

Supplier Job Aid

Responding to a Sourcing Event

Updated as of 01 February 2021

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SAP 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

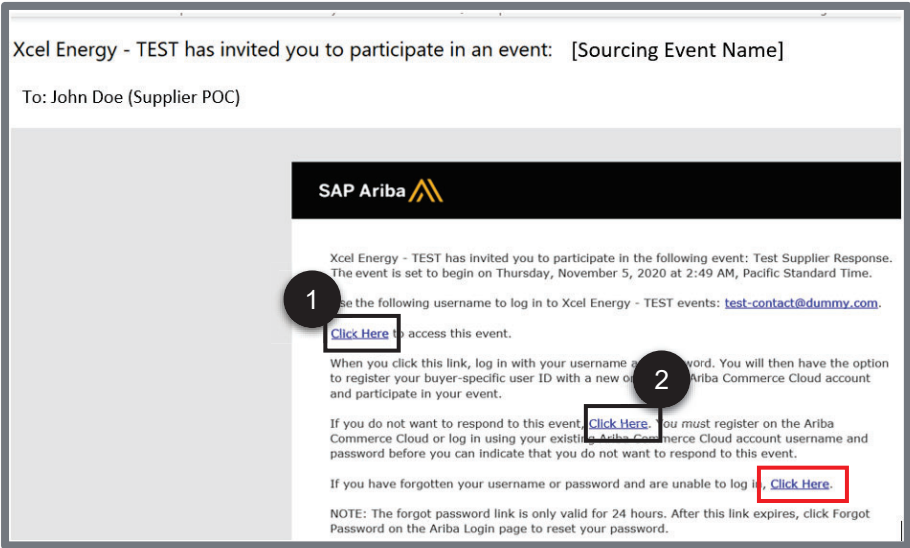

Email: SupplyChainHotline@xcelenergy.com

Submitting Sourcing Event Responses

Once the Xcel Energy Sourcing Professional has published and invited you to a Sourcing Event, you, as a supplier, will receive an email notification that will include a direct link to the Sourcing Event in SAP Ariba. To begin submitting your response, you will first have to create an account within the SAP Ariba Network (if you do not already have an existing account).

In addition to the Supply Chain Hotline, at any point during the Sourcing Event, a supplier can reach out to the Sourcing Event Project Owner should they have any questions.

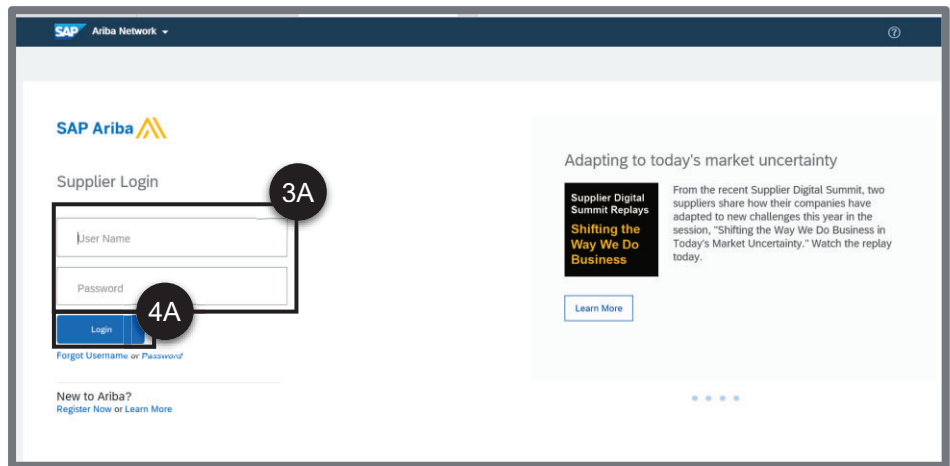
Perform the following steps to submit your response to a Sourcing Event:

Step	Screenshot
<p>1. To respond to a bid, go to the Sourcing Event email notification and click the Click Here link to access the event.</p> <p>2. If you do not want to respond to the bid, click the Click Here link located in the middle of the paragraph as shown in the picture to the right.</p> <p>Note: If you forgot your username or password on your SAP Ariba Network account, please select “Click Here” link outlined in red.</p>	 <p>Xcel Energy - TEST has invited you to participate in an event: [Sourcing Event Name]</p> <p>To: John Doe (Supplier POC)</p> <p>SAP Ariba </p> <p>Xcel Energy - TEST has invited you to participate in the following event: Test Supplier Response. The event is set to begin on Thursday, November 5, 2020 at 2:49 AM, Pacific Standard Time.</p> <p>Use the following username to log in to Xcel Energy - TEST events: test-contact@dummy.com.</p> <p>Click Here to access this event.</p> <p>When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.</p> <p>If you do not want to respond to this event, Click Here. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.</p> <p>If you have forgotten your username or password and are unable to log in, Click Here.</p> <p>NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.</p>

