

ARIBA Standard Account Supplier Package Account Creation

Schenker AG | Global Spend Governance | V1.1

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Introduction

In summer 2018 Schenker AG has started SAP ARIBA as a central application for managing procurement.

We would like to thank you for your understanding that you will not be able to edit purchase order's for Schenker AG, creating invoices or to participate on tender's without having a SAP ARIBA account

In the following slides you will find important information for your easy and smooth registration processes.

We are extremely pleased to be working in a collaborative partnership.

DB Schenker is the world's leading global logistics provider – we support industry and trade in the global exchange of goods through land transport, worldwide air and ocean freight, contract logistics and supply chain management. Integrated logistics resides at the world's most important intersections, where the flow of goods creates an effective link between carriers. Our value-added services ensure the flow of goods continues seamlessly and supply chains stay lean and optimized for success. Our business holds top positions in automotive, technology, consumer goods, trade fair logistics, special transports, and special events logistics.

Locations around the world: about 2,000 | Employees worldwide : more than 75,800

Introduction

- ✓ The usage of the Ariba network is free for all **“Standard Account”** suppliers regardless of the turnover and the number of documents.
- ✓ As soon as you have been selected as a Schenker AG supplier, you will receive an **invitation by eMail** requesting you to register on our ARIBA network and to fill out our supplier questionnaire.
- ✓ As a “Standard Account” supplier you will receive an interactive eMail as soon as an order has been made and received for you in the ARIBA network.
- ✓ You will see all orders from the Schenker AG after setting up your ARIBA Standard Account. In order to edit/settle the orders you need to click on the button **“process order”** in the interactive eMail.
- ✓ This document contains information about how to create an ARIBA network account and how to edit orders. Moreover, how to create and transfer online invoices to the Schenker AG via the ARIBA network


Invitation to join ARIBA network

Supplier receives invitation from buyer to join Ariba Network.

Note: the registration process must be completed once the link is accessed otherwise it will become inactive and a new link will be needed to register.

Invitation: Register to become a supplier with DB Schenker - TEST



Daniel Coman <s4system-prodeu+DBSchenker-T.Doc403908533@eusmtp.ariba.com>
To  Dragos, Madalina



Register as a supplier with DB Schenker - TEST

Hello!

Daniel Coman has invited you to register to become a supplier with DB Schenker - TEST. Start by creating an account with Ariba Network. It's free.

DB Schenker - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. Before creating a new account on Ariba Network, please make sure to check within your company internally whether Coruscant already has an account with Ariba Network.

If Coruscant already has an account with Ariba Network, sign in with your username and password.

Otherwise, please [Click Here](#) to create account now.

You are receiving this email because your customer, DB Schenker - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact DB Schenker - TEST.

