



# Feature at a Glance

## Ariba Network Duplicate Account Check

Olaf Schrader/Richard Vermeij, SAP Ariba Network  
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# Feature at a Glance

Ease of implementation  Low touch / simple  
Geographic relevance  Global

## Introducing: Ariba Network Duplicate Account Check

### Customer challenge

Buying organizations that onboard suppliers through Ariba applications (Sourcing, Supplier Lifecycle and Performance, Ariba Buying) or via buyer invites directly in the network may use any supplier contact to initiate the process. If supplier contacts don't remember they have an existing account, or are not aware of supplier accounts created by others within their organization, they may end-up creating a new, duplicate account. On the other hand, supplier contacts should be able to be responsive to any buyer request and not be blocked by the Ariba Network registration process.

### Meet that challenge with SAP Ariba

This feature adds a duplicate account check in the Ariba Network account registration process for both standard and enterprise accounts as well as accounts created in Ariba Discovery (referred to as walk up registrations). A user may also search for existing supplier accounts directly from the login page. In addition, suppliers may now "register" email domains to receive notification when new accounts are created or a new relationship is established using such registered email domain, and optionally select if establishing new fulfillment relationships using a new account are blocked.

### Experience key benefits

Benefits include a reduction in duplicate account records which makes it easier for buyers to engage with suppliers.

Supplier-side account management can improve and especially integration investment may be better leveraged.

Duplicate check is "non-intrusive" for sourcing flows.

### Solution area

Ariba Network, supplier registration (onboarding)

### Implementation information

This feature is automatically on for Suppliers (net-new and existing) on Ariba Network and is ready for immediate use. Some parts of the feature require configuration by the supplier.

