

RWE

Supplier Manual: **Ariba Onboarding &** **Qualification**

Dec. 2025



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Introduction

Dear Sir or Madam,

We are pleased to inform you that RWE is progressing with the implementation of Ariba, an advanced business platform designed to enhance our procurement processes and supplier relationships. As part of this initiative, **we are launching the SAP Business Network as RWE's new official supplier portal**. This platform will serve as the entry point for initiating supplier registration and qualification but also follow up actions such as tender activities or catalogue handling. Please note that for our key activities such as registration, qualification and tender activities the account is free of charge.



**Project overview,
key advantages
& what will
change:**

- ▶ With Ariba, we are aiming to simplify and harmonize our processes and ways of working, creating a connected eProcurement system with seamlessly integrated end-to-end processes. Through this integration, we will eliminate or minimize manual data handovers and redundant data entries, thereby increasing efficiency. The system-based user guidance and collaboration features will support our commitment to “compliance by design”, enhancing both guidance and collaborative efforts across all processes.
- ▶ What will change? RWE is transitioning from its internally hosted supplier portal to a modern, cloud-based solution, which also enables you to manage multiple clients through a single platform.
- ▶ **Our existing solution, the RWE Supplier Portal, will be discontinued from 31st of December 2025** and will not continue to operate in parallel from 1st of January 2026. All activities related to registration and qualification will take place via the SAP Business Portal. Some basic data of yours will be transferred.

We apologize for any inconvenience this may cause on your side and we highly appreciate your understanding in our transformation.

This supplier guide provides support with the registration in SAP Ariba as well as follow the onboarding and qualification process at RWE.

Invitation & Registration

Invitation

System generated email

The screenshot shows the Outlook web interface. The left sidebar displays the 'Inbox' with 5 items. The selected email is from 'S Ashwin Raj' with the subject '[EXT] Invitation: Register to become a supplier with RWE Group-TEST'. The email body contains the following text:

[EXT] Invitation: Register to become a supplier with RWE Group-TEST

S Ashwin Raj <s4system-prodeu+744647276-T.Doc27...>
To: Kota, Lakshmi Pranathi

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Register as a supplier with RWE Group-TEST

Hello!S Ashwin Raj has invited you to register to become a supplier with RWE Group-TEST. Start by creating an account with SAP Business Network. It's free.RWE Group-TEST uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers. If KLP Industries already has an account with SAP Business Network, sign in with your user name and password [Click Here](#) to create account now

You are receiving this email because your customer, RWE Group-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact RWE Group-TEST.

Offices | Data Policy | Contact Us | Customer Support

Powered by

As a supplier, you will receive a **system-generated email** from Ariba on behalf of the buyer, inviting you to the onboarding process.

Tip: Ensure you check your spam or junk folder in case you cannot find it in your inbox.

Click on the link provided in the email to initiate the onboarding process.



Invitation

Create or connect account

portal.us.bn.cloud.ariba.com/onboarding/portal/landing

Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain online

RWE

Connect with RWE Power Aktiengesellschaft on SAP Business Network to collaborate.

Invited by RWE Group-TEST

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#)

[Create new account](#)

If you already have an account in the Supplier Network, click **“Use existing account”**. Please make sure to not create several duplicates and users for your company as this can create issues.

You can **“Review accounts”** of your company as well as get in touch with the administrators of these accounts.

If you have an account, you can skip to page 11.

If you do not have an account, follow the next instructions to **create your new account** in Ariba.



Invitation

Enter mandatory information to create account

RWE

Create an account to connect and collaborate with RWE Power Aktiengesellschaft on SAP Business Network

Company information

DUNS number

Don't know your DUNS number?

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Postal code *

City *

State

Administrator account information

First name *

Last name *

Email *

Use my email as my username

Password *


Repeat password *

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot


reCAPTCHA
Privacy - Terms

If you have already an existing account this step is not necessary.

Complete all **mandatory fields** in this section.

To finalize account creation, select the **“Use my email as my username”** checkbox.

