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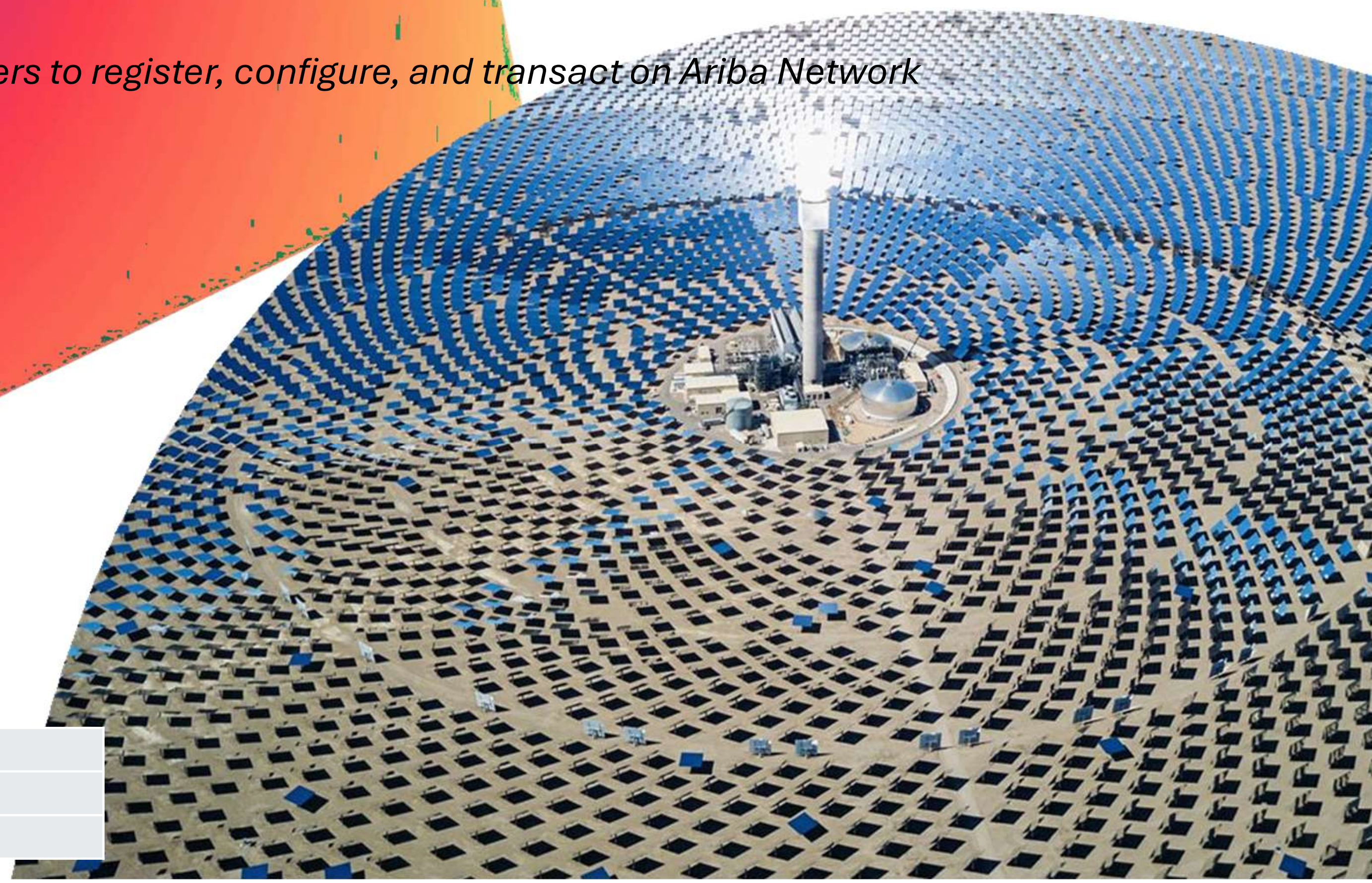
# SAP Ariba Network

## Supplier Onboarding Guide

*Step-by-step instructions for suppliers to register, configure, and transact on Ariba Network*



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|---|---|
| Document | Ariba Network Supplier Onboarding Guide |
| Audience | Suppliers invited to transact via SAP Ariba Network |
| Version | 1.0 — May 2026 |

