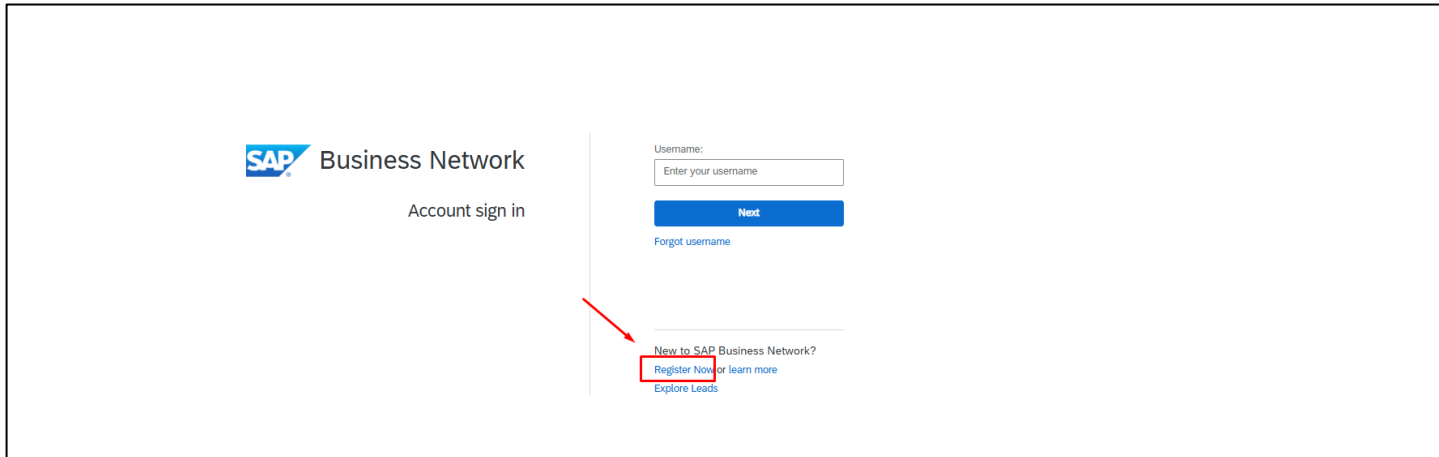


TP-OTC

SAP ARIBA BUSINESS NETWORK SUPPLIER REGISTRATION GUIDE

1- Business Network Registration

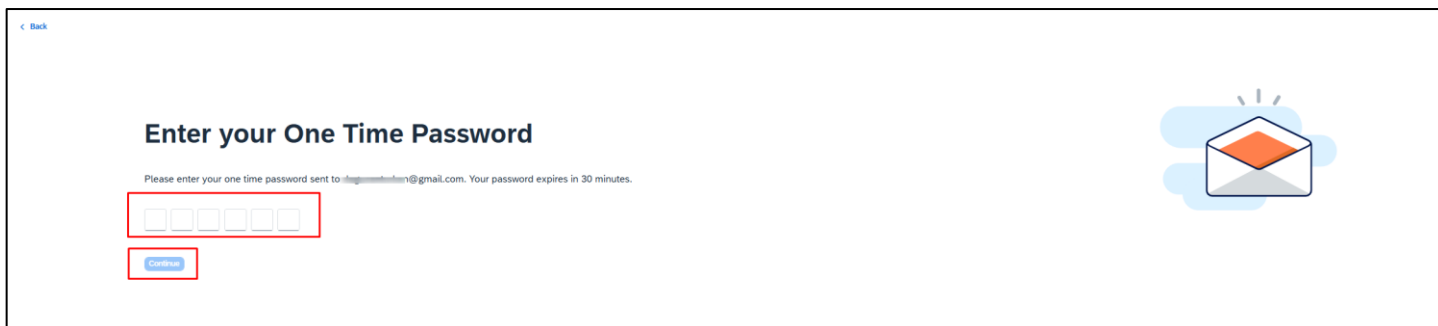
1- Click on the **“Register Now”** option via the **“supplier.ariba.com”** link.



