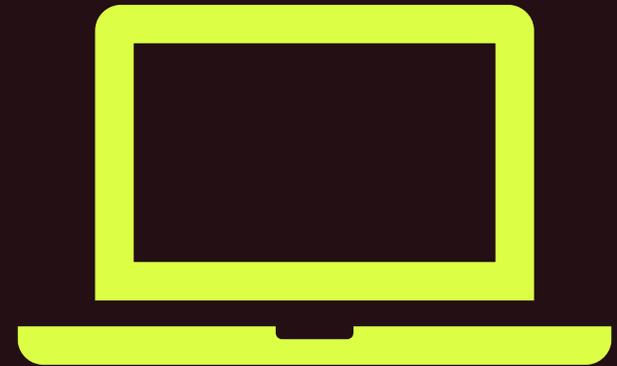


Ariba Registration Guide

A Tirlán guide to help suppliers get started with Ariba

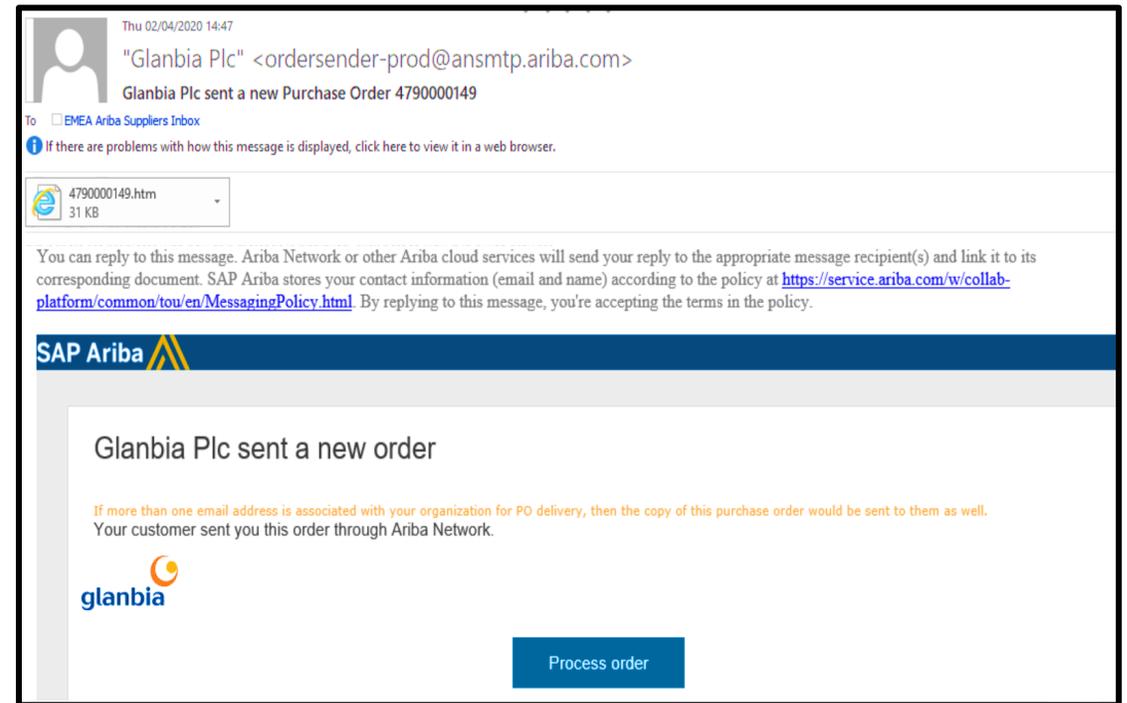


Standard Ariba Account



Registration email

- For suppliers who will be using a **Standard Ariba** account, you will create your username and password when you receive **your first Ariba PO** from Tirlán.
- Tirlán's official POs will be sent **via email** notifications from SAP Ariba.
- The subject of the email will start with **"Glanbia plc has sent a new Purchase Order...."**
- The sender of the email will be: **"Glanbia Plc" ordersender-prod@ansmtp.ariba.com**



Check your spam folder if you are having difficulty locating the email.

Registration email

- Click the **Process Order** button from the email you received with your PO and you will be brought to the Ariba webpage.

Existing Standard Account

- If you already have a Standard Ariba account when you receive your first PO from Tirlán
- Log into Ariba with your existing username and password
- Once you login, you will be able to see Tirlán documents in your existing Ariba account. It may take a few minutes to merge with your existing account



If you cannot see Tirlán documents try logging out of Ariba completely and log back in to refresh

Join **your customer** on Ariba Network!

Sign up

Already have an account? [Log in](#)



Strengthen relationships

Collaborate with your customer on the same secure network.



Connect faster

Exchange documents electronically and streamline communications.



Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

New Standard Account

- o If you are a **new** Ariba user, click **Sign Up** from the PO email to create your Ariba account

Join **your customer** on Ariba Network!

[Sign up](#)

Already have an account? [Log in](#)



Strengthen relationships
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Connect faster
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Sign up with Ariba Discovery and increase sales leads.

Company Information

- Once you Sign Up you will be asked to complete the following mandatory fields which are marked with an asterisk (*):

1. Company Name*
2. Country*
3. Address*
4. City*

- Please note that some of these fields may have already been pre-populated by Tirlán. You can edit these fields if required

Company information

* Indicates a required field

Company Name: *

Country: * ▾

Address: *

City: *

Postal Code:

State:

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.

USERNAME & PASSWORD

- Your email address will default to your username, you can change this if you wish
- **Note: All usernames must be in email format**
- Enter a password which will be used to access Tirlán POs and submit invoices going forward
- Specify the email address that PO notifications will be sent to. You have the option to change this email address and also add additional email addresses through the Account Settings feature
- Accept the Terms of Use by checking the box
- Click **Register** to finalise your account setup

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) ⓘ

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.

