



供应商指南 供应商注册 ARIBA NETWORK

SAP ARIBA 支持热线

If you need help on how to use this product, click [Help](#) at the top right of any product page to access documentation and tutorials.

For help, United States and Canada (toll-free): 1 866 218 2155

United Kingdom (Freephone): 0800 358 3556

Europe: +44 20 7187 4144; Asia: +65 6311 4745

All other locations, call +1 412 222 6153.

如果您需要有关如何使用本产品的帮助，请点击任何产品页右上角的“[帮助](#)”以访问文档和教程。

美国和加拿大（免费电话）：1 866 218 2155；

英国（免费电话）：0800 358 3556；

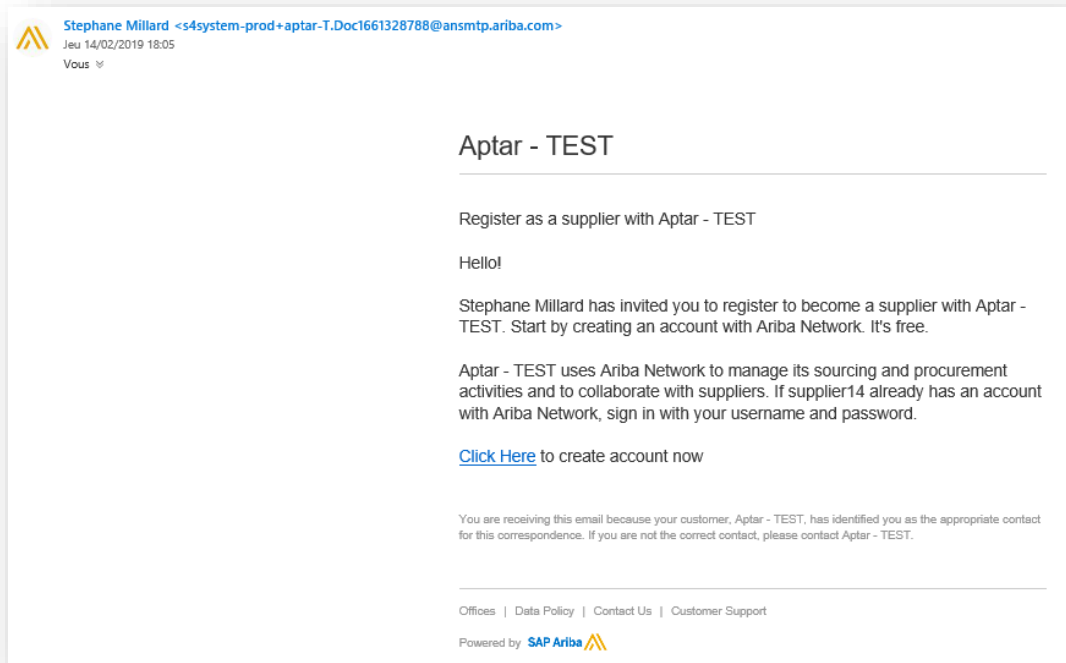
欧洲：+44 20 7187 4144；

亚洲：+65 6311 4745；

其他地区：+1 412 222 6153

1. Getting started/ 开始

You need An Ariba Network profile in order to participate in sourcing events organized by APTAR. / 您需要创建 Ariba Network 的个人资料才能参与 APTAR 组织的采购活动。



a) Invitation mail from SAP Ariba SAP Ariba 的邀请邮件

You have received an invitation e-mail from SAP Ariba to create a profile. Please use 'Click here' link to go to the registration page or copy the link to your preferred browser to enter the page. / 您通过来自 SAP Ariba 的邀请电子邮件以创建个人资料。请使用“点击此处”链接转到注册页面或将链接复制到首选浏览器以进入该页面。

b) Receive a link from your APTAR Purchasing contact 从您的 APTAR 采购联系人处获得链接

You can self-register by clicking on the link received from your APTAR Purchasing Contact: 您可以通过单击从 APTAR 采购联系人处收到的链接进行自我注册:

<http://aptar.supplier.ariba.com/ad/selfRegistration/ c /C7>

You will have to complete the “Supplier self-registration request form”, you must first fill out some mandatory questions, which are indicated with an asterisk (*):
您必须填写“供应商自行注册申请表”，用星号（*）标明的强制性问题为必填。

Supplier self-registration request form

Basic information

*Company name

Company name (additional line)

*

Headquarter address

Street

House Number

Street 2

Street 3

District

Postal Code

City

*Country

DUNS number

Contact information

*First Name

*Last Name (Surname)

*Phone number

Fax number

*E-mail

*Preferred contact language

Select

Additional Information

*Company main activity

*Company brief description

Upload a Company brochure (max 100 Mb)

Upload File

Company Website

*

Annual turnover

APTAR Supplier’s Registration Guide For ARIBA NETWORK V1.0 Feb 2019

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c) How to select 'Geography' and 'Category' and Segment ?
 如何选择'地理'和'类别'和部门?

