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.

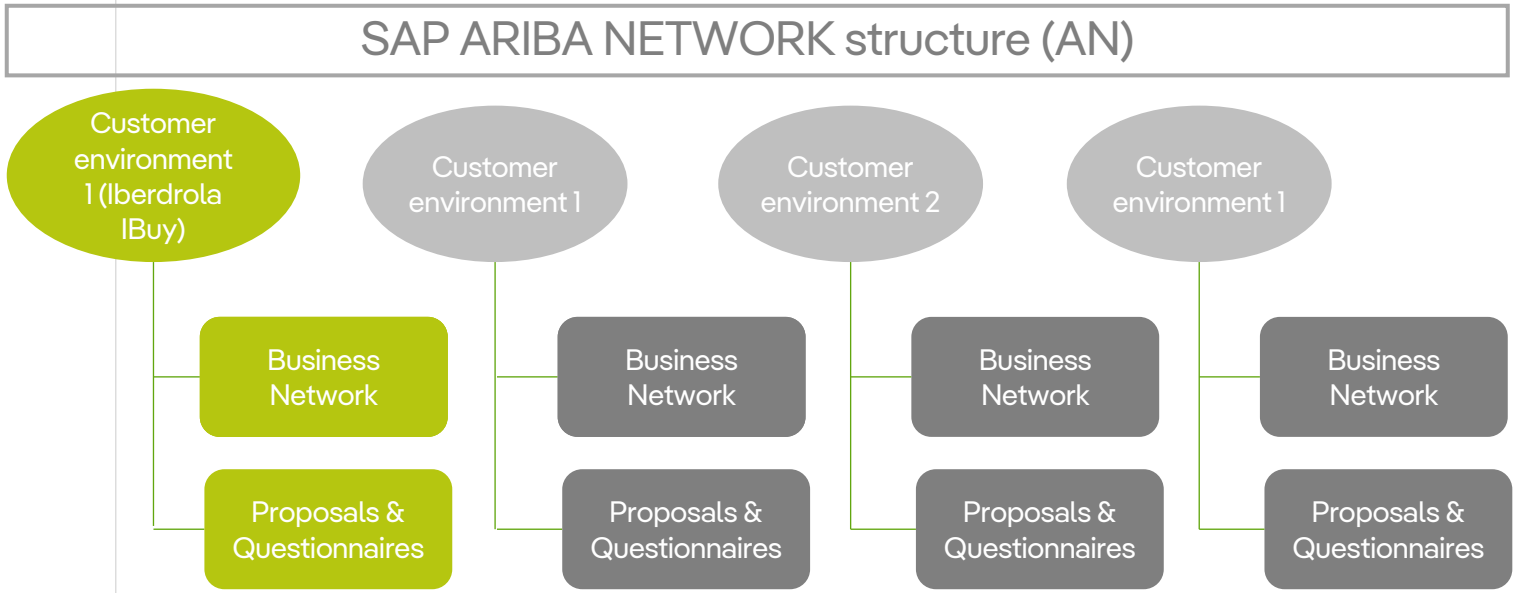
Ariba and IBuy registration

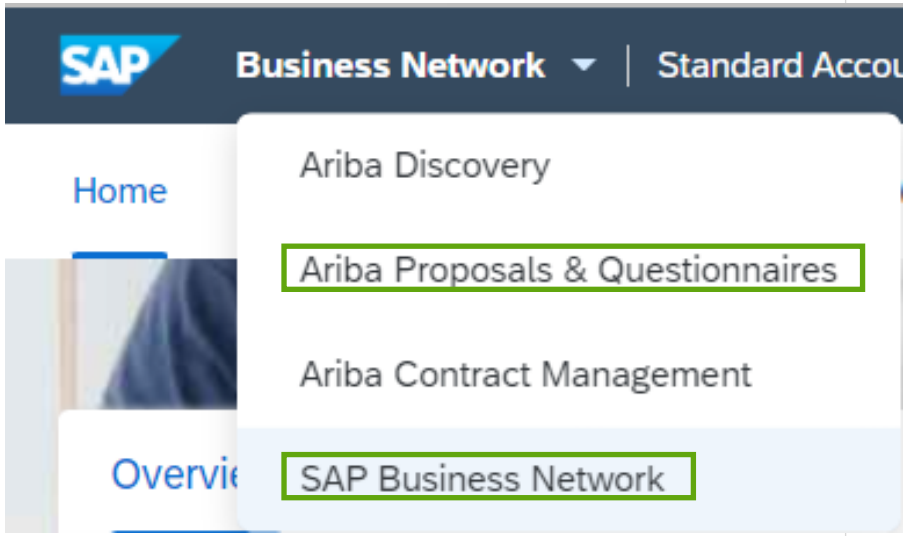
Introduction

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.





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 continue with the process.

IBERDROLA GROUP

Dear PRUEBAS ARIBA 3,
Iberdrola launches its tenders through IBuy, our purchase management application.To receive invitations and participate in tenders, it is mandatory that your company is registered on this platform.

If you are the correct contact for your company, continue reading this email. If not, send an email to smart.supply@iberdrola.es. Indicate in the subject of the email "IBuy Contact Person Change". In the email it indicates::

- Company Name
- NIF
- Details of the correct contact person.

We will update the data and send a new invitation to the correct person to register the company on IBuy

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IBuy is integrated into the SAP Business Network platform. To register your company on IBuy, it must first be registered on SAP Business Network.
Having a profile on SAP Business Network is the only way to access the platform.

There is no cost to register your company on SAP Business Network.

SAP Business Network provides service to the Iberdrola Group and other clients. If your company is already registered on SAP Business Network for other clients, you will not need to do it again. You will associate your company with IBuy directly.
Follow the steps explained below to register your company on SAP Business Network and IBuy.

How to register your company on SAP Business Network?
During registration you must create a username and password to access SAP Business Network and Ibuy. Fill in the information they ask for. You will receive a confirmation email when registration is complete.

To register in SAP Business Network click on the following link: Click Here

SAP Ariba provides support for registration in SAP Business Network. Iberdrola does not provide this service. More information in PowerPoint Presentation (iberdrola.com)

Click here

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How to register your company in Ibuy?
Once your company is registered in SAP Business Network you can associate it in Ibuy. The application will display a screen for the joint acceptance of the code of ethics, sustainability policies and data processing. After sending the acceptance you will receive an email confirming your company's registration with IBuy.
More information in PowerPoint Presentation (iberdrola.com)

Where can I find out about how to operate in Iberdrola's bidding processes?
Find out more on the Iberdrola website / Supplier area / Tenders, or click on the following link: Bids and tenders - Iberdrola.

You will find the user manuals and videos with all the information. Also the necessary contact forms in case you have any questions.
We recommend that you read all the information and manuals available to learn how to use IBuy. The available manuals are:

- ARIBA and IBuy registration.
- Creation and management of users of my company and assignment of roles.
- IBuy introduction.
- Participation in bidding processes and collaboration processes.
- Ariba Support Center.

Sincerely,
Purchasing and Insurance Department of the Iberdrola Group

You are receiving this email because your customer, IBERDROLA GROUP, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact IBERDROLA GROUP.

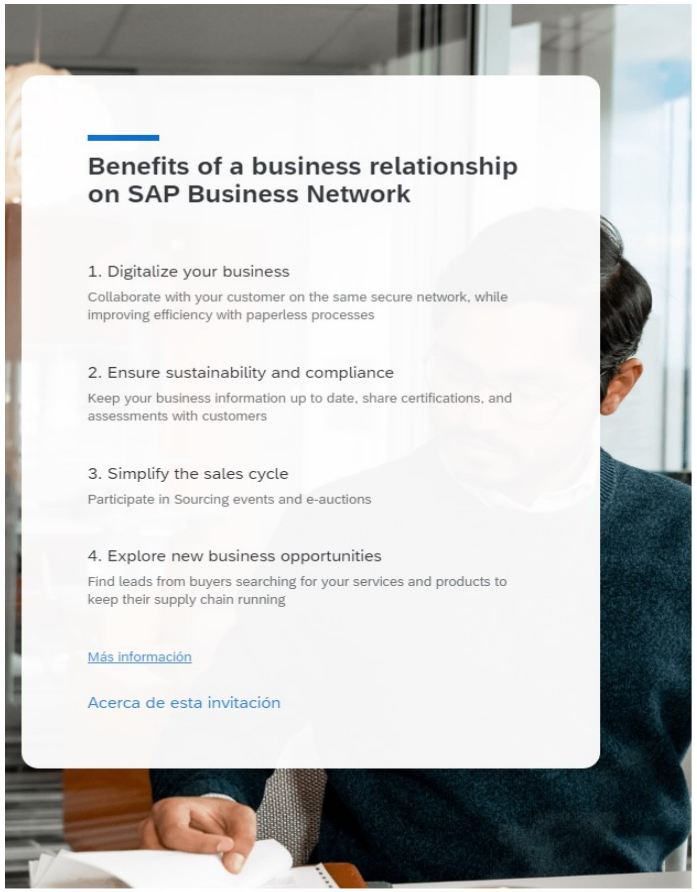
Offices | Data Policy | Contact Us | Customer Support

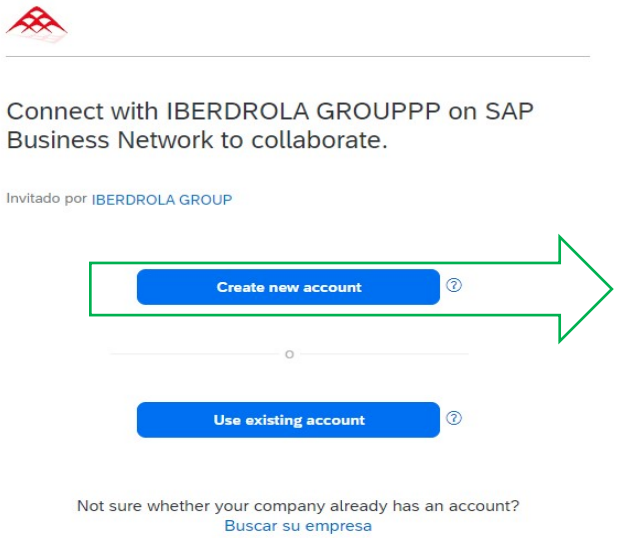
Powered by SAP Ariba

Ariba and IBuy registration

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

In this screen we must click on the “Create new account" button.



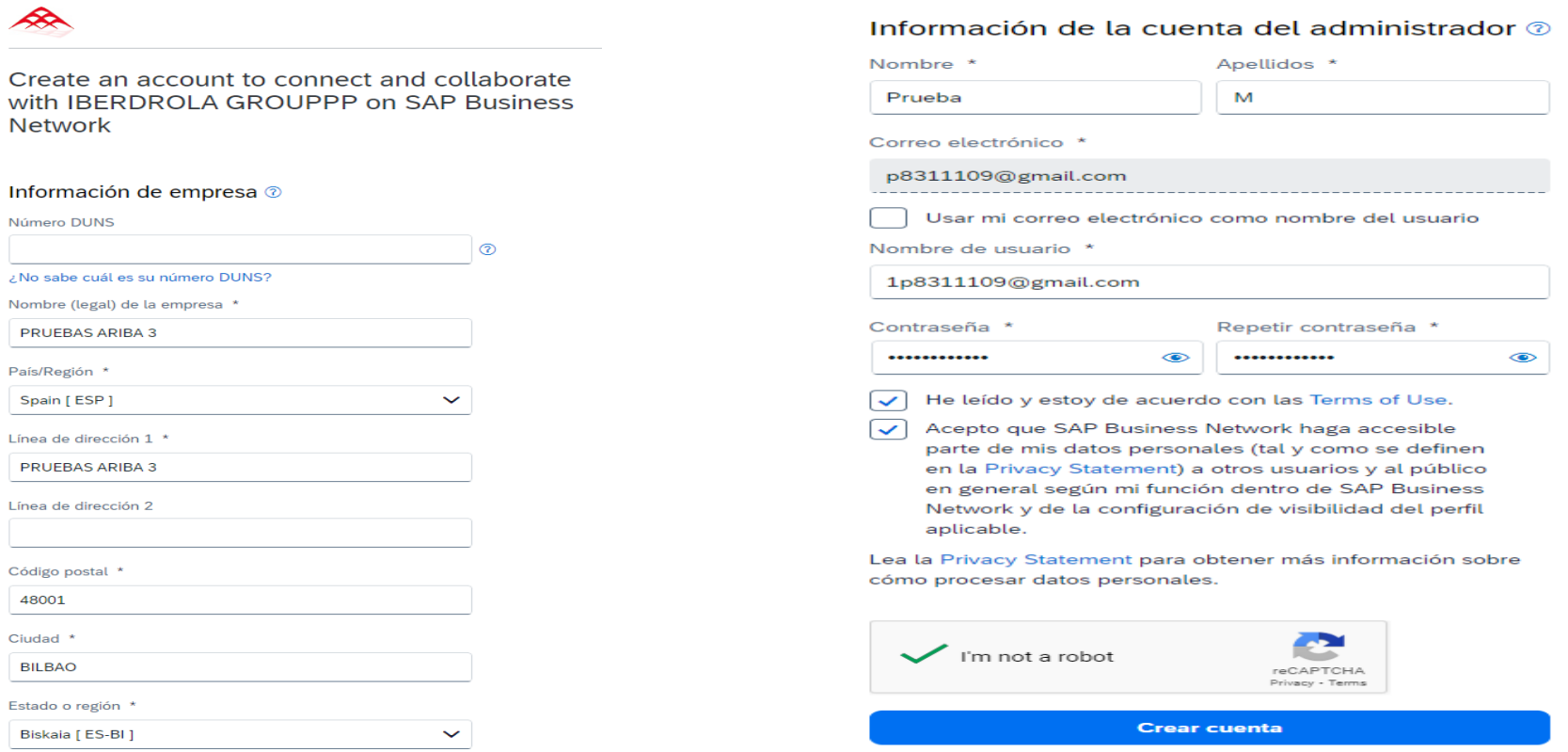


Select to create a new account

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.

