

Supplier Lifecycle Registration Guidelines

July 2021

Introduction

Introduction

Why this work instruction?

Background

- ABN AMRO uses SAP Ariba to transact with all its suppliers
- This will help smoothen the invoicing and ordering processes between ABN AMRO and the supplier.
- Information between ABN AMRO and the supplier can easily be shared and updated.
- This work instruction will help the supplier to register itself in SAP Ariba.

Scope

- For all ABN AMRO suppliers that need to register in SAP Ariba Network.

Objective

- Supplier is registered and ready to transact with ABN AMRO
- Share necessary information between ABN AMRO and the Supplier
- Smoothen invoicing and ordering processes between ABN AMRO and supplier

SAP Ariba Access

SAP Ariba Access

Browser & Login

Browser

Preferred:



Supported:



Login

URL: <https://proposals.seller.ariba.com>

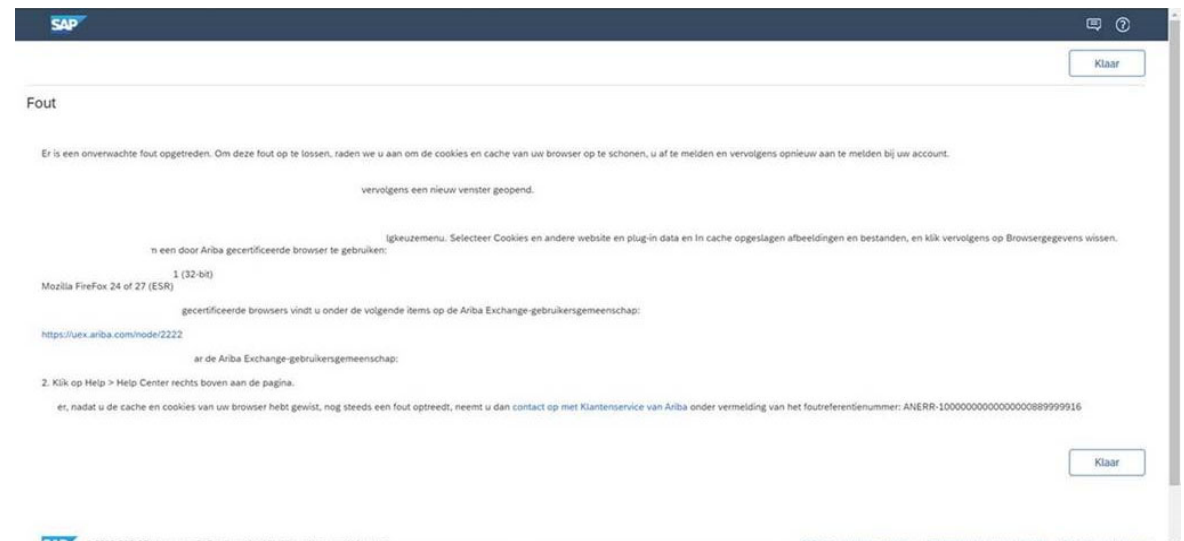
- Above link can only be used if you already have created an account in SAP Ariba Network.
- If you go for the first time to SAP Ariba Network, use the link in the invitation mail which will be explained later in this work instruction.

SAP Ariba Access

Browser & Login – Issue

If you have tried login in SAP Ariba Network and you see an error page, you can solve the issue as follow:

1. Try again with closing the entire browser.
2. Try again with clearing cookies as mentioned in the error.
3. Try again with a different browser



Registration

Supplier Registration

To Do – Supplier



Supplier

1. Once ABN AMRO has invited your organisation to become a supplier, your organisation needs to register itself in SAP Ariba.
2. The contact of person of your organisation will receive **two** invitation emails from SAP Ariba for the registration.
3. Both emails are good to use for Registration.

Register as a supplier with ABN AMRO

Hello NoN DnB Supplier 20 !

Aman Singh has invited your organisation to become a supplier with ABN AMRO. Please act on this email if you are asked to register with Ariba by your contact person at ABN AMRO. Start by creating an account with Ariba Network. It's free.

ABN AMRO uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If NoN DnB Supplier 20 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now.

Our recommendation is to use Google Chrome, however any other browser will work as well.

Above link is only applicable to create account for the first time. Use below link to access your account afterwards.

<https://proposals.seller.ariba.com>

Supplier Registration

To Do – Supplier



Supplier

4. Click the link in the invitation email

Register as a supplier with ABN AMRO

Hello NoN DnB Supplier 20 !

Aman Singh has invited your organisation to become a supplier with ABN AMRO. Please act on this email if you are asked to register with Ariba by your contact person at ABN AMRO. Start by creating an account with Ariba Network. It's free.

ABN AMRO uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If NoN DnB Supplier 20 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now.

Our recommendation is to use Google Chrome, however any other browser will work as well.

Above link is only applicable to create account for the first time. Use below link to access your account afterwards.

<https://proposals.seller.ariba.com>

Supplier Registration

To Do – Supplier



- 5. Create an SAP Ariba supplier account and manage your responses to purchasing activities required by ABN AMRO, or **Sign Up** if you already have an account.

Welcome, Aman Singh

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **ABN AMRO - DEV** on SAP Ariba.

ABN AMRO - DEV uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by ABN AMRO - DEV. **Sign up**

Already have an account? **Log in**

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships

Start here if you already have a SAP Ariba account.

Start here if you do not have a SAP Ariba account. Please don't use this option if you already have an account.

