

# Ariba Supplier Guide

*This guide aims to help you access your Conagra Ariba account to be able to make changes to your company data, as well as troubleshooting any errors that may arise*

Conagra SLP Support: [ConagraSLPSupport@conagra.com](mailto:ConagraSLPSupport@conagra.com)

## Contents

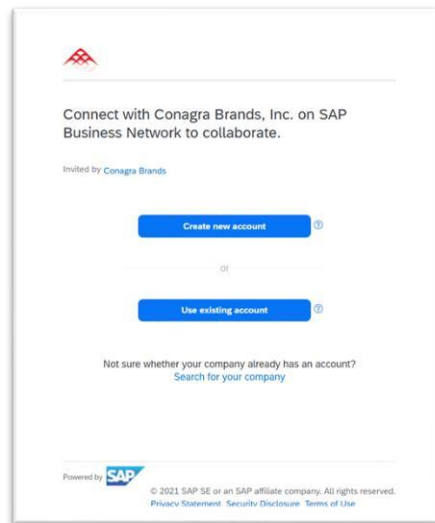
<b>First Time Access .....</b>	<b>2</b>
If your company has an existing Ariba login .....	2
If your company has NEVER used Ariba .....	3
Logging Back In.....	6
<b>Completing the Questionnaire .....</b>	<b>7</b>
Section 1 – General Supplier Information.....	8
Section 2 – Address Collection.....	8
Section 4 – Company Ordering Address .....	9
<b>Good to Knows for Ordering Address Section .....</b>	<b>9</b>
Section 5 – Remit to Address .....	10
<b>Good to Knows for Remit To Address Section.....</b>	<b>11</b>
Section 6 – Tax Information .....	11
Section 8 – Category .....	12
Section 9 – Region.....	12
Section 10 – Are you a diverse business enterprise?.....	12
Section 11 – Please provide any additional comments (optional) .....	12
Section 12 & 13 – Terms of Service.....	12
<b>Good to Knows in General .....</b>	<b>12</b>
<b>FAQs.....</b>	<b>13</b>

# First Time Access

To access your account for the first time, you must first receive the below email from SAP Ariba. Your Conagra contact can resend if needed. After opening the email, click the 'Click Here' link:



It will then show you the below options:



**\*If there is a Review Accounts button, disregard it. We have no functionality with that button and it will cause delays if you try to use it to try to find your existing account (if you have one). Instead do the below if you have an existing account:**

## If your company has an existing Ariba login

Choose 'Use Existing Account' and input the credentials to the account and hit 'Login'

**Note: If you have multiple Ariba accounts that are needing to be updated on our end, you CANNOT use the same login you used on another account. You will need to Create a New Account. The email on the account can be the same, the username just needs to be changed. [More details on this in the FAQ section.](#)**

## If Your Company has NEVER used Ariba

You will choose 'Create New Account'

You will then add your HQ address info. The DUNS number is not required (and can be ignored).

It will automatically generate a username, which will be the email the invitation was sent to; you will just need to create a password. **(Note: Username can be changed if 'Use my email as my username' is unchecked. Username does not need to be a valid email, it just needs to end with the domain name as your original email, i.e. newusername@xxxxxx.com)**

**Administrator account information** ⓘ

First name \*  Last name \*

Email \*


Use my email as my username

Password \*  Repeat password \*

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

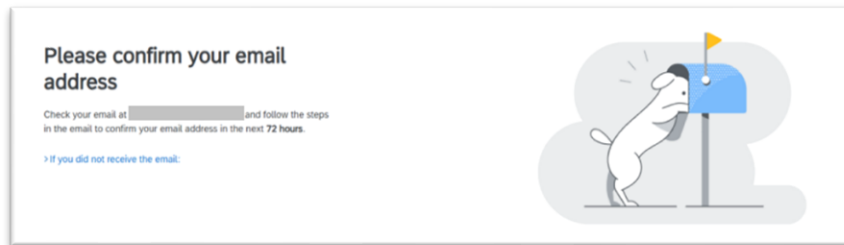
I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

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

I'm not a robot 

[Create account](#)

Once all required information is filled out and boxes are checked, you can hit 'Create Account'. You will then need to confirm an email that gets sent. *(It will be sent to the email on the account, not the username.)*



Once approved it will drop you on this screen, hit 'Don't show this to me again'


**Almost done! We just need a little bit more information.**

Please provide the information below and you will be discovered by more customers looking for companies like yours.

