

SUPPLIER REGISTRATION

SAP Business Network Supplier Guide, July 2026

Content

1. Getting Started
2. Creating a SAP Business Network account
3. Access the Event
4. Complete Registration
5. Add your colleagues to your Business network account

Where to get support:

Fortum Operational team

Email: purchasing@fortum.com

Phone: +358 9 42726348

1. Getting Started – Event Invite

1. Open the invitation email

- You will receive an email invitation to register as a supplier

2. Access the event

- Follow the Click Here link to access the event and register for an SAP Business Network account



Hello!

Fortum has invited you to reply to a supplier registration questionnaire in SAP Ariba supplier portal for Test Company Oy. Please note that you'll need an SAP Business Network account to access the questionnaire in the portal. You may sign up or log in with your existing account by clicking the link below.

2

[Click Here](#) to sign up or log in with your existing SAP Business Network account.

Please do not forward this email within your organisation as this is a personal invitation. If you need someone else to be invited, please let us know. You can find our registration instructions here: <https://www.fortum.com/about-us/contact-us/suppliers/supplier-registration>

If you have any further questions, you may contact us via purchasing@fortum.com / +358 942 726 348 or book a call with our experts here: <https://outlook.office365.com/owa/calendar/FortumAribasuppliersupport@fortum.onmicrosoft.com/bookings/>

We look forward to your registration!

Best Regards,
Fortum Procurement

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

Offices | Data Policy | Contact Us | Customer Support

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2. Create the Account

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[About this invitation](#) [Learn More](#)



Connect with Fortum Oyj on SAP Business Network to collaborate.

We found existing accounts based on the information you entered. Please review.

- 1 [Review Accounts](#)
- 2 [Use existing account](#)
- 3 [Create new account](#)

or



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- Once you click on the link you will be taken to the SAP Business Network Registration Portal.

You have three options:

1. Click [Review accounts] to review existing accounts the system has found
2. Click [Use existing account] to log in with an existing account.
3. Click [Create new account] to create a new SAP Business Network Account.

2.1 Create the Account – Choosing the Data Center

- Once you press [Create new account] you will be directed to a page where you can choose a data center
 - Your account and profile will be maintained in the data center you choose
 - You can change the selected data center only until the account creation process is completed. To make changes, start the onboarding process again by returning to Data center picker page, where the required Data center can be selected again.
- Choose any data center you would like and click on [Next]

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[Learn More](#)

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

☐ USA: Quincy, WA

☒ Netherlands: Amsterdam

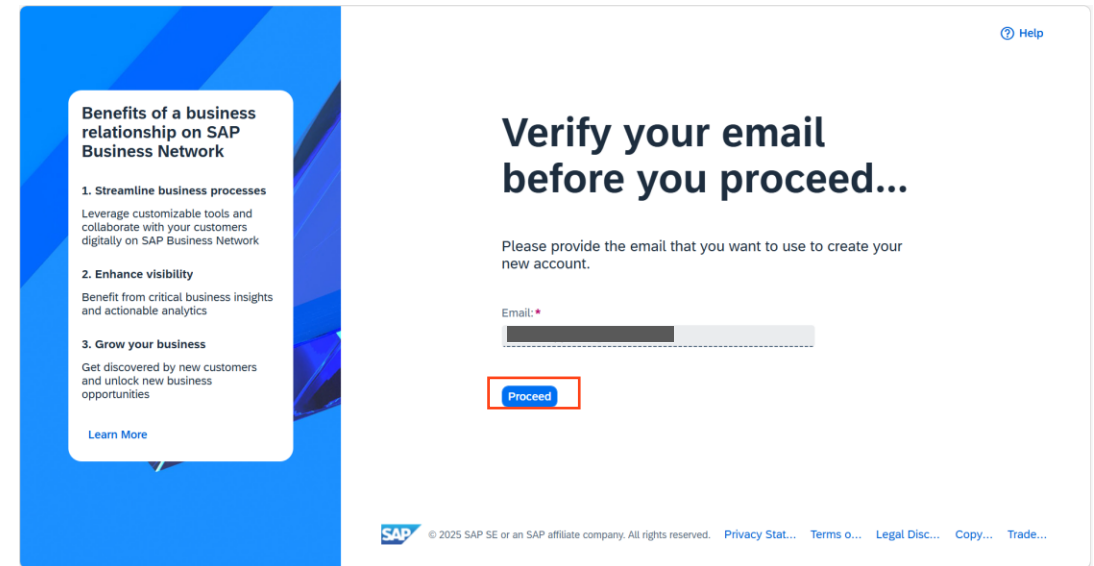
☐ Saudi Arabia: Dammam

[Next](#)

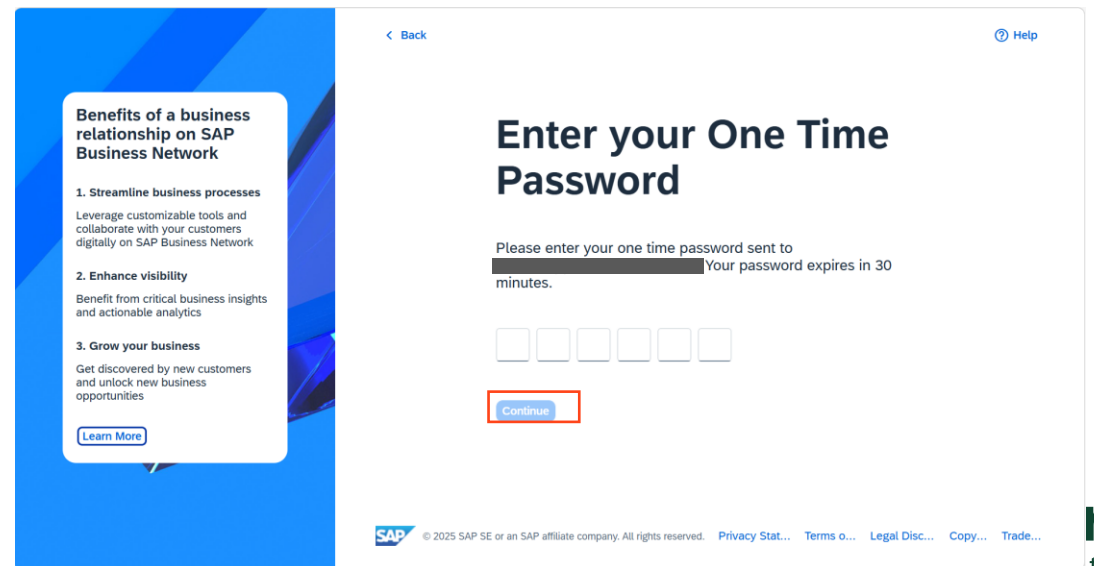
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2.2 Create the Account – Verify your email

- Next you will need to confirm your email.
 - The email cannot be changed, and it will be the same address where the registration link was sent
 - Click on [Proceed]
-
- You will receive a one-time password that will be valid for 30 minutes
 - Input the password in the password field and click on [Confirm]



