

SAP Business Network Account Management

Supplier

Sap Ariba

V3.0



REPSOL



This guide includes the steps to create and manage your SAP Business Network user account. SAP Business Network is the Supplier-Client collaboration portal (Repsol) and it is necessary that you access it in order to complete your Supplier registration process as well as participate in qualification processes, request of proposal, etc.

SAP Business Network is the portal for Sap Ariba Suppliers. From now on it is necessary that you are registered in it to be able to interact with Repsol. Creating an account on the SAP Business Network is free.

In this guide we will cover the following topics related to the registration and management of SAP Business Network

1. SAP Business Network access
2. Linking SAP Business Network Accounts
3. Basic SAP Business Network Navigation

Additionally, it includes:

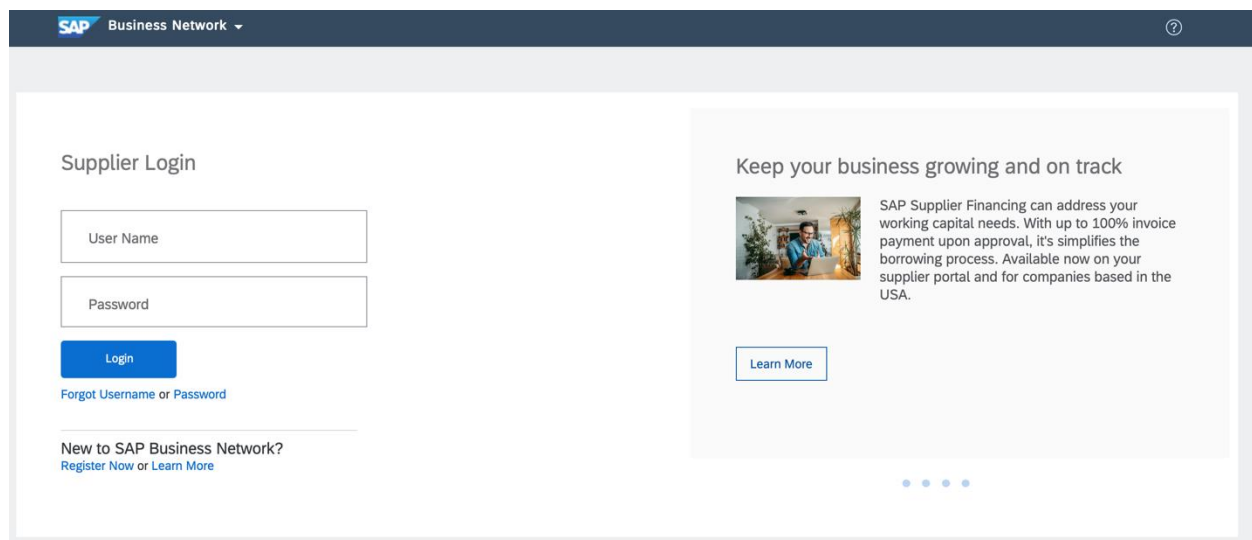
- Link to the quick SAP guide which is a great help to get started on the SAP Business Network:

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

- SAP Business Network Supplier training

https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/#/

If you have problems when creating your account, with your access or with the technical issues of SAP Business Network, you should request support from SAP Ariba through the portal itself:



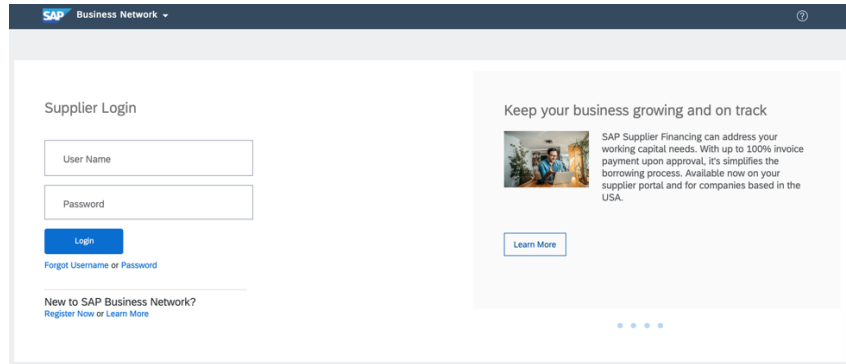
The screenshot shows the SAP Business Network Supplier Login interface. At the top, there is a dark blue header with the SAP logo and 'Business Network' text. Below the header, the main content area is divided into two sections. On the left, the 'Supplier Login' section contains two input fields for 'User Name' and 'Password', a blue 'Login' button, and a link for 'Forgot Username or Password'. Below this, there is a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn More'. On the right, there is a promotional banner titled 'Keep your business growing and on track' featuring a small image of a person and text about 'SAP Supplier Financing'. A 'Learn More' button is located below the banner. At the bottom of the banner, there are four small blue dots.

