

SAP Ariba Network

Supplier Onboarding Guide

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

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

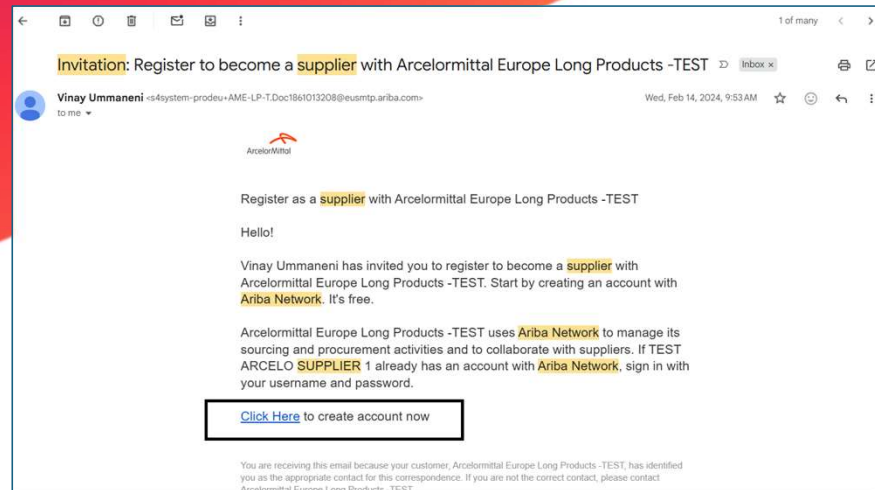
This phase covers how a supplier registers on SAP Ariba Network for the first time, either by accepting a buyer invitation or creating a new account.

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



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



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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)

Benefits of a business relationship on SAP Business Network

- Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- Enhance visibility**
Benefit from critical business insights and actionable analytics
- Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Help

Business Network

Company Information

Company Legal Name: * ?

Country / Region: *
United States [USA] 📍

Address Line 1: * ?

Address Line 2:

Address Line 3:

City: *

State: *
Choose a state ▼

Zip: *

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Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Help

Business Network

Administrator Account Information ?

Name: *
First Name Last Name

Email: *
uvinaykumar@gmail.com

☒ Use my email as my user name

Password: *

Repeat Password: *

Business Role: * ?
Choose your primary business role ▼

☐ I have read and agree with the [Terms of Use](#).

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the Privacy Statement) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

[Create account](#)

💡 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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SAP Business Network Enterprise Account

We made updates since you were last here. Click here to find out more.

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Orders and Releases ArcelorMittal Europe ... Exact match Order number

Overview Getting started

14 Orders Last 31 days

4 Items to confirm Last 31 days

0 Open postings Last 90 days

0 Matched Leads Last 90 days

0 Enablement Tasks

My widgets ArcelorMittal Europe ... Customize

Purchase orders Last 3 months

10.3 M PLN

Supplier Success Hub

How Unite builds stronger buyer-supplier connections

B2B Exchange

Invoice aging

1.08 M PLN

Vinay Kumar Ummaneni
TestAM-uvinaykumar@gmail.com

My Account

Link User IDs

Contact Administrator

POLSKA IZBA KONSTRUKCJI STALOWYCH
ANID: AN01471074917-T
Premium Package

Company Profile

Settings

Logout

https://portal.us.bn.cloud.ariba.com/dashboard/appext/company-profile

POLSKA IZBA KONSTRUKCJI STALOWYCH

BNO ID: BNO-100000024788639-T | ANID: AN01471074917-T | DUNS: --

Unlock our data-backed suggestions to improve your business.
Optimize your visibility to grow your business on the network by adding the [promote subscription](#).

PI Certifications Sustainability Ratings

Overview Certifications Sustainability Ratings Organization Structure Additional Entities Business Information Country Configuration Contacts Settings

