

Supplier guide for SAP Ariba

January 2021



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Relationship Built on Trust and Excellence



Siemens Gamesa has a strong history of supplier excellence, built up over the years through sustainable relationships with our supplier and contractor base.

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We value our partners and strive to optimize the interaction through process and tool excellence. The next move towards a more digital future is the implementation of SAP Ariba Strategic Sourcing.



One digital platform to interact in a simple, compliant and efficient way.

Cost Implications



In order for a Supplier to conduct business with us via the 3 new SAP Ariba Modules, they will need the following :

• a device that can access the internet via a browser (Desktop, Laptop, Tablet or Smart Phone)

Suppliers incur no costs to:

- create their supplier profile
- create a new SAP Ariba Network Standard Account
- participate in any sourcing event (including Registration and Qualification Questionnaires)
- receive Purchase Orders via Ariba Network

Suppliers might pay fees of account usage to:

- SAP Ariba Network Enterprise Account
- provide Punch Out catalogue
- integrate supplier ERP system to AN for PO automation



SAP Ariba Onboarding Process

Steps for a successful onboarding

- 1. Receiving the Siemens Gamesa Communication announcing the SAP Ariba project
- 2. Receiving the Registration Request
- 3. Registering on the SAP Ariba platform
- 4. Configuration of Account for Sourcing and Transactions
- 5.Receiving Siemens Gamesa Communication announcing set up of Trading Relationship between Customer and Supplier
 - **Important:** in case you are an Enterprise Account supplier with/without punch out catalog, the following steps will be supported by the Ariba Supplier Enablement Team

6.Supplier to accept of Siemens Gamesa Trading Relationship Request on Ariba Network

7. If applicable: Supplier to set up Supplier Test Account for Catalog Enablement and/or PO integration

8. Reception of Siemens Gamesa Communication for Business Go Live



Content overview

- (1) Registering as a Supplier
- (2) Accessing, Navigating and Configurating your Account
- (3) How to create a supplier contact
- (4) Accepting Trading Relationship Request on Ariba Network
- (5) Responding to Sourcing Events
- (6) Contract Management
- (7) Ariba Network Help Resources



Registering as a Supplier



Step 1: Invitation from Siemens Gamesa

Open the invitation email

An invitation email was sent to you from Siemens Gamesa via the Ariba platform. The email sender domain will be @ariba.com. If you did **not receive the invitation email**, including the registration link, please also check spam folder. Some IT firewalls consider these notifications as suspicious.

Please click on activation link "Click here". Siemens Gamesa Renewable Energy - TEST

Please bear in mind that this notification is not a real one and comes from test environment of Ariba Strategic Sourcing Suite tool

Siemens Gamesa Renewable Energy

You are invited to join the Ariba Network as a supplier for Siemens Gamesa Renewable Energy

Hello!

Mikel Jauquicoa has invited you to register to become a supplier with Siemens Gamesa Renewable Energy - TEST. Ariba Network is a platform used by Siemens Gamesa Renewable Energy and many other companies around the world to manage its sourcing and procurement activities and collaborate with suppliers.

If testsupplier03112020 does not have an existing Ariba account, you can now start by creating an account with Ariba Network. It's free.

Click Here to create account now

Remarks:

- When using the registration link, please be aware that you need to finalize the creation of your supplier account in one go, as the registration link will expire after being used once.
- If you already have an SAP Ariba account in use with another business partner, you still need to use the activation link.
- The link will forward you to the log-in page where you will be directed to the Siemens Gamesa specific questionnaires that must be completed.
- To use and navigate Ariba, please use **Google Chrome** as a browser and **switch off all add blockers**.



Step 2: Registration in Ariba

There are different categories depending on your current Ariba status,

- Category 1: Supplier organization and user do not exist in Ariba.
 - → choose "Sign up"
- **Category 2**: Supplier organization is already registered in Ariba Network and you as a user already have an existing account.
 - → choose "Log in"
- Category 3: Supplier organization is already registered in <u>Ariba Network, but the contact person receiving the invitation</u> <u>email from Siemens Gamesa does not have an existing</u> <u>account.</u>
 - → choose "Sign up"



Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities



Step 2: Registration in Ariba - Category 1: Supplier organization and user do not exist in Ariba

To create your company account, please fill in the following information:

- Basic company details (name, address, etc.)
- Details about your new **user account** (name, email, username, password etc.)
- Specific data about your company, such as product or service categories, ship-to or service locations etc.

