SAP Ariba
Supplier Registration Guide

Purpose

This guide explains how to register on SAP Business Network after receiving an invitation email from Gloucestershire County Council (GCC).

Before you start

- You must have received an invitation email from GCC.
- To submit a quote or tender, complete **Stage 1**.
- If you are later awarded a contract, you will also need to complete **Stage 2** so GCC can issue purchase orders and arrange payment.

The screens shown may look slightly different depending on your device or browser, but the steps will be the same.

If you have any problems completing your registration, please contact purchasingsupporthub@gloucestershire.gov.uk

Document update tracker

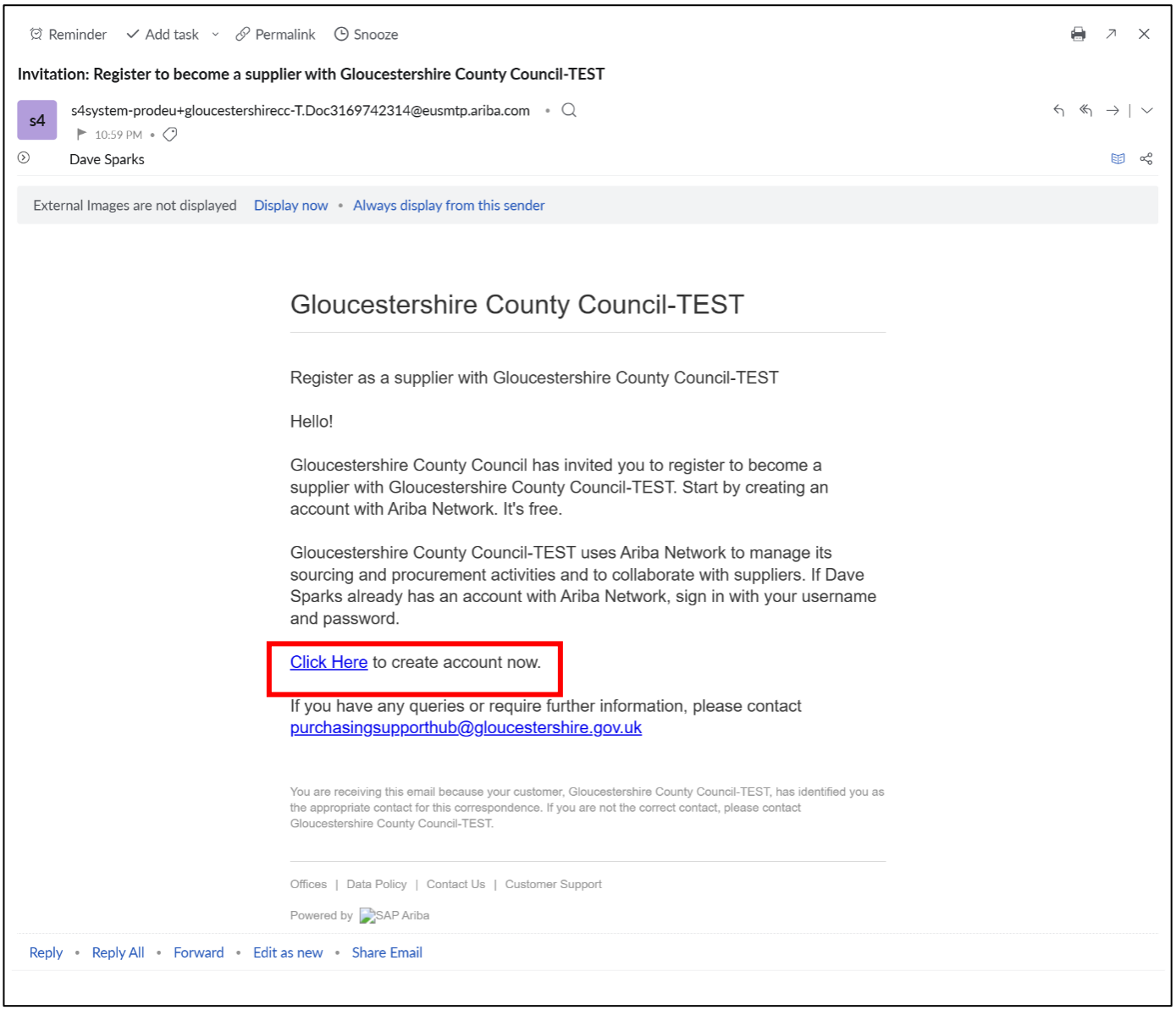
Version	Date updated	Updated by	Section updated	Summary of change	Status
0.1	05/08/2026	P Flegg/J Oakhill	Document created	Initial version of guidance created.	Beta Test
1.0	17/09/2026	P Flegg	Text adjustments	No change to content	Final Version 1

Stage 1: Register from your invitation email

You will receive an invitation email asking you to register as a supplier with Gloucestershire County Council.

Step 1

- Click the **"Click Here"** link in the email to begin your registration.



