

# 供应商手册

## 1. 注册

西门子能源 E2E ARIBA 实施

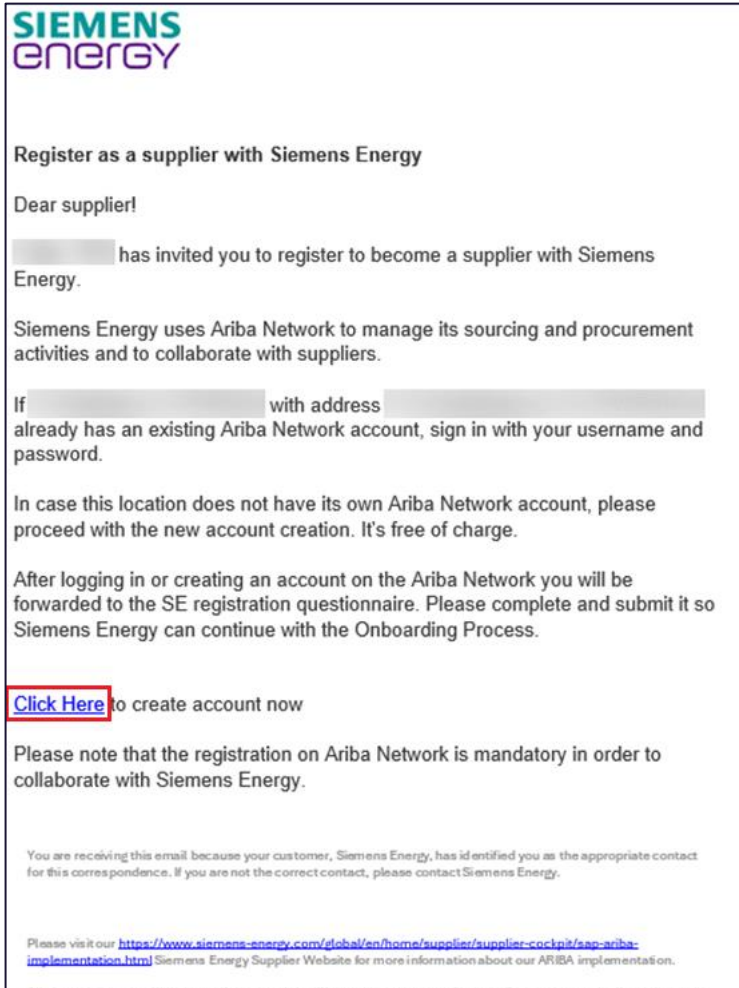
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# 1. 供应商注册以获得 SAP ARIBA 访问权限

## 1.1. 注册邀请

为了在西门子能源注册您的公司，您将收到如下所示的电子邮件。请使用邀请邮件中的“**Click Here**（点击这里）”链接为您的公司在 **ARIBA** 中创建账户。如果您找不到此邮件，请检查您的垃圾邮件文件夹。