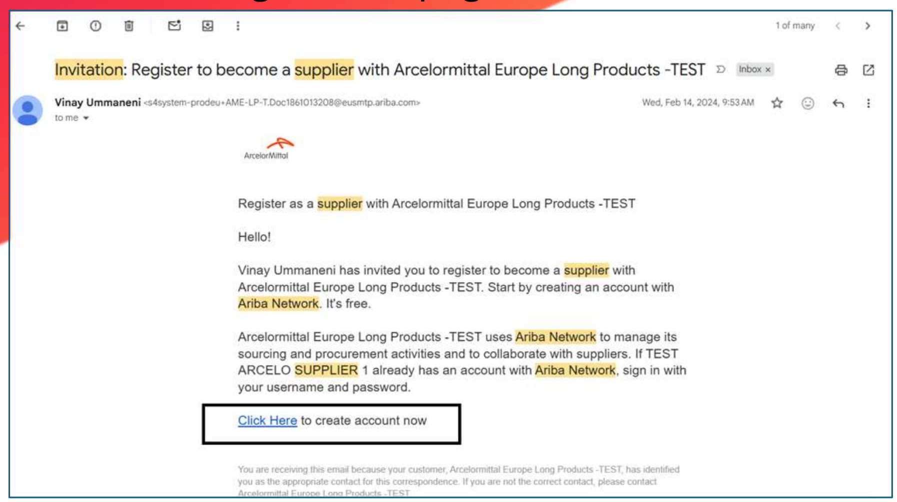
# Phase 1 — Registration & Account Creation

This phase covers how a supplier registers on SAP Ariba Network for the first time, either by accepting a buyer invitation or creating a new account.

## Step 1.1 — Accept the Trading Relationship Invitation

Your buyer will send an email invitation to join the Ariba Network. The email subject will read:
*"[Buyer Name] has invited you to join SAP Ariba Network„*

- Open the invitation email from your buyer
- Click the Click Here button or the registration link provided
- You will be redirected to the Ariba Network registration page

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💡 Tip: Check your spam or junk folder if you do not receive the invitation within 24 hours of it being sent by your buyer.

## Step 1.2 — Create a New Account or Sign In

On the Ariba Network landing page, choose the appropriate option:

- New supplier: Click Register Now and proceed with the registration form
- Existing account: Click Log In and link your existing account to the buyer's invitation

⚠ Important: Do not create a duplicate account if your company is already registered on Ariba Network. Always search for your existing account first to avoid billing issues.

## Step 1.3 — Complete the Registration Form

Fill in all required fields on the registration form:

- Company legal name and registered address
- Country of operation
- Administrator first name, last name, and email address
- Username and password
- Company tax ID or VAT registration number (if applicable)
- DUNS number (optional but recommended for faster verification)

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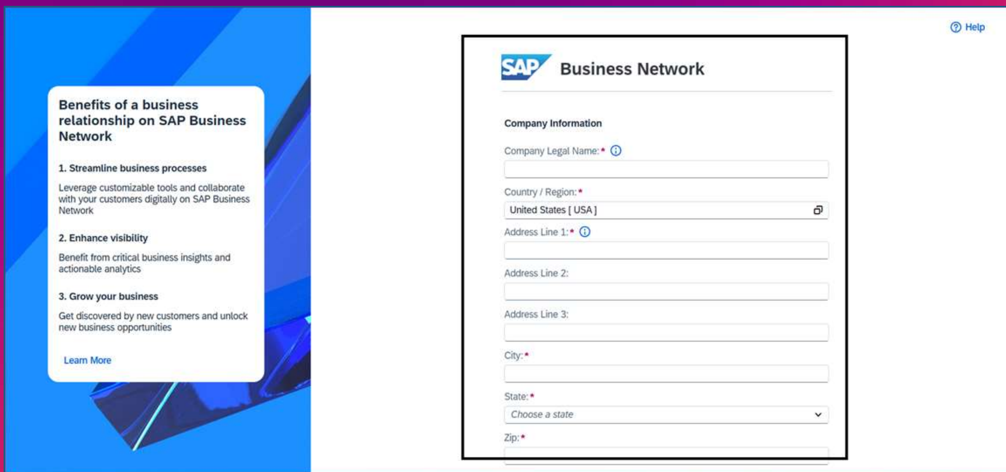