Step 2

After you click the link in your invitation email, you may see one of the following options:

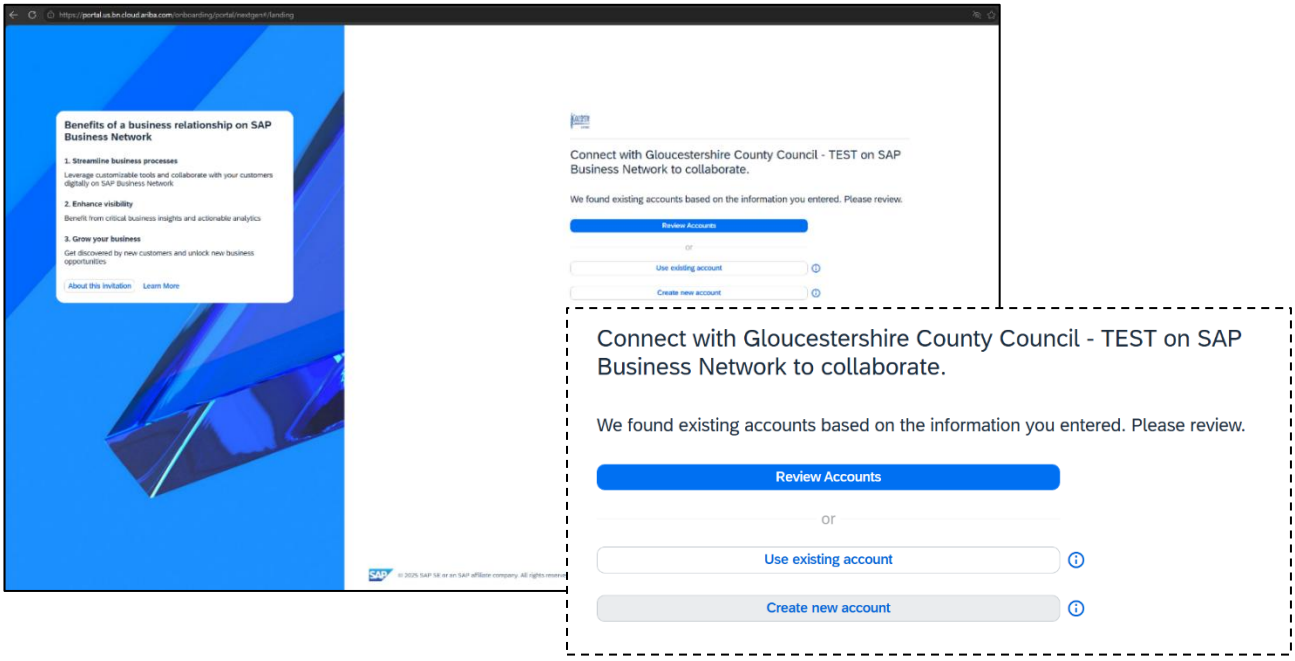
- Review existing accounts
- Create a new SAP Business Network account
- Log in with an existing SAP Business Network account

If your company already has an SAP Business Network account, choose **Review existing accounts** or **Log in with an existing SAP Business Network account.**

If you need to create a new account, or the existing accounts shown are not relevant, follow the guidance below.

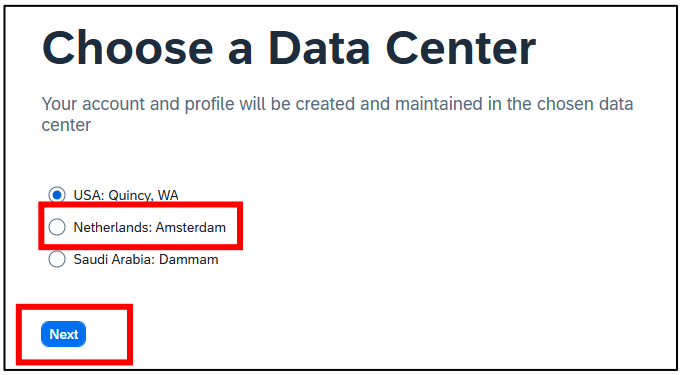
Create a new account

Step 3



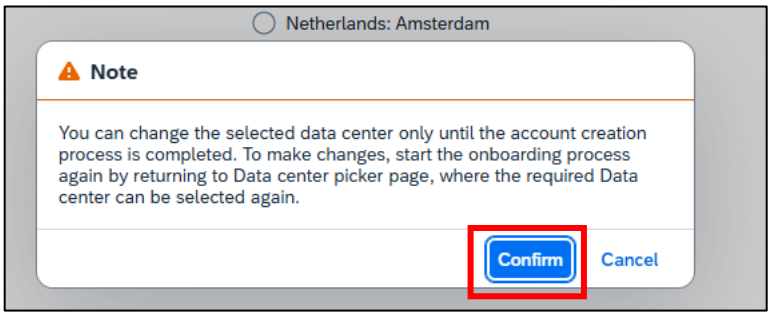
Step 4

- When the Data Center pop-up appears, choose **Netherlands: Amsterdam** and click **Next**.