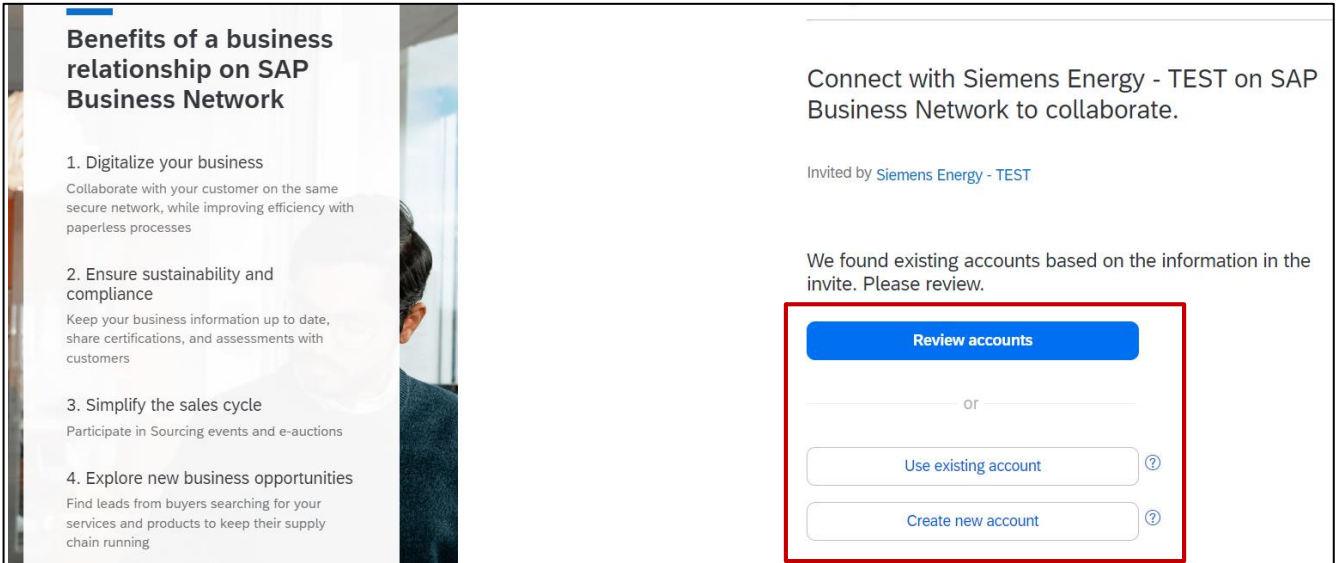


## 1.2. 账号创建或登录

点击邮件中的链接后，您将被引导至 ARIBA 登录页面。如果您的公司没有 ARIBA 账户，您可以创建一个新账户（点击“**Create new account**（创建新账户）”），或者使用您公司现有账户的凭证登录（点击“**Log in Use existing account**（使用现有账户登录）”）。

SAP Ariba 还会检测门户中是否已存在任何类似的公司名称。如果您在邀请中发现基于信息已存在账户，请点击“**review accounts**（审核账户）”。

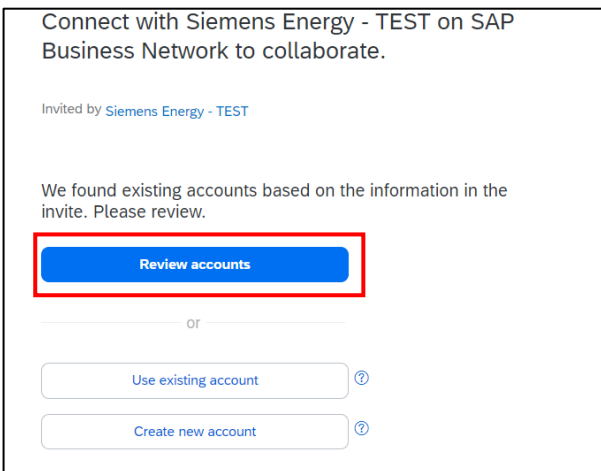
如果您已经有账户，请使用您的现有凭据登录，并继续进行 2.0 步骤



## 1.3. 审核账户

### 1.3.1. 审核匹配账户

供应商已在 Ariba 网络中注册，但接收西门子能源邀请邮件的联系人没有现有账户。如果您的同事之前已经创建了一个或多个账户，您将被提供“**Review accounts(审核账户)**”选项。



如果您识别出之前创建的一个或多个账户，请点击 **contact administrator（联系管理员）** 并点击**发送按钮**请求新成员的批准。

如果您的团队或公司地点没有匹配，请关闭屏幕并继续“**Create new account(创建新账户)**”流程。这不会影响任何现有账户。

**Review matched accounts**

Your company may already have an account. Please review the accounts in the table below.

Search Criteria Edit

Company Name PHB AUTOMATIZACIJA d.o.o. E-mail address rui.li@siemensgamesa.com

Search results (20) **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action
<b>PHB AUTOMATIZACIJA d.o.o.</b>	No	Hrvatistan	Zagreb City		<b>Contact administrator</b>
Siemens Gamesa	Yes	Amerika Birleşik Devletleri	FL		Contact administrator
Xuejing Li Test Supplier	Yes	Çin			Contact administrator
Alvin Tan Test Supplier	Yes	Çin			Contact administrator
E. Heinicke-Test	Yes	Almanya	Lower Saxony		Contact administrator
MSC Industry Test	Yes	Amerika Birleşik Devletleri	FL		Contact administrator

**Review matched accounts**

Your company may already have an account. Please review the account

Search Criteria Edit

Company Name test test1 E-mail address rui.li@siemensgamesa.com

Search results (20) **Bold font:** Matched values

Company name

Siemens Gamesa

Xuejing Li Test Supplier

Alvin Tan Test Supplier

E. Heinicke-Test

MSC Industry Test

Siemens Gamesa Renewable Energy Limited Canada

R5 Components A/S

Personaleforeningen Vingesuset

**Contact administrator**

To obtain a user account, please provide the requested information below:

Your name \*  Your company name \*

Your email \*  Your phone number

Your message

Hello,

I recently attempted to create an account on Ariba Network. During the account creation process, SAP Ariba returned your account as a match.