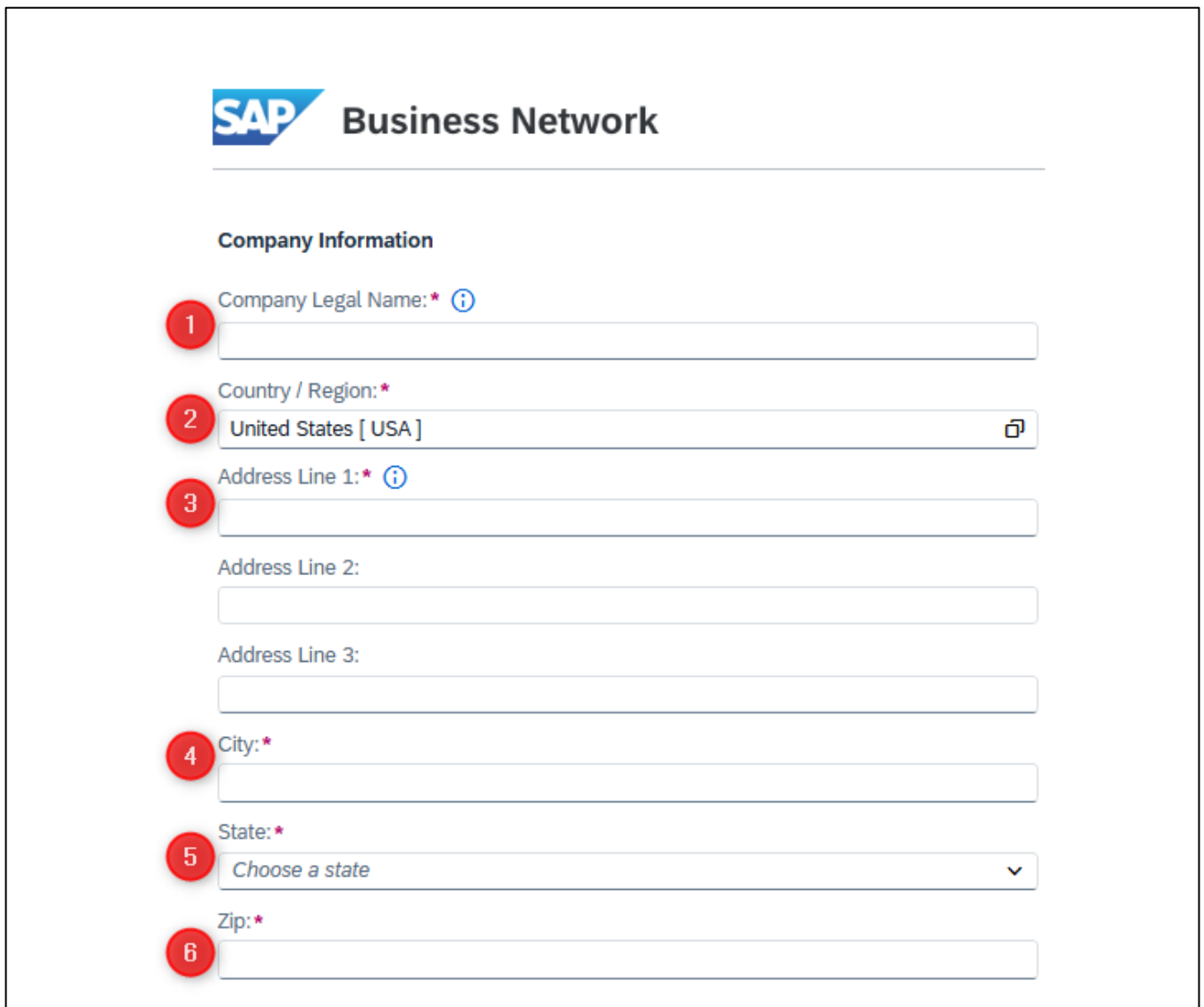
2- In the **“Email”** field, enter the active email address where you wish to receive TP-OTC communications (auctions, registration surveys, etc.). Check the box for **“User consents to store this email ID”** and click **“Continue”**.



