SAP Ariba Business Network
Quick Start Guide

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ALST⚙M
· mobility by nature ·

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**

[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 **2**

Your customer, ▮▮▮▮▮ 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 ▮▮▮▮, click the link below to get started.

▸ Accept your customer's trading relationship request **3**

(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

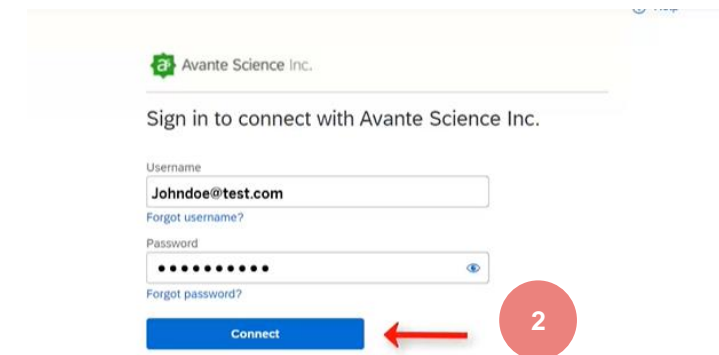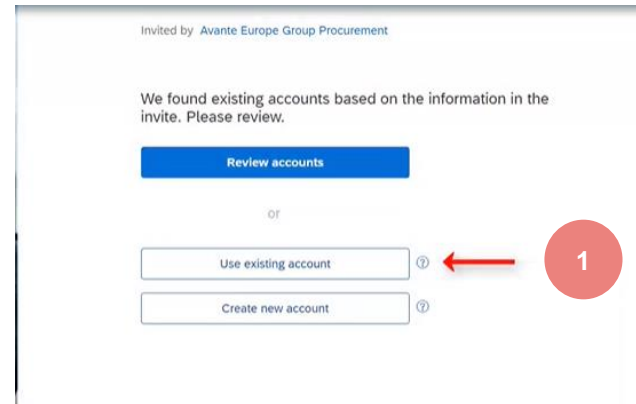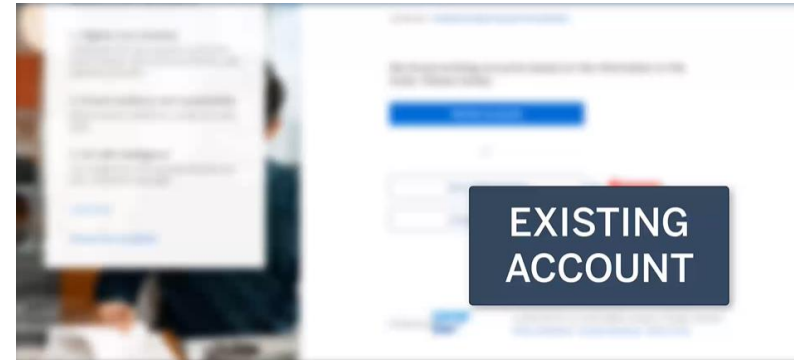# Profile Registration
Welcome to Your Supplier Portal

