

ARIBA NETWORK USER GUIDE



Engineering & Construction | Property Development | Infrastructure Concessions

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CONTINUING SUPPLIER REGISTRATION WITH GAMUDA

This section explains how to continue with your registration process directly from the Ariba portal

Objective of this Section :

For suppliers who completed the Gamuda Registration Questionnaire **halfway** :

1. The Ariba log in link sent to you via email is only valid for a *single click*.
2. Please use this link to log in to your account to complete the Registration Questionnaire :
supplier.ariba.com

This section will illustrate a step by step registration continuation process.

Accessing Ariba Network

The screenshot shows the SAP Ariba Supplier Login page. At the top left is the SAP Ariba Network logo. Below it is the 'Supplier Login' section. This section contains a text input field with the email 'test-supplier.dereklim@gmail.com', a password field with masked characters, and a blue 'Login' button. Below the login fields are three links: 'Having trouble logging in?', 'New to Ariba? Register Now or Learn More', and 'Is your company registered? Search'. To the right of the login section is a promotional banner for the 'SAP Ariba Supplier Digital Summit - America Latina' on December 4th, with a 'Learn More' button. The page footer includes 'Supported browsers and plugins', 'THE BEST RUN SAP' logo, and copyright information for 1996-2019 Ariba, Inc. Red boxes and arrows highlight the login fields, the 'Having trouble logging in?' link, and the 'Is your company registered? Search' link. Blue callout boxes on the right provide instructions for each highlighted element.

Login with your ID and password

In case forgotten ID or password, click here

To check company registration status with Ariba Network, click here

Accessing Ariba Network

The screenshot displays the SAP Ariba Spend Management interface. At the top, the SAP logo is on the left, followed by a dropdown menu labeled "Ariba Proposals & Questionnaires". To the right of the dropdown are the text "Standard Account", an orange "Upgrade" button, and a red "TEST MODE" button. Further right are icons for settings, help, and a user profile labeled "LR".

The dropdown menu is open, showing four options: "Ariba Discovery", "Ariba Proposals & Questionnaires", "Ariba Contract Management", and "Ariba Network". The "Ariba Proposals & Questionnaires" option is highlighted with a red box, and a red arrow points from this box to a blue callout box on the right.

The blue callout box contains the text: "Click on the dropdown menu; Ariba Network, choose 'Ariba Proposals and Questionnaires'".

Below the navigation bar, a white box contains the text: "Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are m service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity."

At the bottom left, the SAP logo is followed by the text: "© 2019 SAP SE or an SAP affiliate company. All rights reserved." At the bottom right, there are three links: "SAP Ariba Privacy Statement", "Security Disclosure", and "Terms of Use".

Accessing Ariba Network

SAP Ariba Proposals & Questionnaires Standard Account Upgrade TEST MODE

GAMUDA BERHAD - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

GAMUDA

Events

Title	ID	End Time ↓	Event Type
▶ Status: Completed (47)			
▶ Status: Open (3)			
▶ Status: Pending Selection (80)			
Registration Questionnaires			
Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier Registration Questionnaire	Doc1765800010	7/29/2019 3:50 PM	Invited

Refer to 'Registration Questionnaires' and click on available questionnaires (in blue text)

This section shows your registration status: -

1. Invited
2. In registration
3. Pending Approval
4. Pending Resubmit
5. Registered

Accessing Ariba Network

< Go back to Gamuda Berhad - TEST Dashboard Desktop File Sync

Console Doc1765948536 - Supplier Registration Questionnaire Time remaining 256 days 00:31:51

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 Supplier Declaration
- 2 Company Details
- 3 Financial Background
- 4 Experience
- 5 Personnel
- 6 Related Party Transa...
- 7 Document Checklist

All Content

Name 1

▼ 1 Supplier Declaration

1.1 I / We declare and confirm that the information given and copies of documents submitted as requested are authentic true and correct. I am / We are aware and understand that any information and documents found to be false shall cause my / our application to be rejected.

1.2 I / We have also fully read and understood your Privacy Notice in Gamuda's Group website in English and Bahasa Malaysia and I / we hereby agree and consent to you and your Group to use my and / or our employees' Personal Data in accordance with the terms and conditions set out in the Privacy Notice.

▼ 2 Company Details

2.1 Business Registration Name

2.2 Business Registration Number

2.3 Correspondence Address

Street:

City:

State/Province/Region:

Postal Code:

Country:

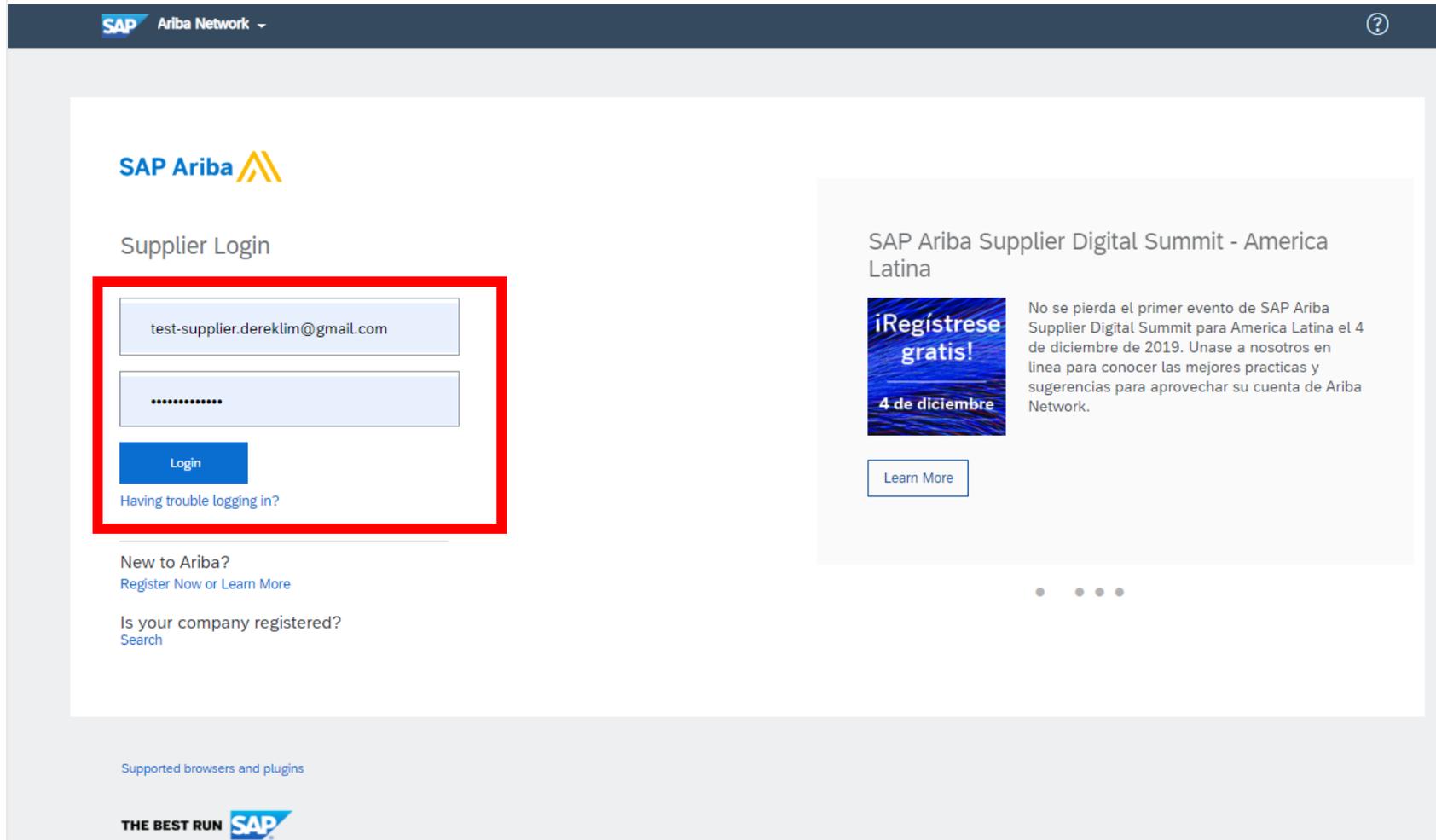
Fill in the questionnaires and submit by clicking 'Submit Entire Response'. In total there are 9 questionnaires

