

# **AIR FRANCE KLM**

Supplier Standard User-account manual for Ariba SAP Business Network

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# Work instructions Creating a standard account on the Ariba Network

## 1 Purpose of this Document

This document is intended for suppliers who have a business relationship with KLM and use a **Standard account** of the Ariba network. The Ariba Network is an online communication platform used by KLM and suppliers to exchange electronic documents such as purchase orders, order confirmations and invoices. The standard account is an alternative to the full-use and paid version Ariba Network account. The limitations in functionality that come with a standard account can be removed by choosing a full use account on the Ariba Network.

Note that creating a Standard account on the Ariba Network (step 2 of this tutorial) and configuring your Default account (step 3 of this tutorial) **only needs to be done once**. If you would like to make changes to your account, you can do so through your Business Settings in Ariba.

### **IMPORTANT**

For the most user-friendly experience, we recommend that you work with your Ariba Account via **Edge, Chrome or Firefox** (not Internet Explorer).

## *What should you do if your company already has an Ariba account?*

If your company already has an account on the Ariba Network and you would like to use this account to work with KLM, please email your Ariba Network ID (ANID) to KLM. You can reach us at the following email address: [Rainier.Bravenboer@klm.com](mailto:Rainier.Bravenboer@klm.com).

## 2 Creating a Standard account on the Ariba Network

Step 1. Go to [www.supplier.ariba.com](http://www.supplier.ariba.com) and click on « Register now » at the bottom of the page.

### Supplier sign-in


Next

[Forgot username](#)

---

**New to SAP Business Network?**  
[Register Now](#) or [Learn more](#)


### Now available: SAP Business Network, promote subscription



Learn More

Get discovered by new customers and grow your business with this add-on subscription.

Supported browsers and plugins

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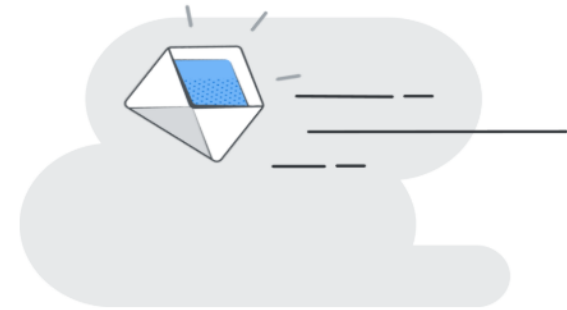
[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

## Please provide your email address

To register for SAP Business Network, enter your email below.

☐ User consents to store this email ID

Continue

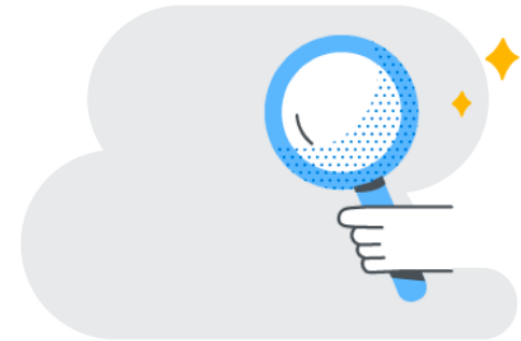


Fill in your email address and select User consents to store this email ID and click on Continue

## Enter your One Time Password

Insert password below. Your password **expires in 30 minutes**.

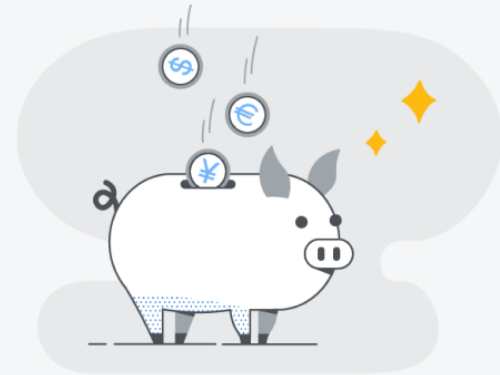
Continue



You can fill in the password that you receive in your email.

## Update your company profile

You must provide your products and service categories and ship-to or service locations so that you can be discovered by customers searching for companies like yours.

[Update](#)[Log out](#)

Click on Update

### Step 3. Update your Product and service information.

## Edit Product and Service Information

Save


Cancel

Product and Service Categories

Ship-to or Service Location

Industries Served

Add at least one category.



You don't have a category selected

Add categories to your profile so that customers can find you quickly and accurately.

+ Add Category

Select **Product and Service Categories** and click on + Add Category, select your Category and click on Save

## Edit Product and Service Information

Save

Cancel

✖ Please correct any errors before continuing

Product and Service Categories

Ship-to or Service Location<sup>1</sup>

Industries Served

✖ Add at least one location.



You don't have a service location selected

Add locations to your profile so that customers can find you quickly and accurately.

