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# Registering as a Supplier with DRPA/PATCO on Ariba

# Completing the Self-Registration Request

- Why Ariba?
- Current DRPA/PATCO Suppliers
- Potential DRPA/PATCO Supplier
- Creating an Ariba Network (AN) Account
- Completing the DRPA Questionnaires
- Navigating AN account

# HELP!

- If at any time you have questions regarding Registering with DRPA, please contact: [vendors@drpa.org](mailto: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](http://www.drpa.org/procurement)



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**Why Ariba?**





## 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.



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# 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 to 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.

# Invitation for Current DRPA/PATCO Suppliers

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](mailto: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](mailto:vendors@drpa.org).

# Logging into the AN



## 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](mailto: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](#)

Ariba Sourcing

Welcome, Supplier Contact

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with Delaware River Port Authority - TEST on SAP Ariba

Delaware River Port Authority - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Delaware River Port Authority - TEST [Sign up](#)

Already have an account [Log in](#)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities. After the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

# 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.**

Enter Your Account Information \* Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

---

Username:\*

Password:\*

[Forgot Username](#)  
[Forgot Password](#)

---

# Logging into the AN – Suppliers who have not used Ariba before

**Ariba Sourcing**

**Create account** Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Delaware River Port Authority - TEST.

**Company information**

Company Name: \*  \* Indicates a required field

Country: \*  \* 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 profile.

Address: \*

City: \*

State: \*

Zip: \*

**User account information**

Name: \*   \* Indicates a required field

SAP Ariba Privacy Statement

Email: \*  \* Must be in email format

Use my email as my username

Username: \*  \* Must contain a letter and a number

Password: \*  \* Must contain a letter and a number

Language:

Email orders to:

The language used on the web browser is... Customers may view your organization's profile at any time.

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.

**Tell us more about your business**

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

Create account and continue Cancel



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# 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.

**Ariba Sourcing** Company Settings ▾ Supplier Contact ▾ Help Center >>

Go back to DRPA - TEST Dashboard Desktop File Sync

Console Doc1790468405 - **Supplier Registration Questionnaire** Time remaining 59 days 22:50:15

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

- All Content
- 4 Vendor Details
- 5 Ordering and Payment...
- 7 Internal Use Only

All Content

Name ↑	
1 Please read the attached document and verify you understand & agree to the statements within it by answering yes to this question.	* No ▾
2 If you have questions while completing the content of this questionnaire, please contact vendors@drpa.org. If you have issues navigating Ariba or submitting the questionnaire, please contact the Ariba Helpdesk at 1-866-218-2155.	
▼ 4 Vendor Details	
4.1 Vendor's Legal Name (name must match name on W-9. Please enter in all uppercase letters)	* NEW SUPPLIER
4.2 Do you need additional fields because your supplier name exceeds the allowable character limit?	* No ▾
4.4 Does your company have any other Trade Names (T/A) Doing Business As (DBA) names or aliases?	* No ▾
4.6 What Commodities/Services is your Business capable of supplying? Select all that apply. Providing this information will help facilitate invitations to future bids from DRPA/PATCO.	*Drugs and Pharmaceutical Products [ select ]
4.7 DUNS Number	
4.8 Date your company was founded/incorporated	* Wed, 1 May, 2019 📅
4.9 State in which your company was founded/incorporated	* Alaska



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# Navigating your Ariba Network Account



# DRPA Dashboard – Proposals Screen

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.

Ariba Sourcing Company Settings ▾ Supplier Contact ▾ Help Center >>

**DRPA - TEST**

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

**Events**

Title	ID	End Time ↓	Event Type
No items			

**Registration Questionnaires**

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
<a href="#">Supplier Registration Questionnaire</a>	Doc1790468405	7/16/2019 2:45 PM	Invited

