

A low-angle photograph of a modern, multi-story office building with a grid-like facade of windows and light-colored panels. The building is set against a bright blue sky with scattered white clouds. A yellow sign with the word 'STEDIN' is visible on the upper left side of the building.

# Collaborate with Stedin via the SAP Business Network

2025 – Supplier Guide

# Stedin Focuses on Digital Transformation with SAP Ariba for Supplier Management

Stedin is making an important digital leap forward with the implementation of SAP Ariba. This platform will be used for communication with suppliers, the recording of contracts and certificates, the performance management and the monitoring of financial, operational, compliance and ESG risks. In addition, it is also our intention to market future tenders via the SAP Ariba platform. This innovation enables Stedin to increase efficiency and at the same time strengthen cooperation with our suppliers.

The SAP Ariba Network is a digital trading platform that connects businesses worldwide. It allows businesses to streamline and automate their procurement processes, from finding suppliers to handling transactions. SAP Ariba offers two subscriptions; free and paid. For the majority of our suppliers, a free SAP Ariba account will be sufficient to work with Stedin in the above areas.

"The move to SAP Ariba is an important step forward in our strategy to become more data-driven and connected," said Monique Kootker, Manager Sourcing & Vendor Management. "We are excited about how this platform will help us strengthen our supplier relationships and improve our operational performance."

# Collaborating with Stedin via SAP Business Network step-by-step

To work together as a supplier via the SAP Business Network with the Vendor Management department Stedin, a free organization account is sufficient.

- 1 Receive an invitation email from Stedin and click on the link in this email to make the connection
- 2 Create a new organization account or log in with an existing SAP Business Network organization account
- 3 Complete and submit the questionnaires to which you have been invited via the SAP Business Network
- 4 Maintain your own data and documents yourself via the SAP Business Network





# 1

## The invitation email

### Click on the link in the invitation email

You will receive an invitation email from Stedin to complete the questionnaire(s). Clicking on this link is necessary to establish a connection with Stedin via the SAP Business Network.

### Did you receive multiple invitation emails from us?

Clicking on the link and creating a new account/logging in with an existing account is only necessary once.

All required questionnaires can then be found in the overview of your SAP Business Network account.

### Use a different email address?

You can only view the questionnaires with the e-mail address that Stedin has invited.

Would you like to be able to view the questionnaires via a different e-mail address?  
Please contact your contact person at Stedin.

#### Stedin requests you to complete the required questionnaire(s)

Dear supplier,

Stedin will be procuring products/services or has already procured them from . Therefore, Stedin invites you to provide company details and documents via the SAP Business Network. In this email, we explain the required steps.

#### To conduct business together, we first need some details from you

These questionnaires are required by our procurement policy. We need this information to create . as a supplier and later place orders and pay invoices.

#### The following questionnaire requires your response: Supplier Registration for

##### Next steps

Depending on your situation, you can choose one of the following steps.

- Log in with an existing SAP Business Network account

Are you with your email address already registered as an user within the organizational account? Log in with your email address.

**Note:** If your organization already has an account on the SAP Business Network but you are not yet added as an user, please contact your account administration to add you as an user.

- Creating a new account

Use the link below to create a new account of your organization does not yet have an account on the SAP Business Network.

**Note:** Before creating a new account, we ask you to first internally check whether your organization already has an account on the SAP Business Network. Using multiple organizational accounts can cause issues for both your organization and Stedin.

- Use a different email address

Would you like us to invite you by a different email address? Please contact us via [data-team\\_bss@stedin.net](mailto:team_bss@stedin.net).

[Click Here to initiate the registration](#)

Please don't forget to submit the questionnaire by using the "Submit Entire Response" button.

## 2 Log in or create a new organization account

Log in or create a new organization account on the SAP Ariba Network

[? Help](#)



Connect with Stedin Holding N.V. - TEST on SAP Business Network to collaborate.

Invited by [Stedin - TEST](#)

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#)

[Create new account](#)

**Don't know if your organization already exists on the SAP Business Network or what the login details are?**

You are able to verify the existing organization accounts and contact the account administrator of the organization account to get access, for example.