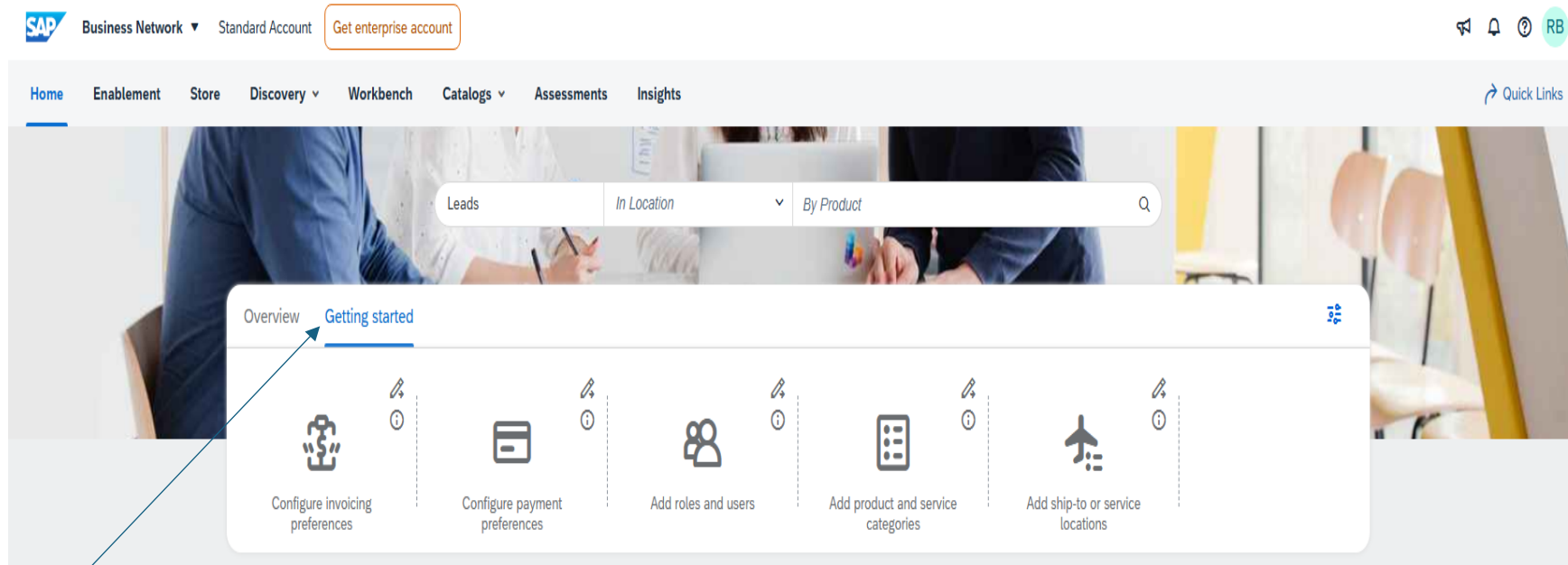
+ Add Locations

Select **Ship-to or Service Location** and click on + Add location, select your location and click on Save

Click on Home



## Step 1. Select getting started



Select Getting started:

Click on Configure invoicing preferences

- By Electronic Order Routing fill in all required fields and press Save
- By Electronic invoice Routing fill in all required fields and select Yes by **Do you provide invoices to customers through SAP Business Network?** and press Save
- Select Tab **Tax Invoicing and Archiving** and fill in your Tax information and press Save.


### Step 3. Fill in the required fields under "Company information".

Select tab **Home** and Click on **Complete profile**.

The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes the SAP logo, 'Business Network', 'Standard Account', and a 'Get enterprise account' button. The 'Home' tab is selected in the main navigation menu. Below the navigation bar is a search bar with filters for 'Leads', 'In Location', and 'By Product'. The 'Getting started' section features five task cards: 'Configure invoicing preferences', 'Configure payment preferences', 'Add roles and users', 'Add product and service categories', and 'Add ship-to or service locations'. The 'My widgets' section contains three widgets: 'Profile Views' (a line chart showing 0.0 views for the last 3 months), 'Company profile' (a donut chart showing 35% completion with a 'Complete profile' button), and 'Shipment tracking' (a form for a purchase order number and a world map).

## Company Profile

Support humanitarian aid  Options

 Your company organization structure is now visible on public profile. Review and update profile visibility settings [here](#).



### Overview

#### Credentials

Certifications

Sustainability Ratings

#### Organization Structure

Additional Entities


Country Configuration

Business Information

Contacts

Customer Requested

Additional Documents

 Unlock our data-backed suggestions to improve your business.

Purchase SAP Business Network, promote subscription to unlock new business opportunities. [Add promote](#)

## klm-TEST

Network Catalog • ANID: AN11232451104 • DUNS: -

[About This Profile](#)


 Employees

-

 Founded

-

 Company Aliases

 Business Type

-


 Revenue

-

 Address  
Zuid-Holland, Netherlands  
[View Details](#)

 Legal Form

-

 Stock Symbol

-

### Product and Service Categories

▪ Transportation storage service

### Ship-to or Service Location

▪ Rotterdam

### Industries Served

Select the Industries you serve here.

### Credentials

Certifications

Click the pencil icon to add the certificate to showcase your business traits and strengths.

Click on the pencils and you can fill in all the fields.

#### 4 How to prevent your account from upgrading from a free (standard) to a paid (enterprise) account?

It is important to note that **using a standard account on the Ariba Network is free and** will not incur any fees when using the Ariba Network. To make sure this doesn't change in the future, please **NOTE NOT to upgrade your standard account** to an enterprise account.

Never click on the orange Upgrade button at the top of your home page.

