

# Supplier Manual

# 1. Registration

SE E2E ARIBA Implementation

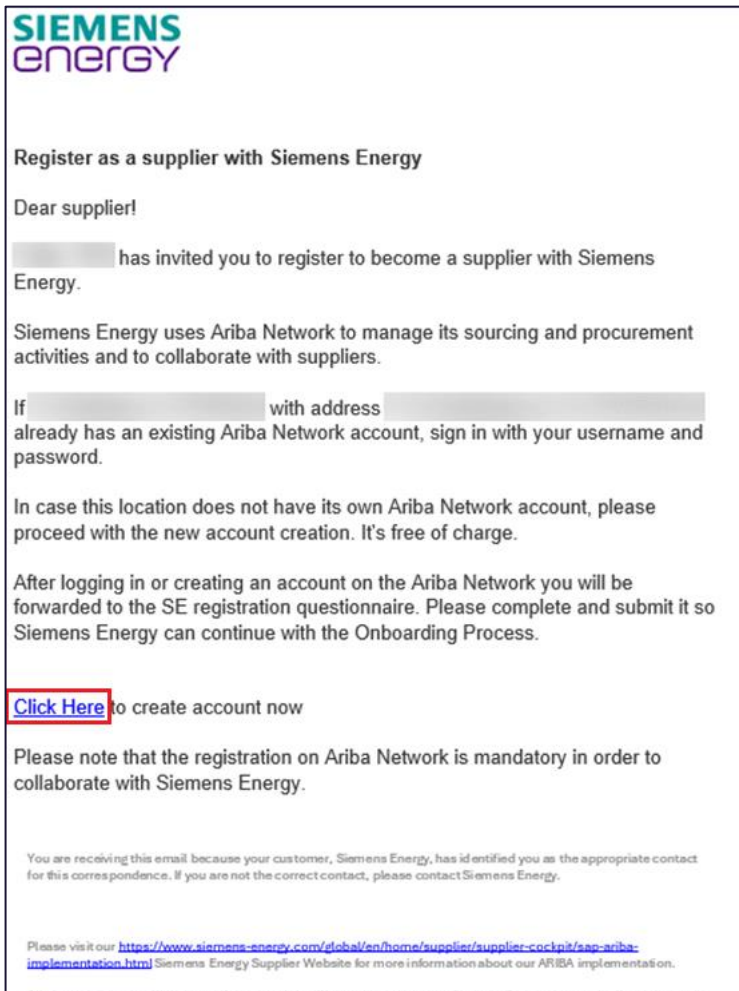
# Table of Content

1. SUPPLIER REGISTRATION FOR ACCESS IN SAP ARIBA.....	3
1.1. Registration invitation.....	3
1.2. Account creation or Log in .....	3
1.3. Review accounts.....	4
1.3.1. Review matched accounts .....	4
1.4. Create a New Account .....	5
1.4.1. Company Information.....	5
1.4.2. Administrator account information .....	7
1.4.3. Business information .....	8
1.4.4. Product and Service Category Selection.....	8
1.4.5. Ship-to Service Location.....	8
1.4.6. Submit your Response.....	9
1.4.7. ARIBA account creation completed. ....	9
1.5. Login the existing account to work in SAP Ariba .....	10
1.5.1. Use existing account .....	10
2. SUPPLIER REGISTRATION QUESTIONNAIRE.....	11
2.1. Section 1 “General Supplier information” .....	11
2.2. Section 2 “Tax information” .....	11
2.3. Section 3 “Substance Commitment” .....	12
2.4. Section 4 “Certificates” .....	12
2.5. Submission.....	13
2.6. Confirmation E-mail .....	13

# 1. SUPPLIER REGISTRATION FOR ACCESS IN SAP ARIBA

## 1.1. Registration invitation

To register your company at Siemens Energy, you receive an email like shown below. **Please use the “Click Here” link in the invitation email to create an account for your company in ARIBA.** If you cannot find this email, please also check your spam folder.



## 1.2. Account creation or Log in

After clicking the link from the email, you will be guided to the ARIBA log in page. **Here you can either create a new account** if your company does not have an ARIBA account (click “Create new account”) **or login with the credentials of your company’s existing account** (click “Log in Use existing account”).

SAP Ariba also detects if any similar company names already exist within the portal. If you would find existing accounts based on the information in the invite, please click **“review accounts”**.

If you already have an account, please log in with your existing credentials and continue with 2.0.

