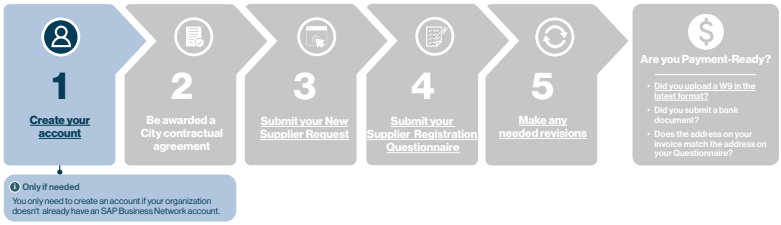
Become a Registered City of Portland Supplier

Follow these steps to be ready to do business with the City and receive payments.



1. Tutorial Title

Create account for the Portland Supplier Portal

2. Estimated Completion Time

10 minutes

3. Purpose / Overview

How to create an account for the Portland Supplier Portal to respond to bid opportunities. The City's Portland Supplier Portal uses the SAP Business Network, and creating an account is the first step to

1. Respond to or be notified of City of Portland solicitations and
2. Submit your Supplier Registration Questionnaire

4. Audience

Businesses who want to respond to bid opportunities at the City of Portland and Submit a Supplier Registration Questionnaire. You have the opportunity to add and update contacts within your organization using these instructions: Written instructions | Video Instructions. Here's an additional video highlighting user management best practices.

5. What you may need before you begin

You may need the following to complete this tutorial.

- If your organization is already has an account with the SAP Business Network, you will need the username and password to login. Go to your organization's SAP Business Network account administrator for assistance.
- Company Name
- Company Address
- Name of the account administrator for your organization
- Email address of the account administrator for your organization

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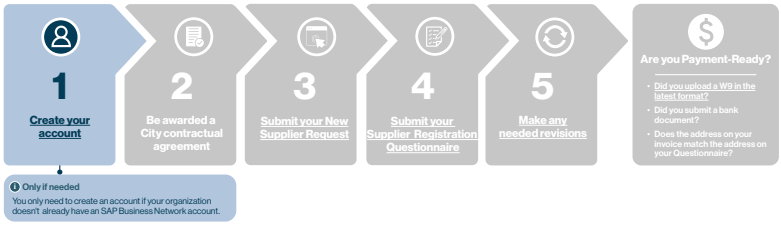
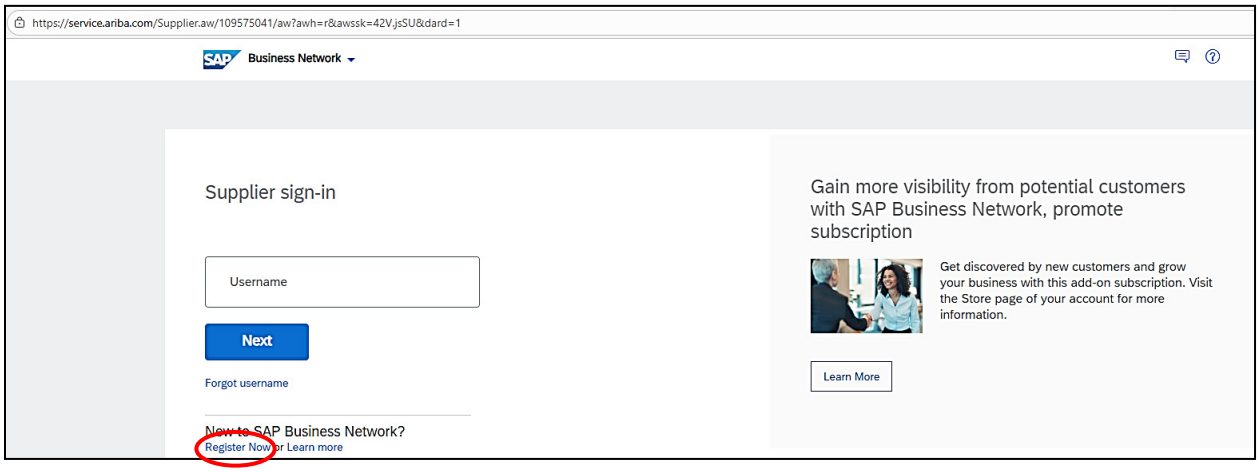


