

SAP ARIBA SUPPLIERS MANUAL

JULY 6TH, 2021

VERSION 3



- 1 Introduction
- 2 Become an ANA's supplier
- 3 Registration and account setup
- 4 After registration
- 5 Participate in sourcing events
- 6 Create additional accounts
- 7 Change administrator
- 8 Change my email account
- 9 What if you need help?
- 10 FAQ



1

Introduction

Introduction

What is Ariba Network?


Since 2018 ANA Aeroportos has implemented SAP Ariba in order to centralize its negotiations and communication with its business partners. For this communication, it's used Ariba Network.


Ariba Network is a web portal for suppliers to interact with their customers in exchange for documentation and transactions related to purchasing and supplies.




What is Ariba Network?

AN has 4 modules:

 **Opportunities**
Ariba Discovery
Discover new business partners and receive proposals that meet the needs of each one.

 **Proposals**
Ariba Sourcing
Respond to buyers' requests for quotations, participate in online sales and purchase events and send sales proposals.

 **Contracts**
Ariba Contracts
Access customer contracts and negotiate terms.

 **Requests & Invoices**
Ariba Network
Collaborate with your customers during the purchase and billing order process and manage your orders, catalogs and invoices online.



2

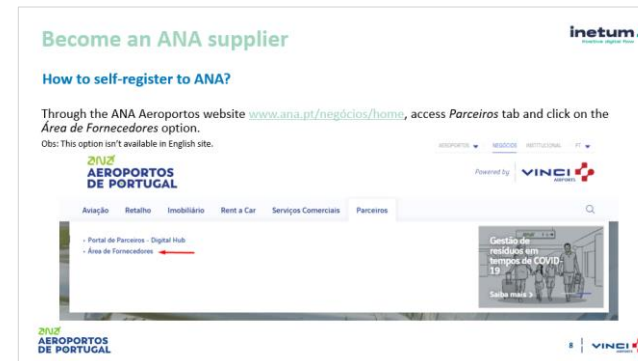
Become an ANA's supplier

Become an ANA supplier

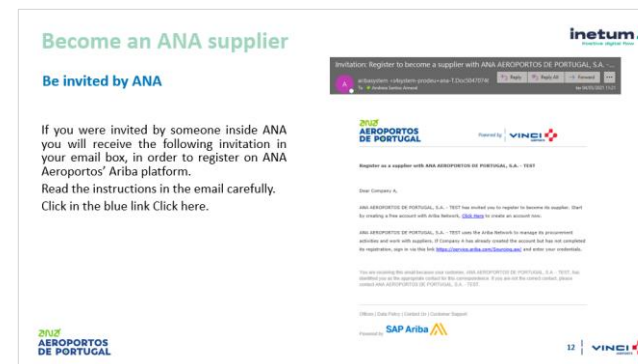
How to be part of ANA's supplier network?

There are 2 different ways to be part of ANA's supplier network:

○ Self-registration



○ Be invited



Become an ANA supplier

How to self-register to ANA?

Through the ANA Aeroportos website www.ana.pt/negócios/home, access *Parceiros* tab and click on the *Área de Fornecedores* option.

Obs: This option isn't available in English site.

The screenshot shows the ANA Aeroportos website interface. At the top, there is a navigation bar with the following items: AEROPORTOS, NEGÓCIOS, INSTITUCIONAL, and PT. Below this, the text 'Powered by VINCI AIRPORTS' is displayed. The main navigation menu includes: Aviação, Retalho, Imobiliário, Rent a Car, Serviços Comerciais, and Parceiros. The 'Parceiros' menu is expanded, showing two options: 'Portal de Parceiros - Digital Hub' and 'Área de Fornecedores', with a red arrow pointing to the latter. On the right side of the page, there is a banner for 'Gestão de resíduos em tempos de COVID-19' with a 'Saiba mais >' link.

Become an ANA supplier

How to self-register to ANA?

Click on option Pretende ser fornecedor da ANA – Aeroportos de Portugal, S.A?
Then click on the option *aqui*.

Área de Fornecedores
Área reservada a Fornecedores

Consulte aqui como aceder à sua conta ou como se registar como nosso potencial fornecedor

Já é fornecedor ANA? +

Pretende ser fornecedor da ANA – Aeroportos de Portugal, S.A? ×

Registe-se gratuitamente na nossa plataforma onde são efetuadas todas as pesquisas de mercado. Esperamos contar com a sua participação em próximas consultas. Aceda [aqui](#).

Qualquer duvida deve ser encaminhada para o email gestao.compras@ana.pt

Become an ANA supplier

How to self-register to ANA?

You will be directed to the following form, where you must fill in the necessary information and send (blue button available in the lower right corner of the form).

Formulário de Solicitação de Autorregisto de Fornecedor

1 Bem vindo, se deseja ser nosso fornecedor e ainda não está registado no nosso sistema, por favor preencha o questionário abaixo

2 Informação do Fornecedor

2.1 Nome do Fornecedor *

2.2 N.º Identificação Fiscal

2.3 Seleção do idioma do fornecedor *

2.4 Morada Principal

Rua

Linha 2

Linha 3

Cidade

Código postal

País

2.5 Nome do Contacto *

2.6 Apellido do Contacto *

2.7 E-mail *

2.8 Contacto Telefónico

2.9 Número D U N S

3 Informação Adicional

3.1 Unidade de negócio

3.2 Categoria

3.3 Região

3.4 Comentários

Enviar Cancelar

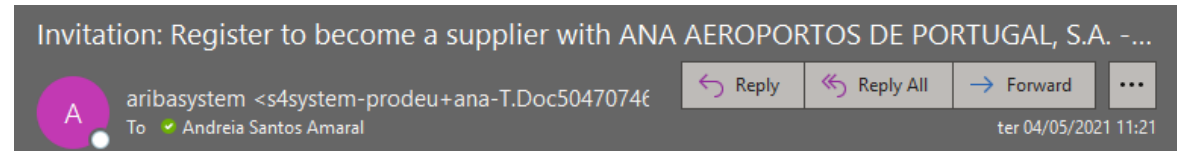
Become an ANA supplier

How to self-register to ANA?

After sending the self registration form, you should receive an invitation e-mail to register on the ANA Aeroporto's Ariba platform.

Read the instructions in the email carefully.

Click the link, in blue, Click here.



Register as a supplier with ANA AEROPORTOS DE PORTUGAL, S.A. - TEST

Dear Company A,

ANA AEROPORTOS DE PORTUGAL, S.A. - TEST has invited you to register to become its supplier. Start by creating a free account with Ariba Network, [Click Here](#) to create an account now.

ANA AEROPORTOS DE PORTUGAL, S.A. - TEST uses the Ariba Network to manage its procurement activities and work with suppliers. If Company A has already created the account but has not completed its registration, sign in via this link <https://service.ariba.com/Sourcing.aw/> and enter your credentials.

You are receiving this email because your customer, ANA AEROPORTOS DE PORTUGAL, S.A. - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact ANA AEROPORTOS DE PORTUGAL, S.A. - TEST.

Offices | Data Policy | Contact Us | Customer Support



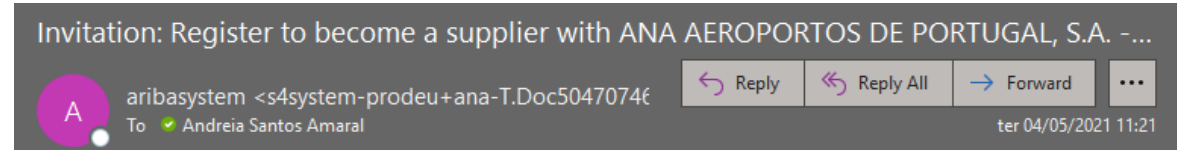
Become an ANA supplier

Be invited by ANA

If you were invited by someone inside ANA you will receive the following invitation in your email box, in order to register on ANA Aeroportos' Ariba platform.

Read the instructions in the email carefully.

Click in the blue link [Click here](#).



Register as a supplier with ANA AEROPORTOS DE PORTUGAL, S.A. - TEST

Dear Company A,

ANA AEROPORTOS DE PORTUGAL, S.A. - TEST has invited you to register to become its supplier. Start by creating a free account with Ariba Network, [Click Here](#) to create an account now.

ANA AEROPORTOS DE PORTUGAL, S.A. - TEST uses the Ariba Network to manage its procurement activities and work with suppliers. If Company A has already created the account but has not completed its registration, sign in via this link <https://service.ariba.com/Sourcing.aw/> and enter your credentials.

You are receiving this email because your customer, ANA AEROPORTOS DE PORTUGAL, S.A. - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact ANA AEROPORTOS DE PORTUGAL, S.A. - TEST.

