



Supplier Registration Guide

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NB! All print screens used in this guide are from Ariba TEST environment

New Registration as a supplier with CCHBC

Invitation

1. When you are invited to register through Ariba as vendor of **Coca-Cola Hellenic Bottling Company** (whether you are existing or new supplier) you will receive the following notification:

Register as a supplier with Coca-Cola Hellenic Bottling Company - TEST

Hello!

has invited you to register to become a supplier with Coca-Cola Hellenic Bottling Company - TEST. Start by creating an account with Ariba Network. It's free.

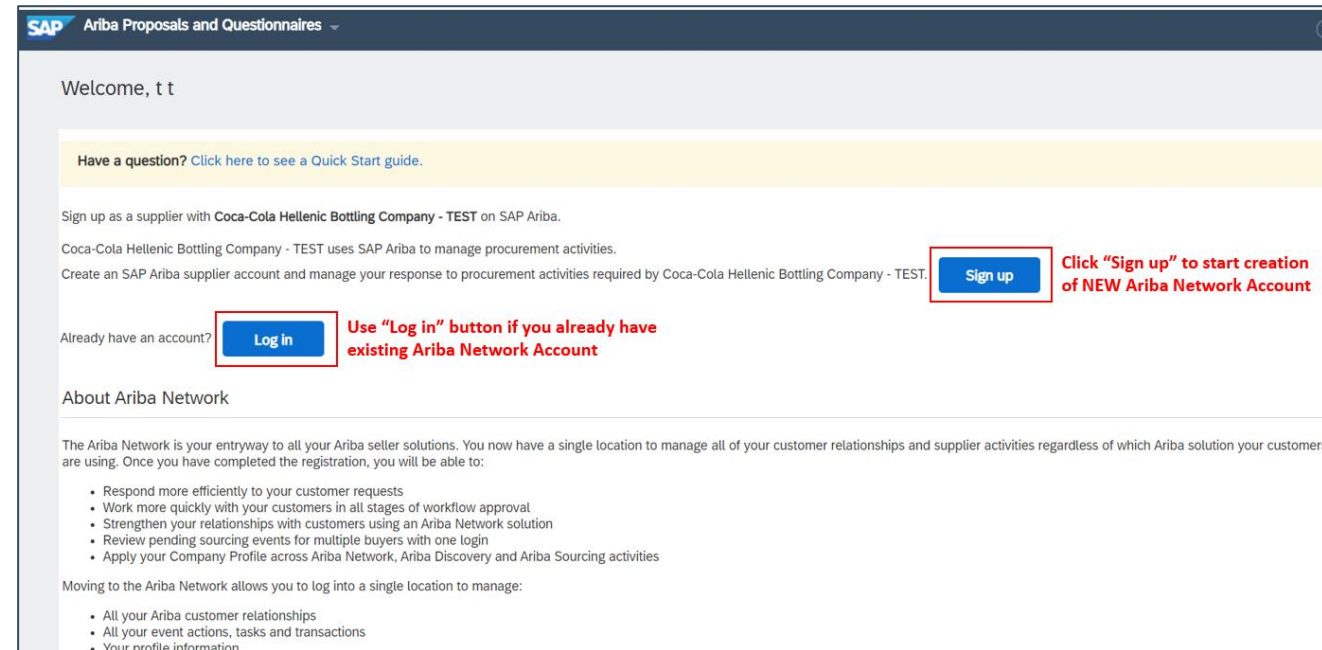
Coca-Cola Hellenic Bottling Company - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier Registration already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

You are receiving this email because your customer, Coca-Cola Hellenic Bottling Company, based on the correspondence with you, has identified you as the appropriate contact person for any communications and actions in relation to the Coca-Cola Hellenic Bottling Company supplier portal "SAP Ariba". In the event you are not the appropriate contact person or there is a change in the contact person, please immediately inform Coca-Cola Hellenic

2. Click the link to **create an account in Ariba network** or **login with an already existing one**. This way you will be able to manage your responses to procurement activities required by CCHBC.

The link leads to following page to choose an option:



The screenshot shows the SAP Ariba registration interface. At the top, it says "SAP Ariba Proposals and Questionnaires". Below that, it says "Welcome, t t". There is a yellow banner with the text "Have a question? Click here to see a Quick Start guide." Below this, there are two main options: "Sign up" and "Log in". The "Sign up" button is highlighted with a red box and has a red callout that says "Click 'Sign up' to start creation of NEW Ariba Network Account". The "Log in" button is also highlighted with a red box and has a red callout that says "Use 'Log in' button if you already have existing Ariba Network Account". Below these buttons, there is a section titled "About Ariba Network" which describes the benefits of the network and lists several key features.