Supplier Job Aid: Responding to a Sourcing Event

A. Logging in with an existing SAP Ariba Network account:

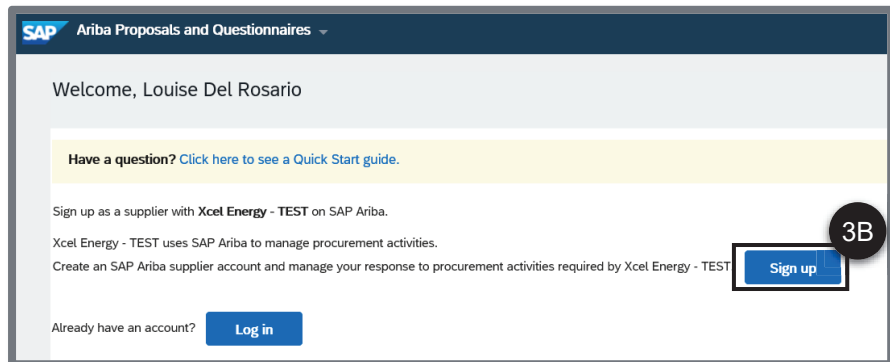
- By clicking on the link in step 1, you will be redirected to the Supplier Login Page. Log in to the supplier portal using your credentials.
- Click **Login**.



B. Creating a new account in SAP Ariba:

- If you do not have an account set up in the SAP Ariba Network, you will see the following page. Click **Sign Up** to create an account.

Refer to this [section](#) to view steps on how to create an account.



Note: If you are participating in multiple Sourcing Events with different organizations, you will be able to view and manage which Sourcing Events to respond to using the **Events** page. To navigate to a specific event, go to the open section and click on the Sourcing Event you are looking to bid on.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (30)				
▼ Status: Open (1)				
Test Supplier Response	Doc111840634	11/21/2020 6:45 PM	RFP	No
▼ Status: Pending Selection (43)				
UAT01 RFI Event	Doc113618059	11/10/2020 3:19 AM	RFI	Yes
RFP Template	Doc110636736	11/5/2020 2:43 AM	RFP	Yes
RFP Template	Doc107210733	10/27/2020 4:26 PM	RFP	Yes
NUC01 RFI Event	Doc105107756	10/22/2020 10:46 PM	RFI	Yes
RFP Template	Doc104256444	10/21/2020 11:00 PM	RFP	No
RFP_SUB_DA_TEMPLATE	Doc103414838	10/21/2020 8:12 PM	RFP	Yes
RFP Template	Doc103825686	10/21/2020 6:22 AM	RFP	Yes
UAT Nuc Event	Doc103481009	10/20/2020 10:43 PM	RFI	No
UAT 05 RFI Diversity	Doc101223023	10/14/2020 11:50 PM	RFI	Yes

5. Upon selecting the **Click Here** link in the body of the email notification in step 1, you will be redirected to the Event Details Page. Click the **Review Prerequisites** button.

Ariba Sourcing

Go back to Xcel Energy - TEST Dashboard

Event Details Doc113648719 - UAT01 RFP Event

Time remaining 23:58:29

Event Messages
Download Tutorial

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content **Review Prerequisites** Decline to Respond Print Event Information

5

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Event Contents
All Content

All Content

1. Acknowledgement of Terms of Use and Bid Instructions - Review Prerequisites above and acknowledge you agree to the Terms of Use and Bid Instructions.