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**
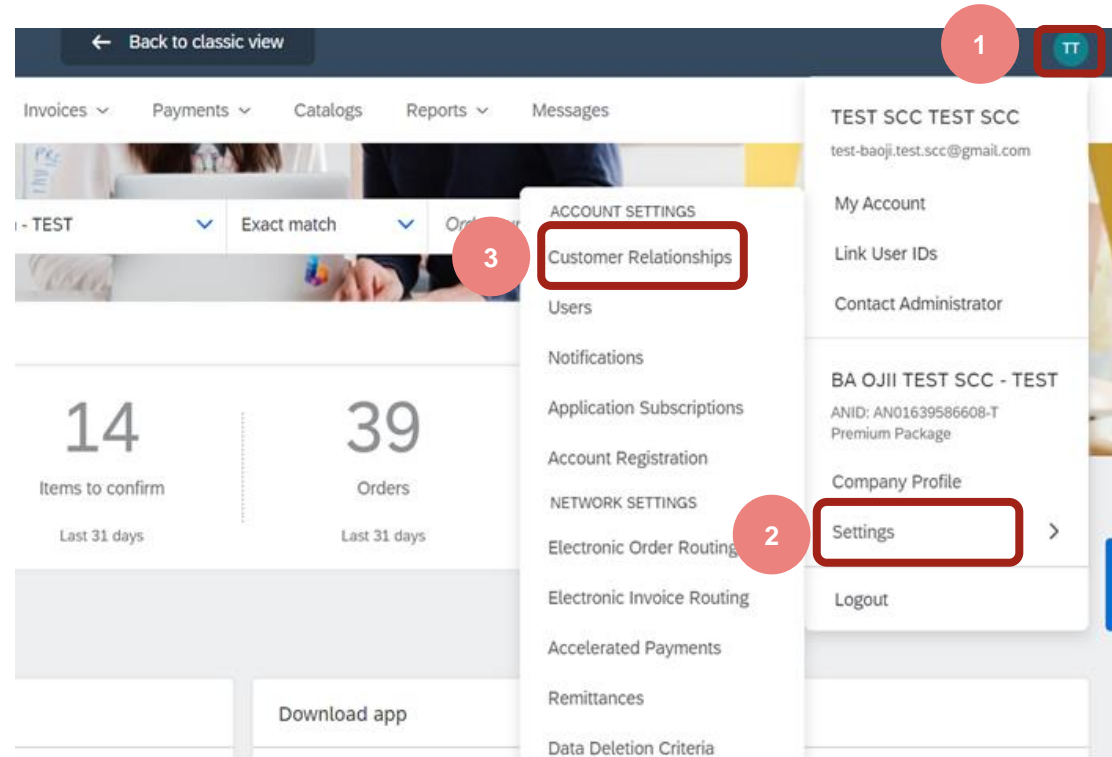
New user :

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**"

Profile Registration
SAP Ariba New User

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

Go to **"Create new account"**
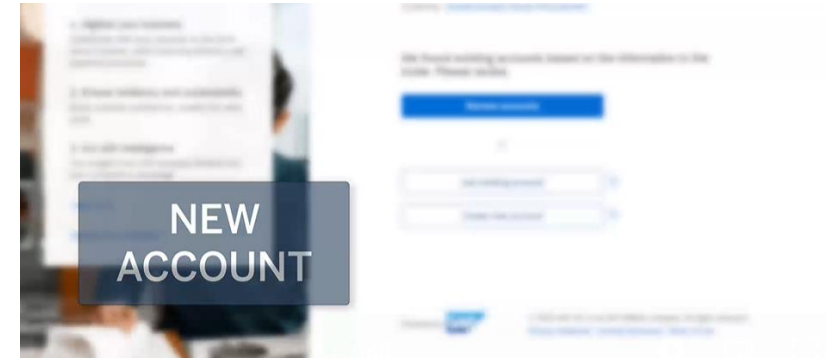
Profile Registration
SAP Ariba New User

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**

Profile Registration
SAP Ariba New User
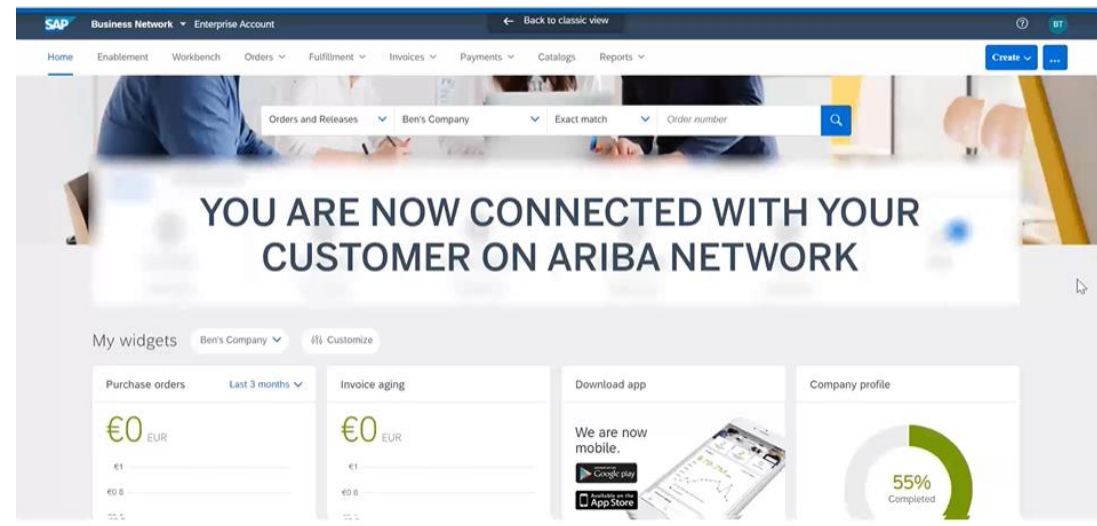
03

