



SAP Ariba Implementation

- Supplier Manual

Agenda

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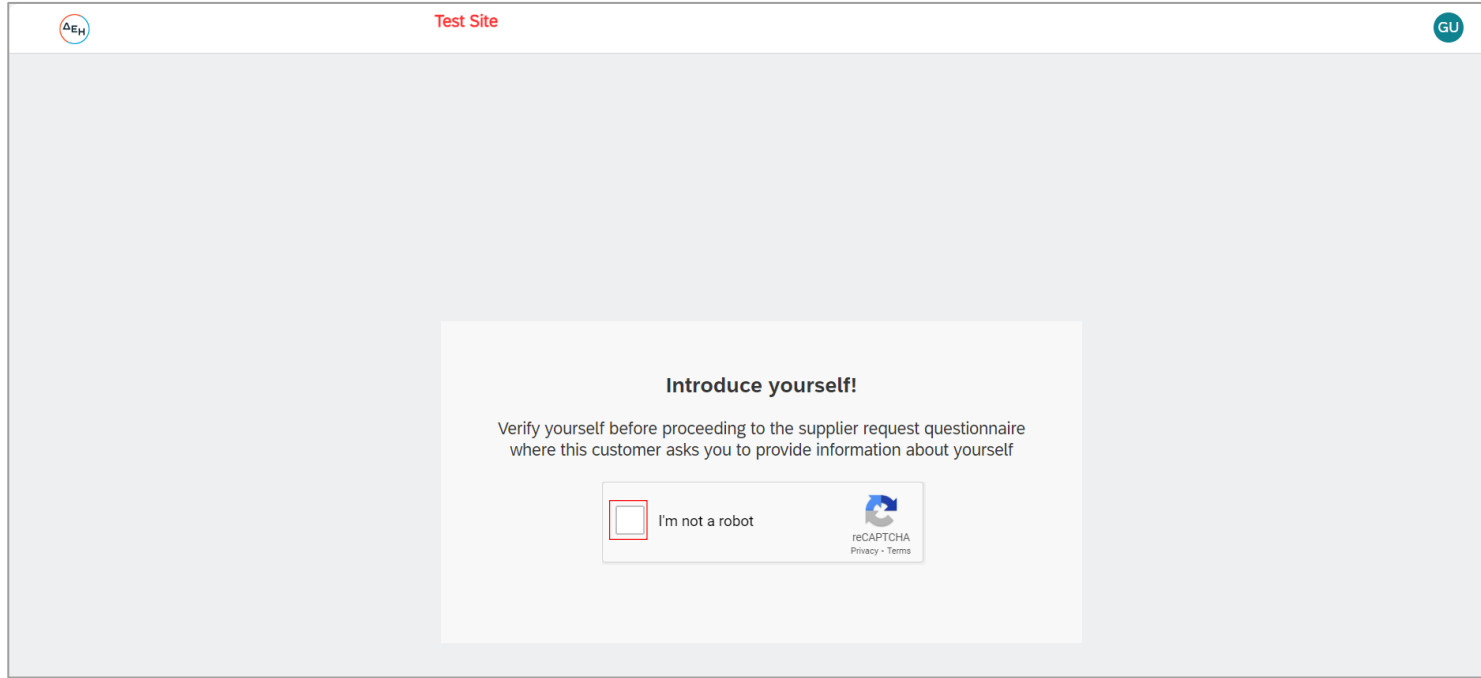
1

How to create a Self-Registration Request

1.1

Create and submit a Self-Registration Request

1.1 Create and submit a Self-Registration Request – Access to the form



The screenshot shows a web browser window with a header bar containing a logo on the left, the text "Test Site" in the center, and a "GU" logo on the right. The main content area is a light gray rectangle. In the center of this area is a white rectangular box. Inside this box, the text "Introduce yourself!" is centered. Below it, a smaller line of text reads: "Verify yourself before proceeding to the supplier request questionnaire where this customer asks you to provide information about yourself". At the bottom of the white box is a reCAPTCHA widget. It includes a small square icon with a red border, the text "I'm not a robot", and the reCAPTCHA logo with links for "Privacy" and "Terms".

