

SAP Ariba 

SAP AN SCC Quick Start Guide

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Public



THE BEST RUN 

Connecting to Your Customers

SAP Ariba Supply Chain Collaboration brings visibility and efficiency to direct material procurement for manufacturing



<Customer>

- Collaboration simplicity with a single business network
- Embedded supplier onboarding services
- End-to-end process orchestration to validate and enforce compliance
- Network intelligence, data, and insights to reduce supply chain risk



Trading Partners

Contract Manufacturers

Component Suppliers

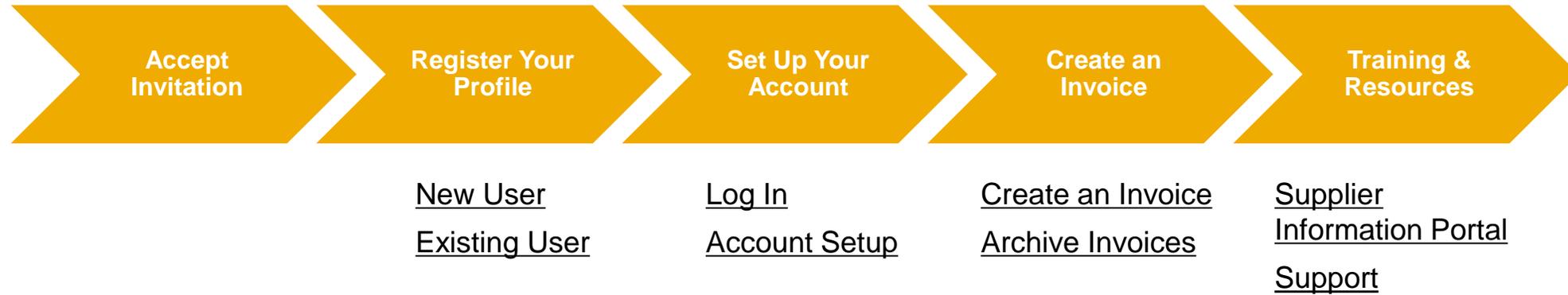
Subassembly Suppliers

Raw Material Suppliers

Distribution Centers

Logistic Providers

Get Started



Accept Your Invitation

The invitation is also referred to as the Trading Relationship Request, or TRR. This e-mail contains information about transacting electronically with your customer.

Click the link in the emailed letter to proceed to the landing page.

See <http://www.ariba.com/supplier/suppliernetwork/> for more information about the Ariba Network capabilities.

WHAT DO I DO IF I HAVE QUESTIONS

For general and frequently asked questions about the Ariba Network, [click here](#).

View additional information about ANQA testing account, Inc. in the [Supplier Information Portal](#) After you have established the trading relationship, you can continue to access ANQA testing account, Inc.'s supplier information portal from your Ariba Network account.

For specific questions related to your Ariba Network trading relationship with ANQA testing account, Inc., [click here](#) to submit your questions directly to them.

ACTION REQUIRED

If you are the account administrator or if you want to register a new account on the Ariba Network, proceed to click the following link. Registering and/or setting up the trading relationship with ANQA testing account, Inc. takes only a few minutes. There is no charge to register, and basic membership is free. Potential fees may apply based on transaction volumes.

→ [Click here to proceed](#)

(This will inform us that you have started the activation process)

NOTES:

- This invitation link allows you to create a new Ariba Network account or use an existing

Select One...

If you are a first time user, click **Register Now** to proceed.

If you are an existing user, proceed by logging into your existing SAP AN Supplier account.

First Time User

Existing User

Ariba Network Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

[Register Now](#)

[I have further questions for my requesting customer](#)

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

[Confirm](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Register As a New User

1. Enter all fields marked required with an asterisk (*) including:

- Company Name
- Address
- City
- State
- Zip

2. Fill in additional optional fields to help complete your profile.

- Product and Service Categories
- Ship-To or Service Locations
- Tax ID
- DUNS Number

