



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

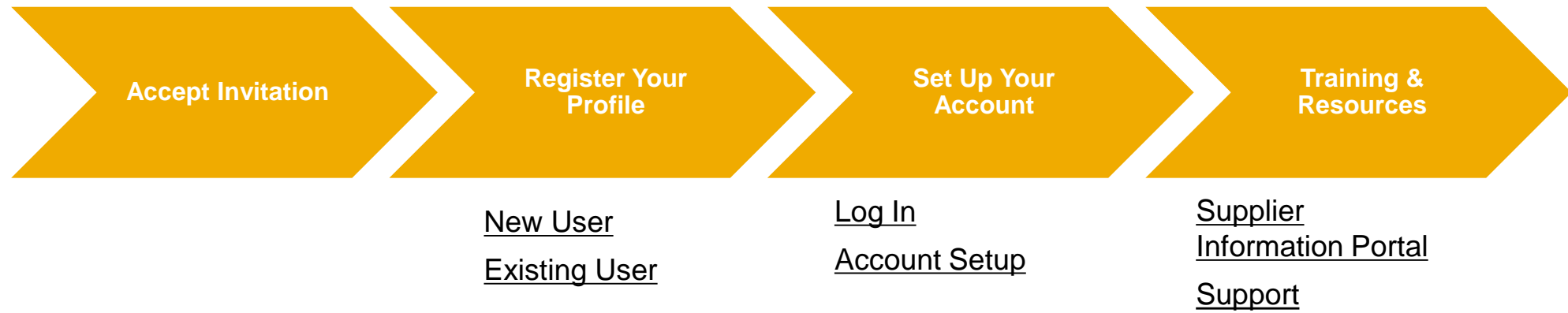
Subassembly Suppliers

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.

Enter Your Ariba Commerce Cloud Information

4

Continue

Cancel

Enter basic company information

* Indicates a required field

1

Company Name: *

Country: * United States [USA] ▼

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.

Address: *

Line 1

Line 2

Line 3

City: *

State: * Pennsylvania ▼

Zip: *

2

Product and Service Categories: *

Enter Product and Service Categories

Add

-or-

Browse

Ship-to or Service Locations: *

Enter Ship-to or Service Location

Add

-or-

Browse

Tax ID: Optional

Enter your nine-digit Company Tax ID number.

DUNS Number: Optional

Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

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☐ I have read and agree to the [Terms of Use](#)

☐ I have read and agree to the [SAP Ariba Privacy Statement](#)

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?](#)

[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.

Set Up Your Account

What else may be required?

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

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.

The screenshot displays the 'Network Settings' page in the SAP Ariba Network. On the left, a sidebar menu shows 'My Account', 'Link User IDs', 'Contact Administrator', 'BParnau Supplier - TEST', 'ANID: AN01055993613-T', 'Company Profile', 'Settings' (highlighted with a yellow box and a '1' in a yellow circle), and 'Logout'. Below the sidebar, a dropdown menu is open, showing 'ACCOUNT SETTINGS' and 'NETWORK SETTINGS'. Under 'NETWORK SETTINGS', 'Electronic Order Routing' is selected and highlighted with a yellow box and a '2' in a yellow circle. The main content area shows the 'Electronic Order Routing' configuration. It includes tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. A section titled 'Capabilities Preferences' is followed by 'External System Integration' with a link to 'Configure cXML (native) integration'. Below this is 'Non-Catalog Orders with Part Numbers' with a checkbox for 'Process non-catalog orders as catalog orders if part numbers are entered manually'. The 'New Orders' section has a table with columns 'Document Type', 'Routing Method', and 'Options'. The 'Document Type' is 'Catalog Orders without Attachments' and the 'Routing Method' is 'Email' (highlighted with a yellow box and a '3' in a yellow circle). The 'Options' column has a '4' in a yellow circle next to the 'Email address' field. Below the 'Email address' field are three checkboxes: 'Attach cXML document in the email message' (unchecked), '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".' (unchecked). The page has 'Save' and 'Close' buttons in the top right corner.

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"/>	Order	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"/>	Order	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"/>	Order	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 'Inbox' interface for managing purchase orders. The 'Orders and Releases' sub-tab is selected. The 'Search Filters' section is expanded, showing options for Customer (All Customers), Order Number (Partial number selected), and Show orders by (Creation Date selected). The Date Range is set to 'Last 24 hours'. A dropdown menu for 'Date Range' is open, showing options: 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days', and 'Other'. The 'Other' option is selected, and a date range is specified: Start Date: 28 Jan 2019, End Date: 29 Jan 2019. The 'Search' button is visible at the bottom right.

