

CPChem utilizes Ariba Sourcing to solicit bids and information from Suppliers. Participants (users) are invited to the Event. New Participants and/or companies must register on the Ariba Network to view the Event.

### Topics Covered in this Quick Reference Guide (QRG)

Hold Control key and click on the link below to navigate to the Topic.

[CREATE NEW ARIBA NETWORK ACCOUNT  
EXISTING ACCOUNT – USER DOES NOT HAVE ID](#)

[CREATE NEW ARIBA NETWORK ACCOUNT  
EXISTING ACCOUNT – USER HAS ACTIVE ACCOUNT](#)

### SEARCH ARIBA DISCOVERY

1. Check **Ariba Discovery** to see if your company has an existing Ariba Network Account

#### [Ariba Discovery Suppliers](#)

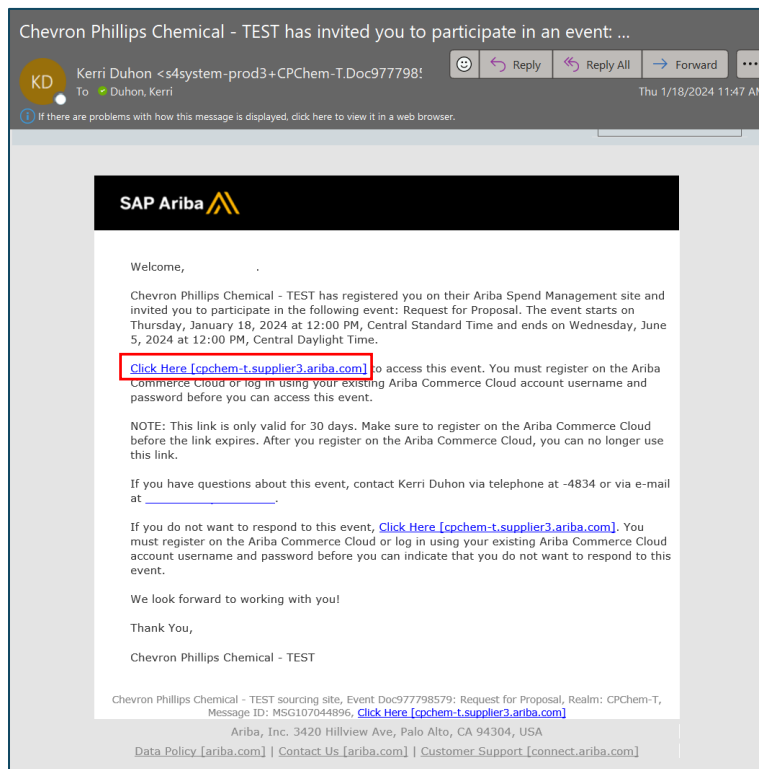
**NOTE:** It is possible there may be multiple accounts for your company. A key indicator of an active company account is the number of Transacting Relationships. The higher the number of relationships indicates that the account is actively utilized by your organization.

2. If you do not locate an active account, see **Create New Ariba Network Account** below.
3. If you locate an active account, see

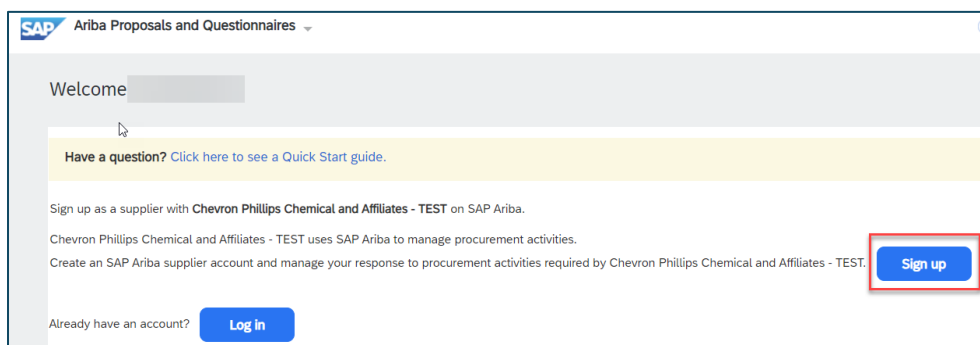
### CREATE NEW ARIBA NETWORK ACCOUNT

When invited to an Event, an Invitation will be emailed to the Participant. The Invitation is specific to a particular user (also called Participant), not an organization.

