HOW TO CREATE A STANDARD ACCOUNT IN ARIBA NETWORK FROM A PURCHASE ORDER

October 2020

CEPSA

HOW TO REGISTER ON ARIBA NETWORK PLATFORM

As of 26th October, you will receive the first purchase order from Cepsa Química Spain in the new platform, Ariba Network. This first purchase order will let you register on Ariba Network platform. This presentation will help you through the registration process.

If you already have an Ariba Network account, access with your user and password. In case you do not have an account, you need to register on the platform. This way we will be able to continue carrying out our transactions of the Procure to Pay process (from the order to the payment).

We propose you to register in Ariba Network with a Standard account:

Receiving of the first purchase order in Ariba Network to register:

You will receive a in your email address (the address where you receive the purchase orders) a purchase order that will let you register in Ariba Network. Through this purchase order, you will access the platform to register and create your account on Ariba Network.

STEPS FOR CREATING A STANDARD ACCOUNT

The process for your Standard account creation is as follows:

1

Receive your Purchase Order

You will receive an email informing you of the first purchase order that you have received from Cepsa in Ariba Network, which will let you access the platform and register.

2

Access the site

From the invitation email, access Ariba Network site to begin the registration.

3

Fill in your information

In the site you must fill in the information of your company and of your user account in order to create your account.

