

# System Administrator Supplier Guide

PUBLIC



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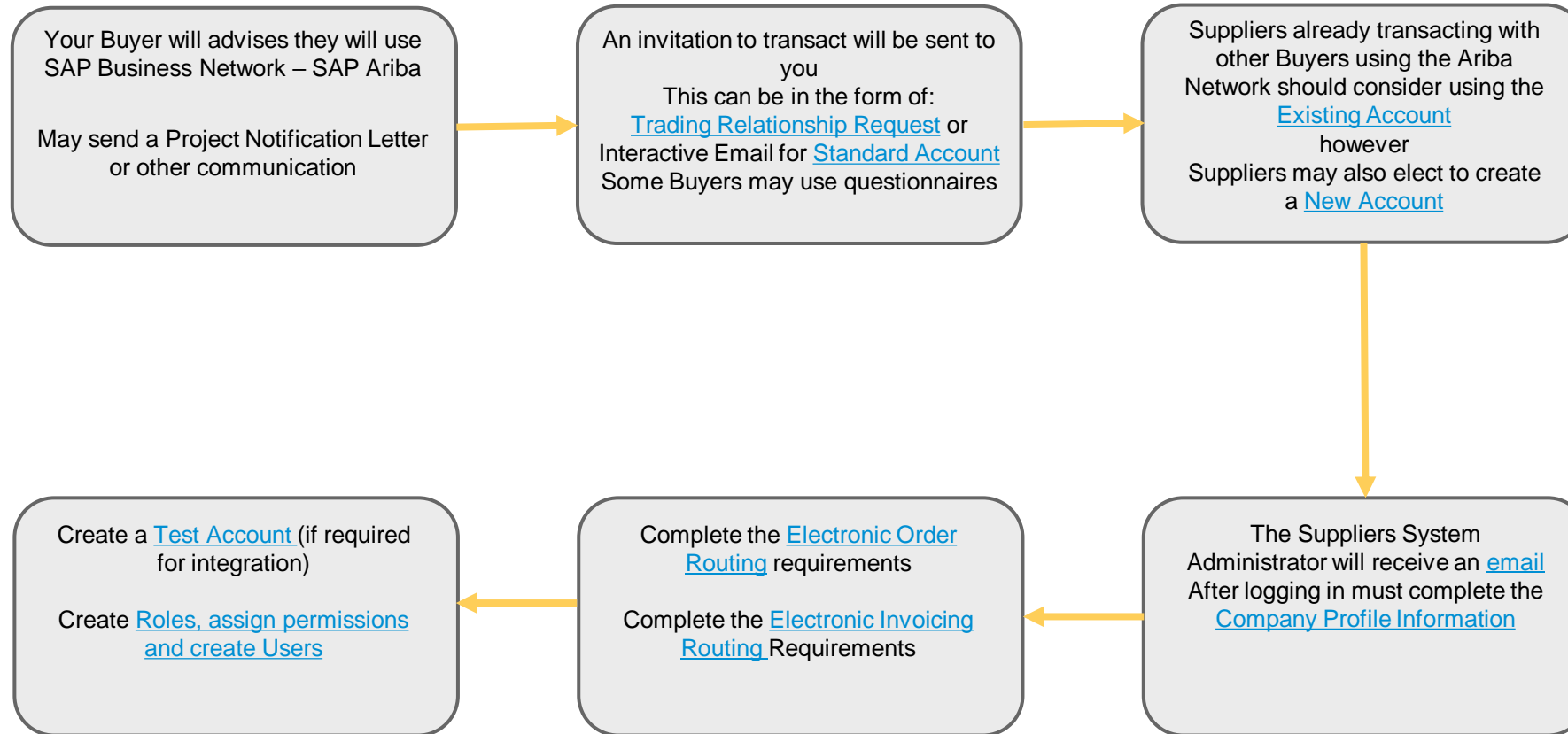
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# Introduction

- 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 your 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 may not have some tabs and processes in scope

