



SAP Ariba 

Ariba Network

Supplier Process Guide for Transacting with ADCB

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ADCB 

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Standard Account Introduction

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Introduction to Ariba Network, Standard Account

Your customer is pleased to announce a new initiative to streamline their procurement and accounts payable processes. By partnering with **SAP Ariba**® and implementing **Ariba Network, Standard account via interactive email**, this initiative indicates a shift to paperless and automated business transactions. Since 1996, Ariba has been transforming the global procurement landscape for businesses of all sizes, and we are excited to provide you with this opportunity.

➤ What is Standard account?

Standard account on Ariba Network gives you a fast, FREE way to do business with your customer via interactive emails.

➤ What does this mean for you?

Transacting on Ariba Network via a FREE Standard account will allow you to meet your customer's requirements to join them on Ariba Network with the option to avoid fees.

➤ What are the benefits?

Standard account provides access to quickly transact with SAP Ariba customers for FREE, improve customer retention, and get paid faster.

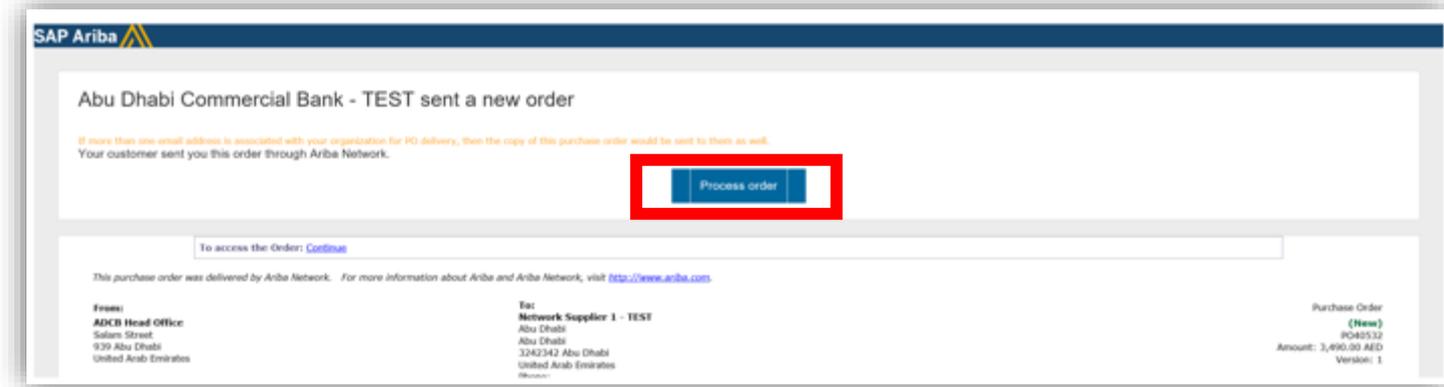


Creating an Invoice

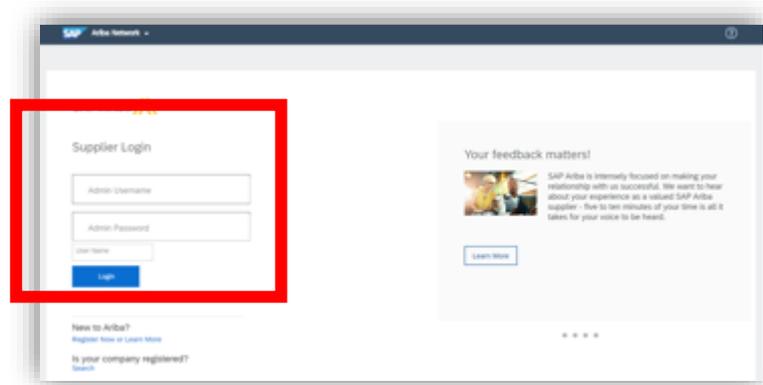
- Material Purchase Order

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1. You will receive an email as below with the PO details. Click on “Process Order”

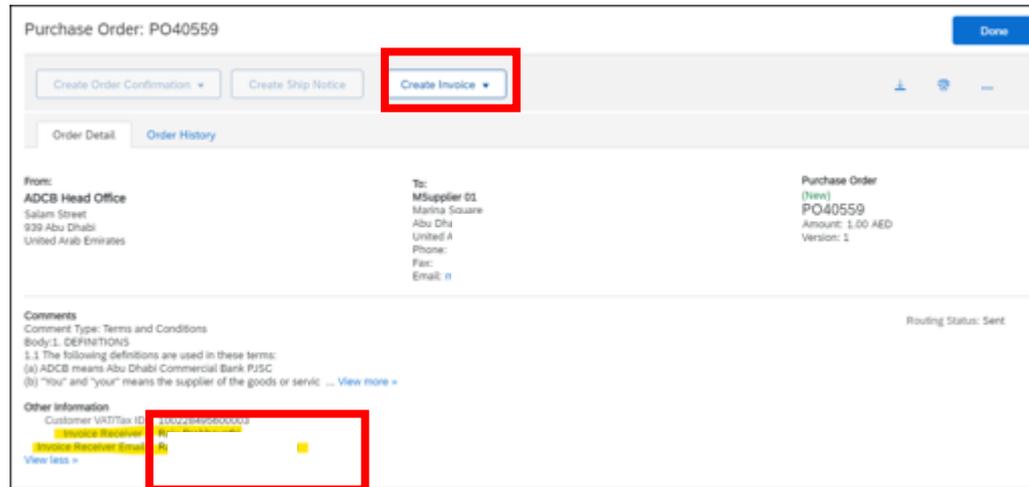


2. You will be directed to the supplier log in page where you will have to log in using your credentials.



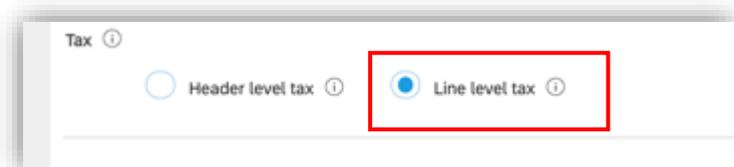
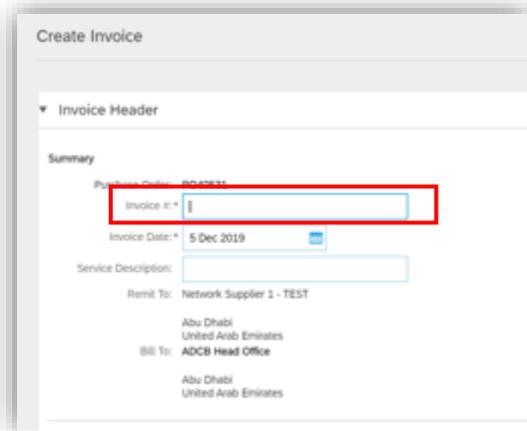
3. Click on “Create Invoice” then choose “Standard Invoice”

4. View ADCB Invoice receiver name and email address on PO - This is your contact person at ADCB for any future queries



5. Start filling in all mandatory field marked by (*).

6. Under the Tax section, click “Line level tax”

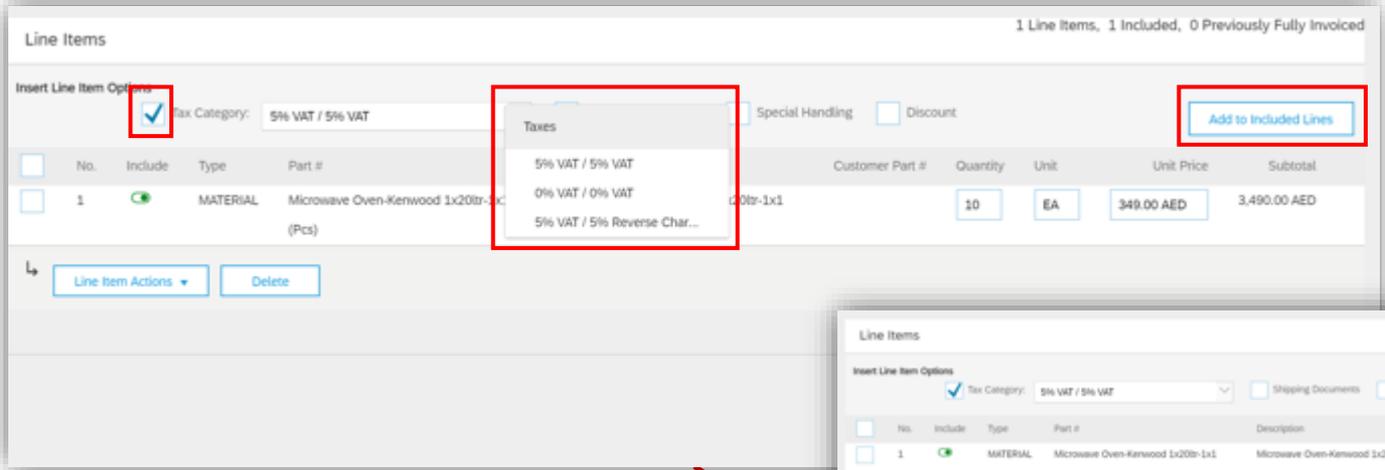


7. Click on “Add to Header” and choose “Attachment” from the drop-down box. As a mandatory step, you will have to upload three documents which are:
1. Scanned copy of your invoice
 2. Delivery note/service completion certificate/ timesheet..etc.
 3. Any necessary supporting documents that you should send to ADCB to approve your invoice.

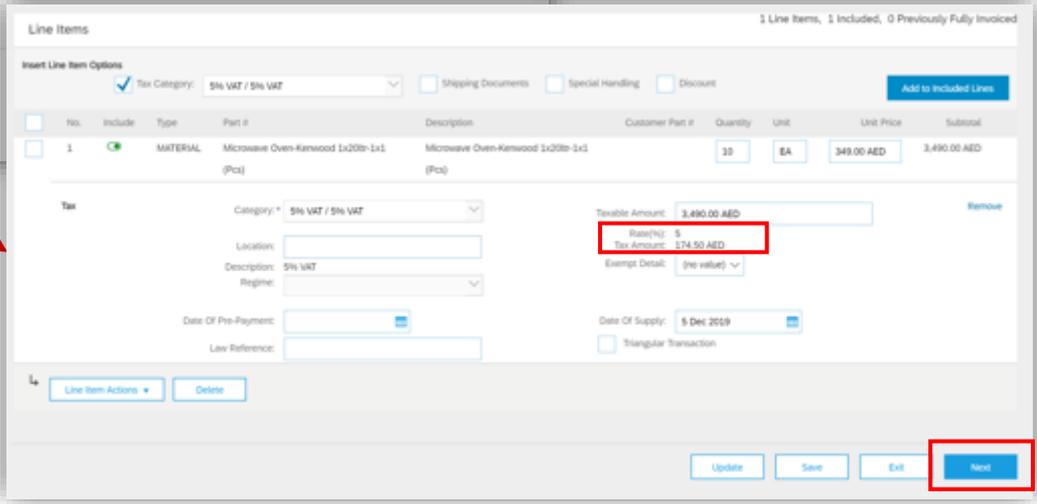
The screenshot displays the SAP VAT form interface. At the top, it shows 'Supplier VAT' and 'Customer VAT' sections with their respective IDs. Below this, there are input fields for 'Supplier Commercial Identifier' and 'Supplier Commercial Credentials'. A blue button labeled 'Add to Header' is highlighted with a red box. A dropdown menu is open below it, listing options: 'Shipping Documents', 'Special Handling', 'Discount', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. The 'Attachment' option is also highlighted with a red box. Below the dropdown, there is a table with columns 'Part #', 'Description', and 'Customer Part'. A 'VAT' dropdown menu is visible next to the table. A 'Choose File' button is highlighted with a red box, and an 'Add Attachment' button is also highlighted with a red box. An 'Attachments' dialog box is open in the foreground, showing a warning: 'The total size of all attachments cannot exceed 100MB'. It contains a 'Choose File' button (highlighted with a red box) and an 'Add Attachment' button (highlighted with a red box). Below this, there is a table with columns 'Name', 'Size (bytes)', and 'Content Type'. The table contains one entry: 'test.docx' with a size of 11691 bytes and content type 'application/vnd.openxmlformats-officedocument.wordprocessingml.document'. A 'Delete' button is visible below the table.

For overseas vendors, enter VAT number as – 000000000000000000. For local vendors, the VAT should be populated from their profile.

8. As a mandatory step, you will have to add tax to your line item by ticking next to “Tax Category” and choose the VAT percentage then click on “Add to included lines”



9. Tax amount will be calculated automatically from the Subtotal.
10. Click on “Next”



11. Review the details of your invoice then click on “Submit”

SAP Ariba Network Standard Account Upgrade TEST MODE

Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United Arab Emirates. The document's destination country is:United Arab Emirates.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 24563839	Subtotal:	10,000.00 AED
Invoice Date: Wednesday 27 Nov 2019 2:30 AM GMT-08:00	Total Tax:	500.00 AED
Contract Number: C40875	Total Shipping:	0.00 AED
	Total Gross Amount:	10,500.00 AED
	Total Net Amount:	10,500.00 AED
	Amount Due:	10,500.00 AED

REMIT TO:	SUPPLIER:	BILL FROM:
Network Supplier 1 - TEST	VAT ID	Network Supplier 1 - TEST
Postal Address: Abu Dhabi Abu Dhabi 3242342 Abu Dhabi United Arab Emirates	Postal Address: Abu Dhabi Abu Dhabi 3242342 Abu Dhabi United Arab Emirates	Postal Address: Abu Dhabi Abu Dhabi 3242342 Abu Dhabi United Arab Emirates

Please Note :

- Invoices related to the Purchase Orders issued by ADCB prior to your registration process, should be submitted manually (Email or Post) to ADCB.
- Invoices related to the Purchase Orders which are not sent to / found on your Ariba supplier account can be submitted manually (Email or Post) to ADCB.