→ Scroll to the bottom of the page and click "submit"

Company information		
		 Indicates a required field
Company Name:*	Test test SL	
Country/Region: *	United States [USA]	If your co address
Address:*	Line 1	Fields marked with
	Line 2	an asterisk (*) are
	Line 3	
City: *		mandatory and need
State:*	Alabama [US-AL] 🗸 🗸	to be completed
Zip:*		
User account information		
	as not ut	* Indicates a required field SAP Ariba Privacy Statement
Name:*	Testtest Testtest	
Email:*	miker Jauquicoa gistemensgamesa.com	_
Username:*	test-mikel.jauquicoa@siemensgamesa.com	Must be in email format(e.g.john@newco.com)
Password:*	Enter Password	Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and
		special characters. ①
	Repeat Password	The language used when Aribe sends you configurable
Language:	English V	notifications. This is different than your web b
Email orders to: *	mikel.jauquicoa@siemensgamesa.com	Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your
Tall us more about your b	leinee	organization, create a distribution ust and enter the email address here. You can change this anytime.
	นอแาตออ	
Product and Service Categories:*	Enter Product and Service Categories	Add -or- Browse
Ship-to or Service Locations:*	Enter Ship-to or Service Location	Add -or- Browse
Tax ID:	Optional	Enter your nine-digit Company Tax ID number.



Step 2: Registration in Ariba - Category 1: Supplier organization and user do not exist in Ariba

After entering your company data

- ➔ Agree on Terms of use and
- → Agree on the SAP Ariba Privacy Statement
- Confirm your choice with "Create account and continue"

Your entry will now be checked for completeness and matched with the SAP Ariba database. After successful initial registration, you will get a confirmation email from the SAP Ariba Network,

including your account ID and username.

You will be forwarded to a Siemens Gamesa specific supplier questionnaire.



Welcome to the Ariba Commerce Cl	loud	
Your registration process on the Ariba (Commerce Cloud for Mobile14 is now c	omplete.
Your organization's account ID:	Your organization's account ID	
Your username:	firstname.lastname@yourcompany.com	



Step 2: Registration in Ariba - Category 2: Supplier organization is already registered and you already have an existing account

- → Click on Log in
- → Fill in with your username and password

You will be forwarded to a Siemens Gamesa specific supplier questionnaire.

Note: In case you forgot your password,	
you can recover it:	

Forgot Username	
o retrieve your username and regain access to your account, ente with further instructions after this information is confirmed.	r your email address registered with your Ariba account. You will receive an email message
Email Address:	
	Submit Cancel





Step 2: Registration in Ariba – Category 3: Supplier organization registered, but the contact person does not have an existing account

To create your company account, please fill in the following information:

- Basic company details (name, address, etc.)
- Details about your new **user account** (name, email, username, password etc.)
- **Specific data about your company**, such as product or service categories, ship-to or service locations etc.

→ Scroll to the bottom of the page and click "submit"

Company information				
			* Indicates a required field	
Company Name:*	Test test SL			
Country/Region:*	United States [USA]	If your co address.		
Address:*	Line 1	address, company	Fields marked	with
	Line 2		an asterisk (*)	are
	Line 3			
City:*			mandatory and	need
State:*	Alabama [US-AL] 🗸 🗸		to be complete	ed
Zip:*				
User account information			* Indicates a required field	
Name *	Testtest Testtest	SAP	Ariba Privacy Statement	
Email:*	mikel jarinulous@slemensgamesa.com			
	Use my email as my username			
Username:*	test-mikel.jauquicoa@siemensgamesa.com	Must	be in email format(e.g.john@newco.com)	
Password:*	Enter Password	Passi	vords must contain a minimum of eight characters ding upper and lower case letters, numeric digits, and	
	Reneat Password	speci	al characters. U	
		The l	anguage used when Ariba sends you configurable	
Language:	Engusn	notifi	cations. This is different than your web b	
Email orders to: *	mikel.jauquicoa@siemensgamesa.com	Custi Netw	omers may send you their orders through Ariba ork. To send orders to multiple contacts in your ization, create a distribution list and enter the email	
Tell us more about your bi	usiness	addre	ess here. You can change this anytime.	
Product and Service Categories**	Enter Product and Sonies Categories		Add -or- Browse	
. reader and service outegolies.	Enter Froduct and Service Categories			
Ship-to or Service Locations:*	Enter Ship-to or Service Location		Add -or- Browse	
Tax ID:	Optional	En	ter your nine-digit Company Tax ID number.	