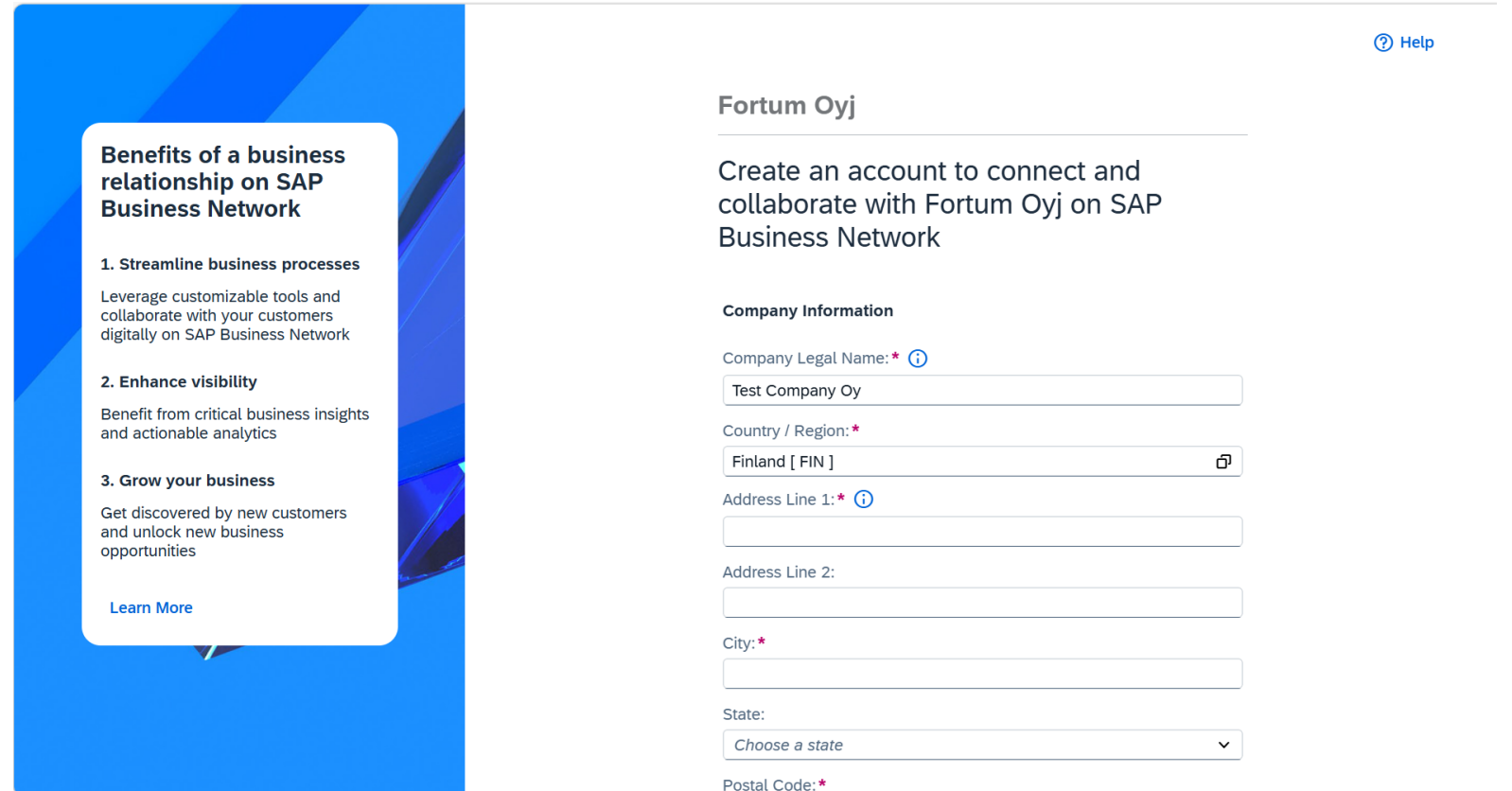
This screenshot shows the 'Verify your email before you proceed...' page. On the left, a blue sidebar contains a white box titled 'Benefits of a business relationship on SAP Business Network' with three numbered points: 1. Streamline business processes, 2. Enhance visibility, and 3. Grow your business. The main content area has a large heading, a subheading, and a text prompt: 'Please provide the email that you want to use to create your new account.' Below this is an email input field with a red asterisk and a 'Proceed' button. The footer includes the SAP logo, copyright information, and links for Privacy, Terms, Legal, Copy, and Trade.



This screenshot shows the 'Enter your One Time Password' page. It features a 'Back' button and a 'Help' icon in the top right. The main heading is 'Enter your One Time Password'. Below it, a text prompt says: 'Please enter your one time password sent to [redacted] Your password expires in 30 minutes.' There is a six-digit input field with individual boxes and a 'Continue' button. The footer is identical to the previous page, showing the SAP logo, copyright, and various links.

2.3 Create the Account – Company info

- Review and update the basic company information.
- Help Center can be found in the upper right corner of the page
- Finally scroll down to input the Administrator Account information



The screenshot displays the 'Fortum Oyj' account creation interface. On the left, a blue sidebar contains a white box titled 'Benefits of a business relationship on SAP Business Network' with three points: '1. Streamline business processes', '2. Enhance visibility', and '3. Grow your business', each with a brief description and a 'Learn More' link. The main content area on the right is titled 'Fortum Oyj' and 'Create an account to connect and collaborate with Fortum Oyj on SAP Business Network'. Below this is the 'Company Information' section with the following fields: 'Company Legal Name' (with a red asterisk and an info icon), 'Country / Region' (with a red asterisk), 'Address Line 1' (with a red asterisk and an info icon), 'Address Line 2', 'City' (with a red asterisk), 'State' (with a dropdown menu), and 'Postal Code' (with a red asterisk). The 'Test Company Oy' is entered in the name field, and 'Finland [FIN]' is selected in the country field.

Fortum Oyj

Create an account to connect and collaborate with Fortum Oyj on SAP Business Network

Company Information

Company Legal Name: * ⓘ
Test Company Oy

Country / Region: *
Finland [FIN] ⓘ

Address Line 1: * ⓘ

Address Line 2:

