Supplier Guide

System Administration Process Guide

Version 1

THE BEST RUN **SAP**

- The System Administration process guide is generic and provides information about the Ariba Network for System Administrators

- All screenshots and examples contained within Ariba process guides are taken from buyers test Ariba accounts. All documents and the content within the documents are fabrications and in no way reflect any past, current or future documents and any similarities are pure coincidence.

- As your Business System Administrator you can create users, assign permissions and assist users with login information

- Permissions allow access to specific sections of the Ariba Network, if there is a section that you require contact you system Administrator, refer to Identifying and Contacting your System Administrator

- For Users to access the Test account they must have a different login created from within the test account a user cannot jump from a production to a test account without logging out of one and logging into another

- The Supplier Information Portal can be accessed via the Help Centre

- Not all tabs may be visible as Buyers many not have some tabs and processes in scope

Index

Getting Ready to Transact with your Buyer – Initial Process

```
┌─────────────────────────┐      ┌─────────────────────────┐      ┌─────────────────────────┐
│ Your Buyer will advises │      │ An invitation to        │      │ Suppliers already       │
│ they will use           │      │ transact will be sent   │      │ transacting with other  │
│ SAP Business Network –  │ ───► │ to you                  │ ───► │ Buyers using the Ariba  │
│ SAP Ariba               │      │ This can be in the      │      │ Network should consider │
│                         │      │ form of:                │      │ using the               │
│ May send a Project      │      │ Trading Relationship    │      │ Existing Account        │
│ Notification Letter     │      │ Request or              │      │ however                 │
│ or other communication  │      │ Interactive Email for   │      │ Suppliers may also      │
│                         │      │ Standard Account        │      │ elect to create         │
│                         │      │ Some Buyers may use     │      │ a New Account           │
│                         │      │ questionnaires          │      │                         │
└─────────────────────────┘      └─────────────────────────┘      └─────────────────────────┘
```

The invitation mentions:
- **Trading Relationship Request**
- **Standard Account**
- **Existing Account**
- **New Account**

```
┌─────────────────────────┐      ┌─────────────────────────┐      ┌─────────────────────────┐
│ Create a Test Account   │      │ Complete the Electronic │      │ The Suppliers System    │
│ (if required            │      │ Order Routing           │      │ Administrator will      │
│ for integration)        │ ◄─── │ requirements            │ ◄─── │ receive an email        │
│                         │      │                         │      │ After logging in must   │
│ Create Roles, assign    │      │ Complete the Electronic │      │ complete the            │
│ permissions             │      │ Invoicing Routing       │      │ Company Profile         │
│ and create Users        │      │ Requirements            │      │ Information             │
└─────────────────────────┘      └─────────────────────────┘      └─────────────────────────┘
```

❖ This is a high level representation to the process to create an Ariba Network account in the SAP Business Network, there may be variations, however the setup processes in the SAP Ariba Network are the minimum requirements for all Suppliers

❖ Links take you directly to the required process

Accepting an Invitation to join Ariba

- ❖ Creating a transacting relationship from Buyer Branded Trading Relationship Request (TRR) letter via email

- ❖ To create a Standard Account for transacting from an Interactive email

- ❖ A Supplier can choose to create a new SAP Business Network Account or use an existing account

- ❖ Using an existing account reduces the number of logins

- ❖ The Ariba Network Identification number (ANID) is the unique identifier for each SAP Business Network (Ariba Network Account)

- ❖ Ensure that the correct person actions any invitations to transact via the Ariba Network noting that the person who accepts the invitation becomes the System Administrator

- ❖ Click on the question mark in the top right hand corner to activate the Help Options Pane to get access to different levels of help

- ❖ Passwords must contain a minimum of 8 characters including upper and lower case, numeric digits and special characters

Your Buyer has decided to transact with their suppliers using the Ariba Network and has sent you a Trading Relationship Request (TRR)

1. **Get Started** button provides access to a form

2. A link to the **Supplier Information Portal** (SIP) for the Buyer is shown on the invitation which provides access to process and training materials

3. **SAP Business Network** provides information about SAP Business Network

❖ Note: All items in blue can be selected to take users to different screen, website or information

Avante Labs GmbH would like to connect with you on SAP Business Network

AS Avante Science Inc. <ordersender-prod@ansmtp.ariba.com>
To ● Ben Bootman

↩ Reply   ↩ Reply All   → Forward   ···

Avante Labs GmbH

Connect with Avante Labs GmbH to collaborate on SAP Business Network!

To Ben Bootman at Tulip Lighting Equipment,

We would like to invite you to connect with us on SAP Business Network. As part of our digital transformation, we expect our suppliers to process orders and submit invoices via this network.

You can learn more about the why, what, and when of this transformation by watching our recent supplier summit recording, accessible via the supplier information portal below.

You can login and connect with an existing Ariba Network account or create a new account on SAP Business Network and establish the connection. We're looking forward to continuing doing business with you on SAP Business Network.

Click Get started to connect.

Get started 1

Link expires: Sunday, Jul 04, 2021, 12:00AM PDT

About this invitation

From: To:

Avante Europe Group   Ben Bootman
Procurement
Avante Labs GmbH   Tulip Lighting
                               Equipment

eConnect@AvanteLabs.de

Learn more: 2
• Visit the Supplier Information Portal for instructions provided by Avante Labs
• Learn more about SAP Business Network   3

Powered by **SAP**

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Ensure you are the required person to accept the relationship from your Buyer

The person that accepts the relationship automatically becomes the businesses SAP Business Network System Administrator

With the TRR email open

1. Click on **Get Started**

❖ About this invitation panel – displays content such as the **From:** and **To:**, a **message from your Buyer** and a **Read More** link for more information from your Buyer and **About Ariba Network** link taking users to an external website

❖ **Review Accounts** – Suppliers should review accounts to determine whether an account already exists for this Buyer or to identify whether they can use an existing account.

❖ **Use Existing Account** – As the System Administrator you have identified an existing account, using an existing account reduces the need of multiple log ins

❖ **Create New Account** - Creation of a new account to transact with the Buyer

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Review Accounts allows suppliers to identify they already have an SAP Business Network account, using an existing account reduces the number of logins and accounts that need to be maintained.

With the invitation from you Buyer displayed:

1. Click on **Get Started**

2. Where the **Review account** button is activated, Click on Review accounts

    ❖ **Note:** If the Review accounts button is not activated it indicates there are no other accounts associated to the business email domain

❖ The Review matched accounts screen is displayed:

3. **Edit search criteria** is used for specific search criteria then click on Search

❖ Any Search results are displayed

4. If you identify an account you wish to use, Click on **Use this account**, refer to page ??.

5. If you are unsure about an account and want further clarification click on **Contact administrator**, refer to page ??

6. To Create a new Account, click on the back arrow to return to the Registration screen, refer page ??

Avante Labs GmbH

Connect with Avante Labs GmbH to collaborate on SAP Business Network!

To Ben Bootman at Tulip Lighting Equipment,

~~We would like to invite you to connect with us on SAP Business~~

You can login and connect with an existing Ariba Network account or create a new account on SAP Business Network and establish the connection. We're looking forward to continuing doing business with you on SAP Business Network.

Click Get started to connect.

Get started **1**

Avante Labs GmbH

Connect with Avante Labs GmbH on Ariba Network to collaborate.

Invited by Avante Europe Group Procurement

We found existing accounts based on the information in the invite. Please review.

Review accounts **2**

< Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Edit search criteria

Company name	Corporate email / domain	Country	Tax / VAT ID ⑦
Tulip Lighting Equipment		Australia [AUS]	Please select country first

DUNS Number	GLN		
	Enter Global Location Number	**Search** **3** lear	Cancel

Search results (20) | ★ Means you are a user of this account **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action ⑦
★ Unicorn PTY LTD	Yes	**Australia**	Victoria		**Use this account** **4**
SAP Australia Pty Ltd	Yes	**Australia**	New South Wales		Contact administrator **5**

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Your Buyer has decided to transact with their suppliers using the Ariba Network.

❖ This can be done using *either* from the *Invitation* or *Review accounts* screen

From the invitation screen

1. Click on **Use Existing Account**

2. Enter the **Username** and the **Password** for the account you wish to use

3. Click on **Connect**

❖ Complete the details on the screen

From the Review accounts screen

4. Click on Use this account

5. Enter the Username and Password for the account you have selected

6. Click on Connect

❖ Complete the details on the screen

Avante Labs GmbH

Connect with Avante Labs GmbH on Ariba Network to collaborate.

Invited by Avante Europe Group Procurement

We found existing accounts based on the information in the invite. Please review.

