# SUPPLIER TOOLKIT: HOW TO BECOME A REGISTERED SUPPLIER WITH ENGIE AND PROVIDE REQUIRED CERTIFICATION



Click **Start** to begin the course.

START COURSE







### **Course Navigation**

Learn about the course navigation features.

This displays the Module Title.

This indicates a Module Agenda slide.

01 Module Title

Module Agenda

#### Chapter 01

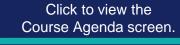
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#### Chapter 02

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Click to view the Additional Resources and Glossary.

Click to view the Course Help and Navigation Instructions.

Click to enter your Notes.

Click the Next and Back icons to navigate through the course.





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Click the Magnifier icon to expand the image.



















### **Course Description**

Welcome to the Supplier Toolkit: How to become a registered Supplier with ENGIE and provide required certification course!

You are concerned by this course if you are a new supplier who wanted to be qualified in the ENGIE database.

If you are a supplier who was already working with ENGIE before January 2025, your data has been migrated to SAP Business Network. You are not concerned by this course unless you want to update your information or your ENGIE contact person invites you to do so.

Click **Next** → to get started.





















### By the end of this course, you will be able to:

Complete the steps to complete the self-registration.

Complete the steps to complete the Qualification process.

Carry out the Certificate Collection process.



















# **Key Activities**



Click **Next** to continue.





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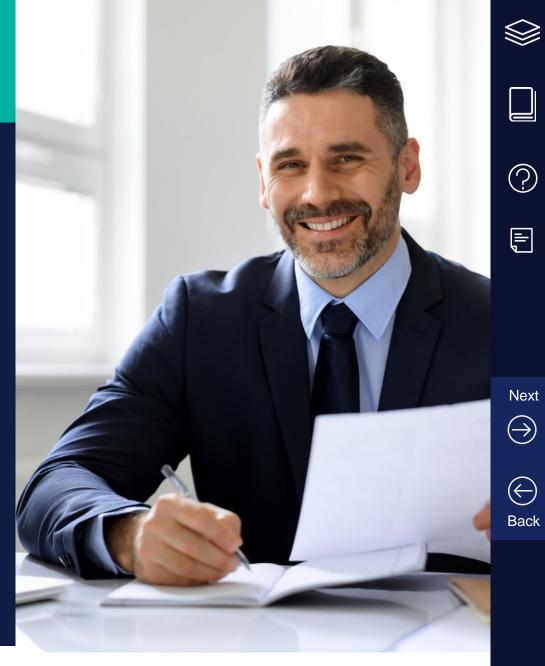
Back

### **02 Key Activities**

## Module Agenda

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- 1. Perform Self-Registration
- 2. Perform Qualification
- 3. Perform Certificate Collection







### **Key Activities**

Here are the key activities you need to perform in the SAP Business Network (Ariba Network):







Supplier creation request

This process allows you to initiate your registration at ENGIE.

To do this, you need to click the link sent to your verified email and fill in your responses to the questionnaire displayed.



Registration & Qualification

This process allows you to qualify and become a registered Supplier with ENGIE.

To do this, you need to fill in your responses to the questionnaires available on the SAP Business Network (Ariba Network).

Certification Collection

This process helps your company to provide the required certifications needed by ENGIE to collect additional information about you.

















### **Perform Self Registration**

Let's understand the key steps you need to perform the Self-Registration process:

Click each step to learn how to complete this process:





**Self-Registration** 

Step 1

Step 2

Step 3

Step 4

Step 5



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### **Perform Supplier creation request**

Let's understand the key steps you need to perform the process:

Click each step to learn how to complete this process:





**Self-Registration** 

Step 1

Step 2

Step 3

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Step 4

Step 5

You will receive a link from an ENGIE Buyer for the self-registration.

Right-click the link to open it in a new browser.

