



GE VERNOVA |

# Ariba Network Supplier Guide

Please note: Any sourcing related issues please call Toll Free: 866 770 5248 or email [esourcingsupport@gevernova.com](mailto:esourcingsupport@gevernova.com) with your details to create ticket on your behalf.

## Escalation Point of Contact

- Kennedy, Andrew - [andrew.kennedy@gevernova.com](mailto:andrew.kennedy@gevernova.com)
- Karthikeyan, G – [Karthikeyan2.G@gevernova.com](mailto:Karthikeyan2.G@gevernova.com)

# Accepting an Invitation to join Ariba Information

- ❖ Creating a transacting relationship from Buyer Branded Trading Relationship Request (TRR) letter via email
- ❖ To create a Standard Account for transacting from an Interactive email
- ❖ A Supplier can choose to create a new SAP Business Network Account or use an existing account
- ❖ Using an existing account reduces the number of logins
- ❖ The Ariba Network Identification number (ANID) is the unique identifier for each SAP Business Network (Ariba Network Account)
- ❖ Ensure that the correct person actions any invitations to transact via the Ariba Network noting that the person who accepts the invitation becomes the System Administrator
- ❖ Click on the question mark in the top right-hand corner to activate the Help Options Pane to get access to different levels of help
- ❖ Passwords must contain a minimum of 8 characters including upper and lower case, numeric digits and special characters

# Trading Relationship Request (TRR) Invite

Your Buyer has decided to transact with their suppliers using the Ariba Network and has sent you a Trading Relationship Request (TRR)

Ensure you are the required person to accept the relationship from your Buyer. The person that accepts the relationship automatically becomes the businesses SAP Business Network System Administrator

If the GE Vernova buyer enabled you for Ariba you would have received an email with subject line “Accept Trading Relationship Request from GE Vernova International LLC for Transacting on the SAP Business Network” from the sender email address: prod@ansmtip.ariba.com

With the TRR email open Click on Get Started ordersender

- ❖ **About this invitation panel** – displays content such as the From: and To:, a message from your Buyer and a Read More link for more information from your Buyer and About Ariba Network link taking users to an external website
- ❖ **Review Accounts** – Suppliers should review accounts to determine whether an account already exists for this Buyer or to identify whether they can use an existing account.
- ❖ **Use Existing Account** – As the System Administrator you have identified an existing account, using an existing account reduces the need of multiple log ins
- ❖ **Create New Account** - Creation of a new account to transact with the Buyer



# Review Account Information

## Duplicate Account Process:

Review Accounts allows suppliers to identify they already have an SAP Business Network account, using an existing account reduces the number of logins and accounts that need to be maintained. With the invitation from you Buyer displayed:

1. Click on Get Started
2. Where the Review account button is activated, Click on Review accounts

❖ Note: If the Review accounts button is not activated it indicates there are no other accounts associated to the business email domain

❖ The Review matched accounts screen is displayed:

3. Edit search criteria is used for specific search criteria then click on Search

❖ Any Search results are displayed

4. If you identify an account you wish to use, Click on account Use this ,

5. If you are unsure about an account and want further clarification, click on Contact administrator , 6. To Create a new Account , click on the back arrow to return to the Registration screen

The image contains three screenshots of the SAP Business Network account review process:

- Screenshot 1:** Shows an invitation to connect with Avante Labs GmbH. It includes a 'Get started' button, which is highlighted with a yellow circle.
- Screenshot 2:** Shows an invitation to connect with Avante Labs GmbH on Ariba Network. It includes a 'Review accounts' button, which is highlighted with a yellow circle.
- Screenshot 3:** Shows the 'Review matched accounts' screen. It includes a search interface with fields for Company name, Corporate email / domain, Country, Tax / VAT ID, DUNS Number, and GLN. It also includes a 'Search' button, which is highlighted with a yellow circle, and a 'Cancel' button.
- Search results table:** A table showing search results for 20 accounts. The columns are Company name, Email domain matched, Country, State, DUNS number, and Action. Two accounts are listed:
  - Unicom PTY LTD:** Email domain matched is Yes, Country is Australia, State is Victoria. It has a 'Use this account' button, which is highlighted with a yellow circle.
  - SAP Australia Pty Ltd:** Email domain matched is Yes, Country is Australia, State is New South Wales. It has a 'Contact administrator' button, which is highlighted with a yellow circle.