# New Buyer Account Flow



- ❖ 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

## Information

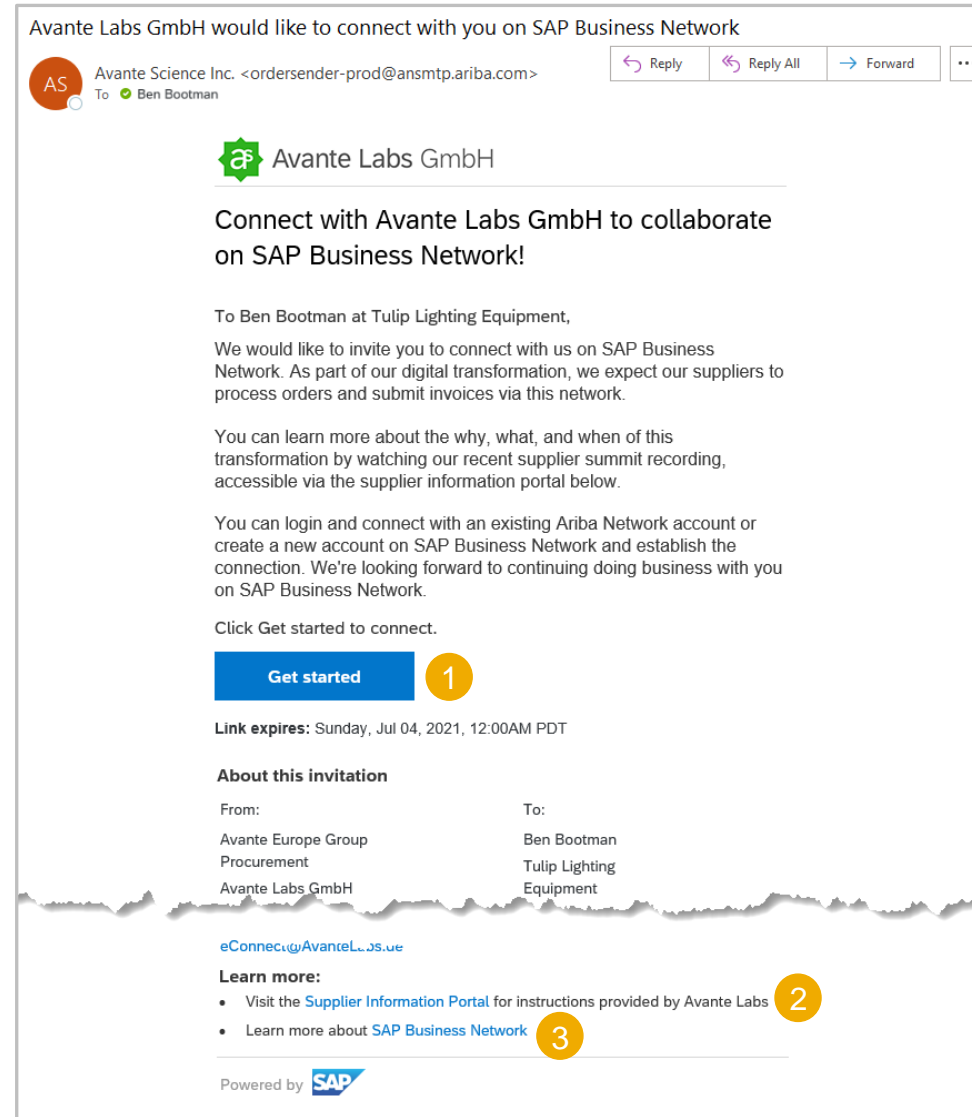
- ❖ Creating a transacting relationship from Buyer Branded Trading Relationship Request (TRR) letter via email
- ❖ To create a Standard Account for transacting from an Interactive email, refer to page ??
- ❖ A Supplier can choose to create a new SAP Business Network Account or use an existing account
- ❖ 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

# Trading Relationship Request (TRR) Invite

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



# Trading Relationship Request (TRR) Invite

## Get Started

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

 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 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 connection. We're looking forward to continuing doing business on SAP Business Network.

Click Get started to connect.

[Get started](#)

1

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

 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](#)

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[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

# Review Account Information

## Duplicate Account Process

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 [Use this Account](#)
5. If you are unsure about an account and want further clarification click on **Contact administrator**, refer to [Contact Administrator](#)
6. To **Create a new Account**, click on the back arrow to return to the Registration screen, refer to [Create a New Account](#)

Avante Labs GmbH

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To Ben Bootman at Tulip Lighting Equipment,

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

Tulip Lighting Equipment

Australia [ AUS ]

Please select country first

DUNS Number

GLN

Enter Global Location Number

Search

3

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
★ Unicorn PTY LTD	Yes	Australia	Victoria		Use this account
SAP Australia Pty Ltd	Yes	Australia	New South Wales		Contact administrator

4

5



# Use this Account

## Using an Existing Account

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

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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

?

?

Search results (20) | 

Company name	Action ?
 Unicorn PTY LTD	<a href="#">Use this account</a>
SAP Australia Pty Ltd	<a href="#">Contact administrator</a>

 Avante Labs GmbH

---

Sign in to connect with Avante Labs GmbH


Username

[Forgot username?](#)

Password

[Forgot password?](#)

[Connect](#)

 Avante Labs GmbH

---

Sign in to connect with Avante Labs GmbH

Please login to the account: [Name of existing account](#)

Username

[Forgot username?](#)

Password

[Forgot password?](#)

[Connect](#)

# Contact Administrator

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 been 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	<b>Australia</b>	Victoria		<a href="#">Use this account</a>
SAP Australia Pty Ltd	Yes	<b>Australia</b>	New South Wales		<a href="#">Contact administrator</a>

Contact administrator

Please provide the following information:

Your name \*  
Ben Bootman

Your company name \*  
Tulip Lighting Equipment

Your email \*  
ben.boothman@tuplighting.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.

☐ I'm not a robot

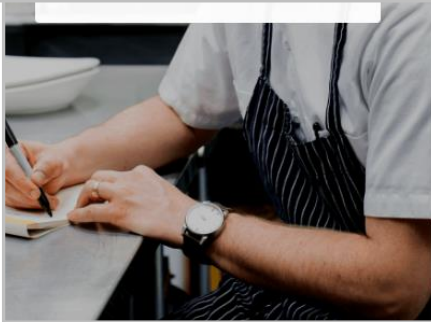
reCAPTCHA  
Privacy · Terms

[Send](#) [Cancel](#)

# Create a New Account

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** information
  - ❖ **Note:** The fields will be auto populated, however if you are **not** the assigned System Administrator
3. Confirm or update the **Administrator account information**
4. Create a password, enter the **Password** and **Repeat password**
5. Open and review the **Terms of Use**, then click on I have read and agree with the Terms of Use
6. Click on **I'm not a robot**
7. 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

**Company information** **2**

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 \*  
 **4**

Business role \*  
Choose your primary business role

☐ I have read and agree with the [Terms of Use](#) **5**

Please read [SAP Ariba Privacy Statement](#) to learn how we process personal data.