[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)





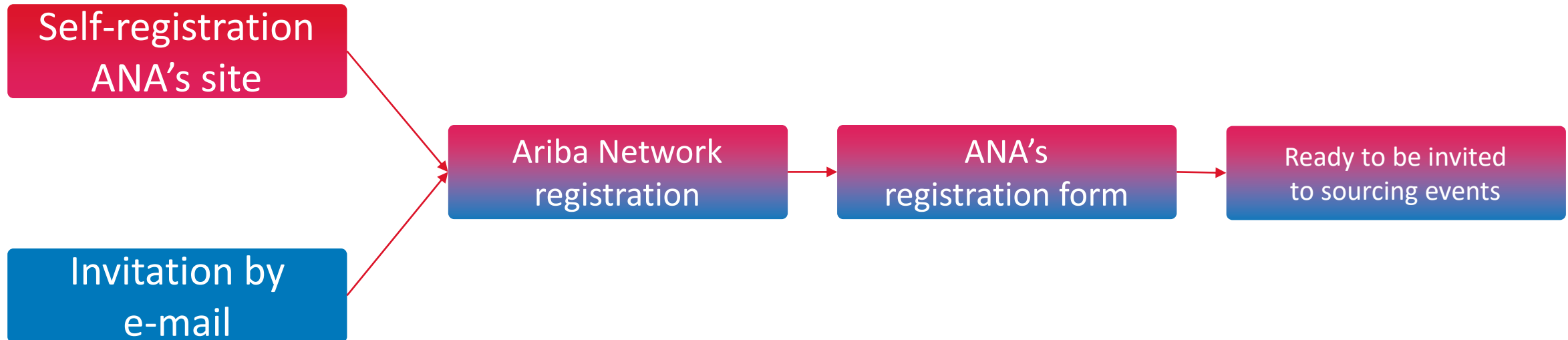
3

Registration and account setup

Registration and account setup

How to register?

Overview of ANA's process:

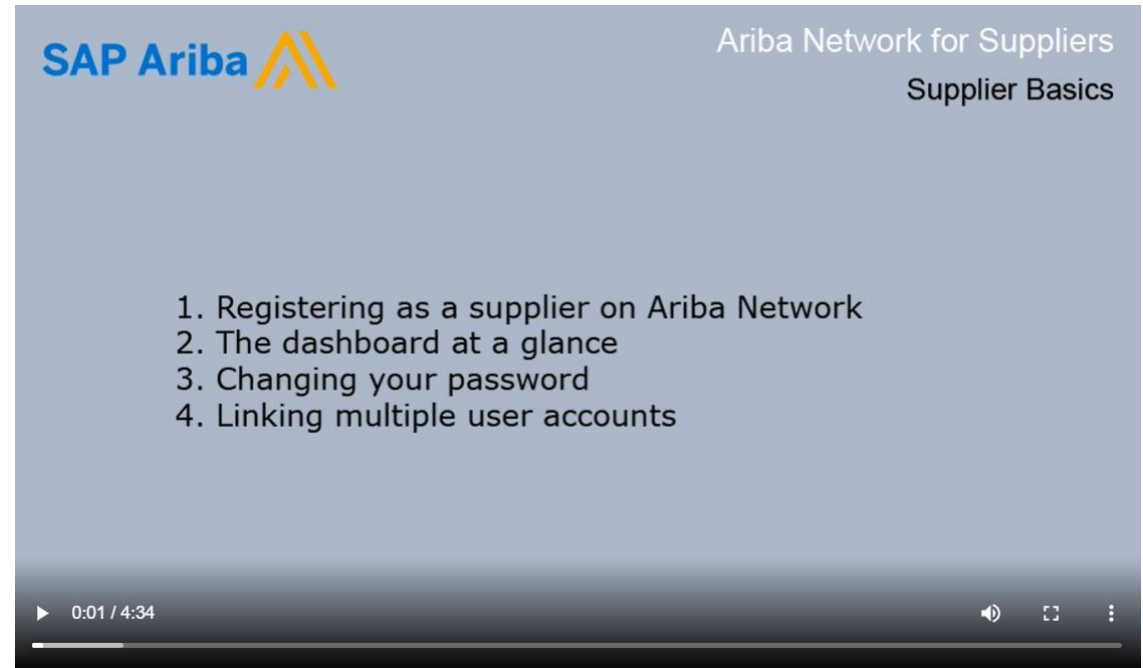


Registration and account setup

How to register?

Watch the following video with instructions on how to register on Ariba Network:

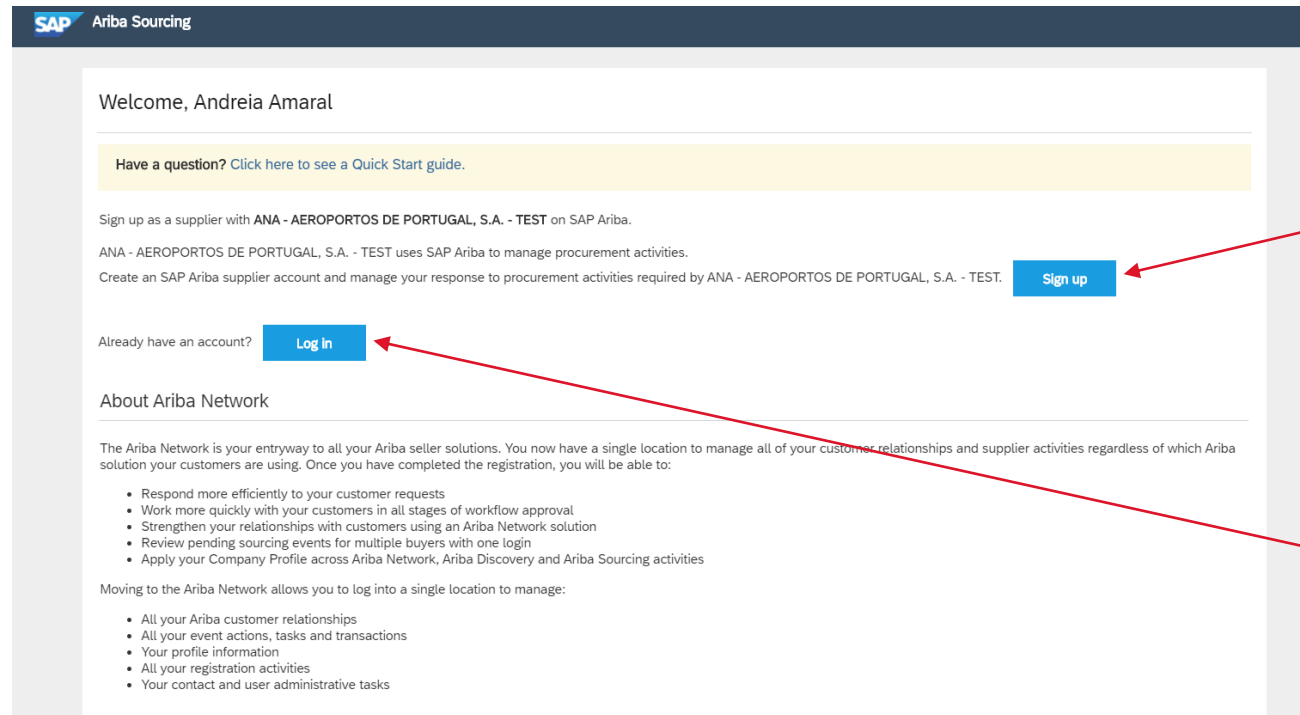
https://support.ariba.com/AUC/DITA/tutorials/pt_BR/Supplier/all/Tutorials/registration_and_user_account/tutorial/0418/0418.mp4



Registration and account setup

How to register?

By clicking on the invitation link you received by email, you should see the following page.



If you do not have already an account on the Ariba Network*, you must create an account by clicking on the blue Sign Up button.
**You should check internally if your company already has an account on AN.*

If you already have an account on Ariba Network, even if it is for another customer, you must click on the blue Log in button and enter your credentials.

Registration and account setup

How to register?

The registration process has two stages:

1. AN registration
2. ANA's registration form

You must fill in the necessary information and then click on Create account and continue.

The screenshot shows the 'Create account' page in SAP Ariba Sourcing. The page title is 'Create account' and it includes a 'Create account and continue' button and a 'Cancel' button. Below the title, there is a note: 'First, create an SAP Ariba supplier account, then complete questionnaires required by ANA - AEROPORTOS DE PORTUGAL, S.A. - TEST.' The form is divided into two main sections: 'Company information' and 'User account information'. In the 'Company information' section, there are fields for 'Company Name' (filled with 'Company B'), 'Country' (dropdown menu showing 'United States [USA]'), 'Address' (three stacked text boxes labeled 'Line 1', 'Line 2', and 'Line 3'), 'City', 'State' (dropdown menu showing 'Alabama'), and 'Zip'. A note on the right side of this section says: '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.' In the 'User account information' section, there are fields for 'Name' (split into 'Andreia' and 'Amaral') and 'Email' (filled with 'andreia.santos.amaral@roff.pt'). A note on the right side of this section says: '* Indicates a required field' and 'SAP Ariba Privacy Statement'.

Registration and account setup

How to register?

ANA's registration form is similar like image on the right. You will need to fill in all the necessary fields.

If you want to fill it out later, click Save draft to save the information (you have 30 days to complete this registration).

When you have completed all the fields, click Submit Entire Response.

< Go back to ANA AEROPORTOS DE PORTUGAL, S.A. - TEST Dashboard Desktop File Sync

Console Doc330560321 - Supplier Registration Questionnaire Time remaining
29 days 07:52:28

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 Supplier Information
- 2 Organization Fields
- 3 Bank Information
- 4 Financial Statement
- 5 ISO Certification

All Content

Name ↑	
▼ 1 Supplier Information	
▼ 1.1 Registered Name of Legal Entity	
1.1.1 Linha 1	* <input type="text" value="Company B"/>
1.1.2 Linha 2	<input type="text"/>
1.2 Business Trading Name	<input type="text"/>
1.3 Contact Person (Name, Position, Email)	* <input type="text"/>
1.4 Comments (Optional)	<input type="text"/>

(*) indicates a required field

|

Note: To access the questionnaire the next time, do not use the link you received in the email, that link will have expired after 24 hours. To enter your account you must enter the link: <https://service.ariba.com/Sourcing.aw/> and insert the credentials previously defined.

