



# SLP process on SAP Ariba: Registration and Qualification

July 2021 – [Swisscom.Kaufhaus@swisscom.com](mailto:Swisscom.Kaufhaus@swisscom.com)





# SLP process on SAP Ariba

To enter into business relationships with Swisscom, an SLP process (Supplier Lifecycle and Performance) is carried out, consisting of a registration and a qualification.

On the following pages you will find instructions on how to carry out these processes in SAP Ariba.

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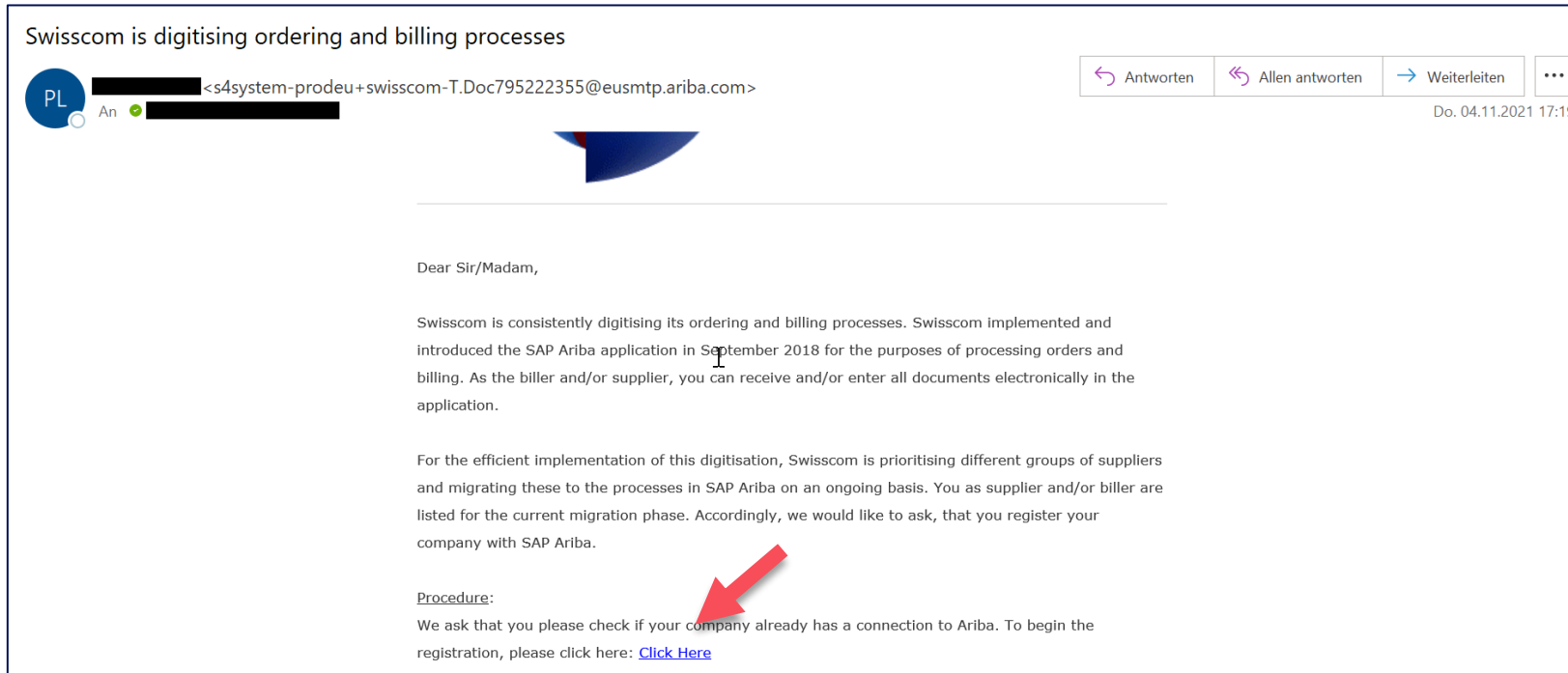
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# Account opening on SAP Ariba

## Step 1/3: Getting started

You will be invited via e-mail to register as a supplier of Swisscom. Select the link to go to the entry page.



### **Important notice:**

The email is automatically generated through the Ariba system, so the sender has a longer email address. The sender is legitimate if it says *@eusmtp.ariba.com*.



# Account opening on SAP Ariba

## Step 1/3: Getting started

**First clarify whether your company already has an account.** If you already have an account, you can enter the registration process directly via the link (1) (from page 8). Otherwise, you can create an account on Ariba via the second link (2).

