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How to create an SAP Ariba account?

Quick Reference Guide

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Purpose

dormakaba is partnering with SAP Ariba® for all contracts, purchase orders, and submission of invoices by suppliers.

This quick reference guide explains **in 4 easy Steps** the process for activating an account on SAP Ariba, an important step to subsequently receive the dormakaba's registration questionnaires.

Supplier sign-in

LINK TO REGISTRATION: https://supplier.ariba.com

Username

Next

Forgot username

Select ➔ Register Now

New to SAP Business Network?
Register Now or Learn more

NOTE! This guide is only for creating a new account on Ariba. If your company already has an active account, please inform us at this email address: ariba.enablement@dormakaba.com, providing your ANID account. Thank you very much!

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Step 1. Activate Ariba account creation

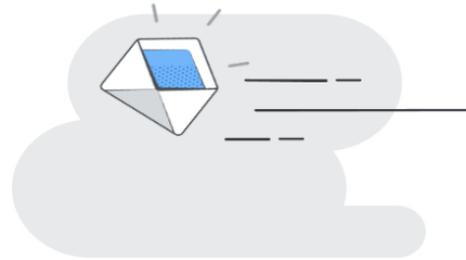Insert your email address and accept the field "User consents to store this email ID". Press Continue

Please provide your email address

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

Email address

Email is required

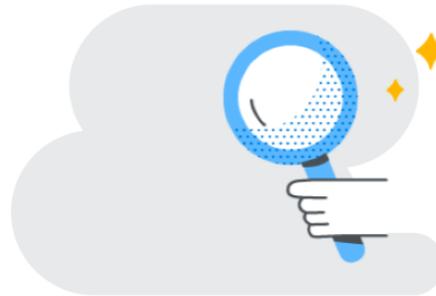☑ User consents to store this email ID

Continue

You will receive an email from **SAP Ariba Network** (Subject: Action required: Your One Time Password) and introduce 6-digit one time password (only available for the next 30 minutes) and press Continue

Enter your One Time Password

Insert password below. Your password **expires in 30 minutes.**

Continue

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Step 2. Basic Supplier Information

Please, fill out the mandatory fields (marked by *)!

- Company Information
    - Company (Name)
    - Country/Region
    - Address line 1
    - City
    - State
    - ZIP

- Administrator account information
    - First Name
    - Last Name
    - Password / Repeat Password → → → →

    - Business role (we recommend to select "Manager")

    - Accept the conditions of SAP Ariba

    - Accept the reCAPTCHA (I'm not a robot)

Once all the mandatory fields have been successfully filled out, please click on Create Account

*Must be between 8 and 32 characters

Lowercase, uppercase, numbers, and special characters allowed. !#$%&'()+,-./:;<=>?@^_`{|}~\'][

*Cannot contain the username

*Repetitive characters and numbers in sequence are discouraged

*Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a - z, and some special characters)

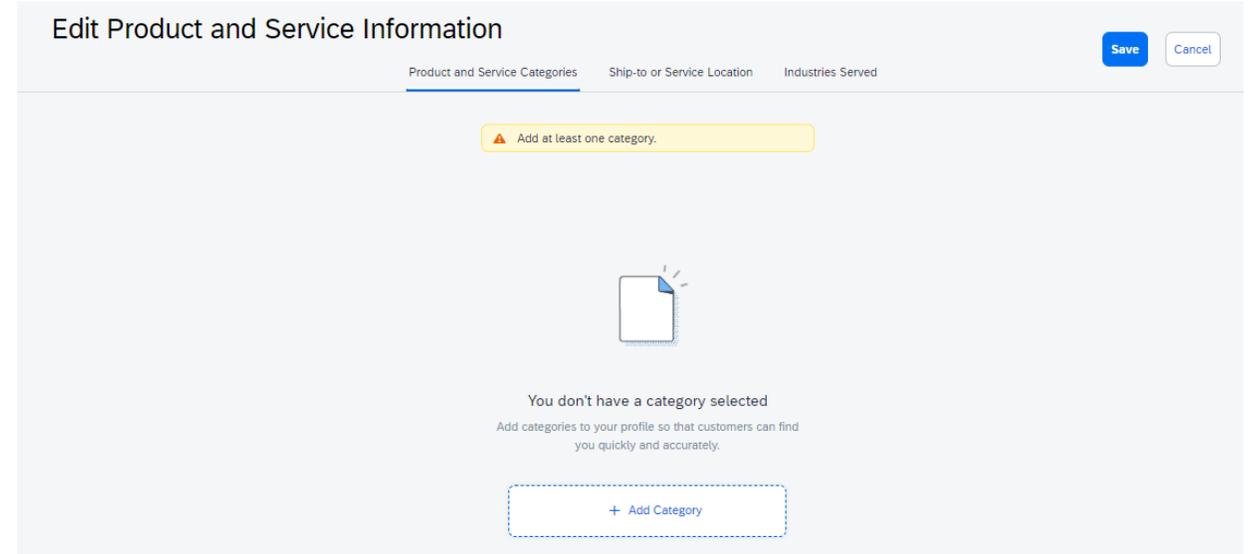# Step 3. Update Company Profile [1/4]