[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by 

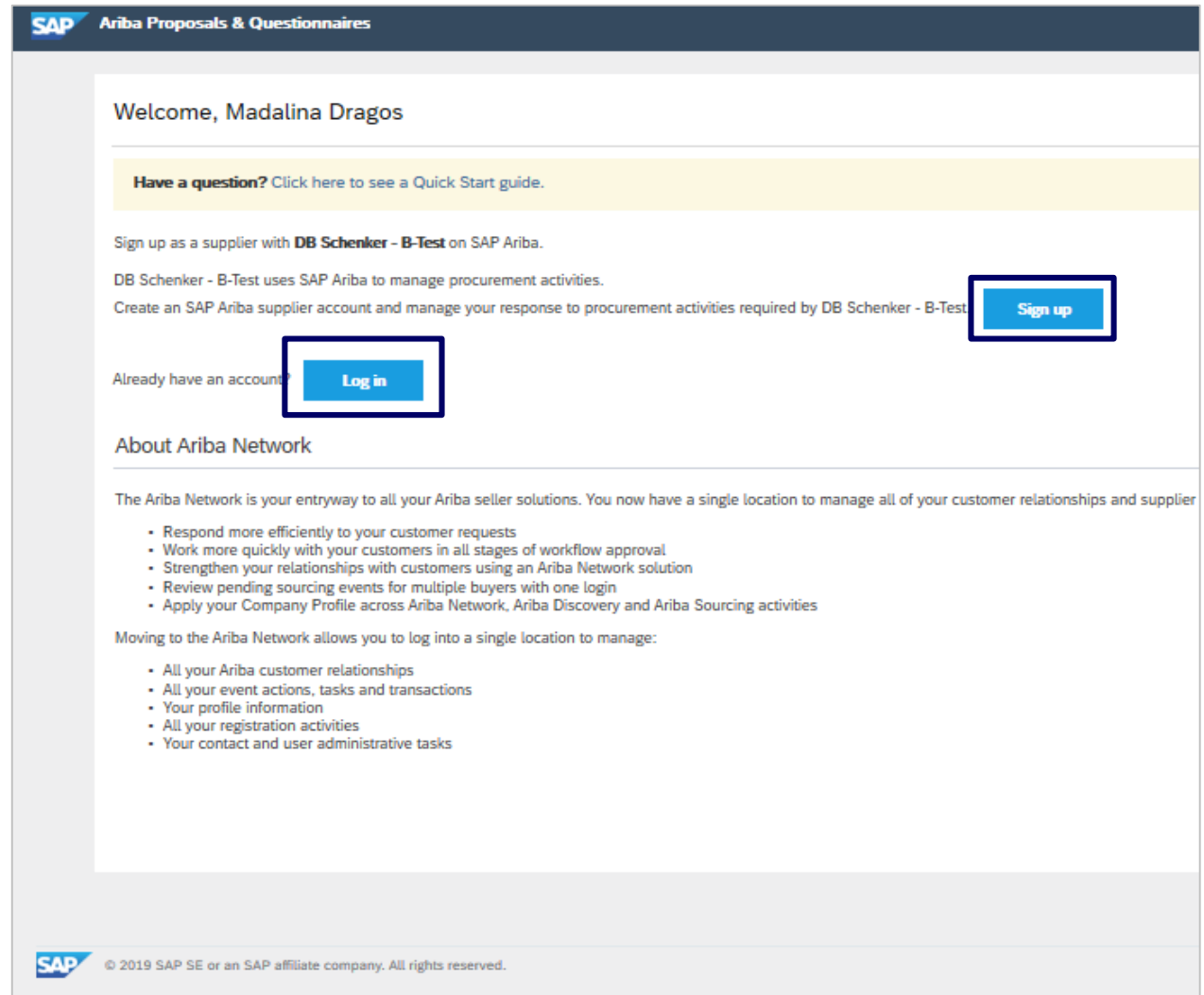
Invitation to join ARIBA network

If you **don't have an ARIBA network account**: Please click on **Sign up** in the eMail to get into the ARIBA network

If you don't have an ARIBA network account please click on the button **Sign up**.

You already have a SAP ARIBA account?

Please click on **Log in** if you already have an ARIBA network account



The screenshot shows the SAP Ariba Proposals & Questionnaires interface. At the top, it says 'SAP Ariba Proposals & Questionnaires'. Below that, it says 'Welcome, Madalina Dragos'. There is a yellow banner with the text 'Have a question? Click here to see a Quick Start guide.' Below the banner, it says 'Sign up as a supplier with DB Schenker - B-Test on SAP Ariba.' and 'DB Schenker - B-Test uses SAP Ariba to manage procurement activities.' There are two buttons: 'Sign up' and 'Log in'. The 'Sign up' button is highlighted with a blue border. Below the buttons, it says 'Already have an account?' and 'Log in'. Below that, it says 'About Ariba Network' and 'The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier'. There is a list of bullet points: 'Respond more efficiently to your customer requests', 'Work more quickly with your customers in all stages of workflow approval', 'Strengthen your relationships with customers using an Ariba Network solution', 'Review pending sourcing events for multiple buyers with one login', and 'Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities'. Below the list, it says 'Moving to the Ariba Network allows you to log into a single location to manage:' and another list of bullet points: 'All your Ariba customer relationships', 'All your event actions, tasks and transactions', 'Your profile information', 'All your registration activities', and 'Your contact and user administrative tasks'. At the bottom, it says 'SAP © 2019 SAP SE or an SAP affiliate company. All rights reserved.'

Account Creation

For new Ariba Network account creation, please fill in **company information**:

- Company name
- Country
- Address
- City
- State
- Postal code

User account information:

- Name
- Email address
- User name
- Password
- Language
- Email orders to

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by DB Schenker - B-Test.

Company information

* Indicates a required field

Company Name:

Country:

Address:

City:

State:

Zip:

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

* Indicates a required field

Name:

Email:

Use my email as my username

Username:

Password:

Language:

Email orders to:

[SAP Ariba Privacy Statement](#)

Must be in email format (e.g. john@newco.com) ⓘ

Must contain a minimum 8 characters including letters and numbers. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Account Creation

Business profile: in order to have a relevant business profile, **Product and Service Categories & Ship to or Service Locations** details need to be added up here.

