



# **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

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- **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

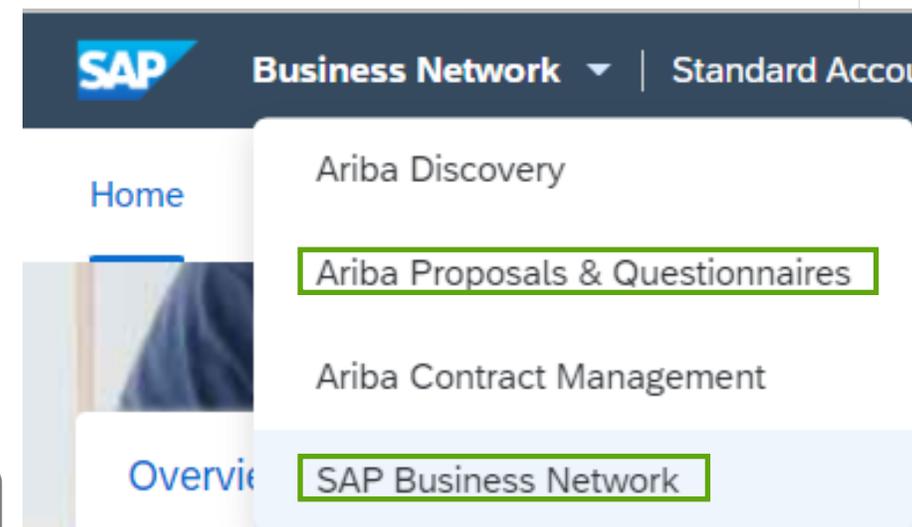
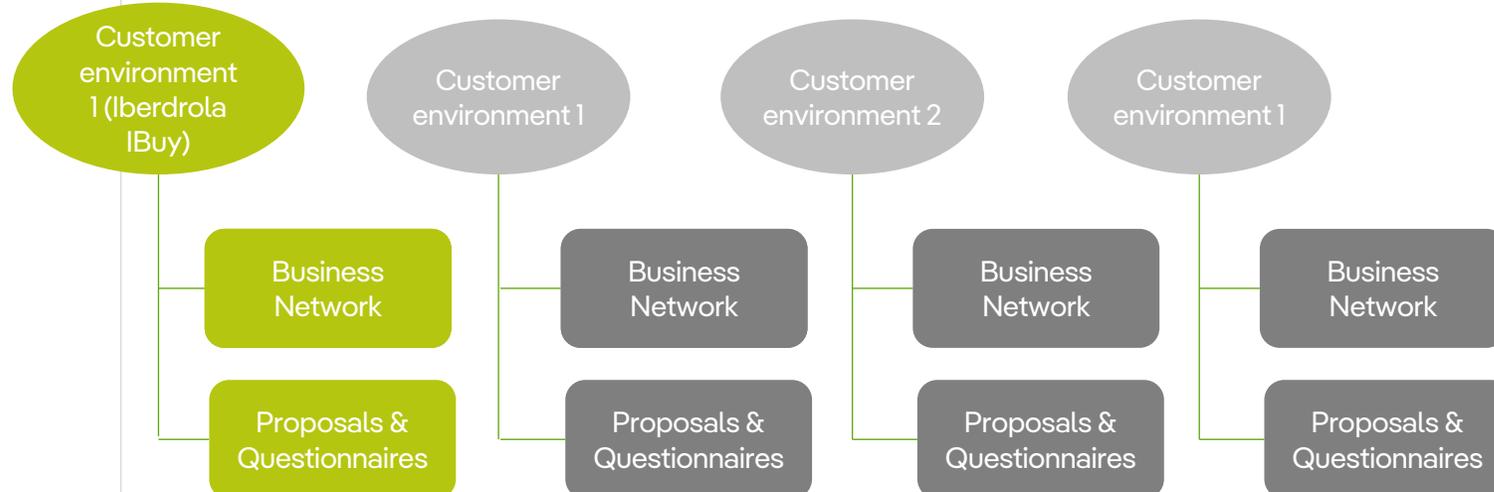
## Introduction

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 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](mailto: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

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](#)

**Click here**

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

### 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 \(iberdrola.com\)](#)

### 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.

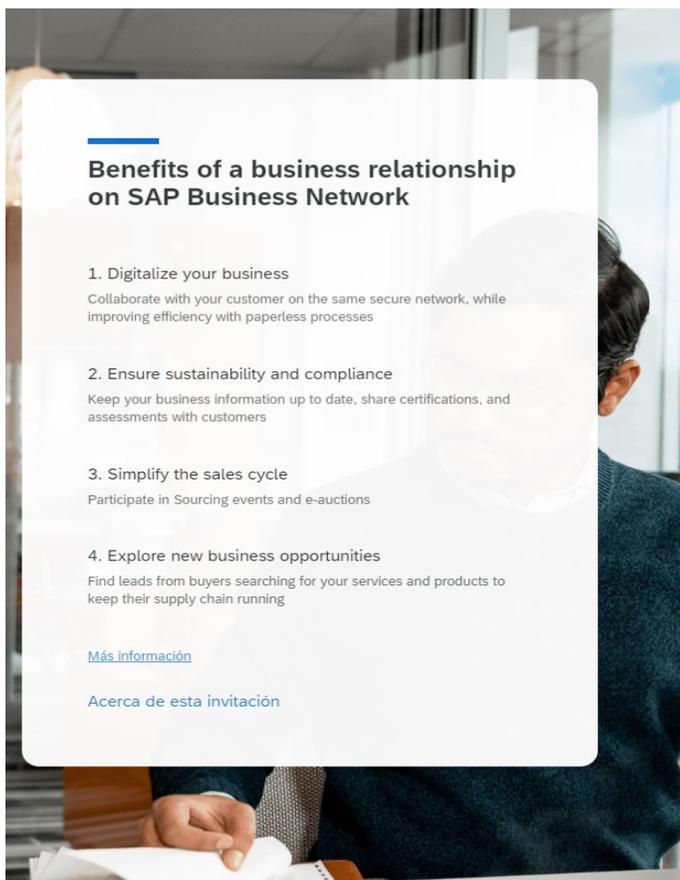
Offices | Data Policy | Contact Us | Customer Support

Powered by  SAP Ariba

# Ariba and IBuy registration

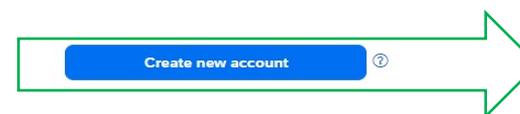
## Case 1: I don't have an Ariba Network account - New Registration

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



Connect with IBERDROLA GROUP on SAP Business Network to collaborate.

Invitado por IBERDROLA GROUP



Select to create a new account

Not sure whether your company already has an account?  
[Buscar su empresa](#)

# 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.



Create an account to connect and collaborate with IBERDROLA GROU PPP on SAP Business Network

### Información de empresa

Número DUNS

¿No sabe cuál es su número DUNS?

