Buying@Evonik:
Ariba Registration process

Supplier manual

22.11.2021 | Procurement

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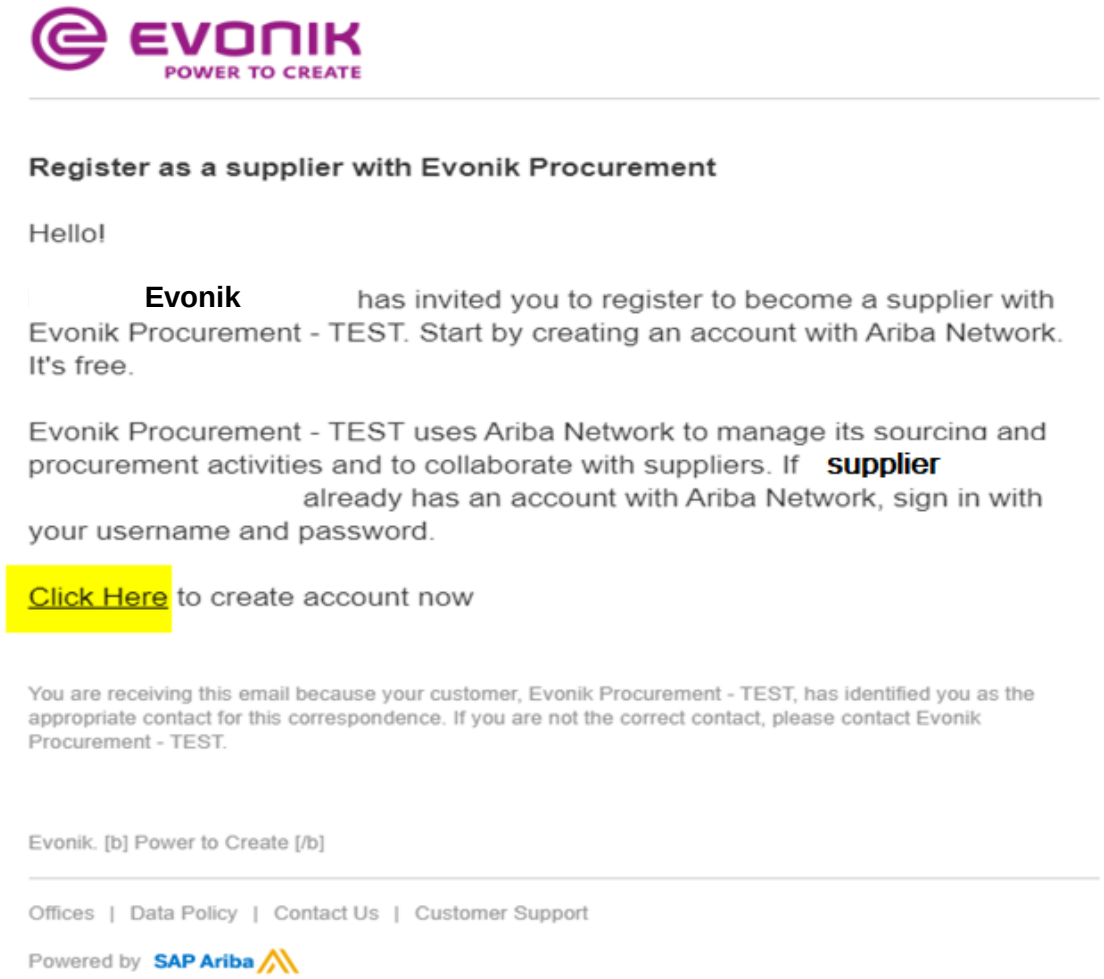
Registration as Evonik supplier – initial invitation email



EVONIK
POWER TO CREATE

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]