The screenshot shows the SAP Business Network invitation interface. On the left, there is a sidebar titled "Benefits of a business relationship on SAP Business Network" with four points: 1. Digitalize your business, 2. Ensure sustainability and compliance, 3. Simplify the sales cycle, and 4. Explore new business opportunities. The main content area displays the invitation details: "Connect with Siemens Energy - TEST on SAP Business Network to collaborate." and "Invited by Siemens Energy - TEST". Below this, it states "We found existing accounts based on the information in the invite. Please review." A red box highlights the "Review accounts" button, which is blue with white text. Below the button is an "or" separator, followed by two buttons: "Use existing account" and "Create new account", both with question mark icons.

### 1.3. Review accounts

#### 1.3.1. Review matched accounts.

Supplier organization is already registered in Ariba Network, but the contact person receiving the invitation email from Siemens Energy does not have an existing account. If any of your colleagues has previously created one or more accounts, you will be offered a "Review accounts" option.

This is a close-up screenshot of the invitation page. It shows the same text as the previous screenshot: "Connect with Siemens Energy - TEST on SAP Business Network to collaborate.", "Invited by Siemens Energy - TEST", and "We found existing accounts based on the information in the invite. Please review." A red box highlights the "Review accounts" button, which is blue with white text. Below the button is an "or" separator, followed by two buttons: "Use existing account" and "Create new account", both with question mark icons.

If you identified previously created one or more accounts, please click **contact administrator** and **send** button to request an approval for new member.

If there is no match for anyone in your team or location of your company, close the screen and continue with "Create new account". **This will not interfere with any of the existing accounts.**

**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

RS 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. Create a New Account

### 1.4.1. Company Information

The next step is to provide necessary details to create an ARIBA account. In the section **Company Information** please provide and check all necessary information. **Fields marked with an asterisk (\*) are mandatory and should therefore be completed.**



## 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 \*

Please note DUNS section is not mandatory and may create issues with account creation in case other accounts may already have DUNS number added. If you add DUNS number for new account creation and receive error, kindly remove DUNS number and continue with account creation.

## 1.4.2. Administrator account information

The next section is about the **Administrator account information**. Please check and **add all necessary information and choose a password** for your account.

### 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](#)

Once this step is completed, you will also receive an email asking to confirm:

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

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

You don't often get email from ordersender-prod@ansmtp.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. Business information

The last section of the ARIBA account creation is about your business. Please provide us information about your product and service categories as well your ship-to or service locations. You can do that by either typing the category / location in the field or search for a category / location via the field "browse".

## 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](#)

### 1.4.4. Product and Service Category Selection

If you click "Browse", you can see an overview of products and services. By clicking on the arrow of one of these, lower-level product and service categories are displayed. You can now search for the specific category you want to add. When you found the category, click on it, tick the box and click "OK" to add it to your product and service category.

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 »*

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

My Selections (1)

Crop harvesting (View)

### 1.4.5. Ship-to Service Location

You can either "Browse" the location similar as explained for the product and service categories or you can "Add" the location by typing the location in the field and clicking on your location.

Product and Service Categories: \*   -or- [Browse](#)

Ship-to or Service Locations:   -or- [Browse](#)

Tax ID:

Vat ID:

DUNS Number:

In the next screenshot you can see the process if you click "browse".

SAP Ariba Proposals and Questionnaires TEST MODE

Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

Global

Select Ship-to or Service Locations

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.

North America >	Denmark > ✓	Ahvenanmaan lääni
Central America >	Faroe Islands	Etelä-Suomen lääni
South America >	Finland >	Itä-Suomen lääni
The Caribbean >	Iceland >	Länsi-Suomen lääni
Northern Europe >	Ireland >	Lapin lääni
Western Europe >	Latvia >	Oulun lääni
Eastern Europe >	Norway >	
Central Europe >	Switzerland and San Marino Islands	

My Selections (1)