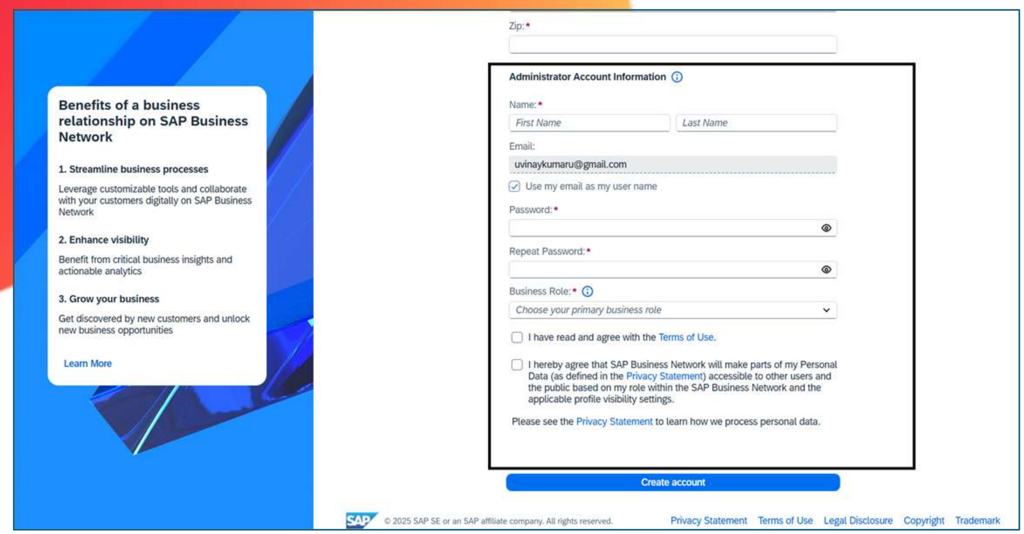


💡 Tip: Use a shared team mailbox (e.g. ariba@yourcompany.com) as the administrator email to avoid access issues if an individual leaves the organization.

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# Phase 2 — Profile & Company Setup

Once your account is created, complete your company profile to improve visibility to buyers and ensure smooth transactions.

## Step 2.1 — Complete Your Company Profile

Navigate to Company Settings > Company Profile and provide the following information:

- Company logo and a brief company description
- Business categories and commodity codes (UNSPSC codes)
- Industries served and geographic regions of operation
- Annual revenue range and number of employees

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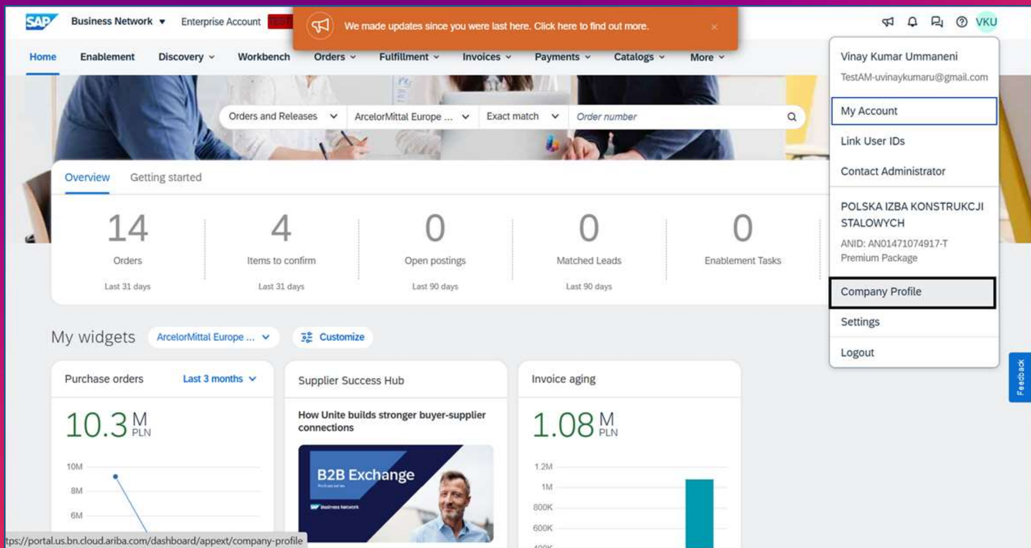


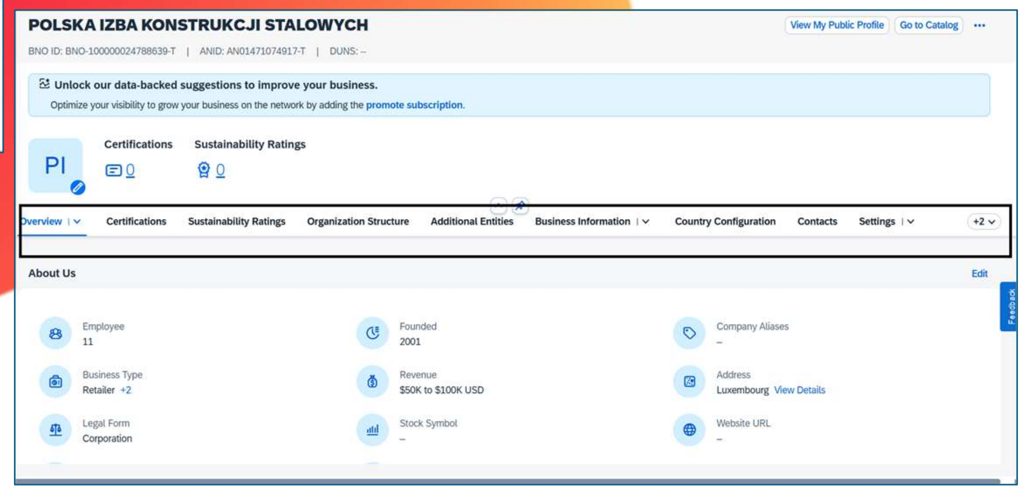


💡 **Tip:** A fully completed profile increases your chances of being discovered by additional buyers on the Ariba Network.

