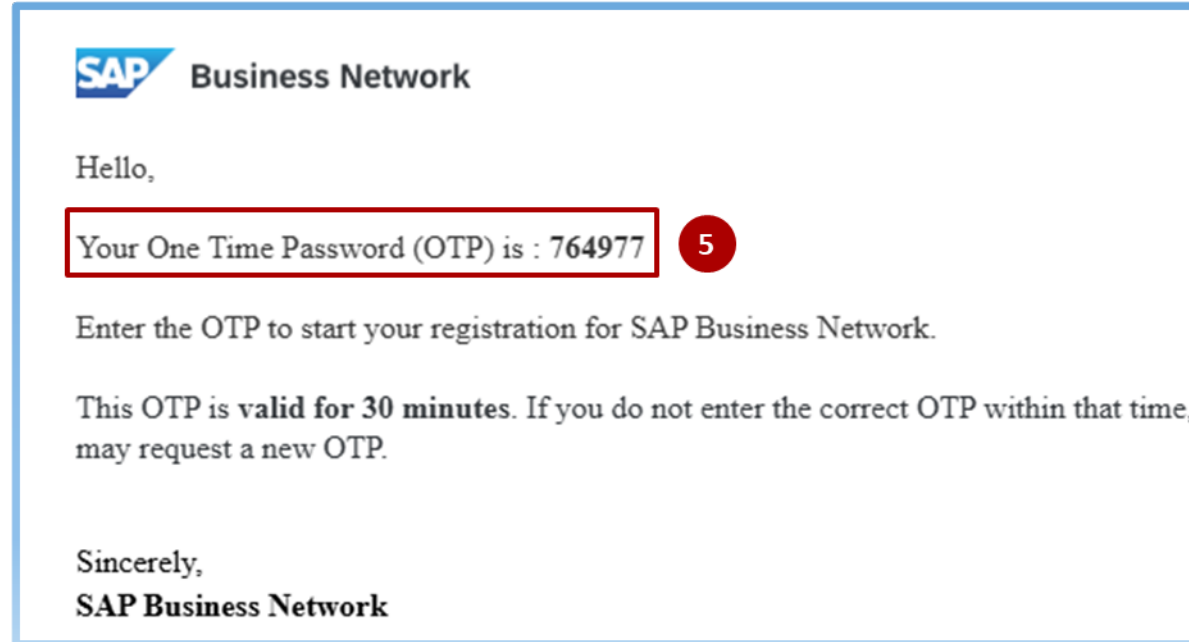
1 Email: *
Email Address

2 ☐ User consents to store this email ID

3 Continue

NOTE: The one-time password is only valid for 30 minutes

Step	Action Taken
5	You will receive a one-time password to the email previously entered.
6	Enter the one-time password and click Continue .



Action: Establish Account in SAP Business Network

Step	Action Taken
7	Select USA: Quincy, WA .
8	Click Next . NOTE: <i>The Note pop-up box will appear.</i>
9	Review and click Confirm .

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

- ☒ USA: Quincy, WA 7
- ☐ Netherlands: Amsterdam
- ☐ Saudi Arabia: Dammam

Next 8

Note

You can change the selected data center only until the account creation process is completed. To make changes, start the onboarding process again by returning to Data center picker page, where the required Data center can be selected again.

9 Confirm Cancel

SAP Business Network (4 of 11)



Action: Establish Account in SAP Business Network

NOTE: If your company has more than one office, enter the main office address. Shipping and billing addresses can be updated later in **User Menu > Company Profile**.

Step	Action Taken
10	Enter your Company Legal Name .
11	Select the Country / Region .
12	Enter Address information.
13	Enter City name.
14	Enter the State .
15	Enter the Zip Code .

Business Network

Company Information

Company Legal Name: * ⓘ

Country / Region: *

United States [USA] ⓘ

Address Line 1: * ⓘ

Address Line 2:

Address Line 3:

City: *

State: *

Choose a state ▼

Zip: *

10

11

12

13

14

15

SAP Business Network (5 of 11)



Action: Establish Account in SAP Business Network

NOTE: Enter your user information to become the account administrator. You can modify it at any time in **Settings > User Account**.

