Qualification instructions for suppliers

Contents

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.**
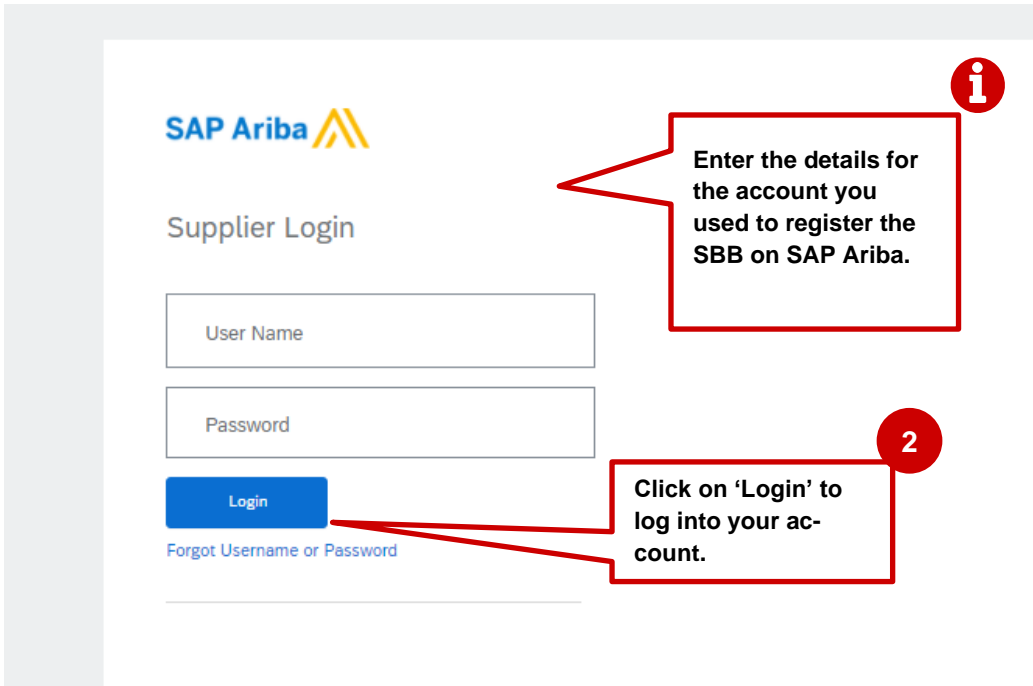
Figure 2: Supplier login

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'.**
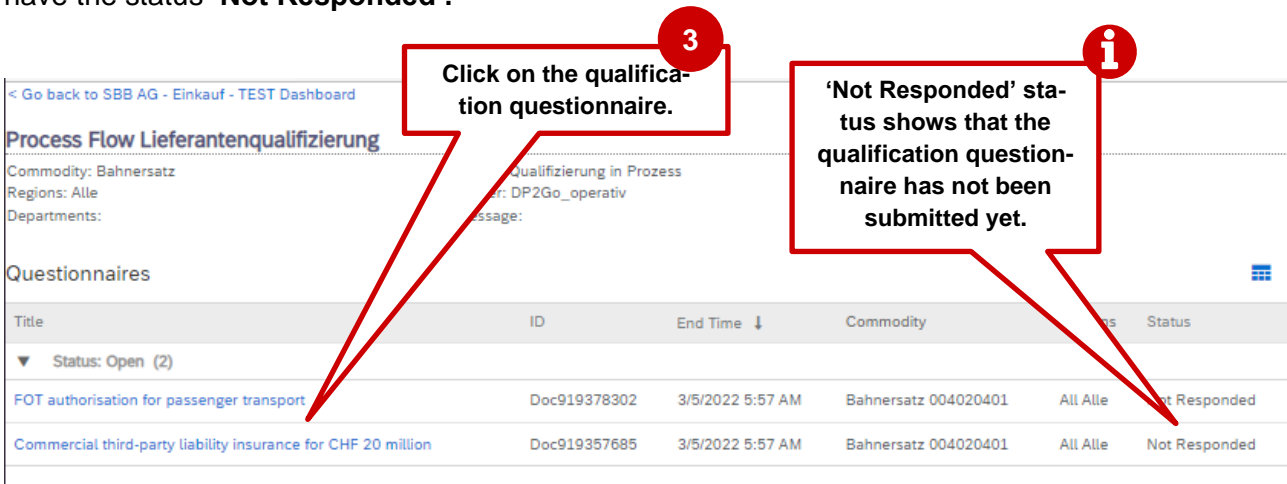

