



How to update your profile and ISO certificates on SAP Ariba for SSAB

Instructions for suppliers

Last updated: October 2021

SSAB

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1. Log in to SAP Ariba

SAP Ariba Proposals and Questionnaires

Make sure it says up here
Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username](#) or [Forgot Password](#)

The above links are 2 separate links:
- If you forgot your username click on "Username"
- If you forgot your password click "Password"

Login page address: **ssab.supplier.ariba.com**

- Enter your username and password (that you created during the original registration phase).
 - Your username is always written in the RFP invitation email.
 - Your username is case-sensitive. Be careful!
 - **Forgot your password?**
 - Click on the "Forgot Password" link in the email or the link on the "login page".
 - **Note:** SSAB cannot reset username and password

2. To update your email address, phone number, username or password

1. Click on your name
2. My account



The screenshot shows the SAP Ariba Enterprise Account interface. The top header includes the SAP logo, 'Ariba Proposals & Questionnaires' with a dropdown arrow, and 'Enterprise Account'. On the right side of the header are icons for settings (gear), help (question mark), and a user profile icon (a blue circle with a white 'S.') which is highlighted with a red box. Below the header, a red box highlights the 'SSAB' logo and the text 'AIR FRANCE KLM'. The main content area is divided into two columns. The left column contains a section titled 'SSAB Requested Profile' with the text 'All required customer requested fields have been completed.' and a link 'View customer requested fields >'. The right column contains a welcome message: 'Welcome to the SSAB Sourcing site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.' followed by the SSAB logo. Below this is an 'Events' section with a table header: 'Title', 'ID', 'End Time ↓', and 'Event Type'. The SSAB logo is also present in the bottom right corner of the page.

3. How to update the SSAB supplier profile questionnaire

Check that you see Ariba Proposals & Questionnaires
If not, click below.

*If you used an Ariba link found on Google you will most likely land on
Ariba Network (PO and invoices module, not used at SSAB)*

The screenshot shows the SAP Ariba interface. At the top, there is a dark blue header with the SAP logo, a dropdown menu labeled 'Ariba Proposals & Questionnaires', and 'Enterprise Account'. To the right are icons for settings, help, and a user profile. Below the header, the main content area is divided into two columns. The left column has a section titled 'SSAB Requested Profile' with the text 'All required customer requested fields have been completed.' and a link 'View customer requested fields >' which is highlighted with a red box and a yellow arrow pointing to it with a 'Click here' callout. The right column has a welcome message from SSAB and an 'Events' section with a table header: Title, ID, End Time ↓, and Event Type.

3. How to update the SSAB supplier profile questionnaire

- Go to the tab "Customer Requested"

Ariba Sourcing

Company Profile

Basic Business (2) Marketing (3) Contacts Certifications **Customer Requested**

* Indicates a required field

Sourcing Customer List	
Customer	Customer Requested Profile Information
SSAB	Incomplete

2. Click on the customer name "SSAB" to open the customer questionnaire.

SSAB

3. How to update the SSAB supplier profile questionnaire

- Prepare your updates

The screenshot shows the 'SSAB Requested Profile' page in the Ariba Sourcing system. The left sidebar contains the navigation menu with 'Company Profile' selected. The main content area has a yellow banner at the top that reads '1. Review and update your answers if needed.' Below this, the title 'SSAB Requested Profile' is followed by a note: '* Indicates a required field'. A paragraph explains that the customer has requested specific profile information and provides instructions on how to submit or save as draft. The status bar shows 'Submitted by aribasystem at 03/22/2016 01:47 PM' with 'Save as Draft' and 'Submit' buttons. A yellow box below the status bar states: 'Changes you make below may be subject to approval before they are accepted.' The questionnaire is divided into sections, with '1 Company Information' expanded. It contains several questions, some marked as required with an asterisk. Question 1.1 asks for the person's name at SSAB. Question 1.2 asks for the SSAB business area, with a list of options: EMEA, Americas, and APAC. Question 1.3 asks if the user is a trader or agent. Question 1.4 asks if the company is registered on the SSAB purchasing system. Question 1.6 asks for the main SSAB business area. Two red boxes highlight the dropdown menus for question 1.2 (showing 'EMEA') and question 1.6 (showing 'SSAB EMEA'). A yellow callout box with the text 'Always choose EMEA, SSAB EMEA as answer to questions 1.2 & 1.6' has arrows pointing to these two dropdowns.

1. Review and update your answers if needed.

SSAB Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Submitted by aribasystem at 03/22/2016 01:47 PM

[Save as Draft](#) [Submit](#)

Changes you make below may be subject to approval before they are accepted.

