



GREEN
CLIMATE
FUND

Ariba Sourcing -
Supplier Direct Registration on Ariba
<https://gcf.supplier.ariba.com>

User Manual

15 Feb 2019

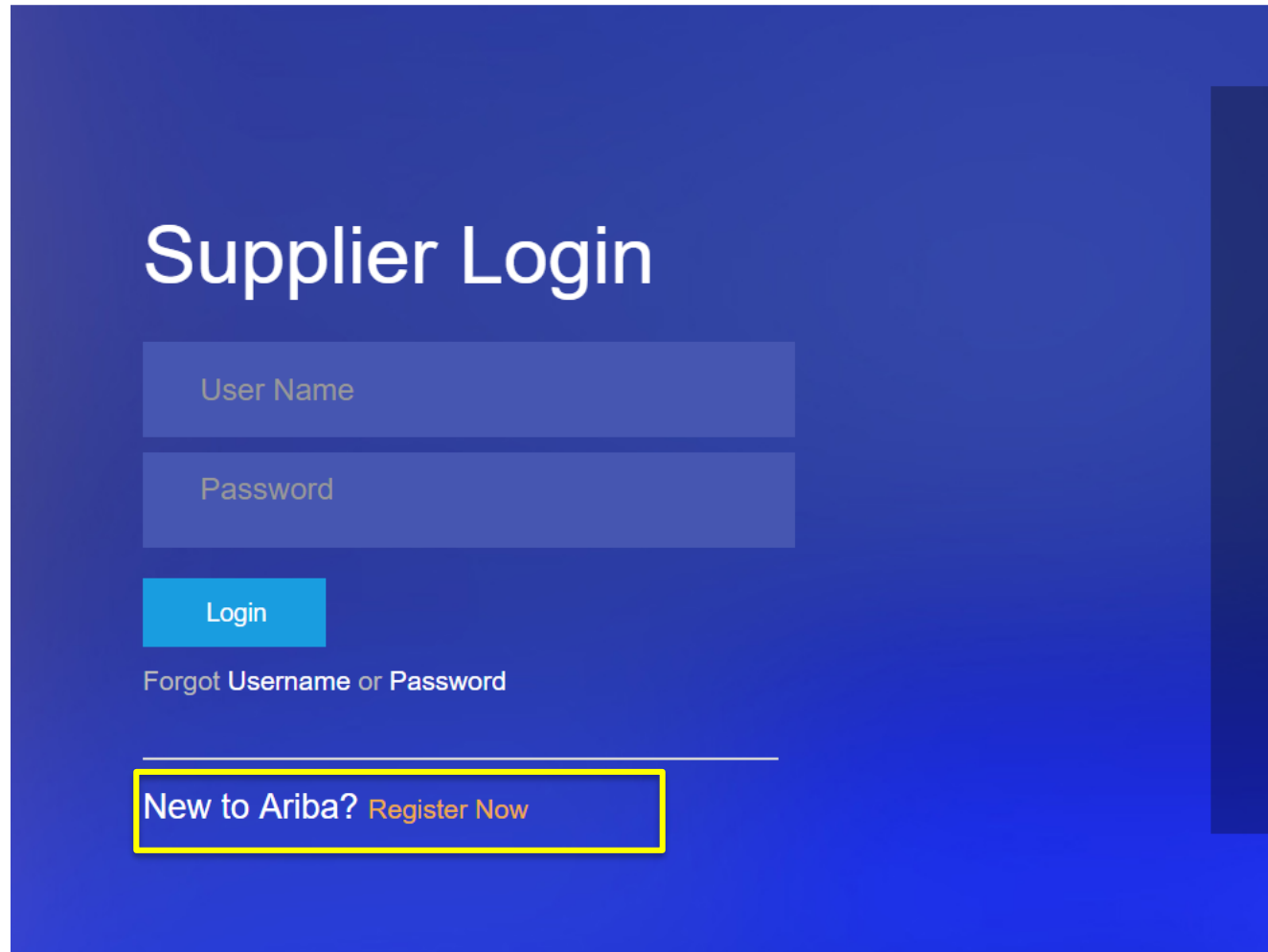


Register New Account via URL

Supplier Register url
<https://gcf.supplier.ariba.com>

Click Register Now via URL

SAP Ariba  Proposals Powered by Ariba Sourcing

A screenshot of the SAP Ariba Supplier Login page. The page has a dark blue background. At the top, it says "Supplier Login" in white. Below that are two input fields: "User Name" and "Password". A blue "Login" button is positioned below the password field. Underneath the button is a link that says "Forgot Username or Password". At the bottom of the page, there is a white box with a yellow border containing the text "New to Ariba? Register Now".

