

# How to configure my Ariba 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](https://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

The screenshot shows the SAP Ariba Network 'Company Profile' page. The top navigation bar includes 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. The page title is 'Company Profile'. Below the title are tabs for 'Basic (3)', 'Business (9)', 'Marketing (3)', 'Contacts', 'Certifications (1)', 'Customer Requested', and 'Additional Documents'. The 'Business' tab is selected and highlighted with a red box and a red circle containing the number 9.

The 'Financial Information' section contains several fields:
 

- 'Supplier Legal Form:' with a dropdown menu showing 'Corporation' (selected), 'Sole Proprietorship', 'Non-Profit Organization', and 'Partnership'. A red box and red circle with the number 10 highlight the dropdown.
- 'Penalty Information:' with an empty input field.
- 'Supplier Company Capital:' with an empty input field.
- 'Discount Information:' with an empty input field.
- 'Commercial Identifier:' with the text 'Fill your VAT number' and a red box and red circle with the number 11.

The 'Tax Information' section contains:
 

- 'Tax Classification:' with a dropdown menu showing '(no value)'.
- 'Taxation Type:' with a dropdown menu showing '(no value)'.
- 'Tax ID:' with an empty input field and a note 'Do not enter dashes'.
- 'State Tax ID:' with an empty input field and a note 'Do not enter dashes'.
- 'Regional Tax ID:' with an empty input field and a note 'Do not enter dashes'.
- 'Vat ID:' with the text 'Fill your VAT number' and a red box and red circle with the number 12.
- 'VAT Registered:' with a checked checkbox and a red box and red circle with the number 13.

On the right side, there is a user menu with options: 'My Account', 'Link User IDs', 'Contact Administrator', 'Supplier Enablement ...', 'Company Profile' (highlighted with a red box and red circle with the number 8), 'Settings', and 'Logout'. At the top right of the page, there are icons for help (?) and user initials 'SZ' (highlighted with a red box and red circle with the number 7).

At the bottom right, there are two buttons: 'Save' (highlighted with a red box and red circle with the number 14) and '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 ⓘ

! 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:

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)



To start invoicing via Ariba, please follow the procedure here.

# Thank You

More info?

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

