

How to Register New Company Account in vSource

Thank you for your interest in registering your company in vSource. This process is for **BRAND NEW COMPANY REGISTRATIONS ONLY**.

If your company name is already registered in vSource, please do not use these instructions. If you are not sure, please send an email to: sap.sourcing.team@verizon.com

If you already have vSource (Frictionless) access, login in there and **MODIFY** your profile with the **UPDATE** functionality. Do **NOT** use this form to submit an update to an existing profile. Do **NOT** use this form to update Certificates of Insurance or other certificates.

WARNING: Duplicate registration forms and certificate updates get **REJECTED** and are not processed.

For questions concerning this registration process please contact Ariba Customer Support:

North/South America: +1 412 222 6153 or +1 866 218 2155 (Toll Free)

Europe/Middle East/Africa: +44 20 7187 4144

Asia Pacific: +65 6311 4745

Step 1. Create a User Id and password at the “**Ariba Commerce Cloud**” environment; this will allow access to our company registration form where you will register your company. Note that this process will create your Ariba log in (which may be needed in the future). You will be instructed to create a Supplier Portal ID for vSource access after your Ariba company registration has been processed.

Click here to start registration: <http://verizon.supplier.ariba.com/register/>

Required questions are designed by an asterisk (*)

The screenshot shows the Ariba Sourcing registration page. The header includes navigation links: GO TO MY LEADS, PROPOSALS, CONTRACTS, ORDERS & INVOICES, and a Help icon. The main heading is "Enter Your Ariba Commerce Cloud Information". Below this, there is a note: "To do business with Verizon - Sourcing - TEST on Ariba, you need an Ariba Commerce Cloud account. What is the Ariba Commerce Cloud?". A yellow button labeled "Login" is provided for existing users. The main section is titled "1 Enter basic company information" and contains several required fields marked with an asterisk (*):

- Company Name *
- Country: United States [USA] (dropdown menu)
- Address: Line 1, Line 2, Line 3 (text input fields)
- City *
- State: Alabama (dropdown menu)
- Zip *
- Product and Service Categories: Enter Product and Service Categories (text input) with Add and Browse buttons.
- Ship-to or Service Locations: Enter Ship-to or Service Location (text input) with Add and Browse buttons.
- Tax ID: Optional (text input) with a note: "Enter your nine-digit Company Tax ID number."
- DUNS Number: Optional (text input) with a note: "Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with '-1' in test account."

Step 2. Ariba displays “**Enter Your Ariba Commerce Cloud Information**” screen.

How to Register New Company Account in vSource

Step 3. Fill out area 1 “**Enter basic company information**” such as your company name, address, product and service categories and ship-to or service locations.

2 Enter user account information

* Indicates a required field

Name * First Name Last Name [Ariba Privacy Statement](#)

Email *

Use my email as my username

Username * Must be in email format(e.g john@newco.com) ⓘ

Password * Enter Password Repeat Password Must contain a minimum 8 characters including letters and numbers. ⓘ

Secret Question * In what city was your mother born? In case you forget your password, you can retrieve your password by using your security question. ⓘ

Your Answer

Repeat Your Answer

Language English ⓘ The language used when Ariba sends you configurable notifications. This is different than your web browser's language setting, which controls the user interface and actions you initiate there. If you are the account administrator, then the preferred language setting also controls the section headings and field labels on purchase orders routed through Email or Fax.

By clicking the Continue button you expressly agree and understand that your data entered into this system may be transferred outside the European Union or other jurisdiction where you are located, as further described in the Ariba Privacy Statement. You have the right to access and modify your personal data from within the application or by contacting Ariba, Inc., as set forth in such policy.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

I have read and agree to the Terms of Use and the Ariba Privacy Statement

Enter user account information

Step 4. Enter your user account information, including your username, a password, and a secret question and answer.

Step 5. Read the Terms of Use Agreement and click the check box if you agree to the terms.

Step 6. (Optional) Print the Summary page for future reference. You can also print the Terms of Use Agreement.

Step 7. Click **Continue**.

Step 8. Screen displays: **Action Required:** Check your email inbox for a message from Ariba.

Write down your Username, Password & Secret Question Answer

Your Username is: _____

Your Password is: _____

Secret Question Answer: _____

ARIBA SOURCING

Home Cumberbatch Help Logout

Action Required: Check your email inbox for a message from Ariba

An email has been sent to [redacted]. Click on Activate link in the email to activate account and complete the Verizon - Sourcing - TEST requested profile.

