MVM Group

Ariba procurement system

Registration

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Ariba Registration Process

Invitation from an MVM Group employee or Self-registration

SAP Ariba Business Network Registration

If you already have a Business Network account, you do not need to complete this step.

Completing the MVM Group Ariba registration questionnaire

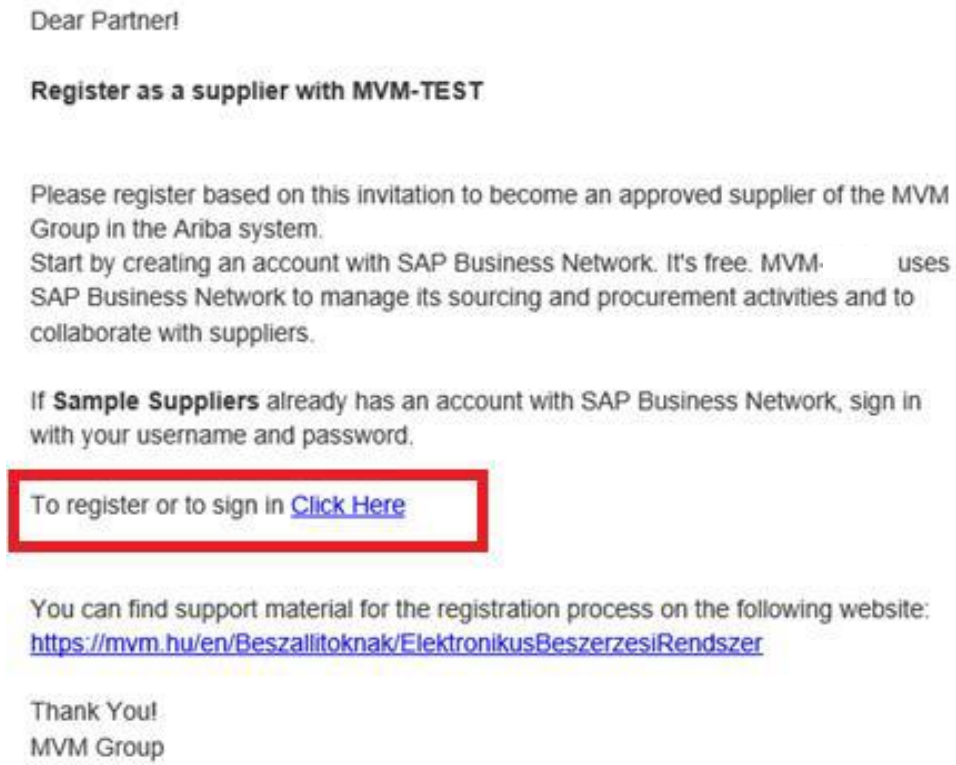
Providing the DUNS-number is mandatory in this questionnaire.

Approval of Registration

The registration questionnaire will be reviewed by the staff of the MVM group. If something is unclear, our staff may follow up with questions, for which you will receive an email notification.

Starting the Registration

- You have been invited to register by an MVM Group employee.
- Please click the link provided in the email you received.
- **If you wish to register with a different email address than the one that received the invitation, or if you already have a Business Network registration with another email, please notify us so we can resend the invitation.**
- MVM Ariba Support: mvm-aribasupport@mvm.hu
- Additional contacts/email addresses can be added to the MVM Group after completing the registration.



Dear Partner!

Register as a supplier with MVM-TEST

Please register based on this invitation to become an approved supplier of the MVM Group in the Ariba system.
Start by creating an account with SAP Business Network. It's free. MVM· uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers.

If **Sample Suppliers** already has an account with SAP Business Network, sign in with your username and password.

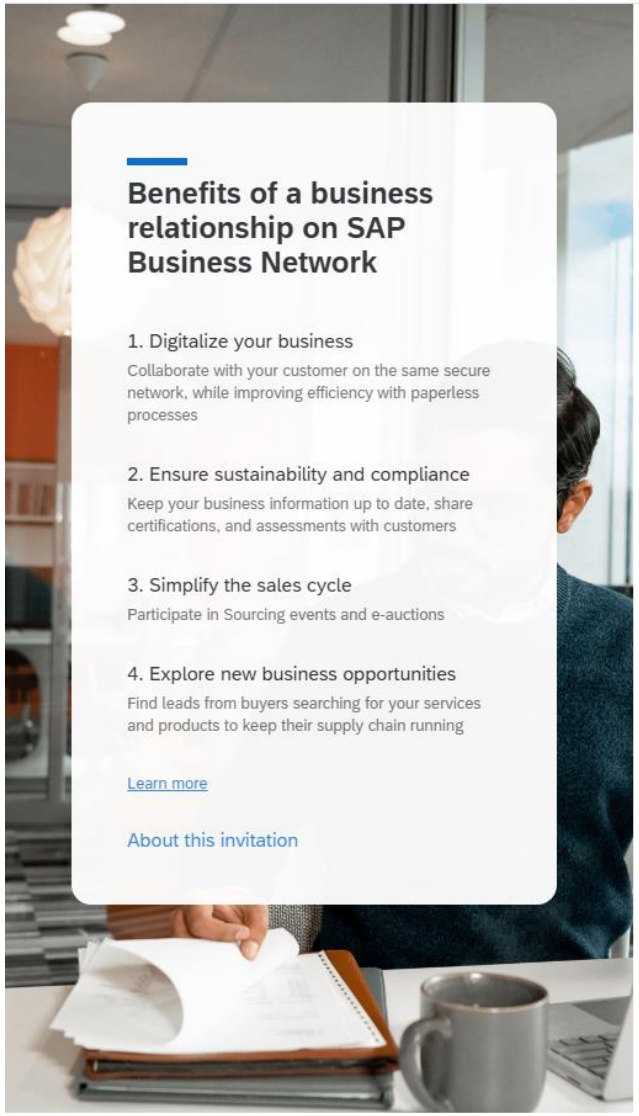
To register or to sign in Click Here

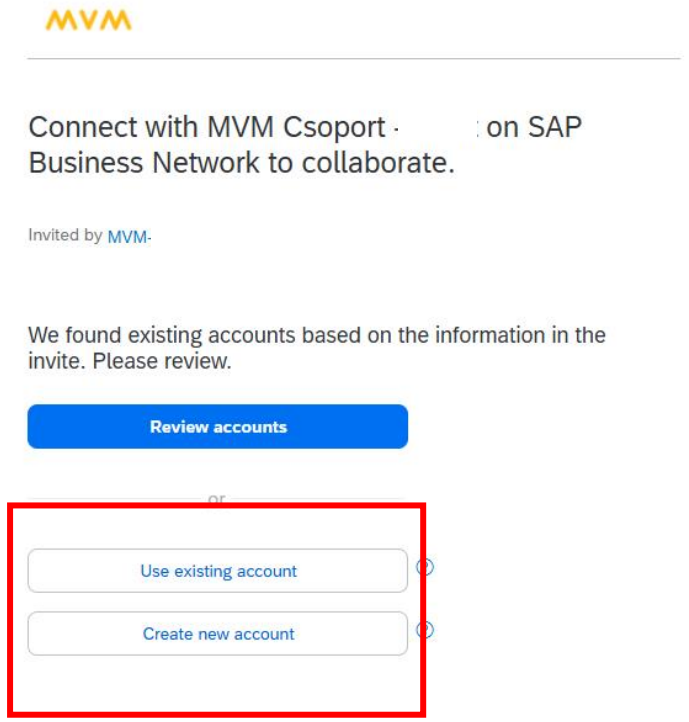
You can find support material for the registration process on the following website:
https://mvm.hu/en/Beszallitoknak/ElektronikusBeszerzesiRendszer

Thank You!
MVM Group

SAP Business Network Registration

- By clicking the link in the email, you will be directed to the Ariba Business Network platform.
- As a first step, you need to create an account by clicking the Create Account button shown in the image.
- f you already have a user account, you can log in to your Ariba account by clicking the Use Existing Account button. (From slide 13 of the guide, you will find the additional MVM Ariba registration steps relevant to you)
- Please note that registration on the Ariba Business Network is independent of the MVM Group, so we do not have visibility into that process!



