

Guide to registering in SAP Ariba Supplier Lifecycle (SLP)

For Swiss Post suppliers

October 2019



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1. Invitation e-mail to suppliers

As a supplier, you will receive an e-mail prompting you to create an Ariba account and then register via Ariba as a Swiss Post supplier.

Please follow the instructions in the e-mail, regardless of whether you have an Ariba account or not

DIE POST

Dear Supplier Englisch _Lieferant,

Schläpfer Andrina is pleased to invite you to register as and qualify to be a potential supplier to Post CH AG - TEST. It involves a two-stage test procedure. In the first step, potential to register with SAP Ariba. Once successfully registered, an invitation will be sent at a later point in time to qualify for the role of supplier (unlikely to take place prior to Q2 2020).

In order to register with Post CH AG - TEST, you require an Ariba account. Please check first whether you already have an Ariba account.

Visit this page [Click Here](#) and click on the "Login" button if you already have an Ariba account, or click on the "Register" button if you do not yet have an Ariba account.

If you would like to log in to the Ariba network at a later time, please click on the following link: <https://supplier.ariba.com>

Note:
orders are now transmitted in electronic form only to Englisch _Lieferant via the SAP Ariba Network. This means you need to register on the Ariba Network. Please make sure that the language of your internet browser is set to either English, French, German or Spanish for the registration process.

More information can be found at <https://lieferanten.post.ch/en/faq-and-instructions?>

If you have any further questions, please do not hesitate to contact the Contact Center on +41 848 88 88 76

Kind regards
Post CH AG - TEST

2. Creating an Ariba account

The "Click here" link in the invitation e-mail leads to a question asking whether or not you already have an Ariba account

1. Click on "Sign up" if you do not have an Ariba account
Click on "Log in" if you already have an Ariba account.

2. If you select "Sign up", a screen will appear for you to create an Ariba account

3. Select a product category by clicking on "Browse". Indicate the product groups relating to the services and/or products you generally provide (not only with respect to Swiss Post). Multiple selections are permitted.

4. A category can only be added once a + symbol appears. Click on the + symbol to add a category

5. Once you have completed the form, click on "Create account and continue"

6. You will then be taken directly to the Swiss Post registration questionnaire

Welcome, andrina schläpfer

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with Post CH AG - TEST on SAP Ariba.

Post CH AG - TEST uses SAP Ariba to manage procurement activities.

Create a SAP Ariba supplier account and manage your response to procurement activities required by Post CH AG - TEST

Sign up

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

Tell us more about your business

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

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

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

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet

Call management systems or accessories > (+)

Datacom and network connectivity installation devices and equipment >

Digital mobile network infrastructure equipment and components >

Digital subscriber loop DSL access equipment and components and accessories >

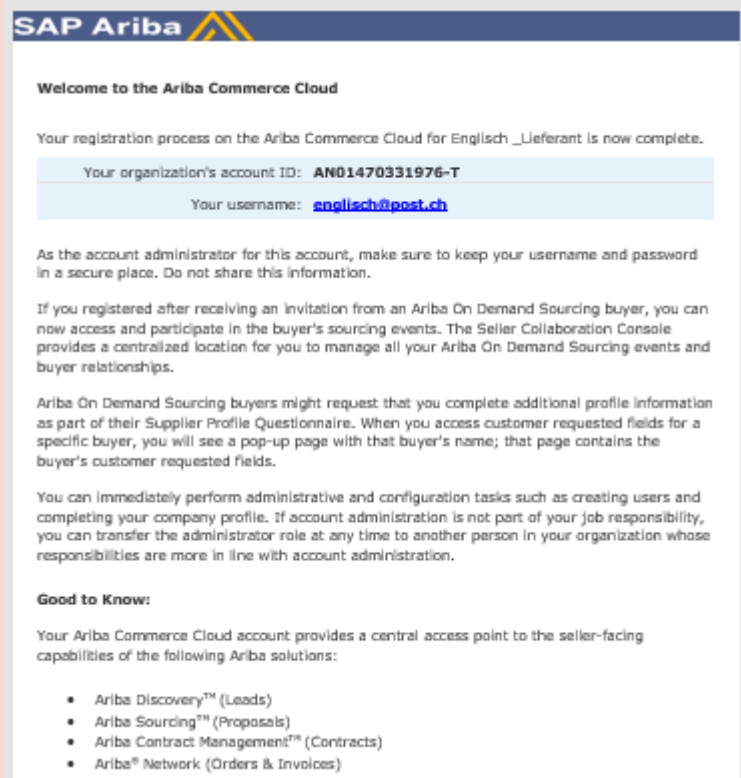
Fixed network equipment and components >

