

Ariba Network Account Management

Supplier

Sap Ariba

V2.0



REPSOL



This guide includes the steps to create and manage your Ariba Network user account. Ariba 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.

Ariba 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 Ariba Network is free.

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

1. Ariba Network access
2. Linking Ariba Network Accounts
3. Basic Ariba Network Navigation

Additionally, it includes:

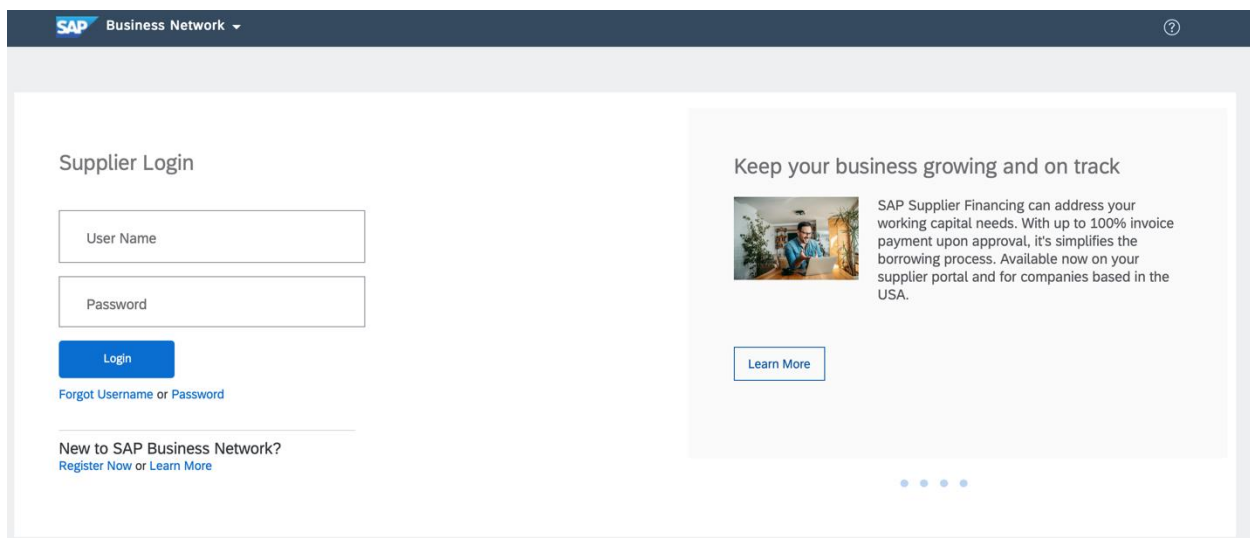
- Link to the quick SAP guide which is a great help to get started on the Ariba Network:

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

- Ariba 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 Ariba Network, you should request support from SAP Ariba through the portal itself:



SAP Business Network

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Keep your business growing and on track

SAP Supplier Financing can address your working capital needs. With up to 100% invoice payment upon approval, it's simplifies the borrowing process. Available now on your supplier portal and for companies based in the USA.

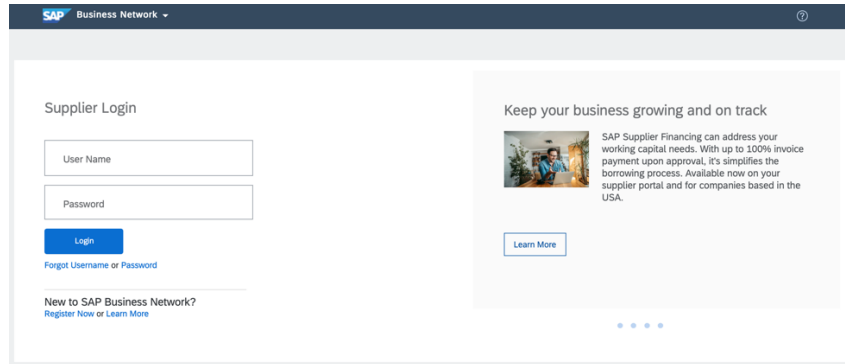
[Learn More](#)

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

1. Ariba Network Access

You can access Ariba Network from two different ways:

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



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 Ariba Network.