Supplier Registration

To Do – Supplier



Supplier

6. Go through each question in the Supplier Registration Questionnaire and provide responses.

Account aanmaken

Maak eerst een SAP Ariba-leveranciersaccount aan en vul vervolgens de vragenlijsten van ABN AMRO - TEST in.

Bedrijfsinformatie

Bedrijfsnaam: Intra Tuin B.V.

Country: Nederland [NLD]

Adres: Kristalstoep

Regel 2

Postcode: 9406 KM

Plaats: Assen

Staat: Drenthe [NL-DR]

Als uw bedrijf meer dan één kantoor heeft, vul dan het adres van het hoofdkantoor in. U kunt later nog meer adressen invullen in uw bedrijfsprofiel, zoals uw verzendadres, factuuradres of andere adressen.

Gebruikersaccountinformatie

Naam: Albert Francis

E-mail: albert.francis@nl.abnamro.com

Mijn e-mail gebruiken als mijn gebruikersnaam

Gebruikersnaam: test-albert.francis@nl.abnamro.com

Wachtwoord: Wachtwoord invoeren

Wachtwoord opnieuw invoeren

Taal: Engels

SAP Ariba-privacyverklaring

Moet e-mailindeling hebben (bijv. john@newco.com)

Moet minimaal 8 tekens, waaronder letters en cijfers, bevatten.

De taal die gebruikt wordt wanneer Ariba u configureerbare meldingen stuurt. Deze taal is anders dan de taal die u in uw profiel heeft ingesteld.

Supplier Registration

To Do – Supplier



Supplier

7. Make sure that you agree with **Term and Conditions** and **Privacy Statement** of SAP Ariba.
8. Click on **Create an account**

Vertel ons meer over uw bedrijf

Product- en servicecategorieën: of

Verzendadres of servicelocatie: of

Belastingnummer: Wat het belastingnummer van uw bedrijf is.

Btw-nummer: Wat het v.f. of btw-nummer (belastingnummer van uw bedrijf) is. U mag geen lege velden gebruiken.

DUNS-nummer: Wat het registratienummer is dat is vermeld door Dun & Bradstreet. Het DUNS-nummer wordt standaard het voorvoegsel "17" voor een bedrijf.

Ariba maakt uw bedrijfsprofiel, dat gegevens over uw bedrijf bevat, beschikbaar voor andere bedrijven die op zoek zijn naar nieuwe zakelijke mogelijkheden. Als u uw bedrijfsprofiel wilt verborgen, kunt u dat op elk gewenst moment doen (nadat u uw registratie voltooid hebt) door de profielinstellingen te bewerken op de pagina Bedrijfsprofiel.
Door te klikken op Account aanmaken en doorgaan, gaat u er uitdrukkelijk mee akkoord en geeft u toestemming aan Ariba om uw gegevens die in dit systeem zijn ingevoerd, over te dragen naar gebieden buiten de Europese Unie, Russische Federatie of een ander rechtgebied waar u zich bevindt, te weten naar Ariba en de computersystemen waarop de Ariba-services worden gehost (ofa zich in dierse documenten verspreid) bevinden), in overeenstemming met de Ariba-privacyverklaring, de Gebruikersvoorwaarden en de geldende wetgeving.

U hebt het recht om uw persoonlijke gegevens te bekijken en aan te passen binnen de beperking of door contact op te nemen met de Ariba-beheerder in uw organisatie of met Ariba, Inc. De toestemming is van kracht vanaf het moment dat deze is verleend en kan worden herroepen middels voortgaande schriftelijke berichtgeving aan Ariba. Als u een Russisch staatsburger bent met een woonplaats binnen de Russische Federatie, gaat u er uitdrukkelijk mee akkoord dat uw persoonlijke gegevens die in het systeem worden ingevoerd of geüploadt worden al door uw organisatie zijn vervoerd in een draadverbonden gegevensomgeving die zich bevindt in de Russische Federatie bevindt.

Ik heb de Gebruikersvoorwaarden gelezen en ga ermee akkoord.
 Ik heb de SAP Ariba-privacyverklaring gelezen en ga ermee akkoord.

Supplier Registration

SAP Ariba will check whether you already have an account



1. It can be that the your organisation may already has registered. So:
2. Your organisation has to sign in with its account,
3. Or your organisation has to view the profile and contact the account manager,
4. Or, if there is no match, your organisation can continue to create the account.
5. Or the your organisation can go back to the previous page.

SAP Ariba-voorstellen en -vragenlijsten

Duplicaat-account controleren

We hebben gemerkt dat uw bedrijf mogelijk al een Ariba Network-account heeft geregistreerd. Controleer de onderstaande resultaten en:

- Meld u aan op de account waarmee u gekoppeld bent
- Of bekijk het profiel en neem van daaruit contact op met de accountbeheerder
- Of, als er is geen overeenkomend resultaat is, kunt u **doorgaan met het maken van de account. Vervolgens handelen we uw registratie verder af**
- Of u kunt **teruggaan naar de vorige pagina**

Overeenstemming op basis van

BEDRIJFSNAAM	E-MAILADRES	DUNS-NR.	BELASTINGNUMMER	ADRES
Old Timer	albert.francis@nl.abnamro.com			Mosstraat 2 Amsterdam Noord-Holland, Netherlands 1032 JW

20 zoekresultaten gevonden | [Meer zoeken](#)

NAAM LEVERANCIER	LAND	STAAT	DUNS	AN-ID LEVERANCIER	AANTAL RELATIES	ACTIES
Albert!	NLD	Drenthe	-	AN01498977763	0	...
Dames op bezoek (test)	NLD	-	-	AN01012085581	1	...
TATA CONSULTANCY SERVICES NETHERLANDS B.V.	NLD	-	-	AN01015141651	1	...
ABN AMRO Bank N.V.	NLD	Noord-Holland	-	AN01432396434	1	...
INFOSYS LIMITED, NL	NLD	Noord-Holland	-	AN01038602409	1	...
On-boarding test-account	NLD	-	-	AN01011756100	0	...