Denmark

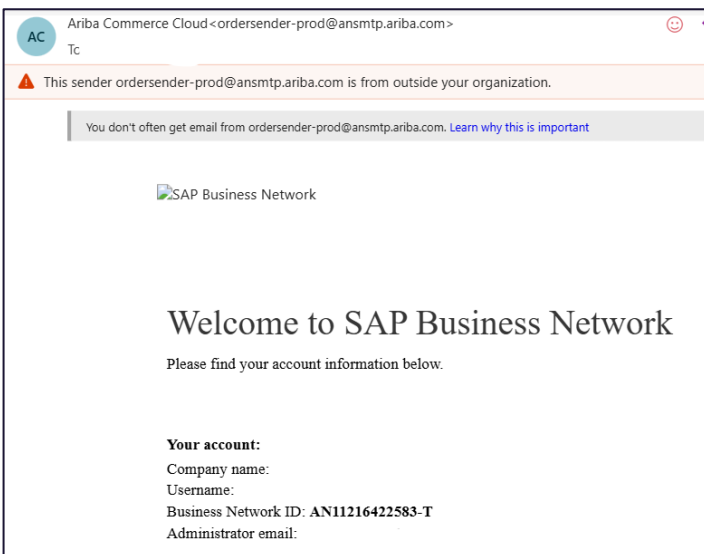
### 1.4.6. Submit your Response.

After filling in the fields, you can **click "Submit"**

### 1.4.7. ARIBA account creation completed.

**You will now receive a confirmation mail from ARIBA** that your account creation process is complete. The next step is to make the Siemens Energy specific registration by filling in the Supplier Registration Questionnaire (see chapter 2.0 of this document).

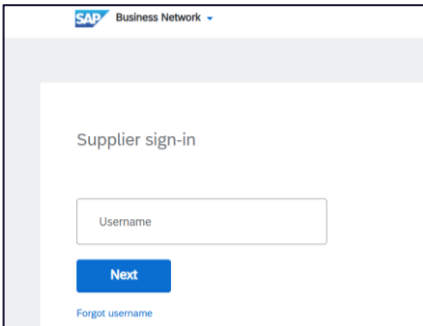
Within this email, you will also receive your **Ariba Network Business ID ANID121212121**.



## 1.5. Login the existing account to work in SAP Ariba

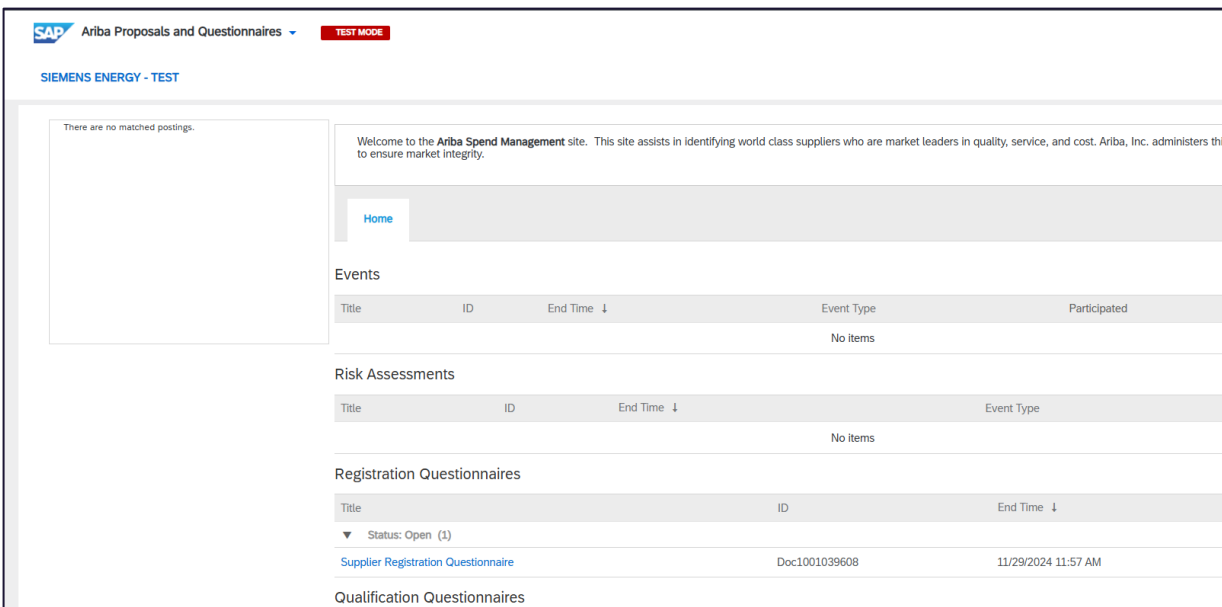
### 1.5.1. Use existing account

If you already have access to an Ariba account which your company currently uses, please click **“Use existing account”**, choose **Ariba Proposals and Questionnaires** to login.



The screenshot shows the 'Supplier sign-in' page on the SAP Business Network. It features a text input field for 'Username' and a blue 'Next' button. Below the button is a link for 'Forgot username'.

