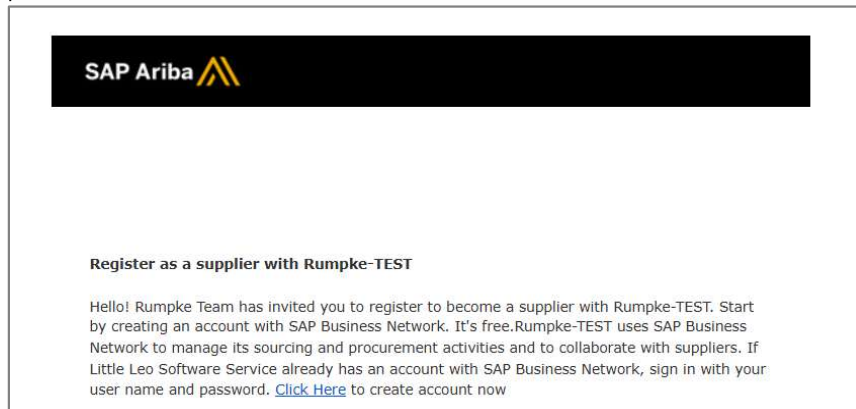


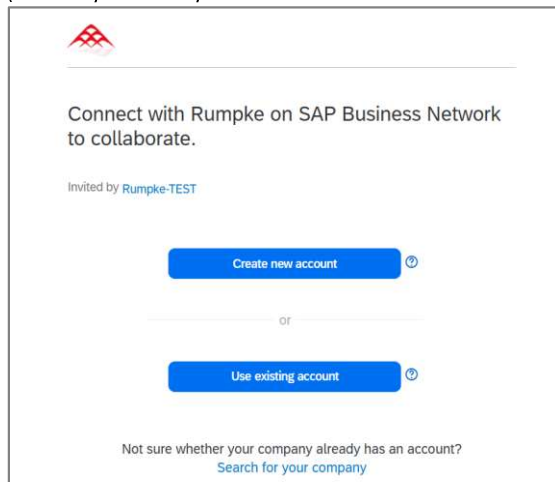
Logging into SAP Ariba: New Supplier Registration

Please follow these instructions to create a new account in Rumpke's online vendor portal – SAP Ariba. If you have questions, contact purchasing@rumpke.com.

1. You will first receive an email from Rumpke to register as a vendor. It will look like the email below. Click on the "Click Here" link to create your account.



2. The following screen will appear. To create a new account, click **Create New Account Button**. (Note: if you already have an SAP Business Network account, you can use those login credentials to access Rumpke's vendor portal too.)



3. The **Create an Account** screen will appear. Please validate or fill in any required information for company information.

The screenshot shows the "Create an account to connect and collaborate with Rumpke on SAP Business Network" screen. It has a section titled "Company information" with a help icon. Below this are four input fields: "DUNS number" (with a help icon), "Company (legal) name" (with an asterisk), "Country/Region" (with an asterisk and a dropdown menu), and "Address line 1" (with an asterisk). The "Company (legal) name" field contains "Christmas Tree Farm". The "Country/Region" dropdown menu is set to "United States [USA]". The "Address line 1" field contains "410 Cleveland Ave".

- From the **Administrator Account Information** screen, validate the details and create a password. The Terms of Use and Privacy Statement must be checked to create an account.

Administrator account information ?

First name *

Holly

Last name *

Jolly

Email *

rumpketest50@gmail.com

☒ Use my email as my username

Password *

Repeat password *

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

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) 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 [Privacy Statement](#) to learn how we process personal data.

☐ I'm not a robot
 
[Privacy](#) - [Terms](#)

Create account

- A screen for you to confirm your email address will appear. Please see your email inbox to complete the process. An email will come in your inbox to confirm your email address. Click the **Confirm Email** button.

Action Required: Confirm your email


Ariba Commerce Cloud <ordersender-prod@ansmtpr.ariba.com>
 to me



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: Saturday, Oct 25, 2025, 10:58 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=vcPxJtj7uif2i0YW23HEsNu9viZJFVoV&app=Ariba&app=Sourcing>

Sincerely, SAP Business Network team

6. The following screen will appear. Click on “Don’t Show this to Me Again” (this information is not required).

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

or
[Browse](#)

Ship-to or Service Locations

or
[Browse](#)

[Don't show this to me again](#)

7. Your account dashboard will now appear and show your status.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc1779545966	11/21/2025 12:48 PM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

8. You will receive an email welcoming you to the SAP Business Network. Your registration is complete.

Welcome to SAP Business Network

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> to me

2:01PM (24 minutes ago)



Welcome to SAP Business Network

Please find your account information below.

Your account:
 Company name: **Christmas Tree Farm**
 Username: **rumpktest50@gmail.com**
 Business Network ID: **AN11240176241-T**
 Administrator email: **rumpktest50@gmail.com**

