

#CepsaQuímica

STEP BY STEP: How to register and Get access to SAP Ariba Business Network

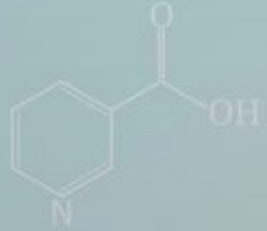




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1



Introduction to SAP Ariba Business Network



| How to register and get access to SAP Ariba Business Network |

INTRODUCTION TO **SAP Ariba** **BUSINESS NETWORK**



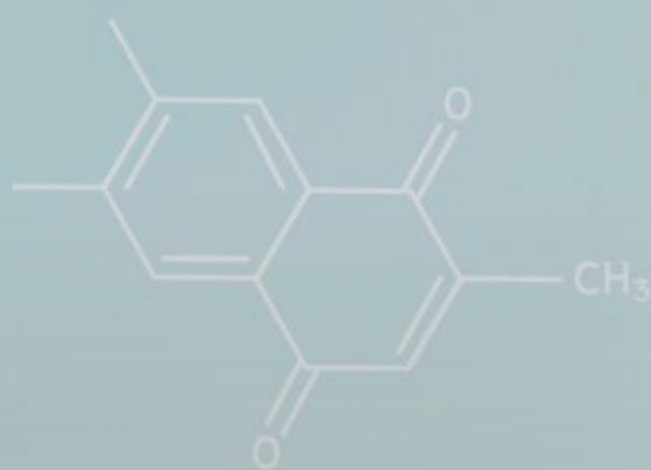
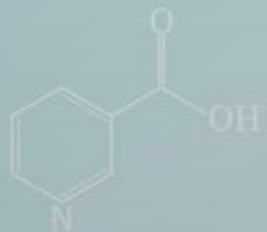
What is SAP Ariba Business Network?

SAP Ariba Business Network is a dynamic digital marketplace connecting 8 million companies in 190 countries.

Companies digitizing procurement and supply chain processes with SAP solutions are asking their suppliers to become Ariba Network suppliers. This makes working together on all shared aspects of business commerce - proposals, contracts, orders, invoices and payments - more efficient and effective.

Remember that, in order to collaborate from April 24, 2023 in the purchasing processes of Cepsa Química, it is necessary to carry out a series of steps to complete your registration in SAP Ariba Business Network (supplier portal).

2



Account registration types

ACCOUNT REGISTRATION

Standard account

- ❑ Free account that typically gets activated with the first transaction but, in this case, Cepsa Química will request the registration prior to that.
- ❑ With your standard account you will be able to process transactions from different customers through interactive email or directly from the centralized supplier portal.
- ❑ Using a standard account, you will be able to receive electronic offers, contracts, apply for qualifications, etc.

Note: The terms and conditions of this registration model may change over time. To consult changed, please go to ARIBA 's webside through this [link](#).



ACCOUNT REGISTRATION

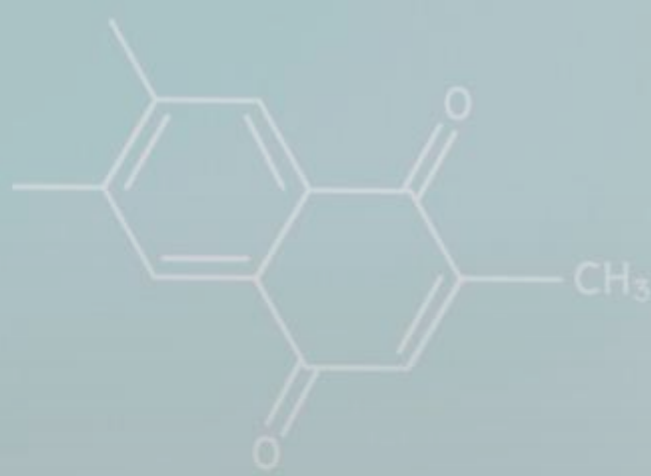
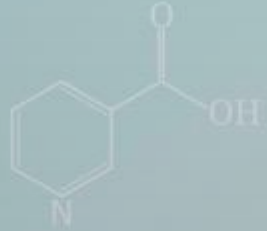
Enterprise account

- ❑ Full feature account that is created prior to the first transaction by means of a Trading Relationship Request from your Buyer.
- ❑ It allow you to organize and filter documents in an easy Workbench, to run reports, publish electronic catalogs and set up an integration (interface between your ERP and your Ariba Network Account).
- ❑ This account type might be subjected to fees depending on the volumes transacted.