6. Step-by-Step Instructions

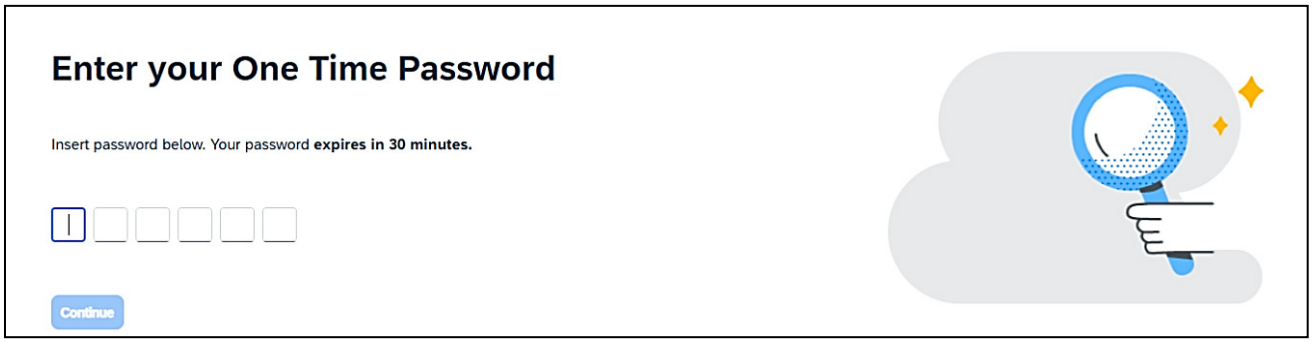
1. Navigate to https://supplier.ariba.com/. Click the "Register Now" link. Alternatively, if you already have an existing account with the SAP Business Network, sign in.



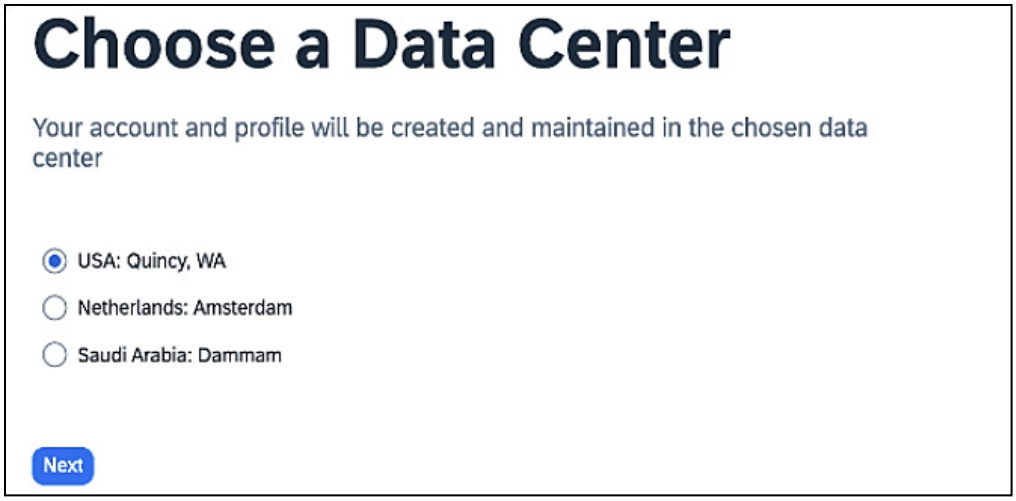
2. Enter email address. Click the checkbox "User consents to store this email ID." The email ID will be stored so that you can access your account in the future. Click "Continue."

3. Navigate to your email. A one-time password is sent to the email address from noreply@us.bn.cloud.ariba.com. It may take a few minutes to send and will look like the example below.

