

# Supplier Job Aid

## Contract Negotiation

Updated as of 01 February 2021

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## **SAP Ariba Overview / Benefits**

### **Introduction to SAP Ariba**

SAP Ariba is a cloud-based solution that reduces cycle times and administrative burdens during the Sourcing to Contract Process. Xcel Energy will be utilizing three SAP Ariba Modules: Supplier Lifecycle & Performance (SLP), Sourcing, and Contract Management. Through the SAP Ariba Network, suppliers and buyers will have the ability to register with Xcel Energy, participate in Sourcing Events, and move through the Contract process all within the system.

### **SAP Ariba Network Benefits**

With the SAP Ariba Network, suppliers will be able to:

- More easily search for and participate in Sourcing Events hosted through SAP Ariba
- Securely upload and send documents to Xcel Energy directly in the system
- Complete actions/tasks required on their end in a timely manner with the use of system generated notifications
- Directly communicate with Xcel Energy from the system
- Track supplier progress and status real-time in the Sourcing to Contract Process

**Note:** For Nuclear specific activities, 10 CFR Part 810 Restrictions apply.

### **Troubleshooting / Questions**

At any point during the Sourcing to Contract Process, a supplier can reach out to the SAP Ariba Help Center for Suppliers using the following link or phone number:

866-218-2155

<https://support.ariba.com/help>

The supplier also has the option to contact the Xcel Energy Supply Chain Hotline:

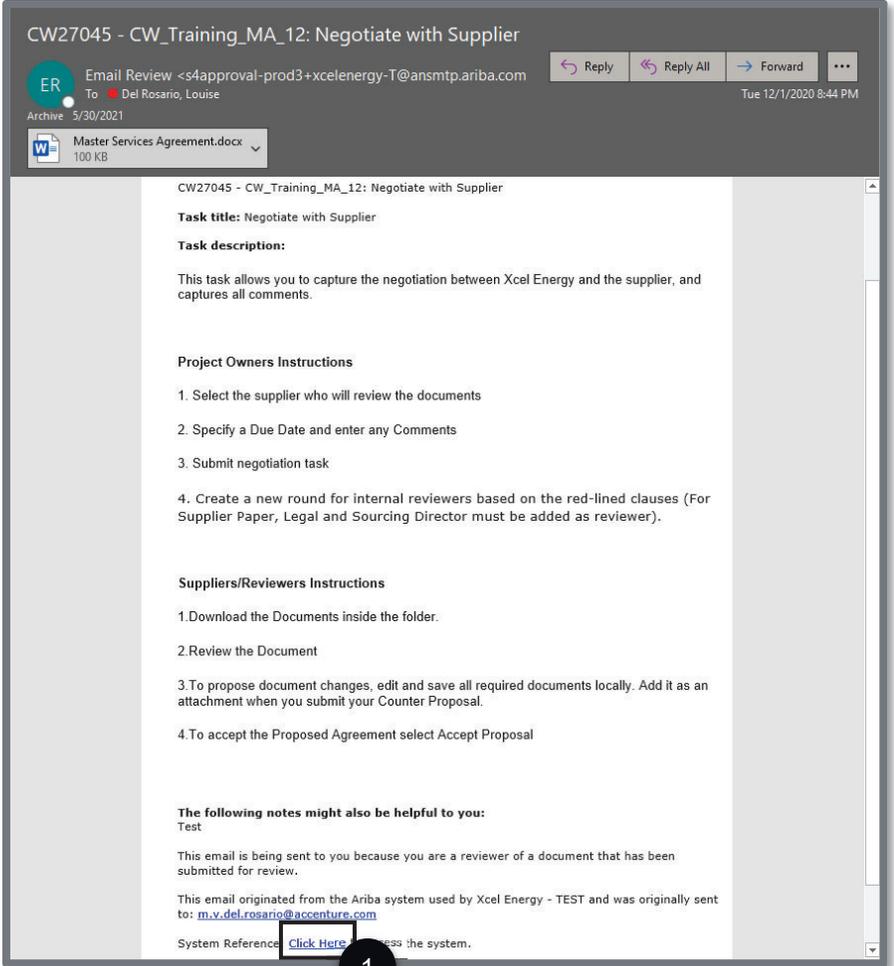
**Phone:** 303-628-2644

**Email:** SupplyChainHotline@xcelenergy.com

**Managing the Negotiation Task on a Master Agreement**

The Xcel Energy Sourcing Professional will initiate the Contract Negotiation directly from SAP Ariba. Once the Negotiation Task has been submitted, the supplier will receive an email notification requesting their participation in the Negotiation Phase. The email will include the Contract ID, Title, Task Name and Details, as well as a link directly to the SAP Ariba Network. The Negotiation Task can have as many rounds as required until all parties have agreed on the negotiated agreement.

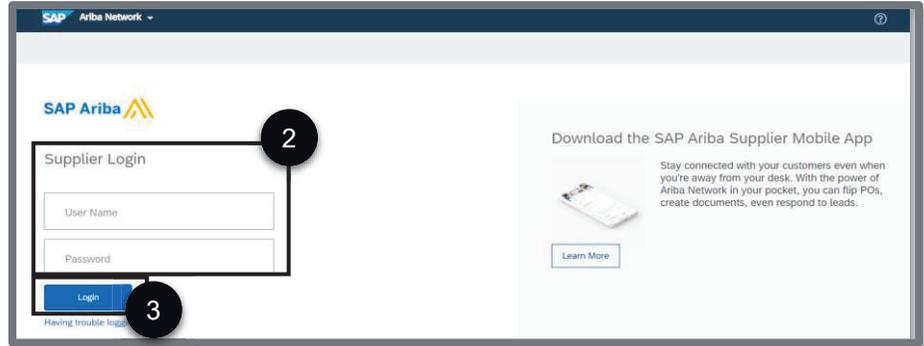
Perform the following steps to work on the Negotiation Task:

Step	Screenshot
<p>1. The Xcel Energy Sourcing Professional will initiate the Negotiation Task with the Supplier wherein the supplier point of contact will receive an email notification. Click the <b>Click Here</b> link to go to the SAP Ariba Network.</p> <p><b>Note:</b> Rather than opening the attached document in the email notification, the supplier should click the 'Click Here' link to first log in to the SAP Ariba Network and begin the redlining process from the system. Any redlined documents will have to be uploaded in the Negotiation Task within SAP Ariba Network.</p>	 <p>CW27045 - CW_Training_MA_12: Negotiate with Supplier</p> <p>Email Review &lt;s4approval-prod3+xcenergy-T@ansmp.ariba.com&gt; To: Del Rosario, Louise Archive 5/30/2021 Master Services Agreement.docx 100 KB</p> <p>CW27045 - CW_Training_MA_12: Negotiate with Supplier</p> <p><b>Task title:</b> Negotiate with Supplier</p> <p><b>Task description:</b> This task allows you to capture the negotiation between Xcel Energy and the supplier, and captures all comments.</p> <p><b>Project Owners Instructions</b></p> <ol style="list-style-type: none"> <li>1. Select the supplier who will review the documents</li> <li>2. Specify a Due Date and enter any Comments</li> <li>3. Submit negotiation task</li> <li>4. Create a new round for internal reviewers based on the red-lined clauses (For Supplier Paper, Legal and Sourcing Director must be added as reviewer).</li> </ol> <p><b>Suppliers/Reviewers Instructions</b></p> <ol style="list-style-type: none"> <li>1. Download the Documents inside the folder.</li> <li>2. Review the Document</li> <li>3. To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal.</li> <li>4. To accept the Proposed Agreement select Accept Proposal</li> </ol> <p><b>The following notes might also be helpful to you:</b> Test This email is being sent to you because you are a reviewer of a document that has been submitted for review. This email originated from the Ariba system used by Xcel Energy - TEST and was originally sent to: <a href="mailto:m.v.del.rosario@accenture.com">m.v.del.rosario@accenture.com</a> System Reference: <a href="#">Click Here</a> the system.</p>

