

Supplier Manual Supplier Negotiation

SE E2E ARIBA Implementation

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1. SUPPLIER NEGOTIATION OVERVIEW

1.1. Introduction

In this video you will get an overview on **how you negotiate a contract via ARIBA and with Siemens Energy** and how to **add an additional supplier contact to your ARIBA supplier profile**.

Learning Goals

- Negotiate a contract via ARIBA with Siemens Energy
- Add an additional supplier contact to the ARIBA supplier profile

1.2. Registration for ARIBA

Before you can negotiate a contract with Siemens Energy via ARIBA, you must **be registered as a supplier in ARIBA**. If this is not the case, please go **HERE** on the supplier website to receive more information.

1.3. Invitation to Negotiate

When Siemens Energy wants to **negotiate a contract** with you via ARIBA, **you will receive a similar email like shown below that states “Negotiate Contract” (1)** in the title and will have a “Task Description” (2) and possible “Notes” (3) regarding the negotiation process.

CW5600 - FPA Supplier: **Negotiate Contract**¹

Ariba Administrator <no-reply@eusmtp.ariba.com>
To

Do 04.08.2022 10:04

SIEMENS
energy

CW5600 - FPA Supplier: Negotiate Contract

This email is being sent to you because you are a reviewer of a document that has been submitted for review.

Task title: Negotiate Contract

2 **Task description:** Send drafted agreement to supplier for review and updates

3 **The following notes might also be helpful to you:**
Please review the contract.

This email originated from the Ariba system used by Siemens Energy - TEST and was originally sent to:

System Reference: [Click Here](#) to access the system.

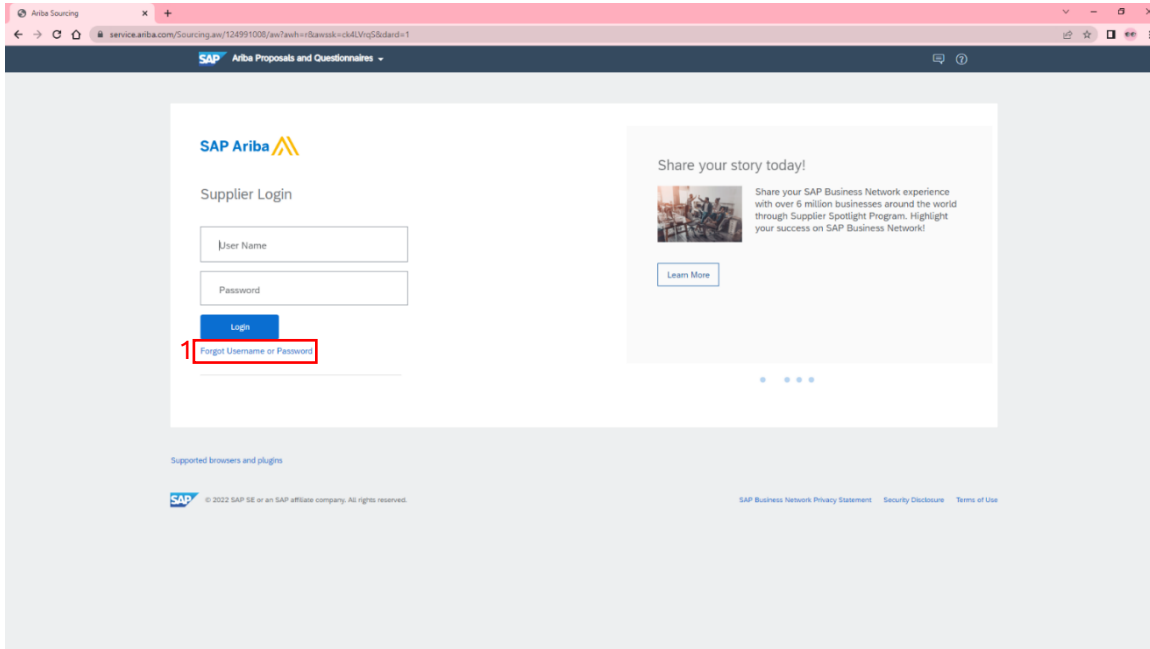
You are receiving this email because your customer, Siemens Energy - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Siemens Energy - TEST.

2. NAVIGATION THROUGH SAP ARIBA

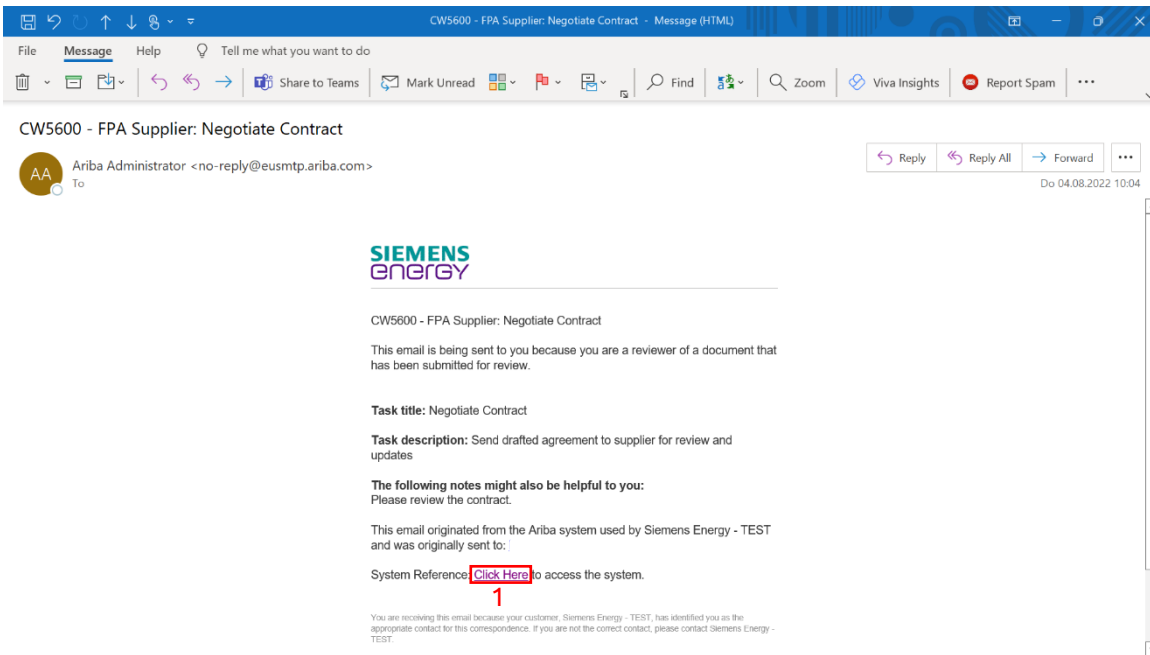
2.1. Login to ARIBA

There are **two ways for you to login** to your ARIBA profile:

You can login via the **ARIBA Supplier website**, reachable under **service.ariba.com**. In case you have **forgotten your username and/or password**, please use the option "Forgot Username or Password" (1).

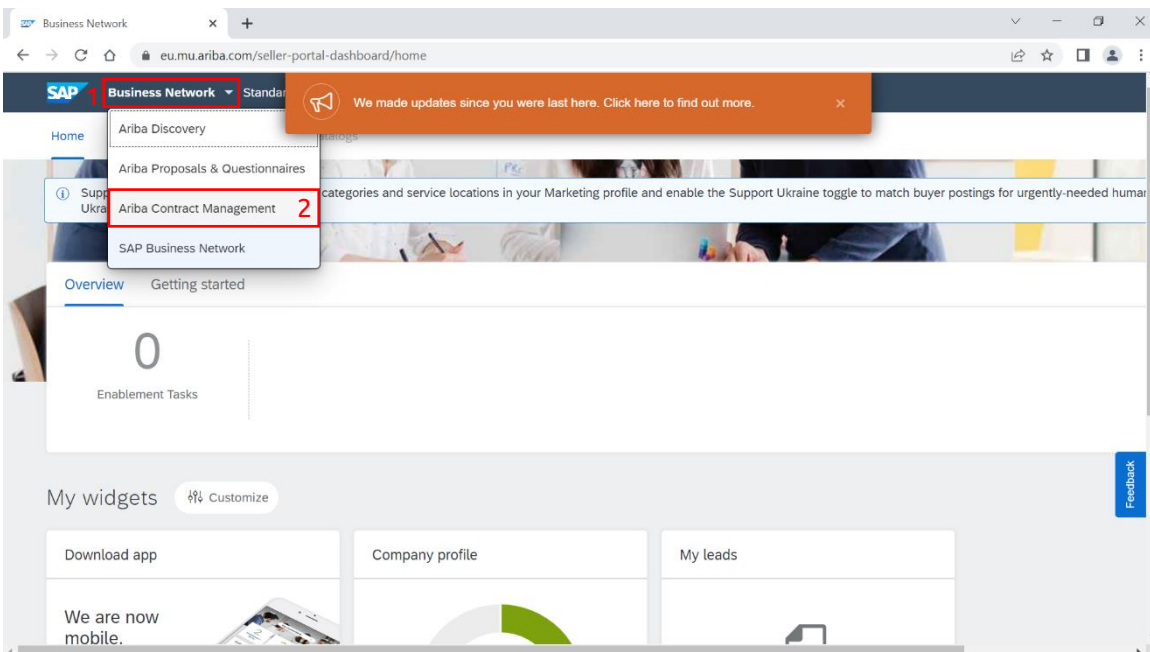


Or you **click directly on the provided link (1) in your received mail**, where you will be directed to the login mask of the ARIBA supplier website. After your successful login you will **be directed to the negotiation**.

