

The background of the slide is a photograph of a family of four (a man, a woman, and two children) playing in a public fountain. They are all smiling and splashing water. In the foreground, there are potted plants with green leaves and pink flowers. The scene is set in a town square with historic buildings and a clock tower in the background.

SAP Ariba at BLS – Initial Information for Suppliers

September 2025

Welcome to BLS!

We are pleased to take a step toward more efficient procurement processes through the introduction of SAP Ariba. Please read the following presentation carefully. This will help us make the onboarding to SAP Ariba more efficient together.

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Disclaimer: This document was translated using artificial intelligence. If you have any questions or uncertainties, please contact us.

Initial situation and objectives

- BLS is constantly developing its procurement processes, with a focus on digitalisation and consistency. The Ariba Network is a cloud-based digital marketplace that enables efficient collaboration.
- BLS will realise the following activities with you as a supplier using the Ariba Network:



Supplier
registration and
qualification

Your master data and documents (e.g. certificates) are exchanged digitally with BLS.



Purchase order

Orders are processed via the Ariba Network. (Orders for items that BLS keeps in stock will continue to be sent by e-mail.)



Order and
shipping
confirmations

Order and shipping confirmations are exchanged in the SAP Ariba Network.

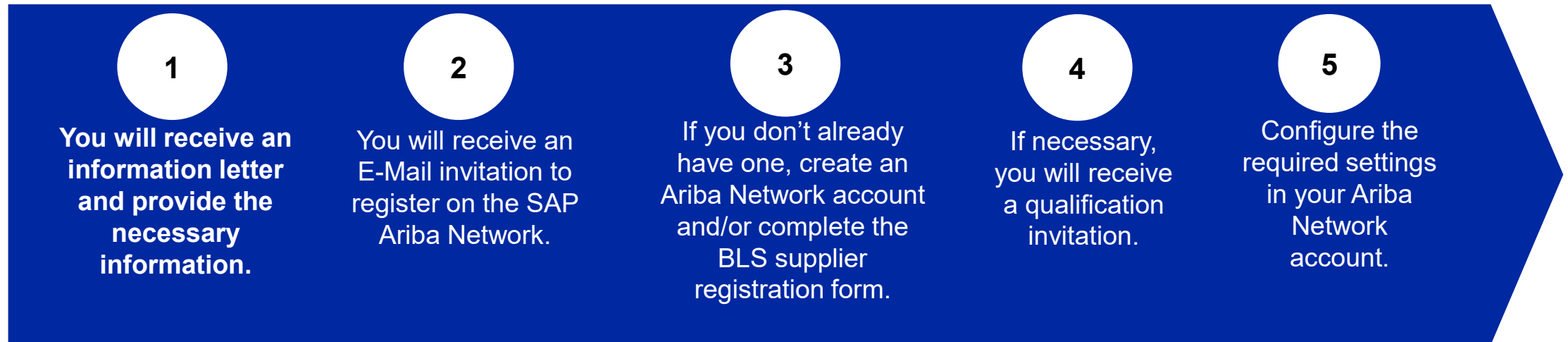


Supplier
integration via
catalogues

Suppliers provide catalogues (where appropriate and helpful).

How to become part of BLS's procurement process?

Supplier onboarding phase



- With the registration / qualification a business relationship is established between BLS and you as a supplier.
- We guide you through the activation process and inform you once you start receiving orders via the Ariba Network.
- For more information about the ordering processes, please visit: www.bls.ch/ariba
- If you have any questions, please contact Ariba@bls.ch

What is the SAP Ariba Network?





SAP Ariba is a cloud-based solution for collaboration and exchange between customers and suppliers.






- Companies can digitally and seamlessly connect their procurement and supply chain processes.
- Catalogues can be maintained digitally.
- Orders from all customers and suppliers can be managed on a single platform.
- All relevant documents can be updated, stored, and accessed digitally at any time.
- Orders and the entire payment process can be handled efficiently and paperlessly.*
- Electronic invoicing with automatic validation.*

* This part of the process is not handled via Ariba at BLS so far.

What types of connection to the Ariba Network are available?

SAP Ariba offers two types of accounts for suppliers.

Standard account for suppliers	
	Publication of catalogues
	Processing of orders
	Help center
	<u>Free of charge</u>

Enterprise account for suppliers*	
	Publication of catalogues
	Processing of orders
	Integration possible via EDIFACT or cXML
	Help center, phone, chat, and online form
	Usage-based costs

*Important note: As a supplier, you choose the account type that best suits your needs! For collaboration with BLS, the free standard account is sufficient.






BLS does not cover any potential costs arising from the purchase of an enterprise account!



Further information about the accounts and fees can be found here: [Account](#).

Further information and support

Links to helpful pages

	Information and instructions on procurement and onboarding at BLS
	General information about the Ariba Network
	Access the SAP training portal here
	SAP Ariba answers your questions about concerning the onboarding
	Manage <u>useful information</u> and <u>account settings</u> directly in your <u>Ariba account</u>, as well as <u>guided tours and video tutorials</u>

Do you have any questions? Contact us!

Ariba@bbs.ch
www.bbs.ch/ariba

With SAP Ariba, we create a unified and transparent foundation for our collaboration. This allows orders, documents, and contracts to be handled centrally and in a standardized way – both sides will benefit from clear processes.

Thank you very much for your cooperation!