

Ariba Login Errors

Once the event is published and you receive the GP invitation email from the sourcing team, it is suggested that you login as soon as possible to ensure you have access to the event. Delays in your access may result in you having less time to complete the bid or RFI. Access the event by selecting the link and logging in using your username and password. Depending the setup of your account, you may receive an error prohibiting you from accessing the event.

Error: "Your company has already connected with this buyer company using a different account and Ariba Network ID (ANID) than the one you are trying to log into."

You are receiving this error because the username you are attempting to use is associated with an Ariba Network ID (ANID) that does not match the ANID currently connected to your company's profile that was invited to the event, which indicates that your organization has more than one ANID. **Provide the correct ANID to the administrator of the event so that they can resend the invitation to the appropriate ANID.**

How do I access and change the former administrator's account?

If the account administrator is no longer with the company, but you have access to the registered email, use the Password link on the login page to request a password reset. Once you have access, you can reassign the administrator account to another user or change their user information to a different person. If there is no access to the email address on file, contact SAP Support. You will be required to provide the ANID number of the account, the listed administrator name, and email address.

If you do not have a username associated with the connected ANID, please follow these steps below to create a new username and access the event.

Return to the previous page and click Sign Up. Uncheck the box next to "Use my email as my username." **Create a username that is different than your existing username. Enter a new password in the New Password.** Accept the Terms of Use and SAP Ariba Privacy Statement. Click Register. The event should now appear for you.

With multiple usernames, a simple way to ensure you can easily access each will be to link your user IDs.

Click [Your Name] in the upper right corner > Link User IDs. Enter the username and password for your original user in the fields under No Approval Needed. Click Link Accounts. This will allow you to toggle between your user accounts by clicking your name in the upper right corner and selecting the user you wish to access.

These are some of the most common login issues. The following instructions can help resolve the error messages you may receive