The screenshot shows the SAP Ariba interface. At the top, there is a dark blue header with the SAP logo and the text "Ariba Proposals and Questionnaires". Below the header, the user is greeted with "Welcome, Max Muster". A yellow banner contains the text "Have a question? Click here to see a Quick Start guide." Below this, there is a section for signing up as a supplier with "Swisscom (Schweiz) AG" on SAP Ariba. The text reads: "Sign up as a supplier with Swisscom (Schweiz) AG on SAP Ariba. Swisscom (Schweiz) AG uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Swisscom (Schweiz) AG." A blue "Sign up" button is located to the right of this text. A red arrow labeled "(2)" points to this button. Below the sign-up section, there is a "Log in" button next to the text "Already have an account?". A red arrow labeled "(1)" points to this button.



# Account opening on SAP Ariba

## Step 2/3: Fill in the form

Enter your **company details and user account information** in the form.

Company information

Company Name:\* SLP-Test Supplier EN

Country/Region:\* Switzerland [CHE] ▼

Address:\* Musterstrasse 1

Line 2

Postal Code:\* 6003

City:\* Lucerne

State: Luzern [CH-LU] ▼

User account information

Name:\* Max Muster

Email:\* kim.rivera@swisscom.com

Use my email as my username

Username:\* max.muster@test-en.ch

Password:\* .....

Language: English ▼

Email orders to:\* kim.rivera@swisscom.com





# Account opening on SAP Ariba

## Step 2/3: Fill in the form

Complete the form with additional information such as **product and service category**, **delivery locations** and optionally your **tax, VAT and D-U-N-S numbers**. If you do not have this information, leave the fields blank.

Tell us more about your business

Product and Service Categories:\*   -or- [Browse](#)

Ship-to or Service Locations:\*   -or- [Browse](#)

Tax ID:  Enter your Company Tax ID number.

Vat ID:  Enter your company's five to twelve-digit

DUNS Number:  Enter the nine-digit number issued by Du

**Accept the Terms of Use and SAP-Ariba Privacy Statement** and click on the button **"Create account and continue"**.

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

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



# Account opening on SAP Ariba

## Step 3/3: Duplicate check and submission of the form

The system automatically checks whether potential accounts already exist based on your information. Please check again if your company does not have an account yet. The system's duplicate check is not always reliable.

**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](#)

**SAP** Ariba Proposals and Questionnaires

### 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](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
SLP-Test Supplier EN	kim.rivera@swisscom.com			Musterstrasse 1 Lucerne Luzern, Switzerland 6003

20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER AND	ACTIONS
SLP-Test Supplier IT	CHE	Tessin	-	AN01658204038	...

Click on "**Continue Account Creation**" to complete the process.



# Account opening on SAP Ariba

## Step 3/3: Duplicate check and submission of the form

You will then receive a confirmation email with your **organisation's account ID** and **your username** (= your email address).

The screenshot shows a web browser window displaying an email from Ariba Commerce Cloud. The browser's address bar shows "Welcome to the Ariba Commerce Cloud - Nachricht (HTML)". The email header includes the sender "Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>" and the recipient "An Rivera Kim, GBS-SCM-LOG". A button labeled "Antworten" is visible. The main content of the email features the SAP Ariba logo and the heading "Welcome to the Ariba Commerce Cloud". The text states: "Your registration process on the Ariba Commerce Cloud for SLP-Test Supplier EN is now complete." Below this, a light blue box contains the account ID "AN01658207732" and the username "max.muster@test-en.ch". Further text provides instructions for account administration, including a warning to keep login details secure and information about participating in sourcing events and completing profile information.





# Registration process

## Step 1/2: Fill in the registration questionnaire

To register as a supplier with Swisscom, you must complete the supplier registration questionnaire. Enter **company information**, **details of the main person of contact** and **general supplier information**.

All Content

Name ↑

▼ 2 Company information

2.1 Officially registered company name (max. 35 characters) \* SLP-Test Supplier EN

2.2 Officially registered company name (continued, max. 35 characters)

2.3 Officially registered company name (continued)

Show More

2.4 Address

Street: Musterstrasse ⓘ House Number: 1 ⓘ

Postal Code: 6003 ⓘ City: Lucerne ⓘ

Country: Switzerland (CH) ⓘ

2.5 Tax number \*

Tax Name	Tax Type	Tax Number
Switzerland: VAT Number	Organization	CHE123456789

(\*) indicates a required field

All Content

Name ↑

▼ 3 Main point of contact

3.1 First name \* Max

3.2 Surname \* Muster

3.3 Telephone number (example: 0041123123123) \* 00411231212

3.4 Email address \* max.muster@test-en.ch

3.5 Language of communication \* [EN] English ▾

3.6 Function \*

- Sales
- Marketing
- Finance
- Management
- Engineering
- Other

▼ 4 General supplier information

(\*) indicates a required field

All Content

Name ↑

- Engineering
- Other

▼ 4 General supplier information

4.1 Product category \*

- Hardware mit Wartung
- Software mit Wartung
- Professional Services/Dienstleistungen
- External Workforce
- Marketing
- Consulting
- Bauleistung
- Other

5 Payment information [Add Payment information \(0\)](#) [Less...](#)

Please select only one payment account per currency with "Yes" to which payment should be made.

