Supplier Job Aid
Supplier Registration

Updated as of 01 February 2021

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Contents

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

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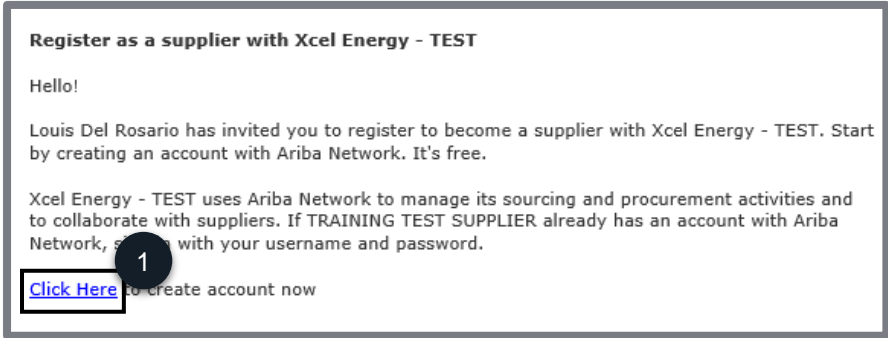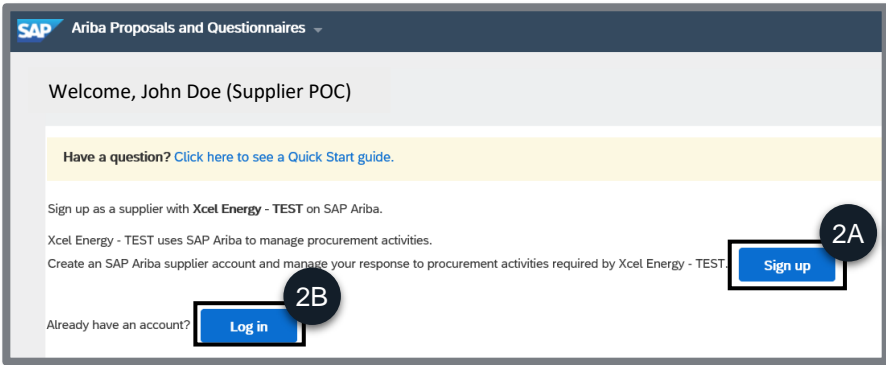**Phone:** 303-628-2644
Email: SupplyChainHotline@xcelenergy.com

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Supplier Registration in SAP Ariba Network

During Supplier Registration, a supplier receives an email notification from Xcel Energy to register with the SAP Ariba Network. It is not required for a supplier to be registered with Xcel Energy in order to participate in a Sourcing Event; however, the supplier will have to create a profile/account within the SAP Ariba Network.

Note: The purpose of this job aid is to provide details on how to register your organization within the SAP Ariba Network. For detailed steps on participating in a Sourcing Event, please refer to the 'Responding to a Sourcing Event' Job Aid.

Perform the following steps to register with the SAP Ariba Network.

Step	Screenshot
1. The Xcel Energy Sourcing Professional will initiate the Supplier Registration Process. With this, the supplier point of contact will receive an email invitation to become an Xcel Energy supplier. Click the **Click Here** link to register.	**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, sign in with your username and password. Click Here to create account now
2A. If your organization has not yet created an account within SAP Ariba Network, click the **Sign up** button. (See step 3 under 2A on how to create an account in SAP Ariba Network.) 2B. Click the **Log in** button if your organization has an existing account in SAP Ariba Network. (See step 3 under 2B on how to log in to SAP Ariba Network.) **Note:** A supplier must complete the Supplier Registration Questionnaire within 30 days of receiving	**SAP** Ariba Proposals and Questionnaires Welcome, John Doe (Supplier POC) 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** (2A) Already have an account? **Log in** (2B)

