

# How to set up your SAP Ariba profile?

## Quick Reference Guide



# Purpose

The Product and Service Categories, Ship-to or Service Locations, and Industries sections of your company profile allow you to provide detailed information about the products or services you offer, the locations you ship to or provide services, and the industries you serve. This information is critical because shippers and solution owners usually discover your company based on the product and service categories and ship-to or service locations.

This quick reference guide explains **in easy Steps** the process. It is required to have a SAP Ariba Business Network account created. If not, please visit the following [link](#). **If you have any questions, you can refer to this manual.**

# Select Company Profile

The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes 'SAP Business Network', 'Standard Account', and a 'Get enterprise account' button. The main navigation menu contains 'Home', 'Enablement', 'Store', 'Discovery', 'Workbench', 'Catalogs', 'Assessments', and 'Insights'. A search bar is visible with 'Leads' selected and 'By Product' as a filter. Below the search bar, there are three metrics: 'Matched Leads' (0), 'Invited Leads' (0), and 'Enablement Tasks' (0), all for the 'Last 90 days'. The 'My widgets' section features a '416% three-year ROI' widget and a 'Profile Views' widget showing '0.0 views' for the 'Last 3 months'. A 'Company profile' widget shows a '40% Completed' progress indicator. A user profile dropdown menu is open in the top right corner, listing options such as 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch to Test Account', 'Company Profile' (highlighted with a red box), 'Service Subscriptions', 'Settings', and 'Logout'. A red circle with the number '1' points to the user profile icon, and a red circle with the number '2' points to the 'Company Profile' menu item.

# Profile editing types

## 1. About us

Include basic company information, such as business type, legal form, year of foundation, address, website, product and service categories, ship-to or service locations, and industries

## 2. Certifications

Include the possibility of attaching certifications such as ISO (45001, 9001, 9002, 9003, 18000, etc.) and TS (16949, 16494, etc.), HACCP, etc.

## 3. Sustainability Ratings

Include the possibility of attaching your own rating based on important sources (e.g. MSCI, Morningstar, FTSE, S&P global, etc.) and the possibility of including your ECOVADIS rating including your EVID.

## 4. Contacts

You can modify the administrator's contact details or add new ones in the Ariba profile.

## 5. Additional documents

You can include other documents such as CAD-7 Assessment, your own Supplier Code of Conduct, WSIB certificate of clearance, etc.

# Select Edit Company Profile

## Supplier Test

[View My Public Profile](#) [Go to Catalog](#) ⋮

BNO ID: BNO: [REDACTED] | ANID: [REDACTED] | DUNS: -

🔓 **Unlock our data-backed suggestions to improve your business. Purchase SAP Business Network.**  
Promote subscription to unlock new business opportunities [Add Promote](#).

**ST**

**Certifications** 0

**Sustainability Ratings** 0

- Overview** | ▼
- Certifications
- Sustainability Ratings
- Organization Structure
- Additional Entities
- Country Configuration
- Contacts
- Settings | ▼
- Business Information
- Additional Documents
- Customer Requested

### About Us Edit

Employee 100	Founded 1988	Company Aliases -
Business Type Manufacturer	Revenue \$500M to \$1B USD	Address Quebec, Canada <a href="#">View Details</a>
Legal Form Corporation	Stock Symbol -	Website URL -
Member Since 2024	Registration Type Walk-Up	

*You can select from the bar the type of information you want to include (for example, general information, certifications, sustainability ratios, additional contacts, etc.).*

*This information is not required for the business relationship with dormakaba; it is intended to improve your own profile account!!*

# Select Edit Company Profile – Edit Overview

The screenshot shows the SAP Business Network interface for a 'Supplier Test' profile. The navigation bar includes 'Home', 'Enablement', 'Store', 'Discovery', 'Workbench', 'Catalogs', 'Assessments', and 'Insights'. A 'Supplier Test' header is present with 'View My Public Profile' and 'Go to Catalog' buttons. A blue banner promotes a subscription. The main navigation menu includes 'Overview', 'Certifications', 'Sustainability Ratings', 'Organization Structure', 'Additional Entities', 'Country Configuration', 'Contacts', 'Settings', 'Business Information', 'Additional Documents', and 'Customer Requested'. The 'Overview' menu item is highlighted with a red box and a red arrow labeled '1'. The 'Edit' button in the top right corner of the profile section is also highlighted with a red box and a red arrow labeled '2'. The profile details are organized into sections: 'About Us' (Employee: 100, Business Type: Manufacturer, Legal Form: Corporation, Member Since: 2024, Founded: 1988, Revenue: \$500M to \$1B USD, Stock Symbol: -, Registration Type: Walk-Up, Company Aliases: -, Address: Quebec, Canada, Website URL: -), 'Products and Services' (Product and Service Categories: Aluminum electrolytic fixed capacitor, Ship-to or Service Locations: Canada, Industries: Primary Metal & Steel), and 'Company Showcase' (with an 'Add attachments' instruction).



