

LEONI

Empowering connections.



Ariba (SAP Business Network) Quick Guide for Supplier

Connect with LEONI to Start the Ariba Onboarding Activities | Ver. 01.1

LEONI Ariba Supplier Onboarding Team

22.05.2026



Ariba@LEONI



1 Ariba (SAP Business Network) Account

1.1 Create Ariba (SAP Business Network) Account

- New Supplier Account Creation

1.2 Log in Ariba (SAP Business Network) Account

- Connect with LEONI with Existing Supplier Account

1.3 Manage Ariba (SAP Business Network) Account Users

- Collaborate with Your Colleagues on Ariba (SAP Business Network) Account

1.4 Ariba (SAP Business Network) Help Center

- Get Support Direct from SAP

Remarks:

Words with underlines are embedded with links.



2 Ariba Supplier Onboarding Activities with LEONI

2.1 Registration Questionnaire – Collect Supplier Master Data

2.1.1 [Receive Registration Invitation](#)

2.1.2 [Fill Out & Submit the Questionnaire](#) - with Critical Points in Registration Questionnaire

2.1.3 [Collaborate with Your Colleagues in the Questionnaires](#)

2.1.4 [Update / Modify Your Master Data in **Registration** Questionnaire](#)

2.2 Qualification Questionnaire – Collect Quality; Logistics, etc. Data

1.2.1 [Receive Qualification Invitation](#)

2.3 Contact Us – Get Support from LEONI Ariba Supplier Onboarding Team



Remarks:

Ariba Supplier Common Log-in Link: [Ariba Sourcing](#)



1.1 Create Ariba (SAP Business Network) Account (1/6)

Invitation: Register to become a supplier with LEONI - TEST

 **Your LEONI Contact Person** <eu+leoni-T.Doc2700348513@eusmtp.ariba.com>
to me 

LEONI - TEST

Register as a supplier with LEONI - TEST

Dear Supplier,

Your LEONI Contact Person has invited you to register to become a supplier with LEONI - TEST. Start by creating an account with Ariba Network. It's free.

You are requested to provide the data of you and your Affiliates under the below link – complete, correct and in line with the agreements, terms and quotes in place or to be agreed with LEONI Bordnetz-Systeme GmbH and its Affiliates that are organized in the Wiring Systems Division of LEONI AG (hereafter "LEONI") – that are mandatory to be registered for LEONI. LEONI reserves the right to reject insufficient and/or incorrect data loads and to request corrections from its Suppliers or make corrections of its own behalf. This right to reject, request corrections or correct the data shall be valid throughout the whole business relationships between your company and LEONI.

LEONI - TEST uses Ariba Network to **Your Entity Name** manage its sourcing and procurement activities and to collaborate with suppliers. If **LEONI Test Supplier Co., Ltd.** already has an account with Ariba Network, sign in with your username and password.

1 [Click Here](#) to create account now



- You will receive the Registration Invitation
- from your LEONI contact person to start the
- Ariba Onboarding Activities.

1 Click "Click Here";



1.1 Create Ariba (SAP Business Network) Account (2/6)

Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)

[About this invitation](#)

LEONI

Connect with LEONI - TEST on SAP Business Network to collaborate.

Invited by LEONI - TEST

2 [Create new account](#) ?

or

[Use existing account](#) ?

Not sure whether your company already has an account?
[Search for your company](#)

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Click "Help" for instruction from SAP.

2 Click "Create new account";



1.1 Create Ariba (SAP Business Network) Account (3/6)

Verify your email before you proceed...

Please provide the email that you want to use to create your new account.

Email: *

Your E-Mail Address

3

Proceed

Enter your One Time Password

Please enter your one time password sent to **Your E-Mail Address**. Your password expires in 30 minutes.

4

5

Continue



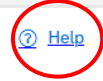
In case this prefilled E-Mail address is not yours, please inform your LEONI contact person with supplier-onboarding@leoni.com in copy immediately. E.g. You get the Registration Invitation forwarded from your colleague.

3 Click "Proceed";

4 Enter the "One Time Password" you have received; 5 Click "Continue";



1.1 Create Ariba (SAP Business Network) Account (4/6)



Click **"Help"** for instruction from SAP.

Click **"Registration tips"** to help you fill out the form.

You can also refer to the video instruction provided by SAP (multiple languages available): [Getting Started on SAP Business Network for Suppliers](#)



1.1 Create Ariba (SAP Business Network) Account (5/6)

Address line 2

Address line 3

Administrator account information [?]

First name * ⁶ Last name * ⁶

Email *


Use my email as my username ⁶

Password * ⁶ Repeat password * ⁶

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 

▲ In case this prefilled E-Mail address is not yours, please inform your LEONI contact person with supplier-onboarding@leoni.com in copy immediately. E.g. You get the Registration Invitation forwarded from your colleague.

