



GENERAL FAQs

1. What is SAP Ariba?

SAP Ariba is a cloud-based innovative solution that enables suppliers and buyers to connect and collaborate through a single digital platform known as the Ariba network.

2. How do I access the SAP Ariba Supplier Portal?

You may access the portal by visiting supplier.ariba.com. Alternatively, you can also access the supplier registration/login via our company website at www.dxn2u.com/procurement.

3. Is there a subscription fee for suppliers to use SAP Ariba?

No. There is no subscription fee required to onboard SAP Ariba or to participate in sourcing events.

4. How will I receive notifications from DXN via SAP Ariba?

All notifications will be sent to the email address registered during your company's SAP Ariba onboarding process.

5. Does the system automatically log out after a period of inactivity?

Yes. For security purposes, SAP Ariba will automatically log out users after a period of inactivity. Please ensure all changes are saved regularly.

6. Is it possible to receive notifications at multiple email addresses?

Yes. After logging in to SAP Ariba, click your initials in the top-right corner and select **Settings**, then **Notifications**. Navigate through the relevant tabs (General, Network, etc.) to find the specific notification type. You can enter up to three email addresses in the email field, separated by commas (e.g., admin@company.com, sales@company.com).



Supplier Lifecycle Performance (SLP) FAQs

1. I already registered on the SAP Ariba Network. Why am I still receiving emails from DXN requesting completion of the registration questionnaire?

Registering on SAP Ariba Network only creates your company's account on the platform. To complete DXN's onboarding process, you must also submit the Supplier Registration Questionnaire through the Ariba system. Both steps are required.

2. Why has my registration link expired?

The Supplier Registration Questionnaire link is valid for 30 days. If the link has expired, please contact the Procurement team at procurement@dxn2u.com to request a new invitation.

3. Can I update my supplier registration after submission?

Yes. If your questionnaire has been approved, you may update it by accessing the form in your SAP Ariba dashboard and selecting “**Revise Response.**” Updated submissions will be reviewed and re-approved by the Procurement team.

4. Who should I contact if I need help with a specific question on one of the forms?

For any questions regarding the forms, please contact the DXN Procurement team at: procurement@dxn2u.com.

5. How do I check if my company already has an SAP Ariba Network account?

- Go to **supplier.ariba.com** and click **Register Now**
- Complete all required fields marked with an asterisk (*)
- Review and accept the Terms of Use and Privacy Statement
- Click Create Account
- If your company already exists, the system will prompt you with possible matching accounts for review



Sourcing FAQs

1. I'm new to SAP Ariba and have been invited to a sourcing event. How do I get started?

Please refer to the onboarding guide provided in the invitation email or contact the Procurement team for assistance.

2. I've been invited to a sourcing event but do not intend to respond. What should I do?

You may select the “**Decline to Respond**” option within the sourcing event page.

3. How will I receive an invitation to a sourcing event?

You will receive an email notification from the SAP Ariba system, sent by the event owner, containing a direct link to the sourcing event.

4. How can I view my list of sourcing events?

Log in to supplier.ariba.com, go to the **Events** section, and filter by status “**Open**” to view all active sourcing events.