Supplier Quick Reference Guide for using SAP Ariba

Features of this guide:
- navigation buttons
- navigation sliders
- additional content
- explanatory clips
Supplier Quick Reference Guide for using SAP Ariba

SAP Ariba is the business platform for suppliers to collaborate with Hitachi ABB Power Grids handling:

- Supplier Lifecycle Management
- Supply Risk Management
- e-Sourcing Management
- Contract Management

**NEW PLATFORM**

- Accessible globally at no cost
- Maintain your company master data
- Manage your certificates and questionnaires
- Full and real-time transparency about all interactions
- Participate in Sourcing events (RFI, RFP, eAuctions)
- Manage your contractual documents
Hitachi ABB Power Grids uses SAP Ariba to onboard Supplier to their network.

Two step approach to get onboarded:

1. Create your Company’s SAP Ariba account (if it does not exist yet) and register in Hitachi ABB Power Grids Network. Make sure you provide the legal name of your Company and legal address using Latin letters only.

2. Get your company qualified to conduct business with us.
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1. Registration
   SAP Ariba account creation
   Registration Questionnaire

2. Qualification
   Qualification Questionnaire

- Receive registration invitation
- Sign up or Log in
- Fill in Ariba Registration Form
- Fill in Hitachi ABB Power Grids Form
- Registration Approval & Completion

Register on the SAP Discovery Network to get connected with the global SAP network. This might be optional if you work already with other companies on an SAP Ariba platform.
1. Registration
SAP Ariba account creation
Registration Questionnaire

2. Qualification
Qualification Questionnaire

Receive qualification invitation
Fill in Hitachi ABB Power Grids Form
Wait for review and approval
Qualification Completed
How to participate in sourcing events

Participating in RFI’s

- How to reply to an RFI (Request for Information)
  - Answer the RFI questionnaire
  - Attach documents to a questionnaire
  - Submit the reply

Participating in RFP’s

- How to reply to an RFP (Request for Proposal)
  - Submit responses to the items you are interested in
  - Answer the RFP questionnaire
  - Add comments, attach documents and submit the responses

Participating in eAuctions

- How to take part in eAuctions
  - Review the bidding rules and accept the terms & conditions
  - Select the required lots
  - Submit pre-bids if required by the process
  - Improve the ranks through competitive bids

Sourcing

Hitachi ABB Power Grids uses SAP Ariba to invite suppliers to eRFI, eRFP, eRFQ and eAuctions.

Via the platform you will be able to:
- submit electronical replies / offers
- bid or pre-bid in given timeframes
- take part in eAuctions
- monitor your rank by providing best prices
How to respond to sourcing events?

1. Receive sourcing event invitation
2. Sign up or Log in
3. Answer the sourcing event
4. Submit response
5. Participation Successful
Hitachi ABB Power Grids uses SAP Ariba to manage supplier contracts.

The platform enables online collaboration in order to:
- co-create
- negotiate
- amend
- sign-off
- store
contractual and legal documents

Remark
Please note that e-signature is not legitimate in all countries. Please always double check before initiating e-signature process.
I already have an existing SAP Ariba account. Do I need to register again?

Yes, as you need to fill in the Hitachi ABB Power Grids specific registration form. Click on the registration link in the invitation e-Mail from SAP Ariba and log in with your existing user data.

Can I skip the optional questions in the Hitachi ABB Power Grids specific registration form?

You can, however we recommend you answer all questions as certain answers will be reused in other processes.

Can I open the Hitachi ABB Power Grids specific registration form in my local language?

The registration form will be sent in English as per our international standard. Please provide the answers also in English. Further languages will be introduced as continuous improvement of the application. The following languages are intended to be made available in the following languages: Chinese, Spanish, Portuguese, German, Polish, French, Italian and Japanese.

For which services on SAP Ariba do I need to pay as a supplier?

The registration and supplier management as well as the tender process are free of charge. The Ariba Network offers more functionality for your company to get connected with potential clients (independent from Hitachi ABB Power Grids). For further information please check the SAP Ariba "Vendor Interaction Portal"
**How secure is Ariba Network (data protection & confidentiality)?**

Data protection is guaranteed, by the encryption of uploaded documents or sensitive information before they are saved on the database and transmitted. The Ariba servers are located in the Netherlands and the back-up servers in Germany.

