

Ariba Network and IBuy registration

Supplier training

P1 How do I register in Ariba Network and IBERDROLA IBUY?

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Glossary of terms

- Ariba Network (AN): It is the SAP Ariba platform that allows us to establish commercial relationships with the Iberdrola group.
- ANID (Ariba Network ID): It is the unique identification code that represents our company in the global Ariba Network.
- IBuy: It is the Iberdrola group's environment within Ariba Network. Through the sections 'Business Network' and 'Proposals and questionnaires' we will be able to manage the offer requests received from the Iberdrola group.
- Administrator: The person responsible for managing the supplier account on the Ariba Network.
- Shipping location: Scope countries.

Ariba and IBuy registration

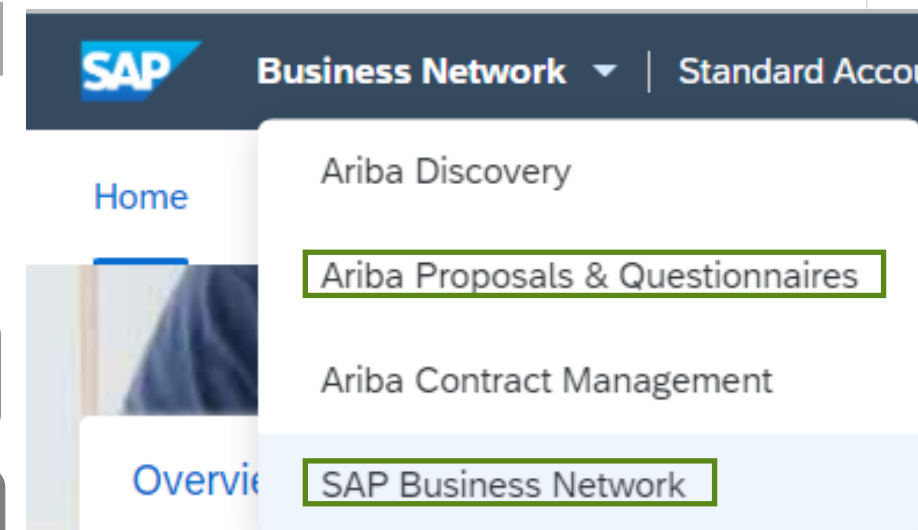
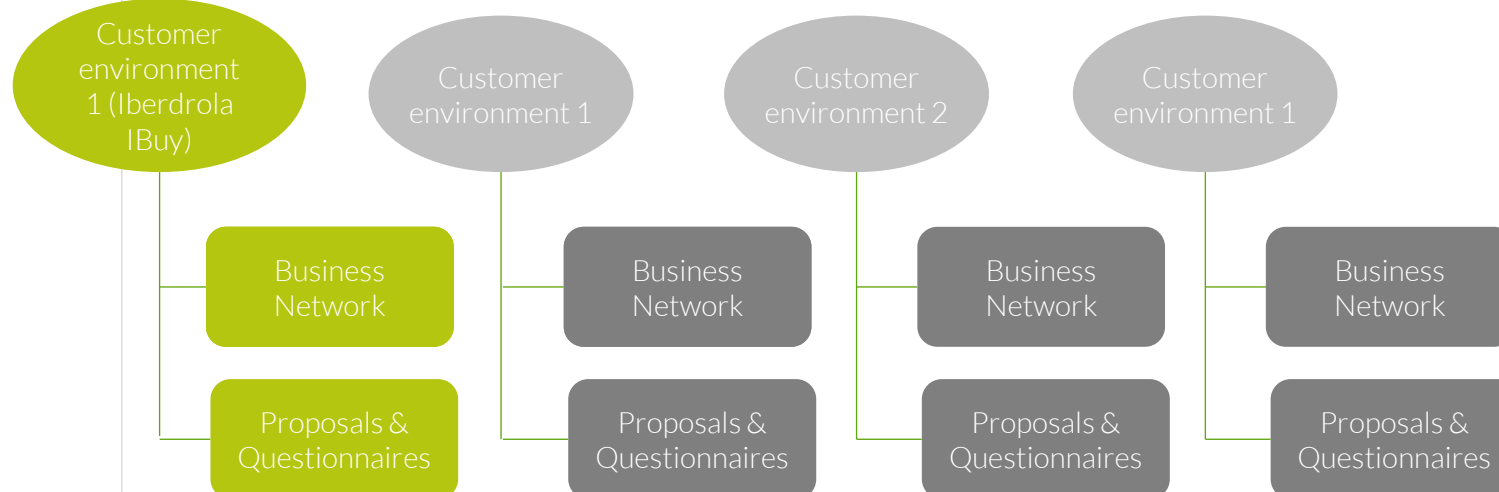
Introduction

In order to receive the Iberdrola group's offer requests, it will be necessary to be registered in both Ariba Network and IBuy. It is important to remark that you will always have to use the same company account during our relationship with the Iberdrola group (although later we can have several users in the same account).

Throughout the guide we will review the 4 cases that can occur when registering in Ariba Network.

In the diagram below we can see the different environments to which we have access through an Ariba Network account in order to be able to respond to the Iberdrola group's offer requests.

SAP ARIBA NETWORK structure (AN)



Ariba and IBuy registration

Case 1: I don't have an Ariba Network account - New Registration

Firstly, we will receive an e-mail from the Iberdrola group whose sender will be an Ariba administrator. In this email we are invited to become a supplier of the Iberdrola group. After reading all the information in the email, click on the link "Click here to create an account now" to continue with the process.

From: Ariba Administrator <no-reply@eusntp.ariba.com>
Sent on: Friday, March 4, 2022 10:20:18 AM
To: Paniagua-Mariscal Javier <javier.paniagua@inetum.com>
Subject: Welcome to IBUY - Register in our platform

IBERDROLA GROUP

Register as supplier in IBUY

Dear Proveedor prueba,

Iberdrola Group, including Scottish Power, Avangrid and Neoenergia, will begin to use IBUY as its tendering tool starting 4th quarter 2019 until, eventually, it will be the only platform to participate in Iberdrola Group's tenders.

What does this imply for me as a supplier? What do I have to do?

Iberdrola will start launching new tenders electronically using IBUY.

IBUY uses SAP-ARIBA's cloud based technology and is part of Ariba Network. This means that, in order to use IBUY, suppliers must previously be registered in Ariba Network.

How to create an Ariba Network account

Creating an Ariba Network account is free. You can only incur in costs if you want to obtain additional services from Ariba. More information at www.ariba.com/ariba-network.