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

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 Ariba 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 Ariba 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.

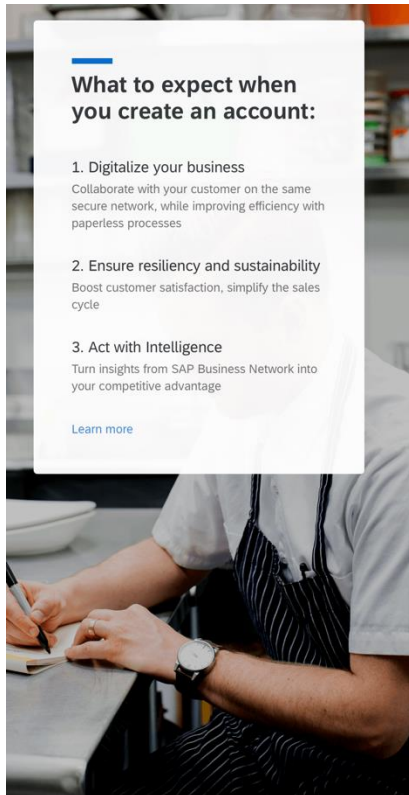
To create your account, go to the '*Register Now*' option and complete the requested form.

Supplier Login

[Forgot Username or Password](#)

New to SAP Business Network?

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



Create a free company account to connect with your customers on SAP Business Network

Company information ⓘ

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

Address line 4

City *

State *

Postal code *

It is important to differentiate between registering with Ariba 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 Ariba Network Accounts

I have multiple accounts; can I link them?

If you have multiple user accounts on the Ariba 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.

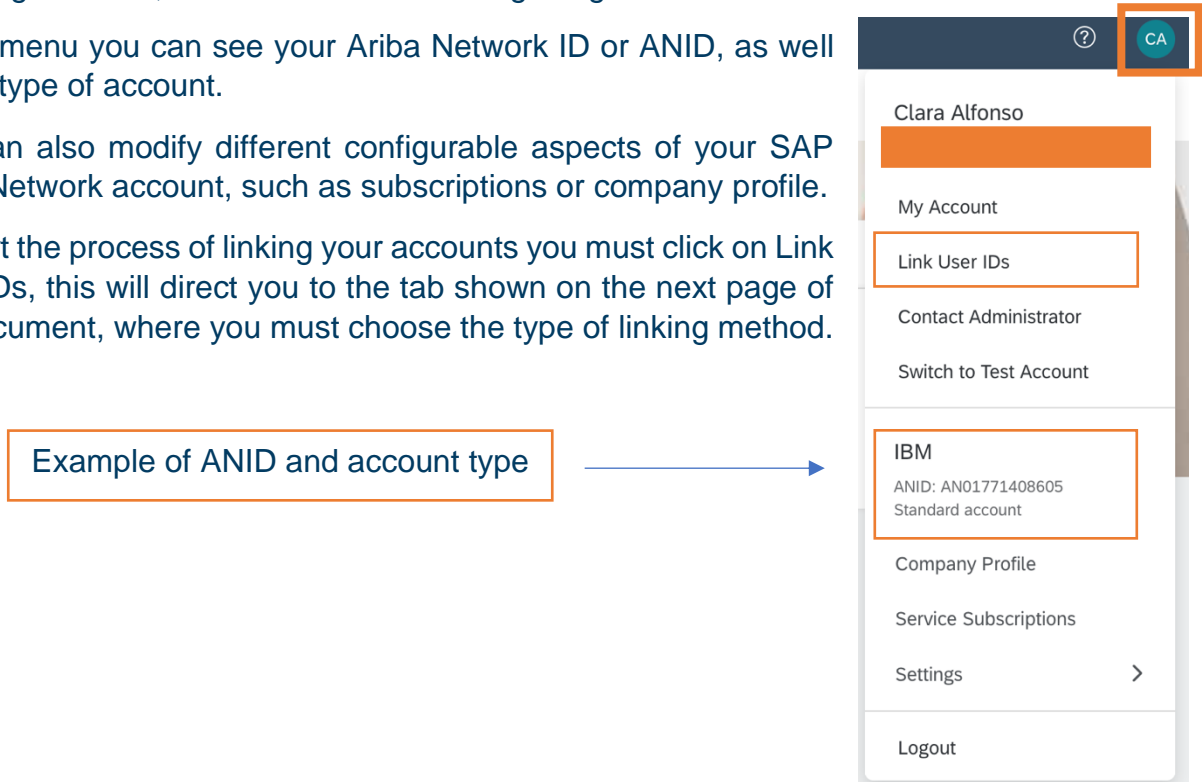
How do I link my accounts?