**Qualification Questionnaires**

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

**Questionnaires**

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

**Certificates**

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No items					

# 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.*

The screenshot shows the Ariba Network dashboard. At the top, there is a navigation bar with the Ariba Network logo, an 'Upgrade from standard account' link, a 'Learn More' button, and dropdown menus for 'Company Settings' and 'Supplier Contact'. Below this is a secondary navigation bar with 'HOME' and 'CATALOGS' on the left, and 'External Document' and a 'Create' button on the right. The main content area is titled 'Orders, Invoices and Payments' and includes filters for 'All Customers' and 'Last 14 days'. A 'Pinned Documents' section shows 0 items with a 'More...' link. Below this is a table with columns for Document #, Document Type, Customer, Status, and Amount, which currently displays 'No items'. On the right side, there is a 'Now we're mobile.' promotion for the Ariba mobile app, with 'Download on the App Store' and 'ANDROID APP ON Google play' buttons. Below the promotion is a 'Tasks' section with a progress bar for 'Update Profile Information' at 15%. The footer contains the SAP Ariba logo and contact information: 'Supplier Contact (test-molly.bresnahan51719@sap.com) last visited 17 May 2019 12:59:33 PM | NEW SUPPLIER | AN01447409059-T'.

# 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**.

The screenshot shows the Ariba Network user interface. At the top left, the text 'Ariba Network' is displayed. Below it are navigation links for 'HOME' and 'CATALOGS'. On the right side of the top navigation bar, there are links for 'Upgrade from standard account', 'Learn More', and a square icon representing a dropdown menu. This dropdown menu is open, showing options: 'Go To My', 'LEADS', 'PROPOSALS' (which is highlighted with a blue box), and 'CONTRACTS'. Below the navigation bar, the main content area is titled 'Orders, Invoices and Payments'. It shows '0 Pinned Documents' and a 'More...' link. Below this is a table with columns: 'Document #', 'Document Type', 'Customer', 'Status', and 'Amount'. The table currently contains the text 'No items'. On the right side of the interface, there is a mobile app promotion section with the text 'Now we're mobile. Check it out.' and buttons for 'Download on the App Store' and 'ANDROID APP ON Google play'. Below that is a 'Tasks' section with a task 'Update Profile Information' and a progress indicator showing '15%'.

# Proposals Screen

After clicking the link to the Proposals screen, you will be brought back to the Proposals screen to access questionnaires & events.

The screenshot shows the Ariba Sourcing interface. At the top left, it says 'Ariba Sourcing' and 'DRPA - TEST'. On the right, there are navigation links: 'Company Settings', 'Supplier Contact', and 'Help Center'. Below the header, there is a message: 'There are no matched postings.' To the right of this is a welcome message: 'Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.' Below this, there are three sections: 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Events' section has a table with columns 'Title', 'ID', 'End Time', and 'Event Type', and it shows 'No items'. The 'Registration Questionnaires' section has a table with columns 'Title', 'ID', 'End Time', and 'Status'. It shows a dropdown for 'Status: Open (1)' and one entry: 'Supplier Registration Questionnaire' with ID 'Doc1790468405', End Time '7/16/2019 2:45 PM', and Status 'Invited'. The 'Qualification Questionnaires' section has a table with columns 'Title', 'ID', 'End Time', 'Commodity', 'Regions', and 'Status', but it is currently empty.



