1.1. Supplier registration

This document explains how to register with Ariba Network and complete your one-time registration with the Fraunhofer-Gesellschaft on Ariba Network after creating an account.

If you have problems registering with Ariba Network or Fraunhofer, contact onboarding@zv.fraunhofer.de for assistance.

	If you have **not yet created an Ariba Network** account, start by **registering** with Ariba Network. To do this, click on the registration link in your email invitation and complete the steps below. If you already have **an Ariba Network** account, click on **"Log in"**, log in with your user credentials and then go directly to step 18 on page 8.

(1) Click on **"Sign up"**.

	The company data you have shared with Fraunhofer will already be assigned to you here. Review this information and amend it if necessary, adding any missing details in the mandatory fields marked with an *.

![Fraunhofer]

(2) Click on **"Use my email as my username"** ✓ , if you want to use a different email address as your username.

(3) Set a password for your Ariba Network account by filling in the **"Enter Password and Repeat Password"** fields.

Check the email address that any future Fraunhofer-Gesellschaft orders will be sent to.

(4) You can enter the **categories of products and services** you/your company offer directly or you can search for and select the appropriate options.

(5) Click on **"Brwose"** (Browse).

There are two different options for searching. You can either browse through the product and service categories provided until you find the services you offer at the lowest level (**"Browse"** tab) or you can use keywords to search in the product and service catalog for the services you/your company offer (**"Search"** tab).

(6) Click on **"Search"**.

(7) Enter a **keyword** for your search. You can use both descriptors and UNSPSC codes as keywords.

(8) Click on **"Search"**.

(9) Click on the **boxes** ☐ for the categories of products and services you/your company offer to select them. You can select multiple options.

(10) Click on **"Add"** once you have made your selection.

> ℹ The product and service categories you have selected will now be displayed under **"My selections"**. You can expand your selection by using keywords to search for other categories in the catalog and selecting these as well.

(11) Once you have finished making your selection, click on **"OK"**.

(12) Next, you will need to enter your delivery or service locations. As with the product and service categories, you can enter these directly or select them. To view the selection list, click on **"Browse"**.

(13) You can now use the regions to navigate to the countries where you supply your products or services (you can select multiple options). Alternatively, you can list your location as global. To do this, click on **"Global"**.

(14) Once you have finished making your selection, click on **"OK"**.

> Lastly, before your Ariba Network account can be created, you must confirm that you have read and agree to the conditions contained in the terms of use and SAP Business Network Privacy Statement.

(15) To do this, click on the corresponding **boxes**.

(16) Click on **"Create account and continue"** to complete your Ariba Network registration.

(17) If you receive a warning that there may already be an existing Ariba Network account for you/your company, review this before creating a new account. To do this, click on **"Review accounts"**.

An Ariba Network standard account will now be created for you/your company. An email containing the Ariba Network ID (**ANID**) assigned to this account will be sent to the email address that also received the original email invitation with the registration link.
You can now log in to Ariba Network at **https://supplier.ariba.com** using your chosen username and password.

![Fraunhofer]

> **(i)** The next step is to register with Fraunhofer. If you already have an Ariba Network account, follow the link in your email invitation and click directly on **"Log in"**. Then you can start the process of registering with Fraunhofer.

> **(i)** The company data you have shared with Fraunhofer will already be assigned to you here. Review this information and amend it if necessary, adding any missing details in the mandatory fields marked with an *.
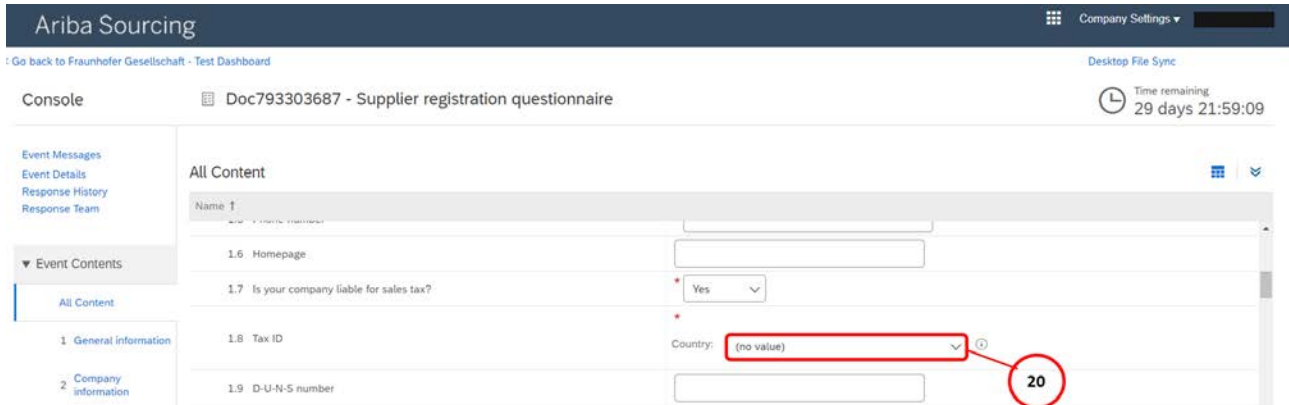

(18) Enter your telephone number including the international dialing code in the **"1.5 Phone number"** field.