4

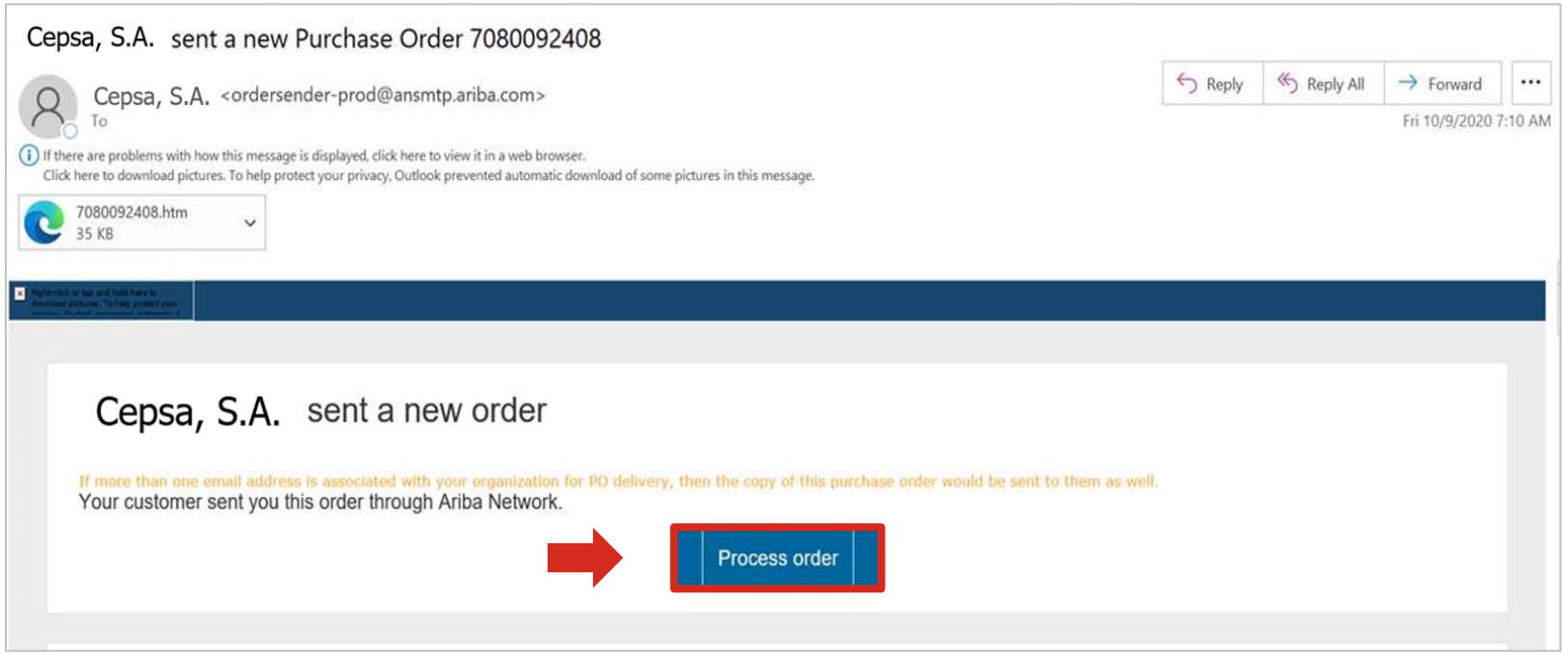
Create your account

Once the main information has been filled in, you must accept Ariba Network's terms of use and register to create your account.

STEP 1: RECEIVE YOUR INVITATION

This registration process will begin when you receive an email with your first purchase order from Cepsa in Ariba Network, which will let you register on Ariba Network.

The first Purchase Order you receive will be an interactive email. In order to start the Ariba Network registration, you must click on **Process Order.**