|

CHANGING EMAIL ADDRESS

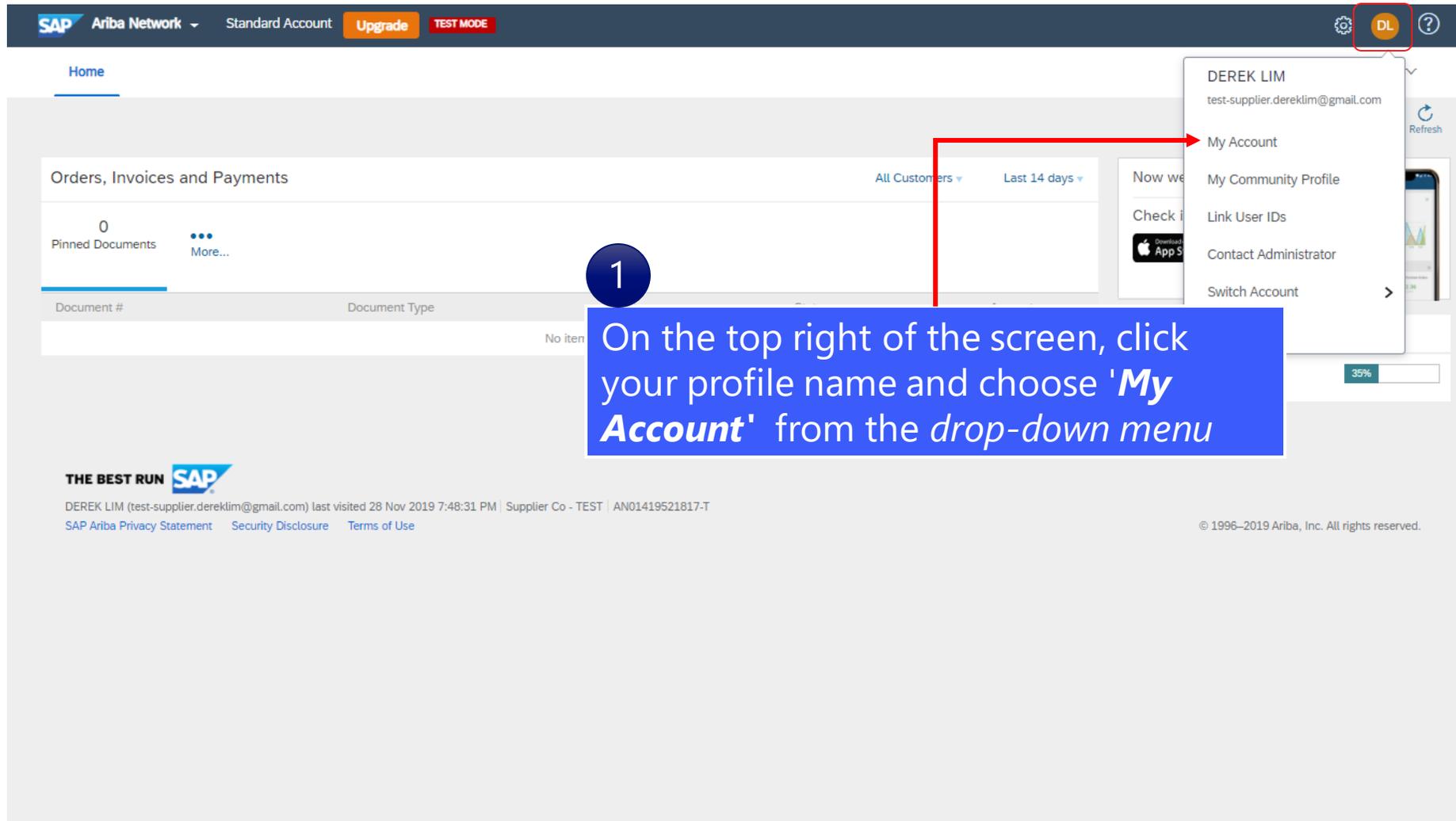
This section explains how to change email address used in your Ariba account

1. Login to Ariba Network account (supplier.ariba.com)



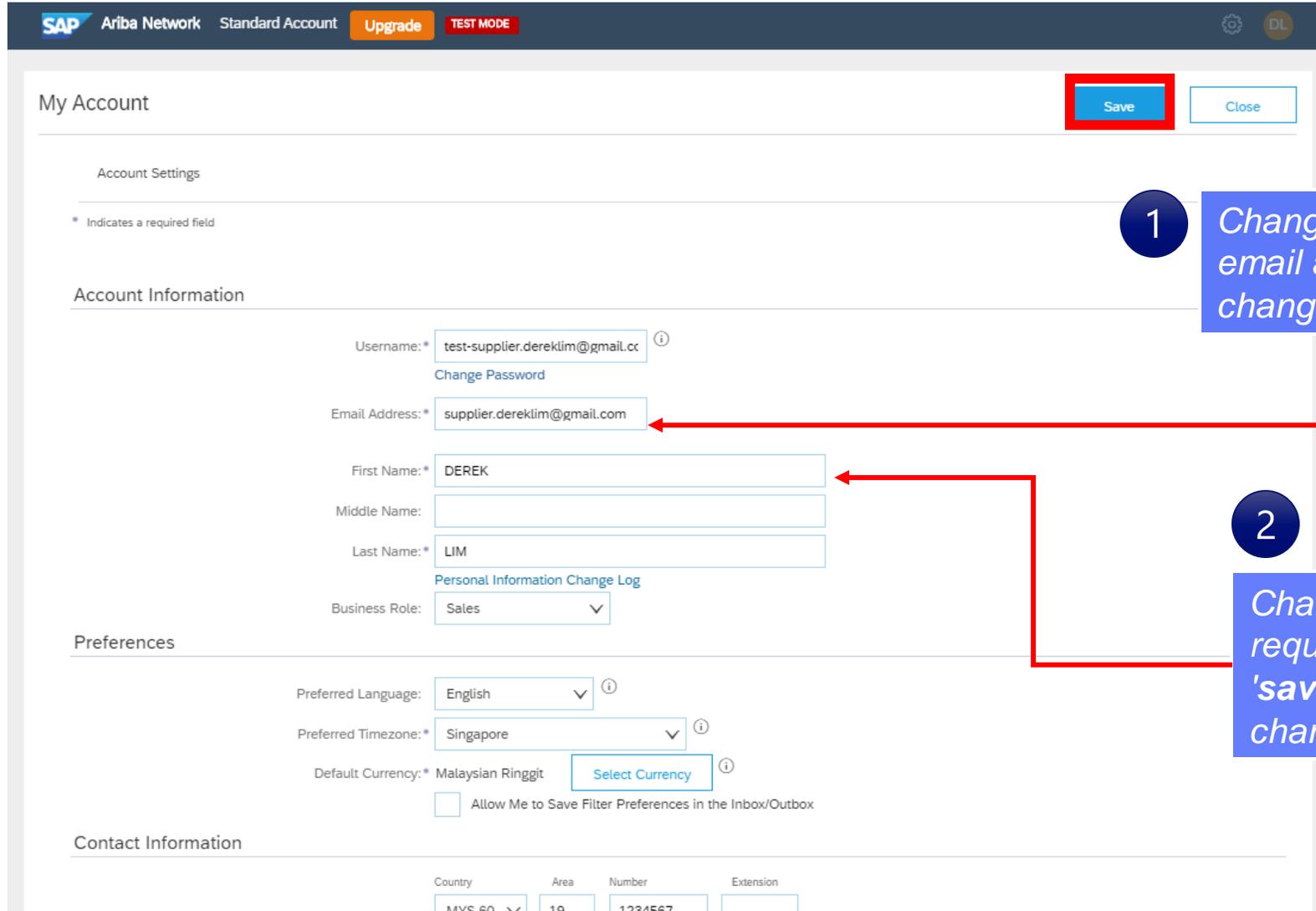
The screenshot shows the SAP Ariba Supplier Login page. The page header includes the SAP Ariba Network logo and a help icon. The main content area features the SAP Ariba logo and the text "Supplier Login". A red box highlights the login form, which contains a text input field with the email address "test-supplier.dereklim@gmail.com", a password input field with masked characters, a blue "Login" button, and a link "Having trouble logging in?". Below the login form, there are links for "New to Ariba? Register Now or Learn More" and "Is your company registered? Search". To the right of the login form, there is a promotional banner for the "SAP Ariba Supplier Digital Summit - America Latina" on December 4th, with a "Learn More" button. The page footer includes the text "Supported browsers and plugins" and the slogan "THE BEST RUN SAP".

