



Supplier Registration Guide

A guide for Tirlán suppliers to register on Ariba prior to taking part in Sourcing events.

v 2.0



INVITATION EMAIL

- You will receive an email invitation from SAP Ariba asking you to register and set up an account.
- Having received this email, use the link “**Click Here**” to continue to the registration page.

Welcome, Supplier.

TIRLAN has registered you on Ariba and invited you to participate in the following event :
TEST EVENT 20260518.

The event starts on Monday, May 18, 2026 at 8:16 AM, Pacific Daylight Time and ends on
Wednesday, June 17, 2026 at 8:16 AM, Pacific Daylight Time.

You must register on Ariba or log in using your existing account details if you are already
an Ariba customer before you can access the event.

Please use [Click Here](#) to access this event.

Please note the e-mail link is only valid for a single use into Ariba.

After you register on Ariba please ensure to use the link below to access the tender.

<https://service.ariba.com/Sourcing.aw/124991006/aw?awh=r&awssk=ZzLbjxr7&dard=1>

Thank You

Miroslav Felber

TIRLAN Purchasing Team

An Ariba Network profile is needed to participate in any sourcing events.

SIGNING UP

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network.
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics.
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities.

[About this invitation](#) [Learn More](#)

Tirlán

Connect with TIRLÁN LIMITED on SAP Business Network to collaborate.

We found existing accounts based on the information you entered. Please review.

[Review Accounts](#)

or

- Click **Create new account** to generate your username and password.
- If you have accessed Ariba before and have a username and password, you can select **User existing account**.

SIGNING UP

< Back

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Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Verify your email before you proceed...

Please provide the email that you want to use to create your new account.

Email: *

██████████@gmail.com

Proceed

- Verify your email before you proceed

SIGNING UP

The screenshot displays the SAP Business Network registration process. It shows an email notification with the SAP Business Network logo, a greeting, and a One Time Password (OTP) highlighted in a red box. Below the email content is a sidebar titled "Benefits of a business relationship on SAP Business Network" with three points: "1. Streamline business processes", "2. Enhance visibility", and "3. Grow your business". The main content of the email states that the OTP is valid for 30 minutes and provides instructions to enter it to start registration. The email is signed "Sincerely, SAP Business Network".

Below the email is a verification page titled "Enter your One Time Password". It prompts the user to enter the OTP sent to "mirofelbertest@gmail.com" and notes that the password expires in 30 minutes. A red box highlights the input field for the OTP, which consists of six empty boxes. A "Continue" button is located below the input field.

- Enter one time password which was sent to your email address.