→ You can also **untick** it and **make up your own username**. E.g. You will be user for multiple Ariba (SAP Business Network) Accounts of your different legal entities.

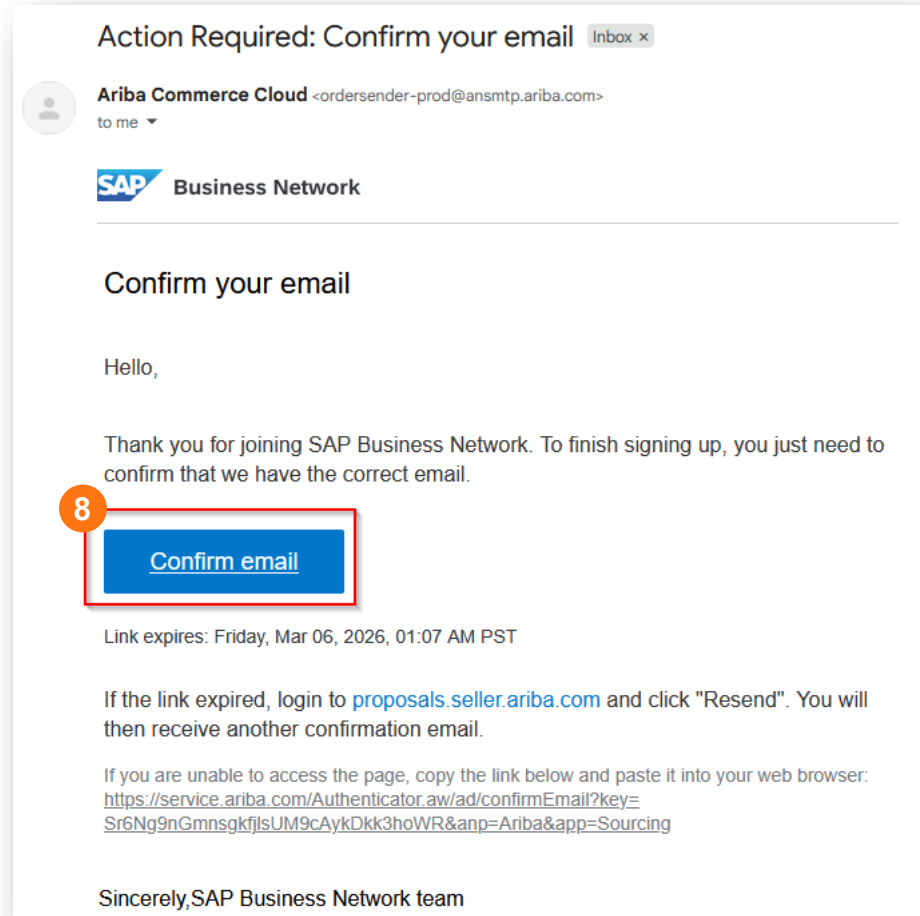
▲ The username must be in the form of an E-Mail address, but it **does not necessarily have to be a real, existing E-Mail address**.

6 Fill out the mandatory fields marked with “*”; tick the Terms of Use, Privacy Statement and the reCAPTCHA verification;

