



Repsol SAP Ariba Supplier Onboarding

D. Procurement Management

1. Repsol Procurement Platform. SAP Ariba
2. How to become a Repsol Supplier step by step
3. Collaboration with Repsol through SAP Business Network (RFP, qualification processes and questionnaires & certificates)
4. Supplier Support
5. Support material

1 Repsol Procurement Platform. SAP Ariba

Repsol Procurement Platform

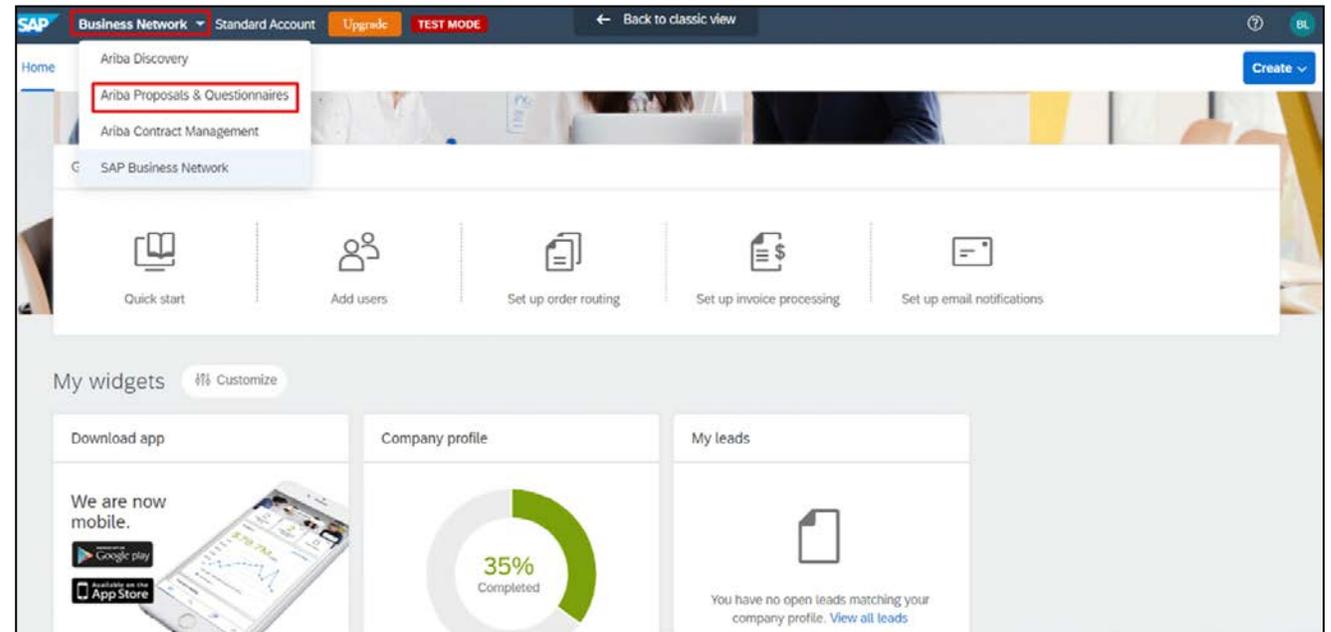
SAP Ariba



What is SAP Ariba?

SAP Ariba is a **cloud-based** platform that covers the **entire purchasing process** (supplier registration and qualification, bidding and award processes, tenders, contract and order management, goods receipts and invoice receipt).

It also allows **interaction with the Supplier** through the **SAP Business Network portal**. (<https://supplier.ariba.com/>)



Repsol Procurement Platform

SAP Ariba



Interaction between Repsol and the supplier is done through the collaborative portal, SAP Business Network, where you must register to participate in our processes.

- If you already have a SAP Business 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 a SAP Business 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.