Following up on Invoices:

- Every PO and Contract will have the contact person / group name who will be receiving the invoices on their respective ADCB Ariba Account.
- When the supplier asks for an update you may ask your ADCB contact to login to their Ariba account and check their “my to do”. **Manage -> My To Do.**
- Invoices from the vendors will start with Invoice ID – INV*****.

The screenshot displays the 'To Do' section of the SAP Ariba interface. At the top, there is a 'To Do' header and a message: 'You are included in the approval flow for these requests, and you are required to reconcile, approve or deny them. To review a summary of a request before taking action, click the request's ID or title.' Below this, there is a dropdown menu for 'Approvable Type' set to 'No Choice' and a 'Clean Up' button. A 'Search Filters' section is also visible. The main part of the screenshot is a table with the following data:

Type	ID	Date Submitted	Requester	Status	Title	Total	Actions
<input type="checkbox"/>	INVtest 101 - Group Approval Flow-43919	9 Mar 2021		Submitted	INVtest 101 - Group Approval Flow-43919	10.00 AED	Actions
<input type="checkbox"/>	INVtest1023-43920	9 Mar 2021		Submitted	INVtest1023-43920	10.00 AED	Actions



SAP Ariba 

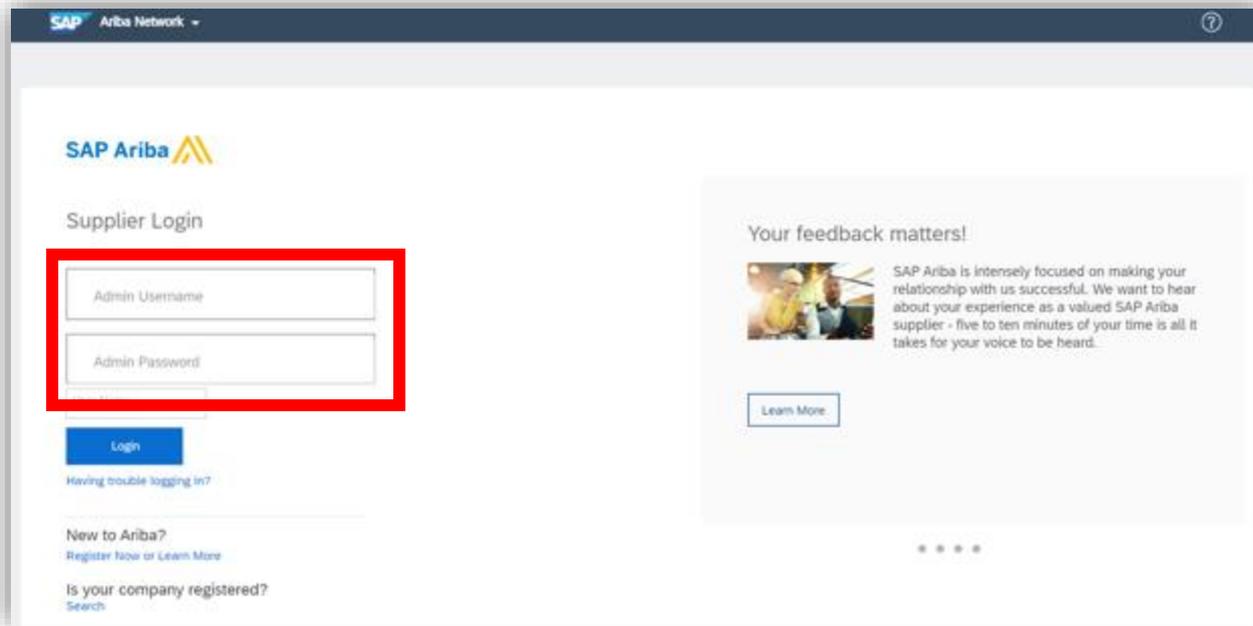
How to create an invoice against a contract

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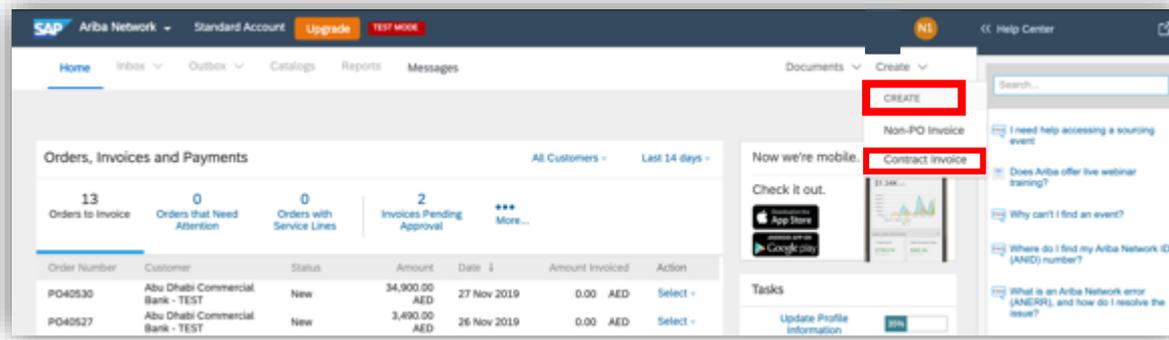
PUBLIC

THE BEST RUN 

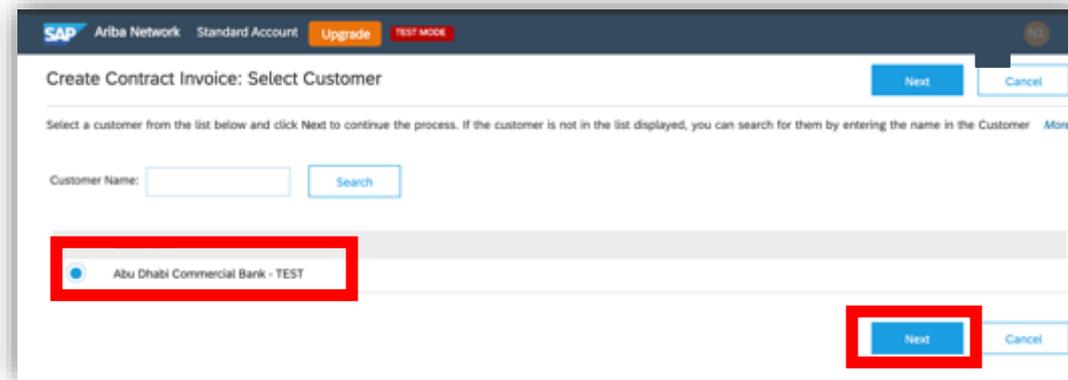
1. Go to supplier.ariba.com and log in with your Ariba account credentials



2. In Ariba dashboard, under “Create”, choose “Contract Invoice” from the drop-down box.



3. Choose the customer you want to create the invoice against a contract from the “Customer” section.
4. Click “Next”



5. Click on "Select" to select the contract.
6. Click "Select"

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Contract: * (no value) [select]

Invoice #: |

Invoice Date: * |

Sold To Email: |

Payment Terms: * (no value) [select]

Ship From: Network Supplier Loc 1

Prev Next Cancel

Choose Value for Contract

ID | Search

ID	Title	Effective Date	Expiration Date	Status	
C40876-V3	(CW1930255) AN Supplier Test 0002	Thu, 21 Nov, 2019	Thu, 21 Nov, 2019	Inactive	Select
C40874	(CW1930242) Supplier Level	Wed, 20 Nov, 2019	Mon, 30 Nov, 2020	Open	Select
C40871-V3	(CW1930173) CW - Network2	Tue, 5 Nov, 2019	Tue, 31 Dec, 2019	Open	Select
C40873	(CW1930236) Network 3	Tue, 5 Nov, 2019	Thu, 31 Dec, 2020	Open	Select
C40875	(CW1930249) Test AN Supplier 0001	Thu, 21 Nov, 2019	Fri, 20 Nov, 2020	Open	Select

Next Cancel

Done

7. Fill in the invoice number and invoice date
8. Select the Ship to location.
9. Click “Next”

Create Contract Invoice: Select Contract Prev Next Cancel

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Contract: * C40875 [select]

Invoice #: * 24563839

Invoice Date: * Wed, 27 Nov, 2019

Sold To Email: r

Payment Terms: * Due Immediately [select]

Ship From: Network Supplier Loc 1

Ship To: (no value) ▾

Prev Next Cancel

10. The contract you selected will open and you will find all needed details to action this contract and create the invoice.

11. You can click on the “Contract Number” to view a summary about the contract. You will also be able to view the amount spent & invoiced against that contract.

The screenshot displays the SAP Ariba Network 'Create Invoice' interface. The top navigation bar includes 'SAP Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main heading is 'Create Invoice'. Below it, the 'Invoice Header' section is expanded to show a 'Summary' of contract information:

- Contract Number: C40875 (highlighted with a red box and an arrow pointing to the right)
- Invoice #: 24563639
- Invoice Date: 27 Nov 2019
- Service Description: [Empty text box]
- Sold To Email: n
- Payment Terms: Due immediately

Below the summary, the 'Remit To' information is shown:

- Remit To: Network Supplier 1 - TEST
- Abu Dhabi
- United Arab Emirates

On the right side, a 'Definitions' panel is open, showing various contract attributes:

- Contract Category: Services
- Physical Location: [Empty]
- Related Contract ID: [Empty]
- Contact: Ramakrishna Boddu
- Contract Type: Item Level
- Is Blanket Purchase Order: No
- Hierarchical Type: Standalone Agreement
- Effective Date: Thu, 21 Nov, 2019
- Contract Effective Date: Thu, 21 Nov, 2019
- Expiration Date: Fri, 20 Nov, 2020
- Evergreen: No
- Supplier: NETWORK SUPPLIER 1
- Supplier Location: Network Supplier Loc 1
- Release Required: No
- Close Contract on Reaching Maximum Limit: No
- Allow invoicing against contract?: Yes
- Default invoice requester from contract?: Yes
- Allow suppliers to add non-catalog items to invoice?: Yes
- Allow supplier to edit invoice unit price?: Yes
- Allow supplier to enter invoice accounting?: Yes
- Allow receiving against contract?: No
- Currency: UAE Dirham
- Amount Spent: 0.00 AED (highlighted with a red box)
- Amount Invoiced: 0.00 AED (highlighted with a red box)
- Reconciled Amount: 0.00 AED (highlighted with a red box)

At the bottom of the Definitions panel, there is a table for 'Header Attributes':

Name	Value
LoggedInUser/PasswordAdapter	PasswordAdapter1

Scroll down to view the ADCB Invoice Receiver Contact.. **This is your contact person at ADCB for any future queries**

SAP Ariba Network Standard Account Upgrade TEST MODE

Create Invoice

Invoice Header

Summary

Contract Number: **C40875**
Invoice #: 24563639
Invoice Date: 27 Nov 2019

Service Description:

Sold To Email:
Payment Terms: Due immediately

Remit To: Network Supplier 1 - TEST

Abu Dhabi
United Arab Emirates

C40923 - (CW1932560) Test 12Untitled Contract Workspace (Procurement)

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review

Contract Workspace Print

Summary Pricing Terms

Definitions

Contract Category: IT
Physical Location:
Related Contract ID:
Contract: Pulpal
Contract Type: Item Level
Is Blanket Purchase Order: No
Hierarchical Type: Standalone Agreement
Effective Date: Mon, 8 Mar, 2021
Contract Effective Date: Mon, 8 Mar, 2021
Expiration Date: Wed, 31 Mar, 2021
Evergreen: No
Supplier: MSupplier 01
Supplier Location: MSupplier Abu Dhabi
Release Required: No
Close Contract on Reaching Maximum Limit: No
Allow invoicing against contract? Yes
Default invoice requester from contract? No
Allow suppliers to add non-catalog items to invoice? No
Allow supplier to edit invoice unit price? No
Allow supplier to enter invoice accounting? No
Allow receiving against contract? No
Currency: UAE Dirham
Amount Spent: 0.00 AED
Amount Invoiced: 0.00 AED
Restricted Amount: 0.00 AED
Header Attributes:

Name	T	Value
LoggedInUserPasswordAdapter		PasswordAdapter1
LoggedInUserUniqueName		arbaayam
ReferenceID		CR42623

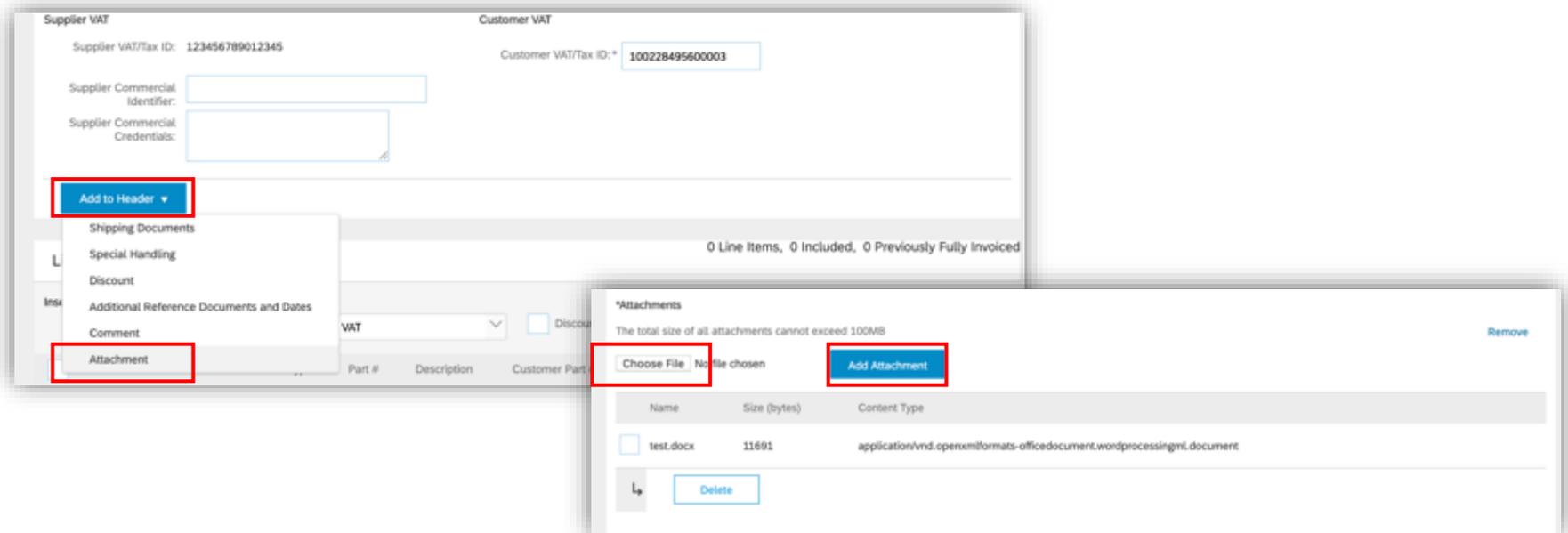
Buyer VAT ID: ADCB 100229495800003
Expense Policy: The approver (Group Head of the requesting department) must consider the extent of the future commitments of expenses and note that con