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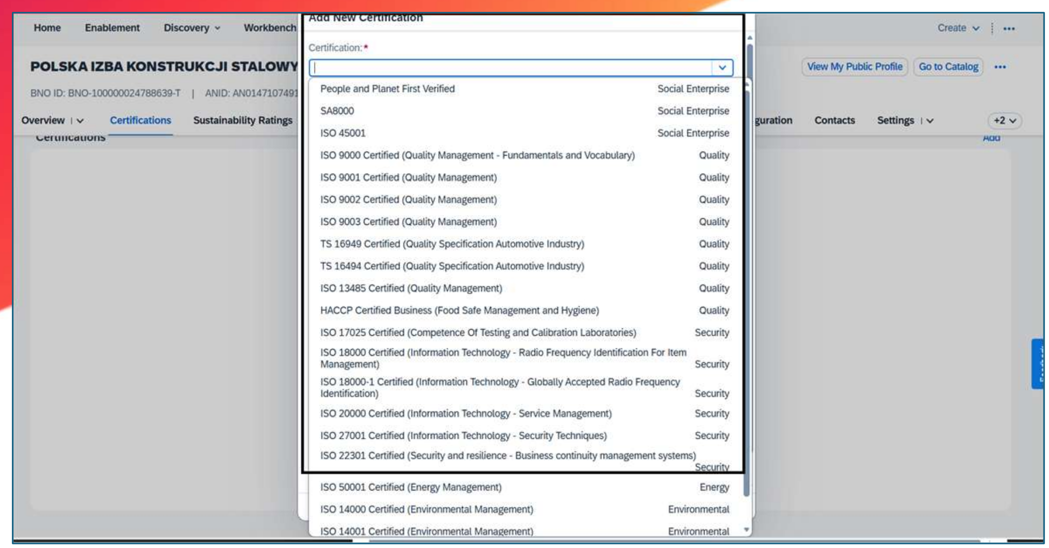
## Step 2.2 — Upload Certifications & Documents

Navigate to Company Settings > Certificates and upload all relevant documents:

- ISO 9001, ISO 14001, or other quality certifications
- Diversity certifications (WBE, MBE, SDVOSB, etc.)
- Insurance certificates and liability cover
- W-9 or tax forms (for US-based suppliers)

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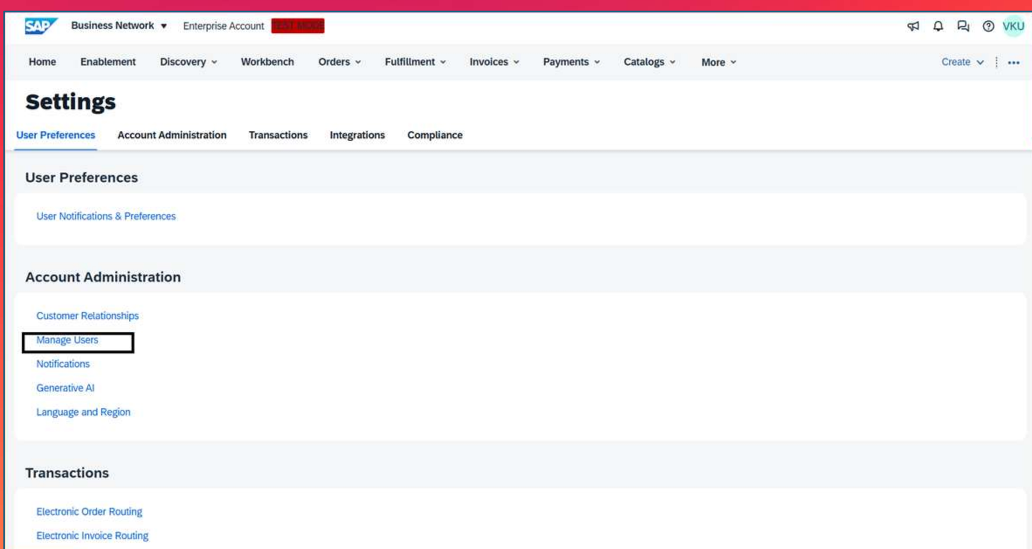
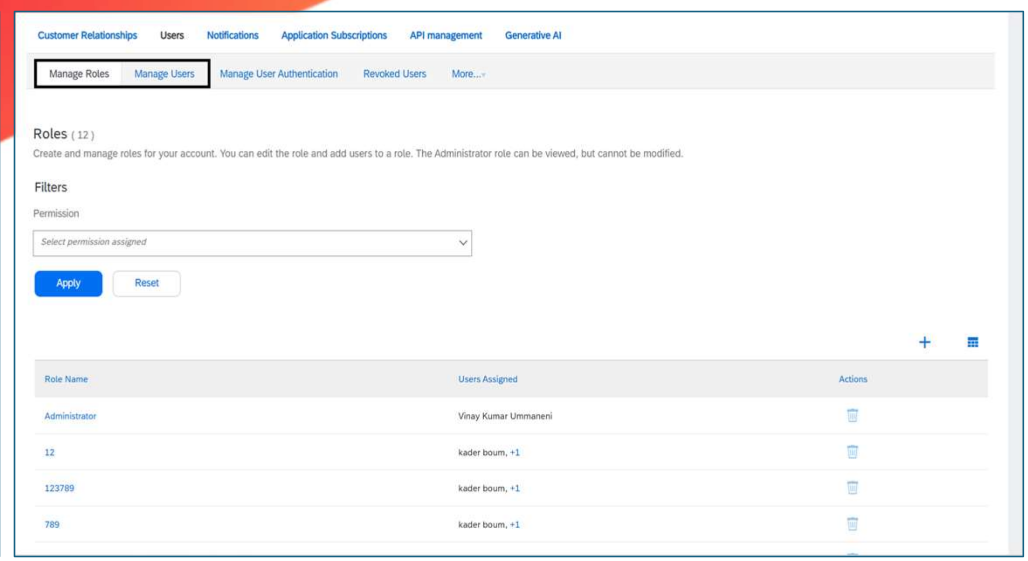
# Step 2.3 — Add Users & Assign Roles