*Geographic Area for business activities

Search Browse

+Add

*Which material group are you interested in (please select values at the last level available)

Search Browse

+Add

*APTAR Segment you would like to collaborate with

Search Browse

+Add

Submit Cancel

- **Geography:** Browse or search and Select the Region, Continent and or Country you can make business with.
- 地理位置：浏览或搜索并选择您可以与之交易的地区，大洲和或国家。

*Geographic Area for business activities

Search Browse

<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Europe Middle East and Africa	<input type="checkbox"/> Africa	<input type="checkbox"/> Faroe Islands
	<input type="checkbox"/> Latin America	<input type="checkbox"/> Azerbaijan	<input type="checkbox"/> France
	<input type="checkbox"/> North America	<input type="checkbox"/> Saint Barthélem	<input type="checkbox"/> United Kingdom
	<input type="checkbox"/> North East Asia	<input checked="" type="checkbox"/> Europe	<input type="checkbox"/> French Guiana
	<input type="checkbox"/> South East Asia	<input type="checkbox"/> Georgia	<input type="checkbox"/> Guernsey
		<input type="checkbox"/> Greenland	<input type="checkbox"/> Gibraltar
		<input type="checkbox"/> South Georgia and the Southern Sandwich	<input type="checkbox"/> Guadeloupe

Europe Middle East and Africa x Europe x

- **Category:**
类别:

*Which material group are you interested in (please select values at the last level available)

Search Browse

All	Direct	<input checked="" type="checkbox"/> Additive	<input checked="" type="checkbox"/> Additive- Decoration Diluant
	Indirect	<input type="checkbox"/> Color	<input checked="" type="checkbox"/> Additive- Decoration Laquer
		<input type="checkbox"/> Decorated Part	<input checked="" type="checkbox"/> Additive- Decoration Mix
		<input type="checkbox"/> Decoration	<input checked="" type="checkbox"/> Additive- Decoration Other
		<input type="checkbox"/> Diptube	<input type="checkbox"/> Additive- Decoration Varnish
		<input type="checkbox"/> Film	<input type="checkbox"/> Additive- Molding
		<input type="checkbox"/> Finished Goods	<input type="checkbox"/> Additive- Other

Additive x Additive- Decoration Diluant x Additive- Decoration Laquer x Additive- Decoration Mix x Additive- Decoration Other x

To find the product and service categories that - match to your profile, use the 'Browse' function, or use the "search" option with a specific name./ 要查找与您的个人资料相匹配的产品和服务类别，请使用“浏览”功能，或使用具有特定名称的“搜索”选项。

To add a product or service category to your selection, click on the plus mark (+): /要在您的选择中添加产品或服务类别，请单击加号（+）：

- 1 select a main category that fits your profile/ 选择适合您个人资料的主要类别
- 2 select a lower-level category that fits your profile/选择适合您个人资料的较低级别类别
- 3 add the category to 'My Selection'/ 将类别添加到“我的选择”
- 4 add the lower-level category to 'My Selection'/将级别较低的类别添加到 “我的选择”

If you want to remove a product or service category from your selection: /如果要从选择中删除产品或服务类别：

- 5 tick mark the category you want removed/勾选需要删除的类别
- 6 click 'Remove': 单击 “删除”
- 7 when finished, click 'OK': 完成后， 单击 “确定”

- **Segment** : Browse Segments and select Segments you want to collaborate with/
部门: 浏览细分并选择您要与之协作的细分

*APTAR Segment you would like to collaborate with

Search Browse

<input checked="" type="checkbox"/> All	<input type="checkbox"/> Pharma >	<input type="checkbox"/> Fragrance >
	<input checked="" type="checkbox"/> Beauty + Home	<input type="checkbox"/> Skin Care & Color Cosmetics >
	<input type="checkbox"/> Food + Beverage >	<input type="checkbox"/> Personal Care >
	<input type="checkbox"/> Corporate >	<input type="checkbox"/> Home Care >

Once the form is completed, click the “Submit” button to send the “Supplier Request” to the Aptar Vendor Management team. After the “Supplier Request” validation by APTAR, you can continue to create your Ariba Network profile by completing the “Supplier Registration Questionnaire”/

表单完成后，单击“提交”按钮将“供应商请求”发送给 Aptar 供应商管理团队。在 APTAR 进行“供应商申请”验证后，您可以通过填写“供应商注册问卷”继续创建您的 Ariba Network 配置文件

d) New or existing User ?
新用户还是现有用户？

- **NEW USERS:** If you are a new user to SAP ARIBA and would like to create an Ariba Network Profile, **click ‘Sign Up’**.
新用户：如果您是 SAP ARIBA 的新用户并且想要创建 Ariba Network Profile，请单击“注册”。

Welcome, Michel DURAND

Have a question? [Click here to see a Quick Start guide.](#)

Welcome to the Ariba Network. Aptar - TEST 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](#)


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 regardless of which Ariba solution your customers are using. Once you have completed 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

SAP Ariba 

[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

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To create a profile for Ariba Network, you must first fill out the mandatory fields (*) for your user account.

