SAP Ariba Business Network Registration

Steps to register

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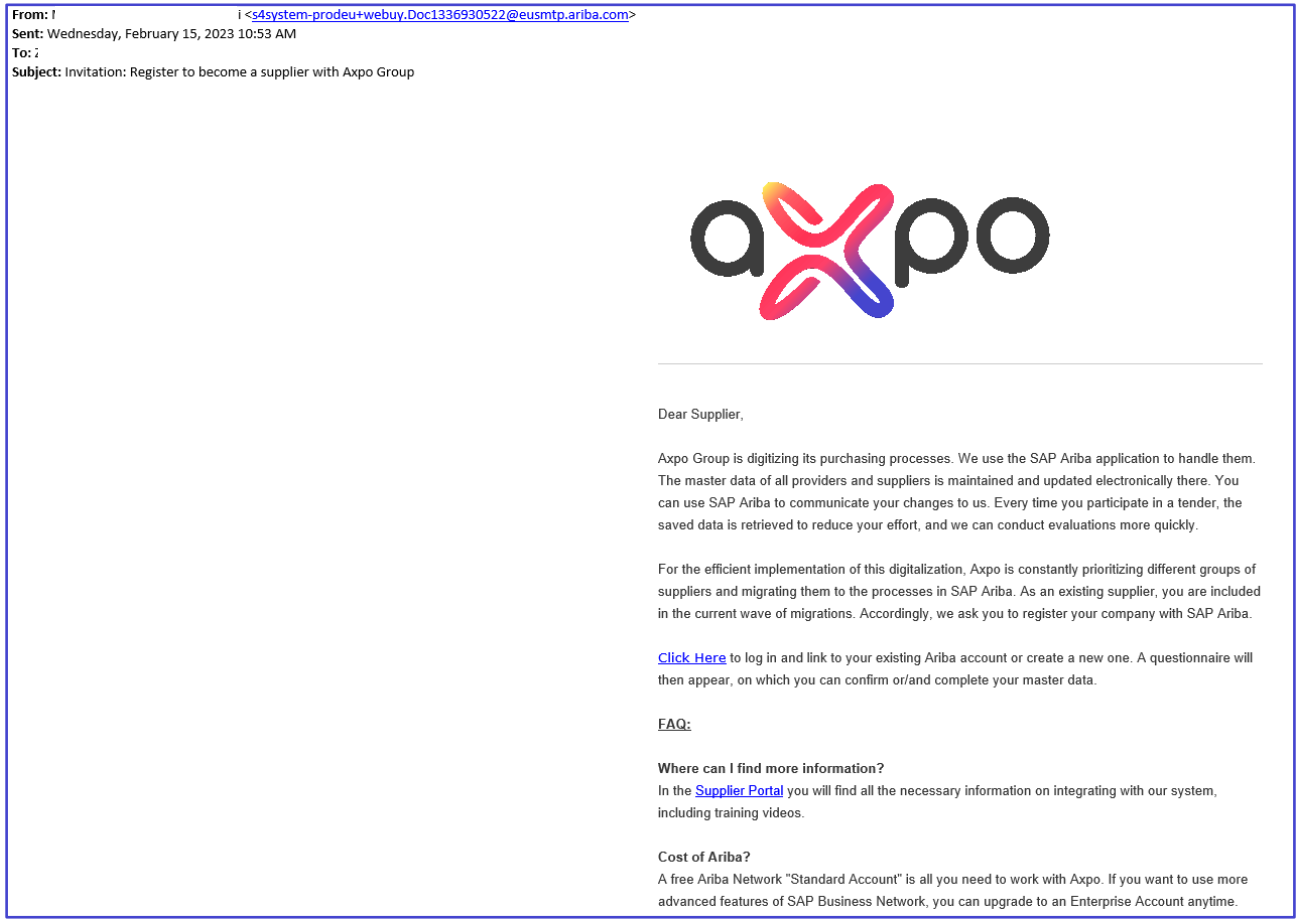
E-mail notification

You will receive an invitation by mail with a link to register.
Please select **Click Here.**



From: ! i <s4system-prodeu+webuy.Doc1336930522@eusmtp.ariba.com>
Sent: Wednesday, February 15, 2023 10:53 AM
To: ¡
Subject: Invitation: Register to become a supplier with Axpo Group

Dear Supplier,

Axpo Group is digitizing its purchasing processes. We use the SAP Ariba application to handle them. The master data of all providers and suppliers is maintained and updated electronically there. You can use SAP Ariba to communicate your changes to us. Every time you participate in a tender, the saved data is retrieved to reduce your effort, and we can conduct evaluations more quickly.

