Supplier Job Aid
SAP Ariba Network Login

Updated as of 01 February 2021

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Contents

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SAP Ariba Overview and 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

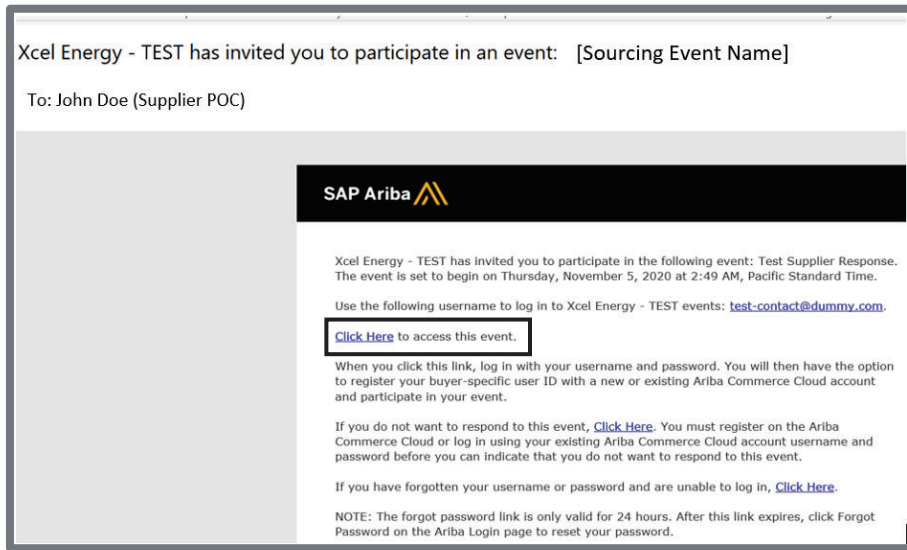The supplier also has the option to contact the Xcel Energy Supply Chain Hotline:
Phone: 303-628-2644
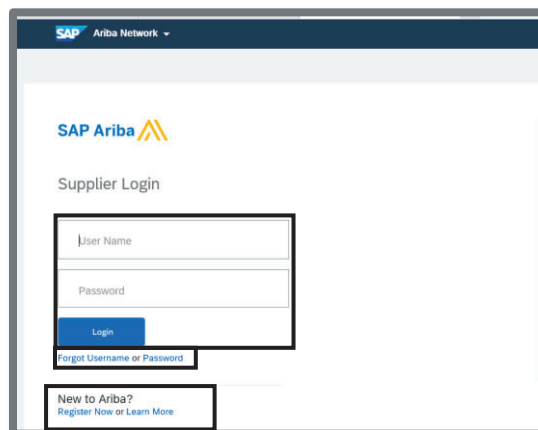**Email:** SupplyChainHotline@xcelenergy.com

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SAP Ariba Network Login

With any activity that the Xcel Energy Sourcing Professional initiates from SAP Ariba requiring supplier action, an email notification will be sent. This email will include the task name, task details, and any documents associated with the task. In addition to this, every email will include a link to direct the supplier to that task within the SAP Ariba Network.

Below is an example email of the supplier's invitation to participate in a Sourcing Event:

Xcel Energy - TEST has invited you to participate in an event: [Sourcing Event Name]

To: John Doe (Supplier POC)

SAP Ariba 𝝠

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.

Use the following username to log in to Xcel Energy - TEST events: test-contact@dummy.com.

Click Here to access this event.

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.

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.

If you have forgotten your username or password and are unable to log in, Click Here.

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.