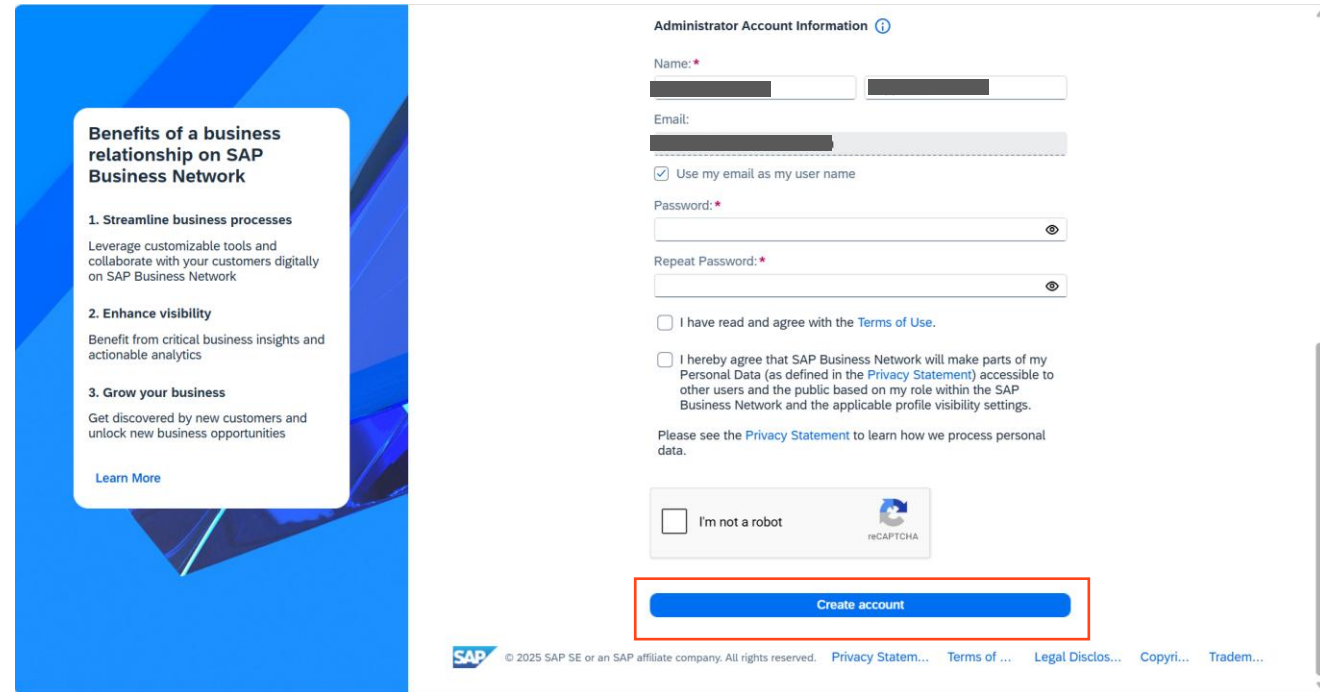
City: *

State:
Choose a state ▼

Postal Code: *

2.4 (1/3) Getting Started – User Account

1. Setup your Administrator Account
2. Check mark terms of use box
3. Check mark privacy statement
4. Check mark I'm not a robot
5. Click [Create account]
6. After clicking [Create account] system might inform you that your company already has an account in Business Network. Click on Review accounts. If you find the legal entity that you want to register on the list, contact the admin of that account.
7. After this you will be asked to confirm your email address



The screenshot displays the 'Administrator Account Information' form on the SAP Business Network. On the left, a blue sidebar contains a white box titled 'Benefits of a business relationship on SAP Business Network' with three points: '1. Streamline business processes', '2. Enhance visibility', and '3. Grow your business', each with a brief description and a 'Learn More' link. The main form area on the right includes fields for 'Name' (first and last), 'Email', 'Password', and 'Repeat Password'. There are checkboxes for 'Use my email as my user name', 'I have read and agree with the Terms of Use', and 'I hereby agree that SAP Business Network will make parts of my Personal Data...'. A reCAPTCHA 'I'm not a robot' checkbox is also present. A red rectangle highlights the 'Create account' button at the bottom. The footer contains the SAP logo, copyright information, and links to 'Privacy Statement', 'Terms of Use', 'Legal Disclosures', 'Copyright', and 'Trademarks'.

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
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Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Administrator Account Information

Name: *
[First Name] [Last Name]

Email:
[Email Address]

☒ Use my email as my user name

Password: *
[Password]

Repeat Password: *
[Repeat Password]

☐ I have read and agree with the [Terms of Use](#).

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

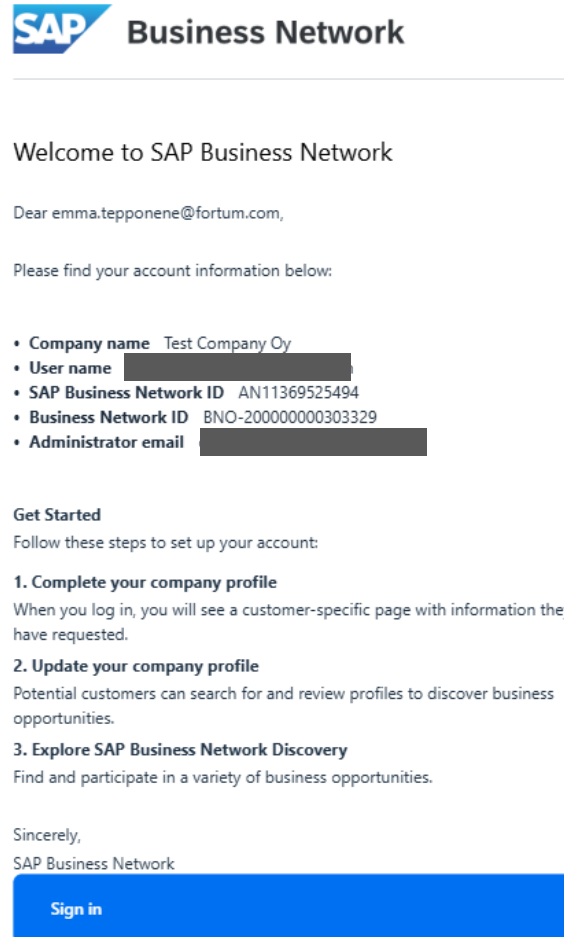
☐ I'm not a robot 

Create account

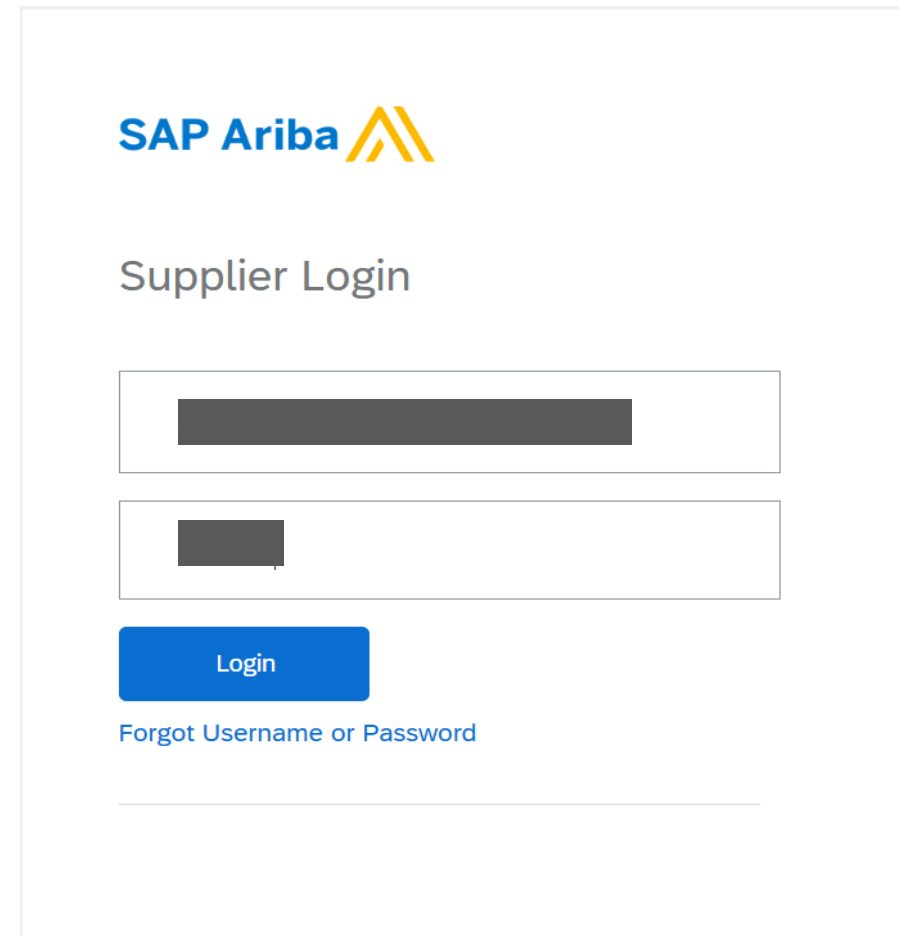
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2.4 (2/3) Getting Started – User Account

- Open the welcome email and click on [Sign in]



- Log in with your credentials and press [Log in]



2.4 (3/3) Getting Started – User Account

- The system will then ask you to update your company profile.
- Click on [Update]
- Choose at least one Product or Service category and one Ship-to or service location
- After filling these out click on [Save]

Update your company profile

You must provide your products and service categories and ship-to or service locations so that you can be discovered by customers searching for companies like yours.

