Ariba Network Supplier Registration Guide for Los Alamos National Laboratory (LANL)

Register with LANL in the Ariba Network
Suppliers need to complete the supplier registration in the LANL Ariba Supplier Lifecycle and Performance (SLP) module. Please see below for steps on how to register with LANL on the Ariba Network.

Request an Invitation to Register with LANL in Ariba
If you have not received an invitation to register with LANL in Ariba, you may request one here (link may take up to 30 seconds to load).

Note: If you have already completed a registration request, please do not submit additional requests.

1) Fill out all required sections indicated with red asterisks in the Ariba Supplier Request, including supplier name, main address, supplier contact information, and additional information. It is recommended that you fill out as much information as possible.

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Supplier Contact Information
First Name:  
Last Name:  
Organizational Role:  
Phone:  
Email:  

Additional Information
Category(ies) your Company can provide:

Region(s) your Company can service:

Additional Comments:  
```

a. The category section is a free text to search. Select as many categories as relate to your company.
b. Providing an accurate and thorough list of categories your company can provide will assist LANL users in identifying your company as a potential supplier when making purchases from those categories.

c. The category section is a required field. The Ariba Network uses UNSPSC codes for automation in this section. Use the UNSPSC website https://www.unspsc.org/ to search for your company, services, or products. Then, copy and paste the eight-digit category code(s) from the UNSPSC website into the category section on the Ariba Supplier Request.

i. **Step one (example only):** Search for your service or product on the UNSPSC home screen.

![UNSPSC Home Screen](https://www.unspsc.org/)

ii. **Step two (example only):** Find your product(s) or service(s). You can copy and paste the eight-digit category code from the UNSPSC website into the category section on the Ariba Supplier Request.
iii. **Step three (example only):** Paste the category code into the Ariba Supplier Request. (Allow the code time to populate.) You can add as many products and services as needed.

iv. **Step four (example only):** Click on the appropriate service or product until a grey drop-down answer appears.
2) When the Ariba Supplier Request form is complete, press **Submit** on the bottom right.
3) A confirmation screen will appear showing the registration request was submitted.

![Ariba Supplier Request Form](image)

4) You will also receive a confirmation email.

![Email Confirmation](image)

Hello ZZZ LANL TEST SUPPLIER,

LANL has received your registration request and will review it for approval. Their response will be emailed to aribasuppliers@lanl.gov.

If you have any questions, please don’t reply to this email but instead contact LANL directly.

The email has been sent to you on behalf of LANL by SAP Ariba.

Upon receipt, the LANL Supplier Management Team will review and may approve your Ariba Supplier Request. If approved, the LANL Supplier Management Team will follow up by sending an invitation to register to the email address listed in your request.
Complete the Ariba SLP Supplier Registration Questionnaire

When LANL invites you to register in Ariba, you will receive an email from Ariba similar to the example below.

1) When you receive the email, click on the link “Click Here” to proceed to the next step.
   a. The email link has an expiration date for security reasons. If you click the link and receive an error message similar to the one below, please reach out to the LANL Supplier Management Team to have them re-send the invitation to register.
2) After you click on the link to register, you will have the option to sign up for an Ariba Network account or Log In with an existing Ariba Network account.

3) If you opt to sign up for a new account you will be prompted to this screen. Please fill out all the required fields. Click “Create account and continue” to proceed.
a. TIP: To find the “Products and Service Categories” and “Ship-to or Service Locations” use the browse to search for your company categories.

4) After completion, you will receive an email confirming that you created an Ariba Network Account.
(Reminder: This account creation is for your company’s Ariba Network account only. This is not the LANL supplier registration. That will be completed next).

5) If your company already has an Ariba Network account, elect to **Log in** and continue.
6) After logging in with your Ariba Network account, you will be directed to the LANL Supplier Registration Questionnaire. Please fill out all of the required fields by scrolling down the entire registration. (Depending on how you answer the registration questions, there is a minimum of 53 required fields for successful completion.)
