

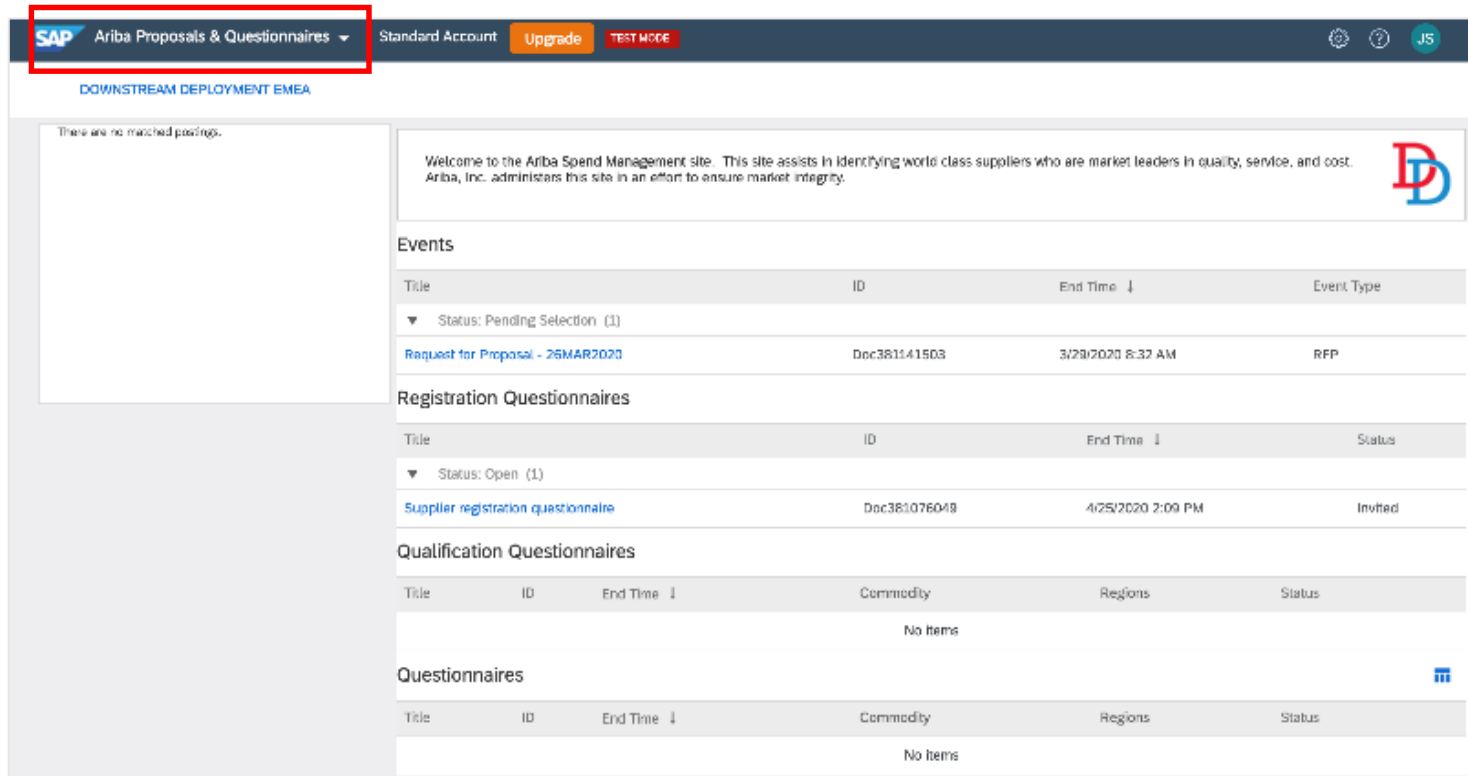
Accepting a Trading Relationship Request

January 2021

Accepting Trading Relationship Request on Ariba Network

Trading Relationship Request

You will be able to see all of your sourcing events, the registration questionnaire and their status. If you have more than one customer, they will be in separate tabs.



The screenshot displays the SAP Ariba Spend Management interface. The navigation bar at the top shows 'SAP Ariba Proposals & Questionnaires' (highlighted with a red box), 'Standard Account', 'Upgrade', and 'TEST MODE' buttons. The main content area is titled 'DOWNSTREAM DEPLOYMENT EMEA' and contains a message about no matched postings. Below this, there is a welcome message and a list of events, registration questionnaires, and qualification questionnaires.

