

Standard Account – Account Configuration Guide

PUBLIC



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Supplier Login

supplier.ariba.com is the URL to access your Ariba Network Standard Account.

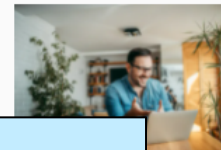
Supplier Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Enter the login details in the respective fields and click the **Login** button.

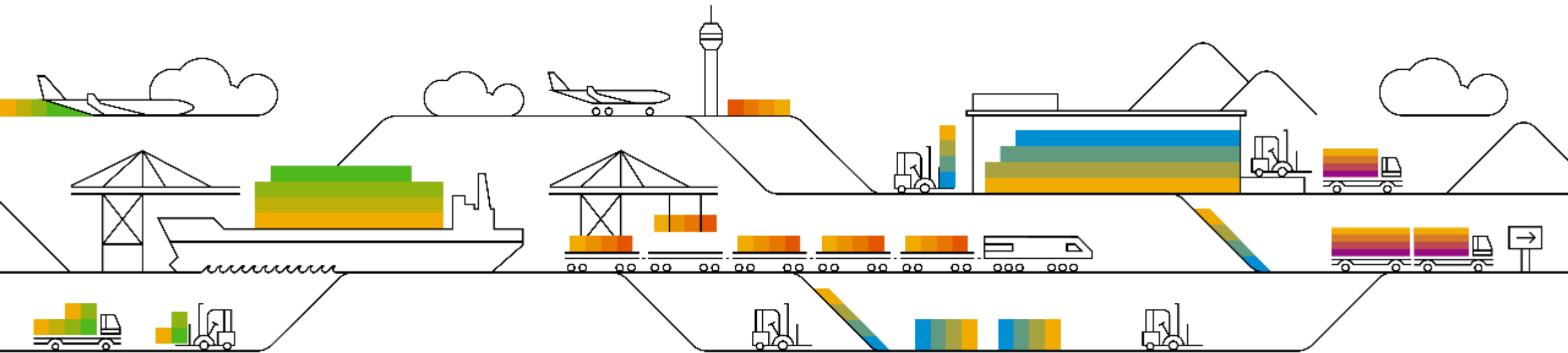
Keep your business growing and on track



SAP Supplier Financing can address your working capital needs. With up to 100% invoice payment upon approval, it's simplifies the borrowing process. Available now on your supplier portal and for companies based in the USA.



[Supported browsers and plugins](#)



Company Profile Set-up

Company Profile Setup

Leads

In Location

By Product



There are two ways to access/setup your **Company Profile**:

1. **Home** page > **My Widgets** section > **Company Profile**
2. **Home** Page > **Account Settings** dropdown > **Company Profile**

CA TEST2
pldt-catestsupplier2@sap.com

My Account

Link User IDs

Contact Administrator

ANID: AN01737585603-T
Standard account

Company Profile

Marketing Profile

Settings >

Logout

My widgets

PLDT INC. - TEST

Customize

Purchase orders Last 3 months

Invoice aging

Company profile

Download app

We are now mobile.

Complete your company profile to increase your chances of being discovered by new buyers.

Learn more ->

Company Profile Setup

Company Profile

Save

Close

The Company Profile will be redesigned. [Learn more.](#)

Basic (4)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Additional Documents

* Indicates a required field

Overview

On the **Company Profile** page, enter relevant information in each of the tabs. Click the **Save** button to update the changes.

Short Description:

Characters left: 100

Website:

Public Profile: <https://discovery.ariba.com/profile/AN01737585603-T>

Privacy Statement:

SAP Ariba Privacy Statement

Address

Address 1:*

Makati

Address 2:

Public Profile Completeness

15%

Commodities

Short Description

Website

Annual Revenue

Certifications

D-U-N-S Number

Business Type

Industries

Company Description

Company Logo

SAP Business Network Badges

To get your SAP Business Network badge, go to the Marketing profile and click Options. [Go to Marketing profile.](#)

Update Tax – Import Suppliers

Public Profile: <https://discovery.ariba.com/profile/AN01737585603-T>

Privacy Statement: SAP Ariba Privacy Statement ▾

Address

To update tax information for import suppliers, scroll down to the **Additional Company Addresses** section and click the **Create** button.

