



HOW TO CREATE A STANDARD ACCOUNT IN ARIBA NETWORK FROM A PURCHASE ORDER

October 2020

HOW TO REGISTER ON Ariba NETWORK PLATFORM

As of 26th October, you will receive the first purchase order from Cepsa Química Spain in the new platform, Ariba Network. This first purchase order will let you register on Ariba Network platform. This presentation will help you through the registration process.

If you already have an Ariba Network account, access with your user and password. In case you do not have an account, you need to register on the platform. This way we will be able to continue carrying out our transactions of the Procure to Pay process (from the order to the payment).

We propose you to register in Ariba Network with a Standard account:

Receiving of the first purchase order in Ariba Network to register:

You will receive a in your email address (the address where you receive the purchase orders) a purchase order that will let you register in Ariba Network. Through this purchase order, you will access the platform to register and create your account on Ariba Network.

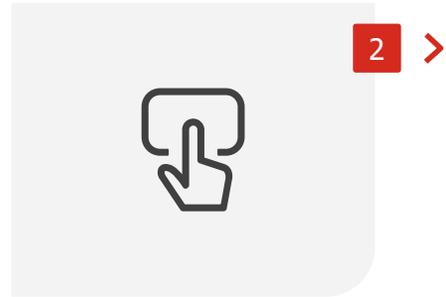
STEPS FOR CREATING A STANDARD ACCOUNT

The process for your Standard account creation is as follows:



Receive your Purchase Order

You will receive an email informing you of the first purchase order that you have received from Cepsa in Ariba Network, which will let you access the platform and register.



Access the site

From the invitation email, access Ariba Network site to begin the registration.



Fill in your information

In the site you must fill in the information of your company and of your user account in order to create your account.