[Click Here to create an account now](#)

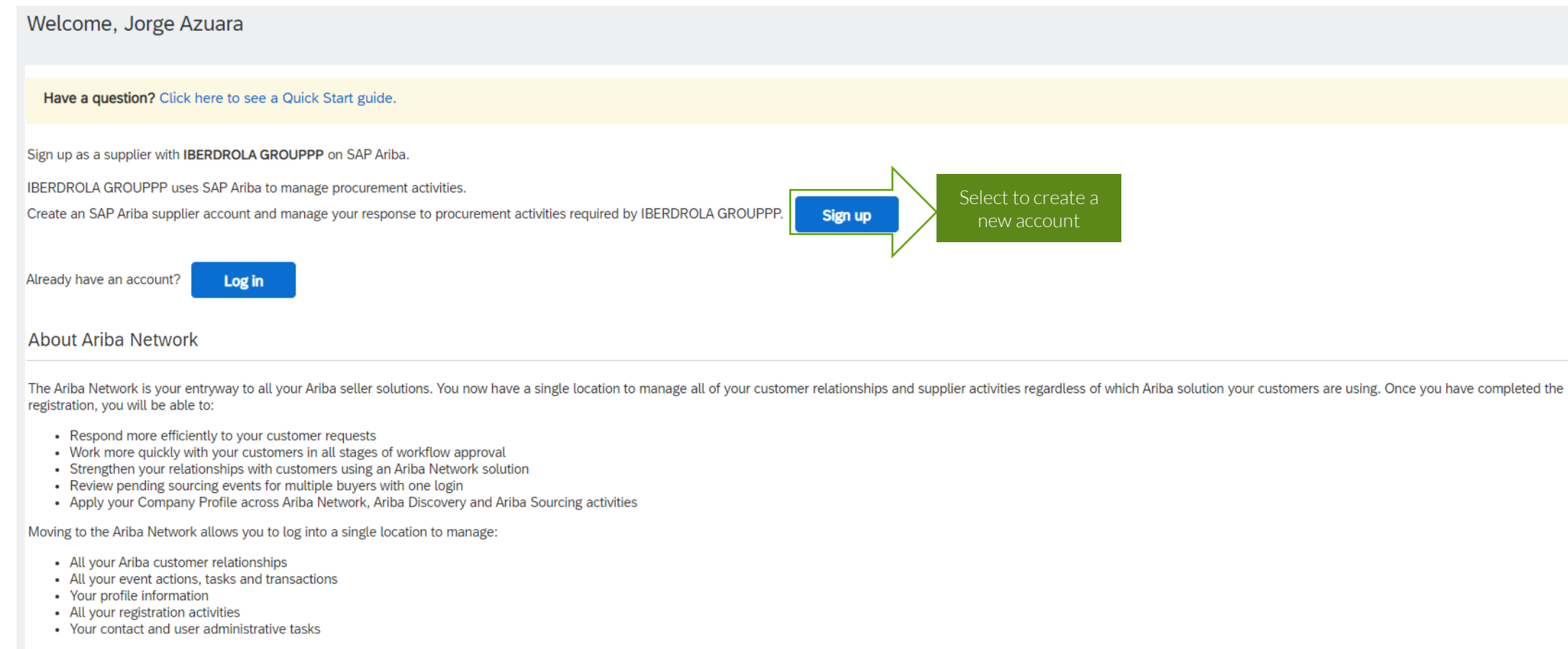
Click to continue

You can learn more about creating an Ariba Network account here:

Ariba and IBuy registration

Case 1: I don't have an Ariba Network account - New Registration

In this screen we must click on the "Sign up" button.



Welcome, Jorge Azuara

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **IBERDROLA GROUPPP** on SAP Ariba.

IBERDROLA GROUPPP uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by IBERDROLA GROUPPP.

Already have an account? [Log in](#)

Sign up → Select to create a new account

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Ariba and IBuy registration

Case 1: I don't have an Ariba Network account - New Registration

In this step we must fill in the requested information and review the completed information. In the 'User Account Information' section it is recommended that the 'Username' field be the same as the 'Email' field. The 'Email orders to' field shows the email account to which the orders will be sent.

Company information

Company Name:* test supplier

Country/Region:* United States [USA] ▼

Address:* calle

Line 2

Line 3

City:* new York

State:* New York [US-NY] ▼

Zip:* 20000

Fields marked with an asterisk are required

User account information

Name:* Jorge Azuara

Email:* jorge.azuara@inetum.com

☒ Use my email as my username

Username:* test-jorge.azuara@inetum.com

Password:*

Language: English ▼

Email orders to:* jorge.azuara@inetum.com

Ariba and IBuy registration

Case 1: I don't have an Ariba Network account - New Registration

Registration of the company and its activity

In the section 'Tell us more about your business' we must fill in the fields Product and Service categories' and 'Ship-to or service locations' by clicking on "Browse" (next slide).

In addition, the 'Terms of Use' and 'SAP Business Network Privacy Statement' checks must be checked. To continue with the process click on the button "Create account and continue".

Tell us more about your business

Product and Service Categories:*

Add

-or-

Browse

Ship-to or Service Locations:*

Add

-or-

Browse

Tax ID: Optional

Enter your nine-digit Company Tax ID number.

DUNS Number: Optional

Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

- ☐ I have read and agree to the [Terms of Use](#)
- ☐ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Create account and continue

Cancel

Ariba and IBuy registration

Case 1: I don't have an Ariba Network account - New Registration

Definition of the type of activity and location of the company

'Product and Service categories': We display the categories that best suit our company and select them by pressing the "+" button and "OK".

'Ship-to or service locations': We display the regions and select the countries we want by pressing the "+" button and "OK".

Browse Product and Service Categories Didn't find what you were looking for? [Try Search »](#)

Agricultural & Fishing Machinery >	Communications Devices & Accessories >	Computer accessories > +	Computer accessory kits +
Agricultural & Fishing Services >	Computer & Storage Hardware >	Computer data input device accessories > +	Computer country or localization kits +
Apparel, Luggage & Personal Care >	Computers & Peripherals >	Computer data input devices > +	Computer or notebook stands +
Chemicals >	Data, Voice & Mobile Networking >	Computer display accessories > +	Computer speakers +
Cleaning Supplies >	Software >	Computer displays > +	Computer switch boxes +
Computer Hardware, Software & Telecom >		Computer printers > +	Docking stations +
Construction & Maintenance Services >		Computers > +	Encoder decoder equipment +
Construction Materials >			Handheld DNA Starter Kit +

My Selections (0)

No items

[Remove](#)

[Cancel](#) [OK](#)

Click a country/region to add and click the + icon. States or provinces are displayed after you click a country/region. Click OK to save your changes.

Central America >	Portugal > +	No items
South America >	San Marino +	
The Caribbean >	Spain > +	
Northern Europe >	Switzerland > +	
Western Europe >	United Kingdom > +	
Eastern Europe >	Vatican City +	
Central Europe >	All of the above +	

My Selections (0)

