Supplier Job Aid

Responding to a Sourcing Event

Updated as of 01 February 2021

Supplier Job Aid: Responding to a Sourcing Event

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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

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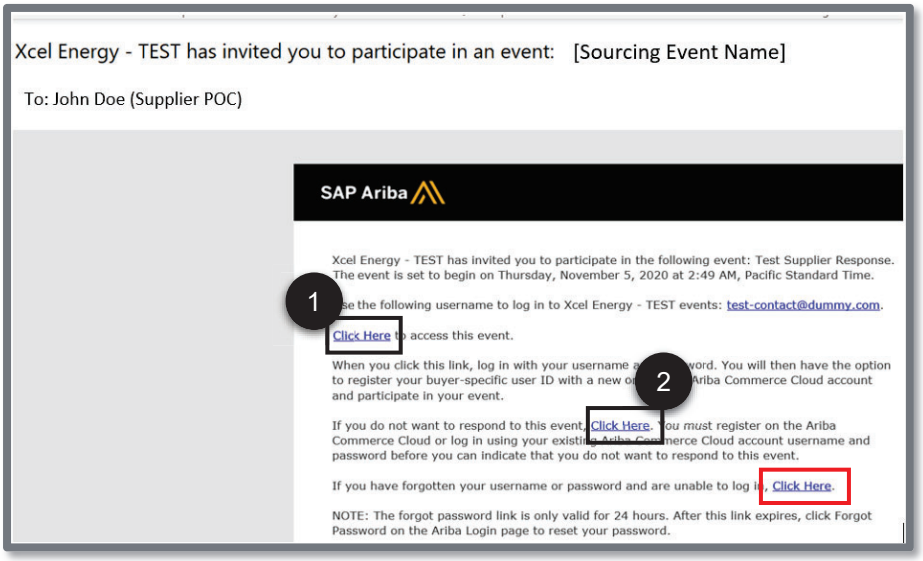
Submitting Sourcing Event Responses

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
1. To respond to a bid, go to the Sourcing Event email notification and click the **Click Here** link to access the event. 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. **Note**: If you forgot your username or password on your SAP Ariba Network account, please select “Click Here” link outlined in red.	

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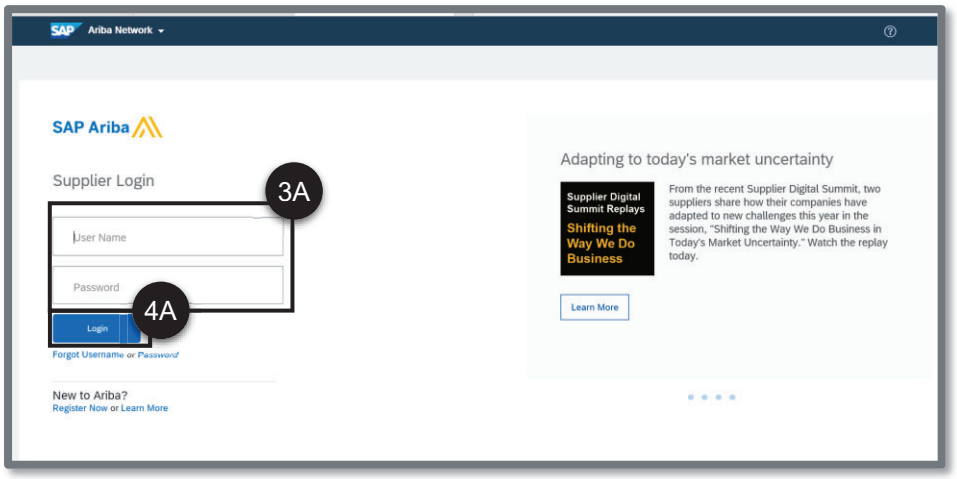
A. Logging in with an existing SAP Ariba Network account:

3. 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.