(19) If desired, you can enter a web address in the optional **"1.6 Homepage"** field.
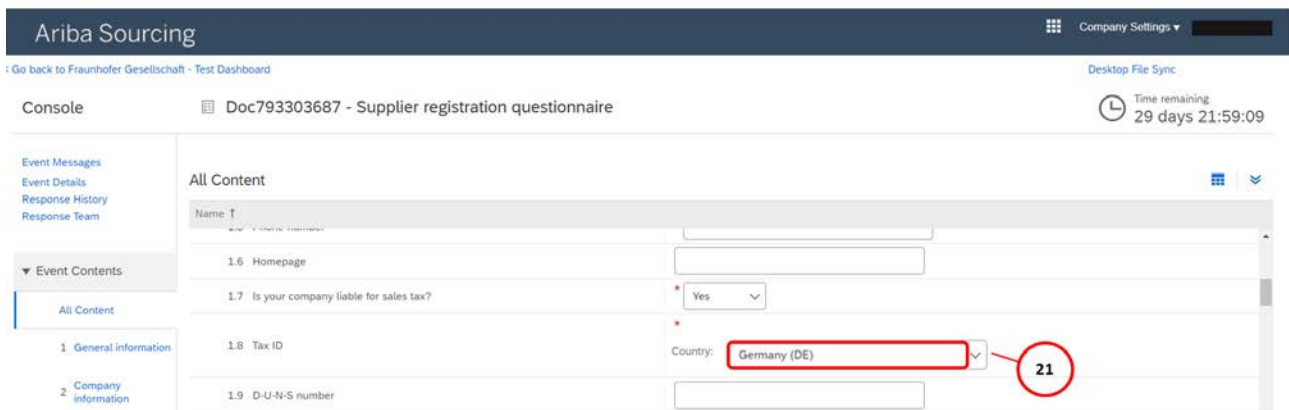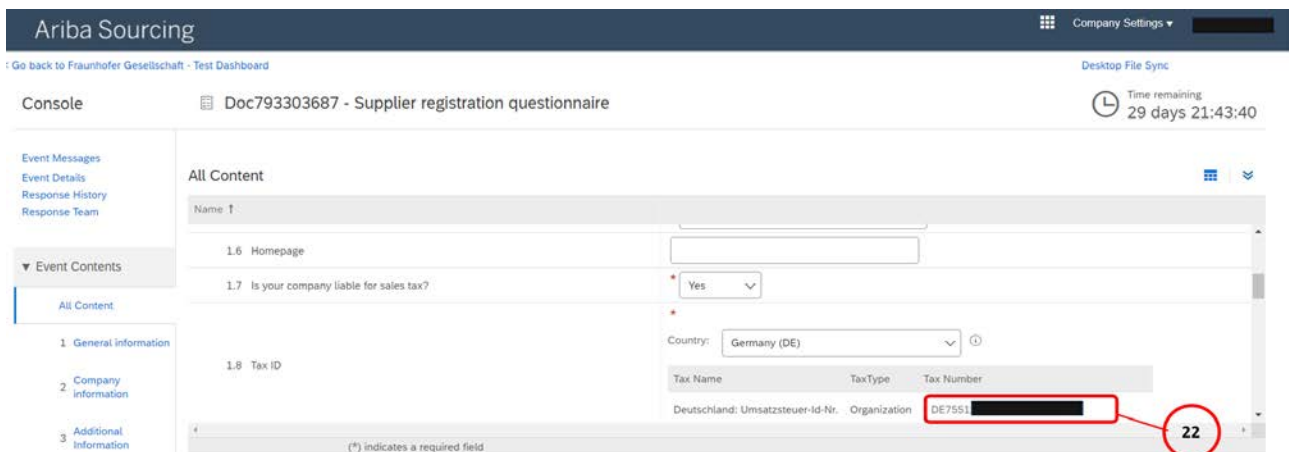
Now indicate whether you have a tax ID number.

(20) Next, enter your tax ID number. First click on the **"Country: (no value)"** button to view the drop-down list of countries.

(21) To select a **country** (e.g. "Germany (DE)"), click on the corresponding option.
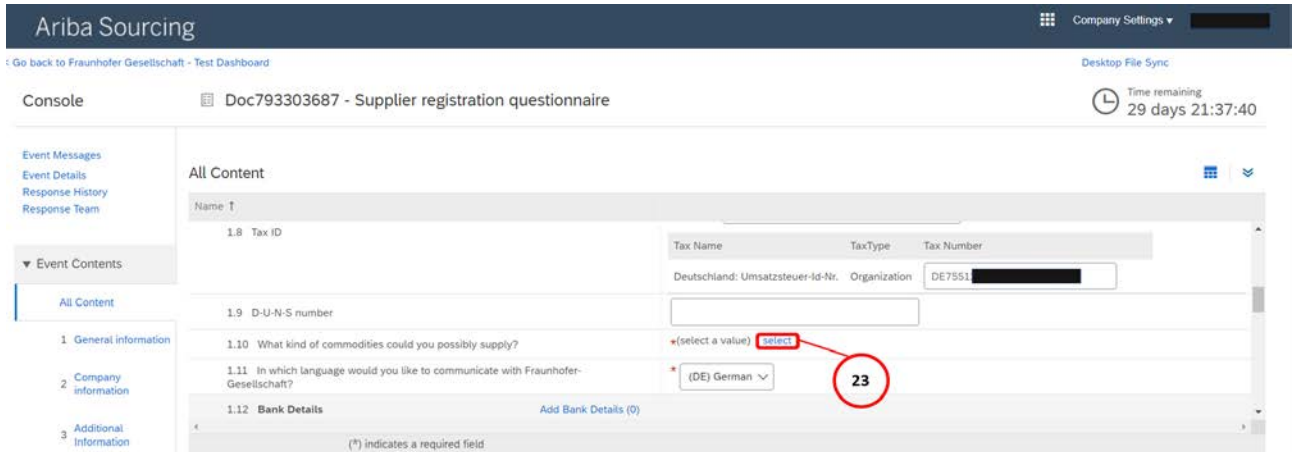
(22) Enter **your tax ID number** in the **"Tax number"** field.

