

ARIBA NETWORK USER GUIDE



Engineering & Construction | Property Development | Infrastructure Concessions

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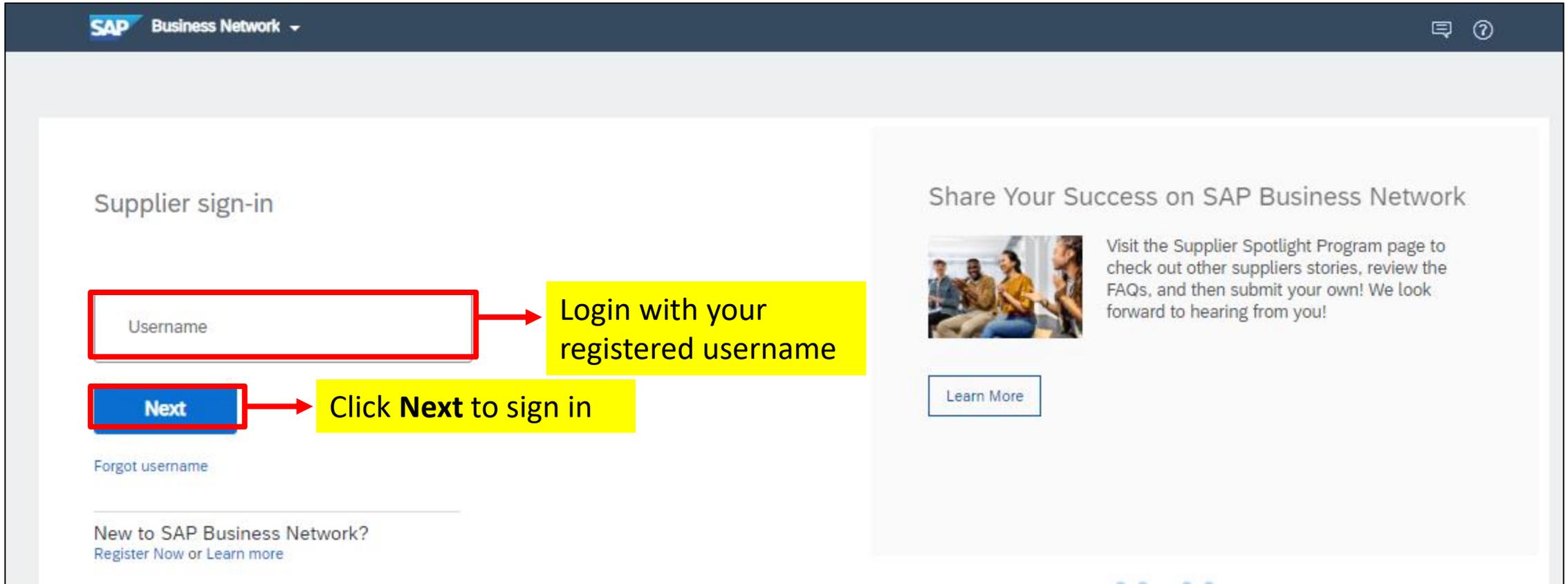
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How to Access Ariba Supplier Portal without invitation link

This section explains how to continue with your registration & process directly from the Ariba Supplier Portal

How to Access Ariba Supplier Portal without invitation link

Please visit the Ariba Supplier Portal via <https://service.ariba.com/>, then login with your registered username.



The screenshot shows the SAP Business Network Supplier sign-in page. The page has a dark blue header with the SAP Business Network logo and a dropdown arrow. On the right side of the header, there are icons for chat and help. The main content area is white and contains a 'Supplier sign-in' section on the left and a 'Share Your Success on SAP Business Network' section on the right. The 'Supplier sign-in' section includes a 'Username' input field, a 'Next' button, a 'Forgot username' link, and a 'New to SAP Business Network? Register Now or Learn more' link. The 'Share Your Success' section includes a photo of four people, a paragraph of text, and a 'Learn More' button. Annotations are present: a red box around the 'Username' field with an arrow pointing to a yellow box containing the text 'Login with your registered username'; a red box around the 'Next' button with an arrow pointing to a yellow box containing the text 'Click Next to sign in'.

SAP Business Network

Supplier sign-in

Username

Next

Forgot username

New to SAP Business Network?
Register Now or Learn more

Share Your Success on SAP Business Network

Visit the Supplier Spotlight Program page to check out other suppliers stories, review the FAQs, and then submit your own! We look forward to hearing from you!

