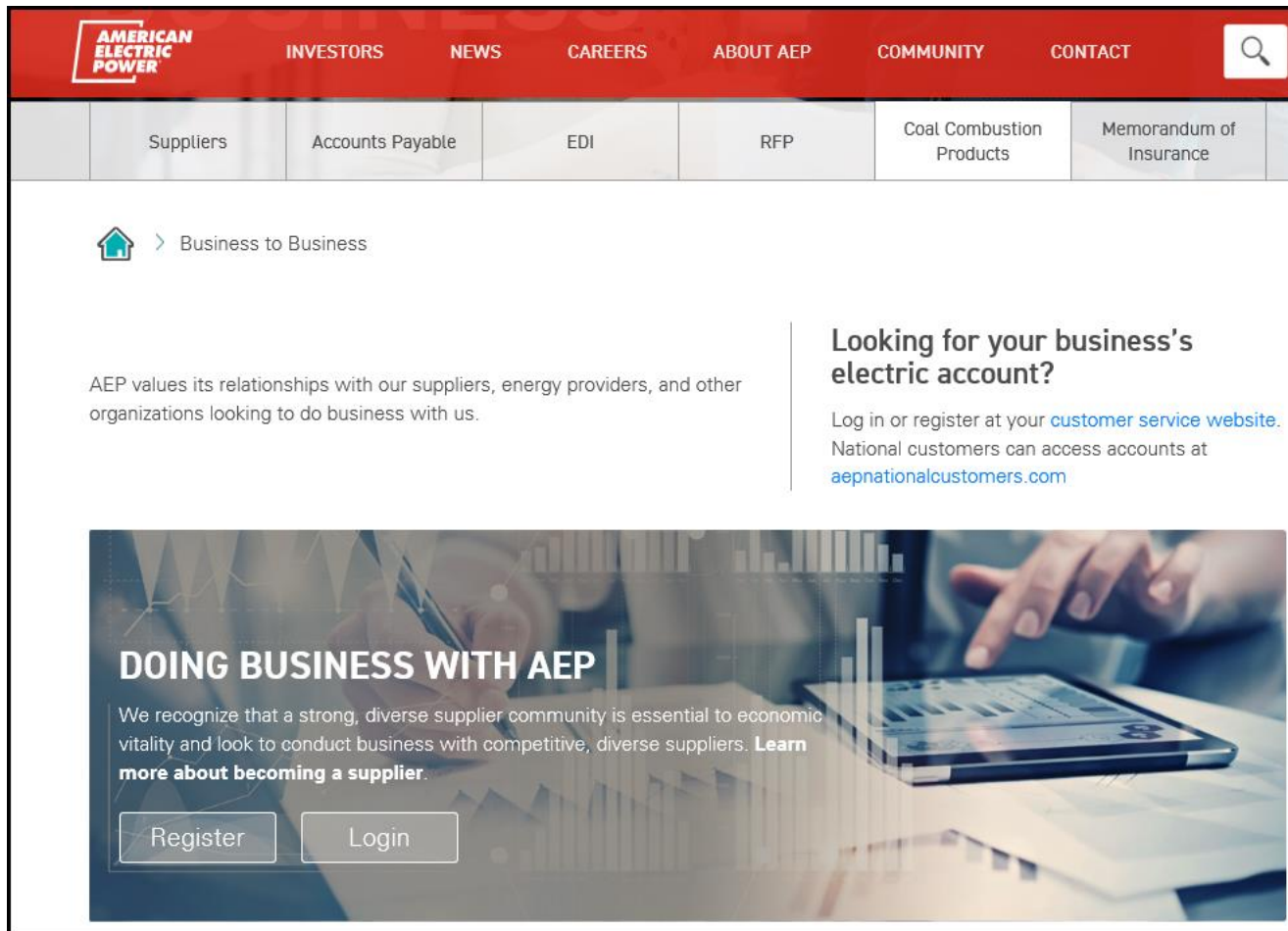
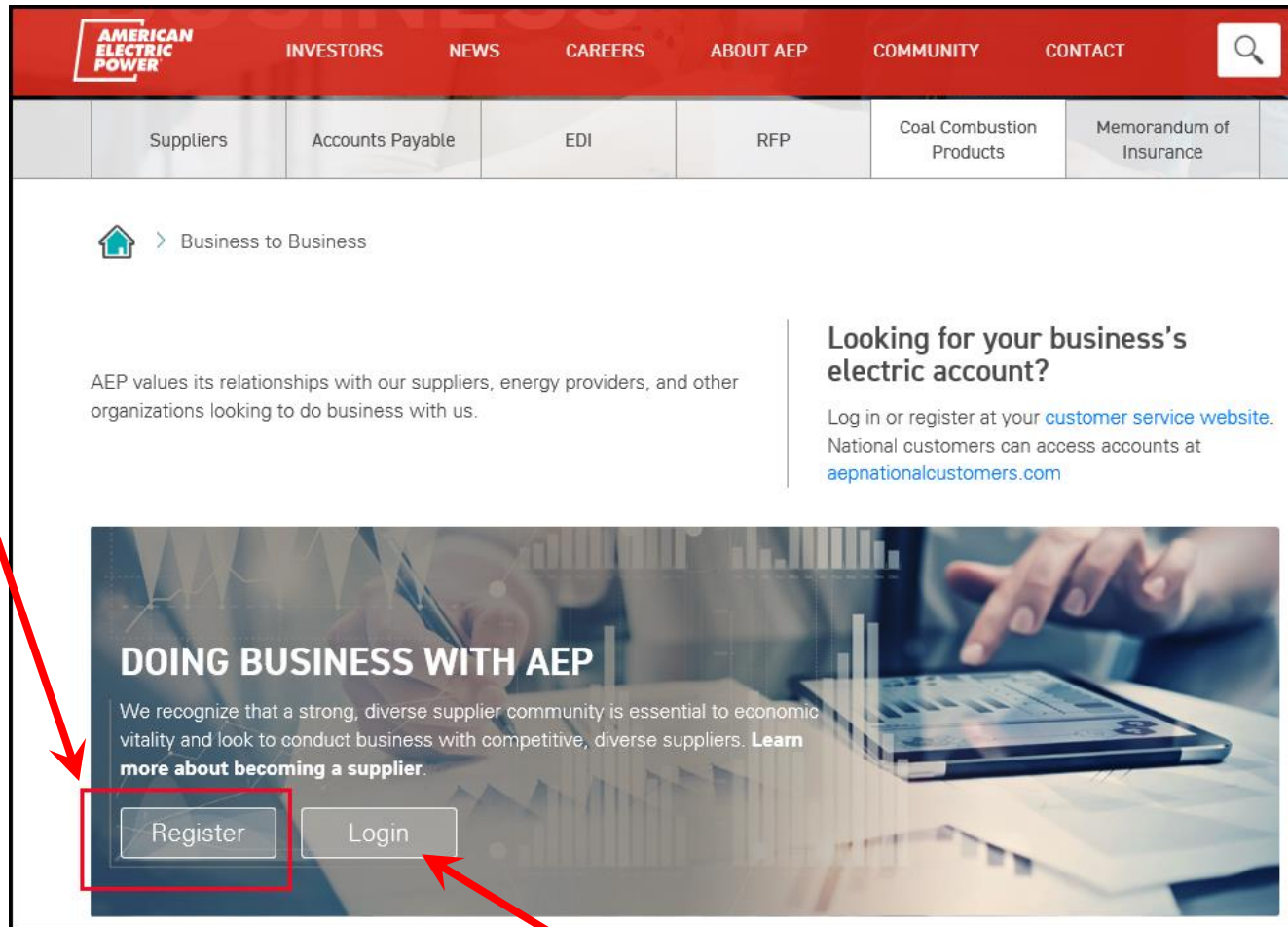