You have more detail about SAP support in the Suppliers *Onboarding package*.

1. SAP Business Network Access

You can access SAP Business Network from two different ways:

1. URL directly: <https://supplier.ariba.com/>



The screenshot shows the SAP Business Network Supplier Login interface. On the left, there is a 'Supplier Login' section with input fields for 'User Name' and 'Password', a 'Login' button, and a link for 'Forgot Username or Password'. Below this is a link for 'New to SAP Business Network?' with sub-links 'Register Now' and 'Learn More'. On the right, there is a promotional banner titled 'Keep your business growing and on track' featuring an image of a person and text about SAP Supplier Financing. A 'Learn More' button is located at the bottom of the banner.

2. From any email invitation you receive from your clients, in this case Repsol. Both in the registration as a Supplier (first step in the collaboration with us) and in subsequent collaborations, whether in bidding processes, qualification processes or certificate management, you will have direct access to the SAP Business Network.



Register as a supplier with Repsol -

Hello!

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

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

Repsol uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers. If [redacted] already has an account with SAP Business 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 record, which you will have 30 days to complete.

To access SAP Business 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 supplier-enablement@repsol.com

You are receiving this email because your customer, Repsol - 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](#)

The links in these emails are for single use and expire after 30 days. If that is your case, access directly through <https://supplier.ariba.com/>

If you already have an SAP Business Network user, you only have to enter your credentials to access from any of the two previous options.

On the other hand, if you still do not have an SAP Business Network user, the first thing you should do is create it. Signing up is free (standard account) although you can improve your user account based on the actions you are going to take by acquiring a 'premium' account.

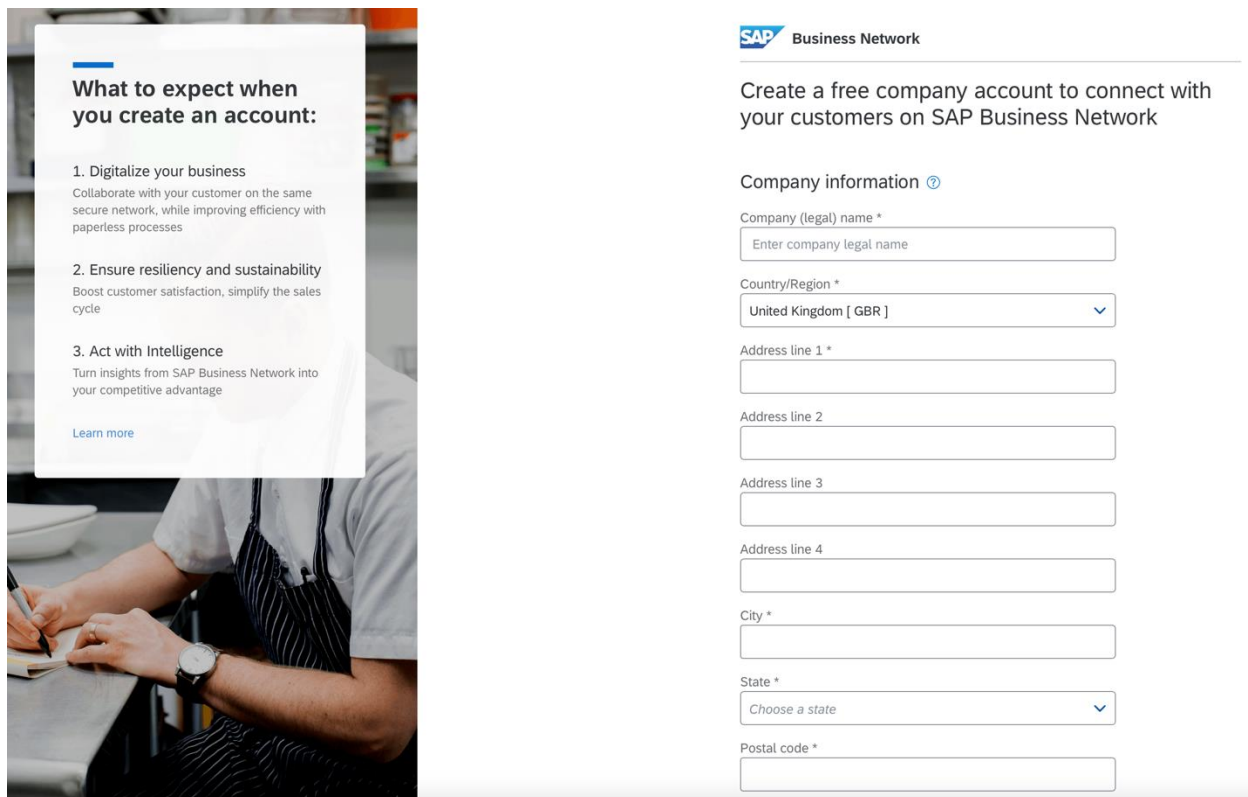
To create your account, go to the '*Register Now*' option and complete the requested form.