Nombre (legal) de la empresa \*

País/Región \*

Línea de dirección 1 \*

Línea de dirección 2

Código postal \*

Ciudad \*

Estado o región \*

Fields marked with an asterisk are required

### Información de la cuenta del administrador

Nombre \*

Apellidos \*

Correo electrónico \*



Usar mi correo electrónico como nombre del usuario

Nombre de usuario \*

Contraseña \*

Repetir contraseña \*



He leído y estoy de acuerdo con las [Terms of Use](#).

Acepto que SAP Business Network haga accesible parte de mis datos personales (tal y como se definen en la [Privacy Statement](#)) a otros usuarios y al público en general según mi función dentro de SAP Business Network y de la configuración de visibilidad del perfil aplicable.

Lea la [Privacy Statement](#) para obtener más información sobre cómo procesar datos personales.

 I'm not a robot 

# Ariba and IBuy registration

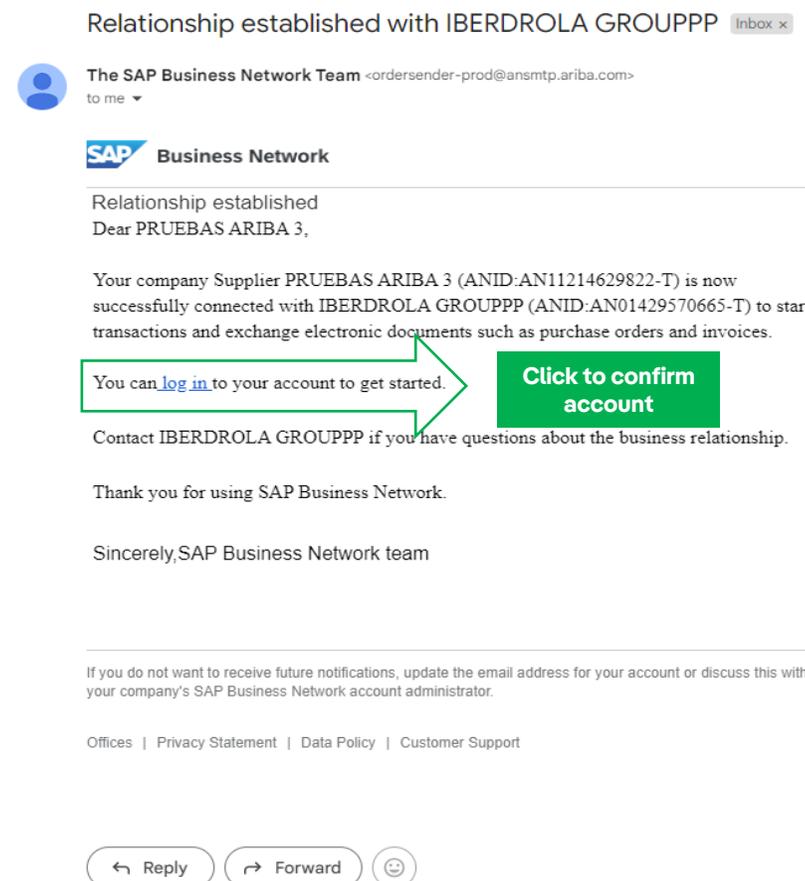
## Case 1: I don't have an Ariba Network account - New Registration

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

### Please confirm your email address

Check your email at [p8311109@gmail.com](mailto:p8311109@gmail.com) and follow the steps in the email to confirm your email address in the next **72 hours**.

> If you did not receive the email:



# 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".

**Almost done! We just need a little bit more information.**

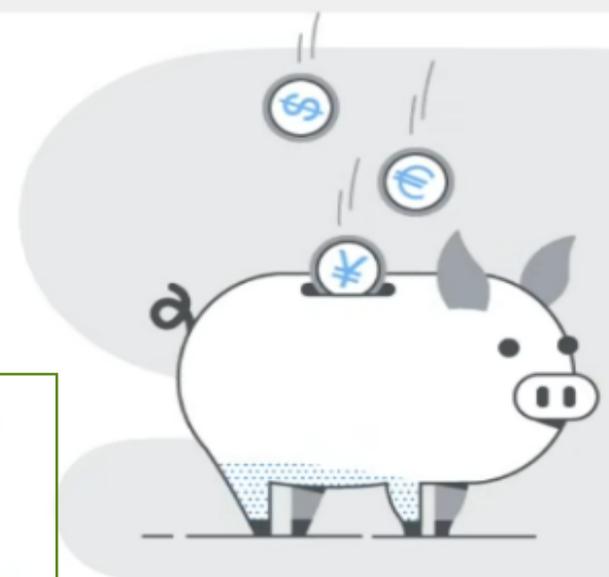
Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

- or

Ship-to or Service Locations

- or

 Don't show this to me again

# 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 BPA Sticker Kit

My Selections (0)

No items

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 >	
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

