Supplier Registration Process

Purpose:

Step-By-Step Instructions to Register as a Supplier with AEP

Rev. April 1, 2021

Why Register as a Supplier with AEP?

- Your company must be registered to participate in RFx events conducted by AEP's Procurement organization.

Background

- AEP issues RFx events through a software system called ARIBA.

Assumptions

- Your company is NOT currently registered with AEP in the ARIBA system.

What primary steps does my company need to do to become registered with AEP?

Step 1) Obtain an ARIBA Commerce Cloud Account (free)

Step 2) Register with AEP by Linking your Company's ARIBA Commerce Cloud Account to AEP (free)

Tips for Successful Registration

- Take your time, read the instructions, and follow them carefully.

Who can I call if I need help registering?

- ARIBA Support For Suppliers: 1-866-218-2155 (Option 2 -> Option 2 -> Option 1)

Step 1 Begins Here

Purpose:

Obtain an ARIBA Commerce Cloud Account

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1-1) Before You Start:

- Log out of any current ARIBA sessions on your browser as they may conflict with the registration process.

1-2) Go to the ARIBA Commerce Cloud Website: https://seller.ariba.com

1-3) Does your company already have an ARIBA Commerce Account?

- **If Yes** – No action is required to create an account. Your company ARIBA admin will be able to login. Go to Step 2) Register with AEP. **Questions?** – Contact ARIBA Support at 1-866-218-2155 (Opt 2 -> Opt 2 -> Opt 1)

- **If No** – Create a new ARIBA Commerce Account through "Register Now"

Questions? – Contact ARIBA Support at 1-866-218-2155 (Opt 2 -> Opt 2 -> Opt 1)

1-4) Creating a new ARIBA Commerce Account:

- *Note:* By default, the first individual for each company to register becomes that company's Ariba Admin.

- Select "Register Now"

- Complete all of the Registration Information

- Accept the "Terms of Use" and "SAP Ariba Privacy Statement"

- Click "Register"

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1-5) Confirm Your Email Address

- ARIBA will notify you that a confirmation email has been sent to you.

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link in the activation email sent to s282641@aep.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.

  [s282641@aep.com]   [Send]

ARIBA may question whether you or your company already have an account at this stage. If you have questions in regard to this, please contact ARIBA Support at 1-866-218-2155   (Opt 2 -> Opt 2 -> Opt 1)

1-6) Check Your Email

- Follow the instructions in the email to activate your ARIBA Commerce Cloud Account

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
[EXTERNAL] Action Required: Activate your account
Retention Policy   AEP Default (2 years)   Expires 4/5/2023
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This is an **EXTERNAL** email. **STOP**. **THINK** before you CLICK links or OPEN attachments. If suspicious please click the '**Report to Incidents**' button in Outlook or forward to ▓▓▓▓▓▓▓▓ from a mobile device.

Right-click or tap and hold here to download

Dear John Doe,

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 Sourcing.

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=zs7Aih7VXfM3U1WvRo6Dld9vG2dZmgUJ&anp=Ariba&app=Sourcing

After your registration process is complete, use the following URL to log in to your account:
http://proposals.seller.ariba.com

Sincerely,
The SAP Ariba Team
https://seller.ariba.com

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
SAP Ariba Privacy Statement | Ariba Data Policy | Ariba Help and Support
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

Questions? – Contact ARIBA Support at
1-866-218-2155 (Opt 2 -> Opt 2 -> Opt 1)

1-7) How do I know my ARIBA Commerce Account setup is Active?

- *"Welcome to Ariba"* will appear on your screen

1-8) Do I need to Complete My Company Profile Now, it is showing 15%? *No*

- You do not need to "Complete You Company Profile Now" to participate in AEP RFx events.
- Click on "Complete my Company Profile Later"

Questions? – Contact ARIBA Support at
1-866-218-2155 (Opt 2 -> Opt 2 -> Opt 1)

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1-9) Click on your initials in the upper right corner of the screen

- *Ariba ANID:* Save this number. It can be used to identify you company.

