Ariba Network and IBuy registration

Supplier training

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

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

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

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

Step summary
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.
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@eusnap.ariba.com>
Sent on: Friday, March 4, 2022 10:20:18 AM
To: Paniagua-Mariscal Javier <javier.paniagua@inetsa.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 Neoenenerga, 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

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

About Ariba Network

The Ariba Network is your entryway to all your Ariba supplier 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

Select to create a new account
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.

Fields marked with an asterisk are required.
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:* Enter Product and Service Categories

Ship-to or Service Locations:* Enter Ship-to or Service Location

Tax ID: Optional

DUNS Number: Optional

Have read and agree to the Terms of Use

By ticking this box you 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
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".
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.

- Please correct the above error and resubmit.

Click to continue with the process.
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.
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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IBERDROLA GROUP

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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

You can learn more about creating an Ariba Network account here:
Case 2: I don't know if I have an Ariba Network account - Reviewing your company's accounts on AN

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

Welcome, Jorge Azuara

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About Ariba Network

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Select to create a new account
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 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.
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

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

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".
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.

I have read and agree to the Terms of Use

1. Please correct the above errors and resubmit

Click to continue with the process
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.

The search will be done through the following fields:
- Company name
- E-mail address
- DUNS N°.
- Tax ID
- Company address

Matching fields

Similar Ariba accounts
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.
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.
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 Iberdola group organization
- Last update date of the account
- Check that the administrator is still working for the organization
- 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.
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.
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.
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.

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IBERDROLA GROUP

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

Iberdrola will start launching new tenders electronically using IBUY.

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How to create an Ariba Network account

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You can learn more about creating an Ariba Network account here.
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.
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.
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.
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.
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).

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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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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.
Ariba and IBuy registration

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

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**Definition of the type of activity and location of the company**

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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.
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?’).

Solution 1

Register as supplier in IBUY
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Click Here to create an account now
You can learn more about creating an Ariba Network account here:

Solution 2

Help Topics
Search Help Topics

Documentation
Support

What’s new in Standard acc...
What is SAP Business Netw...
Introducing the new SAP Busi...
Introducing the new help te...
Finding orders, invoices, an...
Adding payment files (2.40)
Discovering new insights...
Common browser issues
How do I create an invoice?
On-time payment rule widget
Value and volume of paid invoice
Purchase orders widget
My leads widget
Ariba and IBuy registration

**Step summary**

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

- We received the invitation to register via e-mail
- We subscribe
- We complete the user and company registration information.
- We select the type of activity and the company’s scope of action
- We complete and submit the IBuy registration form.

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

- We received the invitation to register via e-mail
- We subscribe
- We complete the user and company registration information.
- We select the type of activity and the company’s scope of action
- We check if our company’s account already exists.
- We complete and submit the IBuy registration form.
Ariba and IBuy registration

Step summary

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

1. We received the invitation to register via e-mail
2. We log in to Ariba
3. We complete and submit the IBuy registration form.

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

1. We received the invitation to register via e-mail
2. We subscribe
3. We complete the user and company registration information.
4. We select the type of activity and the company’s scope of action
5. We complete and submit the IBuy registration form.
Thank you for your attention

Ariba Network and IBuy

February 2022