Click on Update
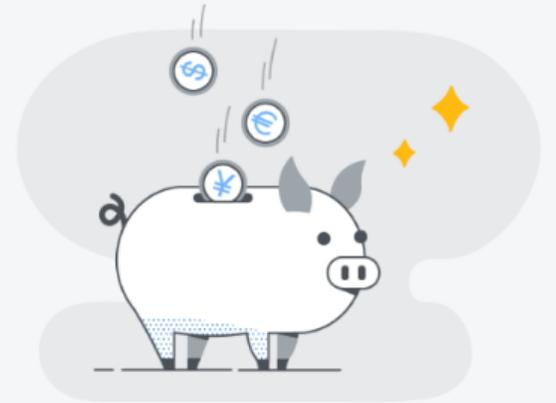
Step 3. Update Company Profile [2/4]

This section is designed to learn a bit more about the company's activity and the scope of its service provision. 3 sections:

- Product and Service categories

- Ship-to or Service Location

- Industries Served

It is just needed to add at least category, service location and industry served to finish the activation account process.

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Step 3. Update Company Profile [3/4]

- Product and Service categories

There are 2 possibilities on adding categories:

- Search by text which categories you serve
- Browse all categories and add at least one

- Ship-to or Service Location

Same possibilities as previous section
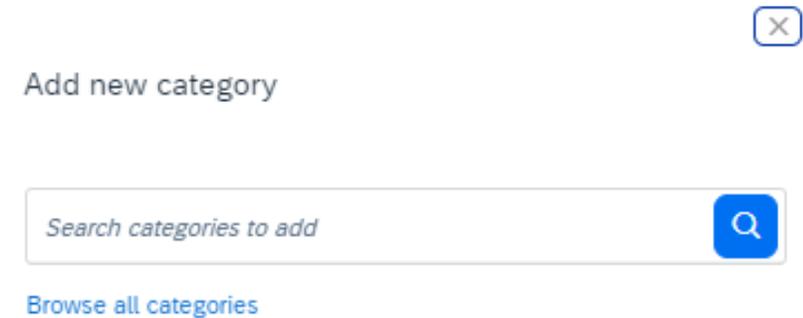
Add new category

Search categories to add

Browse all categories

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Step 3. Update Company Profile [4/4]

Select at least one of the industries your company serves.

Step 4. ARIBA account created! Please provide ANID

Account is already created! ☺

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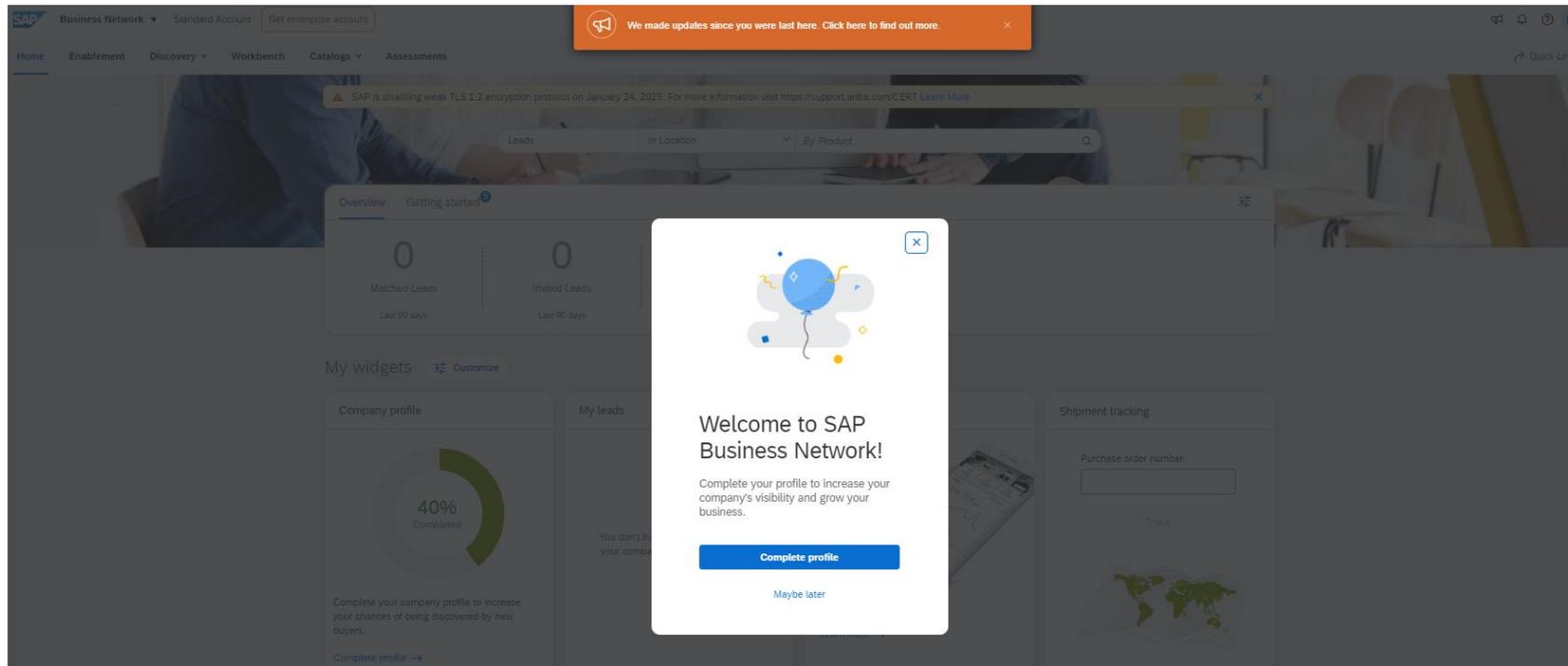
Step 4. ARIBA account created! Please provide ANID