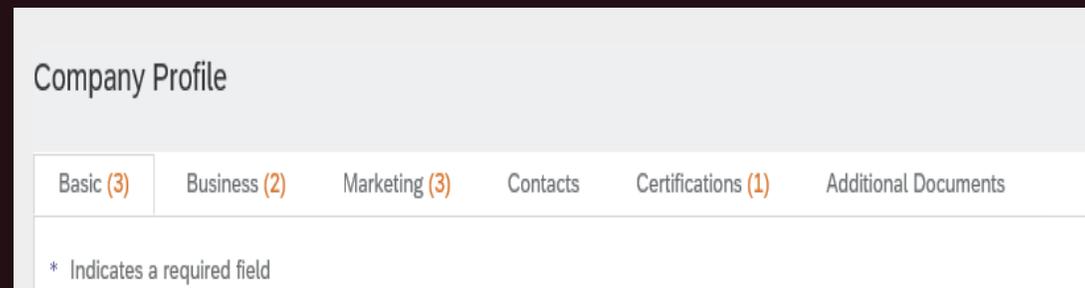
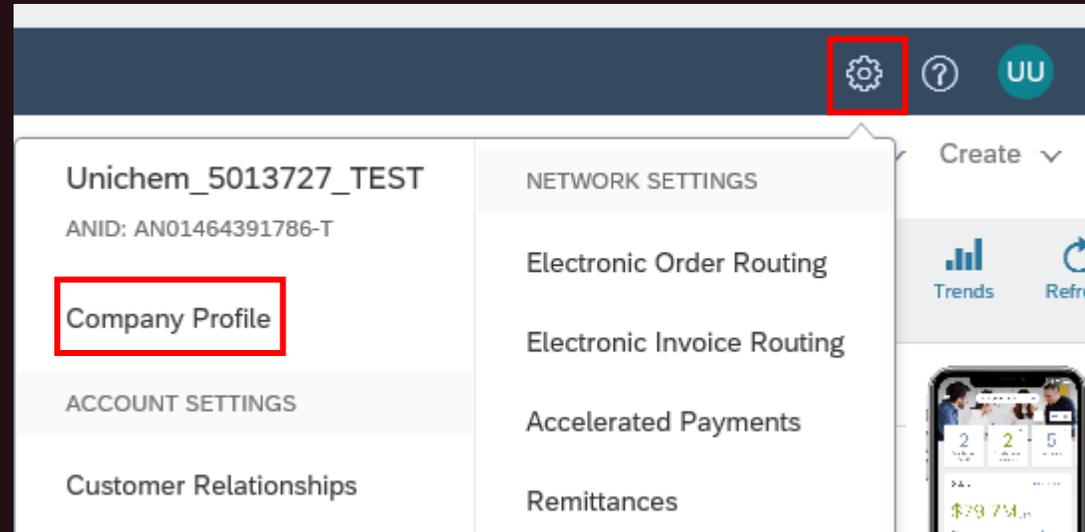
Enter more information for potential customers ▶

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 Register 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](#) and the [Ariba Privacy Statement](#)

Updating Profile Information

- In order to avoid having to manually enter information for every invoice you create, we recommend saving certain fields to your profile
- Click the Company Settings icon
- Select Company Profile



Company Classification

- On the first tab 'Basic' go to the bottom of the screen under Product & Service Categories
- Select **Browse** or type a keyword to search for a classification to add to your profile
- Identify any relevant category which describes the services your organisation provides
- In the **Ship-to or Service Locations** field, enter the name of the country your organisation operates in and select **Add**
- You can specify a particular county or keep it at country level e.g. Ireland

Company Profile

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

* Indicates a required field

Product and Service Categories, Ship-to or Service Locations, and Industries

Product and Service Categories*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Enter Product and Service Categories -or- [Browse](#)

Aluminum permanent mold castings Tin sand castings

Ship-to or Service Locations*

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.

Enter Ship-to or Service Location -or- [Browse](#)

Cork - Ireland

VAT / Tax ID

In order to avoid having to manually enter your VAT/ Tax ID for each invoice you create, we recommend saving certain fields to your profile

- Click to the 'Business' Tab
- Scroll down to Tax information
- Enter your Tax/Vat ID in both the Tax ID and Vat ID fields
- Click Save

Company Profile

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

* Indicates a required field

Business Information

Tax Information

Tax Classification:

Taxation Type:

Tax ID: ⓘ Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID:

VAT Registered

Enterprise Ariba Account



Existing Enterprise Account

- If already have an existing **Enterprise Ariba Account**, you will receive a **Trading Relationship Request (TRR)** that you must accept to add Tirlán as a customer to your account
- Note - Your Ariba account may be set up to automatically accept TRRs from customers
- Once the TRR is accepted, documents from Tirlán are added to your **Inbox**
- You'll receive an email notification from SAP Ariba when the customer relationship and documents are fully transferred to your existing account

New Enterprise Account

- If you are a new Ariba customer and have requested to be setup with an Enterprise Account through Tirlán, you will be supported during the setup process by Ariba and Tirlán
- Suppliers will be provided with an opportunity to attend webinars with SAP Ariba as well as provided with useful materials to help you get started and maximise the additional features you receive with an Enterprise Account such as hosting catalogues for your customers
- When the setup process is complete, you will receive a Trading Relationship Request (TRR) through your newly created Ariba account which you will need to accept before you can begin to receive POs from Tirlán

Need Help?

Contact Us at

apcustomersupport@glanbia.ie

+353 58 22345