Please contact me to determine if I should use this account.

Thank you.

I'm not a robot

DUNS number

Action

Contact administrator

Contact administrator

Contact administrator

Contact administrator

Contact administrator

Contact administrator

Contact administrator

Contact administrator

## 1.4. 创建新账户

### 1.4.1. 公司信息

下一步是提供必要详细信息以创建 ARIBA 账户。在 **Company information** 部分，请提供并检查所有必要信息。**带星号(\*)的字段是必填项。**



## Create an account to connect and collaborate with Siemens Energy - TEST on SAP Business Network

### Company information [?](#)

DUNS number

[?](#)

[Don't know your DUNS number?](#)

Company (legal) name \*

Country/Region \*

 [v](#)

Address line 1 \*

Address line 2

Address line 3

Address line 4

City \*

State \*

 [v](#)

Postal code \*

请注意 DUNS 部分不是强制性的，如果其他账户已经添加了 DUNS 号码，可能会在账户创建中造成问题。如果您在新账户创建中添加了 DUNS 号码并收到错误，请移除 DUNS 号码并继续账户创建。

## 1.4.2. 管理员账户信息

下一步是关于**管理员账户**信息。请**检查并添加所有必要的信息**，并为您的账户选择一个密码。


### Administrator account information


First name \*

Last name \*

Email \*

Use my email as my username


Password \*  

Repeat password \*  

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) 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 [Privacy Statement](#) to learn how we process personal data.

I'm not a robot   
reCAPTCHA  
Privacy - Terms

**Create account**

完成这一步之后，您还将收到一封电子邮件，要求确认：

AC Ariba Commerce Cloud <ordersender-prod@ansmp.ariba.com>

 This sender ordersender-prod@ansmp.ariba.com is from outside your organization.

You don't often get email from ordersender-prod@ansmp.ariba.com. [Learn why this is important](#)

---

### Confirm your email

Dear

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

**Confirm email**

### 1.4.3. 业务信息

ARIBA 账户创建的**最后一步**是关于您的**业务**。请提供有关您的**产品和服务类别**以及**送货或服务地点**的信息。您可以通过在字段中输入**品类/地点**，或通过“**browse**”字段**搜索品类/地点**来完成。

## 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 [Browse](#)

Ship-to or Service Locations

  or [Browse](#)

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

### 1.4.4. 产品和服务品类选择

如果您点击“**Browse**”，您可以看到**产品和服务的概览**。点击箭头将显示产品和服务品类。您现在可以**搜索特定的您想添加的品类**。当您找到需要的品类时，**点击并勾选它**，然后点击“**OK**”将其添加到您的产品和服务品类中。