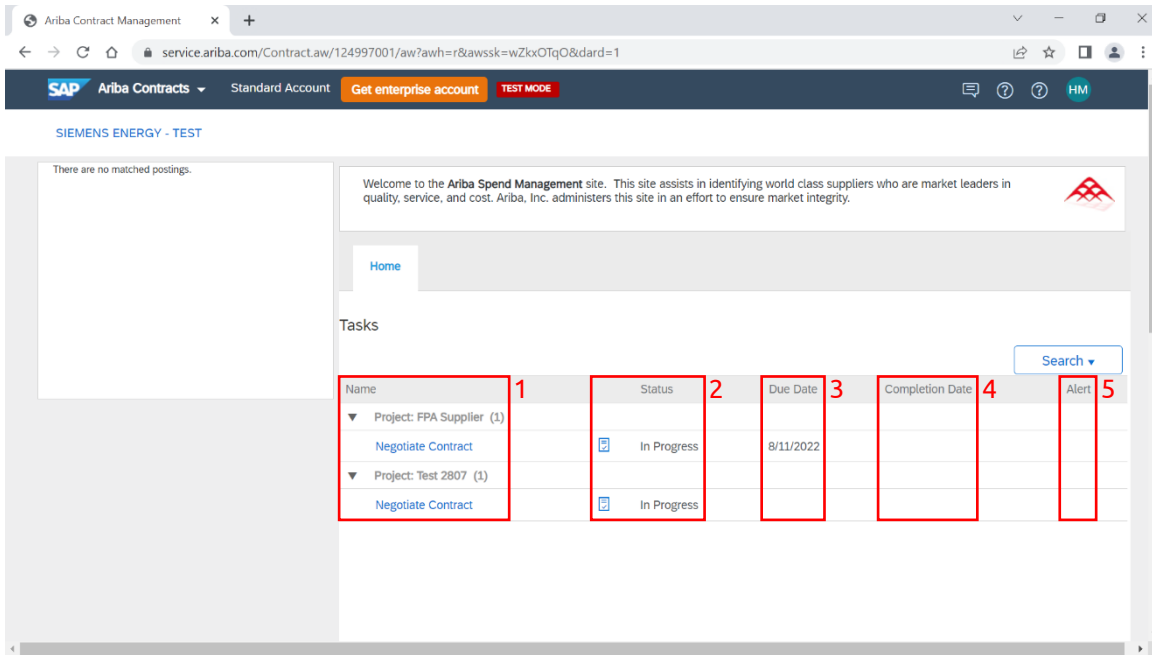


2.2. Dashboard Overview

When you have logged into ARIBA, **please make sure you are in the correct tab “Arriba Contract Management” (2)**. If on the top left-hand corner (1), you do not see “Arriba Contract Management” but instead see for example “Arriba Proposals and Questionnaires” or “Arriba Discovery” please click on it and, in the dropdown, you will have the option to select “Arriba Contract Management” (2). Now you have an **overview of all your contract tasks**.

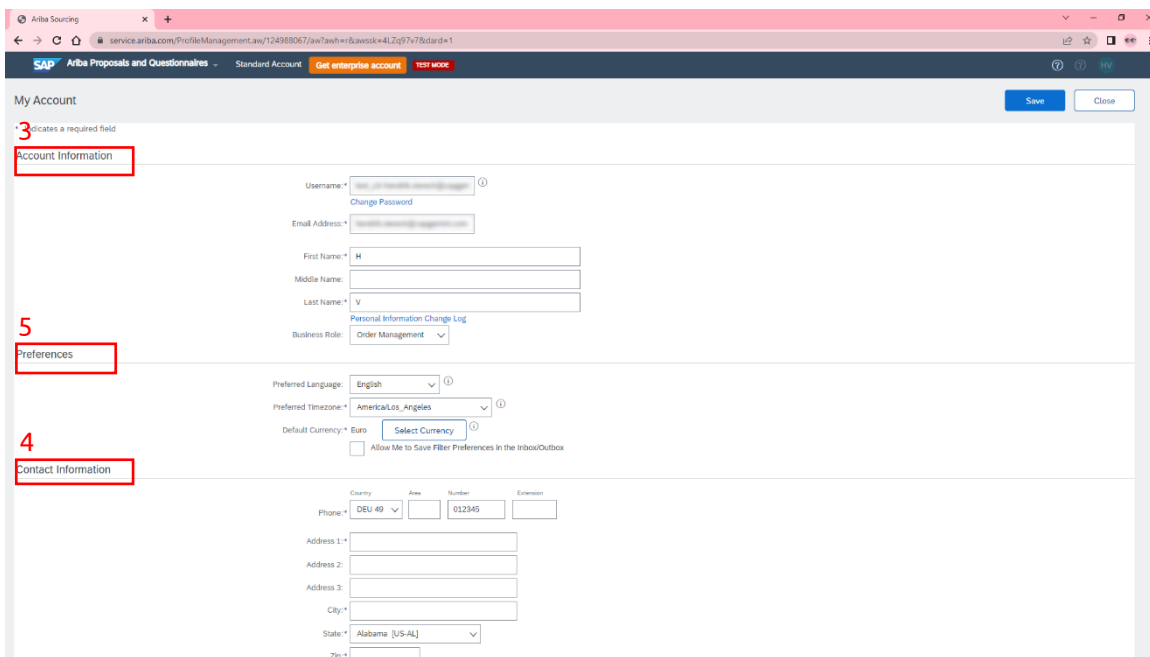
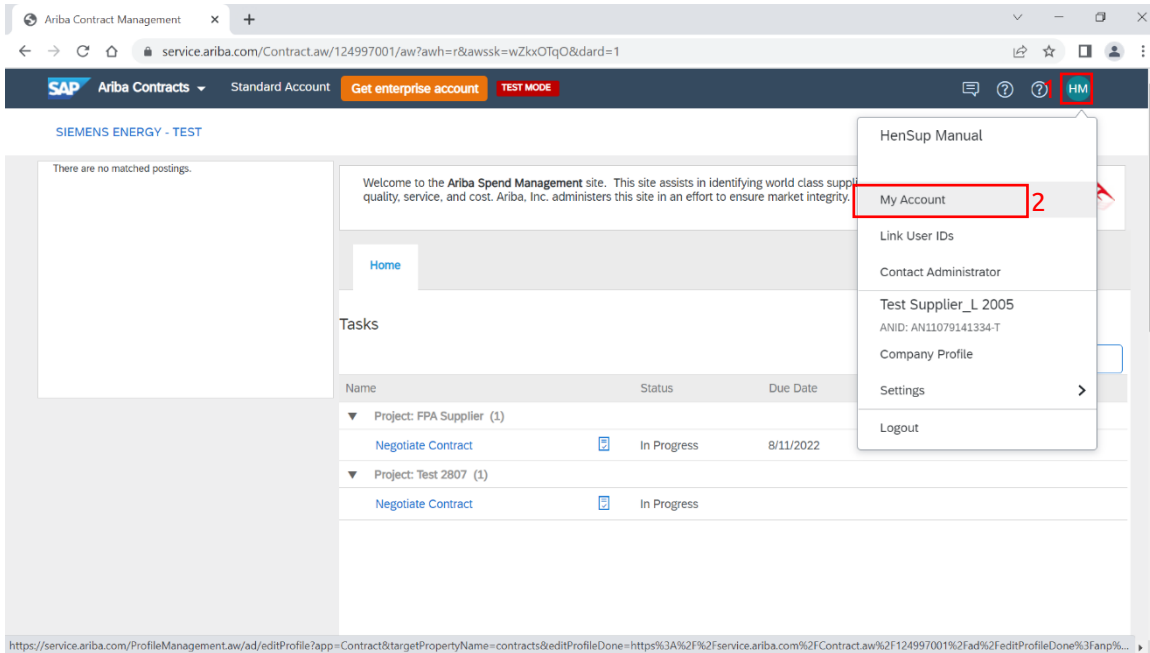


The dashboard will give you an **overview of all your contract tasks**. This task overview will show the “Name” (1), “Status” (2), “Due Date” (3) and “Completion Date” (4) of the regarding task. In case of special notifications, you find them under “Alerts” (5).

