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Uniper SE

ARIBA Supplier FAQs

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Why do we ask you to register and qualify?

UNIPER is mandated to actively manage its supplier base, ensuring up-to-date information is available on all its business partners, which includes current certificates as well as address and general business information. This is achieved through a process which is run on SAP ARIBA, the world's leading purchasing platform.

What is ARIBA and the ARIBA Network?

SAP ARIBA is a cloud-based purchasing platform which enables digital business interaction between suppliers and customers. 3.6 Million companies worldwide are already interacting through ARIBA, 2.3 Trillion US\$ of annual commerce volume is being handled at this time.

ARIBA Network, as part of the ARIBA product suite, is the central platform that allows Customers and Suppliers to interact. This includes the exchange of business documents (like purchase orders and invoices) as well as general company and marketing information.

Basic access to ARIBA Network (which allows receiving and sending of Purchase orders and Invoices) is free of charge. If you wish to further explore technical options, like a full integration of the product into your own ERP and Sales systems, SAP offers various commercial options too.

What to do when you receive the invitation email?

Once you have received the invitation email, there are two possible scenarios:

1. Your organization does not yet have an Ariba Network Account and needs to register for the first time. Please follow [these instructions](#).
2. Your organization already has an Ariba Network Account (and an ANID), which you will need to formally link in the registration process. Please follow [these instructions](#).

First time Ariba registration (1/2)

1) Open the registration email.

Hint: Should you not have received the registration email, please check your SPAM folder.

Register as a supplier with Uniper SE

Hello!

your Category Manager has invited you to register to become a supplier with Uniper SE. Start by creating an account with Ariba Network. It's free.

Uniper SE uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If your company already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

2) Start the registration process by clicking on "[Click Here](#)".



[Go back to topic overview](#)

First time Ariba registration (2/2)

3) Click on "Sign up".

Have a question? [Click here to see a Quick Start guide.](#)

Welcome to the Ariba Network. **Uniper** has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account.

[Sign up](#)

Already have an account?

[Log in](#)

I already have an Ariba Network account / ANID (1/3)

You still need to formally link your ARIBA Network account in the registration process.

Please have your UserId and password available and make sure that you are NOT already logged in to your ARIBA Network account when proceeding with the registration process.

Please proceed by opening the registration invitation email as described on the following page.

I already have an Ariba Network account / ANID (2/3)

1) Open the registration email.

Hint: Should you not have received the registration email, please check your SPAM folder.

Register as a supplier with Uniper SE

Hello!

your Category Manager has invited you to register to become a supplier with Uniper SE. Start by creating an account with Ariba Network. It's free.

Uniper SE uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If your company already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

2) Start the registration process by clicking on "[Click Here](#)".



[Go back to topic overview](#)

I already have an Ariba Network account / ANID (3/3)

3) Click on “Log in”.

Have a question? [Click here to see a Quick Start guide.](#)

Welcome to the Ariba Network. **Uniper** has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account.

[Sign up](#)

Already have an account?

[Log in](#)

What to do when I am the wrong person to contact in my company?

Please contact the Category Manager that invited you and request to set up a different contact. Once this is done, another invitation will be sent to the person that you named.

A duplicate account was identified during the Ariba Network registration (1/2)

(1) During the Ariba Network registration, Ariba informs you if there are potential existing accounts. Please click on “Review accounts”.

(2) Should you find the legal entity that you wanted to register in the search results list, please click on the three dots under “Actions” (3) and select “View Profile” (4). Then click on “Contact Admin” (5) and follow the instruction described on the next page.

Should you not find a matching legal entity, please click on “Continue Account Creation” (6) and create a new Ariba Network account.

ⓘ Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

1 Review accounts

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can Go back to previous page

6

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.
Company	firstname.lastname@company.com	

2

20 search results found | Search More

3

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
Company 1	DEU	-	-	AN	⋮
Company 2	DEU	-	-	AN	⋮
Company 3	DEU	-	-	AN	⋮

4

View profile
Please view profile and contact admin if you need to.

5

Supplier profile

Contact Admin Cancel

[Go back to topic overview](#)

A duplicate account was identified during the Ariba Network registration (2/2)

In order to receive access to your company's existing Ariba Network account, you need to contact the account administrator.

