How to configure my Ariba Account?

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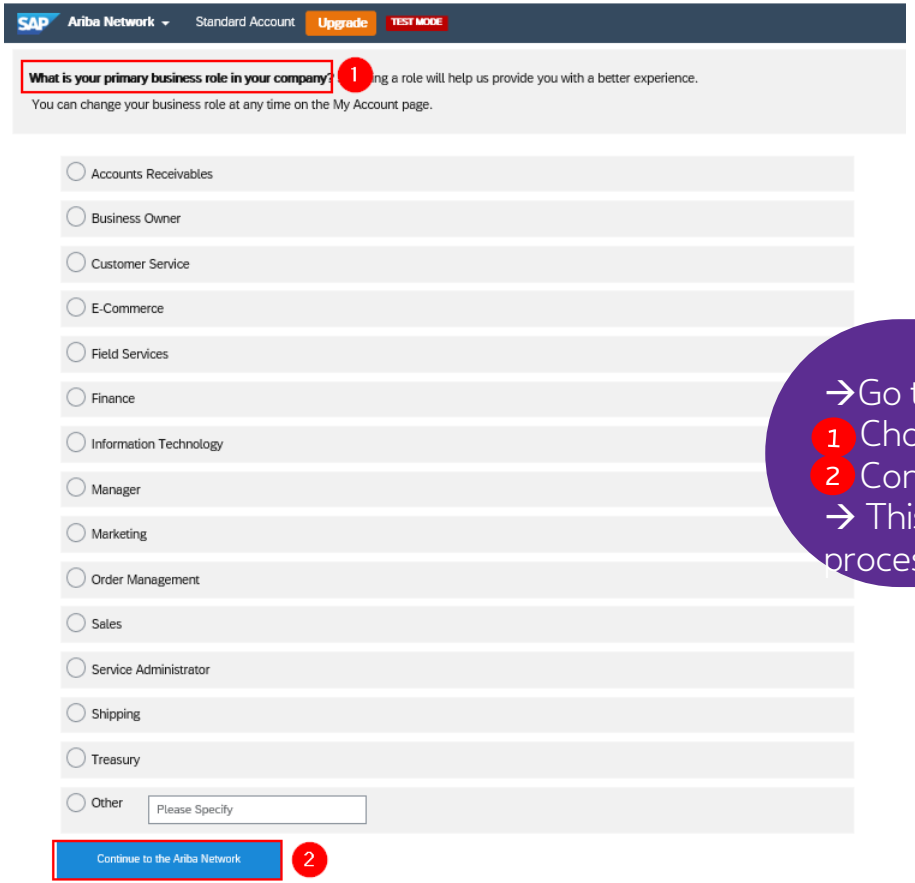
a. Company details



