

# 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.

## 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

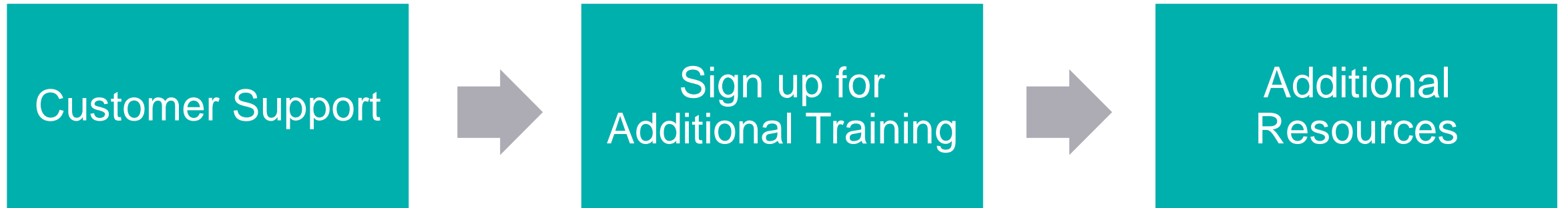
1. Receiving the Siemens Gamesa Communication announcing the SAP Ariba project
2. Receiving the Registration Request
3. Registering on the SAP Ariba platform
4. Configuration of Account for Sourcing and Transactions
5. Receiving Siemens Gamesa Communication announcing set up of Trading Relationship between Customer and Supplier
  - **Important:** in case 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 Configuring your Account
- Accepting Trading Relationship Request on Ariba Network
- Responding to Sourcing Events
- Contract Management
- Ariba Network Help Resources