2. Once the **Supplier Login** page is displayed, populate the User Name and Password.

3. Click **Login**.

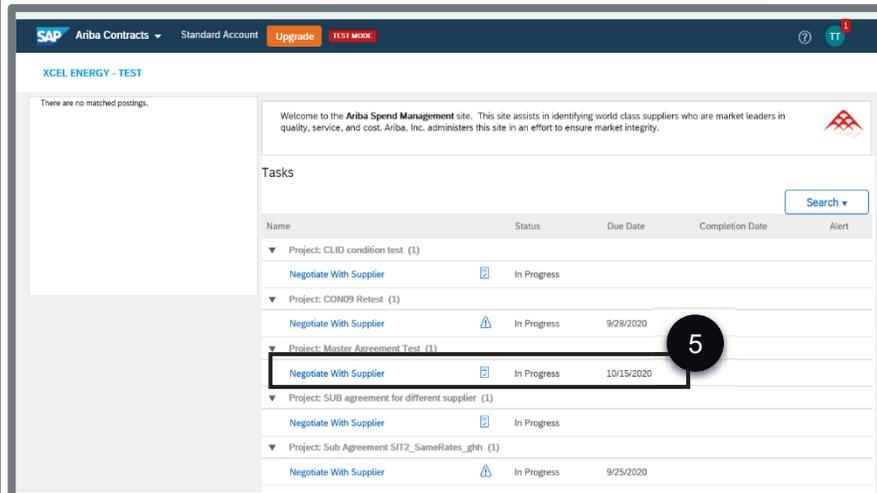
**Note:** If you do not have an SAP Ariba Network account, refer to this [section](#) to view steps on how to create an account.



4. Click the SAP Ariba Network dropdown. Select **Ariba Contracts**.

5. A list of relevant projects and tasks will be displayed. Select the appropriate 'Negotiate with Supplier' for the Workspace you are currently working on.

**Note:** You may only need to perform these steps if you are not automatically directed to the Negotiation Task Page as show in step 6.

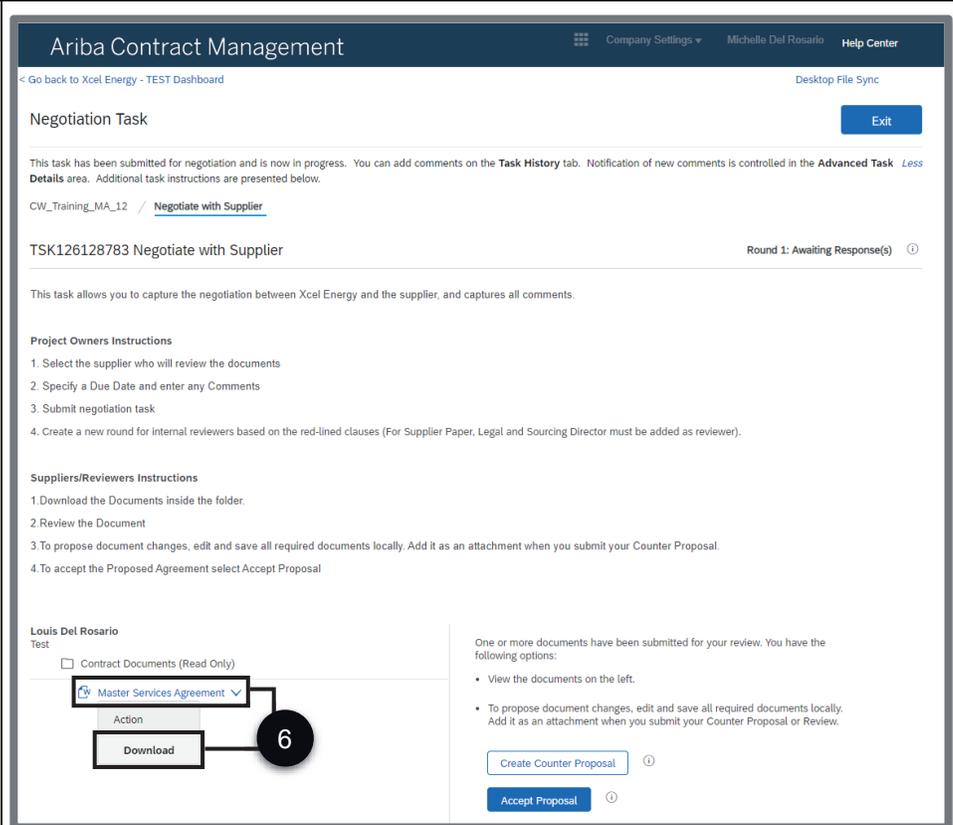


6. The Negotiation Task page for the Contract Workspace selected will be displayed. Click the dropdown of the document up for negotiation (In this example, a Master Services Agreement) and select **Download**.

7. Click **Save** button and select **Save as** to choose the location wherein you will save the document.

8. Click **Open**.

**Note:** If you're opening the Contract Document(s) within the browser (e.g. Internet Explorer, Edge), there may be a Security pop-up displayed, click **Allow**.



**Ariba Contract Management**

Company Settings | Michelle Del Rosario | Help Center

< Go back to Xcel 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. Additional task instructions are presented below.

CW\_Training\_MA\_12 / [Negotiate with Supplier](#)

TSK126128783 Negotiate with Supplier | Round 1: Awaiting Response(s)

This task allows you to capture the negotiation between Xcel Energy and the supplier, and captures all comments.

**Project Owners Instructions**

1. Select the supplier who will review the documents
2. Specify a Due Date and enter any Comments
3. Submit negotiation task
4. Create a new round for internal reviewers based on the red-lined clauses (For Supplier Paper, Legal and Sourcing Director must be added as reviewer).

**Suppliers/Reviewers Instructions**

1. Download the Documents inside the folder.
2. Review the Document
3. To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal.
4. To accept the Proposed Agreement select Accept Proposal

Louis Del Rosario  
Test

Contract Documents (Read Only)

Master Services Agreement

Action

Download

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.