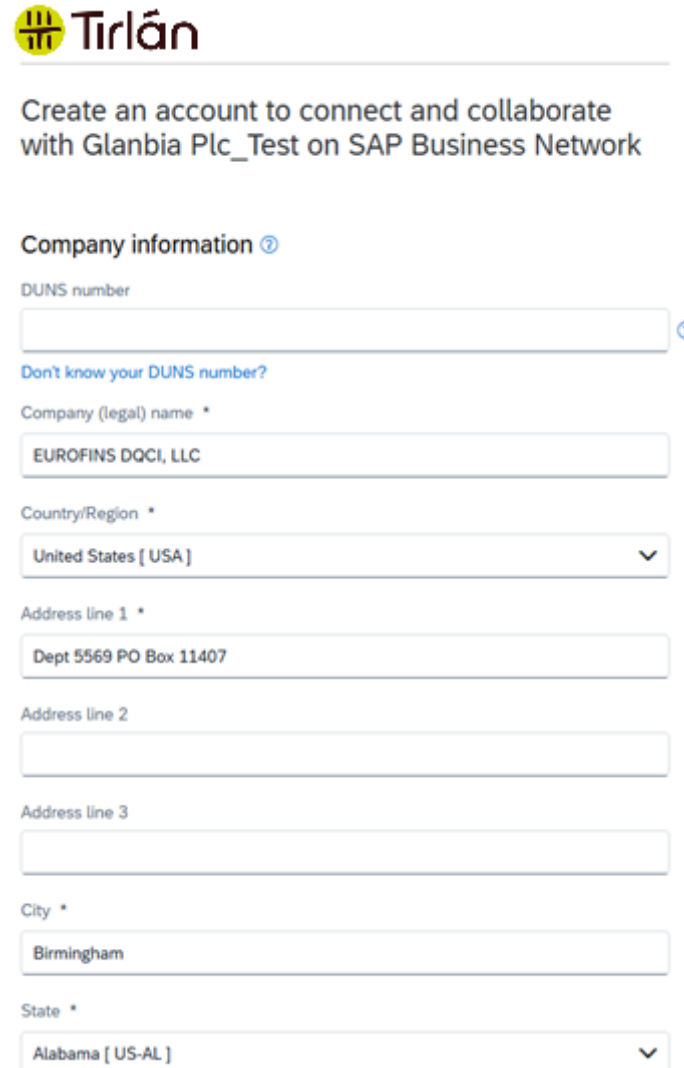
COMPANY INFORMATION

- In order to generate a username and password, you must complete the following mandatory fields which are marked with an asterisk (*):

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

- Please note that these fields may have already been populated when adding your company to the sourcing event in Ariba. You can edit these fields if required.

- DUNS number is not mandatory – Best practice is to NOT enter in a DUNS, this can be updated later once account is created.**



Tirlán

Create an account to connect and collaborate with Glanbia Plc_Test on SAP Business Network

Company information ⓘ

DUNS number ⓘ

[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

City *

State *

USERNAME AND PASSWORD

Administrator account information [?](#)

First name * Last name *

Email *


Use my email as my username

Password * Repeat password *

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 

[Privacy](#) [Terms](#)

[Create account](#)

- Verify your details and enter a **password** for your account.
- Your email address will default as your username. You can change this if you wish to another username.
- **Note:** All usernames must be in email format. This will not change the actual email address that communications about the event will be sent to. Please contact the event owner if you need to change the email address the invitation was originally sent to.

COMPANY CLASSIFICATION

- Waiting until the page redirects you to your profile. **DO NOT CLOSE THIS PAGE!!!!**

You are almost done

You will soon receive an email confirmation once your account is created. Please wait a moment. The page will automatically redirect once the process is complete.

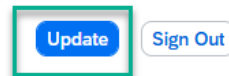


COMPANY CLASSIFICATION

- If ARIBA asks you to update the profile press the Update button. If you do not see such screen ignore the following slides and move to **EVENT ACCESS** slide #12.

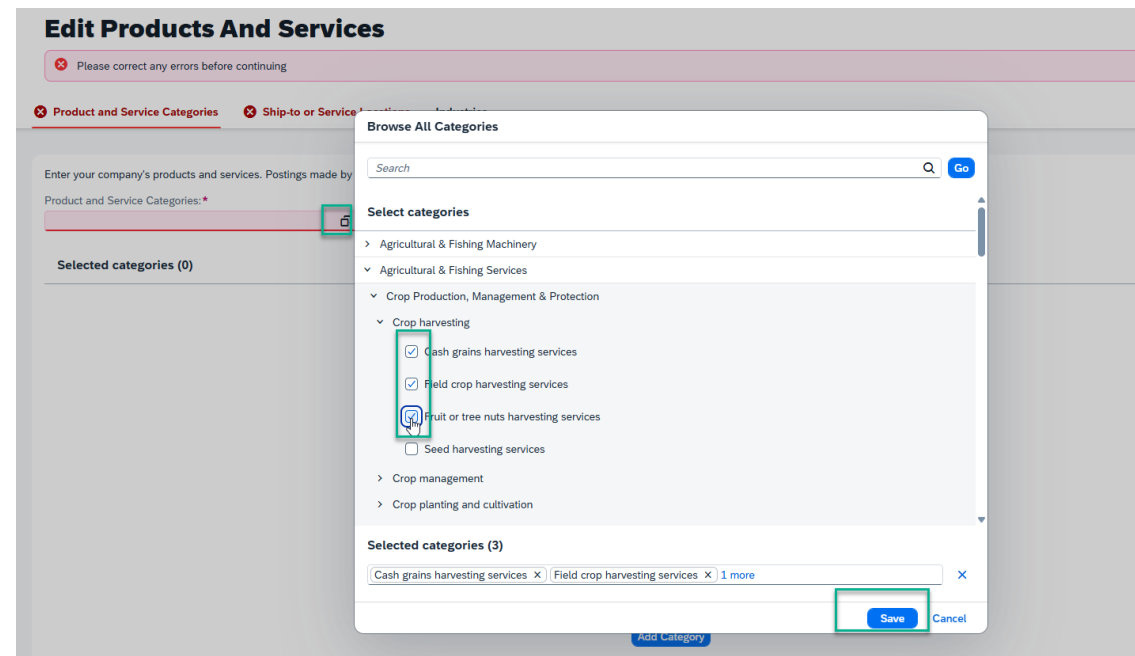
Update your company profile

You must provide your products and service categories and ship-to or service locations so that you can be discovered by customers searching for companies like yours.



