Repsol SAP Ariba Supplier Onboarding

D. Procurement Management

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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

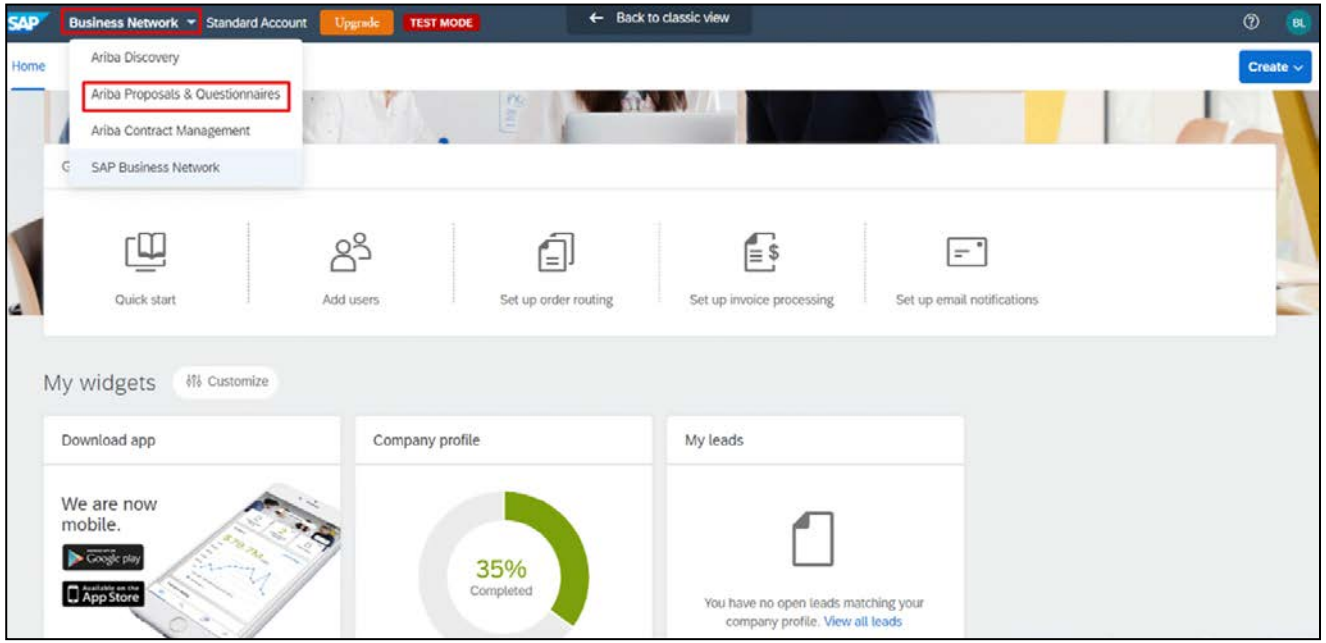
Repsol Procurement Platform

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

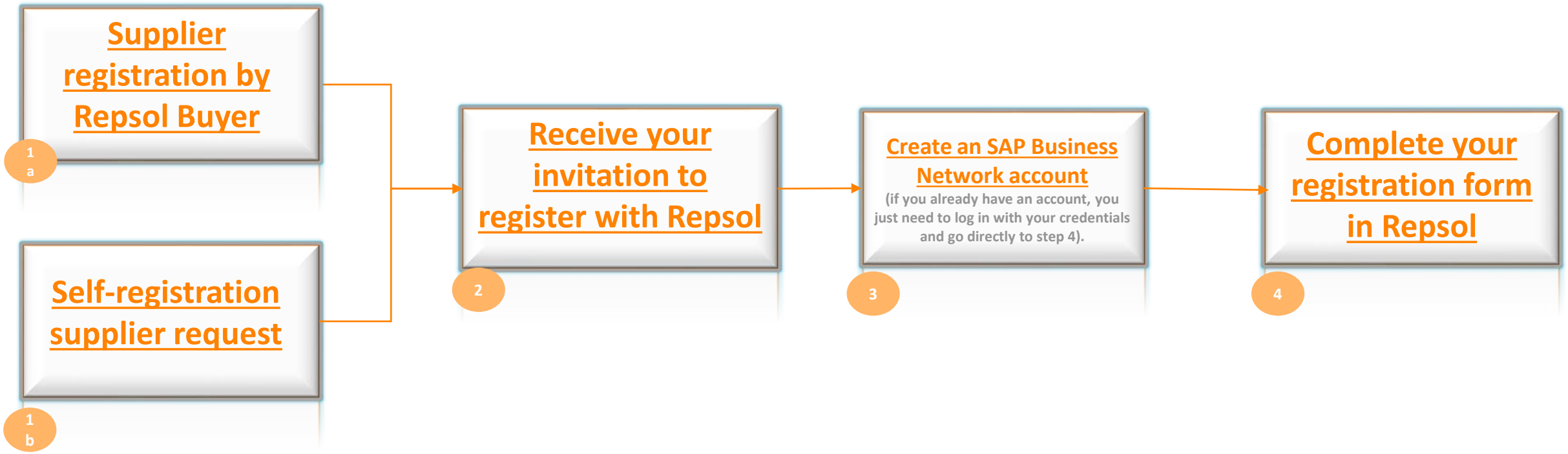
From now on, in order to **participate** in **Repsol's Procurement processes**, you **must** complete a series of steps to **register in the SAP Business Network** (SAP Ariba collaboration portal) and also **register as a supplier with Repsol**.

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

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

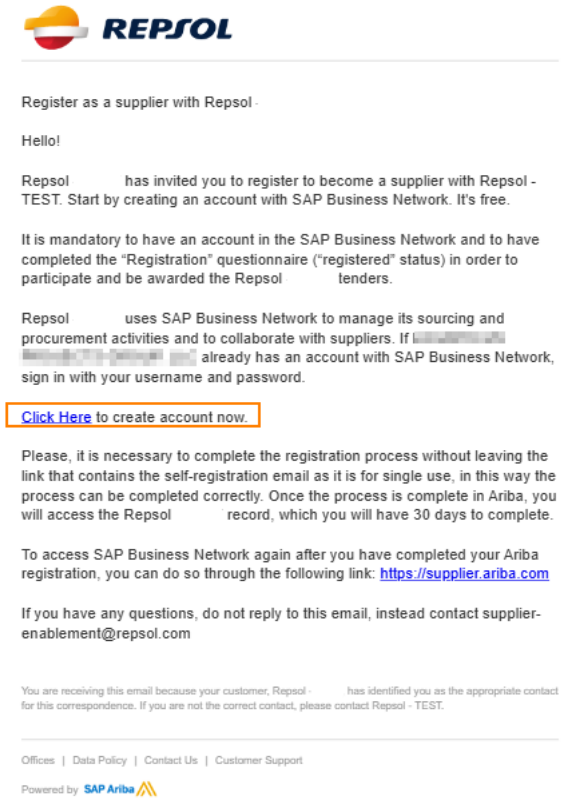
Whether a **Repsol Buyer initiates your registration process** or you decide **to send a self-registration request on your own initiative, you will receive an e-mail inviting you to register with Repsol.**

