

SAP Ariba Supplier Lifecycle & Performance

HOW TO RESET YOUR USERNAME AND/OR PASSWORD



INTRODUCTION AND BACKGROUND

- Crystal Ventures Limited (CVL), its subsidiaries and affiliates use SAP Ariba to manage its supplier management, sourcing and contract management processes.
- The solution automates the way Suppliers transact and interact with the CVL group
- This has improved and simplified engagements with our valued suppliers, resulting in a better supplier experience
- SAP Ariba is used to exchange electronic sourcing and contract documents, and enables Suppliers to self-register and maintain their supplier profile data
- This manual covers all the supplier transactions in the Vendor Management processes, which are managed on the SAP Ariba Supplier Lifecycle and Performance (SLP) system.

INTRODUCTION TO THE SAP BUSINESS NETWORK

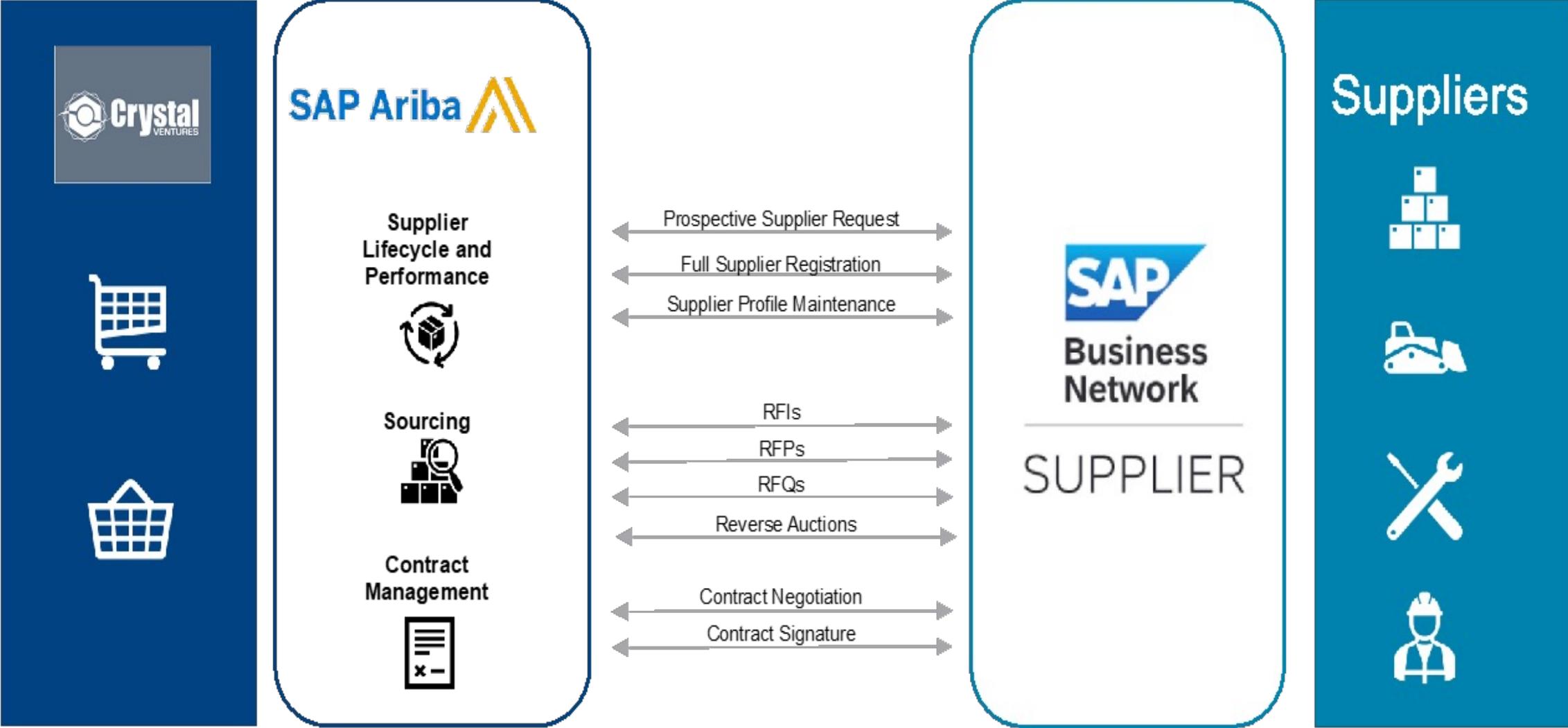


The **SAP Business Network** connects suppliers with customers, enabling them to do business together.