Your name, company name and email address will be provided in the contact form by default. You may add your phone number and/or alter the message.

Please click on **Send Email** to proceed.

You will be notified once the account administrator has approved your request, granting you access to your company's Ariba Network account.

This will allow you to proceed with your Uniper registration.

Contact Your Account Administrator

Review the following information and make edits as necessary. Click Send Email to send this message to the account administrator.

Your Name:*	<input type="text" value="Name"/>
Your Company Name:*	<input type="text" value="Company"/>
Your Email Address:*	<input type="text" value="email address"/>
Your Phone Number:	DEU 49 <input type="text"/> <input type="text"/>

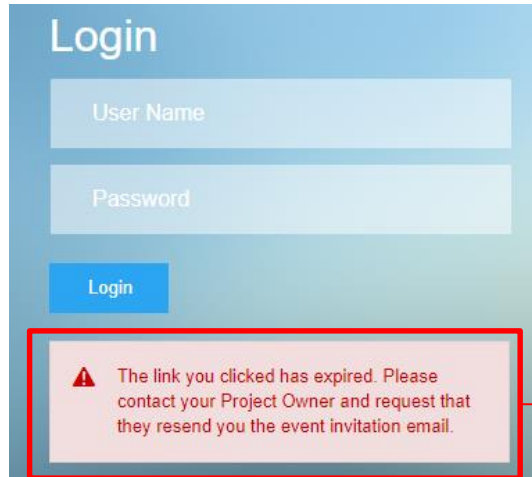
Your Message:*

Hello,

I recently attempted to register an account on Ariba Network. During registration, SAP Ariba searched and returned your account as a match.

Please contact me to determine if I should be using this account.
Thank you.

What does it mean when ARIBA says that the link has expired?



The image shows a screenshot of the ARIBA login interface. It features a 'Login' header, a 'User Name' input field, a 'Password' input field, and a blue 'Login' button. Below the login fields, a red-bordered box highlights a warning message: '⚠ The link you clicked has expired. Please contact your Project Owner and request that they resend you the event invitation email.'

- You click on the link and receive this notification
- In this case you will most likely already have created a UserID and a password
- The email link will not work anymore

Please log in with your user credential under "**supplier.ariba.com**"

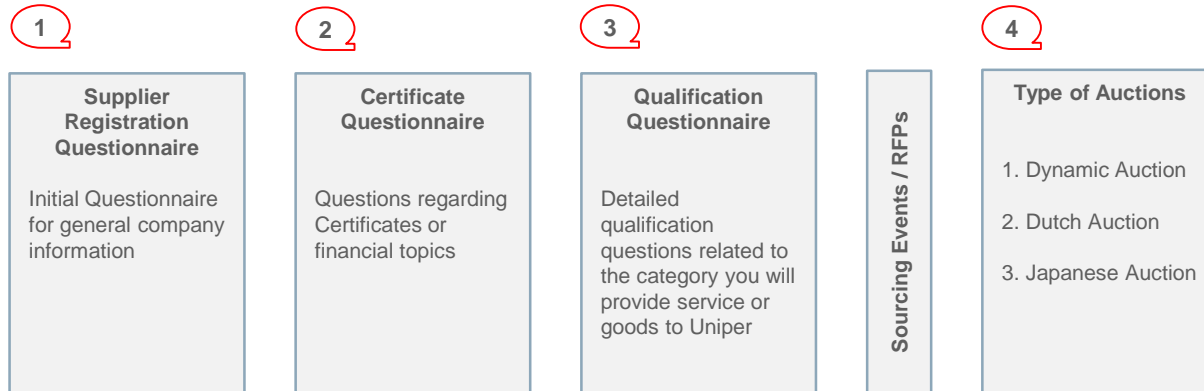
*For more details go to section „How to access different events“

Do I need to provide a DUNS number during registration?

No. providing a DUNS number is optional. If you want to provide a DUNS number, but don't know it, you may search using [UPIK](#).