Available categories can be displayed by clicking on **Browse**.

Tell us more about your business

Product and Service Categories: * -or-

Ship-to or Service Locations: * -or-

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

Product and Service Category Selection

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Product and Service Categories

Agricultural & Fishing Machinery >	Cleaning & Janitorial Supplies >	Absorbents >	Air freshener ✓
Agricultural & Fishing Services >	Industrial Laundry & Dry Cleaning Equipment >	Brooms and mops and brushes and accessories >	Air sanitizer
Apparel, Luggage & Personal Care >	Janitorial Equipment >	Cleaning and disinfecting solutions >	Ammonia cleaners
Chemicals >	Water Treatment Supplies & Disposal >	Cleaning kits >	Anti dust products
Cleaning Supplies >		Cleaning rags and cloths and wipes >	Automotive cleaners
Computer Hardware, Software & Telecom >		Restroom supplies >	Bleaches
Construction & Maintenance Services >			Carbon removing compounds
Construction Materials >			Commercial disinfectant cleaners

My Selections (2)

- Card cages (View)
- Air freshener (View)

Account Creation

To complete the account creation, please acknowledge the **SAP ARIBA Terms of Use** and **SAP Ariba Privacy Statement** by setting the thick mark. Next, please click on **Create account and continue**.

To avoid duplicate account creation for the same company, Ariba is matching your information for existing accounts. Review the suspected duplicate company accounts please click on **Review accounts**.

A list of possible duplicates will be shown on the next screen. In order to continue account creation, click on **Continue Account Creation** link.

When account creation is finished, a confirmation will be sent by email.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and you are no longer a Russian citizen residing within the Russian Federation. You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

[Create account and continue](#) [Cancel](#)

ⓘ Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Review accounts](#)

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Supplier Registration Questionnaire

After ARIBA Network account is created, supplier registration questionnaire page will be automatically displayed.

In case you are not forwarded automatically, the questionnaire can be found by clicking Ariba Proposal and Questionnaires.

Supplier Registration Questionnaire

1. Select the country from the drop down list
2. Select the language from the drop down list

This selection will trigger for you the right questionnaire language and country specific questions

Please acknowledge our **Data Privacy Policy** and **NDA** in order to continue with the Questionnaire.



The relevant policies can be downloaded and reviewed by clicking on **References**

1 Please select your country	* France ▾
2 Please select your language	* English ▾

All Content

Name ↑	
1 Please select your country	* France ▾
2 Please select your language	* Germany France
▼ 3 English questionnaire for France	

▼ 3 English questionnaire for France

3.1 Did you take note of our data privacy policy?  References ▾	* Unspecified ▾
3.2 NDA Acceptance  References ▾	* Yes No
▼ 3.3 General company information	
	* Unspecified

Supplier Registration Questionnaire

Company General Information.

Please fill in company information such as:

- Company legal name
- Legal form/ownership
- VAT number
- Supplier DUNS number
- Parent company name (if applicable) & address
- Address

▼ 3.3 General company information

3.3.1 Legal Company Name

3.3.2 Legal Form/ Ownership

3.3.5 VAT number

3.3.6 Supplier DUNS number

3.3.7 Parent Company Name (if applicable)

3.3.8 Address

Supplier Registration Questionnaire

- To complete the Bank information a *non-editable company proof* document needs to be uploaded by clicking on **Attach a file**.
- Please fill in all relevant Contacts to allocate related topics to right support.
- Please select the appropriate ARIBA account type for our business relationship and technical collaboration on ARIBA Network. Detailed info on the ARIBA Accounts can be found under **References**

▼ 3.3.10 Bank Information	
3.3.10.1 Bank Name	* <input type="text"/>
3.3.10.2 Swift Code	* <input type="text"/>
3.3.10.3 IBAN	* <input type="text"/>
3.3.10.4 Please attach supporting document for Bank details verification in non-editable format	* Attach a file

Add Attachment [OK](#) [Cancel](#)

Enter the location of a file to add as an Attachment. To search for a particular file, click [Browse...](#) When you have finished, click [OK](#) to add the attachment.