Figure 3: Overview of qualification questionnaires in SAP Ariba

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

Figure 4: Completing qualification questionnaires

4 Answer questions.

6 Click on 'Submit Entire Response' to submit the questionnaire.

5 Upload certificates using 'Attach a file'.

7 Confirm by clicking 'OK'.

Figure 5: Submitting your response

1.3.   Additional information for your qualification questionnaire

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.**

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.

Offices | Data Policy | Contact Us | Customer Support
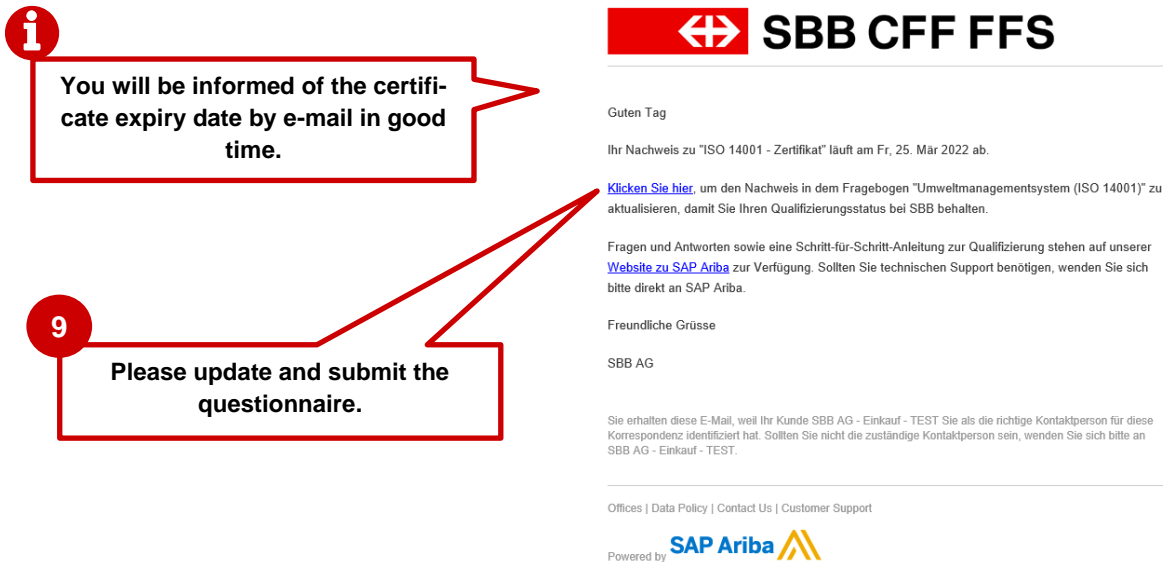
Powered by **SAP Ariba**

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.

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

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

Figure 7: Notification of expiring certificate

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.**

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.

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.

