SIEMENS energy

Supplier Manual
1. Registration

SE E2E ARIBA Implementation



siemens-energy.com

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1. SUPPLIER REGISTRATION FOR ACCESS IN SAP ARIBA

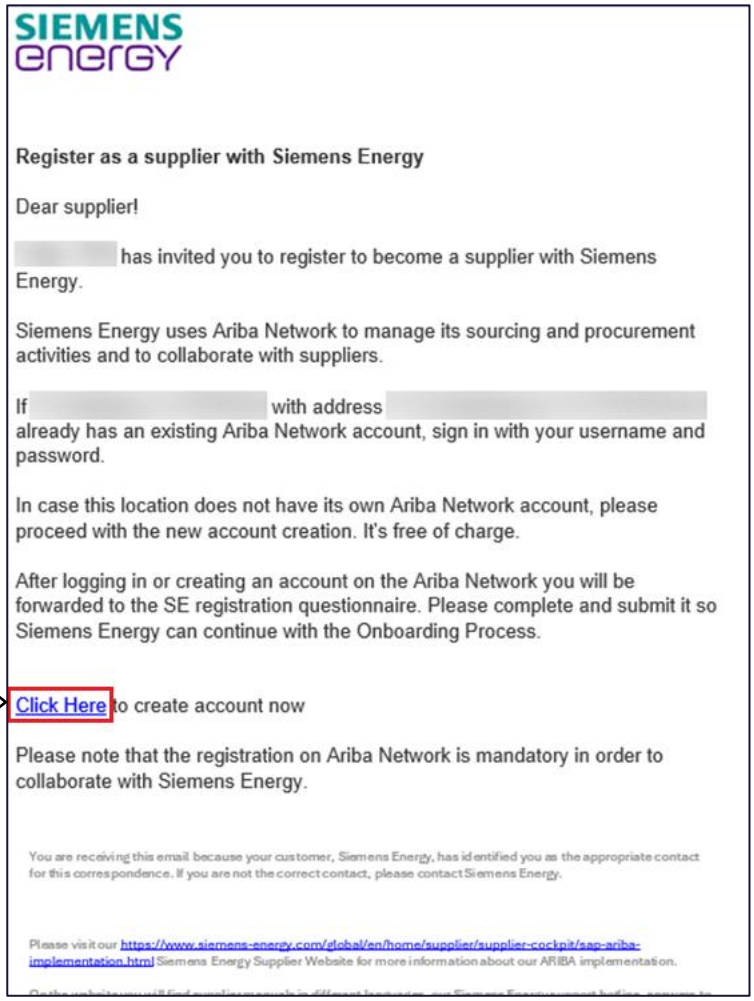
1.1. Registration invitation

To register your company at Siemens Energy, you receive an email from username **aribasystem**.

You can search from the inbox by filling key words 'aribasystem <s4system-prodeu+Siemens-Energy'

It likes shown below, **please use the "Click Here" link in the invitation email to create an account for your company in ARIBA.** If you cannot find this email, please also check your spam folder.

Click Here to Register and access the event. Please open the link using Google Chrome or Microsoft Edge as preferred.



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Register as a supplier with Siemens Energy

Dear supplier!

[redacted] has invited you to register to become a supplier with Siemens Energy.

Siemens Energy uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.

If [redacted] with address [redacted] already has an existing Ariba Network account, sign in with your username and password.

In case this location does not have its own Ariba Network account, please proceed with the new account creation. It's free of charge.

After logging in or creating an account on the Ariba Network you will be forwarded to the SE registration questionnaire. Please complete and submit it so Siemens Energy can continue with the Onboarding Process.

Click Here to create account now

Please note that the registration on Ariba Network is mandatory in order to collaborate with Siemens Energy.

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

Please visit our https://www.siemens-energy.com/global/en/home/supplier/supplier-cockpit/sap-ariba-implementation.html Siemens Energy Supplier Website for more information about our ARIBA implementation.

1.2. Account creation or Log in

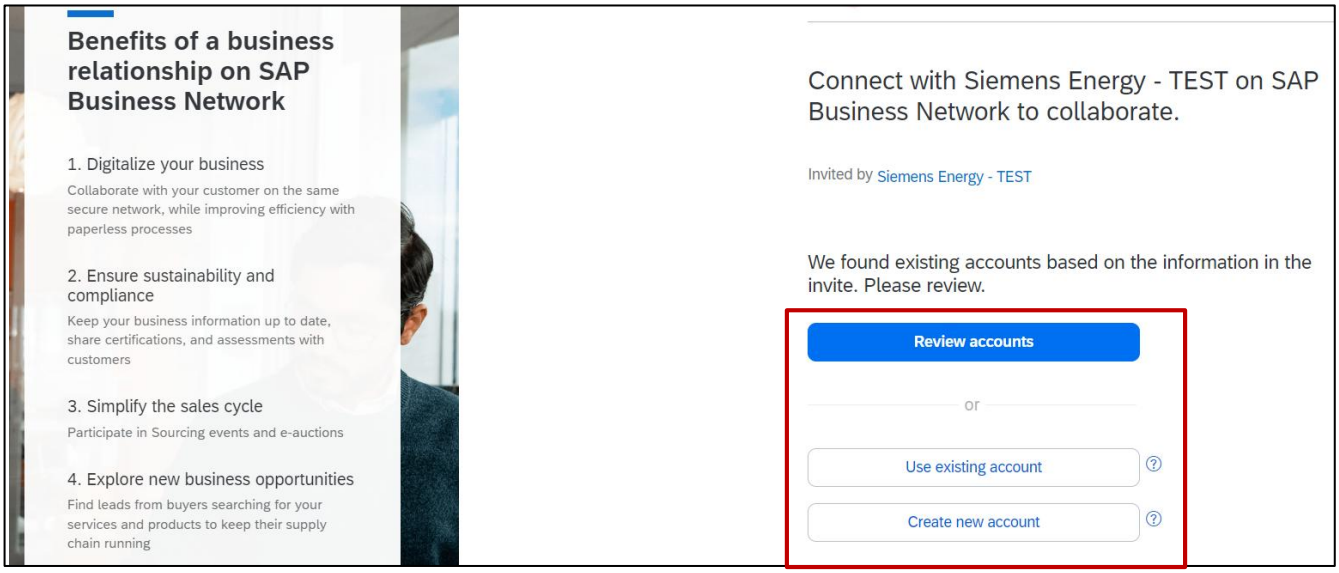
After clicking the link from the email, you will be guided to the ARIBA log in page. **Here you can either create a new account** if your company does not have an ARIBA account (click "Create new account") **or login with the credentials of your company's existing account** (click "Log in Use existing account").

SAP Ariba also detects if any similar company names already exist within the portal. If you would find existing accounts based on the information in the invite, please click "**review accounts**". However, the potential account information provided is for reference only, unless your company confirms that an account has been created on the SAP ARIBA platform.

So, we recommend creating a new account as described in Section 1.4. Create a New Account.

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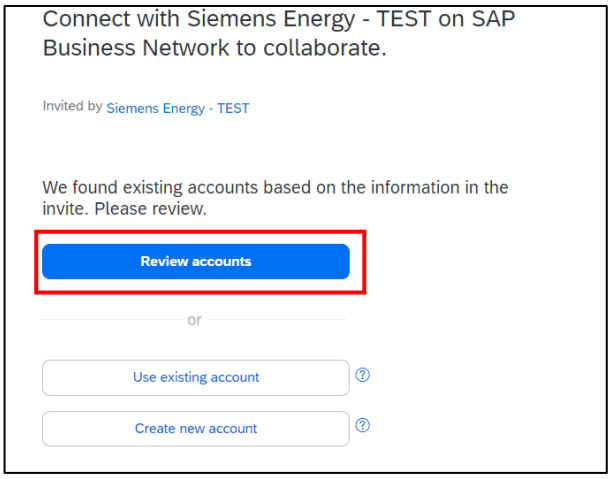
If you already have an account, please log in with your existing credentials and continue with 2.0.



