


Supplier Quick Guide

Information for suppliers on the procurement tool SAP ARIBA
at Siemens Energy

2023 February



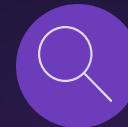
This **Supplier Quick Guide** contains relevant information for you as our valued supplier on the procurement tool SAP ARIBA at Siemens Energy

 Please click on the topics to find further information



WHY

do I have to sign up for ARIBA?



WHAT

are the fundamentals and benefits?



HOW

do I use SAP ARIBA and get further information?

Not sure if a registration is necessary for you?

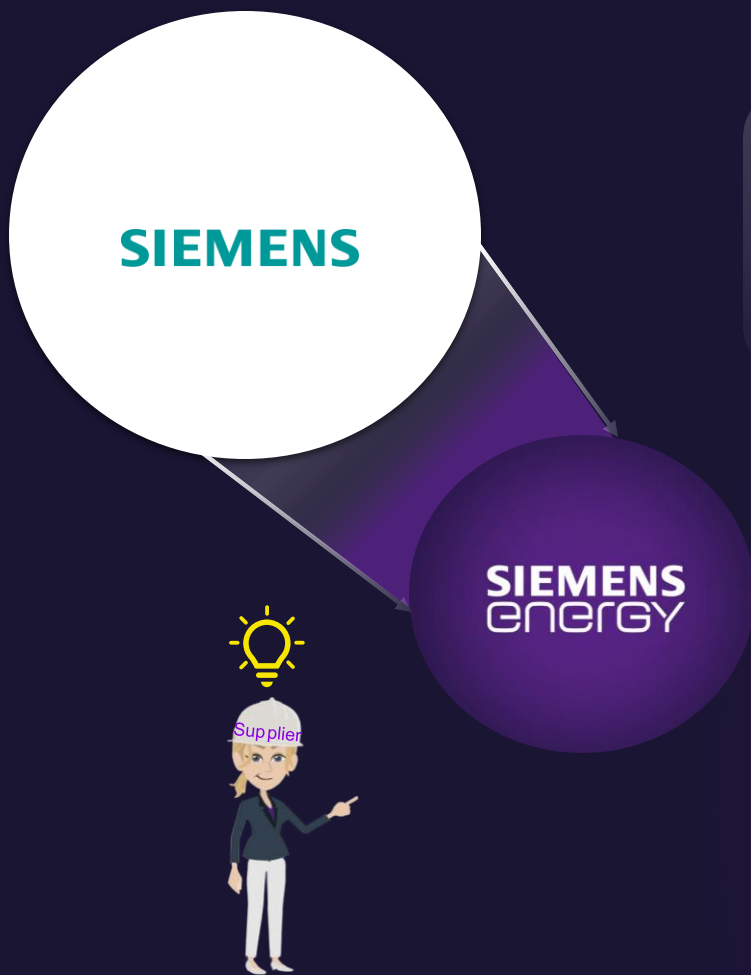


Support resources



Any other questions or support needed?

WHY do I have to sign up for ARIBA?



After the **spin-off** from Siemens AG, we as **Siemens Energy** decided to implement solutions based on SAP in order to harmonize all processes and data in the long run.



BENEFITS OF SAP ARIBA

With our **collaborative** SAP Ariba all-in-one suite you and Siemens Energy will experience a more **simplified** system landscape with **streamlined** and **optimized** procurement processes.



Click here to watch our [Supplier Info Video](#)

WHAT are the benefits of SAP ARIBA?

All-in-one platform

for efficient contract negotiations and price inquiries as well as an easier collaboration

On-demand data availability

to increase data transparency and simplify processes for informed decisions as a supplier



User friendly design

with an easier handling of all activities

Single point of truth

with no more switching between E-Mail and other systems

SAP Business network

providing access to a high-volume buying organization for you



SAP ARIBA offers you as a supplier several benefits to simplify processes and strengthen business relationships

HOW can I register to SAP ARIBA?

Registration process for new suppliers

Registration process for existing suppliers (registered in SCM Star)

You will be registered in our SAP ARIBA system by one of our Siemens Energy requestors

[Here](#) you can find further information

Afterwards, you will receive a registration E-Mail

Please note that this E-Mail is send directly from the ARIBA System and might end up in the **supplier's spam folder**:
Therefore, you will additionally receive an E-Mail from the "SE ARIBA Support" with the most important information

Click on the link in the E-Mail to register in ARIBA

You will be forwarded automatically to ARIBA

Related Manual [Supplier Registration and Log-in to ARIBA](#)

Register as a new supplier in the ARIBA Network

Create a new account by clicking on "Sign up"

Register with existing ARIBA Network credentials

Click on "Log in" and enter the existing company credentials

If you have issues with signing up or linking your account to an already existing company profile, please reach out to our [support team](#)