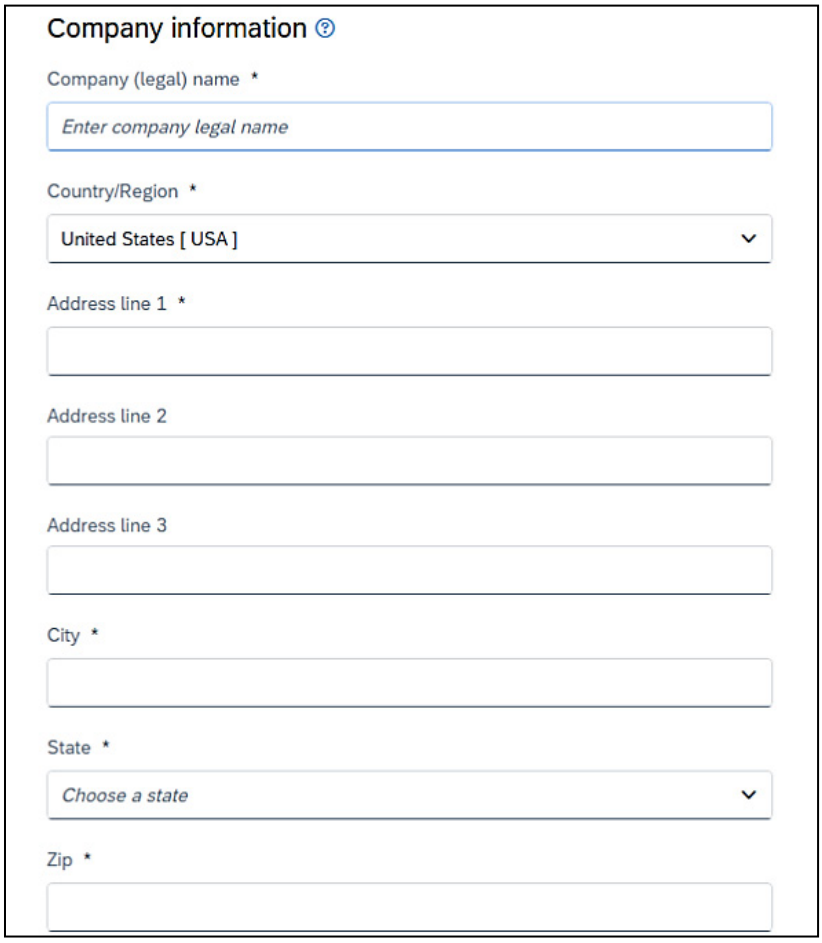
4. Navigate back to the registration's email verification screen. Enter the one-time password from your email. Click “Continue.”



5. Choose a data center then click “Next” to fill in company information.



6. Enter your company name and address.



7. Enter the company's account administrator's first and last name and email address. Check "Use my email as my username." Best practice is to use your email as your username to simplify the login information.

   - Enter your password. Then reenter password in "Repeat password." Password must contain upper and lower case letters, numbers, and symbols.
   - Select "business role" and check the three checkboxes after reading the Terms of Use and Privacy Statement.
   - Click "Create account."