City: Makati City

Country/Region:* Philippines [PHL] ▾

Additional Company Addresses

Address Name	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
--------------	------------	--------	--------	---------	----------------	------------------------

No items

Create

** This column displays your registration status with Ariba's accredited service provider.

Product and Service Categories, Ship-to or Service Locations, and Industries

Product and Service Categories*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Enter Product and Service Categories

Add

-or- [Browse](#)

SAP Business Network Badges

To get your SAP Business Network badge, go to the Marketing profile and click Options. [Go to Marketing profile.](#)

[View Public Profile](#)

[Profile Visibility Settings](#)

Update Tax – Import Suppliers



Business Network

Standard Account

Get enterprise account

TEST MODE



CT

Configure Supplier Addresses Served by This Account

Save

Close

* Indicates a required field

Address Name

Address Name: *

Address ID:

VAT ID:

Tax ID:

On the **Configure Supplier Addresses Served by This Account** page, enter the **VAT ID** and **Tax ID** and click the **Save** button to update the changes.

Address

Address 1: *

Address 2:

Postal Code: *

State:

City: *

Country/Region: *

Save

Close

Update Tax ID – Local Suppliers

Company Profile

Save

Close

The Company Profile will be redesigned. [Learn more.](#)

Basic (4) **Business (2)** Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Business Information

To update tax information for local suppliers, click the **Business** tab. Scroll down to the **Tax Information** section and enter the **Tax ID** and the **VAT ID**. Click the **Save** button to update the changes.

Financial Information

Supplier
D-U-N-S® Number:
Global Location Number:

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID:

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

VAT ID:

VAT Registered

VAT Registration Document: <No document>

Public Profile Completeness

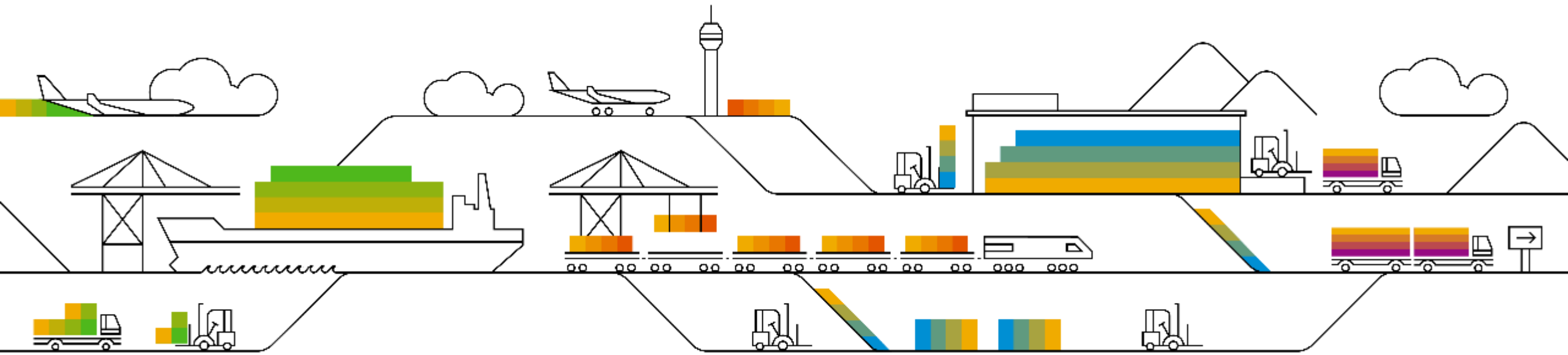
15%

[Commodities](#)
[Short Description](#)
[Website](#)
[Annual Revenue](#)
[Certifications](#)
[D-U-N-S Number](#)
[Business Type](#)
[Industries](#)
[Company Description](#)
[Company Logo](#)

SAP Business Network Badges

To get your SAP Business Network badge, go to the Marketing profile and click Options. [Go to Marketing profile.](#)

[View Public Profile](#)
[Profile Visibility Settings](#)



Account Configuration

Sub-User Creation



Business Network

Standard Account

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Home

Enablement

Discovery

Workbench

Orders

Fulfillment

Invoices

Payments

Catalogs

Reports

Messages

Assessments

Leads

In Location

By Product



Overview

Getting started

0

New orders

Last 31 days

The **Users** option will help you create up to 250 users with the required access rights based on their role.

0.0

Early payment

Next 90 days

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Data Deletion Criteria

Network Notifications

Audit Logs

CA TEST2

pldt-catestsupplier2@sap.com

My Account

Link User IDs

Contact Administrator

ANID: AN01737585603-T
Standard account

Company Profile

Marketing Profile

Settings

Logout

My widgets

Purchase orders

Last 3 months

₱0 PHP

₱1

₱0.8

₱0.6

₱0.4

₱0.2

₱0

Sep

Oct

Nov

Invoice aging

₱0 PHP

₱1

₱0.8

₱0.6

₱0.4

₱0.2

₱0

0-30

31-60

61-90

Company profile



Complete your company profile to increase your chances of being discovered by new buyers.