Create Counter Proposal

Accept Proposal



What do you want to do with Master Services Agreement.docx?  
From: s3.ariba.com

Open Save as Save ^ Cancel

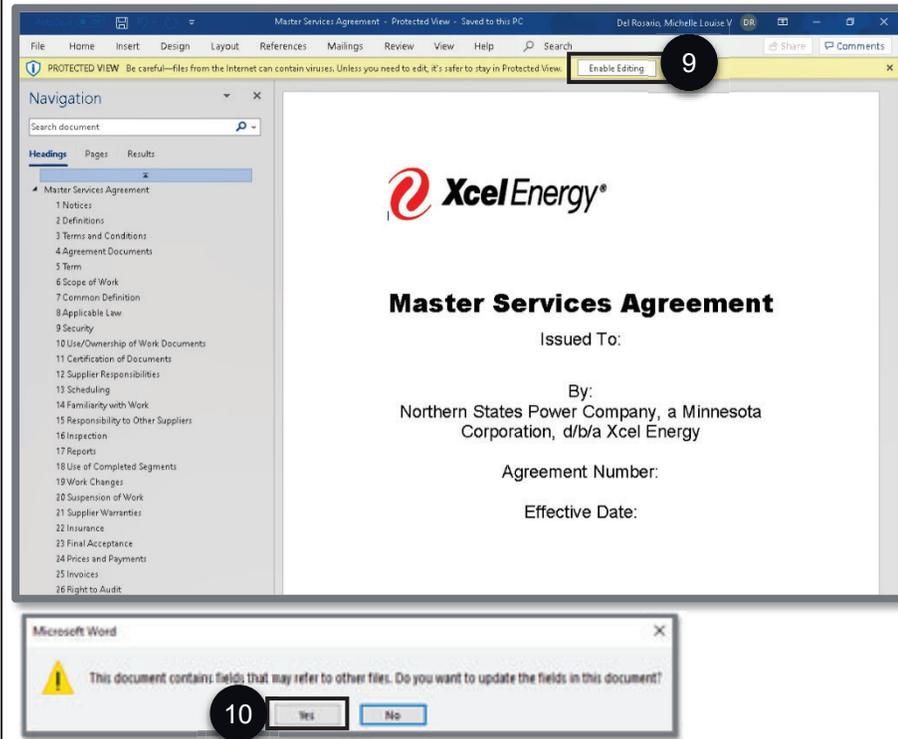


Master Services Agreement.docx finished downloading.

Open Open folder View downloads

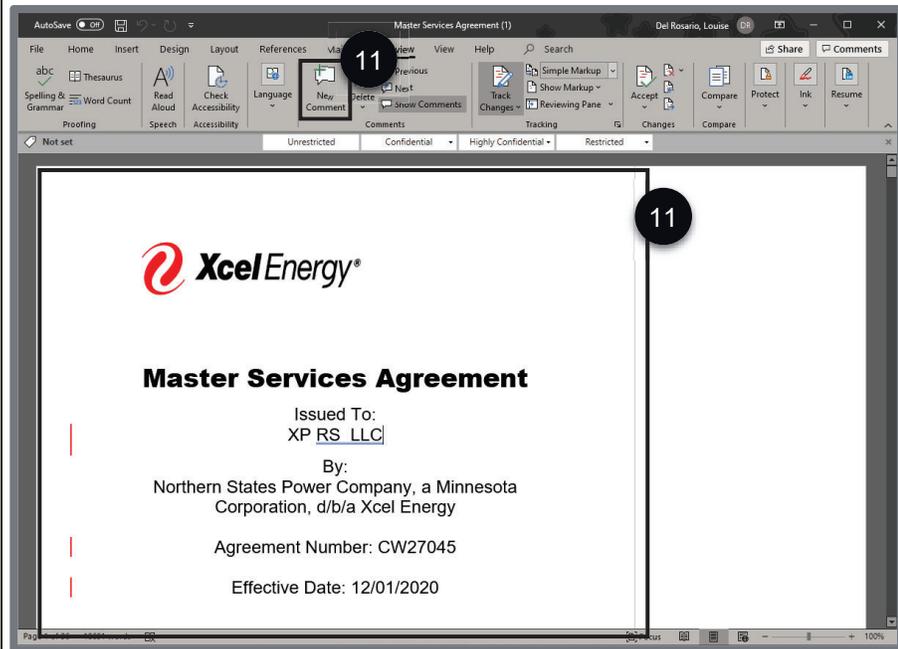
9. Once the downloaded document is opened, click **Enable Editing** in the MS Word document to review and perform updates.

10. Click **Yes**.

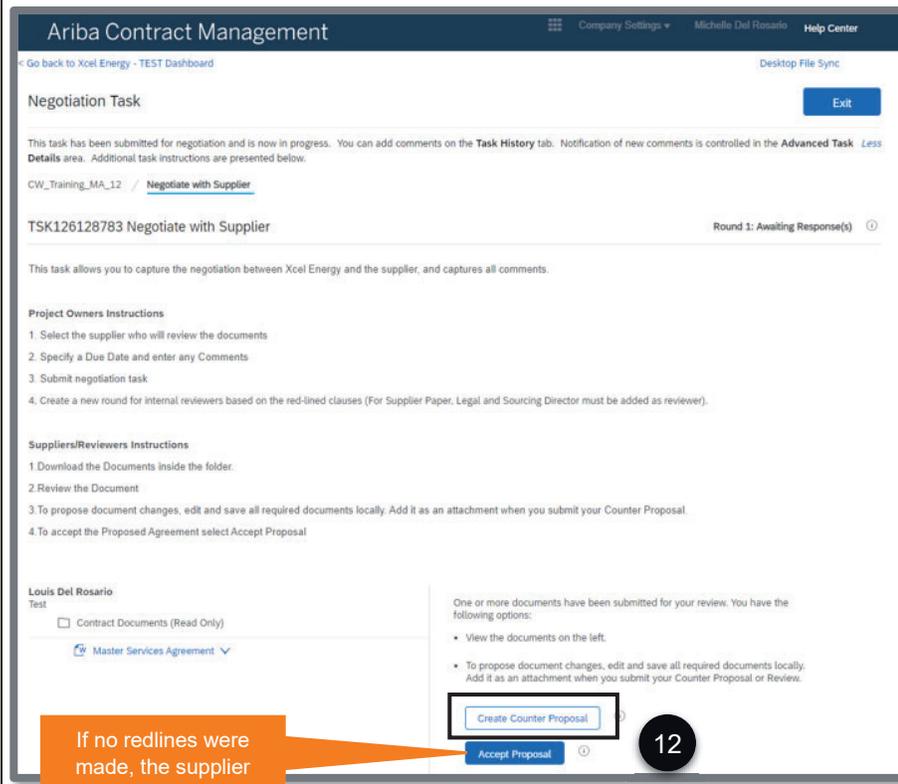


11. Review the document and redline as needed with updates and comments directly on the document.

**Note:** As a supplier, you should NOT accept or reject any changes directly from MS Word. This will be done by internal Xcel Energy reviewers. Track Changes should be enabled so any updates made on the document will be viewed by the internal reviewers.



12. Once all necessary redlines have been made and the document has been saved, go back to the Ariba Network task details page and click **Create Counter Proposal** button. This will redirect you to another screen to complete the task.



If no redlines were made, the supplier can also choose 'Accept Proposal'

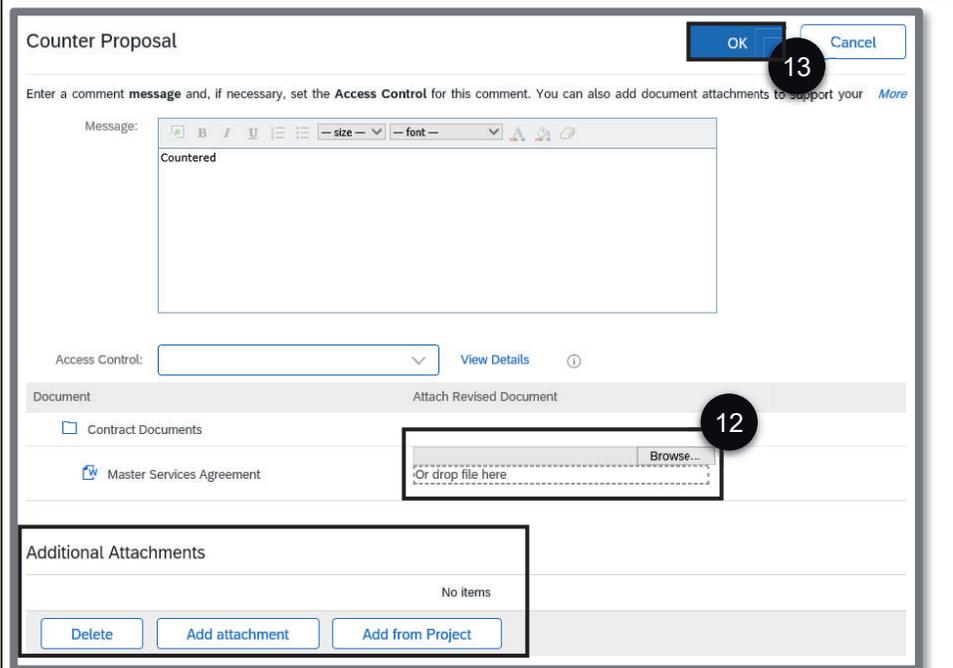
12

13. In creating a Counter Proposal, you will be asked to upload the redlined Contract Document(s). In the Document section, click **Browse** button to upload the updated document or drag it on the **Or drop file here** box.

