

# Supplier Registration Process

**Purpose:**

**Step-By-Step Instructions to Register as a  
Supplier with AEP**

**Rev. April 1, 2021**

## Why Register as a Supplier with AEP?

- Your company must be registered as a supplier with AEP to participate in RFX events conducted by AEP's Procurement organization.

## Background

- AEP issues RFX events through a software system called ARIBA.

## Assumptions

- Your company is NOT currently registered with AEP in the ARIBA system.

## What primary steps does my company need to do to become registered with AEP?

**Step 1)** Obtain an ARIBA Commerce Cloud Account (free)

**Step 2)** Register with AEP by Linking your Company's ARIBA Commerce Cloud Account to AEP (free)

## Tips for Successful Registration

- Take your time, read the instructions, and follow them carefully.

## Who can I call if I need help registering?

- ARIBA Support For Suppliers: 1-866-218-2155 (Option 2 -> Option 2 -> Option 1)

# Step 1 Begins Here

**Purpose:**

**Obtain an ARIBA Commerce Cloud Account**

# Step 1) Obtain an ARIBA Commerce Cloud Account (free)

## 1-1) Before You Start:

- Log out of any current ARIBA sessions on your browser as they may conflict with the registration process.

## 1-2) Go to the ARIBA Commerce Cloud Website: <https://seller.ariba.com>

## 1-3) Does your company already have an ARIBA Commerce Account?

- **If Yes** – No action is required to create an account. Your company ARIBA admin will be able to login. Go to Step 2) [Register with AEP](#).
- **Questions?** – Contact ARIBA Support at 1-866-218-2155 (Opt 2 -> Opt 2 -> Opt 1)
- **If No** – Create a new ARIBA Commerce Account through “Register Now”

**Ariba Supplier Login**

Enter Username

Enter Password

Login

[Forgot Username](#)

[Forgot Password](#)

**Not a member?**

Select your role and create a new account.

Marketing

Register Now

**YOUR PLACE FOR BUSINESS COMMERCE**

**Leads**  
Powered by Ariba Discovery  
Discover new business relationships and receive leads and opportunities that match your capabilities.

**Proposals**  
Powered by Ariba Sourcing  
Respond to buyers' requests for quotation, participate in online sourcing events and submit your sales proposals.

**Contracts**  
Powered by Ariba Contract Management  
Access your customer contracts and negotiate terms.

**Orders & Invoices**  
Powered by Ariba Network  
Collaborate with your customers during the ordering and invoicing process, and manage your online orders, catalogs and invoices.

# Step 1) Obtain an ARIBA Commerce Cloud Account (free)

**Questions?** – Contact ARIBA Support at  
1-866-218-2155 (Opt 2 -> Opt 2 -> Opt 1)

## 1-4) Creating a new ARIBA Commerce Account:

- **Note:** By default, the first individual for each company to register becomes that company's Ariba Admin.

- Select "Register Now"

- Complete all of the Registration Information

- Accept the "Terms of Use" and "SAP Ariba Privacy Statement"

- Click "Register"

# Step 1) Obtain an ARIBA Commerce Cloud Account (free)

## 1-5) Confirm Your Email Address

- ARIBA will notify you that a confirmation email has been sent to you. →

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link in the activation email sent to s282641@aep.com.

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

ARIBA may question whether you or your company already have an account at this stage. If you have questions in regard to this, please contact ARIBA Support at 1-866-218-2155 (Opt 2 -> Opt 2 -> Opt 1)

## 1-6) Check Your Email

- Follow the instructions in the email to activate your ARIBA Commerce Cloud Account →

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> 4:21

[EXTERNAL] Action Required: Activate your account

Retention Policy: AEP Default (2 years) Expires: 4/5/2023

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 this message.

This is an **EXTERNAL** email. **STOP. THINK** before you **CLICK** links or **OPEN** attachments. If suspicious please click the **'Report to Incidents'** button in Outlook or forward to [redacted] from a mobile device.

Right-click or tap and hold here to download

Dear John Doe,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Sourcing.