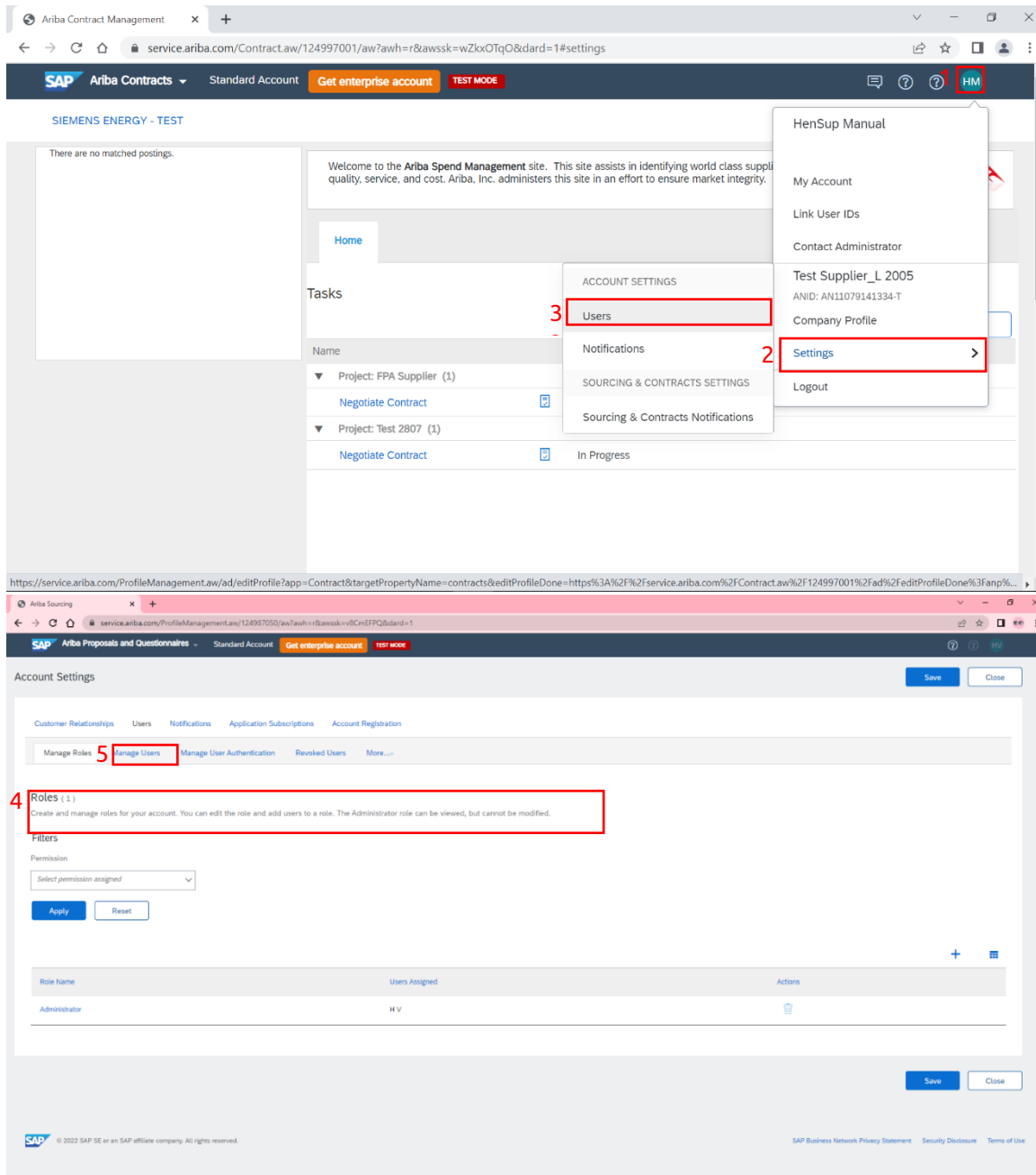


2.3. Profile & User Settings

You can also **change your basic settings** in ARIBA by clicking on your profile icon (1), followed by “My Account” (2). Here, all your **account (3) and contact information (4), including your language settings (5)**, are displayed, and can be edited.



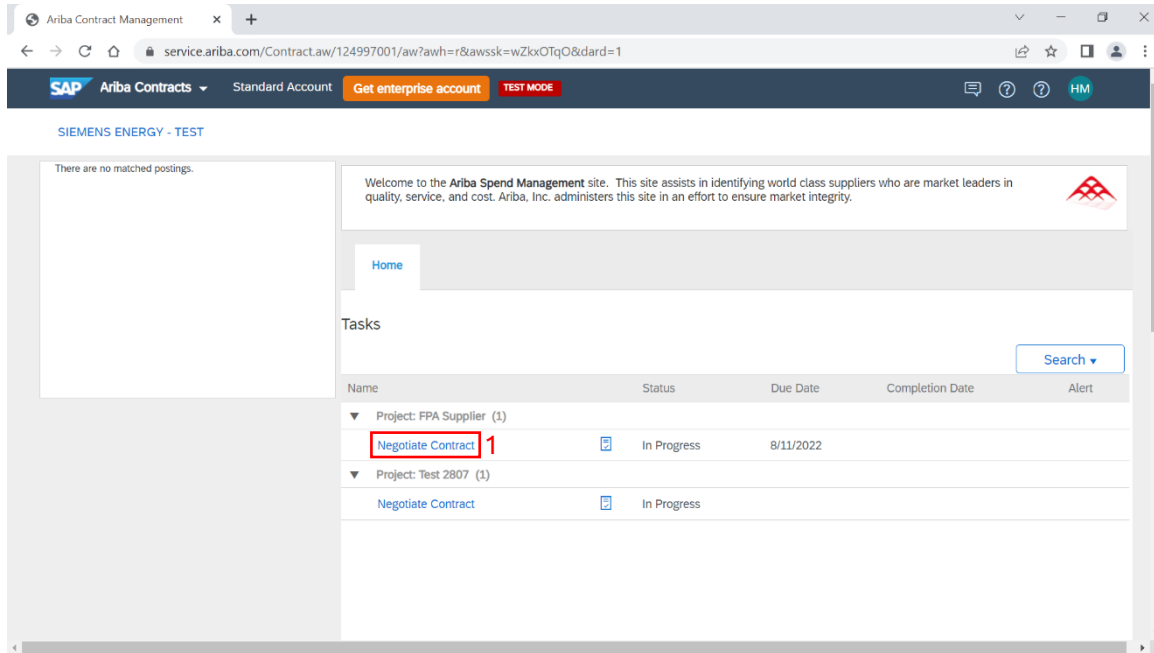
If you click on your profile icon (1), you can click on the section "Settings" (2) and then "Users" (3) to **change your account settings like the role (4) and user settings (5).**



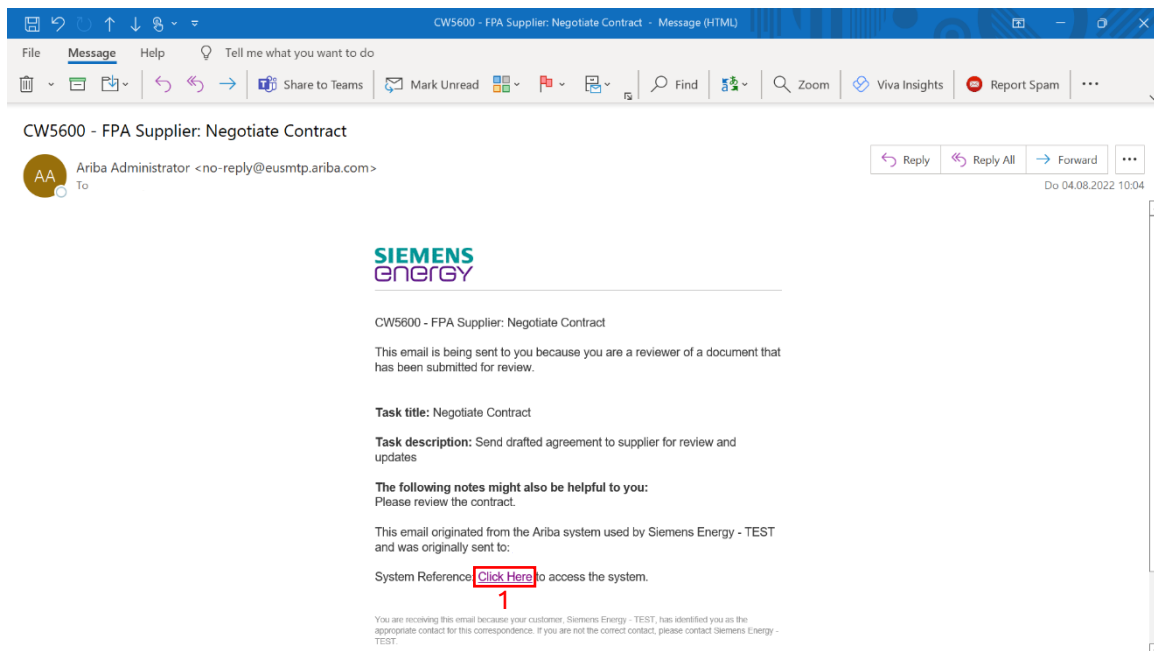
3. NEGOTIATION PROCESS

3.1 Start Negotiation Task

You can **open the negotiation task** via the task overview by clicking on “Negotiate Contract” (1).

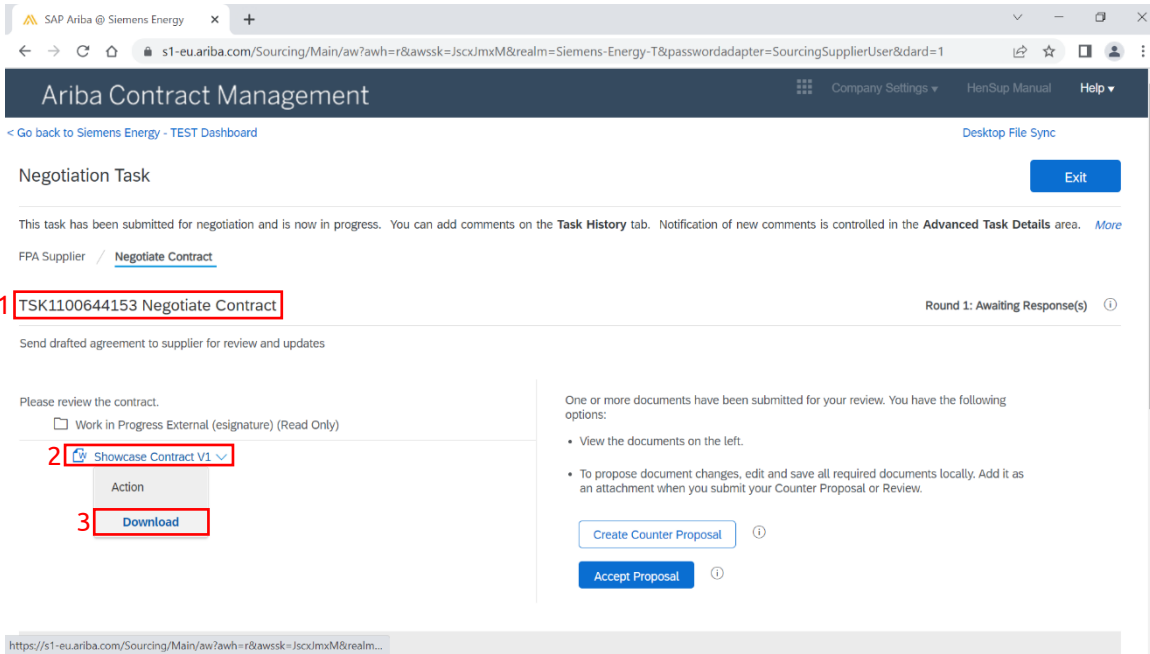


Alternatively, you can **click on the link in the email (1)**, log in with your credentials and you are directly forwarded to the “Negotiate Contract” task.