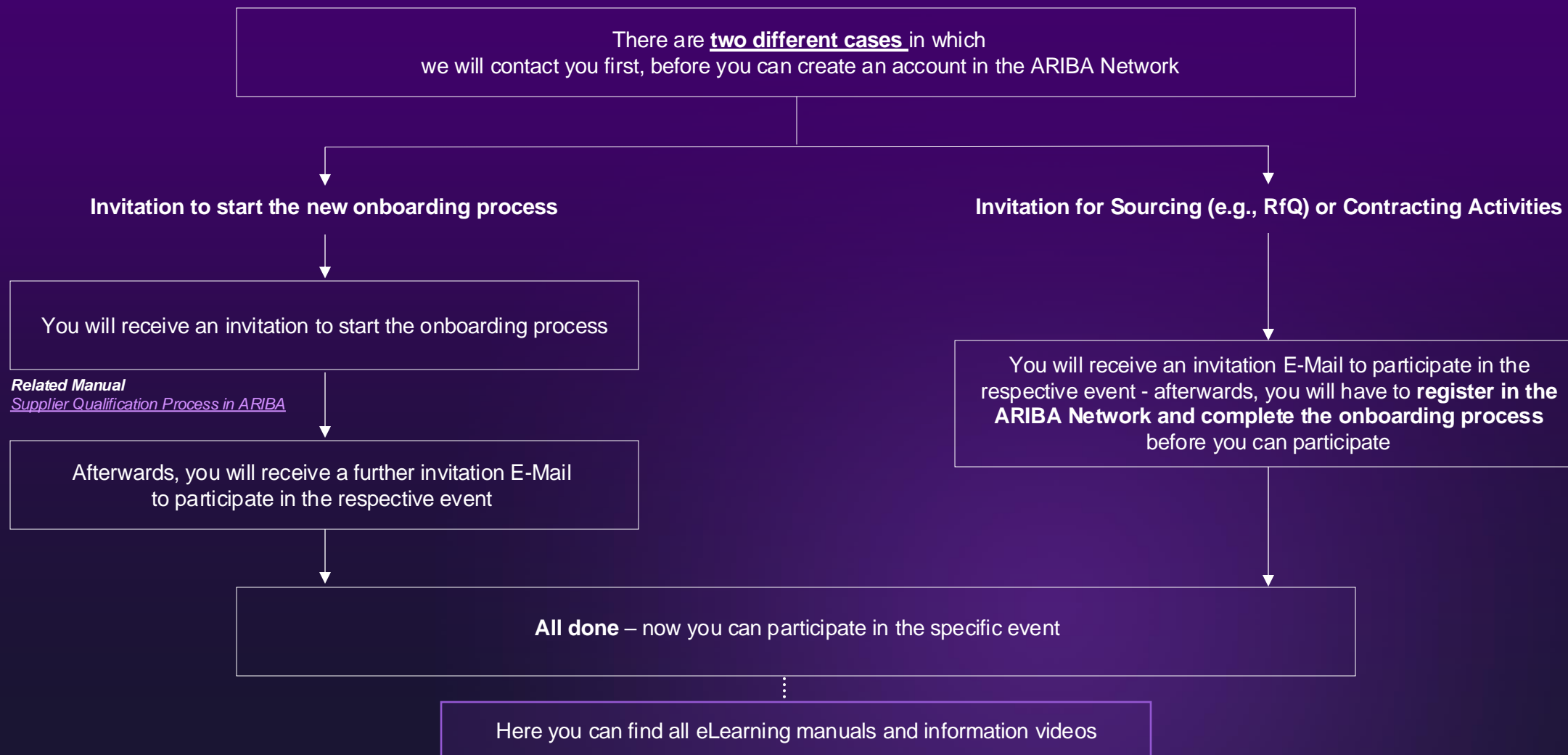
You have now completed your registration in the SAP ARIBA Network, please follow the qualification process to become a Siemens Energy supplier

Here you can find all eLearning manuals and information videos

HOW can I register to SAP ARIBA?









👤 Registration process for new suppliers

Registration process for existing suppliers (registered in SCM Star)



We provide you with several **training modules** in the form of manuals and eLearnings

Manuals

Registration and Log-in to ARIBA 	Qualification Process in ARIBA 
Answering on an RfP 	Participating at an English Auction 
Participating at a Dutch Auction 	Participating at a Sealed Bid 
Contract Negotiation 	Electronic Signature for Contracts 

Video Nuggets




How to answer on an RfP



How to participate at an eAuction



 Click on the flags to get to the manuals in the respective languages

We offer several **support resources** to provide you a smooth handling with **SAP ARIBA**

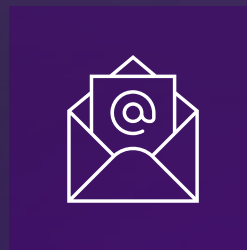
Our support team is available for all your questions regarding the SAP ARIBA tool and can be reached via Support Hotline or E-Mail



Support Hotline

Our Support Hotline is available from 08.00 am - 5.00 pm CET:

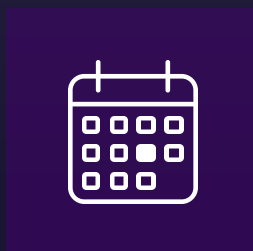
+49 3221 2249865



E-Mail Support

If you have any questions or problems contact us via E-Mail:

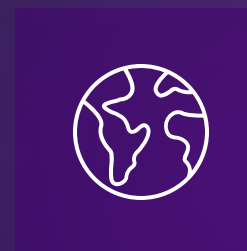
ariba.support@siemens-energy.com



Supplier Info Sessions

We will offer several anonymous info sessions

We will inform you!



Supplier website

Find detailed information about the SAP ARIBA tool

[siemens-energy.com](https://www.siemens-energy.com)