2. Go to My Account



The screenshot shows the SAP Ariba Network user interface. At the top, there is a dark navigation bar with the SAP logo, 'Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. On the right side of this bar, there is a gear icon, a user profile icon labeled 'DL', and a help icon. A dropdown menu is open from the 'DL' icon, listing options: 'DEREK LIM', 'test-supplier.dereklim@gmail.com', 'My Account', 'My Community Profile', 'Link User IDs', 'Contact Administrator', and 'Switch Account'. A red box highlights the 'DL' icon, and a red arrow points from it to the 'My Account' option in the dropdown. A blue callout box with the number '1' contains the instruction: 'On the top right of the screen, click your profile name and choose **'My Account'** from the *drop-down menu*'. The main content area shows 'Orders, Invoices and Payments' with filters for 'All Customers' and 'Last 14 days'. Below this is a section for 'Pinned Documents' showing 0 items. At the bottom, there is a footer with the SAP logo, user information for 'DEREK LIM', and copyright information for '© 1996–2019 Ariba, Inc. All rights reserved.'.

3. Fill up new email detail



The screenshot shows the 'My Account' page in SAP Ariba Network. The page has a dark header with 'SAP Ariba Network Standard Account Upgrade TEST MODE' and user initials 'DL'. Below the header, there are 'Save' and 'Close' buttons. The main content is divided into sections: 'Account Settings', 'Account Information', 'Preferences', and 'Contact Information'. The 'Account Information' section contains fields for Username, Email Address, First Name, Middle Name, Last Name, and Business Role. The 'Preferences' section contains fields for Preferred Language, Preferred Timezone, and Default Currency. The 'Contact Information' section contains fields for Country, Area, Number, and Extension. A red box highlights the 'Save' button. A blue callout box with a '1' in a circle points to the 'Email Address' field and the 'Save' button. A second blue callout box with a '2' in a circle points to the 'First Name' field and the 'Save' button. Red arrows indicate the flow from the callouts to the respective fields and the 'Save' button.

My Account Save Close

Account Settings

* Indicates a required field

Account Information

Username: * test-supplier.dereklim@gmail.com ⓘ
[Change Password](#)

Email Address: * supplier.dereklim@gmail.com

First Name: * DEREK

Middle Name:

Last Name: * LIM
[Personal Information Change Log](#)

Business Role: Sales ▼

Preferences

Preferred Language: English ▼ ⓘ

Preferred Timezone: * Singapore ▼ ⓘ

Default Currency: * Malaysian Ringgit Select Currency ⓘ

Allow Me to Save Filter Preferences in the Inbox/Outbox

Contact Information

Country	Area	Number	Extension
MYS 60 ▼	19	1234567	

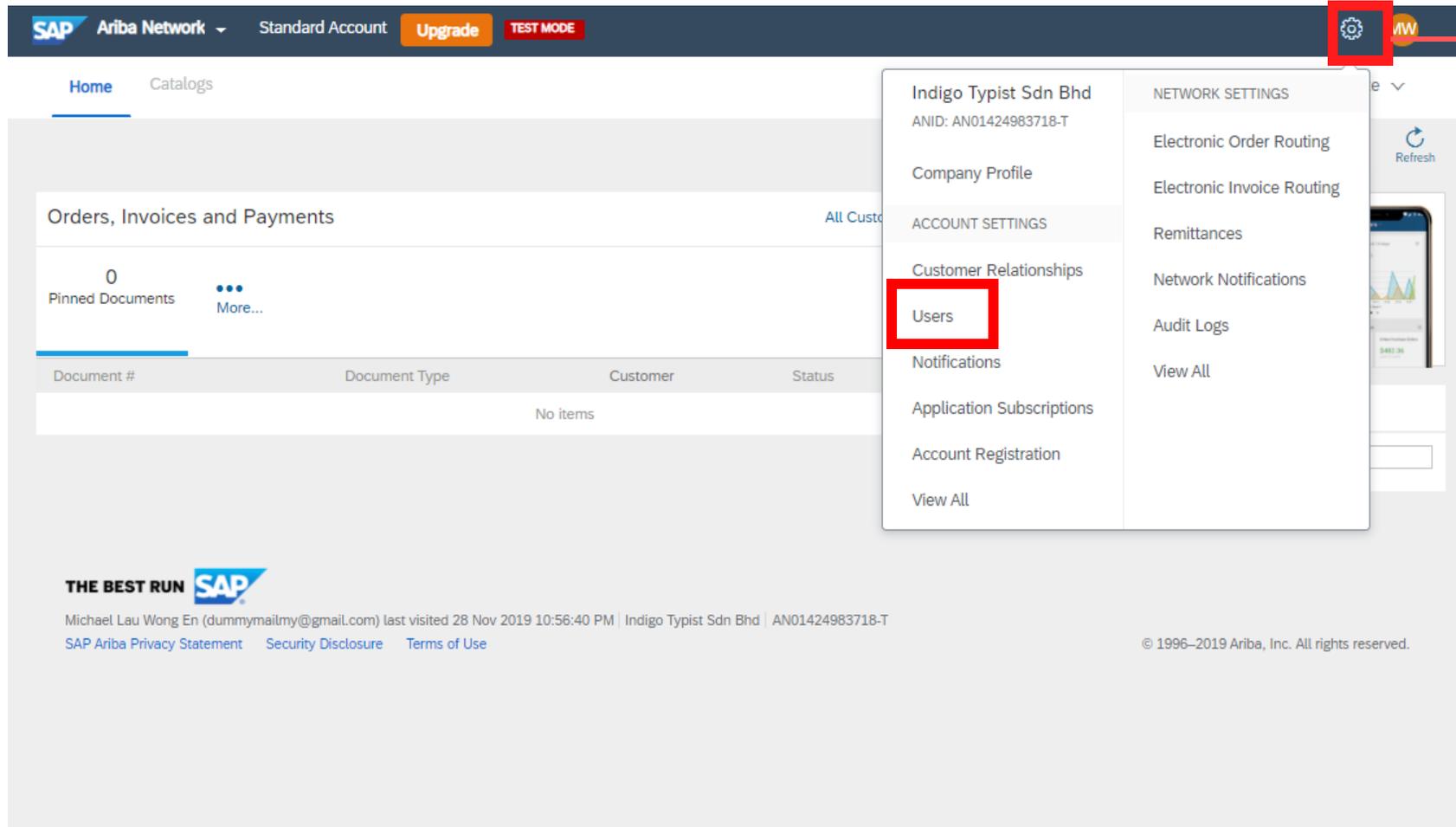
1 Change the email address to the correct email address and click 'save' to complete changes.

2 Change the name (if required) and click 'save' to complete changes.

ADDING AND EDITING USER ROLES

This section explains how to add, edit and assign user roles in the SAP Ariba Portal.

1. Users setting in Ariba Network



The screenshot shows the SAP Ariba Network interface. At the top, there is a navigation bar with the SAP logo, 'Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. A gear icon for settings is highlighted with a red box. A dropdown menu is open, showing various settings categories. The 'Users' option is highlighted with a red box. The main content area shows 'Orders, Invoices and Payments' with a table of pinned documents (0 items) and a 'Refresh' button. The footer contains the SAP logo, user information, and copyright notice.