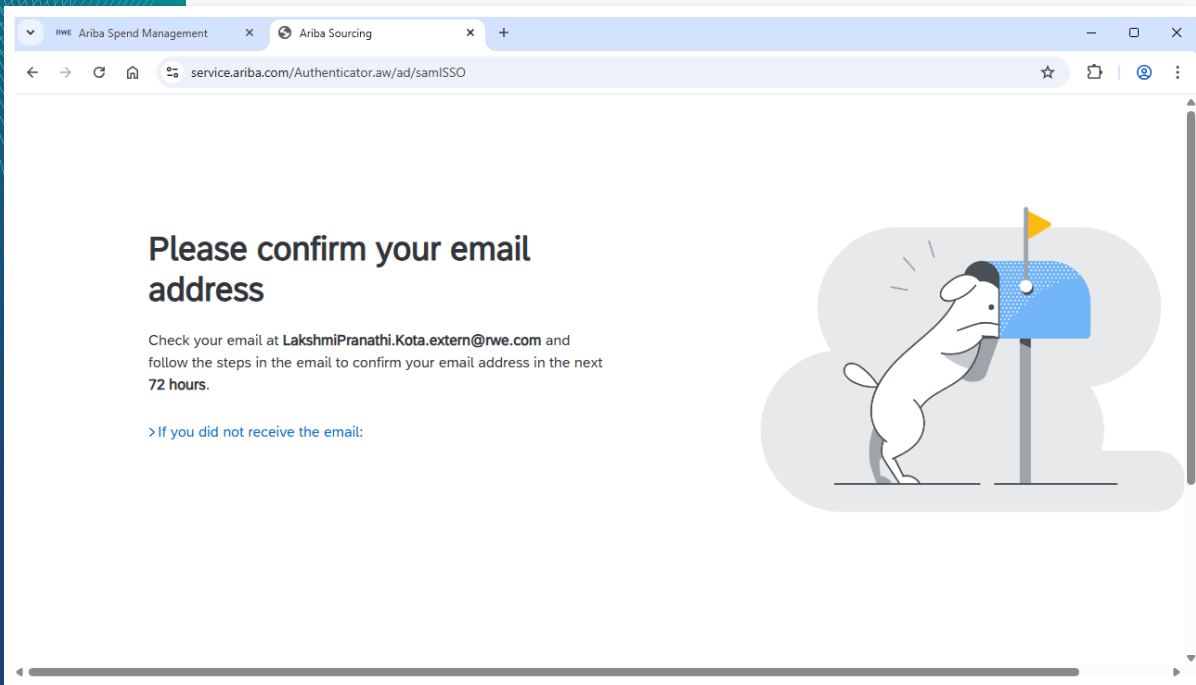
Tip: You may uncheck this box if you wish to use a username other than your email address.

Select the checkbox to **accept the terms and conditions**. Complete the **“I'm not a robot”** verification.

Click **“Create Account”** to finish the process.



