

## 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

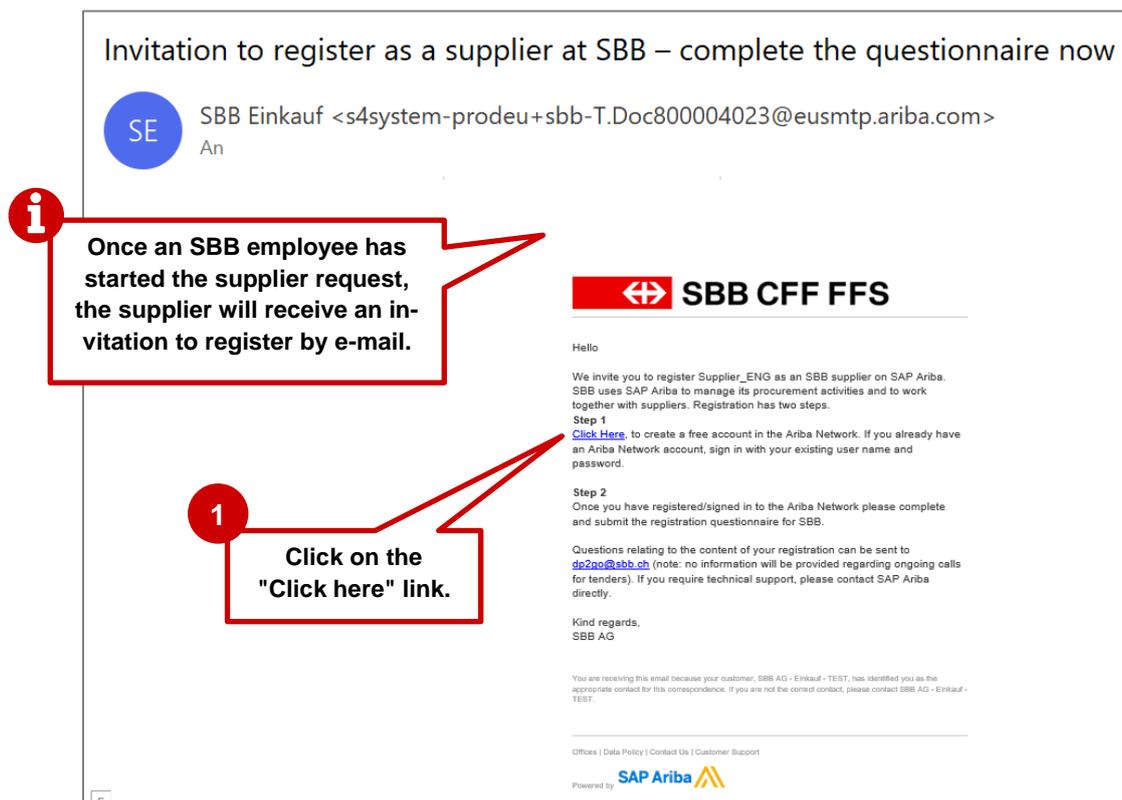


Figure 1: E-mail invitation to register

- 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.