For the efficient implementation of this digitalization, Axpo is constantly prioritizing different groups of suppliers and migrating them to the processes in SAP Ariba. As an existing supplier, you are included in the current wave of migrations. Accordingly, we ask you to register your company with SAP Ariba.

Click Here to log in and link to your existing Ariba account or create a new one. A questionnaire will then appear, on which you can confirm or/and complete your master data.

FAQ:

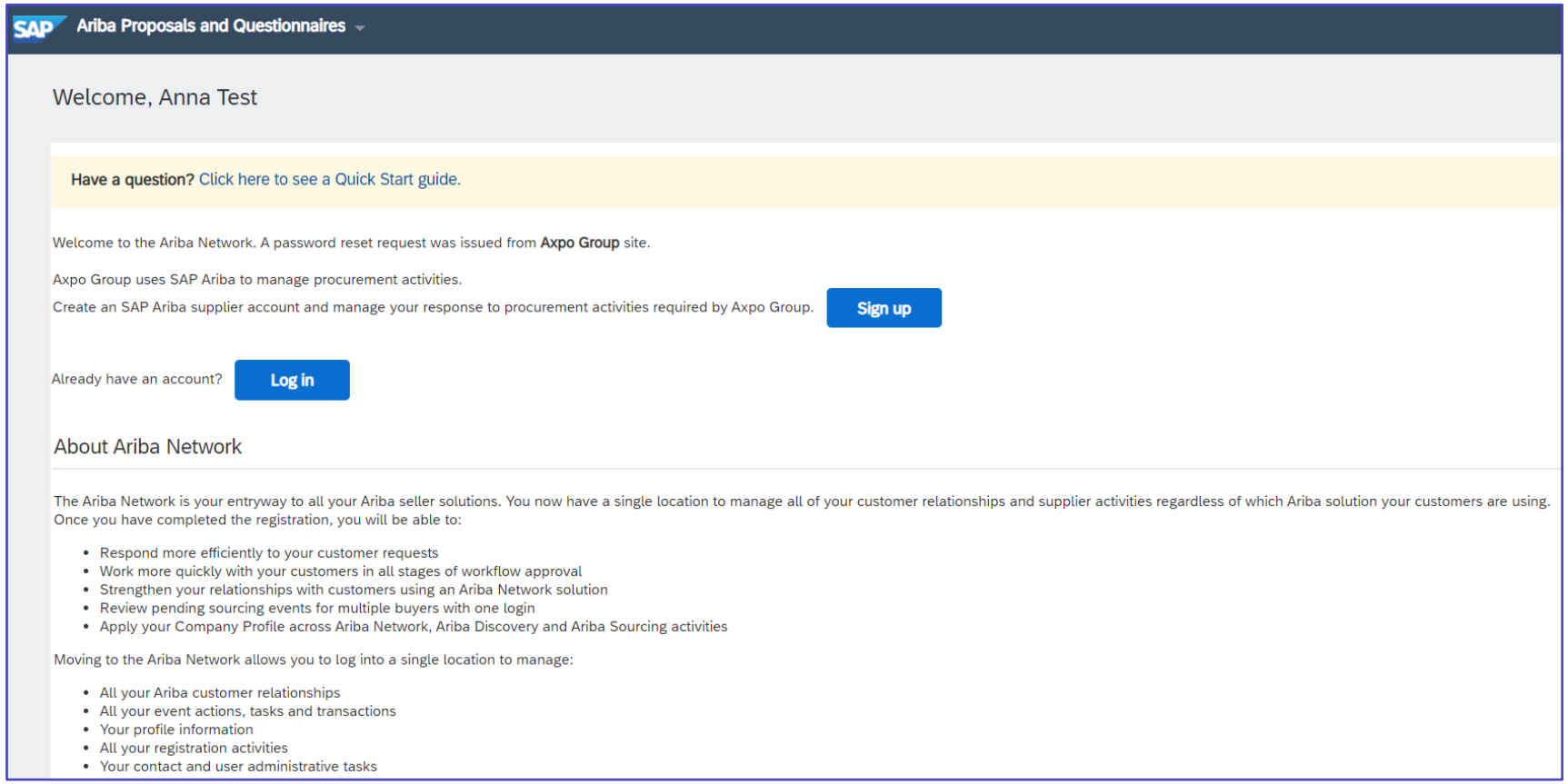
Where can I find more information?
In the Supplier Portal you will find all the necessary information on integrating with our system, including training videos.