Feedback

Sub-User Creation

Account Settings

The **Account Settings** page is displayed. Before creating a user, you must create a role and assign privileges accordingly.

Save

Close

Customer Relationships

Manage Roles

Manage Users

Manage User Authentication

Revoked Users

More...▼

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	CA TEST2	
Discount - Management	 , +3	

Sub-User Creation – Create Role



Business Network

Standard Account

Get enterprise account

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CT

Account Settings

Save

Close

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

API management

Manage Roles

Manage Users

Manage User Authentication

Revoked Users

More...

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

Under the **Manage User Roles** tab, click the **Create Role** button.



Role Name

Users As

Administrator

CA TEST2



Discount - Management

b, +3



Sub-User Creation – Create Role

Create Role

Save

Cancel

* Indicates a required field

New Role Information

Name:*

Description:

On the **Create Role** page enter the name and description of the new role and assign the appropriate permissions.

Permissions

Each role must have at least one permission.

Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1



Permission

Description

API Development Access

Access to API development using the SAP Ariba developer portal.

Order Assignment for Users with Limited Access

User can assign an order to a user with limited access to Ariba Network

Contact Administration

Maintain information for account contact personnel

Goods Receipt Report Administration

Access to Reporting, and Goods Receipt report type

Invoice Report Administration

Access to Reporting, and Invoice Report type

Sub-User Creation – Create Role

Recommended permissions for **Contracts**

Permission	Description
Contact Administration	Maintain information for account contact personnel
Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)

Sub-User Creation – Create Role

Recommended permissions for **Sourcing**

Permission	Description
Contact Administration	Maintain information for account contact personnel
Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks

Sub-User Creation – Create Role

Create Role

Save

Cancel

* Indicates a required field

New Role Information

Name: * Test User 1

Description:

Training

Click the **Save** button to update the changes.

Permissions

Each role must have at least one permission.

Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1 >>

Permission	Description
<input checked="" type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input checked="" type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input checked="" type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types

Sub-User Creation – Create User

Account Settings

Save

Close

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles

Manage Users

Manage User Authentication

Revoked Users

Users (1)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter

Users (You can only search on one attribute at a time)

Username +

Apply

Reset

+

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	API Access	Actions
--------------------------	----------	---------------	------------	-----------	-------------------------	---------------	---------------------------------	-------------------	------------	---------

<input type="checkbox"/>	pldt-catestsupplier1@sap.com	yurika [redacted]@sap.com	[redacted]	Test	No					
--------------------------	------------------------------	---------------------------	------------	------	----	--	--	--	--	--

↳

Add to Contact List

Remove from Contact List

After creating the role, click the **Manage Users** tab > **Create User** button

Sub-User Creation – Create User

Create User

Done

Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username:* ⓘ

Email Address:*

First Name:*

Last Name:*

On the **Create User** page enter the new user information. Fields marked with an asterisk are mandatory.

- Do not allow the user to resend invoices to the buyer's account. ⓘ
- This user is the Ariba Discovery Contact ⓘ
- Limited access ⓘ

Office Phone: Country Area Number

USA 1

Role Assignment

Name	Description
------	-------------

Trainer Training

Create Role

Customer Assignment

Sub-User Creation – Assign Role

Create User

Done

Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username:* ⓘ

Email Address:*

First Name:*

Last Name:*

Do not allow the user to resend invoices to the buyer's account ⓘ

Then assign a role to the user by selecting the appropriate role checkbox and click **Done**.

Role Assignment

Name	Description
<input type="checkbox"/> Trainer	Training

Create Role

Customer Assignment

Electronic Order Routing



Business Network

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Orders

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Messages

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Leads

In Location

By Product



Overview

Getting started

0

New orders

Last 31 days

0

Orders

Last 31 days

0

Invoices

Last 31 days

0

Orders to invoice

Last 31 days

₱ 0.0

Early payments

Next 90 days

My widgets

PLDT INC. - TEST

Customize

The **Electronic Order Routing** option will ensure you are notified via email as and when a new purchase order is sent by PLDT. You can view the purchase order in your email without having to login.

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Data Deletion Criteria

Network Notifications

Audit Logs

CA TEST2

pldt-catestsupplier2@sap.com

My Account

Link User IDs

Contact Administrator

ANID: AN01737585603-T
Standard account

Company Profile

Marketing Profile

Settings

Logout

₱0.6

₱0.4

₱0.2

₱0

Sep

Oct

Nov

₱0.6

₱0.4

₱0.2

₱0

0-30

31-60

61-90

Complete your company profile to increase your chances of being discovered by new buyers.

