

Ariba Network

Supplier Help Guide for registration and catalog editing

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Ariba Registration Walkthrough Supplier (English Version)

Supplier invitation e-mail

- The Supplier Contact will receive „invitation to register“ E-Mail from Ariba
- The Supplier clicks on link to log in or create account
- E-Mail language based on language maintained in contact details

Edit Supplier Contact Primary

First Name *	<input type="text"/>	ⓘ
Middle Name	<input type="text"/>	ⓘ
Last Name *	<input type="text"/>	ⓘ
Title	<input type="text"/>	
Email Address *	<input type="text"/>	ⓘ
Mobile Phone	<input type="text" value="Country Code"/> <input type="text" value="Phone number (with area code)"/>	
Office Phone	<input type="text" value="Country Code"/> <input type="text" value="Phone number (with area c)"/>	ⓘ
Category	<input type="text"/>	🔍
Region	<input type="text"/>	🔍
Department	<input type="text"/>	🔍
Contact Type	<input type="text" value="Select"/>	✓
Language	<input type="text" value="English-United States"/>	✓
Time Zone	<input type="text" value="America/Los_Angeles (Pacific Standard Time)"/>	▼

Evonik Procurement - TEST

Register as a supplier with Evonik Procurement - TEST

Hello!

Evonik has invited you to register to become a supplier with Evonik Procurement - TEST. Start by creating an account with Ariba Network. It's free.

Evonik Procurement - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Björn Breuer already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Kindly click the below URL to get more information to register as a supplier with Evonik.

<https://corporate.evonik.com/en/company/procurement/current-suppliers/sap-ariba-faq-171526.html>

You are receiving this email because your customer, Evonik Procurement - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Evonik Procurement - TEST.

Evonik. Power to Create

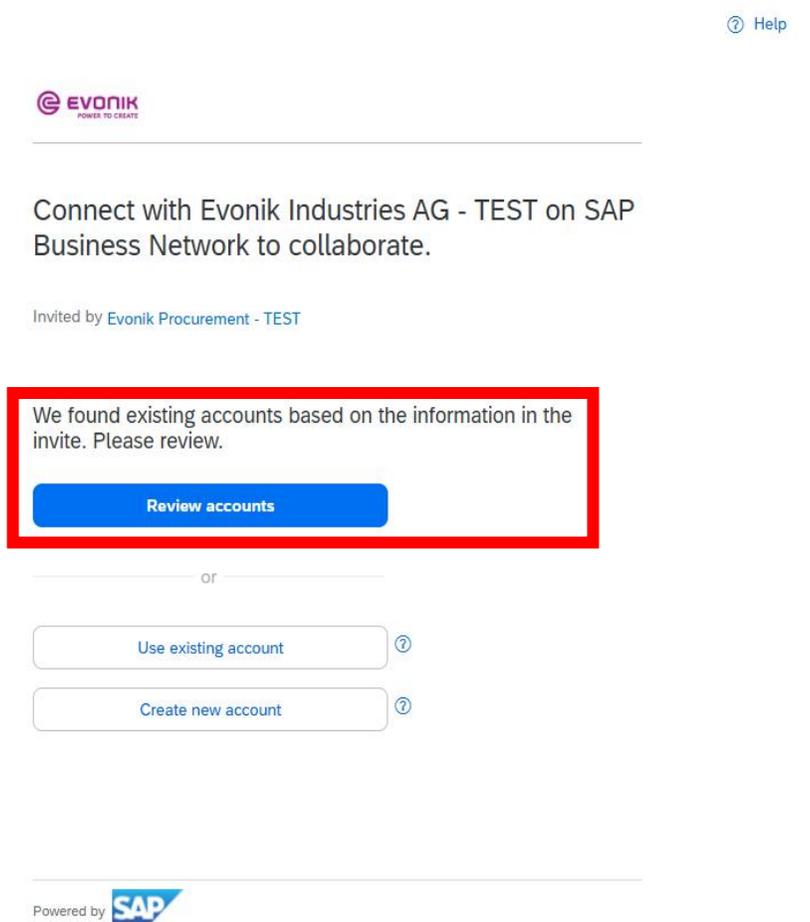
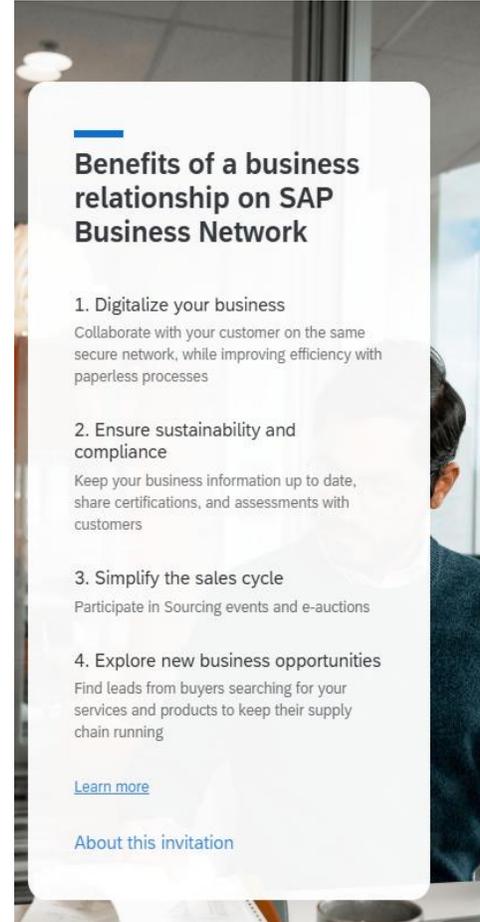
Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