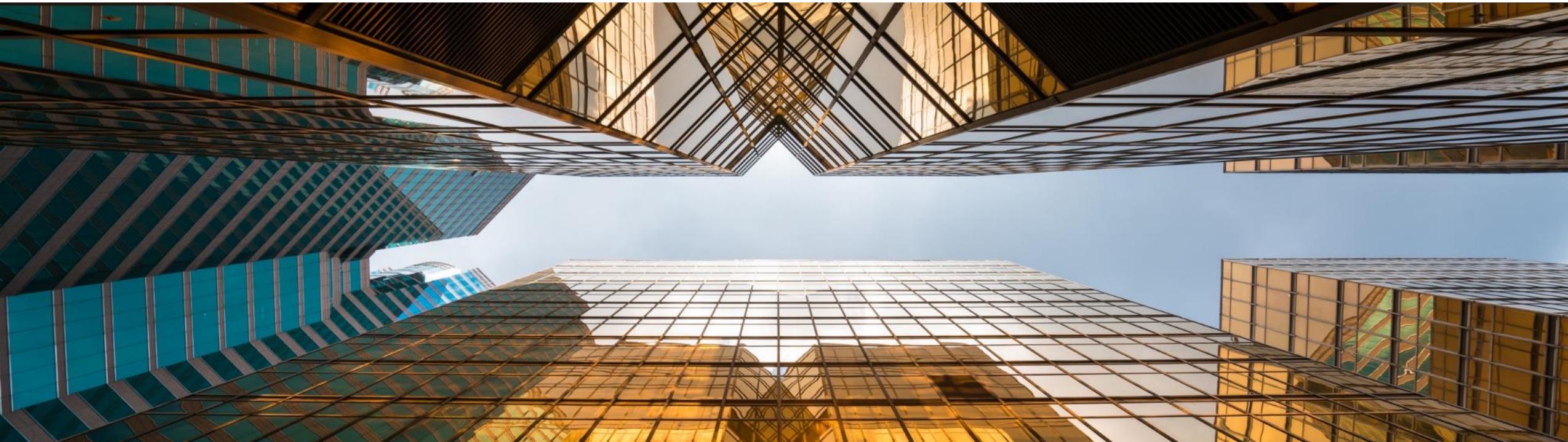
CVL uses the SAP Business Network to collaborate with suppliers, enabling effective sourcing of goods and services, supplier registration and contract management.

The SAP Business Network is the **new method for suppliers to transact** and exchange procurement information with CVL and its subsidiaries , including RFQs, RFIs, RFPs and Reverse Auctions.