- Click "Logout"

SAP | Ariba Proposals and Questionnaires ▾ | Standard Account | **Upgrade**

Sourcing Home

Respond to requests for quotations, participate in online sourcing events and submit sales proposals. Your Ariba Commerce Cloud profile enables buyers to easily identify you as a po... you to participate in a sourcing event powered by Ariba Sourcing.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. Access to the seller-facing capabilities of Ariba Sour... a buying organization has invited you to a sourcing event.

To learn how to participate in sourcing events, click here to view the documentation.

⑦ JD

John Doe
s282641@aep.com

My Account

Link User IDs

Contact Administrator

Switch To Test ID

S282641 - Test Vendor
ANID: AN01672799673
Standard account

Company Profile

Service Subscriptions

Settings ＞

Logout

Questions? – Contact ARIBA Support at
1-866-218-2155 (Opt 2 -> Opt 2 -> Opt 1)

1-10) How do I know when I am done with Step 1: Obtaining an ARIBA Commerce Cloud Account?

- You will receive an email stating "Welcome to the Ariba Commerce Cloud"
- Your company's ANID is also contained in this email.

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for S282641 - Test Vendor is now complete.

> Your organization's account ID: **AN01672799673**
>
> Your username: **s282641@aep.com**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Step 1) Obtain an ARIBA Commerce Cloud Account, is now Complete

Continue to Step 2) Register with AEP by Linking your Company's ARIBA Commerce Cloud Account
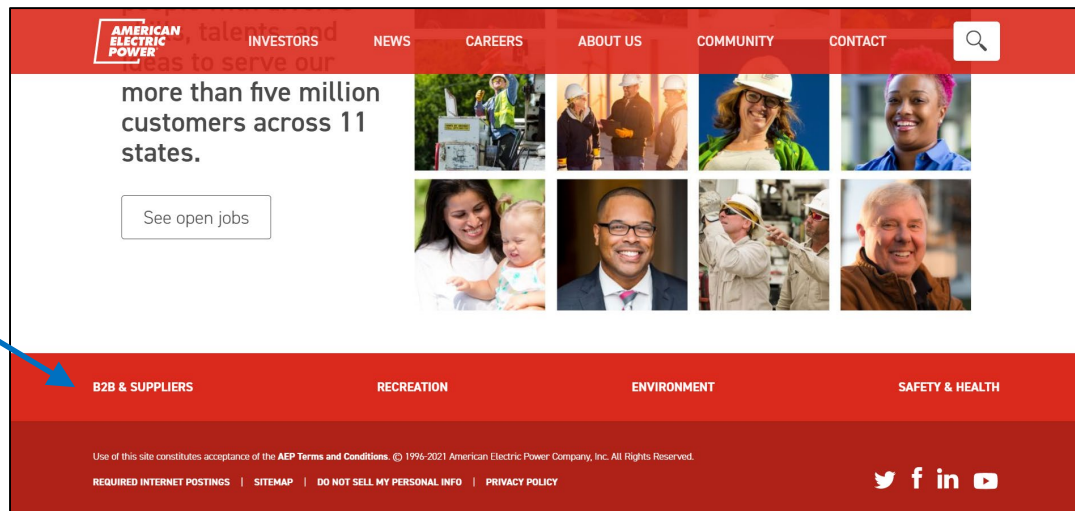
Step 2 Begins Here

Purpose:

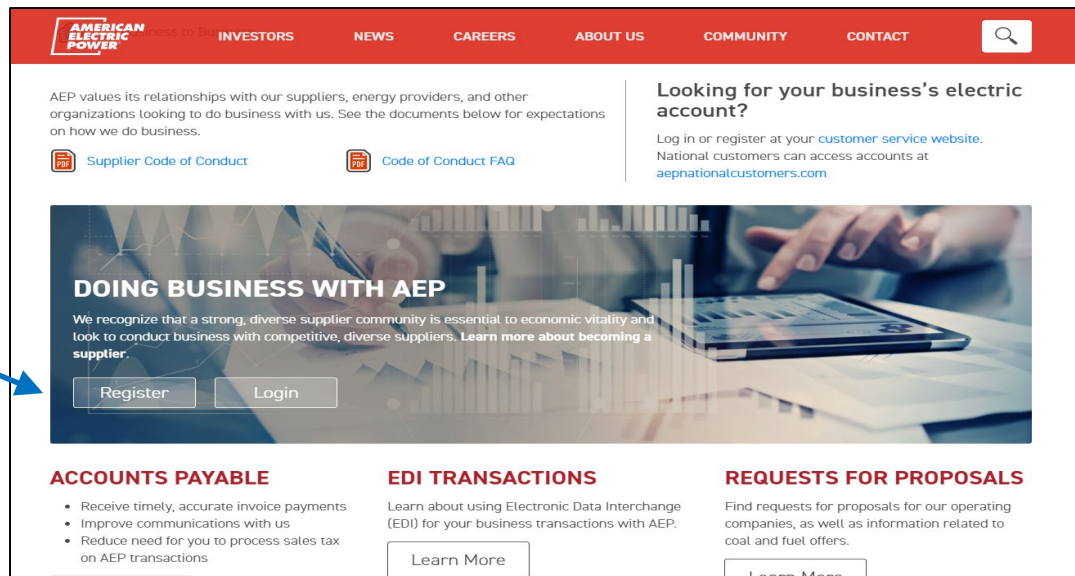**Register with AEP by Linking your Company's ARIBA Commerce Cloud Account to AEP**

2-1) Go to the AEP Website: https://www.aep.com

2-2) In the lower left corner, click on "B2B & Suppliers"

2-3) In the center of the page, click on "Register"
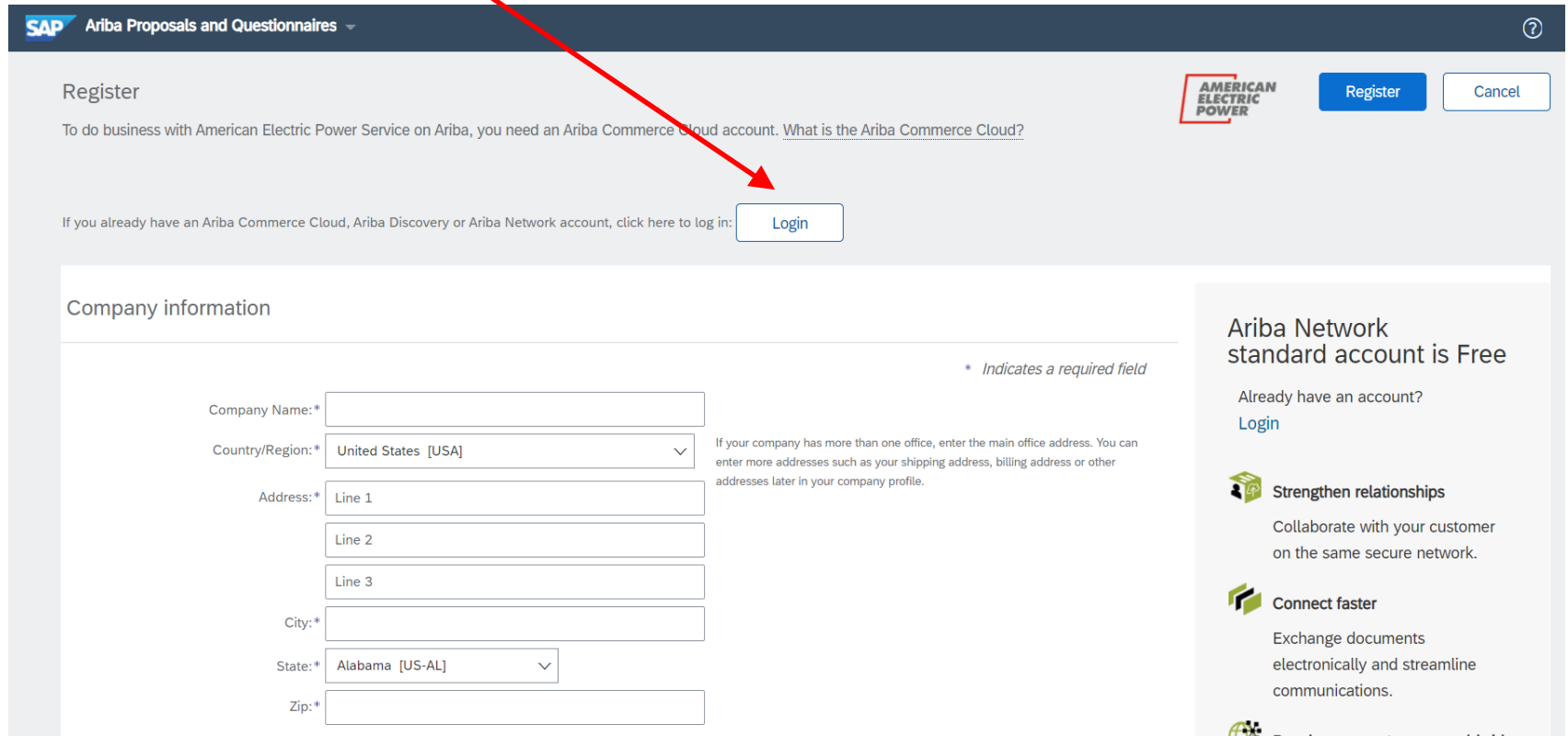
DO NOT **begin filing out Company Information**
Why? You already have an Ariba Commerce Account from completing Step 1.

