

Topics Covered in this Quick Reference Guide (QRG)

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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.

The Invitation link **expires in 30 days**. If link expires, please contact the CPChem Event Owner referenced 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 <https://supplier.ariba.com/> 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 your company has an existing Ariba Network account, please follow the following steps to get set up as a User within the existing Account:

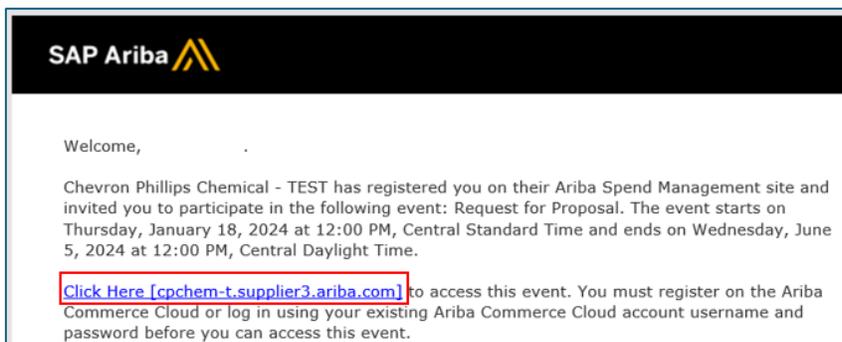
1. Identify your company's Ariba Network Administrator
2. Contract your Administrator to create a User Account with security access to **Proposals and Contracts**
3. Once your account is created, a temporary password will be emailed
 - a. Using the link in email, activate your account and reset your 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.

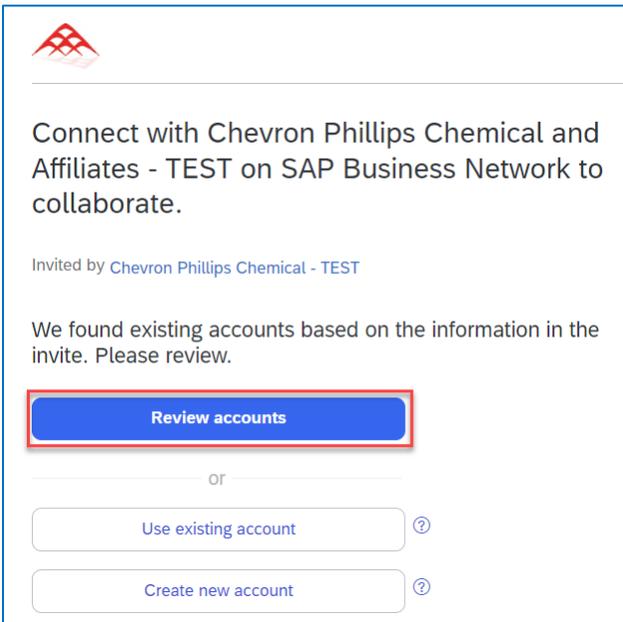
Search For Existing Account and Contact Ariba Administrator

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

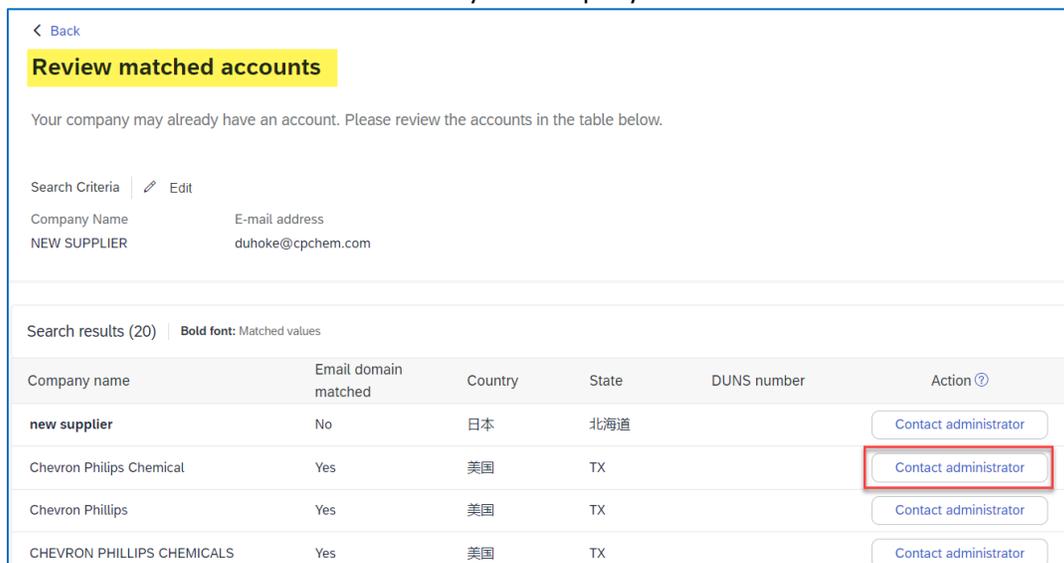
1. Navigate to the Ariba Business Network
 - a. Click **Click Here** to access this Event