COMPANY CLASSIFICATION

- Click into the field to search for a classification to add to your profile.
- Identify the relevant category which describes the services your organisation provides best.
- Use the check box to add the relevant classification to your account.
- Please note that these fields may have already been populated when adding your company to the sourcing event in Ariba. You can edit these fields if required.



SHIP-TO OR SERVICE LOCATIONS

The screenshot displays the 'Edit Products And Services' page. A modal window titled 'Browse All Locations' is open, allowing users to select locations. The modal includes a search bar, a 'Go' button, and a list of regions with checkboxes for selection. The 'United States' is currently selected. A 'Save' button is highlighted at the bottom of the modal. The background page shows a 'Ship-to or Service Locations' field with a red error message: 'Please correct any errors before continuing'.

Edit Products And Services

Please correct any errors before continuing

Product and Service Categories **Ship-to or Service Locations**

Add the locations your company ships to or serves. Buyers and If you have global capabilities, toggle on "Serve globally". After adding locations, click the building icon to mark locations

Serve Globally

Ship-to or Service Locations

Selected locations (0)

Browse All Locations

Search

Select locations (Max 10)

North America

- United States
- Bermuda
- Canada
- Greenland
- Mexico
- Saint Pierre and Miquelon

Central America

South America

The Caribbean

Selected locations (1)

United States x

Add Ship To or service locations to help customers find you faster and more accurately.

- In the **Ship-to or Service Locations** field, enter the name of the country your organization operates in and check the box next to it.
- You can specify a particular county or keep it at country level e.g. Ireland.
- Once all of the mandatory fields have been completed, save the profile

EVENT ACCESS

- Click on the Sourcing event and open the event.

The screenshot displays the SAP Business Network interface for Europe. The main navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Catalogs', 'Assessments', 'Insights', and 'Proposals & Contracts'. The 'Proposals and Contracts' section is active, showing a 'View Matched Leads (0)' button and 'Customer requested fields'. On the left, the 'Customers (2)' sidebar lists 'TIRLAN LIMITED'. The main content area features a welcome message and a table of events. The 'Events' table is expanded to show 'Status: Completed (3)' and 'Status: Open (1)'. The 'Completed' events include 'TIRLAN PROD TEST - PLEASE IGNORE WILL BE DELETED', 'TEST SOURCING EVENT COPY 260317', and 'TEST SOURCING EVENT RFP 260224'. The 'Open' event is 'TEST 20260519'. Below the events table, there are sections for 'Registration Questionnaires' and 'Qualification Questionnaires', both showing 'No items'.

Title	ID	End Time	Event Type	Participated
▼ Status: Completed (3)				
TIRLAN PROD TEST - PLEASE IGNORE WILL BE DELETED	Doc3039800379	3/25/2026 7:39 PM	RFP	Yes
TEST SOURCING EVENT COPY 260317	Doc3027083361	3/17/2026 9:20 PM	RFP	Yes
TEST SOURCING EVENT RFP 260224	Doc2988952721	2/24/2026 1:28 PM	RFP	Yes
▼ Status: Open (1)				
TEST 20260519	Doc3132582614	6/18/2026 9:47 PM	RFP	No

EVENT ACCESS

- Please note that the link used to generate your username and password cannot be used to re-access the event once you exit the webpage.
- Please use the below link to login using your newly created username and password to re-access Ariba:
[Supplier Login - Link](#)
- When you are invited to an RFX you will receive an e-mail similar to the attached screen shot.