**Note:** If there are additional documents the supplier would like to communicate with Xcel Energy, they can click the **Add attachment** button before completing the Negotiation Task.

14. Click **OK**.

**Note:** 10 CFR Part 810 restrictions apply to Nuclear activities.

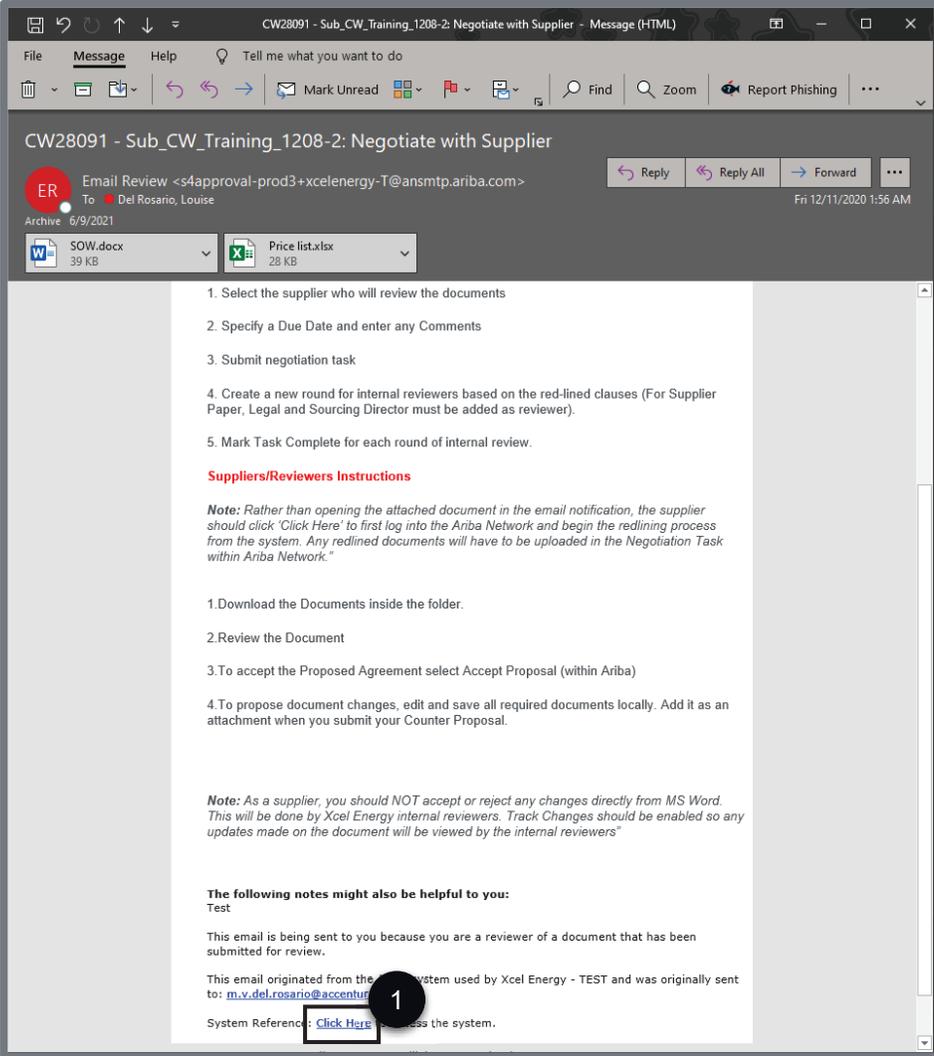


### Managing the Negotiation Task on a Sub-Agreement or Standalone Agreement

As with the negotiation process on a Master Agreement, the Xcel Energy Sourcing Professional will initiate the Contract Negotiation for a Sub-Agreement or Standalone Agreement directly from SAP Ariba (Nuclear restrictions apply). Once the Negotiation Task has been submitted, the supplier will receive an email notification requesting their participation in the Negotiation Phase. The email will include the Contract ID, Title, Task Name and Details, as well as a link directly to the SAP Ariba Network.

**Note:** For Nuclear Agreements, the contract negotiation process will be conducted offline outside of the SAP Ariba per existing process.

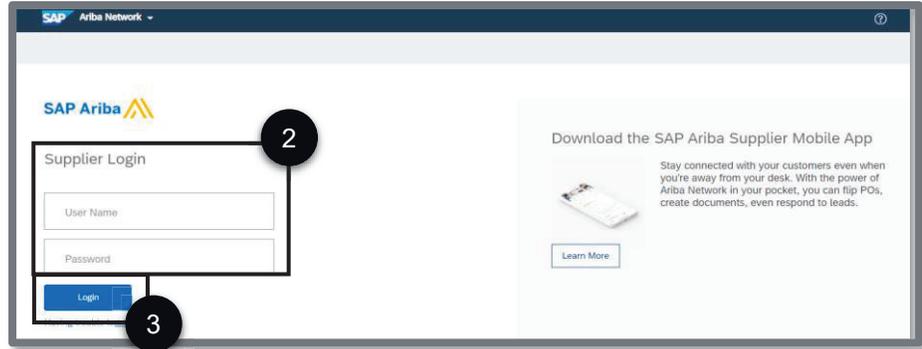
Perform the following steps to work on the Negotiation Task:

Step	Screenshot
<p>1. The Xcel Energy Sourcing Professional will initiate the Negotiation Task with the Supplier wherein the supplier point of contact will receive an email notification. Click the <b>Click Here</b> link to go to the SAP Ariba Network.</p> <p><b>Note:</b> Rather than opening the attached document in the email notification, the supplier should click ‘Click Here’ to first log into the SAP Ariba Network and begin the redlining process from the system. Any redlined documents will have to be uploaded in the Negotiation Task within SAP Ariba Network.</p>	 <p>The screenshot shows an email interface with the following content:</p> <ul style="list-style-type: none"> <li>Subject: CW28091 - Sub_CW_Training_1208-2: Negotiate with Supplier</li> <li>From: Email Review &lt;s4approval-prod3+xcenergy-T@ansmtp.ariba.com&gt;</li> <li>To: Del Rosario, Louise</li> <li>Date: Fri 12/11/2020 1:56 AM</li> <li>Attachments: SOW.docx (39 KB), Price list.xlsx (28 KB)</li> <li>Body text:             <ol style="list-style-type: none"> <li>Select the supplier who will review the documents</li> <li>Specify a Due Date and enter any Comments</li> <li>Submit negotiation task</li> <li>Create a new round for internal reviewers based on the red-lined clauses (For Supplier Paper, Legal and Sourcing Director must be added as reviewer).</li> <li>Mark Task Complete for each round of internal review.</li> </ol> <p><b>Suppliers/Reviewers Instructions</b></p> <p><i>Note: Rather than opening the attached document in the email notification, the supplier should click 'Click Here' to first log into the Ariba Network and begin the redlining process from the system. Any redlined documents will have to be uploaded in the Negotiation Task within Ariba Network.</i></p> <ol style="list-style-type: none"> <li>Download the Documents inside the folder.</li> <li>Review the Document</li> <li>To accept the Proposed Agreement select Accept Proposal (within Ariba)</li> <li>To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal.</li> </ol> <p><i>Note: As a supplier, you should NOT accept or reject any changes directly from MS Word. This will be done by Xcel Energy internal reviewers. Track Changes should be enabled so any updates made on the document will be viewed by the internal reviewers</i></p> <p><b>The following notes might also be helpful to you:</b></p> <p>Test</p> <p>This email is being sent to you because you are a reviewer of a document that has been submitted for review.</p> <p>This email originated from the system used by Xcel Energy - TEST and was originally sent to: <a href="mailto:m.v.del.rosario@accenture.com">m.v.del.rosario@accenture.com</a></p> <p>System Reference: <a href="#">Click Here</a> to access the system.</p> </li> </ul>