# 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.

- 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

Username:\*

**! Required field**

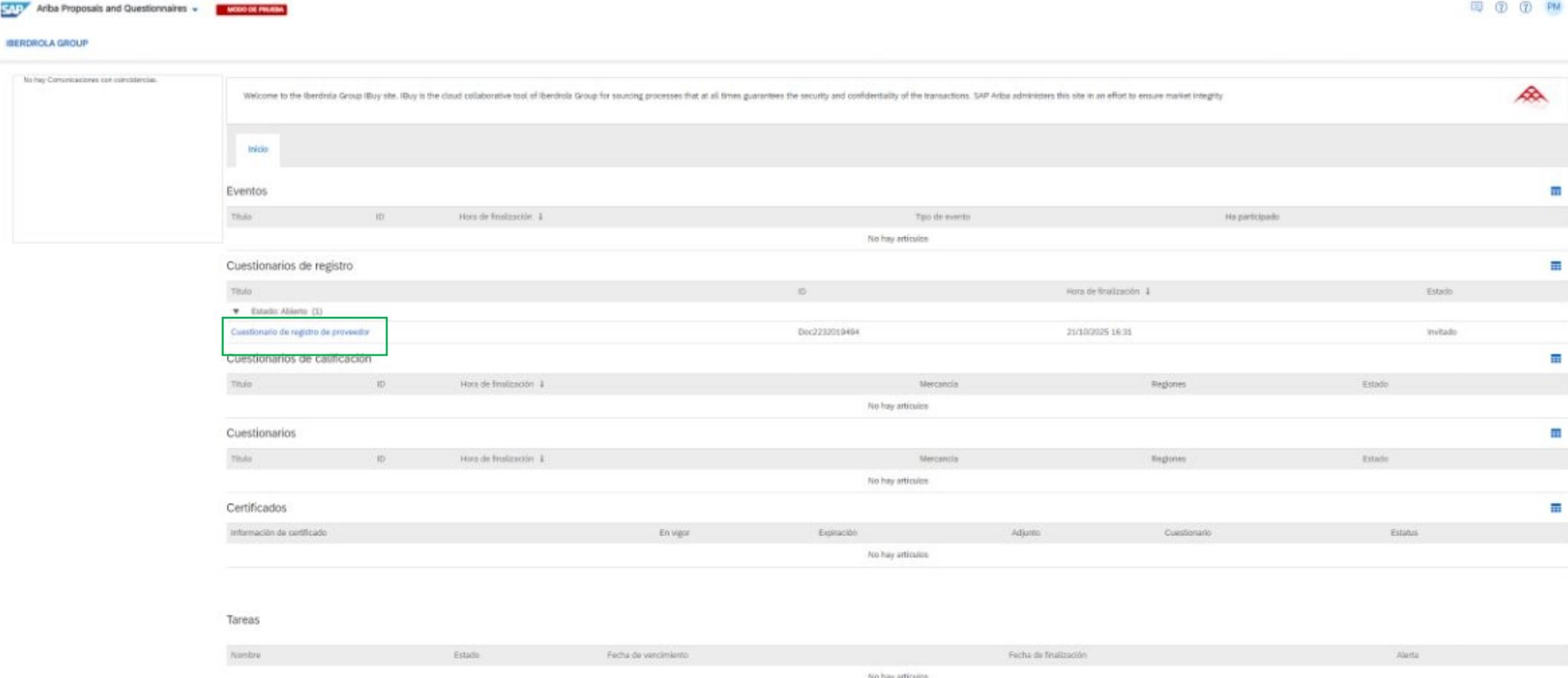
Password:\*

**Click to continue  
with the process**

# 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'.



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The page title is "IBERDROLA GROUP". The main content area displays a welcome message and several sections:

- Eventos:** A table with columns: Título, ID, Hora de finalización, Tipo de evento, and Ha participado. It shows "No hay artículos".
- Cuestionarios de registro:** A table with columns: Título, ID, Hora de finalización, and Estado. It shows one entry: "Cuestionario de registro de proveedor" with ID "Doc2233019494" and state "Invitado". This entry is highlighted with a green box.
- Cuestionarios de calificación:** A table with columns: Título, ID, Hora de finalización, Mercanca, Regiones, and Estado. It shows "No hay artículos".
- Cuestionarios:** A table with columns: Título, ID, Hora de finalización, Mercanca, Regiones, and Estado. It shows "No hay artículos".
- Certificados:** A table with columns: Información de certificado, En vigor, Expiración, Adjunto, Cuestionario, and Estado. It shows "No hay artículos".
- Tareas:** A table with columns: Nombre, Estado, Fecha de vencimiento, Fecha de finalización, and Alerta. It shows "No hay artículos".

# 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

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 observe the Iberdrola Group's Governance and Sustainability System, Sustainable Development Policies and Environmental and Climate Change Policies.  
[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

Access to the documentation to be reviewed

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 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.

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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](mailto: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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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.

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Click here

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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.



Connect with IBERDROLA GROU PPP on SAP Business Network to collaborate.

Invitado por IBERDROLA GROUP

Create new account



Use existing account



Not sure whether your company already has an account?  
Buscar su empresa

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

**Buscar su empresa** **Name of company** **Search** [Ayuda](#)

Nombre de la empresa

Correo electrónico/dominio corporativo

Pais

**Buscar**

[Búsqueda avanzada](#)

Introduzca una o varias palabras clave de búsqueda



# 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.



Create an account to connect and collaborate with IBERDROLA GROUPPP on SAP Business Network

**Información de empresa** ⓘ

Número DUNS  
 ⓘ  
¿No sabe cuál es su número DUNS?

Nombre (legal) de la empresa \*

Pais/Región \*

Línea de dirección 1 \*

Línea de dirección 2

Código postal \*

Ciudad \*

Estado o región \*

### Información de la cuenta del administrador ⓘ

Nombre \*  Apellidos \*

Correo electrónico \*

Usar mi correo electrónico como nombre del usuario

Nombre de usuario \*

Contraseña \*  Repetir contraseña \*

He leído y estoy de acuerdo con las [Terms of Use](#).

Acepto que SAP Business Network haga accesible parte de mis datos personales (tal y como se definen en la [Privacy Statement](#)) a otros usuarios y al público en general según mi función dentro de SAP Business Network y de la configuración de visibilidad del perfil aplicable.

Lea la [Privacy Statement](#) para obtener más información sobre cómo procesar datos personales.

