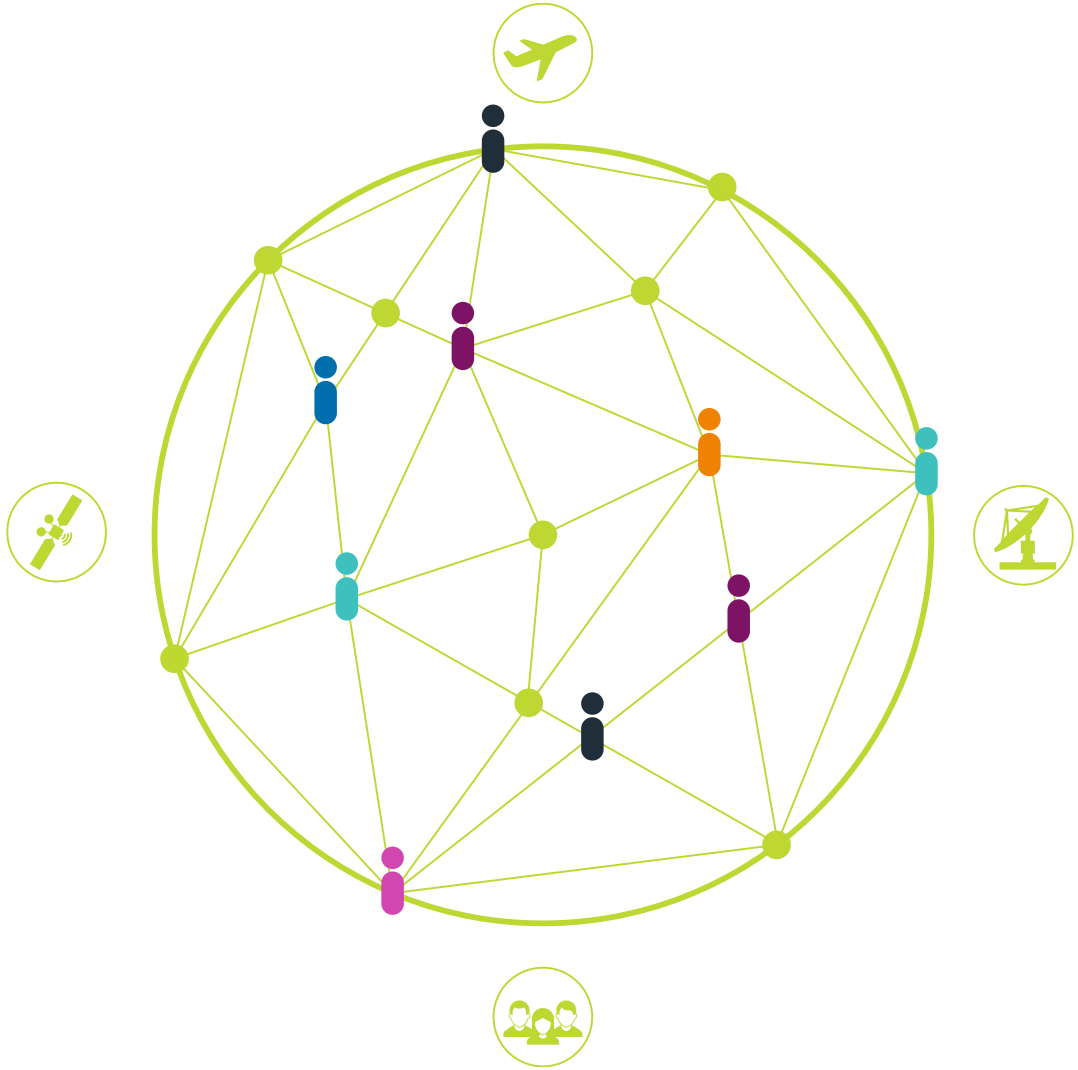
SAP Ariba



Supplier Guide

SAP Ariba Supplier Lifecycle & Performance (SLP)

November 2025

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Viasat

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How to Create an SAP Business Network Account

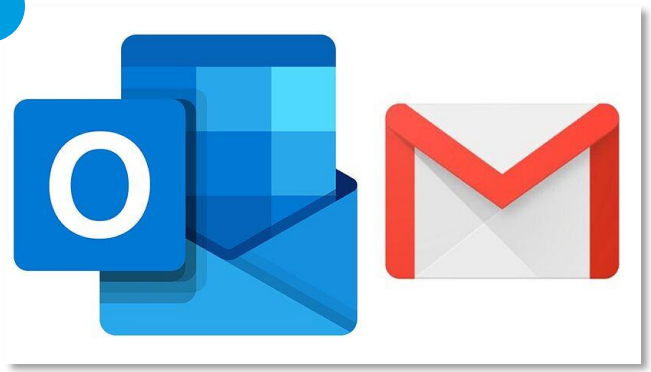
SAP Ariba Supplier Guide

Viasat

Create an SAP Business Network Account

SAP Ariba

1



1. Go to your email inbox and look for the “ACTION REQUIRED: Complete Viasat Supplier Registration ”

2

From: Shaban Khan <s4system-prod3+744702601-T.Doc1639991573@ansmtp.ariba.com>
Sent: Thursday, July 10, 2025 1:47 PM
To: Shaban Khan <shakhan@cognitus.com>
Subject: [External]ACTION REQUIRED: Complete Viasat Supplier Registration

CAUTION: This message was sent from outside of the company. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Viasat

Register as a supplier with Viasat

Hello,

We are pleased to invite you to join the SAP Business Network as part of our ongoing efforts to streamline and enhance our procurement and vendor management processes at Viasat.

To continue or begin doing business with Viasat, we kindly request that you complete the following:

Step 1: Click Here to create an account or login to the SAP Business Network. It's free.
Step 2: Complete Viasat's Supplier Registration Form

be able to:

1. Manage your own supplier data and efficently update data for all customers at once
2. Get qualified to provide goods and services to support Viasat's US government business
3. Get qualified to provide custom goods and services to Viasat

If you have any questions or need assistance during the registration process, please refer to Viasat's Ariba SLP Supplier Guide.

Best Regards,
Viasat

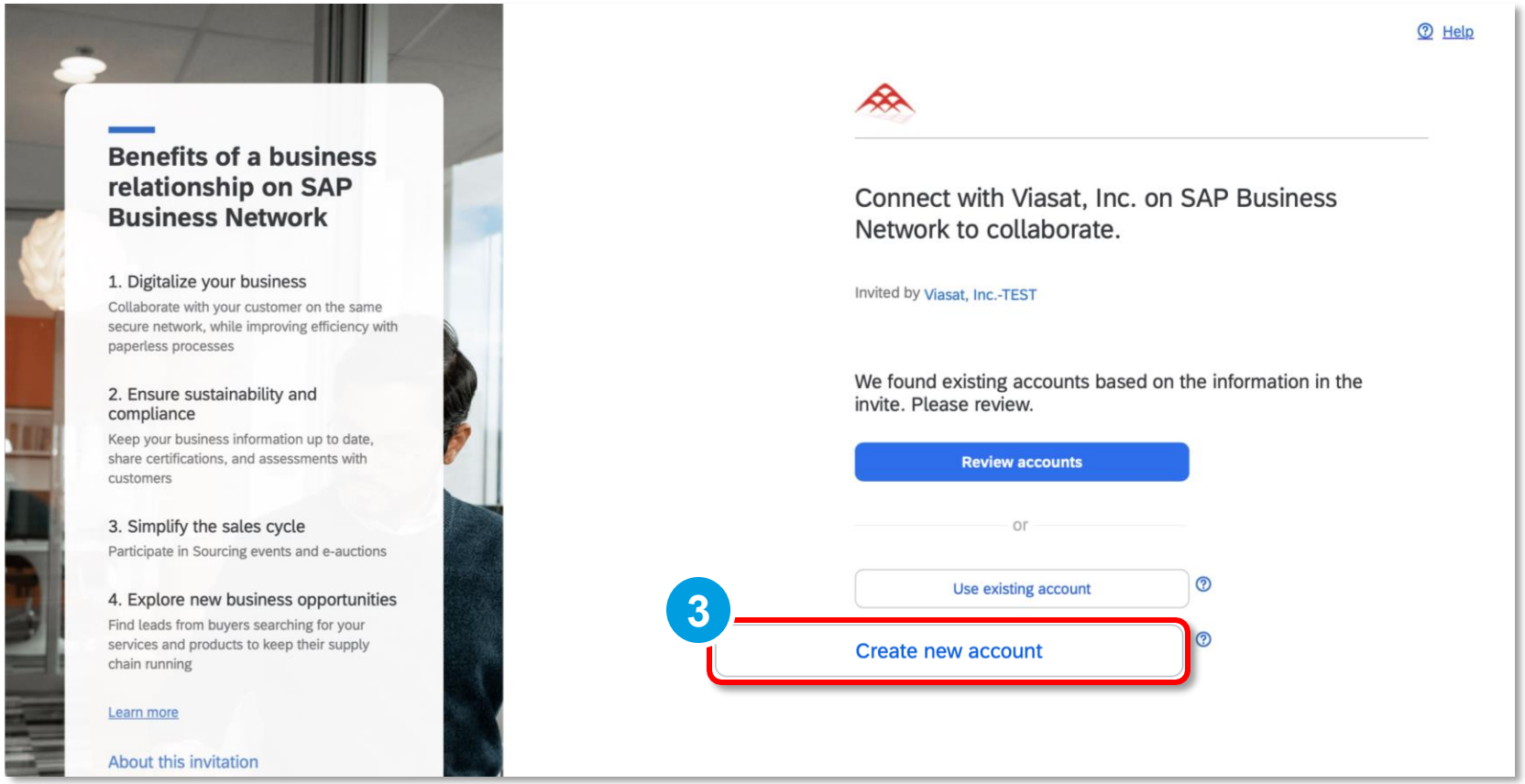
Viasat Supplier Information
Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
Data Policy | Contact Us | Customer Support

2. Click the **Click Here** link to create an account.

Create an SAP Business Network Account

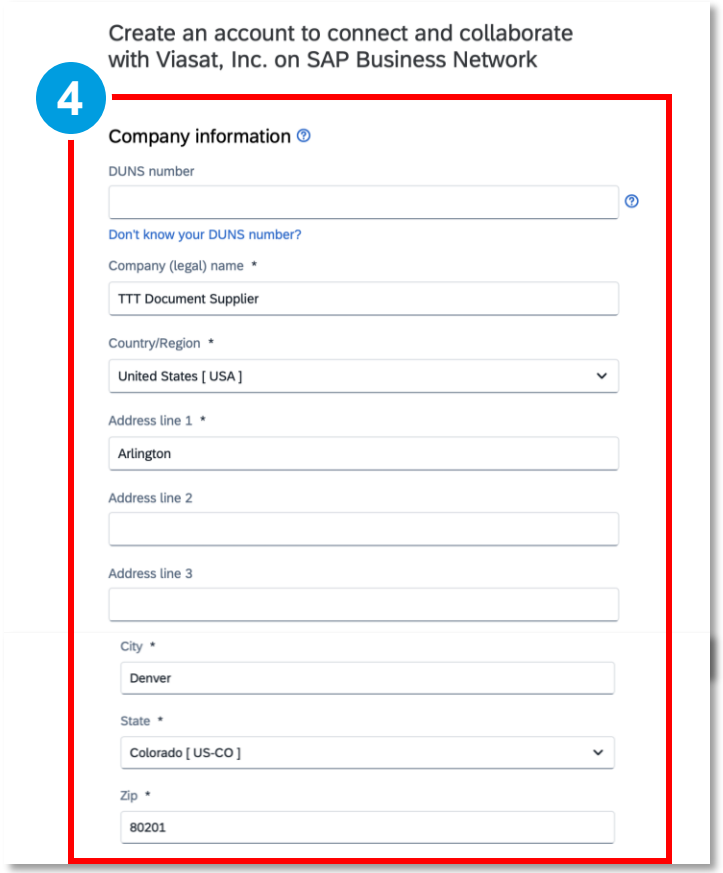
SAP Ariba

3. Click the **Create new account** button.



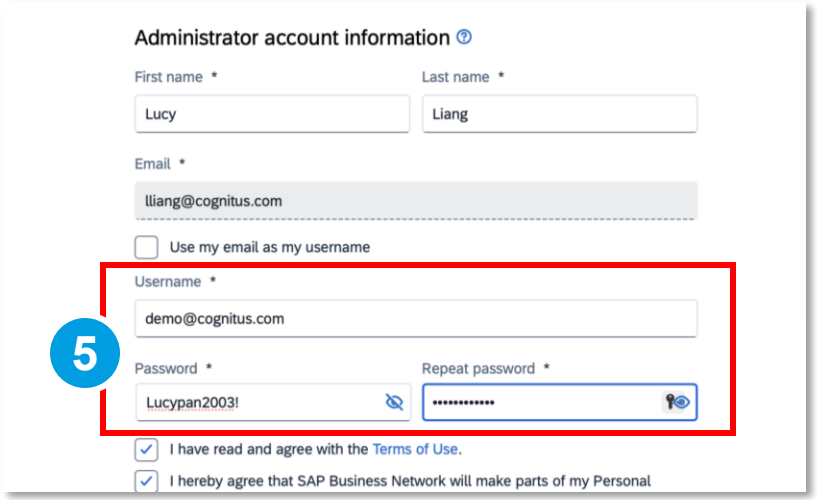
Viasat

Create an SAP Business Network Account



4. Fill out the required information.

Note: Some fields may have default data. Update where required. DUNS is optional.