About Us

Employee 11

Business Type Retailer +2

Legal Form Corporation

Founded 2001

Revenue \$50K to \$100K USD

Stock Symbol --

Company Aliases --

Address Luxembourg View Details

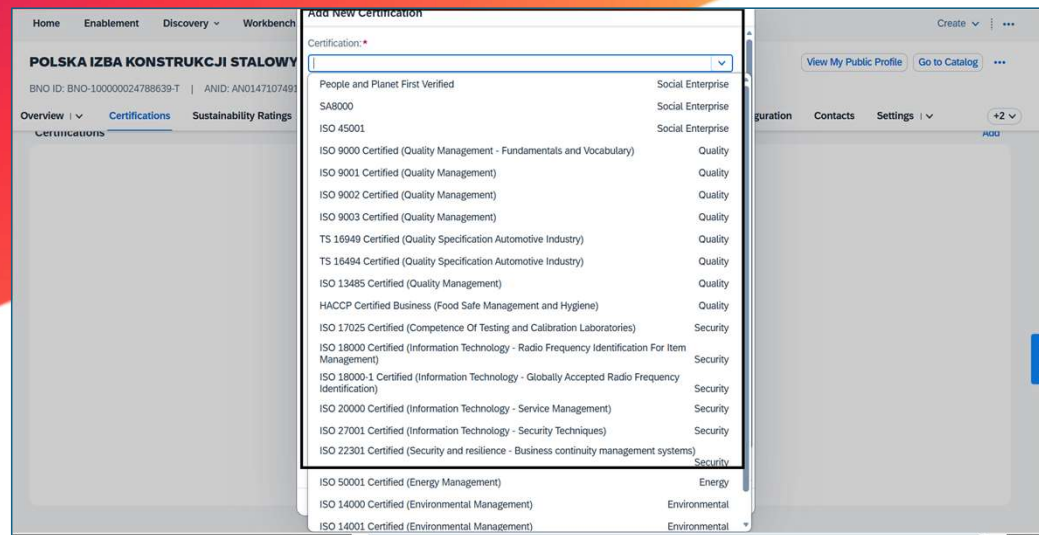
Website URL --

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

Step 2.2 — Upload Certifications & Documents

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

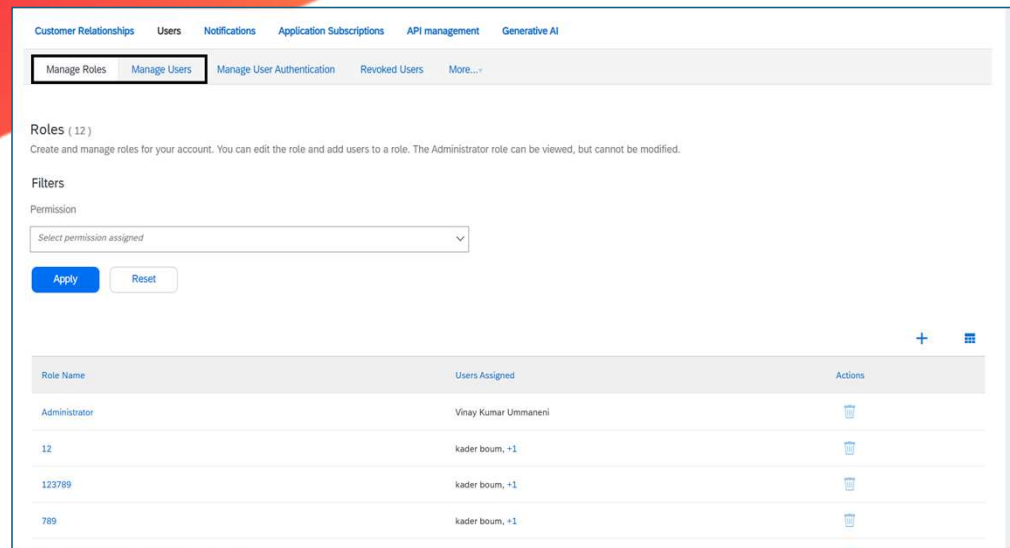
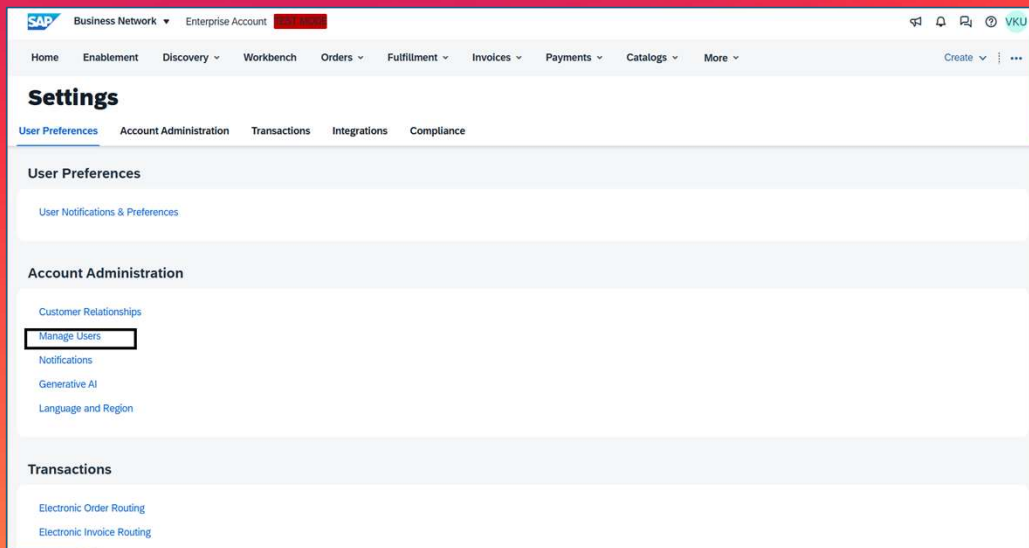
- ISO 9001, ISO 14001, or other quality certifications
- Diversity certifications (WBE, MBE, SDVOSB, etc.)
- Insurance certificates and liability cover
- W-9 or tax forms (for US-based suppliers)



