

QUICK GUIDE

How to use Ariba SLP

THIS GUIDE IS INTENDED TO PROVIDE SUPPLIERS WITH A SIMPLE AND COMPACT OVERVIEW ON HOW TO USE ARIBA FOR ONBOARDING (QUALIFICATION).

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| Supplier Onboarding

Supplier Qualification is a starting point and mandatory step for the supplier to get onboarded with Deutsche Boerse (here after referred as “DBAG”).

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

Important Notice

Deutsche Boerse uses the SAP Ariba platform to onboard suppliers and receive invoices for payment.

SAP Ariba offers two Ariba Network account versions:

Standard Account: Basic functionality, completely free for suppliers.

Enterprise Account: Advanced capabilities to transform your business.

When signing up in Ariba, the supplier enters an agreement directly with SAP Ariba, to which DBAG is not a party.

The Supplier needs to make sure to select the correct account type. If the supplier chooses “Enterprise account”, they will receive an invoice directly from Ariba. DBAG cannot accept the accountability should the incorrect account type be selected, nor can accept liability for any fees incurred.

| Invitation for Onboarding (Qualification)

The Onboarding (Qualification) process starts with the supplier **receiving two e-mails as an invitation** to get qualified with DBAG Ariba realm, for a combination of one or more commodities and one or more regions.

Suppliers should avoid forwarding the SAP Ariba invitation e-mail to others, as this may cause “cross-linking” issues for existing users. Instead, the correct approach is to provide DBAG with the **exact contact details of the person responsible for completing the questionnaire.**

Suppliers will receive a system-generated **invitation e-mail from Ariba**, as shown here. Furthermore, they will receive an e-mail **sent by the purchasing agent** (Supplier Governance inbox). For any questions or clarifications, suppliers can simply reply to the Supplier Governance inbox.

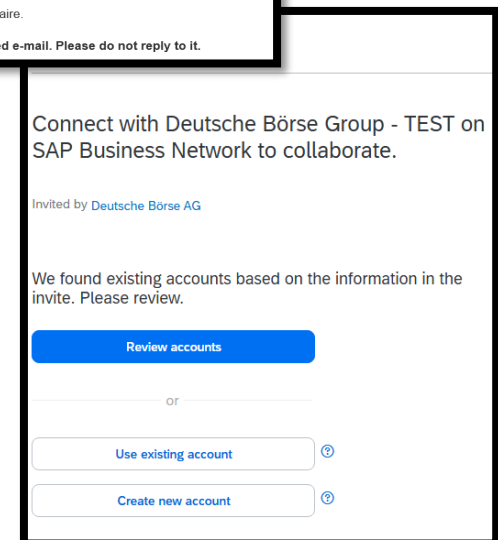
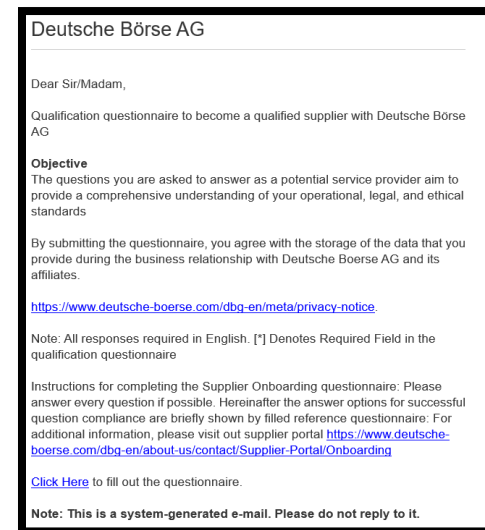
The next step for the supplier is to **access the provided link to complete the questionnaire.**

This hyperlink will direct the supplier to their Ariba Network portal. The invitation links are personalized and **should not be forwarded to other users to avoid cross-linking issues.**

The Ariba qualification event is **open for 30 days**, starting from the date of the invitation. After 30 days it expires and the supplier would need to reach out to the Supplier Governance inbox.

After clicking the invitation link, the supplier will see the following user interface (refer to the screenshot on the right). Here, two options are available:

- **Create new account** - for suppliers who do not yet have an Ariba account.
- **Use existing account** - for suppliers who already have an Ariba account.




| Create New Account

By clicking the “**Create new account**” button, the supplier will be directed to the following screen (1). After filling out the sign-up form, the supplier must **review the terms and conditions** and provide their consent by selecting both checkboxes before proceeding with account creation (2).

Once the form is submitted, the supplier will receive a **confirmation e-mail**. The supplier must click the link in that e-mail to **verify their e-mail address** (3).