Didn't receive a response from the account admin? Please contact Stedin for help.

**Do you want to log in with an existing organization account?**

If you do not already have access to the organization account, the account administrator of the organization account will first have to provide access.

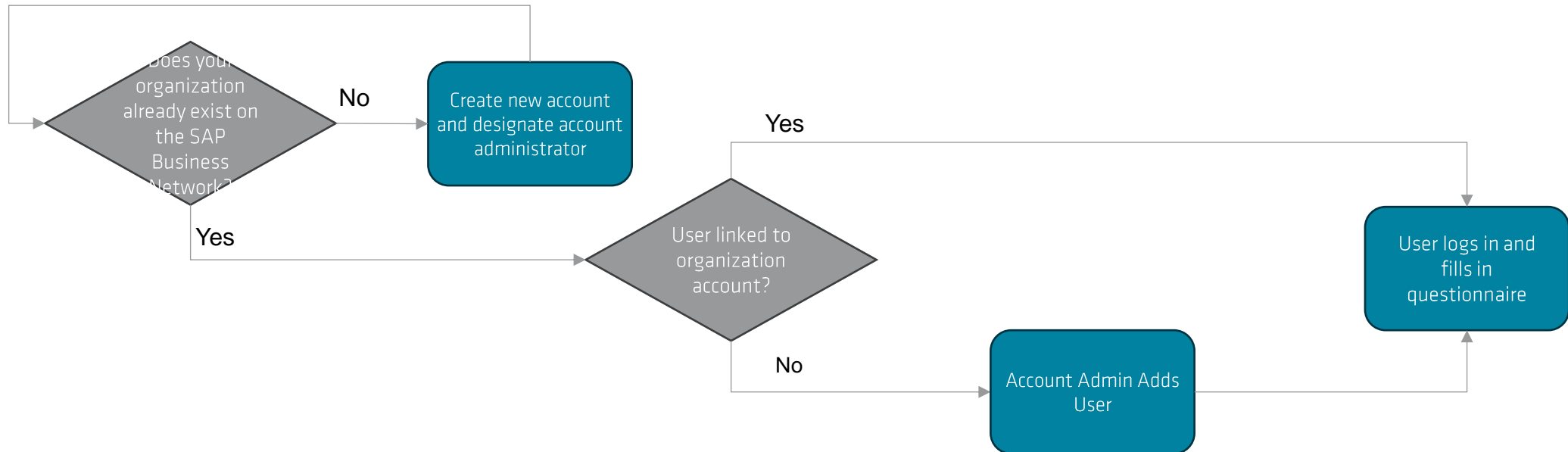
# What is the role of an account administrator

## Adding users to organization account

Stedin can link with one organisation account. An organization account is managed by the account administrator. The account administrator grants authorization to subordinate users so that Stedin can communicate with them via the Stedin SAP Ariba network.

