

Ariba® Network Supplier Process Guide

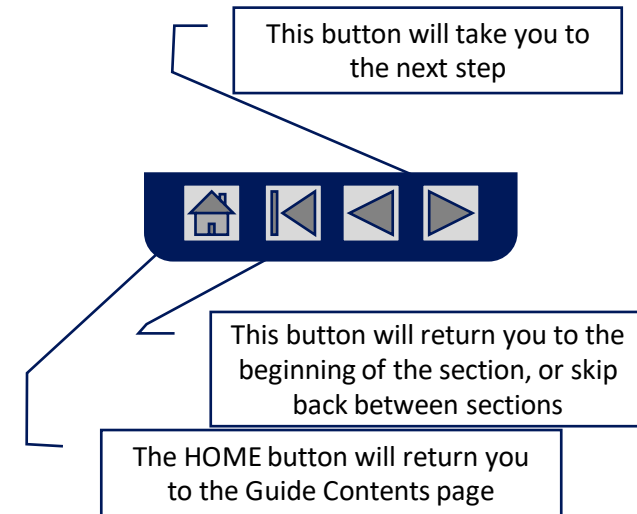
Auction Events



Using This Guide



- The purpose of this guide is to help suppliers understand the business processes required by Zimplats
- You may navigate this guide by:
 - Clicking the buttons in the toolbar
 - Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics



Home - Table of Contents



Select by clicking on the links:

- [Introduction to New and Existing Suppliers](#)
- [Account Settings](#)
- [Introduction](#)
- [New Users create an account](#)
- [New Users complete Company Information to register](#)
- [Existing users](#)
- [Auctions](#)
 - [Responding to Auction Events](#)
 - [Composing a message](#)
 - [Revising a submitted bid](#)
 - [Declining response to Auction](#)
- [Navigating between Events and Orders](#)
- [Adding additional users](#)
- [Resetting your password](#)
- [Help Centre](#)
- [Contact us](#)

Introduction to New and Existing users

- The purpose of this document is to provide the information suppliers need to effectively participate in Auctions for Zimplats and provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between Zimplats and their suppliers.

Account Settings



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. On the Dashboard Click Blue Icon



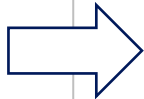
2. Click Settings.

3. Click on Electronic Order Routing

3.1 Complete the required fields, then click save.

You can enter up to **3 email addresses** per notification type. You must separate each address with a comma but include **NO** spaces between the emails.

New User create an account



Zimplats - TEST has invited you to participate in the following event: Auction Event - Drilling Equipment. The event is set to begin on Tuesday, March 30, 2021 at 12:52 PM, South Africa Standard Time.

Use the following username to log in to Zimplats - TEST events:

[Redacted Username]

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact [Redacted] via telephone at [Redacted] or via e-mail at [Redacted]

We look forward to working with you!

Thank You,

Zimplats - TEST

1. Click on Click Here to access the event
2. This will take you to the Ariba network page
3. **New User**, register your account
4. Click on the sign up link and complete your company information to create your account.

New User complete Company information

Review your Company Information

Company information

1

Company Name:

Country/Region: * ▼

Address: *

City: *

Postal Code: *

Province: * ▼

Enter your User Account Information

User account information

2

Name: *

Email: *

☒ Use my email as my username

Username: *

Password: *

Language: ▼

Email orders to: *

Tell us more about your business ▶

3

Ariba will make your company profile, which includes the basic information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Register button, you expressly acknowledge and consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

☒ I have read and agree to the [Terms of Use](#)

☒ I have read and agree to the [SAP Ariba Privacy Statement](#)

[Create account and continue](#)

Existing User Log into the Ariba Network Via the Ariba Supplier Portal Website

Go to
<http://supplier.ariba.com>

1. Enter **Username & Password**
2. Click **Log In**.

> Screen displays: Dashboard

If you have forgotten your login details,
click on **Having trouble logging in?**
For further assistance click on the **Help
Centre**

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Respond to leads for free



[Learn More](#)

We've opened access to SAP Ariba Discovery, so any buyer can post their immediate sourcing needs, and any supplier can respond to show they can deliver. Free to post, free to respond. Open to everyone. Check your leads today!