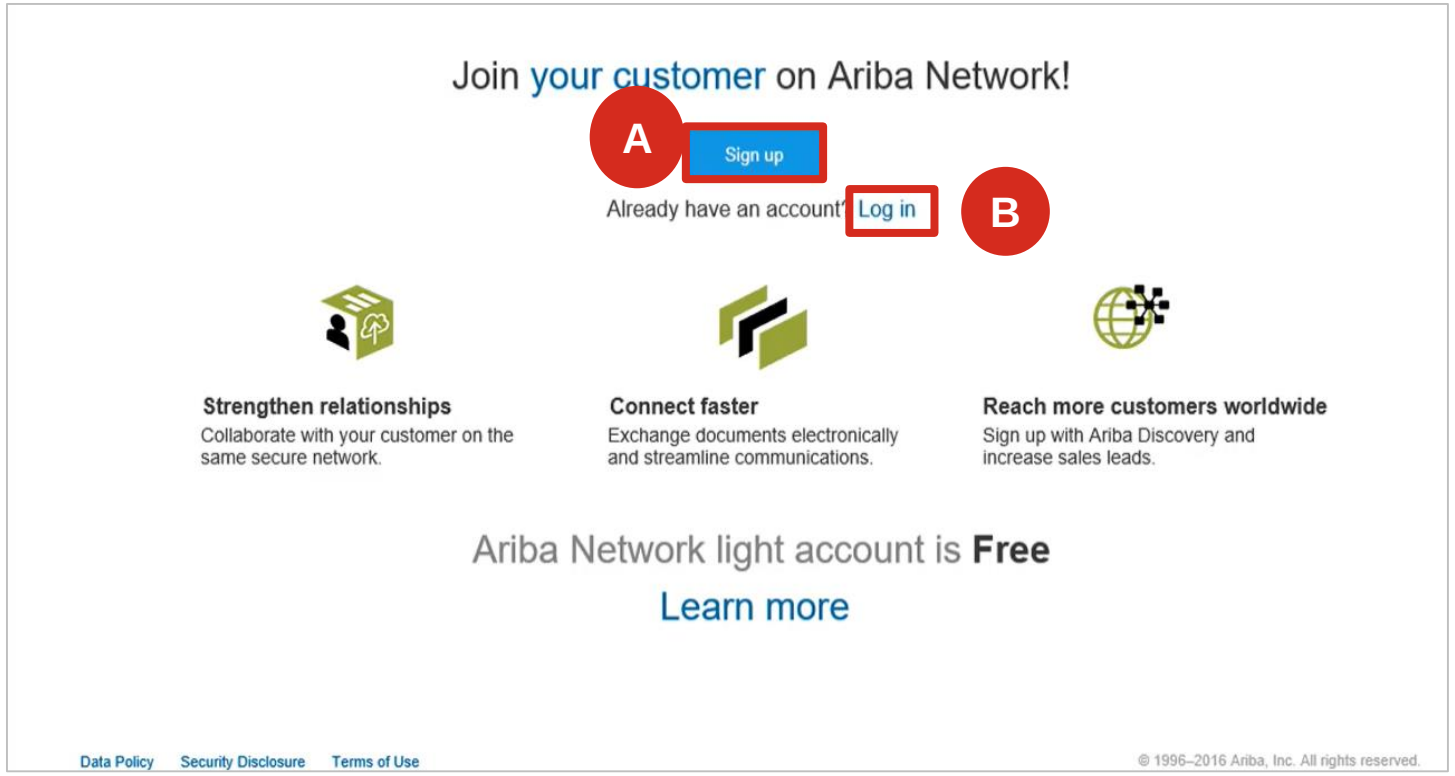
STEP 2: ACCESS TO ARIBA NETWORK SITE

When selecting the link to access Ariba Network site, you will find the following options:

A If you do not have an Ariba Network account, you must select **Sign up** option to begin the registration process to the platform.

B If you already have an Ariba Network account, you only have to select **Log in** option. You will not need to create a new account.

¡ Very Important !

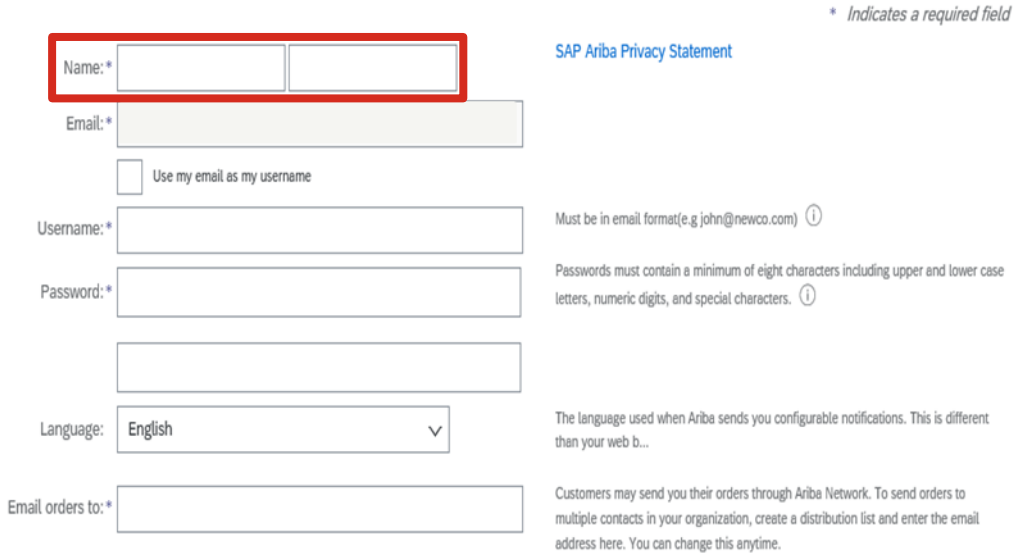


STEP 3: FILL IN YOUR INFORMATION (1/2)

Once you have selected the option to **sign up**, you have to fill in the platform forms with your company information and your user information.

