Create a New Account

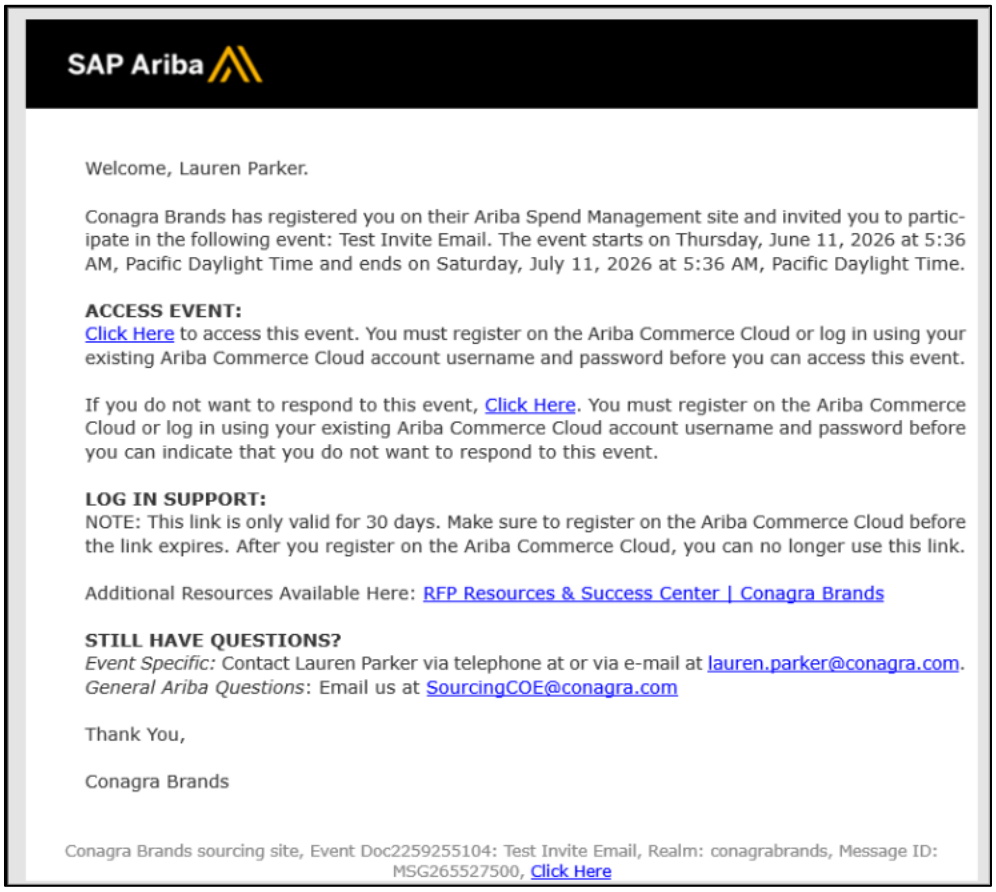
SAP Ariba Sourcing – Center of Excellence

Overview:

This document provides step-by-step instructions for all suppliers invited to participate in a Conagra Brands RFP through the SAP Sourcing Ariba platform. It outlines the complete account-creation workflow—from receiving the initial system-generated invitation email to activating a newly created login.

Supplier Login Creation

1. **An email notification is generated from SAP Sourcing containing a dedicated link to initiate login creation.**



SAP Ariba

Welcome, Lauren Parker.

Conagra Brands has registered you on their Ariba Spend Management site and invited you to participate in the following event: Test Invite Email. The event starts on Thursday, June 11, 2026 at 5:36 AM, Pacific Daylight Time and ends on Saturday, July 11, 2026 at 5:36 AM, Pacific Daylight Time.

