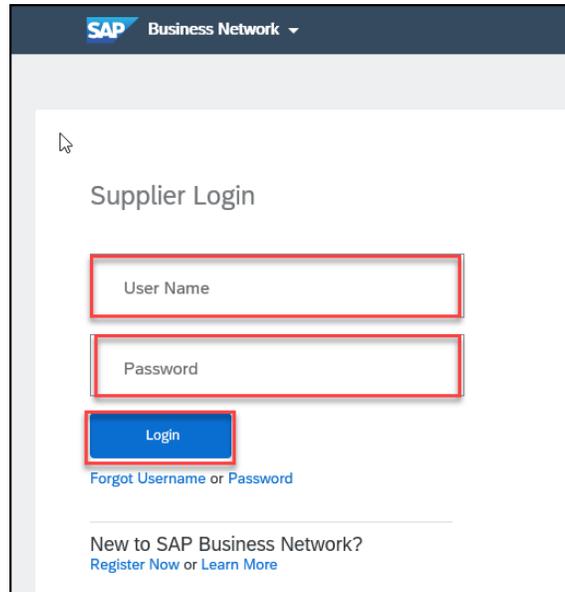


Accessing Ariba 1Sourcing Platform

1. Go to **SAP Ariba Network** website at: supplier.ariba.com
2. Enter your existing Ariba **User Name** and **Password**
If you do not know your username or password – click on **Forgot Username** or **Password** to begin the reset process. If you still cannot access your account, contact Ariba Customer Support directly, **see page 5**
3. Click **Login** button



SAP Business Network

Supplier Login

User Name

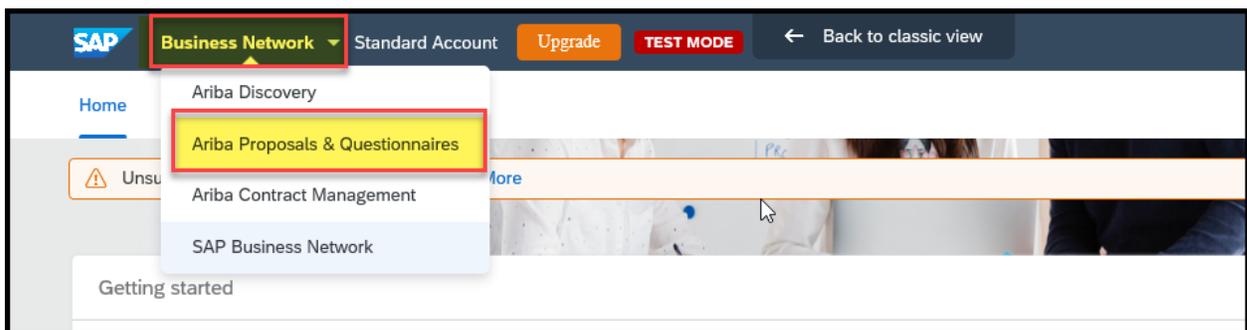
Password

Login

[Forgot Username or Password](#)

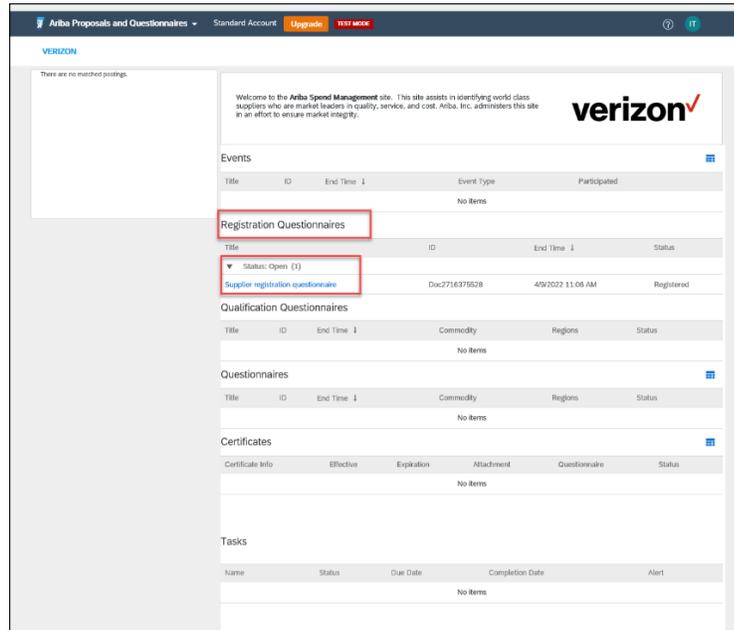
New to SAP Business Network?
[Register Now](#) or [Learn More](#)

