

Contents

How can I conduct business with Gasunie through Ariba?	1
My company has an Ariba account.....	1
My company has an Ariba account but I have no login details	1
Step 1: Registering the Ariba account	2
Step 2: Activate your account for Ariba Network	3
Step 3: Completing the Gasunie Profile Questionnaire (Supplier Profile Questionnaire).....	4
Establishing a trading relationship	5
Adding a user	7
How do I open Gasunie's invitation to tender from my Ariba account?.....	11

How can I conduct business with Gasunie through Ariba?

You must have an Ariba account to be able to participate in Gasunie's invitation to tender. If you also want to exchange orders and invoices with Gasunie via Ariba Network, then your account needs to be activated for this purpose. This establishes a trading relationship through which your Ariba account is connected to Gasunie's Ariba account.

There are three ways in which you can be invited by Gasunie to do business:

- You receive an invitation to participate in a call for tenders
- You receive an invitation to register for receiving orders and/or submitting invoices (Full Enablement)
- You receive an order by email containing a link to start registration (Quick Enablement)

Full Enablement consists of three steps: registering the account, activating Ariba Network and completion of the Gasunie Profile Questionnaire.

You have received an invitation to participate in a call for tenders from Gasunie:

- Register your account or log in with your existing account ([Step 1](#))

You have received an invitation to register for exchanging orders and invoices with Gasunie:

- Register your account or log in with your existing account ([Step 1](#))
- Activate Ariba Network and establish the trading relationship with Gasunie ([Step 2](#))
- Complete the Gasunie Profile Questionnaire ([Step 3](#))

You have received an order by email:

- By clicking on the 'Process Order' button in the email you can register your account or log in with your existing account ([Step 1](#))
- Activate Ariba Network and establish the trading relationship with Gasunie ([Step 2](#))

The steps mentioned are explained below.

My company has an Ariba account

To establish the connection between your company and Gasunie, Gasunie must send you an invitation to register. If your company already has an account, you can log in under this account. You do not need to register again.

[\[Back\]](#)

My company has an Ariba account but I have no login details

Does your company have an Ariba account but you are unable to log in yourself? Then you can ask the account administrator to add you to the Ariba account as a user. This option is available in the login screen.

Supplier Login

Your company ██████████-TEST is already registered.

[If you don't have a user account, request one now.](#)

[Forgot Username or Password](#)

[\[Back\]](#)

Step 1: Registering the Ariba account

You receive an invitation email from the Gasunie Ariba environment containing a link with which you can begin registration of your Ariba account. If you already have an Ariba account, you can log in to your existing account.

Please note: The link in the invitation email is valid for two days. If you have been unable to respond within this period of validity, you should contact Gasunie's buyer. You will then receive a new invitation which is again valid for two days.

1. Click on the link in the email to open the screen shown in Figure **Fout! Verwijzingsbron niet gevonden..**
2. Click on Register to open the screen shown in **Fout! Verwijzingsbron niet gevonden.** (or click on Log In if you already have an Ariba account).
3. Fill in the details required in the screen including the checkboxes for the terms of use and the privacy statement and click on "Create account and continue".

You may be informed by Ariba that one (or more) account(s) already exist for your company. You can then choose to cancel and log in with the existing account. You can also choose to continue and to create a new account.



Join your customer on Ariba Network!

[Sign up](#)

Already have an account? [Log in](#)



Strengthen relationships

Collaborate with your customer on the same secure network.



Connect faster

Exchange documents electronically and streamline communications.



Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

Ariba Network standard account is **Free**

[Learn more](#)

Figure 1 Log in to an existing account or Register a new account

Register

Company information

* Indicates a required field

Company Name:*

Country/Region:*

Address:*

Line 2

Postal Code:*

City:*

State: Select

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.

