

# QUICK GUIDE

## How to use ARIBA SLP

THIS GUIDE IS INTENDED TO PROVIDE YOU WITH  
A SIMPLE AND COMPACT OVERVIEW ON HOW TO  
USE ARIBA SLP REGISTRATION AND QUALIFICATION PHASE.

## | OVERVIEW |

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- | Getting started with Supplier Qualification

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## Supplier Registration

Supplier registration is a starting point and mandatory one for the suppliers to onboard with Deutsche Boerse (here after referred as “DBAG”).

As part of DBAG’s procurement process you will be required to register on the SAP Ariba Network to participate in any Sourcing activity, complete Vendor Risk Management (VRM) process and submit your e-invoice for payment.

### Important Notice:

Deutsche Boerse uses the SAP Ariba platform to register Suppliers and receive invoices for payment.

SAP Ariba Offers Two versions:

**Standard Account:** Basic Functionality, completely free for Suppliers.

**Enterprise Account:** Advanced capabilities to transform your business.

When registering with Ariba, you create an agreement directly with Ariba, to which DBAG is not a party.

Please ensure that the appropriate Ariba account type is selected, as if you select enterprise account you will receive an invoice directly from Ariba. DBAG cannot accept accountability should the incorrect level be selected, nor can accept liability for any fees incurred.

- Registration means on-boarding for suppliers and connecting suppliers with DBAG Ariba realm.
- Suppliers can get connected to DBAG by following link from Registration Invite.
- Suppliers not having Ariba Network account, can create an Ariba Network account and get connected with DBAG in subsequent step.
- Suppliers already having Ariba Network account can use the same to complete the registration process and get connected with DBAG.



# | Getting started with Supplier Registration

## Invitation for Registration

The Registration process starts with Supplier receiving an email as an invitation to get registered with DBAG Ariba realm.

Supplier contact should not forward the invite Email to others as forwarding could create “cross-linking” on the existing user. Solution here is to share the exact desired contact to be invited.

### Register as a supplier with Deutsche Börse AG

Hello!

[REDACTED] has invited you to register to become a supplier with Deutsche Börse AG. Start by creating an account with Ariba Network. It's free.

Deutsche Börse AG uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If [REDACTED] already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

You are receiving this email because your customer, Deutsche Börse AG, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Deutsche Börse AG.

Supplier will receive an email as shown here from DBAG. The email won't be a system generated one and will be sent by the purchasing agent on behalf of DBAG. In case of any queries, supplier can always reply to this email.

Registration event has a duration of 30 days – starting from day 1 of invitation. The Supplier needs to respond to the registration event within this timeline. Supplier will also get a reminder every 5th day during this event. As soon as the Supplier receives the invitation, the registration event count of 30 days gets started.