Step	Action Taken
16	Enter First and Last Name .
17	Enter Password .
18	Re-enter Password for verification.
19	Review Terms of Use and Privacy Statement and click the checkboxes to acknowledge.
20	Select the box for I'm not a robot .
21	Click Create Account .

Administrator Account Information ⓘ

Name: *

First Name

Last Name

Email:

@gmail.com

☒ Use my email as my user name

Password: *

Repeat Password: *

Business Role: * ⓘ

Choose your primary business role

☐ I have read and agree with the [Terms of Use](#).

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

☐ I'm not a robot

reCAPTCHA
Privacy · Terms

Create account

SAP Business Network (6 of 11)



Action: Establish Account in SAP Business Network

NOTE: If there is potential account duplication, this window will pop-up.

Step	Action Taken
22	If this screen displays, select the appropriate option: • Select Review Accounts to check for duplicate accounts. • Select Continue Account Creation.

The SAP Business Network logo, with the SAP logo in blue and the text "Business Network" in black.

We found existing accounts based on the information you entered.
Please review.

Review Accounts

or

Continue account creation

22

Action: Establish Account in SAP Business Network

Step	Action Taken
23	Select Update to update your company profile, as instructed.
24	Additionally, you will receive an email confirmation with your Business Network ID# and other information.

Update your company profile

You must provide your products and service categories and ship-to or service locations so that you can be discovered by customers searching for companies like yours.

23

Update

Sign Out

24

Welcome to SAP Business Network [Inbox x](#)

 SAP Business Network <noreply@us.bn.cloud.ariba.com>
to me ▾

 Business Network

Dear JohnSmith12345@gmail.com,

Please find your account information below.

Your account:

Company name: Test Company
User name: JohnSmith12345@gmail.com
Business Network ID: BNO-100000169350872
ANID: AN11311130531
Administrator email:

Sign in and Explore:

Increase your visibility
Your account requires no additional resources. Simply complete your profile.

Respond to Purchase orders
Manage e-mail notifications of purchase orders.

Send Order Confirmations and Invoices
View and maintain your orders and invoices.

Contract Collaborations
Manage terms and conditions with your customers in legally binding agreements.

[Sign in](#)

SAP Business Network (8 of 11)



Action: Establish Account in SAP Business Network

Step	Action Taken
25	Click on the Product and Services Categories .
26	Click Add Category .

Edit Products And Services

Please correct any errors before continuing

Product and Service Categories

25

to or Service Locations

Industries

Enter your company's products and services. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Product and Service Categories:*

Selected categories (0)

No categories selected yet

Add product and service categories to help customers find you faster and more accurately.

26

Add Category

SAP Business Network (9 of 11)



Action: Establish Account in SAP Business Network

Step	Action Taken
27	The drop-down list will appear where you can search and add the categories that are relevant to your company. There may be several options for each one. You must see a check mark to confirm that item is selected.
28	All selected categories can be seen here.
29	Then click Save on the bottom right.

SAP Business Network (10 of 11)



Action: Establish Account in SAP Business Network

Step	Action Taken
30	Click on Ship-to or Service Location .
31	Select the United States and click Save .

Edit Products And Services

Please correct any errors before continuing

Product and Service Categories **30** **Ship-to or Service Locations** Industries

Add the locations your company ships to or serves. Buyers and their postings are not visible to you. If you have global capabilities, toggle on "Serve globally". After adding locations, click the building icon to mark locations with a physical presence.

☐ Serve Globally

Ship-to or Service Locations: *

Selected locations (0)

31

Browse All Locations

Search

Select locations (Max 10)

