



SAP Ariba Business Network Quick Start Guide

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Steps to be Ready To Transact



1. Trading Relationship Request Acceptance (Status “In Progress”)
2. Profile Registration (Status “Relationship Established”)
3. Set Up and Configure Your Account (Status “Configured”)
4. Test account creation (Status “Ready To Transact”)
5. Create roles and users
6. Support

01


Trading Relationship Request Acceptance

Trading Relationship Request

Email sent by SAP Ariba

In order to start with SAP Ariba Business Network Portal Registration, you will be sent an email from the SAP Ariba Network

1. Go to your mailbox, find the email sent by “**ordersender-prod**” contact and open the document (Check in your Spam if you do not find it in your mailbox)
2. Scroll down the page to “**Action Required**”
3. Click on “**Accept your customer’s relationship request**”

SAP Ariba  **Trading Relationship Request**

1. Accept the Trading Relationship Request

(Sent to your inbox from: "ordersender-prod")

[1] *This applies at least for the first 3 years of transaction on the Full Account, and will always be free on the Light Account

ACTION REQUIRED

Your customer, [redacted] is changing the way they do business with their valued suppliers. The goal is to make the process by which your company receives purchase orders and/or gets paid as efficient as possible.

To enable your company to process orders or invoices with [redacted], click the link below to get started.

[Accept your customer's trading relationship request](#)

(Please click the link above whether or not you have an existing account on the Ariba Network.)

If this invitation did not reach the appropriate person in your company, please forward as needed.

02

Profile Registration

Profile Registration

Welcome to Your Supplier Portal

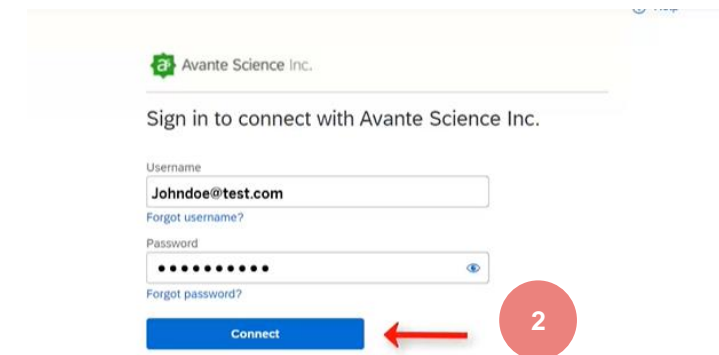
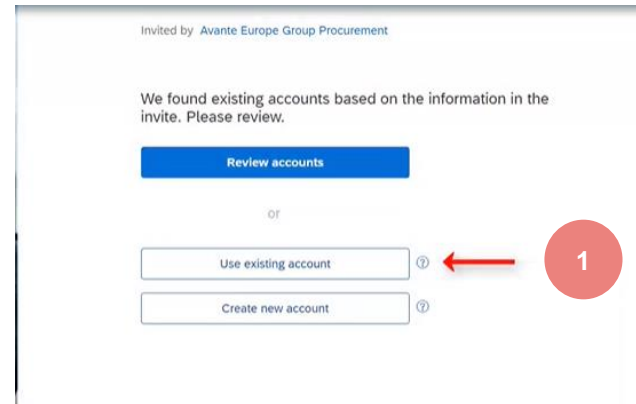
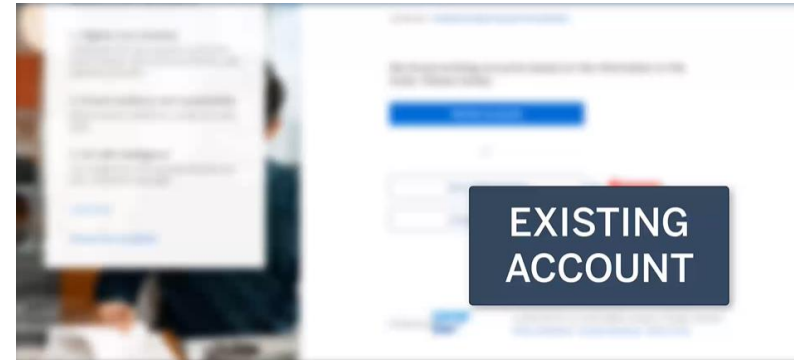
Depending on if you are an existing User or a New one, you will have to choose one of the suggested options

