This Supplier Quick Guide shows you how to...

REGISTER WITH VESTAS IN Ariba

...in four simple steps

1. Access the registration form
2. Fill in the registration form
3. Add bank details
4. Complete and submit registration
1. ACCESS THE REGISTRATION FORM

Step-by-step

1. You will receive an invitation email from the Ariba Administrator: mailto:no-reply@eusmtp.ariba.com.
2. In the email, click on the ‘click here’ link.
3. You are directed to a page where you will be asked to log in.

Tips & Tricks

- You may also check your spam inbox if you are not able to see any email in your primary inbox.
- If you have not already created an Ariba account, select ‘Sign up’ in step 3.
2. FILL IN THE REGISTRATION QUESTIONNAIRE

**Step-by-step**

Start to fill out the Vestas Supplier Registration Questionnaire, including:

1. Company questions
2. Supplier contact information
3. Tax details and tax form
4. Payment Type (bank transfer or cheque)

**Illustration**

• You will be directed to the registration questionnaire directly, once you have created your Ariba Account.

**Tips & Tricks**

• You will be directed to the registration questionnaire directly, once you have created your Ariba Account.
3. ADD BANK DETAILS

**Step-by-step**

1. Click on ‘Add Bank Details’ to provide your banking information.
2. You will be directed to a separate page, where you click on ‘Add Bank Details’.
3. Provide your bank information and attach the required file. Click ‘OK’ once done.

**Illustration**

- 1. Click on ‘Add Bank Details’.
- 2. Enter the required details.
- 3. Click ‘OK’.

**Tips & Tricks**

- Depending on your selected payment type, banking details view may change.
- (*) indicates a required field.
4. COMPLETE AND SUBMIT REGISTRATION

**Step-by-step**

1. When you have provided your bank information, you are returned to the ‘Confirmations and Agreements’ section in the registration form.
2. Once you are done completing the required fields, click on ‘Submit Entire Response’
3. Click ‘OK’ to close and confirm the process.

**Tips & Tricks**

- You will get an email notification once you successfully submitted the registration.
- Your registration is subject for review and approval by Vestas. You will receive an email notification if you need to revise or edit your registration.
NEED HELP?

Support is available!

For questions or technical support please contact the Vestas SSC Ariba team

For information and guides from the Digital Procurement program in Vestas, visit our website

For general Ariba resources, visit the Ariba Supplier Portal