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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

 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 Click Here link to go to the SAP Ariba Network. 	CW27045 - CW_Training_MA_12: Negotiate with Supplier Femail Review <s4approval-prod3+xcelenergy-t@ansmtp.ariba.com< td=""> To @ Reply & @ Pervard @ P</s4approval-prod3+xcelenergy-t@ansmtp.ariba.com<>
Note: 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.	Project Owners instructions Select the supplier who will review the documents Specify a Due Date and enter any Comments Submit negotiation task 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 Download the Documents inside the folder. Review the Document To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal. To accept the Proposed Agreement select Accept Proposal The following notes might also be helpful to you: Test This email is being sent to you because you are a reviewer of a document that has been submitted for review. System Reference Click Hore you are a system.







6. The Negotiation Task	Ariba Contract Management	Company Settings * Michelle Del Rosario Help Center
page for the Contract	< Go back to Xcel Energy - TEST Dashboard	Desktop File Sync
will be displayed. Click	Negotiation Task	Exit
the dropdown of the	This task has been submitted for negotiation and is now in progress. You can add comme	ents on the Task History tab. Notification of new comments is controlled in the Advanced Task Less
document up for	CW_Training_MA_12 / Negotiate with Supplier	
negotiation (In this	TSK126120702 Nogetiate with Supplier	Bound 1: Auniting Bosponsol(s)
example, a Master		Kuunu I. Awalung Kespursets) 🕓
Services Agreement)	This task allows you to capture the negotiation between Xcel Energy and the supplier, a	and captures all comments.
and select Download .	Project Owners Instructions	
7 Click Save button and	Select the supplier who will review the documents Specify a Due Date and enter any Comments	I
select Save as to	3. Submit negotiation task	I
choose the location	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).
wherein vou will save	Suppliers/Reviewers Instructions	
the document	1.Download the Documents inside the folder.	
	2.Review the Document	
8. Click Open.	3. To propose document changes, edit and save all required documents locally. Add it as 4. To accept the Proposed Agreement select Accept Proposal	s an attachment when you submit your Counter Proposal.
Note: If you're opening the	Louis Del Rosario	One or more documents have been submitted for your review. You have the
Contract Document(s)	Contract Documents (Read Only)	following options:
within the browser (e.g.	t Master Services Agreement ∨	View the documents on the left.
Internet Explorer, Edge),	Action	 To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.
there may be a Security	Download 0	Create Counter Proposal
pop-up displayed, click		Accept Bronzel
Allow.		
	What do you want to do with Master Services Agreement.docx?	Save as
	From: s3.ariba.com	Garcei Cancei A
	Master Services Agreement.docx finished downloading.	Open Open folder View downloads X
		8
		•







12. Once all necessary redlines have been made and the document has been saved, go back to the Ariba Natwork task	Ariba Contract Management C Go back to Xcel Energy - TEST Dashboard Negotiation Task This task has been submitted for negotiation and is now in progress. You can add comm Details area. Additional task instructions are presented below. CW_Training_MA_12 / Negotiate with Supplier	Company Settings Michelle Del Ronario Help Center Desktop File Sync Exit nents on the Task History tab. Notification of new comments is controlled in the Advanced Task Less
details page and click	TSK126128783 Negotiate with Supplier	Round 1: Awaiting Response(s)
Create Counter Proposal button This	This task allows you to capture the negotiation between Xcel Energy and the supplier,	and captures all comments.
will redirect you to	Project Owners Instructions	
another screen to	1. Select the supplier who will review the documents	
	2. Specify a Due Date and enter any Comments	
complete the task.	Submit negotiation task Create a new round for internal reviewers based on the red lined clauses (For Supplie)	Paner Lans) 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 4. To accept the Proposed Agreement select Accept Proposal	as an attachment when you submit your Counter Proposal.
	Louis Del Rosario Test Contract Documents (Read Only) Master Services Agreement ✓ If no redlines were made, the supplier can also choose 'Accept Proposal'	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. • Kold sta an adachment when you submit your Counter Proposal or Review. • Create Counter Proposal • Or



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.	Counter Proposal OK Cancel Enter a comment message and, if necessary, set the Access Control for this comment. You can also add document attachments to apport your More Message:
Note: If there are additional documents the supplier would like to communicate with Xcel Energy, they can click the Add attachment button	Document Attach Revised Document Contract Documents 12 Master Services Agreement Or drop file here
before completing the Negotiation Task.	No items Delete Add attachment Add from Project
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 <u>offline outside of the SAP Ariba</u> per existing process.