The screenshot displays the Ariba Sourcing interface for a specific event. At the top, the header shows 'Ariba Sourcing' and user information: 'Company Settings', 'Joe Bloggs', and 'Help Center'. Below the header, there is a navigation bar with a link to 'Go back to Glanbia PLC Dashboard' and a 'Desktop File Sync' button. The main content area is titled 'Event Details' and shows the event ID 'Doc277991662 - Tirlan RFP 2019'. A yellow warning box states: 'Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.' Below this warning are three buttons: 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. On the left side, there is a 'Checklist' section with three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. The 'Event Overview and Timing Rules' section provides the following details: Owner: Kelly Allen, Event Type: RFP, Publish time: 4/9/2019 14:32, Response start date: 4/9/2019 14:35, Due date: 27/9/2019 20:00, Currency: European Union Euro, Commodity: Management Consulting and Administrative Services 80, and Regions: COIR Corporate SS and IT COIR. A 'Time remaining' indicator shows '18 days 00:08:06'.

NOTIFYING OF INTENT TO SUBMIT A PROPOSAL

The screenshot shows the Ariba Sourcing interface for an event titled 'DC Pension Scheme RFP 2019_DRAFT'. The page includes a navigation bar with 'Company Settings', 'Joe Bloggs', and 'Help Center'. A yellow banner contains the text: 'Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.' Below this banner are three buttons: 'Review Prerequisites' (highlighted with a red box), 'Decline to Respond', and 'Print Event Information'. A checklist on the left shows '2. Review and Accept Prerequisites' as the current step.

This screenshot shows a section of the Ariba Sourcing interface with a light blue background. It contains the text: 'To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.' Below this text is the question 'Would you like to accept the Bidder Agreement?' followed by a button labeled 'View Bidder Agreement' (highlighted with a red box). There are two radio button options: 'I accept the terms of this agreement.' (which is selected) and 'I do not accept the terms of this agreement.'

- Select **Review Prerequisites** to view and answer any questions that are required(*) before you can access the event content.
- Each event will contain an **Ariba Bidder Agreement** which must be accepted in order to participate and submit a proposal.
- By accepting the bidder agreement and completing any other prerequisites this notifies event owner of your intent to submit a proposal.
- The event owner will need to review and approve your Prerequisite responses in order for you to gain access to the RFX content.

REVIEWING EVENT CONTENT

- The **Content** section includes all relevant details that you will require to submit your proposal.
- Please read the instructions included carefully in order to ensure your proposal meets event owner's requirements
- Spaces will be provided for answers to questions or where an attachment is required to be uploaded.
- You can **save** your work without submitting your response. Event owner will not see any responses until you submit your proposal.

The screenshot displays a web interface for reviewing event content. At the top, it says "All Content" with a grid icon and a refresh icon. Below this is a table with one row. The table has a column header "Name ↑" and a cell containing a hyphen "-". To the right of the cell is an expand/collapse arrow. Below the table, there is a text area with the following content: "is a global leader in performance nutrition, cheese and ingredients production, striving for innovations in food. Glanbia takes pure and clean ingredients including milk, whey and grains, and using our expert knowledge and capabilities, we produce high-quality nutritional ingredients and branded consumer products for our customers and consumers worldwide." Below this text is another paragraph: "We employ over 6,900 people across 34 countries and our products are sold or distributed in over 130 countries with revenue of €2.3 billion in 2018. Our major production facilities are located in Ireland, the US, the UK, Germany and China. We have three segments; Glanbia Performance Nutrition, Glanbia Nutritionals and Joint Ventures & Associates. Our shares are listed on the Irish and London Stock Exchanges (symbol: GLB)." Below the text is a link: "For further information, please visit www.glanbia.com". Below the text area is a row with a label "2 RFP Terms and Conditions" and a "Less..." button with a minus sign. Below this row is a note: "(*) indicates a required field". At the bottom of the interface are four buttons: "Submit Entire Response" (highlighted in blue), "Save", "Compose Message", and "Excel Import".

