SAP Ariba Supplier Registration Overview Guide

Supplier

Sap Ariba   V.3.3

REPSOL

At Repsol we have a new platform to manage our procurement processes, and therefore it is necessary for you as a Supplier to register in our systems. This is the first step to start working together. In this guide we tell you how to do it step by step.

Content Index

A. The first thing you need to know

In order to collaborate from now on in Repsol's Procurement processes, you must complete a series of steps to complete your registration in the Ariba Network (SAP Ariba collaboration portal) and register as a supplier with Repsol.

This process can be initiated in two different ways:

1. A Repsol Buyer initiates your supplier registration process. You will then receive an email invitation to continue with the registration process.

2. The Supplier, on its own initiative or at the indication of a Buyer, initiates the registration process. We will call this process 'self-registration'. Once your self-registration request has been approved, you will receive an email invitation to continue with the registration process.

In both cases, we summarize the steps to be taken graphically and explain them in detail below.

I have received an invitation from Ariba - Repsol

| 1 | Create an Ariba Network Account |

| 2 | Complete your Repsol registration form |

I want to register on my own initiative without invitation (self-registration)

| 0 | Make a self-registration request from repsol.com |

| 1 | Create an Ariba Network Account |

| 2 | Complete your Repsol registration form |

We tell you how to do it.

B. How to complete the process

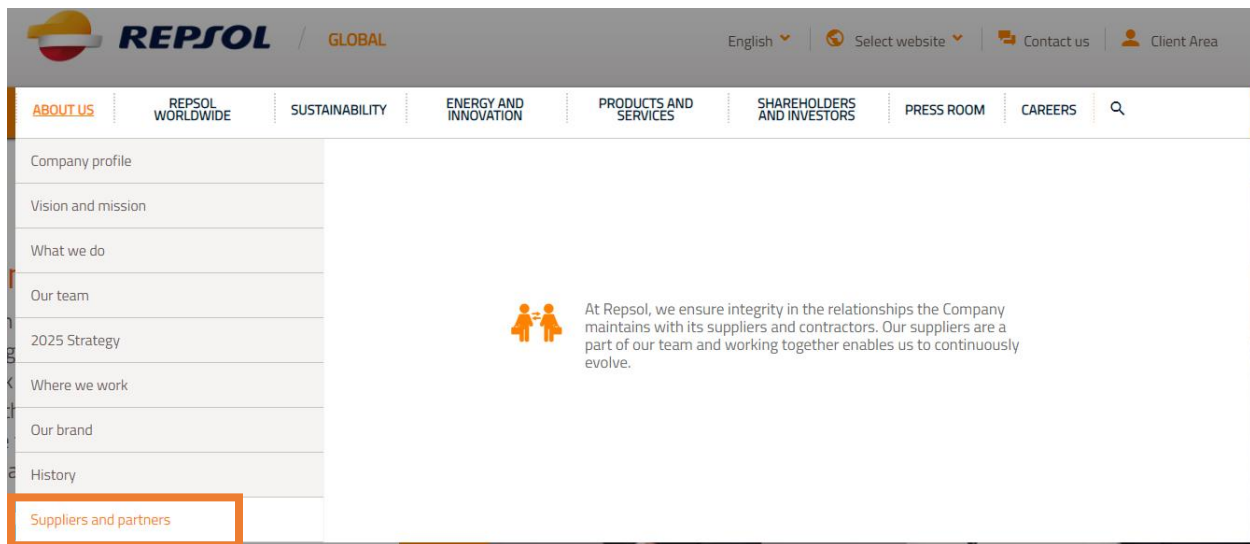If you are registering on your own initiative, start at point 0.

If you have received an email from SAP Ariba as an invitation from Repsol, either because an internal Buyer has started your registration process or because your self-registration request has already been approved, go directly to point 1.

0. Make a self-registration request in Sap Ariba

If you have not received the invitation, but you want to have the possibility of entering Repsol's bidding processes, you must apply for self-registration through the Repsol website.

Please note that you do not need to have an Ariba Network account at the time of submitting this application, but you do need to have one afterwards.

To apply, please use the link found at www.repsol.com, in the section "About us" > "Suppliers and partners"> "Pre-qualification questionnaire for suppliers"

How to become a supplier for Repsol

If you have not had a prior business relationship with us and are interested in becoming part of our team as a supplier, you will first have to complete a pre-qualification questionnaire*. With this information, we will analyze whether you meet the minimum requirements to collaborate with us.

If information you provide is of interest to us, we will begin the qualification process, otherwise your request will be put on file to cover possible future needs.