To access the Ariba 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 Ariba Network ID or ANID, as well as the type of account.

You can also modify different configurable aspects of your SAP Ariba 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.



Ariba Network account linking process window:

The screenshot shows the "Link User IDs" window in the SAP Ariba Network interface. The window has a header with "SAP Business Network", "Standard Account", and "Upgrade" buttons. Below the header, there is a section titled "Link User IDs" with a sub-header "Link User IDs". The main content area is divided into two panels, each with a numbered orange circle in the top right corner. Panel 1, labeled "1", is titled "APPROVAL NEEDED" and contains the text "Send a link request to another account. After the request is approved by the other account, the two accounts will be linked." Below this text is a "Username:*" input field and a "Send link request" button. Panel 2, labeled "2", is titled "NO APPROVAL NEEDED" and contains the text "Enter the username and password of another account to which you want to link." Below this text are "Username:*" and "Password:*" input fields and a "Link accounts" button. A "Cancel" button is located at the bottom right of the window.

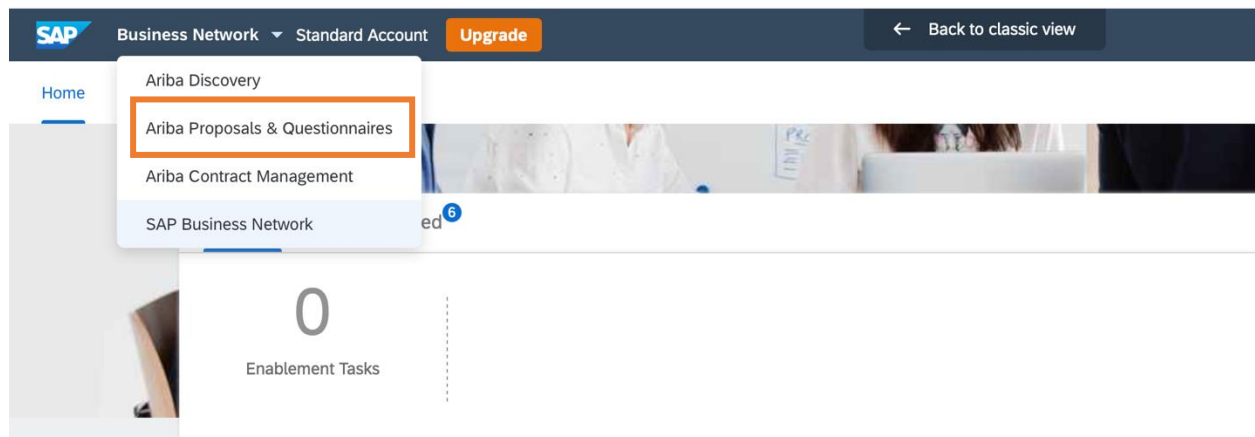
There are two methods of linking accounts depending on whether you have the credentials of the secondary account. Both methods are defined below:

- 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 Ariba Network navigation

Once you have created your account on Ariba 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 **Ariba 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 *Supplier Onboarding package*.