Update

Sign Out

Edit Products And Services

Product and Service Categories Ship-to or Service Locations Industries

Enter your company's products and services. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Product and Service Categories: *

business

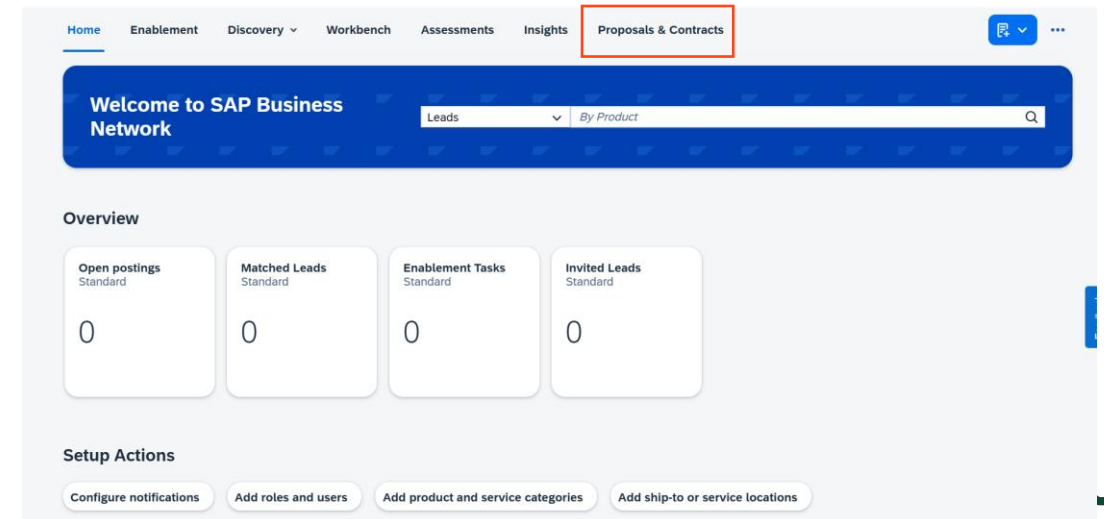
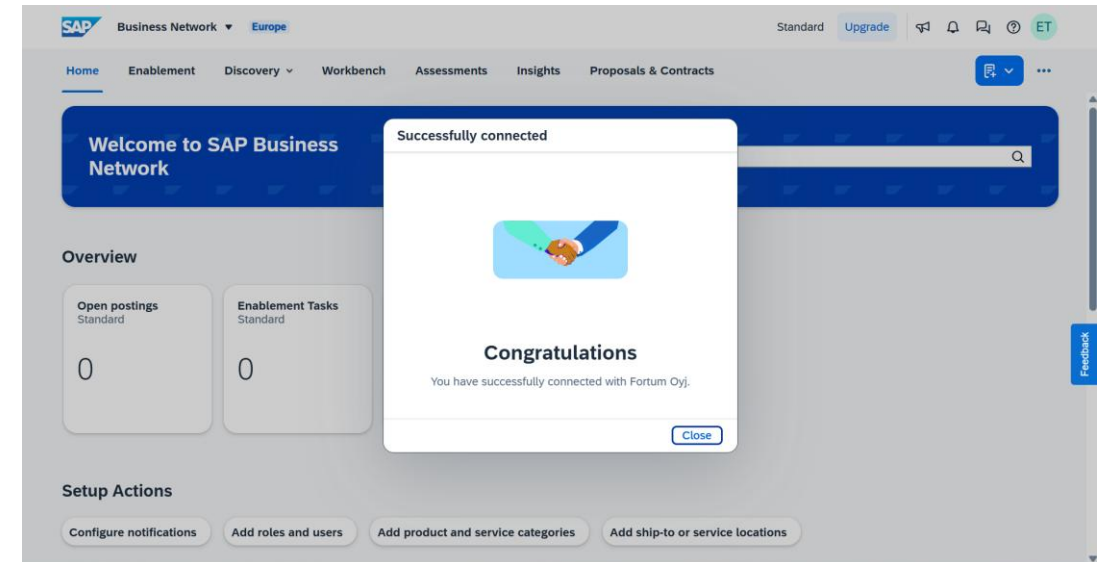
Selected categories (1)

Radio advertising

Save Cancel

2.5 (1/3) Supplier Registration Questionnaire

- You will then be directed to SAP Business Network
- A pop-up window should appear that confirms that you have successfully connected with Fortum
- Now click on [Proposals & Contracts] on the upper bar



2.5 (2/3) Supplier Registration Questionnaire

- Here click first on [Customers]
- Then click on the arrow that appears after Fortum Oyj
- Then click on [Proposals and Questionnaires]
- Under Proposals and Questionnaires, you should see Supplier registration questionnaire
- Click on [Supplier registration questionnaire]

The screenshot displays the Fortum system interface. The top navigation bar includes links for Home, Enablement, Discovery, Workbench, Assessments, Insights, and Proposals & Contracts. The main header is titled "Proposals and Contracts" with a "View Matched Leads (0)" button and a "Customer requested fields" link. On the left, a sidebar shows "Customers (1)" with a search bar containing "Fortum Oyj" and a red box labeled "1" around the search bar. A red box labeled "2" highlights the "Proposals and Questionnaires" link in the main content area. Below this, a table titled "Registration Questionnaires" is shown, with a red box labeled "3" around the "Supplier registration questionnaire" entry. The table has columns for Title, ID, End Time, and Status. The entry for "Supplier registration questionnaire" has ID Doc3121900961, End Time 5/8/2027 12:52 PM, and Status Invited.

Home Enablement Discovery Workbench Assessments Insights Proposals & Contracts

Proposals and Contracts View Matched Leads (0) Customer requested fields

Customers (1)

Search Fortum Oyj

Proposals and Questionnaires Contracts

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
Status: Open (1)			
Supplier registration questionnaire	Doc3121900961	5/8/2027 12:52 PM	Invited

2.5 (3/3) Supplier Registration Questionnaire

- You will be directed to the Registration Questionnaire
- Fill in your company information
- Once you have filled all the required information click on [Submit Entire Response]

[< Go back to Fortum Oyj Dashboard](#) [Desktop File Sync](#)

Console Doc3121900961 - Supplier registration questionnaire Time remaining 358 days 05:55:39

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 General Information

2 Financial Information

3 Main Contact Details

4 Additional Contact

All Content

Name ↑

▼ 1 General Information

1.1 Supplier Name

1.2 Name of parent company (if applicable)

1.3 Other names/also known or operating under

1.4 Company Legal form

Street:

(*) indicates a required field

[Submit Entire Response](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

2.6 Supplier Registration

- An email notification will be sent to you when Fortum has received your registration information.
- Once the registration has been approved you can click on the link in the email to log in to supplier portal to see if you need to complete any tasks or qualifications



Hello!

Fortum has received your registration information and will review it for approval.