Review accounts

or

Use existing account **1**

Create new account

Avante Labs GmbH

Sign in to connect with Avante Labs GmbH

Username **2**

Forgot username?

Password

Forgot password?

Connect **3**

Search results (20)

Company name		Action
⭐Unicorn PTY LTD		**Use this account** **4**
SAP Australia Pty Ltd		Contact administrator

Avante Labs GmbH

Sign in to connect with Avante Labs GmbH

Please login to the account: *Name of existing account* **5**

Username

Forgot username?

Password

Forgot password?

Connect **6**

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Use Contact administrator to investigate whether an account has already been created for this Buyer, this may be an account created by a Head Office in a different country, state or region to clarify whether you should be using the this specific account.

1. Click on **Contact administrator**

   ❖ The Contact administrator popup box appears

   ❖ Confirm the details that have bee auto-populated are correct and if required provide further information, ensuring that all fields with an asterisks have been completed

2. Click on **I'm not a robot**

3. Click on **Send**

   ❖ An email will be sent to the Administrator

Search results (20)   ★ Means you are a user of this account   **Bold font:** Matched values

Company name		Email domain matched	Country	State	DUNS number	Action ⓘ
★Unicorn	PTY LTD	Yes	**Australia**	Victoria		Use this account

Email domain matched	Country	State		Action ⓘ
				1 Contact administrator

Contact administrator   ✕

2 Please provide the following information:

Your name *

Ben Bootman

Your company name *

Tulip Lighting Equipment

Your email *

ben.boothman@tupliplighting.com

Your phone number

Enter your number

Your message *

Hello,

I recently attempted to create an account on Ariba Network. During the account creation process, SAP Ariba returned your account as a match.

Please contact me to determine if I should use this account.

Thank you.

3 ☐ I'm not a robot   reCAPTCHA
Privacy · Terms

Use this account

Contact administrator

4 **Send**   Cancel

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A Supplier has determined that a new account is required, display the invitation to connect from your Buyer:

1. Click on **Create new account**

2. Confirm or update the **Company information**, information is prepopulated based on the information from the Buyer

❖ Ensure that all fields with an asterisks have been completed

❖ Scroll down to **Administrator account** information

❖ **Note:** The fields will be auto populated, however if you are *not* the assigned System Administrator

1. Confirm or update the **Administrator account information**

2. Create a password, enter the **Password** and **Repeat password**

3. Open and review the **Terms of Use,** then click on I have read and agree with the Terms of Use

4. Click on **I'm not a robot**

5. Click on **Create Account**

Avante Labs GmbH

Connect with Avante Labs GmbH on Ariba Network to collaborate.

Invited by Avante Europe Group Procurement

We found existing accounts based on the information in the invite. Please review.

Review accounts

or

Use existing account

Create new account **1**

Avante Labs GmbH

? Help

Create an account to connect and collaborate with Avante Labs GmbH on Ariba Network **2**

Company information ?

Company (legal) name *
Tulip Lighting Equipment

Country/Region *
United States [USA]

Address line 1 *
4578 Grand Lake Avenue

Address line 2

Address line 3

City *
Auburn

State *
Alabama [US-AL]

Zip *
36801

Administrator account information ? **3**

First name *
Ben

Last name *
Bootman

Email *
ben.boothman@tupliplighting.com

☑ Use my email as my username

Password *

Repeat password *

Business role *
Choose your primary business role

☐ I have read and agree with the Terms of Use **4**

Please read SAP Ariba Privacy Statement to learn how we process personal data.

☐ I'm not a robot reCAPTCHA Privacy - Terms **5**

Create account **6**

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After you click on Create Account, an email from the Ariba Commerce Cloud will be sent to the email entered during the registrations process, it will indicate that the User name above is the System Administrator

A Welcome to the Ariba Commerce Cloud email will confirm:
- ❖ Registration
- ❖ Ariba Network Identification Number (ANID)
- ❖ Your Username
- ❖ Good TO Know
- ❖ Next Steps

❖ As the System Administrator you have already created your username and password during the registration process, use these credentials to log onto the Ariba Network

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Welcome to the Ariba Commerce Cloud

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To *Name entered onto the Registration form*

↩ Reply   ↩ Reply All   → Forward   ⋯
Thu 24/12/2020 9:54 AM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
We could not verify the identity of the sender. Click here to learn more.

SAP Ariba

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for SAP Ariba is now complete.

| Your organization's account ID: | **AN** *Ariba Network Identification Number* |
| Your username: | *User Name entered into the Registration* |

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

Next Steps:

- Complete your company profile. Potential customers can search for and review seller profiles on the Ariba Commerce Cloud. The more detail you provide about your company, its capabilities, products, and services, the more effectively you can attract high-quality customers.
- Create user accounts for employees who require access to the Ariba Commerce Cloud capabilities.
- Update your user preferences and review your notification settings.
- Explore Ariba Discovery to find and participate in business opportunities. Search for new business opportunities and respond to any that match your commodity classification and sales territories.
- Download the Ariba Supplier Mobile app for easy access to key documents on your mobile device.
- Explore the product documentation to find out more about user and administration tasks. To access the help resources, log into your account and click Help > Product Documentation on any page.

Thank you again for joining the Ariba business community through the Ariba Commerce Cloud.

Sincerely,
The SAP Ariba Team
https://seller.ariba.com

Once you have clicked on Create Account you will receive an email to confirm the email address and information added

Once you receive the email from Ariba Commerce Cloud

1. Click on Click Here to activate your Ariba account

❖ The **Welcome to Ariba** screen is displayed

2. Click on **Complete my company Profile**

After logging in, the blue ribbon at the top of the screen will display **SAP Business Network**

➤ Go to https://supplier.ariba.com

To Login:

1. Enter **Username**

2. Enter your **Password**

3. Click on **Login**

4. If you have forgotten your User name or password, click on **Forgot Username or Password**

Forgot Username or Password
1) Enter your **email OR username**
2) Click **Submit**
3) An email from Ariba Commerce Cloud will be sent to the registered email address

❖ Multiple customers – **1 login**
❖ **Username** in form of email – does not need to be a real email address – e.g. bob@abc.com

SAP Ariba ⋀⋀

Supplier Login

User Name **1**

Password **2**

Login **3**

Forgot Username or Password

New to Ariba? Register Now

Recover your username

Enter the email address you used to register with Ariba Network.

Email address

Submit   Cancel

Standard Account

A Standard Account is a free account and can be created from the email invitation from your Buyer

❖ When creating a standard account you will receive and interactive Purchase Order

❖ Log in using an existing standard account that you have for the Buyer or if this is the first order from the Buyer and you are electing to use the Standard Account process:

With the Purchase Order Open
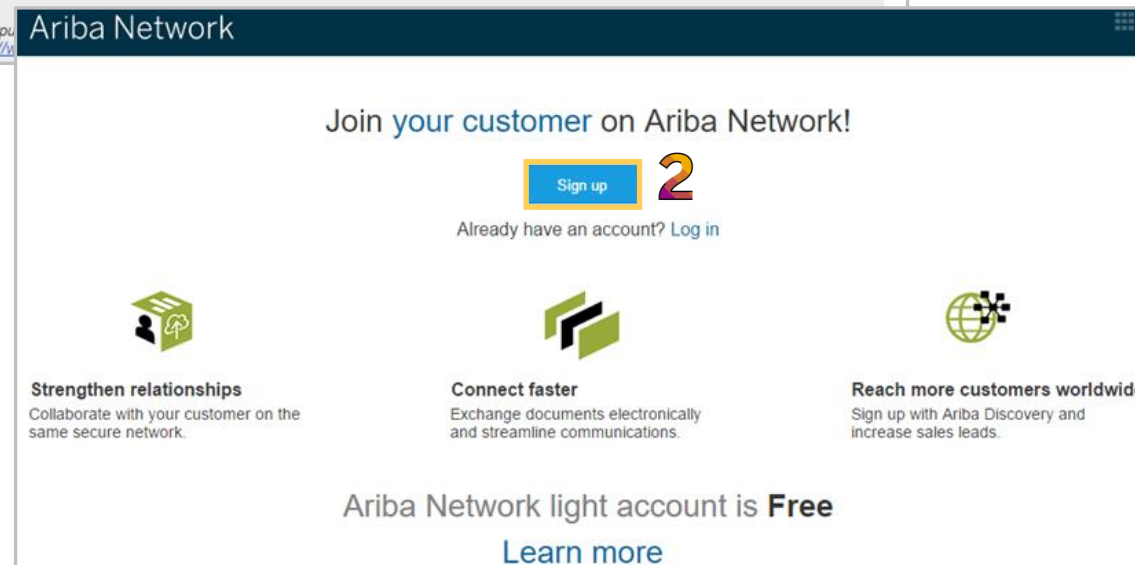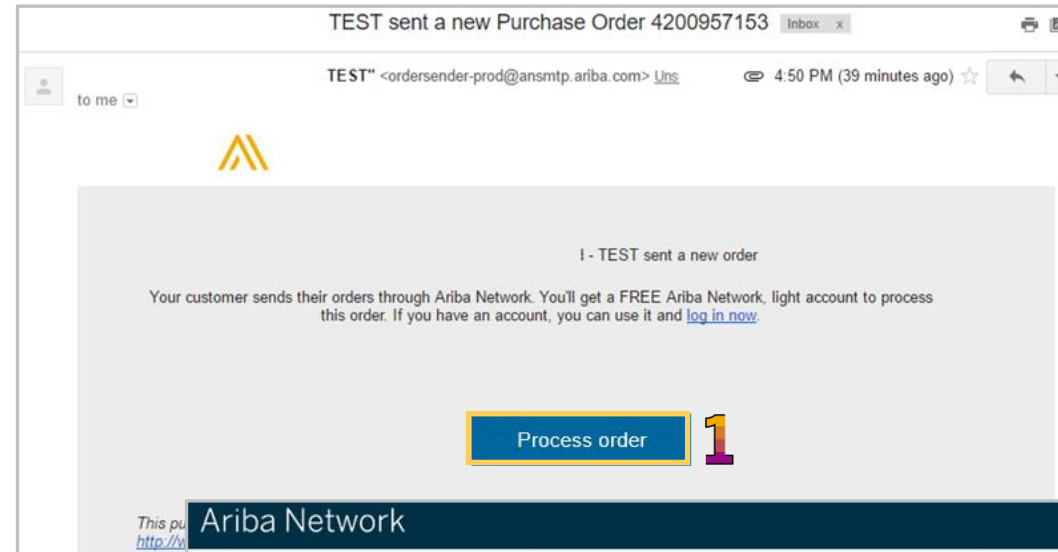
1. Click on **Process Order**

❖ A prompt you to either use and existing account or create a new one

2. Click on **Sign Up**

The Registration page will be displayed

❖ An Upgrade option is available, however Suppliers should ensure they are aware that upgrading from a Standard to and Enterprise Account may attract fees.

You have determined that a Standard Account is the account that best suits your transaction processes with you Buyer.

❖ A Standard Account is free and all transacting Ariba Documents are sent via Email, there is limited access to the Ariba Network.

❖ The System Administrator is still required to complete the Account configuration processes and can create users to perform processes associated with the documents used by you Buyer

❖ Complete the form ensuring that all fields with an asterisks are completed, any missed fields with an asterisks will produce and error and will not allow you to proceed

Register

3 Register Cancel

1 Company information

\

* Indicates a required field

Company Name: * Retail Solutions

Country/Region: * Australia [AUS]

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address: * 12 Dingbat Lane

Line 2

City: *

State: * Victoria [AU-VIC]

Postal Code: * 3000

2 User account information

* Indicates a required field

Name: * Fred   Flinstone

Email: * fredatiensretail@solutions.com

☐ Use my email as my username

Username: * fredatjensretail@solutions.com

Must be in email format(e.g john@newco.com) ⓘ

Password: * Enter Password

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

Repeat Password

Language: English

The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to: * fredatjensretail@solutions.com

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

SAP Ariba Privacy Statement

Ariba Network standard account is Free

Already have an account?
Login

Strengthen relationships
Collaborate with your customer on the same secure network.

Connect faster
Exchange documents electronically and streamline communications.

Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Learn more

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

After logging in, the blue ribbon at the top of the screen will display **SAP Business Network**

➢ Go to https://supplier.ariba.com

To Login:

1. Enter **Username**

2. Enter your **Password**

3. Click on **Login**

4. If you have forgotten your User name or password, click on **Forgot Username or Password**

Forgot Username or Password

1) Enter your **email OR username**
2) Click **Submit**
3) An email from Ariba Commerce Cloud will be sent to the registered email address

❖ Multiple customers – **1 login**
❖ **Username** in form of email – does not need to be a real email address – e.g. bob@abc.com

SAP Ariba /\\

Supplier Login

User Name **1**

Password **2**

Login **3**

Forgot Username or Password

New to Ariba? Register Now

Recover your username

Enter the email address you used to register with Ariba Network.

Email address

Submit   Cancel

Supplier Lifecycle and Performance (SLP)

- ❖ Supplier Lifecycle and Performance (SLP) allows Buyers to get a 360 degree snapshot of their suppliers

- ❖ Suppliers should use an existing Ariba

- ❖ The SLP combines the suppliers qualification, performance, spend, risk and more data in one place

- ❖ An SLP registration link will be sent to Suppliers

- ❖ An invitation with a link to the questionnaire/s will be sent from your Buyer

- ❖ Buyers determine whether they will use a Supplier Registrations questionnaire and/or a Supplier Purchasing Questionnaire

- ❖ Suppliers need to complete the questionnaire they have been sent by their Buyer and once completed the Buyer will review and once Approved creates a relationship between the Buyer and the Supplier

- ❖ If there are errors in the questionnaire/s the Buyer will request the information be updated and resent

- ❖ To access Proposals & Questionnaires from the menu rather than the email sent from your Buyer, click on SAP Business Network and select Ariba Proposals & Questionnaires

- ❖ When completing a questionnaire, complete ALL sections with an aestericks
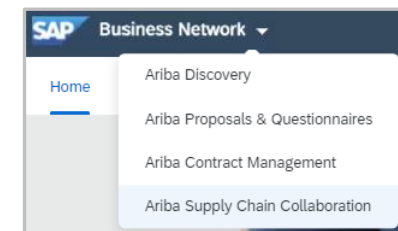
Account Configuration – Company Profile

- ❖ The Company Profile is used by Suppliers to add information

- ❖ Information with an asterisks in Mandatory

- ❖ Adding information that is not mandatory provides more details about your business

- ❖ Account Configuration allows a the System Administrator to set up the Ariba Network for users, ensuring that the information is specific to the supplier and consistent across all users

- ❖ There are 7 tab associated with the Company Profile Tab, they are:

  - ❖ **Basic tab** - Complete or update all required fields marked by an asterisk in the Basic Company Profile tab. Click the **Add** button to classify your Company by **Commodities, Sales Territory** and **Industries**

  - ❖ **Business tab:** Enter additional information for your company, such as tax information

  - ❖ **Marketing**: Add a company description, company logo, and/or links to your social media. If applicable, you can also add your D-U-N-S number in the section marked "Credit and Risk Information from D&B". *The more information you provide, the more relevant business opportunities you may receive

  - ❖ **Contacts**: Add the main company contacts. Additional contacts (role- or customer-specific) can also be setup.

  - ❖ **Certifications:** Enter and upload certificates along with their expiration date if applicable

  - ❖ **Additional Documents:** Any attachments you cannot assign to the categories above

  - ❖ **Save / Close:** Make sure that you save all changes that have been made

The Company profile provides basic information about your business, including adding Tax information and entering company information

❖ Not all information is required, however, all fields with an asterisks must be completed as these are mandatory fields