Welcome

2

How to become a Repsol Supplier step by step

How to become a Repsol Supplier step by step



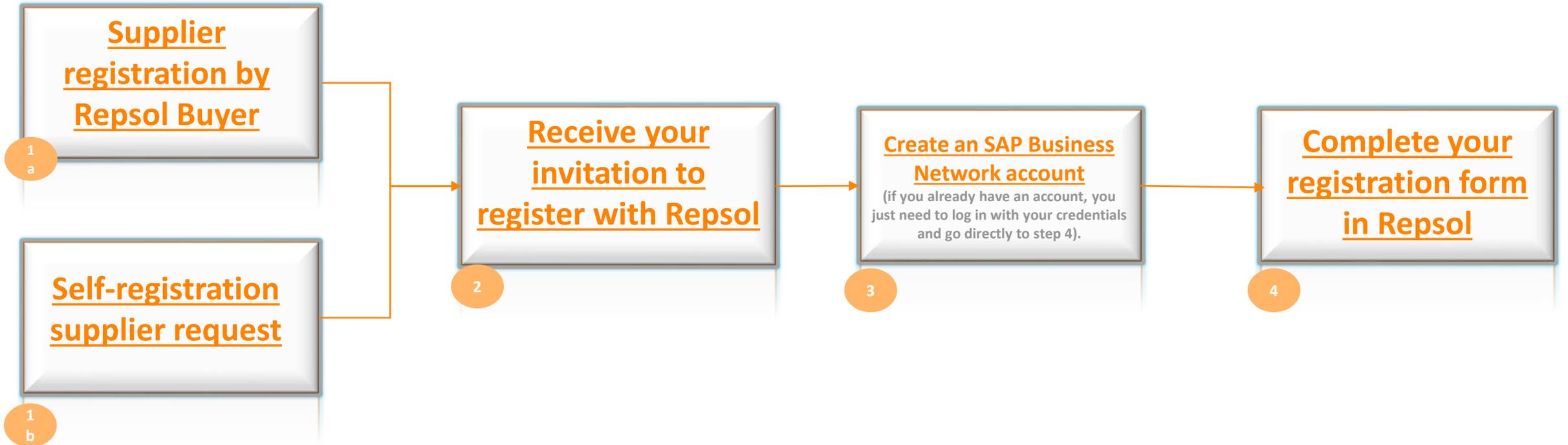
From now on, in order to **participate** in **Repsol's Procurement processes**, you **must** complete a series of steps to **register in the SAP Business Network** (SAP Ariba collaboration portal) and also **register as a supplier with Repsol**.

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



1a Supplier Registration by Repsol Buyer



Once this step has been completed, **you will receive an email invitation to complete your registration as a supplier with Repsol [\(see step 2\)](#).**



1b Self-registration supplier request



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 section of the Repsol website:

<https://www.repsol.com/en/about-us/suppliers/index.cshtml>

Questionnaire to be filled in

Don't forget to put the name of your Buyer reference in Repsol to speed up the process!

Manual to complete it

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.

[Supplier self-registration request at Repsol >](#)

[Supplier self-registration request at Repsol guide \(PDF 547 KB\) >](#)

[Contractor HSE Capability Assessment Questionnaire for Malaysia \(XLS 45 KB\) >](#)



1b Self-registration supplier request



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 (www.repsol.com/en/about-us/suppliers/index.cshtml)

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 the information provided 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.

[Supplier self-registration request at Repsol form](#) >

[Supplier self-registration request at Repsol \(PDF 541 KB\)](#) >



2 Invitation to register as a Supplier with Repsol



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 SAP Business 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/>.



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 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.