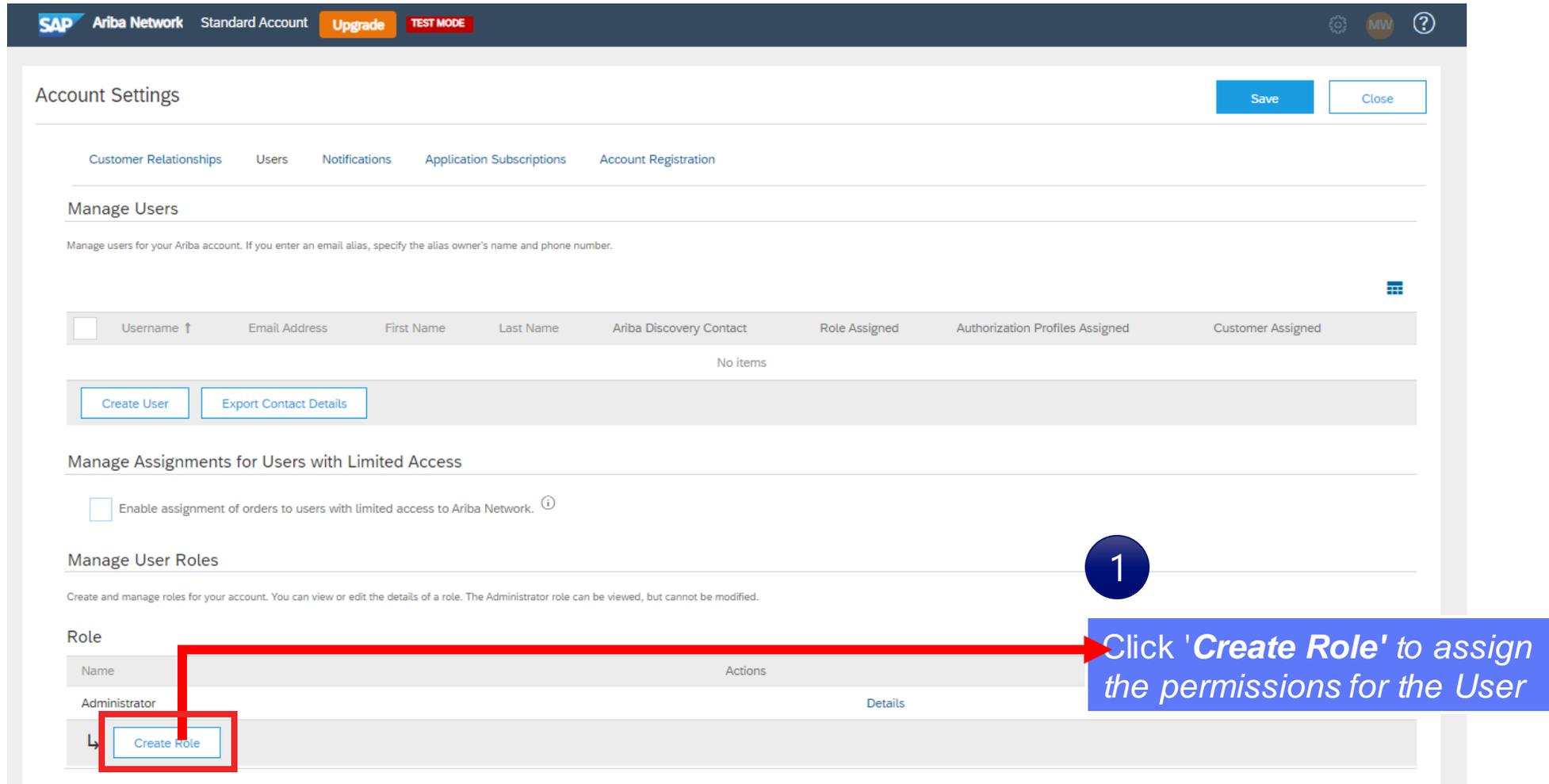
Document #	Document Type	Customer	Status
No items			

1

Click 'Settings' icon, on drop-down menu choose 'Users'

***This action can only be carried out by the Account Administrator**

2. Create Role



SAP Ariba Network Standard Account Upgrade TEST MODE

Account Settings Save Close

Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned
No items								

Create User Export Contact Details

Manage Assignments for Users with Limited Access

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.

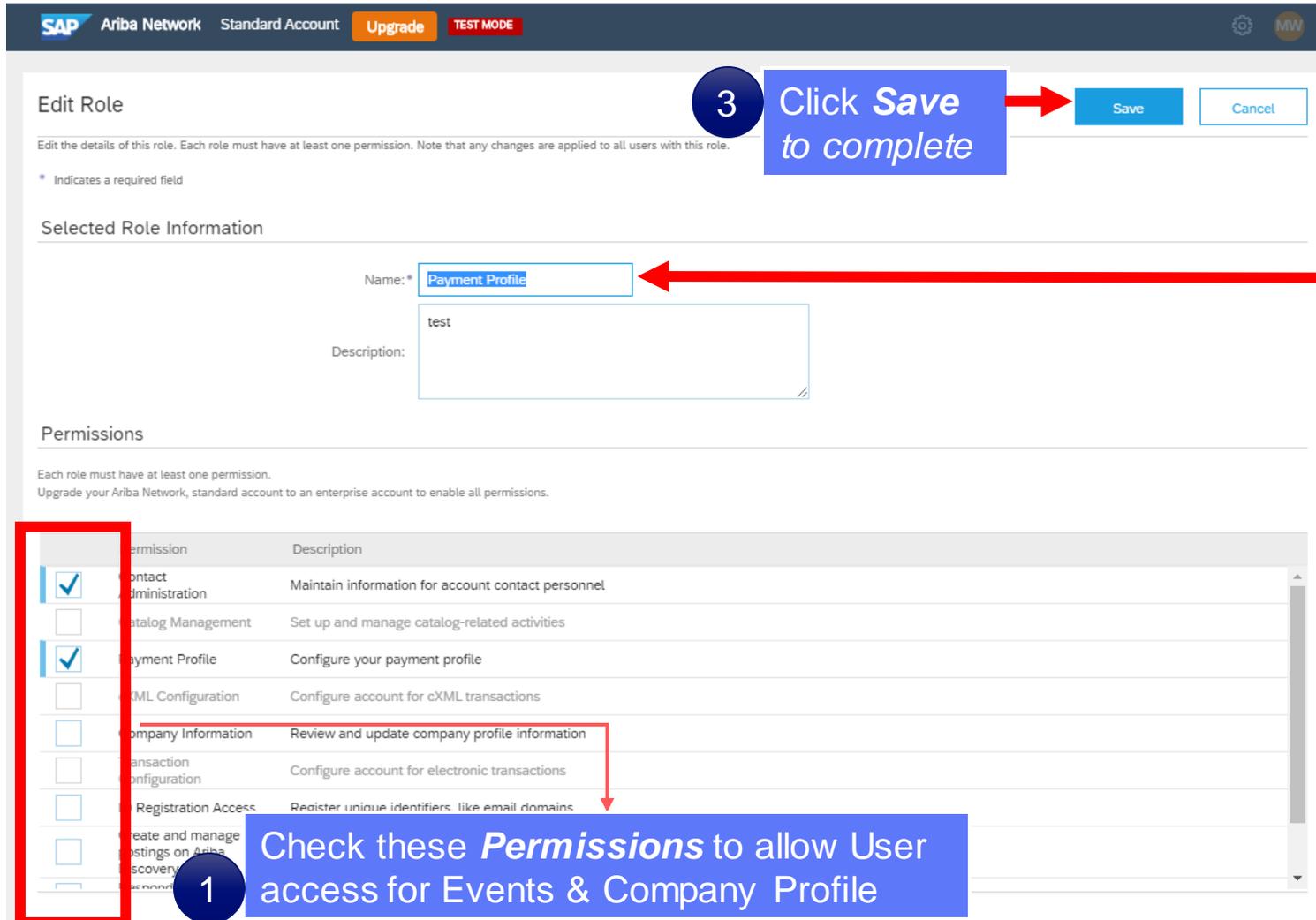
Role	Name	Actions
Administrator	Administrator	Details
	Create Role	

