Registering as a Supplier with DRPA/PATCO on Ariba
Completing the Self-Registration Request

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- Potential DRPA/PATCO Supplier
- Creating an Ariba Network (AN) Account
- Completing the DRPA Questionnaires
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If at any time you have questions regarding Registering with DRPA, please contact: vendors@drpa.org
If at any time you are having issue logging into Ariba or with the Ariba system in general, contact the Ariba Help Desk at 866-218-2155.
To learn more about DRPA/PATCO’s move to Ariba, visit: www.drpa.org/procurement
Why Ariba?
DRPA and PATCO are using the Ariba Network to increase competition and transparency within their vendor communities as well as to improve controls and value for all stakeholders. In order to be considered for any procurement with DRPA or PATCO, you must register on the Ariba Network and complete the DRPA/PATCO Supplier Registration questionnaire.
Logging into Ariba to Register with DRPA/PATCO
Signing up for/Signing into the Ariba Network

- Important! If you already have an Ariba account, you cannot just log into your existing account and find the DRPA Supplier Registration Questionnaire. You must log in with your existing credentials via an invitation link from DRPA. Logging into Ariba via the link in your invite email will connect your account to DRPA's, and give you access to complete the Registration questionnaire.

- If you are new to Ariba, when signing up, you will be required to use your email (the email that the invitation email was sent to) to create your Ariba login. If you are not the correct person to be completing the DRPA questionnaire, let us know, and we can send the invitation directly to the correct person.

- When participating in DRPA sourcing events, you will need to log in under the same ANID that you used to Register. It can be a different user, but must be under same ANID.
As a current supplier of DRPA/PATCO you should have received an invitation email from Ariba inviting you to login to the Ariba Network and complete their Supplier Registration Questionnaire.

If you are a current DRPA/PATCO supplier but did not receive the email invite, reach out to vendors@drpa.org and ask to be invited.

The subject line reads:

**Invitation: Register to become a supplier with Delaware River Port Authority (DRPA)/Port Authority Transit Corporation (PATCO)**

Sample email content in screenshot to the right.

Register as a supplier with Delaware River Port Authority (DRPA)/Port Authority Transit Corporation (PATCO)

Hello!

You have been invited to register to become a supplier for the Delaware River Port Authority ("DRPA") and the Port Authority Transit Corporation ("PATCO"). To get started, you must first create an account on the Ariba Network. It's free and easy to use.

DRPA and PATCO are using the Ariba Network to increase competition and transparency within their vendor communities as well as to improve controls and value for all stakeholders. In order to be considered for any procurement with DRPA or PATCO, you must register on the Ariba Network and complete the DRPA/PATCO Supplier Registration questionnaire.

[Click Here](#) to login with your existing Ariba Network credentials to complete the DRPA Registration Questionnaire.

If you have questions, please contact vendors@drpa.org.
Logging into the AN

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Click Here to login with your existing Ariba Network credentials to complete the DRPA Registration Questionnaire.

If you have questions, please contact vendors@drpa.org.

To login to Ariba, click on the link on the Invitation email that says Click Here. After clicking this link, you will be directed to an Ariba landing page. You will have two options – Log In or Sign Up.
Logging into the AN – Suppliers with an existing AN account

Suppliers that already have an Ariba Account, likely to manage business with other their other customers, will choose the Log In option.

After clicking Log In, you will be asked to login with your existing Ariba username and password.

If you do not remember your username or password, you can use the Forgot username/Forgot password prompts to reset it. If you cannot reset the password yourself, contact the Ariba Helpdesk. **DRPA cannot reset your Ariba credentials for you.**
Suppliers that have not used Ariba before will choose the Sign Up option. You will then need to provide your company’s name & address, and create a username & password.

You will need to agree to Terms of Use & the SAP Ariba Privacy Statement before your account is created.
Completing DRPA Questionnaires
Completing the Supplier Registration Questionnaire

Once logged in to your Ariba Network account, you should be directed to the DRPA Supplier Registration Questionnaire. Here you will provide DRPA/PATCO information about your business. Once completed, submit the questionnaire for approval. Once approved, you will be considered a Registered/Approved Supplier for DRPA/PATCO.
Navigating your Ariba Network Account
This is the “Proposals” screen. Here you will find any questionnaires DRPA/PATCO have invited you to complete, or any Sourcing events they have asked you to participate in. If you are doing business with other customers on Ariba, you may see additional customer tabs next to the tab for DRPA. From the Proposals screen, you can access any questionnaire or event DRPA has asked you to participate in.
Finding the DRPA/PATCO requested Questionnaires

When logging into your AN account, you may be landed on a page other than the Proposals screen where the Registration is located, so you will need to know how to navigate back to it. The Ariba Network has a lot of functionality in addition to collecting information in Registration Questionnaires -- DRPA is not utilizing all this functionality at this time.
Finding the DRPA/PATCO requested Questionnaires

To navigate back to the Proposals screen, where the questionnaires are located, click on the square icon in the top right corner of the screen. From the dropdown, select Proposals.
After clicking the link to the Proposals screen, you will be brought back to the Proposals screen to access questionnaires & events.
Managing your Ariba Network Account
Company Settings

In the top right corner of your Ariba Network account, you will see Company Settings. In the Company Settings menu you will find a lot of information.

- Company Name
- ANID – Unique ID associated with your Ariba Network account
- Company profile – optional information you provide about your business which becomes publicly available on the Ariba Network, to help other potential customers find you

- Account Settings
  - Users – add/edit users and their roles
  - Notifications – change notification preferences
  - View all – review all account settings

- Sourcing & Contracts Settings
  - Sourcing & Contracts Notifications – change notification preferences
  - View All – review all sourcing & contracts settings
Update Company Profile

Optionally complete the Company Profile. Completing the Company Profile will help other potential customers find your company on the Ariba Network and contact you for opportunities to supply to them.

You can provide as much or as little information as you’d like.
Creating Users/Roles

It is likely your company will need additional users to have access to Ariba other than just those sent the invitation. For example, more than one person might need to contribute to the Registration questionnaire or a Sourcing event. Add more users under Account Settings > Users.
Create Roles

1. Create Role
2. Name Role
3. Select permissions to be associated with Role

In the screenshots to the right, the role Supplier Profile Manager was created to give users access to review & update company profile information and access proposals & contracts.
To create a user, click Create User > Provide User information > Assign Role to User
Response Team

After giving a user access to Proposals & Contracts, you will need to give them access to the questionnaire/event you want them to be able to contribute to it. For security reasons, only the invited user has access to the Registration questionnaire. However, that user can add additional users to a Response Team, so additional users can contribute.

When filling out the Registration questionnaire (or any questionnaire or sourcing event) you will see a button to the right that says Response Team. Click on Response Team, and you will be brought to a page to add additional users to the Response team of the questionnaire. Click Add, then select from the list of users available. Note: Users must have already been created as users on the AN Account, and have access to Proposals.