Note: The terms and conditions of this registration model may change over time. To consult changed, please go to ARIBA's website through this [link](#).



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Step by Step: registration process

STEP BY STEP: REGISTRATION PROCESS

In order to be registered in SAP Ariba Business Network, you just need to wait for the invitation sent by Cepsa Química and follow the instructions:

Invitation: Register to become a supplier with Cepsa Chemicals in Sm@rt Buy

 Miguel Angel González Hernández <s4system-prodeu+CHEMICALS-T.Doc1422901187@eusmtp.ariba.com>
To:  Gonzalez Hernandez, Miguel Angel
Retention Policy Delete month 6 permanent (6 months) Expires 11/10/2023

ATTENTION! THIS EMAIL ORIGINATES FROM OUTSIDE THE APSOLUT ORGANIZATION.


Sm@rt buy-TEST

Register as a supplier with Cepsa Chemicals in Sm@rt Buy

Hello!


Cepsa Chemicals has invited you to register to become a supplier in Sm@rt Buy. Start by creating an account with Ariba Network. It's free.

The solution Sm@rt Buy uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier Test UAT HEE already has an account with Ariba Network, sign in with your username and password.

 [Click Here](#) to sign in

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

Offices | Data Policy | Contact Us | Customer Support

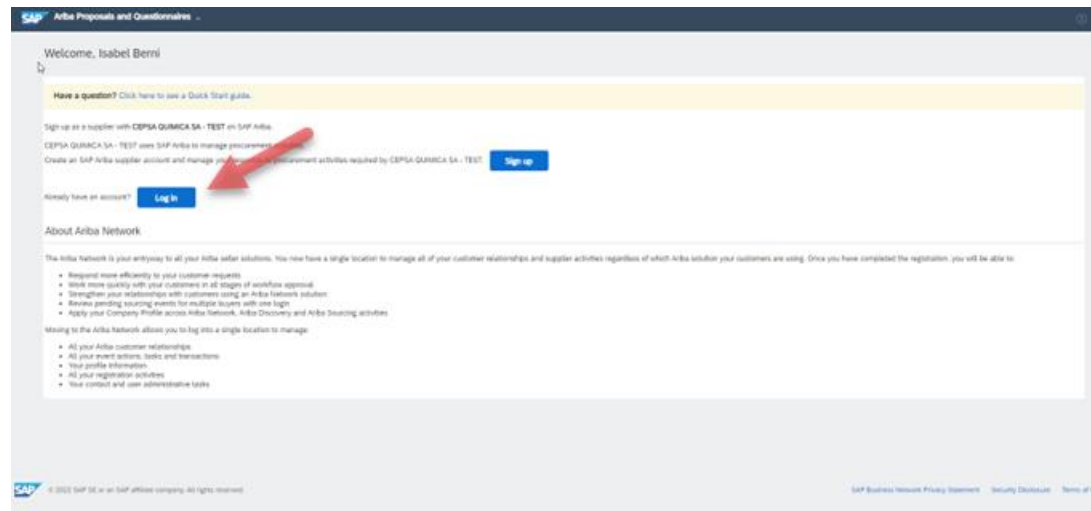
Powered by 



STEP BY STEP: REGISTRATION PROCESS

Are you already registered in SAP Ariba Network?

Step 1: Log in into SAP Ariba Network with your user&password and provide all information provided by Cepsa Química through the following registration form:



STEP BY STEP: REGISTRATION PROCESS

Are you already registered in SAP Ariba Network?

Step 2: Complete the registration form requested by Cepsa Química.

During the registration process, if you find any information already prefilled by the system and not editable, this is because we already migrated to SAP Ariba part of the information that we had maintained in our old database.

The screenshot shows the SAP Ariba Sourcing interface for a 'Supplier Registration Questionnaire'. The form is titled 'Doc1385020145 - Supplier Registration Questionnaire' and has a 'Time remaining' of 29 days 23:05:37. The form is divided into sections: '1. Supplier request information', '2. Supplier overview', '3. Operations', '4. Communication', and '5. Bank information'. The '1. Supplier request information' section is currently active and contains the following fields:

- 1.1 Name of supplier:
- 1.2 Tax ID:
- Country/Region:
- Street:
- House Number:
- Street 2:
- Street 3:
- District:
- Postal Code:
- City:
- Country/Region:
- State/Province/Region:
- 1.4 Contact email:

At the bottom of the form, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom indicates that an asterisk (*) indicates a required field.