Out Invoice Receiver: User
Invoice Receiver User: Manasa Chelvar
Invoice Receiver Email:

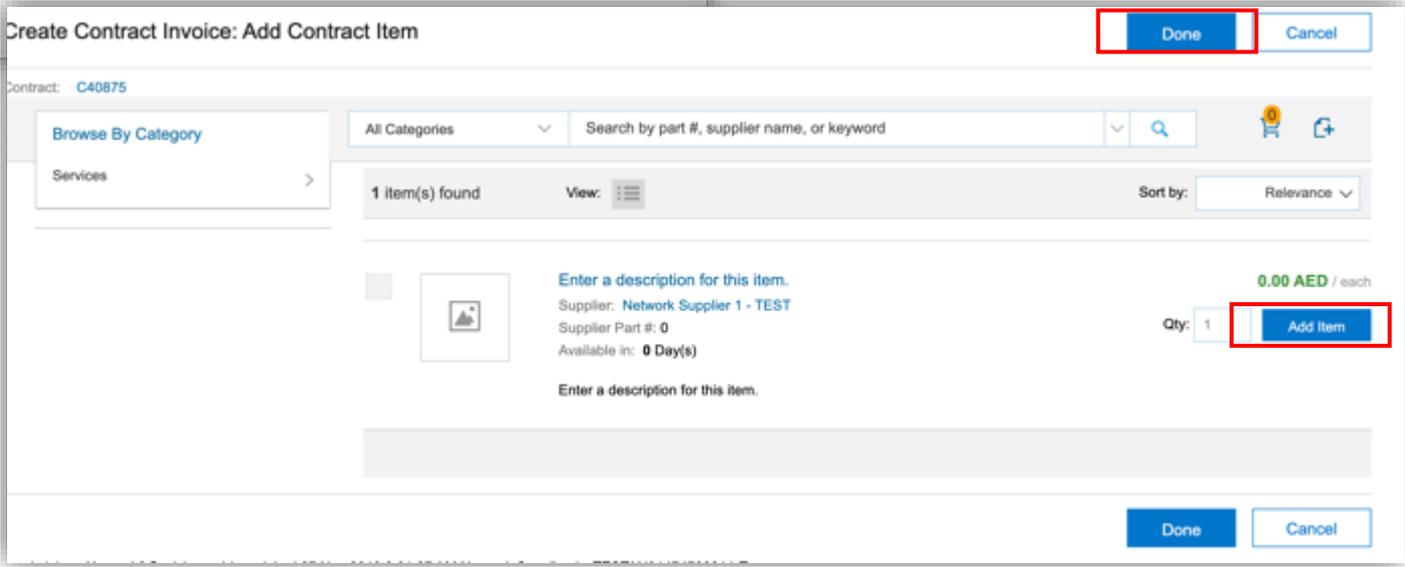
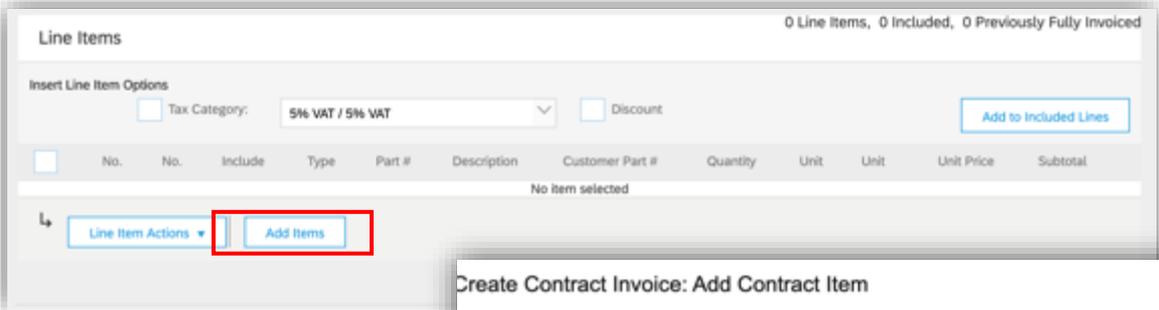
12. Under the Tax section, click “Line level tax”



13. Click on “Add to Header” and choose “Attachment” from the drop-down box. As a mandatory step, you will have to upload three documents which are: **scanned copy of your invoice, delivery note/completion certificate/timesheet & any necessary supporting documents** that you should send to ADCB to approve your invoice.



- 14. You will have to add the item you are invoicing against within your contract by clicking on “Add Item”. Then choose the item from the catalog by clicking on “Add item” next to the item.
- 15. Click on “Done”



16. The item will then be added to your line items. Click on “Change Items” to insert the quantity and price.

Insert Line Item Options

Tax Category: 9% VAT / 9% VAT Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	0	Enter a description for this item.		1	EA	0.00 AED	0.00 AED

Shipping: Ship From: Network Supplier Loc 1, Abu Dhabi, United Arab Emirates; Ship To: ADCB Head Office, Abu Dhabi, United Arab Emirates; Deliver To: ; [View/Edit Addresses](#)

Shipping Cost: Shipping Amount: 0.00 AED; Shipping Date:

[Line Item Actions](#) [Add Items](#) **Change Items**

- 17. Enter the “Quantity”, “Unit” & “Price”
- 18. Click on “Update Amount”
- 19. Click on “Done”

Create Contract Invoice: Change Items [Add Item](#) [Done](#)

Click the **Show Details** link to expand the line item view for all line items to show additional details (such as supplier part number, commodity code, and full description), or click the triangle next to More to [More](#)

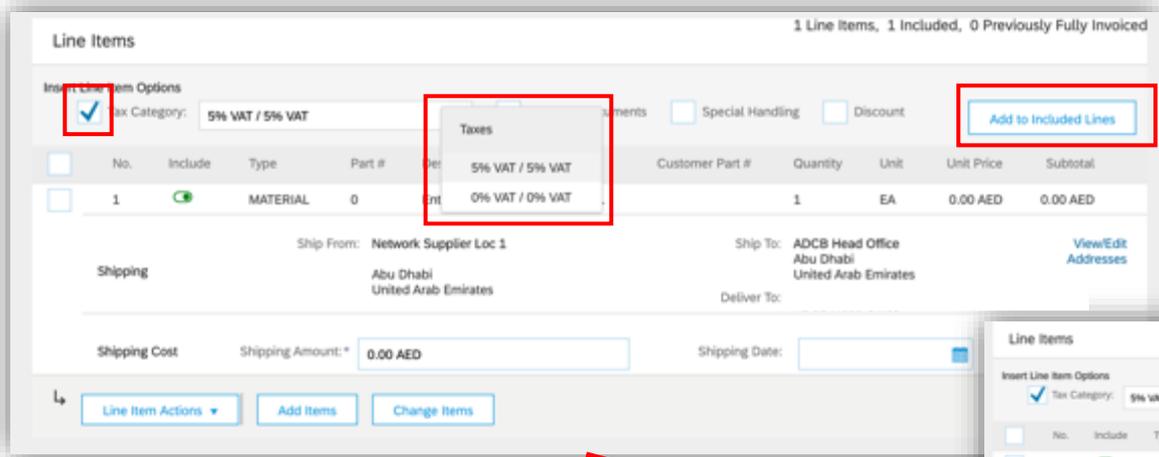
[Show Details](#)

No.	Supplier Part #	Description	Contract	Qty	Unit	Price	Amount	More
1	0	Enter a description for this item.	Yes	<input type="text"/>	each	<input type="text"/> 0.00 AED	0.00 AED	More

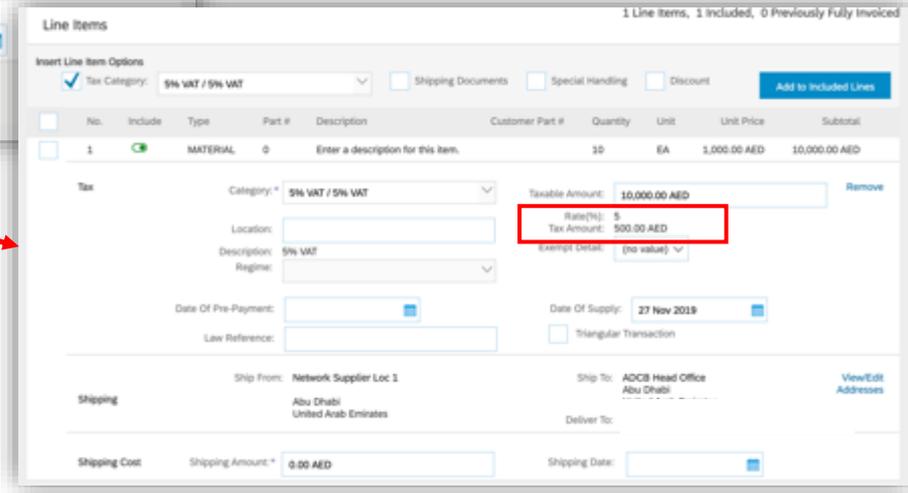
[Delete](#) [Export Accounting](#) [Import Accounting](#) [Update Amount](#)

[Add Item](#) [Done](#)

20. As a mandatory step, you will have to add tax to your line item by ticking next to “Tax Category” and choose the VAT percentage then click on “Add to included lines”



21. Tax amount will be calculated automatically from the Subtotal.
 22. Click on “Next”



For overseas vendors, enter VAT number as – 000000000000000000. For local vendors, the VAT should be populated from their profile.

23. Review the details of your invoice then click on “Submit”

SAP Ariba Network Standard Account Upgrade TEST MODE

Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United Arab Emirates. The document's destination country is:United Arab Emirates.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 24563839	Subtotal: 10,000.00 AED
Invoice Date: Wednesday 27 Nov 2019 2:30 AM GMT-08:00	Total Tax: 500.00 AED
Contract Number: C40875	Total Shipping: 0.00 AED
	Total Gross Amount: 10,500.00 AED
	Total Net Amount: 10,500.00 AED
	Amount Due: 10,500.00 AED

REMIT TO:	SUPPLIER:	BILL FROM:
Network Supplier 1 - TEST	VAT ID	Network Supplier 1 - TEST
Postal Address: Abu Dhabi Abu Dhabi 3242342 Abu Dhabi United Arab Emirates	Postal Address: Abu Dhabi Abu Dhabi 3242342 Abu Dhabi United Arab Emirates	Postal Address: Abu Dhabi Abu Dhabi 3242342 Abu Dhabi United Arab Emirates

Following up on Invoices:

- Every PO and Contract will have the contact person / group name who will be receiving the invoices on their respective ADCB Ariba Account.
- When the supplier asks for an update you may ask your ADCB contact to login to their Ariba account and check their “my to do”. **Manage -> My To Do.**
- Invoices from the vendors will start with Invoice ID – INV*****.

The screenshot displays the 'To Do' section of the SAP Ariba interface. At the top, there is a 'To Do' header and a message: 'You are included in the approval flow for these requests, and you are required to reconcile, approve or deny them. To review a summary of a request before taking action, click the request's ID or title.' Below this, there is a dropdown menu for 'Approvable Type' set to 'No Choice' and a 'Clean Up' button. A 'Search Filters' section is also visible. The main part of the screenshot is a table with the following data:

Type	ID	Date Submitted	Requester	Status	Title	Total	Actions
<input type="checkbox"/>	INVtest 101 - Group Approval Flow-43919	9 Mar 2021		Submitted	INVtest 101 - Group Approval Flow-43919	10.00 AED	Actions
<input type="checkbox"/>	INVtest1023-43920	9 Mar 2021		Submitted	INVtest1023-43920	10.00 AED	Actions



SAP Ariba 

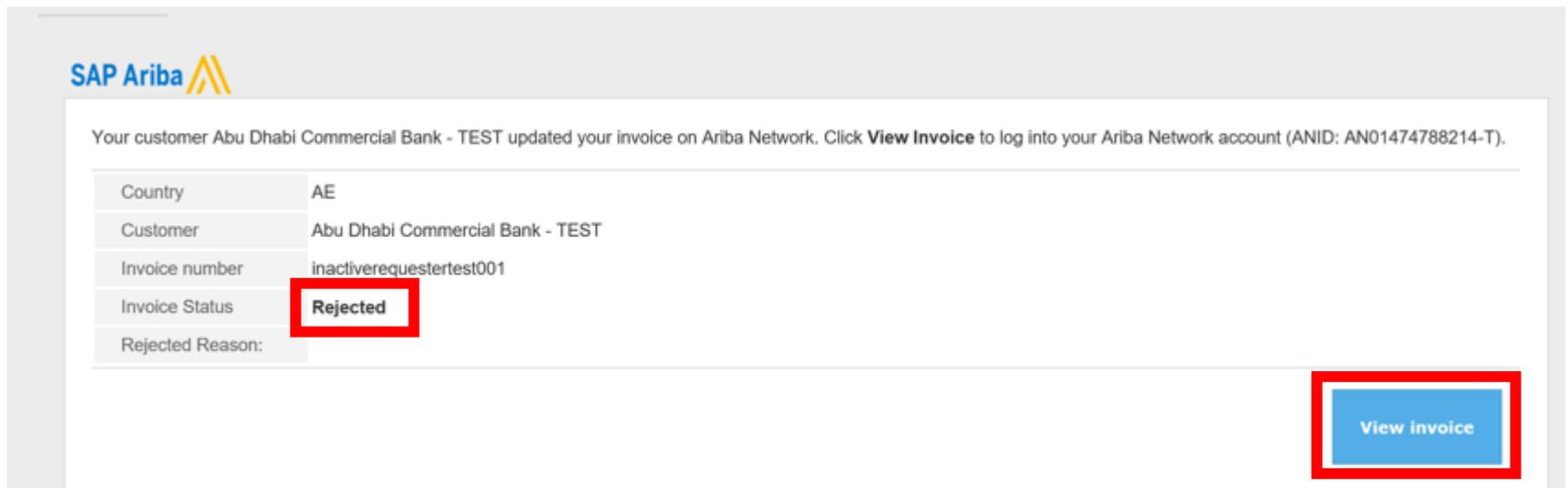
How to edit & re-submit rejected invoices

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ADCB 

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1. You will be notified by email when your invoice is rejected. Click on “View invoice” to edit and resubmit your invoice.



