

HOERBIGER Connect (powered by SAP Ariba): Supplier Registration

HOERBIGER will carry out future supplier onboarding activities via SAP Ariba. To participate in the onboarding process through the SAP Business Network, suppliers must complete a one-time registration and connect with HOERBIGER. In addition, they must complete a one-time qualification for the relevant HOERBIGER commodity groups.

As additional processes such as sourcing and contracts will also be handled via Ariba in the future, registration and qualification form an important foundation for the long-term collaboration with HOERBIGER.

Registration with SAP Ariba using a **Standard Account** is free of charge. Optionally, a paid Enterprise Account with additional features can be created. The costs for an Enterprise Account are not covered by HOERBIGER.

For handling procurement processes with HOERBIGER, the SAP Ariba Standard Account is generally sufficient.

1. Invitation to Supplier Registration by E-Mail

- You will receive an invitation to register as a supplier by E-Mail.
- Self-registration without an invitation from HOERBIGER is not possible.
- The link in the invitation E-Mail will take you to the SAP Ariba welcome page.
- You can also find a link to our HOERBIGER **Data Protection Policy** directly in the supplier registration invitation E-Mail.



Register as a supplier with HOERBIGER

Dear Ms./Mr. Sarah Okasha,

Sarah Okasha has invited you to register to become a supplier with HOERBIGER.

Start by creating an account with HOERBIGER Connect (powered by SAP Ariba). It's free.

HOERBIGER uses HOERBIGER Connect (powered by SAP Ariba) to manage its sourcing and procurement activities and to collaborate with suppliers.

If CNT Management Consulting already has an account with HOERBIGER Connect (powered by SAP Ariba), sign in with your user name and password.

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

Please find our Data Protection Policy here:

https://www.hoerbiger.com/Resources/Persistent/b/c/9/4/bc9446fdadffff53d182bcd602b2dea2581441c/Data%20Protection%20Notice%20DE_EN.pdf

Your HOERBIGER Buyer

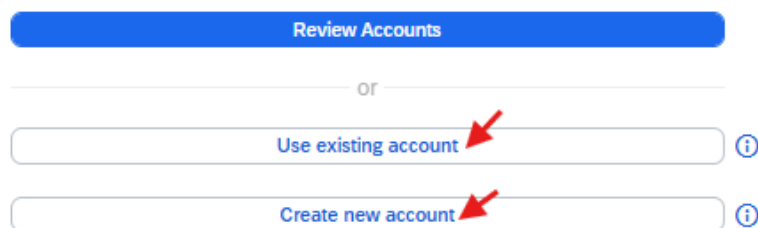
2. Ariba Account

- Please check within your company whether an account already exists on the SAP Business Network. Multiple accounts should always be avoided.
- If your company does not yet have an Ariba account, please create a new Ariba account. To do so, click the **“Create new account”** button on the Ariba welcome page (see Chapter 2.1).
- If you already have an Ariba account, you can log in via the **“Use existing account”** button on the welcome page and access the questionnaire (see Chapter 2.2).
- Afterwards, please complete the supplier registration questionnaire for HOERBIGER (see Chapter 3).



Connect with HOERBIGER Wien GmbH-TEST on SAP Business Network to collaborate.

We found existing accounts based on the information you entered. Please review.



2.1 Create a New Ariba Account (Free Standard Account)

- After clicking **“Create new account”**, you will be guided through the account creation process.
- Please note that the information provided during this step relates to your general SAP Business Network company and account profile and is independent of your business relationship with HOERBIGER.
- Therefore, this step cannot be influenced by HOERBIGER.

Step 1 – Choose a Data Center

- Select the **data center** where your SAP Business Network account and profile will be created and maintained.
- Click **“Next”** and confirm your selection.
- Please note that the selected data center can only be changed during the account creation process.

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

- ☐ USA: Quincy, WA
- ☒ Netherlands: Amsterdam
- ☐ India: Mumbai
- ☐ Saudi Arabia: Dammam [Public Sector]
- ☐ Saudi Arabia: Dammam [Private Sector]

Next

 Note

You can change the selected data center only until the account creation process is completed. To make changes, start the onboarding process again by returning to Data center picker page, where the required Data center can be selected again.

Confirm

Cancel

Step 2 – Verify Your E-Mail Address

- Enter the **E-Mail address** you would like to use for your new SAP Business Network account.
- Click **“Proceed”**.

Verify your email before you proceed...

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

Email: *

s.okasha@cnt-online.com

Proceed

Step 3 – Enter the One-Time Password

- Enter the **One-Time Password** sent to your E-Mail address.
- The password is valid for **30 minutes**.
- Click “**Continue**” to proceed with the account creation.