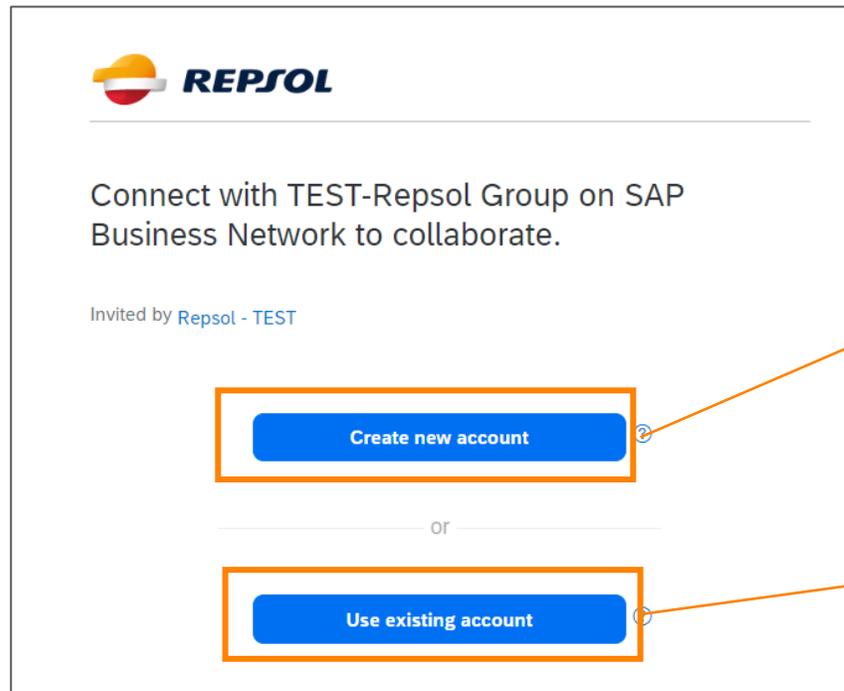
Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

2 Invitation to register as a Supplier with Repsol



Depending on whether you already have a user in SAP Business Network or not, you must click on the corresponding option:



If you are a new user you must follow this option to sign up to the SAP Business Network.

This option allows you to log in directly to your SAP Business Network account with your credentials if you are already a user.

3 SAP Business Network account



Remember that SAP Business 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 SAP Business Network account from two different points. Log in and complete the form:

From email invitation ([see step2](#))

Directly from SAP Business Network

<https://supplier.ariba.com/>



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.

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[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 screenshot shows the SAP Business Network supplier sign-in interface. At the top, there is a navigation bar with the SAP logo and 'Business Network' text. The main content area is divided into two sections. On the left, under the heading 'Supplier sign-in', there is a text input field for 'Username', a blue 'Next' button, and a link for 'Forgot username'. Below this is a box titled 'New to SAP Business Network?' with the options 'Register Now' and 'Learn more'. On the right, there is a promotional banner for 'Spend Connect Live is also virtual!' featuring a person and text about a virtual event on October 24, 2024, with a 'Learn More' button. At the bottom, there is a footer with 'Supported browsers and plugins', the SAP logo, copyright information for 2022, and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

3 SAP Business Network account



If you have **multiple user accounts on the SAP Business 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 SAP Business Network should **be directed to SAP Support**.

Support Material

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

[SAP Business Network Supplier training \(www.repsol.com/en/about-us/suppliers/index.cshtml\)](http://www.repsol.com/en/about-us/suppliers/index.cshtml)

Phase 2: Negotiation and awarding
The negotiation and awarding phase is a rather important part of the procurement process, and the central one using the newly tender and electronic auction.

Tender
If you are a supplier that has been invited to a tender on the new SAP Ariba Sproc platform, you must access it through your account on the Ariba Network.

Electronic auction
If you are a supplier that has been invited to an electronic auction on the new SAP Ariba Sproc platform, you must access it through your account on the Ariba Network.

Information in other languages
SUBSCRIPTIONS

Get all your questions answered on how to access and submit a bid on Ariba

- Request SAP Ariba Supplier Onboarding [See pdf \(1,06 MB\)](#)
- Manage your Ariba Network account** [See pdf \(202,45 KB\)](#)
- Negotiation questionnaire for Request [See pdf \(63,17 KB\)](#)
- General guide for supplier qualification in SAP Ariba [See pdf \(1,26 MB\)](#)
- How to participate in the Request registration process [See pdf \(1,43 MB\)](#)
- Streamlined RFQ response (Offers & Bid) [See pdf \(1,22 MB\)](#)



4. Repsol registration form



Once you have managed your registration in SAP Business 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 step2](#))

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.

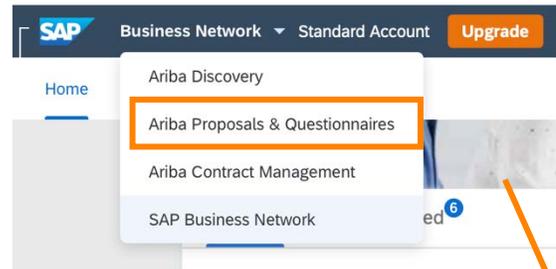
[Click Here](#) to create account now.

