

Quick Reference Guide

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OVERVIEW

CPChem utilizes **Ariba Sourcing** to request bids and/or information from Suppliers. When an Event is released, Users are invited to the Event.

Event Invitations are sent via email to specific Users, also referred to as Participants. Participants must have access to the Ariba Business Network to respond to the Event.

An Ariba Network Account is created at a company level and multiple Users can be assigned to a single account. This Account is managed by an Administrator within the company, who has authorization to add additional users. Adding users to an Existing Account reduces the number of Accounts your Company has on the Ariba Business Network.

Before signing up for a new Ariba Business Network account, please confirm internally whether your company already has an Ariba Network Account.

ACCESS SOURCING EVENT

To view and respond to a Sourcing Event, Participants must connect to the Event via the Ariba Business Network.

There are two ways to connect to the CPChem Sourcing Event:

- 1. Login to an Existing Ariba Network Account using username and password
- 2. Create New Account on the Ariba Business Network

Users must complete the above using the access link within the Invitation Email. Users will not be able to view the Event if the access link is not utilized.



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The Invitation link **expires in 30 days**. If link expires, please contact the CPChem Event Owner refered in the Invitation email to resend the Invitation.

Upon completion of the Login or Sign up process, the system automatically links the two company organizations, and the Participant is authorized to view the Event.

Future Login can be completed from <u>https://supplier.ariba.com/</u> using the Participant's username and password.

EXISTING ARIBA NETWORK ACCOUNT

It is recommended to contract your internal Ariba Administrator directly if you have an existing Ariba Network Account. If you cannot locate your Ariba Administrator, complete the Contract Administrator step below during the Review accounts process.

If you company has an existing Ariba Network account, please follow the following steps to get set up as a User within the existing Account:

- 1. Identity 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, a temporary password will be emailed
 - a. Using the link in email, activate your account and reset your Password

If you are not sure if your company has an existing Ariba Network Account, Ariba will identify potential company matches based upon the User and Company details entered in CPChem's Supplier Management system.

Search For Existing Account and Contact Ariba Administrator

To search for existing Ariba Network accounts, start from the Invitation Email.

- 1. Navigate to the Ariba Business Network
 - a. Click Click Here to access this Event

SAP Ariba 📉
Welcome, . Chevron Phillips Chemical - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: Request for Proposal. The event starts on Thursday, January 18, 2024 at 12:00 PM, Central Standard Time and ends on Wednesday, June 5, 2024 at 12:00 PM, Central Daylight Time.
Click Here [cpchem-t.supplier3.ariba.com] to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.



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- 2. Create a new Supplier account on the Ariba Business Network
 - a. Click Review account



- 3. Locate your company on the Review matched accounts page
- 4. Contact your Contract Administrator to create a User profile
 - a. It is recommended to contact your Ariba Administrator internally via email
 - b. If you cannot locate your Ariba Administrator,
 - i. Click Contact administrator button for your Company

K Back					
Review matched accour	nts				
Your company may already have an a	ccount. Please review	the accounts in	the table below.		
Search Criteria 🖉 Edit					
Company Name E-mail ad	dress				
NEW SUPPLIER duhoke@	cpchem.com				
Search results (20) Bold font: Matched v	^{alues} Email domain matched	Country	State	DUNS number	Action ⑦
new supplier	No	日本	北海道		Contact administrator
Chevron Philips Chemical	Yes	美国	ТХ		Contact administrator
Chevron Phillips	Yes	美国	ТХ		Contact administrator
CHEVRON PHILLIPS CHEMICALS	Yes	美国	ТХ		Contact administrator



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- a. From the Contract administrator page,
 - i. Your name, Your company name, and Your email will automatically default
 - ii. If available, customize the note to your Administrator requesting the creation of a User Account with access to **Proposals and Contracts**
 - iii. Click I'm not a robot
 - iv. Click Send

Your name *	Your company name *
NEW SUPPLIER	
HEIT OUT FEIER	NEW SUPPLIER
Your email *	Your phone number
@cpchem.com	Enter your number
Please contact me to determine if I should Thank you.	d use this account.



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ADMINISTRATOR: ADD NEW USER TO EXISTING ACCOUNT

Ariba Account Administrators have authorization to add additional users to the account. To view the Sourcing Event, Users will need access to the **Proposal and Contract** security role.

To create User and add the Proposal and Contract permissions,

- 1. Navigate to Settings
 - a. Click Initials in top right-hand corner
 - b. Select Settings
 - c. Select Users



- 2. Create Security Access Role with Proposals and Contracts permissions
 - a. Click on Manage Roles Tab



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b. Click + icon, located above Save button.

