

Supplier journey

SAP Ariba

1. Proximus invites you!
2. How to register your account
3. How to configure your account



a. Company details

SAP Ariba Network Standard Account Upgrade TEST MODE

What is your primary business role in your company? **1** Choosing a role will help us provide you with a better experience.
You can change your business role at any time on the My Account page.

- Accounts Receivables
- Business Owner
- Customer Service
- E-Commerce
- Field Services
- Finance
- Information Technology
- Manager
- Marketing
- Order Management
- Sales
- Service Administrator
- Shipping
- Treasury
- Other

2 Continue to the Ariba Network

→ Go to supplier.ariba.com – Fill out your login and password

- 1** Choose your division
- 2** Continue to the Ariba Network

→ This screen may appear in the beginning or at the end of the process.



Hi Sarra,

You could **earn more business opportunities** by updating your company profile information. **SAP Ariba recommends that you complete the following in your company profile:**

- Product and Service Categories
- Ship-to or Service Locations

Would you like to complete these now?

Don't show this to me again

Remind me later

3

Yes, proceed

Product and Service Categories, Ship-to or Service Locations, and Industries

Save **6** **Close**

Product and Service Categories*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Add -or- **Browse** **4**

Ship-to or Service Locations*

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse

Add -or- **Browse** **5**

Browse Product and Service Categories *Didn't find what you were looking for? Try Search »*

- Agricultural & Fishing Machinery >
- Agricultural & Fishing Services >
- Apparel, Luggage & Personal Care >
- Chemicals >
- Cleaning Supplies >
- Computer Hardware, Software & Telecom >
- Construction & Maintenance Services >
- Construction Materials >
- Clothing >
- Footwear >
- Luggage, Handbags, Packs & Cases >
- Personal Care Products >
- Sewing Supplies & Accessories >
- Business cases >
- Luggage >
- Purses and... >
- Travel >

No Items

My Selections (1)

Business cases [View](#)

Remove

4. Product and Service Categories: Enter the key word Or click on "browse"
5. Ship-to or Service location: Enter the keyword or click on "browse"
6. Always "SAVE"

Cancel **OK**

Company Profile

- Basic (3)
- Business (9)**
- Marketing (3)
- Contacts
- Certifications (1)
- Customer Requested
- Additional Documents

Financial Information

Supplier Legal Form: Corporation **10**

Penalty Information: Sole Proprietorship

Supplier Company Capital: Non-Profit Organization

Discount Information: Partnership

Commercial Identifier: **11**

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: ⓘ Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

12 Vat ID:

13 VAT Registered

- My Account
- Link User IDs
- Contact Administrator
- Supplier Enablement ...**
- ANID: AN...
- Company Profile** **8**
- Settings
- Logout

Save **14** **Close**

b. Add your bank account

SAP Ariba Network Standard Account Upgrade TEST MODE

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

EFT/Check Remittances

Address ↑ City

↳ Edit Delete **Create** 4

SZ 1

- ACCOUNT SETTINGS
 - Customer Relationships
 - Users
 - Notifications
 - Application Subscriptions
 - Account Registration
- NETWORK SETTINGS
 - Electronic Order Routing
 - Electronic Invoice Routing
 - Accelerated Payments
 - Remittances** 3
 - Network Notifications
 - Audit Logs

My Account
Link User IDs
Contact Administrator
Supplier Enablement ...
ANID: AN01553746876-T
Company Profile
Settings 2
Logout

Remittance Address **5**

“Remittance Address”: Ariba Network shows your remittance address information under Remit To on generated invoices and in your company profile, which is visible to customers. Your customers use your physical remittance addresses if they're sending payment by mail.”

Address 1:*

Address 2:

Address 3:

Address 4:

City:*

State:*

Postal Code:*

Country/Region:*

Contact:

Make this address default

Factoring Service ⓘ

! Required field

Enable this check box if this is a factoring service address, used as an account receivable funding source.

Payment Methods **1**

Preferred Payment Method:

ACH

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA #: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

Branch Name:

Do not complete

WIRE TRANSFER **2**

Beneficiary Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

SWIFT Code:

Confirm SWIFT Code:

IBAN:

Bank Name:

Branch Name:

Address 1:

Address 2:

Postal Code:

City:

State:


Country/Region:

Country: Area: Number:

Bank Phone:

Credit Card

Accept credit card: Yes No

1. Payment methods = Wire (EN) – Virement (FR) – Telegrafish overmaken (NL)
2. Wire Transfer section to complete -  Do not complete ACH section.
 - Beneficiary bank
 - Account Name: Beneficiary name
 - Account / Confirm account: no space/special characters
 - Account type: checking
 - Swift code: BIC code
 - If you have an US bank + Canada bank, select ABA routing number instead of “Swift code”
 - IBAN Account/ Confirm IBAN account : XX0000000000000000
 - Address – City – State- Postal code – Country: of your bank
 - Ok
 - Save (in the next screen)

Thank You

More info?

www.proximus.com/suppliers/ariba

proximus