

A male and female scientist in white lab coats and safety gear are working in a laboratory. The male scientist is holding a clipboard and pen, while the female scientist is using a pipette. They are both smiling and looking at the clipboard.

# How to Update Your Company's Email Address in SAP Ariba Business Network



# How to Update Your Company's Email Address



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# How to Update Your Company's Email Address in SAP Ariba Business Network

1. Open your web browser and navigate to the SAP Ariba Business Network login page: <https://service.ariba.com/Sourcing.aw/>.
2. Enter the **User Name** and **Password**.
3. Next, click on **Login**.

The screenshot shows the SAP Ariba Supplier Login page. The browser address bar is highlighted with a blue box and a callout '1' pointing to the URL: [service.ariba.com/Sourcing.aw/109521003/aw?awh=r8awssk=J22Klunz&dard=1](https://service.ariba.com/Sourcing.aw/109521003/aw?awh=r8awssk=J22Klunz&dard=1). The page header includes the SAP logo and 'Ariba Proposals and Questionnaires'. The main content area features the 'SAP Ariba' logo and 'Supplier Login' heading. Below this, there are two input fields: 'User Name' and 'Password', both highlighted with a blue box and a callout '2'. Below the input fields is a blue 'Login' button, highlighted with a blue box and a callout '3'. To the right of the login fields, there is a section titled 'Unlock additional benefits' with a small image of three people and text: 'Are you familiar with the next wave of benefits that come with an enterprise account? By upgrading, you can leverage new ways to grow and strengthen your business.' Below this text is a 'Learn More' button. At the bottom left of the login section, there is a link that says 'Forgot Username or Password'.

1

2

3

Unlock additional benefits

Are you familiar with the next wave of benefits that come with an enterprise account? By upgrading, you can leverage new ways to grow and strengthen your business.

Learn More

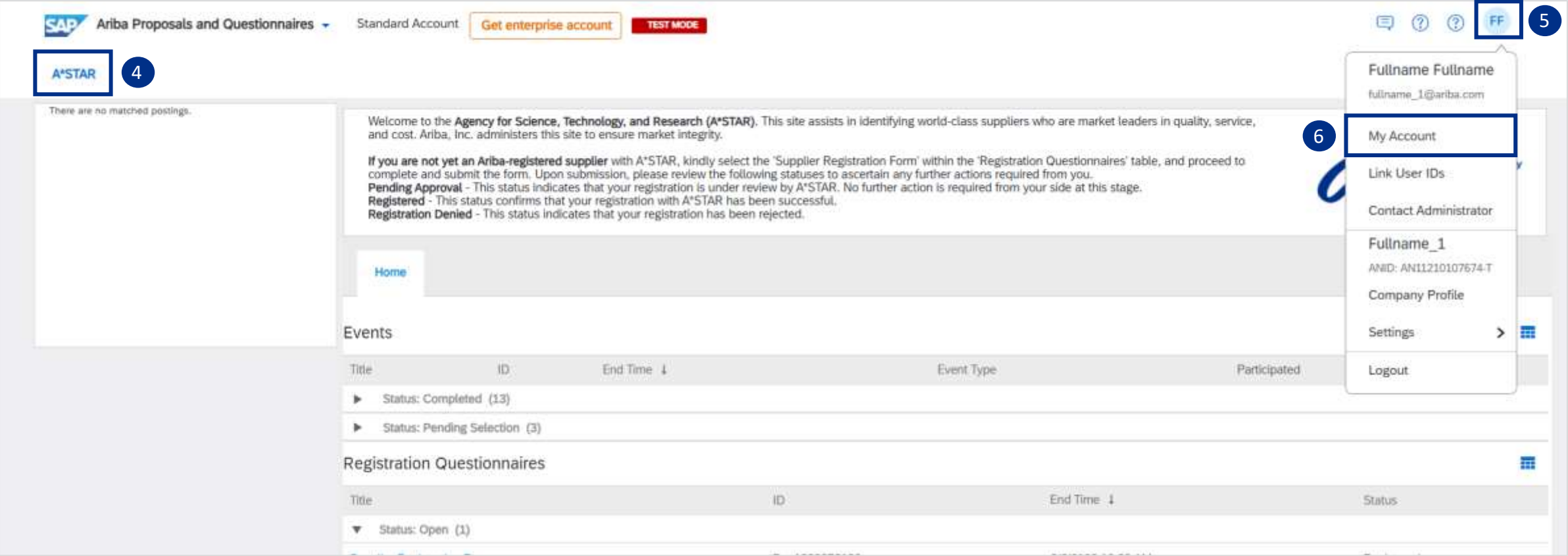
Forgot Username or Password



If you've forgotten your password, click on "**Forgot Username or Password**" below the login fields. Follow the on-screen instructions to retrieve your username or reset your password.

