How can I reset a Password on the Ariba Supplier Portal.

Overview

The objective of this document is to guide our suppliers through the Ariba process for reset your user and password.
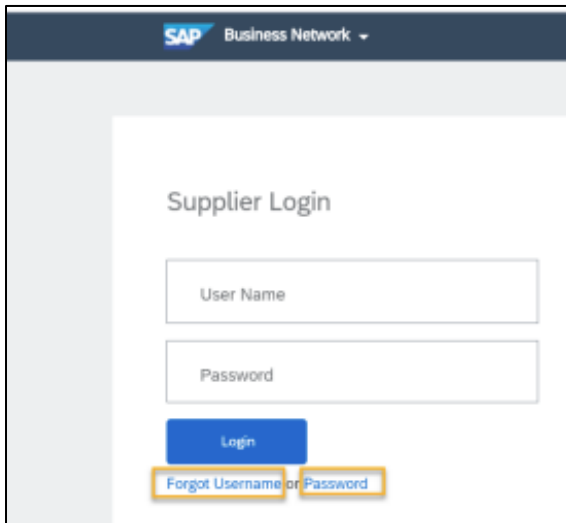
Important Notes

1. The supplier registration process is managed by the supplier in Ariba through the Ariba Network. Technical assistance if needed would be provided by Ariba. This document covers the registration process from the supplier's point of view in relation to the data we require for completion of the registration.
2. For any assistances from Huntsman about this process; please reach out to: SLP_Admin@huntsman.com
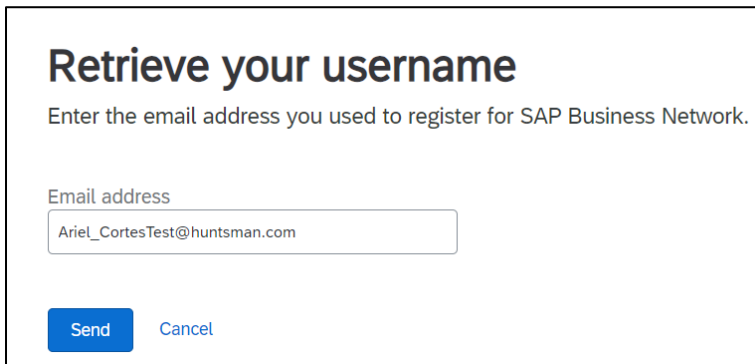
How can I reset a password on Ariba Supplier Portal

Step by Step Guidance.

1. Go to: https://supplier.ariba.com.
2. Select "Forgot Username" if you are aware of the password. Else select "Password" if you need to reset the same.

3. Add the primary email that is linked with the registration and click "Submit".

4. You are going to receive an email from Ariba system sends an email to the primary email ID. If you need to reset the password, then "Click here" which will open a new window to reset your password. Make sure you select the account used for Huntsman. If you only have one account, just click into the link.

Example 1:

[EXTERNAL] Ariba Account Password Reset Information

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To ● Ritesh Godambe

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

SAP Ariba

Reset your password

Hi ritesh_godambe@huntsman.com,

Choose the account you want to reset the password for, and go to the corresponding link to reset your password.

User ID	Password reset link
test10-ritesh_godambe@huntsman.com	Click Here
test4-ritesh_godambe@huntsman.com	Click Here

Example 2:

Dear Ariel Cortes,

Your password reset request to access the Ariba Commerce Cloud has been processed. To complete the password reset process, click the following link to confirm your email address and enter your new password:

https://service.ariba.com/Authenticator.aw/ad/pswdReset?
key=RXMEoQ4olmxXsAKTVGcbauGkDaotdOpf&anp=Ariba&app=Sourcing

Important: The link will expire in 24 hours.

If this link doesn't work, please copy and paste it into your browser's address bar.

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

5. Change the password as per the logic mentioned in green.

6. After clicking on "Submit" you get the below screen which shows password has been reset.

7. Note: Ariba does not allow duplicate Username (case sensitive) though having the same primary email ID. So, whenever the supplier signup with the email during the signup process the supplier should create a different username and proceed.

The email ID remains the same though the username should be different than already registered earlier. Also, you can combine all the username into one account through your login itself.