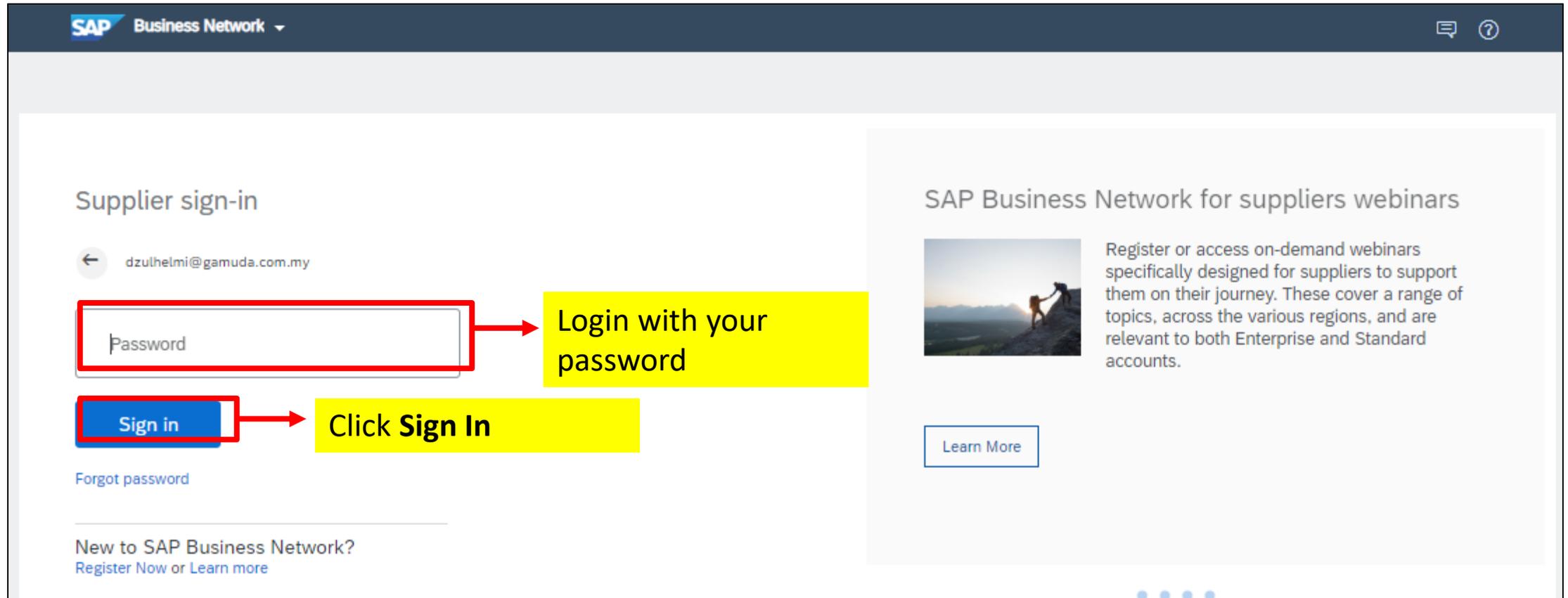
Learn More

Login with your registered username

Click Next to sign in

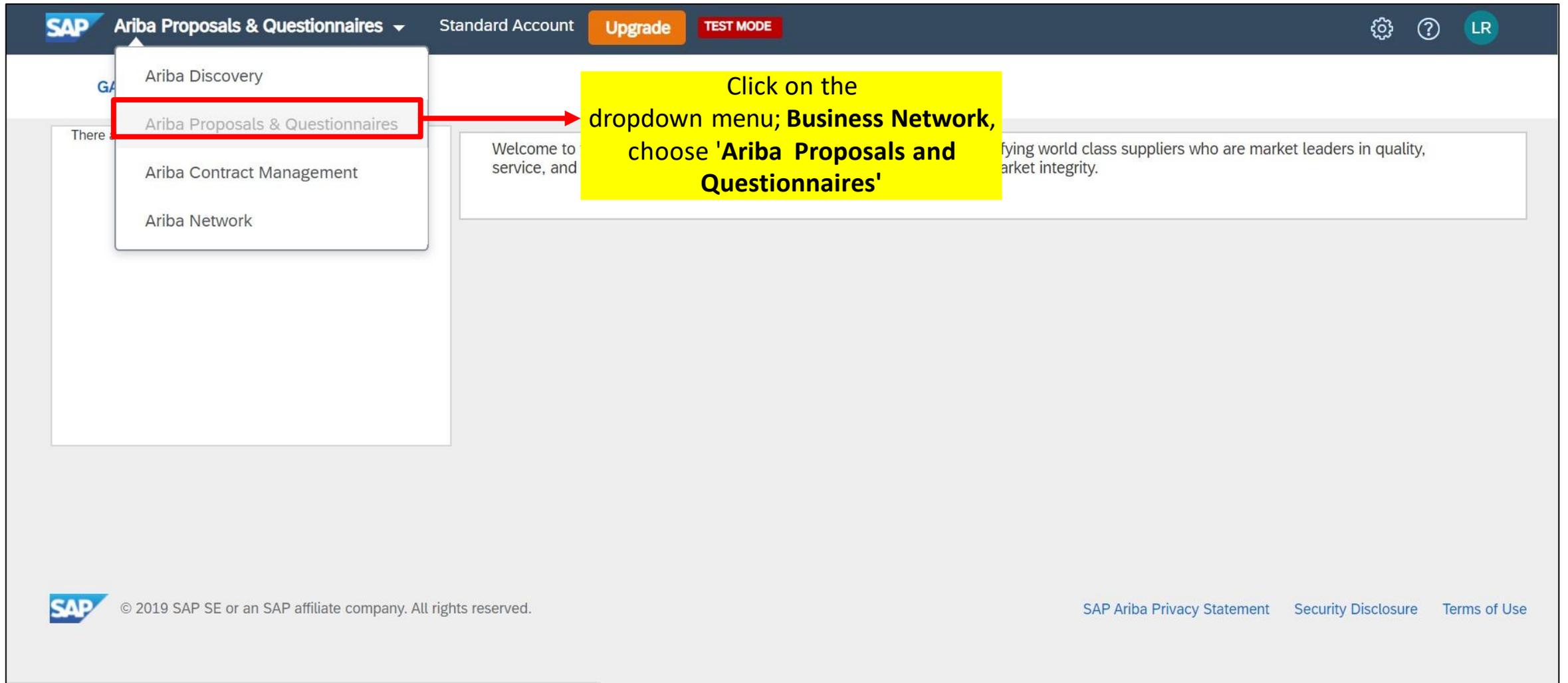
How to Access Ariba Supplier Portal without invitation link

Login with your password



The screenshot shows the SAP Business Network interface. At the top left, the SAP logo and 'Business Network' are visible. The main heading is 'Supplier sign-in'. Below it, the email address 'dzulhelmi@gamuda.com.my' is displayed. A red box highlights the password input field, with a red arrow pointing to a yellow box containing the text 'Login with your password'. Below the password field, the 'Sign in' button is highlighted with a red box, and a red arrow points to another yellow box containing the text 'Click Sign In'. To the right, there is a section titled 'SAP Business Network for suppliers webinars' with a small image of two people on a mountain and a 'Learn More' button. At the bottom right, there are four small blue dots.

How to Access Ariba Supplier Portal without invitation link



The screenshot shows the SAP Ariba Supplier Portal interface. At the top, there is a dark blue header with the SAP logo, the text "Ariba Proposals & Questionnaires" with a dropdown arrow, "Standard Account", an orange "Upgrade" button, and a red "TEST MODE" button. On the right side of the header are icons for settings, help, and a user profile labeled "LR".