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- 4. In the **Ariba Proposals and Questionnaires** dashboard, ensure you are on the **A\*STAR** tab.
- 5. Click the **Account Settings** icon in the upper-right corner of the page.
- 6. Select **My Account**.



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7. On the **My Account** page, update your company's email address.
8. After making the changes, click **Save**.

The screenshot displays the 'My Account' page in the SAP Ariba Business Network. The page header includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main content area is titled 'My Account' and contains a section for 'Account Information'. The 'Email Address' field is highlighted with a blue box and a circled '7'. The 'Save' button is highlighted with a blue box and a circled '8'. Other fields include Username (fullname\_1@ariba.com), First Name (Fullname), Middle Name, Last Name (Fullname), and Business Role (Accounts Receivables). The 'Preferences' section at the bottom shows Preferred Language (English) and Preferred Timezone (Singapore).

My Account

\* Indicates a required field

Account Information

Username: \* fullname\_1@ariba.com [Change Password](#)

7 Email Address: \*

First Name: \* Fullname

Middle Name:

Last Name: \* Fullname [Personal Information Change Log](#)

Business Role: Accounts Receivables

Preferences

Preferred Language: English

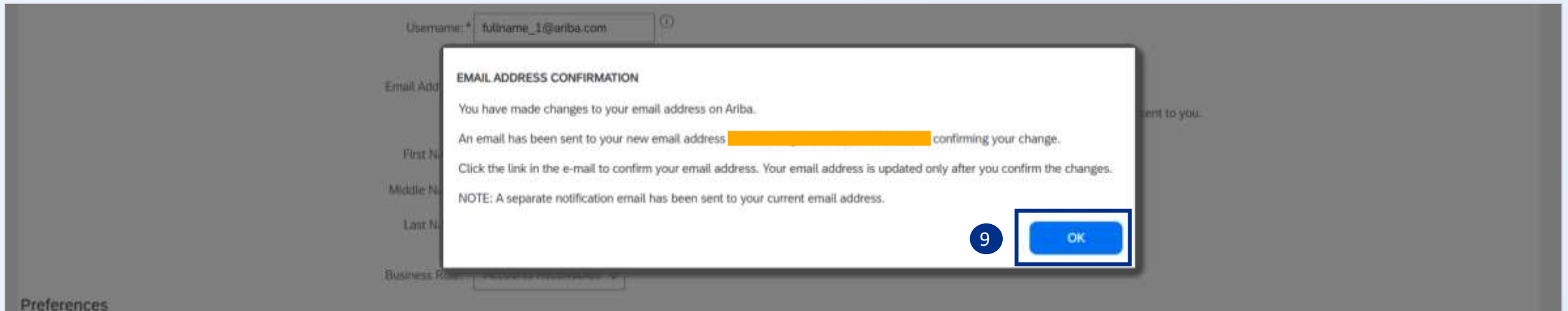
Preferred Timezone: \* Singapore

8 Save Close

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# How to Update Your Company's Email Address in SAP Ariba Business Network

9. On the **Email Address Confirmation** pop-up message, click **OK**.



10. On the **My Account** page, click **Close**.




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# How to Update Your Company's Email Address in SAP Ariba Business Network

**11.** The *newly* set email address will receive a confirmation email from Ariba Business Network. In the email, click the provided link to confirm the update.

Confirmation of Your Updated Email Address

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>  
To [redacted]

 If there are problems with how this message is displayed, click here to view it in a web browser.



Dear Fullname Fullname,

The email address associated with your Ariba account has been recently changed or is unconfirmed.

Please click the following link to confirm your email address.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=5g80u3wanFJIUN8tg85zk9rzAm0sV1bz&anp=Ariba&app=Sourcing>

**Important: The link will expire in 72 hours.**

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

Please note that the email address will be updated only after you have confirmed your changes.