Cost of Ariba?
A free Ariba Network "Standard Account" is all you need to work with Axpo. If you want to use more advanced features of SAP Business Network, you can upgrade to an Enterprise Account anytime.

E-mail notification

Now you are redirected to SAP Ariba Business Network.

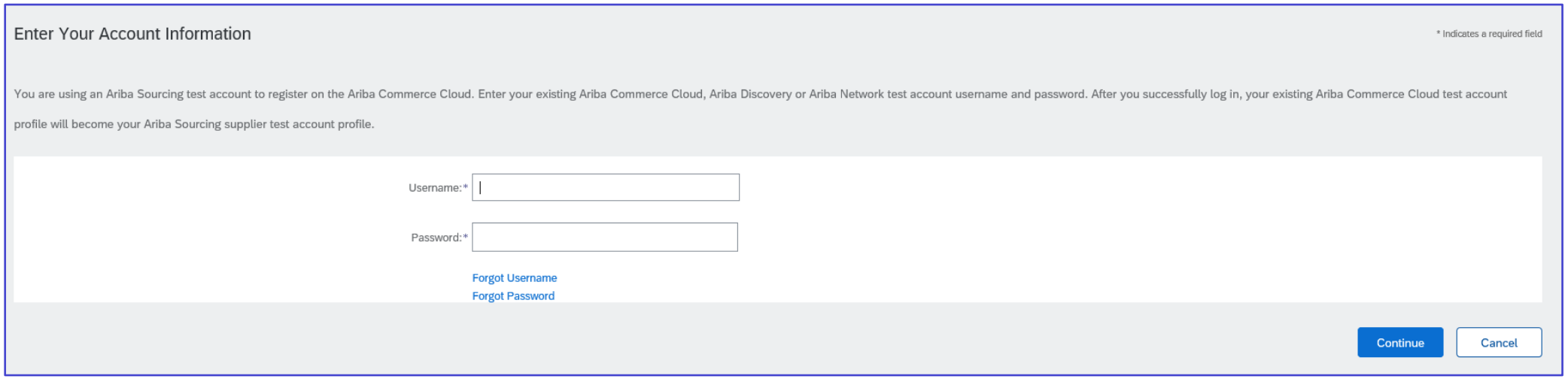
- If you **have already** the SAP Ariba account, please select **Log in** (see page 5)
- If you **do not have** any SAP Ariba account, please select **Sign up** (see page 6)