I'm not a robot 

**Crear cuenta**

Fields marked with an asterisk are required

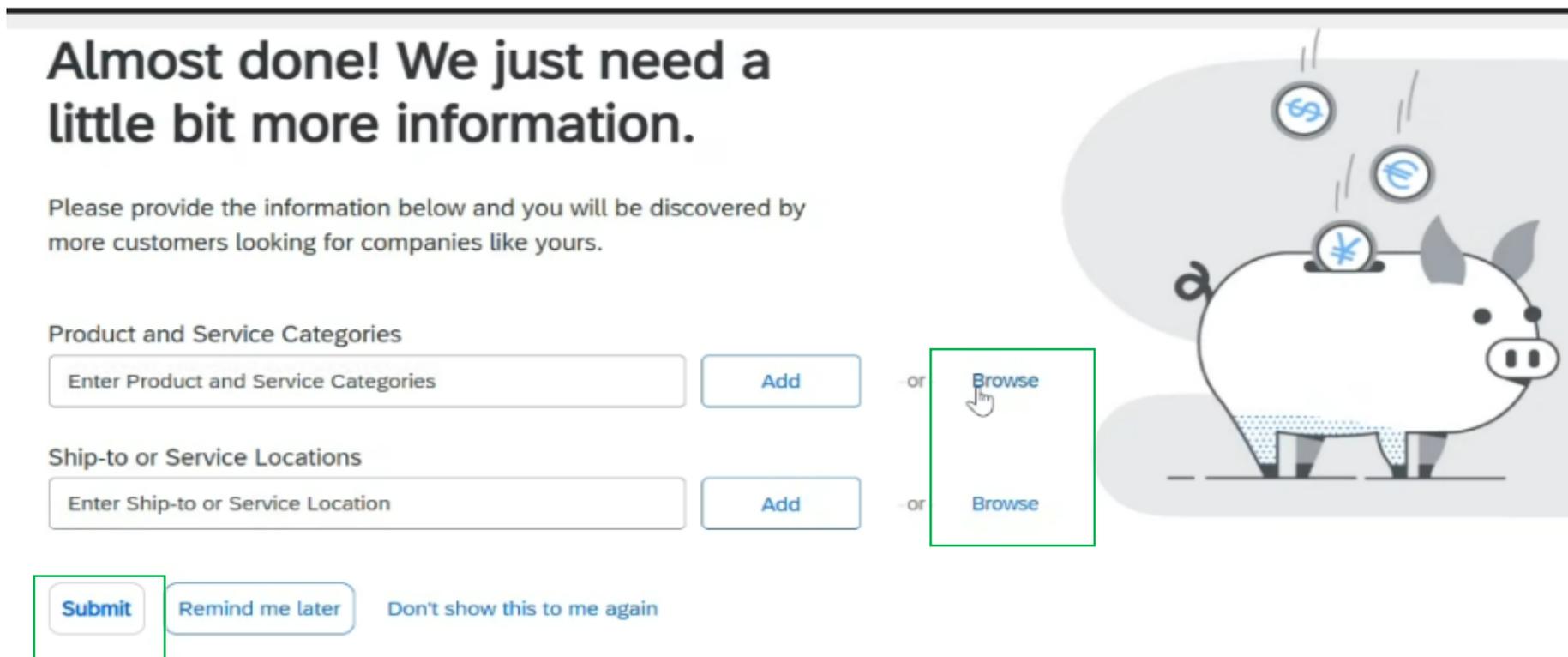
# Ariba and IBuy registration

## 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".



**Almost done! We just need a little bit more information.**

Please provide the information below and you will be discovered by more customers looking for companies like yours.

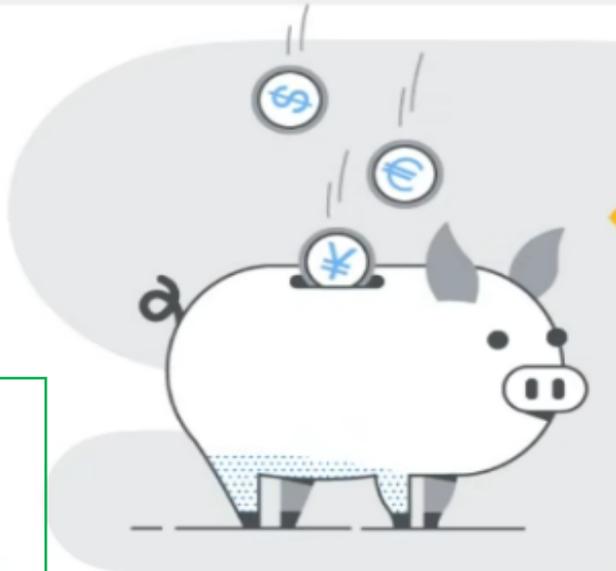
Product and Service Categories

- or

Ship-to or Service Locations

- or

[Don't show this to me again](#)



# Ariba and IBuy registration

## 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".

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 BPA Sticker Kit

My Selections (0)

No items

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 >	
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

# 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](#)
- 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

Username:\* jorge.azuara@inetum.com

**! Required field**

Password:\* Enter Password

Repeat Password

Click to continue  
with the process

# 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 00501

Matching fields

### 20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
TEST Supplier	ITA	Milano	-	AN01520513959	<a href="#">View profile</a>
Test supplier	KOR	Incheon	-	AN01505305037	<a href="#">View profile</a>

[View profile](#)

View your 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:	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**

- Milano (Italy)

**Commodities**

- Chemical engineering

**Industries**

Not Specified

**Classifications**

**Business Type**

Service Provider

**Diversity and Green Initiatives**

Not Specified

**Additional Network Information**

**AN Subscription:** Premium Package

**ANID:** AN01520513959

**D-U-N-S® Number:** 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:*	<input type="text" value="Jorge Azuara"/>
Your Company Name:*	<input type="text" value="test supplier"/>
Your Email Address:*	<input type="text" value="jorge.azuara@inetum.com"/>
Your Phone Number:	USA 1 <input type="text"/> <input type="text"/>
Your Message:*	<div><p>Hello,</p><p>I recently attempted to register an account on Ariba Network. During registration, SAP Ariba searched and returned your account as a match.</p><p>Please contact me to determine if I should be using this account. Thank you.</p></div>

I'm not a robot   
reCAPTCHA  
Privacy - Terms

# 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 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.

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**

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](#)

### Supplier profile

[Contact Admin](#) [Cancel](#)  
 Last Updated: 12 May 2020  
**TEST Supplier**  
**TEST Supplier**  
**Milano**  
**Milano**  
**Italy**

# 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

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
TEST Supplier	ITA	Milano	-	AN01520513959	<a href="#">View profile</a> Please view profile and contact admin if you need to.
Test supplier	KOR	Incheon	-	AN01505305037	