(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/.**



REPSOL

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

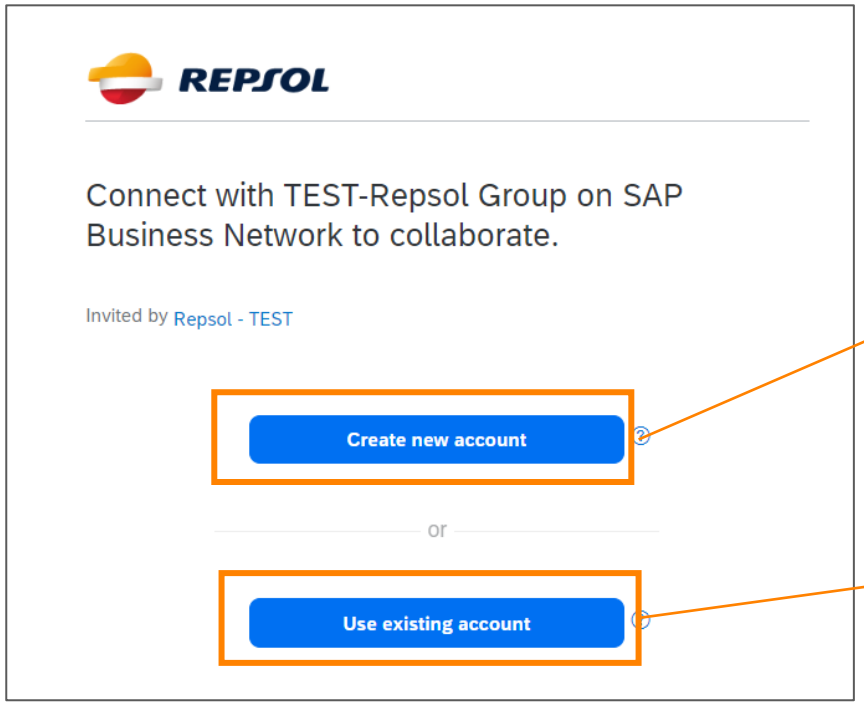
You are receiving this email because your customer, Repsol has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Repsol - TEST.

Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

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.

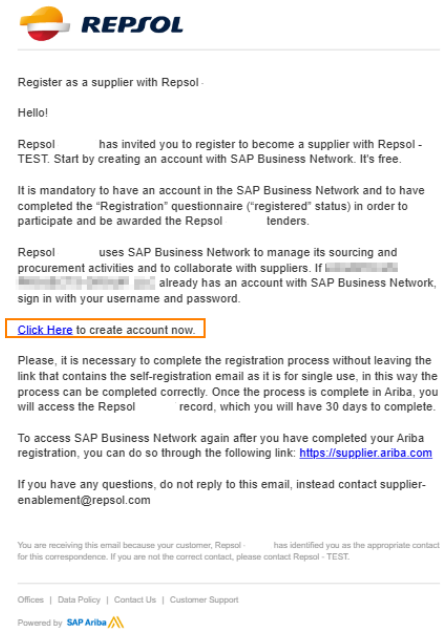
This option allows you to log in directly to your SAP Business Network account with your credentials if you are already a user.

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)**



REPSOL

Register as a supplier with Repsol ·

Hello!

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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.

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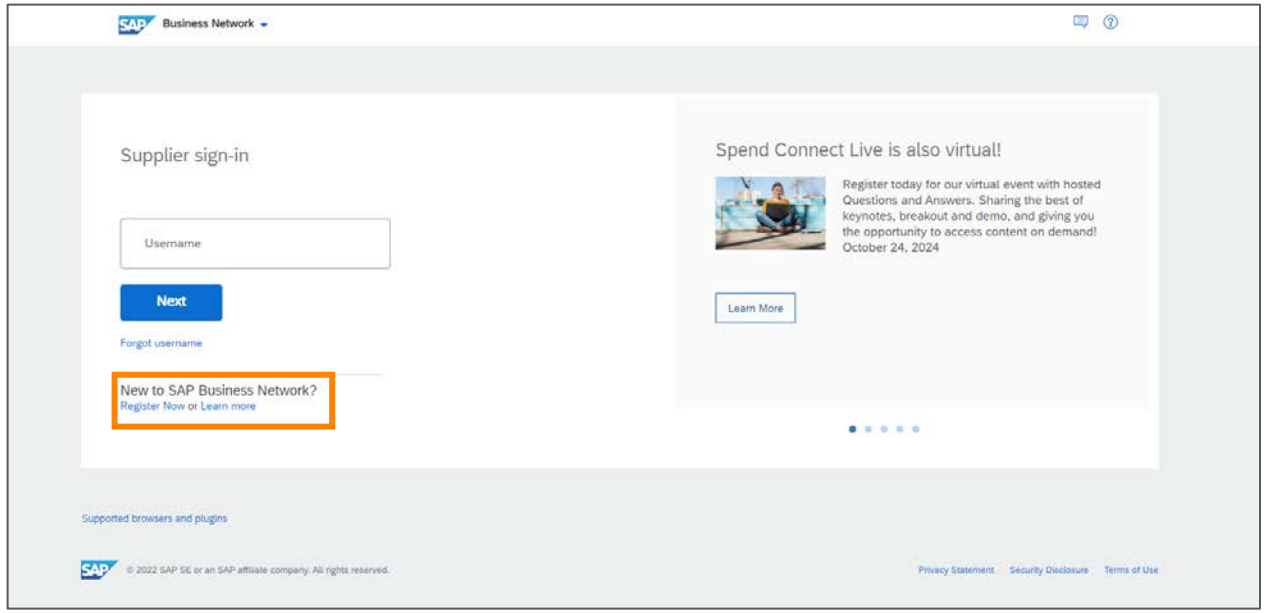
If you have any questions, do not reply to this email, instead contact supplier-enablement@repsol.com

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

Directly **from SAP Business Network**
https://supplier.ariba.com/



3 SAP Business Network account

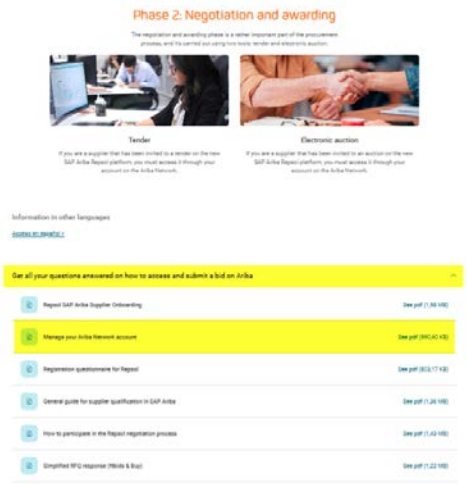
If you have **multiple user accounts on the SAP Business Network** and want to **centralise** them so that you can more easily manage them, you can do so by using the User ID. Review the support material to see **how to link accounts in SAP Ariba.**

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)**



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.