1



Create an account to connect and collaborate with Deutsche Börse Group on SAP Business Network

Company information ⓘ

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Postal code *

City *

State

2

Administrator account information ⓘ

First name * Last name *

Required field *Required field*

Email *

Use my email as my username

Username *

Use email format (sam@example.com)


Required field

Password * Repeat password *

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

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) 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 [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 

Create account

3

Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

Link expires:

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

After confirming the suppliers e-mail address, the final step is to assign the appropriate **Product / Service Categories and Regions** for the suppliers business. The supplier uses the “Browse” feature to select an exact match for their products and services.

Once completed, the supplier submits the form.

After successfully creating the account, the supplier will receive a confirmation e-mail.

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

Add

or

Browse

Ship-to or Service Locations

Add

or

Browse

Submit

Remind me later

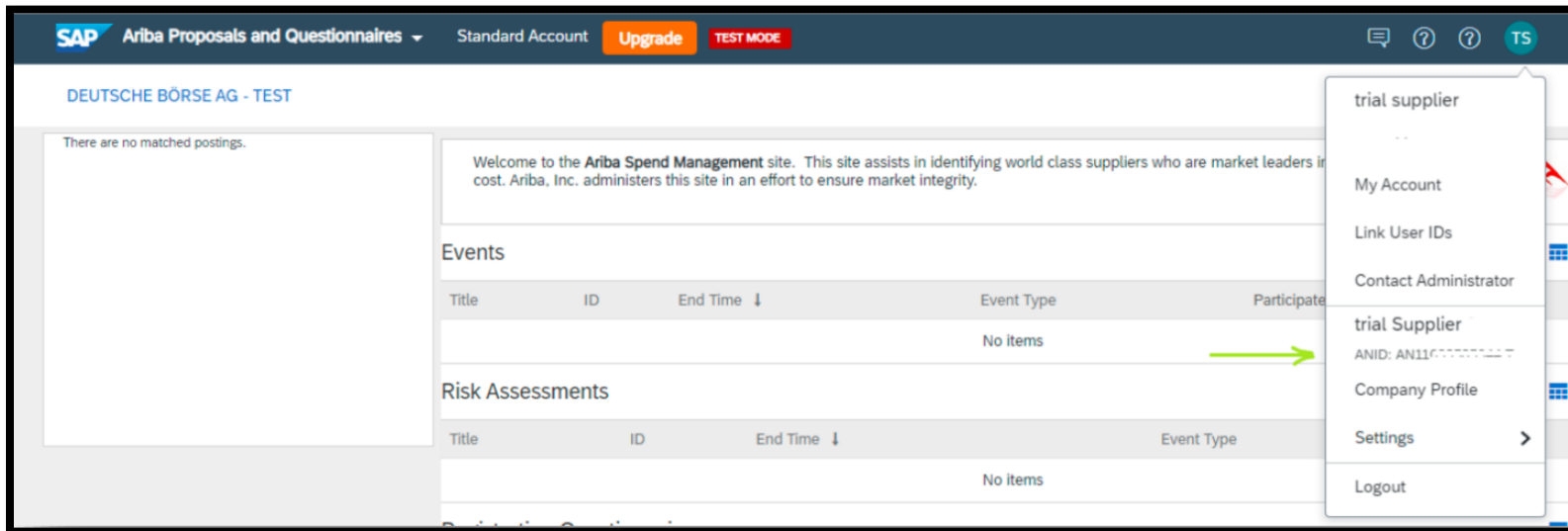
Don't show this to me again

| Use Existing Account

Suppliers who already have an Ariba account can simply log in and begin responding to the qualification questionnaire.

| ANID

ANID refers to the **Ariba Network Identification Number**, a unique number assigned to each Ariba sourcing account. Suppliers can locate their ANID by logging into their Ariba account, clicking on their initials in the top-right corner, where the ANID appears directly below the supplier's name.