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the email invitation. An automated reminder will be sent to suppliers before the 30 days ends. The 1st reminder is sent 7 days before and the last one is 1 day before the 30-day period ends.	
2A. Creating an SAP Ariba Network Account: 3. After selecting Sign Up in step 2A, 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 the '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.
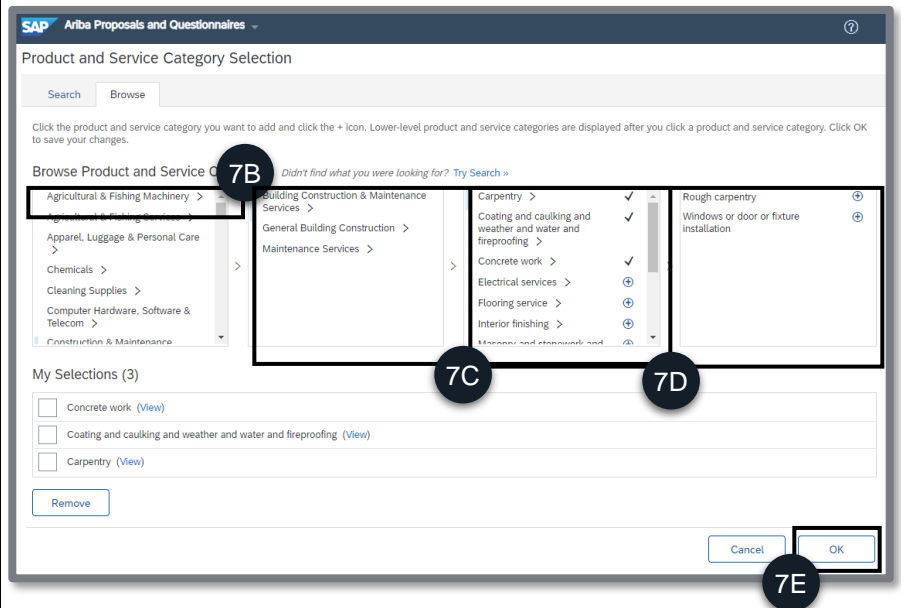

7B. On the first (1st) box, search the high level product and service categories of your company and click the arrow (>) to display its lower level categories.
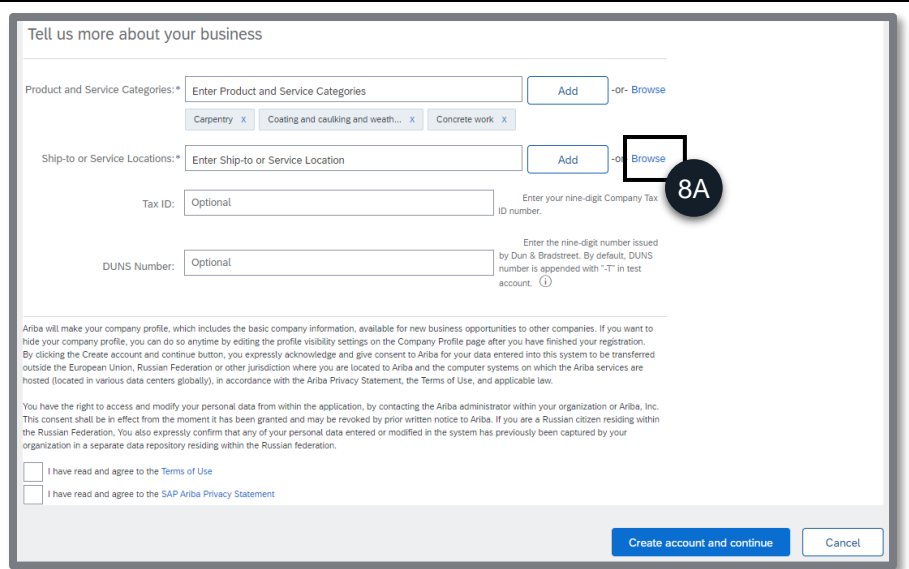
7C. On the third (3rd) box, you have the option to either display a more specific product and service category by clicking the arrow (>) or click the plus (+) icon to select it.

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.

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**.	

