



Suppliers Manual

for the Registration phase
on **IT4Buy** by Ariba Network



1

Ariba Network Account Creation

The second phase in the qualification process is Registration.

In order to use the Italgas procurement platform, IT4Buy, you must create an **Ariba Network** account.

Ariba Network is the digital marketplace used by Italgas to manage sourcing and procurement activities and to collaborate with suppliers.

To create your account, click on the **link** you received in the Application confirmation email:



Register as a supplier with IT4BUY - TEST

Hello!

Net1000 has invited you to register to become a supplier with IT4BUY - TEST. Start by creating an account with Ariba Network. It's free.

IT4BUY - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Net1000 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

By clicking on the link, you will come to this page where you can create your Ariba Network account. Click the «**Sign up**» button to fill out the registration form

Welcome, Mario Rossi

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with it4buy - TEST on SAP Ariba.

it4buy - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by it4buy - TEST.

Already have an account?

Log in

Sign up

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

If you already have an Ariba Network account, you can click on the "Login" button to enter your credentials and access the system directly

Fill in the required fields in the Account Creation form. Fields marked with * are mandatory.

Create account

Create account and continue

Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by it4buy - TEST.

Company information

* Indicates a required field

Company Name:* Net1000

Country/Region:* United States [USA]

Address:*

Line 1

Line 2

Line 3

City:*

State:* Alabama [US-AL]

Zip:*

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

In the form you will also be asked to insert the **Production and Service Categories**.

The production and service categories are NOT necessary for Italgas qualification, but they are used for registration on Ariba Network.

Tell us more about your business

Product and Service Categories:*

Add
-or-
Browse

Ship-to or Service Locations:*

Add
-or-
Browse

Tax ID:
Enter your nine-digit Company Tax ID number.

DUNS Number:
Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

☐ I have read and agree to the [Terms of Use](#)

☐ I hereby agree that SAP Business Network will make parts of my (company) information 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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

NOTE: These categories are NOT the same as the Italgas Goods Categories. Therefore, you will not find exact correspondence between the "Categories of products and services" of Ariba Network and the Italgas Goods Categories. Simply select the category that most closely resembles your business activity.

To select the relevant Category, click on the **"Browse"** button:

The screenshot shows the SAP Ariba registration form. It includes fields for 'Product and Service Categories', 'Ship-to or Service Locations', 'Tax ID', and 'DUNS Number'. Each field has an 'Add' button and a 'Browse' button. A dashed line with a dot at the end points from the 'Browse' button in the 'Product and Service Categories' section to a larger, highlighted box containing the word 'Browse'.

A list of predefined categories will open, from which you can select the relevant activity. If you don't find your category in the list, you can click on the **"Search"** tab and run a search:

The screenshot shows the 'Product and Service Category Selection' dialog box. It has a 'Search' tab (highlighted with a dashed box) and a 'Browse' tab. Below the tabs, there is a list of predefined categories on the left, including 'Agricultural & Fishing Machinery', 'Agricultural & Fishing Services', 'Apparel, Luggage & Personal Care', 'Chemicals', 'Cleaning Supplies', 'Computer Hardware, Software & Telecom', 'Construction & Maintenance Services', and 'Construction Materials'. To the right of the list are three empty boxes, each containing the text 'No items'. At the bottom, there is a 'My Selections (0)' section with a 'Remove' button and a 'No items' message. The dialog box also has 'Cancel' and 'OK' buttons at the bottom right.

You can also select the Category that is closest to your business by clicking on **"Add"**. The system will provide a number of suggestions which you can select if you wish:

Tell us more about your business

Product and Service Categories: *

Tell us more about your business

Product and Service Categories: *

-or-

Ship-to or Service Locations: *

Thermal transfer industrial printing services
Thermal generators

NOTE:

*If you choose this procedure, you will have to wait for Ariba Network to approve the category you have entered. The operation may take some time. For this reason, **we recommend using the procedure described on the previous page***

The Ship-to or Service Location is the **country** where you run your business.

As with the production categories, there are two ways to enter this information.

You can add it by typing it in the text field and then clicking on "Add", or by clicking on "Browse" and choosing an activity from the given list:

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

United States
Suggestions

Tax ID:
United States Minor Outlying Islands - United States

If, for example, you run your business in several countries, you can select more than one:

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

United States X

Once you have filled out the entire form, click on the **"Create an Account and Continue"** button:

The screenshot shows the 'Create account' form. At the top, there is a blue button labeled 'Create account and continue' and a 'Cancel' button. A dashed line points from this button to a callout box on the right. The callout box is blue with a white border and contains the text 'Create account and continue' in white. The form itself has a 'Company information' section with fields for Company Name, Country/Region, Address (Line 1, Line 2, Line 3), City, State, and Zip. Below this is a 'User account information' section.