7 Click “Create account”;

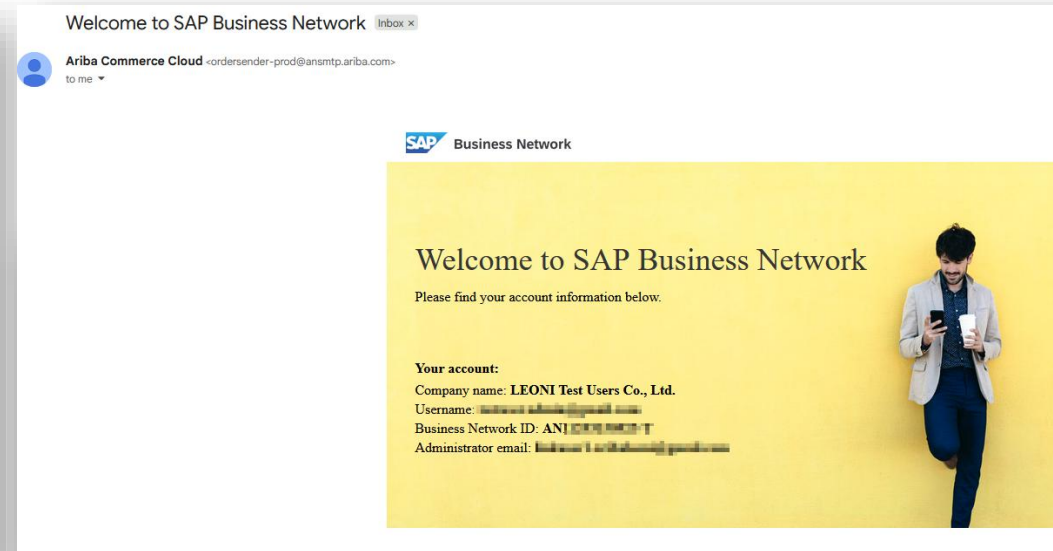


1.1 Create Ariba (SAP Business Network) Account (6/6)



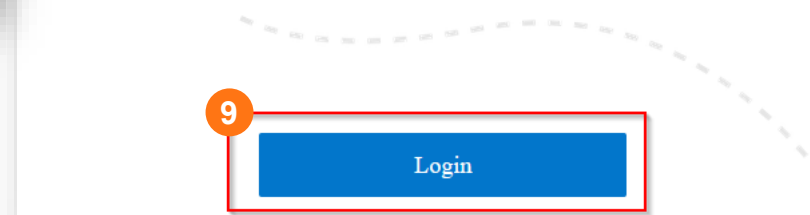
8 Click “**Confirm email**”;

9 Click “**Login**”.



2 **Update your company profile.**
Potential customers can search for and review profiles to discover business opportunities.

3 **Explore SAP Business Network Discovery**
Find and participate in a variety of business opportunities.



E-Mail containing your Account details and a “**Login**” button.


➔ [Receive Registration Invitation](#)

Ariba@LEONI



1.2 Log in Ariba (SAP Business Network) Account (1/3)

Invitation: Register to become a supplier with LEONI - TEST

 **Your LEONI Contact Person** <eu+leoni-T.Doc2700348513@eusmtp.ariba.com>
to me - [View Message](#)

[View Message](#) | [View Message](#) | [View Message](#)

LEONI - TEST

Register as a supplier with LEONI - TEST

Dear Supplier,

Your LEONI Contact Person has invited you to register to become a supplier with LEONI - TEST. Start by creating an account with Ariba Network. It's free.

You are requested to provide the data of you and your Affiliates under the below link – complete, correct and in line with the agreements, terms and quotes in place or to be agreed with LEONI Bordnetz-Systeme GmbH and its Affiliates that are organized in the Wiring Systems Division of LEONI AG (hereafter "LEONI") – that are mandatory to be registered for LEONI. LEONI reserves the right to reject insufficient and/or incorrect data loads and to request corrections from its Suppliers or make corrections of its own behalf. This right to reject, request corrections or correct the data shall be valid throughout the whole business relationships between your company and LEONI.

LEONI - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If **Your Entity Name** LEONI Test Supplier Co., Ltd. already has an account with Ariba Network, sign in with your username and password.

1 [Click Here](#) to create account now



- You will receive the Registration Invitation
- from your LEONI contact person to start the
- Ariba Onboarding Activities.

1 Click "Click Here";



1.2 Log in Ariba (SAP Business Network) Account (2/3)

Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)
[About this invitation](#)

LEONI

Connect with LEONI - TEST on SAP Business Network to collaborate.

Invited by LEONI - TEST

[Create new account](#) ⓘ

or

2 [Use existing account](#) ⓘ

Not sure whether your company already has an account?
[Search for your company](#)

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2 Click “Use existing account”;



1.2 Log in Ariba (SAP Business Network) Account (3/3)

LEONI

Sign in to connect with LEONI - TEST

3 Username*

[Forgot username?](#)

3 Password*

[Forgot password?](#)

4 **Connect**

3 Enter your **Username** and **Password**;

4 Click "**Connect**".

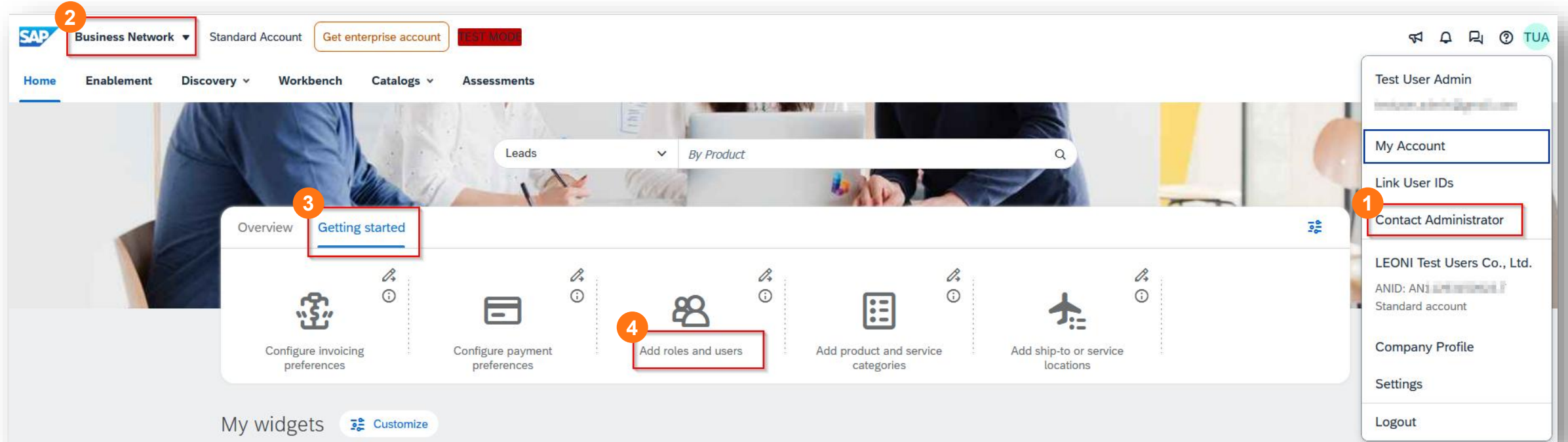
➔ [Receive Registration Invitation](#)