# Registering your company with AEP via the Ariba application

- 1a. **Log out of any current Ariba sessions on your browser as they may conflict with the registration process.**
- 1b. Direct your web browser to <https://aep.com/b2b>



2. Click on the “[Register as a new supplier](#)” link. Do not use existing supplier log in for this process.



NOTE: After completing the registration process you can use the “Existing supplier log in” link or <http://aep.supplier.ariba.com/> to access your account in the future.

For technical support contact Ariba via <https://www.ariba.com/support/supplier-support>

3a. Do you already have an Ariba Commerce Cloud account (i.e., with another customer)?

**Make sure you are logged out of all Ariba sessions as they may conflict with the registration process.**

**If so, Click on the Login link.** Note that you must use this link in order to link your existing account to AEP as a customer and proceed to the next page of instructions.

3b. **If you do not already have an Ariba account skip to Page ???.**

Ariba Sourcing

Help Center >>

Register

AMERICAN ELECTRIC POWER

Register Cancel

To do business with American Electric Power Service on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in: Login

Company information

Company Name: \*


\* Indicates a required field

If you already have an Ariba Commerce Cloud account, logging in via the link shown above will add AEP as an additional Customer within your existing Ariba account. This allows you to use one LoginID to access multiple Customer's accounts within Ariba.

NOTE: You will not have to re-submit basic company information, but you will be required to complete AEP's Customer Requested fields unless your company admin has already completed that task. See page for more info about completing the company requested profile.

4. Log in with your current Ariba Username and Password and click on continue.

Enable your Ariba Commerce Cloud account to access American Electric Power Service



To do business with American Electric Power Service, use your Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

Username:  1

Password:  2

[Forgot Username](#)  
[Forgot Password](#)

3

For technical support contact Ariba via <https://www.ariba.com/support/supplier-support>

4a. Complete Section 1 titled, **“Enter basic company information”**. See next Slide.

Search tools are available when you click on “Add/Remove” for Commodities and Sales territories. Multiple values may be added.

4b. Tax ID and DUNS Number are optional, but if previously used they may show that your company already has an account using these values. Your options are to:

- create a new account without these values or
- contact your Ariba administrator using the link provided on the panel to request an account directly from your account administrator. You cannot conduct any business on Ariba until your account administrator approves your account.

1

Enter basic company information

Company Name\*

Country\*

United States [USA]

Address\*

Line 1

Line 2

Line 3

City\*

State\*

Alabama

Zip\*

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.

