

Ariba and Ariba Network

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Why is Gasunie asking you to use Ariba?

Gasunie is optimising its purchasing process. This means that we are no longer processing any paper documents or any manually submitted purchase orders, order confirmations, amended orders, packing notes or invoices. We have chosen the SAP Ariba Network as a platform for the transmission of all documents. Digitising our processes in this way means quicker processing for our purchase orders and your invoices, less costs and less impact on the environment.

Gasunie uses Ariba and Ariba Network for communicating with suppliers. An Ariba Network account is essential for suppliers wishing to take part in invitations to tender, to be able to receive orders from Gasunie and to send invoices. If you do not have an Ariba Network account you can obtain one by registering on Ariba Network.

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What is Ariba Network?

Ariba Network is a global network which connects buyers and suppliers from 190 different countries. Suppliers can use this network to participate in tenders and submit offers; they can also exchange orders and invoices.

The exchange of orders and invoices between buyers and suppliers through Ariba Network is fully digitised. As a result, processing is quicker, errors are prevented and you receive your money faster.

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Your Ariba account and Gasunie

In order to conduct business with Gasunie via Ariba Network you must have an Ariba Network account and there must be a trading relationship between your account and that of Gasunie.

You will receive the request to create an account on Ariba Network and to establish the trading relationship from Gasunie. This can be done in the following ways:

- You are invited by Gasunie to participate in a call for tenders
- You receive a purchase order from Ariba by email
- You receive an invitation to register from Gasunie

If you do not have an Ariba Network account you can create one by registering. If your company does have an Ariba Network account, you can use this one. By logging in to Ariba Network with this account upon receipt of one of the requests described above, the trading relationship is automatically established.

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Specific Gasunie settings

Gasunie can put specific settings on transactions that take place through Ariba Network and its suppliers. These may be settings for such items as invoices, order confirmations, VAT rates and addresses.

You can retrieve these specific settings as follows:

- Log in to your account and go to 'Account Settings'
- Choose 'Settings' and then 'Customer Relationships'
- In that screen, click on Gasunie under 'Current Customers'

You will find the settings in Gasunie's Company Profile.

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Registering with Ariba

I already have an Ariba Network account, can I use this?

You can use an Ariba Network account for several customers. When you use this account to log in to Gasunie's request to do business, your account will be linked to that of Gasunie.

If your company already has an Ariba Network account for another customer but you do not have any login details, ask the account administrator to add you to this account as a user so that you can also use it for Gasunie.

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How can you conduct business with Gasunie through Ariba?

There are three ways in which suppliers can be linked to Gasunie to do business:

- You receive an invitation to participate in a call for tenders
- You receive a registration email so that you can receive orders and send invoices
- You receive an email with an order containing a link to register your details

The different steps involved in the registration are explained in the following topics. You can find more information about this on our website.

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What is involved in registering with Ariba?

You do not have an Ariba Network account. In order to create one, you can register via the link in the invitation email that you receive from Gasunie. Please note: only when you commence registration via this link is your account is linked to that of Gasunie.

If you have received an order by email then you can register from this email. To do so, click on the button 'Process Order'. Registration is required to be able to submit the invoice via Ariba after delivery of the order.

When registering an Ariba Network account you are entering into an agreement with SAP Ariba and not with Gasunie. This is comparable to the agreement with the supplier of your mailbox. If you have any questions regarding your Ariba Network account you should contact SAP Ariba.

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What data does Gasunie need from you?

In order to conduct business with you, Gasunie requires certain details.

Do you want to participate in a call for tenders?

- Company name
- Company address
- Contact (email address and telephone number)

Will a contract be concluded with you or will Gasunie do business with you on a regular basis?

- If so, Gasunie would like you to complete the Gasunie questionnaire (Profile Questionnaire) in your Ariba Account

Are you receiving an order directly from Gasunie, even though the company has not done business with you before?