SAP Ariba Proposals and Questionnaires TEST MODE

#### Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search >*

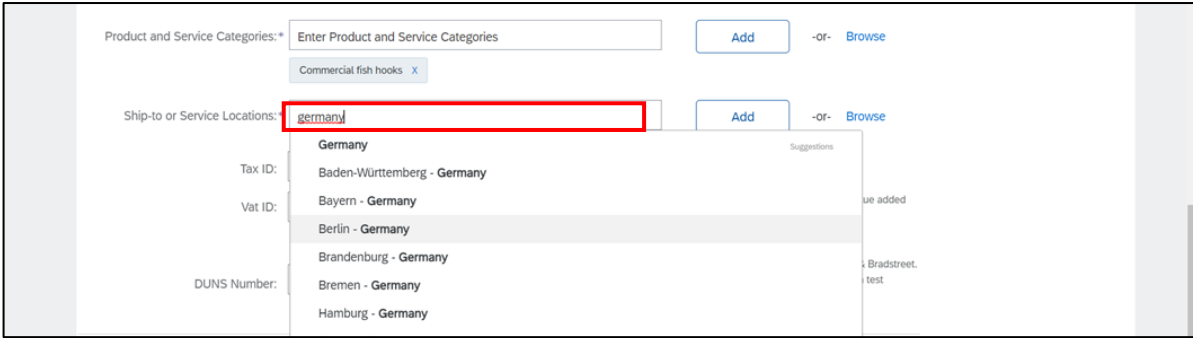
- Agricultural & Fishing Machinery >
- Agricultural & Fishing Services >
- Apparel, Luggage & Personal Care >
- Chemicals >
- Cleaning Supplies >
- Computer Hardware, Software & Telecom >
- Construction & Maintenance Services >
- Construction Materials >
- Crop Production, Management & Protection >
- Fisheries & Aquaculture >
- Forestry >
- Horticulture >
- Land Preparation, Management & Protection >
- Livestock Services >
- Water Resources Development & Oversight >
- Wildlife & Flora >
- Crop harvesting > ✓
- Crop management >
- Crop planting and cultivation >
- Crop production >
- Crop protection >
- Post harvesting crop processing >
- Agronomy consultancy service
- Crop administration
- Crop rotation or diversification counseling services
- Crop specialization
- Crop substitution
- Cultivation farming system management
- Extension services

My Selections (1)

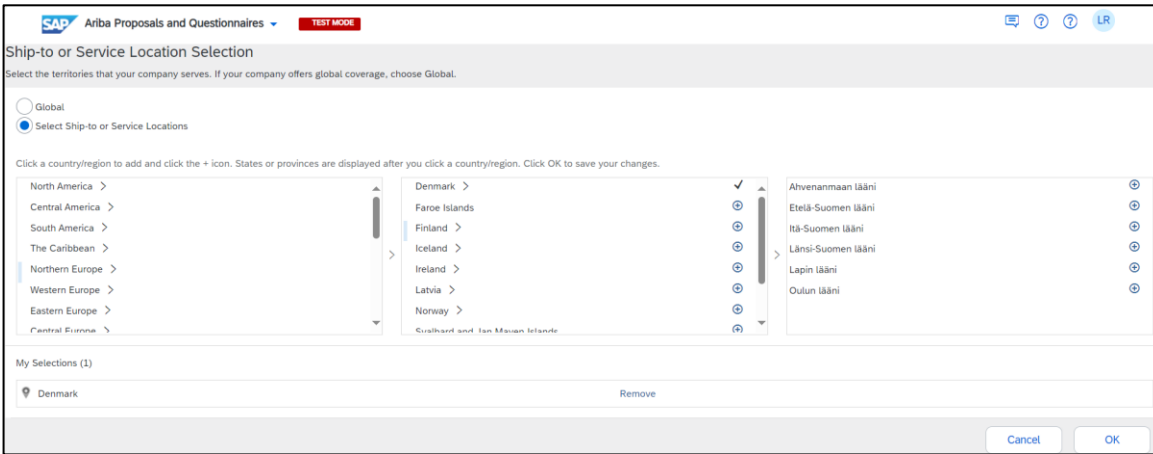
- Crop harvesting (View)