1. The supplier may request a spontaneous application in order to be registered in the PPC supplier register. To submit a Self-Registration by filling out a form click on the link:
<http://744287247.sourcing-eu.ariba.com/ad/selfRegistration>.
2. Confirm that you are not a robot

1.1 Create and submit a Self-Registration Request – Compile the form

1 General Details

1.1 Company name *

1.2 Distinctive title *

1.3 Type of company *

1.4 Materials offered *

1.5 Services offered *

1.6 Are you a Greek supplier? *

Yes

No

2 Contact Details

2.1 Contact First Name *

2.2 Contact Last Name *

2.3 Role

2.4 Phone number *

2.5 Mobile number *

2.6 Email *

2.7 Contact Language *

3 Business address

3.1 Business address * ⓘ

Street * ⓘ

Number * ⓘ

Street 2 ⓘ

Postal Code * ⓘ

City * ⓘ

Country/Region * ⓘ

PO Box ⓘ

1. Fill in the fields in the form.
Required fields are marked with a red asterisk (*)

1.1 Create and submit a Self-Registration Request – Submit the form for the approval

3 Business address

3.1 Business address *

Street * 12 Number *

Street 2

Postal Code * 14500 City * Athens

Country/Region * Greece State/Province/Region * Attiki (06)

PO Box

Submit Cancel

1. After filling in the required fields click **Submit**
2. As a confirmation of successful submission of the form, you will receive the confirmation email shown in slide.

Dear test,

PPC S.A. has received your registration request.
Your request will be reviewed and a response will be sent to

Sincerely,
Supplier Registry Team

PPC S.A.
PPC Renewables
PPC FiberGrid

This message is automated and has been sent to you on behalf of PPC S.A. by SAP Ariba
If you need more info please contact: supplierregistryteam@ppcgroup.com



2

Create an account in SAP Ariba Business Network

- 2.1 SAP Ariba Business Network - New Account Creation**
- 2.2 SAP Ariba Business Network - Link Existing Account
- 2.3 SAP Ariba Business Network – Review Potential Existing Accounts

2.1 SAP Ariba Business Network - New Account Creation (1/3)

PPC S.A. has invited you to register to Supplier Registry. Before you can start the registration processes, you will first need to create an Ariba Network account. PPC S.A. uses SAP Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.

1 Creating a SAP Ariba Network account is free.
[Click Here](#) to create an account now.

If you already have an Ariba Network account, please log in with your username and password.

Sincerely,
Supplier Registry Team

PPC S.A.
PPC Renewables
PPC FiberGrid

This message is automated and has been sent to you on behalf of PPC S.A. by SAP Ariba.
If you need more info please contact: supplierregistryteam@ppcgroup.com



Connect with Public Power Corporation on SAP Business Network to collaborate.

Invitation from [Public Power Corporation-TEST](#)

2

Create a new account ?

or

Use existing account ?

Not sure whether your company already has an account?
[Search for your company](#)

1. Following approval of the Self-Registration form an email will be received for the Invitation Email to register for PPC, select the **Click Here** unique active link shared inside the invitation email to access SAP ARIBA Network.
2. If your company is new on SAP Ariba Network select the **Create a New account** option



NOTE: The **Click Here** link provided in the email is unique. It is critical to start your registration via this link for either creating a new account linked to PPC in the SAP Ariba Network or linking your existing SAP Ariba Network account with PPC.

2.1 SAP Ariba Business Network - New Account Creation (2/3)

- ③ Create an account to connect and collaborate with Public Power Corporation on SAP Business Network

Company information ⓘ

DUNS number ⓘ

[Do you know the DUNS number?](#)

(Legal) Company Name *

Country/Region *

Address line 1 *

Address line 2

Postal code *

City *

State *

- ④ Admin account information ⓘ

Name * Surname *

Email *

☒ Use my email as username

Password * Repeat password *

- ⑤ ☐ I have read and agree to the [Terms of Use](#) .
☐ I hereby agree that SAP Business Network will make portions of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public in general based on my role within SAP Business Network and active profile visibility settings.

