TÜV Rheinland

Ariba Supplier FAQ

Cologne, 01.02.2022

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Why do I have to register in Ariba ?

TÜV Rheinland is committed to streamline our procurement and accounts payable processes. We have partnered with SAP Ariba to fulfill our vision of moving away from paper and manually transmitted documents. Conducting business on the Ariba Network is required of all our suppliers worldwide. Purchase orders and Invoices are to be transmitted using this platform.

Our purchase orders are now being sent to all suppliers via the Ariba Network Platform. Depending on which country you are servicing TÜV Rheinland from, you will receive an email-PO. In the email, there is a link which will bring you to your Ariba account where you can view your PO. You will first have to register in Ariba to have an Ariba account. Registering for a Standard Account is absolutely free and bears no cost to you.

One of the reasons we selected SAP Ariba was that it brings our suppliers many benefits such as real-time PO delivery, use of online catalogs, invoice automation, and potential new business opportunities on the Ariba Network.

Please turn to your local TÜV Rheinland Procurement Officer should you have any further questions concerning registration.

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What is Ariba and the SAP Ariba Network?

TÜV Rheinland has chosen Ariba to be its global Purchase-to-Pay tool. Since 1996, Ariba has been transforming the global procurement landscape for businesses of all sizes.

SAP ARIBA is a cloud-based purchasing platform which enables digital business interaction between suppliers and customers. 3.6 Million companies worldwide are already interacting through ARIBA, 2.3 trillion US$ of annual commerce volume is being handled at this time.

ARIBA Network si the central platform that allows Customers and Supliers to interact. This includes the exchange of business documents such as purchase orders and invoices as well as general company and marketing information.

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What costs are associated with transacting via Ariba?

Standard Account

Suppliers usage of a Standard Account on Ariba Network are transacting free of charge.However, transaction process is manual and account functionalities are limited.

Enterprise Account

Suppliers new to the Ariba Network generally start transacting on the Ariba Network for free. However, based on the volume of transactions you have on the Ariba Network (across all customer relationships) you may be eligible for fees. Any potential fees may be offset by the many benefits of the Ariba Network mentioned prior. To learn more please visit **SAP Ariba Subscriptions and Pricing.**

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I received a PO email with a request to do business with TÜV Rheinland, what do I do?

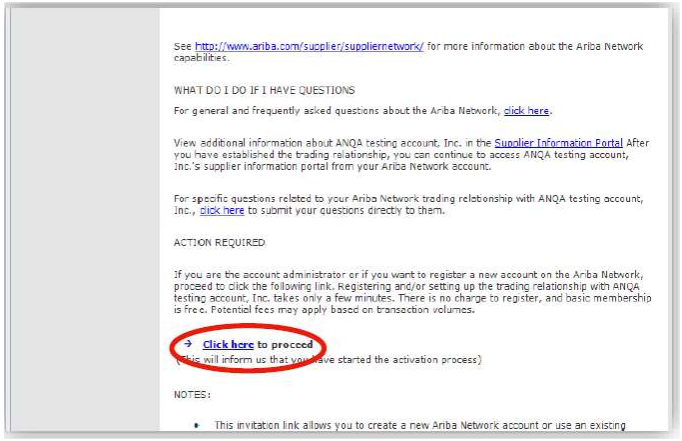
Step 1

The invitation is also referred to as a **request to establish a business relationship (TRR).** This email contains information on how to conduct transactions with your customer electronically.

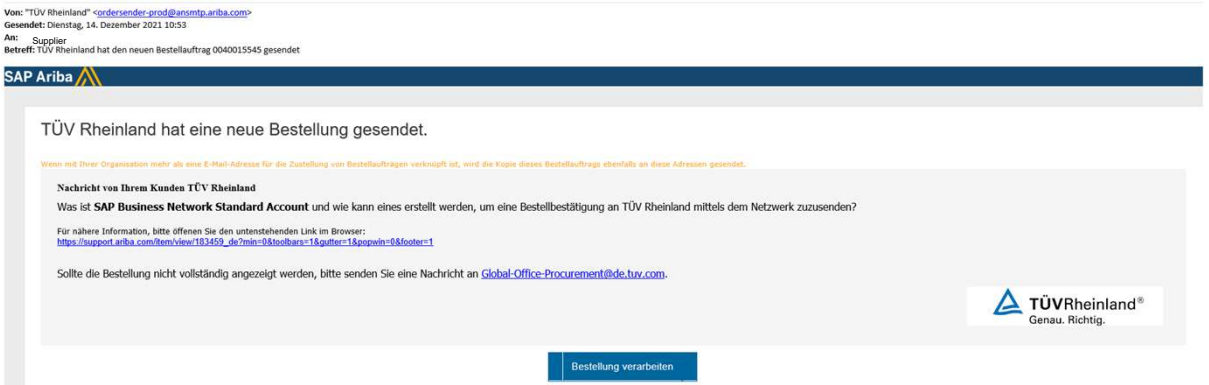
The message generated from the system has *sender: ordersender-prodansmtp.ariba.com* as sender.