☐ I'm not a robot 

[Create account](#) **7**

**6**

# Email Confirmation of Account

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

Welcome to the Ariba Commerce Cloud

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>  
To [Name entered onto the Registration form](#)

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>

# New Account Next Steps

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**

The image shows a sequence of two screenshots from an email client. The top screenshot is an email from 'Ariba Commerce Cloud' with the subject 'Action Required: Activate your account'. It contains a link to activate the account, which is highlighted with a yellow circle containing the number '1'. The bottom screenshot is the 'Welcome to Ariba' page, which shows a confirmation message and a section titled 'Complete Your Company Profile Now'. This section includes a list of reasons why a company profile is important and a button labeled 'Complete my Company Profile later', which is highlighted with a yellow circle containing the number '2'.

Action Required: Activate your account

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>  
To [email entered into the form](#) Mon 10/05/2021 2:45 PM

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

**SAP Ariba**

Dear Ben Boothman,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Network.

[Click here to activate your Ariba account.](#) 1

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=DGZAnF0v5iREu0c0HKvXTI0AcOuXWYuo&app=Ariba&app=Supplier>

After your registration process is complete, use the following URL to log in to your account:  
<http://supplier.ariba.com>

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

**Welcome to Ariba**

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you can now transact with your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company from your address to your business policies, to better serve your customers.

✓ Your email address has been verified.  
✓ Your Ariba username has been activated.

**Complete Your Company Profile Now**

15%

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

**Why is your company profile important?**

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

[Complete my Company Profile later](#) 2 [Go to my Company Profile](#)

# Logging into the SAP Business Network

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

SAP Business Network

### Supplier Login

1

2

3

4

Forgot Username or Password

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)

## Recover your username

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

Email address

Submit

Cancel



# Supplier Lifecycle and Performance Invitations (SLP)

## Selected Buyers Only - Information

**Note:** Suppliers will be advised by their Buyer if they will be participating in the Supplier Lifecycle and Performance Questionnaire process

- ❖ 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 asterisks

# Account Configuration – Company Profile

## Information

- ❖ 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



# Account Configuration – Company Profile

## Accessing the Company Profile Screen

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

The screenshot shows the 'Company Profile' interface. At the top, a dark blue header contains a question mark icon, the initials 'JW', and a yellow circle with the number '1'. Below this is a vertical sidebar menu. The menu has two main sections: 'Name of User' (containing 'Username') and 'Business Name ANID' (containing 'Company Profile' with a yellow circle '2', 'Settings', and 'Logout'). A 'More' button with three dots and a blue circle '2' is also visible. The main content area is titled 'Company Profile' and has several tabs: 'Basic (2)' (with a yellow circle '3'), 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications', and 'Additional Documents'. Below the tabs is a section for 'Overview' with fields for 'Company Name' (filled with 'Tulip Lighting Company'), 'Other names, if any:', 'NetworkId' (filled with 'AN01047758649-T'), 'Short Description' (filled with 'Tulip Lighting' and a green 'G' icon), 'Website:', 'Public Profile:', and 'Privacy Statement' (a dropdown menu showing 'SAP Ariba Privacy Statement'). Below this is an 'Address' section with fields for 'Address 1' (filled with 'Pitt Street'), 'Address 2:', 'City' (filled with 'Sydney'), 'State' (a dropdown menu showing 'New South Wales [AU-NSW]'), 'Postal Code' (filled with '2000'), and 'Country/Region' (a dropdown menu showing 'Australia [AUS]'). At the bottom, there is a section for 'Additional Company Addresses'.

# Account Configuration – Company Profile

## Adding 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**, the 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

The screenshot displays the 'Additional Company Addresses' interface. At the top, there is a table with columns: Address Name ↑, Address ID, VAT ID, Tax ID, Address, Country/Region, and Legal Profile Status\*\*. Below the table, a 'Create' button is highlighted with a yellow circle labeled '1'. A modal window titled 'Configure Supplier Addresses Served by This Account' is open, showing fields for Address Name (labeled '2'), Address ID, VAT ID, Tax ID, Address (labeled '3'), Address 1, Address 2, City, State (dropdown), Postal Code, and Country/Region (dropdown). The modal has 'Save' and 'Close' buttons, with 'Close' highlighted with a yellow circle labeled '4'. Below the modal, the table shows the newly added address: Tulip Lighting, St Kilda Road, Melbourne Victoria Australia, with a 'Legal Profile Status\*\*' of '-'. The table has buttons for 'Edit', 'Delete', and 'Create' at the bottom.

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
Tulip Lighting				St Kilda Road	Melbourne Victoria Australia	-

# Account Configuration – Company Profile

## Adding Products, Services, Ship-To and Industry Information

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

The image displays two screenshots of a software interface for configuring a company profile.