ACCESS EVENT:
Click Here to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

If you do not want to respond to this event, Click Here. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

LOG IN SUPPORT:
NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

Additional Resources Available Here: RFP Resources & Success Center | Conagra Brands

STILL HAVE QUESTIONS?
Event Specific: Contact Lauren Parker via telephone at or via e-mail at lauren.parker@conagra.com.
General Ariba Questions: Email us at SourcingCOE@conagra.com

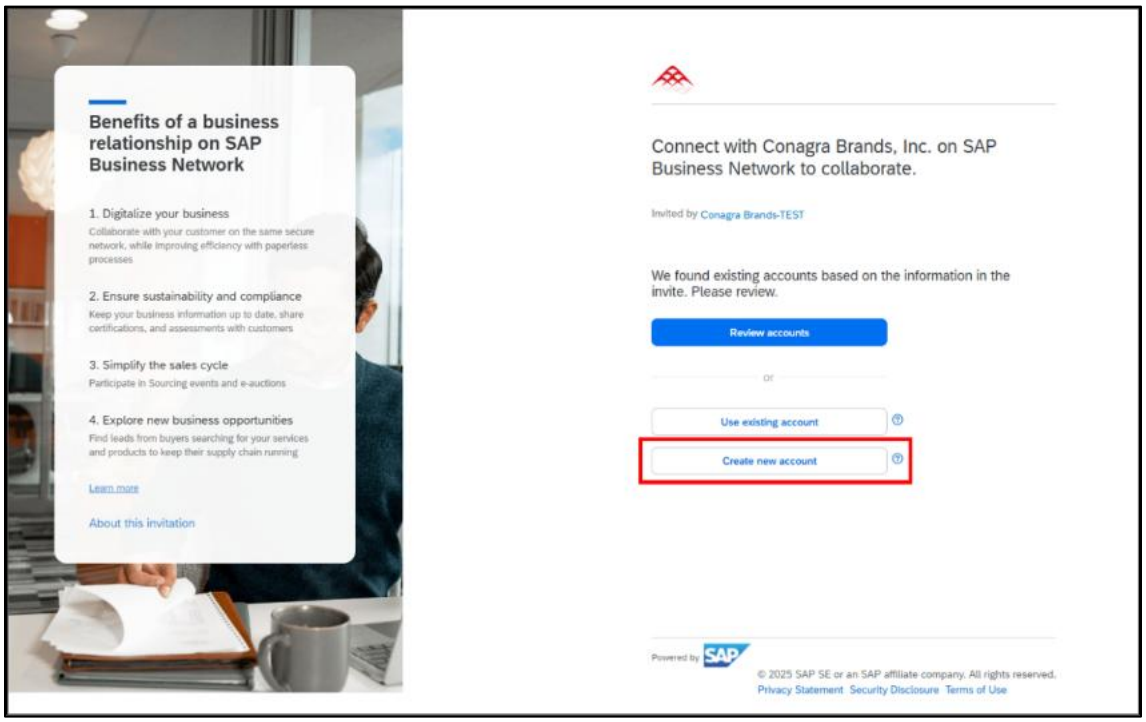
Thank You,

Conagra Brands

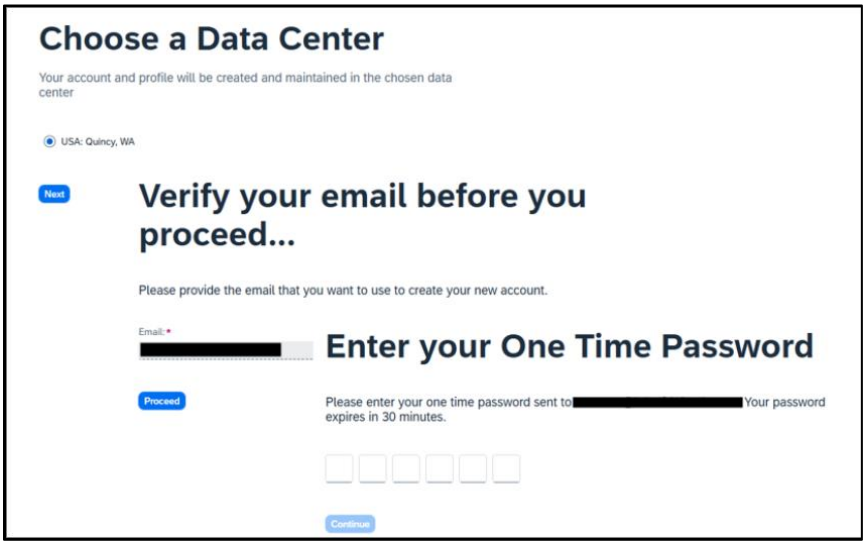
Conagra Brands sourcing site, Event Doc2259255104: Test Invite Email, Realm: conagrabrands, Message ID: MSG265527500, Click Here

