Supplier account overview

Supplier training

P2 What's in my account? What can I manage?

Internal Use

Index

4 Access to my account

5 Access to environments

6 Proposals & Questionnaires

7 Business Network

9 My account

11 Notifications

13 Manage users

15 Create functions

16 Create users

20 Help center (requests)

Internal Use

Glossary of terms

- Ariba Network: 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.

- Administrador: The person responsible for managing the supplier account on the Ariba Network.

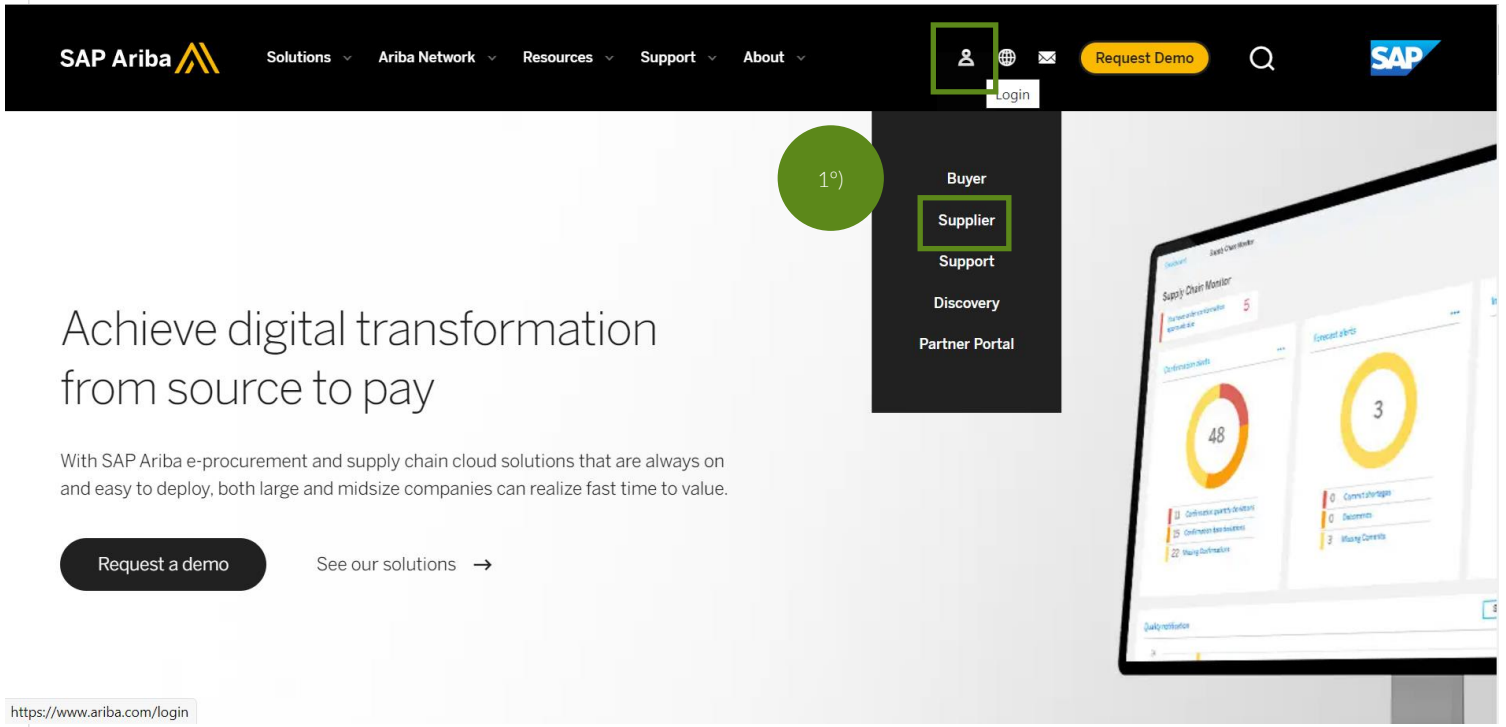
- SR (Service Request): Issue number registered in Ariba Network.

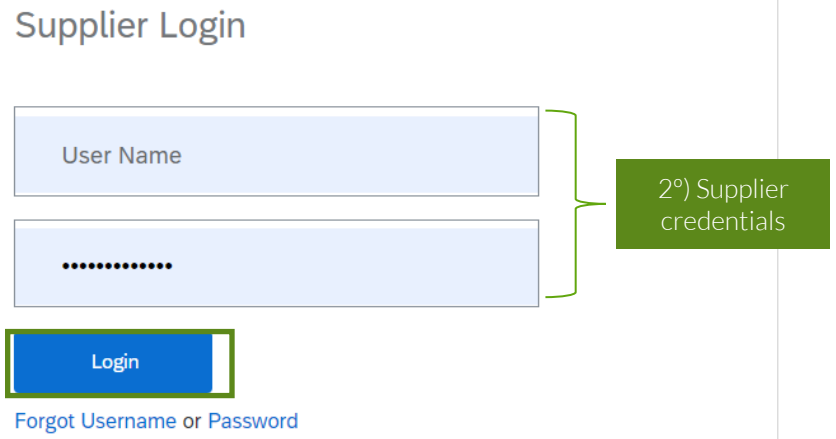
Internal Use

Supplier account overview

Access to my Ariba Network account

From any browser we access the Ariba home page. From the "Login" button we select "Supplier", enter our credentials and click on the "Login" button.





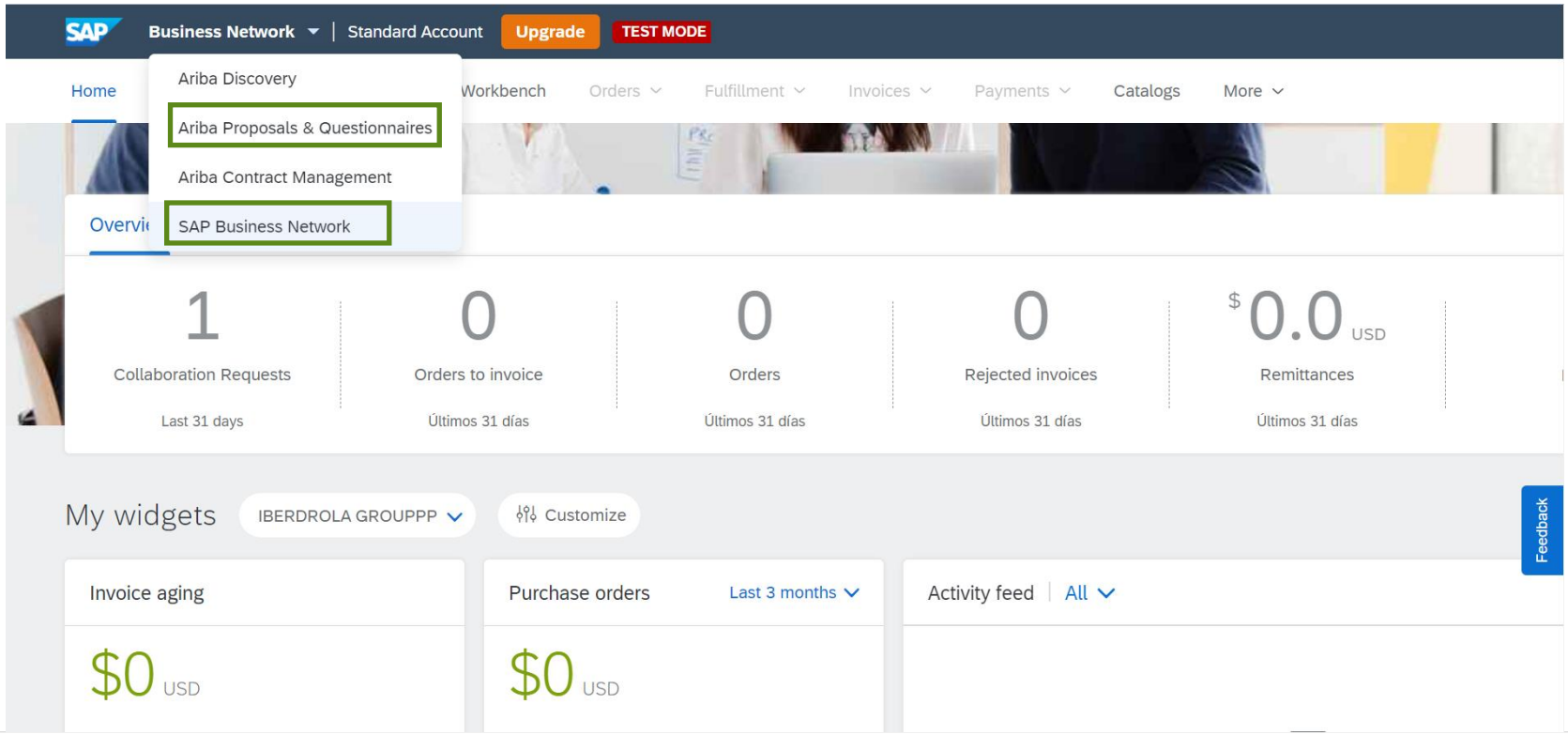
Internal Use

Supplier account overview

Access to environments

We will have access to 2 environments within the Ariba Network:

- Proposals and Questionnaires: Allows to manage the offer requests received by the Iberdrola group for higher amounts (events, tenders).
- Business Network: Allows to manage the offer requests received by the Iberdrola group for smaller amounts (collaboration requests).

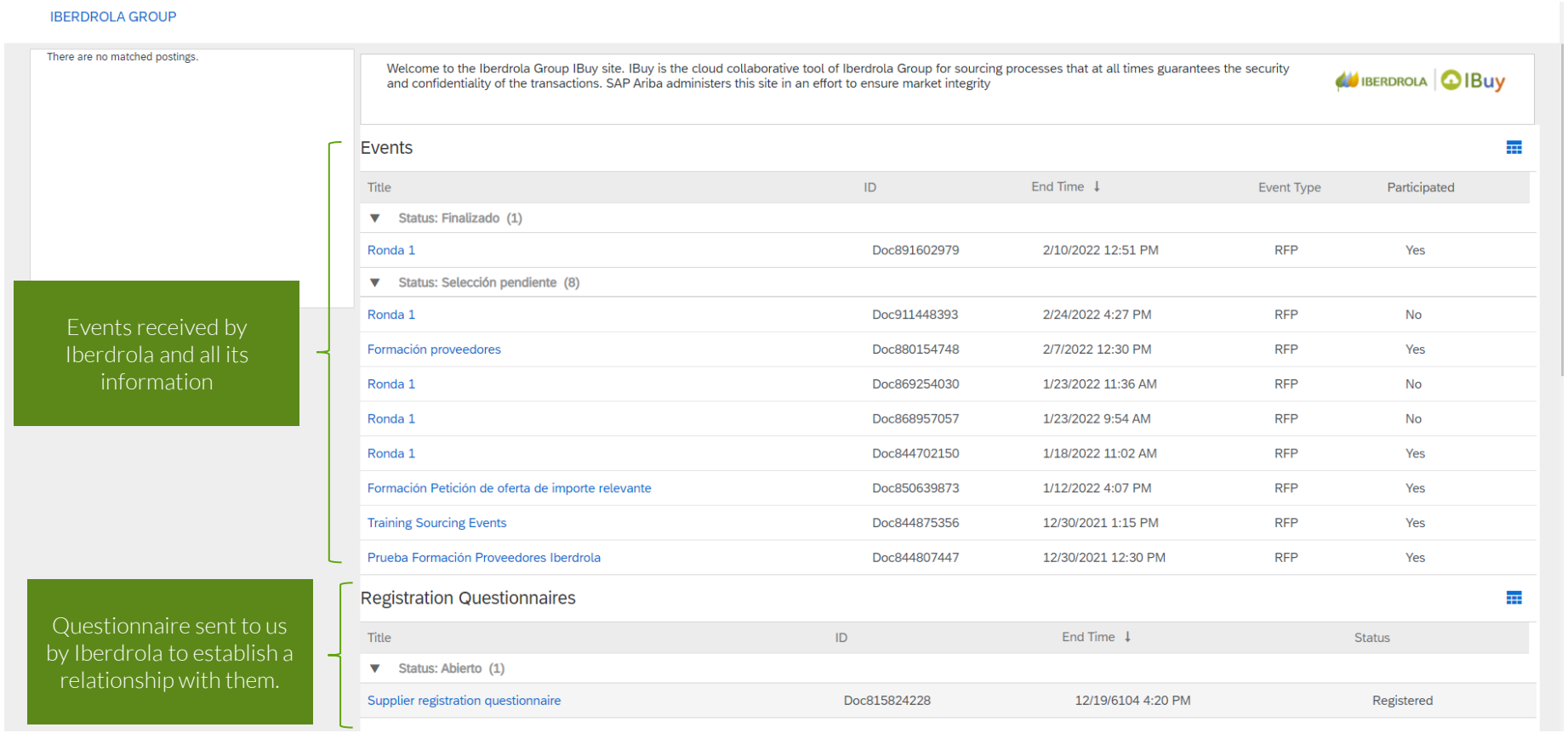


Internal Use

Supplier account overview

Proposals and Questionnaires

The 'Proporsals and Questionnaires' tab is used to manage the events and registration questionnaires in IBuy. The events section includes the offer requests received by the Iberdrola group for higher amounts.