4

After registration

After registration

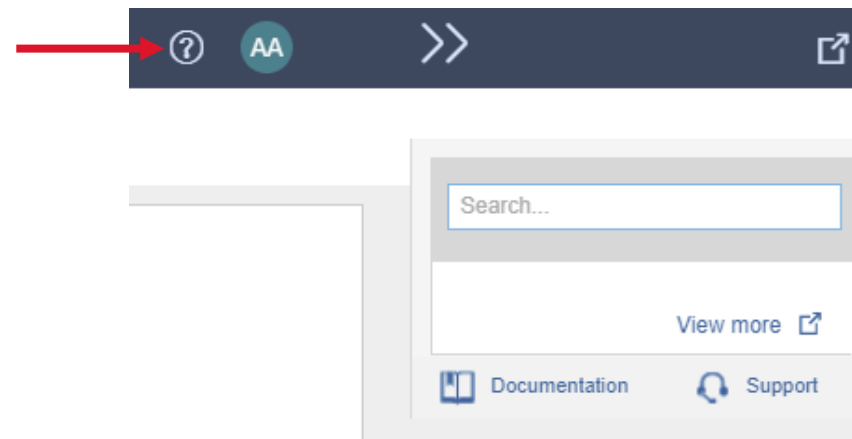
Next steps (Optional)

- Fill out your company profile. Potential customers can search for supplier profiles on Ariba Network;
- Create user accounts for your employees/colleagues who need to interact with your customers;
- Update your user account preferences and settings;
- Explore Ariba Discovery to find and participate in new business opportunities;
- Download the “Ariba Supplier Mobile” application to easily access the main documents on your cell phone;

After registration

Next steps (Optional)

- Consult SAP Ariba documentation to learn more about your tasks as a user. To access the documentation, on the Login page or even in your account, in the upper right corner, click on the question mark and search for what you need, typing in the search bar, as shown below.



After registration

Ariba Proposals and Questionnaires

Browsing between AN modules

Browsing between other customers pages

User and company accounts definitions

ANA AEROPORTOS DE PORTUGAL, S.A. - TEST MORE...

There are no matched postings.

Welcome to Ariba Purchasing Management from ANA Aeroportos de Portugal / VINCI AIRPORTS. This site assists in identifying the best leading suppliers of the market in quality, service and price. This site is managed by Ariba, Inc. in order to ensure greater market transparency.

If you are not receiving emails from SAP Ariba, first verify that your user's email address is correct and that your notification settings are configured properly. If so, contact your local IT department to determine if there are any filters on your email server that are blocking emails from SAP Ariba. If needed, your IT department can also add SAP Ariba's IP addresses and the email domains @ansmtp.ariba.com and @eusmtp.ariba.com to the allow list.

IP range addresses to Europe:
- 216.109.103.0 to 216.109.103.255
- 194.39.129.0 to 194.39.129.255
- 194.39.128.0 to 194.39.128.255

If all settings are configured correctly in both your SAP Ariba account and internal email server, the attachments included in the notification may be too large which is preventing the email from being received.

Any additional information, please check the following SAP notes:
FAQ 158256 - Why am I not receiving emails from SAP Ariba
FAQ 146034 - How do I change or update my email address or username
FAQ 106475 - How do I update my email notification preferences
FAQ 82001 - Which Internet Protocol (IP) addresses (subnets) compose the Ariba Network and Ariba on-demand solutions for firewall validation

ANA AEROPORTOS DE PORTUGAL
Powered by VINCI AIRPORTS

Customer page

Logo and customer welcoming message

Help Center



5

Participate in sourcing events

Participate in sourcing events

What will I be invited to?

With an Ariba Sourcing account, you may be invited by your costumers to participate in trading events.

On the following page, you will be able to view and access various events and other types of questionnaires, such as the registration questionnaire you completed earlier.

SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE

ANA AEROPORTOS DE PORTUGAL, S.A. - TEST

There are no matched postings.

Welcome to Ariba Purchasing Management from ANA Aeroportos de Portugal / VINCI AIRPORTS. This site assists in identifying the best leading suppliers of the market in quality, service and price. This site is managed by Ariba, Inc. in order to ensure greater market transparency.

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IP range addresses to Europe:
 - 216.109.103.0 to 216.109.103.255
 - 194.39.129.0 to 194.39.129.255
 - 194.39.128.0 to 194.39.128.255

If all settings are configured correctly in both your SAP Ariba account and internal email server, the attachments included in the notification may be too large which is preventing the email from being received.

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 FAQ 82001 – Which Internet Protocol (IP) addresses (subnets) compose the Ariba Network and Ariba on-demand solutions for firewall validation

ANZ AEROPORTOS DE PORTUGAL Powered by **VINCI AIRPORTS**

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (10)				
▶ Status: Open (1)				
▶ Status: Pending Selection (2)				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc504707474	3/1/2022 6:50 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No items					

Scorecards

Title	ID	Project Title	Performance From	Performance To ↓
Scorecard - Bens e Serviços	Doc618993655	Avallar Company B - 1	03/01/2021	03/16/2021

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				



6

Create additional accounts

Create additional accounts

To manage several users in your company who need access to Ariba, follow the following steps

1. Click on your initials in the upper right corner
2. Go to Settings
3. Click Users

The screenshot shows the SAP Ariba Spend Management interface for ANA AEROPORTOS DE PORTUGAL, S.A. - TEST. The user menu is open, showing the following options:

- User Company B (companyb@roff.pt)
- My Account
- Link User IDs
- Contact Administrator
- Company B (ANID: AN01480536115-T)
- Company Profile
- Settings 2
- Logout

The main content area displays the following sections:

- Events: Status: Completed (10), Status: Pending Selection (3)
- Registration Questionnaires: Status: Open (1), Supplier Registration Questionnaire (Doc504707474, 3/1/2022 6:50 PM, Registered)
- Qualification Questionnaires: No items
- Questionnaires: No items
- Certificates: No items

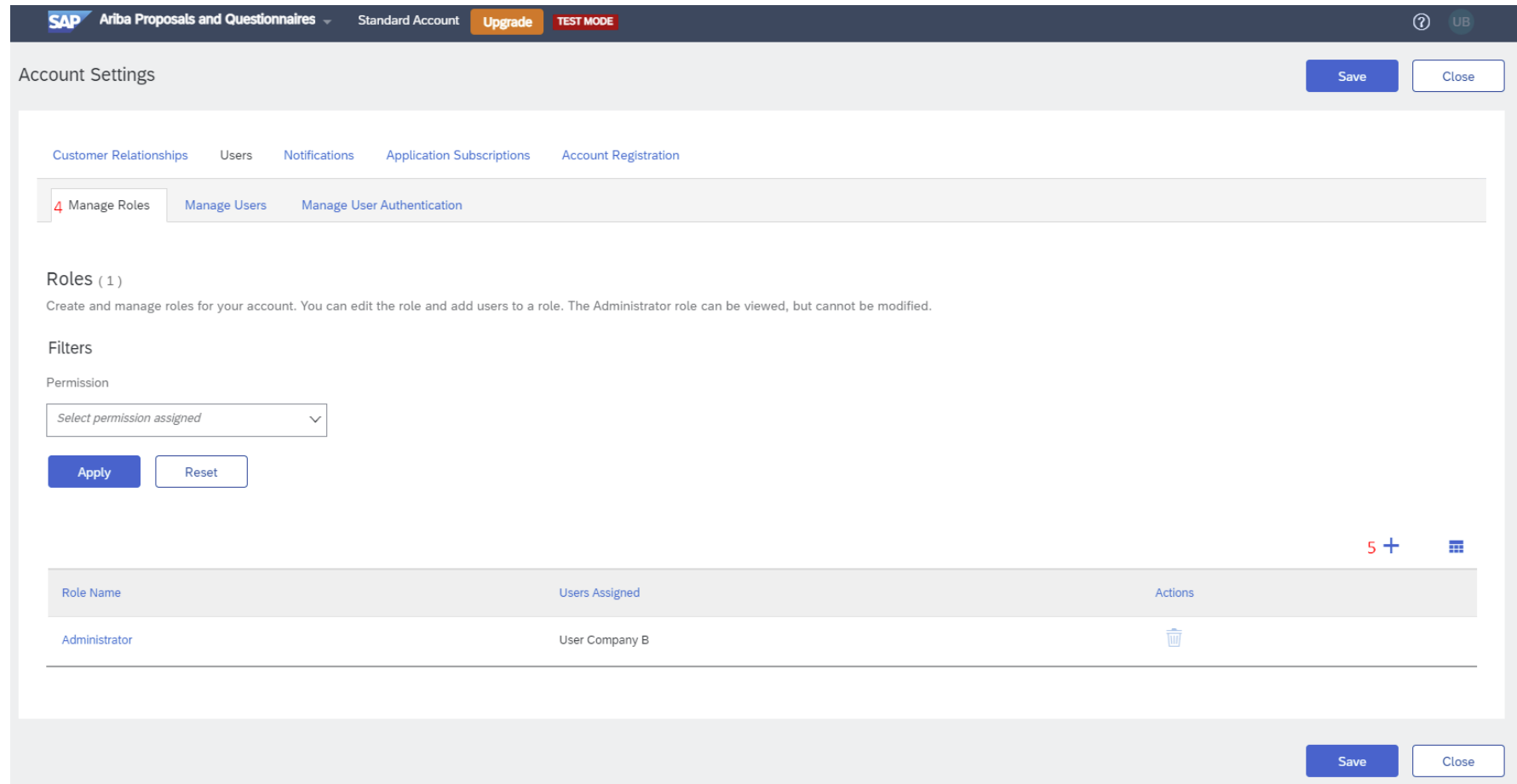
Create additional accounts

To manage several users in your company who need access to Ariba, follow the following steps

Before creating new users, you must create roles to later assign to users.