Existing user :

1. You can create a new account for Alstom or **use your existing ANID** (Use the ANID sent by SAP Ariba with the Trading Relationship Request)
2. In case you a “Pop Up Window” is appearing, please **click on the cross**

New user :


Please refer to **Slide 9** to start Registration

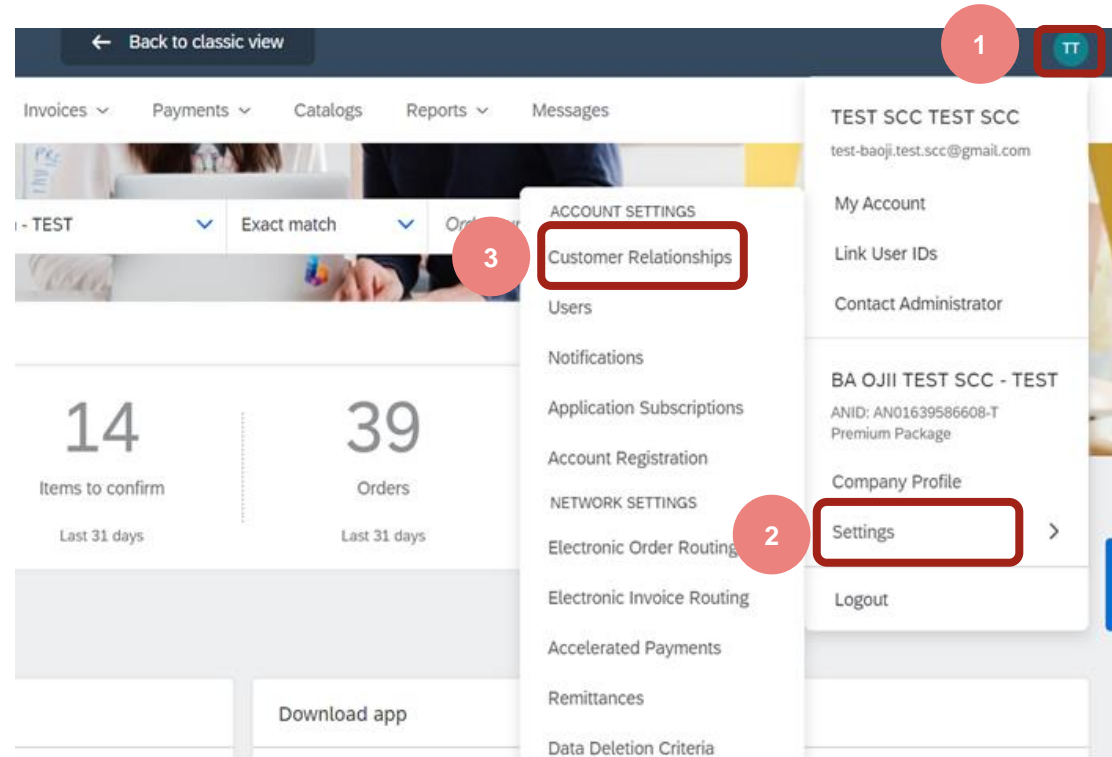


Profile Registration

SAP Ariba Existing User

In order to set up your Existing Account and link it to Alstom, please follow the steps described below :

1. Please Click on your **XX ID** 
2. Go to "**Settings**"
3. Select "**Customer Relationships**"



Profile Registration

SAP Ariba Existing User

Once you are in “**Customers Relationships**” Page, please follow the actions to be done below :

1. Scroll down the page till “**Current Customers**”
2. Verify that “**Alstom**” is appearing
3. Then Click on the tab “**Close**”

The screenshot shows the SAP Ariba interface for 'Customers Relationships'. At the top, there is an 'Update' button and a summary bar with 'Current (1)', 'Pending (0)', and 'Rejected (0)'. Below this is a section titled 'Current Customers' with a red circle '1' next to it. Underneath is a 'Filter' section with a search box labeled 'Enter customer name or Network ID' and a '+' button. Below the search box are 'Apply' and 'Reset' buttons. At the bottom of the screenshot is a table with columns: 'Customer ID', 'Network ID', 'Relationship Type', 'Approved Date', 'Supplier Information Portal', 'Routing Type', and 'Actions'. The first row in the table has 'My Customer Name' in the 'Customer ID' column, which is highlighted with a red circle '2' and a red arrow pointing to it. Below the table is a 'Reject' button.