要为 Ariba Network 创建配置文件，您必须先填写用户帐户的必填字段 (*)。

Ariba Sourcing

Create account

First, create an SAP Ariba supplier account, then complete questionnaire required by Aptar - TEST.

Company information

* Indicates a required field

Company Name: supplier14

Country: France [FRA]

Address: 10
Line 2

Postal Code: 75000

City: PARIS

State: 75

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.

User account information

* Indicates a required field

Name: Michel DURAND

Email: aptarup14@hotmail.com

☐ Use my email as my username

Username: test-aptarup14@hotmail.com

Password: Enter Password

Repeat Password

Language: English

Email orders to: aptarup14@hotmail.com

[SAP Ariba Privacy Statement](#)

Must be in email format(e.g. john@news.com) ①

Must contain a minimum 8 characters including letters and numbers. ②

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

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

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](#)

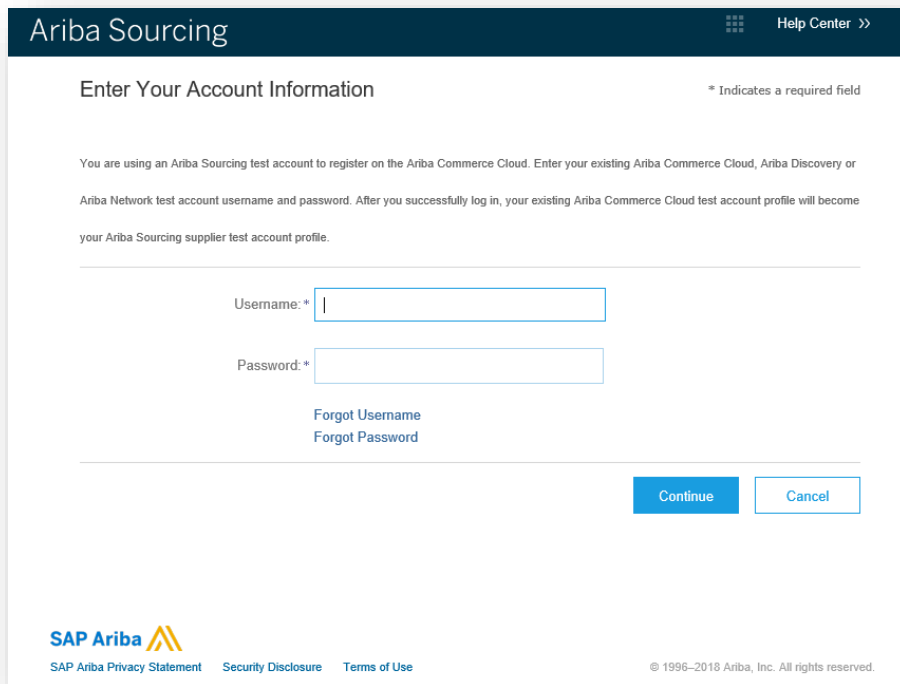
☐ I have read and agree to the [SAP Ariba Privacy Statement](#)

Create account and continue **Cancel**

- 1 Enter your first and last name/ 输入您的姓名
- 2 Enter your e-mail address/ 输入您的电子邮件地址
- 3 Remove the tick mark if you want to use another username than your e-mail address (optional)/ 如果要使用除电子邮件地址之外的其他用户名，请删除刻度线（可选）
- 4 Enter a username if you removed the tick mark (optional)/ 如果删除了刻度线，请输入用户名（可选）
- 5 Create a password / 创建密码
- 6 Choose your profile language / 选择您的个人资料语言
- 7 Accept the terms and conditions / 接受条款和条件
- 8 To finish, click 'Submit'/ 要完成，请单击“提交”

- **EXISTING USERS:** If you already have a user account and have been working with SAP ARIBA previously, **click ‘Log in’**.

现有用户：如果您已拥有用户帐户并且之前一直在使用 SAP ARIBA，请单击“登录”。



2. Supplier Registration Questionnaire 供应商注册问卷

- a) Complete your supplier questionnaire online
在线完成供应商问卷调查

To complete your supplier profile online, you must fill out some mandatory questions indicated with an asterisk (*). You can complete the questionnaire in several round.

Remember to save. When the questionnaire is complete, submit your response.

要在线完成供应商档案，您必须填写一些用星号（*）表示的强制性问题。您可以在几轮完成调查问卷。记得保存。问卷填写完毕后，提交您的回复。

b) Filling up the questionnaire off line

离线填写调查问卷

To fill up the questionnaire offline use the excel import option
要离线填写问卷，请使用 excel 导入选项

Follow the steps from the 'import Response from Excel' functionality and submit your response. / 按照“从 Excel 导入响应”功能中的步骤操作并提交您的回复。

3. General questions and FAQ

一般问题和常见问题

For general questions, please refer to the Help Center section or ask to your APTAR contact.
有关一般问题，请参阅帮助中心部分或询问您的 APTAR 联系人。