Roles define each user's access.

4. Check if you are on Manage Roles tab
5. To create a new role, click on the + symbol



The screenshot shows the SAP Ariba Account Settings interface. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area is titled 'Account Settings' and has tabs for 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', and 'Account Registration'. The 'Manage Roles' tab is active, showing a sub-tab for 'Manage Users'. Below this, there is a section for 'Roles (1)' with a description: 'Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.' There is a 'Filters' section with a 'Permission' dropdown menu set to 'Select permission assigned' and 'Apply' and 'Reset' buttons. At the bottom, a table lists the roles:

Role Name	Users Assigned	Actions
Administrator	User Company B	

Create additional accounts

To manage several users in your company who need access to Ariba, follow the following steps

6. Name the role you want to create (you can edit it later). Also include a description so that in the future other users of your company will know when to assign this role
7. In Permissions, you must select the permission that suits this role. See the Description of each Permission to see which one applies
8. When done click Save

6 Name: * EXAMPLE: Answer Quotations

Description: EXAMPLE: Users with this role are able to respond to sourcing events

8 Save Cancel

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

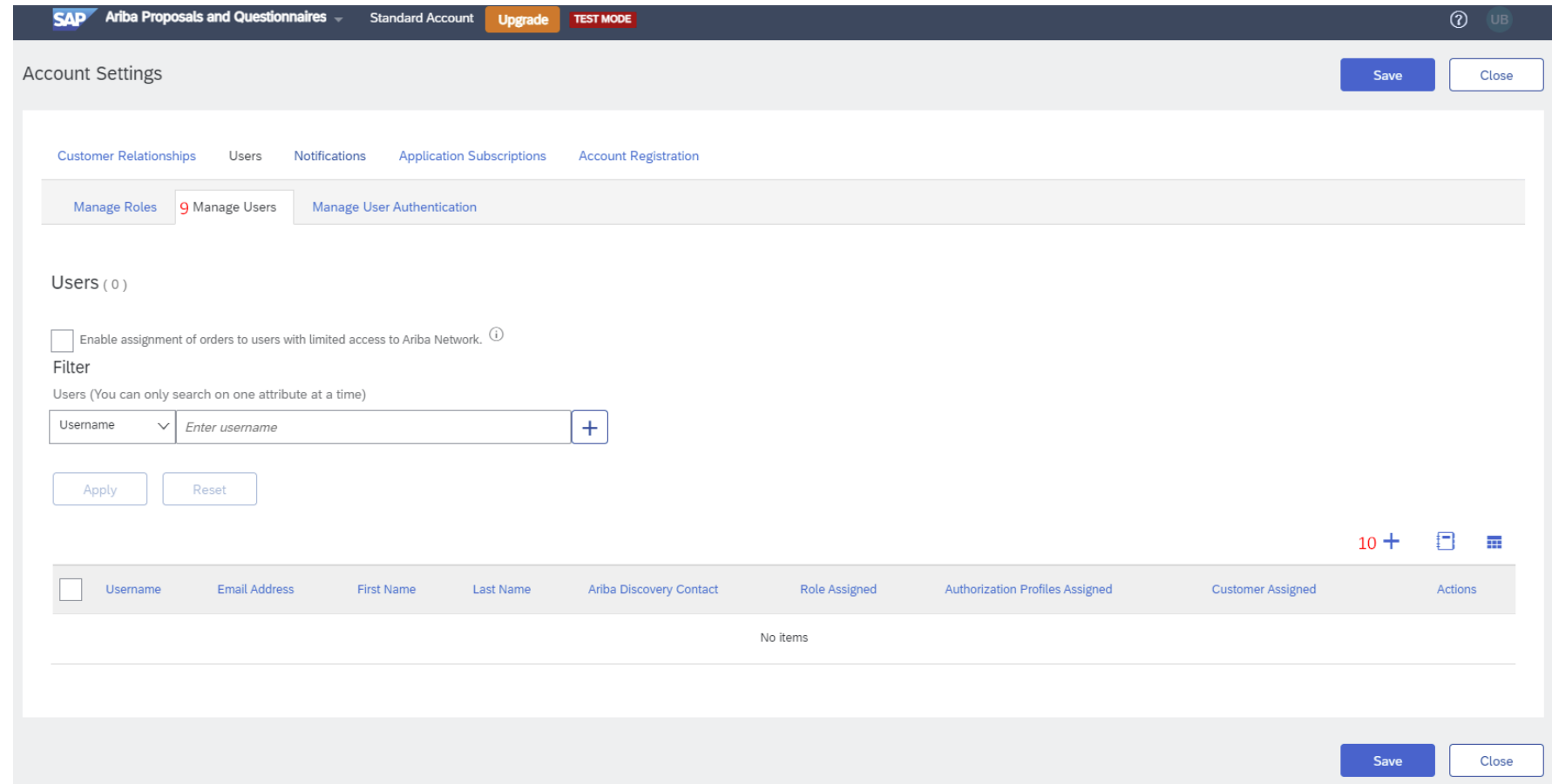
Permission	Description
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input type="checkbox"/> Fulfillment Invitation Account Merge	Allows the assigned user to transfer a fulfillment related invitation into his existing Ariba Network Account.
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input checked="" type="checkbox"/> 7 Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks

Create additional accounts

To manage several users in your company who need access to Ariba, follow the following steps

Now that you have created roles, you can then proceed to creating users.

9. Click on Manage Users tab
10. To create a new one, click on the + symbol



Create additional accounts

To manage several users in your company who need access to Ariba, follow the following steps

11. Fill in mandatory fields (*) such as:

- Username

(we suggest to be the same as the email in order to be easy to memorize)

- Email address

- First Name

- Last Name

12. Select the role created to assign it to this user

13. You can assign this user to all your customers or just to specific customers

14. After everything is complete, click Done

Create User

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

11 Username:* andrea@ariba.com ⓘ
Email Address:* andrea@ariba.com
First Name:* Andreia
Last Name:* Amaral

Do not allow the user to resend invoices to the buyer's account. ⓘ
 This user is the Ariba Discovery Contact ⓘ
 Limited access ⓘ

Office Phone: Country: PRT 351 Area: Number:

Role Assignment

Name	Description
<input checked="" type="checkbox"/> 12 EXAMPLE: Answer Quotations	EXAMPLE: Users with this role are able to respond to sourcing events

Customer Assignment

Assign to Customer: All Customers 13 Select Customers


By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the SAP Ariba Privacy Statement, the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.


14 Done Cancel

Create additional accounts

The created user will receive emails similar to the following ones:

Your password on the Ariba Network Account.

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To ● SAP Suporte

 If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba

Dear Andreia Amaral,

This message contains important information about your new user account related to your company's Ariba account(AN01480536115-T).

Your temporary password to access your new user account is:

Temporary Password: :4CTc*2h


For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new Ariba user account.


If you have any questions, contact your Account Administrator:

User Company B
andreia.santos.amaral@roff.pt
+55 2222

Sincerely,
The SAP Ariba Team
<https://seller.ariba.com>

Your User ID on the Ariba Account.

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To ● SAP Suporte

 If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba

Dear Andreia Amaral,

This message contains important information about your new Ariba user account. You have been enabled to access your company's Ariba account (ANID:AN01480536115-T) with the following username:

Username: andreiaamaral@ariba.com

Important: Your username is part of your login information to your Ariba user account and should be kept confidential.

For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

Please click on the following link and log in to your user account using your username and temporary password. You will be asked to provide a new password and set up your secret question and answer. The secret question and answer is used to uniquely identify you if you need to reset your password.

<https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba>

- Log in to your account using the username and temporary password.
- Enter the temporary password in the **Current Password** field.
- Enter your new password.
- Confirm your new password.
- Choose your Secret Question and enter your Secret Answer.
- Click **Save**, then click **Done**.

If you have any questions contact your Account Administrator:

User Company B
andreia.santos.amaral@roff.pt
+55 2222

Sincerely,
The SAP Ariba Team
<https://seller.ariba.com>

Create additional accounts

Back to search results

Co

Company B
(Public: Company B)

SM Vendor ID: S12925246
Ariba Network ID: AN01480536115-T

- Summary
- Contacts**
- ERP data
- Public profile
- Certificates
- Activity log

Registration

Questionnaires

Contacts

Supplier Manager

NAME	EMAIL
No supplier manager is currently assigned to this supplier. Assign supplier manager	

Contacts of Company B (2)

NAME	TYPE	AN STATUS	REGION	CATEGORY	
★ User Company B andrea.santos.amaral@roff.pt TESTE-08042021	N/A	Public	N/A	N/A	...
Andreia Amaral sap.suporte@ana.pt	N/A	Public	N/A	N/A	...

As previously indicated, on customer side, the contact created with Access Proposals and Contracts permission is available to be invited to participate in sourcing events.