[Click here to activate your Ariba account.](#)

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=zs7Aih7VxFM3U1WvBo6Dld9vG2dZmgUJ&app=Ariba&app=Sourcing>

After your registration process is complete, use the following URL to log in to your account:  
<http://proposals.seller.ariba.com>

Sincerely,  
**The SAP Ariba Team**  
<https://seller.ariba.com>

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA  
SAP Ariba Privacy Statement | Ariba Data Policy | Ariba Help and Support  
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

**Questions?** – Contact ARIBA Support at  
1-866-218-2155 (Opt 2 -> Opt 2 -> Opt 1)

# Step 1) Obtain an ARIBA Commerce Cloud Account (free)

## 1-7) How do I know my ARIBA Commerce Account setup is Active?

- **“Welcome to Ariba”** will appear on your screen

## 1-8) Do I need to Complete My Company Profile Now, it is showing 15%? **No**

- You do not need to “Complete You Company Profile Now” to participate in AEP RFX events.
- Click on “Complete my Company Profile Later”

Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company from your address to your business policies, to better help buying organizations find your company.

- ✓ Your email address **s282641@aep.com** has been verified.
- ✓ Your Ariba username **s282641@aep.com** has been activated.

Complete Your Company Profile Now

15%

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

**Why is your company profile important?**

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

**Questions?** – Contact ARIBA Support at  
1-866-218-2155 (Opt 2 -> Opt 2 -> Opt 1)

Complete my Company Profile later

Go to my Company Profile

# Step 1) Obtain an ARIBA Commerce Cloud Account (free)

## 1-9) Click on your initials in the upper right corner of the screen

- **Ariba ANID:** Save this number. It can be used to identify your company.
- Click “Logout”

The screenshot displays the Ariba Commerce Cloud user interface. At the top right, the user's initials 'JD' are visible. A dropdown menu is open, showing the user's name 'John Doe', email 's282641@aep.com', and various account management options. The 'S282641 - Test Vendor' section is highlighted with a blue box, showing the ANID: AN01672799673 and account type: Standard account. The 'Logout' option is at the bottom of the menu. Red arrows point from the instructions to the user initials and the 'Logout' option. A blue box highlights the 'S282641 - Test Vendor' section of the dropdown menu.

John Doe  
s282641@aep.com

My Account

Link User IDs

Contact Administrator

Switch To Test ID

**S282641 - Test Vendor**

ANID: AN01672799673

Standard account

Company Profile

Service Subscriptions

Settings >

Logout

**Questions?** – Contact ARIBA Support at  
1-866-218-2155 (Opt 2 -> Opt 2 -> Opt 1)



## Step 1) Obtain an ARIBA Commerce Cloud Account (free)

### 1-10) How do I know when I am done with Step 1: Obtaining an ARIBA Commerce Cloud Account?

- You will receive an email stating “Welcome to the Ariba Commerce Cloud”
- Your company’s ANID is also contained in this email.

#### Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for S282641 - Test Vendor is now complete.

Your organization's account ID: **AN01672799673**

Your username: [s282641@aep.com](mailto:s282641@aep.com)

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

**Step 1) Obtain an ARIBA Commerce Cloud Account, is now Complete**

Continue to Step 2) Register with AEP by Linking your Company's ARIBA Commerce Cloud Account <sup>9</sup>