3- Enter the **6-digit code** sent to your active email address into the designated field on the screen and click **“Continue”**.



- 4- The registration form appearing on the screen consists of **two sections**:
- 1- Company Information
 - 2- Administrator Account Information
- 5- For Company Information:
- **Field "1"**: Enter your "**Company Legal Name.**"
 - **Field "2"**: Enter the "**Country/Region**" where your company is located.
 - **Field "3"**: Enter your "**Company Address.**"
 - **Field "4"**: Enter the "**City**" where your company is located.
 - **Field "5"**: Enter the "**State/City**" where your company is located.
 - **Field "6"**: Enter the "**Postal Code/Zip**" for your company's city.



SAP Business Network

Company Information

1 Company Legal Name: * ⓘ

2 Country / Region: *
United States [USA] ⓘ

3 Address Line 1: * ⓘ

Address Line 2:

Address Line 3:

4 City: *

5 State: *
Choose a state ▼

6 Zip: *

6- For Administrator Account Information:

- **Field No. 1:** Enter the **“First and Last Name”** of the primary contact person who will manage this account for the company.
- **Field No. 2:** Enter the **“Account Password”**.
- **Field No. 3:** Re-enter the **same password** provided in **Field No. 2**.
- **Field No. 4:** Enter the **“Business Role”** of the account owner.
- After completing all the information, click the **"I'm not a robot"** checkbox in **Field No. 5**, then click the **"Create Account"** button.

Administrator Account Information


1 Name: *

Email:

Use my email as my user name

2 Password: *


3 Repeat Password: *

4 Business Role: * 

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) 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 [Privacy Statement](#) to learn how we process personal data.

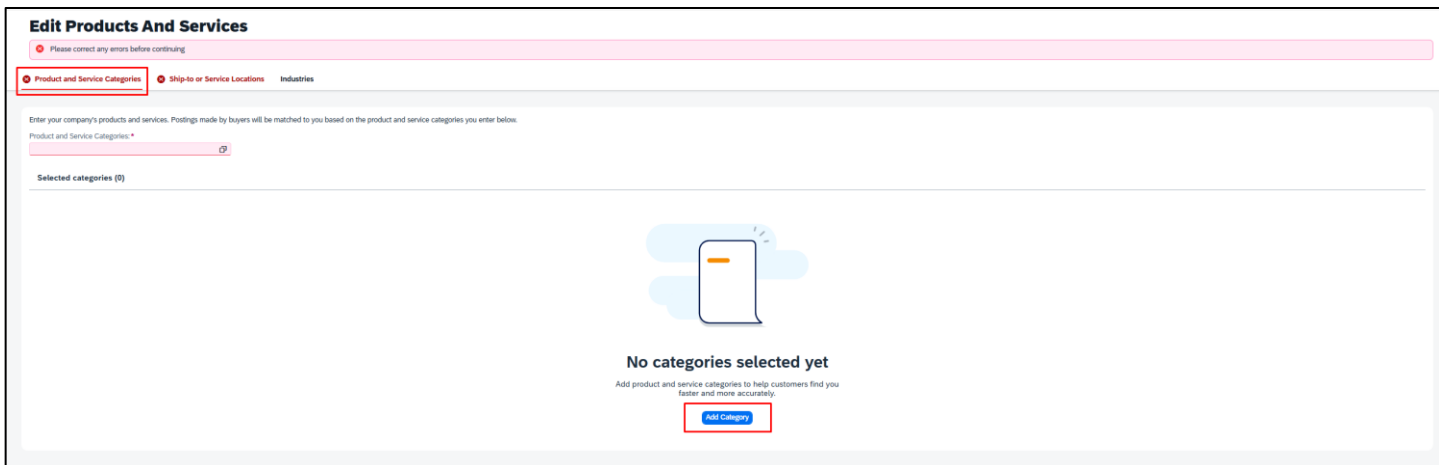
5 I'm not a robot 
reCAPTCHA
Privacy - Terms