7

Change administrator

Change administrator

If the account administrator leaves the company or changes roles, follow these steps

We suggest that you have at least 2 users with Administrator role in your account.

1. Click on your initials in the upper right corner
2. Go to Settings
3. Click Users

The screenshot shows the SAP Ariba Spend Management interface for ANA AEROPORTOS DE PORTUGAL, S.A. - TEST. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The user's initials 'UB' are visible in the top right corner. A dropdown menu is open, showing options for 'User Company B', 'My Account', 'Link User IDs', 'Contact Administrator', 'Company B', 'ANID: AN01480536115-T', 'Company Profile', 'Settings 2', and 'Logout'. The 'Settings 2' option is highlighted, and a sub-menu is open showing 'ACCOUNT SETTINGS', 'Users 3', 'Notifications', 'SOURCING & CONTRACTS SETTINGS', and 'Sourcing & Contracts Notifications'. The main content area displays various sections: 'Events' (Status: Completed (10), Status: Pending Selection (3)), 'Registration Questionnaires' (Status: Open (1), Supplier Registration Questionnaire, Doc504707474, 3/1/2022 6:50 PM, Registered), 'Qualification Questionnaires' (No items), 'Questionnaires' (No items), and 'Certificates' (No items).

Change administrator

If the account administrator leaves the company or changes roles, follow these steps

4. Click Manage Users tab
5. Click on Actions corresponding to the user you want to become an administrator
6. Click Make Administrator and select the administrator role*
7. Click Save

*See point 6. Create additional accounts to learn how to create an administrator role

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles 4 Manage Users Manage User Authentication

Users (2)

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

Filter

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

Username +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input type="checkbox"/>	andreaamaral@ariba.com	sap.suporte@ana.pt	Andreia	Amaral	No	EXAMPLE: Answer Quotations		All(0)	Actions 5
<input type="checkbox"/>	user123@ariba.com	user123@ariba.com	User	1	No	EXAMPLE: Answer Quotations		All(0)	Edit Delete 6 Make Administrator

↳ Add to Contact List Remove from Contact List

7 Save Close



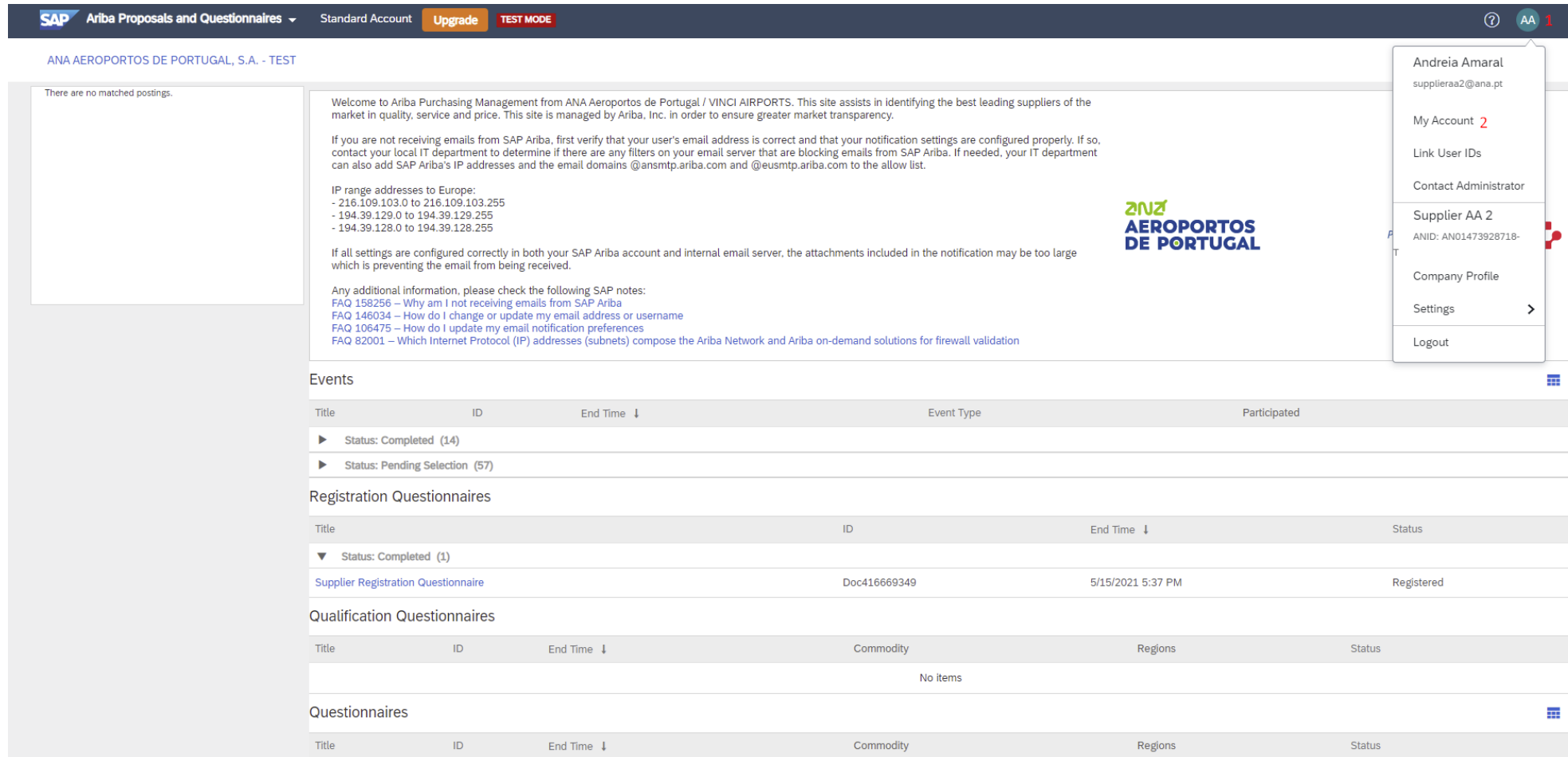
8

Change my email account

Change my email account

If your email changes, you can update this information directly into your account:

1. Click on your initials in the upper right corner
2. Go to My account;



The screenshot shows the SAP Ariba interface for ANA AEROPORTOS DE PORTUGAL, S.A. - TEST. The user's initials 'AA' are highlighted in the top right corner, and a dropdown menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Supplier AA 2', 'Company Profile', 'Settings', and 'Logout'. The main content area displays a welcome message and a list of FAQ items. Below the main content, there are sections for 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'.

There are no matched postings.

Welcome to Ariba Purchasing Management from ANA Aeroportos de Portugal / VINCI AIRPORTS. This site assists in identifying the best leading suppliers of the market in quality, service and price. This site is managed by Ariba, Inc. in order to ensure greater market transparency.

If you are not receiving emails from SAP Ariba, first verify that your user's email address is correct and that your notification settings are configured properly. If so, contact your local IT department to determine if there are any filters on your email server that are blocking emails from SAP Ariba. If needed, your IT department can also add SAP Ariba's IP addresses and the email domains @ansmp.ariba.com and @eusmp.ariba.com to the allow list.

IP range addresses to Europe:
- 216.109.103.0 to 216.109.103.255
- 194.39.129.0 to 194.39.129.255
- 194.39.128.0 to 194.39.128.255

If all settings are configured correctly in both your SAP Ariba account and internal email server, the attachments included in the notification may be too large which is preventing the email from being received.

Any additional information, please check the following SAP notes:
FAQ 158256 – Why am I not receiving emails from SAP Ariba
FAQ 146034 – How do I change or update my email address or username
FAQ 106475 – How do I update my email notification preferences
FAQ 82001 – Which Internet Protocol (IP) addresses (subnets) compose the Ariba Network and Ariba on-demand solutions for firewall validation

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (14)				
▶ Status: Pending Selection (57)				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier Registration Questionnaire	Doc416669349	5/15/2021 5:37 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No Items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
-------	----	------------	-----------	---------	--------

Change my email account

If your email changes, you can update this information directly into your account:

3. Enter your new email on Email Address field;
4. Save.

The screenshot shows the 'My Account' page in SAP Ariba. The page is titled 'My Account' and has a 'Save' button and a 'Close' button. The page is divided into several sections: 'Account Information', 'Preferences', and 'Contact Information'. The 'Account Information' section contains fields for Username, Email Address, First Name, Middle Name, Last Name, and Business Role. The 'Preferences' section contains fields for Preferred Language, Preferred Timezone, and Default Currency, along with a checkbox for 'Allow Me to Save Filter Preferences in the Inbox/Outbox'. The 'Contact Information' section contains fields for Country, Area, Number, and Extension.

SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE

My Account 4 Save Close

* Indicates a required field

Account Information

Username:* supplieraa2@ana.pt ⓘ
[Change Password](#)

Email Address:* supplieraa2@ana.pt 3

First Name:* Andreia

Middle Name:

Last Name:* Amaral
[Personal Information Change Log](#)

Business Role: Sales

Preferences

Preferred Language: English ⓘ

Preferred Timezone:* America/Los_Angeles ⓘ

Default Currency:* Euro [Select Currency](#) ⓘ

Allow Me to Save Filter Preferences in the Inbox/Outbox

Contact Information

Country Area Number Extension

USA 1 1 1 1



9

What if you need help?

What if you need help?