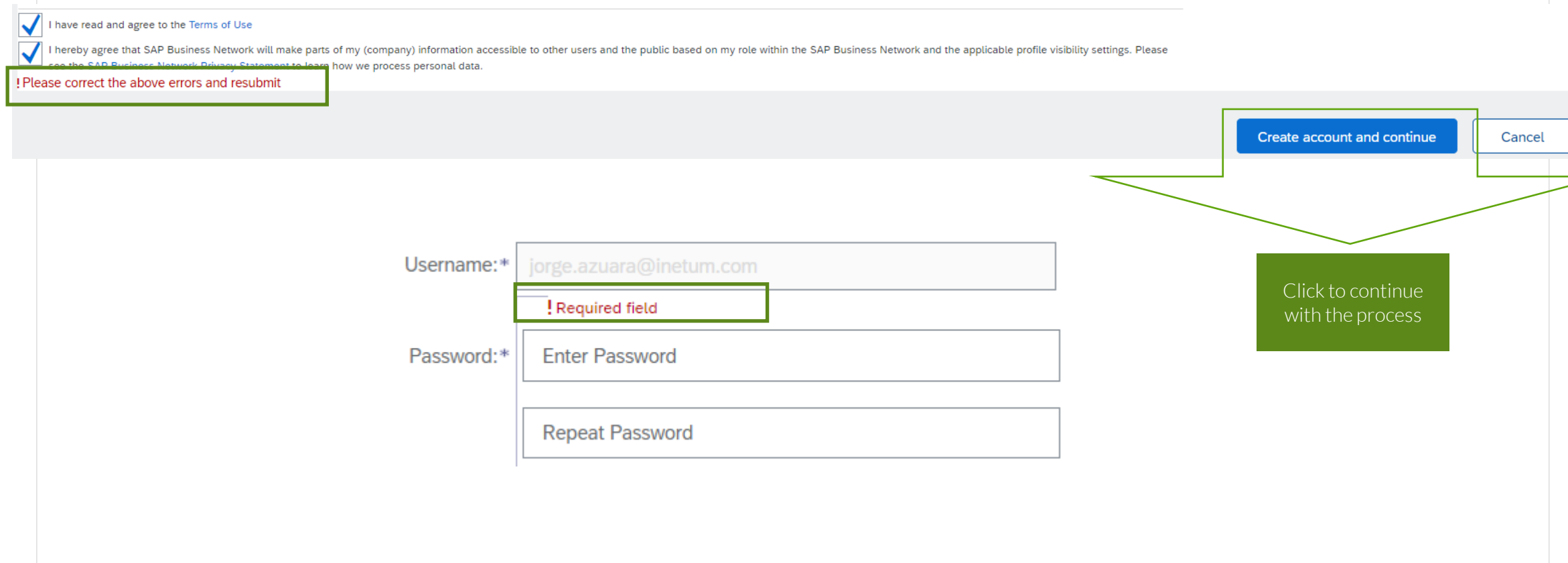
No items

[Cancel](#) [OK](#)

Ariba and IBuy registration

Case 1: I don't have an Ariba Network account - New Registration

In case we have made a mistake and left any of the required fields blank, the system will return an error message after clicking on the "Create account and continue" button. For example, if we leave the 'Password' field blank, the following message will appear.



The screenshot displays the Ariba Network registration interface. At the top, there are two checked checkboxes: "I have read and agree to the [Terms of Use](#)" and "I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data." Below these, a red error message states: "!Please correct the above errors and resubmit". To the right, there are two buttons: "Create account and continue" (highlighted with a green box) and "Cancel". A green arrow points from the "Create account and continue" button to a green box containing the text "Click to continue with the process". Below the error message, the registration form fields are visible: "Username:*" with the value "jorge.azudara@inetum.com", "Password:*" with the placeholder "Enter Password", and a "Repeat Password" field. A red error message "! Required field" is shown below the "Password:*" field, indicating that the password field is empty.

Ariba and IBuy registration

Case 1: I don't have an Ariba Network account - New Registration


As we are sure that in this case we do not have another account already created in Ariba Network, we will select the "Skip review" option. However, it is advisable to review the possible accounts already created in Ariba Network. Once we click "Skip review" the account is created in Ariba Network, or after checking that no account exists we will continue with Case 2.

IBuy Registration Form

The following screen is part of the registration process in the IBuy environment. It is necessary to read the documentation and in the case that we agree and there is time left to respond, click on the "Submit entire response" button. In this way we will have completed the registration process in IBuy.

Doc922586358 - Supplier registration questionnaire

Remaining time to send the form

 Time remaining
364 days 22:09:52

All Content

Name ↑

1

IBuy Registration

To register your company in IBUY click "Submit Entire Response". By clicking on "Submit Entire Response" you declare that:

- Your company, as a potential supplier of Iberdrola Group, has read, understood and will respect the Principles of the Iberdrola Group Supplier's Code of Ethics.
[Iberdrola Group Supplier's Code of Ethics](#)
- Your company, as a potential supplier of Iberdrola Group, will be bound by the Iberdrola Group's Governance and Sustainability System, Sustainable Development Policies and Environmental and Climate Change
[Governance and Sustainability System - Iberdrola](#)
[Sustainable Development Policy - Iberdrola](#)
[Environment and Climate Change - Iberdrola](#)
- Your company, as a potential supplier of Iberdrola Group, has been informed of the personal data treatment policy of Iberdrola Group and understands what type of information is collected in the supplier's registry and what it is used for.

Access to the documentation to be reviewed

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Ariba and IBuy registration

Case 2: I don't know if I have an Ariba Network account - Reviewing your company's accounts on AN

Firstly, we will receive an e-mail from the Iberdrola group whose sender will be an Ariba administrator. In this email we are invited to become a supplier of the Iberdrola group. After reading all the information in the email, click on the link "Click here to create an account now" to continue with the process.

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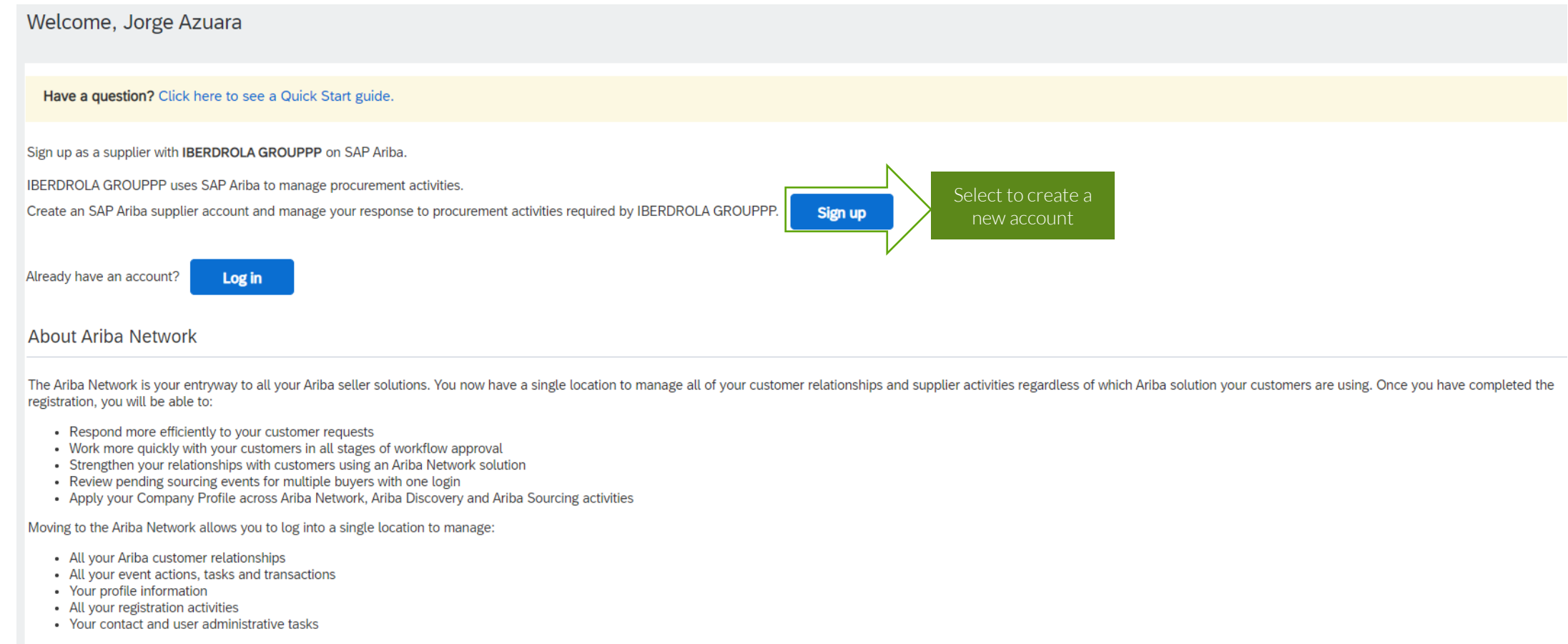
Click to continue