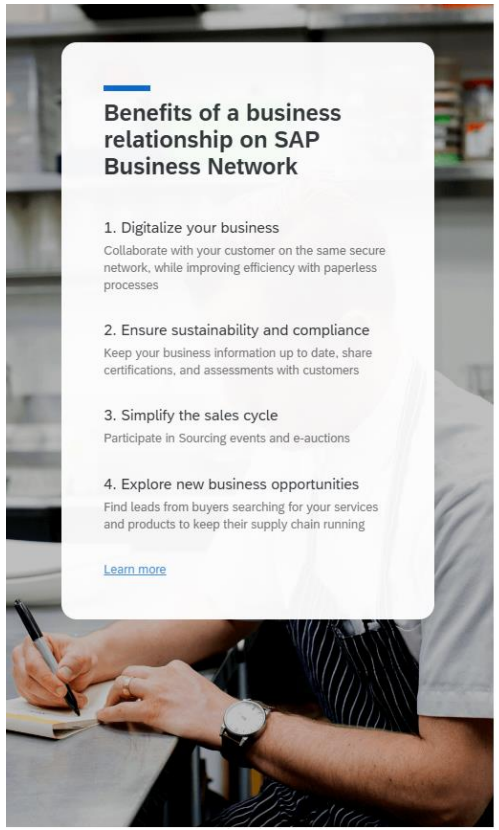


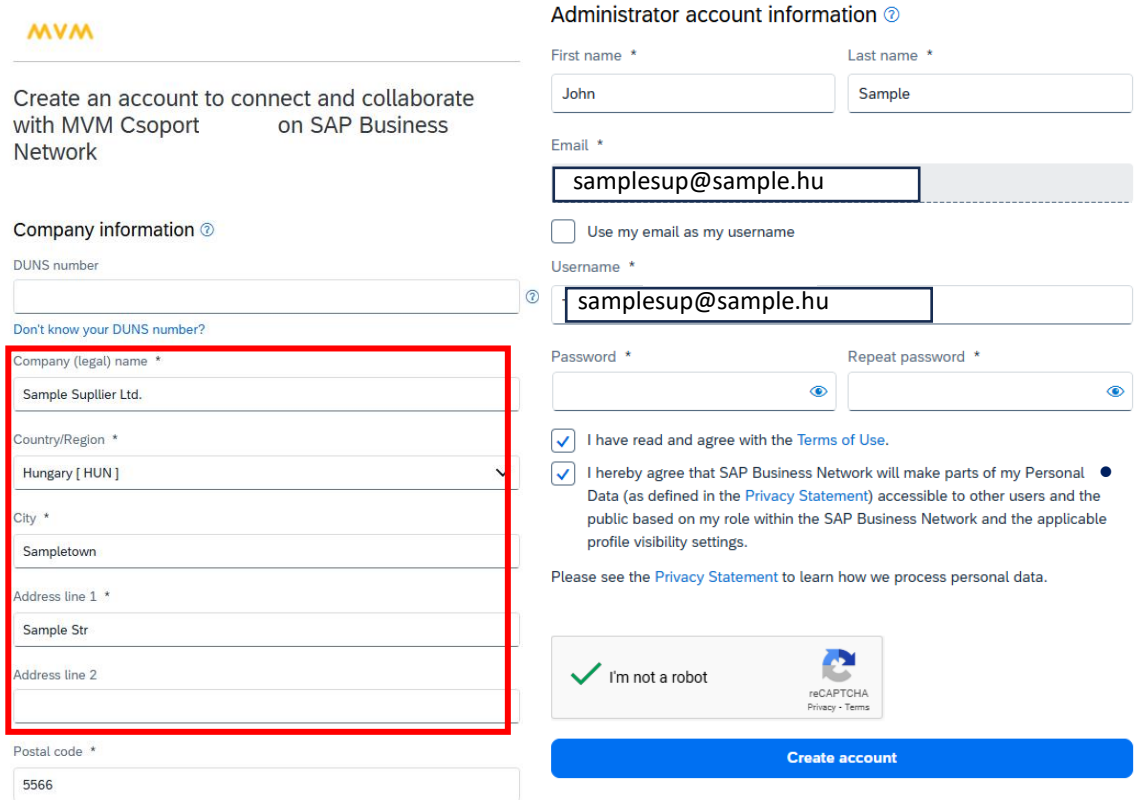
SAP Business Network Registration

- The **company information** section will be pre-filled based on the data registered with MVM Group. **Please verify the information** carefully**!**

User account details:

- The username must be in email format (your own email address can be used as the username).
- The password must include: an uppercase letter, a lowercase letter, a number, and a special character (A;a;1;*).
- The password must be at least 12 characters long.

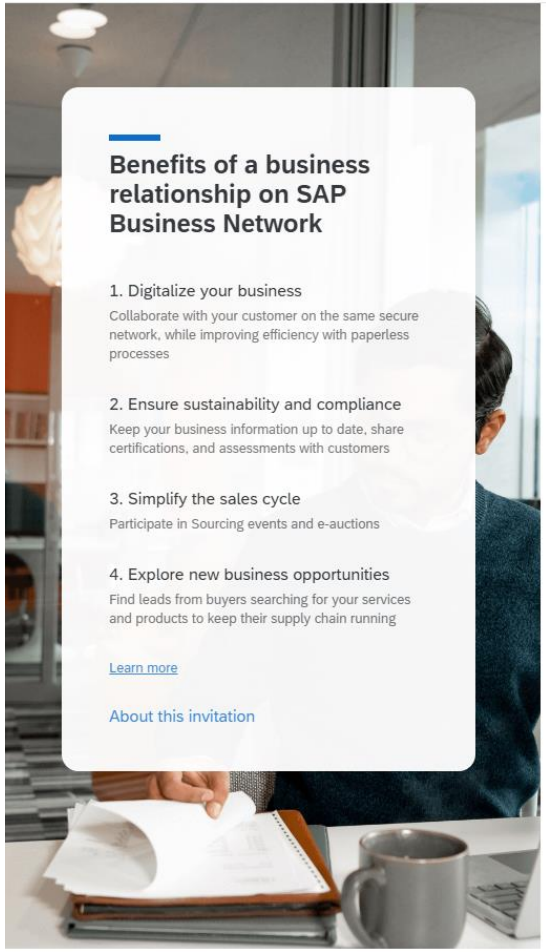


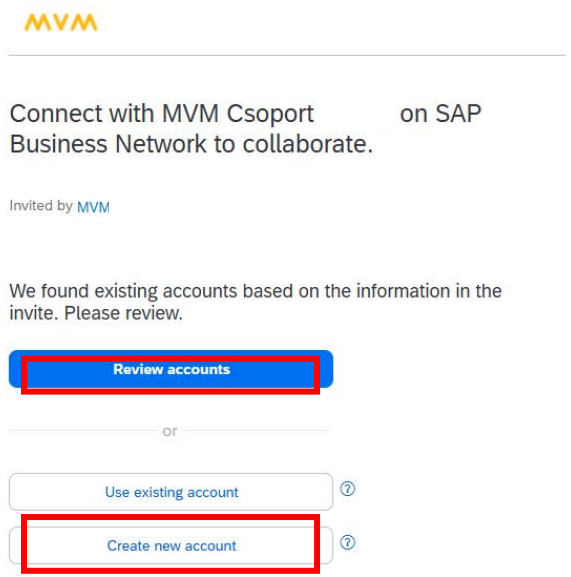


Once the terms are accepted and the "I'm not a robot" check is completed, click the Create Account button..

SAP Business Network Registration

After clicking the Create button, you must confirm that the email address you entered is correct.
Then you can choose whether to review existing Business Network accounts that may match your company, or continue with the registration.





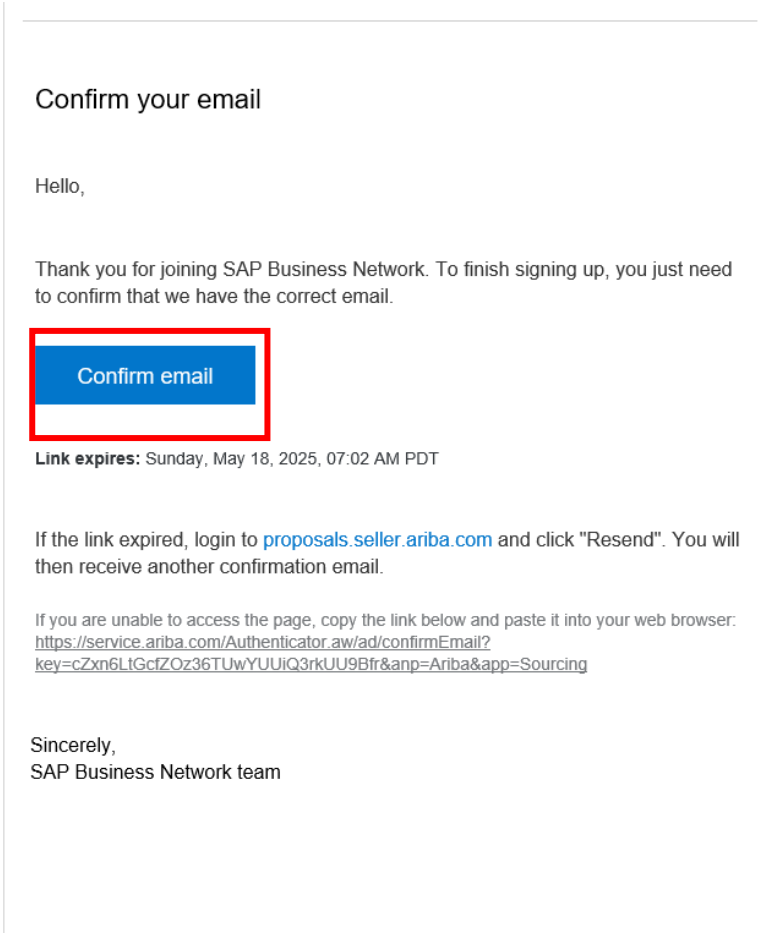
SAP Business Network Registration

During the review, the system checks for matches based on your company name and the email address used.
If your company is not listed and you wish to proceed with account creation, click the back button.

If you find that your company is listed, because you have a registration, you can choose to contact the administrator in your company, to create a user for you.

SAP Business Network Registration

- If no match is found during the review or you choose to continue with account creation, the system will redirect you to a page where you must confirm your email address.
- The system will send a confirmation email. Please check your inbox and also your SPAM folder.