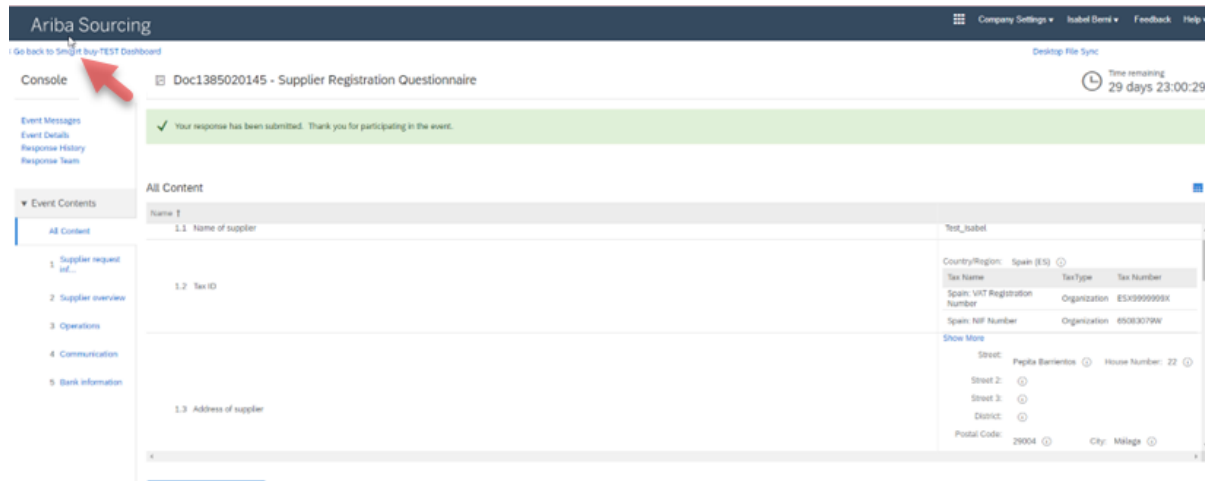
Once the form is completed and submitted to Cepsa Química, all information will be available to apply any change in case that it's required.



STEP BY STEP: REGISTRATION PROCESS

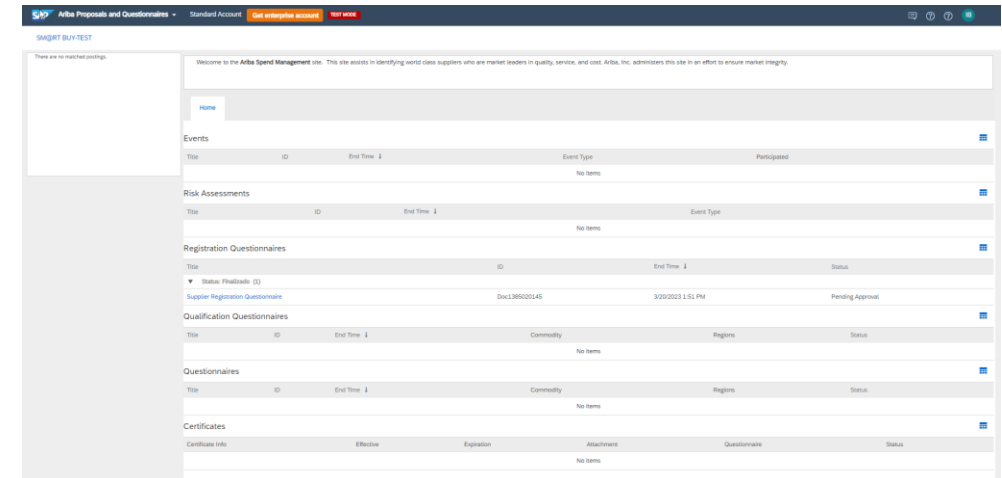
Are you already registered in SAP Ariba Network?

Step 3: Back to your home page where you will have access to all transaction / documents.



The screenshot shows the SAP Ariba Sourcing console. At the top, there's a navigation bar with 'Ariba Sourcing' and 'Go back to SMART BUY-TEST Dashboard'. A red arrow points to the 'Console' tab. The main area displays a confirmation message: 'Your response has been submitted. Thank you for participating in the event.' Below this, there's a section for 'All Content' with a table listing registration details.