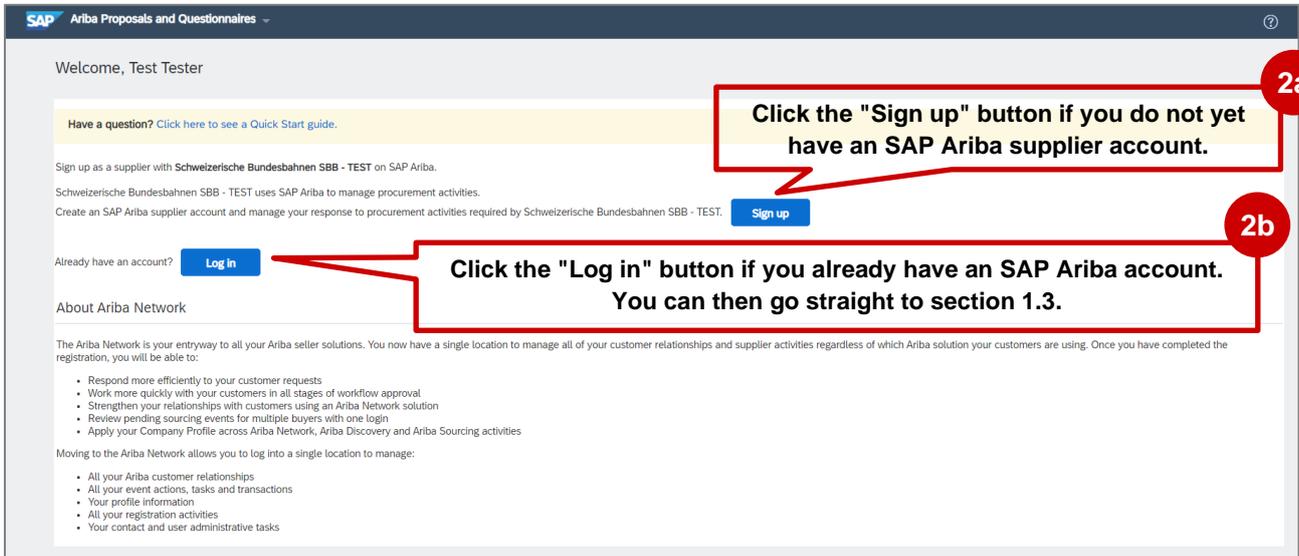
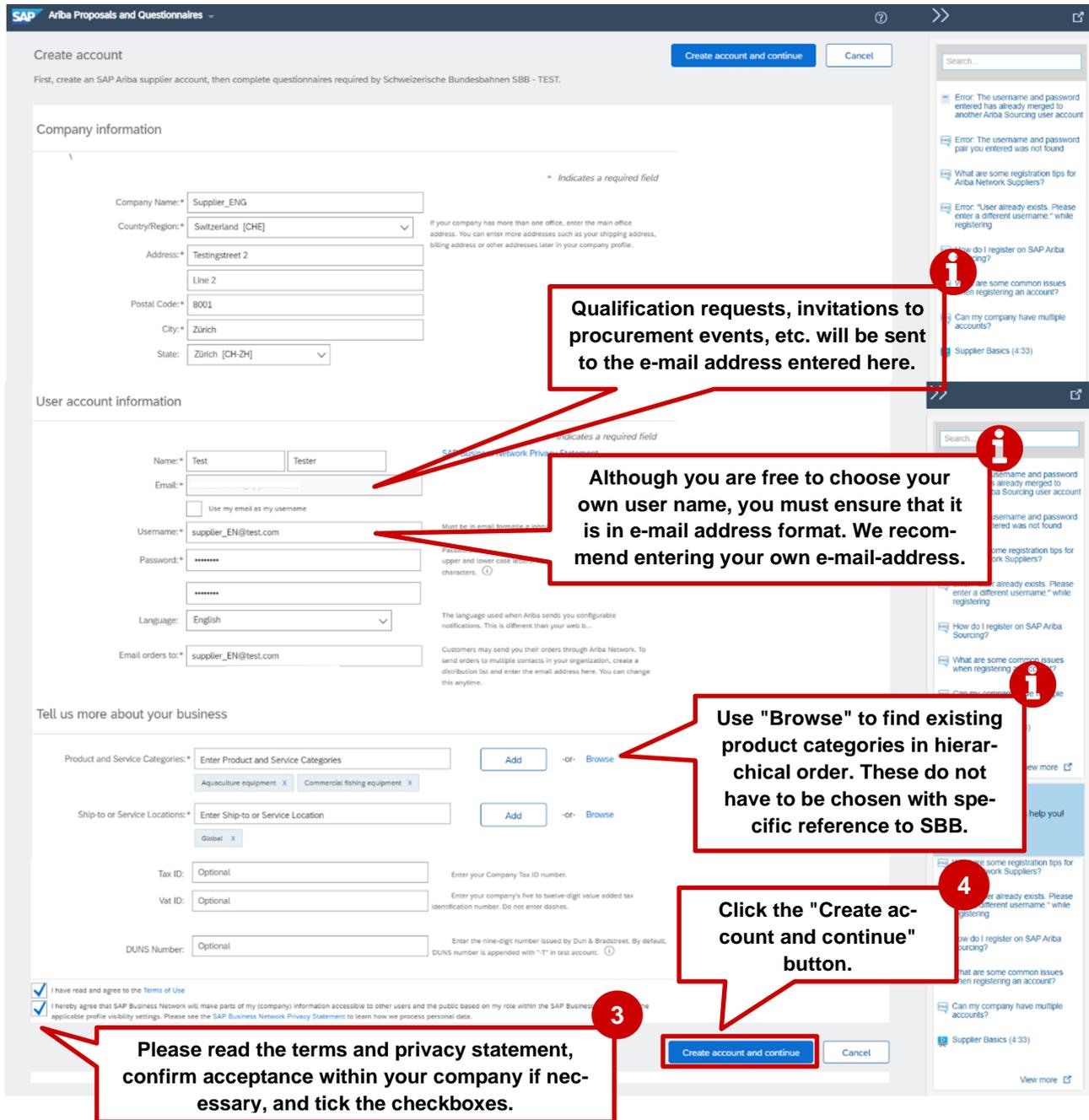