1.3. Review accounts

1.3.1. Review matched accounts

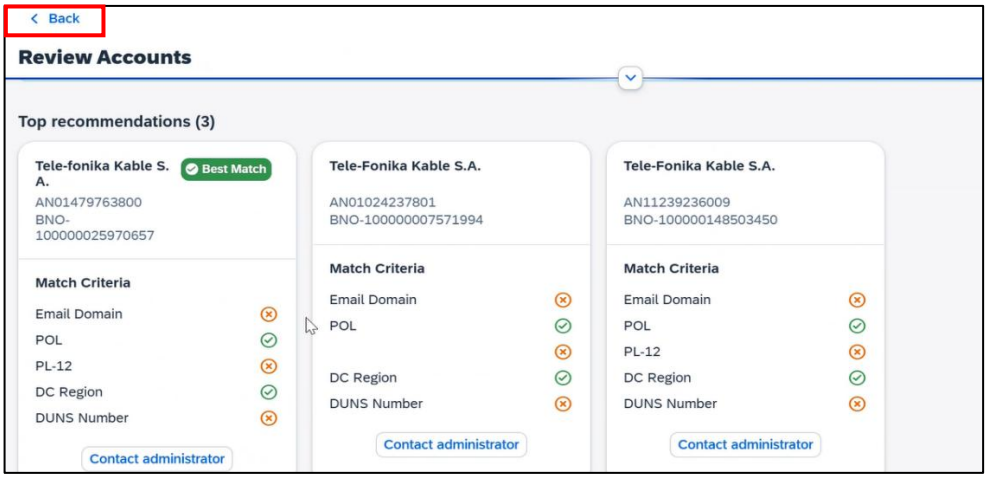
Supplier organization is already registered in Ariba Network, but the contact person receiving the invitation email from Siemens Energy does not have an existing account. If any of your colleagues has previously created one or more accounts, you will be offered a “Review accounts” option.



If you identified previously created one or more accounts, please click **contact administrator** and **send** button to request approval for new member.

If there is no match for anyone in your team or location of your company, click “back” and continue with “Create new account”. **This will not interfere with any of the existing accounts.**

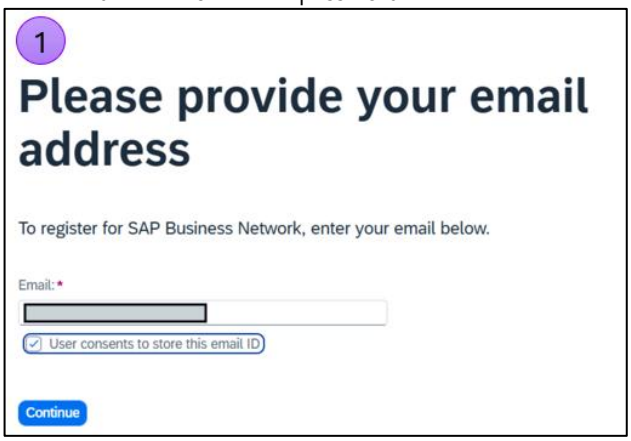
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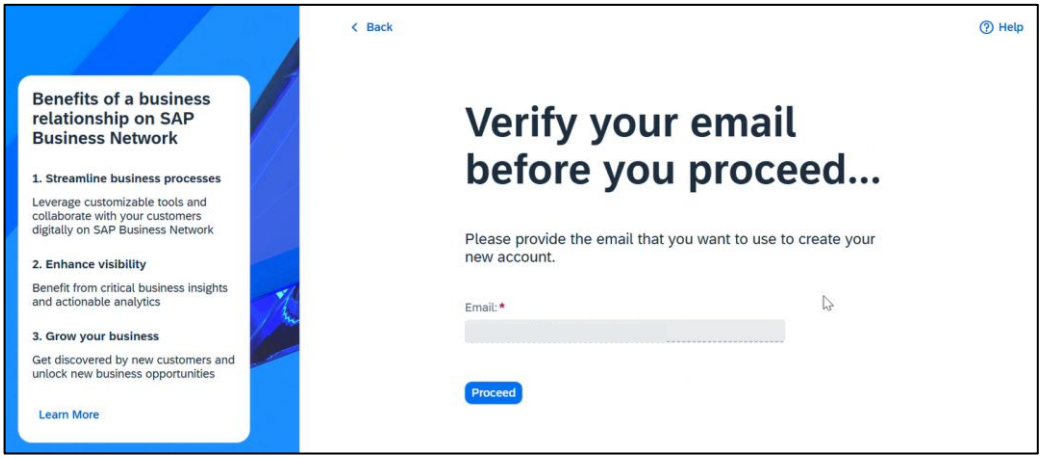
1.4. Create a New Account

1.4.1. Enter One-Time password and choose data center

- After clicking create new account step, the process will ask you to enter **the registration email address** to validate the one-time password.

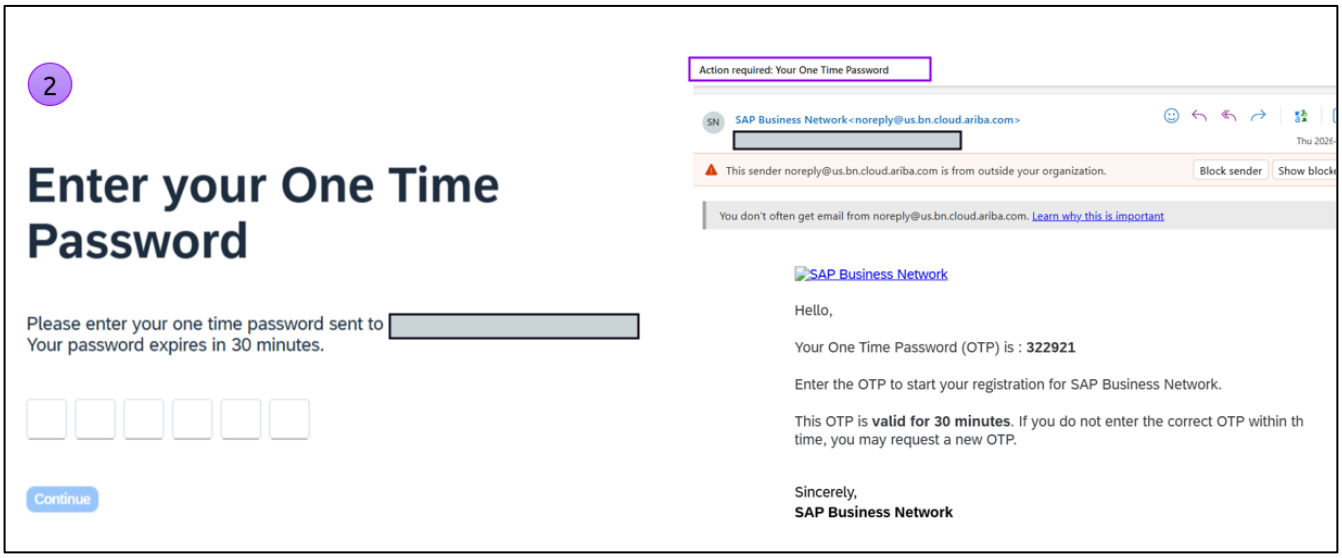


Or

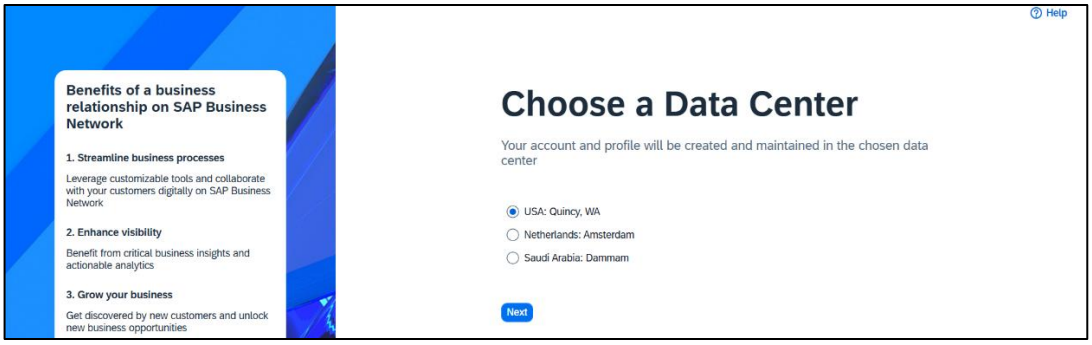


- A one-time password will be sent to the email address entered from SAP Business Network. Please add the one-time password and click continue.

