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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2. How to **update your username and password**

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6. How can your administrator grant the needed permission to update the ISO certificates?

SSAB

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 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 <u>always written</u> in the RFP invitation email.

  - Your username is <u>case-sensitive. Be careful!</u>

  - **<u>Forgot your password?</u>**

    - Click on the "Forgot Password" link in the email or the link on the "login page".

    - *<u>Note</u>: <u>SSAB cannot reset username and password</u>*

SSAB

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

1. **Click on your name**
2. **My account**

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)

Click here

3. How to update the SSAB supplier profile questionnaire
- Go to the tab "Customer Requested"

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

1. Review and update your answers if needed.

Ariba Sourcin

Company Profile

Customer Requested

* Indicates a required field

Sourcing Customer List

Customer

SSAB

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

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

Answer   *   EMEA ⌄

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

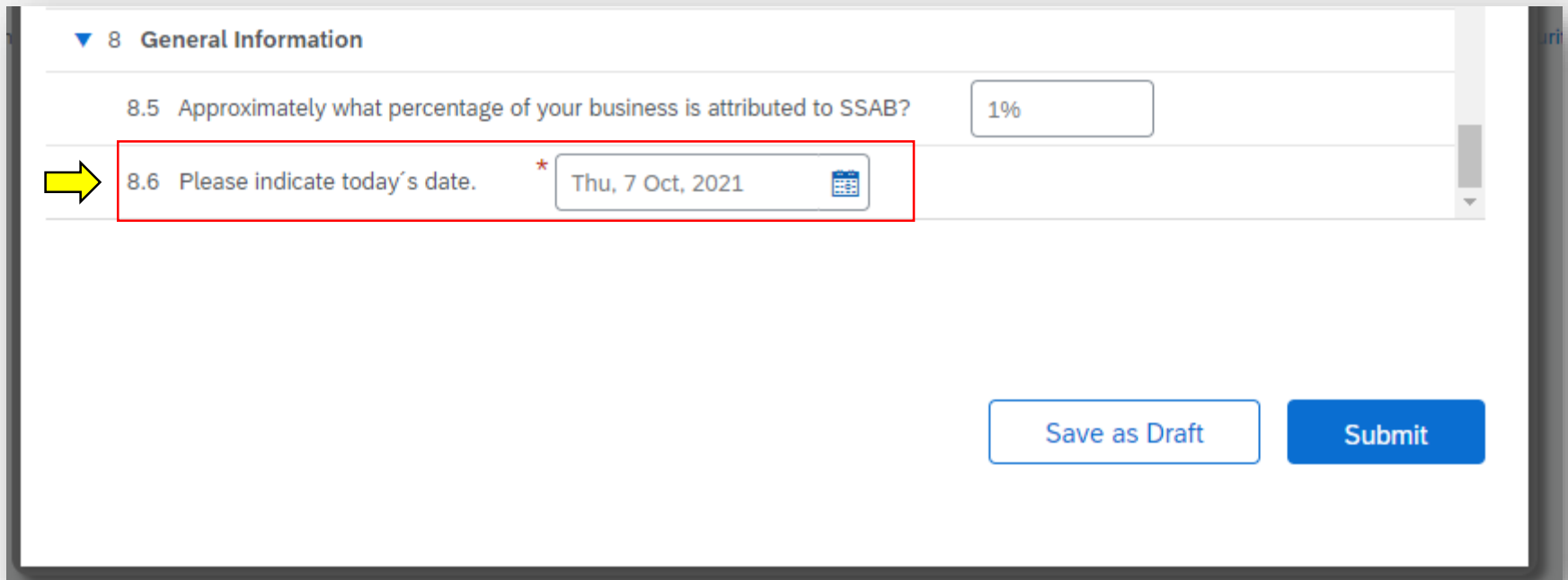1.4 Is the company you are registering here on the SSAB purchasing system a: *   Unspecified ⌄

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

☐   SSAB EMEA

SSAB

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?   1%

→ 8.6 Please indicate today´s date.   *   Thu, 7 Oct, 2021   📅

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".

Ariba Sourcing

Help Center »

Save   Close

Company Profile

| Basic | Business (2) | Market |

* Indicates a required field

Sourcing Customer List

Customer

Air France KLM

SSAB

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

Save as Draft   Submit

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

Question

5.2   Are you ISO certified?
- Planning to obtain
- Not planning to obtain
- ISO 9001
- ISO 14001
- Other Certification

5.3   **Certificates**

If certified, you **must** upload your certificate on the "Certifications" Tab of your Ariba Cloud profile.
- <u>Don't forget</u> to add the expiration date.

If not certified.
- Check the box "Not certified".

▼ 8   **General Information**

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

8.6   Please indicate today´s date.   *

Public Profile Completeness
65%

Annual Revenue
D-U-N-S Number
Business Type

Share Your Public Profile

Please be Aware!

SSAB **can only see** your updated **answers** after you have clicked "**Submit**"

View Public Profile
Profile Visibility Settings

SSAB

Warning to non-administrator users!