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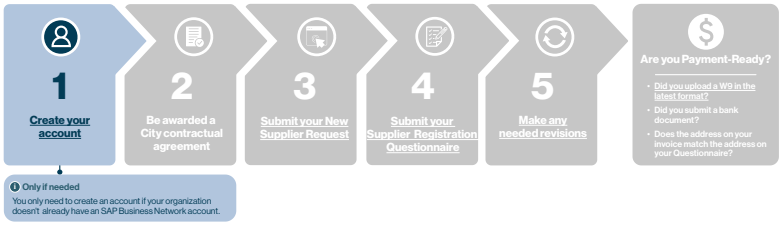
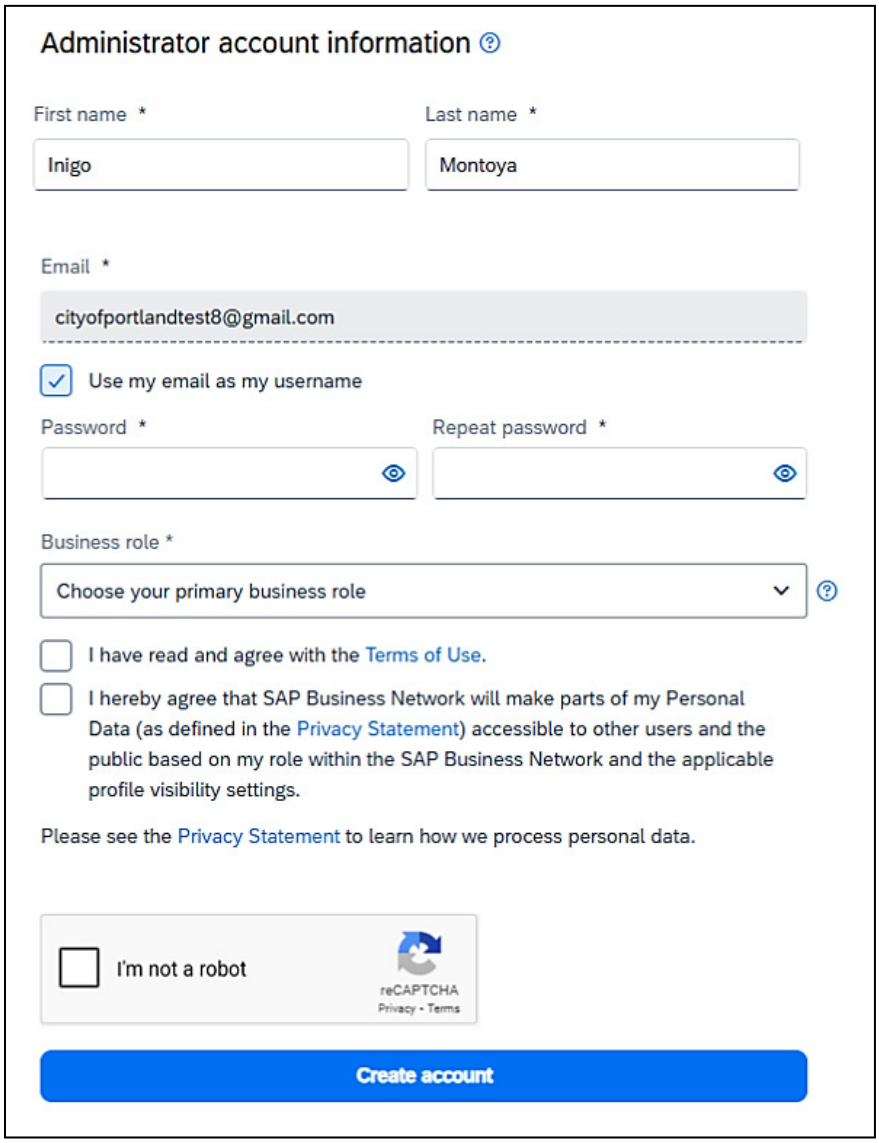
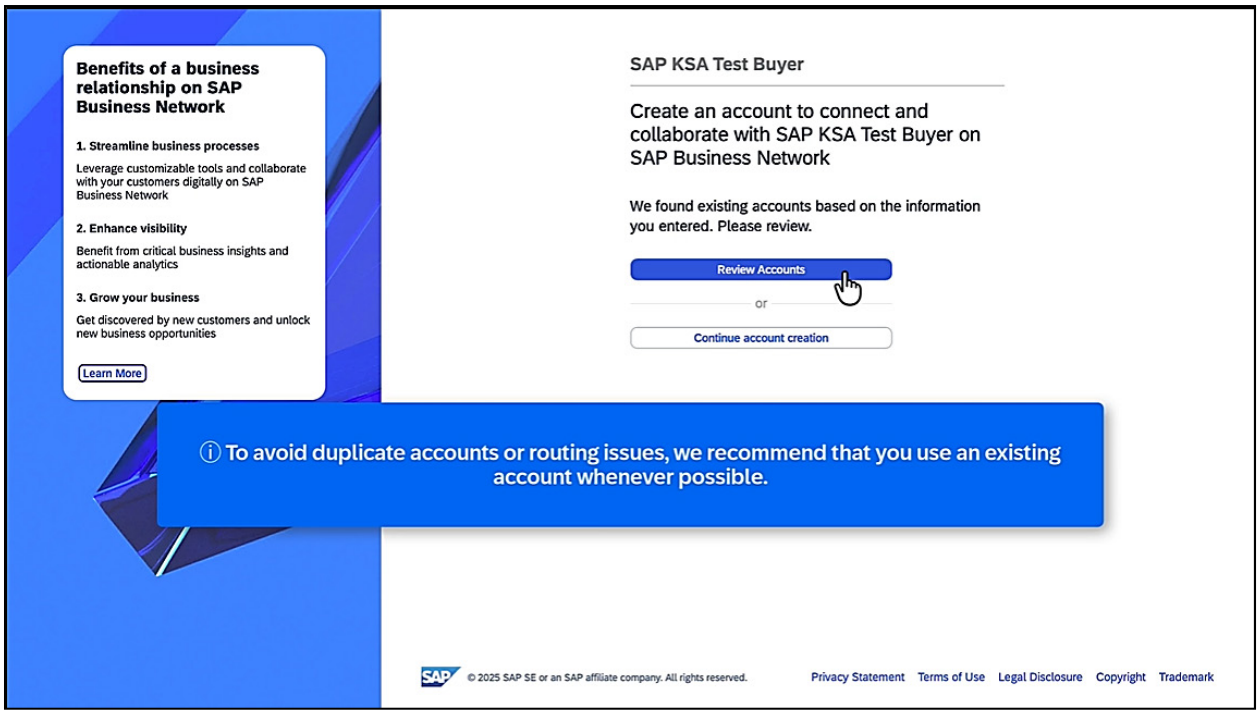