Feedback

Electronic Order Routing

Network Settings

Save

Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

* Indicates a required field

External System Integration

[Configure cXML \(native\) integration](#)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notif

Do not send status updates

On the **Network Settings** page, scroll down to the **New Orders** section. Select the **Email** option under the **Catalog Orders without Attachments** drop-down.

New Orders

Document Type

Routing Method

Options

Email address:

- Attach cXML document in the email message
- Include document in the email message
- 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".
- Attach PDF document in the email message

Catalog Orders without Attachments

Electronic Order Routing

Network Settings

Save

Close

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Settlement
- Data Deletion Criteria

* Indicates a required field

External System Integration

[Configure cXML \(native\) integration](#)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<p>Email address: <input type="text" value="yurika[REDACTED]z@sap.com"/></p> <ul style="list-style-type: none"><input type="checkbox"/> Attach cXML document in 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".<input type="checkbox"/> Attach PDF document in the email message

You can enter up to 5 email addresses, and you must separate each email address with a comma, without any spaces between them.

Electronic Order Routing

Network Settings

Save

Close

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Settlement
- Data Deletion Criteria

* Indicates a required field

External System Integration

[Configure cXML \(native\) integration](#)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type

Catalog Orders v

Select the **Include document in the email message** check-box to receive the purchase order notification in your email.

Options

Email address: ⓘ

- Attach cXML document in the email message
- Include document in the email message
- 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".
- Attach PDF document in the email message

Electronic Order Routing

Save

Close

Click the **Save** button to update the changes.

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

* Indicates a required field

External System Integration

[Configure cXML \(native\) integration](#)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
---------------	----------------	---------

Catalog Orders without Attachments

Email

Email address:

- Attach cXML document in the email message
- Include document in the email message
- 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".
- Attach PDF document in the email message

Electronic Invoice Routing



Business Network

Standard Account

Get enterprise account

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- Home
- Enablement
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- Workbench
- Orders
- Fulfillment
- Invoices
- Payments
- Catalogs
- Reports
- Messages
- Assessments

Leads In Location By Product

Overview Getting started

0

New orders

Last 31 days

0

Orders

Last 31 days

0

Invoices

Last 31 days

0

Orders to invoice

Last 31 days

₹ 0.0

Early payment

Next 90 days

My widgets

PLDT INC. - TEST

Customize

Purchase orders

Last 3 months

Invoice aging

Company profile

₹0

₹1

₹0.8

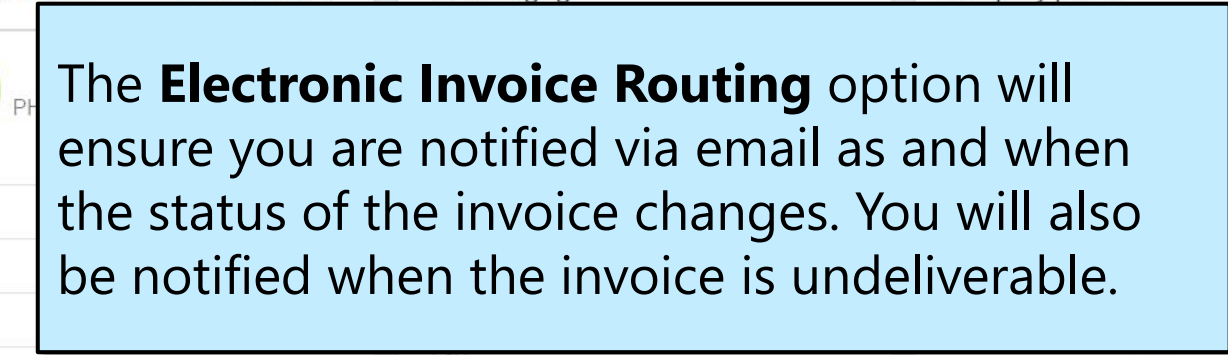
₹0.6

₹0.4

₹0.2

₹0

The **Electronic Invoice Routing** option will ensure you are notified via email as and when the status of the invoice changes. You will also be notified when the invoice is undeliverable.



CA TEST2
pldt-catestsupplier2@sap.com
My Account
Link User IDs
Contact Administrator

ANID: AN01737585603-T
Standard account

Company Profile
Marketing Profile

Settings

Logout

- Account Settings
 - Customer Relationships
 - Users
 - Notifications
 - Application Subscriptions
 - Account Registration
- Network Settings
 - Electronic Order Routing
 - Electronic Invoice Routing
 - Accelerated Payments
 - Remittances
 - Data Deletion Criteria
 - Network Notifications
 - Audit Logs

Feedback

Electronic Invoice Routing

Network Settings

Save

Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type

Routing Method

Options

Invoices

Online

Return to this site to create invoices

Select the **Invoice Failure** and **Invoice Status Change** checkboxes.