Sign up as a supplier with **Coca-Cola Hellenic Bottling Company - TEST** on SAP Ariba.

Coca-Cola Hellenic Bottling Company - TEST uses SAP Ariba to manage procurement activities.
Create an SAP Ariba supplier account and manage your response to procurement activities required by Coca-Cola Hellenic Bottling Company - TEST. [Sign up](#) **Click "Sign up" to start creation of NEW Ariba Network Account**

Already have an account? [Log in](#) **Use "Log in" button if you already have existing Ariba Network Account**

About Ariba Network

The Ariba 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 activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- 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 Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba 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

Please note! The email invitation might be delivered in your **Spam** or **Promotions** folder.

New Registration as a supplier with CCHBC

Creating an account or Login with an existing one

If you will create **new** Ariba Network account, after you select "Sign Up" in start page, you will be redirected to the "Create account" section, where **first you need to register on Ariba Network**

The screenshot shows the 'Create account' page in the SAP Ariba interface. The page title is 'SAP Ariba Proposals and Questionnaires'. Below the title, there are two buttons: 'Create account and continue' (highlighted in blue) and 'Cancel'. The main heading is 'Create account'. Below it, there is a sub-heading: 'First, create an SAP Ariba supplier account, then complete questionnaires required by Coca-Cola Hellenic Bottling Company - TEST.'. The form is titled 'Company information' and includes several required fields marked with an asterisk: 'Company Name:*', 'Country/Region:* - Select Country -', 'Address:*' (with sub-fields for Line 1, Line 2, and Line 3), and 'City:*'. A note on the right side of the form states: '* Indicates a required field' and '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.'

If you **already have Ariba Network account**, after you choose "Log in" in start page, **you will need to log in with your credentials**

The screenshot shows the 'Enter Your Account Information' page in the SAP Ariba interface. The page title is 'SAP Ariba Proposals and Questionnaires'. Below the title, there is a sub-heading: 'Enter Your Account Information'. Below this, there is a note: '* Indicates a required field'. The main heading is 'Enter Your Account Information'. Below it, there is a sub-heading: 'You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.'. The form includes two required fields: 'Username:*' and 'Password:*'. Below the password field, there are two links: 'Forgot Username' and 'Forgot Password'. At the bottom right, there are two buttons: 'Continue' (highlighted in blue) and 'Cancel'.

IMPORTANT!

Your Login Username and Password must be kept confidential at all times!

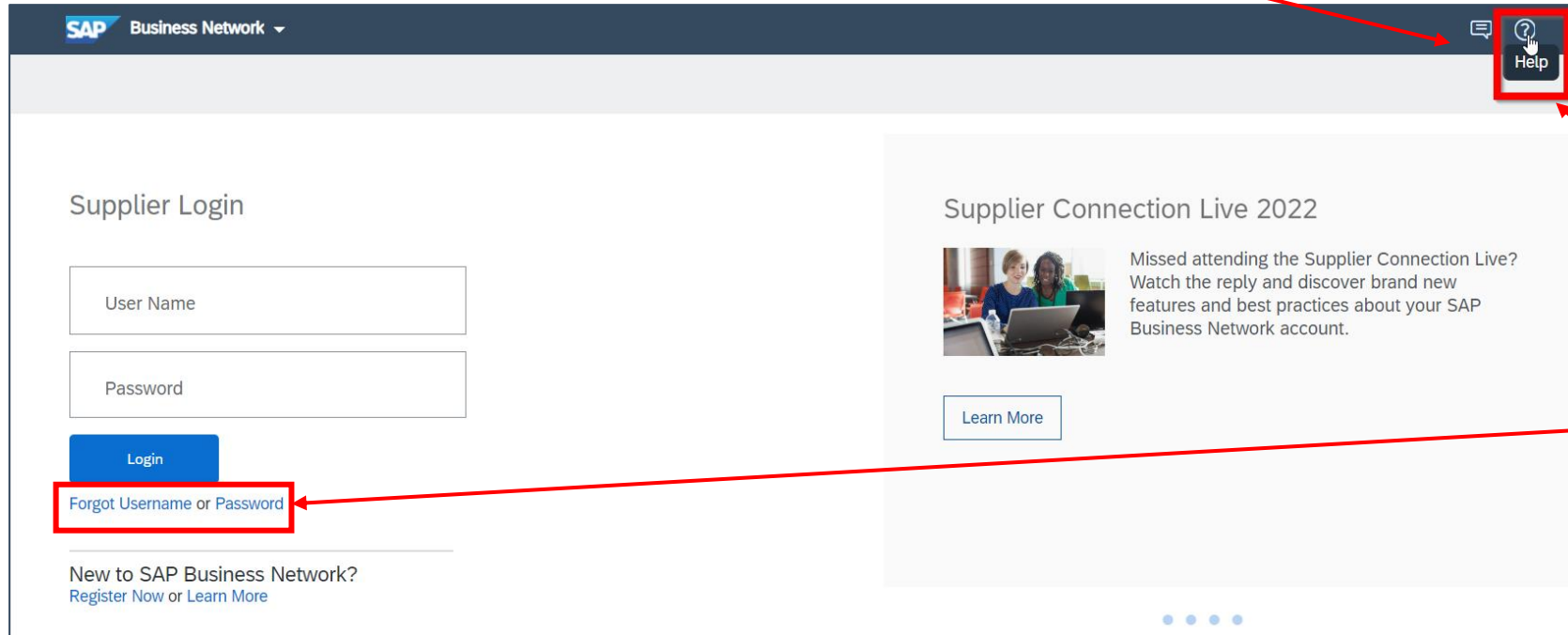
Please do not share this information with not authorized persons and people outside of your organization!