**What are the technical requirements for using Ariba Network?**

Follow the [link](#) to check what are the technical requirements and supported browsers. As of August 2020, Chrome is the recommended browser. But the Ariba portal can be used with the following browsers:

- Apple Safari 9+ (64 Bit)
- Microsoft Internet Explorer 11 (32 Bit)
- Microsoft Edge 25
- Google Chrome 53 - 55 (64 Bit)
- Mozilla Firefox 48 - 50 (64 Bit)

The new Ariba design is not supported by Safari on mobile devices.

**How can I get connected with SAP directly?**

The SAP Hotlines

- **US/Canada** 1 866 218 2155,
- **UK** 0800 358 3556,
- **Europe** +44 20 7187 4144,
- **Asia** +65 6311 4745,
- all other locations +1 412 222 6153.

Make sure to identify as a supplier/vendor in the phone menu (AND number).
Our Ariba Network account already exists, I need to contact internal Ariba Network admin (in my company) but I don't know who that is. How do I contact, or access and change the former administrator's account?

1. On the login page use the link ‘Having trouble logging in?’ and request a Password Reset.

2. After accessing the account, you can:
   a) transfer the account administration role or
   b) reassign the administrator account to yourself.

If the account administrator is no longer with your company and there is no access to the email address, contact SAP Ariba Customer Support via the Support Center to change the administrator. You will be required to provide the ANID number of the account, the listed administrator name, and email address.

Account Reassignment requests go to a specific team within SAP Ariba Customer Support who will verify information and work with other users on the account if necessary. You will then be contacted with further instructions.
# Supplier Quick Reference Guide for using SAP Ariba

## When to contact administrator and when my customer?

- [SAP Ariba Help Center](#)
- [Supplier Basics - registration and dashboard](#)
- [Doing business with Hitachi ABB PG](#)

## Lost password

- [SAP Ariba Help Portal](#)
- [Participating in RFI's](#)
- [Hitachi ABB Power Grids eSourcing](#)

## SAP Ariba Supplier Support

- [SAP Ariba Help Center](#)
- [Participating in RFP's](#)

## SAP Ariba Vendor Interaction Portal

- [SAP Ariba Help Portal](#)
- [Participating in eAuctions](#)
SAP Ariba Customer Support provides answers to the most common questions in the Help Center without the need of engaging Customer Support.

- Enter [http://supplier.ariba.com](http://supplier.ariba.com) and access the Help Center by clicking (1) and (2).

- Briefly describe your question or issue (3). Search for only the most important words. Search strings of three or fewer words tend to return better results than longer phrases or sentences. Click one of the suggested searches or enter your own search term (4).

- Press Enter. If needed, respond to any questions under Contact Ariba Customer Support (5). You can also order other communication methods with SAP Ariba Customer Support (6).
Receive registration invitation and sign up or Log in

1. Click Here to create account now

2. Signing up (2) is a step mandatory for suppliers with no active SAP Ariba account.

3. If you already have SAP Ariba account, log in (3) using your credentials.
Receive registration invitation and sign up or Log in

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Fill in SAP Ariba Registration Form

1. Fill in your Company master data and enter your user account information. All mandatory fields are marked with an asterisk (*)

2. If all mandatory fields are filled in, please click „Create account and continue“
1. The form consists of 5 sections
2. Mandatory questions are marked with an asterisk (*)
3. Make sure you provide the LEGAL name of your Company and LEGAL address using Latin letters
4. Maximize the questionnaire by clicking on the arrow
5. Once you complete the form, click on „Submit“ to send your answers. You will get a confirmation, that your response has been successfully submitted.
Qualification questionnaire to become a qualified supplier with Hitachi ABB Power Grids

Dear supplier,

You're invited to fill out one or more questionnaires to become qualified in the following categories:

- MDF XXX in All

Click Here to fill out the questionnaire

You are receiving this email because your customer, Hitachi ABB Power Grids, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Hitachi ABB Power Grids.

Powered by SAP Ariba
Fill in Hitachi ABB Power Grids Form
Received sourcing event invitation

HPG

ABB Power Grices has invited you to participate in the following event: Test Project. The event is set to begin on Wednesday, July 8, 2020 at 7:30 AM, Pacific Daylight Time.

Use the following username to log in to ABB Power Grids events.

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.

If you have questions about this event, contact [email protected] via telephone at [phone number].

We look forward to working with you!

Thank You,

ABB Power Grids
Answer the sourcing event

Ariba Sourcing

Event Details

Event Messages
Download Tutorials
Response Team

Checklist
1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

Event Overview and Timing Rules

Event Type: RFP

Owner: Div

Download Content
Review Prerequisites
Decline to Respond
Print Event Information

Time remaining: 20 days 23:51:49

Review the Checklist section (1) to download the content (2) of the event (3) and review Prerequisites (4).