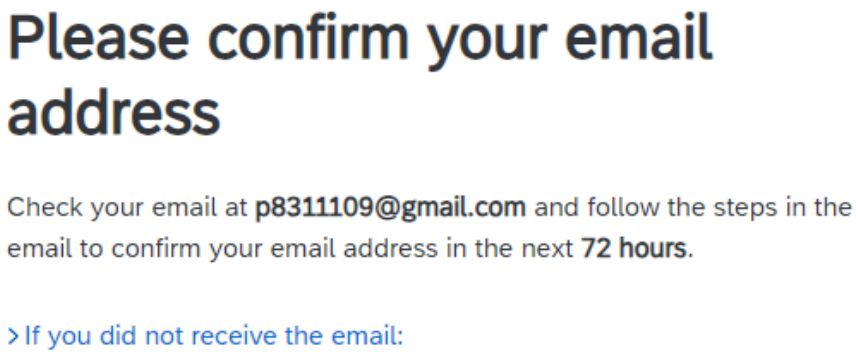


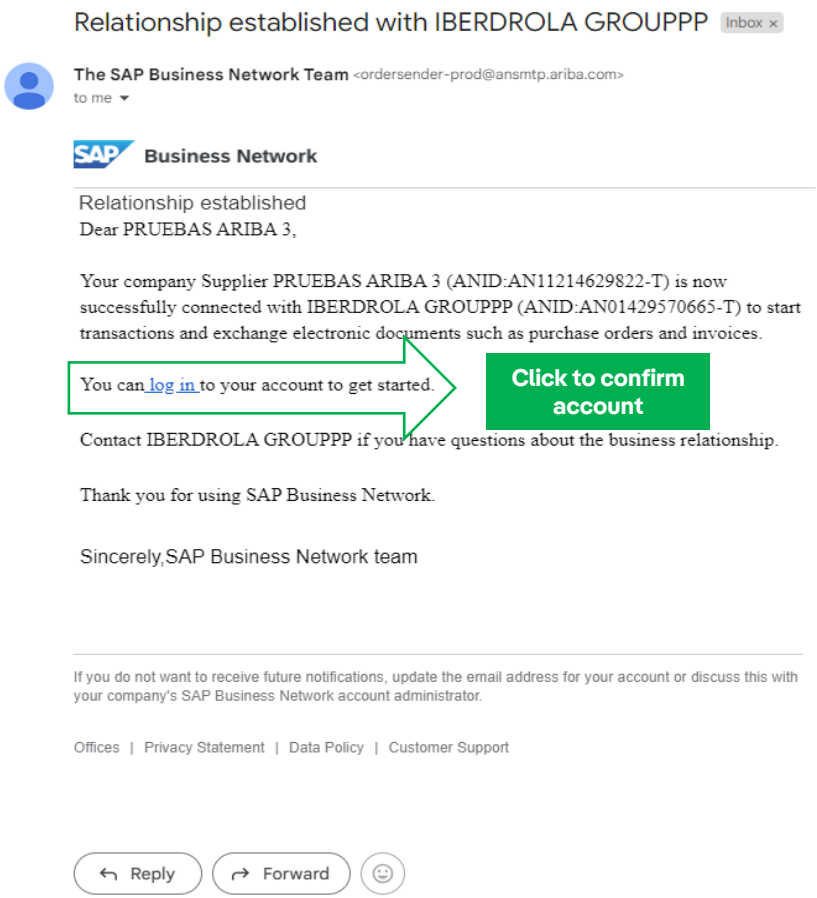
Fields marked with an asterisk are required

Ariba and IBuy registration

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

Once you have filled in your details and clicked on the 'create new account' button, you will receive an email confirming your account.





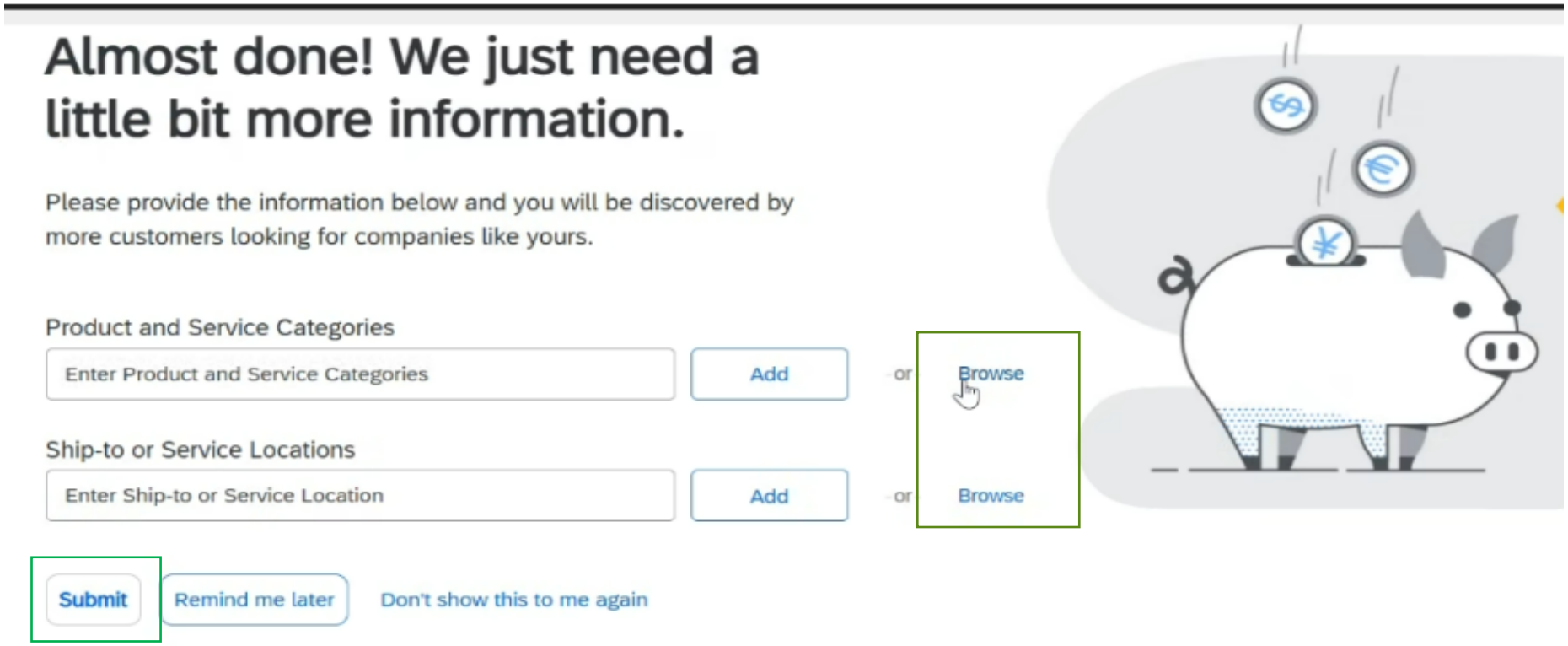
Ariba and IBuy registration

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).

To continue with the process click on the button "Submit".



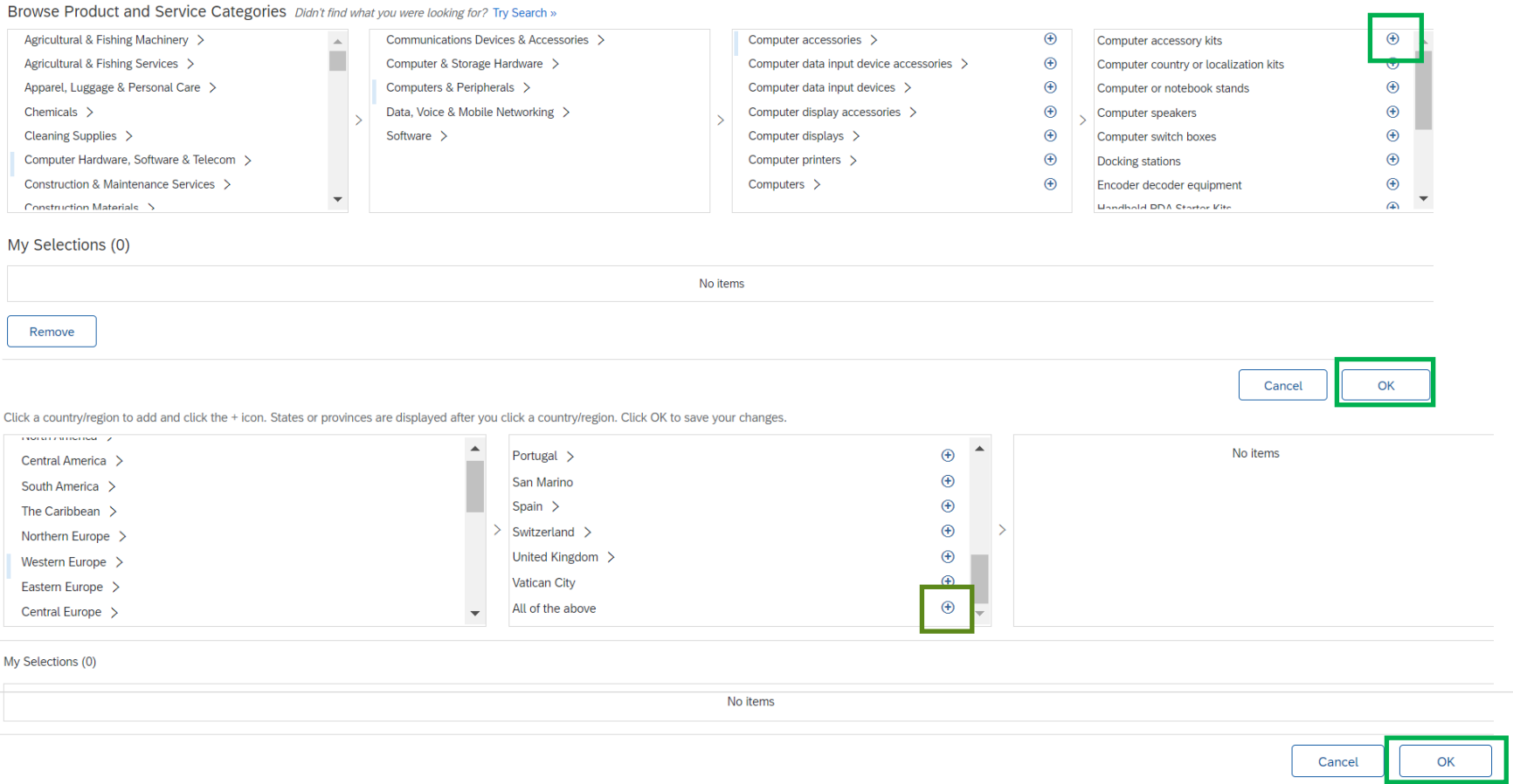
Ariba and IBuy registration

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".

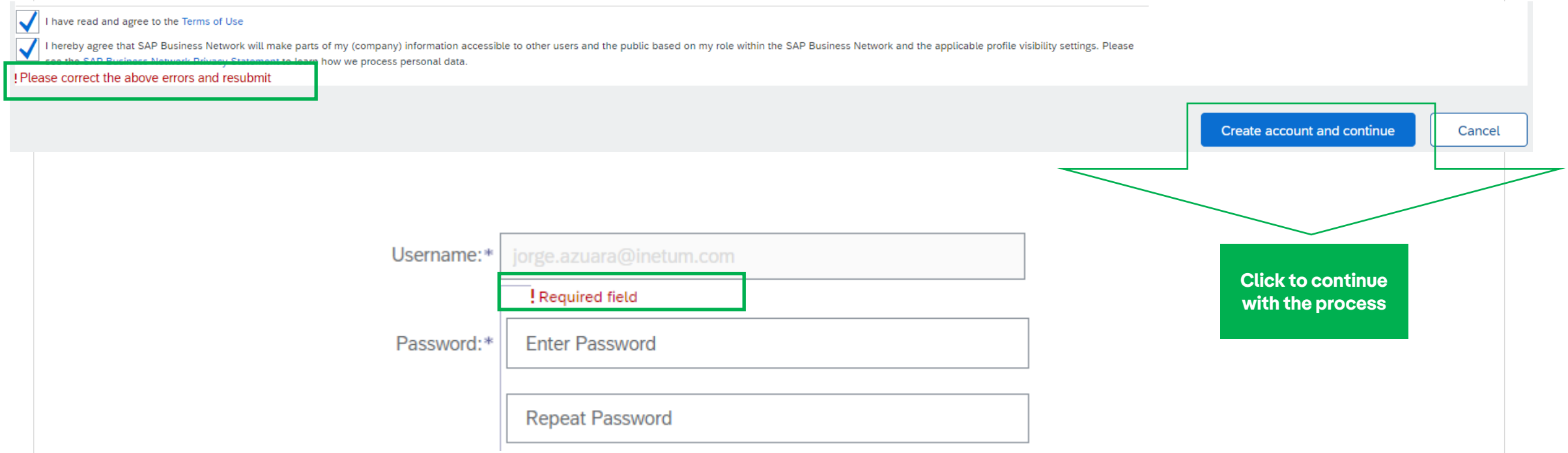
'Ship-to or service locations': We display the regions and select the countries we want by pressing the "+" button and “OK".



Ariba and IBuy registration

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

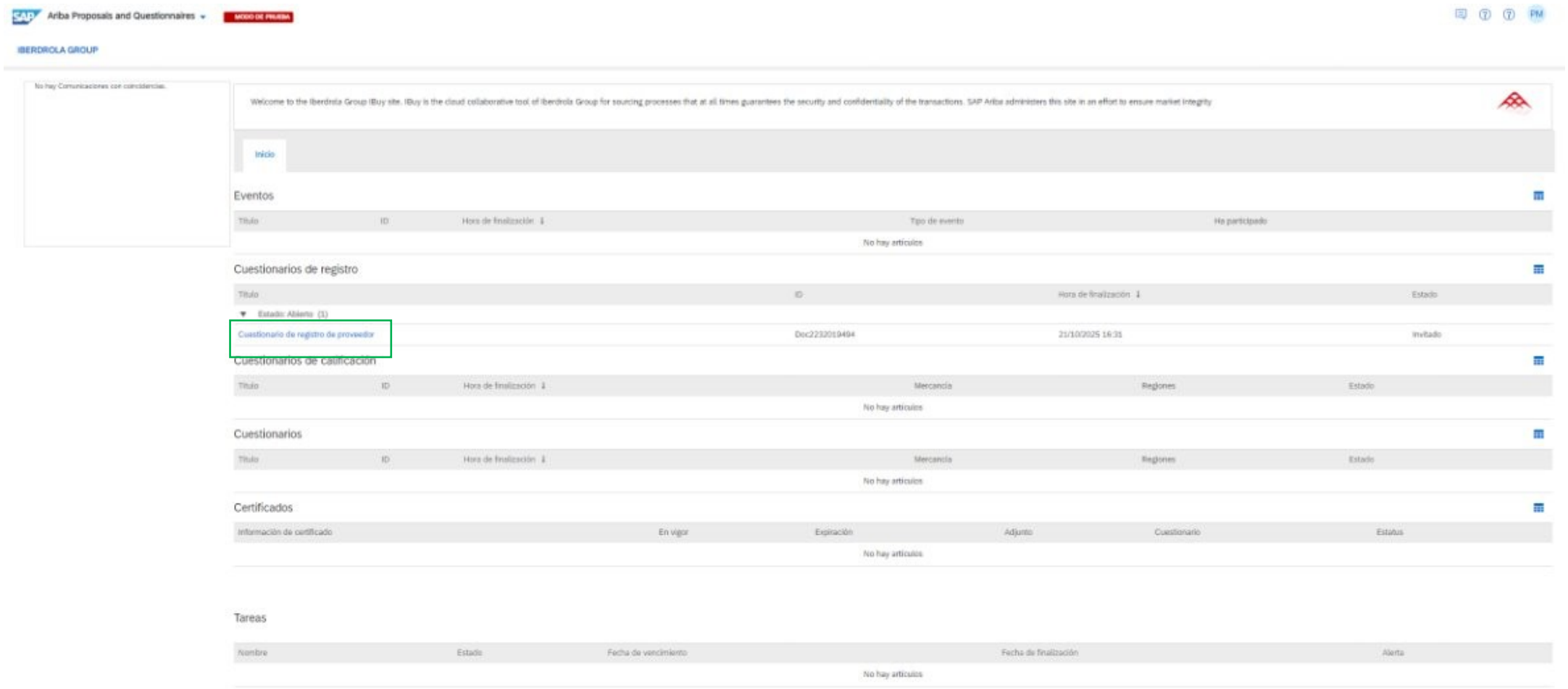
In case we have made a mistake and left any of the required fields blank, the system will return an error message after clicking on the "Create account and continue" button. For example, if we leave the 'Password' field blank, the following message will appear.