Product and Service Categories\*

Enter Product and Service Categories

Add

-or- Browse

Ship-to or Service Locations\*

Enter Ship-to or Service Location

Add

-or- Browse

Tax ID:

Optional

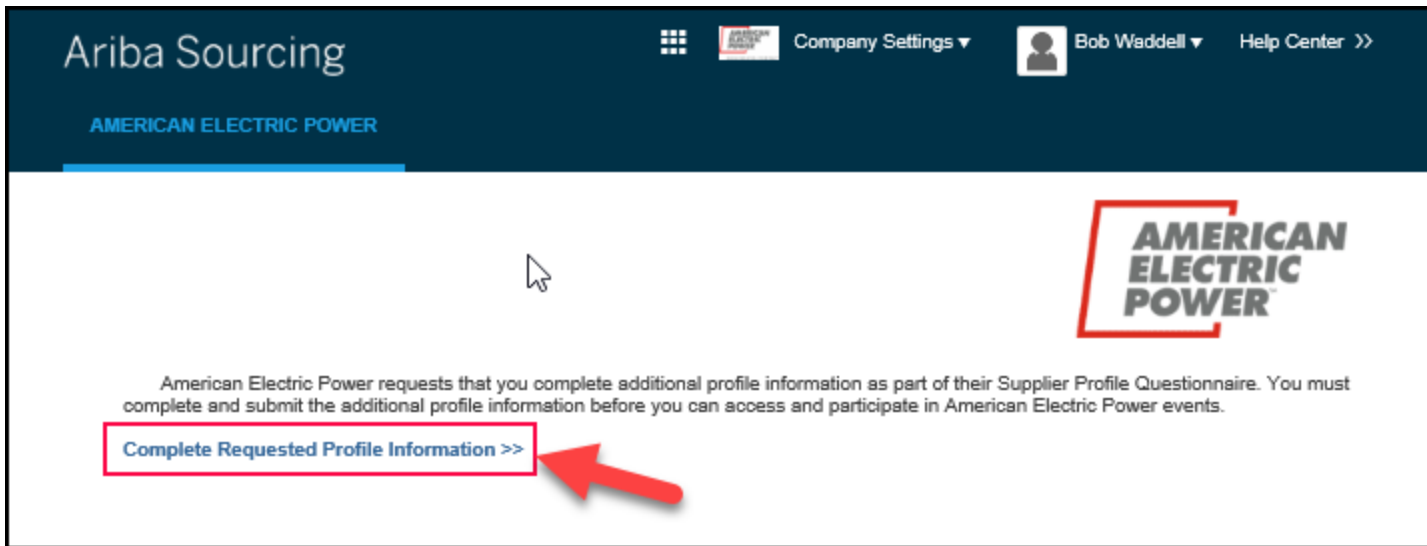
Enter your nine-digit Company Tax ID number.

DUNS Number:

Optional

Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

5. You will be required to complete AEP's Customer Requested fields unless your company admin has already completed that task. See page for more info about completing the company requested profile.



- 6a. No matter what screen you land on, proceed to the link to complete the **"American Electric Power Requested Profile"**. (Note that DUNS # is a required field but this instance will not check for duplication. Supply if known, otherwise enter "NA". )

The screenshot shows the 'Company Profile' page in SAP Ariba. The 'Customer Requested' tab is active, displaying the 'American Electric Power Requested Profile' form. The form includes a 'Sourcing Customer List' on the left with 'American Electric Power' selected. The main form area has a 'Question' section titled '1 Supplier Profile' with instructions to review responses and update specific fields. Below this is section '1.1 Company Information' with fields for 'Doing Business As' (DBA) Company Name, D-U-N-S number (marked with an asterisk), Corporate (parent company) annual revenue, and Company (this site) annual revenue (marked with an asterisk). A 'Feedback' button is on the right. At the bottom, there is a '1.1.9 NAICS Codes' section and a 'Save as Draft' / 'Submit' button pair. The SAP Ariba logo and footer information are visible at the bottom left.

You must fully complete the American Electric Power Requested Profile document before AEP can invite you to participate in a an RFx event.

Items that are marked with “\*” are required. Others are optional. Click on the **“Submit”** button when you have completed the profile document. This will check for missing information and prompt you to make corrections. “Save as Draft” does not check for errors.