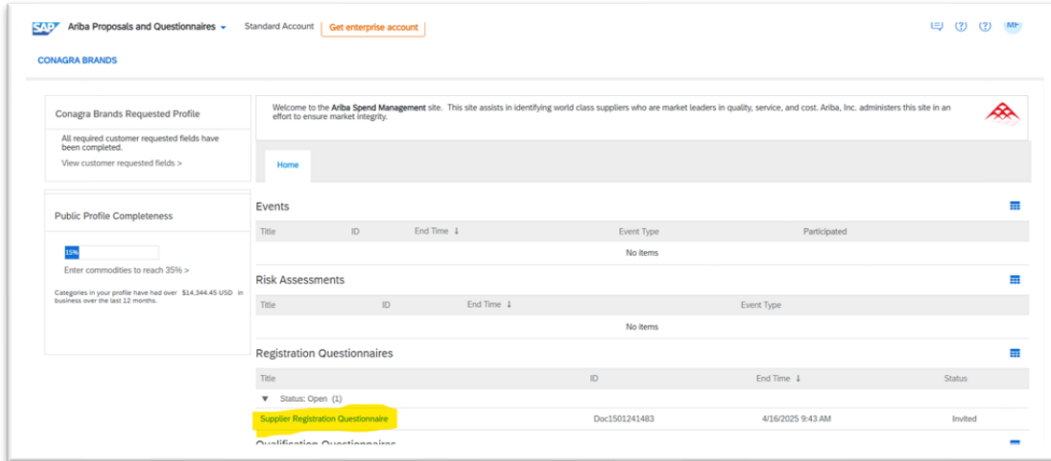
Product and Service Categories  
 [Add](#) or [Browse](#)

Ship-to or Service Locations  
 [Add](#) or [Browse](#)

[Submit](#) [Remind me later](#) [Don't show this to me again](#)



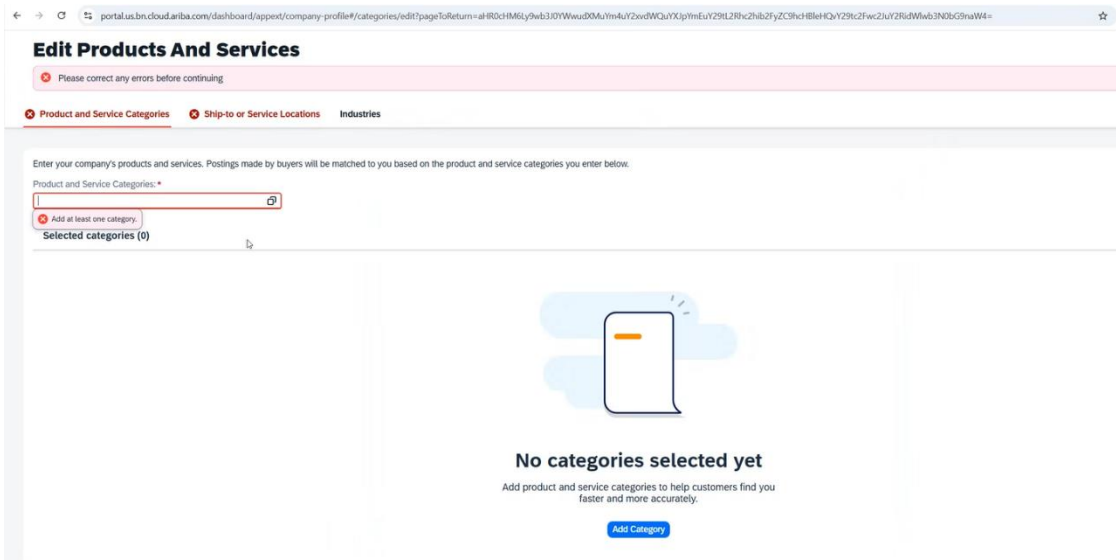
From there you should have access to your account and be on the below screen. If you have multiple customers, Conagra may not appear so you'll need to hit the 'More' button if there is one and ensure Conagra is selected.



