

# 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>

**SVARBU:** prieš naują registraciją, prašome patikrinti, ar negavote kvietimo į pirkimų konkursą. Jei gavote - registruokitės naudojantis kvietime nurodyta nuoroda ir sekite registracijos instrukcijas „Instrukcija, kaip dalyvauti pirkime gavus pakvietimą (SAP Ariba registracijos neturintiems tiekėjams)“.

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

► Ką daryti, jei sistema rodo klaidą (Error)?

- Pilnai išjungti naršyklę ir bandyti prisijungti iš naujo.
- Išvalyti talpyklą ir slapukus (Cache and cookies). Tai padaryti galite prie naršyklės istorijos.
- Jei nepadeda aukščiau išvardinti variantai - susisiekti su ITsupport

The screenshot shows a web browser window with the address bar displaying 'service.ariba.com/Authenticator.aw/ad/login/SSOActions'. The page header includes the SAP logo, 'Arriba Network', 'Standard Account', and a 'Get enterprise account' button. The main content area displays an 'Error' message with the following text:

You have encountered an unexpected error. To resolve this unexpected error, we recommend that you clear your browser cookies and cache, log out, and then log in to your account again.

To clear your cookies and cache:

1. Hold Ctrl + Shift + Del with your browser window open. A new window opens.
2. Perform one of the following actions, depending on your browser:
  - a. Internet Explorer: Select Temporary Internet Files and Cookies, then click Delete.
  - b. Firefox: Choose Everything from the Time range to clear pull-down menu. Select Cookies, Cache, and Active Logins, then click Clear Now.
  - c. Chrome: Choose option 'the beginning of time' from the pull-down menu 'Obliterate the following items from': Select Cookies and other site and plug-in data and Cached images and files, then click Clear Browsing Data.

We further recommend that you use an Arriba certified browser:

- Google Chrome 26 and 34
- Microsoft Internet Explorer 7-11 (32-bit)
- Mozilla Firefox 24 or 27 (ESR)

For additional information about Arriba certified browsers, please see the following content items on the Arriba Exchange User Community:

- <https://uex.ariba.com/node/1004>
- <https://uex.ariba.com/node/2222>

For additional support, please visit the Arriba Exchange User Community:

1. Log in to your Arriba account.
2. Click Help > Help Center in the top right corner of any page.

If, after clearing your browser's cache and cookies, you still encounter an error, please Contact Arriba Customer Support with the Error Reference Number: [ANERR-1000000000000001367023252](#).

The page footer contains 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'.

# 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

**SVARBU!** Kviečiame užpildyti ir sekančią skiltį "Tell us more about your business", kad mūsų vykdomuose pirkimuose Jus atrastume ir galėtume į jus pakviesti.

# 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 ▼

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.

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

# Registracija (4)

Tell us more about your business ▼

Product and Service Categories:	desk	Add	-or- Browse
Ship-to or Service Locations:	<b>Desk fixtures</b>		Browse
	Casegood or non modular <b>desk</b>		
	Technical support or help <b>desk</b> services		
Tax ID:	<b>Desks</b>		
Vat ID:	<b>Desk supplies</b>		added tax
	<b>Desktop trays or organizers</b>		
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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I hereby agree that SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

- ▶ 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 >
<b>Furniture &amp; Furnishings &gt;</b>	Merchandising Furniture & Accessories >	Office furniture >	Desk returns >
Healthcare Services >		Outdoor furniture >	<b>Desks &gt; ✓</b>
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 & Furnishings“ -> „Accommodation 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, 15121502, etc.)*

Search Results

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

My Selections (1)

<input type="checkbox"/>	Desks <a href="#">(View)</a>
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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.
- ▶ Tax ID - įrašykite savo įmonės kodą.
- ▶ 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](#)

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. ⓘ

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

# Registracija (8)

- Po registracijos gali pasirodyti lentelė, kuri rekomenduoja pilną adresą. Tokiu atveju spauskite „Accept“.