How to access different events / questionnaires? (1/2)

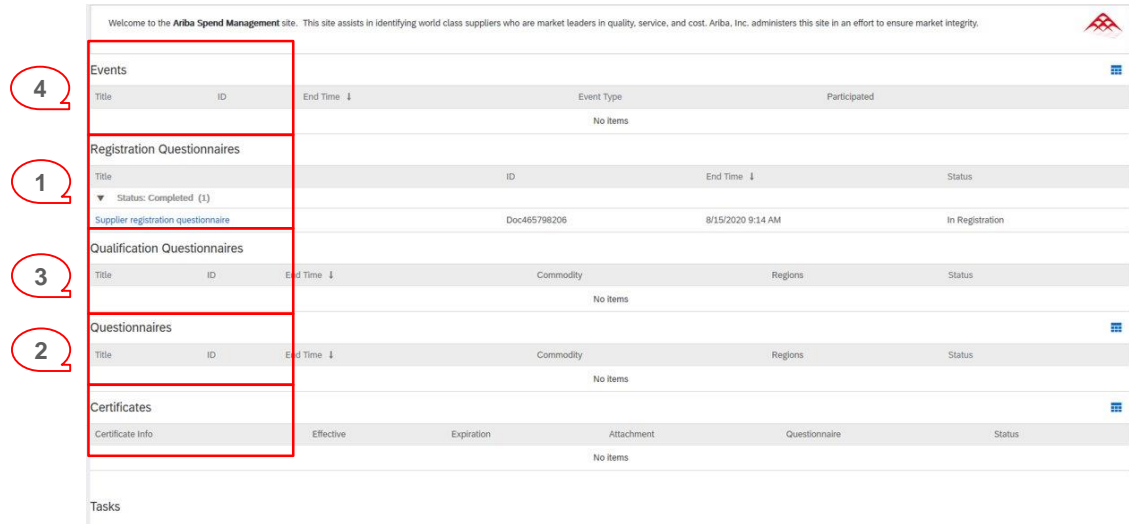
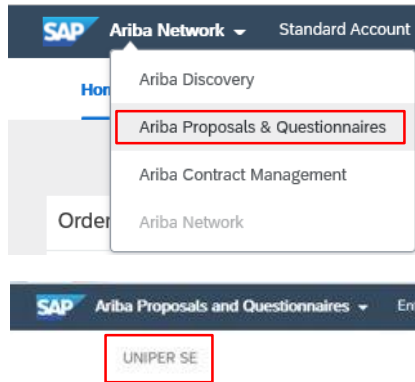
In ARIBA we have different types of events for which Uniper can invite you to participate via an invitation link. The link is valid for the initial connection between both accounts. If you want to access the events again to take further actions you have to take the steps as described in the next slide



*For more details go to section „Available Auction Types“

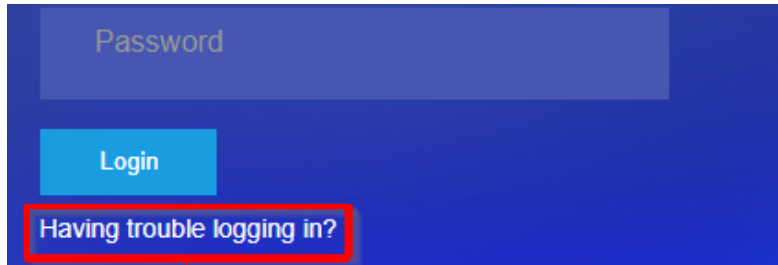
How to access different events / questionnaires (2/2)

If you already have an ARIBA Account or the invitation link is not valid anymore, please open the following url: **supplier.ariba.com**



I forgot my password. What do I do?

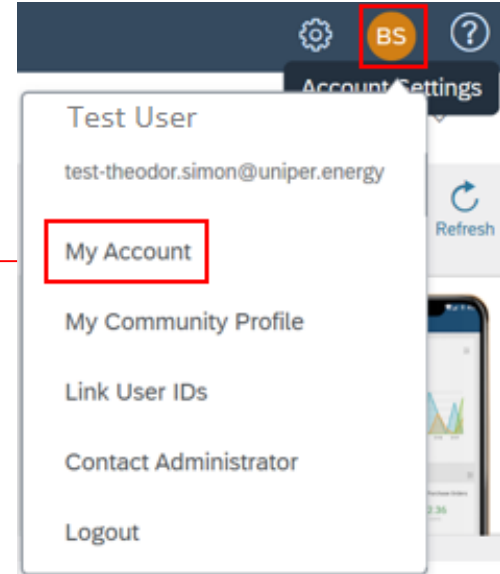
Please follow the link to <https://supplier.ariba.com>, click on “having trouble logging in?” and follow the instructions on the screen.