**Note: The Supplier Registration Questionnaire is the ONLY place in Ariba you will make any changes to your information for Conagra. Ensure the top left dropdown says 'Ariba Proposals and Questionnaires'.**

## New Sections When Logging In

You could face the screen below, when you do please do the following:



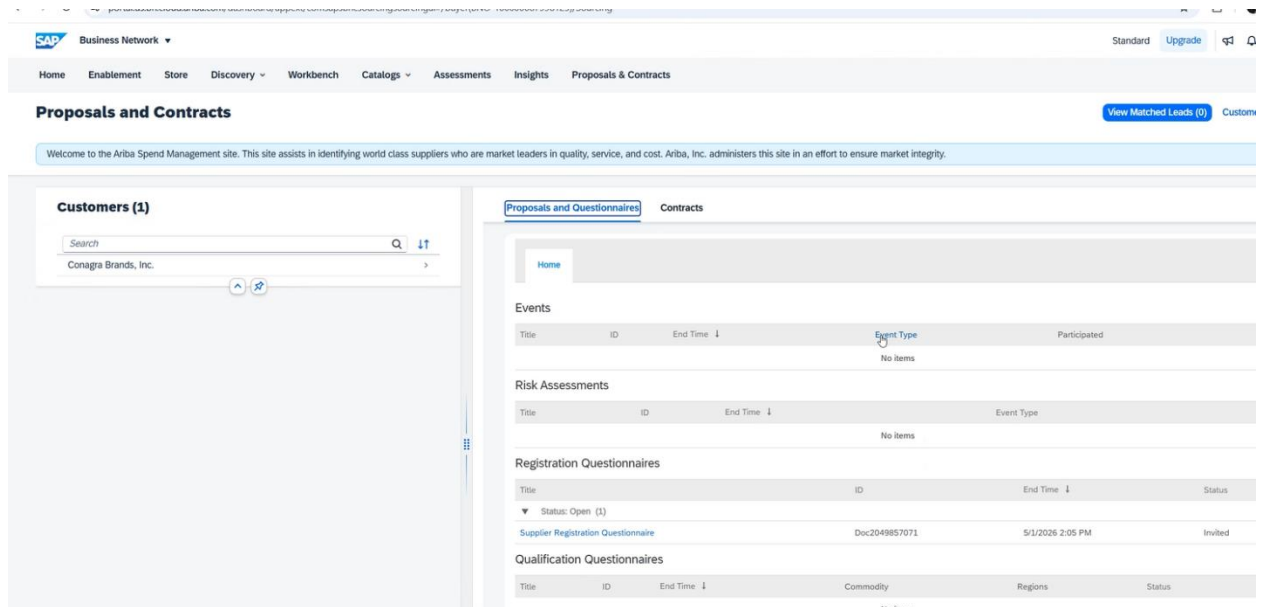
Hit the small squares within search box

Then choose the category that best fits your company's product/services. It may not have the exact choice you might be looking for but choose any. This information is not for us so it is not as important. After you choose, hit Save in the bottom left of the pop-up.

Then hit 'Ship-to or Service Locations' at the top and do the same when choosing the region.

Once the wording is not red and there is no red X, hit Save in the bottom right corner

Once on the main page, hit Proposals and Contracts -> Proposals and Questionnaires