# Step 2 Begins Here

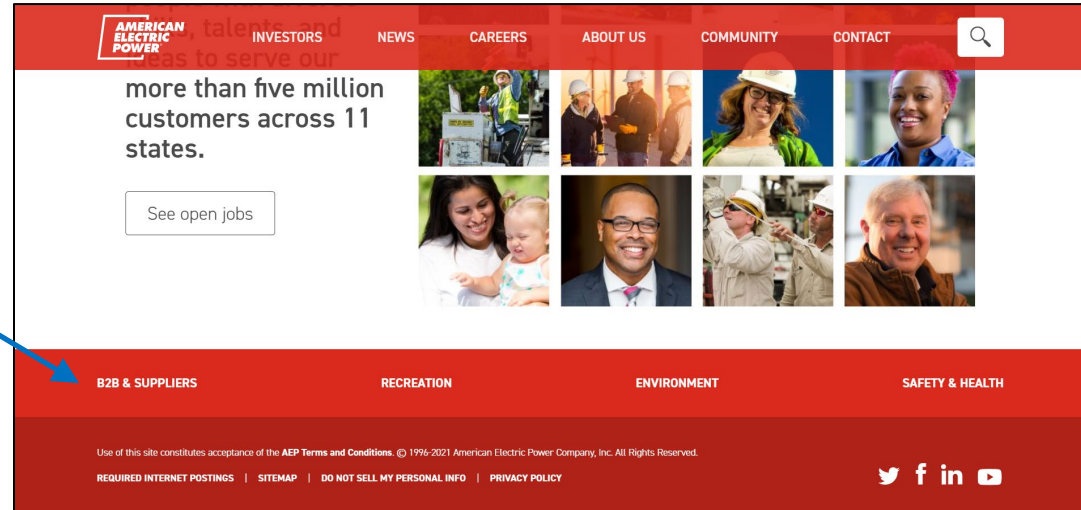
## Purpose:

**Register with AEP by Linking your Company's  
ARIBA Commerce Cloud Account to AEP**

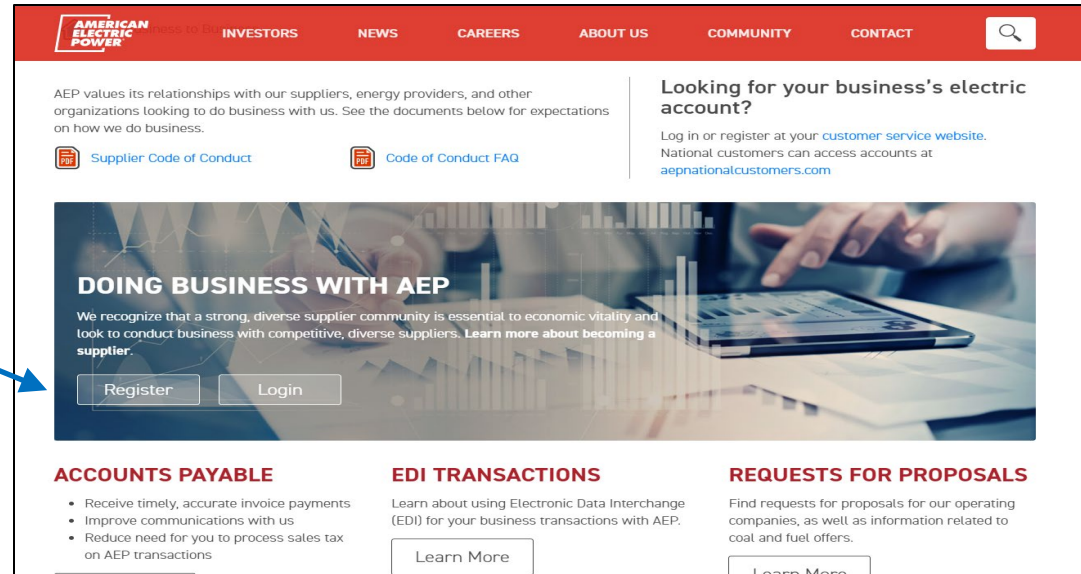
# Step 2) Register with AEP by Linking your Company's ARIBA Commerce Cloud Account

2-1) Go to the AEP Website: <https://www.aep.com>

2-2) In the lower left corner, click on "B2B & Suppliers"



2-3) In the center of the page, click on "Register"