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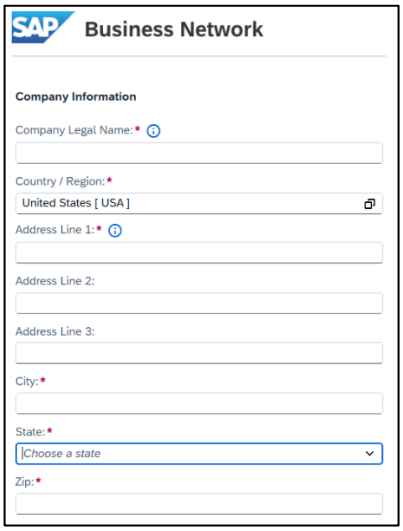
- SAP requires new user to choose one appropriate data center; there is no recommended location from us. So, the location of data centers determines the country where your data is stored (transactions and personal data). Please review your local regulations to select the appropriate data center for your Business Network account.



1.4.2. Company Information

The next step is to provide necessary details to create an ARIBA account.

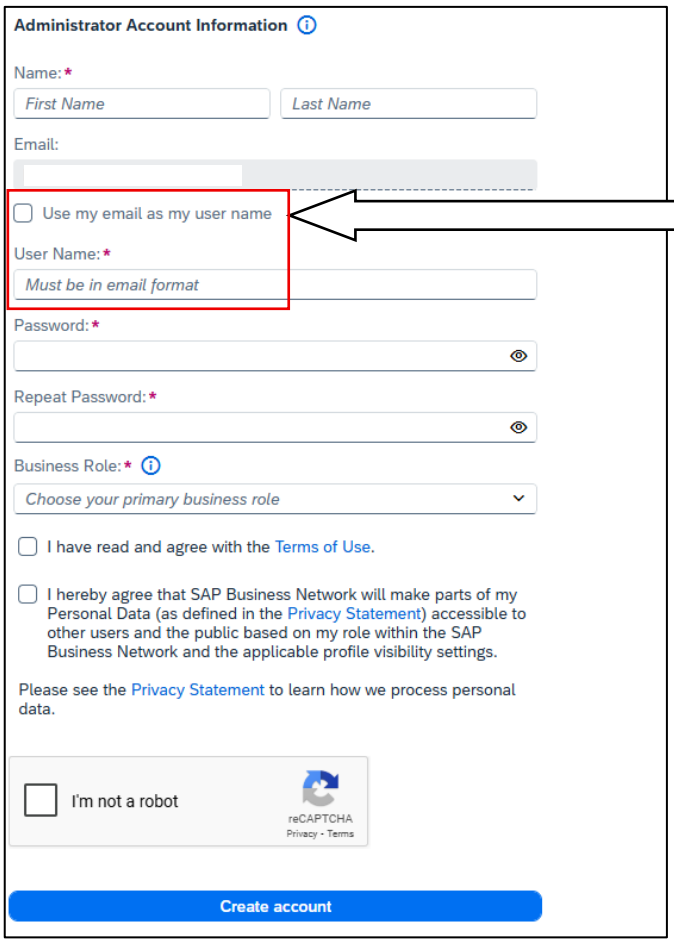
In the **Company Information section** please provide and check all necessary information. **Fields marked with an asterisk (*) are mandatory and should therefore be completed.**



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1.4.3. Administrator account information

The next section is about the **Administrator account information**. Please check and **add all necessary information and choose a password** for your account.



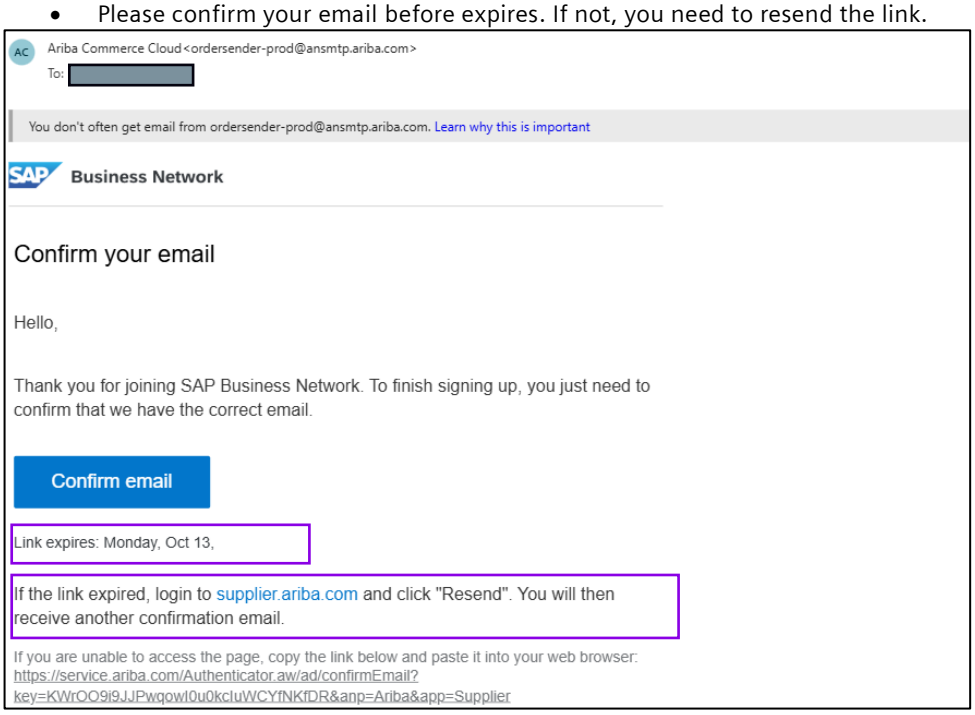
You may keep your email address as username or

If you are not going to use or you have used your email as username for the other SAP account, you may choose differently

–important is to keep an email address format

Once this step is completed, you will also receive an email asking to confirm:

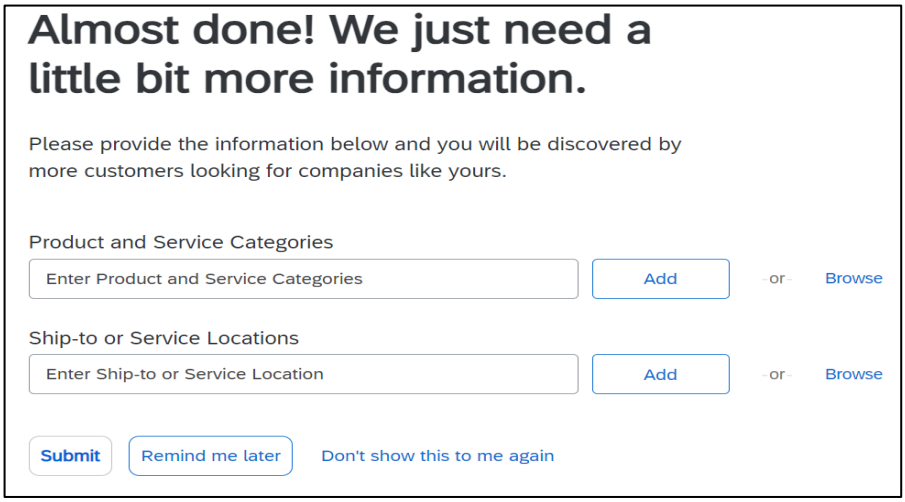
- Please confirm your email before expires. If not, you need to resend the link.