➔ [Receive Qualification Invitation](#)



1.3 Manage Ariba (SAP Business Network) Account Users (1/1)

Administrator Only



- 1 Click “**Contact Administrator**” to see your Account Administrator;
- 2 If you are the Account Administrator, please go to **Business Network** page;
- 3 Click “**Getting started**”;
- 4 Click “**Add roles and users**”;
- 5 Follow the instruction to add multiple users and assign them with different roles (multiple languages available): [How do I add a new user to my company's SAP Business Network supplier account?](#).

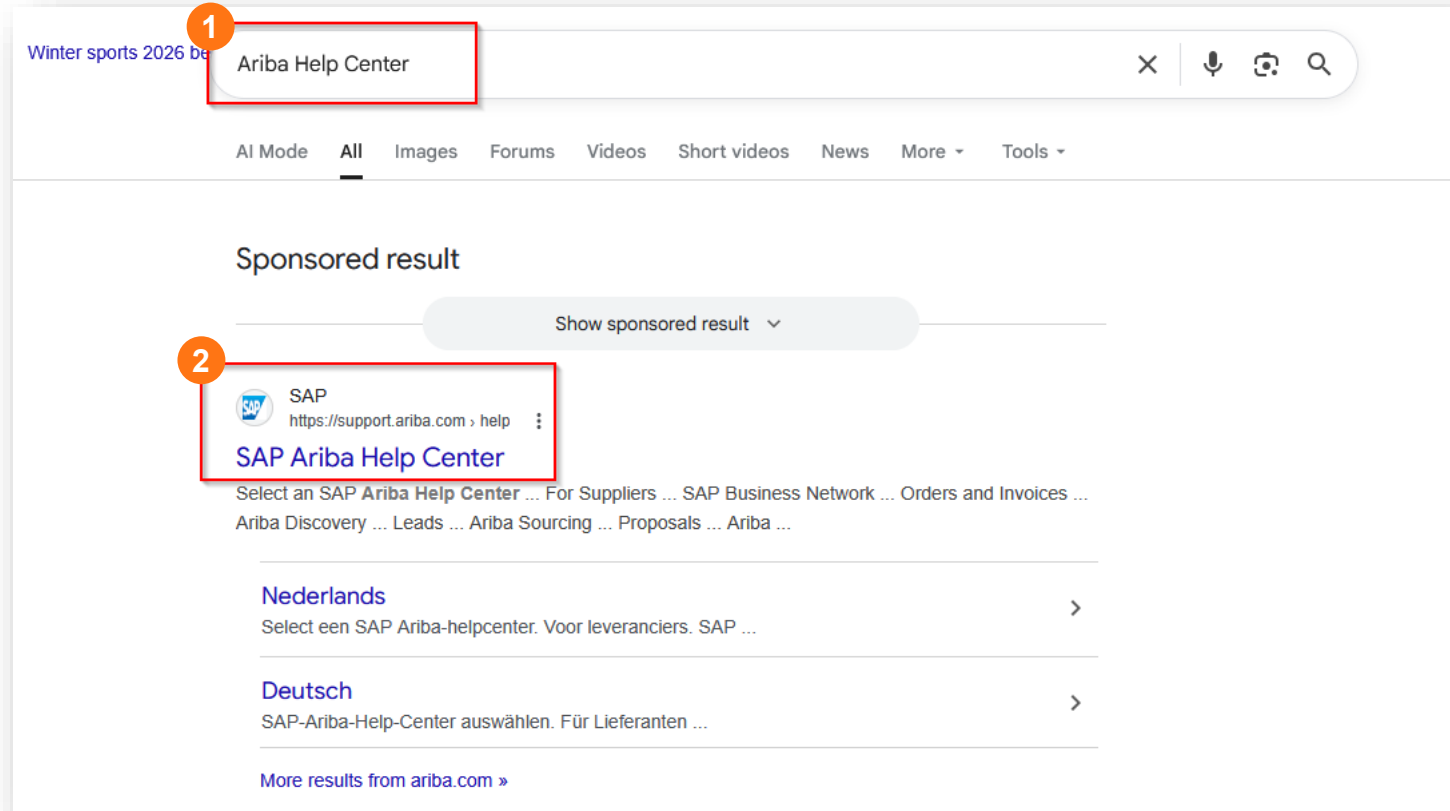


Usually, one legal entity has one Ariba (SAP Business Network) Account, and one Account can have up to 250 users.