Engie Core Procurement - TEST has invited you to register on Monday 18

March 2024, 04:04 Pacific Daylight Time but you have not yet submitted

Registration Questionnaire - ENGIE Group and your response is due by

Wednesday 17 Ap

1, 04:04 Pacific Daylight Time. You can go to the website Click here

For more information on the use of our Supplier Portal, our GDPR policy or how to contact us, please click h

Click the Magnifier icon 

to expand the image.



It is recommended that you clear your browser cache and use Incognito Window (Google Chrome) or InPrivate Window (Microsoft Edge) to open the registration link.

















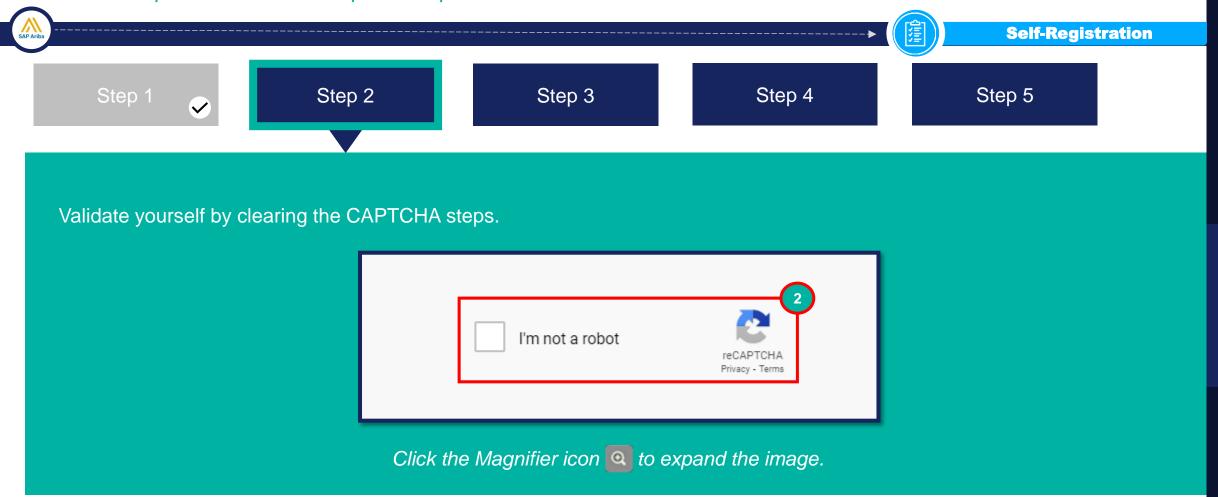




### **Perform Supplier creation request**

Let's understand the key steps you need to perform the process:

Click each step to learn how to complete this process:







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Next

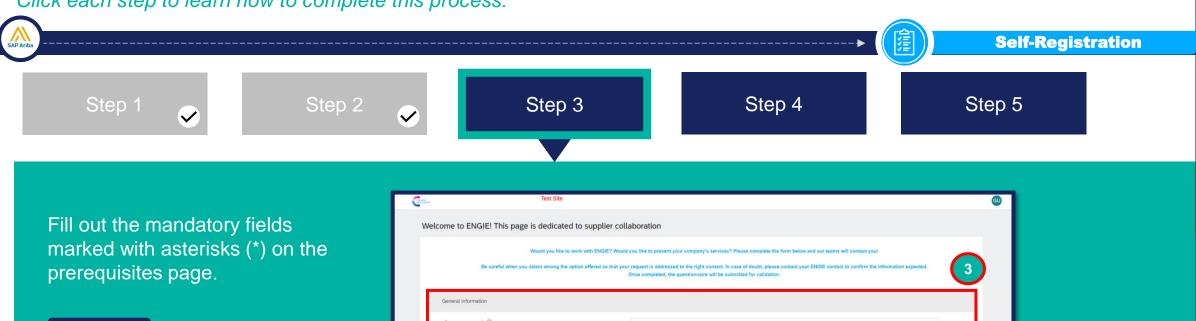
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### **Perform Self Registration**