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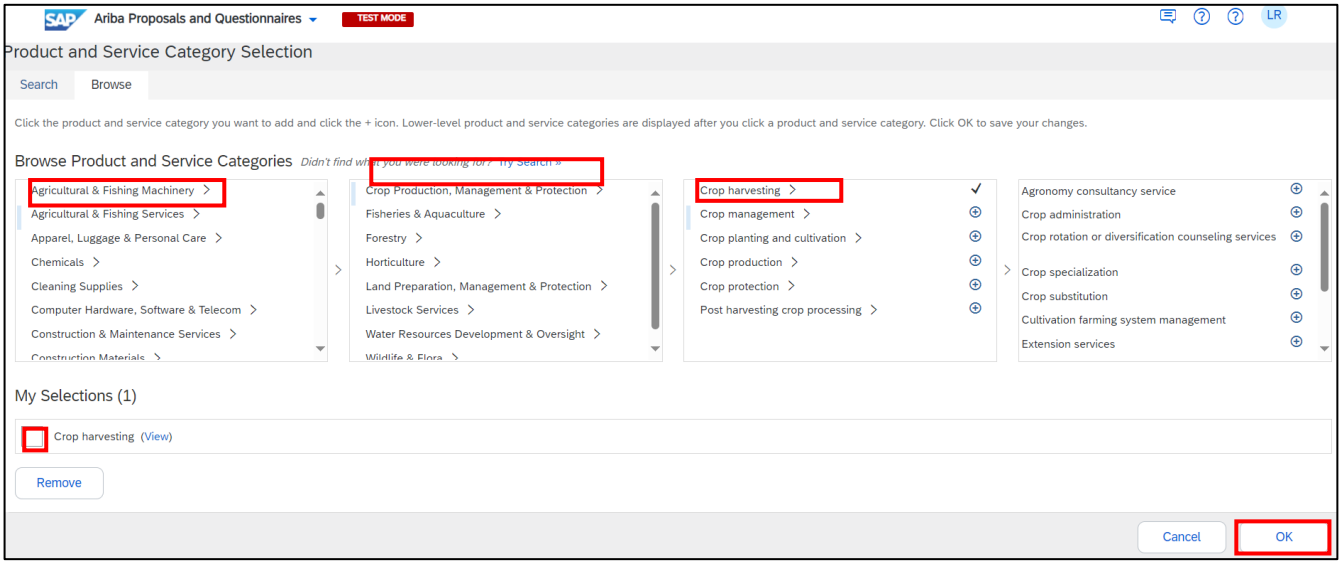
1.4.4. Business information

The last section of the ARIBA account creation **is about your business**. Please provide us information about your **product and service categories** as well your **ship-to or service locations**. You can do that by **either typing the category / location in the field or search for a category / location via the field "browse".**



1.4.5. Product and Service Category Selection

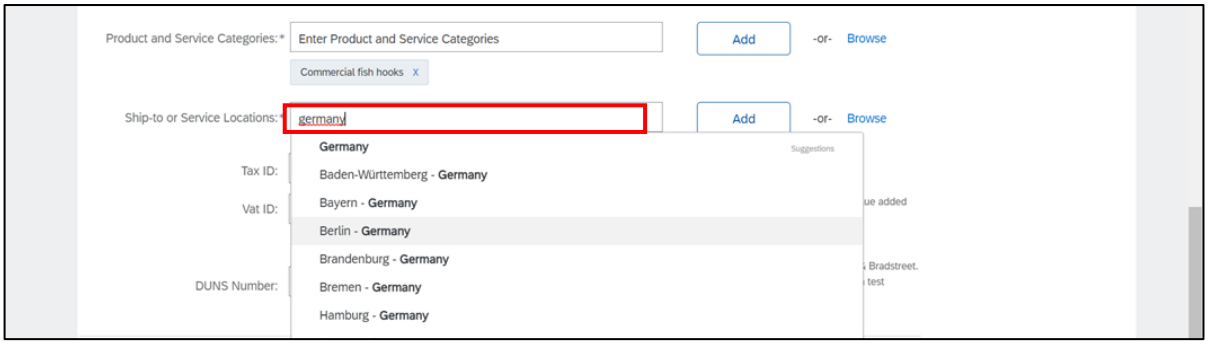
If you click **"Browse", you can see an overview of products and services.** By clicking on the arrow of one of these, lower-level product and service categories are displayed. You can **now search for the specific category you want to add.** When you found the category, **click on it, tick the box and click "OK" to add it** to your product and service category.



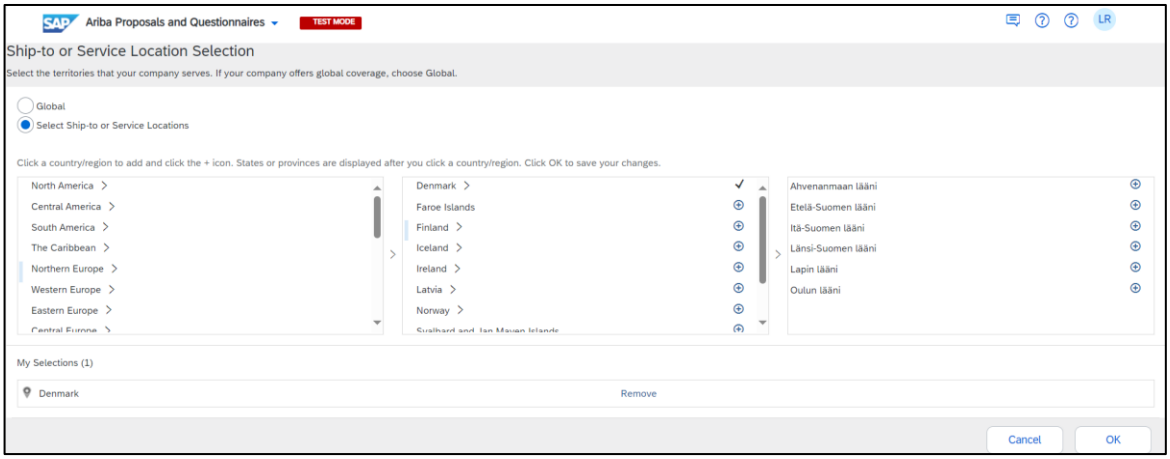
1.4.6. Ship-to Service Location

You can either "Browse" the location similar as explained for the product and service categories or you can "Add" the location by typing the location in the field and clicking on your location.

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In the next screenshot you can see the process if you click “browse”.



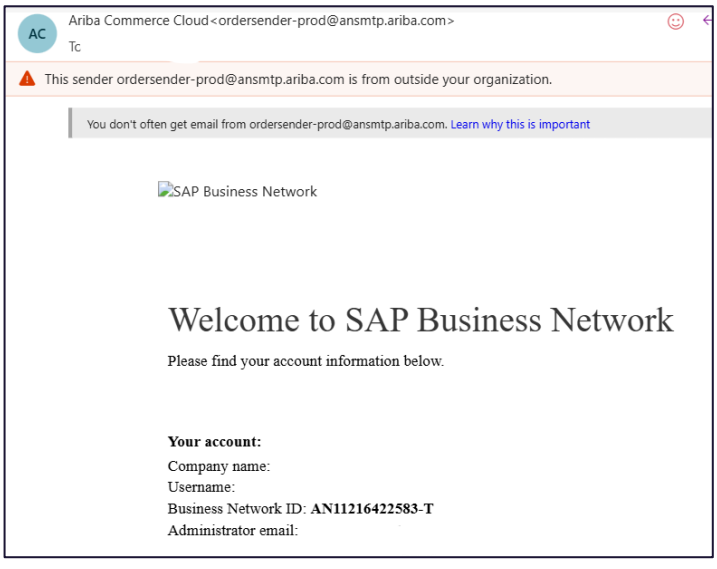
1.4.7. Submit your Response.

