



SAP Ariba 

Feature at a glance

New alternate trading relationship request for quick enablement (basic)

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Feature at a Glance

Ease of implementation  Low touch / simple
Geographic relevance  Global

Introducing: **New alternative trading Relationship Request for Quick Enablement (Basic)**

Customer challenge

To onboard their suppliers onto Ariba Network, customers can use the supplier enablement functionality of the network. The current reminder letter for quick enablement contains paragraphs with references to a temporary account, instructions how to register, contains words that may trigger spam filter at the receiving supplier user, and is signed from The Ariba Network Team – not the buyer. Customers have asked for a basic template without default text, so they can fully customize its content.

Meet that challenge with **SAP Ariba**

This release introduces a new alternate “**Trading Relationship Request for Quick Enabled Suppliers (basic)**” invite letter template, which only contains the minimum basic content necessary to direct the invited supplier to the Ariba Network standard account registration page. Any other content has to be customized by the customer (i.e. buying organization).

Experience key benefits

By using this new template, buying organizations can fully optimize the messaging to their suppliers, and reduce impact of email spam filters.

Solution area

Ariba Network, buyer organizations.

Implementation information

This feature is automatically on for all customers with the applicable solutions but requires customer configuration.

Prerequisites and Restrictions

When including a URL In the custom content, it will show as text to the supplier in the email and not as a hyperlink.

Feature at a Glance

Introducing: New alternative trading Relationship Request for Quick Enablement (Basic)

Current template
“Trading Relationship Request for Quick Enabled Suppliers”

SAP Ariba

<BUYER NAME> INVITATION

To: <Supplier Name>
Email: junk.phoenix@ariba.com

[Customer-specific content will go here]

<Buyer Name> has invited you to use the Ariba Network™ to establish a trading relationship for managing transactions electronically. You have already transacted with <Buyer Name>, and at least one document is available in a temporary account.

To set up a trading relationship on the Ariba Network, follow the instructions in this invitation for activating your account. You can either create a new account or use an existing account. The documents in the temporary account will be available in the account you decide to use.

Setting up the trading relationship with <Buyer Name> takes only a few minutes. There is no charge to register.

To activate your account:

1. Go to <https://svclq2.ariba.com/register>
2. Enter the following temporary log-in information:
Temporary ID: AN0010101010
Secure Code: aBc123
3. Review and accept the terms of use.

For any additional questions or further assistance, please contact [Ariba Customer Support](#).

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

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
SAP Ariba Privacy Statement | Ariba Data Policy | Ariba Help and Support
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

New alternate template “Trading Relationship Request for Quick Enablement (basic)”

Preview Letter - Trading Relationship Request for Quick Enabled Suppliers (Basic) Done

Choose Language: English (EN) Choose Country: Select a Country

Hans Miller

Hello <Supplier Name>,
[Customer-specific content will go here]

Click **Get Started** and enter the following login information to register for a supplier account or log in to your existing Ariba Network Account.

Temporary ID: AN0010101010
Secure Code: aBc123

Get Started

This TRR letter gets sent when a buyer sends a reminder to a supplier that is being enabled via quick/standard enablement and has not yet accepted the request to establish a trading relationship with the buyer, which may or may not already have an account on Ariba Network.

The supplier can then:

- a) Create a new account. (Note: for classic Quick Enablement this will be an enterprise account)
- b) Establish the relationship with an existing account (using login/pwd). This merges all already received documents into the existing account.

Feature at a Glance

Introducing: New alternative trading Relationship Request for Quick Enablement (Basic)

The screenshot shows the Ariba Network interface for Supplier Enablement Configuration. The top navigation bar includes Home, Inbox, Outbox, Catalogs, Supplier Enablement (selected), Administration, Reports, and Messages. Below this, there are sub-navigation tabs for Letter Content, Quick Enablement Thresholds, Activities, Notifications, and Light Enablement Thresholds. The main content area is divided into two sections: "Supplier Invitation Letters (in use)" and "Alternate Supplier Invitation Letters (not in use)".

Supplier Invitation Letters (in use)

Letter Template Name	Supplier Registration Type	Customized in Languages and Countries	Type	Actions
AribaPay Welcome Letter	Relationship Request		Invite	Actions
ICS Network Invitation	Quick Enablement		ICS Invoice	Actions
Interactive Email - Order (Registered Supplier)	Standard Account		Purchase Order (Email)	Actions
Interactive Email - Order (Suspended Supplier)	Standard Account		Purchase Order (Email)	Actions
Interactive Email - Order (Unregistered Supplier)	Standard Account		Purchase Order (Email)	Actions
Interactive Email - Order Letter (Direct Supplier Contact)	Quick Enablement			Actions
Invoice Copy	Quick Enablement			Actions
Payment Proposal	Quick Enablement			Actions
Purchase Order Letter 1	Quick Enablement			Actions
Purchase Order Letter 2	Quick Enablement			Actions
Purchase Order Letter 3	Quick Enablement			Actions
Purchase Order Letter 4	Quick Enablement			Actions
Quotation Request	Quick Enablement			Actions
Quote Automation Letter	Relationship Request			Actions
Trading Relationship Request for Quick Enabled Suppliers	Quick Enablement			Actions
Trading Relationship Request Letter (Option 2)	Relationship Request			Actions

Alternate Supplier Invitation Letters (not in use)

Letter Template Name	Supplier Registration Type	Actions
Trading Relationship Request for Quick Enabled Suppliers (Basic)	Quick Enablement	Activate This Letter, Create/Edit Custom Content, Preview Template
Trading Relationship Request Letter (Option 1)	Relationship Request	
Trading Relationship Request Letter (Option 3)	Relationship Request	

1. To configure this new alternate template, go to Supplier Enablement > Configuration > Letter Content

2. Edit Custom Content for this Letter. See product documentation for example.

3. Then Activate This Letter. This will replace the Letter (in use) "Trading Relationship Request for Quick Enabled Suppliers" with the new alternate letter "Trading Relationship Request for Quick Enabled Suppliers (Basic)."