Logging into the Ariba Network with an existing account



1. Select the Ariba Apps Tab
2. On the drop down select Ariba **Proposals And Questionnaires**

The screenshot shows the SAP Ariba Network interface. At the top, there is a header bar with the SAP logo, 'Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below the header, there is a navigation menu with 'Home' and 'Orders'. A dropdown menu is open under 'Orders', showing options: 'Ariba Discovery', 'Ariba Proposals And Questionnaires', 'Ariba Contracts', and 'Ariba Network'. A red circle with the number '2' highlights the 'Ariba Proposals And Questionnaires' option. The main content area shows '0 Pinned Documents' and a table with columns: Document #, Document Type, Customer, Status, and Amount. The table is currently empty, showing 'No items'. On the right side, there is a 'Now we're mobile.' section with 'Check it out.' and links to the App Store and Google Play. Below that is a 'Tasks' section with a link to 'Update Profile Information' and a progress bar showing '35%'. At the bottom, there is a footer with the SAP logo, copyright information, and links to 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Invitation to Auction Events

Zimplats - TEST has invited you to participate in an event: Auction Event - Drilling Equipment.

1. You will receive an email from SAP Ariba to participate in an Auction

1. Click on **the link**

➤ This will take you to the Ariba network page

➤ **Login** in with your username and password to access the event details



Zimplats - TEST has invited you to participate in the following event: Auction Event - Drilling Equipment. The event is set to begin on Tuesday, March 30, 2021 at 12:52 PM, South Africa Standard Time.

Use the following username to log in to Zimplats - TEST events:

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact [redacted] via telephone at [redacted] or via e-mail at [redacted]

We look forward to working with you!

Thank You,

Zimplats - TEST

Logging into the Ariba Network

or Go to

<http://supplier.ariba.com>

1. Enter **Username & Password**
2. Click **Log In**.

> Screen displays: Dashboard

If you have forgotten your login details, click on **Forgot Username or Password** and should you require further assistance click on the **Help Centre**

Auction Events



- An auction is a system of buying and selling goods or services by offering them for bidding, allowing suppliers to bid, and selling to the highest bidder.
- Auctions are visible under the events tab.
- **Note:** Any field with an * is a mandatory field and a value is required to be entered.

Responding to Auction Events



Once you have been invited to an **Auction Event** you would be able to see it under **Events** tab.

➤ Click to open the event.

SAP

Ariba Proposals and Questionnaires

Enterprise Account

TEST MODE

?

PM

ZIMPLATS - TEST

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Click on Auction Event to respond.

Sourcing Project

▼ Status: Open (1)

Auction Event - Drilling Equipment

ID	End Time ↓	Event Type	Participated
Doc624020417	3/27/2021 1:31 PM	RFP	Declined
Doc627763821	3/30/2021 3:52 PM	Auction	No

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Zimplats Supplier Registration Questionnaire	Doc569536733	2/11/2021 12:16 PM	Registered

Responding to Auction Events



Responding to Auction Events.

Ariba Sourcing

Company Settings ▼ Phindile Manana ▼

[Go back to Zimplats - TEST Dashboard](#)

Event Details

Doc627763821 - Auction Event -

Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Bids

▼ Event Contents

All Content

1 Introduction

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

All Content

Name ↑	Price	Quantity	Extended Price	Discount Amount	Discount Percentage	Requested Delivery Date	Surcharge Amount	Surcharge Perc
1 Introduction								
2 Zimplats Terms and Conditions								
3 Commercial Terms for Auctions								
▼ 4 Event Information								
4.1 Timeline								
Auction Publication:								
Auction Responses Start:								
Auction Responses Deadline:								
4.2								

Desktop File Sync

Time Remaining to respond.

Time remaining in open bidding 02:52:16

Responding to Auction Events

Responding to Auction Events.

- Read the terms of agreement
- Click on I accept the terms of this agreement
- Then click OK

Ariba Sourcing
Company Settings
Jane Doe
Help Center

Go back to Zimplats - TEST Dashboard
Desktop File Sync

Prerequisites
Doc627763821 - Auction Event - Drilling Equipment

Checklist
1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids. If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.

2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.

3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.

4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.

5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.

6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.

7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

OK
Cancel

Responding to Auction Events

Responding to Auction Events.

➤ Select All Lots

➤ Click Confirm Selected Lots.

Ariba Sourcing

< Go back to Zimplate - TEST Dashboard

Desktop File Sync

Cancel

Select all the lots to respond and click on Confirm Selected Lots.