After filling in the fields, you can **click “Submit”**

1.4.8. ARIBA account creation completed.

You will now receive a confirmation mail from ARIBA that your account creation process is complete. The next step is to make the Siemens Energy specific registration by filling in the Supplier Registration Questionnaire (see chapter 2.0 of this document).

Within this email, you will also receive your **Ariba Network Business ID ANID**12121212121.

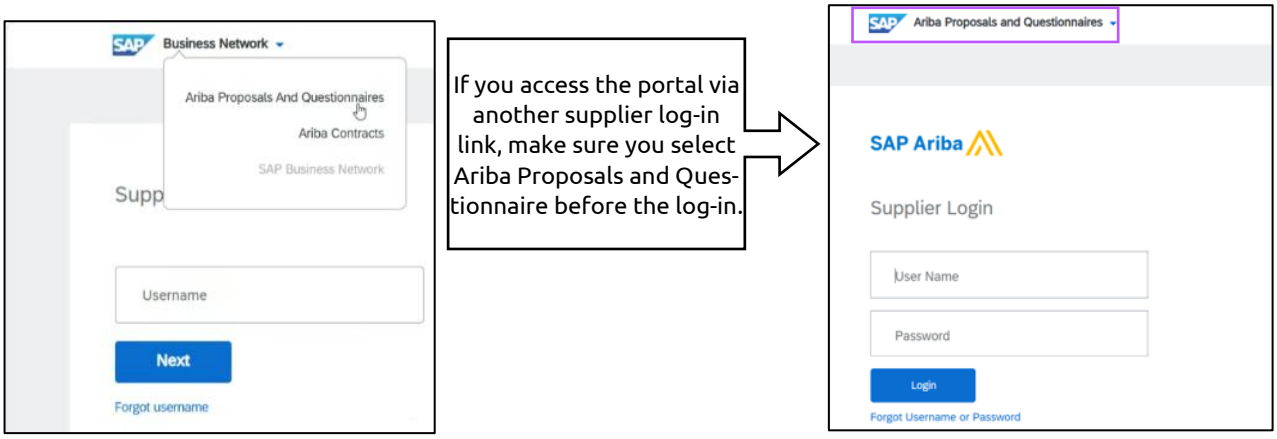


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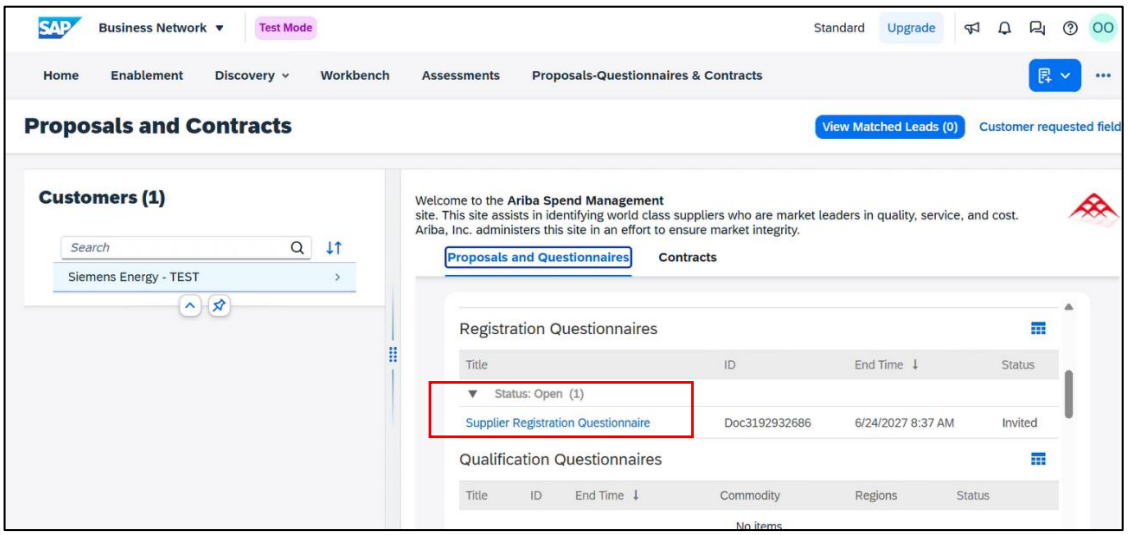
1.5. Login the existing account to work in SAP Ariba

1.5.1. Use existing account

If you already have access to an Ariba account which your company currently uses, please click "**Use existing account**", choose **Ariba Proposals and Questionnaires** to login.



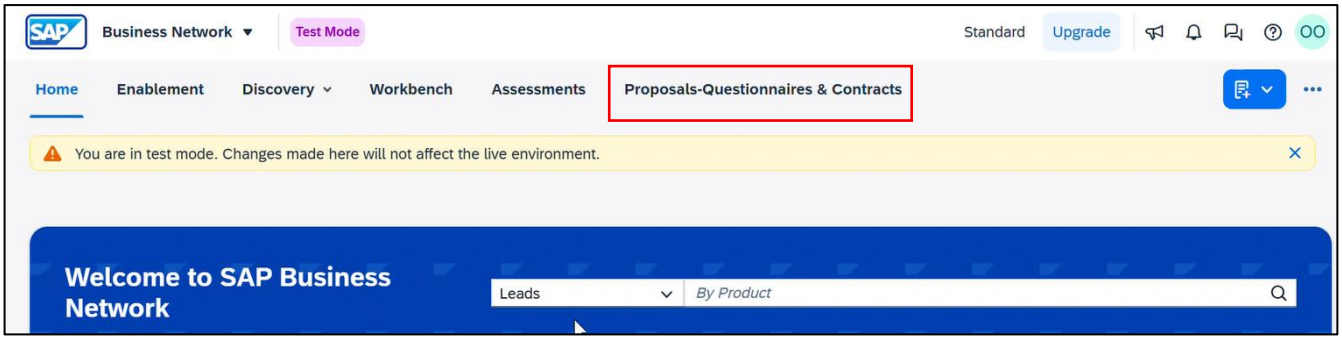
In the Ariba Proposals and Questionnaires tab you will find the Siemens Energy customer page, please proceed with completing the Supplier Registration Questionnaire.



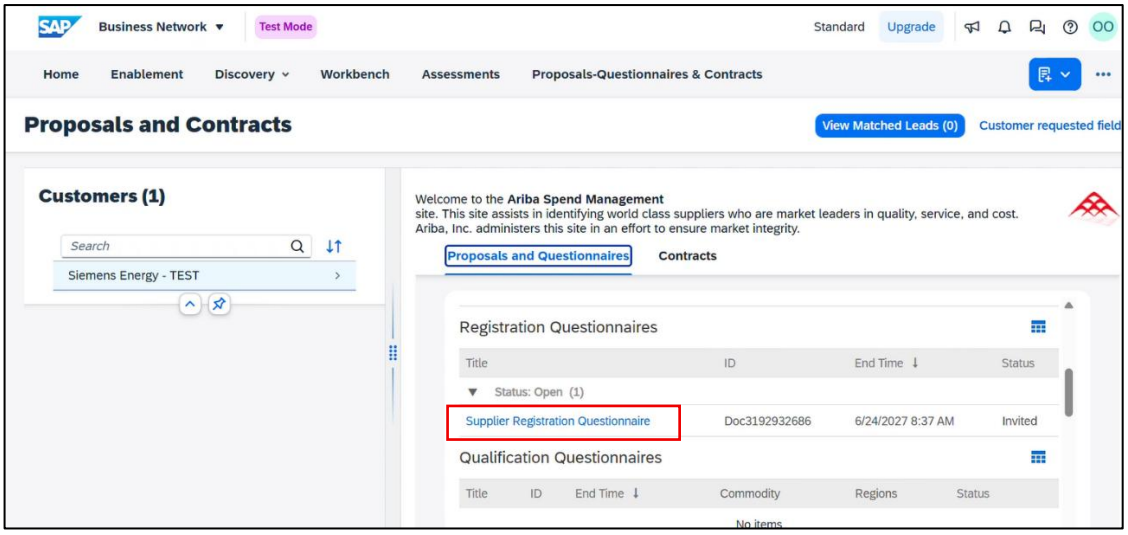
If you happen to log out of your account and log back to your dashboard homepage, you will search the Ariba sourcing in browser or click this link Ariba Sourcing.