Name	Text Label
1.1 Name of supplier	
1.2 Tax ID	Country/Region: Spain (ES) Tax Name Tax Type Tax Number Spain VIT Registration Number Organization: ESX999999X Spain NIF Number Organization: 6503079W
1.3 Address of supplier	Street: Pajala Barrientos House Number: 22 Street 2: Street 3: District: Postal Code: 29004 City: Málaga



The screenshot shows the 'Ariba Proposals and Questionnaires' dashboard. It features a navigation bar with 'SMART BUY-TEST' and 'Get enterprise account'. The main content area is titled 'Welcome to the Ariba Spend Management site...' and contains several sections: 'Events', 'Risk Assessments', 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates'. A table under 'Registration Questionnaires' shows a specific entry for 'Supplier Registration Questionnaire' with ID 'Doc1385020145' and status 'Pending Approval'.

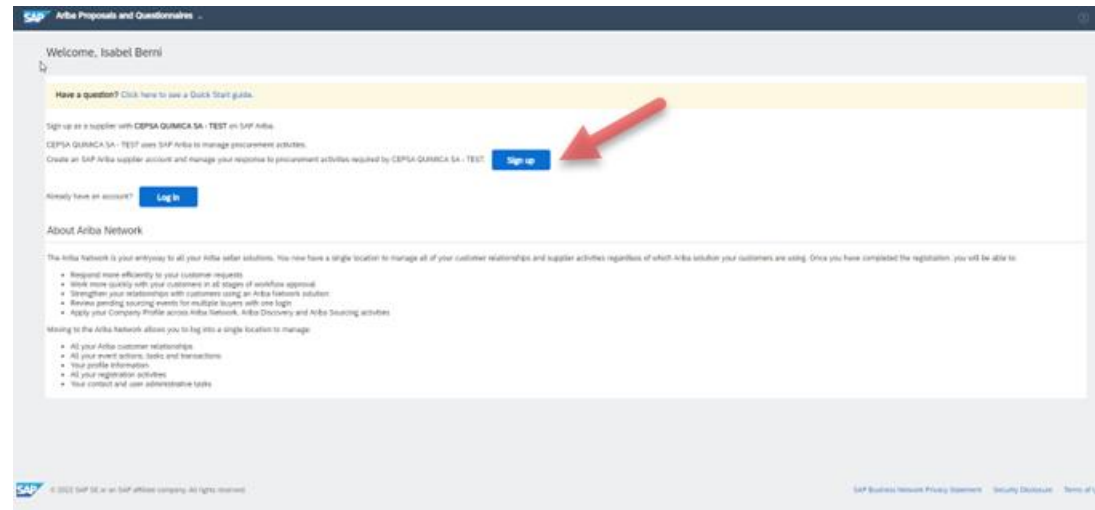
Title	ID	End Time	Event Type	Status
Supplier Registration Questionnaire	Doc1385020145	3/20/2023 1:51 PM		Pending Approval



STEP BY STEP: REGISTRATION PROCESS

Do you need to register as an SAP Ariba Network?

Step 1: Create an SAP Ariba Network account through the following option



STEP BY STEP: REGISTRATION PROCESS

Do you need to register as an SAP Ariba Network?

Step 2: Provide all information related to your company, business area & principal administrator user who will admin your account.

The screenshot shows the 'Create account' form in the SAP Ariba interface. The 'Company information' section is active, with the following fields filled: Company Name: 'test_sasbc', Country/Region: 'Spain [ESP]', Address: 'Peptia Barrientos', Line 2: (empty), Postal Code: '29004', City: 'Málaga', and State: 'Select'. A note indicates that an asterisk (*) denotes a required field. A 'Create account and continue' button is visible at the top right of the form.

The screenshot shows the 'User account information' section of the 'Create account' form. Fields include: Name: 'test', Surname: 'test', SAP Business Network Primary Username: (empty), Email: (empty), Password: (empty), Confirm Password: (empty), Language: 'Spanish', and Email address: 'test@peptia.com'. Below this, there are sections for 'Tell us more about your business' with fields for Product and Service Categories, Region or Service Location, Tax ID, VAT ID, and DUNS Number. A red arrow points to the 'Create account and continue' button at the bottom right.