Supplier Registration

Email Notification



Supplier

9. Your organisation will get an email with an account ID and Use name

Welcome to the Ariba Commerce Cloud

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

Your organization's account ID: **AN01515814760-T**

Your username: test1-albert.francis@nl.abnamro.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.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Supplier Questionnaire

Supplier Registration Questionnaire



1. Click on Supplier Registration Questionnaire

The screenshot shows the ABN-AMRO sourcing site interface. The top navigation bar includes the SAP logo, a dropdown menu for "Ariba-voorstellen en -vragenlijsten", "Standaard account", "Upgraden", and "TESTMODUS". The main content area is titled "ABN-AMRO - PARENT - TEST" and contains a welcome message: "Welcome to the ABN AMRO sourcing site." Below this, there are three sections: "Gebeurtenissen", "Risicobeoordelingen", and "Registratievragenlijsten". The "Registratievragenlijsten" section contains a table with the following data:

Naam	ID	Eindtijd ↓	Status
▼ Status: Open (2)			
Bank Info	Doc2382946322	23-5-2020 11:58	Uitgenodigd
Supplier Registration Questionnaire	Doc2382946319	23-5-2020 11:58	Uitgenodigd



Supplier Questionnaire

Supplier needs to fill in the Supplier Registration Questionnaire



2. Go through each question in the Supplier Registration Questionnaire and provide responses.

Console Doc2382946319 - Supplier Registration Questionnaire Time remaining 29 days 21:50:46

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 ABN AMRO Supplier Re...

ABN AMRO Supplier Registration (Section 1 of 1)

Name ↑	
▼ 1 ABN AMRO Supplier Registration More... +	
1.1 Placeholder. Please review the following instruction document containing details on how to complete the Supplier Registration Questionnaire.	
▼ 1.2 General Information	
1.2.1 Supplier Full Legal Name *	<input type="text" value="Training Supplier A"/>
1.2.2 Supplier Full Legal Name Overflow (Put any characters that do not fit into the above box into here)	<input type="text"/>
1.2.3 Other names/also known or	<input type="text"/>

(*) indicates a required field

[Submit Entire Response](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

Supplier Questionnaire



3. Accept Code of Conduct.

4. Click **“Submit Entire Response”**.

Console Doc2382946319 - Supplier Registration Questionnaire Time remaining 29 days 21:49:08

ABN AMRO Supplier Registration (Section 1 of 1)

Name ↑	Country: Netherlands (NL) Region: Noord-Brabant (07)
1.2.5 Duns Number	
1.2.6 Company Registration and VAT Numbers	Country: (no value)
1.3 Please review the ABN AMRO Supplier Code of Conduct and confirm that you accept the terms?	<input checked="" type="checkbox"/> Yes

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

If a Supplier choose **“NO”** then they need to motivate why. This is not a disqualifier but opens floor to engage with supplier on their ability to meet our Supplier Code of Conduct

Supplier Registration

Bank Info



Supplier

1. Click on Bank Info

SAP Ariba-voorstellen en -vragenlijsten Standaard account Upgraden TESTMODUS

ABN AMRO – PARENT – TEST

Er zijn geen publicaties die aansluiten bij uw criteria.

Welcome to the ABN AMRO sourcing site.

Gebeurtenissen

Naam	ID	Eindtijd ↓	Soort gebeurtenis
Geen items			

Risicobeoordelingen

Naam	ID	Eindtijd ↓	Soort gebeurtenis
Geen items			

Registratievragenlijsten

Naam	ID	Eindtijd ↓	Status
▼ Status: Open (2)			
Bank Info	Doc2382946322	23-5-2020 11:58	Uitgenodigd
Supplier Registration Questionnaire	Doc2382946319	23-5-2020 11:58	Uitgenodigd

Kwalificatievragenlijsten



Supplier Registration

Bank Info



1. Go through each question in the Bank Info and provide responses

The screenshot shows the SAP Supplier Registration interface for "Bank Info". The page title is "Doc2390892279 - Bank Info". A clock in the top right corner shows "Resterende tijd 29 dagen 23:21:24". The left sidebar contains navigation options: "Gebeurtenisberichten", "Details gebeurtenis", "Reactiehistorie", "Reactie team", and "Gebeurtenisinhoud". The main content area is titled "Alle inhoud" and contains a list of four items:

- 1 PLACEHOLDER: Please review the attached instructions relating to adding, updating and removing bank details. [Referenties](#) ↓
- 2 Please provide a valid email address for Accounts Receivable department.
- 3 Bank Accounts [Bank Accounts toevoegen \(0\)](#)
- 4 Please add any additional comments or attachments relating to your bank details here.

Annotations in red boxes and arrows point to the following elements:

- A box around the text "Click here to provide the Supplier Bank Info" points to the "Bank Accounts toevoegen (0)" link.
- A box around the text "Provide here the Supplier email" points to the text input field containing "x".

At the bottom of the form, there are four buttons: "Volledige reactie indienen", "Concept opslaan", "Bericht opstellen", and "Excel-import". A note at the bottom left states "(*) geeft een verplicht veld aan".

Footer information includes: "Michael Francis (Old-albert.francis@nl.abnamro.com) Old Timer AN01515453207-T © 1996–2019 Ariba, Inc. Alle rechten voorbehouden." and "SAP Ariba-privacyverklaring Bekendmaking over veiligheid Gebruiksvoorwaarden".