Ariba Proposals and Questionnaires in tab Business Network on the upper left side.

Or **click the navigation tab "Proposals-Questionnaires & contracts"** This will lead to the **Siemens Energy customer page where you will find the Supplier Registration Questionnaire.**



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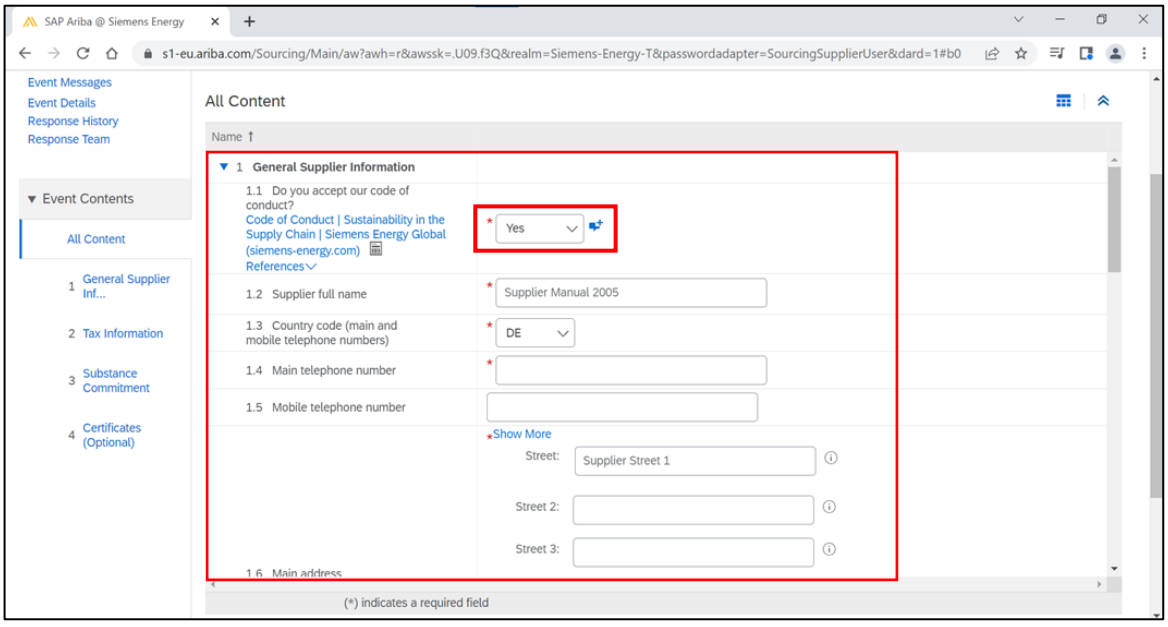


2. SUPPLIER REGISTRATION QUESTIONNAIRE

2.1. Section 1 “General Supplier information”

The **first question** of the Registration Questionnaire **asks you to confirm our Code of Conduct**. Please **make sure, that you can answer this question with “yes”, your confirmation is essential to get you accepted.** You can download the code of conduct by clicking on the link below the question or visit our website.
For more information, please contact our Master Data-Service Team via E-Mail:
ariba.onboarding.support@siemens-energy.com

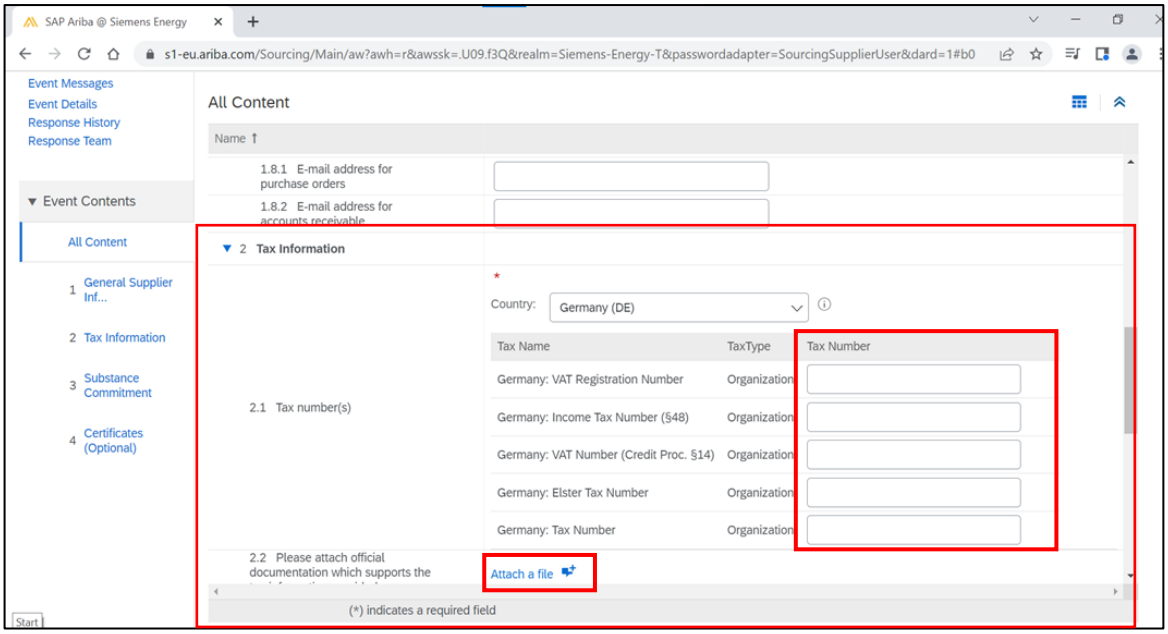
Furthermore, we ask you **to provide more detailed information** like your full supplier name, your main telephone number and main address. **Most information is pre-filled** from our buyer’s request form, however, **please adjust those if needed.**



2.2. Section 2 “Tax information”

The second section asks about your **tax information**. It is **mandatory to at least select your country, but you can also enter all relevant tax numbers**, and attach a file if need.

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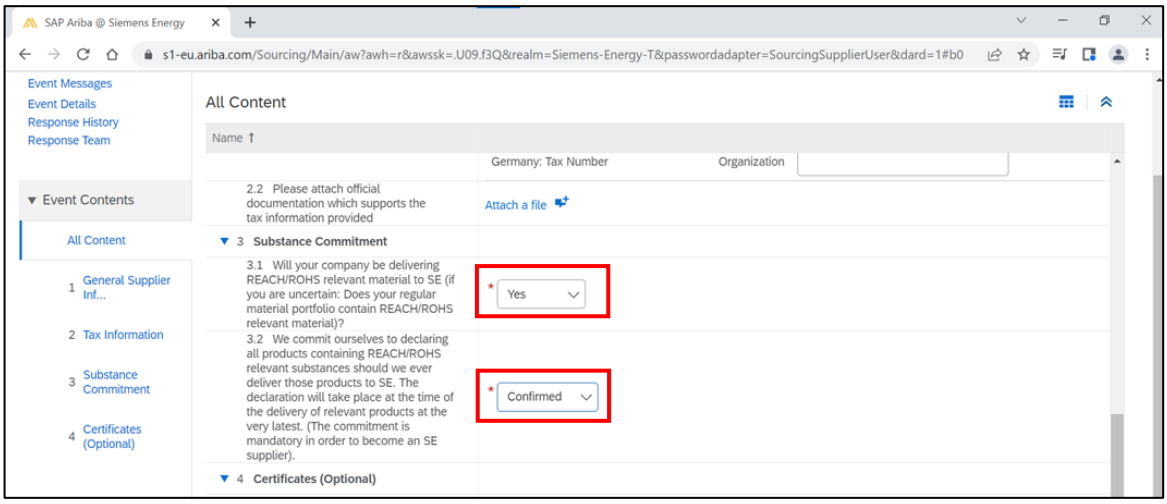


2.3. Section 3 “Substance Commitment”

In the third section you need to **select specifications about substance commitment**. The first question asks if you have planned to **deliver REACH[1] or ROHS[2] relevant material** to Siemens Energy.