North America

☒ United States

☐ Bermuda

☐ Canada

☐ Greenland

☐ Mexico

☐ Saint Pierre and Miquelon

Central America

South America

The Caribbean

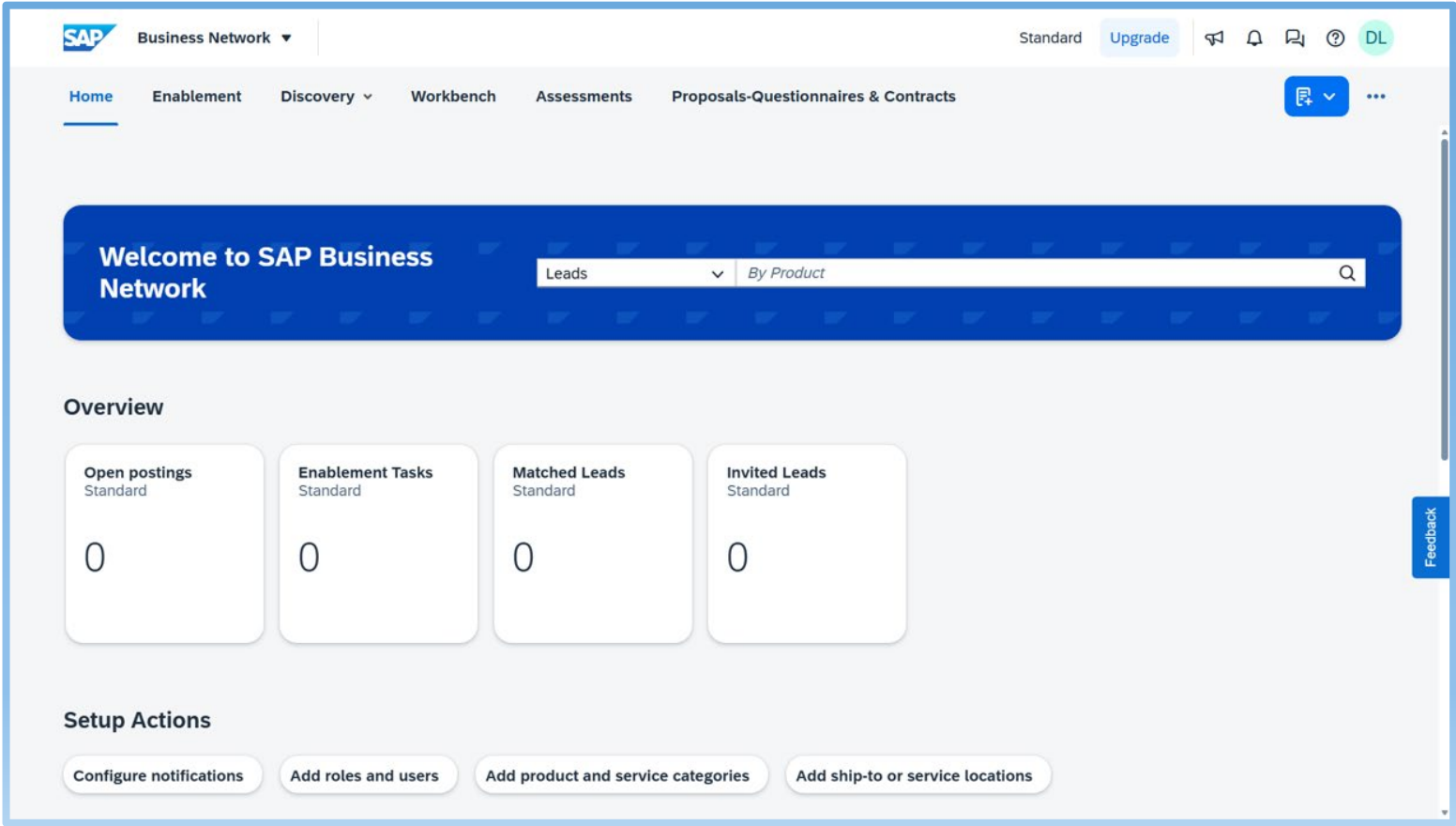
Selected locations (1)

United States



Action: Establish Account in SAP Business Network

Step	Action Taken
32	Your SAP Business Network Account is created. This will be the landing page for your SAP Business Network account where you can navigate.