Supplier Registration

Bank Info



If you click OK, only your repeatable section answers will be saved. If you want to submit your response, click OK and then click Submit Entire Response on the main screen.

Go through each question in the Bank Info and provide responses

Als u op OK klikt, worden alleen uw herhaalbare sectie-antwoorden opgeslagen. Als u uw reactie wilt indienen, dient u op OK te klikken en vervolgens in het hoofdscherm te klikken op Gehele reactie indienen.

Alle inhoud > 3 Bank Accounts

Bank Accounts (1)

Naam	
Bank Account Information #1	Verwijderen

Soort bank:

Land:

Naam:

Bankbranche:

Straat:

Plaats:

Staat/Provincie/Regio:

Postcode:

Naam rekeninghouder:

Bankleutel/ABA-routeringsnummer:

(*) geeft een verplicht veld aan

Voeg Bank Account Information toe

Click here **ONLY** to provide a second bank account

Supplier Registration

Bank Info



Supplier

Provide response

Paneel Doc2390892279 - Bank Info

Resterende tijd 29 dagen 22:51:11

Alle inhoud

Naam T

1. PLACEHOLDER: Please review the attached instructions relating to adding, updating and removing bank details. Referenties

2. Please provide a valid email address for Accounts Receivable department. * albert.francis@nl.abnamro.com

3. Bank Accounts Bank Accounts toevoegen (1)

4. Please add any additional comments or attachments relating to your bank details here.

(*) geeft een verplicht veld aan

Volledige reactie indienen Concept opslaan Bericht opstellen

Wilt u deze reactie indienen?
Klik op OK om in te dienen.
OK Annuleren

Michael Franco (D10-albert.francis@nl.abnamro.com) - Duid-Timer: ANW 515453207.T
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SAP Ariba privacyverklaring Bevestiging over veiligheid Gebruiksvoorwaarden

Click here to provide complete response

Supplier Registration

Bank Info



Supplier

- 1- The Supplier will get a notification email “You have submitted a response to the questionnaire”.
- 2- Procurement Consult will get a notification email to approve the “Supplier Registration”

Paneel Doc2390892279 - Bank Info Closed

Gebeurtenisberichten
Details gebeurtenis
Reactiehistorie
Reactie team

U hebt een reactie op de vragenlijst ingediend.

Alle inhoud

Naam ↑	
1 PLACEHOLDER: Please review the attached instructions relating to adding, updating and removing bank details. <a>Referenties	
2 Please provide a valid email address for Accounts Receivable department.	albert.francis@nl.abnamro.com
3 Bank Accounts	Bank Accounts weergeven (1)
4 Please add any additional comments or attachments relating to your bank details here.	

Bericht opstellen

Michael Francis (Old:albert.francis@nl.abnamro.com) Old Timer AN01515453207-T
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SAP Arriba-privacyverklaring Bekendmaking over veiligheid Gebruiksvoorwaarden

Supplier Self Service

Update the Supplier Registration Questionnaire



1. Login to supplier account.
2. Click on **“Supplier Registration Questionnaire”**

ABN AMRO – PARENT – TEST

There are no matched postings.

Welcome to the ABN AMRO sourcing site.

Events

Title	ID	End Time ↓	Event Type
No items			

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (2)			
Bank Info	Doc2390189725	4/28/2021 6:02 PM	Registered
Supplier Registration Questionnaire	Doc2390189722	4/28/2021 6:02 PM	Registered



Supplier Self Service

Update the Supplier Registration Questionnaire

3. Click on **Revise response**

4. After changing the response, click **“Submit Entire Response”**.

The screenshot displays the 'Supplier Self Service' interface. At the top, a yellow banner reads: "You have submitted a response for this event. Thank you for participating." Below this, a blue button labeled "Revise Response" is highlighted with a red box. The main content area shows a list of "All Content" items, including "1 ABN AMRO Supplier Registration". Underneath, there are sections for "1.1 Placeholder: Please review the following instruction document..." and "1.2 General Information". The "1.2.1 Supplier Full Legal Name" field is filled with "TrainingSupplierA". Below this, there are fields for "1.2.2 Supplier Full Legal Name Overflow" and "1.2.3 Other names/also known or operating under". A "Show More" link is visible, followed by address fields: "Street", "Street 2", "Street 3", "District", "Postal Code" (5233 XA), and "City" (Den Bosch). At the bottom, a row of buttons includes "Submit Entire Response" (highlighted with a red box), "Reload Last Bid", "Save draft", "Compose Message", and "Excel".

Supplier Self Service

Update the Supplier Bank Info



1. Login to supplier account.
2. Click on **“Supplier Registration Questionnaire”**

ABN AMRO – PARENT – TEST

There are no matched postings.

Welcome to the ABN AMRO sourcing site.

Events

Title	ID	End Time ↓	Event Type
No items			

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (2)			
Bank Info	Doc2390189725	4/28/2021 6:02 PM	Registered
Supplier Registration Questionnaire	Doc2390189722	4/28/2021 6:02 PM	Registered



Supplier Self Service

Update the Supplier Bank Info



3. Click on **Revise response**; press OK to confirm

Ariba Sourcing Company Settings ▾ Roel Prick ▾

< Go back to ABN AMRO – PARENT – TEST Dashboard Desktop File Sync

Console Doc2380785704 - Bank Info Time remaining 359 days 03:29:20

You have submitted a response for this event. Thank you for participating.