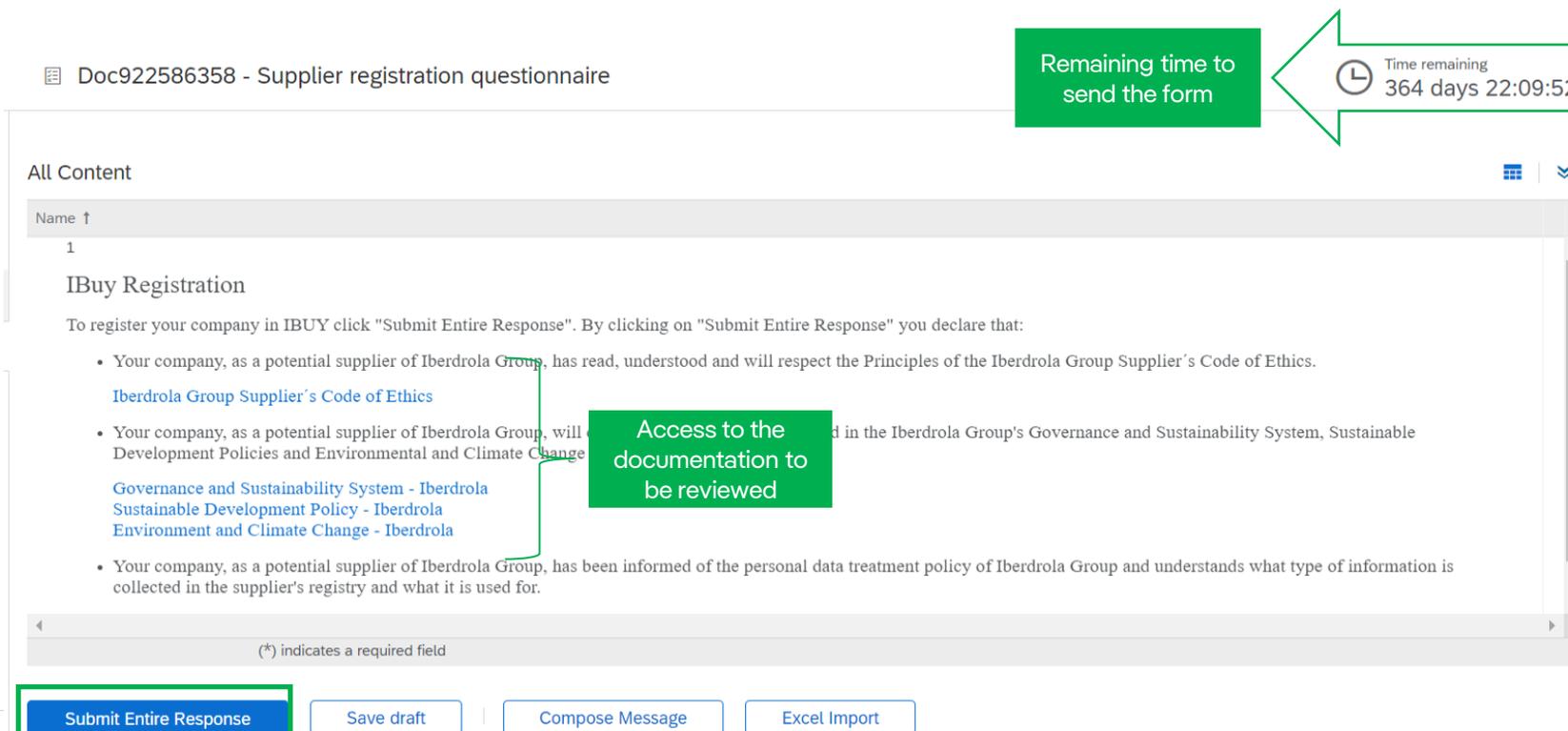
# Ariba and IBuy registration

## 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.



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 included 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 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](mailto: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

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 \(iberdrola.com\)](#)

#### 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.

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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](#).

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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.

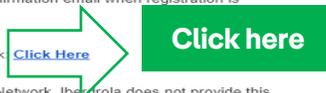
Sincerely,

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](#)



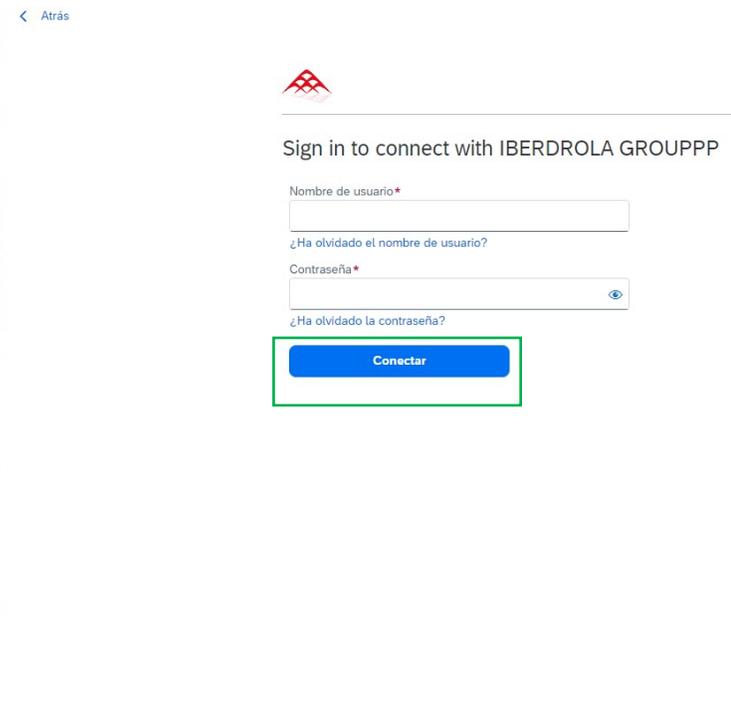
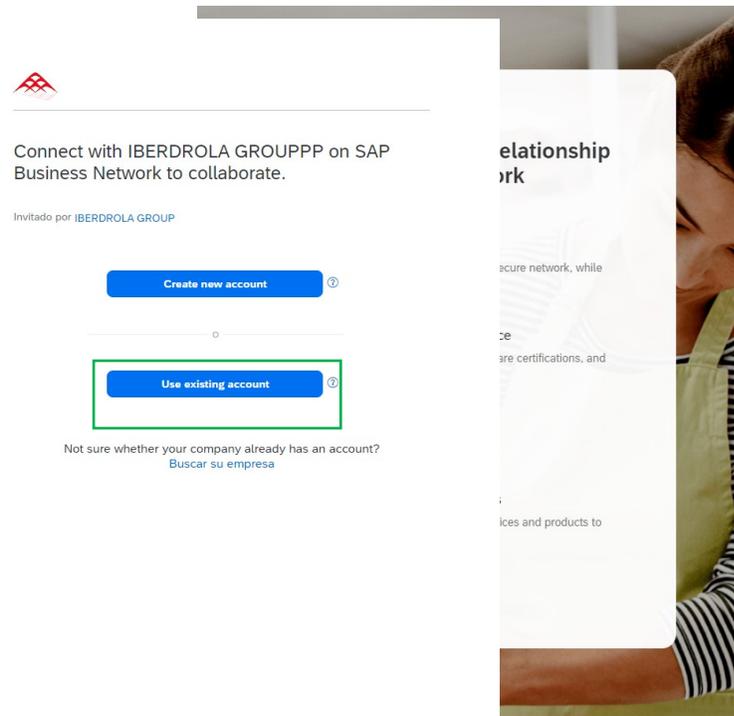
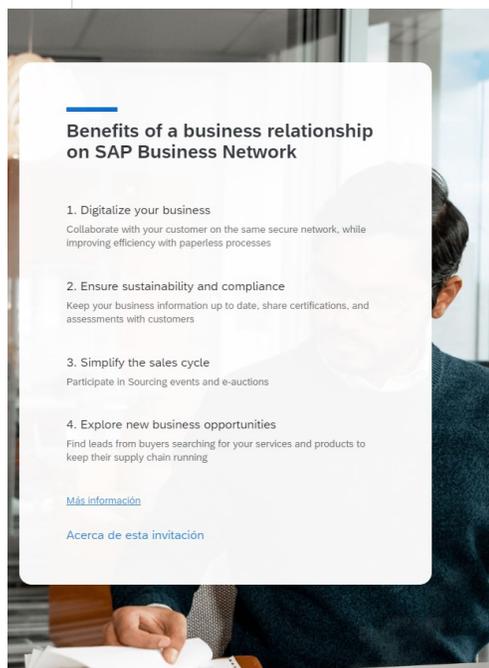
# Ariba and IBuy registration

