Supplier Registration

Work Instructions

May 2017
Complete Supplier Registration

Update Supplier Information
**Supplier Registration**

1. **Supplier Receives Notification of Registration**

   Welcome, An 1001.

   Motiva Enterprises LLC - TEST has registered you as a user on their Ariba Spend Management site. Before you can access Motiva Enterprises LLC - TEST's events, you must register on the Ariba Commerce Cloud.

   **Click Here**

   to register on the Ariba Commerce Cloud and access your account.

   If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

   [http://motiva-T-supplier.ariba.com?awsso_tkn=33km9RLUSP59139e02ffffffd86d6fe46](http://motiva-T-supplier.ariba.com?awsso_tkn=33km9RLUSP59139e02ffffffd86d6fe46)

   **NOTE:** This URL is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

   Thank you,

   Ariba, Inc. Administrator

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If the supplier has an existing Ariba account, they should still be clicking on the link sent to them by Motiva to be able to view Motiva provided Questionnaire.

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2A. **Supplier Registers in Ariba**

A. The supplier will select the first link to register on Ariba. If the supplier already has an Ariba account, select the Click **here** link. Enter Ariba **username** and **password** to continue.
2B Supplier Registers in Ariba

Ariba Sourcing

Welcome, An 1001

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Commerce Cloud. A password protection was installed from Motiva Enterprises LLC - TEST site. Before you can log in to your account, you must register on the Ariba Commerce Cloud.

Click Continue to complete your Ariba Commerce Cloud user account registration. Note: if you Continue and you already have an existing user account on the Ariba Commerce Cloud, Ariba Discovery or Ariba Network, you will be creating a duplicate user account.

An1001@supplier.com

An1001@supplier.com

B. If the supplier does not have an Ariba account, select Continue to register. On the next screen, complete the necessary fields and select Submit to create an account.

3 Email Confirmation of Registration

Note: You can view the entire email suppliers receive by clicking the icon on the right:

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for TEST 1001 is now complete.

Your organization’s account ID: AN01054682625-T
Your username: an1001@supplier.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...
4. **View Customer Requested Fields**

   Within the Supplier Profile, select the link **View Customer Requested Fields** to access the Supplier Profile Questionnaire.

   **Note:** A supplier can add multiple users using the Company Information for its company he/she is unable to answer the questionnaire using the User account tab.

5. **Continue to Ariba Network**

   If the supplier is not able to access the Motiva Questionnaire, logout and log back into Ariba for Suppliers. Select the appropriate option and select **Continue to Ariba Network** at the bottom of the screen.
6. From the Ariba homepage, select to the navigation icon, and select **Proposals** from the dropdown menu.

7. Within the company profile, fill in the requested details of the **Basic** tab.
The Supplier will be required to select the Product and Service Categories it provides. It will also add the Ship-to or Service Location. Select Save.

Within the Customer Requested tab, the supplier can access the Motiva Supplier Profile. Click the link to access the profile.
10. The supplier can view and edit the Motiva Supplier Questionnaire. **Note:** Users can enter the information and save as a draft. Unless all requested fields are complete, the questionnaire cannot be submitted.

**Note:** A supplier can add multiple users using the Company Information for its company if he/she is unable to answer the questionnaire using the User account tab.