



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

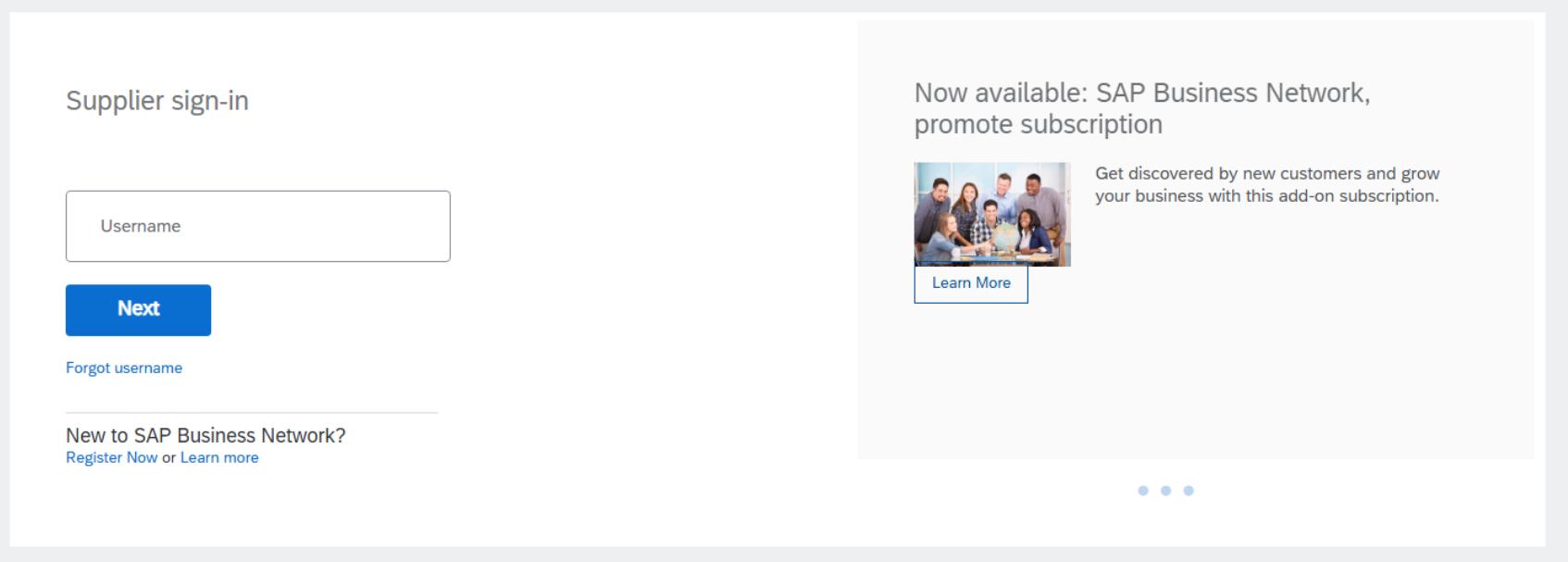
For the most user-friendly experience, we recommend that you work with your Ariba Account via **Edge, Chrome or Firefox (not Internet Explorer)**.

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.

2 Creating a Standard account on the Ariba Network

Step 1. Go to www.supplier.ariba.com and click on « Register now » at the bottom of the page.



The screenshot shows the SAP Business Network supplier sign-in page. On the left, there is a 'Supplier sign-in' section with a 'Username' input field and a 'Next' button. Below the input field is a 'Forgot username?' link. On the right, there is a promotional section for the SAP Business Network, featuring a photo of a diverse group of people and text encouraging users to promote their subscription. At the bottom of the page, there are links for 'Supported browsers and plugins', the SAP logo, and copyright information, along with links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Supplier sign-in

Username

Next

Forgot username?

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

Now available: SAP Business Network,
promote subscription

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

Learn More

Supported browsers and plugins

SAP © 2022 SAP SE or an SAP affiliate company. All rights reserved.

