

Registering a New SAP Ariba Supplier Account

Due to a known system wide Ariba issue, the following steps must be followed when creating a new SAP Ariba Business Network Supplier account.

1. Click "Register Now "

Supplier sign-in

Username

Next

Forgot username

New to SAP Business Network?
Register Now or Learn more

Discover our new webinar hub

We've moved our webinar to register for upcoming s our library of on-demand

Learn More

Supported browsers and plugins

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2. Click and enter your Email Address

Business Network

portal.us.bn.cloud.ariba.com/onboarding/portal/nextgen#/email-info

Managed favourites

SAP Business Netw...

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

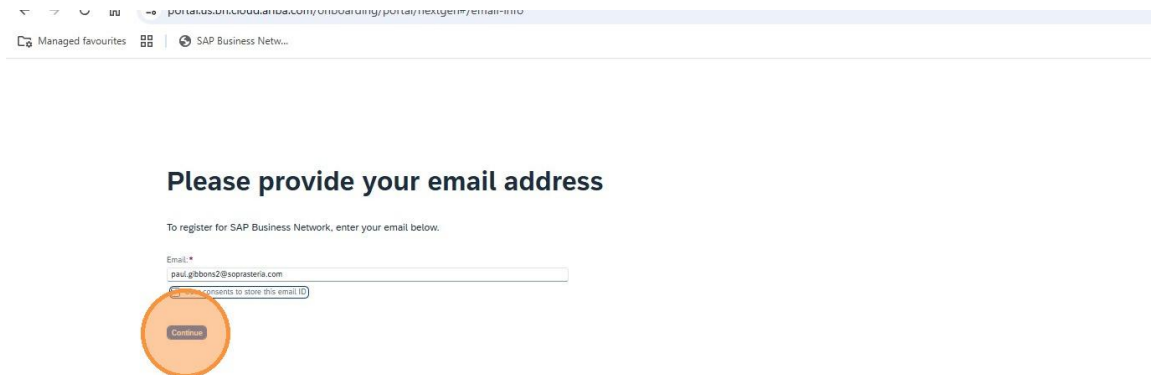
Continue

3. Enter your email address



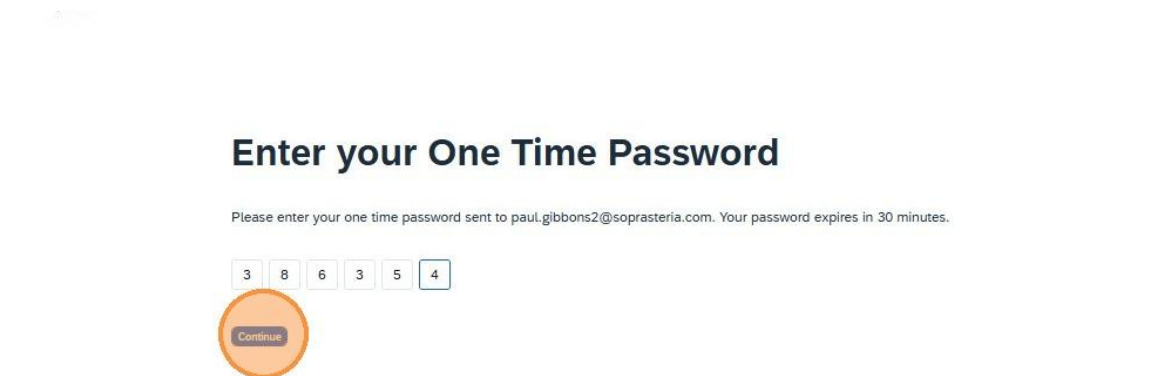
The screenshot shows a web browser window with the URL `portal.us.bn.cloud.ariba.com/onboarding/portal/nextgen#/email-info`. The page title is "Please provide your email address". Below the title, it says "To register for SAP Business Network, enter your email below." There is a text input field labeled "Email*" with a placeholder "Email Address". Below the input field is a checkbox labeled "I consent to store this email ID". To the right of the input field is a blue "Continue" button. An illustration of an envelope with a red arrow pointing into it is on the right side of the page.