❖ There are a number of tabs associated to the Company Profile screen

❖ Numbers in brackets on each tab indicates information that sections that are not mandatory and it is at the discretion of the Supplier to complete
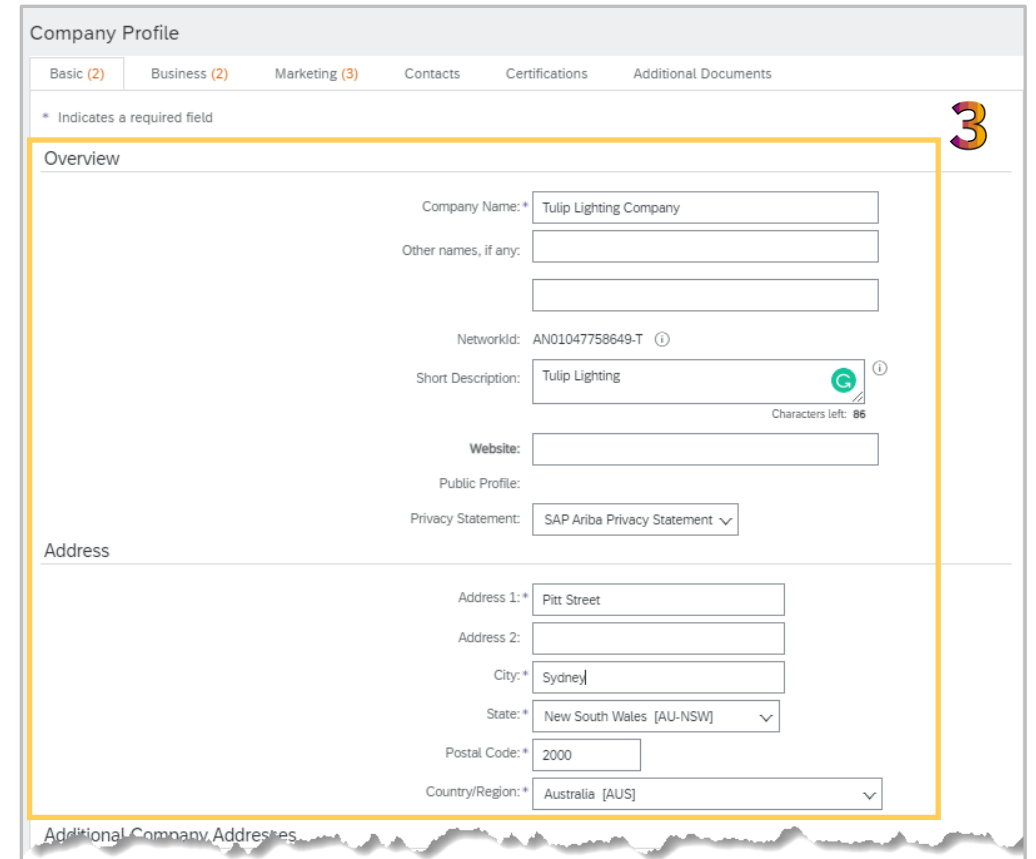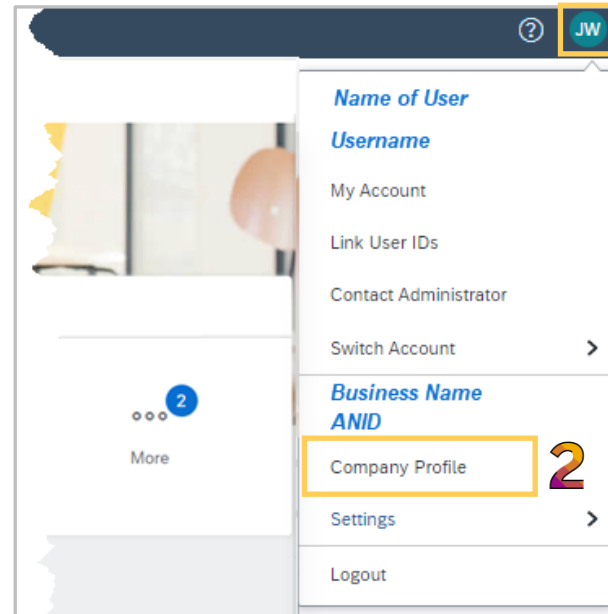
❖ To access the Company Profile, from the Seller Dashboard/Home page:

1. Click on your **initials** at the top of the page

2. Select **Company Profile**

❖ The Company Profile is displayed, many fields will be auto populated based on the information provided during the registration process

❖ The default tab is **Basic**

3. Confirm or update the information in both the **Overview** and **Address** sections

Company Profile

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

* Indicates a required field

Overview

Company Name: * `Tulip Lighting Company`
Other names, if any:

NetworkId: AN01047758649-T ⓘ
Short Description: `Tulip Lighting`
Characters left: 86
Website:
Public Profile:
Privacy Statement: `SAP Ariba Privacy Statement ▾`

Address

Address 1: * `Pitt Street`
Address 2:
City: * `Sydney`
State: * `New South Wales [AU-NSW]  ▾`
Postal Code: * `2000`
Country/Region: * `Australia [AUS]  ▾`

Additional Company Addresses

Add Additional Company addresses where the Remit To: may be a different location than indicated on the Purchase Order and when there are sites in other states, provinces or locations in your business

❖ Once additional locations have been added, users are able to select the address from various document entry screens, for example, Billed From and Shipped From

Open Company Settings and stay on the Basic Tab, refer to Accessing Company Profile Information

1. Click on **Create**

2. Enter the business **Address Name** (for example a subsidiary)

❖ Note: Add Tax information where there is a different Vat/Tax ID, for example a Subsidiary with its own Vat/Tax ID

3. Enter the **Address** details of the additional company address, completing all fields with an asterisks

4. Click on **Save, t**he information added is displayed

❖ **Edit** – Select the Company Address requiring edits, then click Edit. Edit the required fields, then Save

❖ **Delete** – Select the Company Address required for deletion, then click on Delete respond to system message

---

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
			No items			

1 Create

** This column displays your registration status with Ariba's accredited service provider.

Configure Supplier Addresses Served by This Account   **4** Save   Close

* Indicates a required field

Address Name

2
Address Name:* [Tulip Lighting]
Address ID: [ ]
VAT ID: [ ]
Tax ID: [ ]

Address

3
Address 1:* [St Kilda Road]
Address 2: [ ]
City:* [Melbourne]
State:* [Victoria [AU-VIC]]
Postal Code:* [3000]
Country/Region:* [Australia [AUS]]

Address Name ↑	Address ID	Address	Country/Region	Legal Profile Status**
○ Tulip Lighting		St Kilda Road	Melbourne Victoria Australia	-
↳ Edit	Delete	|	Create	

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The System Administrator needs to setup and then maintain the Product and Service Categories, Ship-to or Service Locations as they are mandatory fields

To Add **Products and Services** either:

1. Start typing the name of the product or service into **Enter Product and Service Categories**

2. Select from the list displayed, it will be added

Or

3. Click on **Browse**

4. Locate the Product/Service Category and click on it, if there is sub-categories they will appear in the next box

➢ indicates further sub-categories
➢ Plus indicates it is available to add
➢ Tick indicates it is already added
➢ No items indicates there are no sub- categories

5. Click on **OK**, the items are added

➢ Repeat process for **Ship-to or Service Locations**

❖ **Note:** Scroll bars will be available when there is further information not displayed in the window

❖ To remove an item, either use Remove in the Browse screen or click on the X at the end of the description bubble

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   **1** Add   -or- Browse **3**

Ship-to or Service Locations *   Training

Enter the locations that your company s...   In service **training** and manpower development ...pany serves below. If you have global capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.

Enter Ship-to or Service Location   Environmental vocational **training** services   ... -or- Browse

Computer vocational **training** services

Communications vocational **training** services   Enter Product and Service Categories   Add   -or- Browse

Fire fighting **training** services

Medical vocational **training** services   Environmental vocational train... X

Procurement or supply chain **training**

Product and Service Category Selection

Search   Browse

› 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 >	Additives >	Color compounds and dispersions >	⊕
Agricultural & Fishing Services >	Colorants >	Dyes >	⊕
Apparel, Luggage & Personal Care >	Compounds & Mixtures >	Pigments >	✓
Chemicals >	Elements & Gases >		
Cleaning Supplies >	Explosive Materials >		
Computer Hardware, Software & Telecom >	Solvents >		
Construction & Maintenance Services >	Waxes & Oils >		
Construction Materials >			

No items

My Selections (7)

☐ Communications vocational training services (View)

Remove

Cancel   OK **5**

Adding the Tax information into the Company Profile allows tax information to be auto-populated into Invoices reducing the chance of errors entering a Company Tax ID

After Clicking on your **Initials > Selecting Company Profile**

1. Click on the **Business** tab

2. Scroll down to **Tax Information**

3. Enter the applicable tax information based on your country, region or government requirements

4. Click on **Save**, a green ribbon indicates that the profile has been successfully updated

5. Click on **Close** to exit Company Profile

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When information associated to account is added, updated or changed the System Administrator will receive an email indicating that information has been updated.

❖ If you did not request the change, identify first if it was performed on your behalf by a user with Administration limited access

❖ Emails are only generated when company profile information is effected

Attention: Your Ariba Network supplier account company profile has been updated

AC   Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To

↩ Reply   ↩ Reply All   → Forward   ⋯

Tue 11/05/2021 10:46 AM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba

Dear .

An update was just made to your Ariba Network company profile. If you did not request this update, contact SAP Ariba Support immediately.