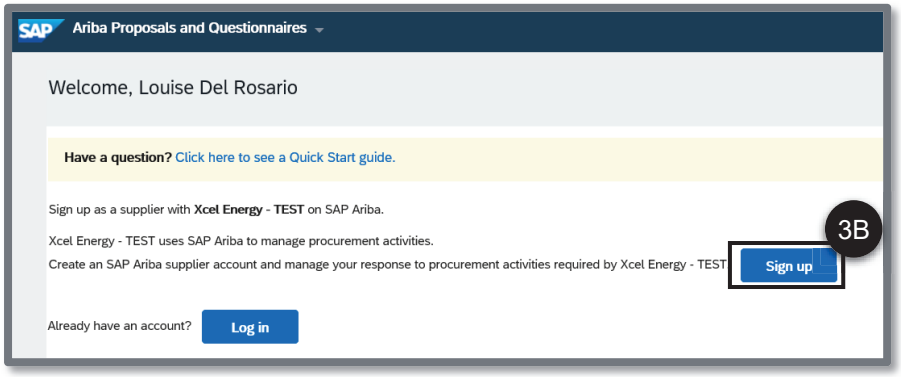
4. Click **Login**.



B. Creating a new account in SAP Ariba:

3. 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.



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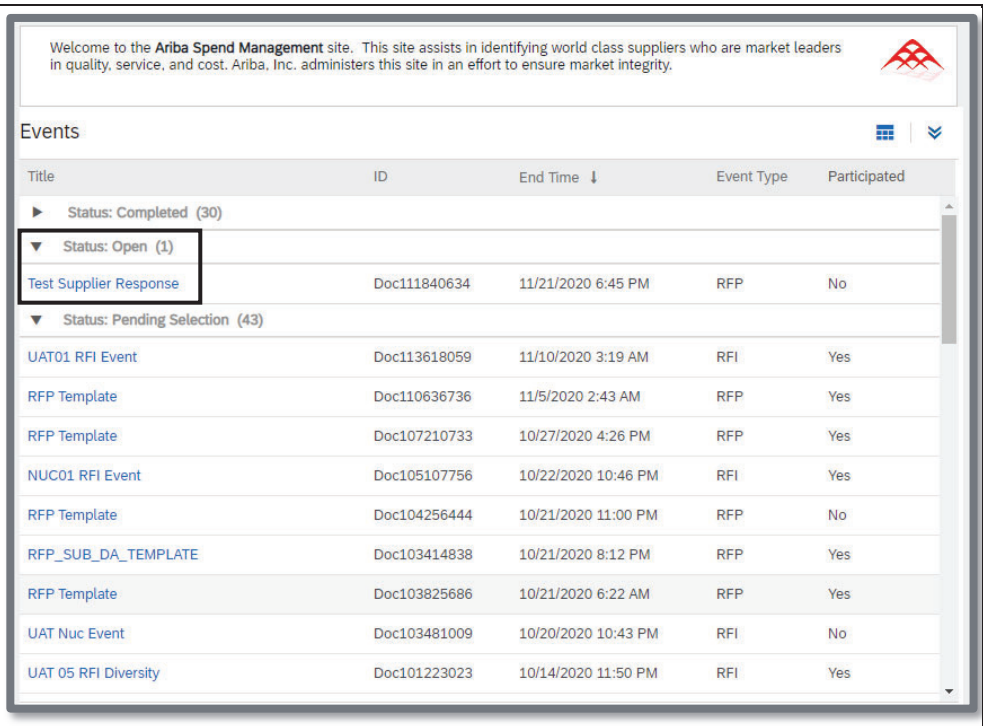
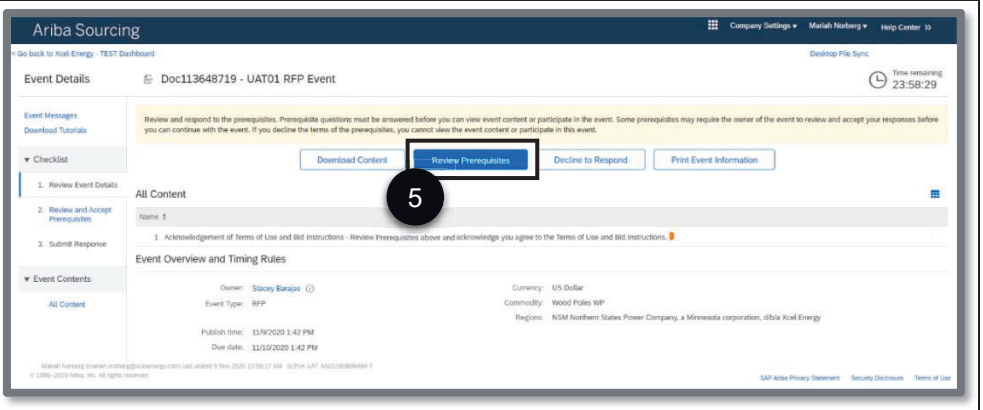
Note: If you are participating in multiple Sourcing Events with different organizations, you will be able to view and manage which Sourcing Events to respond to using the **Events** page. To navigate to a specific event, go to the open section and click on the Sourcing Event you are looking to bid on.