Please note that the User ID can be different from the Email Address

How can I change my email address? (1/2)

- 1) Sign in to the Ariba Network with the user you would like to change the email address for. Then click on the initials at the top right corner of the screen and chose the option “My Account”.



How can I change my email address? (2/2)

- 2) A new window will appear where you can change the email address.

My Account Save Close

* Indicates a required field

Account Information

Username:* ⓘ
Change Password

Email Address:*

First Name:*

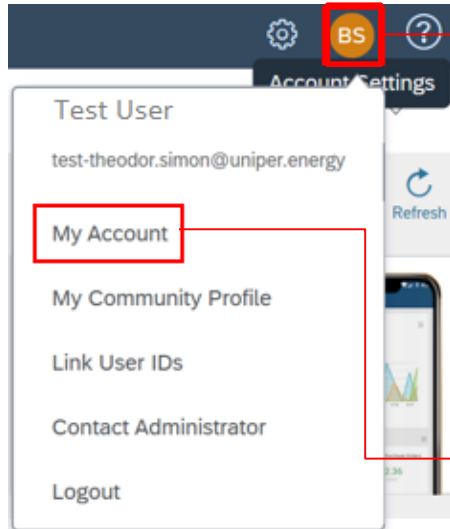
Middle Name:

Last Name:*
Personal Information Change Log

Business Role: ▾

- 3) Click on “save”.

How do I change my password in the ARIBA Network? (1/2)



- 1) Please log in to your existing ARIBA Network account, using the user name and password that you created when first registering.
- 2) Now click on your initials at the top right corner of the screen.
- 3) Select "My Account".

How do I change my password in the ARIBA Network? (2/2)

- 3) You will be lead to a configuration page.
- 4) Click on “change password” below your username.
- 5) Make sure to click on “Save”.

Account Information

Username: * ⓘ
Change Password

Email Address: *

First Name: *

Middle Name:

Last Name: *

Personal Information Change Log

Business Role: ▾

Preferences

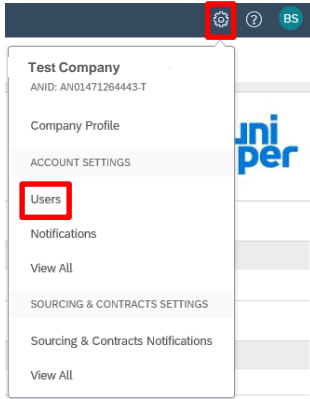
Preferred Language: ▾ ⓘ

Preferred Timezone: * ▾ ⓘ

Default Currency: * Euro ⓘ

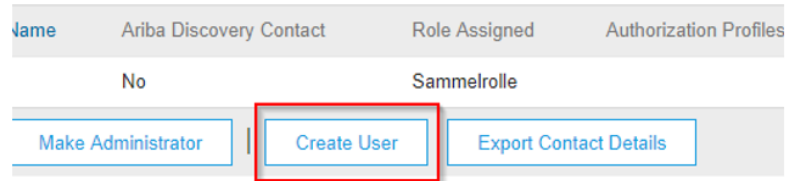
Allow Me to Save Filter Preferences in the Inbox/Outbox

How can I add a User / Let a colleague work on a questionnaire? (1/2)



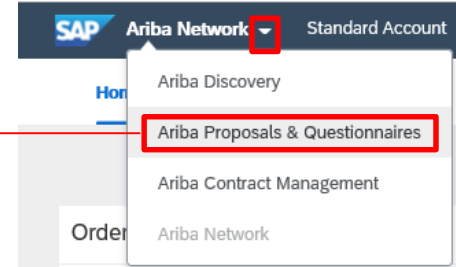
- 1) You may create additional users in the user management section of your ARIBA network account, provided that you are the administrator for your company.
- 2) To do so please go to your [company settings](#) and choose the menu item “[Users](#)”.

- 3) Then click on “create user” and submit the username, email address, first and last name via the form.
- 4) Click on “Done”.
- 5) Then, in the “Account Settings”, click on “Save” and then “Close” the “Account Settings”.