The following support channels are available to suppliers:

Ariba Network Overview

For information about the benefits of signing up for Ariba Network as a vendor, visit:

<https://www.ariba.com/support/supplier-support>

Webinars

To participate in online seminars/Q&A training sessions, visit:

<https://gateway.on24.com/wcc/gateway/elitesaparibacustsupport/1391535>

Alternatively, training sessions are published in the Help Center on Ariba Network page. Search for keywords like "Training" to find upcoming online seminars.

Help Desk

For all Ariba Network functional support or queries related to attending ANA trading events, please email us at:



gestao.compras@ana.pt

10

FAQ

Frequent asked questions

- Registration form / Consultations appear in a different language than mine. How do I change my account language?
- I can't access my customer's events
- My customer created a new SAP Ariba account for my company, but I already have an account. How can I access our customer's sourcing events with the existing account?
- When registering a new account, SAP Ariba says that I already have an account. I don't remember the access details for the existing account
- I get an error message / Blank page
- Contact SAP Ariba Support
- I'm not receiving email notifications on my email account;
- Other questions like "I need to send updated documents as part of my quote, but the event no longer accepts responses"

Registration form / Consultations appear in a different language than mine. How do I change my account language?

You should check and change the language at the following locations:

- **User account**

Your initials (upper right corner ) > My Account > Preferred Language > Save

- **Browser**

By going to Settings menu of the browser you are using, you must change to the same language that you defined in the previous step (in your Ariba account settings). That is, if you selected Brazilian Portuguese in Ariba, you must also select Brazilian Portuguese in the browser language. Or if you selected French, you must also select French in browser (do not apply French (Canada), French (France), etc)

I can't access my customer's events

1. Click again on the link in the email body, from SAP Ariba invitation, to participate in a specific event for your customer;
 2. When accessing Ariba Network / Ariba Proposals and Questionnaires page, enter the specific username and password that you used to access the first time.
- Confirm with your account administrator that you are accessing through the correct account, as account administrator (the user who first accessed and registered the company with the AN) may have created different users and yours be out of date.

My customer created a new SAP Ariba account for my company, but I already have an account. How can I access our customer's sourcing events with the existing account?

1. Click on the invitation link to participate in the event;
2. Click on Log In and/or enter your Ariba Network access credentials and click Continue;
3. At that moment, after logging in, you are connected to your customer's event.

To access events in the future, you must follow these steps:

1. Access website <https://service.ariba.com/Sourcing.aw/>, log in with your access credentials;
2. Click on the name / link of the event in which you wish to participate.

When registering a new account, SAP Ariba says that I already have an account. I don't remember the access details for the existing account.

If you have forgotten your username or password, you can receive this information in your email without contacting SAP Ariba support.

1. Click Password or Username on the login page.
2. Enter your email address;
3. Your credentials will be sent to the email you specified.

Note: If you don't receive an email right away, check your spam filter.

SAP Ariba 

Supplier Login

Forgot or

I get an error message / Blank page

If you receive an error message or are unable to complete a task, try the following:

1. Check your browser settings and confirm that it is configured to allow cookies from ariba.com;
2. Clear your browser's cache and cookies;
3. Check if you are using a browser supported by SAP Ariba (on the access page, at the bottom it is possible to view all supported browsers, as shown in the following image).

SAP Ariba 

Supplier Login

User Name

Password



Login

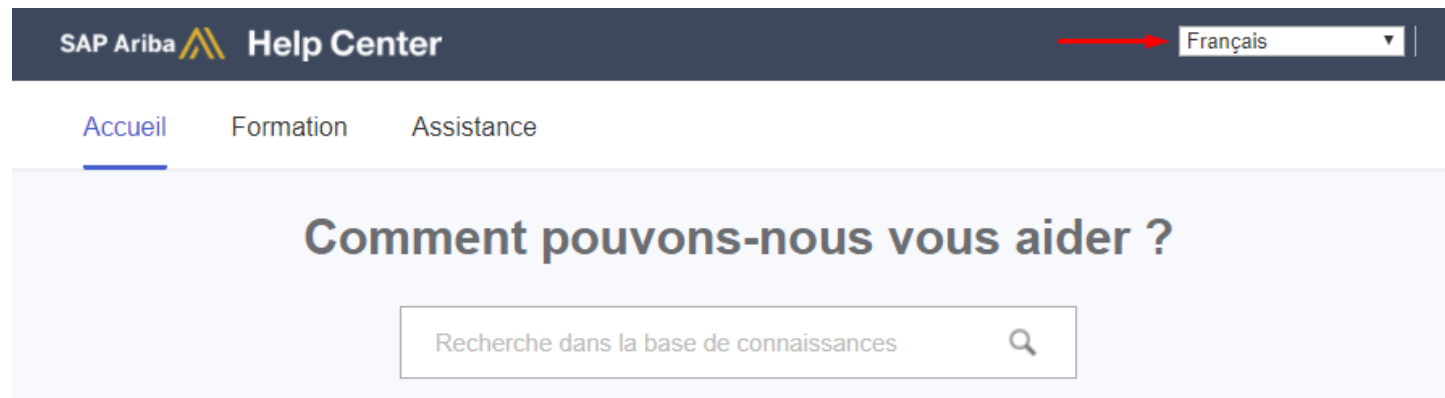
[Forgot Username or Password](#)

Supported browsers and plugins

Contact SAP Ariba Support

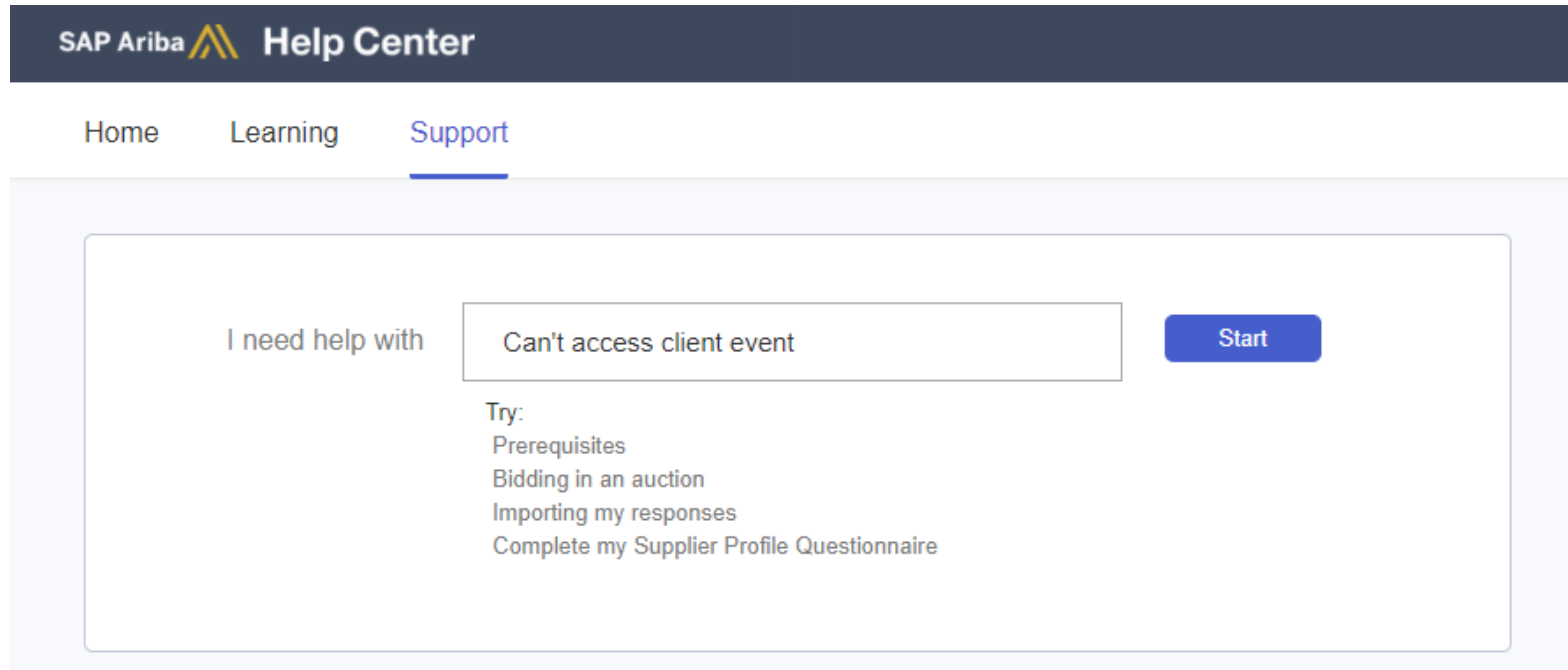
If problem persists, contact SAP Ariba support by taking the following steps:

1. On the home page, click on the  symbol in the upper right corner and select the option View more: [View more](#) 
2. On the next page, in order to facilitate contact, in the upper right corner, change the support language to your own.



Contact SAP Ariba Support


3. Click on the "Support" menu at the top left of the screen. In the search bar put a brief description of your problem and click "Start".



The screenshot shows the SAP Ariba Help Center interface. At the top, there is a dark blue header with the SAP Ariba logo and the text "Help Center". Below the header, there are three navigation tabs: "Home", "Learning", and "Support", with "Support" being the active tab. The main content area is a light blue box containing a search bar. To the left of the search bar is the text "I need help with". The search bar contains the text "Can't access client event". To the right of the search bar is a blue button labeled "Start". Below the search bar, there is a section titled "Try:" followed by a list of suggestions: "Prerequisites", "Bidding in an auction", "Importing my responses", and "Complete my Supplier Profile Questionnaire".