Log in to your existing account

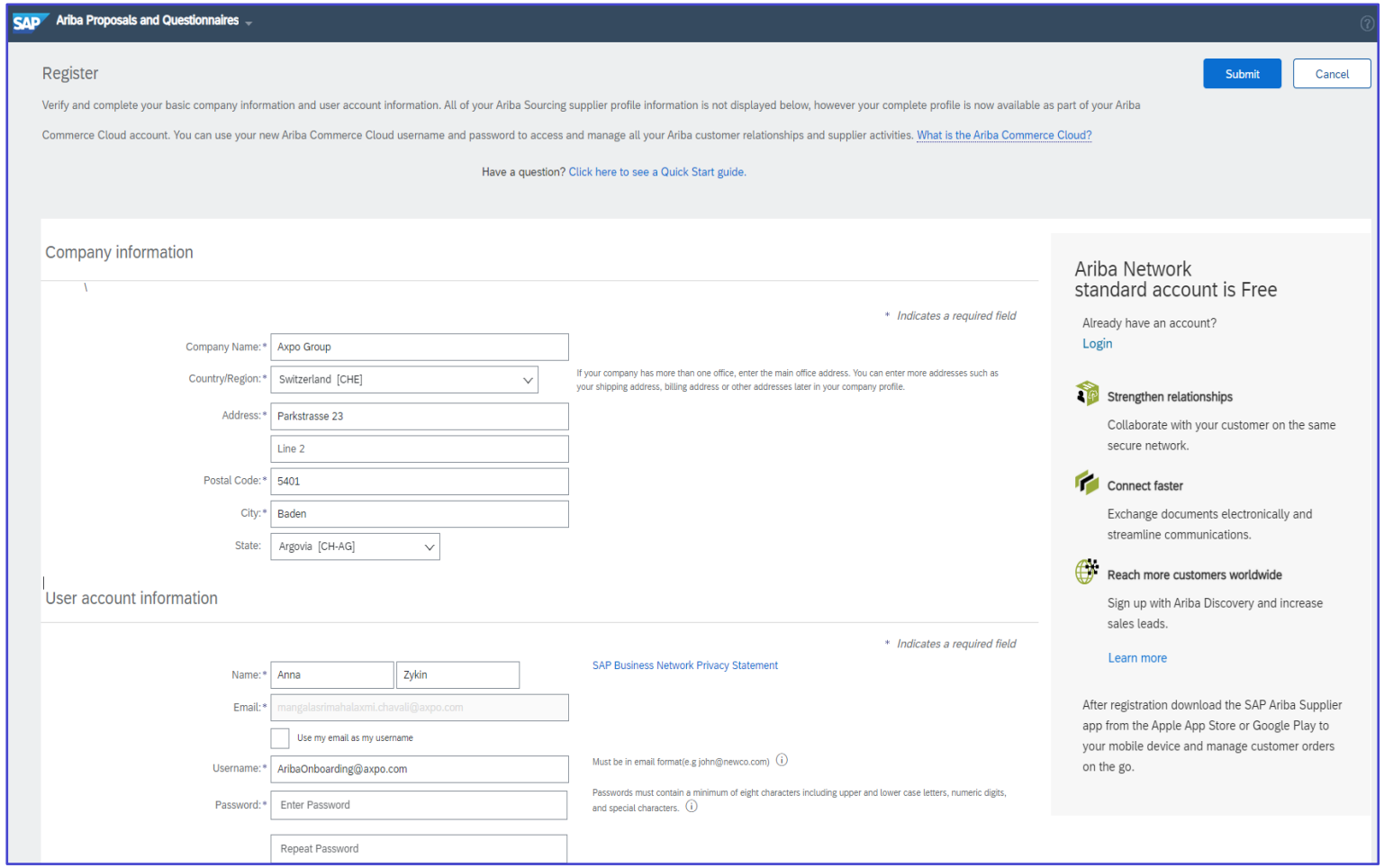
If you already have an Ariba account, please log in:

- Enter the username and password connected with your ANID.
- Press **Continue**



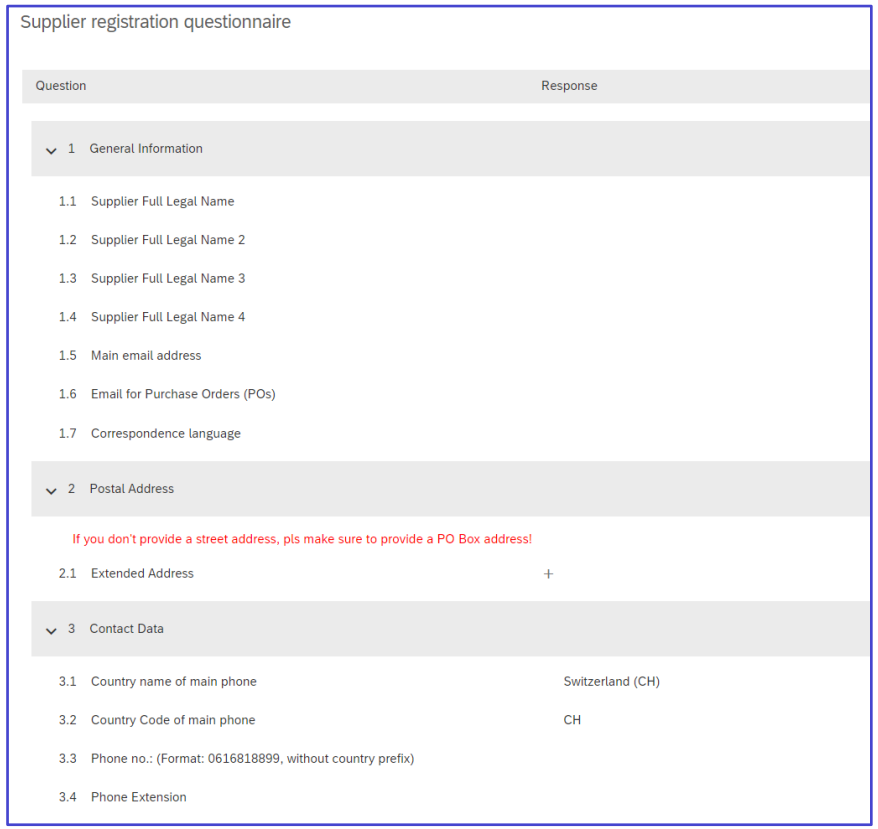
Sign up– Register

Please fill out all questions marked with the red * star and press **Submit**.



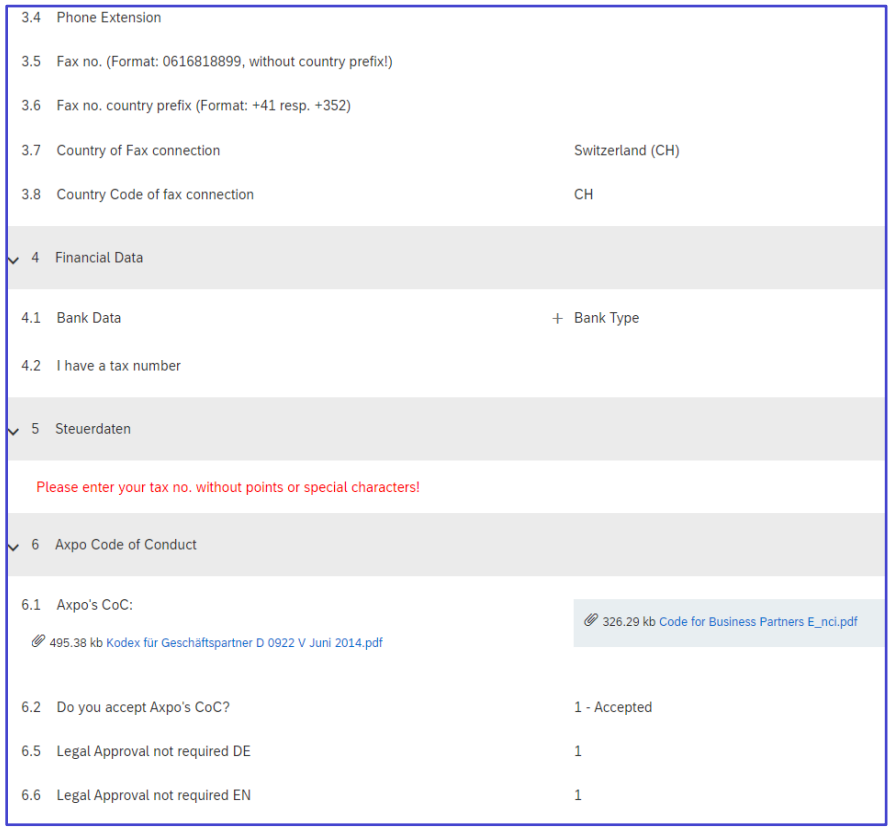
Axpo questionnaire

The following data are necessary and must be filled in completely.



