



SAP Business Network Implementation

Supplier Manual

Agenda

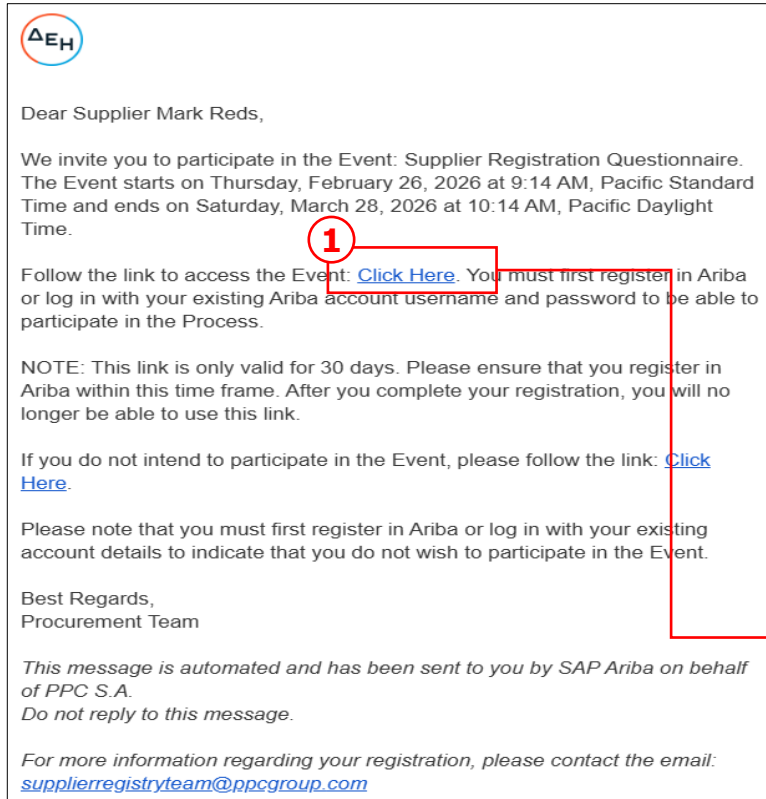
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1

Registration Invitation Email & SAP Business Network Home Page

1. Registration Invitation Email & SAP Business Network Home Page



 Dear Supplier Mark Reds,

We invite you to participate in the Event: Supplier Registration Questionnaire. The Event starts on Thursday, February 26, 2026 at 9:14 AM, Pacific Standard Time and ends on Saturday, March 28, 2026 at 10:14 AM, Pacific Daylight Time.

Follow the link to access the Event: [Click Here](#). You must first register in Ariba or log in with your existing Ariba account username and password to be able to participate in the Process.

NOTE: This link is only valid for 30 days. Please ensure that you register in Ariba within this time frame. After you complete your registration, you will no longer be able to use this link.

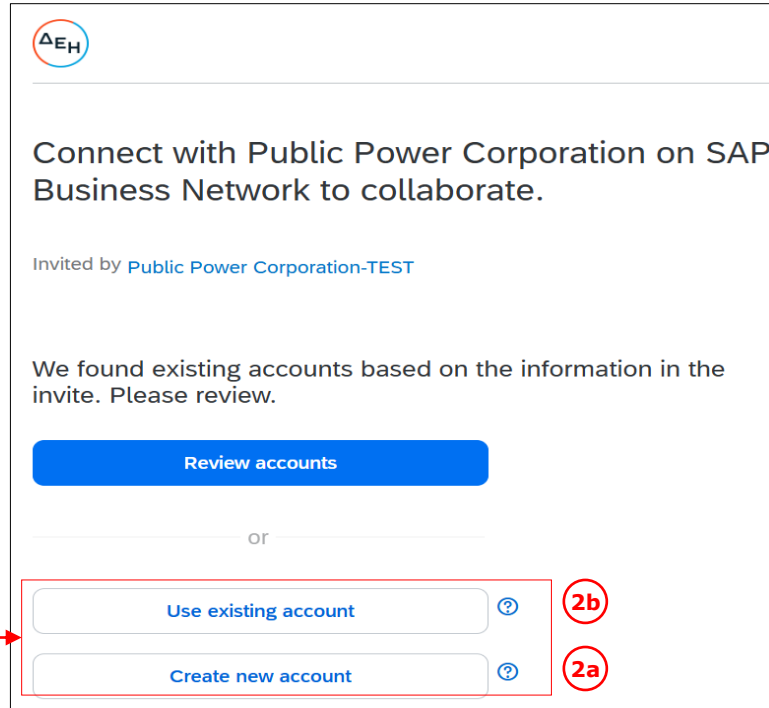
If you do not intend to participate in the Event, please follow the link: [Click Here](#).