Event Overview and Timing Rules

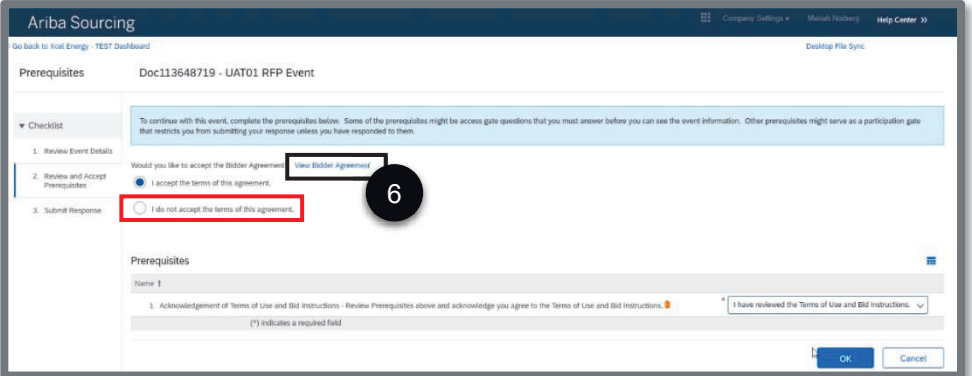
Owner: Stacy Baraga
Event Type: RFP
Publish time: 11/9/2020 1:42 PM
Due date: 11/21/2020 1:42 PM

Currency: US Dollar
Commodity: Wood Poles WP
Region: NSM Northern States Power Company, a Minnesota corporation, ariba Xcel Energy

SAP Ariba Privacy Statement Security Disclosures Terms of Use

6. Click the **View Bidder Agreement** link to review the bidder agreement.

Note: Should you not agree with the terms presented, choose “I do not accept the terms of this agreement” outlined in red.



Ariba Sourcing

Go back to Xcel Energy - TEST Dashboard

Company Settings | Market History | Help Center

Desktop File Sync

Prerequisites Doc113648719 - UAT01 RFP Event

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Submit Response

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Prerequisites

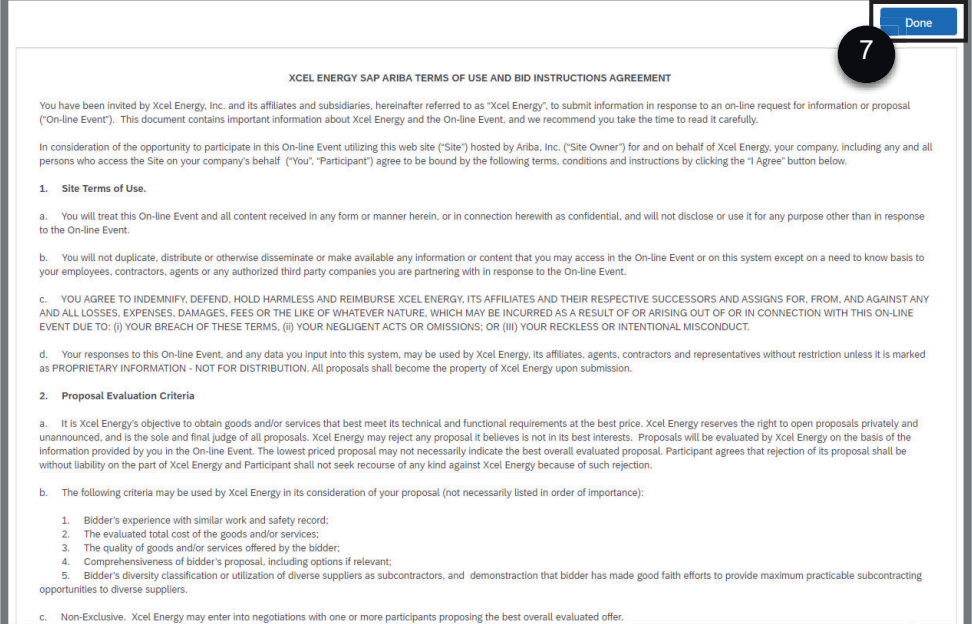
Name 1

- Acknowledgement of Terms of Use and Bid Instructions - Review Prerequisites above and acknowledge you agree to the Terms of Use and Bid Instructions.

(* indicates a required field)