If your email is already registered on Ariba Network, the system will notify you:

The screenshot shows the 'Enter Your Account Information' form. It has a header 'SAP Ariba Proposals and Questionnaires'. Below the header, there is a section titled 'Enter Your Account Information' with a note: 'You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.' Below this note are two input fields: 'Username:*' and 'Password:*'. There are links for 'Forgot Username' and 'Forgot Password'. At the bottom right, there are two buttons: 'Continue' and 'Cancel'. A dashed line points from these buttons to a callout box on the right.

If you remember your existing account credentials, you can enter them and click **"Continue"**.

Otherwise, click on **"Cancel"** and a new account will be created.

At the end of the Ariba Network Account Creation process, you will receive a **confirmation email**:



Welcome to Ariba Commerce Cloud

The Ariba Commerce Cloud for Net2000 registration process is now complete.

Organization Account ID: **AN11015009708-T**

Username: [test-mario.rossi](#)

As the administrator of this account, keep your username and password in a safe place and do not share this information.

If you signed up after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Vendor Collaboration Console provides a central point of management for all Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers may request that you provide additional profile information as part of their supplier profile questionnaire. When accessing customer-required fields for a specific buyer, a pop-up page will appear with the buyer's name and required fields.

You can immediately perform administrative and configuration tasks such as creating users and completing the company profile. If the Account Administrator role is not your role, you can transfer this role at any time to another person in your organization whose role is more compatible with that of Account Administrator.

It is useful to know:

The Ariba Commerce Cloud account is a central access point to the vendor-facing features of the following Ariba solutions:

- Ariba Discovery™ (Lead)
- Ariba Sourcing™ (Offers)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders and invoices)

NOTE: Remember to keep a note of your credentials.
You'll need them to access the system.

2

Completion of the Italgas Registration Questionnaire

Once you have created your Ariba Network account, you will be redirected to the **Registration** page to be added to the **Italgas** Vendor List.

Fill in the required fields in the Registration form. Fields marked * are mandatory:

[< Go back to IT4BUY - TEST Dashboard](#)
[Desktop File Sync](#)

Console

Doc845994973 - Registration Supplier Questionnaire

Time remaining
29 days 23:19:11

[Event Messages](#)
[Event Details](#)
[Response History](#)
[Response Team](#)

▼ Event Contents

[All Content](#)

2 General informations

5 Contacts

6 Certifications

7 Bank information

8 Corporate-Financial Data ...

General informations

(Section 1 of 5) [Next >>](#)

Name ↑

▼ 2 General Information

2.1 Company name

*

2.2 Tax information

*

Country:

Tax Name	TaxType	Tax Number
USA: Social Security Number	Organization	<input type="text"/>
USA: Employer ID Number	Organization	<input type="text"/>

(*) indicates a required field


Submit Entire Response

Save draft

Compose Message

Excel Import

In the Registration Questionnaire you will also find a section for entering your Banking information:

7 Banking Information [Add Banking Information](#) (0) Less... 

ATTENTION! with reference to bank details, the following fields must be filled in:

- village
- Iban code

The aforementioned fields must be filled in avoiding to leave white spaces.
Otherwise it will not be possible to proceed with registration in the ITALGAS register.

To fill in the banking information click on the link *"Add Banking information"*

From the page that opens, click on the *"Add Banking information"* button:

[All Content](#) > 7 Banking Information

Banking Information (0)

Name ↑
No items

[Add Banking Information](#) (*) indicates a required field

The **mandatory** fields to fill out are:

Go back to IT4BUY - TEST Dashboard Desktop File Sync

Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.

All Content > 7 Banking Information

Banking Information (1)

Name ↑

Banking Information # 1 Delete

Bank Type: Domestic

Country: (no value)

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key / ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice

Please attach a bank reference Attach a file

Add an additional Banking Information

(*) Indicates a required field

1. Bank Type
2. Country
3. IBAN Number
4. Bank Reference
(to be attached)

Ignore the other fields on the form and when you have finished, click the **"Save"** button at the top right of the page

3 Features of the Italgas Registration Questionnaire

The Registration Questionnaire page offers various features that make the experience more user-friendly.

