Supplier account overview

Supplier training

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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.
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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.

Achieve digital transformation from source to pay

With SAP Ariba e-procurement and supply chain cloud solutions that are always on and easy to deploy, both large and midsize companies can realize fast time to value.

1º) Supplier credentials

2º) Supplier credentials

Forgot Username or Password

https://www.ariba.com/login
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).
Proposals and Questionnaires

The ‘Proposals 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 received by Iberdrola and all its information

Questionnaire sent to us by Iberdrola to establish a relationship with them.
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’.
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.
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.
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My account

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

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

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

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.
Create users

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.
Create users

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.
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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’.
Help center (requests)

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

1. Tell us what you need help with.
   - Subject: change of administrator
   - Full description: Affected items, expected results, etc.

2. How does this impact your normal business processes?
   - Business Impact:

3. Please review your contact information for correctness:
   - First name:
   - Last name:
   - Username:
   - Company:
   - Email: javier.paniagua@linetum.com
   - Phone:
   - Extension:
   - Confirm phone:
     - My phone number is correct.
   - Ariba Network ID: AN0195122810-T

Top Recommendations:
1. How do I change my account's administrator in an Ariba Network supplier account?
2. How do I access and change the former administrator's account?
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.
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.
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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.
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.
Thank you for your attention

Ariba Network and IBuy

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