Ariba and IBuy registration

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

Once you have filled in the previous fields, you will see the following screen. Click on ‘Supplier registration questionnaire’.



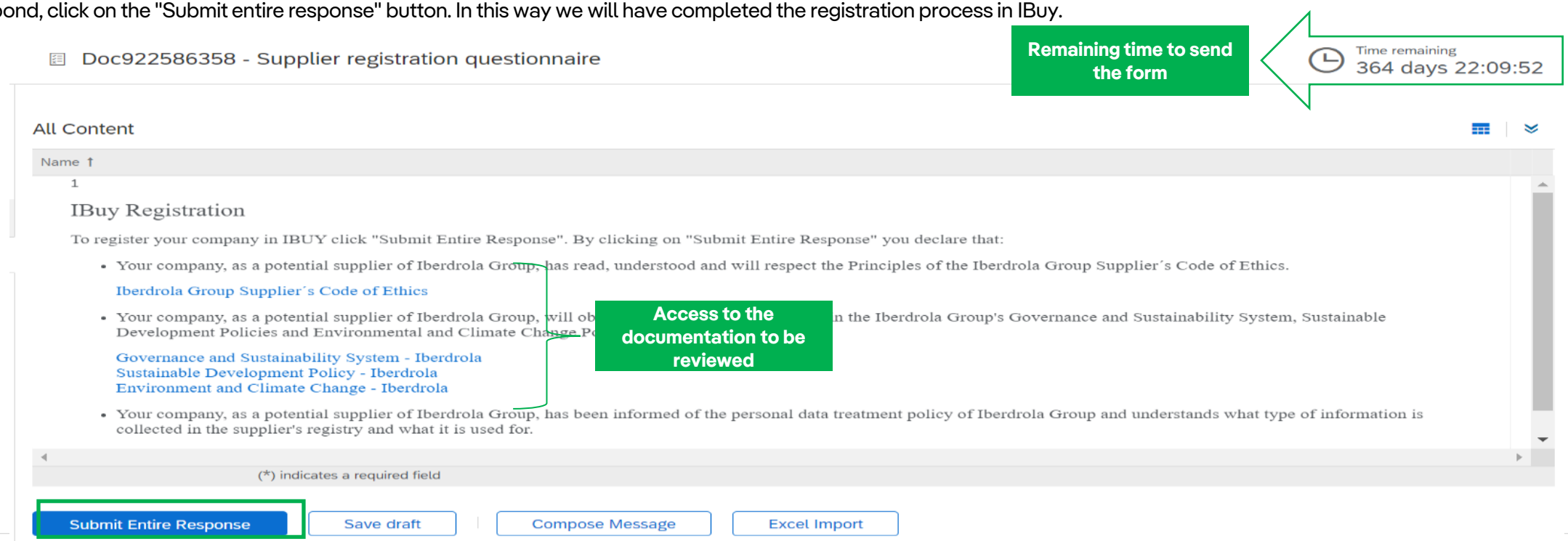
Ariba and IBuy registration

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.



Ariba and IBuy registration

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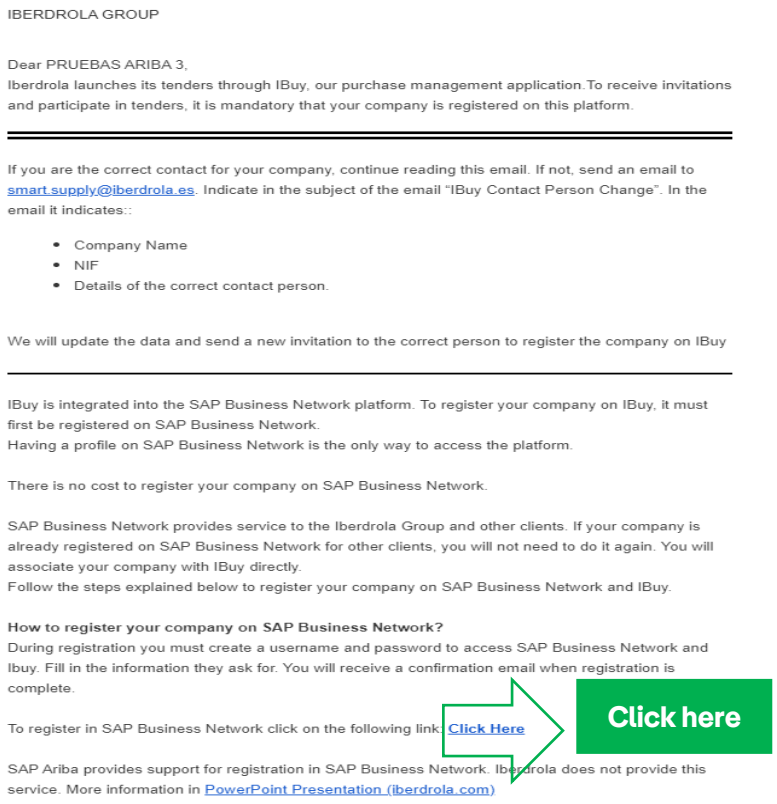

IBERDROLA GROUP

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If you are the correct contact for your company, continue reading this email. If not, send an email to smart.supply@iberdrola.es. Indicate in the subject of the email "IBuy Contact Person Change". In the email it indicates::

- Company Name
- NIF
- Details of the correct contact person.

We will update the data and send a new invitation to the correct person to register the company on IBuy

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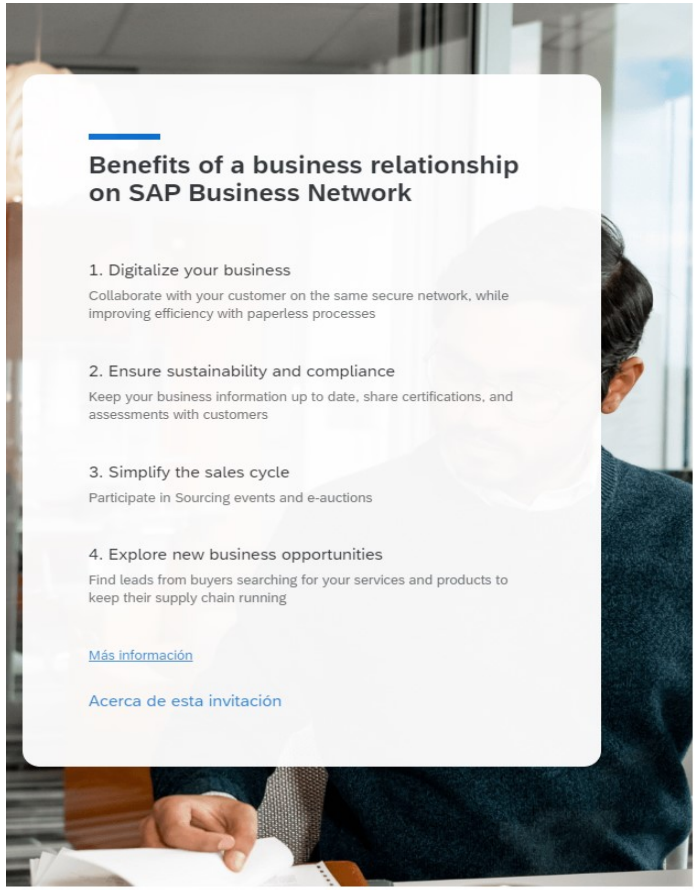
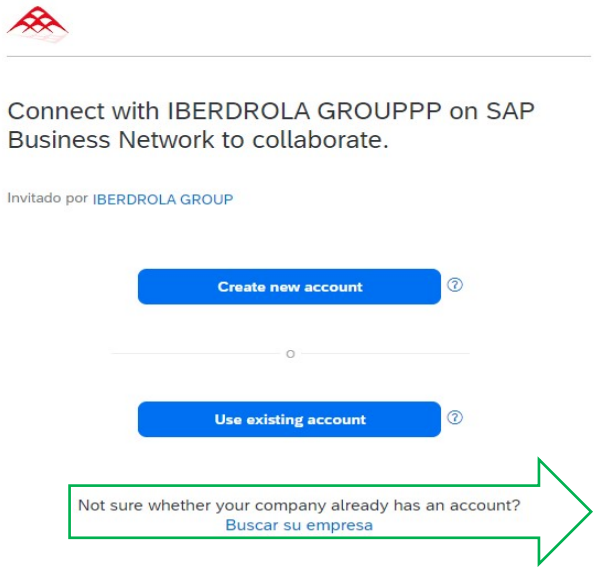
Ariba and IBuy registration

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

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



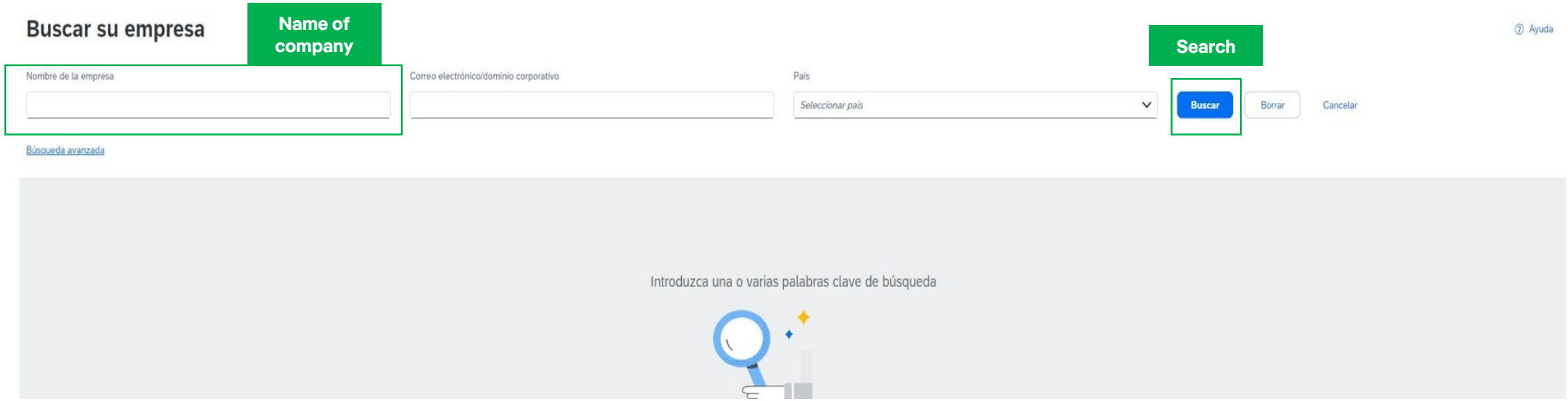


select to search for your company

Ariba and IBuy registration

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

If we don't know, we will search by company name and click on search. Select to search for your company



Ariba and IBuy registration

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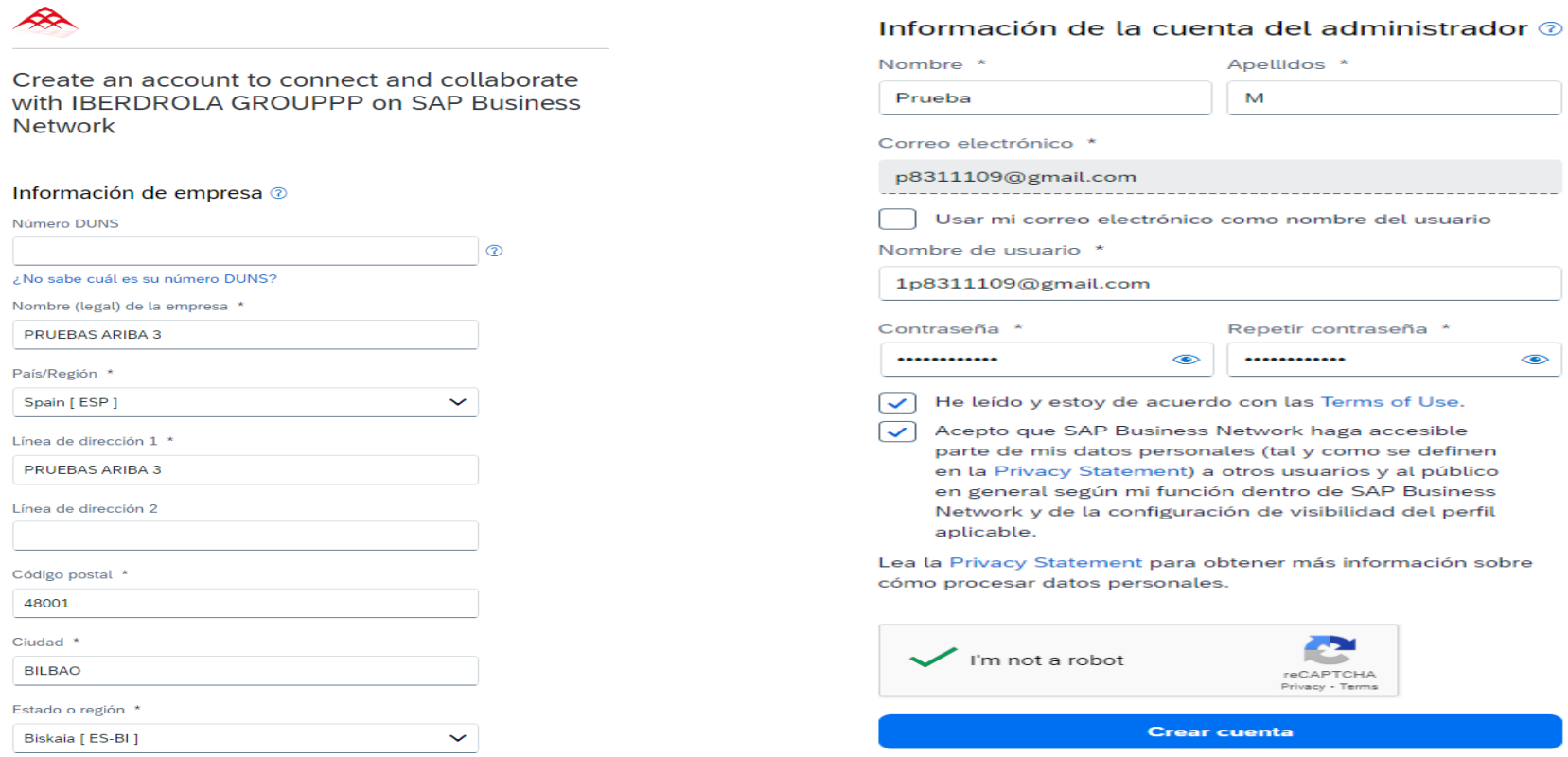