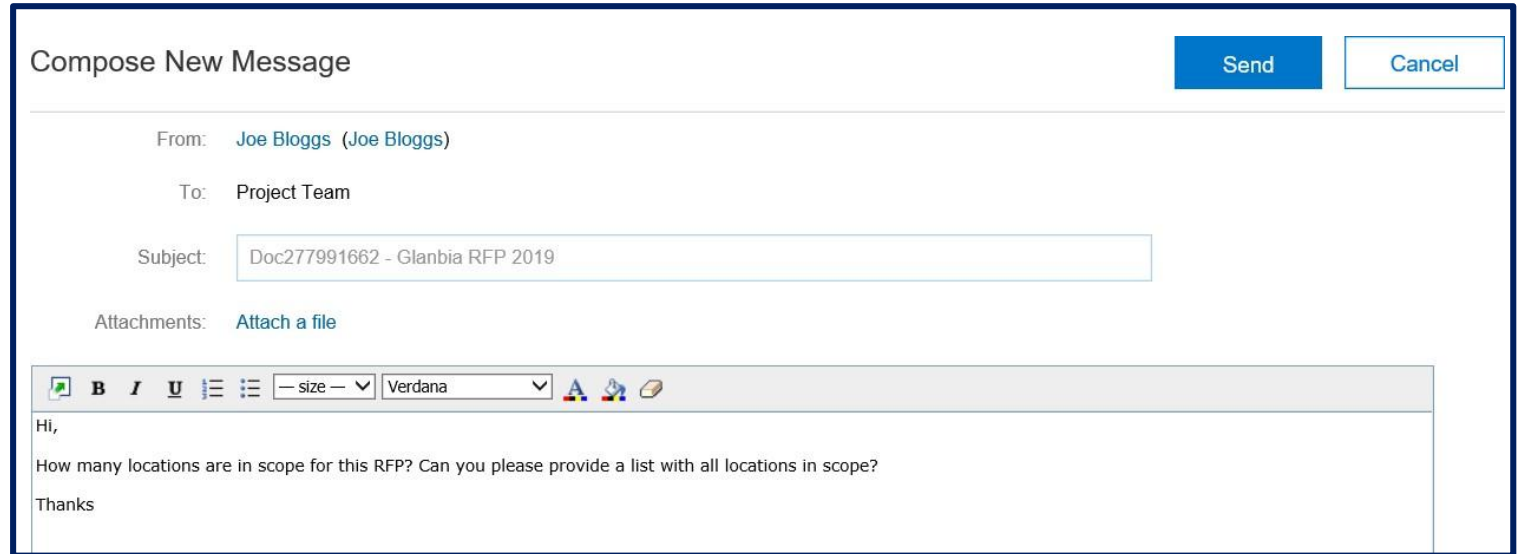
ASKING QUESTIONS

The screenshot shows the Ariba RFP interface. On the left sidebar, the 'Event Messages' menu item is highlighted with a red box. Below it are 'Response History' and 'Response Team'. Under a 'Checklist' section, there are three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. Under an 'Event Contents' section, there are two items: '1 Introduction' and '2 RFP Terms and Conditions'. The main content area is titled 'All Content' and shows a list of items. The first item is partially visible, showing text about a global leader in performance nutrition. The second item is '2 RFP Terms and Conditions'. Below the list, there is a note: '(*) indicates a required field'. At the bottom of the main content area, there are four buttons: 'Submit Entire Response', 'Save', 'Compose Message' (highlighted with a red box), and 'Excel Import'.

- All questions relating to the event must be submitted through Ariba.
- Select **Event Messages** or **Compose Message** to send a message to the Tirlan event owners.

ASKING QUESTIONS

- Compose a question to send to event Owner within the text box provided.
- To ensure fairness in the process, answers to questions will be shared with all event participants where necessary.
- Your organisation name will not be shared with other participants and will only be visible to event owner.
- Your question will only become visible if event owner shares the answer with all participants.
- Please do not include any information about your organisation within your message. Event owner may edit your question to anonymise it if necessary.



The screenshot shows a 'Compose New Message' interface. At the top right, there are 'Send' and 'Cancel' buttons. The form fields are as follows:

- From:** Joe Bloggs (Joe Bloggs)
- To:** Project Team
- Subject:** Doc277991662 - Glanbia RFP 2019
- Attachments:** Attach a file

Below the fields is a rich text editor toolbar with icons for bold, italic, underline, list, and link, along with a font size dropdown set to 'Verdana'. The message body contains the following text:

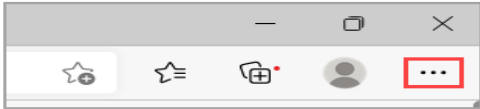
Hi,
How many locations are in scope for this RFP? Can you please provide a list with all locations in scope?
Thanks

TROUBLE SHOOTING

Q: I logged into Ariba, I changed my User ID or password and now I am unable to re-access Ariba. What action should I take?

A: Please delete your browser history and clear your cache, then re-try your log on to Ariba. You can clear your history by logging into your preferred browser, select settings, more tools, clear browsing data. Example below.

