

# Buying@Evonik: Ariba Registration process

Supplier manual

22.11.2021 | Procurement

# Registration as Evonik supplier – initial invitation email



## Register as a supplier with Evonik Procurement

Hello!

**Evonik** has invited you to register to become a supplier with Evonik Procurement - TEST. Start by creating an account with Ariba Network. It's free.

Evonik Procurement - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If **supplier** already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

You are receiving this email because your customer, Evonik Procurement - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Evonik Procurement - TEST.

Evonik. [b] Power to Create [/b]

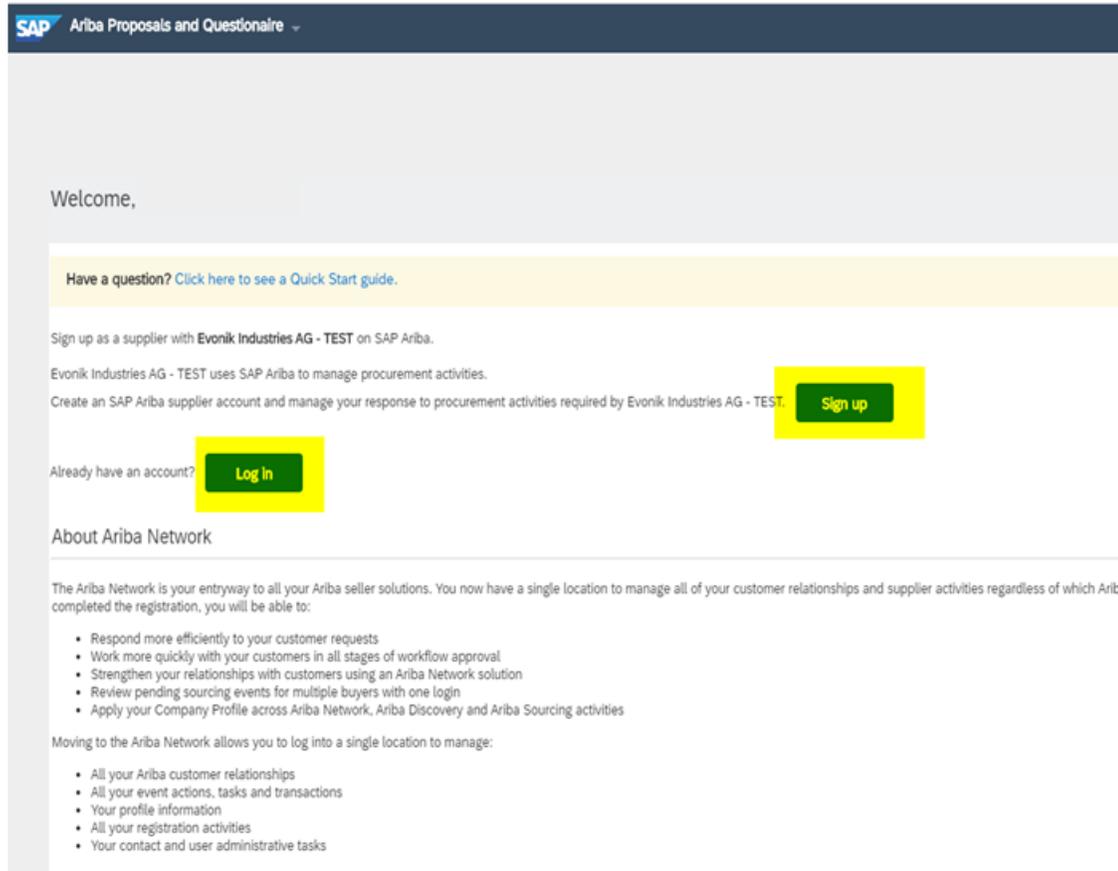
Offices | Data Policy | Contact Us | Customer Support

Powered by  SAP Ariba

In the email you received, click on the **Click Here** link.

A page will then open where you can choose whether you have already a Ariba® supplier account or whether you want to open a new one.

# Registration as Evonik supplier – make the right choice



SAP Ariba Proposals and Questionnaire

Welcome,

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

Sign up as a supplier with **Evonik Industries AG - TEST** on SAP Ariba.

Evonik Industries AG - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Evonik Industries AG - TEST. **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 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
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks



If your company already has a SAP Ariba® supplier account, please **don't** create a new account. Log in with your existing account in this case.

Click on **Sign up**, if you don't yet have a SAP Ariba® supplier account.  
Click on **Log in** if you already have a SAP Ariba® supplier account. Continue on page 9

# Registration as Evonik supplier - without a SAP Ariba® supplier account

SAP Ariba Proposals and Questionnaire

## Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Evonik Industries AG - TEST.

**Create account and continue** Cancel

Name\* Max Mustermann

Email\* klaus.ahmann

Use my email as my username

Username\* TestUser123d

Password\* \*\*\*\*\*

Language: English

**Create account and continue** Cancel

\* Indicates a required field

[SAP Ariba Privacy Statement](#)

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

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

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

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

On this page you create your SAP Ariba® supplier account. Please fill out all mandatory fields which are marked with an \*.

Read the terms of use and the confidentiality agreement carefully and click on the appropriate boxes, if you agree. Click on **Create account and continue**. You will be directed to the questionnaire.

# Registration as Evonik supplier – fill in the questionnaire

Ariba Sourcing

Go back to Evonik Procurement - TEST Dashboard

Console Doc449538499 - Supplier registration questionnaire

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 Company information

2 General information

All Content

Name 1

1 Company information

1.1 Company Name \*

1.2 Street \*

1.3 Postal Code \*

1.4 City \*

1.5 Country Code \* Germany (DE) v

1.6 Region \*(select a value) [select]

2 General information

2.1 Did you do business with Evonik before? Unspecified v

(\* indicates a required field)

Submit Entire Response Save draft Compose Message Excel Import

Please fill out all mandatory fields if they have not already filled in by the system. When you have completed all fields in the questionnaire, please click on **Submit Entire Response**.

The **Save draft** button only saves your answer for later processing.

# Registration as Evonik supplier – status overview

Ariba Sourcing

Go back to Evonik Procurement - TEST Dashboard

Company Settings Help Center

Doc449538499 - Supplier registration questionnaire Pending Approval

You have submitted a response to the questionnaire.

All Content

Name	
1 Company information	
1.1 Company Name	Max Mustermann GmbH
1.2 Street	Musterstraße 1
1.3 Postal Code	12345
1.4 City	Musterhausen
1.5 Country Code	Germany (DE)
1.6 Region	DEU
2 General information	
2.1 Did you do business with Evonik before?	No

Compose Message

The registration process is now complete for your company.

In the current status you can see whether your answer has been submitted and accepted by the buyer.

# Registration as Evonik supplier - with SAP Ariba® supplier account

Ariba Sourcing Help Center >>

### Enter Your Account Information \* Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username: \*

Password: \*

[Forgot Username](#)  
[Forgot Password](#)

Please log in here with your SAP Ariba® supplier account. You will be forwarded directly to the questionnaire.

If you have forgotten your username or password, you can request it using the corresponding buttons.

# Registration as Evonik supplier – fill in the questionnaire

Ariba Sourcing

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**EVONIK**

**Leading Beyond Chemistry**