a. Select “Click Here to access this event” to direct you to the SAP Sourcing login page.
    i. **If you have previously responded to a Conagra event,** use that username and password to login to Ariba using your existing account.
    ii. **If you have not previously engaged in a Conagra event,** select Create New Account and continue to the next step.

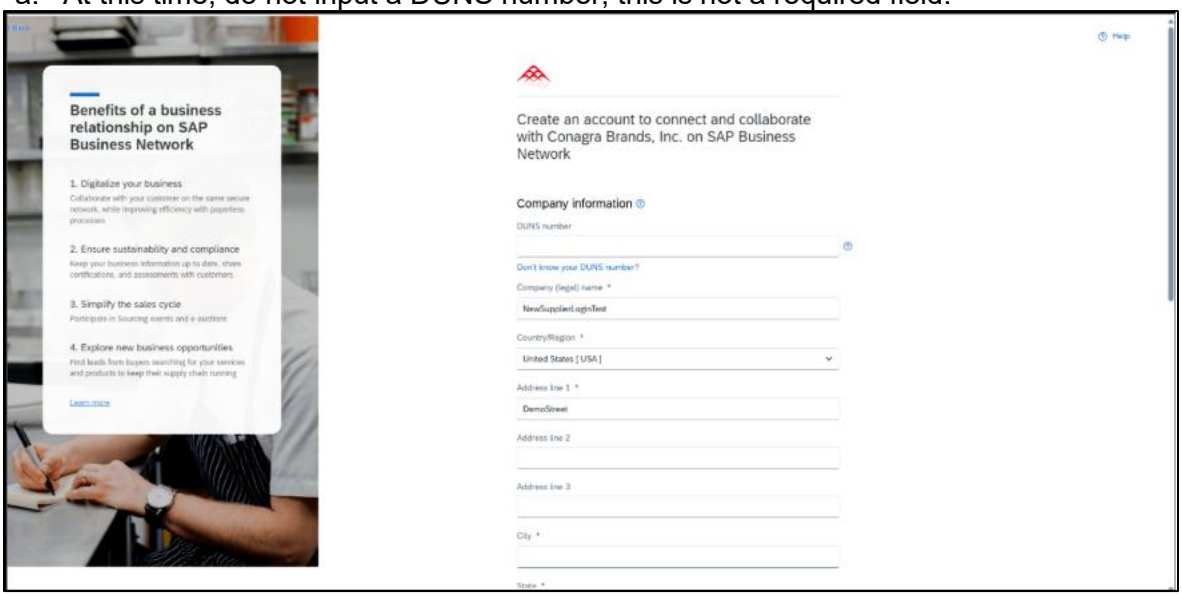
2. **For those creating a new account click "Create new account"**



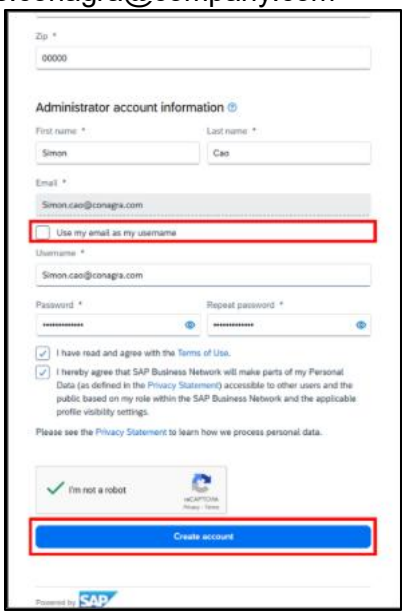
3. **Complete the verification process by inputting the one-time password that will be sent to your email address used to create the account**



4. **Following the one-time password verification, you will be prompted to complete the account creation form to finish account setup. Please complete all required fields marked with a red asterisk.**
    a. At this time, do not input a DUNS number, this is not a required field.