STEP BY STEP: REGISTRATION PROCESS

Do you need to register as an SAP Ariba Network?

Step 3: Complete the registration form requested by Cepsa Química.

During the registration process, if you find any information already prefilled by the system and not editable, this is because we already migrated to SAP Ariba part of the information that we had maintained in our old database.

The screenshot shows the 'Supplier Registration Questionnaire' interface in SAP Ariba Sourcing. The form is titled 'Doc1385020145 - Supplier Registration Questionnaire' and has a 'Time remaining' of 29 days 23:05:37. The form is divided into sections: '1. Supplier request information', '2. Supplier overview', '3. Operations', '4. Communication', and '5. Bank information'. The '1. Supplier request information' section is currently active and contains the following fields:

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- State/Province/Region:
- 1.4 Contact email:

At the bottom of the form, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom indicates that an asterisk (*) indicates a required field.

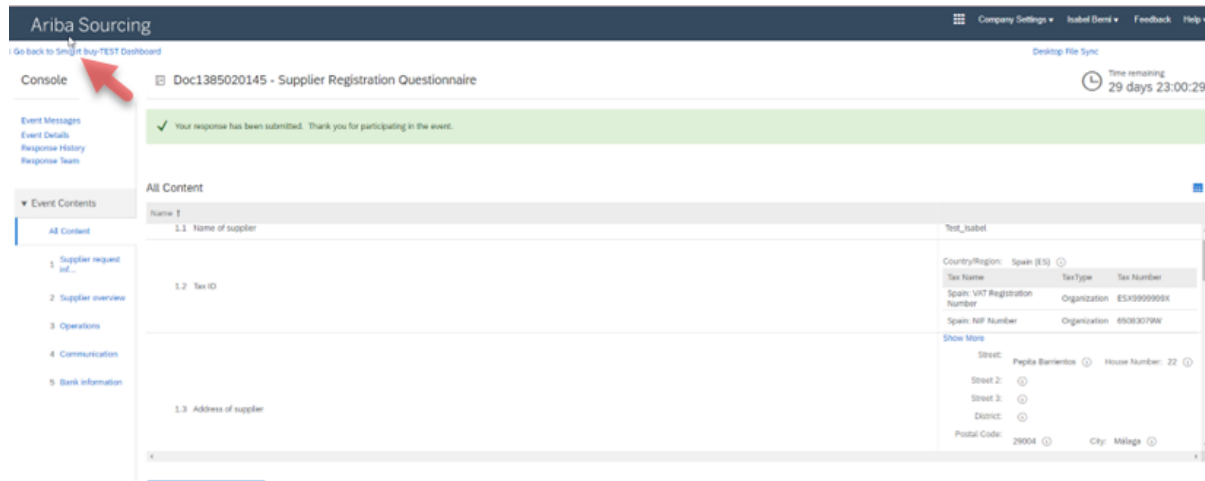
Once the form is completed and submitted to Cepsa Química, all information will be available to apply any change in case that it's required.



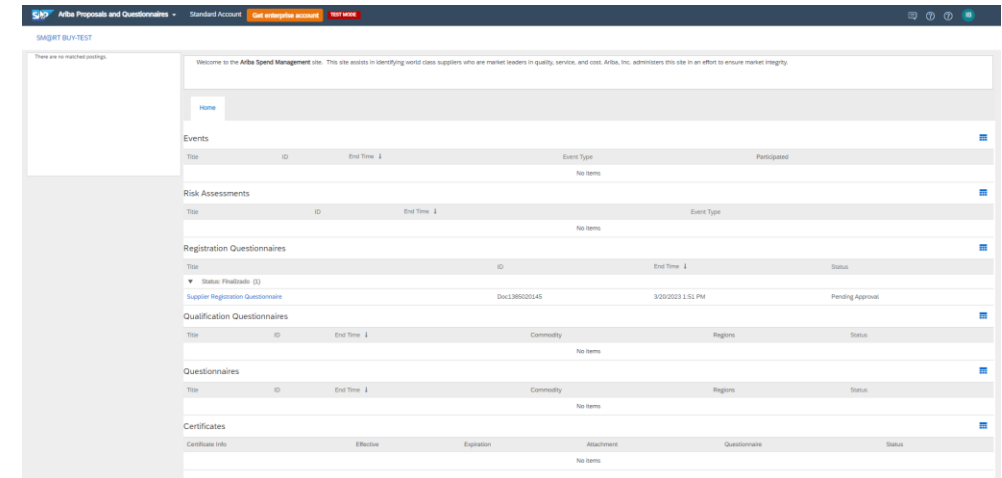
STEP BY STEP: REGISTRATION PROCESS

Do you need to register as an SAP Ariba Network?