New Registration as a supplier with CCHBC

Creating an account or Login with an existing one

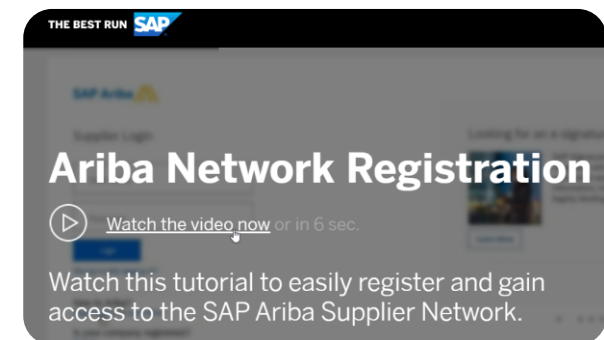
IMPORTANT!

In case of any issues during your **Ariba Network** account creation or login, please contact **SAP Ariba Support** on <http://supplier.ariba.com/> using **HELP** button.



If you forgot your Username or Password, please select option [Forgot Username or Password](#). If you still experience any issues, please use the **"HELP"** button.

For more guidance how to create an Ariba Network Account, please see the dedicated **video** following this [LINK](#) or clicking on the video



New Registration as a supplier with CCHBC

CCHBC Supplier Registration Questionnaire

Once you have successfully registered your new Ariba Network account or accessed your existing one, you will be redirected to the **CCHBC Supplier registration questionnaire**. You need to provide all the required mandatory information and attach the relevant documents.

NB! If you are not redirected to the questionnaire, please check slide 16 to check how to navigate to it through your Ariba account

Doc1499585978 - Supplier registration questionnaire

Time remaining: 29 days 23:58:06

All Content

Name 1

1. General Information

1.1. Supplier Legal Consent

1.1.1. I confirm that I am fully authorized to provide CCH required information and update it for any subsequent changes

Unspecified

Austria

Bosnia and Herzegovina

Bulgaria

Croatia

Cyprus

Czech Republic

Estonia

Greece

Hungary

Italy

Kosovo

Latvia

Lithuania

Montenegro

Netherlands

Nigeria

North Macedonia

Northern Ireland

Poland

1.3 Please select the country where you will operate with us

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Please note! The Supplier Registration Questionnaire will be available only for specific time, which can be tracked from “Time remaining” – upper right corner of the page. You need to **provide all information and Submit Entire questionnaire** within the remaining time. If the time has expired questionnaire will become inactive. **Please address such cases to your CCHBC contact person.**

New Registration as a supplier with CCHBC

CCH Supplier registration questionnaire - General Information

Section 1 - "General Information"

In order CCHBC to review the information provided in the Supplier registration questionnaire, the answer to "1.1.1 I confirm that I am fully authorized to provide CCH required information and update it for any subsequent changes" should be "Yes":