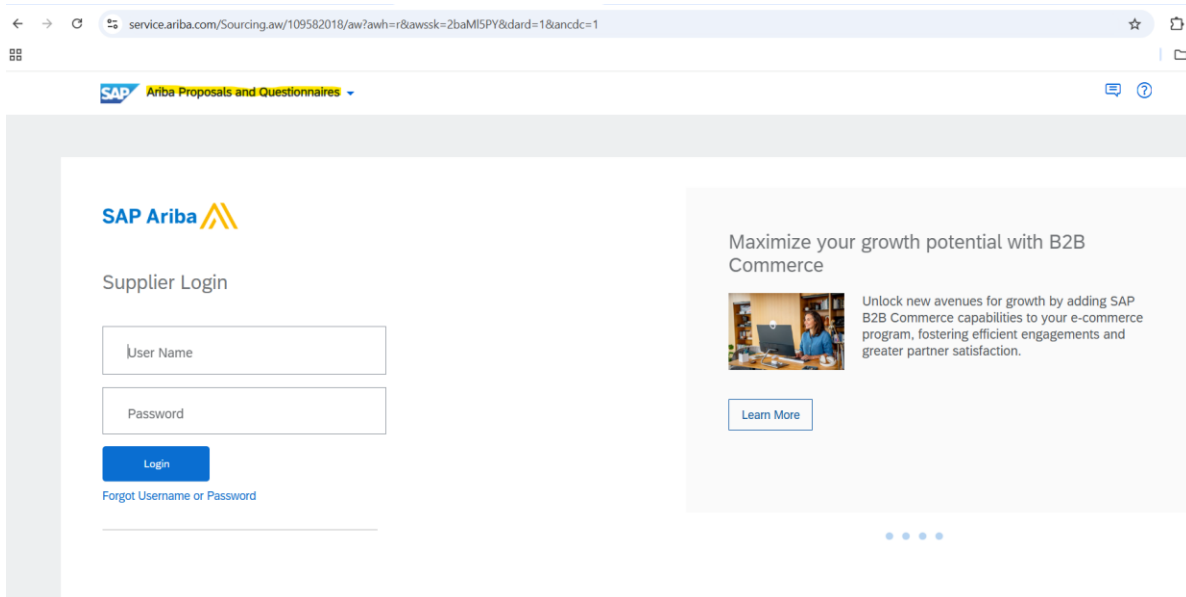


If you have multiple customers, search for Conagra and then open the Supplier Registration Questionnaire in blue. Scroll down to see how to fill out the questionnaire.

## Logging Back In

There may be times we need to request more information from you, and you'll need to revise your questionnaire responses.

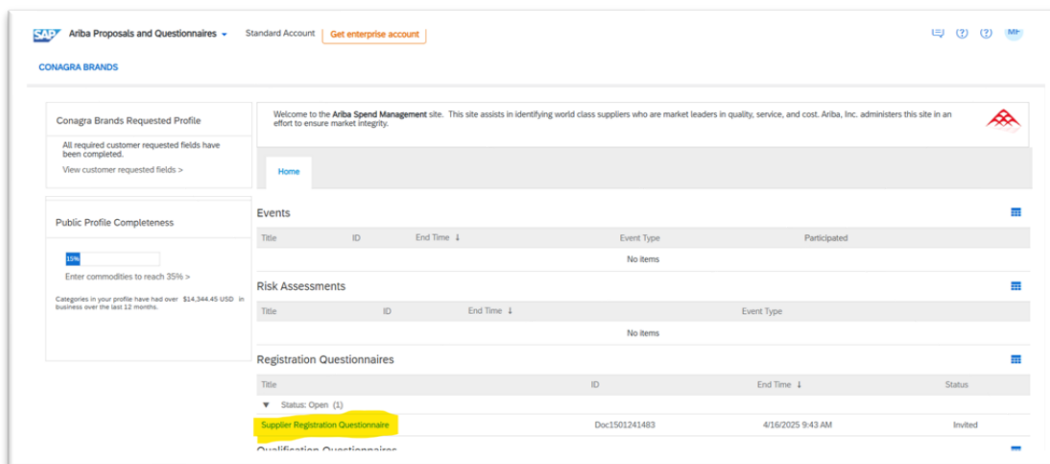
Search '**SAP Business Network Supplier**' (needs to be Supplier Login) in your browser and get to the below page. You can try to use this link but SAP may change it: [Ariba Sourcing](#)



**Note: Ensure highlighted dropdown reads Ariba Proposals and Questionnaires, then put in your login info and login. If at this point you are still facing login issues, please connect with the [conagra.slpsupport@conagra.com](mailto:conagra.slpsupport@conagra.com) team and we'd be happy to help!**

## Completing the Questionnaire

**First**, ensure you are in the Ariba Proposals and Questionnaires section by hitting the top left dropdown and selecting that option:



**Note: If you have multiple customers on your account and Conagra Brands doesn't appear, you'll need to hit 'More' and search for Conagra Brands. If you still cannot find Conagra Brands reach out to your Conagra contact to ensure a connection has been established.**

Then you can open the questionnaire by hitting the blue words [Supplier Registration Questionnaire](#) under the 'Registration Questionnaires' section.

You have submitted a response for this event. Thank you for participating.