2. Once the **Supplier Login** page is displayed, populate the User Name and Password.

3. Click **Login**.

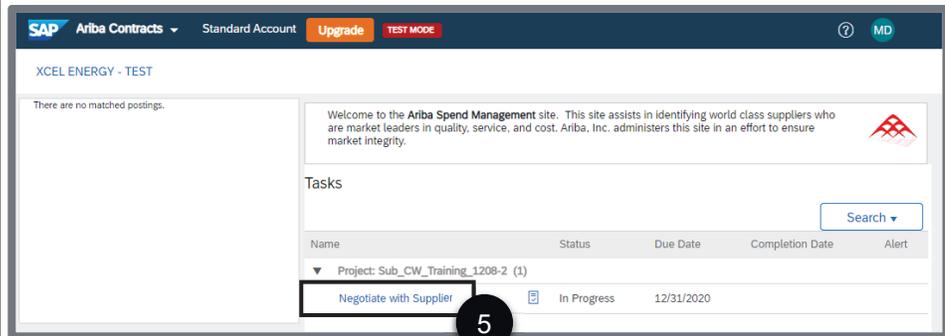
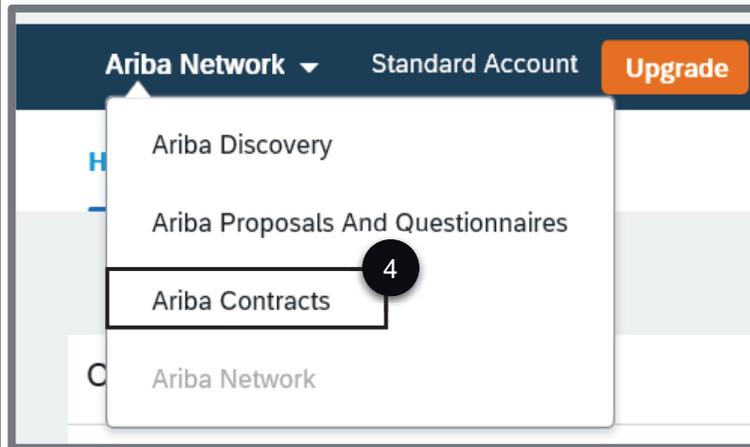
**Note:** If you do not have an SAP Ariba Network account, please see this [section](#) to view steps on how to create an account.



4. Click the SAP Ariba Network dropdown. Select **Ariba Contracts**.

5. List of relevant projects and tasks will be displayed. Select the appropriate 'Negotiate with Supplier' for the Workspace you are currently working on.

**Note:** You may only need to perform these steps if you are not automatically directed to the Negotiation Task Page as show in step 6.

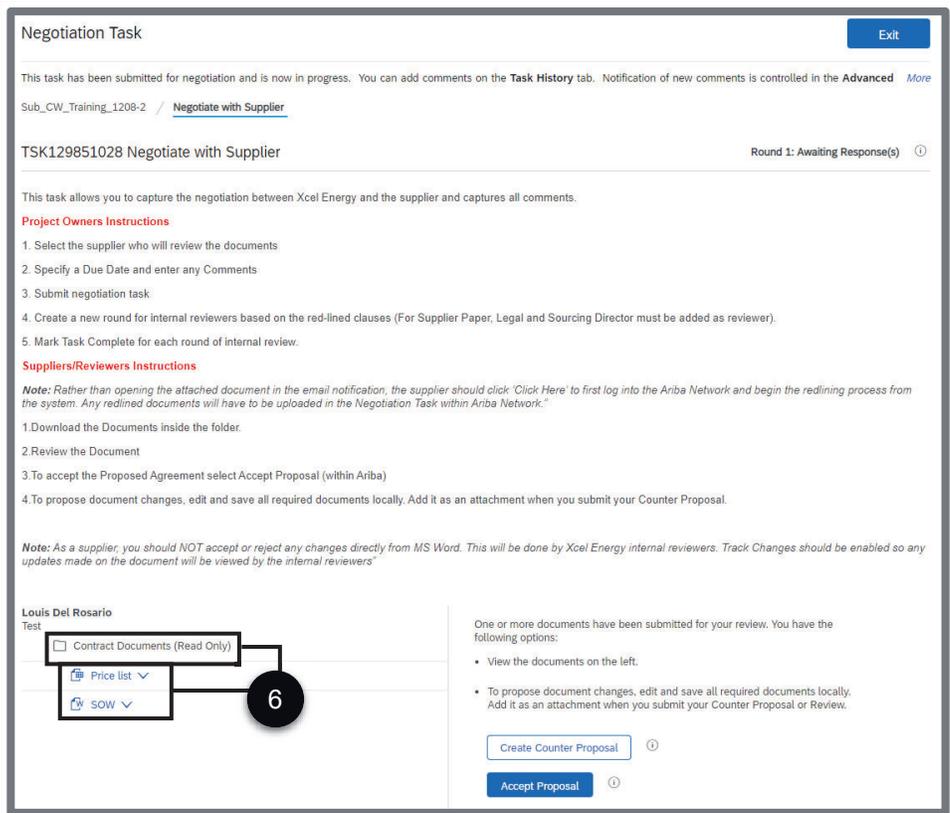


6. The Negotiation Task page for the Contract Workspace selected will be displayed. Click the dropdown of the document up for negotiation (In this example, a Master Services Agreement) and select **Download**.

7. Click **Save** button and select **Save as** to choose the location wherein you will save the document.

8. Click **Open**.

**Note:** If you are opening the Contract Document within the browser (e.g. Internet Explorer, Edge), there may be a Security pop-up displayed, click **Allow**.



**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** [More](#)

Sub\_CW\_Training\_1208-2 / [Negotiate with Supplier](#)

TSK129851028 Negotiate with Supplier Round 1: Awaiting Response(s)

This task allows you to capture the negotiation between Xcel Energy and the supplier and captures all comments.

**Project Owners Instructions**

1. Select the supplier who will review the documents
2. Specify a Due Date and enter any Comments
3. Submit negotiation task.
4. Create a new round for internal reviewers based on the red-lined clauses (For Supplier Paper, Legal and Sourcing Director must be added as reviewer).
5. Mark Task Complete for each round of internal review.

**Suppliers/Reviewers Instructions**

*Note: Rather than opening the attached document in the email notification, the supplier should click 'Click Here' to first log into the Ariba Network and begin the redlining process from the system. Any redlined documents will have to be uploaded in the Negotiation Task within Ariba Network.*

1. Download the Documents inside the folder.
2. Review the Document
3. To accept the Proposed Agreement select Accept Proposal (within Ariba)
4. To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal.

