

# User guide for Supplier registration

# Table of content

- ❑ Receiving the invitation to register
- ❑ Accessing the Ariba Network
- ❑ Registering on Ariba Network
  - As a suppliers with an existing Ariba network account
  - As a suppliers new to Ariba network
- ❑ Registering with UPM
- ❑ Approval process
- ❑ Support

# Receiving the invitation

1. You will receive an invitation to your e-mail as seen on the right
2. Click on the link to initiate the registration process

## UPM-Kymmene Oyj - TEST

### Register as a supplier with UPM-Kymmene Oyj - TEST

Hello!

Pär Tindervik has invited you to register to become a supplier with UPM-Kymmene Oyj - TEST. Start by creating an account with Ariba Network. It's free.

UPM-Kymmene Oyj - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Tindervik Consulting already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

You are receiving this email because your customer, UPM-Kymmene Oyj - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact UPM-Kymmene Oyj - TEST.

# Creating an Ariba account or using an existing account



1. If you are new to Ariba, please click on the sign-up link.

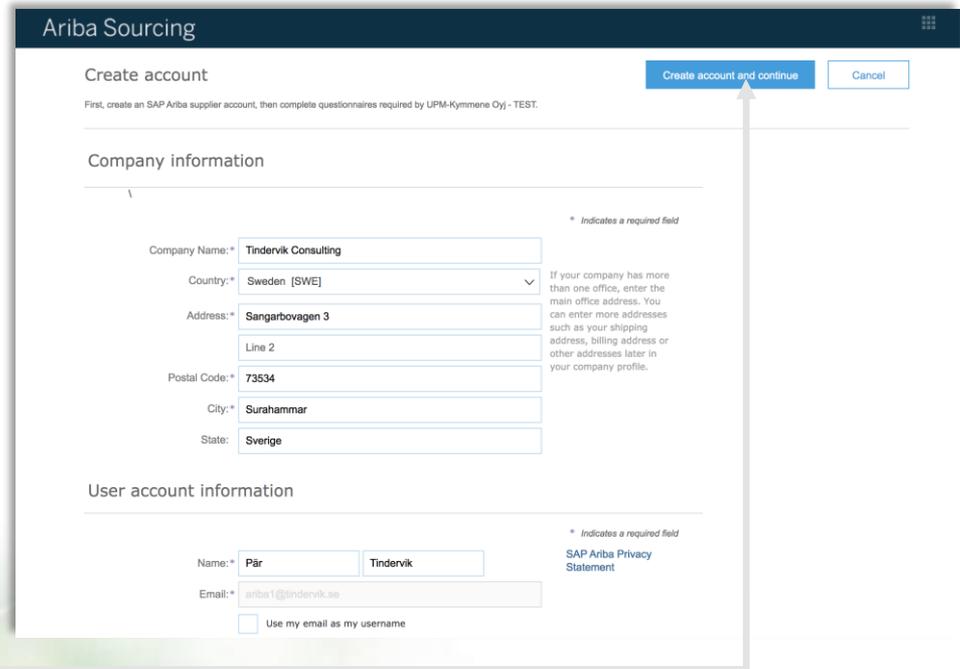
2. If your company already has an existing Ariba Network account please click on the login button

*It is important that you register using this page and this page only. If you for some reason gets directed to another Ariba page, please contact registration Support*

A screenshot of the Ariba Sourcing web application. The page has a dark blue header with the text 'Ariba Sourcing' and a small grid icon. Below the header, it says 'Welcome, Pär Tindervik'. There is a yellow banner with the text 'Have a question? Click here to see a Quick Start guide.' Below this, there are two main sections. The first section is for new users, with the text 'Sign up as a supplier with UPM-Kymmene Oyj - TEST on SAP Ariba. UPM-Kymmene Oyj - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by UPM-Kymmene Oyj - TEST.' and a blue 'Sign up' button. The second section is for existing users, with the text 'Already have an account?' and a blue 'Log in' button. Below these sections is a section titled 'About Ariba Network' which contains a paragraph of text and two bulleted lists of benefits. The first list includes: 'Respond more efficiently to your customer requests', 'Work more quickly with your customers in all stages of workflow approval', 'Strengthen your relationships with customers using an Ariba Network solution', 'Review pending sourcing events for multiple buyers with one login', and 'Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities'. The second list includes: 'All your Ariba customer relationships', 'All your event actions, tasks and transactions', 'Your profile information', 'All your registration activities', and 'Your contact and user administrative tasks'. There are arrows pointing from the text in the first list to the 'Sign up' button and from the text in the second list to the 'Log in' button.

# Creating your Ariba Network account

1. Please add and review your information.
2. Refrain from using the option "Use my email as my account" even if you choose to use your email as your username.
3. When all the mandatory information has been added, please verify that all information is correct.
4. Next step will be to click "Create account and continue". Doing so will render Ariba to create your account and you will be redirected to UPM registration form.



**Ariba Sourcing**

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by UPM-Kymmene Oyj - TEST.

Company information

\* Indicates a required field

Company Name:\* Tindervik Consulting

Country:\* Sweden [SWE]

Address:\* Sangarbovagen 3  
Line 2

Postal Code:\* 73534

City:\* Surahammar

State:\* Sverige

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.

User account information

\* Indicates a required field

Name:\* Pär Tindervik

Email:\* ariba1@tindervik.se

Use my email as my username

SAP Ariba Privacy Statement

## Using your existing Ariba account

1. Please login using your Ariba credentials for the account you will be using in your engagement with UPM.
2. Clicking “Continue” will send you directly to the UPM registration page.

# Registering with UPM and accepting UPM Supplier and Third Party Code



1. Fill in the requested information, some information will have to be repeated from the previous step when registering on the network.
2. If you have any questions about which categories/commodities to select, don't hesitate to contact UPM supplier registration support at [join.ariba@upm.com](mailto:join.ariba@upm.com)
3. In part 6 – UPM Supplier and Third Party Code, it is important that you read and understand the attached document. If you are unable to comply with UPM Supplier and Third Party Code, please attach documentation explaining your reasons for the non-compliance. UPM will review your response and approve or decline it. If your response is being declined, we will be in contact with you.
4. When all mandatory information has been added please click “Submit Entire Response”. If everything is in order, “Your response has been submitted” will be displayed, and an email will be sent to you to confirm your registration with UPM on Ariba.

Ariba Sourcing

< Go back to UPM-Kymmene Oyj - TEST Dashboard

Company Settings ▼ Pär Tindervik ▼ Help Center

Desktop File Sync

Time remaining 29 days 17:58:22

Doc300683950 - Supplier Registration Questionnaire

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

1 General Information

2 Address information

3 Contact information

4 Financial Information

5 Local Information

6 Supplier Code of Con...

1.1 Supplier Full Legal Name Tindervik Consulting

1.2 Other names/also known or operating under

1.3 Are you part of a large group or organization? Please add the global corporate group name. Example: UPM Raffatac belongs to UPM Group

1.4 General description of your products/services IT and consultant management services

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

SAP Ariba

## Approval process

1. Your request has now been sent to UPM for review and approval.
2. The approval process may differ in time depending on the information you have provided but will normally take 5-10 business days. If there are any questions that need further information, UPM registration support will contact you by phone, email or requesting additional information through Ariba.
3. You will receive an email from Ariba when UPM has approved your request.

*Remember to always keep your Company information updated in the UPM portal. You can access it directly at:*

*<https://service.ariba.com/>*



# UPM registration support



[join.ariba@upm.com](mailto:join.ariba@upm.com)



# Thank you for your cooperation

UPM **BIOFORE**  
**BEYOND** FOSSILS