4. From top left hand side of screen select **Business Network** drop down arrow and select **Ariba Proposals & Questionnaires**.

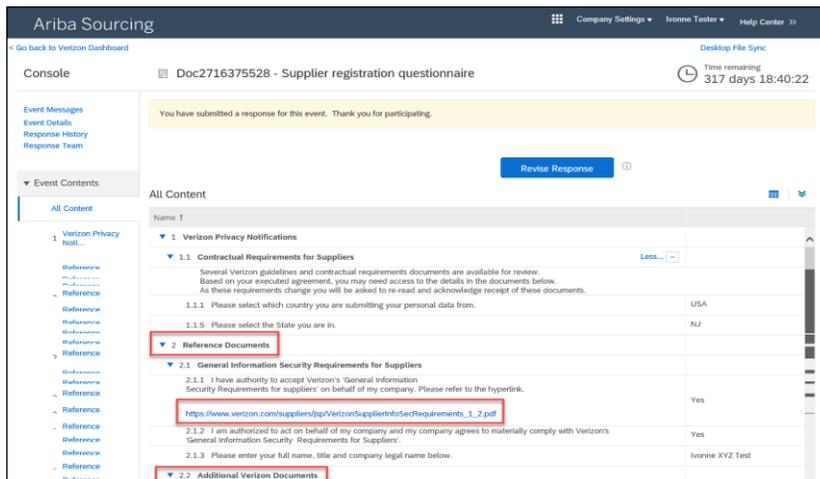


Accessing Ariba 1Sourcing Platform

How to View Supplier Registration Questionnaire and Reference Documents



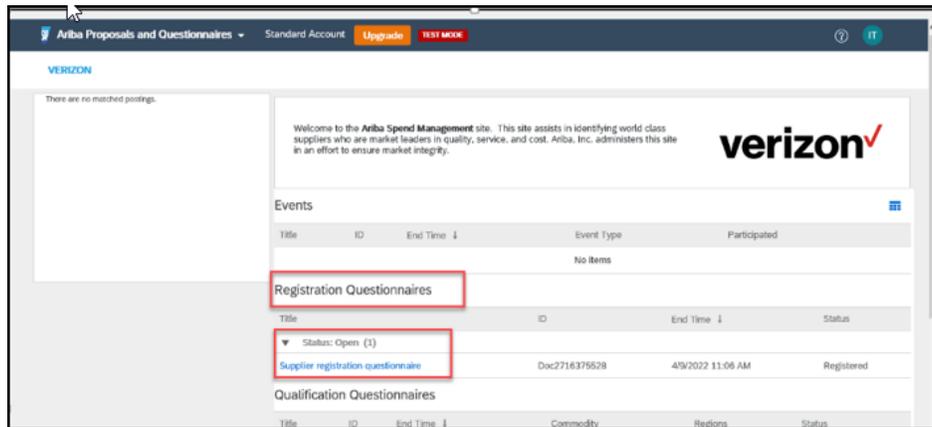
5. After completing Step 1-4 above, Select the **Verizon** tab
6. In middle of screen go to: **Registration Questionnaires** section
7. Under **Status (Open)** section: click on **Supplier registration questionnaire** link to open your company's Verizon 1Sourcing registration questionnaire.
8. Once the **Supplier registration questionnaire** opens, go to section **2 Reference Documents** to view the Reference Documents.
9. To collapse section click on the triangle ▶ symbol
10. To view the "Document" click on the **pdf** file link



