

Hoe configureer  
ik mijn Ariba  
Account?



SAP Ariba Network Standard Account Upgrade TEST MODE

What is your primary business role in your company? **1** Selecting 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

→ Ga naar [supplier.ariba.com](https://supplier.ariba.com) – Vul uw login en paswoord in

- 1** 1. Kies de afdeling waar u werkt
- 2** 2. Klik op “Continue to the Ariba Network”

→ Deze stap kan aan het begin of aan het einde van de registratie verschijnen



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

## 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 >
- Business cases >
- Luggage >
- Business cases >
- No Items

My Selections (1)

Business cases [View](#)

4. Product and Service Categories: Geef een sleutelwoord in of klik op "browse"  
5. Ship-to or Service location: Geef een sleutelwoord in of klik op "browse"  
6. Klik altijd op "SAVE"

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

- My Account
- Link User IDs
- Contact Administrator
- Supplier Enablement ...**
- ANID: AN0000000000000000
- Company Profile** **8**
- Settings
- Logout

**Save** **14** Close

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”: Dit is het adres dat Ariba Network zal weergeven wanneer uw factuur wordt ingediend en voor ons zichtbaar is. Dit is het adres van de ontvanger.

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 #:

Account Type:

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  
→ Beneficiary bank

Account Name: naam begunstigde

Account / Confirm account: geen spatie/speciale tekens

Account type: zichtrekening

Swift code: BIC code

Als u een Amerikaanse of Canadese bankrekening heeft, selecteer dan ABA routing nummer i.p.v. “Swift code”

IBAN Account/ Confirm IBAN account : XX0000000000000000

Address – City – State- Postal code – Country: Van uw bank

→Ok

→Klik op “Save” (in het volgende scherm)



Volg hier de procedure om te beginnen met factureren via Ariba.

# Thank You

More info?

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