4. Click "Continue"



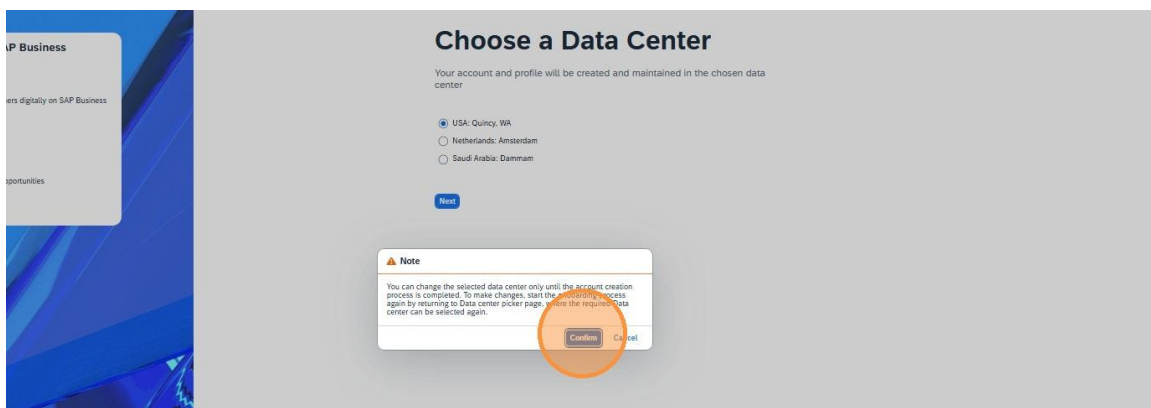
The screenshot shows the same page as before, but the email address `paul.gibbons2@soprasteria.com` has been entered into the "Email*" field. The "Continue" button is now highlighted with an orange circle.

5. You will be sent a 'One time' password via email – Enter this can click 'Continue'



The screenshot shows a new page titled "Enter your One Time Password". Below the title, it says "Please enter your one time password sent to paul.gibbons2@soprasteria.com. Your password expires in 30 minutes." There is a row of six input boxes containing the digits 3, 8, 6, 3, 5, and 4. Below the input boxes is a blue "Continue" button, which is highlighted with an orange circle.

6. Important: Due to an issue affecting the 'Netherlands' Data Center all users MUST Click the USA Data Centre Option and then confirm



The screenshot shows a page titled "Choose a Data Center". Below the title, it says "Your account and profile will be created and maintained in the chosen data center". There are three radio button options: "USA: Quincy, WA" (selected), "Netherlands: Amsterdam", and "Saudi Arabia: Dammam". Below the options is a blue "Next" button. A "Note" dialog box is open in the foreground, stating: "You can change the selected data center only until the account creation process is completed. To make changes, start the onboarding process again by returning to Data center picker page, where the required data center can be selected again." The "Confirm" button in the dialog box is highlighted with an orange circle.

7. You will be then required to Complete all the relevant supplier details and click 'Create account' – Note these details must represent the Bidding Entity

Address Line 4:

City: Leeds

State: Leeds (GB-LDS)

Postal Code: CM19 4RB

Administrator Account Information

Name: Paul

Email: paul.gibbons2@soprasteria.com

☐ Use my email as my user name

User Name: PQNextGen@NHS.net

Password:

Repeat Password:

Business Role: Systems Administrator

☒ 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

[Create account](#)

Privacy Statement Terms of Use Legal Disclosure Copyright Trademark

12:3 04/02/202

8. Then update your company profile

Update Important Information

portal.us.bn.cloud.ariba.com/dashboard/appext/comsapsbncdbuipostlogin

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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.