Let's understand the key steps you need to perform the Self Registration process:

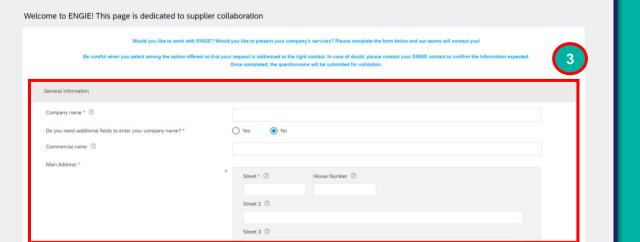
Click each step to learn how to complete this process:



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Note

Please use the categories and entities communicated by ENGIE to complete the self-registration process.



Click the Magnifier icon to expand the image.















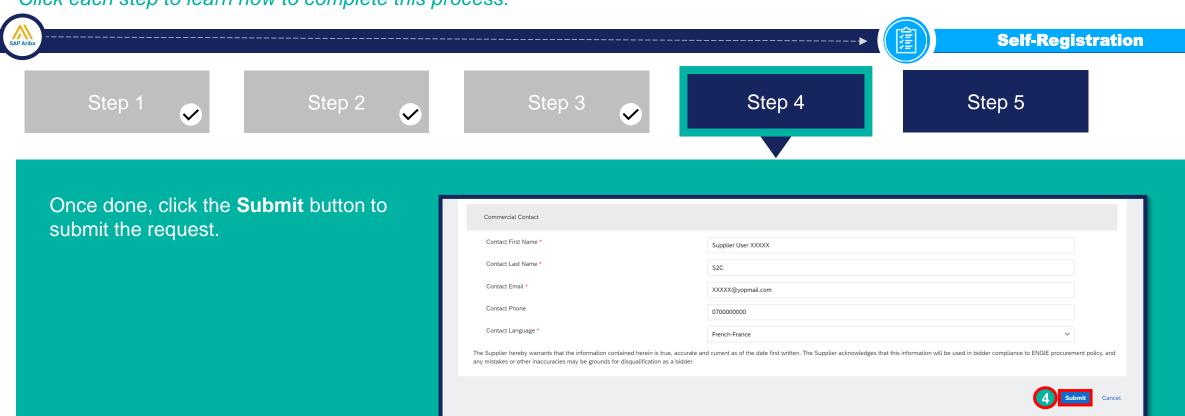




### **Perform Supplier creation request**

Let's understand the key steps you need to perform the process:

Click each step to learn how to complete this process:



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Click the Magnifier icon 🔯 to expand the image.

















### **Perform Supplier creation request**

Let's understand the key steps you need to perform the process:

Click each step to learn how to complete this process:



You should receive an email.

The email address will be the one provided in the **Contact** email under the **Commercial Contract** section.











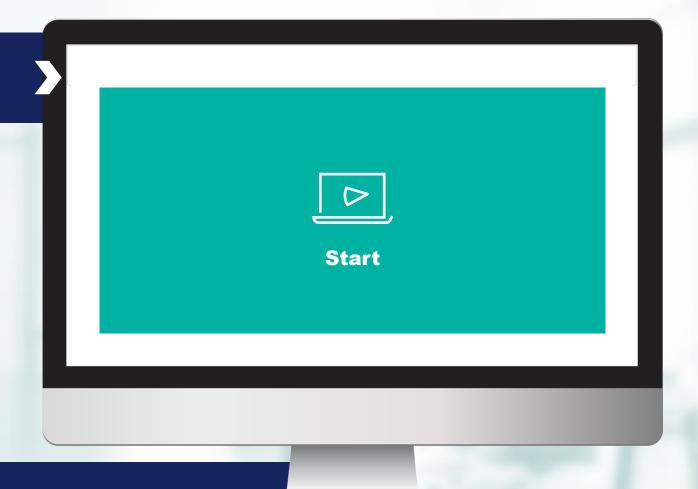




### **Simulation**

### **How to Self-Register?**

Let us look at the steps to perform the Self-Registration process.