### Deutsche Börse AG

Hello [REDACTED],

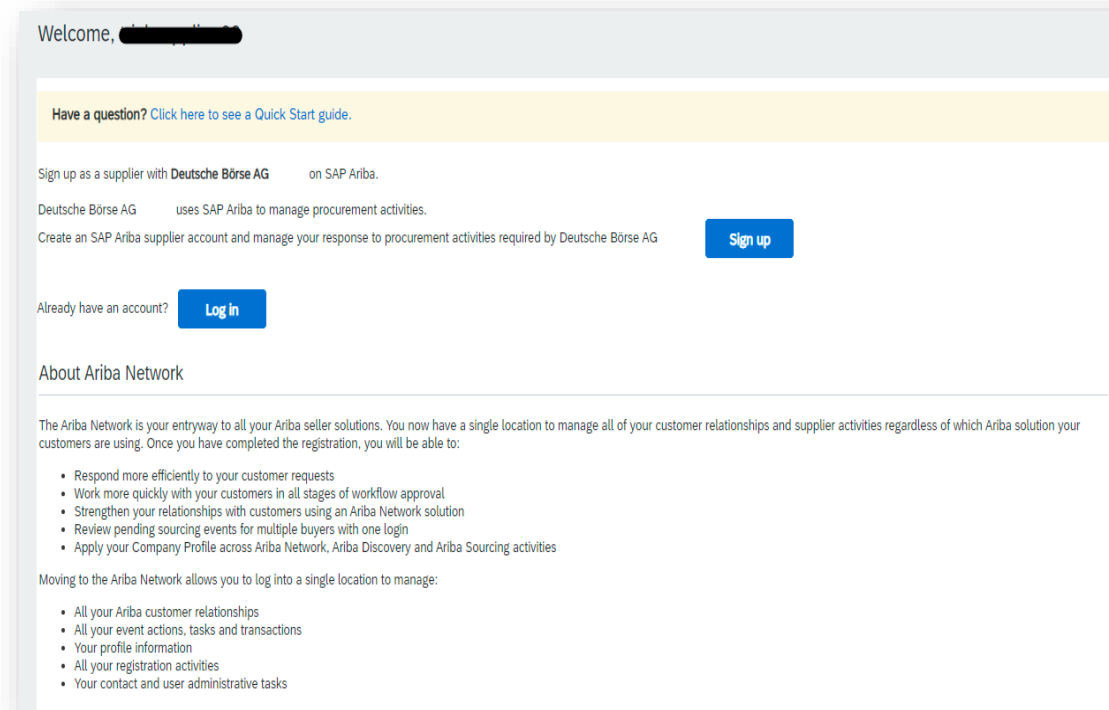
Deutsche Börse AG invited you to register on Friday, November 26, 2021 at 4:54 AM, Pacific Standard Time but you have not yet submitted Supplier registration questionnaire and your response is due by Tuesday, January 25, 2022 at 4:54 AM, Pacific Standard Time. [Click Here](#) to complete your registration.

Sincerely,

Deutsche Börse AG

**The next step for the supplier is to access the link. The hyper link will take supplier to the Supplier’s Ariba Network portal. The invitation links are personalized one and should not be forwarded to other users to avoid cross-linking issue.**

**After accessing the invitation link, the Supplier will find below user interface.**



**Here, the supplier will get two options:**

- **Sign Up: For Suppliers who do not have an Ariba Account yet**
  
- **Log in: For Suppliers who already have an Ariba Account.**

# Signing up

Supplier will get below screen by clicking on “Sign up” button.

**SAP** Ariba Proposals and Questionnaires

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Deutsche Börse AG - TEST.

### Company information

\* Indicates a required field

Company Name:\*

Country/Region:\* United States [USA]

Address:\*  
 Line 1   
 Line 2   
 Line 3

City:\*

State:\* Alabama [US-AL]

Zip:\*

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

### User account information

Product and Service Categories:\*  Add -or- Browse

Ship-to or Service Locations:\*  Add -or- Browse

Tax ID: Optional  Enter your nine-digit Company Tax ID number.

DUNS Number: Optional  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

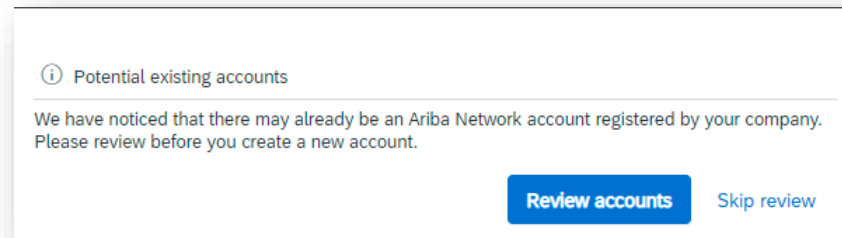
I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information 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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Create account and continue Cancel

After filling up the sign-up form, kindly go through the terms and conditions and share your consent by clicking on both the checkboxes and proceed with account creation.

Supplier might get below message if the Account validator finds any duplicate Ariba account. This could happen for example, if the supplier is maintaining multiple account for different regions or may be for different product lines etc. Suppliers can choose to “Skip the review” or “review the accounts”.