SAP Ariba Supplier Registration

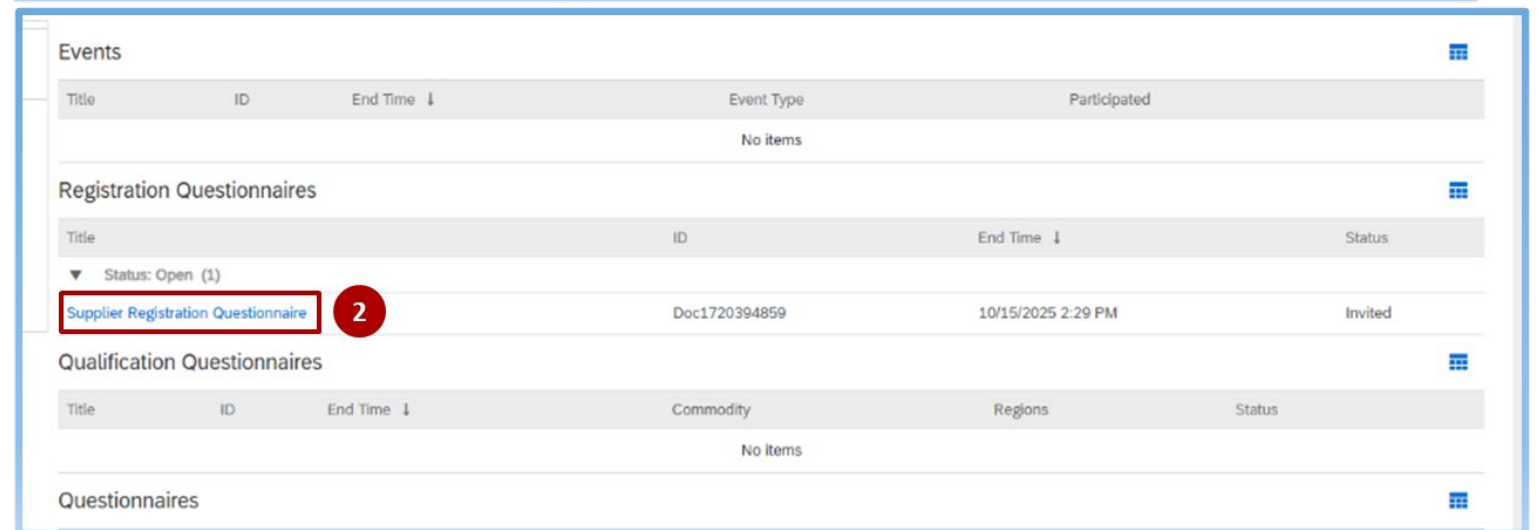
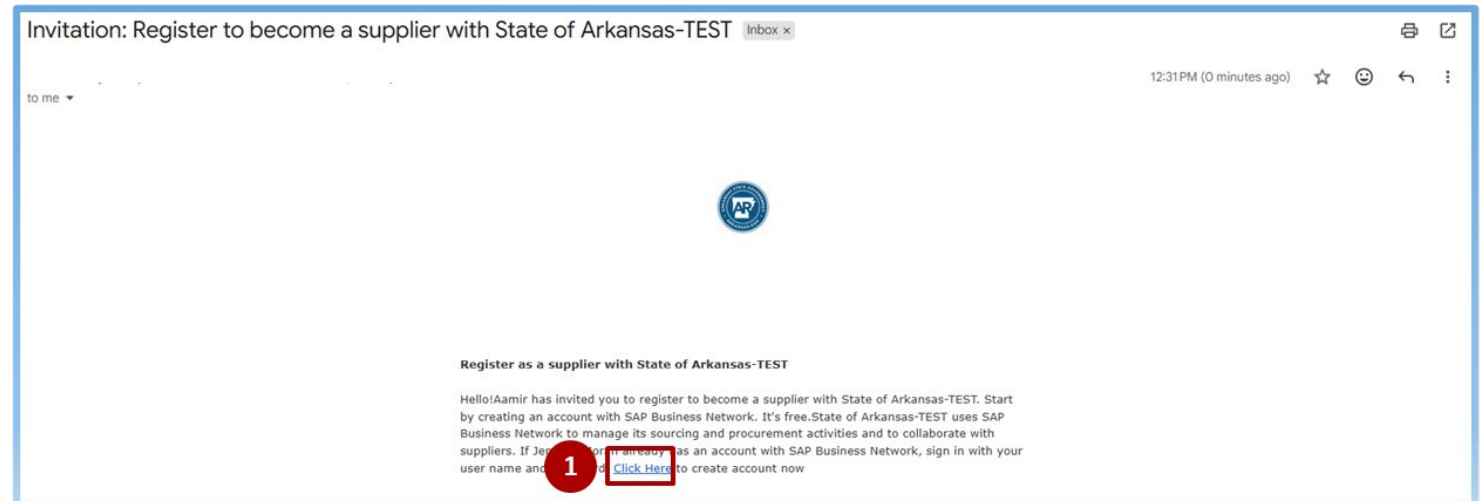
SAP Ariba Supplier Registration (1 of 3)