A dropdown menu is open under "Ariba Proposals & Questionnaires", listing four options: "Ariba Discovery", "Ariba Proposals & Questionnaires" (highlighted with a red box), "Ariba Contract Management", and "Ariba Network". A red arrow points from this highlighted option to a yellow callout box.

The yellow callout box contains the text: "Click on the dropdown menu; **Business Network**, choose '**Ariba Proposals and Questionnaires**'".

The main content area below the header shows a "Welcome to service, and" message on the left and a partially visible text block on the right that reads "ifying world class suppliers who are market leaders in quality, market integrity."

At the bottom of the page, there is a footer with the SAP logo, the text "© 2019 SAP SE or an SAP affiliate company. All rights reserved.", and three links: "SAP Ariba Privacy Statement", "Security Disclosure", and "Terms of Use".

How to Access Ariba Supplier Portal without invitation link

You're now in the Gamuda Dashboard. Click on the questionnaire or event you want to update (the name will be in blue text).

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



[Home](#)

Events ☰

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Pending Selection (1)				
GBSG-MATERIAL-HARDWARD-DE142-080523	Doc3998534067	8/5/2023 15:30	Auction	No

Registration Questionnaires ☰

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier Registration Questionnaire	Doc3184943481	9/5/2023 15:37	Registered

Qualification Questionnaires ☰

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Qualification - Goods and Materials	Doc3184923242	4/10/2021 11:53	Air Compressor Plant 1015... View more	APAC Asia Pacific	Pending Qualification Approval
▼ Status: Open (1)					
Qualification - Miscellaneous	Doc4360593751	18/3/2024 19:03	Catering Food and Drink 2... View more	MY Malaysia	Qualification Started

Questionnaires ☰

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (4)					
Certificates Questionnaire for Australia	Doc4379220238	4/1/2024 16:15	(no value)	(no value)	Pending Approval

7

UPDATE ARIBA COMPANY PUBLIC PROFILE

This section explains how to change your Ariba Company Public Profile

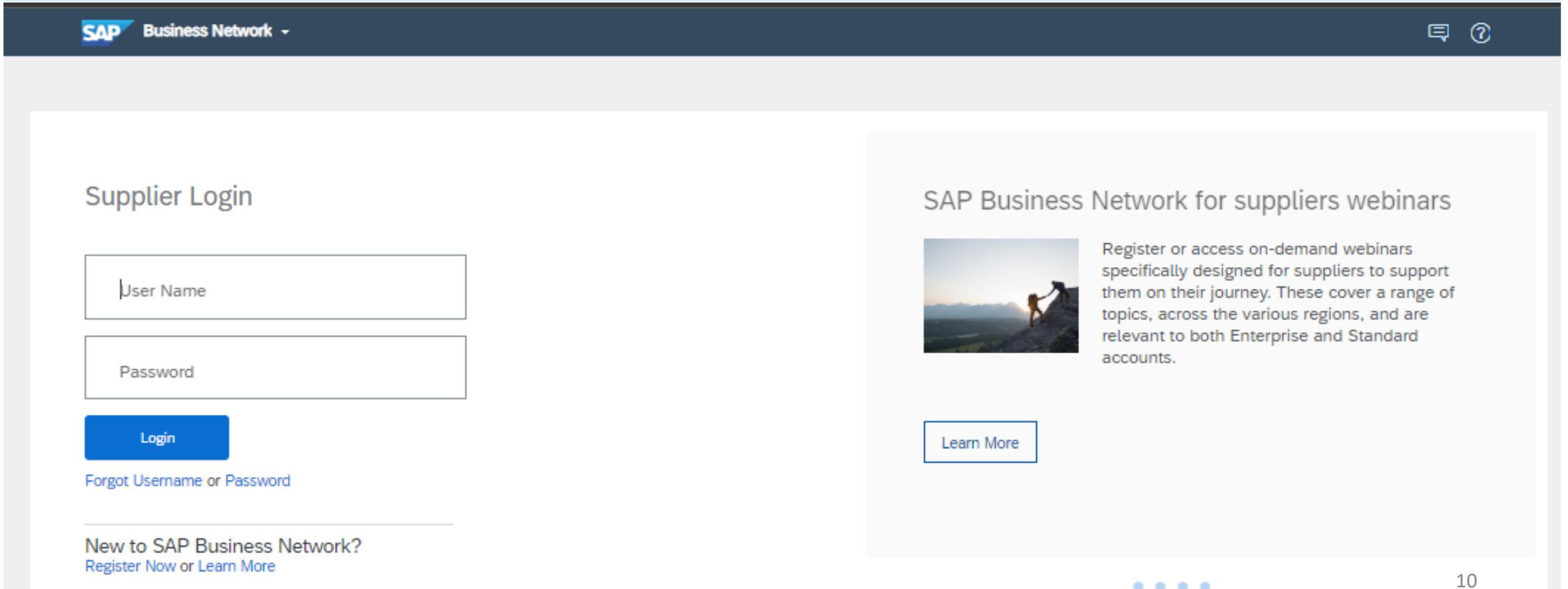


UPDATE Ariba COMPANY PUBLIC PROFILE

- Company Profile
- Product and Service Categories
- Ship-to or Service Locations, and Industries

Step 1 :