Invitation Confirmation email



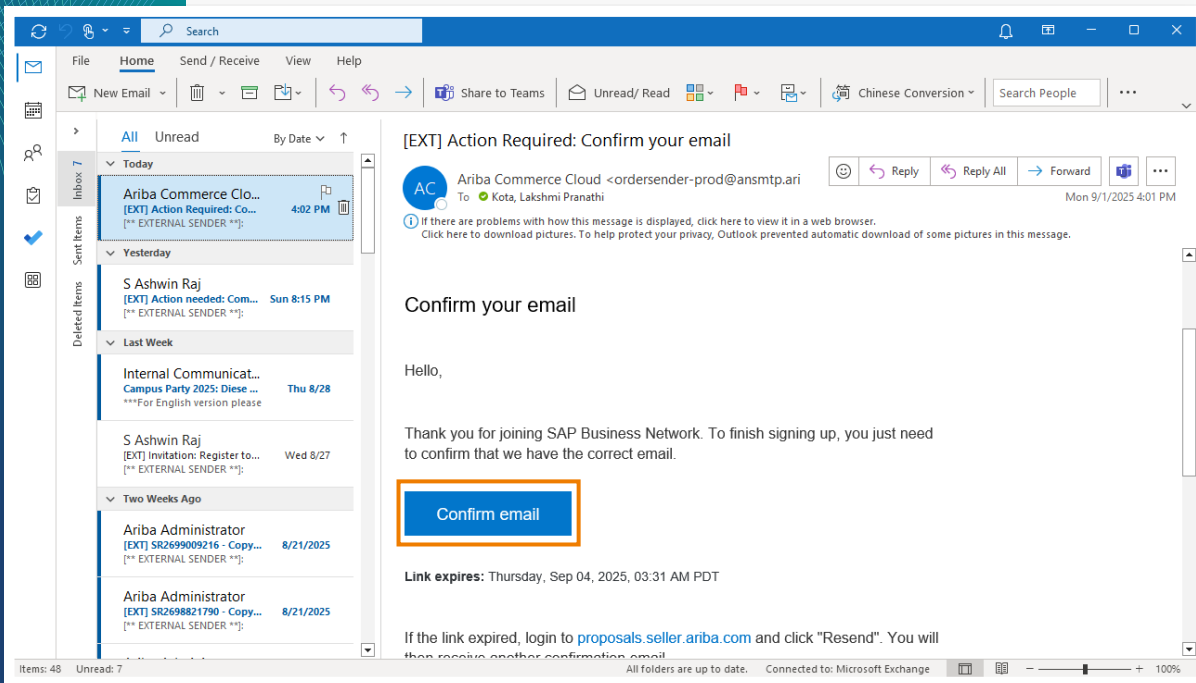
If you have already an existing account this step is not necessary.

After creating your **new account**, you will need to confirm your email address.



Invitation

Confirm email



If you have already an existing account this step is not necessary.

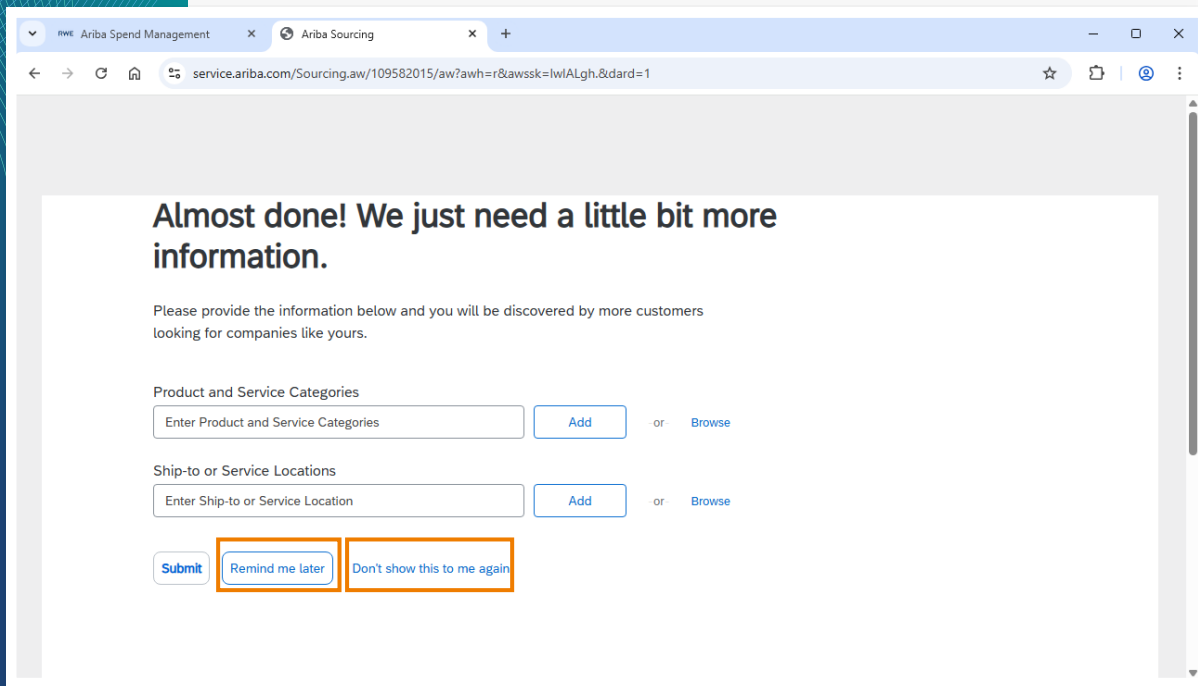
Click **“Confirm Email”**.