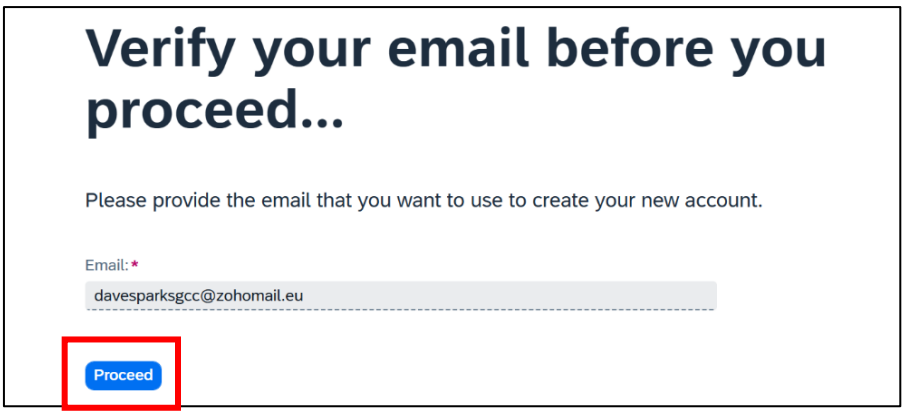
Step 5

- Click **Confirm** on the pop-up.



Step 6

- Check that your email address is correct, then click **Proceed**.



Step 7

You will then receive a one-time password (OTP) by email to verify your account.

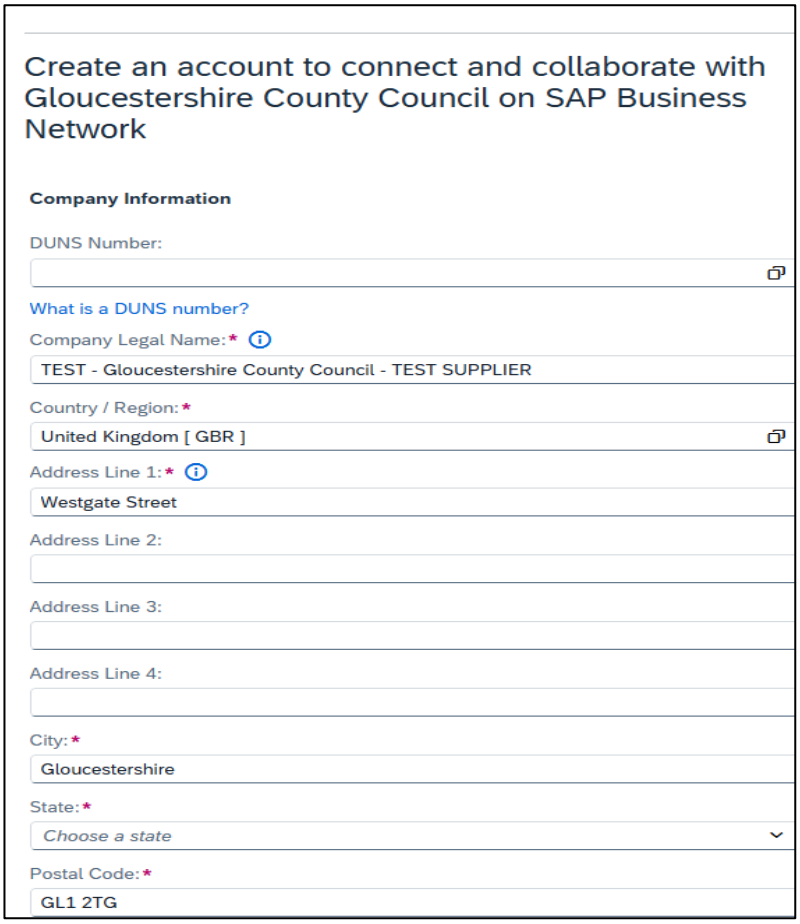
- Enter the one-time password from the email.
- Click **Continue**.

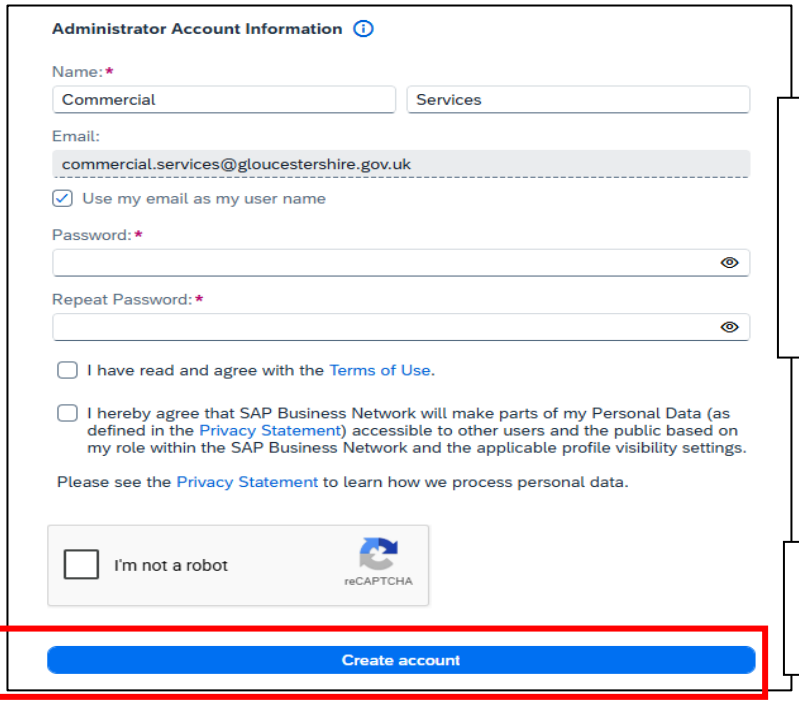


Step 8

Once your one-time password has been verified, the account creation screen will appear. Complete all mandatory fields marked with an asterisk (*).