Events

Title	ID	End Time	Event Type	Participated
Status: Finalizado (1)				
Ronda 1	Doc891602979	2/10/2022 12:51 PM	RFP	Yes
Status: Selección pendiente (8)				
Ronda 1	Doc911448393	2/24/2022 4:27 PM	RFP	No
Formación proveedores	Doc880154748	2/7/2022 12:30 PM	RFP	Yes
Ronda 1	Doc869254030	1/23/2022 11:36 AM	RFP	No
Ronda 1	Doc868957057	1/23/2022 9:54 AM	RFP	No
Ronda 1	Doc844702150	1/18/2022 11:02 AM	RFP	Yes
Formación Petición de oferta de importe relevante	Doc850639873	1/12/2022 4:07 PM	RFP	Yes
Training Sourcing Events	Doc844875356	12/30/2021 1:15 PM	RFP	Yes
Prueba Formación Proveedores Iberdrola	Doc844807447	12/30/2021 12:30 PM	RFP	Yes

Registration Questionnaires

Title	ID	End Time	Status
Status: Abierto (1)			
Supplier registration questionnaire	Doc815824228	12/19/6104 4:20 PM	Registered

Internal Use

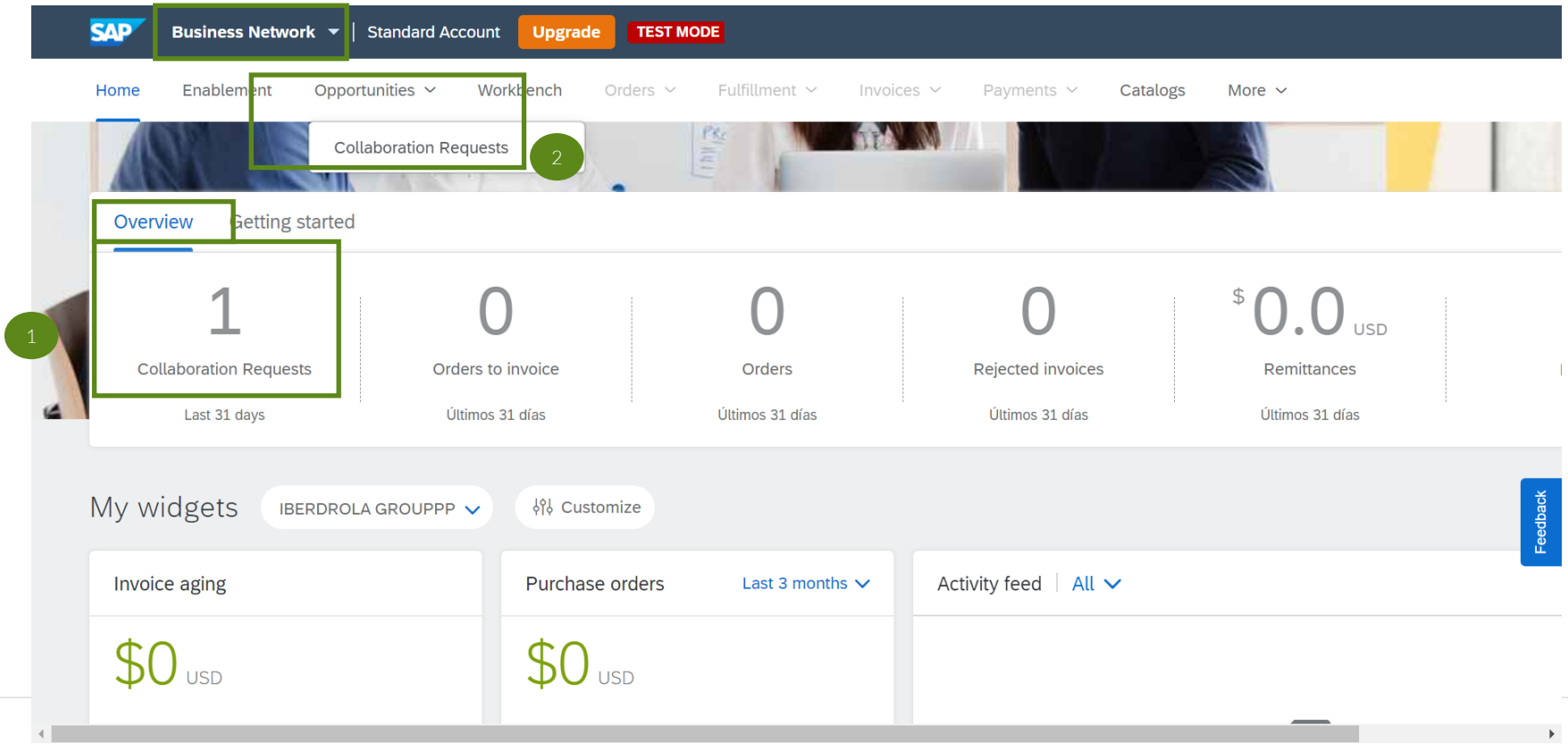
Supplier account overview

Business Network

The 'Business Network' tab is used to manage the offer request for smaller amounts. There are 2 ways to access them although both will take us to the same screen:

1- From the section 'Overview ' - 'Collaboration requests'.

2- From 'Opportunities ' - 'Collaboration Requests'.



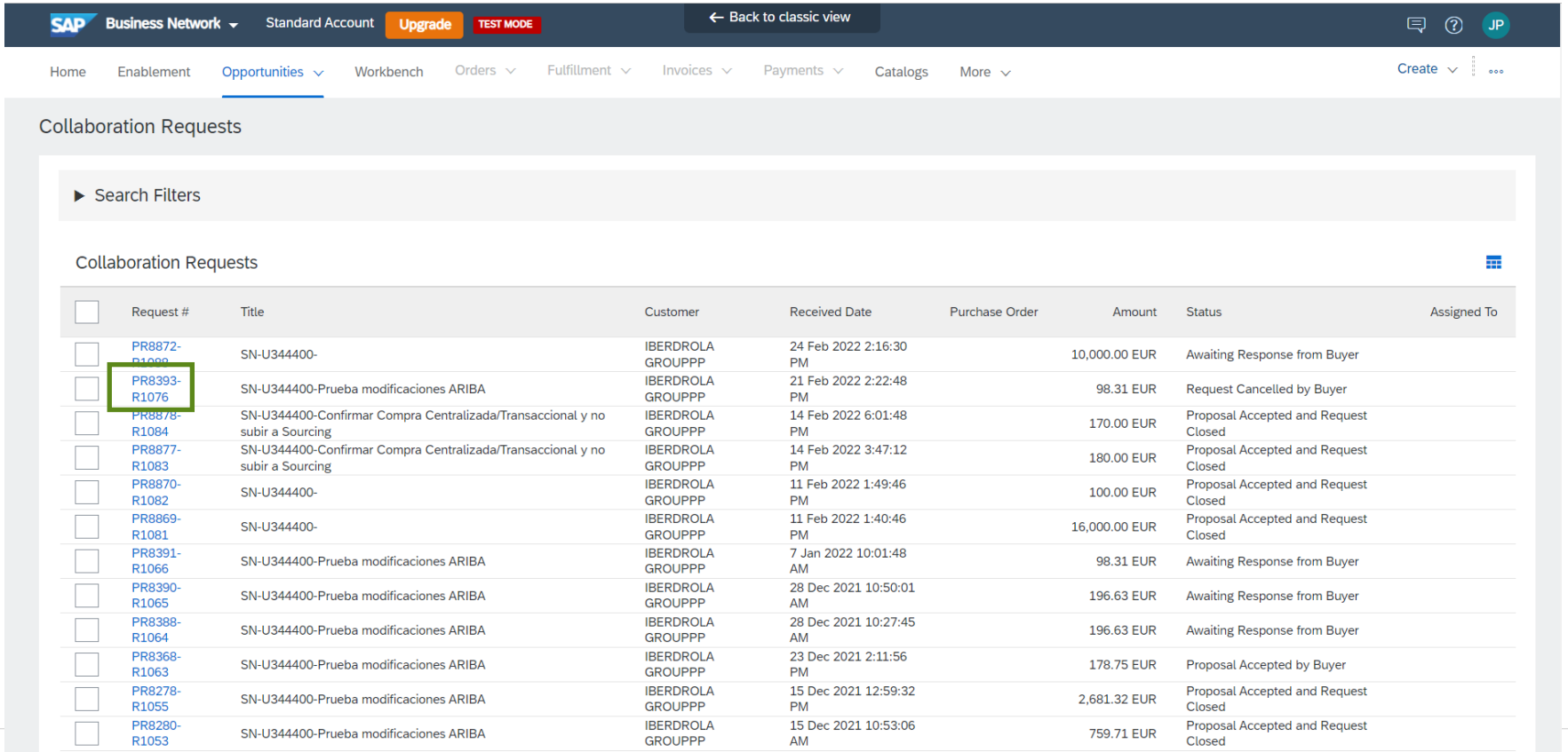
Internal Use

Supplier account overview

Business Network

By clicking on any of the two links above, we can see the collaboration requests we have received from the Iberdrola group with their corresponding information: request number, title, customer, date, amount (if the proposal has been sent) and their current status.

To answer the request, click on the number of the request and we will access it.



Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
PR8872-R1088	SN-U344400-	IBERDROLA GROUPPP	24 Feb 2022 2:16:30 PM		10,000.00 EUR	Awaiting Response from Buyer	
PR8393-R1076	SN-U344400-Prueba modificaciones ARIBA	IBERDROLA GROUPPP	21 Feb 2022 2:22:48 PM		98.31 EUR	Request Cancelled by Buyer	
PR8878-R1084	SN-U344400-Confirmar Compra Centralizada/Transaccional y no subir a Sourcing	IBERDROLA GROUPPP	14 Feb 2022 6:01:48 PM		170.00 EUR	Proposal Accepted and Request Closed	
PR8877-R1083	SN-U344400-Confirmar Compra Centralizada/Transaccional y no subir a Sourcing	IBERDROLA GROUPPP	14 Feb 2022 3:47:12 PM		180.00 EUR	Proposal Accepted and Request Closed	
PR8870-R1082	SN-U344400-	IBERDROLA GROUPPP	11 Feb 2022 1:49:46 PM		100.00 EUR	Proposal Accepted and Request Closed	
PR8869-R1081	SN-U344400-	IBERDROLA GROUPPP	11 Feb 2022 1:40:46 PM		16,000.00 EUR	Proposal Accepted and Request Closed	
PR8391-R1066	SN-U344400-Prueba modificaciones ARIBA	IBERDROLA GROUPPP	7 Jan 2022 10:01:48 AM		98.31 EUR	Awaiting Response from Buyer	
PR8390-R1065	SN-U344400-Prueba modificaciones ARIBA	IBERDROLA GROUPPP	28 Dec 2021 10:50:01 AM		196.63 EUR	Awaiting Response from Buyer	
PR8388-R1064	SN-U344400-Prueba modificaciones ARIBA	IBERDROLA GROUPPP	28 Dec 2021 10:27:45 AM		196.63 EUR	Awaiting Response from Buyer	
PR8368-R1063	SN-U344400-Prueba modificaciones ARIBA	IBERDROLA GROUPPP	23 Dec 2021 2:11:56 PM		178.75 EUR	Proposal Accepted by Buyer	
PR8278-R1055	SN-U344400-Prueba modificaciones ARIBA	IBERDROLA GROUPPP	15 Dec 2021 12:59:32 PM		2,681.32 EUR	Proposal Accepted and Request Closed	
PR8280-R1053	SN-U344400-Prueba modificaciones ARIBA	IBERDROLA GROUPPP	15 Dec 2021 10:53:06 AM		759.71 EUR	Proposal Accepted and Request Closed	