	SAP Business Networ	rk ⊸ Ente	erprise Account	TEST MODE				
Ac	count Settings							Save
	Customer Relationships	Users	Notifications	Application Subscri	ptions Ac	count Registrati	ion API manageme	ent Ger
	Manage Roles Ma	inage Users	Manage Use	r Authentication	Revoked User	s More		
	Roles (2)							
	Create and manage roles f modified.	or your acco	ount. You can edit	the role and add use	ers to a role. T	he Administrato	or role can be viewed,	but cannot
	Filters							
	Permission							
	Select permission assigned					\sim		
	Apply	set						
								+
	Role Name		U	sers Assigned			Actions	
	Administrator		te	stsupplier Smith			Ŵ	
	TestRole1		U	mesh Yadav, +1			Ŵ	

- c. Complete the New Role Information and Permissions
 - i. Enter Name for the new role (e.g. Proposals and Contracts)
 - ii. Enter Description for the new Role [OPTIONAL]
 - iii. Check Access Proposals and Contracts permission

Create Role		Save	Cancel
* Indicates a required field			
New Role Information			
Name:*	Test Proposal and Contracts		
Description:	Assign to Sales Managers for access to respond to Sourcing Events		
Permissions			
Each role must have at least one per	mission.		
		Page	1 🗸 🔉
Permission	Description		
API Development Access	Access to API development using the SAP Ariba developer portal.		
Access Proposals Contracts	and View your organization's Ariba Sourcing events and Ariba Contract Managen tasks. This permission grants access to the Proposals and Contracts propert approved by Ariba Sourcing buyers before they can view or participate in ev	nent contracts, do ies. Individual use ents or contract ta	cuments, and rs must be isks



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- iv. If user already exists in Ariba,
 - 1. Scroll down to the Assign Users section
 - 2. Click + in the bottom right-hand corner to Search and Select User
- v. Click Save

Assign Users (0)				
You can add users to this role.				Ŧ
Username †	Email Address	First Name	Last Name	Role Assigned
		No users assigned yet.		
				Save

- 3. Create New User if the User does not currently exist
 - a. Navigate to the Manager Users Tab
 - b. Click + to add new User

Customer Relationships Users	Notifications Application Sub	scriptions A	ccount Registra	ation API management Generative	e Al)			
Manage Roles Manage Users	Manage User Authentication	Revoked Us	ers More.						
Users(3)					1				
Enable assignment of orders to users wit	h limited access to SAP Business N	etwork. 🛈							
Users (You can only search on one attribut	te at a time)				(
Username V Enter username			+		1				
Apply Reset									
					(+	□ ■
Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned		Customer Assigned	AN Access	Actions
testuser@cpchem.com	testsupplier11831@gmail.com	testsupplier	Smith	No	TestRole1		All(1)	Yes	Actions 🔻
testuser127@gmail.com	cpchemsittesting@gmail.com	Umesh	Yadav	No	Contact Administrator		All(1)	Yes	Actions 🔻

- c. Complete required details for new User
 - i. Username must be an email address
- d. Select newly created Security Role
- e. Click Done

See Create User screenshot on the next page



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Create User Cancel
create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address rovided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role ussignments at any time.
New User Information
Username: *
Email Address: *
First Name: *
Last Name: *
Do not allow the user to resend invoices to the buyer's account.
This user is the SAP Business Network Discovery Contact This user is the SAP Business Network Discovery Contact Limited access Country Area Number Office Phone: USA 1 V ISA 1 V
Name Description
TestRole1 TestRole1
Contact Administrator
Test Proposal and Contracts Assign to Sales Managers for access to respond to Sourcing Events

4. On the Manage User tab,

- a. New User will display on the User tab with the newly created role
- b. Click Save to save all changes

Account Settings								Save	Close
Customer Relationships	Users Notification	ons Application Subscriptions Ac	count Registrati	ion API ma	nagement Generative Al		/		
Manage Roles	lanage Users Manaj	ge User Authentication Revoked User	rs Morev						
Users (4)									
Enable assignment of	orders to users with limited	access to SAP Business Network. (i)							
Filter									
Users (You can only sear	h on one attribute at a tir	ne)					(
Username V Er	ter username	+					\		
Apply	eset								+
Username		Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned		Customer Assigned	AN Access
testuser@cpc	em.com	testsupplier11831@gmail.com	testsupplier	Smith	No	TestRole1		All(1)	Yes
testsupplier11	31@gmail.com	testsupplier11831@gmail.com	testsupplier	Smith	No	PROFILE_MGMT_ROLE, +5	1	All(1)	Yes
testProposals	ndContracts@gmail.com	testProposalsandContracts@gmail.com	Test	Proposals and Contracts	No	Test Proposal and Contracts		All(1)	Yes



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CREATE NEW ARIBA NETWORK ACCOUNT

If your Company does not have an existing Ariba Network Account, proceed with creating a new Ariba Network Account.