1. Home **Inbox** ▾ Outbox ▾ Quality ▾ Planning ▾ Catalogs Enablement Tasks

2. Orders and Releases

3. Search Filters

4. Show Advanced Filters

5. Search Reset

6. Date Range: Other ▾ ⓘ

7. Order Number: 4500052892

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, a navigation bar includes links for Home, Inbox, Outbox, Quality, Planning, Catalogs, Enablement Tasks, Reports, Upload/Download, and Messages. The main section is titled 'Orders and Releases' and contains a tabbed interface with 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A search filter section allows users to select a customer (currently 'All Customers') and choose between 'Partial number' and 'Exact number' search criteria. The 'Exact number' field contains '4500053312'. Search and Reset buttons are located to the right of the search filters. Below the search filters, a table lists search results. The first result is an 'Order' with 'Order Number' 4500053312, 'Ver' 1, 'Customer' BP SCC Buyer - TEST, 'Ship To Address' Czech Rep BP 1 Prague, 'Ordering Address' BP TST V1 ATLANTA, 01 France, 'Amount' \$1,000.00 AUD, 'Date' 25 Jun 2019, 'Order Status' Shipped, 'Settlement' Invoice, 'Amount Invoiced' \$0.00 AUD, and 'Revision' Original. To the right of the table, an 'Actions' dropdown menu is visible. Below the table, a row of buttons includes 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', 'Create Invoice', 'Hide', 'Show', and 'Resend Failed Orders'. The 'Create Order Confirmation' button has a dropdown menu with options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. On the right side of the screen, another 'Actions' dropdown menu is shown with the same three options. Below the table, a detailed view of the 'Purchase Order: 4500053312' is displayed. This view includes a 'Create Order Confirmation' button with a dropdown menu (options: 'Confirm Entire Order', 'Update Line Items', 'Reject Entire Order'), a 'Create Invoice' button, and a 'Create Quality Notification' button. Below these buttons, contact information for 'BP SCC Buyer - TEST' is listed, including address, phone, fax, and email. On the right side of this section, contact information for 'BParmau Suq' is listed, including address, phone, fax, and email.

Home **Inbox** ▾ Outbox ▾ Quality ▾ Planning ▾ Catalogs Enablement Tasks Reports Upload/Download Messages

Orders and Releases

1 Orders and Releases Items to Confirm Items to Ship Return Items

▼ Search Filters

Customer: All Customers ▾

Order Number: * ☐ Partial number ☒ Exact number

4500053312 ⓘ

2 Search 3 Reset

Orders and Releases (1)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
<input type="radio"/>	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 ▾

4

5

Create Order Confirmation ▾

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

Create Ship Notice

Create Service Sheet

Create Invoice ▾

Hide

Show

Resend Failed Orders

Actions ▾

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

Purchase Order: 4500053312

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Create Order Confirmation ▾

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

Create Invoice ▾

Create Quality Notification

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 Suq
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 'Orders and Releases' search interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Quality', 'Planning', 'Catalogs', 'Enablement Tasks', 'Reports', 'Upload/Download', and 'Messages'. The 'Inbox' tab is selected.

Below the navigation bar, the 'Orders and Releases' section is active, with sub-tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'.

The 'Search Filters' section includes the following options:

- Customer: All Customers (dropdown)
- Order Number: ☒ Partial number ☐ Exact number
- Show orders by: ☒ Creation Date ☐ Inquiry Date
- 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
- ☒ Search only scheduling agreement releases or scheduling agreements
- ☐ View all active
- ☐ Search only service purchase orders

A 'Show Advanced Filters' link is available below the search filters.

The 'Number of Results' is set to 100. The 'Search' button is highlighted in blue.

The search results are displayed in a table titled 'Orders and Releases (3)'. The table has the following columns: Type, Order Number, Ship To Address, Ordering Address, Amount, Date, Order Status, Purchasing Organization, Settlement, Amount Invoiced, Revision, and Actions.

The table contains three rows of results:

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

Below the table, there are several action buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', 'Create Invoice', 'Manage Time & Expenses', 'Hide', and 'Resend Failed Orders'.