Mobile messaging platforms >

Network security equipment >

[Create account and continue](#) [Cancel](#)

7. You will receive a welcome e-mail from Ariba



3. Completing and submitting the registration questionnaire

<p>1 Self-declaration Less... -</p> <p>How to enter into a business arrangement with Swiss Post:</p> <p>Please fill in the registration form below for external service providers in order to establish a business relationship with Swiss Post or one or several Swiss Post Group subsidiaries. Neither party becomes entitled to a claim for service provision by filling in the form. The data gathered will solely be used for internal Group purposes. The registration form must be filled in by the service provider truthfully and completely.</p>	
<p>2 Company information</p> <p>2.1 Address Please make sure that it is the headquarters and not a branch</p> <p>2.2 P.O. Box</p> <p>2.3 Commercial register entry</p> <p>2.4 DUNS-Number Please enter the nine-digit number assigned by DUN & Bradstreet (e.g. 223334444)</p> <p>2.6 VAT number. (Swiss suppliers have to enter their VAT according to example CHE123456789)</p> <p>2.7 Selection of product groups (multiple indications permitted) Note: Please click on "Select" to add product groups.</p>	<p>* Show More</p> <p>Street: <input type="text" value="teststr 8"/> ⓘ</p> <p>Postal Code: <input type="text"/> ⓘ City: <input type="text"/> ⓘ</p> <p>Country: <input type="text" value="(no value)"/> ⌵ ⓘ</p> <p><input type="text"/></p> <p>* Yes ⌵</p> <p>* <input type="text"/></p> <p>Country: <input type="text" value="(no value)"/> ⌵ ⓘ</p> <p>-(select a value) [select]</p>

Note: we advise saving a draft version of the questionnaire as you work on it → scroll right to the bottom and click on "Save draft".

Note: all fields marked with * must be completed, otherwise the questionnaire cannot be submitted.

Note: you can increase the size of the questionnaire by clicking on the small symbol at the top right.



2.3 Commercial register entry: if "Yes" is selected here, enter the DUNS number under 2.4 (nine digits, without spaces)
You can search for the DUNS number via the following link: <https://www.upik.de/dunsanfordern.html>

2.6 VAT number: Swiss companies are required to indicate their VAT number here in the format CHE123456789, as well as their company identification number (UID). You can search for the UID here: <https://www.uid.admin.ch/Search.aspx>

2.7 Product group: indicate the product groups relating to the services and/or products you provide to Swiss Post. Multiple selections are permitted.

Note: you are currently at the **supplier registration** step. The **qualification** step will take place later in which suppliers are qualified according to the specific product group. It is important for suppliers to select the product groups carefully, as Swiss Post is only able to order from the specific product groups for which the supplier is qualified.

3 Additional questions about your company	
3.1 Homepage	<input type="text"/>
3.2 Base currency / order currency	* CHF <input type="button" value="v"/>
3.3 We have already conducted business with Swiss Post	* Yes <input type="button" value="v"/>
3.4 Our post-internal contact people as well as the affected areas are	<input type="text"/>

3.3 Active on behalf of Swiss Post: if you indicate "Yes" here, point 3.4 will open

3.4 Contact person: this is not mandatory, but is recommended

4 Person responsible for order processing with Swiss Post Less... <input type="button" value="-"/>	
<i>Note: In case of subsequent changes, please log into Ariba and revise this questionnaire. The questionnaire must then be submitted again.</i>	
4.1 First Name	* andrina <input type="text"/>
4.2 Last Name	* Schläpfer <input type="text"/>
4.3 Unit	<input type="text"/>
4.4 Function	* <input type="text"/>
4.5 Telephone	* <input type="text"/>
4.6 E-mail	* andrina.schiaepfer@post.ch <input type="text"/>
<i>Note: In order to facilitate internal company processing, we recommend that you enter a generic e-mail address (example: Bestellungen@abc.ch)</i>	
5 Costs	
5.1 Swiss Post and the provider each bear their own costs in connection with SAP Ariba.	* Unspecified <input type="button" value="v"/>
Further information can be found in the FAQ link https://lieferanten.post.ch/en/faq-and-instructions	
Note: Swiss Post only considers suppliers who agree to this.	