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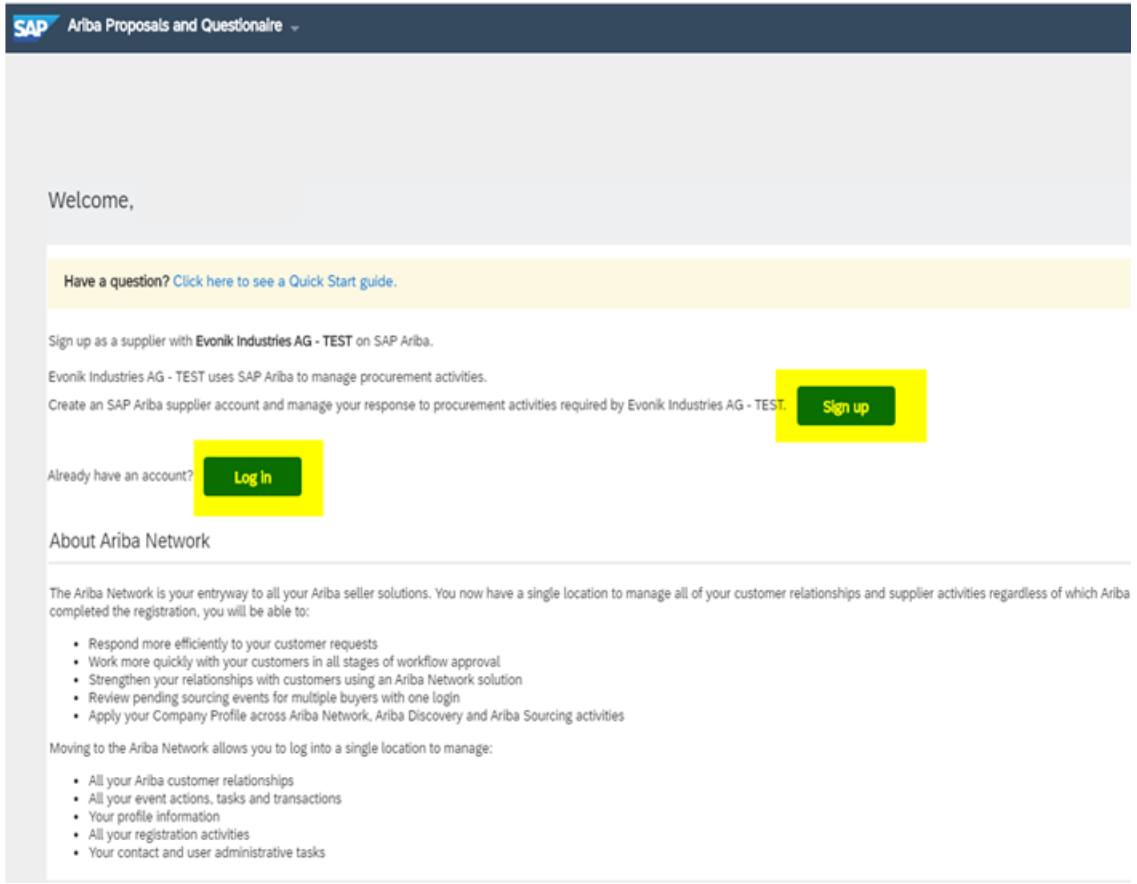
Powered by SAP Ariba