All Content	
Name ↑	
▼ 1 General Information	
▼ 1.1 Supplier Legal Consent	
1.1.1 I confirm that I am fully authorized to provide CCH required information and update it for any subsequent changes	* Unspecified ▼

On question 1.3., please select the country/countries you will operate with us:

1.3 Please select the country where you will operate with us	<input checked="" type="checkbox"/> Austria <input type="checkbox"/> Bosnia and Herzegovina <input type="checkbox"/> Bulgaria <input type="checkbox"/> Croatia <input type="checkbox"/> Cyprus <input type="checkbox"/> Czech Republic <input type="checkbox"/> Estonia <input type="checkbox"/> Greece <input type="checkbox"/> Hungary <input type="checkbox"/> Italy <input type="checkbox"/> Kosovo <input type="checkbox"/> Latvia <input type="checkbox"/> Lithuania <input type="checkbox"/> Montenegro <input type="checkbox"/> Netherlands <input type="checkbox"/> Nigeria <input type="checkbox"/> North Macedonia <input type="checkbox"/> Northern Ireland <input type="checkbox"/> Poland <input type="checkbox"/> Republic of Ireland <input type="checkbox"/> Romania
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New Registration as a supplier with CCHBC

CCH Supplier registration questionnaire - General Information

Section 1 - "General Information"

It is mandatory to provide information on **Full Legal Name, Legal Address, Legal Form, Tax/VAT number and General Contact Details (Name, Phone Number and Email Address):**

1.4 Supplier Full Legal Name	* <input type="text"/>
1.5 Legal address	* Show More Street: <input type="text"/> ⓘ House Number: <input type="text"/> ⓘ Street 2: <input type="text"/> ⓘ Street 3: <input type="text"/> ⓘ District: <input type="text"/> ⓘ Postal Code: <input type="text"/> ⓘ City: * <input type="text"/> ⓘ Country/Region: (no value) ⓘ State/Province/Region: (no value) ⓘ
1.6 Legal Form of the Supplier	* Unspecified ▼
1.7 Tax/VAT number.	* <input type="text"/>
1.8 Dun & Bradstreet number	<input type="text"/>
1.9 General Contact Name	* <input type="text"/>
1.10 General Contact Phone	* <input type="text"/>
1.11 General Contact Email	* <input type="text"/>
1.12 Purposes for collection and processing of above mentioned personal data: contact to initiate process to update the provided personal data, managing and improving the quality of the services/products provided to CCHBC, assessment of the quality of the support provided by CCHBC's personnel to the Vendor	

New Registration as a supplier with CCHBC

CCH Supplier registration questionnaire - Additional Contact Persons

Section 2 - "Additional Contact Persons"

Please note! You can add any additional contact person, dedicated for Purchase Orders, Accounting or Bank Changes in case they are different from the General one.

Step 1 Click on "Add Additional Contact Persons".

2 Additional Contact Persons	Add Additional Contact Persons (0) Less... <input type="button" value="-"/>
The above is general e-mail address of your company. Please add any dedicated e-mails related to Purchase Order receiving, Accounting contact, Change of Bank Details in section "Additional Contact Persons". Otherwise we will use the Generic contact for all type of communication.	

Step 2 Click on the dedicated button to add a section:

Additional Contact Persons (0)
Name ↑
<input type="button" value="Add Additional Contact Persons"/>

New Registration as a supplier with CCHBC

CCH Supplier registration questionnaire - Additional Contact Persons

Section 2 - "Additional Contact Persons"

Step 3 Fill in the all the needed information such as Contact Name, Email Address, Type of Contact and Country/Countries, which the contact is applicable for:


The screenshot shows a form titled "Additional Contact Persons #2" with the following fields and options:

- Contact Person Name:
- Contact Person Phone:
- Contact Person Email:
- Type of Contact Person: Receive Purchase Order
 Accounting Contact
 Change of Bank Details
- Please choose for which countries: Austria
 Bosnia and Herzegovina
 Bulgaria
 Croatia
 Cyprus
 Czech Republic
 Estonia
 Greece
 Hungary
 Italy
 Kosovo
 Latvia
 Lithuania
 Montenegro
 Netherlands
 Nigeria
 North Macedonia
 Northern Ireland
 Poland
 Republic of Ireland
 Romania
 Serbia
 Slovakia
 Slovenia

Annotations in the image include:

- A red box at the top right says "If you need to delete a section, this is done with the 'Delete' button" with an arrow pointing to a "Delete" button.
- Red arrows point to the "Receive Purchase Order", "Accounting Contact", and "Change of Bank Details" checkboxes with text: "Contact person that should be contacted for purchase order related topics and will receive CCHBC Purchase orders", "Authorized person that is responsible for any bank details changes", and "Contact person that should be contacted for accounting related topics and will receive Payment advice documents from CCHBC" respectively.
- A red box at the bottom left says "If you need to add additional Contact Person, please select this option" with an arrow pointing to the "Add an additional Additional Contact Persons" button.