Revise Response

All Content

Name 1	
▼ 1. General Supplier Information	
1.1 Supplier Legal Name	
1.2 Duns #	
1.3 Vendor Contact First Name	
1.4 Vendor Contact Last Name	
1.5 Vendor Contact Phone Number	
1.6 Vendor Contact E-mail Address	
▼ 2. Address Collection	
2.1 Headquarter Name	
2.2 Headquarter Name 2	
2.3 Headquarter E-mail Address	
2.4 Headquarter Phone Number	

Once the questionnaire is open, you'll need to hit 'Revise Response' and then 'OK' on the pop-up to start making changes to the questionnaire.

**Note: If the Revise Response button is not available you may have some changes in progress, or the time to fill out the questionnaire could have also expired. Please reach out to [Conagra.SLPSupport@conagra.com](mailto:Conagra.SLPSupport@conagra.com) if you get to this point and do not see the Revise Response button.**

## Sections (in order):

### Section 1 – General Supplier Information

1. \*Supplier Legal Name – **MUST** be the name listed on tax documents
  - a. **US Companies** – Must match line 1 of your W9
  - b. **Canadian Companies** – Must match the name on GST/HST/QST
  - c. **Foreign Companies doing business with Conagra US** – Must match the name on your W8
  - d. **Foreign Companies doing business with Conagra Canada** – Must match the name on your country's Tax document
2. DUNS # - Not required (can leave blank)
3. \*Vendor Contact First Name – First name of individual filling out questionnaire
4. \*Vendor Contact Last Name – Last name of individual filling out questionnaire
5. \*Vendor Contact Phone # - phone number of individual filling out questionnaire
6. \*Vendor Contact Email Address – Email address of individual filling out questionnaire

### Section 2 – Address Collection

1. \*Headquarter Name – Company Name
2. Headquarter Name 2 – 2<sup>nd</sup> name for company (can leave blank if not applicable)
3. \*Headquarter Email Address – Generic email address (typically see an orders/customer service email address)

4. \*Headquarter Phone Number – company phone number
5. \*Headquarter Address – address of company’s main location

## Section 4 – Company Ordering Address (hit the blue words to open section, not + sign)

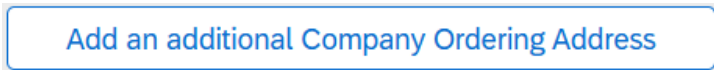
1. \*Company Ordering Name – Name that will need to be on POs
2. Company Ordering Name 2 (DBA) – Additional name that needs to be on PO (leave blank if not needed)
3. \*Ordering Email Address – Email address that PO needs to be sent to
4. \*Ordering Phone Number – (as stated)
5. \*How/where should Conagra send PO? Please choose preferred method – Your choice (preferably email)
6. Update Summary – any extra notes you would like to add (can leave blank)
7. \*Ordering Address – Address that is already on/to be listed on the PO

### Good to Knows for Ordering Address Section

- Hit ‘Save’ to save your changes and go back to the main screen or hit ‘Cancel’ to undo changes



- To add another remit to address, hit ‘Add an additional Company Ordering Address’ button



- **GS Locations** are also added in this section. Create a GS location as you would a normal Ordering Address. Please specify in the Update Summary that it needs to be a GS location.
- If you accidentally added an extra Ordering Address:
  - For New Vendors – Simply hit the delete button (if there is no delete button, you are not a new vendor, follow the next steps)
  - For Existing Vendors – Ariba does not allow us to delete at this time. You will need to overwrite out the fields with the following:
    - Ordering Name: DO NOT USE
    - Ordering Email Address: [none@none.com](mailto:none@none.com)
    - Ordering Phone #: 000-000-0000
    - How/where...: Email
    - Ordering Address: Use an address on the account
- If you have a Canadian address and the address includes any of the following, add that information on the **Company Remit Name 2** line:

- STN A
- C/O \*\*\*\*\*
- Lockbox T\*\*\*\*\*

**Section 5 – Remit to Address (hit the blue words to open the section, not the + sign)**

1. \*Company Remit Name – name that will be listed on the invoice to remit to
2. Company Remit Name 2 – additional name that will be listed on the invoice (leave blank if not needed)
3. \*Remit Email Address – email address that remittance needs to be sent to
4. \*Remit Phone Number – (as stated)
5. Remit Fax Number – (as stated, not required)
6. Update Summary – any extra notes you would like to add (can leave blank)
7. \*Remit Address – address that is going to be on the invoice as a Remit To address
8. \*Select the payment statement that applies – depends on many factors please see below