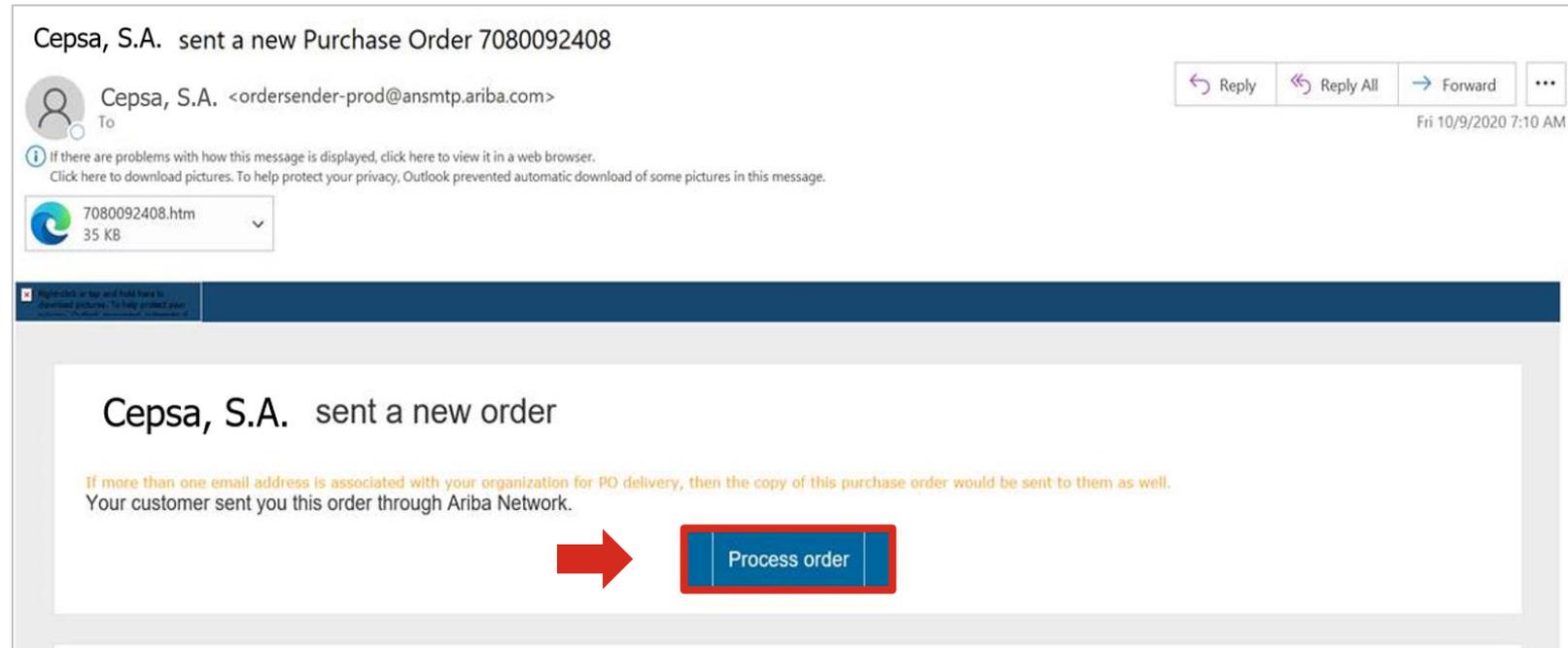


Create your account

Once the main information has been filled in, you must accept Ariba Network's terms of use and register to create your account.

STEP 1: RECEIVE YOUR INVITATION

This registration process will begin when you receive an email with your first purchase order from Cepsa in Ariba Network, which will let you register on Ariba Network.



The first Purchase Order you receive will be an interactive email. In order to start the Ariba Network registration, you must click on **Process Order**.