Navigate to Company Settings > Users to add team members and assign appropriate roles:

- Administrator — full access to all settings and transactions
- Invoice User — can create, submit, and manage invoices
- Order Manager — can view and acknowledge purchase orders



# Phase 3 — Remittance & Banking Details

Configure your payment and tax details so that invoices are processed and payments are made correctly.

## Step 3.1 — Configure Remittance Address

Navigate to Company Settings > Remittance Addresses and enter your banking information:

- Bank name and full bank address
- Account number
- Routing number (US), SWIFT/BIC code (international), or IBAN (Europe)
- Currency in which you wish to receive payments
- Preferred payment method: ACH, wire transfer, or cheque

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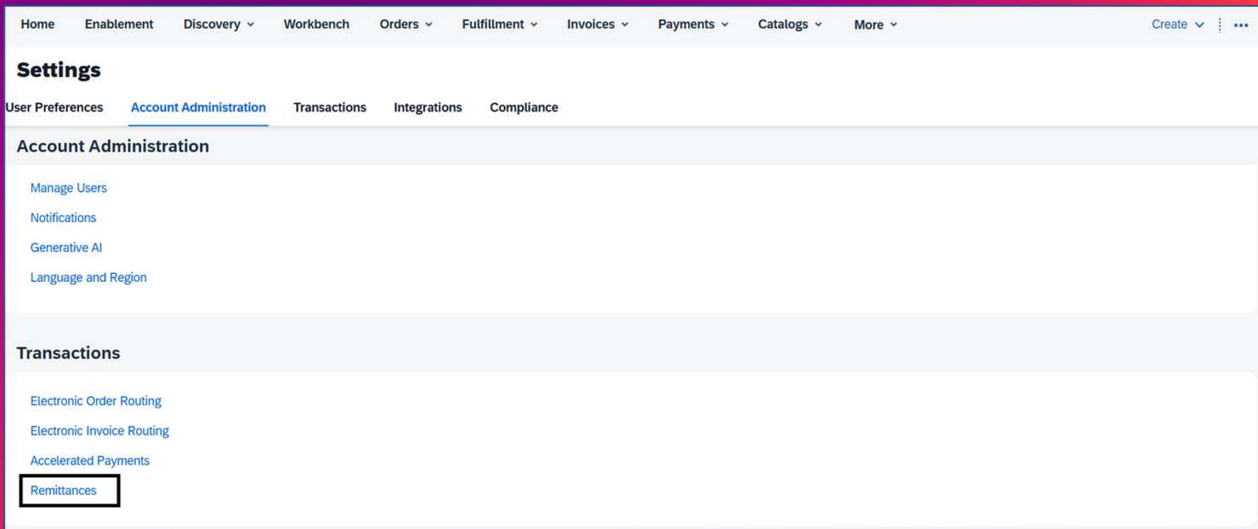