- Review and complete the registration information





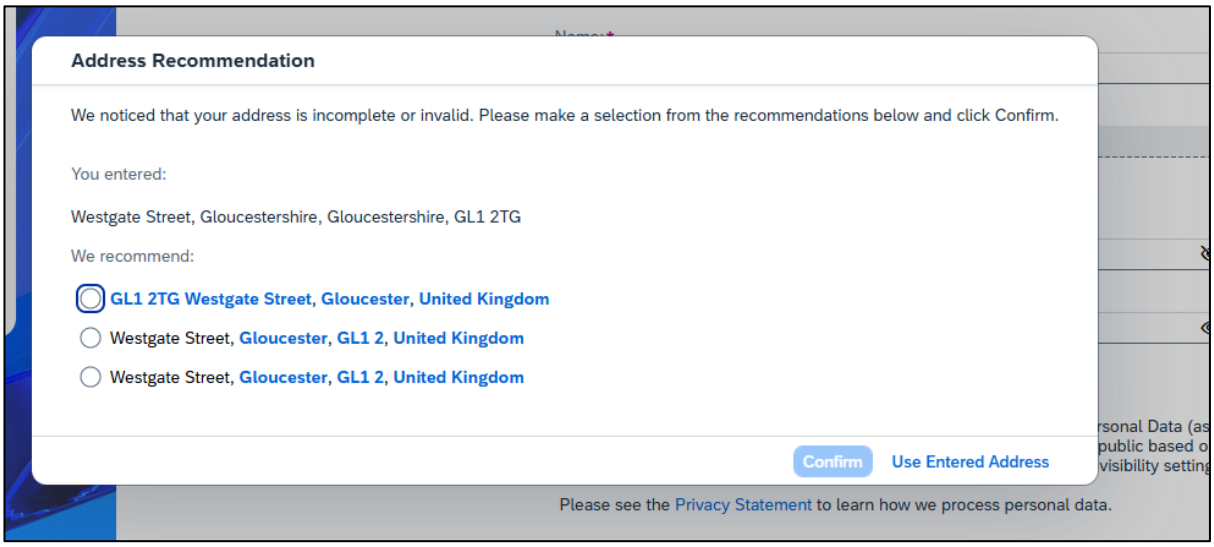
- Choose a username (Must be in format of email address)
- Choose a password
- Review and check boxes
- Complete ReCAPTCHA

- Once all required fields have been completed, click **Create Account**.

Step 9

If the system cannot confirm your postal address exactly, you will be asked to choose one of the following options:

- Select **Use Entered Address**, or
- Use the radio button to select one of the suggested addresses, then click **Confirm**.



Step 10

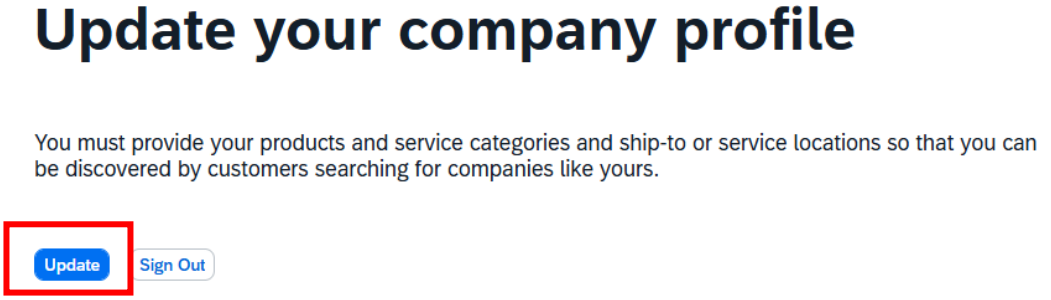
A confirmation screen will then be displayed.