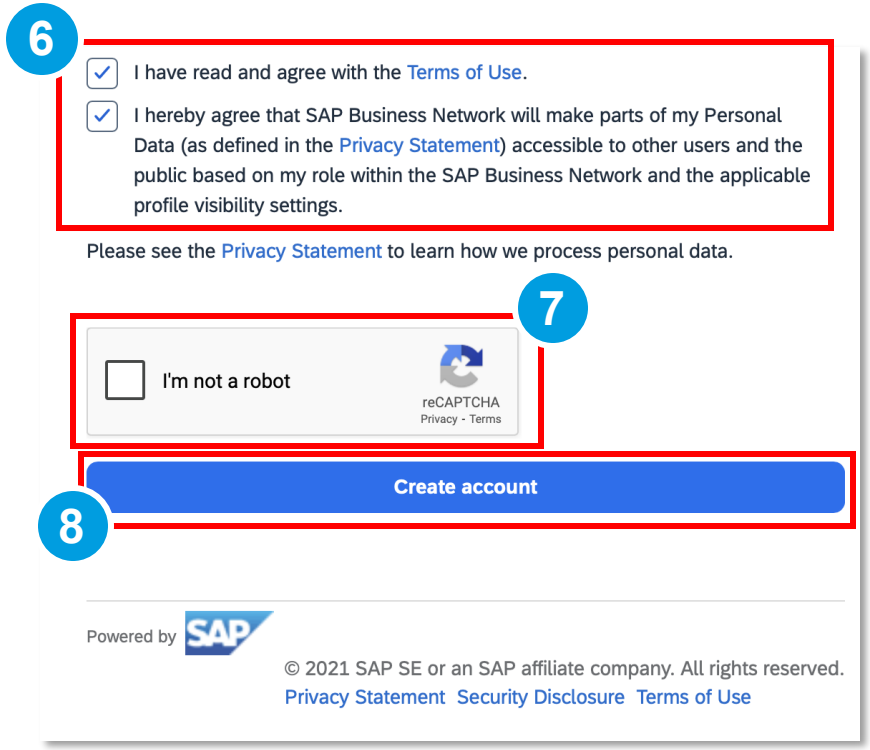


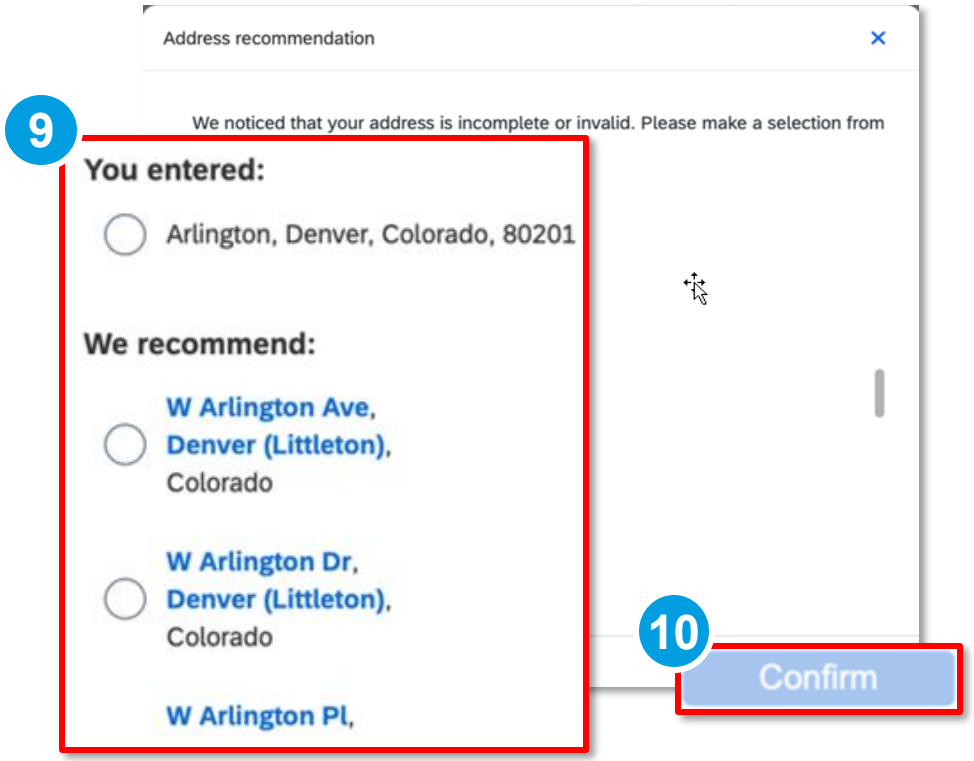
5. Create a **Username** and **Password**.

Note: The **username** must be an email format.

Create an SAP Business Network Account

SAP Ariba



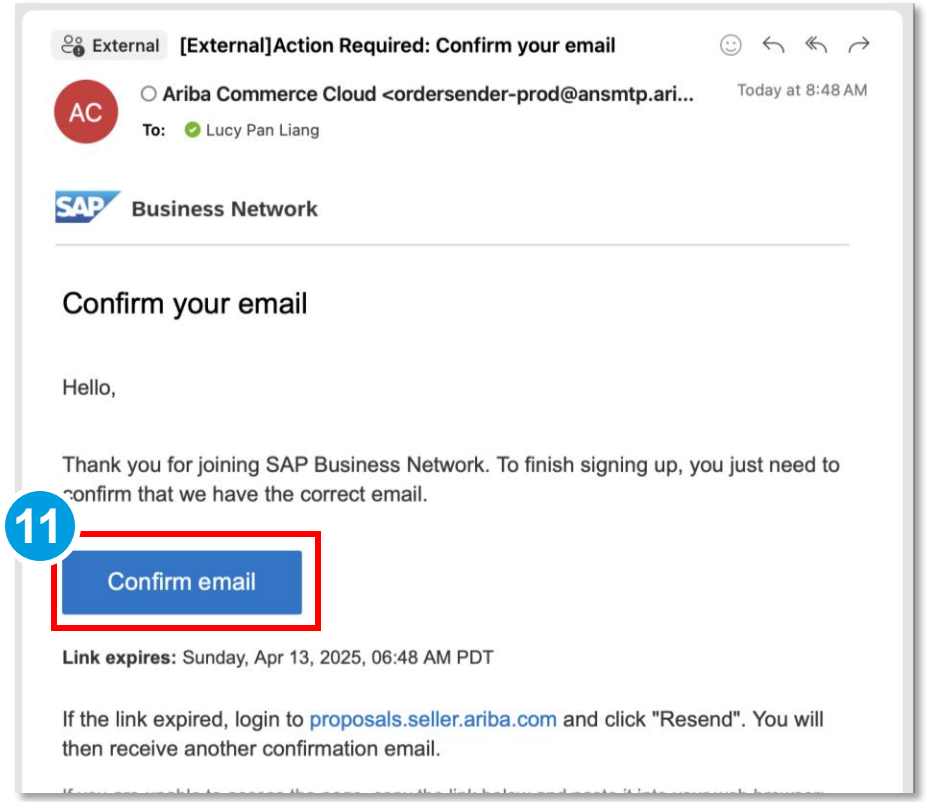


6. Check the boxes for both **Terms of Use** and **Privacy Statement**.
7. Place a checkmark in the **I'm not a robot** checkbox.
8. Click the **Create account** button.
9. The **Address recommendation** pop up displays. Choose either the one **you entered** or one of those **recommended**.
10. Click **Confirm** to continue.