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

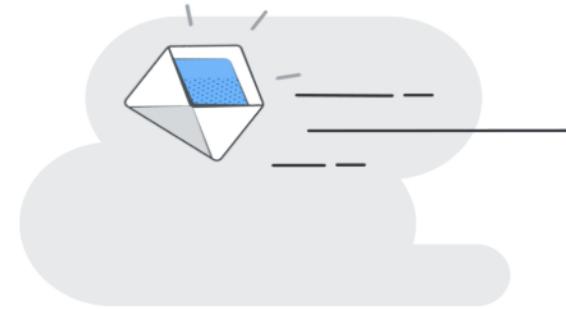
Please provide your email address

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

Email address

User consents to store this email ID

Continue

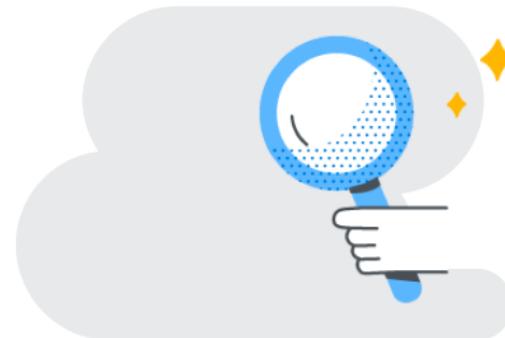


Fill in your email address and select User consents to store this email ID and click on Continue

Enter your One Time Password

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

Continue



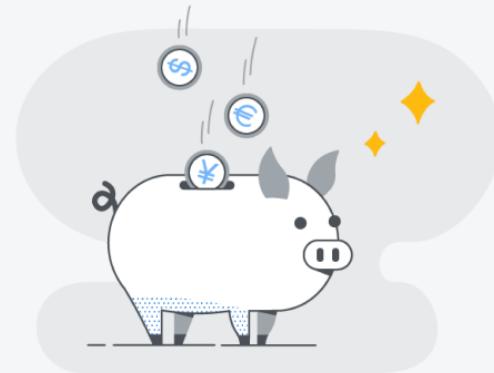
You can fill in the password that you receive in your email.

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

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  1

Industries Served

 Add at least one location.



You don't have a service location selected

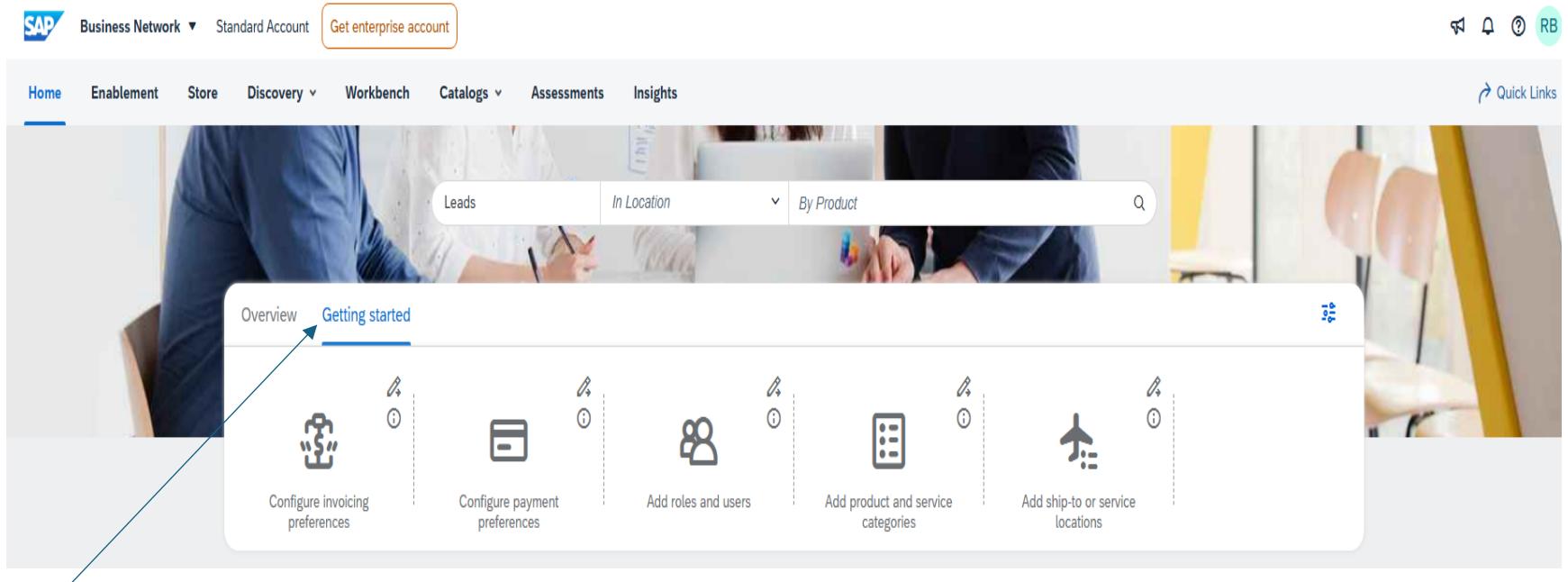
Add locations to your profile so that customers can find
you quickly and accurately.