User account information

Name:*

First Name

Last Name

Email:*

☒ Use my email as my username

Username:*

Password:*

Enter Password

Repeat Password

Language: Dutch

Email orders to:*

SAP Ariba Privacy Statement

Must be in email format(e.g. john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business ►

vriba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or vriba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

☒ I have read and agree to the Terms of Use
 ☒ I have read and agree to the SAP Ariba Privacy Statement

Register

elect and s comr

Reac custo world

Sign Ariba and i sales

Learn

After regis download Ariba Sup from the A Store or G to your m and mana customer the go.

Figure 2 Creating a new account

[\[Back\]](#)

Step 2: Activate your account for Ariba Network

In addition to the "Proposals and questionnaires" section, Gasunie also uses Ariba Network for exchanging orders and invoices.

1. Click on the ▼-icon next to "Ariba proposals and questionnaires" to open the menu.
2. Click on "Ariba Network" (**Fout! Verwijzingsbron niet gevonden.**).

N.V. Nederlandse Gasunie
Version: 19-10-2020

Page 4 of 13

If you are logged out, log in again using <https://service.ariba.com/Supplier.aw>

The first time you log in to Ariba Network, you need to accept the Ariba terms and conditions and you are asked to provide certain details such as what role you have within your company, which products your company supplies and in which regions your company is active. After answering these questions you will arrive at the Ariba Network homepage.

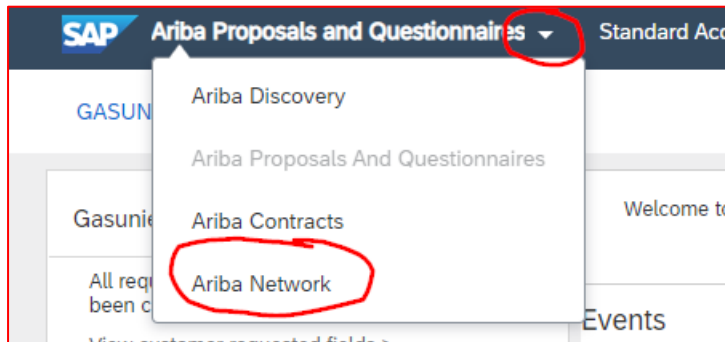


Figure 3 Ariba section and menu to change sections

[\[Back\]](#)

Step 3: Completing the Gasunie Profile Questionnaire (Supplier Profile Questionnaire)

You can fill in the Gasunie Profile questionnaire as follows from your Ariba account:

1. Click on Ariba Network Settings  (top right of the screen, see **Fout! Verwijzingsbron niet gevonden.**)
2. Click on "Company Profile"
3. Click on the tab "Requested by Customer"
4. Click on the link "Gasunie"
5. Complete the questionnaire (**Fout! Verwijzingsbron niet gevonden.**) (All fields marked with an * asterisk are required. The other fields are optional. Save your answers from time to time so as not to lose any data. If you are inactive for more than 30 minutes you are automatically logged out and your answers are lost).
6. After completing all the questions, click on Submit (see number 6 in **Fout! Verwijzingsbron niet gevonden.**).
7. Ariba will confirm that the questionnaire has been successfully submitted (see number 7 in **Fout! Verwijzingsbron niet gevonden.**)