➔ [Collaborate with Your Colleagues in the Questionnaire](#)



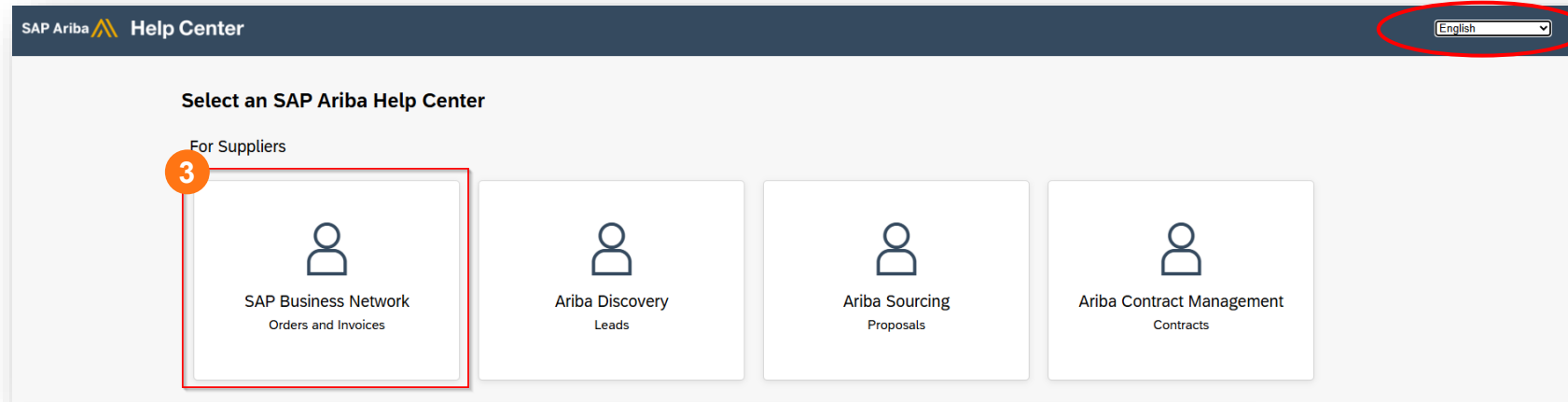
1.4 Ariba (SAP Business Network) Help Center (1/2)



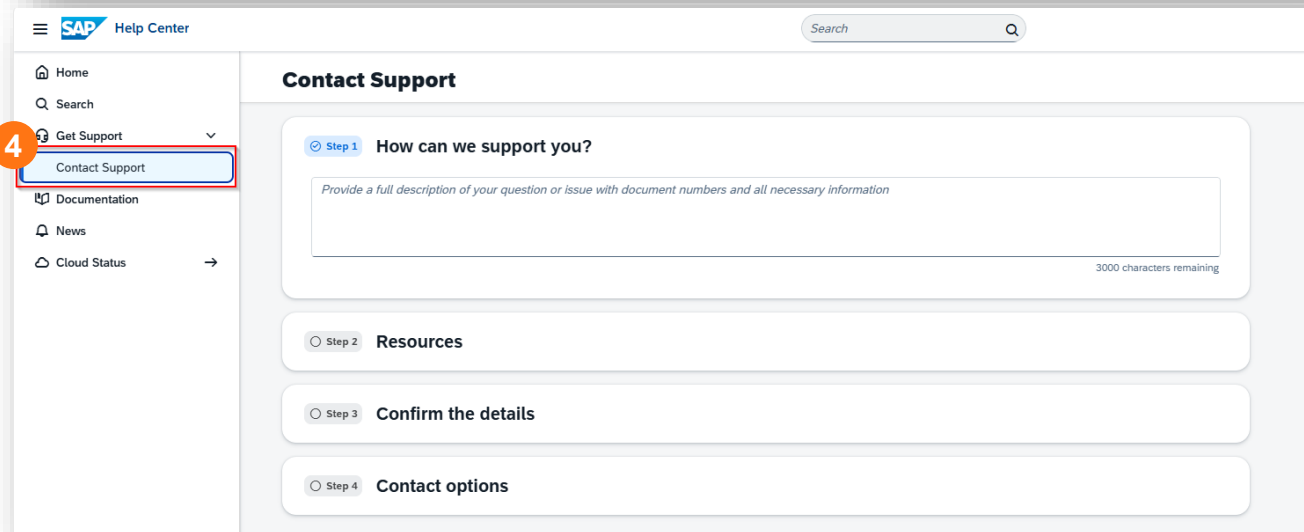
- 1 Enter **"Ariba Help Center"** in search tools like Google;
- 2 Click **"SAP Ariba Help Center"**;



1.4 Ariba (SAP Business Network) Help Center (2/2)



Multiple languages are available.