The top screenshot, titled "Product and Service Categories, Ship-to or Service Locations, and Industries", shows the "Product and Service Categories" section. It includes a text input field "Enter Product and Service Categories" (labeled 1), an "Add" button, and a "-or- Browse" link (labeled 3). Below the input field, a dropdown menu is open, showing a list of categories including "Training" (labeled 2), "In service training and manpower development", "Environmental vocational training services", "Computer vocational training services", "Communications vocational training services", "Fire fighting training services", "Medical vocational training services", and "Procurement or supply chain training". An arrow points from the "Environmental vocational training services" item in the dropdown to a corresponding item in a list box on the right, which also has an "Add" button and a "-or- Browse" link.

The bottom screenshot, titled "Product and Service Category Selection", shows the "Browse" tab. It includes a "Search" button and a "Browse" button. Below the buttons, there is a section "Browse Product and Service Categories" with a list of categories (labeled 4) including "Agricultural & Fishing Machinery", "Agricultural & Fishing Services", "Apparel, Luggage & Personal Care", "Chemicals", "Cleaning Supplies", "Computer Hardware, Software & Telecom", "Construction & Maintenance Services", and "Construction Materials". To the right of this list is a "My Selections (7)" section with a list of selected items, including "Communications vocational training services" (labeled 1), and a "Remove" button. At the bottom right, there are "Cancel" and "OK" buttons.

# Account Configuration – Company Profile

## Confirm/Add Tax Information

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

The screenshot shows the 'Company Profile' form with several tabs: Basic (2), Business (2), Marketing (3), Contacts, Certifications, and Additional Documents. A yellow circle with the number '1' is placed over the 'Business (2)' tab. Below the tabs, there is a section for 'Business Information' with fields for 'Year Founded', 'Number of Employees', 'Annual Revenue' (a dropdown menu), 'Stock Symbol', and 'Commercial Register Court'. Below this is a section for 'Financial Information' with a field for 'Supplier Legal Form' and a 'Location Number' field. At the bottom is the 'Tax Information' section, which is highlighted with a yellow circle and the number '2'. This section contains fields for 'Tax Classification' (a dropdown menu), 'Taxation Type' (a dropdown menu), 'ABN Number' (with a value of '1234451223' and a note 'Do not enter dashes'), 'State Tax ID' (with a note 'Do not enter dashes'), 'Regional Tax ID' (with a note 'Do not enter dashes'), 'Vat ID' (with a value of '1123456789'), a checked box for 'VAT Registered', 'Supplier GST Registration Number' (with an information icon), and 'VAT Registration Document' (with a value of '<No document>' and an 'Upload' link). A blue 'Save' button with a yellow circle and the number '4' is at the top right of the form, and a blue 'Close' button is next to it.

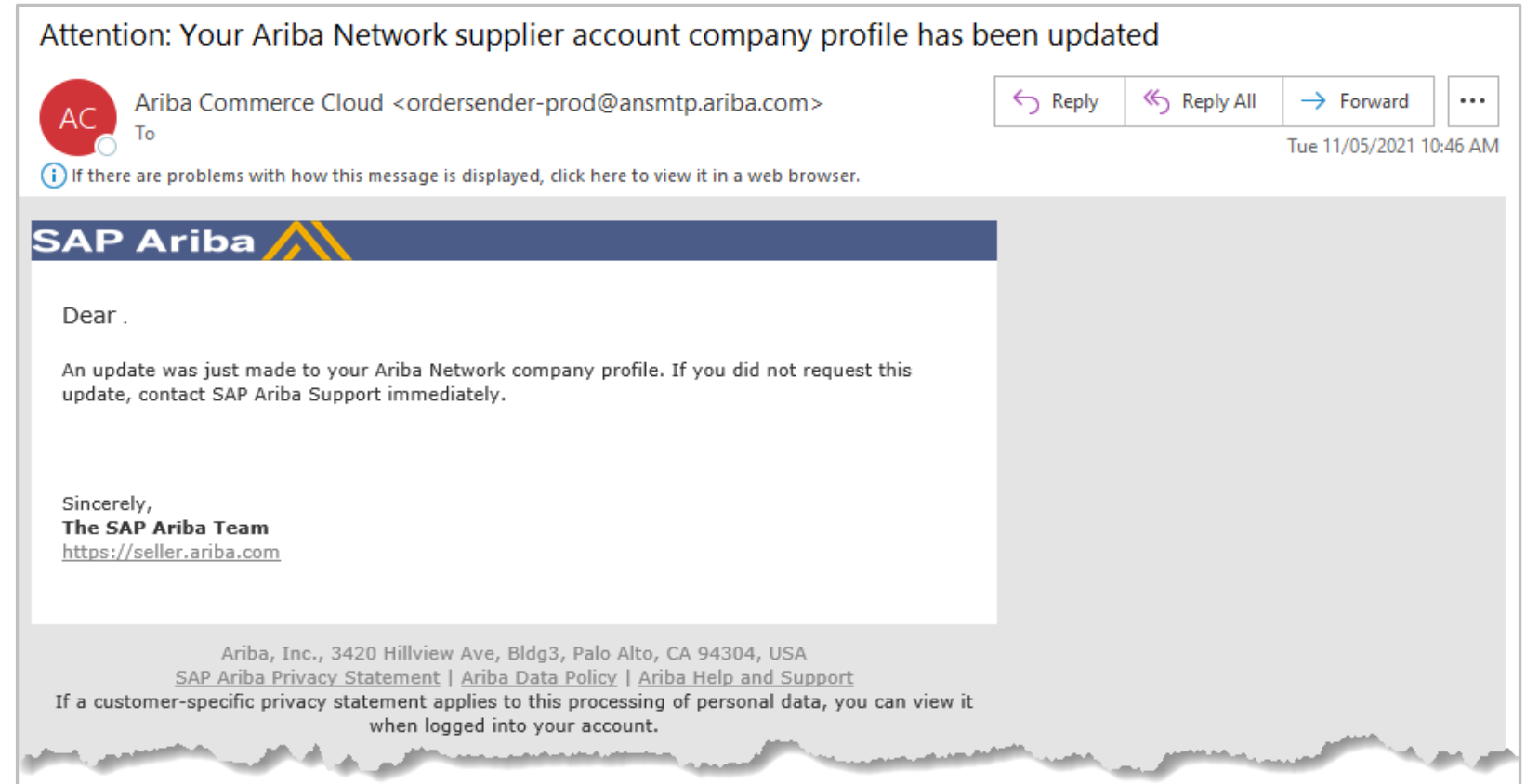
This screenshot shows the 'Company Profile' form after a successful update. A green ribbon message at the top says 'Your profile has been successfully updated.' with a close button. The tabs are the same as in the previous screenshot, but the 'Business (2)' tab is now highlighted with a yellow circle and the number '5'. The 'Save' and 'Close' buttons are still present at the top right.

