

# Ariba Guidance

## Supplier Registration



HM Revenue  
& Customs

# Supplier 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.

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](mailto: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

# Supplier Registration – 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.sourcing-eu.ariba.com/ad/selfRegistration>

**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.

# Supplier Registration – How to Register – Step 2

myBUY

Supplier self-registration request form

1 General Supplier Information

1.1 Supplier name \* ⓘ

1.2 Supplier Main Address

1.2.1 The supplier's address \* ⓘ

Street ⓘ House Number ⓘ

Street 2 ⓘ

Street 3 ⓘ

District ⓘ

Postal Code ⓘ City ⓘ

Country/Region ⓘ

2 Primary Supplier Contact

2.1 Supplier contact email address \* ⓘ

2.2 Supplier contact first name \* ⓘ

2.3 Supplier contact last name \* ⓘ

2.4 Supplier contact locale ⓘ

2.5 Supplier contact telephone number ⓘ

3 Additional Information

3.1 Commodities supplied ⓘ

3.2 Regions of operation ⓘ

Submit Cancel

Complete all mandatory fields, then click Submit

The initial supplier approval request will then be sent to HMRC to approve.

Your request for registration as a supplier with HMRC is complete.

The HMRC supplier management team will review your request details and make a decision on your request. Decision will be sent to your email at dave.phipps@hmrc.gov.uk

# Supplier Registration – How to Register – Step 3

**From:** [REDACTED]<s4system-prodeu+hmrc.Doc1758053374@eusmtp.ariba.com>  
**Sent:** 06 December 2023 16:20  
**To:** [REDACTED]  
**Subject:** Invitation: Register to become a supplier with HMRC

You don't often get email from s4system-prodeu+hmrc.doc1758053374@eusmtp.ariba.com. [Learn why this is important](#)

## HMRC

### Register as a supplier with HMRC

Hello!

[REDACTED] has invited you to register to become a supplier with HMRC. Start by creating an account with Ariba Network. It's free.

HMRC uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Pete Test 2 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

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

If HMRC approve your account, you will receive an email confirming this.

Contained within the email will be a link to complete your account creation.

# Supplier Registration – How to Register – Step 4

Welcome, [REDACTED]

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **HM Revenue & Customs** on SAP Ariba.

HM Revenue & Customs uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by HM Revenue & Customs.

**Sign up**

Already have an account?

**Log in**

## About SAP Business Network

The SAP Business Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an SAP Business Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across SAP Business Network, SAP Business Network Discovery and Ariba Sourcing activities

Moving to the SAP Business Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

If you already have a Supplier Ariba Account. Then click on the Log in button

If you do not have an account then you will need to click on the Sign Up button.

# Supplier Registration – How to Register – Step 5

Tell us more about your business

Product and Service Categories:\*

Enter Product and Service Categories

Add

-or- Browse

Aquaculture equipment X

Ship-to or Service Locations:\*

Enter Ship-to or Service Location

Add

-or- Browse

Global X

Tax ID:

Optional

Enter your Company Tax ID number.

Vat ID:

Optional

Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number:

Optional

Enter the nine-digit number issued by Dun & Bradstreet.

☒ I have read and agree to the [Terms of Use](#)

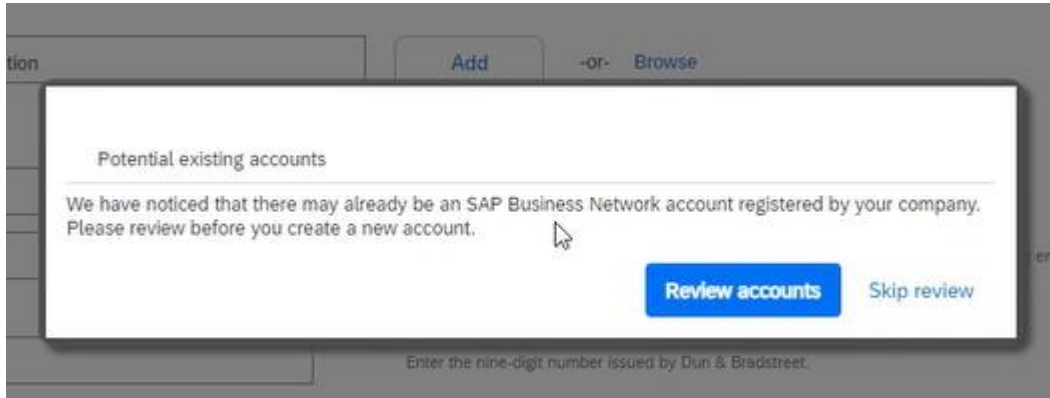
☒ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Create account and continue

Cancel

Complete all required fields and then click Create account and continue.

# Supplier Registration – How to Register – Step 6



If SAP identifies that your company may already have an account, this message will appear.

You can click on Review accounts to see if your company does have an existing account. Or you can press Skip review, to create a new account.



# Supplier Registration – How to Register – Step 7

Ariba Sourcing

Company SettingsPeter GrieveFeedback

back to HMRC DashboardDesktop File Syn

ConsoleDoc1758053374 - Supplier registration questionnaire

Event MessagesEvent DetailsResponse HistoryResponse Team

Event ContentsAll Content

All Content

Name ↑

1

Are you a Small, Medium or Micro Enterprise (SME)?

(See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en))

2

Companies House Number

(\*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Please complete the 2 Supplier Registration Questionnaire Questions and click on Submit Entire Response

# Supplier Registration – How to Register – Step 8

Doc1759822047 - Supplier registration questionnaire

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

Confirmation that you have successfully submitted (participated) your Supplier Registration should appear.

# Supplier Registration – How to Register – Step 9

Your registration is now complete, and you can contact the HMRC Buyer to be added to a Sourcing Event.