How can I add a User / Let a colleague work on a questionnaire? (2/2)

1) Back on the “Home” screen, click on the small arrow next to Ariba Network at the top left side of the screen. Then select “Ariba Proposals & Questionnaires”.



Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc299041584	12/31/2019 9:15 AM	Registered

2) Now select the questionnaire you would like to provide your colleague access to.

3) On the left side of the screen, select the “Response Team”.

Event Messages
Event Details
Response History
Response Team

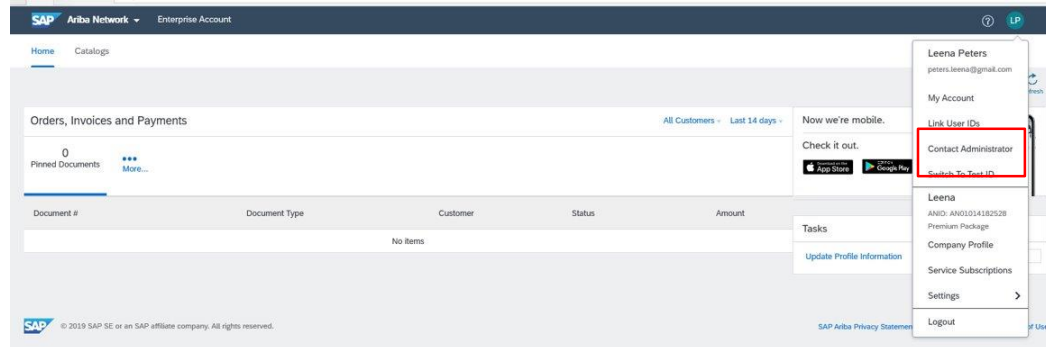
4) Finally, click on “Add” and select the user in the new window and click on “OK”.

Name ↓	Email Address
Test User	Email Address
<input type="button" value="Add"/>	

How to find the Administrator of my company's ARIBA Account

Sometimes UNIPER ARIBA invitations to certain events are sent out to people who are not listed as a user in their company's ARIBA account. Due to the facts that this is a mandatory prerequisite you need to initiate this step. The responsible person who can add you as a user for working with UNIPER events is the Administrator.

Open your menu and select “Contact Administrator”



What if you need help with the questions that we would like you to answer?

Please do not hesitate to contact your designated Category Manager within the UNIPER organization. We can help you answer these questions.

Available auction types

An auction is a real-time online event during which participants submit competitive bids for specific goods or services. Auctions are directly competitive and allow the real-time exchange of information between you and the other event participants.

Uniper performs three different auction types:

- (1) Dynamic auction**
- (2) Dutch auction**
- (3) Japanese auction**

Available auction types – Dynamic auction

In the Dynamic auction the participants bid against each other and only a bid that is lower than the own current bid can be entered. The auction ends when no further decrease of the current best offer is handed in by one of the participants for a defined time. In order to participate to the auction, each participant first needs to validate its individual starting price, only then one can see the ranking and enter the next lower bid.

For detailed information about how to participate, how to prepare to bid, how to select lots and how to submit bids in an auction, please see page 37 ff. in the detailed SAP Ariba Sourcing Supplier Guide which is available on the Uniper homepage under [Company > Procurement > Qualification & eSourcing](#).

Available auction types – Dutch auction

In the Dutch auction the price increases based on a predefined bid and time step. The auction ends when the first supplier accepts the price, or the reserved price is reached. If no bidding step is confirmed by a participant, the auction will end at a final price defined by Uniper in advance.

For detailed information about how to participate in a Dutch auction please see page 45-46 in the detailed SAP Ariba Sourcing Supplier Guide which is available on the Uniper homepage under [Company > Procurement > Qualification & eSourcing](#).