*By submitting this information, it does not imply in any case a commitment on behalf of REPSOL to contact the supplier and maintain any sort of professional relationship.

Pre-qualification questionnaire for suppliers ➤
Self-registration request guide ➤
Contractor HSE Capability Assessment Questionnaire for Malaysia ➤

You will be asked to complete a questionnaire to have adequate information about the company's situation and reliability. Once you complete and submit the questionnaire, the Repsol team will evaluate whether to approve or deny your application.

The *Self-registration request guide*, which explains in detail how to complete the form, is also available on the website.

In any case, here are some small guidelines.

You will see questions with a red asterisk, this indicates that these are mandatory questions, and you will not be able to submit the questionnaire until they are completed. Below is an image of part of the questionnaire where an example of a mandatory question is marked with an orange box:
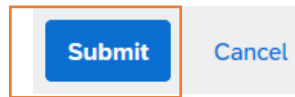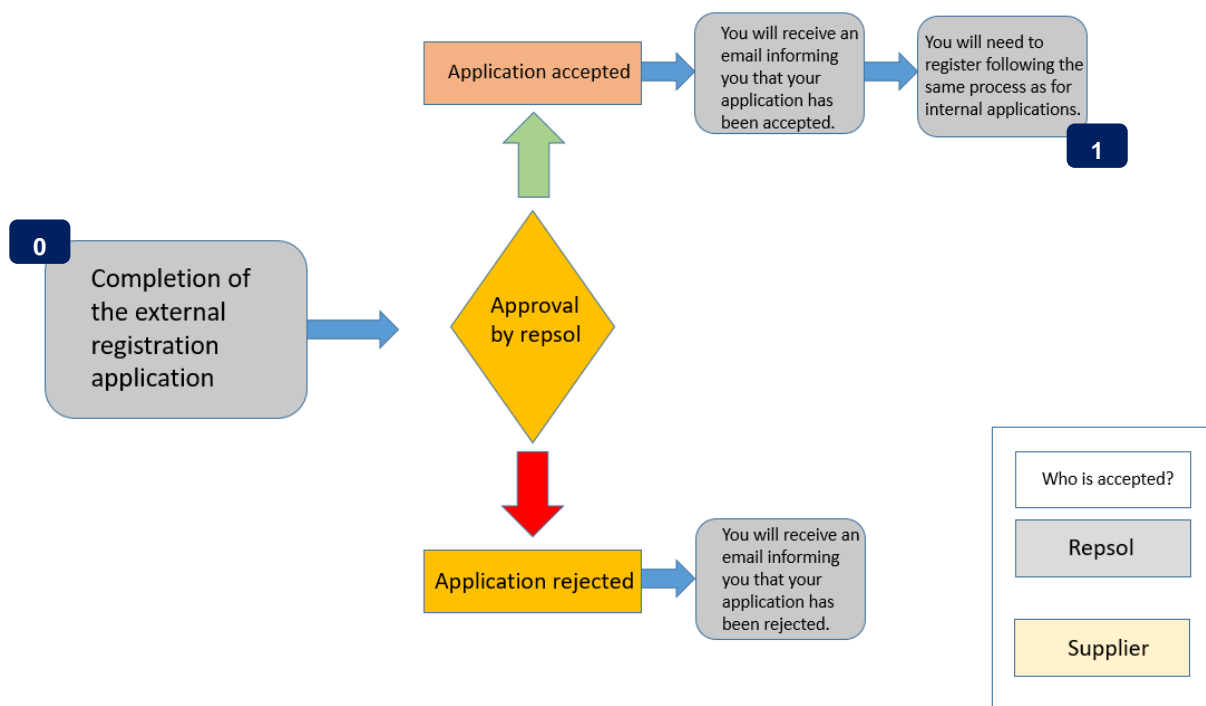

To work with Repsol, it is essential that you accept our legal conditions and our code of ethics and conduct. Remember to accept them at the end of the form.

Once you have completed the questionnaire, you must proceed to send it. To do so, at the bottom of the page you must click on the Submit button, as shown in the following image.

Submit Cancel

With this, you have just applied to Repsol to be part of its list of Suppliers. Once the application is received, the Repsol Supplier Management team will review it and approve or reject it as appropriate. In both cases, an informative e-mail will be sent.

Below, you can see a brief outline of the self-registration application:

0

Completion of the external registration application

Approval by repsol

Application accepted

You will receive an email informing you that your application has been accepted.

You will need to register following the same process as for internal applications.

1

Application rejected

You will receive an email informing you that your application has been rejected.

