

Ariba Network Quick Reference Guide

Logging Into Ariba Network

- 1) Go to: supplier.ariba.com
- 2) Enter User Name
- 3) Enter Password
- 4) Click on Login
- 5) Ariba Network Dashboard
- 6) Overview Information

Collaboration Requests

- 1) Click INBOX
- 2) Click Collaboration Requests
- 3) Select Collaboration number
- 4) Review Request

Collaboration Proposal

- 1) Open Collaboration
- 2) Click Respond, Respond with Proposal
- 3) Click Next
- 4) To Edit-Click Action
- 5) To Add lines-Click Add items
- 6) Click Submit

Confirm Entire Order

- 1) Click INBOX
- 2) Click Order
- 3) Click Create Order Confirmation, select Confirm Entire Order
- 4) Complete all fields with an asterisk
- 5) Click Next
- 6) Click Submit

Update Line Items

- 1) Click INBOX
- 2) Click Order
- 3) Click Create Order Confirmation, select Confirm Entire Order
- 4) Complete all fields with an asterisk
- 5) Click Details
- 6) Update line details as required
- 7) Click Next
- 8) Click Submit

Reject Entire Order

- 1) Click INBOX
- 2) Click Order
- 3) Click order Confirmation, select Reject Entire Order
- 4) Enter Confirmation #
- 5) Enter Comments
- 6) Click Reject Order

Ship Notice

- 1) Click INBOX
- 2) Click Order
- 3) Click on Create Ship Notice
- 4) Complete all fields with an asterisk
- 5) Click Next
- 6) Click Submit

Creating an Invoice-Standard

- 1) Click INBOX
- 2) Click Order
- 3) Click Create Invoice
- 4) Complete all fields with an asterisk
- 5) Update quantity if required
- 6) Add or check taxes
- 7) Click on Next
- 8) Click on Submit

Credit Line Memo

- 1) Select OUTBOX
- 2) Select Invoice # to credit
- 3) Click Create Line-Item Credit Memo
- 4) Confirm/Enter the Credit Quantity
- 5) Click Update
- 6) Click Next
- 7) Click Submit

Handy Hints

Creating a CSV Invoice File

- 1) From Dashboard, click on CSV Documents
- 2) Select CSV Templates (if required)
- 3) Select applicable Upload
- 4) Choose File-CSV Template
- 5) Click on Import CSV (upload type)

Accessing the Supplier Information Portal (SIP)

- 1) From Dashboard, click on Company Settings
- 2) Select Customer Relationships
- 3) Locate and Select SIP

Using Search in Ariba

- 1) From any screen ▼
- 2) Click on the Search
- 3) Complete fields required
- 4) Click on Search

User Community

- 1) Use << to Open & close Help
- 2) Search for documentation
- 3) Search for Support
- 4) Communicate with global users and ask questions

This is a general reference guide, please refer to your Customer's Specific Guides for more detailed information.