Step 4: Back to your home page where you will have access to all transaction / documents.



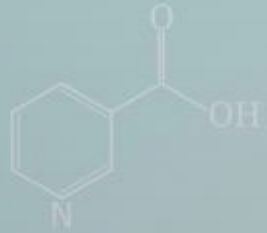
The screenshot shows the SAP Ariba Sourcing console. At the top, there is a navigation bar with 'Ariba Sourcing' and 'Go back to SMART BUY-TEST Dashboard'. A red arrow points to the 'Console' tab. Below the navigation bar, a green message box states: 'Your response has been submitted. Thank you for participating in the event.' Below this, there is a section titled 'All Content' with a table of event contents. The table has columns for 'Name', 'ID', and 'Text Label'. The first row is '1.1 Name of supplier' with ID '1.1' and text label 'Country/Region: Spain (ES)'. The second row is '1.2 Tax ID' with ID '1.2' and text label 'Tax Name: Spain VIT Registration Number'. The third row is '1.3 Address of supplier' with ID '1.3' and text label 'Street: Pajala Barrientos, House Number: 22'. The text label for the second row includes 'Tax Type: Tax Number', 'Spain VIT Registration Number: Organization: ESK999999X', and 'Spain NIF Number: Organization: 6503079W'. The text label for the third row includes 'Street: Pajala Barrientos, House Number: 22', 'Street 2:', 'Street 3:', 'District:', 'Postal Code: 29004', and 'City: Málaga'.



The screenshot shows the SAP Ariba Spend Management console. At the top, there is a navigation bar with 'Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'Test mode'. Below the navigation bar, there is a section titled 'SMART BUY-TEST' with a message: 'There are no matched postings.' Below this, there is a welcome message: 'Welcome to the Ariba Spend Management site. This site exists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.' Below the welcome message, there is a list of events and registration questionnaires. The list has columns for 'Title', 'ID', 'End Time', and 'Event Type'. The first row is 'Registration Questionnaires' with ID 'Doc1385020145', End Time '3/20/2023 1:51 PM', and Status 'Pending Approval'. The second row is 'Qualification Questionnaires' with ID 'Doc1385020145', End Time '3/20/2023 1:51 PM', and Status 'Pending Approval'. The third row is 'Questionnaires' with ID 'Doc1385020145', End Time '3/20/2023 1:51 PM', and Status 'Pending Approval'. The fourth row is 'Certificates' with ID 'Doc1385020145', End Time '3/20/2023 1:51 PM', and Status 'Pending Approval'.