- **Click** on the link or button in the email to go to the landing page and create the business relationship with TÜV Rheinland via your Ariba Network account:

Invitation via e-mail.



Invitation via interactive order email.



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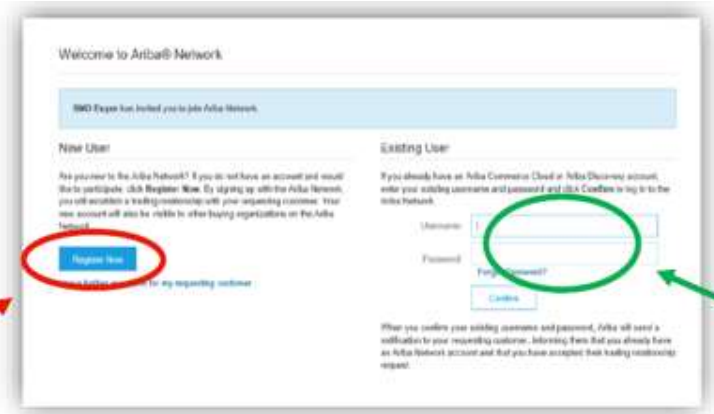
I received a PO email with a request to do business with TÜV Rheinland, what do I do?

Step 2



First-Time User
(If you do not have an Ariba Account yet)

To accept the Trading Relationship Request from TÜV Rheinland, click on **Register Now** and an AN-account will be created for you.

Existing User
(If you already have an Ariba Account)

To accept our Trading Relationship Request, log with your existing AN-Account credentials.

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I already have an Ariba Network account (ANID).

Your organization already has an Ariba Network Account (and an ANID), but you will still need to formally accept our request for a „Trading Relationship“ and link us with your Ariba Network Account.

In this case, click „Log in“ (make sure you are not already logged in your Ariba account) and register with with your existing UserID and password. By doing this, you are accepting our request for a „Trading Relationship“ and you will be able to see all our POs in your existing AN account.

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A duplicate Account was identified when I registered in Ariba Network?

During the Ariba Network registration, Ariba informs you that there are potential existing accounts that your company has. Please click on „Review accounts“.

If you do not find a matching legal entity, please click on „Continue Account Creation“ and create a new Ariba Network account.

If you find the legal entity that you wanted to register in the search results list, please click on the three dots under „Actions“ and select „View Profile“. Then click on „Contact Admin“ and follow the instruction described on the next page.

In order to receive access to your company’s existing Ariba Network account, you need to contact the account administrator. Your name, company name and email address will be provided in the contact form by default. You may add your phone number and/or alter the message. Please click on “Send Email” to proceed. You will be notified once the account administrator has approved your request, granting you access to your company’s Ariba Network account.

This will allow you to proceed with your registration.

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What if I am the wrong person to contact in my company?

Please contact us at TÜV Rheinland Global Office Procurement or the Category Manager who invited you and request to set up a different contact (email address of the person to be contacted). Another invitation to a „trading relationship“ will be then sent to the person that you named.