Click the **Start** button to launch the simulation.



Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.























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Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.













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Next

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Back

Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.

#### Step 1

Click the link sent to you on your email to access the questionnaire.

Click the Magnifier icon to expand the image.

Hello

You are invited by ENGIE On Boarding Team from ENGIE to perform your registration. This registration is mandatory for you to initiate the qualification process to:

- · Receive orders
- · Send invoices
- . Be awarded during sourcing events

To initiate this process you must have a SAP Business Network account: <u>Click Here</u>. If you already have one, you do not need to create a new one. Otherwise you will need to create an account in order to complete the registration questionnaire.

Thank you for taking the time to respond as soon as possible.

Please note that your registration link won't be available after 30 days.

For any information or assistance related to our Supplier Portal, ENGIE's GDPR policy or ways of contacting us, *please* <u>click here</u>

Message from your Engie representative : [REGISTRATION MESSAGE]

Regards,

**ENGIE Teams** 



Qualification











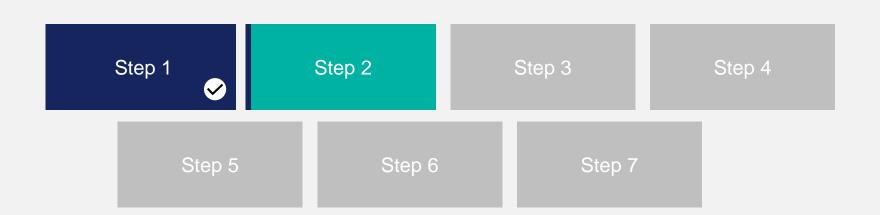






Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.





Qualification



















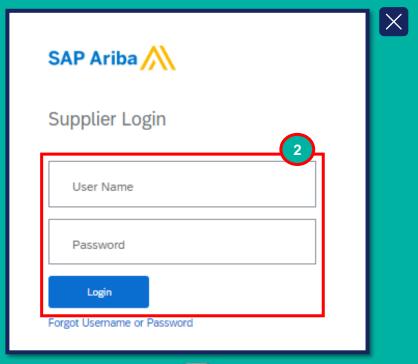
Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.

#### Step 2

Log in using your credentials.

For more information on how to log in to SAP Business Network(Ariba Network), refer to the courses created to explain the steps related to each account type available in the Information supplier portal.



Click the Magnifier icon to expand the image.













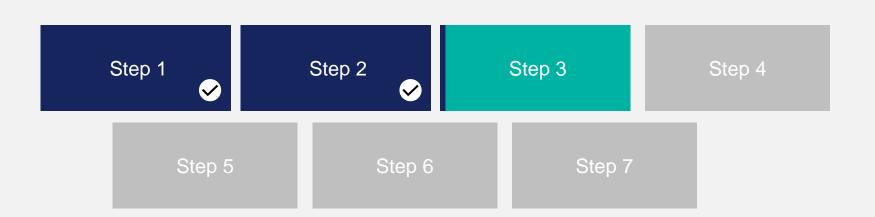






Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.



















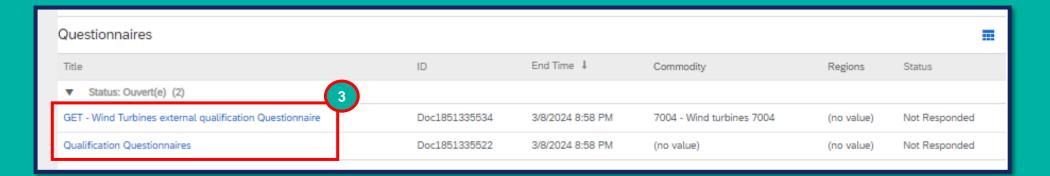


Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.