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.



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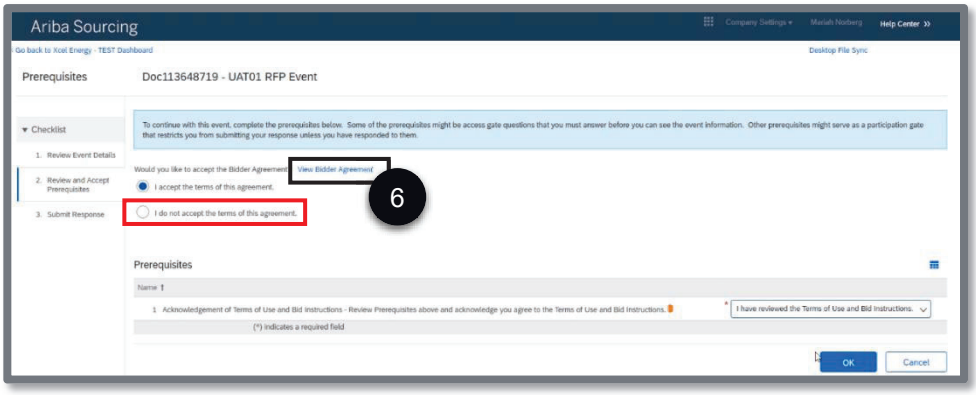
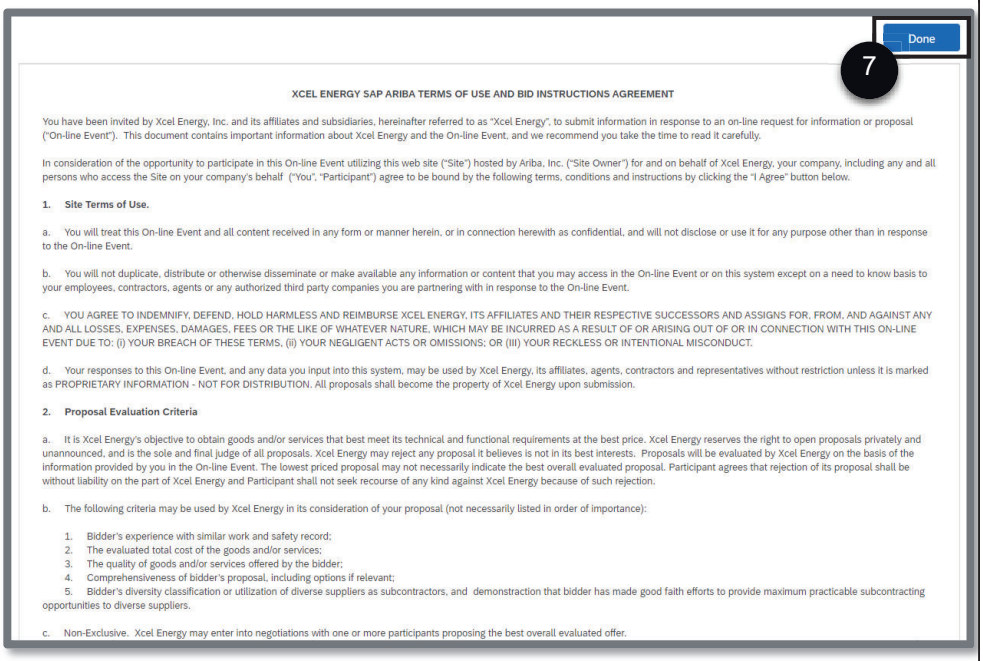
6. Click the **View Bidder Agreement** link to review the bidder agreement. **Note:** Should you not agree with the terms presented, choose "I do not accept the terms of this agreement" outlined in red.	
7. Click **Done**.	