Action: Complete Supplier Registration Questionnaire

NOTE: Once previous steps are completed, an email with a link to complete questionnaire will be received from the state.

Step	Action Taken
1	Click the link in the email to log in or access the <u>Supplier sign-in page</u> .
2	Locate the Supplier Registration Questionnaire on the Proposals-Questionnaires & Contracts tab.



SAP Ariba Supplier Registration (2 of 3)



Action: Complete Supplier Registration Questionnaire

Step	Action Taken
3	Select Individual or Corporation .
4	Enter Supplier Name .
5	Enter Address information.

All Content

Name ↑

1 General Supplier Information

1.1 Individual or Corporation 3 Individual ▾

1.2 Supplier Name ⓘ Jennifer Moran 4

1.3 Supplier Name 2

1.4 Doing Business As. ⓘ

1.5 Primary Address. ⓘ

Street: Mokulua Dr ⓘ House Number: 1240 ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: 96734 ⓘ City: Kailua ⓘ

Country/Region: United States (US) ▾ ⓘ State/Province/Region: Hawaii (HI) ▾ ⓘ

SAP Ariba Supplier Registration (3 of 3)



Action: Complete Supplier Registration Questionnaire

Step	Action Taken
6	Enter Primary Contact First and Last Name .
7	Enter Primary Contact Email .
8	Enter SSN or EIN , as applicable.
9	Select the drop-down for 1099 Reporting and click Yes or No .
10	Attach a W-9 .
11	Select Yes or No for remittance address .
12	Add your Bank Information .
13	Select the drop-down and click [VEND] – Vendors – General .
14	Select the Submit Entire Response button.
15	Select the OK button to submit the response.

The screenshot shows the 'Supplier Registration Questionnaire' form. The form is divided into sections: 'Primary Contact Information' (steps 6-11), 'Bank Information' (step 12), and 'Vendor Account Group' (step 13). A modal dialog box is open on the right, asking 'Submit this response?' with 'OK' and 'Cancel' buttons (step 15). At the bottom, there are four buttons: 'Submit Entire Response' (step 14), 'Save draft', 'Compose Message', and 'Excel Import'.

1.6 Primary Contact First Name *

1.7 Primary Contact Last Name *

1.8 Primary Contact Email *

1.9 Primary Contact Phone.

1.10 EIN. *

1.12 1099 Reporting *

1.13 Please attach a W-9. (i) *

1.14 Is Remittance Address Different from Main Address (i) *

1.15 Indicate Remittance email address if this is a Remit to address

4 Bank Information Add Bank Information (0)

12 Vendor Account Group *

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Submit this response? Click OK to submit. OK Cancel

Relish

Relish (1 of 5)