1. From the **Invitation email notification**
  - a. Click **Click Here** to access this Event
    - i. Participants must use this link for the initial Supplier Login. Upon completion of the registration and/or login process, the system automatically links the two company organizations, and the Participant can view the Event.
    - ii. Invitation link **expires in 30 days**. If link expires, contact CPC Event Owner to resend the Invitation link.



- b. Click **Sign Up**



2. There are four sections to Create a new account. Complete all required Company and User information as noted with an asterisk \*

**a. Company Information**

Company information

Company Name:\* TEST RFP SUPPLIER

Country/Region:\* United States [USA]

Address:\* Line 1  
Line 2  
Line 3

City:\*

State:\* Alabama [US-AL]

Zip:\*

**b. User Account Information**

- i. Username is typically the User's email address

User account information

Name:\* RFP SUPPLIER

Email:\* duhoke@cpchem.com

Use my email as my username

Username:\* test-duhoke@cpchem.com


Password:\* Enter Password

Repeat Password

Language: English

Email orders to:\* duhoke@cpchem.com

**c. Tell us more about your business**

- i. There are three ways to search for Categories and Locations:
1. Enter the Category/Location in the respective field
  2. Click **Browse**
  3. Click **Add**
- ii. Use  add Categories and Locations

Tell us more about your business

Product and Service Categories:\* Enter Product and Service Categories **Add** -or- **Browse**

Ship-to or Service Locations:\* Enter Ship-to or Service Location **Add** -or- **Browse**

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

- iii. Added/selected Categories and Locations will display below each field

Tell us more about your business

Product and Service Categories:\*   -or-   
Safety training services x

Ship-to or Service Locations:\*   -or-   
United States x


d. Check Terms and Conditions

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

I hereby agree that SAP Business Network will make parts of my (company) information 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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

e. Click **Create Account and Continue**

- f. [OPTIONAL] Click **Skip Review** if you previously searched Ariba Discovery for existing accounts



**i** Potential existing accounts

We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account.

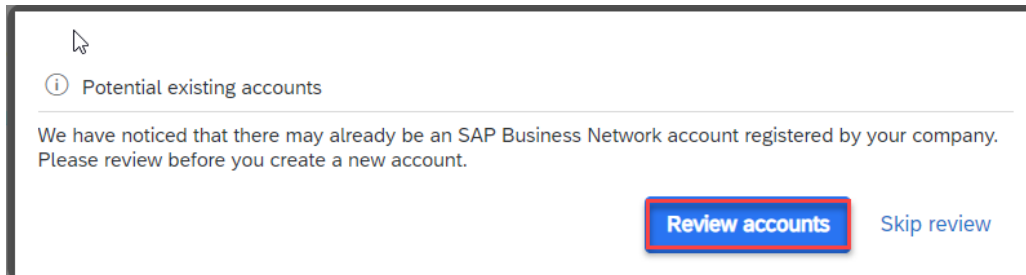
### EXISTING ARIBA NETWORK ACCOUNT (User Does Not Have User ID)

If you are aware your company has an Ariba Network account or located your company name in Ariba Discovery, please follow the following steps:

1. Identify your company's Ariba Network Administrator
2. Contract your Administrator to create a User Account with security access to **Proposals and Contracts**
3. Once your account is created, temporary password will be emailed to the new User
  - a. Using the link in email, Activate your account and reset your Password
4. See **Existing Ariba Network Account – User has active User ID** section below for next steps

If you **cannot identify** your company's Ariba Administrator, complete the Registration process as defined in section **Create New Ariba Network Account** above.