### Review Accounts:

Here all Potential duplicate account will get listed. If supplier finds any of the account to be their own – they can click on the three dots “●●●” and view supplier profile and can contact admin.

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
██████████	██████████			street one Berlin ██████████

20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
██████████ ██████████	DEU	-	-	AN0 ██████████	⋮
██████████ ██████████	DEU	██████	-	AN0 ██████████	⋮



Otherwise, Supplier can continue to account creation by clicking on third point shown here.  
OR can go back to the previous page (sign-up page) and make necessary changes if any.

#### 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](#)

Skip review / Continue account creation / Go back to previous page (then skip review) all these three options will create the supplier's account in Ariba Supplier portal and generate ANID – which is a unique number assigned to each account.

After successfully signing up, Supplier will get an email for confirmation as shown below,

#### Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for trial Supplier 15 is now complete.

Your organization's account ID: **AN** [REDACTED]

Your username: [REDACTED]

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

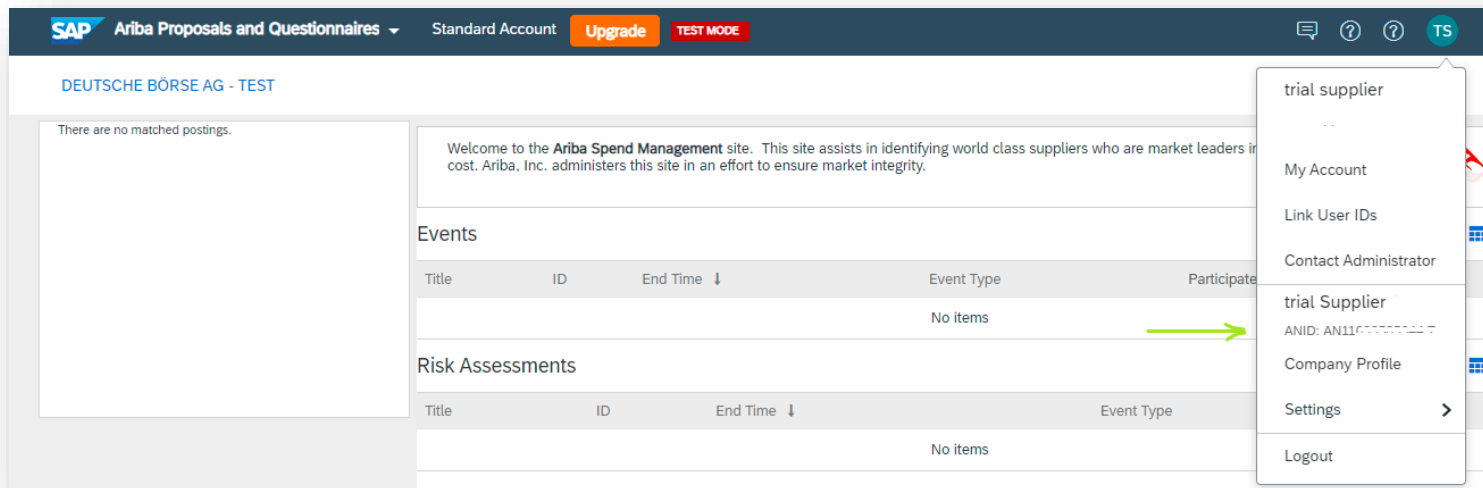
If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

# ANID

**ANID stands for Ariba Network Identification number. It's a unique number assigned to each Ariba sourcing account. Supplier can find their respective ANID by logging in to their Ariba account → Clicking name initials (from top right corner), the ANID is shown right below the supplier's name.**



## Login

In order to log into Ariba Supplier's account, kindly click on the "Log in" button and enter the user-id and password.