Revise Response

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

All Content

1 Bank Accounts

Compose Message

Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel



Supplier Self Service

Update the Supplier Bank Info



4. Press Add Bank Accounts (x); to got to edible section of the Bank Info

Alle inhoud ☰

Naam ↑	
1 PLACEHOLDER: Please review the attached instructions relating to adding, updating and removing bank details. Referenties ▼	
2 Please provide a valid email address for Accounts Receivable department.	* <input type="text" value="x"/>
3 Bank Accounts	Bank Accounts toevoegen (0)
4 Please add any additional comments or attachments relating to your bank details here.	<input type="text"/>

(*) geeft een verplicht veld aan

[Volledige reactie indienen](#) | [Concept opslaan](#) | [Bericht opstellen](#) | [Excel-import](#)

Supplier Self Service

Update the Supplier Bank Info



5. Update the bank account details or add an additional bank account. Once done, press “Ok”
After changing the response, click “**Submit Entire Response**”.



Clicking OK will only **save** your Repeatable Section answers. To **submit** your response, you will need to click OK and then click **Submit Entire Response** on the main screen.

All Content > 1 Bank Accounts

Bank Accounts (1)

Name ↑	
▼ Bank Account Information #1	Delete
Placeholder for information relating to Bank Information.	
	Bank Type: Domestic
	Bank Id: NL00
	Country: Netherlands
	Name: ABN AMRO

(*) indicates a required field

Or click this button to create an additional bank account

Make the necessary changes here on an existing bank account


Add Bank Account Information

Supplier Self Service

Update the Supplier Bank Info



6. After changing the response, click **“Submit Entire Response”**. Press OK to confirm.

All Content 

Name ↑	
1 Bank Accounts	Add Bank Accounts (1)

(*) indicates a required field

Submit Entire Response | [Reload Last Bid](#) | [Save draft](#) | [Compose Message](#) | [Excel Import](#)

✓ **Submit this response?**

Click OK to submit.

[OK](#) | [Cancel](#)

✓ Your revised response has been submitted. Thank you for participating in the event.

Adding User to a Supplier Account (1)

This section is only applicable if your organisation already is registered in SAP Ariba Network and wants to add a new user to collaborate with ABN AMRO. This process applicable for both sourcing events and registration requests from ABN AMRO.

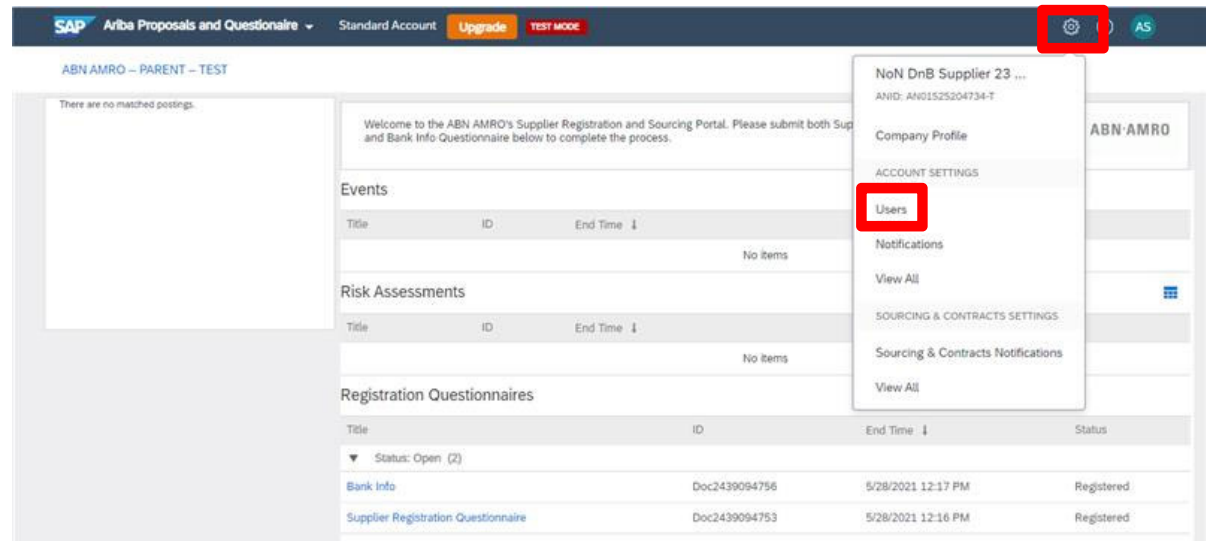
There are two options for adding a user to supplier account in SAP Ariba Network:

1. Through Supplier Admin (By default the first user registered for a new supplier is a admin for supplier account).
2. Through ABN AMRO

Adding User to a Supplier Account (2)

Through SAP Ariba Network Supplier Account Admin:

1. Supplier Account Admin creates a new supplier user in SAP Ariba Network.
2. The Supplier Account Admin will need to go **Settings, Account Setting** and click on **Users**.