[Click Here](#) to log in to the SAP Ariba supplier portal to check your registration status. You will receive another email confirmation when your registration has been approved or if we require additional information.

Best Regards,
Fortum Procurement

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

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Hello!

Congratulations! Your supplier registration was approved.

[Click Here](#) to log in to the SAP Ariba supplier portal to see if you have any open events, qualifications or questionnaires to respond.

Best Regards,
Fortum Procurement

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

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Powered by [SAP Ariba](#)

3. (1/4) Add your colleagues to SAP Business Network Account

- You can add your colleagues to your Company's Business Network account. This way your colleagues can participate tenders
 - On the Home Page of SAP Business Network click on [Add roles and users] under Setup Actions
- If you want to add a new user click on [Create]

The screenshot shows the SAP Business Network interface. At the top, the 'Home' tab is selected and highlighted with a red box and the number '1'. Below the navigation bar, the 'Welcome to SAP Business Network' banner is visible. Under the 'Overview' section, there are four cards: 'Open postings Standard' (0), 'Matched Leads Standard' (0), 'Enablement Tasks Standard' (0), and 'Invited Leads Standard' (0). In the 'Setup Actions' section, the 'Add roles and users' button is highlighted with a red box and the number '2'. Below this, the 'Manage Users' section is shown. Under the 'Active (1)' tab, a table lists the active user. The 'Create' button in the top right of the table is highlighted with a red box and the number '3'.

User Name	Email Address	First Name	Last Name	Roles	Contact List	Authenticati...	Status	Send consolidat...
rtum.com	m.com			MARKETPLACE_SUPPLIER_BA SE, SOURCING_SUPPLIER_BASE, MARKETPLACE_BUYER_BASE, MARKETPLACE_SUPPLIER_MA ST... Show More	No	No	Limited Access	Confirmed

3. (2/4) Add your colleagues to SAP Business Network Account

- Fill in the user details and click on [create]
- pick the roles you want by pressing [Add]
 - Choose the roles you want by ticking the boxes next to them
 - Press on [Add] when you have chosen all of the wanted roles

teppo.testaaja@testi.com

User Information Roles Customer Assignment

User Information

Basic

User Name: * teppo.testaaja@testi.com

First Name: * Teppo

Email Address: * teppo.testaaja@testi.com

Last Name: * Testaaja

Contact

Country/Region Code: [dropdown]

Phone Number: [input]

Area Code: [input]

Extension Number: [input]

Roles

Search [input] Add Remove

Role Name Description

Draft updated [Create] Discard

SAP Business Network

Assign Roles

(6) Search [input]

Role Name	Description
☐ _ARIBA_SOURCING_ACCESS_CUSTOM_RO	
☒ Lead Generation Specialist	The Lead Generation Specialist is responsible for driving business growth by identifying and attracting potential clients to build a strong sales pipeline for the company's offerings
☐ Logistics Limited Access -Assignment	Designated for external logistics providers who manage shipments on behalf of suppliers, this role provides access only to logistics-related functions. Users can view material orders and create Ship Notices for assigned orders only. To ensure security, all financial information—such as prices, taxes, and charges—as well as other non-logistics areas of the application, is hidden from their view.
☒ Logistics Limited Access -View all	Designated for external logistics providers who manage shipments on behalf of suppliers, this role provides access only to logistics-related functions. Users can view material orders and create Ship Notices for those orders, with no order assignment required. To ensure security, all financial information—such as prices, taxes, and charges—as well as other non-logistics areas of the application, is hidden from their view.
☐ Services Limited Access -Assignment	Designated for external providers who manage services on behalf of suppliers, this role provides access only to service-related functions. Users can view service orders and create Service Entry Sheets for assigned orders only. To ensure security, all financial information—such as prices, taxes, and charges—as well as other non-service areas of the application, is hidden from their view.
☐ Services Limited Access -View all	Designated for external providers who manage services on behalf of suppliers, this role provides access only to service-related functions. Users can view service orders and create Service Entry Sheets for those orders, with no order assignment required. To ensure security, all financial information—such as prices, taxes, and charges—as well as other non-service areas of the application, is hidden from their view.

Add Cancel Create Discard

3. (3/4) Add your colleagues to SAP Business Network Account

- Now tick the boxes for the roles that you would like to add to the new user
- Finally click on [Create] to create the new user

The screenshot shows the SAP Business Network user creation interface for the user **teppo.testaaja@testi.com**. The interface includes a top navigation bar with the SAP logo, 'Business Network', 'Europe', and a 'Standard' status with an 'Upgrade' button. Below this is a menu bar with options: Home, Enablement, Discovery, Workbench, Assessments, Insights, and Proposals & Contracts. The main content area has tabs for 'User Information', 'Roles', and 'Customer Assignment', with 'Roles' currently selected. Under the 'Roles' tab, there is a section titled 'Roles (2)' with a search bar and 'Add'/'Remove' buttons. It contains a table with two roles, both of which have their selection checkboxes ticked:

☒ Role Name	Description
☒ Lead Generation Specialist	The Lead Generation Specialist is responsible for driving business growth by identifying and attracting potential clients to build a strong sales pipeline for the company's offerings
☒ Logistics Limited Access -View all	Designated for external logistics providers who manage shipments on behalf of suppliers, this role provides access only to logistics-related functions. Users can view material orders and create Ship Notices for those orders, with no order assignment required. To ensure security, all financial information—such as prices, taxes, and charges—as well as other non-logistics areas of the application, is hidden from their view.

Below the roles section is the 'Customer Assignment' section, which includes 'Customer Assignment Options' with two radio buttons: 'All Customers' (selected) and 'Specific Customers'. At the bottom right of the form, there is a 'Draft updated' status and two buttons: 'Create' (highlighted with a red box) and 'Discard'. A vertical 'Feedback' button is also visible on the right side of the roles table.

3. (4/4) Add your colleagues to SAP Business Network Account

- To modify the roles of the existing users go to [Add roles and users] from the Home page and click on the user whose roles you would like to modify
- Then click on [Roles] and Add and remove roles like you did for the new user

Manage Users

Active (2) Deactivated (0) Revoked (0)

Active (2)

User Name	Email Address	First Name	Last Name	Roles	Contact List	Authenticati...	Status	Send consolidat...
rtum.com	m.com			MARKETPLACE_SUPPLIER_BA SE, SOURCING_SUPPLIER_BASE, MARKETPLACE_BUYER_BASE, MARKETPLACE_SUPPLIER_MA ST... Show More	No	No	Limited Access	Confirmed
rtum.com Draft	to com	@fortum.		Lead Generation Specialist	No	No	Enabled	Confirmed

User Information **Roles** Customer Assignment

Roles (1)

Role Name	Description
☐ Lead Generation Specialist	The Lead Generation Specialist is responsible for driving business growth by identifying and attracting potential clients to build a strong sales pipeline for the company's offerings

Customer Assignment

Customer Assignment Options

☒ All Customers ☐ Specific Customers

[Save](#) [Discard](#)

Q&A (1/2)

- Why do we ask you to qualify? [Click here](#)
- What is SAP Business Network (formerly SAP Ariba Network) and SAP Ariba? [Click here](#)
- I already have a Business Network account / Ariba Network account [Click here](#)
- What to do when I am the wrong person to contact in my company? [Click here](#)
- What does it mean when SAP Business Network says that the link has expired? [Click here](#)
- Do I need to provide a DUNS number during registration? [Click here](#)
- How to access different events? [Click here](#)
- I forgot my password. What do I do? [Click here](#)

Q&A (2/2)

- How can I change my email address? [Click here](#)
- How do I change my password in Business Network? [Click here](#)
- How can I add a User / Let a colleague work on a questionnaire? [Click here](#)
- What if you need help with the questions that we would like you to answer? [Click here](#)

Why do we ask you to register and qualify?

