



1.3.3 Supplier Account Management

1.3.3 Supplier Account Management



Objectives of the Training

The objectives of the training material is to:

- ☐ Present the Supplier account management principles
- ☐ Explain how to update supplier data and contact
- ☐ Address Frequently Asked Questions

This is not a training for supplier account CREATION, covered here:

[Registration Guide for Invited Supplier](#)

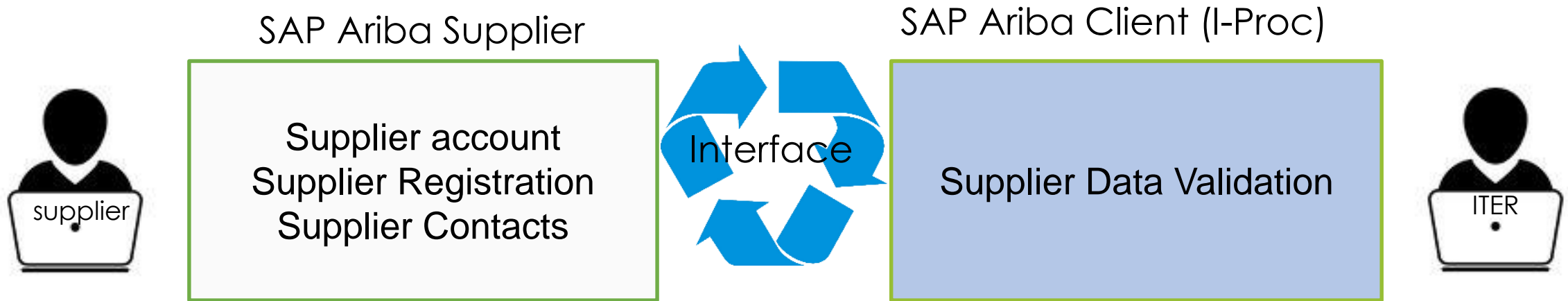
AGENDA

1. Supplier Account Management Principles
2. How to create a contact : initiated by supplier
3. How to create a contact : initiated by IO
4. How to update my information
5. FAQs
 - How to identify the administrator ?
 - Can I finalize our registration with Iter ?
 - How to transfer the Administrator rights ?
 - Linking accounts ?
 - Lost Password ?
 - Link & switch between account ?
 - How do I access Iter Procurement events ?
 - Where can I find more help ?

AGENDA

- 1. Supplier Account Management Principles**
2. How to create a contact : initiated by supplier
3. How to create a contact : initiated by IO
4. How to update my information
5. FAQs

1. Supplier Account Management Principles



Key Basic Principles:

- The supplier contact who created the SAP Ariba Network (AN) account is by default the Administrator of the Supplier AN account.
- The supplier is the owner of his data, as such:
 - Supplier to update their information via the Registration Questionnaire
 - Supplier to create, delete, manage their Contacts.

AGENDA

1. Supplier Account Management Principles
- 2. How to create a contact : initiated by supplier**
3. How to create a contact : initiated by IO
4. How to update my information
5. FAQs



3. How to create a contact : Initiated by Supplier

1. A colleague registered our company in I-PROC (SAP Ariba) and is by default the administrator but we need to have additional contact to received IO procurement event information. How to create new contact (sub-user)?

STEP 1 : After Login to ITER I-Proc (Ariba)

To create a role:

- 1. In the upper-right corner of the application, click [User Initials] > Settings and select Users. (next 2 slide/page for details)



SAP Ariba Proposals and Questionnaires Standard Account Upgrade

ITER

2 leads match your company profile
View Matched Leads

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	Participated
No Items				

Registration Questionnaires

Title	ID	End Time	Status
▼ Status: Open (1)			
ITER Supplier Registration Questionnaire	Doc825665464	1/16/6105 11:50 AM	Registered

Qualification Questionnaires

Click on profile

Step 1: Must be Regsitered



3. How to create a contact : Initiated by Supplier

SAP

Ariba Proposals and Questionnaires

Standard Account

Upgrade

PG

ITER

2 leads match your company profile

View Matched Leads

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iter

china eu india japan kore

Events

Title	ID	End Time	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time	Status
-------	----	----------	--------

Prashant Giri

pg@consus.com.sg

My Account

Link User IDs

Contact Administrator

Switch To Test ID

Consus Global Pvt. Ltd.

ANID: AN011000876790

Standard account

Company Profile

Service Subscriptions

Settings

Logout

3. How to create a contact : Initiated by Supplier

SAP

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china eu in

Click user

ACCOUNT SETTINGS

Users

Notifications

Account Hierarchy

SOURCING & CONTRACTS SETTINGS

Sourcing & Contracts Notifications

Prashant Giri

pg@consus.com.sg

My Account

Link User IDs

Contact Administrator

Switch To Test ID

Consus Global Pvt. Ltd.

ANID: AN011000876790

Standard account

Company Profile

Service Subscriptions

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Logout

Events

Title	ID	End Time	Event Type
No items			

Registration Questionnaires

Title	ID	End Time	Status
Status: Open (1)			
ITER Supplier Registration Questionnaire	Doc825665464	1/16/6105 11:50 AM	Registered

Qualification Questionnaires

2. Under the **Manage Roles** tab, click **+**.



Account Settings Save Close

[Customer Relationships](#) [Users](#) [Notifications](#) [Account Hierarchy](#) [Application Subscriptions](#) [Account Registration](#)

Manage Roles

[Manage Users](#) [Manage User Authentication](#) [Revoked Users](#) [More...](#)

Roles (2)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters
Permission



Select permission assigned ▾

Apply Reset

Click

+

⌵

Role Name	Users Assigned	Actions
Administrator	Prashant Giri	
Rohit	Rohit Sharma	

3. How to create a contact : Initiated by Supplier

- 3. Enter a **Name** for the role.
- 4. Select the appropriate permissions using the check boxes.
- 5. Click **Save**.



Create Role

SaveCancel

Indicates a required field

New Role Information

Name:*

Description:

Add what the role of sub-user like (Sale Quote/Finance/Technition etc)

