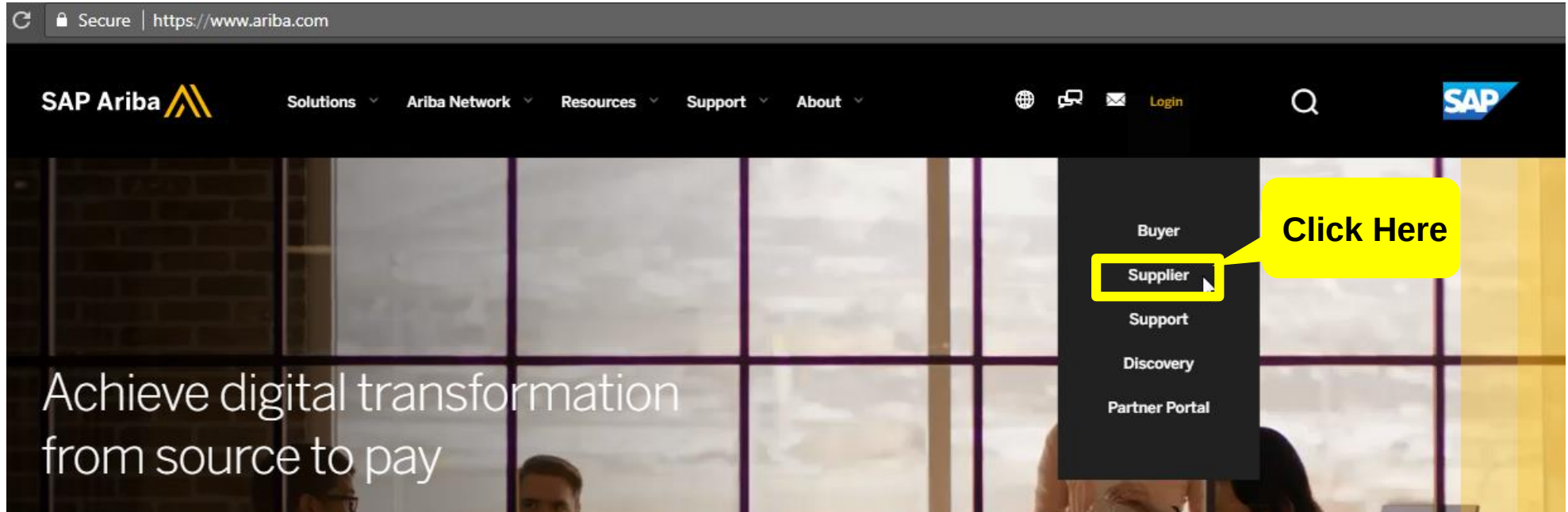


001 Register AN Account

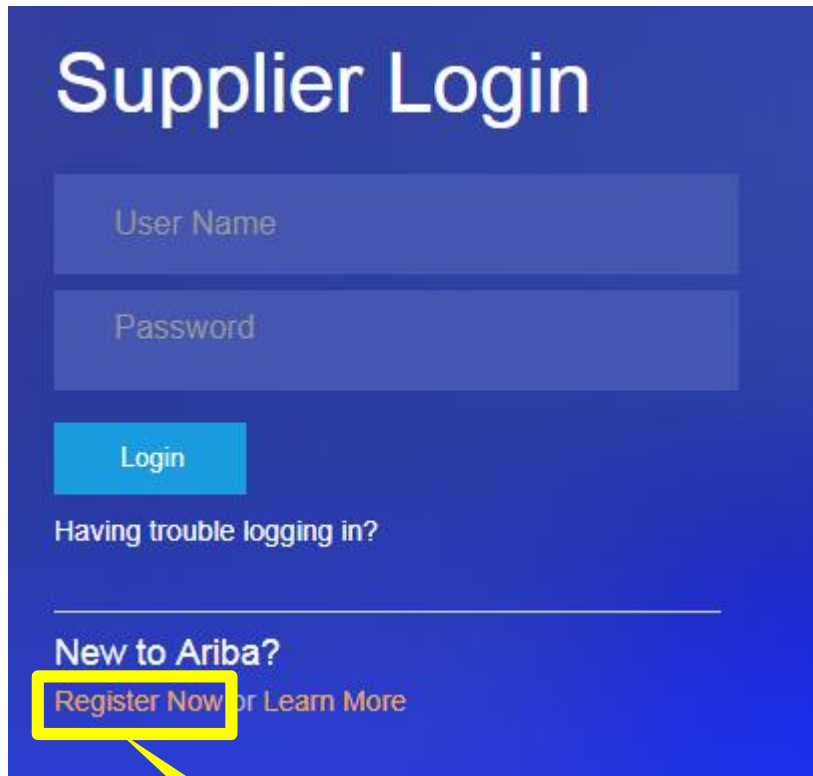
01 Log in to www.ariba.com



Login > Supplier



02 Click Register Now



Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?

Register Now or Learn More

Click Here

If you have not register, then you can register by clicking 'Register Now'.

Otherwise, you can use your existing ID and Password to transact with Astro

03 Fill In Company Info



Company information

Company Name:*	Astro Ariba Sdn Bhd
Country:*	Malaysia [MYS]
Address:*	123 Jalan 456
	Bukit Jalil
Postal Code:*	57000
City:*	Kuala Lumpur
State:	Wilayah Persekutuan Kuala Lumpur

**Fill In
Company
Name and
Address**

04 User Account Information



User account information

Name:* Astro Ariba

2 Email:* astroariba.test1@gmail.com

☐ Use my email as my username

1 Username:* astroariba.test1@gmail.com

3 Password:*

.....

Language: English ▾

Email orders to:* astroariba.test1@gmail.com

- 1 User Name can be different from the email address but must be in email format and not necessary is a valid email address eg: abcsdnbhd@zzzz.com
- 2 Email can be changed later in the profile. This email is for you to receive email for account activation
- 3 Please remember password as this is a common mistake

05 Tell more about your business



Browse

Tell us more about your business ▼