Figure 2: SAP Ariba access – sign up or log in

## 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.



**Qualification requests, invitations to procurement events, etc. will be sent to the e-mail address entered here.**

**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.**

**Use "Browse" to find existing product categories in hierarchical order. These do not have to be chosen with specific reference to SBB.**

**Click the "Create account and continue" button.**

**Please read the terms and privacy statement, confirm acceptance within your company if necessary, and tick the checkboxes.**

Figure 3: Creating an SAP Ariba supplier account

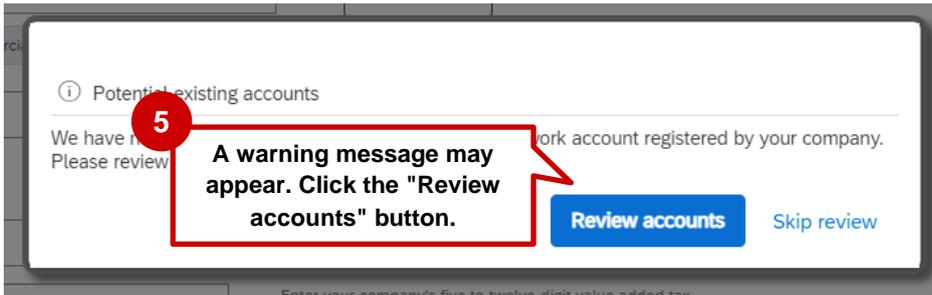


Figure 4: SAP Ariba duplicate account checking