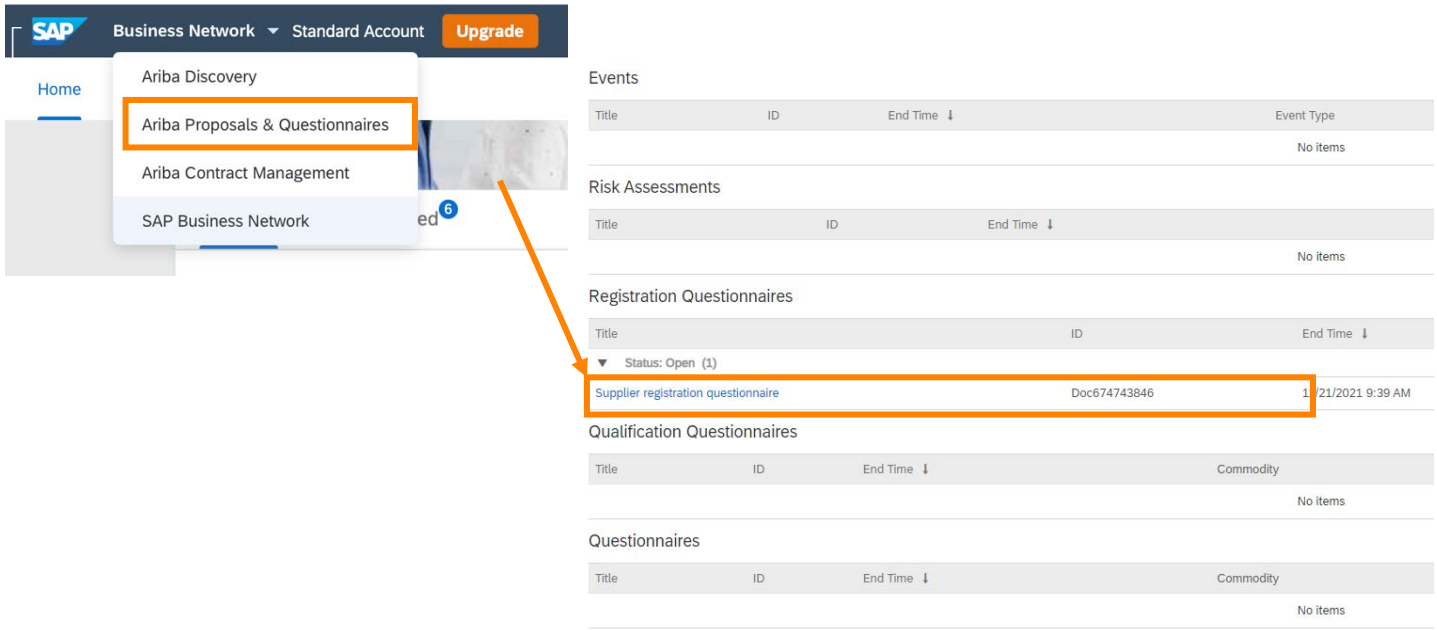
Click Here to create account now.

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/

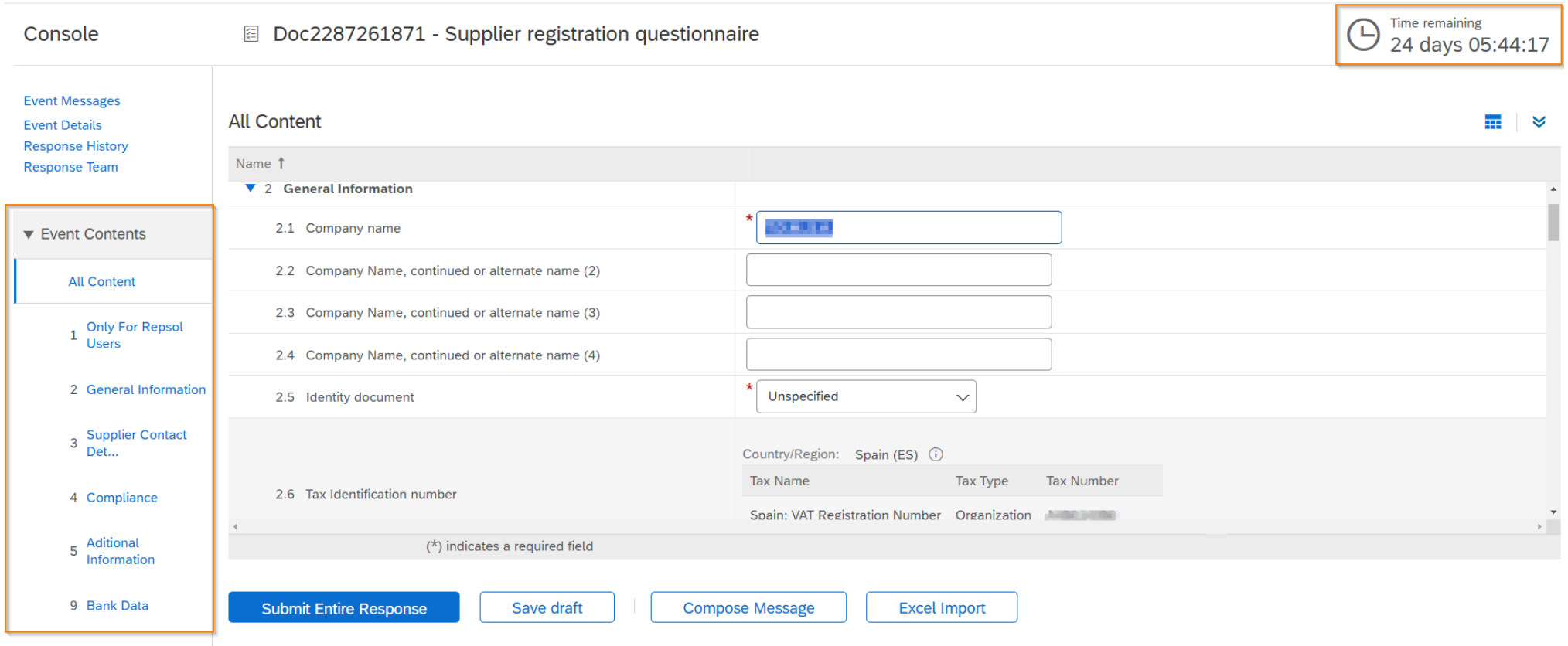
If you have any questions, do not reply to this email, instead contact supplier-enablement@repsol.com

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



4. Repsol registration form

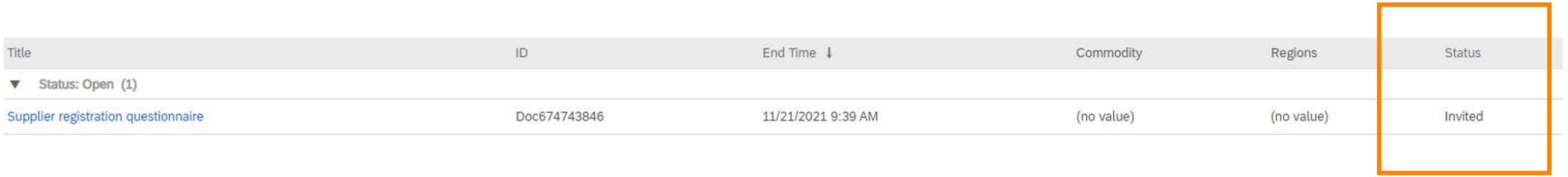
Access the questionnaire and fill in the required information in the different sections:



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**".



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)

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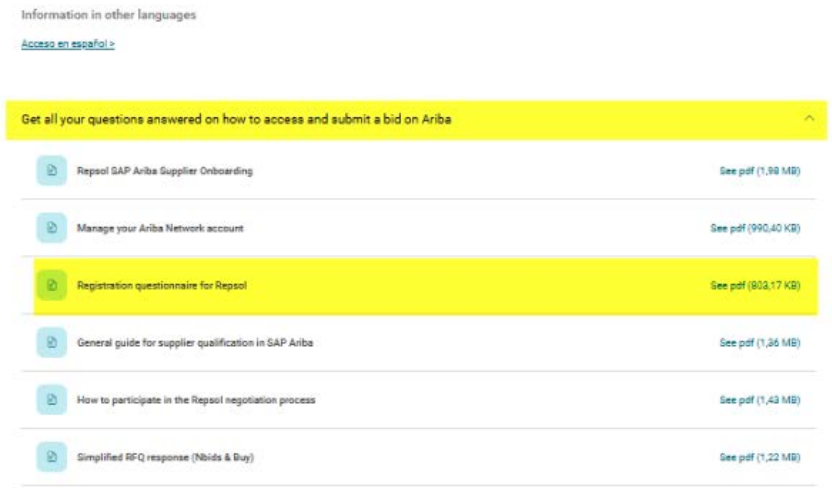