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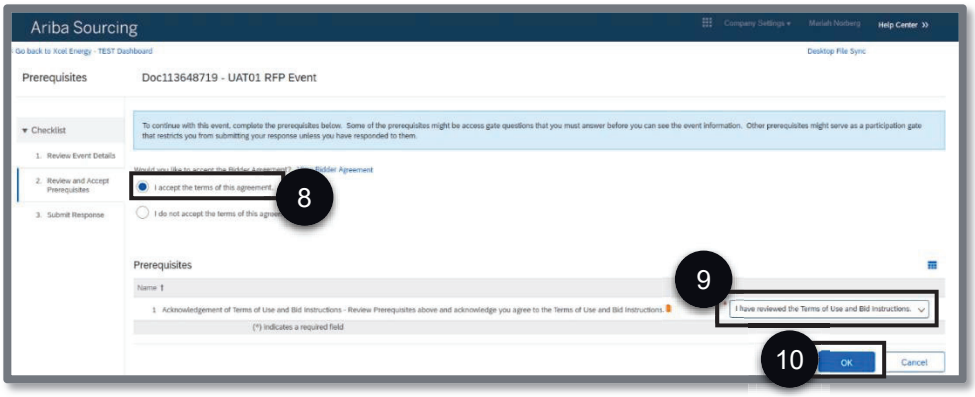
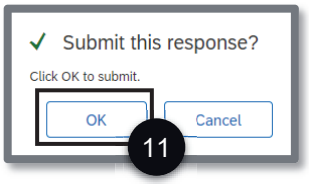
8. Click the radio button corresponding to **I accept the terms of agreement**.

9. Select **I have reviewed the Terms of Use and Bid Instructions** on the dropdown menu.

10. Click **OK**.



11. Click **OK**.



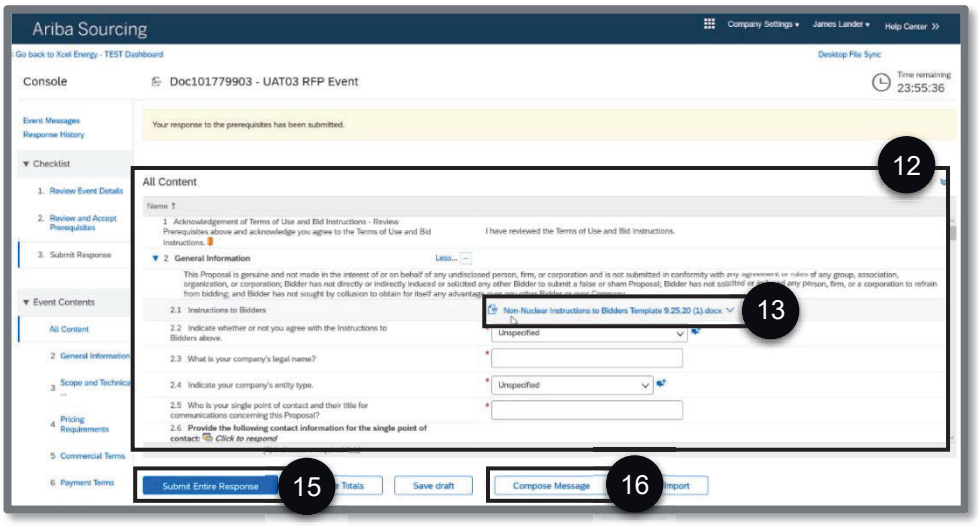
12. Fill out the form and provide your response to each of the questions.

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.

13. Click the attachment link to download and view the details of the attachment. You can update the files attached here if needed.