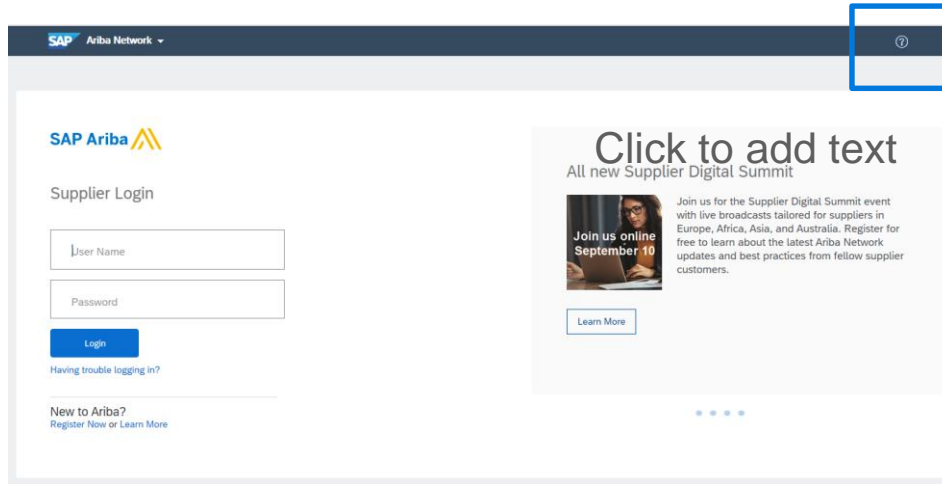
Available auction types – Japanese auction

In the Japanese auction the participants have to confirm the bid decrement in each time step. The auction ends for a certain participant when he no longer confirms the current bid step. It is important to login on time in order to be able to confirm the starting value which is the first bid step.

For detailed information about how to participate in a Japanese auction please see page 46-48 in the detailed SAP Ariba Sourcing Supplier Guide which is available on the Uniper homepage under [Company > Procurement > Qualification & eSourcing](#).

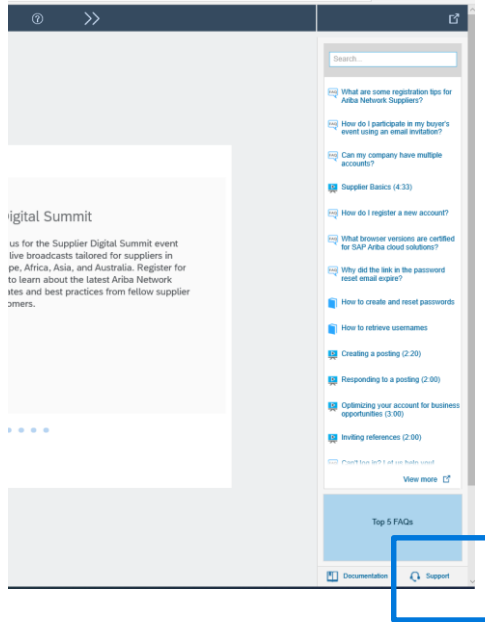
How to contact ARIBA Support

If you have any problems with your company account, login information or other topics you are very welcome to contact ARIBA via Help Center which can be accessed under the following link: [supplier.ariba.com "?"](https://supplier.ariba.com/?)

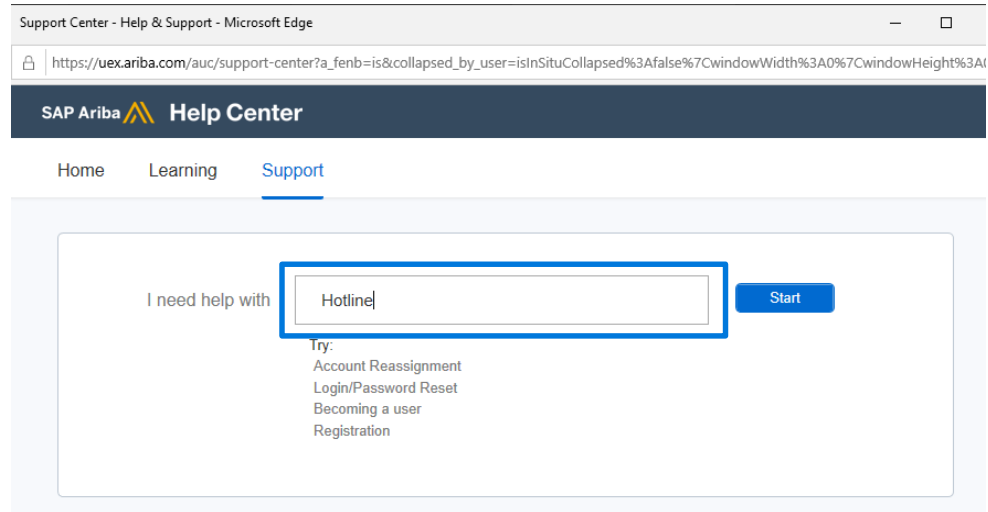


Once you have selected the HELP options you can search in the FAQs for a solution or contact ARIBA support