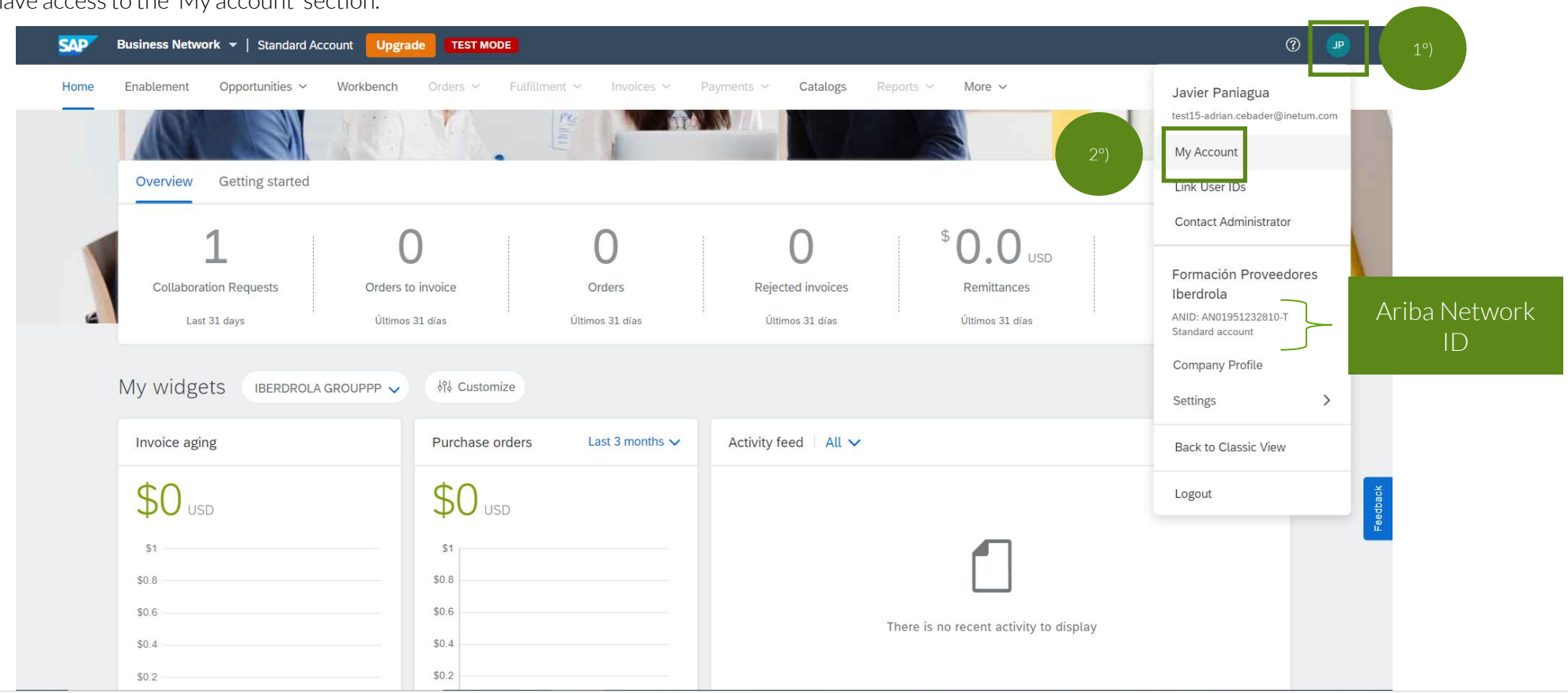
Internal Use

Supplier account overview

My account

From this section (icon with our initials) we can see information such as our company name and our ANID or Ariba Network ID.

We also have access to the 'My account' section.

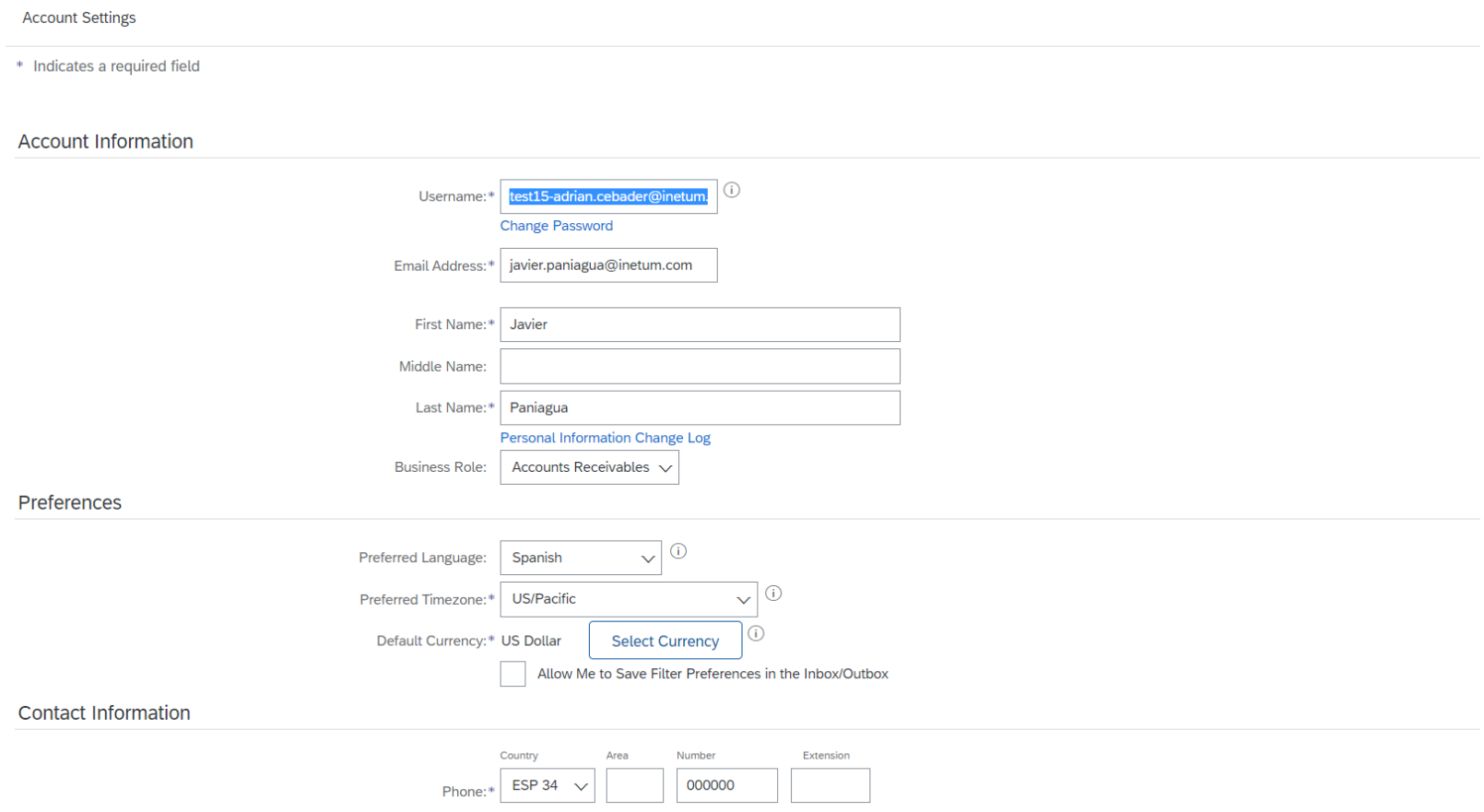


Internal Use

Supplier account overview

My account

From the 'My Account' section we can change our contact information (user name, email address, first name, last name...).

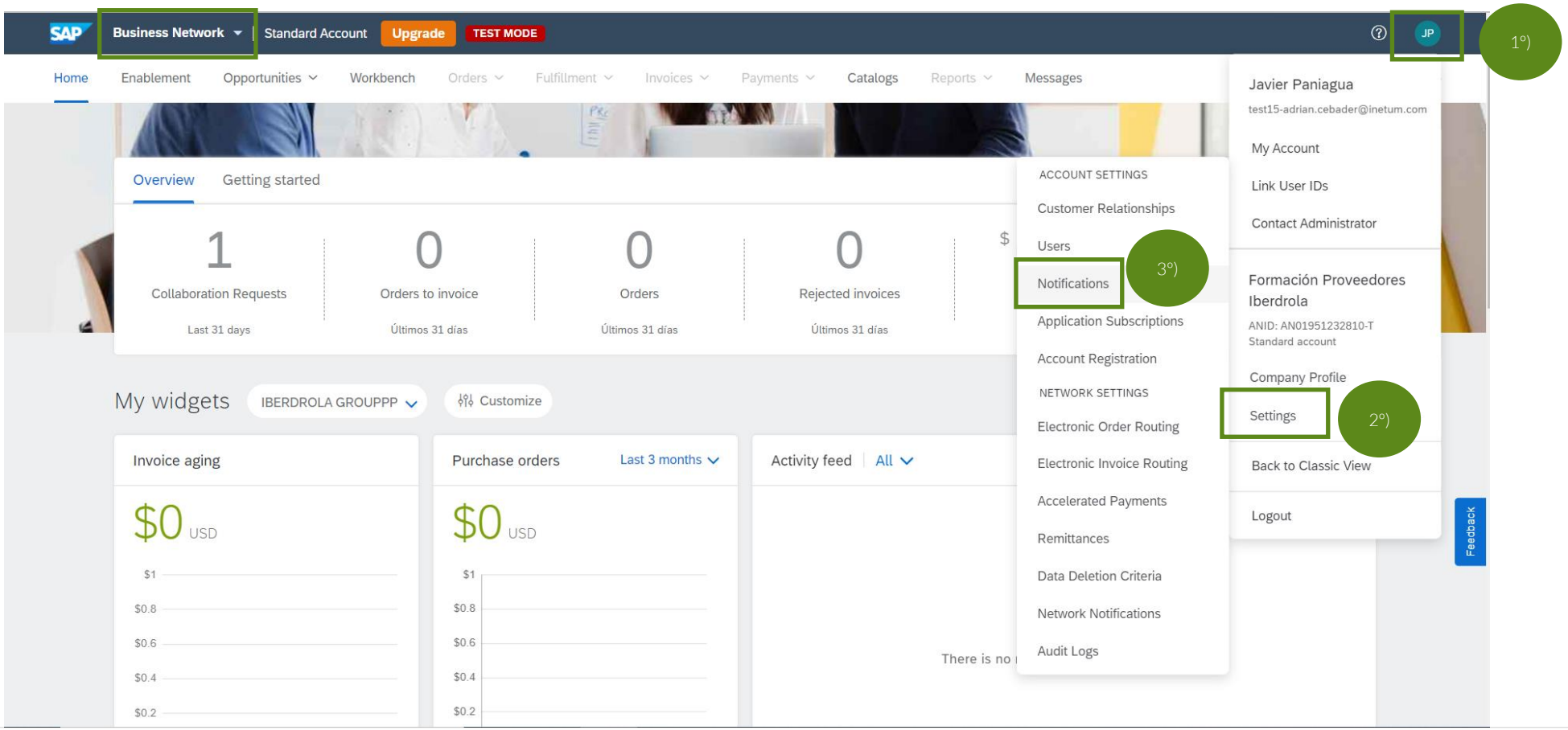


Internal Use

Supplier account overview

Notifications

In the 'Notifications' section we can change the e-mail address for receiving collaboration requests (Business Network).