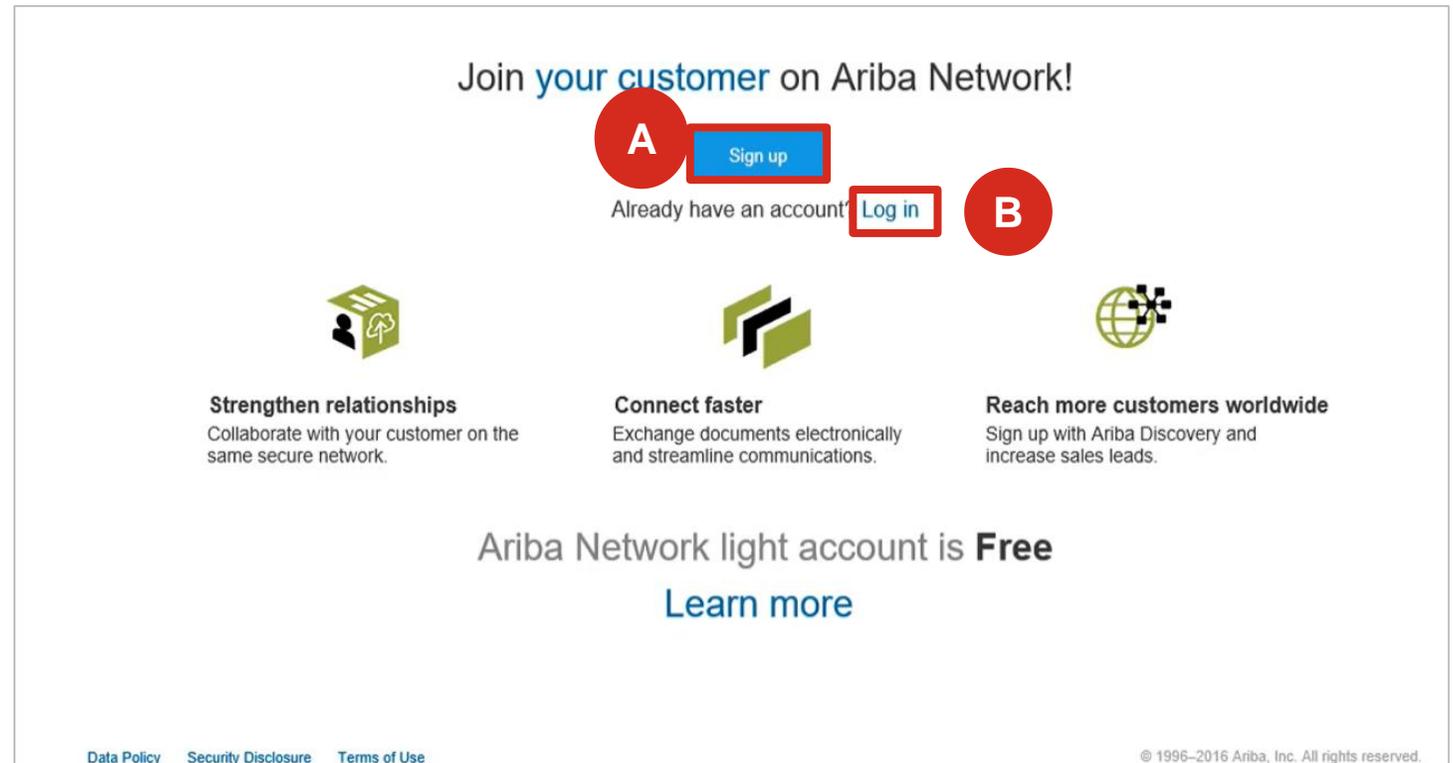
STEP 2: ACCESS TO Ariba NETWORK SITE

When selecting the link to access Ariba Network site, you will find the following options:

A If you do not have an Ariba Network account, you must select **Sign up** option to begin the registration process to the platform.

B If you already have an Ariba Network account, you only have to select **Log in** option. You will not need to create a new account.

i Very Important !



The screenshot shows the Ariba Network sign-up page. At the top, it says "Join your customer on Ariba Network!". Below this, there are two main options: "Sign up" (highlighted with a red box and labeled 'A') and "Log in" (highlighted with a red box and labeled 'B'). The "Log in" option is preceded by the text "Already have an account?". Below these options are three icons representing different benefits: "Strengthen relationships" (collaborate with your customer on the same secure network), "Connect faster" (exchange documents electronically and streamline communications), and "Reach more customers worldwide" (sign up with Ariba Discovery and increase sales leads). At the bottom, it says "Ariba Network light account is Free" and "Learn more". The footer contains links for "Data Policy", "Security Disclosure", and "Terms of Use", and a copyright notice: "© 1996–2016 Ariba, Inc. All rights reserved."

STEP 3: FILL IN YOUR INFORMATION (1/2)

Once you have selected the option to **sign up**, you have to fill in the platform forms with your company information and your user information.

Company information

** Indicates a required field*

Company Name:*

Country/Region:*

Address:*

Line 2

Line 3

City:*

State:*

Zip:*

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

** Indicates a required field*

[SAP Ariba Privacy Statement](#)

Name:*

Email:*

Use my email as my username

Username:*

Password:*

Language: English

Email orders to:*

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. ⓘ

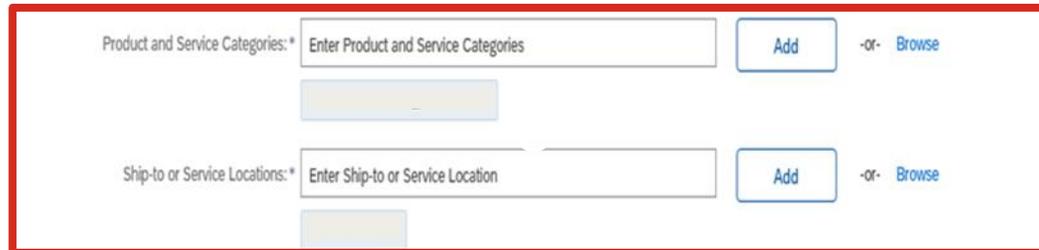
The language used when Ariba sends you configurable notifications. This is different than your web b...

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.

The **username** must be that of your **contact person**, and **can not match the company name.**

STEP 3: FILL IN YOUR INFORMATION (2/2)

After filling in the forms with your company information and your user information, you must complete the additional information of the company related to your business.