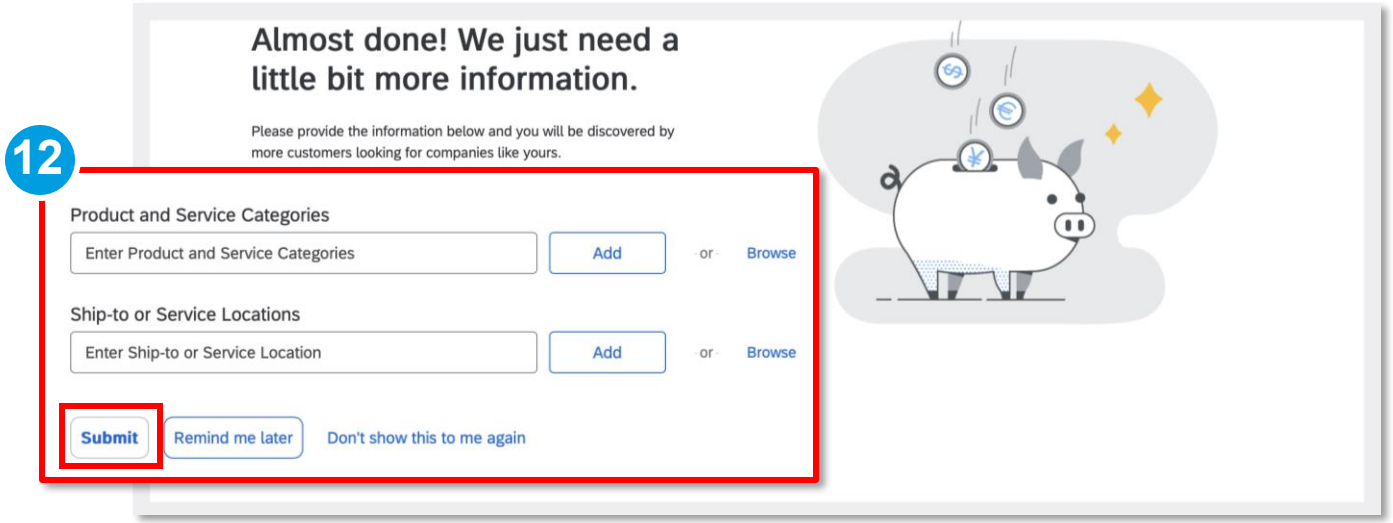
Viasat

Create an SAP Business Network Account

SAP Ariba



11. A new email is sent from Ariba. Click **Confirm email** to confirm the email address.



12. A new webpage appears. Complete any required data and click **Submit**.

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SAP Ariba

How to login with an existing SAP Business Network Account

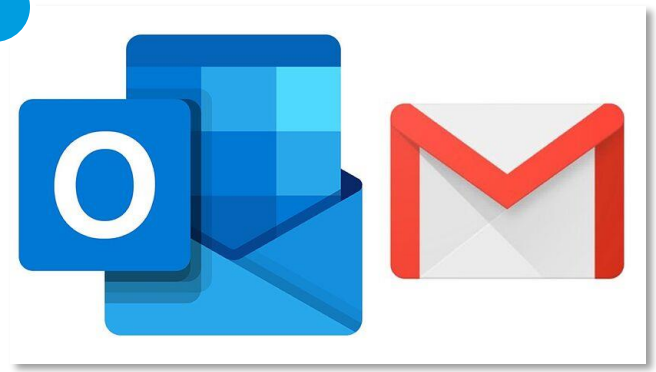
SAP Ariba Supplier Guide

Viasat

Login with an Existing SAP Business Network Account

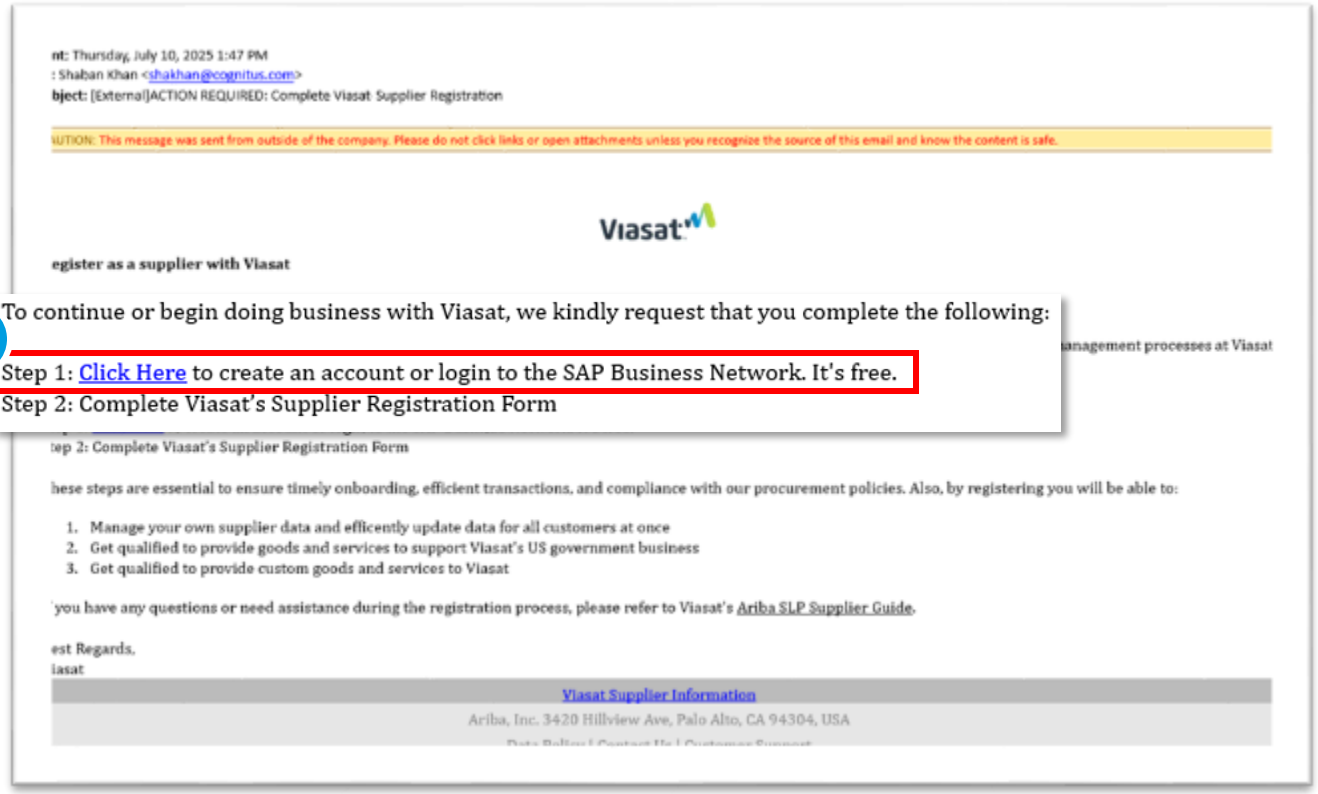
SAP Ariba

1



1. Go to your email inbox and look for the “ACTION REQUIRED: Complete Viasat Supplier Registration ”

2

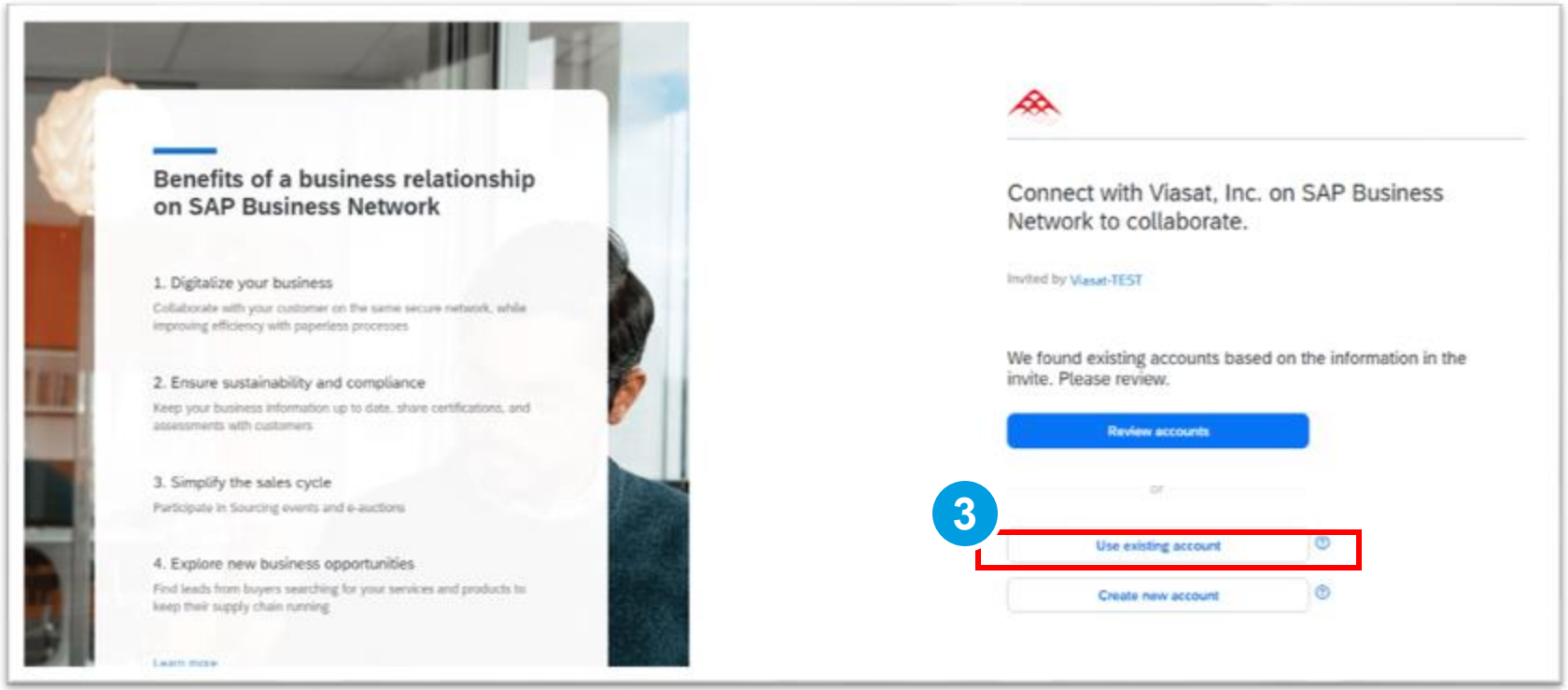


2. Click the **Click Here** link to log into an existing Ariba account.

Login with an Existing SAP Business Network Account

SAP Ariba

- 3. If you have an existing SAP Business Network account, click the **Use Existing Account** button



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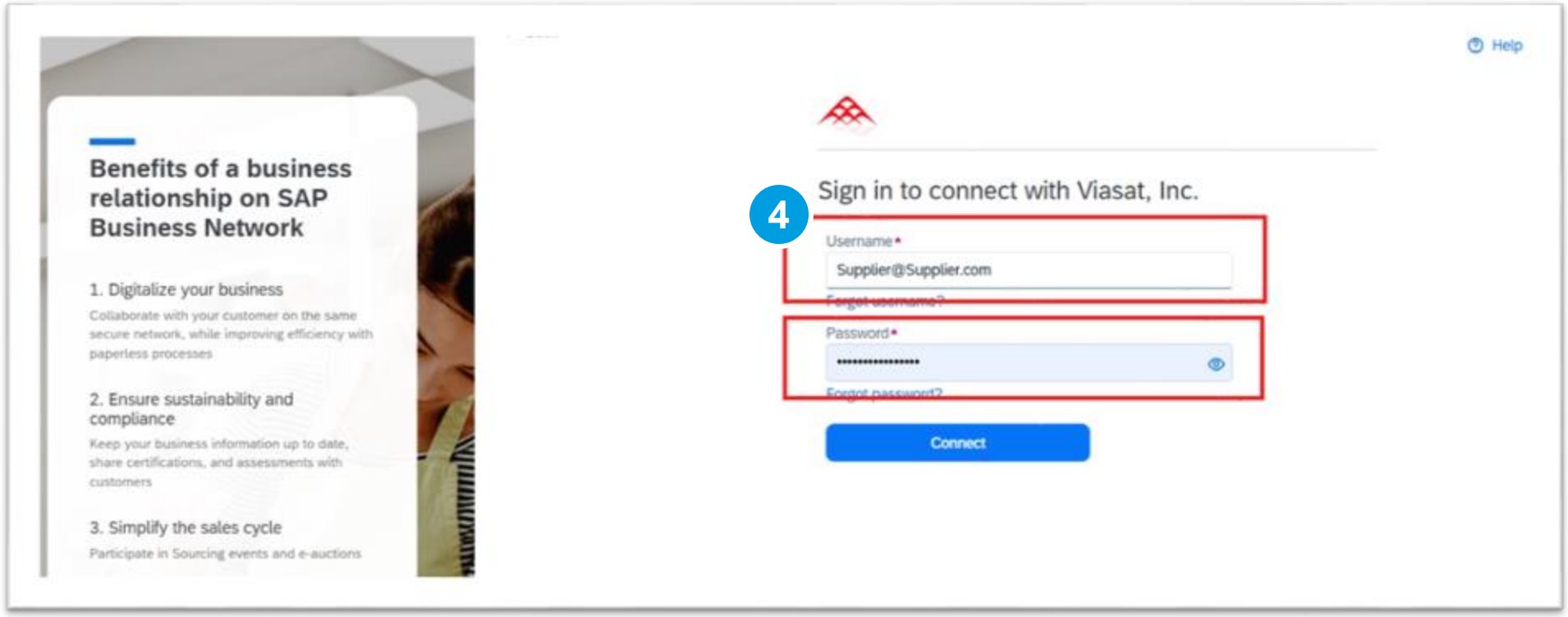
Login with an Existing SAP Business Network Account SAP Ariba

- 4. Type in the **Username and Password** of your existing account

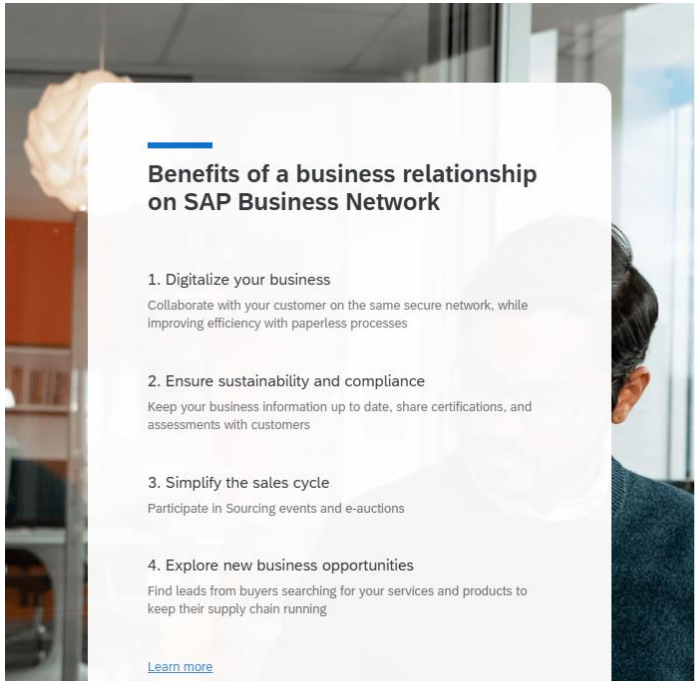
- Note: If you do not know your username or password, click *Forgot username* or *Forget password* and SAP Ariba will send you an email to reset it

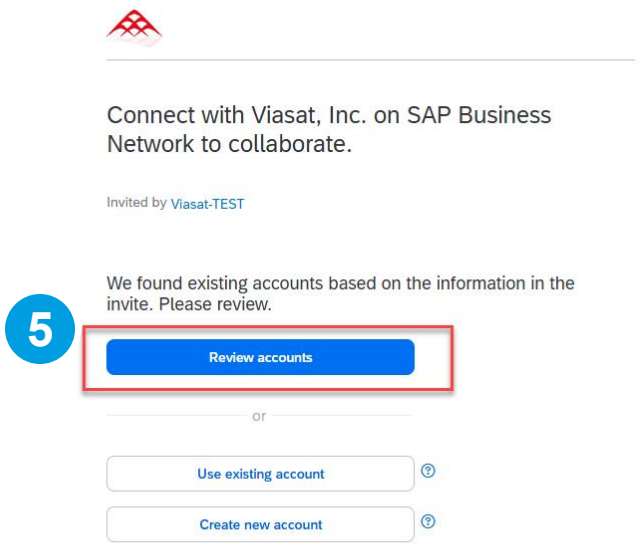


Login with an Existing SAP Business Network Account

SAP Ariba

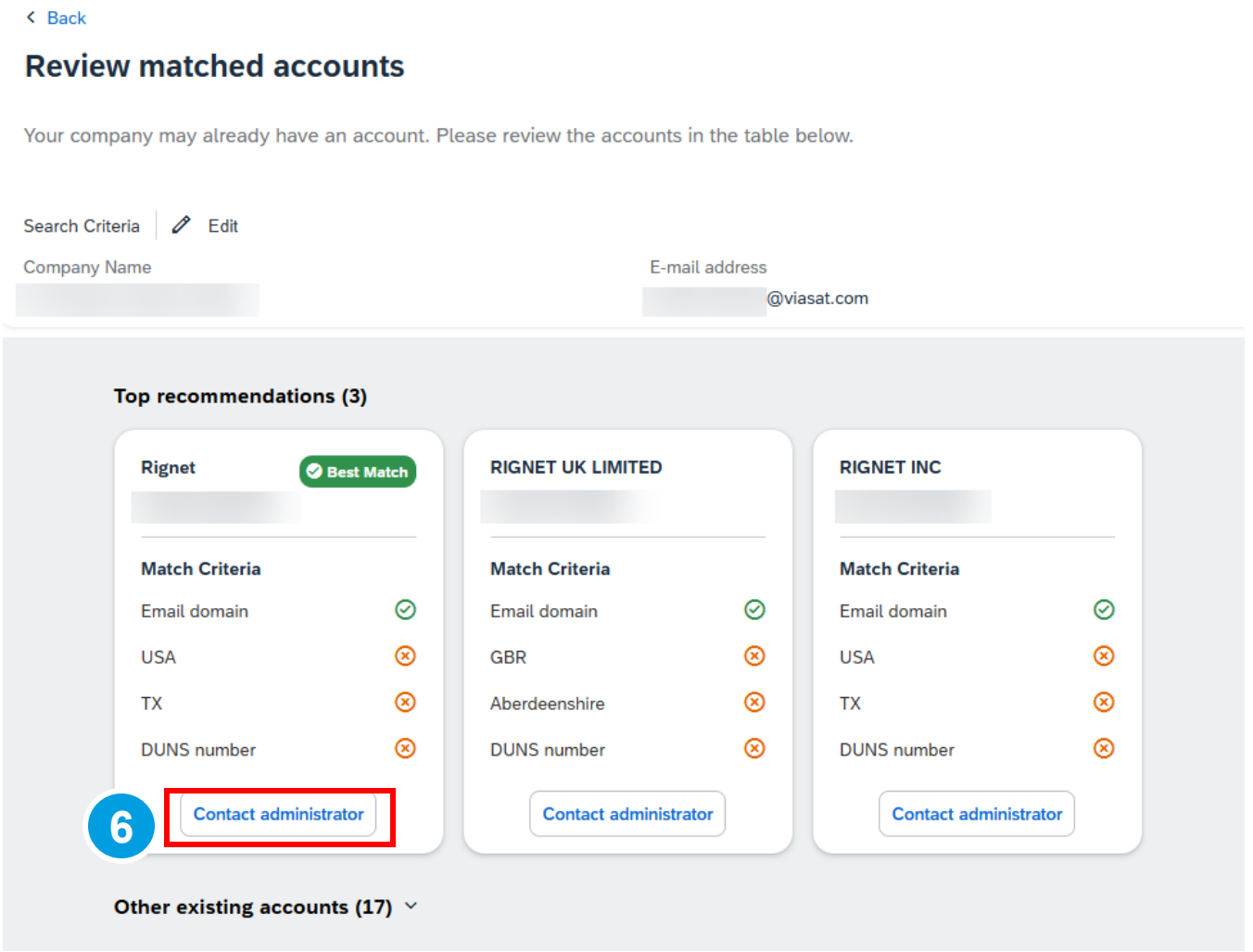
- 5. If you don't already have an account but your company does, click **"Review Accounts"** so your company's account admin can be contacted to setup a user profile for you under your company's existing ANID (Ariba Network ID). This will enable future purchase orders and invoices to all be under the same company ANID.