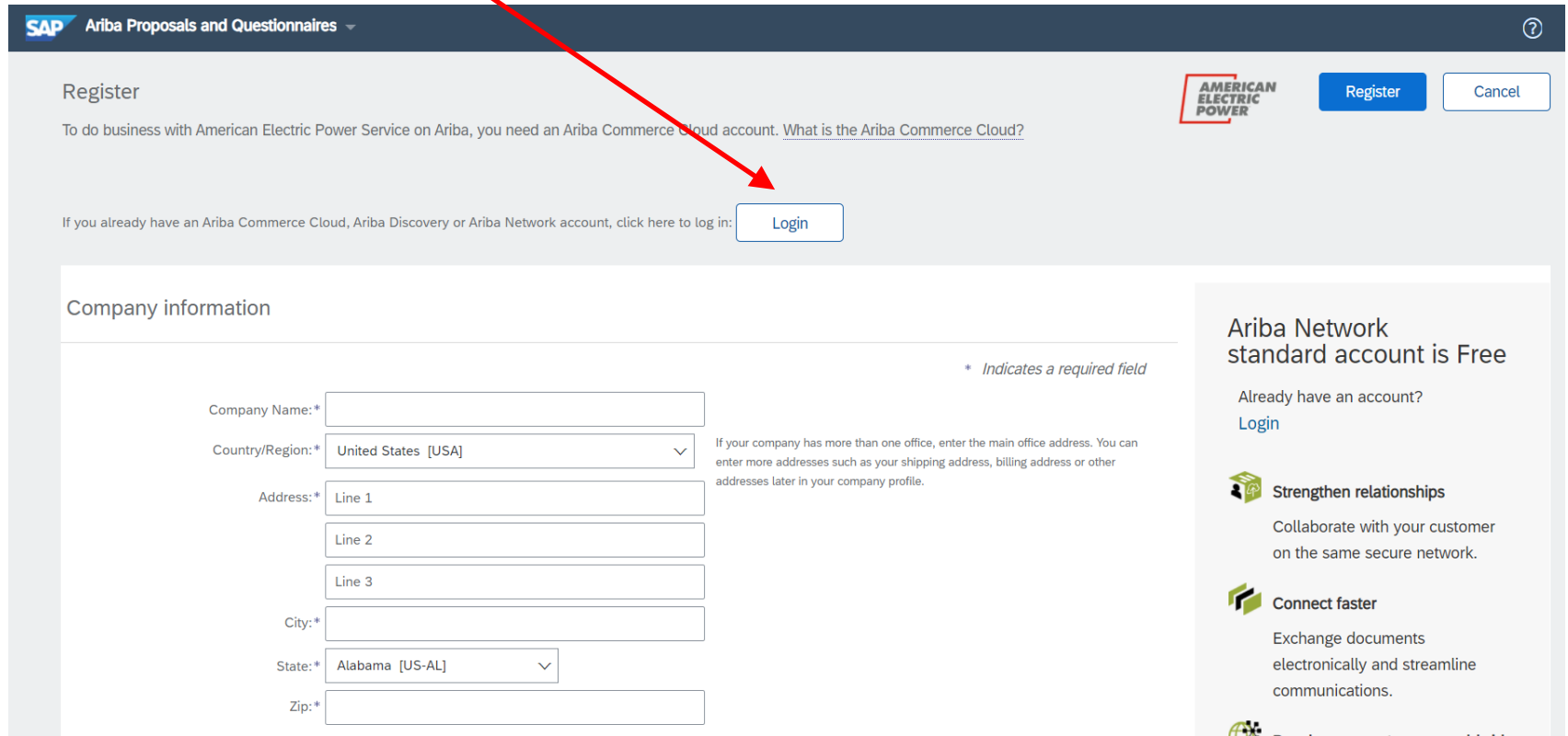
## Step 2) Register with AEP by Linking your Company's ARIBA Commerce Cloud Account



**DO NOT begin filing out Company Information**

Why? You already have an Ariba Commerce Account from completing Step 1.

**2-4) Click on "Login"**



SAP Ariba Proposals and Questionnaires

### Register

To do business with American Electric Power Service on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in: [Login](#)

**Register** **Cancel**

#### Company information

\* Indicates a required field

Company Name: \*

Country/Region: \*

Address: \*

City: \*




State: \*

Zip: \*

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.

