

## Qualification instructions for suppliers

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### 1. Qualifying as a supplier

SBB will carry out future procurement using SAP Ariba under the Digital Procurement initiative. To be able to enter tenders and agree contracts with SBB via the new system, once they have completed registration, suppliers will have to complete qualification for a specific purchasing category. Unless you register and qualify, you will cease to receive orders from SBB for the foreseeable future. Once your registration is confirmed, you will receive an e-mail inviting you to qualify for one or more purchasing categories.

The products and/or services that SBB purchases from you are assigned to purchasing categories. You can qualify for a purchasing category by submitting corresponding evidence for each requirement (e.g. ISO 9001 certification) in a qualification questionnaire. If the same evidence is required for more than more SBB purchasing category, the relevant questionnaire must only be completed and submitted once. Qualification for a purchasing category is successfully completed if all associated questionnaires have been approved by SBB.

If you have any **questions about specific SBB-related content**, please contact **SBB DP2Go-Support** [by e-mail](#).

## 1.1. Qualification invitation e-mail



Figure1: E-mail notification – qualification invitation

We recommend using **Microsoft Edge** or **Google Chrome**. If you are using Google Chrome, however, please make sure that zoom is set to 90% or less to ensure that everything displays correctly. We recommend saving the link to SAP Ariba as a favourite in your browser.

Add **service.ariba.com** to your positive/white list to make sure automatic e-mails don't end up in your spam/junk folder.

The link in the e-mail invitation (step 1 above) takes you straight to the supplier login page. Log into your Ariba account using the existing access details you used for the **SBB registration process**.

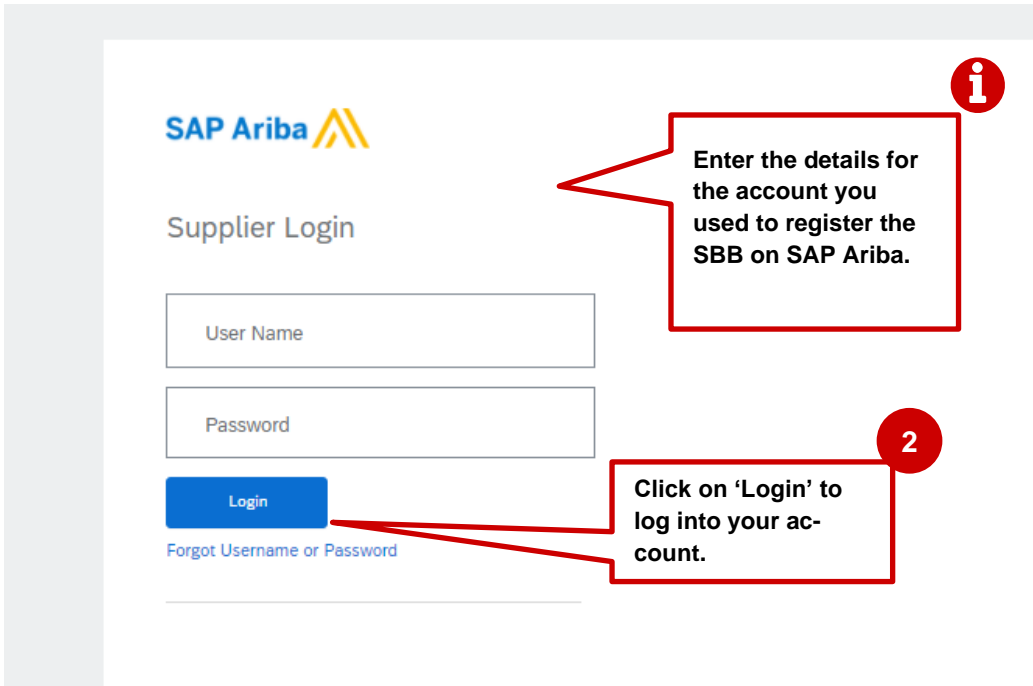


Figure 2: Supplier login

### 1.2. Qualification questionnaires on SAP Ariba

Once you have logged in, you will be taken to the overview of your qualification questionnaires. In the 'Commodity' column in the list, you can see which purchasing categories relate to which questionnaires.

