

Instrukcijos registracijai, norint dalyvauti Achemos grupės įmonių pirkimuose

UAB koncernas "ACHEMOS GRUPĖ"

Registracija (1)

- ▶ Jei esate naujas tiekėjas ir norite dalyvauti UAB koncernas "Achemos grupė" pirkimų konkursuose, turite registruotis SAP Ariba sistemoje:

<http://achemosgrupe.supplier-eu.ariba.com/register>

Company information

** Indicates a required field*

Company Name:*

Country/Region:* ▼ 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:*

- ▶ Sistemoje suveskite prašomus duomenis:

- ▶ Įmonės pavadinimas
- ▶ Šalis
- ▶ Adresas
- ▶ Miestas
- ▶ Regionas
- ▶ Pašto kodas

Registracija (2)

User account information

* Indicates a required field
[SAP Business Network Privacy Statement](#)

Name: *

Email: *

Use my email as my username

Username: *

Must be in email format(e.g john@newco.com) ⓘ

Password: *

Repeat Password

Language: ▼

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

Email orders to: *

Customers may send you their 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.

► Toliau suveskite vartotojo duomenis:

- Vardas, pavardė
- El. pašto adresas
- Varnelė reiškia, kad jūsų vartotojo vardas bus toks pat, kaip ir Jūsų el. pašto adresas
- Prisijungimo vardas (el. pašto formatu, pvz.: test@test.lt)
- Slaptažodis. Turi būti ne mažiau kaip 8 simbolių, kurių tarpe turi būti bent viena:
 - Didžioji ir mažoji raidė
 - Skaičius
 - Specialus simbolis (*, + ir t.t.)
- El. pašto adresas - siūloma rašyti tokį patį, kaip ir viršuje esantį

Registracija (3)

- ▶ Paspaudus prie „Tell us more about your business“ rodyklę matysite daugiau informacijos, kuri padės Jums patekti į mūsų pirkimų konkursus.
- ▶ Nenurodžius šios informacijos, mums gali nepavykti Jūsų surasti.

Tell us more about your business ▼

to your mobile device and manage customer orders on the go.

Product and Service Categories: -or- [Browse](#)

Ship-to or Service Locations: -or- [Browse](#)

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

I have read and agree to the [Terms of Use](#)

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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Registracija (4)

Tell us more about your business ▼

Product and Service Categories:	desk	Add	-or- Browse
Ship-to or Service Locations:	Desk fixtures		Browse
	Casegood or non modular desk		
	Technical support or help desk services		
Tax ID:	Desks		
Vat ID:	Desk supplies		added tax
	Desktop trays or organizers		
DUNS Number:	Computer support work surfaces		adstreet.
	Computer support storage accessories		
	Computer support parts or accessories		
	Computer support organization		less Network

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- ▶ Product and Service Categories - prekės ar paslaugos kategorija. Registruodamiesi turite pasirinkti, kokių prekių ar paslaugų kategorijų pirkimų konkursus norite matyti.
- ▶ Yra 3 būdai pasirinkti kategoriją:
 - ▶ 1 būdas. Galima įvesti žodžio fragmentą ir pasirinkti iš siūlomų reikšmių.
 - ▶ 2 būdas. Spausti „Browse“ ir šioje skiltyje pasirinkti rankiniu būdu (aprašyta [čia](#)).
 - ▶ 3 būdas. Spausti „Browse“ ir „Search“ skiltyje ieškoti pagal raktinius žodžius (aprašyta [čia](#)).

Registracija (5)

Product and Service Category Selection

Search **Browse**

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search »*

Services >	Accommodation Furniture >	Baby and toddler furniture and accessories >	Conferencing tables >
Food & Beverage >	Classroom, Instructional, Institutional Furniture >	Furniture > ✓	Credenzas >
Fuels, Additives & Lubricants >	Commercial & Industrial Furniture >	General furniture parts and accessories >	Data binder racks >
Furniture & Furnishings >	Merchandising Furniture & Accessories >	Office furniture >	Desk returns >
Healthcare Services >		Outdoor furniture >	Desks > ✓
Heavy Construction Equipment >			Desktop organizer hutches >
Hospitality Services >			Drafting tables >

My Selections (2)

Furniture (View)

Desks (View)

Remove

Cancel OK

- ▶ 2 būdas. Pasirinkus „Browse“ matote prekių ir paslaugų kategorijas. Kategorijas rinkitės tol, kol prie tam tikros prekės ar paslaugos matysite „+“ ir šiuo mygtuku pridėkite norimą objektą.
- ▶ Pvz.: jei prekiaujate stalais, pasirinkite „Furniture & Fushnings“ -> „Accomodation Furniture“ -> „Furniture“ arba galite eiti dar detaliau iki „Desks“ ir pasirinkti juos.
- ▶ Savo pasirinkimus matysite „My Selections“ skiltyje.

Registracija (6)

Product and Service Category Selection

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Keyword:

(e.g., Cleaning Services, Cardboard, 19121502, etc.)