### Prerequisites and Restrictions

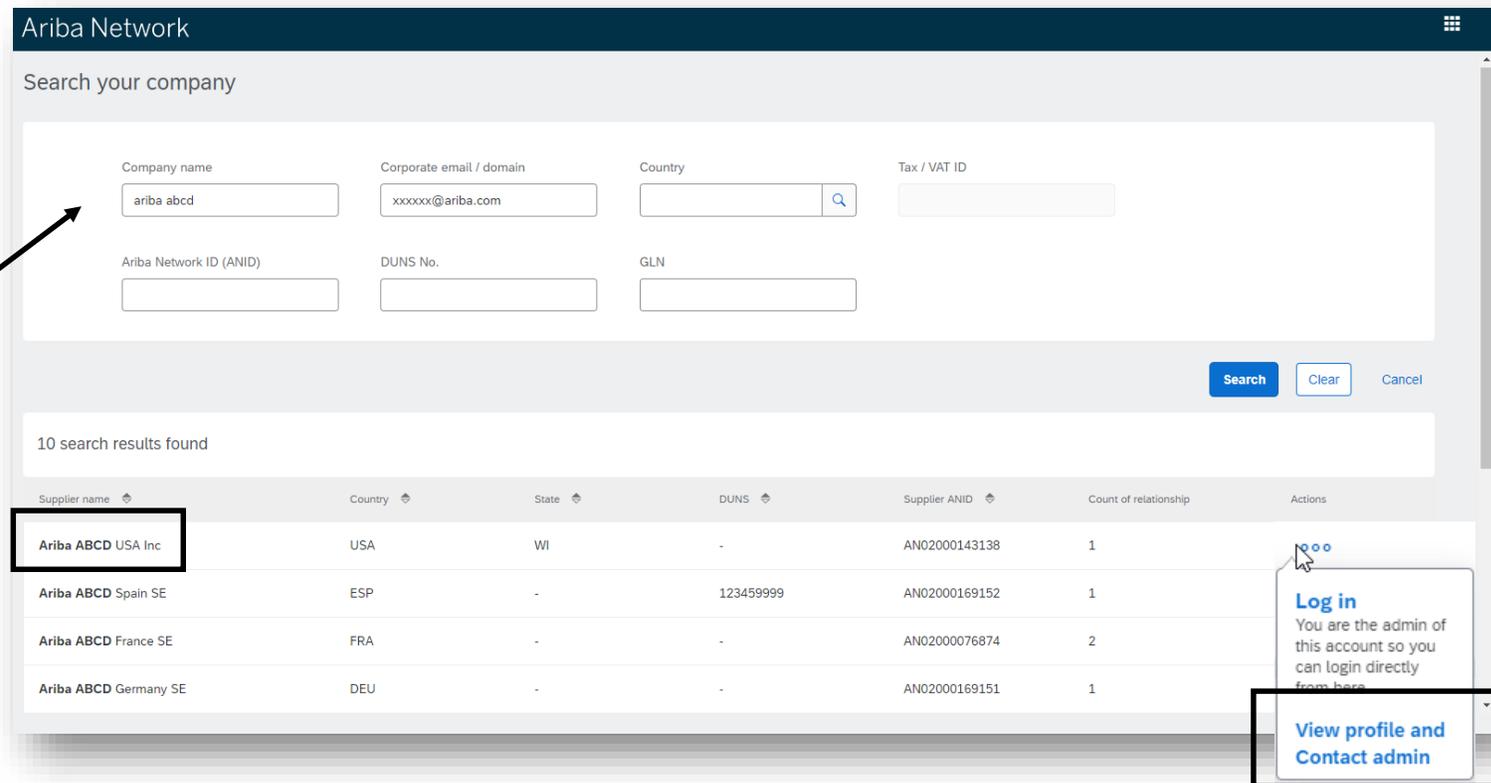
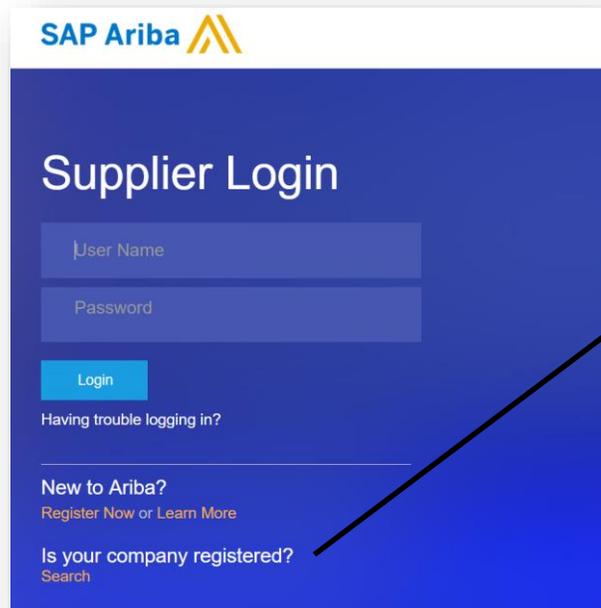
Email domain registration (and blocking) is only available for email domains from "validated user emails" and for non-public domains.

# Feature at a Glance - Detailed feature information

## Introducing: Duplicate Account Check

### Duplicate Account Check through Search

Suppliers may search for existing registered supplier accounts before registering for a new account. If an existing account is found that may represent their supplier entity (and they do not yet have their own user login), the user may view the account profile and contact the account admin (to request a user account).



# Feature at a Glance - Detailed feature information

## Introducing: Duplicate Account Check

### Duplicate Account Check through document details during ad-hoc collaboration request

If a supplier receives a Purchase Order, a Sourcing invitation or any other ad-hoc collaboration request, and clicks the action link, then Ariba Network will now automatically run a duplicate check based on the supplier details from the document and display any matching accounts. If the supplier recognizes any of the accounts as their own, then they can directly login\*. Otherwise they can contact the account admin.

[\*This requires the admin user for any non-sourcing related onboarding flows.]