At the bottom right, there is a note: "(*) indicates a required field".

Step 4 Once all information is filled in, please press "Save" in the upper right corner to save your changes and return to Registration questionnaire: 

New Registration as a supplier with CCHBC

CCH Supplier registration questionnaire - Bank details

Section 3 - "Bank details"

Step 1 Click on "Add Bank Details".

2 Additional Contact Persons	Add Additional Contact Persons (0) Less... <input type="button" value="-"/>
The above is general e-mail address of your company. Please add any dedicated e-mails related to Purchase Order receiving, Accounting contact, Change of Bank Details in section "Additional Contact Persons". Otherwise we will use the Generic contact for all type of communication.	
3 Bank Details	Add Bank Details (0)

Step 2 You will be redirected to the section where "Add Bank details" button should be selected.

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3 Bank Details

Bank Details (0)

Name ↑

No items

(*) indicates a required field

Once bank details were added, the button transforms to "Add an additional Bank details" and this way you can add more than one bank account, if required:



New Registration as a supplier with CCHBC

CCH Supplier registration questionnaire - Bank details

Section 3 - "Bank details"

Step 3 Bank Details #1 section is loaded and you can provide all required information. After it is filled in press "Save" to go back to Registration questionnaire

All Content > 3 Bank Details

Bank Details (1)

Name ↑


Bank Details #1		Delete
Bank Name	<p>* Bank Type: No Choice ▾</p> <p>Country/Region: (no value) ▾</p> <p>Account Holder Name: <input type="text"/></p> <p>Bank Key/ABA Routing Number: <input type="text"/></p> <p>Account Number: <input type="text"/></p> <p>IBAN Number: <input type="text"/></p> <p>SWIFT Code: <input type="text"/></p> <p>Bank Control Key: No Choice ▾</p>	
Currency	* Unspecified ▾	
Confirmation of bank statement/print screen from respective authority (Opten, ARES website, etc.) certifying the bank details / Bank account verification form References ▾		*Attach a file

New Registration as a supplier with CCHBC

CCH Supplier registration questionnaire - Bank details

Section 3 - "Bank details" - Useful information

If you need to add more than 1 bank account, use the  button and new sections for bank data will appear below each other as a sequence

You can collapse or expand the different bank details through the triangle button 

If needed, you can delete the bank account from "Delete":



All Content > 3 Bank Details

Bank Details (3)

Name	
 Bank Details #1	
 Bank Details #2	
 Bank Details #3	

Bank Type: No Choice ▾

Country/Region: (no value) ▾

Please note!

Although they are not marked initially as required fields, it is mandatory to provide combination of Bank account and Bank key OR IBAN number OR all of them.

System will return the following **error** if you do not fill in any of the required information



Either Account number and Bank Key are mandatory or IBAN number is mandatory.

Bank Key/ABA Routing Number: *

Account Number: *



IBAN Number: *

New Registration as a supplier with CCHBC

CCH Supplier registration questionnaire – Bank details

Section 3 - "Bank details" - Useful information




In bank data section there is a requirement to attach bank confirmation document:

Confirmation of bank statement/print screen from respective authority (Opten, ARES website, etc.) certifying the bank details / Bank account verification form  References 	*Attach a file
For verification of bank account you can provide:	
<ul style="list-style-type: none">• Print Screen from Online Banking/App• Austrian Suppliers - Please sign and upload the Bank Account Verification Form (EN and DE version attached)• Hungarian Suppliers - Print Screen from Opten• Czech and Slovak Suppliers - Print Screen from ARES• Serbian Suppliers - Print Screen from Narodna Banka Srbije• Switzerland suppliers – please attach bank statement if you cooperate with us not only in Switzerland. If you cooperate only with Switzerland legal entity you could attach empty document	
*) Please enter Bank Details (eighter IBAN or Bank Key and Bank Account Number)	

Please note!