By clicking on the top right corner, on the green circle or where your initials appear, a menu like the one shown in this image will be displayed. To complete the account activation, you will need to provide your ANID number to the following email: ariba.enablement@dormakaba.com. This number is unique to each supplier and will allow you to connect with dormakaba for registration, questionnaires, manage purchase orders, and submit invoices.

dormakaba Ariba Enablement Support
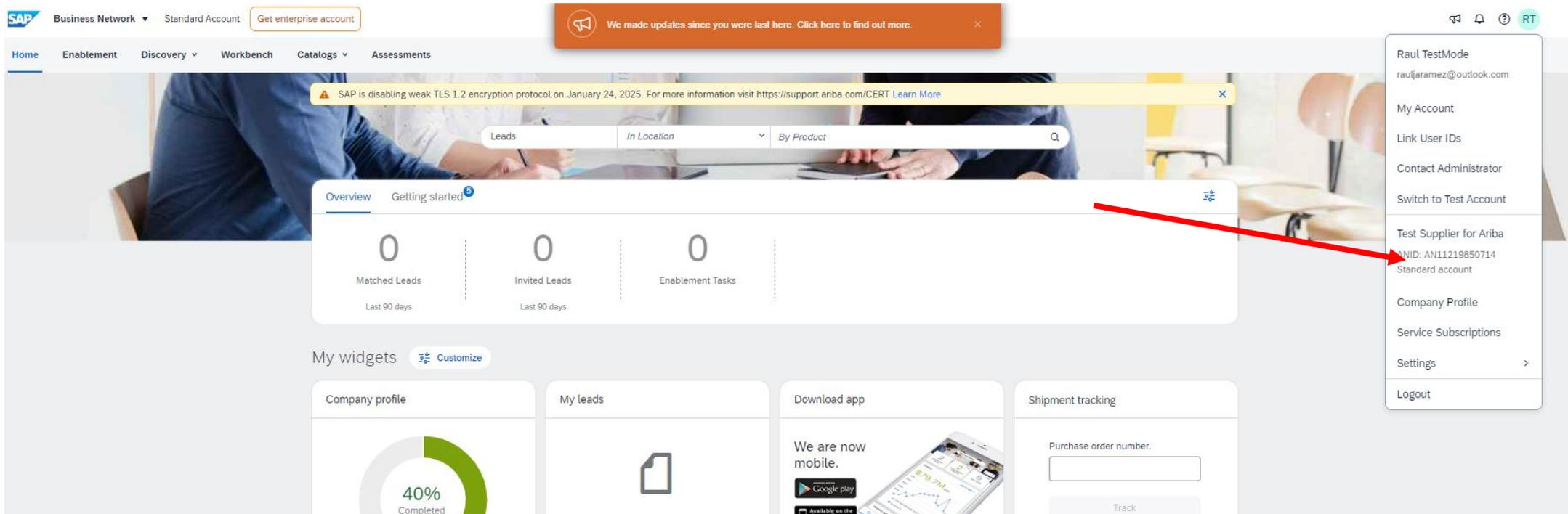
Thank you!

This reference guide has been created only for the process of activating an Ariba supplier account. If you need further information on how to configure the account (create new users in your activated account, fill out questionnaires, manage purchase orders, etc.), please contact ariba.enablement@dormakaba.com

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