Product and Service Categories: -or- [Browse](#)

Ship-to or Service Locations: -or- [Browse](#)

In the form you must select the **product or service category**, and **ship-to or service location** of your business.



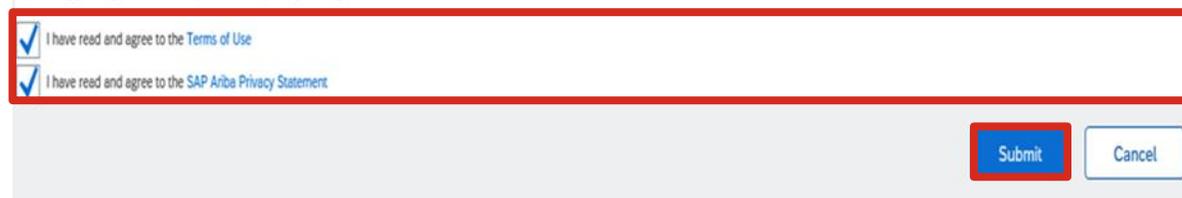
Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

Ariba 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 Submit 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 Ariba, 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](#)

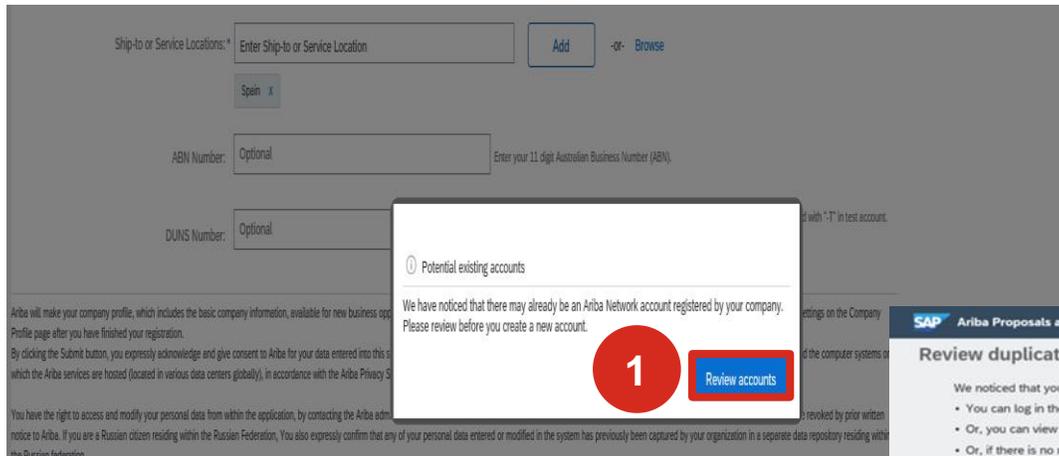
I have read and agree to the [SAP Ariba Privacy Statement](#)

To finish the form, you must accept the **Terms of use and privacy**.

Finally, you must select **Submit** to send the registration form.

STEP 4: CREATE YOUR ACCOUNT (1/2)

Once the registration form has been submitted to the platform, Ariba Network performs validations to avoid duplicate accounts.