2B. Logging in with an existing SAP Ariba Network account:

3. If your organization already has an existing account in SAP Ariba Network, choose the **Log in** button pictured in Step 2B. Upon clicking Log in, you will be redirected to the SAP Ariba Network Supplier Login page pictured to the right.

4. Populate the User Name and Password.

5. Click **Login**.

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.

SAP Ariba Network ▾

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Supplier Login

User Name

Password
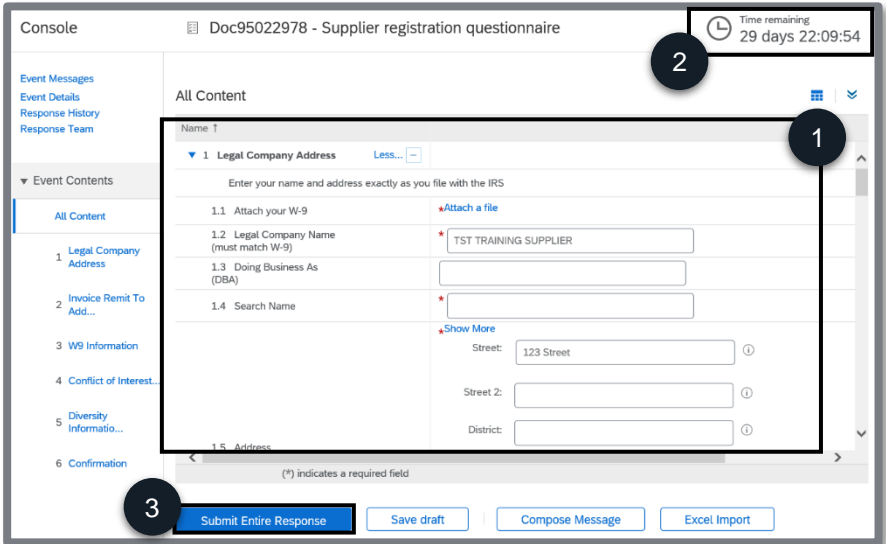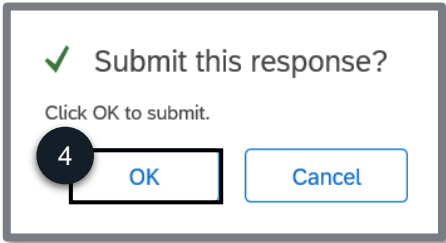
Login

Forgot Username or Password
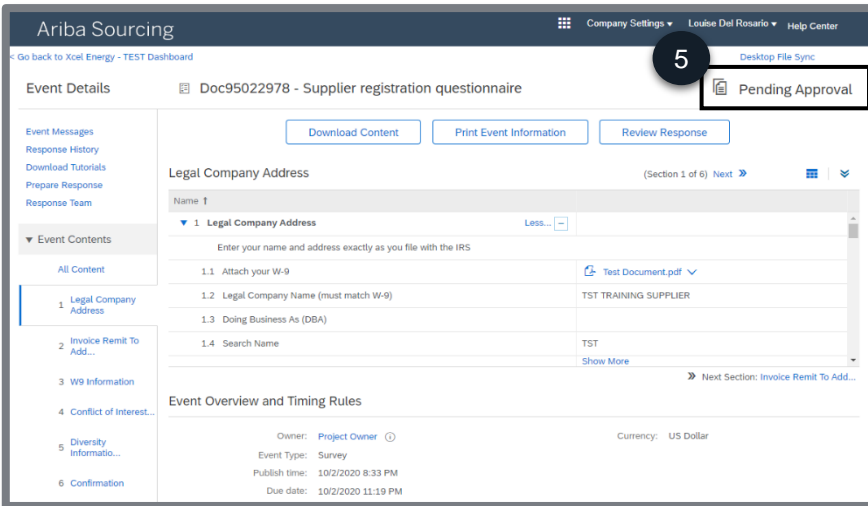
New to Ariba?
Register Now or Learn More

Complete Supplier Registration Questionnaire

After the supplier has created an account and/or logged into the SAP Ariba Network, the Supplier Registration Questionnaire page will be displayed. Once completed, the Supplier Registration Questionnaire will undergo the approval process with the Xcel Energy Vendor Management Team. Once approved, the supplier will be registered with Xcel Energy in the SAP Ariba.