- Company name
- Company address
- Contact (email address and telephone number)
- VAT number
- IBAN number including evidence showing that this number is correct

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How do I fill in the Gasunie questionnaire?

You can fill in the Gasunie questionnaire from your Ariba Network account. This questionnaire is the place where you can, for example, indicate into which bank account you wish to be paid.

1. Click on Ariba Network Settings  (top right of the screen)
2. Click on "Company Profile"
3. Click on the tab "Requested by customer"
4. Click on the link "Gasunie"
5. Complete the questionnaire and click "submit"

More detailed instructions for completing the Gasunie questionnaire is available on Gasunie's website.

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What data do I need for registering with Ariba?

During the registration process you will be asked to enter standard company information, such as company address, contact information for the company and for the user who is going to use the account. This user also immediately becomes the account administrator and the email address that is used is also the email address to which notifications will be sent.

When several people are involved in handling orders and invoices, you might consider using a general email address.

After you have entered the company information, you should indicate the sector in which you work as a supplier and your delivery area. This information is used for the search option offered by

Ariba Network to enable buyers to find suppliers. Completing this is obligatory but not relevant for conducting business with Gasunie. Here you can fill in the details that correspond best to your company.

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What types of Ariba Network account are there?

There are two types of Ariba Network account:

- The Standard account. Completely free of charge for you as a supplier but with more limited options. The Standard account is sometimes referred to as the Limited account by Ariba.
- The Enterprise account. Costs may be associated with this account but it offers more options.

When you register on Ariba Network you will be provided with a Standard account. You will have the opportunity to upgrade to an Enterprise account later on. Please note: Costs may be associated with the Enterprise account and an upgrade to an Enterprise account cannot be reversed.

In practice, many suppliers find that a Standard account is sufficient.

For more information about accounts, please visit Ariba's website: <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing>

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What are the differences between the Standard account and the Enterprise account?

There are some important differences between a Standard account and an Enterprise account:

- The Standard account is free of charge for suppliers. SAP Ariba may charge you for an Enterprise account, depending on usage. See the topic below for information about Ariba usage costs.
- In the Enterprise account you can view and handle orders and invoices in an Inbox and Outbox. In the Standard account you can only open orders and invoices from the email that you receive from Ariba after Gasunie has sent you an order.
- SAP Ariba offers extra support with the Enterprise account
- The Enterprise account provides additional options, such as offering a product catalogue and connecting to an ERP system.

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Are costs associated with using Ariba?

Suppliers are not charged for having a Standard account. The costs associated with an Enterprise account depend on the number of transactions and documents sent by your company via Ariba Network. SAP Ariba may ask you to upgrade to an Enterprise account if the number of documents you exchange via Ariba Network increases.

For more information about accounts and up-to-date information, please visit Ariba's website: <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing>

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Can SAP Ariba be connected to my ERP system?

Yes, that is possible when you have an Enterprise account. SAP Ariba can be connected to your own ERP. For more information, please contact SAP Ariba. Gasunie is not involved in implementing the integration of your ERP system with SAP Ariba. Connection is not required for conducting business.

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Links to the SAP Ariba Help Center

Some links to interesting topics in the SAP Ariba Help Center are listed below. SAP Ariba is responsible for the content of the Help Center. Links may no longer work if SAP Ariba makes any changes. It might be required to login to your Ariba Network account to open a link.

You will find more information and video tutorials in the SAP Ariba Help Center. Some of the articles and instructions are only available in English.

The articles and video tutorials are based on the generic SAP Ariba application. There may be exceptions to these for Gasunie.

- [Supplier basics \(4:33\)](#)
- [Overview of Ariba Network \(4:07\)](#)
- [How do I register a new account?](#)
- [How do I participate in my buyer's event using an email invitation?](#)
- [Error: The username and password entered has already merged to another Ariba Sourcing user account](#)
- [Can my company have multiple accounts?](#)
- [Error: The username and password entered has already merged to another Ariba Sourcing user account](#)
- [Can't log in? Let us help you!](#)

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