#### Step 3

Under the **Questionnaires** section, click the questionnaire links to complete them.



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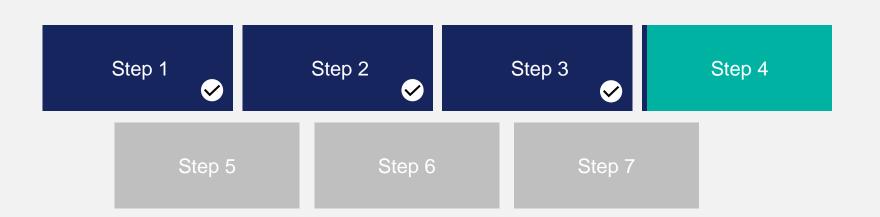






Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.



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Qualification













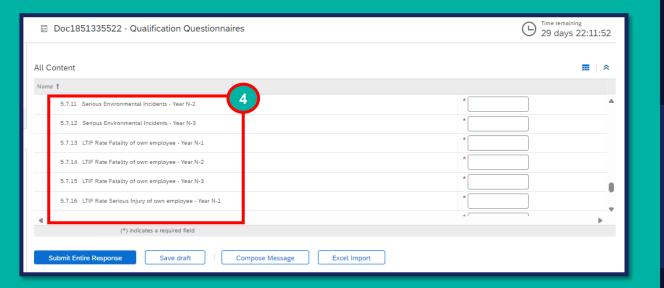


Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.

#### Step 4

Fill out the mandatory fields marked with asterisks (\*).



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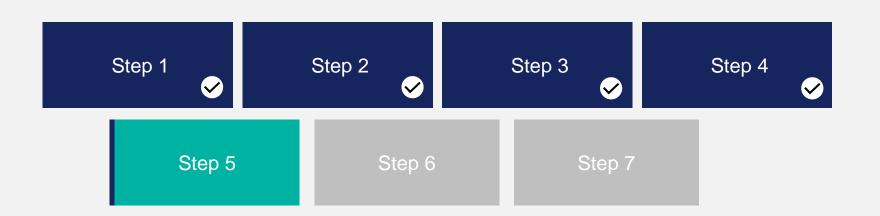






Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.





Qualification

















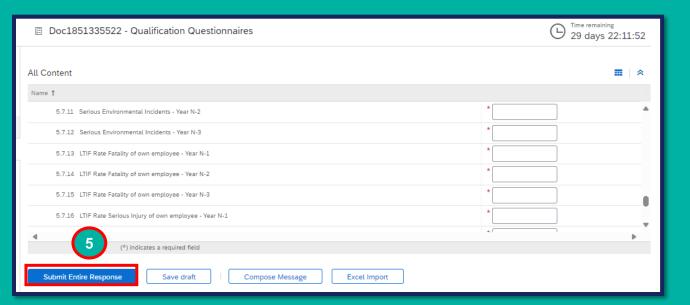


Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.



Click the **Submit Entire Response** button.



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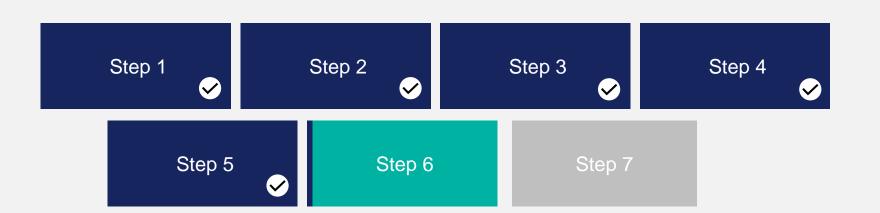






Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.





















Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.

#### Step 6

If you need to answer another questionnaire, click the **Go back to Engie Core Procurement – Dashboard** link, select the questionnaire and repeat Steps 1 and 2.

