Type

Send notifications when...

To email addresses (one required)

Invoice Failure



Send a notification when invoices are undeliverable or rejected.

* yurika.j[REDACTED]:@sap.com

Invoice Status Change



Send a notification when invoice statuses change.

* yurika.j[REDACTED]:@sap.com

Invoice Created Automatically



Send a notification when an invoice is created automatically on behalf of your company.

* yurika.j[REDACTED]:@sap.com

Extended Profile Settings and Information

Electronic Invoice Routing

Network Settings

Save

Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return
Customer Invoices	Online	Save

You can enter up to 3 email addresses, and you must separate each email address with a comma, without any spaces between them.

Notifications

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

Extended Profile Settings and Information

Electronic Invoice Routing

Save

Close

Click the **Save** button to update the changes.

Network Settings

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Settlement
- Data Deletion Criteria

- 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 checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* yurika.j[redacted]:@sap.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* yurika.j[redacted]:@sap.com
Invoice Created Automatically	<input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* yurika.j[redacted]:@sap.com

Extended Profile Settings and Information

Network Notifications



Business Network

Standard Account

Get enterprise account

TEST MODE



- Home
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Leads In Location By Product

Overview Getting started

0

New orders

Last 31 days

0

Orders

Last 31 days

0

Invoices

Last 31 days

0

Orders to invoice

Last 31 days

₱ 0.0

Early payments

Next 90 days

My widgets

PLDT INC. - TEST

Customize

Purchase orders

Last 3 months

Invoice aging

Company profile

₱0 PHP

₱0 PHP

The **Network Notifications** option will help you setup multiple notifications as per requirement.

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

Network Settings

Electronic Order Routing

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Accelerated Payments

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Data Deletion Criteria

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Audit Logs

CA TEST2

pldt-catestsupplier2@sap.com

My Account

Link User IDs

Contact Administrator

ANID: AN01737585603-T
Standard account

Company Profile

Marketing Profile

Settings

Logout

Feedback

Network Notifications

Type	Send notifications when...	To email addresses (one required)
Order	<input 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.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* yurika.██████████@sap.com
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* yurika.██████████@sap.com
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* yurika.██████████@sap.com
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	* yurika.jamaica.chavez@sap.com

Service Sheet

On the **Account Settings** page, scroll down to the **Service Sheet** section and select the **Service Sheet Status Change** check box.

Type	Send notifications when...	To email addresses (one required)
Service Sheet Failure	<input type="checkbox"/> Send a notification when service sheets are undeliverable, rejected, or declined to the user who created it.	* yurika.██████████@sap.com
Service Sheet Status Change	<input checked="" type="checkbox"/> Send a notification when service sheet statuses change.	* yurika.██████████@sap.com
	<input type="checkbox"/> Send a notification when service sheet statuses change to the user who created it.	

Electronic Invoice Routing

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* yurika.██████████@sap.com
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* yurika.██████████@sap.com

Network Notifications

Order	<input 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.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* yurika. [redacted] @sap.com
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* yurika. [redacted] @sap.com
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* yurika. [redacted] @sap.com
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	* yurika. [redacted] @sap.com

Service Sheet

Type	Send notifications when...	To email addresses (one required)
Service Sheet Failure	<input type="checkbox"/> Send a notification when service sheets are undeliverable, rejected, or declined.	
	<input type="checkbox"/> Send a notification when service sheets are undeliverable, rejected, or declined to the user who created it.	
Service Sheet Status Change	<input checked="" type="checkbox"/> Send a notification when service sheet statuses change.	* yurika. [redacted] @sap.com
	<input type="checkbox"/> Send a notification when service sheet statuses change to the user who created it.	

You can enter up to 3 email addresses, and you must separate each email address with a comma, without any spaces between them.

Electronic Invoice Routing

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* yurika. [redacted] @sap.com
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* yurika. [redacted] @sap.com

Network Notifications

Type	Send notifications when...	To email addresses (one required)
Data Identification and Deletion	<input type="checkbox"/> Send a notification when the transaction documents have been identified for deletion and zip files are ready for download. <input type="checkbox"/> Send a notification after deletion of transactions.	* yurika.██████████@sap.com

Ship Notice

Type	Send notifications when...	To email addresses (one required)
Ship Notice Failure	<input type="checkbox"/> Send a notification when ship notices are undeliverable.	* yurika.██████████@sap.com
Ship Notice Declined	<input type="checkbox"/> Send notification when a Declined Document status update request is received.	* yurika.██████████@sap.com
Ship Notice Accepted with Changes		* yurika.██████████@sap.com

On the **Account Settings** page, scroll down to the Receipt section and select the **Receipt** check box.