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to Ariba? Register Now



Company Information

Register

To do business with Green Climate Fund on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in:

[Login](#)

Company information

Company Name:*

Country:* ▾

Address:*

City:*

State:* ▾

Zip:*

* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Please fill the
company
Information



Company Information

Please fill the
User account
Information

User account information

Name:*

Email:*

Use my email as my username

Username:*

Password:*

Language: English

Email orders to:*

* Indicates a required field

[SAP Ariba Privacy Statement](#)

Must be in email format(e.g john@newco.com) ⓘ

Must contain a minimum 8 characters including letters and numbers. ⓘ


The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.



Company Information

Please click to expand

Tell us more about your business 

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

- I have read and agree to the [Terms of Use](#)
- I have read and agree to the [SAP Ariba Privacy Statement](#)



Company Information

Add your Product and Service Categories

Tell us more about your business ▼

Product and Service Categories:	<input type="text" value="Enter Product and Service Categories"/>	<input type="button" value="Add"/>	-or- Browse
Ship-to or Service Locations:	<input type="text" value="Enter Ship-to or Service Location"/>	<input type="button" value="Add"/>	-or- Browse
Tax ID:	<input type="text" value="Optional"/>	Enter your nine-digit Company Tax ID number.	
DUNS Number:	<input type="text" value="Optional"/>	Enter the nine-digit number issued by Dun & Bradstreet. ⓘ	



Company Information

Please check
agree boxes and
Register

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You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

Register

Cancel



Company Information

Please check
check your email
and click
activation link

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. An email has been sent to gctest@yahoo.com.

Click on Activate link in the email to activate account and complete the Green Climate Fund requested profile.

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

Resend

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

gctest@yahoo.com

Send



Company Information

 ● **Ariba Commerce Cloud** <ordersender-prod@ansmtp.ariba.com>
To: gcftest@yahoo.com

SAP Ariba 

Please check
check your email
and click
activation link



Dear [REDACTED]

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address and complete all required profile fields of your company profile as specified by Green Climate Fund.

[Click here to activate your Ariba account.](#)

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.

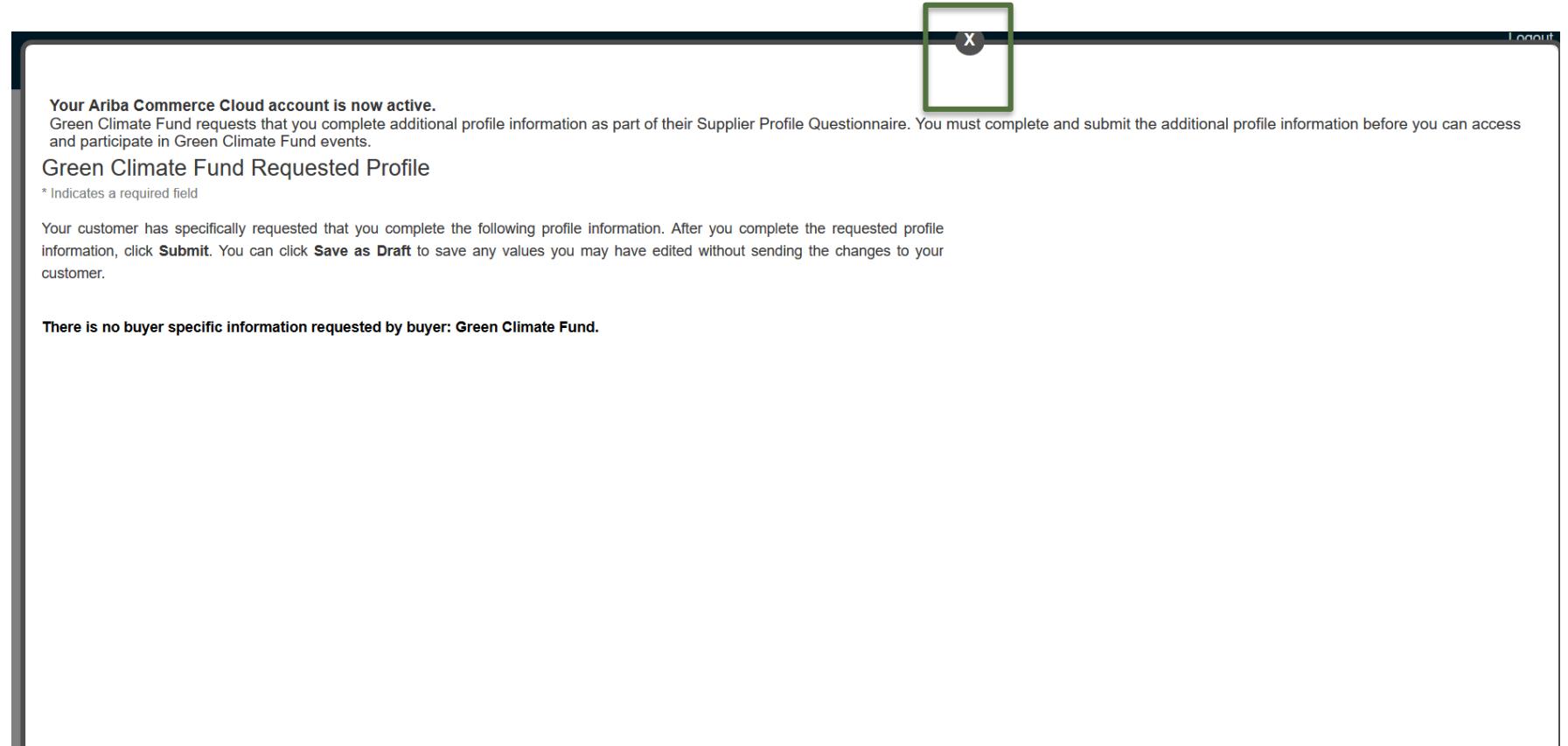
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=klGukjnBsXmfxJMM9Yfa36KBSZD0CFzz&anp=Ariba&app=Sourcing>