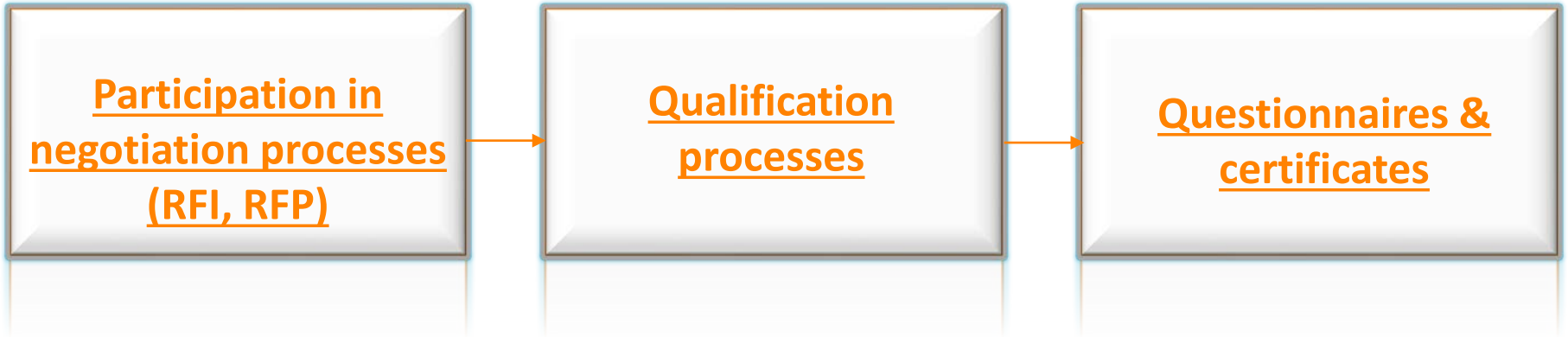
3

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



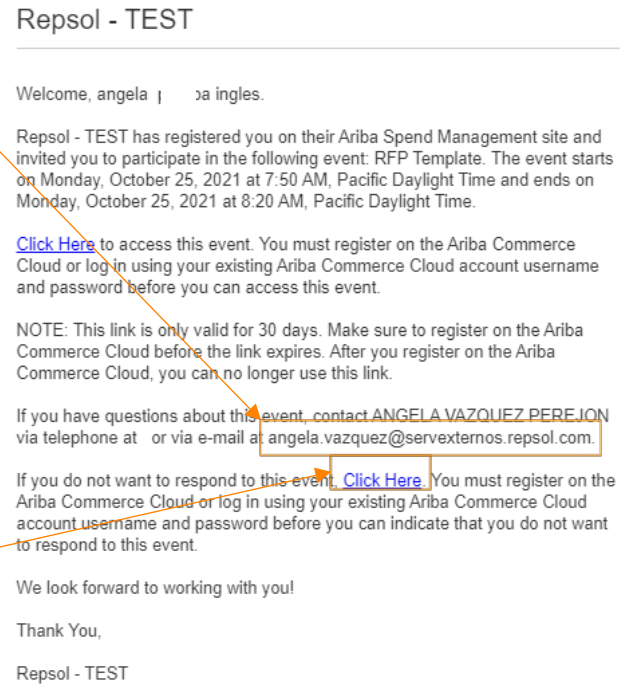
1. Participation in negotiation processes

You **can access your events in two ways**:

From **email de invitation**

Email of the contact invited to the event

Through this link you can access the event.



Repsol - TEST

Welcome, angela | ɔa 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.

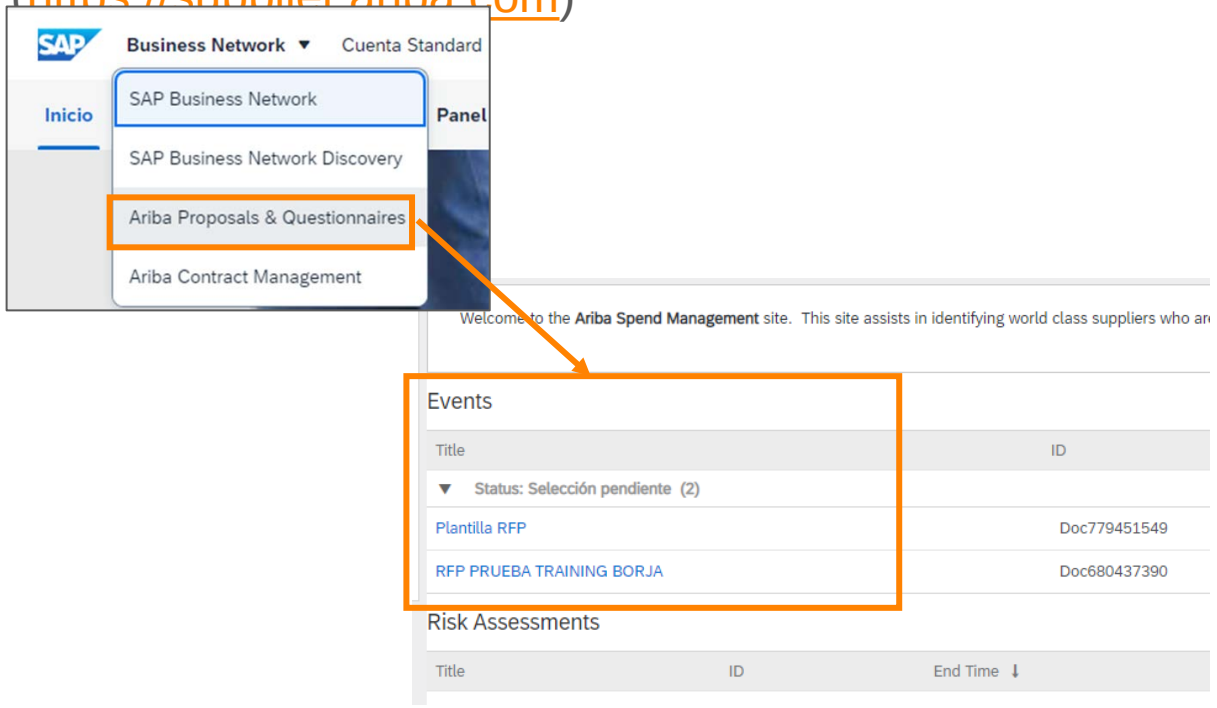
If you do not want to respond to this event, Click Here. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

We look forward to working with you!

Thank You,

Repsol - TEST

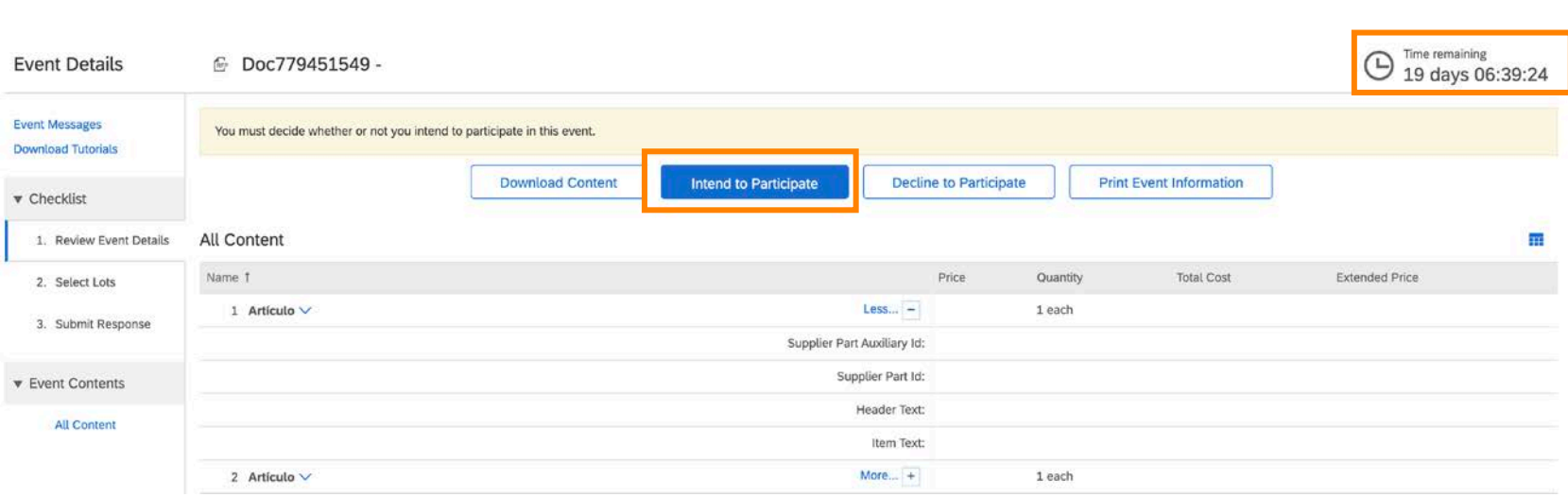
From **SAP Business Network** (https://supplier.ariba.com)