Read the [Privacy Statement](#) to learn about how we manage your personal data.

☐ I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

- ⑥

3. Fill all mandatory Fields marked with * under *Company Information* Section
4. Define your Admin Account Information. Select if you want your email to be set as you Ariba Network account username and define your password.
5. Check the boxes to accept the Terms of Use and the Privacy Policy.
6. Select **Create an account**

2.1 SAP Ariba Business Network - New Account Creation (3/3)

7

You could earn more business opportunities by updating your company profile information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

Enter Product and Service Categories

Add

- or -

Browse

a

Ship-to or Service Locations

Enter Ship-to or Service Location

Add

- or -

Browse

Submit

Remind me later

Don't show this to me again

b

c

7. SAP Ariba will recommend to add additional information relevant to your Business. These information are not relevant to PPC registration but to your SAP Ariba Network profile. It is optional to submit an answer.

- a) You can select and add relevant information by entering relevant values and **Submit**
- b) Select the option **Remind me later** to fill them at later stage
- c) Select the option **Don't show this to me again** to bypass the submission

2

Create an account in SAP Ariba Business Network

2.1 SAP Ariba Business Network - New Account Creation

2.2 SAP Ariba Business Network - Link Existing Account

2.3 SAP Ariba Business Network – Review Potential Existing Accounts

2.2 SAP Ariba Business Network - Link Existing Account

PPC S.A. has invited you to register to Supplier Registry. Before you can start the registration processes, you will first need to create an Ariba Network account. PPC S.A. uses SAP Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.

Creating a SAP Ariba Network account is free.

[Click Here](#) to create an account now.

If you already have an Ariba Network account, please log in with your username and password.

Sincerely,
Supplier Registry Team

PPC S.A.
PPC Renewables
PPC FiberGrid

This message is automated and has been sent to you on behalf of PPC S.A. by SAP Ariba.

If you need more info please contact: supplierregistryteam@ppcgroup.com



Connect with Public Power Corporation on SAP Business Network to collaborate.

Invitation from [Public Power Corporation-TEST](#)

Create a new account

or

Use existing account

Not sure whether your company already has an account?
[Search for your company](#)



Sign in to connect with Public Power Corporation

User name*

[Forgot Username](#)

Password*

[I forgot my password](#)

Login

1. Upon receiving the Invitation Email to register for PPC, select the **Click Here** unique active link shared inside the invitation email to access SAP ARIBA Network.
2. If your already have SAP Ariba Network Account select the option **Use existing account**
3. Add *User Name* and *Password* and select **Login**



NOTE: The **Click Here** link provided in the email is unique. It is critical to start your registration via this link for either creating a new account linked to PPC in the SAP Ariba Network or linking your existing SAP Ariba Network account with PPC.



2

Create an account in SAP Ariba Business Network

2.1 SAP Ariba Business Network - New Account Creation

2.2 SAP Ariba Business Network - Link Existing Account

2.3 SAP Ariba Business Network – Review Potential Existing Accounts

2.3 SAP Ariba Business Network – Review Potential Existing Accounts

PPC S.A. has invited you to register to Supplier Registry. Before you can start the registration processes, you will first need to create an Ariba Network account. PPC S.A. uses SAP Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.

1 Creating a SAP Ariba Network account is free. [Click Here](#) to create an account now.

If you already have an Ariba Network account, please log in with your username and password.

Sincerely,
Supplier Registry Team

PPC S.A.
PPC Renewables
PPC FiberGrid

This message is automated and has been sent to you on behalf of PPC S.A. by SAP Ariba.
If you need more info please contact: supplierregistryteam@ppcgroup.com

Connect with Public Power Corporation on SAP Business Network to collaborate.