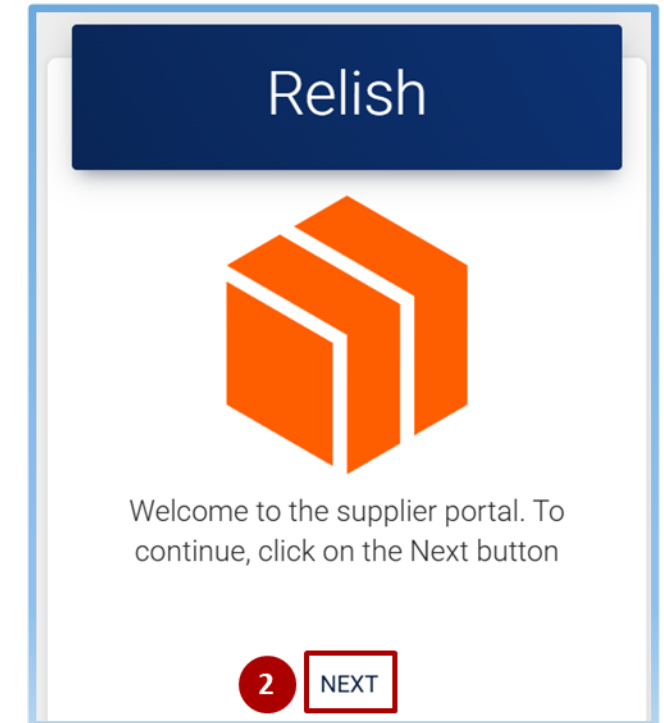
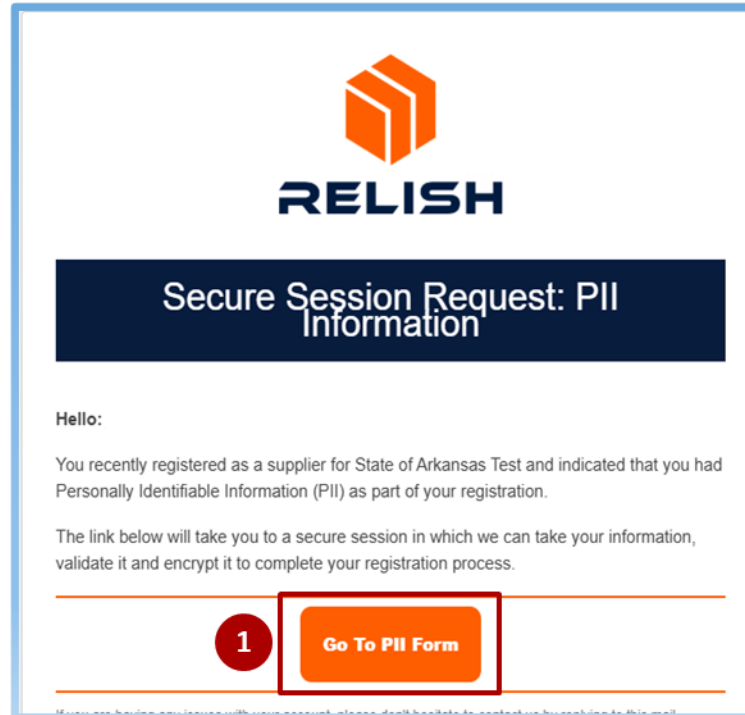


Action: Enter Information into Relish (Individual Accounts Only)

NOTE: A corporate account will not complete Relish steps

Step	Action Taken
1	Click the Go To PII Form button.
2	Click Next .

NOTE: If you are setting up an Individual account, you will receive an email from Relish for entering PII information. The email is generated after the completion of the previous steps for Supplier Registration. A corporate account will not complete Relish.



Relish (2 of 5)



Action: Log into Relish

Step	Action Taken
3	You will receive an email with an Access Code .
4	Enter the Access code select LOGIN .

3



Hi

Please use the access code below on PII Portal to confirm your identity.

Access Code:
421073
This token will expire in 10 minutes

Relish



An e-mail has been sent to you with an access code. 4 Use enter it below

Access Code*

LOGIN

Relish (3 of 5)



Action: Enter personal Tax ID information into Relish

Step	Action Taken
5	Select Tax Country .
6	Enter Supplier Type .
7	Enter SSN# .
8	Enter Name .

RESET

Personal Tax ID Info

Upload Tax Documentation ☐

5 Tax Country*
United States

6 Supplier Type*
Individual

7 Tax Type*
SSN

8 Name*
JACOB LEE KEENEY

Social Security Number*
.....

☐ ☒

Relish (4 of 5)



Action: Enter banking details into Relish

Step	Action Taken
9	Select your Bank's Country .
10	Select Account Type .
11	Enter Account Holder Legal Name .
12	Enter Account Number .
13	Enter Routing Number .
14	Enter Bank Name .

