# **Types of Ariba account**

- There are two account types available on Ariba Network which suppliers can choose from:
- STANDARD SAP Ariba Account
- STANDARD X ENTERPRISE SAP Ariba Account types comparison
- STANDARD X ENTERPRISE SAP Ariba Account types comparison with details
- **Standard account**: this account type is completely free of charge regardless of the volume of transactions. The POs are sent per E-Mail and the invoices submitted via Ariba Network online
- Enterprise account: this account type offers additional means of integration (EDI, CSV, XML). The fees are calculated based on the transaction volumes
- It is completely up to the supplier, which account type they choose. Novartis cannot make any modifications on behalf of supplier to their Ariba account.
- Suppliers can upgrade to the Enterprise version at any time directly from their Standard account or request the downgrade to the Standard account via ticket to <u>Ariba customer support.</u>

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### Account set-up on Ariba

- Ariba Standard account registration click on register now and complete the registration.
- Once the registration is done, send us your ANID Ariba account number to <u>contact.elink@novartis.com</u> so that we can request the connection and start sending the POs electronically. The orders will be sent via an e-mail with pdf attached. For invoicing, see <u>slide 24</u>

Supplier Login	
User Name	
Password	
Login Forgot Username or Password	
New to SAP Business Network? Register Now or Learn More	

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## How to accept the invitation received via email sent by Novartis



Novartis has invited you to use the Ariba Network ™ to establish a trading relationship for managing transactions electronically. You have already transacted with Novartis, and at least one document is available in a temporary account.

To set up a trading relationship on the Ariba Network, follow the instructions in this invitation for activating your account. You can either create a new account or use an existing account. The documents in the temporary account will be available in the account you decide to use.

Setting up the trading relationship with Novartis takes only a few minutes. There is no charge to register.

To activate your account:	٦
Register for a FREE Ariba Network, light account, or link to an existing account Click to	

You can view additional information about Novartis in the <u>Supplier Information Portal</u>. After you establish the trading relationship, you can continue to access the supplier information portal for Novartis from your Ariba Network account.

For any additional questions or further assistance, please contact Ariba Customer Support.

Sincerely, The Ariba Network Team https://discovery.ariba.com

NOVARTIS

SAP Ariba

1) Locate the Email you have recently received from: ordersender-prod@ansmtp.ariba.com (Reach out to <u>contact.elink@novartis.com</u> if you cannot locate this email). Within the Email, select **Click to Continue.** 

**2)** Accept Novartis Trading Relationship Request by **Signing** up OR **Login** as an existing user with your credentials.



## How to accept the invitation sent by Novartis on your existing account



Customer Relationships	Notifications Account Registration API management
Current Relationships	Potential Relationships
I prefer to receive relationsh	nip requests as follows:
Automatically accept	all relationship requests O Manually review all relationship request

To accept an invitation (TRR - Trading Relationship Request) please follow these steps:

1) Click on your **Initials**, **Settings** and select **Customer relationships**.

2) Click on **Pending** requests.

You can also choose if you would like to review incoming invitations, or if these will be accepted automatically.