Please note that you must first register in Ariba or log in with your existing account details to indicate that you do not wish to participate in the Event.

Best Regards,
Procurement Team

*This message is automated and has been sent to you by SAP Ariba on behalf of PPC S.A.
Do not reply to this message.*

For more information regarding your registration, please contact the email: 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.

[Review accounts](#)

or


[Use existing account](#)  **2b**

[Create new account](#)  **2a**


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.

Alternatives

- **2a: Create new account**

If this is your first time connecting to the SAP Business Network, follow the instructions by clicking: 

- **2b: Use existing account**

If you **already have** an SAP Business Network account, follow the instructions by clicking: 



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 Business Network

2. SAP Business Network - New Account Creation (1/3)

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

1

- USA: Quincy, WA
- Netherlands: Amsterdam
- Saudi Arabia: Dammam

Next

Verify your email before you proceed...

Please provide the email that you want to use to create your new account.

Email: *
class2.supplier02@gmail.com

2

Proceed

 Business Network

Hello,

Your One Time Password (OTP) is : **226405**

Enter the OTP to start your registration for SAP Business Network.

This OTP is **valid for 30 minutes**. If you do not enter the correct OTP within that time, you may request a new OTP.

Sincerely,
SAP Business Network

Enter your One Time Password

Please enter your one time password sent to class2.supplier02@gmail.com. Your password expires in 30 minutes.

3

Continue

1. Select the Data center «**USA: Quincy, WA**»
2. Insert the email address you want to use to create your account.
3. An **OTP** is sent to your email address. You will need to insert it inside the requested field.

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

Company Information

DUNS Number:

4 What is a DUNS number?

Company Legal Name: * ⓘ

Fornitore Ariba 26.02-TEST

Country / Region: *

Italy [ITA]

Address Line 1: * ⓘ

Address Line 2:

City: *

State: *

Choose a state

Postal Code: *

5 Admin account information ⓘ

Name *

Surname *

Email *

Use my email as username

Password *

Repeat password *

6 I have read and agree with the Όροι Χρήσης.

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the Δήλωση Προστασίας του Απορρήτου) 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 Δήλωση Προστασίας του Απορρήτου to learn how we process personal data.

Δεν είμαι ρομπότ



reCAPTCHA
Απόρρητο - Όροι

7

4. Fill all mandatory Fields marked with * under *Company Information* Section.

5. Define your Admin Account Information. Select if you want your email to be set as you Ariba Network account username and define your password.

6. Check the boxes to accept the Terms of Use and the Privacy Policy. Complete the Captcha.

7. Select **Create account**.

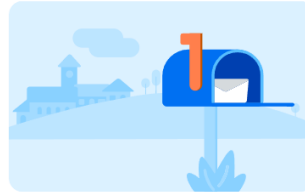


Note: The **DUNS** number is not mandatory. Fill it in only if you have one. The Postal Code must follow the format **XXX (space) XX**, e.g., 135 61.

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

You are almost done

You will soon receive an email confirmation once your account is created. Please wait a moment. The page will automatically redirect once the process is complete.



You have completed your registration on the SAP Business Network.

Please wait a few seconds to be redirected to your page.



Note: Take a note of your own username and password

2. SAP Business Network – Entry of Required SAP Data for Profile Update (1/3)

Update your company profile

You must provide your products and service categories and ship-to or service locations so that you can be discovered by customers searching for companies like yours.

1

Update

Sign Out

Edit Products And Services

✘ Please correct any errors before continuing

✘ Product and Service Categories ✘ Ship-to or Service Locations Industries

Enter your company's products and services. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Product and Service Categories:*

Selected categories (0)

1. Click on **Update** and you will be directed to **“Edit Products and Services”** and **“Ship-to or Service Location”**.



Note: The data on this page **are required by SAP** and are not related to the data requested by PPC. According to SAP, completing the above information **is mandatory** for enabling the Supplier–Buyer connection through the Business Network.