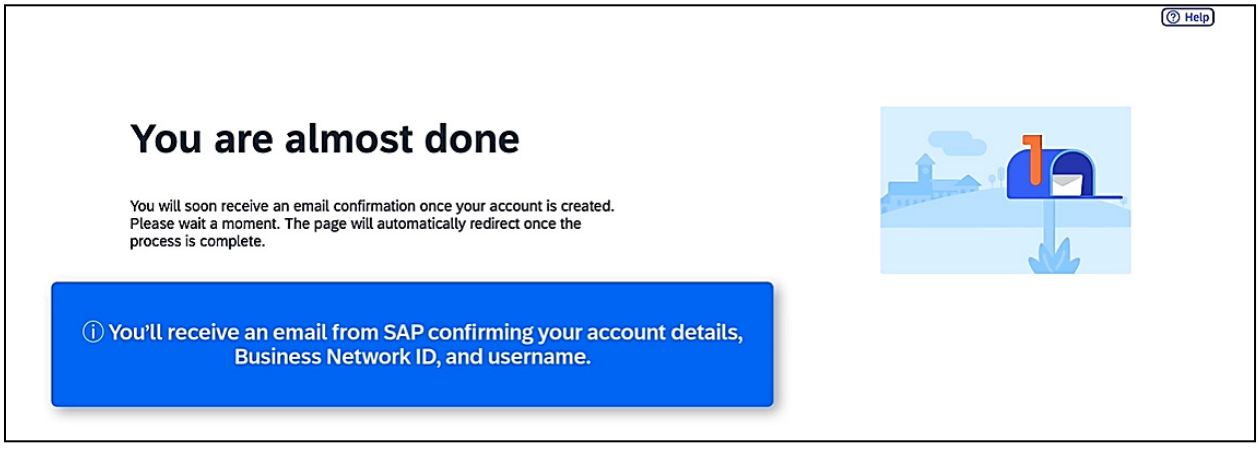
Tip: If you are unable to create the account, check the fields above to confirm there are no red highlighted errors and the required checkboxes are selected.



8. After you click "Create account," you may be prompted to review existing accounts before creating a new one. To avoid duplicate accounts or routing issues, we recommend that you use an existing account whenever possible. Otherwise, click "Continue account creation."