# Ariba Network Help Resources

## Customer Support

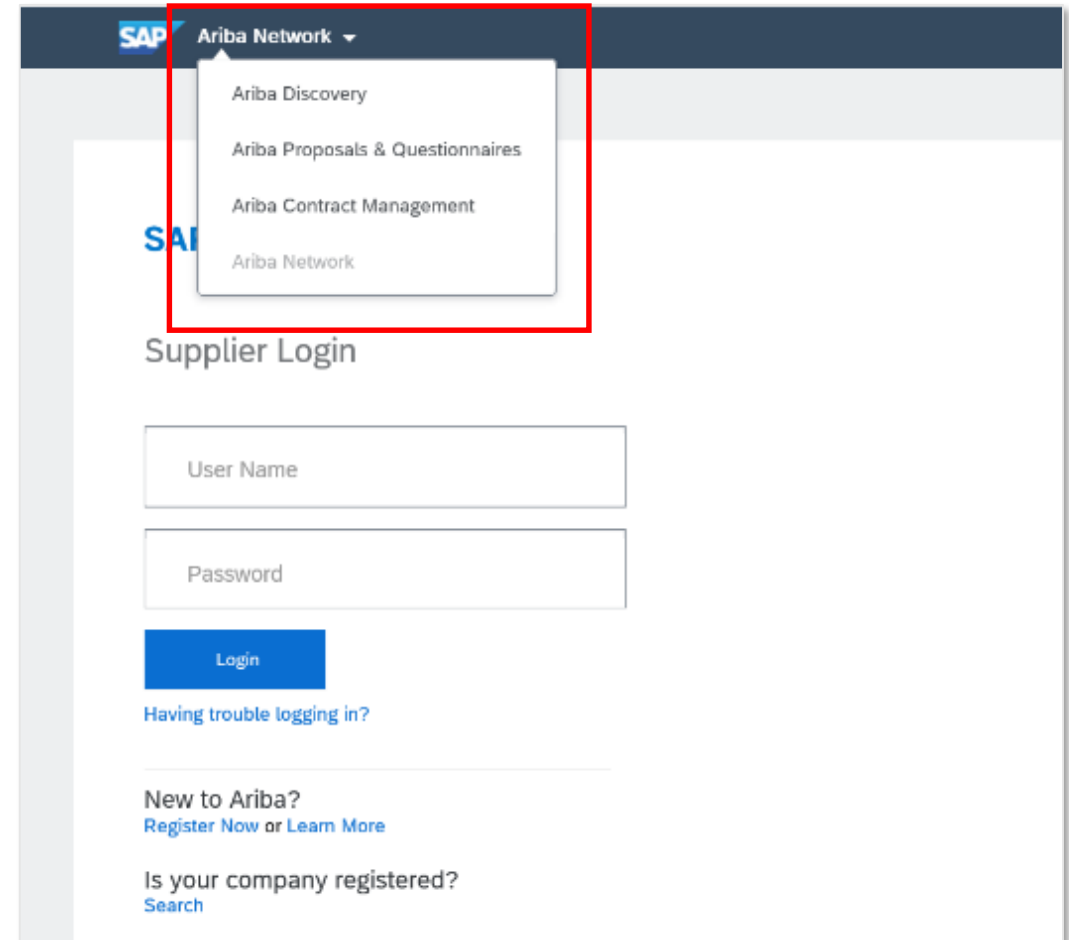


# Customer Support

## 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:



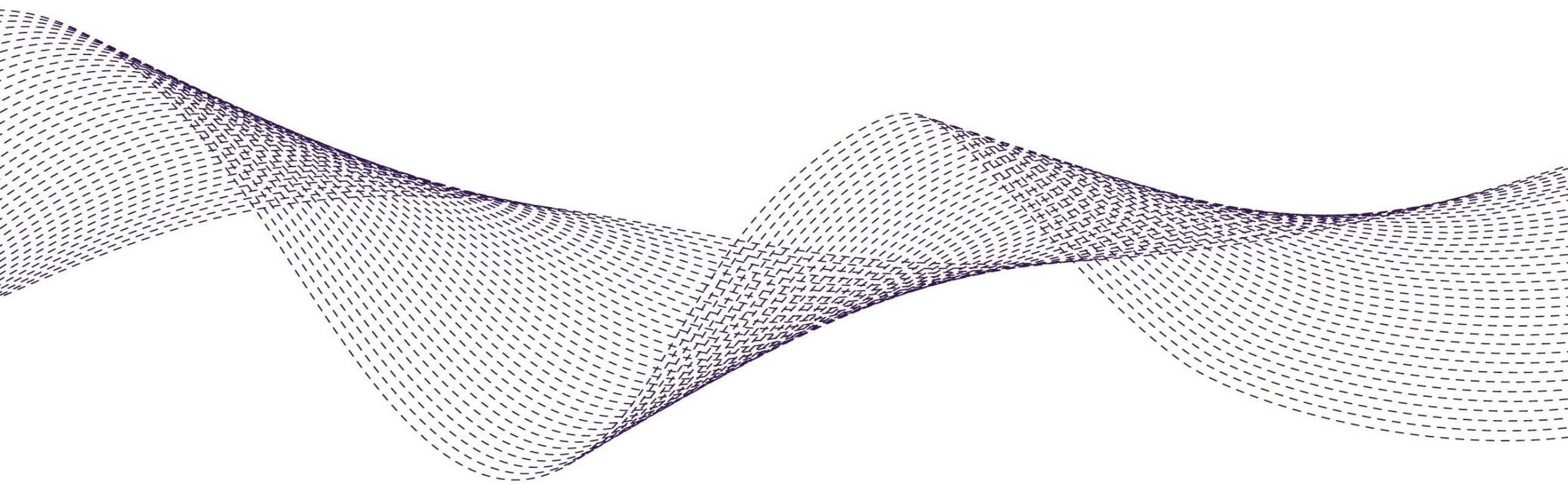
The image shows a horizontal carousel titled "Ariba Sourcing" with four webinar cards. Each card includes the Ariba logo, a title, a date and time, and a partial title. The first two cards feature an icon of three people, the third features a line graph, and the fourth features a cloud and bar chart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

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

## 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



# Help and support

In case of questions, please contact [ariba.support@siemensgamesa.com](mailto:ariba.support@siemensgamesa.com).