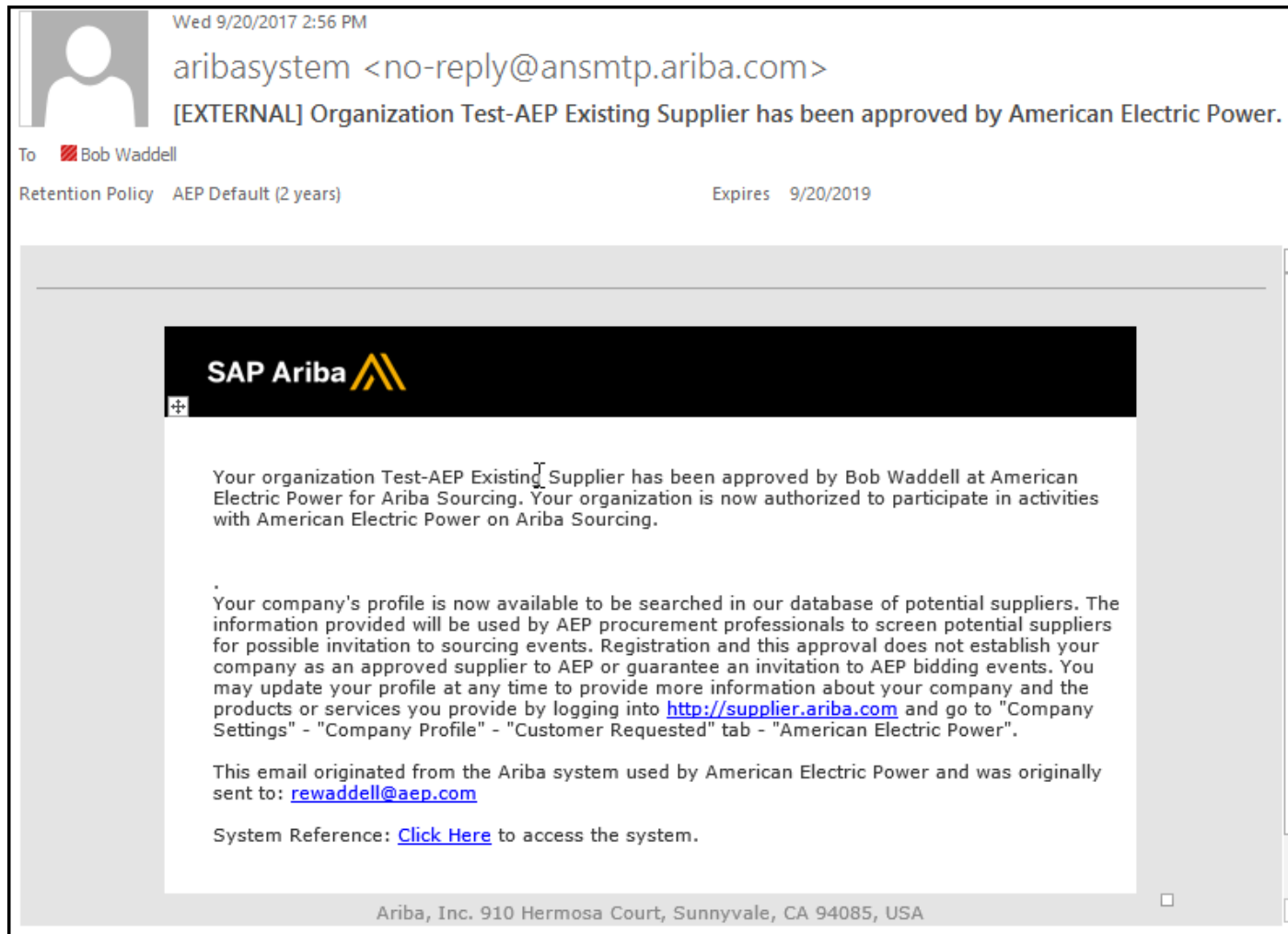
7. After successful submission you will see the following screen. Once AEP approves your submittal, you will receive an email that indicates that your profile has been accepted.

The screenshot displays the Ariba Sourcing interface. At the top, the header includes the Ariba Sourcing logo, a grid icon, a small AEP logo, and navigation links for 'Company Settings', a user profile for 'Bob Waddell', and a 'Help Center' link. Below the header, the 'AMERICAN ELECTRIC POWER' section is highlighted. On the left, a sidebar contains two main sections: 'American Electric Power Requested Profile' and 'Public Profile Completeness'. The 'Requested Profile' section shows a message: 'All required customer requested fields have been completed', with a red box highlighting the link 'View customer requested fields >'. The 'Public Profile Completeness' section shows a progress bar at 95% and a link 'Enter your DUNS number to reach 100% >'. On the right, the AEP logo is displayed above a message: 'Your requested profile information has been submitted to American Electric Power and is pending approval. Contact American Electric Power if you are unsure of their registration policies and procedures. If you want to increase your chance at new business opportunities with other companies, click the Public Profile Completeness link and complete your public profile.' A large red arrow points from the 'View customer requested fields >' link to the approval message.

You may review you submitted customer requested fields now. At any time you may revisit this area and make updates.



8. Below is an example of the email you will receive after AEP approval.



5. Complete the section titled, **“Enter user account information”**, accept the Terms of Use and select **“Continue”**.

Enter user account information

\* indicates a required field

**Ariba 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) ⓘ

Password:

Must contain a minimum 8 characters including letters and numbers. ⓘ

Repeat Password

Secret Question:  In what city was your mother born? ▼

The answer to your secret question must be at least 8 characters.

Your Answer

Repeat Your Answer

Language:  English ▼

The language used when Ariba sends you configurable notifications. This is different than your web browser's language.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