#### Ariba Network standard account is Free

Already have an account?  
[Login](#)

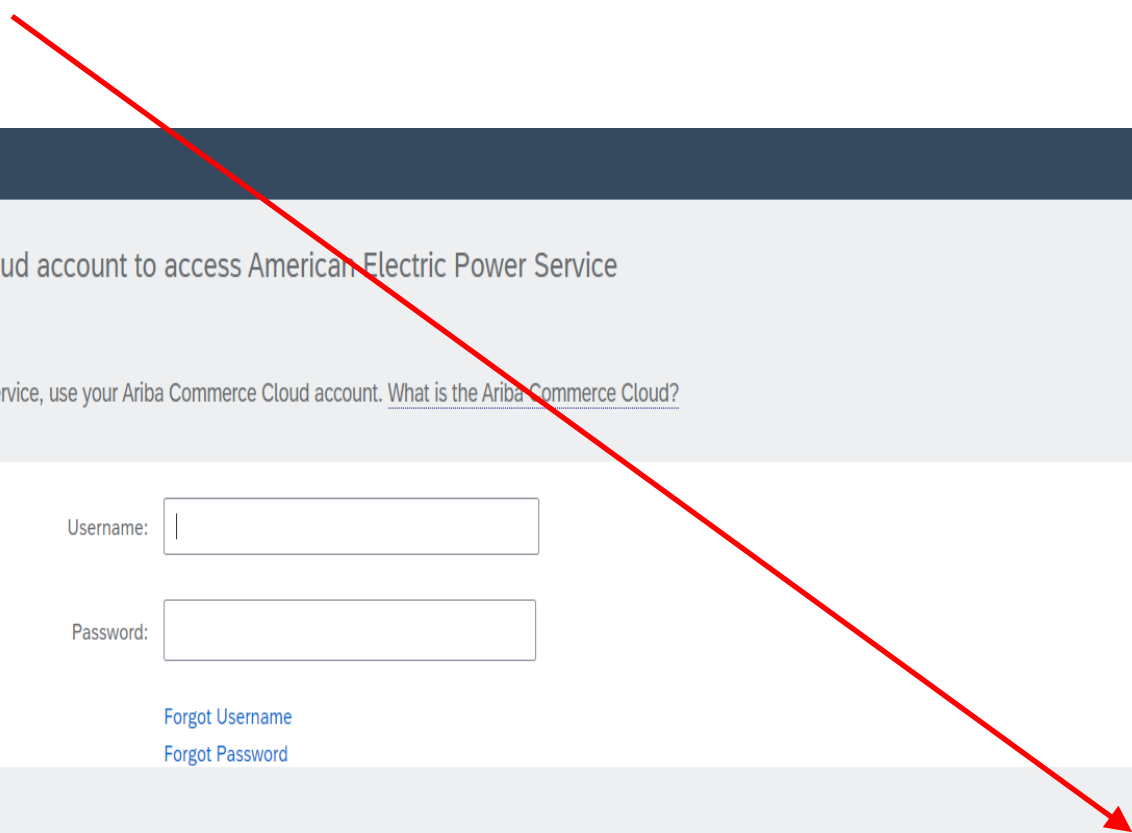
-  **Strengthen relationships**  
Collaborate with your customer on the same secure network.
-  **Connect faster**  
Exchange documents electronically and streamline communications.
-  **Reach more customers worldwide**

## Step 2) Register with AEP by Linking your Company's ARIBA Commerce Cloud Account

### 2-5) Enter the following:

- **Username** = Your Ariba Commerce Cloud Account Username
- **Password** = Your Ariba Commerce Cloud Account Password

### 2-6) Click "Continue"



Enable your Ariba Commerce Cloud account to access American Electric Power Service



To do business with American Electric Power Service, use your Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

Username:

Password:

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

Continue

Cancel

## Step 2) Register with AEP by Linking your Company's ARIBA Commerce Cloud Account

2-7) The following form will come up. These are questions that AEP is specifically asking.