Fields marked with an asterisk are required

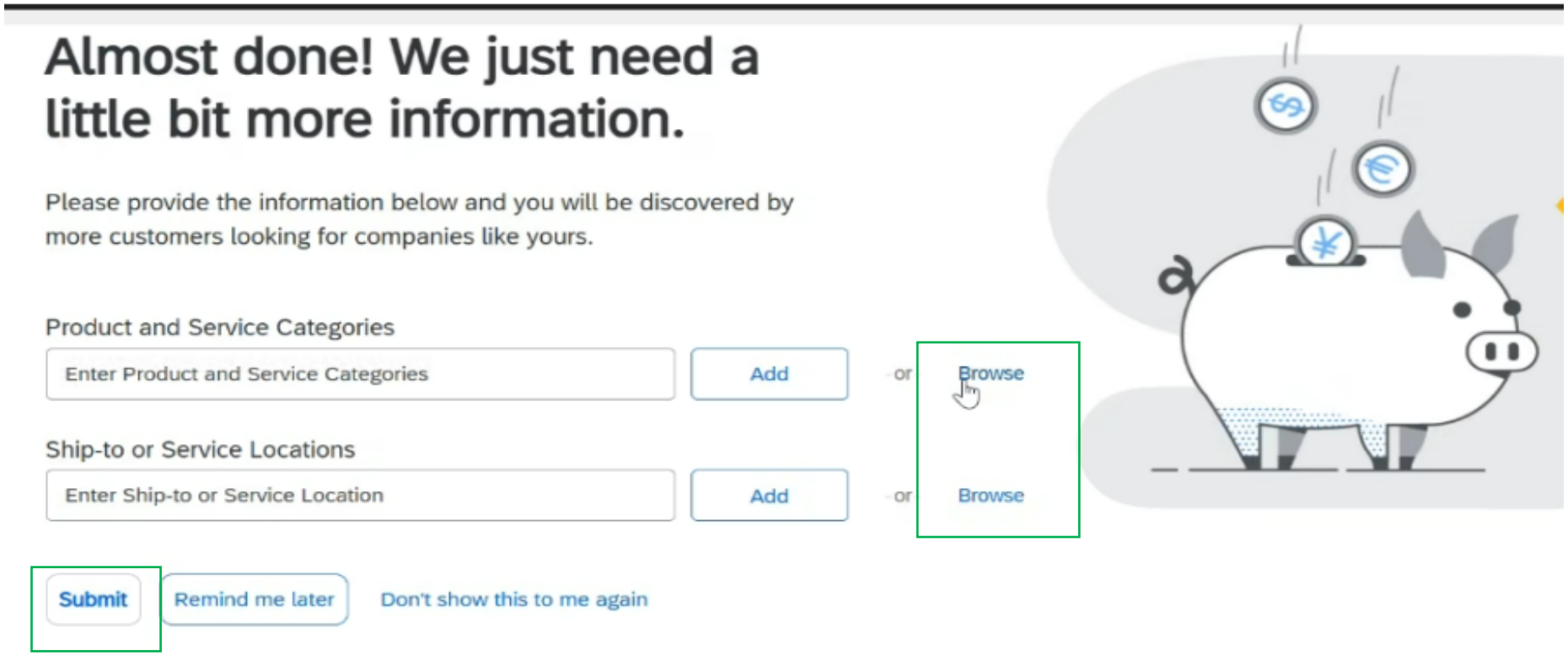
Ariba and IBuy registration

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

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).

To continue with the process click on the button "Submit".



Ariba and IBuy registration

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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".

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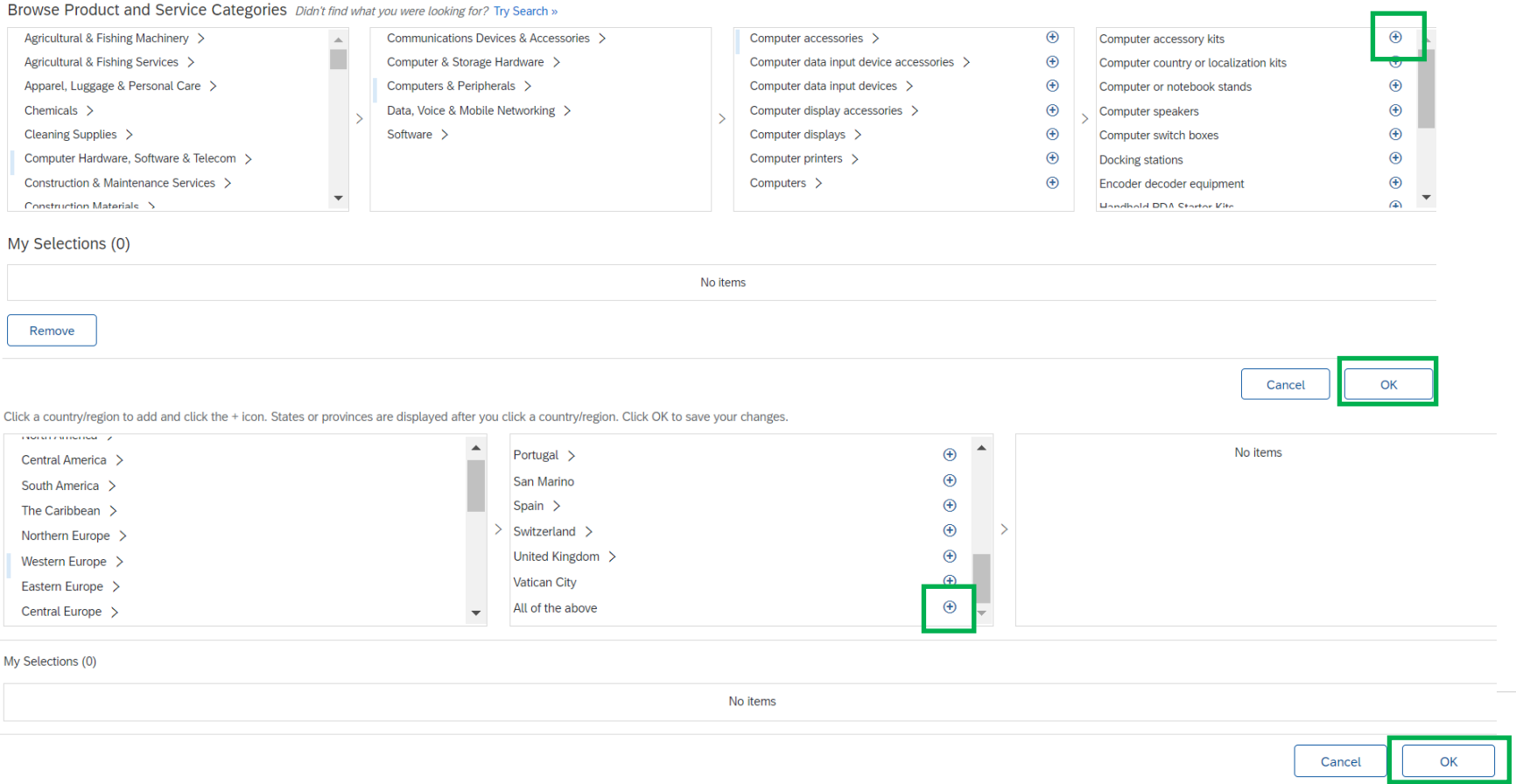

Ariba and IBuy registration

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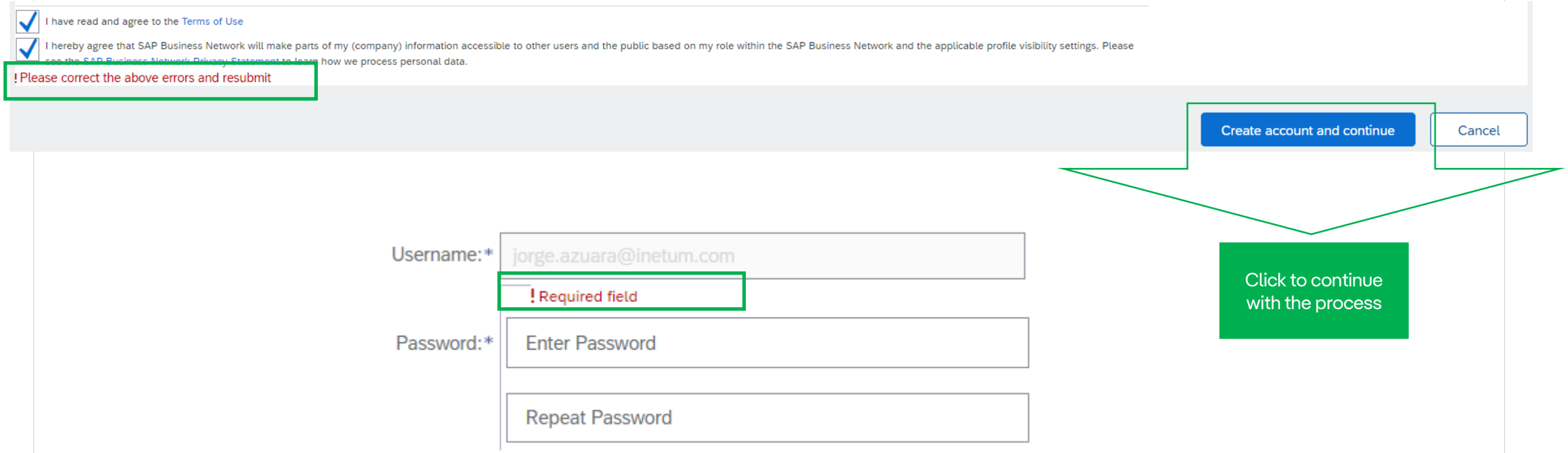
In case we have made a mistake and left any of the required fields blank, the system will return an error message after clicking on the "Create account and continue" button. For example, if we leave the 'Password' field blank, the following message will appear.

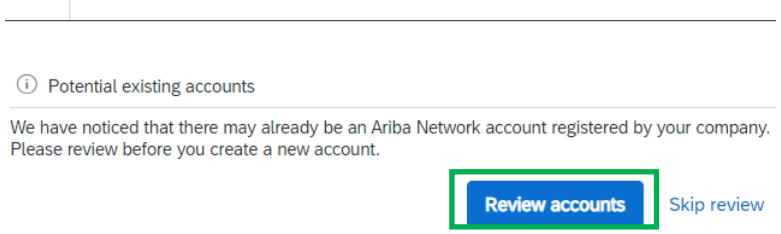


Ariba and IBuy registration

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

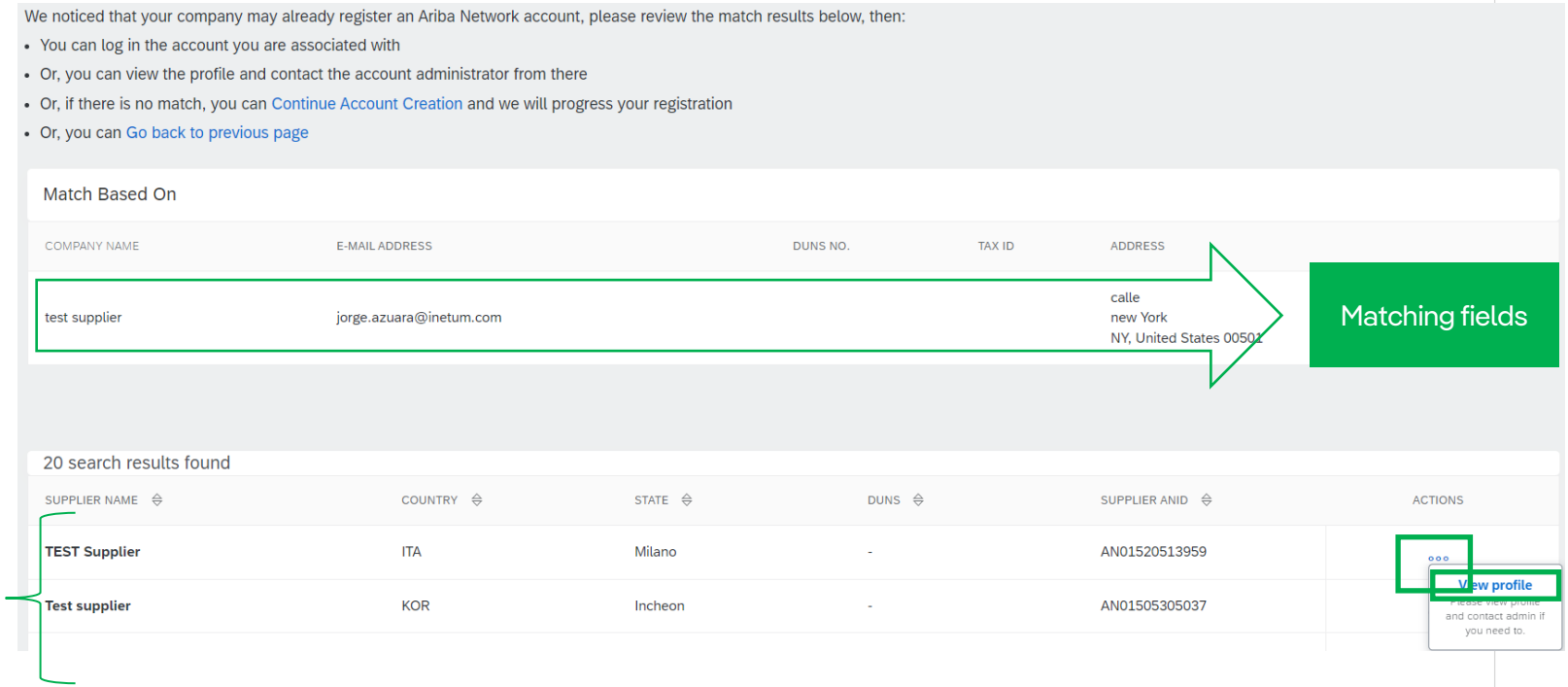
After clicking on the "Create account and continue" button, a message appears informing us that it is possible that our company account already exists in Ariba. Since in this case we are not sure if we have already created an account in Ariba, we will click on "Review accounts".

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.