Events

Title	ID	End Time ↓	Event Type
▼ Status: Pending Selection (1)			
Request for Proposal - 26MAR2020	Doc381141503	3/29/2020 8:32 AM	RFP

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc381076048	4/25/2020 2:09 PM	Invited

Qualification Questionnaires

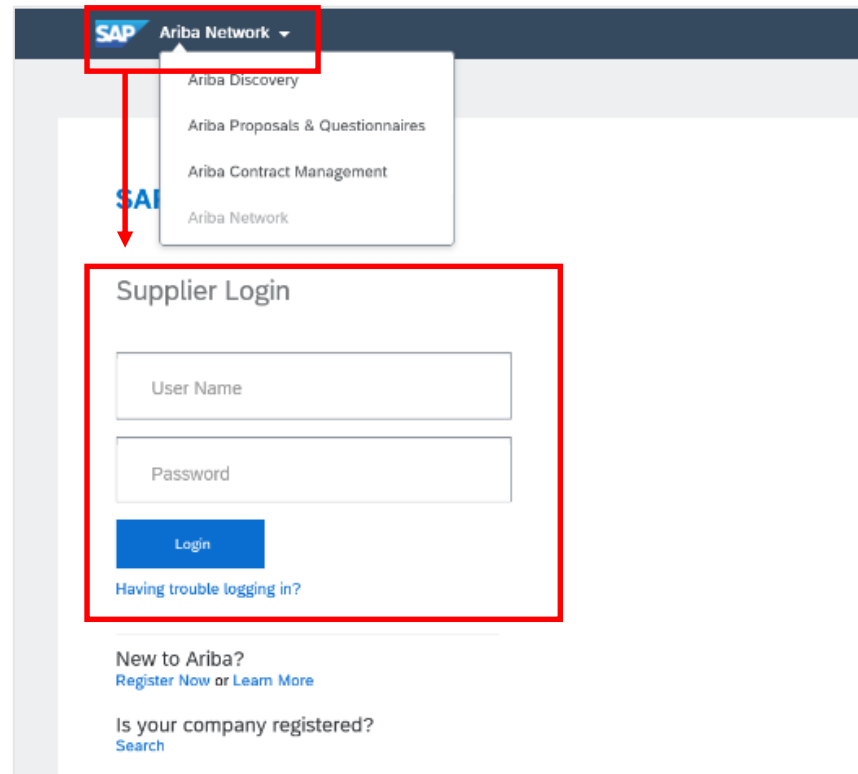
Title	ID	End Time ↓	Commodity	Regions	Status
No Items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No Items					

Confirm Trading Relationship Request

You will receive a Trading Relationship Request directly on your Supplier Account. To review, log into your Ariba Network account via supplier.ariba.com You enter directly your login credentials.



The screenshot displays the SAP Ariba Network interface. At the top, the SAP logo and 'Ariba Network' are visible. A dropdown menu is open, showing options: Ariba Discovery, Ariba Proposals & Questionnaires, Ariba Contract Management, and Ariba Network. Below this, the 'Supplier Login' section is highlighted with a red box. It contains a 'User Name' input field, a 'Password' input field, and a blue 'Login' button. Below the login fields, there is a link for 'Having trouble logging in?'. At the bottom, there are links for 'New to Ariba?' (Register Now or Learn More) and 'Is your company registered?' (Search).

Confirm Trading Relationship Request

Click on Settings, select “*Customer Relationships*” and review if you have approved the Trading Relationship Request from Siemens Gamesa. Should that not be the case, please look up “pending” and approve the TRR manually.

The screenshot illustrates the SAP Ariba Network interface. A red box highlights the 'Settings' gear icon in the top right corner. A red arrow points from this icon to the 'Customer Relationships' option in the 'ACCOUNT SETTINGS' menu. Another red arrow points from 'Customer Relationships' to the 'Current Customers' table in the 'Account Settings' dialog. The table shows a pending request from Siemens Gamesa Renewable Energy.

Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/>	Siemens Gamesa Renewable Energy	Trading	6 Aug 2020		Default	Actions

Review of assigned Enablement Tasks

Once the Trading Relationship Request is accepted, please review the Enablement Tasks assigned to your company.