With the second question, **you commit to ensure that you always declare all products containing REACH[1] or ROHS[2] relevant substances that will ever be delivered** to Siemens Energy.
Both questions should be answered. We will contact you in case of any inconsistencies.

Please note that there are some not mandatory fields in the questionnaire but **please specify your inputs as detailed as possible.**



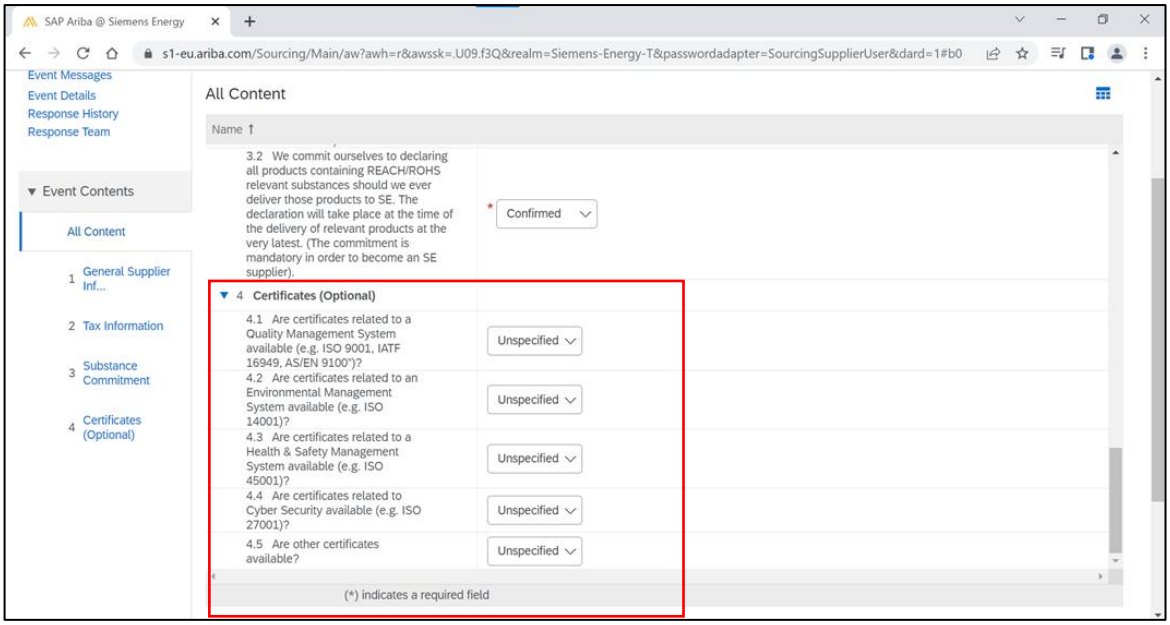
1) REACH relevant material:
Chemicals which can have serious effects on human health or the environment:
E.g. Material which is toxic, carcinogenic, endocrine disrupting or respiratory sensitizing

2) ROHS relevant material:
Lead, Mercury, Cadmium, Hexavalent Chromium, PBBs and PBDEs for Electric and Electronic Devices

2.4. Section 4 “Certificates”

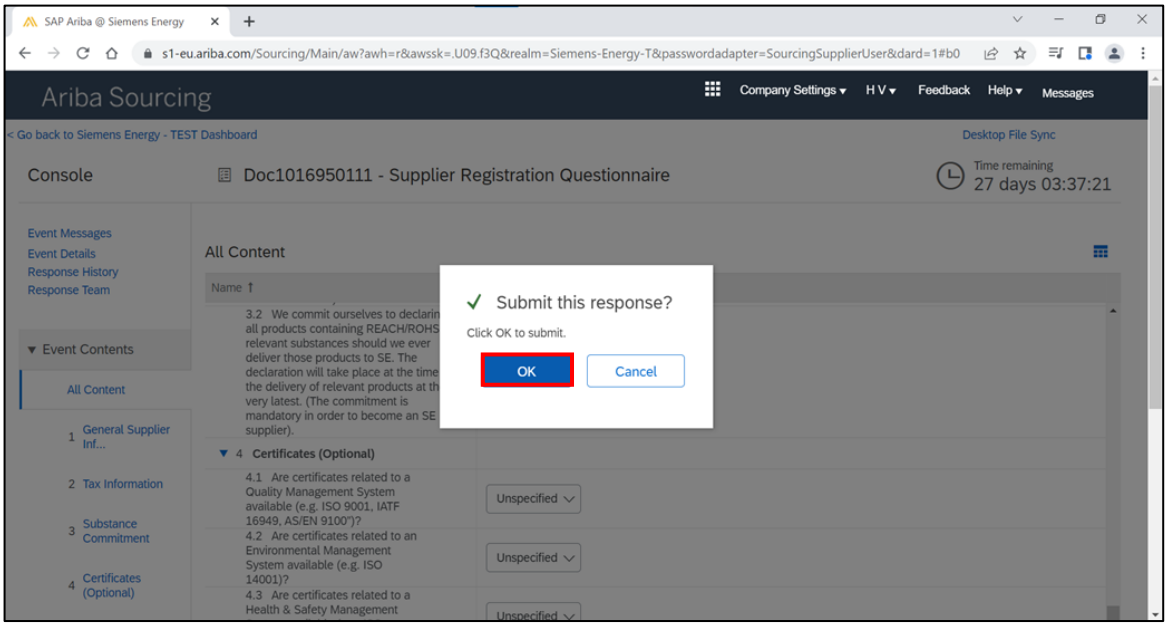
In the fourth section you have the **option to upload certificates**. This is not mandatory for your Onboarding process but might be necessary for upcoming qualification questionnaires and can therefore already be done at this point.

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2.5. Submission

As soon as you **entered all relevant information in the Registration questionnaire you can click on "Submit Entire Response" and on "OK"**. That will send out the questionnaire to get approved.