Invited by [Public Power Corporation-TEST](#)

We found existing accounts based on the information in the invite. Please review.

2 [Review accounts](#)

[Use existing account](#) ⓘ

[Create new account](#) ⓘ

Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria					
Company Name	E-mail address	Country			
PPC Supplier					

Search results (1) | **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	3 Action ⓘ
PPC Supplier	Yes				Contact administrator

1. Upon receiving the Invitation Email to register for PPC, select the **Click Here** unique active link shared inside the invitation email to access SAP ARIBA Network.
2. The system automatically verifies the presence of any existing SAP Business Network Accounts based on your email domain or Company Name. To review details of potential matches, click on "Review accounts".
3. Review the potential existing accounts and select contact administrator if necessary

If the potential matches are not relevant, return back to previous page and follow the instruction according to your case (Create New Account-1.1 or Use Existing Account-1.2)



3

How to register with PPC

3.1

Registration with PPC

3.1 Registration with PPC

Home

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class supplier market integrity.

Events

Title	ID	End Time
-------	----	----------

Registration Questionnaires

Title	ID
▼ Status: Open (1)	
Supplier Registration Questionnaire	Doc2263531677

Qualification Questionnaires

Title	ID	End Time	Com
-------	----	----------	-----

All Content

Name ↑

▼ 1 General Supplier Information

1.1 Company name

1.2 Distinctive title

1.3 Type of company

1.4 Company category

1.5 Date established

1.6 Materials offered

1.7 Service offered

1.8 Operating countries

1.9 Operating regions

1.10 Website

1.11 Are you a greek supplier?

* Test Supplier UAT Sessions

*

*

Unspecified

*

*

*(select a value) [select]

*

*

Unspecified

Submit Entire Response

Save draft

Compose Message

Excel Import

ΔΕΗ

Hello PPC Supplier,

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with Public Power Corporation-TEST.

Click Here

Sincerely,

Public Power Corporation-TEST

Once the SAP Ariba Business Network account is created, the supplier can begin the registration process for PPC.

1. On the Ariba Network Account Home Page, select and open the **Supplier Registration Questionnaire** under the Registration Questionnaires section.
2. Fill in the required information for your registration with PPC. All fields marked with an * are mandatory.
3. Select **Submit Entire Response** once you have completed all the requested information to finalise and submit your data to PPC.
4. After completing the registration, you will receive a registration confirmation email.

4

How to qualify for PPC

4.1

Qualification for PPC

4.1 Qualification for PPC (1/2)

PPC SA would like to invite you to fill out the listed questionnaires and return them by the specified dates.
These questionnaires are necessary to complete the Qualification process.

Thank you for taking the time to respond to each one.

Process Overview
Process: Qualification
Category: Equipment for RES
Message:

Questionnaire Overview

Name	Assigned To	Respond By
ESG	Maria J	December 11, 2024 at 6:38 AM
Health & Safety	Maria J	December 11, 2024 at 6:38 AM
Regulatory & Compliance	Maria J	December 11, 2024 at 6:38 AM
Technical - RES Equipment	Maria J	December 11, 2024 at 6:38 AM

1 [Click Here](#) to view the process.

Thank you for taking the time to respond to each one.

Sincerely,
Supplier Registry Team

PPC SA
PPC Renewables
PPC FiberGrid

This message is automated and has been sent to you on behalf of PPC SA. by SAP Ariba.
If you need more info please contact: supplierregistryteam@ppcgroup.com

Events

Title	ID	End Time
Registration Questionnaires		
▼ Status: Completed (1)		
Supplier Registration Questionnaire		
Qualification Questionnaires		
Title	ID	End Time ↓
▼ Status: Open (4)		
Health & Safety		D
Regulatory & Compliance		D
ESG		D
Technical - RES Equipment		D

2 **Questionnaires**

3

Suppliers will receive a notification email to start the qualification process for PPC. The process requires the completion of various questionnaires

1. Click on the Active link **Click Here** inside the Qualification Invitation Email or access directly your Ariba Network Account Home Page
2. On the home page, under the “Questionnaires” section, locate all assigned questionnaires mandatory for qualification completion. Please note that all questionnaires must be completed and submitted to finalize the qualification process.
3. Access each questionnaire



4.1 Qualification for PPC (2/2)

The screenshot shows a web form titled "4.1 Qualification for PPC (2/2)". It is divided into two main sections: "1 Regulatory" and "2 Compliance".