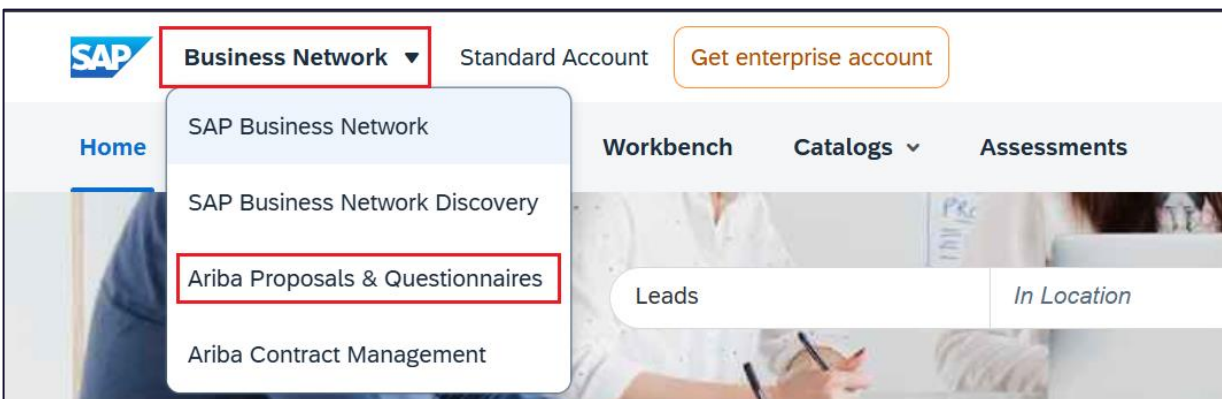
In the Ariba Proposals and Questionnaires tab you will find the Siemens Energy customer page, please proceed with completing the Supplier Registration Questionnaire.



The screenshot displays the 'Ariba Proposals and Questionnaires' dashboard for 'SIEMENS ENERGY - TEST'. The page includes a 'TEST MODE' indicator and a 'Home' button. A message states 'There are no matched postings.' The dashboard is divided into several sections: 'Events', 'Risk Assessments', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section contains a table with one entry:

Title	ID	End Time ↓
Supplier Registration Questionnaire	Doc1001039608	11/29/2024 11:57 AM

If you happen to log out of your account and log back to your dashboard homepage, you will find section **Ariba Proposals and Questionnaires in tab Business Network on the upper left side**. This will lead to the **Siemens Energy customer page where you will find the Supplier Registration Questionnaire**.



The screenshot shows the SAP Business Network navigation menu. The 'Business Network' dropdown menu is open, highlighting 'Ariba Proposals & Questionnaires'. Other menu items include 'SAP Business Network', 'SAP Business Network Discovery', and 'Ariba Contract Management'. The main navigation bar includes 'Home', 'Workbench', 'Catalogs', and 'Assessments'. Below the navigation bar, there are buttons for 'Leads' and 'In Location'.

## 2. SUPPLIER REGISTRATION QUESTIONNAIRE

### 2.1. Section 1 “General Supplier information”

The **first question** of the Registration Questionnaire **asks you to confirm our Code of Conduct**. Please **make sure, that you can answer this question with “yes”, your confirmation is essential to get you accepted**.

You can download the code of conduct by clicking on the link below the question or visit our website.

**For more information, please contact our Master Data-Service Team via E-Mail:**

[ariba.onboarding.support@siemens-energy.com](mailto:ariba.onboarding.support@siemens-energy.com)

Furthermore, we ask you **to provide more detailed information** like your full supplier name, your main telephone number and main address. **Most information is pre-filled** from our buyer’s request form, however, **please adjust those if needed**.

The screenshot shows the 'General Supplier Information' section of the questionnaire. The first question, '1.1 Do you accept our code of conduct?', is highlighted with a red box. The dropdown menu for this question is open, showing 'Yes' selected. Below this, there are input fields for '1.2 Supplier full name' (Supplier Manual 2005), '1.3 Country code (main and mobile telephone numbers)' (DE), '1.4 Main telephone number', and '1.5 Mobile telephone number'. A 'Show More' link is visible, followed by three 'Street' input fields (Street 1, Street 2, Street 3). A note at the bottom indicates that an asterisk (\*) denotes a required field.

### 2.2. Section 2 “Tax information”

The second section asks about your **tax information**. It is **mandatory to at least select your country, but you can also enter all relevant tax numbers**, and attach a file if need.

