Purpose for this user guide

• As we partner with SAP Ariba in our transformation journey, we would like our valued suppliers to be registered with SAP Ariba as a key transition activity

• This guide will support you to register your company with SAP Ariba in order for you to transact with Standard Chartered Bank

2 options to register with Ariba Network

• Option 1: Register with Ariba upfront via Ariba Supplier Landing Page

• Option 2: Receive email invitation from Standard Chartered Bank Ariba to register as a supplier

**Please make sure your browser is on IE 8 or above if you are using Internet Explorer.**
### Supplier Registration Process (Option 1)

**Option 1: Register with Ariba upfront via Ariba Supplier Landing Page**

<table>
<thead>
<tr>
<th>Step</th>
<th>Details</th>
</tr>
</thead>
</table>
| 1    | - Click on this link: supplier.ariba.com  
     | - Click on ‘Register Now’ |

![SAP Ariba Login Page](image-url)
## Option 1: Register with Ariba upfront via Ariba Supplier Landing Page

### Step 2

- Enter the required information fields marked with asterisks (*)

![Ariba Network Registration Form](image)

**Company information**

- **Company Name**: [Field]
- **Country**: United States (USA)
- **Address**: Line 1, Line 2, Line 3
- **City**: [Field]
- **State**: Alabama
- **Zip**: [Field]

**User account information**

- [Register] [Cancel]
### Option 1: Register with Ariba upfront via Ariba Supplier Landing Page

#### Step 3

- Enter your user account information. The email address will serve as your username for your account with Ariba. If you do not wish to use this as your username, you should uncheck the box: “use my email as my username” and enter your desired username. Tick on the boxes circled below to agree to Ariba’s terms of use and Privacy Statement
- Click on “Register”
## Supplier Registration Process (Option 1)

### Option 1: Register with Ariba upfront via Ariba Supplier Landing Page

### Step 4

- You will receive a verification email in the email address you provided.
- Please check your inbox and junk mail folder or email filter settings to make sure that automated emails from Ariba are not blocked from your inbox.
- Click “Resend” on the Ariba screen if you haven’t received the verification email.
- If you have more than one email address, you may enter an alternative email address in your profile.

![Ariba Network](image-url)
Step 5

In the inbox of the email address you provided, you should have received the following verification email from Ariba, containing a link “Click here to activate your Ariba account” and once you click on it, you will be brought into the Ariba Welcome page.

Dear [Name],

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Network.

Click here to activate your Ariba account.

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL:

https://service.ariba.com/Authenticator/ev/sd/confirmEmail?key=756B88dE2Yy4hVvGnqM8PSLh3vz2Yva&app=Ariba&app=Supplier

After your registration process is complete, use the following URL to log in to your account: http://supplier.ariba.com

Sincerely,
The SAP Ariba Team
https://supplier.ariba.com

Ariba, Inc., 3420 Hillview Ave., Midgley, Palo Alto, CA 94304, USA
SAP Ariba Privacy Statement | Ariba Data Policy | Ariba Help and Support

If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.
Supplier Registration Process (Option 1)

Option 1: Register with Ariba upfront via Ariba Supplier Landing Page

Step 6

- On the Ariba Welcome page, please select “Go to my Company Profile” to continue your company profile process.
- Once you are logged into the account, you will be asked to select your ROLE in your company and you may add into more details about your company’s profile.

Ariba Network

Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company from your address to your business policies, to better help buying organizations find your company.

- Your email address clairelee9684@gmail.com has been verified.
- Your Ariba username clairelee9684@gmail.com has been activated.

Complete Your Company Profile Now

Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

Complete my Company Profile later

Go to my Company Profile
Supplier Registration Process (Option 1)

Option 1: Register with Ariba upfront via Ariba Supplier Landing Page

<table>
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<th>Description</th>
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| 7    | The screen below on Ariba requires you to select your ROLE in the company. Please select one and save.  
You can change your business role any time on My Account page. |
## Supplier Registration Process (Option 1)

### Option 1: Register with Ariba upfront via Ariba Supplier Landing Page

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| 8    | • The default screen will show you the dashboard for “Orders, Invoices and Payments”  
• Please click on the icon at the top right hand corner and select “PROPOSALS” to go to Ariba Sourcing Home |

![Ariba Network Screenshot](image-url)
## Supplier Registration Process (Option 1)

### Option 1: Register with Ariba upfront via Ariba Supplier Landing Page

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<td>9</td>
<td>• The screen will then show you the dashboard for “Sourcing Home”&lt;br&gt;• This is where you will have to manage your invitations and responses to sourcing events&lt;br&gt;• You are now registered with the Ariba network and you will receive an notification from Standard Chartered Bank Ariba to register as a supplier with Standard Chartered Bank</td>
</tr>
</tbody>
</table>
Option 2: Receive email invitation from Standard Chartered Bank Ariba to register as a supplier (Once Ariba is live in Standard Chartered Bank)

| Step |  
|------|---
| 1    | When you are invited to register as a supplier with Standard Chartered Bank, you will receive the following email notification from Ariba. Click on “Click Here”

[Image of email notification]

Register as a supplier with Standard Chartered Bank

Hello,

has invited you to register to become a supplier with Standard Chartered Bank. Start by creating an account with Ariba Network. It's free.

Standard Chartered Bank uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Inc already has an account with Ariba Network, sign in with your username and password.

[Link: Click Here]
to create account now

You are receiving this email because your customer, Standard Chartered Bank - DEV, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Standard Chartered Bank - DEV.
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
</table>
| 2    | • You will be brought to the screen below.  
• If you do not have an existing account with Ariba, click on A “Sign up” and refer to slide 3 for the subsequent steps to register  
• If you already have an account with Ariba, click on B “Log in” |
### Supplier Registration Process (Option 2)

**Option 2: Receive email invitation from Standard Chartered Bank Ariba to register as a supplier**  
*(Once Ariba is live in Standard Chartered Bank)*

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| 3    | - Once you have logged in with your Ariba account, you will be asked to complete a SCB General Registration Questionnaire to complete your registration with Standard Chartered as a supplier on Ariba.  
- Click on “Submit Entire Response” once you have completed the entire questionnaire to submit your Ariba registration with Standard Chartered Bank |
Where to go for more support on participation in sourcing events

Click here for more support on participating in sourcing events in Ariba