Section 1: Regulatory

- 1.1 Do you hold a Certificate of Incorporation? * Unspecified ▾
- 1.4 Do you hold a Certificate of Representation? * Unspecified ▾
- 1.7 Articles of association, as amended and in force * Attach a file
- 1.8 Do you hold the "Single certificate of judicial solvency for natural and legal entities"? Unspecified ▾
- 1.11 Do you hold a Issuance of Tax Residence Certificate? * Unspecified ▾

Section 2: Compliance

- 2.1 Declaration of non-existence of grounds for exclusion of a tenderer * Attach a file
- 2.2 Please submit the criminal records of the BoD and the authorized person to sign Attach a file

At the bottom of the form, there is a grey bar with the text "(*) indicates a required field". Below this bar are four buttons: "Submit Entire Response" (highlighted with a red box and a red circle with the number 6), "Save draft" (highlighted with a red box and a red circle with the number 5), "Compose Message", and "Excel Import".

4. Compile all mandatory information marked with*
5. If necessary, you can keep the answers given without sending them to return to the questionnaire later using **Save draft** button
6. Once you have filled all mandatory information click on **Submit Entire Response** to send your answers to PPC for evaluation

5

How to update Registration Questionnaire Data

5.1

Update Registration Questionnaire

5.1 Update Registration Questionnaire (1/2)

Supplier sign-in

Username

Next

Forgot username

New to SAP Business Network?
Register Now or Learn more

Ariba Proposals and Questionnaires

TEST MODE

DL

PUBLIC POWER CORPORATION-TEST

There are no matched postings.

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

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Registration Questionnaire	Doc2210956858	11/1/6107 3:48 PM	Construction & Engineerin...	View more	(no value) Registered

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Regulatory & Compliance	Doc2211227867	10/8/2024 3:21 PM	All All	(no value)	Pending Approval

1. Access your SAP Business Network profile directly through the link:
<https://supplier.ariba.com>.

2. in the **Ariba Proposals And Questionnaires** section you can access the main page for PPC

3. In the section Registration Questionnaire, you can find the Submitted **Supplier Registration Questionnaire** with all information submitted to PPC. Click on the questionnaire to access the previously submitted answers



5.1 Update Registration Questionnaire (2/2)

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

4

Revise Response

All Content

5

All Content

Name ↑	
▼ 5 Parent company information (if applicable)	
5.1 Is the contract Entity owned/ controlled by a parent company?	* No ▾
6 Transactional Details	Add Transactional Details (1)
▼ 7 Compliance	
7.1 Acceptance of PPC Code of Conduct ⓘ	* Yes ▾
7.2 Acceptance of PPC Policy against Violence and Harassment at Work ⓘ	* Yes ▾
7.3 Acceptance of PPC Human rights policy ⓘ	* Yes ▾

(*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

4.

Once you have accessed the registration questionnaire select **Revise Response** button
5.

Edit the relevant Data and select **Submit Entire Response**

Please note that all the modifications made at the registration questionnaire will be valid only after their evaluation and approval. Therefore, please wait for the confirmation email of the modifications approval to consider them effective.