What Sub-user Role will do .
Its Up you want to write or leave it blank

Permissions

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

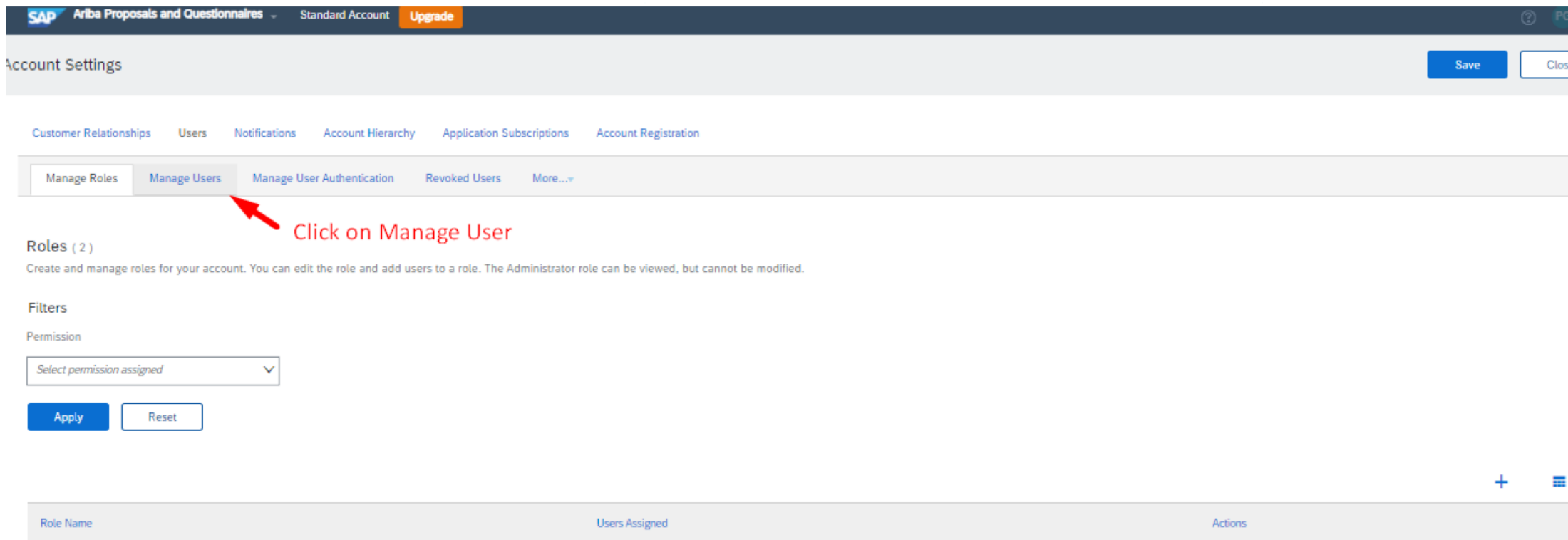
Use can mark what permission you want to give to Sub-user

Permission	Description
<input checked="" type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input checked="" type="checkbox"/> Child Account Access	Sign on to access a child account
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input checked="" 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"/> ID Registration Access	Register unique identifier like email domain

To create a user:

1 .In the upper-right corner of the application, click **[User Initials]** > **Settings** and select **Users**. (Same as Slide 2 to 4) then

2. Click the **Manage Users** tab



SAP Ariba Proposals and Questionnaires Standard Account Upgrade

Account Settings Save Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration

Manage Roles **Manage Users** Manage User Authentication Revoked Users More...

Roles (2)

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

Apply Reset

Role Name Users Assigned Actions

3. How to create a contact : Initiated by Supplier



3. Click the + icon .

Account Settings

SaveClose

Customer Relationships

Users

Notifications

Account Hierarchy

Application Subscriptions

Account Registration

Manage Roles

Manage Users

Manage User Authentication

Revoked Users

More...

Users (2)

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

Filter

Users (You can only search on one attribute at a time)

Username

▼

Enter username

+

Apply

Reset

☐

Username

Email Address

First Name

Last Name

Ariba Discovery Contact

Role Assigned

Authorization Profiles Assigned

Customer Assigned

AN Access

Actions

Click



3. How to create a contact : Initiated by Supplier

4. Enter the user's information (Username, Email Address, First Name, Last Name and Phone).



SAP

Ariba Proposals and Questionnaires

Standard Account

Upgrade

?

?

PG

Create User

DoneCancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Must have same domain as your email ID have,like if your Email is abc@xyz.com then User id must have Suffix as @xyz.com
Example abc@xyz.com or abc1@xyz.com or any thing as per your wish

Username:*

Email Address:*

First Name:*

Last Name:*

☐ Do not allow the user to resend invoices to the buyer's account.

☐ This user is the Ariba Discovery Contact

☐ Limited access

Read this and check the box if you want to give any permission

CountryAreaNumber

Office Phone:

USA 1

Role Assignment

Name	Description
<input type="checkbox"/> Rohit	2nd User

Customer Assignment

Assign to Customer:

☒ All Customers

☐ Select Customers

3. How to create a contact : Initiated by Supplier

5. Select a role in the **Role Assignment** section
6. Assign a customer (**All customers** or **Select Customers**).
7. Click **Save**.



Create User

DoneCancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username:*

Email Address:*

First Name:*

Last Name:*

☒ Do not allow the user to resend invoices to the buyer's account.

☒ This user is the Ariba Discovery Contact

☐ Limited access

Office Phone:

Country

USA 1

Area

Number

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Rohit	2nd User

Customer Assignment

Assign to Customer:

☒ All Customers

☐ Select Customers

If Sub-user specified client work then select the customer or wise use all customer

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [SAP Business Network Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

Last Click done

DoneCancel

3. How to create a contact : Initiated by Supplier

Now you can see sub-user in manage User section (Your work done)
Now sub user work start(next slide)



SAP Ariba Proposals and Questionnaires Standard Account Upgrade

Account Settings Save Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration

Manage Roles Manage Users Manage User Authentication Revoked Users More...

Users (3)

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

Filter

Users (You can only search on one attribute at a time)

Username Enter username +

Apply Reset

	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	rks@consus.com.sg	rks@consus.com.sg	Rohit	Sharma	Yes	Rohit		All(0)	Yes	Actions
<input type="checkbox"/>	pg@consus.com.sg	pg@consus.com.sg	Prashant	Giri	No	SOURCING_SUPPLIER_BASE, +7		All(0)	Yes	
<input type="checkbox"/>	rks1@consus.com.sg	rks@consus.com.sg	Rohit	Sharma	Yes	Rohit		All(0)	Yes	Actions

↳

Add to Contact List Remove from Contact List

3. How to create a contact : Initiated by Supplier

Sub-User will get email per snippet with in 24 hour . Now sub-user Copy the Password from one email and from other click on the given.



Reply Reply All Forward IM



Wed 23-Feb-22 12:38 AM

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

Your User ID on the Ariba Account.

To  rks@consus.com.sg

 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

Username: rks1@consus.com.sg

Important: Your username is part of your login information to your Ariba user account and should be kept confidential.

For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

Please click on the following link and log in to your user account using your username and temporary password. You will be asked to provide a new password and set up your secret question and answer. The secret question and answer is used to uniquely identify you if you need to reset your password.

<https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba>

- Log in to your account using the username and temporary password.
- Enter the temporary password in the **Current Password** field.
- Enter your new password.
- Confirm your new password.
- Choose your Secret Question and enter your Secret Answer.
- Click **Save**, then click **Done**.
-


Reply Reply All Forward IM




Wed 23-Feb-22 12:38 AM

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

Your password on the Ariba Network Account.

To  rks@consus.com.sg

 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

 Right-click or tap and hold here to...

Dear Rohit Sharma,

This message contains important information about your new user account related to your company's Ariba account(AN011000876790).

Your temporary password to access your new user account is:

Temporary Password: **E7xS1^m:**

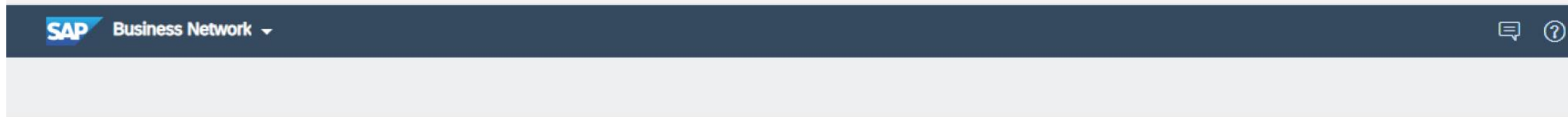
For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new Ariba user account.