Do not press any key and wait to be redirected



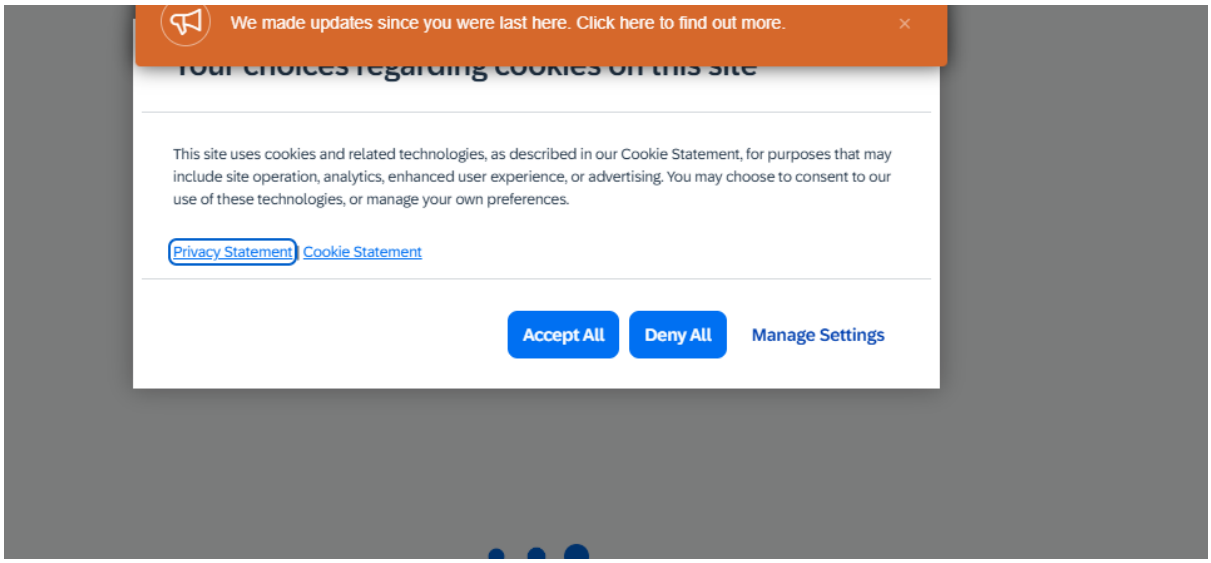
Step 11

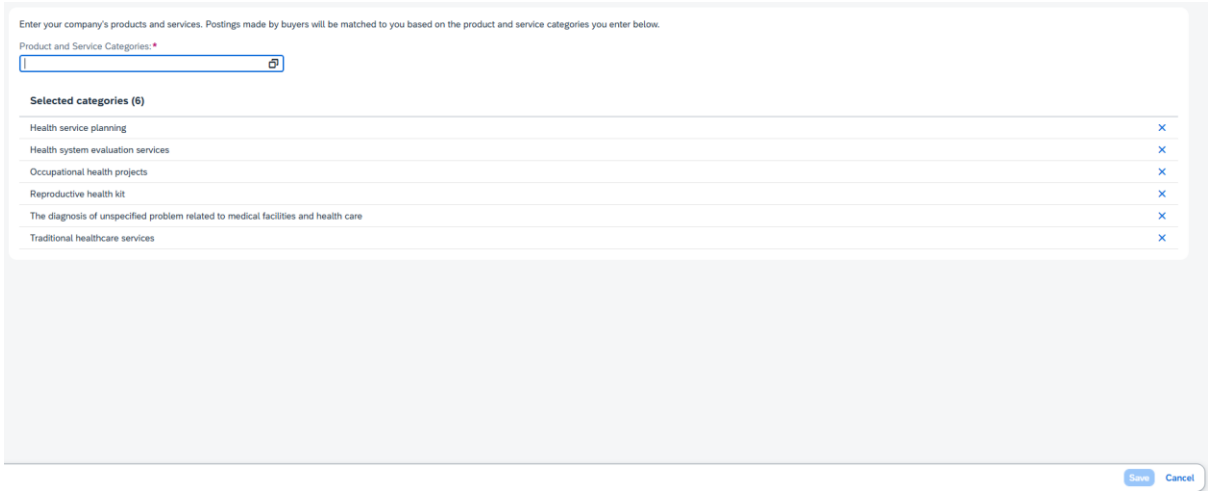
Click “Update”