Step 2: Registration in Ariba – Category 3: Supplier organization registered, but the contact person does not have an existing account

After entering your company data

- ➔ Agree on Terms of use and
- → Agree on the SAP Ariba Privacy Statement
- ➔ Confirm your choice with "Create account and continue"

If any of your colleagues has previously created one or more accounts, you will be offered a "duplicate check". To proceed, please

→ "Review accounts"







Step 2: Registration in Ariba – Category 3: Supplier organization registered, but the contact person does not have an existing account

With your subscription, you as a user are granted a specified personal user role for your company. By requesting a review of the accounts of your company in the previous step, you will be presented a list of all existing users of your company. If you want to proceed, → Click "Continue Account Creation"

After successful initial registration, you will get a confirmation email from the SAP Ariba Network, including your account ID and username.

You will be forwarded to a Siemens Gamesa specific supplier questionnaire.

AP Ariba Proposals and	Questionaire 👻			
eview duplicate A	ccount			
We noticed that your con You can log in the acc Or, you can view the p Or, if there is no match Or, you can Go back to	mpany may already register an Ariba Network acc ount you are associated with rofile and contact the account administrator from n, you can Continue Account Creation and we will o previous page	count, please review the match results b there I progress your registration	elow, then:	
Match Based On				
COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Mobile4	firstname.lastname@yourd	company.com		Park Street Pune Maharashtra, India 123456
20 search results four	nd Search More			
Welcome to the Your registration	ne Ariba Commerce Cloud n process on the Ariba Comme	rce Cloud for Mobile14 is	now comple	te.
Your org	anization's account ID: Yo	our organization's account ID		
	Your username:	me.lastname@yourcompany.c	<u>com</u>	



Step 3: Complete supplier questionnaire

After being forwarded to the questionnaire dashboard, please

→ click on the link to the required registration questionnaire and fill in the questionnaire





Step 3: Complete supplier questionnaire Important note: Code of Conduct Question

When answering que question "Do you have a signed SGRE Code of Conduct document, hereinafter CoC (SAG CoC of 2015 or later is also accepted)?" There are three different answers:

1. Yes: Please attach the signed Declaration of Acceptance of the CoC



2. No: Please download, sign and attach the Declaration of Acceptance SGRE CoC



3. I do not agree to the CoC: provide justification in the comment field and attach any supporting document if necessary. Your request will be reviewed



After filling in the questionnaire \rightarrow confirm with "Submit Entire Response"



Step 3: Complete supplier questionnaire

After submitting, there are two possibilities:

1. Additional information is missing: You will receive a notification From Ariba requesting to ammend something related to your registration questionnaire. Clicking on the link provided you will be forwarded to the questionnaire itself.

After filling in it -> confirm with "Submit Entire Response"

(*) indicates	a required field		Countine.* Countries)	,
 Submit Entire Response	Save draft	Compose Message	Excel Import		

2. Everything is correct: You receive a notification that the questionnaire is passed

Bonus: Sign up with same email address in different branches

It is possible that a same person wants to be the main contact for different company accounts or branches.

If you need to manage several accounts under same email address, you will need to change Username ID for each one.

This Username ID must be in email format, but it has not to be a real email address.

It is a good idea to put something specifics for the branch you are creating.

User account information	on		
			* Indicates a required field
Name:*	marcos	test	SAP Ariba Privacy Statement
Email:*	marcos.sanchez.ext@siem	ensgamesa.com	
	Use my email as my usern	ame	
Username:*	User already exists. Please ent marcos.sanchez.ext@sier	er a different username. nensgamesa.com	Must be in email format(e.g john@newco.com) (i)
Password:*	•••••		Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and
	•••••		special characters. (i)
Language:	English	~	The language used when Ariba sends you configurable notifications. This is different than your web b
Email orders to:*	marcos.sanchez.ext@siem	iensgamesa.com	Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.



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.

•	riba Network 👻	
	Ariba Discovery	
	Ariba Proposals & Questionnaires	
	Ariba Contract Management	
SAI	Ariba Network	
	ser Name	
	Lovin	
Having	trouble logging in?	
New t	o Ariba?	
Registe	r Now or Learn More	
ls you Search	r company registered?	