1

Click 'Create Role' to assign the permissions for the User

***This action can only be carried out by the Account Administrator**

3. Create Role: Set Permissions for the User

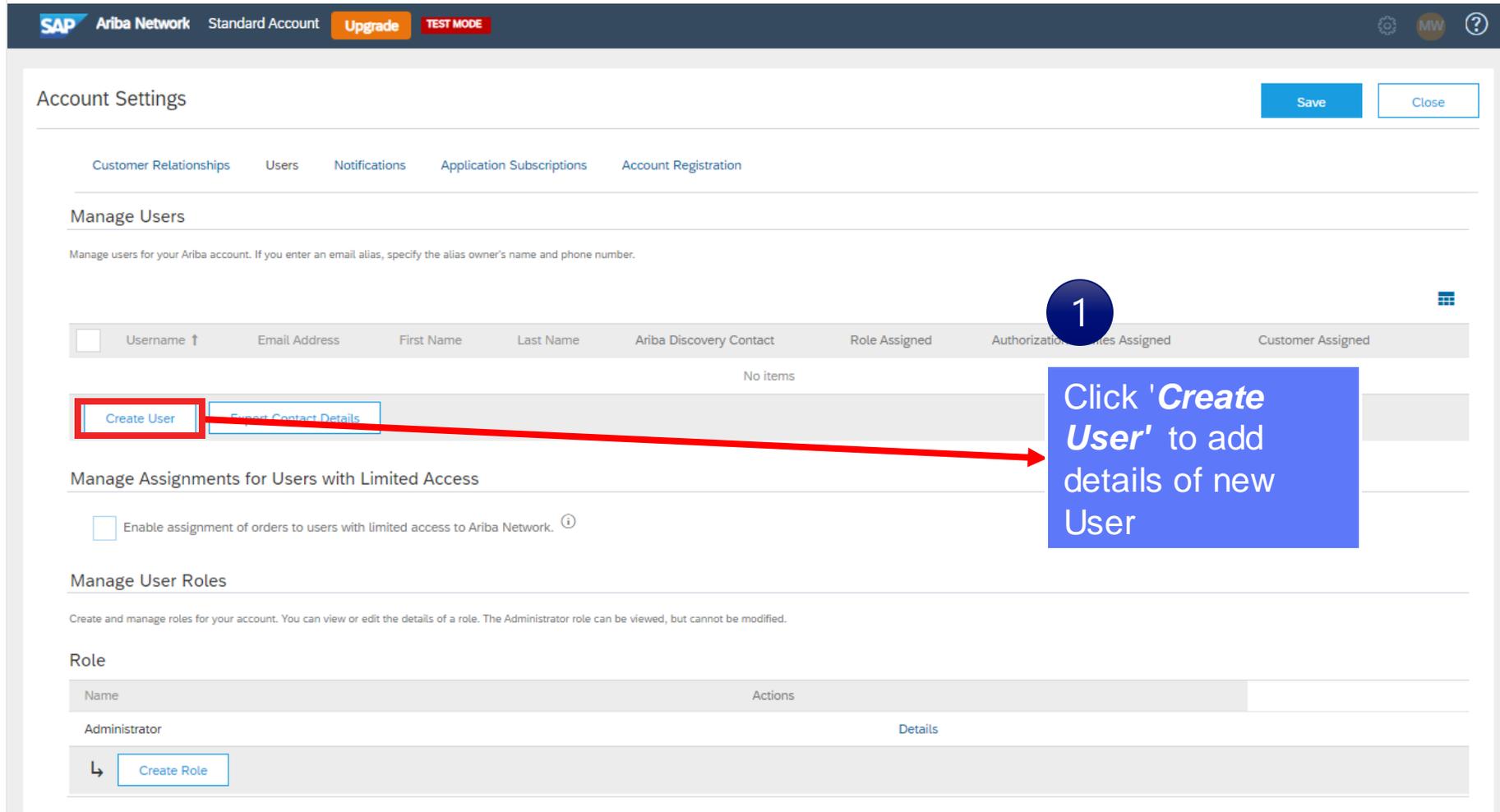


The screenshot shows the 'Edit Role' interface in SAP Ariba Network. At the top, it displays 'Ariba Network Standard Account' and 'Upgrade TEST MODE'. The main section is titled 'Edit Role' and includes a 'Save' button and a 'Cancel' button. A blue callout box with the number '3' points to the 'Save' button, containing the text 'Click Save to complete'. Below this is the 'Selected Role Information' section, which has a 'Name' field containing 'Payment Profile' and a 'Description' field containing 'test'. A blue callout box with the number '2' points to the 'Name' field, containing the text 'Name the permission'. At the bottom is the 'Permissions' section, which contains a table of permissions. A red box highlights the first two rows of the table, and a blue callout box with the number '1' points to these rows, containing the text 'Check these Permissions to allow User access for Events & Company Profile'. The table has columns for 'Permission' and 'Description'.

Permission	Description
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input checked="" type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> Registration Access	Register unique identifiers, like email domains
<input type="checkbox"/> Create and manage listings on Ariba Discovery	
<input type="checkbox"/> ...	

***This action can only be carried out by the Account Administrator**

4. Create User



The screenshot shows the SAP Ariba Network Account Settings page. The top navigation bar includes the SAP logo, 'Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area is titled 'Account Settings' and contains several tabs: 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', and 'Account Registration'. The 'Users' tab is active, showing a 'Manage Users' section with a table header and a 'Create User' button. A red box highlights the 'Create User' button, and a red arrow points to a blue callout box that says 'Click 'Create User' to add details of new User'. A circled '1' is also present above the table header.

Account Settings Save Close

Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization	Roles Assigned	Customer Assigned
No items									

Create User Edit Contact Details

Manage Assignments for Users with Limited Access

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.

Role	Actions
Administrator	Details

↳ Create Role

***This action can only be carried out by the Account Administrator**

5. Create User: Key in Details

Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username:* ⓘ

Email Address:*

First Name:*

Last Name:*

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: Area: Number:

2
Click **Done**
to complete

1
Kindly fill in the
New User
Information

***This action can only be carried out by the Account Administrator**

6. Assign Role created

Role Assignment

Name	Description
<input checked="" type="checkbox"/> TestRole	Access RFP, Auction Access Company Profile

Customer Assignment

1

Check **Role** created earlier and tick the box to give User proper access

to Customer: All Customers
 Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [SAP Ariba Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

2

Click '**Done**' to complete

Done

Cancel

***This action can only be carried out by the Account Administrator**

7. Email received by New User

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> |  1 | Tue 2:25 PM
Your User ID on the Ariba Account.

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 Right-click or tap and hold here to download pictures. T...

Dear Sanjivan Naicker,

This message contains important information about your new Ariba user account.
You have been enabled to access your company's Ariba account (ANID:AN01419521817-T) with the following username:

Username: **test-group-procurement@gamuda.com.my**

Important: Your username is part of your login information to your Ariba user account and should be kept confidential.

For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

Please click on the following link and log in to your user account using your username and temporary password. You will be asked to provide a new password and set up your secret question and answer. The secret question and answer is used to uniquely identify you if you need to reset your password.

<https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba>

1

The New User will receive a **Username** via email to use for logging in to Ariba Network account

8. Temporary Password received by New User

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> |  1 | Tue 2:25 PM
Your password on the Ariba Network Account.

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 Right-click or tap and hold here to download pictures. T...

Dear Sanjivan Naicker,

This message contains important information about your new user account related to your company's Ariba account(AN01419521817-T).

Your temporary password to access your new user account is:

Temporary Password: **XPwU4xdR**

For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new Ariba user account.