- Fortum is mandated to actively manage its supplier base, ensuring up-to-date information is available on all its business partners, including current certificates, address details, and general business information. This is achieved through a process conducted via SAP Business Network (formerly SAP Ariba Network), a leading global platform for supplier collaboration and information management.

What is SAP Business Network (formerly SAP Ariba Network) and SAP Ariba?

- SAP Business Network (formerly known as Ariba Network) is the central platform that allows Customers and Suppliers to interact. This includes the exchange of business documents (like tenders and questionnaires) as well as general company and marketing information.
- Basic access to SAP Business Network (which allows participating Fortum tenders) is free of charge. If you wish to further explore technical options, like a full integration of the product into your own ERP and Sales systems, SAP offers various commercial options too.
- SAP ARIBA is a cloud-based purchasing platform which enables digital business interaction between suppliers and customers. 3.6 Million companies worldwide are already interacting through ARIBA, 2.3 Trillion US\$ of annual commerce volume is being handled at this time.

I already have a SAP Business Network account (formerly Ariba Network account)

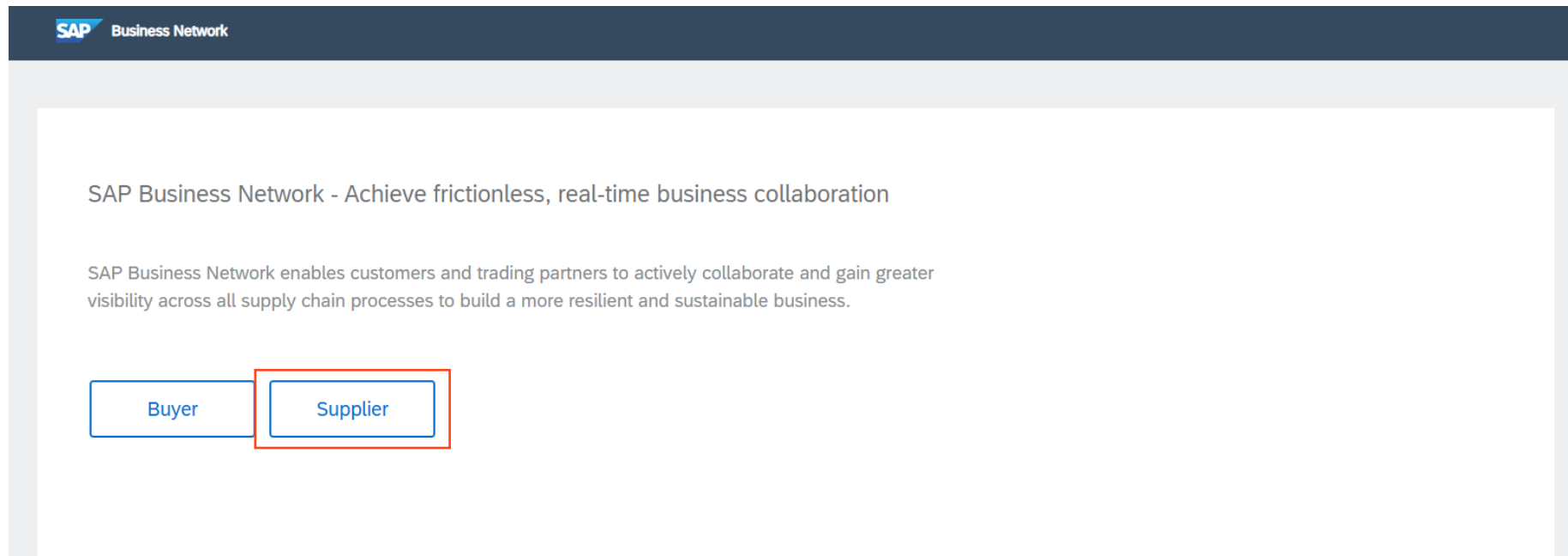
- You still need to formally link your SAP Business Network account in the registration process.
- Please have your UserId and password available and make sure that you are NOT already logged in to your SAP Business Network account when proceeding with the registration process.
- Please proceed by opening the registration invitation email and selecting the “Log In” option
- See instructions how to proceed [here](#)

What to do when I am the wrong person to contact in my company?

- Please contact the Fortum contact person who invited you and request to set up a different contact. Once this is done, another invitation will be sent to the person that you named.

What does it mean when SAP Business Network says that the link has expired?

- Usually this message appears when you have already created a UserID and a password. In this case the email link won't work anymore. Please log in with your credentials in service.ariba.com and choose supplier

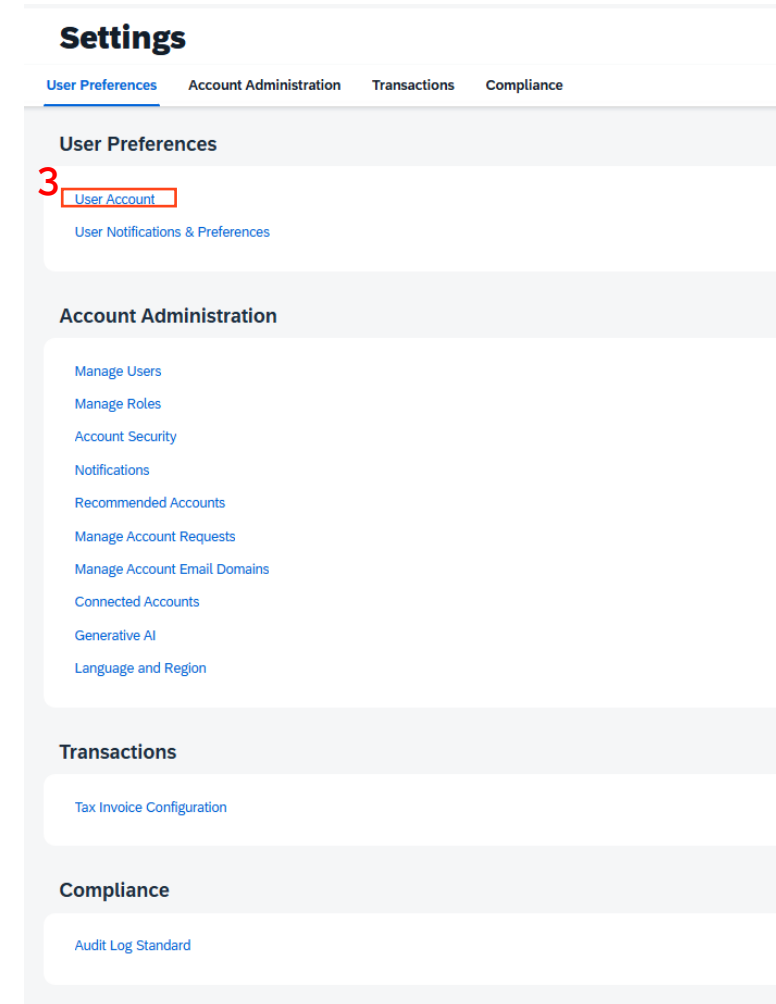
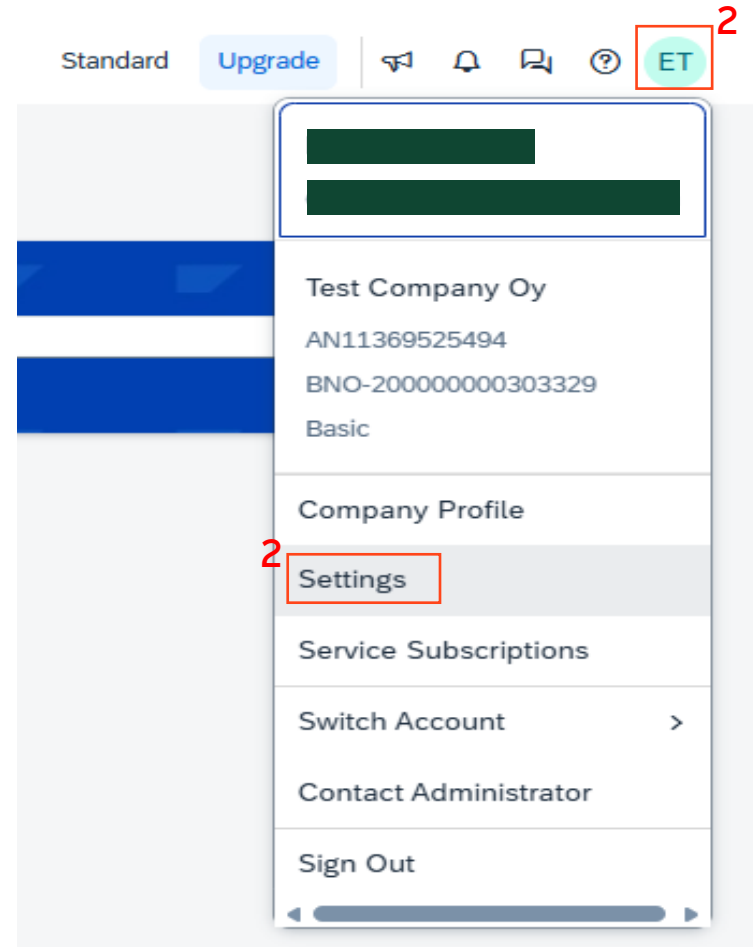