2. SAP Business Network – Entry of Required SAP Data for Profile Update (2/3)

Edit Products And Services

⊗ Please correct any errors before continuing

⊗ Product and Service Categories ⊗ Ship-to or Service Locations Industries

Enter your company's products and services. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Product and Service Categories: *

Selected categories (0)

Browse All Categories

Search

Select categories

- > Agricultural & Fishing Machinery
- > Agricultural & Fishing Services
- > Apparel, Luggage & Personal Care
- > Building and Facility Construction and Maintenance Services
- ▼ Chemicals
 - > Additives
 - ▼ Colorants
 - ▼ Color compounds and dispersions
 - Inks
 - Pigment dispersions
 - Polymer masterbatches

Selected categories (3)

Inks × Polymer masterbatches × Pigment dispersions ×

Categories of Products & Services

2. Click on the icon showed in the picture.
3. Select the category either **by searching it in the search bar** or by **expanding the category tree**.
4. Once done, click on **Save**.



Note: The Category Tree has been developed exclusively by SAP. If you cannot find your category, please select the closest one based on **your own judgment**.

2. SAP Business Network – Entry of Required SAP Data for Profile Update (3/3)

Edit Products And Services

Please correct any errors before continuing

Product and Service Categories **Ship-to or Service Locations** Industries

Add the locations your company ships to or serves. Buyers and their postings are matched to you based on your locations. If you have global capabilities, toggle on "Serve globally". After adding locations, click the building icon to mark locations with a physical presence.

Serve Globally

Ship-to or Service Locations:*

5

6

Browse All Locations

Search

- > The Caribbean
- > Northern Europe
- ▼ Western Europe
 - Andorra
 - > Belgium
 - > Estonia
 - > France
 - > Germany
 - Gibraltar
 - > Greece
 - Isle of Man

Selected locations (1)

Greece

7

Ship-to or Service Locations

5. Click on the icon showed in the picture.
6. Select the country either by searching it in the search bar or by expanding the category tree.
7. Once done, click on **Save**.

2. SAP Business Network – Landing Page

SAP Business Network ▾ Enterprise 🔍 📄 ⓘ SS

Home Enablement Store Discovery ▾ Workbench Catalogs ▾ Assessments Insights Proposals & Contracts

Welcome to SAP Business Network Leads ▾ By Product 🔍

Overview

Open postings Standard	Enablement Tasks Standard	Matched Leads Standard	Invited Leads Standard
0	0	0	0

Setup Actions

Configure order preferences Configure payment preferences Configure notifications Add roles and users Add product and service categories Add ship-to or service locations

Highlights

Customer (optional) 📄

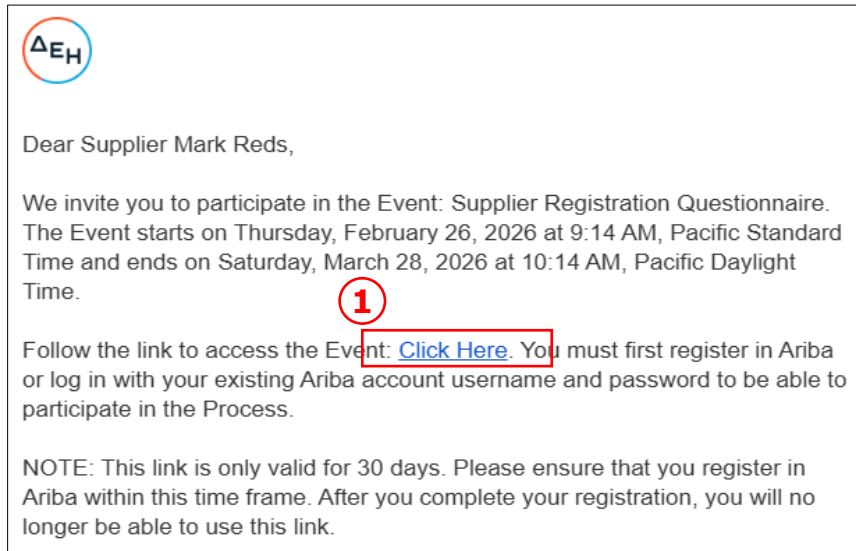
Profile Views	Application gateway
0 views Last 3 months ▾	