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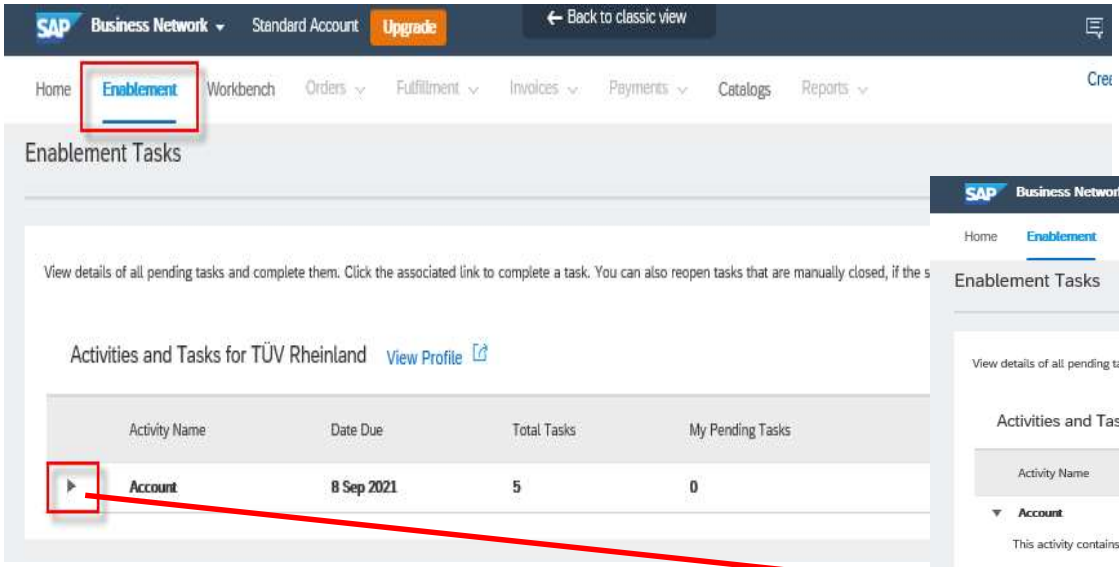
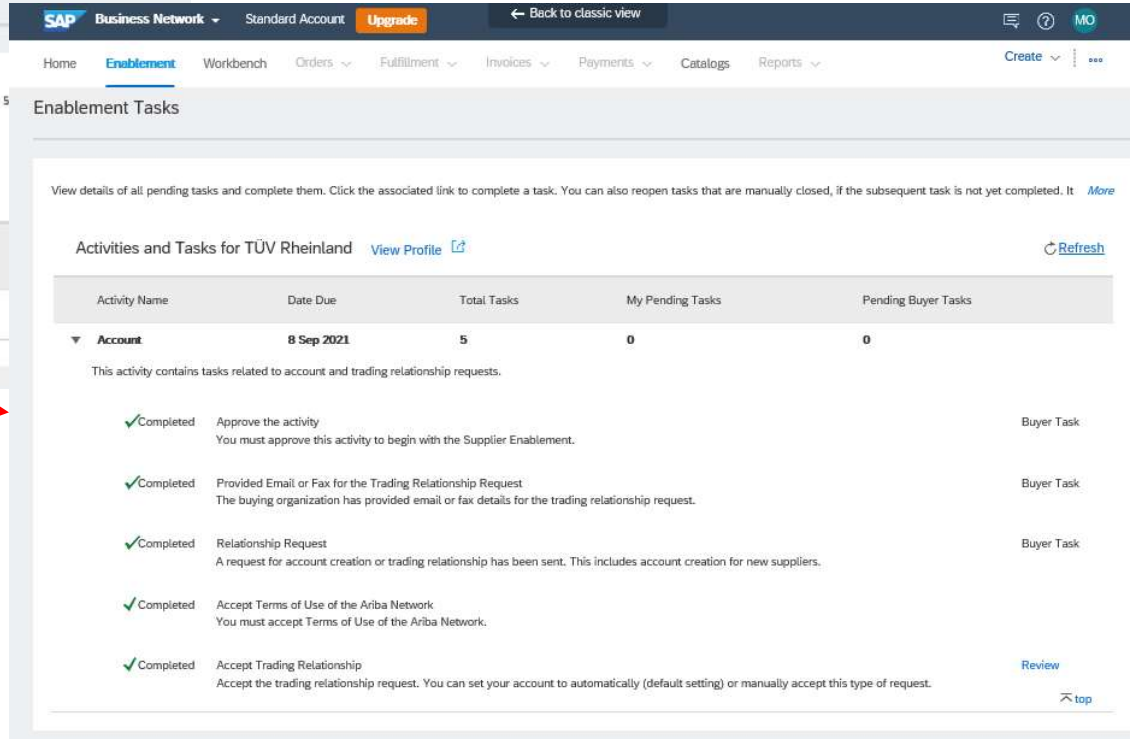
How do I know I have a Trading Relationship with TÜV Rheinland?





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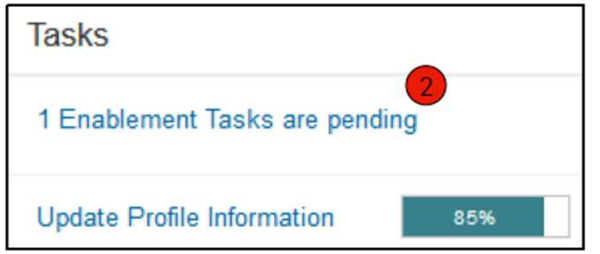
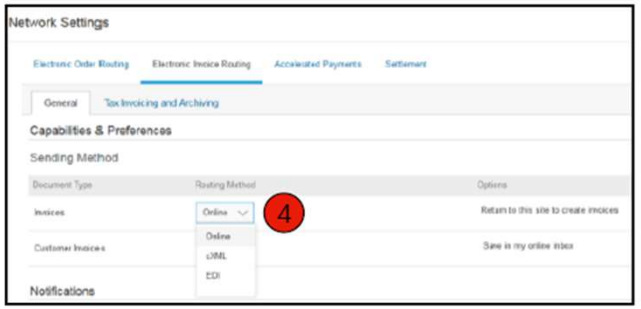
How do I configure Enablement Tasks?