Ariba Registration Walkthrough Supplier (English Version)

Starting page

- Ariba checks if the e-mail or company name has already an account or matches with other registered companies
- Supplier can click on „Review accounts“



Ariba Registration Walkthrough Supplier (English Version)

Review matched accounts

[< Back](#)

Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria | [Edit](#)

Company Name | E-mail address

Search results (20) ★ Means you are a user of this account **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action
★Evonik Procurement Test supplier	Yes	Germany	Nordrhein-Westfalen		Use this account
Porocel Industries, LLC	Yes	United States	AR		Contact administrator
EVONIK CORPORATION	Yes	United States	NJ		Contact administrator
Evonik Industries	Yes	Argentina	Buenos Aires		Contact administrator
Insilico Limited	Yes	India	UP		Contact administrator
Evonik India Pvt. Ltd.	Yes	India	Maharashtra		Contact administrator
Evonik Corporation	Yes	United States	NJ		Contact administrator
Evonik	Yes	Germany			Contact administrator
Evonik Cyro LLC	Yes	United States	NJ		Contact administrator
Evonik Degussa	Yes	United States	NJ		Contact administrator
Evonik Guatemala S.A	Yes	Guatemala	Guatemala		Contact administrator
EVONIK INDUSTRIES	Yes	Germany	Germany		Contact administrator
Infracor GmbH	Yes	Germany	Deutschland		Contact administrator

- If Ariba has found the invited e-mail-address in Ariba Network, system will show accounts matched with your email

- Ariba shows matched accounts (other registered companies). Click on „Contact Administrator“ to send an e-mail to the admin and ask e. g. for user creation

Ariba Registration Walkthrough Supplier (English Version)

Ask for User creation

- Send the contact admin (if not known) a message directly via Ariba interface

Contact administrator ✕

To obtain a user account, please provide the requested information below:

Your name *

Your company name *

Your email *

Your phone number

Your message *

Hello,

I recently attempted to create an account on Ariba Network. During the account creation process, SAP Ariba returned your account as a match.

Please contact me to determine if I should use this account.

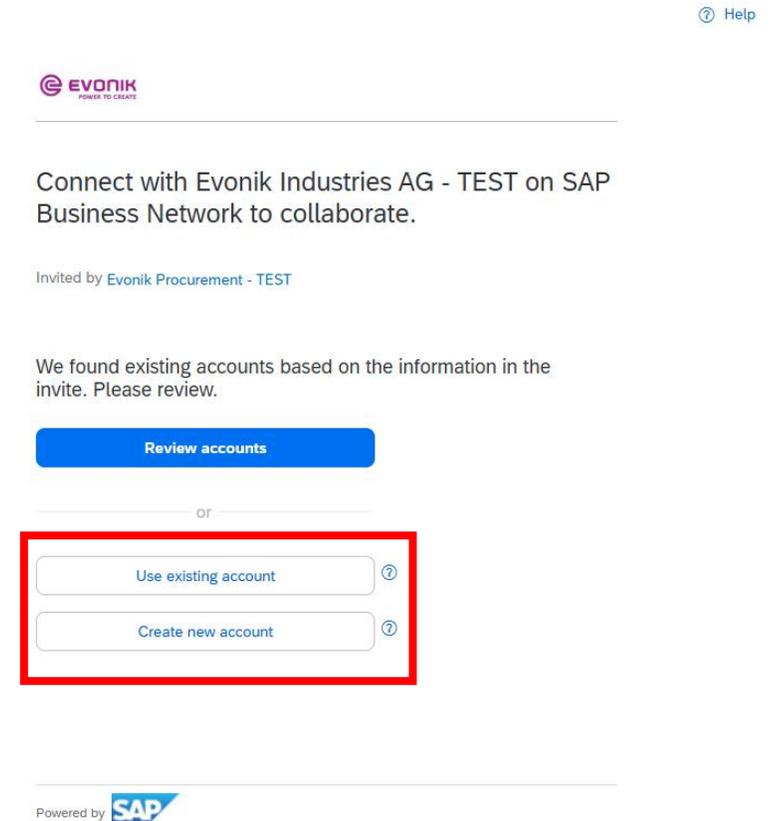
Thank you.

