Supplier Registration Guide for SAP Ariba Network

July 2020
Siemens Gamesa has selected SAP Ariba as the new cloud-based procurement system to connect suppliers and buyers across a global business landscape.

This guide provides instructions to register at the SAP Ariba Network and establish the connection to Siemens Gamesa step by step.

**Content overview**

Step 1: [Invitation from Siemens Gamesa](#)
Step 2: [Sign up with SAP Ariba and create your company account](#)
Step 3: [Complete supplier qualification questionnaire](#)

**Help and support**
Supplier Registration Guide for SAP Ariba Network

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.

For the next steps ➔ Please click on activation link “click here”

Please note:
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.
Step 2.1: Sign up with SAP Ariba and create your company account

When you click activation link “click here,” you will be forwarded to a welcome page.

If you already have an existing SAP Ariba account, choose “log in”

You will be able to configure your customer relationships as described in step 3.

If you do not have an existing SAP Ariba account, choose “sign up”

You will now be asked to fill in your specific sign-up information.
Step 2.2: Sign up with SAP Ariba

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

1. **Basic company details** (name, address, etc.)
2. Details about your new **user account** (name, email, username, password, etc.)
3. **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”
Step 2.3: Create your company account

After entering your company data

1. ➔ Agree on Terms of use and
2. ➔ Agree on the SAP Ariba Privacy Statement
3. ➔ Confirm your choice with “Create account and continue”

Your entry will now be checked for completeness and matched with the SAP Ariba database.

4. 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.
Step 2.4: Review duplicate account (if required)

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

➔ “Review accounts”  

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”  

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

After successful initial registration you will get a confirmation email from the SAP Ariba Network including your account ID and username.
Step 3: Complete supplier questionnaire

After being forwarded to the questionnaire dashboard, please ➔ click on the link to the required registration and qualification questionnaires.

As a final step, please ➔ fill in all required information and ➔ confirm with “Submit Entire Response”.

Fields marked with an asterisk (*) are mandatory and should therefore be completed.
Help and support

In case of questions please visit the Ariba Help Center or email Siemens Gamesa at ariba.support@siemensgamesa.com.