OK Cancel

7. Click **Done**.



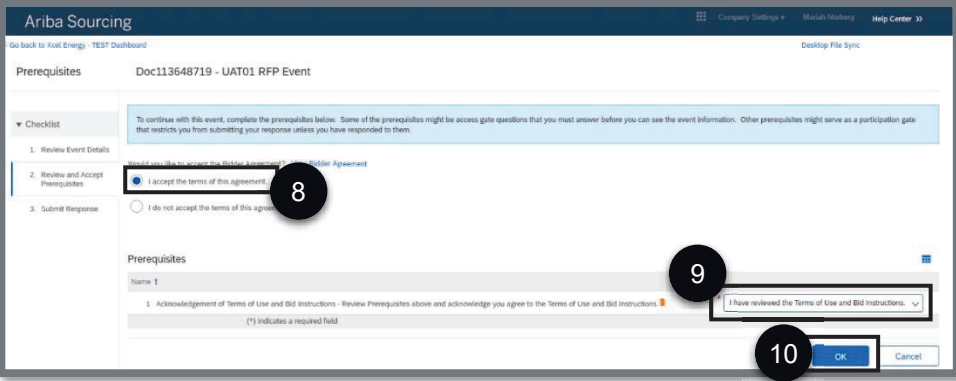
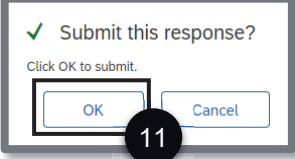
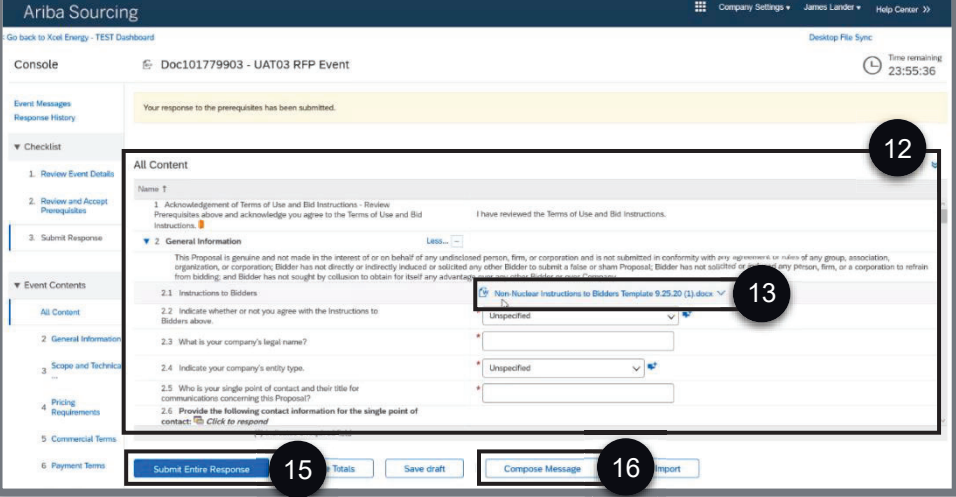

XCEL ENERGY SAP ARIBA TERMS OF USE AND BID INSTRUCTIONS AGREEMENT

You have been invited by Xcel Energy, Inc. and its affiliates and subsidiaries, hereinafter referred to as "Xcel Energy", to submit information in response to an on-line request for information or proposal ("On-line Event"). This document contains important information about Xcel Energy and the On-line Event, and we recommend you take the time to read it carefully.

In consideration of the opportunity to participate in this On-line Event utilizing this web site ("Site") hosted by Ariba, Inc. ("Site Owner") for and on behalf of Xcel Energy, your company, including any and all persons who access the Site on your company's behalf ("You", "Participant") agree to be bound by the following terms, conditions and instructions by clicking the "I Agree" button below.

- Site Terms of Use.**
 - You will treat this On-line Event and all content received in any form or manner herein, or in connection herewith as confidential, and will not disclose or use it for any purpose other than in response to the On-line Event.
 - You will not duplicate, distribute or otherwise disseminate or make available any information or content that you may access in the On-line Event or on this system except on a need to know basis to your employees, contractors, agents or any authorized third party companies you are partnering with in response to the On-line Event.
 - YOU AGREE TO INDEMNIFY, DEFEND, HOLD HARMLESS AND REIMBURSE XCEL ENERGY, ITS AFFILIATES AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS FOR, FROM, AND AGAINST ANY AND ALL LOSSES, EXPENSES, DAMAGES, FEES OR THE LIKE OF WHATEVER NATURE, WHICH MAY BE INCURRED AS A RESULT OF OR ARISING OUT OF OR IN CONNECTION WITH THIS ON-LINE EVENT DUE TO: (i) YOUR BREACH OF THESE TERMS; (ii) YOUR NEGLIGENT ACTS OR OMISSIONS; OR (iii) YOUR RECKLESS OR INTENTIONAL MISCONDUCT.
 - Your responses to this On-line Event, and any data you input into this system, may be used by Xcel Energy, its affiliates, agents, contractors and representatives without restriction unless it is marked as PROPRIETARY INFORMATION - NOT FOR DISTRIBUTION. All proposals shall become the property of Xcel Energy upon submission.
- Proposal Evaluation Criteria**
 - It is Xcel Energy's objective to obtain goods and/or services that best meet its technical and functional requirements at the best price. Xcel Energy reserves the right to open proposals privately and unannounced, and is the sole and final judge of all proposals. Xcel Energy may reject any proposal it believes is not in its best interests. Proposals will be evaluated by Xcel Energy on the basis of the information provided by you in the On-line Event. The lowest priced proposal may not necessarily indicate the best overall evaluated proposal. Participant agrees that rejection of its proposal shall be without liability on the part of Xcel Energy and Participant shall not seek recourse of any kind against Xcel Energy because of such rejection.
 - The following criteria may be used by Xcel Energy in its consideration of your proposal (not necessarily listed in order of importance):
 - Bidder's experience with similar work and safety record;
 - The evaluated total cost of the goods and/or services;
 - The quality of goods and/or services offered by the bidder;
 - Comprehensiveness of bidder's proposal, including options if relevant;
 - Bidder's diversity classification or utilization of diverse suppliers as subcontractors, and demonstration that bidder has made good faith efforts to provide maximum practicable subcontracting opportunities to diverse suppliers.
 - Non-Exclusive. Xcel Energy may enter into negotiations with one or more participants proposing the best overall evaluated offer.