# Use this Account Using an Existing Account

Your Buyer has decided to transact with their suppliers using the Ariba Network.

❖ This can be done using either from the **Invitation** or **Review** accounts screen From the invitation screen

1. Click on Use Existing Account
2. Enter the **Username** and the **Password** for the account you wish to use
3. Click on Connect
  - ❖ Complete the details on the screen From the

## Review accounts screen

4. Click on Use this account
5. Enter the Username and Password for the account you have selected
6. Click on Connect
  - ❖ Complete the details on the screen

The image contains three screenshots of the Ariba Network interface:

- Top Left:** An invitation screen for "Avante Labs GmbH". It shows a summary of the invitation, a "REVIEW ACCOUNTS" button, and options to "Use existing account" or "Create new account".
- Top Right:** A sign-in screen for "Avante Labs GmbH". It includes fields for "Username" and "Password", and links for "Forgot username?" and "Forgot password?". A "Connect" button is at the bottom.
- Bottom:** A search results screen titled "Search results (20)". It lists "Company name" and "Action" columns. Two entries are shown: "Unicon PTY LTD" with a "Use this account" button, and "SAP Australia Pty Ltd" with a "Contact administrator" button.

# Create a New Account

A Supplier has determined that a new account is required, display the invitation to connect from your Buyer:

1. Click on Create new account

2. Confirm or update the **Company information**, information is prepopulated based on the information from the Buyer

- ❖ Ensure that all fields with an asterisks have been completed
- ❖ Scroll down to Administrator account information
- ❖ Note: The fields will be auto populated, however if you are not the assigned System Administrator

3. Confirm or update the Administrator account information

4. Create a password, enter the Password and Repeat password

5. Open and review the Terms of Use, then click on I have read and agree with the Terms of Use

6. Click on I'm not a robot

7. Click on Create Account

# Email Confirmation of Account:

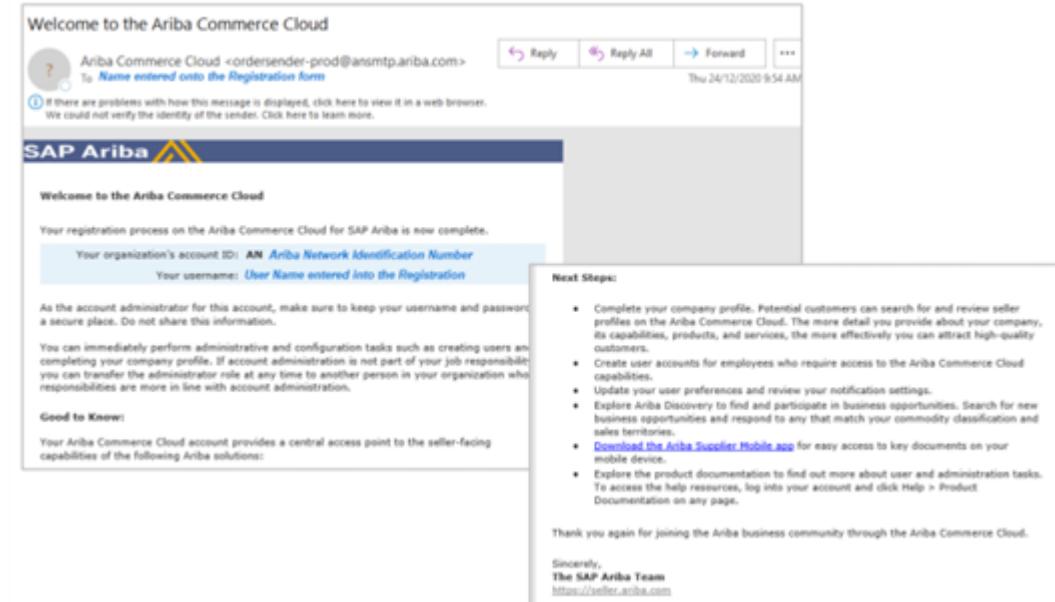
After you click on Create Account, an email from the Ariba Commerce Cloud will be sent to the email entered during the registrations process, it will indicate that the Username above is the System Administrator