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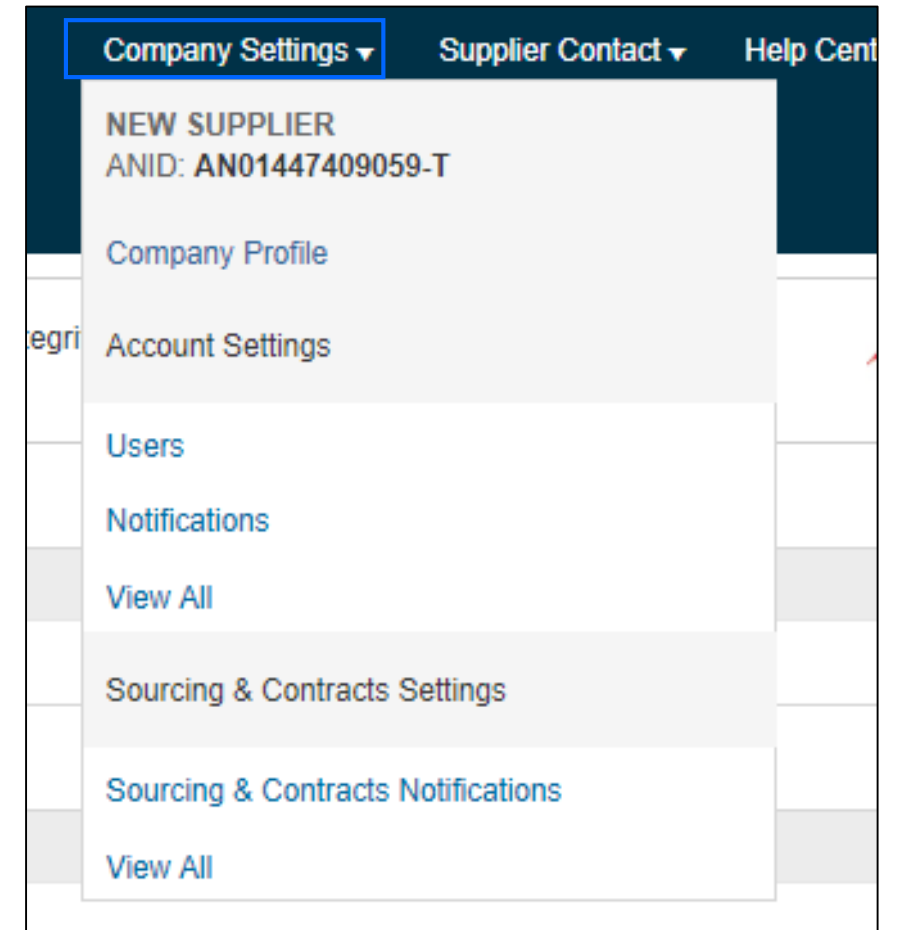
# Managing your Ariba Network Account



# 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.

**Ariba Sourcing**

Company Profile

Save Close

Basic (4) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

\* Indicates a required field

Overview

Company Name: \* NEW SUPPLIER

Other names, if any:

NetworkId: AN01447409059-T ⓘ

Short Description: ⓘ Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01447409059-T> | Customize URL

Privacy Statement: SAP Ariba Privacy Statement ▼

Address

Address 1: \* south street

Address 2:

Address 3:

City: \* Hoboken

State: \* New Jersey ▼

Zip: \* 07030

Country: \* United States [USA] ▼

Additional Company Addresses

Address Name	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
No items						

Create

Public Profile Completeness 15%

- Commodities
- Short Description
- Website
- Annual Revenue
- Certifications
- D-U-N-S Number
- Business Type
- Industries
- Company Description
- Company Logo

Share Your Public Profile

Click here to get your Ariba badge.

Find us on Ariba Network

View Public Profile

Profile Visibility Settings

# 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

Account Settings Save Close

[Customer Relationships](#) [Users](#) [Notifications](#) [Application Subscriptions](#)

### Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned
No items								

Create User Export Contact Details

### Manage Assignments for Users with Limited Access

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

### Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.

Role	Name	Actions
	Administrator	<a href="#">Details</a>

↳ Create Role

# 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.

**Manage User Roles**

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.

Role

Name	Actions
Administrator	Details
<a href="#">↪ Create Role</a>	

**New Role Information**

Name: \*

Description:

**Permissions**

Each role must have at least one permission.  
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Permission	Description
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input checked="" type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input checked="" type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks

# Create User

To create a user, click Create User > Provide User information > Assign Role to User

**Manage Users**

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned
No items							

**New User Information**

Username:\*  ⓘ

Email Address:\*

First Name:\*

Last Name:\*

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country:  Area:  Number:

**Role Assignment**

Name	Description
<input checked="" type="checkbox"/> Supplier Profile Manager	

# 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.

Console

- Event Messages
- Event Details
- Response History
- Response Team**

▼ Event Contents

- All Content
- 4 Vendor Details
- 5 Ordering and Payment...
- 7 Internal Use Only

Response Team - Supplier Registration Questionnaire

Review the list of members from your organization who can participate in this event with you. You may add team members to this list as needed.

Name ↓	Email Address
molly	test@molly.com

**Add**

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.



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**Q&A**