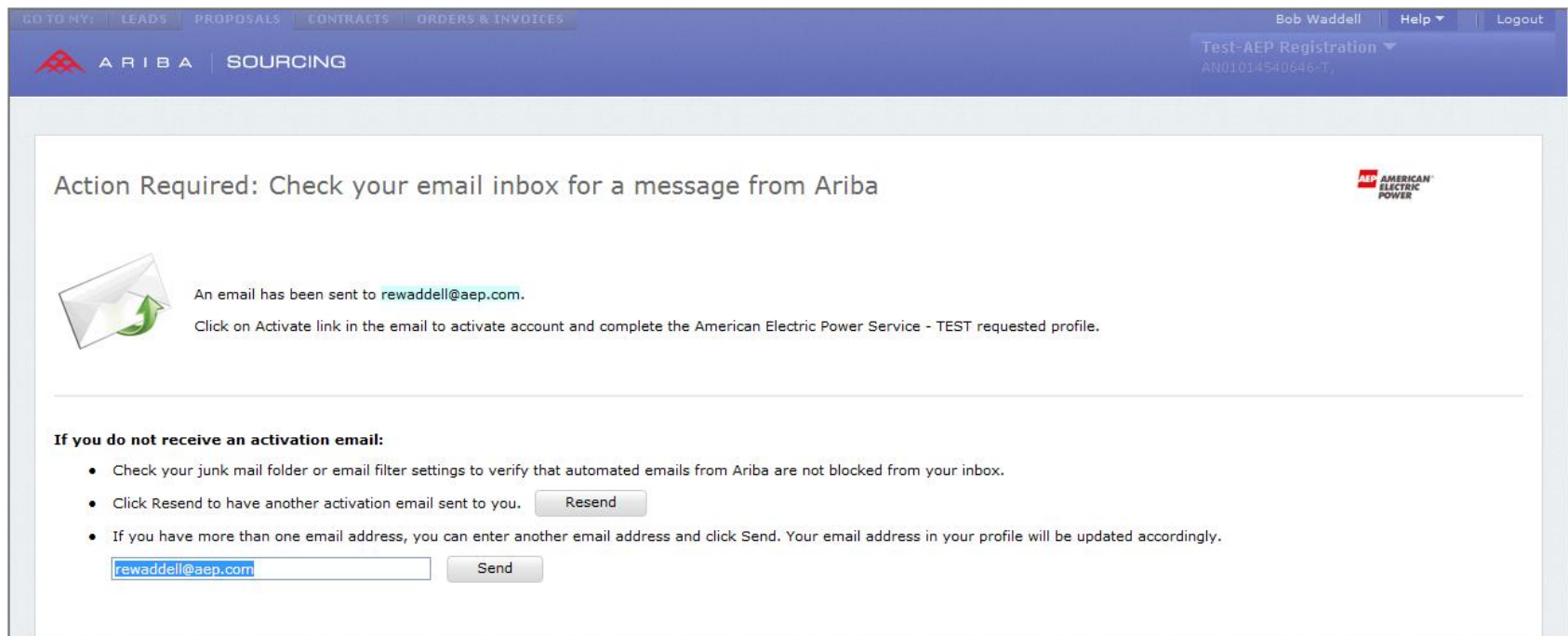
You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

☐ I have read and agree to the Terms of Use and the Ariba Privacy Statement

Your Username must be in the *form* of an email address (e.g., [xzy@aep.com](mailto:xzy@aep.com)) but need not be a valid email address.  
Click on the “Continue” button when finished

6. **You are not done yet.** You will see the screen below in your web browser and receive an e-mail message with instructions to activate your Ariba Commerce Cloud account. Proceed to Slide 8.

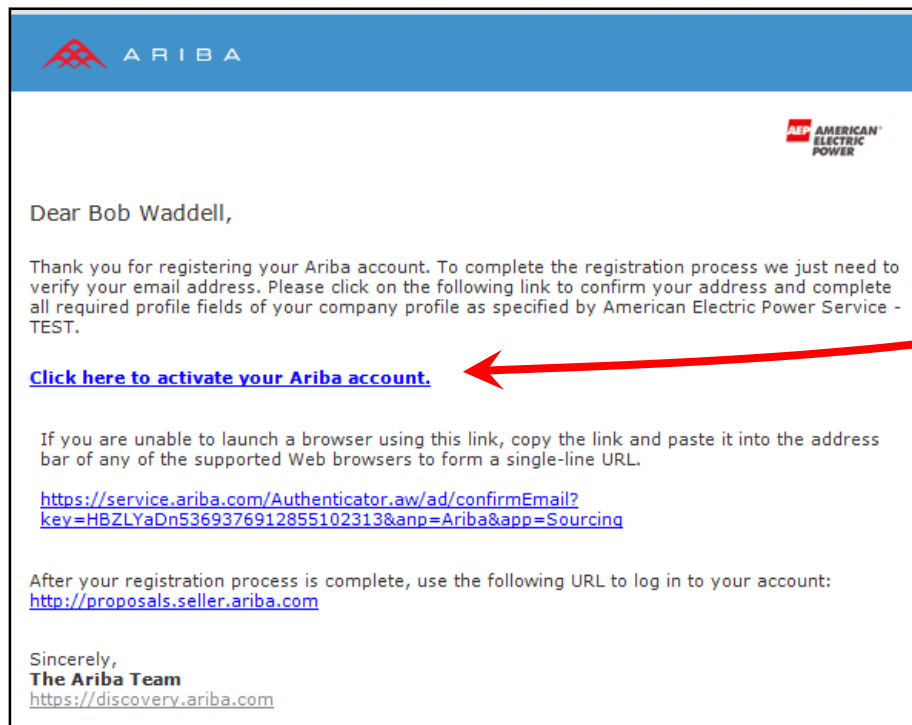
Web browser message



The screenshot shows the Ariba Sourcing web interface. The top navigation bar includes links for 'GO TO MY: LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. The user is logged in as 'Bob Waddell' with a 'Help' dropdown and a 'Logout' link. The page title is 'Test-AEP Registration' with a dropdown arrow and the identifier 'AN01014540646.T.'. The main content area has a heading 'Action Required: Check your email inbox for a message from Ariba' and the Ariba logo. Below this is an icon of an envelope with a green arrow and the text: 'An email has been sent to rewaddell@aep.com. Click on Activate link in the email to activate account and complete the American Electric Power Service - TEST requested profile.' A section titled 'If you do not receive an activation email:' contains three bullet points: '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.' (with a 'Resend' button), and '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.' Below the text is an input field containing 'rewaddell@aep.com' and a 'Send' button.