6

How to Update your SAP Ariba Account Information

6.1 How to change your Ariba Business Network Password

6.2 How to change time zone on SAP Business Network

6.3 How to transfer the account administrator role

6.1 How to change your Ariba Business Network Password

SAP Ariba Proposals and Questionnaires TEST MODE

PUBLIC POWER CORPORATION-TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market inte

Dimitris L

My Account

Link User IDs

Contact Administrator

My Account Save Close

* Indicates a required field

Account Information

Username:* [Change Password](#) ⓘ

Email Address:*

First Name:*

Middle Name:

Last Name:*

[Personal Information Change Log](#)

Business Role: Accounts Receivables ▾

Preferences

If you want to change the password of your account

1. Log in to your SAP Business Network profile, on the homepage click on the **account icon**
2. Select the **My Account** option
3. In the section Account Information select **Change Password**

6

How to Update your SAP Ariba Account Information

6.1 How to change your Ariba Business Network Password

6.2 How to change time zone on SAP Business Network

6.3 How to transfer the account administrator role

6.2 How to change time zone on SAP Business Network

The screenshot shows the SAP Business Network interface. At the top, the header includes the SAP logo, 'Ariba Proposals and Questionnaires', a 'TEST MODE' button, and user information 'Dimitris L' with a profile icon (1) and a 'DL' icon (1). Below the header, a 'My Account' dropdown menu is open, showing options: 'My Account' (2), 'Link User IDs', and 'Contact Administrator'. The 'My Account' page is divided into sections: 'Account Information' (Username, Email Address, First Name, Middle Name, Last Name, Business Role) and 'Preferences' (Preferred Language, Preferred Timezone, Default Currency). The 'Preferred Timezone' dropdown is open, showing options: 'Europe/Bucharest' (3), 'Africa/Abidjan', 'Africa/Accra', and 'Africa/Addis_Ababa'. The 'Default Currency' dropdown is also open, showing options: 'Select', 'ACT', 'AET', 'Africa/Abidjan', 'Africa/Accra', and 'Africa/Addis_Ababa'. The 'Contact Information' section is partially visible at the bottom.

If you want to change the time zone of your account

1. Log in to your SAP Business Network profile, on the homepage click on the **account icon**
2. Select the **My Account** option
3. In the section Preferences select the Preferred Time zone and Save

6

How to Update your SAP Ariba Account Information

6.1 How to change your Ariba Business Network Password

6.2 How to change time zone on SAP Business Network

6.3 How to transfer the account administrator role

6.3 How to transfer the account administrator role

The screenshot displays the SAP Ariba Spend Management interface. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', and a 'TEST MODE' button. The main content area shows a welcome message and a sidebar with navigation options. A red circle '1' highlights the 'DL' icon in the top right. A red circle '2' highlights the 'Settings' option in the user profile dropdown menu. A red circle '3' highlights the 'Users' option in the 'ACCOUNT SETTINGS' dropdown. A red circle '4' highlights the 'Manage Users' tab in the 'Manage Roles' section. A red circle '5' highlights the 'Make Administrator' option in the 'Actions' dropdown for a user.

There are no matched postings.

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

Home

Events

Registration Questionnaires

ACCOUNT SETTINGS

- Users
- Notifications

SOURCING & CONTRACTS SETTINGS

- Sourcing & Contracts Notifications

Manage Roles

- Manage Users
- Manage User Authentication
- Revoked Users
- More...

Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
wh93967		PPC	Supplier	No	SUPPLIER_MASTERACCOUNT, +7		All(0)	Yes	
testPPC@test.com	test@test.com	Supplier	PPC	No	Test		All(0)	Yes	Actions

Add to Contact List Remove from Contact List

Edit Delete Make Administrator

To transfer the administrator role to another user,

1. log in to SAP Business Network with a profile that has the administrator. On the homepage click on the **Account icon**
2. Select the option **Settings**
3. Select **Users**
4. In the Manage Users section
5. Select the profile you want to make administrator, click on **Actions > Make Administrator**