Step	Screenshot
1. Populate the fields located in the **Supplier Registration Questionnaire**. (See table below for a list of all the questions) 2. For reference, the timer on the upper right corner indicates how long the supplier has to complete the questionnaire. (A supplier must complete the Supplier Registration Questionnaire within 30 days of receiving the email invitation) 3. Once you have completed the Supplier Registration Questionnaire, click **Submit Entire Response**.	
4. Click **OK**. **Note:** If the Supplier is encountering problems in completing the form, they can contact the Xcel Energy Supply Chain Hotline.	

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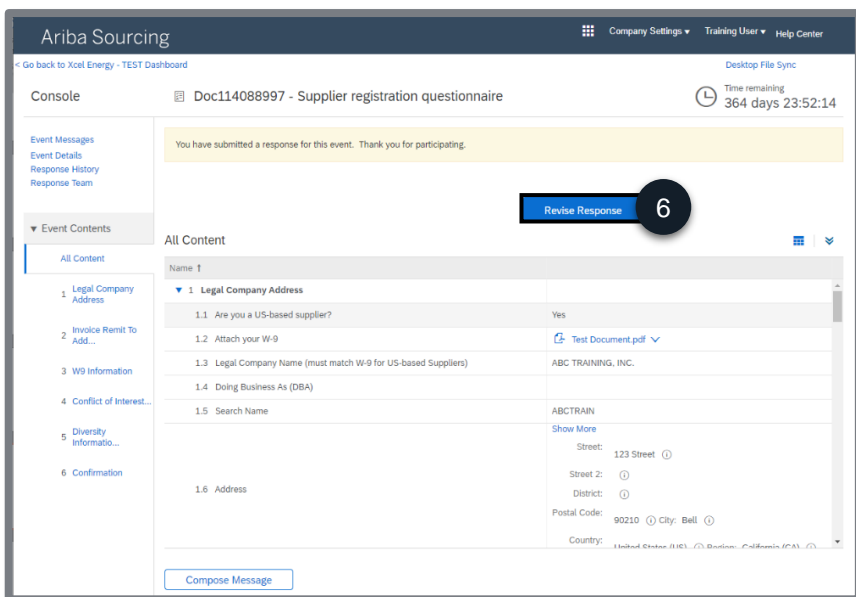
5.The Supplier Registration Questionnaire has been submitted with **Pending Approval** status.	
6. Once the Supplier Registration Questionnaire is approved, you can update your response by clicking the **Revise Response** button. An email confirmation will be sent once the registration is approved. **Note:** Whenever you update the response in the Supplier Registration Questionnaire, it will undergo approval process from the Vendor Management Team.	

Supplier Registration Questionnaire – Table

Below is the table consisting of all the questions found in the Supplier Registration Questionnaire:

Reference Number	Type	Questions	Response Required?
1	Section	Legal Company Address	
1.1	Question	Are you a US-based supplier?	Yes, Participant Required
1.2	Question	Attach your W-9	Yes, Participant Required
1.3	Question	Legal Company Name (must match W-9 for US-based Suppliers)	Yes, Participant Required
1.4	Question	Doing Business As (DBA)	Not Required
1.5	Question	Search Name	Yes, Participant Required
1.6	Question	Address	Yes, Participant Required
1.7	Question	Website	Not Required
1.8	Question	General Company Phone	Yes, Participant Required
1.9	Question	General Company Fax Number	Not Required
1.10	Question	General Company Email	Yes, Participant Required
1.11	Question	Category of Product	Yes, Participant Required
1.12	Question	DUNS ID	Not Required
1.13	Section	NAICS Code/s	
1.13.1	Question	First Value	Yes, Participant Required
1.13.2	Question	Second Value	Not Required
1.13.3	Question	Third Value	Not Required
1.13.4	Question	Fourth Value	Not Required
1.13.5	Question	Fifth Value	Not Required