Step 12

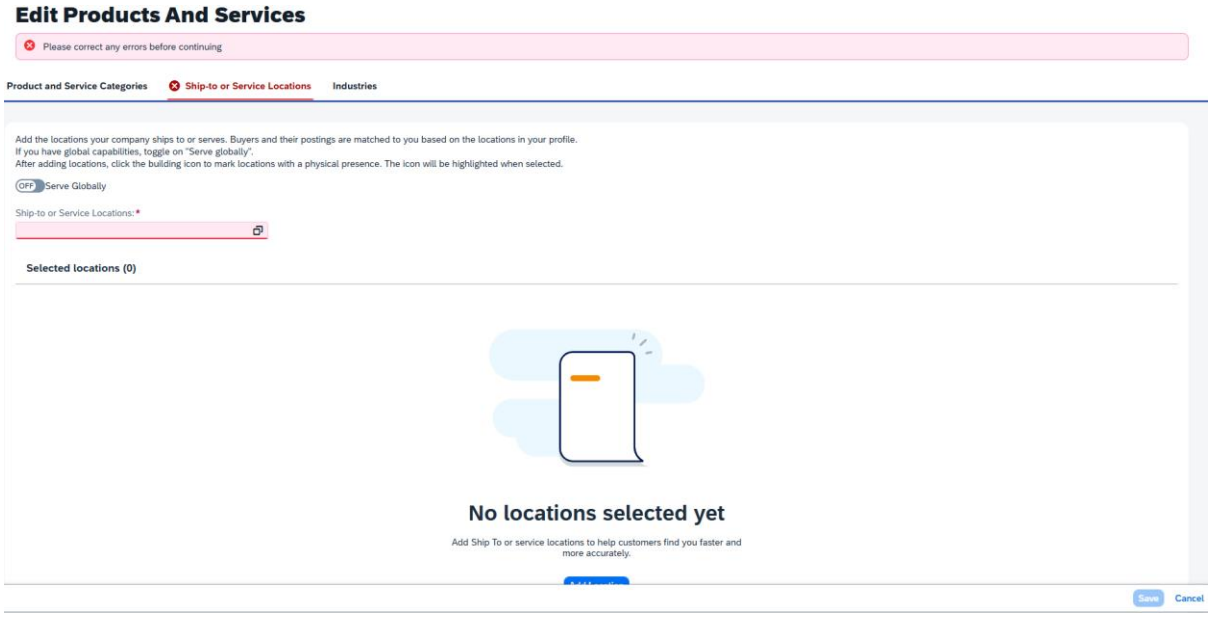
Update your product details

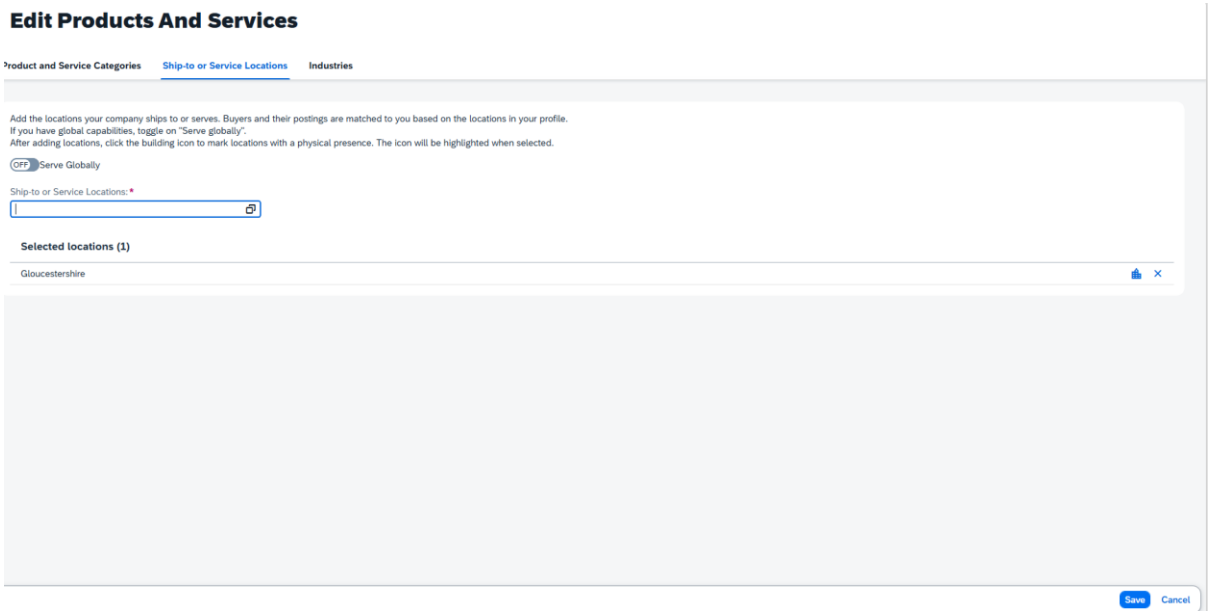




Step 13

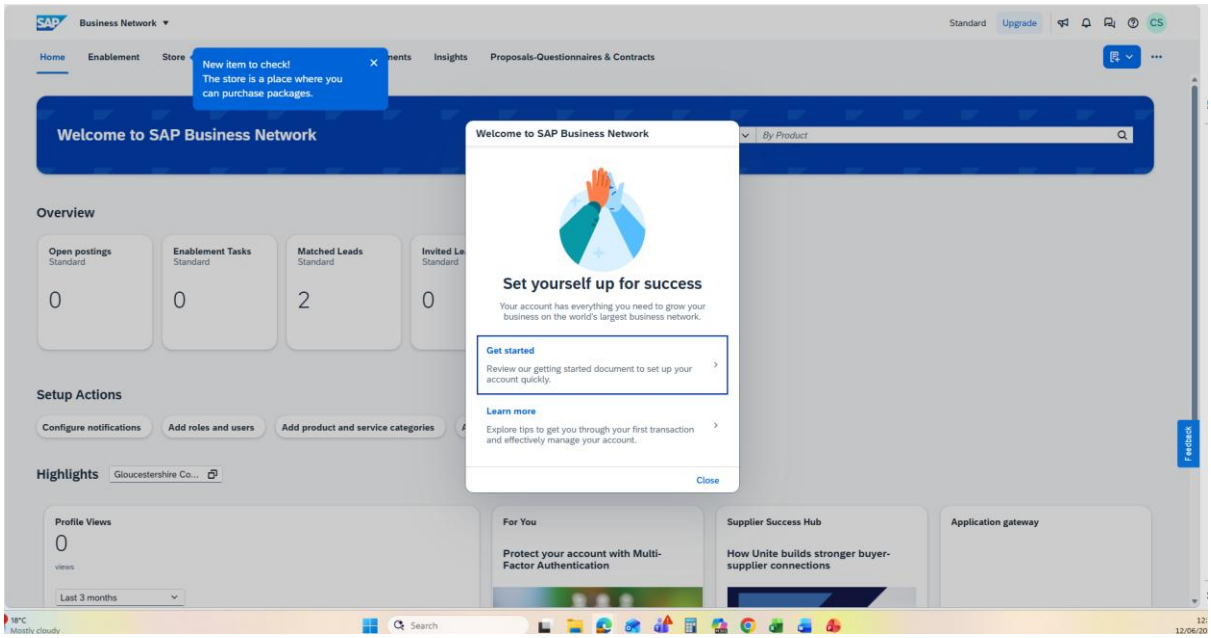
Update Product & Location





Step 14

You are now setup on SAP Business Network



Once your SAP Business Network account has been created, a welcome email will be sent to the email address you used to register.



