

About the SAP Supplier Registration Process

What is changing?

- Supplier information will be self-managed via the SAP Business Network, previously know as the Ariba Network. Suppliers will be invited to complete a Supplier Registration Questionnaire, and once registered, will be able to make updates to their details at any time – no need to reach out to Union Pacific to request changes.
- In addition to self-managing supplier information via the Network, all sourcing events (RFIs, RFPs), contract negotiations, and risk assessments will be done via the SAP Business Network

What does this mean for my company, and what actions do I need to take?

- You will receive an email from SAP Ariba with the subject *“Invitation: Register to become a supplier with Union Pacific”* The email domain is ansmtp.ariba.com. Please note this is not spam. It has come from Union Pacific, just via SAP Ariba.
- There is a link within the email that will take you to the SAP Business Network login page. You will have an option to create a new account or to login to your existing network account. Once logged in, review & complete the Supplier Registration Questionnaire and submit.
- Moving forward, if at any time you need to update your company’s supplier information, you will log into the network, access the Supplier Registration questionnaire, click *“Revise Response”*, make the necessary update, and submit.
- If you are not the correct contact within your company to complete the Registration questionnaire, please respond to this email with the name and email of the correct contact.

Does my company already have an account on the SAP Business Network?

- If your company already has an account on the SAP Business Network, you may want to use the same account to manage your registration & sourcing events. Or, you may want to manage them separately.
- If your company already has a SAP Business Network account, but you do not have access to it, contact the account administrator within your company to be setup on the account. When you receive the Registration invitation, use your new credentials to login & complete the questionnaire. Additional details about this can be found [here](#)

How do I access the SAP Business Network after my initial registration is complete?

- Navigate to <http://supplier.ariba.com> and login with your username & password
- In the top left of the screen, you will see *“Ariba Network”*. Click on the dropdown and select *“Ariba Proposals & Questionnaires”*. Under the Registration Questionnaires header, you will find the Supplier Registration Questionnaire. Click to open.