

# Create a New Account

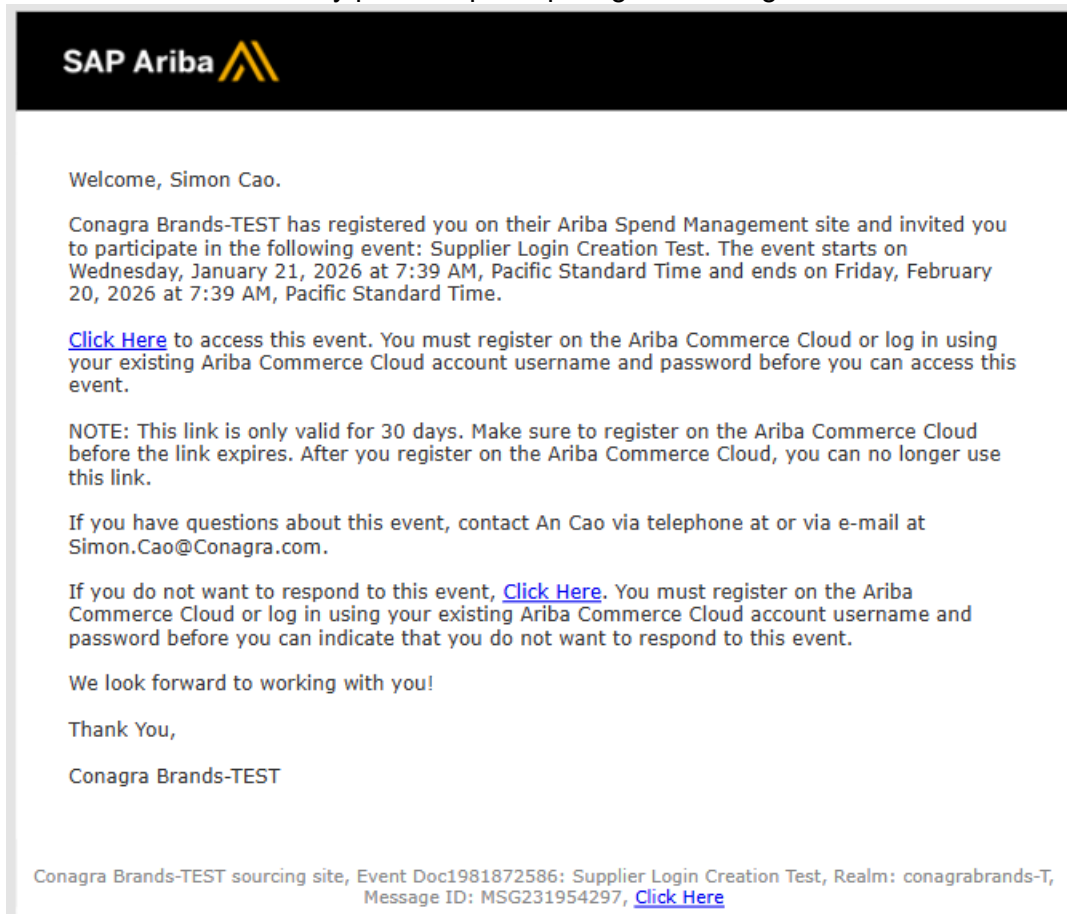
## SAP Ariba Sourcing | Center of Excellence

### Overview

This document provides step-by-step instructions for new 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.

### New Supplier Login Creation

1. An email notification is generated from SAP Sourcing containing a dedicated link to initiate login creation. The email serves as the official entry point for participating in a Conagra RFP.