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

From **SAP Business Network** ([see step 3](#) if you don't have an **SAP Business Network** account)



Events

Title	ID	End Time ↓	Event Type
No items			

Risk Assessments

Title	ID	End Time ↓	
No items			

Registration Questionnaires

Title	ID	End Time ↓	
▼ Status: Open (1)			
Supplier registration questionnaire	Doc674743846	1/21/2021 9:39 AM	

Qualification Questionnaires

Title	ID	End Time ↓	Commodity
No items			

Questionnaires

Title	ID	End Time ↓	Commodity
No items			

4. Repsol registration form



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

Console Doc2287261871 - Supplier registration questionnaire Time remaining 24 days 05:44:17

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 Only For Repsol Users
- 2 General Information
- 3 Supplier Contact Det...
- 4 Compliance
- 5 Additional Information
- 9 Bank Data

All Content

Name ↑	
2 General Information	
2.1 Company name	* <input type="text"/>
2.2 Company Name, continued or alternate name (2)	<input type="text"/>
2.3 Company Name, continued or alternate name (3)	<input type="text"/>
2.4 Company Name, continued or alternate name (4)	<input type="text"/>
2.5 Identity document	* Unspecified <input type="text"/>
Country/Region: Spain (ES) ⓘ	
2.6 Tax Identification number	Tax Name Tax Type Tax Number
Spain: VAT Registration Number Organization	

(*) indicates a required field

[Submit Entire Response](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

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**".

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

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 (www.repsol.com/en/about-us/suppliers/index.cshtml)

Phase 2: Negotiation and awarding

The negotiation and awarding phase is a rather important part of the procurement process, and it's carried out using two tools: tender and electronic auction.



Tender

If you are a supplier that has been invited to a tender on the new SAP Ariba Repsol platform, you must access it through your account on the Ariba Network.



Electronic auction

If you are a supplier that has been invited to an auction on the new SAP Ariba Repsol platform, you must access it through your account on the Ariba Network.

Information in other languages

[Acceso en español >](#)

Get all your questions answered on how to access and submit a bid on Ariba

- Repsol SAP Ariba Supplier Onboarding [See pdf \(1,98 MB\)](#)
- Manage your Ariba Network account [See pdf \(990,40 KB\)](#)
- Registration questionnaire for Repsol [See pdf \(802,17 KB\)](#)
- General guide for supplier qualification in SAP Ariba [See pdf \(1,36 MB\)](#)
- How to participate in the Repsol negotiation process [See pdf \(1,43 MB\)](#)
- Simplified RFQ response (Nbids & Buy) [See pdf \(1,22 MB\)](#)



3

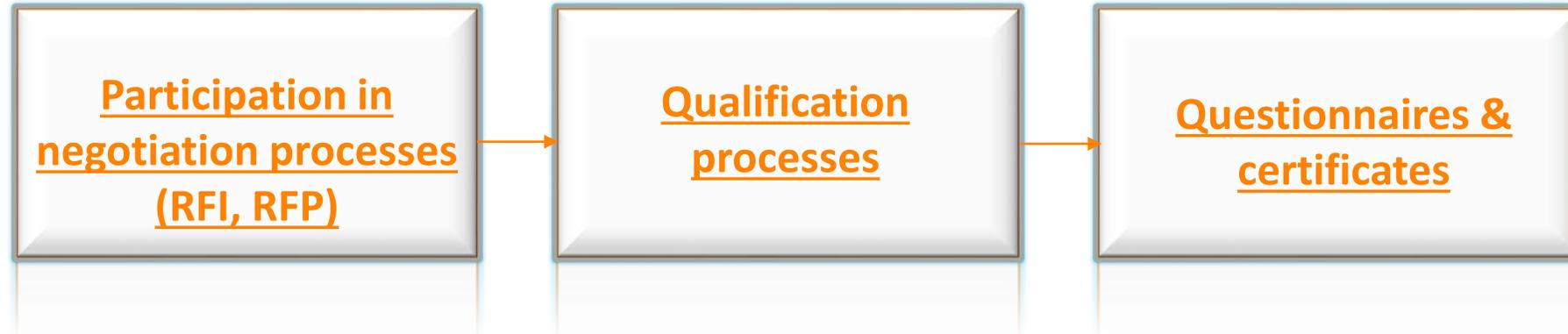
Collaboration with Repsol via SAP Business Network (RFP, qualification processes and questionnaires & certificates)