## Case 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.

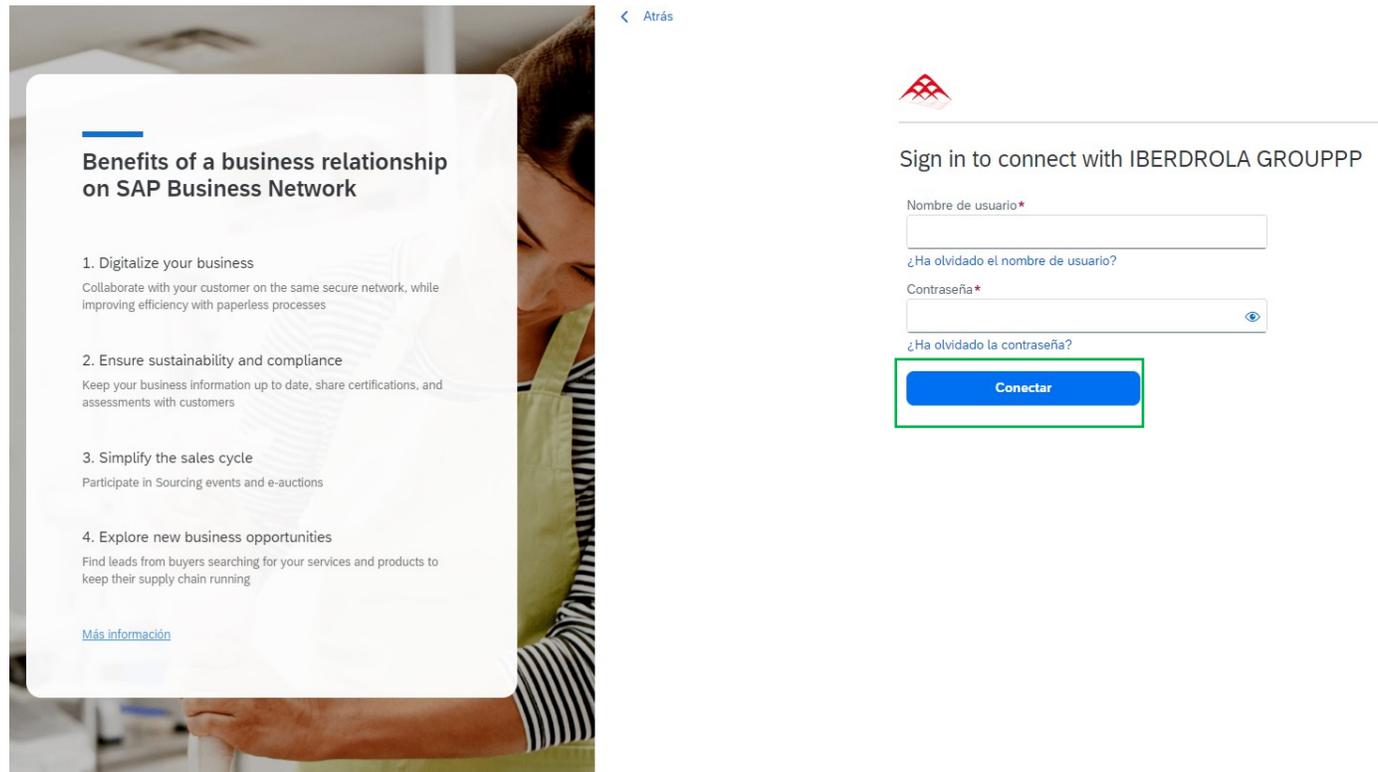


# Ariba and IBuy registration

## 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.



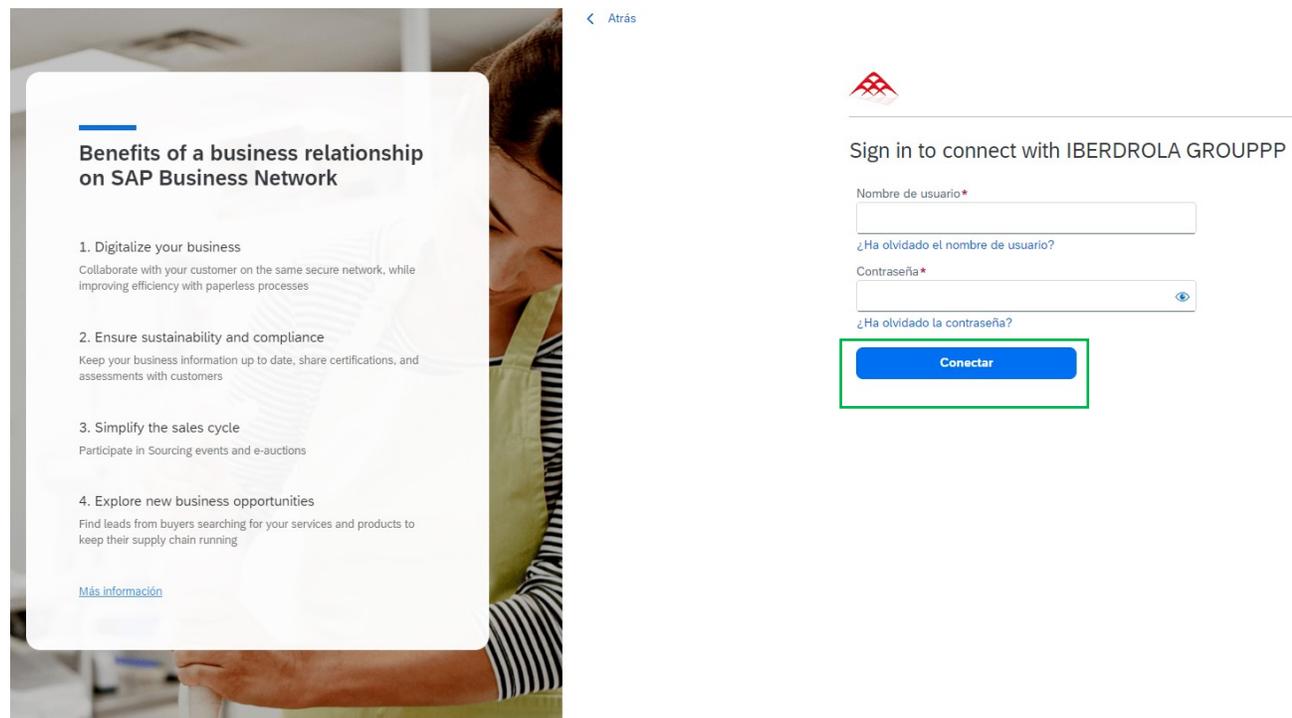
The screenshot shows a login interface for IBERDROLA GROU PPP. On the left, a modal window titled "Benefits of a business relationship on SAP Business Network" is displayed over a background image of a person in a green apron. The modal lists four benefits: 1. Digitalize your business, 2. Ensure sustainability and compliance, 3. Simplify the sales cycle, and 4. Explore new business opportunities. A link for "Más información" is at the bottom of the modal. On the right, the login form includes a "Nombre de usuario\*" field with a "¿Ha olvidado el nombre de usuario?" link, a "Contraseña\*" field with a "¿Ha olvidado la contraseña?" link, and a blue "Conectar" button highlighted with a green border. A "← Atrás" link is visible at the top left of the login area.