Who is accepted?

Repsol

Supplier

I have sent the questionnaire and it has been approved, now what?

If your application has been approved, you will receive an invitation from Repsol to register by email.

Remember that you must first create an account on the Ariba Network. We tell you how to do it below.

1. **Create an Ariba Network account**

Ariba network is the Sap Ariba Supplier portal. From now on you need to be registered in it to be able to interact with Repsol. Creating an account on Ariba Network is free of charge.

In this section we will cover the following topics related to the registration and management of the Ariba Network

- Invitation and registration on Ariba Network

- Access a Ariba Network

- Navigation in Ariba Network

- Help Center

- Link Ariba Network accounts

In addition, a link to the SAP Quick Guide is included to help you get started with the Ariba Network:

https://help.sap.com/doc/d8afd4f3a8c2451c920f7dec9358621a/cloud/en-US/ANQuickStart.pdf

1.1 Invitation and registration on Ariba Network

How do I sign up to the Ariba Network?

To continue with the Ariba Network registration process, you must follow the steps in this chapter regardless of whether you already have an Ariba Network account or not, so we recommend that you create one as specified in this chapter.

First, **check your email to see if you have received the invitation email**. This email will be sent whether the registration process has been initiated internally by a Repsol Buyer or once your self-registration request has been approved.

The format of the email you will receive will be like the following:

Repsol - TEST

Register as a supplier with Repsol - TEST

Hello!

Repsol - TEST has invited you to register to become a supplier with Repsol - TEST. Start by creating an account with Ariba Network. It's free.

It is mandatory to have an account in the Ariba Network and to have completed the "Registration" questionnaire ("registered" status) in order to participate and be awarded the Repsol - TEST tenders.

Repsol - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If CONSULT S.A. already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now.

Please, it is necessary to complete the registration process without leaving the link that contains the self-registration email as it is for single use, in this way the process can be completed correctly. Once the process is complete in Ariba, you will access the Repsol - TEST record, which you will have 30 days to complete.

To access Ariba Network again after you have completed your Ariba registration, you can do so through the following link: https://supplier.ariba.com/

If you have any questions, do not reply to this email, instead contact SAP Ariba at the following link: https://www.ariba.com/support/supplier-support

You are receiving this email because your customer, Repsol - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Repsol - TEST.

Offices | Data Policy | Contact Us | Customer Support

Powered by **SAP Ariba** /\\

Regardless of whether you already have an Ariba Network account, you will need to do the following:

1. Select **"Click here"**, to begin the process of creating an Ariba Network account or register with your Ariba Network account if you already have one.

   The process is defined in section Ariba Network account creation process in this chapter of the guide. **Please note that this link is for one-time use only, so do not leave the process until you have completed it.**

   If the link has expired, you can create your account or log in directly from:https://supplier.ariba.com/

2. If you have already completed step one, select the second link in the email, https://supplier.ariba.com/, which will redirect you to the login page, in order to proceed with the Repsol registration form.

Ariba Network account creation process

Once you have clicked on the first link in the email you will be redirected to the page shown in the image below, where you should click on Subscribe if you do not have an Ariba Network account or Login if you already have one (just use your credentials). Depending on your situation, follow section 1 if you need to create an account or section 2 if you already have an account and just want to log in.

Welcome, John Johnson

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **SAP Ariba Education Integrated** on SAP Ariba.

SAP Ariba Education Integrated uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by SAP Ariba Education Integrated.

Sign up

Already have an account? **Log in**

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

1. In case you <u>don't have an Ariba Network</u> account, select **Sign Up**

This link will redirect you to the registration page where you must fill in the information SAP Ariba asks you to create your account. Fill in the information and accept SAP's terms and conditions of use at the bottom of the page.

Once you have checked the information on the form, click on "**Create account and continue**" at the bottom of the page.

Tell us more about your business ▸

Ariba will build your company profile, including basic company information, which will be available to open up new business opportunities with other companies. If you want to hide the company profile, you can do so at any time by editing the profile visibility settings on the Company Profile page, after you have completed registration.

By clicking the Register button, you expressly acknowledge and consent to Ariba for the data you enter into this system to be transferred outside the European Union, the Russian Federation or any other jurisdiction in which you are located to Ariba and the computer systems on which Ariba's services (which are located in different centers globally) are hosted, in accordance with Ariba's Privacy Statement, the Terms of Use and any applicable law.

