

Modification of ENGIE's procurement tool and invoice management

To offer the best experience to its customers, employees and suppliers, the ENGIE Group has launched **GET** (Global Enterprise Transformation): a program to transform and harmonize its business processes and applications.

2 Platforms are being deployed

SAP Ariba 
(SAP Business Network)

A new management
supplier invoices

To **receive** and **confirm orders** made, conduct the **qualification as ENGIE supplier**, answer **Requests For Proposals**

For **sending your new supplier invoices** dated as from **January 6, 2025**, a new address has been established:
PDF.CSPENGIEES@engie.com



You are concerned if you work with the entities of ENGIE Solutions France*

**With the exception of fully operational subsidiaries (CPCU, Fraîcheur de Paris, etc.) and the Overseas Territories planned for a later phase*



GET deployment date





**JANUARY 6th
2025**



AGENDA

- 01** | **Which changes for your activity?**
- 02** | **Presentation of SAP BUSINESS NETWORK (Ariba Network)**
- 03** | **Next Steps for SAP BUSINESS NETWORK (Ariba Network)**
- 04** | **Key Contacts**

Which changes for your activity?

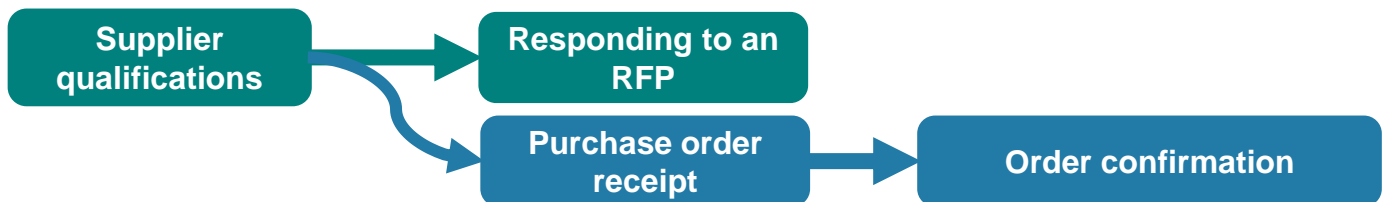
	Entities concerned	Before January 2025	After January 2025
Answers to ENGIE's RFP	This only concerns ENGIE Solutions France entities whose information is detailed in the attached excel file	No tools	SAP Ariba 
Supplier Qualification		No tools	SAP Ariba 
Order Receipt			SAP Ariba 
Invoice Sending (through email)		Electronic Data Interchange (EDI)	No change
		cspnanterrepdf.cofely@ENGIE.com csplyonpdf.cofely@ENGIE.com	For sending your new invoices dated as from January 6, 2025 , a new address has been established: PDF.CSPENGIEES@engie.com

The address that sends you ENGIE purchase order is: ordersender-prod@ansmtp.ariba.com or ordersender-prod@eusmtp.ariba.com. To make sure you receive the purchase orders, remember to add this email address to your allow list. Also remember to check your spam regularly.



Presentation of SAP BUSINESS NETWORK (ARIBA NETWORK)

SAP BUSINESS NETWORK (ARIBA NETWORK)
is your platform for:



Platform advantages for suppliers

1/ Increased operational efficiency

- ✓ **Automation and simplification of exchanges** between clients & suppliers (price, specifications, request for proposals, legal documents, etc.)
- ✓ **Ergonomic** and **convivial** environment
- ✓ Order status available **online**



2/ Maximized visibility

- ✓ Increasingly visible and clearer **supplier offer** for users (catalog, agreement)



Recording & Tracking



To **benefit from all advantages of the SAP BUSINESS NETWORK (Ariba Network) platform**, we would recommend **register yourself** and thus easily receive and confirm your purchase orders.

How to log in to SAP BUSINESS NETWORK (ARIBA NETWORK) ?

You are free to choose the type of SAP Business Network account that suits you best for your relationship with ENGIE: **STANDARD** account (**FREE** version) or **ENTERPRISE** account (**PAID** version).

The use of a STANDARD account (FREE version) is **sufficient** to continue any interaction with ENGIE.

Attention: Please make sure of the type of account chosen: if you select an incorrect type of account, ENGIE will not be able to accept responsibility for it or the costs incurred.

1

If you wish to set up a **STANDARD** account (free version), please refer to your situation:

CASE	SITUATION	NEXT STEPS
a)	You do not yet have an account on SAP Business Network, and you want to connect to ENGIE via the STANDARD account (free version)	The first purchase order will be sent by email via the address ordersender-prod@ansmtp.ariba.com or ordersender-prod@eusmtp.ariba.com . You will then have the option to create a STANDARD account on SAP BUSINESS NETWORK (ARIBA NETWORK) to manage your ENGIE orders.
b)	You have a STANDARD account (free version) on SAP Business Network not yet connected to ENGIE	The first purchase order form will be sent by email (via the ordersender-prod@ansmtp.ariba.com address). You will then have the option to connect your existing STANDARD account to manage your ENGIE orders.
c)	You have a STANDARD account (free version) on SAP Business Network already connected to ENGIE	You will receive purchase orders from new entities that switch directly to your existing account.

Note: You can visit the [SAP support site](#).

How to log in to SAP BUSINESS NETWORK (ARIBA NETWORK) ?