Enter your One Time Password

Please enter your one time password sent to s.okasha@cnt-online.com. Your password expires in 30 minutes.

Continue

Step 4 – Create Your SAP Business Network Account

- Complete the required **company information** and **administrator account information**.
- Create a **username and password** for your account.
- Review and accept the applicable **Terms of Use** and **Privacy Statement**.
- Complete the security verification and click “**Create account**”.

HOERBIGER Wien GmbH-TEST

Create an account to connect and collaborate with HOERBIGER Wien GmbH-TEST on SAP Business Network

Company Information

Company Legal Name: * ⓘ

Country / Region: *

Address Line 1: * ⓘ

Address Line 2:

City: *

State: *

Postal Code: *

Administrator Account Information ⓘ

Name: *

Email:

☒ Use my email as my user name

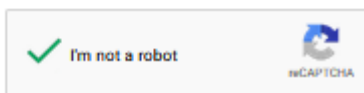
Password: *

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.

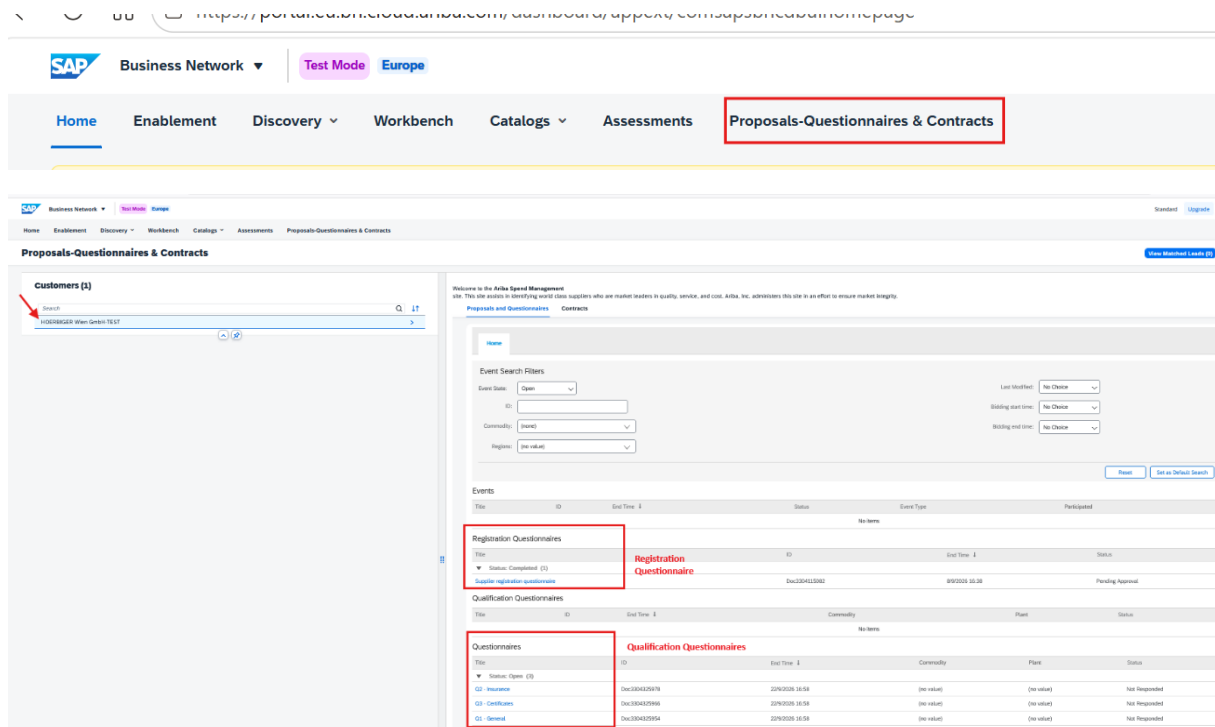


Create account

2.2 Use existing account

- If your company already uses SAP Ariba, you can simply sign in using your existing login credentials.

- After successfully signing in, you should be redirected to the HOERBIGER supplier registration questionnaire After successfully signing in, you will be redirected to the HOERBIGER supplier registration questionnaire.
- You can find all HOERBIGER questionnaires in your account under “**Proposals and Questionnaires.**”



The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Catalogs', 'Assessments', and 'Proposals-Questionnaires & Contracts'. The main content area is titled 'Proposals-Questionnaires & Contracts' and features a search bar for customers. Below the search bar, there are two main sections: 'Registration Questionnaires' and 'Qualification Questionnaires'. The 'Registration Questionnaires' section has a red box around the 'Registration Questionnaire' link. The 'Qualification Questionnaires' section has a table with columns for Title, ID, End Time, Status, and Plant. The table lists several questionnaires, including 'Insurance', 'Certification', and 'General'.