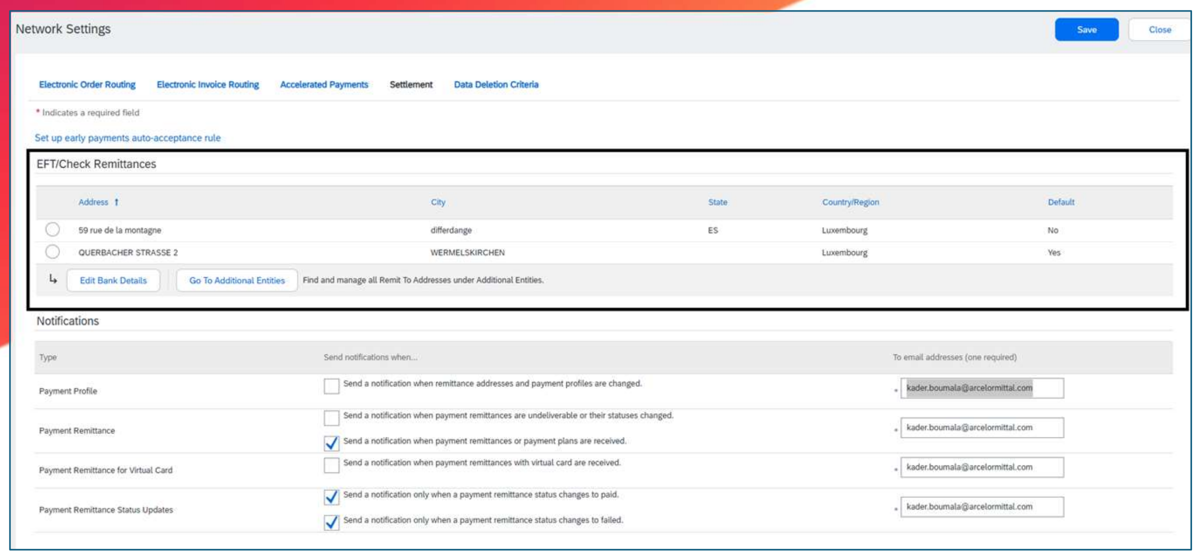


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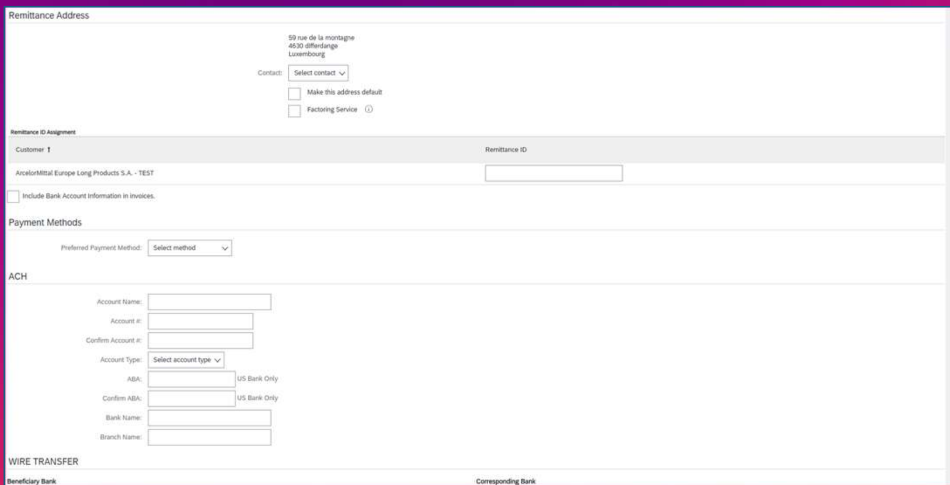