2

If you wish to set up a **ENTERPRISE** account (paid version), please refer to your situation:

Cas	Situation	Prochaines étapes
a)	You do not yet have an account on SAP Business Network, and you want to connect to ENGIE via the ENTERPRISE account	1. To help you create and connect the account, could you provide us with the name, email address and phone number of the contact person in your organization who will follow up on your registration via engieonboardingproject@engie.com . SAP teams will contact your representative to support them through the various steps. 2. The Trading Relationship Request (TRR) will be sent to you and you will then have 5 days to accept it.
b)	You have: an ENTERPRISE account on SAP Business Network but not yet connected to ENGIE	1. To help you create and connect the account, could you provide us with the name, email address and phone number of the contact person in your organization who will follow up on your registration via engieonboardingproject@engie.com . SAP teams will contact your representative to support them through the various steps.
c)	You have: an ENTERPRISE account on SAP Business Network already connected to ENGIE	You will receive purchase orders from new entities that switch directly to your existing account.
d)	You have a STANDARD account on SAP Business Network connected to ENGIE and want to switch to an ENTERPRISE account	You have the option to make the switch directly via your STANDARD account (« Upgrade »)

3

If you do not create a **STANDARD** account:

You will still receive your purchase orders by email but will not have access to certain features (possibility of order confirmations,...).

* **Important:** To make sure you receive the purchase orders, remember to add the ordersender-prod@ansmtp.ariba.com or ordersender-prod@eusmtp.ariba.com email address to your allow list. You can consult the procedure to follow in the attached document "How to ensure you receive emails from ENGIE sent via SAP Business Network?". Also remember to check your spam regularly.

Next steps

**December 4 and
11, 2024**

We took stock!

ENGIE invited me to a supplier SAP BUSINESS NETWORK's summit where this project was unveiled and detailed (challenges, next steps, etc.), enabling me to receive demos of target tools, get answers to my questions and get clarifications on the assistance I will later receive.

You were not able to participate in these summits? You will find the recording (only in French) [HERE](#) or on our supplier portal [HERE](#).

**Mid-December
2024**

Let's prepare !

I have read the communication sent by ENGIE.

Depending on my case, I exchange with SAP to confirm my account types and number to use in my relations with ENGIE. Regular monitoring will be put in place to ensure success on the day of the GET deployment.

**From January
2025**

Let's get started !

SAP BUSINESS NETWORK is becoming my new tool to receive and confirm order, to qualify suppliers, and to answer requests for proposals for all ENGIE Solutions France entities (the information for which is detailed in the attached excel file).

For **sending your new invoices dated as from January 6, 2025**, a new address has been established: **PDF.CSPENGIEES@engie.com**



Contacts & Reminders

Do you have any questions?

To provide you with the best possible support, a supplier information portal has been set up. Here you will find all the information you need to benefit from all the benefits of the SAP BUSINESS NETWORK (Ariba Network) platform and send your invoices.



>> [Suppliers information portal](#) <<

About SAP Business Network (Ariba Network) and your enrollment as an Enterprise supplier		<p>➔ Need for technical inquiries ? Contact form ➔ Other questions? Please send an email to: ENGIEonboardingproject@ENGIE.com</p>
About sending your supplier invoices	<p>For sending your new invoices dated as from January 6, 2025, a new address has been established: PDF.CSPENGIEES@engie.com</p>	<p>For any inquiries/questions regarding invoice payments, please contact us at relances-fournisseurs.cofely@engie.com, remembering to indicate your SIREN number, invoice date, invoice number, amount incl. VAT and purchase order</p>
About your commercial and/or operational relations		Your usual contact (buyer and/or purchasing consultant)

Key dates

December 2024

Supplier Summit

January 2025

SAP Business Network deployment and new email address for new invoices dated from January 6, 2025

List of entities already on Ariba

You can find a list of entities already deployed on Ariba in the attached file.

FAQ GET



Will other ENGIE entities switch to SAP BUSINESS NETWORK (Ariba Network)?

Yes, other ENGIE entities will use SAP BUSINESS NETWORK (Ariba Network). You will be informed of the changeover to the SAP BUSINESS NETWORK (Ariba Network) in advance.

In addition, some entities already use SAP BUSINESS NETWORK (see attached list).



Will I have to go through a new supplier qualification process to work with ENGIE?

Not immediately. If you have already been qualified by ENGIE before, this qualification continues at the changeover for the duration defined by ENGIE.

Please note that you will soon be invited to collaborate with ENGIE via SAP BUSINESS NETWORK (Ariba Network) to provide an update on the necessary/complementary elements of your qualification.



I have already received an SAP Business Network (Ariba Network) purchase order from one of the 8 entities of ENGIE Solutions France (CIEC, PERIGORD ENERGIES, SODC and SOVEN) that have already migrated, can I use it to connect to ENGIE?

Yes, If you work with at least one of them and have received a purchase order, you already have the option to connect your SAP Business Network account (ENTERPRISE or STANDARD version) using the link in the purchase order email. (Button: "Process Order").



Does the new email address allow me to invoice all ENGIE entities?

No, only those of ENGIE Solutions France mentioned in the attached excel file.

FAQ GET



If it is January 7, 2025 and I have an invoice to send you dated December 26, 2024, to which address should I send it?

- If I have not yet sent my invoice, it must be sent to PDF.CSPENGIEES@engie.com.
- If I have already sent my invoice to one of the old email addresses, I do not have to send it again, the invoice will be processed.



How can I be sure that my invoices are processed by ENGIE?

- If the invoice dated after January 6, 2025 is sent to the **new email address** PDF.CSPENGIEES@engie.com and that it **complies with the regulations**, it will be handled well by ENGIE. This means that the order number must appear on the invoice and the amount must correspond to the exact amount of the purchase order.
- For any inquiries/questions regarding invoice payments, please contact us at relances-fournisseurs.cofely@engie.com, remembering to indicate your SIREN number, invoice date, invoice number, amount including VAT and purchase order.