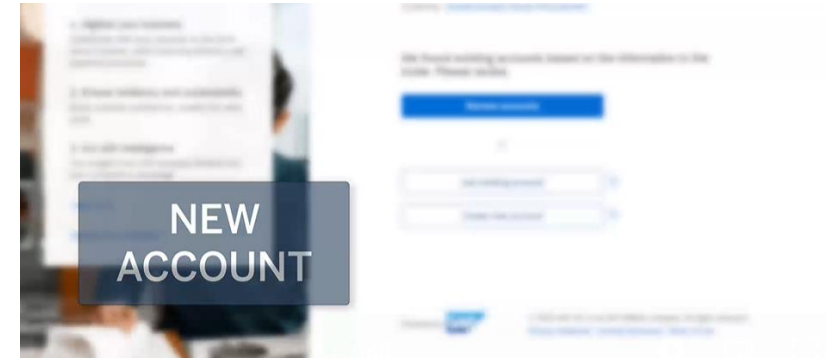
A blue button labeled 'Close' with a red circle '3' next to it, indicating the third step in the process.

Profile Registration

SAP Ariba New User

You are a **New user** for SAP Ariba Business Network Portal :

Go to **“Create new account”**



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



Profile Registration

SAP Ariba New User

You are a **New user** for SAP Ariba Business Network Portal :

1. Please enter your **“Company Information”**

2. Scroll Down the page until Click on **“User account Information”** (Account Administrator)

3. Click on **Create account**

Help

Avante Science Inc.

Create an account to connect and collaborate with Avante Science Inc. on SAP Business Network [Review the information](#)

Company information ⓘ

Company (legal) name *
KIT TEST 02

Country/Region *
United States [USA]

Address line 1 *
[]

Address line 2
[]

Address line 3
[]

Administrator account information ⓘ

First name *
John

Last name *
Doe

Email *
Johndoe@test.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](#)
Please read [Privacy Statement](#) to learn how we process personal data.

I'm not a robot

[Create account](#)

Profile Registration

SAP Ariba New User

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories
 or [Browse](#)

Ship-to or Service Locations
 or [Browse](#)

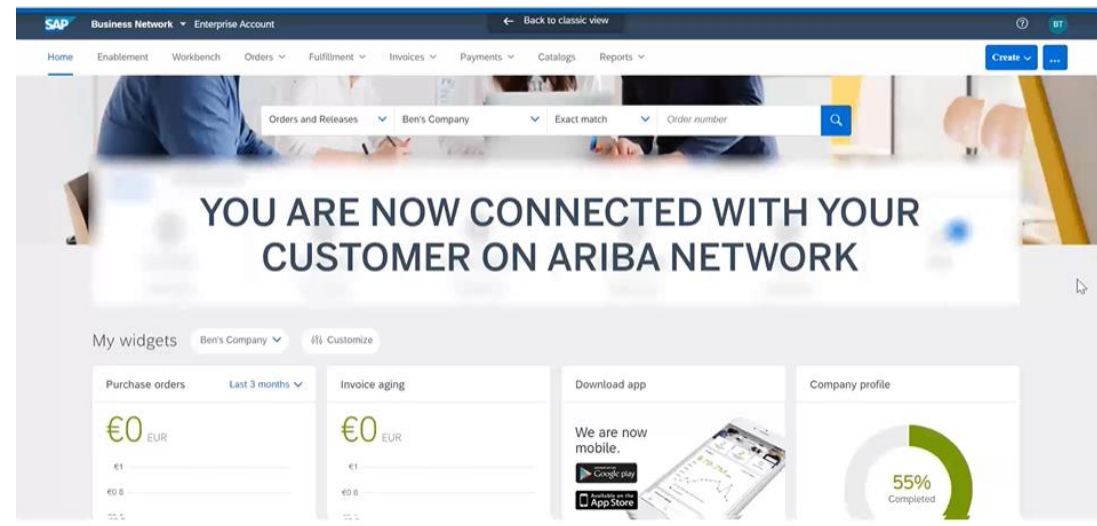
Don't show this to me again



Please provide your business role

Please choose the business role which best describes the day-to-day tasks you perform for your company. Your experience is tailored to the business role you choose.