Do I need to provide a DUNS number during registration?

- No, providing a DUNS number is optional.

How can I change my email address? (1/2)

- 1) Sign in to SAP Business Network with the user you would like to change the email address for. Then click on the initials at the top right corner of the screen and choose settings
- 2) Choose user account from settings



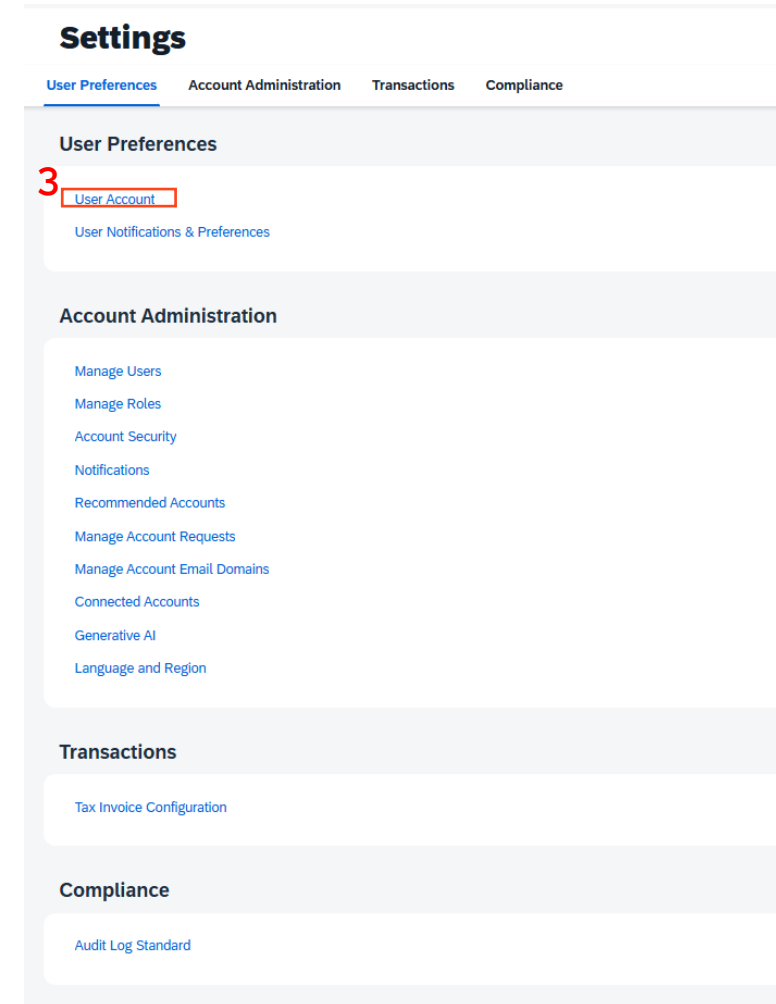
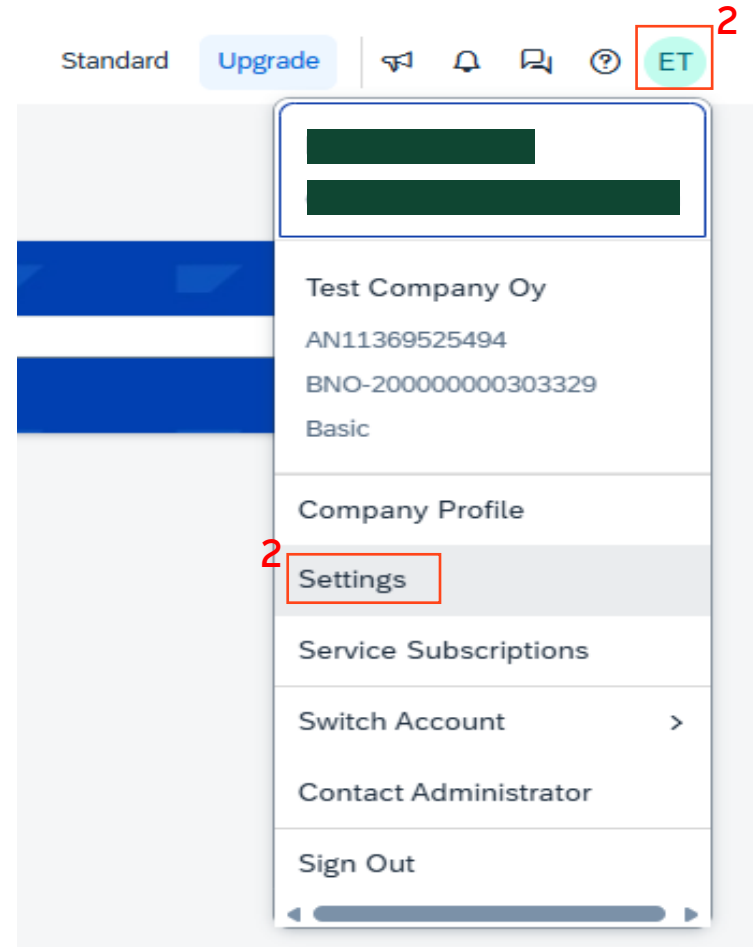
How can I change my email address? (2/2)

- 3) Click on edit in the upper right corner and change the email address
- 4) When you're done click on save in the lower right corner