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



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

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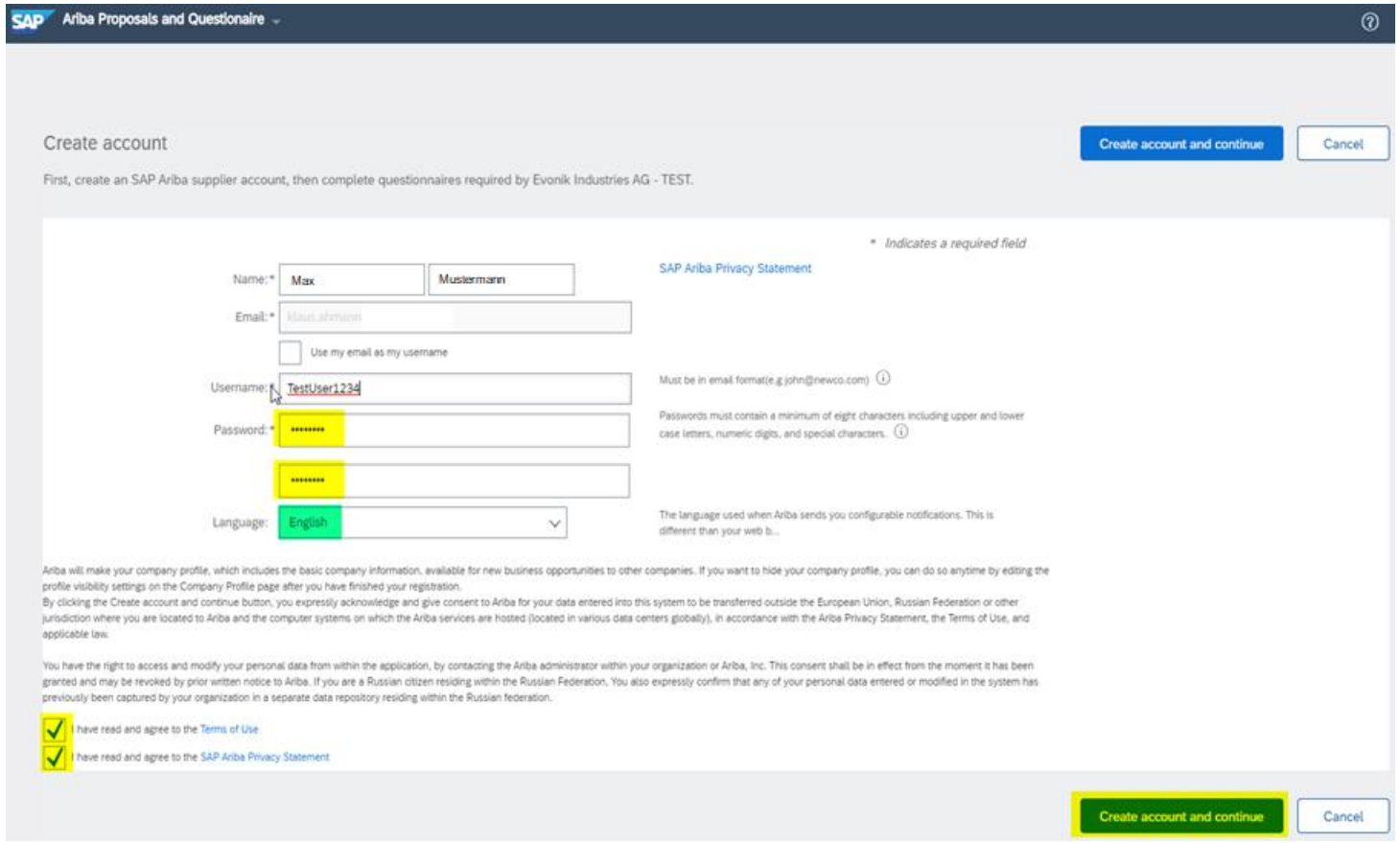
Registration as Evonik supplier - without a SAP Ariba® supplier account



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.

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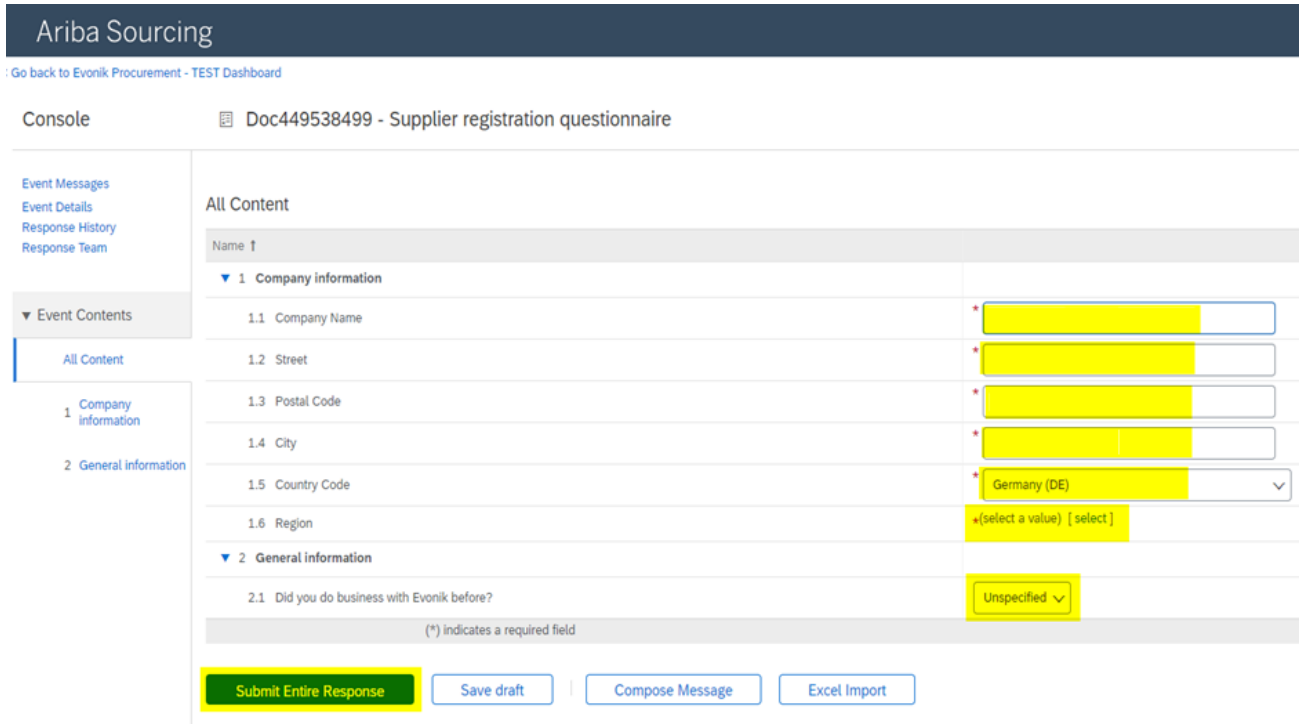
Registration as Evonik supplier – fill in the questionnaire



