



ARIBA Standard Account Supplier Guide

Account Creation



May 2022



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Introduction



DB Schenker is the world's leading global logistics provider — we support industry and trade in the global exchange of goods through land transport, worldwide air and ocean freight, contract logistics and supply chain management.

Integrated logistics resides at the world's most important intersections, where the flow of goods creates an effective link between carriers. Our value-added services ensure the flow of goods continues seamlessly and supply chains stay lean and optimized for success.

Our business holds top positions in automotive, technology, consumer goods, trade fair logistics, special transports, and special events logistics.

**about
2000**
Locations worldwide

**more than
75,800**
Employees worldwide

Introduction

- DB Schenker introduced a new eProcurement solution based on SAP Ariba covering all indirect spend.
- This changes the way to collaborate with our suppliers from paper to electronic processes.
- All purchase orders are being routed through SAP Ariba Network to our suppliers.
- Suppliers are expected to register for a Standard Account in order to collaborate electronically with Schenker.
- The usage of a Standard Account is free of charge regardless of transacted amount and number of documents.

- **Standard Account Benefits:**
 - ✓ See all orders and invoices with their status
 - ✓ Promote your company to other customers on Ariba Network



Account Creation



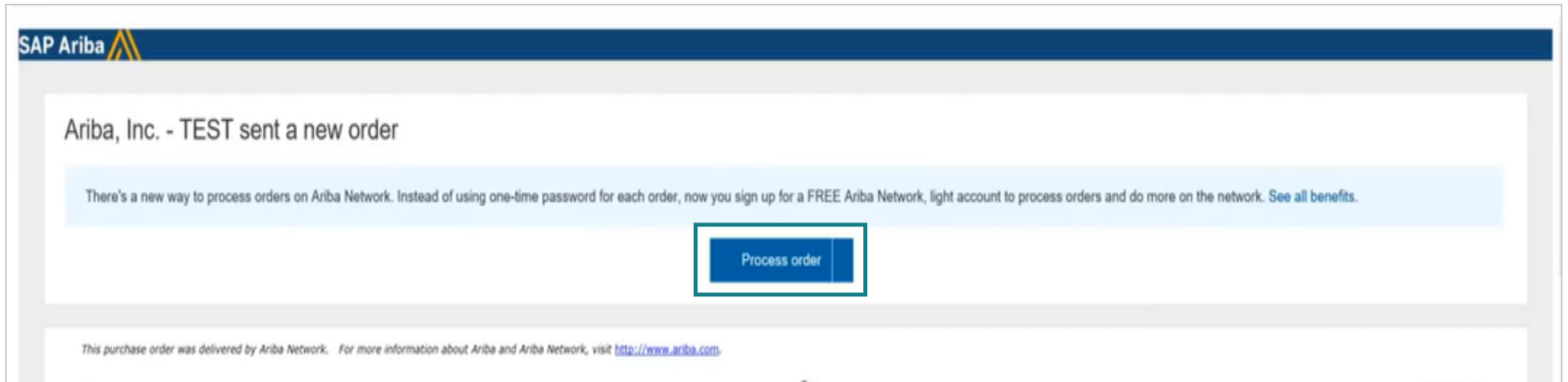
Account Creation

Receiving first PO

You will get an interactive eMail as soon as an order from DB Schenker is transferred through ARIBA. The order can be opened and edited through the eMail.

Attention: As a standard account supplier you can only open orders through the interactive eMail.

In the eMail please click on the button **Process order** to edit the order or rather to transfer an order confirmation/invoice .



Account Creation

Receiving first PO

Select the **Sign-up (1)** option to create your Standard Account and exchange documents free of charge on Ariba or use your existing account by clicking on **Log In (2)** link if you already created an Ariba Account when you registered your company profile with DB Schenker.

Ariba Network Help Center >>

Join your customer on Ariba Network!

1 [Sign up](#)

Already have an account? **2** [Log in](#)

Strengthen relationships
Collaborate with your customer on the same secure network.

Connect faster
Exchange documents electronically and streamline communications.

Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network light account is **Free**
[Learn more](#)

Account Creation

Configure company profile

Company information (1):

- Company name
- Country
- Address
- City
- State
- Postal code

Create account 1

First, create an SAP Ariba supplier account, then complete questionnaires required by DB Schenker - B-Test.