<b>If:</b>	<b>Choose:</b>
You're doing business with Conagra US; Your bank is in the US; You're being paid in USD (ACH)	<b>US Vendor being paid in US Dollar</b>
You're doing business with Conagra US; Your bank is NOT in the U.S; You're being paid in USD (Wire)	<b>Foreign Vendors paid in USD</b>
You're doing business with Conagra US; Your bank is NOT in U.S; You're being paid in currency that is NOT USD (Wire)	<b>Foreign Vendors paid in Foreign Currency</b>
You're doing business with Conagra Canada; Your bank is in Canada; You're being paid in CAD (EFT)	<b>Canadian Vendor being paid by CAD</b>
You're doing business with Conagra Canada; Your bank is NOT in Canada; You're being paid in CAD (Wire)	<b>CAD \$ Wire to Non-CAD Bank</b>
You're doing business with Conagra Canada; Your bank is NOT in Canada; You're being paid in currency that is NOT CAD (Wire)	<b>USD \$ Wire to Non-CAD Bank</b>

You're doing business with Conagra Canada; Your bank is in Canada; You're being paid in USD (Wire)	<b>USD \$ Wire to CAD Bank</b>
You're doing business with Conagra Canada; Your bank is in Canada; You're being paid in currency that is NOT CAD or USD (Wire)	<b>FX Wire (Except US)</b>
If you have been told to choose Check or are a Government Agency/Legal vendor/or Union	<b>Check (not preferred)</b>

### Good to Knows for Remit To Address Section

- Hit 'Save' to save your changes and go back to the main screen or hit 'Cancel' to undo changes



- To add another remit to address, hit 'Add an additional Company Remit to Address' button



- If you have a Canadian address and it includes any of the following, add that information on the **Company Remit Name 2** line:
  - STN A
  - C/O \*\*\*\*\*
  - Lockbox T\*\*\*\*\*
- Foreign banks tend to error out when going through our 3<sup>rd</sup> party validation. If you receive an error from Ariba and are unsure of what to do, please reach out to [Conagra.SLPsupport@conagra.com](mailto:Conagra.SLPsupport@conagra.com), include a bank letter and the issue you are facing.

### Section 6 – Tax Information

1. **\*Tax Country** – Country where tax number originates
2. **\*Tax ID Number (s) or Equivalent** – ensure you insert your Tax ID into the correct corresponding section that populates when you choose your country
3. **\*Attach Tax Documents** – Tax form will need to be attached here (W9 for US Vendors. W8 for Foreign vendors. **Must be signed/dated within past 2 years**) Downloadable copies can be found under the References dropdown in section 6.2

4. **\*Are you providing a service?** – Choose Yes or No
- a. **If yes** – Download Service Provider form in ‘References’ dropdown in section 6.4, then attach completed form.

### Section 8 – Category\*

- Category of product/service you provide (Should be given by Conagra contact, if not please reach out to them)

### Section 9 – Region\*

- Region you are doing business with Conagra in (United States or Canada, only 1 not both)
  - Do not choose ALL, as this will cause errors on our end. For Canada since there are multiple, choose one that makes most sense for you or close enough to your region.

### Section 10 – Are you a diverse business enterprise?\*

- Select Yes or No (depends on the business, most choose No)