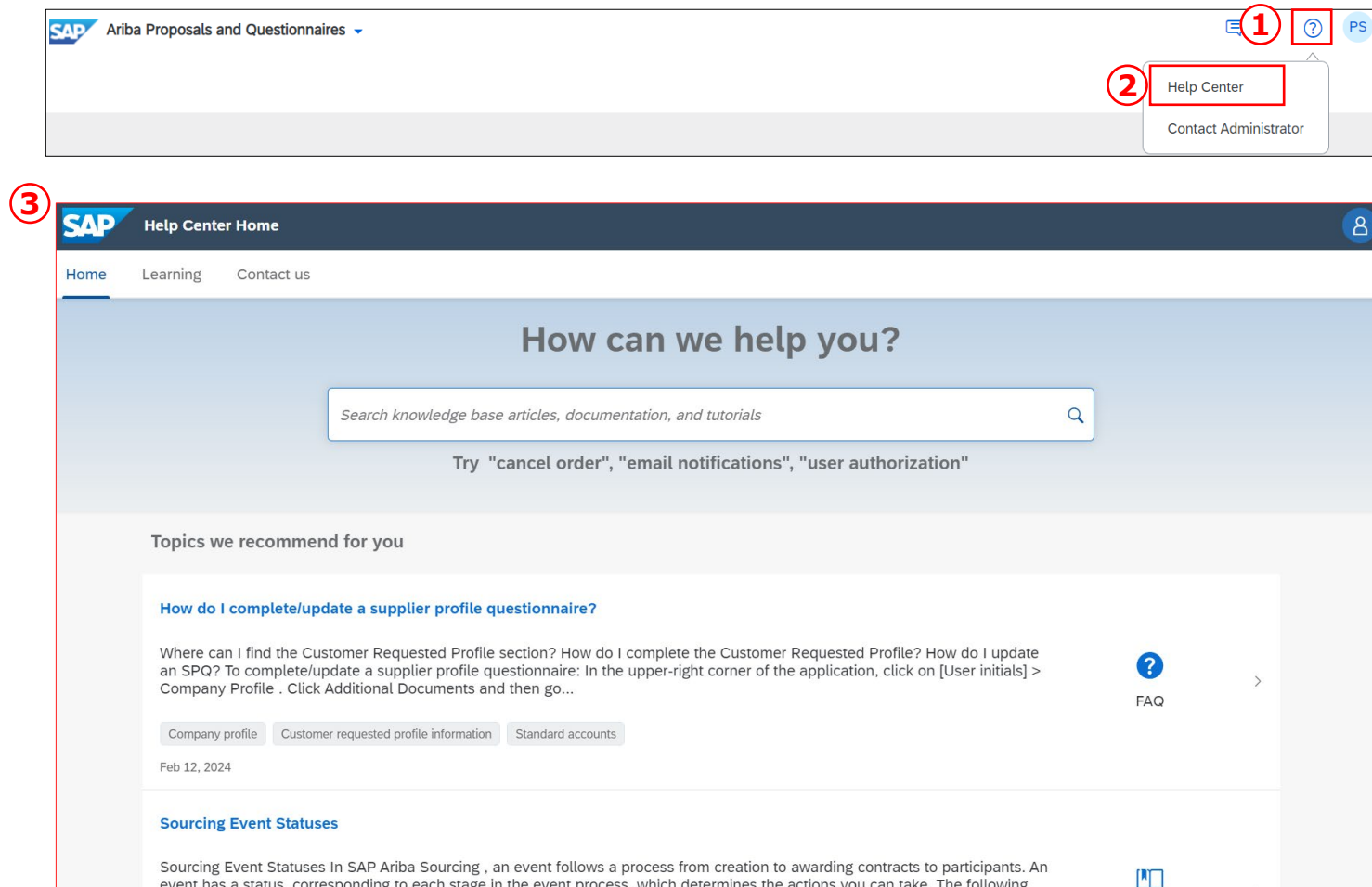
7

Where to find more information

7.1

SAP Ariba Help Center

7.1 SAP Ariba Help Center (1/3)



This guide is an introduction to the main features of the system. For more information, you can consult the tools offered by SAP Ariba.

1. By clicking on **(?)** next to your profile icon in SAP Ariba Network
2. Selecting **Help Center** you can access the Documentation which contains FAQs, Video tutorials and Guides provided by SAP Ariba.
3. In the Home page of the Help Center, you can enter key topics in the search bar or you can explore the documentation available in the portal and find articles that can help you solve the problem encountered.

