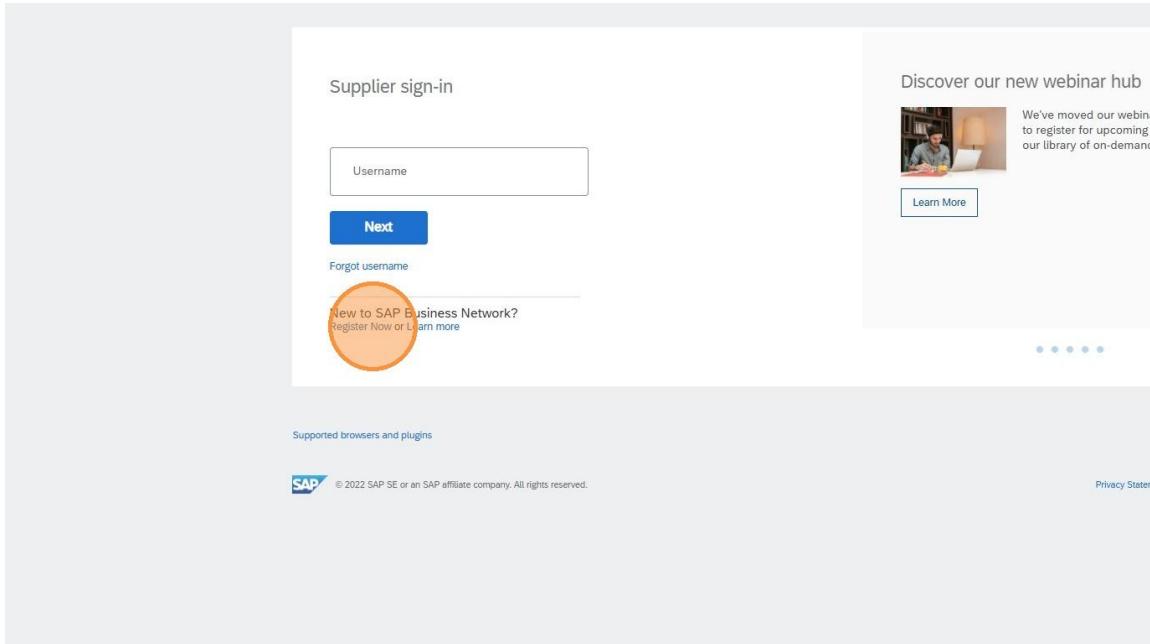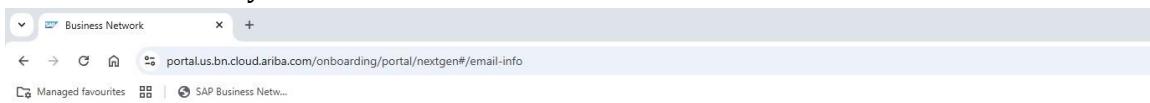# Registering a New SAP Ariba Supplier Account

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 "

2. Click and enter your Email Address
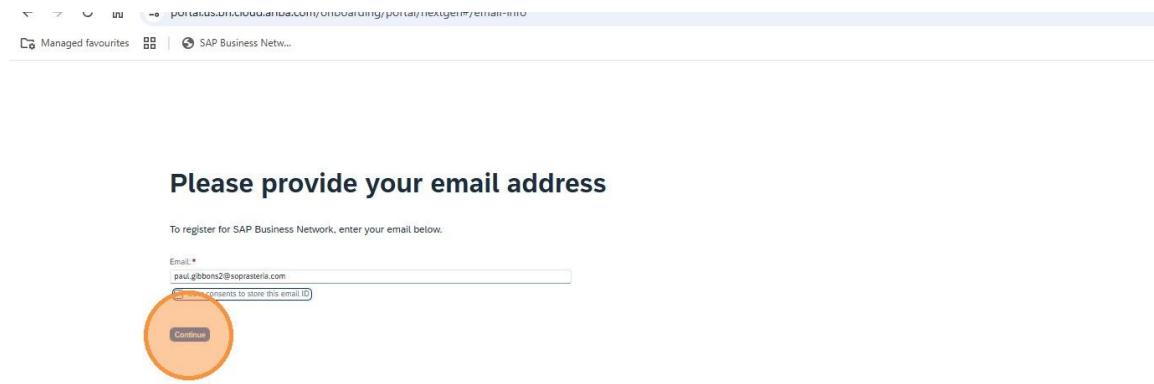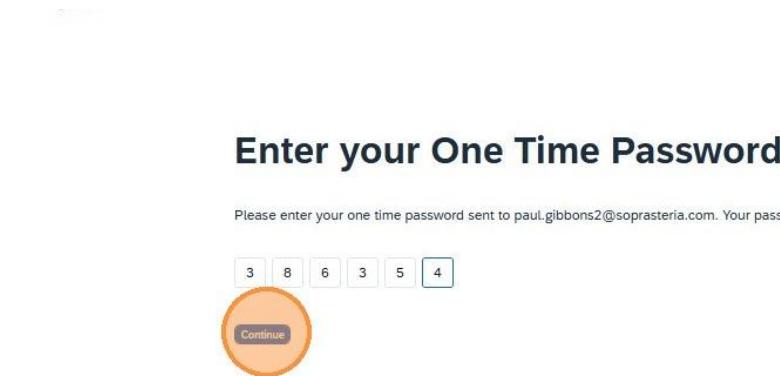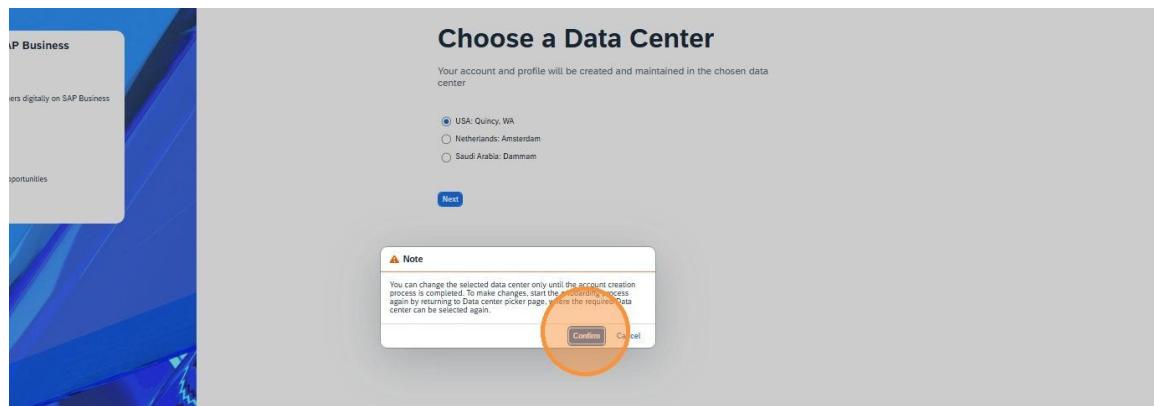
3. Enter your email address