The screenshot displays the SAP Ariba interface. At the top left is the SAP Ariba logo. Below it, a notification message reads: "Your customer Abu Dhabi Commercial Bank - TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01474788214-T)." Below the notification is a table with the following details:

Country	AE
Customer	Abu Dhabi Commercial Bank - TEST
Invoice number	inactiverequestertest001
Invoice Status	Rejected
Rejected Reason:	

At the bottom right of the notification area, there is a blue button labeled "View invoice".

2. Log in using your credentials.

SAP Ariba Network

SAP Ariba

Supplier Login

Admin Username

Admin Password

User Name

Login

Having trouble logging in?

New to Ariba?
[Register Now](#) or [Learn More](#)

Is your company registered?
[Search](#)

Your feedback matters!

SAP Ariba is intensely focused on making your relationship with us successful. We want to hear about your experience as a valued SAP Ariba supplier - five to ten minutes of your time is all it takes for your voice to be heard.

[Learn More](#)

3. The rejection reason will be mentioned in the blue box. Please read the rejection reason then click on “Edit & Resubmit” button to rectify your invoice.

The screenshot displays the SAP Ariba Network interface for a Standard Account in TEST MODE. The invoice ID is 'inactiverequestertest03'. The interface includes a top navigation bar with the SAP logo, 'Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE' buttons. Below the header, there are tabs for 'Detail', 'Scheduled Payments', and 'History'. A blue box highlights the 'Rejected Invoice' section, which contains the following text:

Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
INV-54: Comments from Abu Dhabi Commercial Bank - TEST: OK
DOC-1:
INV-35: The invoice status has been successfully updated to Rejected by Abu Dhabi Commercial Bank - TEST. Description:
Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

An 'Edit & Resubmit' button is located at the bottom of the blue box. Other buttons visible in the interface include 'Copy This Invoice', 'Print', 'Download PDF', 'Export cXML', and 'Done'.

4. After correcting your invoice click on “Next” then “Submit” your updated invoice.

The screenshot shows the 'Line Items' form in SAP. At the bottom right, the 'Next' button is highlighted with a red box. The form includes a table with one line item:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Microwave Oven-Kamwood		1	EA	348.00 AED	348.00 AED

Below the table, there are fields for 'Tax' with a category of 'VAT'. The tax amount is 27.45 AED. At the bottom right, there are buttons for 'Update', 'Cancel', and 'Next' (highlighted in red).

The screenshot shows the 'Create Invoice' form in SAP. At the top right, the 'Submit' button is highlighted with a red box. The form displays the following details:

Invoice Details:
 Invoice Number: 24062839
 Invoice Date: Wednesday 27 Nov 2019 2:30 AM GMT-06:00
 Contract Number: C40876

Subtotal: 10,000.00 AED
Total Tax: 500.00 AED
Total Shipping: 6.00 AED
Total Gross Amount: 10,506.00 AED
Total Net Amount: 10,502.00 AED
Amount Due: 10,506.00 AED

REMIT TO: Network Supplier 1 - TEST
 Postal Address: Abu Dhabi, United Arab Emirates

SUPPLIER: VAT ID: 3342342 Abu Dhabi, United Arab Emirates
 Postal Address: Abu Dhabi, United Arab Emirates

BILL FROM: Network Supplier 1 - TEST
 Postal Address: Abu Dhabi, United Arab Emirates

At the top right, there are buttons for 'Previous', 'Save', 'Submit' (highlighted in red), and 'Exit'.



Understanding your Standard Account

PUBLIC

Understanding your Homepage

- Once in your account you will be able to see the following

The screenshot shows the SAP Ariba Network account homepage. The top navigation bar includes 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. A 'Help Button and your settings menu' is located in the top right corner. The main content area features a 'Home' menu, 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. A 'View selection' dropdown is visible. A section titled 'Orders, Invoices and Payments' displays a summary of orders: 5 Orders to Invoice, 2 Orders that Need Attention, 0 Orders with Service Lines, and 7 Purchase Orders. Below this is a table of orders with columns for Order Number, Customer, Status, Amount, Date, and Amount Invoiced. A 'Tasks' section on the right includes an 'Update Profile Information' button. A 'Feedback' button is located at the bottom right. The footer contains copyright information and links to 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Annotations on the screenshot include:

- Your account type**: Points to the 'Standard Account' text in the top navigation bar.
- Upgrade option**: Points to the 'Upgrade' button in the top navigation bar.
- Help Button and your settings menu**: Points to the question mark icon and 'SM' in the top right corner.
- Greyed out features- only available if account is upgraded (fees associated)**: Points to the 'Reports' and 'Messages' items in the main navigation bar.
- View selection**: Points to the dropdown menu in the 'Orders, Invoices and Payments' section.
- Changeable tiles**: Points to the summary tiles for 'Orders to Invoice', 'Orders that Need Attention', 'Orders with Service Lines', and 'Purchase Orders'.
- Account dashboard**: A bracket on the left side encompasses the main content area.

Changing your view



Changing your view

1. Click on the drop-down button and choose the view you prefer- you can view up to last 200 documents
2. Click to select view

The screenshot displays the SAP 'Orders, Invoices and Payments' dashboard. At the top, there are summary cards for 'Orders to Invoice' (5), 'Orders that Need Attention' (2), 'Orders with Service Lines' (0), and 'Purchase Orders' (7). A dropdown menu is open, showing options for time-based views: 'Last 24 hours', 'Last 7 days', 'Last 14 days' (selected with a checkmark), 'Last 31 days', and 'Last 200 Documents'. A red box highlights the dropdown menu, and a yellow circle with the number '1' is placed above it, indicating the first step in the process.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced
--------------	----------	--------	--------	--------	-----------------

Changing your view

- You may also play with the **tiles available** to create a view as per your preference
- Click on the **More** button to select the tiles
- Choose tile to change view

The screenshot displays the SAP 'Orders, Invoices and Payments' dashboard. At the top, there are summary cards for 'Orders to Invoice' (5), 'Orders that Need Attention' (2), 'Orders with Service Lines' (0), and 'Purchase Orders' (7). A 'More...' button is highlighted with a red box. Below this, a table lists order details. A grid of view tiles is also highlighted with a red box, showing various categories like 'New Early Payment Offers', 'Invoices', 'Invoices Pending Payment', 'Invoices Rejected', 'Invoices Pending Approval', 'New Purchase Orders', 'Payments that Need Attention', 'Payments Received', 'Pinned Documents', 'Orders to Confirm', 'Orders to Ship', and 'Purchase Orders' (7).

Order Number	Customer	Status	Value
PO-1	Customer Name	Changed	1.1
PO-1	Customer Name	Changed	8.1
PO-1	Customer Name	New	4,345.1

0 New Early Payment Offers	0 Invoices	0 Invoices Pending Payment	0 Invoices Rejected
0 Invoices Pending Approval	3 New Purchase Orders	0 Payments that Need Attention	0 Payments Received
0 Pinned Documents	5 Orders to Confirm	5 Orders to Ship	7 Purchase Orders

Sending a copy of the Purchase Order to action



Sending a copy of the Purchase Order(PO) to action

- If you have lost the original Purchase Order email that was sent to your email inbox, you may send a copy of the PO back to yourself from the dashboard
- Click on the **Select** button
- Choose **Send me a copy to take action**
- The PO will now be sent to the emails set up to receive Purchase Orders

The screenshot shows the SAP Ariba Network dashboard. At the top, there's a navigation bar with 'SAP Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below that, there are tabs for 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The main content area is titled 'Orders, Invoices and Payments' and includes a summary of various order types: 5 Orders to Invoice, 2 Orders that Need Attention, 0 Orders with Service Lines, and 7 Purchase Orders. A table below this summary lists individual purchase orders with columns for Order Number, Customer, Status, Amount, Date, and Amount Invoiced. The 'Action' column for the second row is highlighted with a red box, showing a dropdown menu with the option 'Send me a copy to take action'.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO-	Customer Name	Changed	1.00 AED	19 Jan 2021	0.00 AED	Select ▾ Send me a copy to take action
PO-	Customer Name	Changed	8.00 AED	19 Jan 2021	0.00 AED	



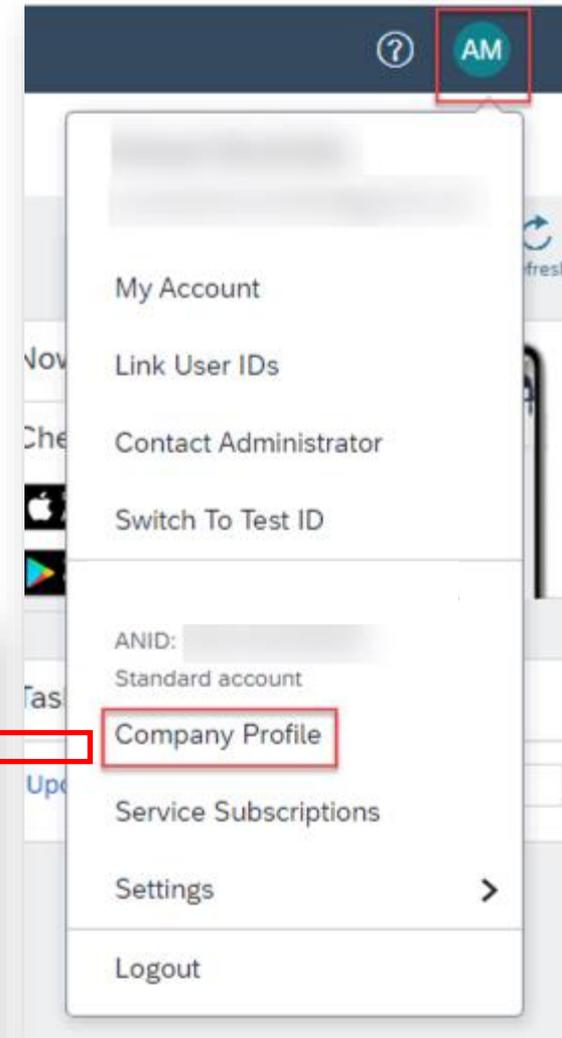
Additional Functionalities

PUBLIC

Complete your Profile

1. Select **Company Profile** from the Account Setting dropdown menu.
2. **Complete** all suggested fields within the tabs to best represent your company.
3. Fill the **Public Profile Completeness** meter as much as possible
4. **Note:** The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

The screenshot shows the 'Company Profile' page in SAP Arriba Network. The page has a header with 'SAP Arriba Network', 'Standard Account', and an 'Upgrade' button. Below the header, there are tabs for 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', 'Customer Requested', and 'Additional Documents'. The 'Overview' section contains several input fields: 'Company Name*', 'Other names, if any:', 'NetworkId:', 'Short Description:' (with a character count of 100), 'Website:', 'Public Profile:' (with a URL), and 'Privacy Statement:'. On the right side, there is a 'Public Profile Completeness' meter and a list of links for 'Short Description', 'Website', 'Annual Revenue', 'Certifications', 'D-U-N-S Number', 'Business Type', 'Industries', 'Company Description', and 'Company Logo'. A red arrow points from the 'Company Profile' option in the dropdown menu to the 'Public Profile Completeness' section.



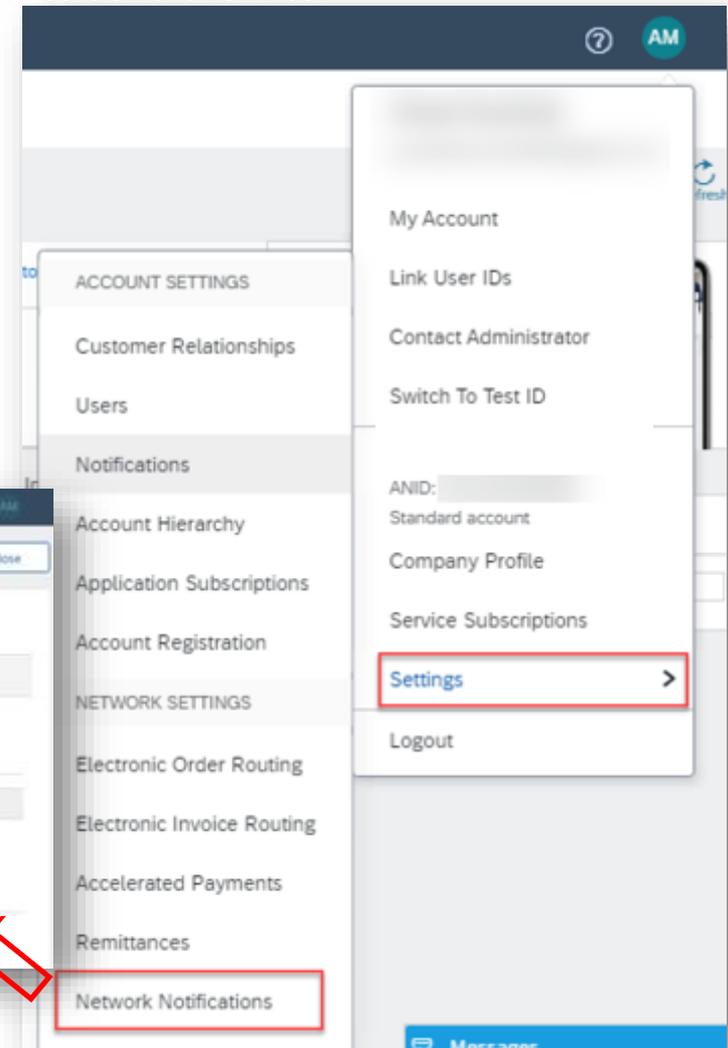
Configure your Email Notification

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. Under Account Settings click on Settings then Notifications.
2. You can enter up to 5 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

The screenshot shows the SAP Ariba Network Account Settings page. The 'Network' tab is selected, and the 'Discovery' sub-tab is active. The 'Electronic Order Routing' section is visible, with a table for configuring notifications. A red arrow points to the 'To email addresses (one required)' field for the 'Purchase Order Inquiry' notification type.