Banking Details

Upload Bank Document 9 ☐

Bank's Country 10
United States ✓

Account Type 11
Checking ✓

Account Holder Legal Name* 12
JACOB LEE KEENEY ✓

Account Number 13
123456789012 ✓

Routing Number 14
082901897 ✓

Bank Name* 15
First Security BK ✓

BAN Number

SWIFT code

Action: Submit information to Relish

Step	Action Taken
15	Click Confirm .
16	Ensure you receive this pop-up notification confirming submission.

Encrypt and Submit Form Confirmation

Please ensure all data is correct before encryption and transmission. You will not be able to open this form again. Are you sure you want to proceed?

15

CLOSECONFIRM

16

Sensitive Data Entry and Verification Form

Thank you for submitting your information. You can close this window, no further action is required.

Frequently Asked Questions (FAQs)

Frequently Asked Questions (FAQs) (1 of 2)

1. How do I receive an invitation to register in SAP Ariba?

Suppliers typically receive an email invitation containing a registration link. If you did not receive the email, contact the state or agency representative listed at the bottom of this page.

2. What should I do if I did not receive the registration email?

Check your spam or junk folder. If the email is still not found, reach out to the procurement or supplier management contact for assistance.

3. Are all fields required during registration?

Yes. All fields marked with a red asterisk (*) are mandatory and must be completed before submission.

4. What is the process of signing up for SAP Ariba?

Signing up for SAP Ariba as a Supplier involves a three-step process. First, a supplier registration request must be submitted to initiate the onboarding process. Once the request is approved, the supplier creates an account in the Ariba Business Network. Finally, the supplier completes and submits the required supplier registration information to finish the enrollment.

5. What is the difference between registering as an Individual or a Corporation?

Selecting *Individual* requires an SSN, while selecting *Corporation* requires an EIN. Choose the option that matches your IRS tax documentation.

6. What supplier name should I enter?

Enter the Supplier name exactly as it appears on your IRS tax documents to avoid delays.

CONTACT: Arkansas Supplier Management Team @ 501-324-9316

Frequently Asked Questions (FAQs) (2 of 2)



7. Can I select more than one registration purpose?

Yes. You may select multiple purposes, such as receiving bid notifications, submitting solicitations, or providing a vendor number.

8. Who should be listed as the primary contact?

List the individual responsible for managing supplier communications and registration-related inquiries.

9. What happens after I submit my registration?

You will receive a confirmation, and the supplier management team will review your information. The decision will be sent by email.

10. How long does the registration review process take?

Processing times may vary. Notification will be sent by email once the review is complete.

11. Which address should be entered as the primary address?

The primary address should be the location where purchase orders will be sent.

CONTACT: Arkansas Supplier Management Team @ 501-324-9316

Common Issues

Common Registration Issues (1 of 3)



1. Invitation email not received.

Check spam or junk folders. If the email is still not found, contact the state or agency representative below.

2. Unable to complete CAPTCHA verification.

Ensure images are selected correctly and try again. If issues persist, refresh the page or try a different browser.

3. Required fields missing or incomplete.

All fields marked with a red asterisk (*) must be completed before submission. Review the form carefully before clicking **Submit**.

4. Incorrect Individual or Corporation selection.

Selecting the wrong option may require re-registration. Ensure you choose *Individual* (SSN) or *Corporation* (EIN) based on IRS tax documentation.

5. Supplier name does not match tax records.

The Supplier name must exactly match IRS tax documents. Mismatched names may delay review or approval.

6. Invalid or incorrect contact information.

Verify that the primary contact email and phone number are accurate to ensure you receive registration updates and decisions.

7. Registration submitted but no confirmation received.

Allow time for system processing and check your email inbox. If no confirmation is received, contact supplier support shown below.