| Qualification Questionnaire

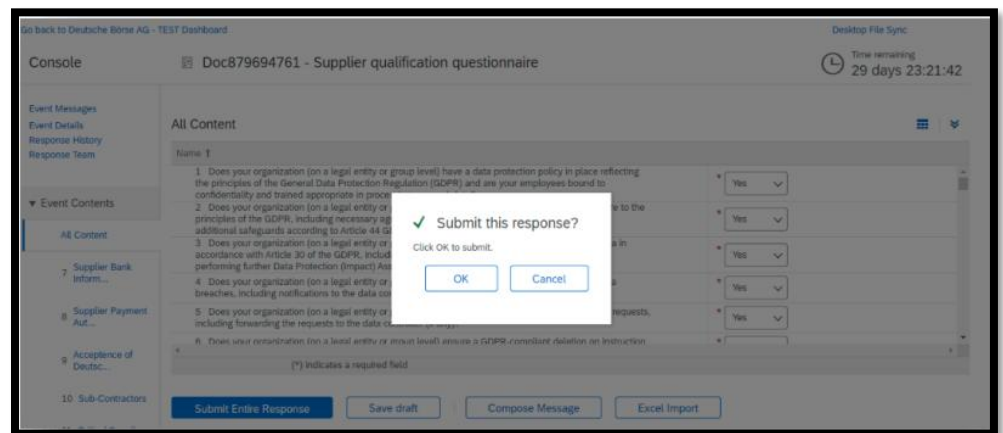
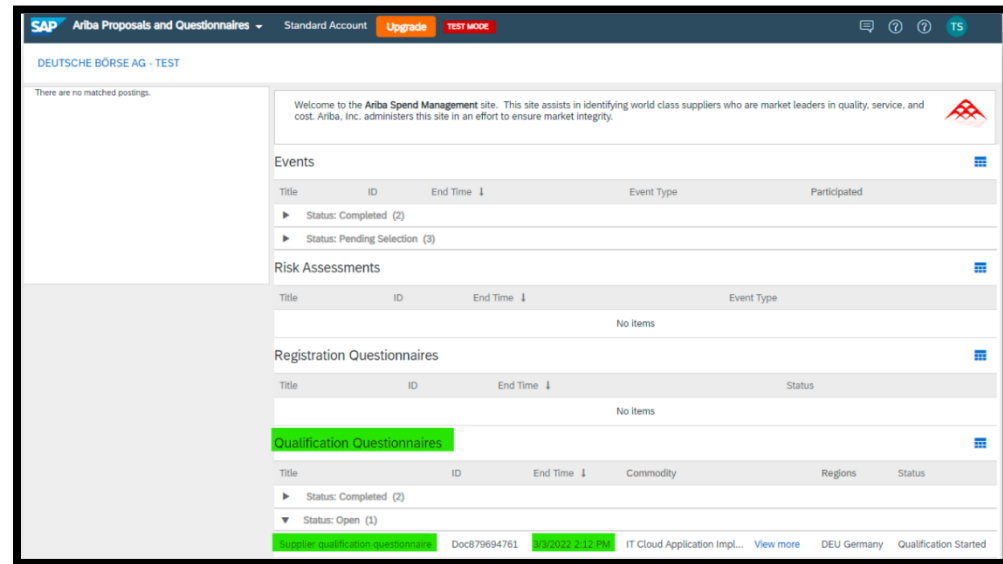
The next step is to access and complete the qualification questionnaire. To do this, the supplier navigates to “Ariba Proposals and Questionnaires” in the top-left corner. This dashboard displays all open and complete events.

The supplier qualification questionnaire will appear under the “Qualification Questionnaires” section with the status “Open”. This section also provides details such as the relevant commodity and the event end time for quick reference.

The supplier clicks on “Supplier Qualification Questionnaire” to open it. The questionnaire will then appear as shown below.

The supplier needs to ensure that all questions are answered. If the supplier encounters any issues, they can reach out to DBAG purchasing agents (Supplier Governance inbox) by replying to the invitation e-mail.

The questionnaire offers several options: the supplier can save it as a draft, export it in Excel format, or compose and send a message to DBAG. Once supplier has completed the questionnaire, they click on “Submit Entire Response” to finalize the submission.



After submission, the questionnaire will move to the **approval stage**, where DBAG will review the responses and may approve, deny, or request additional information. If additional information is required, the supplier will receive an e-mail detailing the request.

In response, the supplier must log in to their Ariba account, access the questionnaire from the dashboard (as previously described), update the requested fields, and resubmit. Once successfully qualified, the supplier will receive an **e-mail notification**.

All Content

Name 1

▼ 1 Data Protection

1.1 Does your company process or store data in a third country in connection with the services you provide to Deutsche Börse?

▼ 2 Supplier Profile

2.1 Supplier Name (as listed on official tax records)

2.2 VAT / GST / Registration Number

▼ 2.3 Legal Address

2.3.1 Main Address

Street:

City:

State/Province/Region:

Postal Code:

Country/Region:

2.3.2 DUNS No:

If you do not have a D&B ID for your organization or are unsure if you have one, you can check by searching for your company on the Dun & Bradstreet website-Accelerate Growth and Improve Business Performance (dnb.co.uk).