For verification of bank account you can provide:

- Print Screen from Online Banking/App
- Austrian Suppliers - Please sign and upload the Bank Account Verification Form (EN and DE version attached)
- Hungarian Suppliers - Print Screen from Opten
- Czech and Slovak Suppliers - Print Screen from ARES
- Serbian Suppliers - Print Screen from Narodna Banka Srbije
- Switzerland suppliers – please attach bank statement if you cooperate with us not only in Switzerland. If you cooperate only with Switzerland legal entity you could attach empty document

Confirmation of bank statement/print screen from respective authority (Opten, ARES website, etc.) certifying the bank details / Bank account verification form  References 	*  TEST DOCUMENT.png  Update file Delete file
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In case you need to change or delete a file you have already uploaded, you can use the 2 options available next to the document:



Your uploaded document

If you want to replace the existing document use "Update file"

To delete a document use "Delete file"

New Registration as a supplier with CCHBC

CCH Supplier registration questionnaire - Legal Entity Specific Requirements

Section 4 - "Legal Entity Specific Requirements"

Depending on the country selected in question 1.3 (Please select the country where you will operate with us) , there will be country specific information listed in Section 4:

1.3 Please select the country where you will operate with us

- Austria
- Bosnia and Herzegovina
- Bulgaria
- Croatia
- Cyprus
- Czech Republic
- Estonia
- Greece
- Hungary
- Italy
- Kosovo
- Latvia
- Lithuania
- Montenegro
- Netherlands
- Nigeria

▼ 4 Legal Entity Specific Requirements:

4.1 You acknowledge and confirm that you have accepted and shall comply with Supplier Guiding Principles (SGP) [References](#) ▼

* Unspecified ▼

▼ 4.3 Austria:

4.3.1 You acknowledge and confirm that you have accepted and shall comply with our General Terms and Conditions (GTC):

German: <https://at.coca-colahellenic.com/de/about-us/gtc-policies-and-guidelines>
English: <https://at.coca-colahellenic.com/en/about-us/gtc-policies-and-guidelines>

4.3.2 Starting pack - Attachment for vendor acknowledgement - Coca-Cola HBC Austria, RMQ Liegenschaftverwaltung and RMQ Beteiligungsgesellschaft [References](#) ▼

4.3.4 For information about processing your personal information, please read our Privacy Notice

English: <https://at.coca-colahellenic.com/en/privacy-notice>
German: <https://at.coca-colahellenic.com/de/privacy-notice>

* Unspecified ▼

▼ 4.5 Switzerland:

4.5.2 Starting pack - Attachment for vendor acknowledgement - (CO) Coca Cola HBC AG [References](#) ▼

4.5.3 For information about processing your personal information, please read our Privacy Notice (German)

<https://ch.coca-colahellenic.com/de/privacy-notice>

4.5.4 For information about processing your personal information, please read our Privacy Notice (English)

<https://ch.coca-colahellenic.com/en/privacy-notice>

4.5.5 For information about processing your personal information, please read our Privacy Notice (French)

You should read and confirm you will comply with the **CCHBC Supplier Guiding principles**

Depending on the country you cooperate with there will be dedicated section with listed mandatory questions and documents that you need to acknowledge or attach.

Most common requirements on CCHBC side is to review and acknowledge **CCH Starting Pack** for the specific Legal entity, read **CCH Privacy Notice**, acknowledge the **General Terms and Conditions** etc.

Depending on the CCHBC country and legal requirements **there might be additional answers or attachments that need to be provided from your side.**

Please follow each question from this section and provide any required information.

New Registration as a supplier with CCHBC

CCH Supplier registration questionnaire - Supplier Code of Conduct

Section 6 - "Supplier Code of Conduct"

Please get familiar with all the information in this section

To finalize your registration, you need to press "Submit Entire Response" and confirm the submission in the next pop-up screen

