

SAP Ariba Business Network Registration




Steps to register

	Seite
1. E-Mail notification	3 - 4
2. Log in - Log in with your Ariba account (Log in) - Sign up without Ariba account (Sign up)	5 - 6
3. Questionnaire	7 - 8
4. Final notification	9
5. Questions?	10

E-mail notification

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

From: I | <\$4system-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:

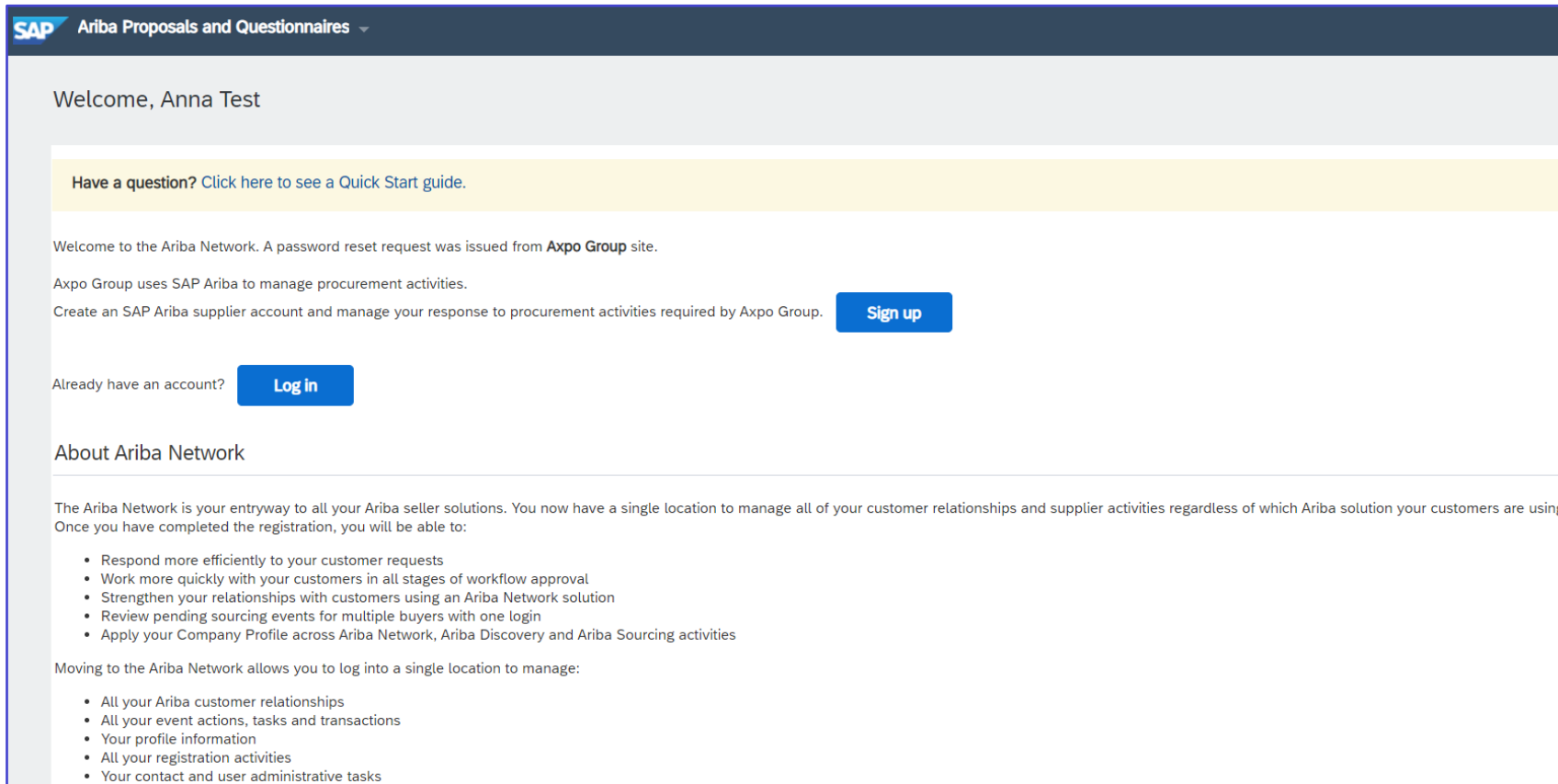
Where can I find more information?
In the [Supplier Portal](#) you will find all the necessary information on integrating with our system, including training videos.

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)



The screenshot shows the SAP Ariba Business Network registration page for Axpo Group. The page is titled "SAP Ariba Proposals and Questionnaires" and greets the user as "Welcome, Anna Test". A yellow banner offers a "Quick Start guide". The main content area includes a welcome message, a password reset notification, and instructions for creating a supplier account. Two prominent blue buttons are visible: "Sign up" and "Log in". Below this, there is a section titled "About Ariba Network" which explains the benefits of the network and lists specific capabilities.

SAP Ariba Proposals and Questionnaires

Welcome, Anna Test

Have a question? [Click here to see a Quick Start guide.](#)

Welcome to the Ariba Network. A password reset request was issued from **Axpo Group** site.