Business Network

Welcome to SAP Business Network

Dear davesparksgcc@zohomail.eu,

Please find your account information below:

- **Company name** Dave Sparks
- **User name** davesparksgcc@zohomail.eu
- **SAP Business Network ID** AN11396725820-T
- **Business Network ID** BNO-100000176048287-T

Stage 2: Complete the full registration questionnaire

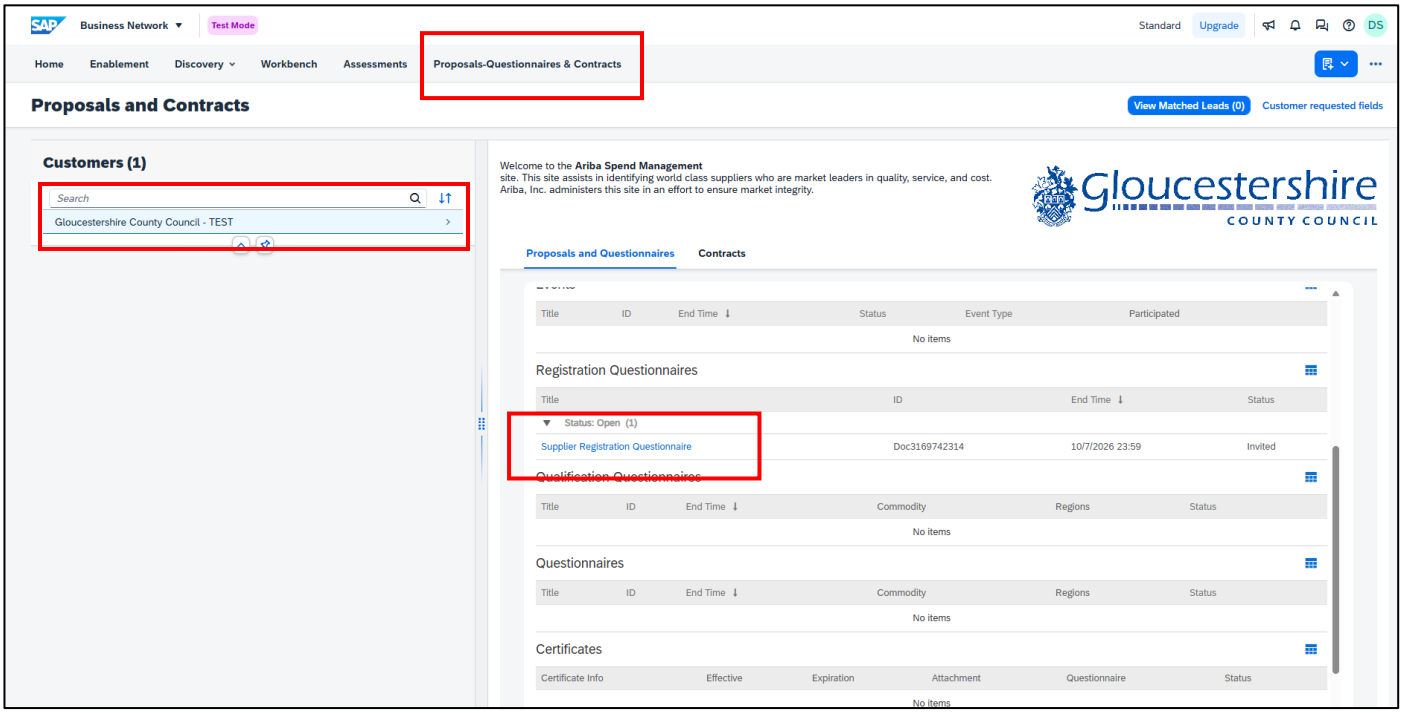
Once your account has been created, you can log in to SAP Business Network.

Stage 2 only needs to be completed if GCC asks you to do so, for example if you have been awarded a contract. This allows GCC to issue purchase orders and arrange payment.

Complete supplier registration questionnaire

Step 15

- Click the **"Proposals - Questionnaires & Contracts"** tab.
- Choose **"Gloucestershire County Council"**
- Open the **Supplier Registration** questionnaire.