The image illustrates the user flow for the duplicate account check feature. It starts with an email notification from 'Buyer Olaf Standard' containing a purchase order and a 'Process order' button. Clicking this button leads to the Ariba Network 'Join your customer on Ariba Network!' page. A modal window titled 'Potential existing accounts' appears, displaying a table of match results. The table shows the following data:

Company Name	E-mail Address	DUNS No.	Tax ID	Address
Ariba ABCD	oschrader@ariba.com			2000 Street ABC Madrid Spain 14000

Below the match results, a section titled '10 search results found' displays a table of search results:

Supplier name	Country	State	DUNS	Supplier ANID	Count of relationships	Actions
Ariba ABCD Germany SE	DEU	-	-	AN02000169151	1	...
Ariba ABCD Spain SE	ESP	-	123459999	AN02000169152	1	...
Ariba ABCD	ESP	-	-	AN02000169347	0	...

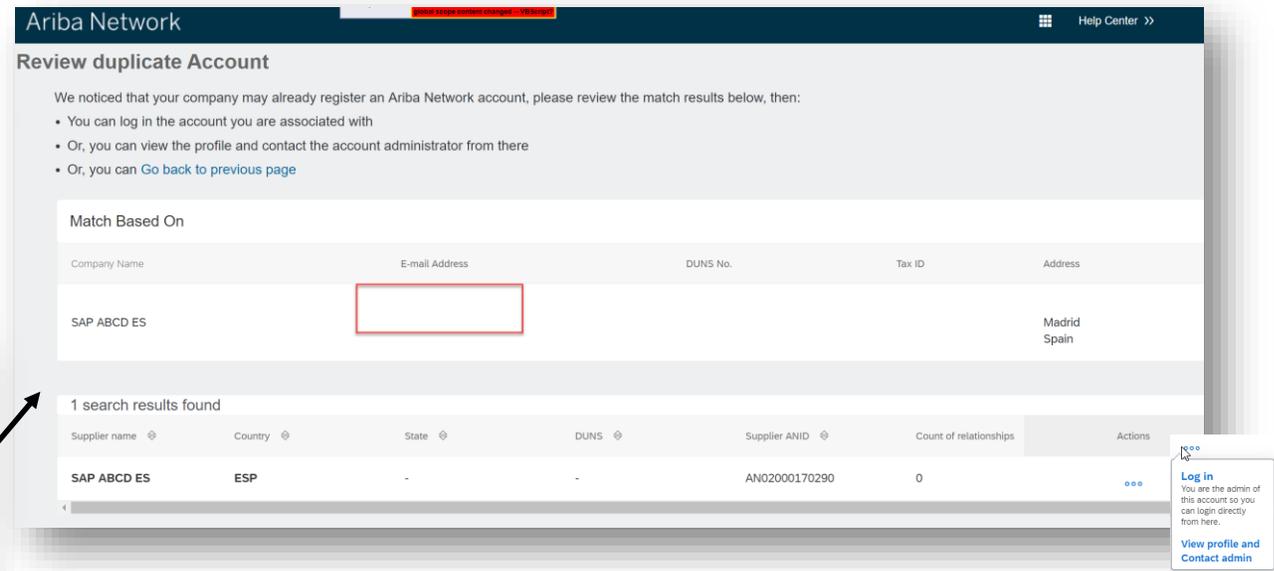
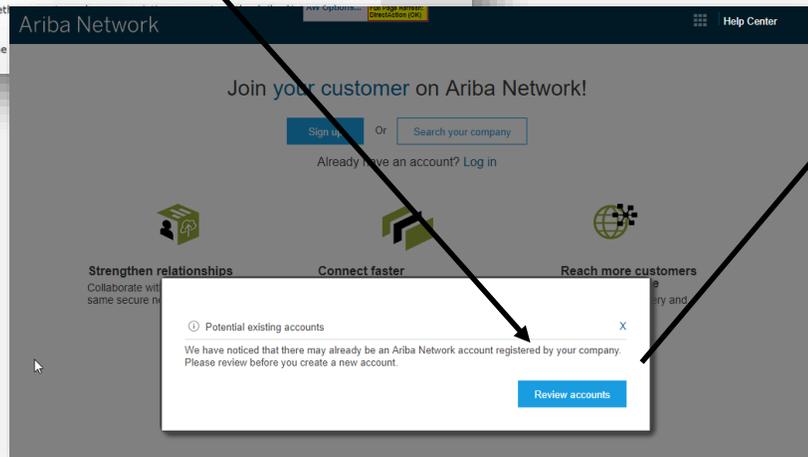
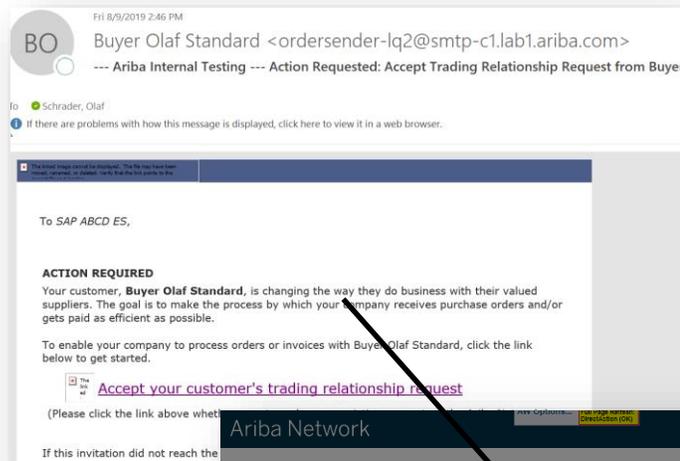
The 'Actions' column for each search result includes a 'Log in' button and a 'View profile and Contact admin' link. A tooltip for the 'Log in' button states: 'You are the admin of this account so you can login directly from here.'