This step is required to verify and confirm your email address.




Registration

Question on products and services – not mandatory for RWE



The screenshot shows a web browser window with two tabs: 'Ariba Spend Management' and 'Ariba Sourcing'. The address bar shows the URL: `service.ariba.com/Sourcing.aw/109582015/aw?awh=r&awssk=IwlALgh.&dard=1`. The main content area has a heading: **Almost done! We just need a little bit more information.** Below the heading is a sub-heading: **Please provide the information below and you will be discovered by more customers looking for companies like yours.** There are two main sections: **Product and Service Categories** and **Ship-to or Service Locations**. Each section has a text input field, an 'Add' button, and a link to 'Browse'. At the bottom, there are three buttons: 'Submit', 'Remind me later', and 'Don't show this to me again'. The 'Remind me later' and 'Don't show this to me again' buttons are highlighted with orange boxes.

You can define or add the **products or services** and the **service location**. This information sets up your account in the Business Network and allows other buyers to contact you regarding the services you offer.

This step is **only for setting up your supplier account in the Business Network** and is not specific to RWE. You may choose to skip this step by selecting **“Remind me later”** or **“Don’t show me this again.”** 

Registration

Select RWE's registration questionnaire

The screenshot shows the SAP Ariba Sourcing interface. In the top left corner, a dropdown menu is open, showing the following options: "Ariba Proposals And Questionnaires" (highlighted with a red box), "Ariba Contracts", and "SAP Business Network". The main content area displays the "Ariba Spend Management" site, which includes a welcome message and several sections: "Events", "Risk Assessments", "Registration Questionnaires", and "Qualification Questionnaires". The "Registration Questionnaires" section contains a table with the following data:

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc2707943941	9/10/2025 8:14 PM	Invited

The "Supplier Registration Questionnaire" entry is highlighted with an orange box.

Click **“Supplier Registration Questionnaire”** to begin the registration process.

If you do not see this view, navigate to **SAP Business Network** and select **“Ariba Proposals & Questionnaires”** in the upper left corner.



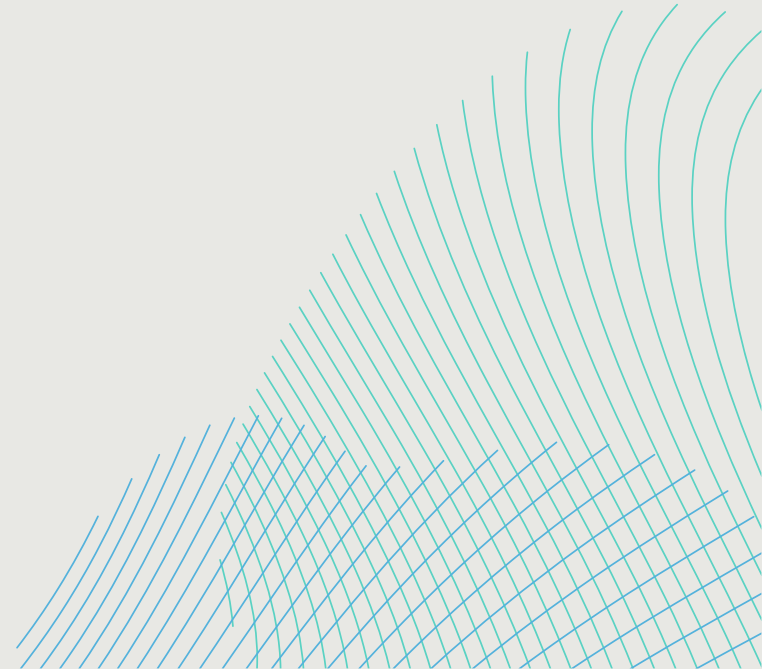
Registration

Fill out and submit registration questionnaire

- Complete all **mandatory fields** (marked with a red *****) and submit your response.
- You have **14 days** to complete the registration.
- You can also **save the draft** for later (“save draft”). Additionally, you can **communicate with the buyer** (“compose message”) in case of any unclarities.
- After submitting the questionnaire, you will receive a **confirmation email** acknowledging receipt.
- Once your registration questionnaire is approved, you will be **registered as a potential supplier for RWE**.