7.1 SAP Ariba Help Center (2/3)

The screenshot shows the SAP Ariba Help Center 'Contact us' page. The page has a dark blue header with the SAP logo and 'Help Center Contact us'. Below the header is a navigation bar with 'Home', 'Learning', and 'Contact us' (highlighted with a red box). The main content area is divided into three sections:

- 1. Start here to find your answer.** This section contains a search bar with the word 'Support' entered. A red circle with the number '1' is next to the search bar.
- 2. Browse below for our AI-based recommendations*** This section contains two articles:
 - How do I create an invoice?** This article explains how to submit an invoice to receive payment. It includes a 'FAQ' icon and the date 'Nov 16, 2023'.
 - How do I contact SAP Business Network Customer Support as a supplier?** This article explains how to contact SAP Business Network Customer Support as a supplier. It includes a 'FAQ' icon and the date 'Sep 12, 2023'.A red circle with the number '2' is next to the first article.
- 3. Choose from the options below to continue.** This section contains a heading 'What do you need help with?' and a row of buttons: 'Access sourcing event', 'Locate purchase order', 'Create invoice', 'Invoice was rejected', 'Payment', 'Contact customer', and 'Something else'. A red circle with the number '3' is next to the 'Take these steps' link at the bottom of the page.

At the bottom of the page, there is a link 'Take these steps' next to the text 'Need expedited assistance for an open event ending within 60 minutes?'.

In the **Contact us** section, you can get assistance by searching for key topics (1) or directly contact Customer Support (2). SAP Customer Support is available from Monday to Friday, 24 hours a day.

SAP also provides rapid support for open events ending within 60 minutes. To request this support you must follow the procedure in the article by clicking on **Take these steps** (3).

7.1 SAP Ariba Help Center (3/3)

SAP Help Center Contact us

Home Learning Contact us

1. Start here to find your answer.

Support

2. Browse below for our AI-based recommendations*

How do I create an invoice?
How do I submit an invoice to receive payment? In order to create an invoice, you must first establish a trading relationship with a buyer. Then you need to determine which type of invoice you need to create. For directions on how to creat

FAQ Nov 16, 2023

How do I contact SAP Business Network Customer Support as a supplier?
How do I contact SAP Business Network Customer Support as a supplier? Click the help icon in the upper-right corner of the application. Click Support at the top of the help menu. Click the Contact us tab. Enter a brief d

FAQ Sep 12, 2023

3. Choose from the options below to continue.

What do you need help with?

Access sourcing event Locate purchase order Create invoice Invoice was rejected Payment Contact customer

1 Something else

Something else

Need expedited assistance for an open event ending within 60 minutes? [Take these steps](#)

Can't find what you're looking for? **2** Create a Case

If you cannot find the solution to your problem among the SAP guides, you can directly contact SAP by clicking on **Something else** (1) and then on **Create a Case** (2). A guided screen will open in which you can enter the details of the problem that will be examined by SAP Support.

8

FAQ

8.1

FAQ

8.1 FAQ

Q

I have not received the registration link

A

- Make sure **ariba.com** is whitelisted and you can receive messages from this domain
- Search the invitation to register across your email folders, Junk, Spam, Inbox
- Verify again with PPC the email that the invitation was send
- Request for PPC to resend the invitation

Q

I have forgotten my Password/Username

A

- Access <https://supplier.ariba.com>
- Select the option Forgot Username/Forgot Password and follow the indicated Steps

Q

I cannot see the qualification Questionnaire by PCC in my SAP Ariba Network Account

A

- Verify that you have received the Qualification Invitation email
- The user that has received the qualification Invitation email can access their Ariba Network account and see the questioners in the toggle “Proposals and Questionnaires”
- In case the questionnaire were send to the wrong email contact PPC and request to send the questionnaires in your preferred email/account