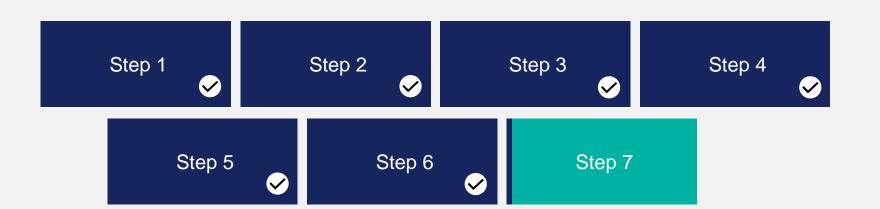






Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.







Qualification

















Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

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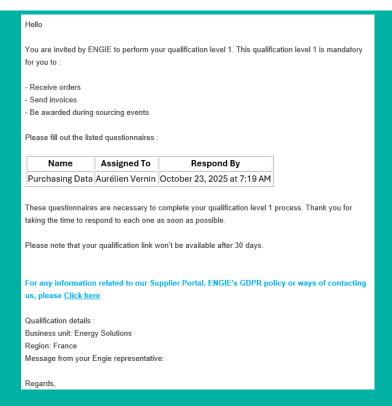
Back

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Click each title to learn more.

### Step 7

The supplier receives another email to be invited to answer the qualification questionnaires.



Click the Magnifier icon to expand the image.





Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.

#### Step 8

The supplier can click on one or two questionnaires to fill in: the Health & Safety questionnaire and the Procurement questionnaires.













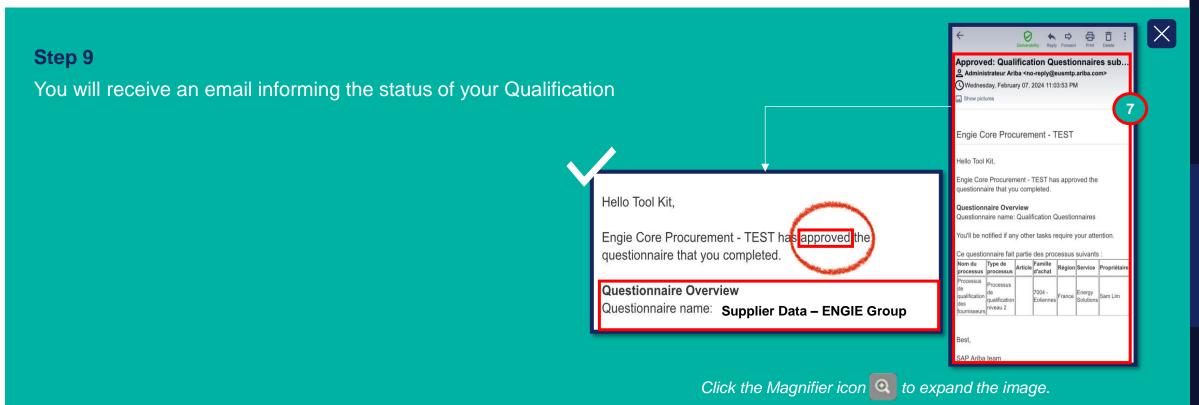






Let's understand the key steps you need to perform to qualify as a registered Supplier at ENGIE:

Click each title to learn more.

