CVL SAP ARIBA SOLUTION OVERVIEW

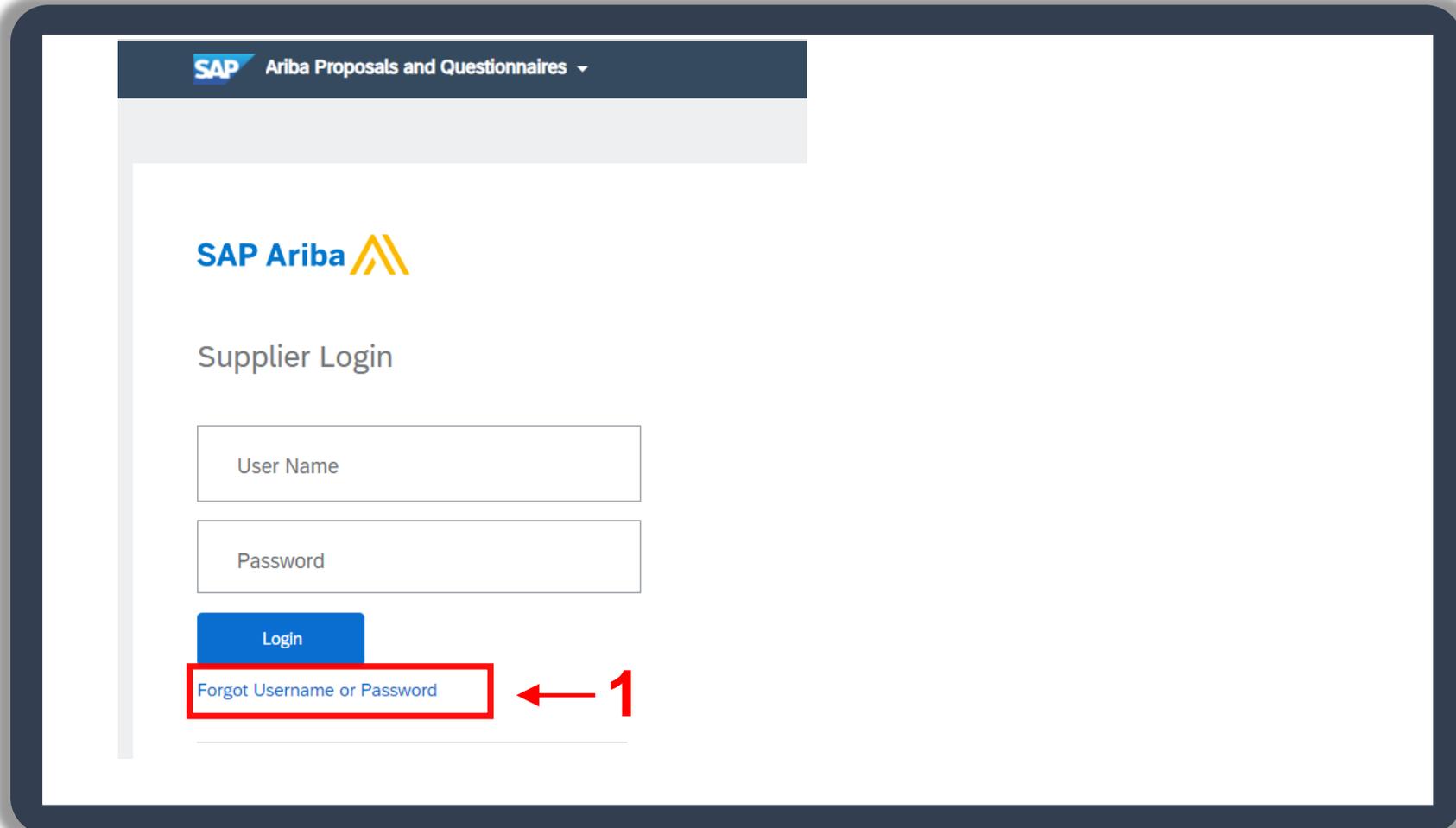


RESETTING YOUR USERNAME AND PASSWORD



RESETTING YOUR USERNAME AND PASSWORD

1. Access the SAP Ariba Supplier login screen through the CVL website, or directly via the link below:
<https://service.ariba.com/Sourcing.aw>
2. If you cannot remember your username or password, click on **“Forgot username or Password”**.



SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

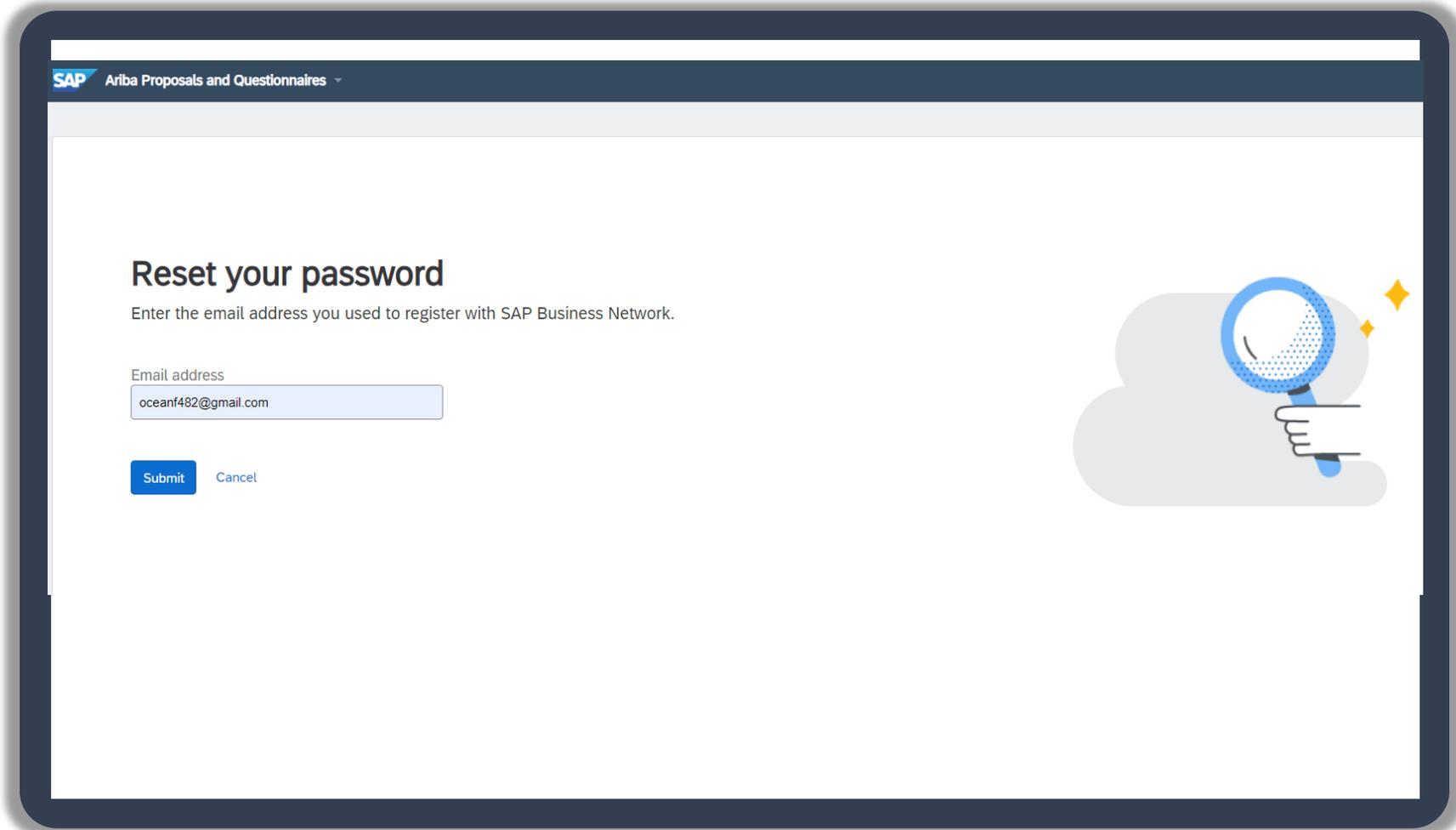
Forgot Username or Password ← 1

RESETTING YOUR USERNAME AND PASSWORD

3. The Reset your password screen will open.

Enter the e-mail address where your password reset confirmation e-mail must be sent.

Click on “**Submit**”.



SAP Ariba Proposals and Questionnaires

Reset your password

Enter the email address you used to register with SAP Business Network.