	Make sure to use correct capitalization when entering your tax ID number.

(23) Next, you will need to enter the categories of products and services you offer. To do this, click on **"1.10 What kind of commodiries could you possibly supply?"**.

	Fraunhofer can browse its supplier base using the product and service categories you have selected in order to find potential suppliers for requests.

(24) Enter a search term in the Search field.

(25) Click on **"Search"**.

> UNSPSC is a hierarchical classification system that is used in e-commerce and consists of four levels in total. The UNSPSC codes consist of two digits at the first level and eight at the fourth level. For example, if you select a product and service category from level three, all level four categories that fall under this code will automatically be selected as well.

(26) Click on the **arrow button** ▶ to navigate down to the next level. For example, if you were viewing the UNSPSC code 4321 for computer equipment and accessories on level two, this could be expanded using the arrow button, allowing the selection of UNSPSC codes from level three.
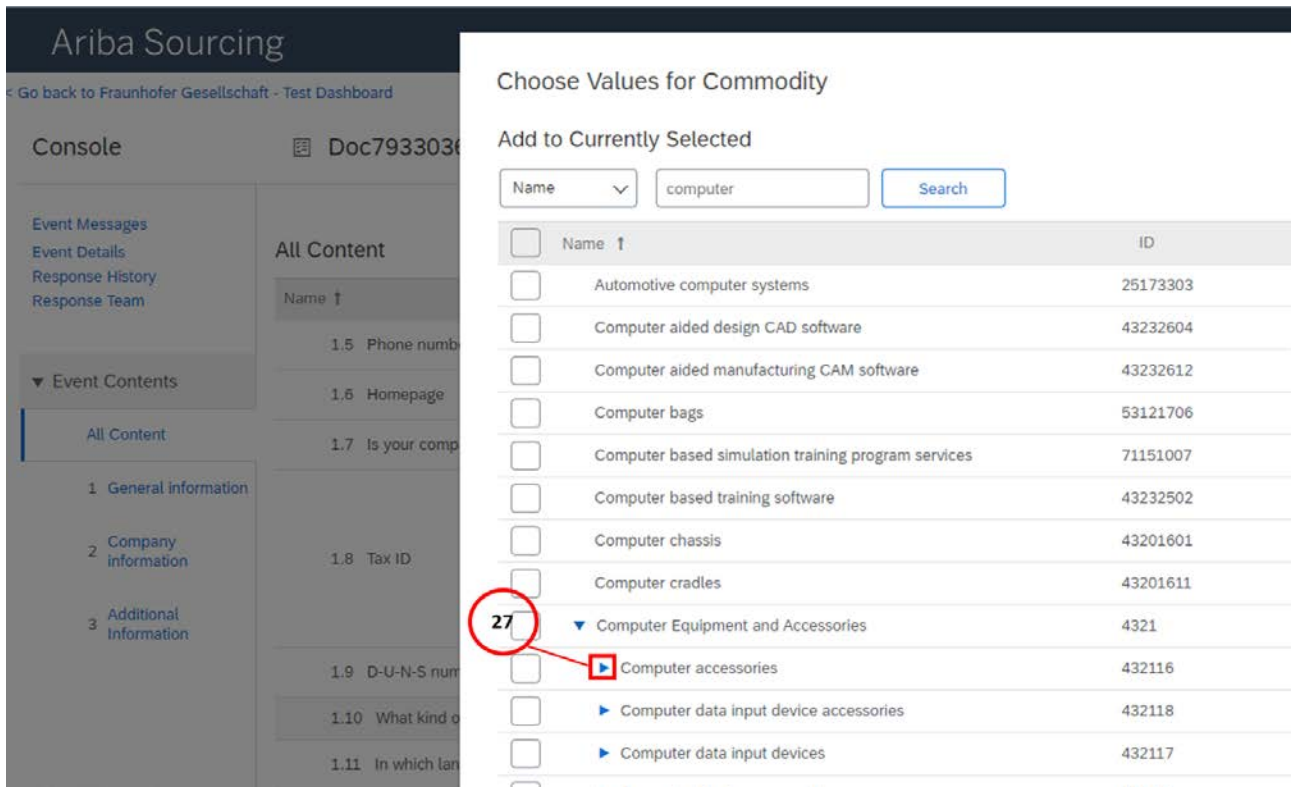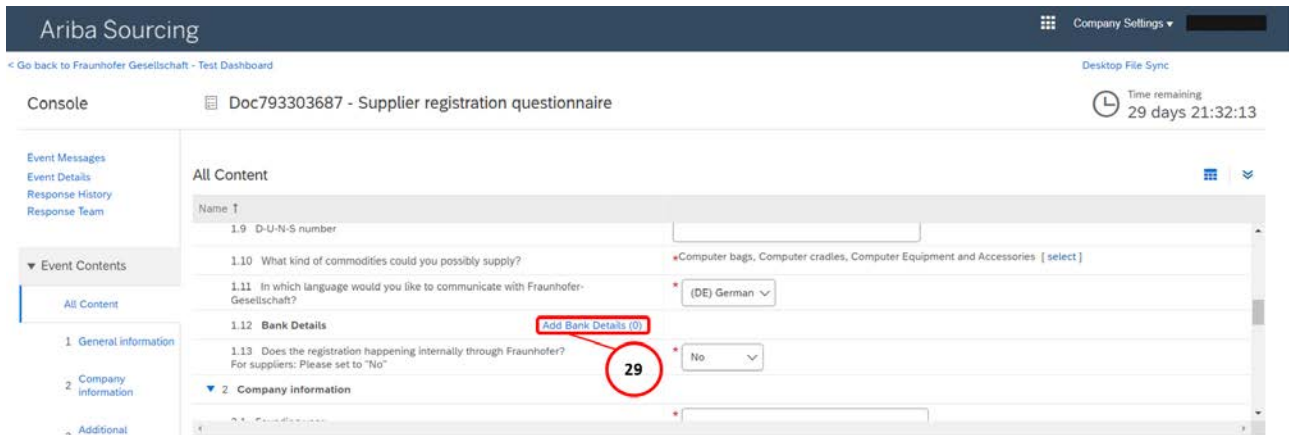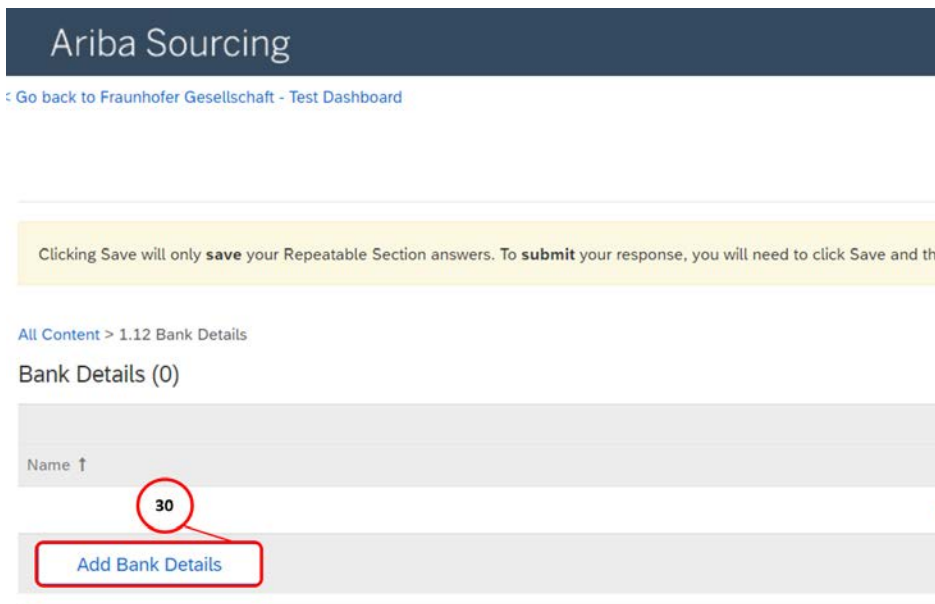
(27) Then, on level three, you could refine your selection even further by clicking on the **arrow button** ▶
to view and select UNSPSC codes from level four.
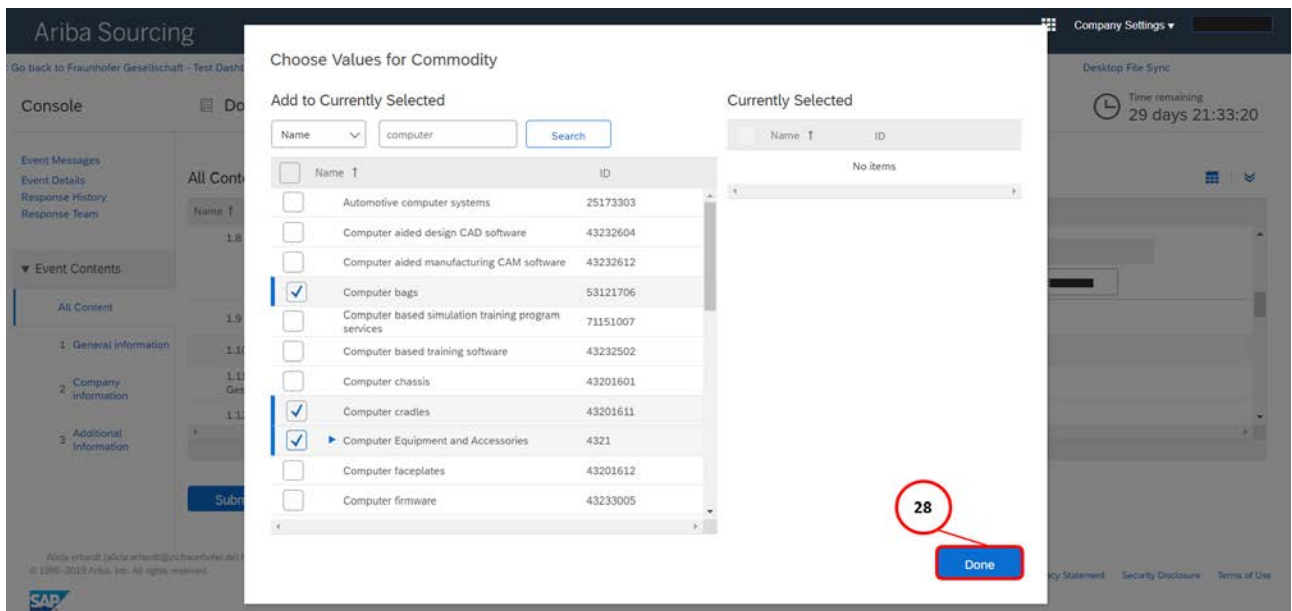
(28) Click the relevant check box to select the categories of products and services you offer. Once you have
made your selection, click on **"Done"**.

