

Join the evolution.

wilo



SAP Ariba Supplier Lifecycle and Performance

User Manual: create SAP Business Network Account and answer Wilo registration questionnaire

Introduction

Our aim is to consistently drive forward digitalization. As part of this, procurement processes should also become simpler and more efficient. SAP Ariba is our central network for data exchange and collaboration between suppliers and Wilo.

SAP Ariba is a cloud-based online Procurement tool for businesses, that allows you to manage all of your procurement processes and information in one place.

SAP Ariba Supplier Lifecycle and Performance (SLP) will help Wilo to integrate, qualify, segment and manage suppliers.

- Provision of data in the cloud
- Integration with other SAP-Ariba solutions, such as bidding or contract management
- Self-Service-Portal for suppliers to maintain data
- Supplier qualification and supplier segmentation

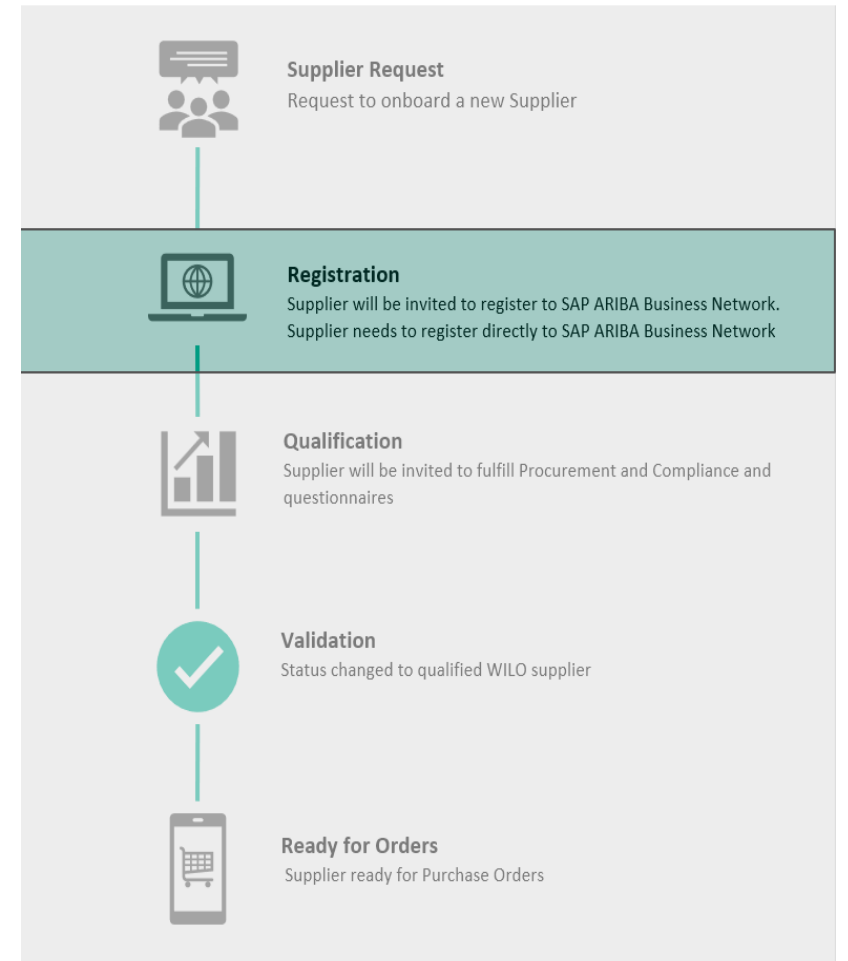
Suppliers which already have a business relationship with Wilo are gradually invited to the respective roll-out for onboarding.

Depending on the use of the SAP Business Network, suppliers have two options for using the Network

- Standard Account (free of charge)
- Enterprise Account (chargeable)

For Support: [What is the difference between Enterprise and Standard accounts? \(ariba.com\)](https://ariba.com)

For further information, please check: [SAP Business Network for Suppliers | Enterprise Account](#)



FAQs

- **What is SAP Business Network?**

SAP Business Network is a digital platform for e-commerce documents, where documents between buyers and suppliers, such as purchase orders, invoices, catalogs, RFQs and proposals are exchanged. It is a part of solution called SAP Business Network.