The screenshot shows the 'Tax Information' section of the questionnaire. The 'Country' dropdown is set to 'Germany (DE)'. Below this, there is a table with columns for 'Tax Name', 'TaxType', and 'Tax Number'. The 'Tax Number' column is highlighted with a red box. The table lists several tax types: 'Germany: VAT Registration Number', 'Germany: Income Tax Number (§48)', 'Germany: VAT Number (Credit Proc. §14)', 'Germany: Elster Tax Number', and 'Germany: Tax Number'. Below the table, there is a question '2.2 Please attach official documentation which supports the...' with an 'Attach a file' button highlighted by a red box. A note at the bottom indicates that an asterisk (\*) denotes a required field.

## 2.3. Section 3 “Substance Commitment”

In the third section you need to **select specifications about substance commitment**. The first question asks if you have planned to **deliver REACH<sup>1</sup> or ROHS<sup>2</sup> relevant material** to Siemens Energy.

With the second question, **you commit to ensure that you always declare all products containing REACH<sup>1</sup> or ROHS<sup>2</sup> relevant substances that will ever be delivered** to Siemens Energy.

Both questions should be answered. We will contact you in case of any inconsistencies.

Please note that there are some not mandatory fields in the questionnaire but **please specify your inputs as detailed as possible**.

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 displays a questionnaire titled "All Content" with a sidebar on the left containing "Event Messages", "Event Details", "Response History", "Response Team", and "Event Contents". Under "Event Contents", there are four sections: "1 General Supplier Inf...", "2 Tax Information", "3 Substance Commitment", and "4 Certificates (Optional)". The "3 Substance Commitment" section is expanded, showing two questions:

- 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)? The answer is "Yes" (highlighted with a red box).
- 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). The answer is "Confirmed" (highlighted with a red box).

### 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. Section 4 “Certificates”

In the fourth section you have the **option to upload certificates**. This is not mandatory for your Onboarding process but might be necessary for upcoming qualification questionnaires and can therefore already be done at this point.

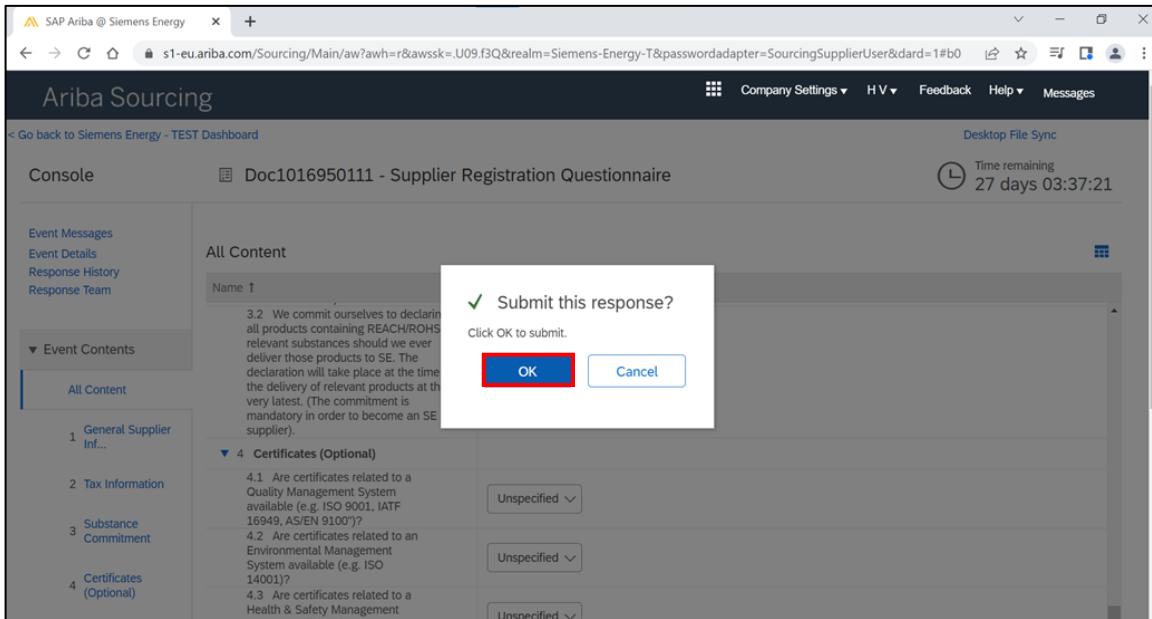
The screenshot shows the same SAP Ariba questionnaire, but now the "4 Certificates (Optional)" section is expanded. It contains five questions, all with "Unspecified" as the answer (highlighted with a red box):