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/.**https://supplier.ariba.com/***

1. Participation in negotiation processes

The **first thing** you need to do to **participate i**n 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 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)

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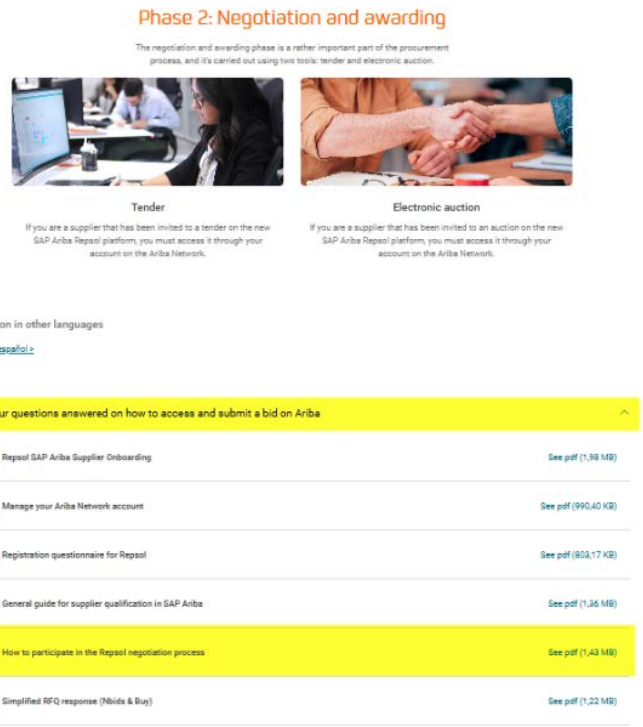
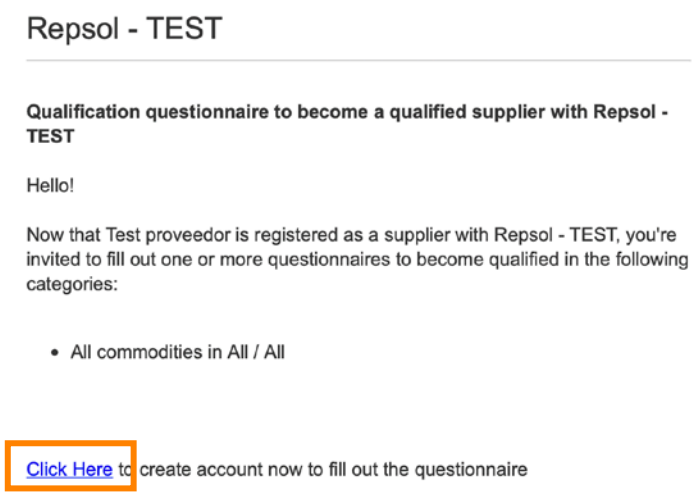


2. Qualification processes

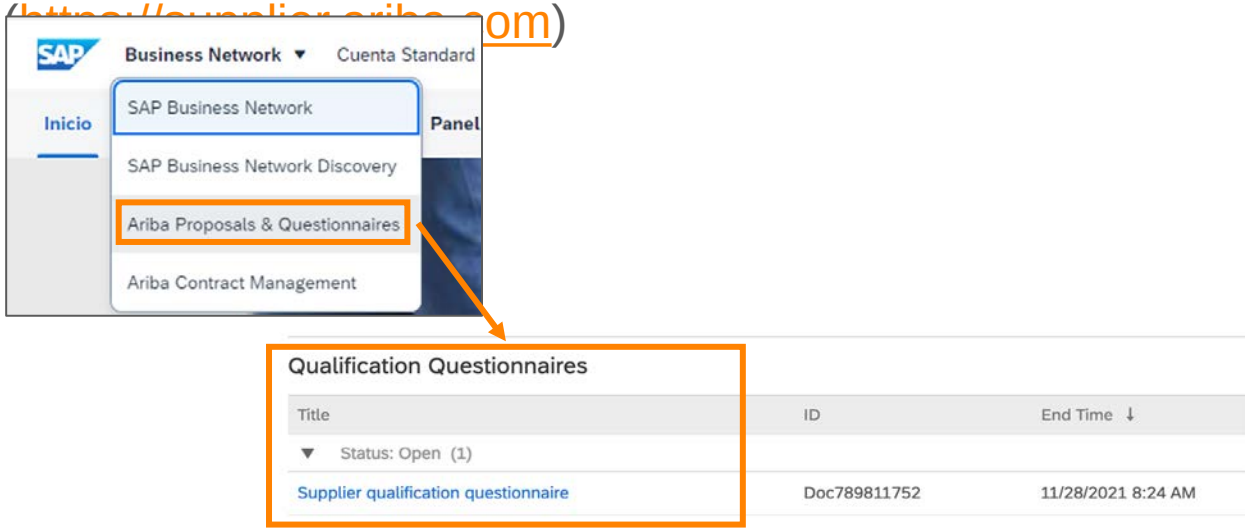
During the **qualification process** you will receive a **qualification questionnaire** to complete. This questionnaire **will be reviewed and approved by various teams**, and if successfully completed, you will be **qualified**.

You can **access** the questionnaire **in two different ways**:

From **email invitation**



From **SAP Business Network** (https://supplier.ariba.com)



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2. Qualification processes

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

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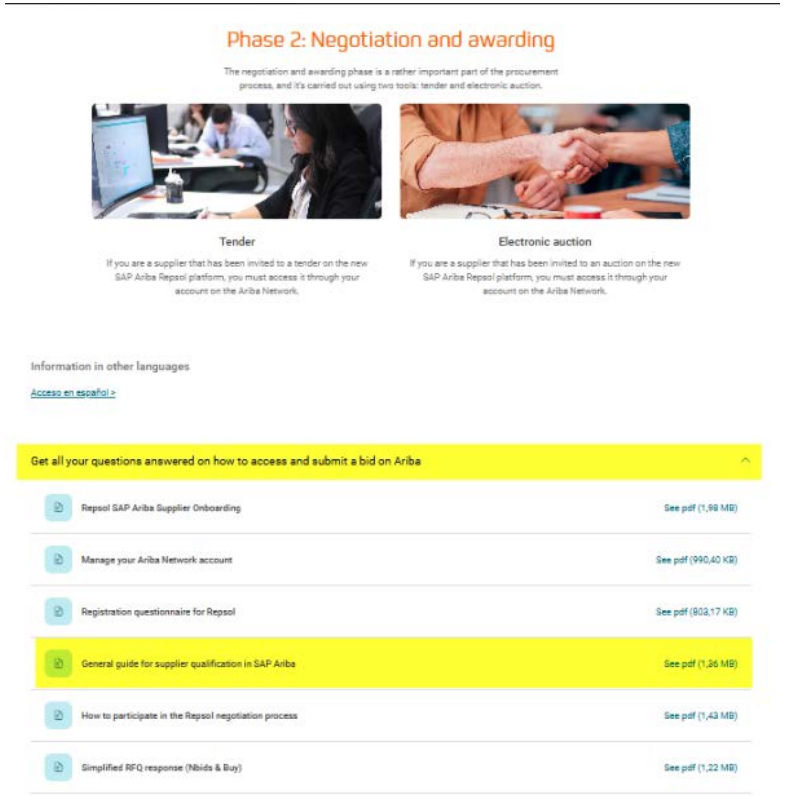


3. Questionnaires & certificates

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

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.