Create account

- 7- Once you click **“Create account”**, click the **“Update”** button on the **“Update your company profile”** page.

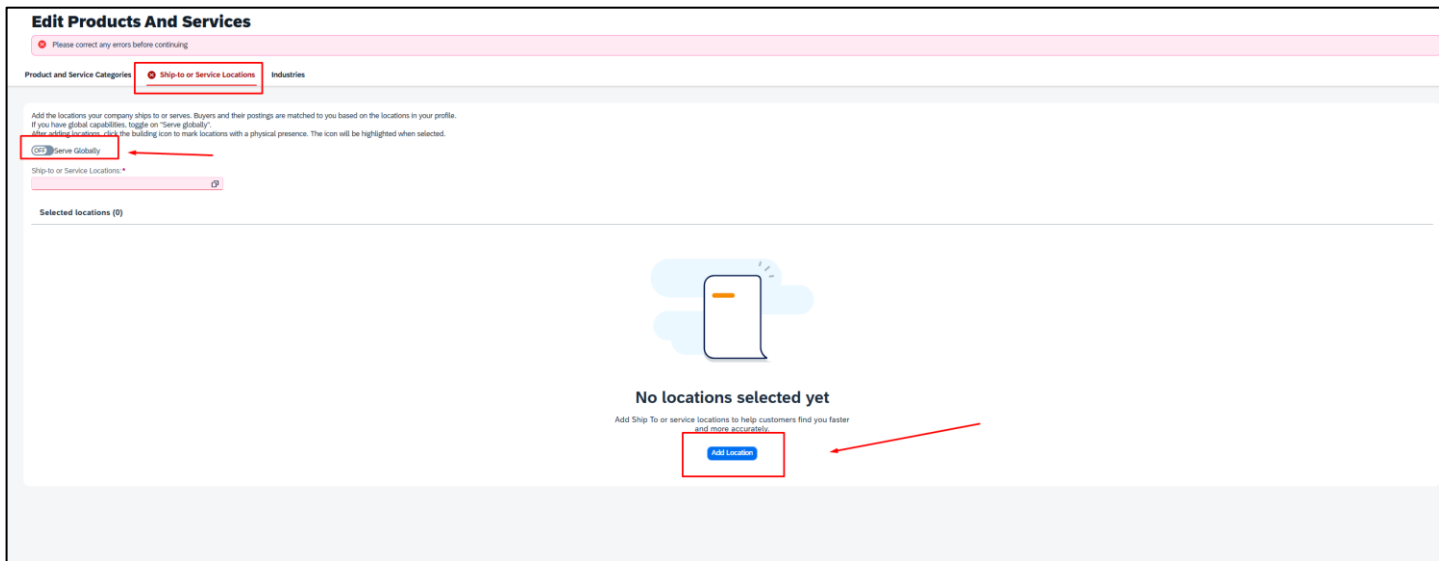


- 8- Click the **“Add Category”** button under the **“Product and Service Categories”** tab on the page that opens, and select the relevant sectors for your company.



9- Then, select the regions where your company provides services via the **“Ship-to or Service Locations”** tab.