Sincerely,  
**The SAP Ariba Team**  
<https://seller.ariba.com>

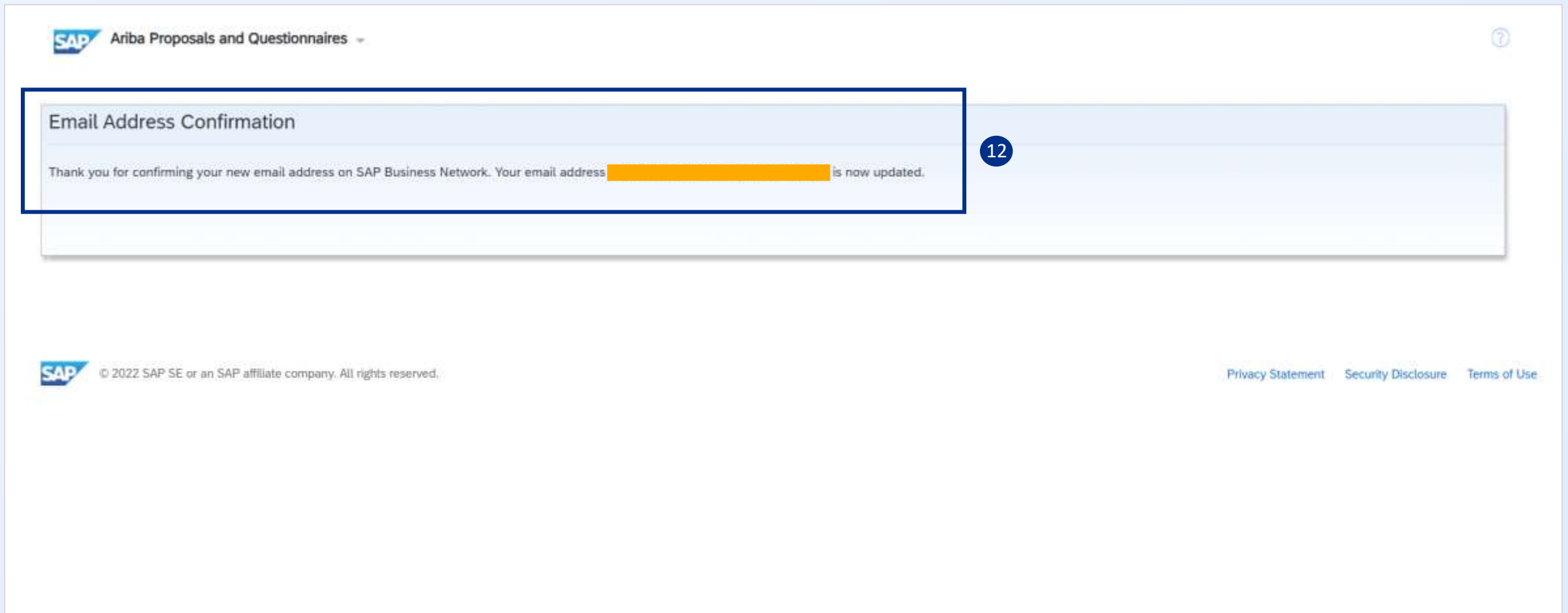
11

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# How to Update Your Company's Email Address in SAP Ariba Business Network

12. Once the *newly* set email address clicks the link and confirms the update, the following confirmation message will be displayed on the web browser.




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# How to Update Your Company's Email Address in SAP Ariba Business Network


**13.** The *previous* email address will receive the following email notification, indicating that the email address in your SAP Ariba Business Network account has been updated.


Your email address on Ariba Commerce Cloud



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>  
To [redacted]

 Reply Reply

 If there are problems with how this message is displayed, click here to view it in a web browser.



Dear Ariba User,

This email confirms that email on your SAP Business Network account has changed to:  
[redacted]

If you did not request this change or believe that you have received this email in error, please contact Ariba Customer Support immediately.

Sincerely,  
**The SAP Ariba Team**

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA  
[SAP Business Network Privacy Statement](#) | [Ariba Data Policy](#) | [Ariba Help and Support](#)  
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

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# Thank You



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