

## Registration instructions for suppliers

### 1. Registering 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, suppliers will have to register in advance. Unless you register, you will cease to receive orders from SBB in the foreseeable future.

Registration is not yet associated with order processing via Ariba. This would require a separate link for the purchase-to-pay processes.

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

#### 1.1. Invitation to register by e-mail



Invitation to register as a supplier at SBB – Complete the questionnaire now

**SE** SBB Einkauf <s4system-prodeu+sbb-T.Doc1280419574@eusmtp.ariba.com>  
An 

 Dieser Absender s4system-prodeu+sbb-T.Doc1280419574@eusmtp.ariba.com stammt von außerhalb Ihrer Organisation.

 Nachricht übersetzen in: Deutsch | Nie übersetzen aus: Englisch | Übersetzungseinstellungen



Hello

We invite you to register Raspberry Ltd. as an SBB supplier on SAP Ariba. SBB uses SAP Ariba to manage its procurement activities and to work together with suppliers. The registration includes two steps. If you already have an Ariba Network account, please log out before accessing the link below. To complete the requested information, please have the following information ready: Unique Business Identification Number (UID) and/or DUNS number, bank account details, official and immutable bank document (confirmation letter from the bank, invoice, in-payment slip) containing your account details and the name of your company.

**Step 1**  
[Click Here](#) in order to create a free account on the Ariba Network or to log in using your existing user name and password. Please note that the displayed language will depend on your browser settings.

**Step 2**  
Once you have registered/signed in to the Ariba Network, please complete and submit the registration questionnaire for SBB. Please complete your registration within the next 14 days. Otherwise, you will need a new invitation from SBB.

Answers to FAQ and a step-by-step registration guide are available on our [website on SAP Ariba](#). If you need technical support, please contact SAP Ariba directly.

Kind regards,  
SBB AG

**i**

Once an SBB employee has started the supplier request, the supplier will receive an invitation to register by e-mail.

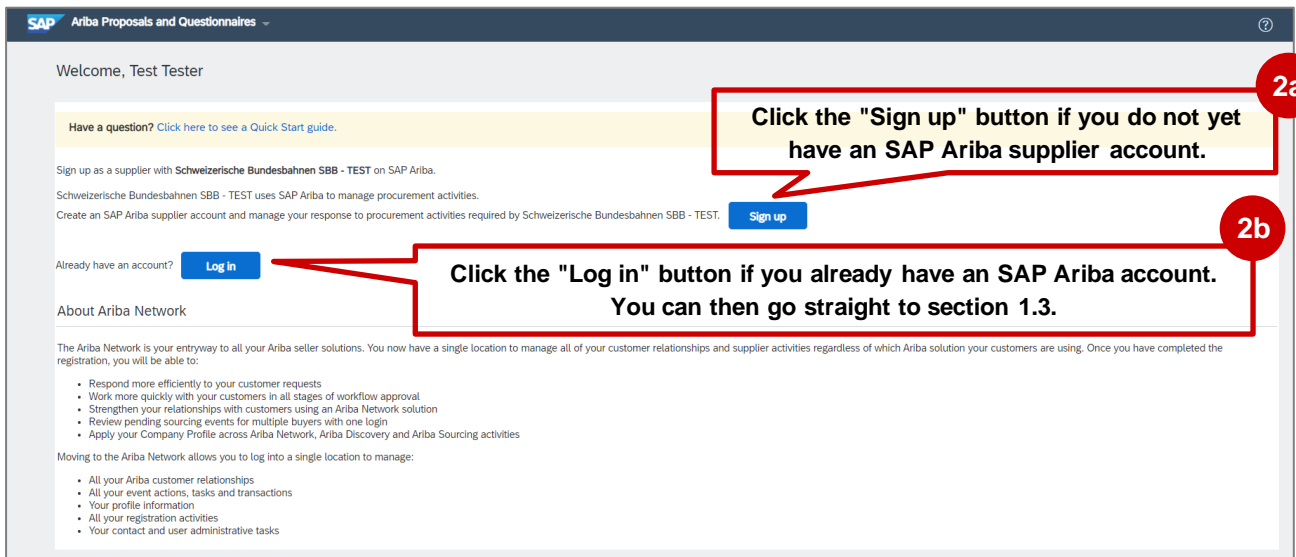
**1**

Click on the "Click here" link.

Figure 1: E-mail invitation to register

- 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.
- Save the link to SAP Ariba as a favourite.
- 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 will take you straight to the SAP Ariba welcome page. If you do not have an Ariba account, you will first have to sign up. Once you have done so, you will be directed to our questionnaire. If you already have an Ariba account, you will be able to log in and complete the questionnaire.