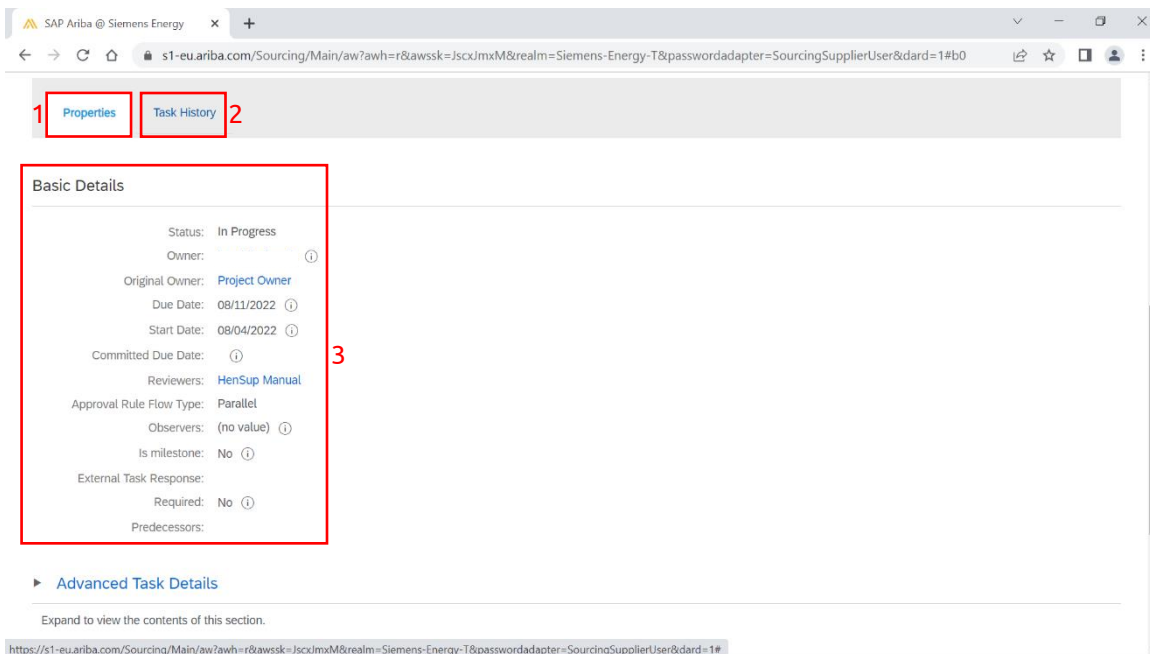


3.2 Negotiation Task Overview

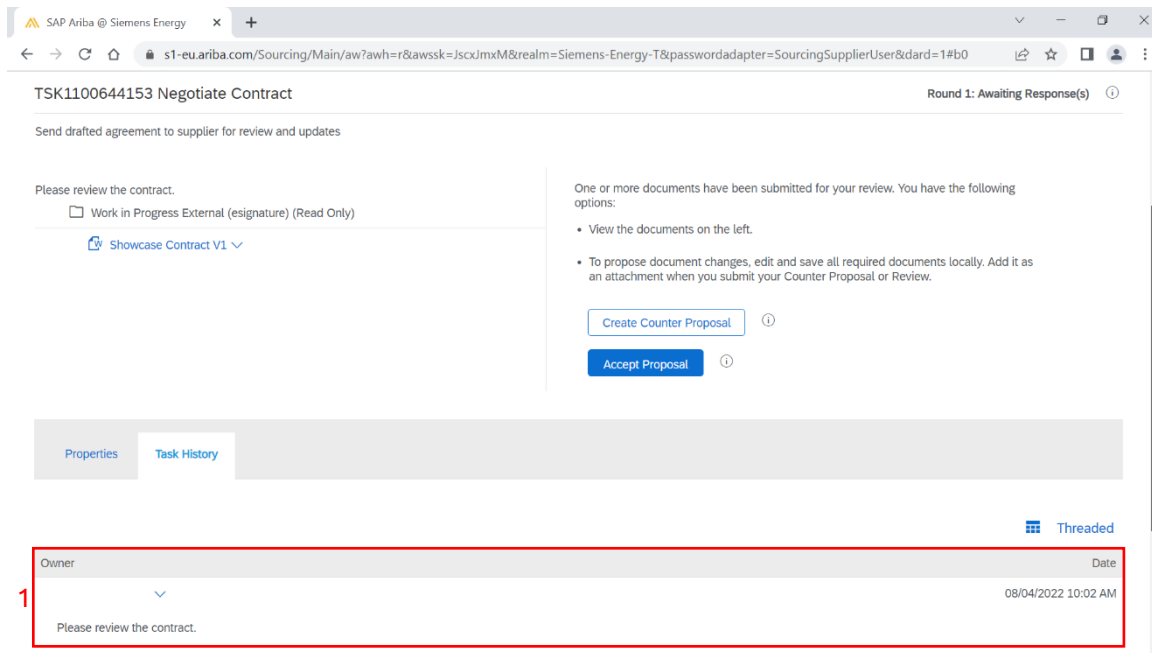
In the upper left of the **task overview**, you see the **document you are currently negotiating** (1). You can open the document by clicking it (2) and then “Download” (3). The document automatically downloads, and you can open it to see the actual content.



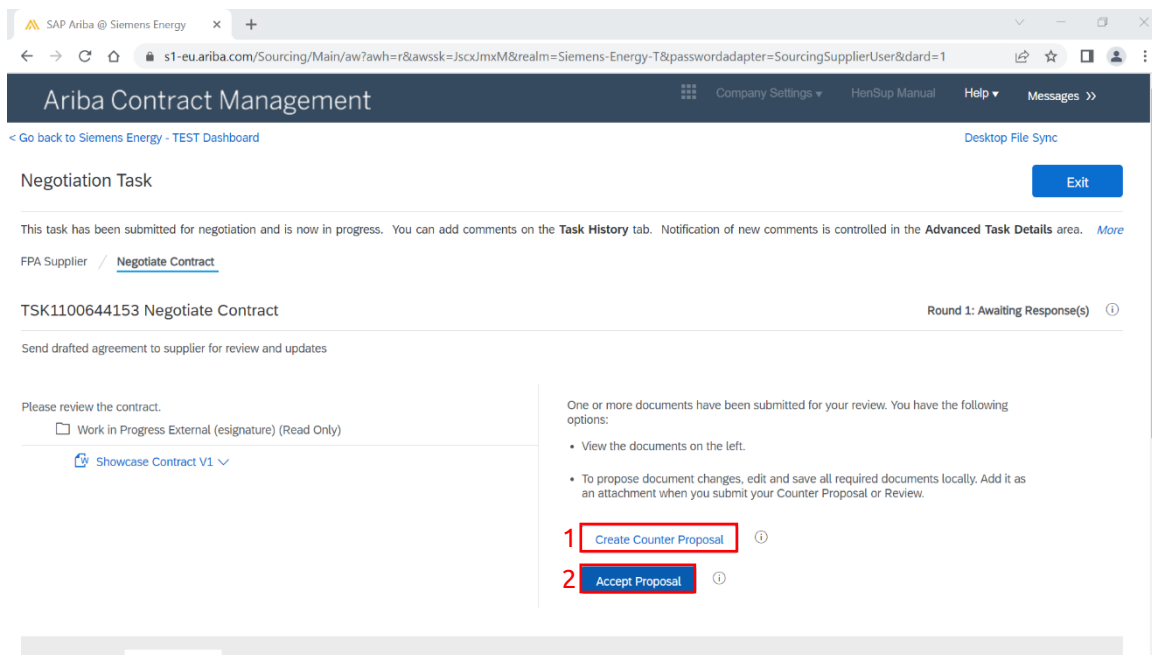
When scrolling down, you can see the tabs “Properties” (1) and “Task History” (2). Under “Properties” the **basic details of the contract** are summarized (3), and you can view previous rounds of the negotiation below.



The **“Task History”** tab gives you an overview of all **current and past tasks (1)**.

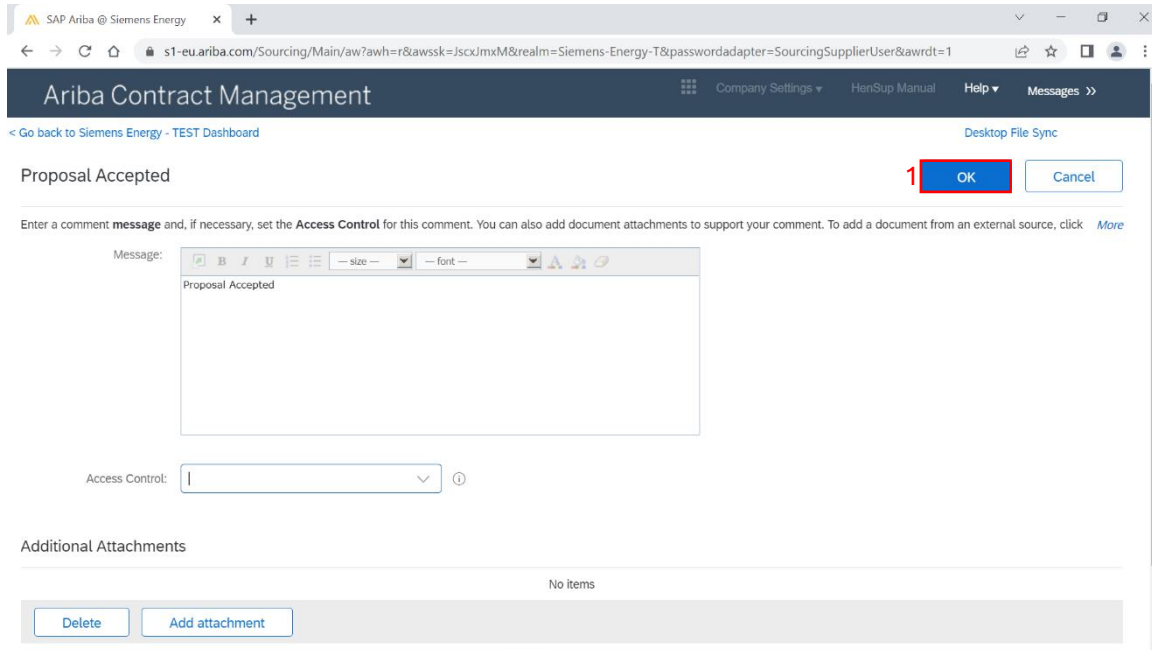


Following there are **two possible next steps: “Accept proposal” (1) or “Create Counter Proposal” (2)**.



