

Supplier Training Guide

1. A new supplier request will come from an internal Rowan user with the business need to add a supplier. Once the request is approved, the supplier will receive an email from Ariba that reads like the below:

Prior to clicking on the link, please close out all of your Ariba sessions.

Rowan Companies

Register as a supplier with Rowan Companies

Hello!

Warren Rhone has invited you to register to become a supplier with Rowan Companies. Start by creating an account with Ariba Network. It's free.

Rowan Companies uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If West Jefferson Medical already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

2. Please click on the "Click Here" to either create a new account or log in with your existing Ariba log in to fill out Rowan's supplier registration questionnaire.

Welcome to the Ariba Network. **Rowan Companies Inc** has invited you to a sourcing event.

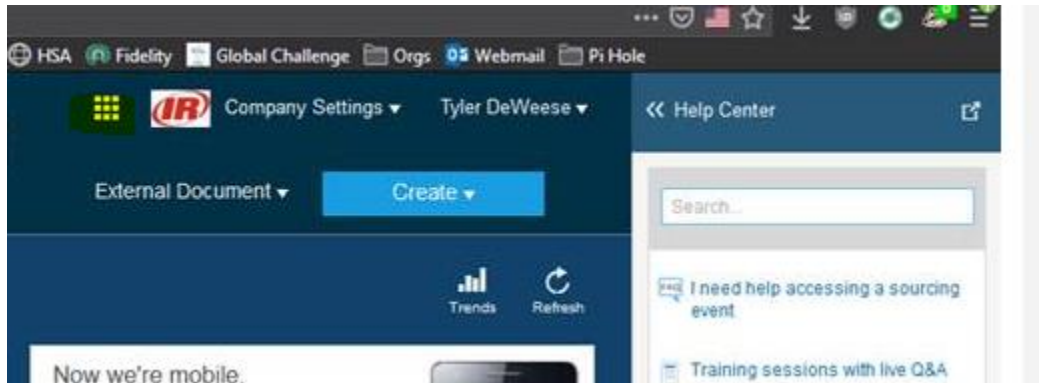
New to the Ariba Network? Sign up to register your user account.

[Sign up](#)

Already have an account?

[Log in](#)

If you already have an Ariba account, please log in and click on the fields and select proposal to see our supplier registration questionnaire.



3. Please note this is a one-time use only link. To successfully complete the supplier registration questionnaire, please have the below information handy:
 - i) W8, W9, or Tax Certificate
 - ii) Value Added TAX (VAT) Registration Number.
 - iii) Bank Name, Bank Address, Bank account number, Routing number, IBAN, Swift Code, and Sort Code.
 - iv) Trinidad suppliers- please have your Tax ID Number and Branch Code
 - v) Intermediary Bank information if applicable.
4. Rowan requires two contacts, a Salesperson Contact and an Ariba Contact, which could be the same person. The Ariba Contact will be responsible for filling out this supplier registration form and maintaining this information as long as your company is engaged in business with Rowan Companies.
5. If the supplier registration questionnaire cannot be completed in first log-in session, please go to www.supplier.ariba.com and sign in using your user name and password. You can also make ongoing updates to your supplier profile through this portal.

Supplier Login

Login

Having trouble logging in?

New to Ariba?

[Register Now](#) or [Learn More](#)

6. Once you submit the completed registration questionnaire, Rowan's Contract Administrator will review and either approve or request additional information. You will receive an email that reads like the below when the contract administrator approves.