Sincerely,
The SAP Ariba Team
https://seller.ariba.com

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
SAP Ariba Privacy Statement | Ariba Data Policy | Ariba Help and Support
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

Account Settings

The Settings selection under your name initials on the top right hand corner provides access to Settings drop down list

❖ The drop down list shows the selections available to all users, however only the System Administrator has all *available* selections including Users and Audit Logs

❖ There may be additional selections based on the SAP Business Network account you have

1. Accounts Settings usually consists of:
    ❖ Customer Relationships
    ❖ Users
    ❖ Notifications
    ❖ Application Subscriptions
    ❖ Account Registration

2. Network Settings usually consists of:
    ❖ Electronic Order Routing
    ❖ Electronic Invoice Routing
    ❖ Accelerated Payments
    ❖ Remittances
    ❖ Data Deletion Criteria
    ❖ Network Notifications
    ❖ Audit Logs

The System Administrator has access to all relevant tabs under Account Settings, however users will only have access to the tabs based on the permissions set for each user

Customer Relationships provides suppliers with information about:
- ❖ Current Relationships
- ❖ Potential Relationships
- ❖ Numbering Preferences
- ❖ More which contains Numbering Preferences and Automatic Invoice Creation

❖ **Note:** Tabs can be used to access other sections under the Account Settings Screen instead of exiting and selecting from the Settings drop down list

1. **Account Settings** screen header
2. **Tabs** to other options under the Settings > Account Settings option
3. **Customer Relationships** screen available tabs
4. **Current Relationships** and **Potential Relationships** options
5. Relationship request options – automatic or manual
6. **Current Customers** sub heading
7. **Filter** to search for customers
8. All Buyers that you have a transacting relationship in the Ariba Network
9. **Show Hide Columns** options

1 Account Settings   Close

2 Customer Relationships   Users   Notifications   Application Subscriptions   Account Registration   API management

3 Current Relationships   Potential Relationships   Numbering Preferences   More...▾

View the list of buying organizations that are currently accepting relationship requests from qualified suppliers and view the project details.

4 Current Relationships   Potential Relationships

I prefer to receive relationship requests as follows:

5 ⦿ Automatically accept all relationship requests   ◯ Manually review all relationship requests

Update

Current (1)   Pending (0)   Rejected (0)

6 Current Customers

7 Filter

Customers

| Enter customer name or Network ID   [+]

Apply   Reset

9 Show / Hide Columns
- ✓ Customer
- ✓ Network ID
- ✓ Relationship Type
- ✓ Approved Date
- ✓ Supplier Information Portal
- ✓ Routing Type
- ✓ Actions

Group by Column
- Customer
- Network ID
- Relationship Type
- Approved Date

Export to Excel
- Export all Rows
- Export Current Page

	Customer	Network ID	Relationship Type	Approved Date	Routing Type	Actions
8 ☐	*Name of the Buyer*	*ANID Number*	Trading	11 Oct 2016	Default	Actions ▾
↳	Reject					

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The **Buyer Supplier Information Portal** is a way Buyers can communicate with their suppliers System Administrator with information they need to transact using the SAP Business Network – SAP Ariba

To access each tab in the Buyers Supplier Information Portal:

1. Access **Settings > Customer Relationships**

2. Under **Current Customers** locate the **Supplier Information Portal column**

3. Click on ⤤ of the Buyer required

4. The **Supplier Information Portal of** the Buyer you selected with the Portal Content tab open

5. Click on the **Reference Documents** tab to identify any documents from your Buyer

6. Click on the **Transaction Rules** tab to view the transaction rules set by the Buyer

❖ **Buyer Supplier Information Portal** – Access to training content via the link (accessed via Help) and may also content information directly from your Buyer

❖ **Reference Documents** – Buyers may upload reference documents for suppliers that provide more business specific information

❖ **Transaction Rules** – The parameters set in the SAP Ariba Network by the Buyer outlining the processes and information about transacting

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Roles, Users & Permissions

The Users tab/selection is only available to the System Administrator, use this tab to maintain users for the Ariba Network for:

- ❖ Creating Roles
- ❖ Creating Users
- ❖ Maintaining Users
- ❖ Assigning permissions
- ❖ Resetting passwords
- ❖ Assign the System Administrator role to another user

1. **Users** – The tab accessed by the System Administrator to create, update and maintain users

2. **Manage Roles** – Roles must be created prior to creating users, roles are created based on the functions/roles within the supplier organisation

3. **Manage Users** – Used to add, delete, update and maintain both users and specific permissions of users

4. **Manage User Authentication** – Used to increase system security

5. **Role Name** – The name of the function/role added by the System Administrator, users are then assigned a role based on the permissions required to perform their job

6. **Users Assigned** – Indicates the number of users assigned to the Role

7. **Actions** – The actions allowed, the System Administrator role cannot be deleted, there is only 1 System Administrator at any one time

8. **+** - Used to Add Roles

Account Settings   Save   Close

Customer Relationships   Users **1** Notifications   Application Subscriptions   Account Registration   API management   **9**

Manage Roles **2** Manage Users **3** Manage User Authentication **4**

Roles (3)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned ⌄

Apply   Reset

8 +   ▦

5 Role Name	**6** Users Assigned	**7** Actions
Administrator	*Name of the System Administrator*	🗑
Test Role	*Name of User and a number indicating total number of users assigned to this role*	🗑
Service Entry Sheet Generation		🗑

The System Administrator is able to create roles with specific permissions required to perform that role within the Ariba Network, for example: accounts payable need access to invoicing permissions whereas the receiving team need receipting permissions

❖ **Note:** The System Administrator Role can not be amended or deleted, however a different user can be assigned to the System Administrator role when required

To add a Role:

1. Display the **Manage Roles Tab**
2. Click on the ➕ button
3. Enter the **Name of the Role** you wish to create
4. Tick the relevant and required Permissions

To Maintain a Role:

5. Click on the **Role Name** and the add or Remove ticks next to permissions

To Delete a Role

6. Click on the 🗑 under Actions

❖ **Note:** You cannot delete a role when users are attached to that role

Manage Roles	Manage Users	Manage User Authentication

Role Name	Users Assigned	Actions
Administrator	*Name of the System Administrator*	🗑

Create Role

| Save | Cancel |

* Indicates a required field

New Role Information

Name:* Accounts

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1 »

	Permission	Description
☐	API Development Access	Access to API development using the SAP Ariba developer portal.
☑	Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
☑	Contact Administration	Maintain information for account contact personnel
☐	Goods Receipt Report Administration	

Role Name	Users Assigned	Actions
Accounts	*Name of User and a number indicating total number of users assigned to this role*	🗑

After Roles have been created or added as required, **Users** can be created

To Create a User:

1. Click on the **Manage Users** tab
2. Click on the PLUS button
3. Enter a **User name**

❖ **Note:** The User name can be the email address of the User or it can be created, however it must be in an email format, for example jane@abc.com

4. Enter the **Email Address** of the User
5. Enter the User's **First Name**
6. Enter the User's **Last Name**
7. Under **Role Assignment**, select the Role required
8. Click on **Done**, (you may get a Confirm Domain message particularly if you have not used the actual email address of the user for the Username, click **Yes**)

❖ **Note:** Note: Users can be assigned more than 1 Role

❖ Customer Assignment - Where you have multiple Buyers on the one ANID, User's can be assigned specific Customers

Only the System Administrator can enable Multifactor Authentication requirements

❖ With Multifactor Authentication enabled for login, users are required to perform the two-step verification process to log in to the Ariba Network

To enable multifactor authentication for login:

1. Select the **Manage User Authentication** tab

2. Select the box **Require multi-factor authentication for login**

3. Click on **Yes** in the dialogue box

4. Select the users by checking the boxes against their names from the table or the box in the blue ribbon as it will select *ALL* users

5. Click on **Apply**

6. Click on **Save**

❖ **Note:** If you do not select specific Users none of the Users in your business will be enabled for multifactor authentication

❖ To **Disable Multi-Factor Authentication**, select the box with a tick, a dialogue box will indicate you are disabling the multifactor authentication at login, click **Yes**

Account Settings   Save   6 Close

Customer Relationships   Users   Notifications   Application Subscriptions   Account Registration   API management

Manage Roles   Manage Users   Manage User Authentication   1

Multi-factor Authentication User Setup (1)

☐ Require multi-factor authentication for critical fields

2 ☐ Require multi-factor authentication for login

⚙ Configure multi-factor authentication settings

	Account Status	Username	Email Address	First Name	Last Name	Role Assigned
☐ 4						
☐		jdoe@tuliplighting.com	jane.doe@tuliplighting.com	Jane	Doe	Accounts

---

MUTIFACTOR AUTHENTICATION AT LOGIN

You are enabling multi-factor authentication for login. This does not affect login immediately. Are you sure you want to continue?