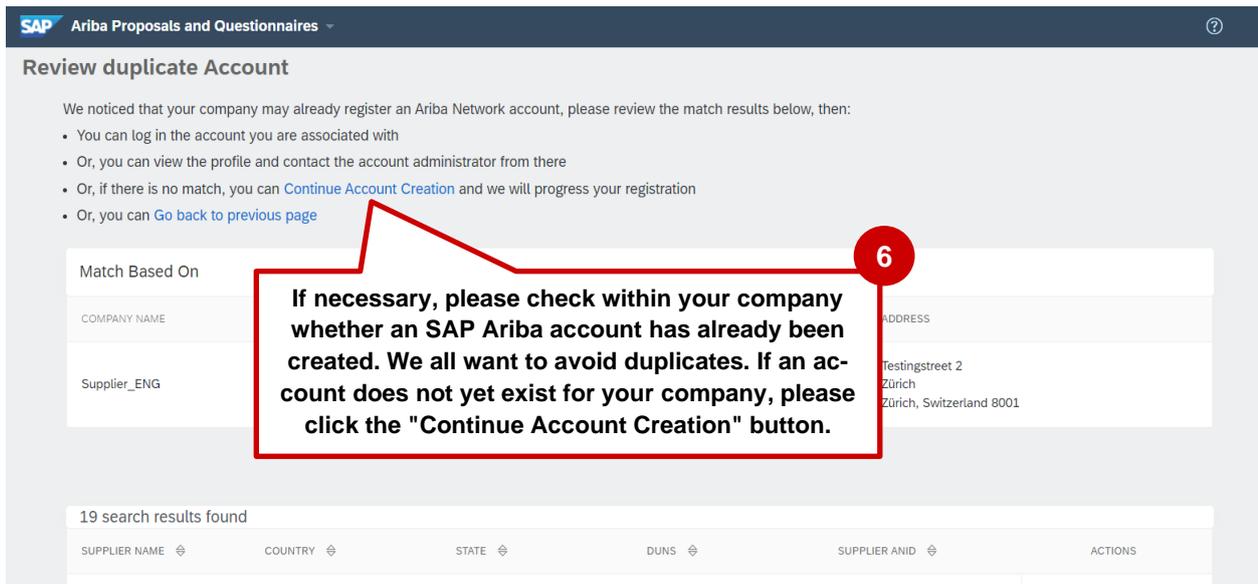


Figure 6: Checking for duplicate accounts

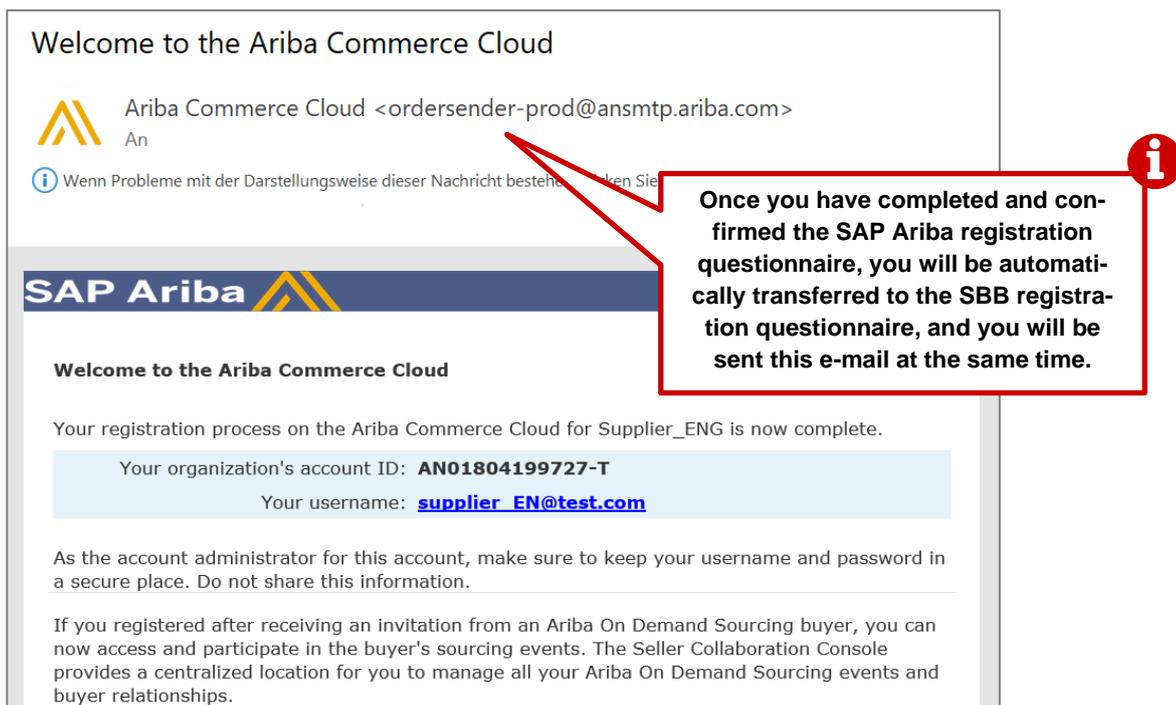


Figure 5: E-mail confirming creation of your SAP Ariba account

### 1.3. Step 2: SBB registration questionnaire

The screenshot shows the 'Supplier registration questionnaire' in Ariba Sourcing. The interface includes a left-hand navigation menu with sections like 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main content area is titled 'All Content' and lists various sections: 1. General, 2. Details (with sub-sections 2.1.1 to 2.1.8), 3. Contact details, 4. Bank data, and 5. Compliance. Each section contains specific questions and input fields. Callouts are placed throughout the form:
 