6 By confirming / clicking the box, you confirm that your details are correct. Swisscom accepts no liability for incorrect or outdated information. \*  Confirmed

(\*) indicates a required field



# Registration process

## Step 2/2: Submit questionnaire for registration

Then **confirm that you have filled in your details correctly** and submit **the entire response**.

Please select only one payment account per currency with "Yes" to which payment should be made.

6 By confirming / clicking the box, you confirm that your details are correct. Swisscom accepts no liability for incorrect or outdated information.  Confirmed

(\*) indicates a required field

[Submit Entire Response](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

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

[OK](#) [Cancel](#)

Your questionnaire will be sent to Swisscom and checked. If necessary, you can revise your response and send the updates. Once Swisscom has approved your registration, you will receive a confirmation email.

Doc607305033 - Supplier registration questionnaire Time remaining 29 days 23:53:48

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

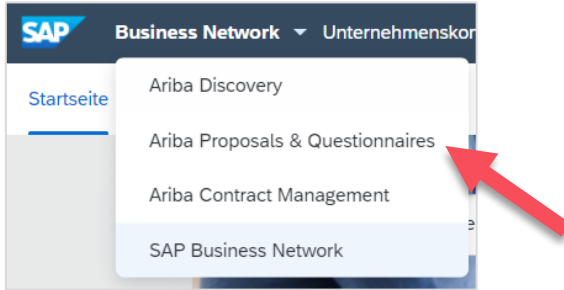
[Revise Response](#)



# Registration process

## Changing Supplier Data

If you would like to change the registration data later, switch to "**Ariba Proposals & Questionnaires**" and then select "**Fragebogen zur Lieferantenregistrierung**" (Questionnaire for supplier registration).



Registration Questionnaires	
Title	ID
▼ Status: Offen (1)	
<a href="#">Fragebogen zur Lieferantenregistrierung</a>	Doc504725937



# Registration process

## Changing Supplier Data

Click on "**revise response**". **Enter the new information** and klick on "**submit entire response**". The questionnaire with the new information will be sent to Swisscom.

Doc504725937 - Fragebogen zur Lieferantenregistrierung

You have submitted a response for this event. Thank you for participating.

[Revise Response](#)

