

Instructions to Access Ariba

Supplier Profile



Receiving Invitation and Registering your Company Profile

eSourcing Solutions

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Purpose

Welcome,

This instruction guide has been created by Cargill for your reference as you respond to our sourcing events.

For additional assistance (Ariba technical issues) please contact:

United states and Canada (toll free) : 1 866 218 2155

United Kingdom (freephone) : 0800 358 3556

Europe : +44 20 7187 4144; Asia: +65 6311 4745

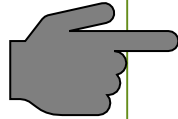
All other locations, call +1 412 222 6153

Sincerely,

Cargill Strategic Sourcing & Procurement

Invitation to the Event

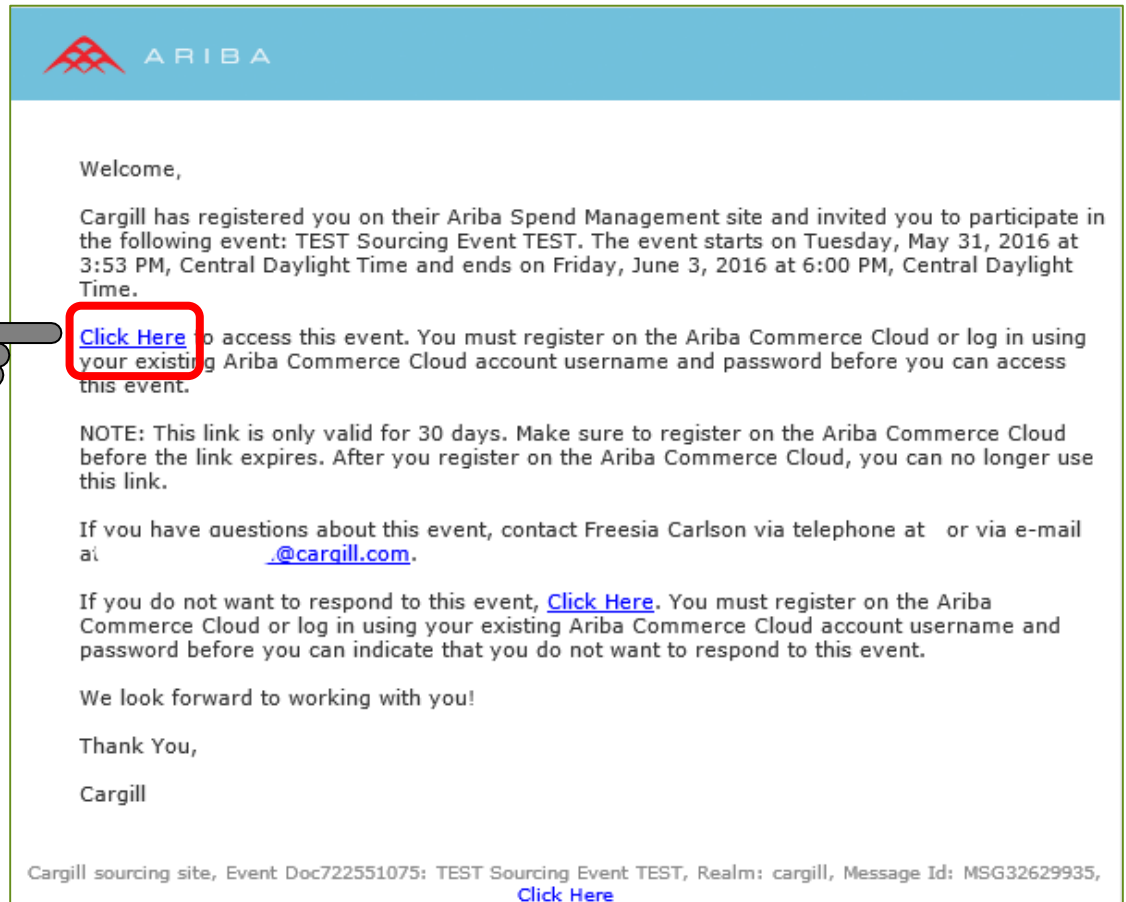
You will receive an email invitation from Cargill, indicating who from your company has been invited to participate in the bidding event.