→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 lat 3

Yes, proceed

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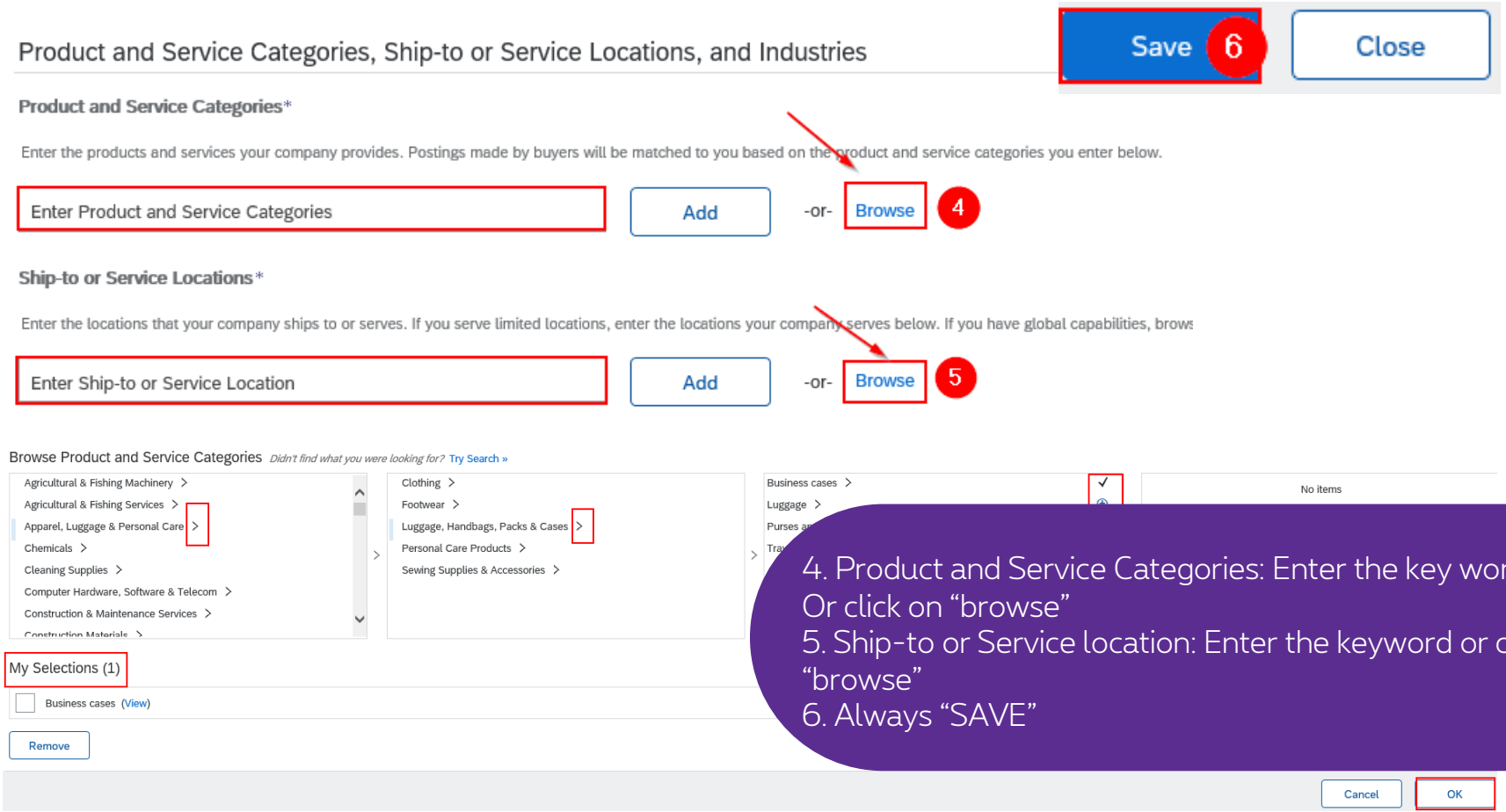
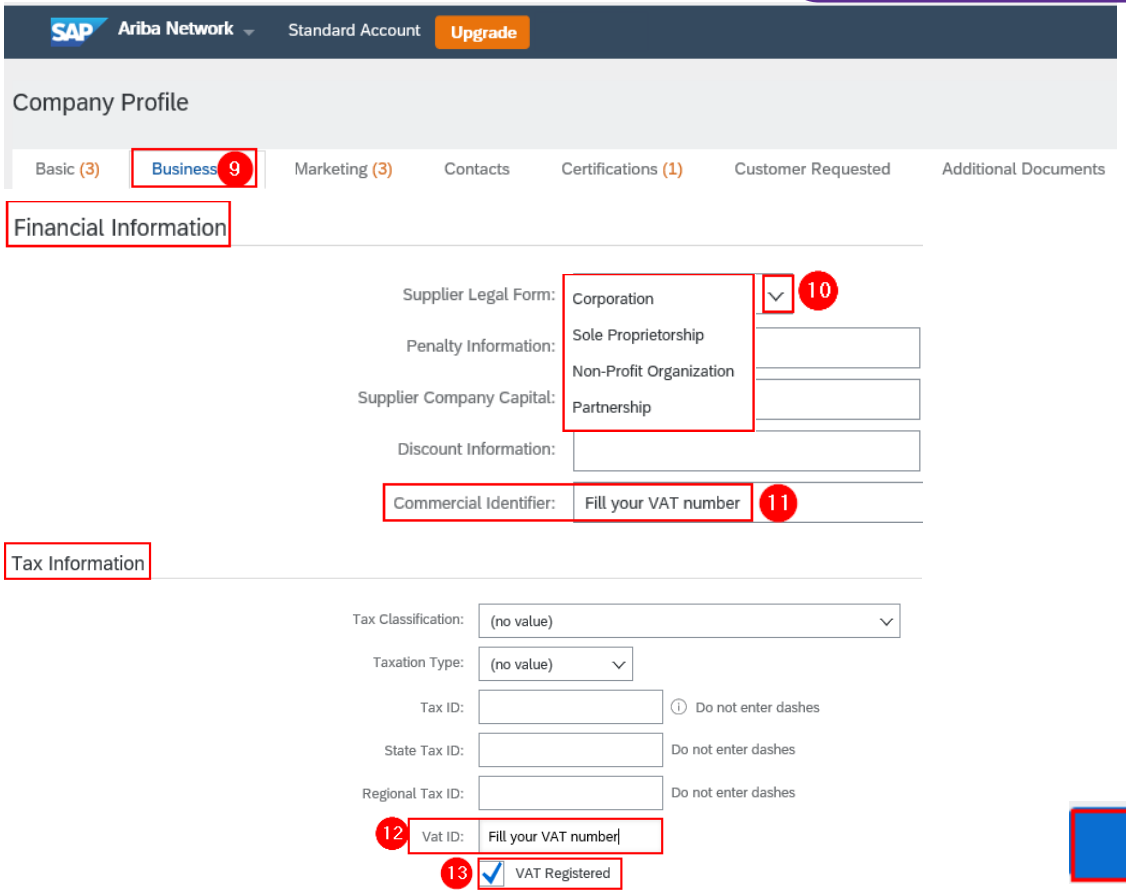
a. Company details