3. Select Lots

4. Submit Bids

5.1 Spinning Chain

6 Weight Indicator

Confirm Selected Lots

Cancel

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Responding to Auction Events

Responding to Auction Events

1. Add your pricing

- Complete any additional information

2. Click on update totals

Ariba Sourcing

< Go back to Zimplats - TEST Dashboard

Doc627763821 - Auction Event - Drilling Equipment

Desktop File Sync

Time remaining in open bidding: 02:19:21

Event Messages
Response History

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Bids

▼ Event Contents

All Content

- Introduction
- Zimplats Terms and Conditions
- Commercial Terms for Auctions
- Event Information
- Pricing

▼ 4 Event Information

4.1 Timeline
Auction Publication:
Auction Responses Start:
Auction Responses Deadline:
4.2
Contacting Help Desk / Product Support

Please use the following information to contact the SAP Ariba Helpdesk for technical and product support:

US Toll Free: 1 866 218 2155
US: 1 412 222 6153
Europe: 44 20 7187 4144
Asia: 65 6311 4745

Webform:
1. Log into the site
2. Click "Help Center" > Support at the bottom
3. Click "Get help by live chat"

4.3
Supplier Training
Suppliers can access the SAP Ariba Sourcing training guides by clicking the Help Center link in the upper right corner of the screen. The three training guides take less than one hour to complete.

4.4
Team Contact Info During Event
Purchasing Contact: For the Bid Inquiry process, the primary point of contact is

▼ 5 Pricing

5.1 Spinning Chain

Spinning Chain

6 Weight Indicator

Decrement Discount Percentage for selected items by % Apply

Submit Entire Response Update Totals Save Draft Compose Message Excel Import

1

2

Add your pricing for your line items

Complete any additional information

Responding to Auction Events



Responding to Auction Events

4. Save Draft should you wish to complete at a later stage while you still have time remaining.

Console Doc627763821 - Auction Event - Drilling Equipment Time remaining in open bid: 01:55:28

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prequalifies
3. Select Lots
4. Submit Bids

▼ Event Contents

All Content

1. Introduction
2. Zimlats Terms and Conditions
3. Commercial Terms for...
4. Event Information
5. Pricing

▼ Choose Lot

View all lots

5.1 Spinning Chain

6 Weight Indicator

All Content

2 Zimlats Terms and Conditions

3 Commercial Terms for Auctions

4.1 Timeline

Auction Publication:
Auction Responses Start:
Auction Responses Deadline:
4.2
Contacting Help Desk / Product Support

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- 4.4
Team Contact Info During Event
Purchasing Contact: For the Bid Inquiry process, the primary point of contact is

5. Pricing

5.1 Spinning Chain

Spending Chain

6 Weight Indicator

Decrement Discount Percentage for selected items by % Apply

3

Submit Entire Response Take Lead Update Totals Renew Bid Save draft Compose Message Excel Import

Click on **Save draft** to save your responses and submit at later time.

My Response										Leading
Name	Rank	Price	Quantity	Extended Price	Discount Amount	Discount Percentage	Requested Delivery Date	Surcharge Amount	Surcharge Percentage	Price
Less...										
\$65,000.00	USD	1 each	\$65,000.00 USD	\$1,950.00	USD	3%	Wed, 7 Apr, 2021	USD	0%	\$65,000.00 USD
More...										
\$30,000.00	USD	1 each	\$30,000.00 USD	\$900.00	USD	3%	Wed, 7 Apr, 2021	USD	0%	\$30,000.00 USD

(*) Indicates a required field

How to Send a Message to Zimplats While Responding to a Auction Event



Zimplats could send you important messages about the event

Ariba Sourcing

< Go back to Zimplats - TEST Dashboard

Doc627763821 - Auction Event - Drilling Equipment

Desktop File Sync

Time remaining in open bidding: 02:19:21

Event Message
Response History

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

Event Contents

All Content

1. Introduction

2. Zimplats Terms and Conditions

3. Commercial Terms for Auctions

4. Event Information

4.1. Timeline

Auction Publication

Auction Responses Start

Auction Responses Deadline

4.2. Contacting Help Desk / Product Support

Please use the following information to contact the SAP Ariba Helpdesk for technical and product support:

US Toll Free: 1 866 218 2155

US: +1 412 222 6153

Europe: +44 20 7187 4144

Asia: +65 6321 4745

Webform

1. Log into the site
2. Click "Help Center" - Support at the bottom
3. Click "Get help by live chat"
- 4.3. Supplier Training
- 4.4. Suppliers can access the SAP Ariba Sourcing training
- 4.5. Team Contact Info During Event
- 4.6. Purchasing Contact: For the Bid Inquiry process, the

5. Pricing

5.1. Spinning Chain

Spinning Chain

6. Weight Indicator

Discount

Discount Percentage

for selected items by %

Apply

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

Click **Compose Message** to send a message to the requester

Ariba Sourcing

< Go back to Zimplats - TEST Dashboard

Desktop File Sync

Company Settings

Compose New Message

From: Sandton Mining Machinery Pty Ltd Sandton Mining Machinery Pty Ltd (Jane Doe)

To: Project Team

Subject: Doc627763821 - Auction Event - Drilling Equipment

Attachments: Attach a file

1 (8 pt)

I am having connectivity issue, are you able to extend the bidding time?

Click **Send**

Compose the message you want to send to the requester

Click **Submit entire response**

Revising your response



To revise your response please update the pricing fields while you still have time remaining.

Recapture your Pricing to change your response till the time on the event is open

Then click on Submit Entire Response

Ariba Sourcing

< Go back to Zimplats - TEST Dashboard

Doc627763821 - Auction Event - Drilling Equipment

Desktop File Sync

Time remaining in open bidding: 01:42:42

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

All Content

Name: 1	Rank	Price	Quantity	Extended Price	Discount Amount	My Response	Discount Percentage	Requested Delivery Date	Surcharge Amount	Surcharge Percentage	Leading Price
▼ 5 Pricing											
5.1 Spinning Chain											
Spinning Chain											
1 each		\$44,000.00 USD		\$44,000.00 USD	\$1,950.00 USD		4%	Wed, 7 Apr, 2021		0%	\$44,000.00 USD
6 Weight Indicator											
1 each		\$22,000.00 USD		\$22,000.00 USD	\$900.00 USD		4%	Wed, 7 Apr, 2021		0%	\$22,000.00 USD
Weight Indicator											
Decrement Discount Percentage for selected items by: % Apply (*) Indicates a required field											
Submit Entire Response Take Lead Update Totals Reload Last Bid Save draft Compose Message Excel Import											

Click on **Decline to Participate** to decline responding. You can also provide reason for declining

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Declining to Respond to Auction Events

Declining to Respond to Auction events.

Ariba Sourcing

Go back to Zimplats - TEST Dashboard

Event Details Doc626005473 - Forward Auction Event

Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Bids

▼ Event Contents

All Content

1. Introduction

2. Zimplats Terms and C...

3. Commercial Terms for...

4. Event Information

5. Pricing

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

Introduction

Name 1

1. Introduction

Event Overview and Timing Rules

Owner: Phindile

Event Type: Forward

Publish

Due

Bid rank that triggers over

Start overtime if bid submitted within (min

Overtime period (min

Bidding Rules

Create a buffer to protect lead bid: Yes ⓘ

Market Feedback

Participants can see market information: Before first response ⓘ

How are participant identities displayed: No - unique aliases ⓘ

Provide a Reason for Declining to Respond

Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

The organization has opted not to participate in this event, thank you for the consideration.

Click OK

OK Cancel

SAP Ariba

Jane Doe (sandstormmining@gmail.com) last visited 8 Apr 2021 1:23:25 AM Sandton Mining Machinery Pty Ltd Sandton Mining Machinery Pty Ltd ANG1644625870-T

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Declining to Respond to Auction Events



SAP

Ariba Proposals and Questionnaires

Standard Account

Upgrade

TEST MODE

ZIMPLATS - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time	Event Type	Status
▼ Status: Completed (2)				
Auction Event - Drilling Equipment	Doc627763821	3/30/2021 3:52 PM	Auction	Participated
Sourcing Project	Doc624020417	3/27/2021 1:31 PM	RFP	Participated
▼ Status: Open (2)				
RFP Event - Drilling machinery	Doc625981539	4/29/2021 2:45 PM	RFP	Not Responded
Forward Auction Event	Doc626005473	4/8/2021 1:45 PM	Forward Auction	Declined

Registration Questionnaires

Title	ID	End Time	Status
▼ Status: Open (1)			
Zimplats Supplier Registration Questionnaire	Doc586381413	2/29/6104 8:46 PM	Registered