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1.14	Section	Contact Information	
1.14.1	Question	Primary Contact First Name	Yes, Participant Required
1.14.2	Question	Primary Contact Last Name	Yes, Participant Required
1.14.3	Question	Primary Contact Email	Yes, Participant Required
1.14.4	Question	Primary Contact Phone	Yes, Participant Required
1.14.5	Question	Is Primary Contact's address same as the Supplier Address above?	Yes, Participant Required
1.14.6	Question	Primary Contact Address	Yes, Participant Required
1.14.7	Section	Accounts Receivable Contact	
1.14.7.1	Question	Name	Yes, Participant Required
1.14.7.2	Question	Phone	Yes, Participant Required
1.14.7.3	Question	Email	Yes, Participant Required
1.14.8	Section	Sales Contact	
1.14.8.1	Question	Name	Yes, Participant Required
1.14.8.2	Question	Phone	Yes, Participant Required
1.14.8.3	Question	Email	Yes, Participant Required
1.14.9	Section	Safety Contact	
1.14.9.1	Question	Name	Not Required
1.14.9.2	Question	Phone	Not Required
1.14.9.3	Question	Email	Not Required
1.14.10	Section	Contract Contact	
1.14.10.1	Question	Name	Not Required
1.14.10.2	Question	Phone	Not Required

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1.14.10.3	Question	Email	Not Required
1.14.11	Section	Executive or CEO Contact	
1.14.11.1	Question	Name	Not Required
1.14.11.2	Question	Phone	Not Required
1.14.11.3	Question	Email	Not Required
1.15	Section	Discount Terms	
1.15.1	Question	Percentage (%)	Not Required
1.15.2	Question	Days	Not Required
1.15.3	Question	Net	Not Required
1.16.1	Question	Do you accept credit card payments?	Not Required
2	Section	Invoice Remit To Address	
2.1	Question	Same as above?	Yes, Participant Required
2.2	Question	Company	Yes, Participant Required
2.3	Question	Address	Yes, Participant Required
3	Section	W9 Information	
3.1	Question	Must choose one: (List of choices)	Yes, Participant Required
3.2	Question	Incorporated in the State of: (List of choices)	Yes, Participant Required

3.3	Question	Are you exempt from backup withholding?	Yes, Participant Required
3.4	Question	If this is a purchase of goods, are you a manufacturer or a reseller?	Not Required
3.5	Question	Federal Tax ID #	Yes, Participant Required
3.6	Question	Social Security Number (if applicable)	Not Required
3.7	Question	Name & Address exactly as you will file with IRS (Please limit to 3 lines)	Yes, Participant Required
4	Section	Conflict of Interest Information	
4.1	Question	Are you or any of your employees, an employee of Xcel Energy or any of its subsidiaries?	Yes, Participant Required
4.2	Question	Are you or any of your employees, related to an employee of Xcel Energy or any of its subsidiaries?	Yes, Participant Required
4.3	Question	Is your company currently barred from doing business with the Federal Government?	Yes, Participant Required
4.4	Question	List here your parent company (if any), any affiliates, and any subsidiaries of your corporation.	Yes, Participant Required
5	Section	Diversity Information Section	
5.1	Question	Are you a small business?	Yes, Participant Required
5.2	Question	Business Gender Ownership	Yes, Participant Required
5.3	Question	Business Ownership Ethnicity Information	Yes, Participant Required

5.4	Question	Business Ownership Non-Ethnic Information	Yes, Participant Required
5.5	Question	Attach diversity certificate/s.	Not Required
6	Section	Confirmation - By filling this field you confirm you are able to sign on behalf of the company.	
6.1	Question	Name	Yes, Participant Required
6.2	Question	Date	Not Required