You have the right to access and modify data from within the application by contacting the Ariba administrator in your organization or in Ariba, Inc. This consent shall take effect from the time it is granted and may be revoked upon written notice to Ariba. If you are a Russian citizen and reside within the Russian Federation, you also expressly confirm that any of your personal data entered or modified into the system has been captured by your organization in a specific data repository located within the Russian Federation.

☐ I have read and accept the Terms of Use

☐ I have read and accept the SAP Ariba Privacy Statement

Register   Cancel

Once you have completed your registration with Ariba Network, you will receive an email with your credentials; make sure you keep it safe and always located as it specifies your details.

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for ▬▬▬▬▬▬▬▬▬ is now complete.

| Your organization's account ID: | |
| Your username: | |

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

2. If you already have <u>an Ariba Network</u> account, select **Sign In**:

You will be redirected to the next page where you will need to enter your account credentials.

1.2 Access to Ariba Network

How do I access the Ariba Network?

Once you have an Ariba Network account, you will be able to log in to the main supplier page (https://supplier.ariba.com/), where you must enter your credentials. This link is the same as the second link in the email sent by Repsol.

1.3 Navigation on the Ariba Network

I have already logged in, what do I do now?

After logging into the Ariba Network homepage you will be directed to the Ariba Network homepage where you will be able to access the functionalities.

In this case, to continue with the registration process we will access the **Proposals and questionnaires** page, to do so you must click on **Ariba Network** located in the upper left corner of the screen, as you can see in the following image:

"By selecting "Proposals and questionnaires", you will be redirected to the page where you will have access to: Repsol registration form, access to events (RFI, RFP, auctions) to which you are invited, etc.

1.4 Help Center

What is the help center?

The SAP Help Centre is a feature that you can access from your Ariba Network account, allowing you to access a variety of information that you may find useful.

How do I access the help center and what is it for?

The Help Centre is visible in the top right corner of the screen and can be accessed by clicking on the icon below:
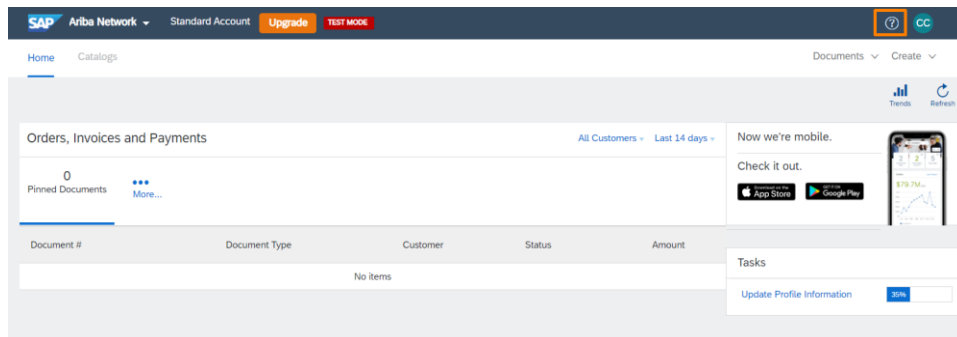
Once you click on it, a tab will open on the right-hand side of the screen, like the one shown below, where you can do the following:

1. Search SAP's search engine for information using key terms. See the Frequently Asked Questions (FAQ), you can get more information by clicking on each one.

2. Access the SAP Helpdesk home page, just select **View more** in the bottom right-hand corner of the tab.

3. Access the learning center where you will have access to product documentation and tutorials by selecting at the bottom of the **Documentation tab.**

4. Access the support center where you can search for support topics or submit a question to the help center, by selecting **Helpdesk**.
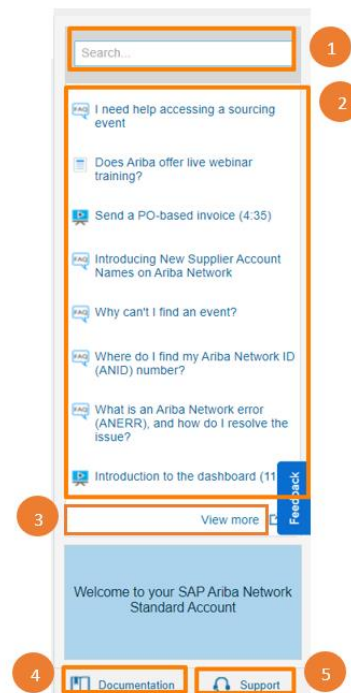
1.5 Link Ariba Network accounts

I have several accounts; can I link them?

If you have multiple user accounts on the Ariba Network and want to centralise them in a way that makes it easier for you to manage them, you can do so by using the User ID.

Important: Once two accounts are linked, it is not possible to unlink them.