Supplier registration questionnaire

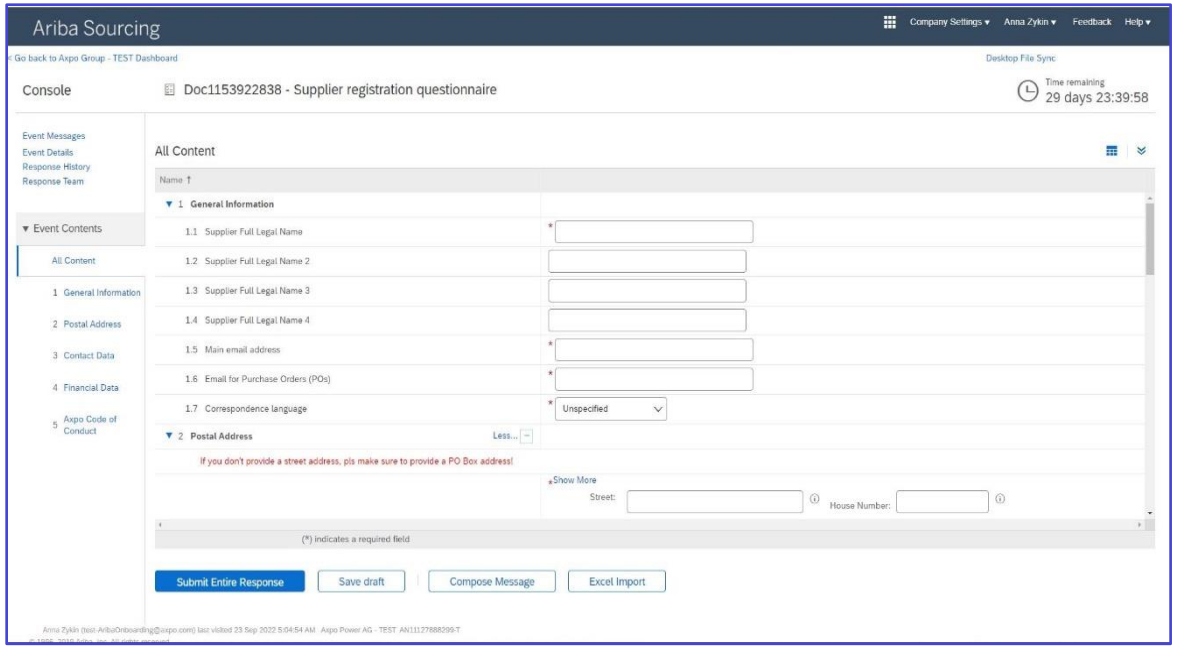
Question	Response
1 General Information	
1.1 Supplier Full Legal Name	
1.2 Supplier Full Legal Name 2	
1.3 Supplier Full Legal Name 3	
1.4 Supplier Full Legal Name 4	
1.5 Main email address	
1.6 Email for Purchase Orders (POs)	
1.7 Correspondence language	
2 Postal Address	
If you don't provide a street address, pls make sure to provide a PO Box address!	
2.1 Extended Address	+
3 Contact Data	
3.1 Country name of main phone	Switzerland (CH)
3.2 Country Code of main phone	CH
3.3 Phone no.: (Format: 0616818899, without country prefix)	
3.4 Phone Extension	