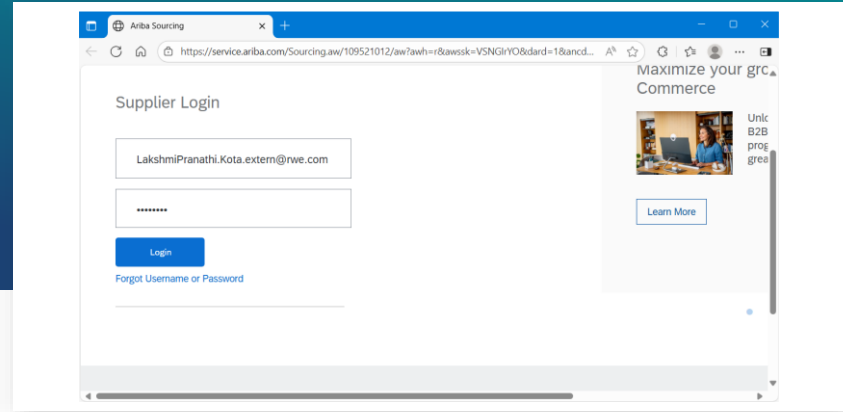
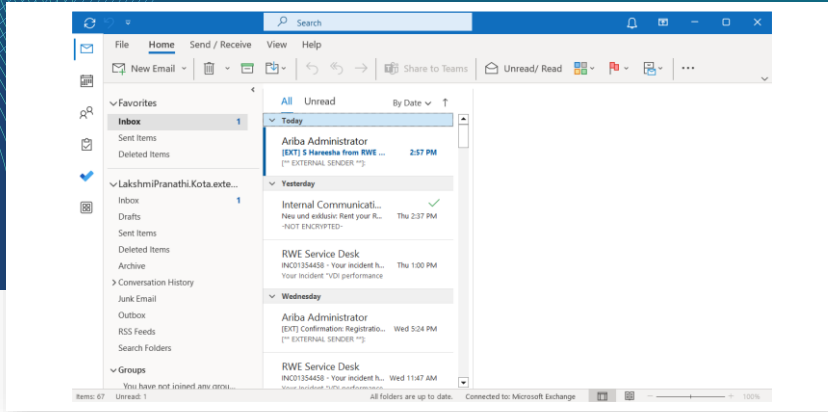


Qualification



Qualification

System generated email to start qualification and log in



- After successful registration, a **qualification assessment** is required depending on the services or materials you provide. These assessments are based on **associated risks** and may include HSE, Quality, Cybersecurity, Data Protection, Operational Technologies or other questionnaires.
- You will receive an email from the Ariba administrator. **Click the link** in the email to log in and **complete any required assessments**.



Qualification

Respond to relevant questionnaires and questions

Arriba Spend Management

Doc2785154152 - HSE Health & Safety Renewables (RWE CE, OFF...)

Time remaining: 20 days 23:50:09

Event Contents

- 1. Company Details
- 2. Scope
- 3. Performance
- 4. Certification
- 7. Internal

3.1 Please complete the attached form, save it and upload as an attachment. [Attach a file](#)

4. Certification

4.1 Do you have an ISO 14001 certification? If yes, please provide a copy of the certificate. [Details](#)

4.2 Do you have an ISO 45001 certification? If yes, please provide a copy of the certificate.

(*) Indicates a required field

[Submit Entire Response](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

4.1 Do you have an ISO 14001 certification? If yes, please provide a copy of the certificate

Enter details for Certificate. Enter the location of a file to add as an Attachment. To search for a [file](#)