3. Supplier Registration Questionnaire

- Please provide all required information. Mandatory fields are marked with a red asterisk (*).
- You have a maximum of 30 days to complete the questionnaire.
- The information provided in the questionnaire can also be updated after the initial registration, if necessary.
- The questionnaire can be saved at any time and completed at a later stage.

1.) Company Overview

- Please provide your company's **name and complete address**. Make sure that the information corresponds to your company's official business details.
- Please provide the relevant **E-Mail addresses** for your company:
 - **General E-Mail Address** = general company E-Mail address, e.g.info@...
 - **Order E-Mail Address** = E-Mail address to be used by HOERBIGER for purchase orders. This field is **mandatory**.
- Please provide your company's telephone country code and telephone number and select your preferred language.
- If available, you can also provide your company website and DUNS number (without space). These fields are optional.

▼ 1.1.1 Address	
1.1.1.1 Company Name	* DNT Management Consulting
1.1.1.2 Address	Show More Street: Leonard-Bernstein-Straße ① House Number: 10 ① Postal Code: 1220 ① City: Vienna ① Country/Region: Austria (AT) ① State/Province/Region: Vienna (W) ①
1.1.2 Company Homepage ①	
▼ 1.1.3 Communication Data	
▼ 1.1.3.1 Communication E-Mail	
1.1.3.1.1 General E-Mail Address	
1.1.3.1.2 Order E-Mail Address	* order@cnt-online.com
▼ 1.1.3.2 General communication data	
1.1.3.2.1 Telephone Country Code	* (AT) +43
1.1.3.2.2 Telephone Number (without International Direct Dialing code) ①	* 123456789
1.1.3.2.3 Communication Language	* (EN) English
▼ 1.1.4 Further Company Data	
1.1.4.1 DUNS Number (Check) ①	

2) Contact Information

- Please provide the contact details of the main contact person for your company.
- If you are the main contact person, please enter your own contact details.
- Select the appropriate department and, if applicable, enter the contact person's function/position.
- Please enter the first name, last name, E-Mail address, and telephone number.

▼ 2 Contact Information	
2.1 Department	* Sales
2.2 Function	
2.3 Contact First Name	* Sarah
2.4 Contact Last Name	* Okasha
2.5 Contact Email	* s.okasha@cnt-online.com
2.6 Contact Telephone Number	* 123456789

3) Tax Information

- Please select the appropriate Country/Region first.
- Then enter your company's tax number according to the required country-specific format.
- If the tax number does not match the required format, an error message will be displayed.
- Example for Austria: ATU + 8 digits without spaces (e.g. ATU12345678).

▼ 3 Tax Information	
3.1 Company Tax Number ①	* Country/Region: Austria (AT) ① Tax Name Tax Type Tax Number Austria VAT Registration Number Organization ATU46884108

4) Bank Information

- Providing bank information is optional for HOERBIGER.
- If you would like to add your bank details, click on "Add Bank Information" and then select "Add Bank Information"

4 Bank Information	Add Bank Information (0)
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Ariba Sourcing

[< Go back to HOERBIGER-TEST Dashboard](#)

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**.

[All Content](#) > [4 Bank Information](#)

Bank Information (0)

Name ↑

[Add Bank Information](#)

- Please enter the IBAN in the correct format and without space. Otherwise, an error message may be displayed.
- Enter the required bank details and confirm them by clicking “**Save**”.
- If applicable, you can add multiple bank accounts.

Go back to [MCS3000-1037 Dashboard](#) [Desktop File Type](#)

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.

4/1 Content - 4 Bank Information

Bank Information (1)

Name 1

Bank Information #1	Delete
Bank account information	Bank Type: No Choice Country/Region: Austria Account Holder Name: Max Mustermann IBAN Number: AT86211100002367777 Bank Control Key: No Choice

(*) indicates a required field

5) Data Protection Policy

- Information on the processing of personal data as part of the supplier registration process can be found in the HOERBIGER Data Protection Policy.
- Please review the Data Protection Policy via the link provided in the questionnaire.

▼ 5 Information on the processing of personal data as part of the supplier registration process can be found in our Data Protection Policy

5.1 https://www.hoerbiger.com/_Resources/Persistent/b/c/9/4/bc9446fdfadffff53d182bcd602b2dea2581441c/Data%20Protection%20Notice%20DE_EN.pdf

- Once you have completed all required information, click “Submit Entire Response” to send the questionnaire back to HOERBIGER.

