

# Instructions for registration to participate in Achema Group tenders

UAB koncernas "ACHEMOS GRUPĖ"

# Registration (1)

- ▶ If you are a new supplier and participate in tenders held by UAB Achema Group, you have to register on SAP Ariba system:

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

**IMPORTANT:** before registration, please check if you didn't receive an invitation. If you did - register using a link in the invitation and continue following the instructions „Instructions to participate in a tender having received an invitation (for suppliers without registration on SAP Ariba)“.

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:\*  ▼

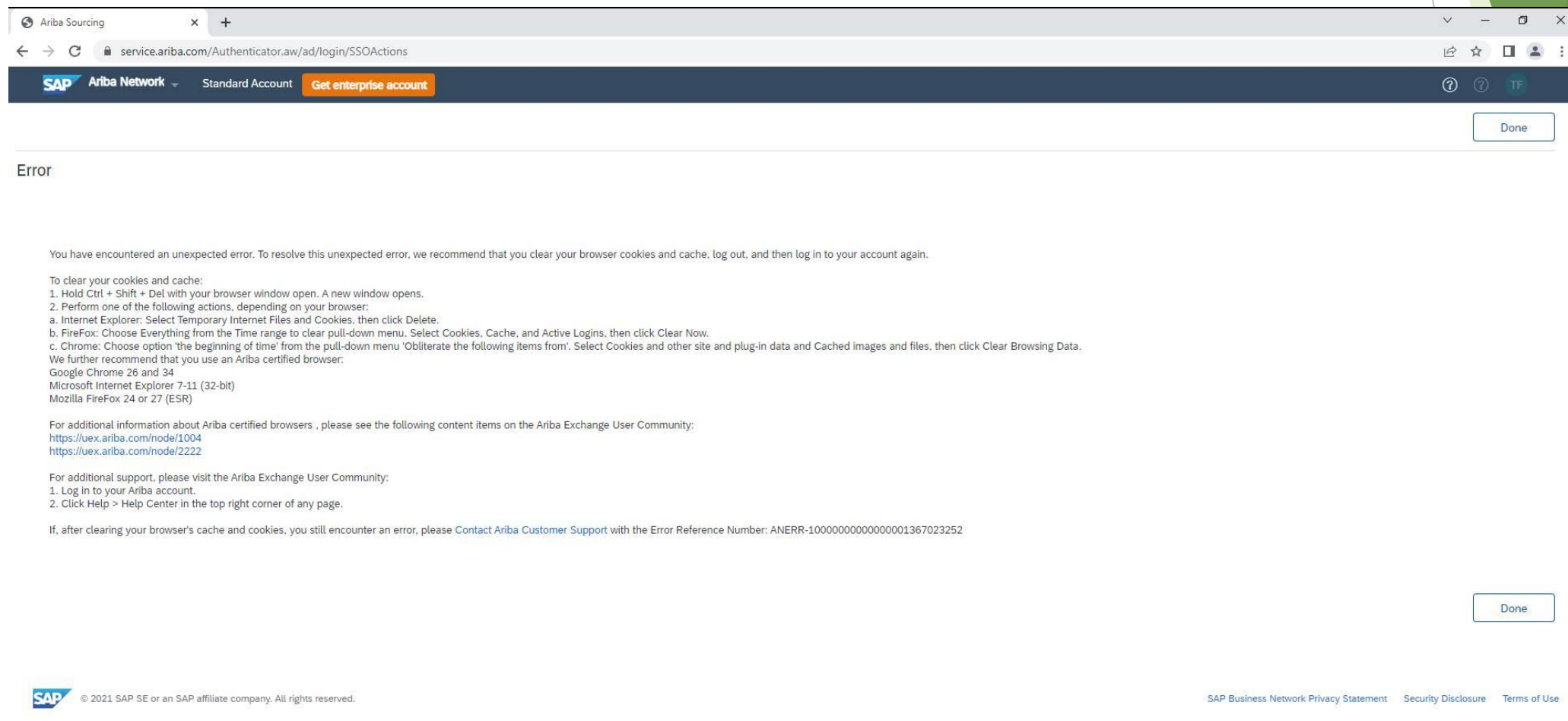
Zip:\*

- ▶ Enter the requested data in the system:

- ▶ Company name
- ▶ Country
- ▶ Address
- ▶ City
- ▶ State
- ▶ Postal code

## ► What to do if you get an error?

- Fully close the browser and try to log in again.
- Clear cache and cookies.
- If the solutions above don't work, contact [ITsupport@achemosgrupe.lt](mailto:ITsupport@achemosgrupe.lt)



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, "Ariba Network", "Standard Account", and a button for "Get enterprise account". 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 Ariba certified browser:

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

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

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

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

1. Log in to your Ariba 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 Ariba Customer Support with the Error Reference Number: ANERR-1000000000000001367023252

The page includes a "Done" button in the top right corner and another "Done" button at the bottom right. The 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".

