



SAP Ariba Supplier Registration Guide

Purpose

This guide explains how to register on SAP Business Network after receiving an invitation email from Gloucestershire County Council (GCC).

Before you start

- You must have received an invitation email from GCC.
- To submit a quote or tender, complete **Stage 1**.
- If you are later awarded a contract, you will also need to complete **Stage 2** so GCC can issue purchase orders and arrange payment.

The screens shown may look slightly different depending on your device or browser, but the steps will be the same.

If you have any problems completing your registration, please contact purchasingsupporthub@gloucestershire.gov.uk

Document update tracker

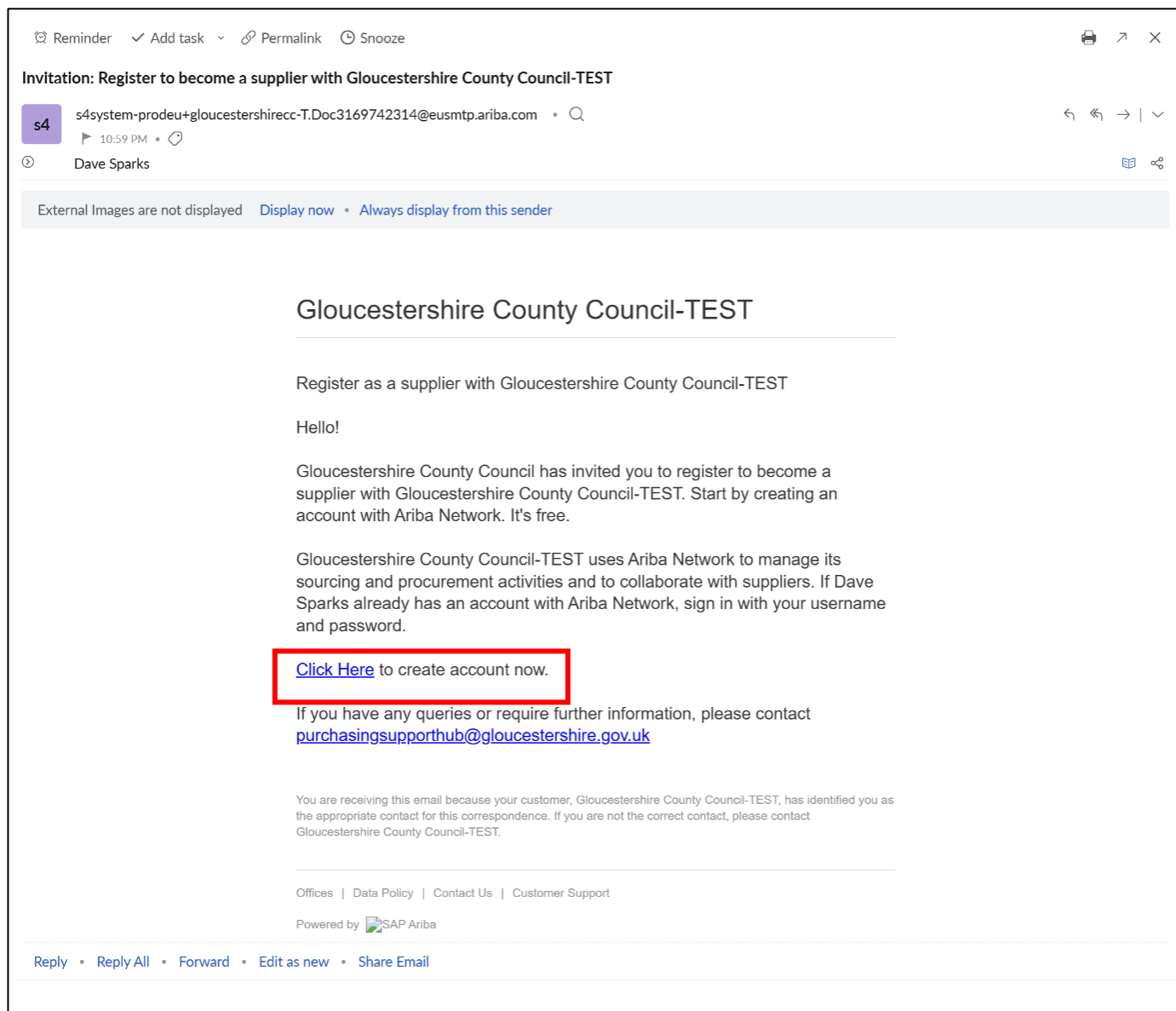
Version	Date updated	Updated by	Section updated	Status
1.0	18/09/2026	GCC PSH	Document Updated	Active

Stage 1: Register from your invitation email

You will receive an invitation email asking you to register as a supplier with Gloucestershire County Council.