For additional information, please visit our supplier portal [duns-number-manual.pdf](#)

2.3.3 Website:

2.3.4 Does your company already provide services or goods to any of the DBAG entities?

▼ 3 Supplier Bank Information [Less..](#)

Please be aware that it is your responsibility to inform us in writing of any changes to your banking details.

3.1 Beneficiary Name: (Legal name on file with the bank associated with the account)

3.2 Email for Payment Notification/Remittance Email:

3.3 Currency:

3.4 Bank Name

3.5 Bank Address

All Content

Name 1

3 Supplier Bank Information Less...

Please be aware that it is your responsibility to inform us in writing of any changes to your banking details.

3.1 Beneficiary Name: (Legal name on file with the bank associated with the account) *

3.2 Email for Payment Notification/Remittance Email: *

3.3 Currency: * EUR

3.4 Bank Name *

3.5 Bank Address *

3.6 City *

3.7 Province *

3.8 Postal Code *

3.9 Country *

3.10 Account Number: *

3.11 Swift / Bic Code: *

3.12 Iban Number: *

3.13 Official Company Letter (including Bank account number, VAT number, registration number) * [Attach a file](#)

3.14 By selecting "Yes" in the drop down menu, you hereby acknowledge and accept for and on behalf of your company the Policies on Procure to Pay, as binding during the business relationship with Deutsche Börse AG or any of its affiliated. [References](#) * Unspecified

4 Supplier Payment Authorization

On behalf of the Supplier, I hereby authorize Deutsche Boerse AG and its affiliates to initiate payments to the bank previously identified and further warrant that I have

4.1 Contact First Name

4.2 Contact Last Name

4.3 Email Address

5 Acceptance of Deutsche Börse Group, General Purchase Terms & Conditions

5.1 For offers, acceptances, and the conclusion of general contracts and services, the General Terms and Conditions of Purchase shall apply for the country in which the office of the ordering company is located. If there are no General Terms and Conditions of Purchase available for a particular country, the General Terms and Conditions of Germany shall apply. The conditions for the purchase of construction and assembly services, which can be found at the [Supplier Portal](#) above, shall apply accordingly. conditions applicable in each case are an integral part of the contractual relationship with the ordering company. By selecting "Yes", you hereby acknowledge and accept the agreement for and on behalf of your company.

(*) Indicates a required field

All Content

Name 1

acknowledge and accept this agreement for and on behalf of your company.

6 Group Deutsche Boerse Key Contact details

6.1 Contact Name at Group Deutsche Börse *

7 Key contact on supplier's side who can answer questions during supplier setup

7.1 Contact First Name *

7.2 Contact Last Name *

7.3 Supplier Email Address *

7.4 Telephone

7.5 Mobile

8 Sustainability

8.1 By selecting "Yes" in the drop down menu, you hereby acknowledge and accept for and on behalf of your company the Code of Conduct for Supplier of Deutsche Börse Group, Version November 2024, as legally binding during the business relationship with Deutsche Börse AG or any of its affiliated companies. [References](#) * Unspecified

9 Sub-Contractors

9.1 Do you use or intend to use any sub-contractors for delivering products/services to Deutsche Boerse? * Unspecified

10 Compliance

10.1 Can you confirm that there are no (potential) conflicts of interest involving the supplier, its management members, or employees that could impact their impartiality in decision-making or signing activities related to an engagement for DBAG or its affiliates? Should any (potential) conflicts of interest exist or arise, can you confirm that they have promptly been

- disclosed to DBAG, and
- addressed appropriately within the supplier's organization

* Unspecified

10.2 Personal and Financial Interests: Prior to any engagement, can you specifically confirm that—to the best of its knowledge—neither the supplier, a member of the supplier's management, nor its employees involved in a particular engagement for DBAG or its affiliates

- hold a financial interest of 5% or more in DBAG or its subsidiaries,
- have personal relationships with DBAG individuals involved in decision making or signing activities that could compromise the engagement

* Unspecified

11 ESG

11.1 Have you committed to adopt science-based emission-reduction targets and publicly disclose your progress? Unspecified

11.4 Do you have reduction measures in place to reduce your carbon footprint to net-zero before 2045? Unspecified

12 DBG Compliance Principles for Suppliers

12.1 The Supplier hereby confirms they have read and understood the "DBG Compliance Principles for Suppliers" and will comply with these during the business relationship with Deutsche Börse AG and/or any of its affiliated companies. [References](#) * Unspecified

(*) Indicates a required field