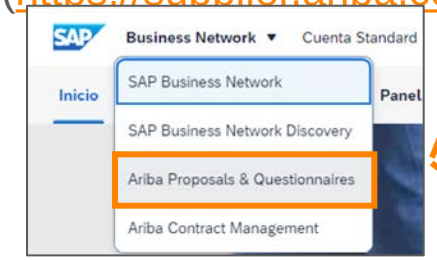
Questionnaire Overview
Questionnaire name: Certificate Security OHSAS 18001 and ISO 45001
Respond by: Sat, 27 Nov, 2021

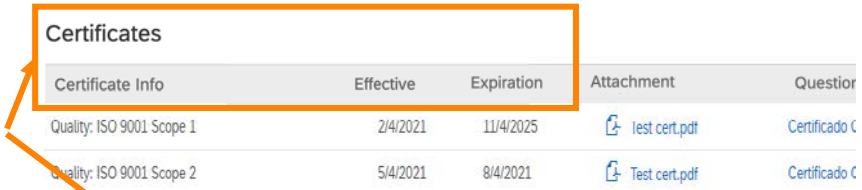
Submit questionnaire

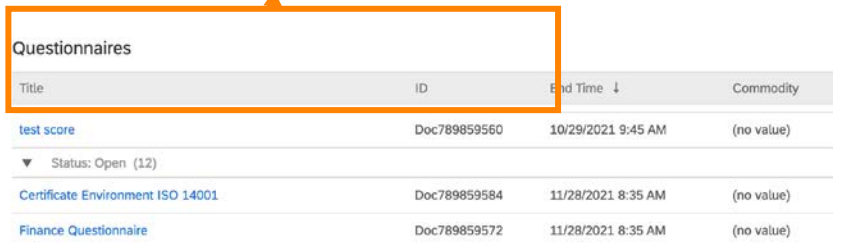
Best,

SAP Ariba team

From **SAP Business Network** (https://supplier.ariba.com)







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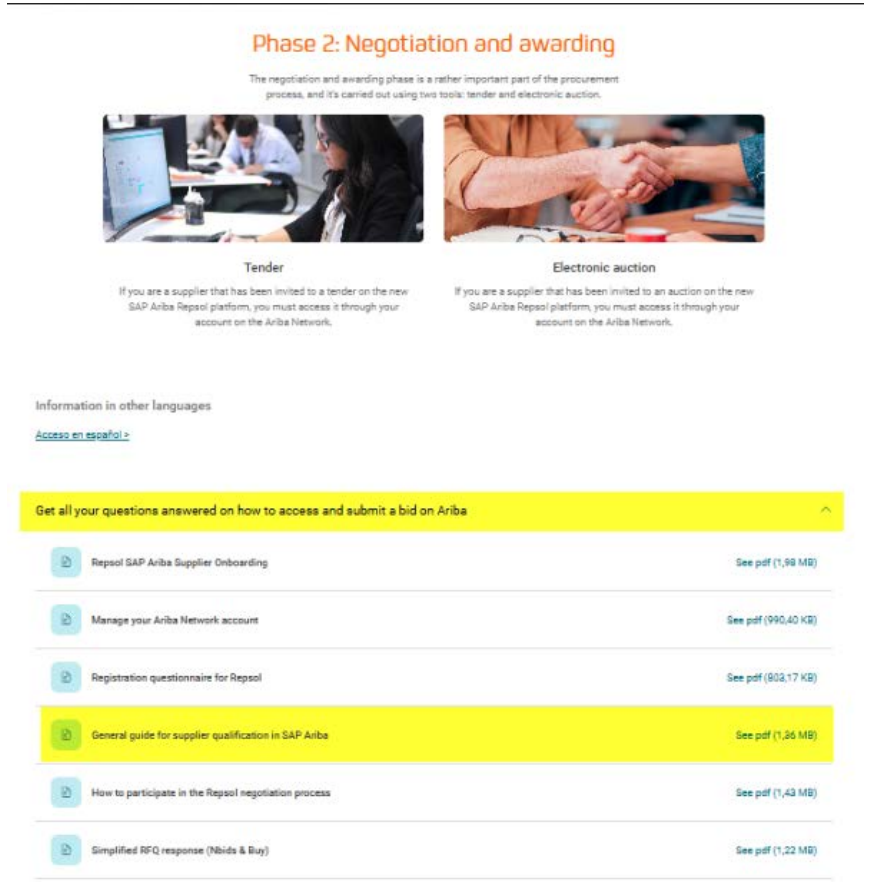
3. Questionnaires & certificates