If you have any questions, contact your Account Administrator:

DEREK LIM
supplier.dereklim@gmail.com
+60 (19) 1234567

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

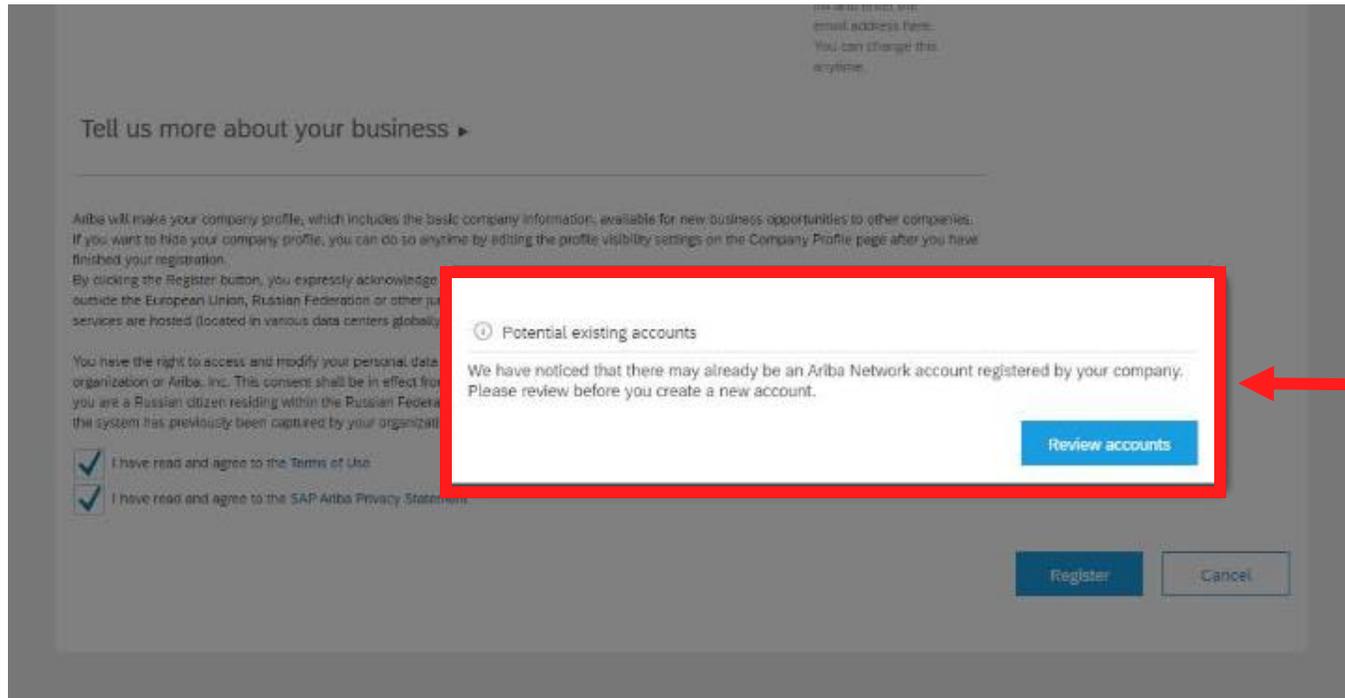
1

The New User will also receive a temporary password to reset your account password

HANDLING DUPLICATE ACCOUNTS

This section explains the process of how to deal with duplicate accounts on SAP Ariba Portal.

1. Receive Notification Regarding Potential Existing Accounts



1

When you try to Sign Up to your account, a pop-up box will appear, notifying you regarding ***Potential Existing Accounts.***

To review the problem, click on ***'Review Accounts'***

2. Reviewing Duplicate Accounts

1

You will then be asked to review for any duplicate account.

Kindly identify if there is another company registered with the exact same name as your company under the **'search results'** section

SAP Ariba Network ?

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Supplier Co.	supplier.dereklm@gmail.com			Test1 PJ Malaysia 12345

20 search results found

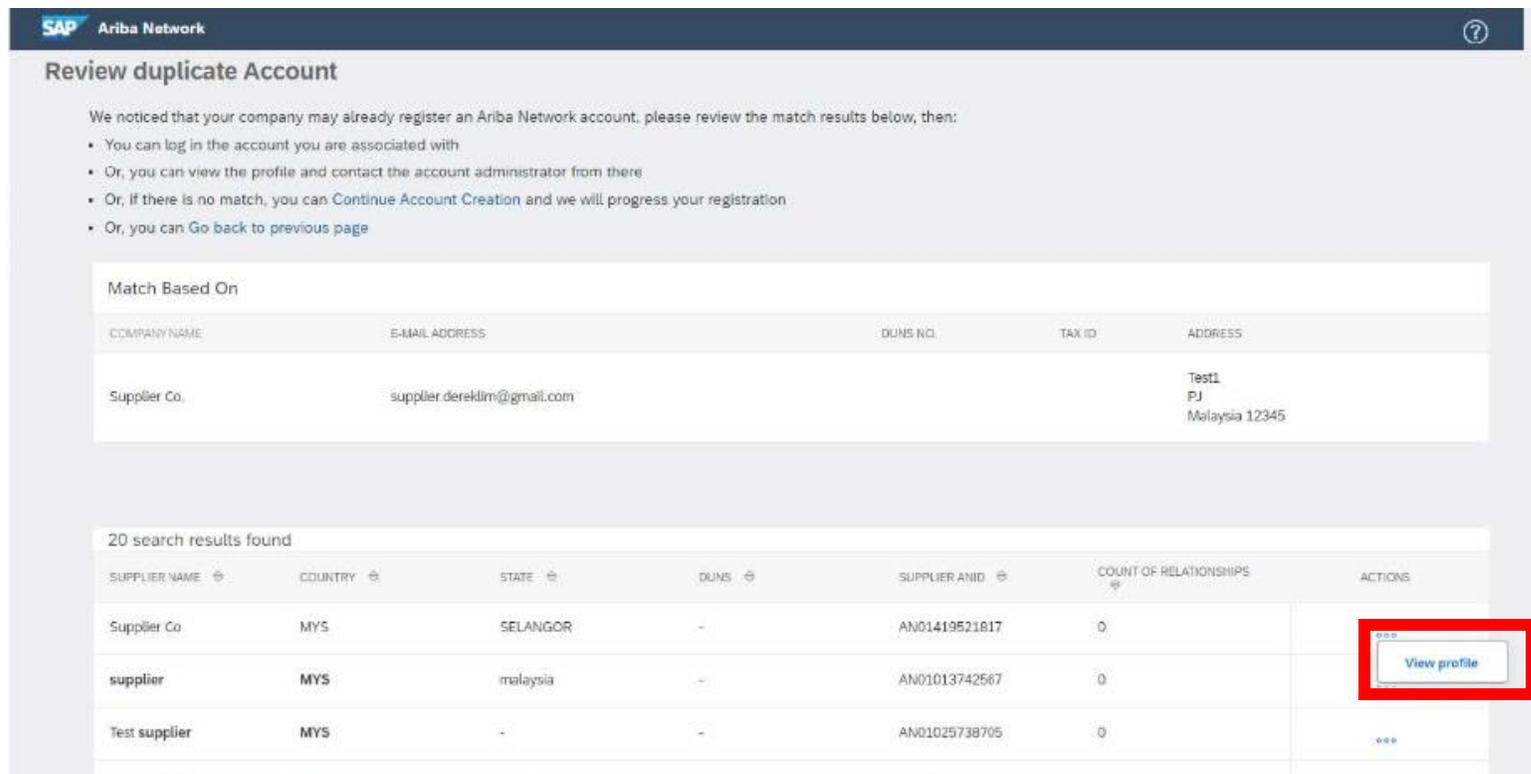
SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	COUNT OF RELATIONSHIPS	ACTIONS
Supplier Co	MYS	SELANGOR	-	AN01419521817	0	...
supplier	MYS	malaysia	-	AN01013742567	0	...
Test supplier	MYS	-	-	AN01025738705	0	...

3. Next Steps After Identifying Duplicate Account

1

Once you have identified your duplicate account, under the **Actions** tab, click on the 3 dotted icon along the duplicated account you have identified.

A tab showing '**View Profile**' will appear. Kindly click on **View Profile** to proceed.



Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

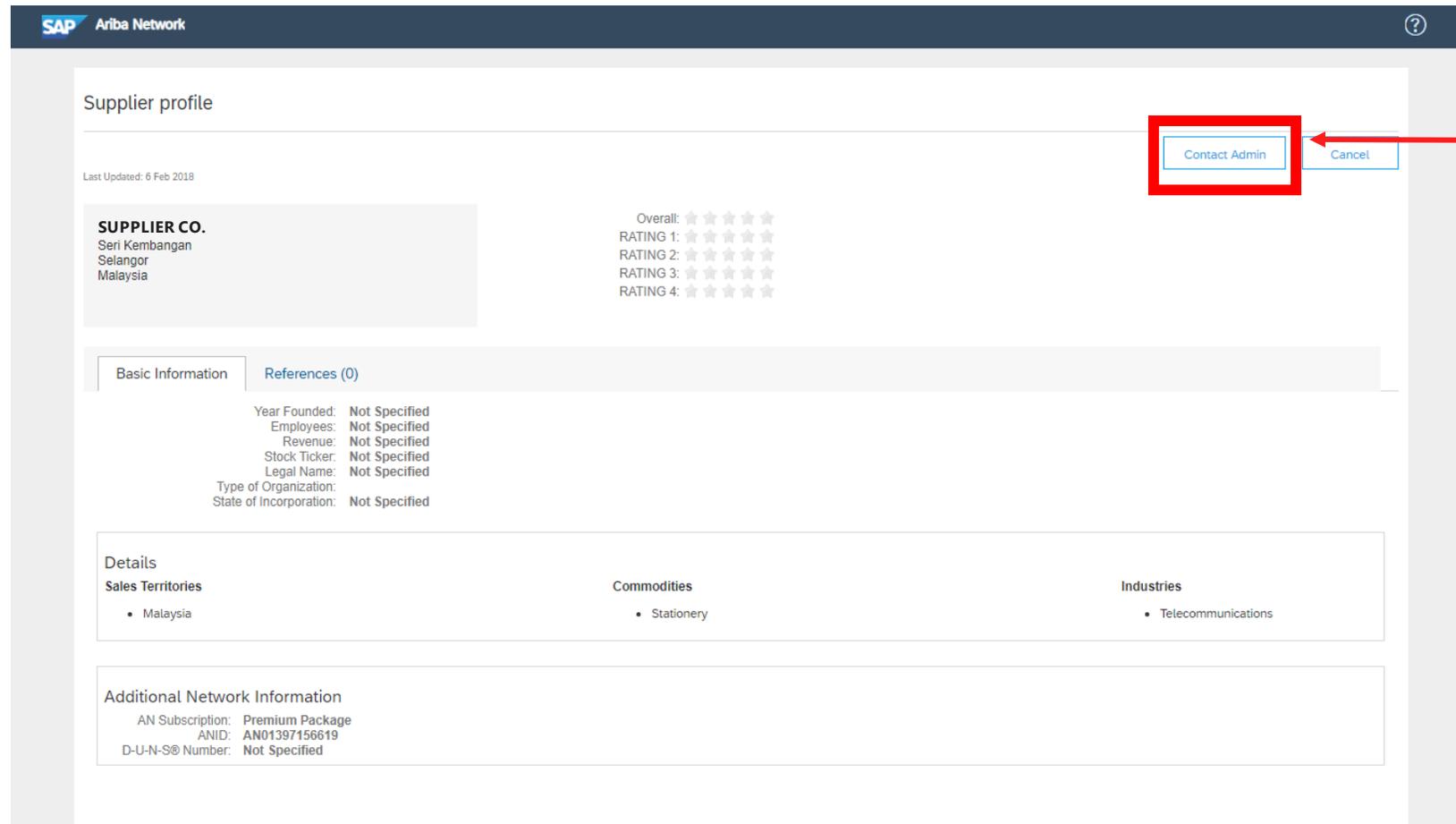
Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Supplier Co.	supplier.dereklim@gmail.com			Test1 PJ Malaysia 12345

20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	COUNT OF RELATIONSHIPS	ACTIONS
Supplier Co	MYS	SELANGOR	-	AN01419521817	0	...
supplier	MYS	malaysia	-	AN01013742567	0	View profile
Test supplier	MYS	-	-	AN01025738705	0	...

4. Contacting The Administrator



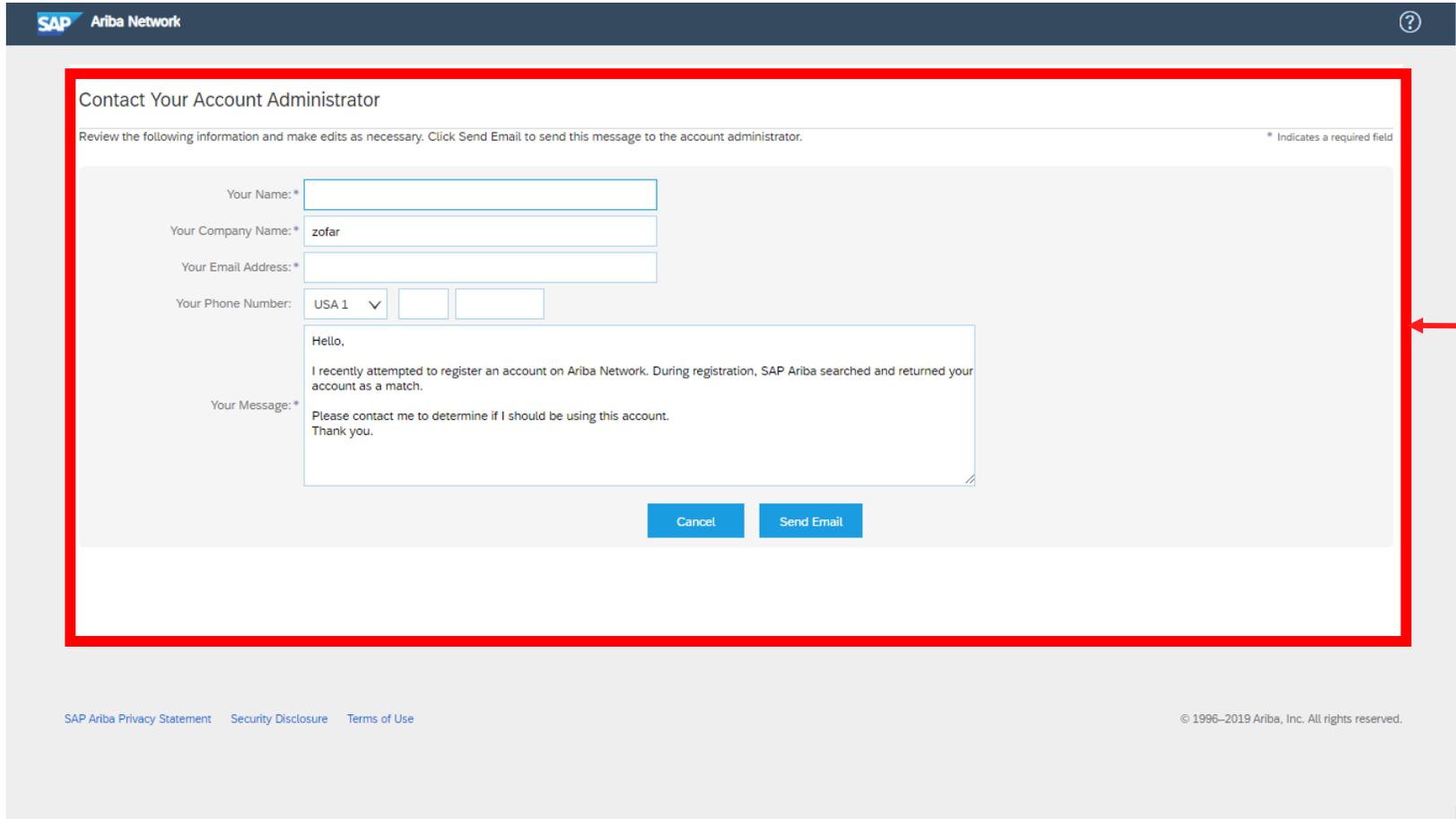
The screenshot shows the SAP Ariba Network interface for a supplier profile. The page title is "Supplier profile" and it includes a "Last Updated: 6 Feb 2018" timestamp. The supplier name is "SUPPLIER CO." with location details "Seri Kembangan, Selangor, Malaysia". There are four star ratings for Overall, Rating 1, Rating 2, Rating 3, and Rating 4. A "Basic Information" tab is active, showing fields like Year Founded, Employees, Revenue, Stock Ticker, Legal Name, Type of Organization, and State of Incorporation, all marked as "Not Specified". Below this, there are sections for "Details" (Sales Territories: Malaysia), "Commodities" (Stationery), and "Industries" (Telecommunications). At the bottom, "Additional Network Information" includes AN Subscription (Premium Package), ANID (AN01397156619), and D-U-N-S@ Number (Not Specified). A red box highlights the "Contact Admin" button, with a red arrow pointing to it from a blue callout box on the right. A blue circle with the number "1" is also present near the callout box.