Receipt

Type	Send notifications when...	To email addresses (one required)
Receipt	<input checked="" type="checkbox"/> Send a notification when a new receipt is received.	* yurika.██████████@sap.com

Broadcast Status Update Request

Type	Send notifications when...	To email addresses (one required)
Broadcast	<input type="checkbox"/> Send a notification when a Broadcast Status Update Request is received.	* yurika.██████████@sap.com

Accelerated Payments

Type	Send notifications when...	To email addresses (one required)
------	----------------------------	-----------------------------------

Network Notifications

Type	Send notifications when...	To email addresses (one required)
Data Identification and Deletion	<input type="checkbox"/> Send a notification when the transaction documents have been identified for deletion and zip files are ready for download. <input type="checkbox"/> Send a notification after deletion of transactions.	* yurika.j[REDACTED]@sap.com

Ship Notice

Type	Send notifications when...	To email addresses (one required)
Ship Notice Failure	<input type="checkbox"/> Send a notification when ship notices are undeliverable.	
Ship Notice Declined	<input type="checkbox"/> Send notification when a Declined Document status update request is received.	
Ship Notice Accepted with Changes	<input type="checkbox"/> Send notification when an Accepted with Changes Document status update request is received.	

You can enter up to 3 email addresses, and you must separate each email address with a comma, without any spaces between them.

Receipt

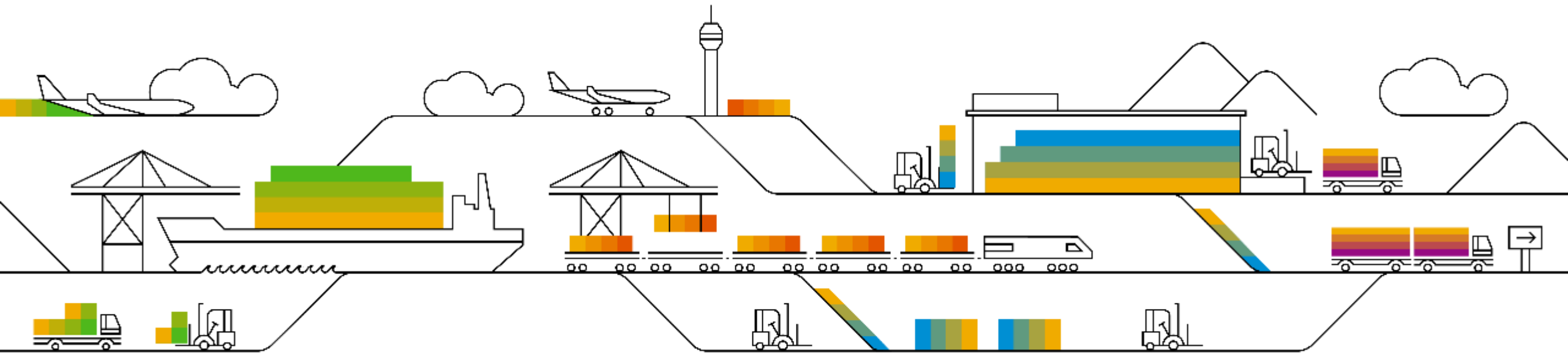
Type	Send notifications when...	To email addresses (one required)
Receipt	<input checked="" type="checkbox"/> Send a notification when a new receipt is received.	* yurika.j[REDACTED]@sap.com

Broadcast Status Update Request

Type	Send notifications when...	To email addresses (one required)
Broadcast	<input type="checkbox"/> Send a notification when a Broadcast Status Update Request is received.	* yurika.j[REDACTED]@sap.com

Accelerated Payments

Type	Send notifications when...	To email addresses (one required)
------	----------------------------	-----------------------------------



Reset Your Ariba Network Password

PASSWORD RESET

supplier.ariba.com is the URL to access your Ariba Network Standard Account.

Supplier Login

Login

[Forgot Username](#) or [Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Keep your business growing and on track



SAP Supplier Financing can address your working capital needs. With up to 100% invoice payment upon approval, it's simplifies the borrowing process. Available now on your supplier portal and for companies based in the USA.

Click **Forgot Username** or **Password** to retrieve your user Name or Reset your Password

[Supported browsers and plugins](#)

PASSWORD RESET

Reset your password

Enter the email address you used to register with SAP Business Network.

