

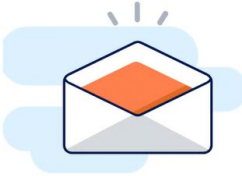
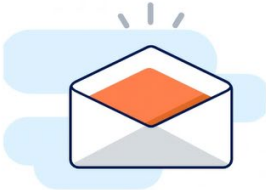
ARIBA REGISTRATION GUIDE (WALK ON)

This guide is relevant to help suppliers get started with Ariba.

Note: This guide is only relevant for ‘walk-on’ registration (i.e. account creation without a Purchase Order)

BEFORE YOU START:

- If you have received a Purchase Order via email, refer to the standard [Ariba Registration](#) guide.

REGISTRATION EMAIL	
1.	Navigate to the Supplier Sign In screen by clicking here .
2.	Click on the ‘ Register Now ’ button.
Supplier sign-in Username Next Forgot username New to SAP Business Network? Register Now Learn more	
3.	Enter your email address Please provide your email address To register for SAP Business Network, enter your email below. Email: * Email Address ☐ User consents to store this email ID Continue 
4.	Your email will receive a ‘One Time Password’ – check your inbox for this code and enter it on-screen. Enter your One Time Password Please enter your one time password sent to emeaaribas@glanbia.ie. Your password expires in 30 minutes. Continue  Action required: Your One Time Password SB SAP Business Network <noreply@us.bn.cloud.ariba.com> To: EMEA Ariba Suppliers Inboi Reply Reply All Forward Share More Mon 29/06/2026 14:15 WARNING: This message originated from outside the Glanbia network, please use caution when accessing content and responding. Do NOT open attachments or click on links unless you can verify the source of this email. Report any suspicious emails to the Global Service Desk via ServiceNow - AskIT. Hello, Your One Time Password (OTP) is : 886525 Enter the OTP to start your registration for SAP Business Network. This OTP is valid for 30 minutes. If you do not enter the correct OTP within that time, you may request a new OTP. Sincerely, SAP Business Network

5. You will be asked to choose a 'Data Center' – please choose the region nearest to your company's base.

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

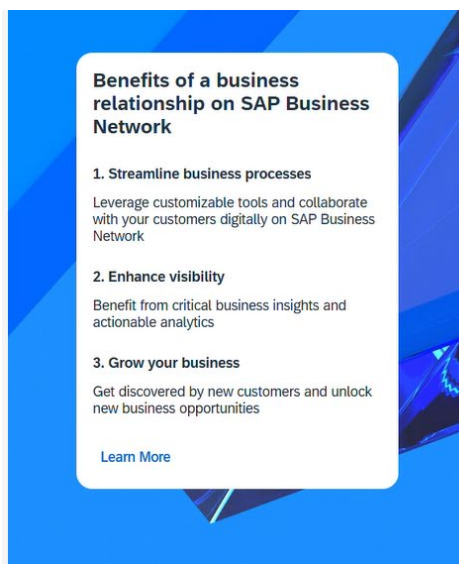
- ☐ USA: Quincy, WA
☒ Netherlands: Amsterdam
☐ Saudi Arabia: Dammam [Public Sector]



COMPANY INFORMATION & PRODUCTS AND SERVICES

6. You will be brought directly to the Company Information page.

Enter standard company details such as Name & Address. Then choose a username (if different to email) and password. (Note: the 'Business Role' is usually set to 'systems administrator' for first time users.)



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

[Learn More](#)

Business Network

Company Information

Company Legal Name: * 

Country / Region: *
United States [USA] 

Address Line 1: * 

Address Line 2:

Address Line 3:

City: *

State: *
Choose a state 

7. You may see the below pop-up as you progress. If Ariba finds an existing account with similar credentials, it will flag this to you. You can ignore it and click 'Continue account creation.'