3 Click “SAP Business Network”;


4 Click “Contact Support” to describe your encountered problem and get support direct from SAP.



2.1 Registration Questionnaire (1/10)

2.1.1 Receive Registration Invitation (1/1)

Invitation: Register to become a supplier with LEONI - TEST

 **Your LEONI Contact Person** <eu+leoni-T.Doc2700348513@eusmtp.ariba.com>
to me [View Message](#)

LEONI - TEST

Register as a supplier with LEONI - TEST

Dear Supplier,

Your LEONI Contact Person has invited you to register to become a supplier with LEONI - TEST. Start by creating an account with Ariba Network. It's free.

You are requested to provide the data of you and your Affiliates under the below link – complete, correct and in line with the agreements, terms and quotes in place or to be agreed with LEONI Bordnetz-Systeme GmbH and its Affiliates that are organized in the Wiring Systems Division of LEONI AG (hereafter "LEONI") – that are mandatory to be registered for LEONI. LEONI reserves the right to reject insufficient and/or incorrect data loads and to request corrections from its Suppliers or make corrections of its own behalf. This right to reject, request corrections or correct the data shall be valid throughout the whole business relationships between your company and LEONI.

Your Entity Name

LEONI - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If **LEONI Test Supplier Co., Ltd.** already has an account with Ariba Network, sign in with your username and password.

1 [Click Here](#) to create account now



You will receive the Registration Invitation from your LEONI contact person to start the Ariba Onboarding Activities.

1 Click **“Click Here”** to either [create an Ariba \(SAP Business Network\) Account](#) or [log in your existing Account](#);



2.1 Registration Questionnaire (2/10)

2.1.2 Fill Out & Submit the Questionnaire (1/4)

Doc [redacted] - Supplier registration questionnaire

Time remaining 26 days 23:09:23

All Content

Name ↑

▼ 1 Supplier Information

Our Business Language at LEONI is English! Please update your answers in English (Latin letters)! This is valid for all the sections in this questionnaire. Please hover your mouse cursor over "*" mark to read the tooling tips of the fields. Please find our [data protection information for business partners and customers.pdf](#) here.

1.1 Supplier name/ Supplier Full Legal Name *

1.2 Search term (alias) *

1.3 Supplier name, continued

1.4 Supplier name, continued

1.5 Supplier name, continued

Show More

Street: Test House Number: 1

Street 2:

Street 3:

District:

Postal Code: 200010 City: Shanghai

1.6 Supplier address

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Expand the section to see the instructions.

Hover your mouse cursor to see the tooling tips.

1 Fill out the mandatory fields marked with “*”;

2 Click “Submit Entire Response” to send the questionnaire back to LEONI.

➔ [Receive Qualification Invitation](#)

Ariba@LEONI



2.1 Registration Questionnaire (3/10)

2.1.2 Fill Out & Submit the Questionnaire (2/4)

Critical Points in Registration Questionnaire



Critical Points

Correct Input

Typical Mistakes

1.1 Supplier name / Supplier Full Legal Name*

- ✓ Supplier full legal name should apply; e.g. LEONI Bordnetz-Systeme **GmbH**; ABC **Co., Ltd.**
- ✓ If supplier full legal name is longer than 35 characters, enter **REST of the characters** to field 1.3, 1.4, even 1.5.

Supplier short name, abbreviation; e.g. LEONI; LEONI Wiring Systems.

1.3, 1.4, 1.5 Supplier name, continued

- ✓ If in field 1.1 Supplier full legal name has been fully entered, leave 1.3, 1.4, 1.5 **BLANK**.

- 1.1: LEONI Wiring Systems Co., Ltd.
- 1.3: LEONI Wiring Systems
- 1.4: LEONI
- 1.5: LEONI

1.6 Supplier address*

Show More

Street: ⓘ House Number: ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: ⓘ City: ⓘ

Country/Region: ⓘ State/Province/Region: ⓘ

Street full info filled in field of "Street 2", "Street 3", "Street 4", "Street 5"

1.7.1 Telephone or mobile number*

- ✓ Enter numbers correctly in corresponding fields;
- ✓ If no Extension applied for the number, leave the Extension field blank.

