

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** <u>by e-mail</u>



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 every-thing 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.

Here SBB CFF FFS

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.

Ariba Proposals and Questionnai	res 🚽		0	>>
Create account			Create account and continue Cancel	Search
st, create an SAP Ariba supplier acco	ount, then complete questionnaires required by Schweize	ische Bundesbahnen SBB - TEST.		
				 Error: The username and passw entered has already merged to another Ariba Sourcing user acc
Company information				Error: The username and passwi pair you entered was not found
1		* Indicates a required field		What are some registration tips
Company Name:*	Supplier_ENG			Error: "User already exists. Plea
Country/Region:*	Switzerland [CHE]	If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address,		enter a different username." wh registering
Address:*	Testingstreet 2	billing address or other addresses later in your company profile.		Section 2017 Secti
	Line 2			a W are some common issue
Postal Code:*	8001	Qualifica	tion requests, invitations to	Can my company have multiple
City:*	Zürich	procurem	nent events, etc. will be sen	t Supplier Basics (4:33)
State.		to the e-	mail address entered here.	
ser account information				11
		indicates a required field		Search
Name:*	Test Tester	SAF outline wetwork Private Statement		
Email:*	name and the second second	Althoug	gh you are free to choose y	OUR Username and pass s already merged to ba Sourcing user ac
[Use my email as my username	own use	er name, you must ensure th	nat it
Username:*	supplier_EN@test.com	Must be in email formatice e inhead is in e-n	nail address format. We rec	om-
Password:*		upper and lower case letterse mend en characters.	tering your own e-mail-add	ress. ork Suppliers?
				enter a different username." whi registering
Language:	English 🗸	The language used when Ariba sends you configurable notifications. This is different than your web b		How do I register on SAP Ariba
Email orders to:*	supplier_EN@test.com	Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a		What are some common issues
		distribution list and enter the email address here. You can change this anytime.		
ell us more about your bu	isiness		Use "Browse" to find	existing
			product categories in	n hierar-
Product and Service Categories:*	Enter Product and Service Categories	Add -or- Browse	chical order. These	do not
	Aquecuture equipment X Commercial Issuing equipment X		have to be chosen w	ith spe-
Ship-to or Service Locations:*	Enter Ship-to or Service Location	Add -or- Browse	cific reference to	SBB.
		7		- time are some registration tips
Tax ID:	Optional	Enter your Company Tax ID number.		4 work Suppliers?
Vat ID:	Optional	identification number. Do not enter dashes.	Click the "Create ac-	different username." wh
DUNS Number:	Optional	Enter the nine-digit number issued by Dun & Bradstreet. By defa	count and continue"	ow do I register on SAP Ariba purcing?
		_ DUNS number is appended with '-1' in test account.	button.	hat are some common issues
I have read and agree to the Terms of Use I hereby agree that SAP Business Network of	vill make parts of my (company) information accessible to other users and	the public based on my role within the SAP Business		Can my company have multiple
applicable profile visibility settings. Please s	ee the SAP Business Network Privacy Statement to learn how we process	personal data.		accounts?
Pleas	e read the terms and pri	vacy statement,	Create account and continue Cancel	Supplier Basics (4:33)
confirm	n acceptance within you	r company if nec-		View more
	essary, and tick the che	ckboxes.		

Figure 3: Creating an SAP Ariba supplier account



i Potentia	existing accounts	_	
We have n Please review	A warning message may	ork account registered b	y your company.
	accounts" button.	Review accounts	Skip review

Figure 4: SAP Ariba duplicate account checking

SAP Ariba Proposals and Ques	ionnaires –			0
Review duplicate Acco	unt			
We noticed that your compan • You can log in the account y • Or, you can view the profile • Or, if there is no match, you • Or, you can Go back to prev	r may already register an Ariba Network account, p rou are associated with and contact the account administrator from there can Continue Account Creation and we will progre ious page	lease review the match results be	low, then:	
Match Based On			6	
COMPANY NAME	If necessary, please cheo whether an SAP Ariba ac	ck within your com count has already	been	
Supplier_ENG	created. We all want to an count does not yet exist for click the "Continue Acc	void duplicates. If a or your company, p ount Creation" but	IN aC- Zürich Zürich, Switzerland 8001 ton.	
19 search results found				
SUPPLIER NAME	COUNTRY \Leftrightarrow STATE \Leftrightarrow	DUNS 🔶	SUPPLIER ANID ⇔ AG	CTIONS

Figure 6: Checking for duplicate accounts



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







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 Sourcir	ng	111 Company Settings
Go back to SBB AG - Einkauf - TE	IST Dashboard	Desktop File Sync
Event Details	Doc800004023 - Supplier registration questionnaire	Pending Approva
Event Messages Response History Download Tutorials Prepare Response	General	Once you have submitted your response, its status changes to "Pending Ap-
Response Team	Name 1	proval". You can no longer change your
	▼ 1 General	response once it is in this status
Event Contents	1.1 Guide to supplier registration 📓 References 🗸	response once it is in this status.
All Content	1.2 Company form (i)	[UNT] Company

