Purpose: This Quick Reference Guide is intended to provide the basic steps needed to complete your Ariba self registration. As a supplier, you must register on the Ariba Commerce Cloud to do business with Campbell Soup. There is no cost for you to register on the Ariba Network.

Step 1 – Follow the link in the Campbell SIM Invitation for New Suppliers email to begin the self registration process. Complete “Section 1 – Enter basic company information” on this registration page. Required fields are marked by an asterisk (*) and must be populated to complete the registration process.

**If you require assistance with creating your account or locating an existing account, please contact Ariba Customer Support at 1 866 218 2155.**

This screen displays Browse mode, but you can also use the Search tab to find your commodities without browsing.

Be sure to click Add to select your choice(s).

Click OK, when finished.

**IMPORTANT:** If your company already has an Ariba Network Account (and an ANID), you can Login with that information here. And then go to Step 8.
Step 2 – Continue on to complete “Section 2 – Enter user account information”.

- **IMPORTANT:** the Username and Password that you enter here will be utilized to access the Ariba Commerce Cloud in the future.

Step 3 – Review and then check the box next to the Terms of Use and Ariba Privacy Statement line.

Step 4 – Click Continue.

Step 5 – A confirmation screen will appear letting you know your account has been created. An Ariba email will immediately be sent to your email inbox. If an email is not received, return to this screen and confirm your email address has been entered correctly.
Step 6 – You will receive an email from the Ariba Commerce Cloud. Follow the link that says ‘**click here to activate your Ariba account**’.

Once you click on the link to activate your account, you will be taken to your Ariba Commerce Cloud Account profile and will see this message.

Step 7 - Go to your email, you will have a 2nd email that includes your Ariba Network ID (ANID) and your username.  

Copy “Your organization’s account ID” (aka ANID) in this example: **AN01023187290-T**.
Step 8 – Answer the questions in the Campbell Soup Company Profile section. Remember, all questions marked with an asterisk (*) are required to Submit. If you are missing some of the information, you can Save as Draft and come back to it at a later time.

Complete the Questionnaire

Paste your ANID here that was provided to you in the email from step 7. Existing Ariba Network customers should provide their AN ID here also.

For question 1.6 click on References link to see full list of available SIC Codes.

Once the document is open, find the appropriate SIC Code (COT/Industry) for your business (Example- 0112-Rice), and copy and paste it into the profile questionnaire.

If you have issues completing the Supplier Profile Questionnaire (SPQ) please email Campbell Procurement at procurement_vendor_forms@campbellsoup.com.

Need more help with SIC Codes – go to https://www.osha.gov/pls/imis/sicsearch.html
Commodities Supplied is pre-populated based on your response to the question in step 1 (Products & Services).

If you answer "No" to question 1.13 additional questions will appear.

For question 1.20 use the References list to obtain the correct format of your Region (For US based suppliers this is the State).

When finished, be sure to click Submit. Or you can Save as Draft, and comeback to it later.

**Please Note:** You must click Submit to complete the registration process. Campbell will not be able to approve you as a vendor until the Questionnaire is complete. A delay in completing the Questionnaire will cause a delay in getting you set up as an approved vendor in our system.
Step 10 – Click on Enter now >

The Certifications tab will display (below).

Select any special certifications your company has and provide the details and necessary documentation.

If your organization has no certifications, you should select “Not Certified” to proceed.

Next, click on the Contacts tab.
Step 11—Confirm the information on the Contacts Tab is correct, **be sure to add in the Main Phone number** (you can not proceed without adding this).

Go through the rest of the Company Profile tabs adding as much information as possible. The more information Campbell Soup has on your organization, the easier it will be to set up an effective working relationship.

When finished, click **Save**.