Search Results

<input checked="" type="checkbox"/>	Furniture & Furnishings > Accommodation Furniture > Office furniture > Desks
<input type="checkbox"/>	Electrical Systems & Lighting > Lighting Fixtures & Accessories > General lighting and fixtures > Desk fixtures
<input type="checkbox"/>	Furniture & Furnishings > Accommodation Furniture > Office furniture > Desk returns
<input type="checkbox"/>	Furniture & Furnishings > Classroom, Instructional, Institutional Furniture > General classroom furnishings > Student desks
<input type="checkbox"/>	Furniture & Furnishings > Commercial & Industrial Furniture > Casework and non modular systems > Casework or non modular desk
<input type="checkbox"/>	Office Equipment & Supplies > Office Supplies > Desk supplies > Desk pads or its accessories

My Selections (1)

<input type="checkbox"/>	Desks (View)
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- ▶ 3 būdas. Spausiti „Browse“ ir „Search“ skiltyje ieškoti pagal raktinius žodžius.
- ▶ Į eilutę „Enter a Keyword“ suvedame raktinį žodį, pvz.: „desk“ (rašomasis stalas) ir pasirenkame norimus variantus varnele.
- ▶ Kai pažymėsite, spauskite „Add“ ir apačioje matysite savo pasirinkimus.
- ▶ Paiešką galima daryti kelis kartus ir kai viską pasirinksite, spauskite „OK“.

Registracija (7)

- ▶ Ship-to or Service Locations - pasirinkite vietovę, į kurią galite pristatyti prekes arba kur galite suteikti paslaugas. Pasirinkimas atliekamas analogiškai kaip ir kategorijos.
- ▶ Pasirinkus visas kategorijas ir vietas, uždėkite varneles, kad sutinkate su SAP Ariba sąlygomis ir taisyklėmis ir spauskite „Register“.

Tell us more about your business ▼

Product and Service Categories: -or- [Browse](#)

Ship-to or Service Locations: -or- [Browse](#)

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to your mobile device and manage customer orders on the go.

Registracija (8)

- Po registracijoje matysite sistemoje langą (kairėje), kad turite prisijungti prie savo el. pašto dėžutės ir laiške atsidaryti nuorodą (dešinėje), kad galėtumėte aktyvuoti savo vartotoją.

The screenshot shows a web browser window with the URL <https://service.ariba.com/Register.aw/124987056/aw?awh=r&awssk=KRcMN15X>. The page title is "Confirm Your Email Address". It features a navigation bar with "SAP Ariba Proposals and Questionnaires", "Standard Account", and an "Upgrade" button. The main content area is titled "ACTION REQUIRED" and contains the following text: "Check your email inbox for a message from Ariba. An email has been sent to [redacted]. Click on Activate link in the email to activate account and complete the UAB koncernas ACHEMOS GRUPE requested profile." Below this, there is a section for troubleshooting: "If you do not receive an activation email:" followed by two bullet points: "Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox." and "Click Resend to have another activation email sent to you." A "Resend" button is provided. A second bullet point states: "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." An input field and a "Send" button are also present. The footer includes the SAP logo, copyright information "© 2021 SAP SE or an SAP affiliate company. All rights reserved.", and links for "SAP Business Network Privacy Statement", "Security Disclosure", and "Terms of Use".

The screenshot shows an email in a Gmail interface. The subject is "Action Required: Activate your account". The sender is "Ariba Commerce Cloud" with the email address "ordersender-prod@ansmp.ariba.com". The email body contains the Ariba logo and the Achemos Grupe logo. The text reads: "Dear [redacted], 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 and complete all required profile fields of your company profile as specified by UAB koncernas ACHEMOS GRUPE." A red box highlights the link: "Click here to activate your Ariba account." Below this, there is a long URL: <https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=TF4JHs6pNFhIveRtkKuDUBQuovH>. The email also provides a URL for logging in after registration: <https://crmosais-seller.ariba.com>. The signature block includes "Sincerely, The SAP Ariba Team" and the URL <https://seller.ariba.com>. A grey box at the bottom contains the address "Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA" and links for "SAP Business Network Privacy Statement", "Ariba Data Policy", and "Ariba Help and Support". The email concludes with the text: "If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account." At the bottom, there are buttons for "Atsakyti" (Reply) and "Persiųsti" (Forward).

Registracija (9)

- ▶ Po aktyvacijos galite susipildyti likusią informaciją apie savo įmonę - PVM mokėtojo kodą, savo svetainę, pridėti papildomus adresus, verslo šaką ir kt.
- ▶ Kai Achemos grupės įmonė sukurs pirkimo konkursą, kuriame kategorijos ir vietovės atitiks Jūsų pateiktus, gausite pakvietimą į savo el. paštą prisijungti prie konkurso.
- ▶ Kaip prisijungti prie konkurso žiūrėkite skaidrėje „SAP Ariba instrukcijos - Prisijungimas prie pirkimo konkurso“.

Kontaktai

- ▶ Naujo vartotojo prisijungimas ir techniniai klausimai: G.Tylaite@achemosgrupe.lt
- ▶ Achemos grupės įmonių pirkimų proceso klausimais: pirkimai@achemosgrupe.lt