Business Role * :



03

Set Up and Configure Your Account

Set Up and Configure Your Account

Routing Settings

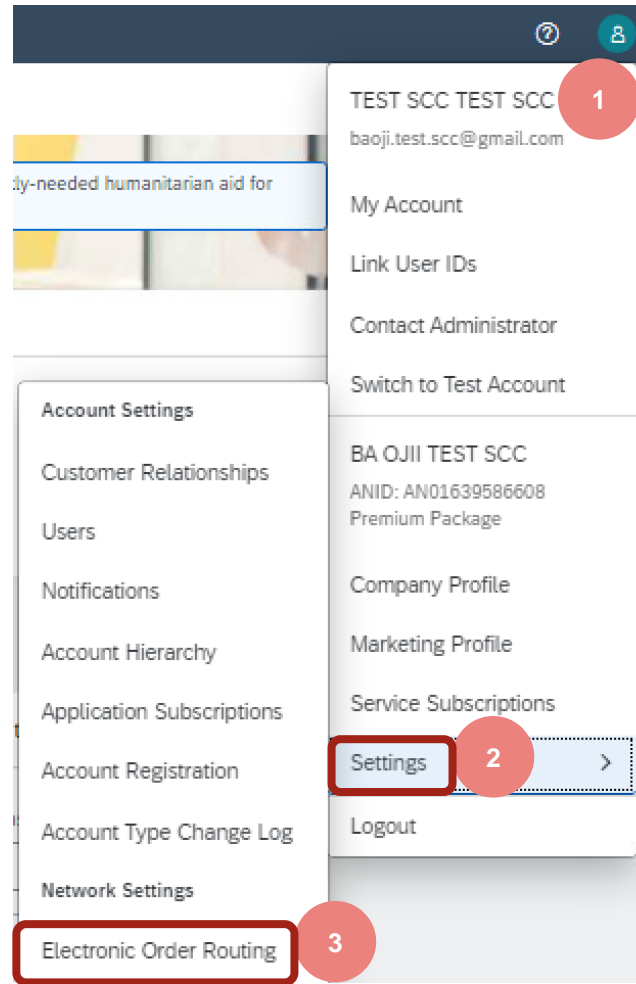
Now that your account has been duly registered, you can set up your account :

1. Please click on your Initials at the top right corner in “Home Page”



2. Go to “Settings”

3. Select “Electronic Order Routing”



Set Up and Configure Your Account

Routing Settings

This step to configure “**Electronic Order Routing**”:

1. Select “**Email**”
2. Enter one to five Email addresses for notifications
3. Tick the two boxes as described
4. Click **Save**

SAP Business Network Enterprise Account

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Settlement | Data Deletion Criteria

* Indicates a required field

External System Integration

- Configure cXML (native) integration
- Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Save Close

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: baoji.test.scc@gmail.com <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> 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". <input checked="" type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	without attachments	Current Routing method for new orders: Email

Set Up and Configure Your Account

General Email Notifications

This step to configure “Email Notifications”:

1. Please Click on “XX ID”



2. Go to “Settings”

3. Select “Notifications” and select “General” tab

4. Tick the chosen boxes, enter one to three Email addresses for notifications and **Save**

The screenshot shows the SAP Business Network Account Settings page. A dropdown menu is open, showing the 'Notifications' option selected. The 'General' tab is active in the 'Relationship' section. The table below shows notification settings for various relationship types.

Type	Send notifications when...	To email addresses (one required)
Customer	<input type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	baoji.test.scc@gmail.com
Customer Requirements Change	<input type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	baoji.test.scc@gmail.com
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	baoji.test.scc@gmail.com
Supplier Enablement Activity and Task Reminder	<input type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	baoji.test.scc@gmail.com
Other Notifications		
Network Service	<input type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	baoji.test.scc@gmail.com
	<input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small	baoji.test.scc@gmail.com

Set Up and Configure Your Account

Network Email Notifications

This step to configure “Email Notifications”:

1. Please Click on “XX ID”



2. Go to “Settings”

3. Select “Notifications” and select “Network” tab

4. Tick the chosen boxes, enter one to three Email addresses for notifications and **Save**

The screenshot shows the SAP Business Network Enterprise Account settings page. The user profile 'TEST SCC TEST SCC' is visible at the top right. A dropdown menu is open, showing 'Notifications' selected. The 'Network' tab is selected in the 'Account Settings' section. The 'Settings' option is highlighted in the dropdown. The 'Error Email Notification' section has 'Send notification digest this often, in hours' set to 1. The 'Electronic Order Routing' section has 'Send notification for new purchase orders to suppliers' checked. The email address 'jserres@deloitte.fr' is entered in the 'General Notification Options' field. The 'Order' and 'Purchase Order Inquiry' sections have 'baoji.test.scc@gmail.com' entered in the 'To email addresses' field. The 'Save' button is visible at the bottom right.