- 7a. Below is an example of the email you will receive. Retrieve the email message and Activate your Ariba Commerce Cloud account by clicking on the **“Click here to activate your Ariba account”** link. This activates your account with Ariba but does not complete your registration with AEP.
- 7b. **You are still not finished the registration process.** Proceed to the next slide.

Email message



- 8a. After clicking on the **“Click here to activate your Ariba account”** link, you should see the screen below.
- 8b. **It is imperative that you complete the American Electric Power Requested Profile.**  
(Note that DUNS number is a required field but this instance will not check for duplication. Enter DUNS number if known, otherwise enter “NA”).

Your Ariba Commerce Cloud account is now active.  
American Electric Power Service requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the additional profile information before you can access and participate in American Electric Power Service events.

### American Electric Power Requested Profile

\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click Submit. You can click Save as Draft to save any values you may have edited without sending the changes to your customer.

Save as Draft Submit

#### Question

##### 1 Supplier Profile

Once your supplier profile has been completed the responses will be incorporated into each RFI/RFP submission.

Please review your responses to ensure it remains accurate.

Before submitting your response, you **must**:

1. Update the "Authorized Representative (Name)"
2. Update the "Authorized Representative (Title)"
3. Update "Today's Date"

##### 1.1 Company Information

1.1.1 "Doing Business As" (DBA) Company Name, if applicable.

1.1.2 Please provide your company's D-U-N-S number

1.1.4 Corporate (parent company) annual revenue  USD

1.1.5 Company (this site) annual revenue - most recent year  USD

##### 1.1.9 NAICS Codes

Enter your Primary NAICS code. Secondary NAICS codes may be entered as necessary.

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collection, analyzing, and publishing statistical data related to the U.S. business economy.

For more information, please visit: <http://www.census.gov/eos/www/naics/>

1.1.9.1 Primary NAICS

You must fully complete the American Electric Power Requested Profile document before AEP can invite you to participate in a an RFx event.

Items that are marked with “\*” are required. Others are optional. Click on the **“Submit”** button when you have completed the profile document. This will check for missing information and prompt you to make corrections. “Save as Draft” does not check for errors.


If you do not see the company profile or Customer Requested tab another person may be established as your Ariba admin for this account. You can contact your admin using the “Contact Administrator” link listed when you click on your user name avatar. The Profile and customer requested fields are managed by the admin.

- 9a. You will see the following confirmation message indicating that **“Your completed profile has been submitted to AEP “**. **If you do not see this message, you have not fully completed the required profile and cannot be invited to participate in any Rfx events.**
- 9b. You will receive an email message when your registration has been approved.


**American Electric Power  
Requested Profile**

Your customer has requested that you complete **2** additional profile fields.

[Enter Now >](#)

**Public Profile Completeness** 35%

[Enter a short description to reach 45% >](#)



### Your profile information has been submitted to American Electric Power and is pending approval.


Your requested profile information has been submitted to American Electric Power and is pending approval. Contact American Electric Power if you are unsure of their registration policies and procedures. If you want to increase your chance at new business opportunities with other companies, click the Public Profile Completeness link and complete your public profile.

The number of questions that remain to be answered will be shown in red in the **“American Electric Power Requested Profile”** box.

Follow the **“Enter Now >”** link to supply the additional information.

The **Public Profile Completeness** meter does not need to read 100% for your AEP profile to be considered complete. These indicate other Ariba Commerce Cloud profile questions that you may choose to complete for AEP or other customers to see.

10. The Company Profile tabs may be updated at any time by logging in to your Ariba Commerce Cloud Account. This function is reserved for your Ariba administrator after initial registration. The first person to register your company becomes the default administrator.

 A R I B A | SOURCING

John Doe Turbine Re...  
AN01014531813, Standard

### Company Profile

SaveClose

Your profile has been successfully updated.

Close

Basic (3)BusinessMarketing (3)ContactsCertifications (1)Customer RequestedAdditional Documents

\* Indicates a field required by American Electric Power.

#### Business Information

Year Founded:

1972

Number of Employees: \*

10

Annual Revenue:

\$10M to \$50M USD

Stock Symbol:

#### Financial Information

Type of Organization:

Legal Name:

State of Incorporation: \*

Alabama

D-U-N-S® Number:

- -

Global Location Number:

#### Tax Information

Tax Classification:

Taxation Type:

Tax Id:

Do not enter dashes

State Tax Id:

Do not enter dashes

Regional Tax Id:

#### American Electric Power Requested Profile Information

Certificates


#### Public Profile Completeness

50%

- Short Description
- Website
- Certifications
- D-U-N-S Number
- Industries
- Company Description
- Company Logo


#### Share Your Public Profile

Click here to get your Ariba badge.