The search will be done through the following fields:

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



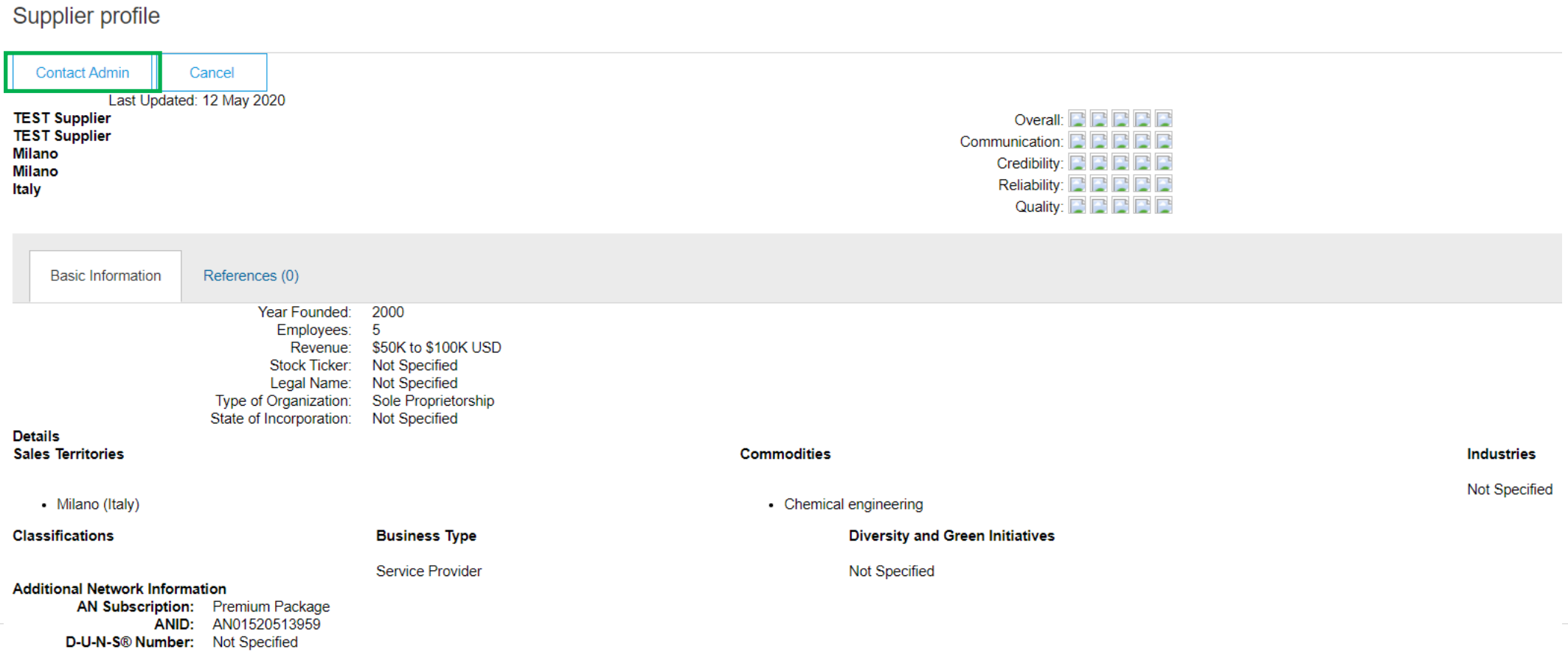
Similar Ariba accounts

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

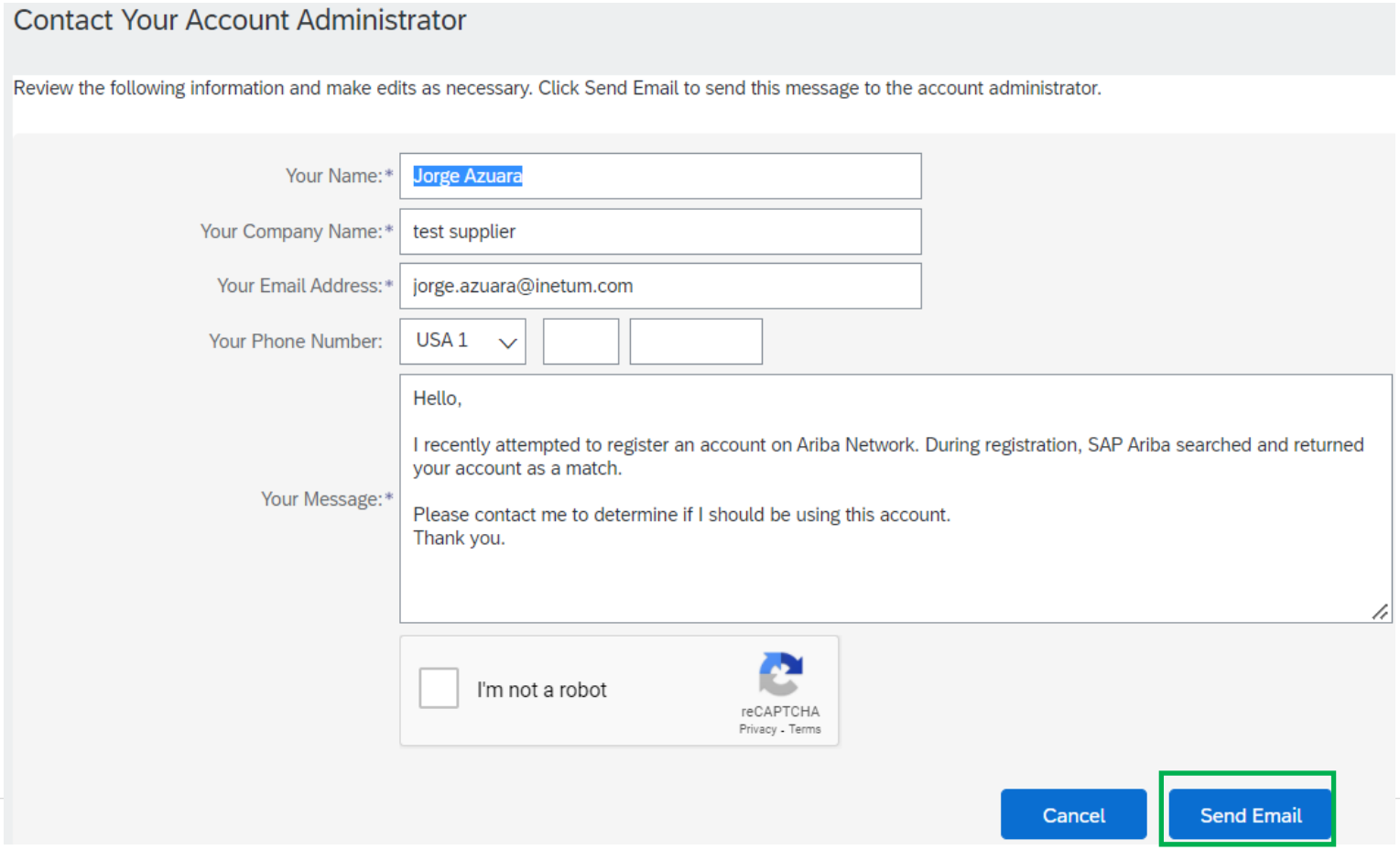
In this screen we can see information of the company associated to the Ariba account and contact the administrator by clicking on the "Contact admin" button.



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.



Ariba and IBuy registration

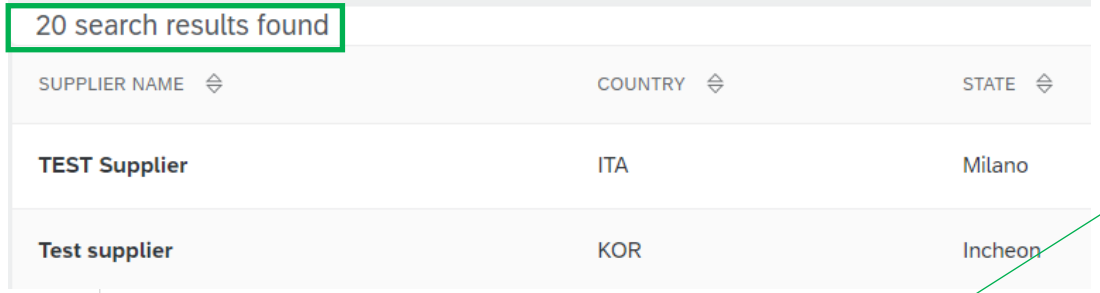
Case 2: I don't know if I have an Ariba Network account - Reviewing your company's accounts on AN

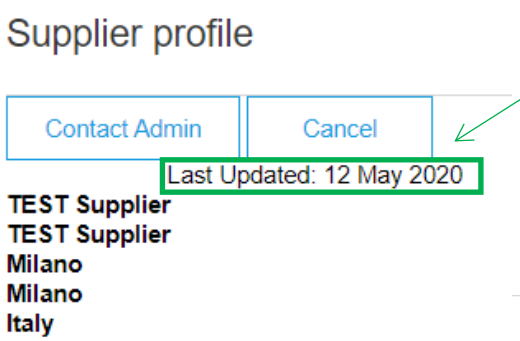
Several accounts of the company appear in Ariba Network, how do we know which is the correct one?

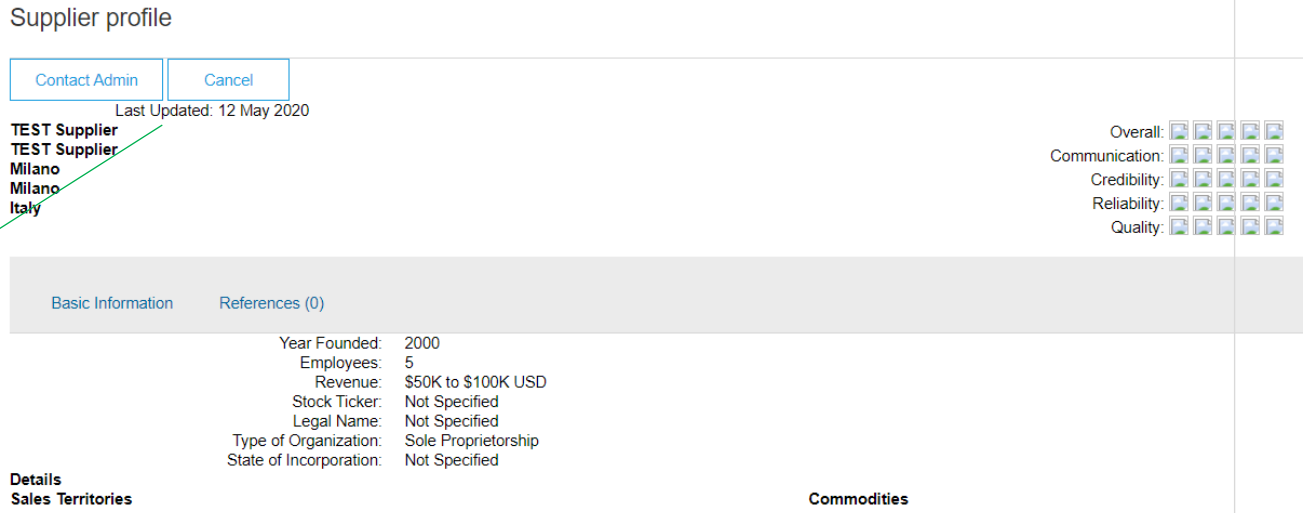
To find out which is the correct account we have to look at the following points:

- Check with the administrator if any of these accounts is already integrated with the IBuy platform of the Iberdrola group
- 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.





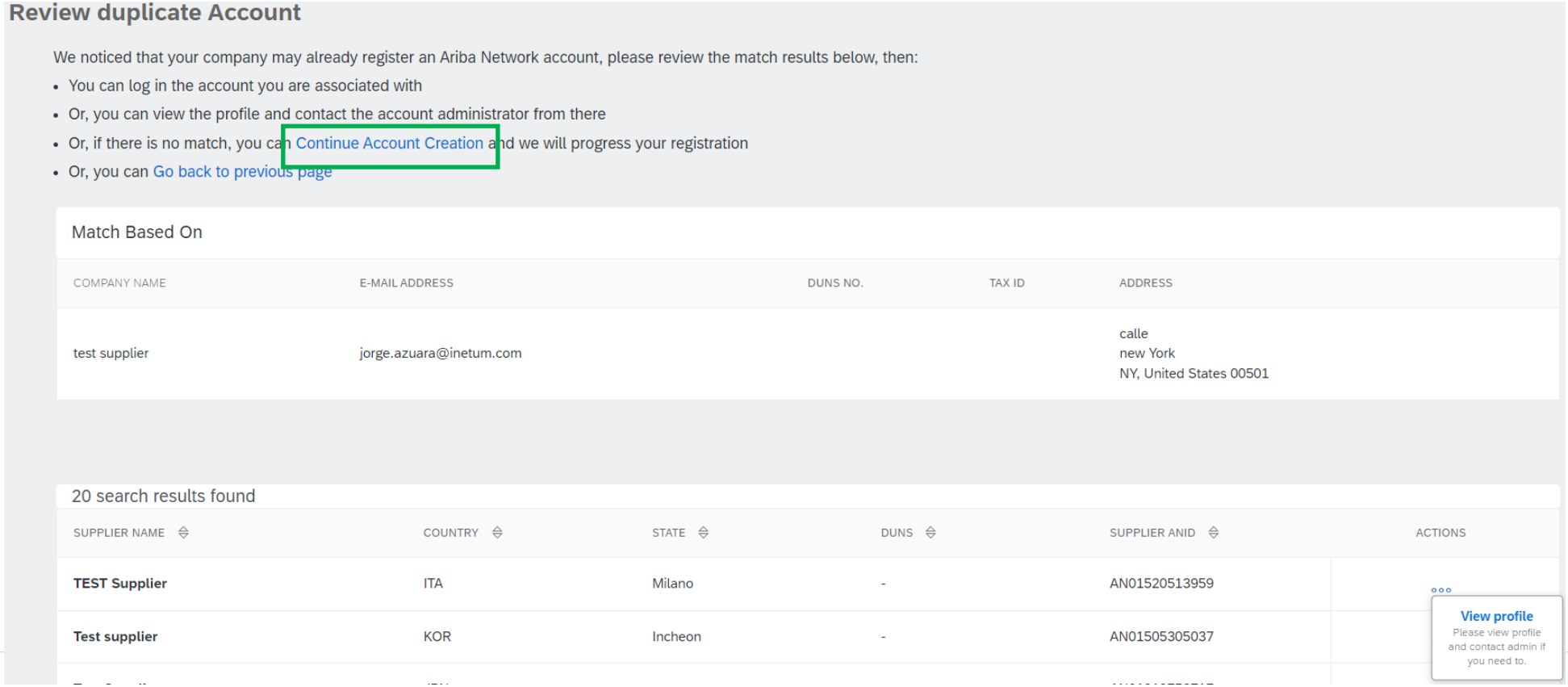


Ariba and IBuy registration

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.