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](#)

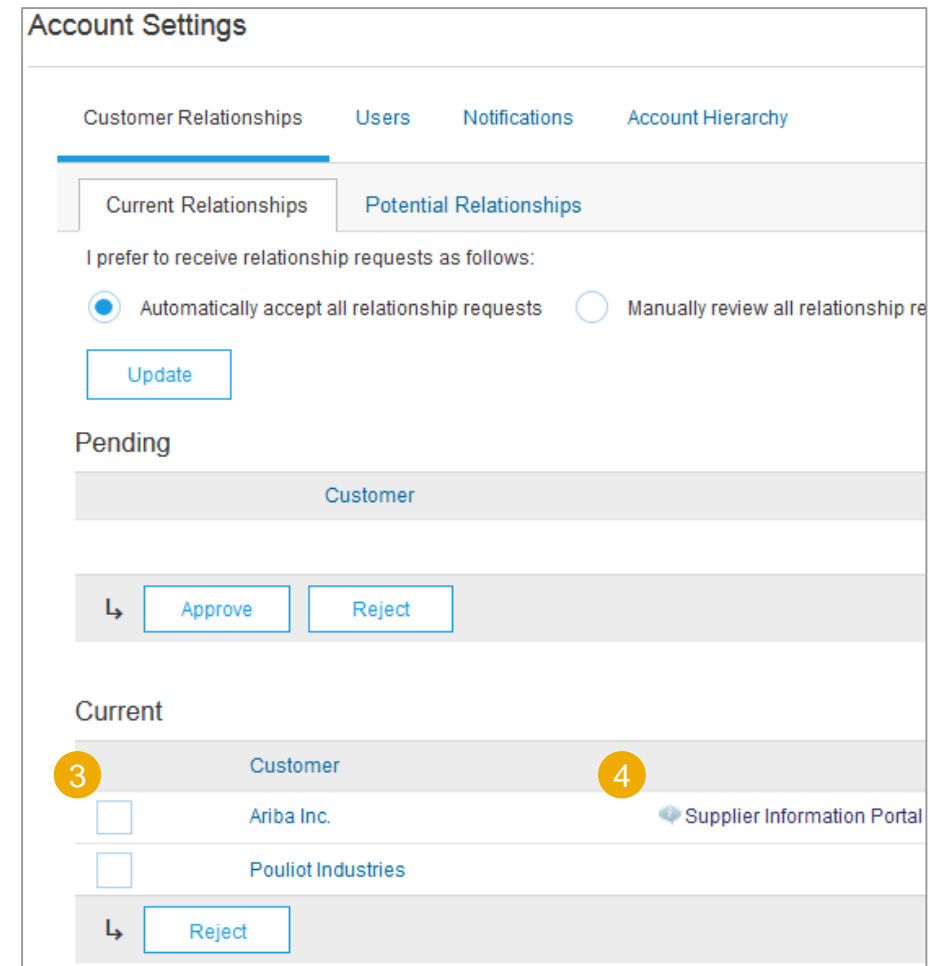
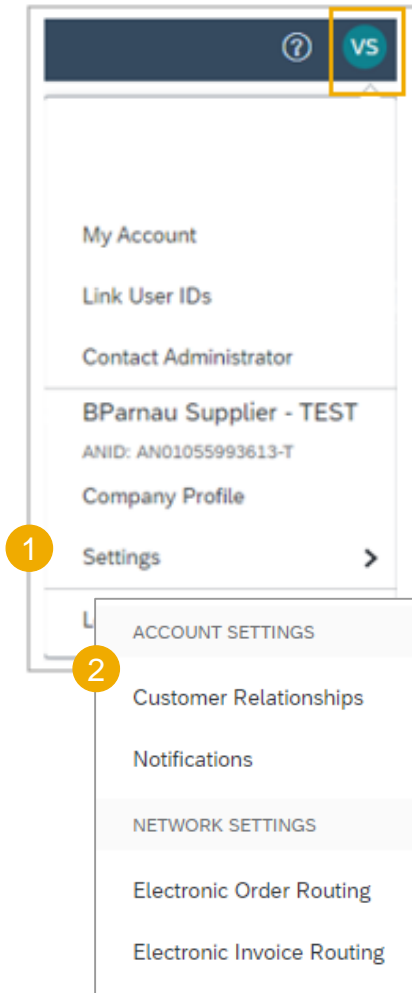
Supplier Information Portal

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=IT45uAmuNeBeYlwweXUPw#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