I'm not a robot  reCAPTCHA
[Privacy](#) - [Terms](#)

Ariba Registration Walkthrough Supplier (English Version)

Use existing account or create new account

- Supplier can also use existing account if available or create a new one



Ariba Registration Walkthrough Supplier (English Version)

Create new Ariba account – Fill out mandatory fields

Create an account to connect and collaborate with Evonik Industries AG - TEST on SAP Business Network

Company information [?](#)

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Postal code *

City *

State

Administrator account information [?](#)

First name *

Last name *

Email *

Use my email as my username

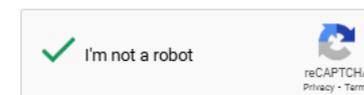
Password *

Repeat password *

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) 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 [Privacy Statement](#) to learn how we process personal data.



Create account

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[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

Ariba Registration Walkthrough Supplier (English Version)

Additional account check & provide more information about commodity



Create an account to connect and collaborate with null on SAP Business Network

We found existing accounts based on the information you entered. Please review.

[Review accounts](#)

or

[Continue account creation](#)

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

[Add](#)

- or -

[Browse](#)

Manufacturing equipment mainte... [x](#)

Ship-to or Service Locations

Enter Ship-to or Service Location

[Add](#)

- or -

[Browse](#)

[Submit](#)

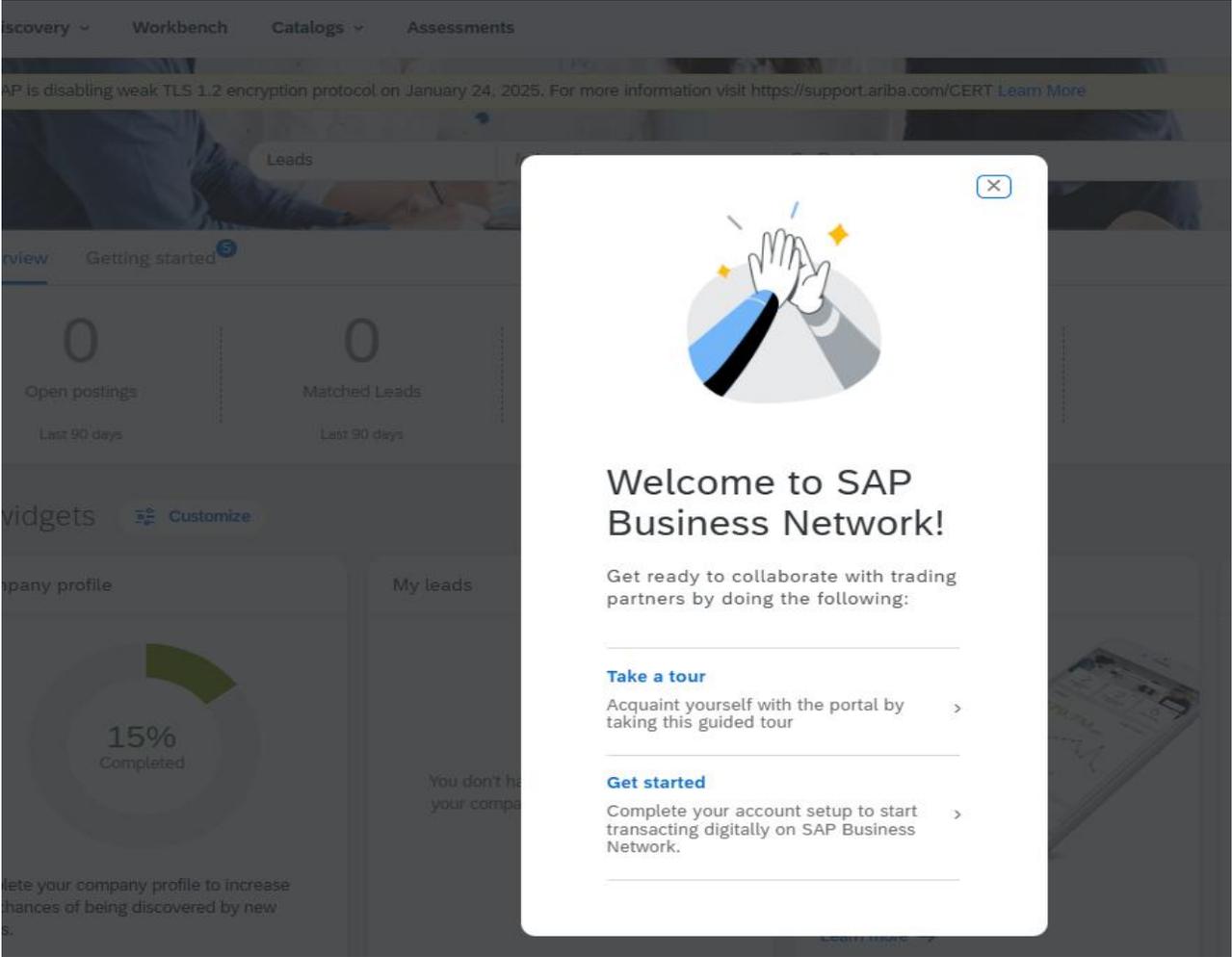
[Remind me later](#)