Step 1

- Click the “**Click Here**” link in the email to begin your registration.



Step 2

After you click the link in your invitation email, you may see one of the following options:

- Review existing accounts
- Create a new SAP Business Network account
- Log in with an existing SAP Business Network account

If your company already has an SAP Business Network account, choose **Review existing accounts** or **Log in with an existing SAP Business Network account**.

If you need to create a new account, or the existing accounts shown are not relevant, follow the guidance below.

Create a new account

Step 3

Benefits of a business relationship on SAP Business Network

1. Streamline business processes
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
2. Enhance visibility
Benefit from critical business insights and actionable analytics
3. Grow your business
Get discovered by new customers and unlock new business opportunities

About this invitation Learn More

Connect with Gloucestershire County Council - TEST on SAP Business Network to collaborate.

We found existing accounts based on the information you entered. Please review.

Review Accounts

or

Use existing account ⓘ

Create new account ⓘ

Connect with Gloucestershire County Council - TEST on SAP Business Network to collaborate.

We found existing accounts based on the information you entered. Please review.

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or

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Create new account ⓘ

Step 4

- When the Data Center pop-up appears, leave the selection as **USA** and click **Next**.

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

☒ USA: Quincy, WA

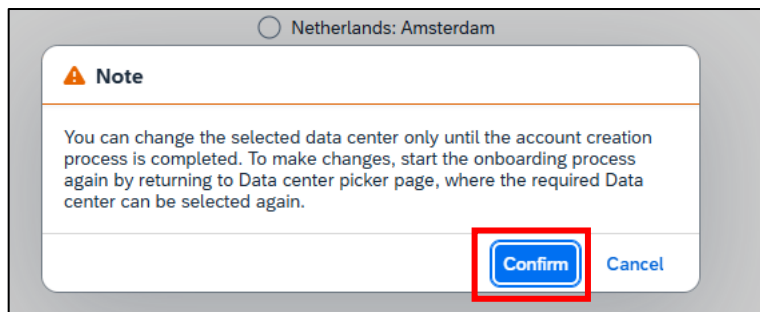
☐ Netherlands: Amsterdam

☐ Saudi Arabia: Dammam

Next

Step 5

- Click **Confirm** on the pop-up.



Step 6

- Check that your email address is correct, then click **Proceed**.

Step 7

You will then receive a one-time password (OTP) by email to verify your account.

- Enter the one-time password from the email.
- Click **Continue**.

Step 8

Once your one-time password has been verified, the account creation screen will appear. Complete all mandatory fields marked with an asterisk (*).

- Review and complete the registration information

Create an account to connect and collaborate with Gloucestershire County Council on SAP Business Network

Company Information

DUNS Number:

[What is a DUNS number?](#)

Company Legal Name: * 

TEST - Gloucestershire County Council - TEST SUPPLIER

Country / Region: *

United Kingdom [GBR]

Address Line 1: * 

Westgate Street

Address Line 2:

Address Line 3:

Address Line 4:

City: *

Gloucestershire

State: *

Choose a state

Postal Code: *

GL1 2TG

Administrator Account Information

Name: *

Commercial

Services

Email:

commercial.services@gloucestershire.gov.uk

☒ Use my email as my user name

Password: *

Repeat Password: *

☐ I have read and agree with the [Terms of Use](#).

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) 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 [Privacy Statement](#) to learn how we process personal data.