Collaboration with Repsol through SAP Business 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



1. Participation in negotiation processes



You can access your events in two ways:

From email de invitation

Repsol - TEST

Welcome, angela | a 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 7:50 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 PEREJON via telephone at or via e-mail at angela.vazquez@servexternos.repsol.com.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

We look forward to working with you!

Thank You,

Repsol - TEST

Email of the contact invited to the event

Through this link you can access the event.

From SAP Business Network

(<https://supplier.ariba.com>)

The screenshot shows the SAP Business Network interface. The navigation menu on the left includes 'Inicio', 'SAP Business Network', 'SAP Business Network Discovery', 'Ariba Proposals & Questionnaires', and 'Ariba Contract Management'. The 'Ariba Proposals & Questionnaires' option is highlighted with an orange box. An arrow points from this box to the 'Events' table in the main content area. The 'Events' table has the following data:

Title	ID
▼ Status: Selección pendiente (2)	
Plantilla RFP	Doc779451549
RFP PRUEBA TRAINING BORJA	Doc680437390

Below the Events table, there is a section for 'Risk Assessments' with a table header: Title, ID, End Time ↓.



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/>.

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.

Event Details Doc779451549 -

Time remaining 19 days 06:39:24

Remaining time to expiry date

You must decide whether or not you intend to participate in this event.

Download Content Intend to Participate Decline to Participate Print Event Information

Event Messages
Download Tutorials

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

▼ Event Contents

All Content

Name 1	Price	Quantity	Total Cost	Extended Price
1 Articulo ▾	Less... -	1 each		
	Supplier Part Auxiliary Id:			
	Supplier Part Id:			
	Header Text:			
	Item Text:			
2 Articulo ▾	More... +	1 each		

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 SAP Business Network**. At the end of the event you will be informed of the result of the award.

1. Participation in negotiation processes

Support material (www.repsol.com/en/about-us/suppliers/index.cshtml)

Phase 2: Negotiation and awarding

The negotiation and awarding phase is a rather important part of the procurement process, and it's carried out using two tools: tender and electronic auction.



Tender

If you are a supplier that has been invited to a tender on the new SAP Ariba Repsol platform, you must access it through your account on the Ariba Network.



Electronic auction

If you are a supplier that has been invited to an auction on the new SAP Ariba Repsol platform, you must access it through your account on the Ariba Network.

Information in other languages

[Access en español >](#)

Get all your questions answered on how to access and submit a bid on Ariba

-  [Repsol SAP Ariba Supplier Onboarding](#) See pdf (1,58 MB)
-  [Manage your Ariba Network account](#) See pdf (990,40 KB)
-  [Registration questionnaire for Repsol](#) See pdf (808,17 KB)
-  [General guide for supplier qualification in SAP Ariba](#) See pdf (1,26 MB)
-  [How to participate in the Repsol negotiation process](#) See pdf (1,43 MB)
-  [Simplified RFQ response \(Bids & Buy\)](#) See pdf (1,22 MB)



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

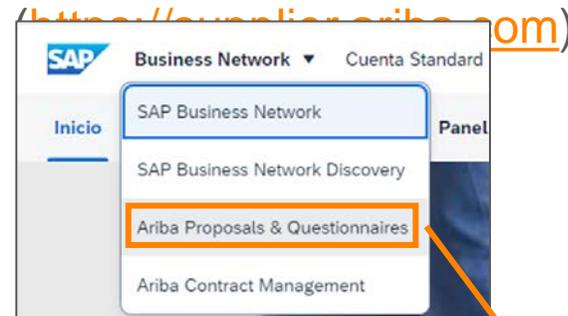
Hello!