(29) Next, you will need to add a bank account. To do this, click on **"Add Bank Details (0)"**.

(30) Click on **"Add Bank Details"** again to add details for another bank account. If you would like to enter the details for multiple bank accounts, then the following steps must be completed multiple times.

|	You must fill out the following **mandatory fields** when entering your bank details: **"Country"**: The country in which the bank is located **"Bank Key/ABA Routing Number"**: SWIFT/BIC code **"IBAN"**: IBAN, or account number if the IBAN cannot be provided. If the bank is located in one of the following countries, the **"Bank Control Key"** must also be provided: • Argentina • India • Japan • USA • Venezuela • South Africa

![Fraunhofer logo]
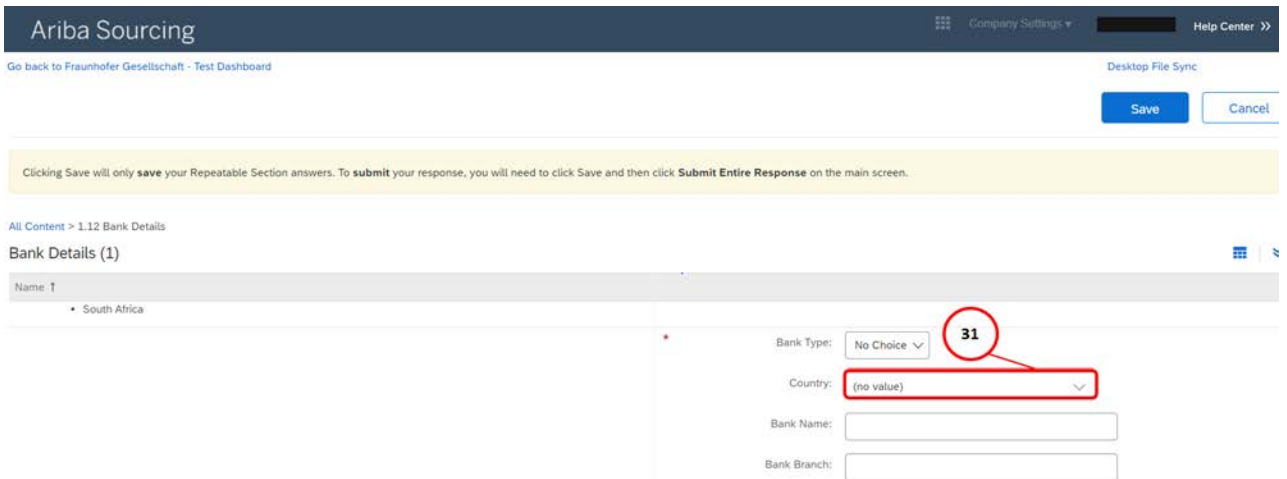
(31) Click on the **"(no value) arrow button"** to see a drop-down list.
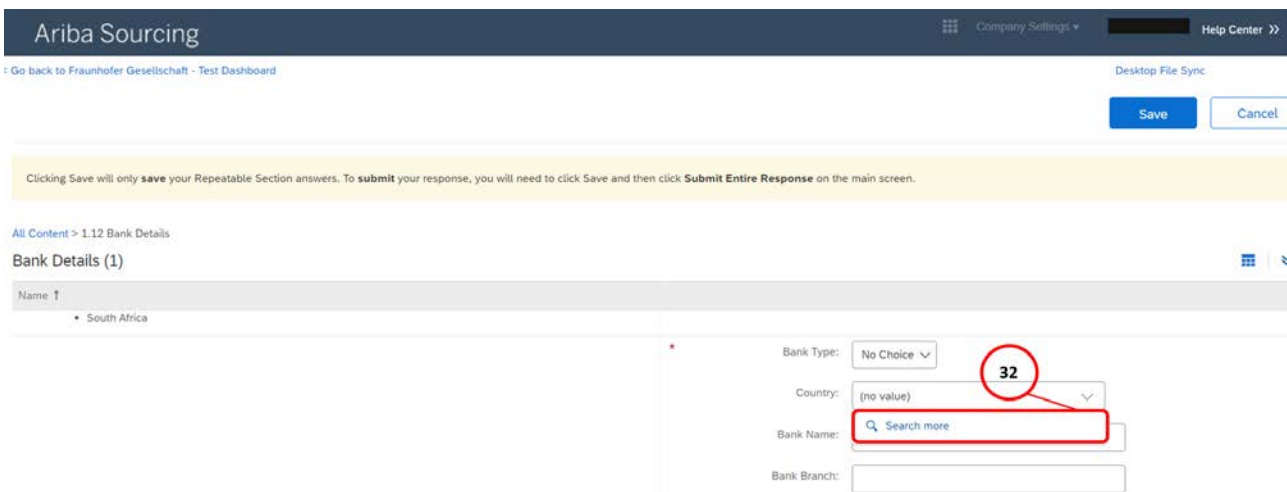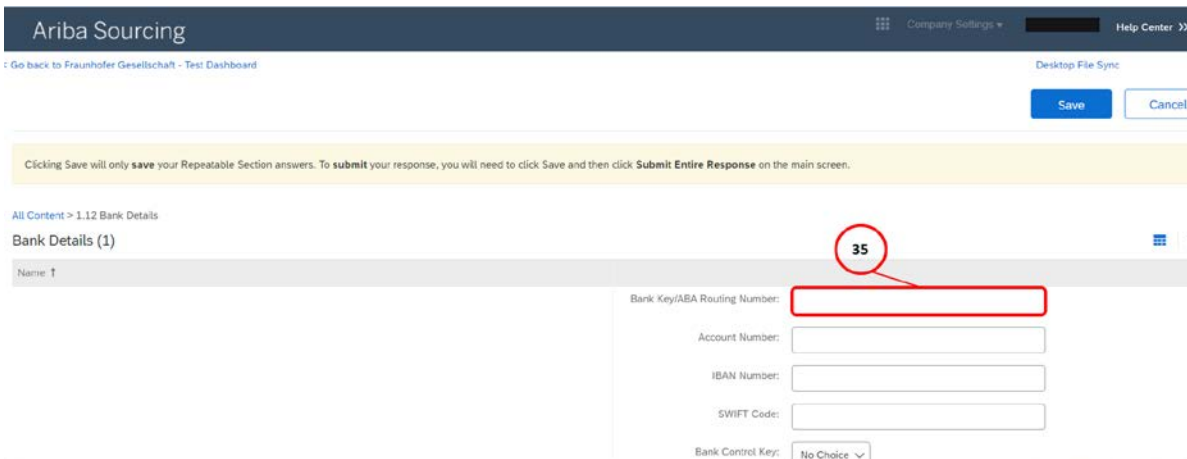