14. Click this icon to add in comments and attachments to your response.

Note: If you miss any of the required fields



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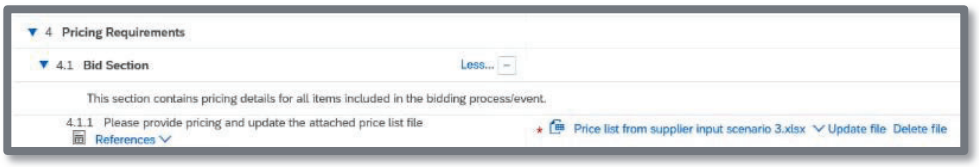
(marked with an asterisk) you will not be able to submit your response.

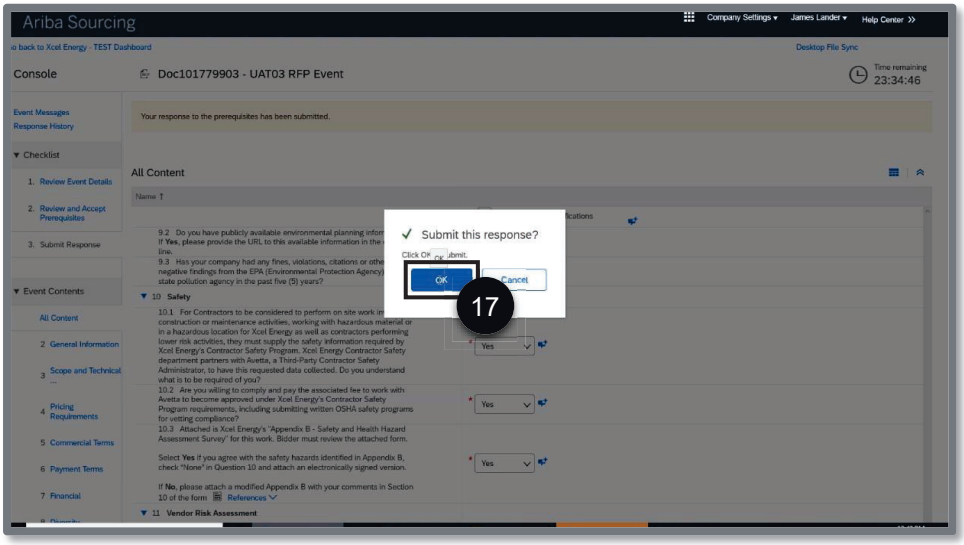
15. After filling out the fields, click the **Submit Entire Response** button and the response will be sent to Xcel Energy.

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**.



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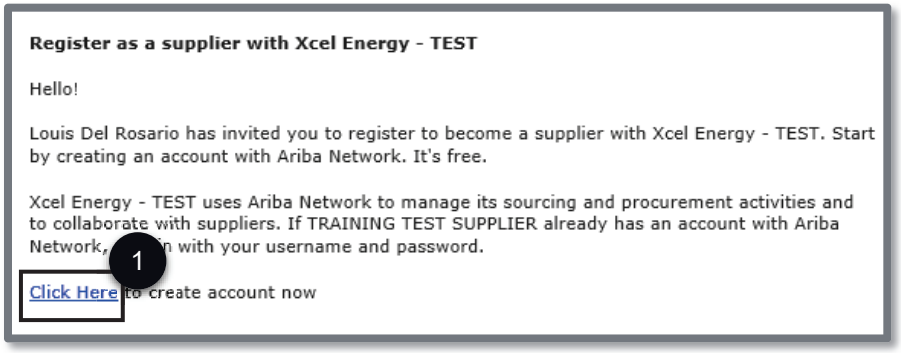
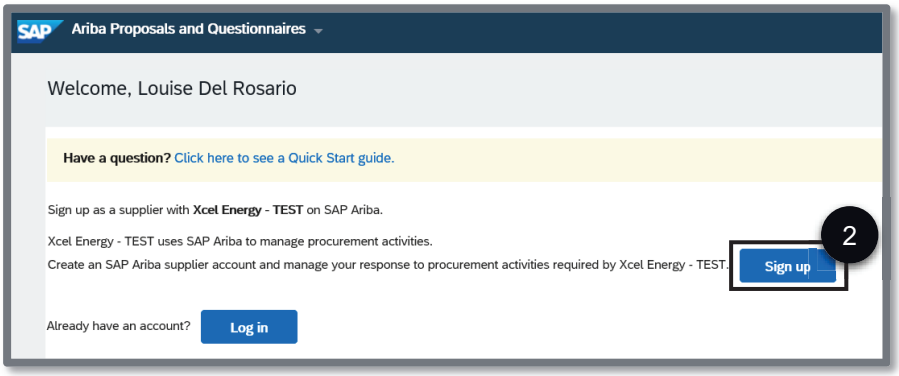
Create an SAP Ariba Network Account

