

Creating Dominion Energy Specific Ariba Network Login Credentials

Because there is no cost to transact with Dominion Energy, you'll need to create a separate, unique Ariba Network Account (ANID) even if you've already established an account on the Ariba Network.

Create DE Specific ANID (no other ANID):

1. Click the link from the Dominion Energy email invitation
2. This will bring up the next screen – click Sign Up

Welcome, [redacted]

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **Dominion Energy Resources Inc.** on SAP Ariba.

Dominion Energy Resources Inc. uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Dominion Energy Resources Inc..

Already have an account? [Log in](#)

[Sign up](#)

3. Validate your address & Company information – DO NOT ENTER YOUR DUNS#:

SAP Ariba Proposals & Questionnaires

Create account [Create account and continue](#) [Cancel](#)

First, create an SAP Ariba supplier account, then complete questionnaires required by Dominion Energy Resources Inc..

Company information

* Indicates a required field

Company Name:*

Country: United States [USA]

Address:*

Line 1

Line 2

Line 3

City:*

State: Alabama [US-AL]

Zip:*

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.

4. **UNCHECK** Use My Email as My Username and **create a new Username**. **IMPORTANT!** Username must be in the **format of an email address**. Try using another variation of your name formatted as an email address as your new Username. For example: if your email address is johndoe@abc.com – try using jdoe@abc.com as your new Username.

User account information

* Indicates a required field

Name:*

Email:*

Use my email as my username

Username:*

Password:*

Enter Password

Repeat Password

Language: English

SAP Ariba Privacy Statement

Must consist of minimum 8 characters including letters and numbers. ⓘ

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

UNCHECK USE MY EMAIL AS MY USERNAME

YOU NEED TO CREATE A NEW USERNAME (NOT YOUR CURRENT EMAIL ADDRESS)

5. Complete required fields ONLY – DO NOT ENTER YOUR DUNS#

Tell us more about your business

Product and Service Categories:* -or- [Browse](#)

Ship-to or Service Locations:* -or- [Browse](#)

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

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 Create account and continue 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](#)

6. Click **Create Account and Continue**

This will hook your profile to the Dominion Energy Ariba Network account and grant you access to view/respond to any sourcing events or questionnaires. Once you complete the full vendor registration and submit it back to us, we can begin the approval process and create a vendor number.

Create DE Specific ANID (Already Has ANID)

1. Click the link from the Dominion Energy email invitation
2. This will bring up the next screen – click Sign Up

Welcome, [redacted]

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Sign up as a supplier with **Dominion Energy Resources Inc.** on SAP Ariba.

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Already have an account? [Log in](#)

[Sign up](#)

3. Validate your address & Company information – DO NOT ENTER YOUR DUNS#:

SAP Ariba Proposals & Questionnaires

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Dominion Energy Resources Inc.

[Create account and continue](#) [Cancel](#)

Company information

* Indicates a required field

Company Name:*

Country: United States [USA]

Address:*

Line 1

Line 2

Line 3

City:*

State: Alabama [US-AL]

Zip:*

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.

4. A match will be presented, click Continue Account Creation

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
YOUR COMPANY NAME	NAME@EMAIL.COM			

5. **UNCHECK** Use My Email as My Username and **create a new Username**. **IMPORTANT!** Username must be in the **format of an email address**. Try using a variation of your email address as your new Username. For example: if your email address is johndoe@abc.com – try using johndoe.ariba@abc.com as your new Username.

User account information

* Indicates a required field

SAP Ariba Privacy Statement

Name:*

Email:*

Use my email as my username

Username:*

Password: Enter Password

Repeat Password

UNCHECK USE MY EMAIL AS MY USERNAME

YOU NEED TO CREATE A NEW USERNAME (NOT YOUR CURRENT EMAIL ADDRESS)

6. Complete required fields ONLY – DO NOT ENTER YOUR DUNS#

Tell us more about your business

Product and Service Categories: -or- [Browse](#)

Ship-to or Service Locations: -or- [Browse](#)

Tax ID: Enter your nine-digit Company Tax ID number.

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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.

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