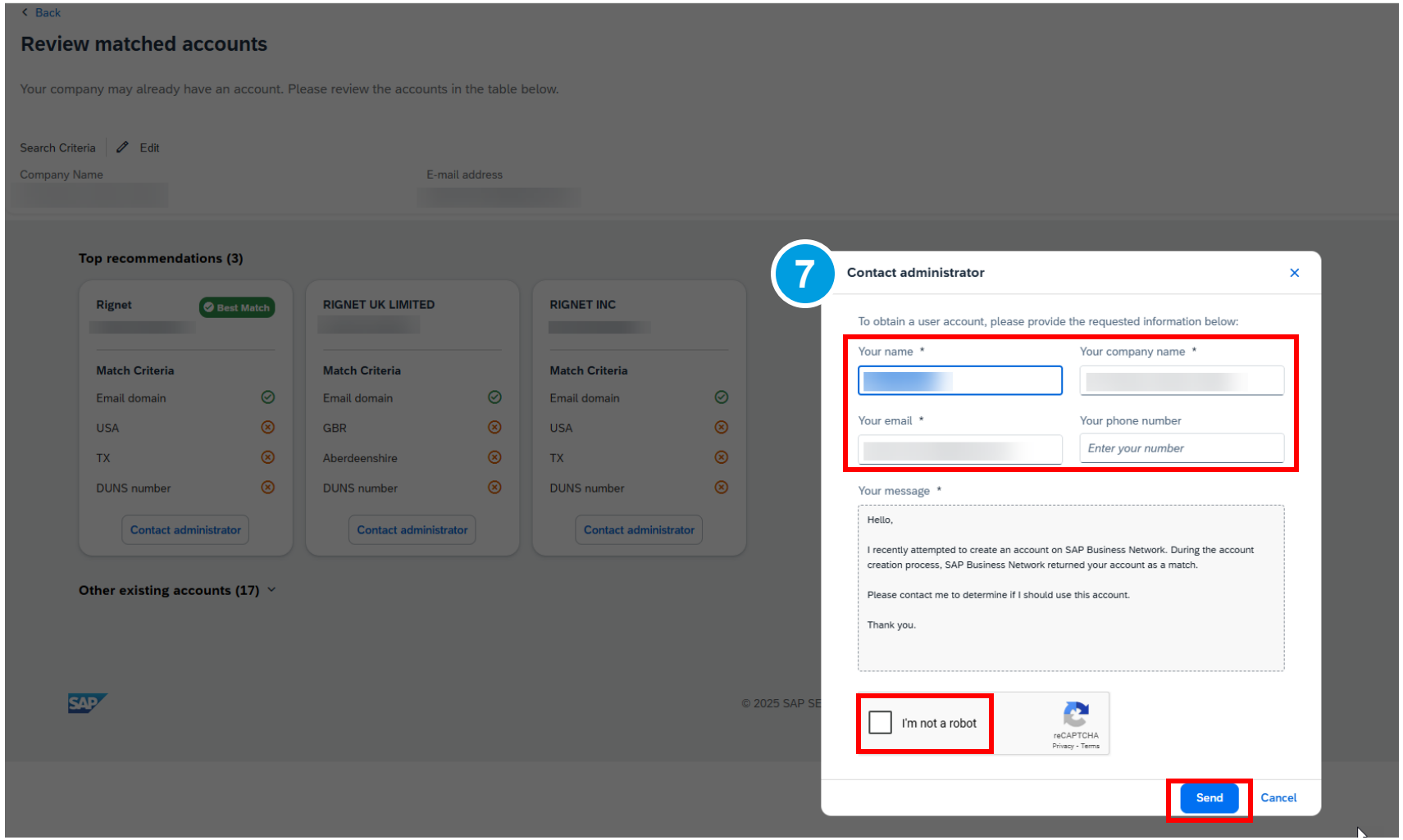
Login with an Existing SAP Business Network Account SAP Ariba

- 6. **Review matched accounts** allows you to see possible matches. If you find an appropriate match, click on **"Contact Administrator".**



Login with an Existing SAP Business Network Account SAP Ariba

- 7. Fill in the details and click **I'm not a robot** and **Send**.
  - This will send an email notification to the administrator of that specific account.
  - The admin should then create a profile for you within Ariba, under your company's existing ANID (Ariba Network ID).
  - Once created, you'll receive 2 emails. One with a UserID and link to get to the SAP Business Network. The second will contain your temporary password.
  - If your admin doesn't reply, contact supplierenablement@viasat.com



SAP Ariba

Supplier Registration Questionnaire

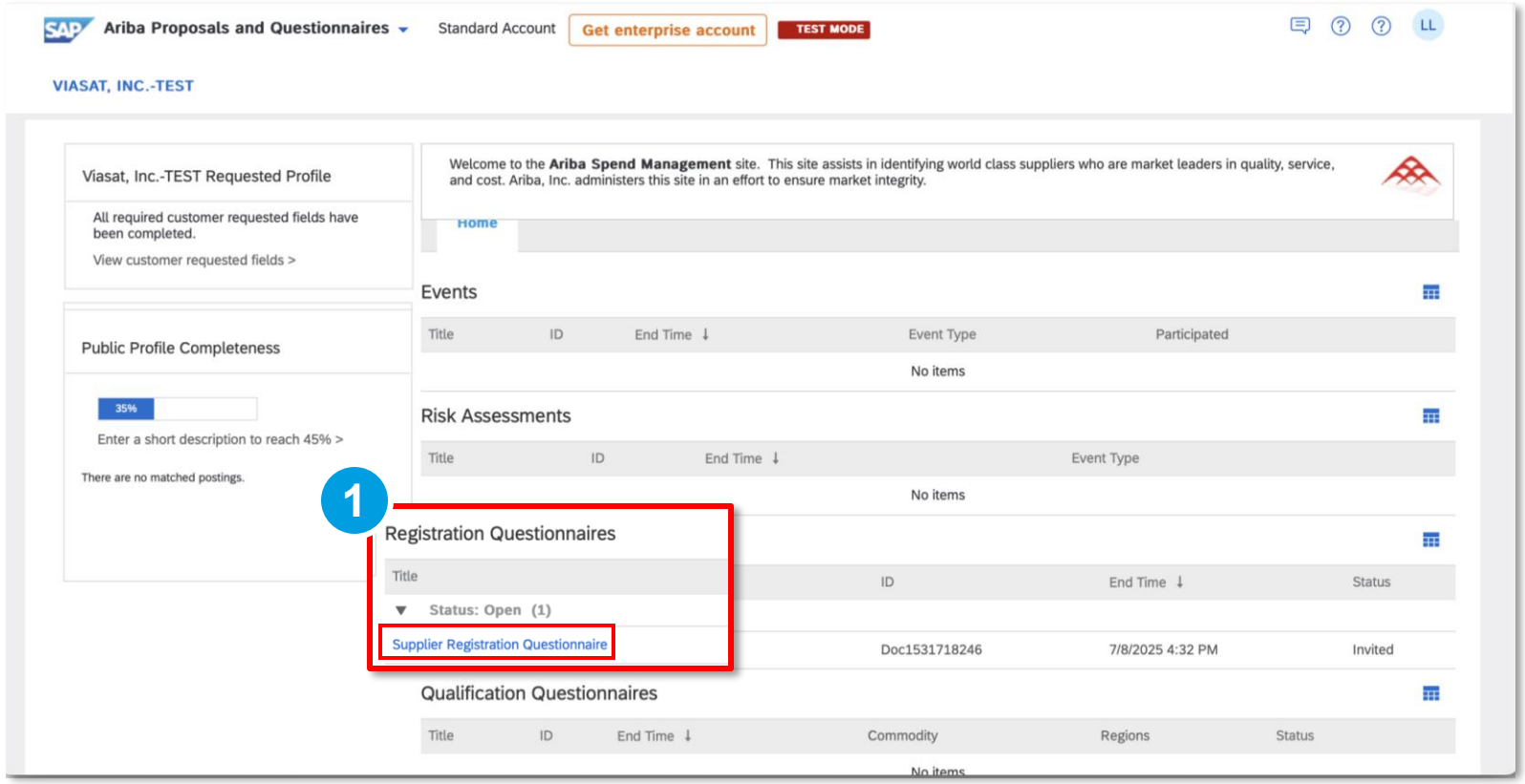
SAP Ariba Supplier Guide

Viasat

Supplier Registration Questionnaire

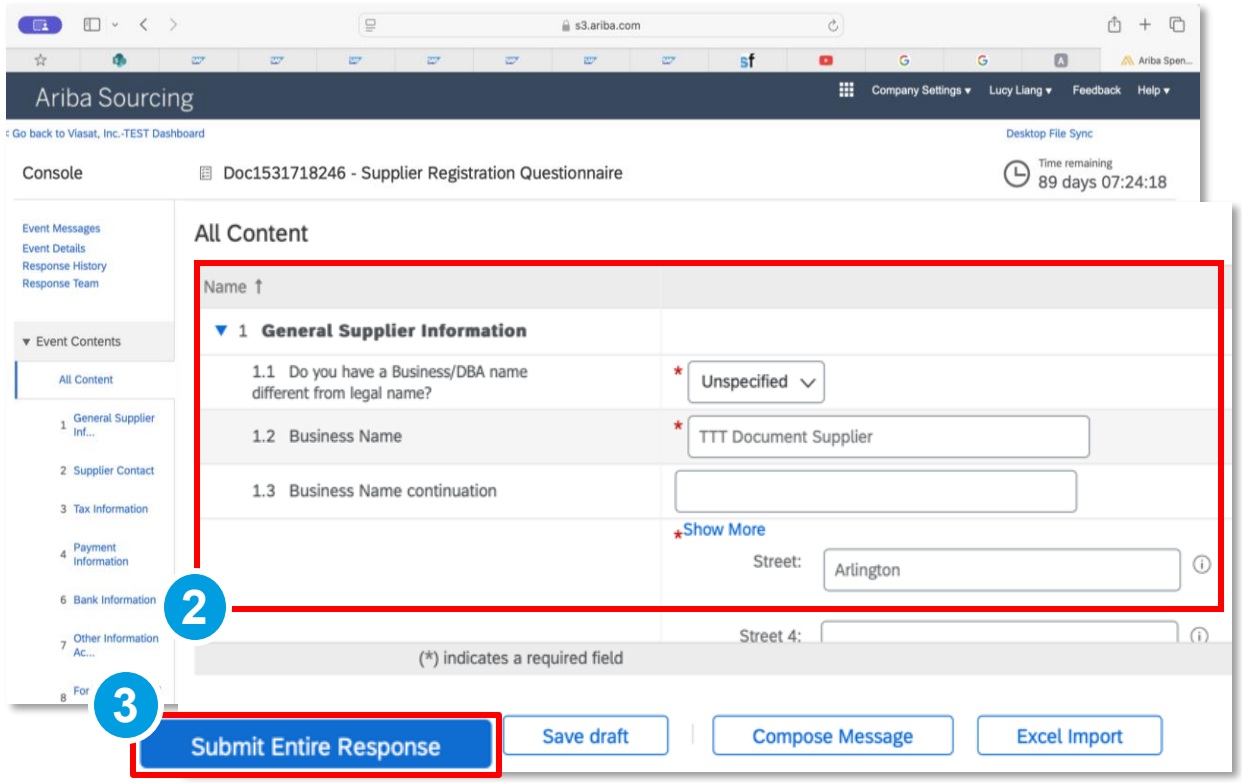
SAP Ariba

1. Locate the **Registration Questionnaires** section and click the **Supplier Registration Questionnaire** link.



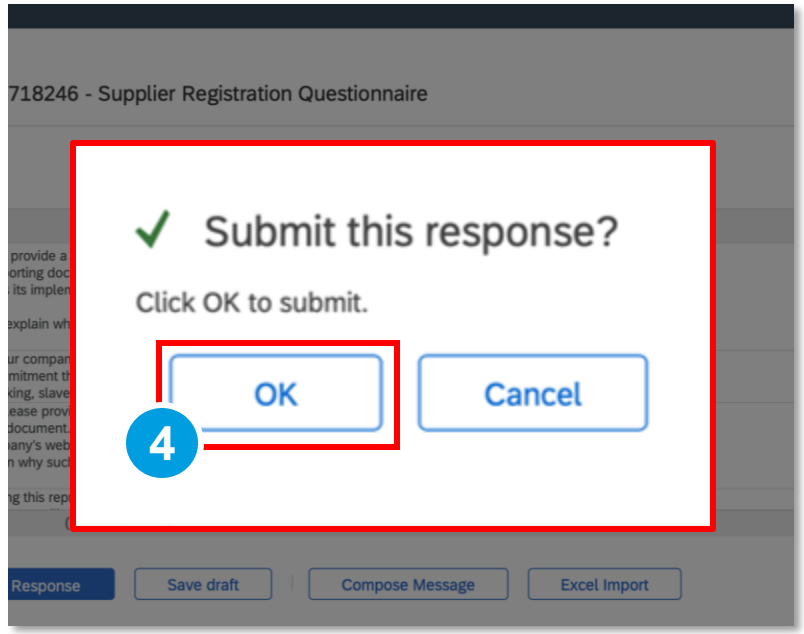
Supplier Registration Questionnaire

SAP Ariba



2. Complete the required information (e.g., General Supplier Information, Supplier Contact, Tax Info, Bank Info, Other information) and Viasat internal information.

3. Click **Submit Entire Response**.



4. A submission confirmation pops up. Click **OK** to continue.

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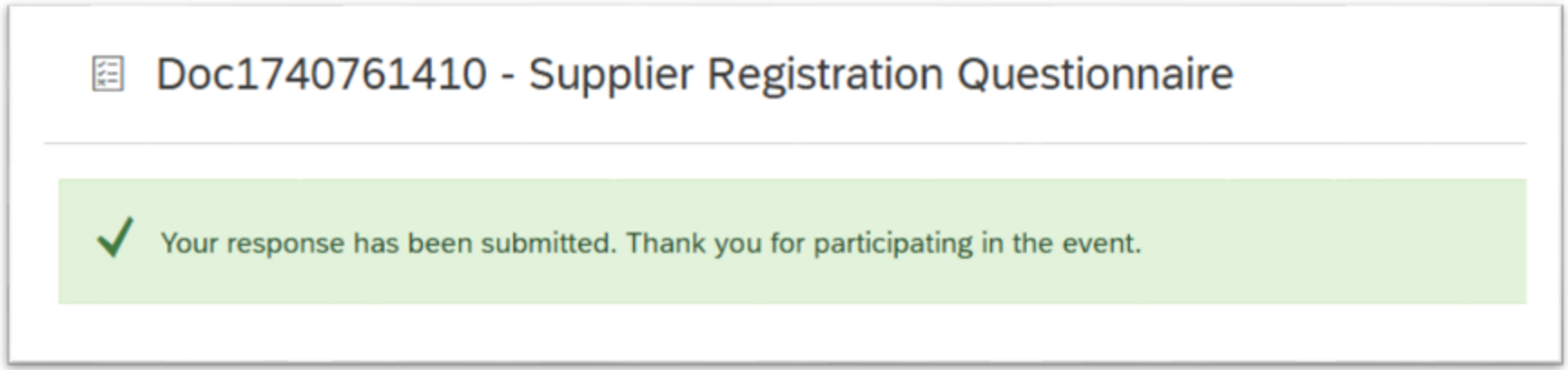
Login with an Existing SAP Business Network Account

SAP Ariba

- You'll get this confirmation



SAP Ariba

Supplier Qualification Questionnaire

SAP Ariba Supplier Guide

Viasat

SAP Ariba

Viasat US Government Reps & Certs

Supplier Qualification Questionnaire

Viasat

Viasat US Government Reps & Certs

SAP Ariba

Viasat continues to provide secure and seamless connectivity and networking solutions to support the U.S. Government/Department of Defense, the UK Ministry of Defence, and their allies across air, land, maritime, space, and cyber domains. We appreciate the exceptional regulatory compliance efforts from our suppliers in support of our government customers.