 Sometimes supplier might get below error while logging into the invitation link,

**! Your company has already connected with this buyer company using a different account and Ariba Network ID (ANID) than the one you are trying to log into. To connect with this buyer company, you need to log into the already connected account. Please contact your company's account administrator and request that they create you as a new user under ANID (ANID).**

**This error occurs when the supplier has already responded to the invitation by signing up or logging in with the Ariba account other than the one currently trying to login with. This could happen if the supplier has multiple Ariba accounts OR one of the invited supplier users signed up and later realized to login with the existing account.**

**The Solution to this error : the supplier needs to check internally and confirm if the Ariba account that's already logged in is the right one or not!**

**If yes then kindly login using that account. Additionally, if required contact the owner / admin of that Ariba account and request to add yourself as a new user to the account.**

**If not then, kindly let the DBAG know about the scenario and request to unlink the Ariba account. Once unlinked DBAG will send a new invitation, kindly respond to it by logging in with the desired Ariba account.**

! The username and password you entered has already merged to another Ariba Sourcing user account. Please enter another Ariba Commerce Cloud, Ariba Discovery, or Ariba Network username and password to merge to your Ariba Sourcing user account.

**This error occurs when the Ariba Account Supplier is trying to login with is already connected with DBAG.**

**Suppose the supplier has separate Ariba account for each region they operate. Now responding to an invitation by mistake supplier logged in with the account created for region A, which was supposed to be the account for region B. Later, the same buyer sent another registration invite, this time for the entity operates in region A. Supplier responded to the invitation by trying to log in with account for Region A. Here the supplier will get the above error. Because one ANID cannot be connected to the same Buyer twice.**

**In this case, kindly check internally which account to be kept connected and which one to be unlinked. Accordingly share the ANID of the Ariba account with DBAG Admin and request for Ariba account unlink. The admin will unlink the account and share the fresh invitation for registration, which will allow the supplier to login with desired Ariba account successfully.**

#### Error

You have encountered an unexpected error. To resolve this unexpected error, we recommend that you clear your browser cookies and cache, log out, and then log in to your account again.

down opens.

down menu 'Obliterate the following items from'. Select Cookies and other site and plug-in data and Cached images and files, then click Clear Browsing Data.  
it you use an Ariba certified browser:

1 (32-bit)  
Mozilla Firefox 24 or 27 (ESR)

Ariba certified browsers , please see the following content items on the Ariba Exchange User Community:

<https://uex.ariba.com/node/2222>

isit the Ariba Exchange User Community:

2. Click Help > Help Center in the top right corner of any page.

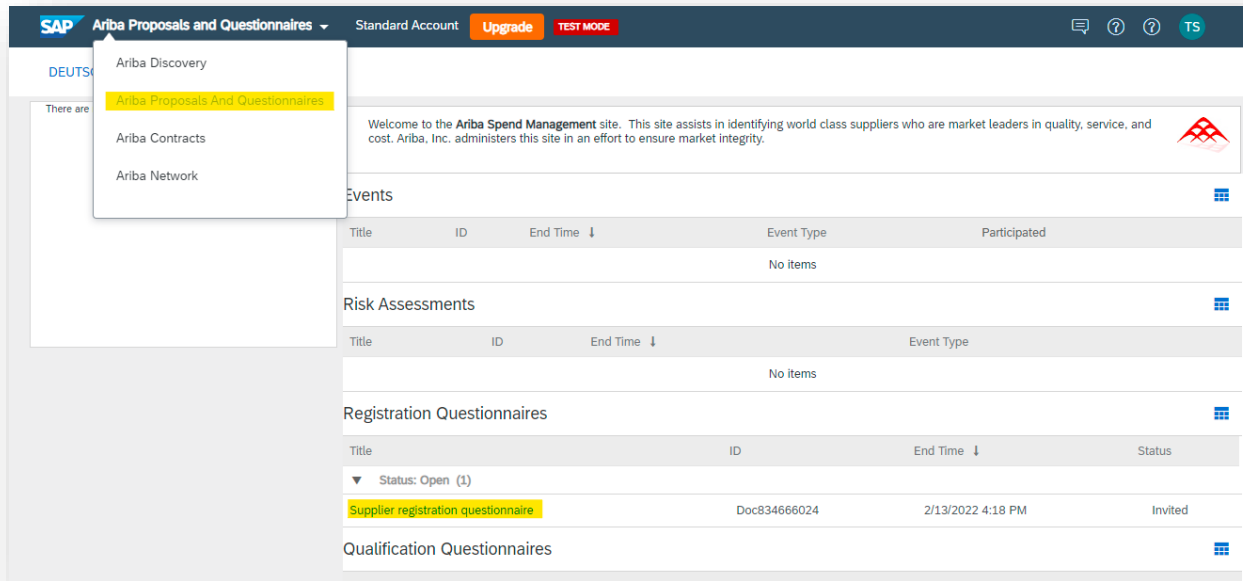
fter clearing your browser's cache and cookies, you still encounter an error, please [Contact Ariba Customer Support](#) with the Error Reference Number: ANERR-9000000000000001516652993