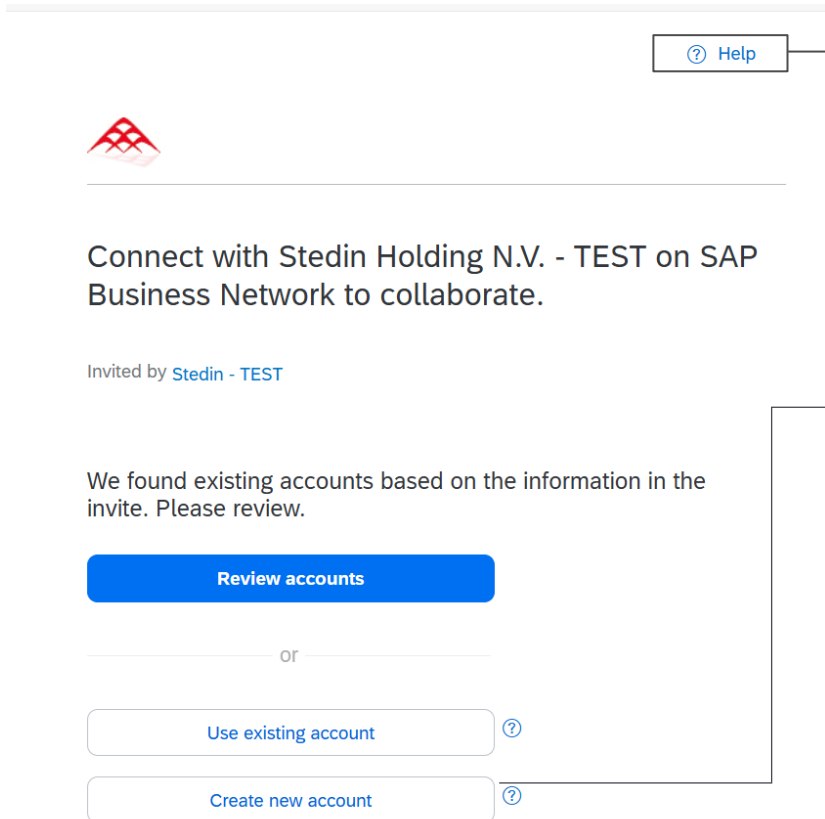
When an organization creates a new account, an account administrator role is automatically assigned to the person. This role can be transferred to another employee within your organization.

It's up to you, the vendor, to decide how the Account Admin role is set up.



## 2 Log in or create a new organization account

Log in or create a new organization account on the SAP Ariba Network



The screenshot shows the SAP Ariba Network login interface. At the top left is the SAP Ariba logo. Below it, a message reads: "Connect with Stedin Holding N.V. - TEST on SAP Business Network to collaborate." Below this, it says "Invited by Stedin - TEST". A section titled "We found existing accounts based on the information in the invite. Please review." contains a blue button labeled "Review accounts". Below this is a horizontal line with "or" in the center. At the bottom are two buttons: "Use existing account" and "Create new account", each with a question mark icon to its right. An arrow points from the "Create new account" button to the right-hand text block.

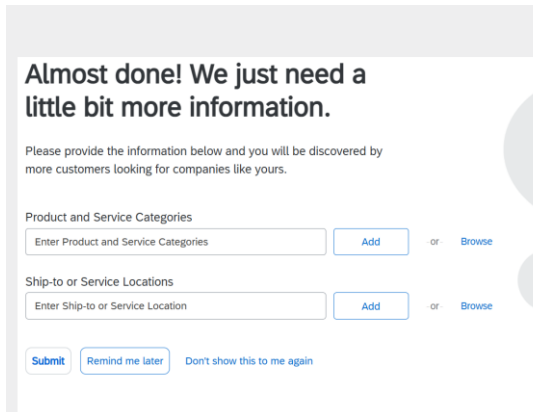
[? Help](#)

**Do you need help with (the creation of) your SAP Ariba account?**

Please consult the SAP Ariba Help Center via 'Help' or contact your contact person at Stedin.

**Are you creating a new account?**

Then Ariba will ask you to first set up the company profile of your SAP Ariba account. This is a setup of your SAP Ariba Business Network account. How you set up the company profile has no impact on Stedin's questionnaires.



The screenshot shows the "Almost done! We just need a little bit more information." setup page. It includes a sub-header "Almost done! We just need a little bit more information." followed by the instruction: "Please provide the information below and you will be discovered by more customers looking for companies like yours." There are two main sections: "Product and Service Categories" and "Ship-to or Service Locations". Each section has a text input field, an "Add" button, and a link to "Browse". At the bottom, there are three buttons: "Submit", "Remind me later", and "Don't show this to me again".

## 3

After logging in, Stedin's questionnaires can be found at Ariba Proposals & Questionnaires.

Ariba Proposals and Questionnaires

Ariba Proposals And Questionnaires

Ariba Contracts

SAP Business Network

Standard Account

Get enterprise account

TEST MODE

STEDIN

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been completed.

View customer requested fields >

Public Profile Completeness

15%

Enter commodities to reach 35% >

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
<a href="#">Supplier Questionnaire</a>	Doc2500769156	10/6/2025 3:31 AM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Certificates



# 3 Complete and submit the questionnaires

These are examples of questionnaires to which you may be invited.