3.3 Accept Proposal

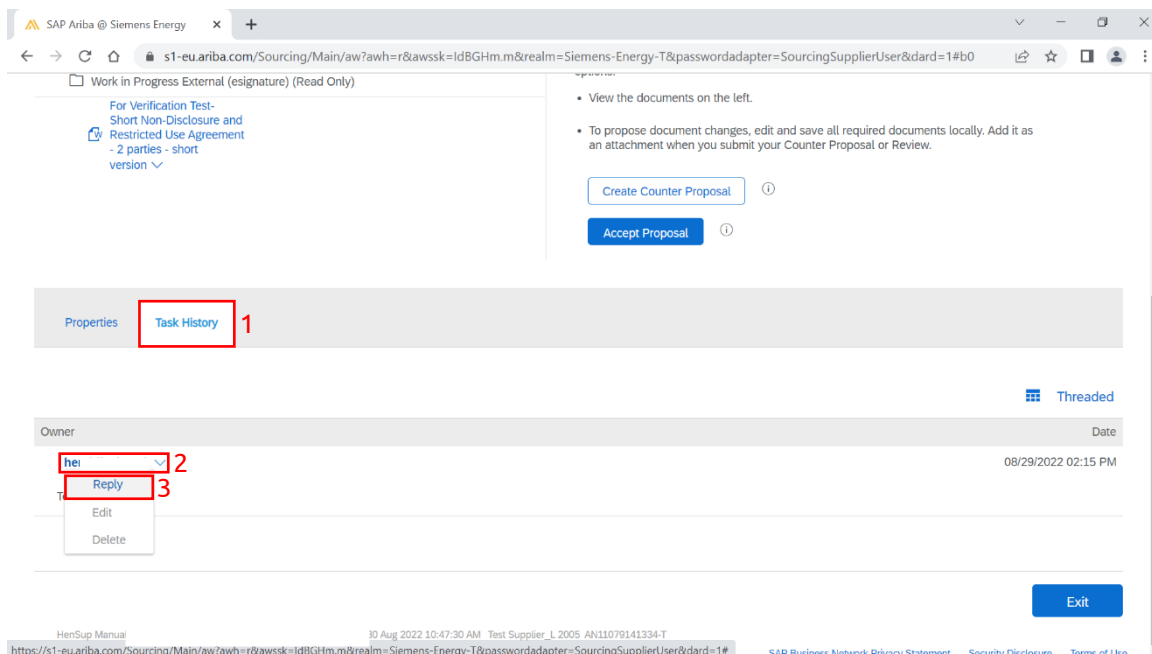
In case you **agree with the contract, click on “Accept Proposal” and then “OK” (1)** to inform the buyer that you agree with the terms of the contract and would sign it. Once you have “Accepted Proposal” no further actions are needed until you receive another email, inviting you to sign the contract.



3.4 Question for Clarification

In case you have **questions regarding the contract that need clarification**, but you don't want to directly accept the contract or create a counter proposal, you can **send a question directly to the buyer**.

You can do that by clicking the “Task History” tab (1). Here you can see all past messages of the negotiation process. You can click the name of the buyer above the message you want to reply to (2) and click “Reply” (3).



A new mask opens where you can **send a message to the buyer with for example a question regarding a specific aspect of the contract**. The supplier will then receive your message directly via email and will come back to you. You will be informed about that via email as well.

SAP Ariba @ Siemens Energy

s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=ldBGHm.m&realm=Siemens-Energy-T&passwordadapter=SourcingSupplierUser&awrdt=1

Ariba Contract Management

Company Settings | HenSup Manual | Help | Messages

< Go back to Siemens Energy - TEST Dashboard Desktop File Sync

Reply

OK Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click [More](#)

Message:

Access Control:

Additional Attachments

No items

Delete Add attachment

3.5 Create Counter Proposal

If you **disagree with the document**, click on **“Create Counter Proposal”** (1). Clicking the **“Create Counter Proposal”** button indicates you want to **respond to the task with changes or questions to one or more documents**.

SAP Ariba @ Siemens Energy

s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=JscJmxM&realm=Siemens-Energy-T&passwordadapter=SourcingSupplierUser&dard=1

Ariba Contract Management

Company Settings | HenSup Manual | Help | Messages

< Go back to Siemens Energy - TEST Dashboard Desktop File Sync

Negotiation Task

Exit

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled in the **Advanced Task Details** area. [More](#)

FPA Supplier / [Negotiate Contract](#)

TSK1100644153 Negotiate Contract Round 1: Awaiting Response(s)

Send drafted agreement to supplier for review and updates

Please review the contract.

Work in Progress External (signature) (Read Only)

Showcase Contract V1

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

1 Create Counter Proposal

Accept Proposal

A new form opens where you **can send a message to Siemens Energy**, to indicate your change wishes and/ or also **upload an adjusted document**. For that you have two options. You may either make changes in the previously downloaded document and upload it or you can download the document by clicking the “Word” (1) icon next to the document’s title download the document and **make the changes directly in Word**. When you made all desired changes, save the document, and **upload it by clicking “Choose File” (2) and selecting the file you want to upload**.

The screenshot shows the 'Counter Proposal' form in the Ariba Contract Management system. At the top, there are navigation links for 'Company Settings', 'HenSup Manual', 'Help', and 'Messages'. Below the title bar, there's a link to 'Go back to Siemens Energy - TEST Dashboard' and a 'Desktop File Sync' link. The main form area has 'Counter Proposal' at the top with 'OK' and 'Cancel' buttons. A message field contains the text 'Countered'. Below the message field is an 'Access Control' dropdown menu. Underneath, there's a 'Document' section with a table listing documents. The first document is 'Work in Progress External (signature)'. The second document is 'Showcase Contract V1', which is highlighted with a red box labeled '1'. To the right of this document is a 'Choose File' button, also highlighted with a red box labeled '2', with the text 'No file chosen' and 'Or drop file here' below it.

In case you want to adjust the users, who can see the content of this contract negotiation, you can use the “Access Control” option (1). To understand this functionality better click on the “i” icon (2). Select the dropdown menu to choose different restrictions. **This field is not mandatory, so only adjust if necessary.**

If needed, you can also attach additional attachments via “Add attachment” (3). **Do not upload the revised contract here but only additional attachments.**

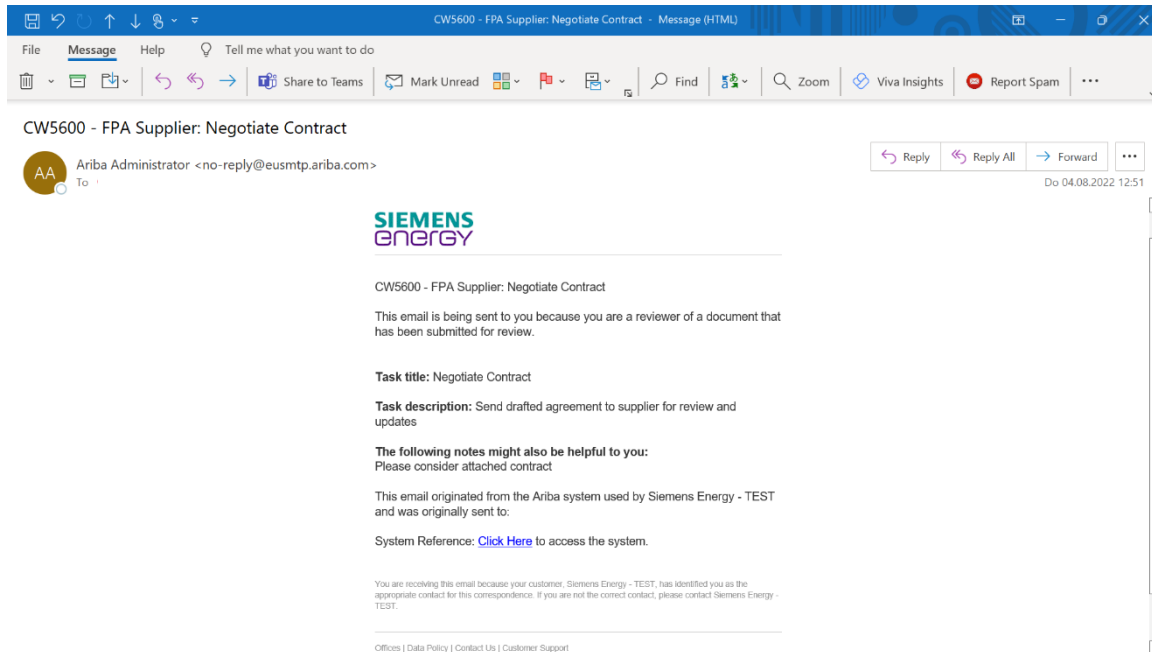
Lastly, click on “OK” (4) to finalize your counter proposal. **Creating a counter proposal will send the modified documents to the task owner for consideration.**

Please note that after clicking “OK”, the counter proposal will automatically be **sent to Siemens Energy, and you may not make further adjustments or edits to your counter proposal.**

The screenshot shows the 'Counter Proposal' form with the message field filled with 'Dear SE, please find the adjusted Contract with my suggestions attached.' The 'Access Control' dropdown is set to '(No additional restrictions)' and is highlighted with a red box labeled '1'. To its right is an information icon (i) highlighted with a red box labeled '2'. Below the message field, there's a 'Document' section with a table listing documents. The first document is 'Work in Progress External (signature)'. The second document is 'Showcase Contract V1'. To the right of this document is a 'Choose File' button, now labeled 'Showcase C...t V1 (3).docx', highlighted with a red box labeled '3'. Below the 'Document' section is an 'Additional Attachments' section with a 'Delete' button and an 'Add attachment' button. At the bottom right, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted with a red box labeled '4'.