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.

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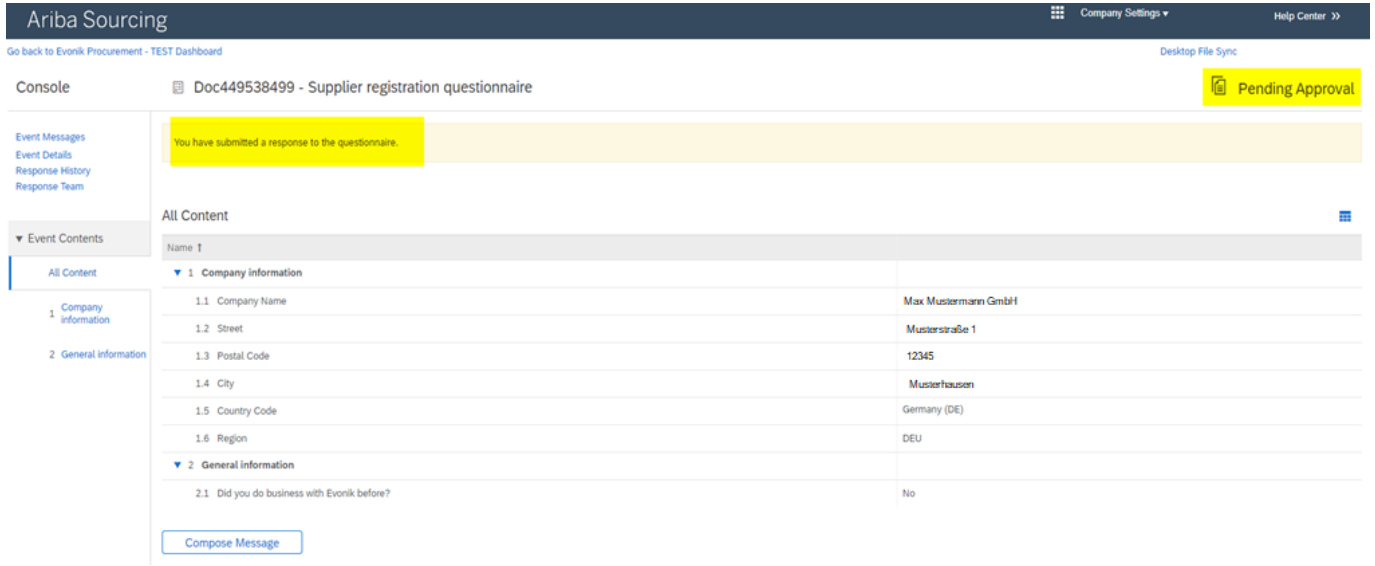
Registration as Evonik supplier – status overviev



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.