Now that Test proveedor 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 SAP Business Network



Qualification Questionnaires		
Title	ID	End Time ↓
▼ Status: Open (1)		
Supplier qualification questionnaire	Doc789811752	11/28/2021 8:24 AM

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/>

2. Qualification processes

Support material (www.repsol.com/en/about-us/suppliers/index.cshtml)

Phase 2: Negotiation and awarding

The negotiation and awarding phase is a rather important part of the procurement process, and it's carried out using two tools: tender and electronic auction.



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If you are a supplier that has been invited to a tender on the new SAP Arriba Repsol platform, you must access it through your account on the Arriba Network.



Electronic auction

If you are a supplier that has been invited to an auction on the new SAP Arriba Repsol platform, you must access it through your account on the Arriba Network.

Information in other languages
[Access en español >](#)

Get all your questions answered on how to access and submit a bid on Arriba

 Repsol SAP Arriba Supplier Onboarding	See pdf (1,98 MB)
 Manage your Arriba Network account	See pdf (990,40 KB)
 Registration questionnaire for Repsol	See pdf (803,17 KB)
 General guide for supplier qualification in SAP Arriba	See pdf (1,26 MB)
 How to participate in the Repsol negotiation process	See pdf (1,43 MB)
 Simplified RFQ response (Nbids & Buy)	See pdf (1,22 MB)



3. Questionnaires & certificates



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

Questionnaires [Grid Icon] [Refresh Icon]

Title	ID	End Time ↓	Commodity	Regions	Status
test score	Doc789859560	10/29/2021 9:45 AM	(no value)	(no value)	Not Responded
▼ Status: Open (12)					
Certificate Environment ISO 14001	Doc789859584	11/28/2021 8:35 AM	(no value)	(no value)	Not Responded
Finance Questionnaire	Doc789859572	11/28/2021 8:35 AM	(no value)	(no value)	Not Responded

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 proveedor 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 **SAP Business Network**

(<https://supplier.ariba.com>)

The screenshot shows the SAP Business Network interface. On the left, a navigation menu has 'Ariba Proposals & Questionnaires' highlighted with an orange box. An arrow points from this menu item to the 'Certificates' table. Another arrow points from the 'Certificates' table to the 'Questionnaires' table.

Certificate Info	Effective	Expiration	Attachment	Questionnaire
Quality: ISO 9001 Scope 1	2/4/2021	11/4/2025	test.cert.pdf	Certificado C
Quality: ISO 9001 Scope 2	5/4/2021	8/4/2021	Test.cert.pdf	Certificado C

Title	ID	End Time ↓	Commodity
test score	Doc789859560	10/29/2021 9:45 AM	(no value)
▼ Status: Open (12)			
Certificate Environment ISO 14001	Doc789859584	11/28/2021 8:35 AM	(no value)
Finance Questionnaire	Doc789859572	11/28/2021 8:35 AM	(no value)



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

Phase 2: Negotiation and awarding

The negotiation and awarding phase is a rather important part of the procurement process, and it's carried out using two tools: tender and electronic auction.



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Electronic auction

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Information in other languages

[Acceso en español >](#)

Get all your questions answered on how to access and submit a bid on Ariba

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-  [Manage your Ariba Network account](#) See pdf (990,40 KB)
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-  [General guide for supplier qualification in SAP Ariba](#) See pdf (1,36 MB)
-  [How to participate in the Repsol negotiation process](#) See pdf (1,43 MB)
-  [Simplified RFQ response \(Nbids & Buy\)](#) See pdf (1,22 MB)



4

Supplier Support

Supplier Support



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

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

The screenshot displays the SAP Business Network interface. On the left, there is a 'Supplier sign-in' section with a 'Username' input field, a blue 'Next' button, and a 'Forgot username' link. Below this, it asks 'New to SAP Business Network?' with links for 'Register Now' and 'Learn more'. On the right, there is a 'Prenax on SAP Business Network' section featuring a video thumbnail and a 'Learn More' button. A dark blue sidebar on the right contains 'Help Topics' with a search bar, 'Documentation', and several question-based links. The 'Support' link in the sidebar is highlighted with a red box. Additionally, a red box highlights a question mark icon in the top right corner of the main content area.