9. You'll receive an email from SAP confirming your account details, Business Network ID, and username.



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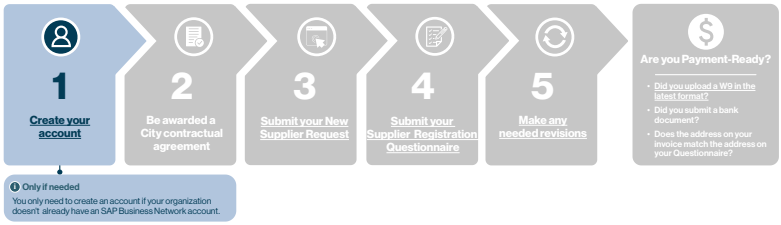
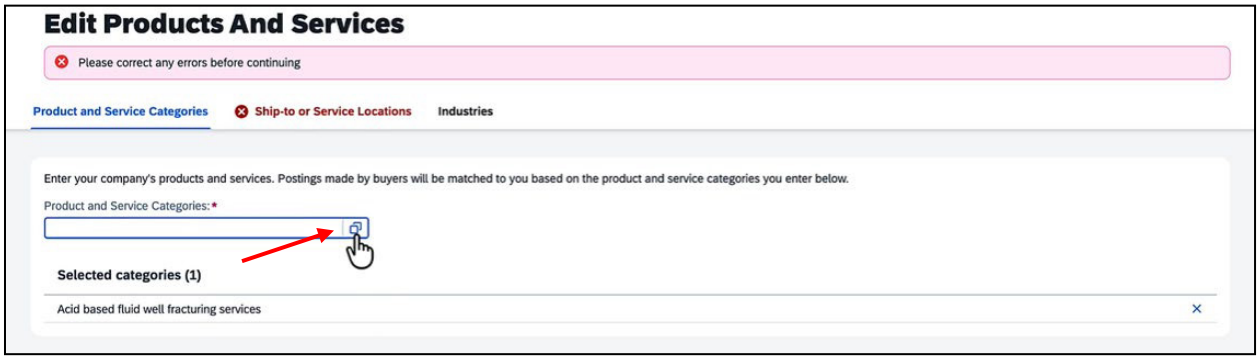
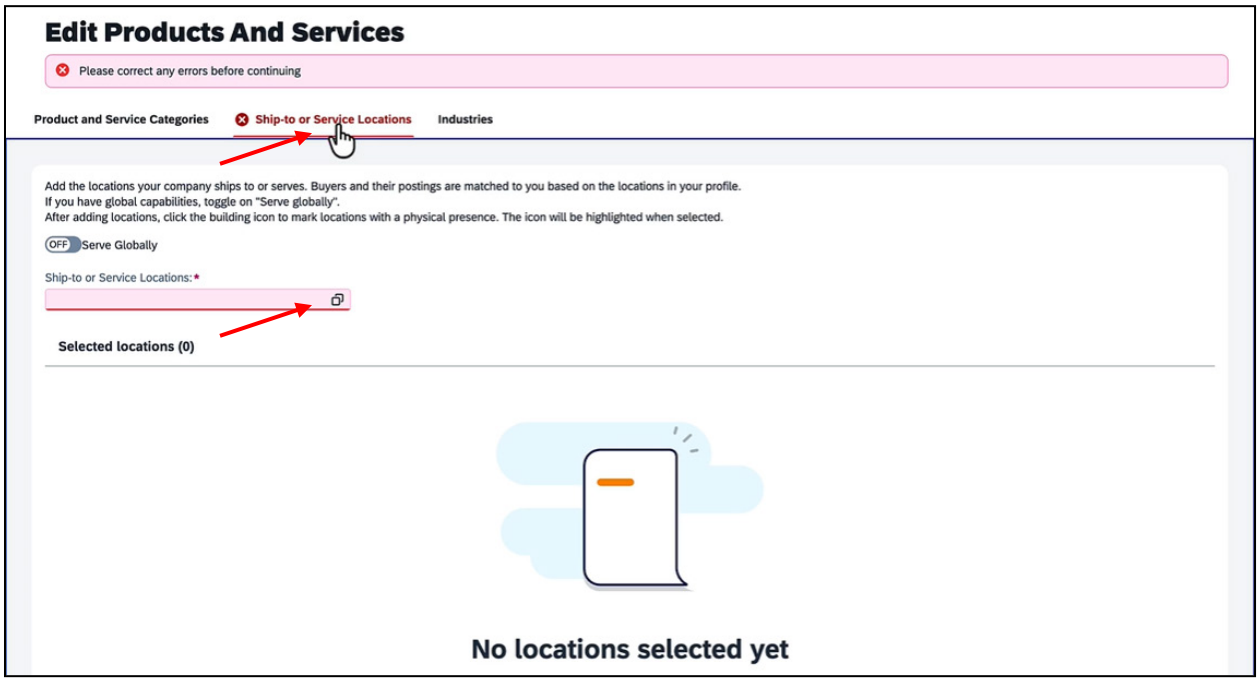


