## Supplier Enablement

SAP Ariba

Ariba Support



All rights reserved. © 2023 Proximus Boulevard du Roi Albert II, 27 - B-1030 Brussels Sensitivity: Confidential

### 1. Go to <u>Supplier Ariba Network</u> or supplier.ariba.com

### Supplier Login

User Name	
Password	
Login	
ot Username or Password	

### Get notified when PO changes occur

----



You can now enable email notifications when changes are made to existing purchase orders. To see how it's done, please read this blog post.

New to SAP Business Network? Register Now or Learn More

Sensitivity: Confidential

# 2. Click on Help "?" on your right side

SAP Business Network 👻

0								
5		n	n	In	Or	0	a	n
	U	U				0	21	
							Ο.	

User Name		
Password		
Login		
orgot Username or I	Password	
lew to SAP Bus	iness Network?	

Register Now or Learn More

### Get notified when PO changes occur



You can now enable email notifications when changes are made to existing purchase orders. To see how it's done, please read this blog post.

Sensitivity: Confidential

# 3. Click on "Support"



## 4. Click on "Contact us"

SAP	Help Center Home	8		
Home	Learning Contact us			
How can we help you?				
Search knowledge base articles, documentation, and tutorials		٩		
Try "cancel order", "email notifications", "user authorization"				

## 5. "Forgot username" $\rightarrow$ "I am experiencing a different issue"



#### Choose from the options below to continue.

#### To retrieve your username, reset your password, or unlock your account:

- 1. On the Supplier Login page, click either Forgot Username or Password.
- Enter the email address that is registered to the account in the Email Address field and click Submit.
  SAP Ariba sends an email notification that contains your username or instructions on how to reset your password to the email address you used to register your SAP Ariba account. If you didn't receive these instructions, <u>click here to troubleshoot</u>.
- 3. Click the link in the Password Reset notification email.
- 4. Enter and confirm your new password.
- 5. Click Submit.

SAP Ariba displays a confirmation page, indicating that your password has been updated.

I am not sure if my company already has an account

I am experiencing a different issue

## "Forgot username" $\rightarrow$ "I am experiencing a different issue" $\rightarrow$ "Contact us"

If you're unable to log in, tell us what you need help with.



- 4. Enter and confirm your new password.
- 5. Click Submit.
  - SAP Ariba displays a confirmation page, indicating that your password has been updated.

I am experiencing a different issue

Can't find what you're looking for?

Contact us

## 6. Complete the form $\rightarrow$ "one last step".

### 1. Tell us what you need help with.

Subject:*	Forgot username
Full description:*	Affected items, expected results, etc.
Attachment:	

### 2. Please review your contact information for correctness:

First name:*	
Last name:*	
Username:	
Company:*	
Email:*	
Phone:*	C
Extension:	
Confirm phone:*	
	My phone number is correct.
iba Network ID:	
	You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the SAP Ariba Privacy Statement and applicable law.
	One last stop

## 7. Flag the contact method $\rightarrow$ "Submit"

### Choose this contact method for the fastest resolution of your issue:



Recommended

#### Phone

A support engineer will respond to your Service Request by phone.

Estimated wait time in minutes: 92

Do not record my phone call.



Sensitivity: Confidential