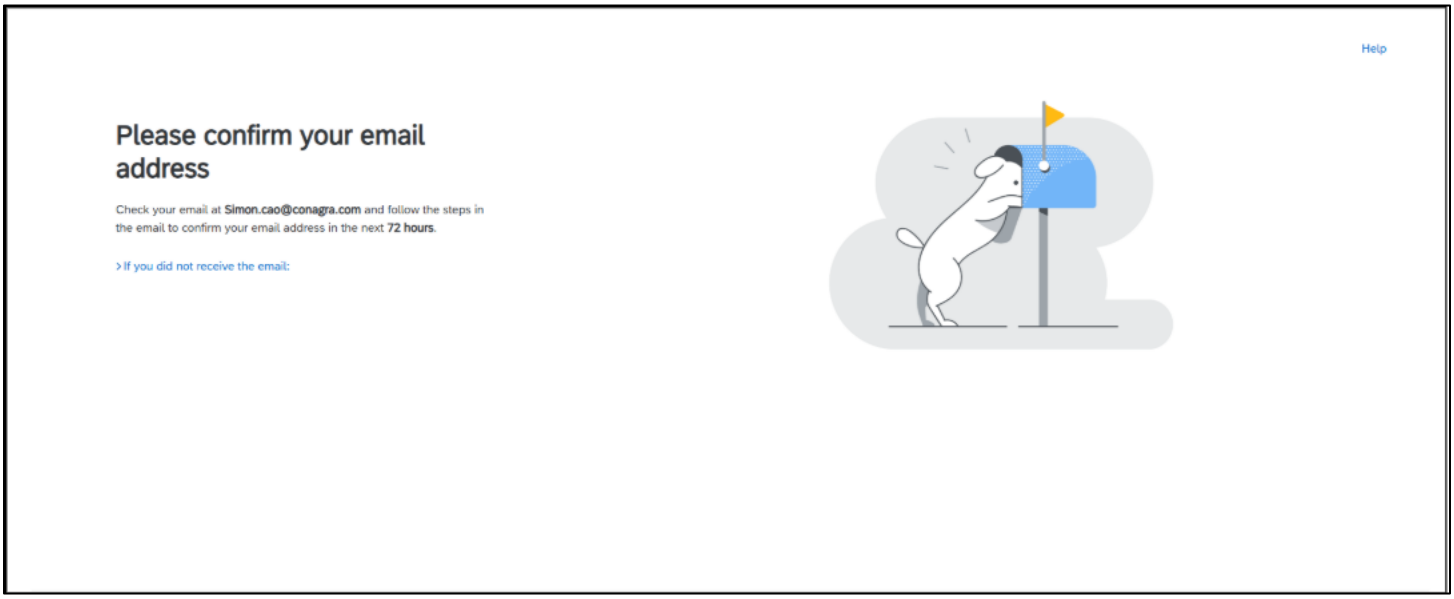


5. **Username Set Up:**
    a. The default username is registered email address and will be pre-filled in the form.
        i. We recommend you customize your username by unchecking "**Use my email as my username"** highlighted in red below.
        ii. *Why customize? The same registered email address can be used to create multiple accounts; Ariba differentiates each account by its unique username.*
    a. Usernames must be email-formatted, the domain must match your registered email address.
        i. Ex: if your email is first.lastname@company.com, you may use, first.lastname.conagra@company.com