Question

▼ 1 Company Information

1.1 Please state the **person's name at SSAB** who has requested you to register. *

1.2 Which SSAB business area does the above SSAB contact person belong to?

- EMEA: Europe Middle East and Africa
- Americas: North and South America
- APAC: Asia Pacific

Answer * EMEA ▼

1.3 Are you a trader or an agent for the company you are registering in Ariba? * Unspecified ▼

1.4 Is the company you are registering here on the SSAB purchasing system a: * Unspecified ▼

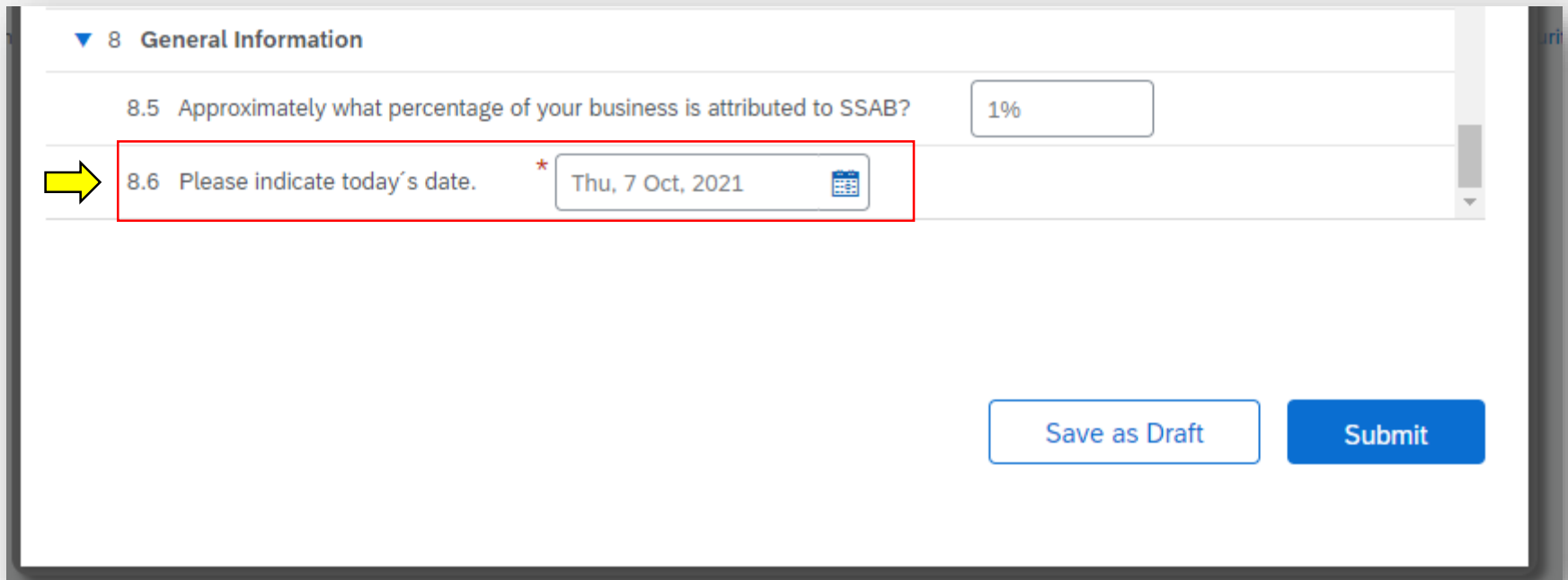
1.6 What is the main SSAB business area you are serving? * SSAB EMEA ▼

SSAB EMEA

Always choose EMEA, SSAB EMEA as answer to questions 1.2 & 1.6


3. How to update the SSAB supplier profile questionnaire

- Always indicate at least the date on which you did this update



▼ 8 General Information

8.5 Approximately what percentage of your business is attributed to SSAB?

8.6 Please indicate today's date. * 

[Save as Draft](#) [Submit](#)

SSAB

3. How to update the SSAB supplier profile questionnaire

- Submit your updated profile for approval to SSAB.

1. Control you have answered **all** mandatory questions (*)
2. Click on "Save as Draft", then "**Submit**" and close this page
3. Click on "Save" and then on "Close".

SSAB Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Submitted by aribasystem at 22/03/2016 13:47

Changes you make below may be subject to approval before they are accepted.