- 7**: Points to the 'Details' section, with a text box: 'Check the data that has been automatically entered and complete the mandatory fields (\*).' An information icon (i) is also present.
- 8**: Points to the 'Bank data' section, with a text box: 'Please upload an official bank document in closed format (e.g. PDF of a paying-in slip) so we can verify your bank details.'
- 9**: Points to the 'Compliance' section, with a text box: 'Clarify who is authorised to complete the form within your company if necessary.'
- 10**: Points to the 'Submit Entire Response' button at the bottom left, with a text box: 'Click the "Submit Entire Response" button.'
- 11**: Points to the 'Save draft' button at the bottom left, with a text box: 'Click the "Save draft" button if, for example, certain data has to be checked.'

 At the top right, a timer indicates 'Time remaining: 2 days 23:58:57'. A 'References' button is visible next to question 1.1.

Figure 7: SBB registration questionnaire

The dialog box has a green checkmark icon and the text: 'Submit this response? Click OK to submit.' Below the text are two buttons: 'OK' and 'Cancel'. A callout **11** points to the 'OK' button with the text: 'Click "OK".'

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.



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



Title	ID	End Time ↓	Status
Supplier registration questionnaire	Doc800004023	11/15/2021 7:50 PM	Pending Approval

**Figure 10: Registration questionnaire status**

## 1.4. E-mail confirmation of registration

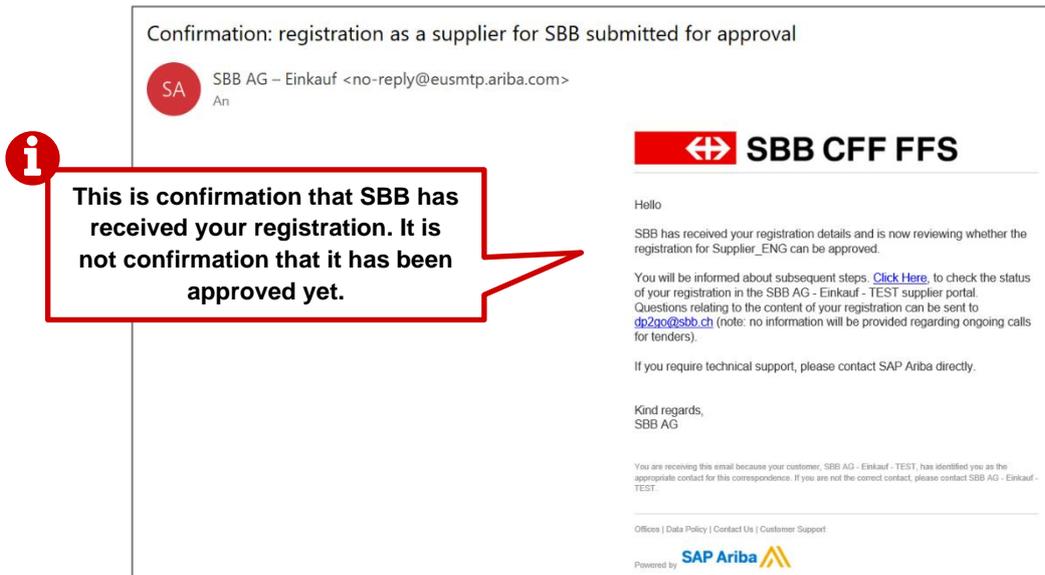


Figure 11: E-mail confirmation that your registration questionnaire has been submitted