If not found check your “spam” (Junk Mail)

You must click the link “Click Here” to enter the event.

If you are not the correct person to respond to this bid, please contact the Cargill Sourcing Manager to inform us of the correct individual.



Welcome,

Cargill has registered you on their Ariba Spend Management site and invited you to participate in the following event: TEST Sourcing Event TEST. The event starts on Tuesday, May 31, 2016 at 3:53 PM, Central Daylight Time and ends on Friday, June 3, 2016 at 6:00 PM, Central Daylight Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link 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.

If you have questions about this event, contact Freesia Carlson via telephone at or via e-mail at freesia.carlson@cargill.com.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

We look forward to working with you!

Thank You,
Cargill

Cargill sourcing site, Event Doc722551075: TEST Sourcing Event TEST, Realm: cargill, Message Id: MSG32629935, [Click Here](#)

Supplier Login Page

Welcome, Sowjanya

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

Welcome to the Ariba Network. **Cargill** has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account.

Sign up

Already have an account?

Log in

First-Time Users :

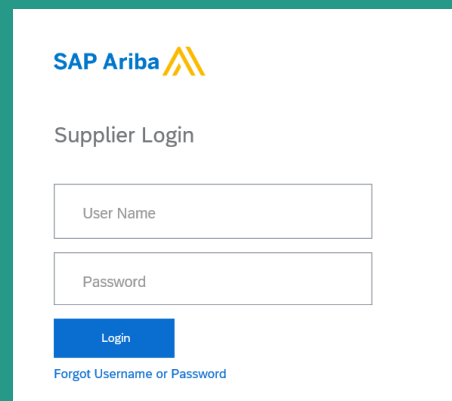
If you are a first-time user of Ariba, you must create your user profile. Click “Continue” to do this.


Note: this is appropriate for any individual who is new to Ariba, regardless of whether or not your company has used Ariba before. Even if you have a profile, if you have not previously used that profile to respond to a Cargill event, you should Continue to create new.

Returning Users :

You have previously used this profile to answer a Cargill bid. You will automatically be directed to the login page pictured beside.

After login, skip to Section 2 of this instruction guide:



SAP Ariba 

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Basic Company Information

As being an first time user after clicking on “Sign up” below page will open.

Kindly update your basic company information

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Cargill.

Company information

** Indicates a required field*

Company Name:*

Country:*

Address:*

City:*

State:*

Postal Code:*

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User Profile

After the Basic Company Information is complete, first-time users must activate their user profile.

“Complete all personal information requested.

Questions marked with * are mandatory”

User account information

* Indicates a required field

[SAP Ariba Privacy Statement](#)

Name:*

Email:*

Use my email as my username

Username:* Must be in email format(e.g john@newco.com) ⓘ

Password:* Must contain a minimum 8 characters including letters and numbers. ⓘ

Language: The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to:* Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Terms of Use and Ariba Privacy Statement

After user information is complete, you are required to agree for both terms mentioned below.

Check both the box and click “Create account and continue”

Tell us more about your business ▶


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](#)



Company Profile

After Completing the user profile and agreed for terms you will be moved into Company profile as shown below.

You should click on tab below to update the company information

The screenshot displays the Ariba Sourcing interface for a user named CARGILL. At the top, there is a navigation bar with 'Ariba Sourcing' on the left and 'Company Settings', a user profile icon, 'TestCom...', and 'Help Center >>' on the right. Below the navigation bar, the page title 'Required Profile Fields' is visible, followed by a message: 'Your customer has requested that you complete the following requested information, you can begin participating in events.' A section titled 'Required Profile Fields From Cargill' contains a 'Customer Requested Fields' area with a 'Go to Company Profile >' button. This button is highlighted with a green rectangular box, and a yellow arrow points down towards it. At the bottom of the page, the SAP Ariba logo is present, along with contact information for 'NewFreesia4 TestCompany4' and a copyright notice for '© 1996–2016 Ariba, Inc. All rights reserved.'

Company Profile Questionnaire

In the Company Profile, you will see a popup window for Cargill Requested Profile.

Please complete the questionnaire to the best of your ability. This is to provide Cargill with the general profile of your company.

