

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

Company Name:*

Country/Region:*

United States [USA] ▼

Address:*

Line 1

Line 2

Line 3

City:*

State:*

Alabama [US-AL] ▼

Zip:*

* Indicates a required field

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.

- 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

Arriba Sourcing

service.ariba.com/Authenticator.aw/ad/login/SSOActions

SAP Ariba Network Standard Account Get enterprise account

Done

Error

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-10000000000000001367023252

Done

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Registracija (2)

User account information

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

Name: * First Name Last Name

Email: *

☒ Use my email as my username

Username: *

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

Password: * Enter Password

Repeat Password

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. i

Language: English v

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 juos 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:	Desk fixtures		
Tax ID:	Casegood or non modular desk		
Vat ID:	Technical support or help desk services		
DUNS Number:	Desks ←		
	Desk supplies		
	Desktop trays or organizers		
	Computer support work surfaces		
	Computer support storage accessories		
	Computer support parts or accessories		
	Computer support organization		

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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 & Furnishings“ -> „Accommodation Furniture“ -> „Furniture“ arba galite eiti dar daugiau 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

☒	Furniture & Furnishings > Accommodation Furniture > Office furniture > Desks
☐	Electrical Systems & Lighting > Lighting Fixtures & Accessories > General lighting and fixtures > Desk fixtures
☐	Furniture & Furnishings > Accommodation Furniture > Office furniture > Desk returns
☐	Furniture & Furnishings > Classroom, Instructional, Institutional Furniture > General classroom furnishings > Student desks
☐	Furniture & Furnishings > Commercial & Industrial Furniture > Casegood and non modular systems > Casegood or non modular desk
☐	Office Equipment & Supplies > Office Supplies > Desk supplies > Desk pads or its accessories

My Selections (1)

☐	Desks (View)
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- ▶ 3 būdas. Spausti „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.

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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“.

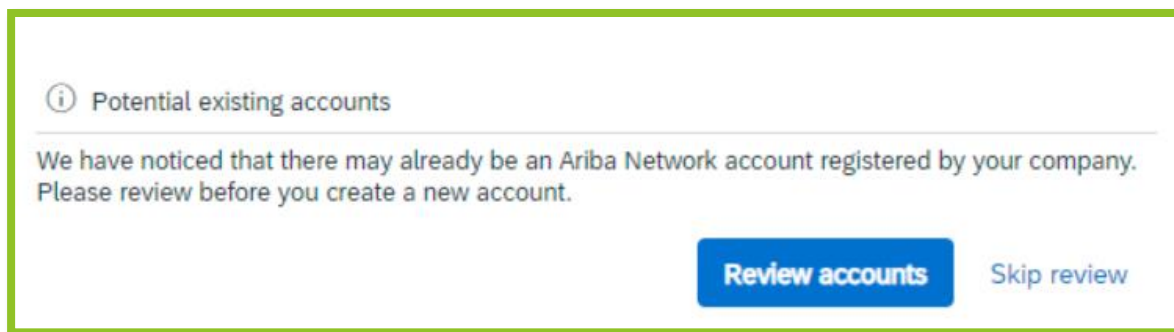
ADDRESS RECOMMENDATION

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.

You entered:	We recommend:
Vykinto 14	Vykinto g 14
Vilnius	Vilnius
LTU, 08117	Vilniaus
	LTU, 08117
Use this	Accept

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 registracijose 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 the Ariba Sourcing registration page. The browser address bar displays the URL: <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'. Below this, a section titled 'ACTION REQUIRED' instructs the user to check their email inbox for a message from Ariba and click on the 'Activate' link. A list of instructions is provided: '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 visible. Another instruction 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.' A text input field and a 'Send' button are provided for this step. The footer contains the SAP logo, copyright information, and links to 'SAP Business Network Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

The screenshot shows an email from 'Ariba Commerce Cloud' with the subject 'Action Required: Activate your account'. The email body contains the following text: '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.', and a red-bordered link: '[Click here to activate your Ariba account.](https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=TF43J4s6pNFh1veRtKuDUBQuovH)'. Below this, it says: '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.' and provides the URL: '<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=TF43J4s6pNFh1veRtKuDUBQuovH>'. Further down, it says: 'After your registration process is complete, use the following URL to log in to your account: <https://proposals.seller.ariba.com>'. The email is signed 'Sincerely, The SAP Ariba Team' with the URL '<https://seller.ariba.com>'. At the bottom, there is a box with the address: 'Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA', links to 'SAP Business Network Privacy Statement', 'Ariba Data Policy', and 'Ariba Help and Support', and a statement: 'If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.' At the very bottom, 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. paštą 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
- ▶ Achemos grupės įmonių pirkimų proceso klausimais: pirkimai@achemosgrupe.lt