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

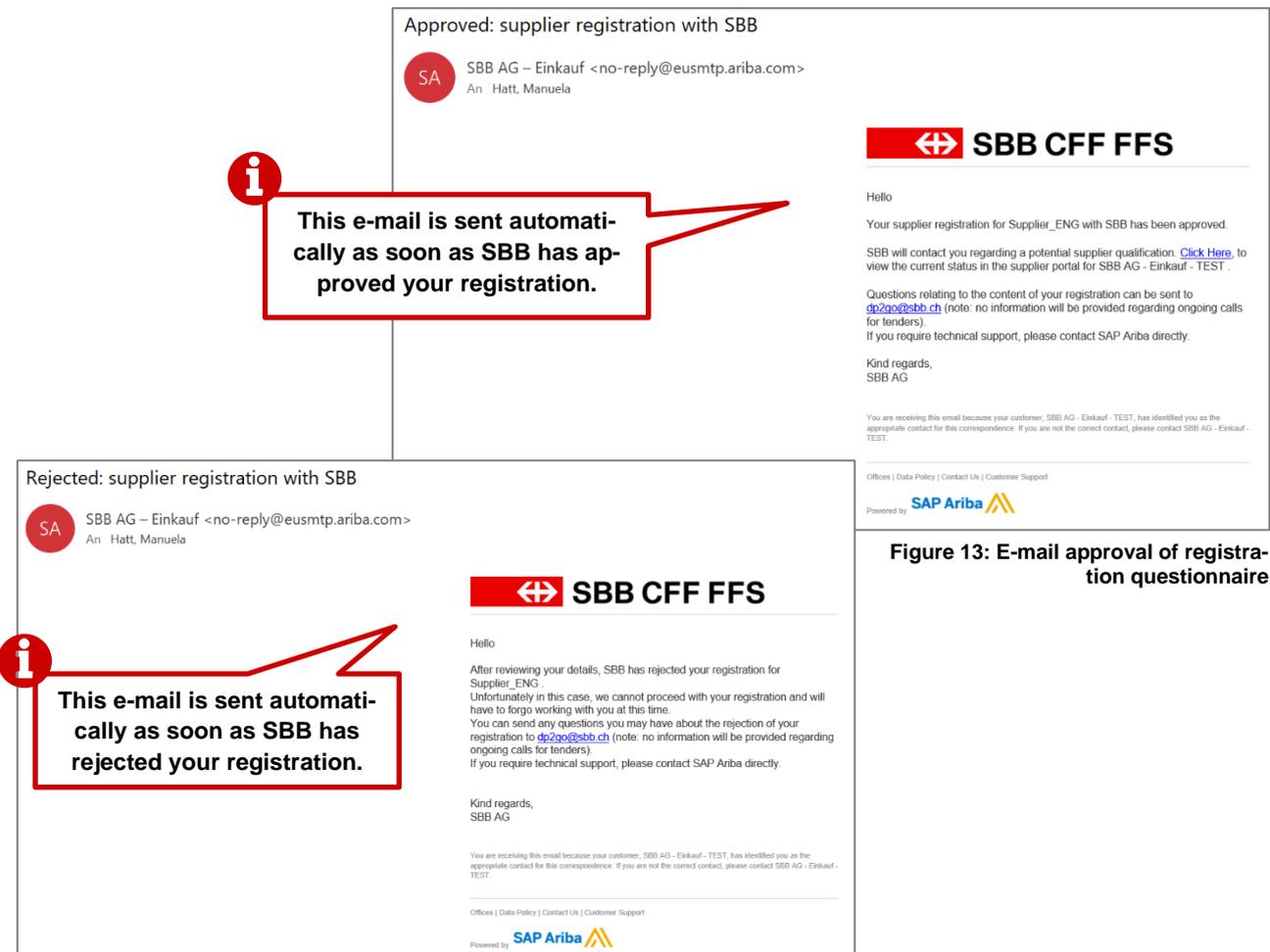
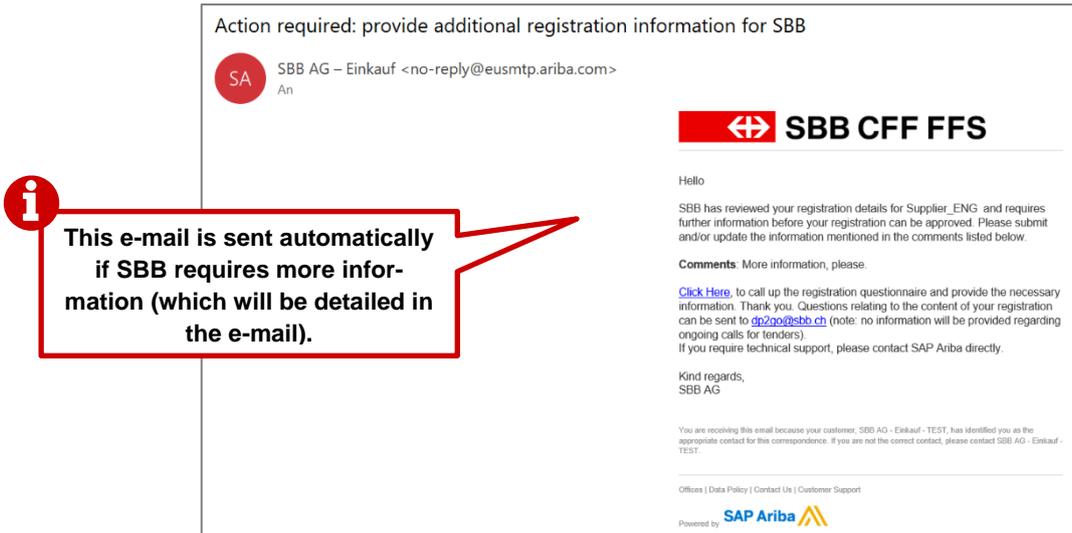


