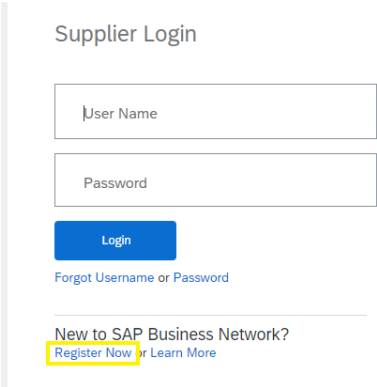












# New to Ariba? How to Register for a Supplier Account

Quick reference guide

Step	Instruction
<b>TIP</b>	<p><b>Audience:</b> This Quick Reference Guide is aimed at all suppliers who wish to work with the Government of Jersey.</p> <p><b>Purpose:</b> This Quick Reference Guide will explain how to register for an Ariba supplier account.</p>
<b>TIP</b>	<ul style="list-style-type: none"> <li>• New suppliers go to <b>step 1</b></li> <li>• Enterprise suppliers go to <b>step 13</b></li> </ul>
<b>Supplier Registration on the Ariba Network</b>	
<b>TIP</b>	<p>As a GoJ supplier you will have <b>received an invitation by email</b> to create a free Ariba standard account. If you no longer have access to this email you can access the <a href="#">registration link here</a>.</p>
<b>Providing your company information</b>	
<b>0</b>	Click <a href="#">on the link</a> in the email to be directed to the Supplier Login page
<b>1</b>	<p>Click on the <b>Register Now</b> button at the bottom-left of the page</p> 
<b>2</b>	In the <b>Company field</b> input your company's legal name
<b>3</b>	In the <b>Country/Region field</b> select the correct option from the drop-down menu, e.g. Jersey or United Kingdom. We recommend selecting the country from the drop-down as typing it in manually does not always work
<b>TIP</b>	If <b>Jersey</b> is selected, then the State field should NOT be mandatory. If <b>United Kingdom</b> is selected the State field will provide a list of UK Counties
<b>4</b>	In the <b>Address fields</b> input your company's main office address, fill in all required fields (*)
<b>Administrator account information</b>	

Step	Instruction
5	In the <b>first name</b> and <b>last name</b> fields input the name of the chosen business contact for your organisation
<b>TIP</b>	You will become the administrator of the account. You can change this later if necessary
6	In the <b>email field</b> input your email address. This must be a valid email address for your organisation
7	In the <b>Password</b> and <b>Repeat password</b> fields input a password
<b>TIP</b>	Your password must be between 8-32 characters, contain at least one capital letter, at least one special character, and at least one number. Your password cannot be the same as your username
8	In the <b>Business role field</b> select the option that represents your role
9	Accept the <b>Terms of Use</b> by checking the box
	Accept the <b>Privacy Statement</b> by checking the box
10	Resolve the <b>Captcha</b> (I am not a robot) to validate your registration
11	Click 
<b>END</b>	You have now created a standard supplier account on Ariba and can use the functions provided with a standard account.
<b>TIP</b>	When you receive a Purchase Order email from the Government of Jersey, click on the <b>Process Order</b> link where you will be prompted to log-in to Ariba. This will automatically establish your Trading Relationship with us.  You will then be asked to complete the necessary enablement tasks.
<b>Enterprise suppliers</b>	
<b>TIP</b>	As an Enterprise supplier, you will receive an invitation by email to form a trading agreement with us on the Ariba network. This is also called a Trading Relationship Request (TRR).  The e-mail invitation contains a unique activation link that will direct you Ariba.
13	Click 
14	<ul style="list-style-type: none"> <li>• If you want to <b>review accounts</b> that may already exist for your company, go to <b>step 15</b>.</li> <li>• If you want to use an <b>existing account</b>, go to <b>step 17</b>.</li> </ul>

Step	Instruction
	<ul style="list-style-type: none"> <li>If you want to create a <b>new account</b>, go to <b>step 19</b>.</li> </ul>
<b>Review Matching Accounts</b>	
15	Click  .
16	Review the details of the proposed accounts. If you find your account, click  and go to <b>end</b> .
<b>Existing Account</b>	
17	Click  .
18	Input your <b>Username and Password</b> and click  and go to <b>end</b> .
<b>TIP</b>	You must have administrator rights to perform this operation.
<b>New Account</b>	
19	Click  .
20	Under <b>Company Information</b> , fill in all required fields (*). Some information might already be populated; please check their accuracy
21	Enter <b>User Account</b> information marked required (*) and setup a username and password.
22	Accept the <b>Terms of Use</b> by checking the box.
23	Resolve the <b>Captcha</b> .
12	Click  .
<b>End</b>	You have now entered into a trading relationship with us and can use the functions provided with an enterprise account.