HOW CAN SUPPLIERS REGISTER IN THE ENGIE DATABASE?

Tutorial: how do I register in the ENGIE database?

You are concerned by these actions as a new supplier wishing to register in the ENGIE database.
If you are a supplier who already worked with ENGIE, your data has been migrated to SAP Business Network.
You are not concerned by these actions unless you want to update your information or your ENGIE contact person invites you to do so.
Thanks to this sheet, you will be able to find out how to: **Answer the registration questionnaire**

1 I have asked my usual ENGIE contact to send me the registration questionnaire by email.

2 My ENGIE contact sent me an email containing the link to the registration questionnaire from an email address ending in "@ansmtp.ariba.com" or "@eusmtp.ariba.com".

Besure to add these email addresses to your allow list to make sure you receive the email. You can consult the procedure to follow in the document "How to make sure I receive ENGIE emails sent through SAP Business Network?". Also remember to check your spam regularly.

3 I click on the link in the "Click here" email.

Hello Supplier User XXXXX S2C,

Your company has been identified by an ENGIE employee,   ; to join our supplier repository. This requires mandatory collection of key information from your company. ENGIE has chosen to work with the SAP Business Network solution which will allow you to declare the expected information.

Please note that you may be contacted several times in this process:

- Emails inviting you to our questionnaires
- Telephone verifications of your bank details, via our partner Trustpair
- Upload of the related documents, via our partner Aprovall/e-Attestations

This invitation represents the first step to collect your basic administrative data before the launch of a possible qualification which will later on allow you to:

- Receive orders
- Send invoices
- Get awarded after sourcing events

PLEASE NOTE: the completion of this entire questionnaire is necessary to finalize your initial registration and before any potential collaboration with ENGIE.

To initiate this process, you must have an account on SAP Business Network. **Click Here.**

NB: Please note that a free STANDARD account is sufficient to answer to ENGIE's requests:

**A remark, a question? Tell us!**

get@engie.com

ENGIE

4 After clicking on the link in the email:
- If I already have an SAP Business Network (Ariba) account, I log in by clicking on the link I can directly fill in the questionnaire by following the steps below.
- IfI don't have an SAP Business Network (Ariba) account, I need to create one. To do that, I need to click on the invitation link. I can follow the practical sheet "How to set up your account" available on the supplier information portal. I will go back to the steps below to change my data

6 Under the Questionnaires section, I click on the registration questionnaire to complete it.
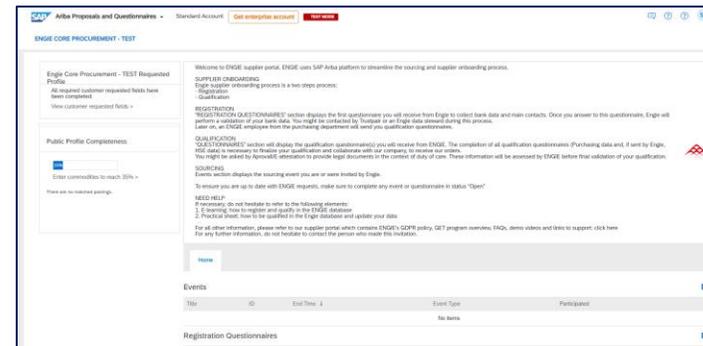
5 I log in to my SAP Business Network account, using my credentials:

7 I fill in the required fields marked with asterisks (*)

8 I can add my bank details in section 4 of the questionnaire by clicking on "Add bank details"

9 I click on "Add bank information" again

10 I fill in all the fields relating to the Banking Information section and download the bank certificate

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11 I declare the veracity of my data

▼ 6 Supplier information statement :

6.2

Supplier Declaration :

* ☑ I accept

The Supplier hereby warrants that the information contained herein is true, accurate and current as of the date first written. The Supplier acknowledges that this information will be used in bidder compliance to ENGIE procurement policy, and any mistakes or other inaccuracies may be grounds for disqualification as a bidder.

13 I validate the questionnaire data by clicking on "submit the entire answer" then "ok", a message appears on the screen indicating that you have sent your questionnaire to ENGIE

(*) indicates a required field

Submit Entire Response   Save draft

✓ Submit this response?

Click OK to submit.

OK   Cancel

12 I click on the button at the top right "Save"

Save draft

14 I receive an email confirming that the information has been taken into account after verification of my bank details via the Trustpair tool. I can be contacted by Trustpair to give additional information or by the ENGIE teams.

Hello Supplier User XXXXX S2C,

Congratulations! You are now   qualified as an ENGIE's supplier

A remark, a question? Tell us!

get@engie.com