 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



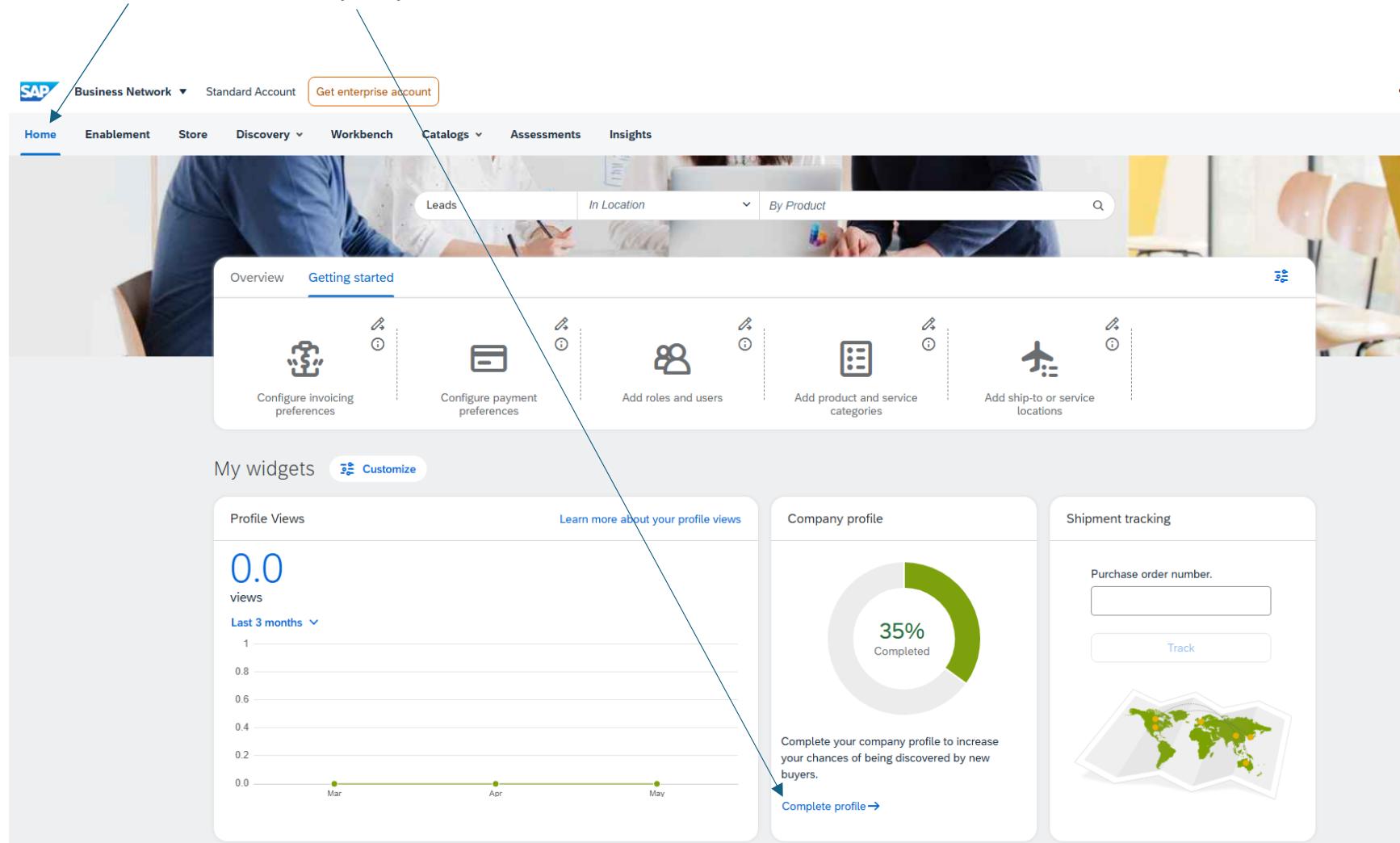
Select Getting started:

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 shows the SAP Business Network Home page. At the top, there is a navigation bar with tabs: Home, Enablement, Store, Discovery, Workbench, Catalogs, Assessments, and Insights. The Home tab is selected. A callout box highlights the 'Get enterprise account' button. Below the navigation bar, there is a search bar with filters for Leads, In Location, and By Product. A large image of people working is in the background. A central callout box is titled 'Getting started' and contains five items: 'Configure invoicing preferences', 'Configure payment preferences', 'Add roles and users', 'Add product and service categories', and 'Add ship-to or service locations'. At the bottom, there are three widgets: 'Profile Views' (0.0 views, Last 3 months), 'Company profile' (35% Completed), and 'Shipment tracking' (Purchase order number input field and 'Track' button). A large callout box on the right side of the page urges users to 'Complete your company profile to increase your chances of being discovered by new buyers' and includes a 'Complete profile' button.

Company Profile

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

klm-TEST
Network Catalog • ANID: AN11232451104 • DUNS: -

About This Profile

 Employees	 Founded	 Company Aliases
 Business Type	 Revenue	 Address
 Legal Form	 Stock Symbol	Zuid-Holland, Netherlands View Details

Product and Service Categories

- Transportation storage service

Ship-to or Service Location

- Rotterdam

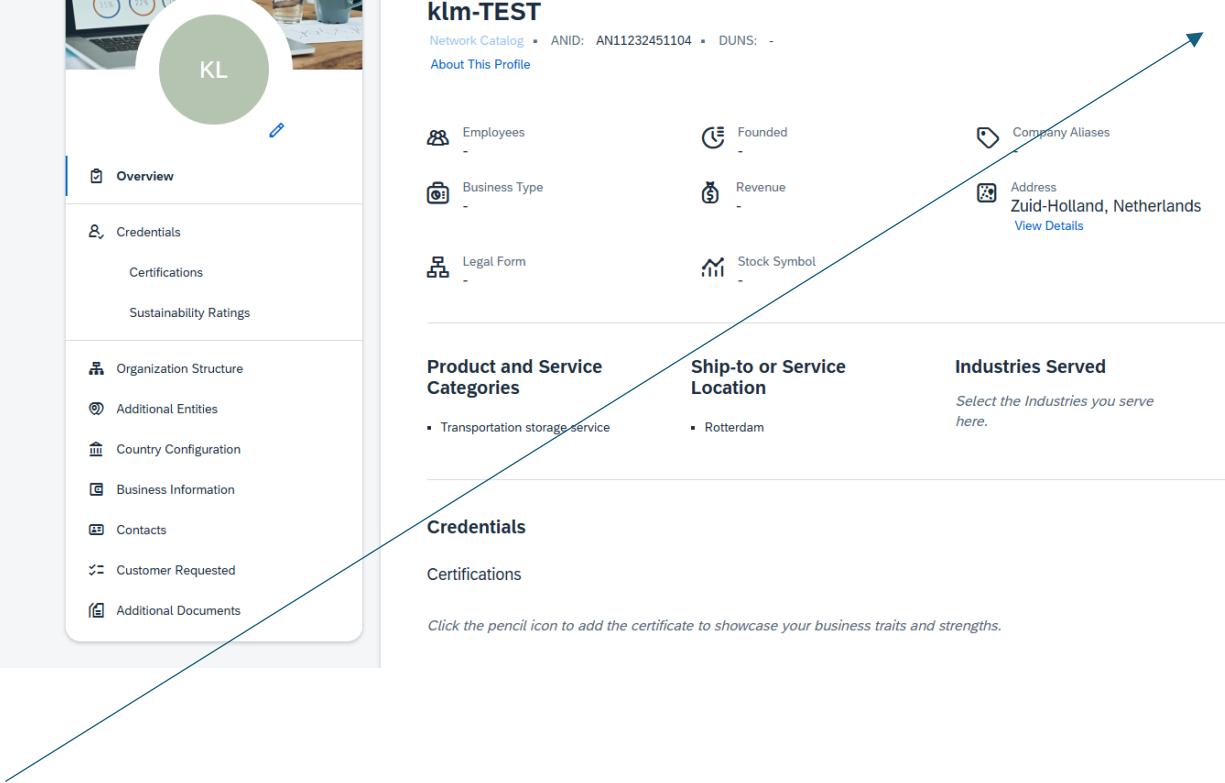
Industries Served

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.

