Mercury Ariba SLP Supplier Registration



To collaborate with Mercury SLP you must be registered on the SAP Ariba platform, and your profile and data must be up-to-date. The first step in this process is to setup your Ariba account. To do so please follow these steps...

- Initially you will receive an email invitation from Mercury SLP asking you to register your account. If you wish to become one of our suppliers then select [Click here]
- 2. You will now be on the SAP Ariba Network Supplier page. To create your new account click on [Sign up]
- If your company already has an SAP Ariba account then you won't need to sign up. Instead simply [Log in]
- Upon selecting sign up you will be presented with a short registration form. Please validate the [Company Information] that Mercury have already input regarding your company. Correct and update these fields as required
- 5. Complete the remaining **[User Account Information]** fields on the form
- 6. Complete the remaining **[Tell us more about your business]** fields on the form

Note: any field mark with an asterisk (*) is mandatory and much be completed before you can create your account.

- 7. Check that you have read and agreed to the [Terms of Service] and [... Privacy Statement]
- 8. Click [Create account and continue] when done.

Based on the information you have provided, the system will now check to ensure that you are not creating a duplicate account (as there can only be one Ariba account per legal entity).

- A. You will be warned of potential conflicts and be given the chance to **[Review accounts]**
- B. Upon review, if you are happy that there is no duplication then click [Continue Account Creation]
- C. If this is a duplicate account then you should contact your company's account administrator to have you added as a user to that account. <u>Click here for more information</u>



M ME	RCURY
Register as a su	upplier with Mercury Engineering - TEST
Hello!	
Brendan Butler h Engineering - TE	as invited you to register to become a supplier with Mercury ST. Start by creating an account with Ariba Network. It's free.
Mercury Enginee procurem an accour <u>Click Here</u> to cre	ring - TEST uses Ariba Network to manage its sourcing and es and to collaborate with suppliers. If Test-BB already has ba Network, sign in with your username and password. ate account now

Have a question? Click here to	see a Quick Start guide.	
Sign up as a supplier with Mercu Mercury SLP uses SAP Create an SAP Ariba supplier	y SLP on SAP Arba. ge procurement activities. manage your response to procurement activities required by Mercury SLP	2 Senue
Already have an account?	in .	

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Company Name** Second Carpon County/Region.* Demark [Dirk]	Indicates a required field
Company Name* Zentime Gop/an Country/Region:* Demmark (DNK)	
Country/Region: • Denmark [DNK]	
	If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company verifie.
Address:* Test street	
Line 2	
Postal Code: * 000	
City:* Kolding	
State: Select V	
User account information	
	Indicates a perceived field
Name:* John Smith	SAP Ariba Privacy Statement
Email.*	1
Use my email as my username	
Username: *	Must be in email formating john@newco.com) ③
Password. Enter Password	Pessionts must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.
Repeat Password	1
Language: English v	The language used when Aviba sends you configurable notifications. This is different than your sets b _
Email orden ty *	Customers may send you their orders through Aribe Network. To send orders to multiple
	contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.
Tell us more about your business 6	
Product and Service Categories:* Enter Product and Service Categories	Add -or- Browse
Chie In as Candon I amplicate #	
Ship-to or Service Location Enter Ship-to or Service Location	Add de bruise
Tax ID: Optional	Enter your Company Tax 10 number.
Vet ID: Optional	Enter your company's five to taxtue-digit value added tax identification number. Do not enter dashes.
Period	Enter the nine-digt number issued by Dun & Bradstreet, By default, DUNS number is
DUNS Number: Opportun	appended with "-J" in test account.
	ar companies. If you want to hide your company profile, you can do so anytime by editing the profile