To maintain compliance with government regulations, Viasat is required to obtain updated Representations and Certifications annually from our suppliers supporting our US government contracts.

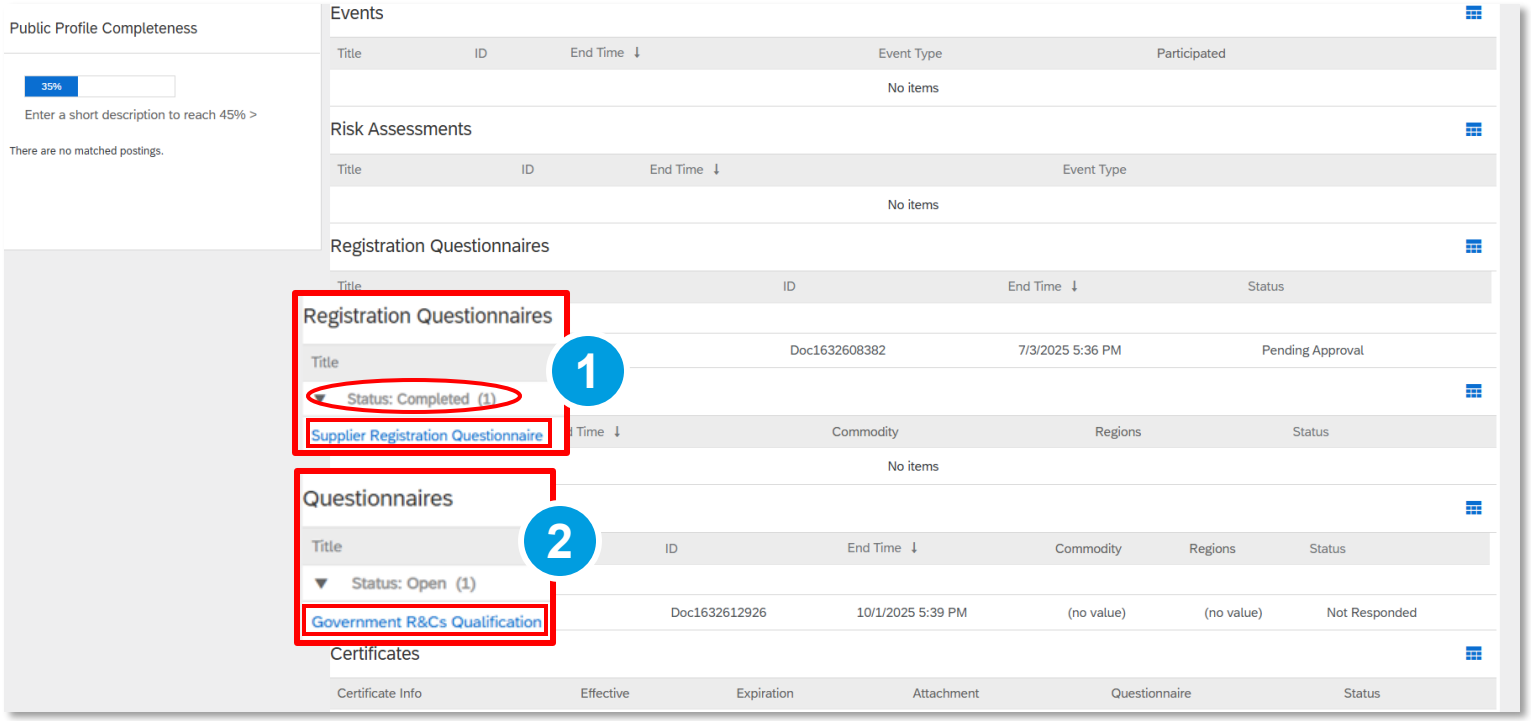
In the event a response is not received by the due date requested your account will become ineligible to receive new purchase orders, and any existing purchase orders may be suspended until the questionnaire is completed.

If you have any questions, please contact your Viasat procurement representative for support. We appreciate your cooperation in completing this questionnaire.

Viasat

Viasat US Government Reps & Certs

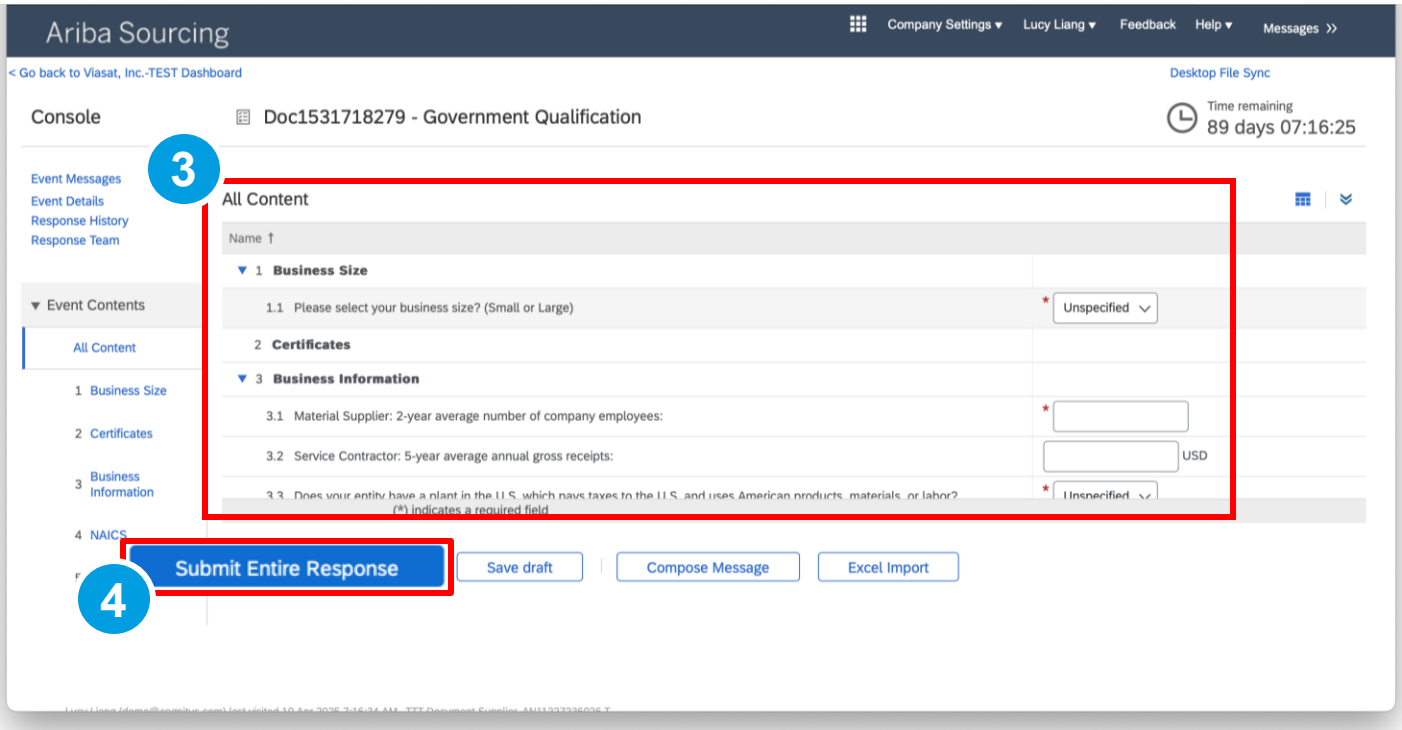
SAP Ariba

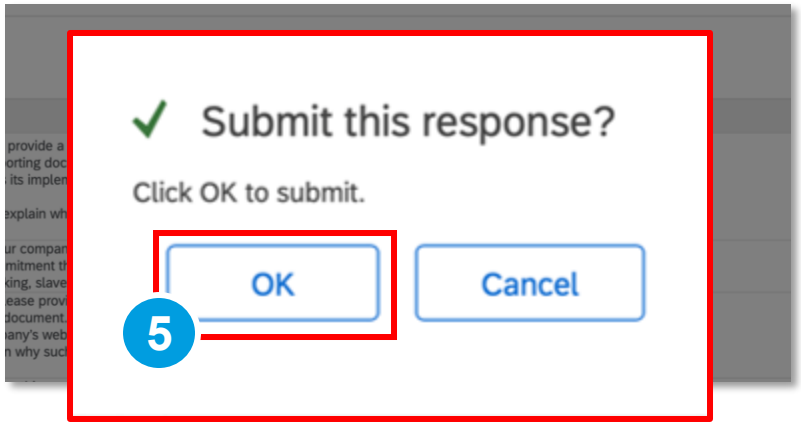


1. Under **Registration Questionnaires**, click the **Supplier Registration Questionnaire** link to validate completion and status of the Supplier Questionnaire. The status of the questionnaire should be either **Pending Approval** or **Approved**.
2. Under **Questionnaires**, click the **Government R&Cs Qualification** link.

Viasat US Government Reps & Certs

SAP Ariba





3. Complete all required information. (e.g., Business Size, Certificates, Business Information, NAICS and the acknowledgement details.

4. Click **Submit Entire Response**.

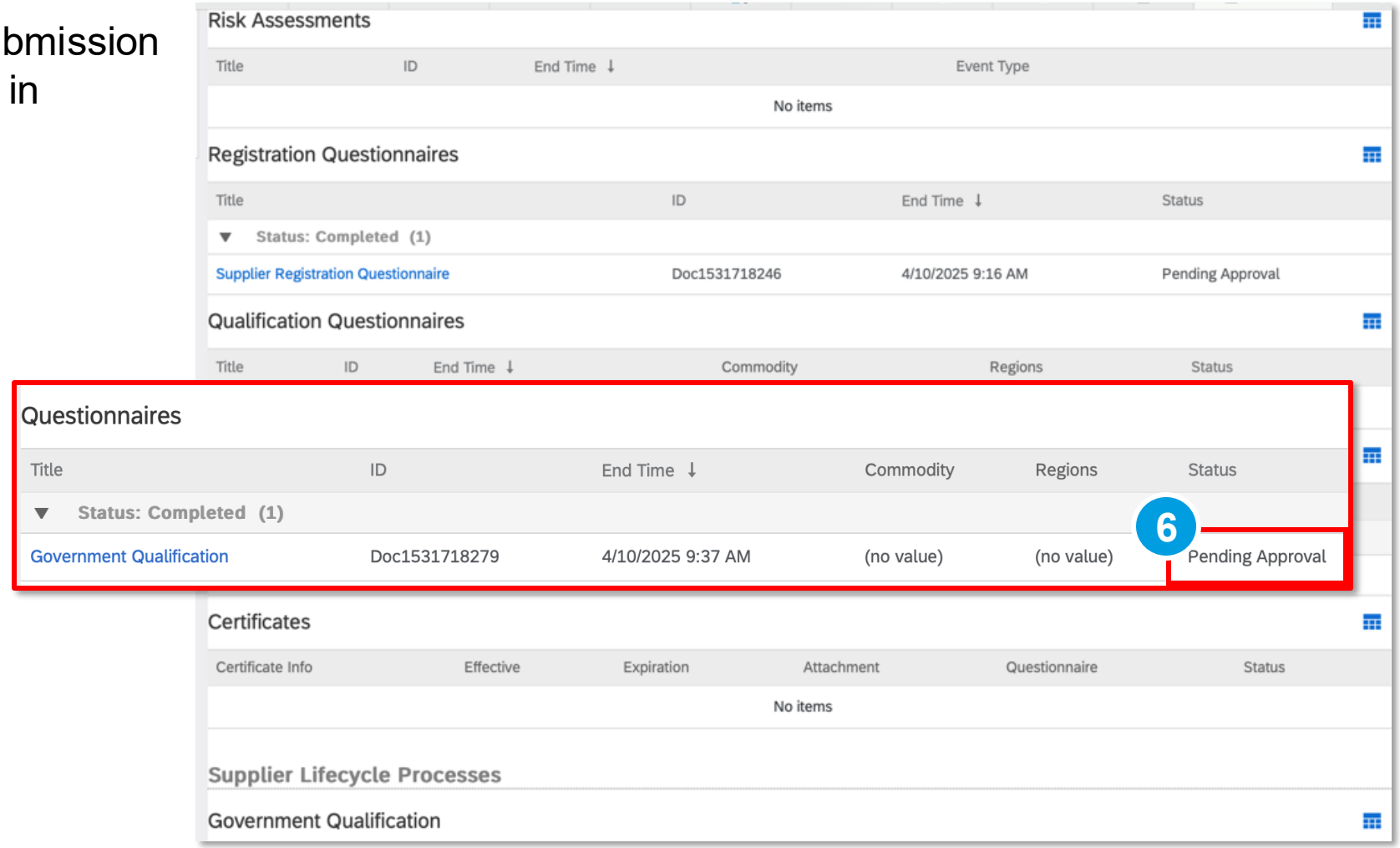
5. A submission confirmation pops up. Click **OK** to continue.