Open and complete all qualification questionnaires that you have not already submitted. These have the status '**Not Responded**'.

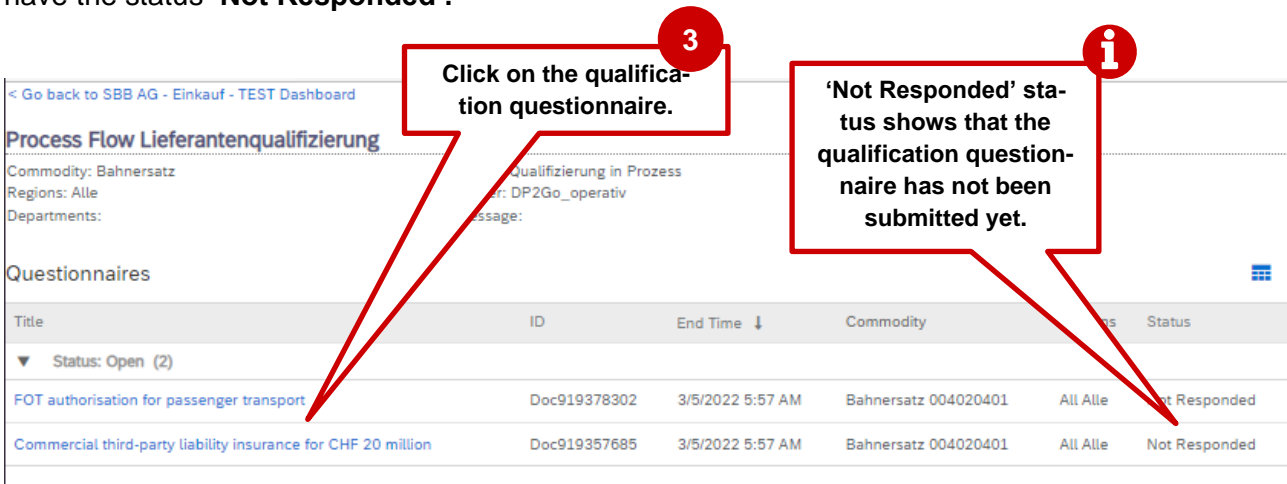


Figure 3: Overview of qualification questionnaires in SAP Ariba

Complete each questionnaire and click on the 'Submit Entire Response' button to submit your qualification information.

Figure 4: Completing qualification questionnaires

Figure 5: Submitting your response

### 1.3. Additional information for your qualification questionnaire

**i** The e-mail shown here is sent if SBB requires additional information. Please read the comment in the e-mail carefully.

**8** Click on 'Click Here' and log into your Ariba account.

**SBB CFF FFS**

Hello  
 SBB has received your answers to the questionnaire "FOT authorisation for passenger transport" as part of your qualification. After reviewing the questionnaire, some additional information is required.  
 Comments: Datum liegt in der Vergangenheit, bitte anpassen  
[Click Here](#) to view the questionnaire in your Ariba account.

Questions and answers and a step-by-step guide to qualification are available on our [website on SAP Ariba](#). If you require technical support, please contact SAP Ariba directly.

Kind regards  
 SBB AG

You are receiving this email because your customer, SBB AG - Einkauf - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact SBB AG - Einkauf - TEST.

