



Feature at a Glance

Ariba Network Duplicate Account Check

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CONFIDENTIAL

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

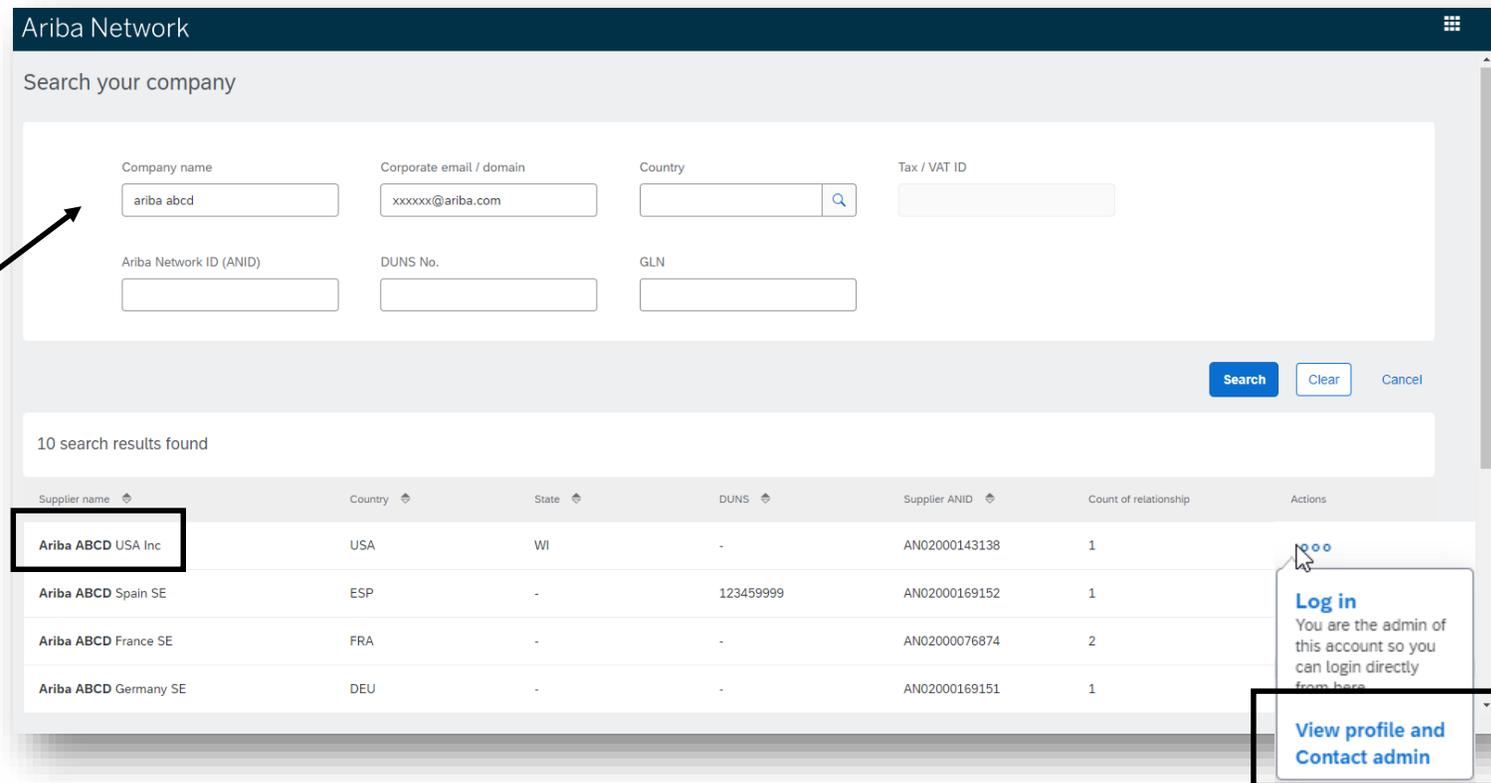
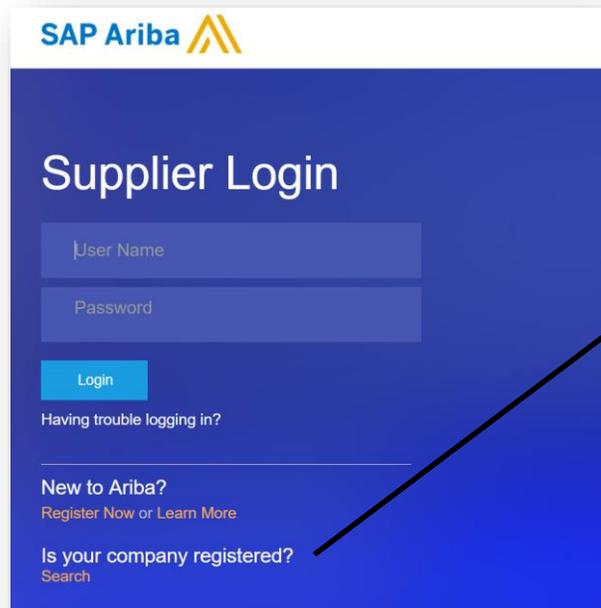
Email domain registration (and blocking) is only available for email domains from "validated user emails" and for non-public domains.