### 1.4.5. 送货服务地点

您可以像选择产品服务品类一样，点击“**Browse**”来选择地点，或者通过“**Add**”，在字段中输入您的地点来添加。



在以下截图中，您可以看到点击“browse”的过程。



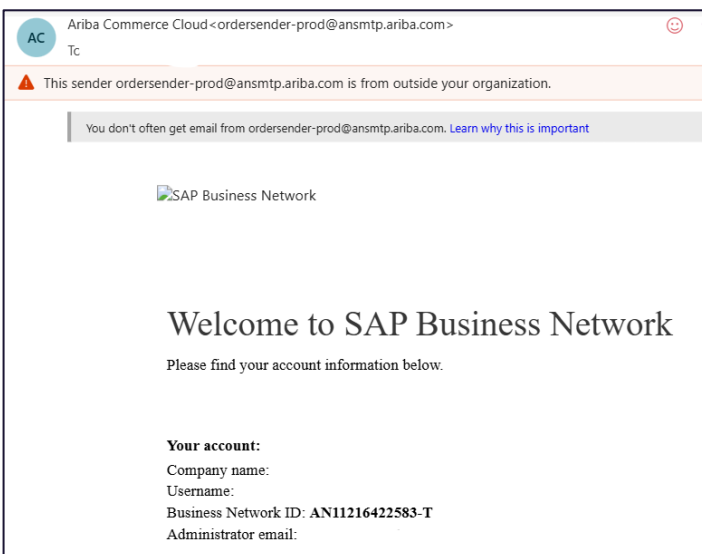
## 1.4.6. 提交您的回应

填写完所有字段后，点击“Submit”提交。

## 1.4.7. ARIBA 账户创建完成

您收到一封来自 **ARIBA** 的确认邮件，表明您的账户创建过程已经完成。下一步是通过填写供应商注册问卷（见本文档第 2.0 章）进行西门子能源特定的注册。

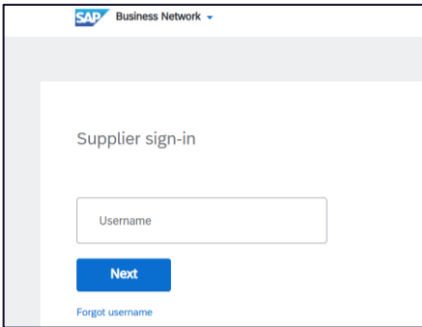
在此邮件中，您还将收到您的 **Ariba 网络业务 ID ANID121212121**。