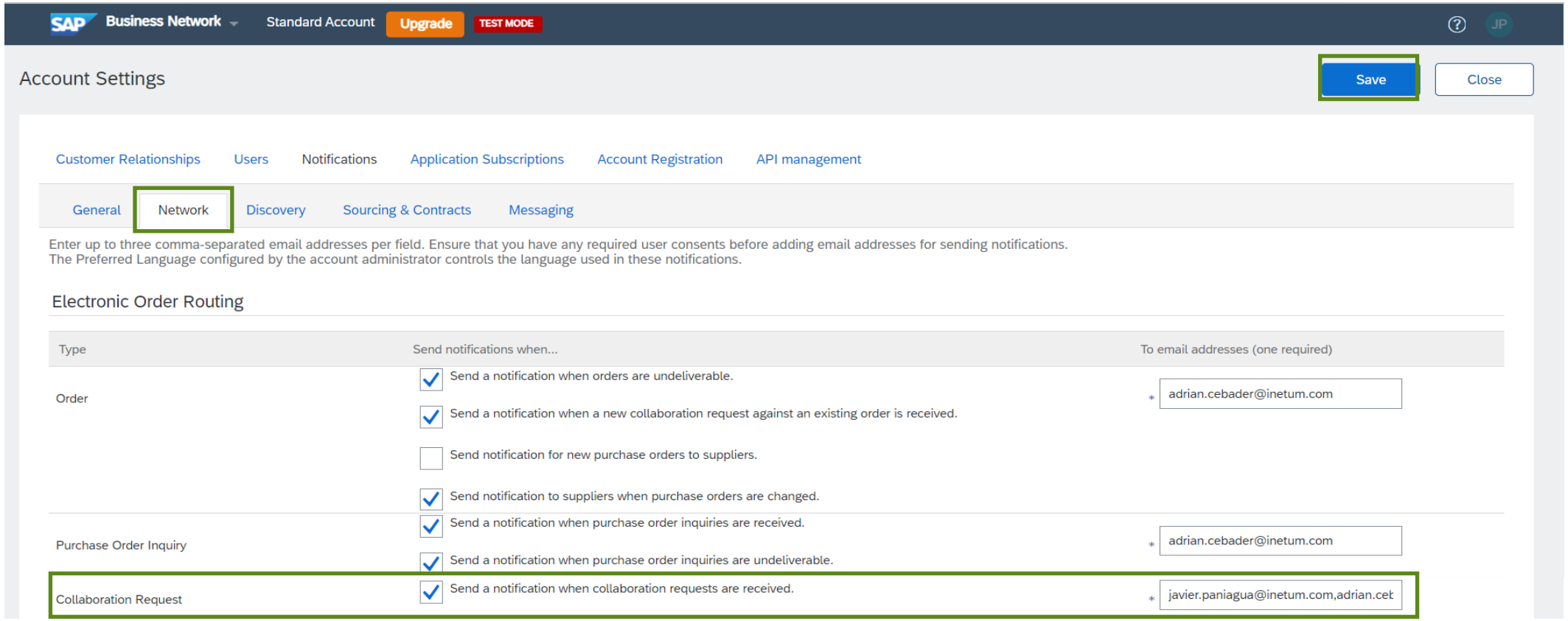


Internal Use

Supplier account overview

Notifications

In this screen we select the 'Network' tab. From here we can choose which notifications we want to receive and to which e-mails they will be sent, for the Business Network part. From the 'Collaboration Request' section we can choose if we want to receive the offer requests and the e-mail address where they will be sent. To finish we click on "Save".

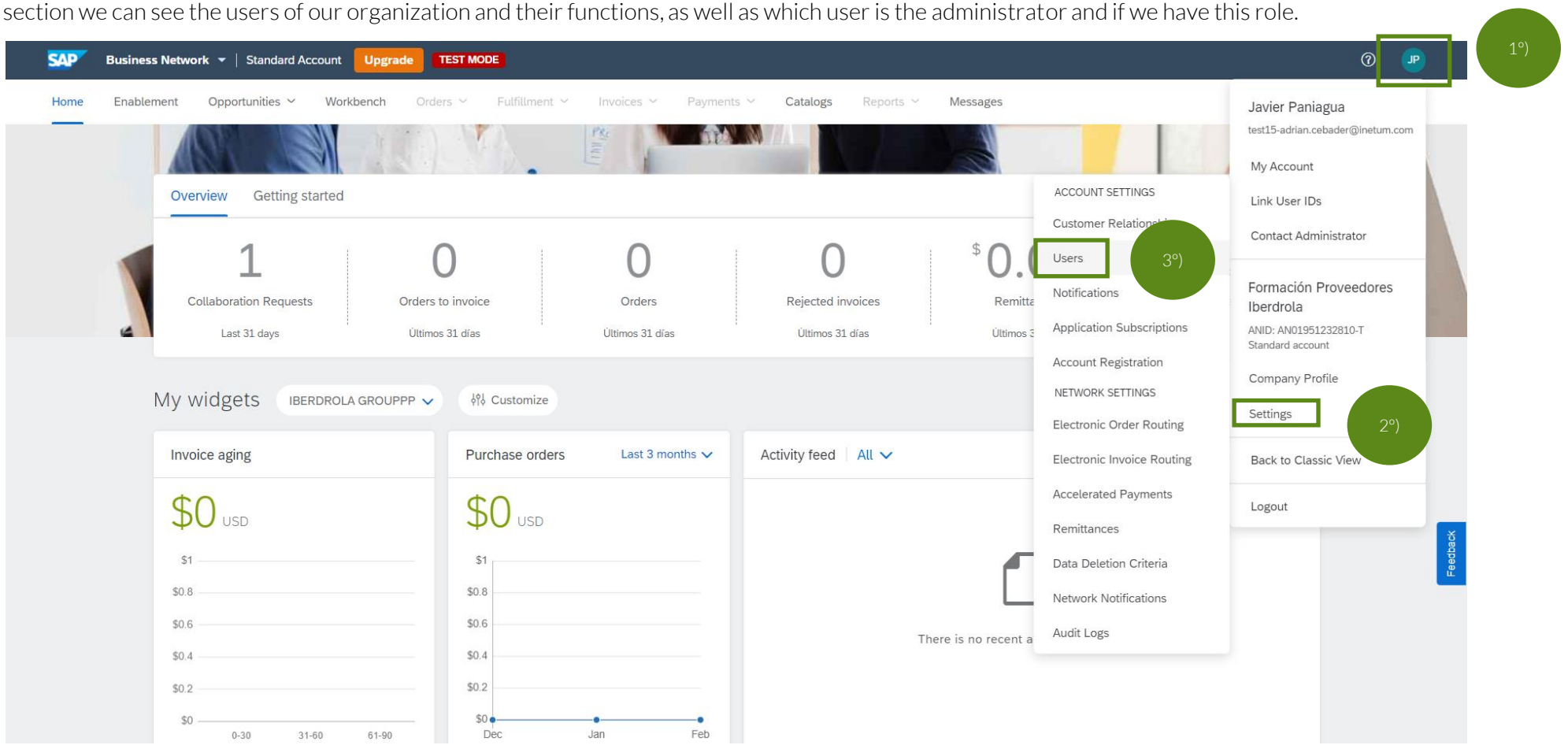


Internal Use

Supplier account overview

Manage users

In the "Users" section we can see the users of our organization and their functions, as well as which user is the administrator and if we have this role.

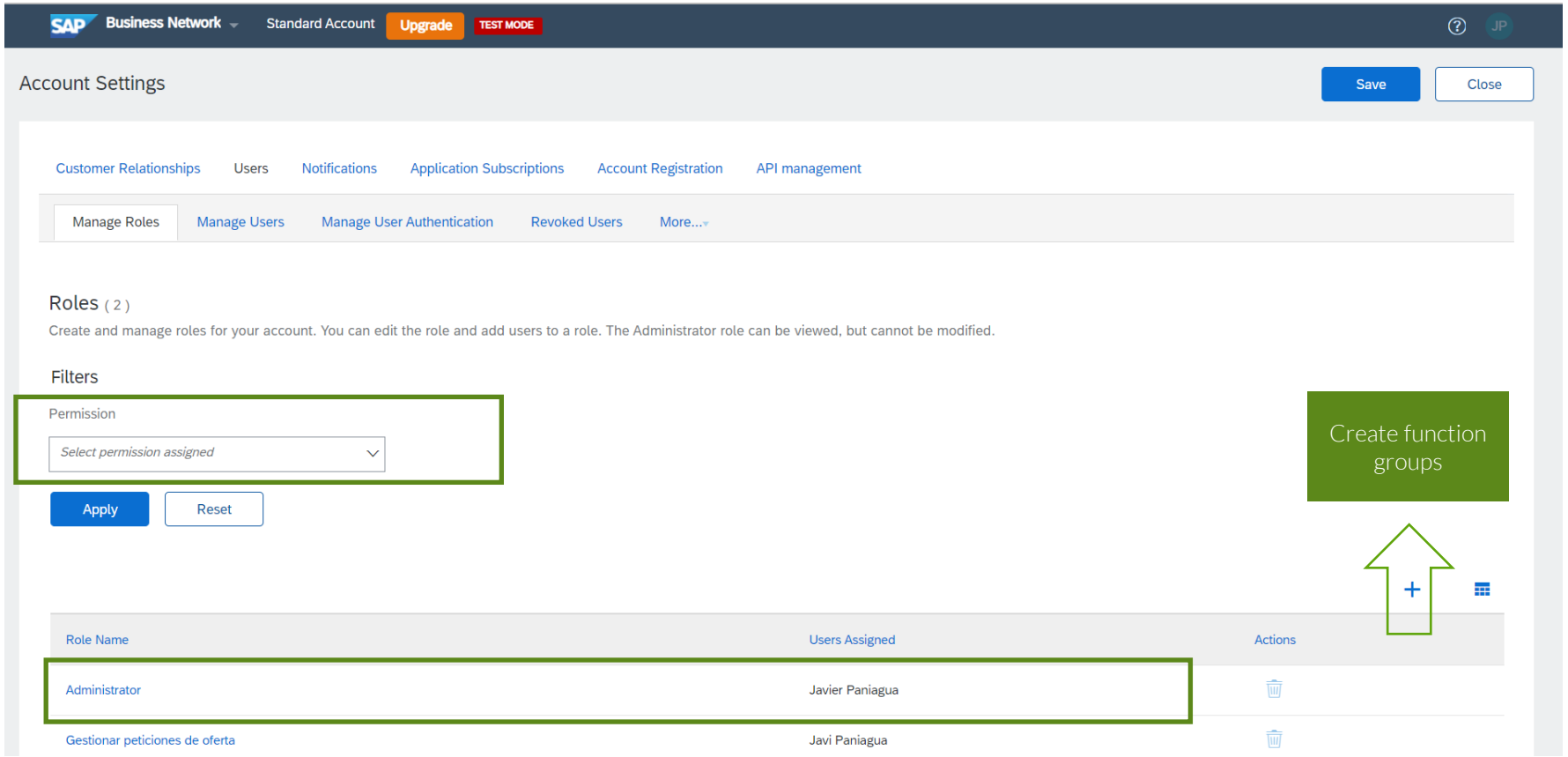


Internal Use

Supplier account overview

Manage users

The administrator role will always exist and will always be associated with a user. Only the administrator can create users and assign functions through the roles. These roles can be assigned from the 'Permission' section if they have been previously assigned or from the '+' icon if they have to be created manually (next slide).



Internal Use

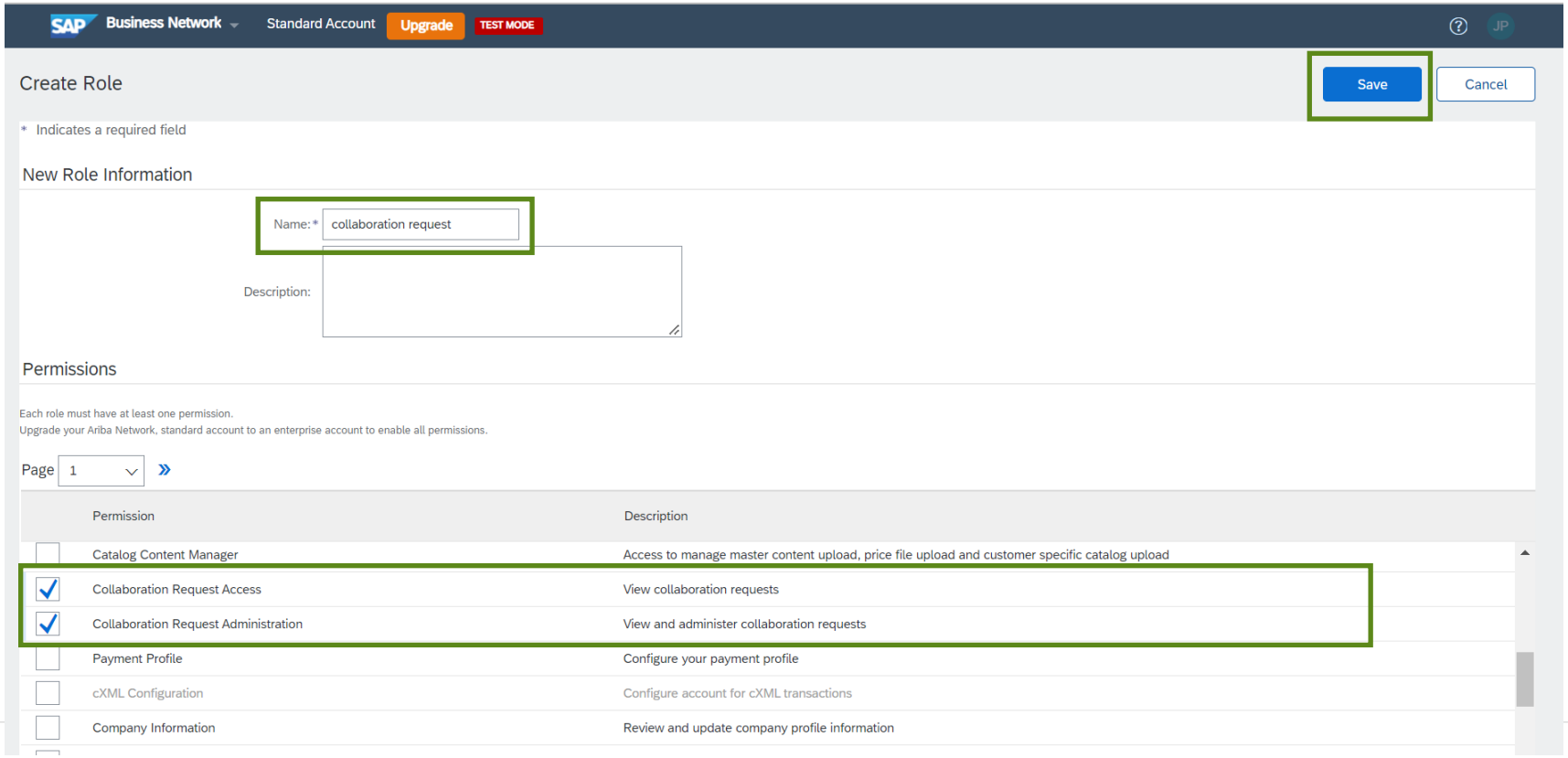
Supplier account overview

Create functions

Users must have permissions to view and manage offer requests. It is important to remember that only the administrator can create users and roles.