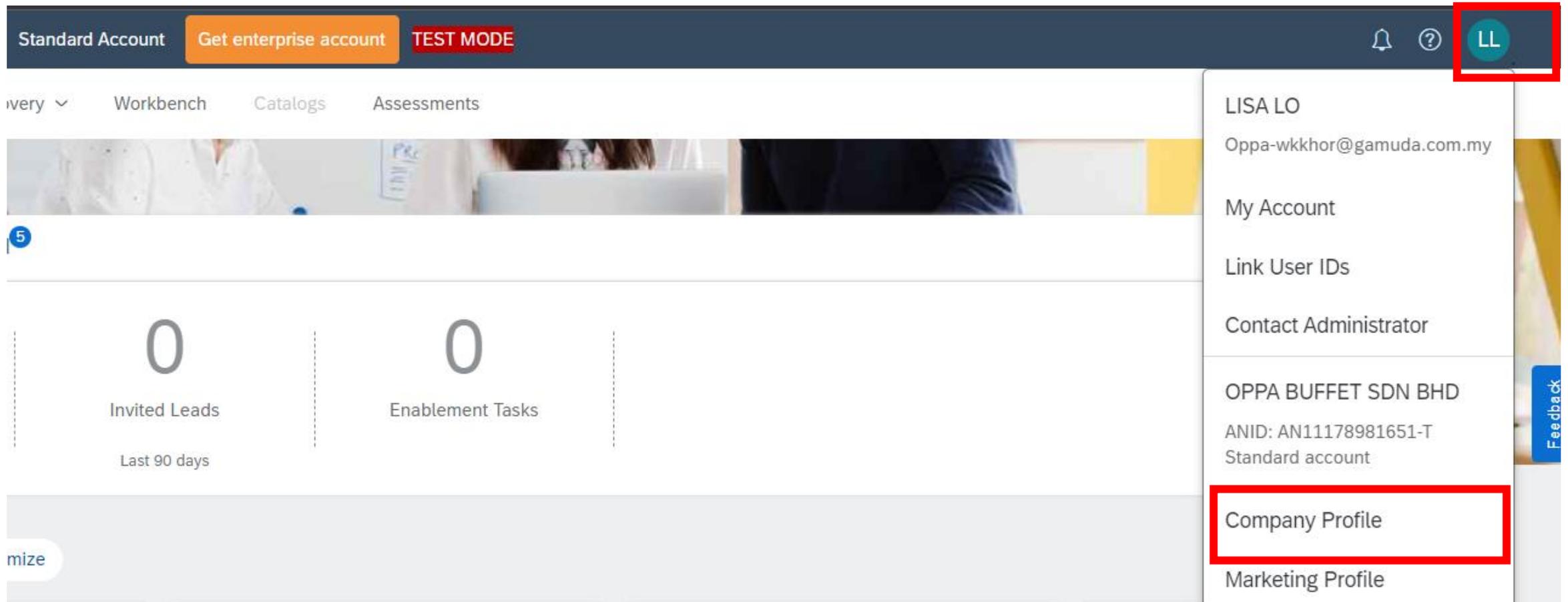
- Visit the site; <http://supplier.ariba.com/>
- Log in with your existing credential
- Click *Forgot Username* or *Password* if you wish to recover/reset.



The screenshot shows the SAP Business Network Supplier Login interface. At the top, there is a dark blue header with the SAP Business Network logo and navigation icons. The main content area is white and features a 'Supplier Login' section on the left with input fields for 'User Name' and 'Password', a blue 'Login' button, and links for 'Forgot Username or Password'. Below this is a section for new users: 'New to SAP Business Network? Register Now or Learn More'. On the right, there is a promotional banner for 'SAP Business Network for suppliers webinars' with an image of two people climbing a mountain, a text description, and a 'Learn More' button. At the bottom right, there are three small blue dots and the page number '10'.

Step 2 :

- On the Top Right of the screen, please click your **Account Settings** and click **“Company Profile”** from the drop-down list.



The screenshot displays the top navigation bar of the GAMUDA application. On the left, it shows 'Standard Account', 'Get enterprise account' (in an orange button), and 'TEST MODE'. On the right, there are notification and help icons, and a user profile icon labeled 'LL' which is highlighted with a red box. Below the navigation bar, the main content area features a navigation menu with 'Workbench', 'Catalogs', and 'Assessments'. A banner image shows people working at a computer. Below the banner, there are two large zero-count cards: 'Invited Leads' and 'Enablement Tasks', both for the 'Last 90 days'. At the bottom left, a 'mize' button is partially visible. On the right side, a dropdown menu is open from the 'LL' icon, listing options: 'LISA LO', 'Oppa-wkkhor@gamuda.com.my', 'My Account', 'Link User IDs', 'Contact Administrator', 'OPPA BUFFET SDN BHD', 'ANID: AN11178981651-T', 'Standard account', 'Company Profile' (highlighted with a red box), and 'Marketing Profile'. A vertical 'Feedback' button is also visible on the far right edge.

Step 3 :

- Update the **mandatory** fields * of your company details.

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Overview

Company Name: *

Other names, if any:

NetworkId: AN11178981651-T ⓘ

Short Description:
Characters left: 100 ⓘ

Website:

Public Profile: <https://discovery.ariba.com/profile/AN11178981651-T>

Privacy Statement: ⓘ

Address

Address 1: *

Address 2:

Postal Code: *

City: *

State:

Country/Region: *

Step 4 :

- Update Product and Service Categories

Product and Service Categories: **1** Click 'Browse' to select the Product and Service Category

2 Go to 'Search' Tab

Product and Service Category Selection

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Keyword: **3** Type in the keyword of your service / product, then click 'Search'

Search Results

- Hospitality Services > Restaurants & Catering > Banquet and catering services > **Catering services** **4** Tick the relevant category from Search Result
- Service Industry Equipment > Institutional Food Services Equipment > Storage and handling equipment and suppl...
- Hospitality Services > Restaurants & Catering > Banquet and catering services > Construction or work site catering services
- Mining, Oil & Gas Services > Well Drilling & Construction Services > Integrated services > Management and provision of all catering, cleaning, office and security services at location or platform
- Hospitality Services > Restaurants & Catering > Banquet and catering services

5 Click 'Add' to include the selected category. You may select multiple categories, just back to step 3 and search for another relevant category.

My Selections (1)

- Catering services (

6 Click 'OK' to proceed the next step

Step 5 :

- Update Ship-to or Service Locations

Ship-to or Service Locations: * -or- **1** Click 'Browse' to select the Ship-to or Service Location

Ship-to or Service Location Selection
 Select the territories that your company serves. If your company offers global coverage, choose Global.

Global **2** - Tick 'Global' if your company covered globally.
 Select Ship-to or Service Locations - Tick 'Select Ship-to or Service Locations' to select the specific location

Click a country/region to add and click the + icon. States or provinces are displayed after you click a country/region. Click OK to save your changes.