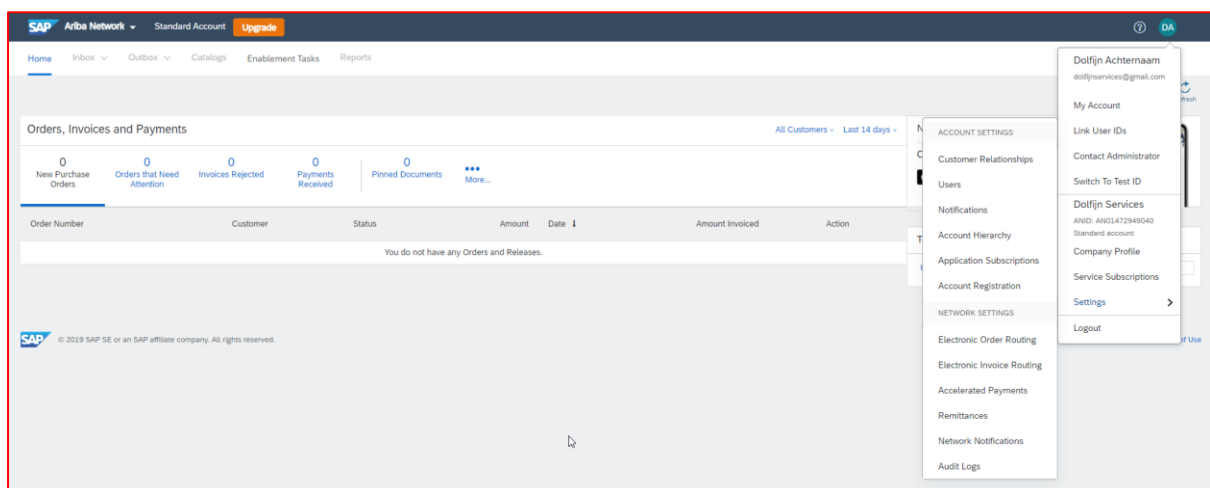


Figure 4 Ariba Network settings menu

4

Gasunie - T Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

Status: Submitted by Librije Test at 02/03/2016 09:42

Discard Draft Save as Draft Submit

Changes you make below may be subject to approval before they are accepted.

✓ You have successfully submitted changes to your customer. **7**

Question

1.3 VAT number: *

NL

▼ 1.4 Bank account information

The information in this section will be used by Gasunie to determine to which account number invoices will be paid

1.4.1 Proof stated IBAN/Account number is yours (e.g. an invoice) *  temp_labor.pdf • Update file Delete file

1.4.2 Do you have an IBAN? * Yes ▼

1.4.4 IBAN: *

NL61RABO123456789

Discard Draft Save as Draft Submit

5 **6**

Figure 5 Gasunie questionnaire

[\[Back\]](#)

Establishing a trading relationship

If you have received a request from Gasunie to establish a trading relationship you can accept this as follows:

1. Log in with your username and password to <https://service.ariba.com/Supplier.aw/>
2. Click on Ariba Network Settings  (**Fout! Verwijzingsbron niet gevonden.**)
3. Click on Customer Relationships (**Fout! Verwijzingsbron niet gevonden.**)
4. Click the checkbox for "Gasunie" under "Pending Customers" (**Fout! Verwijzingsbron niet gevonden.**)
5. Click on Approve: Gasunie moves to "Current" (Figure 8)

