



1. Ariba e-sourcing system

Key terms: First time in Ariba

E-RFP: Electronic - Request For Proposal

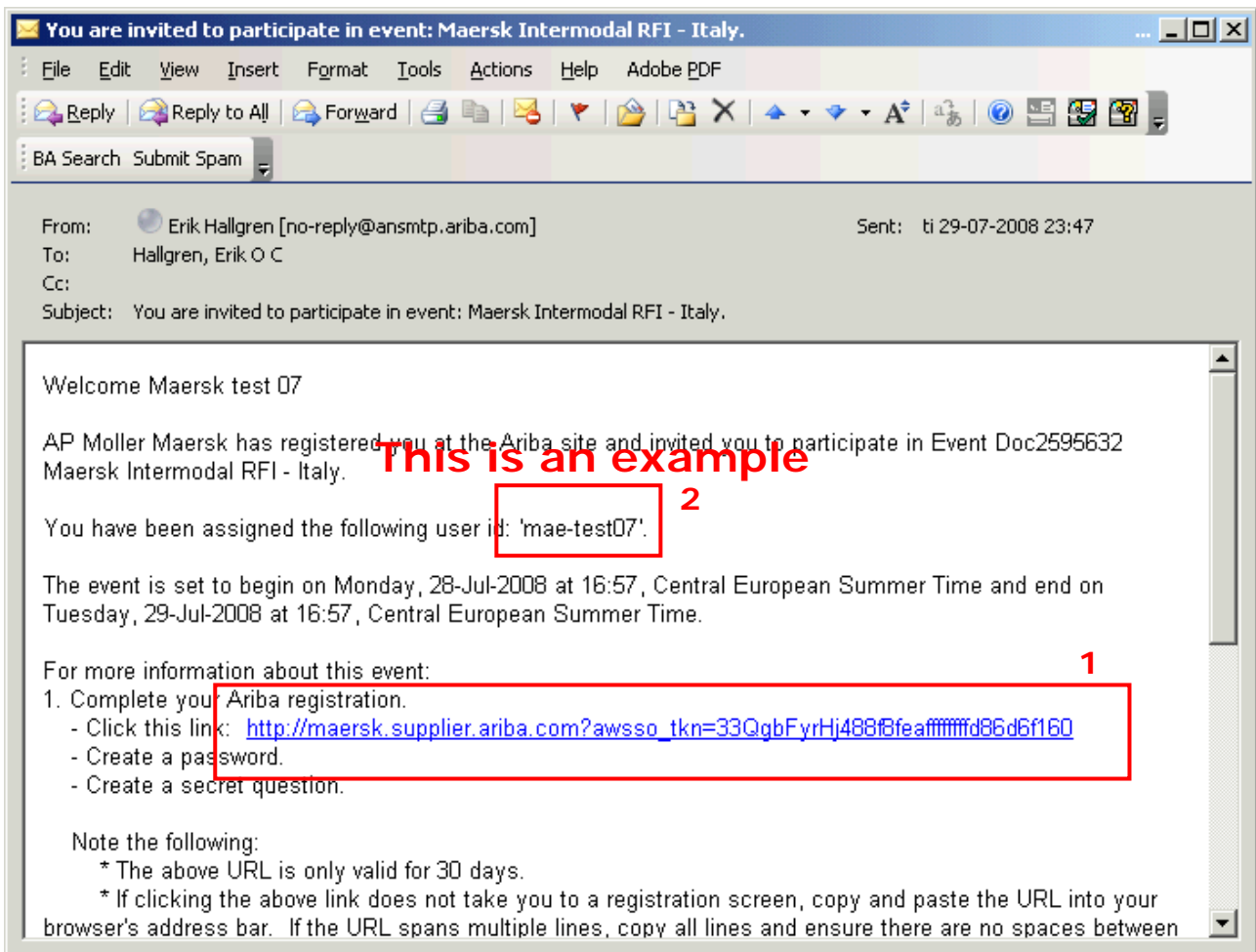
Ariba: Is the American Company that have created the e-sourcing system you are about to enter. They also act as 3rd party in all e-sourcing to ensure a fair process for both supplier and buyer.

1.1. Login

You should have received an e-mail looking like the one shown below.