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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HomeEnablementDiscovery ▾WorkbenchOrders ▾Fulfillment ▾Invoices ▾Payments ▾Catalogs ▾More ▾Create ▾⋮

Settings

User PreferencesAccount AdministrationTransactionsIntegrationsCompliance

Account Administration

Manage UsersNotificationsGenerative AILanguage and Region

Transactions

Electronic Order RoutingElectronic Invoice RoutingAccelerated PaymentsRemittances

Network Settings

SaveClose

Electronic Order RoutingElectronic Invoice RoutingAccelerated PaymentsSettlementData Deletion Criteria

* Indicates a required field

Set up early payments auto-acceptance rule

EFT/Check Remittances

Address ↑	City	State	Country/Region	Default
☐ 59 rue de la montagne	differdange	ES	Luxembourg	No
☐ QUERBACHER STRASSE 2	WERMELSKIRCHEN		Luxembourg	Yes

⌵

Edit Bank DetailsGo To Additional EntitiesFind and manage all Remit To Addresses under Additional Entities.

Notifications

Type	Send notifications when...	To email addresses (one required)
Payment Profile	☐ Send a notification when remittance addresses and payment profiles are changed.	+kader.boumalia@arcelormittal.com
Payment Remittance	☐ Send a notification when payment remittances are undeliverable or their statuses changed. ☒ Send a notification when payment remittances or payment plans are received.	+kader.boumalia@arcelormittal.com
Payment Remittance for Virtual Card	☐ Send a notification when payment remittances with virtual card are received.	+kader.boumalia@arcelormittal.com
Payment Remittance Status Updates	☒ Send a notification only when a payment remittance status changes to paid. ☒ Send a notification only when a payment remittance status changes to failed.	+kader.boumalia@arcelormittal.com

Remittance Address

59 rue de la montagne
4620 Differdange
Luxembourg

Contact:

☐ Make this address default

☐ Factoring Service ⓘ

Remittance ID Assignment

Customer: 1 Remittance ID:

ArcelorMittal Europe Long Products S.A. - TEST

☐ Include Bank Account Information in Invoices.

Payment Methods

Preferred Payment Method:

ACH

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

Branch Name:

WIRE TRANSFER

Beneficiary Bank

Corresponding Bank

WIRE TRANSFER

Beneficiary Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id:

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country/Region:

Country: Area: Number:

Bank Phone:

Credit Card

Accept credit card: ☐ Yes ☐ No

OK Cancel

Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id:

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country/Region:

Country: Area: Number:

Bank Phone:

⚠ 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

POLSKA IZBA KONSTRUKCJI STALOWYCH [View My Public Profile](#) [Go to Catalog](#)

BNO ID: BNO-100000024788639-T | ANID: AN01471074917-T | DUNS: -

PI Certifications Sustainability Ratings

Overview | Certifications | Sustainability Ratings | Organization Structure | Additional Entities | **Business Information** | Country Configuration | Contacts | Settings

Financial & Tax Information

Financial Information	Tax Information		
Penalty Information: -	Tax Classification: -	Regional Tax ID: -	Tax Clearance: No
Discount Information: -	Taxation Type: -	VAT ID: -	Tax Clearance Number: -
Commercial Identifier: -	Tax ID: -	VAT Registered: No	Tax Clearance Document: -
Commercial Credentials: -	State Tax ID: -	VAT Registration Document: -	Tax Clearance Expiry Date: -
Global Location Number: -			

Phase 4 — Order & Invoice Configuration

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

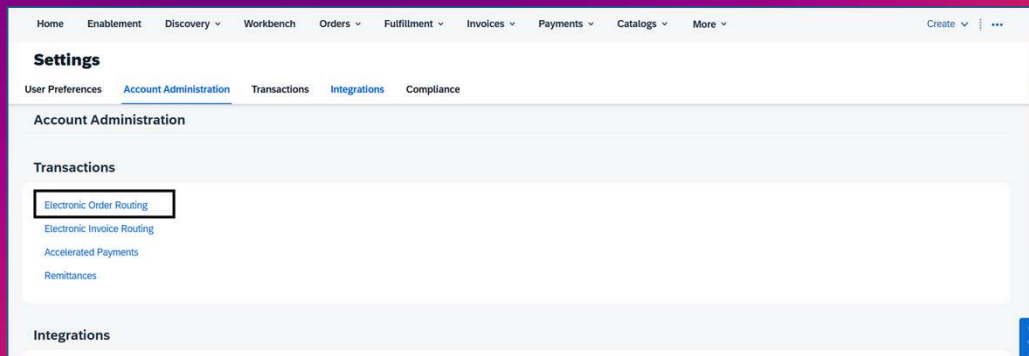
Step 4.1 — Configure Order Routing

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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Network Settings Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