4.1- 4.6. Enter the contact person who will receive orders. This can be the same person/e-mail address that you indicated in advance at <https://lieferanten.post.ch/de/angaben-ergaenzen>, but does not need to be. We advise entering a generic e-mail address here such as swisspost@xy.com. The advantage of this is that orders can be processed by several people within your company.

6 Compliance / NDA	
<p>6.1 We acknowledge the content of Swiss Post's Code of Ethics and Social Responsibility and undertake to adhere to it in its entirety.</p> <p>The Code of Ethics and Social Responsibility can be found here: https://www.post.ch/-/media/post/beschaffung/dokumente/sozial-ethik-kodex.pdf?la=en</p>	<p>* No ▾</p>
<p>6.2 We have at least an equivalent Code of Ethics and Social Responsibility. The Code of Ethics and Social Responsibility needs to be uploaded.</p> <p>Note: Swiss Post will only consider suppliers who agree to adhere to Swiss Post's Code of Ethics and Social Responsibility.</p>	<p>* Attach a file</p>
<p>6.4 We have taken note of the content of the Swiss Post's confidentiality agreement and undertake to comply with it in full.</p> <p>The confidentiality agreement can be found in the attached document.</p> <p>If special provisions already exist with the provider for specific procurement transactions in connection with the non-disclosure agreement, these shall retain their validity.</p> <p>Note: Swiss Post will only consider suppliers who agree to the Swiss Post Confidentiality Agreement. Please click on "References" to view the NDA. References</p>	<p>* Unspecified ▾</p>
7 Performance of audits	
<p>7.1 In order to ensure compliance with all contractual agreements, Swiss Post conducts audits as required.</p> <p>We authorize Swiss Post, one or several of Swiss Post Group's subsidiaries or a commissioned third party to ensure compliance with the contract terms and with the legal provisions, conventions or otherwise applicable collective or normal employment contracts at any time and unimpeded and to carry out appropriate checks (in particular on-site surveys and inspections of the relevant documents, data media, data processing procedures, processing records, contracts, etc.) on the premises of sub-contractors or sub-suppliers. To this end, we shall grant Swiss Post unrestricted information, access and inspection rights. Each party shall bear its own costs.</p>	<p>* Unspecified ▾</p>

6.1 Code of Ethics and Social Responsibility (SEK): you can read our code of ethics by clicking on the URL. You can select "Yes" or "No" here. Swiss Post will only consider suppliers who agree to adhere to Swiss Post's Code of Ethics and Social Responsibility. An exception is made if the supplier can prove that they have at least an equivalent Code of Ethics and Social Responsibility. Upload this under Point 6.2 if "No" has been selected under Point 6.1. You can add any supplementary information under Point 8.1


6.4 NDA: you can read our non-disclosure agreement (NDA) by clicking on "References". You can select "Yes" or "No" here. Swiss Post will only consider suppliers who agree to adhere to Swiss Post's non-disclosure agreement. Any special non-disclosure agreement regulations already in place with the provider with respect to specific procurement transactions remain valid. You can add any supplementary information under Point 8.1

7.1: Auditing: you can select "Yes" or "No" here. In order to ensure compliance with all contractual agreements, Swiss Post conducts audits as required. We authorize Swiss Post, one or more of Swiss Post Group's subsidiaries or a commissioned third party to ensure compliance with the contract terms and with the legal provisions, conventions or otherwise applicable collective or normal employment contracts at any time and unimpeded and to carry out appropriate checks (in particular on-site surveys and inspections of the relevant documents, data media, data processing procedures, processing records, contracts, etc.) on the premises of sub-contractors or sub-suppliers. To this end, we shall grant Swiss Post unrestricted information, access and inspection rights. Each party shall bear its own costs.