To create this group of functions, fill in the 'Name' field and select the permissions "Collaboration request access" and "Collaboration request administration".

Once done, click on "Save".

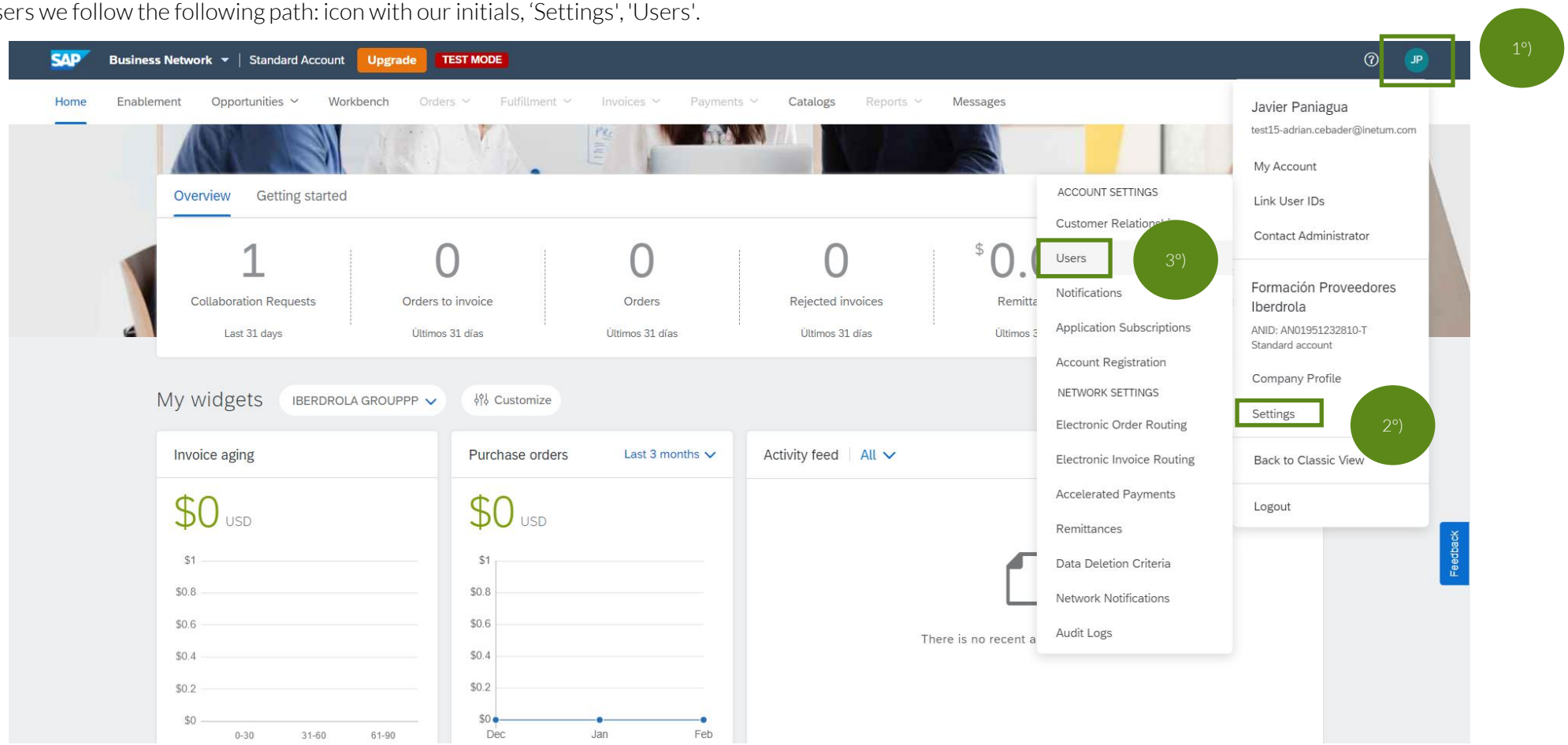


Internal Use

Supplier account overview

Create ussers

To create users we follow the following path: icon with our initials, ‘Settings', 'Users'.



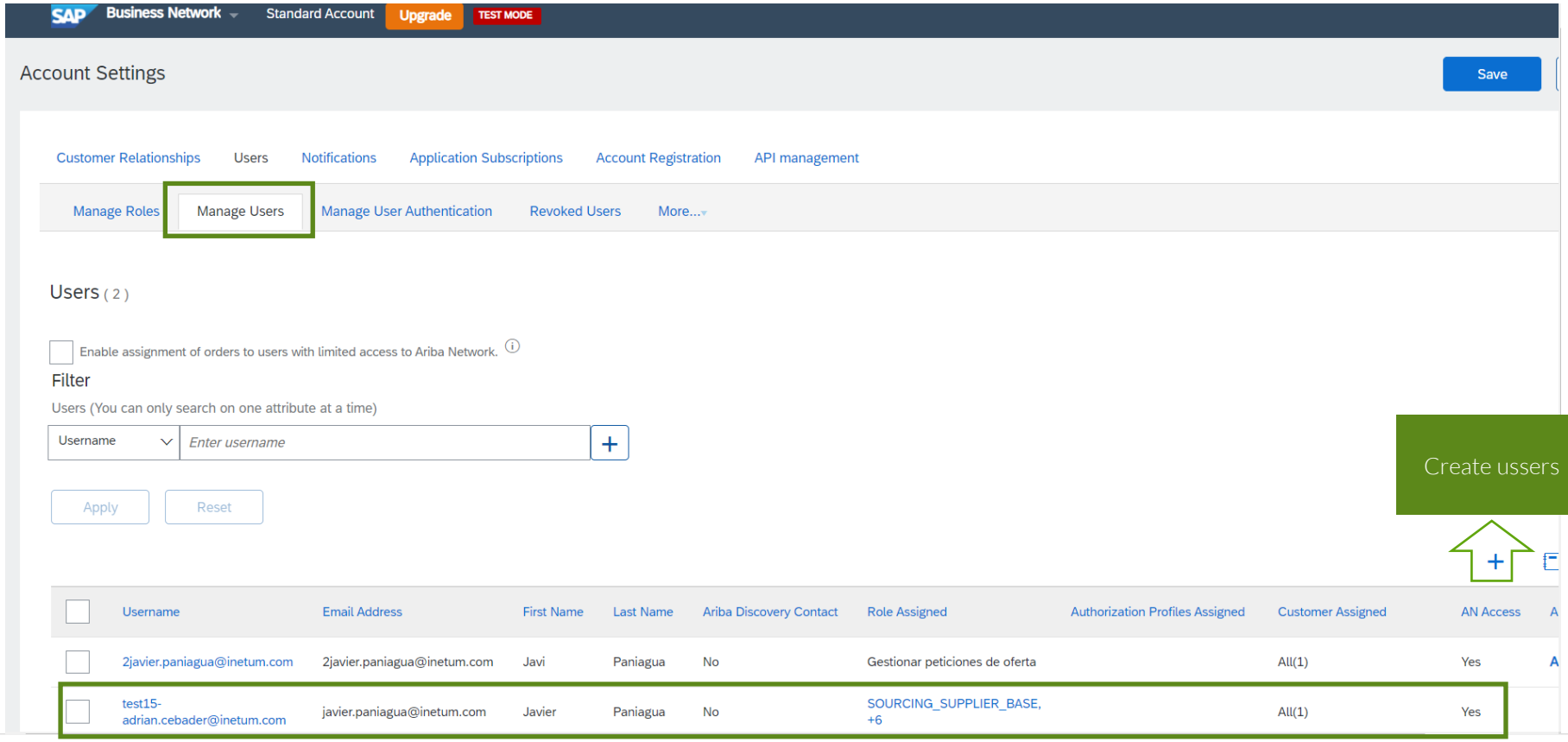
Internal Use

Supplier account overview

Create ussers

From the 'Manage Users' tab we can see all the users created and assigned to our company's Ariba Network account.

To create users, scroll to the right and click on the "+" button.



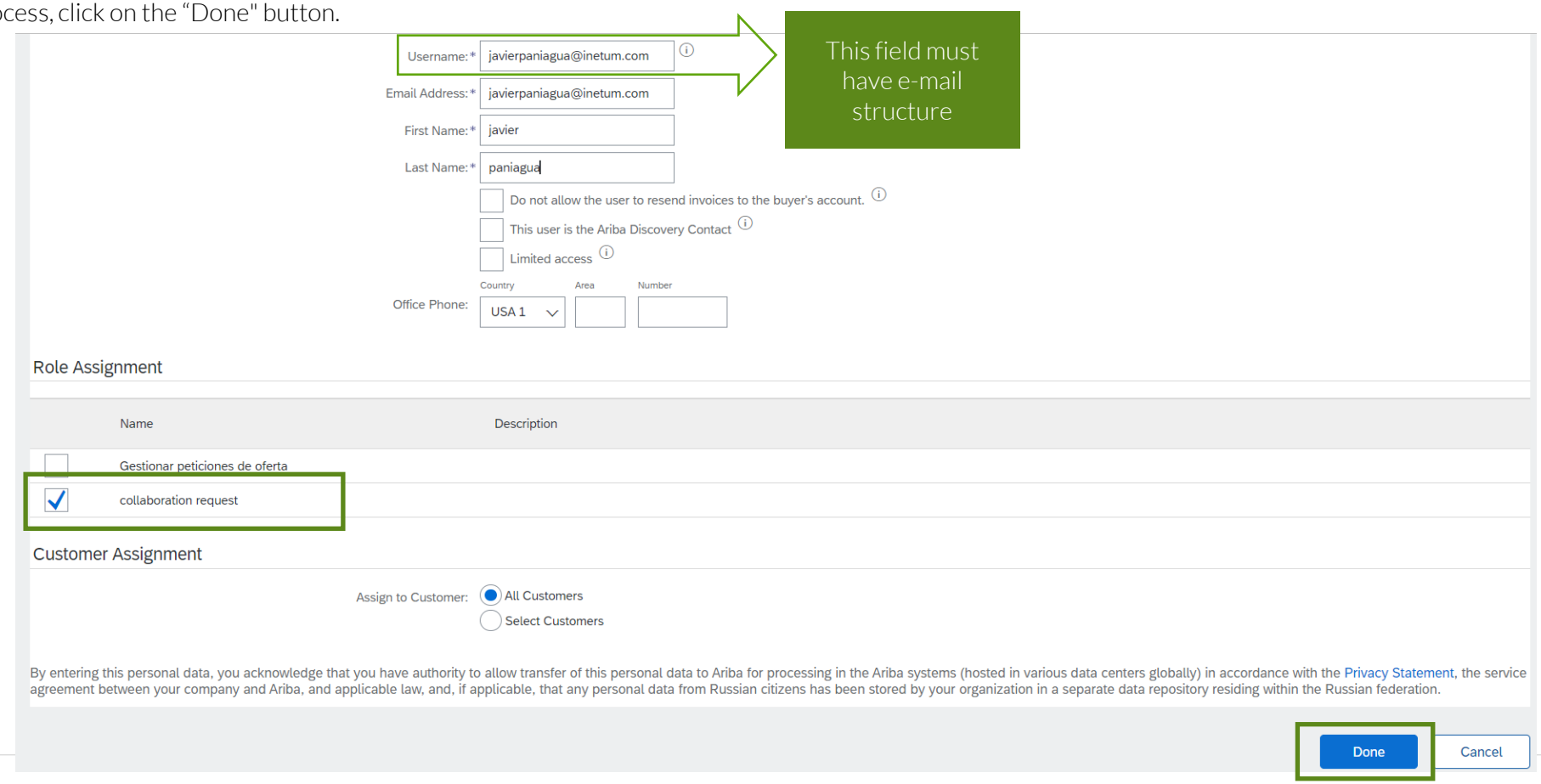
Internal Use

Supplier account overview

Create ussers

To create a new user we must fill in the following data and in the 'Role Assignment' section select the group of roles we want to assign to the user.