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Company information

Company Name:* test supplier

Country/Region:* United States [USA] ▼

Address:* calle

Line 2

Line 3

City:* new York

State:* New York [US-NY] ▼

Zip:* 20000

Fields marked with an asterisk are required

User account information

Name:* Jorge Azuara

Email:* jorge.azuara@inetum.com

☒ Use my email as my username

Username:* test-jorge.azuara@inetum.com

Password:*

.....

Language: English ▼

Email orders to:* jorge.azuara@inetum.com

Ariba and IBuy registration

Case 2: I don't know if I have an Ariba Network account - Reviewing your company's accounts on AN

Registration of the company and its activity

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In addition, the 'Terms of Use' and 'SAP Business Network Privacy Statement' checks must be checked. To continue with the process click on the button "Create account and continue".

Tell us more about your business

Product and Service Categories:*

Add

-or-

Browse

Ship-to or Service Locations:*

Add

-or-

Browse

Tax ID: Optional

Enter your nine-digit Company Tax ID number.

DUNS Number: Optional

Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

- ☐ I have read and agree to the [Terms of Use](#)
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Create account and continue

Cancel

Ariba and IBuy registration

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Definition of the type of activity and location of the company

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Apparel, Luggage & Personal Care >	Computers & Peripherals >	Computer data input devices > +	Computer or notebook stands +
Chemicals >	Data, Voice & Mobile Networking >	Computer display accessories > +	Computer speakers +
Cleaning Supplies >	Software >	Computer displays > +	Computer switch boxes +
Computer Hardware, Software & Telecom >		Computer printers > +	Docking stations +
Construction & Maintenance Services >		Computers > +	Encoder decoder equipment +
Construction Materials >			Handheld DNA Starter Kit +

My Selections (0)

No items

[Remove](#)

[Cancel](#) [OK](#)

Click a country/region to add and click the + icon. States or provinces are displayed after you click a country/region. Click OK to save your changes.

Central America >	Portugal > +	No items
South America >	San Marino +	
The Caribbean >	Spain > +	
Northern Europe >	Switzerland > +	
Western Europe >	United Kingdom > +	
Eastern Europe >	Vatican City +	
Central Europe >	All of the above +	

My Selections (0)

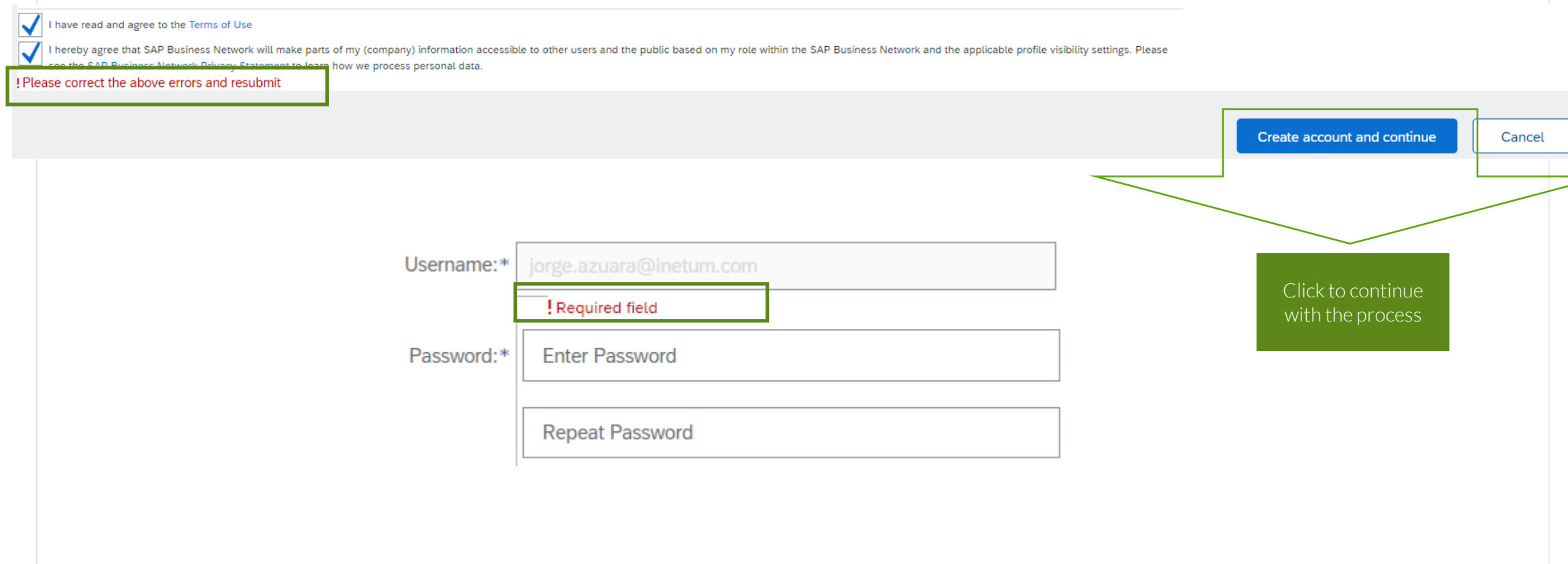
No items

[Cancel](#) [OK](#)

Ariba and IBuy registration

Case 2: I don't know if I have an Ariba Network account - Reviewing your company's accounts on AN

In case we have made a mistake and left any of the required fields blank, the system will return an error message after clicking on the "Create account and continue" button. For example, if we leave the 'Password' field blank, the following message will appear.



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Ariba and IBuy registration

Case 2: I don't know if I have an Ariba Network account - Reviewing your company's accounts on AN

After clicking on the "Create account and continue" button, a message appears informing us that it is possible that our company account already exists in Ariba. Since in this case we are not sure if we have already created an account in Ariba, we will click on "Review accounts".

A screen will appear with fields that match with other Ariba accounts and accounts similar to the one we are creating. If we believe that one of these accounts may belong to our company, we select in 'Actions' the button with the three dots and click on "View profile" to contact the account administrator.

① Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Review accounts](#)
[Skip review](#)

The search will be done through the following fields:

- Company name
- E-mail address
- DUNS N°.
- Tax ID
- Company address

Similar Ariba accounts

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
test supplier	jorge.azuara@inetum.com			calle new York NY, United States 00502

Matching fields

20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
TEST Supplier	ITA	Milano	-	AN01520513959	View profile
Test supplier	KOR	Incheon	-	AN01505305037	View profile

[View profile](#)

Please view profile and contact admin if you need to.

Ariba and IBuy registration

Case 2: I don't know if I have an Ariba Network account - Reviewing your company's accounts on AN

Only one account of the company appears in the Ariba Network search

In this screen we can see information of the company associated to the Ariba account and contact the administrator by clicking on the "Contact admin" button.

Supplier profile

Contact Admin

Cancel

Last Updated: 12 May 2020

TEST Supplier

TEST Supplier

Milano

Milano

Italy

Overall:

Communication:

Credibility:

Reliability:

Quality:

Basic Information

References (0)

Year Founded:

Employees:

Revenue:

Stock Ticker:

Legal Name:

Type of Organization:

State of Incorporation:

2000

5

\$50K to \$100K USD

Not Specified

Not Specified

Sole Proprietorship

Not Specified

Details

Sales Territories

• Milano (Italy)

Classifications

Business Type

Service Provider

Commodities

Diversity and Green Initiatives

• Chemical engineering

Not Specified

Industries

Not Specified

Additional Network Information

AN Subscription:

ANID:

D-U-N-S® Number:

Premium Package

AN01520513959

Not Specified

Ariba and IBuy registration

Case 2: I don't know if I have an Ariba Network account - Reviewing your company's accounts on AN

In this screen, after filling in the required fields, we will be able to send a message to the administrator of our company account to request the creation of a user associated to that company account already existing in Ariba Network. To send the message, click on the "Send Email" button.

Contact Your Account Administrator

Review the following information and make edits as necessary. Click Send Email to send this message to the account administrator.

Your Name: *

Jorge Azuara

Your Company Name: *

test supplier

Your Email Address: *

jorge.azuara@inetum.com

Your Phone Number:

USA 1

Your Message: *


Hello,

I recently attempted to register an account on Ariba Network. During registration, SAP Ariba searched and returned your account as a match.

Please contact me to determine if I should be using this account.

Thank you.

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Cancel

Send Email

Ariba and IBuy registration

Case 2: I don't know if I have an Ariba Network account - Reviewing your company's accounts on AN

Several accounts of the company appear in Ariba Network, how do we know which is the correct one?

To find out which is the correct account we have to look at the following points:

- Check with the administrator if any of these accounts is already integrated with the IBuy platform of the Iberdrola group organization
- Last update date of the account
- Check that the administrator is still working for the
- Check that the data is correctly updated

In case we do not know which is the correct account, we will have to contact the administrators of the account of our company so that they can tell us which account is currently being used.

20 search results found

SUPPLIER NAME	COUNTRY	STATE
TEST Supplier	ITA	Milano
Test supplier	KOR	Incheon

Supplier profile

Contact Admin
Cancel

Last Updated: 12 May 2020

TEST Supplier
TEST Supplier
Milano
Milano
Italy

Supplier profile

Contact Admin
Cancel

Last Updated: 12 May 2020

TEST Supplier
TEST Supplier
Milano
Milano
Italy

Overall:

Communication:

Credibility:

Reliability:

Quality:

Basic Information

References (0)

Year Founded: 2000
Employees: 5
Revenue: \$50K to \$100K USD
Stock Ticker: Not Specified
Legal Name: Not Specified
Type of Organization: Sole Proprietorship
State of Incorporation: Not Specified

Details
Sales Territories

Commodities

Ariba and IBuy registration

Case 2: I don't know if I have an Ariba Network account - Reviewing your company's accounts on AN

I do not see any account

If the account we want to create does not appear in the list, click on the link "Continue Account Creation" and from this moment we are already registered in Ariba Network.

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
test supplier	jorge.azuara@inetum.com			calle new York NY, United States 00501

20 search results found

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Test supplier	KOR	Incheon	-	AN01505305037	...

[View profile](#)
Please view profile
and contact admin if
you need to.

Ariba and IBuy registration

Case 2: I don't know if I have an Ariba Network account - Reviewing your company's accounts on AN


IBuy Registration Form

Once the company accounts have been reviewed and we have registered in Ariba Network, we must complete the registration form in IBuy.

The following screen is part of the registration process in the IBuy environment. It is necessary to read the documentation and in the case that we agree and there is time left to respond, click on the "Submit entire response" button. In this way we will have completed the registration process in IBuy.

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Remaining time to send the form

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To register your company in IBUY click "Submit Entire Response". By clicking on "Submit Entire Response" you declare that:

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[Iberdrola Group Supplier's Code of Ethics](#)
- Your company, as a potential supplier of Iberdrola Group, will be informed in the Iberdrola Group's Governance and Sustainability System, Sustainable Development Policies and Environmental and Climate Change
[Governance and Sustainability System - Iberdrola](#)
[Sustainable Development Policy - Iberdrola](#)
[Environment and Climate Change - Iberdrola](#)
- Your company, as a potential supplier of Iberdrola Group, has been informed of the personal data treatment policy of Iberdrola Group and understands what type of information is collected in the supplier's registry and what it is used for.

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Access to the documentation to be reviewed

Ariba and IBuy registration

Case 3: I already have an AN account - Associate the Ariba account with IBuy

Recepción de invitación para unirse a IBuy

Firstly, we will receive an e-mail from the Iberdrola group whose sender will be an Ariba administrator. In this email we are invited to become a supplier of the Iberdrola group. After reading all the information in the email, click on the link "Click here to create an account now" to continue with the process.

From: Ariba Administrator <no-reply@eusmtp.ariba.com>
Sent on: Friday, March 4, 2022 10:20:18 AM
To: Paniagua-Mariscal Javier <javier.paniagua@inetum.com>
Subject: Welcome to IBUY - Register in our platform

IBERDROLA GROUP

Register as supplier in IBUY

Dear Proveedor prueba,

Iberdrola Group, including Scottish Power, Avangrid and Neoenergia, will begin to use IBUY as its tendering tool starting 4th quarter 2019 until, eventually, it will be the only platform to participate in Iberdrola Group's tenders.

What does this imply for me as a supplier? What do I have to do?

Iberdrola will start launching new tenders electronically using IBUY.

IBUY uses SAP-ARIBA's cloud based technology and is part of Ariba Network. This means that, in order to use IBUY, suppliers must previously be registered in Ariba Network.

How to create an Ariba Network account

Creating an Ariba Network account is free. You can only incur in costs if you want to obtain additional services from Ariba. More information at www.ariba.com/ariba-network.

[Click Here to create an account now](#)

Click to continue

You can learn more about creating an Ariba Network account here:

Internal Use

Ariba and IBuy registration

Case 3: I already have an AN account - Associate the Ariba account with IBuy

There are 2 scenarios:

- Scenario 1: In case our company already has a user account in AN and I have a user, we must click on the "Log in" button.
- Scenario 2: In case my company has an AN account but I do not have a user, I have to ask the administrator of my company's AN account to create a user for me (go to manual P2 What's in my account? What can I manage?).