3

Log in with an existing SAP Business Network account

3. SAP Business Network - Link Existing Account

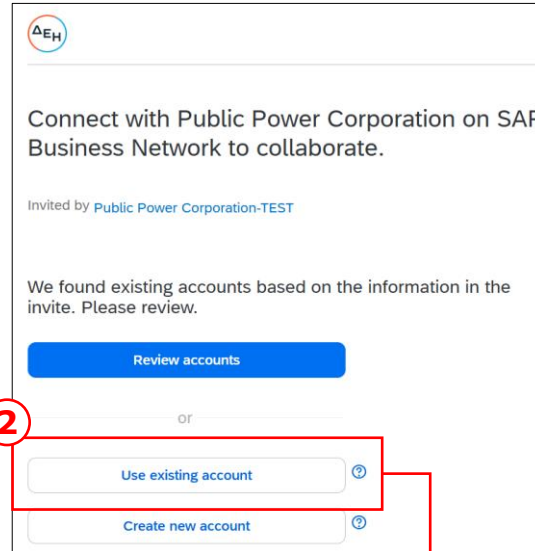


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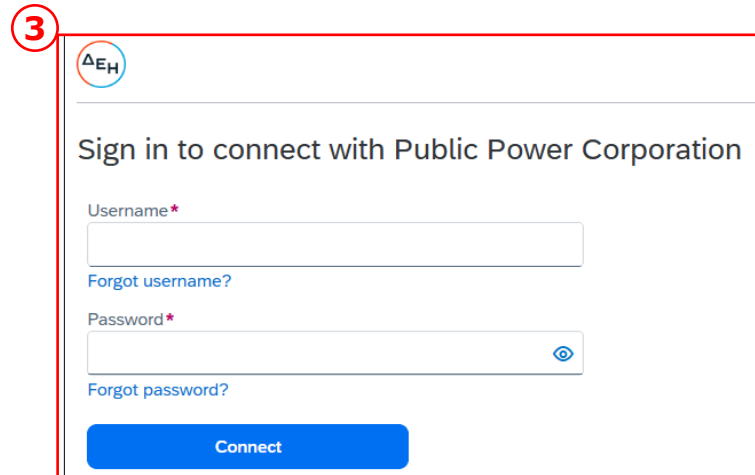
We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#)

[Create new account](#)



Sign in to connect with Public Power Corporation

Username*

[Forgot username?](#)

Password*

[Forgot password?](#)

[Connect](#)

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 **Connect**.



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.

3. SAP Business Network – Landing Page

SAP Business Network Enterprise

Home Enablement Store Discovery Workbench Catalogs Assessments Insights Proposals & Contracts

Welcome to SAP Business Network

Leads By Product

Overview

Open postings Standard 0	Enablement Tasks Standard 0	Matched Leads Standard 0	Invited Leads Standard 0
--------------------------------	-----------------------------------	--------------------------------	--------------------------------

Setup Actions

Configure order preferences Configure payment preferences Configure notifications Add roles and users Add product and service categories Add ship-to or service locations

Highlights

Customer (optional)

Profile Views 0 views Last 3 months	Application gateway
---	---------------------



4

How to register with PPC

4.1

How to register with PPC

4.1 Registration with PPC (1/3)

The screenshot displays the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Store', 'Discovery', 'Workbench', 'Catalogs', 'Assessments', 'Insights', and 'Proposals & Contracts'. The 'Proposals & Contracts' tab is highlighted with a red box and a red circle containing the number '1'. Below the navigation bar is a blue banner with 'Welcome to SAP Business Network' and a search bar. The main content area is divided into sections: 'Overview' with four cards showing '0' for 'Open postings', 'Enablement Tasks', 'Matched Leads', and 'Invited Leads'; 'Setup Actions' with buttons for 'Configure order preferences', 'Configure payment preferences', 'Configure notifications', 'Add roles and users', 'Add product and service categories', and 'Add ship-to or service locations'; and 'Highlights' with a 'Profile Views' card showing '0' and 'Last 3 months' filter.

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

1. On the Ariba Network Account Home Page, select the tab "**Proposals and Contracts**"



4.1 Registration with PPC (2/3)

Proposals and Contracts View Matched Leads (0) Customer requested

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.

Customers (1)

Search Q ↓↑

Proposals and Questionnaires **Contracts**

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc3053317090	5/8/6109 1:17 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

2. Select "Public Power Corporation" in **Customers** tab
3. Select 'Supplier Registration Questionnaire' in **Registration Questionnaires** tab



Note: On this page you will find the Supplier Registration Questionnaire, the Certification Questionnaires, as well as the Tenders.