[Update](#) [Sign Out](#)

9. Add your product or service categories

SAP Business Network

portal.us.bn.cloud.ariba.com/dashboard/appext/company-profile/#/categories/edit?pageToReturn=aHR0CHM6Ly9wb3J0YWVudXMuYm4uY2xvdWQuYXJpYmEuY29tL2Rhc2hib2FyZC9hcHBlcHQ...

Managed favourites SAP Business Netw...

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: wheelchairs

[Add new category](#)

Intelligent recommendation poles for wheelchairs

Wheelchairs

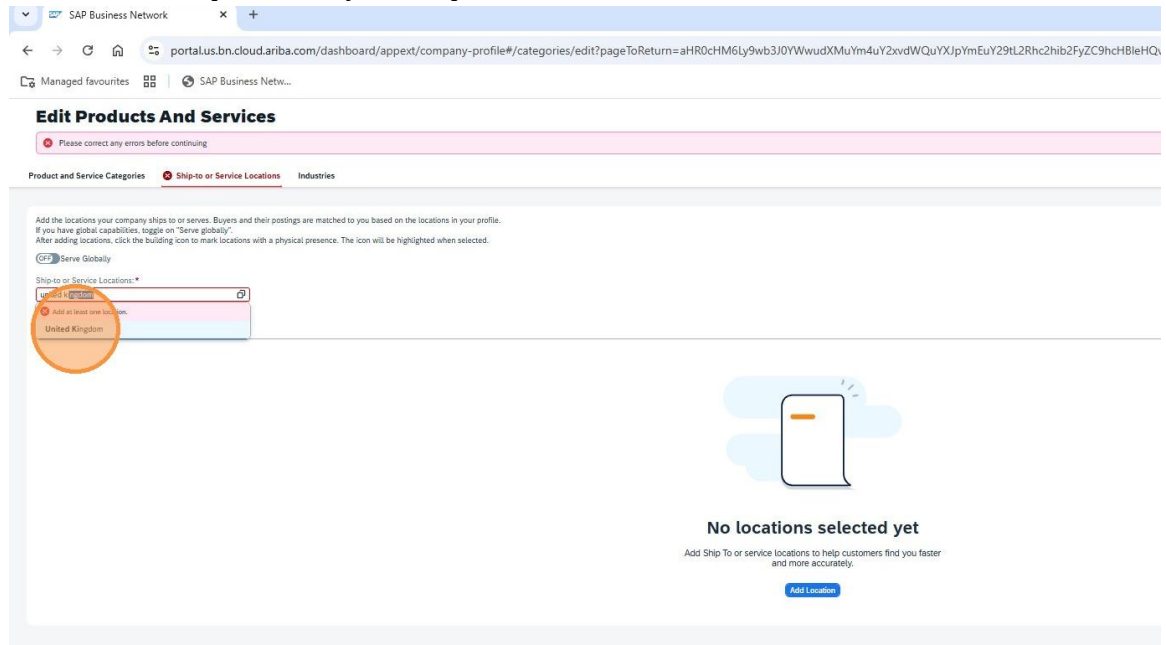
[Add Category](#)

No categories selected yet

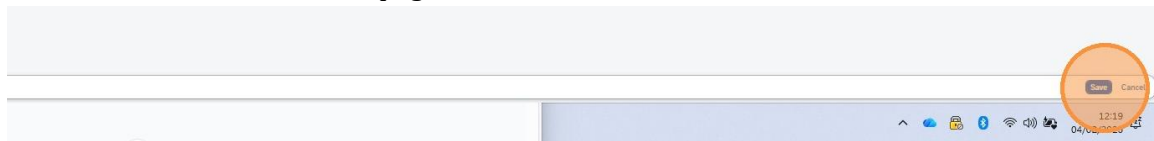
Add product and service categories to help customers find you faster and more accurately.

[Add Category](#)

10. The final step is to add your Ship to locations



11. Then at the bottom of the page click 'Save'



You should now be taken directly to the event page

If you have not been taken directly to the event page, please contact:
nsbs.categorymanagementsourcing@nhs.net