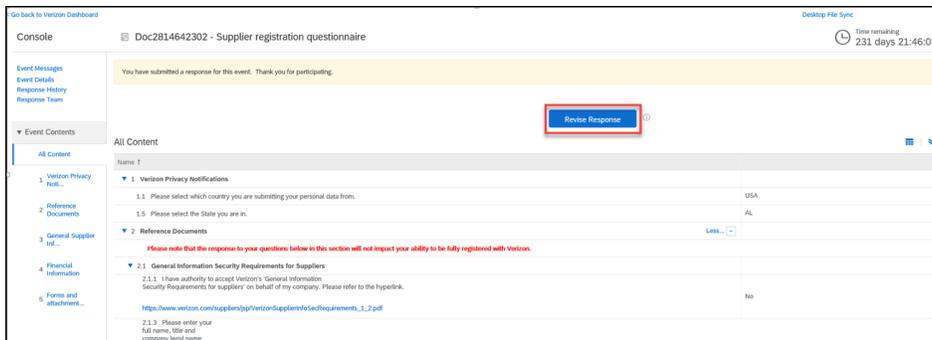
Accessing Ariba 1Sourcing Platform

How to Change / Update responses to Supplier registration questionnaire

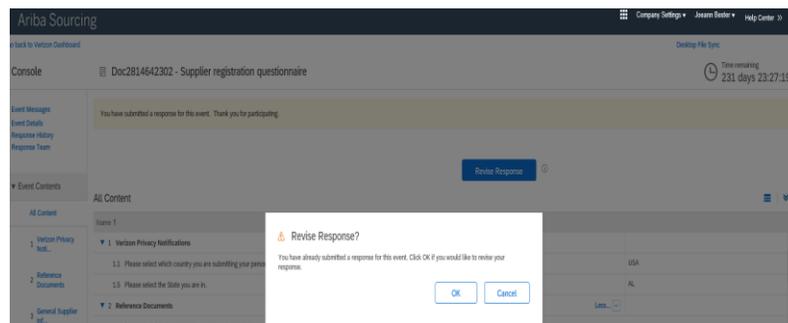
1. Under **Status (Open)** section: click on **Supplier registration questionnaire** link to open your company's Verizon 1Sourcing registration questionnaire.