Perform the following steps to work on the Negotiation Task:



Step Screenshot 日り○↑↓▼ CW28091 - Sub_CW_Training_1208-2: Negotiate with Supplier - Message (HTML) Ŧ 1. The Xcel Energy ♀ Tell me what you want to do File Message Help Sourcing Professional will initiate the Negotiation Task with CW28091 - Sub_CW_Training_1208-2: Negotiate with Supplier the Supplier wherein Email Review <s4approval-prod3+xcelenergy-T@ansmtp.ariba.com> To Del Rosario, Louise Archive 6/9/2021 \leftarrow Reply \ll Reply All \rightarrow Forward \cdots the supplier point of Fri 12/11/2020 1:56 AM contact will receive an SOW.docx 39 KB email notification. V Price list.xlsx Click the Click Here 1. Select the supplier who will review the documents link to go to the SAP 2. Specify a Due Date and enter any Comments Ariba Network. 3. Submit negotiation task 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). **Note:** Rather than opening the attached document in 5. Mark Task Complete for each round of internal review the email notification, the Suppliers/Reviewers Instructions supplier should click 'Click Note: Rather than opening the attached document in the email notification, the supplier Here' to first log into the Note: Tradies that opening use allowing occurrent in the entain holidation, the supplies should click (Click Here't to first log into the Ariba Network and begin the redining process from the system. Any redlined documents will have to be uploaded in the Negotiation Task within Ariba Network." SAP Ariba Network and begin the redlining 1.Download the Documents inside the folder. process from the system. 2.Review the Document Any redlined documents 3. To accept the Proposed Agreement select Accept Proposal (within Ariba) will have to be uploaded in 4.To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal. the Negotiation Task within SAP Ariba Network. 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" The following notes might also be helpful to you: 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 stem used by Xcel Energy - TEST and was originally sent to: m.v.del.rosario@a 1 System Reference: Click Here s the system







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 .	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) Image: Comments is controlled in the Advanced More 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. Submit negotiation for must be added as reviewer).
7. Click Save button and select Save as to choose the location wherein you will save the document.	Suppliers/Reviewers Instructions Note: Rather than opening the attached document in the email notification, the supplier should click 'Olick 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 1.Download the Document will have to be uploaded in the Negotiation Task within Ariba Network." 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.
8. Click Open.	Note: As a suppler, you should NOT accept of reject any changes directly from inits word. This will be come by Acet Energy Internal reviewers. Track Changes should be enabled so any updates made on the document will be viewed by the internal reviewers"
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 .	Louis Del Rosario Test Contract Documents (Read Only) Price list v View the documents on the left: • View the 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 0 Accept Proposal 0
	What do you want to do with :docx? Open Save A Cancel X
	.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.	AutoSave SOW - Protected View - Saved to this PC Del Rosario, Louise D D D D Comments File Home Insert Design Layout References Mailings Review View Help Search Share Comments T PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. D Search Share Sh
10. Click Yes .	Xcei Energy*
	Scope of Work
	Issued To:
	By:
	Agreement Number:
	Effective Date:
	Microsoft Word X
	This document contains fields that may refer to other files. Do you want to update the fields in this document?







12. Once all necessary	15K129851028 Negotiate with Supplier Round 1: Awaiting Response(s)
redlines have been	This task allows you to capture the negotiation between Xcel Energy and the supplier and captures all comments.
made and the	Project Owners Instructions 1. Colect the supplier who will evident the desupports
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details page and click	5. Mark lask complete for each round of internal review. Suppliers/Reviewers Instructions
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Proposal bullon. This	1.Download the Documents inside the folder.
will redirect you to	2.Review the Document
complete the task	3.To accept the Proposed Agreement select Accept Proposal (within Ariba) 4.To propose document chappes edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal
complete the task	*. To propose occurrent changes, eut ant sare an required occurrenta locarit, Aud n es an attachment men you sourine you ocurrent reposal.
	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 One or more documents have been submitted for your review. You have the following options:
	Frice list ✓
	To propose document changes Add it as an attachment when Your Counter Proposal or Review.
	If no redlines were made,
	the supplier can also
	choose 'Accept Proposal'
13. In creating a Counter	Counter Proposal
Proposal, the supplier	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 do or or an More
will be asked to upload	Message: B / U = = - dze- V - font- V A & ??
the redlined Contract	Countered
Document(s). In the	
Document section,	
click Choose File	
button to upload the	
drag it on the Or drap	Arress Control:
file here box	Document Attach Revised Document
me nere box.	Contract Documents
Note: If there are	Choose File No file chosen
additional documents the	Choose File No file rhosen
supplier would like to	Gr sow Or drop file here
communicate with Xcel	
Energy, they can click on	Additional Attachments
'Add attachment' before	No items
completing the Negotiation	Delete Add attachment
Task.	
14. Click OK .	