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, May 18, 2025, 07:02 AM PDT

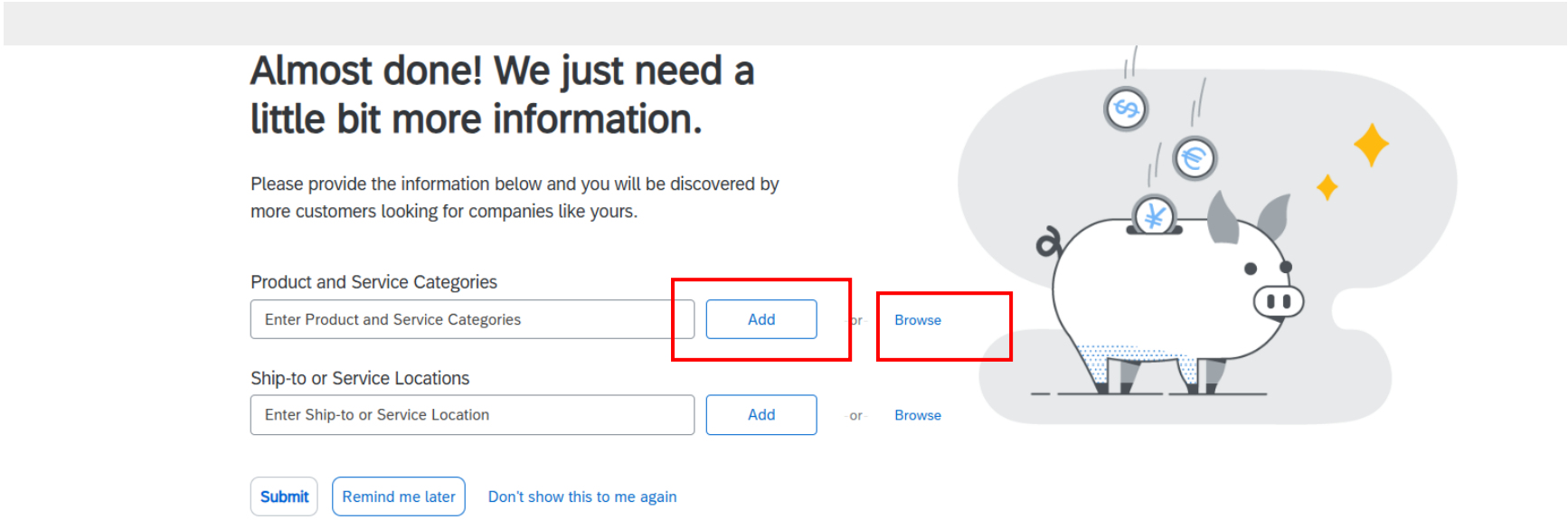
If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

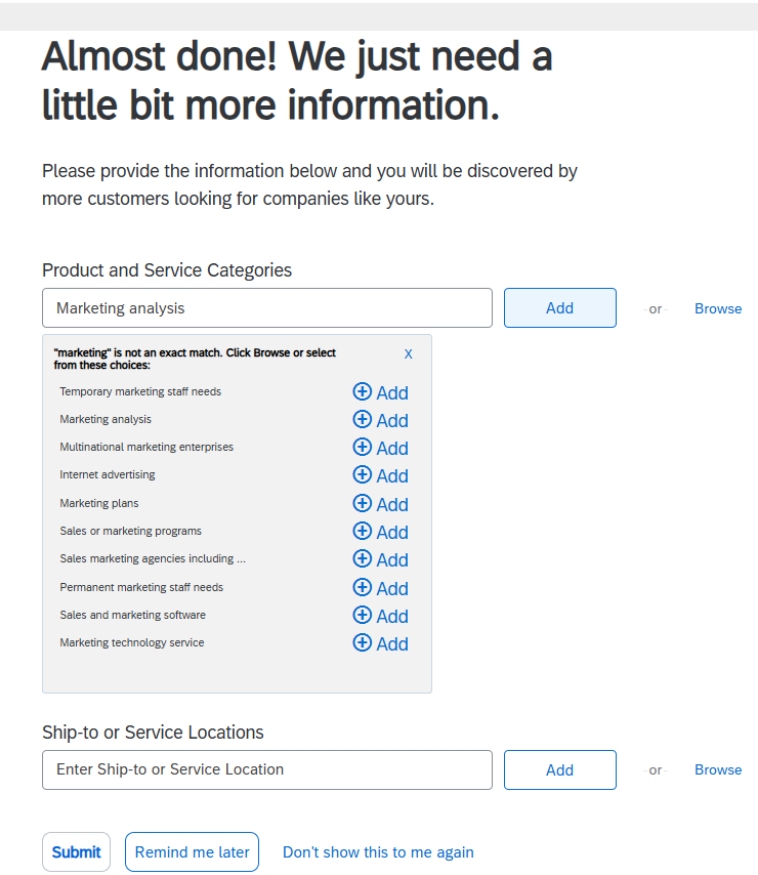
If you are unable to access the page, copy the link below and paste it into your web browser:
https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=cZxn6LtGcfZOz36TUwYUUiQ3rkUU9Bfr&anp=Ariba&app=Sourcing

Sincerely,
SAP Business Network team

SAP Business Network Registration

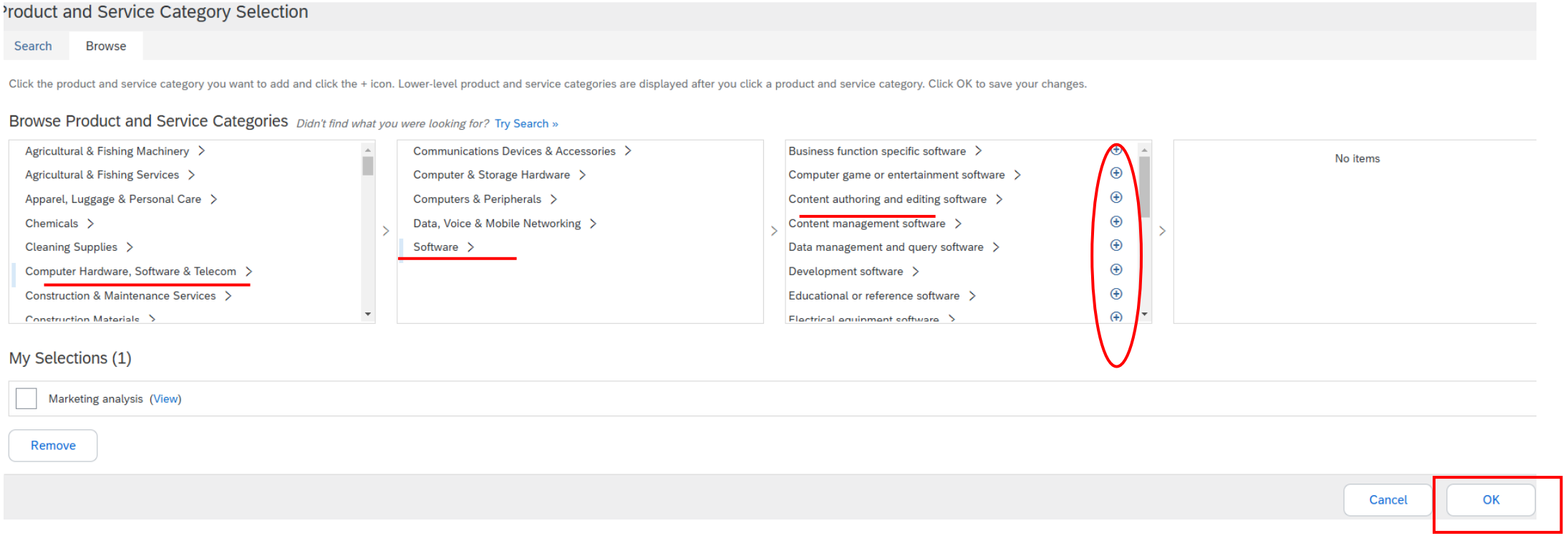
- **In the product and service category section, you must select the area in which your company operates.**
  - You can type in keywords and the system will suggest options, or you can browse through the categories.
  - In the browser, click the + sign next to a category or click on the category name to add it to your list.





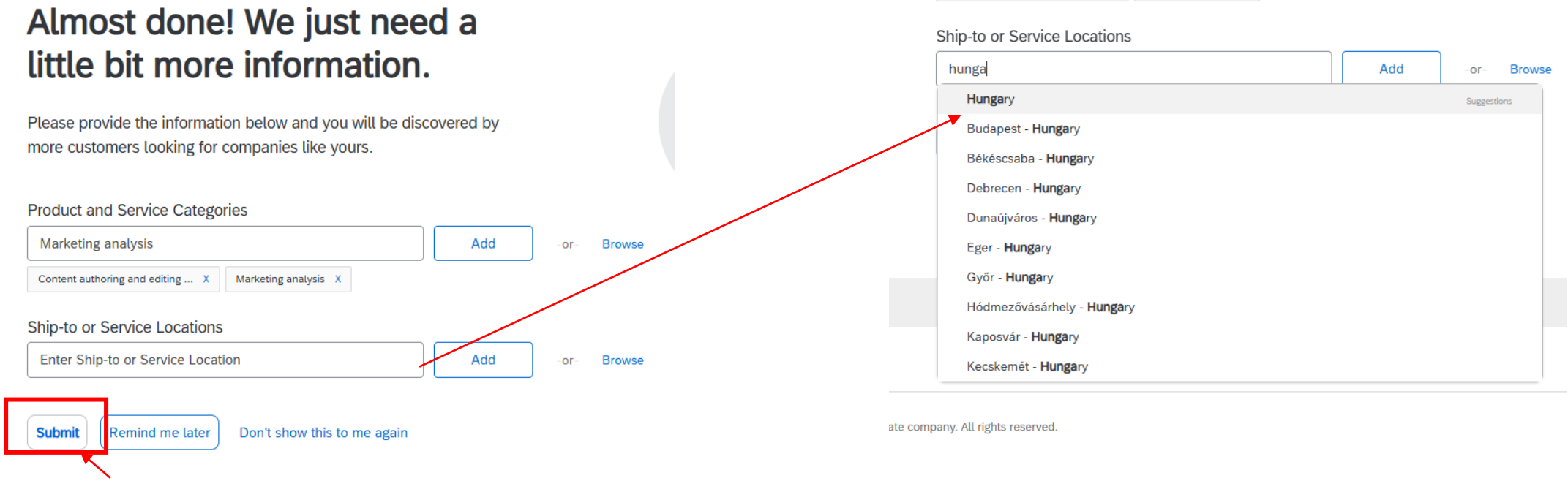
SAP Business Network Registration

- When you click on Browse, the following screen will appear.
- First, click on the category name, and once you have narrowed it down sufficiently, click the + sign next to the category.
- You can add multiple activities to your list.
- Then click the OK button to finalize your selection.
- **This category list is based on the international UNSPSC coding system and is only visible within the Business Network. It is independent of the procurement categories used by MVM Group.**



SAP Business Network Registration

- In the delivery or service locations section, you can specify whether your company operates in Hungary or other countries.
  - We recommend starting to type the country name and then selecting it from the list.