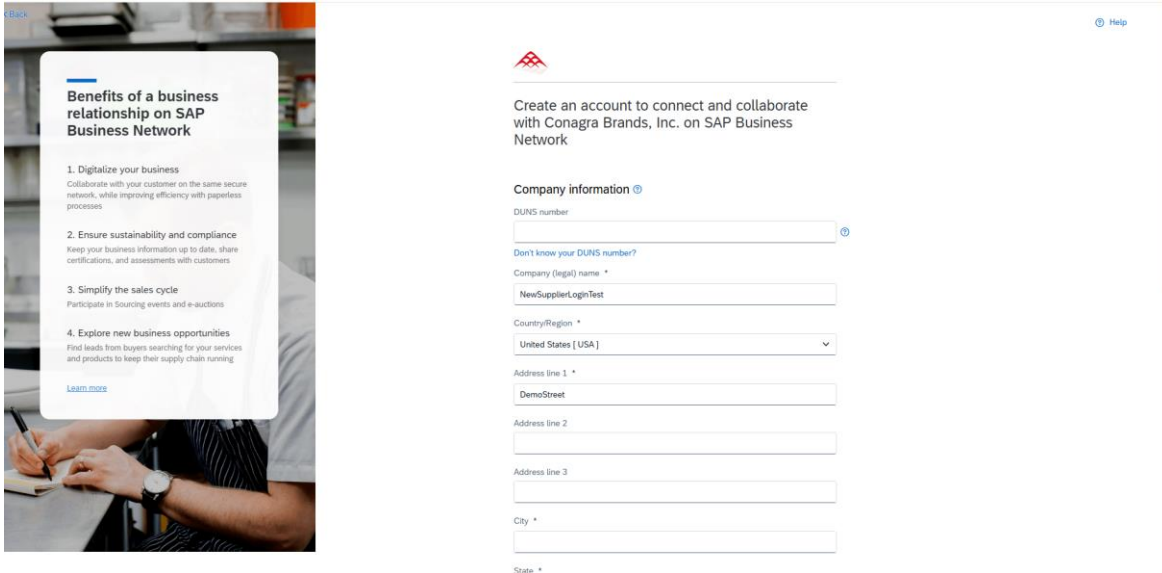




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- 4 Selecting **Create New Account** opens the account creation form required to establish access credentials for Conagra's sourcing platform. Please complete all required fields marked with a red asterisk.
- The DUNS number is optional and is recommended to be left blank.



- 5 Your default username (typically your registered email address) is pre-filled and may remain unchanged, or you can customize it by unchecking **Use my email as my username**. Usernames must be email-formatted but do not need to be real email addresses. Select **Create Account** once all fields are finished.”
- Example: if your email is first.lastname@company.com, you may use, first.lastname.conagra@company.com

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- 6 *\*If prompted* After submission, the system will display a confirmation screen indicating that your account registration has been initiated and will send an email prompting you to confirm your email address.

[Help](#)

### Please confirm your email address

Check your email at [Simon.cao@conagra.com](mailto:Simon.cao@conagra.com) and follow the steps in the email to confirm your email address in the next **72 hours**.

[> If you did not receive the email:](#)



- 7 *\*If prompted* Locate and open the verification email, then select **Confirm Email** to activate your new account and enable login access.

 Business Network

### Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

Link expires: Sunday, Jan 25, 2026, 08:21 AM PST

If the link expired, login to [supplier.ariba.com](https://supplier.ariba.com) and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:  
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=F0fCCbJumXlkiOQs5YZCCaCB7ciZ15Hf&anp=Ariba&app=Supplier>

Sincerely,  
SAP Business Network team

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8 If Prompted please complete the following 2 mandatory SAP question.

- Product and Services Categories: Please choose the most appropriate scope for you organization
- Ship-to or Service Locations: Please select the origin/location of your company

**Edit Products And Services**

Please correct any errors before continuing.

Product and Service Categories Ship-to or Service Locations Industries

Enter your company's products and services. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Product and Service Categories\*

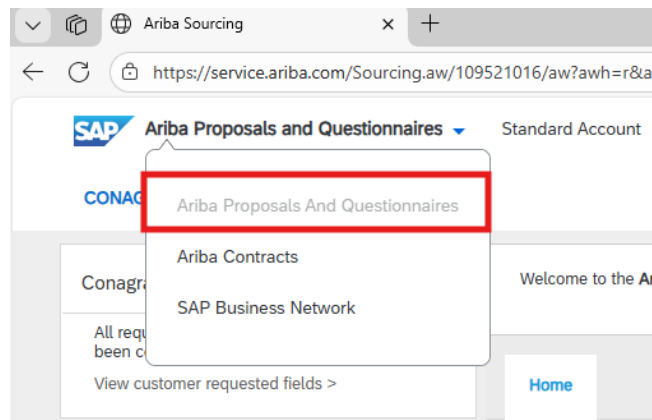
Selected categories (0)

No categories selected yet

Add product and service categories to help customers find you faster and more accurately.

Add Category

9 Once email verification is completed, your account becomes fully active, and your login credentials can be used to access the sourcing platform. Once logged in, navigate to the top-left corner of the screen and select *Ariba Proposals & Questionnaires*, which will take you into the area where your active events are stored.



Alternatively, if you are using the **new User Interface**, select Proposals & Contracts from the top navigation tab and open the applicable RFP.