*Note: As a supplier, you should NOT accept or reject any changes directly from MS Word. This will be done by Xcel Energy internal reviewers. Track Changes should be enabled so any updates made on the document will be viewed by the internal reviewers*

Louis Del Rosario  
Test

- Contract Documents (Read Only)
- Price list
- SOW

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

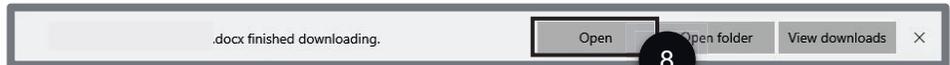
- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Create Counter Proposal Accept Proposal



What do you want to do with .docx?  
From: s3.ariba.com

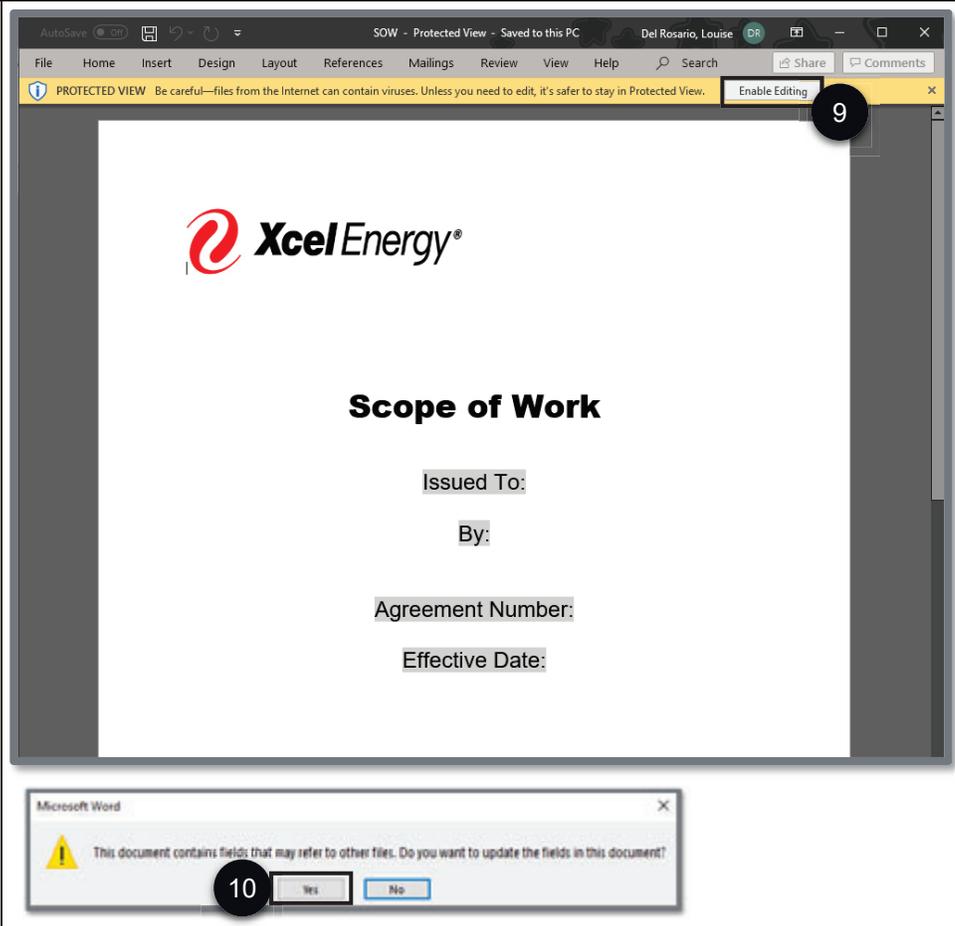
Open Save as Save Cancel



.docx finished downloading.

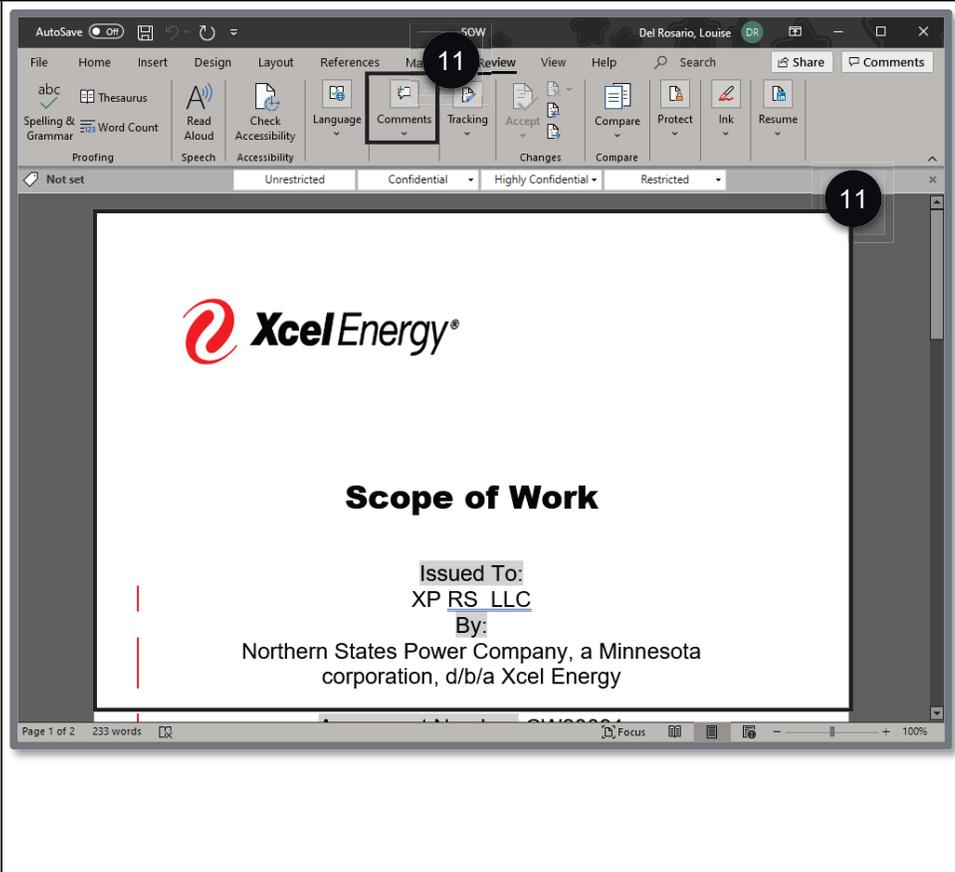
Open Open folder View downloads

- 9. Once the downloaded document is opened, click **Enable Editing** in the MS Word document to review and perform updates.
- 10. Click **Yes**.



11. Review the document and redline as needed with updates and comments directly on the document.

**Note:** As a supplier, you should NOT accept or reject any changes directly from MS Word. This will be done by Xcel Energy internal reviewers. Track Changes should be enabled so any updates made on the document will be viewed by the internal reviewers.



12. Once all necessary redlines have been made and the document has been saved, go back to the Ariba Network task details page and click **Create Counter Proposal** button. This will redirect you to another screen to complete the task

TSK129851028 Negotiate with Supplier Round 1: Awaiting Response(s) ⓘ

This task allows you to capture the negotiation between Xcel Energy and the supplier and captures all comments.