Upon clicking the **'Click Here'** link, the supplier will be taken to the log-in page of the SAP Ariba Network wherein they should enter in their SAP Ariba Network credentials and select Login. If the supplier does not have an existing SAP Ariba Network account, they should click **'Register Now'** and follow the steps detailed in the next section.
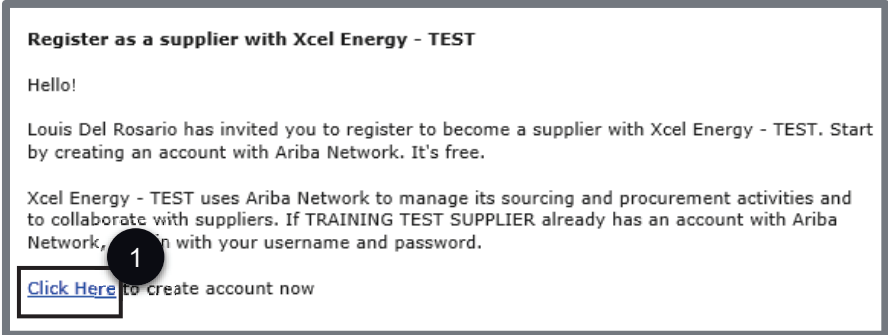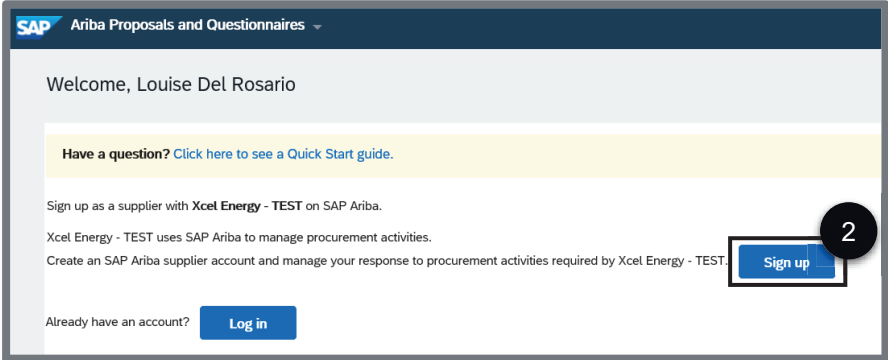
SAP Ariba Network ▾

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Supplier Login

User Name

Password

Login

Forgot Username or Password

New to Ariba?
Register Now or Learn More

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Note: If the supplier fails to recall their login credentials, they can click '**Forgot Username**' to retrieve the details or '**Password**' to reset the password.

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 create an account. **Note:** The image on the right is a sample email notification sent out to the supplier.	**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, ⓵ in with your username and password. Click Here to create account now
2. Click **Sign up**.	**SAP 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. ⓶ **Sign up** Already have an account? **Log in**

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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.

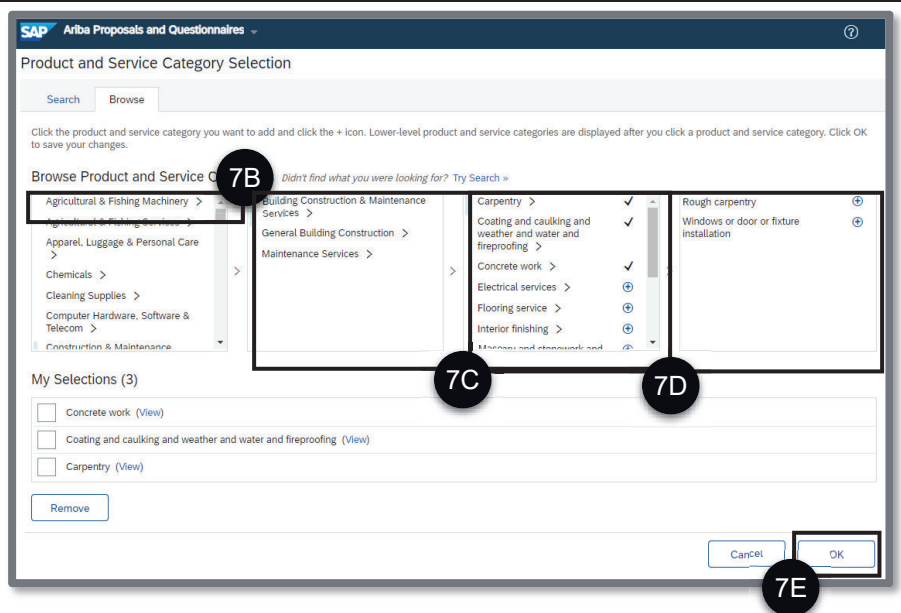6. Populate the fields under 'Tell us more about your business' section.

