

SAP Ariba

Handbook for Supplier Registration

Introduction

Dear Partners,

At TÜV Rheinland, we are transforming the way we procure goods and services to improve the buying experience for our employees and to simplify and digitize processes.

To achieve this goal, we have chosen **SAP-Ariba**, a leading cloud procurement solution. SAP-Ariba provides central, simplified, structured and digital procurement platform that supports all our procurement activities.

This new way of working offers you **clear advantages**. For example, you will be able to maintain your master data yourself, fill out our questionnaires relating to Bank and Tax information and the TÜV Rheinland Supplier Code of Conduct.





This allows us to simplify processes, minimize errors, increase collaboration and transparency. Business collaboration through the Ariba Network Platform is completely **free of cost** for you (if you choose a standard account).

This document is a quick reference guide to help you get started with Registration and contains information on who to contact if you have any questions.





General information in Ariba

What are your benefits

Your general advantages with Ariba Network

-  Find new customers and suppliers
-  Manage multiple trading relationships from single account
-  Easy access to the web-based platform
-  Basic functionalities included in the standard account to work with TÜV Rheinland which is free of charge

Your benefits of working with TÜV Rheinland in the Ariba Network

-  Access to only one platform required
-  Better visibility and transparency of the registration status and requests
-  Better master data quality
-  Digital communication between you and TÜV Rheinland, including document sharing

Supplier registration

Step 1

Invitation: Register to become a supplier with TÜV Rheinland - TEST



You forwarded this message on 9/17/2024 10:30 AM.



Tue 9/17/2024 10:30 AM

1

Please click on the link in the invitation email to start your registration as a supplier with TÜV Rheinland.

TÜV Rheinland - TEST

Register as a supplier with TÜV Rheinland - TEST

Dear Sir or Madam,

At TÜV Rheinland, we are committed to continuously improving our collaboration with you, our valued partner, and enhancing the efficiency of our joint processes. To achieve this, we have implemented the Ariba Network—a platform designed to streamline our business operations and provide you with direct access to your master data.

To ensure a seamless integration and continuation of our business relationship, we kindly request that you register as a business partner on the Ariba Network within the next 14 days. Registration is entirely free of charge. Please click the following link to create your Ariba account: [Click Here.](#)

1

If you already have an Ariba Network account, simply log in using your existing credentials.

Supplier registration

Step 2

You will be redirected to the Ariba network page, where you can either:

1 Log in (if you already have an account)

Or

2 Register (if you do not have an account yet)



Connect with TÜV Rheinland - TEST on SAP Business Network to collaborate.

Invited by TÜV Rheinland - TEST

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

1

[Use existing account](#)



2

[Create new account](#)



Note:

After receiving the invitation e-mail, you have **14 days** to complete the registration process.

Supplier registration

Step 3

1 Please check if all mandatory fields are filled in.

TÜV Rheinland - TEST

Create an account to connect and collaborate with TÜV Rheinland - TEST on SAP Business Network

Company information ⓘ

DUNS number 1

[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

 ▼


Address line 1 *

Address line 2

2 After filling, click on Create account and continue


- I have read and agree with the [Terms of Use](#).
- I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

Create account

2

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[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

Supplier registration

Step 4

1

Click “Browse” and choose the product and service categories that matches. For eg.:

- Educational advisory services
- Equipment inspection service
- Audit services

2

Enter your ship to or service locations, you can also select “Global”:

3

Click “Submit”

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

1

Product and Service Categories

 -or-

2

Ship-to or Service Locations

 -or-

Global x

3

Note:

- After submission you will receive an email which you must confirm.
- The information on commodity code is requested by SAP Ariba. For us as TÜV Rheinland, this data has no impact. **If you are not able to find the correct commodity code, please choose „Quality control and quality assurance audit and verification services“.**

Supplier registration

Step 5

1

You will be automatically redirected to the questionnaire

2

Fill the questionnaire, especially the mandatory fields

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. The header includes the Ariba Sourcing logo, user information (Max Mustermann), and navigation links (Company Settings, Feedback, Help, Messages). The main content area is titled "Doc1631446949 - Supplier Registration Questionnaire" and shows a progress bar for "All Content". The questionnaire is divided into sections: "General Supplier Information", "Country specific Questionnaire", "Bank Information", "Tax Information", and "Code of Conduct". The "General Supplier Information" section is expanded, showing fields for "Supplier full name", "Supplier Name 2", "Supplier Name 3", "Supplier Name 4", and "Are you a natural person / GbR?". The "Are you a natural person / GbR?" field is a dropdown menu with "No" selected. Below this, there is a "Show More" link and a "Street" field with "Hauptstraße" entered, and a "House Number" field with "1" entered. The "Postal Code" field is partially visible. A legend at the bottom indicates that an asterisk (*) denotes a required field. At the bottom of the form, there are buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".

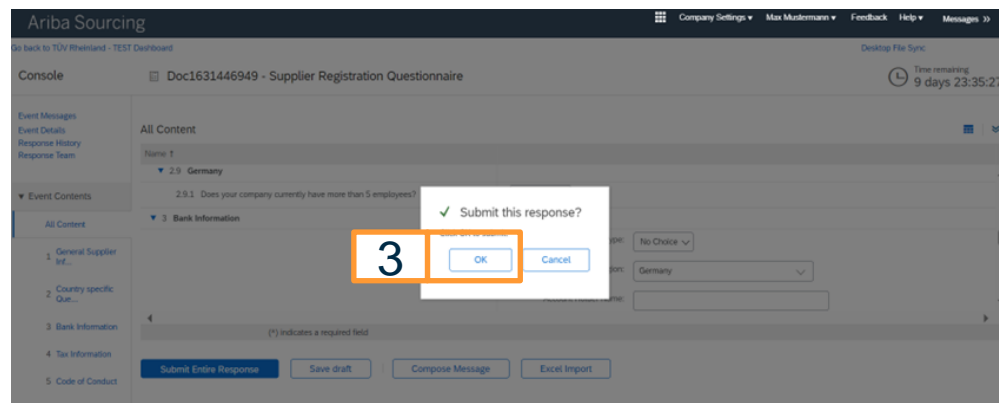
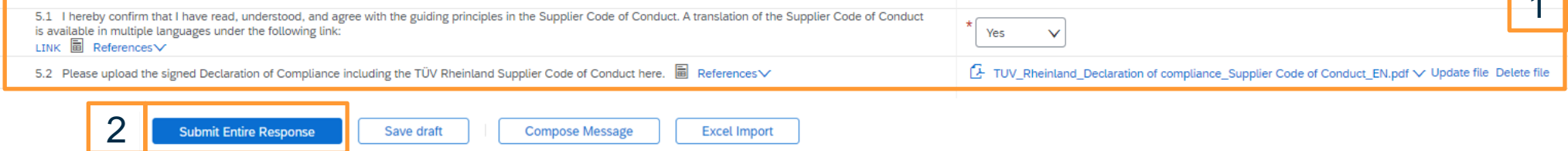
Supplier registration

Step 6

1 In section 5 Code of Conduct, please accept the signed TÜV Rheinland Code of Conduct and upload it. In addition, you can sign and upload the TÜV Rheinland Supplier Code of Conduct under 5.2.

2 Click on "Submit Entire Response" after you have completed the questionnaire.

3 Click on "Ok"



Thank you for your attention!

If you have any questions, please do not hesitate to contact us at the following e-mail address:
global-office-procurement@de.tuv.com

Global Office Procurement