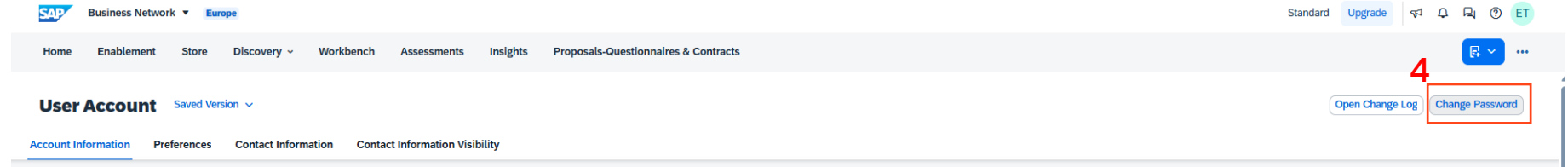
The screenshot shows the 'User Account' management interface in SAP. The 'Edit' button is active in the top right corner, alongside 'Open Change Log' and 'Change Password'. The 'Account Information' tab is selected, displaying fields for User Name, Email Address, First Name, Last Name, and Business Role. The 'Email Address' field is highlighted with a blue border. Below this, the 'Preferences' tab shows options for Preferred Language (English) and Date and Time Zone. The 'Contact Information' tab is partially visible at the bottom, showing fields for Country/Region Code and Area Code. A 'Feedback' button is located on the right side of the form. At the bottom right, there is a 'Draft updated' status and 'Save' and 'Cancel' buttons.

How do I change my password in the ARIBA Network? (1/2)

- 1) Please log in to your existing ARIBA Network account, using the user name and password that you created when first registering.
- 2) Now click on your initials at the top right corner of the screen and choose settings.
- 3) Choose user account from settings



How do I change my password in the ARIBA Network? (2/2)



- 4) Choose change password from the upper right corner
- 5) Type in your current password and new password
- 6) Finally click on Save Password

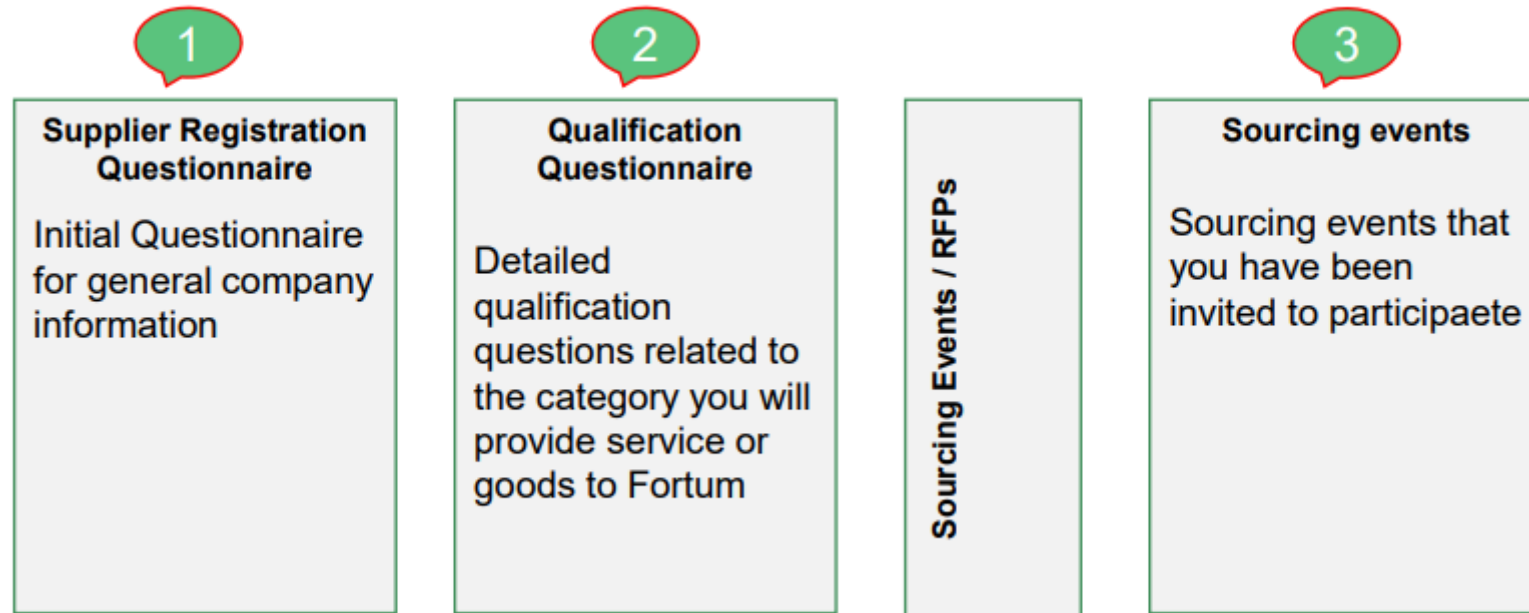
The 'Change Password' form is displayed. It contains three password input fields, each preceded by a red number 5. The first field is labeled 'Current Password: *', the second 'New Password: *', and the third 'Confirm New Password: *'. Below these fields are four validation rules, each with a green checkmark icon: 'Must be at least 8 characters long and no longer than 32 characters.', 'Must contain at least one uppercase letter (A-Z), one lowercase letter (a-z), one number (0-9), and one special character (!#\$%&'()*+,-./:;<=>?@^_`{|}~"']D).', 'Cannot contain the user name.', and 'Consecutive and sequenced patterns are not allowed ("abcd", "1234", "aaaa", or "1111")'. At the bottom right, there is a 'Save Password' button highlighted with a red box and a red number 6, and a 'Cancel' button next to it.

What if you need help with the questions that we would like you to answer?

- Please do not hesitate to contact your contact person within the Fortum organization. We can help you answer these questions.

How to access different events / questionnaires? (1/2)

- In SAP Business Network we have different types of events for which Fortum can invite you to participate via an invitation link. The link is valid for the initial connection between both accounts. If you want to access the events again to take further actions you have to take the steps as described in the next slide



How to access different events / questionnaires (2/2)

- 1) If you already have an ARIBA Account or the invitation link is not valid anymore, please open the following url:
service.ariba.com
- 2) Click on [Proposals-Questionnaires & Contracts] on the navigation bar
- 3) Click on Fortum Oyj under customers
- 4) On the right you will see the open questionnaires

The screenshot displays the Fortum SAP Ariba Supplier Portal interface. The navigation bar at the top includes links for Home, Enablement, Store, Discovery, Workbench, Assessments, Insights, and **Proposals-Questionnaires & Contracts** (highlighted with a red box and a red '2'). Below the navigation bar, the left sidebar shows a list of customers under the heading 'Customers (1)', with 'Fortum Oyj' selected (highlighted with a red box and a red '3'). The main content area on the right is titled 'Proposals and Contracts' and contains a welcome message, the Fortum logo, and several sections: 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates'. In the 'Registration Questionnaires' section, a table lists open questionnaires, with 'Supplier registration questionnaire' highlighted (red box and red '4'). The table columns are Title, ID, End Time, and Status. The 'Supplier registration questionnaire' has ID Doc3121900961 and a status of Registered.

Title	ID	End Time	Status
Supplier registration questionnaire	Doc3121900961	6/7/6109 9:09 AM	Registered

I forgot my password. What do I do?

- Please follow the link to <https://supplier.ariba.com>, click on word “Password” and follow the instructions on the screen.