If you have any questions, contact your Account Administrator:

Prashant Giri
pq@consus.com.sg

3. How to create a contact : Initiated by Supplier

Login using user ID and password received on email and change your password in next step



Supplier Login

➔ User ID and password in received email copy and paste here then Login

Login

[Forgot Username or Password](#)

New to SAP Business Network?

[Register Now](#) or [Learn More](#)

Increase efficiency by integrating to Ariba Network



When you integrate with SAP Ariba, transactions are automated by establishing a direct connection between your company and the Ariba Network. This helps you get paid faster, make fewer errors, and lower costs, in addition to increasing customer satis...

[Learn More](#)



Now you can see sub-user in manage User section (Your work done)
Now sub user work start



Account Security

* Indicates a required field

Enter Password

You must change your password. To change your password, enter your current password, and then enter your new password. You cannot use your 6 most recent passwords.

Current Password: *

Change your password here

New Password: *

Confirm Password: *

[Forgot current password? Click here](#)

Privacy Statement

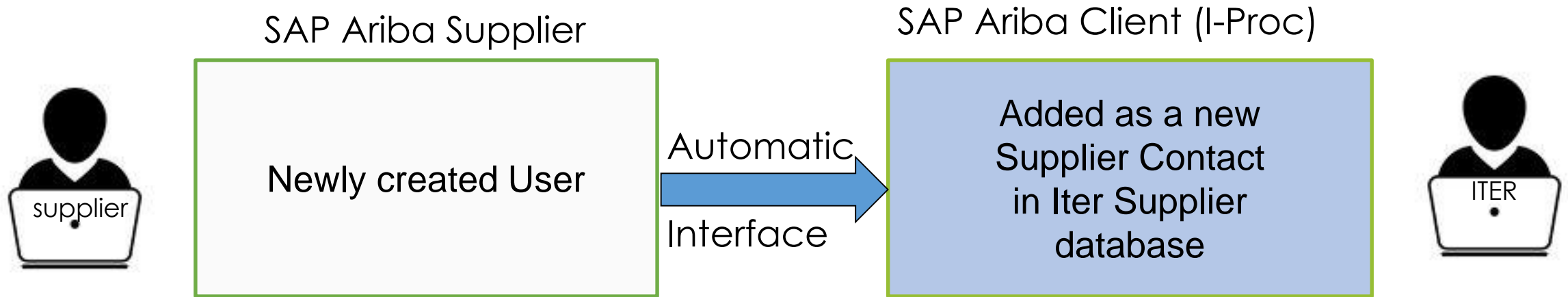
Checked the box and submit



I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

Submit

3. How to create a contact : Initiated by Supplier



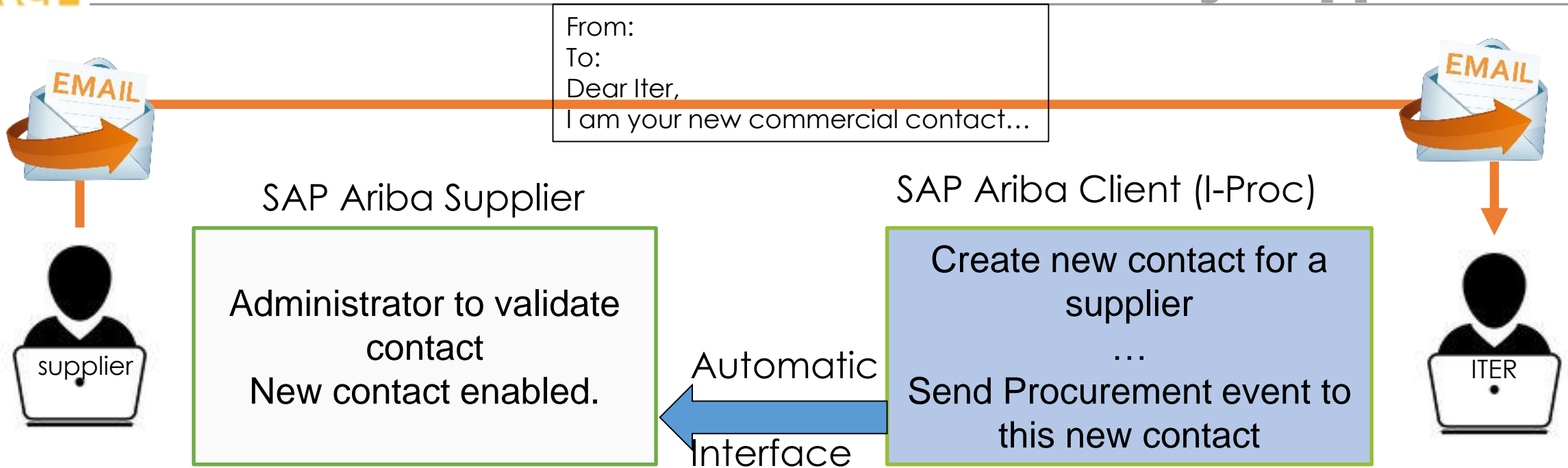
Key Basic Principles:

- Once the supplier has created a new contact in their SAP Ariba account, who has access to all clients or I-Proc only
- SAP Ariba will update I-Proc Supplier database with this new contact.
- If Supplier administrator has set-up the contact with access I-Proc procurement events, I-Proc can select this new contact for any future bids.

AGENDA

1. Supplier Account Management Principles
2. How to create a contact : initiated by supplier
- 3. How to create a contact : initiated by IO**
4. How to update my information
5. FAQs

3. How to create a contact : Initiated by Supplier



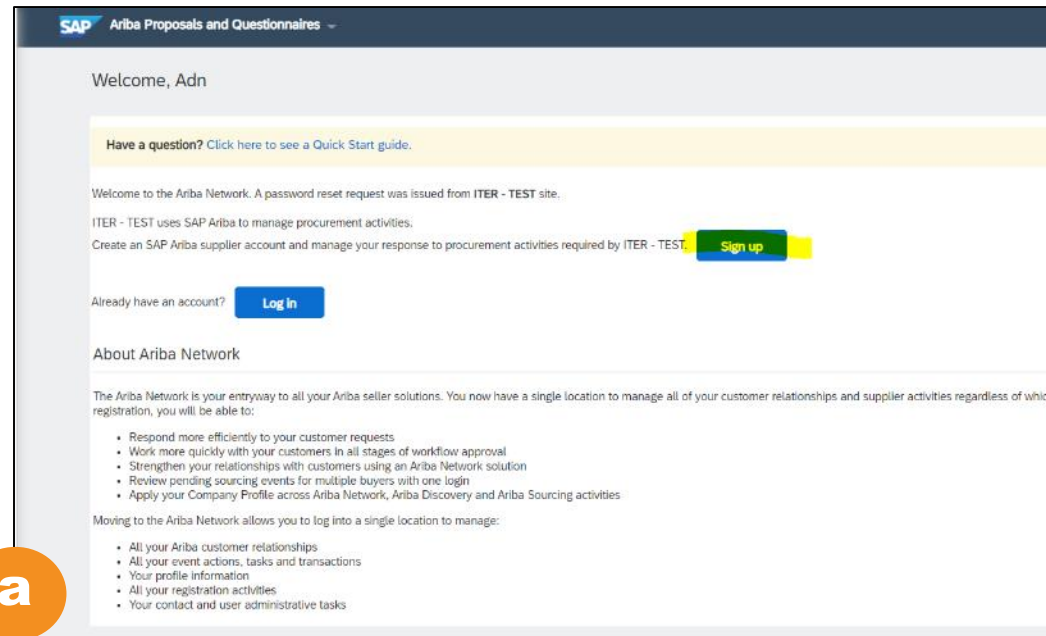
Key Basic Principles:

- If Iter is creating a new contact on behalf of the supplier, this contact will have to be activated when Iter will send a Procurement Event to this new supplier contact.
- Then Supplier administrator will have to validate this new contact and provide the rights to access client data.
- Then new contact can access to Procurement event.