Figure 13: E-mail approval of registration questionnaire

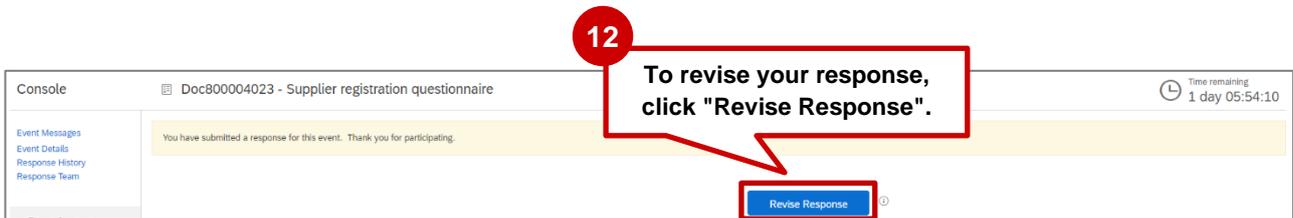
Figure 12: E-mail rejection of registration questionnaire



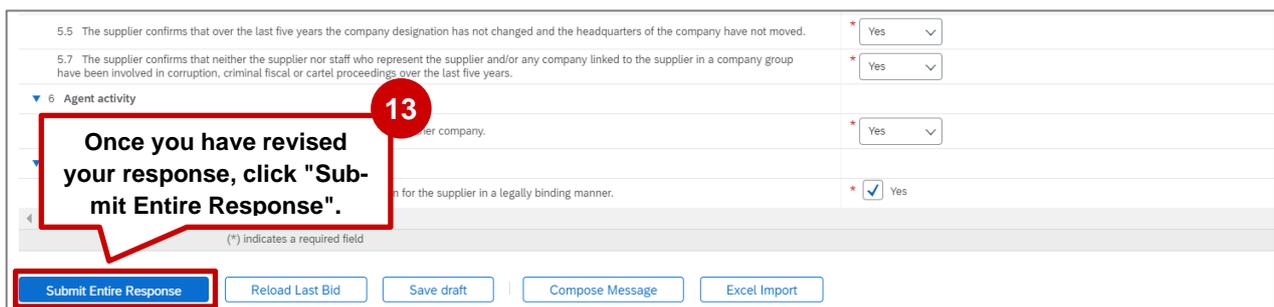
**Figure 14: E-mail request for further information**

## 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**.