- Complete this form.
- **Note: Any field with an \* is a required field that must be completed.**
- When done, click "Submit"

American Electric Power Service requests that you complete additional profile information as part of their Supplier Profile Questionnaire to participate in American Electric Power Service events.

### American Electric Power Requested Profile

\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Question

▼ 1 Supplier Profile

Once your supplier profile has been completed the responses will be incorporated into each RFI/RFP submission.

Please review your responses to ensure it remains accurate.

Before submitting your response, you **must**:

1. Update the "Authorized Representative (Name)"
2. Update the "Authorized Representative (Title)"
3. Update "Today's Date"

▼ 1.1 Company Information

1.1.1 "Doing Business As" (DBA) Company Name, if applicable.

1.1.2 Please provide your company's D-U-N-S number \*

1.1.4 Corporate (parent company) annual revenue  USD

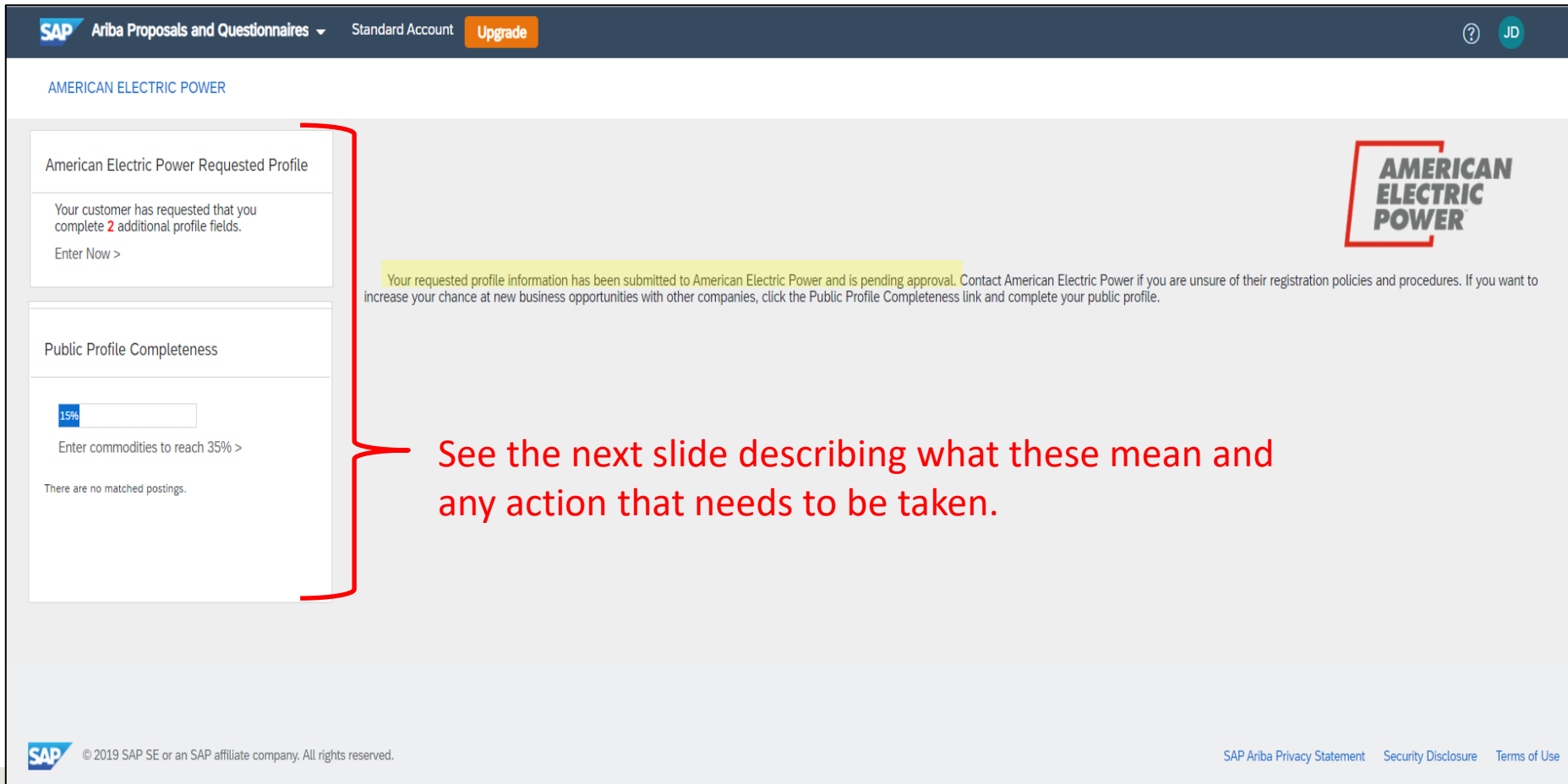
1.1.5 Company (this site) annual revenue - most recent year \*  USD