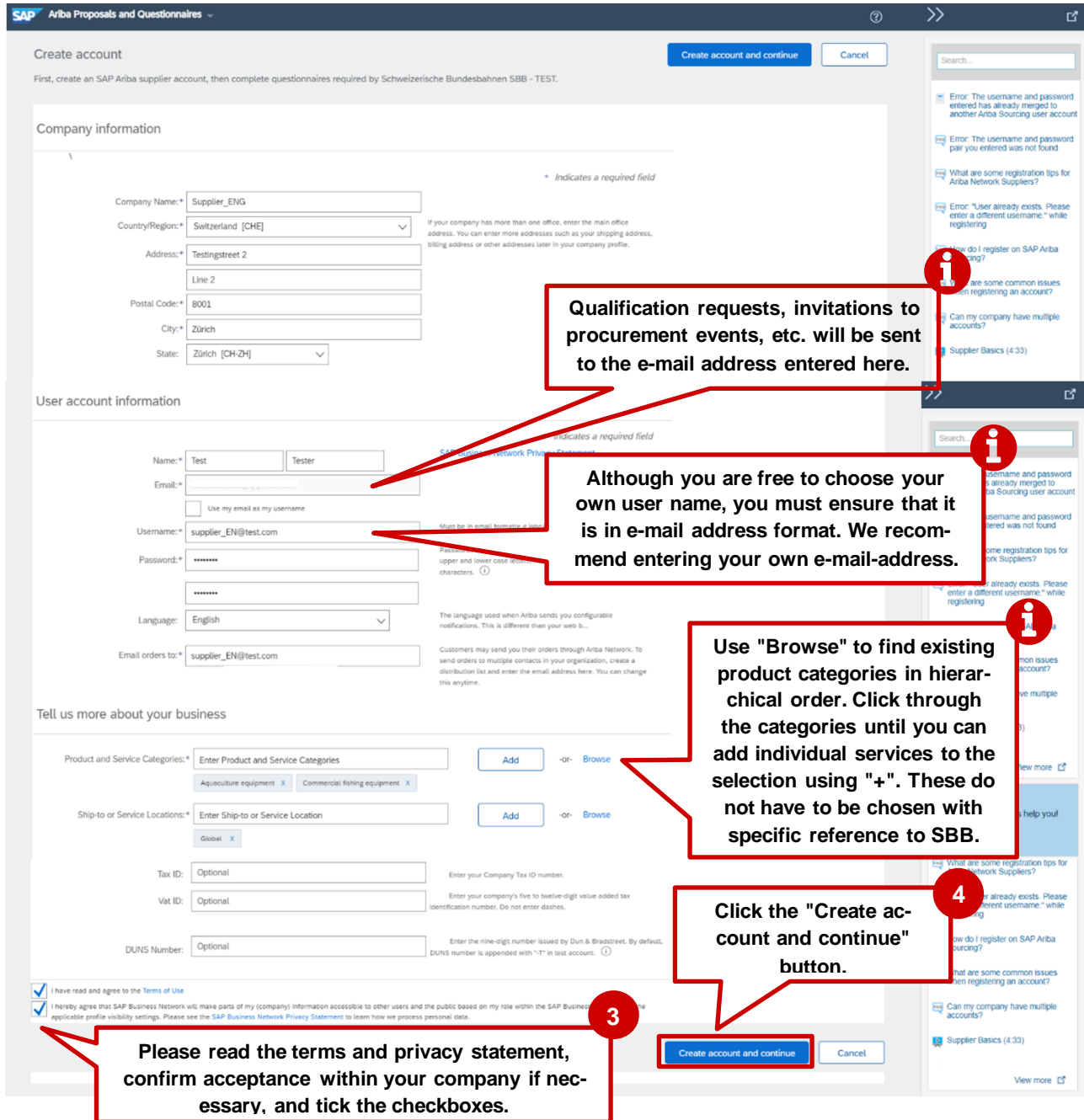


**Figure 2: SAP Ariba access – sign up or log in**

## 1.2. Step 1: Signing up to SAP Ariba

Since this step involves creating your general Ariba account, we recommend entering general information about your company rather than information about SBB-specific product groups, for example.

Please make a note of the e-mail address and password you have chosen for your user name.