# 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..



The screenshot displays a web interface for logging into the IBERDROLA GROUPPP system. On the left, there is a white overlay box with the title "Benefits of a business relationship on SAP Business Network" and four numbered points: 1. Digitalize your business, 2. Ensure sustainability and compliance, 3. Simplify the sales cycle, and 4. Explore new business opportunities. Below these points is a link for "Más información". The main content area features a navigation link "Atrás" with a left arrow, a red logo, and the heading "Sign in to connect with IBERDROLA GROUPPP". There are two input fields: "Nombre de usuario\*" and "Contraseña\*", each with a corresponding "¿Ha olvidado el nombre de usuario?" and "¿Ha olvidado la contraseña?" link. A blue "Conectar" button is highlighted with a green border.

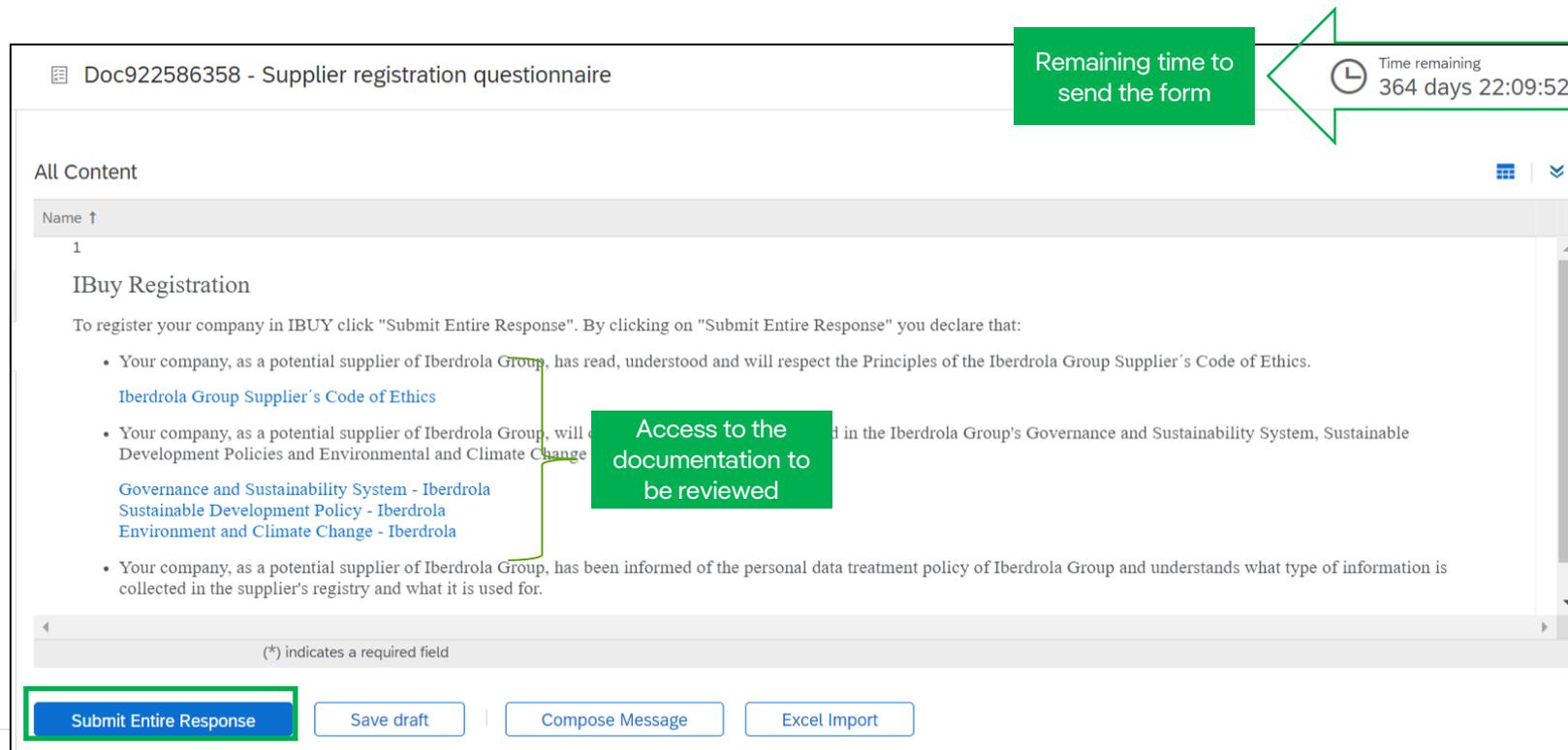
# Ariba and IBuy registration

## 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.



The screenshot shows a web browser window titled "Doc922586358 - Supplier registration questionnaire". In the top right corner, a green callout box says "Remaining time to send the form" with an arrow pointing to a clock icon and the text "Time remaining 364 days 22:09:52". The main content area is titled "All Content" and contains a section for "IBuy Registration". Below the title, it says "To register your company in IBUY click 'Submit Entire Response'. By clicking on 'Submit Entire Response' you declare that:" followed by a list of three bullet points. The first bullet point is "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." Below this is a blue link: "Iberdrola Group Supplier's Code of Ethics". The second bullet point is "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". Below this are three blue links: "Governance and Sustainability System - Iberdrola", "Sustainable Development Policy - Iberdrola", and "Environment and Climate Change - Iberdrola". A green callout box with the text "Access to the documentation to be reviewed" has lines pointing to these three links. The third bullet point is "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." At the bottom of the form, there are four buttons: "Submit Entire Response" (highlighted with a green border), "Save draft", "Compose Message", and "Excel Import". A note at the bottom left of the form says "(\*) indicates a required field".

# 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 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](mailto:smart_supply@iberdrola.es). Indicate in the subject of the email "IBuy Contact Person Change". In the email it indicates::

- Company Name
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### 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.

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### How to register your company on SAP Business Network?

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### How to register your company in Ibuy?

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### Where can I find out about how to operate in Iberdrola's bidding processes?

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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

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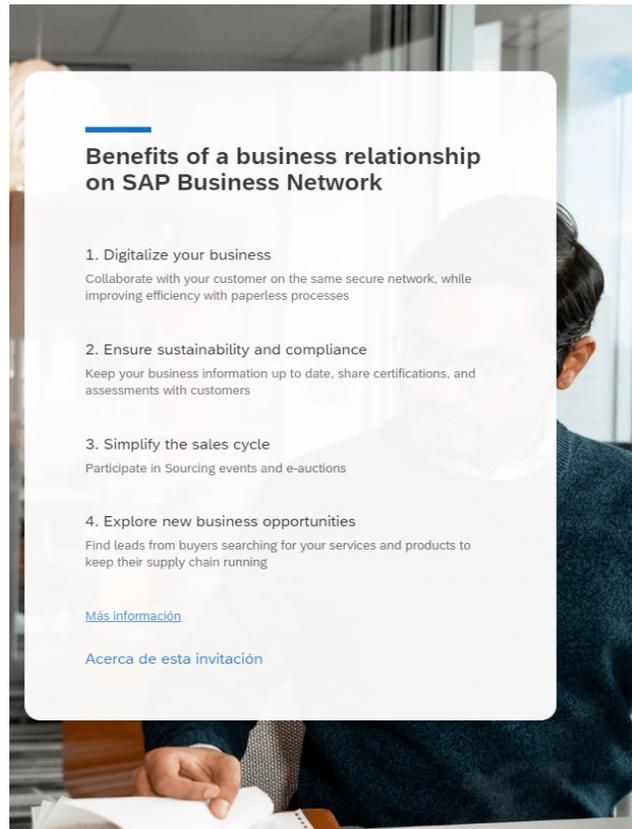
Powered by [SAP Ariba](#)



# Ariba and IBuy registration

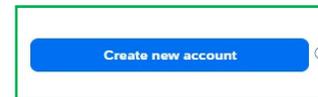
## Case 4: I have an Ariba account but I want to create a new one for the Iberdrola group

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



Connect with IBERDROLA GROU PPP on SAP Business Network to collaborate.