1. Company Details

2. Scope

3. Performance

4. Certification

7. Internal

Certificate Type: ISO 14001

Issued: TIAWood

Year of Publication: 2024

Certificate Number: 12345

Certificate Location: DE

Effective Date: Wed, 7 Feb, 2024

Expiration Date: Fri, 12 Oct, 2029

Attachment: [Choose File](#) No file chosen

Or drop file here

Description:

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- After log in you will be directed either to your dashboard or directly to the questionnaire, depending on the link you select.
- **Additional information is required for the certification** to be properly displayed in some questionnaires.
- Depending on your initial answer **follow up questions** can become visible in the system.
- Submit your responses to complete the process. You have **21 days** for a response.
- In case of any errors the SAP Business Network guides you to the missing or incorrect data.
- You can also **save your draft** and come back later or **send a message to the purchaser/functions**.



Change requests

Change Requests: Log in to revise



Account sign in

Username:

Next

[Forgot username](#)

New to SAP Business Network?

[Learn more](#)

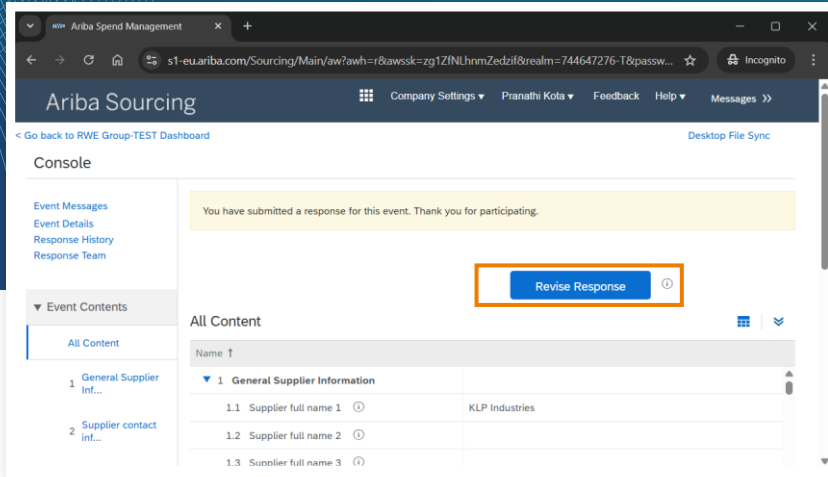
To modify your answers, you need to **revise your responses** (s. next page).

Go to <http://supplier.ariba.com> and log in to your SAP Business Network using your valid credentials.

Enter your **username** and **password**, then click **“Log In.”**

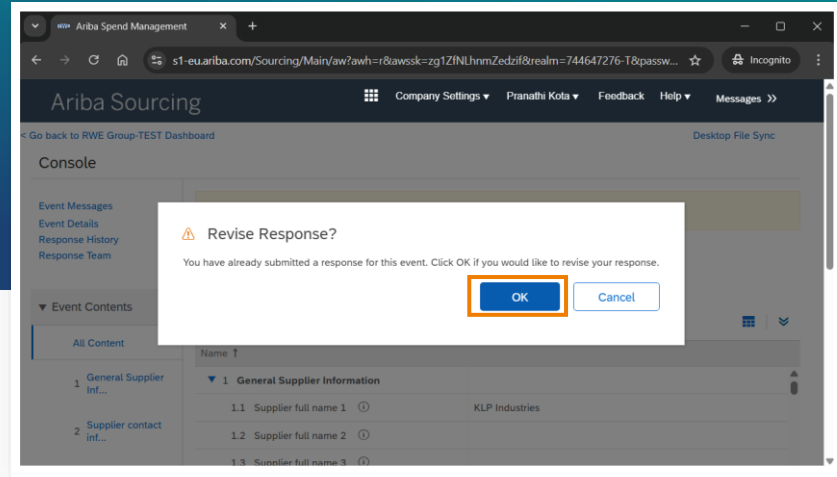


Change Requests: Update information and revise response



The screenshot shows the Ariba Sourcing console interface. At the top, there is a navigation bar with 'Ariba Sourcing' and various menu items like 'Company Settings', 'Pranathi Kota', 'Feedback', 'Help', and 'Messages'. Below the navigation bar, there is a 'Console' section with a yellow notification banner that reads: 'You have submitted a response for this event. Thank you for participating.' In the center of the console, there is a blue button labeled 'Revise Response' with a circular icon to its right, which is highlighted with an orange rectangular box. Below the button, there is a table with the following content:

All Content	
Name ↑	
1 General Supplier Inf...	▼ 1 General Supplier Information
1.1 Supplier full name 1	KLP Industries
1.2 Supplier full name 2	
1.3 Supplier full name 3	

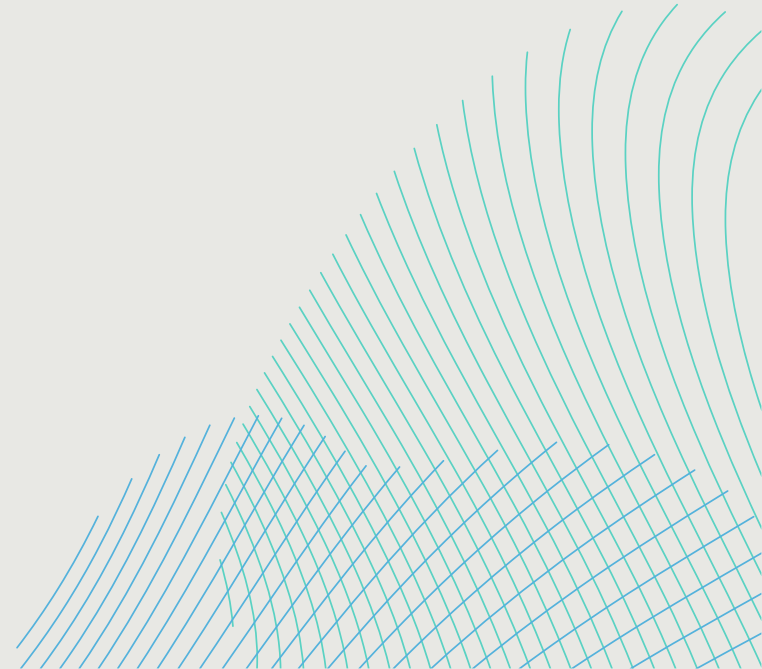


The screenshot shows the Ariba Sourcing console interface with a modal dialog box open. The dialog box is titled 'Revise Response?' and contains the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'. Both buttons are highlighted with orange rectangular boxes. The background of the console is dimmed, showing the same 'Revise Response' button and table as in the previous screenshot.

- Click on “**revise response**” of the upper part of the relevant questionnaire.
- Once your response is submitted, it must be **re-approved by the buyer**.
- Please note that certain information, such as **company name, bank and VAT details**, cannot be modified individually. If changes are required for these fields, please **contact the buyer** directly.



Helpful guidance



How can I add a user/colleague for questionnaires?

Example registration questionnaire

Back on the „Home” screen, click on the small arrow to Arriba Network at the top left side of screen. Then select „Arriba Proposals & Questionnaires”.

1

Now select the questionnaire you would like to provide your colleague access to.

2

Registration Questionnaires

Title	ID	End Time	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc2864564935	12/31/6108 1:34 PM	Registered

3

On the left side of the screen, selected the „Response Team”.

4

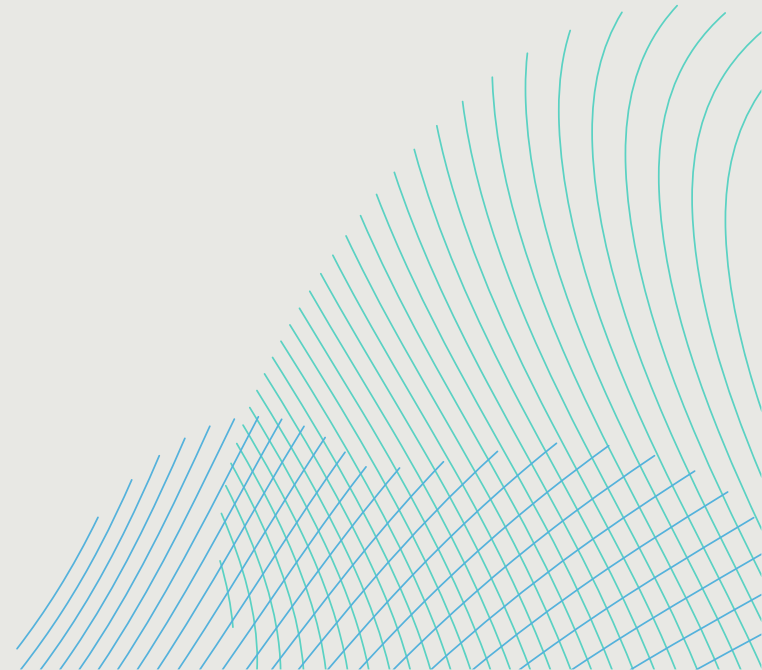
Finally, click on „Add” and select the user in the new window and click on „OK”.