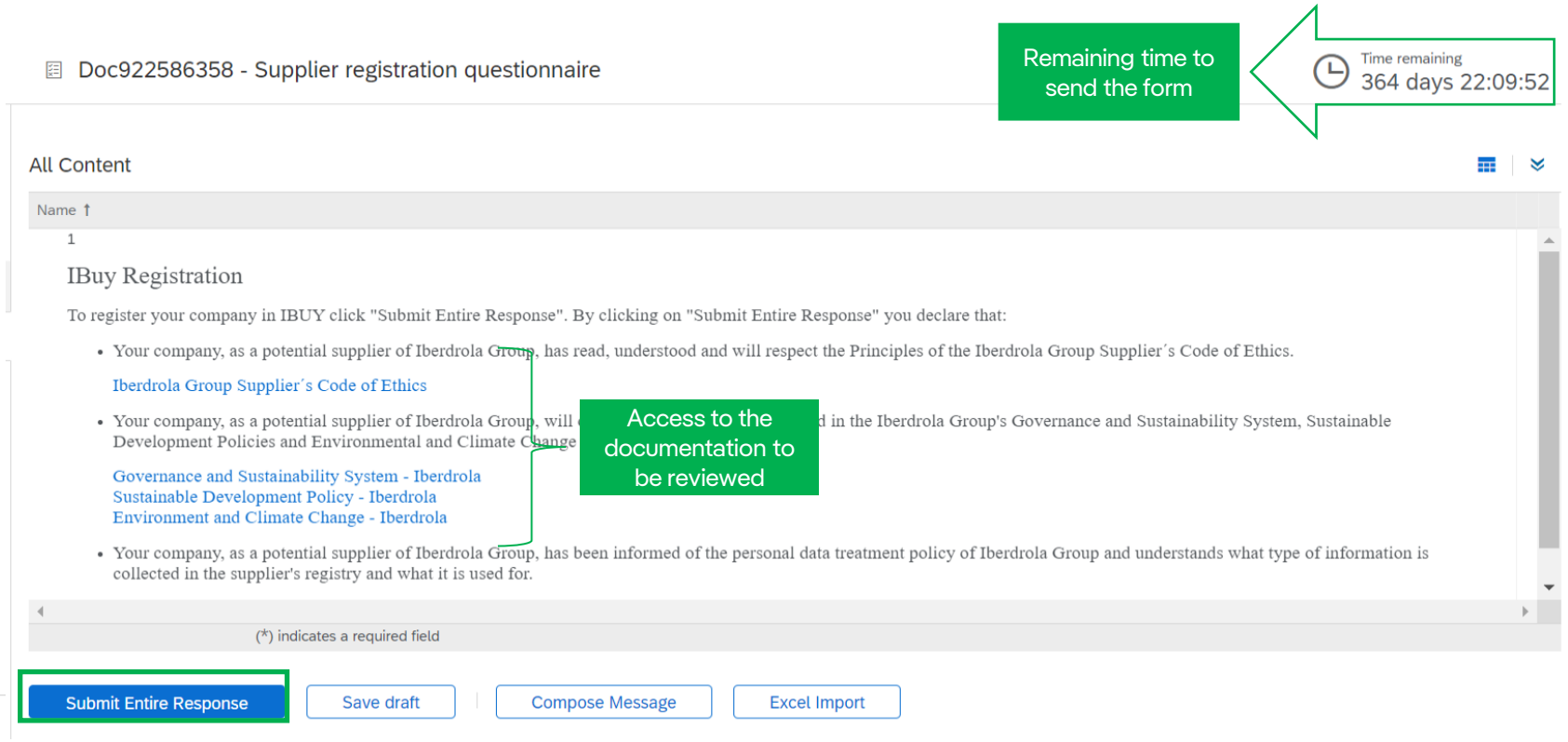
Ariba and IBuy registration

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.



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 continue with the process.

IBERDROLA GROUP

Dear PRUEBAS ARIBA 3,
Iberdrola launches its tenders through IBuy, our purchase management application.To receive invitations and participate in tenders, it is mandatory that your company is registered on this platform.

If you are the correct contact for your company, continue reading this email. If not, send an email to smart.supply@iberdrola.es. Indicate in the subject of the email "IBuy Contact Person Change". In the email it indicates::

- Company Name
- NIF
- Details of the correct contact person.

We will update the data and send a new invitation to the correct person to register the company on IBuy

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Sincerely,
Purchasing and Insurance Department of the Iberdrola Group

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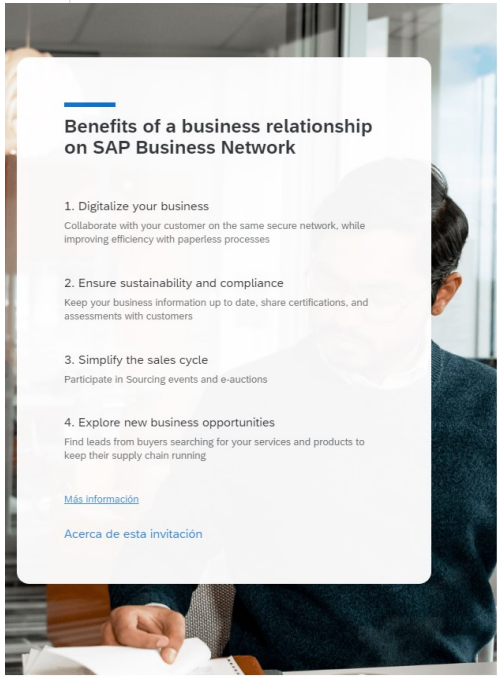
Ariba and IBuy registration

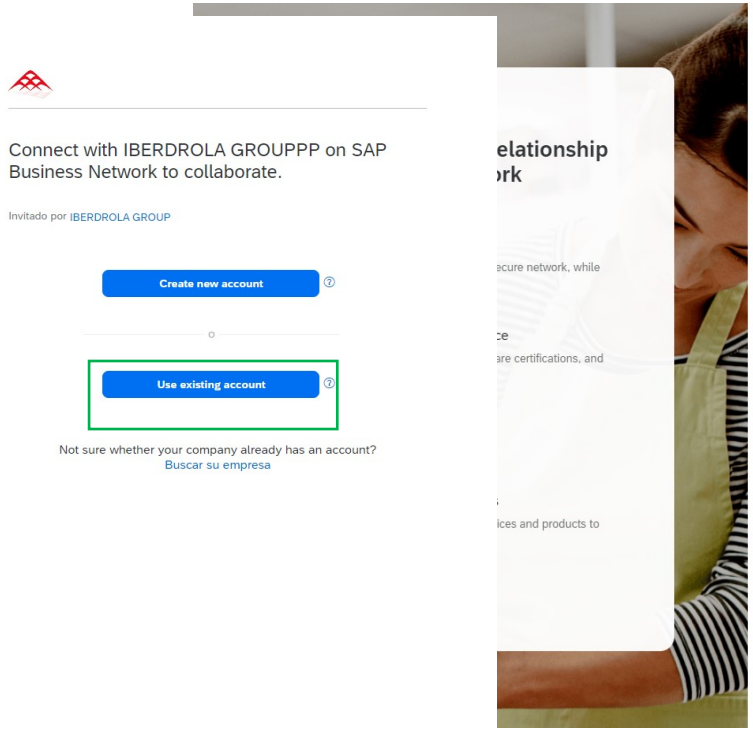
Case 3: I already have an AN account - Associate the Ariba account with IBuy

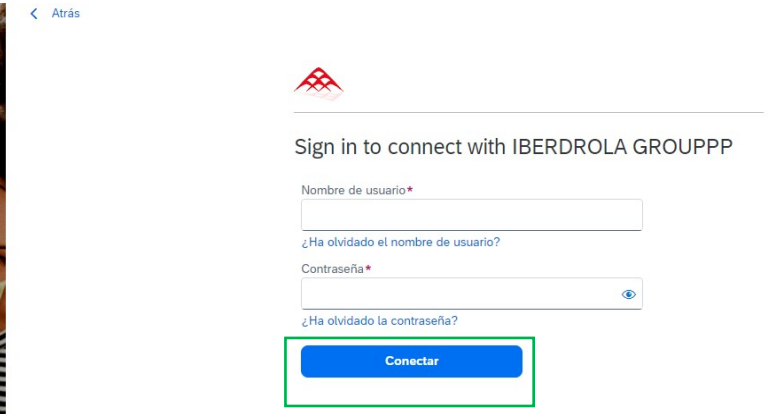
There are 2 scenarios:

- Scenario 1: In case our company already has a user account in AN and I have a user, we must click on the "Use existing account" 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.





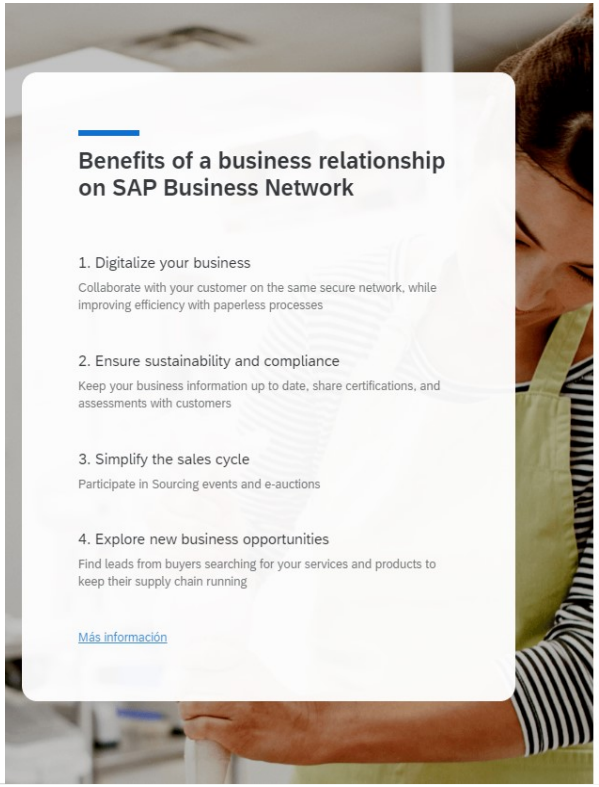


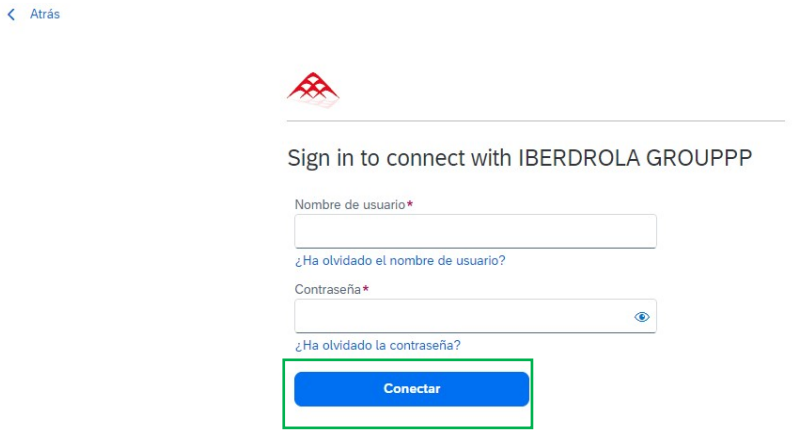
Ariba and IBuy registration

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.



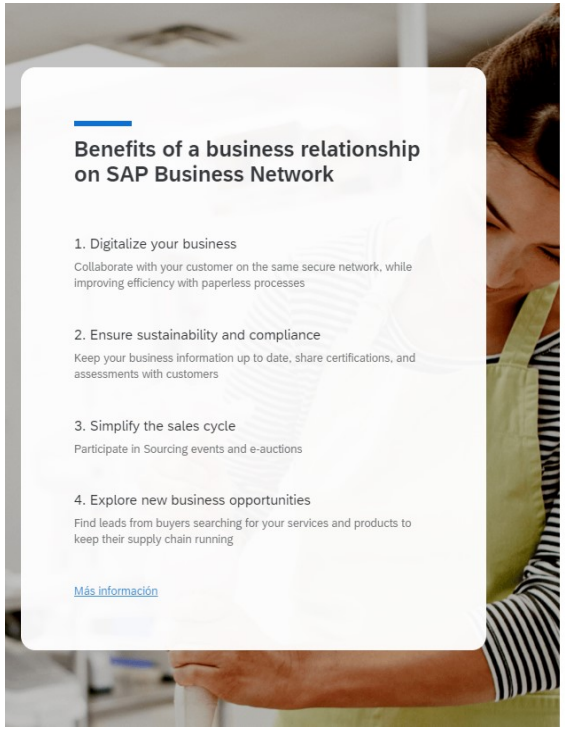


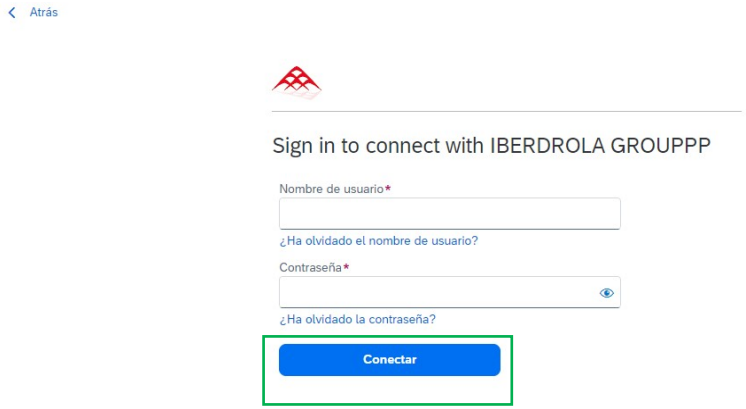
Ariba and IBuy registration

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..