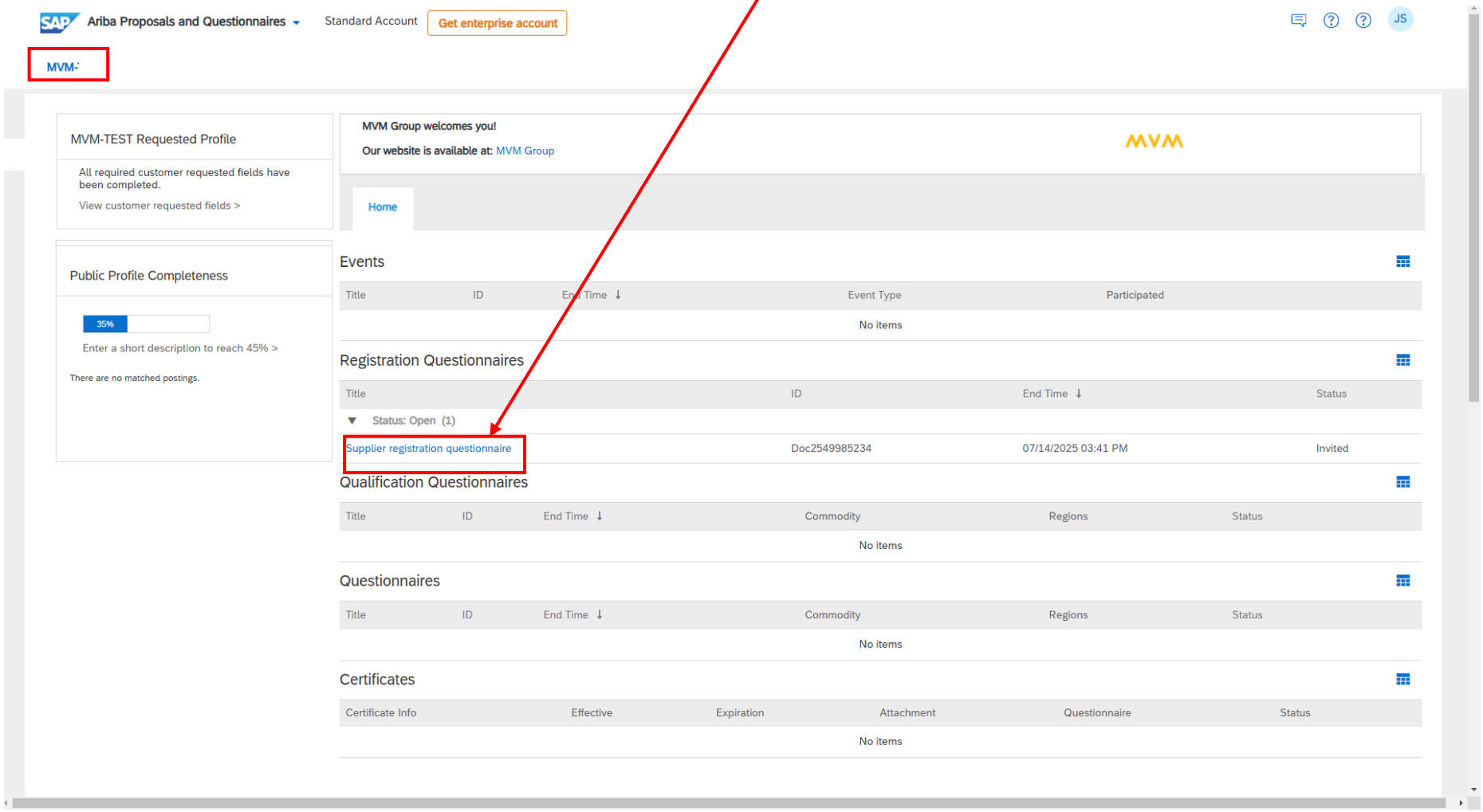


Then click the Submit button, which will redirect you to the MVM Ariba system

This completes the Business Network registration.
The process of registering with MVM Group is detailed in the following slides.

MVM Group Ariba Registration

Next, you will need to complete the registration questionnaire within the MVM Group Ariba system.
If you are active in Ariba with multiple companies, you can select MVM Group from the top navigation bar.

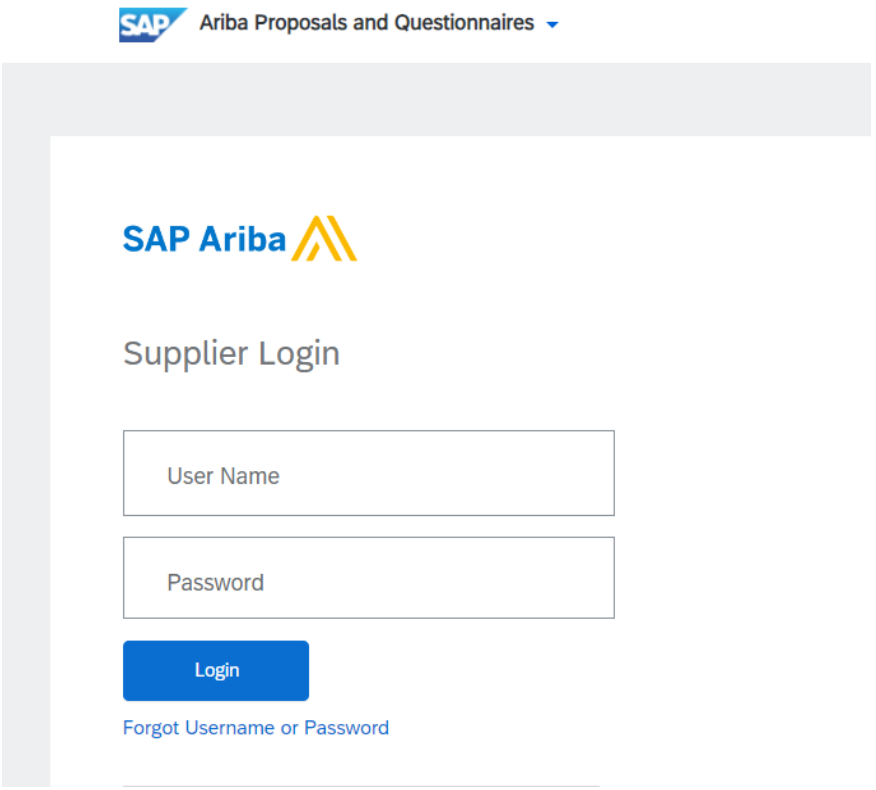


MVM Group Ariba Registration

- If you **accidentally closed the browser** during registration
- 1) Click the link in the **email you received earlier**. If your Business Network registration was successful, it will take you to the login page.

If you closed the registration page before saving, you will need to restart the registration process.

- 2) After successful registration, you can log in to the Ariba system anytime via the following link: :
- Ariba Supplier login
- **Please bookmark this link for easy access in the future!**