3. How to manage contact : Initiated by IO

**1. A colleague registered our company in I-PROC (SAP Ariba) and is by default the Administrator of our Ariba account associated with ITER Organization (IO). I am invited to a Procurement Event by IO Staff.
How do I log in ?**

- I click on the link provided in the email related to this Procurement Event.
- If I already have my own username associated with IO, I click on **Log in**.
If I do not have my own username associated with IO, I click on **Sign up**.

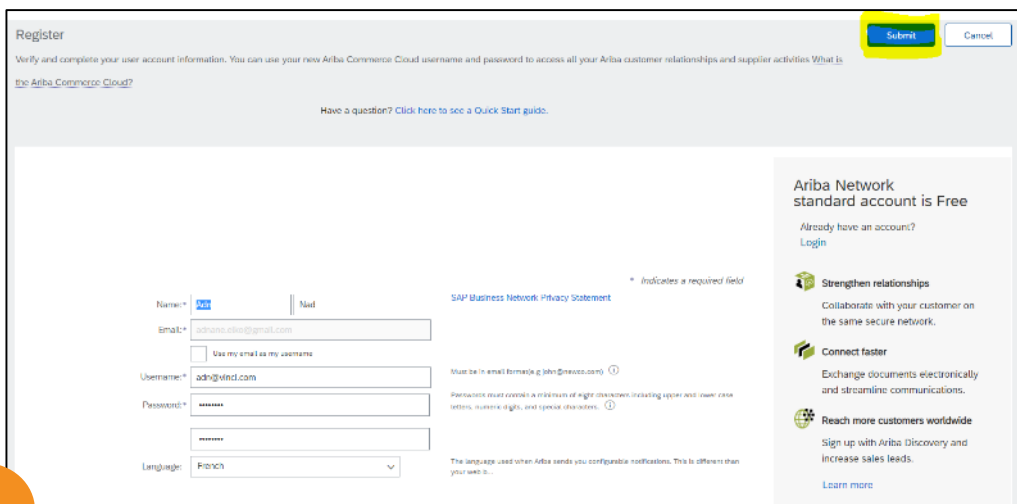


3. How to manage contact : Initiated by IO

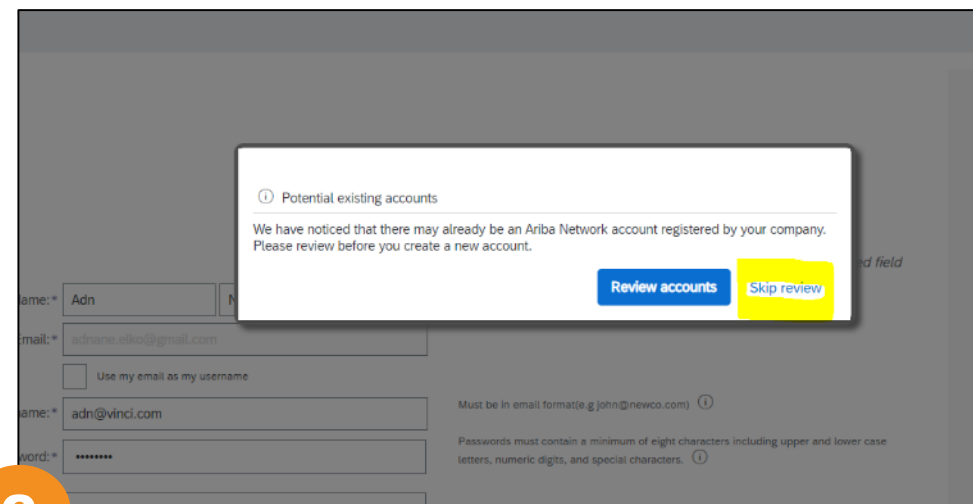
1. A colleague registered our company in I-PROC (SAP Ariba) and is by default the Administrator of our Ariba account associated with ITER Organization (IO). I am invited to a Procurement Event by IO Staff.
How do I log in ?

I have clicked on **Sign up**, then...

- I verify and complete my user account information, then click **Submit** (b)
- I choose **Skip review** (c)
- I contact my account Administrator to approve my User registration (see FAQ section).