[Don't show this to me again](#)



Ariba Registration Walkthrough Supplier (English Version)

Account created



Ariba Registration Walkthrough Supplier (English Version)

Evonik Registration Questionnaire

- Fill out Registration Questionnaire from Evonik
 - Rooted directly to questionnaire if Evonik invitation link is used
 - If not, open „Ariba Proposals and Questionnaires“ Section
 - Open Registration Questionnaires and click on „Supplier registration questionnaire“

The screenshot shows the SAP Ariba interface. At the top, there is a navigation bar with the SAP logo, a dropdown menu for 'Ariba Proposals and Questionnaires', and buttons for 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this, the text 'EVONIK PROCUREMENT - TEST' is visible. The main content area is divided into several sections:

- Home**: A button labeled 'Home'.
- Events**: A table with columns 'Title', 'ID', 'End Time', and 'Event Type'. It shows two rows: 'Status: Open (2)' and 'Status: Pending Selection (7)'.
- Registration Questionnaires**: A table with columns 'Title' and 'ID'. It shows one row: 'Supplier registration questionnaire' with ID 'Doc2373359928'.
- Qualification Questionnaires**: A table with columns 'Title', 'ID', 'End Time', and 'Commodity'. It shows one row: 'No items'.
- Questionnaires**: A table with columns 'Title', 'ID', 'End Time', and 'Commodity'. It shows one row: 'No items'.
- Certificates**: A section with no items listed.

The 'Supplier registration questionnaire' row in the 'Registration Questionnaires' table is highlighted with a red box.

Ariba Registration Walkthrough Supplier (English Version)

Registration Questionnaire – Fill out Questionnaire and Submit Response

Ariba Sourcing Company Settings björn Breuer Feedback Help

[back to Evonik Procurement - TEST Dashboard](#) Desktop File Sync

Console Doc2373359928 - Supplier registration questionnaire Time remaining 182 days

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Company information

2 General information

All Content

1 Company information

2 General information

All Content

1 Company information

2 General information

1.1 Company Name *

1.2 Supplier Name (Search Term) *

1.3 Street *

1.4 City *

1.5 Pincode *

1.6 Country Code *

Germany (DE) ▼

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Ariba Registration Walkthrough Supplier (English Version)

Registration Questionnaire – Fill out Questionnaire and Submit Response

[Go back to Evonik Procurement - TEST Dashboard](#)

Console

 Doc2373359928 - Supplier registration questionnaire

[Event Messages](#)

[Event Details](#)

[Response History](#)

[Response Team](#)

▼ Event Contents

✓ Your response has been submitted. Thank you for participating in the event.

[Revise Response](#)

Ariba Registration Walkthrough Supplier (English Version)

Welcome E-Mail from Ariba incl. User Data

EXTERNAL MAIL - Don't open unknown links or attachments



Welcome to SAP Business Network

Please find your account information below.