How to update your Ariba profile for SSAB and ISO certificates

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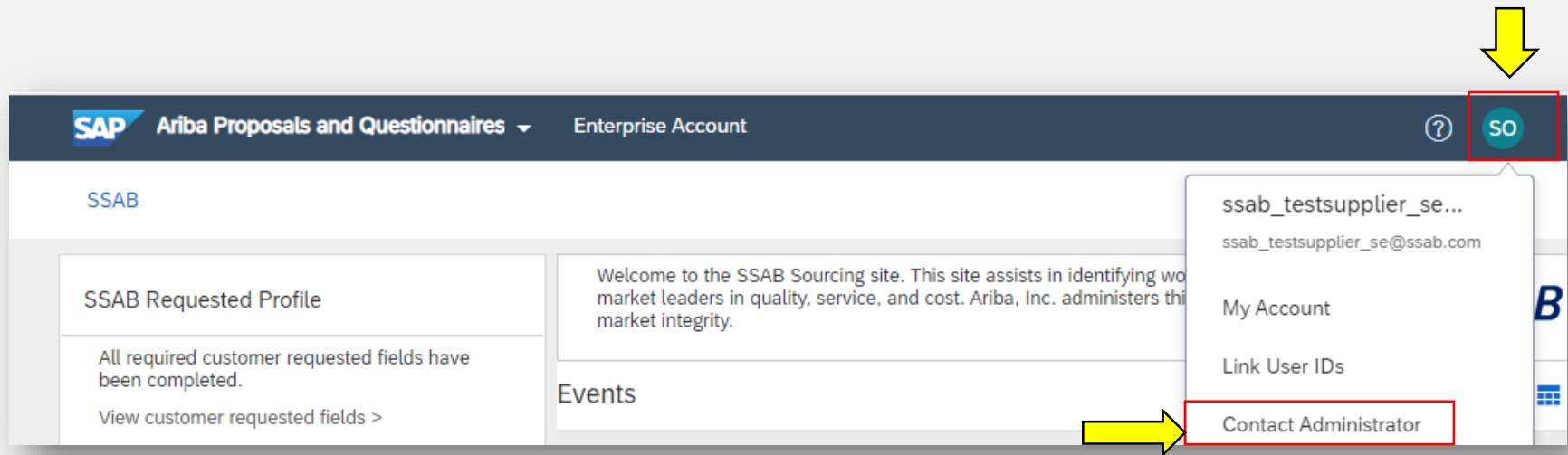

The administrator then needs to login and navigate to the permission settings page to grant you the permission "Company Information" so you can edit/update ISO certificates or equivalent. (see next slide)

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 update your Ariba profile for SSAB and ISO certificates

SSAB
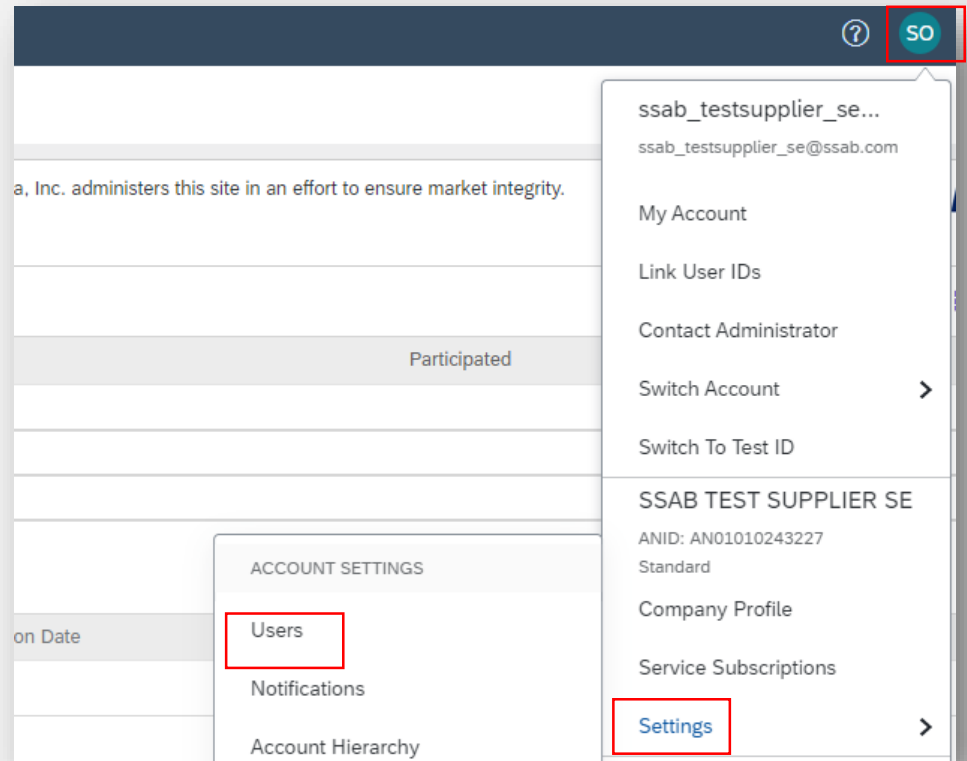
How to find the permission "Company Information"?
- Needed for non-admin users to be able to update ISO certificates

How to update your Ariba profile for SSAB and ISO certificates

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

How to update your Ariba profile for SSAB and ISO certificates

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

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 Vocabula...
- 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.

SSAB

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

[Save]   [Close]

| 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

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

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

► If you have Ariba system related questions, please contact Ariba Support

SSAB

How to update your Ariba profile for SSAB and ISO certificates

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"

A stronger,
lighter and more
sustainable world

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