04

Test account creation

Test account creation

Switch to Test ID

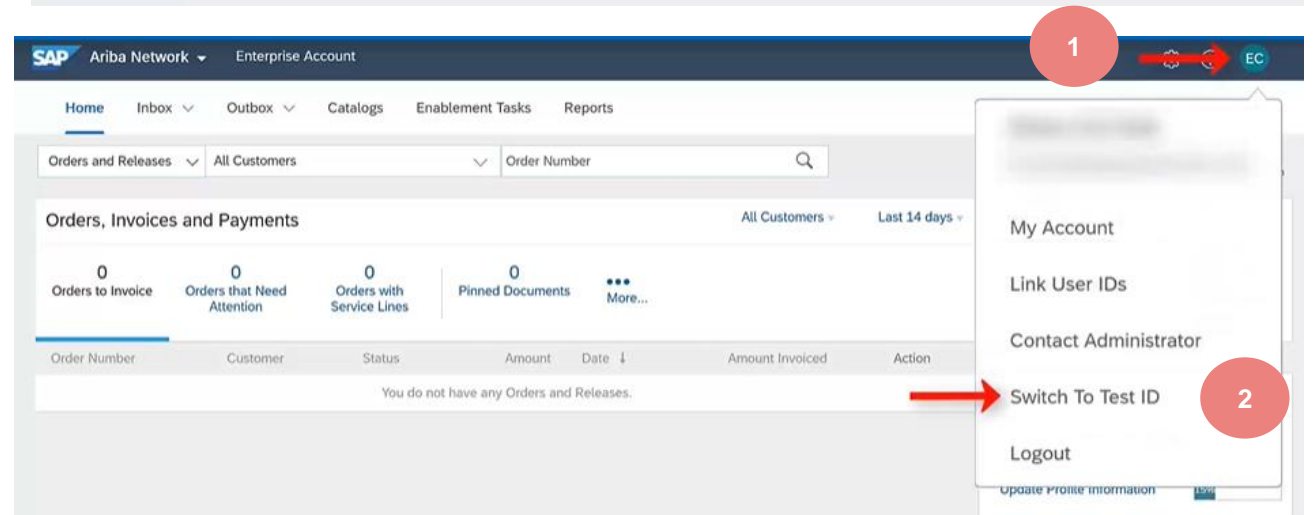
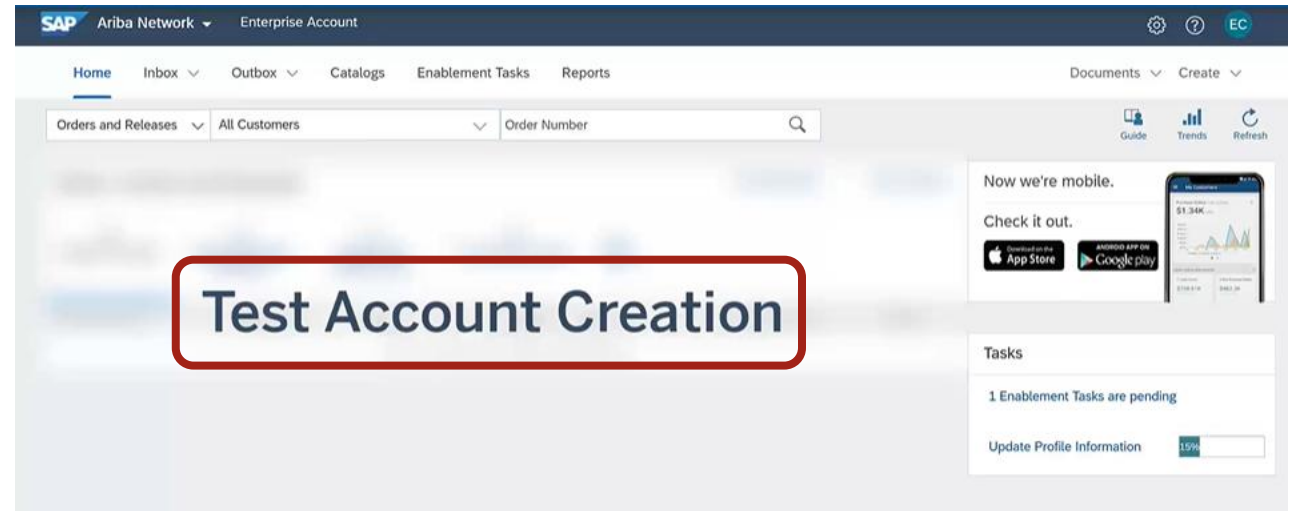
This step to create “Test account”:

1. Please Click on “XX ID”



2. Go to “Switch to Test ID”

Nota Bene : Only the Supplier Ariba Administrator can realize this task



Test account creation

Switch to Test ID

This step to create “Test account”:

1. Please Click on “Ok”

2. Go to “Fulfill Username (automatically created, do not change it)” and password (same Password as in Production Mode)

3. Please Click on “Ok”

The screenshot displays the SAP Ariba Enterprise Account interface. At the top, the navigation bar shows 'SAP Ariba Network' and 'Enterprise Account'. The main content area is titled 'Changing Account Mode' and contains a warning message: 'WARNING: You are about to switch to Test Mode. When you switch, Ariba Network logs you off of your Production Mode. Any unsaved changes will be lost. 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.' A red circle with the number '1' highlights the 'OK' button. Below this, the 'Create Test Account' section is shown. It contains a warning message: '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. More'. A red arrow points to the 'OK' button. Below the warning, there are three input fields: 'Username: test-11test@Test.com', 'Password:,', and 'Confirm Password:,'. A red box highlights these three fields, and a red circle with the number '2' is next to it. Red arrows point to the 'Password' and 'Confirm Password' fields. At the bottom right, a red circle with the number '3' highlights the 'OK' button. The footer contains the SAP Ariba logo, links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use', and the copyright notice '© 1996–2018 Ariba, Inc. All rights reserved.'

Test account creation

Test account created

This step to create **“Test account”**:

1. Please select the right Position and Tick it

2. Go to **“Continue on Ariba Network”**

3. Your Test Account is done, and you are **“Ready To Transact”**

Finance

Information Technology

Marketing

Order Management

Sales

Service Administrator

Shipping

Treasury

Other

SAP Ariba Network Enterprise Account **TEST MODE**

Home Inbox Outbox Catalogs Enablement Tasks Reports Documents Create

Orders and Releases All Customers Order Number

Orders, Invoices and Payments All Customers Last 14 days

0 Orders to Invoice 0 Orders that Need Attention 0 Orders with Service Lines 0 Pinned Documents More...

Order Number Customer Status Amount Date Amount Invoiced Action

You do not have any Orders and Releases.

Tasks

1 Enablement Tasks are pending

Update Profile Information 15%

05

Create roles and users

Create roles and users

Roles

This step to configure “Roles”:

1. Please Click on “XX ID”



2. Go to “Settings”

3. Select “Users” and select “Manage Roles” tab

4. Please click on



The screenshot shows the SAP Ariba Network 'Account Settings' page. At the top right, a user profile dropdown menu is open, with a red circle '1' around the user's name 'TEST SCC TEST SCC'. A red circle '2' highlights the 'Settings' option in the dropdown. Below the dropdown, a red circle '3' highlights the 'Users' option in the main navigation menu. In the 'Account Settings' page, a red circle '4' highlights the 'Manage Roles' tab. The page content includes a 'Roles (1)' section with a description, a 'Filters' section with a 'Permission' dropdown menu, and 'Apply' and 'Reset' buttons.

Create roles and users

Roles

This step to configure "Functions":

1. Enter the name of the function
2. Select applicable "Permissions" and check the required boxes
3. Click Save

Selected Role Information

1 Name:

Description:

Permissions

2

Each role must have at least one permission.