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
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. **Note:** The image on the right is a sample email notification sent out to the supplier.	
2. Click **Sign up**.	

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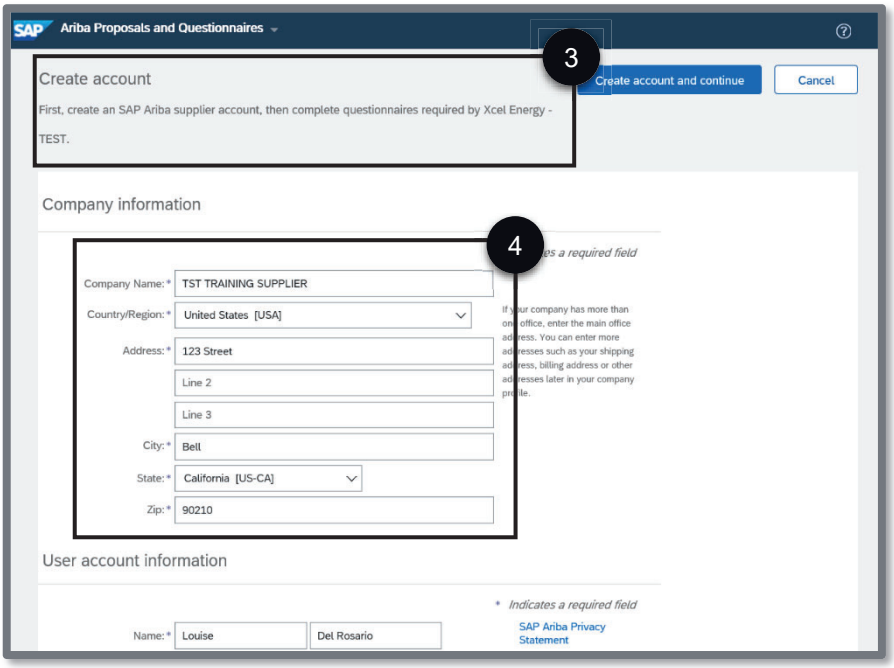
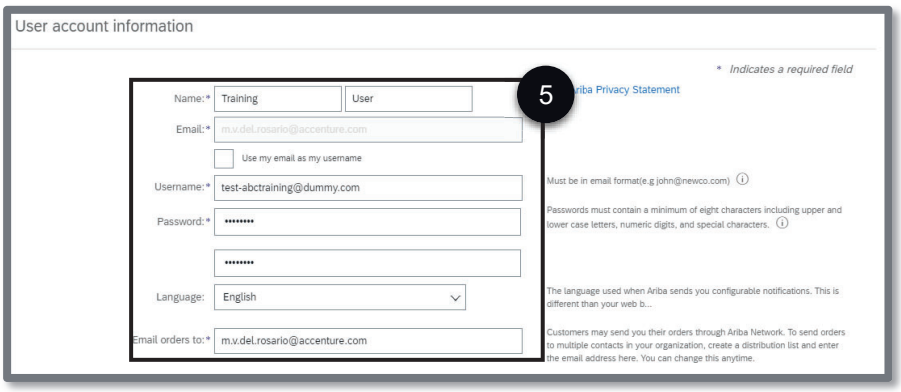
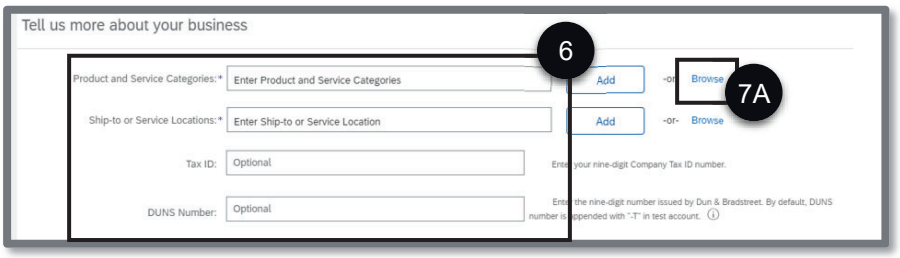
3. You will be redirected to create your organization's profile. Certain information may pre-populate; however, you should review and make any necessary updates on the profile page displayed to the right. 4. Update the fields under 'Company Information' section.	
5. Populate and/or update the fields under 'User account information' section. **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.	