Axpo Group uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Axpo Group. [Sign up](#)

Already have an account? [Log in](#)

About Ariba Network

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 activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- 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
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

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**

Enter Your Account Information

* Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username:*

Password:*

[Forgot Username](#)
[Forgot Password](#)

Sign up– Register

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

The screenshot displays the 'Register' page in the SAP Ariba system. The page is titled 'Register' and includes a 'Submit' button and a 'Cancel' button. Below the title, there is a brief introduction and a link to 'What is the Ariba Commerce Cloud?'. A 'Quick Start guide' link is also present.

The form is divided into two main sections: 'Company information' and 'User account information'. Both sections have a red asterisk (*) indicating required fields.

Company information:

- Company Name: * Axpo Group
- Country/Region: * Switzerland [CHE]
- Address: * Parkstrasse 23, Line 2
- Postal Code: * 5401
- City: * Baden
- State: * Argovia [CH-AG]

User account information:

- Name: * Anna Zykin
- Email: * mangalasmahalaxmi.chavali@axpo.com
- Use my email as my username:
- Username: * AribaOnboarding@axpo.com
- Password: * Enter Password
- Repeat Password

Additional information and links:

- [SAP Business Network Privacy Statement](#)
- Must be in email format (e.g. john@newco.com)
- Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

Ariba Network standard account is Free

- Already have an account? [Login](#)
- Strengthen relationships**: Collaborate with your customer on the same secure network.
- Connect faster**: Exchange documents electronically and streamline communications.
- Reach more customers worldwide**: Sign up with Ariba Discovery and increase sales leads. [Learn more](#)

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

Axpo questionnaire

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

Supplier registration questionnaire	
Question	Response
<p>1 General Information</p>	
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	
<p>2 Postal Address</p> <p>If you don't provide a street address, pls make sure to provide a PO Box address!</p>	
2.1 Extended Address	+
<p>3 Contact Data</p>	
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
<p>4 Financial Data</p>	
4.1 Bank Data	+ Bank Type
4.2 I have a tax number	
<p>5 Steuerdaten</p> <p>Please enter your tax no. without points or special characters!</p>	
<p>6 Axpo Code of Conduct</p>	
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 Response**.

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 Response**.

The screenshot shows the 'Ariba Sourcing' interface for a 'Supplier registration questionnaire' (Doc1153922838). The form is titled 'All Content' and is divided into sections: '1 General Information' and '2 Postal Address'. The 'General Information' section includes fields for 'Supplier Full Legal Name' (1.1-1.4), 'Main email address' (1.5), 'Email for Purchase Orders (POs)' (1.6), and 'Correspondence language' (1.7). The 'Postal Address' section includes fields for 'Street' and 'House Number'. A note states: 'If you don't provide a street address, pls make sure to provide a PO Box address!'. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A timer in the top right corner shows 'Time remaining: 29 days 23:39:58'.

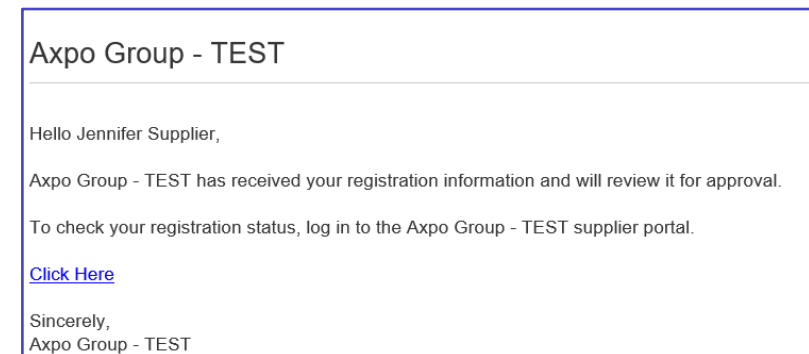
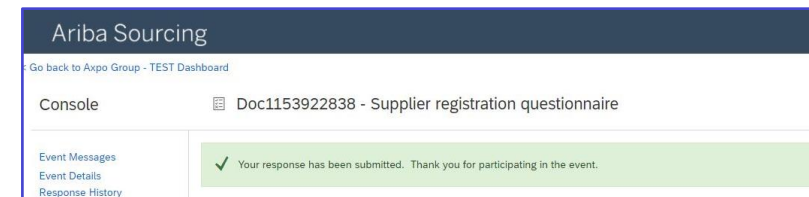
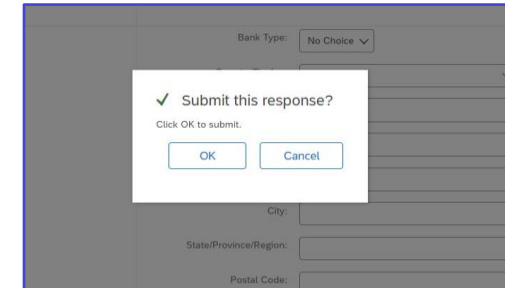
The screenshot shows the Ariba Sourcing interface with a red error message banner at the top: 'There is a question or more questions in Tax number at '4.3' which require a response. Click the Add Tax number link to view and answer the question or questions.' Below the banner, the 'Supplier registration questionnaire' (Doc1153922838) is visible. The 'Axpo Code of Conduct' section is highlighted, and the 'Name' field is visible.

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.



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