Done

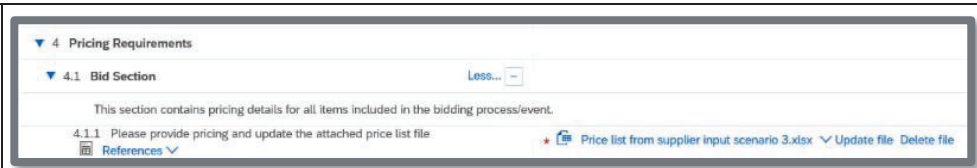
<p>8. Click the radio button corresponding to I accept the terms of agreement.</p> <p>9. Select I have reviewed the Terms of Use and Bid Instructions on the dropdown menu.</p> <p>10. Click OK.</p>	
<p>11. Click OK.</p>	
<p>12. Fill out the form and provide your response to each of the questions.</p> <p>Note: If you want to view and update the pricing list, go to Section Pricing Requirements – Bid Section to download and update the pricing list.</p> <p>13. Click the attachment link to download and view the details of the attachment. You can update the files attached here if needed.</p> <p>14. Click this icon to add in comments and attachments to your response.</p> <p>Note: If you miss any of the required fields</p>	 

(marked with an asterisk) you will not be able to submit your response.

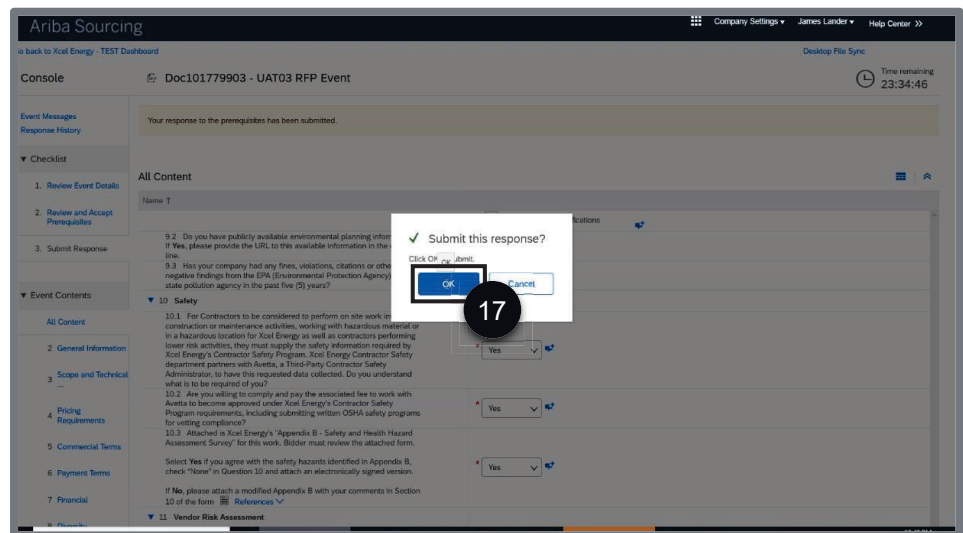
15. After filling out the fields, click the **Submit Entire Response** button and the response will be sent to Xcel Energy.