Western Europe >	Brunei Darussalam >	Johor
Eastern Europe >	Cambodia (Kampuchea) >	Kedah
Central Europe >	Indonesia >	Kelantan
Southern Asia >	Lao People's Democratic Republic >	Malacca
Southeast Asia >	Malaysia >	Perak
Eastern Asia >	Philippines >	Perlis
Central Asia >	Singapore	
Western Asia (Middle East) >	Thailand >	

3 Click the icon '+' to include the country or location

My Selections (0)

4 Click 'OK' to proceed next step

Step 6 :

- Click Save once you complete the updates.
- Public profile completeness less than 100% is fine, you may click Close to exit from updating the public profile.

Company Profile

Save

Close

i The Company Profile will be redesigned. [Learn more.](#)

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Overview

Company Name: *

Other names, if any:

NetworkId: AN11178981651-T *i*

Short Description:

Characters left: 100

Public Profile Completeness

35%

[Short Description](#)

[Website](#)

[Annual Revenue](#)

[Certifications](#)

[D-U-N-S Number](#)

[Business Type](#)

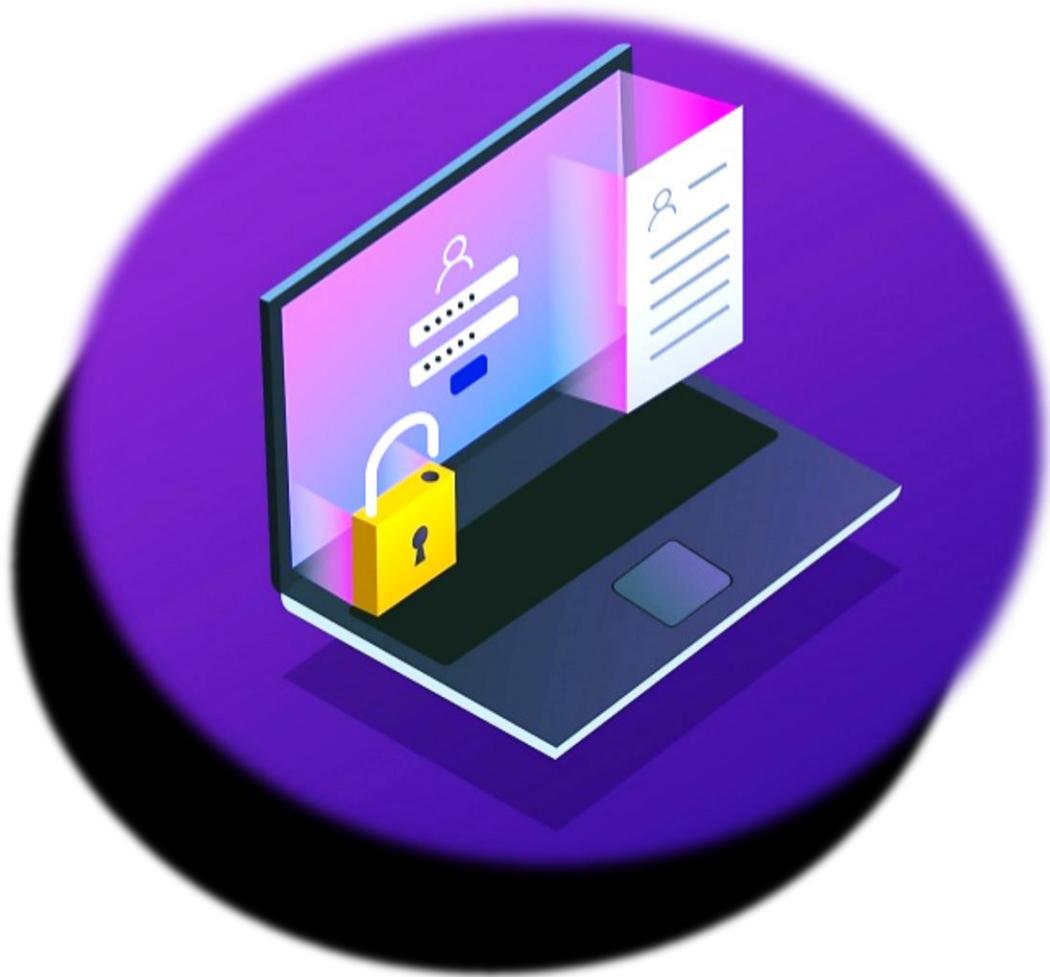
[Industries](#)

[Company Description](#)