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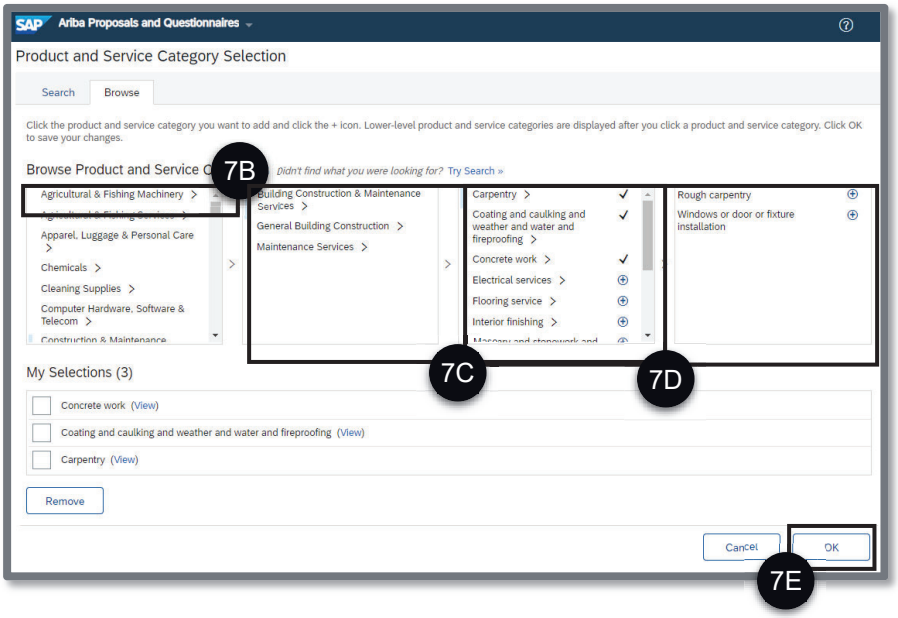
7B. On the first (1st) box, search the high level product and service categories of your company and click the arrow (**>**) to display its lower level categories. Repeat this step on the 2nd box.

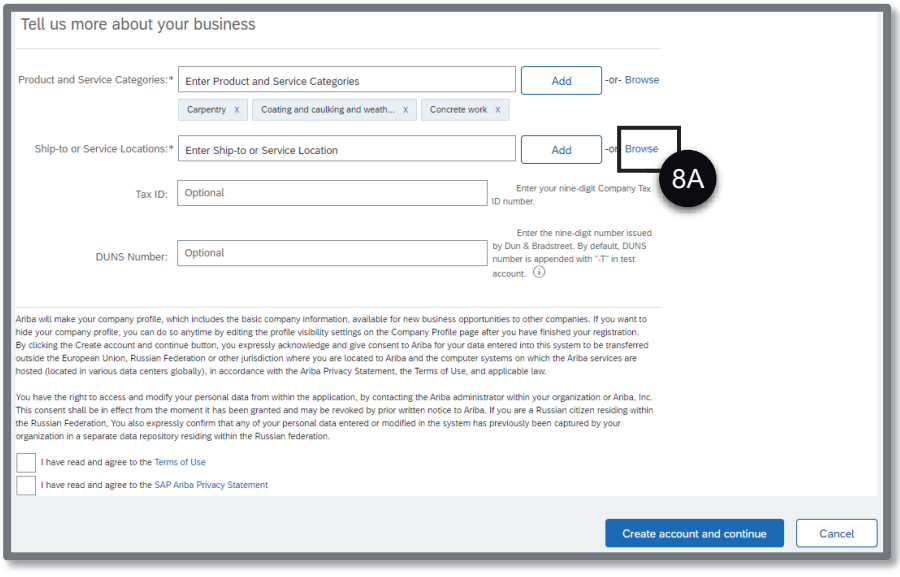
7C. On the third (3rd) box, you have the option to either display a more specific product and service category by clicking the arrow (**>**) or click the plus (**+**) icon to select it.