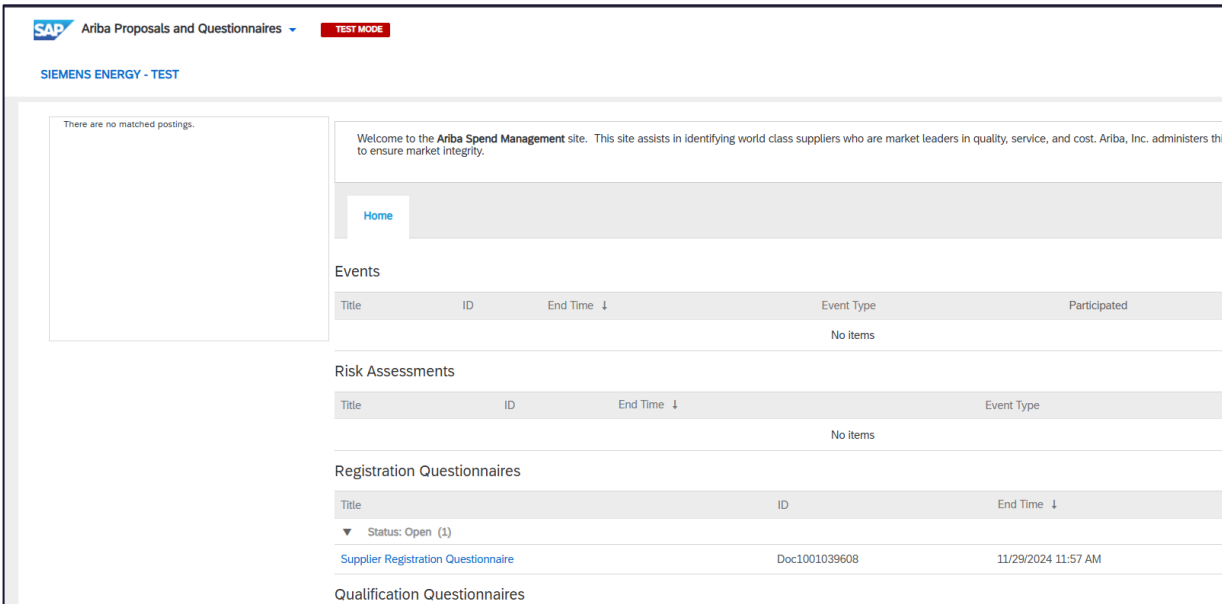
## 1.5. 使用现有账户登录 SAP Ariba

### 1.5.1. 使用现有账户

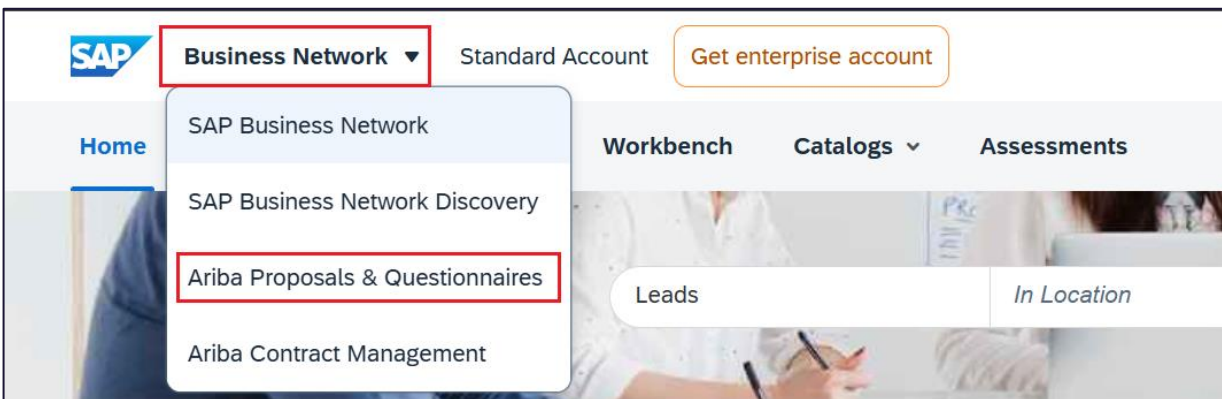
如果您已经有访问权限的 Ariba 账户，该账户是您公司目前所使用的，请点击“**Use existing account**（使用现有账户）”，选择 **Ariba Proposals and Questionnaires** 登录。



在 **Ariba Proposals and Questionnaires** 标签中您将找到西门子能源客户页面，请继续完成供应商注册问卷。



如果您不小心退出账户并重新登录到您的仪表板首页，您将在左上角的 **Business Network** 标签中找到 **Ariba Proposals and Questionnaires** 部分。这将引导您到西门子能源客户页面，您可以在此处找到供应商注册问卷。



## 2. 供应商注册问卷

### 2.1. 第 1 部分 “供应商一般信息”

注册问卷的**第一个问题**要求您**确认我们的行为准则**。请确保您可以回答 **“Yes”**，您的确认是注册的关键。您可以点击问题下方的链接下载行为准则或访问我们的网站。如需更多信息，请通过电子邮件

[ariba.onboarding.support@siemens-energy.com](mailto:ariba.onboarding.support@siemens-energy.com) 联系我们的主数据服务团队。

此外，我们要求您**提供更详细的信息**，如您公司的完整名称，您的主要联系方式和主要地址。大多信息在采购员的申请表中已经预先填写好了，如有必要请进行适当的调整（须以英文填写）。

The screenshot shows the 'All Content' view of the registration form. The '1.1 Do you accept our code of conduct?' question is highlighted with a red box, and the 'Yes' option in the dropdown menu is also highlighted. Below this, there are input fields for 'Supplier full name', 'Country code (main and mobile telephone numbers)', 'Main telephone number', and 'Mobile telephone number'. A 'Show More' link is visible, followed by 'Street' fields (Street 1, Street 2, Street 3) and a 'Main address' field. A note at the bottom indicates that an asterisk (\*) denotes a required field.

### 2.2. 第 2 部分 “税务信息”

第二部分将询问你的**税务信息**。您**必须至少选择您的国家**，您也可以输入所有相关的税号，如果需要，请附上文件（如营业执照）。

The screenshot shows the 'All Content' view of the registration form, specifically the '2 Tax Information' section. The '2.1 Tax number(s)' section is highlighted with a red box. It features a table with columns for 'Tax Name', 'TaxType', and 'Tax Number'. The 'Country' dropdown is set to 'Germany (DE)'. The table lists various tax types for Germany, including VAT Registration Number, Income Tax Number, VAT Number (Credit Proc. §14), Elster Tax Number, and Tax Number. An 'Attach a file' button is highlighted with a red box. A note at the bottom indicates that an asterisk (\*) denotes a required field.