Attachment: [Browse...](#)

Or drop file here

▼ 3.3.11 Contacts	
3.3.11.1 Accounting Contact Email	* <input type="text"/>
3.3.11.2 Technical Contact Email	* <input type="text"/>
3.3.11.3 Sales Contact Email	* <input type="text"/>
3.3.11.4 PO receipt Email address	* <input type="text"/>
3.3.12 What kind of Ariba Network account will you use? <small>Please see attached document for more details</small> References ▼	* Light Account (Limited Functionality) ▼
3.3.13 For Full Account, please note that some one from SAP Ariba will reach out to you after completing the Questionnaire	

3.3.12 What kind of Ariba Network account will you use? <small>Please see attached document for more details</small> References ▼	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Reference Documents</p> <p>Ariba Network Standard Account Info Pack.pdf</p> <p>Download all attachments</p> </div>
3.3.13 For Full Account, please note th	
▼ 3.4 Product or and Service-related Infor	
3.4.1 What additional value-adding servic	

Supplier Registration Questionnaire

- Product or service related information are not mandatory, but essential to evaluate and consider your company for projects and events hosted by Schenker at later stage.
- **High Quality-, Safety- and Environmental-Standards** are company interests from Schenker, if certificates or standards can be proofed, please select **Yes** from the drop down list and upload your documents and add your comment.

▼ 3.4 Product or and Service-related Information	
3.4.1 What additional value-adding services can you provide to DB Group?	<input type="text"/>
3.4.2 Please provide references of your key clients served within the past 3 years.	<input type="text"/>
3.4.3 Do you provide a Single-Point of Contact for customers to solve problems/ answer questions?	Yes ▼
3.4.4 Who is the point of contact	<input type="text"/>

▼ 3.5 Quality, Safety, Environment	
3.5.1 Does your company have quality standards to comply with? (e.g. ISO 9000, ISO 9001, ISO 13485)(in case of more then 1 certificate please upload all of them as 1 zip file with a max. of 100 MB)	* Yes ▼ Details
3.5.2 Does your company comply with environmental standards? (e.g. ISO 14000, ISO 14001) (in case of more then 1 certificate please upload all of them as 1 zip file with a max. of 100 MB)	* Unspecified ▼
3.5.3 Does your company comply with safety standards? (In case of more then 1 certificate please upload all of them as 1 zip file with a max. of 100 MB)	* Unspecified ▼

3.5.1 Does your company have quality standards to comply with? (e.g. ISO 9000, ISO 9001, ISO 13485)(in cas...

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)


Certificate Type:


Issuer:

Year of publication:

Certificate Number:

Certificate Location:

Effective Date: 

Expiration Date: 

Attachment: [Browse...](#)

Or drop file here


Description:


Supplier Registration Questionnaire


- Defined Key performance Indicators or other relevant Indicators for your company can be mentioned here. The Fields are free text fields and any entry is allowed.
- The Comment field can be used for additional info from your side.

All requested information is filled in. Please click on **Submit Entire Response** and then on **OK**.

▼ 3.6 Key Performance Indicators (KPIs)	
3.6.1 Lead time (average time in days from order to delivery)	<input type="text"/>
3.6.2 Punctuality (on time delivery)	<input type="text"/>
3.6.3 Customer claim ratio (percentage of turnover)	<input type="text"/>
3.6.4 Customer service reaction time (average time between claim & response)	<input type="text"/>
3.6.5 Other KPIs - please specify	<input type="text"/>
3.7 Comment	<input type="text"/>

 **Submit this response?**
 Click OK to submit.

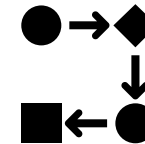
 **Doc403908533 - Supplier registration questionnaire**

 **Your response has been submitted. Thank you for participating in the event.**

If you would like to learn more, we are pleased to offer you more information in our „Following Packages“. In this you can find out:

- How do I acknowledge my Purchase Order?
- How can I submit my Invoice?
- How can I check my Invoice Status?
- What can I do if my invoice was rejected?
- How can I search for old purchase orders's
- What can I do if I can not find my interactive Mail to the purchase order anymore?

Your benefits by using SAP ARIBA network as a supplier at Schenker AG



A central portal for processing requests, tenders and purchase orders

Full transparency over all processes with Schenker AG. Automatic notifications over an interactive email

Discharge for you because of partial automazation of administrative and operative processes

SAP ARIBA Network Support

<https://www.ariba.com/de-de/ariba-network/ariba-network-for-suppliers>

<https://www.ariba.com/de-de/support/supplier-support>

For further questions related to procurement processes, invoices and payment with Schenker AG please kindly use the contact form on our Web-Site