- **What infrastructure do I need to use the SAP Business Network?**

- A regular Internet connection and a web browser are the only requirements

- **How safe is the SAP Business Network? Is my information protected?**

- The SAP Business Network uses Secure Hypertext Transfer Protocol (HTTPS) for all communication between procurement applications, suppliers, and the SAP Business Network. If you have any suspicion that your account has been compromised, please contact the SAP Business Customer Support via the [Help Center](#).

- **Can we use the same account for two different entities?**

- Every legal entity must have their own SAP Business ANID. You are also able to manage multiple accounts in an account hierarchy. Administrators: For each account, you can have only one account administrator, but the account administrator can provide access to multiple users. All users from your company have their own Username and Password to access the account. Read more [here](#).

- **I already have an existing SAP Ariba account, do I need to register again?**

- Yes, you need to click on the registration link in the invitation email from SAP Ariba, log in with your existing user data and then fill out the WILO specific registration form.

- **For which services on SAP Ariba do I need to pay as a supplier?**

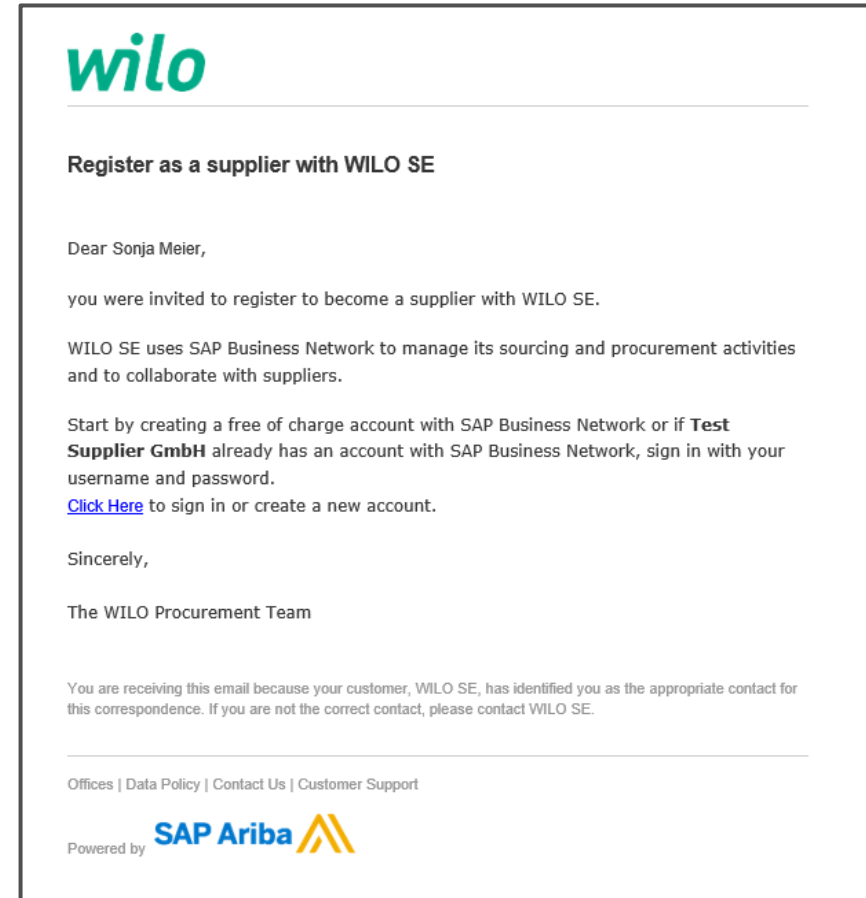
- The registration and supplier management as well as the tender process are free of charge. For further information, please check the [Vendor Interaction portal](#).

Registration

This process step involves SAP Business Network account creation and Wilo SE registration questionnaire completion.

To complete the registration, you will receive a system generated invitation by E-Mail on behalf of the WILO buyer and you will be requested to follow through the process.

1. Open your E-Mail Inbox
2. Open the E-Mail
3. Start the registration process by clicking on [Click Here](#)



The screenshot shows an email from Wilo SE. At the top is the Wilo logo. Below it is the subject line: "Register as a supplier with WILO SE". The email is addressed to "Dear Sonja Meier," and states that she was invited to register to become a supplier with WILO SE. It explains that WILO SE uses SAP Business Network for sourcing and procurement. The email instructs her to create a free account with SAP Business Network or, if she is already a "Test Supplier GmbH", to sign in with her existing credentials. A "Click Here" link is provided for signing in or creating a new account. The email is signed off by "Sincerely, The WILO Procurement Team". A footer contains links for "Offices | Data Policy | Contact Us | Customer Support" and the SAP Ariba logo with the text "Powered by".