4.1 Registration with PPC (3/3)

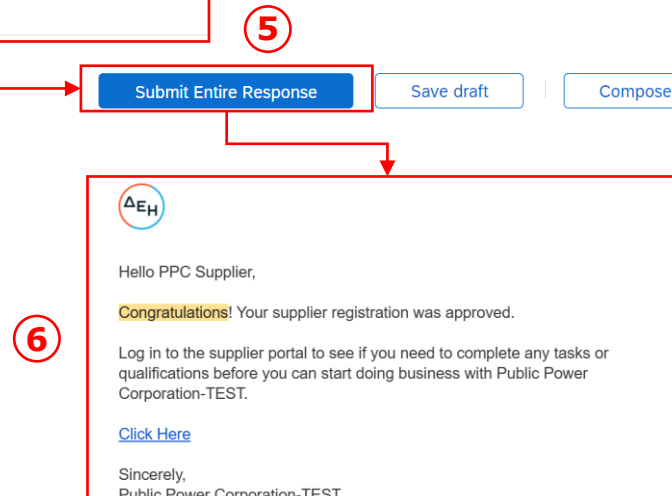
All Content

Name ↑	
▼ 1 General Supplier Information	
1.1 Company name	* <input type="text" value="Test Supplier UAT Sessions"/>
1.2 Distinctive title	* <input type="text"/>
1.3 Type of company	* <input type="text"/>
1.4 Company category	* Unspecified ▾
1.5 Date established	* <input type="text" value=""/>
1.6 Materials offered	* <input type="text"/>
1.7 Service offered	* <input type="text"/>
1.8 Operating countries	*(select a value) [select]
1.9 Operating regions	* <input type="text"/>
1.10 Website	* <input type="text"/>
1.11 Are you a greek supplier?	* Unspecified ▾

4

5

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



4. Fill in the required information for your registration with PPC. All fields marked with an * are mandatory.
5. Select **Submit Entire Response** once you have completed all the requested information to finalise and submit your data to PPC.
6. After completing the registration, you will receive a registration confirmation email.



Note: Please pay attention to the correct completion of field 1.19 “Category of Expenditure”



5

How to qualify for PPC

5.1

How to qualify for PPC



5.1 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

Title

▼ Status: Completed (1)

[Supplier Registration Questionnaire](#)

Qualification Questionnaires

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

Questionnaires

Title	ID
-------	----

3

▼ Status: Open (4)

[Health & Safety](#)

[Regulatory & Compliance](#)

[ESG](#)

[Technical - RES Equipment](#)



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.

5.1 Qualification for PPC (2/2)

▼ 1 Regulatory

1.1 Do you hold a Certificate of Incorporation? *

1.4 Do you hold a Certificate of Representation? *

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"?

1.11 Do you hold a Issuance of Tax Residence Certificate? *

▼ 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

(*) indicates a required field

6 Submit Entire Response

5 Save draft

Compose Message

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

6

How to update Registration Questionnaire Data

6.1

Update Registration Questionnaire

6.1 Update Registration Questionnaire (1/2)

The screenshot illustrates the SAP Business Network interface. On the left, a login form (1) prompts the user to enter their name and click 'Επόμενο' (Next). The main interface shows the 'Proposals and Contracts' section (2) with a 'More' dropdown menu. The 'Supplier Registration Questionnaire' is highlighted in the 'Proposals and Questionnaires' table (3).

1 Login form with fields for 'Όνομα χρήστη:' and 'Εισαγάγετε το όνομα χρήστη σας', and a button 'Επόμενο'. Below it, 'Ξεχάσατε το όνομα χρήστη' and a link 'Μάθετε περισσότερα'.

2 SAP Business Network navigation bar with 'More' dropdown menu containing 'Insights' and 'Proposals & Contracts'.

3 Table of 'Registration Questionnaires' with columns: Title, ID, End Time, Status. A row is highlighted: 'Supplier Registration Questionnaire' (ID: Doc3030922713, End Time: 4/18/2026 5:43 PM, Status: Invited).