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"**
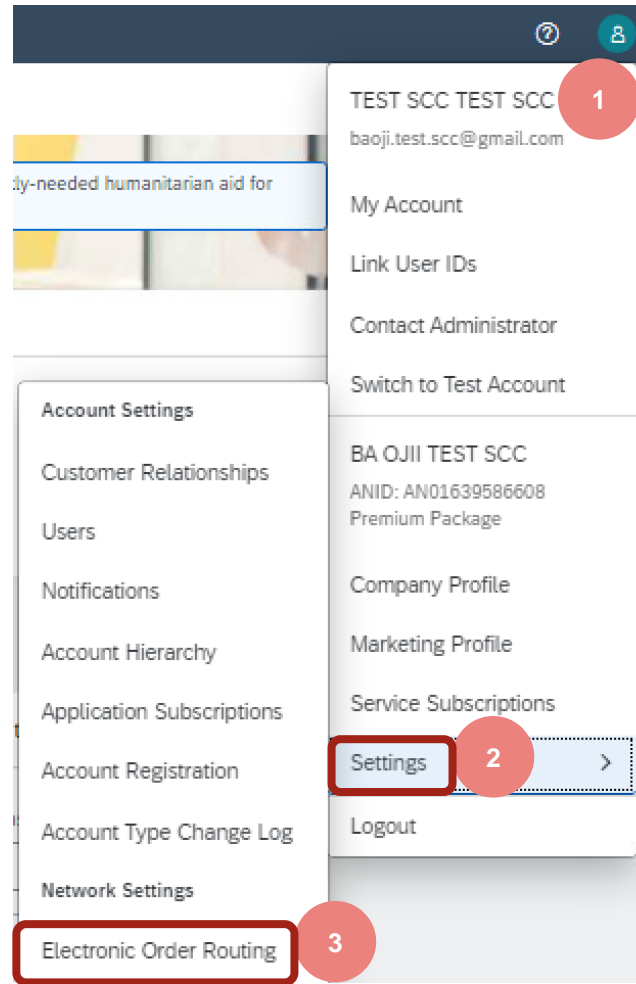
Set Up and Configure Your Account
Routing Settings

