

# UBS SAP Ariba enablement checklist

Transacting electronically on the SAP Ariba Network will be a standard part of doing business with UBS going forward. Below is a checklist overview and required information to enable the relationship with UBS in the SAP Ariba network.

<b>Provide UBS with the relevant contacts</b>	<p>Please provide the names and contact details (email address and phone number) of these individuals:</p> <ul style="list-style-type: none"><li>• Overall lead</li><li>• Integration lead</li><li>• Invoice lead</li><li>• Catalog lead (only needed for suppliers maintaining catalogs in SAP Ariba)</li></ul>
<b>Entity details confirmation</b>	<p>Confirm your DUNS number and address.</p>
<b>Trading Relationship Request acceptance</b>	<p>Trading Relationship Request (TRR) is the first step to start the supplier onboarding process once the virtual summit is concluded – you'll be invited to the summit hosted by SAP where more details about SAP Ariba are provided. We strongly encourage you to attend the summit or watch the <a href="#">recording</a> if you're unable to attend the virtual session.</p> <p>Accept the Trading Relationship Request (sent via e-mail) and provide/confirm your entity details: DUNS, phone number and address.</p>
<b>Manage two dedicated environments</b>	<p>You must own and manage both the production and test environments</p>
<b>Catalog lead to confirm catalog setup</b>	<p>We'll discuss and agree the appropriate catalog setup with you. Independent of the agreed setup, if you're currently maintaining a catalog in Coupa, you should also upload a catalog into SAP Ariba's test environment.</p>
<b>Catalog lead to become familiar with UBS's catalog quality minimum standards</b>	<ul style="list-style-type: none"><li>• Upload appropriate pictures to the catalog (Recommended picture size: 64x64 thumbnails and 205x250 normal images for every item)</li><li>• Include UoM2 for each product of the catalog – the list will be provided to you upfront</li><li>• Catalog tree: provide an overview of the catalog structure</li></ul>
<b>Integration type selection</b>	<p>You can choose between two possibilities – lite or full Integration, as dependent on the extent of integration and number of transactions you require.</p>
<b>Invoice processing</b>	<p>You'll receive a supplier user guide.</p>