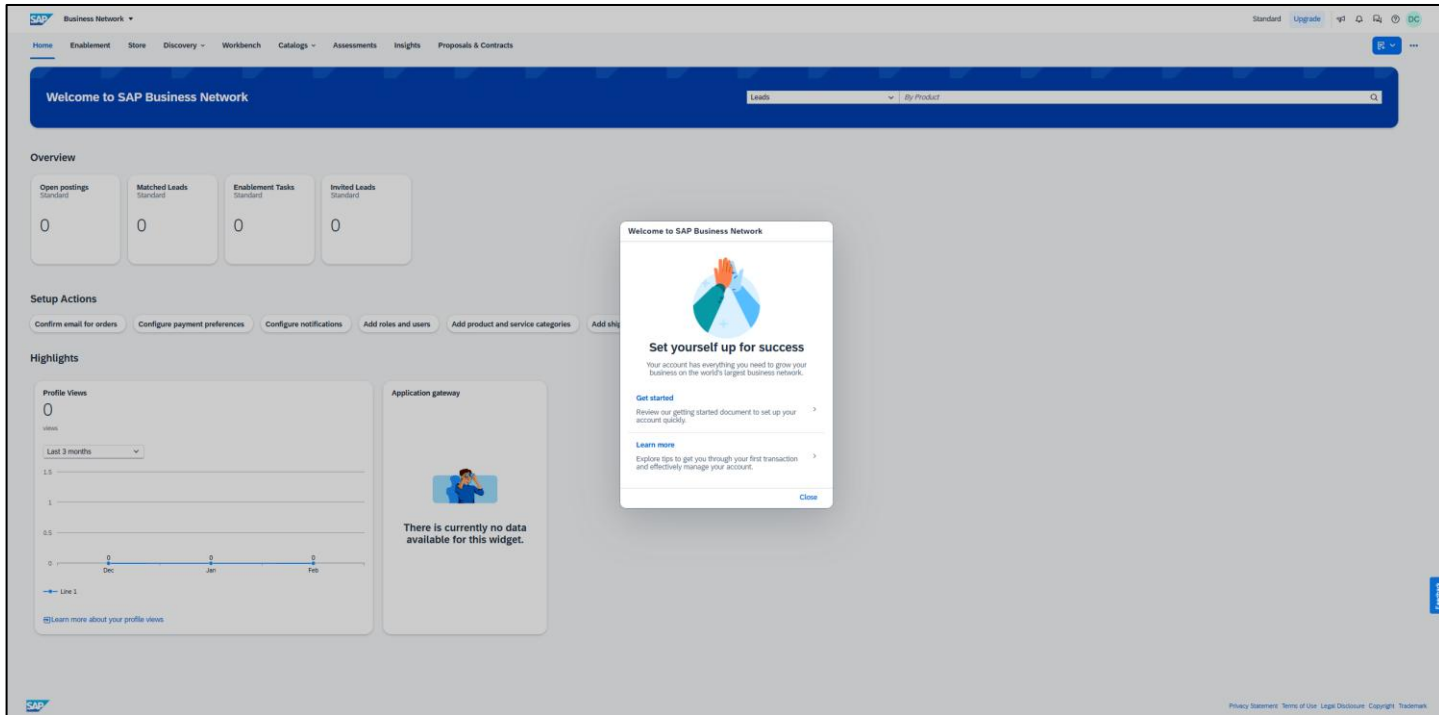
Note: If you do not wish to specify a particular country, simply clicking the **“Serve Globally”** button will be sufficient.



10- After making all selections, click the **“Save”** button located in the bottom right corner of the screen.