# Account Configuration – Company Profile

## Email Notification of Changes

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

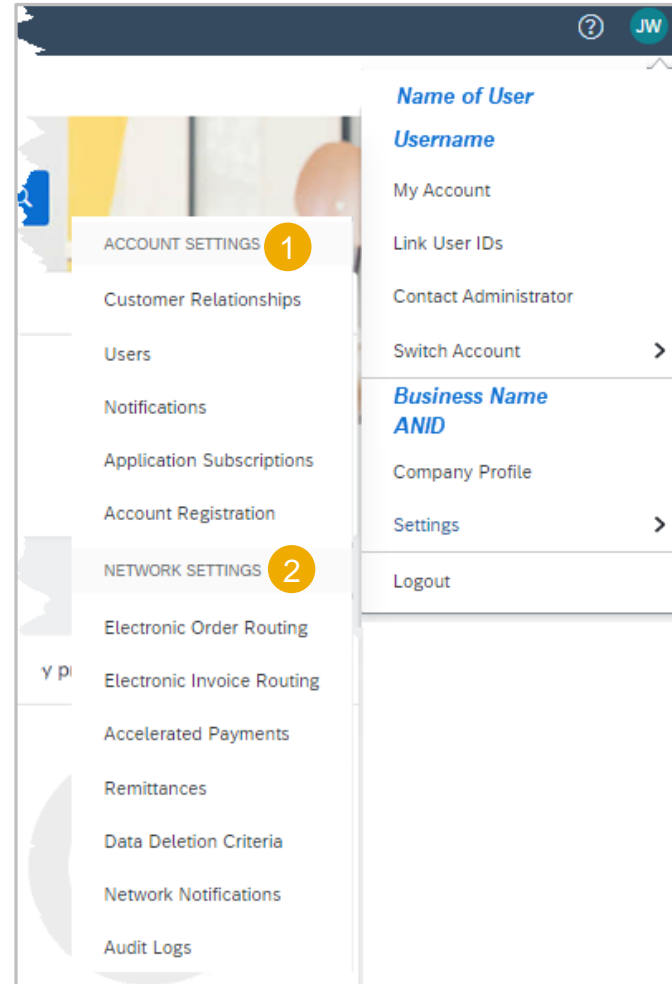


# Account Settings

## Drop Down Information – 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



# Account Settings Screen

## Customer Relationships Information

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

The screenshot displays the 'Account Settings' interface. At the top, a header bar (1) contains the title and a 'Close' button. Below this, a series of tabs (2) are visible: 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. The 'Customer Relationships' tab is active, showing sub-tabs (3) for 'Current Relationships', 'Potential Relationships', 'Numbering Preferences', and 'More...'. The 'Current Relationships' sub-tab (4) is selected, displaying a heading and a description. Below this, there are radio button options (5) for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests', with an 'Update' button. A summary bar shows counts for 'Current (1)', 'Pending (0)', and 'Rejected (0)'. The main section (6) is titled 'Current Customers' and includes a filter input (7) for searching by customer name or Network ID, with 'Apply' and 'Reset' buttons. A table (8) lists current customers with columns for Customer, Network ID, Relationship Type, Approved Date, Routing Type, and Actions. The first row shows a customer named 'Name of the Buyer' with Network ID 'ANID Number'. A 'Reject' button is visible below the table. On the right side, a 'Show / Hide Columns' menu (9) is open, listing columns that can be toggled on or off, including Customer, Network ID, Relationship Type, Approved Date, Supplier Information Portal, Routing Type, Actions, and options for Group by Column, Export to Excel, and Export Current Page.

# Account Settings Screen

## The Buyer Supplier Information Portal and Reference Documents

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

The screenshot displays the 'Account Settings' interface with the 'Customer Relationships' tab selected. A table lists current customers with columns for Customer, Network ID, Relationship Type, Approved Date, Supplier Information Portal, Routing Type, and Actions. A callout box shows the 'Supplier Information Portal of Name of Buyer' with tabs for Portal Content, Reference Documents, and Transaction Rules. Another callout box shows the 'Reference Documents' tab with a table of documents. A third callout box shows the 'Transaction Rules' tab with a list of rules.