# Registration (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)  
(i)

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.

- ▶ Enter the user data:
  - ▶ Full name
  - ▶ E-mail address
  - ▶ A tick means that your username will be the same as your e-mail address
  - ▶ Login name (in the e-mail format, e.g. test@test.lt)
  - ▶ A password shall consist of at least 8 characters, including at least one:
    - ▶ Capital and small letter
    - ▶ Digit
    - ▶ Special symbol (\*, +, etc.)
  - ▶ E-mail. We recommend entering the same e-mail as above.

- ▶ **Important!** We suggest you fill in „Tell us more about your business“ so that we could invite you to other tenders.

# Registration (3)

- ▶ Having clicked an arrow next to the “Tell us more about your business” field, more information will be displayed, which will help you to access our tenders.
- ▶ If you fail to indicate this information, we may be unable to find you.

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.

# Registration (4)

Tell us more about your business ▼

Product and Service Categories:   -or-

Ship-to or Service Locations:

Tax ID:

Vat ID:

DUNS Number:

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

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.

- Desk fixtures**
- Casegood or non modular **desk**
- Technical support or help **desk** services
- Desks** ←
- Desk** supplies
- Desktop** trays or organizers
- Computer support work surfaces
- Computer support storage accessories
- Computer support parts or accessories
- Computer support organization

- ▶ Product and Service Categories indicates the category of products or services. When registering, choose the category of goods or services which you are interested in tendering.
- ▶ A category may be chosen in three ways:
  - ▶ 1. Enter a word fragment and choose one of the displayed values.
  - ▶ 2. Click “Browse” and choose manually in the section (described [here](#)).
  - ▶ 3. Click “Browse” and search keywords in the “Search” field (described [here](#)).

# Registration (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)**

<input type="checkbox"/>	Furniture <a href="#">View</a>
<input type="checkbox"/>	Desks <a href="#">View</a>

**Remove**

**Cancel** **OK**

- ▶ 2. Having chosen “Browse”, categories of products and services will be displayed. Choose categories until you see “+” next to a certain product or service and use this button to add the object which you want.
- ▶ For example, if you sell desks, choose “Furniture & Furnishings -> Accommodation Furniture -> Furniture” or go into greater details until you reach “Desks”, and choose this option.
- ▶ Your selections will be displayed under “My Selections”.

# Registration (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 > Casegood and non modular systems > <b>Casegood 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. Click “Browse” and search keywords in the “Search” field.
- ▶ Enter the keyword in the “Enter a Keyword” field, for example, “desk”, and tick your preferences.
- ▶ Having ticked it, click “Add” and you will see your selections below.
- ▶ A search can be repeated several times and click “OK’ once you are done.

# Registration (7)

- ▶ Ship-to or Service Locations - choose a location where you can deliver goods or provide services. Select the location the same way as you selected categories.
- ▶ Having selected all categories and locations, tick that you accept SAP Ariba rules and conditions, and click “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. ⓘ

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.

# Registration (8)

- ▶ After registration you could get a pop-up which suggests you to get a full address. This way click „Accept“.

**ADDRESS RECOMMENDATION**

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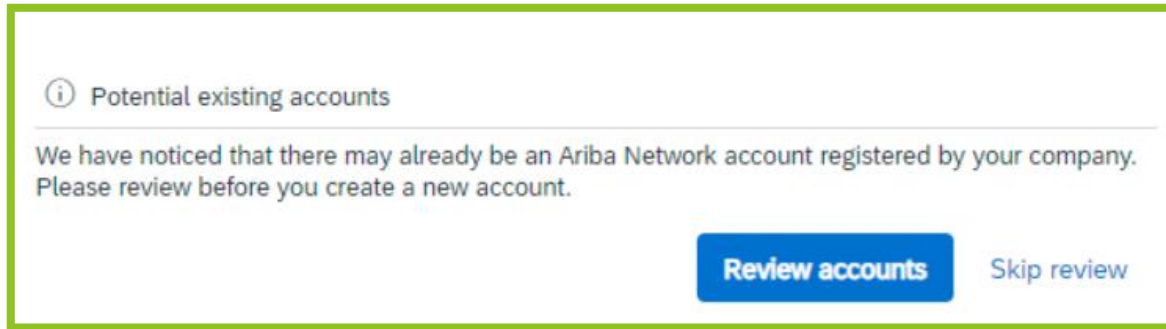
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We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