To create a new account, start the process from the Invitation Email.

- 1. Navigate to the Supplier Registration page
 - a. Click Click Here to access this Event

SAP Ariba 📉
 Welcome, Chevron Phillips Chemical - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: Request for Proposal. The event starts on Thursday, January 18, 2024 at 12:00 PM, Central Standard Time and ends on Wednesday, June 5, 2024 at 12:00 PM, Central Daylight Time. <u>Click Here [cpchem-t.supplier3.ariba.com]</u> to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: Participants **must** use this link for the creation of the new Ariba Network Account. Otherwise, the Sourcing Event cannot be viewed.

- 2. Initiate creation of new Supplier account on the Ariba Network
 - a. Click Create new account





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- 3. Complete Supplier Registration
 - a. Complete all required fields in each section as noted with red asterisk *.
 - **NOTE:** Certain data automatically populates in the form based the information used by CPChem to create your profile in its Ariba Supplier Management system. Please review and modify the default information as needed.
 - i. Company Information

Company information ⑦	
DUNS number	
	?
Don't know your DUNS number? Company (legal) name _*	_
NEW SUPPLIER	
Country/Region *	
United States [USA]	
Address line 1 *	-
Address line 2	_
Address line 3	
City *	-
State *	-
Choose a state	
Zip *	_
	-

ii. Administrator Account Information

Administrator account information 📀				
First name *	Last name *			
NEW	SUPPLIER			
Email *				
duhoke@cpchem.com				
✓ Use my email as my username				
Password *	Repeat password *			
••••••	••••••			



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- iii. Terms and Conditions and Create Account
 - 1. Check Terms and Conditions boxes to confirm acceptance
 - 2. Check I'm not a robot
 - 3. Click Create account



4. Finalize Account creation

a. Click Continue account creation



- b. Validate your email address
 - i. Notice will display

Please confirm your email address

Check your email at **Occhem.com** and follow the steps in the email to confirm your email address in the next **72 hours**.

> If you did not receive the email:



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ii. Navigate to your Email account, click Confirm Email

Action Required: Confirm your email [**EXTERNA	\L**]					
Ariba Commerce Cloud <ordersender-prod@ansm< td=""><th>\odot</th><td>S Reply</td><td>🤲 Reply All</td><td>→ Forward</td><td>Uji</td><td></td></ordersender-prod@ansm<>	\odot	S Reply	🤲 Reply All	→ Forward	U ji	
To Duhon, Kerri						
(1) If there are problems with how this message is displayed, click here to view it in a we	eb brow	ser.				
SAP Business Network						
Confirm your email						
Dear NEW,						
Thank you for joining SAP Business Network. To finish a to confirm that we have the correct email.	signir	ng up, you	just need			
Confirm email [service.ariba.com]						
Link expires: Sunday, Dec 15, 2024, 09:51 AM PST						

- c. Complete Company Information
 - i. Select Categories and Ship-to or Service Locations specific to your Company
 - ii. There are two ways to search for Categories and Locations:
 - Enter keywords in the search field and click Add
 - Click Browse
 - iii. Use 🕀 Add icon to add Categories and Locations
 - iv. Added/selected Categories and Locations will display below each field
 - v. Click Submit

Product and Service Categories		
Enter Product and Service Categories	Add	-or- Browse
Manufacturing equipment mainte X		
Ship-to or Service Locations		
texas	Add	-or- Browse
Texas - United States X		
Submit Remind me later Don't show this to me again		

- d. Your registration is now complete
- e. Email notification will be received with your Ariba Network ID



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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

	ୟ Q ⑦ TS
	testsupplier Smith testsupplier11831@gmail.com
1	My Account
	Link User IDs
	Contact Administrator
	LAMONS METAL GASKET CO-TEST
e	ANID: AN11011698074-T Premium Package
	Company Profile
	Settings >
	Logout

- 2. Email the referenced in the Invitation email with the following information:
 - a. Error message received
 - b. Your company's ANID number
 - c. Name/title of Sourcing Event
- 3. Event Owner will work with the CPChem Supplier Management team to unlink the incorrect ANID number assigned to your Company's supplier record.