Business Network

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

[Review Accounts](#) 

or

[Continue account creation](#)

8. You'll get to the 'Edit Products And Services' screen after this.
Select the necessary category for your company.

Edit Products And Services

 Please correct any errors before continuing

Product and Service Categories  Ship-to or Service Locations Industries

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

Product and Service Categories: *

Selected categories (4)

Copy holders



Desk drawer organizers



Desk organizer accessories kit



Desktop trays or organizers



9. In the 'Ship-to or Service Locations' tab, select if you serve Globally or just certain countries.

Edit Products And Services

Product and Service Categories Ship-to or Service Locations Industries

Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile.

If you have global capabilities, toggle on "Serve globally".

After adding locations, click the building icon to mark locations with a physical presence. The icon will be highlighted when selected.

 Serve Globally

Ship-to or Service Locations: *

Selected locations (1)

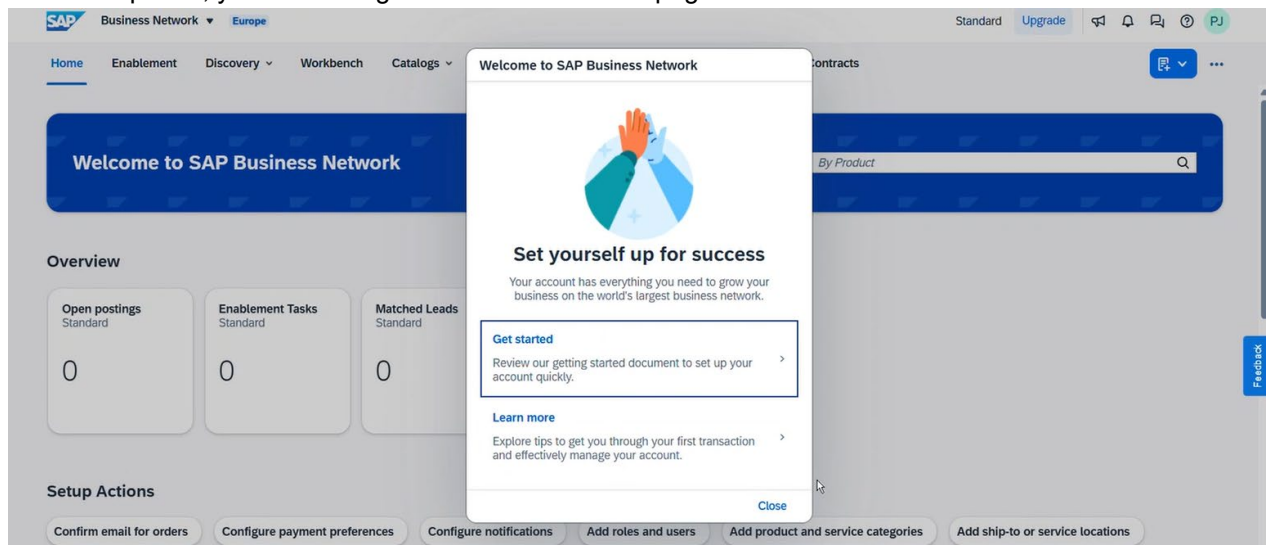
Global



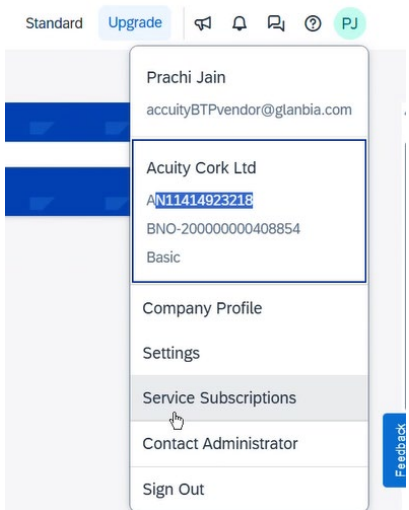
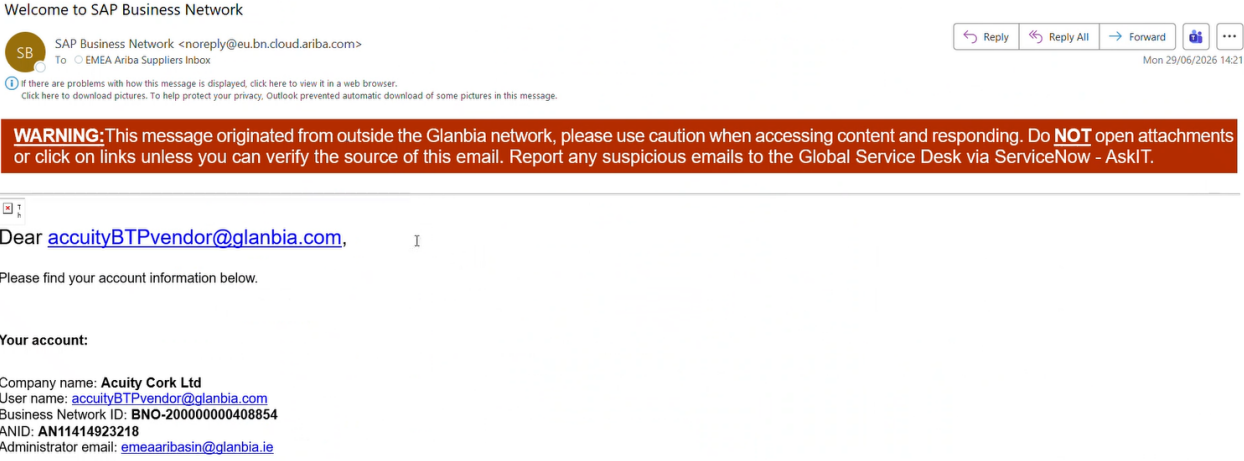
Save Cancel

COMPLETION

10. Once completed, you'll be brought to the Ariba 'Home' page and see this notification of account creation.



The screenshot shows the SAP Business Network Home page. A modal window titled "Welcome to SAP Business Network" is displayed in the center. The modal contains the text "Set yourself up for success" and "Your account has everything you need to grow your business on the world's largest business network." Below this, there are two links: "Get started" and "Learn more". The background of the page shows the SAP Business Network interface with various navigation tabs and a search bar.