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.
- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

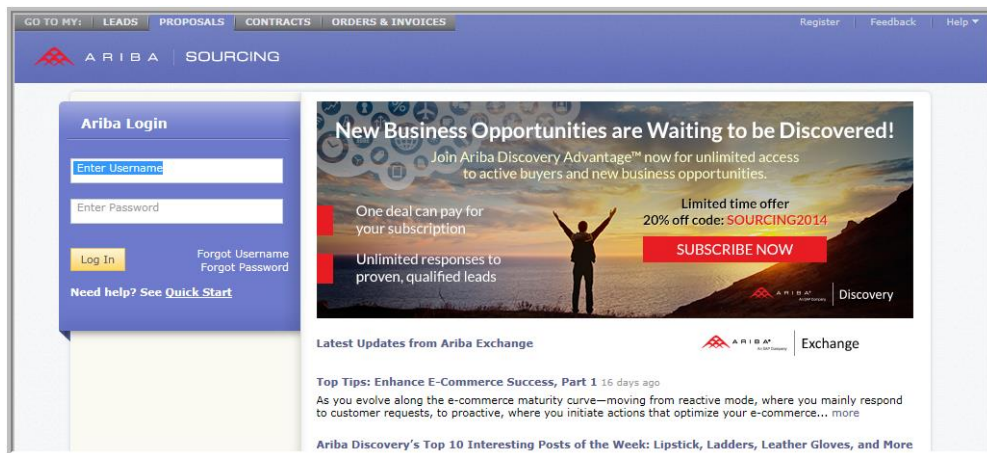
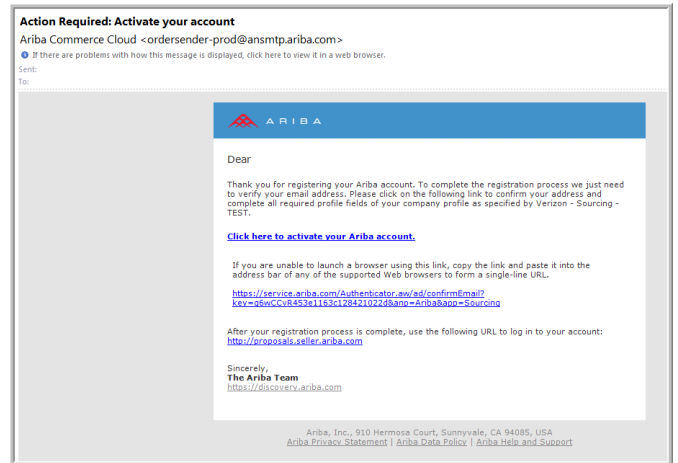
How to Register New Company Account in vSource

Step 9. Ariba Commerce Cloud sends you an email confirming registration of your account.

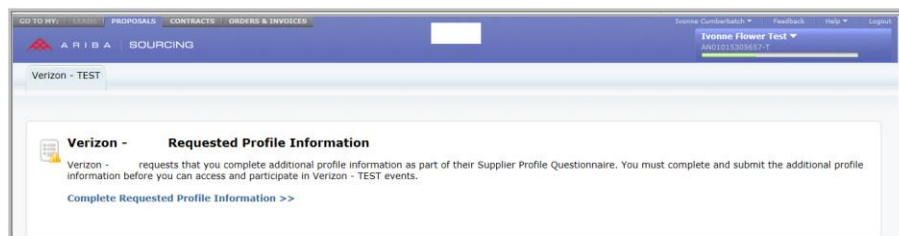
Step 10. Click the link in the email message. **"Click here to activate your Ariba account."**

- Screen displays: Your Ariba Commerce Cloud account is now active. Go to **Step 14.**
- Screen displays: **Link Expired.** Go to **Step 11.**

Step 11. If once you click on the link in the email it directs you to a **"Link Expired"** web page then click on link in the same email on the bottom <http://proposals.seller.ariba.com>



Step 12. Enter your Username and Password created in **Step 4.**

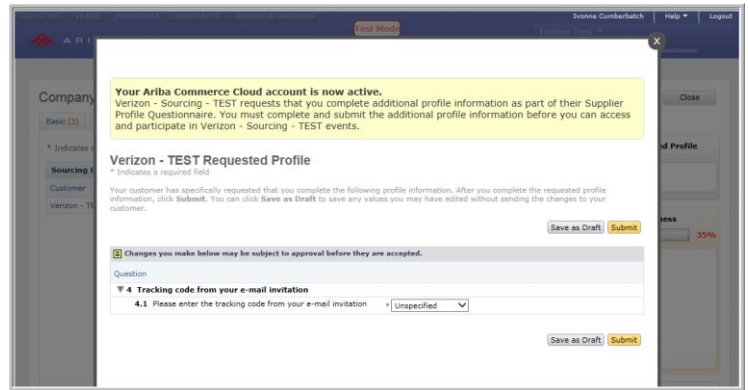


Step 13. Requested Profile Information screen displays. Click on link "Complete Requested Profile Information >>"

How to Register New Company Account in vSource

Step 14. Screen displays: Your Ariba Commerce Cloud account is now active.

