



SAP Ariba 

SAP AN SCC Quick Start Guide

Public

SIEMENS Gamesa
RENEWABLE ENERGY

THE BEST RUN 

Connecting to Your Customers

SAP Ariba Supply Chain Collaboration brings visibility and efficiency to direct material procurement for manufacturing



SIEMENS GAMESA

- Collaboration simplicity with a single business network
- Embedded supplier onboarding services
- End-to-end process orchestration to validate and enforce compliance
- Network intelligence, data, and insights to reduce supply chain risk



Trading Partners

Contract Manufacturers

Component Suppliers

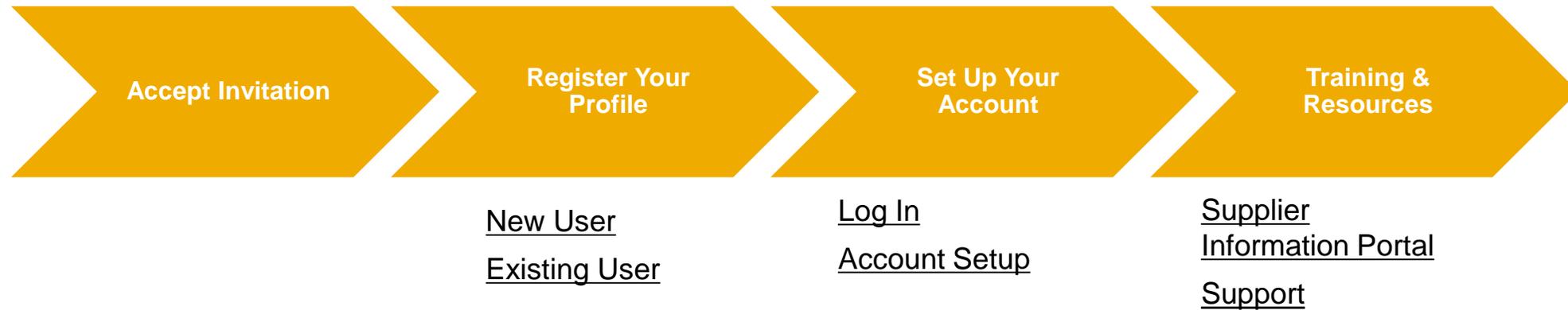
Subassembly Suppliers

Raw Material Suppliers

Distribution Centers

Logistic Providers

Get Started



Accept Your Invitation

The invitation is also referred to as the Trading Relationship Request, or TRR. This e-mail contains information about transacting electronically with your customer.

Click the link in the emailed letter to proceed to the landing page.



To Acme Supplier,

Message from Siemens Gamesa Renewable Energy

You recently received a letter announcing the SGRE partnership with SAP Ariba, to streamline our procurement processes. In the future, POs and Scheduling Agreements, including Confirmations, Advanced Ship Notice (ASN) and Goods Receipt will be transmitted via Ariba Network. Below is your company's invitation to join Ariba Network and participate in this initiative.

We value your relationship as a key supplier to our business and thank you in advance for complying with this request by 26th February. Important details regarding Ariba Network continue below.

Sincerely,

SGRE Procurement

Message from the Ariba Network

ACTION REQUIRED

→ [Accept your customer's trading relationship request](#)

(Please click the link above whether or not you have an existing account on the Ariba Network.)

If this invitation did not reach the appropriate person in your company, please forward as needed.

HAVE ANY MORE QUESTIONS?

- For instructions and online demonstrations provided by your customer, visit the [Supplier Information Portal](#).
- For general questions about the Ariba Network, visit [SAP Ariba Supplier Support](#).

Sincerely,
The Ariba Network Team
<https://www.ariba.com>

Select One...

If you are a first time user, click **Register Now** to proceed.

If you are an existing user, proceed by logging into your existing SAP AN Supplier account.