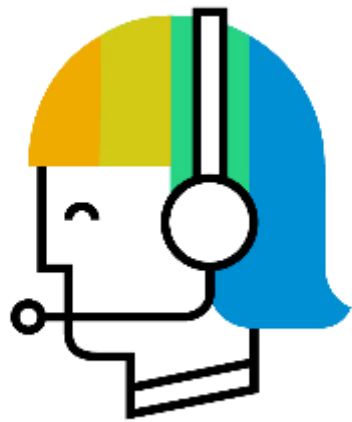
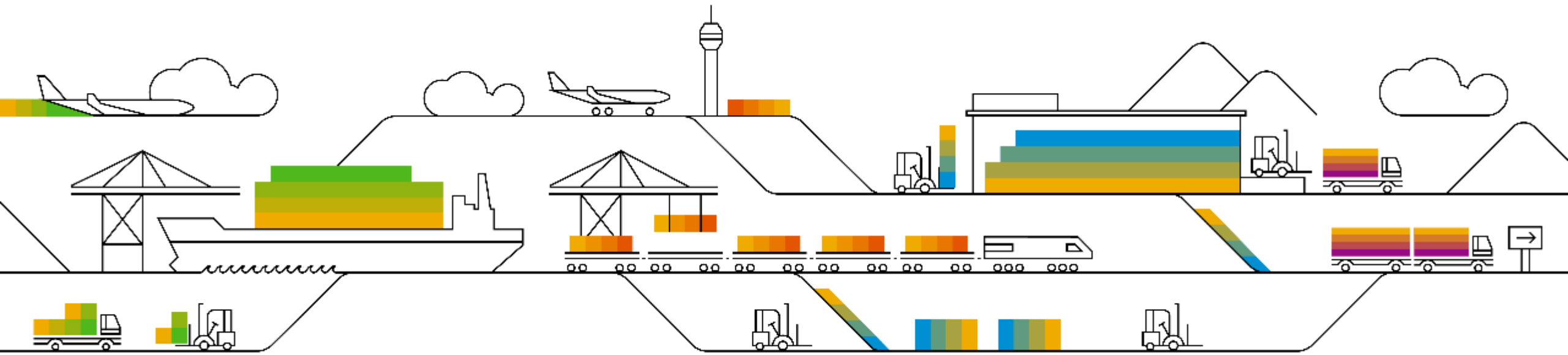
Email address

Submit

Cancel

**Enter your e-mail address and
Click Submit**

NOTE : Watch your e-mail inbox for a message with further information and instructions. If you don't receive an e-mail from us after a few minutes, check your spam or junk mail folders to see if it's in there. And make sure you entered the correct e-mail address you used to register on Ariba Network. If you have more than one address, repeat this process using another.



Ariba Help Center

Ariba Help Center



Business Network

Standard Account

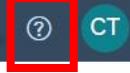
Get enterprise account

TEST MODE

- Home
- Enablement
- Discovery
- Workbench
- Orders
- Fulfillment
- Invoices
- Payments
- Catalogs
- Reports

Leads In Location By Product

Click the **Help Center** icon to expand the **Help Center**.



CT

Create

Overview Getting started

0

New orders

Last 31 days

0

Orders

Last 31 days

0

Invoices

Last 31 days

0

Orders to invoice

Last 31 days

₱ 0.0 PHP

Early payment offers

Next 90 days

2

More

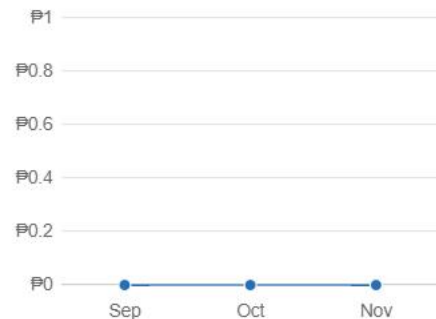
My widgets

PLDT INC. - TEST

Customize

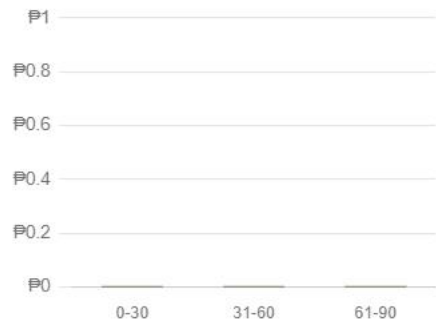
Purchase orders Last 3 months

₱0 PHP



Invoice aging

₱0 PHP



Company profile



Complete your company profile to increase your chances of being discovered by new buyers.

Download app

We are now mobile.