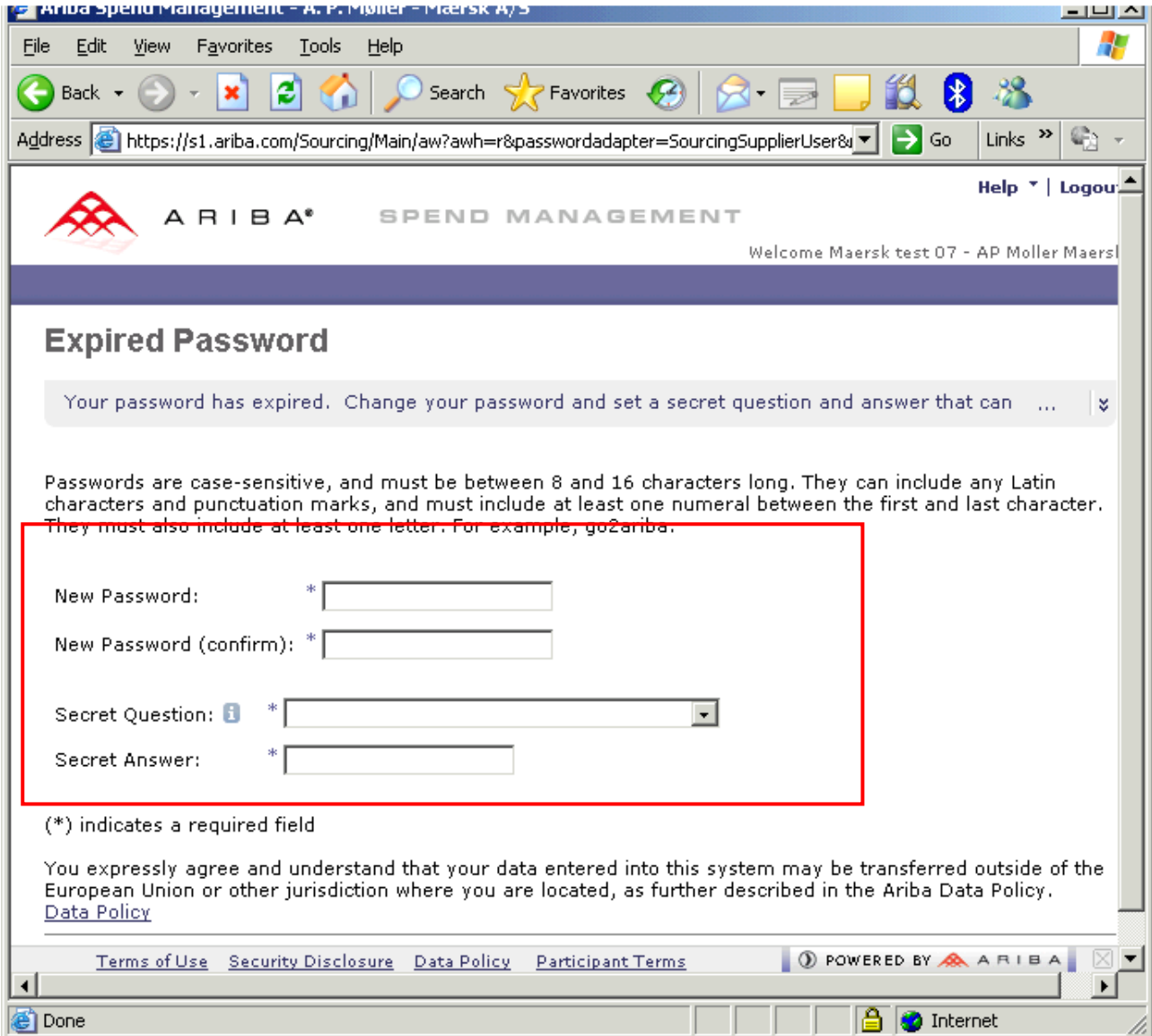
Click on the link which you will find in your e-mail **(Red box 1 below)**.

The user id shown in your email will be used when logging on to the system in the future, so please don't forget your username.



1.2. Choosing a password

Fill out your desired password. It will be used when logging on to the system in the future. The password needs to be **between 8-16 characters** and **contain at least one numerical (0-9)**.



Expired Password

Your password has expired. Change your password and set a secret question and answer that can ...

Passwords are case-sensitive, and must be between 8 and 16 characters long. They can include any Latin characters and punctuation marks, and must include at least one numeral between the first and last character. They must also include at least one letter. For example, go2ariba.