1. On the Home screen, **select** the Enablement tab.
2. **Click** on the link for pending entablement tasks.
3. **Select the** pending tasks required to complete.
4. **Define** your method for electronic order forwarding and electronic invoice forwarding (not all options are possible for standard accounts) by **select** one of the possible forwarding methods:
   - **Online**
   - **cXML**
   - **EDI**
   - **Email**
   - **Fax**
   - **Queue for pending cXML documents** (only available for order forwarding)

Note: Occasionally, you may see a pending task for TÜV Rheinland. This will continue to display until TÜV Rheinland completes the task.





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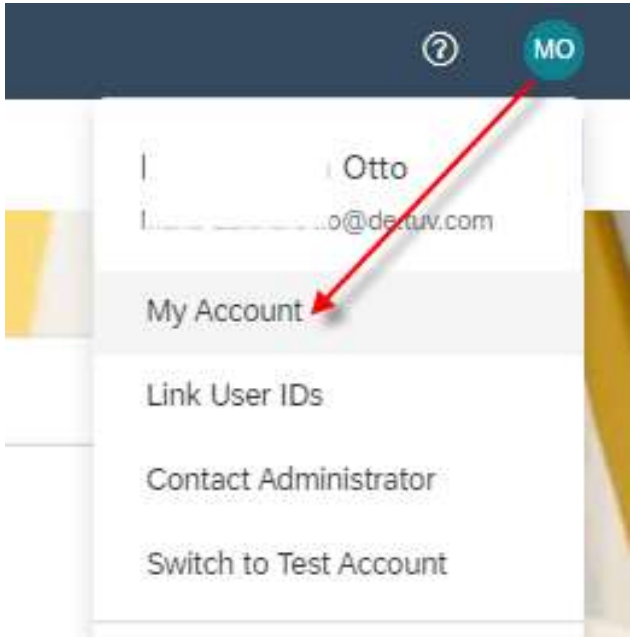
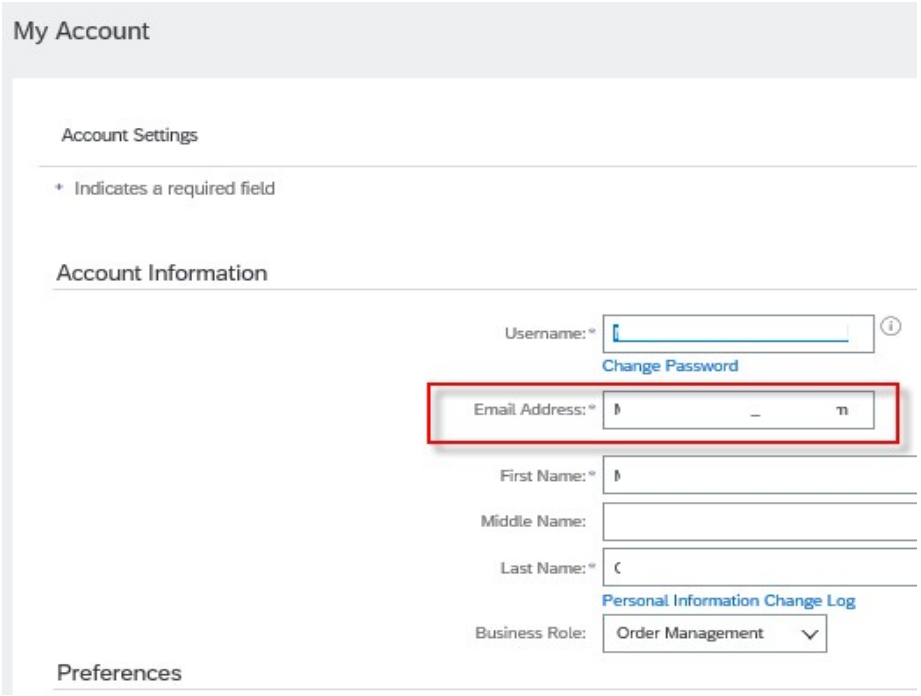
How can I change the main account‘s email address in my Ariba Account?