Phone main number entered in the Extension field;



2.1 Registration Questionnaire (4/10)

2.1.2 Fill Out & Submit the Questionnaire (3/4)

Critical Points in Registration Questionnaire



Critical Points

Correct Input

Typical Mistakes

2.1.1 Tax ID*

✓ Tax ID should be correctly entered.

Tax ID incorrect.

2.3 DUNS No.*

✓ Enter **9 digits**; e.g. 999999999

Tax number is entered instead

2.4 Bank Details*

- ✓ Bank Details shall be **consistent** with bank information uploaded in field 2.4 Bank Details (Bank Letter).
- ✓ Correct information in correct fields.
- ✓ **Account holder name** should be completely entered **WITHOUT** special characters.
- ✓ **Bank Key** should always be provided.
- ✓ In some countries, there's no IBAN number, then leave it **BLANK**.

- Abbreviation entered in the field of **Account holder name.**
- Account number or IBAN number entered **wrong.**
- Bank Key entered wrong or missing.

2.4 Bank Details (Bank Letter)*

Please attach a **bank letter (preferred)**, which has to be provided in a **non-editable** form (no word, excel email files open for editing are allowed, recommended file type is **.pdf**) dated **not older than 6 months***

Optional attachment could be:

- a letter headed paper on behalf of the company, dated and signed or
- a letter headed paper on behalf of the bank, dated and signed or
- an invoice or a dunning letter or
- a form containing name of supplier, address, VAT Registration Number for EU member states or Tax Number for any other entity, bank details including bank account owner, date of document, signature, and stamp (where possible) and/or any other relevant detail.

Each change of bank details should always include in attachment the written provenience of the bank account change.

- Uploaded editable form.
- Bank information file older than **6 months.**
- Bank information file not dated, not signed and / or stamped.



2.1 Registration Questionnaire (5/10)

2.1.2 Fill Out & Submit the Questionnaire (4/4)

Critical Points in Registration Questionnaire



Critical Points

Correct Input

Typical Mistakes

2.9.1 Remittance advice e-mail address*

✓ Enter **E-mail address**.

Wrong E-Mail address entered.

2.10 Signed LEONI NDA*

✓ In case you are **new to join the LEONI supplier pool**, please upload LEONI NDA signed by you, your LEONI contact person will get it signed by LEONI. Signed LEONI NDA by both parties will also be sent to you by your LEONI contact person via E-Mail.

Signed LEONI NDA available (for new suppliers: even only signed by you) but selected "No".

✓ In case you are already **a supplier of LEONI**, you should upload signed LEONI NDA by both parties; If there's no signed LEONI NDA by both parties available, please contact your LEONI contact person to check if the LEONI NDA should be signed again.

2.12 IATF16949* & 2.14 ISO 9001*

✓ Upload **correct** and **valid** certificate

- Uploaded wrong certificate.
- Certificate expired.

3 Incoterms* & 4 Terms of Payment*

✓ Enter Incoterms and Terms of Payment that have been negotiated with LEONI.

Wrong information provided.

✓ Attach a document for plant specific Incoterms and / or Terms of Payment in the attachment fields.



2.1 Registration Questionnaire (6/10)

2.1.3 Collaborate with Your Colleagues in the Questionnaire (1/1)

- 1 Click “Response Team”;
- 2 Click “Add”;
- 3 Choose the user you want to add;

▲ User should be already created to your Ariba (SAP Business Network) Account.: [Manage Ariba \(SAP Business Network\) Account Users](#)

- 4 Click “OK”;
- 5 Click “OK”;
- 6 Inform your LEONI contact person immediately with supplier-onboarding@leoni.com in copy.

➔ [Receive Qualification Invitation](#)



2.1 Registration Questionnaire (7/10)

2.1.4 Update / Modify Your Master Data in Registration Questionnaire (1/4)

The screenshot shows the Ariba Spend Management portal interface. At the top, there's a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this, the user is logged in as 'LEONI - TEST'. The main content area features the LEONI logo and a welcome message. On the left, there are sections for 'LEONI - TEST Requested Profile' (100% completed) and 'Public Profile Completeness' (15% progress). The 'Registration Questionnaires' table is highlighted, showing one entry with a status of 'Open (1)'. A red circle highlights the 'Open (1)' status, and a red box highlights the 'Supplier registration questionnaire' link. A blue dashed arrow points from this status to a callout box on the right.

Title	ID	End Time ↓	Status
Supplier registration questionnaire	Doc2610022943	6/24/2026 10:18 AM	Registered

Registered suppliers will have their Registration Questionnaire open. In case the Status is not "Open", please contact supplier-onboarding@leoni.com immediately with your LEONI contact person in copy.