Step 15. Go to actual registration form question **4.1** and **select the tracking code from your email invitation; if no tracking code was provided select: Verizon Website**



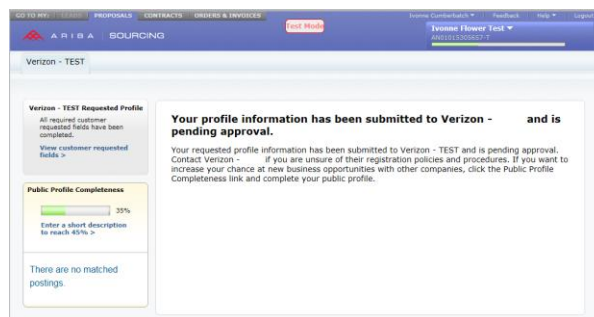
Step 16. Click **Submit**.

Step 17. The company registration questions form opens. **IMPORTANT NOTE:** Please **"Save" your form continuously** so you do not lose your entered data.

Step 18. Attached **starting on page 6 is our on-line vSource company registration form** questions so you may print and prepare your answers before submitting online so you have your answers ready, please note the **questions designated with an asterisk (*) are required**.

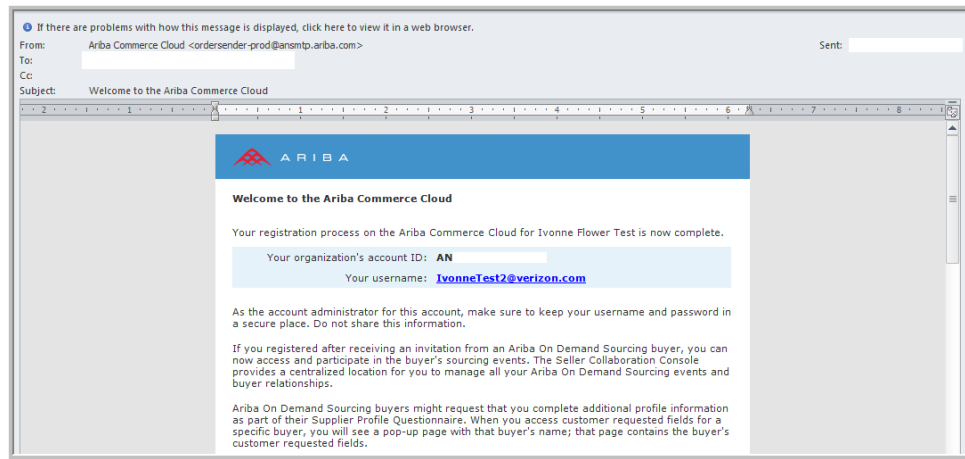
Step 19. Once you have answered all the questions, click on **"Submit"** button.

Step 20. The system will validate the form to make sure all required questions are answered. Errors are highlighted in red please make sure to correct otherwise the company registration will not submit.



Step 21. A successful company registration returns screen with message: **Your profile information has been submitted to Verizon - and is pending approval.**

How to Register New Company Account in vSource



Step 22. You will receive an email with Account ID and your username. Please note this is for future use only.

Step 23. Click on **Logout** on the upper right hand side of the screen.

IMPORTANT PLEASE READ: Once you complete your company registration by following steps above and it has been reviewed and processed by the vSource administrator, you will receive an email alerting you to proceed with the second step (Supplier Portal Registration).

How to Register New Company Account in vSource

vSource Company Registration

REMINDER: Please **"Save" your form continuously** so you do not lose your entered data.

NOTE: Not all questions are shown in this guide as certain responses will trigger additional questions to be answered.

Verizon - Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Changes you make below may be subject to approval before they are accepted.

Question

▼ **4 Tracking code from your e-mail invitation**

4.1 Please enter the tracking code from your e-mail invitation *

4.2 If you have been provided with an additional tracking code, please enter it here

▼ **5 Your Contact Information**

All of the responses in this section should be answered as yourself. You will be listed as the contact for your company's registration.