Sign in to Ariba Network account with the user you would like to change the email address for. Go to the Seller Dashboard. Then click on the initials at the top right corner of the screen and choose the option „My Account“. This is Account Administrator‘s email address.





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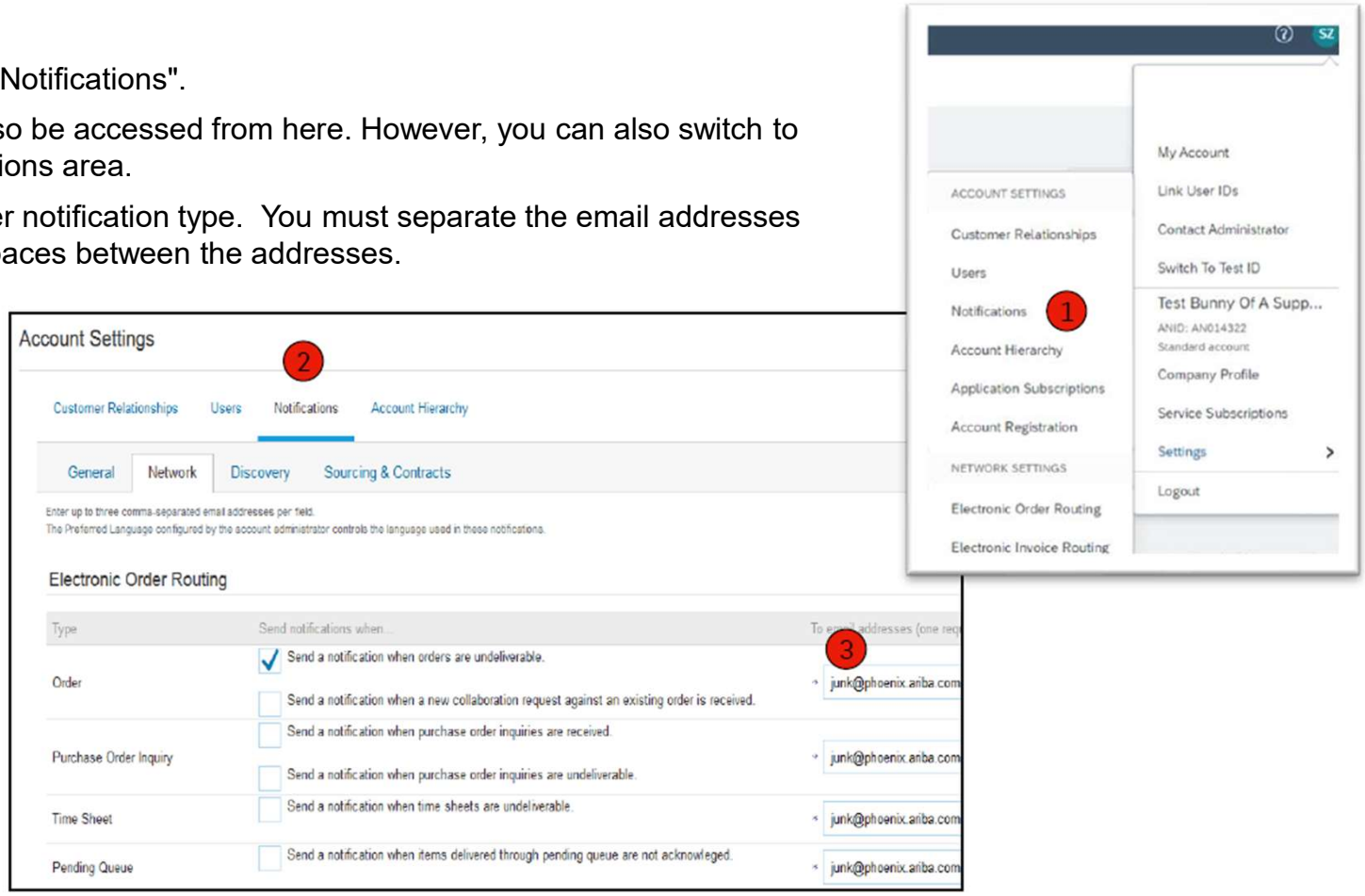
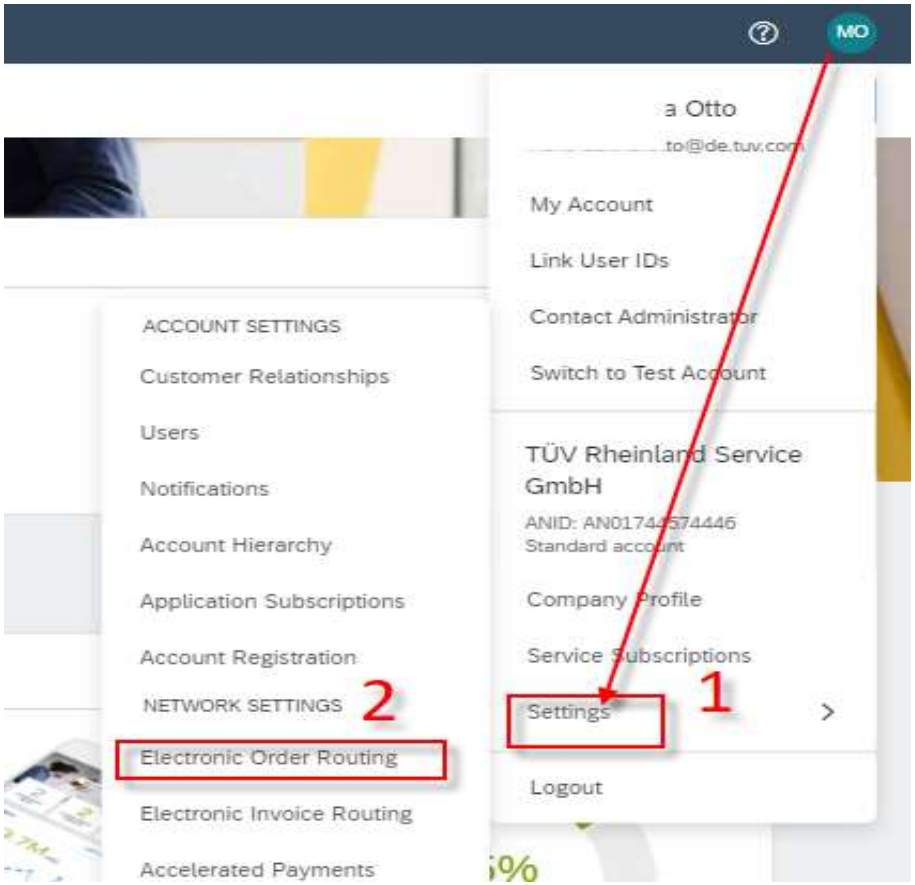
How do I set up eMail Notifications?