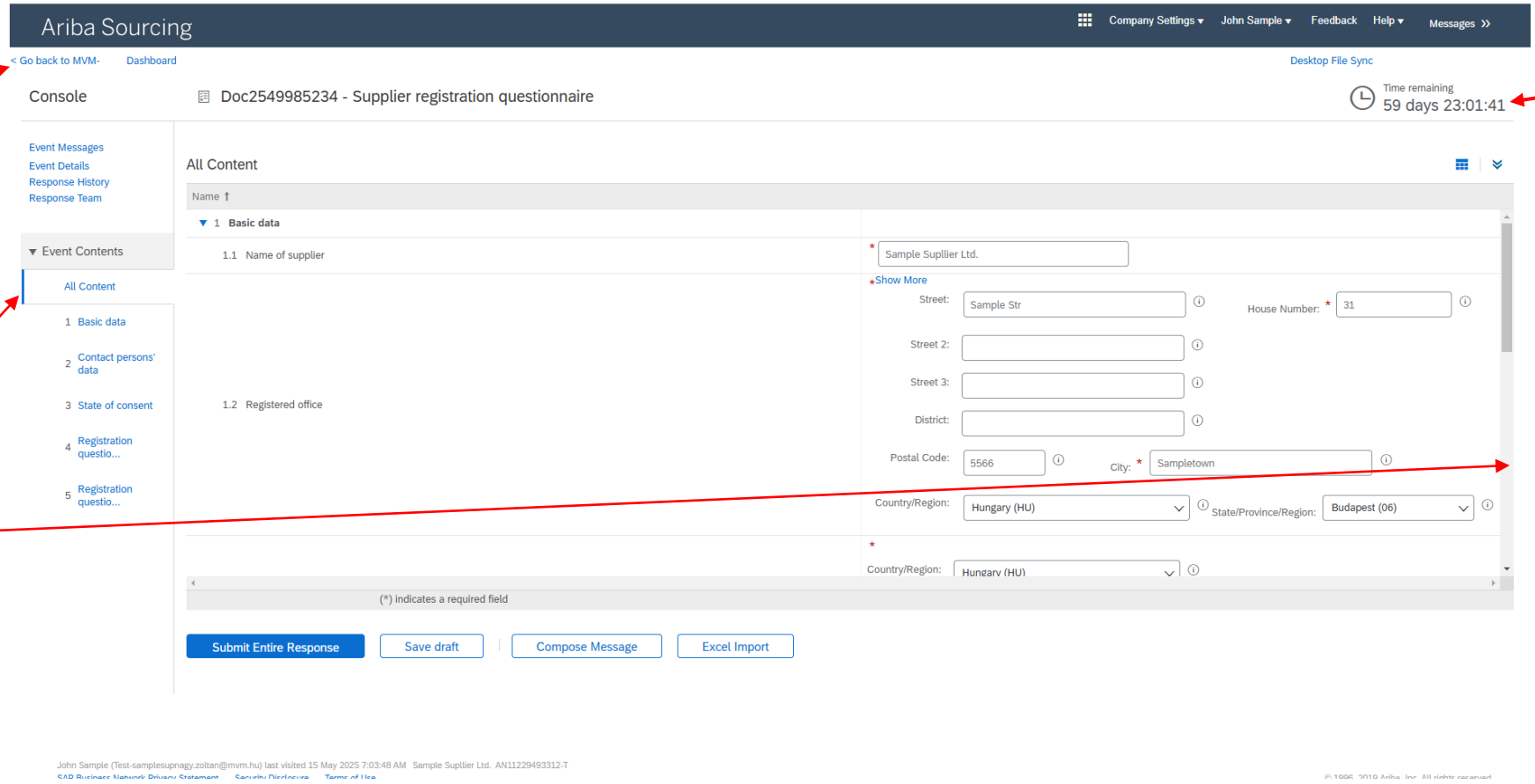


MVM Group Ariba Registration

- Clicking Close will take you to the following screen, which is the **MVM Group registration questionnaire**.

Use this button to return to the main page of MVM Group Ariba events

By scrolling down under the “All Content” menu, you can view the entire event.

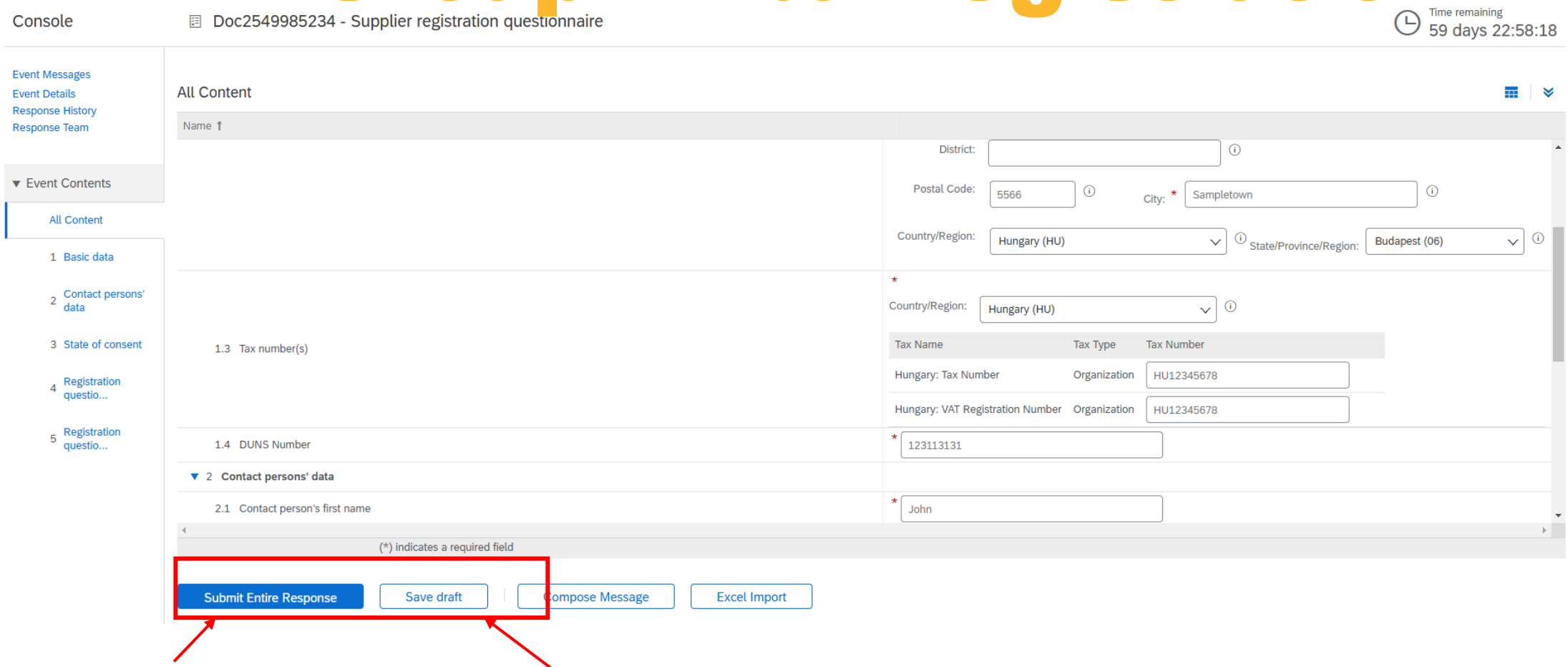


You have a limited time to complete the registration questionnaire.

- Fields marked with a red asterisk are mandatory.
- **Please fill in your company details accurately!**

If you have any questions while completing the MVM Group questionnaire, please contact our team:
mvm-aribasupport@mvm.hu

MVM Group Ariba Registration

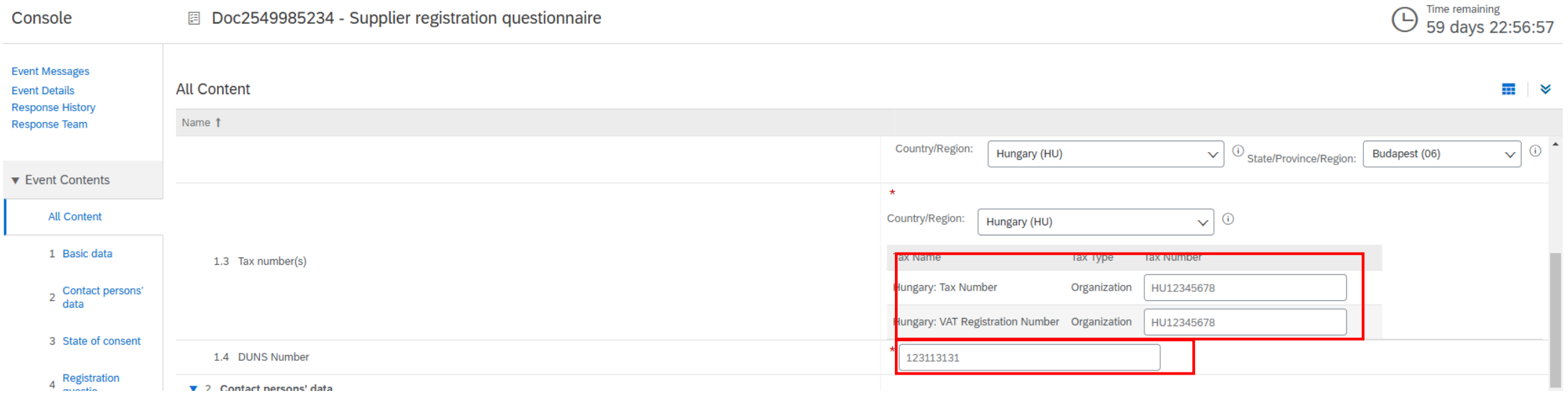


You can submit your response to the event using the **Submit Entire Response** button at the bottom of the page. This will let the buyer know that you participated in the event.

If you are unable to enter all the information, you can save the data you have filled in so far by clicking the **save draft** button, so that once you have all the information, you do not have to start filling it in from the beginning.