* Indicates a required field

External System Integration

[Configure cXML \(native\) integration](#)
[Configure SAP Integration Suite, managed gateway for spend management and SAP Business Network \(non-native integration\)](#)

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

☐ Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email Online cXML Email EDI cXML Pending Queue Fax without attachments	Email address: vinay.urnmaneni@arcelormittal.com ⓘ ☐ Attach cXML document in the email message ☒ Include document in the email message ☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". ☐ Attach PDF document in the email message Current Routing method for new orders: Email ⚠ Attachments will be included in the order. Current Routing method for new orders: Email
Catalog Orders with Attachments	Email Online cXML Email EDI cXML Pending Queue Fax with attachments	
Non-Catalog Orders without Attachments	Email Online cXML Email EDI cXML Pending Queue Fax without attachments	

💡 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.

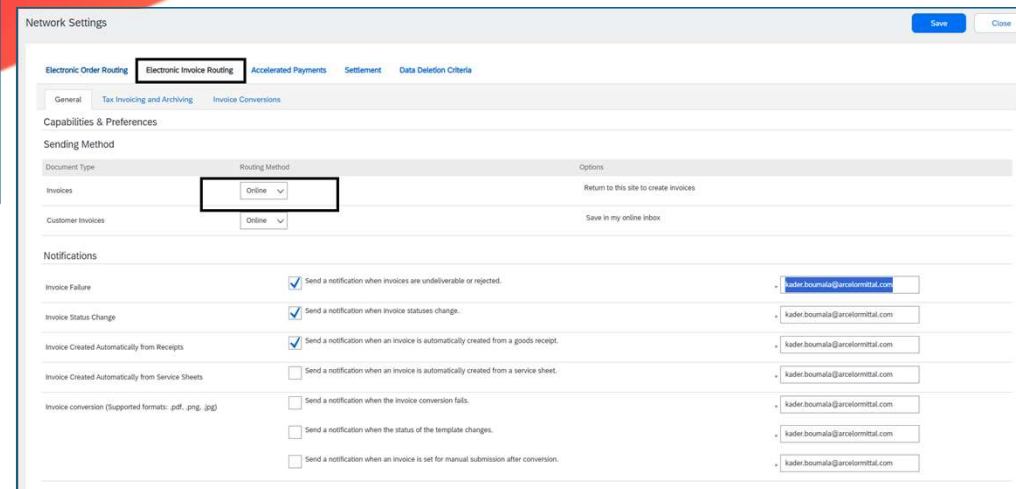
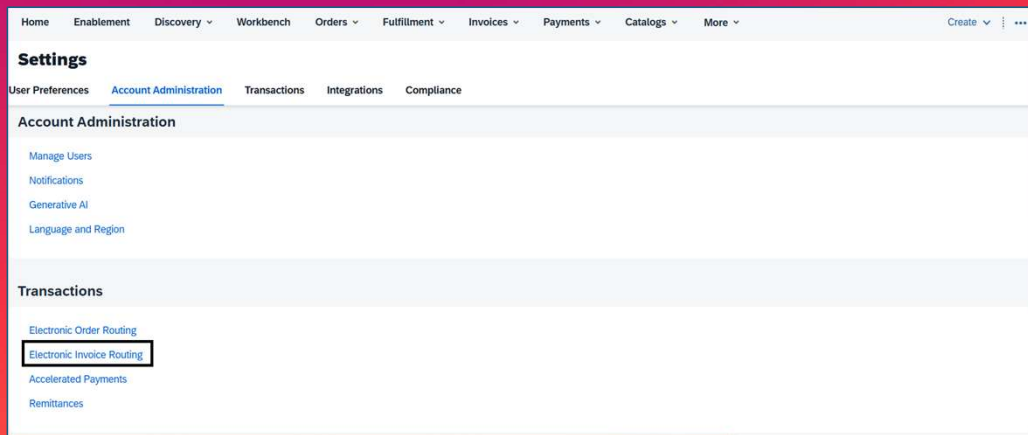


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Step 4.2 — Configure Invoice Routing

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).