Product and Service Categories: -or-

Ship-to or Service Locations: -or-

Are you GST registered?* ☐ Yes ☒ No ⓘ

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

**Click Here
to browse**

Browse and choose product

05 Tell more about your business

After choosing > Click OK

Product and Service Category Selection

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories Didn't find what you were looking for? Try Search »

Agricultural & Fishing Machinery >

Agricultural & Fishing Services >

Apparel, Luggage & Personal Care >

Chemicals >

Cleaning Supplies >

Computer Hardware, Software & Telecommunications >

>

Cleaning & Janitorial Supplies >

Industrial Laundry & Dry Cleaning Equipment >

Janitorial Equipment >

Water Treatment Supplies & Disposal >

>

Water treatment and supply equipment >

Water treatment consumables >

>

Activated carbon equipment ✓

Ammonia removal equipment ⊕

Bacterial removal equipment ✓

Carbon filtration equipment ⊕

Chlorine handling equipment ⊕

Collection tanks ⊕

First Click

Second Click

Third Click

Choose Item

My Selections (2)

☐ Activated carbon equipment (View)

☐ Bacterial removal equipment (View)

**Once done,
Click Here**

Browse and choose product

7

05 Tell more about your business



Browse

Tell us more about your business ▼

Product and Service Categories: -or- [Browse](#)

Ship-to or Service Locations: -or- [Browse](#)