First Time User

Existing User

Ariba Network Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

[Register Now](#)

[I have further questions for my requesting customer](#)

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

[Confirm](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Register As a New User

1. Enter all fields marked required with an asterisk (*) including:

- Company Name
- Address
- City
- State
- Zip

2. Fill in additional optional fields to help complete your profile.

- Product and Service Categories
- Ship-To or Service Locations
- Tax ID
- DUNS Number

3. Accept the **Terms of Use** by checking the box.

4. Click **Continue** to proceed to your home screen.

The screenshot displays the registration form for Ariba Commerce Cloud. At the top, the title is "Enter Your Ariba Commerce Cloud Information" with a "Continue" button and a "Cancel" button. The main section is titled "Enter basic company information".

Step 1 (marked with a yellow circle) highlights the required fields: "Company Name: *", "Country: *" (set to "United States [USA]"), "Address: *" (with sub-fields "Line 1", "Line 2", and "Line 3"), "City: *", "State: *" (set to "Pennsylvania"), and "Zip: *". A note states: "If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile." A small asterisk indicates a required field.

Step 2 (marked with a yellow circle) highlights the optional fields: "Product and Service Categories: *" with an "Add" button and "-or- Browse" link; "Ship-to or Service Locations: *" with an "Add" button and "-or- Browse" link; "Tax ID: Optional" with a note "Enter your nine-digit Company Tax ID number."; and "DUNS Number: Optional" with a note "Enter the nine-digit number issued by Dun & Bradstreet." and an information icon.

Step 3 (marked with a yellow circle) highlights the terms and conditions section, which contains two checkboxes: "I have read and agree to the [Terms of Use](#)" and "I have read and agree to the [SAP Ariba Privacy Statement](#)".

Step 4 (marked with a yellow circle) points to the "Continue" button at the top right of the form.

Log on to SAP Ariba Network

Log in using your current SAP Ariba username and password in order to accept the relationship with your customer.

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Set Up Your Account

1. Click the **user profile icon** in the right top corner of your screen and select **Settings**.

2. From the dropdown menu select **Electronic Order Routing**.

3. Choose one of the available routing methods for your purchase orders:

- **Online** (Default): Orders are received within your AN account, but notifications are not sent out.

- **Email** (Recommended): Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.

(The other options are relevant if you choose to start an integration project between your system and Ariba Network).

4. Configure e-mail notifications.

Note: You can find more information about the routing methods available in the **Help Center** of your supplier account.

What else may be required?

Any customer specific requirements will be communicated directly from your customer.

The screenshot displays the SAP Ariba Network Settings interface. On the left, a user profile menu is visible with a 'VS' icon highlighted by a yellow box. Below the profile, a 'Settings' link is marked with a yellow circle '1'. A dropdown menu is open, showing 'ACCOUNT SETTINGS' and 'NETWORK SETTINGS'. 'Electronic Order Routing' is highlighted with a yellow circle '2'. The main content area is titled 'Network Settings' and includes tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. The 'Electronic Order Routing' tab is active. A note states '* Indicates a required field'. Under 'Capabilities Preferences', there are sections for 'External System Integration' and 'Non-Catalog Orders with Part Numbers'. The 'New Orders' section has a table with columns 'Document Type', 'Routing Method', and 'Options'. The 'Routing Method' column has a dropdown menu set to 'Email', marked with a yellow circle '3'. The 'Options' column has a text input field for 'Email address' marked with a yellow circle '4', and three checkboxes: 'Attach cXML document in the email message', 'Include document in the email message' (checked), and 'Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments"'. 'Save' and 'Close' buttons are in the top right.

Purchase Order

Search and Identify the PO – from Orders and Releases

1. Go to **Inbox** tab to manage your purchase orders.
2. Go to **Orders and Releases** sub-tab.
3. Search filters allow you to search using multiple criteria. Expand the search filters by clicking an arrow on the left hand side of your screen.
4. Advanced search filters allow you to search using a company code or purchasing organization number.
5. Enter your search criteria and click **Search**.
6. List of displayed Purchase orders pre-default contain only orders for certain time range.
7. Click order number to view the purchase order details.

Note: If the order can not be found in search, please check PO instructions or contact [Customer].