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	• [Input field]
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	• [Input field]
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	



Select Electronic Routing Method

On your Order Routing Screen, select how you would like to receive your Purchase Orders from your Customers

Enter up to **THREE** email addresses followed by a comma

The screenshot displays the SAP Ariba Network 'Network Settings' interface. The top navigation bar includes 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. The main content area is titled 'Network Settings' and features a 'Save' button and a 'Close' button. Below the title, there are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. A note indicates that an asterisk (*) denotes a required field.

Under the 'Electronic Order Routing' tab, there are three sections:

- Non-Catalog Orders with Part Numbers:** A checkbox labeled 'Process non-catalog orders as catalog orders if part numbers are entered manually' is currently unchecked.
- Status Update Request Notifications:** A checkbox labeled 'Do not send status updates for inbound documents in pending queue' is currently unchecked.
- New Orders:** A table with columns for 'Document Type', 'Routing Method', and 'Options'.

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<input type="checkbox"/> Attach CRM document to the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

The 'Email' dropdown menu in the 'New Orders' table is highlighted with a red box. A red arrow points from this box to the 'Electronic Order Routing' option in the 'NETWORK SETTINGS' menu on the right. The 'Settings' option in the 'ACCOUNT SETTINGS' menu is also highlighted with a red box.

Select Invoice Routing Method

Network Settings Save Close

Electronic Order Routing **Electronic Invoice Routing** Accelerated Payments Settlement

General **Tax Invoicing and Archiving**

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online ▾	Return to this site to create invoices
Customer Invoices	Online ▾	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	supplier@ourcompany.com
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	supplier@ourcompany.com
Invoice Created Automatically	<input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	supplier@ourcompany.com



On your Invoice Routing Screen, select if you would like to receive notifications whenever an invoice status changes

Enter up to **FIVE** email addresses followed by a comma

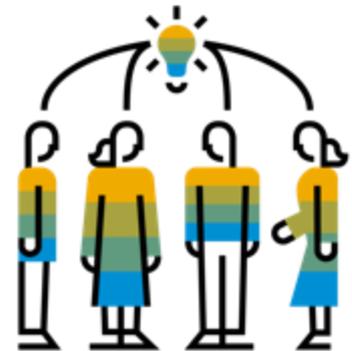
Understand Roles for Users

Administrator

- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems.
- Creates roles for the account

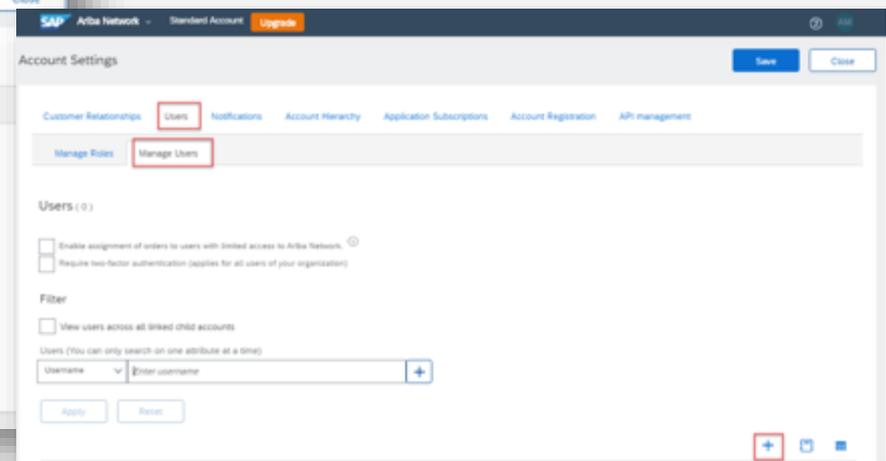
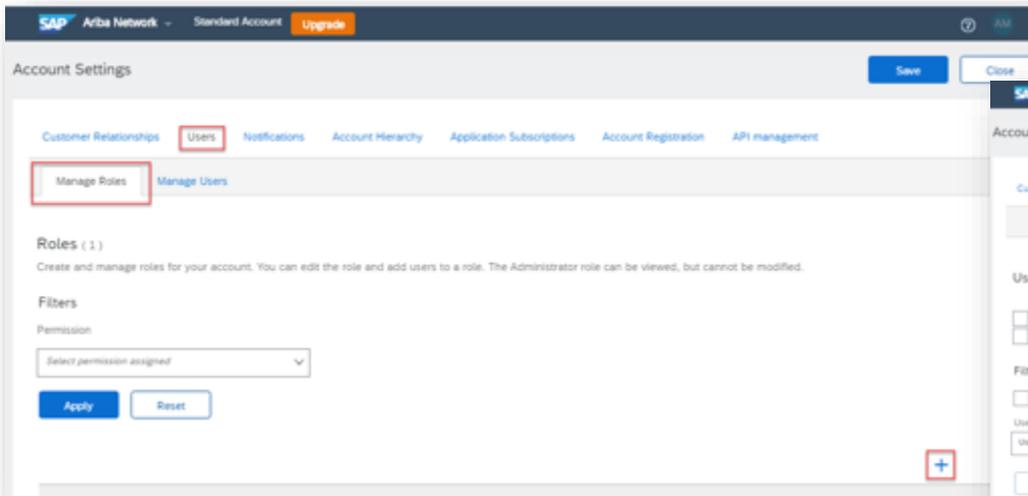
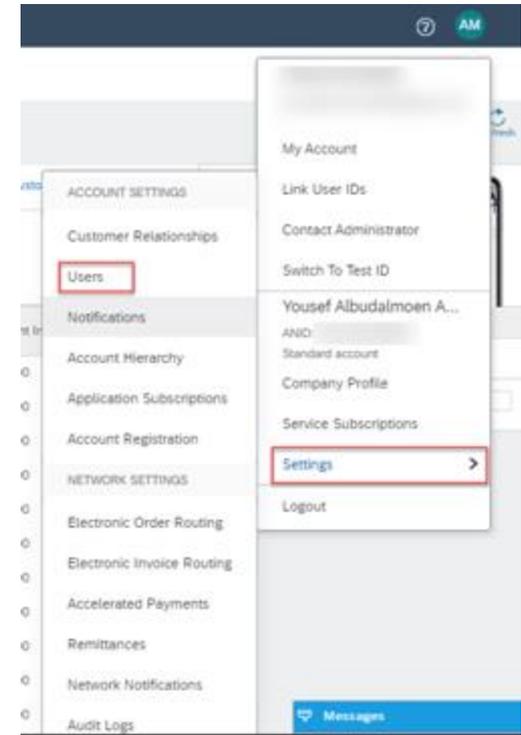
User

- Can have different roles, which correspond to the user's actual job responsibilities
- Responsible for updating personal user information



Create Users and Roles

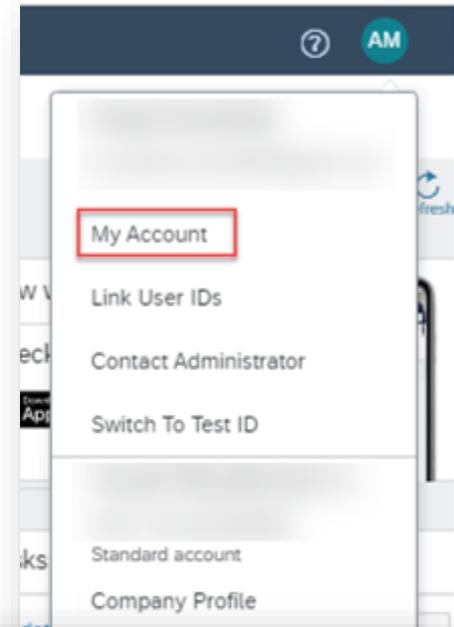
1. **Click** on the Users tab under the Settings option under **Account Setting**. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account



Enhanced User Functionality

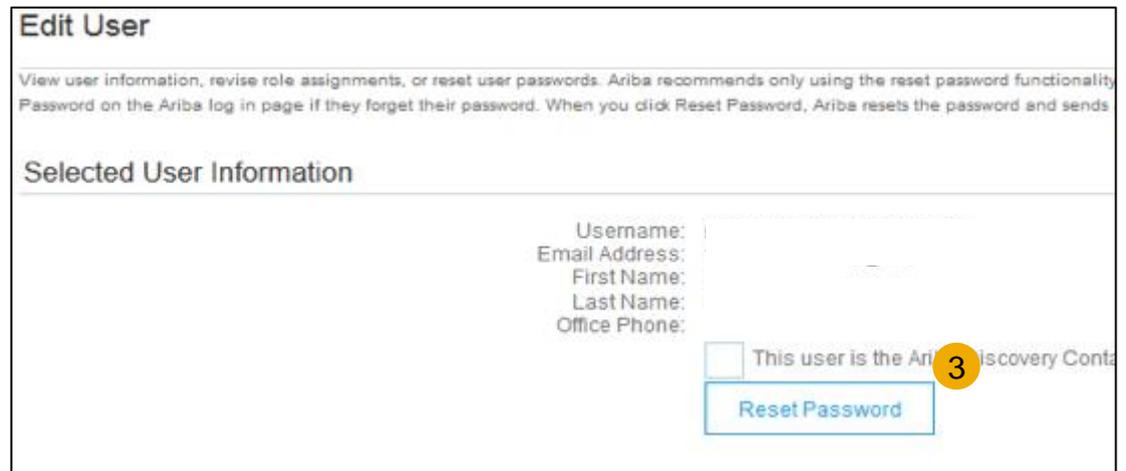
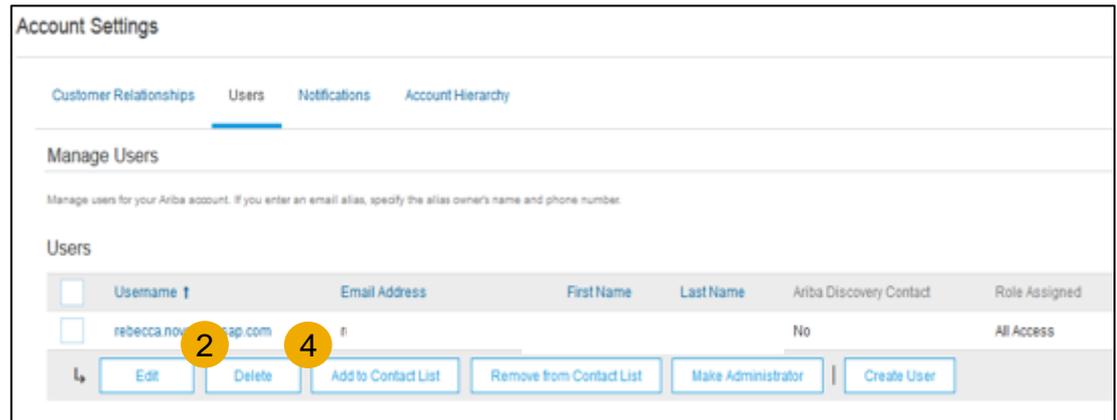
- 1. Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
 - Quickly access your personal user account information and settings
 - Link your multiple user accounts
 - Switch to your test account

Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.
- 2. Click** on My Account to view your user settings.
- 3. Click** Complete or update all required fields marked by an asterisk. **Note:** If you change username or password, remember to use it at your next login.
- 4. Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

A screenshot of the 'My Account' settings page. The page has a dark blue header with the SAP logo, 'Arba Network', 'Standard Account', and an 'Upgrade' button. Below the header, there are 'Save' and 'Close' buttons. The main content area is titled 'My Account' and contains a red box around the 'Account Settings' tab. Below this, there is a note: '* Indicates a required field'. The 'Account Information' section includes fields for 'Username' (with a 'Change Password' link), 'Email Address', 'First Name' (pre-filled with 'Ahead'), 'Middle Name', 'Last Name', and 'Business Role' (a dropdown menu set to 'Accounts Receivables'). There is also a link for 'Personal Information Change Log'. The 'Preferences' section includes 'Preferred Language' (set to 'English') and 'Preferred Timezone' (set to 'America/Los_Angeles').