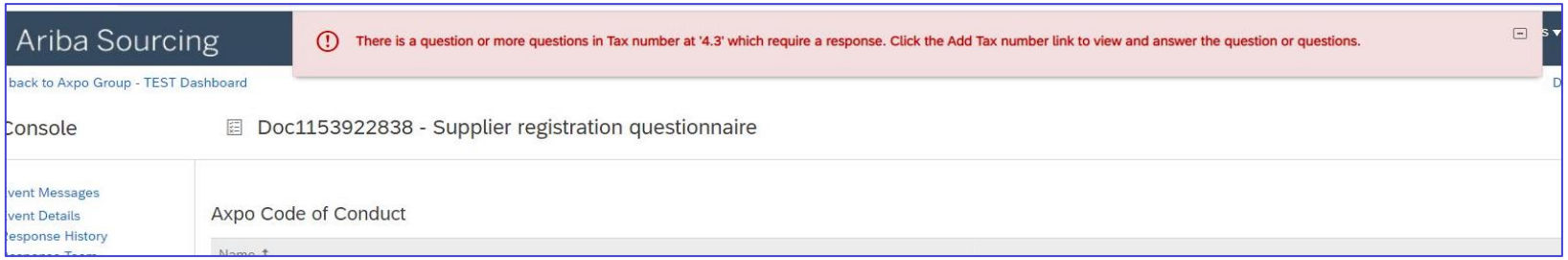
3.4	Phone Extension	
3.5	Fax no. (Format: 0616818899, without country prefix!)	
3.6	Fax no. country prefix (Format: +41 resp. +352)	
3.7	Country of Fax connection	Switzerland (CH)
3.8	Country Code of fax connection	CH
4	Financial Data	
4.1	Bank Data	+ Bank Type
4.2	I have a tax number	
5	Steuerdaten	
	Please enter your tax no. without points or special characters!	
6	Axpo Code of Conduct	
6.1	Axpo's CoC:	326.29 kb Code for Business Partners E_nci.pdf
	495.38 kb Kodex für Geschäftspartner D 0922 V Juni 2014.pdf	
6.2	Do you accept Axpo's CoC?	1 - Accepted
6.5	Legal Approval not required DE	1
6.6	Legal Approval not required EN	1

Submit the questionnaire

Once you have filled it all in, click **Submit Entire Respond**.

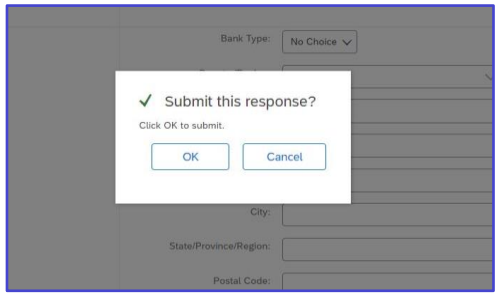


Note: If you receive the error message below after submitting, go back to the mentioned one and answer the missing questions.
Click again **Submit Entire Respond**.

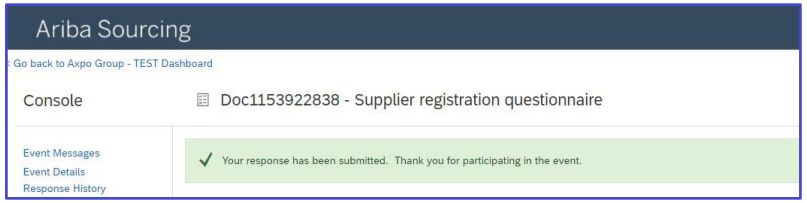


Final notification

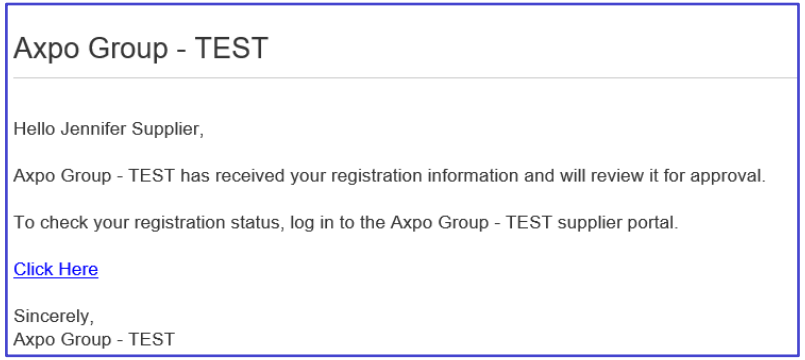
Once you have pressed **Submit Entire Response**, you will be prompted to submit the reply.
Confirm with **OK**.



You will receive a message …



… and finally receive a confirmation of registration by e-mail.



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Questions?

In the SAP Ariba Supplier Portal you will find all the necessary information.

For questions please contact our Axpo Supplier Onboarding Team.

Mail: AribaOnboarding@axpo.com

Tel: +41 56 200 33 44

axpo