Orders and Releases (100+)

Type ↑	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
<input type="radio"/>	4500052892	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
<input type="radio"/>	4500052893	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$20.00 AUD	20 N
<input type="radio"/>	4500052900	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$10.00 AUD	21 N

The screenshot shows the SAP 'Orders and Releases' search interface. It includes a navigation bar with 'Home', 'Inbox', 'Outbox', 'Quality', 'Planning', 'Catalogs', and 'Enablement Tasks'. The main section is titled 'Orders and Releases' and has sub-tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. Below this is the 'Search Filters' section, which is expanded to show various filter options. A 'Date Range' dropdown menu is open, showing options like 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days', and 'Other'. The 'Other' option is selected, and a date range is set from '28 Jan 2019' to '29 Jan 2019'. A 'Search' button is visible at the bottom right.

Order Confirmation

Allowed Actions

You can confirm, update or reject your orders on the Portal.

1. Go to **Inbox/ Orders and Releases**.
 2. Search filters will help you to identify the PO you need to manage. Enter search criteria and click **Search**.
 3. To reset search criteria click **Reset**.
 4. Search results will appear. Select your order and click **Create Order confirmation**.
 5. Select from the drop down required action.
- Or**
6. On the right hand side of your screen click **Actions** and select required action from the dropdown.
 7. You can create order confirmation as well from the **PO screen** by clicking **Create Order Confirmation**.

The screenshot displays the SAP 'Orders and Releases' interface. At the top, there is a navigation bar with links for Home, Inbox, Outbox, Quality, Planning, Catalogs, Enablement Tasks, Reports, Upload/Download, and Messages. Below this is the 'Orders and Releases' section with tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A search filter section includes a 'Customer' dropdown set to 'All Customers', an 'Order Number' search with radio buttons for 'Partial number' and 'Exact number' (selected), and a text input field containing '4500053312'. Search and Reset buttons are present. The main table, titled 'Orders and Releases (1)', has columns for Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. A row is highlighted for Order Number 4500053312, with a 'Create Order Confirmation' dropdown menu open, showing options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. On the right, an 'Actions' dropdown menu is also open, showing the same three options. Below the table, a detailed view for 'Purchase Order: 4500053312' shows a 'Create Order Confirmation' dropdown menu and contact information for 'BP SCC Buyer - TEST'.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500053312	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	\$1,000.00 AUD	25 Jun 2019	Shipped	Invoice	\$0.00 AUD	Original	Actions

Purchase Order: 4500053312

BP SCC Buyer - TEST
168 Walker Street
North Sydney NSW 2060
Australia
Phone: +61 () (02) 9935 4 500
Fax: +61 () (02) 9935 4 999

To:
BParmau Suj
210 Sixth Ave
Pittsburgh, P
United States
Phone: +420
Fax:
Email: bogda

Scheduling Agreement

Search and Identify

1. To access a Scheduling Agreement, click on the **Inbox** tab of your supplier account.
2. Select **Orders and Releases** from the dropdown list.
3. Use the specific search criteria to populate return items. Select **Search only scheduling agreement releases or scheduling agreements** to narrow down your search.
4. You can configure the view by clicking configure icon.
5. To view the scheduling agreement, click on its number.

The screenshot shows the SAP Scheduling Agreement search interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Quality', 'Planning', 'Catalogs', 'Enablement Tasks', 'Reports', 'Upload/Download', and 'Messages'. The main header is 'Orders and Releases'. Below this, there are tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Search Filters' section includes:

- Customer: All Customers (dropdown)
- Order Number: Partial number (selected), Exact number (radio button)
- Show orders by: Creation Date (selected), Inquiry Date (radio button)
- Date Range: Last 31 days (dropdown), 28 Oct 2019 - 28 Nov 2019
- Order Status: All (dropdown)
- View: All except hidden orders (dropdown)
- Search only blanket purchase orders (checkbox)
- Search only scheduling agreement releases or scheduling agreements (checkbox checked)
- View all active (checkbox)
- Search only service purchase orders (checkbox)

 The 'Number of Results' is 100. A 'Search' button and a 'Reset' button are present. Below the filters, the results are displayed in a table titled 'Orders and Releases (3)'. The table has columns: Type, Order Number, Ship To Address, Ordering Address, Amount, Date, Order Status, Purchasing Organization, Settlement, Amount Invoiced, Revision, and Actions. Three rows are shown, all for 'Release' type. The first two rows have an amount of \$15,750.00 USD and a date of 20 Nov 2019. The third row has an amount of \$56,250.00 USD and a date of 21 Nov 2019. The 'Order Number' column is highlighted with a yellow box. At the bottom, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', 'Create Invoice', 'Manage Time & Expenses', 'Hide', and 'Resend Failed Orders'.