You can access, complete and submit the questionnaires here.

Click on the name of the questionnaire to open it.

You can also check the status here.  
Questionnaires with the status 'Not responded' and 'Open' are still open.

Standard Account

Get enterprise account

TEST MODE

EZ

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time	Event Type	Participated
No Items				

Risk Assessments

Title	ID	End Time	Event Type
No Items			

Registration Questionnaires

Title	ID	End Time	Status
Supplier Questionnaire	Doc2500769156	10/6/2025 3:31 AM	Invited

Qualification Questionnaires

Title	ID	End Time	Commodity	Regions	Status
No Items					

Questionnaires

Title	ID	End Time	Commodity	Regions	Status
No Items					

Certificates

Status: Open (1)

# 3 Complete and submit the questionnaires

## Example 1: The new vendor registration and onboarding questionnaire

Console

Doc2500769156 - Supplier Questionnaire

Time remaining  
179 days 23:45:06

Event Messages

Event Details

Response History

Response Team

Event Contents

All Content

1 General Supplier Information

1.1 Supplier full name ⓘ

★

★Show More

Street: ⓘ

House Number: 9 ⓘ

Street 2: ⓘ

Street 3: ⓘ

(\*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

To submit your response, click on **Submit Entire Response**. Once the questionnaires have been submitted, you will receive a confirmation email from us. We will then assess the submitted questionnaire. We will keep you informed by e-mail.

# 3 Complete and submit the required questionnaires

## Example 1: The new vendor registration and onboarding questionnaire

If all questionnaires are approved, the registration and onboarding process as a new supplier is completed.

A creditor number is then created in our systems.

You will also receive emails when questionnaires have been reviewed. This may be approved or rejected, or additional information may be required.

It is possible that the questionnaire(s) is not approved by us. You will then receive an email about the required next steps and who you can contact.

You can also see the status of our assessment in your SAP Business Network account.

No items

Registration Questionnaires				
Title	ID	End Time ↓	Status	
▼ Status: Voltoid (1)				
Supplier Questionnaire	Doc2500769156	4/9/2025 12:56 PM	Pending Approval	

No items

Qualification Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
No items					

No items

Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (2)					
ISO 9001	Doc2500838216	5/9/2025 12:49 PM	Asbestonderzoek D2-02, Asbestsanering D2-10, Bodemonderzoek D2-01, Bouwkundig aannemer D2-05, Funderingen D2-06, Staalwerk stations (afbou..., Asbestonderzoek D3-02, Bodemonderzoek D3-01, Boogzinkeren D3-13, Boringen D3-12, Bronbemaling D3-14, Diensten / aannemers aan..., Diensten / aannemers Com..., Diensten / aannemers Sol..., Diensten aannemers brossa..., Diensten aannemers relin..., Diensten Laadpaal D3-10, Diensten OVL D3-09, Gaslekzoeken D3-20, Ingenieursdiensten D3-03, Loon- en grondverzet D3-1..., PE-lasverbindingen D3-19, Storingsdienst elektra D3..., Storingsdienst gas D3-18, Storingsdienst olieleidin..., Verkeersvoorzieningen D3-... <a href="#">View more</a>	(no value)	Not Responded
VCA Certificate	Doc2500838203	5/9/2025 12:49 PM	Asbestonderzoek D2-02, Asbestsanering D2-10, Bodemonderzoek D2-01, Bouwkundig aannemer D2-05, Funderingen D2-06, Staalwerk stations (afbou..., Asbestonderzoek D3-02, Bodemonderzoek D3-01, Boogzinkeren D3-13, Boringen D3-12, Bronbemaling D3-14, Diensten / aannemers aan..., Diensten / aannemers Com..., Diensten / aannemers Sol..., Diensten aannemers brossa..., Diensten aannemers relin..., Diensten Laadpaal D3-10, Diensten OVL D3-09, Ingenieursdiensten D3-03, Loon- en grondverzet D3-1..., Storingsdienst olieleidin..., Verkeersvoorzieningen D3-..., Gaslekzoeken D3-20, PE-lasverbindingen D3-19, Storingsdienst elektra D3..., Storingsdienst gas D3-18 <a href="#">View more</a>	All All	Not Responded