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**

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**

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**

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Test account creation

ALSTOM

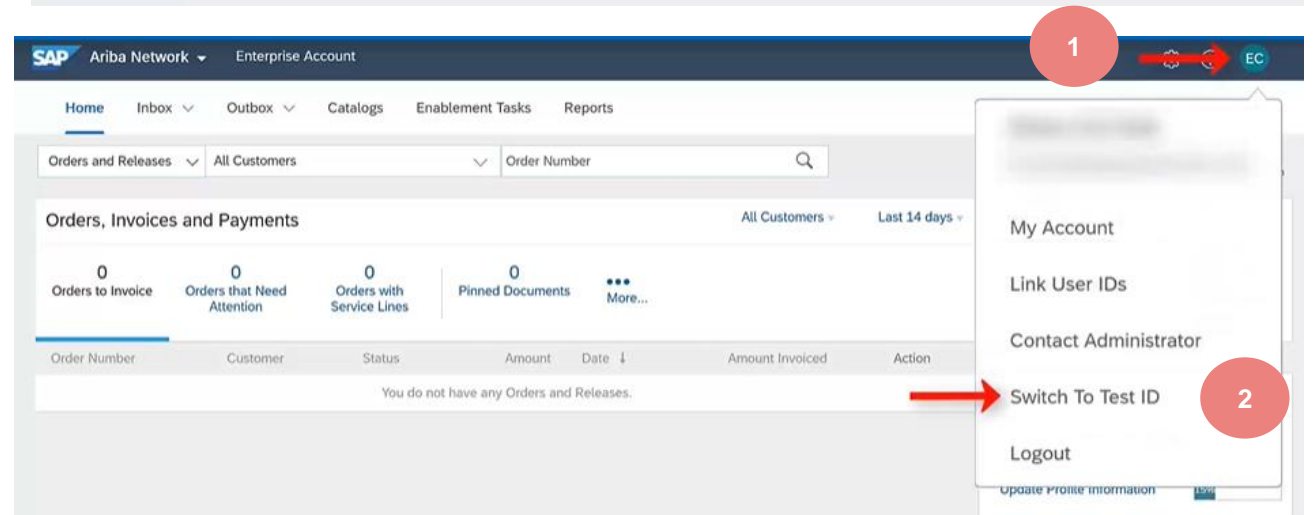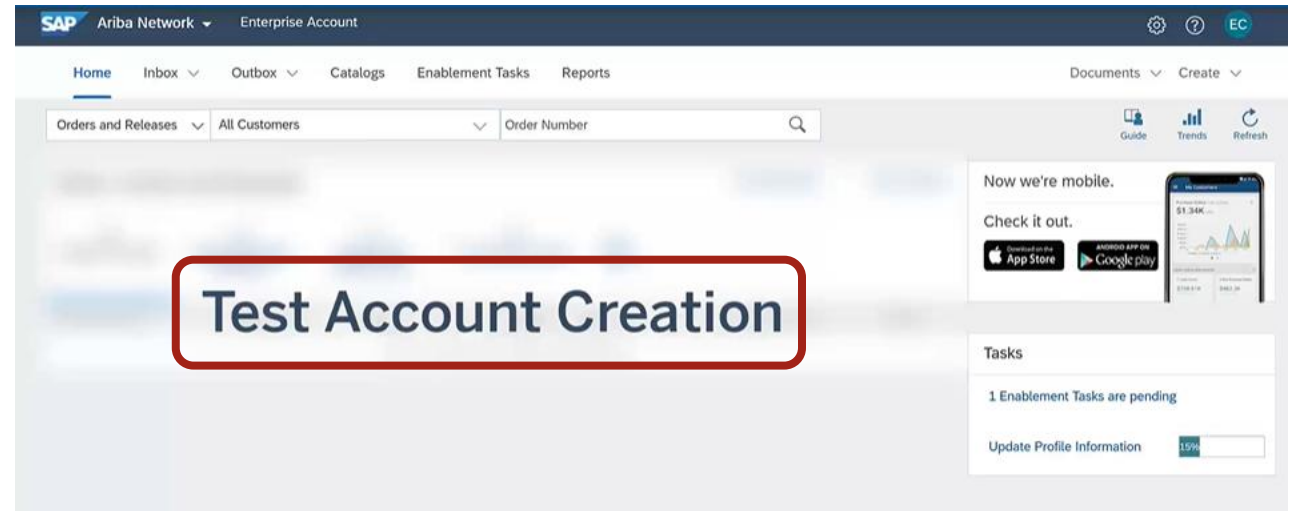# Test account creation
Switch to Test ID

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 cab realize this task**

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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"**

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"**

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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 [+]

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: User G

Description:

Permissions **2**

Each role must have at least one permission.

☐ Show me all the available permissions

Permission	Description
☑ Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
☑ Planning Collaboration Visibility	Access to planning collaboration visibility
☑ Outbox Access	View and search documents in Outbox and take actions based on your role
☑ Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
☑ Inbox and Order Access	View and search documents in Inbox and take actions based on your role