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.



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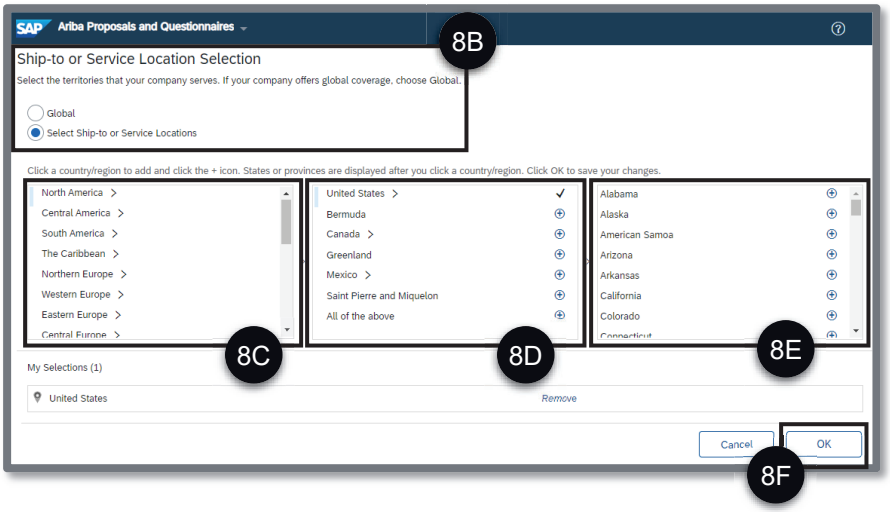
8B. Select the territories that your company serves. If your company offers global coverage, choose **Global** and proceed to step 8F. If not, proceed on step 8C.

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**.



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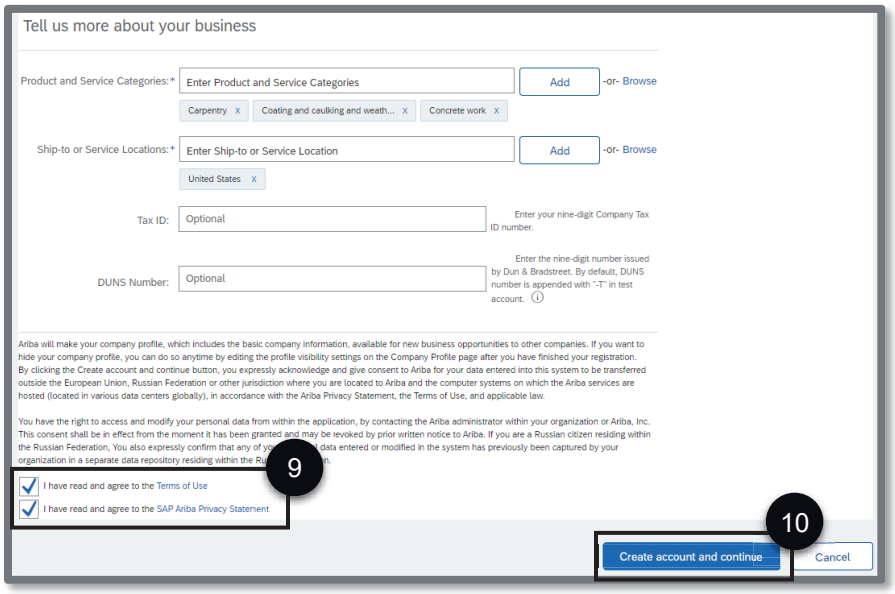
9. Click the checkboxes once you have read and agree to the **Terms of Use** and **SAP Ariba Privacy Statement**.

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