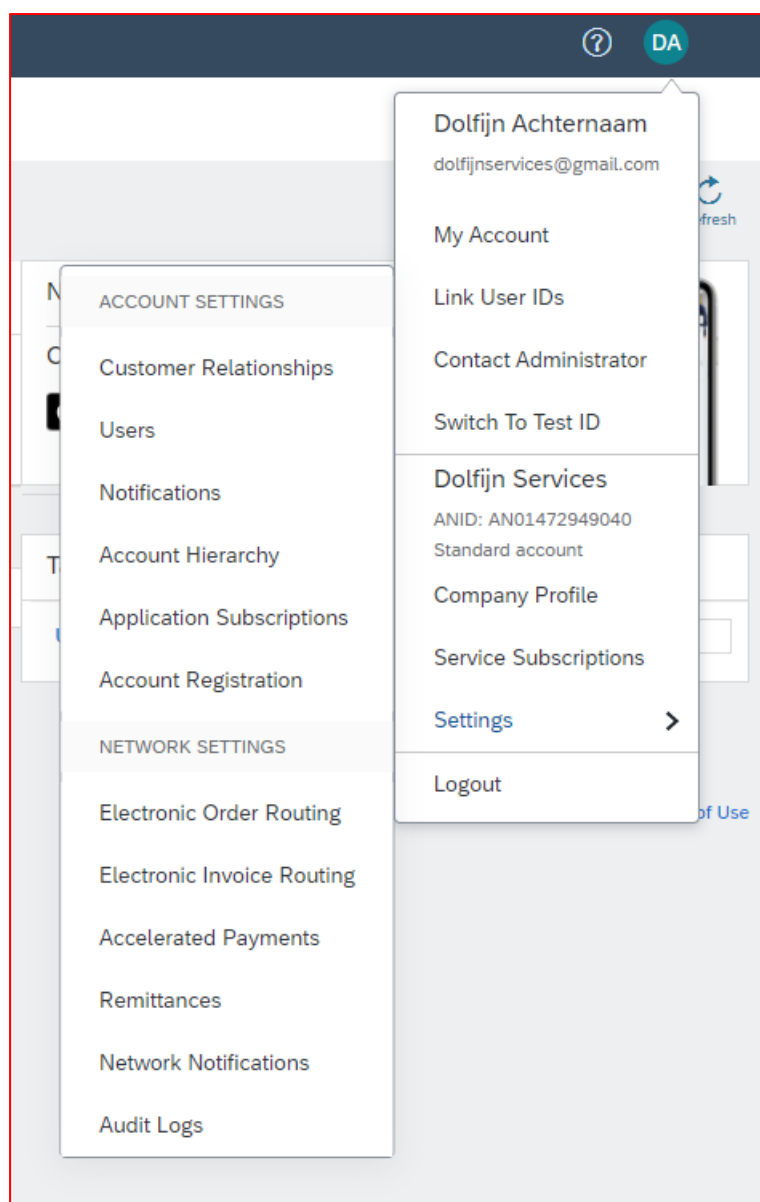


Figure 6 Ariba Network Settings -> Customer Relationships

Account Settings

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

☐ Automatically accept all relationship requests ☒ Manually review all relationship requests

Update

Current (0) Pending (1) Rejected (0)

Pending Customers

Customer	Network ID	Relationship Type	Requested Date
Gasunie	AN01006414292	Trading	16 Oct 2020

Approve Reject

Figure 7 Approval of relationship request

Account Settings

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

☐ Automatically accept all relationship requests ☒ Manually review all relationship requests

Update

Current (1) Pending (0) Rejected (0)

Current Customers

Filter

Customers

Enter customer name or Network ID

Apply Reset

Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
Gasunie	AN01006414292	Trading	16 Oct 2020		Default	Actions

Reject

Figure 8 Gasunie now visible under Current

[\[Back\]](#)

Adding a user

You need an invitation from Gasunie to participate as a supplier in its invitation to tender. We will send an invitation to one of the users listed in your supplier profile in the Gasunie Ariba environment. This is usually your Ariba account administrator but your account may also contain details of other users.

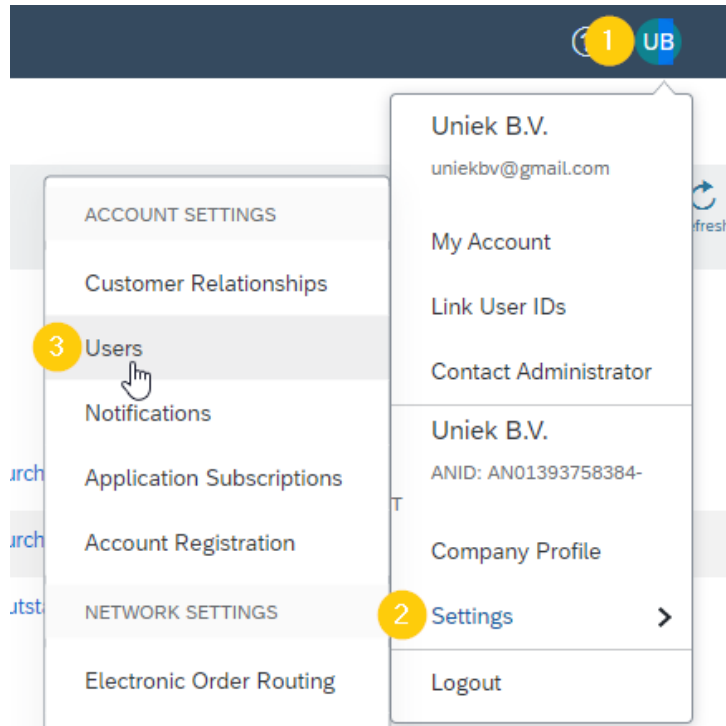
If you want an employee not yet listed in the Gasunie environment supplier account to receive the invitation then you must first add this employee to your account as a user. The instructions below explain how you can add this user.