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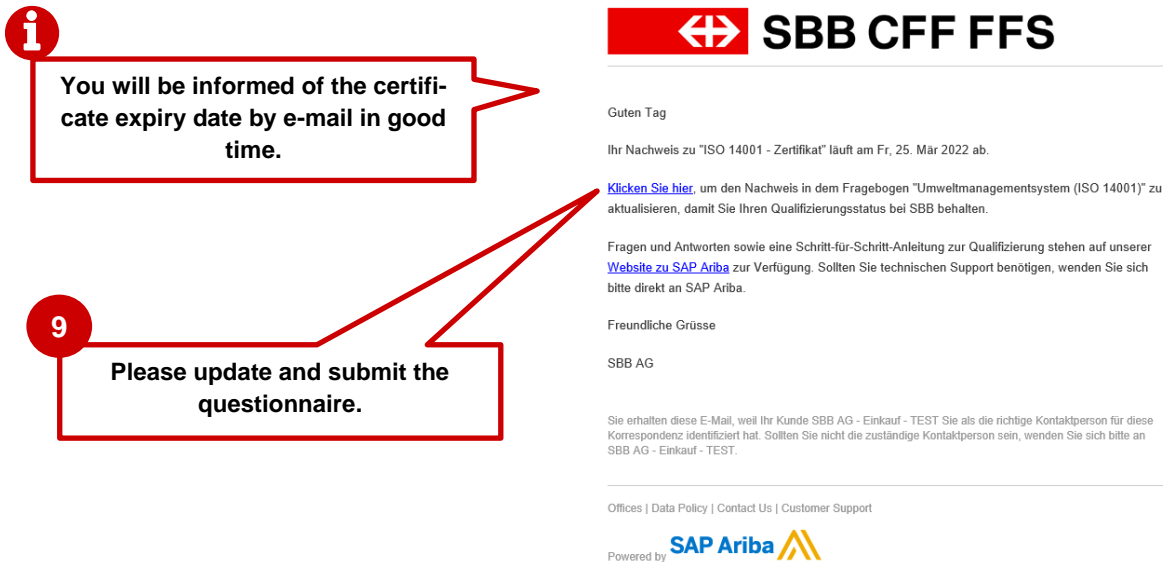
Powered by **SAP Ariba**

Figure 6: E-mail notification – additional information required for registration questionnaire

Section 1.5 describes how to edit answers to a questionnaire.

## 1.4. Certificate expired

If a certificate is about to expire, you will be asked ahead of time to upload the new certificate to the relevant qualification questionnaire and to submit the questionnaire again. This is necessary to retain your qualification status with SBB.



**i** You will be informed of the certificate expiry date by e-mail in good time.

**9** Please update and submit the questionnaire.

**SBB CFF FFS**

Guten Tag

Ihr Nachweis zu "ISO 14001 - Zertifikat" läuft am Fr, 25. Mär 2022 ab.

[Klicken Sie hier](#), um den Nachweis in dem Fragebogen "Umweltmanagementsystem (ISO 14001)" zu aktualisieren, damit Sie Ihren Qualifizierungsstatus bei SBB behalten.

Fragen und Antworten sowie eine Schritt-für-Schritt-Anleitung zur Qualifizierung stehen auf unserer [Website zu SAP Ariba](#) zur Verfügung. Sollten Sie technischen Support benötigen, wenden Sie sich bitte direkt an SAP Ariba.

Freundliche Grüße

SBB AG

Sie erhalten diese E-Mail, weil Ihr Kunde SBB AG - Einkauf - TEST Sie als die richtige Kontaktperson für diese Korrespondenz identifiziert hat. Sollten Sie nicht die zuständige Kontaktperson sein, wenden Sie sich bitte an SBB AG - Einkauf - TEST.