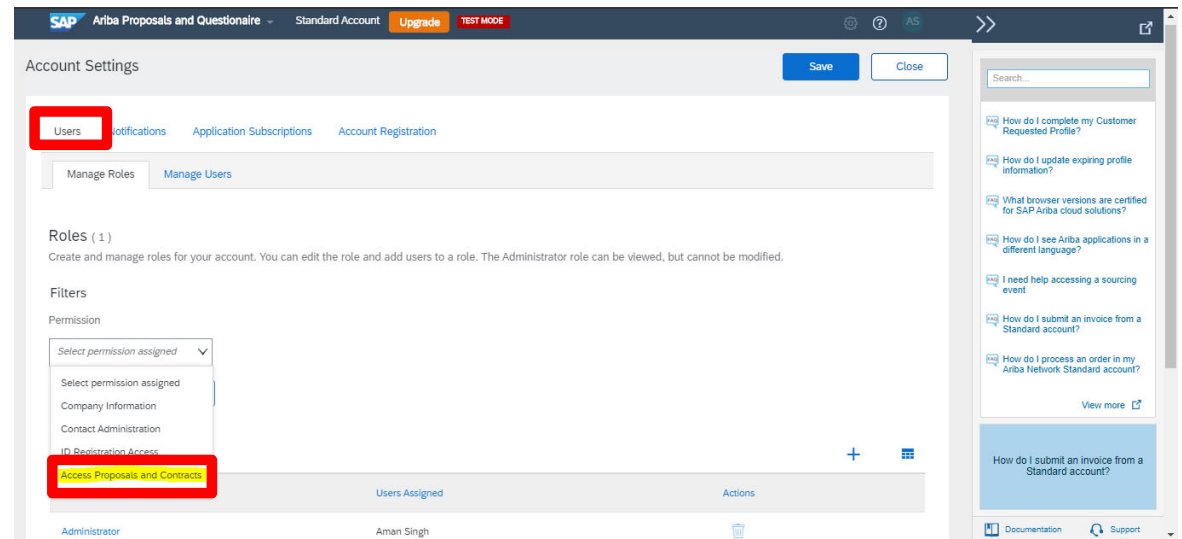
The screenshot displays the SAP Ariba Supplier Account Admin interface for 'ABN AMRO - PARENT - TEST'. The top navigation bar includes 'SAP Ariba Proposals and Questionnaire', 'Standard Account', 'Upgrade', 'TEST MODE', and a settings icon (gear) which is highlighted with a red box. A dropdown menu is open from the settings icon, showing options: 'NoN DnB Supplier 23 ...', 'Company Profile', 'ACCOUNT SETTINGS', 'Users' (highlighted with a red box), 'Notifications', 'View All', 'SOURCING & CONTRACTS SETTINGS', and 'Sourcing & Contracts Notifications'. The main content area shows a welcome message and three sections: 'Events', 'Risk Assessments', and 'Registration Questionnaires'. The 'Registration Questionnaires' section contains a table with the following data:

Title	ID	End Time	Status
▼ Status: Open (2)			
Bank Info	Doc2439094756	5/28/2021 12:17 PM	Registered
Supplier Registration Questionnaire	Doc2439094753	5/28/2021 12:16 PM	Registered

Adding User to a Supplier Account (3)

Through SAP Ariba Network Supplier Account Admin:

1. Once Supplier Account Admin clicked on **Users**, the following screen will be shown.
2. The Supplier Account Admin need to assign your account “**Access Proposals and Contracts**” permission.



Adding User to a Supplier Account (5)

Through ABN AMRO:

1. The new contact will receive a email invite.
2. The new contact should need to use the link in invite to register itself.

ABN AMRO - PARENT

Welcome Keshav Ranjan

ABN AMRO - PARENT has registered you at the Ariba site and invited you to participate in Event Doc2398861419 NL- RFI - Personnel Administration and Payroll - May20 - CvdR.

You have been assigned the following user id: 'Keshav_Ranjan@infosys.com'.

The event is set to begin on Monday, May 4, 2020 at 4:34 PM, Central European Time and end on Wednesday, May 20, 2020 at 1:00 PM, Central European Time.

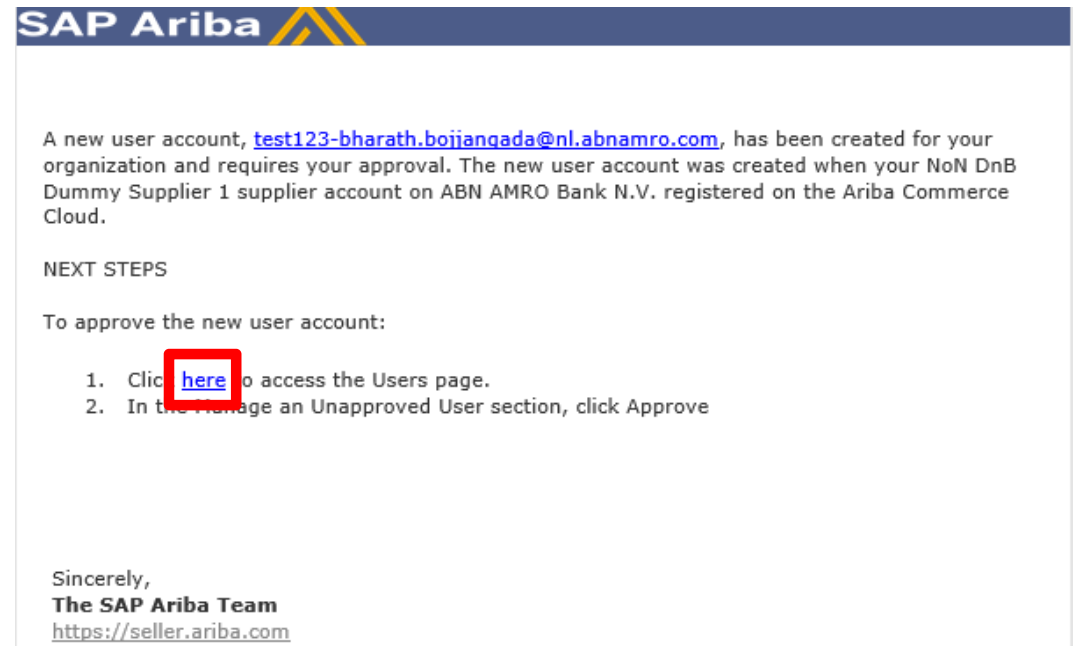
For more information about this event:

1. Complete your registration.
 - Click this link [Click Here](#)
 - Create a password.
 - Create a secret question.

Adding User to a Supplier Account (6)

Through ABN AMRO:

3. Once registered, the mail will go to your SAP Ariba Network Account admin.
4. Make sure that the Account Admin should approve the user in Ariba Network account.
5. Click on the link in the email to access your Users page and click on Approve.