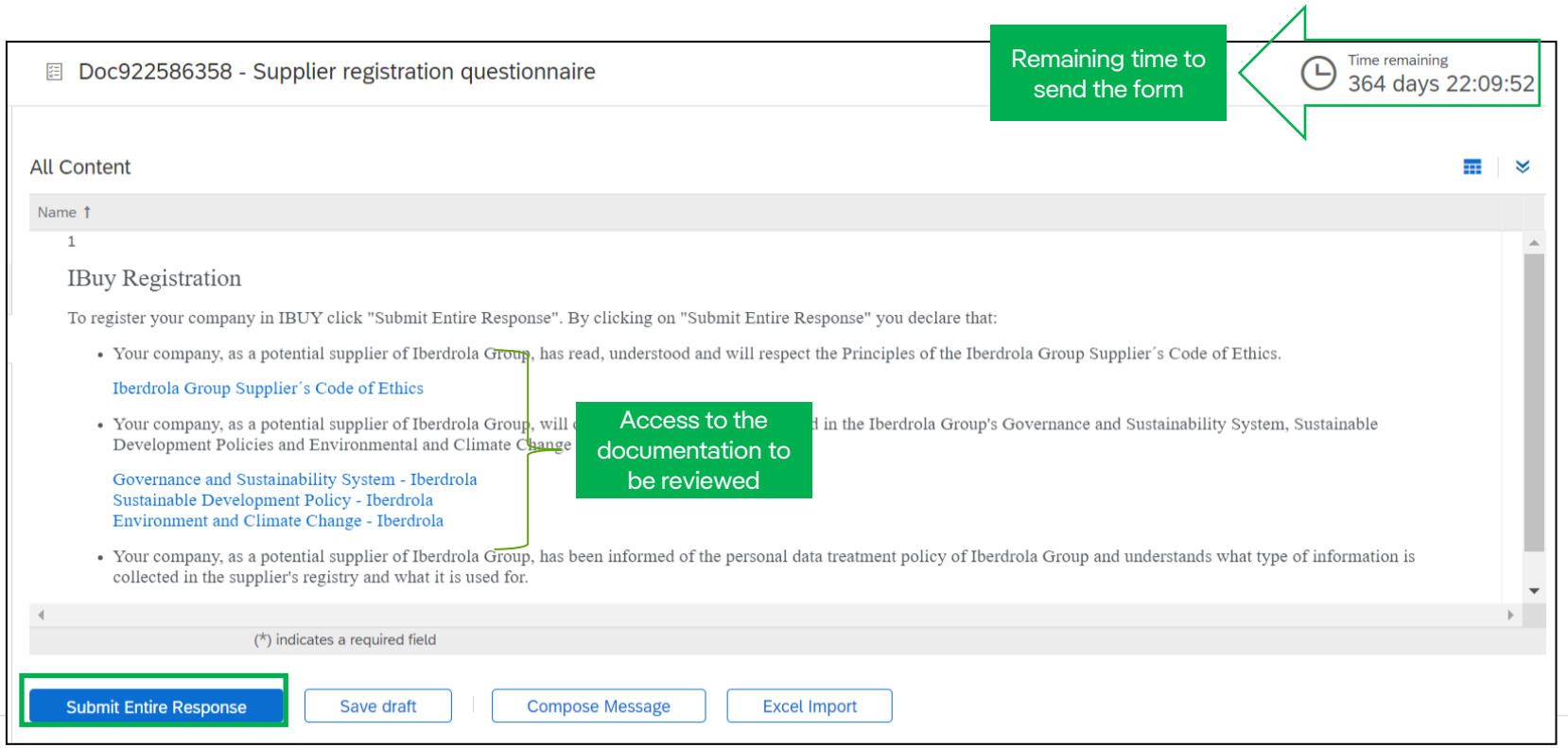
Ariba and IBuy registration

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.



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).

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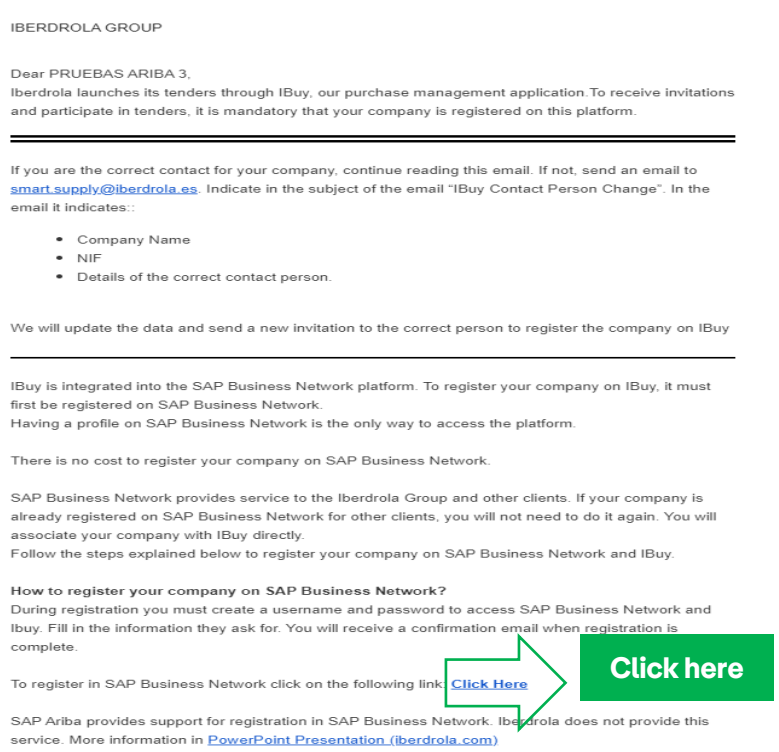

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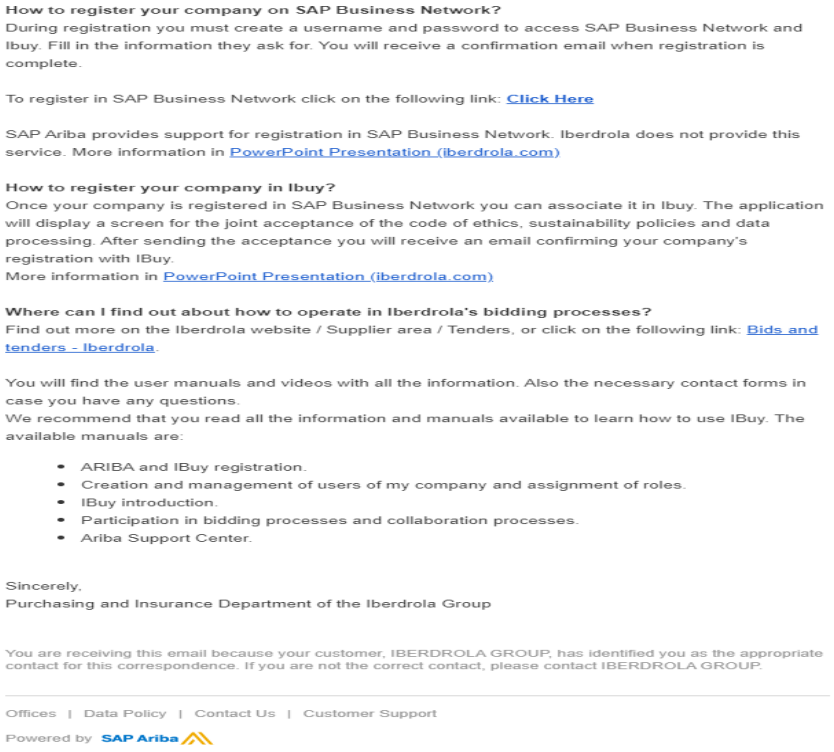

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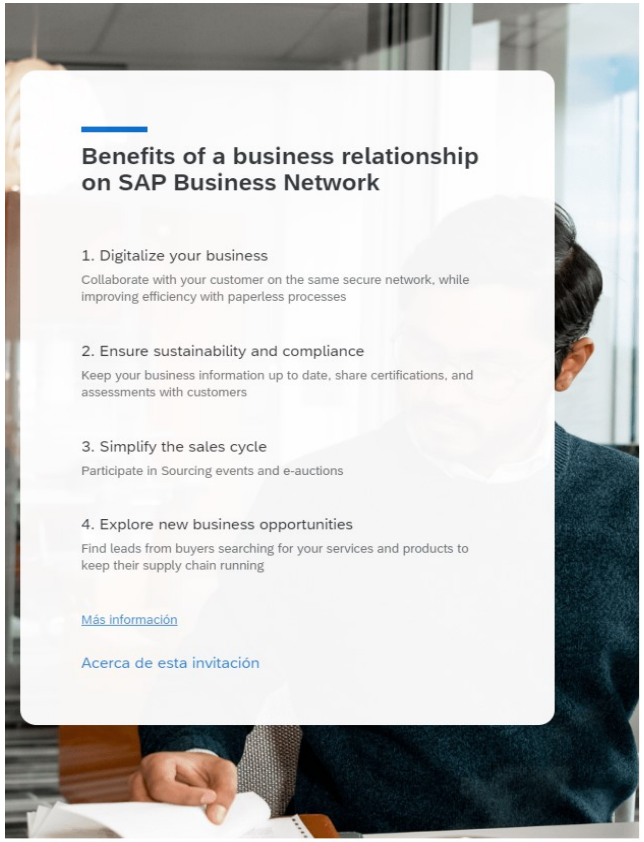
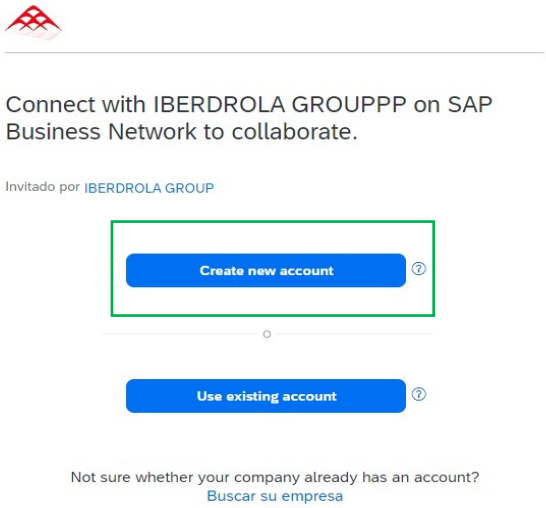
Ariba and IBuy registration

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

In this screen we must click on the “Create a new account" button.





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.

Fields marked with an asterisk are required

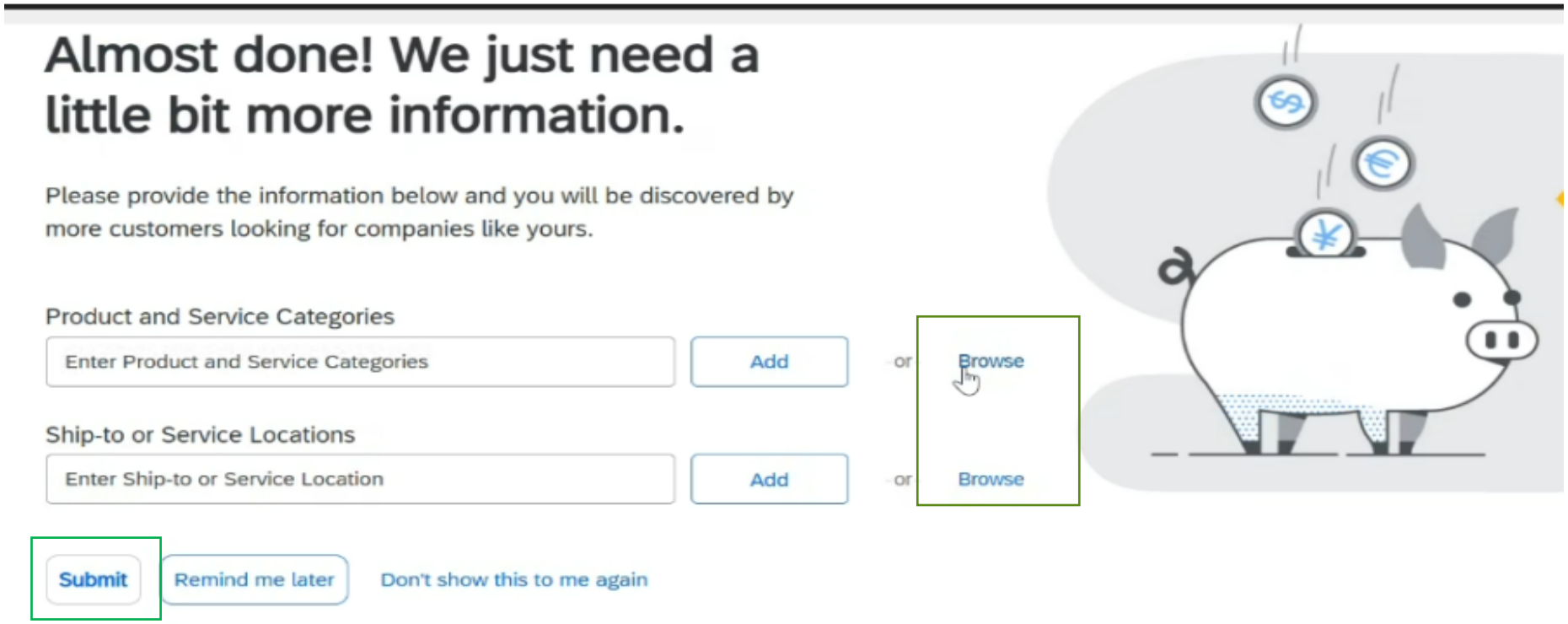
Ariba and IBuy registration

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).

To continue with the process click on the button "Submit".



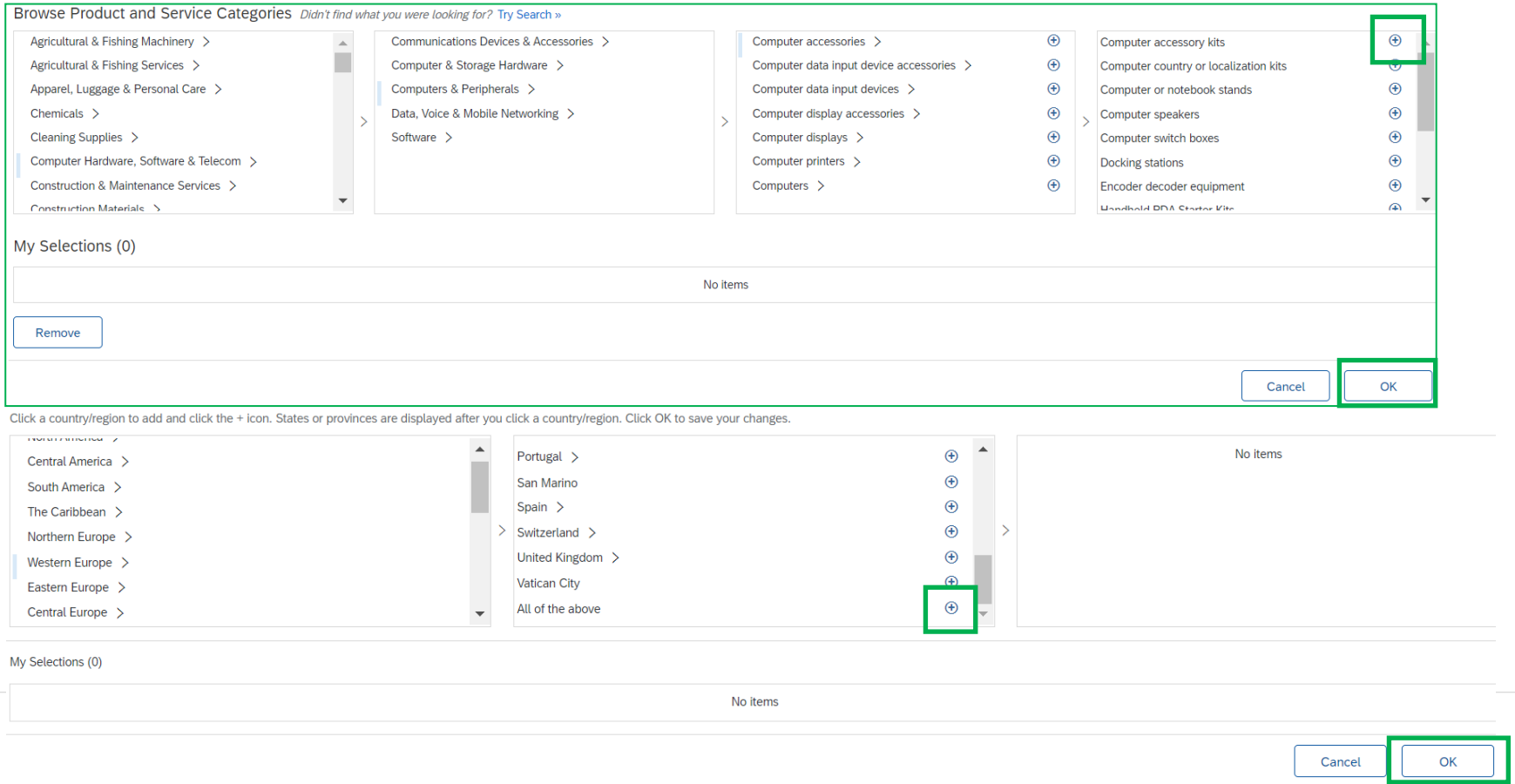
Ariba and IBuy registration

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".