Question	Answer
5.2 Are you ISO certified?	<input type="checkbox"/> Planning to obtain <input type="checkbox"/> Not planning to obtain <input type="checkbox"/> ISO 9001 <input type="checkbox"/> ISO 14001 <input type="checkbox"/> Other Certification
5.3 Certificates	<p>If certified, you must upload your certificate on the "Certifications" Tab of your Ariba Cloud profile. - Don't forget to add the expiration date.</p> <p>If not certified, - Check the box "Not certified".</p>
▼ 8 General Information	
8.5 Approximately what percentage of your business is attributed to SSAB?	<input type="text"/>
8.6 Please indicate today's date. *	<input type="text"/>


Please be Aware!
 SSAB can only see your updated answers after you have clicked **"Submit"**

Please be Aware!

SSAB can only see your updated answers after you have clicked

2 “Submit”

Warning to non-administrator users!



Ariba Sourcing

Company Settings ▾ ssab_testsupplier_e...

Company Profile

Save Close

Basic Business (2) Marketing (3) Contacts Certifications Customer Requested Additional Documents

Warning: You cannot see these tabs if you are not the administrator of your Ariba account or if you don't have the permission "Company Information". This permission can only be given to you by your Ariba Account administrator but not by SSAB.

Company Name: * SSAB TEST SUPPLIER EN

Other names, if any:

NetworkId: AN01010241563 ⓘ

Short Description: test ⓘ

Characters left: 96

Website: http://www.test.com

Public Profile: http://discovery.ariba.com/profile/AN01010241563 | Customize URL

Address

Address 1: * 801 Warrenville Rd Ste 800

Public Profile Completeness: 65%

Annual Revenue
D-U-N-S Number
Business Type
Company Description
Company Logo

Share Your Public Profile

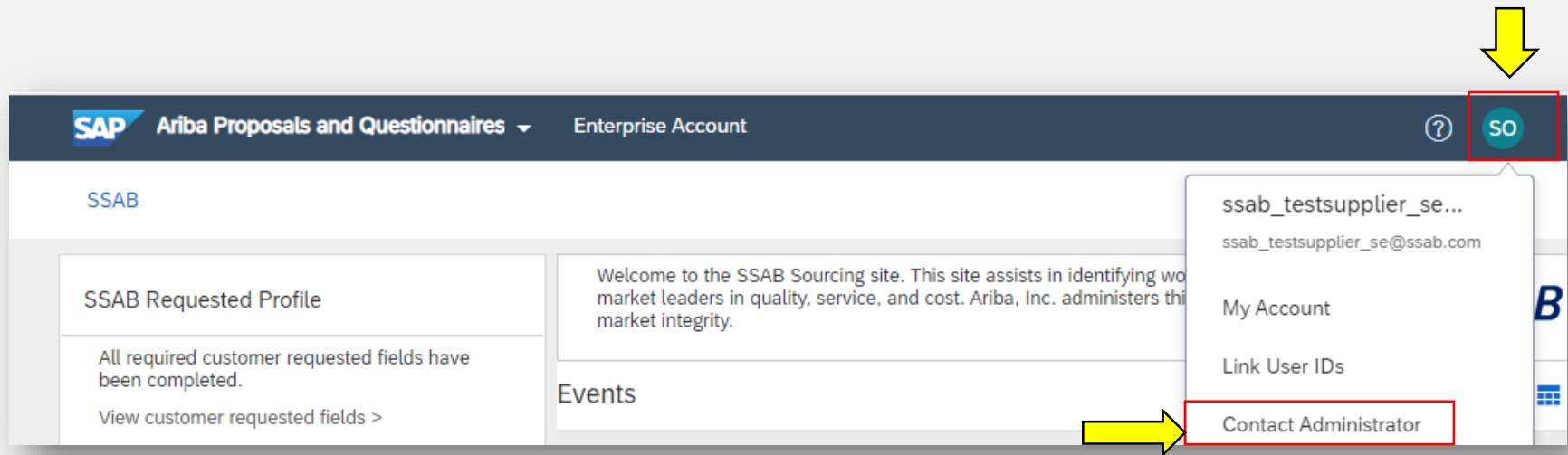
Click here to get your Ariba badge.

Find us on Ariba Network

View Public Profile

SSAB

How can you find out who is the administrator of your Ariba Network account?