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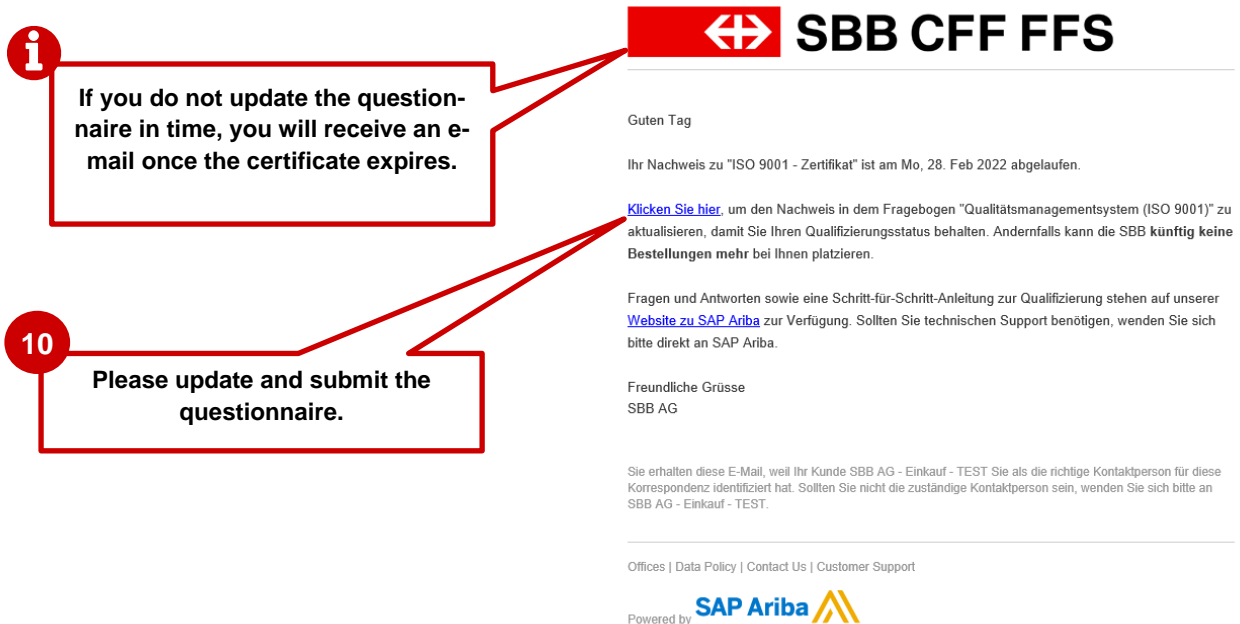
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Figure 7: Notification of expiring certificate



**i** If you do not update the questionnaire in time, you will receive an e-mail once the certificate expires.

**10** Please update and submit the questionnaire.

**SBB CFF FFS**

Guten Tag

Ihr Nachweis zu "ISO 9001 - Zertifikat" ist am Mo, 28. Feb 2022 abgelaufen.

[Klicken Sie hier](#), um den Nachweis in dem Fragebogen "Qualitätsmanagementsystem (ISO 9001)" zu aktualisieren, damit Sie Ihren Qualifizierungsstatus behalten. Andernfalls kann die SBB künftig keine Bestellungen mehr bei Ihnen platzieren.

Fragen und Antworten sowie eine Schritt-für-Schritt-Anleitung zur Qualifizierung stehen auf unserer [Website zu SAP Ariba](#) zur Verfügung. Sollten Sie technischen Support benötigen, wenden Sie sich bitte direkt an SAP Ariba.

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Figure 8: Notification of expired certificate

Once submitted, the questionnaire goes to the approving authority.

## 1.5. Editing qualification questionnaires

Log into your Ariba account and open the 'Ariba Proposals and Questionnaires' dashboard.

**11** Select 'Ariba Proposals and Questionnaires'.

**12** You can edit your entries in the questionnaire yourself. Click on the qualification questionnaire that you would like to edit.