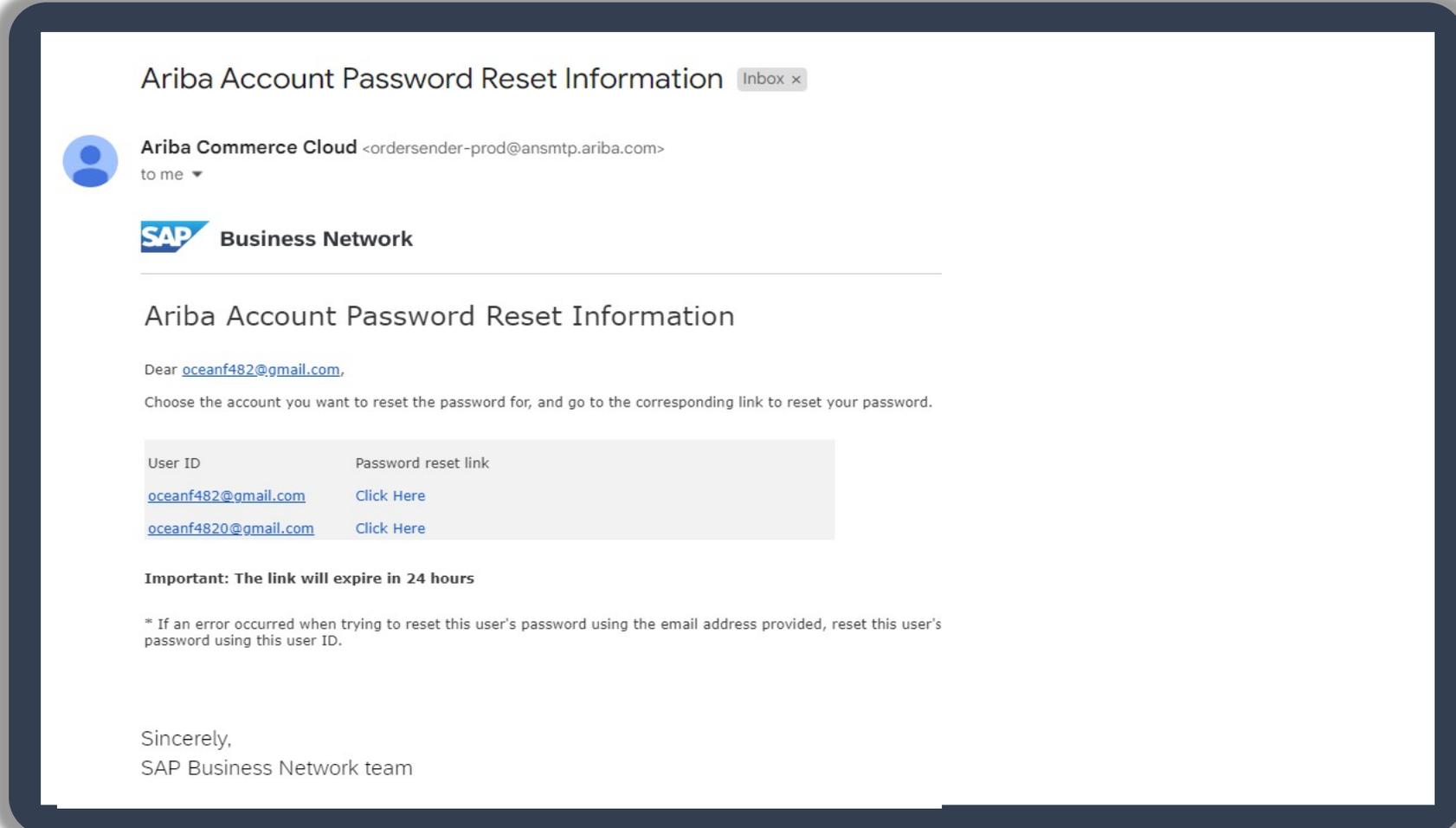
Email address

[Submit](#) [Cancel](#)

RESETTING YOUR USERNAME AND PASSWORD

4. You will receive an e-mail containing list of users registered under your account and a link to change your password.

Click on the “Click here” link to reset your password.



Ariba Account Password Reset Information Inbox x

 **Ariba Commerce Cloud** <ordersender-prod@ansmtp.ariba.com>
to me ▾



Ariba Account Password Reset Information

Dear oceanf482@gmail.com,

Choose the account you want to reset the password for, and go to the corresponding link to reset your password.

User ID	Password reset link
oceanf482@gmail.com	Click Here
oceanf4820@gmail.com	Click Here

Important: The link will expire in 24 hours

* If an error occurred when trying to reset this user's password using the email address provided, reset this user's password using this user ID.

Sincerely,
SAP Business Network team

RESETTING YOUR USERNAME AND PASSWORD

5. Enter your desired password.
6. Confirm password by re-entering your new password.
7. Click “**Submit**”.

Reset your password

Username
oceanf482@gmail.com

New password

Confirm your password

Submit

Cancel

Note the password requirements:

- *Must be between 8 and 32 characters*
- *Must contain at least 1 lowercase letter(s), 1 uppercase letter(s), 1 numeric character(s), and 1 special character(s). The special characters permitted are !#\$%&'()*+,-/;< >?@^_{}~\`"]*
- *Cannot contain the username*
- *Repetitive characters and numbers in sequence are discouraged*
- *Only ASCII characters are allowed (numbers 1 - 9-, lower- and upper-case characters a - z, and some special characters)*

THANK YOU