2-4) Click on "Login"

2-5) Enter the following:

- *Username* = Your Ariba Commerce Cloud Account Username
- *Password* = Your Ariba Commerce Cloud Account Password

2-6) Click "Continue"
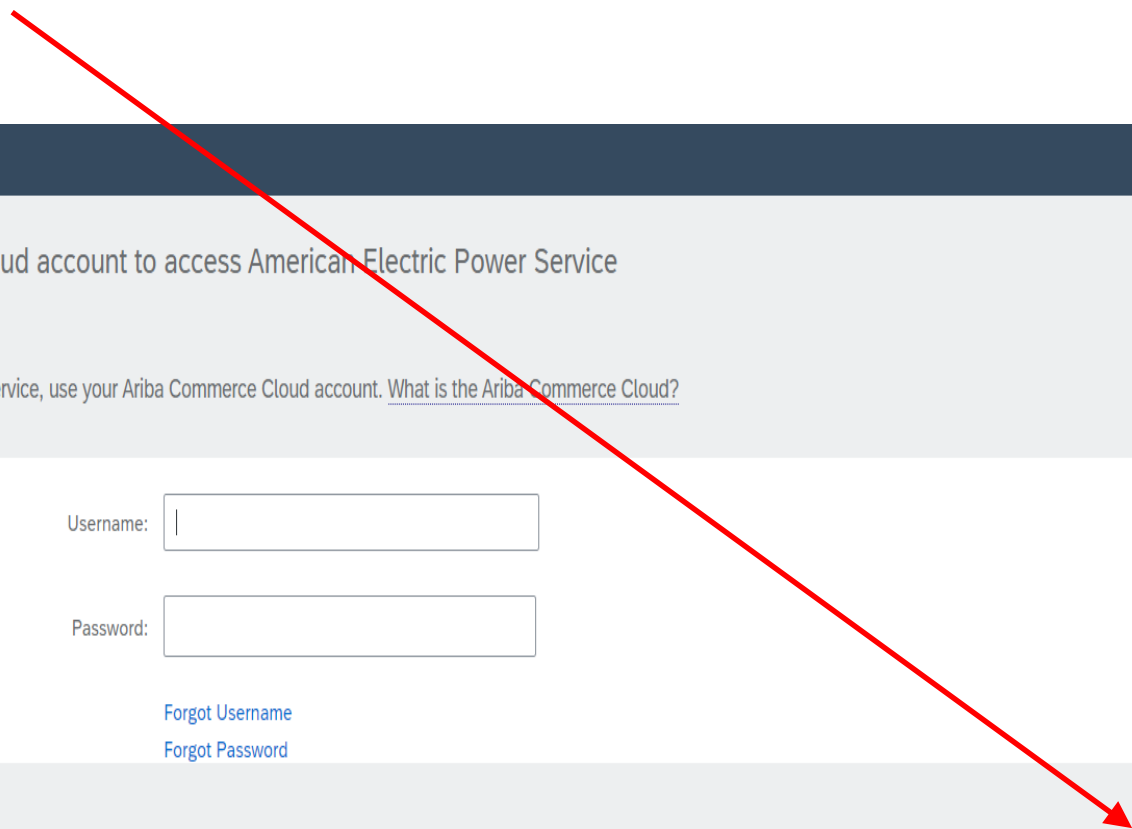
2-7) The following form will come up. These are questions that AEP is specifically asking.