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



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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**

Contact administrator

To obtain a user account, please provide the requested information below:

Your name * Your company name *

NEW SUPPLIER NEW SUPPLIER

Your email * Your phone number

@cpchem.com Enter your number

Your message *

Hello,

I recently attempted to create an account on Ariba Network. During the account creation process, SAP Ariba returned your account as a match.

Please contact me to determine if I should use this account.

Thank you.

I'm not a robot reCAPTCHA Privacy - Terms

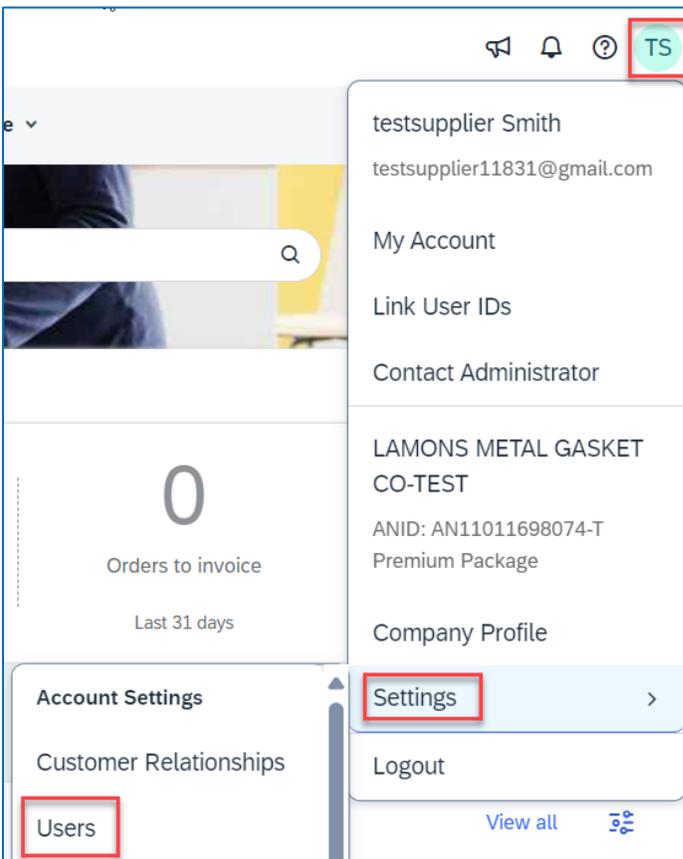
Send Cancel

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.

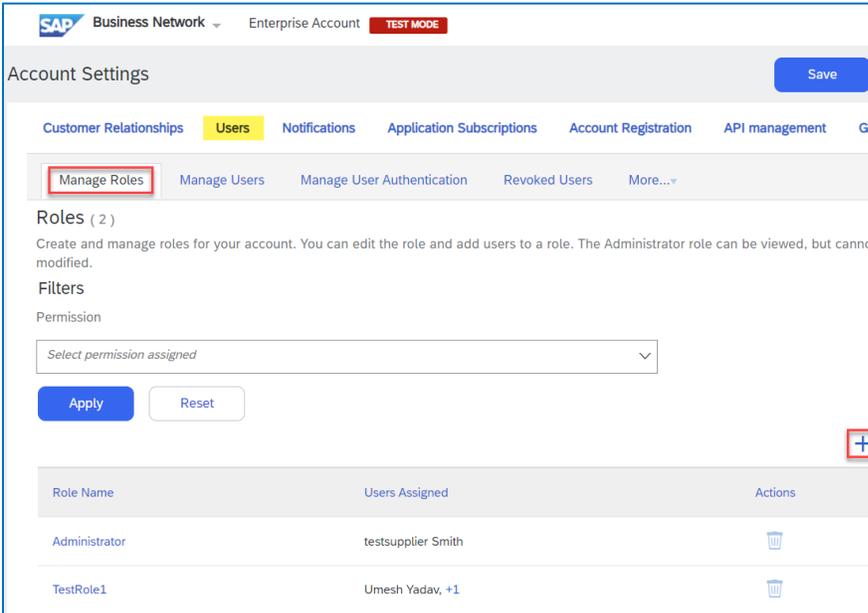
To create User and add the Proposal and Contract permissions,