Qualification Questionnaires

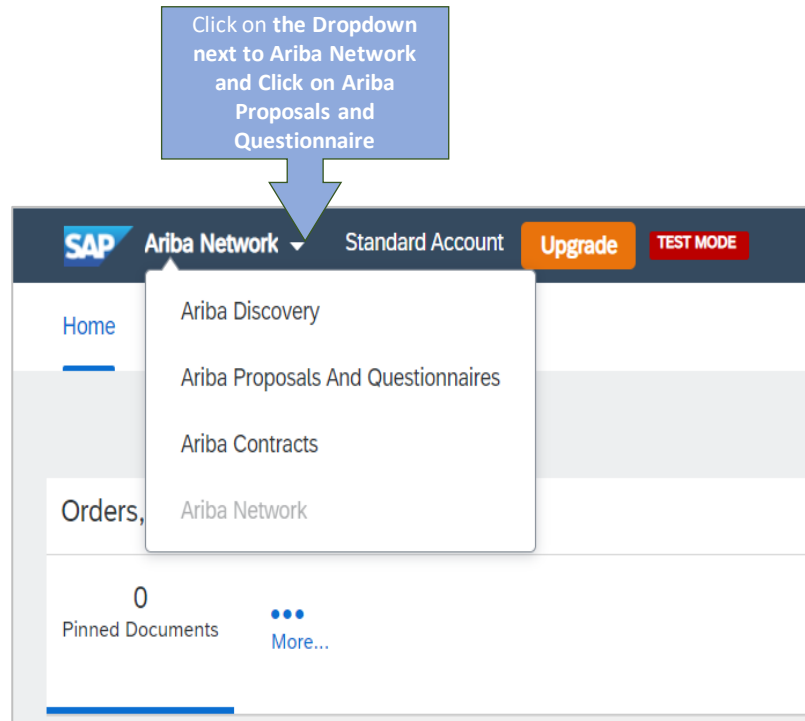
Participated Status will reflect as Declined

Navigating between Events and Purchase Orders



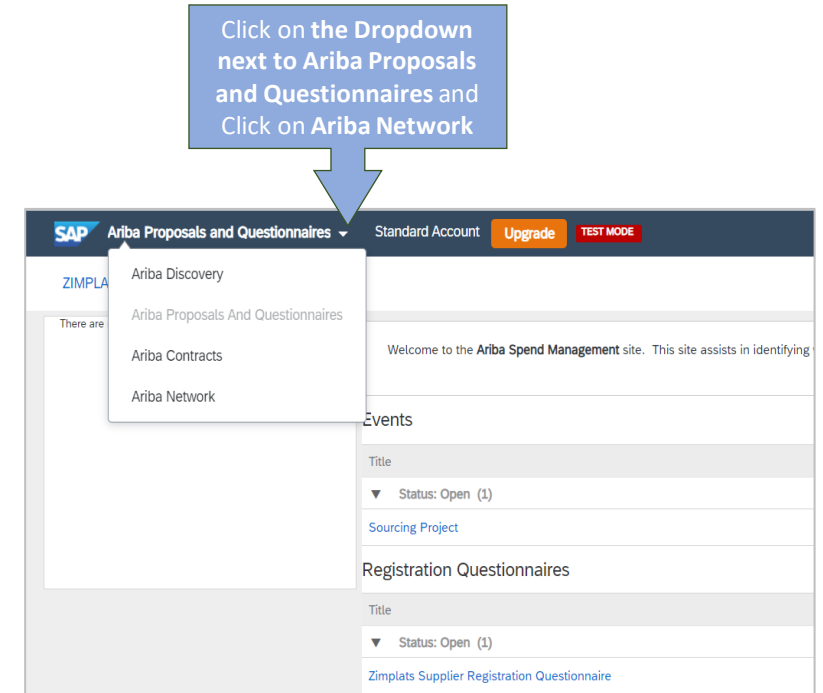
Scenario 1

From Purchase Orders to Auction Events (Proposals)



Scenario 2

From Events (Proposals) to Purchase Orders



1. Click on the drop down icon to view options
2. Click on **Orders and invoices** to go back to your inbox dashboard to view all your purchase orders and their statuses
3. Click on **Proposals** to view all the Auction events that you are invited to or participating in

How to add additional users?