16. If you have any questions, compose a message using the **Compose Message** button. (This step is optional.)

Note: You may revise your response until the time in the upper right corner expires.



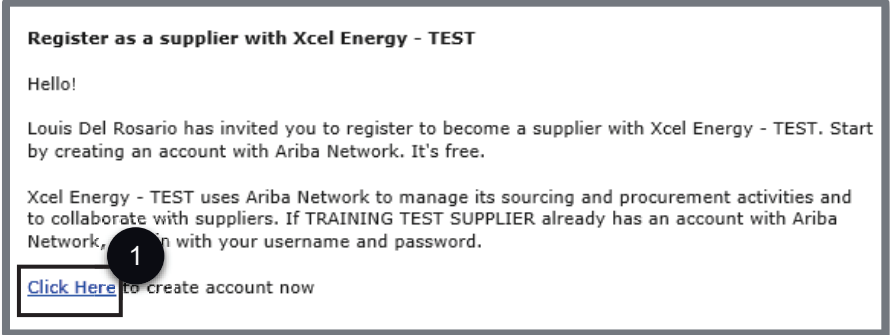
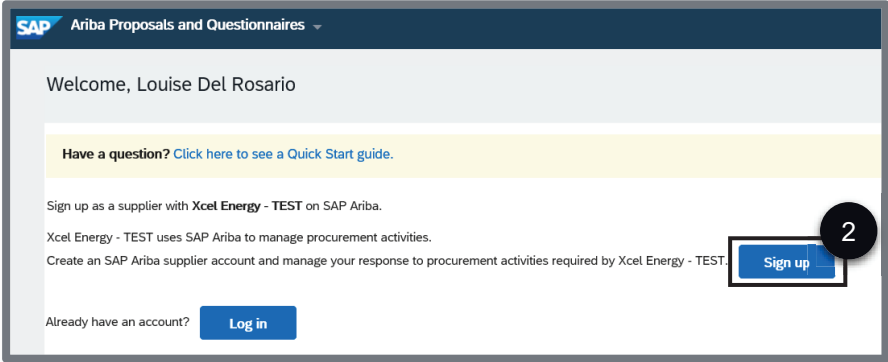
17. To submit your response, click **OK**.



Create an SAP Ariba Network Account

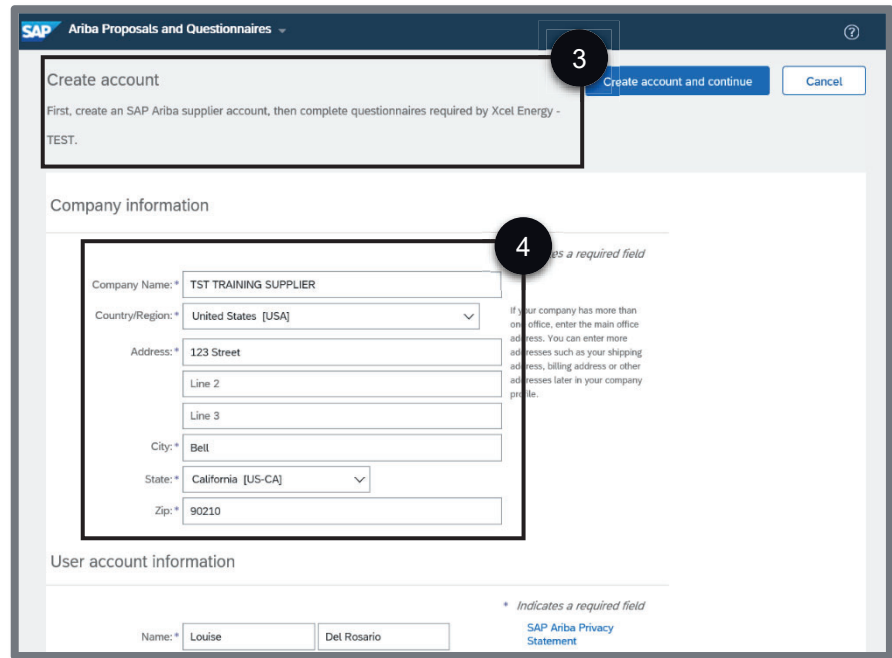
In order to complete certain activities within SAP Ariba, the supplier is required to have an account set up within SAP Ariba Network.

Perform the following steps to create an SAP Ariba Network account:

Step	Screenshot
<p>1. The Xcel Energy Sourcing Professional will initiate activities within SAP Ariba which will require supplier's participation. With this, the supplier point of contact will receive an email notification. Click the Click Here link to register.</p> <p>Note: The image on the right is a sample email notification sent out to the supplier.</p>	
<p>2. Click Sign up.</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’ section.