2. Once the **Supplier registration questionnaire** opens, select **Revise Response** button

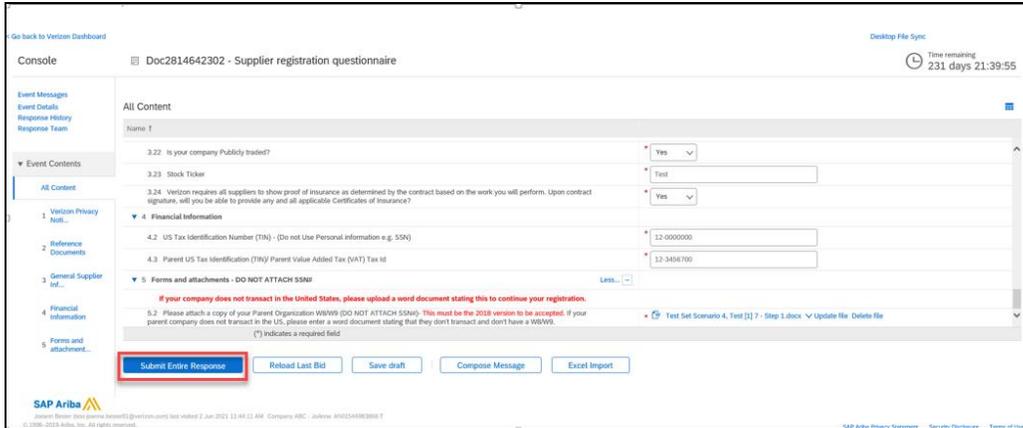


3. Select **OK** to begin revising the responses



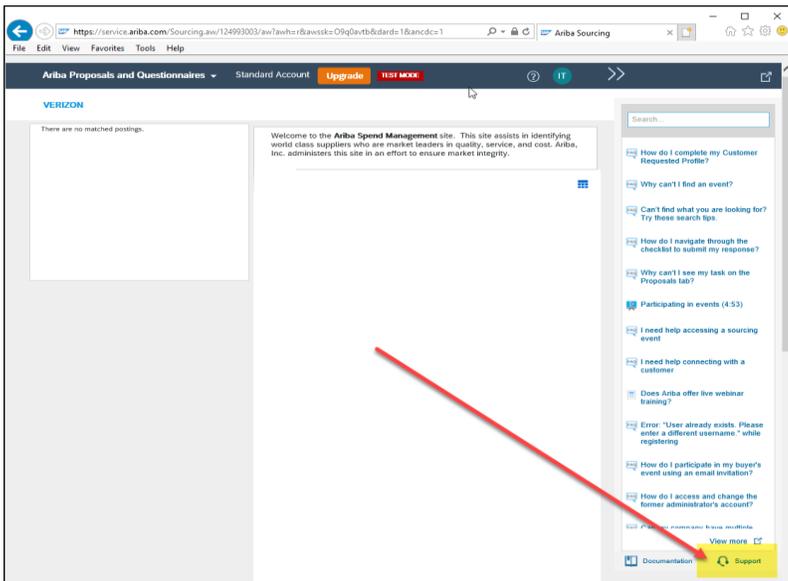
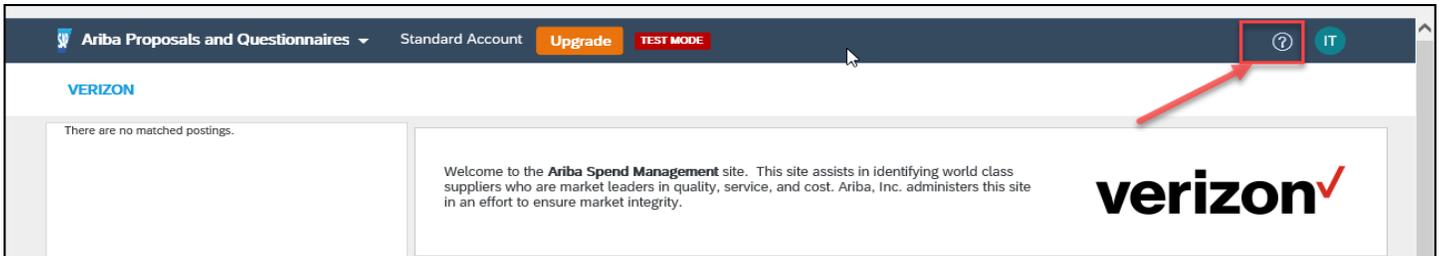
Accessing Ariba 1Sourcing Platform

4. Click **Submit Entire Response** once ready to submit the revised responses to Verizon



Ariba Customer Support Assistance

To contact SAP Ariba Customer Support, click on the question mark "?" on the top right hand side of the screen then click on bottom of page Support headset.



Accessing Ariba 1Sourcing Platform

Ariba Customer Support Telephone number(s):

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 (For Toll Free number(s) & Country).

How do I contact the account administrator for my company? Who is my company's account administrator?

Answer

To view your account administrator's contact information, follow the below steps:

1. Sign in to your [Ariba Network](#) account.
2. In the top right corner of the page, click **[user initials]**.
3. Click **Contact Administrator**.
4. Details found under **Account Administrator Information**.

Additional Information

Contact your account administrator for the following types of requests:

- You cannot access your account and need to request a password reset.
- You need to access another user's account.
- You require additional permissions for your user account.
- You need help updating your user information.
- You need access to your company's test account.
- You receive an error that refers you to your administrator.
- You need to become the administrator. The current administrator is still with your company but is no longer the correct person to manage your company's account.
- You need to request a user account for another employee at your company.
- You want to have your user account deleted.

If the administrator is no longer employed at your company and you do not have access to their account, you can contact [SAP Ariba Customer Support](#) to [reassign the account administrator role](#).