The screenshot shows the 'Registration Supplier Questionnaire' page for document ID 'Doc845994973'. The interface includes a top navigation bar with a 'Go back to IT4BUY - TEST Dashboard' link and a 'Desktop File Sync' button. A timer in the top right corner indicates 'Time remaining: 29 days 23:19:11'. On the left, a sidebar menu lists sections: 'Event Messages', 'Event Details', 'Response History', 'Response Team', 'Event Contents' (expanded), 'All Content', '2 General informations' (selected), '5 Contacts', '6 Certifications', '7 Bank information', and '8 Corporate-Financial Data ...'. The main content area is titled 'General informations' and is labeled '(Section 1 of 5)'. It contains two sections: '2.1 Company name' with a text input field containing 'Net1000', and '2.2 Tax information' with a table for tax details. The table has columns for 'Tax Name', 'TaxType', and 'Tax Number'. It lists 'USA: Social Security Number' and 'USA: Employer ID Number', both with 'Organization' as the tax type and empty input fields for the tax numbers. A note at the bottom states '(*) indicates a required field'. At the bottom of the page, there are four buttons: 'Submit Entire Response' (highlighted with callout 3), 'Save draft' (highlighted with callout 4), 'Compose Message', and 'Excel Import'.

1. Timer:

At the top right of the page, you can see the time available for completing the questionnaire

2. Event contents:

You can browse the various sections of the questionnaire by clicking on the items in the menu on the left of the page

3. Save Draft:

This button will allow you to save the questionnaire, in case you need to take a break and complete it later

4. Compose message:

This feature allows you to write and send a message directly to the Italgas operators, if you need to supplement your answers to the questionnaire or request information.

4 Submission of the Registration Questionnaire

Once you have completed all the fields, click on the **«Submit Entire Response»** button at the bottom of the page to confirm the questionnaire.

[< Go back to IT4BUY - TEST Dashboard](#)
[Desktop File Sync](#)

Console

Doc845994973 - Registration Supplier Questionnaire

Time remaining
29 days 23:19:11

[Event Messages](#)
[Event Details](#)
[Response History](#)
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▼ Event Contents

[All Content](#)

2 General informations

5 Contacts

6 Certifications

7 Bank information

8 Corporate-Financial Data ...

General informations

(Section 1 of 5) [Next >](#)

Name ↑

▼ 2 General Information

2.1 Company name

*

2.2 Tax information

*

Country:

Tax Name	TaxType	Tax Number
USA: Social Security Number	Organization	<input type="text"/>
USA: Employer ID Number	Organization	<input type="text"/>

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

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Once you have submitted the questionnaire, the page will show a **summary** of the information you have entered. In addition, a **confirmation message** will tell you if the questionnaire was submitted successfully:

Ariba Sourcing

Company Settings
Mario Rossi
Feedback
Help
Messages

[Go back to IT4BUY - TEST Dashboard](#)
[Desktop File Sync](#)

Console

Doc845994973 - Registration Supplier Questionnaire

Pending Approval

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content
General informations
Contacts
Certifications
Bank information
Corporate-Financial Data ...

All Content

1 Please complete the registration questionnaire. Fields marked with * are required
2 General Information
2.1 Company name
2.2 Tax information

Net1000

Country: United States (US)

Tax Name	TaxType	Tax Number
USA: Social Security Number	Organization	
USA: Employer ID Number	Organization	12-3456789

Compose Message

If Italgas asks you to change some information, you will see a "Review Answer" button which will allows you to modify the data entered, and you can use it also if you realise you have filled in some fields incorrectly.

You will also receive an **email**, further confirming that the Registration questionnaire has been submitted:



Hello Mario Rossi,

IT4BUY - TEST has received your registration information and will review it for approval.

To check your registration status, log in to the IT4BUY - TEST supplier portal.

[Click Here](#)

Sincerely,
IT4BUY - TEST

Using the **link** in the email, you can log in to IT4Buy and access your Personal Area.

4

Registration result

At this point, Italgas will verify the information you entered in the Registration Form.

Once the information has been checked, you will receive an **email** informing you of the result of your application:



Hello Mario Rossi,

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 IT4BUY - TEST.

[Click Here](#)

Sincerely,
IT4BUY - TEST

Subsequently, you will receive a further **email**, containing a summary of the Goods Categories for which you would like to qualify and the **link** for completing the Qualification Questionnaire



Qualification questionnaire to become a qualified supplier with IT4BUY - TEST

Hello!

Now that Net1000 is registered as a supplier with IT4BUY - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- [SS04AB71] SERVIZI SPECIALISTICI IN AMBITO CYBER SECURITY in Italia

[Click Here](#) to fill out the questionnaire