Invitado por IBERDROLA GROUP



Not sure whether your company already has an account?  
[Buscar su empresa](#)

# 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.



Create an account to connect and collaborate with IBERDROLA GROUPPP on SAP Business Network

**Información de empresa** ⓘ

Número DUNS  
 ⓘ  
¿No sabe cuál es su número DUNS?

Nombre (legal) de la empresa \*

Pais/Región \*

Línea de dirección 1 \*

Línea de dirección 2

Código postal \*

Ciudad \*

Estado o región \*

### Información de la cuenta del administrador ⓘ

Nombre \*  Apellidos \*

Correo electrónico \*

Usar mi correo electrónico como nombre del usuario

Nombre de usuario \*

Contraseña \*  Repetir contraseña \*

He leído y estoy de acuerdo con las [Terms of Use](#).

Acepto que SAP Business Network haga accesible parte de mis datos personales (tal y como se definen en la [Privacy Statement](#)) a otros usuarios y al público en general según mi función dentro de SAP Business Network y de la configuración de visibilidad del perfil aplicable.

Lea la [Privacy Statement](#) para obtener más información sobre cómo procesar datos personales.

I'm not a robot 

**Crear cuenta**

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".

**Almost done! We just need a little bit more information.**

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

Add

- or

Browse

Ship-to or Service Locations

Add

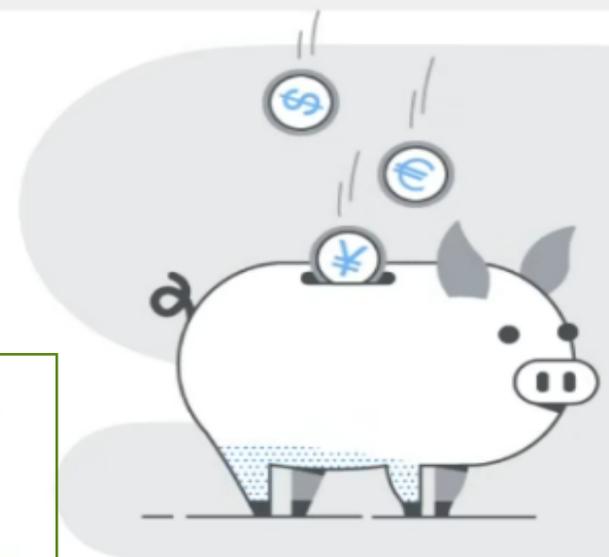
- or

Browse

Submit

Remind me later

Don't show this to me again



# 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 DDA 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 >	
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.

- 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

Username:\* jorge.azuara@inetum.com

**! Required field**

Password:\* Enter Password

Repeat Password

**Click to continue with the process**

# 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

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 comply with 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 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?').

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](mailto:smart_supply@iberdrola.es). Indicate in the subject of the email "IBuy Contact Person Change". In the email it indicates::

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- Details of the correct contact person.

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Follow the steps explained below to register your company on SAP Business Network and IBuy.

### How to register your company on SAP Business Network?

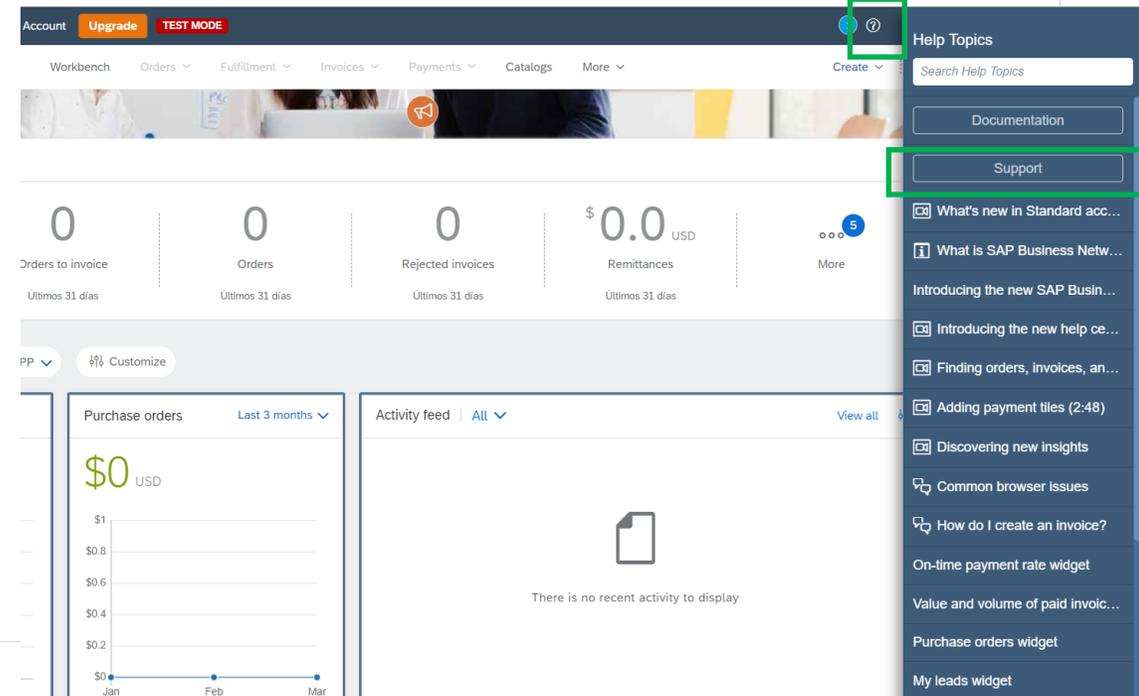
During registration you must create a username and password to access SAP Business Network and Ibuy. Fill in the information they ask for. You will receive a confirmation email when registration is complete.

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 \(iberdrola.com\)](#)



## Solution 2



# 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 "click here" to create a new account

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 "click here"

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

We received the invitation to register via e-mail

We log in to Ariba

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

We received the invitation to register via e-mail

We "click here" to create a new account

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.



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**Thank you for your attention**

Ariba Network and IBuy