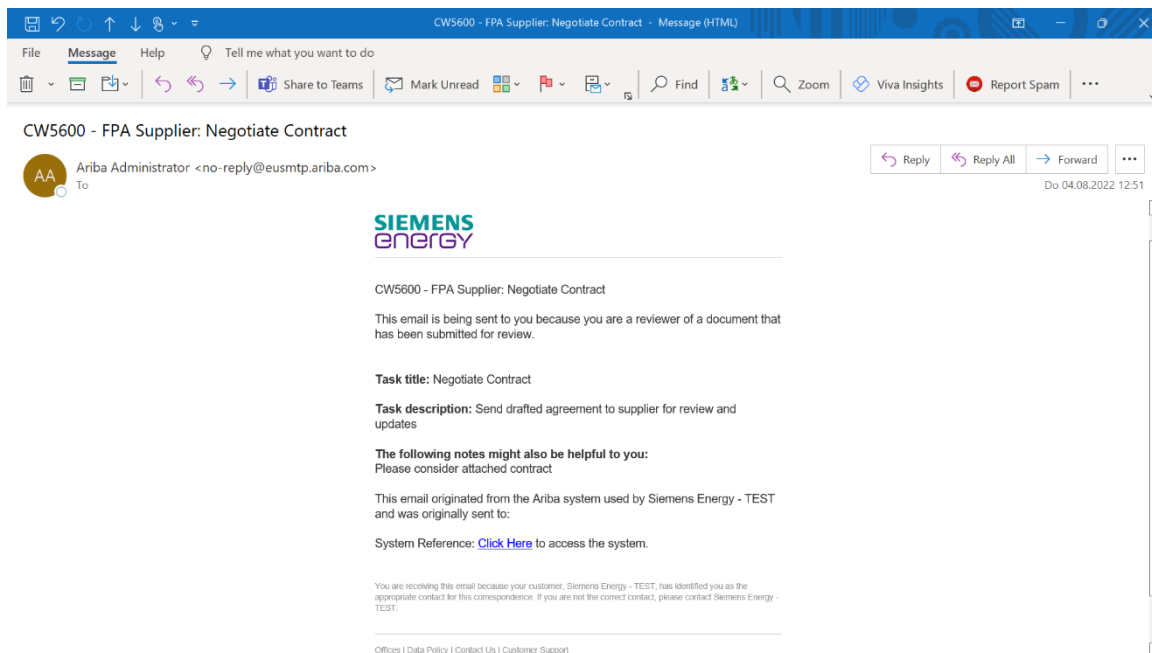
3.6 Counter Proposal Accepted

If your counter proposal is accepted, you will **receive an email, indicating that the negotiation is now completed**. No further actions from your side are needed until you receive another email, inviting you to sign the contract.



3.7 New Round of Negotiation

If the **counter proposal is not accepted, you will be informed via email**, and you **repeat the previous steps** until you and the buyer have reached an agreement. Once you have reached an agreement, no further actions from your side are needed until you get another email inviting you to sign the contract.



4. ADDING NEW CONTACTS

If you or a colleague should be additionally **added as a contact to the ARIBA Supplier profile**, you can ask Siemens Energy or the primary contact of the ARIBA supplier profile to add a contact.

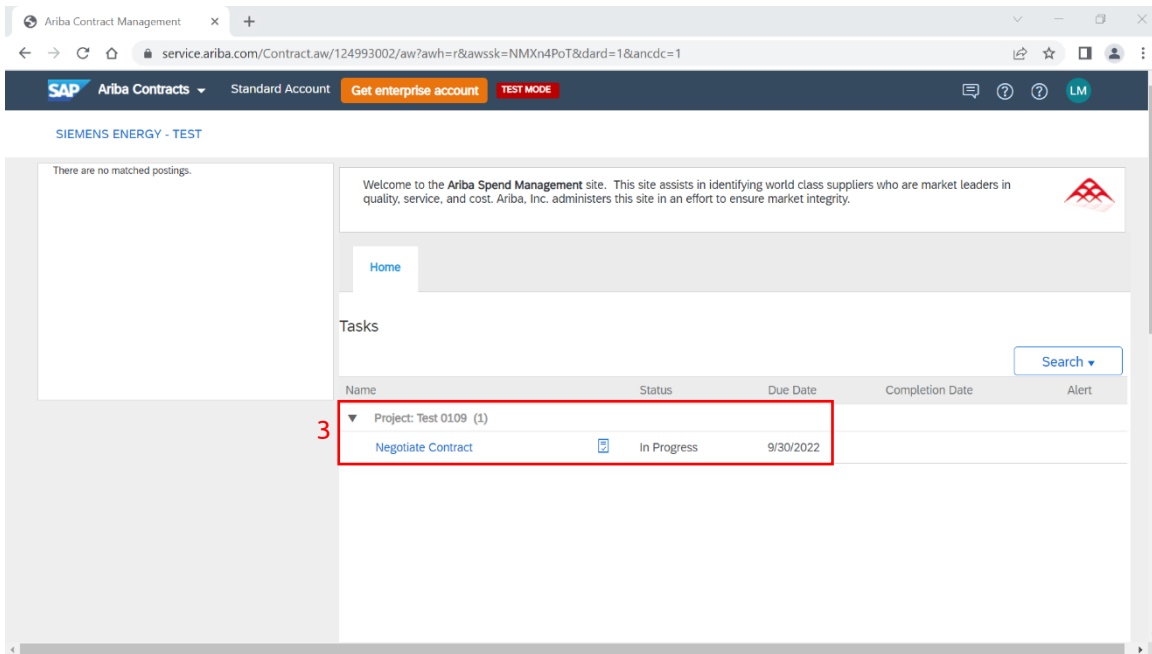
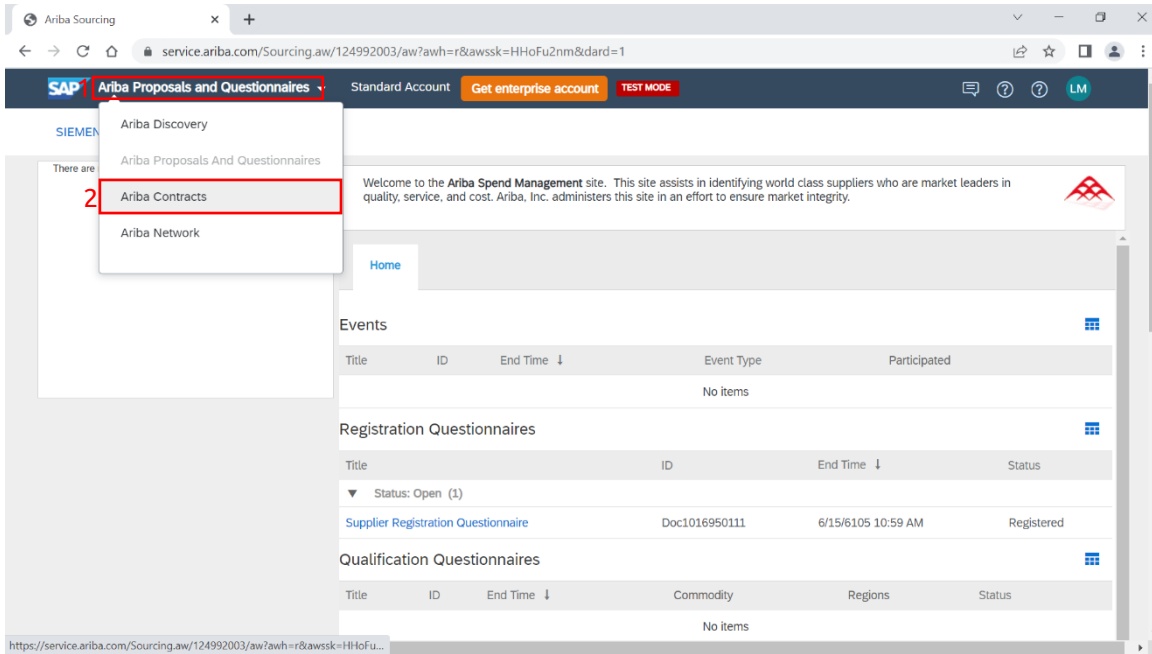
4.1. Adding a New Contact by Siemens Energy

If **Siemens Energy adds you as a contact for example to negotiate a contract you will receive an email to register in ARIBA**. This email will state in the title that you are added as a respondent to the “Supplier Registration Questionnaire” (1). Click on the link (2) to be forwarded to the sign in page and click on “Sign up” (3) and fill in the information for the account creation (4) and click on “Create account and continue” (5).

