

Registering for HMRC's instance of **SAP Ariba**



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SAP Ariba Registration – How it Works

The following presentation outlines how a supplier can register with HMRC's instance of the SAP Ariba eProcurement tool. It is very important that suppliers follow the process as set out in the below slides in full in order to register for HMRC's dedicated area of the site and not the wider network.

It is also of note that while creating an account on HMRC's instance of SAP Ariba is crucial to registering a tender, registration alone does not grant access to the individual procurement 'event'. Registering for HMRC's instance of SAP Ariba qualifies the supplier to access all relevant procurement events being run by HMRC through the system, however, it is necessary to request access to each individual 'event' in order to see the tender documents on your account homepage.

Individual events can be accessed by liaising with the HMRC Commercial Officer listed on the OJEU or Contracts Finder notice **after** you have successfully registered for an account on the site. In order to access the procurement 'event' of interest to you and your organisation please email the HMRC Commercial Officer in question detailing your organisation's name and SAP Ariba Registration ID (beginning 'AN...').

If you require further assistance while attempting to register for an account on HMRC's instance of SAP Ariba please email sapariba.hmrcsupport@hmrc.gsi.gov.uk. This team can also advise if there is an existing HMRC SAP Ariba account already created for your organisation. **As policy, we do not allow for the same supplier to hold multiple accounts.**



Supported Browsers and Plugins

Supported Browsers

- Microsoft Edge 32-bit
- Microsoft Internet Explorer 11 32-bit
- Microsoft Internet Explorer 10 32-bit
- Microsoft Internet Explorer 9 32-bit
- Chrome 47+
- Firefox 43+
- Safari 4+

Supported Plugins

- Adobe Flash Player 11
- Adobe Flash Player 10
- Adobe Flash Player 9
- Adobe Flash Player 8
- Adobe Flash Player 7



How to Register – Step 1

To register for an HMRC SAP Ariba account please follow the link below in full. Please note that to access HMRC's version of SAP Ariba for the first time you must enter via the below link regardless of whether you have an existing account for the wider SAP Ariba procurement network.

<http://hmrc.supplier-eu.ariba.com/ad/register/SSOActions?type=full>

Please note that: HMRC SAP Ariba best practice is that, unless absolutely required, organisations should only have 1 supplier account, there is the functionality for suppliers to add additional/alternative users to their existing primary account. Suppliers will need to contact their account owner to request additions (HMRC can help identify who this is, alternatively Ariba Customer Support can direct you to the Administrator of the Account) and once the changes have been made they will need to notify the contact detailed within the contract notice to confirm which participants should be invited to the event.



How to Register – Step 2

Ariba Sourcing Help Center >>

Register

To do business with HMRC 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: **Login**

Company information

* Indicates a required field

Company Name*

Country*

Address*

City*

State

Postal Code*

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

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](#)

If your organisation does not have an existing account on the wider SAP Ariba supplier network:

Fill out all mandatory fields on the form including 'Company Information' and 'User Account Information' and select 'Register' (marked in red).

If your organisation already has an existing account on the wider SAP Ariba supplier network:

Select 'Login' (marked in blue) to enter your credentials and submit your organisation for HMRC approval.

PLEASE NOTE: If the HMRC logo (marked in yellow) does not appear in the top right corner of the page you **have been directed to the incorrect landing page**. Please either retry the link on the previous page or copy and paste into your browser.



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How to Register – Step 3

This step assumes that a supplier is new to the wider SAP Ariba supplier network and is setting up an account for the first time. If you have followed the process for an organisation with an account on the wider SAP Ariba supplier network please skip to Step 4.

After submitting your details on the landing page you will be redirected to a second page asking you to confirm your email address. The system will send an auto-generated email (as below) to the email address you registered the account with. To move to the next step of the process please follow the 'Click here to activate your Ariba account' link in the email as outlined below.



Dear [REDACTED]

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 HMRC - TEST.

[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=0huSEoDOyFzRzqQF5cHmSljvDlNfOhAP&anp=Ariba&app=Sourcing>

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



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How to Register – Step 4

Following the email link in Step 3 redirects you to HMRC's instance of SAP Ariba where you will be asked to provide further profile information as part of our Supplier Profile Questionnaire. You must complete and submit this information in order to participate in HMRC procurement 'events'.

Following the verification link will also submit your profile to HMRC's SAP Ariba Systems team for approval. Your account will only be fully activated once approval from the SAP Ariba Systems Team has been received.

Your Ariba Commerce Cloud account is now active.

HMRC requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete

HMRC Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Save as Draft

Submit

There is no buyer specific information requested by buyer: HMRC.

Save as Draft

Submit



How to Register – Step 5

Completing and submitting your company profile will send your account for approval to the HMRC SAP Ariba Systems Team. Once your account has been verified and approved by this team you will receive an email as below. In the event of your account not being approved a member of the team will contact you stating why this is the case. The most common reason usually being that your organisation has an existing account on HMRC's instance of SAP Ariba.



Your organization has been approved by HMRC for Ariba Sourcing.

Your organization is now authorized to participate in activities with HMRC on Ariba Sourcing.

This email originated from the Ariba system used by HMRC and was originally sent to:

Ariba, Inc. 910 Hermosa Court, Sunnyvale, CA 94085, USA



How to Register – Step 6

The registration process is now complete. Following the link to <http://proposals.seller.ariba.com> will allow you to log into your account as below. Entering your login details on this page will take you directly through to your SAP Ariba Commerce Cloud dashboard. It is on this page that events which you have been granted access to will appear.

SAP Ariba  Proposals Powered by Ariba Sourcing

Supplier Login

User Name

Password

Login

Forgot Username or Password

Need help? See [Quick Start](#)

Sell Simple with SAP Ariba!



The Ariba Network is more than just a supplier network. It's a trillion-dollar business commerce network. Grow your business and boost sales by connecting with buyers anytime, anywhere.

[Learn More](#)



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Gaining Access to an Event – Step 1

In order to gain access to an eSourcing 'event' that you have seen advertised in OJEU or on Contracts Finder **you must** have successfully registered for an account on HMRC's instance of the SAP Ariba eProcurement suite. If you have an account on the wider SAP Ariba supplier network this will not be sufficient to access HMRC procurement 'events' and you will need to follow the process detailed earlier in this pack – 'How to Register'.

When you have successfully registered and been approved on HMRC's instance of SAP Ariba you will be sent an automatically generated system ID via an email like the below. This number will begin 'AN...' and is required in order for HMRC Commercial Officers to be able to add you to eSourcing procurement events.

Arriba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for The Bottle Company is now complete.

Your organization's account ID:	
Your username:	

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.



Gaining Access to an Event – Step 2

Details of the Commercial Officer running the procurement exercise can be found in the 'About the Buyer' section of Contracts Finder and OJEU. This area provides the Officer's name and contact details.

Should you wish to access the event please email the buyer in question at the email address stated on the notice detailing the following information quoting the title of the 'event' that you would like to access:

Your Ariba Registration ID ('AN...')

Your name

Your organisation's name

Your contact details

The Commercial Officer will then be able to grant you access to the 'event' including full tender documentation and supporting documents.

About the buyer

Contact name

Nic Crowe

Address

HMRC Ralli Quays
3 Stanley Street
Salford
M60 9LA
England

Telephone

[REDACTED]

Email

[REDACTED]



Further Information

Further information on using HMRC's instance of SAP Ariba, including how to respond to tenders and register additional users under an organisation's existing account can be found in the HMRC SAP Ariba Supplier Guidance available at the following link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/602155/SAP_Ariba_Sourcing_Professional_Suppliers_Guide_-_March_2017.pdf

