

NEW SUPPLIER ACCOUNT REGISTRATION MANUAL

Invitation: Register to become a supplier with LEONI AG - TEST Inbox ×

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

<pre></pre>				
	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 procurement 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			
	Powered by SAP Ariba			

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							
Company information							
Company Name:	testsupplierteoni2023	Indicates a required field 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.					
Country/Region: Address:	Germany [DEU]						
Postal Code: City:							
State:	Select ~						

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

User account information

			CAD Duringer Natural Driver Catement
Name:*	First Name	Last Name	SAP Business Network Privacy Statement
Email:*	testsupplierleoni2023@gmail.com		
	Use my email as my use	rname	
Username:*			Must be in email format(e.g john@newco.com) ()
Password:*	Enter Password		Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. (i)
	Repeat Password		
Language:	English	\sim	The language used when Ariba sends you configurable notifications. This is different than your web b
Email orders to:*			Customers may send you their orders through Ariba Networ To send orders to multiple contacts in your organization,
			create a distribution list and enter the email address here.



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 bu	siness			
Product and Service Categories:*	Enter Product and Service Categories	Add -or- Browse		
Ship-to or Service Locations:*	Enter Ship-to or Service Location	Add -or- Browse		
Tax ID:	Optional	Enter your Company Tax ID number.		
Vat ID:	Optional	Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.		
DUNS Number:	Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ①			
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.				
		Create account and continue		

5. Congratulations! Your account has been created