No items

Certificates					
Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status

# 3 Complete and submit the questionnaires

## Example 2: The certificate questionnaire

Doc2500838216 - ISO 9001

Full Content

Name ↑

▼ 1 ISO 9001

1.1 ISO 9001

\* Yes ▾ Details

(\*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

To submit your response, click on **Submit Entire Response**. Once the questionnaires have been submitted, you will receive a confirmation email from us. We will then assess the submitted questionnaire. We will keep you informed by e-mail.

Do we ask you to provide a certificate? Then choose 'Yes' and then click on 'Details' to fill in the questions about the certificate.

1.1 ISO 9001

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: ISO 9001 Certificate

Issuer: \*

Year of Publication: \*

Certificate Number: \*

Certificate Location: \*

Effective Date: \*

Expiration Date: \*

Attachment: \* [Choose File](#) | No file chosen

Or drop file here

Description:

OK

Cancel

# 3 Complete and submit the questionnaires

## Example 3: The performance measurement questionnaire for existing suppliers

Console

Doc2501358822 - Supplier Survey - Value stream Materials (Ma...

Time remaining  
29 days 23:54:45

Event Messages

Event Details

Response History

▼ Event Contents

All Content

1 Introduction

2 Innovation

3 Quality

4 Delivery Reliability

5 Relationship

6 Financial

All Content

Name ↑

▼ 1 Introduction

1.1

Stedin values your opinion about our collaboration. Therefore, we invite you to share your experiences with us.

The questionnaire pertains to the past half year. Below you can see which contract it concerns.

While filling in the scores, it is possible to add comments. If you cannot answer a question because it is not relevant, please choose 'not applicable'.

Thank you for your cooperation.

Kind regards,  
Stedin Group  
Vendor Management Department | Supply Chain

1.2 Related contract with Stedin:

1234

▼ 2 Innovation

2.1 To what extent does Stedin give the supplier the opportunity to implement improvement proposals?

2.2 To what extent is Stedin proactive in suggesting and implementing improvements in the efficiency of its processes (with a positive effect for the supplier)?

2.3 To what extent is Stedin proactive in suggesting and implementing improvements in the cost of its processes (with a positive effect for the supplier)?

2.4 To what extent is Stedin proactive in proposing and implementing improvements in the quality of its processes (with a positive effect for the supplier)?

▼ 3 Quality

3.1 To what extent does Stedin clearly communicate its assignment (e.g., requirements and specifications)?

(\*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excellent

You are able to save and edit your response via Save Concept without submitting it. To send your response to Stedin, you have to click on 'Submit Entire Response'.



## 4 Continue to maintain data and documents yourself via the SAP Business Network

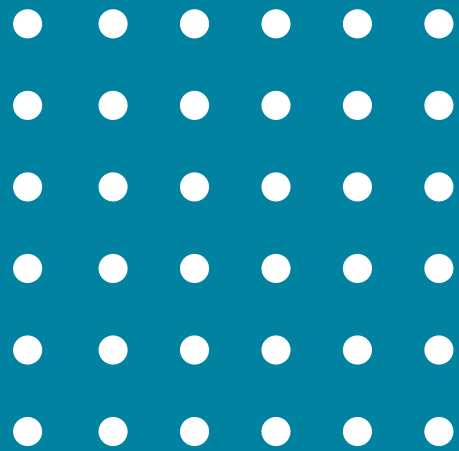
Via this link you can log in to the SAP Business Network at any time to view the questionnaires and report changes.

[SAP Business Network-leverancier](#)

On behalf of the Vendor Management department Stedin, we thank you very much for your cooperation.

We greatly appreciate your participation in working together through the SAP Business Network. Do you need help or would you like to share your experience on using the SAP Business Network with us? Please contact your contact person at Stedin. We would be happy to discuss this with you.





**STEDIN**  
GROEP