If the employee has already been added to your Ariba account as a user, then you must give this user authorisation to handle invitations to tender. In that case, follow the steps from step 8 onwards in order to add the correct role, if applicable, and to link this to the user.

Steps 1 – 3

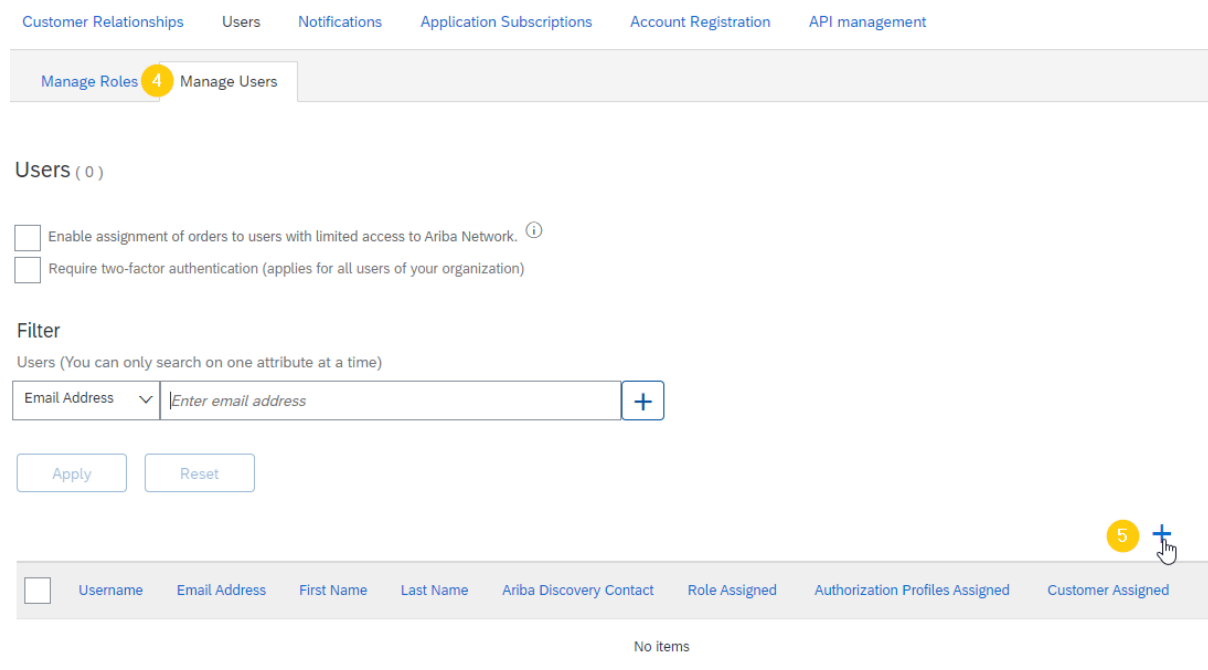
Click on your initials

Go to Settings and click on Users



Steps 4 – 5

Go to the tab 'Manage Users'. Click on the 'plus' (+) below.



Steps 6 – 7

Create new user by entering email address and name. The email address can be used here as the username.

If a role is not yet shown then create one by clicking 'Create Role'. If there is a role, continue with step 10.