3. Accept the **Terms of Use** by checking the box.

4. Click **Continue** to proceed to your home screen.

The screenshot displays the 'Enter Your Ariba Commerce Cloud Information' registration page. At the top right, there is a blue 'Continue' button and a 'Cancel' button, with a yellow circle containing the number '4' next to the 'Continue' button. The main heading is 'Enter basic company information'. A yellow circle with the number '1' highlights the 'Company Name' field, which is marked with an asterisk. Below it are 'Country' (set to 'United States [USA]'), 'Address' (with three lines: 'Line 1', 'Line 2', 'Line 3'), 'City', 'State' (set to 'Pennsylvania'), and 'Zip' fields, all marked with an asterisk. A note states: '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.' A yellow circle with the number '2' highlights the 'Product and Service Categories' and 'Ship-to or Service Locations' fields, both marked with an asterisk. Each has an 'Add' button and a '-or- Browse' link. Below these are 'Tax ID' and 'DUNS Number' fields, both marked 'Optional'. A note for Tax ID says 'Enter your nine-digit Company Tax ID number.' and a note for DUNS Number says 'Enter the nine-digit number issued by Dun & Bradstreet.' At the bottom, a yellow circle with the number '3' highlights two checkboxes: 'I have read and agree to the Terms of Use' and 'I have read and agree to the SAP Ariba Privacy Statement'. A yellow circle with the number '4' is also present at the bottom left of the form area.

Log on to SAP Ariba Network

Log in using your current SAP Ariba username and password in order to accept the relationship with your customer.

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Set Up Your Account

1. Click the **user profile icon** in the right top corner of your screen and select **Settings**.

2. From the dropdown menu select **Electronic Order Routing**.

3. Choose one of the available routing methods for your purchase orders:

- **Online** (Default): Orders are received within your AN account, but notifications are not sent out.

- **Email** (Recommended): Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.

(The other options are relevant if you choose to start an integration project between your system and Ariba Network).

4. Configure e-mail notifications.

Note: You can find more information about the routing methods available in the **Help Center** of your supplier account.

What else may be required?

Any customer specific requirements will be communicated directly from your customer.

The screenshot displays the SAP Ariba Network Settings interface. On the left, a user profile menu is visible with a 'VS' icon highlighted by a yellow box. Below it, a dropdown menu is open, showing 'ACCOUNT SETTINGS' and 'NETWORK SETTINGS'. The 'NETWORK SETTINGS' section is highlighted, and 'Electronic Order Routing' is selected. On the right, the 'Network Settings' page is shown with tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. The 'Electronic Order Routing' tab is active. The page contains sections for 'Capabilities Preferences', 'External System Integration', 'Non-Catalog Orders with Part Numbers', and 'New Orders'. The 'New Orders' section has a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Routing Method' column has a dropdown menu set to 'Email'. The 'Options' column has a text input field for 'Email address' and three checkboxes: 'Attach cXML document in the email message', 'Include document in the email message' (checked), and '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"'. A yellow box highlights the 'VS' icon, and another yellow box highlights the 'Settings' option in the user profile menu. A third yellow box highlights the 'Electronic Order Routing' option in the network settings dropdown. A fourth yellow box highlights the 'Email address' input field in the 'New Orders' section.

Create an Invoice

For more details on Invoice management refer to [SCC Invoicing Supplier Functional Guide](#).

To create a PO/ SA/ SAR- based invoice:

1. On the right hand side of the home screen click **Create/ PO Invoice**. You will be transferred to the Orders and Releases screen.
2. For PO/ SA/ SAR Invoice select a **reference document number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the reference document data. **Complete all fields marked with an asterisk and add tax as applicable**. Review your invoice for accuracy on the Review page. If no changes are needed, click Submit to send the invoice to your customer.

1

Create ▾
CREATE
PO Invoice
Non-PO Invoice

Home **Inbox** ▾ Outbox ▾ Quality ▾ Planning ▾

Orders and Releases

Orders and Releases **Items to Confirm** Items to Ship Return

► Search Filters

Orders and Releases (100+)