Learn more

Feedback

Ariba Help Center

Leads In Location By Product

Overview Getting started

0

New orders
Last 31 days

0

Orders

0

Invoices

0

Orders to invoice

₹ 0.0 PHP

Early payment offers

More 2

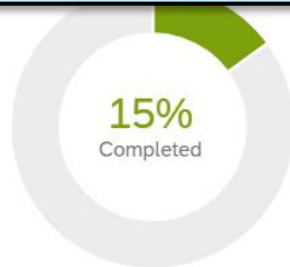
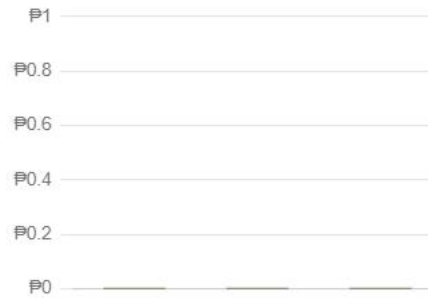
My widgets PLDT INC. - TEST

Purchase orders Last 3 months

₹0 PHP



₹0 PHP



Complete your company profile to increase your chances of being discovered by new buyers.

We are now mobile.



[Learn more](#)

Help Topics

Documentation

Support

What is SAP Business Netw...

Finding orders, invoices, an...

Common browser issues

How do I create an invoice?

On-time payment rate widget

Paid invoices widget

Purchase orders widget

My leads widget

Download app widget

Invoice Aging widget

Company profile widget

Benchmarking: On-time payme...

Activity feed widget

Payment days late widget

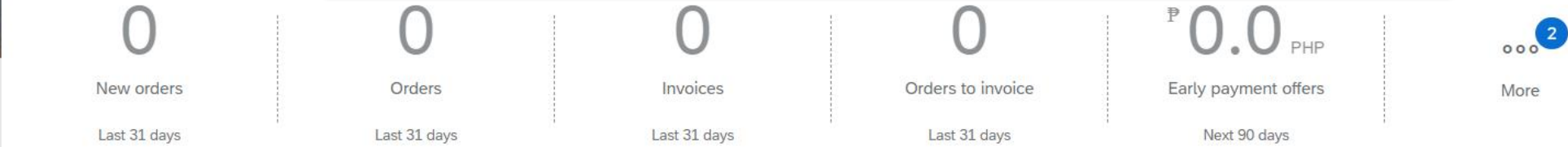
Feedback

The **Help Center** is available on every screen and displays all FAQs, videos and documents related to that screen and more. You can also type in your query in the **Search** field to get the required information.

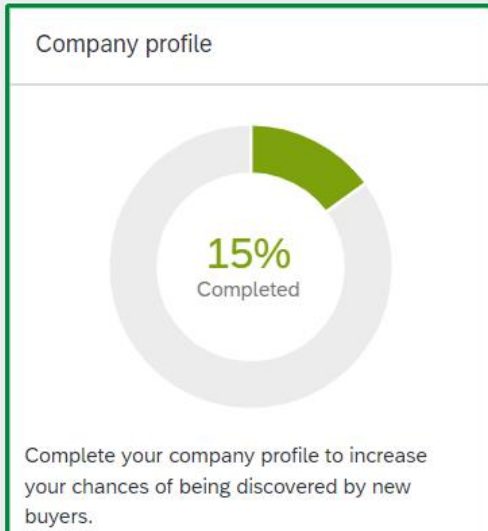
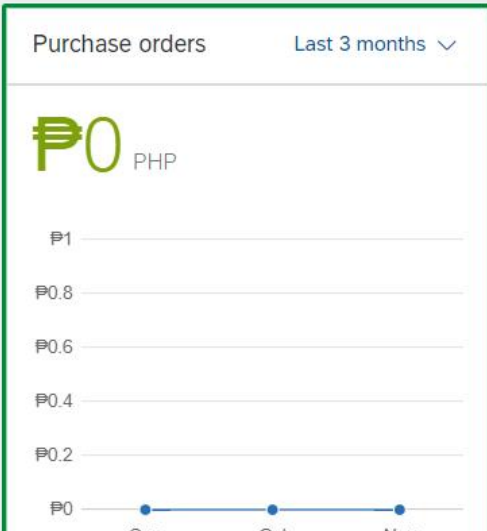
Ariba Help Center

The **Support** link will again take you to the **Ariba Exchange User Community** page where you can contact the Ariba Help Support desk via email or phone.

Overview Getting started



My widgets PLDT INC. - TEST Customize



Download app

We are now mobile.

Available on the App Store

Learn more →

Help Topics

Search Help Topics

Documentation

Support

- What is SAP Business Netw...
- Finding orders, invoices, an...
- Common browser issues
- How do I create an invoice?
- On-time payment rate widget
- Paid invoices widget
- Purchase orders widget
- My leads widget
- Download app widget
- Invoice Aging widget
- Company profile widget
- Benchmarking: On-time payme...
- Activity feed widget
- Payment days late widget

Feedback

Thank You!

