Ariba Network Account Management

Supplier

Sap Ariba   V2.0

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

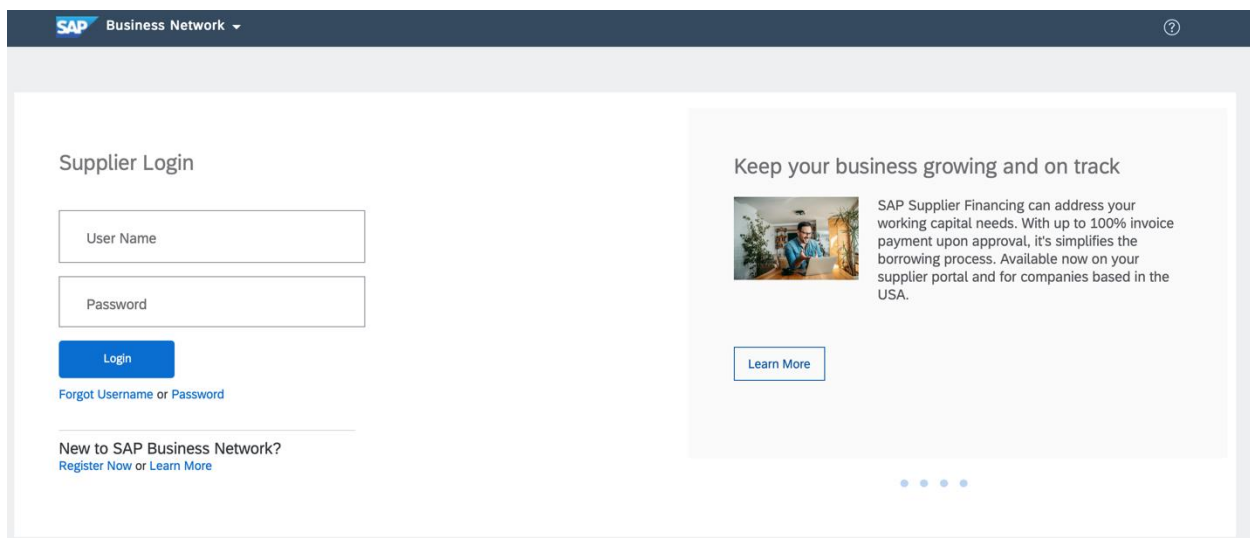3. Basic Ariba Network Navigation

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:
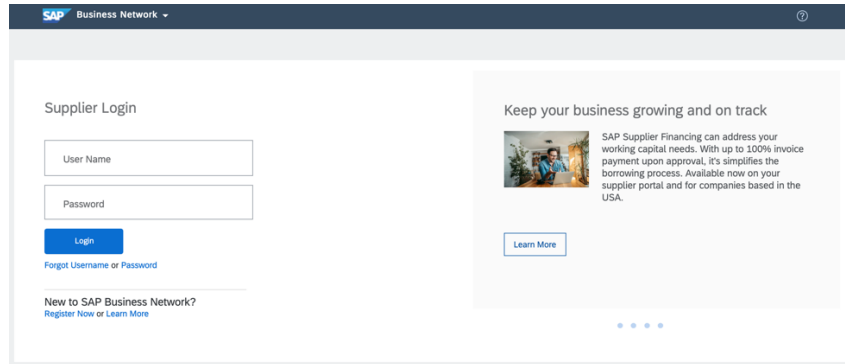

You have more detail about SAP support in the Suppliers *Onboarding package.*

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.

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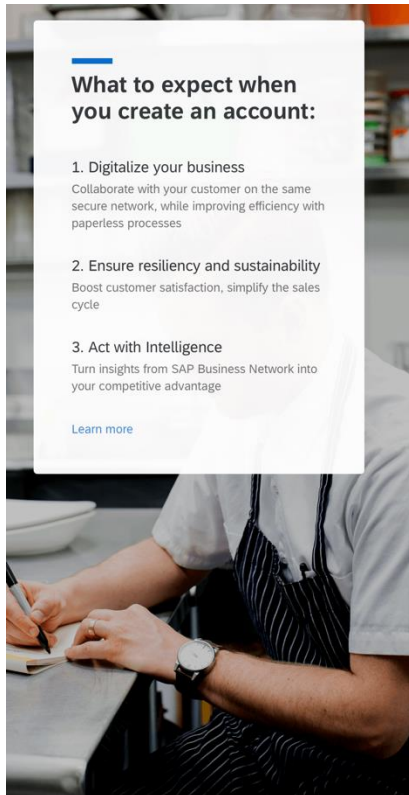
To create your account, go to the *'Register Now'* option and complete the requested form.

