

## **EXISTING SUPPLIER ACCOUNT REGISTRATION MANUAL**

1. Once after receiving a below email, click on the "Click Here" link to access SAP Ariba.

to me ·	Heoni-1.Doc1224893235@eusmtp.anba.com>
	LEONI AG - TEST
	Register as a supplier with LEONI AG - TEST
	Hello!
	anjansayana has invited you to register to become a supplier with LEONI AG - TEST. Start by creating an account with Ariba Network. It's free.
	LEONI AG - TEST uses Ariba Network to manage its sourcing and procureme activities and to collaborate with suppliers. If testsupplierleoni2023 already has an account with Ariba Network, sign in with your username and password.
	Click Here to create account now
	You are receiving this email because your customer, LEONI AG - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact LEONI AG - TEST.
	Offices   Data Policy   Contact Us   Customer Support
	Descend by CAR Ask-

2. Upon clicking the "Click Here" link from the SAP Ariba notification email, this will direct you to your internet browser opening the SAP Ariba main page as below, for New Supplier Account creation. Since you already have Supplier SAP Ariba account, click the "Log in" button.

	Have a question? Click here to see a Quick Start guide.						
S	ign up as a supplier with LEONI AG - TEST on SAP Ariba.						
C	-ONI AG - LEST uses SAP Ariba to manage procurement activities. reate an SAP Ariba supplier account and manage your response to procurement activities required by LEONI AG - TEST.						
A	iready have an account?						
Γ	NOTE: If you DO NOT have Supplier SAP Ariba account, click "Sign up" and familiarize with the New						
	Supplier Account Registration Manual.						



3. Since you already have Supplier SAP Ariba account, click the "Log in" button.

NOTE: If you have Supplier SAP Ariba account, but you forgot either your username or password, use options "Forgot Username" or "Forgot Password" accordingly.

SAP Ariba	
Supplier Login	
User Name	*
Password	栄
Login Forgot Username or Password	

4. Congratulations! You are now logged in. Your home page should look as below.

SAP	Business Network 👻	Standard Account Get enterprise account TEST	MODE			<b>o</b> 0	
Home	Enablement Worki	bench Catalogs				Create 🗸 🕴 🚥	
		Overview Getting started®					
	r	My widgets 48 Customize					
		Download app	Company profile	My leads	Shipment tracking		
		We are now mobile. AppStore Learn more ->	35%   Complete   Operative your company profile to increase of being discovered by new boyers.   Complete profile →	You have no open leads matching your company profile. View all leads	Purchase order no.		