Questions marked with * are mandatory. If not filled you will not be able to access the event.

The screenshot shows a web interface for the 'Cargill Requested Profile' questionnaire. The title is 'Cargill Requested Profile' with a sub-note '* Indicates a required field'. Below the title, a message states: 'Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.' There are two buttons: 'Save as Draft' and 'Submit'. A yellow warning box below says: 'Changes you make below may be subject to approval before they are accepted.' The questionnaire is divided into sections: 'Question' and '2 Cargill Custom Questions'. The questions are:

- 2.1 What is your company's legal name? * (Text input field)
- 2.2 What is your company's main address? * (Text input field)
- 2.3 Please provide your DNB number. (Text input field)
- 2.4 Is your company a subsidiary of another company? * (Dropdown menu with 'Unspecified' selected)
- 2.6 What is your annual revenue (turnover)? * (Text input field with 'USD' dropdown)

At the bottom right, there are two buttons: 'Save as Draft' and 'Submit'. The interface also shows a sidebar on the left with 'Ariba Company' and 'Basic (3)' sections, and a right sidebar with 'Logout', 'Cargill Requested Profile Information', and '9 More Fields'.

Company Profile Questionnaire

1) When you click “Submit”, the green message will appear to confirm successful submission.

You must have successful submission of this Profile Questionnaire in order to continue to the bidding event.

2) You may now Close the popup.

Ariba

Cargill Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

Status: Submitted by NewFreesia4 TestCompany4 at 05/31/2016 04:17 PM

1 Changes you make below may be subject to approval before they are accepted.

2 You have successfully submitted changes to your customer.

Question

2 Cargill Custom Questions

2.1 What is your company's legal name? *

2.2 What is your company's main address? *

123 Maple Street

2.3 Please provide your DNB number. 123456789

2.4 Is your company a subsidiary of another company? *

Company Profile Questionnaire

After closing the Profile Questionnaire, you will see this page.

1) In your Sourcing Customer list it may show “Incomplete” for Cargill. Once you click on Save it will show as complete.

2) Close the Company Profile section.

Company Profile

Save Close

Basic (4) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
Cargill	Incomplete

Public Profile Completeness

15%

Commodities

Short Description

Website

Annual Revenue

Certifications

D-U-N-S Number

Business Type

Industries

Company Description

Company Logo

Ariba Home Page

After completing the Company Profile questionnaire you will be moved into the Ariba Network page. Move to Ariba Proposals & Questionnaires page in order to see event's list.

The screenshot shows the SAP Ariba Network interface. At the top, there is a dark blue header with the SAP logo, 'Ariba Network', 'Standard Account', and an 'Upgrade' button. On the right side of the header are icons for settings, help, and user profile. Below the header, a dropdown menu is open, listing 'Ariba Discovery', 'Ariba Proposals & Questionnaires' (highlighted in yellow), 'Ariba Contract Management', and 'Ariba Network'. The main content area features a 'Documents' section with a 'Create' button and a 'Trends Refresh' widget. A mobile app promotion is visible on the right, with 'App Store' and 'Google play' buttons. At the bottom, a table header is partially visible with columns for 'Document #', 'Document Type', 'Customer', 'Status', and 'Amount'.

Document #	Document Type	Customer	Status	Amount
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List of Events

In your List of Events, you may view all events which you have been invited to – both Open events and ones previously completed.

Choose the Cargill event which you plan to respond to.

The screenshot displays the SAP Ariba Spend Management interface for a user named CARGILL. The top navigation bar includes 'SAP Ariba Proposals & Questionnaires', 'Standard Account', and an 'Upgrade' button. The main content area is divided into a left sidebar and a main panel. The sidebar contains 'Cargill Requested Profile' (with a message that all required fields are completed) and 'Public Profile Completeness' (at 39%). The main panel shows a welcome message and a table of events. The table has columns for Title, ID, End Time, and Event Type. It lists two event categories: 'Status: Completed (1)' and 'Status: Pending Selection (15)'. A 'Tasks' section is also visible below the events table.

Title	ID	End Time	Event Type
▶ Status: Completed (1)			
▶ Status: Pending Selection (15)			



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