**Account Settings** 1

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

Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/> Name of Buyer	AN01	Trading	11 Jun 2018	<a href="#">Link</a>	Default	Actions
<input type="checkbox"/> Name of Buyer	AN01	Trading	13 Mar 2017	<a href="#">Link</a>	Default	Actions

Supplier Information Portal of Name of Buyer

Portal Content 4 Reference Documents Transaction Rules

Welcome to Information Portal

Click the link below to access the Supplier Information Portal. – [Click Here](#)

Buyers may incorporate other information as the Supplier Information Portal is a way to communicate with their Suppliers System Administrator, for example corporate help links

Supplier Information Portal of Name of Buyer

Portal Content Reference Documents 5 Transaction Rules

Name ↑	Created	Buyer Comments
Name of Document	22 Feb 2021	
Name of Document	4 Dec 2020	Buyer may include information
Name of Document	19 Apr 2021	
Name of Document	22 Feb 2021	

Portal Content Reference Documents Transaction Rules 6

Order Confirmation and Ship Notice Rules

Allow suppliers to confirm an order multiple times. ⓘ

Allow suppliers to send order confirmations for material orders. ⓘ

Allow suppliers to send order confirmations for material orders at the line-item level. ⓘ

Allow suppliers to reject quantities for material orders at the line-item level in order confirmations. ⓘ

Require suppliers to send order confirmations for material orders at the schedule line-item level. ⓘ

Apply tolerance for quantity at the schedule line-item level.

Apply tolerance for delivery date at the schedule line-item level.



# Account Settings - Roles, Users & Permissions

## Users - Tab Information

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

SaveClose

Customer RelationshipsUsers1NotificationsApplication SubscriptionsAccount RegistrationAPI management

Manage Roles2Manage Users3Manage User Authentication4

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

ApplyReset

+8

Role Name5	Users Assigned6	Actions7
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		

# Account Settings - Roles, Users & Permissions

## Users - Create Roles

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 bin icon under Actions

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

The screenshot displays the 'Manage Roles' interface. At the top, there are three tabs: 'Manage Roles' (highlighted with a yellow circle 1), 'Manage Users', and 'Manage User Authentication'. To the right of these tabs is a '+ 2' button (yellow circle 2). Below the tabs is a table with columns 'Role Name', 'Users Assigned', and 'Actions'. The first row shows 'Administrator' with 'Name of the System Administrator' users and a bin icon.

The main section is titled 'Create Role' and contains a 'New Role Information' form. The 'Name' field is labeled 'Name: \*' and contains the text 'Accounts' (yellow circle 3). The 'Description' field is empty. Below the form is a 'Permissions' section with a note: 'Each role must have at least one permission. Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.' There is a 'Page 1' dropdown and a '»' button. Below this is a table with columns 'Permission' and 'Description'. The table has four rows: 'API Development Access' (unchecked), 'Order Assignment for Users with Limited Access' (checked), 'Contact Administration' (checked), and 'Goods Receipt Report Administration' (unchecked). A yellow circle 4 is next to the 'Permission' column header.

At the bottom, there is another table with columns 'Role Name', 'Users Assigned', and 'Actions'. The first row shows 'Accounts' (yellow circle 5) with 'Name of User and a number indicating total number of users assigned to this role' users and a bin icon (yellow circle 6).

# Account Settings - Roles, Users & Permissions

## Users - Create Users

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 **+** 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](mailto: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:** 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

The screenshot shows the 'Create User' form in a web application. At the top, there are tabs: 'Manage Roles', 'Manage Users' (highlighted with a yellow circle 1), and 'Manage User Authentication'. Below the tabs, there is a header bar with a '+' button (circled in yellow 2) and a menu icon. The main content area is titled 'Users ( 0 )' and contains a table with columns: 'Last Name', 'Ariba Discovery Contact', 'Role Assigned', 'Authorization Profiles Assigned', 'Customer Assigned', and 'Actions'. The table is empty, showing 'No items'. Below the table, there are 'Save' and 'Close' buttons. The 'Create User' form is open, showing the 'New User Information' section. It contains fields for 'Username' (circled in yellow 3), 'Email Address' (circled in yellow 4), 'First Name' (circled in yellow 5), and 'Last Name' (circled in yellow 6). There are also checkboxes for 'Do not allow the user to resend invoices to the buyer's account', 'This user is the Ariba Discovery Contact', and 'Limited access'. Below these are fields for 'Country', 'Area', and 'Number' (labeled 'Office Phone'). The 'Role Assignment' section (circled in yellow 7) shows a table with columns 'Name' and 'Description'. The 'Accounts' role is selected with a checkbox. The 'Customer Assignment' section at the bottom has a radio button for 'All Customers' (selected) and a radio button for 'Select Customers'. A 'CONFIRM DOMAIN' dialog box is open on the right, asking 'The domain you specified does not match your company's domain. Do you still want to use it?' with 'Yes' and 'No' buttons. The 'Done' button (circled in yellow 8) is at the top right of the form.

# Account Settings - Users

## Enable Multifactor Authentication for Login

**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**

The screenshot displays the 'Account Settings' interface with the 'Manage User Authentication' tab selected. The 'Multi-factor Authentication User Setup' section shows the 'Require multi-factor authentication for login' checkbox selected. A confirmation dialog box is shown with the 'Yes' button highlighted. The 'Users' table lists users, and the 'Apply' button is highlighted. A 'Multi-factor Authentication User Setup' dialog box is also shown with the 'Require multi-factor authentication for login' checkbox selected and the 'Apply' button highlighted.

