

Contents

How can I conduct business with DeLaval through Ariba?	1
My company has an Ariba account.....	1
My company has an Ariba account but I have no login details.....	1
Step 1: Registering the Ariba account	2
Step 2: Activate your account for Ariba Network	3
Establishing a trading relationship	5

How can I conduct business with DeLaval through Ariba?

You must have an Ariba account to be able to transact with DeLaval. If you also want to exchange orders and invoices with DeLaval via Ariba Network, then your account needs to be activated for this purpose. This establishes a trading relationship through which your Ariba account is connected to DeLaval's Ariba account.

There are two ways in which you can be invited by DeLaval to do business:

- You receive an invitation to register for receiving orders and/or submitting invoices (Full Enablement)
- You receive an order by email containing a link to start registration (Quick Enablement)

Full Enablement consists of two steps: registering the account and activating Ariba Network

You have received an invitation to register for exchanging orders and invoices with DeLaval:

- Register your account or log in with your existing account ([Step 1](#))
- Activate Ariba Network and establish the trading relationship with DeLaval ([Step 2](#))

You have received an order by email:

- By clicking on the 'Process Order' button in the email you can register your account or log in with your existing account ([Step 1](#))
- Activate Ariba Network and establish the trading relationship with DeLaval ([Step 2](#))

The steps mentioned are explained below.

My company has an Ariba account

To establish the connection between your company and DeLaval, DeLaval must send you an invitation to register. If your company already has an account, you can log in under this account. You do not need to register again.

My company has an Ariba account but I have no login details

Does your company have an Ariba account but you are unable to log in yourself? Then you can ask the account administrator to add you to the Ariba account as a user. This option is available in the login screen.

Supplier Login

Your company **XXXXXXXXXX-TEST** is already registered.

If you don't have a user account, request one now.

[Forgot Username or Password](#)

Step 1: Registering the Ariba account

You receive an invitation email from the DeLaval Ariba environment containing a link with which you can begin registration of your Ariba account. If you already have an Ariba account, you can log in to your existing account.

Please note: The link in the invitation email is valid for two days. If you have been unable to respond within this period of validity, you should contact DeLaval's buyer. You will then receive a new invitation which is again valid for two days.

1. Click on the link in the email to open the screen shown in Figure 1
2. Click on Register to open the screen shown in **Figure 2**.
(Or click on Log In if you already have an Ariba account).
3. Fill in the details required in the screen including the checkboxes for the terms of use and the privacy statement and click on "Create account and continue".

You may be informed by Ariba that one (or more) account(s) already exists for your company. You can then choose to cancel and log in with the existing account. You can also choose to continue and to create a new account.

Join your customer on Ariba Network!

[Sign up](#)

Already have an account? [Log in](#)



Strengthen relationships

Collaborate with your customer on the same secure network.



Connect faster

Exchange documents electronically and streamline communications.



Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

Ariba Network standard account is **Free**

[Learn more](#)

Figure 1 Log in to an existing account or Register a new account

Register

Company information

Company Name:*

Country/Region:*

Address:*

Line 2

Postal Code:*

City:*

State:

Select

* 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.

User account information

Name:*

First Name

Last Name

Email:*

☒

Use my email as my username

Username:*

Password:*

Enter Password

Repeat Password

Language:

Dutch

Email orders to:*

SAP Ariba Privacy Statement

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 browser.

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.

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the go.

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

☒ I have read and agree to the Terms of Use

☒ I have read and agree to the SAP Ariba Privacy Statement

Register

Figure 2 Creating a new account

Step 2: Activate your account for Ariba Network

1. Click on the ▼-icon next to the Ariba Network (Business Network) on the top to open the menu.
2. Click on "Ariba Network" (in case of Enterprise account, it says SAP Business Network)

If you are logged out, log in again using <https://service.ariba.com/Supplier.aw>

The first time you log in to Ariba Network, you need to accept the Ariba terms and conditions and you are asked to provide certain details such as what role you have within your company, which products your company supplies and in which regions your company is active. After answering these questions, you will arrive at the Ariba Network homepage.



