

Comment  
configure mon  
compte Ariba?



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

Continue to the Ariba Network **2**

→ Aller à [supplier.ariba.com](https://supplier.ariba.com) – Complétez votre nom d'utilisateur et votre mot de passe

**1** Choisissez le département dans lequel vous travaillez

**2** Cliquez sur "continuez sur Ariba Network".

→ Cette étape peut apparaître au début de l'inscription ou en dernier lieu.



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.

Enter Product and Service Categories  -or-  **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  -or-  **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 >

My Selections (1)

Business cases [View](#)

4. Product and Service Categories: Introduisez un mot clé Ou cliquez sur "parcourir" pour rajouter la catégorie de vos produits et services.  
5. Ship-to or Service location: Introduisez un mot clé Ou livraison.  
6. Toujours cliquer sur "enregistrer".

**SAP Ariba Network** Standard Account **Upgrade**

**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: 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

**SZ 7**

Home (Closed)

My Account

Link User IDs

Contact Administrator

**Supplier Enablement ...**

ANID: AN0000000000000000

**Company Profile 8**

Settings

Logout

**Save 14** **Close**

## b. Rajouter le compte bancaire

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”: C’est l’adresse que Ariba Network affichera quand votre facture sera soumise et qui sera visible pour nous. Il s’agit de l’adresse du bénéficiaire.

Address 1:\*

Address 2:

Address 3:

Address 4:

City:\*

State:\* **Select**

**! Required field**

Postal Code:\*

Country/Region:\*

Contact: **Select contact**

Make this address default

Factoring Service 

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 #:

Select account type:

US:  US Bank Only

Confirm ABA:  US Bank Only

Bank Name:

Branch Name:

**NE PAS compléter**

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:

Bank Phone:

Credit Card

Accept credit card:  Yes  No

1. Payment methods = Wire (EN) – Virement (FR) – Telegrafish overmaken (NL)
2. Wire Transfer – Ne complétez pas ACH mais bien “Wire transfer”

→ Beneficiary bank: les données relatives au compte bancaire bénéficiaire

*Account Name*: nom du bénéficiaire

*Account / Confirm account*: sans espace et sans caractères spéciaux.

*Account type*: compte à vue (appellation belge) – “compte courant” (appellation française)

– “checking” en anglais

*Swift code*: BIC code

Si vous avez un compte bancaire américain ou canadien, choisissez ABA routing number au lieu de “swift code”.

*IBAN Account / Confirm IBAN account* : XX0000000000000000

*Adresse – ville – Etat – code postal – region*: de votre banque.

→ Ok

→ “Enregistrer” à l’écran suivant.

Pour envoyer votre facture via Ariba, suivez la procedure ici.

# Thank You

More info?

[www.proximus.com/suppliers/ariba](http://www.proximus.com/suppliers/ariba)