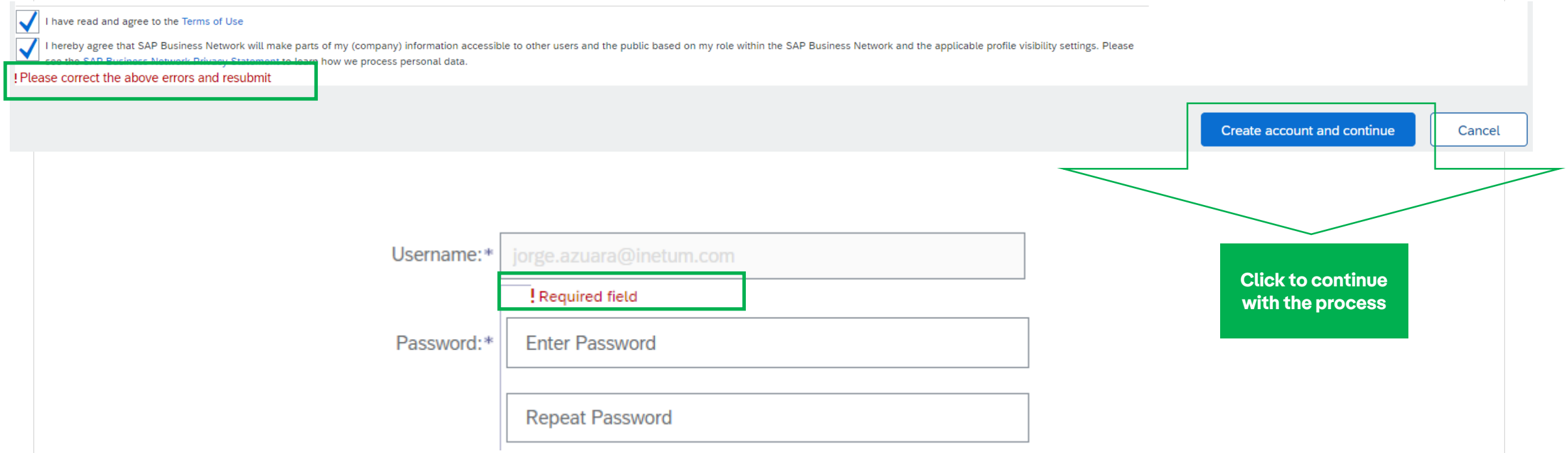
'Ship-to or service locations': We display the regions and select the countries we want by pressing the "+" button and “OK".



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.



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.

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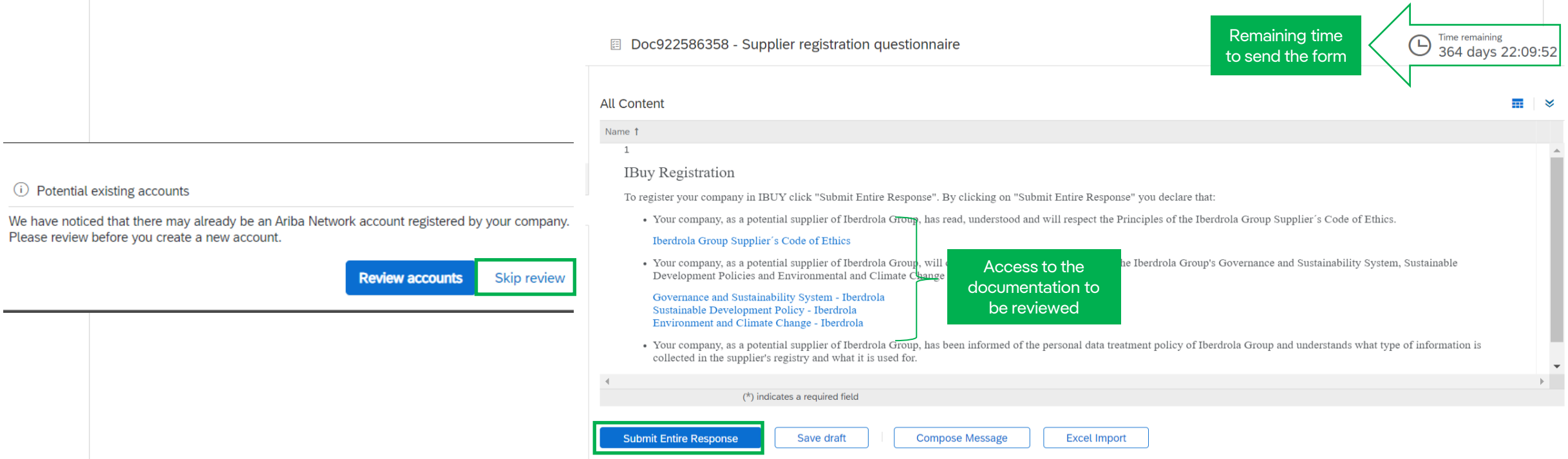

Ariba and IBuy registration

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?').

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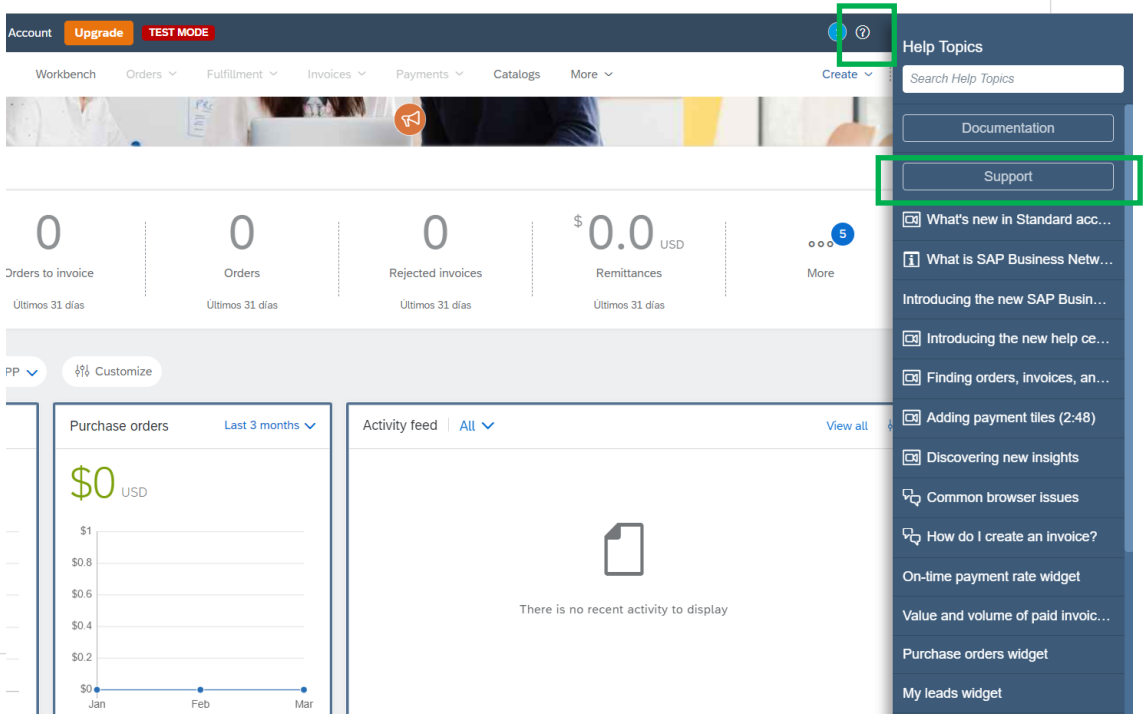
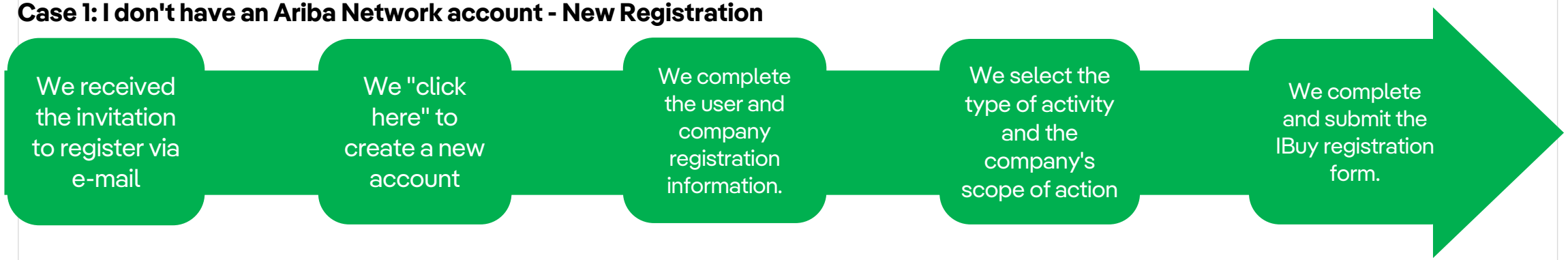
Solution 2



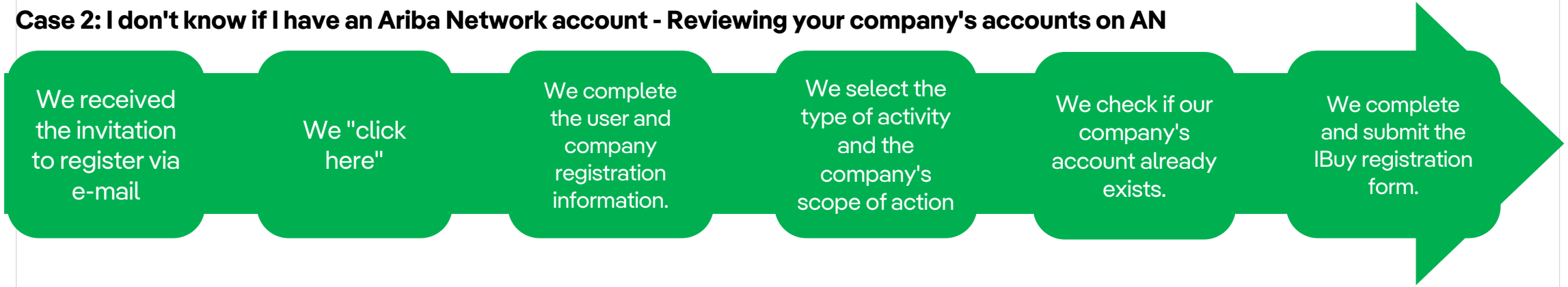
Ariba and IBuy registration

Step summary

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



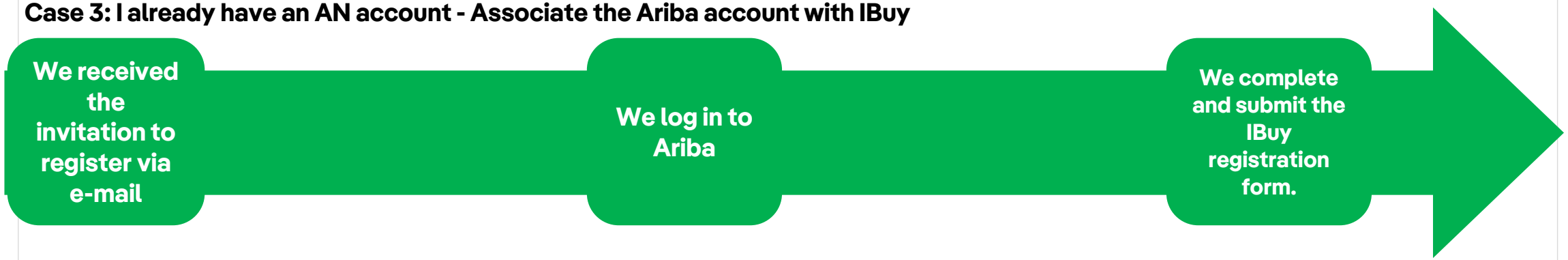
Case 2: I don't know if I have an Ariba Network account - Reviewing your company's accounts on AN



Ariba and IBuy registration

Step summary

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



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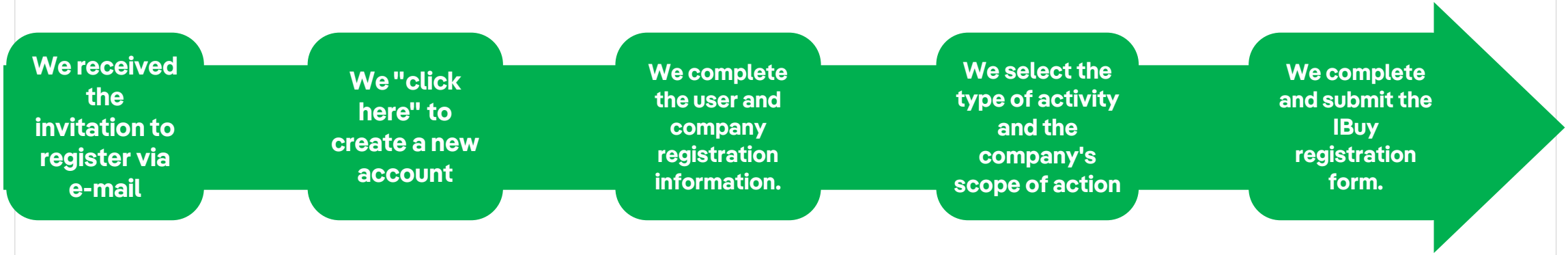

Thank you for your attention

Ariba Network and IBuy