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!' screen. On this screen, a 'Review accounts' button is highlighted, which triggers a duplicate check. The resulting 'Review duplicate Account' screen displays match results for 'Ariba ABCD' and a list of 10 search results found.

Match Based On

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

10 search results found

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	...

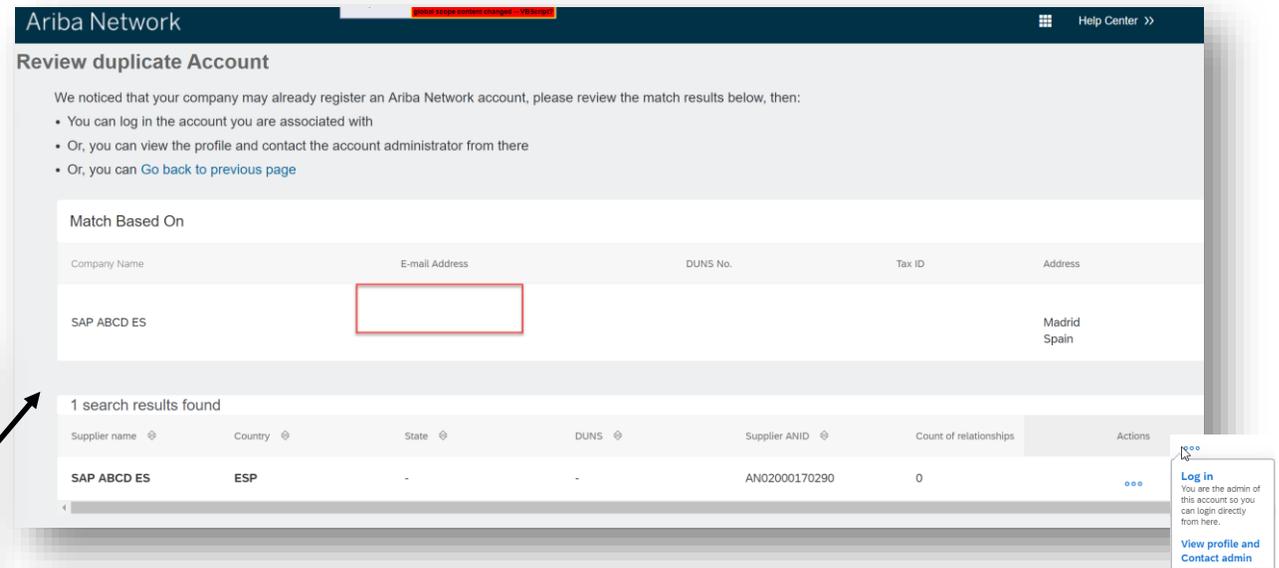
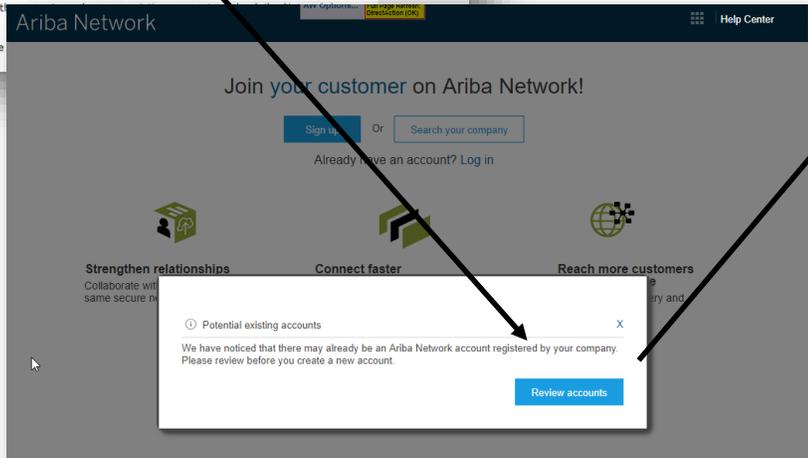
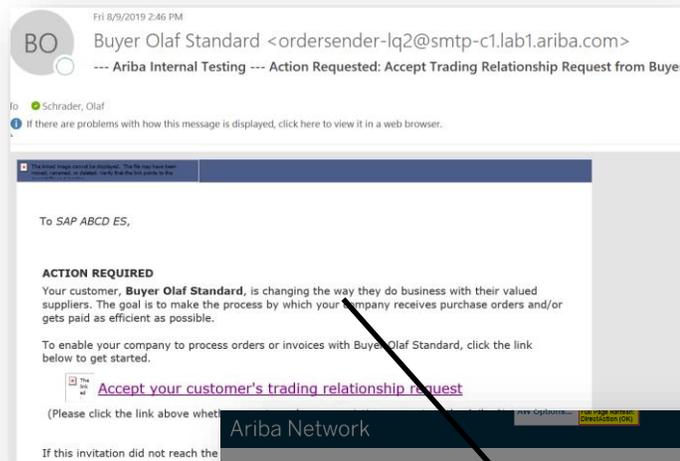
Log in
You are the admin of this account so you can login directly from here.
[View profile and Contact admin](#)

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 Account Settings interface. The 'Account Registration' tab is selected and highlighted with a red box. Below the tab, the 'Register e-mail domain' section is visible, containing a table of registered domains. A red box highlights the 'E-mail domain' column in the 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. The 'Notifications' section below the table shows a notification rule 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' 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

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 components:

- 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.
- Review duplicate Account:** A modal window titled 'Review duplicate Account' with the message: 'We noticed that your company may already register an Ariba Network account, please review the match based on the following criteria:'. It lists three options: logging in, contacting the admin, or continuing registration. Below 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 of the new account and instructions for the admin.

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

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 account 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 SAP Ariba system. The left screenshot is the 'User account information' registration form. The email field contains 'o.schrader@sap.com', which is highlighted with a green box. A notification box is overlaid on the form, stating: '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.' A blue 'Review accounts' button is visible. The right screenshot is the 'Review duplicate Account' screen. It features a green-bordered box with the following text: 'Another account administrator has registered the domain @sap.com. Click here to contact the administrator'. Below this, there are three bullet points: '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', and 'Or, you can Go back'. A table titled 'Match Based On' shows a match for 'SAP ABCD ES (dup5)' with email 'o.schrader@sap.com' and address 'Calle Madrid Ciudad Real, Spain 10000'. Below this is a table titled '20 search results found' with columns for Supplier Name, Country, State, DUNS, Supplier ANID, Count of Relationships, and Actions.

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

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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