

1.2. Configure your 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

Continue to the Ariba Network **2**

→ Go to supplier.ariba.com – Enter your login and Password

1 Select your business role in your company.
2 Continue to the Ariba Network.

→ You can have this screen at the beginning or at the end.



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

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 >

Business cases >

Luggage >

Purses and handbags and bags >

Travel kits and accessories >

✓

+

+

+

No items

My Selections (1)

Business cases [\(View\)](#)

Remove

- ❖ Good to know
 - click on ">" until you're on the sub category.
 - click on "+" to select
 - click on "ok"
- ❖ Follow the same steps for the location.
- ❖ 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: **11**

Tax Information

Tax Classification:

Taxation Type:

Tax ID: ⓘ Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

12 Vat ID:

13 VAT Registered

- My Account
- Link User IDs
- Contact Administrator
- Supplier Enablement ...
- Company Profile (8)**
- Settings
- Logout

Save (14) Close