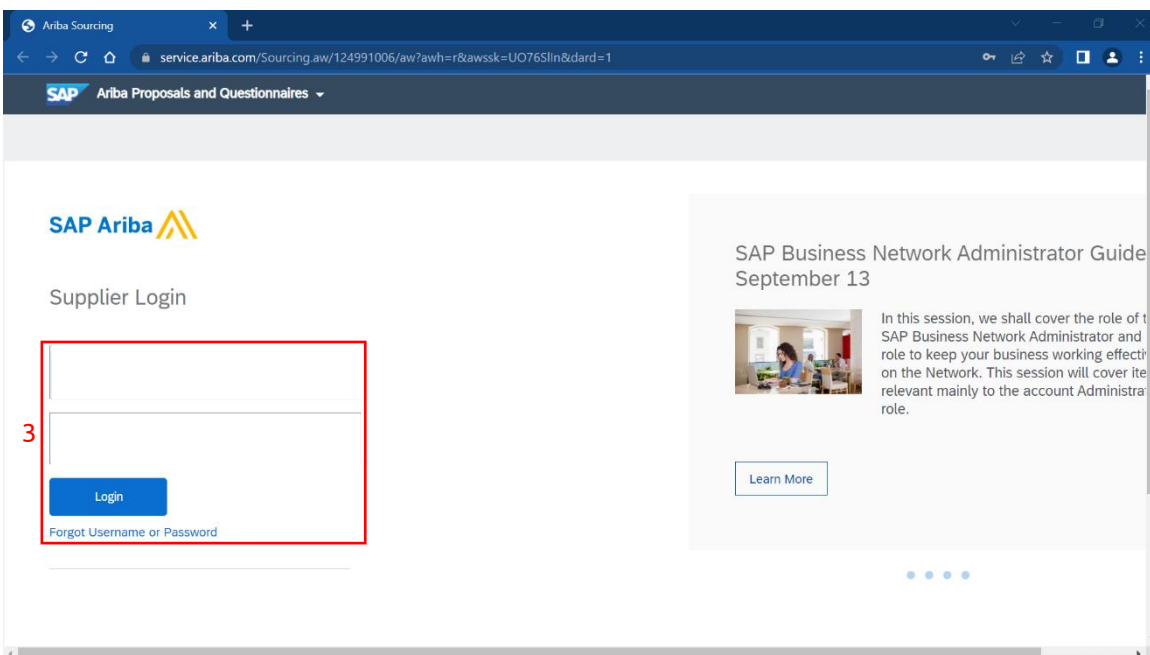
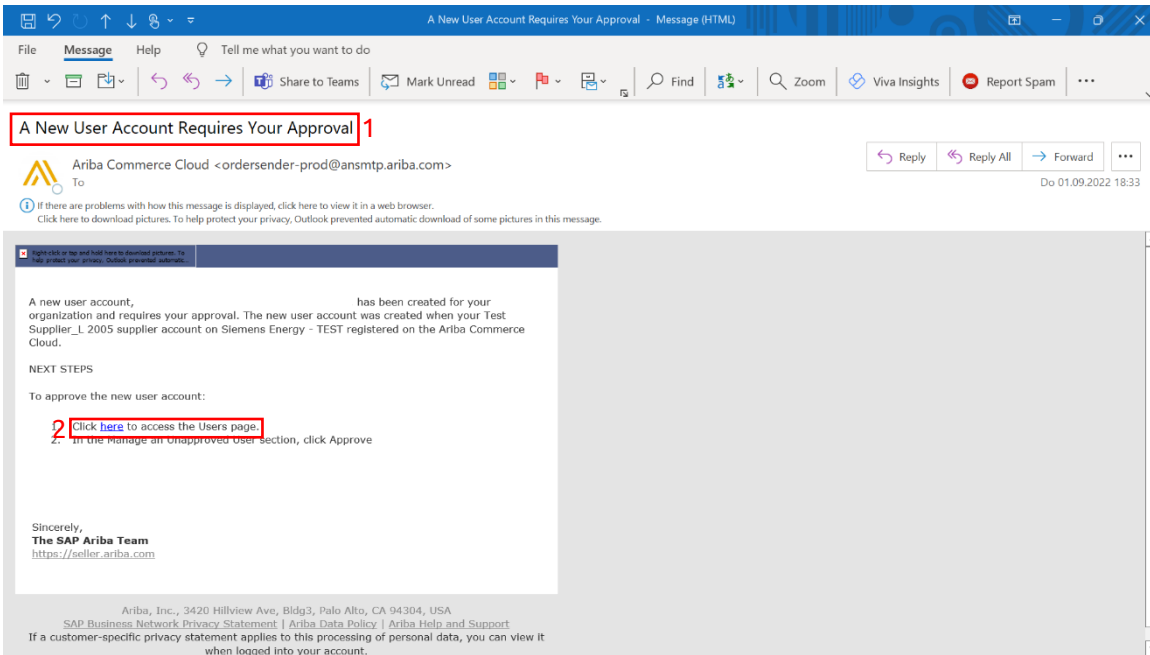
The image consists of two screenshots illustrating the registration process. The top screenshot shows an email from Siemens Energy with the subject "For your information: Siemens Energy - TEST has added you as a respondent to Supplier Registration Questionnaire". The subject line is highlighted with a red box and labeled '1'. The email body contains the Siemens Energy logo, a greeting "Hello Li Ma," and instructions to create an account. A link labeled "Click Here" is highlighted with a red box and labeled '2'. The bottom screenshot shows the SAP Ariba registration page. The page title is "Ariba Proposals and Questionnaires". It displays a welcome message "Welcome, Li Ma" and a "Sign up" button highlighted with a red box and labeled '3'. The page also includes a "Log in" button and a section titled "About Ariba Network" with a list of benefits.

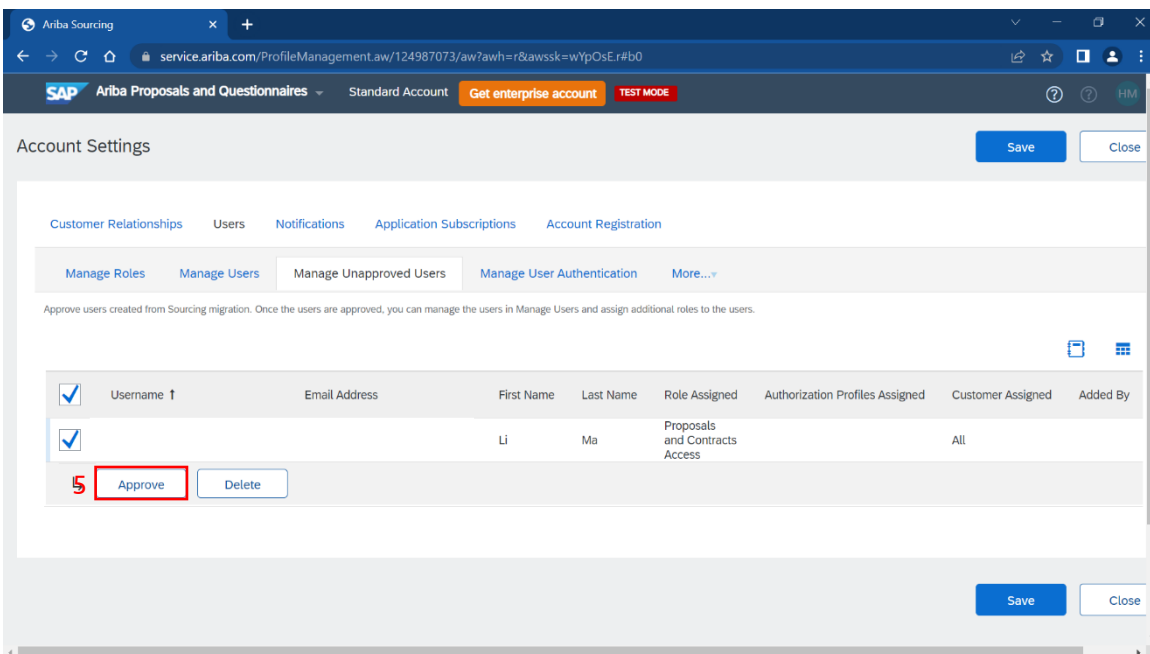
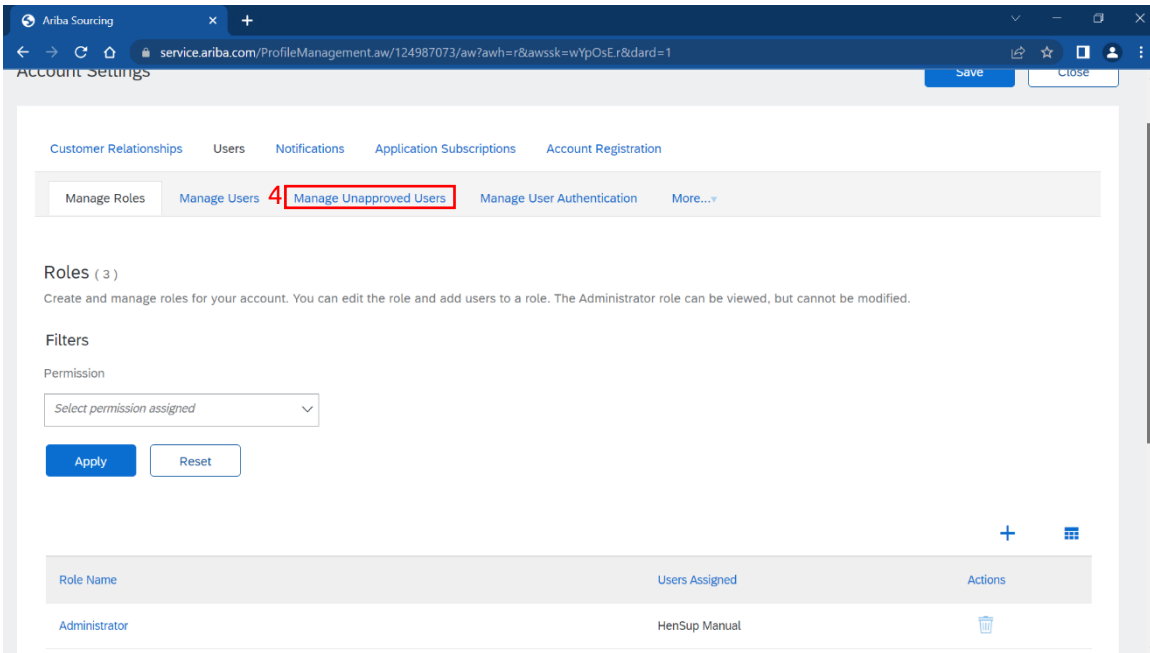
Once you have created your personal account, you will be taken to the **supplier specific registration questionnaire**. As this was already filled in by the primary contact, **do NOT CHANGE any information here and click directly on “Go back Siemens Energy Dashboard” (1)** on the top left-hand corner.

Then on click the top left-hand corner on “Ariba Proposal and Questionnaires” (1) and select “Ariba Contracts” (2). Now you see an **overview of the contract related tasks** like the negotiations process (3).



To complete the process, the **primary contact of your supplier account must approve the new contact**. For that the primary contact receives an email that a new user account requires an approval (1). By clicking on the link (2) the primary contact is forwarded to the login page. After logging in (3), the primary contact must click on the tab “Manage Unapproved Users” (4) and select the relevant user (5). By clicking “Approve” (6) the contact adding process is completed.