 FIND US ON ARIBA

[View Public Profile](#)  
[Profile Visibility Settings](#)

- 11a. After activating your account in the Ariba Commerce Cloud, you will receive the email shown below.
- 11b. This completes your registration with Ariba; however, **you may still need to complete the AEP Requested fields before you will be invited to participate in an event.**



**Welcome to the Ariba Commerce Cloud**

Your registration process on the Ariba Commerce Cloud for John Doe Turbine Repair is now complete.

Your organization's account ID: **AN01014531813**

Your username: [john.doe@aep.com](mailto:john.doe@aep.com)

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

**Next Steps:**

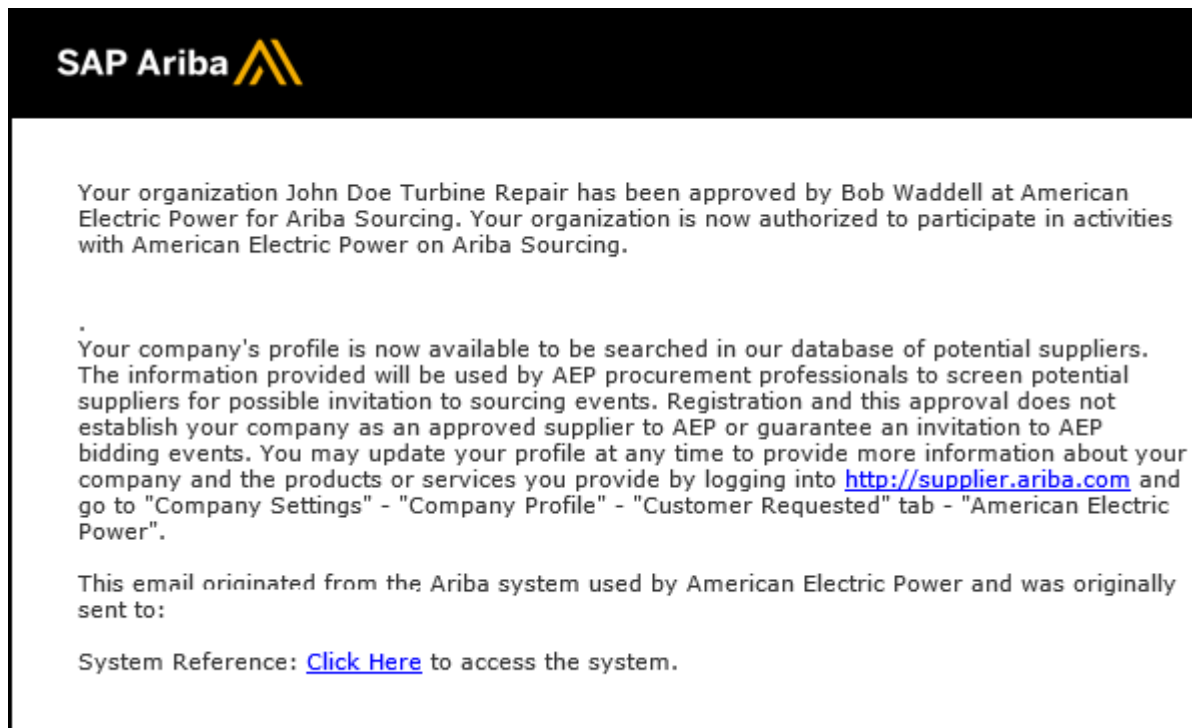
- Complete your company profile. Potential customers can search for and review seller profiles on the Ariba Commerce Cloud. The more detail you provide about your company, its capabilities, products, and services, the more effectively you can attract high-quality customers.
- Create user accounts for employees who require access to the Ariba Commerce Cloud capabilities.
- Update your user preferences and review your notification settings.
- Explore Ariba Discovery to find and participate in business opportunities. Search for new business opportunities and respond to any that match your commodity classification and sales territories.
- Explore the product documentation to find out more about user and administration tasks. To access the help resources, log into your account and click Help > Product Documentation on any page.

Thank you again for joining the Ariba business community through the Ariba Commerce Cloud.

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



12. This is an example of the email message you will receive after Registration Approval. (Step 10B)



## Signing on as an existing Ariba User

- 13a. Gain access to the Ariba system at any time by logging in at <http://supplier.ariba.com>.  
You may see a screen prompting you to **“Complete Requested Profile Information”**.
- 13b. Following is the panel you are likely to see. Click on the apps selection icon and select “Proposals”.

The screenshot shows the Ariba Network supplier portal. The top navigation bar includes the Ariba Network logo, a 'HOME' link, a 'CATALOGS' link, and a 'Go To Ariba Apps' button (indicated by a red arrow). Other navigation items include 'Company Settings', 'Bob Waddell', and 'Help Center'. A 'Create' button is also visible.