Adding Users

1. Click on your initials on the right hand side of the screen
2. Click Settings
3. Click on Users

SAP Ariba Network Enterprise Account **TEST MODE**

Home Inbox Outbox Catalogs Reports

⚠ Ariba Network will be part of **SAP Business Network** starting May 21st. Learn [more](#)

Orders and Releases All Customers Order Number

Orders, Invoices and Payments

0 New Purchase Orders 0 Orders that Need Attention 0 Invoices Rejected 0 Payments Received 0 Pinned Documents

Order Number Customer Status Amount Date ↓

You do not have any Orders and Releases.

ACCOUNT SETTINGS

- Customer Relationships
- Users 3**
- Notifications
- Application Subscriptions
- Account Registration

NETWORK SETTINGS

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances

My Account

- Link User IDs
- Contact Administrator
- DEDICATED OFFICE SUP...**
- ANID: AN01628567453-T
- Company Profile
- Settings 2**
- Logout

Update Profile Information 35%

Feedback

How to add additional users?

Adding Users

1. First Create the role to be assigned to the user.
- 2. Click on the + sign on the bottom right hand side of the screen
3. Click on Users

SAP Ariba Network Enterprise Account TEST MODE

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication

Roles
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters
Permission
Select permission assigned

Apply Reset

Role Name	Users Assigned	Actions
Administrator		

Save Close

How to add additional users?

2. Enter a Name for the Role

(description is optional)

3. Select the level of access to be granted for the role by clicking on the boxes on the left hand side

SAP Ariba Network Enterprise Account TEST MODE

Create Role Save Cancel

* Indicates a required field

New Role Information

Name: * Sub-Admin **2**

Description:

Permissions

Each role must have at least one permission.

Page 1 »

3

NB: There are TWO pages containing a list of access that can be granted

Permission	Description
<input type="checkbox"/> Cloud Integration Gateway Access	View and search projects on the Ariba Integration Gateway
<input type="checkbox"/> Planning Collaboration Visibility	Access to planning collaboration visibility
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information

How to add additional users?

2. Enter a Name for the Role

(Description is optional)

3. Select the level of access to be granted for the role by clicking on the boxes on the left hand side

SAP Ariba Network Enterprise Account TEST MODE

Create Role Save Cancel

* Indicates a required field

New Role Information

Name: * Sub-Admin **2**

Description:

Permissions

Each role must have at least one permission.

Page 1 »

3

NB: There are TWO pages containing a list of access that can be granted

Permission	Description
<input type="checkbox"/> Cloud Integration Gateway Access	View and search projects on the Ariba Integration Gateway
<input type="checkbox"/> Planning Collaboration Visibility	Access to planning collaboration visibility
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information

How to add additional users?

SAP Ariba Network Enterprise Account TEST MODE

Account Settings

Save

Close

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

API management

Manage Roles

Manage Users

Manage User Authentication

Roles (2)

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

Apply

Reset

Role Name

Users Assigned

Actions

Administrator

Sub-Admin

Save

Close

Click on the Save button

The Role is reflected under the administrat or role.

How to add additional users?

2. Enter a Name for the Role

(Description is optional)

3. Select the level of access to be granted for the role by clicking on the boxes on the left hand side

SAP Ariba Network Enterprise Account TEST MODE

Create Role Save Cancel

* Indicates a required field

New Role Information

Name: * Sub-Admin **2**

Description:

Permissions

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NB: There are TWO pages containing a list of access that can be granted

Permission	Description
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<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information

Resetting your password

Participated Status
will reflect as
Declined



1. Go to

<http://supplier.ariba.com>

3. Select the level of access to be granted for the role by clicking on the boxes on the left hand side

SAP Ariba Network

SAP Ariba

Supplier Login

User Name

Password

Login

1 Forgot Username or Password

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

Changes to Ariba Network on May 21

Starting May 21st, Ariba Network will be part of SAP Business Network. You will see a new supplier portal and workbench. You'll also see SAP Business Network as the solution name on the login page and new portal pages.

[Learn More](#)

Supported browsers and plugins

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Resetting your password

Go to
<http://supplier.ariba.com>

1. Type in your email address.
2. Click on Submit

The screenshot shows the SAP Ariba Network interface for resetting a password. The header includes the SAP logo and 'Ariba Network' with a dropdown arrow. The main heading is 'Reset your password' with the instruction 'Enter the email address you used to register with Ariba Network.' Below this is a text input field labeled 'Email address' containing 'test@dedicatedofficesupplies.com', marked with a red circle containing the number '1'. To the right of the input field is a blue 'Submit' button, marked with a red circle containing the number '2'. On the right side of the page is a large illustration of a hand holding a magnifying glass over a cloud. The footer contains the SAP logo, copyright information '© 2019 SAP SE or an SAP affiliate company. All rights reserved.', and links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

SAP Ariba Network

Reset your password

Enter the email address you used to register with Ariba Network.

