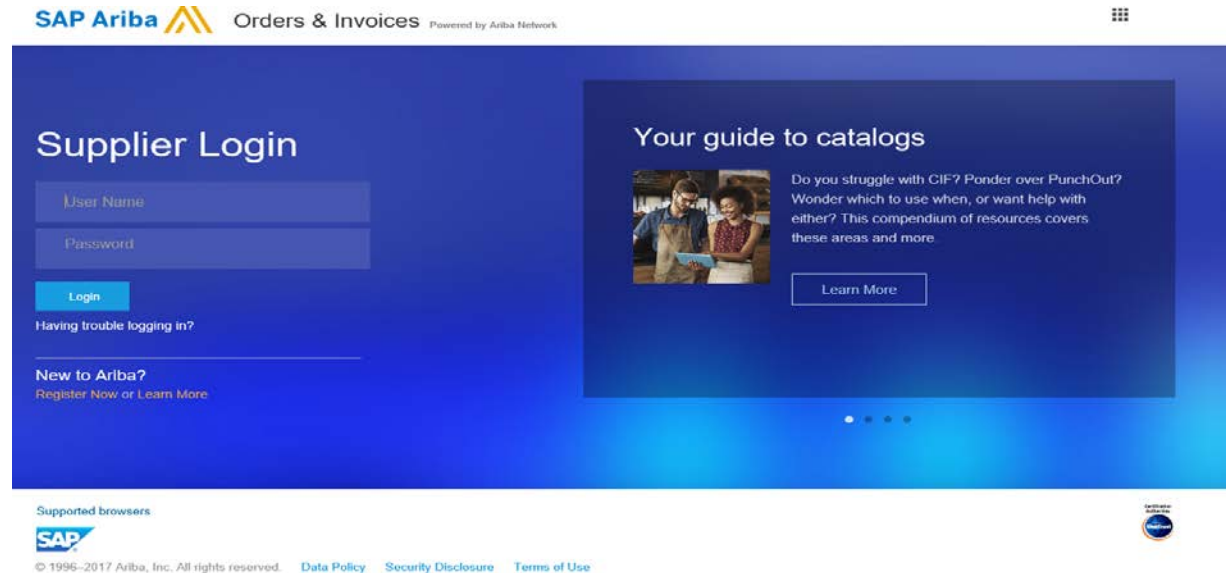




## Supplier – Adding Additional Product and Service Category - UNSPSC Codes

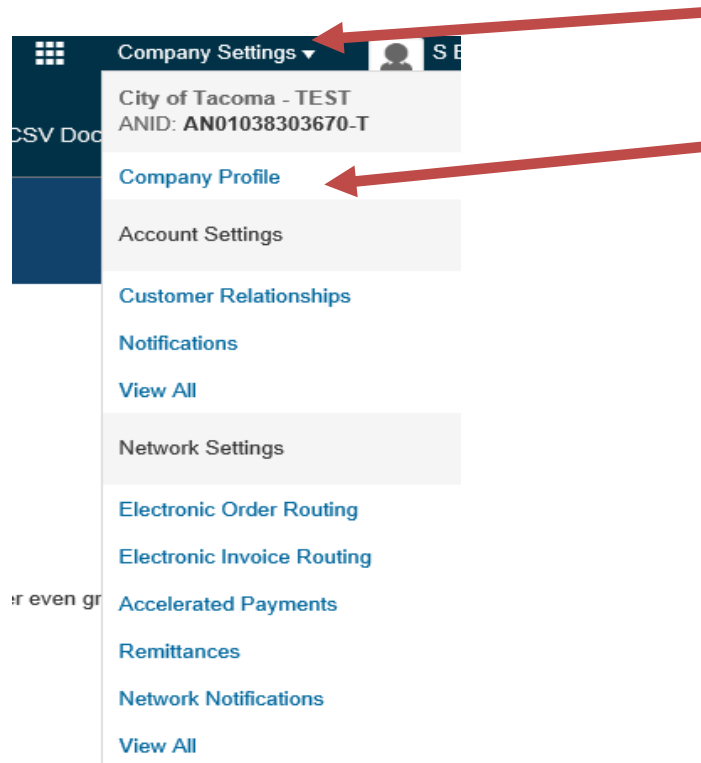
### Adding Product and Service Category – UNSPSC to your supplier Ariba profile

Login to the SAP Ariba Network: <http://supplier.ariba.com>



Select the **Company Settings** menu at the top of the screen

Select **Company Profile** from the dropdown menu





## Supplier – Adding Additional Product and Service Category - UNSPSC Codes

Scroll down to **Product and Service Categories, Ship-to or Service Locations, and Industries**

Select **Browse**

### Product and Service Categories, Ship-to or Service Locations, and Industries

#### Product and Service Categories\*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the products and service categories you enter below.

-or- [Browse](#)

#### Ship-to or Service Locations\*

Select the **Search** tab

Product and Service Category Selection

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

**Browse Product and Service Categories** Didn't find what you were looking for? Try Search.

Agricultural & Fishing Machinery >  
Agricultural & Fishing Services >  
Apparel, Luggage & Personal Care >  
Chemicals >  
Cleaning Supplies >  
Computer Hardware, Software & Telecom >  
Construction & Maintenance Services >  
Construction Materials >

No Items No Items No Items

**My Selections (3)**

Network applications software (View)  
 Network management software (View)  
 Professional procurement services (View)



## Supplier – Adding Additional Product and Service Category - UNSPSC Codes

Enter the appropriate search term (UNSPSC Number or Category Description) in the search field

**Note:** This is a sample search. Please enter codes that apply to your business.

**If you are registering to participate in a sourcing event, you must add the required UNSPSC for that specific sourcing event.**

Select **Search**

### Product and Service Category Selection

Search Browse

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Keyword:  Search Browse the Categories »

(e.g., Cleaning Services, Cardboard, 15121502, etc.)

### Search Results

Select the box  next to the search result you want added to your profile and select **Add**

### Product and Service Category Selection

Search Browse

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Keyword:  Search Browse the Categories »

(e.g., Cleaning Services, Cardboard, 15121502, etc.)

### Search Results

Computer Hardware, Software & Telecom > Software > Network applications software

Add



## Supplier – Adding Additional Product and Service Category - UNSPSC Codes

Category will populate to **My Selections**

Select **OK** to complete the selection.

My Selections (3)

- Network applications software (View) ←
- Network management software (View)
- Professional procurement services (View)

Remove

Cancel OK →

Save profile changes

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

Save Close →

Company Profile

Save Close

✓ Your profile has been successfully updated

Scroll down to review and confirm Product and Service Categories selected for your profile

### Product and Service Categories, Ship-to or Service Locations, and Industries

#### Product and Service Categories\*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Enter Product and Service Categories

Add -or- Browse

Network applications software × Network management software × Professional procurement services × ←