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

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

Figure 10: Registration questionnaire status

1.4. E-mail confirmation of registration

Confirmation: registration as a supplier for SB SBB AG – Einkauf <no-reply@eusmtp.ariba.com></no-reply@eusmtp.ariba.com>	B submitted for approval
This is confirmation that SBB has received your registration. It is not confirmation that it has been approved yet.	Hello SBB has received your registration details and is now reviewing whether the registration for supplier_ENG can be approved. You will be informed about subsequent steps <u>Click Here</u> , to check the status of your registration in the SBB AG - Einkauf - TEST supplier portal. Questions relating to the content of your registration can be sent to dp2qo(sbb ch (note: no information will be provided regarding ongoing calls for tenders). If you require technical support, please contact SAP Ariba directly.
	Kind regards, SBB AG You are receiving this email because your costomer, SBB AG - Einkard - TEST, has identified yeu as the appropriate contact for this correspondence. If you are not the correct contact, please contact SBB AG - Einkar TEST. Offices Data Pulicy Contact Us Customer Support

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

A	pproved: supplier registration with SBB	
	5A SBB AG – Einkauf <no-reply@eusmtp.ariba.com> An Hatt, Manuela</no-reply@eusmtp.ariba.com>	
		SBB CFF FFS
		Hello
This e-mail	is sent automati-	Your supplier registration for Supplier_ENG with SBB has been approved.
cally as soc	on as SBB has ap-	SBB will contact you regarding a potential supplier qualification. Click Here, to view the current status in the supplier portal for SBB AG - Einkauf - TEST .
proved ye	our registration.	Questions relating to the content of your registration can be sent to <u>dp2go@bbb.ch</u> (note: no information will be provided regarding ongoing calls for tenders). If you require technical support, please contact SAP Anba 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.
Rejected: supplier registration with SBB		Offices Data Policy Contact Us Customer Support
SBR AG - Finkauf < no-renh/@eusmtn ariba com>		Powered by SAP Ariba
An Hatt, Manuela	SBB CFF FFS	Figure 13: E-mail approval of registra- tion questionnaire
	Helio	
This e-mail is sent automati- cally as soon as SBB has rejected your registration.	After reviewing your details, SBB has rejected your registration for Supplier_ENG. Unfortunately in this case, we cannot proceed with your registration and will have to forgo working with you at this time. You can send any questions you may have about the rejection of your registration to <u>du/2000@bb ch</u> (note: no information will be provided regarding orgoing calls for Inders). If you require technical support, please contact SAP Ariba directly.	
	Kind regards, SBB AG	
	You are receiving this ensul because your contorner, 580 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 12: E-mail rejection of registration questionnaire



	Action required: provide add	Action required: provide additional registration information for SBB			
	SA SBB AG – Einkauf <no-repl An</no-repl 	/@eusmtp.ariba.com>			
		SBB CFF FFS			
		Hello			
Ч	This e-mail is sent automatically	SBB has reviewed your registration details for Supplier_ENG and requires further information before your registration can be approved. Please submit and/or update the information mentioned in the comments listed below.			
	if SBB requires more infor-	Comments: More information, please.			
	mation (which will be detailed in the e-mail).	<u>Click Here</u> , to call up the registration questionnaire and provide the necessary information. Thank you. Cuestions relating to the content of your registration can be sent to <u>gozyogicko</u> ch (note: on lorimation will be provided regarding ongoing calls for fenders). If you require technical support, please contact SAP Ariba directly.			
		Kind regards, SBB AG			
		You are receiving this enail because your contenses 580 AG - Existent - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact 580 AG - Existan - TEST.			
		Offices Data Policy Contact Us Customer Support			
		Powered by SAP Ariba			

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.

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		12	
Console	Doc800004023 - Supplier registration questionnaire	To revise your response, click "Revise Response"	U Time remaining 1 day 05:54:10
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.	click Revise Response .	
Response History Response Team		Revise Response 0	

Figure 16: Revising your registration questionnaire

5.5 The supplier confirms that over the last five years the company designation has not changed and the headquarters of the company have not moved. 5.7 The supplier confirms that neither the supplier nor staff who represent the supplier and/or any company linked to the supplier in a company group have been involved in corruption, criminal fiscal or cartel proceedings over the last five years.	* Yes v * Yes v
Agent activity Once you have revised your response, click "Sub- n for the supplier in a legally binding manner.	* Yes v * Ves
mit Entire Response". (*) indicates a required field Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import	

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 <u>SBB's</u> website page for suppliers.
- If you have any questions on using Ariba, please log into your SAP Ariba account and complete the <u>web form</u> 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 <u>send an e-mail</u> to **SBB DP2Go Support.**