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# Select Edit Company Profile – Sustainability Ratings

The screenshot shows the SAP Business Network interface for 'Supplier Test'. The 'Sustainability Ratings' section is highlighted with a red box and a red circle containing the number '1'. Below this, a message states 'No ratings added yet' with a red circle containing the number '2' and an arrow pointing to the 'Add Rating' button. A red arrow points from the 'Add Rating' button to the 'Add Sustainability Rating' form on the right. The form includes fields for Source, Rating, Additional Information, Issue date, Expiration date, and Reference Document. Below the form, a red arrow points to the 'Import from EcoVadis' form, which has an 'EVID' field. The text 'By entering rating' is written in red below the first arrow, and 'By importing from EcoVadis' is written in red below the second arrow.

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# Select Edit Company Profile – Contacts

The screenshot shows the SAP Business Network interface. At the top, there's a navigation bar with 'Home', 'Enablement', 'Store', 'Discovery', 'Workbench', 'Catalogs', 'Assessments', and 'Insights'. Below this is the 'Supplier Test' section with fields for BNO ID, ANID, and DUNS. A blue banner promotes SAP Business Network. The main navigation bar includes 'Overview', 'Certifications', 'Sustainability Ratings', 'Organization Structure', 'Additional Entities', 'Country Configuration', 'Contacts', 'Settings', 'Business Information', 'Additional Documents', and 'Customer Requested'. The 'Contacts' tab is highlighted with a red box and a red circle '1' with an arrow pointing to it. Below the navigation, the 'Contacts' section is titled 'Company Contact Information' and 'Contact Personnel'. The 'Company Contact Information' section has an 'Edit' button highlighted with a red box and a red circle '2' with an arrow pointing to it. Below this is the 'Contact Personnel' section with a table and a 'Create' button highlighted with a red box and a red circle '3' with an arrow pointing to it. A red box with text is placed over the 'Company Contact Information' form, and another red box with text is placed over the 'Contact Personnel' table.

**1**

**2**

**3**

*Here you can change the initial registration email to another one.*

*Here you can create new contacts in your business profile (see next slide)*

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## Contacts

Maintain up-to-date contact information to facilitate effective communication with trading partners.

### Create New Contact with Companywide Assignment

#### Basic Information

Contact Name: \*

Business Title:

Company Assignment:

Email: \*

Phone: \*   Area  Number  Extension

Fax:   Area  Number  Extension

#### Address

Address Line 1:

City:

Postal Code:

Address Line 2:

State:

Country/Region:

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# Select Edit Company Profile – Additional documents

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'Home', 'Enablement', 'Store', 'Discovery', 'Workbench', 'Catalogs', 'Assessments', and 'Insights'. Below this is a 'Supplier Test' section with a 'View My Public Profile' and 'Go to Catalog' button. A blue banner below the supplier test says 'Unlock our data-backed suggestions to improve your business. Purchase SAP Business Network. Promote subscription to unlock new business opportunities. Add Promote.' Below the banner is a 'Supplier Test' (ST) icon and two tabs: 'Certifications' and 'Sustainability Ratings'. The main navigation bar includes 'Overview', 'Certifications', 'Sustainability Ratings', 'Organization Structure', 'Additional Entities', 'Country Configuration', 'Contacts', 'Settings', 'Business Information', 'Additional Documents', and 'Customer Requested'. The 'Additional Documents' menu item is highlighted with a red box, and a red arrow points to it from a red circle containing the number '1'. Below the navigation bar, the 'Contacts' section is active, showing 'Company Contact Information', 'Contact Personnel', and 'Customer-Specific Assignments'. The 'Company Contact Information' section has an 'Edit' button and fields for 'Email', 'Phone', and 'Fax'. The 'Contact Personnel' section has a 'Create Edit Delete' button and a table with columns: 'Contact Name', 'Business Title', 'Email', 'Phone', and 'Company Assignment'. The table currently shows 'No companywide contact yet'.

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# Select Edit Company Profile – Additional documents

Additional Information

Business Customer Requested **Additional Documents**

Only the documents for the country specified for the main address on the Basic tab appear on the Additional Documents tab.

Documents

Document Type ↑	Document Name	Document Number	Expiration Date	Upload Date
<b>Add New</b>				

**ADD ATTACHMENT:**

Document Type: \* (no value) ▾

Attachment: \* (no value)

Expiration Date: \*

- CAD-7 Assessment
- Company Organization Chart
- OH&S or WCB Letter of Good Standing
- Provincial Sales Tax Letter of Good Standing
- Supplier Code of Conduct
- WSIB Certificate of Clearance
- Other Documents

# Thank you!

This reference guide has been created only for the process of setting up your Ariba supplier profile. If you need further information on how to configure the account (create new users in your activated account, fill out questionnaires, manage purchase orders, etc.), please contact [ariba.enablement@dormakaba.com](mailto:ariba.enablement@dormakaba.com)