Type	Order Number	Ship To Address	Ordering Address	Amount	Date	Order Status	Purchasing Organization	Settlement	Amount Invoiced	Revision	Actions
Release	550000044200010JIT	Atlanta ATLANTA, GA United States	CSC Mfg atlanta, GA United States	\$15,750.00 USD	20 Nov 2019	New		Invoice	\$0.00 USD	Original	Actions
Release	550000044200010FOR	Atlanta ATLANTA, GA United States	CSC Mfg atlanta, GA United States	\$15,750.00 USD	20 Nov 2019	New		Invoice	\$0.00 USD	Original	Actions
Release	550000043600010JIT	Atlanta ATLANTA, GA United States	CSC Mfg atlanta, GA United States	\$56,250.00 USD	21 Nov 2019	Partially Received		Invoice	\$0.00 USD	Changed	Actions

Scheduling Agreement

Confirmation Options

Supplier can confirm scheduling agreement or scheduling agreement release by clicking **Create Order Confirmation** button from the following screens:

1. Inbox/ Orders and Releases tab.
2. SA/ SAR screen.
3. Inbox/ Items to Confirm

1

Orders and Releases (8)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address
<input checked="" type="radio"/>	Agreement	5500000272	1	SCC ANK - TEST BUYER	Plant 1 US Palo Alto, CA United States	Demo SCC Supplier Melbourne, VIC Australia

↳ [Create Order Confirmation](#) [Create Ship Notice](#) [Create Service Sheet](#) [Create Invoice](#)

2

Scheduling Agreement Release: 550000028100010JIT

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Create Quality Notification](#)

3

Items to Confirm (66)

<input type="checkbox"/>	Type	Order Number	Item	Part No.	Customer Part No.	Description
<input type="checkbox"/>	Release	550000027700010JIT	10	Non Catalog Item	SCC_TRN13	SCC_Training_Mat_13

↳ [Confirm Requested Quantities](#) [Confirm Entire Order](#) [Create Quality Notification](#)