In the "Ariba Network Notifications" section, you specify which notifications you would like to receive. There you can also specify to which email addresses they should be sent to.

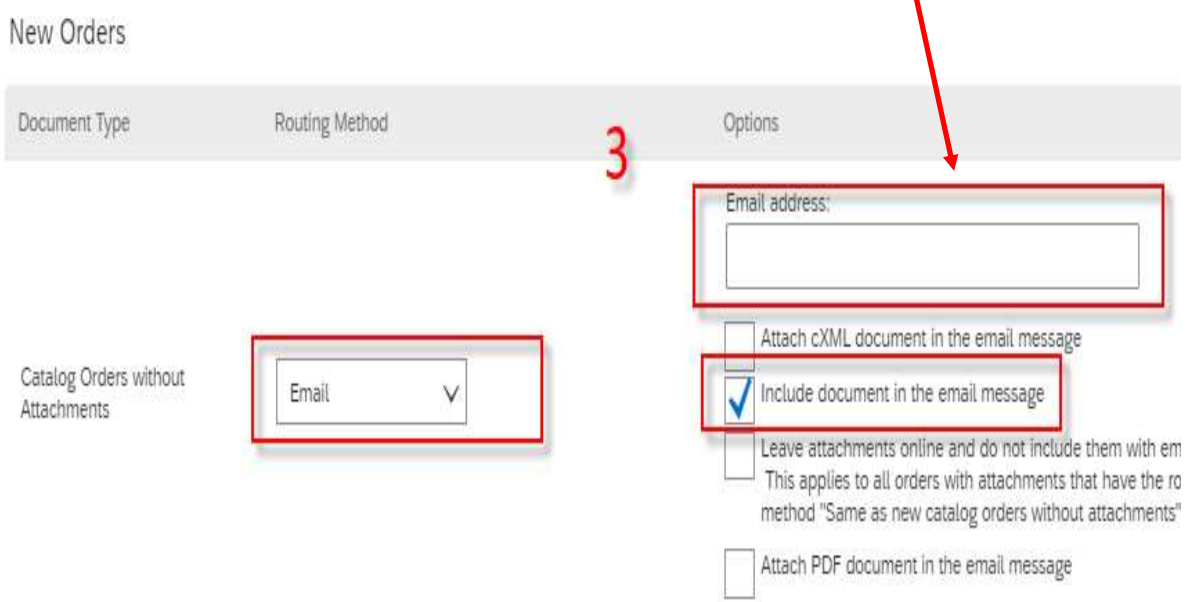
1. Under "Company settings", click on "Notifications".
2. **Ariba Network notifications** can also be accessed from here. However, you can also switch to the Ariba Network tab in the Notifications area.
3. Enter up to three email addresses per notification type. You must separate the email addresses with commas, but do NOT include spaces between the addresses.