Company information

* Indicates a required field

Company Name:

Country:

Address:

City:

State:

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 (2):

- Name
- Email address
- Username
- Password
- Language
- Email orders to

User account information 2

Name:

Email:

Use my email as my username

Username:

Password:

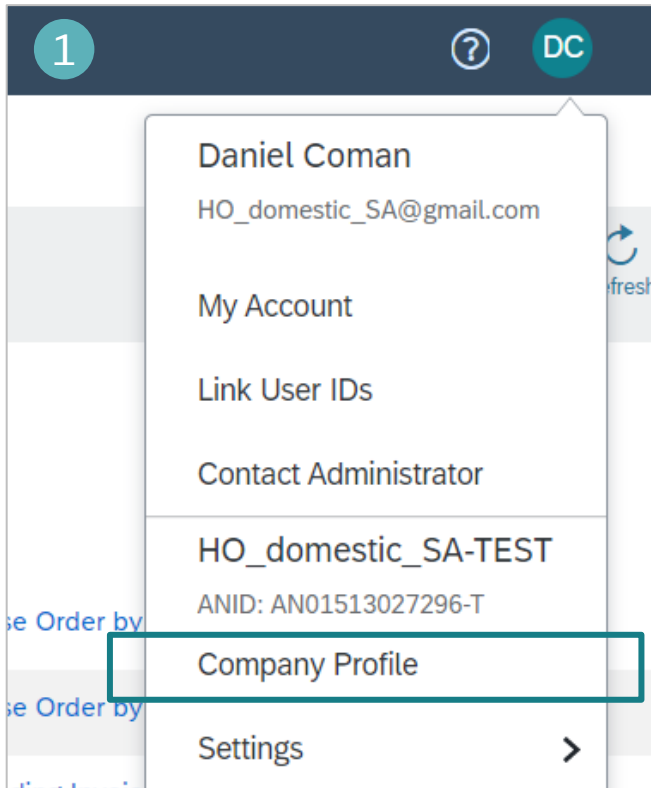
Language:

Email orders to:

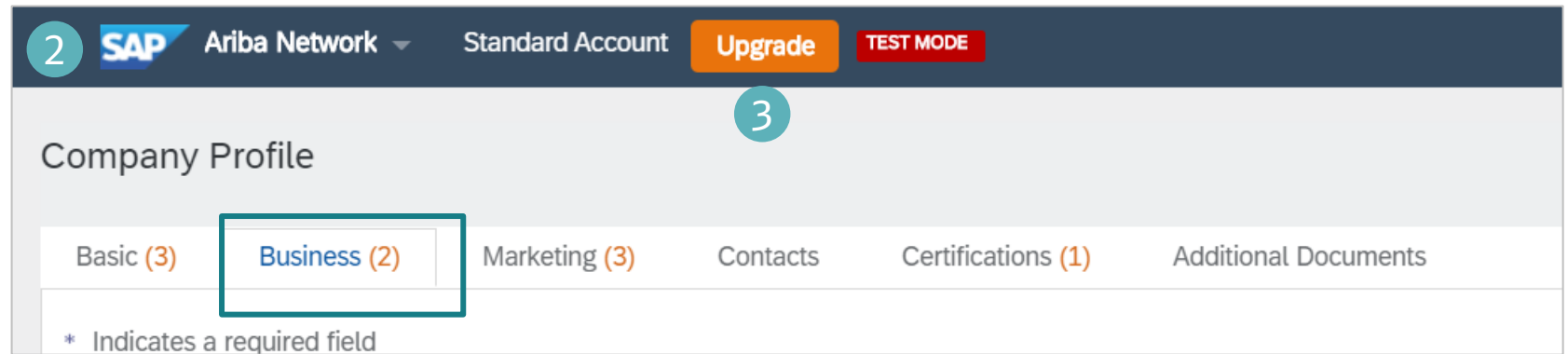
Account Creation

Configure company profile

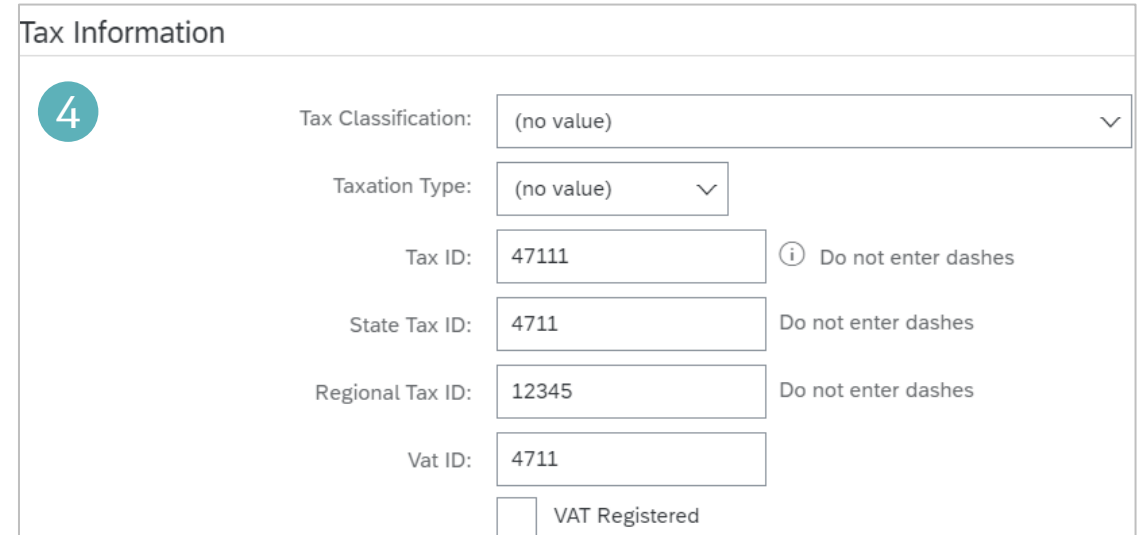
To maintain your VAT ID and other tax related IDs please click on your user name in the upper right part of the screen and select **Company Profile (1)**.