5.1 Registration Contact Name *

5.2 Enter Registration contact email address *

5.3 Enter Registration contact phone number *

5.4 Were you referred by someone in Verizon? *

▼ **6 General Information**

6.2 Company Legal Name (Please enter your legal company name as registered with the IRS, in UPPERCASE letters and with no punctuation)

Answer *

6.3 D/B/A Company Name: *

6.4 Company Legal Entity Name as noted in the Dun and Bradstreet website: <https://iupdate.dnb.com> **If you are not registered with D&B, please enter NA.**

Answer *

6.5 DUNS ID:

How to Register New Company Account in vSource

Question	
6.6	Is the parent company of the entity located outside the US? * Unspecified ▼
6.8	Legal Structure * Unspecified ▼
6.15	Geographic Area Coverage: * Unspecified ▼
6.16	State of Incorporation: Unspecified ▼
6.17	Country of Incorporation: * Unspecified ▼
6.18	Year Business Established: * <input type="text"/>
6.19	Enter a brief description of your company. * <input type="text"/>
6.20	Web Site URL: <input type="text"/>
6.21	Ticker Symbol: <input type="text"/>
6.22	Do you certify that for each of your employees that you wish to assign to perform Service(s) for Verizon, you have conducted (or used an agency to conduct) criminal history checking, drug testing, and verification of education, employment history, Social Security Number and legal right to work? Answer * Unspecified ▼
6.23	Is your company a Certified Diverse Media Outlet (CDMO)?: Certified Diverse Media Outlet (CDMO): If you are an MWDVBE 3rd-party certified media (TV, Radio, Print, OOH, Digital) vendor who sells ad space. MWDVBE certification requires your company to be at least 51% owned and operated by one or more Minorities, Women or Disabled Veteran Business Enterprises. For more information regarding MWDVBE certification, please visit the Supplier Diversity website at http://www.verizon.com/about/community/supplier_diversity . Answer * Unspecified ▼

6.24	Headquarter's Address Line 1 * <input type="text"/>
6.25	Headquarter's Address Line 2 <input type="text"/>
6.26	Headquarter's City * <input type="text"/>
6.27	Headquarter's State/Province * <input type="text"/>
6.28	Headquarter's Postal/Zip Code: * <input type="text"/>
6.29	Headquarter's Country: * Unspecified ▼
6.30	Headquarter's Main Phone Number * <input type="text"/>
6.31	Headquarter's Main Fax Number <input type="text"/>
6.32	Headquarter's Time Zone * Unspecified ▼

How to Register New Company Account in vSource

REMINDER: Please **"Save" your form continuously** so you do not lose your entered data.

NOTE: Not all questions are shown in this guide as certain responses will trigger additional questions to be answered.

6.33 Do you have a Verizon Sourcing Contact? (The Verizon Sourcing person that your company is working with concerning registering your company for future Sourcing events. This applies to questions 6.33 - 6.35.)	Answer * Unspecified ▼
6.45 (For Questions 6.45 - 6.56 - Enter your CEO or Highest Ranking Employee's Information) First Name *	<input type="text"/>
6.46 Last Name *	<input type="text"/>
6.47 Title *	<input type="text"/>
6.48 Is the Address Information the same as your Headquarter address provided above? *	Unspecified ▼
6.55 Phone Number *	<input type="text"/>
6.56 email Address *	<input type="text"/>
6.57 (For Questions 6.57 - 6.70 - The person that Verizon would use to invite your company to participate in potential bids or negotiate a contract. Additional contacts can be added via the Sourcing tool, but only one person can be designated as the Primary Contact.) Primary Contact First Name	Answer * <input type="text"/>
6.58 Primary Contact Last Name *	<input type="text"/>
6.59 Primary Contact Title *	<input type="text"/>
6.60 Is your Primary Contact's address the same as your Headquarter address provided above? *	Unspecified ▼

6.67 Primary Contact Phone Number *	<input type="text"/>
6.68 Primary Contact Fax Number *	<input type="text"/>
6.69 Primary Contact E-Mail Address *	<input type="text"/>

28.2 Is your company classified as a Small Business?	Unspecified ▼
28.3 Is your company classified as a Small Disadvantaged Business?	Unspecified ▼
28.4 Is your company classified as a Women-Owned Business?	Unspecified ▼
28.5 Is your company classified as a Minority-Owned Business?	Unspecified ▼
28.6 Is your company classified as a Veteran-Owned Business?	Unspecified ▼
28.7 Is your company classified as a Disabled Vet Business?	Unspecified ▼
28.8 Is your company classified as a Service Disabled Business?	Unspecified ▼
28.9 Is your company classified as a 8(a) Firm Business?	Unspecified ▼
28.10 Is your company classified as a HUBZone Business?	Unspecified ▼
28.11 Is your company classified as a Vietnam Era Veteran Business?	Unspecified ▼
28.12 Is your company classified as a Person with Disability Business?	Unspecified ▼
28.18 Does your company have publicly available greenhouse gas emission reduction targets? *	No ▼

Save as Draft Submit

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