Figure 3 Ariba section and menu to change settings

Establishing a trading relationship

If you have received a request from DeLaval to establish a trading relationship you can accept this as follows:

1. Log in with your username and password to <https://service.ariba.com/Supplier.aw/>
2. Click on Ariba Network Settings  (Figure 4)
3. Click on Customer Relationships (Figure 5)
4. Click the checkbox for "DeLaval" under "Pending Customers" (Figure 5)
5. Click on Approve: DeLaval moves to "Current" (Figure 6)

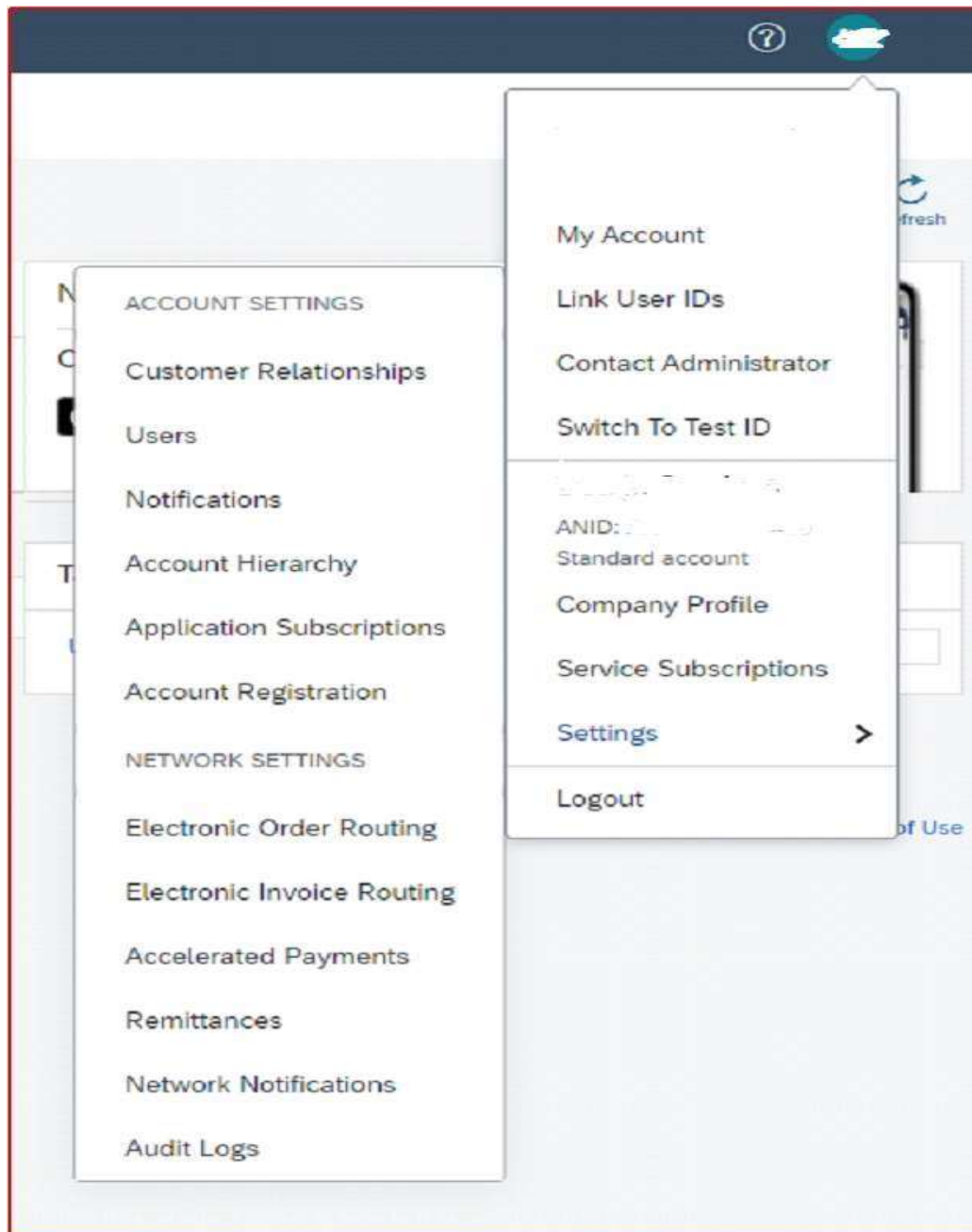


Figure 4 Ariba Network Settings -> Customer Relationships

Account Settings Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management

Current Relationships **Potential Relationships**

I prefer to receive relationship requests as follows:

☐ Automatically accept all relationship requests ☒ Manually review all relationship requests

Update

Current (0) **Pending (1)** Rejected (0)

Pending Customers

	Customer	Network ID	Relationship Type	Requested Date
☒	[Redacted]	[Redacted]	Trading	16 Oct 2020

Approve Reject

Figure 5 Approval of relationship request

Account Settings Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management

Current Relationships **Potential Relationships**

I prefer to receive relationship requests as follows:

☐ Automatically accept all relationship requests ☒ Manually review all relationship requests

Update

Current (1) **Pending (0)** **Rejected (0)**

Current Customers

Filter

Customers

+

Apply Reset

	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
☐	[Redacted]	[Redacted]	Trading	16-Oct-2020	12	Default	Actions

Reject

Figure 6 DeLaval now visible under Current