



Supplier Guide

Welcome to SWIETELSKY SAP Ariba Supplier Onboarding

This guide is intended for new suppliers who, following a decision to that effect, are to be incorporated into our supplier management system. To be set up as a supplier in the SWIETELSKY Group and considered for future orders, complete registration in **SAP Ariba** is required. As part of this process, company data, contact persons, documents and compliance requirements are reviewed.

Process Overview

1. Receive an invitation

- After the process is initiated by SWIETELSKY the system will send you an invitation to register for SAP Ariba by email.
- The email contains a link to sign in or register.

2. Complete the registration

- Sign in with an existing SAP Ariba account or create a new account.
- Enter all company details in full.

3. Complete the questionnaire

- Enter all required information.
- Upload the required supporting documents and evidence.

4. Review by SWIETELSKY

- Review of the information and documents.
- If clarification is required, you will receive a notification to revise or complete the information.

5. Approval and qualification

- Following a successful review, you will be approved as a supplier.
- Additional qualification may be carried out if required.

Your benefits

- ✓ Central management of your company data
- ✓ Faster processing of orders and invoices
- ✓ Transparent communication with Procurement
- ✓ Easy updating of master data

Important note

Please use a permanently valid email address. All notifications, queries and further tasks will be sent to this address.

Required information and documents

Company data

Please have the following information ready:

Area	Required information
Company data	Company name, address, company registration number
Tax data	VAT number or tax number
Contact	Name, email, telephone number
Bank details	IBAN, BIC and bank details
Range of products and services	Products or services offered
Regions	Delivery and service areas

Documents to be uploaded

Depending on the type of company, the following documents may be required:

- Business licence
- Company register extract
- Bank letter
- Tax exemption certificate (if required)
- Certificates of competence
- Safety and quality certificates
- Confirmation of the Supplier Code of Conduct
- Acceptance of the purchasing conditions
- Other legally required documents

Checklist before submission

Please check the following before submitting:

- ☐ All mandatory fields have been completed
 - ☐ The company data is correct
 - ☐ All documents are current and valid
 - ☐ The bank details have been checked
 - ☐ The contact persons are up to date
 - ☐ The specified product categories correspond to your range of products and services
 - ☐ Uploaded documents are fully legible
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Recommendations for fast approval

- ✓ Complete the registration promptly after receiving the invitation
 - ✓ Collect the documents in advance and check their validity
 - ✓ Enter information solely based on official company documents
 - ✓ Respond to queries promptly
 - ✓ Keep your company data up to date regularly
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Contact

For questions about supplier onboarding, please contact the person named in the invitation.

Thank you for your support. A complete and accurate registration makes a significant contribution to a fast and successful cooperation.