

## How to Create an Alternate Supplier Account in Ariba:

**Step 1: Click link in email invitation**

**Step 2: Click sign-up**

Welcome to the Ariba Network. National Grid has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account.

**Sign up**

Already have an account?

**Log in**

**Step 3: Uncheck box next to use my email as my username**

**Step 4: Change username (add a capital letter, abbreviate email, add a number([cbailey@nationalgrid.com](mailto:cbailey@nationalgrid.com)))**

**Step 5: Create password**

**Step 6: Click Create Account & Continue**

Create account

Create account and continue

Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by National Grid.

\* Indicates a required field

Name: \* Conner B

Email: \* conner.bailey@nationalgrid.com

☐ Use my email as my username

Username: \* cbailey@nationalgrid.com

Password: \* Enter Password

Repeat Password

Language: English

SAP Ariba Privacy Statement

Must be in email format(e.g john@newco.com) ⓘ

Must contain a minimum 8 characters including letters and numbers. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

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 Create account and continue 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

☐ I have read and agree to the SAP Ariba Privacy Statement

Click "Create Account & Continue"

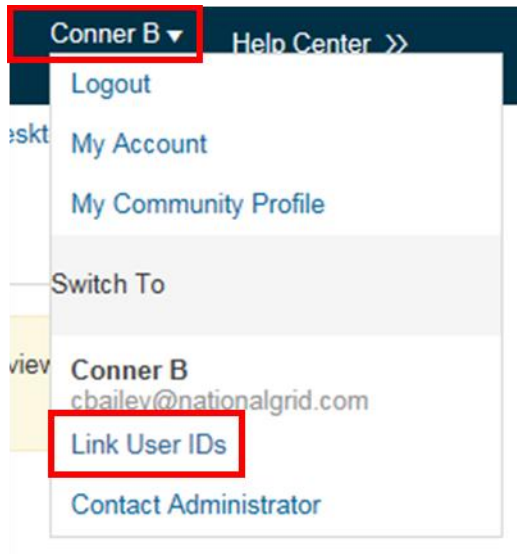
Create account and continue

Cancel

## How to Link Supplier Accounts on Ariba Network:

**Step 1: Click on your user name at the top right of the screen**

**Step 2: Click “Link User IDs”**



**Step 3: Enter User IDs & Passwords that you would like to link accounts with**

**Step 4: Click “Link Accounts”**