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to SAP Business Network?
Register Now or Learn More

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.
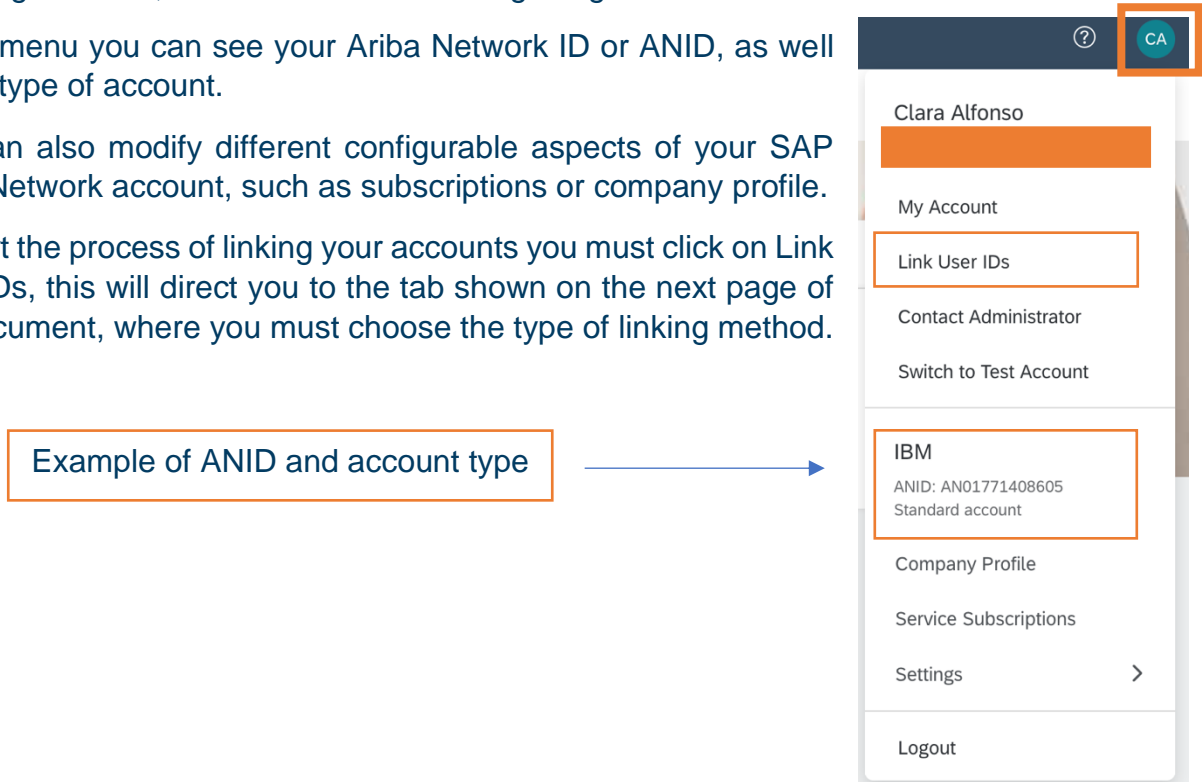
How do I link my accounts?

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.

Example of ANID and account type
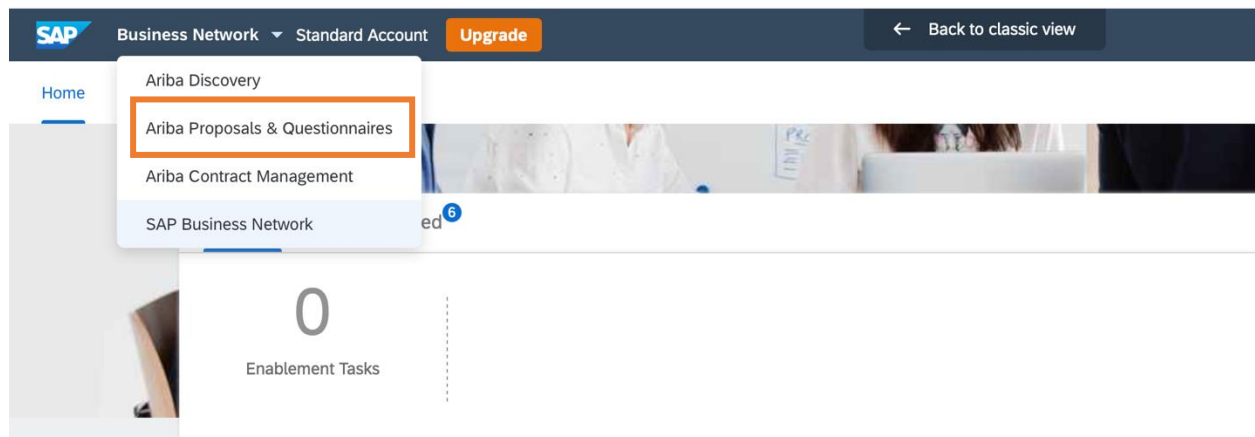

Ariba Network account linking process window:

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*.