▼ 5 Supplier Code of Conduct
5.1 You will promptly update and keep updated your data in case of future changes
5.2 The Vendor declares that he/she understands and accepts his/her obligation and assumes full responsibility to inform his/her employees about the collection and processing of their personal data as a "contact person" and / or "Contact person at the site" and to request their explicit written consent to this (where applicable).
5.3 The Vendor confirms that: 1) the Vendor is obliged to immediately update and properly maintain the data provided here throughout the existence of business relations with CCHBC and 2) the only person who may change/update the information provided here is the legal representative by contacting the CCHBC employee who is point of contact
5.4 The Vendor declares that he/she fully understands and is informed that until the update of the information provided here, CCHBC has the right to use it as provided for the purposes stated here and is not responsible for violations of personal data based on outdated information.
5.5 CCHBC collects and processes personal data and may also do so through other companies of the CCHBC group, suppliers, subcontractors in the countries where CCHBC operates and abroad, and at any time ensures and monitors (a) compliance with the requirements the General Data Protection Regulation 2016/679 (GDPR) of the European Union and any other applicable laws and regulations (Data Protection Legislation); and (b) technical and organizational measures to protect personal data from accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access, providing a level of security and corresponding to the risk posed by the processing and the nature of the data to be protected.
5.6 For information about processing your personal information, please read our Privacy Notice: https://coca-colahellenic.com/en/privacy-and-cookie-notice
5.7 By submitting this questionnaire you acknowledge and confirm that you have accepted and shall comply with all the above.

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

Your questionnaire will be submitted to CCHBC for validation and further processing.

✓ Submit this response?

Click OK to submit.

OK Cancel

New Registration as a supplier with CCHBC

CCH Supplier registration questionnaire - More information required

Please note! In case of any missing or incorrect/not clear information the questionnaire will be **returned to you for more information or corrections**. You will receive notification with explanation on the additional information required in the "Comments" and link to the system.

You need to access your account and then navigate to the Supplier registration questionnaire – Questionnaire will be available in **"Ariba Proposals and Questionnaires"** as per below:

SAP Ariba Proposals and Questionnaires Standard Account Get enterprise account TEST MODE

COCA-COLA HELLENIC BOTTLING COMPANY - TEST

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type
No items			

Risk Assessments

Title	ID	End Time ↓
No items		

Registration Questionnaires

Title

Status: Completed (1)

Supplier registration questionnaire

Coca-Cola Hellenic Bottling Company - TEST

Hello Vendor name,

Coca-Cola Hellenic Bottling Company - TEST has reviewed the updates to Supplier registration questionnaire submitted by Vendor name on Fri, 06 Aug, 2021 and requires additional information about the update.

Comments:
Additional info required

To provide this additional information to Coca-Cola Hellenic Bottling Company - TEST [Click Here](#)

Best Regards,
SAP Ariba team

In the questionnaire click on **"Review Response"** in order to activate change mode and **make all necessary changes/provide missing information**, then "Submit Entire response" again:

Console

Event Messages
Event Details
Response History
Response Team

You have submitted a response for this event. Thank you for participating.

Revise Response

Event Contents

All Content

Name ↑

1 General Information

New Registration as a supplier with CCHBC

CCH Supplier registration questionnaire - Future supplier information changes

After the successful registration in CCHBC system the Supplier registration questionnaire will become **active on your side**.

This way, in case of any changes in your company's information (e.g. company name, address, contacts, bank data), **you are able at any time to access the questionnaire**, execute required updates and **Submit** the changed version to CCHBC, so this important data updates to be reflected in your CCHBC master data profile.

Please note! In case of change in VAT/Tax information, please address this directly to your CCHBC contact and they will confirm further steps

To perform changes in already submitted and approved questionnaire, please access your Ariba account and in **"Ariba Proposals and Questionnaires"** you can find the CCHBC Supplier registration questionnaire.

After you access the questionnaire:

To activate questionnaire press

Revise Response

After all changes are done go to

Submit Entire Response

The screenshot shows the SAP Ariba interface for 'COCA-COLA HELLENIC BOTTLING COMPANY - TEST'. The 'Ariba Proposals and Questionnaires' section is active. The 'Registration Questionnaires' table is visible, with the following data:

Title	ID	End Time ↓	Status
Supplier registration questionnaire	Doc1008637546	5/21/2022 12:43 PM	Invited

The 'Supplier registration questionnaire' entry is highlighted with a red box. The 'HELP' buttons in the top right corner are also highlighted with a red box.

Please note! In case of any issues, please address them to SAP Ariba Support through the HELP buttons

New Registration as a supplier with CCHBC

Ariba Network - Useful links

Thank you for working with us! We truly appreciate your partnership and look forward to continuing our business relationship with you via the Ariba Network.

For additional information and support you may visit <https://www.ariba.com/support/supplier-support> then click the “contact us” option.

Some other useful information for suppliers can be found at:

<https://www.ariba.com/support/customer-hub>

<https://uex.ariba.com>

<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/