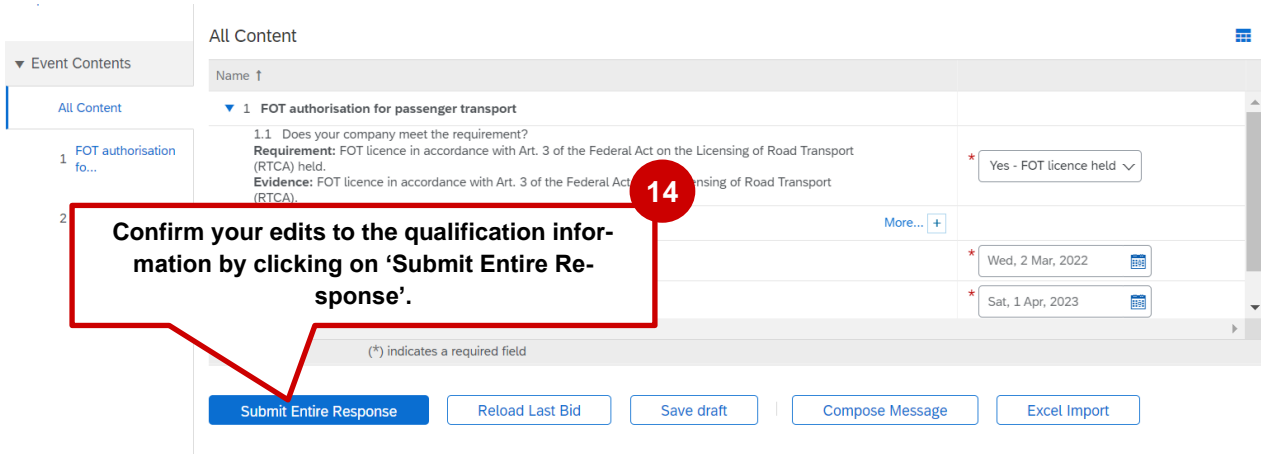**Figure 10: Editing qualification questionnaires**

Figure 11: Resubmitting edited qualification questionnaires

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

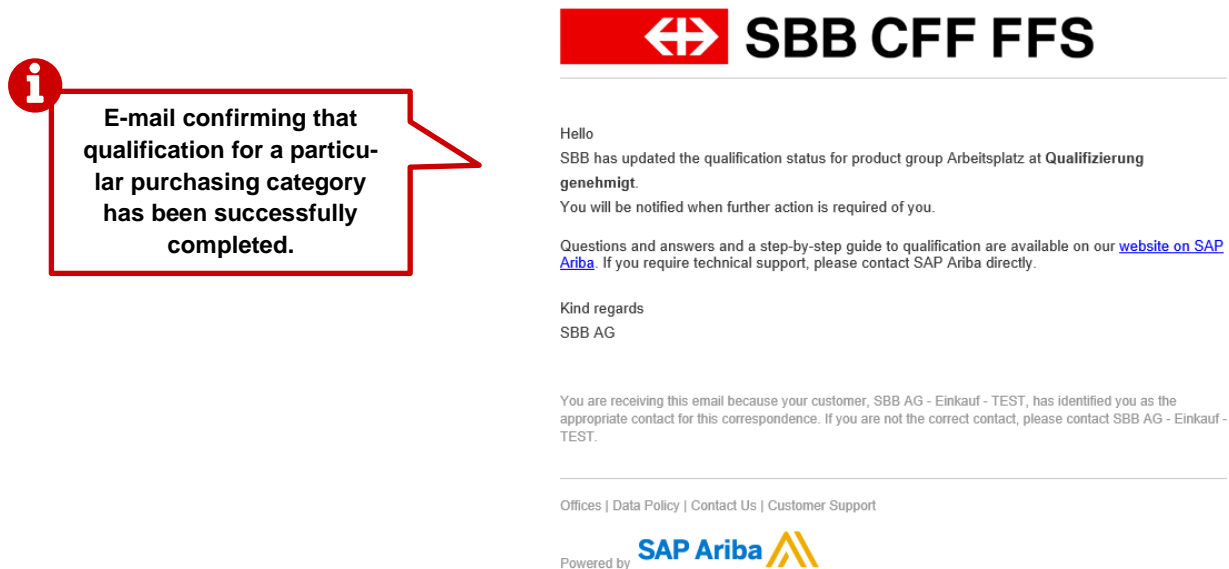## 1.6. Qualification for a purchasing category completed

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'.

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**