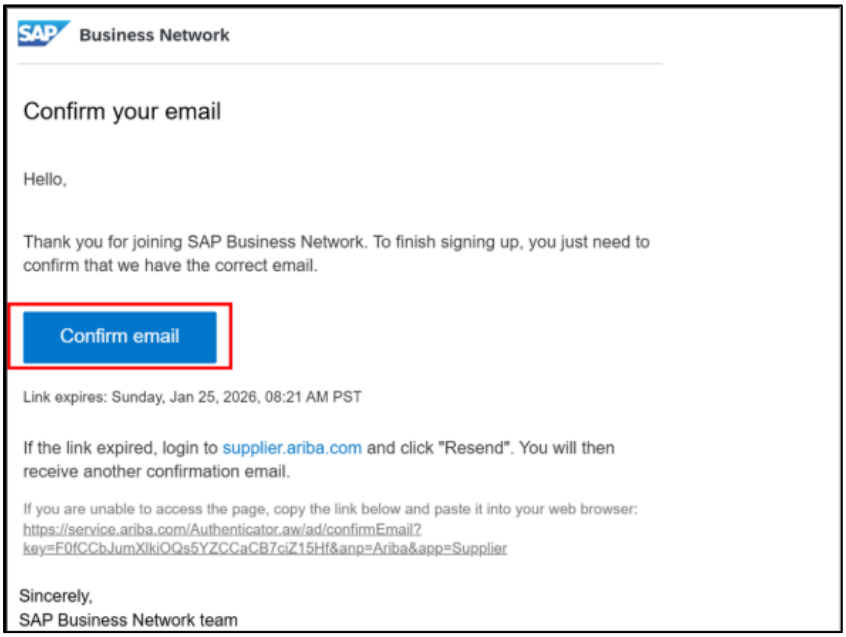


6. **Select "Create Account" once all fields are finished.**

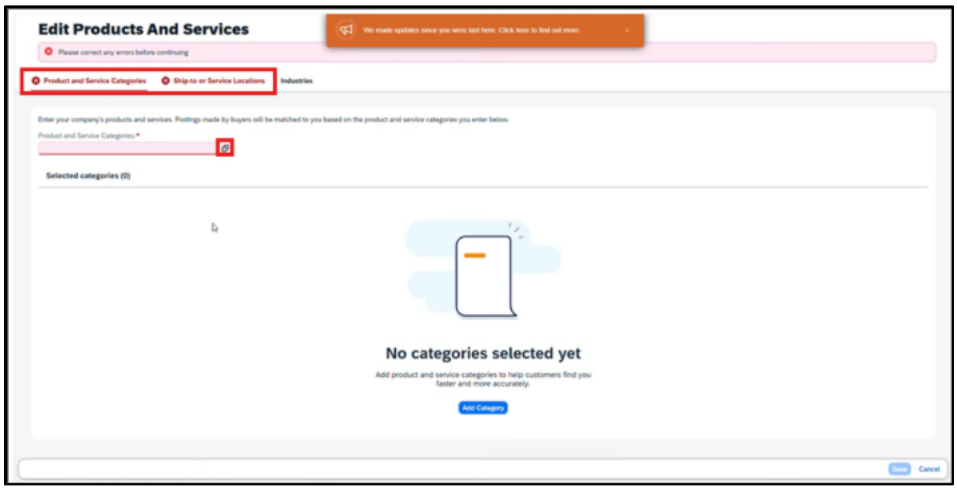
7. After submission, the system will display a confirmation screen indicating that your account registration has been initiated. **You may be sent an email to verify your email address, or your screen will automatically validate your account and load you into the next screen.**



8. **If you received the notification to validate your email address, click "Confirm email" as shown below in red.**



9. **If Prompted please complete the following 2 mandatory SAP questions:**
    a. *Product and Services Categories:* Please choose the one category that generally represents your organization activities
        i. This can be changed in the future and does not impact your account
    b. *Ship-to or Service Locations:* Please select the origin/location of your company



10. **Once you have completed the above prompts, your account becomes fully active, and your login credentials can be used to access the sourcing platform.**

11. **Once logged in, select Proposals & Contracts from the top navigation tab and open the applicable RFP.**