Company information

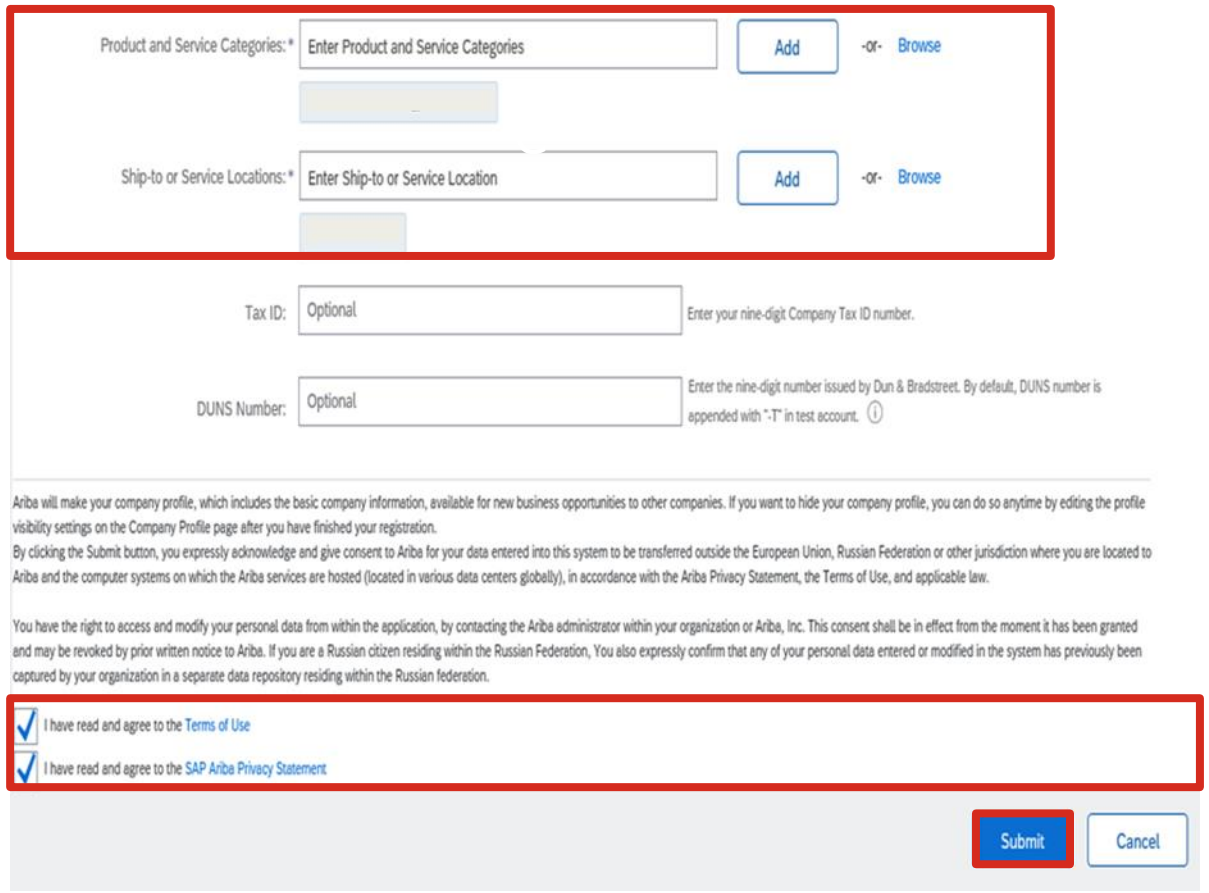
User account information



The **username** must be that of your **contact person**, and **<u>can not match the company name</u>**.

STEP 3: FILL IN YOUR INFORMATION (2/2)

After filling in the forms with your company information and your user information, you must complete the additional information of the company related to your business.



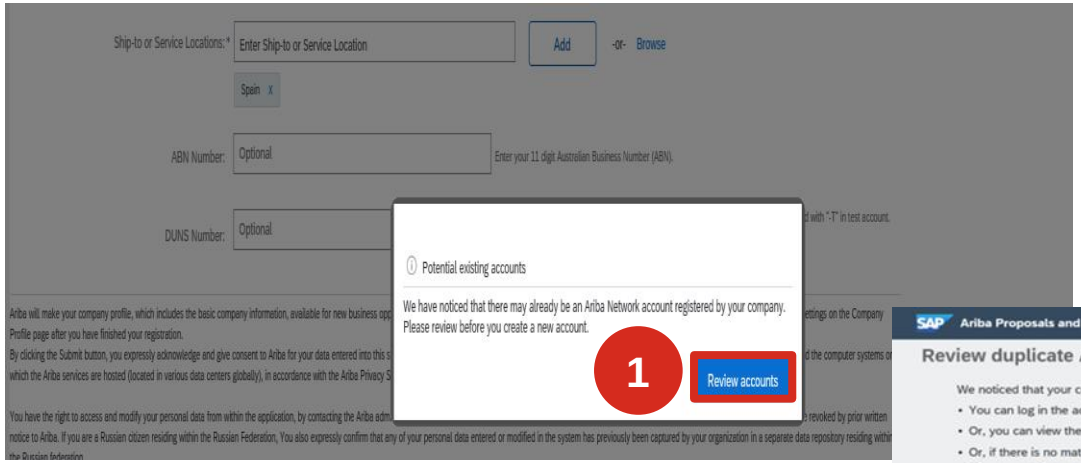
In the form you must select the **product or service category**, and **ship-to or service location** of your business.