**After successfully signing up or logging in supplier might face this error. It occurs when the signup page or registration questionnaire was kept open in idle state for a longer period. In this case, kindly close the window and clear the cookies & catches, then try again after an hour.**

# Registration Questionnaire

Now next step is to access the Registration questionnaire and respond to it.

When logged in with the invitation link, Ariba will automatically take you to the registration questionnaire. However, if it doesn't, kindly select "Ariba Proposal and Questionnaires", as shown here. Select Deutsche-Boerse AG if you have multiple customers connected with this Ariba account from the list of Buyers right above the dashboard.

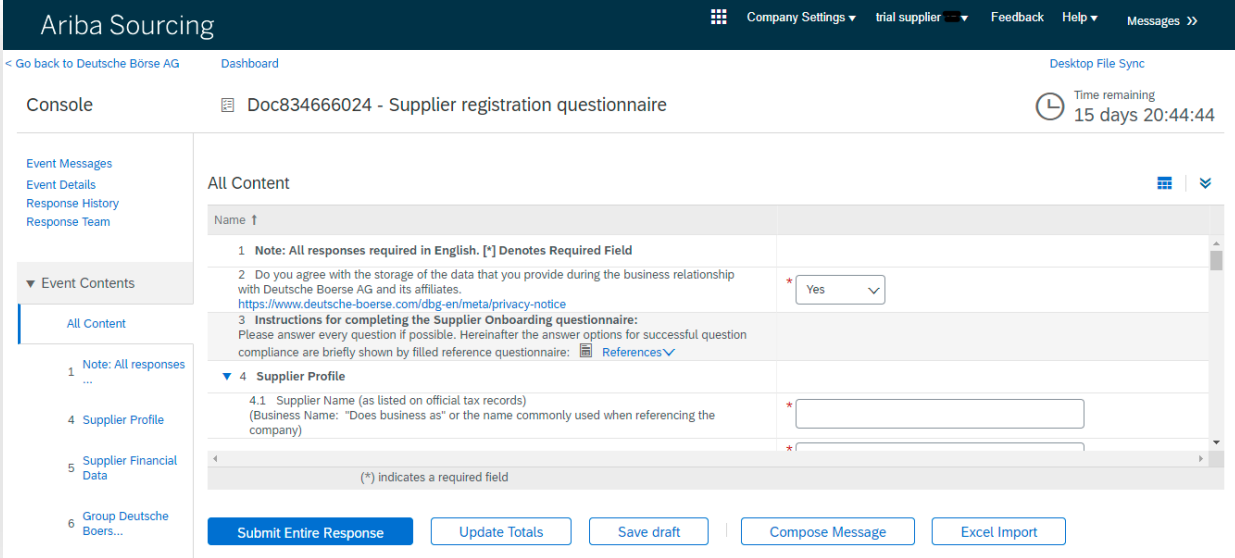


The screenshot shows the SAP Ariba interface. At the top, there is a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. A dropdown menu is open on the left, listing 'Ariba Discovery', 'Ariba Proposals And Questionnaires' (highlighted in yellow), 'Ariba Contracts', and 'Ariba Network'. The main content area displays a welcome message and several sections: 'Events' (No items), 'Risk Assessments' (No items), 'Registration Questionnaires' (with a table below), and 'Qualification Questionnaires'. The 'Registration Questionnaires' table has columns for Title, ID, End Time, and Status. One entry is highlighted in yellow: 'Supplier registration questionnaire' with ID 'Doc834666024' and status 'Invited'.

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc834666024	2/13/2022 4:18 PM	Invited

Kindly click on "Supplier registration Questionnaire"

The Questionnaire will then open and user interface will appear as below,



**Ariba Sourcing** Company Settings | trial supplier | Feedback | Help | Messages

< Go back to Deutsche Börse AG | Dashboard | Desktop File Sync

Console | Doc834666024 - Supplier registration questionnaire | Time remaining 15 days 20:44:44

**All Content**

Name ↑

- Note: All responses required in English. [\*] Denotes Required Field
- Do you agree with the storage of the data that you provide during the business relationship with Deutsche Boerse AG and its affiliates. <https://www.deutsche-boerse.com/dbg-en/meta/privacy-notice> \* Yes
- Instructions for completing the Supplier Onboarding questionnaire: Please answer every question if possible. Hereinafter the answer options for successful question compliance are briefly shown by filled reference questionnaire: [References](#)
- Supplier Profile
  - Supplier Name (as listed on official tax records) (Business Name: "Does business as" or the name commonly used when referencing the company) \*

(\*) indicates a required field

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