Modify Roles

1. Click on the **Account Setting** then choose **Settings**.
2. Click on **Users**
3. Click on Edit for the selected user.
4. Click on the Reset Password Button to reset the password of the user.
5. Other options:
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator



Adding VAT

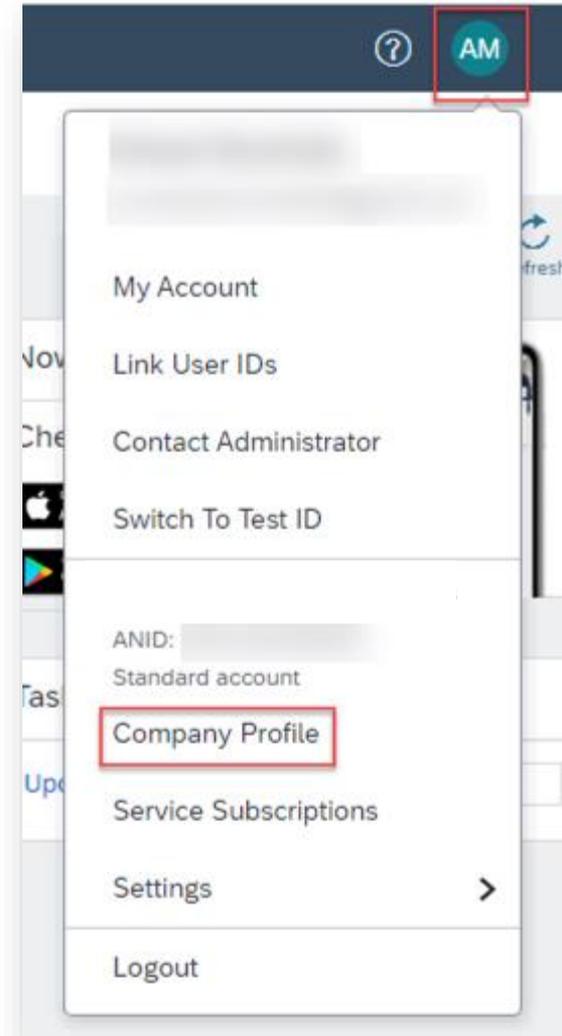
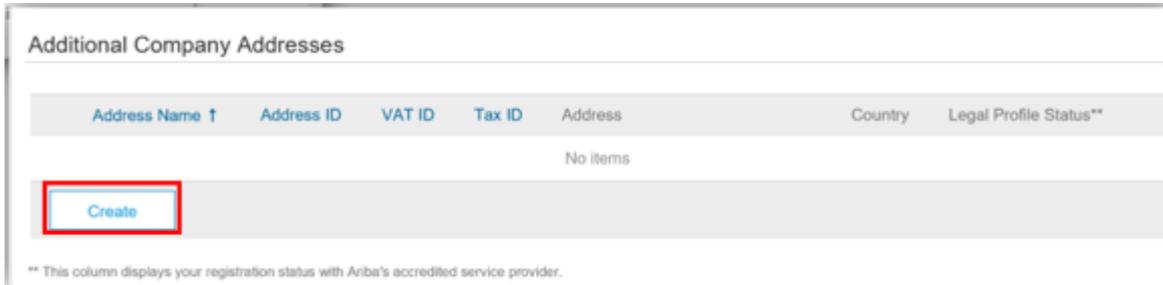
For overseas vendors, enter VAT number as – 000000000000000000.
For local vendors, the VAT should be populated from their profile.

PUBLIC

VAT Configuration

This Step must be done once prior to creating your first UAE VAT Invoice

- 1- Go to **supplier.ariba.com** and log in using your Ariba Account credentials
- 2- From top right of your screen, click on “**Account Settings**” then choose “**Company Profile**”
- 3- Under the **Basic** tab, go to the **Additional Company Addresses** section and click “**Create**”



VAT Configuration

This Step must be done once prior to creating your first UAE VAT Invoice

1. Fill in Address Name (i.e. 'UAE'), Address, Postal Code, City, Country
2. Fill in your VAT ID (15 digit numeric)
3. Answer YES, for question 'Are you VAT registered?'
4. Click Save

The screenshot shows the 'Configure Supplier Addresses Served by This Account' form. It has a title bar with 'Save' and 'Close' buttons. Below the title is a legend: '* Indicates a required field'. The form is divided into two main sections: 'Address Name' and 'Address'.
In the 'Address Name' section, there are four input fields: 'Address Name: *', 'Address ID:', 'WAT ID:', and 'Tax ID:'. The 'Are you VAT registered?' question is a radio button with 'Yes' selected. A red box highlights the question, and a red arrow points to the 'Yes' radio button. A black box with red text says 'You must answer "YES" and enter your VAT ID'.
In the 'Address' section, there are five input fields: 'Address 1: *' (containing 'jUnitDummy'), 'Address 2:', 'Postal Code: *' (containing '71630'), 'City: *', and 'State:'. The 'Country: *' dropdown menu is set to 'United Arab Emirates [ARE]' and is highlighted with a red box. At the bottom right, there are 'Save' and 'Close' buttons.

VAT Configuration

This Step must be done once prior to creating your first UAE VAT Invoice

Address

Address 1:*

Address 2:

Address 3:

City:*

State:*

Zip:*

Country:*

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
<input type="radio"/> UAE Address	UAE123	123456789012345		UAE Address	Dubai United Arab Emirates	-

[Edit](#) [Delete](#) | [Create](#)

[Click here to get your Ariba badge.](#)

[Find us on Ariba Network](#) 

[View Public Profile](#)

[Profile Visibility Settings](#)

UAE Address with the VAT registration number is now updated in your supplier account



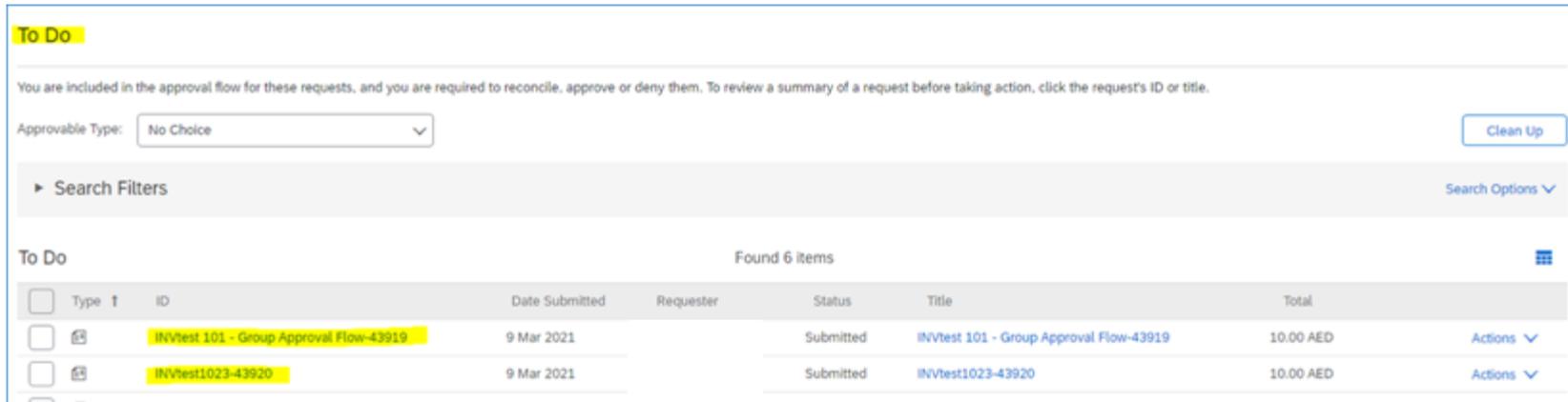
SAP Ariba 

How to get ADCB Support

PUBLIC

Following up on Invoices:

- Every PO and Contract will have the contact person / group name who will be receiving the invoices on their respective ADCB Ariba Account.
- When the supplier asks for an update you may ask your ADCB contact to login to their Ariba account and check their “my to do”. **Manage -> My To Do.**
- Invoices from the vendors will start with Invoice ID – INV*****.



To Do

You are included in the approval flow for these requests, and you are required to reconcile, approve or deny them. To review a summary of a request before taking action, click the request's ID or title.

Approvable Type:

[Clean Up](#)

► Search Filters [Search Options](#) ▼

To Do Found 6 items

Type	ID	Date Submitted	Requester	Status	Title	Total	
<input type="checkbox"/>	INVtest 101 - Group Approval Flow-43919	9 Mar 2021		Submitted	INVtest 101 - Group Approval Flow-43919	10.00 AED	Actions ▼
<input type="checkbox"/>	INVtest1023-43920	9 Mar 2021		Submitted	INVtest1023-43920	10.00 AED	Actions ▼



SAP Ariba 

How to get Ariba Support

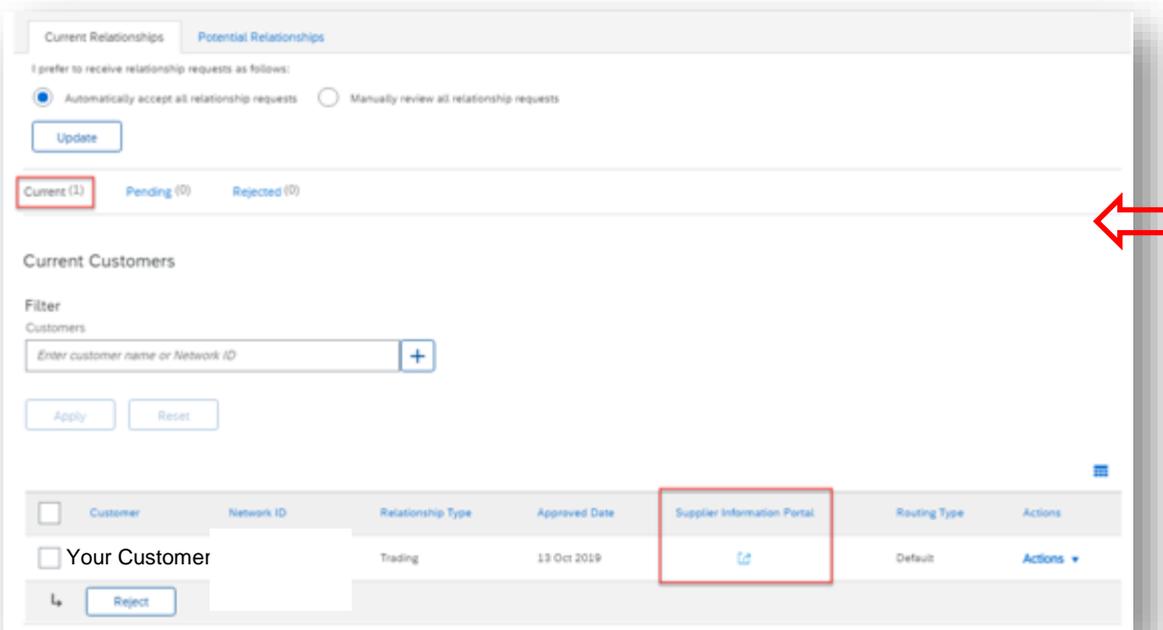
PUBLIC

Supplier Information Portal

In the Supplier Information Portal you will find all documents that will help you transact with your customers along with detailed guides on how to process documents from your customer and how to navigate your Ariba account. In addition, you will be able to find all the support channels that you can connect with from the customer side and SAP Ariba Side.

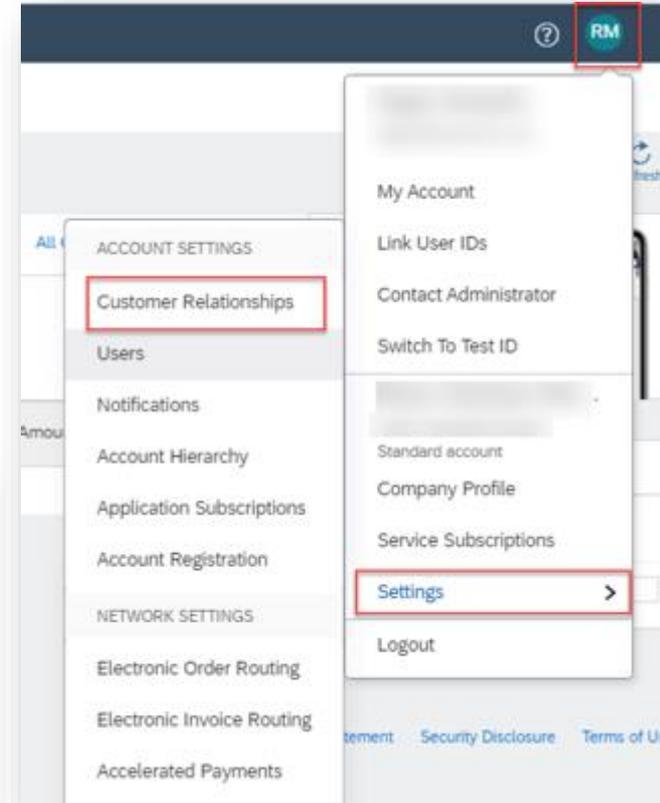
To locate the reference document your customer uploaded to the Supplier Information Portal:

1. Log in to your Ariba Account
2. Click the icon in the upper right corner of the application.
3. Select Customer Relationships.
4. In the Current section, click Supplier Information Portal next to your customer's name.



The screenshot shows the 'Current Relationships' section of the Ariba interface. It includes a filter for 'Current Customers' and a table with columns: Customer, Network ID, Relationship Type, Approved Date, Supplier Information Portal, Routing Type, and Actions. The 'Supplier Information Portal' link for 'Your Customer' is highlighted with a red box. A red arrow points to the 'Current (1)' tab.

Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/> Your Customer		Trading	13 Oct 2019	Supplier Information Portal	Default	Actions



The screenshot shows the user profile menu in the Ariba application. The 'Customer Relationships' option is highlighted with a red box. The 'Settings' option is also highlighted with a red box and has a right-pointing arrow next to it. The 'RM' icon in the top right corner is also highlighted with a red box.

Supplier Information Portal

5. The Supplier Information Portal will take you to below page where you can find all the guides/support channels you need to transact with your customers.

Click on the Link to access the guides

[Supplier Information Portal link](#)



**Welcome to Abu
Dhabi Commercial
Bank (ADCDB) Supplier
Information Portal**



Welcome to the Supplier Information Portal that provides information for all suppliers conducting business with ADCB. For your organization, this means the traditional way of transacting with us is changing fundamentally. On this site you will find information regarding the transformation, as well as, a number of tools to help answer any of the questions you may have.