4. Click "Continue"

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

6. **Important: Due to an issue affecting the 'Netherlands' Data Center all users MUST Click the USA Data Centre Option and then confirm**
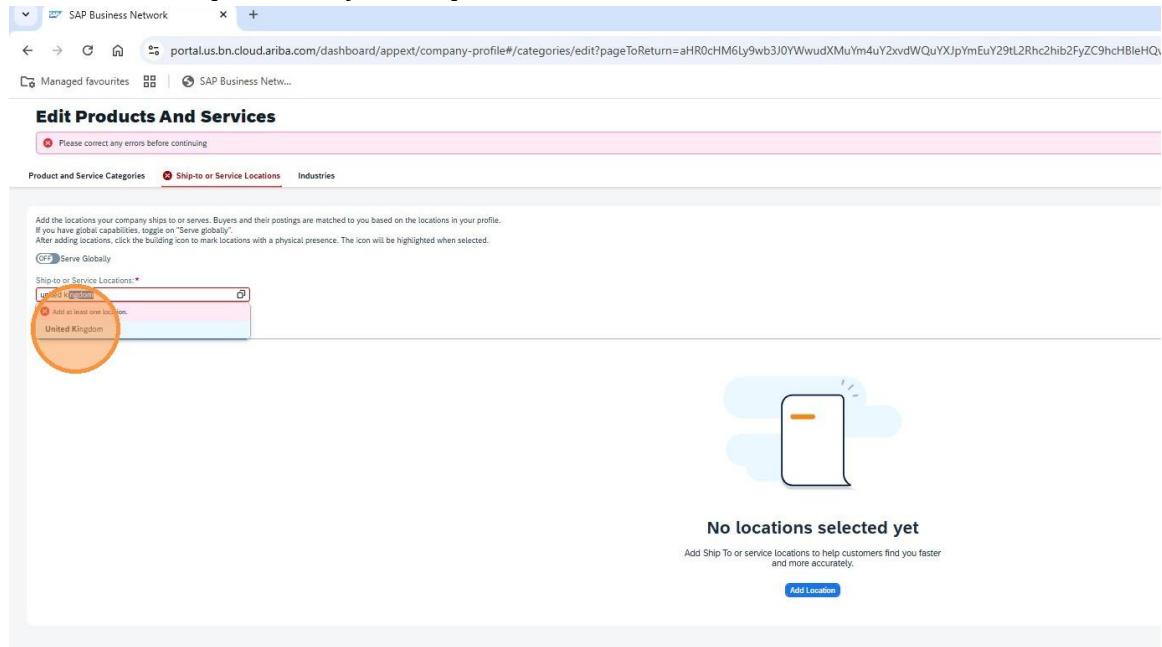
7. You will be then required to Complete all the relevant supplier details and click 'Create account' – Note these details must represent the Bidding Entity

8. Then update your company profile

9. Add your product or service categories

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

11. Then at the bottom of the page click 'Save'
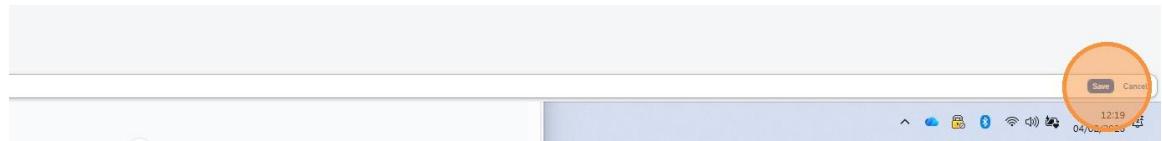
You should now be taken directly to the event page

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