Your account:

Company name:

Username: **demo**

1

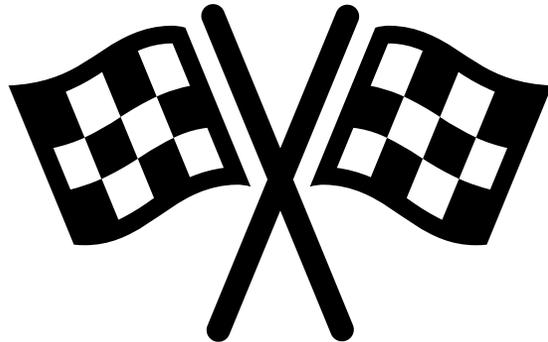
Business Network ID:

Administrator email

1

Next Steps

- Wait for the approval of Data) team (e.g. Team checks if data matches with R11)
- If not Ariba Team will send the questionnaire back to suppliers incl. Messages why registration is not approved
e.g. wrong VAT / typos
- If „Data check“ is completed, Ariba team approve supplier as registered + Suppliers ANID is matched with Evonik Ariba



Registration Completed

Status report of a newly uploaded catalog

The administrator of the supplier account has permission to edit and set the notification settings on the supplier side accordingly: In the upper-right corner of the application, click your initials --> Settings --> Notifications. Under the Ariba Network tab you will find the Catalog Subscriptions section:

Catalog Subscriptions

Type	Send notifications when...	To email addresses (one required)
Catalog	<input checked="" type="checkbox"/> Send a notification when a customer subscribes to my catalog or when my procurement customer sends status updates on catalogs, including catalog errors. <small>Note: Only Ariba Procurement solution users can send status updates to suppliers.</small>	<input type="text"/>

By ticking the box and entering one or more e-mail addresses, the person(s) entered receives information about the status of the currently uploaded catalog at the supplier.

Catalog Errors

What you as a supplier can check yourself in the event of faulty catalogs:

- A comparison of the last successfully uploaded catalog file with the faulty catalog file is recommended and often provides initial information about possible errors.

Common errors:

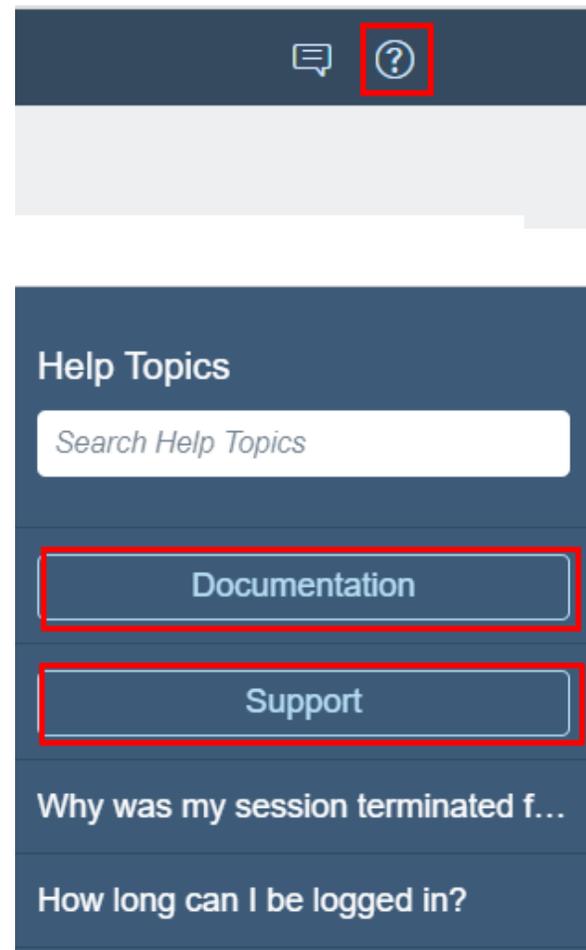
- not all mandatory fields have been filled
- Commas used as field separators (*instead of semicolons*)
- maximum field length exceeded
- Decimal numbers were formatted incorrectly (*decimal separator (.) and two digits after the period, not a 1000 dot*)
- Supplier part number was used twice
- Invalid characters / special characters were used

Ariba Network – Helpful sources of information

The 'Help Center' is the central resource for all Ariba Network product documentation, tutorials, and support content. To access the Help Center, click the Help icon in the upper-right corner of the header bar, and then click the Support tile.

When you, as a supplier, access the Help Center from the login page (<http://supplier.ariba.com>), the content available is limited to login and registration information, as well as general topics.

