How to Register for Ariba Sourcing

February 16, 2018
# Table of Contents

Section 1

How to Register for Ariba Sourcing for first time users

Section 2

Supplier Registration in Ariba Sourcing with an existing Ariba account

Section 3

Troubleshooting Tips
How to Register for Ariba Sourcing for first time users
Step 1

Navigate to Eversource.Supplier.Ariba.com and click on Register Now.
Step 2
Fill out all required information and click Register
Step 3

You will receive an email to activate your Ariba Account. Click on the link and proceed to the registration.

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 and complete all required profile fields of your company profile as specified by Eversource Energy Service Co..

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.aw/ad/confirmEmail?key=QSPwHLJH596ZfMzISJa7JSwZj8Tda7QP&amp;app=Ariba&amp;app=Sourcing

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

Sincerely,
The SAP Ariba Team
https://discovery.ariba.com
Step 4

Fill out the required questions in the SPQ and click on Submit.

*Please note your profile cannot be approved unless you click on submit.*
Step 5

You will receive an email once you finish filling out the SPQ that your account setup is now complete.
Step 6

Eversource will then approve your company and you can participate in Sourcing events.
Supplier Registration in Ariba Sourcing with an existing Ariba account
Step 1

Navigate to Eversource.Supplier.Ariba.com and click on Register Now.
Step 2
Click on Login

To do business with Eversource Energy Service Co. on Ariba, you need an Ariba Commerce Cloud account. What is the Ariba Commerce Cloud?

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in.

Company Information

Company Name: [ ]
Country: United States [USA]
Address: Line 1
Line 2
Line 3
City: [ ]
State: [Alabama]
Zip: [ ]

User account information

Name: [First Name] [Last Name]
Email: [ ]

Username: [ ]
Password: [ ]

Ariba Privacy Statement

Ariba Network light account is Free
Already have an account?
Login

- 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.

Learn more

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.
Step 3

Login using your existing account and click Continue
Troubleshooting Tips
Troubleshooting Tips

- Reach out to Ariba via phone or live chat with the error number/message so they can troubleshoot the error received.
  - Use the Help button at the top right of the Ariba home screen to schedule a call with Ariba OR
  - Contact the Ariba Help Desk directly at 1-866-218-2155
- Ensure you are not using an old link to log into your account.
- Clear browser history (must include at least cache and cookies). After clearing the browser history, close all browsers, reopen, and log back in using the above URL.
- Use a private browsing window in Mozilla Firefox, Internet Explorer, or Google Chrome.
- For any questions regarding your Ariba account, password resets, or help with login information please contact the Ariba Help Desk - 1-866-218-2155.