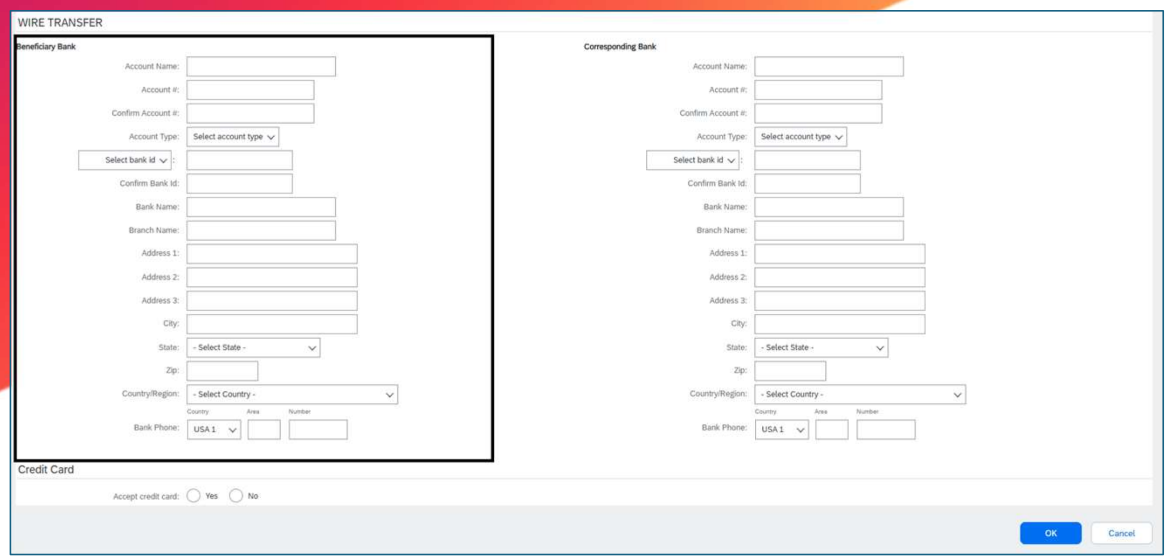


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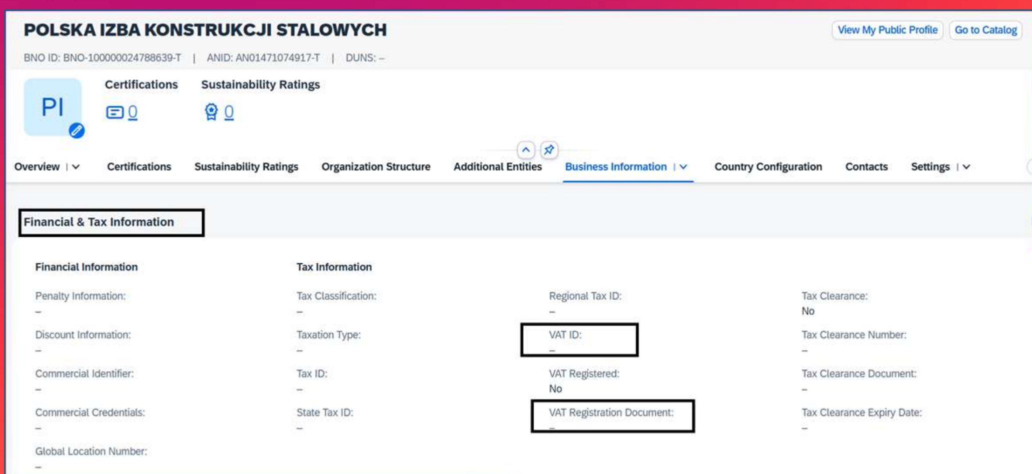
⚠ Important: Incorrect banking details will cause payment delays or failed transactions. Verify all bank details carefully before saving.

## Step 3.2 — Set Up VAT / Tax Information

Navigate to Company Settings > Tax Information and enter:

- VAT registration number
- Company tax ID or business registration number
- Tax country and applicable tax category

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# Phase 4 — Order & Invoice Configuration

Configure how your organisation receives purchase orders and submits invoices through Ariba Network.

## Step 4.1 — Configure Order Routing

Navigate to Company Settings > Electronic Order Routing and select your preferred method:

- Online — view and manage POs directly within the Ariba Network portal (recommended for new suppliers)
- Email — receive PO notification emails with PDF attachments
- cXML — automated system-to-system integration for high-volume suppliers
- EDI — for suppliers already using Electronic Data Interchange

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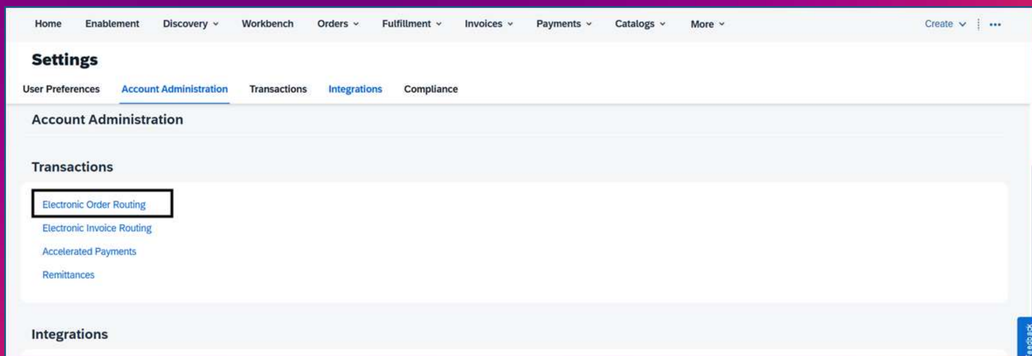