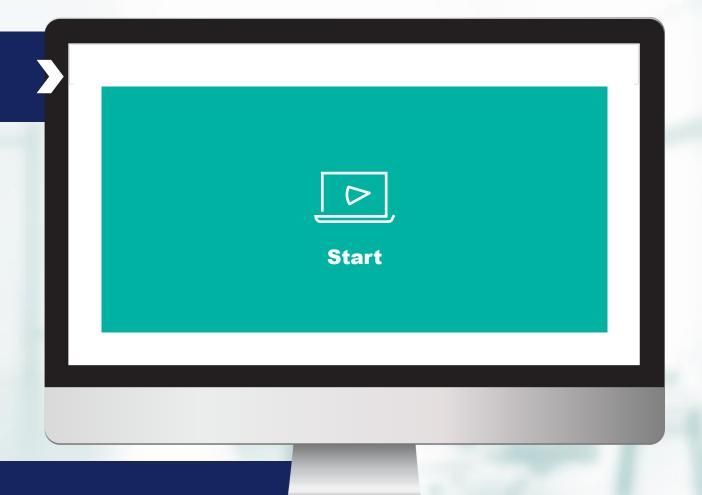




### **Simulation**

### **How to Qualify?**

Let us look at the steps to perform the **Qualification** process.





Click the **Start** button to launch the simulation.





Let's understand the key steps you need to perform in the Certificate Collection process:

Click each tab to learn more.





**Certificate Collection** 



Next

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Back

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Click the link provided in the Certificate Collection Questionnaire email.

**engie** Hello Julien Supplier, Engle Core Procurement - TEST invites you to complete a questionnaire. This is necessary for Pammel (Headquarter) to do business with Engle Core Procurement Comments: No comments Service Owner Article Purchasing Region Certification Certification Group Collection categories countries

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Click the Magnifier icon to expand the image.

Step 1



**Certificate Collection** 



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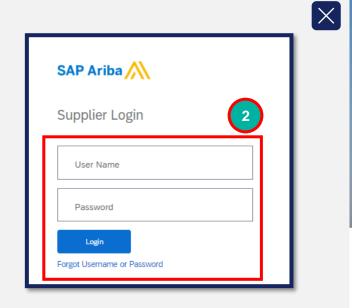
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2. Log in using your credentials.



Click the Magnifier icon to expand the image.

Step 1 Step 2 Step 3 Step 4

Step 5 Step 6 Step 7





**Certificate Collection** 



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3. Under the Questionnaires section, click the questionnaire you need to complete.

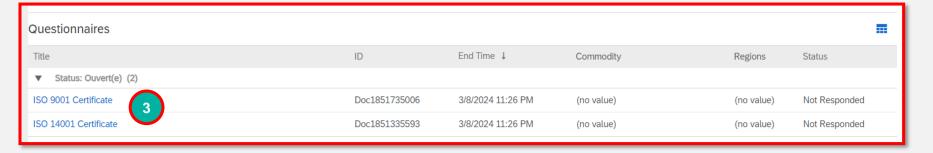


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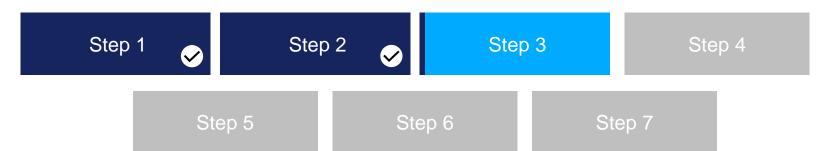
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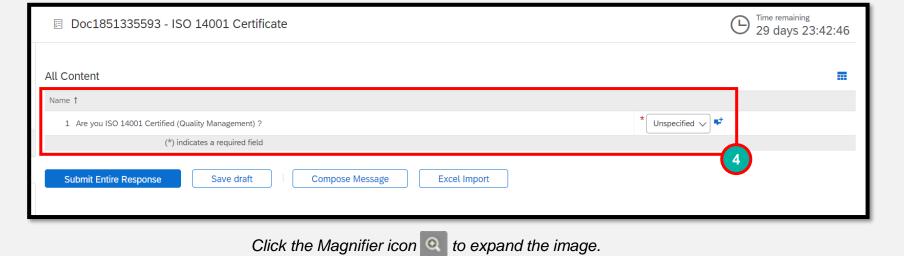