How to contact ARIBA Support – Help Center

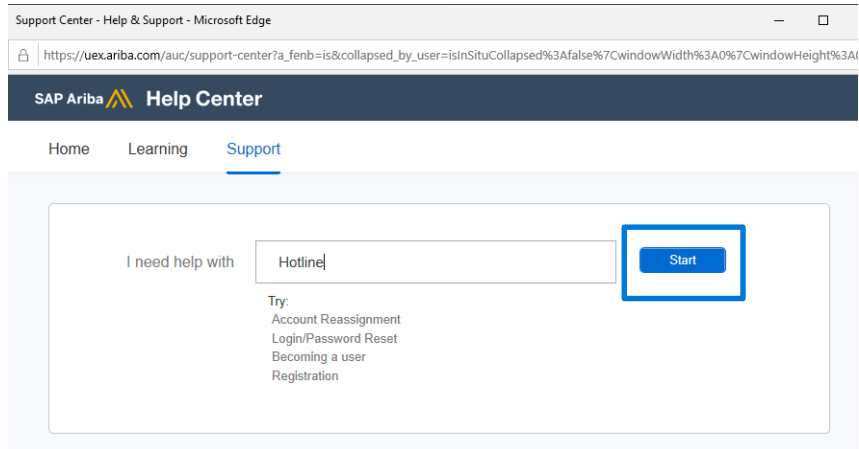


If you have not found the right answer in the FAQ section You can start a re-call or a webinar session via selecting "**Support**" - You will be guided to the support area of ARIBA Help Center in a 2nd window, where you can enter "**Hotline**"



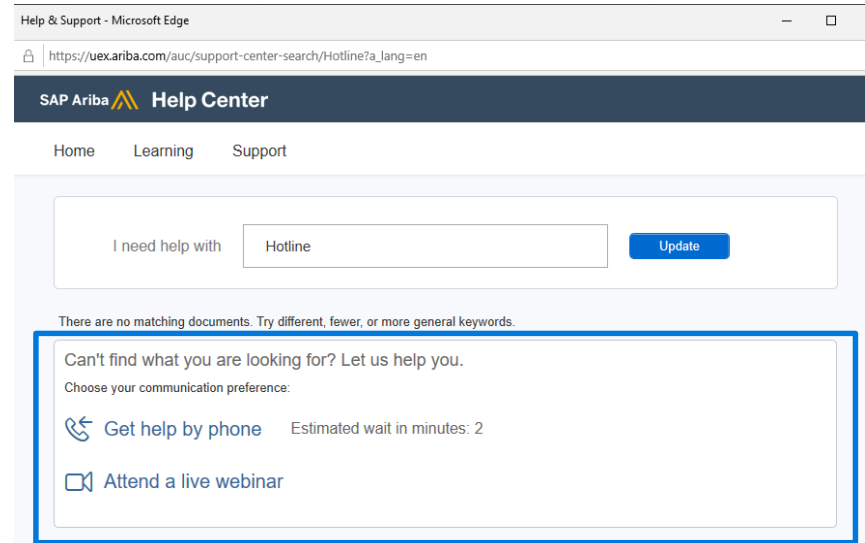
How to contact ARIBA Support – Help Center

Once you have started the search for "Hotline" you have to wait a few seconds until you can select your preferred support option:





The screenshot shows the SAP Ariba Help Center search results for the query "Hotline". The search bar contains "Hotline" and a blue "Start" button is highlighted with a red box. Below the search bar, a list of suggested topics is displayed under the heading "Try:":

- Account Reassignment
- Login/Password Reset
- Becoming a user
- Registration



The screenshot shows the SAP Ariba Help Center search results for the query "Hotline". The search bar contains "Hotline" and a blue "Update" button is visible. Below the search bar, a message states: "There are no matching documents. Try different, fewer, or more general keywords." Below this message, a red box highlights a section with the following text:

Can't find what you are looking for? Let us help you.
Choose your communication preference:

-  Get help by phone Estimated wait in minutes: 2
-  Attend a live webinar



Do you have any further questions?

Please contact Spotbuy-Backoffice@uniper.energy