**ADDRESS RECOMMENDATION**

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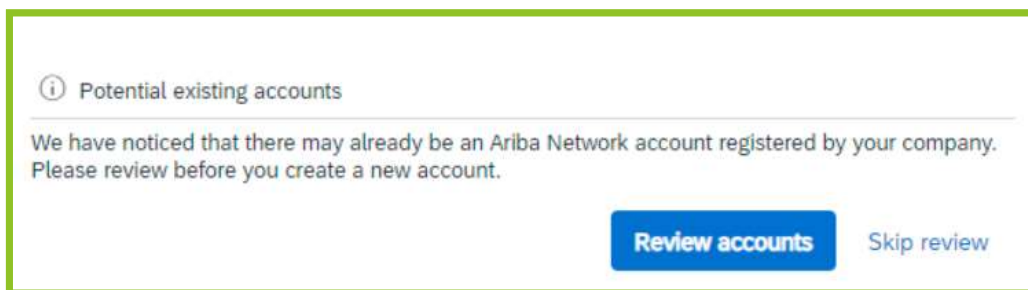
---

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

<b>You entered:</b>	<b>We recommend:</b>
Vykinto 14	Vykinto g 14
Vilnius	Vilnius
LTU, 08117	Vilniaus
	LTU, 08117

## Registracija (9)

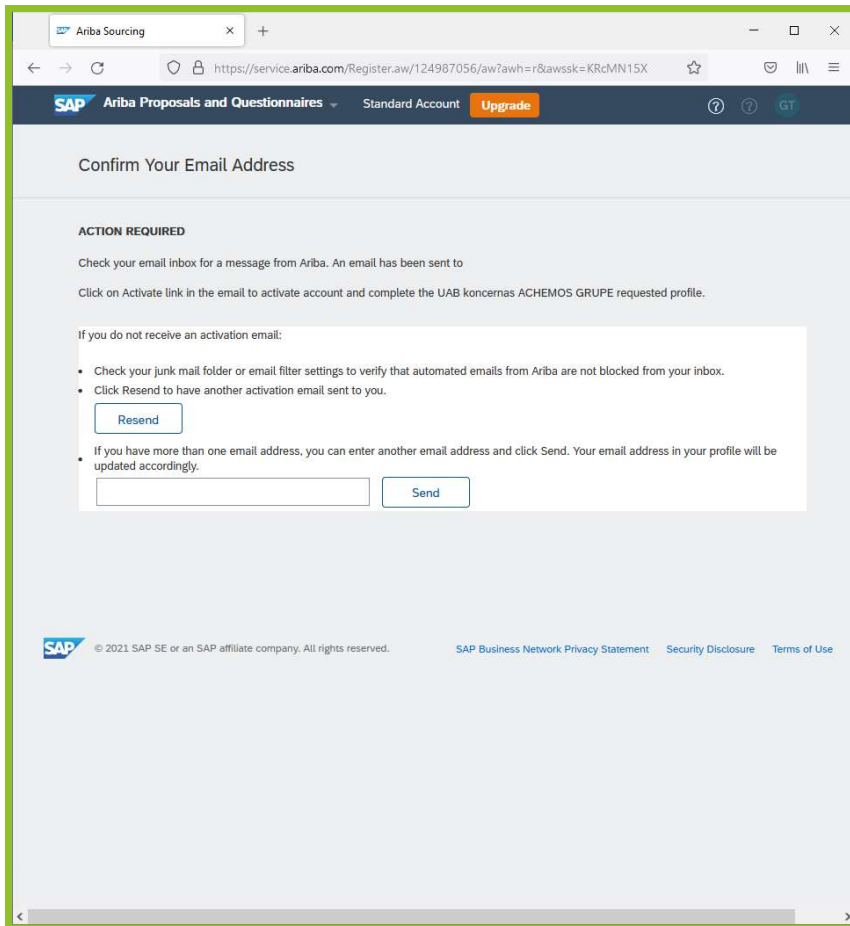
- ▶ Jei sistema ras sutapimų tarp tiekėjų duomenų, gausite tokį pranešimą:



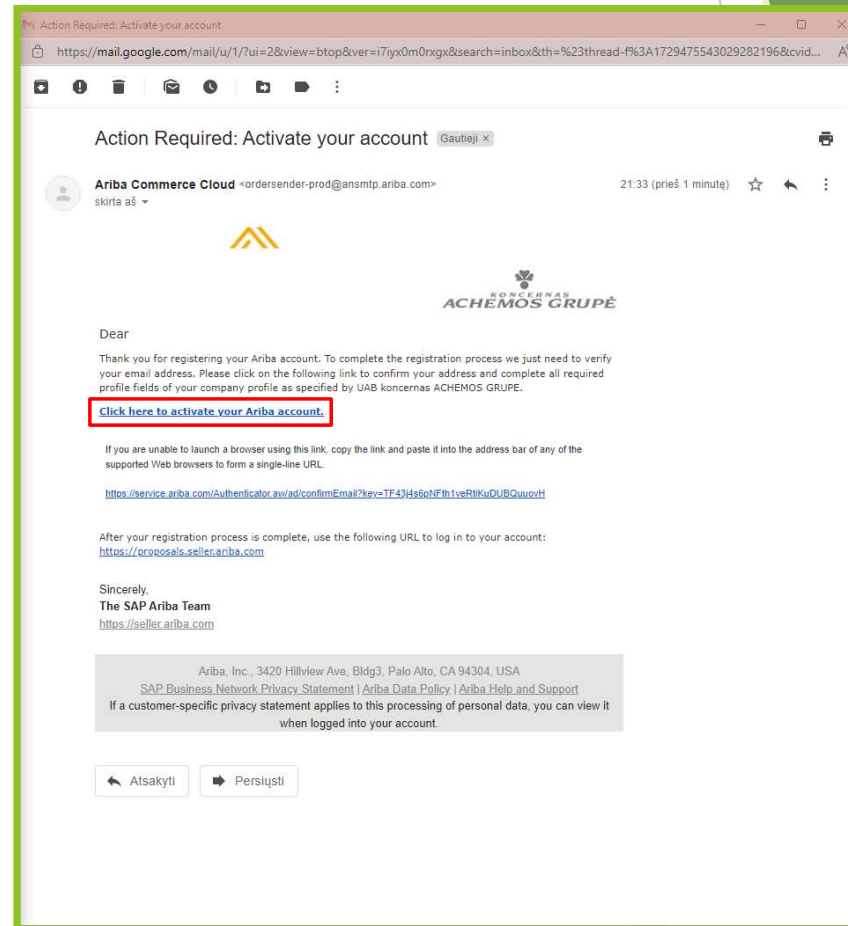
- ▶ Spauskite „Review accounts“ ir patikrinkite, ar tikrai Jūsų įmonė neturi prisijungimo. Jei neturi - grįžkite atgal ir spustelėkite „Skip review“.

# Registracija (10)

- 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, and links to "SAP Business Network Privacy Statement", "Security Disclosure", and "Terms of Use".



The screenshot shows an email in a browser window with the subject "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 note: "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." The link provided is <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 reads: "Sincerely, The SAP Ariba Team" with the URL <https://seller.ariba.com>. At the bottom, there is a grey box with contact information: "Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA" and links to "SAP Business Network Privacy Statement", "Ariba Data Policy", and "Ariba Help and Support". A note states: "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 of the email, there are two buttons: "Atsakyti" and "Persiųsti".

# Registracija (11)

- ▶ 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. pašta prisijungti prie konkurso.
- ▶ Kaip prisijungti prie konkurso žiūrėkite skaidrėje „SAP Ariba instrukcijos - Prisijungimas prie pirkimo konkurso“.

# Kontaktai

- ▶ Naujo vartotojo prisijungimas ir techniniai klausimai: [ITsupport@achemosgrupe.lt](mailto:ITsupport@achemosgrupe.lt)
- ▶ Achemos grupės įmonių pirkimų proceso klausimais: [pirkimai@achemosgrupe.lt](mailto:pirkimai@achemosgrupe.lt)