

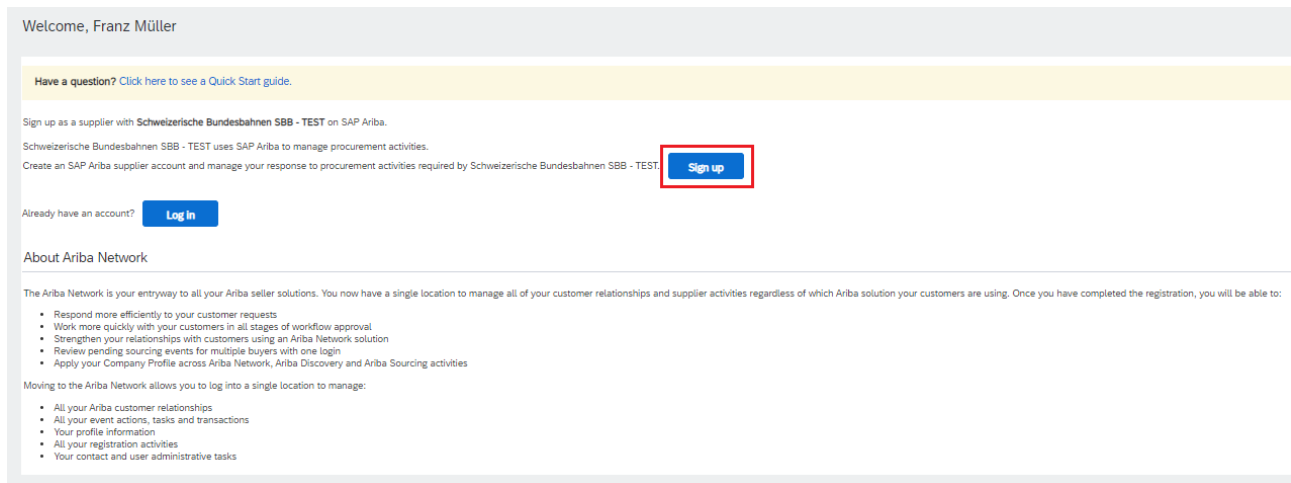
# Changing the recipients of the supplier registration

## Before the supplier account has been linked to SBB

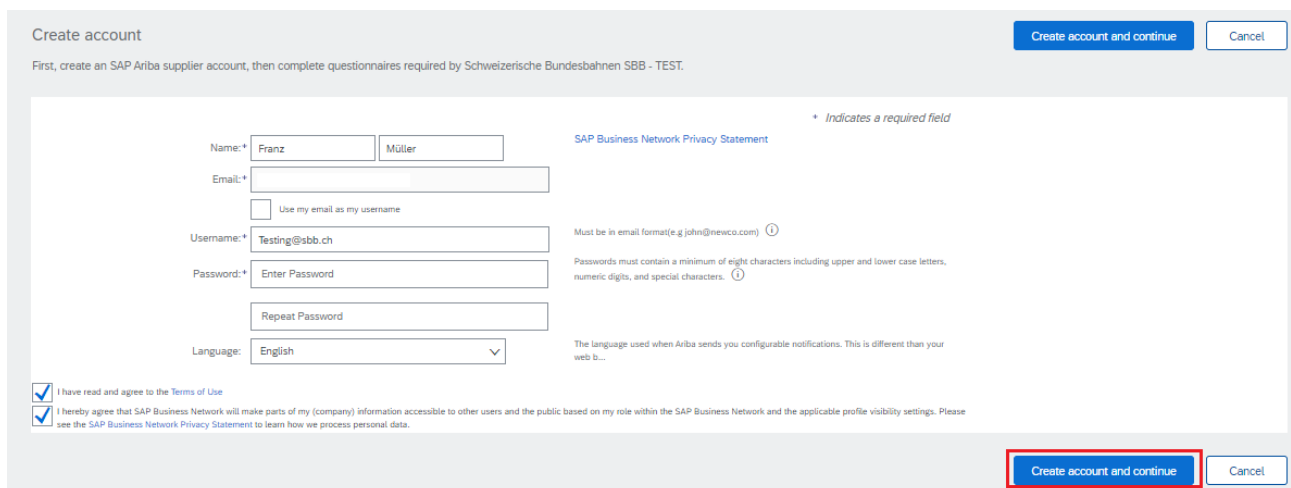
(concerns new recipient) Contact [dp2go@sbb.ch](mailto:dp2go@sbb.ch) so that we can send you a new supplier qualification invitation.

## After the supplier account has been linked to SBB

(concerns new recipient) Contact [dp2go@sbb.ch](mailto:dp2go@sbb.ch) so that we can send you a new supplier qualification invitation. In the new invitation e-mail, click where it says "Click here". If you are **not yet** entered as a user with your Ariba account, click on "Sign up".



On the next screen, create a user. You will then be automatically entered as a user with the correct Ariba account. After completing all the mandatory fields, click on "Create account and continue".



To ensure that you are properly entered as a user on your company account, the account administrator must first authorise your user:

(concerns account administrator) Log into your [Ariba account](#) and click on your initials. Then click on *Settings > Users > Manage Unapproved Users*.