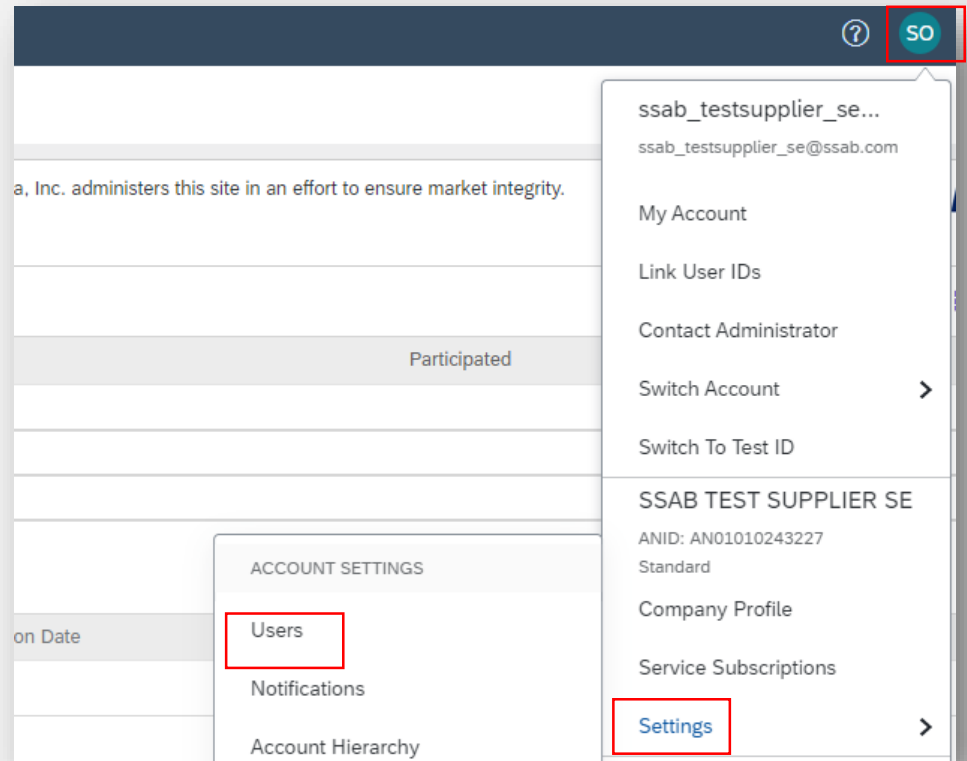
The administrator then needs to login and navigate to the permission settings page to grant you the permission “Company Information” so you can edit/update ISO certificates or equivalent. (see next slide)

SSAB

How can the administrator reach the permission settings page?

► The administrator needs

- to click on
 1. His/her initials
 2. Settings
 3. Users



How to find the permission “Company Information”?

- Needed for non-admin users to be able to update ISO certificates

The screenshot shows the SAP Ariba Account Settings interface. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', and 'Enterprise Account'. The main heading is 'Account Settings' with 'Save' and 'Close' buttons. Below this, a horizontal menu contains 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', and 'Account Registration'. The 'Users' menu is expanded, showing sub-options: 'Manage Roles', 'Manage Users', 'Manage Unapproved Users', and 'Manage User Authentication'. Red boxes highlight 'Users', 'Manage Roles', and 'Manage Unapproved Users', with red arrows indicating the navigation path from 'Users' to 'Manage Unapproved Users'. A yellow callout box points to 'Manage Unapproved Users' with the text: 'Check the **Manage Unapproved Users** section and **approve** users created by SSAB.' Below the menu, the 'Roles (6)' section is visible, including a description and a 'Filters' section with a 'Permission' dropdown menu. At the bottom right, a yellow arrow points to a red box containing a '+' icon, which is used to add new users.

SSAB

The admin needs to create a role that will be assigned to your user and choose the needed permission(s)

SAP Ariba Proposals and Questionnaires Enterprise Account ? SO

Create Role

Save Cancel

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

Each role must have at least one permission.

Permission	Description
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/> Company Information	Review and update company profile information

Assign Users (0)

You can add users to this role.

Username ↑	Email Address	First Name	Last Name	Role Assigned
No users assigned yet.				

Save Cancel

1. The admin can freely write the new role name e.g. "ISO certificates updates"

2. Check this box and scroll down and choose as well "Access Proposals and Contracts"

3. Click on + to add the user to whom this new permission should be assigned.

SSAB

3. Click Save

4. Update your ISO certificates



The Certifications tab of your Ariba Company Profile you can only see IF you are the administrator of your Ariba Commerce Cloud account. To contact your account administrator, [click here](#)

SAP Ariba Proposals and Questionnaires Enterprise Account

Company Profile

Basic (1) Business Marketing (2) Contacts **Certifications** Customer Requested Additional Documents

* Indicates a field required by SSAB.