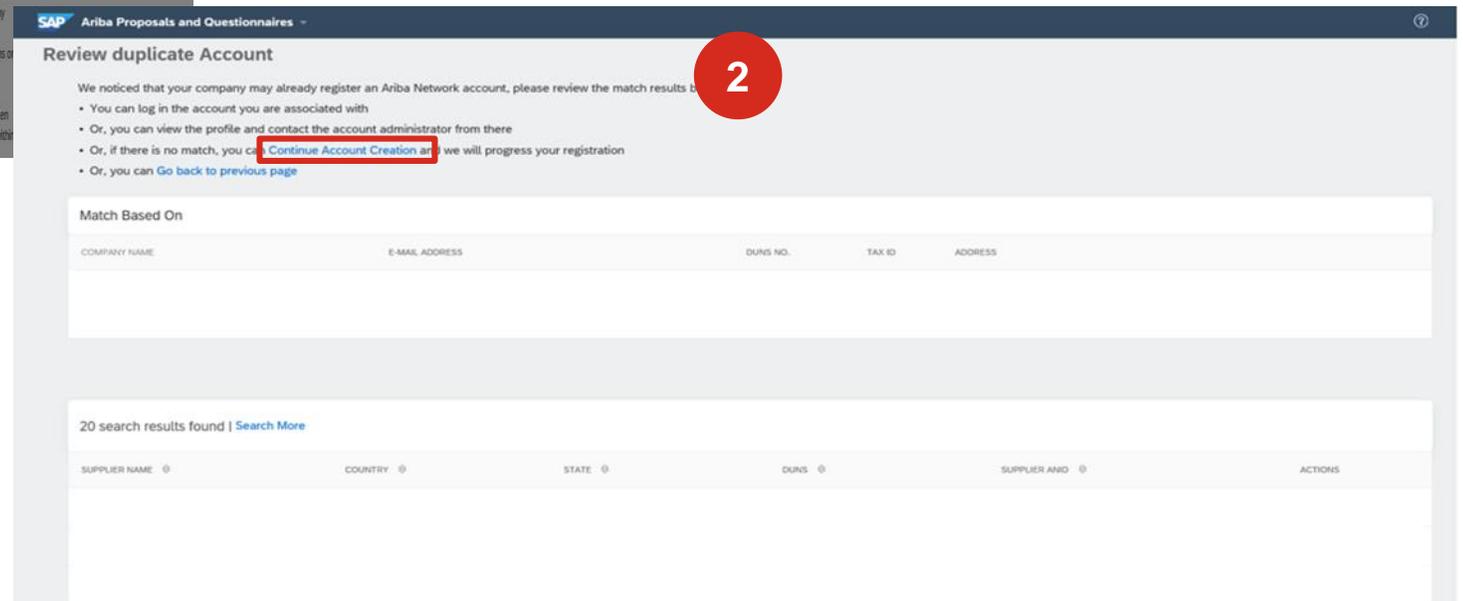


The screenshot shows the registration form with fields for Ship-to or Service Locations, ABN Number, and DUNS Number. A modal window titled "Potential existing accounts" is displayed, containing the text: "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account." A red circle with the number "1" is placed over the modal, and a red box highlights the "Review accounts" button.

1 In those cases, in which accounts with similar or identical characteristics are detected, the warning will appear. You must select **Review accounts** to see the possible duplicities.

2 On the review page you will be able to **review** the matches and solve possible errors or duplicities.

If there are no duplicate accounts, click **Continue with account creation**.