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:





Additional Resources

Useful Links

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

		Immeries 100 million and market support statutes in the support statutes and support and suport and support and suport and support and support and
SAP Antis Suppler Login	Adapting to today's market uncertainty for the series of t	expension of the second s
New to Active? Region for an Laws Mare		Contrag of Cast age in the post Other and the post
		Certing to Certain your

- 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.

ome Learning	Support	
I need help with	cannot	Update
here are no matching docume	nts. Try different, fewer, or more general keyword	fs.
Contact SA	P Ariba Customer Support	
Your responses to these ou		
rour responses to mese qu	lestions will nelp us provide you an answer or dir	ect you to the appropriate support channels.
Did you receive the error	"The username and password pair you	ect you to the appropriate support channels. entered was not found" or have you forgotten your passwor
Did you receive the error	estions will neep us provide you an answer or di	ect you to the appropriate support channels. enfered was not found" or have you forgotten your passwor
Did you receive the error Yes No Did you receive the error No	estions war neep us provide you an answer or our "The username and password pair you "Your account is locked? Try again late	ect you to the appropriate support channels. entered was not found" or have you forgotten your passwor r_~?
Vidi Negoliata di liege qui Did you receive the error Did you receive the error Yes No	essons will nee us provide you an answer or ou "The username and password pair you "Your account is locked? Try again late	ect you to the appropriate support channels. entered was not found" or have you forgotten your passwor r??
Did you receive the error Yes No Did you receive the error Yes No Do you need to access y	estons win nap to prove you an answer or or "The username and password pair you "Your account is locked? Try again late our company's Ariba Network account?	ect you to the appropriate support channels. entered was not found" or have you forgotten your passwor r??
Voir regionities of intervention Voir regionities of intervention Voir	estons win nap is previo you in answer or an "The username and password pair you "Your account is locked? Try again late our company's Ariba Network account?	ect you to the appropriate support channels. entered was not found" or have you forgotten your passwor r_"?
Yes Yes Did you receive the error Yes Yes Did you receive the error Yes Yes Do you need to access y Yes No Can't find what you are	estons win nig to provid you an answer of ou "The username and password pair you "Your account is locked? Try again late our company's Ariba Network account? e looking for? Let us help you.	ect you to the appropriate support channels. entered was not found" or have you forgotten your passwor r?
Voir regioning to find up of the optimized of the optimiz	estons win nap us previde you an answer of ou "The username and password pair you "Your account is locked? Try again late our company's Ariba Network account? e looking for? Let us help you, reference	ect you to the appropriate support channels. entered was not found" or have you forgotten your passwor r?
Yes Bob Ud you receive the error Yes Yes Bob Do you need to access y Yes Bob Can't find what you an Choese your communication p C Set help by photo	"The username and password pair you "Your account is locked? Try again late our company's Ariba Network account? e looking for? Let us help you, reference DRE Estimated wait in minutes. 2	ect you to the appropriate support channels. entered was not found" or have you forgotten your passwor r"?

6. Then the following form will appear:

estaribato	m/auc/support-center/e	mail-webform?channel	l=callme			
iP Ariba 🎊	Help Center	Search		Q,		
Home	Learning Support					
SAP Arib Foodern De	a Phone Support the following internation, and the escription Short Descriptor:	e nost available specialist will c * cannot	tall you.			
Contact Inf	formation First Name:	a				
	Last Name:	*				
	Email:	*				
	Requested Language:	English Select a differe	at language from the Home	lab.		
	Phone:	Confere Plane Number * Date number is as Do not record this plan	Extensio med.)		
	Ariba Network ID:	You expressly agree and un computer systems (currently " I agree	Gentland that your data only located primerily in the U.S	rad into this system will be), in accordance with the A	transformed to Avilua, Inc. and the risks Privatoy Statement and apple	Ariba hostod cable laur
equine fields					Submit	Cancel

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 <u>Siemens Gamesa website for suppliers</u> 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?	The username is usually your email address that you registered with. If it does not work, please go to <u>http://supplier.ariba.com</u> and click on "Having trouble logging in?" to request your username. If you need further help, please go to <u>http://supplier.ariba.com</u> , click on the question mark and you can request support there (click on the headset icon).



Help and support

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