If my company already has an AN account, DO NOT CREATE A NEW ACCOUNT.

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **IBERDROLA GROUPPP** on SAP Ariba.

IBERDROLA GROUPPP uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by IBERDROLA GROUPPP.

[Sign up](#)

Already have an account?

[Log in](#)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
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- All your registration activities
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Ariba and IBuy registration

Case 3: I already have an AN account - Associate the Ariba account with IBuy

Scenario 1

After clicking the "Log in" button, enter your user name and password and click the "Continue" button.

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Select to log in

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Username: * test15-adrian.cebader@inetum.com

Password: *

[Forgot Username](#)

[Forgot Password](#)

[Continue](#)

[Cancel](#)

Ariba and IBuy registration

Case 3: I already have an AN account - Associate the Ariba account with IBuy

Scenario 2

In this case my company has an account but I do not have a user. We will have to stop the process to request outside Ariba Network (via email) to the administrator of the AN account to create a user for us. When we have the user created we can continue the process by logging in with our credentials..

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Username: * test15-adrian.cebader@inetum.com

Password: *

[Forgot Username](#)

[Forgot Password](#)

[Continue](#)

[Cancel](#)

Ariba and IBuy registration

Case 3: I already have an AN account - Associate the Ariba account with IBuy


IBuy Registration Form

Once we have a user in the AN account of our company we will proceed with the registration in the IBuy platform of the Iberdrola group.

The following screen is part of the registration process in the IBuy environment. It is necessary to read the documentation and in the case that we agree and there is time left to respond, click on the "Submit entire response" button. In this way we will have completed the registration process in IBuy.

Doc922586358 - Supplier registration questionnaire

Remaining time to send the form

 Time remaining
364 days 22:09:52

All Content

Name ↑

1

IBuy Registration

To register your company in IBUY click "Submit Entire Response". By clicking on "Submit Entire Response" you declare that:

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[Iberdrola Group Supplier's Code of Ethics](#)
- Your company, as a potential supplier of Iberdrola Group, will be informed of the Iberdrola Group's Governance and Sustainability System, Sustainable Development Policies and Environmental and Climate Change.

[Governance and Sustainability System - Iberdrola](#)

[Sustainable Development Policy - Iberdrola](#)

[Environment and Climate Change - Iberdrola](#)
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(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Access to the documentation to be reviewed

Ariba and IBuy registration

Case 4: I have an Ariba account but I want to create a new one for the Iberdrola group

This case would be similar to case 1 (I have neither AN account nor user account linked to IBuy).

Firstly, we will receive an e-mail from the Iberdrola group whose sender will be an Ariba administrator. In this email we are invited to become a supplier of the Iberdrola group.

After reading all the information in the email, click on the link "Click here to create an account now" to continue with the process.

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Subject: Welcome to IBUY - Register in our platform

IBERDROLA GROUP

Register as supplier in IBUY

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[Click Here to create an account now](#)

Click to continue

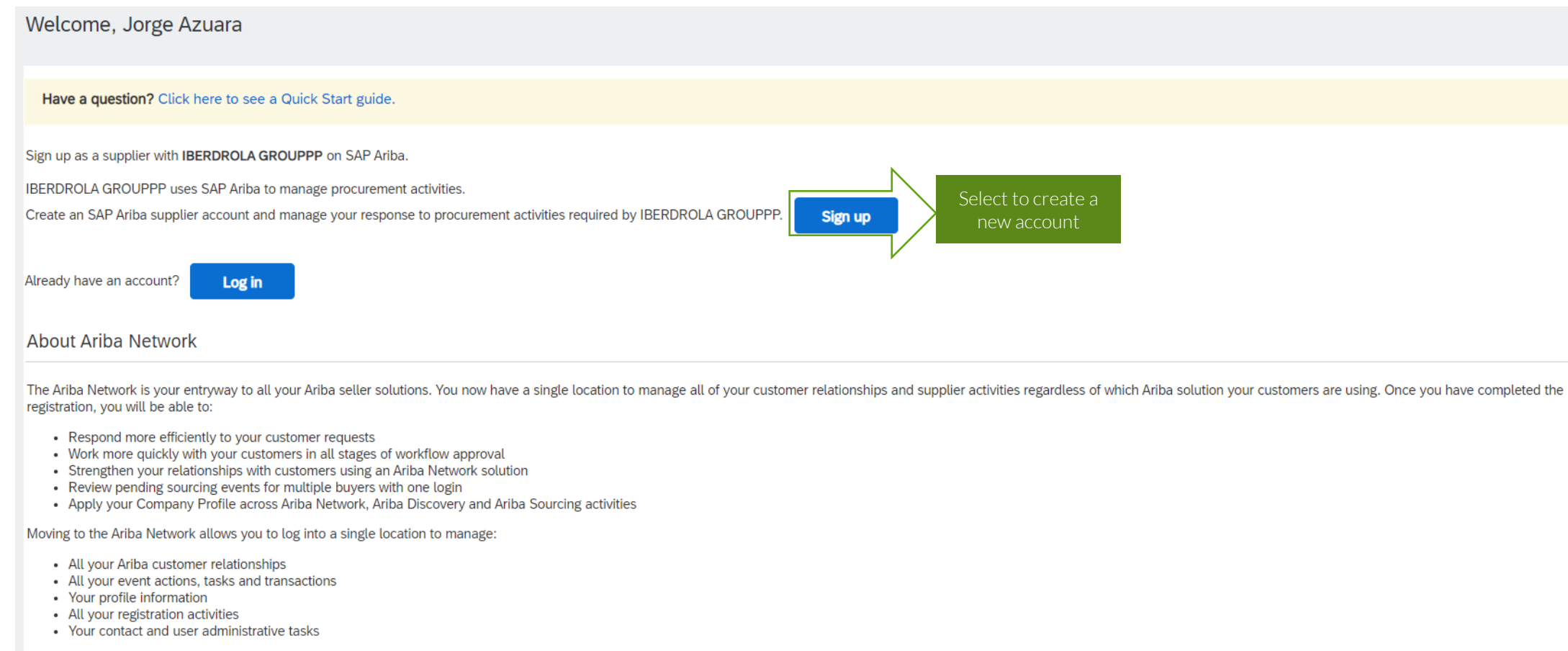
You can learn more about creating an Ariba Network account here:

Internal Use

Ariba and IBuy registration

Case 4: I have an Ariba account but I want to create a new one for the Iberdrola group

In this screen we must click on the "Sign up" button.



Welcome, Jorge Azuara

Have a question? [Click here to see a Quick Start guide.](#)

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Already have an account? [Log in](#)

Sign up → Select to create a new account

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Ariba and IBuy registration

Case 4: I have an Ariba account but I want to create a new one for the Iberdrola group

In this step we must fill in the requested information and review the completed information. In the 'User Account Information' section it is recommended that the 'Username' field be the same as the 'Email' field. The 'Email orders to' field shows the email account to which the orders will be sent.

Company information

Company Name:* test supplier

Country/Region:* United States [USA] ▼

Address:* calle

Line 2

Line 3

City:* new York

State:* New York [US-NY] ▼

Zip:* 20000

Fields marked with an asterisk are required

User account information

Name:* Jorge Azuara

Email:* jorge.azuara@inetum.com

☒ Use my email as my username

Username:* test-jorge.azuara@inetum.com

Password:*

.....