1

You will be redirected to the Supplier profile page.

There, you may contact the Admin of the respected supplier by clicking 'Contact Admin'

5. Filling Details When Contacting Account Administrator



SAP Ariba Network

Contact Your Account Administrator

Review the following information and make edits as necessary. Click Send Email to send this message to the account administrator. * Indicates a required field

Your Name:*

Your Company Name: * zofar

Your Email Address:*

Your Phone Number: USA 1

Your Message:*

Hello,
I recently attempted to register an account on Ariba Network. During registration, SAP Ariba searched and returned your account as a match.
Please contact me to determine if I should be using this account.
Thank you.

Cancel Send Email

[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

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1

You are required to fill in your details to contact the Administrator Account.

The respective administrator will be notified via Ariba.

GETTING SUPPORT

Need some help? This section explains how to get support.

Assistance from Gamuda Group Procurement

Contact Gamuda Group Procurement for business support and sourcing event related items such as:

- i. Clarification on lot or line items in RFP/RFx or Auction
- ii. Event commercial terms
- iii. Unable to participate in a sourcing event
- iv. Registration process



1300 82 0030

(Monday – Friday, 9:00am – 5:00pm)



group-procurement@gamuda.com.my

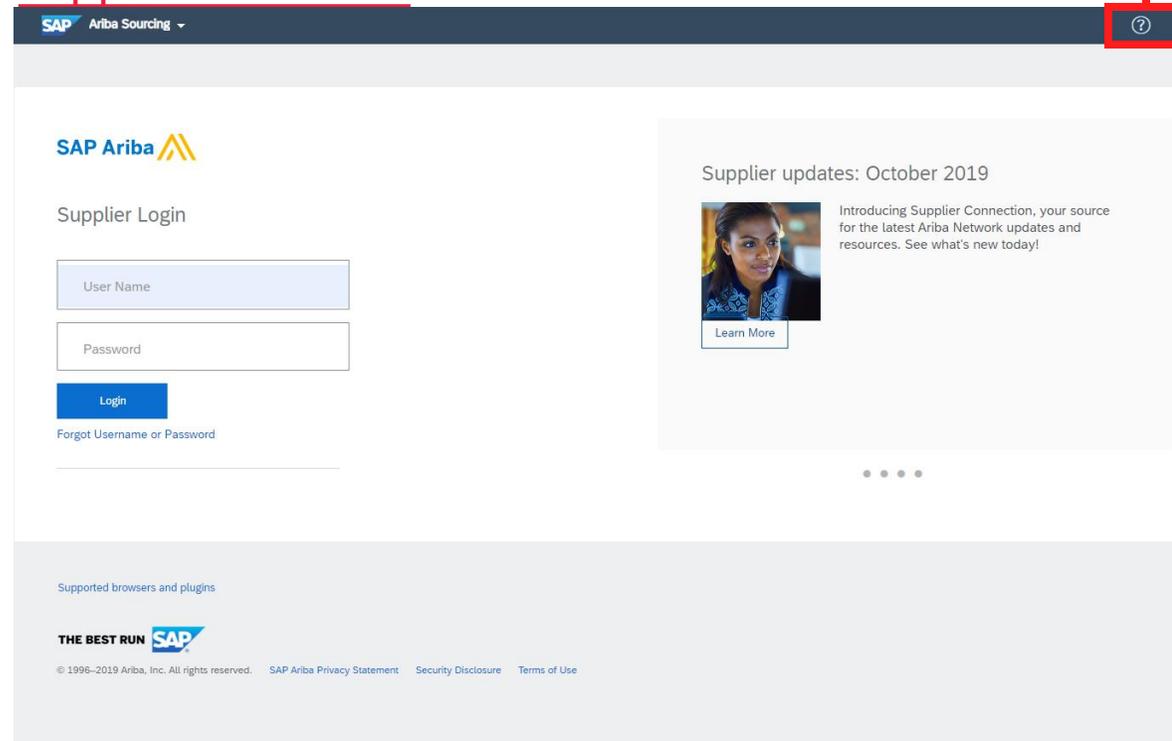
Assistance from SAP Ariba

Contact SAP ARIBA for technical support such as:

- i. Unable to login
- ii. Unable to view a page on the SAP Ariba Supplier Portal
- iii. Facing difficulty navigating SAP Ariba

Click on the '?' icon

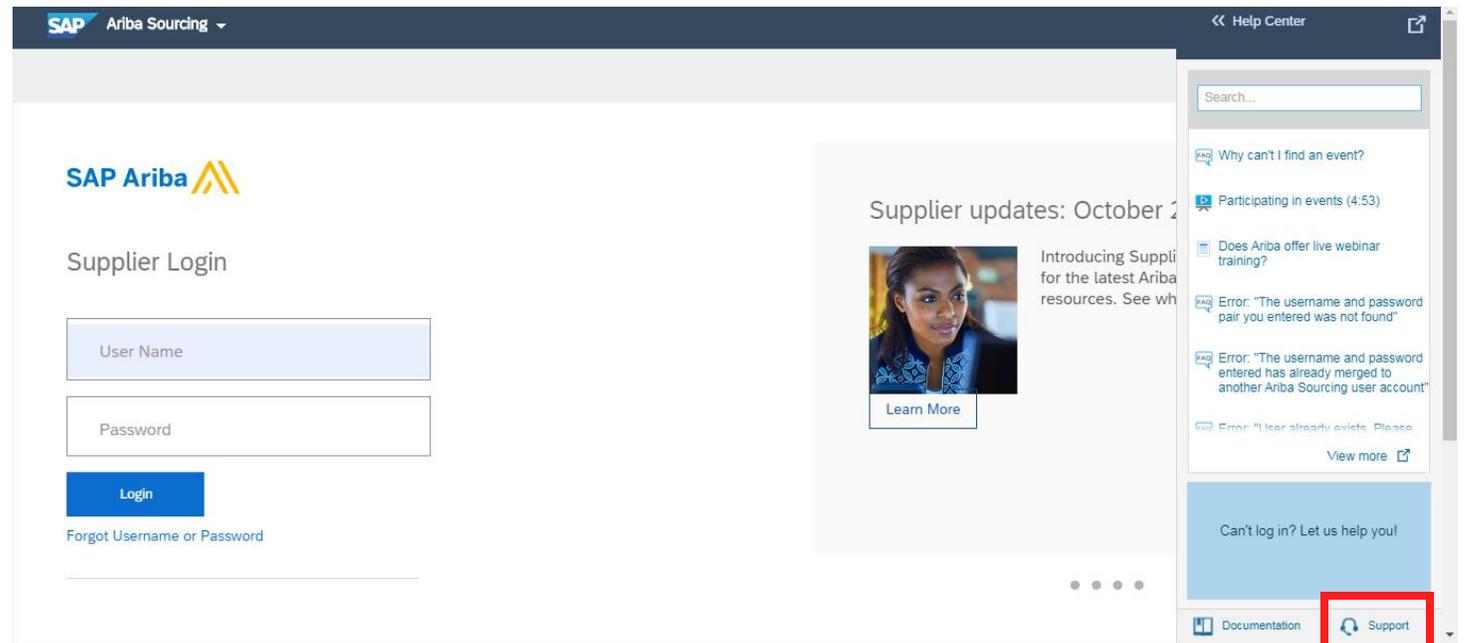
supplier.ariba.com



Assistance from SAP Ariba

You will then be directed to the **Help Center** section

supplier.ariba.com



The screenshot shows the SAP Ariba Supplier Login page. The main content area includes the SAP Ariba logo, the text 'Supplier Login', and input fields for 'User Name' and 'Password'. A blue 'Login' button is present, along with a link for 'Forgot Username or Password'. The right sidebar is titled 'Help Center' and contains a search bar, a list of help topics, and a 'Support' button highlighted with a red box and arrow. The help topics include: 'Why can't I find an event?', 'Participating in events (4:53)', 'Does Ariba offer live webinar training?', 'Error: "The username and password pair you entered was not found"', 'Error: "The username and password entered has already merged to another Ariba Sourcing user account"', and 'Error: "User already exists. Please'.

Click on **Support**



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