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



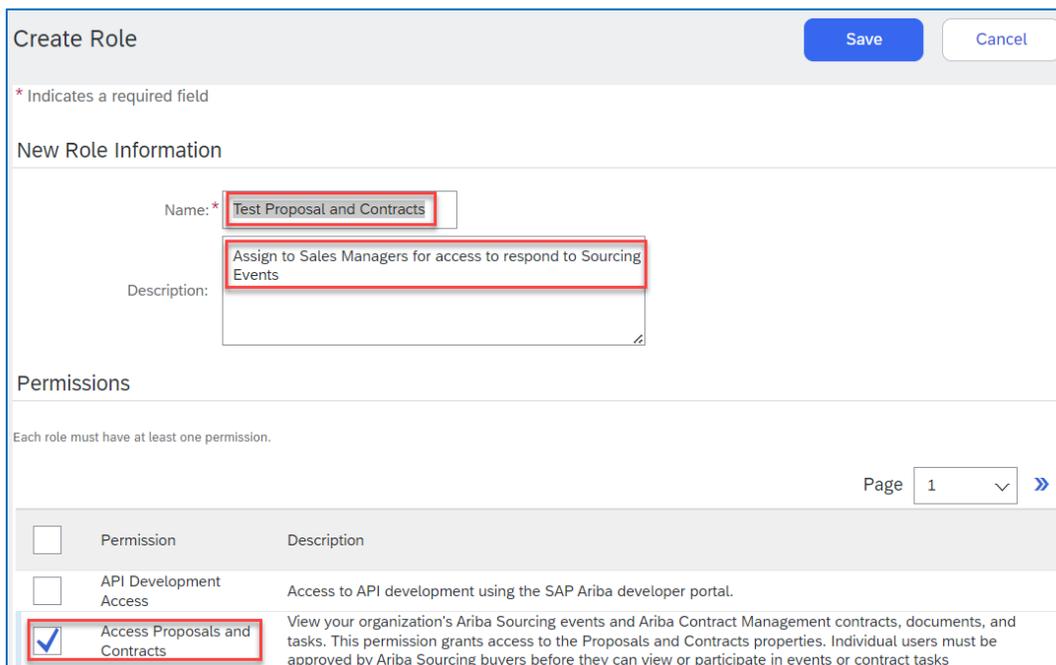
2. Create Security Access Role with Proposals and Contracts permissions
 - a. Click on **Manage Roles** Tab

b. Click + icon, located above Save button.



c. Complete the New Role Information and Permissions

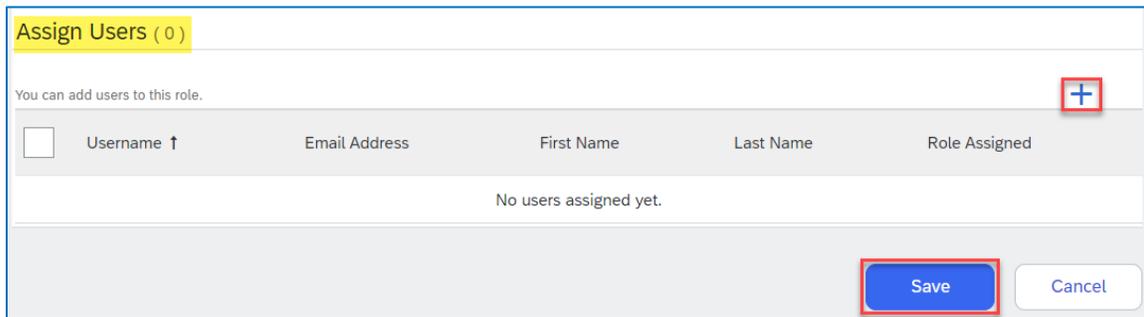
- i. Enter **Name** for the new role (e.g. Proposals and Contracts)
- ii. Enter Description for the new Role [OPTIONAL]
- iii. Check **Access Proposals and Contracts** permission