☐ I'm not a robot



Create account

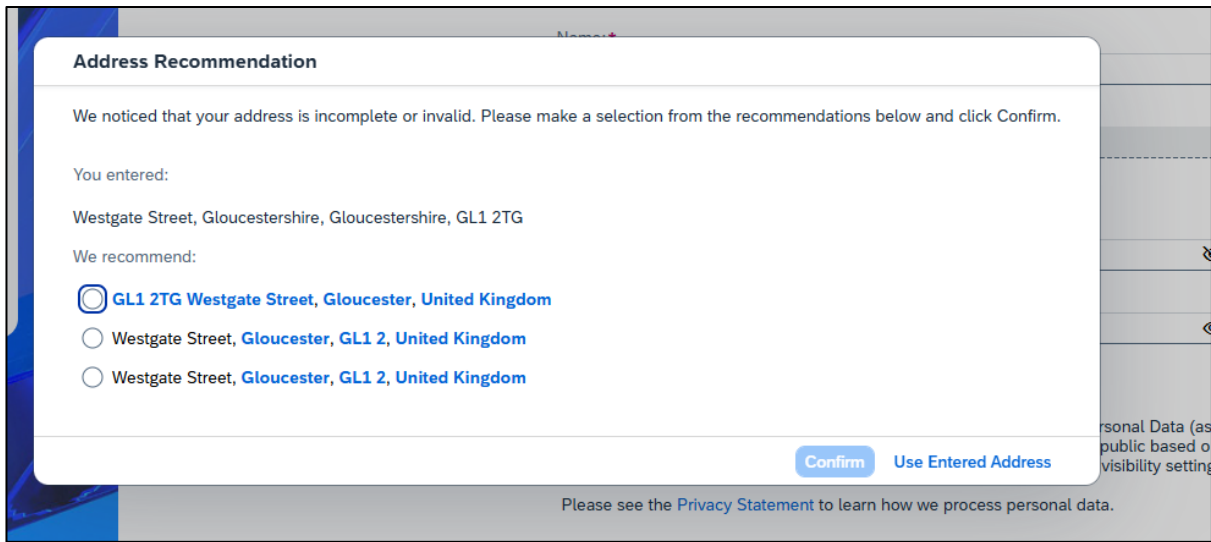
- Choose a username (Must be in format of email address)
- Choose a password
- Review and check boxes
- Complete ReCAPTCHA

➤ Once all required fields have been completed, click **Create Account**.

Step 9

If the system cannot confirm your postal address exactly, you will be asked to choose one of the following options:

- Select **Use Entered Address**, or
- Use the radio button to select one of the suggested addresses, then click **Confirm**.

A modal window titled "Address Recommendation" with a white background and a blue border. It contains the following text: "We noticed that your address is incomplete or invalid. Please make a selection from the recommendations below and click Confirm." Below this, it says "You entered:" followed by "Westgate Street, Gloucestershire, Gloucestershire, GL1 2TG". Then "We recommend:" followed by three radio button options: "GL1 2TG Westgate Street, Gloucester, United Kingdom" (selected), "Westgate Street, Gloucester, GL1 2, United Kingdom", and "Westgate Street, Gloucester, GL1 2, United Kingdom". At the bottom right are two buttons: "Confirm" and "Use Entered Address". At the bottom of the modal, it says "Please see the [Privacy Statement](#) to learn how we process personal data." On the right side of the background, there is partially visible text: "Personal Data (as public based on visibility setting".

Address Recommendation

We noticed that your address is incomplete or invalid. Please make a selection from the recommendations below and click Confirm.

You entered:

Westgate Street, Gloucestershire, Gloucestershire, GL1 2TG

We recommend:

- ☒ GL1 2TG Westgate Street, Gloucester, United Kingdom
- ☐ Westgate Street, Gloucester, GL1 2, United Kingdom
- ☐ Westgate Street, Gloucester, GL1 2, United Kingdom

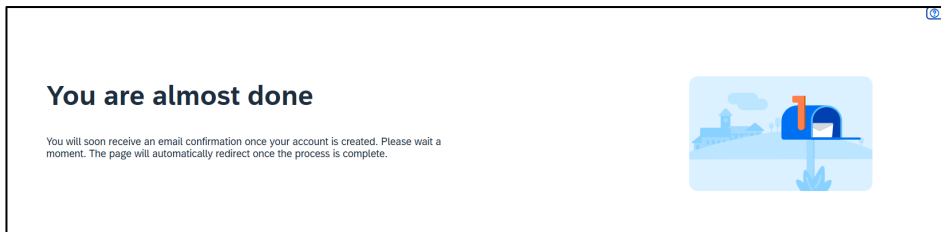
[Confirm](#) [Use Entered Address](#)

Please see the [Privacy Statement](#) to learn how we process personal data.

Step 10

A confirmation screen will then be displayed.

Do not press any key and wait to be redirected

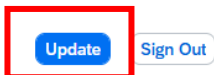


Step 11

Click "Update"

Update your company profile

You must provide your products and service categories and ship-to or service locations so that you can be discovered by customers searching for companies like yours.