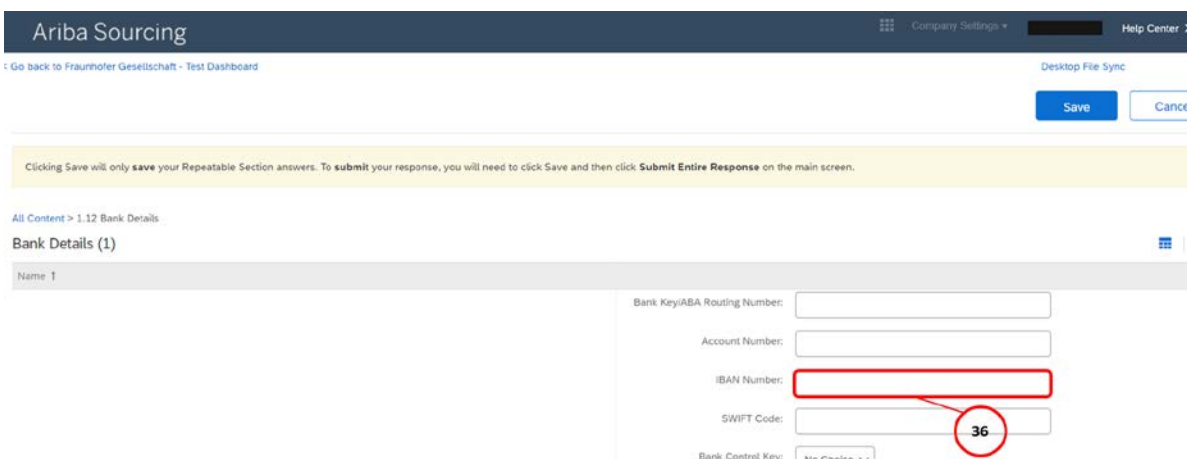(32) Click to select the **"Search more"** option.
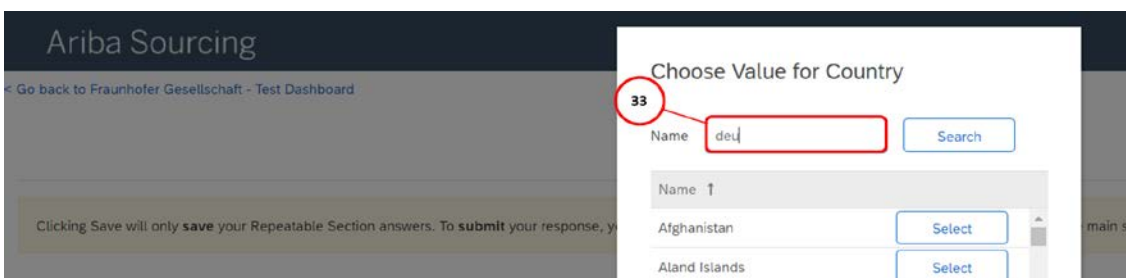
(33) Search for a country by filling in the **"Name"** field and then clicking **"Search"**.
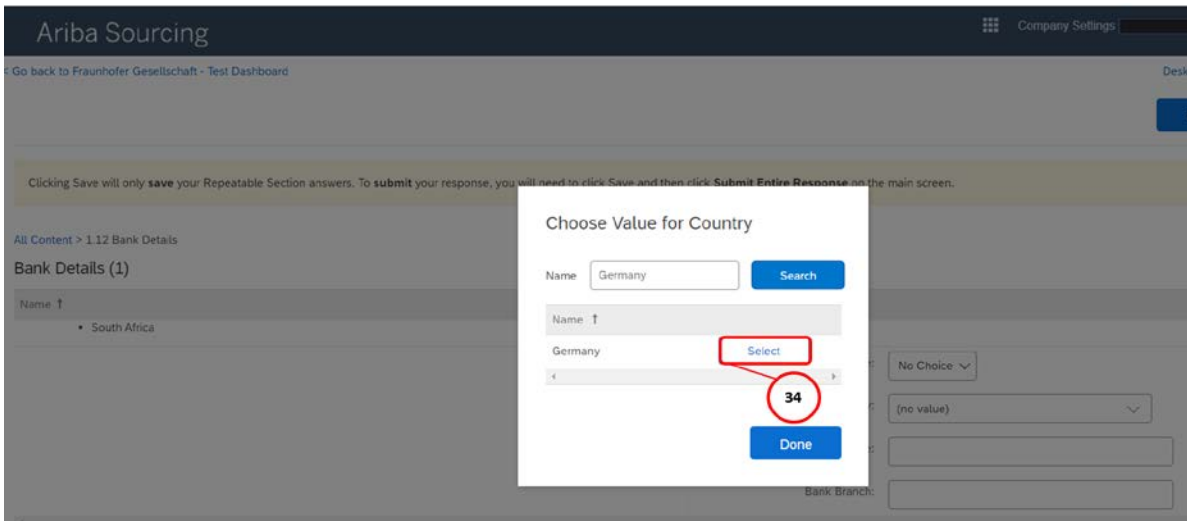
(34) Click on **"Select"**.