Thu 12/20/2018 1:01 PM

Ariba Administrator <no-reply@ansmtp.ariba.com>

EXTERNAL: WS1590626697 - Supplier Request for Vy Approval Test from Vy Tran submitted on 12/20/2018 12:54 PM: Approval for supplier request was approved by Vy Tran

To Vy Tran

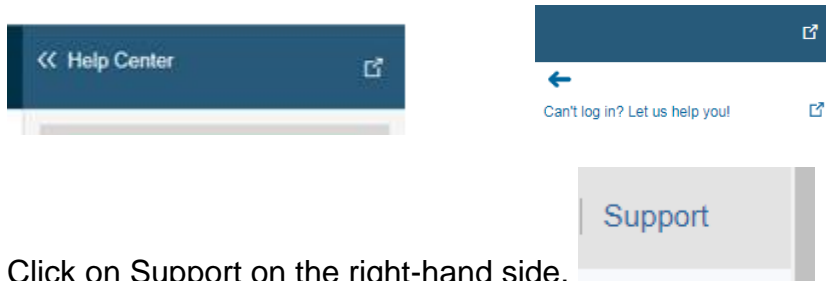
Approval for supplier request has been APPROVED by the assigned approver. The agreement is now published in Ariba and ready to send for signatures.

The approver provided the following comments:

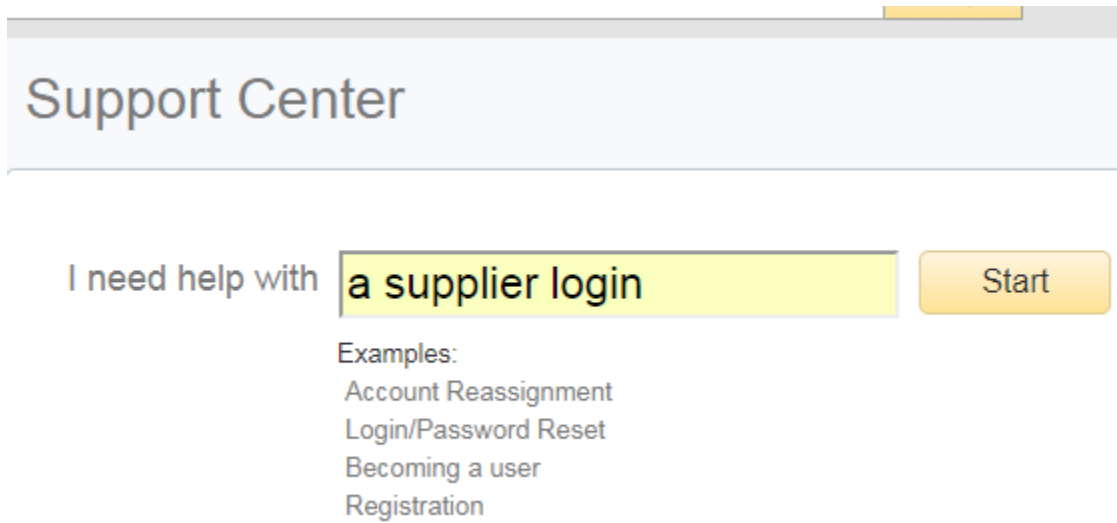
7. Your Ariba registration with Rowan is now complete.
8. The best way to get help with any log-in issues and trouble seeing the supplier registration questionnaire is to contact Ariba. Please click on the Help button and

input your phone number. An Ariba agent will call you back and help you through the logging in process.

supplier.ariba.com



Click on Support on the right-hand side.



Select "No" to all the choices and you will be taken to the get help by phone.

Contact SAP Ariba Customer Support

Your responses to these questions will help us provide you an answer or direct you to the appropriate support channels.

Did you receive the error "The username and password pair you entered was not found."?

Yes No

Did you receive the error "Your account is locked? Try again later..."?

Yes No


Do you need to access your company's Ariba Network account?

Yes No

Can't find what you are looking for? Let us help you.


Choose your communication preference:

 Get help by email

 Get help by phone Estimated wait in minutes: 2

 Attend a live webinar

SAP Ariba Phone Support

 Provide the following information, and the next available specialist will call you.

Problem Description

Short Description: *

Contact Information

First Name: *

Last Name: *

Company: *

Email: *

Phone: Country: *

Country Code: Area Code: Number: * Extension:

Confirm Number: *

* My phone number is correct.

Do not record this phone call.

Ariba Network ID:

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the Ariba Privacy Statement and applicable law.

* I agree

* Required Fields

Submit

Cancel