b



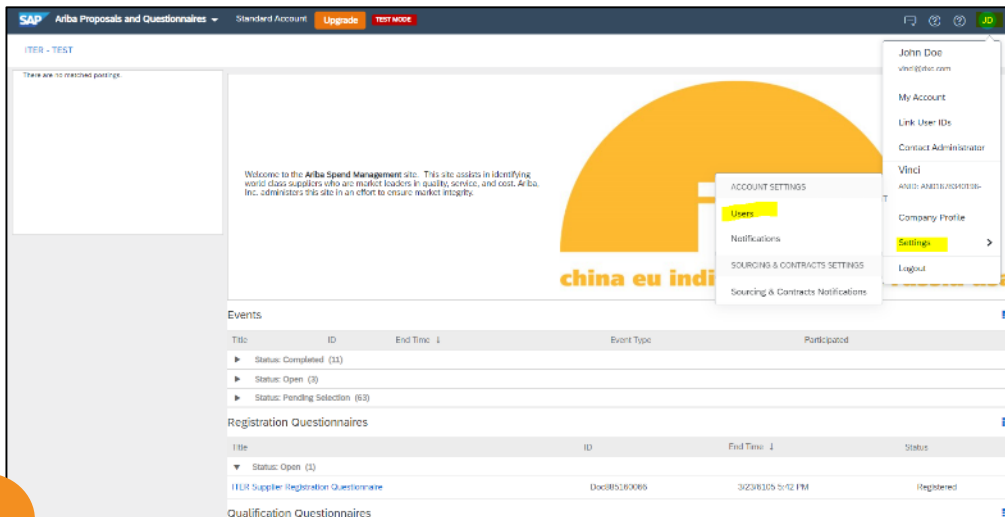
c

3. How to manage contact : Initiated by IO

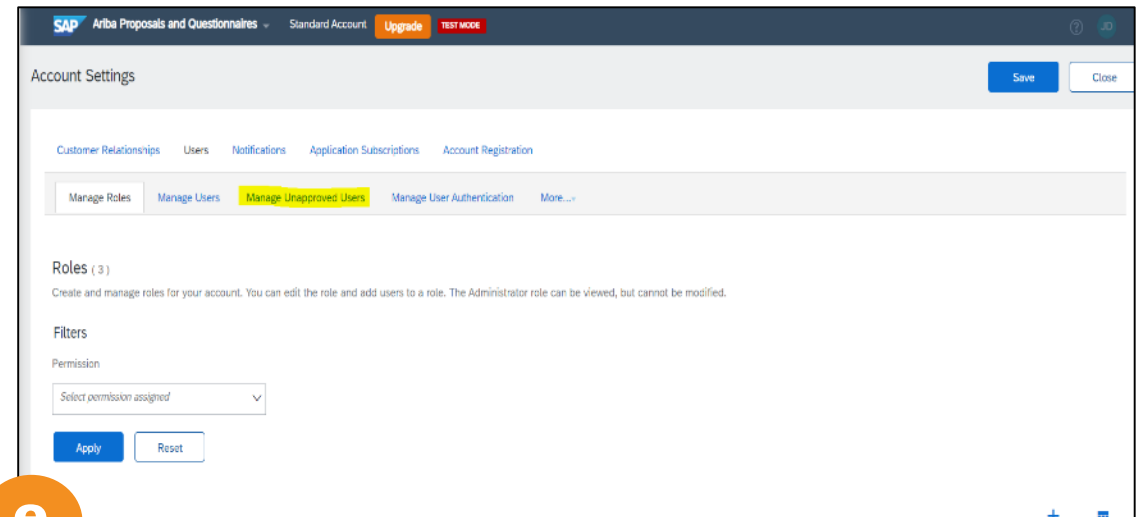
1. A colleague registered our company in I-PROC (SAP Ariba) and is by default the Administrator of our Ariba account associated with IO. I am invited to a Procurement Event by IO Staff.

How does the Administrator approve me as a new User of the account ?

- Administrator signs into his / her Ariba Network Administrator account
- In the top right hand corner, Administrator clicks on [user initials] > Settings > Users (d)
- Administrator goes to **Manage Unapproved Users** tab (e)



d

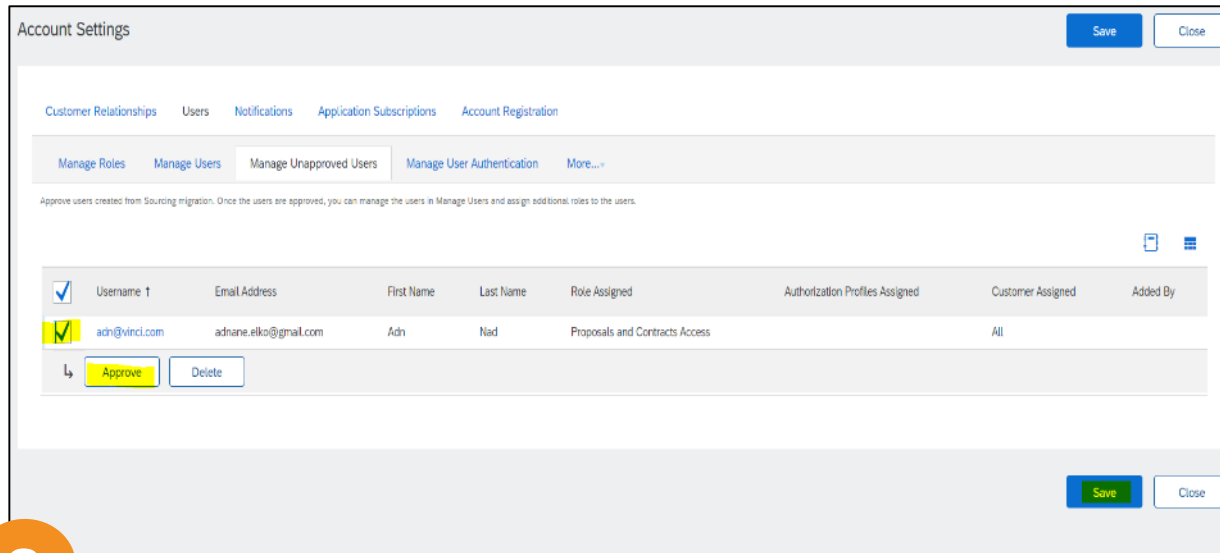


e

3. How to manage contact : Initiated by IO

1. A colleague registered our company in I-PROC (SAP Ariba) and is by default the Administrator of our Ariba account associated with ITER Organization (IO). I am invited to a Procurement Event by IO Staff.
How does the Administrator approve me as a new User of the account ?

- Administrator selects the User and clicks on **Approve**, then **Save** (e)
- The new User is now approved and appears under **Manage Users** tab (f)



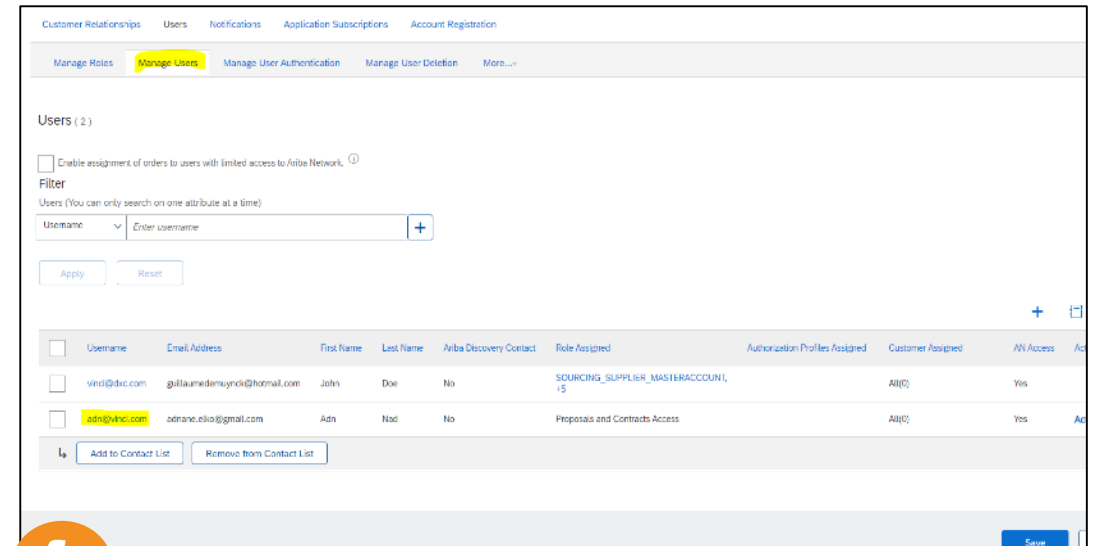
Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles Manage Users Manage Unapproved Users Manage User Authentication More...

Approve users created from Sourcing migration. Once the users are approved, you can manage the users in Manage Users and assign additional roles to the users.

<input checked="" type="checkbox"/>	Username 1	Email Address	First Name	Last Name	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Added By
<input checked="" type="checkbox"/>	adn@vinci.com	adnane.elko@gmail.com	Adn	Nad	Proposals and Contracts Access		All	



Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles Manage Users Manage User Authentication Manage User Deletion More...