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

# Registration (9)

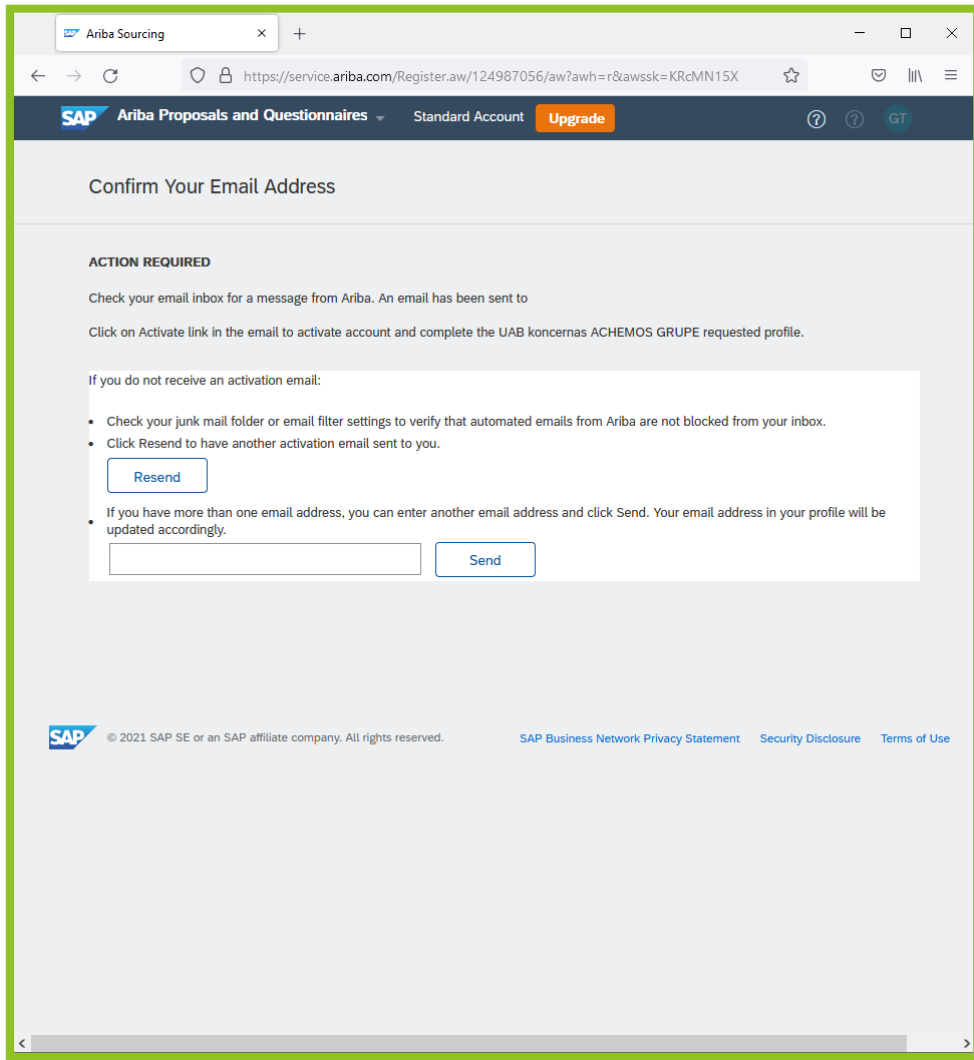
- ▶ If the system will find information that is similar to the ones that are already in the SAP Ariba, you will get this message:



- ▶ Click „Review accounts“ and check if your company is not in the list. If not, go back and click „Skip review“.

# Registration (10)

- ▶ Having completed the registration process, you will see information (on the left) indicating that you have to log in to your e-mail and open a link (on the right) to activate the user.



The screenshot shows the Ariba Sourcing registration confirmation page. The browser address bar displays <https://service.ariba.com/Register.aw/124987056/aw?awh=r&awssk=KRcMN15X>. The page header includes the SAP logo, "Ariba Proposals and Questionnaires", "Standard Account", and an "Upgrade" button. The main heading is "Confirm Your Email Address".

