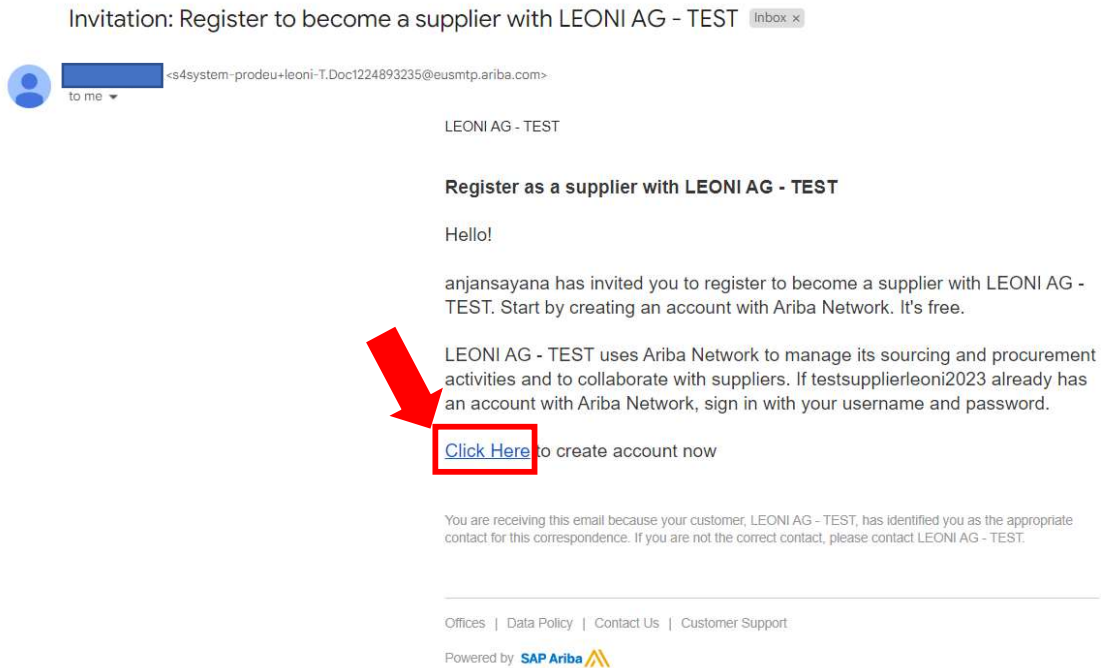


## NEW SUPPLIER ACCOUNT REGISTRATION MANUAL

1. Once after receiving a below email, click on the “Click Here” link to access SAP Ariba Network and create a new Supplier account.



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 account creation. If you DO NOT have Supplier SAP Ariba account, click the “Sign up” button.



**NOTE:** If you already have Supplier SAP Ariba account, click “Log in” and familiarize with the Existing Supplier Account Registration Manual.

3. Upon clicking the "Sign up" button, this will direct you to your internet browser opening the SAP Ariba main page as below, for account creation and fill out the following sections.
  - a. Company information
  - b. User account information

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by LEONI AG - TEST.

### Company information

\* Indicates a required field

Company Name:\*

Country/Region:\*

Address:\*

Postal Code:\*

City:\*

State:

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

**NOTE:** All fields with (\*) are mandatory. Registration fails if you leave any of them blank.

### User account information

\* Indicates a required field

[SAP Business Network Privacy Statement](#)

Name: \*

Email: \*

Use my email as my username

Username: \*

Password: \*

Language:

Email orders to: \*

Must be in email format(e.g john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

4. Once your password is created, fill up all required fields, acknowledge and agree to the Ariba Privacy Statement by ticking the boxes. To complete registration click the button "Create account and continue".

Tell us more about your business

Product and Service Categories: \*   -or- [Browse](#)

Ship-to or Service Locations: \*   -or- [Browse](#)

Tax ID:  Enter your Company Tax ID number.

Vat ID:  Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

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

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.

5. Congratulations! Your account has been created