Yes   3 No

Multi-factor Authentication User Setup (10)

☐ Require multi-factor authentication for critical fields

☑ Require multi-factor authentication for login

⚙ Configure multi-factor authentication settings

Filters

Users (You can only search on one attribute at a time)

[Username ▾] [Enter username]   [Select MFA Status ▾]

Apply   5 Reset

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Only the System Administrator can enable Multifactor Authentication requirements

❖ With Multifactor Authentication enabled for login, users are required to perform the two-step verification process to log in to the Ariba Network

To enable multifactor authentication for login:

1. Select the **Manage User Authentication** tab

2. Select the box **Require multi-factor authentication for critical fields**

3. Click on **Yes** in the dialogue box

4. Select the users by checking the boxes against their names from the table or the box in the blue ribbon as it will select *ALL* users

5. Click on **Apply**

6. Click on **Save**

❖ **Note:** If you do not select specific Users none of the Users in your business will be enabled for multifactor authentication

❖ To **Disable Multi-Factor Authentication**, select the box with a tick, a dialogue box will indicate you are disabling the multifactor authentication at login, click **Yes**

Account Settings

Save 6 Close

Customer Relationships   Users   Notifications   Application Subscriptions   Account Registration   API management

Manage Roles   Manage Users   Manage User Authentication   1

Multi-factor Authentication User Setup (1)

2 ☐ Require multi-factor authentication for critical fields   ☐

☐ Require multi-factor authentication for login

⚙ Configure multi-factor authentication settings

☐ 4 Account Status	Username	Email Address	First Name	Last Name	Role Assigned
☐	jdoe@tuliplighting.com	jane.doe@tuliplighting.com	Jane	Doe	Accounts

CHANGE AUTHENTICATION

You are enabling multi-factor authentication for critical field updates. Multi-factor authentication is required for access to secure sections of the site, but does not affect login. Are you sure you want to continue?

Yes 3 No

Multi-factor Authentication User

☑ Require multi-factor authentication for critical

☐ Require multi-factor authentication for login

⚙ Configure multi-factor authentication settings

Filters

Users (You can only search on one attribute at a time)

Username ⌄   Enter username   ┼   Select MFA Status ⌄

Apply 5 Reset

❖ Multifactor Authentication increases a businesses Ariba Network security

❖ Only the System Administrator can manage, update and maintain multifactor authentication processes

❖ There are different levels of multifactor authentication that can be attached to specific users or all users of the Ariba Network, they are:

❖ **Time Allowed to skip multi-factor authentication attempts allowed** – the maximum number of days the user can skip the multifactor authentication setup, the default value is 5 days

❖ **Number of invalid multi-factor authentication attempts allowed** – the maximum number of invalid multifactor authentication attempts that a user can make, the default is 5 attempts. After the number of invalid attempts specified in the field the user account is locked, only the System Administrator can unlock this account

❖ **Retry period for locked out users** – After the number of minutes shown (default 120 minutes) the user account is automatically unlocked and can be reused, if it occurs a second time the default is 240 mins and the user is unlocked after that time. If the User gets locked a 3rd time the user account is locked and only the System Administrator can unlock the account

❖ **Enable the Remember me option** – a user can select this option for multifactor authentication in the one-time password input screen, this opens a Remember Device for selection

❖ **Remember device for** – specifies the maximum number of days the user's device and browser will be remembered, during which they will not be promoted for the multifactor authentication passcode during login, the default is 5 days

Multifactor Authentication settings can be configured to provide parameters for login functionality and other options supporting greater security

To configure multifactor authentication settings:

1. Click on **the Manage User Authentication tab**

2. Select the users by checking the boxes against their names from the table or the box in the blue ribbon as it will select *ALL* users

3. Click on Configure multi-factor authentication settings, the window opens

4. Select the required option/s and update (if required):

   ❖ **Time Allowed to skip multi-factor authentication attempts allowed**

   ❖ **Number of invalid multi-factor authentication attempts Retry period for locked out users**

   ❖ **Enable the Remember me option**

   ❖ **Remember device for**

5. After selecting and/or updating multifactor authentication information, click on **Save**

6. Click on **Save** to exit the screen

Account Settings   Save 6 Close

Customer Relationships   Users   Notifications   Application Subscriptions   Account Registration   API management

Manage Roles   Manage Users   **Manage User Authentication**   1

Multi-factor Authentication User Setup (1)

☐ Require multi-factor authentication for critical fields

☐ Require multi-factor authentication for login

⚙ **Configure multi-factor authentication settings**   3

☐ 2 Account Status   Username   Email Address   First Name   Last Name   Role Assigned

☐   jdoe@tuliplighting.com   jane.doe@tuliplighting.com   Jane   Doe   Accounts

---

Configure Multi-factor Authentication Settings   4   Save 5 Cancel

Time allowed to skip multi-factor authentication setup: | 5 | days   ⓘ

Number of invalid multi-factor authentication attempts allowed : | 5 | ⓘ

Retry period for locked out users : | 120 | minutes   ⓘ

Enable the Remember me option :   ☑   ⓘ

Remember device for : | | days   ⓘ

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When this notification is sent to a User	Notification Text
When you have not set up multi-factor authentication even after you receive an email from your Ariba Network administrator	Your action is required. This is a reminder to set up Multi-factor authentication which is due in 5 days. Multi-factor authentication is an additional layer of security to prevent unauthorized access to your account and protect the data. This does not affect your log in into SAP Ariba applications. Once you successfully log in with your credentials, you will be shown instructions to set up multi-factor authentication. It is highly recommended that you set up this feature immediately.
When you exhaust the limit set by your Ariba Network administrator for invalid passcode entries	You have been locked out of your account for providing invalid passcode. Please wait while your account is reactivated. You may also reach out to your administrator and request your account to be unlocked.
When: Your Ariba Network administrator has reset multi-factor authentication for your user account. You have requested a reset of multi-factor authentication for your user account.	Multi-factor authentication has been reset and a new security code has been generated for you. Once you successfully log in with your credentials, you will be shown instructions to set up multi-factor authentication. It is highly recommended that you set up this feature immediately

Routing Processes

❖ There are a number of Electronic Order Routing Options, ensure that you select the correct routing type

❖ In most instances the System Administrators email will auto-populate most fields

❖ An Email must be provided in all fields with an asterisks, however until the option is selected by placing a tick in the associated box it will not activate

❖ Up to 5 email addresses can be entered into each field separated by a comma only, do not include spaces or use other separators

❖ Using emails and selecting to attach a copy of the Purchase Order means that Suppliers can view what their Buyer's require prior to logging into the SAP Business Network – SAP Ariba

❖ Email addresses can include Distributions Lists, generic email boxes or specific people email addresses

    ❖ **Online** –This means that the Purchase Order is sent to the Ariba Network but no email notifications will be sent to advise there is a new purchase order from your Buyer/s

    ❖ **Email** – This is the default settings and means that an email will be sent to advise that a new purchase order/s is in the Ariba Network from your Buyer/s

    ❖ **cXML/EDI** – Only used when system integration is set up

❖ This document only directs suppliers to complete the mandatory fields required for the initial set-up, however there are many other fields that can be activated to send emails for other document types (default is set to online)

Electronic Order Routing is where suppliers can set up the preferred method for transacting with your customer, the information entered affects all users on your Ariba Network

❖ Where a Supplier is transacting with multiple Buyers on the Ariba Network, separate routing for each different Buyers cannot occur

Open **Network Settings** by, clicking on your **Initials** at the top right of your screen, select **Settings**

1. Click on **Electronic Order Routing** under Network Settings
2. Locate **New Orders**
3. Select the **Routing Method** (the default is Email)
4. Confirm or enter up to 5 emails **into Email Address**
5. Select the required option/s from:
   ❖ Attach cXML document in the email message
   ❖ Include document in the email message
   ❖ Leave attachments online and do not include then with email messages etc.
   ❖ Attach PDF document in the email message
❖ All other New Order routing methods will reflect the choice made for Catalog Orders without Attachments

6. Scroll down to **Notifications**

Network Settings | Save | Close

Electronic Order Routing **1** Electronic Invoice Routing   Accelerated Payments   Settlement

* Indicates a required field

External System Integration

Do not send status updates for items sent to pending queue

New Orders **2**

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email **3**	Email address: **4**
	Online / cXML / Email / EDI / cXML Pending Queue / Fax	**5** Attach cXML document in the email message Include document in the email message Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments are left online.
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments are left online.

Notifications **6**

Type	Send notifications when...	To email addresses (one required)
	☑ Send a notification when orders are undeliverable.	