▼ 1.1.9 NAICS Codes

**Note:**  
You must  
scroll  
down  
and  
complete  
all fields  
with a \*

## 2-8) This screen will appear.

- Your status will be in **"Pending Approval"** until AEP confirms your registration (**typically 1-3 business days**).
- **You will not be able to participate in an AEP RFX event until your registration is "Approved" by AEP.**
- **How do I know if my registration is Approved by AEP?** You will be notified by email.



The screenshot shows the SAP Ariba interface for American Electric Power. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', and an 'Upgrade' button. The user's name 'JD' is visible in the top right. The main content area is titled 'AMERICAN ELECTRIC POWER' and features the AEP logo. A red bracket highlights two sections on the left: 'American Electric Power Requested Profile' and 'Public Profile Completeness'. The 'Requested Profile' section states: 'Your customer has requested that you complete 2 additional profile fields. Enter Now >'. The 'Public Profile Completeness' section shows a progress bar at 15% and says: 'Enter commodities to reach 35% >'. Below the progress bar, it notes: 'There are no matched postings.' A central message states: 'Your requested profile information has been submitted to American Electric Power and is pending approval. Contact American Electric Power if you are unsure of their registration policies and procedures. If you want to increase your chance at new business opportunities with other companies, click the Public Profile Completeness link and complete your public profile.'

**See the next slide describing what these mean and any action that needs to be taken.**

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## 2-9) What do the below items mean?

AMERICAN ELECTRIC POWER

### American Electric Power Requested Profile

Your customer has requested that you complete **2** additional profile fields.

[Enter Now >](#)

***No action required to participate in an AEP RFX event!***  
The 2 profile fields referenced may be completed when participating in the first RFX event.



Your requested profile information has been submitted to American Electric Power and is pending approval. Contact American Electric Power if you are unsure of their registration policies and procedures. If you want to increase your chance at new business opportunities with other companies, click the Public Profile Completeness link and complete your public profile.

### Public Profile Completeness

15%

[Enter commodities to reach 35% >](#)

There are no matched postings.