Step 12

Update your product details



We made updates since you were last here. [Click here to find out more.](#)



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[Privacy Statement](#)

[Cookie Statement](#)

Accept All

Deny All

Manage Settings

Enter your company's products and services. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Product and Service Categories:*

Selected categories (6)

Health service planning	X
Health system evaluation services	X
Occupational health projects	X
Reproductive health kit	X
The diagnosis of unspecified problem related to medical facilities and health care	X
Traditional healthcare services	X

[Save](#) [Cancel](#)

Step 13

Update Product & Location

Edit Products And Services

Please correct any errors before continuing

Product and Service Categories **Ship-to or Service Locations** Industries

Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile. If you have global capabilities, toggle on "Serve globally". After adding locations, click the building icon to mark locations with a physical presence. The icon will be highlighted when selected.

☐ OFF ☒ Serve Globally

Ship-to or Service Locations:*

Selected locations (0)



No locations selected yet

Add Ship To or service locations to help customers find you faster and more accurately.

[Add Location](#)

[Save](#) [Cancel](#)

Edit Products And Services

Product and Service Categories [Ship-to or Service Locations](#) Industries

Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile.
If you have global capabilities, toggle on "Serve globally".
After adding locations, click the building icon to mark locations with a physical presence. The icon will be highlighted when selected.

☒ Serve Globally

Ship-to or Service Locations: *

Selected locations (1)

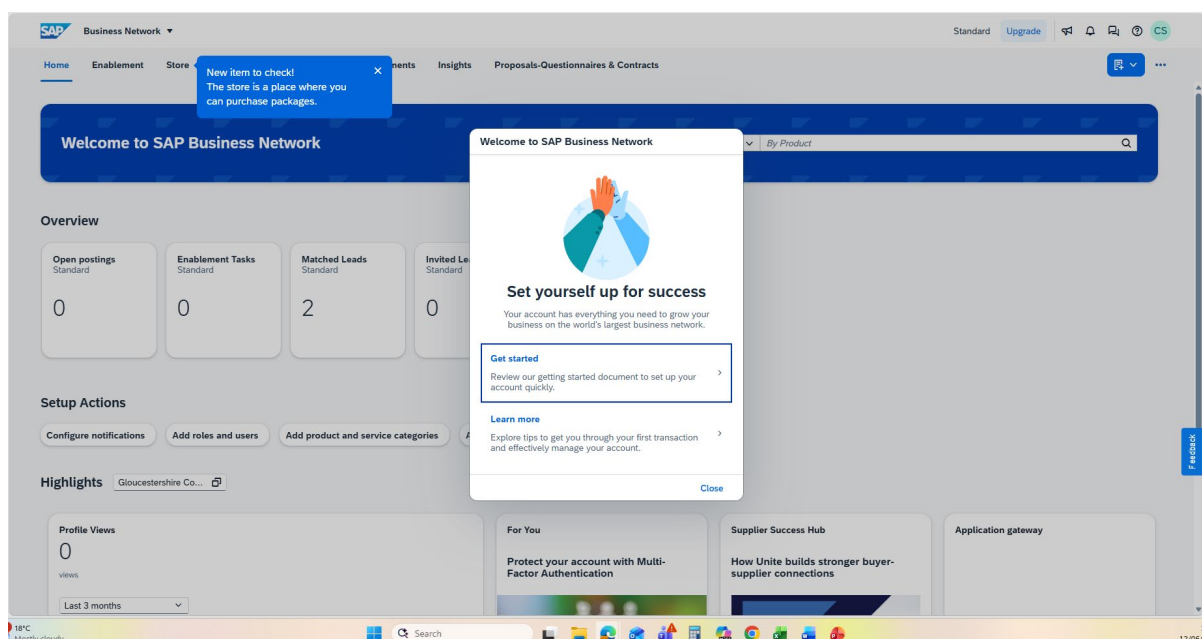
Gloucestershire



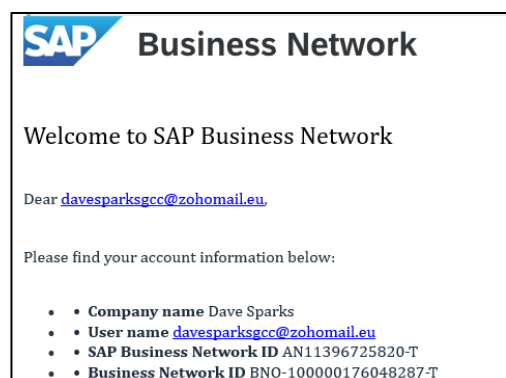
Save Cancel

Step 14

You are now setup on SAP Business Network



Once your SAP Business Network account has been created, a welcome email will be sent to the email address you used to register.



Stage 2: Complete the full registration questionnaire

Once your account has been created, you can log in to SAP Business Network.