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

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
 The Xcel Energy Sourcing Professional will initiate activities within SAP Ariba which will require supplier's participation. Click the Click Here link to register. Note: The image on the right is a sample email notification sent out to the supplier to register with Xcel Energy. 	Register as a supplier with Xcel Energy - TEST Hello! Louis Del Rosario has invited you to register to become a supplier with Xcel Energy - TEST. Start by creating an account with Ariba Network. It's free. Xcel Energy - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If TRAINING TEST SUPPLIER already has an account with Ariba Network. Network. 1 Click Here to create account now
2. If you do not have an already existing account with SAP Ariba Network, click Sign up .	Ariba Proposals and Questionnaires Welcome, Louise Del Rosario Have a question? Click here to see a Quick Start guide. Sign up as a supplier with Xcel Energy - TEST on SAP Ariba. Xcel Energy - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Xcel Energy - TEST. Sign up Already have an account?



 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 	Create account Fist, create an SAP Atlas supplier account, then complete questionnaires required by Xcet Energy. Company information Company Nume* TST TRAINING SUPPLIER Under States (USA) Under States
account information'. Note: The email address used must be valid.	Name:* Training User 5 rise Privacy Statement Email.* mw.del.rosario@accenture.com
 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. 	Tell us more about your business 6 Product and Service Categories:* Enter Product and Service Categories Ship-to or Service Location:* Enter Ship-to or Service Location Tax ID: Optional DUNS Number: Optional Errer the nine-digt number issued by Dun & Bradstreet. By offsult, DUNS



	T
 7B. On the first (1st) 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 2nd box. 7C. On the third (3rd) 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 (3rd) box. On the plus (+) icon to select it. 	Control & Product and Service Category Selection Browse Click he product and service category you want to add and click the + loon. Lower-level product and service category and the reaction of the service category. Click OK. Browse Product and Service COTB Datent for sharp you want to obting for? Try Search * Appared. Lugging & Personal Care Control for Service Product and Service Control for Maintenance Appared. Lugging & Personal Care Control for Service Product and service category. Click OK. Appared. Lugging & Personal Care Control for Service Product and service category. Click OK. My Selections () Control for Service Product and service category. Click OK. Control for Service Product and Service OFF Control for Service Product and Service Control for Service Product and Service Product and Service Control for Service Product and Service Control for Service Product and Service Control for Service Product Service Product and Service Control for Service Product Service Product Adding and Watther and Service Product Service Product Adding and Watther and Service Product Serv
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/ E. Unce done, click UK.	
8A. To populate the Ship-	Tell us more about your business
to or Service Locations	Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
corresponding Browse	Carpentry X Costing and caulking and weath X Concrete work. X
button.	Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or Browse
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	account. U
	Index was maner your companies until extension includes the basic company intormation, available for new ocurries opportunities to other with the companies. If you want to hide your company profile, you can do so anyme the year and the provide valuable was an effect on the transferred could be the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered in too systems to prefit unitation outdies the Exceed account and continue button, you expressly acknowledge and give consent to Ariba for your data entered in the system to be transferred outdies the Exceed for the Extension of the prefit unitation where you are located to Ariba and the company terp systems on which the Ariba services are horsed located in valuou data enteres globably, in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.
	This conset with rights to excess and modity your performs data from within the application, by contracting the Antoe administrator within your organization of Ariba, linc. This conset with all be in effect from the moment it has been greated and may be reviewed by given within notice to Ariba. If you are a Bussian oftener reading 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 execution yeaking within the Russian Indeferation. 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



	EAR / Artha Provocals and Questionnaires _
8B. Select the territories that your company serves. If your company offers global coverage, choose Global and proceed to	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
step 8C.	Central America > South America > Greenland ⊕ Alaska ⊕ Anerica > Greenland ⊕ American Samoa ⊕
8C. If you choose Select Ship-to or Service Locations, search on the first (1^{st}) box the region your company serves and click the arrow (>) to display its country.	Northern Europe > Western Europe > Eastern Europe > Eastern Europe > Cantral Fuence > Mesico > ① Arkansas ① California ① Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado Corrado
8D. On the second (2 nd) 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 rd) box, click the plus (+) icon of the provinces or states you want to add.	
8F. Once done, click OK .	
0 Click the checkboxes	Tell us more about your business
once you have read and	
agree to the Terms of	Product and Service Categories:* Enter Product and Service Categories Add -or- Browse Carpentry X Costing and caulking and weath X Concrete work: X
Use and SAP Ariba	Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Frivacy Statement.	United States X
10. Click Create account	Tax ID: Optional Enter your nine-digit Company Tax ID number.
and continue.	Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS
	DUNS NUMBER:
	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 edding the profile violability settings on the Company Profile page after you have finished your registration.
	By clicking the Create account and continue button, you expressly admonivelage and give consent to Ariba for your data entered in tool system to be transferred outside the Express Priority Results Referention or other prioriticitom 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 Physics 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 Alba administrator within your organization or Arba, Inc. This consent shall be in effect from the moment has been glitetist and may be leveled by prior written notice to Arba, If you are a Bussian other residing within the Russian releasing. What are present your thin that any of your of data entered or molecular in the previously been captured by your
	organization in a separate data repository residing within the Ru 9 in.
	I have read and agree to the SAP Ariba Privacy Statement
	Create account and continue Cancel