All Content

Name ↑

▼ 2 Unternehmungsinformationen

2.1 Offiziell eingetragener Firmenname (max. 35 Zeichen) \*

2.2 Offiziell eingetragener Firmenname (Fortsetzung, max. 35 Zeichen)

2.3 Offiziell eingetragener Firmenname (Fortsetzung)

\*Show More

2.4 Adresse

Street:  ⓘ House Number:  ⓘ

Postal Code:  ⓘ City:  ⓘ

(\*) indicates required field

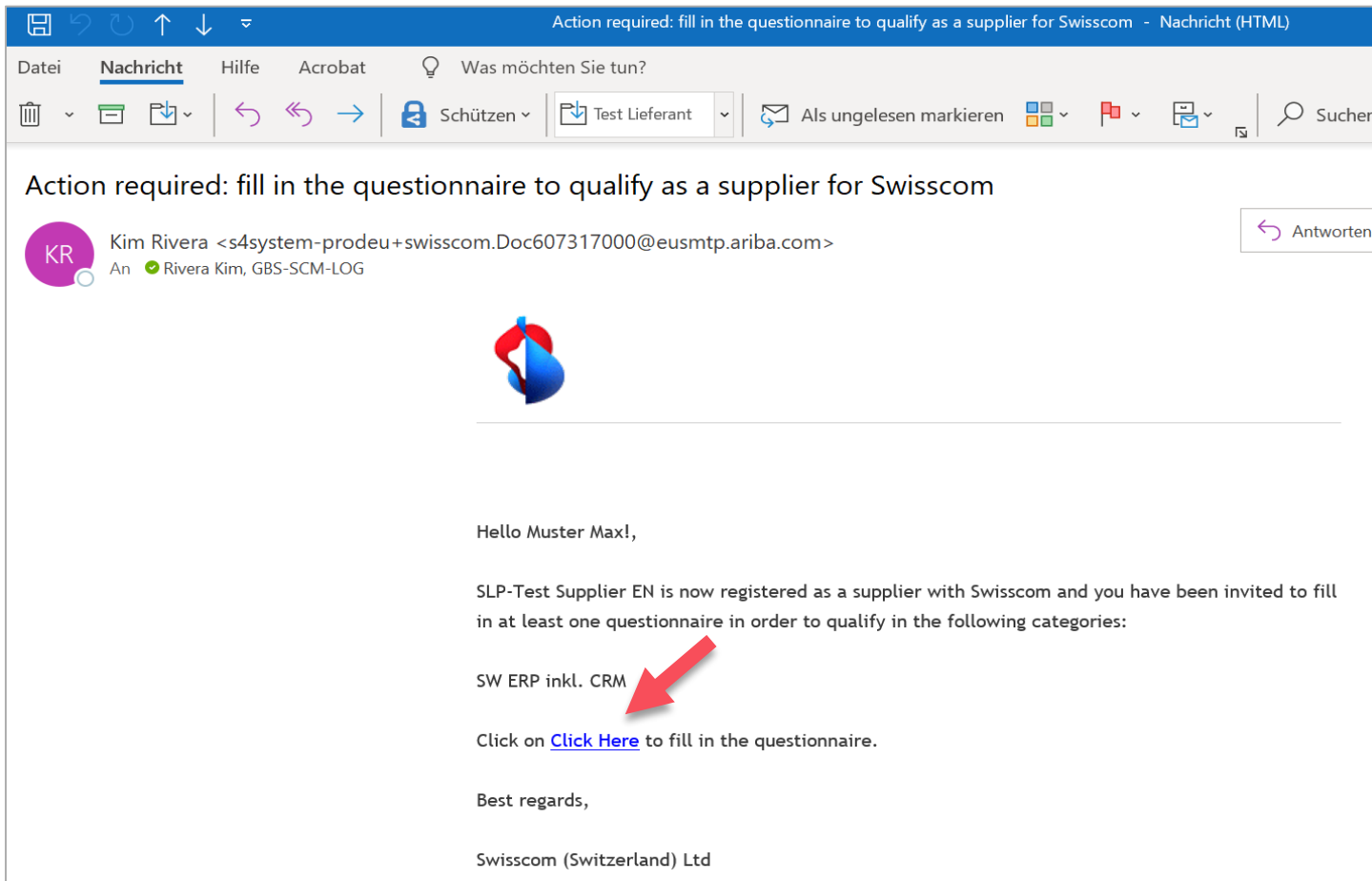
[Submit Entire Response](#) [Reload Last Bid](#) [Save draft](#) [Compose Message](#) [Excel Import](#)



# Qualification process

## Step 1/2: Fill in the qualification questionnaire

In order to sell goods or services to Swisscom, you must be qualified as a supplier for the relevant product groups after the registration. To do this, you will receive an e-mail asking you to **complete the qualification questionnaire**.



### Important note:

The email is automatically generated through the Ariba system, so the sender has a longer email address. The sender is legitimate if it says @eusmtp.ariba.com.



# Qualification process

## Step 1/2: Fill in the qualification questionnaire

Depending on the commodity group, different questionnaires are listed in the document. For specific questionnaires, such as "Risk Management", you will be asked to attach the relevant documents.

The screenshot shows the Ariba Sourcing interface for a supplier qualification questionnaire. The header includes the Ariba Sourcing logo, navigation links for Company Settings, Max Muster, and Help Center, and a Desktop File Sync button. The main content area is titled "Doc607317000 - Supplier qualification questionnaire" and shows a list of questions under the "General" section. The questions are:

- 1.1 Do you accept the general terms and conditions in full? (References)
- 1.3 Do you accept the Security Annex in its entirety? (References)
- 1.5 Do you have liability insurance?
- 1.6 If so, enter the insurance level (in CHF million) here.
- 1.7 Do you have any outstanding legal proceedings concerning the service object (e.g. intellectual property rights)?

The answers are: 1.1 Yes, 1.3 Yes, 1.5 Yes, 1.6 1000000, 1.7 No. A "Time remaining" indicator shows 29 days 23:58:23.





# Qualification process

## Step 2/2: Submit questionnaire for qualification

Once you have completed the questionnaire with the relevant documents, you can **submit the entire response**.

Submit Entire Response | Save draft | Compose Message | Excel Import

✓ Submit this response?  
Click OK to submit.  
OK | Cancel

Your answer will be sent to Swisscom and checked. If necessary, you can revise your answer and send the updates to Swisscom. If the registration is approved by Swisscom, you will receive a confirmation email. You are now qualified as a supplier to Swisscom.

Doc607317000 - Supplier qualification questionnaire Time remaining 29 days 23:58:07

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

Revise Response



## Do you have questions?

If you have any questions, SAP **Ariba Support** offers a variety of support options, such as FAQs and various sets of instructions. You will also find the relevant contacts in case of technical problems.

Additional support can be found in the [FAQ](#).

If you have other queries that are not answered by Ariba Support or self-service, we will be happy to assist you at [Swisscom.Kaufhaus@swisscom.com](mailto:Swisscom.Kaufhaus@swisscom.com).