SAP Ariba

A new user account, test123-bharath.bojjangada@nl.abnamro.com, has been created for your organization and requires your approval. The new user account was created when your NoN DnB Dummy Supplier 1 supplier account on ABN AMRO Bank N.V. registered on the Ariba Commerce Cloud.

NEXT STEPS

To approve the new user account:

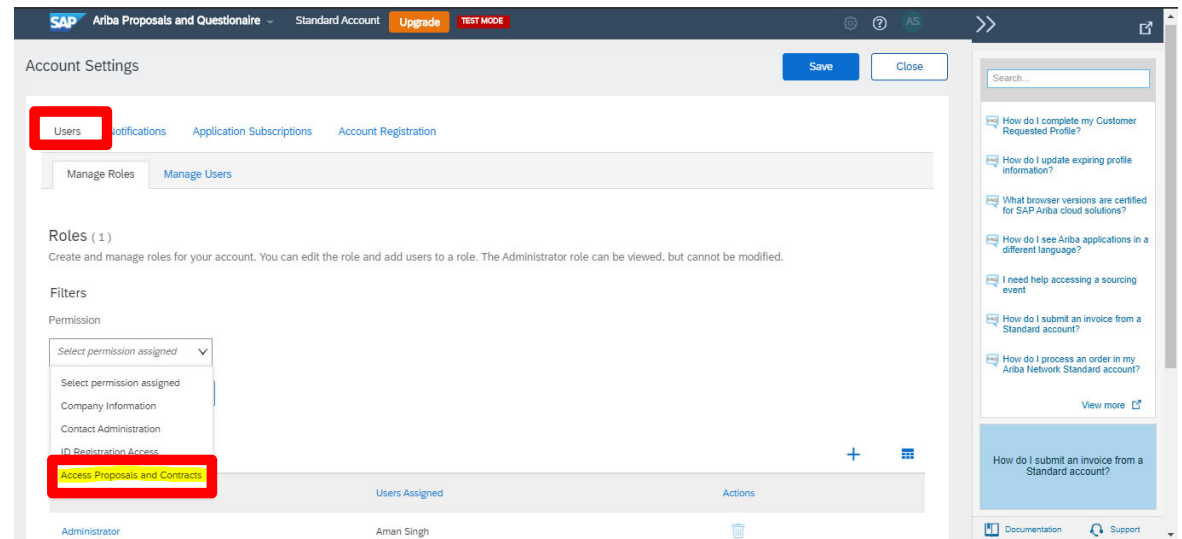
1. Click [here](#) to access the Users page.
2. In the Manage an Unapproved User section, click Approve

Sincerely,
The SAP Ariba Team
<https://seller.ariba.com>

Adding User to a Supplier Account (7)

Through SAP Ariba Network Supplier Account Admin:

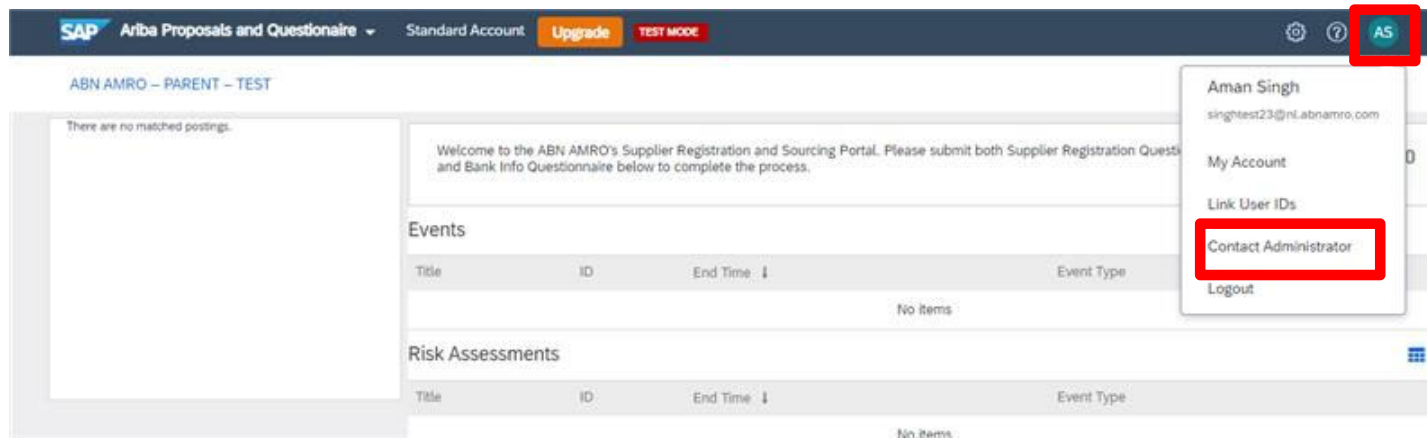
1. Once Supplier Account Admin clicked on **Users**, the following screen will be shown.
2. The Supplier Account Admin need to assign your account “**Access Proposals and Contracts**” permission.