**Kindly respond to all the questions. In case of any issue please reach out to DBAG purchasing agents - by replying to the invitation email.**

**Once completed – kindly click on “Submit entire Response”**

## Deutsche Börse AG

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Dear Sirs,

Deutsche Börse AG has received your registration information and will review it for approval.

To check your registration status, log in to the Deutsche Börse AG supplier portal.

[Click Here](#)

Sincerely,  
Deutsche Börse AG

**After Submitting the response to the questionnaire, the supplier will get an email notification – confirming the successful submission of the questionnaire response.**

**The Questionnaire will go for approval, here DBAG will assess the response and possibly approve / deny / request for additional information from the supplier.**

**In case of request for additional information, supplier will get an email with the details mentioned in it. As an action point Supplier needs to login to the Ariba account and access the question from the dashboard (as mentioned earlier) and update the requested question and submit again.**

**Supplier will get an email after the Approval of the Registration**

**Now Supplier is successfully registered and can participate in qualification and other sourcing events.**

## Deutsche Börse AG - TEST

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Dear supplier

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with Deutsche Börse AG

[Click Here](#)

Sincerely,  
Deutsche Börse AG



# | Getting started with Supplier Qualification



## Invitation for Qualification

The Qualification process starts with Supplier receiving an email as an invitation to get qualified with DBAG Ariba realm for a combination of one or more commodities and one or more region.

### Deutsche Börse AG - TEST

#### Qualification questionnaire to become a qualified supplier with Deutsche Börse AG - TEST

Hello!

Now that trial supplier 4 is registered as a supplier with Deutsche Börse AG - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- IT Cloud Application Implementation Services in Germany

[Click Here](#) to fill out the questionnaire

Supplier contact should not forward the invite email to others as forwarding could create “cross-linking” on the existing user. Solution here is to share the exact desired contact to be invited.

Supplier will receive an email as shown below from DBAG. The email won't be a system generated one and will be sent by the purchasing agent on behalf of DBAG. In case of any queries, supplier can always reply to this email.

The Qualification event has a duration of 30 days – starting from day 1 of invitation. The Supplier needs to respond to the qualification event within this timeline.