Create User

Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information 6

Username*: kemawen849@cyberper.net ⓘ

Email Address*: kemawen849@cyberper.net

First Name*: Kema

Last Name*: Wen

☐ Do not allow the user to resend invoices to the buyer's account. ⓘ

☐ This user is the Ariba Discovery Contact ⓘ

☐ Limited access ⓘ

Office Phone: Country Area Number

USA 1

Role Assignment

Name	Description
No items.	

⚠ You have not created any roles. You must create roles or set this user as a Ariba Discovery Contact before you can create sub-accounts.

Create Role 7

Steps 8 – 9

Give the role a name and select the permissions associated with the role.

8

Name*: All Permissions

Description:

Permissions

Each role must have at least one permission.

« Page 2 9

Permission	Description
☒ Quality Review Access	Access to view quality review documents
☒ Quality Review Creation	Access to create quality review documents
☒ Receivables Upload	Select receivables for auction
☒ Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
☒ Credit Card Number Access	Manage the display of credit card numbers on purchase orders
☒ Supplier Treasury Agent	View buyer-initiated early payment offers
☒ Time & Expense Sheet Management	Review and update Time and Expense sheets
☒ Supply Chain Financing Provider Portal Access	Access to the Supply Chain Financing provider portal to trade eligible documents.

Assign Users (0)



Save the role.

Steps 10 – 11

Click on the role that is to be assigned to the user and click Done.

New User Information

Username: * ⓘ

Email Address: *

First Name: *

Last Name: *

☐ Do not allow the user to resend invoices to the buyer's account. ⓘ

☐ This user is the Ariba Discovery Contact ⓘ

☐ Limited access ⓘ

Office Phone: Country Area Number

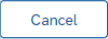
Role Assignment

Name	Description
☒ All Permissions ⓘ	

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [SAP Ariba Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

11  

Step 12

Click Save to save the new user.

☐	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
☐	kemawen849@cyberper.net	kemawen849@cyberper.net	Kema	Wen	No	All Permissions		All(1)	Actions ▼

↳  

12  

The user will receive an email with his/her username and password.

-  Ariba Commerce Cloud
[ordersender-prod@ansmtp.ariba.com](#)
 -  Ariba Commerce Cloud
[ordersender-prod@ansmtp.ariba.com](#)
- Your password on the Ariba Network Account.
- Your User ID on the Ariba Account.

If an additional one is required, go to the 'Manage Roles' tab and click on the 'plus' sign (+). Steps 8-9 indicate how to proceed.

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users

Roles (1)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters
Permission
Select permission assigned

Apply Reset

Role Name	Users Assigned	Actions
Administrator	Uniek B.V.	

Save Close

How do I open Gasunie's invitation to tender from my Ariba account?

When you have received an invitation from Gasunie to participate in a call for tenders and you have linked this to your new or existing Ariba account, you can open it later as follows.

Go to your Ariba account using <https://service.ariba.com/Supplier.aw>

Log in with your account details.

In your account, go to 'Ariba Proposals And Questionnaires

SAP Ariba Network Standaardaccount Upgrade

Ariba Discovery
Ariba Proposals And Questionnaires
Ariba Contracts
Ariba Network

If you are participating in calls for tender from more buyers, select Gasunie first. In other cases you will see the invitations to tender from Gasunie immediately.

[GASUNIE](#)

door Gasunie gevraagd profiel

Alle door de klant vereiste velden zijn ingevuld.
Door klant vereiste velden bekijken >

Volledigheid van openbaar profiel

50%

Voer een korte beschrijving in om 45% te bereiken >

Welcome to the Gasunie Spend Management site. This site assists in identifying and selecting world class suppliers who are market leaders in quality, service, and cost.

gasunie

Events 

Title	ID	End Time	Event Type	Participated
▼ Status: Open (1)				
Gasunie's choice for supply of natural gas		11/2/2020 1:00 PM	RFI	No
▼ Status: Pending Selection (1)				
Gasunie's choice for supply of natural gas		7/16/2020 11:00 AM	RFI	No

Table