8 Supplementary information for Swiss Post

8.1 You can use this free text field if you wish to provide Swiss Post with supplementary information.

Note: You can add additional documents by clicking on the plus symbol next to the comment field.



8.1: Supplementary information: you can indicate and upload any additional information here (click on the small symbol to the right of the text field).

Submit Entire Response

Save draft

Compose Message

Excel Import

You do not need to complete the questionnaire all at once and can save your progress using "Save draft".

If you are in any doubt, you can write us a message under "Compose message". You can find the messages we send to you in your e-mail inbox and/or under "Event messages" (at the top left next to the questionnaire)

Once completed, you can submit the questionnaire via "Submit entire response". You will then receive a confirmation e-mail:

Dear Englisch _Lieferant,

your registration form has been submitted to Post CH AG - TEST and is currently being verified. You will be informed of the next steps as soon as possible. Please log in to the Post CH AG - TEST supplier portal to check the status of your registration.

<https://supplier.ariba.com>

Kind regards
Post CH AG - TEST

4. Continue completing the questionnaire where you left off at a later time

Go to the supplier login:
<https://supplier.ariba.com>

Log in and click on the symbol in the register at the top of the page

Click on "Service tenders".

Click on the questionnaire link

Herzlich Willkommen im Lieferantenportal der Schweizerischen Post – Möglichkeiten der globalen digitalen Wirtschaft aktiv angehen!
Dies ist Ihr Netzwerk für die Zusammenarbeit mit uns in allen Phasen des Handels: bei Angeboten, Verträgen, Bestellungen, Rechnungen und Zahlungen.

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓
▼ Status: Open (1)		
Supplier registration questionnaire	Doc301848368	10/20/2020 8:37 AM

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions
No items				

Questionnaires

Title	ID	End Time ↓	Commodity	Regions
No items				

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire
No items				

Tasks

Name	Status	Due Date	Completion Date
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5. Revising the questionnaire

Once submitted, we will verify the questionnaire. If we have any follow-up questions, you will receive an e-mail from us requesting the necessary information. Click on the "Click here" link to revise the questionnaire. This will take you directly to the questionnaire.

If you need to supply your response in the form of free text, enter this under point 8.1

Resubmit the questionnaire using "Submit entire response"



Dear andrina schläpfer supplier,

Post CH AG - TEST has verified your request and requires the additional information shown in the remarks below.

Remarks:
please edit your address

Please open and update the registration form to provide the additional information we require.

[Click Here](#)

Kind regards
Post CH AG - TEST

6. The supplier registration has been approved

You will receive an e-mail if the supplier registration has been **approved**



Dear Lieferant_2110 supplier,

Post CH AG - TEST has approved your registration as a supplier. Lieferant_2110 has been entered into the supplier database of Lieferant_2110.

The order and invoice process between Post CH AG - TEST and Lieferant_2110 can be handled via Ariba at the earliest from 21 October 2019. Wait until you receive your first order from us via the Ariba network and/or until we contact you. After the first Ariba network order the order-related invoice can be sent to us via Ariba. Until then, the invoice process is to be retained.

Also, we will inform you of the next step – the qualification – by e-mail in due time (probably not before the 2nd quarter of 2020). The registration manager Schlapfer Andrina, F411 will be glad to assist with any questions you may have.

Kind regards
Post CH AG - TEST

7. The supplier registration has been rejected

You will receive an e-mail if the supplier registration has been **rejected**



Dear supplier Lieferant_2110,

we are contacting you regarding your registration with Post CH AG - TEST.

After verifying your submitted supplier registration form, we unfortunately have to inform you that we cannot further consider your registration as supplier due to the reasons below.

Swiss Post only considers suppliers who agree to the Swiss Post Confidentiality Agreement.

Due to these reasons, we cannot take your registration into further consideration.

We regret that we cannot give you a more favourable response and would like to thank you for your understanding.

Kind regards
Post CH AG - TEST