Type	Order Number	Ver	Customer	Inquiries
Order	4500004828		SCC ANK - TEST BUYER	

2

4

Create Invoice

!Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: 20150415_PO1

Invoice #:*

! Required field

Invoice Date:* 17 Apr 2016

Remit To: Ariba_TestSupplier - TEST

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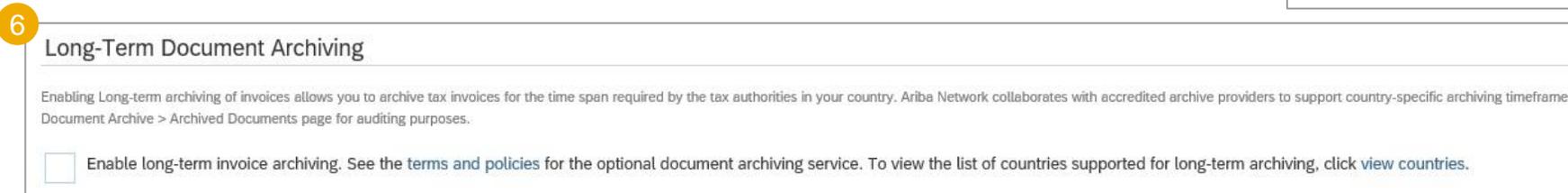
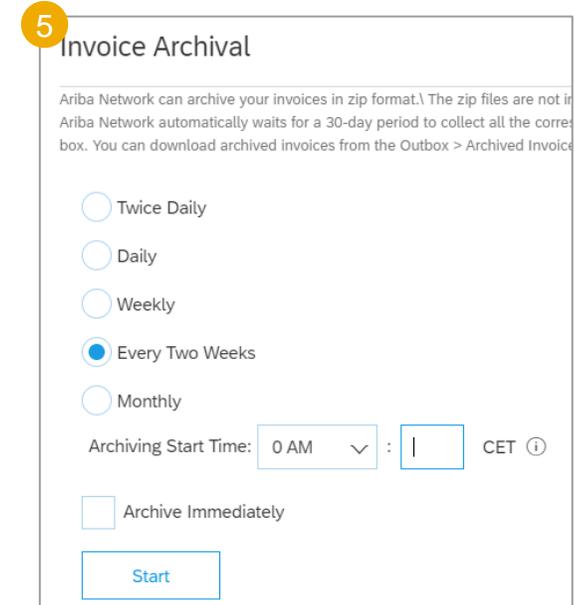
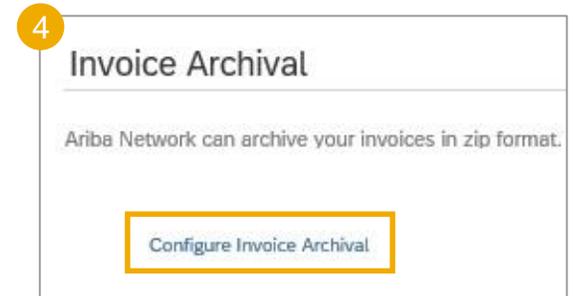
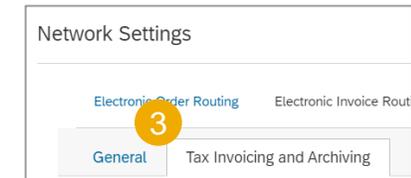
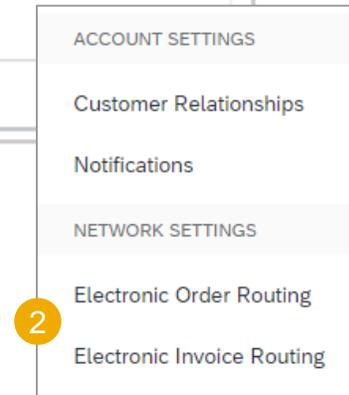
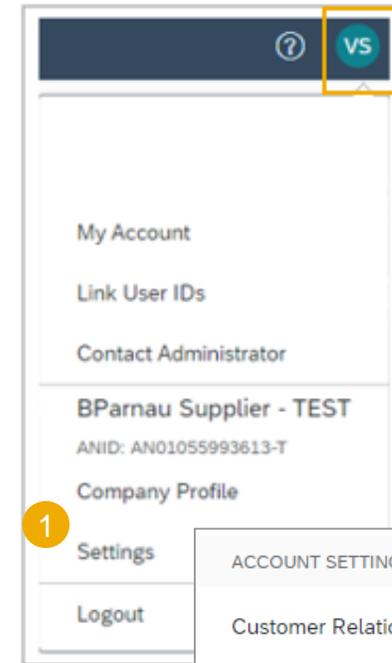
↳ Create Order Confirmation ▾ Create Ship Notice Create Service Sheet **Create Invoice** ▾ Hide