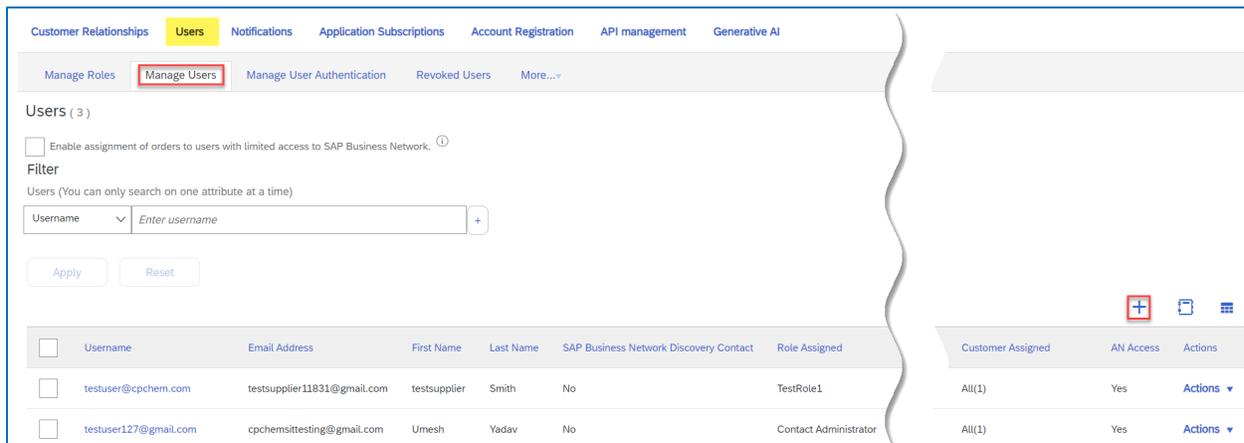
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- iv. If user already exists in Ariba,
 1. Scroll down to the Assign Users section
 2. Click + in the bottom right-hand corner to Search and Select User
- v. Click **Save**



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



- 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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Done
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 provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments 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 ⓘ

Limited access ⓘ

Office Phone: Country: Area: Number:

Role Assignment

	Name	Description
<input type="checkbox"/>	TestRole1	TestRole1
<input type="checkbox"/>	Contact Administrator	
<input checked="" style="border: 2px solid red;" type="checkbox"/>	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

Save
Close

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management Generative AI

Manage Roles Manage Users Manage User Authentication Revoked Users More...▼

Users (4)

Enable assignment of orders to users with limited access to SAP Business Network. ⓘ

Filter

Users (You can only search on one attribute at a time)

Username ▼ +

Apply Reset

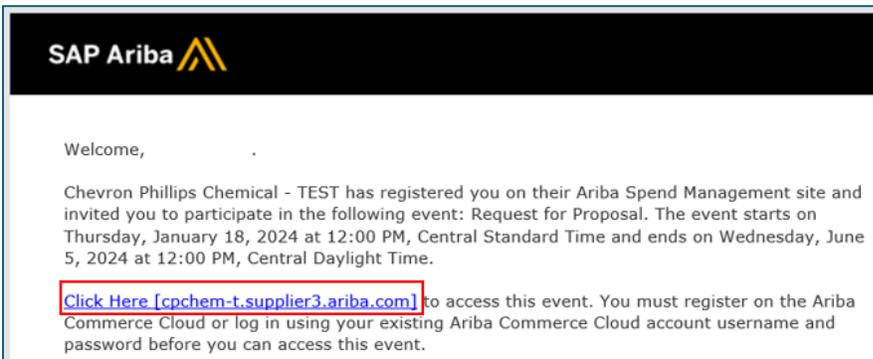
	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Customer Assigned	AN Access
<input type="checkbox"/>	testuser@cpchem.com	testsupplier11831@gmail.com	testsupplier	Smith	No	TestRole1	All(1)	Yes
<input type="checkbox"/>	testsupplier11831@gmail.com	testsupplier11831@gmail.com	testsupplier	Smith	No	PROFILE_MGMT_ROLE_+5	All(1)	Yes
<input checked="" style="border: 2px solid red;" type="checkbox"/>	testProposalsandContracts@gmail.com	testProposalsandContracts@gmail.com	Test	Proposals and Contracts	No	Test Proposal and Contracts	All(1)	Yes

CREATE NEW ARIBA NETWORK ACCOUNT

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

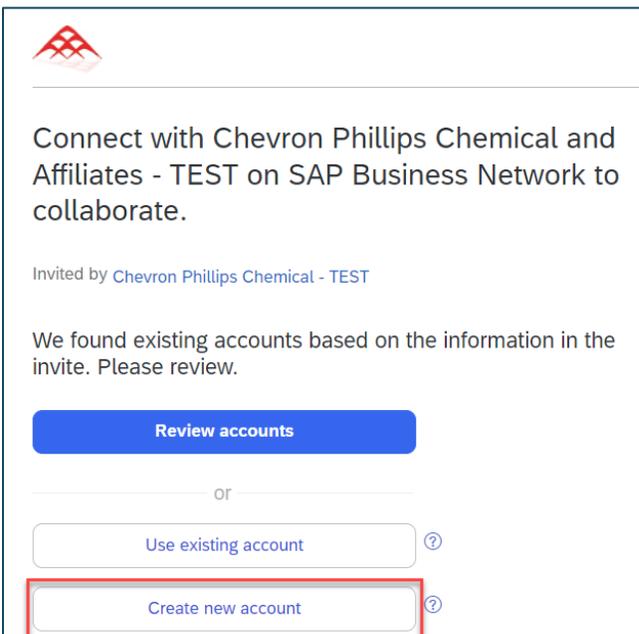
To create a new account, start the process from the **Invitation Email**.