Add Team Members

Name	Email Address
No Items	

Response History
Response Team

Support



FAQs

Frequently asked questions (I)

Do I need to register on the SAP Business Network to conduct business with RWE?

Yes, as Ariba is RWEs system for onboarding and qualify suppliers. Additionally, tender and catalogue activities are hosted over the platform.

Where do I find more support about the SAP Business Network?

The [Supplier Learning Portal](#) from SAP provides you with additional interesting in-sights for suppliers on how to use the SAP Business Network or click [here](#).

I forgot my password.

Please use the link “Forgot User name or Password” below the log in mask.

Who is the administrator of our profile and is it possible to use an existing Ariba Network Account?

The supplier contact who initially creates the Ariba Network User Account is automatically assigned the Administrator role. The Administrator can add additional users to the account by navigating to **Supplier Account Settings > Users**. Under the **Manage Roles** tab, new roles can be created by selecting the “+” icon, entering a role name, and assigning the appropriate permissions. Click Save to finalize the new role (note: at least one custom role must be created before additional users can be added). To add a new user, open the **Manage Users** tab, select the “+” icon, complete the required fields, and click **Done**.

Where can I find the Ariba Network ID?

Within the Ariba Network Account, your ANID can be viewed by clicking the **credential icon** in the top-right corner of the interface. Additionally, it is displayed at the bottom of every page, to the right of your company name.



FAQs

Frequently asked questions (II)

How do I register on the SAP Business Network for RWE?

Suppliers receive an invitation email from RWE containing a link to register or log in. Please use this link to connect us with your account. If you accidentally set up a profile, use the link and log in with your existing credentials.

Is there a cost associated with using the SAP Business Network?

Yes, costs can occur but not for the basically functionality RWE is using with its suppliers, e.g. registration, qualification and tender activities. Costs depend on your transaction volumes and SAP's global fee model. Many suppliers operate within the free tier, while others may be subject to SAP's subscription or transaction-based fees. Please review SAP's fee structure during registration.

Do you have some more information on supplier enablement (catalogue activities)?

Visit our [RWE Supplier Information Portal](#) where you can find further information as for example the [Enterprise Account Training Playlist](#).

The [Supplier Learning Portal](#) from SAP provides you with additional interesting in-sights for suppliers on how to use the SAP Business Network.

Who can I contact at RWE if I have further questions?

In case you have specific RWE related questions, please contact pssrequest@rwe.com. Please understand that we are unable to reset any passwords or provide a resolution for issues originating on the SAP side.



How to contact SAP Ariba Support Help Center & Contact Support

The screenshot shows the SAP Ariba Help Center interface. On the left sidebar, the 'Get Support' menu item is highlighted with a red box, and the 'Contact Support' option is also highlighted. The main content area features a 'Welcome to Help Center' banner with a search bar. Below the banner, there are several sections of recommended topics, including 'Topics we recommend for you', 'Billing and subscriptions', 'Managing purchase orders', 'Creating and managing invoices', 'Manage account', 'News from SAP', 'SAP Cloud Status', 'New product features', and 'SAP Community'.

If you have not found the right answer in the FAQ section, you can search within the **SAP Ariba Help Center** (click SAP Business Network) or you can “**contact support**”.





Thank you for your **attention.**