(35) Enter the SWIFT/BIC code for your bank in the **"Bank Key/ABA Routing Number"** field.

(36) Next, enter your IBAN in the **"IBAN:"** field. If your bank does not have an IBAN, then enter your account number.

(37) Click on **"Save"** to finish entering the bank details.

> ⚠️ In section two, you will need to provide additional information that is specific to your company. **The required fields will vary depending on the legal form indicated under point 1.2**. For this reason, it is possible that the fields shown in section two of this document may not correspond with those you are shown during registration.
> **All fields marked with an * are mandatory and must be completed.**
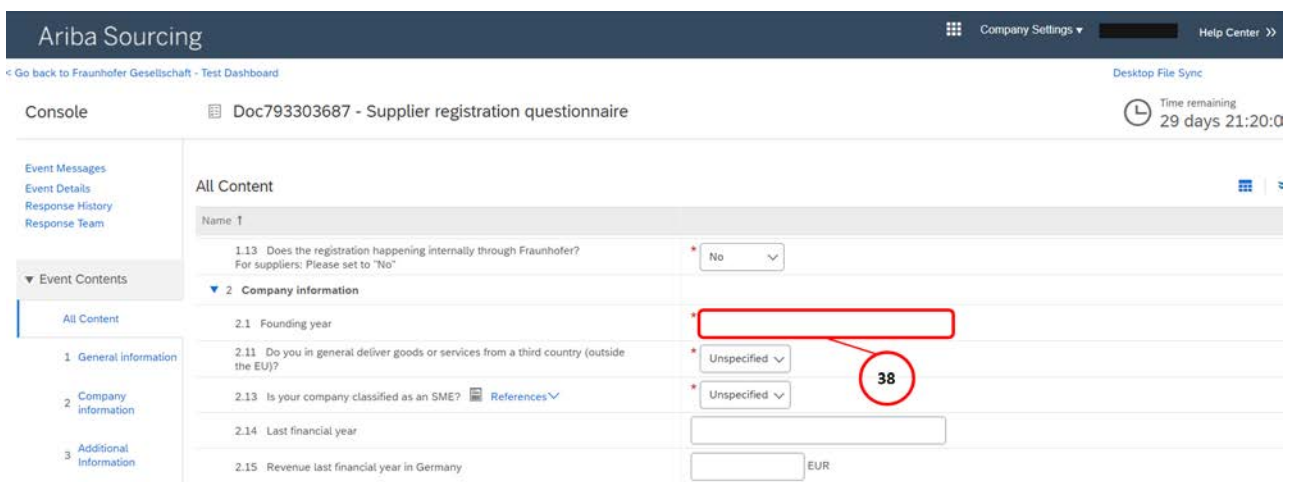
(38) Provide the year in which your company was founded in the **"2.1 Founding Year"** field.
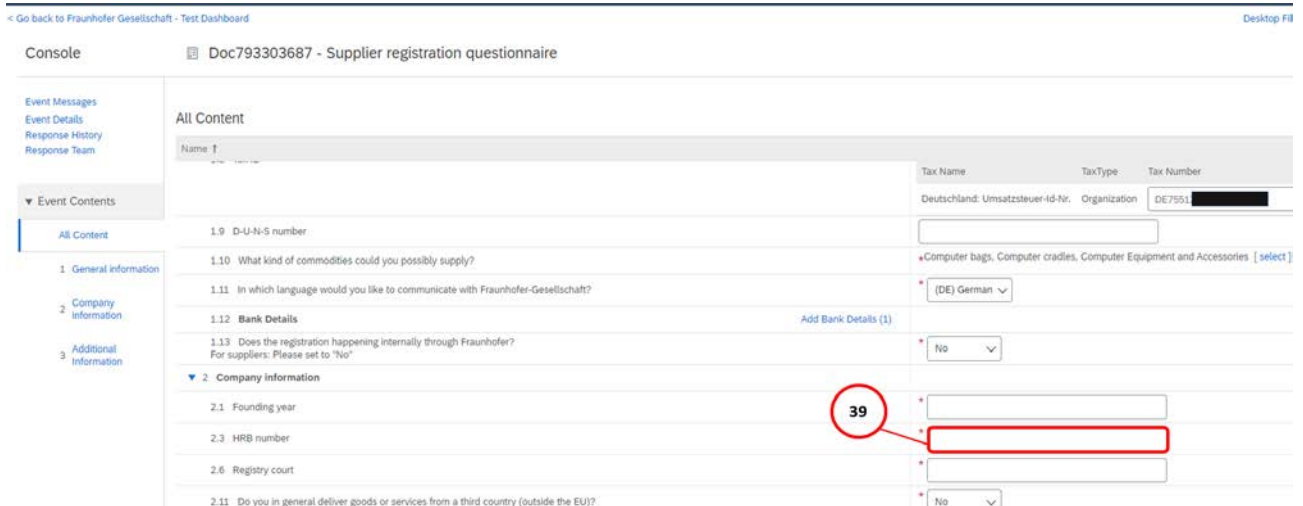
(39) Enter your company's German commercial register (HRB) number in the **"HRB Number"** field.