To finish the process, click on the “Done" button.

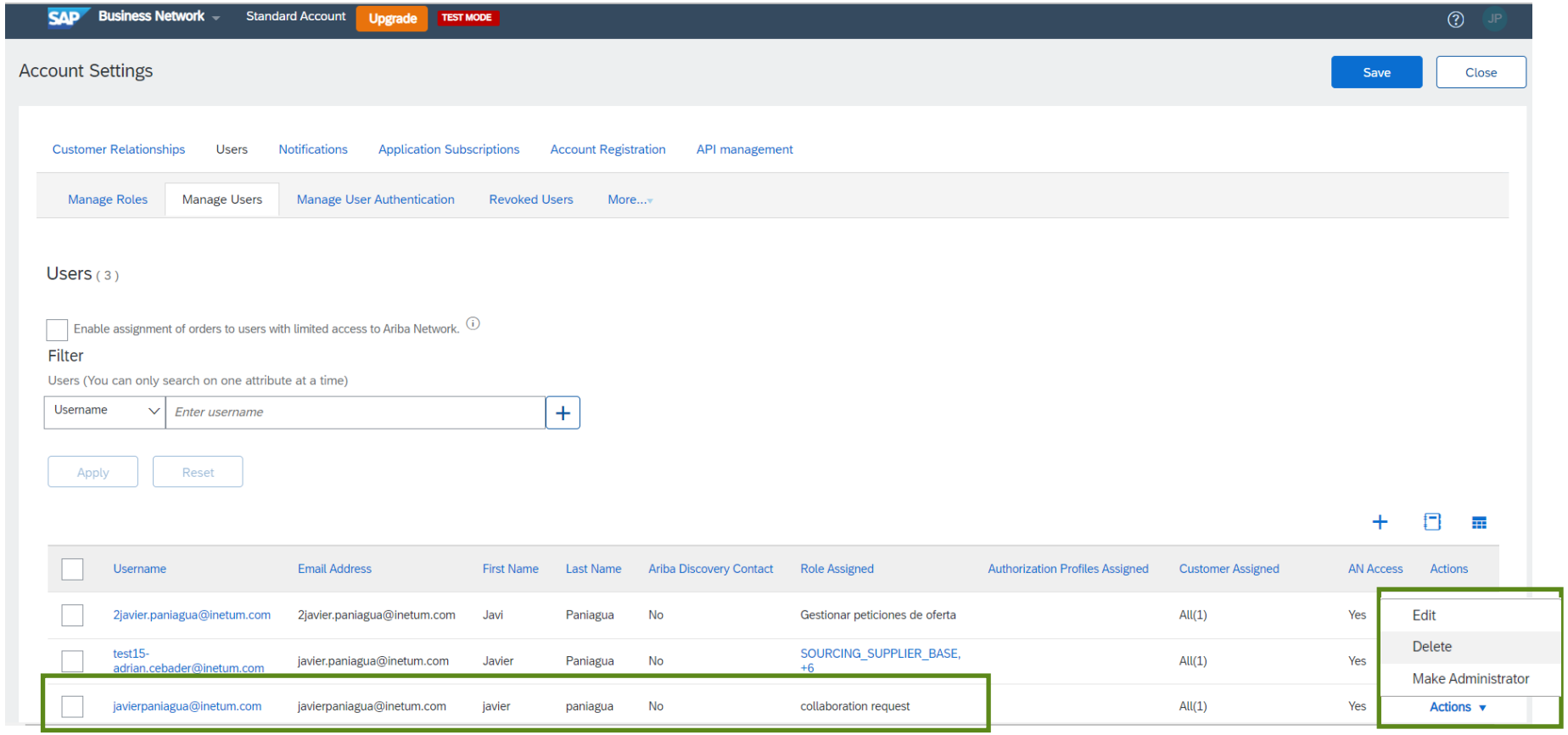


Internal Use

Supplier account overview

Create ussers

Once the process is finished, the system will return us to the previous screen where we will be able to see the new user created with its group of functions. If we scroll to the right, from the 'Actions' section we have the possibility to edit the information, delete the user or make him/her an administrator.

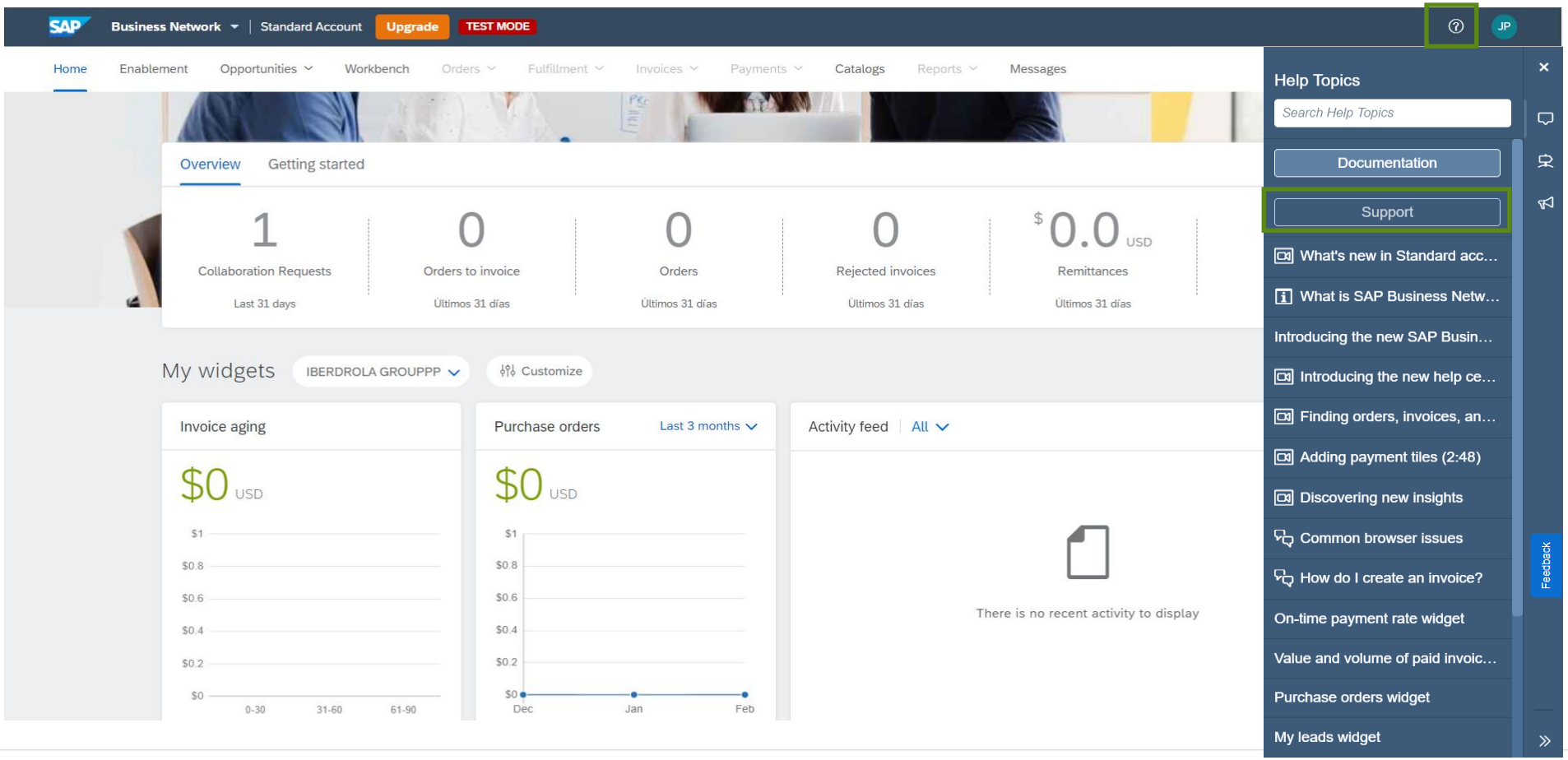


Internal Use

Supplier account overview

Help center (requests)

From the main screen, at the top right, select the question mark icon (Help Center). A drop-down menu with different options appears and we select 'Support'.

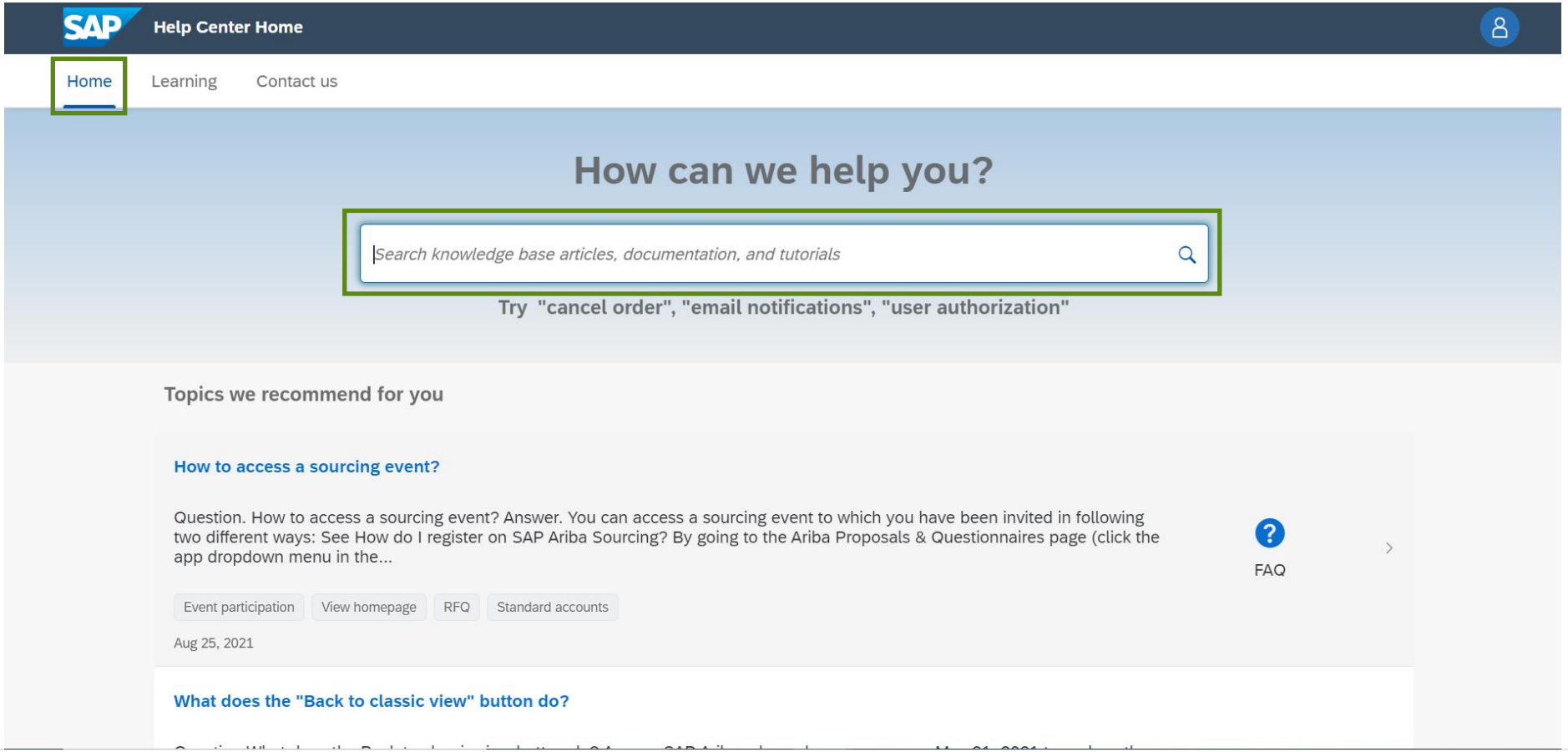


Internal Use

Supplier account overview

Help center (requests)

The Ariba support window opens automatically. From the 'Home' tab we can search for articles and documentation related to our issue.