### Section 11 – Please provide any additional comments (optional)

- Can leave blank if not applicable

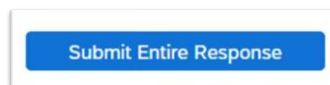
### Section 12 & 13 – Terms of Service

- Must be ‘Yes’ for both

## Good to Knows in General

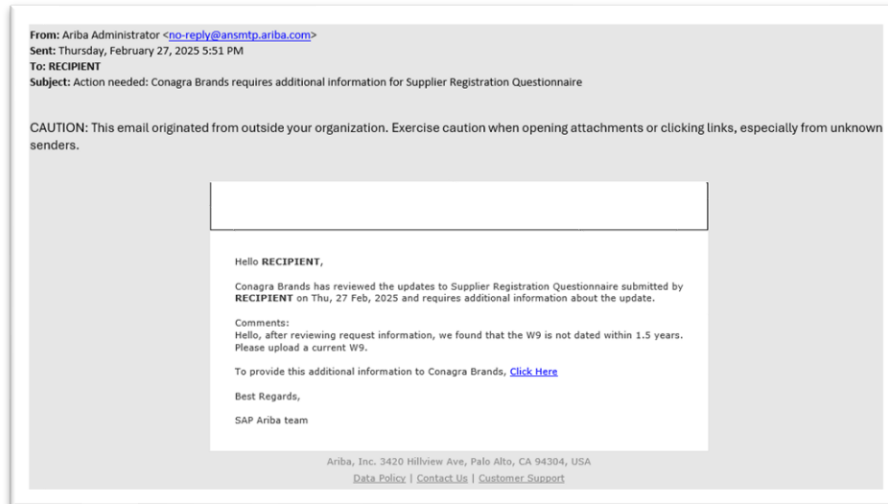
### Submitting Your Questionnaire to Conagra

- Click ‘Submit Entire Response’ at the very bottom to begin Conagra’s approval process
  - a. If a Conagra approver requires a correction or change to your questionnaire, then you will receive an email with a link and instructions.
  - b. Your Conagra contact will receive notification when your company is approved.



## Revising Your Questionnaire's Response

- We sometimes may need to request more information when reviewing information on your submissions. You will get an email like this:



1. To resolve, click on the "Click Here" link in the email or go to [Ariba Sourcing](#).
2. Log into your account.
3. Click on the blue "Revise Response" button, and then click "OK" on the next popup.
4. The feedback from the email will display at the top of the screen. Make the necessary changes.
5. Once done with all changes, click on the blue "Submit Entire Response" button to send the workflow back to Conagra.

If you have any questions, please reach out to [Conagra.SLPsupport@conagra.com](mailto:Conagra.SLPsupport@conagra.com)

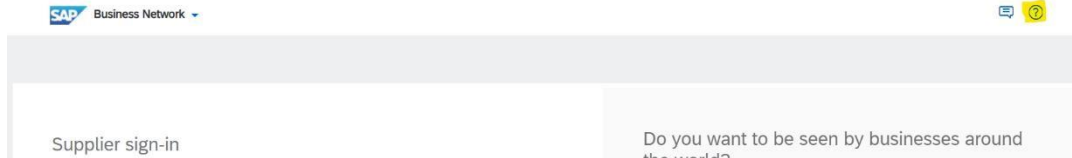
## FAQs

### What if I don't see my question here?

Please hit CNTL+F to search for key words related to your problem.

If you are unable to find any resource, feel free to send us an email at [Conagra.SLPsupport@conagra.com](mailto:Conagra.SLPsupport@conagra.com) and we will send you a response in 48 hours.

You can also search for help on SAP's website for any tips there. Go to <https://supplier.ariba.com/> and let the page load. Click on the Help icon in the upper right:



Click on Support twice, and this should take you to SAP’s help center. You can click on “Contact Us” to look for help, or create a case with SAP.

### **What is an ANID?**

This is your company’s account number with Ariba. It is not the same thing as your Conagra account number.


### **Why can’t you just send the questionnaire to my ANID number?**

When you click the link in the Conagra email and then sign into your account, this automatically connects your ANID number to your Conagra profile. Our system does not allow for alternative methods.

### **I forgot my password:**

Click on “Forgot Password” or go to this [website](#).

### **I need help from Ariba:**

From inside your Ariba account click on the question mark symbol  or go to this [website](#). Click through the troubleshooting prompts until you find the answer to your question or get to Ariba’s contact information.

### **My company’s Ariba Administrator is no longer with my organization or no longer manages relations with your Conagra:**

Contact Conagra SLP Support Request at [Conagra.SLPsupport@conagra.com](mailto:Conagra.SLPsupport@conagra.com) to have us unlink both the account and ANID.

### **I haven’t received payment:**

Please access help resources here: [AP Help Form | Conagra Brands](#) or create a ticket for our Accounts Payable team.

### **I am getting an error that says my username is already connected to another account:**

Please follow through with creating a new account. You just need to create a new username. Password and email can remain the same. You can just add a 1 to the end of the username before the @ symbol or a completely new username, up to you it just needs to end in an email format with your domain name.