Email address

test@dedicatedofficesupplies.com

Submit

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[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)


Resetting your password


1. Check your mailbox.

2. Open the email received
from Ariba Commerce
Cloud

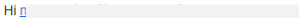
3. Click on Click here

Ariba Account Password Reset Information Inbox x

 **Ariba Commerce Cloud** <ordersender-prod@ansmtp.ariba.com>
to me ▾



Reset your password

Hi 

Choose the account you want to reset the password for, and click the link to reset your password.

User ID	Password reset link
sandtonmining@gmail.com	Click Here



Click on Click Here

Important: The link will expire in 24 hours

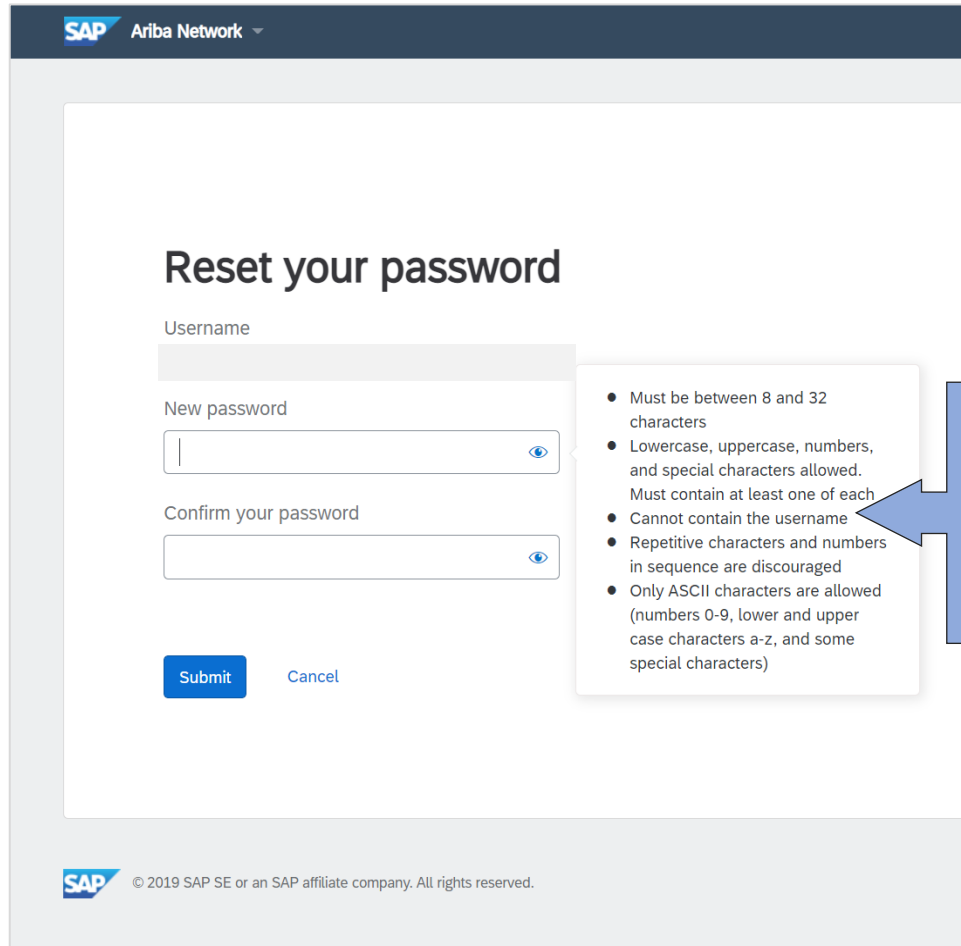
* If an error occurred when trying to reset this user's password using the email address provided, reset this user's password using this user ID.

Sincerely,
The Ariba Network Team
<https://www.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.