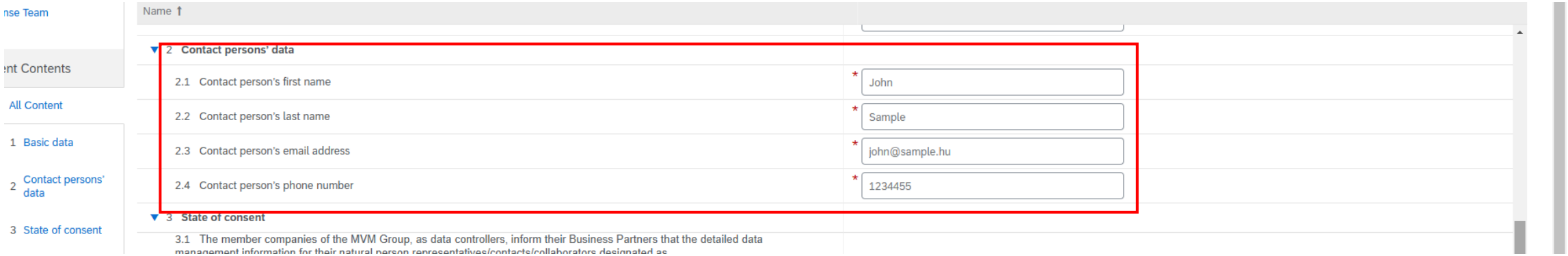
MVM Group Ariba Registration

- When filling in the **Tax Number**, the first step is to select the country where your company is registered.
- Then, multiple formats of the tax number may be needed (depending on the county setting).
- The **D-U-N-S number**: The DUNS number is a unique nine-digit identifier that identifies business entities based on their location. The DUNS number, assigned and maintained by Dun & Bradstreet (D&B), is widely used as a standard business identifier..
- If you do not know your D-U-N-S number, please visit the following page: [DUNS-number lookup]



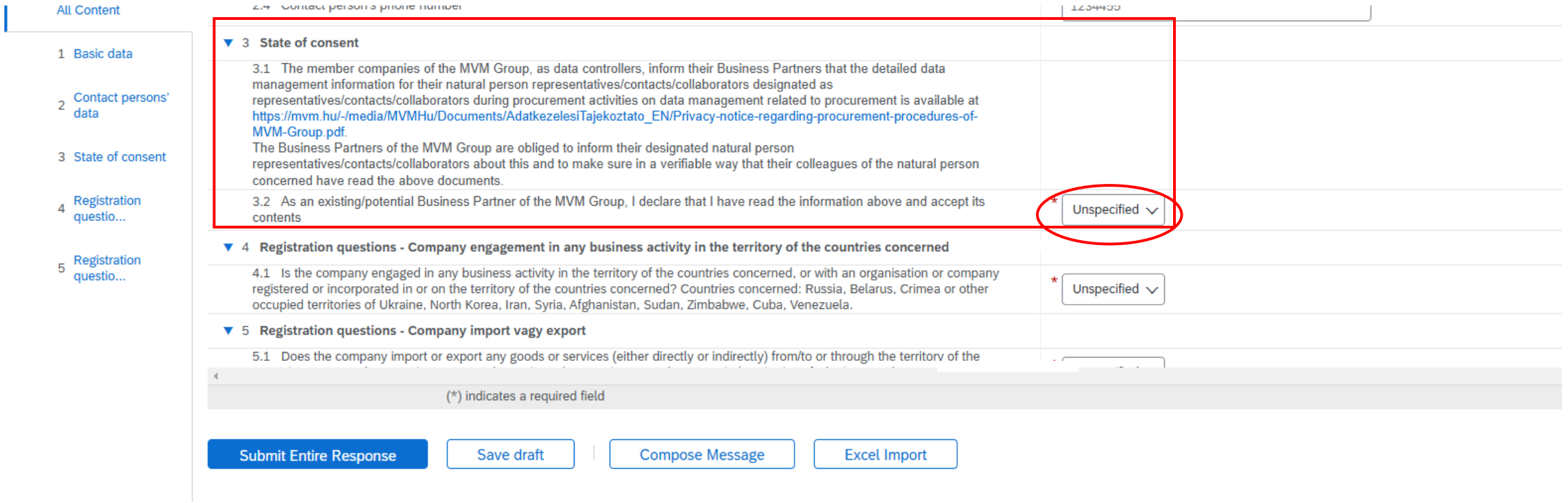
MVM Group Ariba Registration

- If you were invited to register by an MVM Group employee, the contact details will be pre-filled.
- If the contact information on the questionnaire is incorrect, please update it!
- Whenever possible, please **avoid using general or central email addresses and phone numbers** for the contact person.
- We will use this contact information to communicate with you and send our requests for quotations**!**



MVM Group Ariba Registration

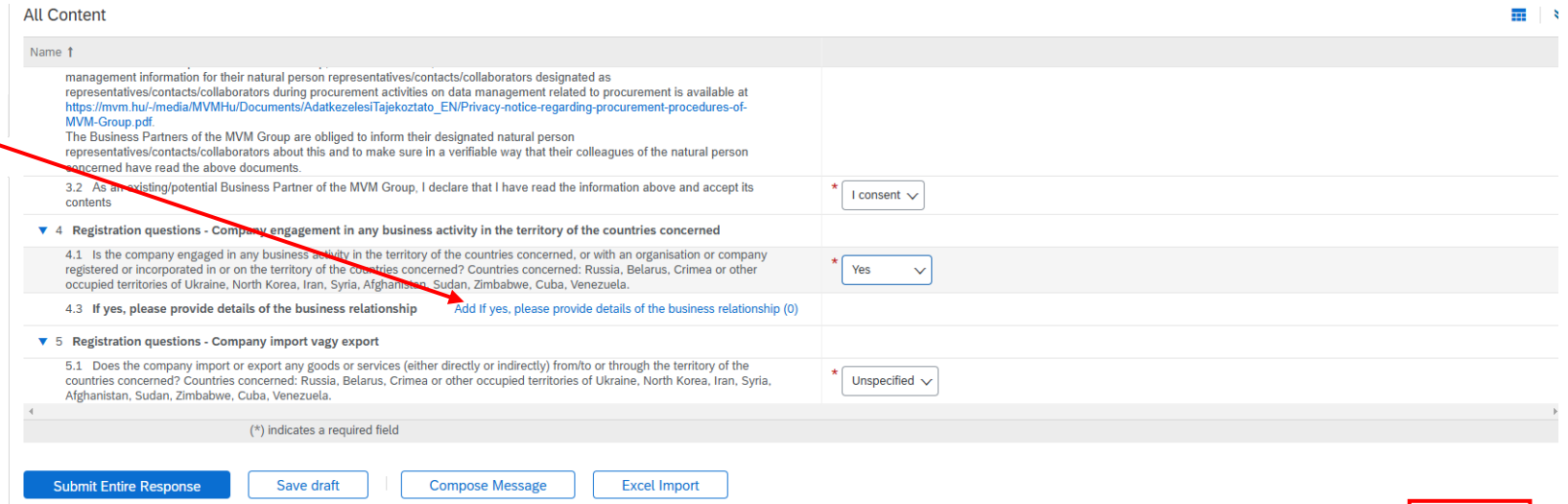
- In the third section, we ask you to accept our data protection policy.
- After reading the policy, you must confirm your acceptance in section 3.2.



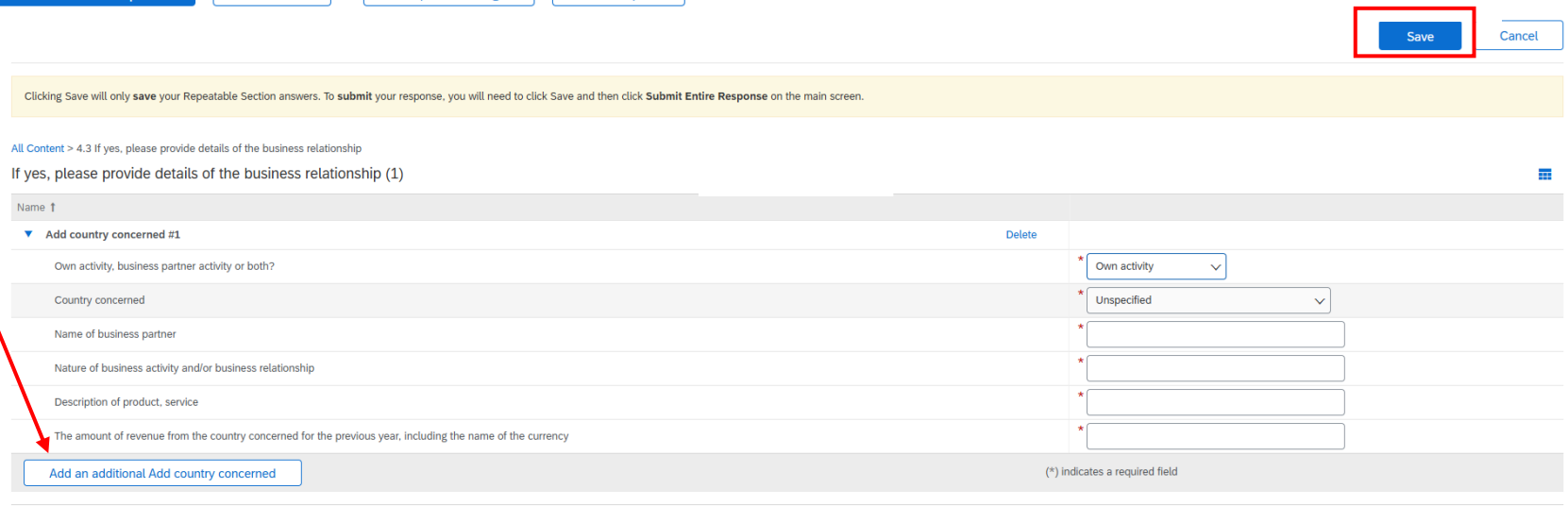
MVM Group Ariba Registration

- In sections 4 and 5, if your **company has relations** with **any of the listed countries**, please provide the relevant details.

- You can access the details by clicking the blue link.



