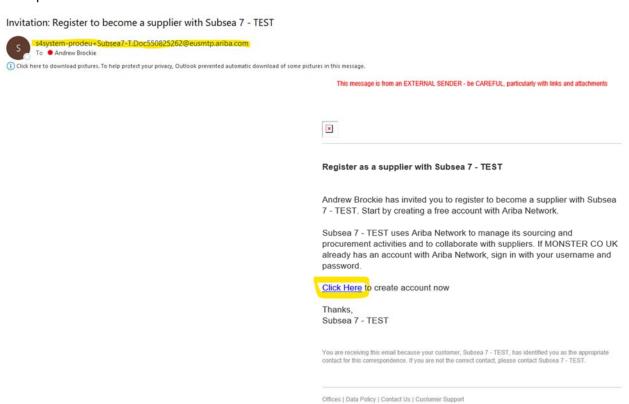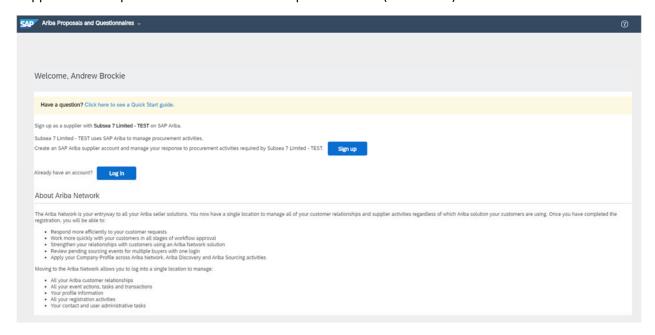# Supplier SAP Ariba Registration Process.

Supplier will receive an e-mail from SAP Ariba (instigated by Subsea 7) inviting them to register to become a supplier with Subsea 7.
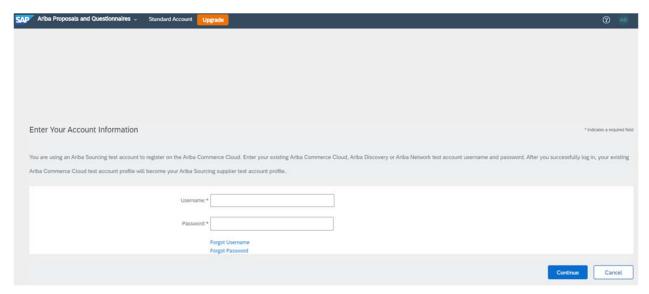
Example e-mail:

Supplier should open the link in the e-mail to open SAP Ariba (web based).

If the supplier already has an SAP Ariba Account:

Click on "Log In"

Enter suppliers existing Ariba Username and Password:

Supplier should navigate to "Ariba Proposals and Questionnaires" to find the Subsea 7 Supplier Registration Questionnaire, complete and submit as per the final instruction below "**Subsea 7 Supplier Registration Questionnaire".**

If the supplier does not already have an SAP Ariba Account, they will need to create one now:
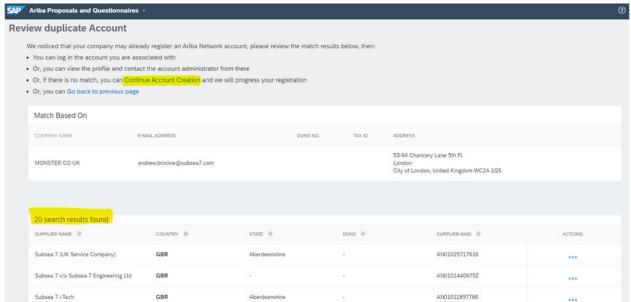
Click on "Sign Up" – this will take them to the Ariba Registration Form.

The supplier should complete the form then click "Create account and continue".

If Ariba has identified that the supplier may already have an existing Ariba account, the following message will appear:
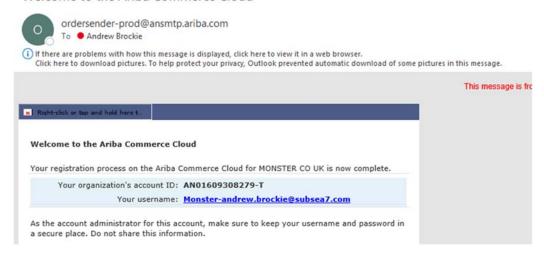

Supplier should review the potential duplicates and if none are actual duplicates the supplier should click on "Continue Account Creation".

Supplier will receive and e-mail confirming their Ariba registration and ANID (Ariba Network Identification Number).
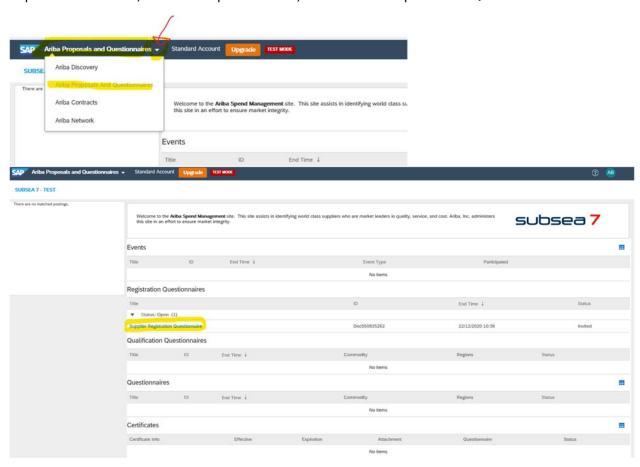
The supplier has now completed the basic SAP Ariba registration for which there is no cost to the supplier. There is an enhanced account that the supplier can complete with more information which is used to advertise the supplier products and services via Ariba to the wider Ariba network and may come at a charge to the supplier, however this is optional for the supplier and not required for trading with Subsea 7.

Subsea 7 Supplier Registration Questionnaire:

Top left of the screen, click the dropdown arrow, select "Ariba Proposals and Questionnaires"

On this screen the supplier will find the Subsea 7 Supplier Registration Questionnaire:

Supplier should click on the questionnaire to open it, complete the information required (company name, address, bank details etc.). Mandatory fields are marked with a *.

Once completed click "Submit Entire Response"

Registration Questionnaire will now be sent to Subsea 7 for review, and the status will change to "Pending Approval".