In the company profile, click on **Business (2)**. DO NOT click on the Upgrade your account button as you will be charged (3).



Scroll down to the section **Tax Information** and add your VAT ID, TAX ID etc (4).
Scroll up again and click **Save**.



Account Creation

Configure company profile

If you have more than one IBAN account, in order to add a new one or to update an existing one, please click on **Company Settings** button on the top right side of the page and then on **Remittances (1)**.

Select one of your Remittance Addresses as a default if you have more than one (2). If needed, assign Remittance IDs for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

The screenshot shows the SAP Ariba Network Enterprise Account interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The main content area is titled 'Review Subscription Pricing' and features two service icons: 'Network Transaction Service' and 'Bronze'. A sidebar on the right contains a menu with 'Remittances' highlighted, marked with a circled '1'. Below this, a 'Remittance ID Assignment' section is visible, marked with a circled '2'. It contains a table with columns for 'Customer' and 'Remittance ID'. The first row shows 'DB Schenker - B-Test' with the ID 'EUR_0000025164'. The second row shows 'DB Schenker - DEV' with an empty ID field. At the bottom, there is a checkbox labeled 'Include Bank Account Information in invoices.'.

Customer ↑	Remittance ID
DB Schenker - B-Test	EUR_0000025164
DB Schenker - DEV	

Include Bank Account Information in invoices.

Account Creation

Configure company profile (optional)

Business profile: in order to have a relevant business profile, **Product and Service Categories & Ship to or Service Locations** details need to be added up here (1).

Tell us more about your business 1

Product and Service Categories: * -or-

Ship-to or Service Locations: * -or-

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

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

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.
By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

Available categories can be displayed by clicking on **Browse** (2).

Product and Service Category Selection 2

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories Didn't find what you were looking for? Try Search »

Agricultural & Fishing Machinery >	Cleaning & Janitorial Supplies >	Absorbents >	Air freshener ✓
Agricultural & Fishing Services >	Industrial Laundry & Dry Cleaning Equipment >	Brooms and mops and brushes and accessories >	Air sanitizer
Apparel, Luggage & Personal Care >	Janitorial Equipment >	Cleaning and disinfecting solutions >	Ammonia cleaners
Chemicals >	Water Treatment Supplies & Disposal >	Cleaning kits >	Anti dust products
Cleaning Supplies >		Cleaning rags and cloths and wipes >	Automotive cleaners
Computer Hardware, Software & Telecom >		Restroom supplies >	Bleaches
Construction & Maintenance Services >			Carbon removing compounds
Construction Materials >			Carpet or upholstery cleaners

Account Creation

Configure company profile

To complete the account creation, please acknowledge the **SAP ARIBA Terms of Use** and **SAP Ariba Privacy Statement** by setting the thick mark. Next, please click on **Create account and continue** (1).

To avoid duplicate account creation for the same company, Ariba is matching your information for existing accounts. Please review the suspected duplicate company accounts and click on **Review accounts** (2).

A list of possible duplicates will be shown on the next screen. In order to continue account creation, click on **Continue Account Creation** link (3).

When account creation is finished, a confirmation will be sent by email.

1

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

Create account and continue **Cancel**

2

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

3

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**

PO notifications setup

In order to setup the PO notifications, please log in to your account, click on the icon with your initials, right side of the screen, click on Settings/Electronic Order Routing (1).

On the new displayed page, please select Email as Routing Method and fill in the email address where the notifications will be sent. You can add up to five emails, separated by comma and then click Save. (2).

The screenshot displays the 'Network Settings' interface. On the left, a navigation menu is open, with 'Electronic Order Routing' selected. The main area shows the 'Electronic Invoice Routing' tab. Under 'New Orders', a table is visible with the following structure:

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<input type="checkbox"/> Attach XML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". <input type="checkbox"/> Attach PDF document in the email message

The 'Email address' field in the options section is populated with 'hramesh@deloitte.de'. A 'Save' button is located in the top right corner of the settings panel.

Need help? Watch these short videos:

- [Details on Account Setup](#)

SAP Ariba Standard Account Information and Support:

- [General Information on Ariba Network](#)
- [Standard Account Self Service Repository](#)
- [Supplier Info Pack](#)

If you need additional information on Standard Account or direct support, please contact [SAP Ariba Supplier Support](#).

If you need information related to procurement processes, invoices and payment with DB Schenker, please use the contact section in the Schenker supplier website or reach out to your Schenker Procurement contact.

Thank you!