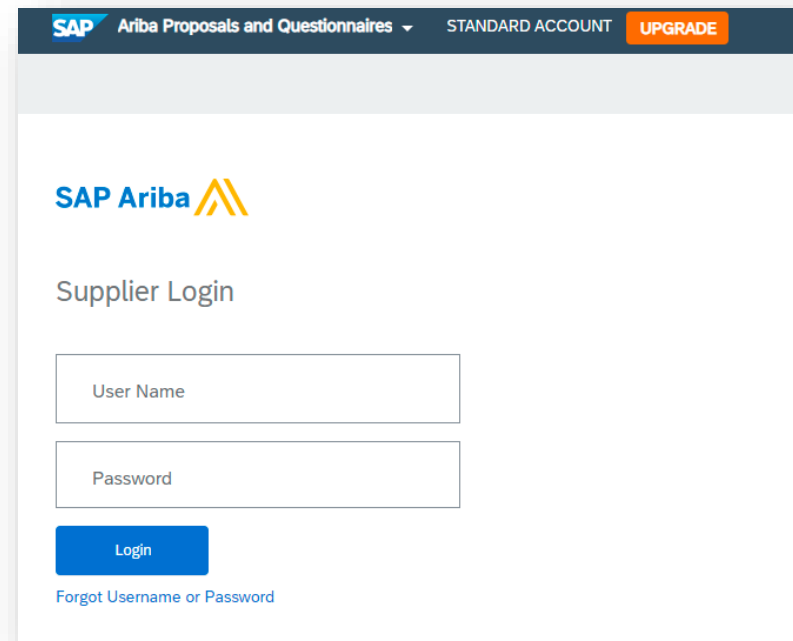
## Log in

As soon as the Supplier receives the invitation, the qualification event countdown of 30 days gets started.

The next step for the supplier is to access the link. The hyper link will take supplier to the Supplier's Ariba Network portal. The invitation links are personalized one and should not be forwarded to other users to avoid cross-linking issue.

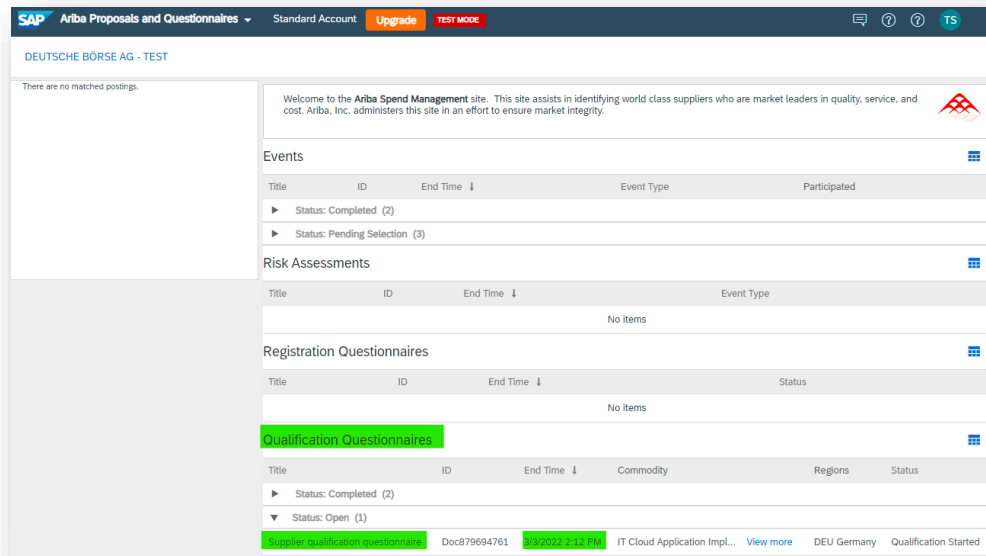
After accessing the invitation link, the Supplier will find below user interface.

Kindly login here with the correct credentials.