[Company Logo](#) 15

UPDATE ACCOUNT INFORMATION

This section explains how to update your ARIBA Account Information

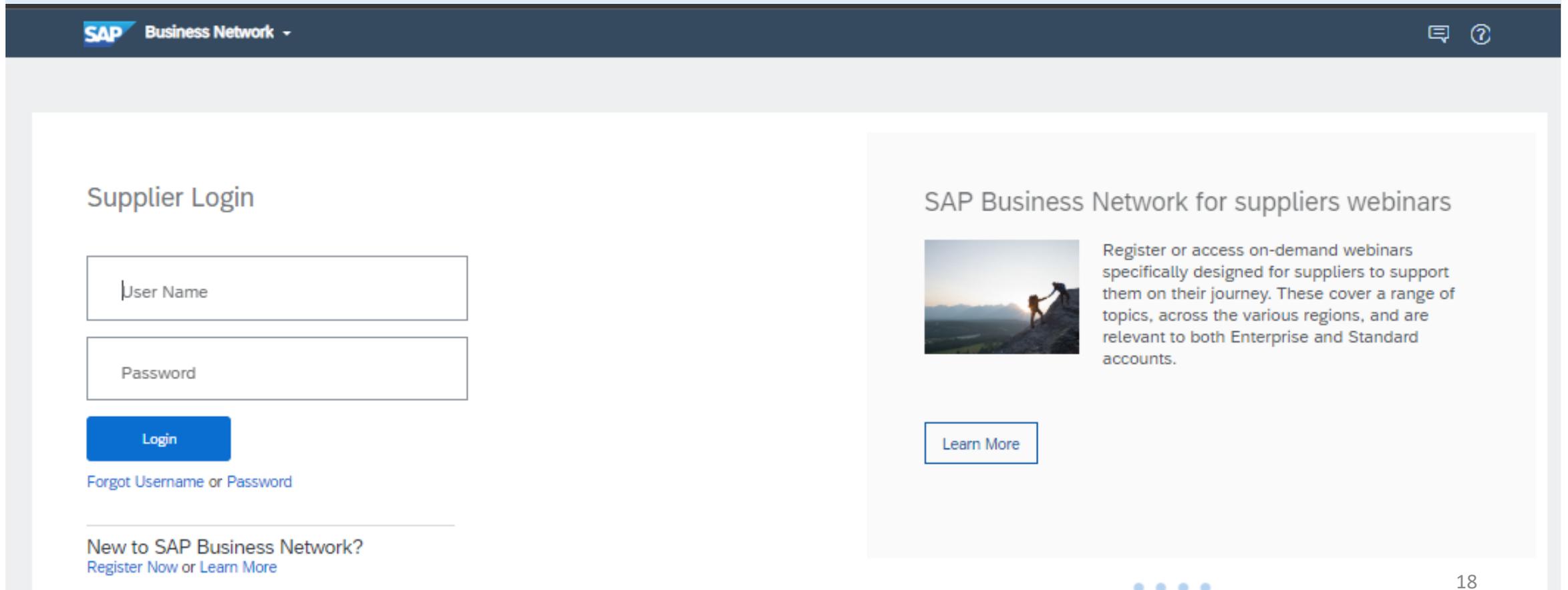


UPDATE ACCOUNT INFORMATION

- Username & Correspondence
Email Address
- Primary Contact Information
- Preference of Time
Zone/Currency/Language

Step 1 :

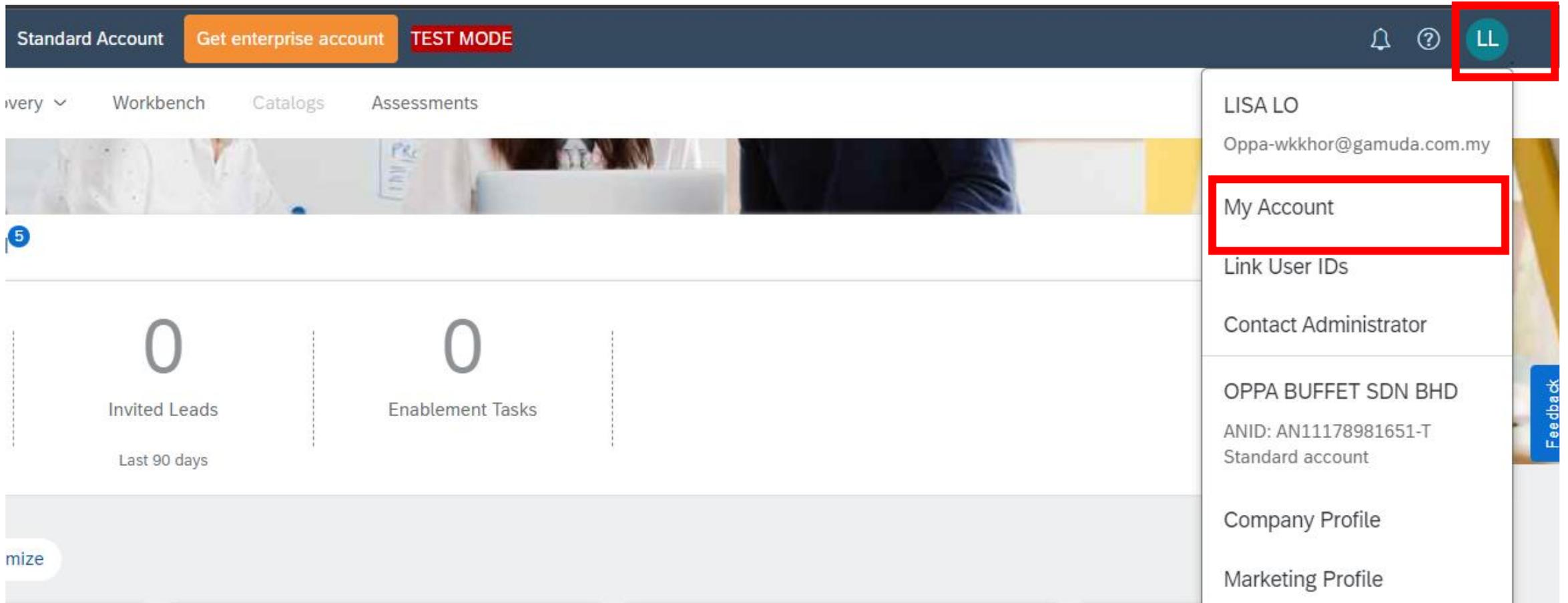
- Visit the site; <http://supplier.ariba.com/>
- Log in with your existing credential
- Click *Forgot Username* or *Password* if you wish to recover/reset.



The screenshot shows the SAP Business Network Supplier Login interface. At the top, there is a dark blue header with the SAP Business Network logo and navigation icons. The main content area is white and features a 'Supplier Login' section with two input fields for 'User Name' and 'Password', a blue 'Login' button, and a link for 'Forgot Username or Password'. Below this is a section for new users with the text 'New to SAP Business Network?' and links for 'Register Now or Learn More'. To the right, there is a promotional banner for 'SAP Business Network for suppliers webinars' with an image of two people climbing a mountain, a descriptive paragraph, and a 'Learn More' button. At the bottom right, there are three small blue dots and the page number '18'.

Step 2 :

- On the Top Right of the screen, please click your **Account Settings** and click **“My Account”** from the drop-down list.



