

Instructions Access Tender Documents in SAP Ariba

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Purpose of this document:

Instructions on how to access the tender documents.

1. If you as a supplier are invited via SAP Ariba to participate in an SBB AG tender, you will receive an e-mail with the subject line «Doc##### - (...) SBB Request for Bid Submission». This message contains a «Click here to access the event» link that allows you to directly view the related tender in SAP Ariba.



Please note:

If you are not yet registered as an SBB supplier or supplier contact on SAP Ariba, the invitation email will contain a different link «Click here to register and then access the event». Open this link to start the initial registration.

If you do not intend to participate in the tender in question, please notify us by selecting the link «Click here if you do not wish to submit a bid».

- After clicking on the link, the SAP Ariba logon screen appears, where you can log on with your existing username and password.

The screenshot shows the SAP Ariba login interface. At the top left is the SAP Ariba logo. Below it, the text 'Lieferantenanmeldung' is displayed. There are two input fields: 'Benutzername' (Username) and 'Passwort' (Password). A blue 'Anmelden' (Login) button is positioned below the password field. At the bottom, there is a link that says 'Benutzernamen oder Passwort vergessen' (Forgot username or password).

- Select the «Intend to Participate» or «Decline to Participate» option as appropriate. You can also download the entire content (in Excel) or print event information (in Word). The time re-maining to submit your bid is displayed in the top right corner. You can find the checklist as well as the event content on the left side. See «Instructions for entering an offer via SAP Ariba» for what to do next.

The screenshot displays the SAP Ariba event details page. At the top, the event title 'Doc695670442 - RFP Session 01' is shown, along with a clock icon and the text 'Verbleibende Zeit: 00:02:55'. Below the title, a yellow banner contains the instruction: 'Sie müssen sich entscheiden, ob Sie an diesem Ereignis teilnehmen möchten.' (You must decide if you want to participate in this event.) Below this banner are four buttons: 'Inhalt herunterladen', 'Teilnehmen' (highlighted in blue), 'Teilnahme ablehnen', and 'Ereignisinformationen drucken'. The main content area is titled 'Ausschreibungsunterlagen' (Bidding Documents) and includes a section for 'Ereignisübersicht und Zeiteinteilung' (Event Overview and Time Allocation). This section displays details such as 'Eigentümer: Cédric Graf', 'Währung: Schweizer Franken', 'Ereignisart: Ausschreibung', 'Veröffentlichungszeit: 26.7.2021 15:58 Uhr', 'Wart: Fachberatung Konzern 004020102', and 'Fälligkeitstermin: 27.7.2021 11:15 Uhr'. On the left side, there is a navigation menu with a 'Checkliste' (Checklist) section containing steps like '1. Ereignisdetails überprüfen', '2. Lose auswählen', and '3. Antwort abreichen', as well as an 'Ereignisinhalte' (Event Content) section with items like '1. Ausschreibungsunterl...', '2. Eignungskriterien', '3. Mindestanforderungen', '4. Zuschlagskriterien', and '5. Angebotsabgabe'. The 'Währungsregeln' (Currency Rules) section at the bottom asks: 'Dürfen die Teilnehmer die Währung auswählen, in der Gebote abgegeben werden?' (Can participants select the currency in which bids are submitted?) with a 'ja' (yes) option selected.