Stage 2 only needs to be completed if GCC asks you to do so, for example if you have been awarded a contract. This allows GCC to issue purchase orders and arrange payment.

Complete supplier registration questionnaire

Step 15

- Click the **“Proposals - Questionnaires & Contracts”** tab.
- Choose **“Gloucestershire County Council”**
- Open the **Supplier Registration** questionnaire.

The screenshot displays the SAP Business Network interface. At the top, the 'Proposals-Questionnaires & Contracts' tab is selected and highlighted with a red box. On the left, the 'Customers (1)' list shows 'Gloucestershire County Council - TEST' with a red box around the search bar and the customer name. The main content area is titled 'Proposals and Contracts' and features a 'Welcome to the Ariba Spend Management' message. Below this, the 'Registration Questionnaires' section is active, showing a table with one entry: 'Supplier Registration Questionnaire' (ID: Doc3169742314, Status: Invited). This entry is highlighted with a red box. Other sections like 'Qualification Questionnaires', 'Questionnaires', and 'Certificates' are also visible but empty.

If the form does not appear after you click **“Proposals and Questionnaires”**, please zoom out.

The screenshot shows the SAP Business Network interface. The main heading is 'Proposals and Contracts'. On the left, there's a 'Customers (1)' section with a search bar and a list containing 'Gloucestershire County Council'. The central part of the page features a large blue crest and the word 'Glo' in a large, stylized font. To the right of the crest, there's a welcome message: 'Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc., administers this site in an effort to ensure market integrity.' At the bottom, there are two tabs: 'Proposals and Questionnaires' (active) and 'Contracts'.

Step 16

- Fill out all the mandatory fields (*) including “Tax Information” & “Bank information”

The screenshot shows the Ariba Sourcing 'Supplier Registration Questionnaire' for 'Doc3173294056'. The top header includes 'Ariba Sourcing' and navigation links like 'Company Settings', 'Commercial Services', 'Feedback', 'Help', and 'Messages'. Below the header, there's a 'Console' section with a link to 'Go back to Gloucestershire County Council Dashboard'. The main content area is titled 'All Content' and includes a 'Name' field. The questionnaire is divided into sections: 'General Supplier Information' (2.1 Supplier full name, 2.2 Main telephone number, 2.3 Mobile telephone number, 2.4 Email address: General contact, 2.5 Email address for PO, 2.6 Email address for BACS Remittance) and 'Tax Information' (3) and 'Bank Information' (4). A sidebar on the left shows 'Event Contents' with a list of sections. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom states '(*) indicates a required field'.

Step 17

In the **Bank Details** section, you must complete the following fields:

- **Country** – must be a UK bank account
- **Bank Key** – enter your sort code **with no spaces or dashes**
- **Bank Account Number** – enter your account number

Please attach your latest company bank statement or Account Confirmation letter from the bank for validation purposes (Please hide any confidential information, if required)

A screenshot of a web form titled 'Bank Details'. It contains several input fields: 'Postal Code:' (empty), 'Account Holder Name:' (empty), 'Bank Key/ABA Routing Number:' (containing '560055'), 'Account Number:' (containing '91888564'), and 'IBAN Number:' (empty). A grey bar at the bottom of the form area contains the text '(*) indicates a required field'.

Step 18

- When the form is complete, click **“Submit Entire Response”**.
- You can save a draft and return later if needed.

A screenshot of the final part of a web form. It includes sections for '3.2 Tax number(s)', '3.3 Please select Yes to confirm that if you have a VAT Registration number, it has been entered on this form. Select No if you do not have a VAT Registration number.', '3.4 Please select Yes to confirm that if you have a Company Registration number, it has been entered on this form. Select No if you do not have a Company Registration number.', '3.5 Please attach official supporting documentation that supports the tax information provided', and '3.6 Bank Information: Please complete the following fields: Country/Region, Account Holder Name, Bank Key (for Sort Code, please enter numeric characters only), Account Number. Note we do not accept IBAN Numbers.' Below these is a section for '4 Bank Information' with a link 'Add Bank Information (1)'. A grey bar at the bottom of the form area contains the text '(*) indicates a required field'. At the bottom of the page, there are four buttons: 'Submit Entire Response' (highlighted with a red rectangle), 'Save draft', 'Compose Message', and 'Excel Import'.

The submitted questionnaire will be reviewed by the Purchasing Support Hub at GCC. If the review is successful, the Supplier registration will be approved, and the Supplier will become Registered on GCC Ariba system.