Users (2)

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

Filter

Users (You can only search on one attribute at a time)

Username

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Access
<input type="checkbox"/>	vinci@vinci.com	guitaumedemeyns@hotmail.com	John	Doe	No	SOURCING_SUPPLIER_MASTERACCOUNT, +5		All(0)	Yes	
<input type="checkbox"/>	adn@vinci.com	adnane.elko@gmail.com	Adn	Nad	No	Proposals and Contracts Access		All(0)	Yes	Ad

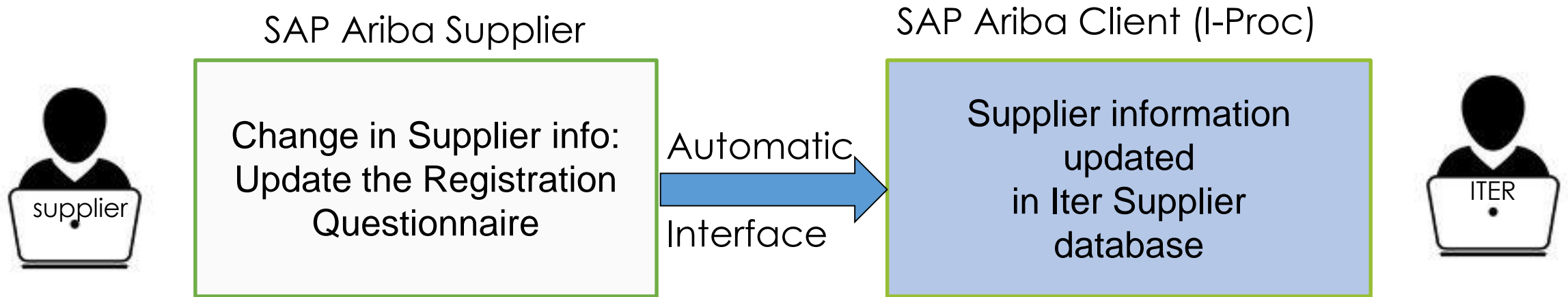
e

f

AGENDA

1. Supplier Account Management Principles
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4. How to update my information



Key Basic Principles:

- Supplier is the owner of their data
- Should supplier manage a change (address, main telephone...) they can update this information by re-opening the Registration Questionnaire.
- This is managed at the supplier Administrator level.
- The information will be interfaced to Iter Supplier database automatically



3. How to update my information

1. The company has move, I need to update the address, how to ?
The Administrator opens their Ariba account and select the Iter Registration questionnaire (a) ?

SAP Ariba Proposals and Questionnaires Standard Account Get enterprise account TEST MODE

ITER - TEST

There are no matched postings.

Interested in the forthcoming tenders ? Check here :

[ITER - the way to new energy](#)

Events

Title	ID	End Time	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time	Status
▼ Status: Open (1)			
ITER Supplier Registration Questionnaire	Doc810102444	17/7/6105 18:44	Registered

Qualification Questionnaires



3. How to update my information

1. The company has move, I need to update the address, how to ?
Then click on Revise response button (b) and confirm (c)?

back to ITER - TEST Dashboard

Desktop File

Console

Event Messages

Event Details

Response History

Response Team

Event Contents

All Content

1 Disclaimer

2 General Information

3 Business Information

4 Fiscal Information

5 Financial Information

6 Documents checklists...

You have submitted a response for this event. Thank you for participating.

b

Revise Response

All Content

Name ↑

1 Disclaimer

1.1 Dear Supplier, in order to be part of ITER ORGANIZATION

Yes, I agree

2 General Information

2.1 Registered Company Name

Guillaume Company SA

2.2 Discrete Title

GC Corp.

2.3 Legal form

SARL

2.4 Addresses

2.4.1 Main Address

2.4.1.1 House No. (single field)

2.4.1.2 Street

1 main road

2.4.1.3 Street 2

2.4.1.4 Street 3

2.4.1.5 City

Aix en Provence

⚠ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

c

OK

Cancel

3. How to update my information

1. The company has move, I need to update the address, how to ?
Update the relevant fields in the Registration questionnaire (d) and submit Entire response (e) ?

All Content

Name ↑	
▼ 1 Disclaimer	
1.1 Dear Supplier, in order to be part of ITER ORGANIZATION business partner portfolio, please confirm that you agree to accept our code of business conduct.	* Yes, I agree ▾
▼ 2 General Information	
2.1 Registered Company Name	* Guillaume Company SA
2.2 Discrete Title	* GC Corp.
2.3 Legal form	SARL
▼ 2.4 Addresses	
▼ 2.4.1 Main Address	
2.4.1.1 House No. (single field)	<div>d</div>
2.4.1.2 Street	* New Address here
2.4.1.3 Street 2	
2.4.1.4 Street 3	

(*) indicates a required field

3. How to update my information

1. The company has move, I need to update the address, how to ? System confirm the update is completed (f)

✓ Your revised response has been submitted. Thank you for participating in the event.

f

Revise Response

All Content

Name ↑	
▼ 1 Disclaimer	
1.1 Dear Supplier, in order to be part of ITER ORGANIZATION business partner portfolio, please confirm that you agree to accept our code of business conduct.	Yes, I agree
▼ 2 General Information	
2.1 Registered Company Name	Guillaume Company SA
2.2 Discrete Title	GC Corp.
2.3 Legal form	SARL
▼ 2.4 Addresses	
▼ 2.4.1 Main Address	
2.4.1.1 House No. (single field)	
2.4.1.2 Street	New Address here

Compose Message

laumedemuync@hotmai.com) last visited 24 Jun 2022 8:10:53 AM Guillaume Company SA AN01889347335-T
hts reserved.

SAP Business Network Privacy Statement Security Disclosure Ter

AGENDA

1. Supplier Account Management Principles
2. How to create a contact : initiated by supplier
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4. How to update my information

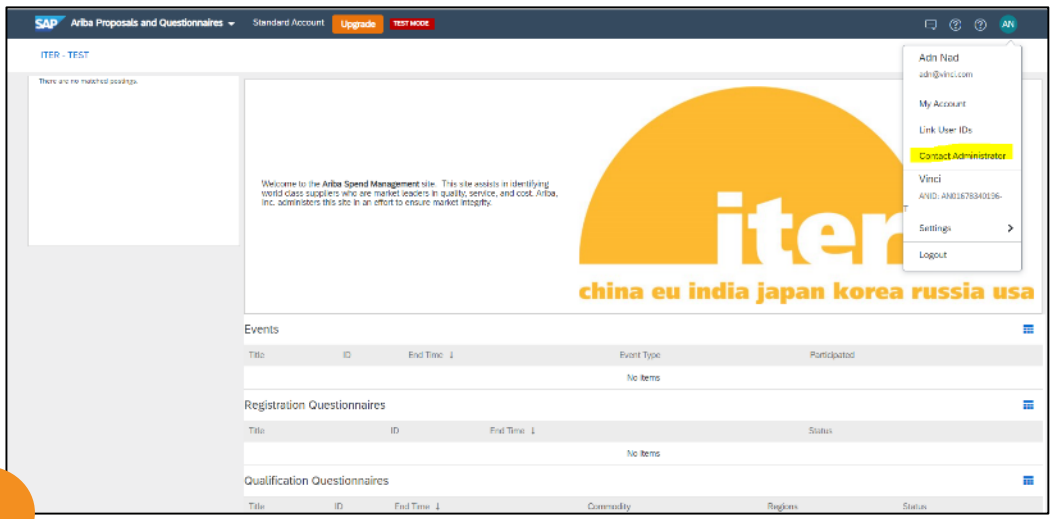
5. FAQ

- How to identify the administrator ?
- Can I finalize our registration with Iter ?
- How to transfer the Administrator rights ?
- Linking accounts ?
- Lost Password ?
- Link & switch between account ?
- How do I access Iter Procurement events ?
- Where can I find more help ?