Viasat

Viasat US Government Reps & Certs

SAP Ariba

6. Under Status, confirm submission by checking the status is in **Pending Approval**.



SAP Ariba

Viasat Supplier Quality Survey

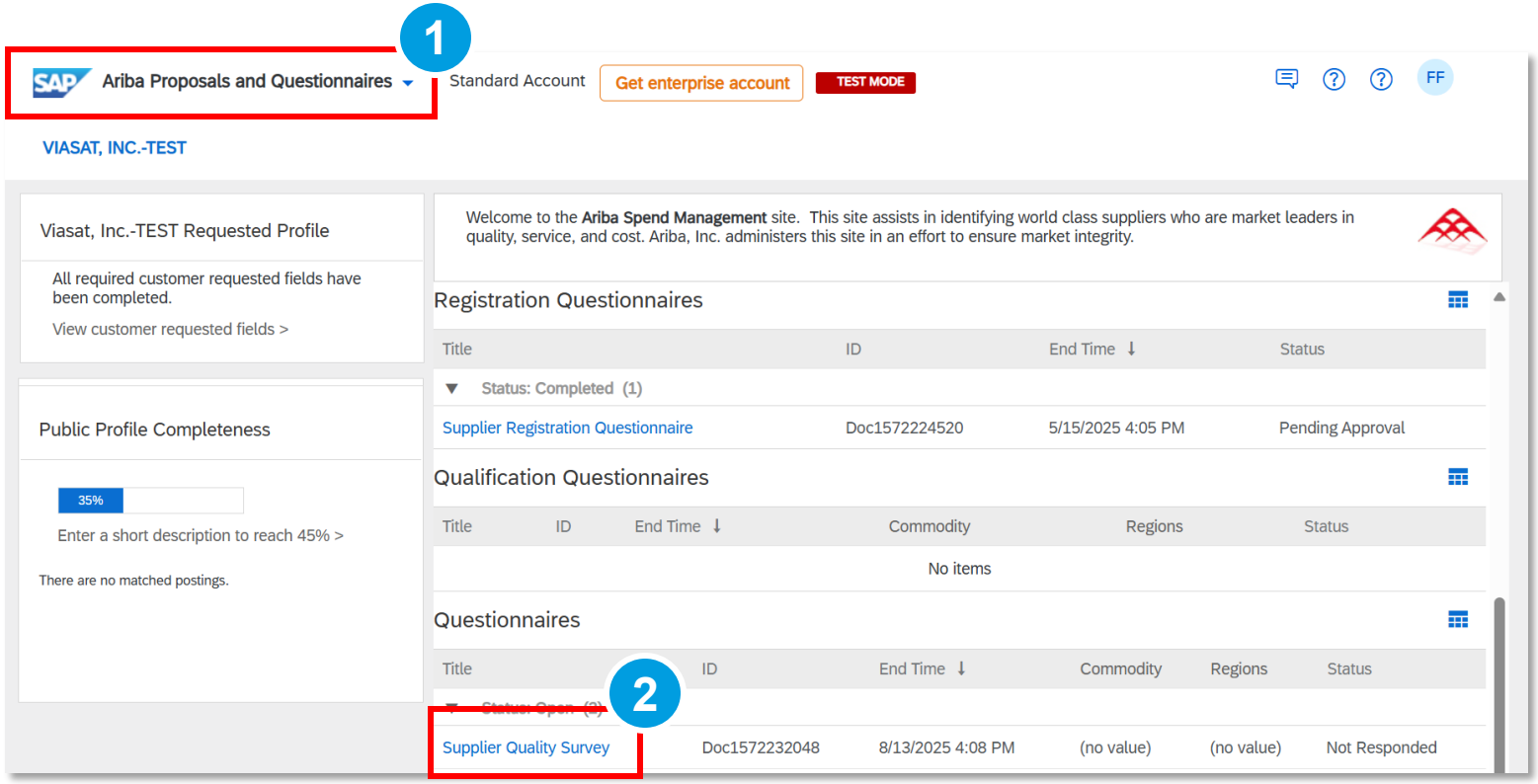
Supplier Qualification Questionnaire

Viasat

Viasat Supplier Quality Survey

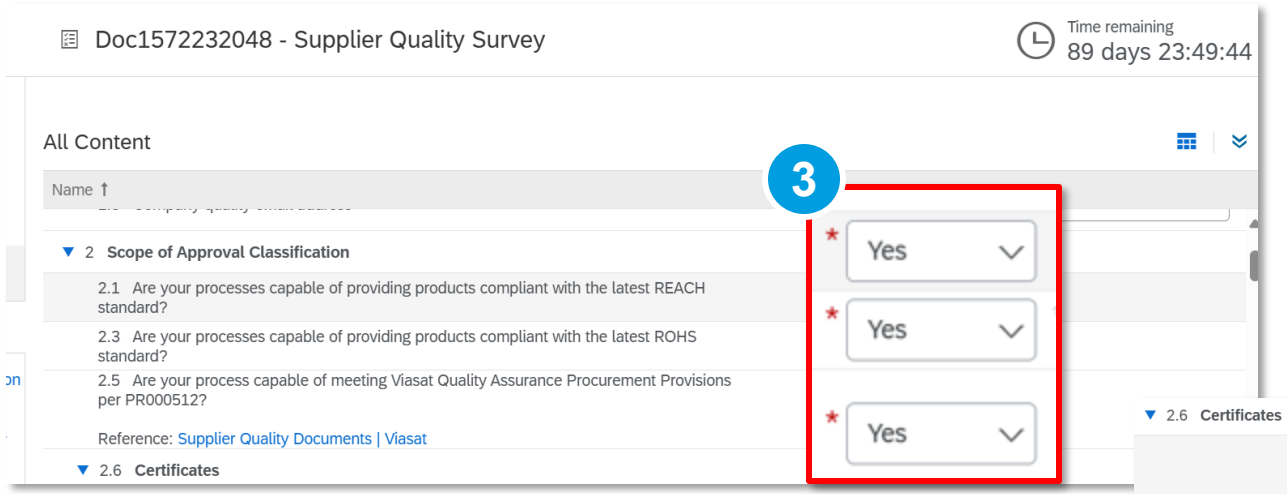
SAP Ariba

1. Log into the **Business Network** account and find the **Ariba Proposals and Questionnaires** menu on top left of the screen.
2. Under **Questionnaires**, click the **Government R&Cs Qualification** link.

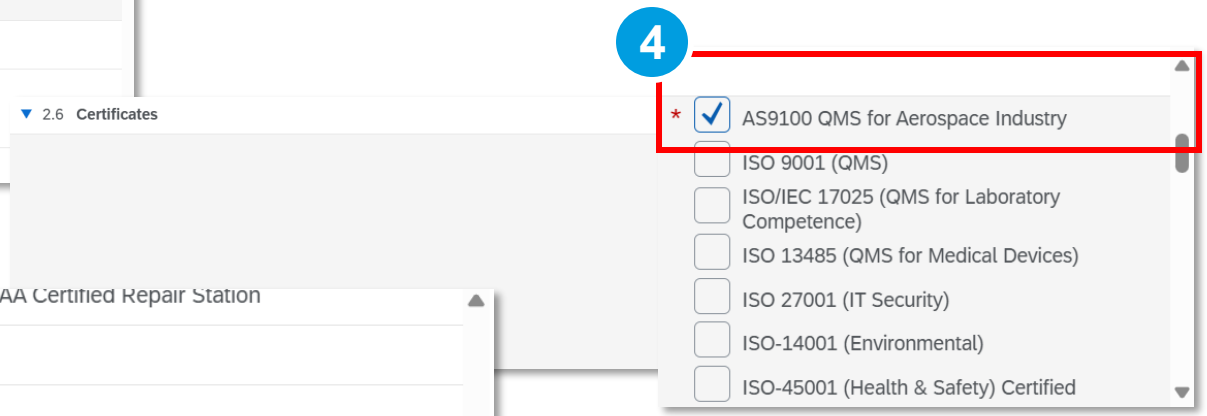


Viasat Supplier Quality Survey

SAP Ariba



3. Complete all required information.
4. Choose the appropriate certificates.



5. Add required information for each certificate.

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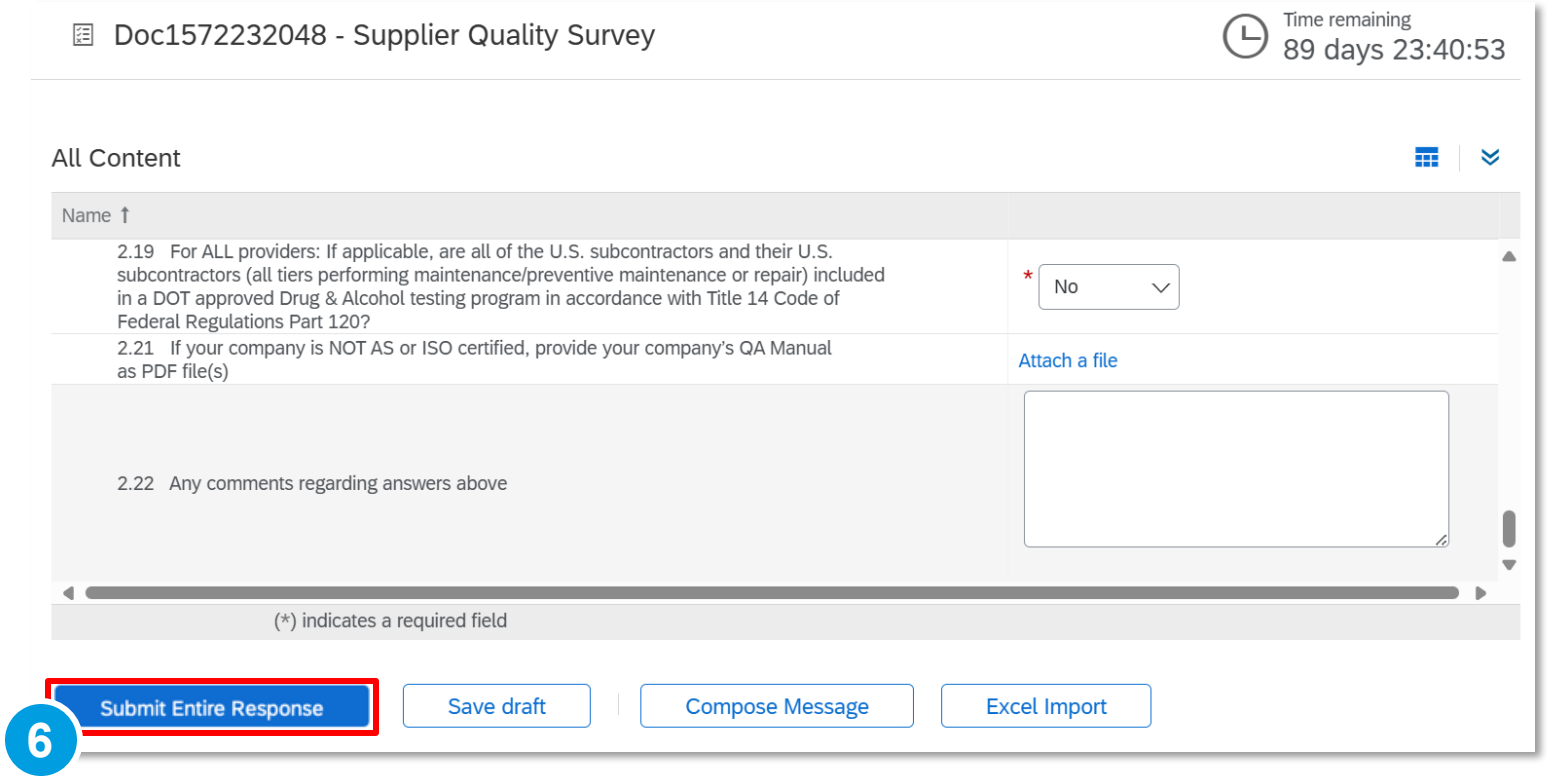
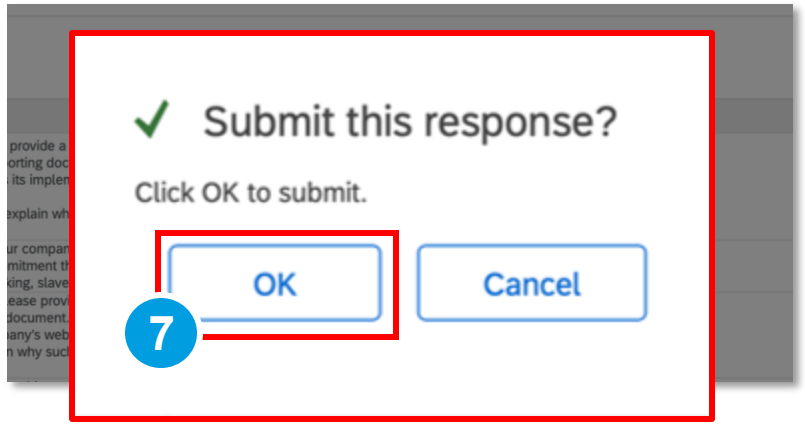
Viasat Supplier Quality Survey

SAP Ariba



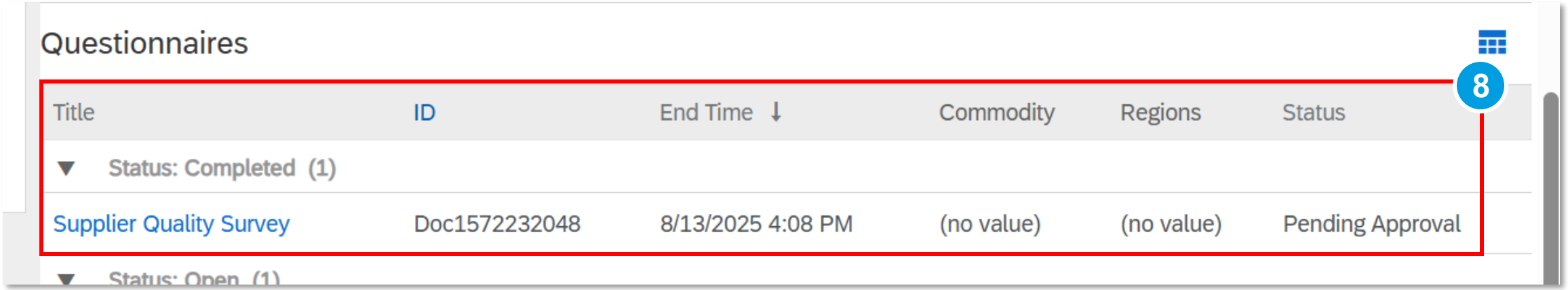
6. Click **Submit Entire Response**.