7) Note: You have 30 days to complete the registration questionnaire; the time remaining is displayed in the top right corner of the screenshot above. If you need to save your progress and complete the questionnaire later, click on Save Draft and return at a later time. Please remember you will need to log back into Ariba Network to finish the Supplier Registration Questionnaire.

8) Click on Submit Entire Response the bottom left of the screen to submit the completed registration successfully.

9) After submitting, you will need to confirm by clicking OK.
10) You will then see your supplier registration has been submitted. At this step, it is pending approval from the LANL Supplier Management Team.

11) You will receive a confirmation email when the LANL Supplier Management Team approves your company’s registration.
Your registration process is complete.

Account Activation
Suppliers create an Ariba Network account. Then, for Enterprise accounts, suppliers will accept the Trading Relationship Request (TRR) received via email. For Standard accounts, suppliers will process an order from the initial Interactive Purchase Order (PO) received via email to activate the Ariba Network account with LANL. (Note: the initial PO’s will be received after Ariba system Go-Live.)

Configure Ariba Network Accounts
Here are instructions for supplier on configuring your Ariba Network Account: https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/#/

Once you click on the link above, you’ll be prompted to select a language.

Select Language Below

[Language options: English, French, Spanish, German, Portuguese, Chinese, Japanese, Thai]

Next, click on the Account Administration topic.
On the Account Administration page, scroll down to the Basic Configuration Settings and Advanced Configuration Settings sections to view instructions on the various configuration tasks.
Basic Configuration Settings

Click the items below to complete the configuration of your Ariba account. Refer to the instructions from your Buyer customer to know which sections are mandatory within a given relationship.

- Complete Your Profile
- Configure Your Email Notifications
- Complete Enablement Tasks
- Select Electronic Order Routing Method
- Select Electronic Invoice Routing Method
- Invoicing Tax Information
- Invoice Archival
- Configure Your Remittance Information
- Set Up a Test Account

Additional Settings

Below items give you more options to further adapt your Ariba Network account to the structure and needs of your company.

- Account Settings
- Review Your Relationships - Current and Potential
- Account Users and Administrator
- Create Roles and Users (Administrator Only)
- Edit and Modify Users (Administrator Only)
- Managing Multiple Accounts - Account Hierarchy
- Managing Multiple Accounts - Multi-Org

Start selling products and services on Ariba
Contact Ariba Support

1. For login issues such as a locked account or username/password issue:

To resolve a username/password issue or duplicate account issue, you will need to contact Ariba Support. Their phone number is: 866-218-2155 option 4, then 1 to reach a live person. If you'd like to create a ticket to have Ariba call you, below are the steps to contact Ariba support from the supplier.ariba.com page:

To access the Help Center:

1) Click the Help icon (?) on the top right corner of the page.
2) Access the Help Center by clicking Support in the bottom right corner, next to the headset icon.
3) Enter a brief description of your question or issue in the ‘I need help with’ field. You can improve your search results by searching for only the most important words. Search strings of three or fewer words tend to return better results than longer phrases or sentences.
4) Click Start.

Search results will appear below your search term. If you were unable to find a solution, respond to the questions under Contact Ariba Customer Support and you will be presented with available contact methods including Click-to-Call, Live Chat, or email. SAP Ariba uses Click-to-Call, a streamlined phone support experience.

To request a call, follow these steps:

1) Click Get help by phone.
2) Complete all required fields and provide as many details as you can:
3) Short Description: The search term you used in the previous screen will populate here, you can edit if needed.
4) Affected Buyers (if applicable): Select the buyer associated to the question or issue you're having.
5) Details: Provide document numbers, steps to reproduce an error/unexpected result, or explain what you need assistance with.
6) Review your Contact Information for accuracy and edit if necessary.
7) Click Submit.

A confirmation screen will appear once your request has been submitted and will provide you with an estimated wait time. You can also use the above steps to engage with Support by live chat (when available) and by email.

Contact LANL Supplier Management Team
Please contact LANL’s Supplier Management Team with any questions at aribasuppliers@lanl.gov.