Repsol SAP Ariba Suppliers Onboarding

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Repsol Procurement Platform. SAP Ariba
Since July 2020, Repsol’s Procurement processes have been managed from a new procurement platform based on the SAP Ariba cloud solution.

What is SAP Ariba?

SAP Ariba is a cloud-based platform that covers the complete procurement process (registration and qualification of suppliers, RFP, negociations and awarding processes, auctions, contract and order management, good receipts and receipt of invoices).

It also allows interaction with the Supplier through the Ariba Network portal (https://supplier.ariba.com/)

The change to SAP Ariba has been made gradually:

- From May 2021 all supplier qualification and certificate management processes have been migrated to SAP Ariba.
- From September 2021 all tendering and awarding processes will be carried out from SAP Ariba (only those with an unexpired completion date will be managed in SRM).
Interaction between Repsol and the supplier is done through the collaborative portal, Ariba Network, where you must register to participate in our processes.

- If you already have an Ariba Network account, you will only need to complete your registration as a supplier with Repsol (even if you already have an account and work for other companies you need to complete your registration with Repsol).

- If you do not yet have an Ariba Network account, the first thing you must do is create your account on the portal and then complete your registration as a Repsol Supplier.

Here we explain step by step how to do it.
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How to become a Repsol Supplier step by step
How to become a Repsol Supplier step by step

From now on, in order to **participate** in Repsol’s Procurement processes, you **must** complete a series of steps to **register in the Ariba Network** (SAP Ariba collaboration portal) and also **register as a supplier with Repsol**.

This process can be initiated in two different ways:

- **A Repsol Buyer initiates your registration process as a Supplier.** You will then receive an email invitation to continue with the registration process.

- **The Supplier, on its own initiative or at the indication of a Buyer, initiates the registration process.** This process is called *self-registration*. Once your self-registration request has been approved, you will receive an email invitation to continue with the registration process.

*Here we explain it in detail*
Supplier registration with Repsol step by step

1. a) Supplier registration by Repsol Buyer

1. b) Self-registration supplier request

2) Receive your invitation to register with Repsol

3) Create an Ariba Network account
   (if you already have an account you just need to log in with your credentials and go directly to step 4).

4) Complete your registration form in Repsol
Once this step has been completed, you will receive an email invitation to complete your registration as a supplier with Repsol (see step 2).
As a supplier, you can, on your own initiative, initiate the registration process with Repsol by filling out a form.

To do so, you must access the Suppliers and Partners section of the Repsol website: https://www.repsol.com/en/about-us/suppliers-and-partners/index.cshtml

1b Self-registration supplier request

Don’t forget to put the name of your Buyer reference in Repsol to speed up the process!
Once you have completed the questionnaire, the Repsol team will evaluate it and approve or reject your request:

1. If the request is approved, you will receive an email invitation to complete your registration as a Repsol Supplier (see step 2).

2. If the request is rejected, you will receive an email informing you of Repsol’s decision.

Support Material
Whether a Repsol Buyer initiates your registration process or you decide to send a self-registration request on your own initiative, you will receive an e-mail inviting you to register with Repsol.

(In the case of a self-registration request, you will only receive it when your request is approved by Repsol's internal team).

Regardless of whether you already have an Ariba Network account or not, select "Click here".

It is important that you check your email (including your spam folder) to verify that you have received the email.

This link is for one-time use only, 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/.

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 prueba test 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 supplier-enablement@repsol.com
Depending on whether you already have a user on the Ariba Network or not, you must click on the corresponding option:

- **Invitation to register as a Supplier with Repsol**
  - If you are a new user you must follow this option to sign up to the Ariba Network.
- **Already have an account? Log In**
  - This option allows you to log in directly to your Ariba Network account with your credentials if you are already a user.
3 Ariba Network account

Remember that Ariba Network is the Repsol-Supplier collaboration portal and you must register with it in order to complete your registration as a supplier and participate in our procurement process, qualification and certificate/questionnaire management processes.

You can create your Ariba Network account from two different points. Log in and complete the form:

From email invitation (see step2)

Repsol - TEST

Register as a supplier with Repsol - TEST

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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.