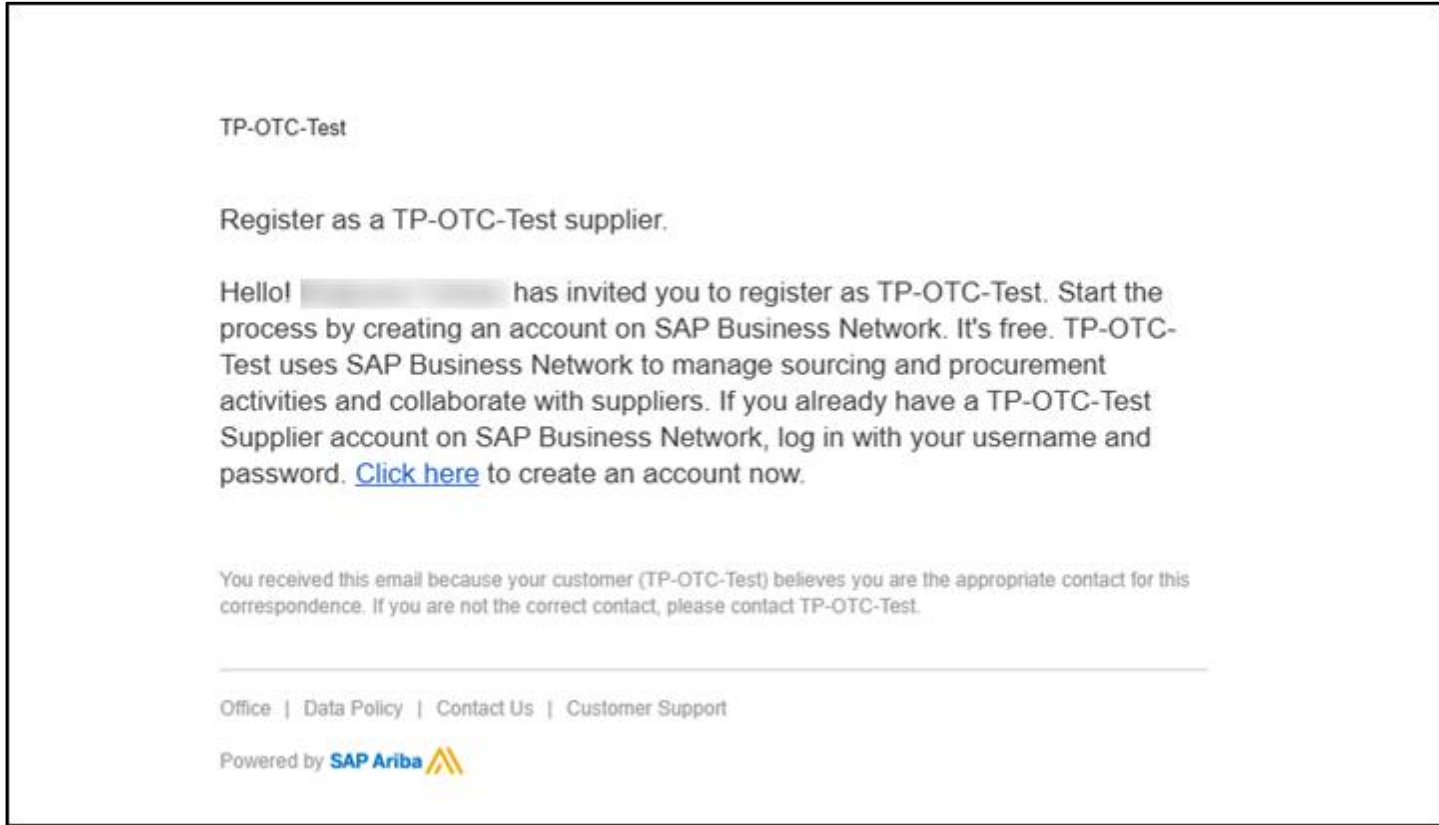


11- Once you click the **“Save”** button, you will have successfully registered for the **“SAP Ariba Business Network”** system.



Note: Since you are registered with a 'Standard Account', no fees will be requested from you as long as you do not upgrade your account.

12- Once the registration process is finalized, you may receive notifications from TP-OTC regarding upcoming auctions or registration surveys.



13- When you click the link provided in the email, you will be presented with the options **“Create New Account”** and **“Use Existing Account”**. Since you have already created an account, you can log in by clicking the **“Use Existing Account”** option.