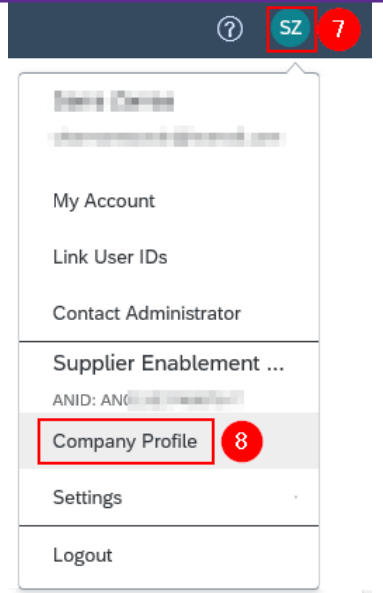


4. Product and Service Categories: Enter the key word
Or click on “browse”
5. Ship-to or Service location: Enter the keyword or click on “browse”
6. Always “SAVE”

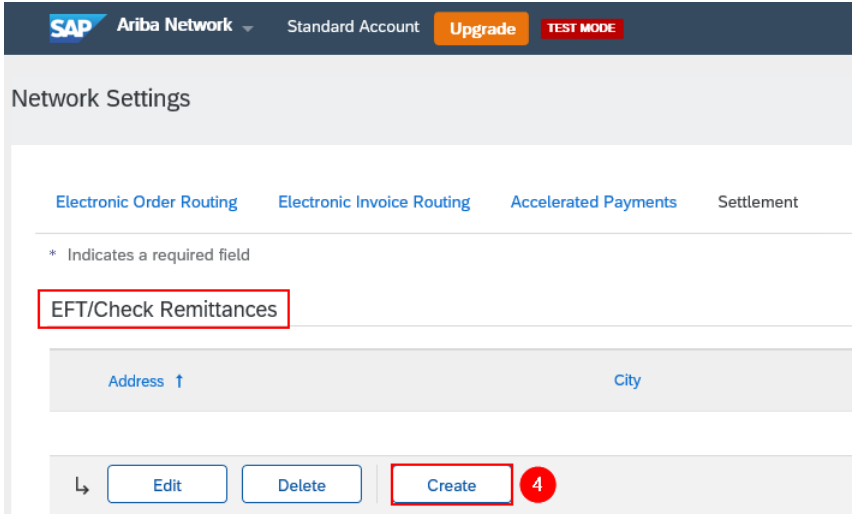
a. Company details

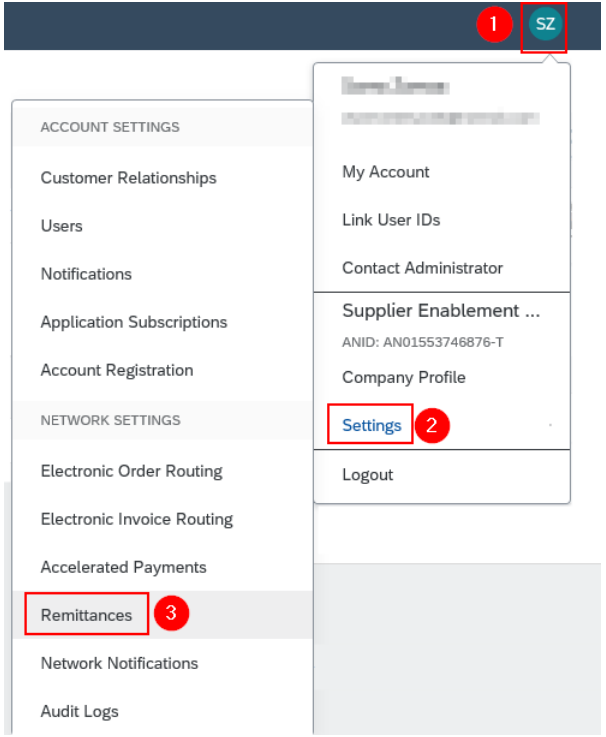
Follow the steps 7 → 14 to complete the configuration.