SAP Ariba 

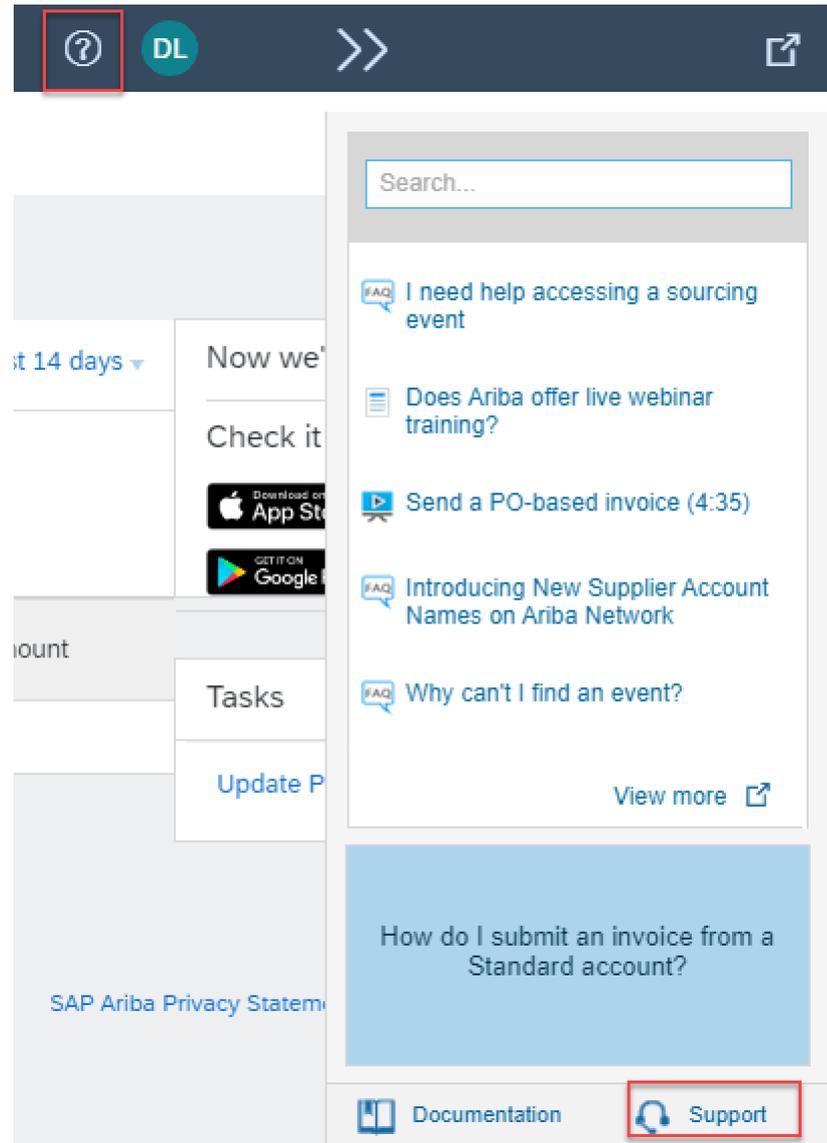
Help Center Guide

Standard Account

PUBLIC

Help Centre Guide

1. On top right side, click on “Help Center”
2. Click on “Support”



Help Centre Guide

Ariba Exchange User Community

Search...

Home | Learning | Support

3

Suggested Solutions

- How do I invoice a purchase order if I lose the email notification?
- Where do I get the Customer Code to send a non-PO invoice to my customer?
- Send a non-PO invoice (3:37)
- How do I create more than one invoice for a purchase order?
- How do I change my remittance address and banking information?

4

Common Troubleshooting Tags

- Registered light account email
- My account settings
- Proposals
- Account navigation
- Company account settings
- Payment and bank details
- Remittance addresses
- Light accounts
- Marketing profile
- Supplier account login
- Sourcing event for suppliers
- Create invoices
- Company profile
- Review company profile
- Event participation

trust.ariba.com

Information and latest notifications about product issues and planned downtime.
[Check status](#)

3. Write what you need help with in the given box
4. If you can't find what you are looking for, you can get help by email

Help Centre Guide

Ariba Exchange User Community

Search...

Home | Learning | Support

SAP Ariba Email Support

Specialist may take 24 to 48 hours. Please add customer_support_sr_update@sap.com to your Safe Sender List. For a faster response, choose phone support.

Problem Description

Short Description: * po

Problem Type: * Please Select

Details: *

For fast resolution, please include all relevant details in your case. For example:

- A detailed description of the issue including full navigational paths, actions performed prior to the issue.
- Your expected results from the system.
- Steps to replicate the issue.
- Attach screenshots or recordings of the issue.

File Attachment 1: Choose File No file chosen

PO/Invoice Number:

Contact Information

First Name: *

Last Name: *

User ID: *

Company: *

Email: *

Phone: Country: * Please Select

Country Code: ### Area Code: Number: * Extension:

Ariba Network ID: *

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the Ariba Privacy Statement and applicable law.

* I agree

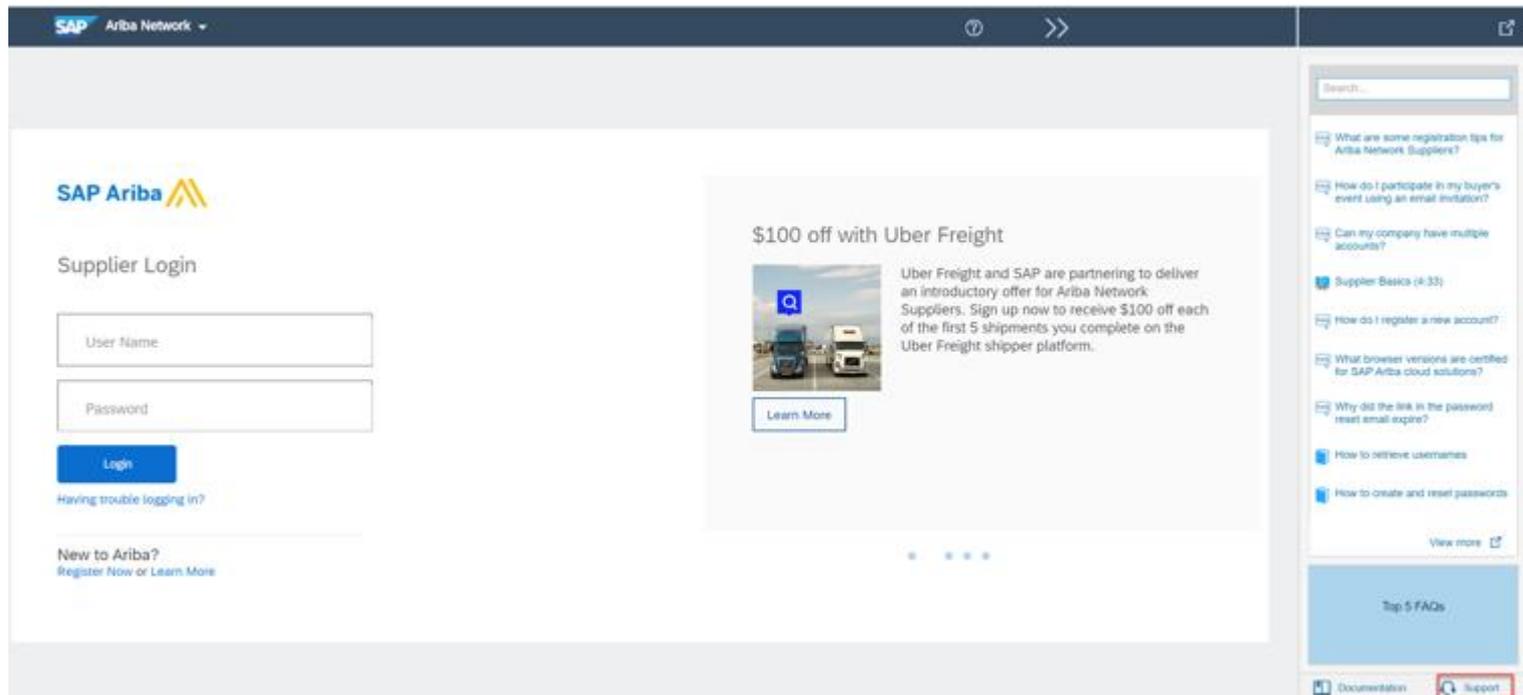
* Required Fields

Submit Cancel

- If you chose to get help by email, you need to fill in all mandatory fields marked as “*” in below form then press submit.
- You will receive an email shortly to assist you with your issue.

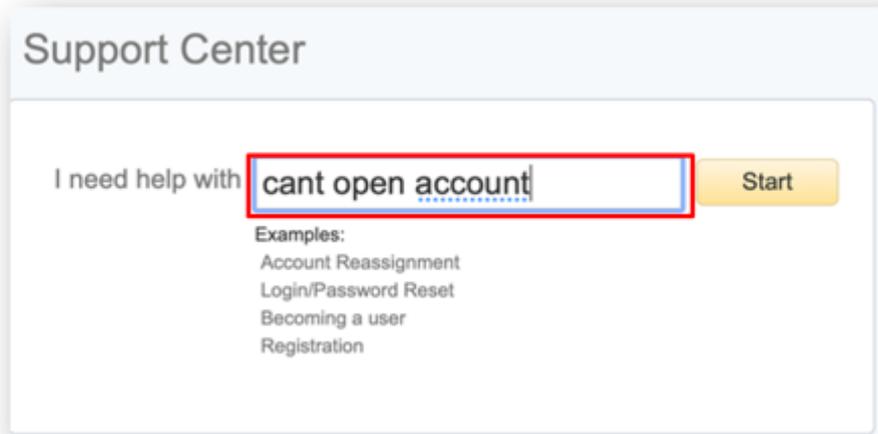
Help Centre Guide – if you can't access your Ariba Account

1. Go to supplier.ariba.com and log in your credentials
2. On top right side, click on “?” icon
3. Click on the support icon below



Help Centre Guide – if you can't access your Ariba Account

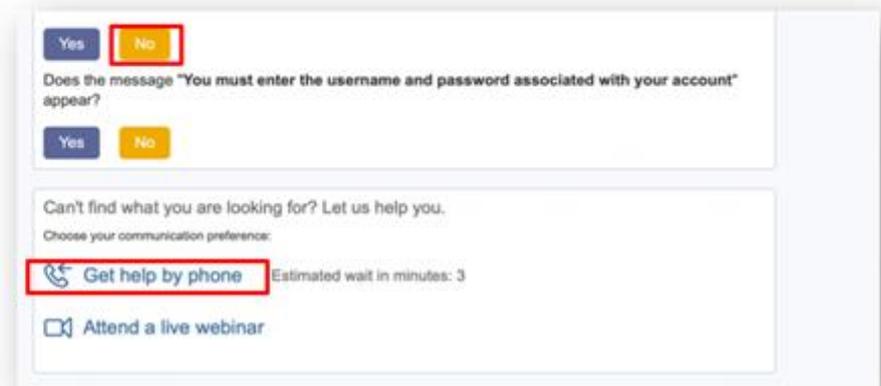
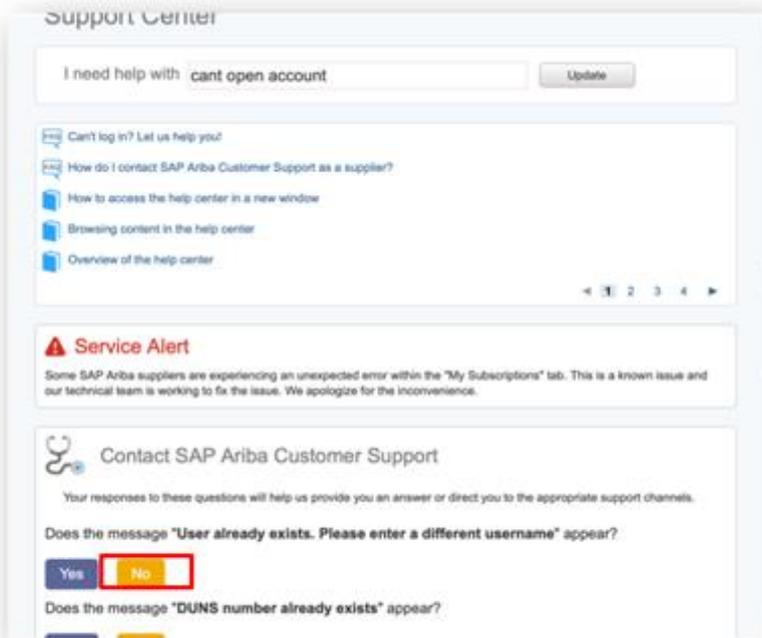
- Write what you need help with in the given box “I need help with” (For example, I cant open account).....and click on start



The screenshot shows the SAP Support Center interface. At the top, it says "Support Center". Below that, there is a search bar with the text "I need help with" followed by a text input field containing "cant open account". A red rectangle highlights the text input field. To the right of the input field is a yellow button labeled "Start". Below the input field, there is a list of examples:

Examples:
Account Reassignment
Login/Password Reset
Becoming a user
Registration

Help Centre Guide – if you can't access your Ariba Account



- Click on “No” for all the suggested options until the option to get Help by Phone appears
- Click on the option

Help Centre Guide – if you can't access your Ariba Account

- fill in all mandatory fields marked as "*" in below form then press submit.
- You will receive an phone call shortly to assist you with your issue.

Ariba Exchange User Community

Search...

Home | Learning | Support

SAP Ariba Phone Support

Provide the following information, and the next available specialist will call you.

Problem Description

Short Description: *

Contact Information

First Name: *

Last Name: *

User ID:

Company: *

Email: *

Phone: Country: * Please Select

Country Code: Area Code: Number: * Extension:

Confirm Number: *

My phone number is correct.

Do not record this phone call.

Arriba Network ID: *

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the Ariba Privacy Statement and applicable law.