Certifications

Buying organizations can view these designations in your company profile and search on this information when looking for new suppliers.

- ☐ **Sustainability Initiatives**
Your business has undertaken sustainability initiatives in one of the following categories: Plan, Products and Services, Energy, Carbon, Transportation, Other.
- ☐ **Women-Owned Business**
Your business is at least 51% owned by a woman or women who exercise the power to make policy decisions and who are actively involved in the day-to-day management of the business.
- ☐ **ISO Certification**
The International Organization for Standardization (ISO) family of standards relate to quality management systems and are designed to help organizations ensure they meet the needs of customers and other stakeholders. The standards are published by the ISO and are available through National standards bodies.
- ☐ **Not Certified**
Your business does not have any of the certifications listed above.

Public Profile Completeness: 80%

Website
[Company Description](#)
[Company Logo](#)

Share Your Public Profile
[Click here to get your Ariba badge.](#)
Find us on Ariba Network



1. Check the box to attach ISO certificate(s) or equivalent(s)
2. Attach the ISO certificate document & enter the expiration date then (see next slide)

Check the box **"Not certified"** if you don't have any ISO or ISO equivalent certification.

SSAB

4. Upload your new ISO certificates

**DON'T FORGET TO
click Save**

  Save Close

☒ **ISO Certification**
The International Organization for Standardization (ISO) family of standards relate to quality management systems and are designed to help organizations ensure they meet the needs of customers and other stakeholders. The standards are published by the ISO and are available through National standards bodies.

Certification Type:

- ☐ ISO 9000 Certified (Quality Management - Fundamentals And Vocabulary)
- ☐ ISO 9001 Certified (Quality Management)
- ☐ TS 16949 Certified (Quality Specification Automotive Industry)
- ☐ TS 16494 Certified (Quality Specification Automotive Industry)
- ☐ ISO 13485 Certified (Quality Management)
- ☐ ISO 14000 Certified (Environmental Management)
- ☐ ISO 14001 Certified (Environmental Management)
- ☐ ISO 17025 Certified (Competence Of Testing And Calibration Laboratories)
- ☐ ISO 18000 Certified (Information Technology - Radio Frequency Identification For Item Management)
- ☐ ISO 18000-1 Certified (Information Technology - Globally Accepted Radio Frequency Identification)
- ☐ ISO 20000 Certified (Information Technology - Service Management)
- ☐ ISO 27001 Certified (Information Technology - Security Techniques)
- ☐ ISO 50001 Certified (Energy Management)
- ☐ ISO 31000 Certified (Risk Management)
- ☐ ISO 26000 Certified (Social Responsibility)
- ☐ ISO Compliant (Other)

1. Check the relevant boxes to attach your ISO certificates.
2. Fill out all fields
3. Do not forget to mention the expiration date
4. Upload the certificates documents
5. Click SAVE when done
6. Then go the tab "Contacts"

If you have an ISO equivalent certificate check the box (ISO compliant) and upload your certificate and fill out the expiration date.

Final step to save your updates

1. Click "Save" (to save your changes)
2. Then click "Close" to exit the Company Profile and return to your dashboard

Ariba Sourcing

Company Settings ▼ John Deer . Help Center >> Logout

Company Profile

[Basic](#) [Business \(2\)](#) [Marketing \(3\)](#) [Contacts](#) [Certifications](#) [Customer Requested](#) [Additional Documents](#)

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
SSAB	Incomplete

Public Profile Completeness

65%

[Annual Revenue](#)

[D-U-N-S Number](#)

[Business Type](#)

[Company Description](#)

[Company Logo](#)

[Save](#) [Close](#)

SSAB

Yearly updates will be requested from SSAB via SAP Ariba

- You will receive an automatic email from Ariba **once a year** asking you to update your profile.
- 30 days before the expiration date of your ISO or equivalent certifications, you will receive an automatic email from Ariba asking you to upload the new certificate.

To login or update of your profile, please use the following link:

<http://ssab.supplier.ariba.com>

SSAB would like to thank you for participating and updating your Ariba profile!

- ▶ If you have Ariba system related questions, please contact Ariba Support

How to contact Ariba Support Helpdesk?

► Problems logging in to Ariba? (password, username, registration questions...)

1. Go to <http://ssab.supplier.ariba.com>



2. Click on the question mark symbol

3. Click "Support"

Go back to the start

SSAB



*A stronger,
lighter and more
sustainable world*

See more about SSAB Procurement
<https://www.ssab.com/company/suppliers>