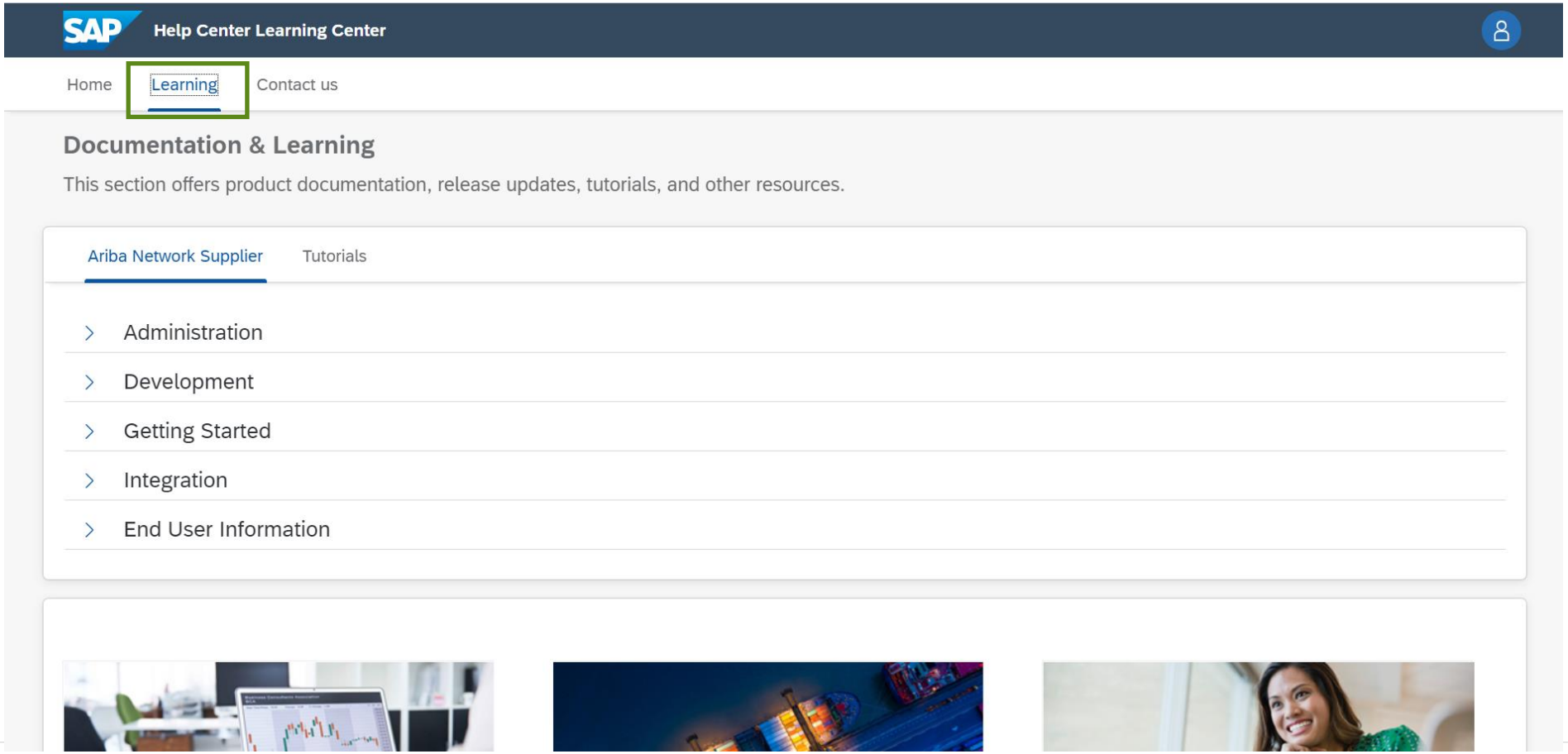


Internal Use

Supplier account overview

Help center (requests)

In the 'Learning' section we can see different tutorials that can help us to manage our Ariba Network account. We can also access to more material from the Iberdrola group website.

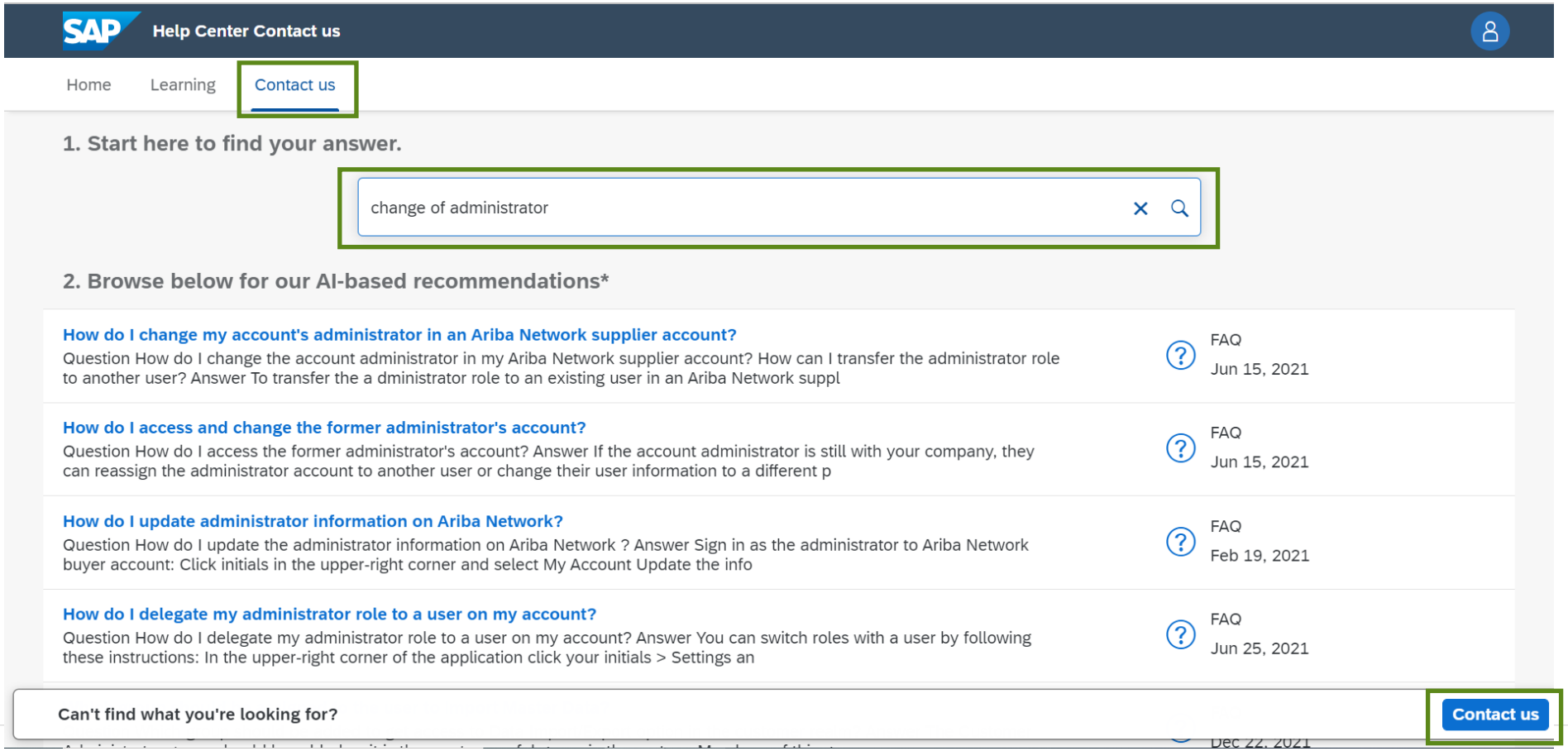


Internal Use

Supplier account overview

Help center (requests)

For a more specific problem, select the "Contact us" tab, type in the search engine our issue and press Enter. Several documents related to our issue will appear that can help us.
If none of the proposed solutions help us, click on the "Contact us" button.

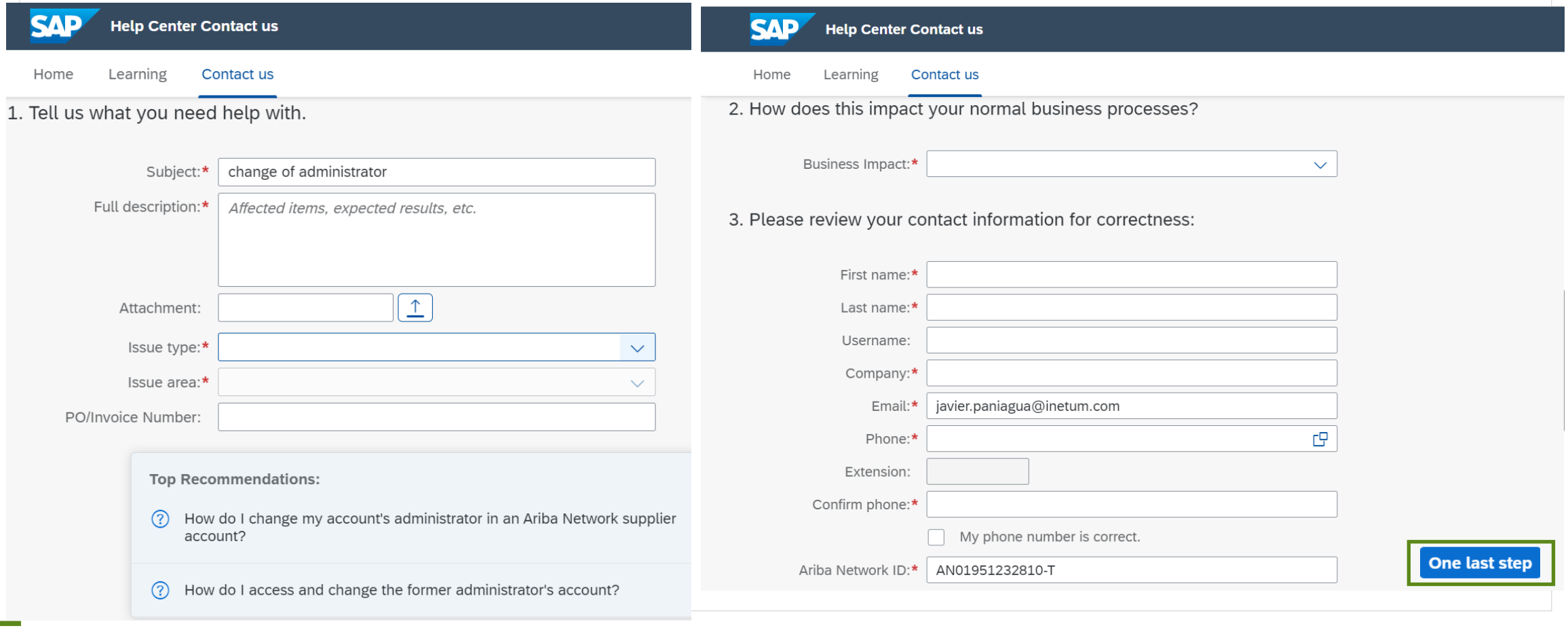


Internal Use

Supplier account overview

Help center (requests)

In this screen we fill in the fields with the requested information, both of the problem that we have and the personal data and we click on the button "One last step".