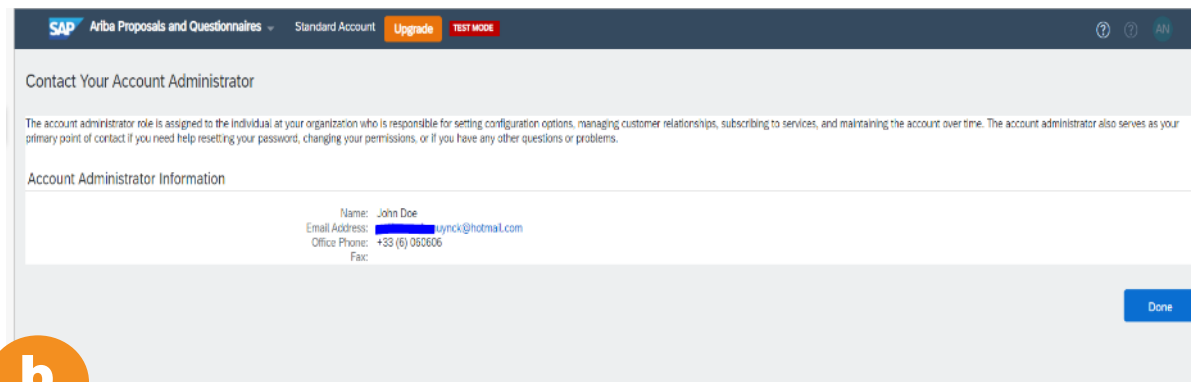
- **A colleague registered our company in I-PROC (SAP Ariba) and is by default the Administrator of our Ariba account associated with IO. I have been invited to a Procurement Event and I have now created my Ariba account. How do I know who the Administrator is ?**

- I sign into my Ariba Network account
- In the top right hand corner, I click on [user initials]
- Then I click on **Contact Administrator** (a)
Details are to be found under Account Administrator Information (b).

a



b



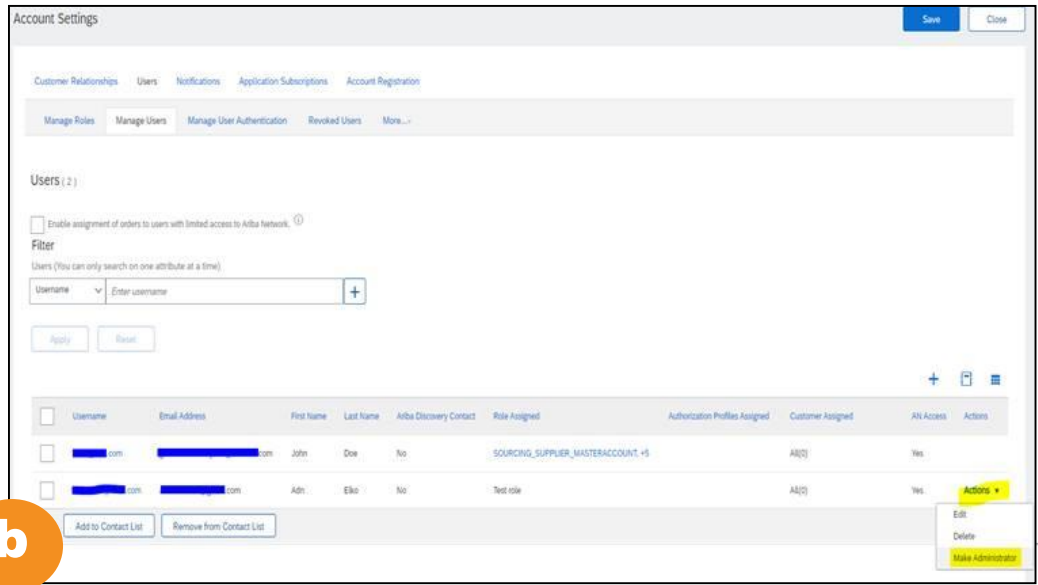
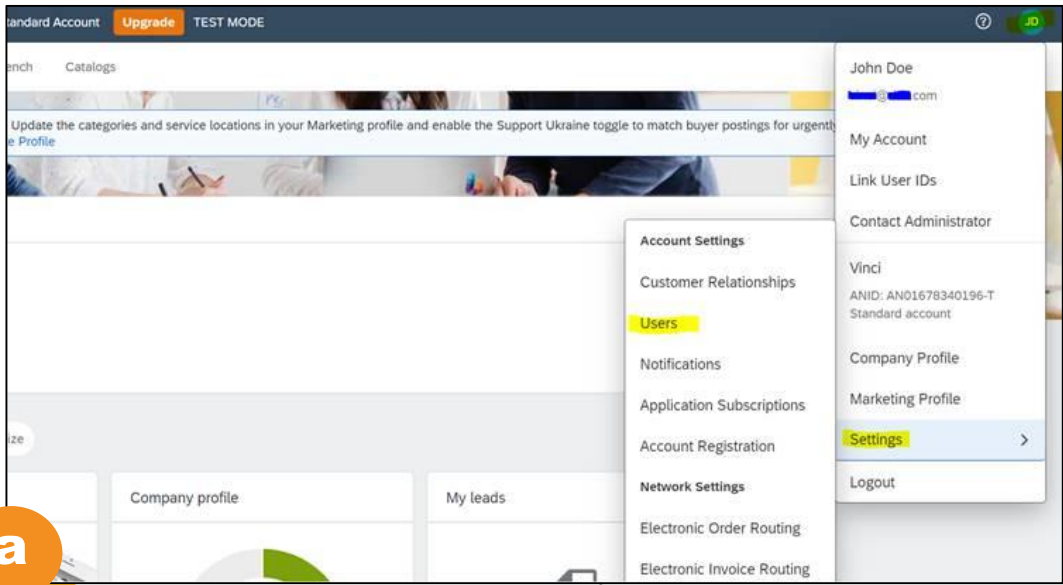
- **A colleague started to register our company and created an Ariba account but didn't fill in ITER Supplier Registration Questionnaire. IO tells me my company is not fully registered yet. I am invited to resume and complete our registration in lieu of my colleague.
What needs to be done ?**

- I click on the link provided in the invitation email
- I create my own Ariba Network account and contact the Administrator i.e. my colleague who initiated the registration process so that he / she approves me as a new User.
- Administrator can keep his / her administration rights or transfer them onto me.

- **A colleague registered our company and is by default the Administrator to our Ariba account related to IO.**
How can she / he transfer her / his administration rights to me ?

Administrator to :

- Sign in
- Click on Initials > Setting > Users (a)
- Click **Users > Manage Users (a)**
- Click **Actions** in the row for the user who needs to be the new administrator (b)
- Click **Make Administrator (b)**



- **A colleague registered our company and is by default the Administrator to our Ariba account related to IO.**

How can she / he transfer her / his administration rights to me ?