3 Save   Close

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Create roles and users
Users Vs Role
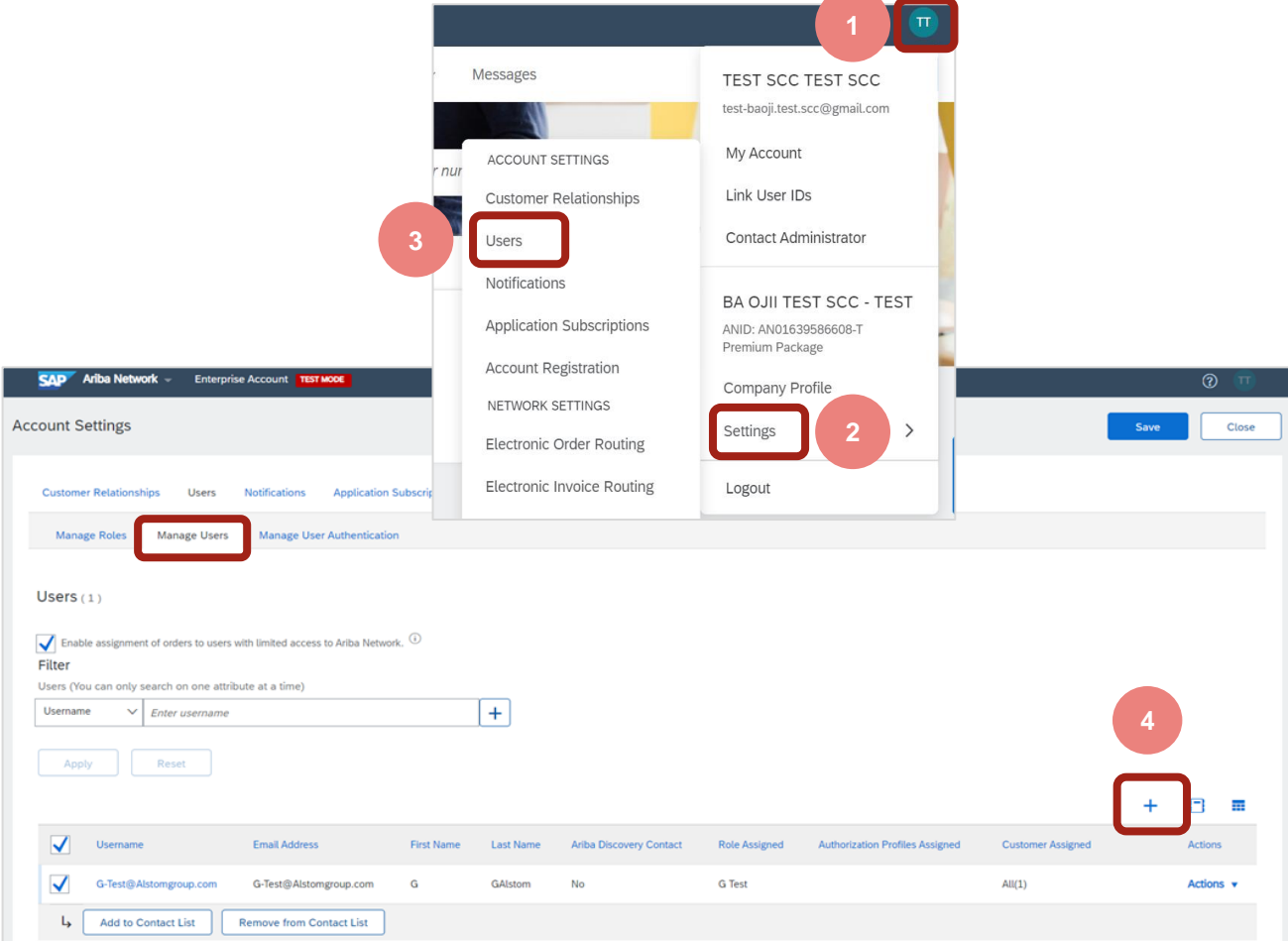
This step to configure **"Create Users Vs Roles"**:

1. Please Click on **"XX ID"**

2. Go to **"Settings"**

3. Select **"Users"** and select **"Manage Users"** tab

4. Please click or

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**

05

Connexion and Support

Login
Get logged in

To login :
https://service.ariba.com/Supplier.aw/125013038/aw?awh=r&awssk=KrIlXlnd&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 ①

Password ②

Login ③

Forgot Username or Password

New to Ariba? Register Now

Support
Supplier Information Portal

ALSTOM mobility by nature	**Alstom Supplier Information Portal** **Global**	SAP

Direct Suppliers (Supply Chain Collaboration)

Introduction to the SAP Business Network

View links to the resources that provide more information on the SAP Business Network.

- SAP Business Network Resources Page

Alstom SCC Summits

Summit Presentation decks to help suppliers understand project scopes.

- Alstom Supplier Summit
  - English
  - Español
  - Français
  - Italiano
  - Português

Alstom Trading Relationship Request

Materials supporting the configuration of the supplier account.

- Supplier Account Creation
  - English
  - Español
  - Français
  - Русский

Alstom Training Guides

Training guide to help SCC suppliers transact via the SAP Business Network.

- SAP Business Network Supplier Training Guide
  - English
  - Español
  - Français
  - Italiano
  - Português
  - Русский

Additional Support Resources

Find out who you can contact for your SAP Business Network and Business - related questions

- Alstom's Supplier Support Page

Frequently Asked Questions (FAQ Document)

This document will answer all frequently asked questions of suppliers

- 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.