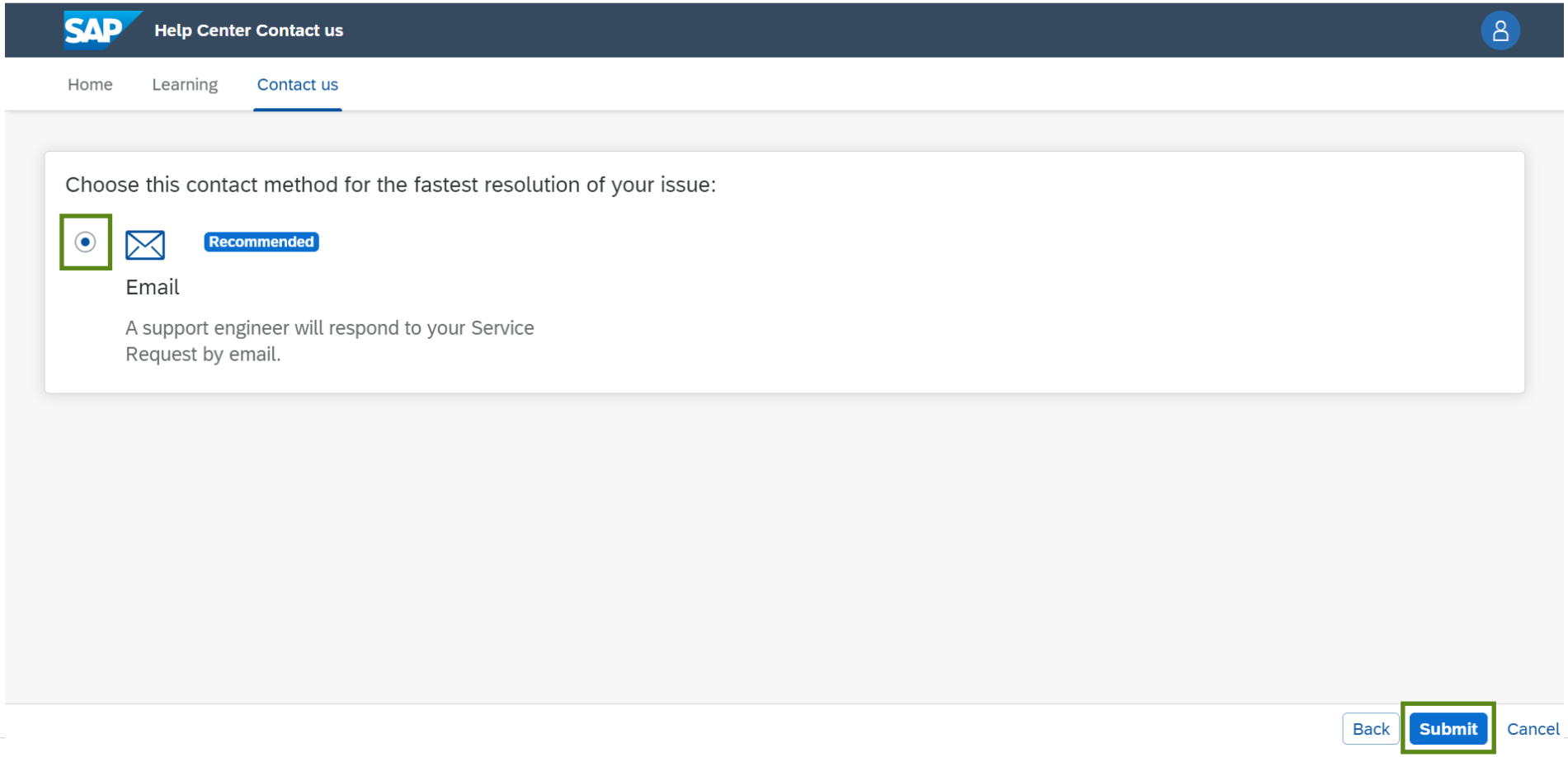


Internal Use

Supplier account overview

Help center (requests)

To finish the process we select the contact method through which we want Ariba to contact us and click on “Submit". In this way our request with Ariba will have been created.



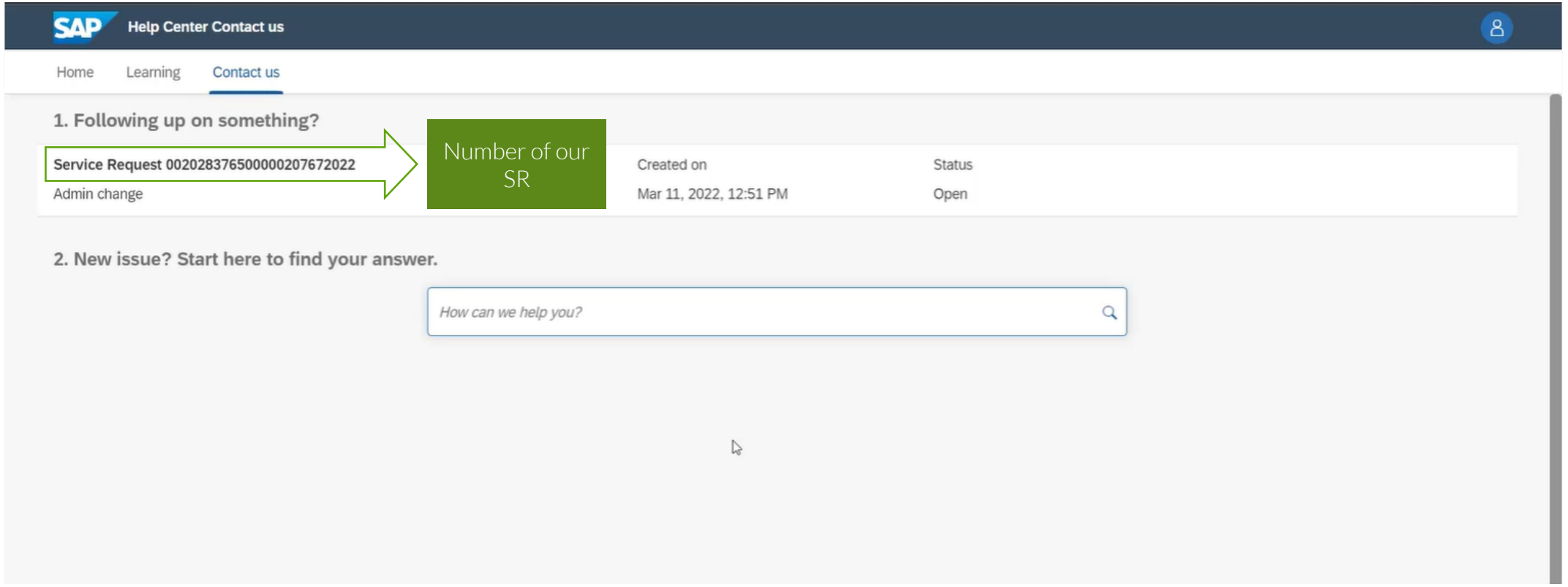
Internal Use

Supplier account overview

Help center (requests)

Obtaining the incidence number (SR)

After clicking on the “Submit" button we access a summary screen of the request we have just sent. From here we can see the number of our request.



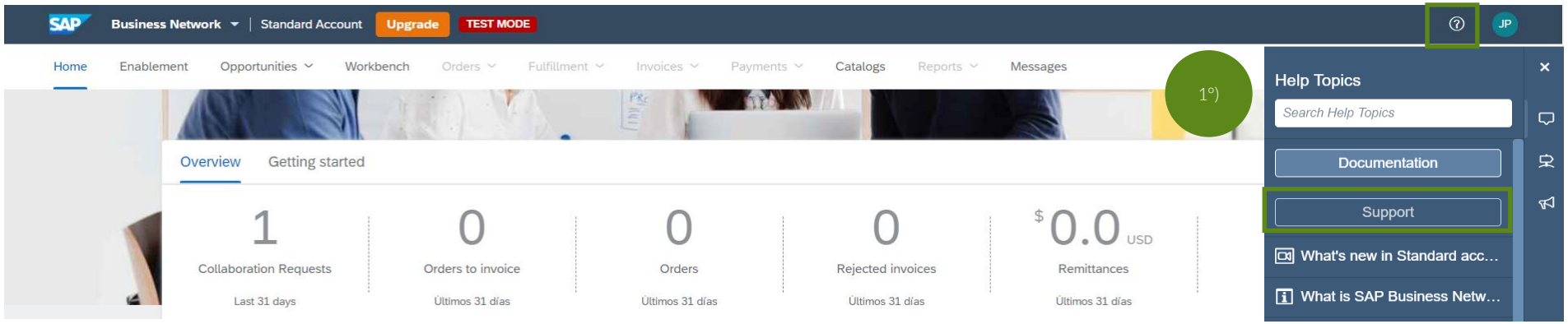
Internal Use

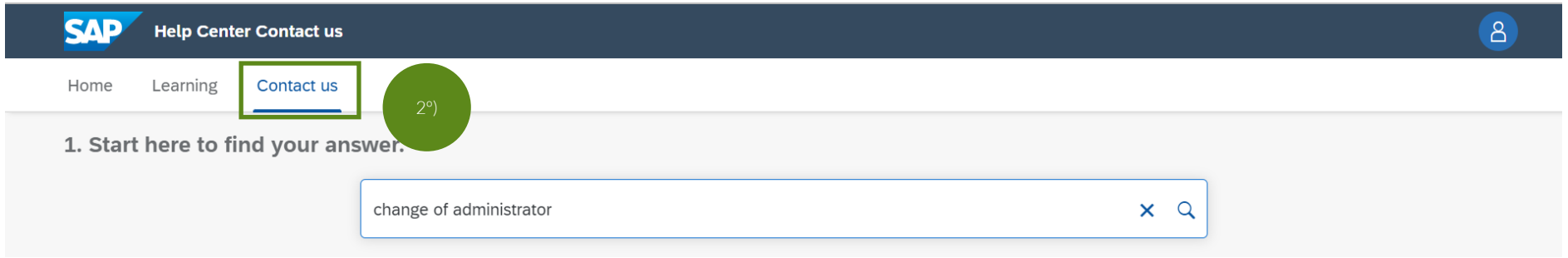
Supplier account overview

Help center (requests)

Request follow up (SR)

To see if Ariba has responded to our request, from the home page of our account we follow the following path: select the question mark icon (Help Center) and select 'Support'; check the "Contact us" tab.





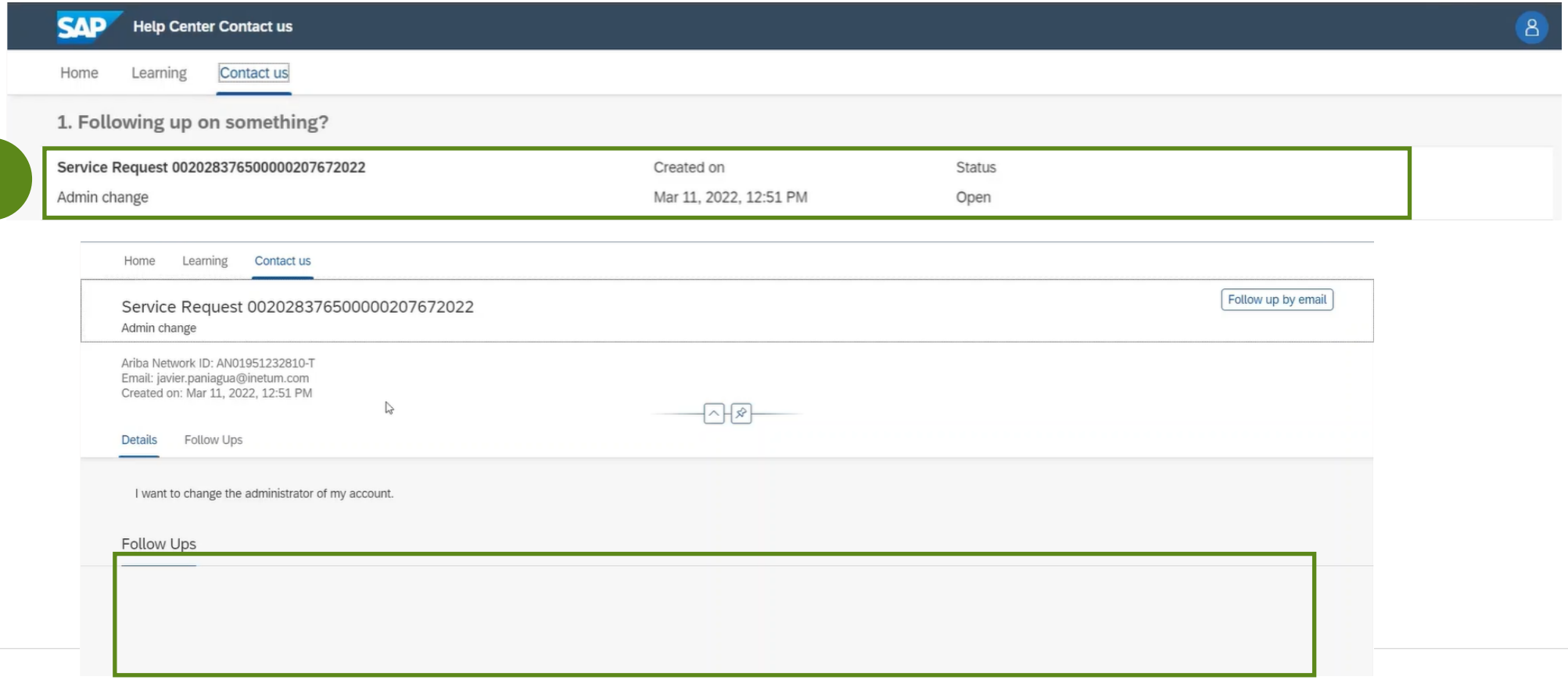
Internal Use

Supplier account overview

Help center (requests)

Request follow up (SR)

Finally we click on our request. From this screen in the section 'Follow-ups' we will be able to see if our request has been attended by Ariba.



Internal Use

Thank you for your attention

Ariba Network and IBuy

February 2022

Internal Use