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…

1. 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]**

3. If your company already has an SAP Ariba account then you won't need to sign up. Instead simply **[Log in]**

4. 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. Please ensure you select at least one main category, the rest can be filled out at the later stage. This information is related to your public profile on SAP Business Network.

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. Click here for more information

D. The recommended browser to use for SAP Business Network is Chrome. In case you must use Safari, make sure you follow the instructions about Adblocker in your browser. To overcome this, you will need to click on "Allow ads on this site".