## 2.3. 第 3 部分 “物质承诺”

在第三部分，您需要**选择关于物质承诺的回答**。第一个问题是您是否计划向西门子能源交付 **REACH<sup>1</sup>** 或 **ROHS<sup>2</sup>** 的相关材料。

对于第二个问题，你们将承诺，**你们会申报所有交付给西门子能源的含有 REACH<sup>1</sup> 或 ROHS<sup>2</sup> 相关物质的产品**。这两个问题都应该得到回答。如有不一致的地方，我们会与您联系。

请注意，在问卷中有一些是非必填字段，但**请尽可能详细地填写**。

The screenshot shows a web browser window with the URL `s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=.U09.f3Q&realm=Siemens-Energy-T&passwordadapter=SourcingSupplierUser&dard=1#b0`. The page title is 'SAP Ariba @ Siemens Energy'. The main content area is titled 'All Content' and contains a table with the following rows:

Name 1	Germany: Tax Number	Organization
2.2 Please attach official documentation which supports the tax information provided		
▼ 3 Substance Commitment		
3.1 Will your company be delivering REACH/ROHS relevant material to SE (if you are uncertain: Does your regular material portfolio contain REACH/ROHS relevant material)?		* Yes
3.2 We commit ourselves to declaring all products containing REACH/ROHS relevant substances should we ever deliver those products to SE. The declaration will take place at the time of the delivery of relevant products at the very latest. (The commitment is mandatory in order to become an SE supplier).		* Confirmed
▼ 4 Certificates (Optional)		

### 1) REACH relevant material:

Chemicals which can have serious effects on human health or the environment:  
E.g. Material which is toxic, carcinogenic, endocrine disrupting or respiratory sensitizing

### 2) ROHS relevant material:

Lead, Mercury, Cadmium, Hexavalent Chromium, PBBs and PBDEs for Electric and Electronic Devices

## 2.4. 第 4 部分 “认证证书”

在第四部分中，您可以**选择上传认证证书**。这在您的引入流程中不是强制性的，但在即将进行的资质评估调查问卷中可能是必要的，因此可以在这一步先完成。

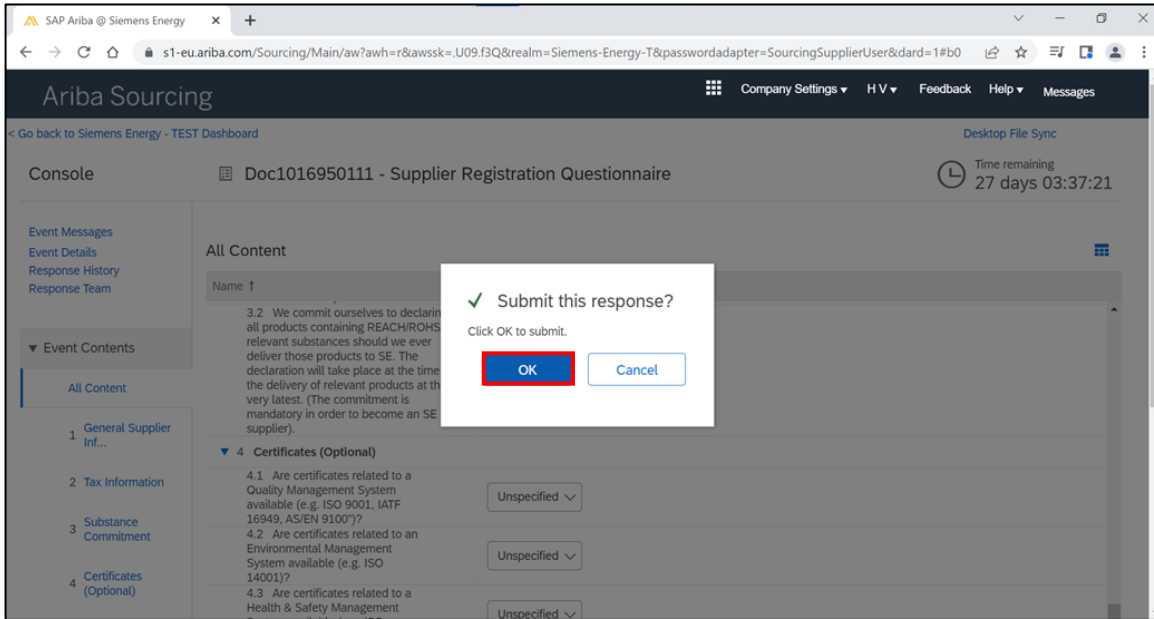
The screenshot shows the same web browser window as above. The main content area is still 'All Content' and contains the following rows:

3.2 We commit ourselves to declaring all products containing REACH/ROHS relevant substances should we ever deliver those products to SE. The declaration will take place at the time of the delivery of relevant products at the very latest. (The commitment is mandatory in order to become an SE supplier).		* Confirmed
▼ 4 Certificates (Optional)		
4.1 Are certificates related to a Quality Management System available (e.g. ISO 9001, IATF 16949, AS/EN 9100)?		Unspecified
4.2 Are certificates related to an Environmental Management System available (e.g. ISO 14001)?		Unspecified
4.3 Are certificates related to a Health & Safety Management System available (e.g. ISO 45001)?		Unspecified
4.4 Are certificates related to Cyber Security available (e.g. ISO 27001)?		Unspecified
4.5 Are other certificates available?		Unspecified

(\*) indicates a required field

## 2.5. 提交材料

在注册问卷中输入所有相关信息后，点击“**Submit Entire Response**”（提交所有回答）并点击“**OK**”。问卷即可发出以获得批准。



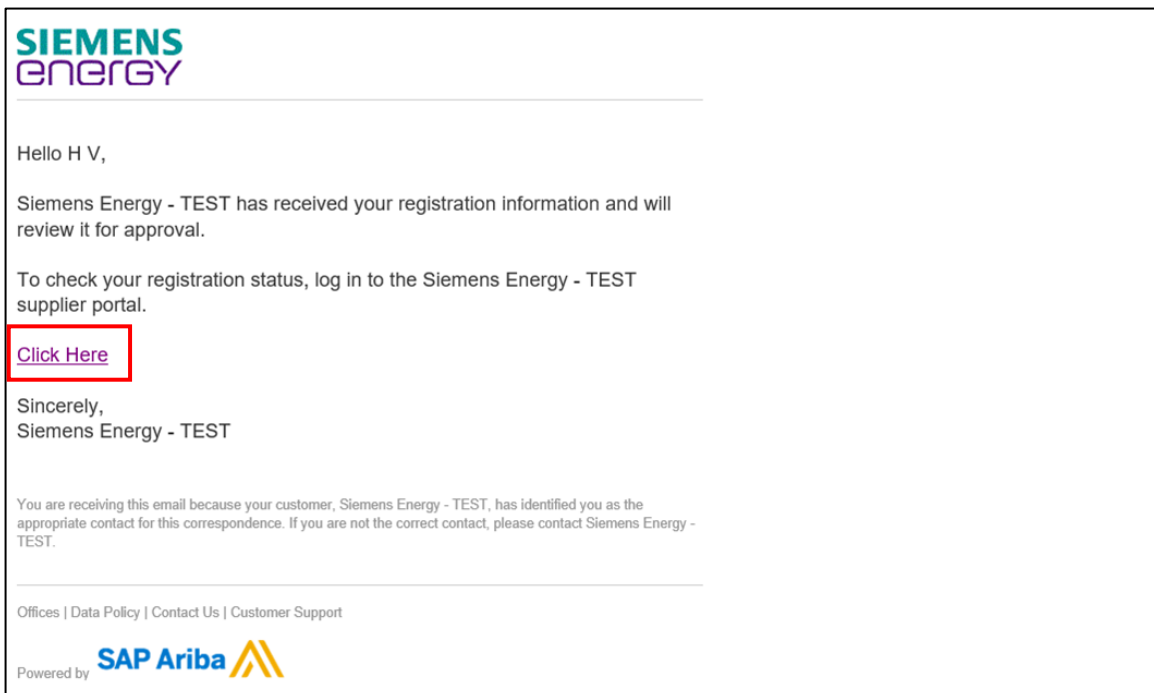
## 2.6. 确认邮件

在您提交问卷后，您将收到一封确认邮件，表示您的回复正在审核批准中。通过点击电子邮件中的“**Click here**（点击此处）”，您可以在 ARIBA 供应商门户网站查看您的注册状态。

注册流程的操作现在已经完成。当您被要求进行资质评估审查时，您将收到电子邮件通知。

更多信息可以在“**Supplier Manual 2. Qualification**”中找到，可在以下链接中查询：

<https://www.siemens-energy.com/global/en/company/about/supply-chain-management/supplier-cockpit/sap-ariba-pmplementation.html>



## Published by

Siemens Energy AG  
Procurement  
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For more information, please visit our website:

<https://www.siemens-energy.com/global/en/company/about/supply-chain-management/supplier-cockpit.html>

Version 2.0, Nov 2024

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