Title	ID	End Time ↓	Status
Supplier Registration Questionnaire	Doc3030922713	4/18/2026 5:43 PM	Invited

1. Access your SAP Business Network profile directly through the link: <https://supplier.ariba.com>
2. In the **More** section you can access the **Proposals & Contracts**
3. In the section Proposals and Questionnaires, you can find the Submitted **Supplier Registration Questionnaire** with all information submitted to PPC. Click on the questionnaire to access the previously submitted answers

6.1 Update Registration Questionnaire (2/2)

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

All Content

4

Revise Response

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

5

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



7

How to Update your SAP Ariba Account Information

7.1 How to change your Ariba Business Network Password

7.2 How to change time zone on SAP Business Network

7.3 How to transfer the account administrator role

7.1 How to change your SAP Business Network Password

The screenshot illustrates the steps to change a password in the SAP Business Network. It shows the user's profile page for 'Supplier_2' with a 'Change Password' modal open. The modal contains three password input fields and 'Save Password' and 'Cancel' buttons. A dropdown menu is open, showing the 'Settings' option highlighted. The 'SS' icon in the top right corner is also highlighted.

If you want to change the password of your account:

1. Log in to your profile on the SAP Business Network and, on the home page, **click on your account icon**
2. Select **Settings**
3. In the Settings section, select **Change Password** and change it

7

How to Update your SAP Ariba Account Information

7.1 How to change your Ariba Business Network Password

7.2 How to change time zone on SAP Business Network

7.3 How to transfer the account administrator role

7.2 How to change time zone on SAP Business Network

The screenshot illustrates the process of changing the time zone on SAP Business Network. It shows the user's profile page with the 'Settings' option highlighted. The 'User Account' section is open, and the 'Edit' button is selected. The 'Preferences' section is visible, showing the 'Preferred Time Zone' dropdown menu. The 'Save' button is highlighted at the bottom right.

If you want to change the time zone of your account:

1. Log in to your profile on the SAP Business Network and, on the home page, **click on your account icon**
2. Select **Settings**
3. In the Preferences section, select **edit**
4. Select the **preferable time zone**
5. Click on **Save** button

7

How to Update your SAP Ariba Account Information

7.1 How to change your Ariba Business Network Password

7.2 How to change time zone on SAP Business Network

7.3 How to transfer the account administrator role

7.3 How to transfer the account administrator role (1/3)

The screenshot displays the SAP Business Network interface. At the top, the 'Enterprise' header includes a profile icon labeled 'SS' (1). A dropdown menu is open, showing the 'Supplier_2' profile details and the 'Settings' option (2). Below this, the 'Settings' page is shown, with the 'Account Administration' section selected. Under 'Account Administration', the 'Manage Users' option is highlighted (3).

To transfer the administrator role to another user, log in to the SAP Business Network using the profile that currently holds the administrator role.

1. On the home page, **click on your account icon**
2. Select **Settings**
3. In the Account Administration section, select **Manage Users**

7.3 How to transfer the account administrator role (2/3)

Manage Users

Active (1) Deactivated (0) Revoked (1) Unapproved (0)

Search

User Name	Email Address	First Name	Last Name	Roles	Contact List	Authentication Enabled	Status	Account Closure Request
Supplier_2@sharebot.net	Supplier_2@sharebot.net	Supplier	Supplier	MARKETPLACE_BUYER_MASTERACCOUNT, SUPPLIER_LTDACCESS, SUPPLIER_MASTERACCOUNT, SUPPLIER, MARKETPLACE_SUPPLIER_BASE, SOURCING_SUPPLIER_BASE, PROFILE_MGMT_ROLE, MARKETPLACE_BUYER_BASE, SOURCING_SUPPLIER_MASTERACCOUNT, MARKETPLACE_SUPPLIER_MASTERACCOUNT		No	Enabled	

supplier_3@sharebot.com

User Information Roles Customer Assignment

User Information

Basic

User Name: * First Name: * 5

Email Address: * Last Name: *

Contact

Country/Region Code: Phone Number:

Area Code: Extension Number:

Roles (1)

Role Name

_ARIBA_SOURCING_ACCESS_CUSTOM_ROLE

Customer Assignment

Customer Assignment

Public Power Corporation 7

8

4. Select **“Create”** to create a new user
5. Insert the mandatory fields (e.g. Account Username, Email Address, First Name, Last Name) and your contact details
6. In the **Roles** section, add the appropriate role for the new user
7. In **Customer Assignment**, select the relevant customer account (e.g. **Public Power Corporation**)
8. Click **Create** at the bottom right to finish creating the user

7.3 How to transfer the account administrator role (3/3)

supplier_3@sharebot.com

Edk Revoke Request reset password **Make Admin** Deactivate Show Contact

User Information Roles Customer Assignment

User Information

Basic

User Name: supplier_3@sharebot.com
Email Address: supplier_3@sharebot.com

Contact

Country/Region Code: GRC (+30)
Area Code: -
Phone Number: 6970000000
Extension Number: -

Roles (1)

Role Name	Description
_ARIBA_SOURCING_ACCESS_CUSTOM_ROLE_	

Customer Assignment

Public Power Corporation

Assign Yourself to a Role

Before transferring administrator rights, you must assign yourself to a new role.