Standard Invoice
Credit Memo
Credit Memo for Return Items

Archiving Invoices

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

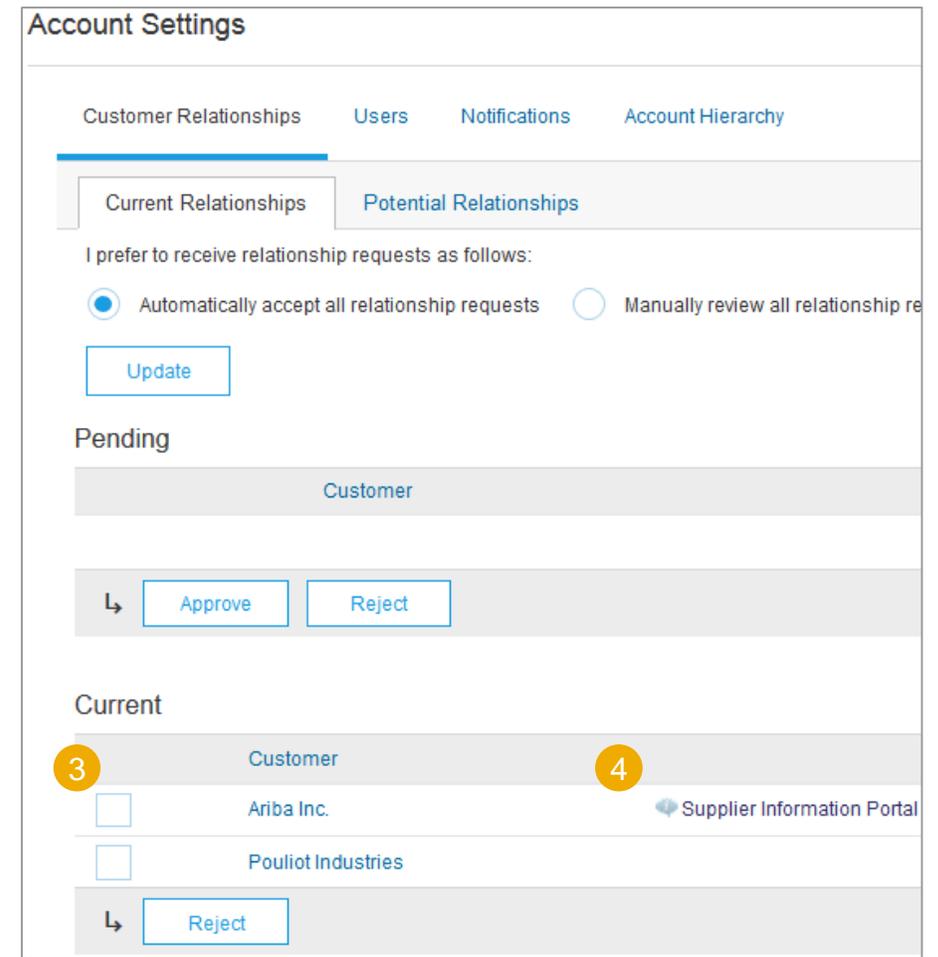
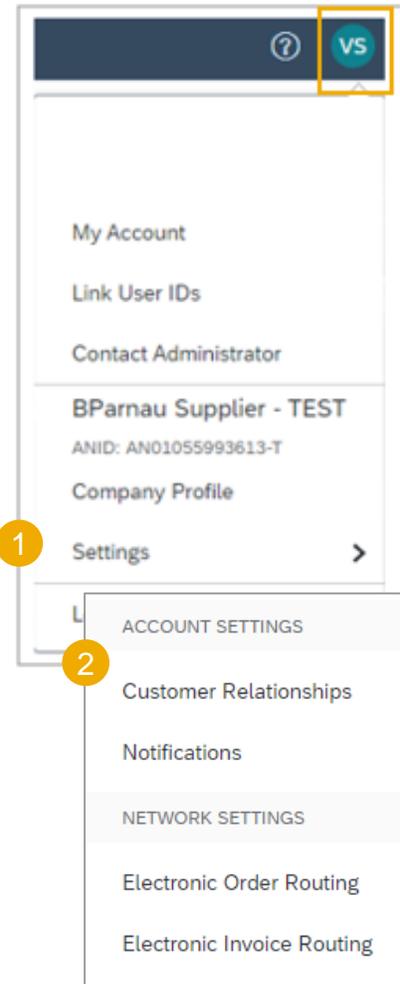
1. Click the **user profile icon** in the right top corner of your screen and select **Settings**.
2. From the dropdown menu select **Electronic Invoice Routing**.
3. Select the tab **Tax Invoicing and Archiving**.
4. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
5. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
6. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link).



Supplier Information Portal

You can find project related documentation and training materials in you Customer's Supplier Information Portal.

1. Click the **user profile icon** in the right top corner of your screen and select **Settings**.
2. From the dropdown menu select **Customer Relationships**.
3. Select the **buyer name** to view transactional rules:
The **Customer Invoice Rules** determine what you can enter when you create invoices.
4. Select **Supplier Information Portal** to view documents provided by your buyer.



Support



Supplier Support During Deployment



Ariba Network Registration or Configuration Support

- Registration, Account configuration
- Email: T-MobileEnablement@ariba.com



T-Mobile Enablement Business Process Support

- Business-Related Questions
- Email: SupplierEnablement@T-Mobile.com



T-Mobile Supplier Information Portal

- [How to Find the Supplier Information Portal](#)

Supplier Support Post Go-Live



Global Customer Support

Use the Help Center directly from your Ariba Network Account.

Thank you.

Contact information:

Susann Garton

SAP Ariba Network Deployment Lead