How do I link my accounts?

To access the Ariba Network account linking process you must first open the drop-down menu from your profile icon, which is located to the right of the support center icon in the top right corner, as shown in the image below.

In this menu you can see your Ariba Network ID or ANID as well as your account type.

You can also modify various configurable aspects of your SAP Ariba Network account, such as subscriptions or company profile.

To start the process of linking your accounts you will need to click on **Link User IDs**, this will direct you to the tab shown on the next page of the document, where you will need to choose the type of linking method.

Example of ANID
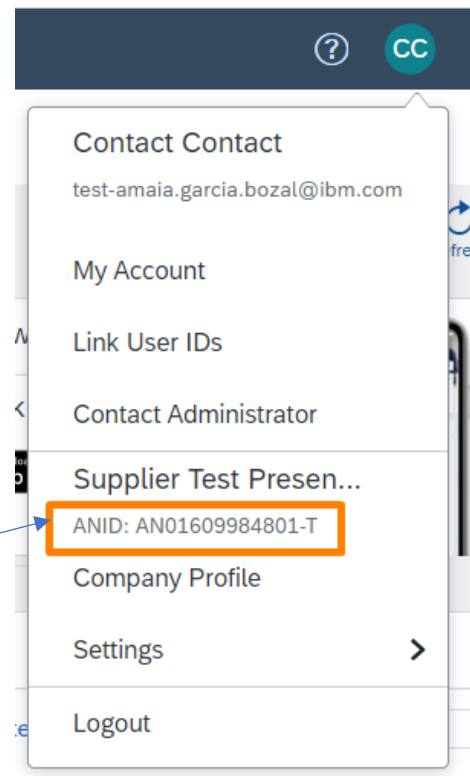
To access Linking Accounts for Ariba Network, select the option **Link User IDs**

Ariba Network Account Linking Process Window:

There are two methods for linking accounts depending on whether the secondary account credentials are available. Both methods are defined below:

1. **Approval required:** If the credentials of the secondary account are not available, the linking must be done through the first method, by which the user requests the owner/administrator of the second account. To do this, you only need to enter the recipient user and he/she will receive a link through which he/she can link both accounts.

2. **Approval not required**: If you have the credentials of the second account (username and password), you can link them without the need for intervention of the administrator of the second account. To do so, you only need to enter them, and this account will automatically be defined as a secondary account to the one currently in use.

2. Repsol registration form

Once you have activated your Ariba Network account, you must complete the Repsol registration form to continue with your processes.

How do I complete the questionnaire?

From the home screen of your Ariba Network account go to the "Proposals and questionnaires" tab where you will see the registration questionnaire that you will need to fill in to continue with the process, within the registration questionnaires section.

Access it and fill in the required information. On the left-hand side you will see the different blocks of information to be completed and on the top right-hand side the time you must complete it.

You can fill in the information you consider appropriate and save the questionnaire as a draft to continue later by selecting "Save Draft".

When you answer the questionnaire, it is important to consider that in the section 3 Compliance, if your Company is related or has deals with Public Officials or Ex-Public Officials it will be require that you download the Statement of Compatibility for Public Officials or Ex Public Officials and upload it later signed in the questionnaire. To do that if you answer affirmatively to the question 3.5 it will open additional content, here you must click in References:

Once you click a drop-down tab will open, here you must click on the English version of the document **"Statement of Compatibility for Public Officials or Ex Public Official":**

This will let you download the document, please sign it, and later upload the document in the question 3.6 by doing click in **Attach a file** and selecting the signed document.

Once you had completed the questionnaire, if you want the information filled in to be the final one, you must select "**Submit Entire Response**" at the bottom of the screen.

Once you have submitted the questionnaire you will be notified in the questionnaire itself at the top of the screen with the following message:

✓ Your response has been submitted. Thank you for participating in the event.

After sending the form, the Repsol team will analyze it. You will be able to see the status of your application in the "Proposals and questionnaires" tab in the "Registration questionnaires" section under "Status".

Depend on your answers Repsol could request you to fulfil a Compliance questionnaire, that will be send to you in a similar way than the Registration form but this new form will appear in the Questionnaire section of the "Proposals and questionnaires":

If you receive the email notification that you must complete the questionnaire, please access your Ariba Network account and in the questionnaire section complete and send in a similar way than the registration form the Compliance questionnaire. Once you send the response, it will be review and evaluate to proceed with the approval or denial.

Once the registration form is approved, the status will be updated to Approved, which completes the registration form process at Repsol.

Congratulations! You have just completed your registration and are now part of the Repsol supplier database.