**Project Owners Instructions**

1. Select the supplier who will review the documents
2. Specify a Due Date and enter any Comments
3. Submit negotiation task
4. Create a new round for internal reviewers based on the red-lined clauses (For Supplier Paper, Legal and Sourcing Director must be added as reviewer).
5. Mark Task Complete for each round of internal review.

**Suppliers/Reviewers Instructions**

*Note: Rather than opening the attached document in the email notification, the supplier should click 'Click Here' to first log into the Ariba Network and begin the redlining process from the system. Any redlined documents will have to be uploaded in the Negotiation Task within Ariba Network.*

1. Download the Documents inside the folder.
2. Review the Document
3. To accept the Proposed Agreement select Accept Proposal (within Ariba)
4. To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal.

*Note: As a supplier, you should NOT accept or reject any changes directly from MS Word. This will be done by Xcel Energy internal reviewers. Track Changes should be enabled so any updates made on the document will be viewed by the internal reviewers*

**Louis Del Rosario**  
Test

Contract Documents (Read Only)

 Price list ▾

 SOW ▾

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.

**12**

ⓘ

ⓘ

If no redlines were made, the supplier can also choose 'Accept Proposal'

13. In creating a Counter Proposal, the supplier will be asked to upload the redlined Contract Document(s). In the Document section, click **Choose File** button to upload the updated document or drag it on the **Or drop file here** box.

**Note:** If there are additional documents the supplier would like to communicate with Xcel Energy, they can click on 'Add attachment' before completing the Negotiation Task.

14. Click **OK**.

Counter Proposal

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, click on an **More**

Message:   
Countered

Access Control:  ⓘ

Document Attach Revised Document

Contract Documents

 Price list

 SOW

**12**

No file chosen  
Or drop file here

No file chosen  
Or drop file here

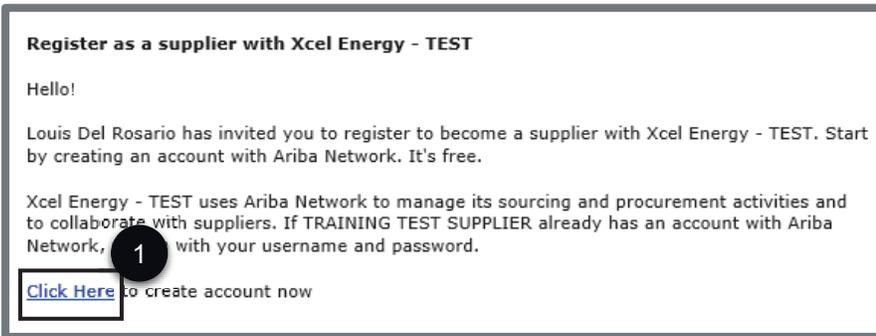
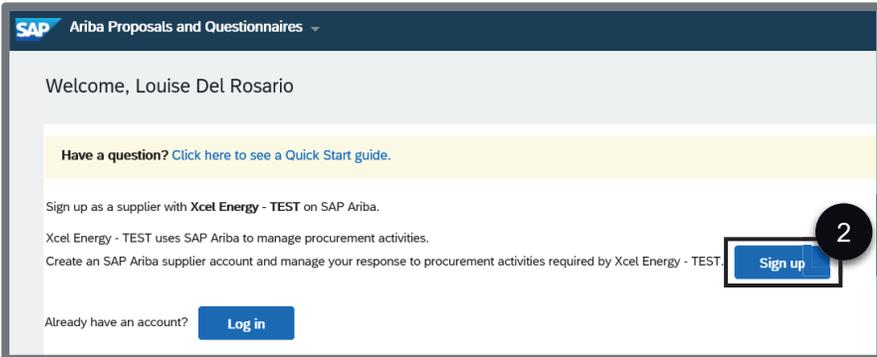
Additional Attachments

No items

<p><b>Note:</b> 10 CFR Part 810 restrictions apply to Nuclear activities.</p>	
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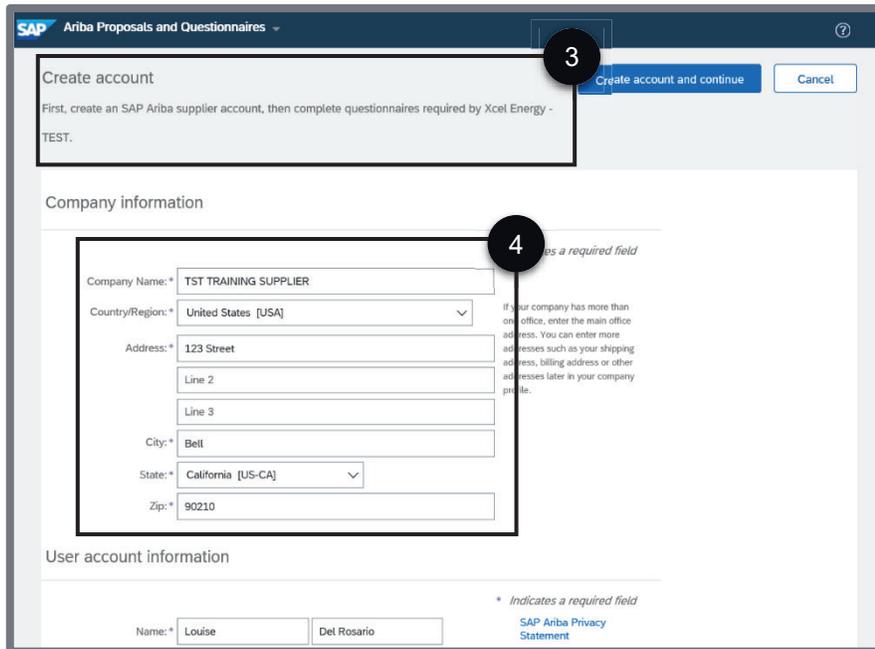
### Create an SAP Ariba Network Account

In order to complete the negotiation process within SAP Ariba Network, the supplier will be required to have an account set up with the SAP Ariba Network

Step	Screenshot
<p>1. The Xcel Energy Sourcing Professional will initiate activities within SAP Ariba which will require supplier's participation. Click the <b>Click Here</b> link to register.</p> <p><b>Note:</b> The image on the right is a sample email notification sent out to the supplier to register with Xcel Energy.</p>	
<p>2. If you do not have an already existing account with SAP Ariba Network, click <b>Sign up</b>.</p>	

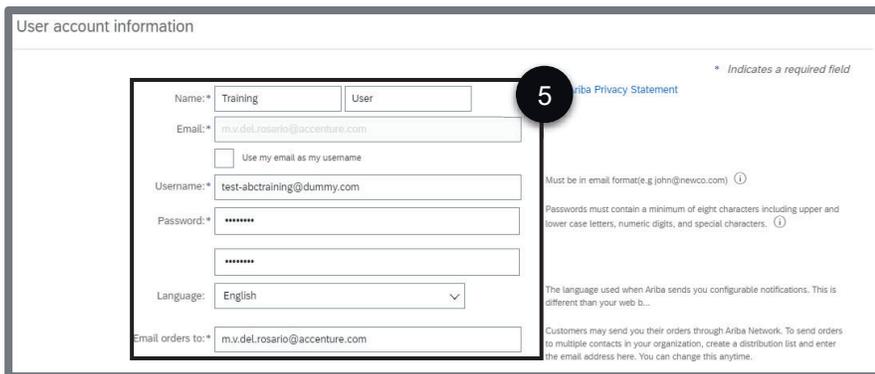
3. You will be redirected to create your organization's profile. Certain information may pre-populate; however, you should review and make any necessary updates on the profile page displayed to the right.