**ACTION REQUIRED**

Check your email inbox for a message from Ariba. An email has been sent to

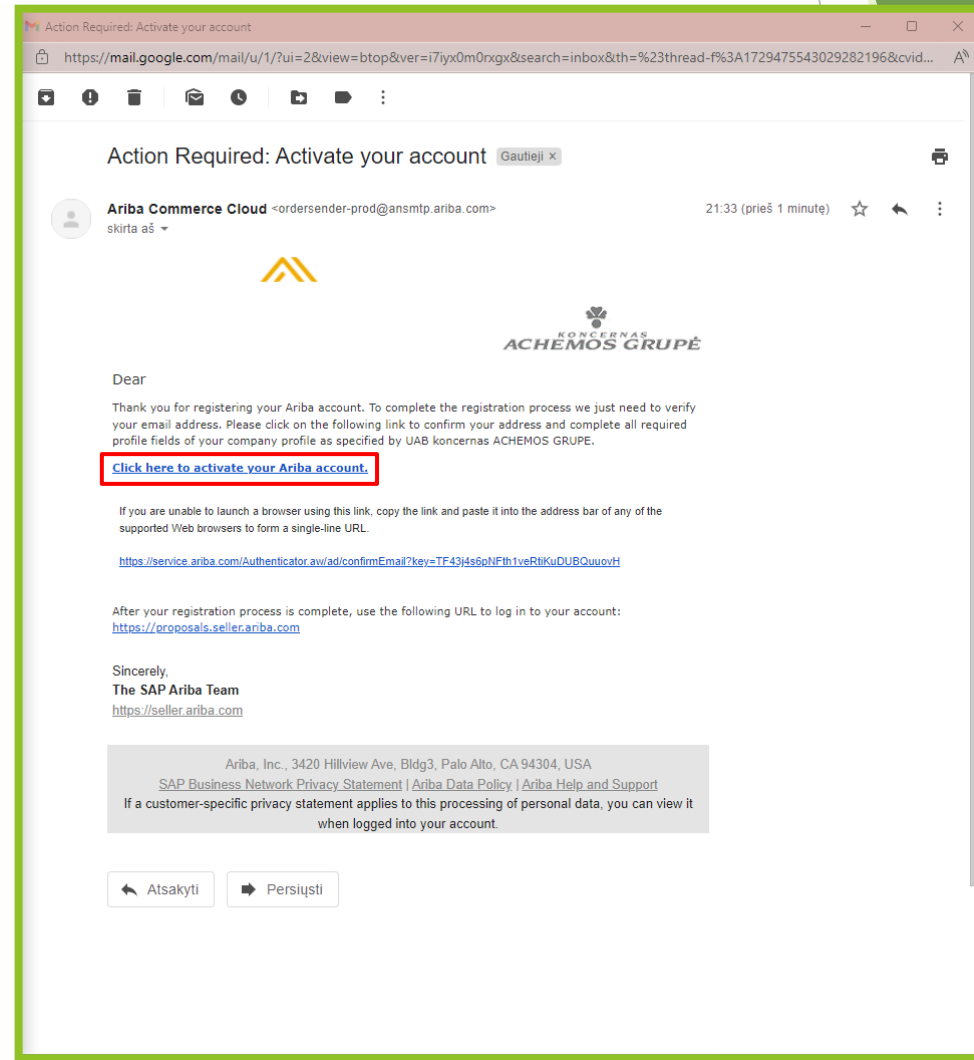
Click on Activate link in the email to activate account and complete the UAB koncernas ACHEMOS GRUPE requested profile.

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.

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The screenshot shows an email from Ariba Commerce Cloud. The browser address bar displays <https://mail.google.com/mail/u/1/?ui=2&view=btopen&ver=i7iyx0m0rxgx&search=inbox&th=%23thread-f%3A1729475543029282196&cvid...>

**Action Required: Activate your account**

**Ariba Commerce Cloud** <ordersender-prod@ansmtp.ariba.com> 21:33 (prieš 1 minute)

skirta aš





Dear

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.

[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=TF43j4s6pNFth1veRtkuDUBQuovH>

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

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

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA  
[SAP Business Network 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.

# Registration (11)

- ▶ After the activation, you can complete the remaining information about your company - VAT code, website, add additional addresses, business sector, etc.
- ▶ After Achema Group company creates a tender which matches your selected categories and locations, an invitation will be sent to your e-mail to join the tender.
- ▶ For joining a tender follow instructions „Instructions to participate in a tender having received an invitation (for suppliers registered on SAP Ariba)“.

# Contacts

- ▶ New user login and technical issues: [ITsupport@achemosgrupe.lt](mailto:ITsupport@achemosgrupe.lt)
- ▶ For questions relating to procurement procedures of Achema Group companies: [pirkimai@achemosgrupe.lt](mailto:pirkimai@achemosgrupe.lt)