The screenshot displays the SAP Ariba Network interface for Siemens Gamesa Renewable Energy. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', and 'Documents'. The 'Enablement Tasks' section is active, showing a table of tasks for the customer 'Siemens Gamesa Renewable Energy'. A red box highlights the 'Enablement Tasks' menu item, and a red arrow points to the 'View Details' button for the customer. The details view shows a list of tasks with columns for Activity Name, Date Due, Total Tasks, My Pending Tasks, and Pending Buyer Tasks. A red box highlights the 'Review' button for the 'Completed' task 'Configure Purchase Order Routing and Notifications', and another red box highlights the 'Complete Task' button for the 'Pending' task 'Ready to Receive Purchase Orders'.

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
Account	6 Aug 2020	5	0	0
Purchase Order	10 Sep 2020	4	1	0
Catalog	11 Aug 2020	1	1	0

Supplier Enablement Activities and Tasks

Customer Name	Total Tasks	My Pending Tasks ↓	Pending Buy
Siemens Gamesa Renewable Energy	20	4	0

Task Details:

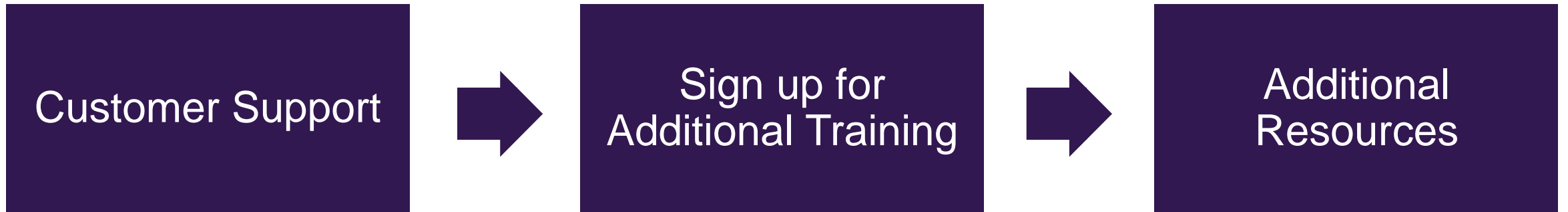
- Completed:** Configure Purchase Order Routing and Notifications. [Review](#)
- Pending:** Ready to Receive Purchase Orders. [Complete Task](#)
- Not Started:** Buying Organization is Ready to Send Orders. Buyer Task
- Not Started:** Purchase Order Sent. Buyer Task
- Pending:** Published Private Catalog. [Create and Publish](#)

If applicable:

Activity "catalog" would be assigned, in case of a requested punch out catalog by SGRE. This task will be completed, once the catalog has been approved by the customer first in the test environment.