Are you GST registered?* ☐ Yes ☒ No ⓘ

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

Browse and choose where you is your service location

**Click Here
to browse**

05 Tell more about your business

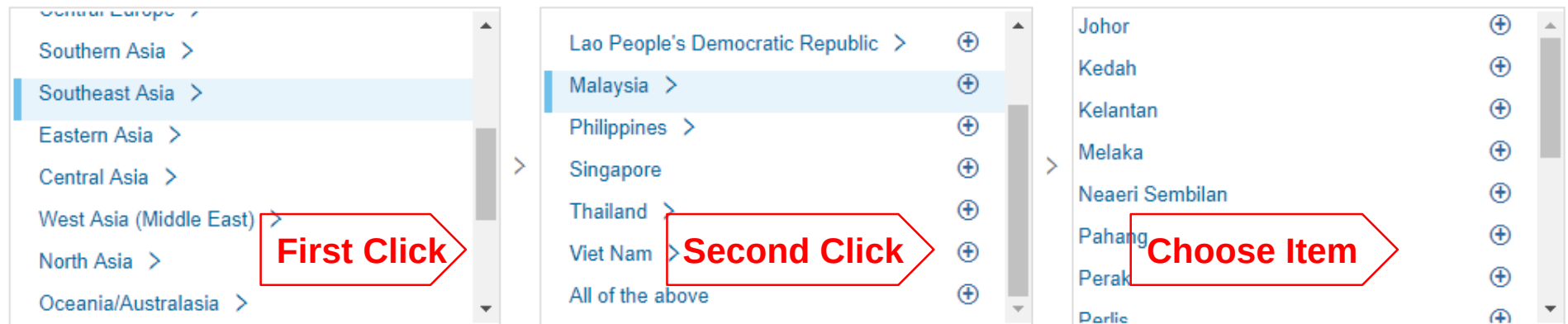
After choosing > Click OK

Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

- ☐ Global
- ☒ Select Ship-to or Service Locations

Click a country to add and click the + icon. States or provinces are displayed after you click a country. Click OK to save your changes.



Central Europe >

Southern Asia >

Southeast Asia >

Eastern Asia >

Central Asia >

West Asia (Middle East) >

North Asia >

Oceania/Australasia >

Lao People's Democratic Republic > +

Malaysia > +

Philippines > +

Singapore > +

Thailand > +

Viet Nam > +

All of the above > +

Johor +

Kedah +

Kelantan +

Melaka +

Neaeri Sembilan +

Pahang +

Perak +

Perlis +

My Selections (0)

No items

Once done,
Click Here

Cancel

OK

05 Tell more about your business



Tell us more about your business

Product and Service Categories:

Add

-or- Browse

Bacterial removal equipment x

Activated carbon equipment x

Ship-to or Service Locations:

Add

-or- Browse

Selangor - Malaysia x

Wilayah Persekutuan Kuala... x

Are you GST registered?* ☒ Yes ☐ No ⓘ

Supplier GST Registration Number*

Enter your twelve digit Company GST ID number.

DUNS Number:

Optional

Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

If GST is selected, then you need to enter the GST Registration Number

05 Tell more about your business

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

☒ I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

Register

Cancel

Please read the term and condition. If Agree, click the tick Box

**Once done,
Click Here**

06 Email Confirmation



Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link in the activation email sent to astroariba.test1@gmail.com.

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

Resend

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

astroariba.test1@gmail.com

Send

Please reconfirm the email.
In case, there is a typo error in the email address.

**Once done,
Click Here**

07 Check Inbox Email for account activation



Action Required: Activate your account Inbox x



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

to me ▾

SAP Ariba 

Dear Astro Ariba,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Network.

[Click here to activate your Ariba account.](#)

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=7E0DiKBsx6hDbDygSSAntOtlpcGNpJiX&anp=Ariba&app=Supplier>

After your registration process is complete, use the following URL to log in to your account:

<http://supplier.ariba.com>

Sincerely,
The SAP Ariba Team
<https://discovery.ariba.com>

Please check email inbox for the activation of the account

07 Check Inbox Email for email Confirmation



Ariba Network



Company Settings ▾

Astro Ariba

Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company from your address to your business policies, to better help buying organizations find your company.

- ✓ Your email address **astroariba.test1@gmail.com** has been verified.
- ✓ Your Ariba username **astroariba.test1@gmail.com** has been activated.

Complete Your Company Profile Now

35%

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automate capabilities with new opportunities.

**Once done,
Click Here**

Once click, you will be directed to this page. Please click 'Complete my Company Profile Later'

Complete my Company Profile later

Go to my Company Profile

08 Add Primary Business Role

What is your primary business role in your company? Selecting a role will help us provide you with a better experience.

You can change your business role at any time on the My Account page.

! Please select a business role

☐	Accounts Receivables
☐	Business Owner
☐	Customer Service
☐	E-Commerce
☐	Field Services
☒	Finance
☐	Information Technology
☐	Marketing
☐	Order Management

Please choose one of the business roles. This should represent your role in the company. This can be changed later

**Once done,
Click Here**

Continue to the Ariba Network

09 HomePage



You will reach to this Ariba Network Home Page

Ariba Network

Upgrade from light account

Learn More

Company Settings

Astro Ariba

HOME

CATALOGS

Create

Trends

Refresh

Orders, Invoices and Payments

All Customers

Last 14 days

0 Pinned Documents

More...