The screenshot shows the 'Create account' form for SAP Ariba. The form is divided into several sections: 'Company information', 'User account information', and 'Tell us more about your business'. Annotations with red callouts provide specific instructions:

- Company information:** Fields for Company Name (Supplier\_ENG), Country/Region (Switzerland [CHE]), Address (Testingstreet 2, Line 2), Postal Code (8001), City (Zürich), and State (Zürich [CH-ZH]). A red callout points to the email field, stating: "Qualification requests, invitations to procurement events, etc. will be sent to the e-mail address entered here."
- User account information:** Fields for Name (Test, Tester), Email (supplier\_EN@test.com), Username (supplier\_EN@test.com), Password (\*\*\*\*\*), and Language (English). A red callout points to the email field, stating: "Although you are free to choose your own user name, you must ensure that it is in e-mail address format. We recommend entering your own e-mail-address."
- Tell us more about your business:** Fields for Product and Service Categories (Aquaculture equipment, Commercial fishing equipment), Ship-to or Service Locations (Global), Tax ID, Vat ID, and DUNS Number. A red callout points to the 'Browse' button, stating: "Use 'Browse' to find existing product categories in hierarchical order. Click through the categories until you can add individual services to the selection using '+'. These do not have to be chosen with specific reference to SBB."
- Terms and Privacy Statement:** A red callout points to the checkboxes, stating: "Please read the terms and privacy statement, confirm acceptance within your company if necessary, and tick the checkboxes."
- Create account and continue button:** A red callout points to the button, stating: "Click the 'Create account and continue' button."