# Feature at a Glance - Detailed feature information

## Introducing: Duplicate Account Check

### Duplicate Account Check through buyer invite matching

If a supplier receives a buyer invite, and clicks Accept, then Ariba Network will automatically run a duplicate check based on the supplier details from the buyer invite and display any matching accounts. If the supplier recognizes any of the accounts as their own, they may directly login\*. Otherwise they can contact the account admin. [\*This requires the admin user for any non-sourcing related onboarding flows.]



# Feature at a Glance - Detailed feature information

## Introducing: Duplicate Account Check

### Duplicate Account Check and notification through email domain registration (1)

Suppliers may “register” email domains to receive notification if new accounts are created or if a new relationship is established using a registered email domain. Only email domains from validated user emails and non-public email domains can be registered by users with permission “ID Registration Access”.

The screenshot displays the 'Ariba Network' interface, specifically the 'Account Settings' page. The 'Account Registration' tab is selected and highlighted with a red box. Below this, the 'Register e-mail domain' section is visible, containing a table of registered domains. A red box highlights the 'E-mail domain' column in this table. A dashed arrow points from the 'Email Address' column in the 'Manage Users' table to the 'E-mail domain' column in the 'Register e-mail domain' table, indicating a link between user email addresses and registered domains. The 'Notifications' section below shows a configuration for 'Domain Registration' with a checked box for 'Send a notification when a new user registers with same domain' and the email address 'oschrader@ariba.com' entered in the 'To email addresses' field.

E-mail domain ↑	Available ⓘ	Register ⓘ	Block procurement ⓘ	Action
abcdef.com	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
ariba.com	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
ariba.fr	No	<input type="checkbox"/>	<input type="checkbox"/>	Contact Account Administrator Ariba ABCD France SE   Network ID: AN02000076874

Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	...
sub01_AribaES@ariba.com	oschrader@ariba.com	Hans	Miller	No	Con...
sub02_AribaES@ariba.com	abc@abcdef.com	abc	Hoop	No	Con...
userC@ariba.fr	userC@ariba.fr	C	Miller	No	Con...

Type	Send notifications when...	To email addresses (one required)
Domain Registration	<input checked="" type="checkbox"/> Send a notification when a new user registers with same domain.	oschrader@ariba.com

# Feature at a Glance - Detailed feature information

## Introducing: Duplicate Account Check

### Duplicate Account Check and notification through email domain registration (2)

If a new supplier registers a new account for which a matching registered email domain exists, then that matched account admin gets notified of the newly registered supplier account. The newly registered supplier can continue using the account; they are not blocked.