- Complete this form.
- *Note: Any field with an * is a required field that must be completed.*
- When done, click "Submit"

American Electric Power Service requests that you complete additional profile information as part of their Supplier Profile Questio
participate in American Electric Power Service events.

American Electric Power Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile
information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your
customer.

[Save as Draft]   [**Submit**]

Question

▼ 1 **Supplier Profile**

Once your supplier profile has been completed the responses will be incorporated into each RFI/RFP submission.

Please review your responses to ensure it remains accurate.

Before submitting your response, you **must**:
1. Update the "Authorized Representative (Name)"
2. Update the "Authorized Representative (Title)"
3. Update "Today's Date"

▼ 1.1 **Company Information**

1.1.1 "Doing Business As" (DBA) Company Name, if applicable.

1.1.2 Please provide your company's D-U-N-S number *

1.1.4 Corporate (parent company) annual revenue   USD

1.1.5 Company (this site) annual revenue - most recent year *   USD

▼ 1.1.9 **NAICS Codes**

Note:
You mush scroll down and complete all fields with a *

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2-8) This screen will appear.

- Your status will be in *"Pending Approval"* until AEP confirms your registration *(typically 1-3 business days)*.
- *You will not be able to participate in an AEP RFx event until your registration is "Approved" by AEP.*
- **How do I know if my registration is Approved by AEP?** You will be notified by email.

See the next slide describing what these mean and any action that needs to be taken.

2-9) What do the below items mean?

SAP Ariba Proposals and Questionnaires ▾   Standard Account   Upgrade   ? JD

AMERICAN ELECTRIC POWER

American Electric Power Requested Profile

Your customer has requested that you complete **2** additional profile fields.

Enter Now >

No action required to participate in an AEP RFx event!
The 2 profile fields referenced may be completed when participating in the first RFx event.

Your requested profile information has been submitted to American Electric Power and is pending approval. Contact American Electric Power if you are unsure of their registration policies and procedures. If you want to increase your chance at new business opportunities with other companies, click the Public Profile Completeness link and complete your public profile.