The screenshot displays the top navigation bar of the GAMUDA application. On the left, it shows 'Standard Account', 'Get enterprise account' (highlighted in orange), and 'TEST MODE'. On the right, there are notification and help icons, and a user profile icon with the initials 'LL' highlighted by a red box. Below the navigation bar, the main content area shows a navigation menu with 'Workbench', 'Catalogs', and 'Assessments'. A banner image is visible below the menu. The main dashboard area features two cards: 'Invited Leads' (0) and 'Enablement Tasks' (0), both for the 'Last 90 days'. A 'Feedback' button is visible on the right side of the dashboard. The user profile dropdown menu is open, showing the user's name 'LISA LO', email 'Oppa-wkkhor@gamuda.com.my', and a 'My Account' option highlighted with a red box. Other options in the menu include 'Link User IDs', 'Contact Administrator', 'OPPA BUFFET SDN BHD', 'ANID: AN11178981651-T', 'Standard account', 'Company Profile', and 'Marketing Profile'.

Step 3 :

- Update the **mandatory** fields * of your account information.

Account Settings

Indicates a required field

Account Information

Username:* Oppa-wkkhor@gamuda.com.my ⓘ
[Change Password](#)

Email Address:* wkkhor@gamuda.com.my

First Name:* LISA

Middle Name:

Last Name:* LO

[Personal Information Change Log](#)

Business Role: Business Owner ▼

Preferences

Preferred Language: English ▼ ⓘ

Preferred Timezone:* Asia/Kuala_Lumpur ▼ ⓘ

Default Currency:* Malaysian Ringgit [Select Currency](#) ⓘ

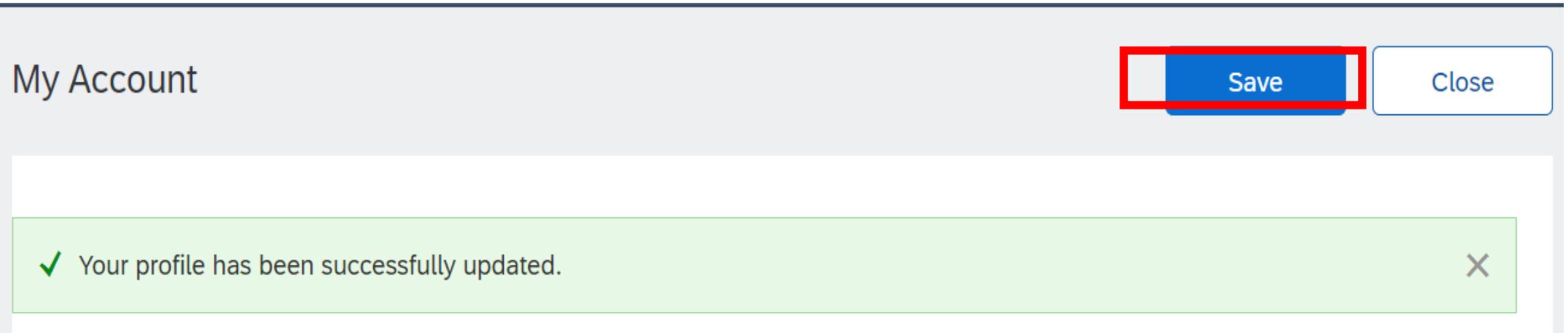
Allow Me to Save Filter Preferences in the Inbox/Outbox

Contact Information

	Country	Area	Number	Extension
Phone:*	MYS 60 ▼	10	55544431	
Address 1:*	33406, JALAN 2,			
Address 2:	TAMAN EE,			
Postal Code:*	47924			
City:*	SHAH ALAM			
State:	Selangor [MY-10] ▼			
Country/Region:*	Malaysia [MYS] ▼			

Step 4 :

- Click Save once you complete the updates.



Create New Additional User Role

This section explains how to create [New Additional User Role](#)

Create New User Role

Administrator role

1. Visit supplier.ariba.com and login to the administrator's account

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

The start of something big

Ariba Network is now part of SAP Business Network. Learn more about this first step in an exciting journey toward a unified, collaborative, and intelligent network.

[Learn More](#)

Create New User Role

Administrator role

2. After login, click on **Account Settings** at your top right. Then, please click on Setting > Users from drop-down menu list

The screenshot shows the SAP Ariba Spend Management interface. At the top right, the user profile 'TONY STARK' is visible. A dropdown menu is open, showing 'ACCOUNT SETTINGS' with a sub-menu containing 'Users', 'Notifications', and 'SOURCING & CONTRACTS SETTINGS'. The 'Users' option is highlighted with a red dashed box. Below the main content area, there are sections for 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'.

Title	ID	End Time
▼ Status: Completed (1)		
	Doc2997974904	5/24/2021 5:2
▼ Status: Pending Selection (1)		
	Doc2996735788	5/23/2021 6:0

Title	ID	End Time	Status
▼ Status: Completed (1)			
Supplier Registration Questionnaire	Doc3016902400	6/21/2021 1:43 AM	Registered

Title	ID	End Time	Commodity	Regions	Status
No Items					

Title	ID	End Time	Commodity	Regions	Status
No Items					

Create New User Role

3. Under tab of **Manage Roles**, please click on **“Create Role”**

Administrator role

The screenshot shows the SAP Account Settings interface. At the top, there are navigation tabs: Users, Notifications, Application Subscriptions, and Account Registration. Below these, there are sub-tabs: Manage Roles (selected), Manage Users, and Manage User Authentication. The main content area is titled 'Roles (1)' and includes a description: 'Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.' There is a 'Filters' section with a 'Permission' dropdown menu set to 'Select permission assigned', and 'Apply' and 'Reset' buttons. Below the filters is a table with the following data:

Role Name	Users Assigned	Actions
Administrator	TONY STARK	

A red dashed circle highlights a plus sign icon in the 'Actions' column of the table, with a red arrow pointing to it and the text 'Click "create role"'. At the bottom right of the page, there are 'Save' and 'Close' buttons.