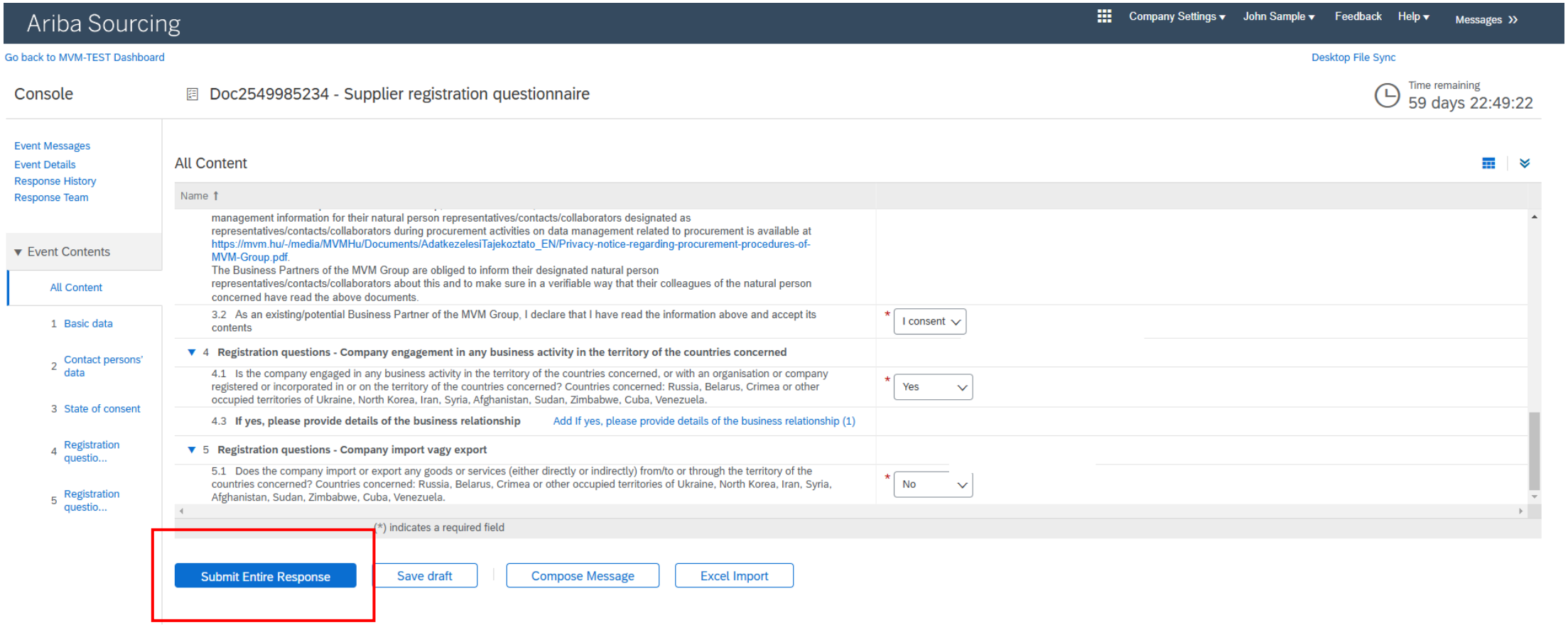
- Please answer the questions.
- If you are connected to multiple countries, you can expand the form using the Add Additional Affected Country button.



- **Finally, click the Save button in the top right corner to exit.**

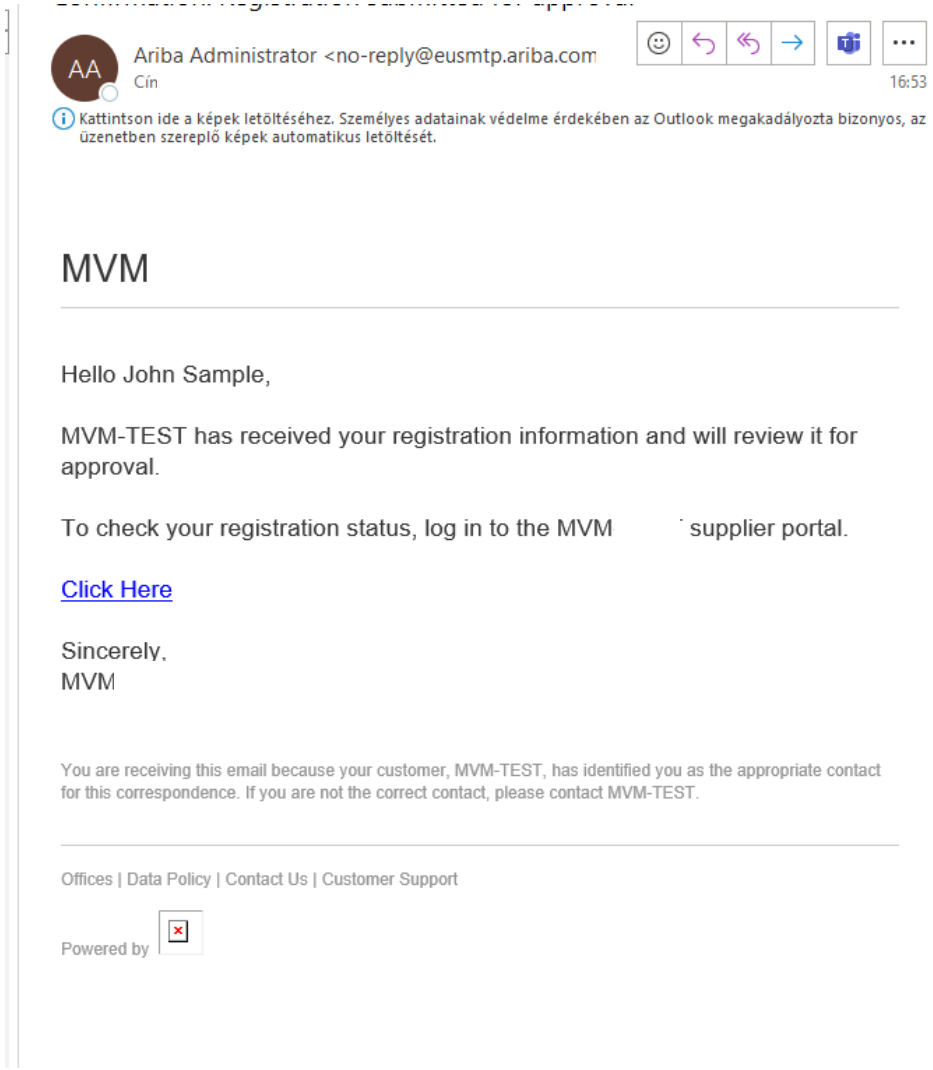
MVM Group Ariba Registration

- **As the final step**, if all required fields have been correctly filled in and no further changes are needed, click the **Submit Entire Response** button to send your answers to the MVM Group team.



MVM Group Ariba Registration

- After submission, you will receive an email notification indicating that **MVM Group staff are reviewing your registration.**



AA Ariba Administrator <no-reply@eusmtp.ariba.com
Cín 16:53

Kattintson ide a képek letöltéséhez. Személyes adatainak védelme érdekében az Outlook megakadályozta bizonyos, az üzenetben szereplő képek automatikus letöltését.

MVM

Hello John Sample,

MVM-TEST has received your registration information and will review it for approval.

To check your registration status, log in to the MVM supplier portal.

Click Here

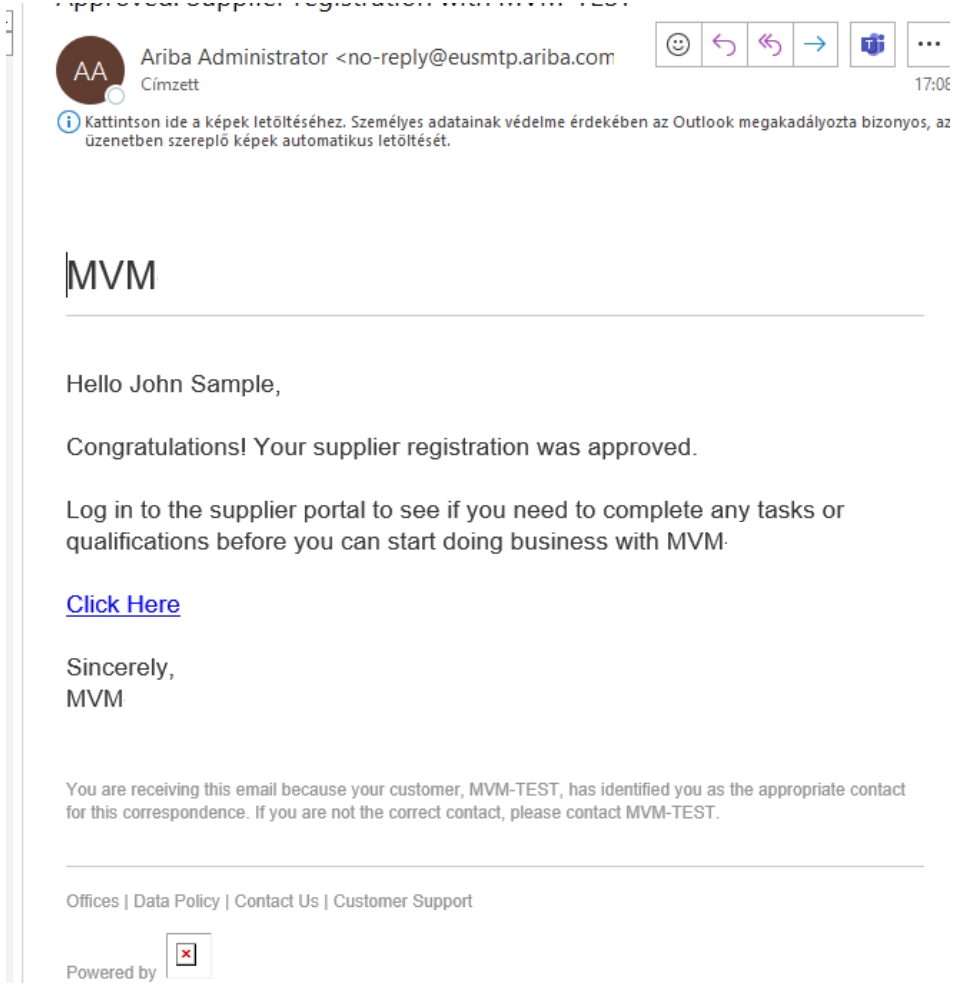
Sincerely,
MVM

You are receiving this email because your customer, MVM-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact MVM-TEST.