Support material



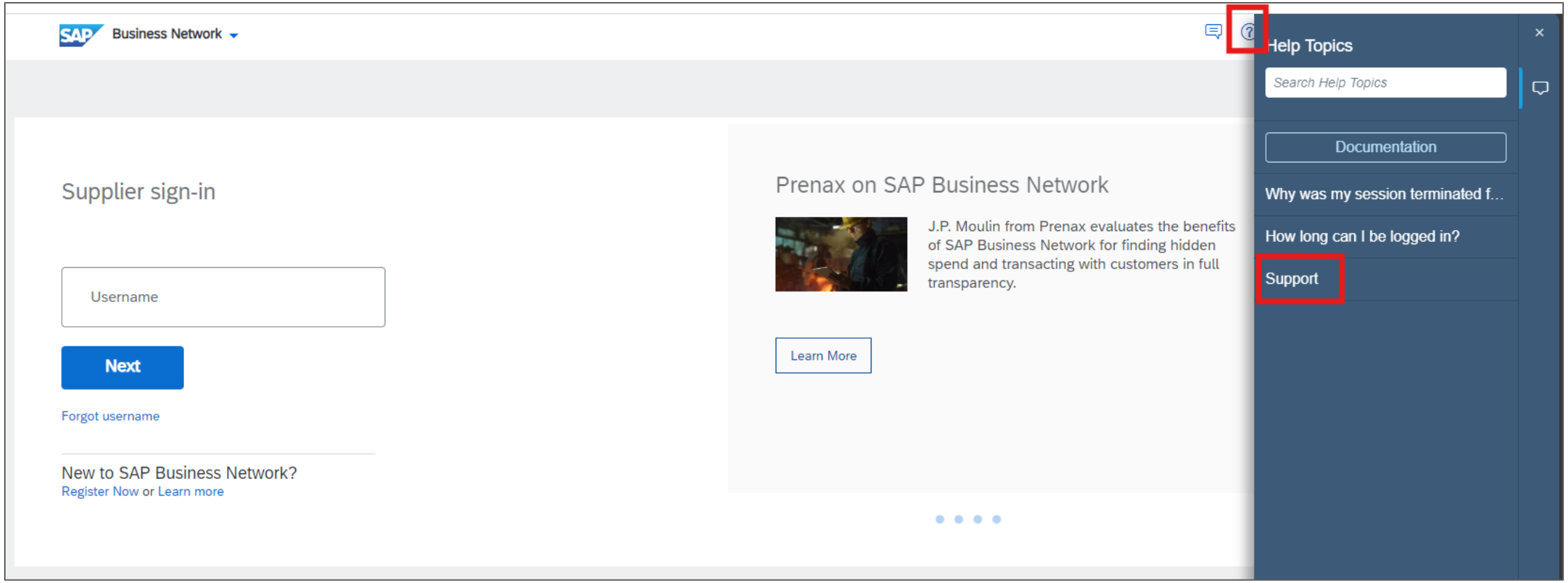
4

Supplier Support

Supplier Support

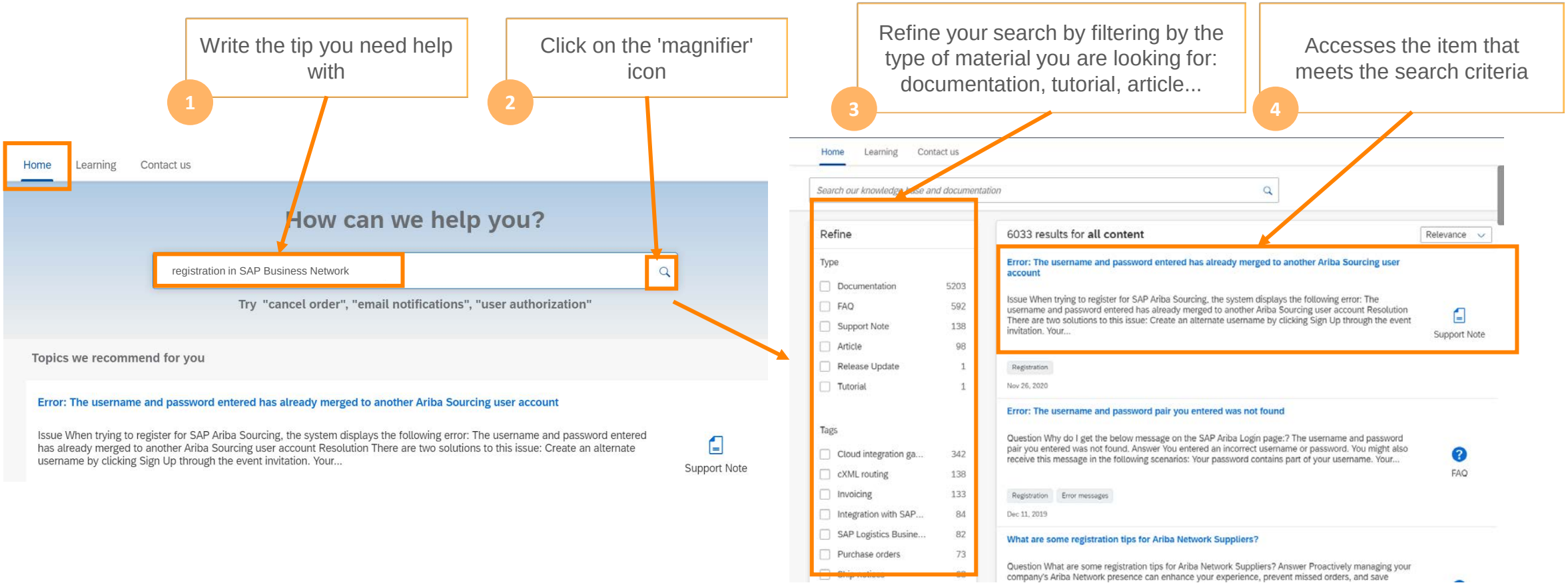
There are several support lines depending on the type of doubt or incident:

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)