The screenshot shows the SAP Ariba Supplier Login page. At the top, there is a dark blue header with the SAP logo, 'Ariba Proposals and Questionnaires' with a dropdown arrow, 'STANDARD ACCOUNT', and an orange 'UPGRADE' button. Below the header, the SAP Ariba logo is displayed. The main heading is 'Supplier Login'. There are two input fields: 'User Name' and 'Password'. Below these fields is a blue 'Login' button. At the bottom, there is a link that says 'Forgot Username or Password'.

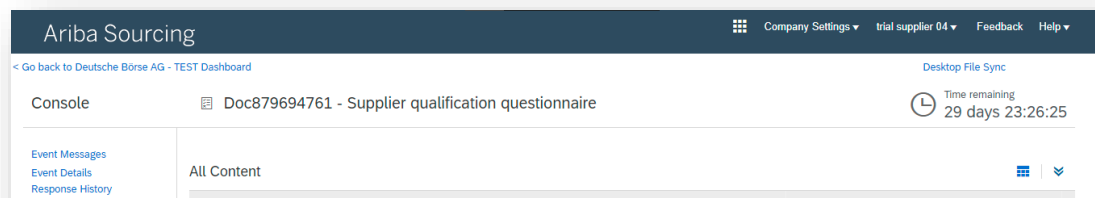
After logging in, kindly go to the “**Ariba Proposals and Questionnaires**”. Supplier will find all the open and completed events in this dashboard.



The supplier qualification questionnaire will be available under the segment of “Qualification Questionnaires” stats “Open”.

It also provides the information about the Commodity and the event end time for supplier’s quick reference. Kindly click “**supplier qualification questionnaire**”

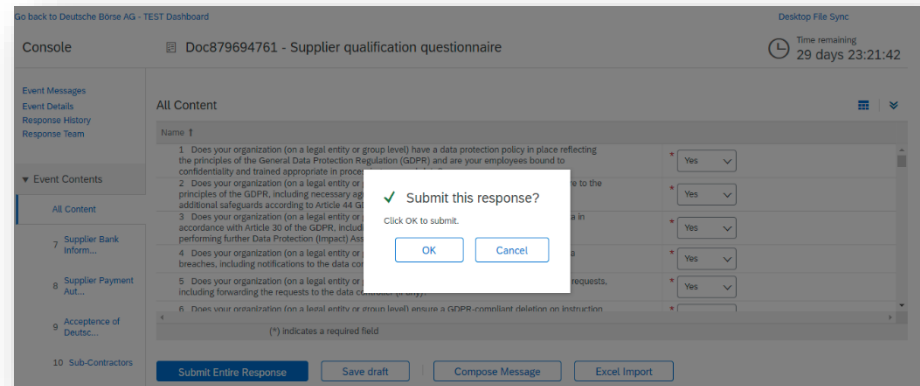
The Questionnaire will then open and user interface will appear as below,



Kindly respond to all the questions.  
In case of any issue please reach out to DBAG purchasing agents - by replying to the invitation email.

There are few options related to questionnaire, supplier can save it as draft, export in excel format or compose and send a message to DBAG.

✦ Once completed – kindly click on **“Submit entire Response”**



After submission the Questionnaire will go for approval, here DBAG will assess the response and possibly approve / deny / request for additional information from the supplier.

In case of request for additional information, supplier will get an email with the details mentioned in it. In response to that Supplier needs to login to the Ariba account and access the questionnaire from the dashboard (as mentioned earlier) and update the requested question and submit again.

After getting successfully qualified Supplier will receive an email notification.

- ✦ Now the Supplier is Qualified for the combination of commodity and Country. Supplier can participate in sourcing events held by the Buyer.

## Deutsche Börse AG - TEST

### Qualification request with Deutsche Börse AG - TEST.

Congratulations! trial supplier 4 is now qualified to sell in the following categories to Deutsche Börse AG - TEST:

- IT Cloud Application Implementation Services in Germany

You will be notified when next steps as part of a procurement or sourcing process require your attention.