3 Create account and continue

First, create an SAP Ariba supplier account, then complete questionnaires required by Xcel Energy - TEST.

4 * Indicates a required field

Company information

Company Name: * TST TRAINING SUPPLIER

Country/Region: * United States [USA]

Address: * 123 Street

Line 2

Line 3

City: * Bell

State: * California [US-CA]

Zip: * 90210

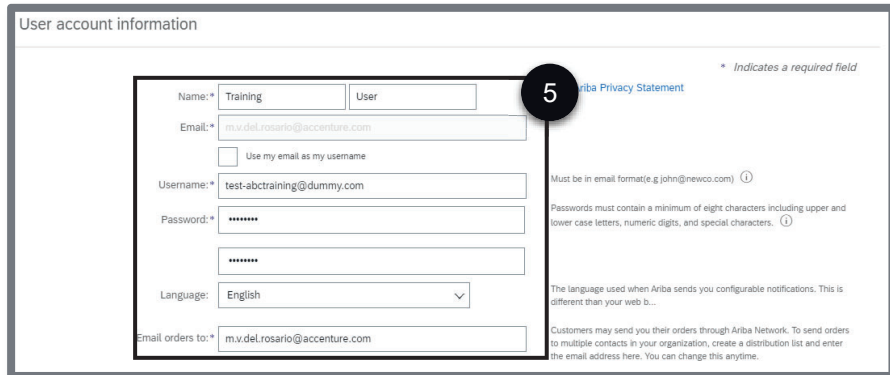
User account information

Name: * Louise Del Rosario

[SAP Ariba Privacy Statement](#)

5. Populate and/or update the fields under ‘User account information’ section.

Note: The email address used must be valid.



5 * Indicates a required field

User account information

Name: * Training User

Email: * m.v.del.rosario@accenture.com

Use my email as my username

Username: * test-abctraining@dummy.com

Password: * *****

Language: English

Email orders to: * m.v.del.rosario@accenture.com

[SAP Ariba Privacy Statement](#)

Must be in email format (e.g. john@newco.com)

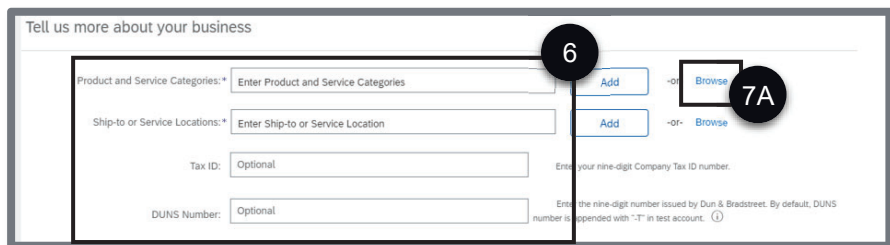
Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

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.



6 **7A**

Tell us more about your business

Product and Service Categories: * Enter Product and Service Categories

Ship-to or Service Locations: * Enter Ship-to or Service Location

Tax ID: Optional

DUNS Number: Optional

Enter your nine-digit Company Tax ID number.

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

[Add](#) [Browse](#)

[Add](#) [Browse](#)

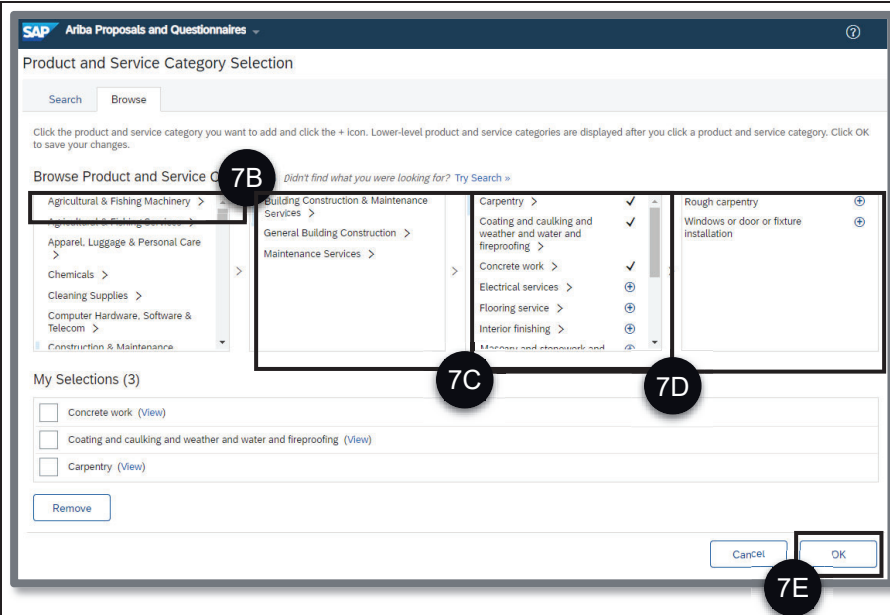
Supplier Job Aid: Responding to a Sourcing Event