10. After you register, you'll be asked to update your company profile by choosing a product or service that your company provides and the ship-to or service location. You can search for categories or select one from the list.





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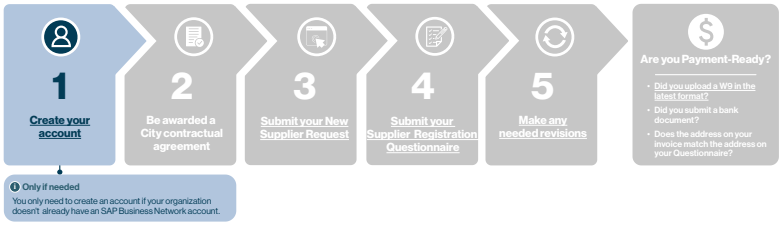
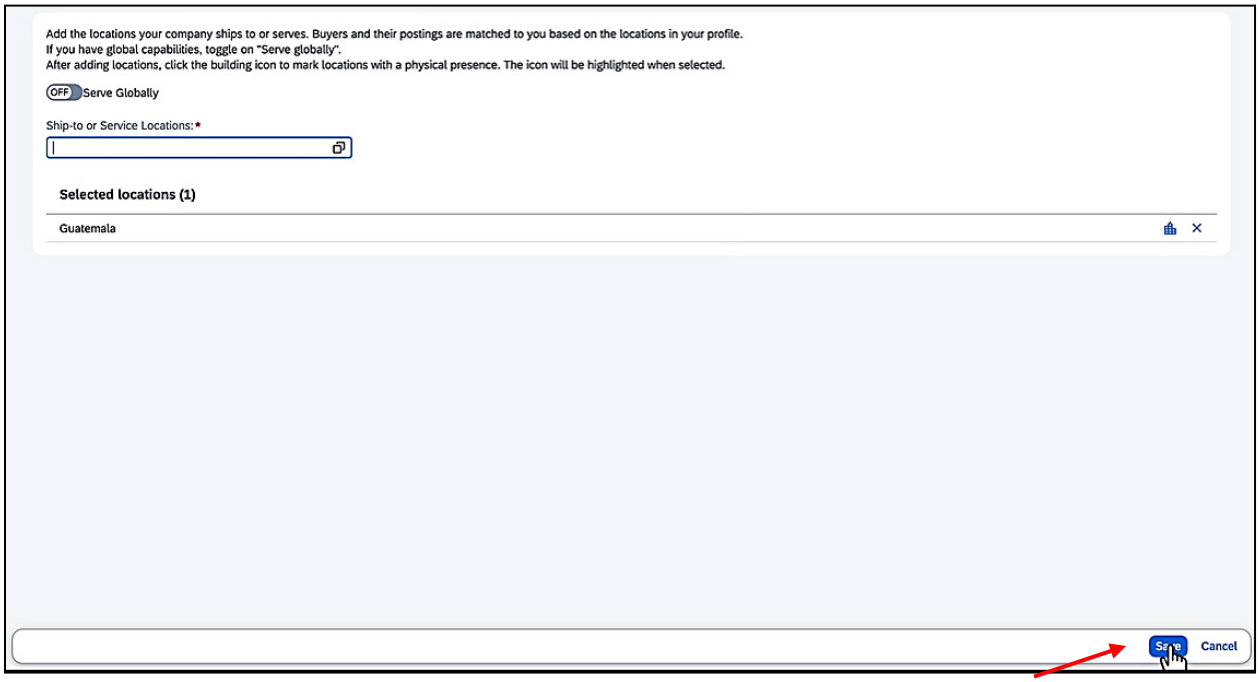
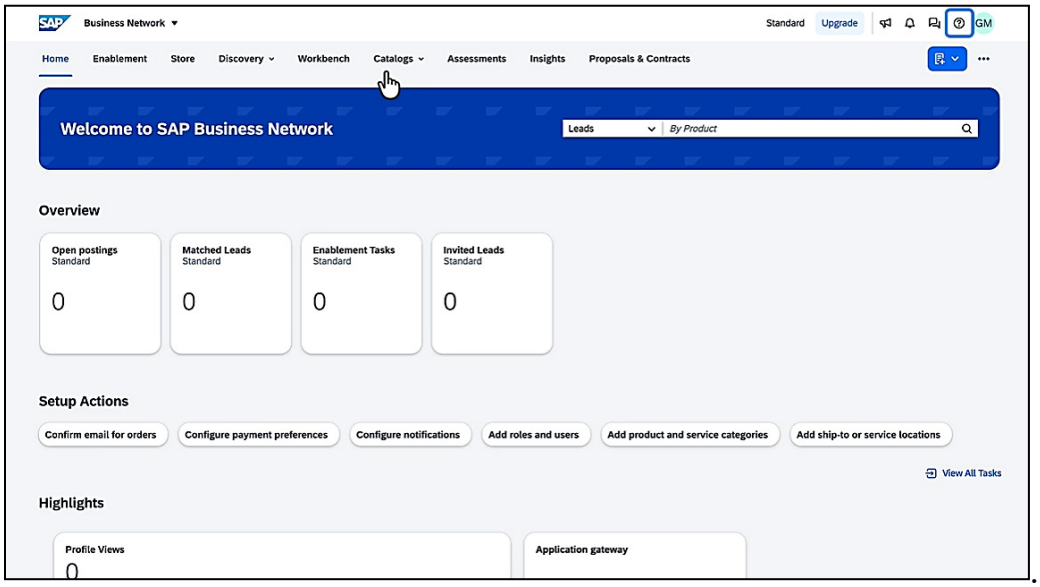
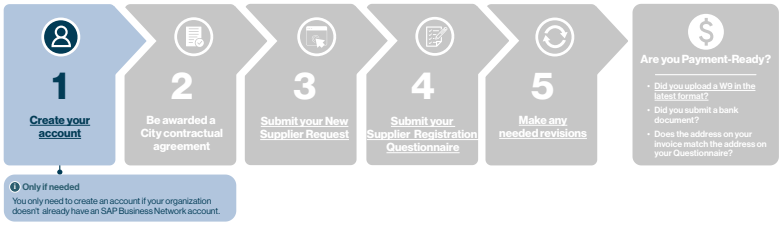


11. Click “Save.” Once finished, you will be redirected to your account dashboard.



12. Please note that your home screen may look like the example below.





7. Troubleshooting & Support

Those with an active or expired contract with the City of Portland may have a migrated account. We received feedback that those suppliers struggle with creating an account. We are here to help!

- Schedule a one-on-one session (phone call, virtual or in-person) with our Support Team
- Visit the City of Portland's Support Center for more support resources for businesses

You may create an account for reasons not related to submitting a proposal, which may include receiving payments for easement, grants, housing loan, legal settlement, medical or health care, real estate sale, or rent

If your purpose for creating an account is to receive payments not related to procurement, please schedule a one-on-one session with our Support Team.

Similar tutorial from SAP for SAP Business Network Registration: Written | Video (select Video 17 in the playlist on the right)

8. FAQs

Visit the Frequently Asked Questions on the City of Portland's Support Center.

9. Version & Update History

Version 2.0 – Updated screenshots to be clearer and combined phone call, virtual, and in-person support sessions together.

Version 3.0 – Included selection of Data Center in step 6.5 and new user interface of the home screen in step 6.9.

Version 4.0 – Updated screenshots to include updated steps.