1. Click **Review Accounts**



2. From the Review duplicate Account page,
  - a. Click **⋮** in the **Actions** column for your company

**SAP** Ariba Proposals and Questionnaires

#### Review duplicate Account

We noticed that your company may already register an SAP Business Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On				
Company Name	E-mail Address	DUNS No.	Tax ID	Address
TEST RFP AGAIN	DUHOKE@CPCHEM.COM			123 Test Spring TX, United States 77381

20 search results found

Supplier name	Country	State	DUNS	Supplier ANID	Actions
Chevron Phillips Chemical	USA	TX	-	AN01023490123	⋮
Chevron Phillips	USA	TX	-	AN01011880838	⋮

- b. Click **Contact Admin** in the top-left corner

Supplier profile

← Go To Dashboard

**Contact Admin** Cancel

Last Updated: 6 Jul 2015  
 Chevron Phillips Chemical  
 Thee Woodlands, TX  
 United States

Overall:  
 Communication:  
 Credibility:  
 Reliability:  
 Quality:

Basic Information References (0)

Year Founded: Not Specified  
 Employees: Not Specified  
 Revenue: Not Specified  
 Stock Ticker: Not Specified  
 Legal Name: Not Specified  
 Type of Organization:  
 State of Incorporation: Not Specified

Details  
 Sales Territories  
 • North Carolina (United States)

Commodities  
 • Aromatic solvents

Industries  
 Not Specified

Additional Network Information  
 AN Subscription: Premium Package  
 ANID: AN01023490123  
 D-U-N-S® Number: Not Specified

3. From the **Contract your Account Administrator** page,
  - a. Your Name, Company Name, Email Address and Phone Number will automatically default from the **Registration** form
  - b. Customize the note to your Administrator requesting the creation of a User Account with access to **Proposals and Contracts**
  - c. Click **I'm not a robot**
  - d. Click **Send Email**

SAP Business Network

**Contact Your Account Administrator**

Review the following information and make edits as necessary. Click Send Email to send this message to the account administrator. \* Indicates a required field

Your Name: \* Test User

Your Company Name: \* TEST RFP

Your Email Address: \* testuser@CPCHEM.COM

Your Phone Number: USA 1 [ ] [ ]

Your Message: \*

Hello,  
 I recently attempted to register an account on SAP Business Network. During registration, SAP Ariba searched and returned your account as a match.  
 Please contact me to determine if I should be using this account.  
 Thank you.

I'm not a robot reCAPTCHA Privacy - Terms

Cancel Send Email

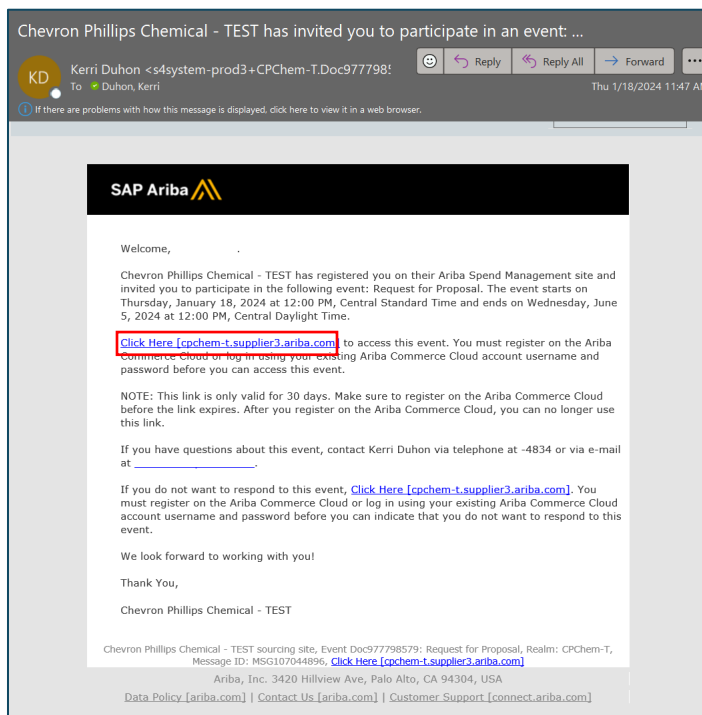
### EXISTING ARIBA NETWORK ACCOUNT (User Has Active User ID)

Participants with an active Ariba Network Account must use the link in the Invitation email for the initial View of the Event. Upon completion of the login process, the system automatically links the two company organizations, and the Participant is authorized to view the Event. Future log-ins can be completed from <https://supplier.ariba.com/>.