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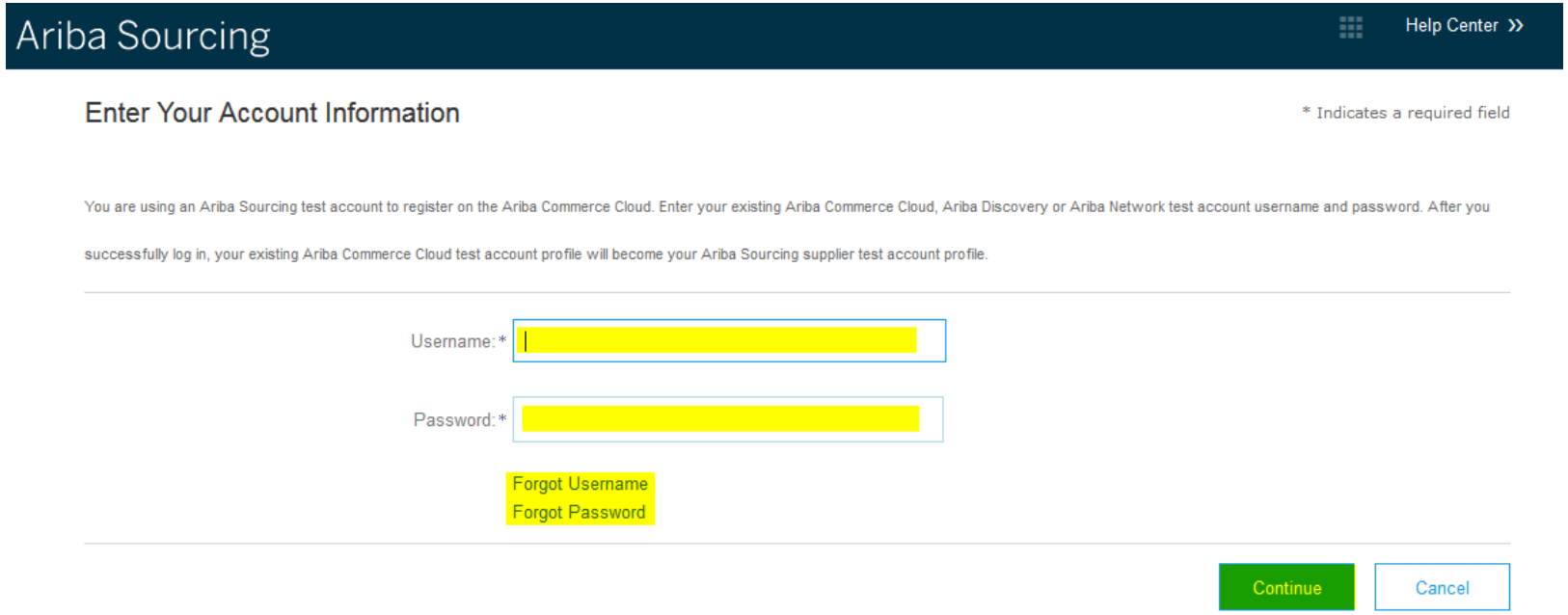
Registration as Evonik supplier - with SAP Ariba® supplier account



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.