- 4.1 Are certificates related to a Quality Management System available (e.g. ISO 9001, IATF 16949, AS/EN 9100)?
- 4.2 Are certificates related to an Environmental Management System available (e.g. ISO 14001)?
- 4.3 Are certificates related to a Health & Safety Management System available (e.g. ISO 45001)?
- 4.4 Are certificates related to Cyber Security available (e.g. ISO 27001)?
- 4.5 Are other certificates available?

At the bottom of the section, there is a note: "(\*) indicates a required field".

## 2.5. Submission

As soon as you entered all relevant information in the Registration questionnaire you can click on “Submit Entire Response” and on “OK”. That will send out the questionnaire to get approved.

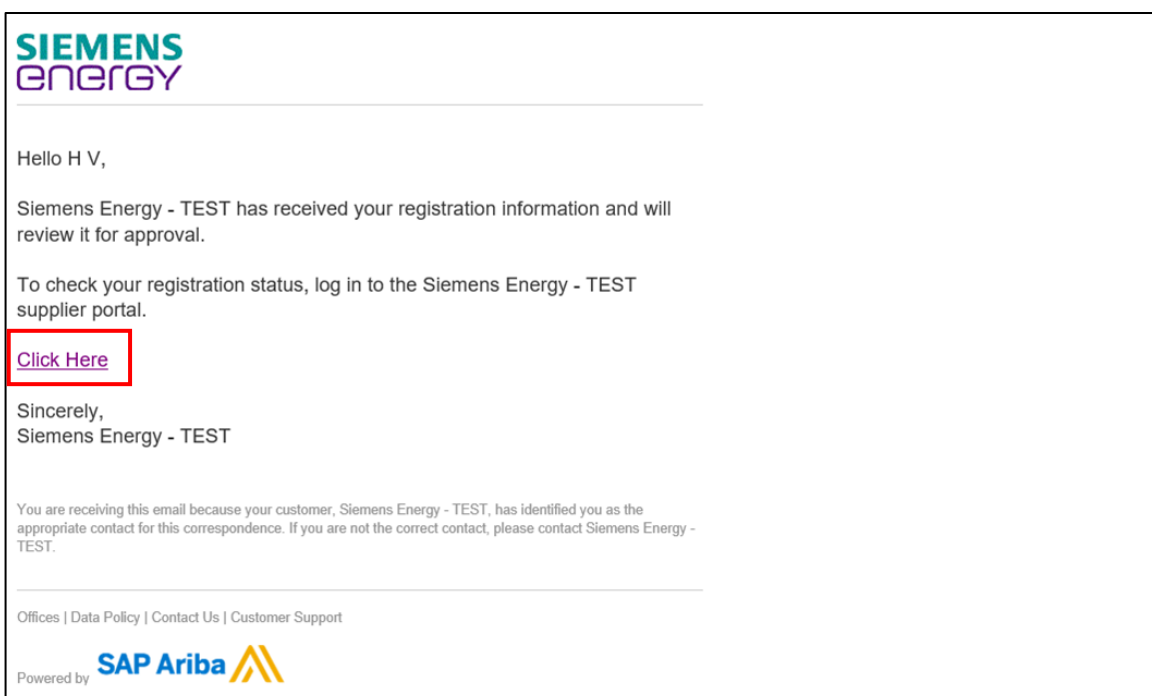


## 2.6. Confirmation E-mail

After you submitted your questionnaire, you will get a confirmation email saying your response will be reviewed for approval. By clicking on the “Click here” link in the email you can check out your registration status in the ARIBA supplier portal.

Your action for the registration process is now completed. You will be informed via email when your action is required for the qualification process.

Further information can be found in the “Supplier Manual 2. Qualification”, that can be found via this Link: <https://www.siemens-energy.com/global/en/company/about/supply-chain-management/supplier-cockpit/sap-ariba-pmplementation.html>



## Published by

Siemens Energy AG  
Procurement  
Otto-Hahn-Ring 6  
81739 Munich  
Germany

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

Copyrights: All right, also that of translation, reprint and copy, or parts thereof, are reserved. This document will not be recalled in the event of any alterations.

© Siemens Energy, 2022 Siemens Energy is a trademark licensed by Siemens AG.