Figure 3: Creating an SAP Ariba supplier account

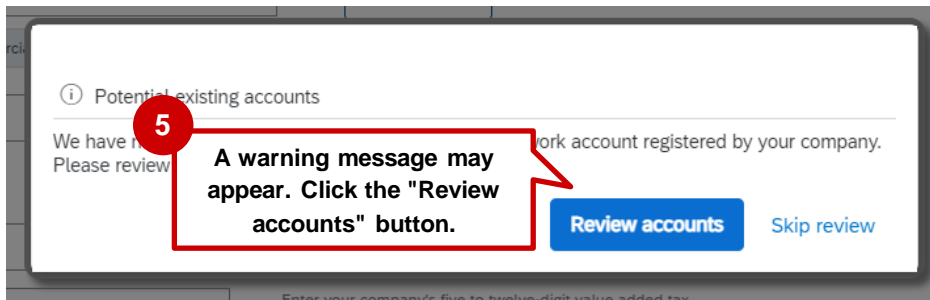


Figure 4: SAP Ariba duplicate account checking

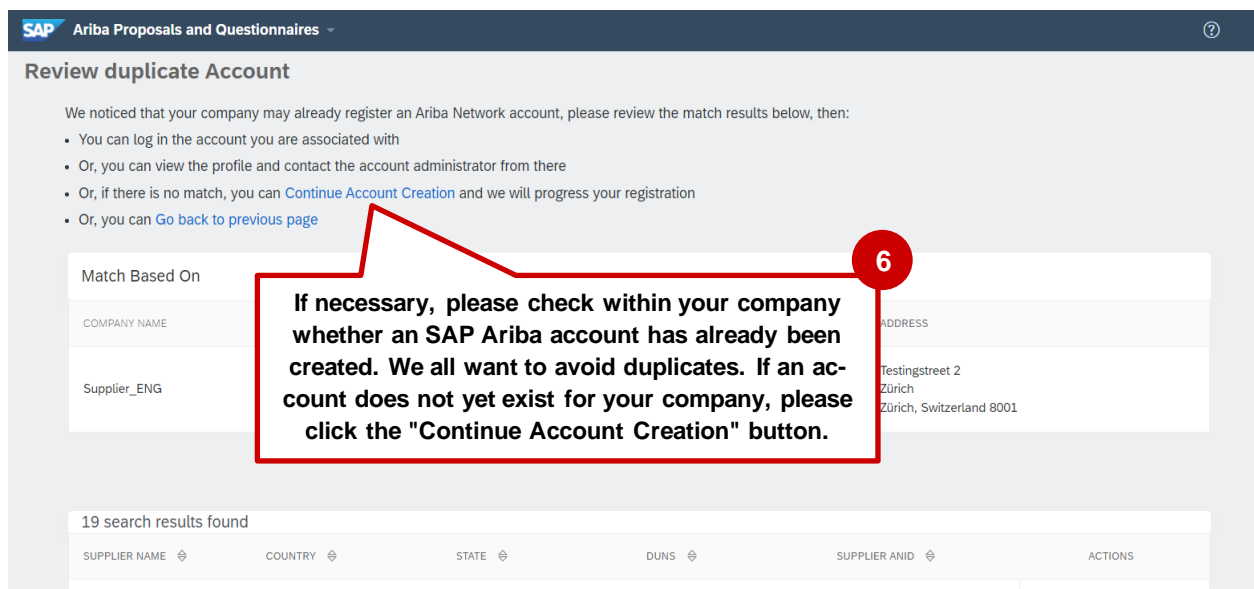


Figure 6: Checking for duplicate accounts

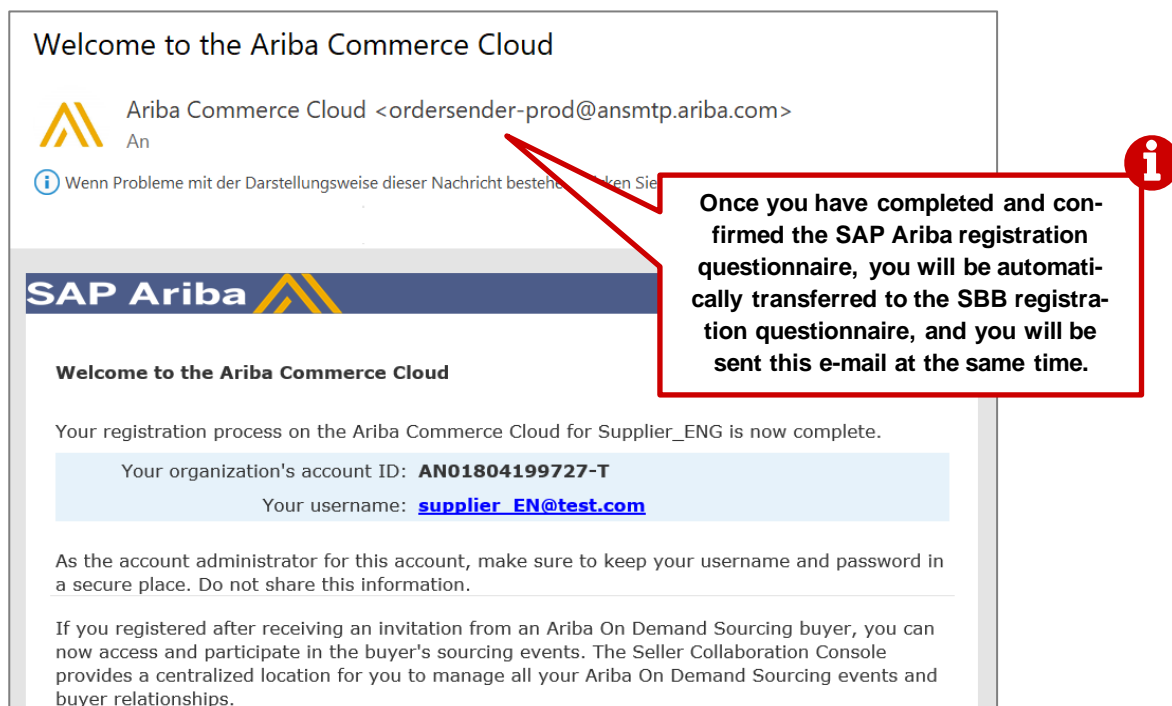
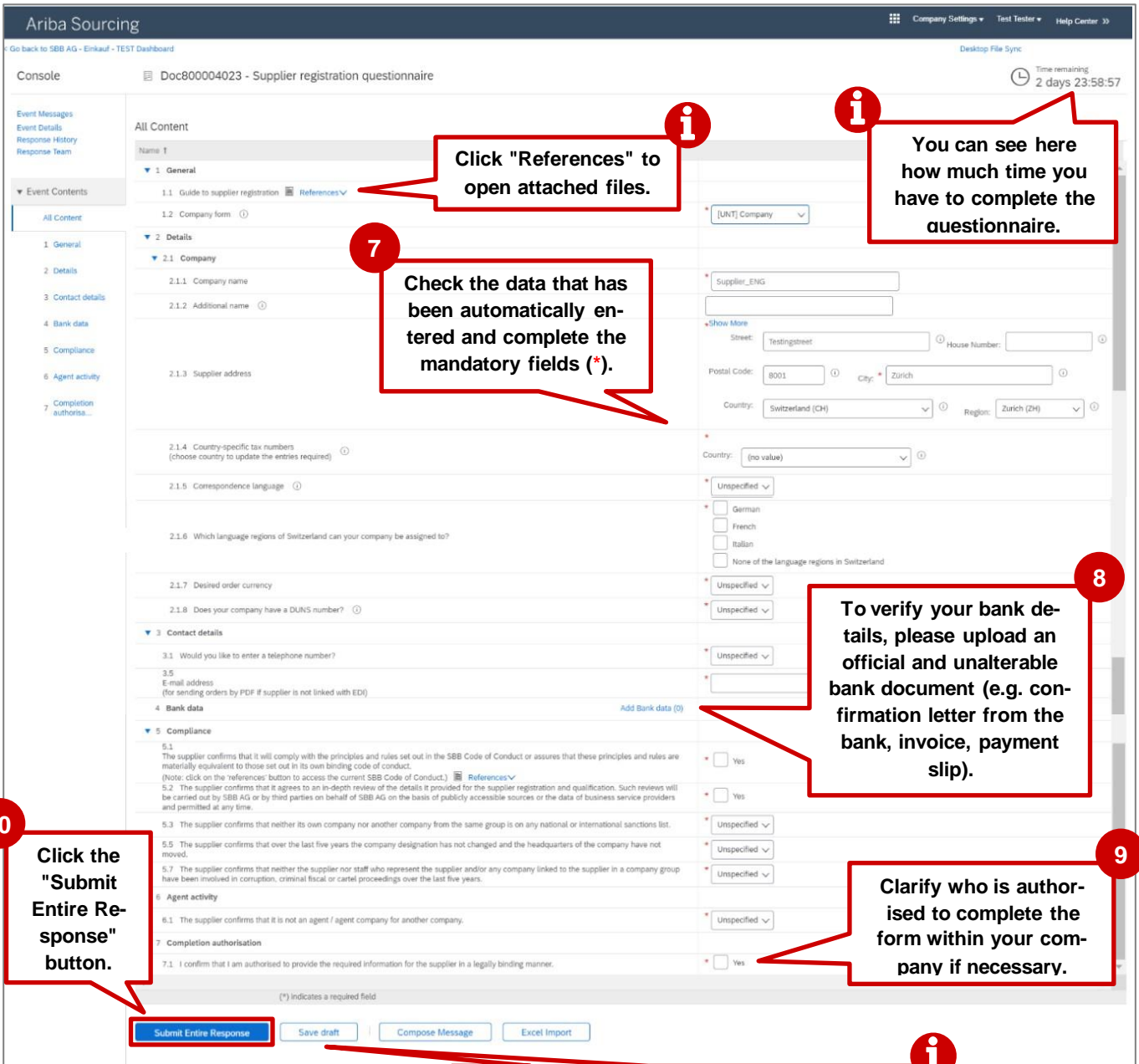