**Account Settings**

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 2

[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

**MULTIFACTOR 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

# Account Settings - Users

## Enable Multifactor Authentication for Critical Fields

**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**

The screenshot displays the 'Account Settings' interface with the 'Manage User Authentication' tab selected. The 'Multi-factor Authentication User Setup (1)' section contains two checkboxes: 'Require multi-factor authentication for critical fields' (checked) and 'Require multi-factor authentication for login' (unchecked). A blue link 'Configure multi-factor authentication settings' is present. Below is a table of users with checkboxes for selection. A 'CHANGE AUTHENTICATION' dialog box is open, asking for confirmation to enable MFA for critical field updates. The 'Multi-factor Authentication User Setup' panel is also shown with the 'Require multi-factor authentication for critical fields' checkbox checked and the 'Apply' button highlighted.

**Account Settings** [Save] [Close]

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication

**Multi-factor Authentication User Setup (1)**

☒ Require multi-factor authentication for critical fields

☐ Require multi-factor authentication for login

[Configure multi-factor authentication settings](#)

<input type="checkbox"/>	Account Status	Username	Email Address	First Name	Last Name	Role Assigned
<input type="checkbox"/>		jdooe@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] [No]

**Multi-factor Authentication User Setup**

☒ 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

[Apply] [Reset]

# Account Settings - Users

## Configure Multifactor Authentication Information

- ❖ 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 3<sup>rd</sup> 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

# Account Settings - Users

## Configure Multifactor Authentication Settings

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

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

<input type="checkbox"/> Account Status	Username	Email Address	First Name	Last Name	Role Assigned
<input type="checkbox"/> 2	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 (i)

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

Retry period for locked out users : 120 minutes (i)

Enable the Remember me option : ☒ (i)

Remember device for : days (i)

# Account Settings - Users

## User Notifications for Multifactor Authentication Information

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



# Network Settings – Routing Processes

## Electronic Order Routing Options Information

- ❖ 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)

# Network Settings – Routing Processes

## Electronic Order Routing – New Orders

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 them with email messages etc.
  - ❖ Attach PDF document in the email message
6. Scroll down to **Notifications**

# Network Settings – Routing Processes

## Electronic Order Routing – Notifications

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

At least 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	1 Send notifications when...	To email addresses (one required) 2
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* <input type="text"/>
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	* <input type="text"/>
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* <input type="text"/>

Save 3 Close

Network Settings

Save Close 4

✓ Your profile has been successfully updated.

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

# Network Settings – Routing Processes

## Electronic Invoice Routing – Notifications

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

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	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* <input type="text"/>
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* <input type="text"/>
Invoice Created Automatically	<input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* <input type="text"/>

Save Close

✓ Your profile has been successfully updated.

Electronic Order Routing Electronic Invoice Routing Settlement

# Test Account

## Information

- ❖ 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)

# Test Account

## Test Account Creation

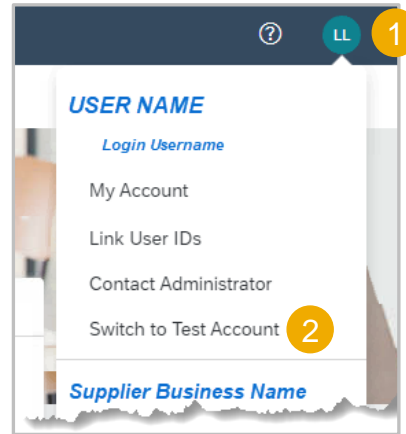
The System Administrator is the only User with the Option to Switch to the Test Account

- ❖ 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



### 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:\*

# Auto-Invoice Against Goods Receipt (GRN)

## Information

- ❖ 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 an 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

# Auto-Invoice Against Goods Receipt (GRN)

## Activate Good Receipt Notice (GRN) Process and Information

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

The image displays three sequential screenshots of the Ariba system interface, illustrating the steps to activate the Auto-Invoice process. The screenshots are annotated with numbered yellow circles (1-7) corresponding to the instructions.

**Screenshot 1 (Top):** Shows the 'Account Settings' screen. The 'Customer Relationships' tab is selected. The 'Automatic Invoice Creation Acceptance' tab is highlighted with a yellow circle 1. A 'More...' dropdown menu is open, showing options: 'Current Relationships' (checked), 'Potential Relationships', 'Numbering Preferences', and 'Automatic Invoice Creation Acceptance'.

**Screenshot 2 (Middle):** Shows the 'Account Settings' screen. The 'Automatic Invoice Creation Acceptance' tab is selected. The 'Actions' dropdown menu is open, showing the option 'Confirm Automatic Invoice Creation' highlighted with a yellow circle 3. A yellow circle 2 is next to the 'Actions' dropdown button.

**Screenshot 3 (Bottom):** Shows the 'Confirm Automatic Invoice Creation' dialog box. The text reads: 'Please specify whether to allow the Ariba Network to automatically create invoices from receipts for *Name of Buyer*'. The 'Yes' radio button is selected, highlighted with a yellow circle 4. A checkbox at the bottom is checked, highlighted with a yellow circle 5, with the text: 'By selecting Yes, my company authorizes Ariba, using the Ariba Network functionality, to automatically create and submit invoices based on receipts sent by'. The 'OK' button is highlighted with a yellow circle 6, and the 'Cancel' button is highlighted with a yellow circle 7.