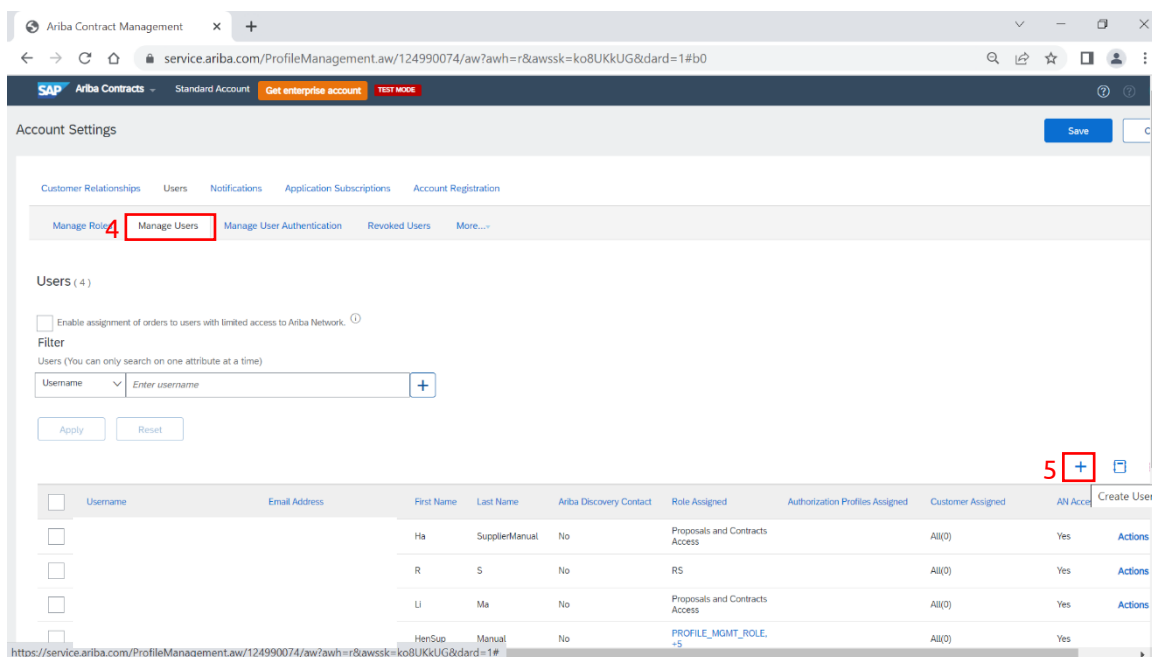
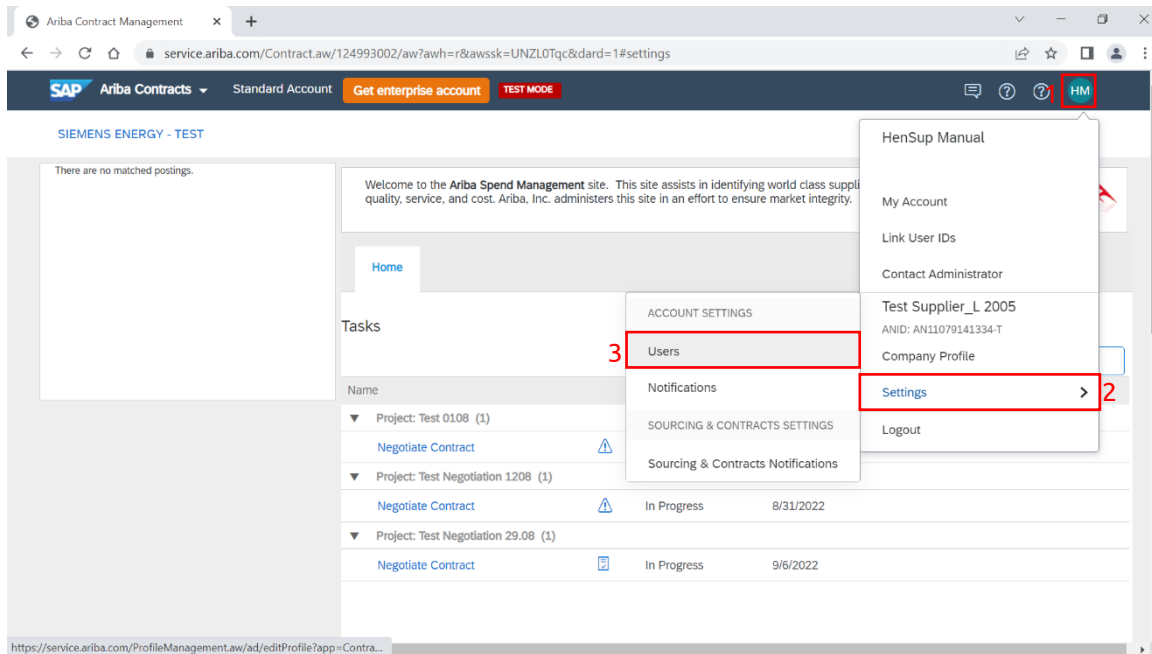


4.2. Adding a New Contact by Supplier Primary Contact

As a supplier **primary contact** you can also add a new contact. For that click on your initials on the top right-hand corner (1), select "Settings" (2) and then "Users" (3).

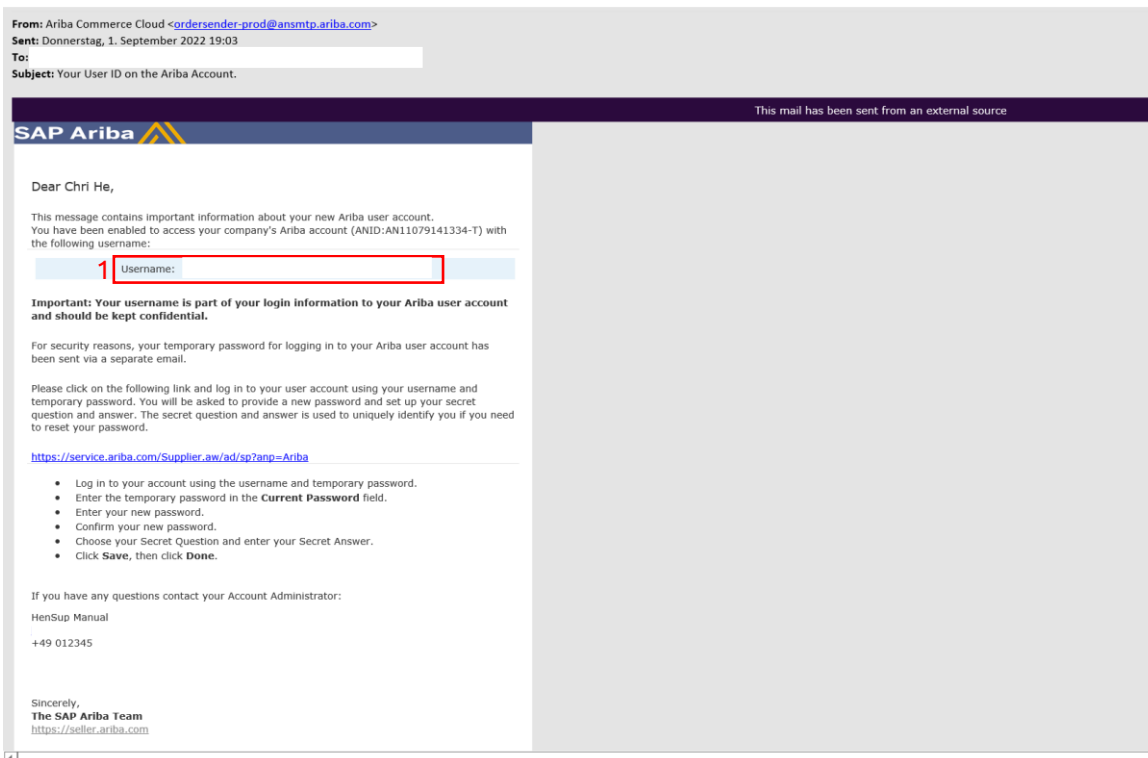
Select "Manage Users" (4) and add the user by clicking on the "+" (5) icon.

Fill in all relevant contact information (6) and assign the user a role. Once you have clicked "Done" (7) the user will receive 2 emails.



4.3. Second Contacts Log-In Credentials via Email

The new **contact will receive an email with a username (1) and an email with the temporary password (2)** which will also contain the link to take them to the log in page. By using the username and the new temporary password, the process is completed, and the new contact can do the contract related tasks.



From: Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
Sent: Donnerstag, 1. September 2022 19:03
To: [Redacted]
Subject: Your password on the Ariba network account.

This mail has been sent from an external source



Dear Chri He,

This message contains important information about your new user account related to your company's Ariba account (AN11079141334-T).

Your temporary password to access your new user account is:

2 Temporary Password: [Redacted]

For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new Ariba user account.

If you have any questions, contact your Account Administrator:

HenSuo Manual

+49 012345

Sincerely,
The SAP Ariba Team
<https://seller.ariba.com>

You have received this notification because your email address, or a group email address that you belong to, is specified in an Ariba account (AN11079141334-T).

If you do not want to receive future notifications, update the email addresses in your account or discuss this with your company's Ariba Account Administrator. To update the email addresses associated with your account, [click here](#).

If you have any questions, go to the [Ariba Exchange User Community](#).

For information about transaction thresholds, features, and upgrade pricing [click here](#).

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
SAP Business Network Privacy Statement | Ariba Data Policy | Ariba Help and Support

If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

5. FURTHER INFORMATION – SUPPLIER COCKPIT WEBSITE

In case of questions, kindly reach out to the **Siemens Energy supplier cockpit website**, where you also get information regarding the possibilities for support. You can access the page by clicking on this [Link](#).

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Siemens Energy SAP ARIBA Implementation

Siemens Energy is executing on its Vision. A major focus of this Vision is the strategy of digitalization across all parts of our business.

Digitalization is fundamentally transforming the value chain and offers major opportunities for all parties. It helps us automate order processing, achieve speed, end-to-end visibility, remove manual errors while improving quality and efficiency. Digitalization is not just a project, for us in Siemens energy it has become a part of our strategy. We consistently pursue our goal of driving ahead our digitalization initiatives. We continuously seek to make our procurement processes simpler and more efficient not only for us, but for you as our supplier partners as well. From mid-2022 onwards, Siemens Energy has decided to use a new and innovative solution SAP ARIBA to continue its collaboration with you.

E2E ARIBA Implementation

KEY FACTS BENEFITS MANUALS SUPPORT

We are leaving behind SCM Star for the implementation of SAP ARIBA, our new all-in-one suite for both strategic and indirect procurement, to create a more simplified system landscape for both of us, Siemens Energy and our suppliers.

We proceed step-by-step with the implementation of ARIBA, starting in June 2022.

As one of our suppliers there is no need to take an active step from your side. Our teams are working in the background on registering you as

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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>

July 2022

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