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.

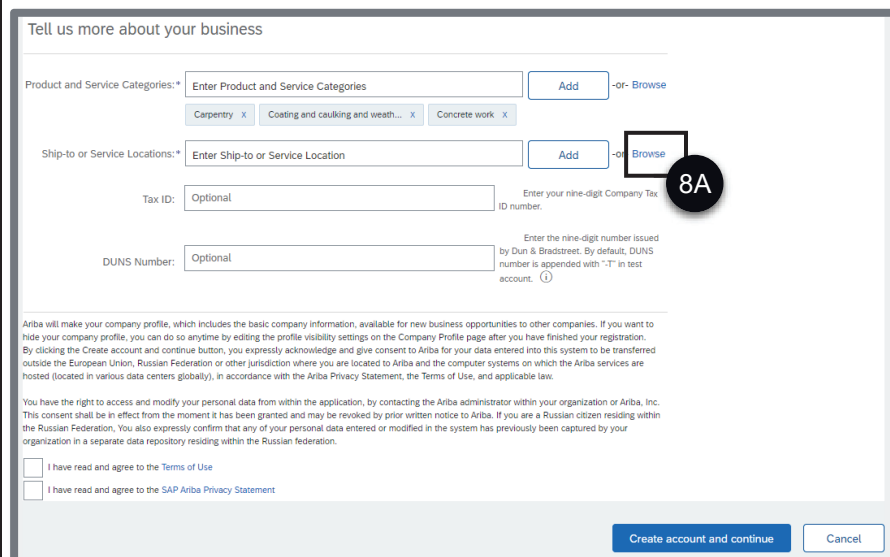
7C. On the third (3rd) box, you have the option to either display a more specific product and service category by clicking the arrow (>) or click the plus (+) icon to select it.

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

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



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



Supplier Job Aid: Responding to a Sourcing Event

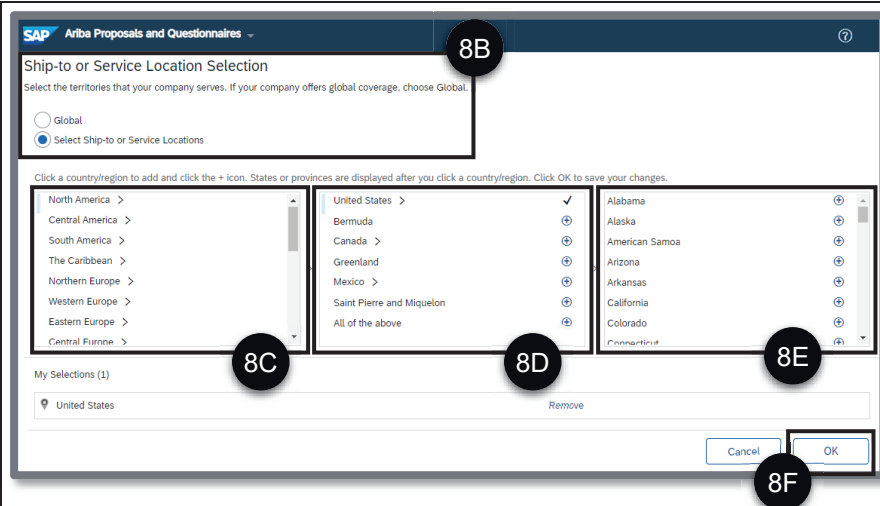
8B. Select the territories that your company serves. If your company offers global coverage, choose **Global** and proceed to step 8F. If not, proceed on step 8C.

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

8D. On the second (2nd) 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 (3rd) 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

Supplier Job Aid: Responding to a Sourcing Event

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: -or-

Carpentry Coating and caulking and weath... Concrete work

Ship-to or Service Locations: -or-

United States

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

DUNS Number: 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