



Feature at a Glance

Supplier Registration Cancellation and Ariba Network Account Unlinking

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CONFIDENTIAL

Feature at a Glance

Ease of implementation

Low touch / simple

Geographic relevance

Global

Introducing: **Supplier Registration Cancellation and Ariba Network Account Unlinking**

Customer challenge

For various reasons a Supplier Registration project might become stuck in the process, and the registration project owner now wants to convert the registration to an internal only (on-behalf-of) registration to push the process forward. Currently, there are no simple ways of doing this from the user interface.

A second, and often related issue is that the need to unlink suppliers who are already registered required a request to SAP Ariba support, and this held up the ability for suppliers to be registered correctly.

Solution area

SAP Ariba Supplier Lifecycle and Performance (SLP)

SAP Ariba Supplier Information and Performance Management (SIPM) new architecture

SAP Ariba Sourcing

SAP Ariba Contracts

SAP Ariba Strategic Sourcing Suite

Meet that challenge with

SAP Ariba

Registration cancelation allows supplier registration managers to cancel in-progress registrations, providing the ability to restart stalled registrations.

Ariba Network account unlinking allows customer administrators to remove the current link to the Ariba Network account of a public supplier or supplier user - if needed - so that they can be linked to another Ariba Network account.

Implementation information

This feature is **automatically on** for all customers with the applicable solutions and is ready for immediate use.

Experience key benefits

Restart supplier registrations that are stuck in-flight.
Enable buyer administrators to unlink incorrect ANIDs and course correct any stalled supplier connections and registrations.

Increase supplier onboarding efficiency with increased administrative flexibility.

Prerequisites and Restrictions

See following slides

Feature at a Glance

Introducing: Supplier Registration Cancellation

Back to dashboard

SA
SAP SE
SM Vendor ID: S16953153

Summary
Contacts
ERP data
Certificates
Activity log
Factories
Relationships
Risk

Registration

Cancel Current template version (V97)

Invited by	Balachandar
Invited on	January 28, 2021
Registration status	Invited

Cancel Registration

Are you sure you want to cancel this registration? Canceling permanently removes the registration, including all questionnaires and any data already collected in them, and makes it possible to start a new registration for this supplier.

Comment *

Enter a comment to let the other people who manage supplier registrations in your organization know about this cancellation (required)

Confirm Cancel

Prerequisites

- To cancel a supplier registration, you must be a member of the **Supplier Registration Manager** or **SM Ops Administrator** group.
- The supplier must be private (not yet linked to an Ariba Network account).
- The Registration status must be in **Invited** (whether External or Internal Registration) and depending on other factors can also be **In Registration, Pending Resubmission** or **Pending Approval** statuses. See documentation for full details.

Process

- Locate the Supplier 360 and click **Registration** in the left-hand navigation bar
- Click the new **Cancel** button, enter a message/reason for the cancellation, and click **Confirm**

Results

- The registration is permanently removed and the status set back to **Not Invited**. See documentation for full details.
- You are now able to start a new external or internal (on behalf of) registration for the supplier if desired.

Feature at a Glance

Introducing: **Unlinking Ariba Network Account(s)**

Context

Suppliers created in your site are initially private, meaning that they are not linked to a supplier account on Ariba Network. When a supplier user responds to your invitation to a sourcing event or external supplier management questionnaire for the first time, that response automatically establishes a link between the supplier record in your site and the responding supplier Ariba Network account. At that point, the supplier becomes public and the ANID of the linked Ariba Network account is visible in their profile. From that point forward, the supplier can only participate in sourcing and supplier management activities with you from that linked Ariba Network account.

In some cases, it's necessary to update that linkage so the supplier can use a different Ariba Network account. Typical situations that require unlinking a supplier from their current Ariba Network account include:

- An invited supplier user has mistakenly created a new, duplicate Ariba Network account to complete a supplier registration or participate in a sourcing event, and it's necessary to link the supplier record in your site to their true Ariba Network account.
- The supplier has multiple Ariba Network accounts that they use for different purposes, and the invited contact responded using the incorrect account.
- Your site has duplicate vendor records for the same supplier and the registration or event invitation was issued for the incorrect record, linking it to the supplier's ANID and preventing you from linking the correct record to that ANID.
- The supplier's registration or event participation linked them with a sourcing ANID that is different from the transaction ANID they use for procurement activities with you and they want to align those IDs.

Feature at a Glance

Unlinking Supplier Users

Details

Unlinking a supplier involves first unlinking all users for that supplier, then unlinking the supplier organization itself. A new Administration task in the **Manage > Administration** area named **Network Account Link Manager** is introduced to facilitate this administrative action. To unlink the supplier a supplier user, access the **Unlink Supplier User** task, search using the user id of your targeted user, and select **Unlink**. Repeat for all supplier users prior to unlinking the supplier itself.

Results

The link to the supplier user's Ariba Network account is removed from the supplier, with the following results:

- The supplier user's Ariba Network status reverts from **Public** to **Private**.
- The supplier itself remains public.
- All of your content, including sourcing events and supplier management questionnaires, is removed from the unlinked supplier user Ariba Network account.
- All supplier user unlinking activity is logged under the **Event Type** of **User Management** in **Site Manager Audit Log**.

Next Steps

If you unlinked a supplier user who is assigned to external registration questionnaires for an in-progress registration or registration update, the unlinked user can no longer access external questionnaires on Ariba Network to submit any that are pending submission or resubmission, and the registration or registration update can become stuck. To enable options for reinviting the supplier or canceling the registration, you must also unlink the supplier itself.

Feature at a Glance

Unlinking the Supplier Organization

Details

Unlinking a supplier involves first unlinking all users for that supplier, then unlinking the supplier organization itself. A new Administration task in the **Manage > Administration** area named **Network Account Link Manager** is introduced to facilitate this administrative action. To unlink the supplier organization, access the **Unlink Supplier Organization** task, search using the ANID of your targeted supplier, and select **Unlink**.

Results

The link to the Ariba Network account is removed from the supplier, with the following results:

- The supplier's Ariba Network status reverts from **Public** to **Private**.
- The previously linked ANID and public supplier name is removed from the supplier's profile.
- All of your content, including sourcing events and supplier management questionnaires, is removed from the unlinked supplier Ariba Network account. The supplier can no longer participate in sourcing events to which you have invited them, or fill out or update supplier management questionnaires you have sent them.
- In sites that include SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture), if the supplier has a registration project, that project is retained in their 360° profile, including questionnaire data. If it is a new registration that is in progress, the options to cancel the registration or to reinvite the supplier are now available. If the supplier already has a registration status of **Registered**, the option to reinvite the supplier is now available.
- All supplier unlinking activity is logged under the **Event Type** of **User Management** in **Site Manager Audit Log**.

Next Steps

Once the supplier is no longer linked to an Ariba Network account, inviting or reinviting the supplier to a sourcing event or supplier management activity allows the supplier to respond from a different Ariba Network account and establish a new link with a different ANID. This step depends on the invited supplier user responding from the correct Ariba Network account, and coordination with the supplier is often necessary.

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