Figure 5: E-mail confirming creation of your SAP Ariba account

### 1.3. Step 2: SBB registration questionnaire



The screenshot shows the 'Supplier registration questionnaire' in the Ariba Sourcing system. The form is divided into sections: General, Details, Contact details, Bank data, and Compliance. Callouts provide instructions:

- 1:** Click "References" to open attached files.
- 2:** You can see here how much time you have to complete the questionnaire.
- 3:** Check the data that has been automatically entered and complete the mandatory fields (\*).
- 4:** To verify your bank details, please upload an official and unalterable bank document (e.g. confirmation letter from the bank, invoice, payment slip).
- 5:** Clarify who is authorised to complete the form within your company if necessary.
- 6:** Click the "Submit Entire Response" button.
- 7:** Click the "Save draft" button if, for example, certain data has to be checked.
- 8:** Click "OK".

Figure 7: SBB registration questionnaire

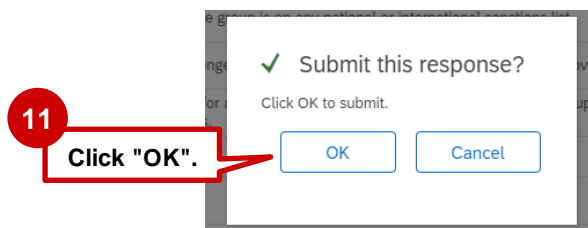
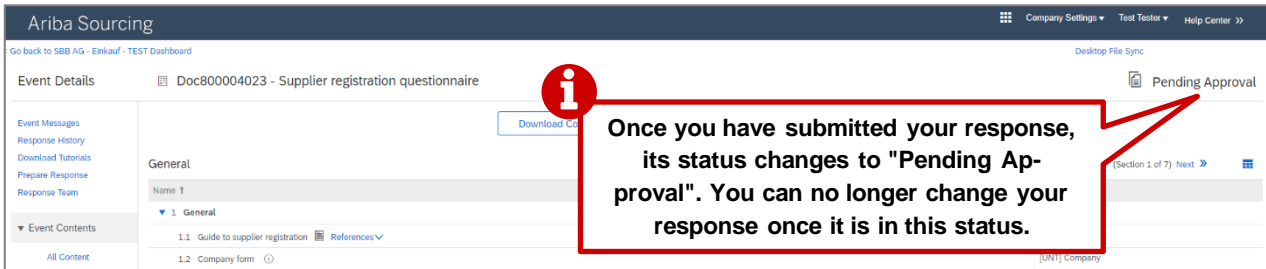


