



# Guide for Enterprise Account Suppliers

## How to view subscription and Ariba bills in your Ariba Network account

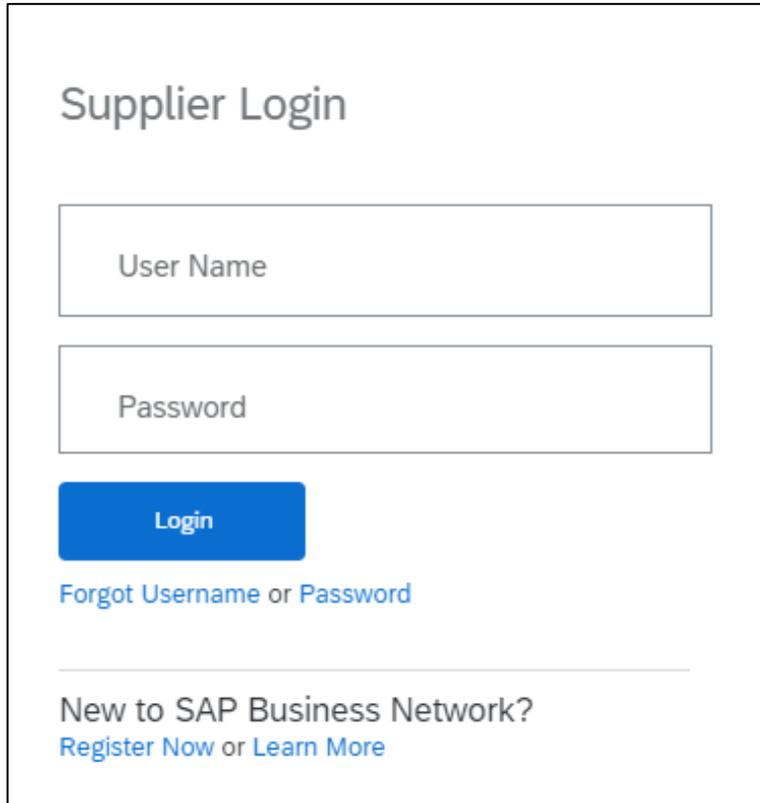
SAP

INTERNAL – SAP and Customers Only



# 1. Supplier login to SAP Business Network

Log in via <https://supplier.ariba.com>



The image shows a screenshot of the 'Supplier Login' page. At the top, the text 'Supplier Login' is displayed. Below this, there are two input fields: the first is labeled 'User Name' and the second is labeled 'Password'. A blue button with the text 'Login' is positioned below the password field. Underneath the button, there is a link that reads 'Forgot Username or Password'. At the bottom of the form area, there is a horizontal line followed by the text 'New to SAP Business Network?' and two links: 'Register Now' and 'Learn More'.

2. Go to the Initials at the top right corner of the screen

3. Click “Service Subscription”, it will link you to “My Subscriptions” page

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SAP Business Network Enterprise Account

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports

Overview Getting started

0 New orders Last 31 days

0 Changed orders Last 31 days

0 Orders to invoice Last 31 days

2 Invoices Last 31 days

0 Enablement Tasks

My Account

Link User IDs

Contact Administrator

Switch to Test Account

ANID:

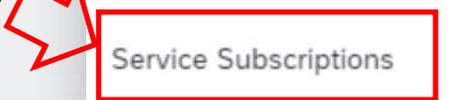
Company Profile

Marketing Profile

Service Subscriptions

Settings >

3



4. Under “My Subscriptions”, you can see an overview of outstanding amount, there is a “Pay Now” button to make payment  
To view more details of each bill, click “Open Bills” tab

The screenshot displays the SAP Subscriptions interface. At the top left, the word "Subscriptions" is visible. In the top right corner, there is a blue "Close" button. Below this, the "My Subscriptions" section is shown. A dark blue navigation bar contains several icons and labels: "Subscriptions", "Open Bills" (highlighted with a red box and a red arrow), "Credits & Adjustments", "Paid Bills", "Dispute Cases", "Address Data", "Contacts", and "Credit Cards". Below the navigation bar, a text prompt reads: "View your company's current subscription status and other available subscriptions for upgrade." Underneath this, the "Payments" section is visible. It includes the labels "Total" and "SGD". A blue "Pay Now" button is highlighted with a red box, and the text "Click here to make payment" is positioned above it.

# 5. To view more details of each bill, click “Open Bills”

Here, you can view each bill, download a pdf version and select the bills you want to pay

My Subscriptions

Navigation bar with icons for: Subscriptions, **Open Bills**, Credits & Adjustments, Paid Bills, Dispute Cases, Address Data, Contacts, Credit Cards.

List of Open Bills Ariba, Inc. 000

**i** If you have a net adjustment line item listed on your TAR, you can find the details in the [Credits & Adjustments](#) tab.

Click these icons to download pdf version, display transaction activity report or raise a dispute case

1. Select all bills that you would like to pay:

Select bills to pay

<input type="checkbox"/>	Bill Description	Date	Payment Status	Payment Method	Due	Billed Amount	Open	Payment Amount	Action
<input type="checkbox"/>	Bill number	Bill date	To Pay	Other Payments/Settlements	Due date	SGD	SGD		
						Total Net	SGD	<input type="text" value="SGD 0.00"/>	
						Payment Amount			

## 6. In “Open Bills”, once select the bills to pay, follow the steps in this page to add payment method and confirm payment

2. Select the payment method you want to use. You are paying with

Payment Method not yet Known  [Add new credit card](#)

3. Choose *Continue* to check and confirm your payment.

[Continue](#)

## 7. You can check and update your company contacts for Billing/Dunning in “Contacts” tab

My Subscriptions

Subscriptions Open Bills Credits & Adjustments Paid Bills Dispute Cases Address Data **Contacts** Credit Cards

### Contacts

Click to add new contact

**Add Contact**

Admin Contact, Billing Contact, Dunning Contact

Person In Charge  
[Example@email.com](#)  
SG 9xxxxxx

Click to edit existing contact details

**Edit** Update: Last updated date

# Thank you.