4. Update the fields under 'Company Information'.



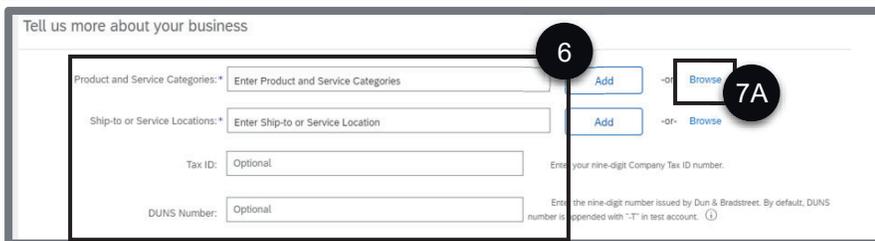
5. Populate and/or update the fields under 'User account information'.

**Note:** The email address used must be valid.



6. Populate the fields under 'Tell us more about your business' section.

7A. To populate the Product and Service Categories field, click its corresponding **Browse** button.

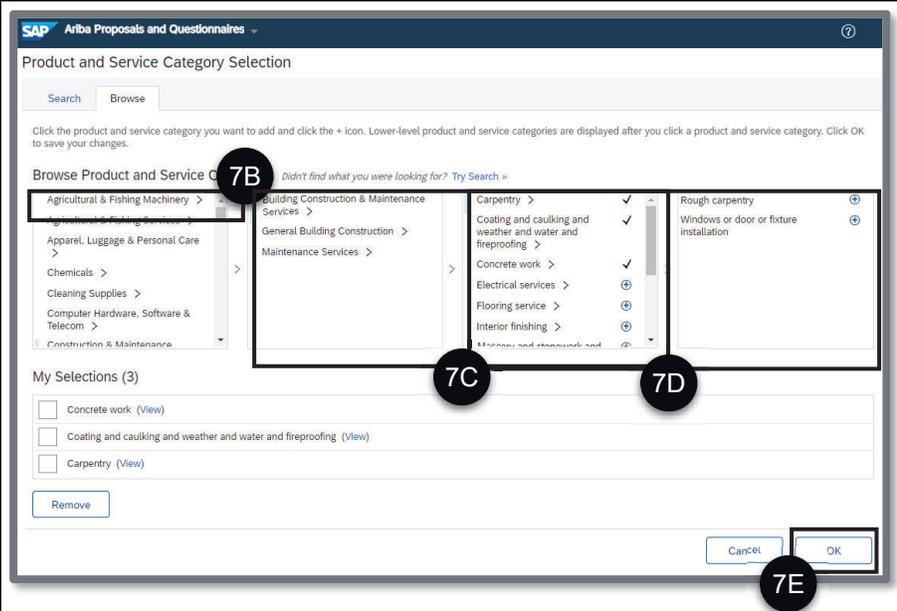


7B. On the first (1<sup>st</sup>) box, search the high level product and service categories of your company and click the arrow ( > ) to display its lower level categories. Repeat this step on the 2<sup>nd</sup> box.

7C. On the third (3<sup>rd</sup>) box, you have the option to either display a more specific product and service category by clicking the arrow ( > ) or click the plus ( + ) icon to select it.

7D. Perform this step if you click the arrow ( > ) on the third (3<sup>rd</sup>) box. On the fourth (4<sup>th</sup>) box, click the plus ( + ) icon to select the product and service category.

7E. Once done, click **OK**.



**SAP Ariba Proposals and Questionnaires**

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 **7B** Didn't find what you were looking for? Try Search >

Agricultural & Fishing Machinery >	Building Construction & Maintenance Services >	Carpentry >	Rough carpentry
Apparel, Luggage & Personal Care >	General Building Construction >	Coating and caulking and weather and water and fireproofing >	Windows or door or fixture installation
Chemicals >	Maintenance Services >	Concrete work >	
Cleaning Supplies >		Electrical services >	
Computer Hardware, Software & Telecom >		Flooring service >	
Construction & Maintenance		Interior finishing >	

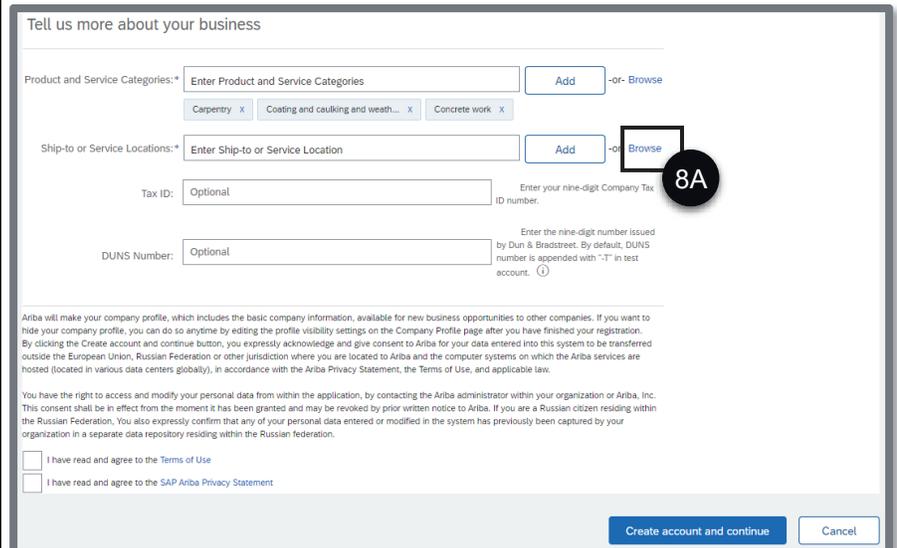
My Selections (3)

- Concrete work (View)
- Coating and caulking and weather and water and fireproofing (View)
- Carpentry (View)

Remove

Cancel **OK** **7E**

8A. To populate the Ship-to or Service Locations field, click its corresponding **Browse** button.



Tell us more about your business

Product and Service Categories: \* Enter Product and Service Categories Add -or- Browse

Carpentry x Coating and caulking and weath... x Concrete work x

Ship-to or Service Locations: \* Enter Ship-to or Service Location Add -or- **Browse** **8A**

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

Create account and continue Cancel

8B. Select the territories that your company serves. If your company offers global coverage, choose **Global** and proceed to step 8F. If not, proceed on step 8C.

8C. If you choose Select Ship-to or Service Locations, search on the first (1<sup>st</sup>) box the region your company serves and click the arrow ( > ) to display its country.

8D. On the second (2<sup>nd</sup>) box, you have the option to click the arrow ( > ) to display the states or provinces of the selected country or click the plus ( + ) icon to add the country.

8E. On the third (3<sup>rd</sup>) box, click the plus ( + ) icon of the provinces or states you want to add.

8F. Once done, click **OK**.

SAP Ariba Proposals and Questionnaires - 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 >	United States > ✓	Alabama +
Central America >	Bermuda +	Alaska +
South America >	Canada >	American Samoa +
The Caribbean >	Greenland +	Arizona +
Northern Europe >	Mexico >	Arkansas +
Western Europe >	Saint Pierre and Miquelon +	California +
Eastern Europe >	All of the above +	Colorado +
Central Europe >		Connecticut +

My Selections (1)  
United States Remove

Cancel OK

9. Click the checkboxes once you have read and agree to the **Terms of Use** and **SAP Ariba Privacy Statement**.

10. Click **Create account and continue**.

Tell us more about your business

Product and Service Categories: \* Enter Product and Service Categories Add -or- Browse  
Carpentry x Coating and caulking and weath... x Concrete work x

Ship-to or Service Locations: \* Enter Ship-to or Service Location Add -or- Browse  
United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

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