4 Bank Information

5 Information on the processing of personal data as part of the supplier registration process can be found in our Data Protection Policy

5.1 https://www.hoerbiger.com/_Resources/Persistent/b/c/9/4/bc9446fdadffff53d182bcd602b2dea2581441c/Data%20Protection%20Notice%20DE_EN.pdf

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

- Your questionnaire has now been submitted successfully. A confirmation message will appear on the screen.

Doc3304115082 - Supplier registration questionnaire

Pending Approval

✓ Your response has been submitted. Thank you for participating in the event.

- You will also receive an E-Mail confirmation that the questionnaire has been successfully submitted.



Dear Ms./Mr. Sarah Okasha,

HOERBIGER has received your registration information and will review it for approval.

To check your registration status, sign in to the HOERBIGER Connect (powered by SAP Ariba) supplier portal.

[Click Here](#)

Sincerely,
Your HOERBIGER Buyer

You are receiving this email because your customer, HOERBIGER-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact HOERBIGER-TEST.

[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by The SAP Ariba logo consists of the text "SAP Ariba" in blue, followed by a stylized yellow and orange "A" icon.

4. Review of Registration Data

Once the responsible purchaser at HOERBIGER has approved your questionnaire, you will receive another E-Mail notification.



Dear Ms./Mr. Sarah Okasha,

Congratulations! Your supplier registration was approved.

Sign in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with HOERBIGER.

[Click Here](#)

Sincerely,
Your HOERBIGER Buyer

You are receiving this email because your customer, HOERBIGER Wien GmbH-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact HOERBIGER Wien GmbH-TEST.

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Powered by  SAP Ariba

5. Supplier Qualification

- Once HOERBIGER has started the qualification process, you will receive an e-mail with an overview of all questionnaires that need to be completed as part of the qualification.
- The e-mail shows the qualification type, the relevant commodity, the region, and the questionnaires assigned to you.
- For each questionnaire, you have **14 days to complete it**. The respective deadline is also specified in the E-Mail.
- Click the link in the E-mail to open the qualification process in SAP Business Network.
- There, you can open the individual questionnaires, enter the required information, and submit them.
- Depending on the qualification process, different questionnaires may be required.

Dear Ms./Mr. Sarah Okasha,

Please fill out the listed questionnaires and return them by the specified dates.
These questionnaires are necessary to complete the Automotive Qualification process. Thank you for taking the time to respond to each one.

Process Overview

Process: Automotive Qualification
Category: **IT, **FREIGHT, **AUXILIARY MATERIAL
Region: 1660 - Drive Tech Penzberg
Business unit:
Material: Not applicable
Process owner: Sarah Okasha
Message:

Questionnaire Overview

Name	Assigned To	Respond By
Q4 - Automotive	Sarah Okasha	16-Sep-2026 at 11:43
Q3 - Certificates	Sarah Okasha	16-Sep-2026 at 11:43
Q1 - General	Sarah Okasha	16-Sep-2026 at 11:43
Q2 - Insurance	Sarah Okasha	16-Sep-2026 at 11:43

[Click Here](#) to view the process.

Best Regards,
Your HOERBIGER Buyer

- After you have completed and submitted the qualification questionnaires, they will be reviewed and approved by the responsible purchaser at HOERBIGER.

Title	ID	End Time	Commodity	Plant	Status
▼ Status: Completed (0)					
Q2 - Insurance	Doc3304325978	9/10/2026 10:12 AM	**FREIGHT 350000000, **AUXILIARY MATERIAL 3000...	6300 6300	Pending Approval
Q3 - Certificates	Doc3304325966	9/10/2026 10:11 AM	**FREIGHT 350000000, **AUXILIARY MATERIAL 3000...	6300 6300	Pending Approval
Q1 - General	Doc3304325954	9/10/2026 10:10 AM	**FREIGHT 350000000, **AUXILIARY MATERIAL 3000...	6300 6300	Pending Approval

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
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- Once all your qualification questionnaires have been reviewed and approved by HOERBIGER, your qualification is successfully completed.
- You are therefore **qualified** for the respective commodity group and the assigned HOERBIGER plants.

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
Personal Injury		5/5/2027	Test.docx	Q2 - Insurance	Valid
ISO 9001	5/5/2025	5/5/2027	Test.docx	Q3 - Certificates	Valid

Supplier Lifecycle Processes

General Qualification Process

Commodity	Regions	Departments	Owner	Status
**SERVICE_Service/IT Consulting	1660 - Drive Tech Penzberg ,1680 - SOG 1 Drive Tec ,1681 - SOG 2 Drive Tec		s.okasha@cmt-online.com	Compression / Industry Standard Qualification approved