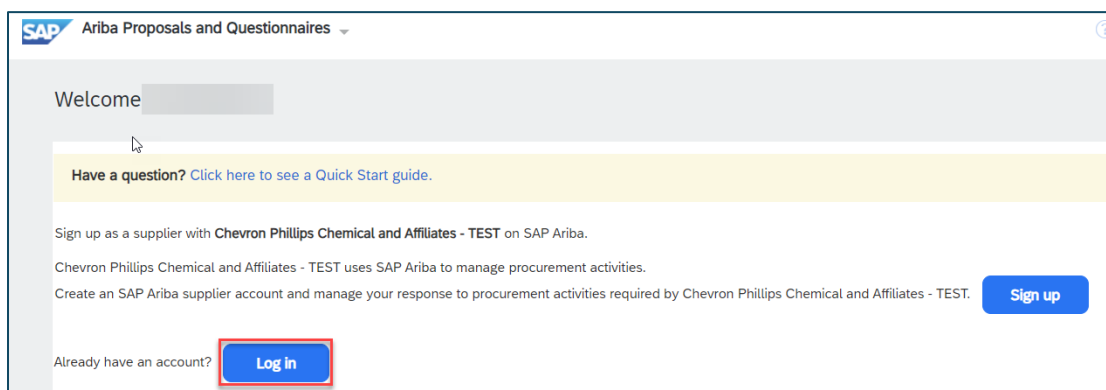
#### 1. From the **Email Invitation**

a. Click **Click Here** to access this Event

i. Invitation link will **expire in 30 days**. If link expires, contact CPChem to resend the Invitation link.



b. Click **Log In**



- c. Enter **Ariba Username** (typically your email address) and **Password**
- d. Click **Continue**

The screenshot shows a web form titled "Enter Your Account Information" with the SAP logo and "Ariba Proposals and Questionnaires" in the top left. A small icon in the top right indicates a help or info function. Below the title, there is a note: "You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, SAP Business Network Discovery or SAP Business Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile." The form contains two input fields: "Username:\*" and "Password:\*", both marked as required. Below the password field are two links: "Forgot Username" and "Forgot Password", which are highlighted with a red box. At the bottom right, there are two buttons: "Continue" (highlighted with a red box) and "Cancel".

**NOTE:** If you forgot your Username/Password, click on Forgot Username or Forgot Password link(s).



## **ERROR MESSAGE** **(Different Account and Ariba Network ID)**

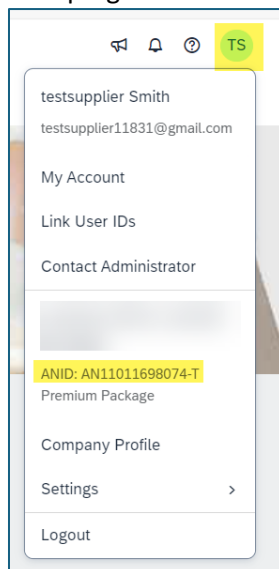
When you try to register to view a Sourcing Event, you receive the following error message:

**Error:** “Your company has already connected with this buyer company using a different account and Ariba Network ID (ANID) than the one you are trying to log into. To connect with this buyer company, you need to log into the already connected account. Please contact your company's account administrator and request that they create you as a new user under ANID (ANID).”

**Cause:** You are receiving this error because the Username you are attempting to use is associated with an ANID that does not match the ANID currently connected to the CPChem supplier profile that was invited to the Event, which indicates that your organization has more than one ANID.

### **Resolution:**

1. To locate the ANID associated with your User profile,
  - a. Click on your **Initials** in the top right-hand corner



2. Email [cpcrasupplierenablement@cpchem.com](mailto:cpcrasupplierenablement@cpchem.com) with the following information:
  - a. Error message received
  - b. Your company's ANID number
  - c. Name/title of Sourcing Event
3. CPC Supplier Management team will unlink the incorrect ANID number assigned to your company supplier record.