Figure 8: Submitting your response

Once you have submitted your questionnaire, its status will be updated. You can check the status of your registration at any time in your Ariba account.



**Ariba Sourcing**

Go back to SBB AG - Einkauf - TEST Dashboard

Company Settings Test Tester Help Center >>

Desktop File Sync

Event Details Doc800004023 - Supplier registration questionnaire Pending Approval

Download Co

General

Name 1

1 General

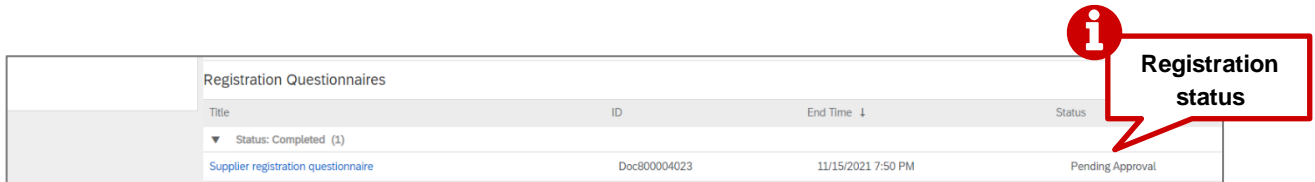
1.1 Guide to supplier registration References

1.2 Company form

(Section 1 of 7) Next

[UN1] Company

**Figure 9: Status change after you have submitted your registration questionnaire**



Registration Questionnaires				
Title	ID	End Time ↓	Status	
▼ Status: Completed (1)				
Supplier registration questionnaire	Doc800004023	11/15/2021 7:50 PM	Pending Approval	

**Figure 10: Registration questionnaire status**

## 1.4. E-mail confirmation of registration

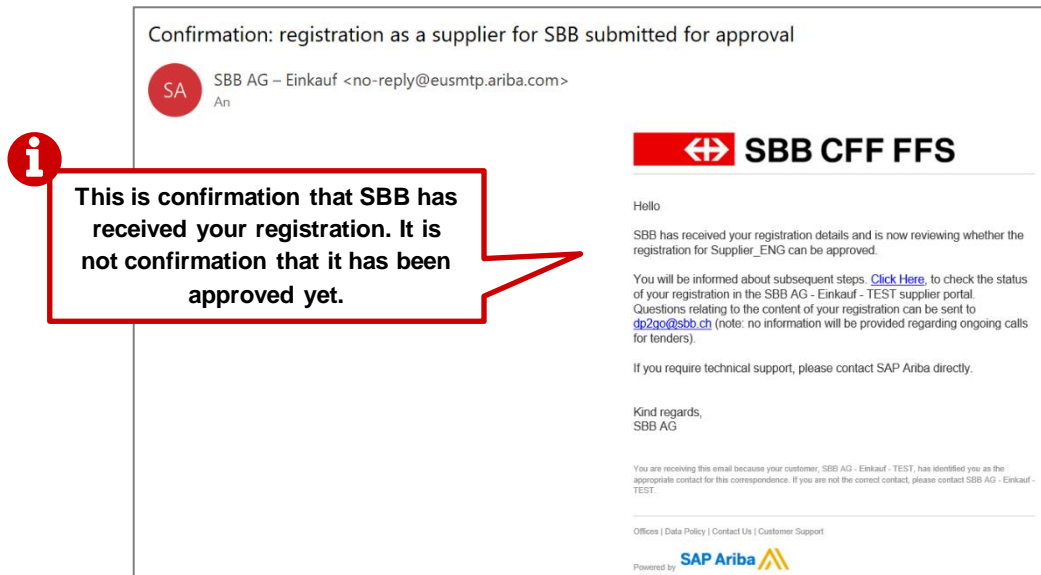


Figure 11: E-mail confirmation that your registration questionnaire has been submitted