Show me all the available permissions


Permission	Description
<input checked="" type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input checked="" type="checkbox"/> Planning Collaboration Visibility	Access to planning collaboration visibility
<input checked="" type="checkbox"/> Outbox Access	View and search documents in Outbox and take actions based on your role
<input checked="" type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role

3

Create roles and users


Users Vs Role

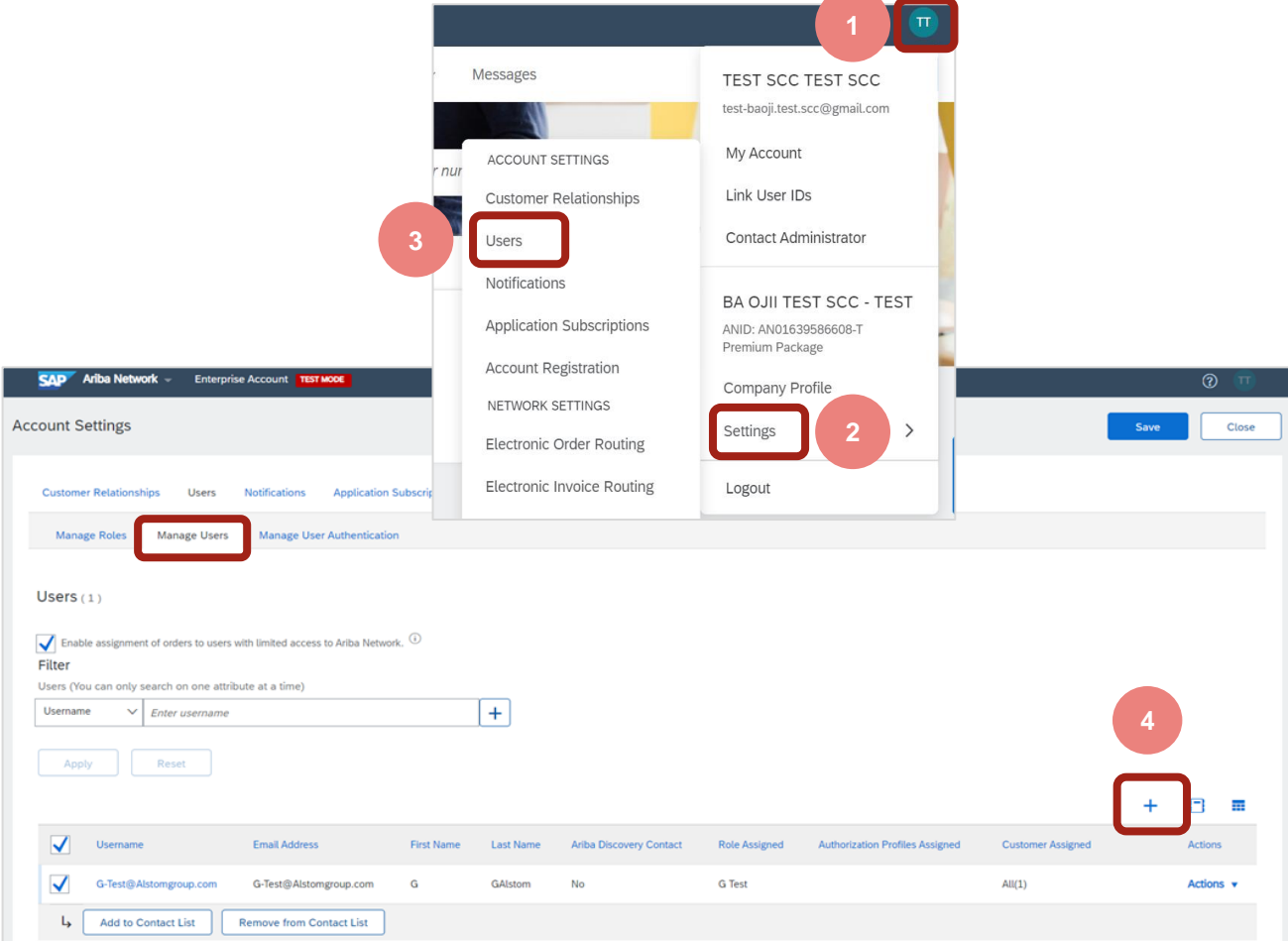
This step to configure “Create Users Vs Roles”:

1. Please Click on “XX ID” 

2. Go to “Settings”

3. Select “Users” and select “Manage Users” tab

4. Please click on 



The screenshot illustrates the navigation path in the SAP Ariba Network interface. It shows the 'Account Settings' page with a dropdown menu open. The 'Users' option is selected, and the 'Manage Users' tab is active. A table of users is displayed, with a '+' button in the bottom right corner for adding new users.

Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
G-Test@Alstomgroup.com	G-Test@Alstomgroup.com	G	GAlstom	No	G Test		All(1)	Actions

Create roles and users

Users Vs Role

This step to configure “**Create Users Vs Roles**”:

1. Please fulfil the asterisk boxes (email has to be in Email Format)
2. Under role Assignment, select the checkbox for desired role
3. click on “**Done**”

The New User will receive an email prompting him to create a password and a Log in

4. Select “**Manage Users**” tab and tick the corresponding box with the required Username
5. Please click on **Save**

SAP Business Network Enterprise Account TEST MODE

Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username: * G-Test@Alstomgroup.com ⓘ
Email Address: * G-Test@Alstomgroup.com
First Name: * G
Last Name: * GAlstom
 Do not allow the user to resend invoices to the buyer's account. ⓘ
 This user is the Ariba Discovery Contact ⓘ
 Limited access ⓘ
Country: USA 1 Area: Number: Office Phone: USA 1

Role Assignment

Name	Description
<input checked="" type="checkbox"/> G Test	

Customer Assignment

Done Cancel

SAP Business Network Enterprise Account TEST MODE

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication

Users (1)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter
Users (You can only search on one attribute at a time)
Username Enter username +
Apply Reset

<input checked="" type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Action
<input checked="" type="checkbox"/>	G-Test@Alstomgroup.com	G-Test@Alstomgroup.com	G	GAlstom	No	G Test		All(1)	Action

Add to Contact List Remove from Contact List

Save

05

Connexion and Support

Login

Get logged in

To login :

<https://service.ariba.com/Supplier.aw/125013038/aw?awh=r&awssk=KrlIXInd&dard=1>

1. Enter **Username**
Account Administrator (to make User Settings) or User Account
2. Enter your **Password**
3. Click on **Login**

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba? [Register Now](#)



Direct Suppliers (Supply Chain Collaboration)

	<p>Introduction to the SAP Business Network</p> <p>View links to the resources that provide more information on the SAP Business Network.</p> <ul style="list-style-type: none"> • SAP Business Network Resources Page 		<p>Alstom SCC Summits</p> <p>Summit Presentation decks to help suppliers understand project scopes.</p> <ul style="list-style-type: none"> • Alstom Supplier Summit <ul style="list-style-type: none"> ◦ English ◦ Español ◦ Français ◦ Italiano ◦ Português 		<p>Alstom Trading Relationship Request</p> <p>Materials supporting the configuration of the supplier account.</p> <ul style="list-style-type: none"> • Supplier Account Creation <ul style="list-style-type: none"> ◦ English ◦ Español ◦ Français ◦ Русский
	<p>Alstom Training Guides</p> <p>Training guide to help SCC suppliers transact via the SAP Business Network.</p> <ul style="list-style-type: none"> • SAP Business Network Supplier Training Guide <ul style="list-style-type: none"> ◦ English ◦ Español ◦ Français ◦ Italiano ◦ Português ◦ Русский 		<p>Additional Support Resources</p> <p>Find out who you can contact for your SAP Business Network and Business - related questions</p> <ul style="list-style-type: none"> • Alstom's Supplier Support Page 		<p>Frequently Asked Questions (FAQ Document)</p> <p>This document will answer all frequently asked questions of suppliers</p> <ul style="list-style-type: none"> • Frequently Asked Supplier Questions

Alstom SAP Ariba Business Network

Support references

Supplier Support During Deployment



SAP Ariba Business Network Registration or Configuration Support

- [Registration, Account configuration](#)



Alstom Enablement Business Process Support

- Business-Related Questions
- Email: Vincent.mathieu@alstomgroup.com
- Email: gerald.cagnin-ext@alstomgroup.com



[Alstom Supplier Information Portal](#)

[SAP Ariba Portal Supplier Registration to Test account Creation \(screencast.com\)](#)

Supplier Support Post Go-Live



Global Customer Support

Use the Help Center directly from your Ariba Network Account.