Offices | Data Policy | Contact Us | Customer Support

Powered by

- **If everything is in order, you will receive a confirmation email about the successful registration.**



AA Ariba Administrator <no-reply@eusmtp.ariba.com
Címzett 17:08

Kattintson ide a képek letöltéséhez. Személyes adatainak védelme érdekében az Outlook megakadályozta bizonyos, az üzenetben szereplő képek automatikus letöltését.

MVM

Hello John Sample,

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with MVM.

Click Here

Sincerely,
MVM

You are receiving this email because your customer, MVM-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact MVM-TEST.

Offices | Data Policy | Contact Us | Customer Support

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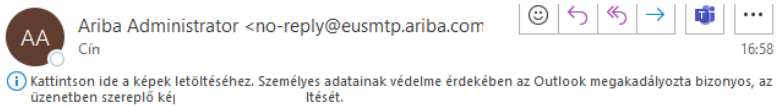
MVM Group Ariba Registration

- If our colleagues have any questions regarding your registration questionnaire, you will receive an email.
- In the Comments section, we will specify what needs to be clarified or corrected.
- You can modify the registration questionnaire by clicking the provided link.



MVM

Hello John Sample,

MVM-TEST reviewed your registration and needs additional information before approval. Please provide the information described in the following comments.

Comments:
Please correct .....

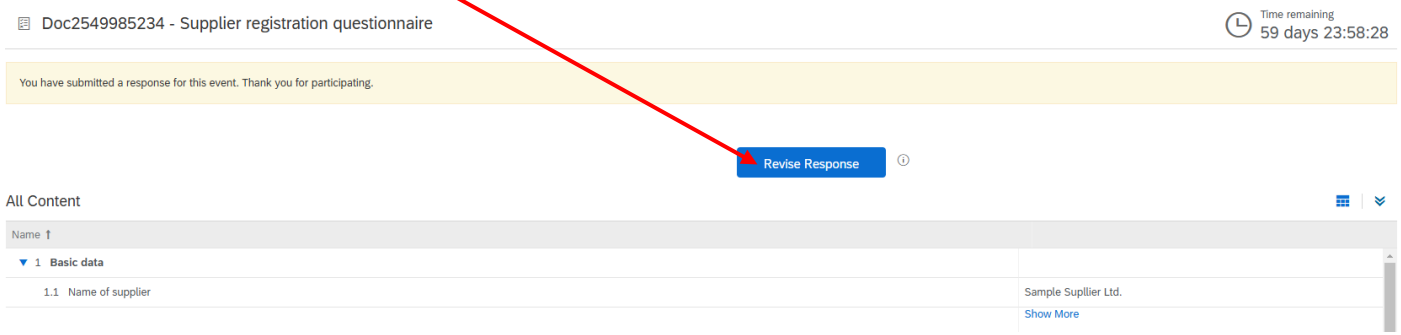
To provide this information, go to the registration questionnaire and update your answers.

Click Here

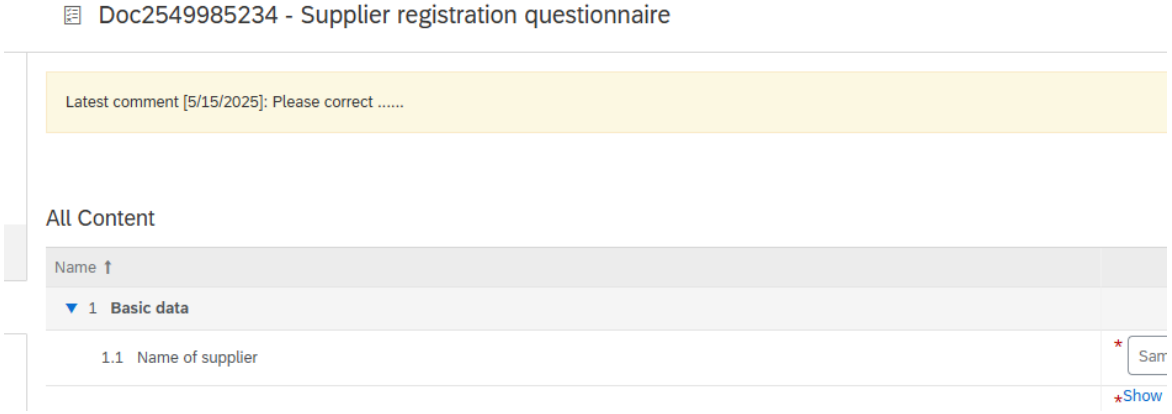
Sincerely,
MVM

You are receiving this email because your customer, MVM-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact MVM-TEST.

- After logging in, the link will take you directly to the questionnaire. Click the **Review Response** button to make changes.

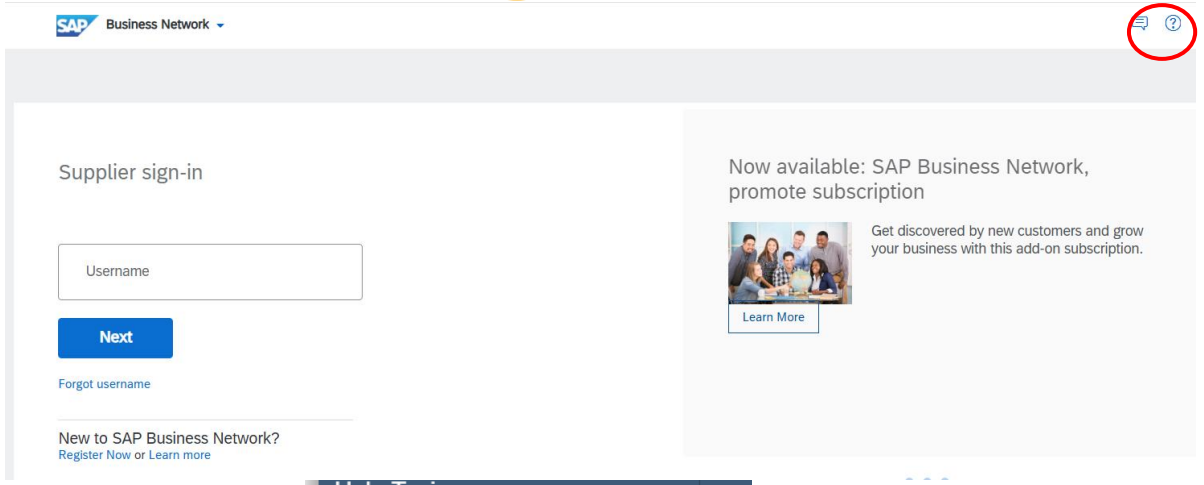


- At the top of the page, you will see our comment indicating what needs to be modified. You can follow the previously described steps to complete and resubmit the form.



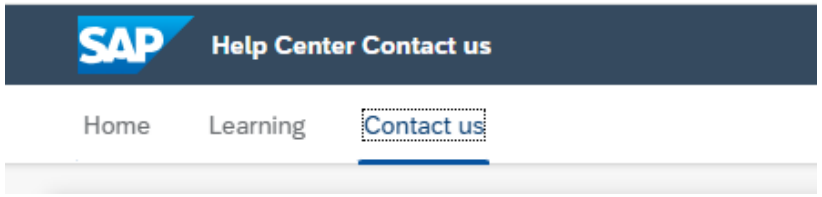
SAP Business Network Registration

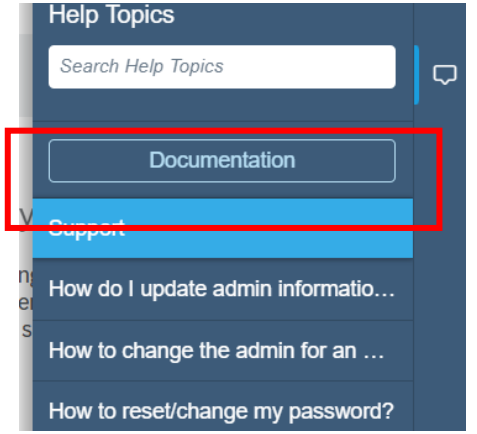
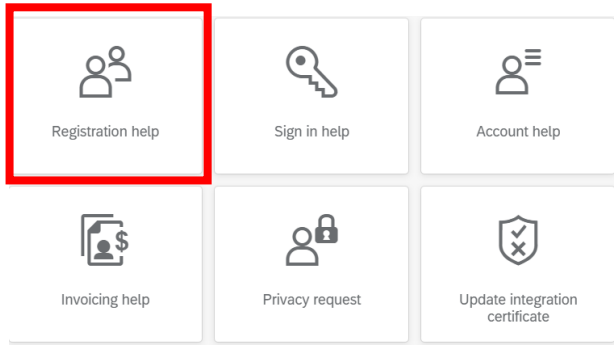
- If you encounter any issues in the system, you can request assistance from SAP Ariba Support..
- Visit the following link: https://supplier.ariba.com/ For login/registration/other issues, users can browse the Help Center by clicking the question mark icon in the top right corner of the screen.



- Then select the Support button on the displayed interface.

- At the top of the Help Center page, choose the Contact us option.





- You can navigate through the tiles to find solutions to your issue.