4



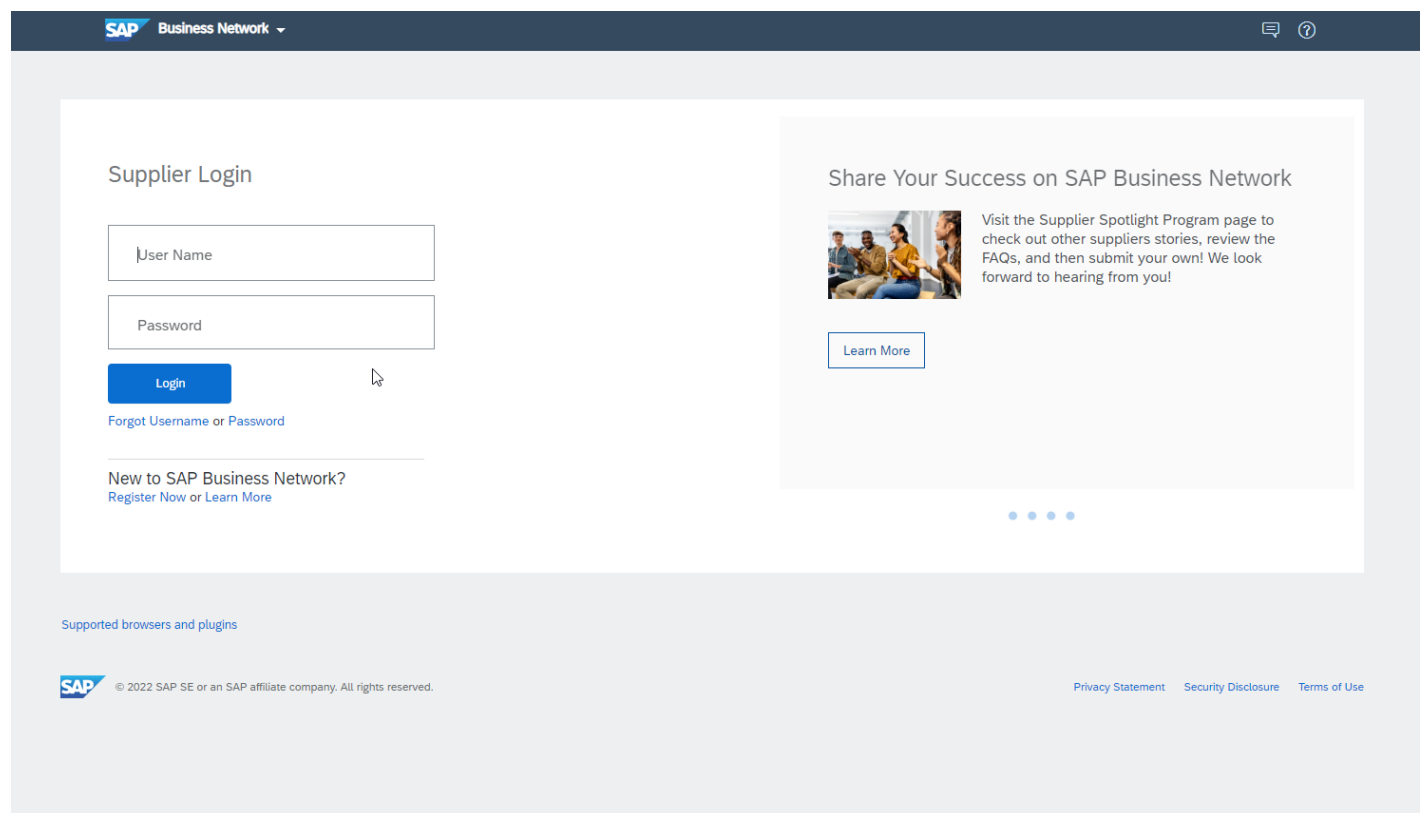
Access to SAP Ariba Business Network



| How to register and get access to SAP Ariba Business Network |

ACCESS TO SAP ARIBA BUSINESS NETWORK:

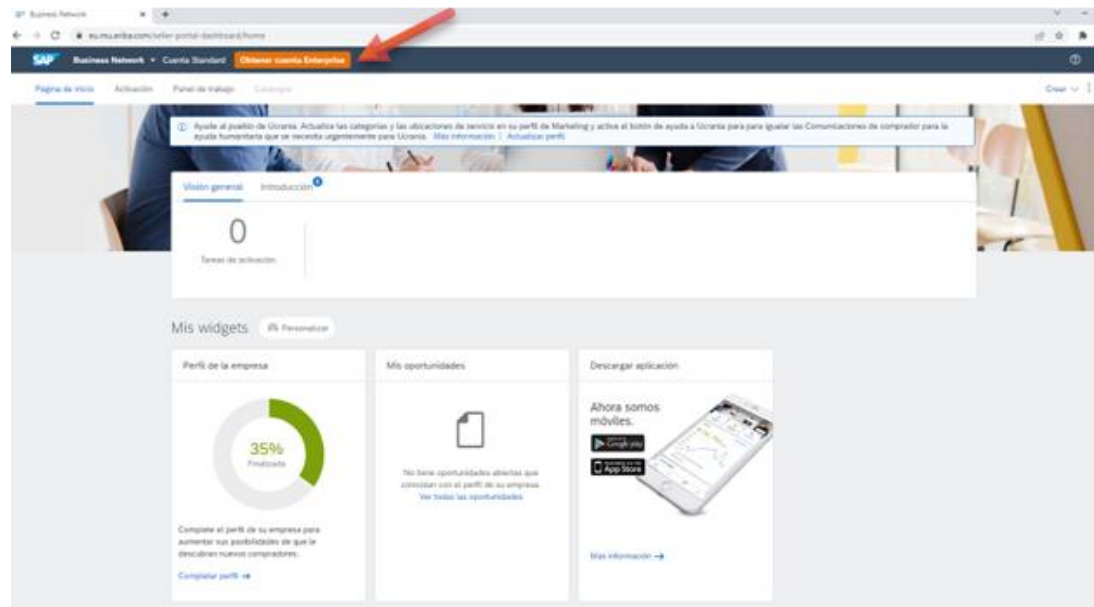
With your SAP Ariba Business Network account already created, you will be able to access to your supplier portal using the following link <https://supplier.ariba.com> , where you will need to use your credentials to log in and get access (same user and password provided during the SAP Ariba Business Network registration).