New Password: *

New Password (confirm): *

Secret Question: i *

Secret Answer: *

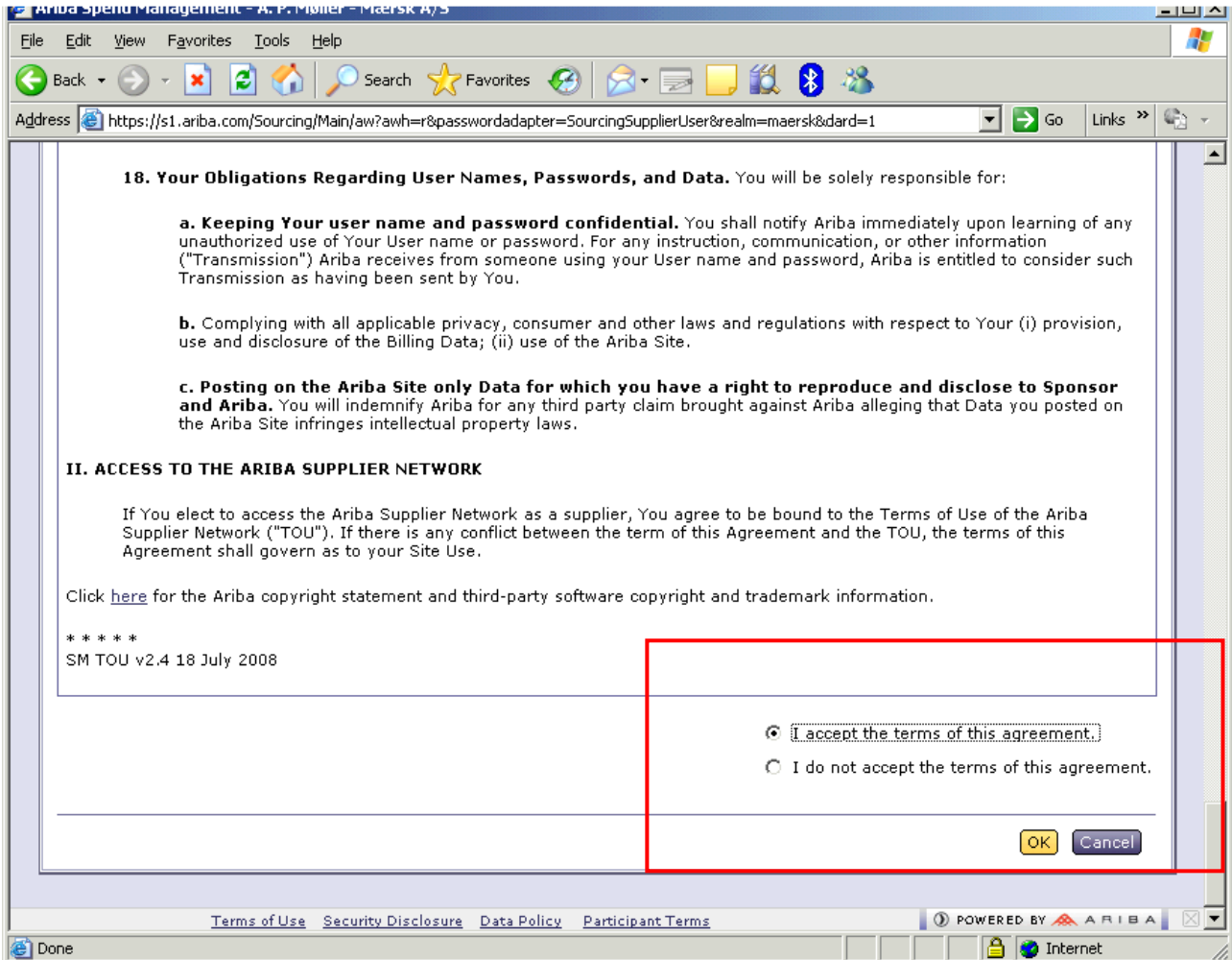
(*) indicates a required field

You expressly agree and understand that your data entered into this system may be transferred outside of the European Union or other jurisdiction where you are located, as further described in the Ariba Data Policy. [Data Policy](#)

[Terms of Use](#) [Security Disclosure](#) [Data Policy](#) [Participant Terms](#) POWERED BY A R I B A

1.3. Accepting Ariba terms

Please accept the Ariba terms by clicking “I accept the terms of this agreement” shown in the red box below. Confirm your choice, click “OK”.



5.4 Review event details

1. Click on the “Review and Accept Agreement” link in the Checklist on the left hand side.