The main content area is divided into several sections:

- Orders, Invoices and Payments:** A section with a filter for 'All Customers' and a date range of 'Last 14 days'. It shows '0 Pinned Documents' with a 'More...' link.
- Table:** A table with columns: Document #, Document Type, Customer, Status, and Amount. It currently displays 'No items'.
- Now we're mobile:** A section promoting mobile access with 'Check it out.' and links to download the app from the App Store and Google Play.
- Tasks:** A section showing a task 'Update Profile Information' with a progress bar at 50%.

The footer includes the SAP Ariba logo, user information for Bob Waddell (john.doe@ariba.com), last visited date (9 Nov 2017 7:06:42 AM), and links for Data Policy, Security Disclosure, and Terms of Use. The copyright notice is © 1996–2017 Ariba, Inc. All rights reserved.

The URL at the bottom is: <https://service.ariba.com/Supplier.aw/128427099/aw?awh=r&awssk=qdG2oJ1p#>

14. The “Proposals” panel may prompt you to complete info I the customer requested tab. It may also indicate that other Ariba public profile fields are available to complete. If your account is connected to multiple customers, you may see links to access each customer’s events.

AribaSourcing

AMERICAN ELECTRIC POWER

Company Settings ▾

Bob Waddell ▾

Help Center >>

American Electric Power Requested Profile

Your customer has requested that you complete 1 additional profile fields.

Enter Now >

Public Profile Completeness


50%

Enter a short description to reach 60% >

2 leads match your company profile

View Matched Leads

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.



Events

Title	ID	End Time ↓	Event Type
No items			

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

15. Existing Ariba Commerce Cloud users may see the **“Customer Profile”** screen with one or more customers listed in the **“Customer Requested”** tab. Follow the link to complete the American Electric Power Customer Requested Profile Information. This information may updated by your company’s Ariba admin at any time.

Ariba Sourcing

Company Settings ▼

### Company Profile

Basic (3)	Business	Marketing (3)	Contacts	Certifications	Customer Requested	Additional Documents
-----------	----------	---------------	----------	----------------	--------------------	----------------------

\* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
<a href="#">American Electric Power</a>	Complete

- 16a. No matter what screen you land on, proceed to the link to complete the **"American Electric Power Requested Profile"**. (Note that DUNS # is a required field but this instance will not check for duplication. Supply if known, otherwise enter "NA". )
- 16b. **Go to Slide 9 to see the next steps.**

**Your Ariba Commerce Cloud account is now active.**  
American Electric Power Service requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the additional profile information before you can access and participate in American Electric Power Service events.

**American Electric Power Requested Profile**  
\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

**Question**

**▼ 1 Supplier Profile**  
Once your supplier profile has been completed the responses will be incorporated into each RFI/RFP submission.  
Please review your responses to ensure it remains accurate.  
Before submitting your response, you **must**:  
1. Update the "Authorized Representative (Name)"  
2. Update the "Authorized Representative (Title)"  
3. Update "Today's Date"

**▼ 1.1 Company Information**  
1.1.1 "Doing Business As" (DBA) Company Name, if applicable.   
1.1.2 Please provide your company's D-U-N-S number   
1.1.4 Corporate (parent company) annual revenue  USD  
1.1.5 Company (this site) annual revenue - most recent year  USD

**▼ 1.1.9 NAICS Codes**  
Enter your Primary NAICS code. Secondary NAICS codes may be entered as necessary.  
The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collection, analyzing, and publishing statistical data related to the U.S. business economy.  
For more information, please visit: <http://www.census.gov/eos/www/naics/>

**Public Profile**  
get your Ariba badge.  
FIND US ON ARIBA  
profile  
ty Settings

**Save** **Close**

Ariba Commerce Cloud  
Welcome to the Ariba Commerce Cloud.  
This is an EXTERNAL email. STOP, THINK before you  
CLICK links or OPEN attachments.

Show desktop

You must fully complete the American Electric Power Requested Profile document before AEP can invite you to participate in a an RFx event.

Items that are marked with "\*" are required. Others are optional. Click on the **"Submit"** button when you have completed the profile document. This will check for missing information and prompt you to make corrections. "Save as Draft" does not check for errors.

- 17a. The URL to log on to the Ariba Supplier Network is <http://aep.supplier.ariba.com>. Here is an example of a test supplier account. Status of bidding events are located in the **Proposals** tab.
- 17b. **AEP Customer Requested** fields may be updated at any time.
- 17c. Account administrators may have access to your company public profile where fields viewable by all of your customers may be changed.

The screenshot shows the Ariba Supplier Network interface for American Electric Power. The top navigation bar includes links for GO TO MY: LEADS, PROPOSALS, CONTRACTS, and ORDERS & INVOICES. The user is logged in as Bob Waddell. The main content area displays the 'American Electric Power Requested Profile' section, which includes a welcome message, a list of events, and a list of tasks. A red arrow points to the 'View customer requested fields >' link in the 'American Electric Power Requested Profile' section.

**American Electric Power Requested Profile**

All required customer requested fields have been completed.

[View customer requested fields >](#)

**Public Profile Completeness**

70%

[Enter your company revenue to reach 80% >](#)

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.

**Events**

Title	ID	End Time ↓	Event Type
▶ <b>Status: Completed (30)</b>			
▶ <b>Status: Open (2)</b>			
▶ <b>Status: Pending Selection (6)</b>			

**Tasks**

Name	Status	Due Date	Completion Date	Alert
No items				