* I agree

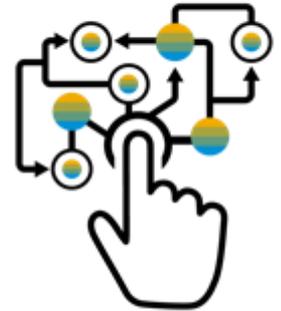
* Required Fields

SAP Ariba

Only content authored by Ariba Documentation is the official Product Documentation of Ariba.

Community Privacy Policy | Participation Agreement | Security Disclosure | Legal Notices

Contact Us



Business-related questions?

Please contact your Focal point at ADCB as seen in your purchase order or Contract

System-related questions? Technical Questions?

[Ariba Support](#)

Check out our website and our YouTube channel for more information!

<http://www.ariba.com/suppliers/ariba-network-for-suppliers>

<https://www.youtube.com/user/AribaSpendManager/videos>



Upgrading your Account

If the supplier wishes to switch to enterprise account or if the supplier upgrades to enterprise account by mistake, ADCB will not take any responsibility for such upgrades. ADCB recommends to use Standard Account(Free) as part of this program. In such cases, suppliers are supposed to deal with SAP Ariba directly.

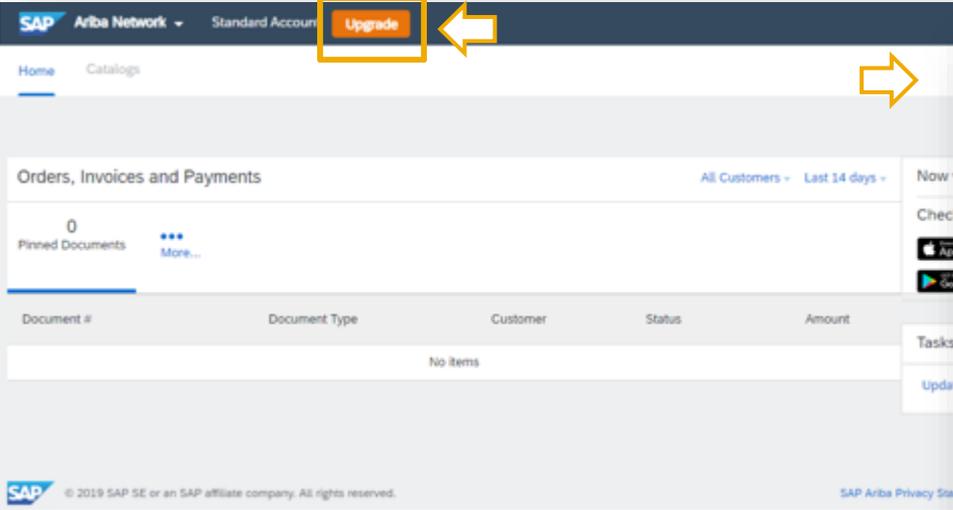
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Standard Account Vs Enterprise Account

Standard Account	Enterprise Account	Standard Account	Enterprise Account
Advantages	Advantages	Disadvantages	Disadvantages
Free and Unlimited use	Track invoice status online in real time	All PO's and invoice status changes are sent via email	Fees are applicable after a transaction volume and document threshold is met
Receive POs via email	All documents in one place (inbox/outbox)	Not able to see all documents in one place (no inbox/outbox)	
Submit Order Confirmations and Invoices on Ariba Network	Create and download reports	Management of incoming purchase orders via email can be cumbersome	
Access Supplier Information Portal (training material)	Publish catalogs	No reporting capability	
Can be registered for sourcing events using same account	Integrate your ERP system to the Ariba Network	No live support (only email)	
Connect with new and existing customers	Live support (24X5)	Cannot publish catalogs	
	Onboarding training and assistance by dedicated support team		

Upgrading your Standard Account to Enterprise Account – Fees will apply

- Login to your Ariba Network Account
- Click on **Upgrade**
- Click on **Enterprise Account Upgrade**



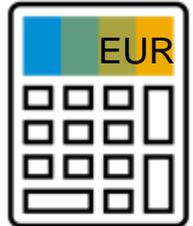
Upgrade to realize the full value of Ariba Network!

	STANDARD ACCOUNT <small>Your current account</small>	ENTERPRISE ACCOUNT Upgrade
FULFILLMENT		
<ul style="list-style-type: none"> Orders and invoices <ul style="list-style-type: none"> Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices Check invoice status and create non-PO invoices, if supported by your customer Catalogs Integration Legal Archive Reporting Support <ul style="list-style-type: none"> Help Center Fees <ul style="list-style-type: none"> Free 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Skip the emails. Get and manage orders and invoices all on Ariba Network. Use CSV uploads to manage large documents. <ul style="list-style-type: none"> Publish catalogs that detail your products and services <ul style="list-style-type: none"> Integrate with your backend systems through CXML or EDI <ul style="list-style-type: none"> Access to long-term invoice archiving (regional restrictions apply) <ul style="list-style-type: none"> Get reports to track transactions and sales activities <ul style="list-style-type: none"> Help Center, phone, chat, and web form <ul style="list-style-type: none"> Based on usage 	
SELLING		
<ul style="list-style-type: none"> Ariba Discovery <ul style="list-style-type: none"> Join our business matchmaking service to get high quality sales leads. Fees may apply Sourcing, Contract Management <ul style="list-style-type: none"> Attract potential customers with your profile and get invited to auctions and other events. 		

By the way, you can use these with any account.

[Learn more about all the features of Ariba Network.](#)

Supplier Fee Schedule



Transaction fees (billed quarterly)

Less than 5 documents* OR less than 43 250 EUR	FREE usage
More than 5 documents * AND more than 43 250 EUR	0,155% of transacted volume for relationships without Service Entry Sheets
	0,35% of transacted volume for relationships with Service Entry Sheets
	Capped at 17 300 EUR per customer relationship
*only POs, invoices, service entry sheets, and service entry sheet responses	



Subscription fees (billed annually)

Annual Document Count across <u>all</u> customer relationships	Subscription level	Annual Fee
Up to 4 documents	Premium	€0
5 to 24 documents or < € 216 250	Bronze	€45
25 to 99 documents and > € 216 250	Silver	€670
100 to 499 documents and > € 216 250	Gold	€2 000
500 and more documents and > € 216 250	Platinum	€4 900

Supplier Fee Schedule



Transaction fees (billed quarterly)

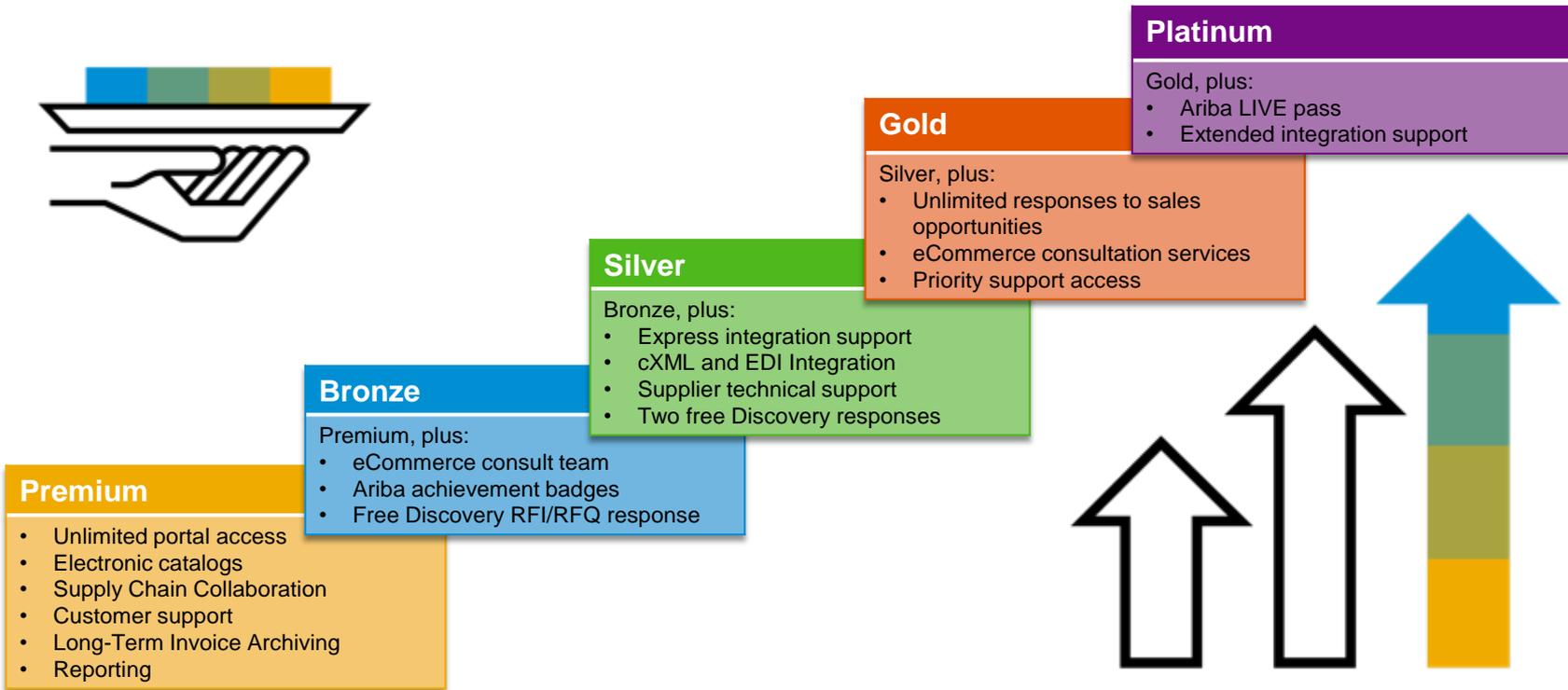
Less than 5 documents * OR less than USD 50,000	FREE usage
More than 5 documents * AND more than USD 50,000	0.155% of transacted volume for relationships without Service Entry Sheets
	0.35% of transacted volume for relationships with Service Entry Sheets
	Capped at USD 20,000 per customer relationship
*only POs, invoices, service entry sheets, and service entry sheet responses	



Subscription fees (billed annually)

Annual Document Count across <u>all</u> customer relationships	Subscription level	Annual Fee
Up to 4 documents	Premium	USD 0
5 to 24 documents or < USD 250,000	Bronze	USD 50
25 to 99 documents and > USD 250,000	Silver	USD 750
100 to 499 documents and > USD 250,000	Gold	USD 2,250
500 and more documents and > USD 250,000	Platinum	USD 5,500

Subscription Levels



Read more about subscription levels, calculate your fees & check out other currencies on our website
<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

Useful Links

Visit our marketing page to get more information about Standard account and watch a video:

<http://www.ariba.com/go/ariba-network-Standard-account>

Log a ticket for technical issue:

[Contact Support](#)

Learn about Ariba Standard Account

<http://www.ariba.com/go/ariba-network-Standard-account>

Learn about the difference between Standard Account (free) and Enterprise Account (fees apply)

<https://support.ariba.com/ariba-network-overview>

Register for live demo and Q&A session about the Ariba Network:

[Support On24 Portal](#)

FAQs

Q: What is Standard Account capability on Ariba Network?

A: Ariba Network, Standard account capability is a new, fast, free way to automate business with any buyer. Support for most transaction types helps maximize efficiency and meet buyer compliance requirements. There is no need to upgrade, unless you are ready for advanced capabilities such as support for catalogs, back-end integration or to manage larger document volumes through online access

Q: How can I access this new capability?

A: Your customer must send you a Standard account invitation to transact with them using this methodology. Or if you self register on Ariba Network, SAP Ariba Discovery or you are invited to SAP Ariba Sourcing solutions and do not have or use an existing account (ANID) you can register and will be started at the Ariba Network, Standard account capability level. In the latter case you will not exchange orders and invoices with your customer unless they establish a relationship with your account first but you can use other functionality.

Q: What document types are supported for this free account?

A: Suppliers transact unlimited documents such as orders, order confirmation (OC), advance ship notices (ASN), and service entry sheets (SES), PO-invoices using PO-Flip (convert orders into an e-invoice with the simple click of a button), non-PO invoices and credit memos, invoice status notifications, payment proposals, and remittance details.

Q: What if I have already signed up for Ariba Network? Can I switch to Standard Account?

A: If you are already using Ariba Network with a buyer, we recommend that you continue using this transaction method. There is no direct way to change an Ariba Network subscription (Enterprise-use account) to a Standard account.

FAQs

Q: Am I required to register on Ariba Network to use Standard Account?

A: Yes. You will be sent an interactive email from your buyer. To respond you must register for a free Standard account. This free account is not the same as a Enterprise-use Ariba Network account. You only need to upgrade to a Enterprise-use account on Ariba Network when you determine that you desire the additional functionality.

Q: Can I access my Ariba Network Standard Account and Enterprise-use account from the same user ID?

A: Yes. You can easily toggle between your Standard Account and Enterprise-use account by linking your users ID's.

Q: How do I invoice a purchase order if I lose the email notification?

A: If you misplace a purchase order (PO) email notification, you have the following options:

- Resend the PO email: Log in to your [Ariba Network](#) Standard account. In the PO list on the home dashboard of your account, click
 - *Select > Send me a copy* to take action in the *Action* column next to the PO.
- Request a manual copy of the PO from your customer: After you have a copy of the PO, you can create and submit a non-PO invoice.

Q: How do I create documents against purchase orders from my customer?

A: To process a purchase order, you need to click the *Process Order* button in the purchase order email notification.

After you [register](#) or log in to your Ariba Network Standard account, you are taken to the purchase order details page, where you can create documents like order confirmations, ship notices, and invoices against the purchase order.

FAQs

Q: How do I add purchase orders to my existing Ariba Network Account?

A: If you've previously registered a Standard account or full-use account on Ariba Network to transact with a different customer, you have the option to add the transactions with your new customer to your existing account.

To add your new purchase orders to your existing account:

- landing
1. In the purchase order email notification, click Process order and then click Log in on the Standard account page.
 2. Log in with the administrator username and password for the existing account.



Thank You!