CONTACT: Arkansas Supplier Management Team @ 501-324-9316

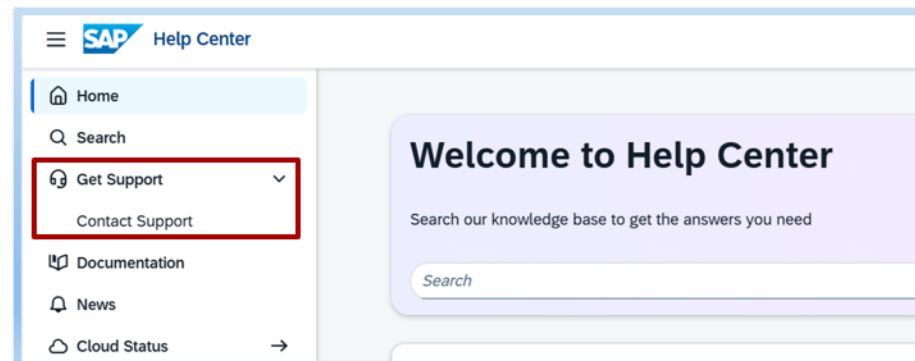
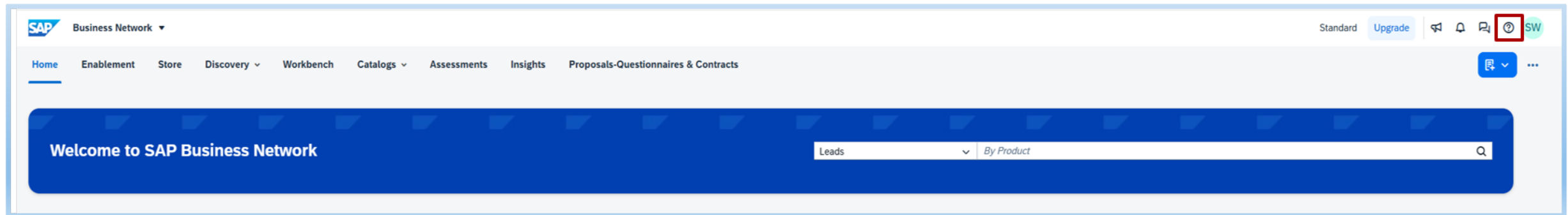
Common Registration Issues (2 of 3)



8. I am able to log-in to SAP Business Network (SBN) and have an SBN question/issue.

- Go to the [SAP Business Network](#).
- Enter your **username** and click **Next**.
- Enter your **password** and click **Sign In**.
- On the Home page, click the **? icon** (Support) in the top-right corner.
- Select **Get Support > Contact Support** in the left panel of the Help Center.
- Enter your **problem description** under *How can we support you?*
- Click **Next** (blue button).
- If you don't find the solution under **Resources**, please click on **Next** at the bottom of the section.
- Fill out the form under **Confirm details to direct your query to the appropriate expert** and click **Next**.
- Confirm **Contact options**. **NOTE:** *The available contact method(s) will appear.*
- Fill out the form and agree to the Terms of Use to continue.

CONTACT: Arkansas Supplier
Management Team @ 501-324-9316



Common Registration Issues (3 of 3)



9. I am NOT able to log-in to SAP Business Network (SBN) and have an SBN question/issue.

- Access supplier.ariba.com.
- Click on the **? Icon** (Help), at the top right corner.
- Select **Support** from the right-hand side panel and click **Support** again above the disclaimer.
- Select **Get Support > Contact Support** in the left panel of the Help Center.
- Enter your **problem description** under *How can we support you?*
- Click **Next** (blue button).
- If you don't find the solution under **Resources**, please click on **Next** at the bottom of the section.
- Fill out the form under **Confirm details to direct your query to the appropriate expert** and click **Next**.
- Confirm **Contact options**. **NOTE: The available contact method(s) will appear.**
- Fill out the form and agree to the Terms of Use to continue.

CONTACT: Arkansas Supplier Management Team @ 501-324-9316

The screenshot shows the SAP Business Network login page. At the top left is the SAP logo and 'Business Network' with a dropdown arrow. At the top right are a chat icon and a help icon (a blue circle with a white question mark, highlighted with a red box). The main content area has a 'Supplier sign-in' section with a 'Username' input field, a blue 'Next' button, and a link for 'Forgot username'. Below this is a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn more'. To the right is a 'Discover our new webinar hub' section with a photo of people, a description, and a 'Learn More' button.