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

Home Learning Contact us

How can we help you?

registration in SAP Business Network

Try "cancel order", "email notifications", "user authorization"

Topics we recommend for you

Error: The username and password entered has already merged to another Ariba Sourcing user account

Issue When trying to register for SAP Ariba Sourcing, the system displays the following error: The username and password entered has already merged to another Ariba Sourcing user account Resolution There are two solutions to this issue: Create an alternate username by clicking Sign Up through the event invitation. Your...

Support Note

Home Learning Contact us

Search our knowledge base and documentation

6033 results for all content

Error: The username and password entered has already merged to another Ariba Sourcing user account

Issue When trying to register for SAP Ariba Sourcing, the system displays the following error: The username and password entered has already merged to another Ariba Sourcing user account Resolution There are two solutions to this issue: Create an alternate username by clicking Sign Up through the event invitation. Your...

Support Note

Registration

Nov 26, 2020

Error: The username and password pair you entered was not found

Question Why do I get the below message on the SAP Ariba Login page:? The username and password pair you entered was not found. Answer You entered an incorrect username or password. You might also receive this message in the following scenarios: Your password contains part of your username. Your...

FAQ

Registration Error messages

Dec 11, 2019

What are some registration tips for Ariba Network Suppliers?

Question What are some registration tips for Ariba Network Suppliers? Answer Proactively managing your company's Ariba Network presence can enhance your experience, prevent missed orders, and save

Refine

Type

- Documentation 5203
- FAQ 592
- Support Note 138
- Article 98
- Release Update 1
- Tutorial 1

Tags

- Cloud integration ga... 342
- cXML routing 138
- Invoicing 133
- Integration with SAP... 84
- SAP Logistics Busine... 82
- Purchase orders 73
- Ship... 68

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 SAP Business Network account. Select the checked option:

The screenshot shows the 'Contact us' page with a navigation bar containing 'Home', 'Learning', and 'Contact us'. The main content is divided into two sections:

- 1. Log in to your account.**
By logging in to your account, you get access to personalized content and topics to get the right support, from the right team, at the right time.
A blue 'Log in' button is located at the bottom right of this section.
- 2. If you're unable to log in, tell us what you need help with.**
This section contains four buttons with icons and text:
 - Register on SAP Business Network**: This button is highlighted with an orange border and contains an icon of two people.
 - Reset my password**: Contains an icon of a key.
 - Forgot username**: Contains an icon of a question mark inside a circle.
 - Unsubscribe**: Contains an icon of an envelope.

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

Home Learning Contact us

3. Choose from the options below to continue.

What do you need help with?

Register a new account Registration error **Login** Find out if my company has an account Something else

Are you receiving an error when trying to login?

Yes No

What error message are you getting?

The username and password pair you entered was not found Your account is locked? Try again later... Something else

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](#).

Steps to solve the problem

Supplier Support



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

Home Learning **Contact us**

3. Choose from the options below to continue.

What do you need help with?

Register a new account Registration error **Login** Find out if my company has an account Something else

Are you receiving an error when trying to login?

Yes No

What error message are you getting?

The username and password pair you entered was not found Your account is locked? Try again later... **Something else**

Can't find what you're looking for? **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>

Supplier Support



2. **Functional questions about SAP Ariba** through the mailbox supplier-enablement@repsol.com.
3. **Questions about qualification process** through **REPSOL GLOBAL SERVICES CALIFICACION** repsolgscaleficacion@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](#)**

5

Support material

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.

<https://www.repsol.com/en/about-us/suppliers/index.cshtml>

Get all your questions answered on how to access and submit a bid on Ariba



New procurement platform Repsol SAP Ariba	See pdf (303,29 KB)
Manage your Ariba Network account	See pdf (1,08 MB)
Registration questionnaire for Repsol	See pdf (760,81 KB)
General guide for supplier qualification in SAP Ariba	See pdf (1,38 MB)
How to participate in the Repsol negotiation process	See pdf (1,64 MB)
Simplified RFQ response (Nbids & Buy)	See pdf (1003,08 KB)

2. Other material:



SAP Business Network Supplier training:

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



SAP Ariba Support

<https://www.youtube.com/watch?v=B-xGMrV-Md8>



SAP Business Network Quick start guide

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