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Suppliers can identify when they require to be notified about a document by ticking in the applicable **Send Notifications when…**

At lease one email address must be in the To email addresses and the System Administrator email may already be displayed

1. Select the required **Send notifications when…,** putting a tick in the associated box activates the selection

2. Confirm or enter the **To email addresses** applicable email address

3. Click on **Save**

❖ A green ribbon indicates that the information has been successfully updated, if the ribbon is red you may have missed entering information into a mandatory field

4. Click on **Close** to exit or select the next tab required

❖ Even if none of the selections are chosen there must be an email address in the fields with an asterisks

---

Notifications

Type	Send notifications when...	To email addresses (one required)
Order	☑ Send a notification when orders are undeliverable.	
	☐ Send a notification when a new collaboration request against an existing order is received.	
	☐ Send notification for new purchase orders to suppliers.	
	☐ Send notification to suppliers when purchase orders are changed.	
Purchase Order Inquiry	☑ Send a notification when purchase order inquiries are received.	
	☐ Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	☐ Send a notification when time sheets are undeliverable.	

Save   Close

Network Settings   Save   Close

✓ Your profile has been successfully updated.   ✕

Electronic Order Routing   Electronic Invoice Routing   Accelerated Payments   Settlement

The Electronic Invoice Routing activity is required only for Notifications

❖ Do not change the Routing Method for Invoices and Customer Invoices unless advised to do so from an SAP Ariba Representative

1. Select the required **Send notifications when…,** putting a tick in the **Send a notification when invoices are undeliverable or rejected**

   ❖ **Note:** Selecting Send a notification when invoice status changes generates an email for each process associated with the invoice and may trigger large quantities of emails

2. Confirm or enter the **To email addresses** applicable email address

3. Click on **Save**

❖ A green ribbon indicates that the information has been successfully updated

4. Click on **Close** to exit or select the next tab required

❖ Even if none of the selections are chosen there must be an email address in the fields with an asterisks

---

Network Settings   Save   3 Close

Electronic Order Routing   Electronic Invoice Routing   Settlement

| General | Tax Invoicing and Archiving |

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online ▾	Return to this site to create invoices
Customer Invoices	Online ▾	Save in my online inbox

Notifications

Type	1 Send notifications when...	2 To email addresses (one required)
Invoice Failure	☑ Send a notification when invoices are undeliverable or rejected.	* [ ]
Invoice Status Change	☐ Send a notification when invoice statuses change.	* [ ]
Invoice Created Automatically	☐ Send a notification when an invoice is created automatically on behalf of your company.	* [ ]

Network Settings   Save   Close   4

✓ Your profile has been successfully updated.   ✕

Electronic Order Routing   Electronic Invoice Routing   Settlement

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Test Account

❖ Only the System Administrator can create the test account and use the Switch to Test ID selection, users must be added as users

❖ The same credentials cannot be used to access the Test and Production account

❖ For Suppliers that will be integrating, a Test Account will be needed to ensure documents are flowing correctly from your ordering system or ERP through Ariba and to your Buyer

❖ Roles, Users and Permissions must be created for users in the test environment as their production account will not give them access unless a specific test log in is created

❖ Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production

❖ The Network will always display which mode you are logged into, (Production or Test). Your Test account ID has the suffix "-T" appended to your Ariba Network ID (ANID)

The System Administrator is the only User with the Option to Switch to the Test Account

❖ The System Administrator will need to create Test Account User ID's before users can access Test.

To Create a **Test Account**:

1. Click on your initials in top right corner

2. Select **Switch to Test Account**

3. Click **OK** when the Ariba Network displays a warning indicating You are about to switch to Test Mode.

   ❖ **Note:** A Test Admin Username will be autogenerated, the System Administrator can either use this or create a new one, it cannot be the same as the login for the Production Account

4. Create a **Username**

5. Create a **Password**

6. Re-enter the password into **Confirm Password**

7. Click **OK**

   ❖ You will be transferred to your test account. Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production.

   ❖ Test Mode will be displayed in Red at the top of the screen to identify you are working in a Test account

USER NAME

Login Username

My Account

Link User IDs

Contact Administrator

Switch to Test Account

Supplier Business Name

SAP Ariba Network ▾   Enterprise Account

SAP Ariba Network ▾   Enterprise Account   TEST MODE

Changing Account Mode

OK   Cancel

When you switch, Ariba Network logs you off of your Production Mode.

To stay in Production Mode and save changes, click Cancel.
To switch to Test Mode, click OK.

The trading relationship with the buyer test and development account will be automatically established. This applies to all existing buyer account relationships and also once a new trading relationship is established in the Production and Test mode respectively. Note: Supplier fees do not apply for Test accounts.

Create Test Account

OK   Cancel

You are about to create a new account in the Test Mode. The trading relationship with the buyer test and development account will be automatically established. This applies to all existing buyer account relationships and also once a new trading relationship is   *More*

Username:*   test-admin@ *Name of Supplier*

Password:*

Confirm Password:*

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Auto-Invoice Against Goods Receipt (GRN)

❖ The Automatic Invoice Creation process authorizes the Buyer to use the Ariba Network functionality to create and submit invoices based on the receipts generated by the Buyer

❖ Each time the Ariba Network receives a receipt that applies to a single order from the Buyer, the system will use the information from the receipt and the corresponding order to automatically create and submit and Invoice

❖ When using this process the information entered onto the Purchase Order and then confirmed is the document that the invoice is created from

❖ Only Buyers who use Automatic Invoice Creation will have an Actions button available and Automatic Invoice Creation a selection

❖ When the Automatic Invoice Creation has been triggered the Response Status will be either Rejected (not active) or Accepted (active)

❖ A Supplier can change the response at any time however be aware that receipts prior to changing will be automatically created

To request consent from your Buyer that they agree to participate in this process

Open the **Customer Relationships** screen

1. Click on the **Automatic Invoice Creation Acceptance** tab

   ❖ **Note:** If the Automatic Invoice Creation tab is not displayed, click on More. If it is not available for selection it indicates this is not a process your Buyer/s use

2. Click on **Actions**

3. Select **Confirm Automatic Invoice Creation**

4. Click **Yes**

5. Agree to the terms and conditions by clicking in the box

6. Click **OK**

7. Click on **Close** to exit the screen

Note: To turn the Auto-invoice process off select No in step 3

Account Settings

| Customer Relationships | Notifications |

| Current Relationships | Potential Relationships | Automatic Invoice Creation Acceptance | More...▾ |

1

More...▾
✓ Current Relationships
Potential Relationships
Numbering Preferences
Automatic Invoice Creation Acceptance

Current

Customer

---

7 Close

Account Settings

| Customer Relationships | Notifications |

| Current Relationships | Potential Relationships | Automatic Invoice Creation Acceptance | More...▾ |

Current

| Customer | Routing Type | Response Status |

| **Name of Buyer** | Default | |

2 Actions ▾

3 Confirm Automatic Invoice Creation

Confirm Automatic Invoice Creation

6 OK   Cancel

Please specify whether to allow the Ariba Network to automatically create invoices from receipts for *Name of Buyer*

4 ⦿ Yes
☐ No

5 ☑ By selecting Yes, my company authorizes Ariba, using the Ariba Network functionality, to automatically create and submit invoices based on receipts sent by

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Managing Customer Relationships

Suppliers may receive requests from other businesses to create a relationship

To manage Customer Relationships:

Open the **Customer Relationships** screen

1. Select **Current Relationships**

2. Identify and select whether you with to accept new customer relationships either **Automatically** or **Manually**

3. Click **Update**

The Tabs indicate how many customers are:

❖ Current

❖ Pending

❖ Rejected

❖ My Groups

❖ Review, update and confirm customer relationships as required

Account Settings　　　　　　　　　　　　Close

Customer Relationships　　Notifications

Current Relationships　**1**otential Relationships　　Numbering Preferences　　More...▾

I prefer to receive relationship requests as follows:

○ Automatically accept all relationship requests　　● Manually review all relationship requests　**2**

[Update]　**3**

Current (12)　　Pending (0)　　Rejected (0)　　My Groups (0)

Account Settings　　　　　　　　　　　　Close

Customer Relationships　　Notifications

Current Relationships　　Potential Relationships　　Numbering Preferences　　More...▾

I prefer to receive relationship requests as follows:

○ Automatically accept all relationship requests　　● Manually review all relationship requests

[Update]

Current (12)　　Pending (0)　　Rejected (0)　　My Groups (0)