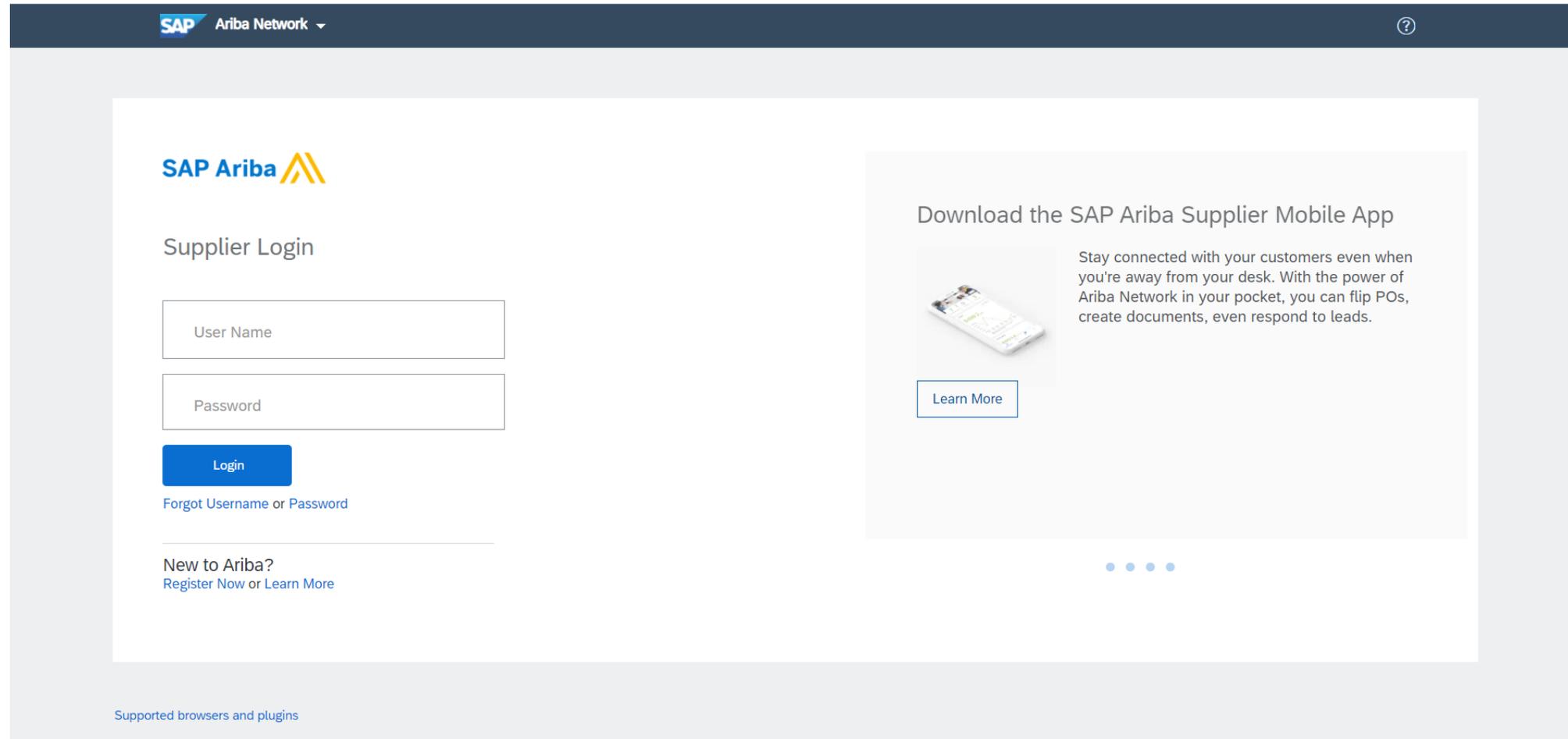


The screenshot shows the "Review duplicate Account" page. It contains a list of match results based on company name, e-mail address, DUNS NO., TAX ID, and ADDRESS. A red circle with the number "2" is placed over the "Continue Account Creation" button. Below the match results, there is a section for "20 search results found | Search More" with a table of search results.

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER AND	ACTIONS
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STEP 4: CREATE YOUR ACCOUNT (2/2)

Once it is confirmed that the account is not duplicated, it is created and you can access your profile on Ariba Network.



The screenshot shows the SAP Ariba Supplier Login page. At the top, there is a dark blue header with the SAP Ariba Network logo and a help icon. The main content area is white and features the SAP Ariba logo on the left. Below the logo, the text "Supplier Login" is displayed. There are two input fields: "User Name" and "Password". A blue "Login" button is positioned below the password field. Below the button, there is a link for "Forgot Username or Password". At the bottom of the login section, there is a link for "New to Ariba?" with sub-links for "Register Now" and "Learn More". On the right side of the page, there is a promotional banner for the "SAP Ariba Supplier Mobile App". The banner includes an image of a smartphone displaying the app interface, a "Learn More" button, and a paragraph of text: "Stay connected with your customers even when you're away from your desk. With the power of Ariba Network in your pocket, you can flip POs, create documents, even respond to leads." Below the banner, there are three small blue dots indicating a carousel.

ACCOUNT CREATION PROCESS END



Once the process of setting up your account on Ariba Network is finished, **you are ready to transact on the platform with Cepsa Química Spain.**