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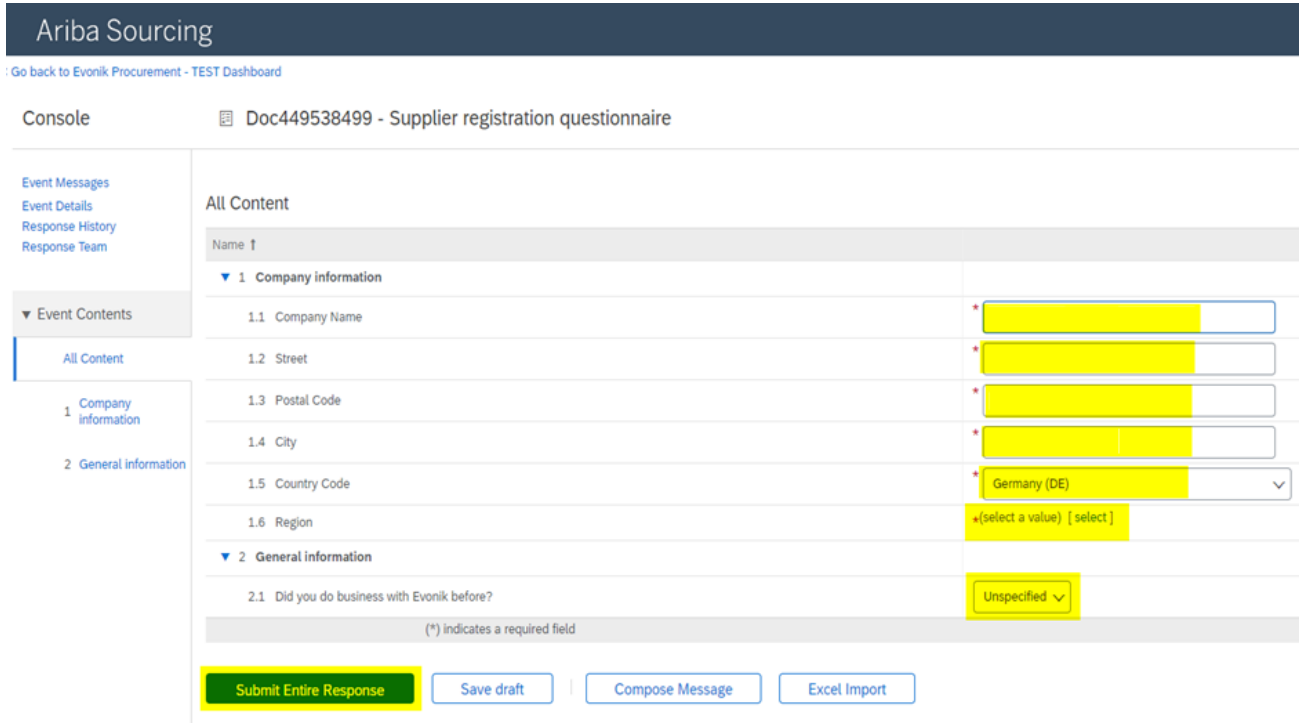
Registration as Evonik supplier – fill in the questionnaire



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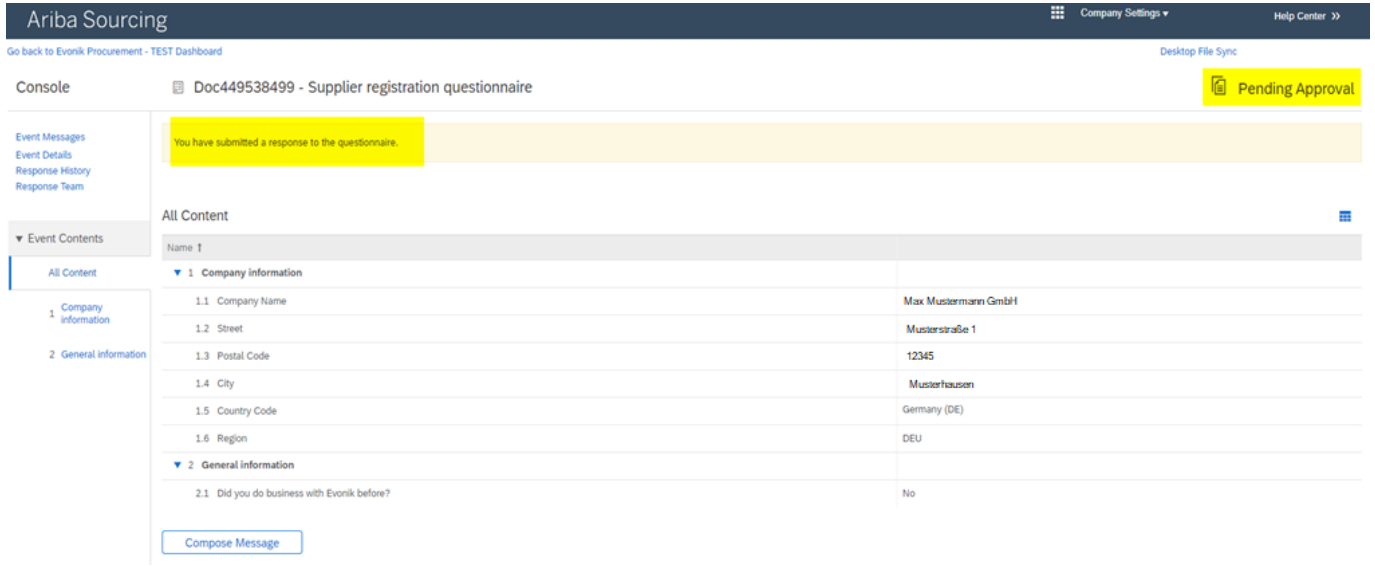
Registration as Evonik supplier – status overview



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