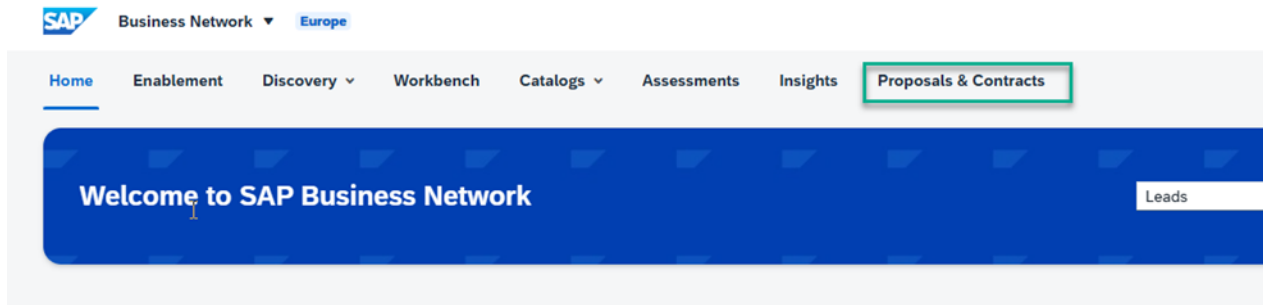
1. On your computer, open Chrome.
2. At the top right, click Settings & More .



3. Click More tools. Clear browsing data.
4. At the top, choose a time range. To delete everything, select All time.
5. Next to "Cookies and other site data" and "Cached images and files," check the boxes.
6. Click Clear data.

Q: I can log into Ariba but I cannot see my event?

A: When you are logged into Ariba, please navigate to the Ariba Proposals & Questionnaires tab. Screen grab below.



TROUBLE SHOOTING

Q: I logged into Ariba and on the Ariba Proposals & Questionnaires tab I cannot see the event. What action should I take?

A: Please check your ANID details and send them to the category manager you're currently dealing with. In order to check your ANID account check the next slide for instructions. Slide 16

Q: I have multiple accounts for my company on Ariba. I am still not seeing the event I have been invited too by the Category Manger. What action should I take?

A: Please check your ANID details and send them to the category manager you're currently dealing with. In order to check your ANID account check the next slide for instructions. Slide 16. Also check with your Ariba administrator in your organization to ensure your data or realm is connected to event owner's realm..

HOW TO CHECK YOUR ANID (Ariba Network ID)

- Insert your user name and password onto the Ariba supplier log on. Link below.
[Supplier Login - Link](#)
- To access your ANID, click on your initials in the top right of the screen. The drop down will show your account profile and your ANID number.
- Take a screen grab and send to the Category Manger you're working with on your Ariba event.

The image shows two screenshots from the SAP Business Network interface. The top screenshot is the 'Supplier Login' page, featuring input fields for 'User Name' and 'Password', a 'Login' button, and links for 'Forgot Username or Password' and 'New to SAP Business Network? Register Now or Learn More'. The bottom screenshot shows the 'Ariba Spend Management' user profile dropdown menu. The menu is open, showing the user's name 'Deirdre Esmonde', email 'desmonde@glanbia.ie', and various account options. The 'Training Deirdre Esm...' option is highlighted with a red box, and its associated ANID, 'ANID: AN01052409135-T', is also highlighted with a red box. The user's initials 'DE' in the top right corner of the page are also highlighted with a red box.

FREQUENTLY ASKED QUESTIONS

Q: Is there a cost associated with using Ariba to participate in Tirlan's sourcing events?

A: There are no fees associated with responding to sourcing events in Ariba

Q: What infrastructure do I need to use the Ariba Network?

A: A regular Internet connection and a web browser are the only requirements. For the current list of supported browsers click [here](#) and select **Supported browsers and plugins**.

Q: What if I don't want to participate in Tirlan's sourcing event?

A: If you are invited to participate in a sourcing event and do not wish to take part you can decline the Ariba Bidder Agreement and this will notify Tirlan that you do not wish to participate.

Q: How do I attach multiple documents to my response?

A: If you need to attach multiple documents in Ariba, you must create a ZIP (compressed) file with all of your attachments and upload the ZIP file to Ariba.

Q: Where can I find information and training materials to support my use of Ariba?

A: Suppliers can access the **Help Center** either before or after they login to Ariba. The Help Center will be located in the top right-hand corner of the page.