**i** The current status of the qualification questionnaire is shown here.

**i** The current status of your purchasing group qualification is shown here.

Title	ID	End Time	Commodity	Regions	Status
Umweltmanagementsystem (ISO 14001)	Doc919378319	3/2/2022 6:23 PM	Sanitär-Systeme Schienenf...	Alle	Pending Approval
Commercial third-party liability insurance for CHF 20 million	Doc919357668	3/2/2022 6:19 PM	Bahnverstatz 004020401	Alle	Pending Approval
Qualitätsmanagementsystem (ISO 9001)	Doc919361450	3/2/2022 6:18 PM	Planer Tarifbau 003010202, Baureibergwerke 003010202, Ausbau 2 (BKP 2B) 0030203...	Alle	Pending Approval
FOT authorisation for passenger transport	Doc919357668	3/2/2022 6:08 PM	Bahnverstatz 004020401	Alle	Pending Approval

Commodity	Regions	Departments	Owner	Status	Action
Bahnverstatz	Alle		DP20a_operativ	Qualifizierung in Prozess	View
Arbeitsplatz	Alle		DP20a_operativ	Qualifizierung in Prozess	View
Sanitär-Systeme Schienenfahrzeuge	Alle		DP20a_operativ	Qualifizierung in Prozess	View

Figure 9: 'Ariba Proposals and Questionnaires' dashboard

First, click on the qualification questionnaire that you would like to edit.

**Note:** Questionnaires with 'Pending Approval' status cannot be edited.

**13** Click on the 'Revise Response' button to edit the qualification questionnaire.

If your customer has requested an update to this questionnaire, please click **Revise Response** answers, your customer cannot complete their evaluation until you re-submit the questionnaire.

**Revise Response**

Name ↑	
1 FOT authorisation for passenger transport	
1.1 Does your company meet the requirement? <b>Requirement:</b> FOT licence in accordance with Art. 3 of the Federal Act on the Licensing of Road Transport (RTCA) held. <b>Evidence:</b> FOT licence in accordance with Art. 3 of the Federal Act on the Licensing of Road Transport (RTCA).	Yes - FOT licence held
2 Evidence - FOT operating permit for passenger transport	Less... -
Upload the FOT licence in accordance with Art. 3 of the Federal Act on the Licensing of Road Transport (RTCA) as evidence.	
2.1 Effective date	Wed, 2 Mar, 2022
2.2 Expiry date	Sat, 1 Apr, 2023

Figure 10: Editing qualification questionnaires

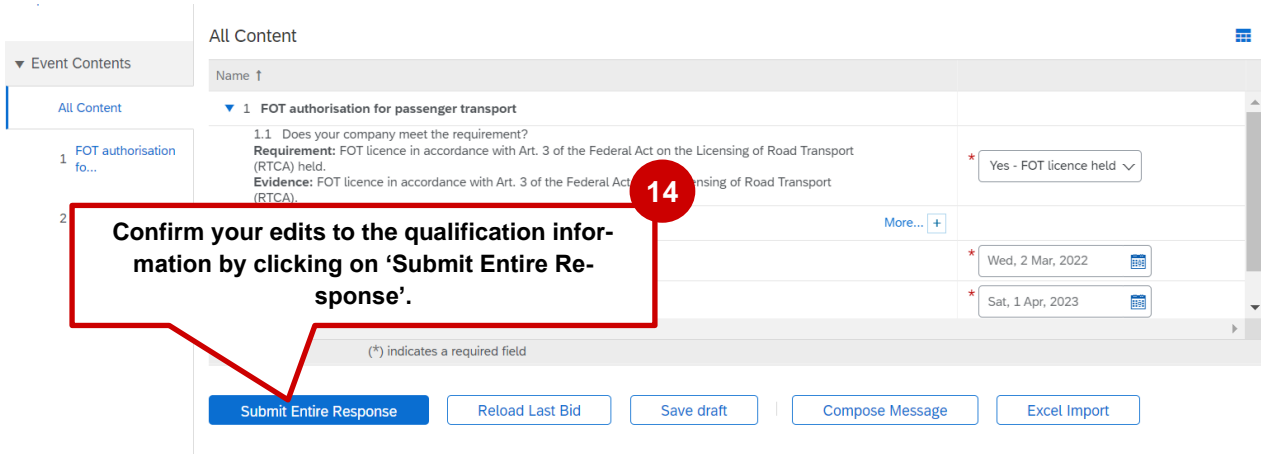


Figure 11: Resubmitting edited qualification questionnaires

Once the questionnaire has been submitted it will be reviewed again.