Document #	Document Type	Customer	Status	Amount
No items				

Now we're mobile.

Check it out.

Download on the App Store

ANDROID APP ON Google play

Tasks

Update Profile Information

35%

SAP Ariba

Astro Ariba (astroariba.test1@gmail.com) last visited 9 May 2018 1:15:21 AM | Astro Ariba Sdn Bhd | AN01404928118

Data Policy Security Disclosure Terms of Use

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10 Get your ANID



Please click company setting and get the ANID

Click Here

The screenshot shows the Ariba Network user interface. At the top, the header includes the 'Ariba Network' logo, a link to 'Upgrade from light account', and a 'Learn More' button. The main navigation bar contains 'HOME' and 'CATALOGS'. The central content area is titled 'Orders, Invoices and Payments' and shows '0 Pinned Documents' with a 'More...' link. Below this is a table with columns: Document #, Document Type, Customer, Status, and Amount. The table currently displays 'No items'. On the right side, the 'Company Settings' dropdown menu is open, showing a list of settings including 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Remittances', 'Network Notifications', 'Audit Logs', and another 'View All' option. The 'ANID: AN01404928118' is highlighted in a red box within the 'Company Settings' menu. A yellow callout bubble with the text 'Click Here' points to the 'Company Settings' dropdown. At the bottom, the footer displays the 'SAP Ariba' logo and contact information for 'Astro Ariba (astroariba.test1@gmail.com)'.

Ariba Network

Upgrade from light account [Learn More](#)

HOME CATALOGS

Orders, Invoices and Payments [All Customers](#) [Last 14 days](#)

0 Pinned Documents [More...](#)

Document #	Document Type	Customer	Status	Amount
No items				

Company Settings [Astro Ariba](#)

Astro Ariba Sdn Bhd

ANID: AN01404928118

Light account

Company Profile

Service Subscriptions

Account Settings

Users

Notifications

Account Hierarchy

Application Subscriptions

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Remittances

Network Notifications

Audit Logs

View All

SAP Ariba

Astro Ariba (astroariba.test1@gmail.com) last visited 9 May 2018 1:15:21 AM | Astro Ariba Sdn Bhd | AN01404928118

[Data Policy](#) [Security Disclosure](#) [Terms of Use](#)

11 Email Notification



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

to me ▾

SAP Ariba 

Welcome to Ariba Network Light Account

Thank you for registering for an Ariba Network light account. Here is some information to get you started.

Your Account Information

Company name	Astro Ariba Sdn Bhd
Administrator email	astroariba.test1@gmail.com
Ariba Network ID	AN01404928118
Username	astroariba.test1@gmail.com

Signing in

To sign in to your account, go to [Ariba.com](https://ariba.com).

Use the username and password that you created when you registered. (Your password is encrypted, so we cannot show it here.)

Things you can do

When you sign in to Ariba Network, you can:

- Respond to any number of emailed orders.
- View up to 20 orders on the home page.
- Get limited access to features that your buyer supports, like order confirmations and ship notices.
- Check invoice status and create non-PO invoices, if your buyer supports them.
- Set up your company profile to attract potential customers.
- Submit technical questions online.
- Create user accounts.

You will get an email from Ariba to notify that the registration is successful.

12 Provide ANID to Astro



Please email the ANID to astro_ariba@astro.com.my with the following detail

Subject: Ariba Account Registration

Content:

1. Ariba Network ID:
2. Company Name:
3. Email Address:
4. Contact Name:
5. Contact No (Office):
6. Contact No (Mobile):

The screenshot shows an email composition window. The 'To' field is filled with 'astro_ariba@astro.com.my'. The 'Subject' field is filled with 'Ariba Account Registration'. The email body starts with 'Dear Sir,' followed by 'Please be informed that we have registered in Ariba Network. Below are our details:'. A list of details follows:

1. Ariba Network ID	: AN01404928118
2. Company Name	: Astro Ariba Sdn Bhd
3. Email Address	: astroariba.test1@gmail.com
4. Contact Name	: Ahmad Ali Abu
5. Contact No (Office)	: 03-95438888
6. Contact No (Mobile)	: 012-2228888

The email ends with 'Regards'.

If you have further clarification: Please email to astro_ariba@astro.com.my