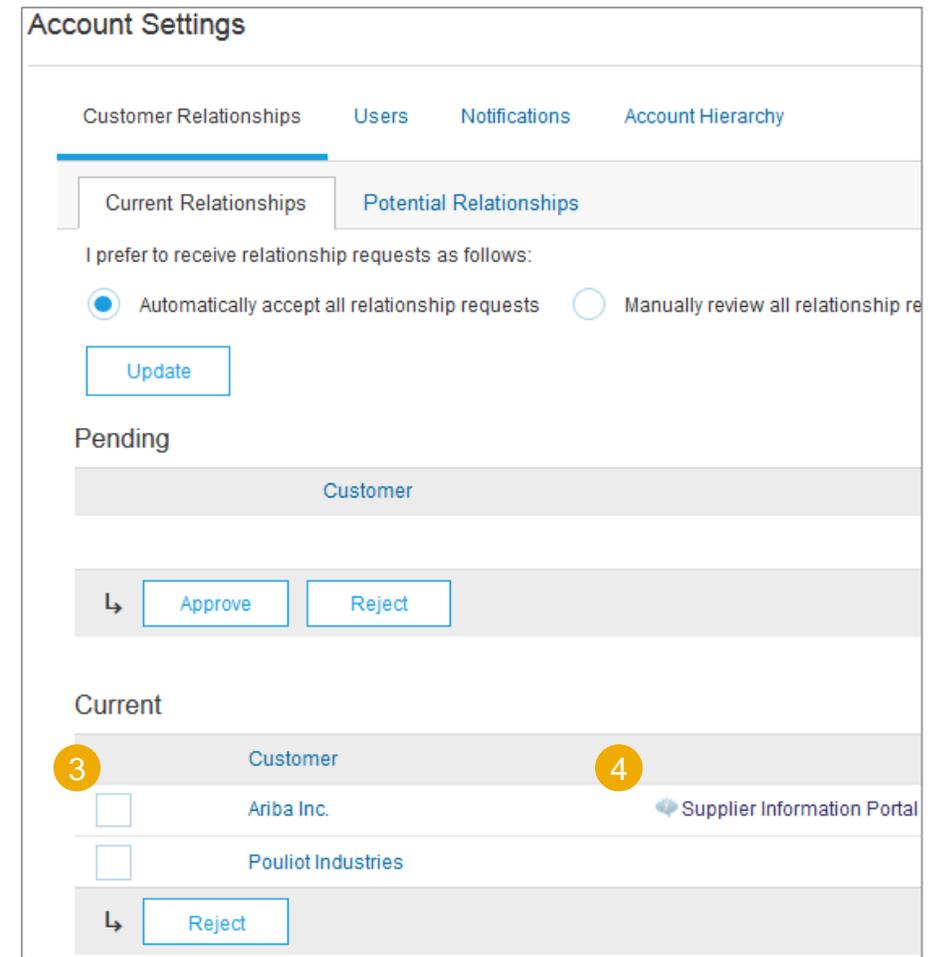
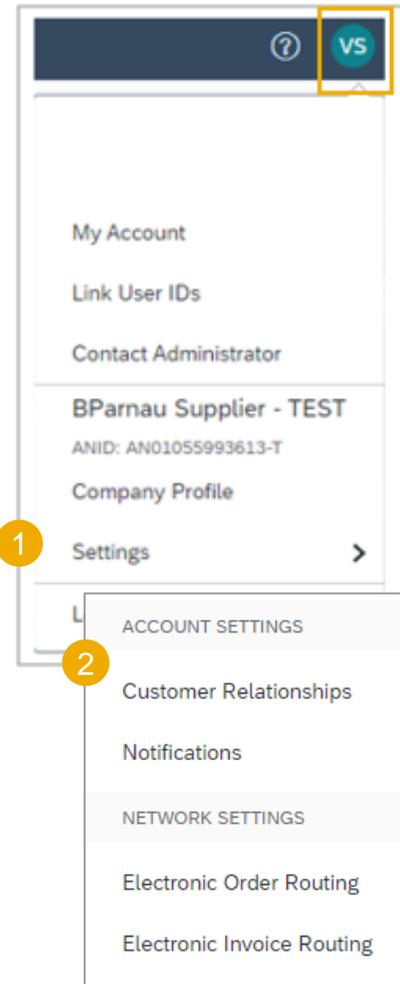
Supplier Information Portal

You can find project related documentation and training materials in you Customer's Supplier Information Portal.

1. Click the **user profile icon** in the right top corner of your screen and select **Settings**.
2. From the dropdown menu select **Customer Relationships**.
3. Select the **buyer name** to view transactional rules: The **Customer Invoice Rules** determine what you can enter when you create invoices.
4. Select **Supplier Information Portal** to view documents provided by your buyer.

You can also go to:

<https://www.siemensgamesa.com/sustainability/suppliers>



Support

Supplier Support During Deployment

Ariba Network Registration or Configuration Support



- Registration, Account configuration
- FOR EMEA Suppliers:
<https://connectsupport.ariba.com/sites/Company?ANID=AN01457851770EMA&h=IT45uAmuNeBeYlwEXUPw#Enablement-Inquiry>
- For NAMER Suppliers:
<https://connectsupport.ariba.com/sites/Company?ANID=AN01457851770NAM&h=3rPdsp6SkImMQyyXgf30A#Enablement-Inquiry>



Siemens Gamesa Enablement Business Process Support

- Business-Related Questions
- Email: SGRE_SCC_Onboarding@siemensgamesa.com



Siemens Gamesa Supplier Information Portal

- <https://www.siemensgamesa.com/sustainability/suppliers>

Supplier Support Post Go-Live



Global Customer Support

Use the Help Center directly from your Ariba Network Account.

Thank you.

SGRE_SCC_Onboarding@siemensgamesa.com