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



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**



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

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

City *

State *

Zip *

ii. Administrator Account Information

Administrator account information

First name * Last name *

Email *

Use my email as my username

Password * Repeat password *

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**

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

reCAPTCHA
Privacy - Terms

Create account

4. Finalize Account creation

a. Click **Continue account creation**

Create an account to connect and collaborate with Chevron Phillips Chemical and Affiliates - TEST on SAP Business Network

We found existing accounts based on the information you entered. Please review.

Review accounts

or

Continue account creation

b. Validate your **email address**

i. Notice will display

Please confirm your email address

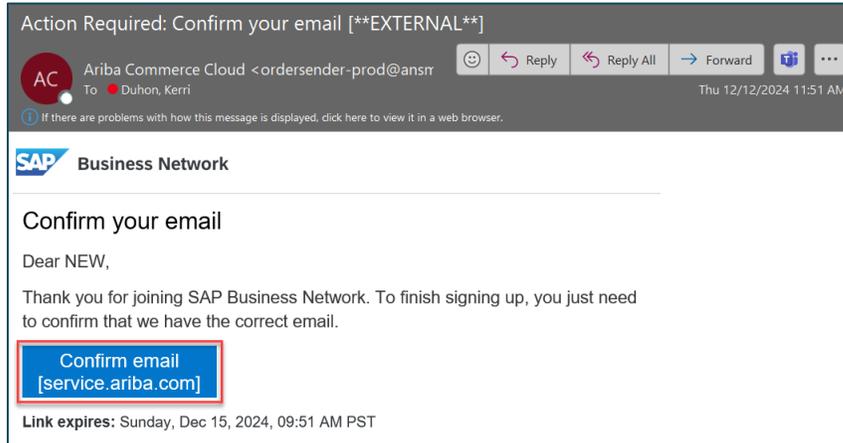
Check your email at [redacted]@cpchem.com and follow the steps in the email to confirm your email address in the next **72 hours**.

[> If you did not receive the email:](#)

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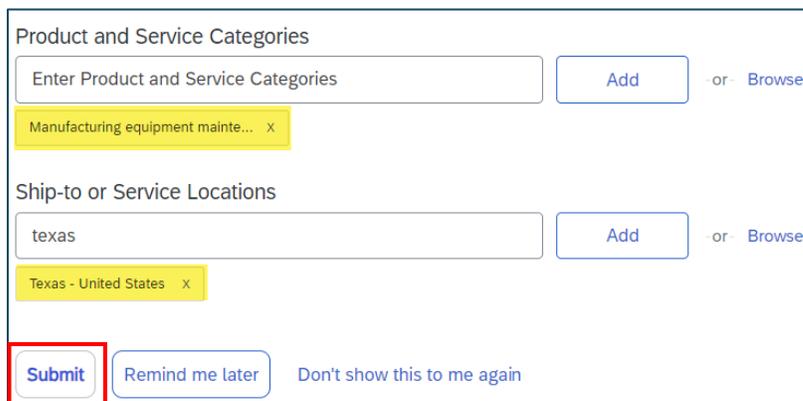
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- ii. Navigate to your Email account, click **Confirm Email**



- 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**



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

ERROR MESSAGE (Different Account and Ariba Network ID)

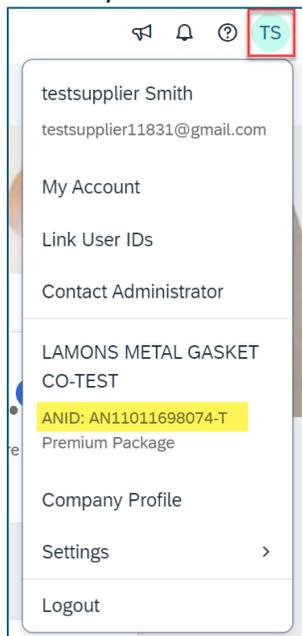
When you try to register to view a Sourcing Event, you receive the following error message:

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 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.