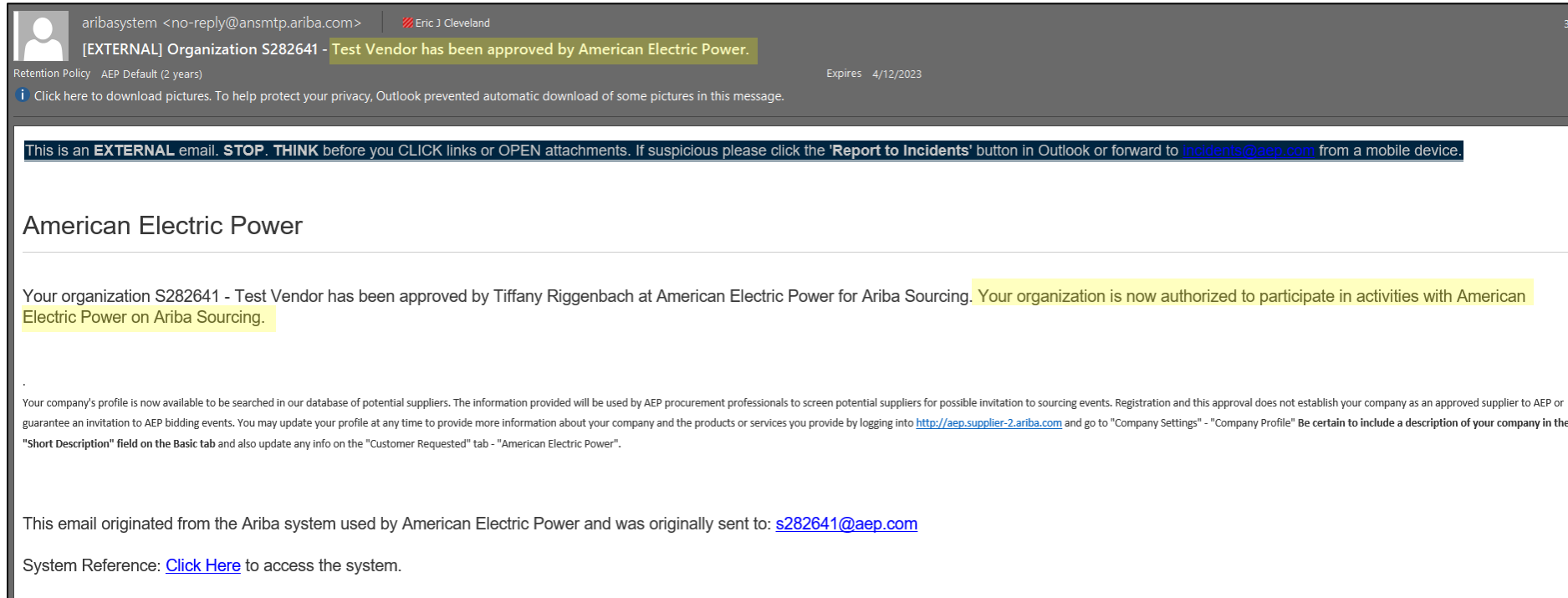
***No action required to participate in an AEP RFX event!***  
Ariba Commerce Cloud is used by several companies other than AEP. If you complete your Public Profile, then it will give other companies more information to find and connect with your company.




## Step 2) Register with AEP by Linking your Company's ARIBA Commerce Cloud Account

### 2-10) How do I know when my registration with AEP is Approved and my company is all set to participate in AEP RFx events?

- You will receive an email stating that your company is Approved.



aribasystem <no-reply@ansmtp.ariba.com>  Eric J Cleveland

[EXTERNAL] Organization S282641 - Test Vendor has been approved by American Electric Power.

Retention Policy AEP Default (2 years) Expires 4/12/2023

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This is an **EXTERNAL** email. **STOP. THINK** before you **CLICK** links or **OPEN** attachments. If suspicious please click the **'Report to Incidents'** button in Outlook or forward to [incidents@aep.com](mailto:incidents@aep.com) from a mobile device.

American Electric Power

Your organization S282641 - Test Vendor has been approved by Tiffany Riggenschach at American Electric Power for Ariba Sourcing. Your organization is now authorized to participate in activities with American Electric Power on Ariba Sourcing.

Your company's profile is now available to be searched in our database of potential suppliers. The information provided will be used by AEP procurement professionals to screen potential suppliers for possible invitation to sourcing events. Registration and this approval does not establish your company as an approved supplier to AEP or guarantee an invitation to AEP bidding events. You may update your profile at any time to provide more information about your company and the products or services you provide by logging into <http://aep.supplier-2.ariba.com> and go to "Company Settings" - "Company Profile" Be certain to include a description of your company in the "Short Description" field on the Basic tab and also update any info on the "Customer Requested" tab - "American Electric Power".

This email originated from the Ariba system used by American Electric Power and was originally sent to: [s282641@aep.com](mailto:s282641@aep.com)

System Reference: [Click Here](#) to access the system.

**Step 2) Register with AEP by Linking your Company's ARIBA Commerce Cloud Account to AEP, is now Complete**