The screenshot displays the SAP Business Network Supplier Login interface. At the top, there is a dark blue header with the SAP logo and 'Business Network' text. The main content area is white and features a 'Supplier Login' section on the left. This section includes a 'User Name' input field, a 'Password' input field, and a blue 'Login' button. Below the login fields, there is a link for 'Forgot Username or Password'. At the bottom of the login section, there is a link for 'New to SAP Business Network?' with sub-links for 'Register Now' and 'Learn More'. On the right side of the page, there is a promotional banner titled 'Share Your Success on SAP Business Network'. The banner includes an image of four people in a meeting and text encouraging users to visit the Supplier Spotlight Program page, check out other suppliers' stories, review FAQs, and submit their own stories. A 'Learn More' button is located below the banner. At the bottom of the page, there is a footer with the SAP logo, copyright information for 2022, and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

ACCESS TO SAP ARIBA BUSINESS NETWORK: How to apply for an enterprise account?

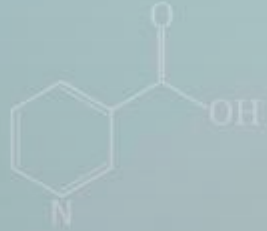
In case that you decide to apply for an enterprise account, this can be done directly from your supplier portal website as follows:



Note: Remember that all transactions with Cepsa Química can be executed using the free standard account.



5



SUPPORT CENTER



| How to register and get access to SAP Ariba Business Network |

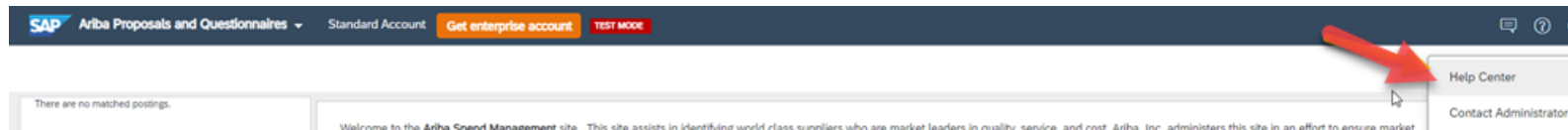
SUPPORT CENTER:

What is the support center offered by SAP Ariba Business Network?

The SAP Help Center is a feature that you will have access to from your SAP Ariba Business Network account, which will allow you to access various information that you may find useful.

How to access to the SAP Ariba Business Network support center?

The Help Center is visible in the upper right corner of the screen and can be accessed by clicking on the following icon:



SUPPORT CENTER:

A tab will open on the right side of the screen like the one shown below, where you can do the following:

1. Ask questions
2. Access to official documentation
3. Search for help
4. Request for support
5. Access to the last news and alerts
6. Typically / frequently asked questions
7. Etc.

SAP Help Center Home

Home Learning Contact us

How can we help you?

Search knowledge base articles, documentation, and tutorials

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

Topics we recommend for you

I need help connecting with a customer

Depending on what you are doing in Ariba, there are different ways of connecting with customers. If you will be exchanging transaction documents (purchase orders, invoices, etc.) with your customer through Ariba, you will have to establish a trading relationship with them first. If you will be participating in a...

View homepage

Jun 15, 2021

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

When trying to register for SAP Ariba Sourcing and access a sourcing event, the system displays the following error: The username and password entered has already merged to another Ariba Sourcing user account. Depending on how you would like to proceed, there are two solutions to this issue: Create an...

Registration

Sep 23, 2022

How do I contact the account administrator for my company?

Question How do I contact the account administrator for my company? Who is my company's account administrator? Answer To view your account administrator's contact information, follow the below steps: Sign in to your Ariba Network account. In the top right corner of the page, click [user initials] . Click Contact...

Forgot password Contact account administrator My account settings

Apr 2, 2022

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

Thank you!