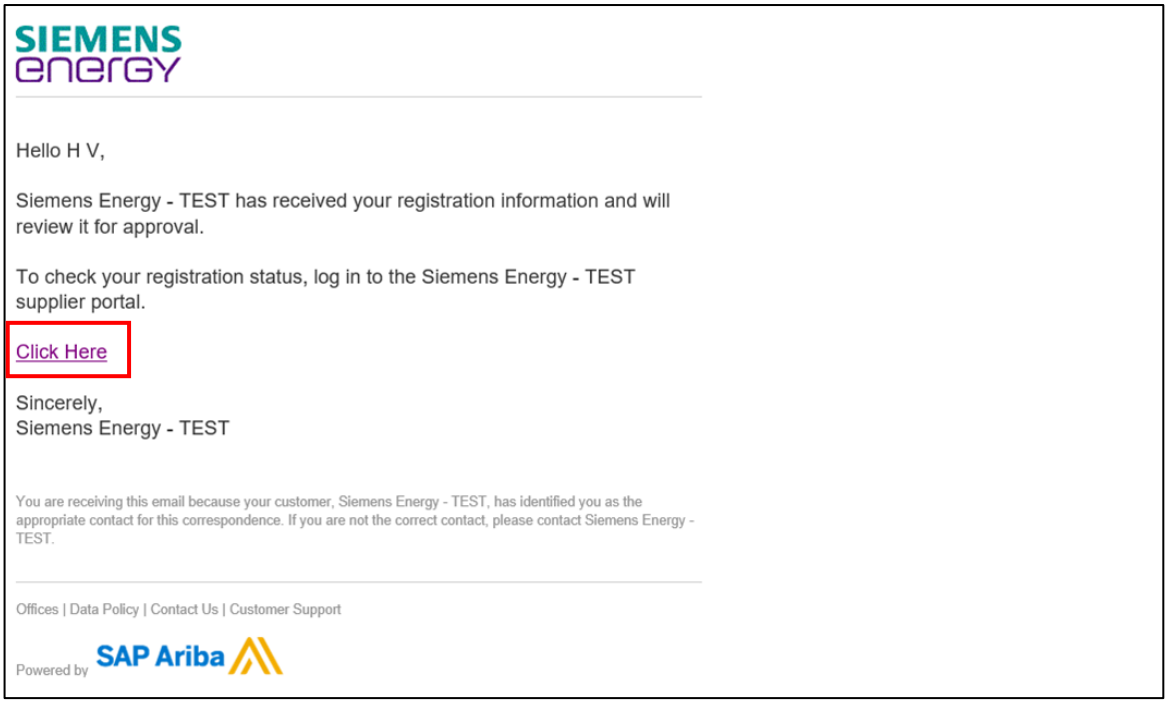
2.6. Confirmation E-mail

After you submitted your questionnaire, **you will get a confirmation email saying your response will be reviewed for approval.** By clicking on the **"Click here" link in the email you can check out your registration status** in the ARIBA supplier portal.

Your action for the registration process is now completed. You will be **informed via email when your action is required for the qualification process.**

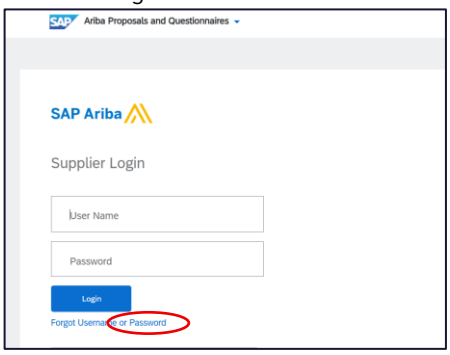
Further information can be found in the **"Supplier Manual 2. Qualification"**, that can be found via this Link: https://www.siemens-energy.com/global/en/company/about/supply-chain-management/supplier-cockpit/sap-ariba-pmplementation.html

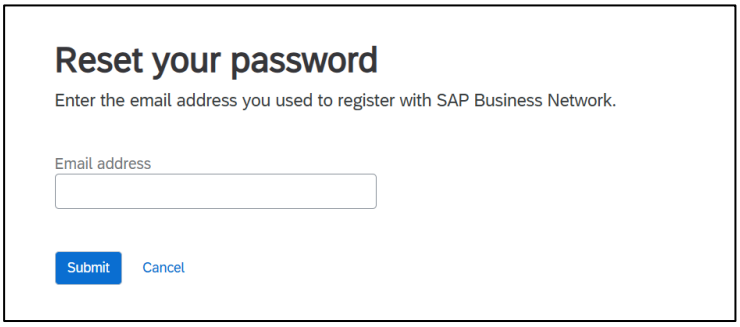
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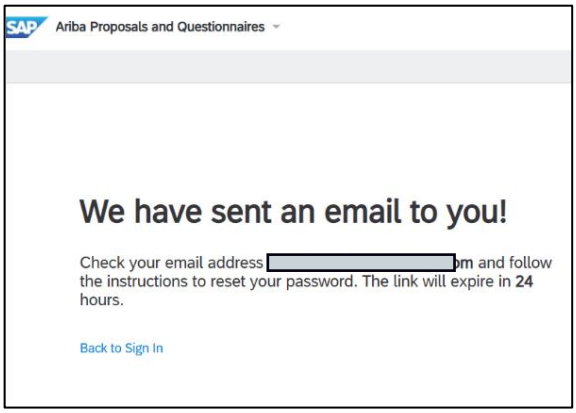
3. HOW TO RESET A PASSWORD FOR SAP ARIBA

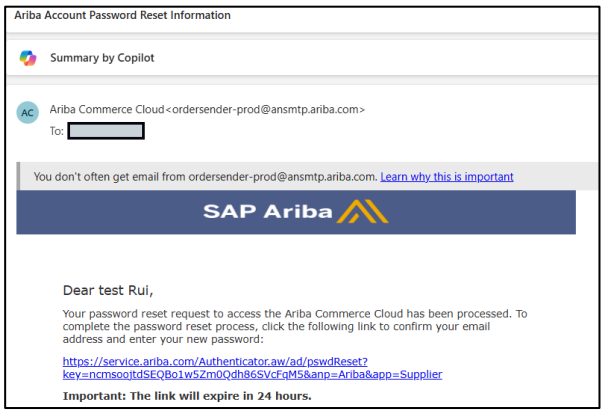
- To access Ariba Sourcing and fill in username.
- Click the forget Password and enter the email address





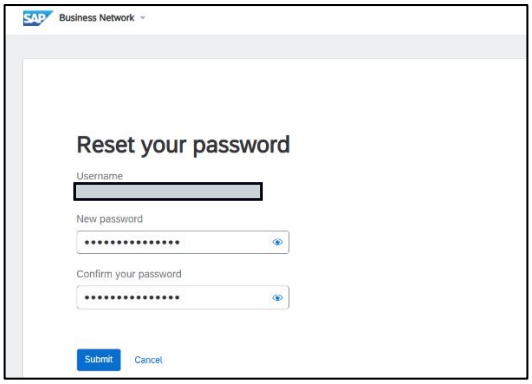
- You will receive an email from ARIBA Commerce Cloud

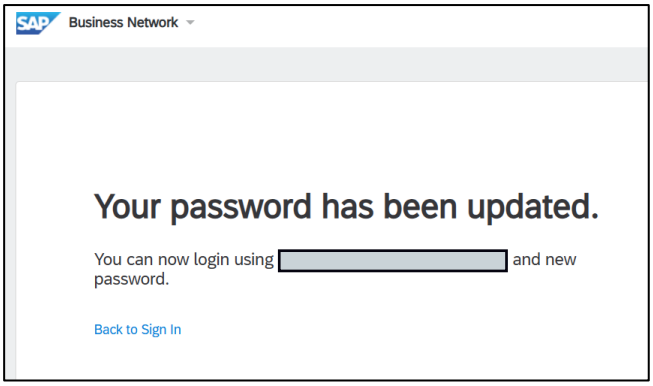


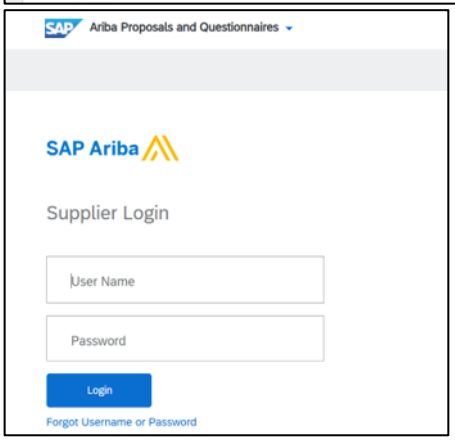


- It needs to be reset within 24 hours via clicking the new link from email
- After resetting, you can back to choose **Ariba Proposals and Questionnaires** to login

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81739 Muniche
Germany

For more information, please visit our website:

https://www.siemens-energy.com/global/en/company/about/supply-chain-management/supplier-cockpit.html

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