Public Profile Completeness

15%

Enter commodities to reach 35% >

There are no matched postings.
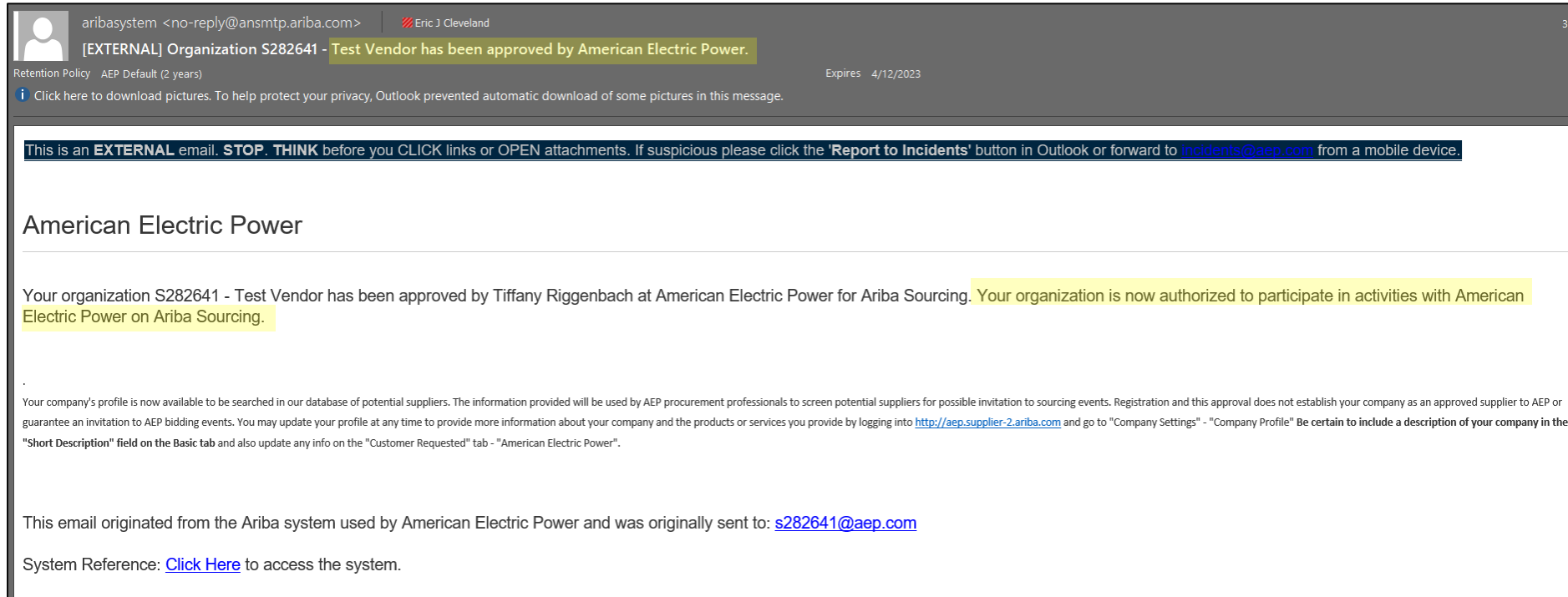
No action required to participate in an AEP RFx event!
Ariba Commerce Cloud is used by several companies other than AEP. If you complete your Public Profile, then it will give other companies more information to find and connect with your company.

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2-10) How do I know when my registration with AEP is Approved and my company is all set to participate in AEP RFx events?

- You will receive an email stating that your company is Approved.

aribasystem <no-reply@ansmtp.ariba.com>   Eric J Cleveland
[EXTERNAL] Organization S282641 - Test Vendor has been approved by American Electric Power.
Retention Policy   AEP Default (2 years)   Expires   4/12/2023
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This is an **EXTERNAL** email. **STOP. THINK** before you CLICK links or OPEN attachments. If suspicious please click the **'Report to Incidents'** button in Outlook or forward to incidents@aep.com from a mobile device.

American Electric Power

Your organization S282641 - Test Vendor has been approved by Tiffany Riggenbach at American Electric Power for Ariba Sourcing. Your organization is now authorized to participate in activities with American Electric Power on Ariba Sourcing.

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Your company's profile is now available to be searched in our database of potential suppliers. The information provided will be used by AEP procurement professionals to screen potential suppliers for possible invitation to sourcing events. Registration and this approval does not establish your company as an approved supplier to AEP or guarantee an invitation to AEP bidding events. You may update your profile at any time to provide more information about your company and the products or services you provide by logging into http://aep.supplier-2.ariba.com and go to "Company Settings" - "Company Profile" **Be certain to include a description of your company in the "Short Description" field on the Basic tab** and also update any info on the "Customer Requested" tab - "American Electric Power".

This email originated from the Ariba system used by American Electric Power and was originally sent to: s282641@aep.com

System Reference: Click Here to access the system.

Step 2) Register with AEP by Linking your Company's ARIBA Commerce Cloud Account to AEP, is now Complete