

## GOAL

This document shows how to access the Ariba Network and how to navigate the website.

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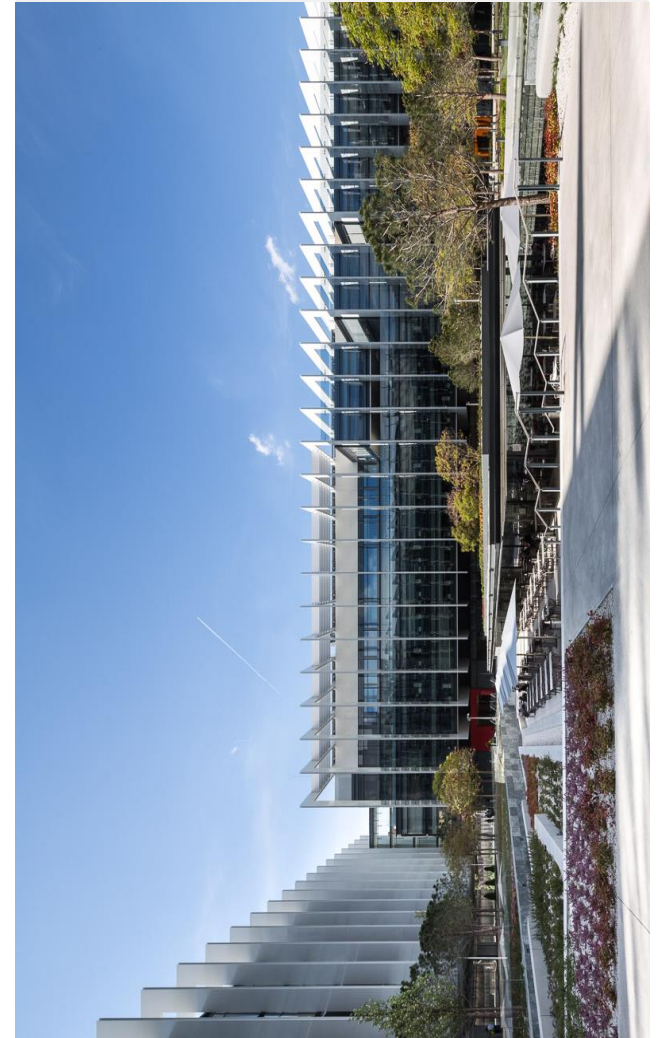
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Updated on July 2020

# Ariba Network

Sap Ariba Sourcing



## Invitation and registration

First, you will receive an email invitation from Repsol to register as a supplier. Select **"Click here"** to create your account.

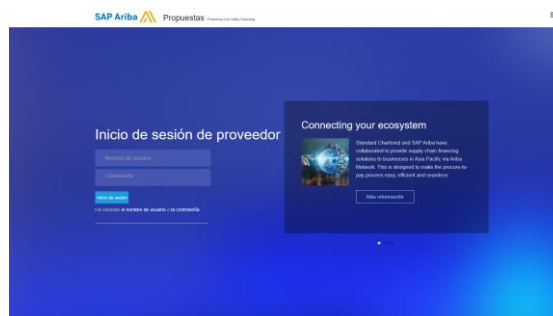
- Select **"Sign up"** if you are new to Ariba Network.
- Select **"Log In"** if you are an existing user.

Enter your company and user account information, accept the terms of use and click **"Create account and continue"**.

## Access to Ariba Network

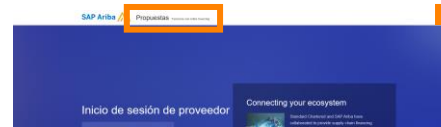
Suppliers will create an account on Ariba Network (AN) and accept commercial relationships with their buyers, which will allow them to carry out PO transactions, receipts, shipping and billing notices in this business-to-business network.

1. **Supplier** will log into the SAP Ariba network using **their login credentials**
2. When logging in, the provider will be on **their Home tab**



## Navigating on Ariba Network

Once you log in, you will access the **Proposals** page. You can select the module on the login page or once you are logged in by clicking the **"Square"** icon in the upper-right corner.



In the Proposal tab, you can manage events and questionnaires. In the Events tab, you will see events (RFI, RFP, auctions...) according to their status **"Open"**, **"Pending Selection"** or **"Completed"**.

### Eventos

Título	ID	Hora de finalización ↓
▶ Estado: Completed (8)		
▶ Estado: Pending Selection (11)		

You can also find the registration questionnaire to sign up as Repsol's supplier once you have been invited to an RFx event.

Questionarios de registro				
Título	ID	Hora de finalización ↓	Estado	
▼ Estado: Abierto (1)				
Questionario de registro de proveedor	Doc283563544	12/10/2019 10:06	Registrado	

Questionarios de calificación					
Título	ID	Hora de finalización ↓	Mercancía	Regiones	Estado
No hay artículos					

Questionarios					
Título	ID	Hora de finalización ↓	Mercancía	Regiones	Estado

## Help Center

The Help Center is also visible in the upper right corner of the screen:

1. Click on the Help Center to expand
2. You will have the search options using the search bar
3. Below the search bar is a list of **Frequently Asked Questions (FAQ)**
4. Click on a **FAQ** to see more information about it
5. Click on **See more** to see the community of Ariba Exchange Users, this will open a new window in the browser
6. At the bottom of the Help Center panel, you can find:
  - a. **Documentation** – takes the supplier to the **Learning Center**, where you can find **product documentation and tutorials**
  - b. **Support** – takes the supplier to the **Support Center** where they can search for support issues or submit a question to the **Ariba Help Center**