7. A submission confirmation pops up. Click **OK** to continue.

Viasat Supplier Quality Survey

SAP Ariba



8. Under **Status**, confirm submission by checking the status is in **Pending Approval**.

SAP Ariba

How to Revise a Questionnaire

SAP Ariba Supplier Guide

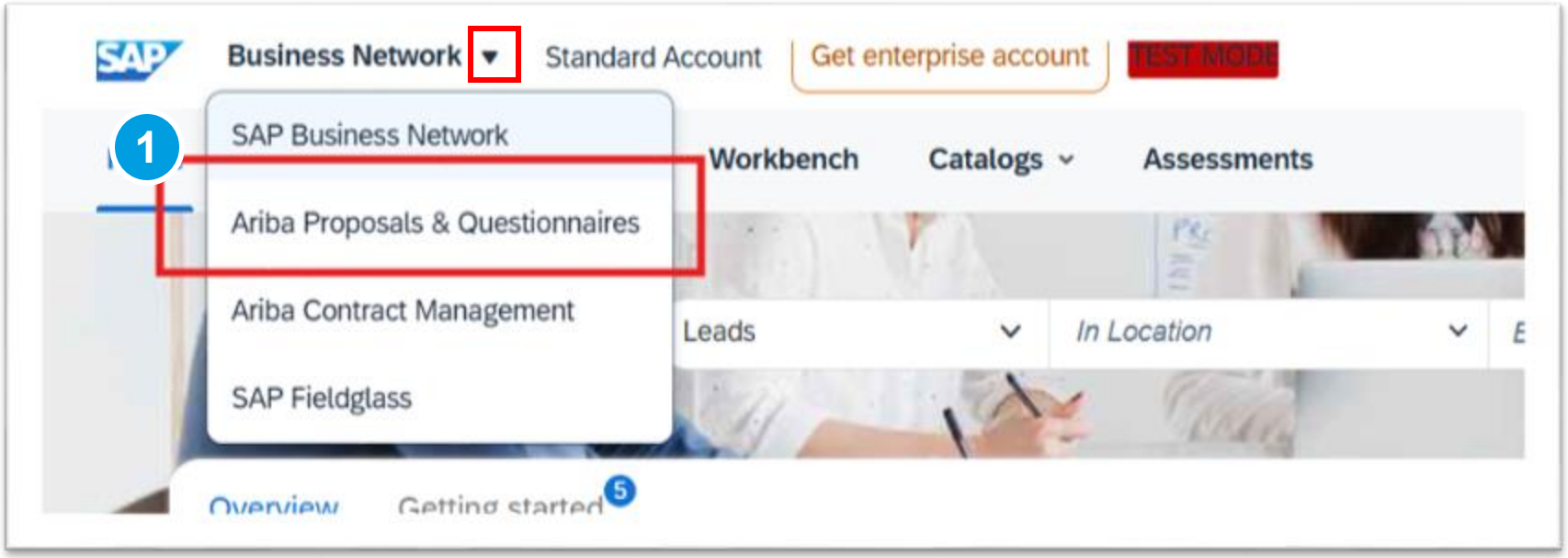
Viasat

How to Revise a Questionnaire

SAP Ariba

1. Click the dropdown arrow next to **Business Network** and click **Ariba Proposals & Questionnaires**

2. A screen will appear that shows all the companies/customers you have been onboarded with. Select your customer, Viasat.



Viasat

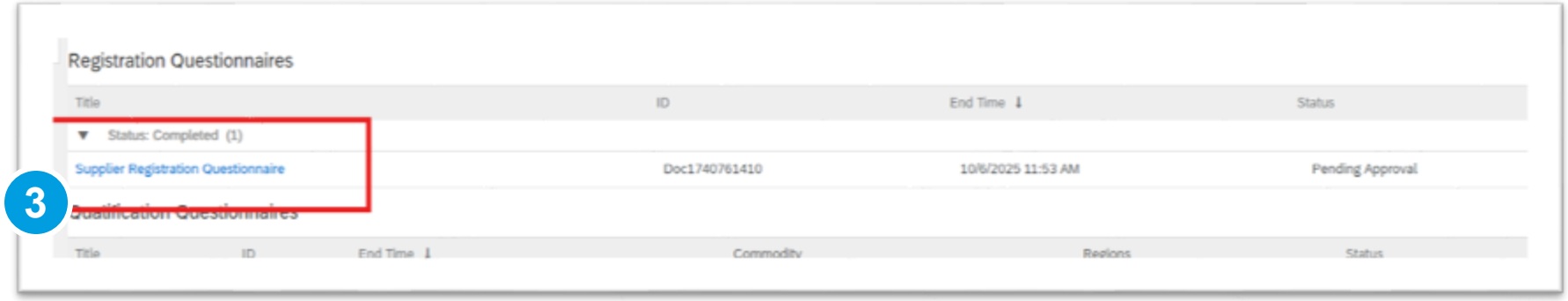
How to Revise a Questionnaire

SAP Ariba

3. Click the **Supplier Registration Questionnaire**

4. Click **Revise Response**

5. Click **OK**



6. Revise and/or update and click **Submit Entire Response**

- Note: You can only revise the questionnaire if the status is in **Open** or **Pending Resubmit.** If your status is **Pending Approval** you will not be able to update it.

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SAP Ariba

How to Access Ariba Supplier Support

SAP Ariba Supplier Guide

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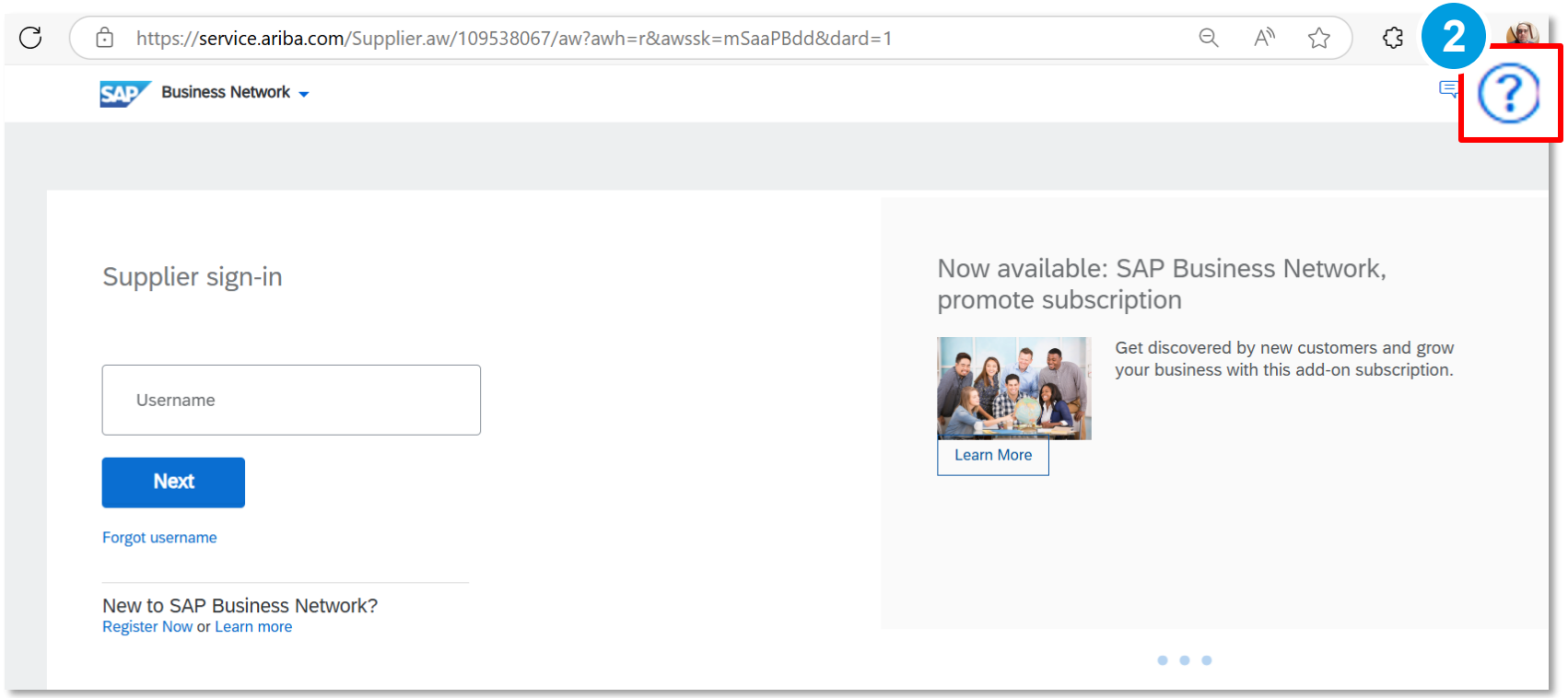
How to Access Supplier Support in Ariba

SAP Ariba

1. Access the following link https://supplier.ariba.com

2. Click the **Question Mark**.

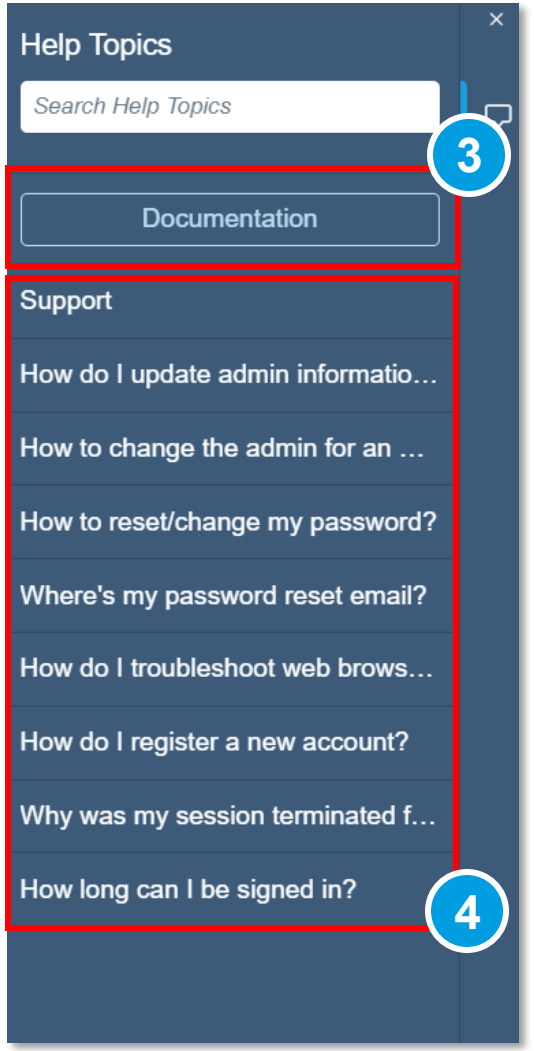


How to Access Supplier Support in Ariba

SAP Ariba

3. If the value you need appears on the list, click it to view more helpful details.

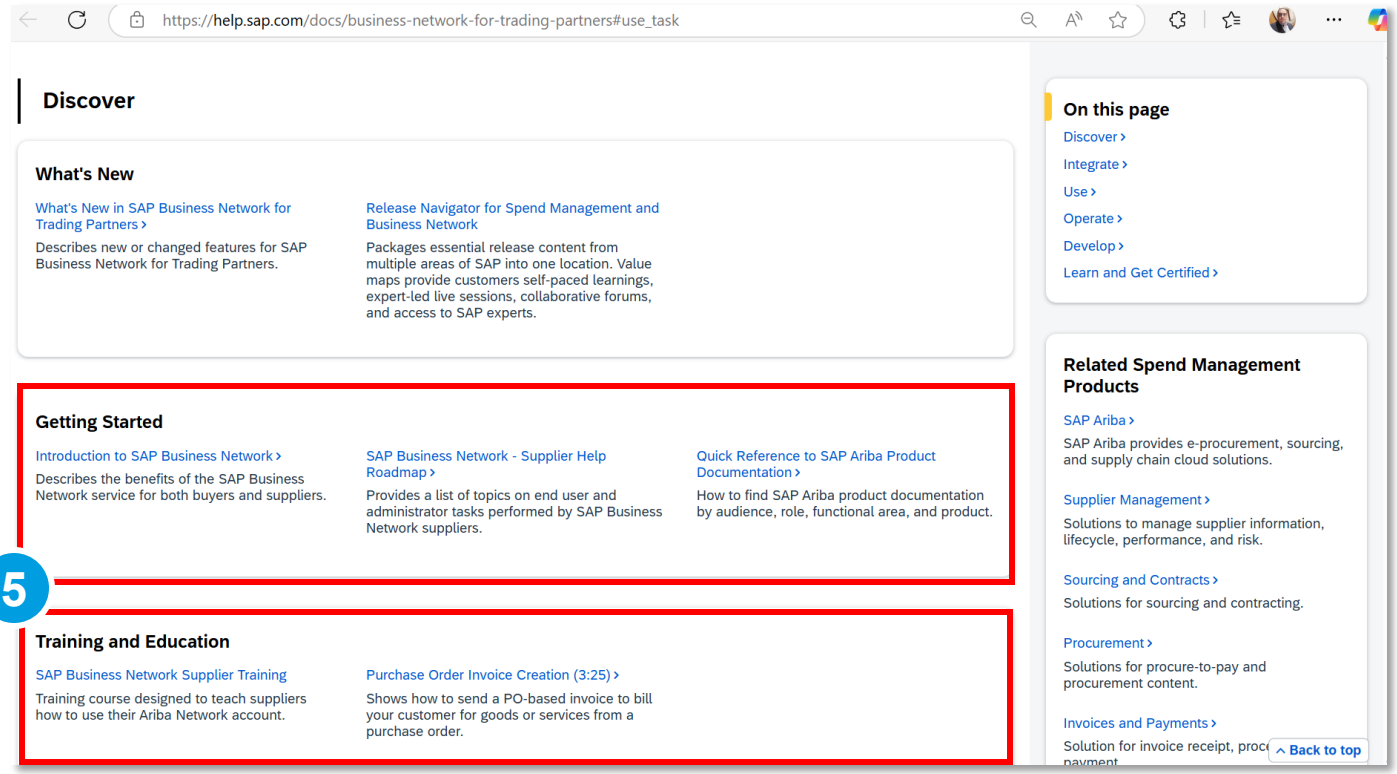
4. If it is not listed, you can click on Documentation or go to this link SAP Business Network for Trading Partners | SAP Help Portal | SAP Help Portal here you will find all the information on how to navigate and fully use the Ariba Business Network Account.



