



User guide for Supplier registration

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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

Ariba Sourcing

Welcome, Pär Tindervik

Have a question? Click here to see a Quick Start guide.

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. [Sign up](#)

Already have an account? [Log in](#)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- 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
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

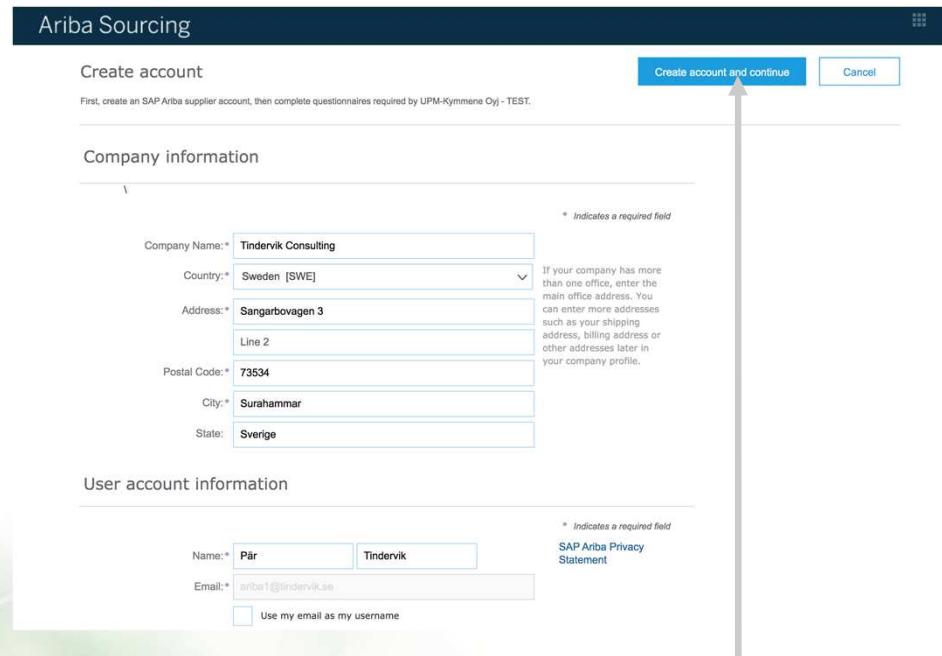
- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

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



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
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.

A screenshot of the Ariba Sourcing web interface for a "Supplier Registration Questionnaire". The page title is "Ariba Sourcing" and the document ID is "Doc300683950 - Supplier Registration Questionnaire". The interface shows a sidebar with navigation options like "Event Messages", "Event Details", "Response History", and "Response Team". The main content area is titled "All Content" and displays a form with several sections: "1 General Information", "2 Address Information", "3 Contact Information", "4 Financial Information", "5 Local Information", and "6 Supplier Code of Con...". The "General Information" section is expanded, showing fields for "1.1 Supplier Full Legal Name" (filled with "Tindervik Consulting"), "1.2 Other names/also known or operating under", "1.3 Are you part of a large group or organization?" (with an example: "UPM Raffatac belongs to UPM Group"), and "1.4 General description of your business/products" (filled with "IT and consultant management services"). At the bottom of the form, there are four buttons: "Submit Entire Response" (highlighted in blue), "Save draft", "Compose Message", and "Excel Import". A grey arrow points from the "Submit Entire Response" button in the screenshot to the corresponding step in the list on the left.

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





Thank you for your cooperation

UPM **BIOFORE**
BEYOND FOSSILS