After your registration process is complete, use the following URI to log in to your



Company Information

Close the popup message

A screenshot of a web page titled "Company Information". At the top right, there is a "Logout" link. A green rectangular box highlights a close button (an 'X' icon) in the top right corner of the main content area. The main content area contains the following text:

Your Ariba Commerce Cloud account is now active.
Green Climate Fund requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the additional profile information before you can access and participate in Green Climate Fund events.

Green Climate Fund Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

There is no buyer specific information requested by buyer: Green Climate Fund.



Company Information

Ariba Sourcing

Company Settings | John Williams | Help Center | Logout

Company Profile

Save | Close

Basic (3) | Business (2) | Marketing (3) | Contacts | Certifications (1) | Customer Requested | Additional Documents

* Indicates a required field

Customer	Customer Requested Profile Information
Green Climate Fund	Complete

Public Profile Completeness: 35%

- Short Description
- Website
- Annual Revenue
- Certifications
- D-U-N-S Number
- Business Type
- Industries
- Company Description
- Company Logo

Share Your Public Profile

[Click here to get your Ariba badge.](#)

Please fill the additional information as highlighted and Save

Once filled Click Close to go to Dashboard




Company Information

1. After Submitting your Company information, Please send **email to GCF procurement** with the **Event details** that you would like to participate.
2. Once Approved you will receive notification and invited for Request for Proposal (RFP)/Request for Quotations (RFQ/ Invitation to Bid (ITB events.

A screenshot of the Ariba Sourcing interface. The top navigation bar is dark blue with the text "Ariba Sourcing" on the left and "Company Settings", "John Williams", and "Help Center" on the right. Below the navigation bar, the "GREEN CLIMATE FUND" profile is displayed. It includes a section for "Green Climate Fund Requested Profile" with a message that all required fields have been completed and a link to "View customer requested fields". Another section, "Public Profile Completeness", shows a progress bar at 45% and a link to "Enter your website to reach 50%". Below this, it states "10 leads match your company profile" with a "View Matched Leads" button. A large green-bordered box on the right contains a message: "Your requested profile information has been submitted to Green Climate Fund and is pending approval. Contact Green Climate Fund if you are unsure of their registration policies and procedures. If you want to increase your chance at new business opportunities with other companies, click the Public Profile Completeness link and complete your public profile." The Green Climate Fund logo is visible in the top right corner of the interface.

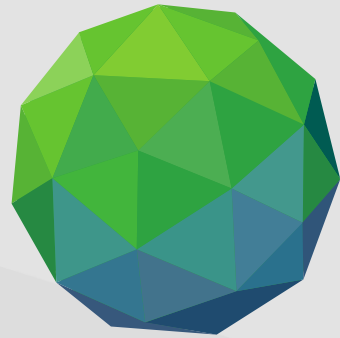


Supplier Login

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FUND**