Administrator to :

- Choose a new role for the account (c)
- Click **Assign**
- Click **OK** to transfer the account administrator role (d)

A warning message will pop-up, click **OK**.

Assign a Role

Select a new role for your account.

Name	Description
<input type="checkbox"/>	Test role
<input type="checkbox"/>	Proposals and Contracts Access

Assign

Cancel

Assign

Cancel

c

Assign a New Administrator

WARNING: You are about to transfer your administrator role to Adn Elko. After you assign the administrator role to another user, you will be logged out of your account.

OK

Cancel

OK

Cancel

d

- **I / We already have an Ariba account associated with other clients and I have created an Ariba account upon ITER Organization's invitation to register. How do I link my accounts ?**

- In the top right hand corner, I click on [user initials] > **Link User IDs** (a)
- I enter the login information under the **No Approval Needed** heading (b)
- I click on **Link accounts**

How do I link my accounts if I forgot my Username/Password of my additional account ?

- I enter the username for the User account I wish to link my account to under the **Approval Needed** heading (b)
- I click on **Send link request**

This will send an email to that user with the option to accept your link request.

- **Do I have to carry on looking at iter.org for Calls for Tenders & Calls for Expertise, or will I now be notified by email ?**

You would only be notified for Restricted Tenders. We suggest that you carry on monitoring <https://www.iter.org/proc/overview>

- **I don't know the Administrator of our Ariba account related to IO and I don't have my own account either. How can I access IO dashboard ?**

I need to contact ITER-procurement@iter.org

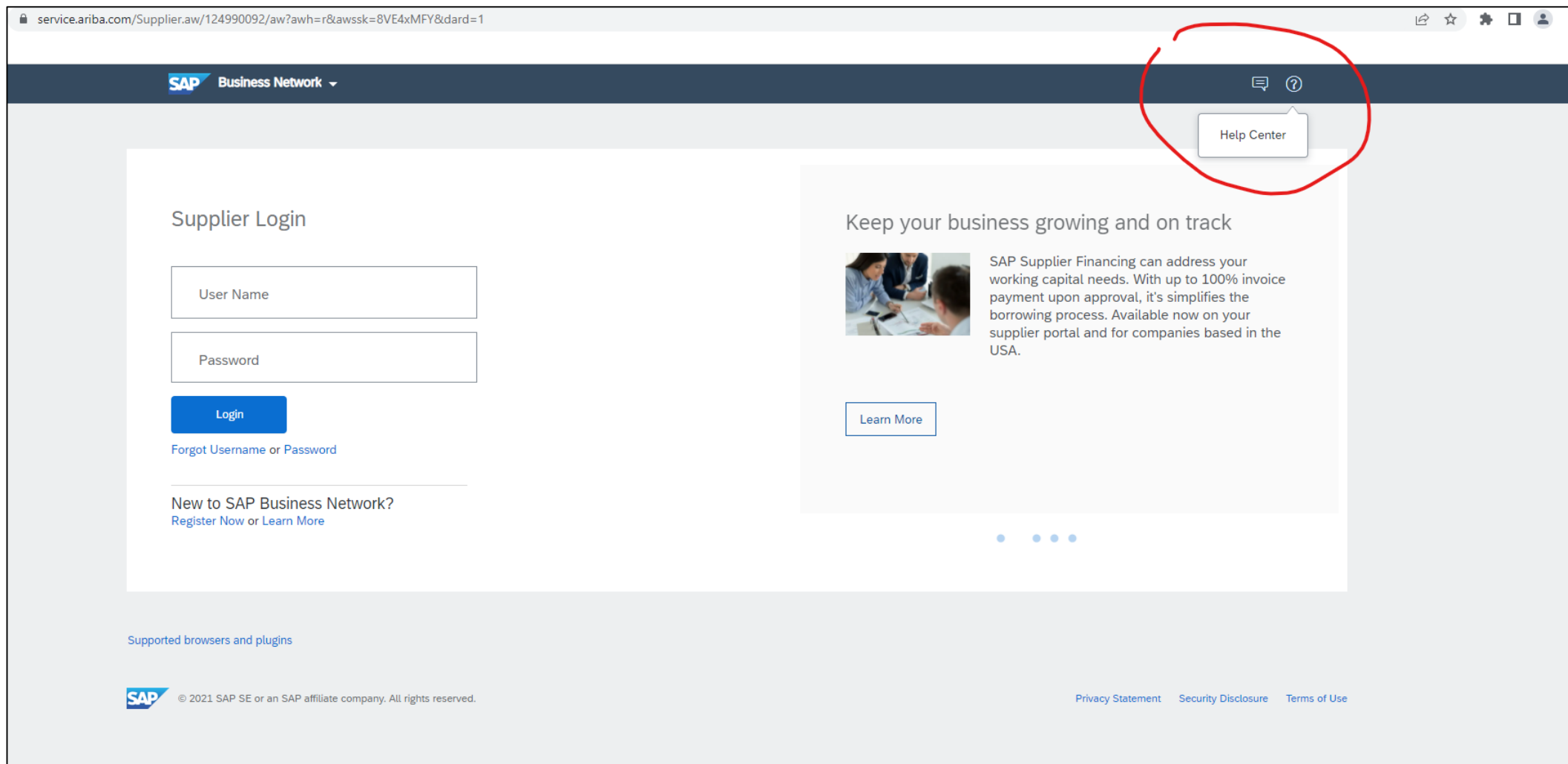
- **I am the Administrator of the Ariba account related to IO and have added new Users in it :
Will they all be notified by email when there is a Procurement Event ?**

Only users selected (by IO project owner) for participation in a procurement event will be notified by email.

Do we all use the same Login & Password ?

Each user has his/her own login & password

- **To find out more, please use Ariba Help Center**



The screenshot shows the SAP Business Network Supplier Login page. The URL in the browser is `service.ariba.com/Supplier.aw/124990092/aw?awh=r&awssk=8VE4xMFY&dard=1`. The page features a dark blue header with the SAP Business Network logo and a navigation bar. A red circle highlights the 'Help Center' link in the top right corner of the navigation bar. The main content area includes a 'Supplier Login' section with fields for 'User Name' and 'Password', a 'Login' button, and links for 'Forgot Username or Password', 'New to SAP Business Network?', 'Register Now', and 'Learn More'. A sidebar on the right promotes 'SAP Supplier Financing' with a 'Learn More' button. The footer contains the SAP logo, copyright information, and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

A word cloud centered around the phrase "THANK YOU" in large, bold, black capital letters. Surrounding this central text are various expressions of gratitude in multiple languages, including Spanish (GRACIAS, ARIGATO, SHUKURIA), Arabic (SHUKRIA, BĪYAN, SHUKRIA), Chinese (TASHAKKUR ATU, SUKSAMA, EKHMET), Hindi (DANKSCHEEN, YAQHAHYELAY, TINGKI), Japanese (GOZAIMASHITA, EFCHARISTO), Korean (KOMAPSUNDA, MAALKE, GRAZIE, MEHRBANI, PALDIES), Russian (JUSPAXAR, GOZAIMASHITA, EFCHARISTO), and others (BOLZIN, MERCI). The words are arranged in a circular pattern around the central text, with some words appearing in smaller sizes than others.