# Managing Customer Relationships

## Managing Current 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 wish 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

Customer Relationships Notifications

Current Relationships 1 Potential 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

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			

# Managing Customer Relationships

## Managing Potential Relationships

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**

The image displays two screenshots of a web application interface for managing customer relationships.

**Top Screenshot: Account Settings**

- Account Settings** (Header)
- Customer Relationships** (Tab)
- Potential Relationships** (Sub-tab, highlighted with a yellow circle 1)
- View the list of buying organizations that are currently accepting relationship requests from qualified suppliers and view the project details.**
- Project Details** (Section)
- Table:**

Buying Organization	Project Name	Date Posted	My Response Status	Date Submitted	Action
<a href="#">Name of Buyer</a>	<a href="#">Name of Project</a>	7 Sep 2020			<a href="#">View Project</a> (2)
<a href="#">Name of Buyer</a>	<a href="#">Name of Project</a>	30 May 2009			<a href="#">View Project</a>

**Bottom Screenshot: Supplier Self-Nomination**

- Supplier Self-Nomination** (Header)
- Relationship Details** (Tab, highlighted with a yellow circle 3)
- Buying Organization** (Section)
- Project Details** (Section)
- Relationship Request** (Section)
- Buttons:** Next (4), Exit (5)

**Form Fields:**

- Buying Organization:** Name, Address
- Project Details:** Project Name, Date Created, Description
- Relationship Request:** Buying organization is already a customer: ☒ Yes ☐ No; Location of the Buying Organization or Division; Customer's Contact Name\*

**Bottom Screenshot: Supplier Self-Nomination (Continued)**

- Supplier Self-Nomination** (Header)
- Relationship Details** (Tab)
- Profile Details** (Tab, highlighted with a yellow circle 5)
- Buttons:** Previous, Submit, Save as Draft (6), Exit

**Form Fields:**

- Buying Organization:** Name, Address
- Project Details:** Project Name, Date Created, Description
- Project Response** (Section)

# Managing Customer Relationships

## Managing My Groups

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

The screenshot shows the 'Account Settings' window with the 'Customer Relationships' tab selected. The 'Current Relationships' tab is highlighted with a yellow circle 1. The 'My Groups' tab is highlighted with a yellow circle 2. The 'Create' button is highlighted with a yellow circle 3. The 'Customer Group' modal is open, showing the 'Name' field with 'Retail Customers' (yellow circle 4) and the 'Description' field with 'Direct To Store' (yellow circle 5). The 'Members' section shows a list of buyers with checkboxes. The 'Add' button is highlighted with a yellow circle 7. The 'Submit' button is highlighted with a yellow circle 6.

Account Settings

Customer Relationships Notifications

Current Relationships 1 Pending Relationships Numbering Preferences More...

I prefer to receive relationship requests as follows:

Current (12) Pending (0) Rejected (0) My Groups (1) 2

My Groups

Create 3

Customer Group

Name: \* Retail Customers 4

Description: \* Direct To Store 5

Members

☐ Name

☐ Name of Buyer

☐ Name of Buyer

Remove

Select members

☐ Name

☒ Name of Buyer 6

☐ Name of Buyer

☐ Name of Buyer

Add 7

Submit Cancel

# Archiving Invoices

## Invoice Archival Process

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**

The screenshot shows the 'Network Settings' interface with the 'Tax Invoicing and Archiving' tab selected (1). Below it is the 'Invoice Archival' section (2) with a 'Configure Invoice Archival' link. The configuration window shows the 'Frequency' section (3) with 'Every Two Weeks' selected. The 'Archiving Start Time' is set to '0 AM'. The 'Archive Immediately' checkbox is checked (4). The 'Send Requirement' section (5) shows 'Send archived invoice files to the Archive Delivery URL' selected. The 'Archive Delivery URL' field is empty. The 'Start' button is visible (6). The 'Save' and 'Close' buttons are at the top right (7).

**Network Settings**

[Electronic Order Routing](#) [Electronic Invoice Routing](#) [Accelerated Payments](#) [Settlement](#)

[General](#) [Tax Invoicing and Archiving](#) 1

**Invoice Archival**

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention service and are deleted after three months. Specify how often you want Ariba Network to archive your invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period to collect all the corresponding invoice details before it can start archiving your invoices. If you do not want Ariba Network to wait for a 30-day period, then additionally select the Archive Immediately check box. You can download archived invoices from the Outbox > Archived Invoices page.

[Configure Invoice Archival](#) 2

**Invoice Archival** Save 7 Close

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention service and are deleted after three months. Specify how often you want Ariba Network to archive your invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period to collect all the corresponding invoice details before it can start archiving your invoices. If you do not want Ariba Network to wait for a 30-day period, then additionally select the Archive Immediately check box. You can download archived invoices from the Outbox > Archived Invoices page.

3

☐ Twice Daily

☐ Daily

☐ Weekly

☒ Every Two Weeks

☐ Monthly

Archiving Start Time: 0 AM : |

☒ Archive Immediately

☐ Archive Immediately

Start 4

5

☐ Send archived invoice files to the pending queue for download.

☒ Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

Save Delivery Option 6

# Thank you.

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