Pending Customers

	Customer	Network ID	Relationship Type	Requested Date ↓
☐				

No items

55

To Manage Potential Customer Relationships:

1. Select **Potential Relationships**

2. Click on **View Project** next to the relationship you wish to view

3. Review the information on the **Relationship Details Tab**, enter information into all fields with an asterisks

4. Click on **Next**

5. Review the information on the **Profile Details** tab

6. Click on **Submit**

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Suppliers can group their customers into defined groups

To do this:

Open the **Customer Relationships** screen

1. Select **Current Relationships**

2. Select the **My Groups** tab

3. Click **Create**

4. Enter the Name of the group you wish to create

5. Enter a Description of the group

6. Click in the box next to the Buyer/s you wish to add to this group

7. Click on Add, the names of the Buyers will appear under Members

8. Once all members have been added click on **Submit,** the name of the group is displayed

To create more groups, repeat this process

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Archiving Invoicing

Configuring invoice Archiving allows you to specify the frequency, immediacy and delivery of zipped invoice archives

❖ Suppliers can determine the frequency that invoices can be archived by choosing either Twice Daily, Daily, Weekly, Biweekly or Monthly

To do this:

Open the **Electronic Invoice Routing** screen

1. Select **Tax Invoicing and Archiving**

2. Scroll down to Invoice Archival, click on **Configure Invoice Archival**

3. Select the **Frequency**

   ❖ **Note:** Select Archive Immediately if required, after Archive Immediately started you can either Stop it or Update the frequency as required

4. Click on **Start**

5. Determine the **Send Requirement**:

   ❖ Click on **Send Archived invoice files to the pending queue for download**

   OR

   ❖ Click on **Send archived invoice files to the Archive Delivery URL**, then enter the **Archive Delivery URL**
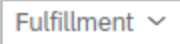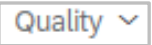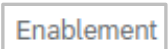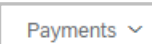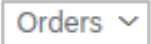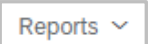
6. Click on **Save Delivery Option**

7. Click on **Save**
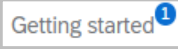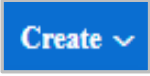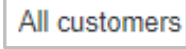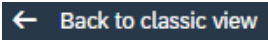
Glossary & Terminology

Seller Dashboard (Home) Fields & Tabs Information

- The first screen seen after logging in is the Seller Dashboard or Home page as the Home tab is highlighted.

- **Note:** that only the processes that your Buyer uses and the permissions set by your System Administrator determines what tabs are visible on the Seller Dashboard /Home page.

- SAP Business Network is displayed in the top Ribbon, selections to various parts of the Ariba Network commence from this screen, but can also be accessed from any other screen the tabs are displayed

- The following table provides users with information about he tab, field or selection option:

Name of Item	Tab, Field or Selection	Description/Use	Name of Item	Tab, Field or Selection	Description/Use
SAP Business Network Header	SAP Business Network ▾	The SAP Business Network is displayed There is a drop down list that provides access to other items such as Sourcing and Quotes	Fulfillment Tab	Fulfillment ▾	This is a Supply Chain Collaboration only process, and is for suppliers providing direct goods. Refer to the Fulfillment Guides
Home Tab	Home	The first screen viewed after logging in has the Home tab selected	Quality Tab	Quality ▾	This is a Supply Chain Collaboration only process, and is for suppliers providing direct goods. Refer to the Quality Guides
Enablement Tab	Enablement	Steps required to start transacting in the Ariba Network, however please note, these tasks are performed by your system administrator	Invoices Tab	Invoices ▾	Provides access to creating invoices, credit memos, line item credit memos and debit memos
Workbench Tab	Workbench	This is where you find all your documents by creating preferred views using filters to make transacting easier	Payments Tab	Payments ▾	The payments tab provides suppliers with information about payments from buyers
Planning Tab	Planning ▾	This is a Supply Chain Collaboration only process, and is for suppliers providing direct goods. Refer to the Planning Guides	Catalog Tab	Catalogs	The catalog tab provides suppliers with a view of the catalog they are using to transact with their buyer
Orders Tab	Orders ▾	The orders tab displays all Purchase Orders sent from buyers in the Ariba Network, including change and inquires purchase orders	Reports Tab	Reports ▾	Reports can be extracted for information in the Ariba network

Seller Dashboard (Home) Fields & Tabs Information cont.

Name of Item	Tab, Field or Selection	Description/Use	Name of Item	Tab, Field or Selection	Description/Use
Message Tab	Messages	The messages tab is used to send messages to the buyer	Getting Started Tab	Getting started	Getting Started may be displayed and is to indicate if there are any further tasks required to ensure that transacting through the Ariba Network is smooth
Create Drop Down	Create ⌄	The create drop down shows options for creating specific documents such as an Order Confirmation or Ship Notice	Orders and Releases Field	Orders and Releases	The document options that you can complete a search on, the default is Orders & Releases
More	⋯	The … (more) button allows users to create CSV/PDF documents and tracking information	Customer Selection Option	All customers	The list of customers that you are transacting with, users can choose specific customers or leave it in the default of All Customers
User Initials	JW	The initials of the User name	Exact Match Option	Exact match	Choose either Exact Match or Partial match to the document required
Help	?	Provides access to the help topic pane, what's new, guided tours, documentation and support	Order Number Search	Order number	Enter the number of the document you are searching for,
Back to Classic View	← Back to classic view	This is a temporary option, once you have entered Classic view you cannot revert back to the Seller Dashboard without logging back in	Commence Search	🔍	A magnifying glass triggers a search or indicates that a search can be conducted
Feedback Option	Feedback	Feedback can be provided on the home page	Drop down Menu Available	⌄	Indicates that there is a drop down list of options
Overview	Overview	The overview button is on the seller dashboard/home page provides it is customizable	More options available	⋯ More	The ellipsis icon with More indicates that there is more information by clicking on it
My Widgets	My widgets	Widgets are the boxes that contain information, widgets can be set by the user to provide the information required by that user	Export	⊞	Allows users to export information into an Excel format

General Terms

Name of Item	Description/Use	Name of Item	Description/Use
ANID	The ANID is the Ariba Network Identification number, this number is unique for each Ariba Network whether a Buyer or Supplier Network	Credit Memo	A Credit Memo is a credit against a Purchase Order and at header level. For example use a Credit Memo when there has been an overcharge on shipping costs or the wrong Tax rate has been selected
ERS	Evaluated Recipient Settlement indicates that the Buyer will create the Invoice on behalf of the Supplier	Line Item Credit Memo	A Line Item Credit memo is a credit against an Invoice and is when a credit is required for damaged good or return of goods that where not fit for purpose
ERP	Enterprise Resource Planning is the integrated management of business processes such as Ordering and Invoicing	Rejected Invoice/ Edit & Resubmit	When an Invoice is rejected by the Buyer it will create a rejection, locate and open the Invoice and use Edit and Resubmit, correct the error based on the Buyer requirements and resubmit
Purchase Order	A Purchase Order is your document of truth, it is the source document from which all other documents will flow from, only the Buyer can change or update a Purchase Order	Ariba Discovery	Only used by Buyers and Suppliers that use Ariba Discovery to Request for Quote (RFQ) on goods or services
Invoice	An invoice is the document used to pay a supplier for goods or services provided based on the Purchase Order	Ariba Questionnaire and Proposals	Supplier Lifecycle Performance (SLP) is a process used by Buyers. Questionnaires are sent to a supplier from a Buyer and can be a Registration or Purchasing Questionnaire based on the Buyers requirements
Table Options Menu	Table Options menu allow suppliers to change the view of the screen to display different heading or information	Search Filters	Search filters provide users with the ability to narrow search options to locate specific types or documents in their Ariba Network
Ariba Sourcing	Ariba Sourcing is used as part of Direct Materials sourcing, it is a solution for managing sourcing and suppliers across all spend categories	Documents	A Document is the information sent and received via the Ariba Network
Active Buttons	Active Buttons are blue and can be selected to perform a task or process, greyed out buttons indicate that it is a process not used by a Buyer or requires another process to occur prior to activating	Fulfillment	The name of a tab that includes orders, order confirmations, ship notices, Services entry sheets, extended collaboration, product replenishment, drafts, extended collaboration and receipts
Order Confirmation	An Order Confirmation provides a Buyer with confirmation that good or services requested can be delivered or provided based on the information within the Purchase Orders	Opportunities	These represent collaboration requests
Ship Notice	A ship notice also known as an Advanced Ship Notice provides the Buyer with information about the goods arriving to their premises	Drafts	Documents can be saved as a draft for completion at a later point

SAP Ariba

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