Create New User Role

Administrator role

4. To create **New Role** for the user

SAP Ariba Proposals and Questionnaires
Standard Account Upgrade TEST MODE
TS

Save
Cancel

* Indicates a required field

New Role Information

Name: * Step 1: Insert account holder's name

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Step 2: Select permission to access the account

	Permission	Description
<input checked="" type="checkbox"/>	Contact Administration	Maintain information for account contact personnel
<input checked="" type="checkbox"/>	Company Information	Review and update company profile information
<input checked="" type="checkbox"/>	ID Registration Access	Register unique identifiers, like email domains
<input checked="" type="checkbox"/>	Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks

Assign Users (0)

You can add users to this role. +

	Username ↑	Email Address	First Name	Last Name	Role Assigned
No users assigned yet.					

Step 3: Click "Save"
Save
Cancel

Create New User Role

Administrator role

5. Click on “Manage Users”

Account Settings Save Close

Users Notifications Application Subscriptions Account Registration

Manage Roles **Manage Users** Manage User Authentication

Roles (2)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

Role Name	Users Assigned	Actions
Administrator	TONY STARK	
BRUNE WAYNE		

Save Close

Create New User Role

Administrator role

6. Click on "Create User"

SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE

Account Settings Save Close

Users Notifications Application Subscriptions Account Registration

Manage Roles Manage Users Manage User Authentication

Users (0)

Filter

Users (You can only search on one attribute at a time)

Username Enter username +

Apply Reset

Click "create user"

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Actions
No items								

Save Close

Create New User Role

7. Fill out new user information

Administrator role

SAP Ariba Proposals and Questionnaires
Standard Account
Upgrade
TEST MODE
?
TS

Done
Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username:* ⓘ

Email Address:*

First Name:*

Last Name:*

Do not allow the user to resend invoices to the buyer's account. ⓘ

Limited access ⓘ

Office Phone: Country: Area: Number:

Step 1: fill out user information

****Important note**

- Both username & email address must be the same and in email format
- In any case change in email address, the username must be changed accordingly (refer pages 13)

Role Assignment

	Name	Description
<input checked="" type="checkbox"/>	BRUNE WAYNE	

Step 2: assign created role

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [SAP Ariba Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

Step 3: click "Done"

Done
Cancel

Create New User Role

8. Save user information created

Administrator role

Account Settings

Save
Close

Users Notifications Application Subscriptions Account Registration

Manage Roles
Manage Users
Manage User Authentication

Users (1)

Filter

Users (You can only search on one attribute at a time)

Username
▼ Enter username
+

Apply
Reset

	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Actions
<input type="checkbox"/>	brucewayne@gmail.com	brucewayne@gmail.com	Wayne	Brune	No	BRUNE WAYNE		Actions ▼

+
📄
🔍

Click "Save"

Save
Close

New User Account Set Up

New User Role

1. An invitation email will be sent to new users for new account set-up to link with the organization. Username and temporary password will be given.

Your User ID on the Ariba Account. Inbox x

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
to me ▾

Dear Bruce:

This message contains important information about your new Ariba user account. You have been enabled to access your company's Ariba account (ANID:AN01692363840-T) with the following username:

Username: brucewayne@gmail.com

Important: Your username is part of your login information to your Ariba user account and should be kept confidential.

For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

Please click on the following link and log in to your user account using your username and temporary password. You will be asked to provide a new password and set up your secret question and answer. The secret question and answer is used to uniquely identify you.

<https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba>

- Log in to your account using the username and temporary password.
- Enter the temporary password in the **Current Password** field.
- Enter your new password.
- Confirm your new password.
- Choose your Secret Question and enter your Secret Answer.

If you have any questions contact your Account Administrator:
TONY STARK
foraustest@gmail.com
+1 0212345678

This link will redirect to the new account settings page.

Please provide your business role

Please choose the business role which best describes the day-to-day tasks you perform for your company. Your experience is tailored to the business role you choose.

Business Role * :

New User Account Profile Maintenance

New User Role

1. Visit service.ariba.com. Login to your user account, and click on "My Account" once you are logged in.

The screenshot shows the SAP Ariba Spend Management user profile page. The user is logged in as TONY STARK (sapsupliertesting@gmail.com). A dropdown menu is open, showing options: My Account (highlighted with a dashed box), Link User IDs, Contact Administrator, SAP SUPPLIER TESTING... (ANID: AN01692363840-T), Company Profile, Settings, and Logout.

Events

Title	ID	End Time ↓	Event Type
▼ Status: Completed (1)			
	Doc2997974904	5/24/2021 5:25 PM	RFP
▼ Status: Pending Selection (1)			
	Doc2996735788	5/23/2021 6:00 PM	RFP

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier Registration Questionnaire	Doc3016902400	6/21/2021 1:43 AM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

New User Account Profile Maintenance

New User Role

2. In “My Account” page, you will be able to update your current profile.

My Account Save Close

* Indicates a required field

Account Information

Username:* ⓘ
[Change Password](#)

Email Address:*

First Name:*

Middle Name:

Last Name:*
[Personal Information Change Log](#)

Business Role:

Preferences

Preferred Language: ⓘ

Preferred Timezone:* ⓘ

Default Currency:* Select Currency ⓘ

Allow Me to Save Filter Preferences in the Inbox/Outbox

Contact Information

Country	Area	Number	Extension
Phone:* <input type="text" value="USA 1"/>	<input type="text"/>	<input type="text" value="0212345678"/>	<input type="text"/>

Address 1:*

Address 2:

Address 3:

****Important note**

- Both username & email address must be the same and in email format
- In any case change in email address, the username must be changed accordingly (refer page) to avoid any login issue.

GETTING SUPPORT

Need some help? This section explains how to get support.

Assistance from Gamuda Group Procurement

Contact Gamuda Group Procurement for business support via the following:-



Support line: 1-300-820 030 (Malaysia) / +61432482596 (Australia)
Monday – Friday, 9:00am – 5:00pm (GMT+8)



- **Malaysia** : group-procurement@gamuda.com.my
- **Singapore** : gbsg.procurement@gamuda.com.sg
- **Vietnam (Ho Chi Minh)** : glhcmc.procurement@gamudaland.com.my
- **Vietnam (Hanoi)** : glhn.procurement@gamudaland.com.my
- **Australia** : group.procurement.gab@gamuda.com.au / group.procurement@dtinfrastructure.com.au



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