The image illustrates the 'Duplicate Account Check' feature through three interconnected screenshots:

- Registration Form:** Shows a user entering company information (SAP ABCD ES, Spain, Calle Cádiz, 22, 39002, Santander, Cantabria) and user account information (Name: Carlos Sercos, Email: o.schrader@sap.com). A 'Review accounts' button is visible.
- Potential existing accounts:** A modal window displays a warning: 'Potential existing accounts. We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.' It includes a 'Review accounts' button.
- Review duplicate Account:** A detailed notification window titled 'Review duplicate Account' provides instructions: 'You can log in the account you are associated with', 'You can view the profile and contact the account administrator from there', 'If there is no match, you can Continue Account Creation and we will progress your registration', and 'You can Go back to previous page'. Below this is a table of search results.
- Email Notification:** An email from 'no\_reply@ariba.com' to 'Schrader, Olaf' with the subject 'Ariba Internal Testing ---SAP ABCD ES just registered on Ariba Network using an email domain registered by you.' The body contains details about the new supplier account and instructions for the admin to review it.

**Match Based On Table:**

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
SAP ABCD ES	o.schrader@sap.com			Calle Cádiz, 22 Santander Cantabria, Spain 39002

**10 search results found Table:**

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	COUNT OF RELATIONSHIPS	ACTIONS
SAP ABCD DE (dup2)	DEU	Baden-Württemberg	-	AN02000171314	1	...
0	DEU	-	-	AN02000171618	0	...
SAP ABCD FR	FRA	-	-	AN02000173041	0	...

# Feature at a Glance - Detailed feature information

## Introducing: Duplicate Account Check

### Duplicate Account Check and notification through email domain registration, with blocking

Suppliers can “register” email domains and can select if new accounts are blocked when created during procurement (fulfillment) relationship requests.

If a supplier registers a new account using an email that matches a registered email domain with blocking option enabled, then that registration process is blocked, and the supplier must contact the admin of the supplier account associated with the registered email domain to resolve whether such new account is desirable or the supplier should become a sub-user in an existing account.

The image shows two screenshots from the Ariba system. The left screenshot is the 'User account information' registration form. It contains fields for Name (Olaf Schrader), Email (o.schrader@sap.com), Username (olaf\_...), and Password. A green box highlights the email field. A modal dialog box titled 'Potential existing accounts' is overlaid on the form, with a 'Review accounts' button. The right screenshot is the 'Review duplicate Account' screen. It displays a list of accounts that match based on the email address. A green box highlights a message: 'Another account administrator has registered the domain @sap.com. Click here to contact the administrator'. Below this is a table with columns: COMPANY NAME, E-MAIL ADDRESS, DUNS NO., TAX ID, and ADDRESS. The table shows one match: 'SAP ABCD ES (dup5)' with email 'o.schrader@sap.com' and address 'Calle Madrid Ciudad Real, Spain 10000'. Below the table is a section for '20 search results found' with a table of search results.

**Potential existing accounts**  
We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.  
[Review accounts](#)

**Review duplicate Account**

- Another account administrator has registered the domain @sap.com. [Click here to contact the administrator](#)
- You can log in and use accounts for which you have a user ID
- Or, you can contact the account administrator to obtain more information through the Actions column
- Or, you can [Go back](#)

**Match Based On**

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
SAP ABCD ES (dup5)	o.schrader@sap.com			Calle Madrid Ciudad Real, Spain 10000

**20 search results found**

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	COUNT OF RELATIONSHIPS	ACTIONS
ACME BPS 01 LQ2 (changed 07/11 - 2:53PM CET - USA)	DEU	-	-	AN02000150258	1	...
Oli Inc	CAN	BC	-	AN02000151013	0	...
*****	CHN	-	-	AN02000151160	0	...

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