Select the lots you are interested in (5), if that is applicable.

Control the countdown time (6) left to submit your response.

Answer the questions, add comments and upload attachments.
Submit sourcing event response

All Content

2.1 Provide a brief overview of your company.

We have been specializing in computer hardware for more than 20 years.

2.2 Are you ISO certified?

Yes

2.3 How many units can you deliver per month?

1000

(*) indicates a required field

Submit Entire Response  Save  Compose Message  Excel Import
Participation Successful

Ariba Sourcing

Console

Doc449804062 - Test Project

Event Messages
Response History
Response Team

☐ Your response has been submitted. Thank you for participating in the event.

All Content

Name:

1. Confirmation
   1.1 Please confirm that you understand the fact that Hitachi ABB Power Grids reserves the right to accept/reject all and any bid and negotiate further with one or more of the bidders.
   1.2 Please confirm that you understand that the bid and all supplied documents shall be handled as property of Hitachi ABB Power Grids and will not be returned to bidder.
   1.3 The information contained in this sourcing event (this document and enclosed documents) is proprietary to Hitachi ABB Power Grids and must be treated by Bidders as CONFIDENTIAL. Please confirm you will use this information solely for the purpose of preparing a response to this Sourcing Event and may not be used or shared with other parties for any other purpose without the express written consent of Hitachi ABB Power Grids.
   1.4 I understand that Hitachi ABB Power Grids will evaluate proposals based on service, cost, quality, design/test support, and agreed to terms. Final decision to award business is made by Hitachi ABB Power Grids after reviewing all quotes.

2. Event Information

Compose Message
Receive contract notification

Negotiate With Supplier

**Task title:** Negotiate With Supplier

**Task description:** Please review the contract document(s):

1. Login to Ariba by clicking on the reference link below
2. Download all documents & review them
3. Either accept the proposal by clicking on **Accept Proposal** or upload a counter proposal by clicking on **Create Counter Proposal**
4. In case you want to provide a counter proposal, please upload your revised document(s) in the **Attach Revised Area** and click on **OK**

**The following notes might also be helpful to you:**

This email is being sent to you because you are a reviewer of a document that has been submitted for review.

This email originated from the Ariba system used by HPG - TEST and was originally sent to: [Redacted]

System Reference: [Link Here] to access the system.
Review / negotiate / approve

1. Tasks
   - Show: (Any Projects)
   - Name
   - Project: TEST negotiation (1)
   - Action
   - View Task Details
   - Open Folder
   - Complete Review

2. Document
   - Contract Documents Read Only
   - 3.2 Region Sourcing Frame Agreement Goods_Services (2019-7)
     - Action
     - Download

3. Accept Proposal
4. Create Counter Proposal

5. Attach Revised Document
   - 3.2 Region Sourcing Frame Agreement Goods_Services (2019-7)
   - Choose File: REVISED_3_19-7.docx
   - Or drop file

6. OK

One or more documents have been submitted for your review. You have the following options:
- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.
- Add a new task.
- Complete Review.

Additional Attachments
- Delete
- Add attachment
When to contact your Ariba account administrator and when Hitachi ABB Power Grids?

SAP Ariba Customer Support can help you understand how to use your account, but Hitachi ABB Power Grids can explain what they need according to their own internal business processes.

**Contact your Ariba account administrator for:**

- Your Ariba account settings
- Permissions, resetting password

To find out who your administrator is and how to contact that person, click your initials in the upper-right corner of your account and select **Contact Administrator**.

Bear in mind the SAP Ariba Help Center, Help Portal and Supplier Support for additional information.

**Contact Hitachi ABB Power Grids for:**

- Sourcing events content
- Invoice payments / rejections
- Missing Purchase Orders
- HPG specific requirements in SAP Ariba

Bear in mind Hitachi ABB Power Grids eSourcing and Doing Business with Hitachi ABB PG webpages for additional information.
How to reset your password?

➢ In case of expired / forgotten password, use the link available on Ariba Login page (1).

➢ In the received email find your user name and a link to reset password (2). Note: link to reset password is valid for 2 days.

➢ Open the hyperlink, provide your User Name and Submit (3). You will receive a new email.

➢ Use the link provided in the mail to create your new password (4).

➢ For potential authentication needed in case of password recovery, choose your secret question and provide the answer (5).

Login to SAP Ariba.