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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 supplier-enrollment@repsol.com

Directly from Ariba Network

https://supplier.ariba.com/

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to SAP Business Network?
Register Now or Learn More
If you have multiple user accounts on the Ariba Network and want to centralise them so that you can more easily manage them, you can do so by using the User ID. Review the support material to see how to link accounts in SAP Ariba.

Issues or problems related to registration with the Ariba Network should be directed to SAP Support.

Support Material


Ariba Network Supplier training
4. Repsol registration form

Once you have managed your registration in Ariba Network you need to log in to complete your registration as a Repsol Supplier.

You can access the registration form in two ways:

From email invitation (see step 2)

From Ariba Network (see step 3 if you don’t have an Ariba Network account)
4. Repsol registration form

Access the questionnaire and fill in the required information in the different sections:

Once complete, click on the Submit Entire Response option.
4. Repsol registration form

You will be able to see the **status of your request** in the "Proposals and questionnaires" tab in the "Registration questionnaires" section under "Status".

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

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

Support material

Registration Questionnaire for Repsol

Supplier

Sap Ariba

V2.0

Repsol, D. Procurement Management 2021
Collaboration with Repsol via Ariba Network (RFP, qualification processes and questionnaires & certificates)
Collaboration with Repsol through Ariba Network

Once you have completed your registration at Repsol, you will be able to collaborate with us through different processes.

*Here we explain it in detail*

- Participation in negotiation processes (RFI, RFP)
- Qualification processes
- Questionnaires & certificates
1. Participation in negotiation processes

You can access your events in two ways:

From **email de invitation**

Repsol - TEST

Welcome, angela ć ingles.

Repsol - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFP Template. The event starts on Monday, October 25, 2021, at 7:30 AM, Pacific Daylight Time and ends on Monday, October 25, 2021, at 8:20 AM, Pacific Daylight Time.

Click Here to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact ANGELA VAZQUEZ PEDREJON via telephone at... or e-mail at... You can also access this link at any time by going directly to the Ariba Commerce Cloud site.

If you do not want to respond to this event, click here. You must register on the Ariba Commerce Cloud before you can access this event. We look forward to working with you!

Thank You,
Repsol - TEST

Through this link you can access the event.

Email of the contact invited to the event

From **Ariba Network** ([https://supplier.ariba.com](https://supplier.ariba.com))

**Arba Proposals And Questionnaires**

**Events**

<table>
<thead>
<tr>
<th>Title</th>
<th>Status</th>
<th>ID</th>
<th>Title</th>
<th>ID</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP</td>
<td></td>
<td></td>
<td>RFP PRUEBA TRAINING BOJIA</td>
<td>Doc680437390</td>
<td></td>
</tr>
</tbody>
</table>

It is important that you check your email (including your spam folder) to verify that you have received the email.

This link is for one-time use only, 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](https://supplier.ariba.com).
1. Participation in negotiation processes

The **first thing** you need to do to **participate** in an event is to **check the prerequisites**. Once you accept them, you will be able to see the lot information and other conditions at the event.

Select the lots in which you are going to participate and complete all the information before the deadline for submission of bids.

You can **track your event on the Ariba Network**. At the end of the event you will be informed of the result of the award.
1. Participation in negotiation processes

Support material
2. Qualification processes

During the qualification process you will receive a qualification questionnaire to complete. This questionnaire will be reviewed and approved by various teams, and if successfully completed, you will be qualified.

You can access the questionnaire in two different ways:

**From email invitation**

Repsol - TEST

Qualification questionnaire to become a qualified supplier with Repsol - TEST

Hello!

Now that Test provider is registered as a supplier with Repsol - TEST, you’re invited to fill out one or more questionnaires to become qualified in the following categories:

- All commodities in All / All

[Click Here] to create account now to fill out the questionnaire

**From Ariba Network** ([https://supplier.ariba.com](https://supplier.ariba.com))

[Click Here] to create account now to fill out the questionnaire

It is important that you check your email (including your spam folder) to verify that you have received the email.