(40) Enter the competent commercial register court in the **"Registry court"** field.

(41) Click on the **"Do you in general deliver goods or services from a third country (outside the EU)?"** button to view a drop-down list.

(42) Click to choose one of the **answers provided "(Yes/No)"**.

![Fraunhofer]

> **i** If you have selected "Yes" as your answer, you must also provide your EORI number.

> **i** Next, you will be asked whether your company is classified as an SME. You can find the threshold values the EU has defined for this purpose in the attached reference document.

(43) Click on **"References"** to download this document.

(44) Click to select whether you would like to download the document in German, English or both.

(45) Next, click on the **"Is your company classified as an SME? Unspecified"** button to view a drop-down list.

(46) Click to choose one of the **answers provided "(Yes/No)"**.

(47) Indicate your last financial year in the **"Last financial year"** field. If your financial year does not correspond with the calendar year, enter it as a range in the following format: month/year–month/year, for example 09/2020–08/2021.

Now enter your company's revenue and employee figures in fields 2.15 to 2.19.

In the third and last registration section, you must submit self-declarations regarding your company's suitability.

(48) Click on the **"3.1 Do you confirm the absence of exclusion reasons according to §123 and §124 of the Act against Restraints of Competition (GWB) for you/your cmponany Unspecified"** button to view a drop-down list.

When confirming the absence of grounds for exclusion according to sections 123 and 124 GWB, you can check the attached reference document for a detailed explanation of said grounds. Click on point 3.1 under **"References"**. You will then be given the option to download the document in German, English or both.

(49) Click to select one of the **answers provided (Yes/No)**.

Next, you must upload a completed confirmation letter. By ticking the appropriate appendices on the confirmation letter, you can confirm the addition of appendices other than the declaration of the absence of grounds for exclusion in accordance with sections 123 and 124 GWB. These additional appendices may include a description of any self-cleaning measures within the meaning of section 125 GWB and the questionnaire on self-employment where applicable.

(50) Click on **"3.2 References"** ∨ to download the confirmation letter template (German/English/both).

> Fill out the required sections of the document. You will have already received your Ariba Network ID (ANID) by email when you created an Ariba Network account. However, you can also find this on the bottom left of the web page during registration (AN + 11-digit number). Please select all appendices that apply, enter the name and position of the declarant and save the document.

(51) Once you have completed the confirmation letter, it must be uploaded as an attachment to the registration questionnaire. To do this, click on **"Attach a file"** under point 3.2.

> Next, enter the path you used to save the appendix or drag and drop the confirmation letter into the space provided. The title of the document will now be displayed.

(52) Click on **"OK, Add Attachmant"**.

Next, you must also declare your compliance with the German Act Regulating a General Minimum Wage (Mindestlohngesetz — MiLoG) (point 3.4) and corruption prevention measures (point 3.5) by clicking on the drop-down list and selecting one of the two answers provided.

In the case of natural persons and single-person companies, download the reference document attached under point 3.6, fill it out completely and re-upload it as an attachment as with the confirmation letter.

(53) Once you have filled out the registration questionnaire completely, click on **"Submit Entire Response"**.

(54) Then confirm that you wish to submit the registration questionnaire by clicking **"OK".**

	Fraunhofer will now review your registration. You will be sent an email once your registration has been confirmed by Fraunhofer, meaning you will then be able to receive orders via the Fraunhofer Ariba Network as a supplier.