Language: English ▼

Email orders to:* jorge.azuara@inetum.com

Ariba and IBuy registration

Case 4: I have an Ariba account but I want to create a new one for the Iberdrola group

Registration of the company and its activity

In the section 'Tell us more about your business' we must fill in the fields 'Product and Services categories' and 'Ship-to or service locations' by clicking on "Browse" (next slide).

In addition, the 'Terms of Use' and 'SAP Business Network Privacy Statement' checks must be checked. To continue with the process click on the button "Create account and continue".

Tell us more about your business

Product and Service Categories:*

Add

-or-

Browse

Ship-to or Service Locations:*

Add

-or-

Browse

Tax ID: Optional

Enter your nine-digit Company Tax ID number.

DUNS Number: Optional

Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

- ☐ I have read and agree to the [Terms of Use](#)
- ☐ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Create account and continue

Cancel

Ariba and IBuy registration

Case 4: I have an Ariba account but I want to create a new one for the Iberdrola group

Definition of the type of activity and location of the company

'Product and Service categories': We display the categories that best suit our company and select them by pressing the "+" button and "OK".

'Ship-to or service locations': We display the regions and select the countries we want by pressing the "+" button and "OK".

Browse Product and Service Categories Didn't find what you were looking for? [Try Search »](#)

Agricultural & Fishing Machinery >	Communications Devices & Accessories >	Computer accessories > +	Computer accessory kits +
Agricultural & Fishing Services >	Computer & Storage Hardware >	Computer data input device accessories > +	Computer country or localization kits +
Apparel, Luggage & Personal Care >	Computers & Peripherals >	Computer data input devices > +	Computer or notebook stands +
Chemicals >	Data, Voice & Mobile Networking >	Computer display accessories > +	Computer speakers +
Cleaning Supplies >	Software >	Computer displays > +	Computer switch boxes +
Computer Hardware, Software & Telecom >		Computer printers > +	Docking stations +
Construction & Maintenance Services >		Computers > +	Encoder decoder equipment +
Construction Materials >			Handheld DNA Starter Kit +

My Selections (0)

No items

[Remove](#)

[Cancel](#) [OK](#)

Click a country/region to add and click the + icon. States or provinces are displayed after you click a country/region. Click OK to save your changes.

Central America >	Portugal > +	No items
South America >	San Marino +	
The Caribbean >	Spain > +	
Northern Europe >	Switzerland > +	
Western Europe >	United Kingdom > +	
Eastern Europe >	Vatican City +	
Central Europe >	All of the above +	

My Selections (0)

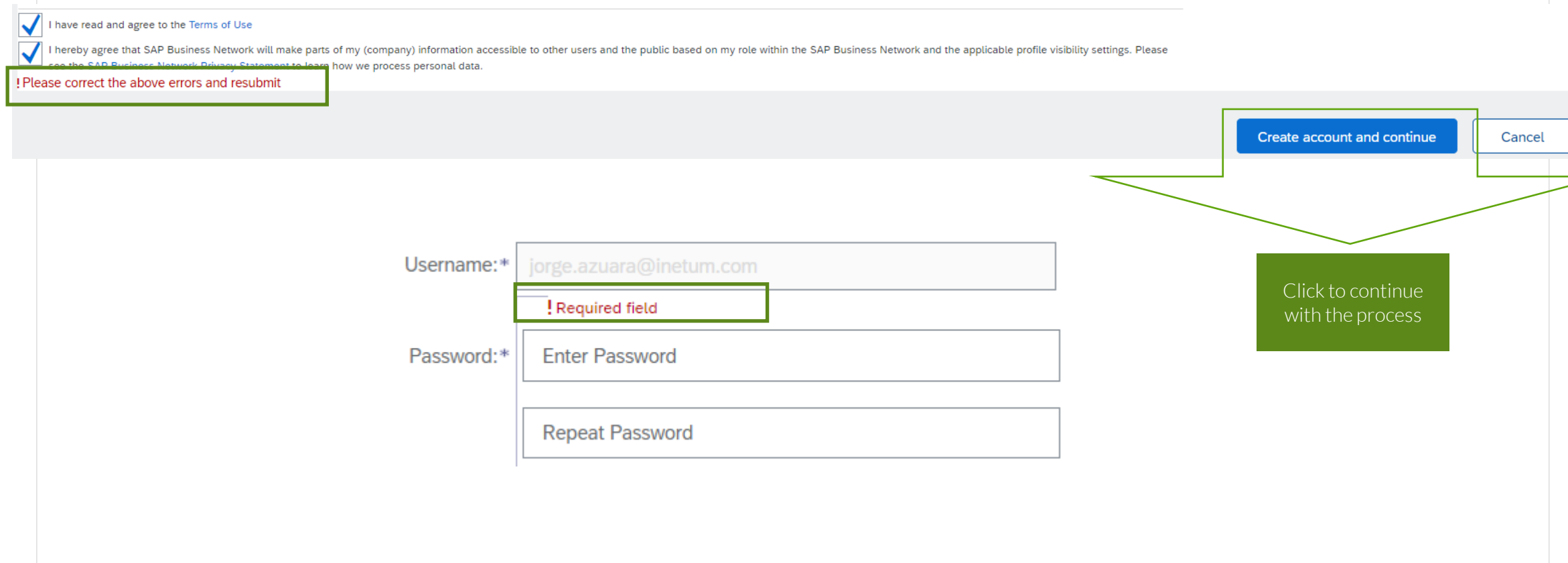
No items

[Cancel](#) [OK](#)

Ariba and IBuy registration

Case 4: I have an Ariba account but I want to create a new one for the Iberdrola group

In case we have made a mistake and left any of the required fields blank, the system will return an error message after clicking on the "Create account and continue" button. For example, if we leave the 'Password' field blank, the following message will appear.



The screenshot shows the Ariba registration form. At the top, there are two checkboxes: "I have read and agree to the [Terms of Use](#)" and "I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data." Below these is a red error message: "!Please correct the above errors and resubmit". To the right of the error message are two buttons: "Create account and continue" and "Cancel". A green callout box with the text "Click to continue with the process" points to the "Create account and continue" button. Below the error message, the form fields are visible: "Username:*" with the value "jorge.azuaa@inetum.com", "Password:*" with the placeholder "Enter Password", and "Repeat Password" with the placeholder "Repeat Password". A red error message "! Required field" is shown below the "Password:*" field.

☒ I have read and agree to the [Terms of Use](#)

☒ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

!Please correct the above errors and resubmit

[Create account and continue](#) [Cancel](#)

Click to continue with the process

Username:* jorge.azuaa@inetum.com

! Required field

Password:* Enter Password

Repeat Password

Ariba and IBuy registration

Case 4: I have an Ariba account but I want to create a new one for the Iberdrola group

Since in this case we are sure that we want to create a new account, we will select the option "Skip review". This way we will be registered in Ariba Network.

The following screen is part of the registration process in the IBuy environment. It is necessary to read the documentation and in the case that we agree and there is time left to respond, click on the "Submit entire response" button. In this way we will have completed the registration process in IBuy.

Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Review accounts](#)
[Skip review](#)

Doc922586358 - Supplier registration questionnaire

Remaining time
to send the form

Time remaining
364 days 22:09:52

All Content

Name ↑

1

IBuy Registration

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Access to the
documentation to
be reviewed

(*) indicates a required field

[Submit Entire Response](#)
[Save draft](#)
[Compose Message](#)
[Excel Import](#)

Ariba and IBuy registration

Case 5: The company has an AN account but the administrator is no longer in the organization

We have 2 possible solutions:

- Solution 1: Create a new account in AN to work with the Iberdrola group, since the company's current account is not linked to Iberdrola's IBuy platform. (case 4)
- Solution 2: In this scenario the AN account is already linked to the Iberdrola group and has a history, so we will have to open an incident with AN to request the change of account administrator (go to manual 'P2 What's in my account? What can I manage?').

From: Ariba Administrator <no-reply@eusmtp.ariba.com>
Sent on: Friday, March 4, 2022 10:20:18 AM
To: Paniagua-Mariscal Javier <javier.paniagua@inetum.com>
Subject: Welcome to IBUY - Register in our platform

IBERDROLA GROUP

Solution 1

Register as supplier in IBUY

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How to create an Ariba Network account

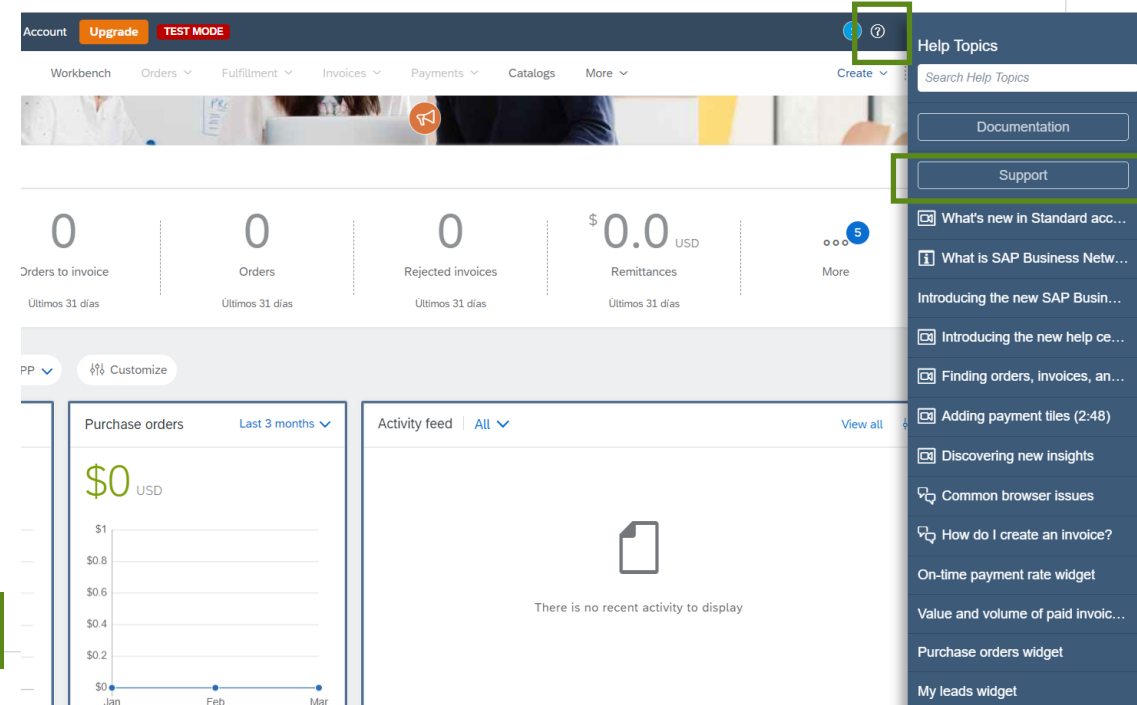
Creating an Ariba Network account is free. You can only incur in costs if you want to obtain additional services from Ariba. More information at www.ariba.com/ariba-network.

[Click Here to create an account now](#)

Click to continue

You can learn more about creating an Ariba Network account here:

Solution 2

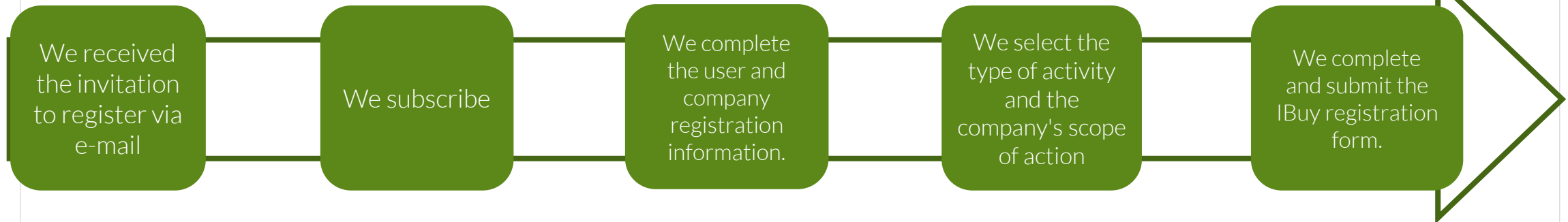


Internal Use

Ariba and IBuy registration

Step summary

Case 1: I don't have an Ariba Network account - New Registration



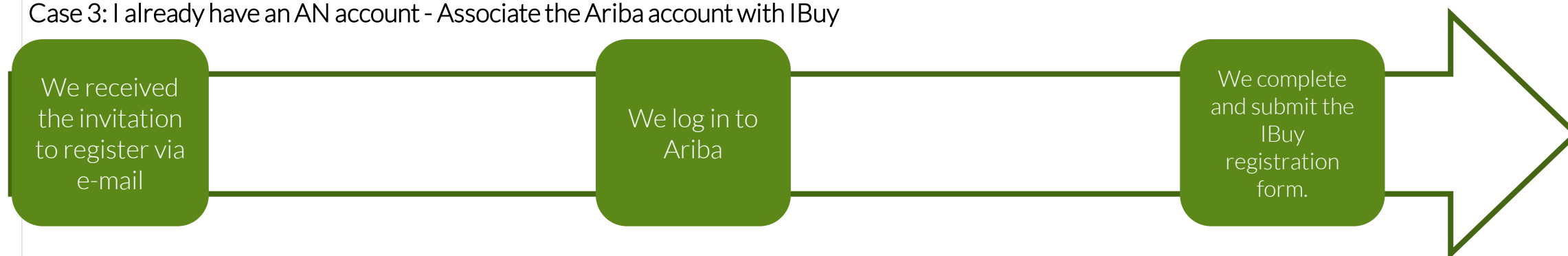
Case 2: I don't know if I have an Ariba Network account - Reviewing your company's accounts on AN



Ariba and IBuy registration

Step summary

Case 3: I already have an AN account - Associate the Ariba account with IBuy



Case 4: I have an Ariba account but I want to create a new one for the Iberdrola group





Thank you for your attention

Ariba Network and IBuy

February 2022

Internal Use