This link is for one-time use only, 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](https://supplier.ariba.com/)

Repsol, D. Procurement Management 2021
2. Qualification processes

Support material
3. Questionnaires & certificates

Repsol may request certain information from you through questionnaires and certificates that will be managed through the Ariba Network.

These questionnaires and certificates may be required during the tendering and qualification processes depending on the requirements and data of the Supplier.

• Types of questionnaires: Data protection, compliance...

• Types of certificates: Environment Certificate: ISO 14001, Safety OHSAS 18001 & ISO 45001, Automation Quality IATF 16949, Quality ISO 9001, ...

Depending on the type of questionnaire/certificate you will be required to answer certain questions or attach certain documentation. Once submitted, they will be reviewed internally by Repsol and their status can be tracked directly on the Ariba Network.
3. Questionnaires & certificates

You can access the questionnaire in two different ways:

From email invitation

Repsol - TEST

Hello,

Repsol - TEST has invited you to complete a questionnaire. This is required so Test provider can do business with Repsol - TEST.

Questionnaire Overview
Questionnaire name: Certificate Security OHSAS 18001 and ISO 45001
Respond by: Sat, 27 Nov, 2021

Submit questionnaire

Best,

SAP Ariba team

From Ariba Network (https://supplier.ariba.com)

It is important that you check your email (including your spam folder) to verify that you have received the email.

This link is for one-time use only, 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/
3. Questionnaires & certificates

Support material
Supplier Support
Supplier Support

There are several support lines depending on the type of doubt or incident:

1. **Questions or problems with the Ariba Network** (registration, accounts, passwords, etc.) - Direct support with SAP Ariba through the Support Centre ([http://supplier.ariba.com](http://supplier.ariba.com))
Supplier Support

From **Home** try looking for documentation related to the question or problem you are facing.

1. Write the tip you need help with
2. Click on the ‘magnifier’ icon
3. Refine your search by filtering by the type of material you are looking for: documentation, tutorial, article...
4. Accesses the item that meets the search criteria
Supplier Support

From Learning you can access general information about the SAP Ariba product. We recommend the Getting Started guide.
Supplier Support

From **Contact Us you** can contact SAP Ariba if you have not been able to solve your problem with the above guides and documentation:

First they will ask you a series of questions to try to classify the problem you have and give you a solution to it.

*For example, let's say you have a problem creating your Ariba Network account. Select the checked option:*
Supplier Support

You will be presented with a series of possible problems, select the one that most closely matches your error.

Steps to solve the problem

1. On the Supplier Login page, click either Forgot Username or Password.
2. Enter the email address that is registered to the account in the Email Address field and click Submit.
   - SAP Business Network sends an email notification that contains your username or instructions on how to reset your password to the email address you used to register your SAP Business Network account.
3. Click the link in the Password Reset notification email.
4. Enter and confirm your new password.
5. Click Submit.
   - SAP Business Network displays a confirmation page, indicating that your password has been updated.

* After you submit your request for a password reset, SAP Business Network sends instructions to the email address associated with your account.
  If you didn’t receive a password reset email, click here to troubleshoot.
Supplier Support

If none of them suit your needs, click on Other / Contact us

Fill in the contact information for SAP Ariba to contact you and resolve the issue.

You can find more information at https://www.youtube.com/watch?v=B-xGMrV-Md8
2. **Functional questions about SAP Ariba** through the mailbox supplier-enablement@repsol.com.

3. **Questions about qualification process** through REPSOL GLOBAL SERVICES CALIFICACION repsolgscalificacion@repsol.com

4. If you have specific questions about the bidding processes in which you are participating, please contact your Repsol reference buyer directly.

5. Repsol **Support material**
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Support material
In addition to this **Onboarding package**, Repsol offers you a series of documentation and resources that we hope will help you to work with us in SAP Ariba.

1. **Documentation: guides and documents in the suppliers and partners section of our website.** Check regularly to ensure you have the most up-to-date versions and all supporting documentation.

Support material

2. Other material:

Ariba Network Supplier training:
https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/#/

SAP Ariba Support
https://www.youtube.com/watch?v=B-xGMrV-Md8

Ariba Network Quick start guide