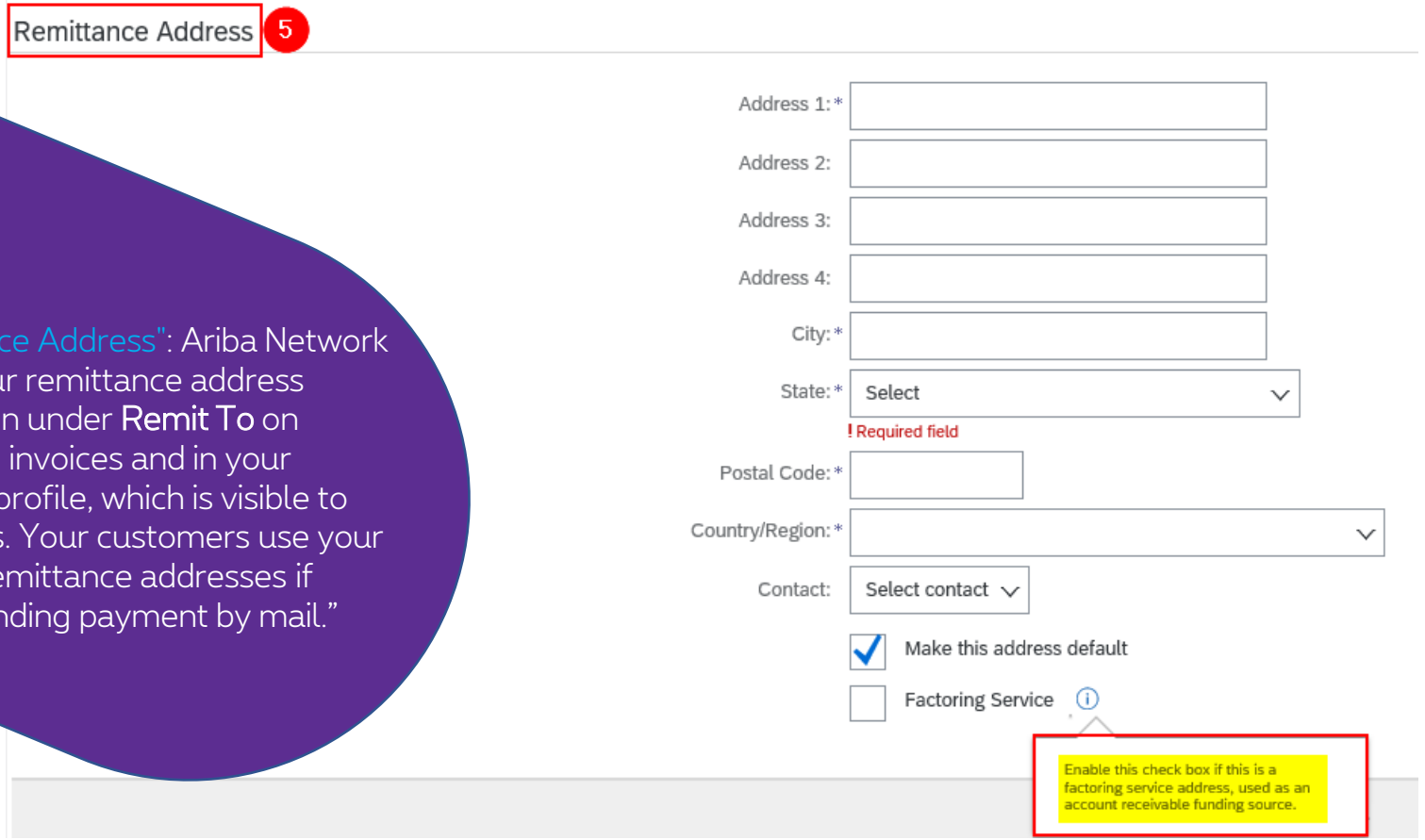
b. Add your bank account





b. Add your bank account

"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."



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

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