Contact SAP Ariba Support






4. After verifying that none of the solution suggested for your problem do not apply, in the topic “Contact SAP Ariba Customer Support” click on “Something else”.

SAP Ariba  Help Center


Home Learning Support

I need help with

Search results for Can't access client event

-  Why can't I access an event with the username provided by my customer?
-  I need help accessing a sourcing event
-  Why can't I see my task on the Proposals tab?
-  I need help connecting with a customer
-  About responding to RFIs

◀ 1 2 3 ... 164 ▶

 Contact SAP Ariba Customer Support

Your responses to these questions will help us provide you an answer or direct you to the appropriate support channels.

What do you need help with?

- Accessing an event
- Event prerequisites, bidder agreement, or non-disclosure agreement
- Performing an action in an event (import response via Microsoft Excel, attach a file, etc.)
- Issue responding to an event
- Issue with closed event
- Something else** ←





Contact SAP Ariba Support

5. 3 options appear, in which you must click on the one that is most convenient to you.

Tip: For more immediate support, choose help by phone or chat (if it's available).

Can't find what you are looking for? Let us help you.

Choose your communication preference:

-  Get help by email
-  Get help by phone  Estimated wait in minutes for non-bidding call: 10
-  Watch Success Session webcasts

Contact SAP Ariba Support

Help by phone

- Fill out the form as succinctly as possible and click Submit.
- After a specified period, you will receive a call at the number you specified.

SAP Ariba Help Center
Search...

[Home](#) [Learning](#) [Support](#)

SAP Ariba Phone Support

Provide the following information, and the next available specialist will call you.

Problem Description

Short Description: *

Do you require assistance bidding in an event that closes within the next 60 minutes?
 Yes No

Details: *

Contact Information

First Name: *

Last Name: *

Company: *

Email: *

Requested Language: English [Select a different language from the Home tab.](#)

Phone: * Extension:

Confirm Phone Number: *

* My phone number is correct.
 Do not record this phone call.

Ariba Network ID:

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the Ariba Privacy Statement and applicable law.


* I agree

* Required Fields

Contact SAP Ariba Support


Help by e-mail

- Fill in the form as succinctly as possible and click on Submit;
- After a specified period, you will receive confirmation by email.

SAP Ariba  Help Center Search...

Home Learning Support

SAP Ariba Email Support

 Please add customer_support_sr_update@sap.com to your Safe Sender List. For a faster response, choose phone support.

Problem Description

Short Description: *

Problem Type: *

Details: *

For fast resolution, please include all relevant details in your case. For example:

- A detailed description of the issue including full navigational paths, actions performed prior to the issue.
- Your expected results from the system.
- Steps to replicate the issue.
- Attach screenshots or recordings of the issue.

File Attachment 1: Aucun fichier choisi

Document or Event No.:

Company that invited you:

Contact Information

First Name: *

Last Name: *

Company: *

Email: *

Phone: * Extension:

Ariba Network ID:

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the Ariba Privacy Statement and applicable law.

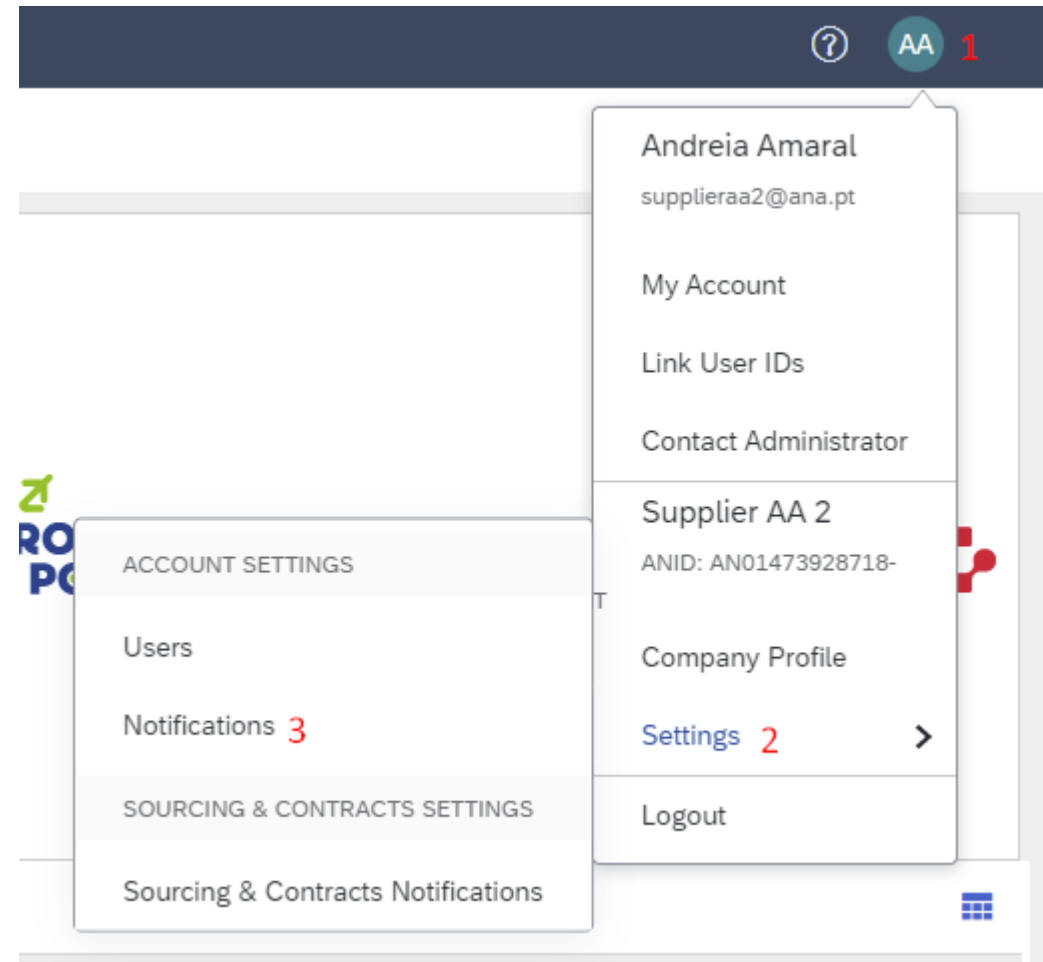
* I agree

* Required Fields

I'm not receiving email notifications on my email account

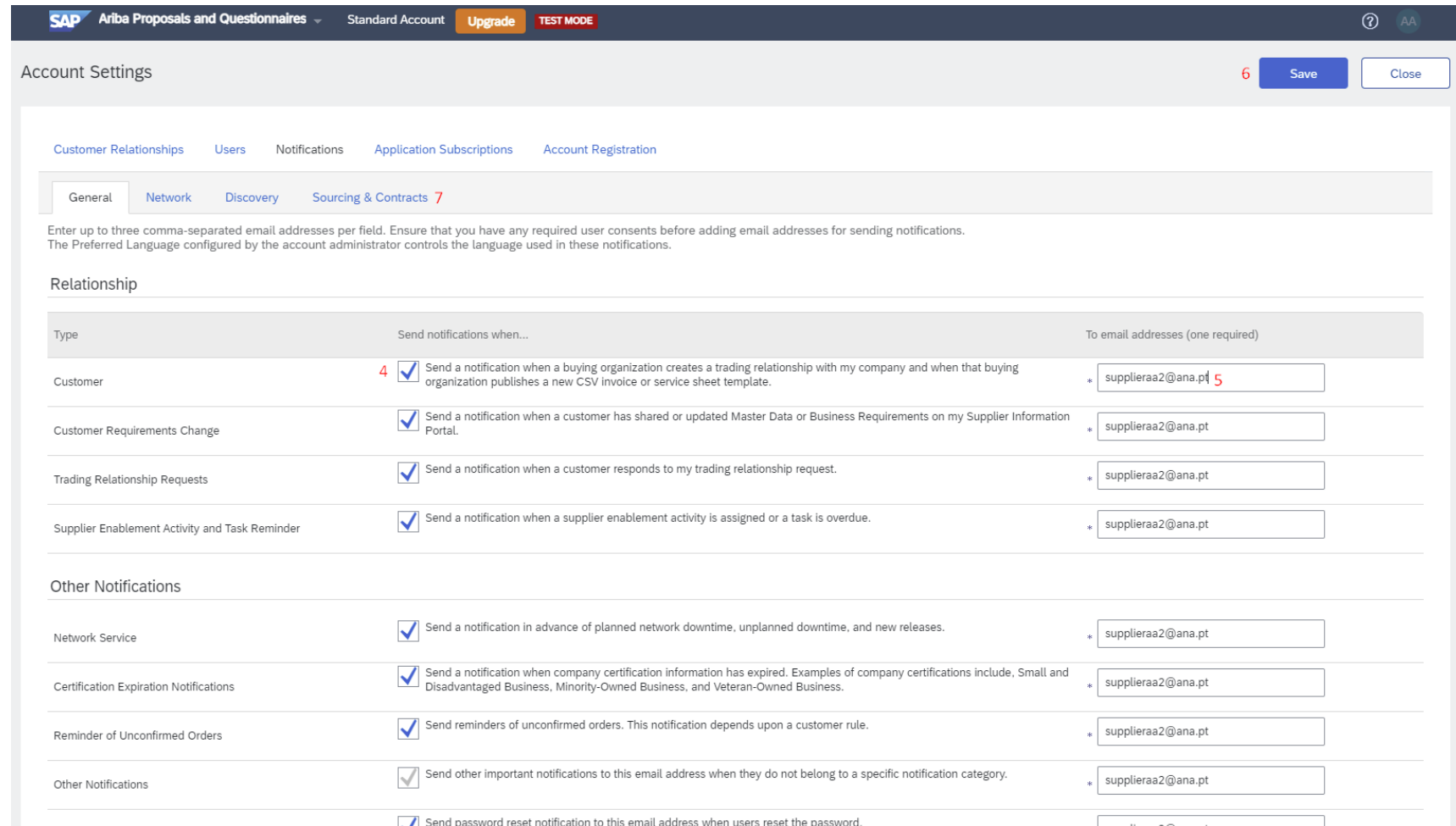
Please check if you have all notifications active by following the steps below:

1. In the upper right corner, click on your initials;
2. Then in Settings;
3. And then in Notifications;



I'm not receiving email notifications on my email account

4. Check if you have all the boxes flagged;
5. Check if the email introduced, in each type of notification, is correct;
6. When finished, click Save to save your changes;
7. After saving, click on Sourcing & Contracts;

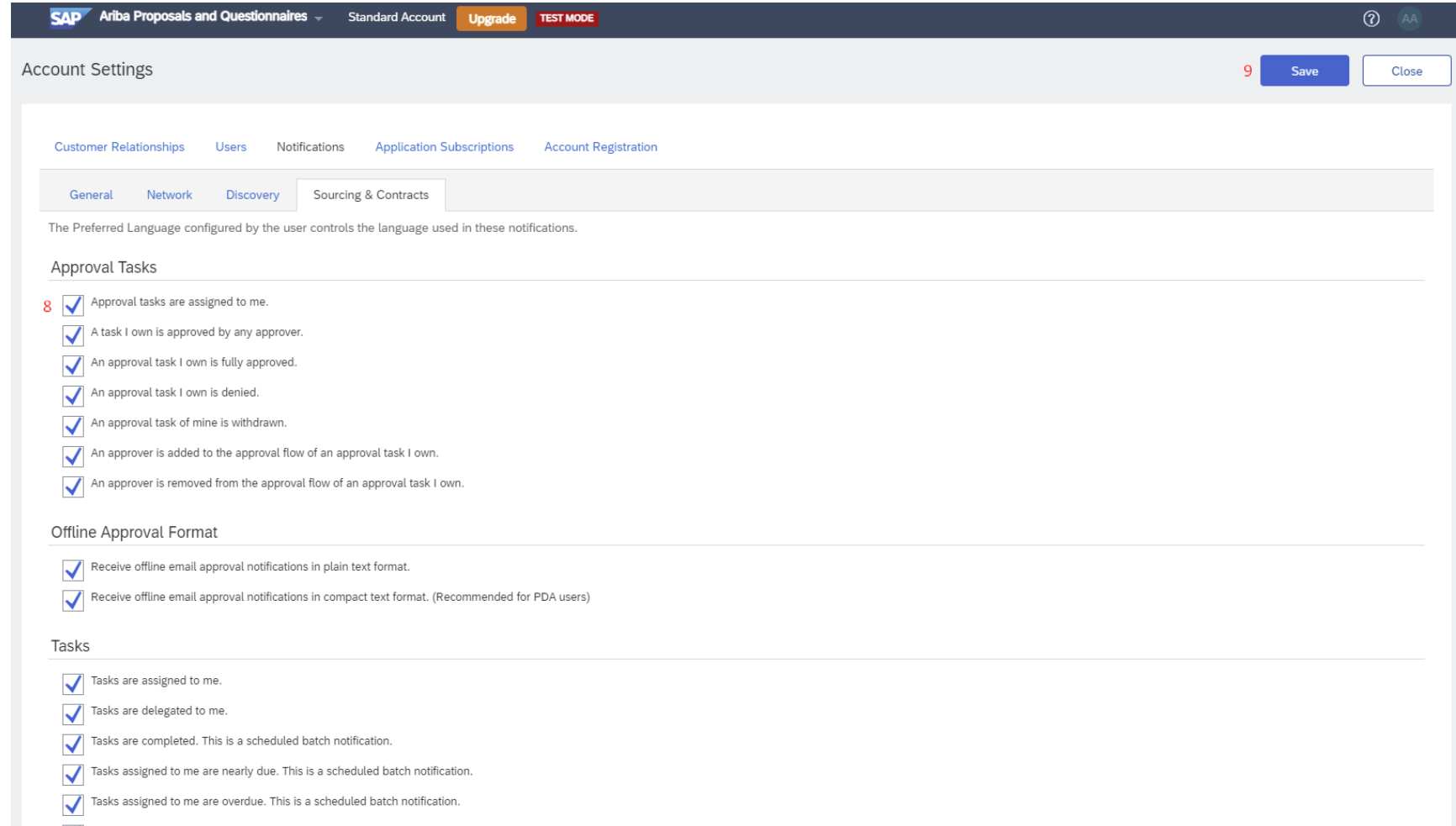


The screenshot shows the 'Account Settings' page in SAP Ariba. The 'Sourcing & Contracts' tab is selected, and the 'Relationship' section is expanded. The table below shows the notification preferences for various relationship types.

Type	Send notifications when...	To email addresses (one required)
Customer	<input checked="" type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	* supplieraa2@ana.pt
Customer Requirements Change	<input checked="" type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	* supplieraa2@ana.pt
Trading Relationship Requests	<input checked="" type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	* supplieraa2@ana.pt
Supplier Enablement Activity and Task Reminder	<input checked="" type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	* supplieraa2@ana.pt
Other Notifications		
Network Service	<input checked="" type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	* supplieraa2@ana.pt
Certification Expiration Notifications	<input checked="" type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.	* supplieraa2@ana.pt
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule.	* supplieraa2@ana.pt
Other Notifications	<input checked="" type="checkbox"/> Send other important notifications to this email address when they do not belong to a specific notification category.	* supplieraa2@ana.pt
	<input checked="" type="checkbox"/> Send password reset notification to this email address when users reset the password.	* supplieraa2@ana.pt

I'm not receiving email notifications on my email account

8. Check if you have all the boxes flagged;
9. When finished, click Save to save your changes.



SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE

Account Settings 9 Save Close

Customer Relationships Users Notifications Application Subscriptions Account Registration

General Network Discovery Sourcing & Contracts

The Preferred Language configured by the user controls the language used in these notifications.

Approval Tasks

8 Approval tasks are assigned to me.

A task I own is approved by any approver.

An approval task I own is fully approved.

An approval task I own is denied.

An approval task of mine is withdrawn.

An approver is added to the approval flow of an approval task I own.

An approver is removed from the approval flow of an approval task I own.

Offline Approval Format

Receive offline email approval notifications in plain text format.

Receive offline email approval notifications in compact text format. (Recommended for PDA users)

Tasks

Tasks are assigned to me.

Tasks are delegated to me.

Tasks are completed. This is a scheduled batch notification.

Tasks assigned to me are nearly due. This is a scheduled batch notification.

Tasks assigned to me are overdue. This is a scheduled batch notification.

A task I own can be started.

I'm not receiving email notifications on my email account

If you still don't receive platform notifications in your email:

1. Confirm with the buyer that you are directing queries to the correct contact;
2. Ask your IT department for support and make the following settings:
 - i. Determine if there are any filters on your email server that are blocking emails from SAP Ariba;
 - ii. Add SAP Ariba's IP addresses and the email domains @ansmtp.ariba.com and @eusmtp.ariba.com to the allow list:

IP range addresses to Europe

- 216.109.103.0 a 216.109.103.255

- 194.39.129.0 a 194.39.129.255

- 194.39.128.0 a 194.39.128.255

- iii. Any additional information, please check the following SAP notes:

[FAQ 158256 – Why am I not receiving emails from SAP Ariba](#)

[FAQ 146034 – How do I change or update my email address or username](#)

[FAQ 106475 – How do I update my email notification preferences](#)

[FAQ 82001 – Which Internet Protocol \(IP\) addresses \(subnets\) compose the Ariba Network and Ariba on-demand solutions for firewall validation](#)

Other questions like “I need to send updated documents as part of my quote, but the event no longer accepts responses”

Any question directly related to a given sourcing negotiation event, such as clarification on any information received, unable to update a document due to the event is not accepting more responses and other related topics, please contact directly ANA’s buyer, through the platform (as shown in the image below) or via email gestao.compras@ana.pt.

The screenshot displays the Ariba Sourcing interface for an event titled "Ariba Sourcing". The header includes "Company Settings" and the user name "Andreia Amaral". Below the header, there is a navigation bar with "Go back to ANA AEROPORTOS DE PORTUGAL, S.A. - TEST Dashboard" and "Desktop For Sync". The main content area shows "Event Details" for document "Doc626327316 - 6000146207 - RM 21149703" with a "Pending Selection" status. A red arrow points to the "Event Messages" link in the left sidebar. The main content area contains "Download Content" and "Print Event Information" buttons. Below this is a "Convite" section with a table containing one row: "1.1 A ANA Aeroportos de Portugal S.A. convida a vossa empresa a apresentar proposta para esta consulta." The left sidebar includes a "Checklist" with steps: "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Response". The bottom right of the interface shows "Next Section: Objecto, Local de Fo..."



THANK YOU!