How to Access Supplier Support in Ariba

SAP Ariba

5. Browse through the various sections. **Getting Started** and **Training and Education** are among the most frequently accessed. These areas offer guidance on switching accounts, using translations, setting or changing the administrator of your Ariba Business Network Account, and other related topics.



SAP Ariba

How to Link User IDs

SAP Ariba Supplier Guide

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How to Link Ariba User IDs

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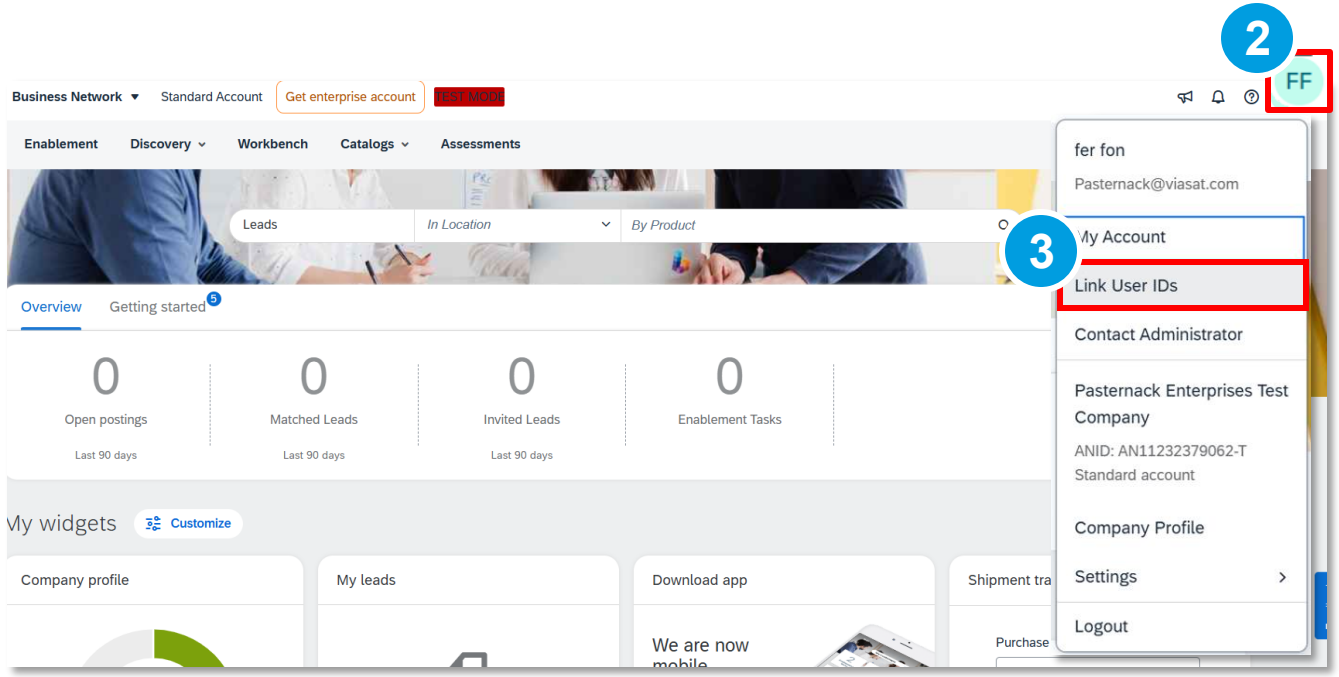
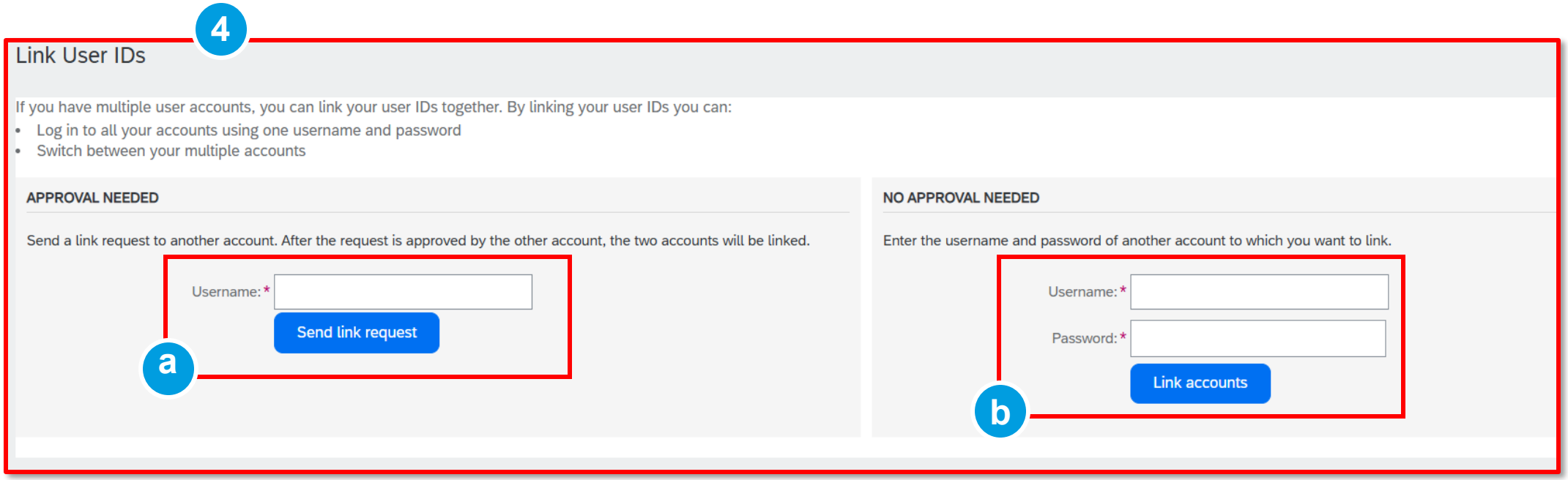
A single ANID can support multiple users. Users have the option to merge their accounts, enabling one-click access to each other's accounts. This setup must be initiated from the account designated as the principal.

1. Login to the principal account.
2. Click the **user's initials**.
3. Select **Link User IDs**.



How to Link Ariba User IDs

SAP Ariba



4. In the next section, you'll see two options:

a. If approval from the user being merged is required, enter the username and click **Send link request**.

b. If you have the credentials for the user to be merged, enter them and click **Link accounts**.

SAP Ariba

How to Translate the Supplier Registration to Portuguese - Brazil

SAP Ariba Supplier Guide

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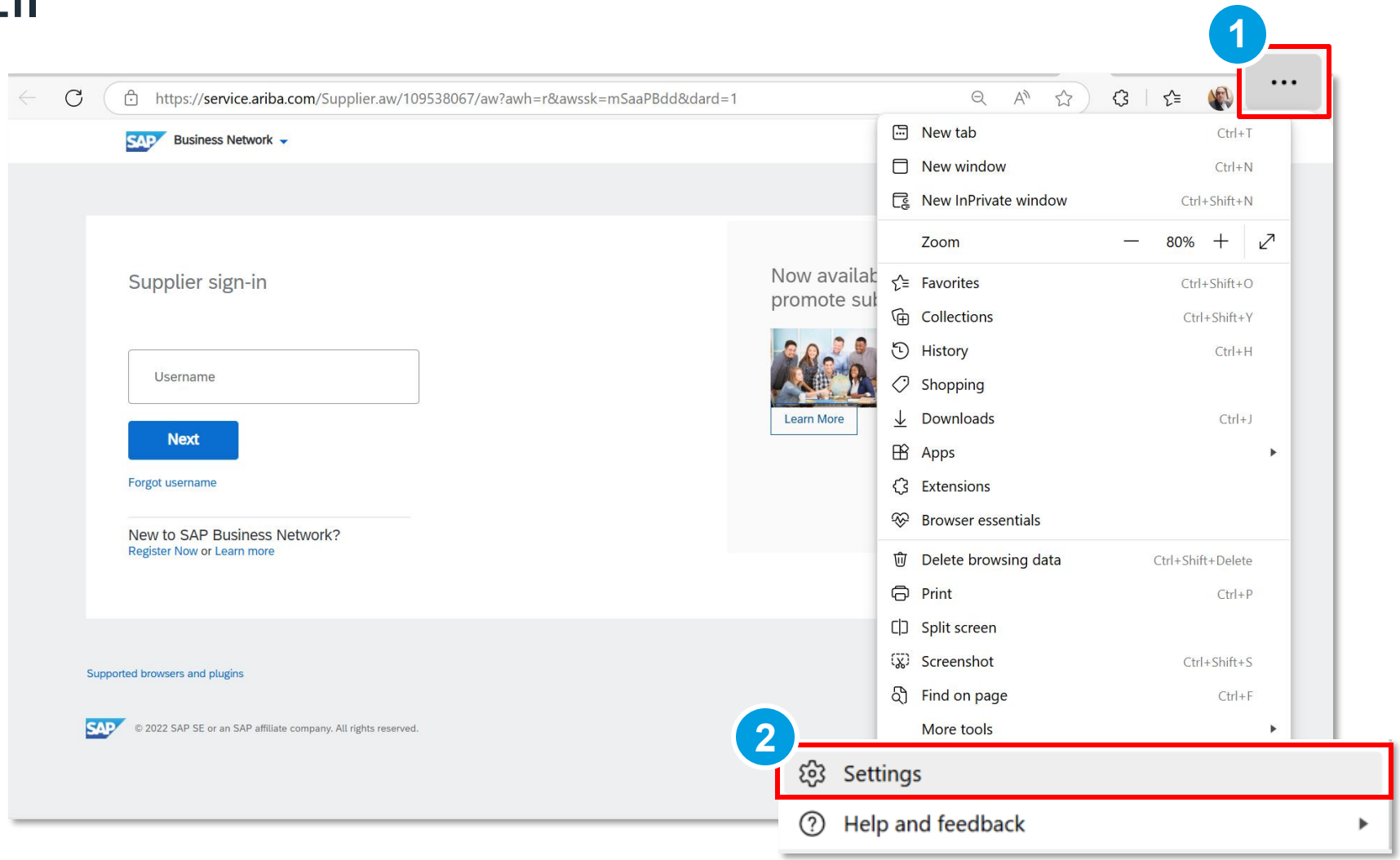
How to Translate the Supplier Registration to Portuguese - Brazil

SAP Ariba

1. In the **Browser**, click the **three dots**.
2. Choose **Settings**.



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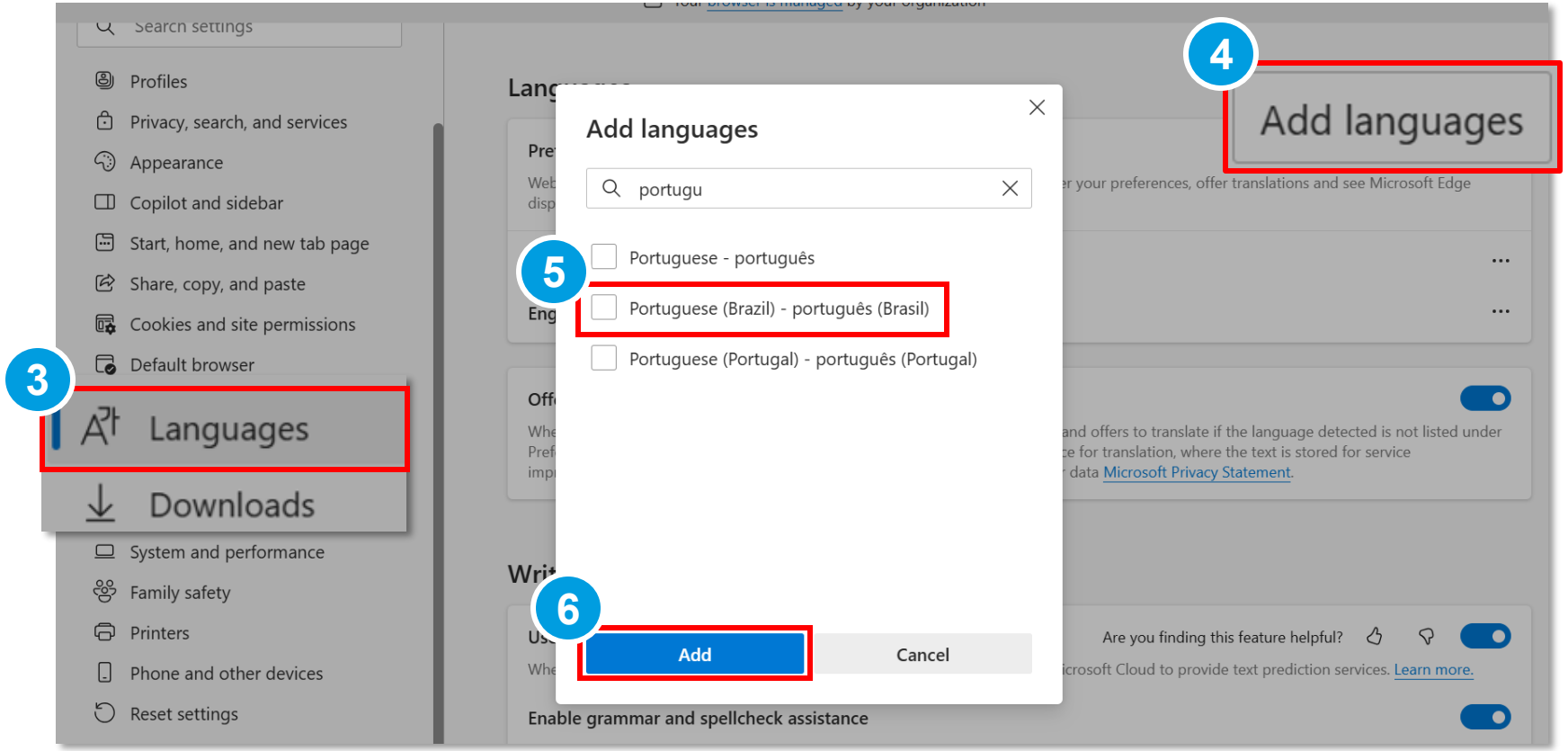
How to Translate the Supplier Registration to Portuguese - Brazil

SAP Ariba

3. Click **Languages**.
4. Click **Add languages**.
5. Tick the checkbox next to **Portuguese (Brazil)**.
6. Click **Add**.



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Still have questions?

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