Ariba Network Help Resources

Customer Support

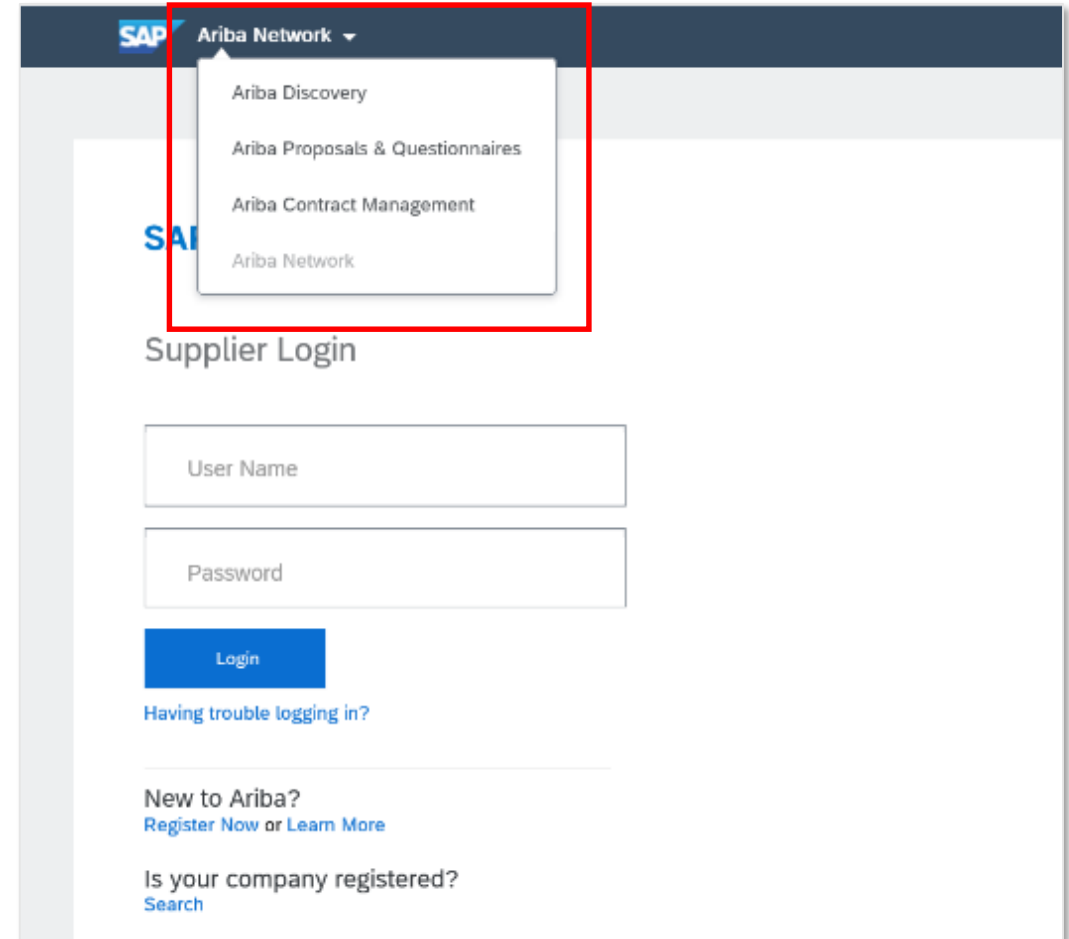


Customer Support

Supplier Support Post Go-Live

Global Customer Support

Use the Help Center directly from your Ariba Network Account (on the top right on the supplier account). Depending on the issue, make sure you are either logged into the Sourcing (*Proposals and Questionnaires*) or the Ariba Network module.



Sign Up for Additional Training from Ariba Support

Sourcing Webinars

Suppliers can participate in additional training provided by Ariba Customer Support including a wide range of topics from Source to Settle:



The image shows a horizontal carousel titled "Ariba Sourcing" with four webinar cards. Each card includes the Ariba logo, a title, a date and time, and a partial title. The first two cards feature an icon of three people, the third features a line graph, and the fourth features a cloud and bar chart icon. Navigation arrows are visible on the left and right sides of the carousel.

Webinar Title	Date and Time	Partial Title
Supplier Success Sessions Participating in an Auction	May 31, 2018 04:00 PM EDT	SAP Ariba: Participatin...
Supplier Success Sessions Participating in an Auction	Jun 01, 2018 10:00 AM JST	SAP Ariba: Participatin...
(SS) Sesión de éxito de proveedores Cómo participar en las subastas	May 31, 2018 02:00 PM EDT	SAP Ariba: Cómo partic...
Supplier Success Sessions Participating in a RFIRFP	May 30, 2018 04:00 PM EDT	SAP Ariba: Participatin...

Additional Resources

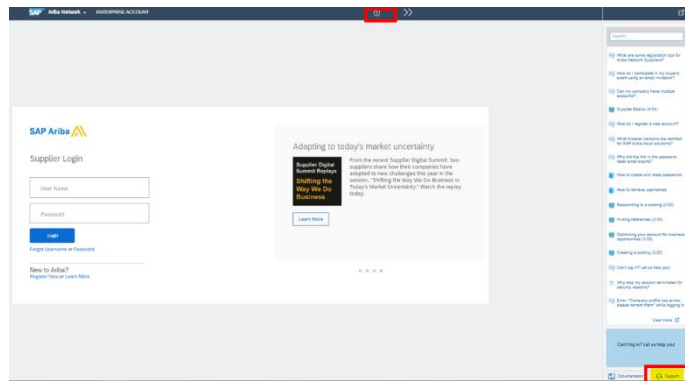
Useful Links

- Ariba Network Hot Issues and FAQs - <https://connect.ariba.com/anfaq.htm>
- Ariba Cloud Statistics – <http://trust.ariba.com>
Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- Ariba Discovery - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- Ariba Network Notifications - <http://netstat.ariba.com>
Information about downtime, new releases and new features

How can I request phone support from the Ariba Support team?