I want to forward all received purchase orders to different email addresses.



You can set up to 5 email addresses, separated by commas, in the field below.



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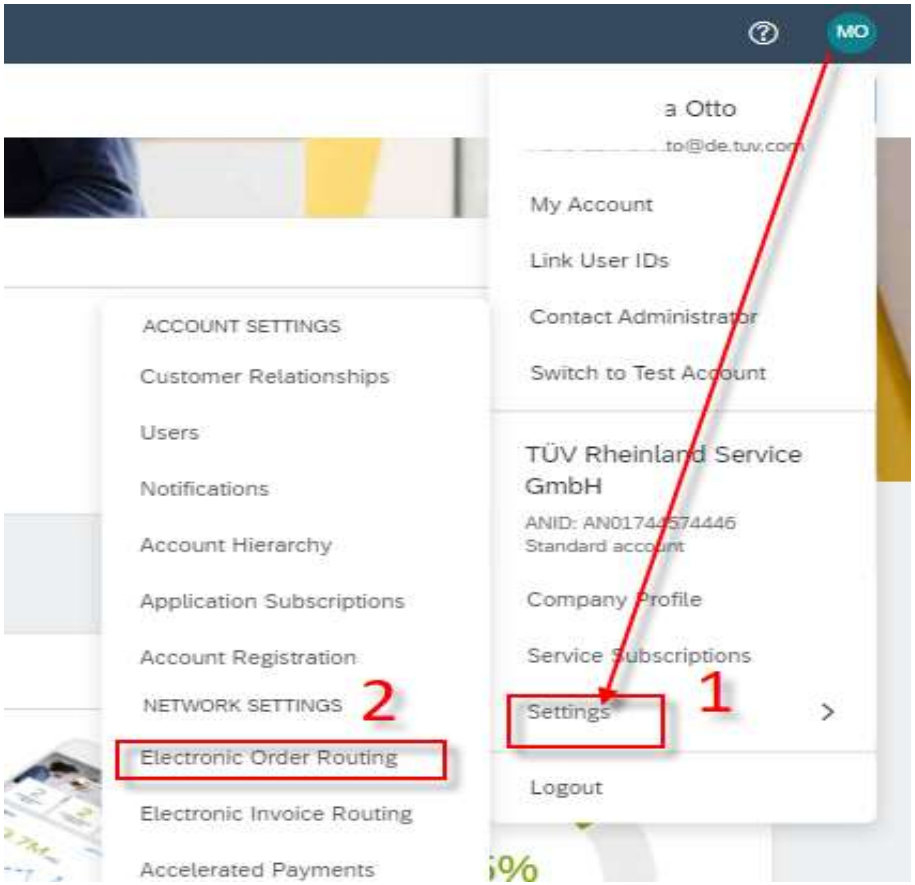
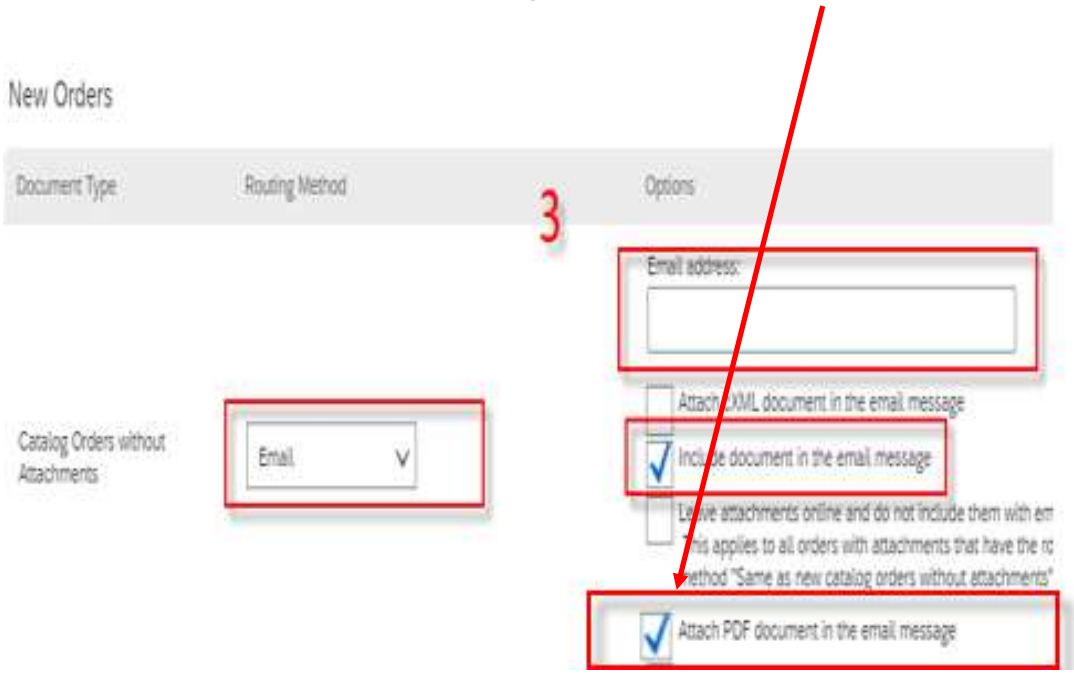
I want to allow PDF attachments with the purchase order.