11.	If you need to make a note of your Ariba Network ID (ANID), click the initials icon in the top right corner.	 The screenshot shows a user profile dropdown menu in the SAP Business Network interface. The menu is open, displaying the user's name 'Prachi Jain' and email 'accuityBTPvendor@glanbia.com'. Below this, a box contains the company name 'Acuity Cork Ltd', the ANID 'AN11414923218', the Business Network ID 'BNO-200000000408854', and the role 'Basic'. Further down, there are links for 'Company Profile', 'Settings', 'Service Subscriptions' (which is highlighted with a mouse cursor), 'Contact Administrator', and 'Sign Out'. The top of the interface shows 'Standard' and 'Upgrade' buttons, along with notification icons and a user initials icon 'PJ'.
12.	You'll also receive an email confirmation of your account creation, which includes this information.	 The screenshot shows an email confirmation from SAP Business Network. The header includes 'Welcome to SAP Business Network' and the sender 'SAP Business Network <noreply@eu.bn.cloud.ariba.com>'. The email is addressed to 'EMEA Ariba Suppliers Inbox'. A warning banner states: 'WARNING: This message originated from outside the Glanbia network, please use caution when accessing content and responding. Do NOT open attachments or click on links unless you can verify the source of this email. Report any suspicious emails to the Global Service Desk via ServiceNow - AskIT.' The main body of the email addresses 'Dear accuityBTPvendor@glanbia.com,' and asks the recipient to find their account information below. The account details listed are: Company name: 'Acuity Cork Ltd', User name: 'accuityBTPvendor@glanbia.com', Business Network ID: 'BNO-200000000408854', ANID: 'AN11414923218', and Administrator email: 'emeaaribasin@glanbia.ie'.