**Certificate Collection** 



4. Fill out the mandatory fields marked with asterisks (\*).



 Step 1
 Step 2
 Step 3
 Step 4

 Step 5
 Step 6
 Step 7





**Certificate Collection** 



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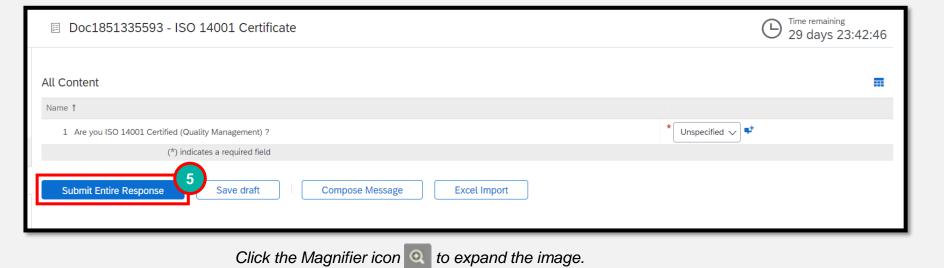
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5. Click the **Submit Entire Response** button.



Step 1 Step 2 Step 3 Step 4

Step 5 Step 6 Step 7





**Certificate Collection** 



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6. If you need to answer another questionnaire, click the

Go back to Engie Core Procurement – Dashboard link, select the questionnaire and repeat Steps 1 and 2.



Step 1 Step 2 Step 3 Step 4 Step 5 Step 5 Step 6 Step 7

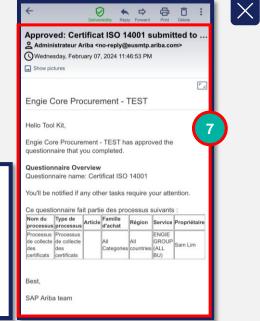




**Certificate Collection** 



You will receive an email informing the status of your Certification.



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Note

> If you have answered two or more questionnaires, then you will get the status emails for each one of them.









**Certificate Collection** 



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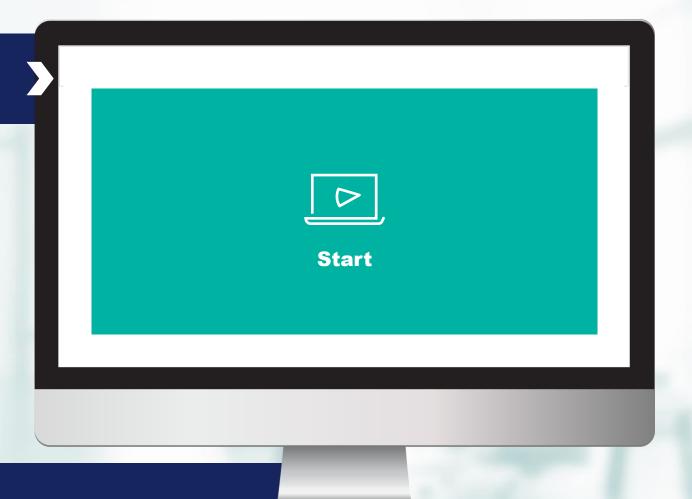
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### **Simulation**

### How to Respond to a **Certificate Collection?**

Let us look at the steps to respond to a **Certificate Collection** process.





Click the **Start** button to launch the simulation.



### **Key Takeaways**



#### Here are the key takeaways from this course:

The key activities you need to perform in the SAP Business Network (Ariba Network): Self-Registration, Qualification and Certification Collection.

To self-register, you need to open the registration link, fill the required information and submit the request. You will receive a confirmation email on your registered email ID.

To become a registered Supplier at ENGIE, you need to navigate to the questionnaire link received on your email ID, log in, complete the required details and submit the same. You will receive a confirmation email about your qualification status.

To complete the certificate collection process, you need to navigate to the questionnaire link received on your email ID, log in, complete the required details and submit the same. You will receive a confirmation email about your qualification certification status.



















### **Course Completion**

### **Congratulations**

### <User Name>



Click the **Print Certificate** icon to download and print your course completion certificate.





