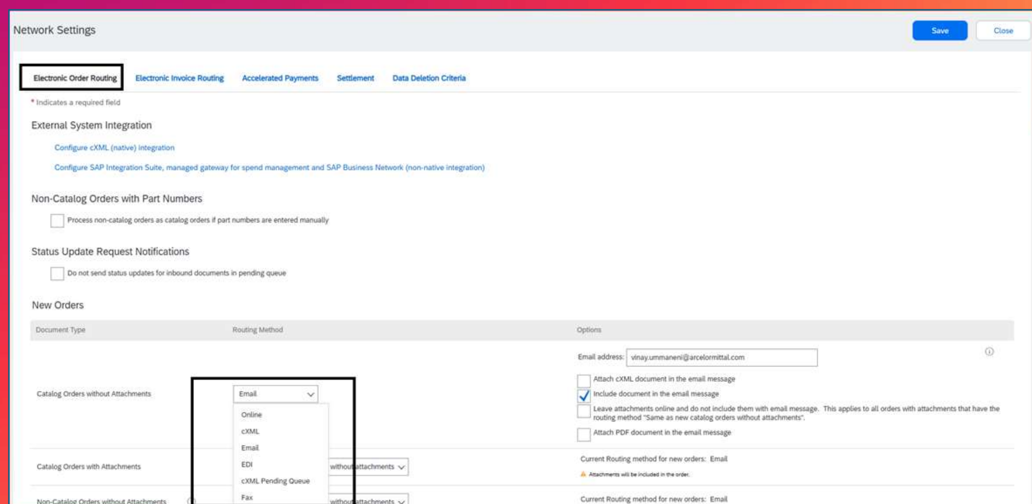


💡 Tip: If you are new to Ariba Network, select Online as your order routing method. You can change this later as your transaction volume grows.

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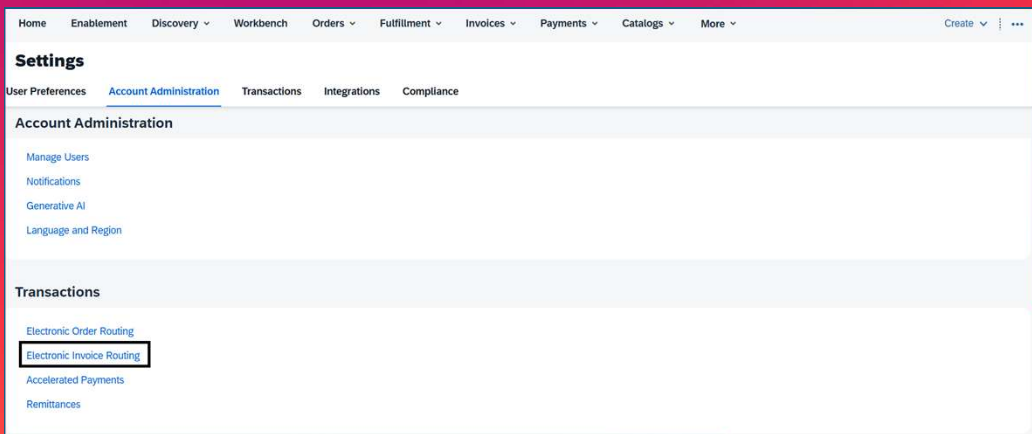
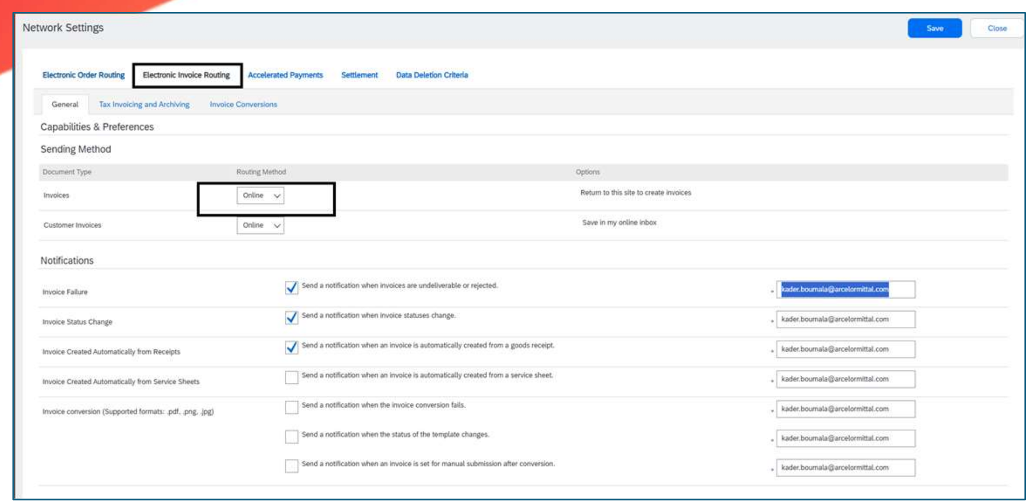
## Step 4.2 — Configure Invoice Routing

Navigate to Company Settings > Electronic Invoice Routing and choose your invoice submission method:

- Online invoice via Ariba portal — recommended for most suppliers
- CSV upload — for suppliers submitting invoices in bulk
- cXML — for automated, high-volume invoice submission



## Phase 5 — Go Live & First Transaction

Once your account is fully configured and the buyer has approved your profile, you are ready to transact.

**Need Help?**

**If you have any questions or face difficulties creating a registration, please contact the Supplier helpdesk team (supplier.helpdesk@arcelormittal.com).**

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