Role Name	Description
<input checked="" type="checkbox"/> _ARIBA_SOURCING_ACCESS_CUSTOM_ROLE_	
<input checked="" type="checkbox"/> Lead Generation Specialist	The Lead Generation Specialist is responsible for driving business growth by identifying and attracting potential clients to build a strong sales pipeline for the company's offerings
<input checked="" type="checkbox"/> Logistics Limited Access -Assignment	Designated for external logistics providers who manage shipments on behalf of suppliers, this role provides access only to logistics-related functions. Users can view material orders and create Ship Notices for assigned orders only. To ensure security, all financial information—such as prices, taxes, and charges—as well as other non-logistics areas of the application, is hidden from their view.
<input checked="" type="checkbox"/> Logistics Limited Access -View all	Designated for external logistics providers who manage shipments on behalf of suppliers, this role provides access only to logistics-related functions. Users can view material orders and create Ship Notices for those orders, with no order assignment required. To ensure security, all financial information—such as prices, taxes, and charges—as well as other non-logistics areas of the application, is hidden from their view.
<input checked="" type="checkbox"/> Services Limited Access -Assignment	Designated for external providers who manage services on behalf of suppliers, this role provides access only to service-related functions. Users can view service orders and create Service Entry Sheets for assigned orders only. To ensure security, all financial information—such as prices, taxes, and charges—as well as other non-service areas of the application, is hidden from their view.
<input checked="" type="checkbox"/> Services Limited Access -View all	Designated for external providers who manage services on behalf of suppliers, this role provides access only to service-related functions. Users can view service orders and create Service Entry Sheets for those orders, with no order assignment required. To ensure security, all financial information—such as prices, taxes, and charges—as well as other non-service areas of the application, is hidden from their view.

10 **Transfer** Cancel

9. In the New User Profile select “Make Admin”
10. Assign the Roles that the old Administrator will have
11. Click **Confirm**

Transfer Administrator Role

You are transferring the administrator role from your account to the sub-user "Dimitrios Markoulis".

After you transfer the administrator role, you are signed out of your account and are no longer assigned as an administrator. The new administrator can undo this action.

Confirm transferring the administrator role to the sub-user "Dimitrios Markoulis"?

11 **Confirm** Cancel

8

Where to find more information

8.1 SAP Ariba Help Center

8.1 SAP Ariba Help Center (1/2)

The screenshot shows the SAP Business Network Help Center interface. At the top, there is a navigation bar with the SAP logo and 'Business Network' text. Below this is a search bar with the text 'Καλωσήλθατε στο SAP Business Network'. A red circle with the number '1' is placed over the profile icon in the top right corner. On the left side, there is a sidebar menu with options: Home, Search, Get Support, Contact Support, Documentation, News, and Cloud Status. A red circle with the number '3' is placed over the 'Get Support' menu item, and another red circle with the number '2' is placed over the 'Contact Support' sub-item. The main content area is titled 'Welcome to Help Center' and contains a search bar, several topic cards (e.g., 'Topics we recommend for you', 'Billing and subscriptions', 'Managing purchase orders'), and a 'SAP Cloud Status' section. A red box highlights the search bar and the topic cards.

To contact the SAP Help Center, follow the steps below:

1. Click on the **Help Center icon (?)** next to your profile icon in the SAP Business Network
2. You can search for help either through the **'Search'** field or by browsing the categories
3. To contact Support, select **'Contact Support'** under the **'Get Support'** tab

8.1 SAP Ariba Help Center (2/2)

Contact Support

Step 1: How can we support you?

Provide a full description of your question or issue with document numbers and all necessary information

3000 characters remaining

Step 2: Resources

Step 3: Confirm the details

Step 4: Contact options

Complete the 4 required steps in order to submit your request.

The available contact options are:

- Via LiveChat (Recommended)
- Via Phone
- Via Email

9

FAQ

9.1

FAQ

9.1 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