To finish the form, you must accept the **Terms of use and privacy.**

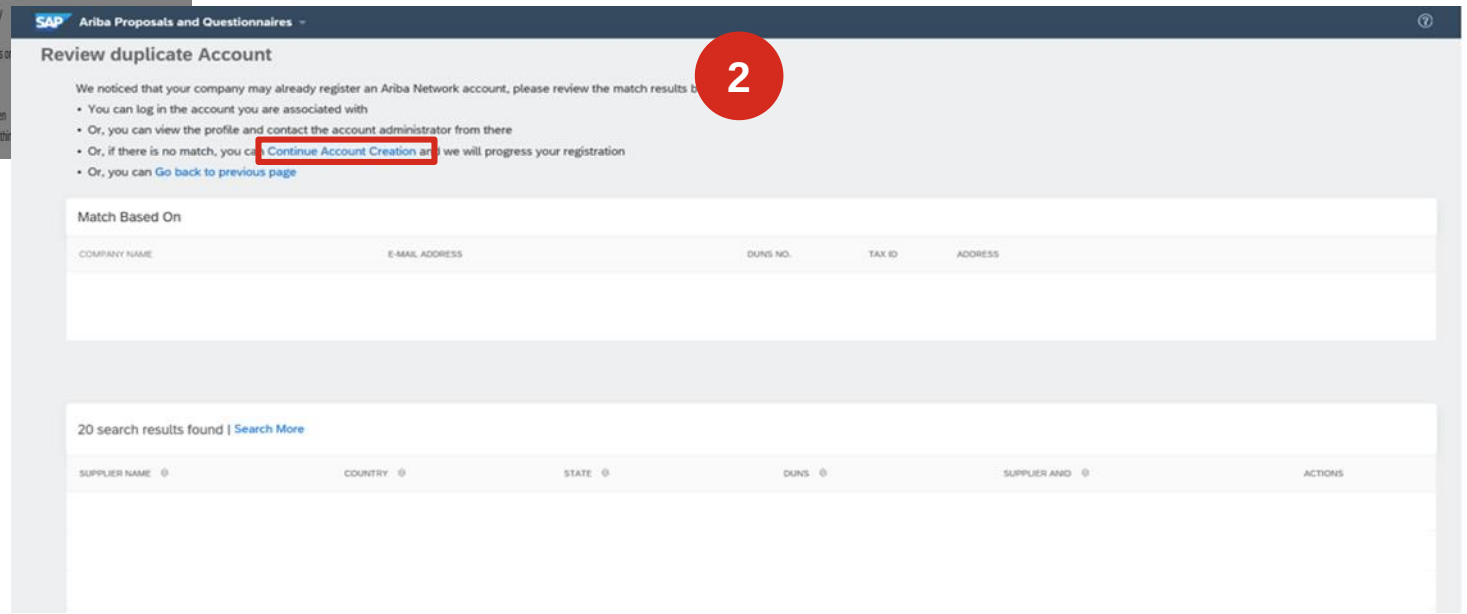
Finally, you must select **Submit** to send the registration form.

STEP 4: CREATE YOUR ACCOUNT (1/2)

Once the registration form has been submitted to the platform, Ariba Network performs validations to avoid duplicate accounts.



1 In those cases, in which accounts with similar or identical characteristics are detected, the warning will appear. You must select **Review accounts** to see the possible duplicities.