▲ For upcoming Master Data Updates/Changes on your side, it is always requested to use Ariba as the single point of entry to collaborate with LEONI.



● You can always log in your Ariba (SAP Business Network) Account via [Ariba Sourcing](#) (Ariba supplier common log-in link which can also be found directly in search tools like Google with key words "Ariba supplier log in")

1 Click "Supplier registration questionnaire";



2.1 Registration Questionnaire (8/10)

2.1.4 Update / Modify Your Master Data in Registration Questionnaire (2/4)

DocXXXXXXXXXX - Supplier registration questionnaire

Time remaining
102 days 23:34:49

✓ Some of the information in this questionnaire has changed. It now includes the most current information from the buyer's systems.

All Content

Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

Revise Response

OK Cancel

2 Click **“Revise Response”**;

3 Click **“OK”**;



2.1 Registration Questionnaire (9/10)

2.1.4 Update / Modify Your Master Data in Registration Questionnaire (3/4)

Doc: [REDACTED] - Supplier registration questionnaire

All Content

Name ↑

2.4 Bank Details 4 Add Bank Details (1) Less... -

Please enter either Bank account or IBAN Number and ALWAYS the Bank Key

All Content > 2.4 Bank Details

Bank Details (1)

Name ↑

Bank Details *

5 Add an additional Bank Details *

In case you would like to **provide further bank accounts**, please click “**Add an additional Bank Details**”.

4 Click “**Add Bank Details**”;

5 Click “**Add an additional Bank Details**”;



Take Bank Details Update as an Example.



2.1 Registration Questionnaire (10/10)

2.1.4 Update / Modify Your Master Data in Registration Questionnaire (4/4)

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 2.4 Bank Details

Bank Details (2)

Name ↑

Bank Details *

Add an additional Bank Details *

4 Terms of Payment

2.14 Are you certified according to ISO

3 Incoterms

3.1 Incoterms *

3.2 Incoterms Location City *

Submit Entire Response

6 *

Bank Type: No Choice ▾

Country/Region: (no value) ▾

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

(*) indicates a required field

7 Save Cancel

6 Fill out the mandatory fields; ➡ [Fill Out & Submit the Questionnaire](#)

7 Click “Save”;

8 Click “Submit Entire Response” back to LEONI after your Master Data is updated.



Take Bank Details Update as an Example.



2.2 Qualification Questionnaire (1/1)

2.2.1 Receive Qualification Invitation (1/1)

Action needed: Fill out qualification questionnaire to become a qualified supplier with LEONI - TEST Inbox x

Your LEONI Contact Person 2682058055@eusmtp.ariba.com
to me ▾

LEONI - TEST

Qualification questionnaire to become a qualified supplier with LEONI - TEST

Dear Supplier,

Your Entity Name

Now that **Test Demo Session Co., Ltd.** is registered as a supplier with LEONI - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- Applicator OEM in **China**

You are requested to provide the data of you and your Affiliates under the below link – complete, correct and in line with the agreements, terms and quotes in place or to be agreed with LEONI Bordnetz-Systeme GmbH and its Affiliates that are organized in the Wiring Systems Division of LEONI AG (hereafter "LEONI") – that are mandatory to be qualified and released as a supplier of LEONI in the LEONI ERP landscape and for enabling the ordering processes from LEONI with you and your Affiliates. LEONI reserves the right to reject insufficient and/or incorrect data loads and to request corrections from its Suppliers or make corrections of its own behalf. This right to reject, request corrections or correct the data shall be valid throughout the whole business relationships between your company and LEONI.

1 [Click Here](#) to fill out the questionnaire

▲ In case the Region mentioned here is incorrect, please inform your LEONI contact person immediately with supplier-onboarding@leoni.com in copy.



You will receive the Qualification Invitation from your LEONI contact person.

- 1 Click "**Click Here**" to [log in your existing Account](#);
- 2 Fill out the mandatory fields and submit the questionnaire in time. ➡ [Fill Out & Submit the Questionnaire](#)
➡ [Collaborate with Your Colleagues in the Questionnaire](#)



2.3 Contact Us (1/1)

Send	From ▾	Your E-Mail Address
	To	supplier-onboarding;
	Cc	Your LEONI Contact Person
	Bcc	
	Subject	Ariba / Registration Questionnaire_LEONI Test Supplier Co., Ltd.



● Please feel free to turn to supplier-onboarding@leoni.com with “Ariba” + your company name in Subject and your LEONI contact person in copy for efficient support from LEONI Ariba Supplier Onboarding Team.



Please kindly note that reply from supplier-onboarding@leoni.com will only be in English.

Thank you for your attention!

Contact Us

LEONI Ariba Supplier Onboarding Team

Address: Flugplatzstraße 74, Kitzingen, Germany

E-Mail: supplier-onboarding@leoni.com

www.leoni.com