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

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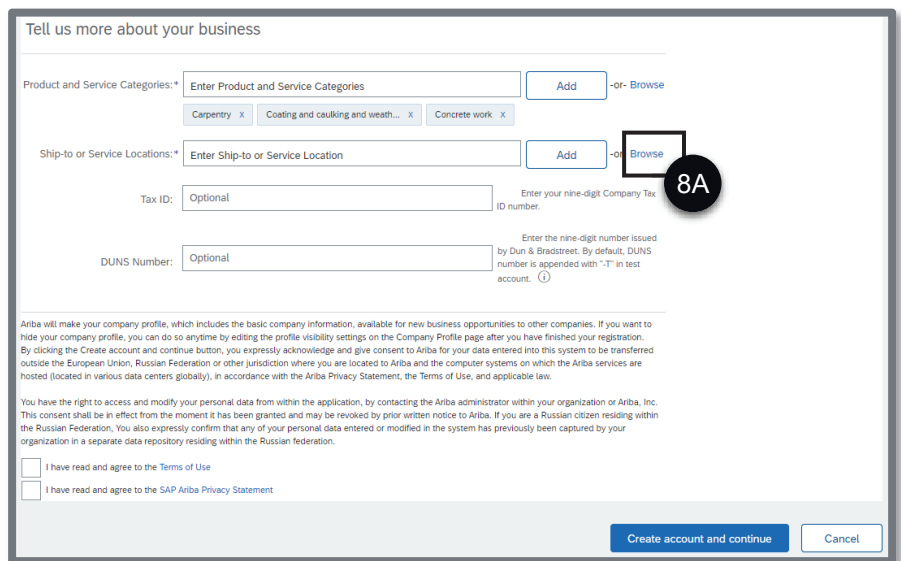
7C. On the third (3rd) box, you have the option to either display a more specific product and service category by clicking the arrow (**>**) or click the plus (**+**) icon to select it.

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**.

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 C... | 7B | Didn't find what you were looking for? Try Search »

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

My Selections (3)

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

Remove

Cancel | OK

7C | 7D | 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 ✕ | Coating and caulking and weath... ✕ | Concrete work ✕

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

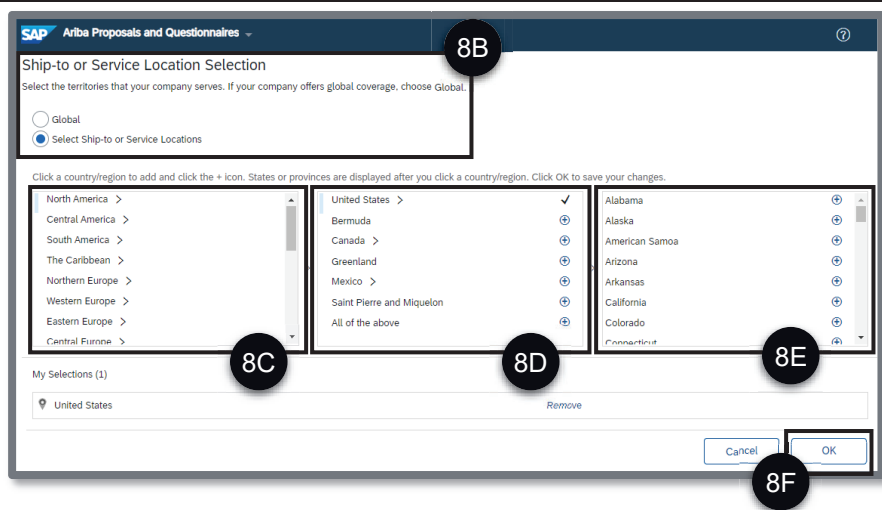Create account and continue | Cancel

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 (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**.

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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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

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[Create account and continue] [Cancel]