 Reply  Forward

Resetting your password



Reset your password

Username

New password

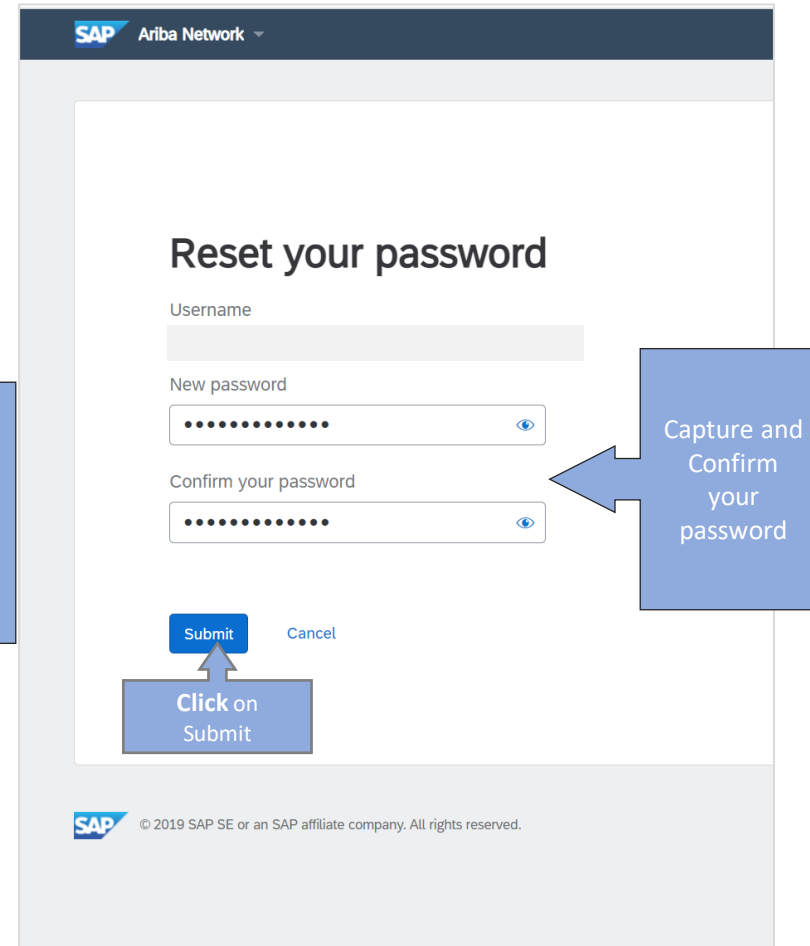
Confirm your password

Submit Cancel

- Must be between 8 and 32 characters
- Lowercase, uppercase, numbers, and special characters allowed. Must contain at least one of each
- Cannot contain the username
- Repetitive characters and numbers in sequence are discouraged
- Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a-z, and some special characters)

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NB: Take note of the message. Regarding your password



Reset your password

Username

New password

Confirm your password

Submit Cancel

Click on Submit

Capture and Confirm your password

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Resetting your password

?


Your password has been updated.


You can now login using and new password.

[Back to Sign In](#)

Click Back to Sign In

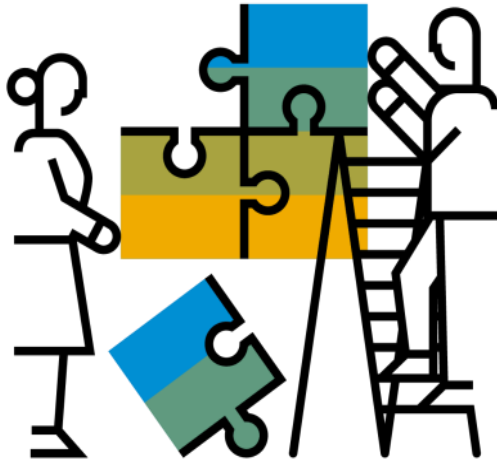
The message: Your password has been updated will appear on the screen



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Contact Us



“A Day in the Life”: Supplier with SAP Ariba

Available in English, German and French

English link:

<https://www.youtube.com/watch?v=RlzlWhmxtzU>

German link:

<https://www.youtube.com/watch?v=N000ACau92g>

Enablement Help Desk

- Account creation
- Assistance creating first invoice
- Configure your settings
- Contact us on: [Contact Form](#)

Customer Support

- User role changes
- Password resets
- ‘How to’ Help
- Access help directly from your AN account (live chat, email, call back feature) - [SAP Ariba Customer 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>

Follow us



www.sap.com/contactsap

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