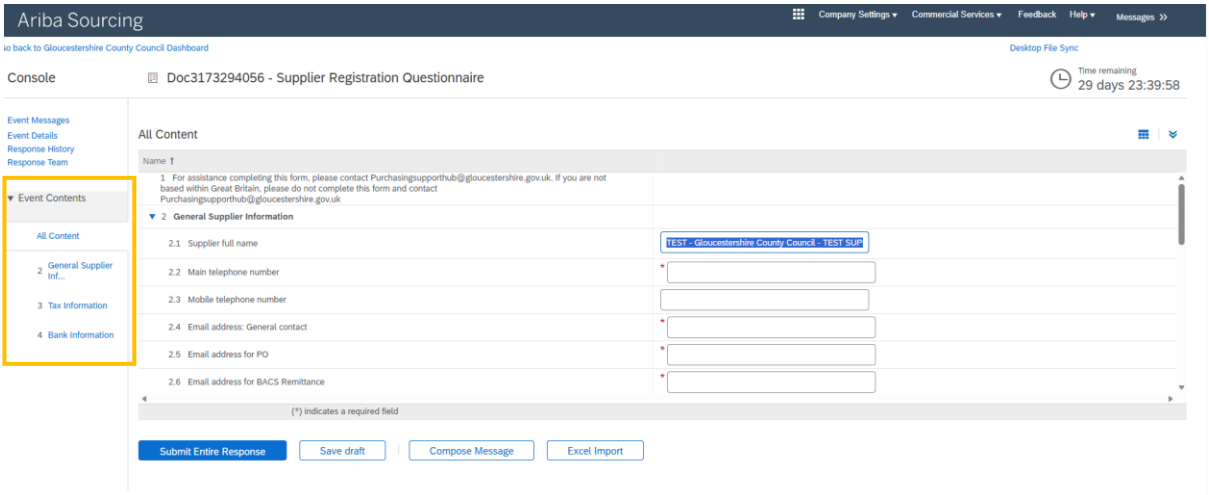


If the form does not appear after you click “Proposals and Questionnaires”, please zoom out.



Step 16

- Fill out all the mandatory fields (*) including “Tax Information” & “Bank information”

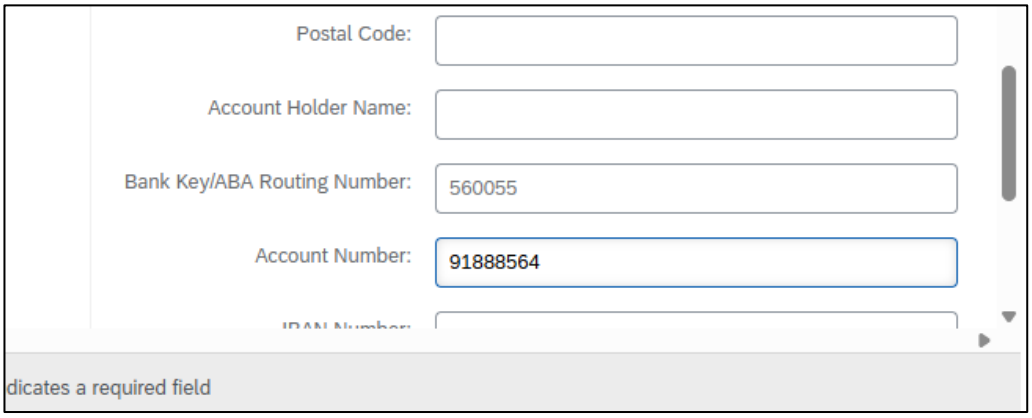


Step 17

In the **Bank Details** section, you must complete the following fields:

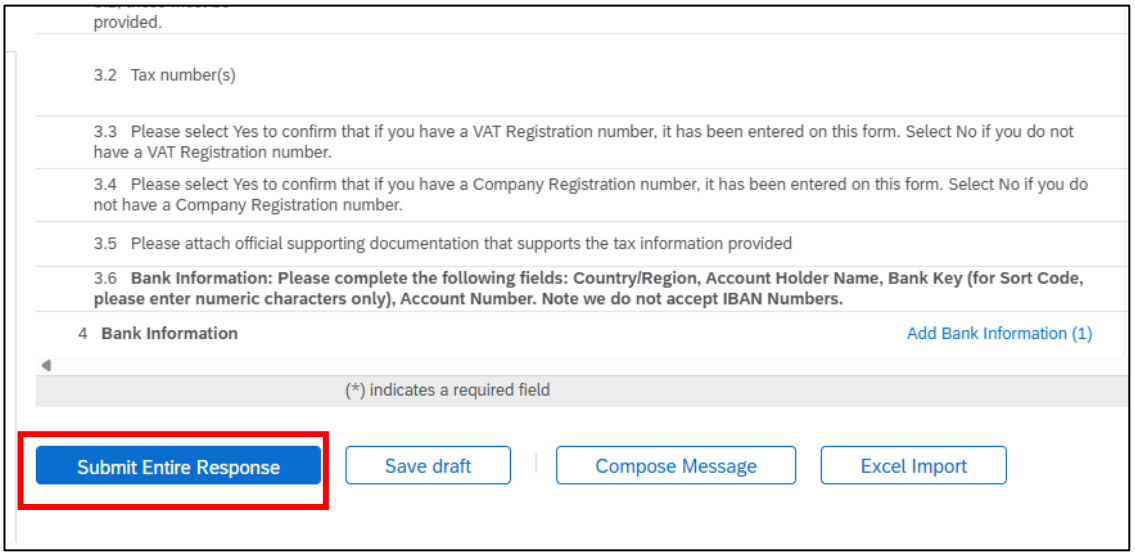
- **Country** – must be a UK bank account
- **Bank Key** – enter your sort code **with no spaces or dashes**
- **Bank Account Number –** enter your account number

Please attach your latest company bank statement or Account Confirmation letter from the bank for validation purposes (Please hide any confidential information, if required)



Step 18

- When the form is complete, click **"Submit Entire Response"**.
- You can save a draft and return later if needed.



The submitted questionnaire will be reviewed by the Purchasing Support Hub at GCC. If the review is successful, the Supplier registration will be approved, and the Supplier will become Registered on GCC Ariba system.