Adding User to a Supplier Account (8)

Through ABN AMRO:

1. If you don't know your admin, you can click on your profile and click on **Contract Administrator**.

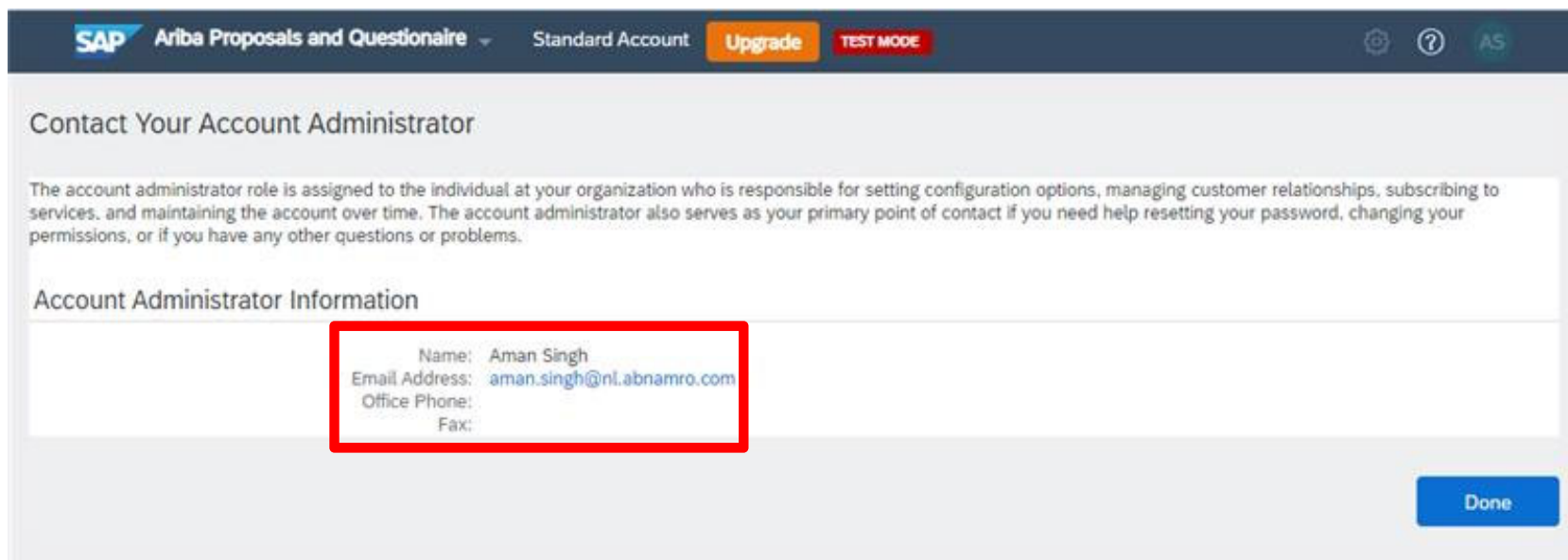


The screenshot shows the SAP Ariba interface for a supplier account. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaire', 'Standard Account', 'Upgrade', and 'TEST MODE'. A user profile icon with the initials 'AS' is highlighted with a red box. A dropdown menu is open, showing the user's name 'Aman Singh', email 'singhtest23@ntLabnamro.com', and options: 'My Account', 'Link User IDs', 'Contract Administrator' (highlighted with a red box), and 'Logout'. The main content area shows a message: 'Welcome to the ABN AMRO's Supplier Registration and Sourcing Portal. Please submit both Supplier Registration Questionnaire and Bank Info Questionnaire below to complete the process.' Below this are sections for 'Events' and 'Risk Assessments', both showing 'No items'.

Adding User to a Supplier Account (9)

Through ABN AMRO:

2. In **Contract Administrator**, you will be able to see who your Account Administrator is.



The screenshot displays the SAP Ariba interface. At the top, there is a navigation bar with the SAP logo, 'Ariba Proposals and Questionnaire', 'Standard Account', an 'Upgrade' button, and a 'TEST MODE' button. On the right side of the navigation bar, there are icons for a refresh button, a help icon, and the user initials 'AS'. Below the navigation bar, the main content area is titled 'Contact Your Account Administrator'. A descriptive paragraph explains the role of the account administrator. Below this, a section titled 'Account Administrator Information' contains a table with the following details:

Name:	Aman Singh
Email Address:	aman.singh@nl.abnamro.com
Office Phone:	
Fax:	

A red rectangular box highlights the 'Name' and 'Email Address' fields. In the bottom right corner of the main content area, there is a blue 'Done' button.

Supplier Registration for Re-invite scenario

Please use the correct email for Registration

1. If you didn't received an invitation mail or ignored the initial invitation mail, our Procurement Consultants can Re-invite you and you will receive the three invitation mails from SAP Ariba.
2. This is because you will receive from SAP Ariba one invitation mail for Account Creation, one for Supplier questionnaire and for Bank Info.
3. It is important that you use the correct invitation mail. This email has the subject: **Invitation: Register to become a supplier with ABN AMRO – PARENT – D.**
4. The other two invitation mails have the subject: **Action Needed: Submit a registration questionnaire for Email.** These two mails can be ignored.
5. Click the link in the invitation email to Register in SAP Ariba.



ABN AMRO – PARENT - D

Register as a supplier with ABN AMRO – PARENT - D

Hello!

Aman Singh has invited you to register to become a supplier with ABN AMRO – PARENT - D. Start by creating an account with Ariba Network. It's free.

ABN AMRO – PARENT - D uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Email Expiration Supplier already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now