Supplier users have full access to the respective Ariba Network product documentation after they log in.



Ariba Network - Helpful sources of information

- General documentation (pdf)

[Introduction into Ariba Network](#)
[Seller Account settings and profile configuration](#)
[Managing your user account](#)

- Documentation Catalog Management(pdf)

[Creating and managing catalogs](#)
[Catalog format reference](#)

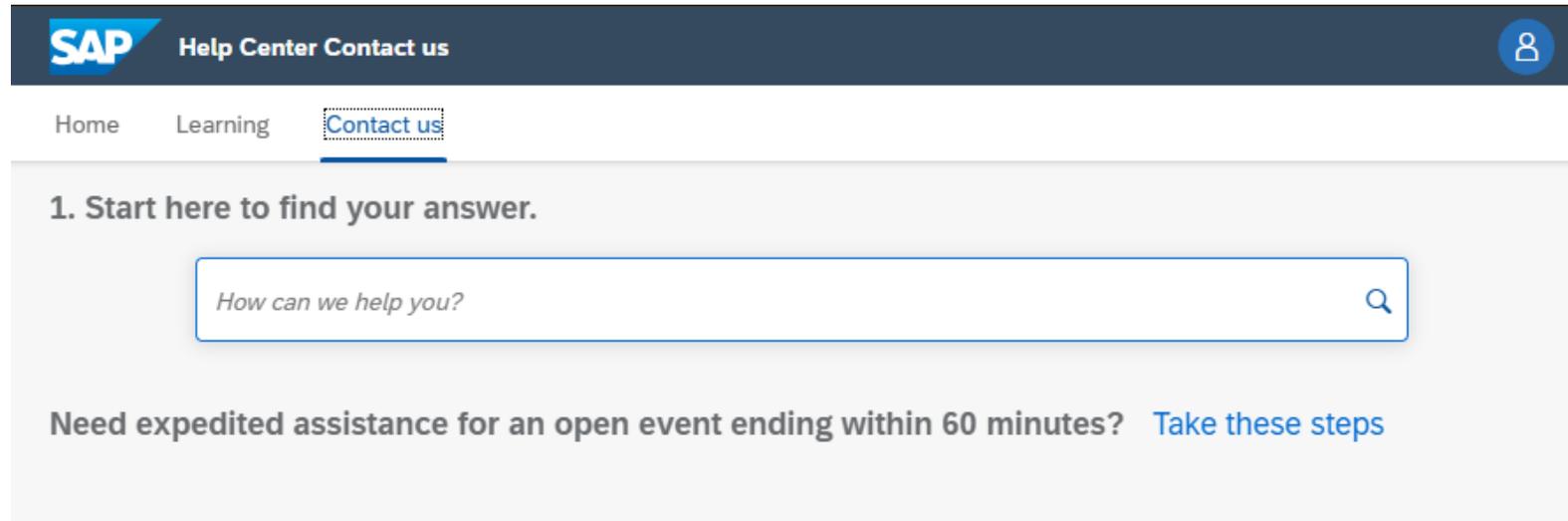
- SAP Help Portal Catalog Management (HP)

[Creating and managing catalogs - SAP Help Portal](#)
[Catalog format reference - SAP Help Portal](#)

Help + Support from SAP

The screenshot shows the SAP Ariba Spend Management interface. At the top left, there is a navigation bar with the SAP logo, 'Ariba Proposals and Questionnaires', and 'Standard Account'. A 'Get enterprise account' button is highlighted in orange. On the right, there are icons for chat, help, and a user profile labeled 'BB'. A purple-bordered tooltip is open over the help icon, containing the text 'Help Center' and 'Contact Administrator'. The main content area is titled 'EVONIK PROCUREMENT'. On the left, there are two panels: 'Evonik Procurement Requested Profile' with a completion status of 'All required customer requested fields have been completed.' and a 'View customer requested fields >' link; and 'Public Profile Completeness' with a progress bar at 35% and a goal of 45%, plus a '1 lead matches your company profile' notification and a 'View Matched Leads' button. The main right-hand area features a 'Home' button, a welcome message, the Evonik logo with the tagline 'POWER TO CREATE', and an 'Events' section with a table listing event counts by status: Completed (5), Open (2), and Pending Selection (58).

Help + Support from SAP



Help with Events which ends in 60 min

<https://support.ariba.com/Item/view/KB0717115>

Link to help center:

<https://helpcenter.ariba.com/index.html?sap-language=de>