Registration

If your company already have an SAP Ariba Business Network Account, please click on

[Use existing account](#)

If your company do not have an SAP Ariba Business Network Account, please click on

[Create new account](#)

You have also the option to check if your company is registered in SAP Business Network. Click on

[Review accounts](#)

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 running

[Learn more](#)

[About this invitation](#)



Connect with WILO SE on SAP Business Network to collaborate.

Invited by **WILO SE-TEST**

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

[Review accounts](#)

or

[Use existing account](#)

[Create new account](#)

Presentation last saved: Just now

Powered by



© 2021 SAP SE or an SAP affiliate company. All rights reserved.
[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

Registration

Enter all mandatory information and create your own password and repeat it.

Please respect the password policy and click on:

Create account

- ✓ Must be between 8 and 32 characters
- ✓ Lowercase, uppercase, numbers, and special characters allowed. !#\$%&'()*+,-./:;<=>?@^_`{|}~\''[]
- ✓ Cannot contain the username
- ✓ Repetitive characters and numbers in sequence are discouraged
- ✓ Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a - z, and some special characters)

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.

Registration

SAP will check if similar accounts already exists in SAP Business Network.

If yes, you have the option to review these accounts or you can skip this step by clicking on:

[Continue account creation](#)



Create an account to connect and collaborate with WILO SE on SAP Business Network

We found existing accounts based on the information you entered. Please review.

[Review accounts](#)

or

[Continue account creation](#)

Registration

Please confirm your E-Mail address.

Check your E-Mail Inbox, open the Mail and click the button: **Confirm email**

Confirm email

Please confirm your email address

Check your email at **@wilo.com** and follow the steps in the email to confirm your email address in the next **72 hours**.

[> If you did not receive the email:](#)

Confirm your email

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

Confirm email

Link expires: Saturday, Sep 07, 2024, 06:40 AM PDT

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=5Brezfn8NliCKUBqsSOU04Waso4iiYrX&anp=Ariba&app=Sourcing>

Registration

In next step, you have the option to enter some further information according to your product portfolio and the service location you can deliver to.

You have two options to go on

1) Click on: **Submit**

2) Click on: **Remind me later**

You will be forwarded to the next page, where you can find **the Wilo Registration questionnaire**.

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

 -or- [Browse](#)

Ship-to or Service Locations

 -or- [Browse](#)

[Don't show this to me again](#)

Registration

To answer the Wilo Registration Questionnaire

1. Navigate to: **Registration Questionnaire Area**
2. Click on: **Supplier Registration Questionnaire**

Events				
Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires				
Title	ID	End Time ↓	Status	
▼ Status: Open (1)				
Supplier Registration Questionnaire	Doc2162562129	10/4/2024 3:31 PM	Invited	

Qualification Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Registration

Now, we kindly ask you to fill the Wilo Registration Questionnaire. All fields marked with a red star are mandatory information.

Mandatory information are:

- Telephone Number
- E-Mail address for purchase orders
- E-Mail address for accounts receivable
- Bank information
- Tax information

Please click on: **Submit Entire Response**

[Submit Entire Response](#)

You will be informed if your response has been submitted successfully.

✓ Your response has been submitted. Thank you for participating in the event.

All Content

Name ↑

▼ 1 General Supplier Information

1.1 Please confirm that you have read [Wilo's code of business conduct?](#) * Unspecified ▼

1.4 Supplier full legal name ⓘ * Test Supplier GmbH

1.5 Supplier local name ⓘ

*Show More

1.6 Main address

Street: Besselstrasse ⓘ House Number: * 2 ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: 68219 ⓘ City: * Mannheim ⓘ

Country/Region: Germany (DE) ⓘ State/Province/Region: Baden-Württemberg (08) ⓘ

1.7 Main telephone number *

1.8 Mobile telephone number

1.9 D-U-N-S Number (If your company does not yet have a D-U-N-S number, you can request it here) * 012036486

Your registration is now in approval. After approval, Wilo can invite you to participate to the compliance and qualification process.



Registration

Have a question?

If you have any question about SAP Ariba or need support using it , you can email our support team



gpsl-support@wilo.com