You can add option to attach a PDF with the POs email message.



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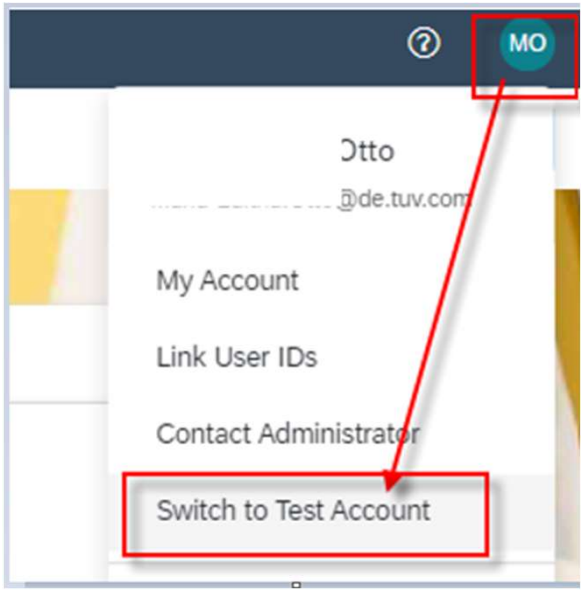
How do I create a Test account?

Sign in to Ariba Network account. Go to the Seller Dashboard. Click on the initials at the top right corner of the screen and choose the option „Test Account“. Follow the instruction in the next page.



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Invoicing TÜV Rheinland. How does PO-FLIP work?

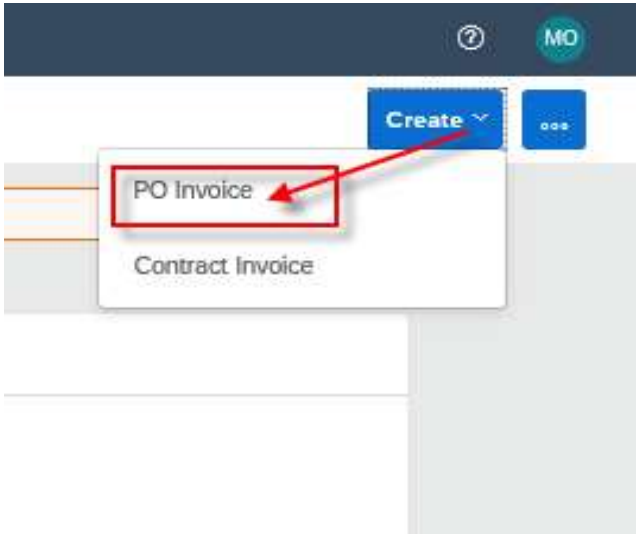
When you receive the PO per email, click on „Purchase Order“ the button in the middle of the email. You will be brought to that specific PO in your Ariba account. Then follow instructions below.

Otherwise. sign in to Ariba Network account. Go to the Seller Dashboard. Select **PO invoice** link under the **Create** button on the right corner of the screen. Select a PO number. Click the **Create invoice** button and choose **Standard Invoice**.. Invoice is then automatically pre-populated with the PO data. Complete all fields marked with asterisk and add tax as applicable.

Enter an Invoice number in field **Invoice #** (this is your company‘s unique number for invoice identification.

Tax and Shipping can be entered at either the Header or Line level. You can also add other information to the header such as Special Handling or Comments.

Invoice attachments can also be added.



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