

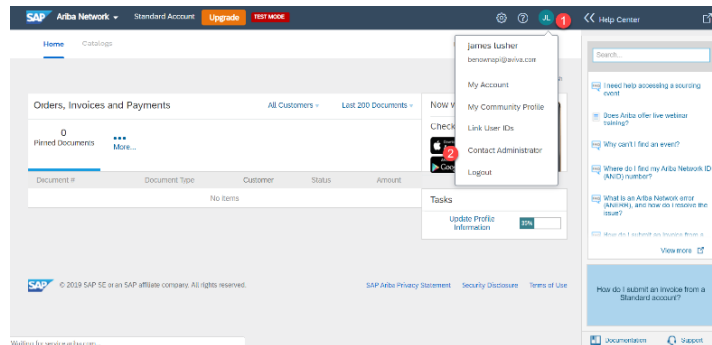
The Aviva Supplier Registration Guide

Aviva has launched its Supplier Registration Form on The Ariba Network! The form is used to capture key company level information about your organisation and gives you the ability to self-serve your own banking and payment information. The Supplier Registration Form is in addition to the Trading Relationship we already have, or will have, established with you on the Ariba Network.

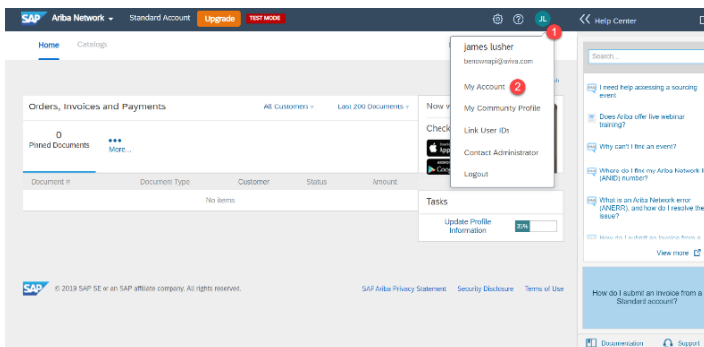


This guide is designed to help you perform useful Ariba Network Account Administration Tasks

1. To find your Ariba Network Administrator follow steps 1 & 2 (right)
2. If you are the Account Admin but want to transfer that role to somebody else in your organisation, watch this video: [Ariba YouTube Account Administrator Change](#)
3. An account Administrator can add new users and assign appropriate roles. To see how watch this video: [Ariba YouTube User Admin](#)



4. To manage your account details including updating your username or change your password follow steps 1 & 2 (below)



5. To see a range of short video tutorials on key actions on your Ariba Network profile go here: [Ariba YouTube How to manage your account](#)

Further Information

- If you have forgotten your Ariba Network Username or Password, go to this link <https://proposals.seller.ariba.com> and then click the "Forgot Username or Password" links.