

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

a. Company details

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.

Enter Product and Service Categories

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

Enter Ship-to or Service Location

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 Bags >
- Travel & Luggage >

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:

Supplier Company Capital:

Discount Information:

Commercial Identifier: **Fill your VAT number** 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: **Fill your VAT number**

13 VAT Registered

- My Account
- Link User IDs
- Contact Administrator
- Supplier Enablement ...**
- ANID: AN0000000000000000
- 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

1 SZ

- 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 ⓘ

Select

! Required field

Select contact

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

Preferred Payment Method:

ACH

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

Branch Name:

WIRE TRANSFER

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:

1. Payment methods = Wire (EN) – Virement (FR) – Telegrafish overmaken (NL)

2. Wire Transfer

→ 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)

Credit Card

Accept credit card: Yes No

State:

Zip:

Country/Region:

Country Area Number

Bank Phone:

Thank You

More info?

www.proximus.com/suppliers/ariba

proximus