## 1.5. E-mail approval/rejection of your registration/request for further information

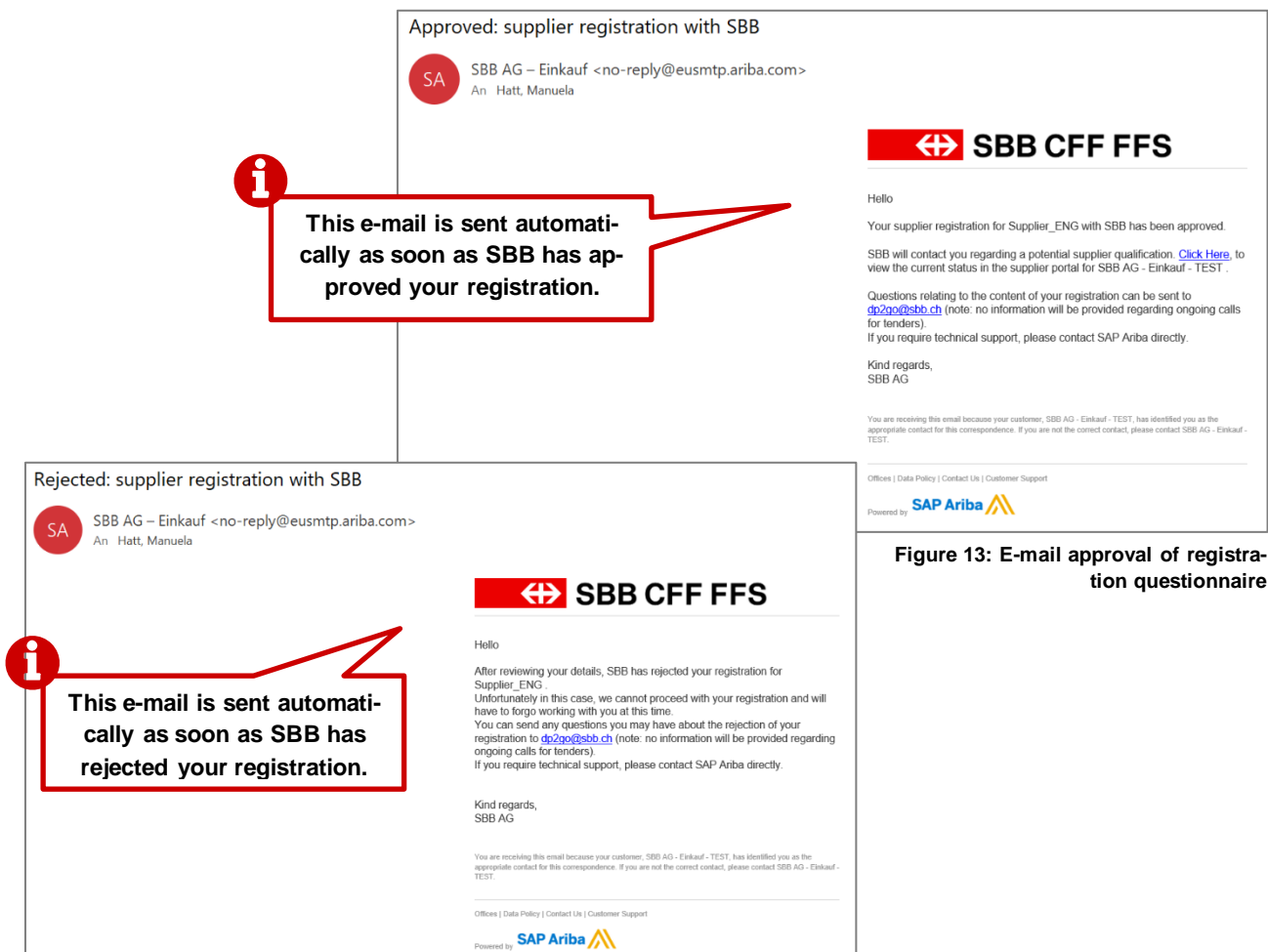


Figure 13: E-mail approval of registration questionnaire

Figure 12: E-mail rejection of registration questionnaire

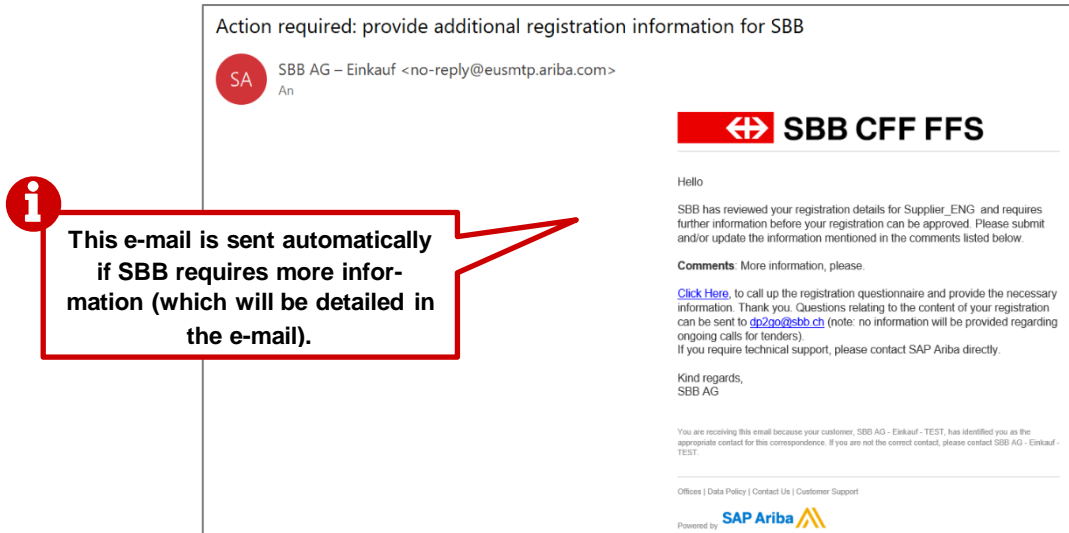


Figure 14: E-mail request for further information

## 2. Revising your response

You can revise your questionnaire at any time if SBB requires additional information on your registration or if you want to update your data. However, you cannot revise your response while it is in "Pending Approval" status.

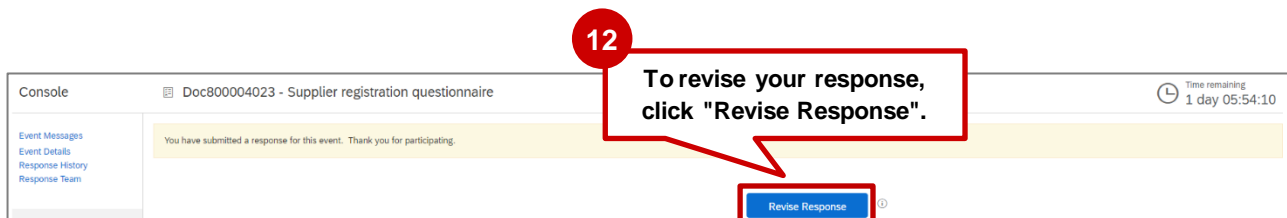


Figure 16: Revising your registration questionnaire

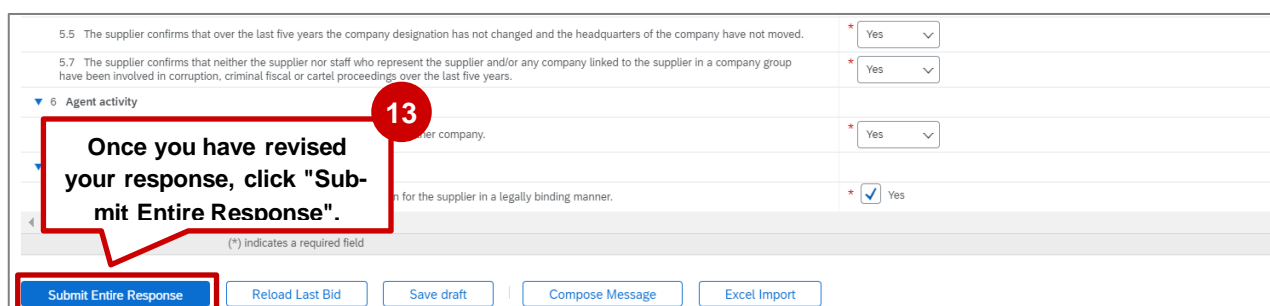


Figure 15: Submit revised response



### 3. More help

The resources below provide additional help on registering with SBB:

- **Frequently asked questions (FAQs)** and other training material can be found on [SBB's website page for suppliers](#).
- If you have any questions on using Ariba, please log into your SAP Ariba account and complete the [web form](#) to contact **SAP Ariba Support** or click the question mark at the top of the screen.
- If you have any questions about specific SBB-related content, please [send an e-mail](#) to **SBB DP2Go Support**.