In order to request phone support from Ariba Support Team in terms of access and administration of your existing Ariba accounts, please follow the below steps:

1. Go to <https://service.ariba.com>
2. Open the support section on the right side.



3. Just enter any phrase in the search box.
4. Once the system will ask additional questions please just mark them all as "No".

5. In the next step the system will suggest to either *Get help by phone* or to *attend a live webinar*, please click on the first option.

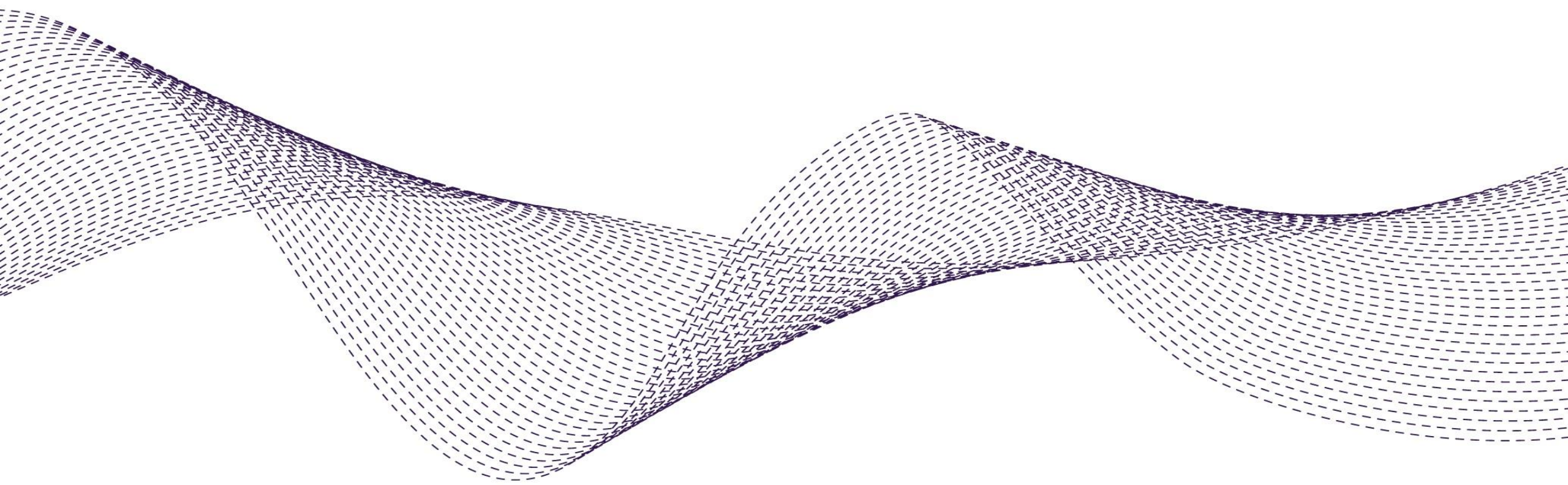
6. Then the following form will appear:

Once you submit the form, it will be sent to the Ariba Support Team directly and you will receive an e-mail confirmation that the request has been received.

You will then be contacted by the support team either by phone or by e-mail.

Code of Conduct (CoC) and forgotten username or password

I can't find Code of Conduct (CoC) document to sign	Please go to the Siemens Gamesa website for suppliers and scroll down. Answer "No" to the question number 12 in the questionnaire and then the CoC document should appear.
I can't upload Code of Conduct (CoC) into the questionnaire.	If you cannot upload the Code of Conduct (CoC) to the questionnaire, please send it to ariba.support@siemensgamesa.com .
I forgot my username and/ or password, what should I do?	<p>The username is usually your email address that you registered with.</p> <p>If it does not work, please go to http://supplier.ariba.com and click on "Having trouble logging in?" to request your username.</p> <p>If you need further help, please go to http://supplier.ariba.com, click on the question mark and you can request support there (click on the headset icon).</p>



Help and support

In case of questions, please contact ariba.support@siemensgamesa.com.