Supplier guide for SAP Ariba

August 2020
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.

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.
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 of you being 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

• Registering as a New Supplier
• Registering as an Existing Supplier
• Accessing, Navigating and Configurating your Account
• Accepting Trading Relationship Request on Ariba Network
• Responding to Sourcing Events
• Contract Management
• Ariba Network Help Resources
Registering as a Supplier without an Ariba account
New Supplier Registration

As communicated, you will receive an email notification informing you to register to SAP Ariba Buying.

Click on “Click here” to start the registration process.
New Supplier Registration to SGRE Ariba Sourcing

Click "Sign up" if you don’t have an Ariba Network Account, or “Log In” if you already have an Ariba Network Account.
New Supplier Registration

If you don’t have an account, create one and fill out all required fields and click “create account and continue”.

![Image of SAP Ariba supplier registration process]

- Company information
- User account information
  - Name: John Smith
  - Email: johnsmithsupplier1@gmail.com
  - Username: johnsmithsupplier1
  - Password: [redacted]
  - Language: English
  - Email orders to: johnsmithsupplier1@gmail.com
New Supplier Registration

Enter *Products and Services* and *Ship to Locations*. (fill at least one box and then you can complete your profile further after registration).

Accept terms and conditions and click “*create account and continue*”.
New Supplier Registration

Your registration will be pending for approval until it has been reviewed and approved by Siemens Gamesa.
New Supplier Registration

Once your registration is approved, you will receive an email informing you that your registration has been approved.
Registering as a Supplier with an Ariba account
Existing Supplier Registration

If you are an existing supplier for your customer, you will receive an email notification informing you to register on Ariba Network.

Click on “Click here”
Existing Supplier Registration to SGRE Ariba Sourcing

Click "Sign up" if you don’t have an Ariba Network Account, or "Log In" if you already have an Ariba Network Account.
Existing Supplier Registration

Your registration will be pending approval while it is being reviewed by your customer.
Existing Supplier Registration

Once your registration is approved, you will receive an email informing you that your response is approved.
Accessing, Navigating and Configurating your Account
Accessing and Navigating On Your Account

Go to supplier.ariba.com

To access the Ariba Network account and your current PO transactions – Enter directly with your login credentials.

To access your Sourcing Proposals – First click on top of the page on Ariba Network, select Proposals and Questionnaires and enter your login credentials.
Navigating On Your Account – Sourcing Events

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.
Account Configuration – Public Profile

• You can complete your Ariba Cloud public company profile.

• The information you update in this section can be seen by other buyers on the Ariba Network.

• The information you completed in the previous section (Supplier Registration) can only be viewed by the customer that requested the information from you.
Account Configuration - Complete Your Public Profile

1. On the Ariba Network, select “Company Settings” and “Company Profile”.
2. Complete all suggested fields within the tabs to best represent your company.
3. Fill the Public Profile Completeness meter to 100% by filling in the information listed below it.

Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.
1. On Ariba Network, select “Company Settings” and “Electronic Order Routing”.
2. Select “Email” and specify your email to where a notification is to be send, in case you will receive a Purchase Order on this account.

**Suggestion:** You can enter up to 3 email addresses per notification type. Please separate each address with a comma but include NO spaces between the emails.

**On this page:**
The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

**Important note:** If you are out of the office, make sure to include in your auto-reply messages one of the following phrases. This will prevent Ariba Network from failing orders sent to mailboxes responding using an auto-reply feature: Out of office, OOTO, On vacation, on holiday, out of town, away from the office, away until, out of the country, an off site meeting. When Ariba Network detects an auto-reply containing one of these phrases, it indicates that it received the auto-reply in the order history log and does not fail the order.
Account Configuration – Access and Responsibilities

On SAP Ariba Network, the supplier account administrators and users have different roles:

Administrators have the following responsibilities:

- Account creation, configuration & management on SAP Ariba Network
- Act as primary contact for providing access to internal colleagues and handle account login issues
- Create new roles on the SAP Ariba Network account
- The individual that creates / registers a new Ariba Network account automatically becomes the account administrator. All notifications will be sent to the email address that they capture for that account.

A user has the following attributes:

- Users may have different roles concerning procurement and supply chain processes, depending on the pre-defined rights assigned to the role by the account administrator
- Users can update the company’s profile on SAP Ariba Network
- Configuring notifications and workflows based on roles and responsibilities that the administrator assigns to them
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.
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.
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.
Review of assigned Enablement Tasks

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

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.
Responding to Sourcing Events
Responding to Sourcing Events

Click on the “Click Here” button in the email received from us inviting you to participate in the event.
Responding to Sourcing Events

Enter your credentials and click “Login”.
Responding to Sourcing Events

Click on the event which is under status ‘Open’
Responding to Sourcing Events

Click on “Review Prerequisites” to accept the terms and conditions of the event.
Responding to Sourcing Events

Accept the terms and conditions and click on "OK" after reviewing the prerequisites.
Responding to Sourcing Events

Select the lots for which you would like to submit your proposal.

Click on “Confirm Selected Lots”.
Responding to Sourcing Events

Complete the mandatory fields marked with an “*” for the confirmed lots and add attachments where required.
Responding to Sourcing Events

Once all questions have been answered, click “Submit Entire Response”. Note the time remaining for you to submit your response. You can submit as many times as you would like. Your customer will only see your last response. You can also compose a message back to your customer if you have any questions related to the sourcing event by clicking ‘Compose Message’. If you are not ready to submit your response, you can save it by clicking ‘Save’.
Responding to Sourcing Events

Submit your response.

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![Image of the SAP Ariba dashboard with a message confirming that the response has been submitted. The message reads: "Your response has been submitted. Thank you for participating in the event." ]
Responding to Sourcing Events

If you would like to change your response before the event ends, go to supplier.ariba.com and choose “Proposals and Questionnaires”.

![Supplier Login Interface](image)
Responding to Sourcing Events

Open the sourcing event and click “Revise Response” and edit your response.
Responding to Sourcing Events

Resubmit your response and click “OK”.
Responding to Sourcing Events

You will receive an email if you are awarded after the closing of the event.
Contract Management
Contract Management

You will receive an email for contract negotiation. Click “Click Here” to view the contract.
Contract Management

If you want to go directly to your contract, go to supplier.ariba.com, choose “Contract Management” and enter your log in credentials:

![Contract Management](image)
Contract Management

You can download the Main Agreement template:
Contract Management

Click on “Create Counter Proposal” or “Accept proposal”:
Enter counter proposal and attach relevant documentation.
If Proposal is accepted

Click on “OK”.

![Proposal Accepted in Ariba Contract Management](image)
Contract Management

Your negotiation is in progress.
Contract Management

You will receive an email notification once your contract negotiation is accepted and closed:

![Email notification for contract completion](image-url)
Ariba Network Help Resources
Customer Support

Sign up for Additional Training

Additional Resources
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:
Additional Resources

Useful Links

• Ariba Network Hot Issues and FAQs - [https://connect.ariba.com/anfaq.htm](https://connect.ariba.com/anfaq.htm)
• Ariba Cloud Statistics – [http://trust.ariba.com](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](http://www.ariba.com/solutions/discovery-for-suppliers.cfm)
• Ariba Network Notifications - [http://netstat.ariba.com](http://netstat.ariba.com)
  Information about downtime, new releases and new features
Help and support

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