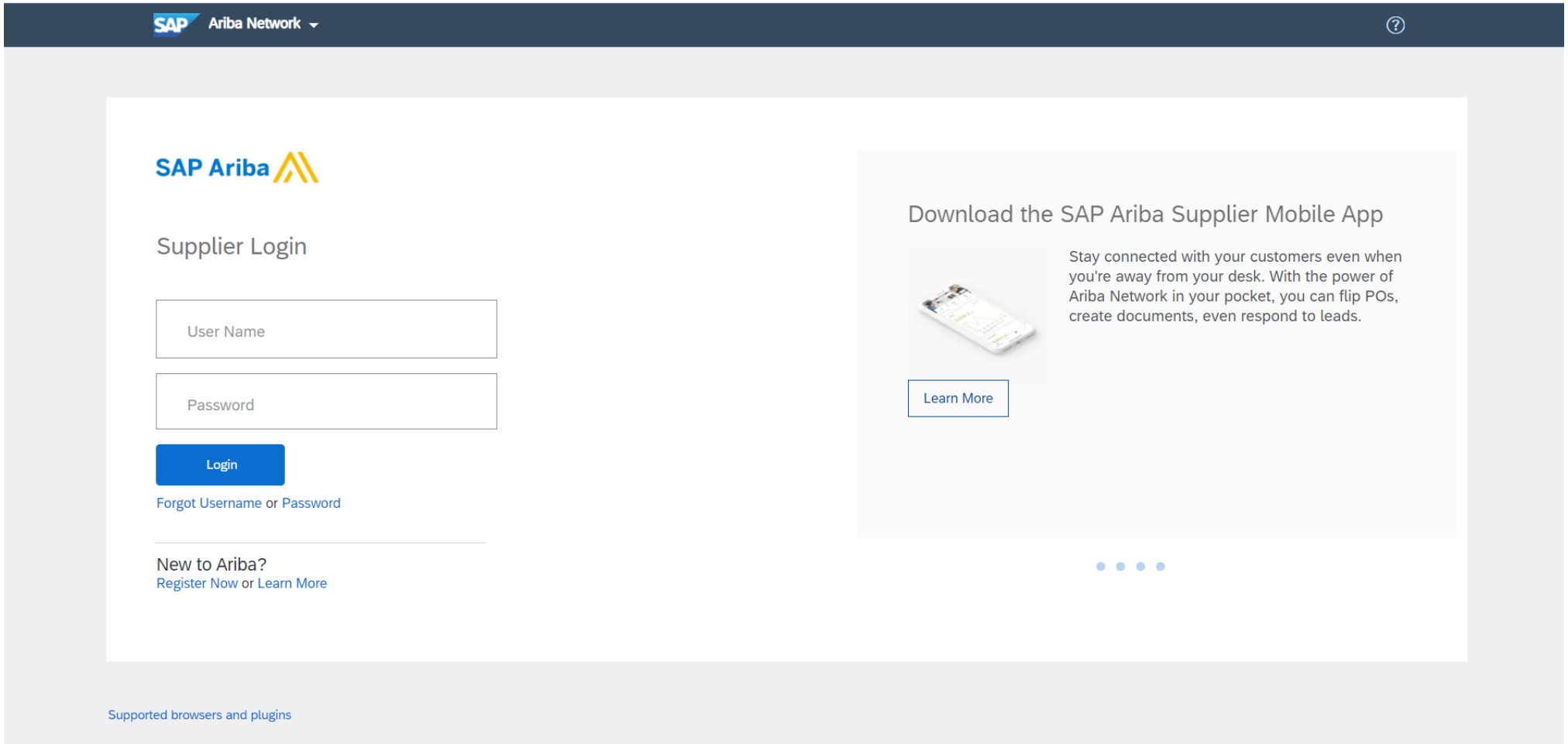


2 On the review page you will be able to **review** the matches and solve possible errors or duplicities.

If there are no duplicate accounts, click **Continue with account creation**.

STEP 4: CREATE YOUR ACCOUNT (2/2)

Once it is confirmed that the account is not duplicated, it is created and you can access your profile on Ariba Network.



ACCOUNT CREATION PROCESS END

Once the process of setting up your account on Ariba Network is finished, **you are ready to transact on the platform with Cepsa Química Spain.**