A Welcome to the Ariba Commerce Cloud email will confirm:

- ❖ Registration
- ❖ Ariba Network Identification Number (ANID)
- ❖ Your Username
- ❖ Good TO Know
- ❖ Next Steps

- ❖ As the System Administrator you have already created your username and password during the registration process, use these credentials to log onto the Ariba Network

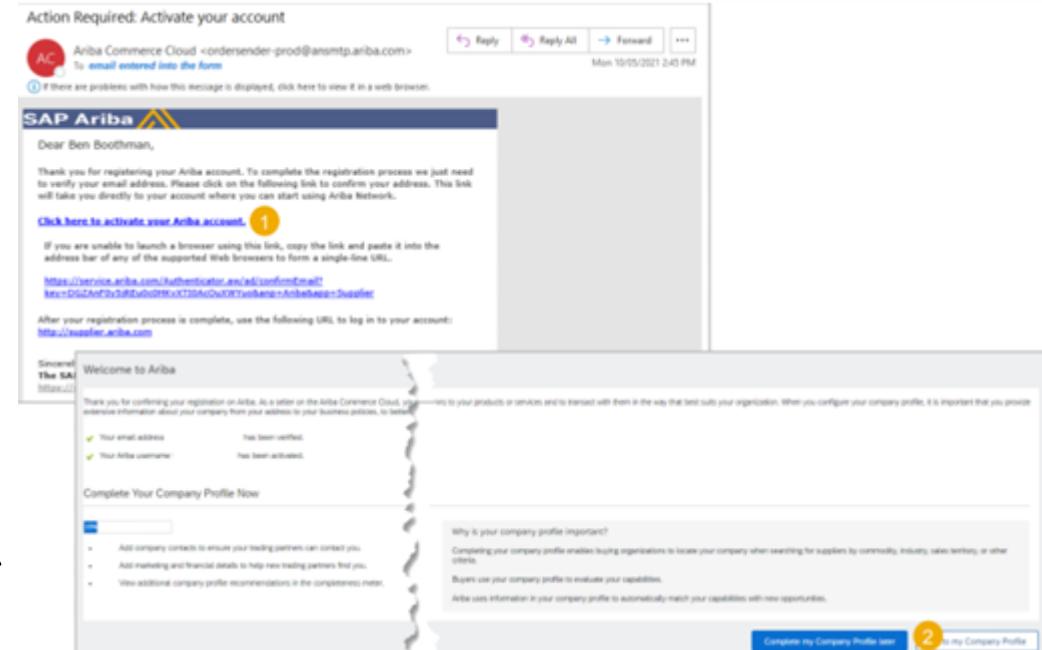


# New Account Next Steps

Once you have clicked on Create Account you will receive an email to confirm the email address and information added

Once you receive the email from Ariba Commerce Cloud

1. Click on Click Here to activate your Ariba account
- ❖ The Welcome to Ariba screen is displayed
2. Click on Complete my company Profile



# Logging into the SAP Business Network

After logging in, the blue ribbon at the top of the screen will display SAP Business Network

➤ Go to <https://supplier.ariba.com>

To Login:

1. Enter Username
2. Enter your Password
3. Click on Login

# eSourcing Support Contact(s)

If you still face any issues; Please contact L1 eSourcing Helpdesk

- ✓ **Telephone:** (866)-770-5248 Option 2
- ✓ **Email:** [eSourcingSupport@gevernova.com](mailto:eSourcingSupport@gevernova.com)
- ✓ **Visit us** <https://buildsmart.capgemini.com/sites/1564108/portal/1043018>

## **Escalation Point of Contact**

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THANK YOU!