Supplier Support

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

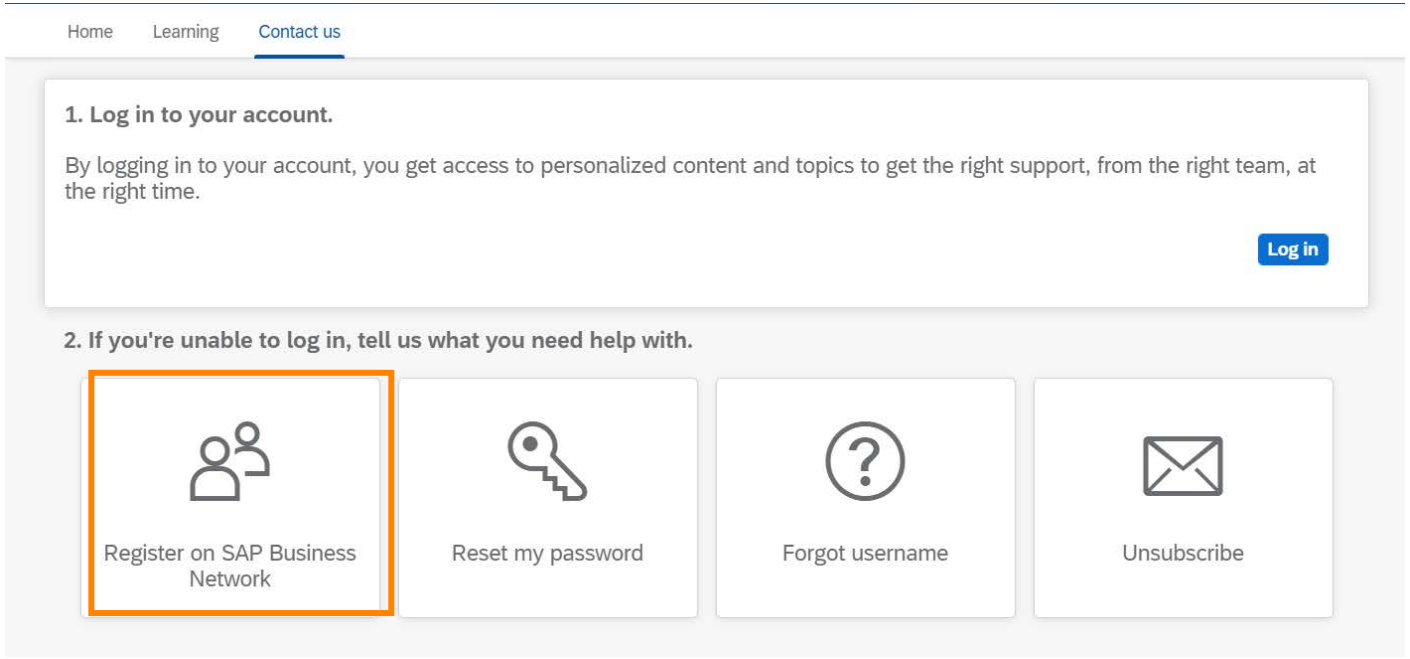


Supplier Support

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

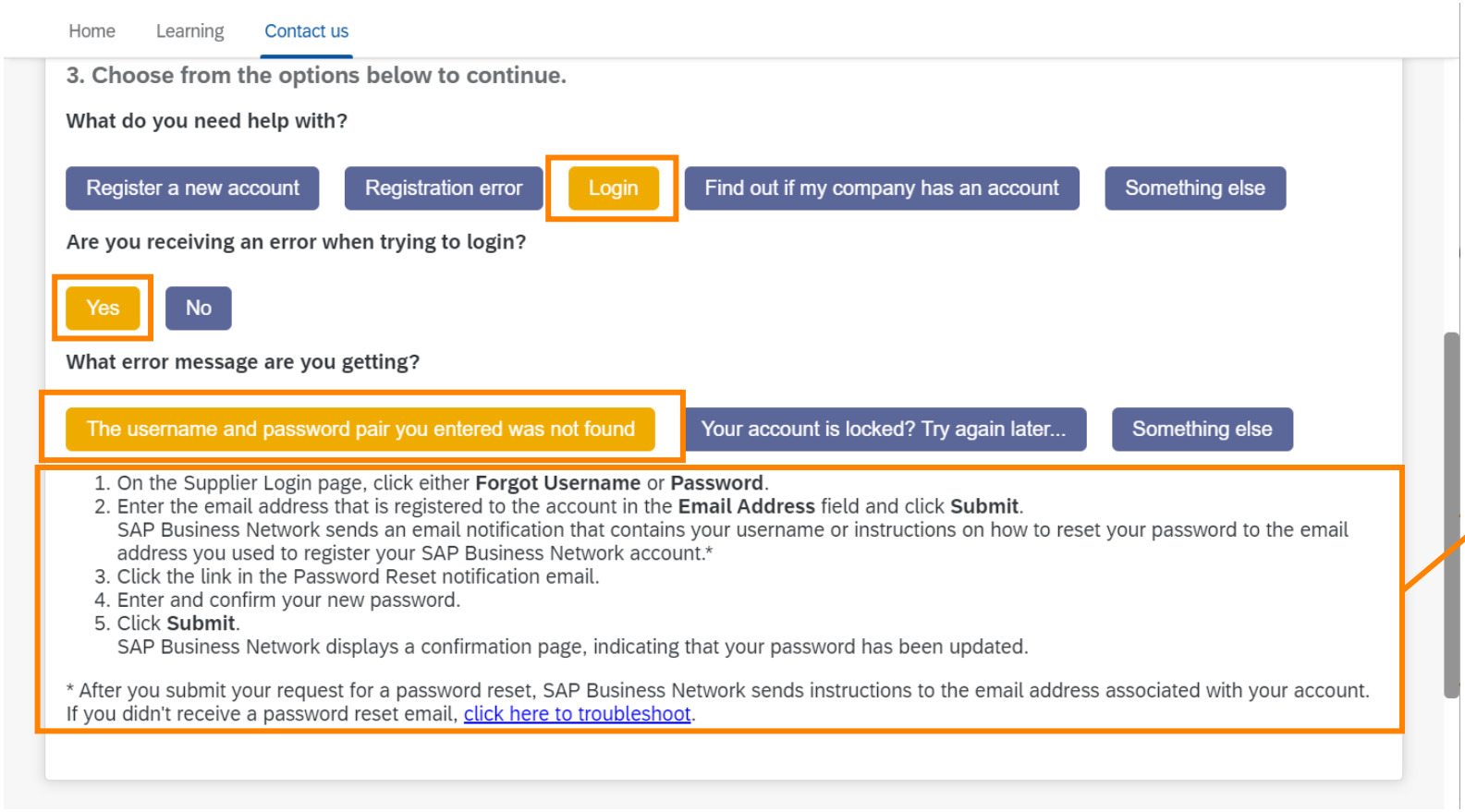
First they will ask you a series of questions to try to classify the problem you have and give you a solution to it.

For example, let's say you have a problem creating your SAP Business Network account. Select the checked option:



Supplier Support

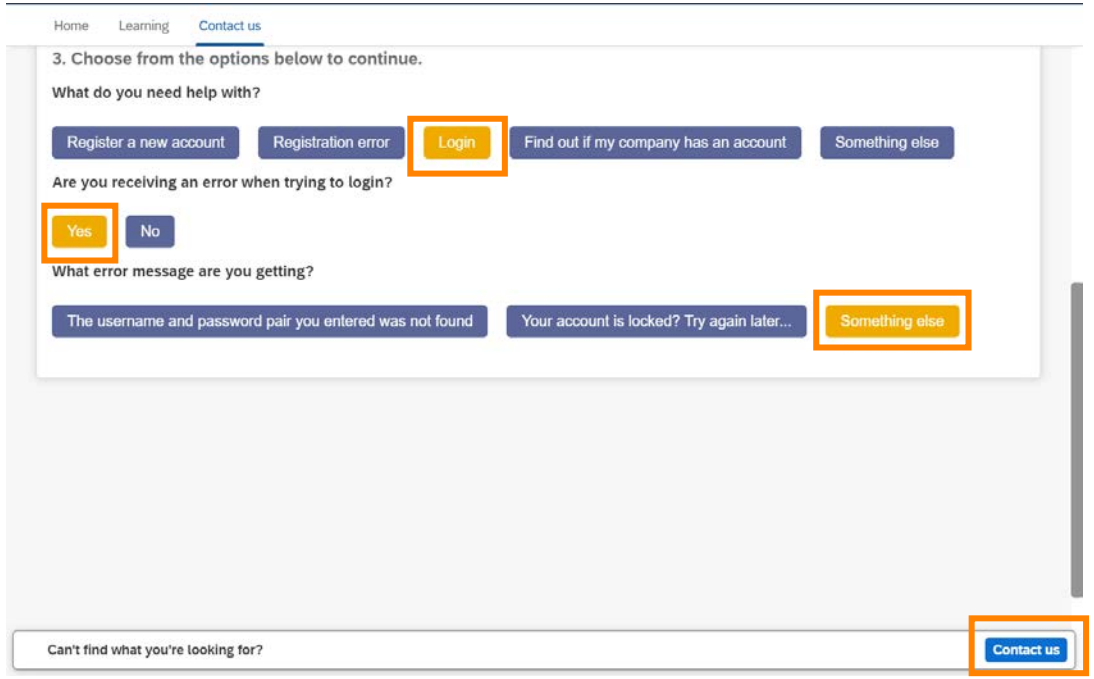
You will be presented with a series of possible problems, select the one that most closely matches your error.



Steps to solve the problem

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

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 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**

5

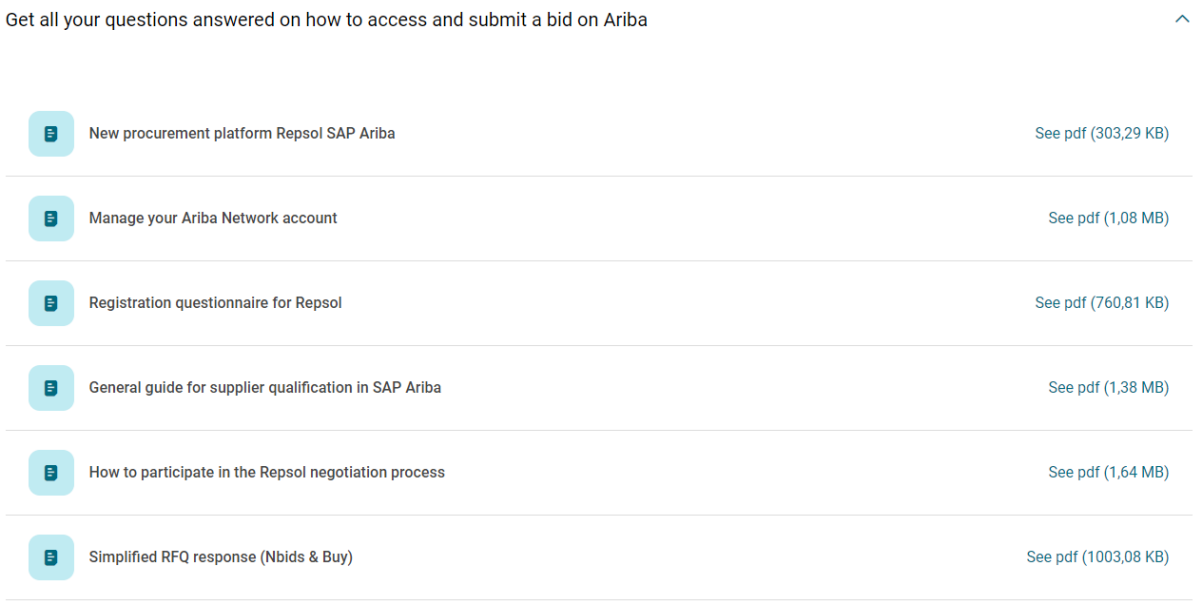
Support material

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



Support material

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