



GE VERNOVA

Ariba Network Supplier Guide

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

Escalation Point of Contact

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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@ansmtp.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 shows three screenshots of the SAP Business Network interface. The top left screenshot shows a 'Get started' button (1). The top right screenshot shows a 'Review accounts' button (2). The bottom screenshot shows the 'Review matched accounts' screen with search criteria and a table of results.

Review matched accounts
Your company may already have an account. Please review the accounts in the table below.

Edit search criteria

Company name	Corporate email / domain	Country	Tax / VAT ID
Tulp Lighting Equipment		Australia [AUS]	Please select country first

DUNS Number GLN

Enter Global Location Number

Search 3 Cancel

Search results (20) ★ Means you are a user of this account **Bold text:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action
Union PTY LTD	Yes	Australia	Victoria		Use this account
SAP Australia Pty Ltd	Yes	Australia	New South Wales		Contact administrator



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 displays three sequential screenshots of the Avante Labs GmbH Ariba Network interface. The top-left screenshot shows the 'Connect with Avante Labs GmbH on Ariba Network to collaborate' screen, which includes a 'review accounts' button and a 'Use existing account' option. The top-right screenshot shows the 'Sign in to connect with Avante Labs GmbH' screen, featuring fields for 'Username' and 'Password' and a 'Connect' button. The bottom-left screenshot shows a 'Search results (20)' table with columns for 'Company name' and 'Action'. The table lists 'Unicom PTY LTD' and 'SAP Australia Pty Ltd'. The 'Action' column for 'Unicom PTY LTD' has a 'Use this account' button, and for 'SAP Australia Pty Ltd' it has a 'Contact administrator' button. The bottom-right screenshot shows another 'Sign in to connect with Avante Labs GmbH' screen, similar to the top-right one, but with a prompt to 'Please login to the account: Name of existing account'.

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

The image displays the account creation interface for Avante Labs GmbH on the Ariba Network. It consists of three main panels:

- Invitation Panel:** Shows the invitation to connect with Avante Labs GmbH. It includes a 'Review accounts' button and a 'Create new account' button (highlighted with a yellow circle 1).
- Company information Panel:** Contains fields for company details, including 'Company legal name', 'Country/Region', 'Address line 1', 'Address line 2', 'Address line 3', 'City', 'State', and 'Zip'. A yellow circle 2 highlights the 'Company information' section header.
- Administrator account information Panel:** Contains fields for user details, including 'First name', 'Last name', 'Email', 'Password', and 'Repeat password'. It also includes a 'Business role' dropdown, a checkbox for 'I have read and agree with the Terms of Use' (highlighted with a yellow circle 5), a checkbox for 'I'm not a robot' (highlighted with a yellow circle 6), and a 'Create account' button (highlighted with a yellow circle 7).

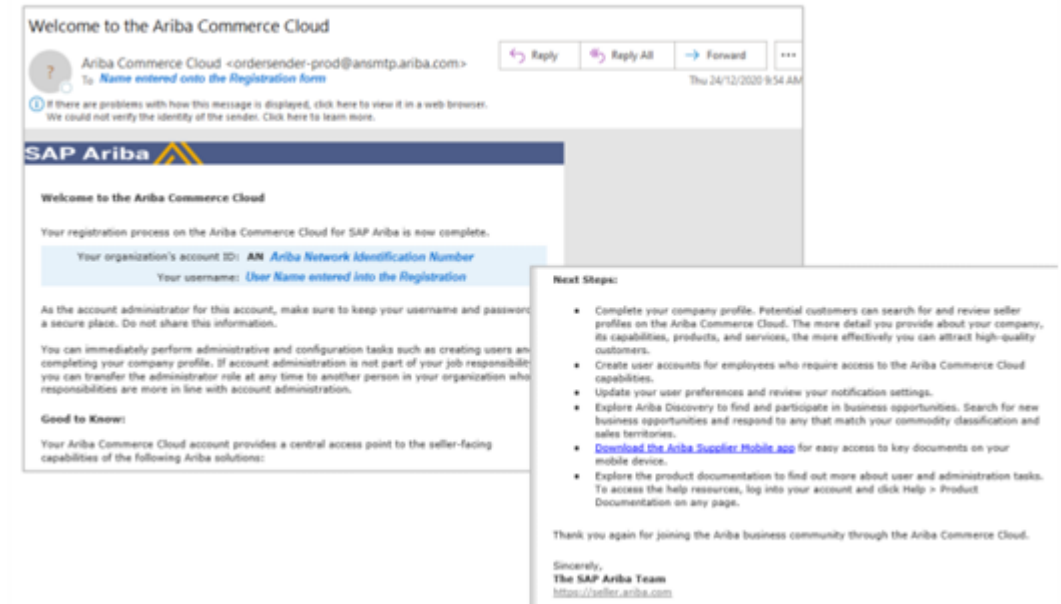


Email Confirmation of Account:

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

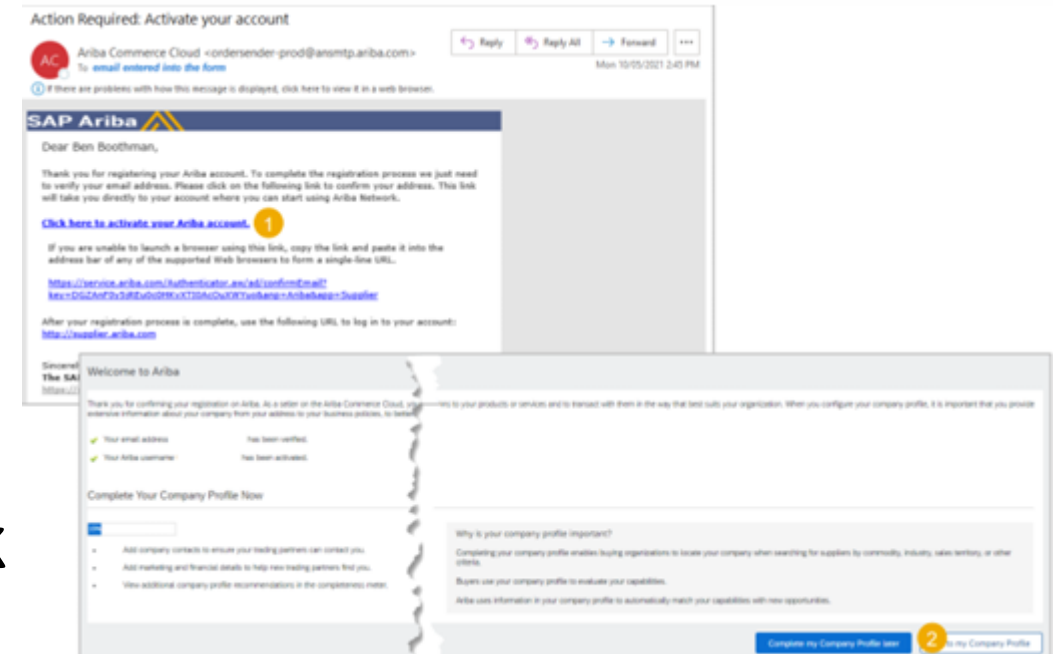


New Account Next Steps

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
- ✓ **Visit us** <https://buildsmart.capgemini.com/sites/1564108/portal/1043018>

Escalation Point of Contact

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THANK YOU!