Supplier Login

[Forgot Username](#) or [Password](#)

New to SAP Business Network?

[Register Now](#) or [Learn More](#)



It is important to differentiate between registering with SAP Business Network and registering with Repsol.

The first is related to the creation of your account to operate in the SAP Ariba collaboration portal with your clients. It is necessary to create this account to be able to register as a Supplier in Repsol and to be able to collaborate in its different processes.

2. Linking SAP Business Network Accounts

I have multiple accounts; can I link them?

If you have multiple user accounts on the SAP Business Network and you want to centralize 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 undo that link.

How do I link my accounts?

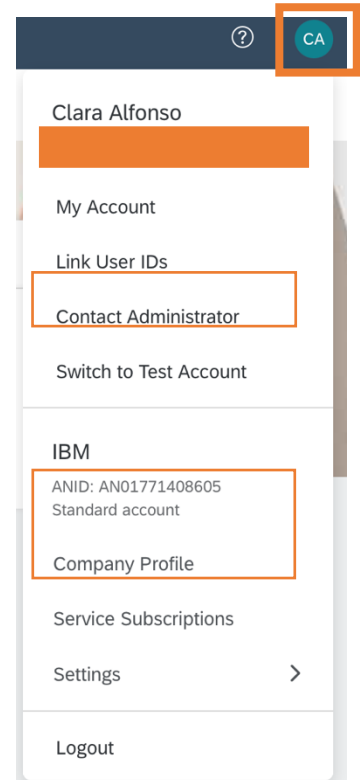
To access the SAP Business Network account linking process, you must first open the drop-down menu from your profile icon, which is located to the right of the support center icon, in the upper right corner, as shown in the following image.

In this menu you can see your SAP Business Network ID or ANID, as well as the type of account.

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

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

Example of ANID and account type



SAP Business Network account linking process window:

SAP Business Network Standard Account Upgrade

Link User IDs

If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:

- Log in to all your accounts using one username and password
- Switch between your multiple accounts

1 APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username:*

Send link request

2 NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username:*

Password:*

Link accounts

Cancel

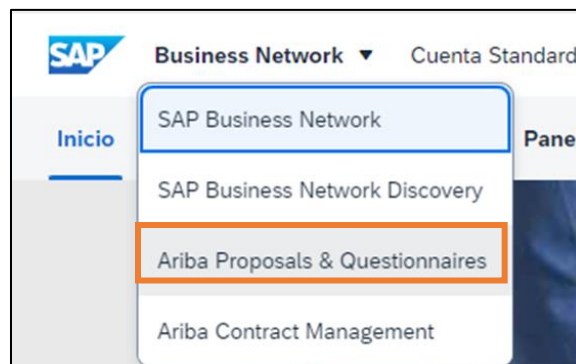
There are two methods of linking accounts depending on whether you have the credentials of the secondary account. Both methods are defined below:

1. **Required approval:** In case that 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 have to enter the recipient user and they will receive a link by which they can link both accounts.
2. **Not required approval:** In case that you have the credentials of the second account (username and password), you will be able to link them without the need for intervention from the administrator of the second account. To do this you just have to enter them and automatically that account will be defined as a secondary account of the one currently used.


3. Basic SAP Business Network navigation

Once you have created your account on SAP Business Network, log in with your username and password to access the home page where you will have a summary of your activity and from where you can access the different functionalities.


Click on **Business Network** located in the upper left corner of the screen and choose the **Proposals and questionnaires** option:




By selecting "Proposals and questionnaires", you will be redirected to the page where you will have access to:

Events 


Title	ID	End Time ↓	Event Type	Participated
No items				

Risk Assessments 


Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires 

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier registration questionnaire	Doc674743846	11/21/2021 9:39 AM	(no value)	(no value)	Invited

Qualification Questionnaires 

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires 

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

- Repsol registration form necessary to complete your registration process and to be a contractor in our bidding processes.
- Access to events (RFI, RFP, auctions) to which you are invited.
- Qualification questionnaires
- Certificates

For more details, consult the *Repsol SAP Ariba Supplier Onboarding guide*.