### 1.6. Qualification for a purchasing category completed

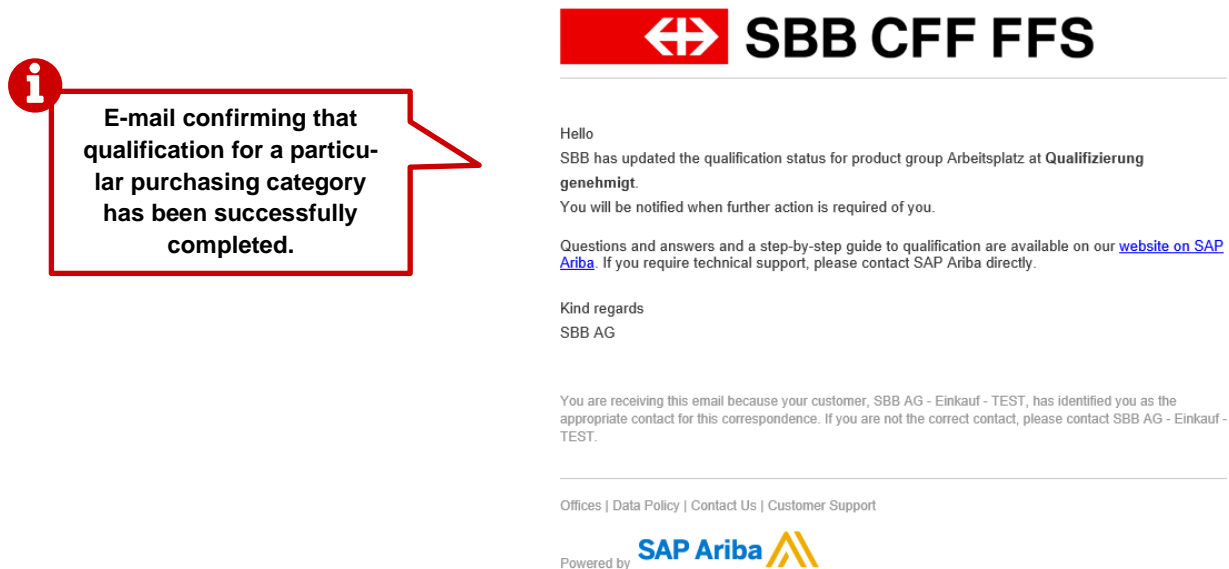


Figure 12: E-mail notification – qualification for a purchasing category completed

If qualification for a purchasing category is successfully completed, the status is 'Qualification Approved'.



Ware	Regionen	Abteilungen	Eigentümer	Status	Aktion
Sankt-Systeme Schienenfahrzeuge_Arbeitsplatz	Alle		DP20o_operativ	Qualifizierung genehmigt	Anzeigen
Allgemeine Elektronikkomponenten	Alle		DP20o_operativ	Qualifizierung genehmigt	Anzeigen

Figure 13: Status for completed qualification for a purchasing category

Qualification means you fulfil the necessary requirements to receive future orders for products or services in that purchasing category from SBB. If qualification for another purchasing category is

pending, you will be informed by e-mail. If a certificate is about to expire, you will be asked in good time by e-mail to complete and submit the qualification questionnaire again (see section 1.4)

## 2. More help

The resources below provide additional help on registering and qualifying with SBB:

- **Frequently asked questions (FAQs)** and other training material can be found on [SBB's webpage for suppliers](#).
- if you have any questions about the application, please contact **SAP Ariba Support** by clicking on the question mark at the top of the screen after logging in to your SAP Ariba account
- If you have any questions about specific SBB-related content, please [send an e-mail](#) to **SBB DP2Go Support**