Ariba Network

Supplier Training

Account Navigation – Account Settings, Customer Relationships, Users & Roles, Electronic Order Routing, Electronic Invoice Routing

SAP

Public

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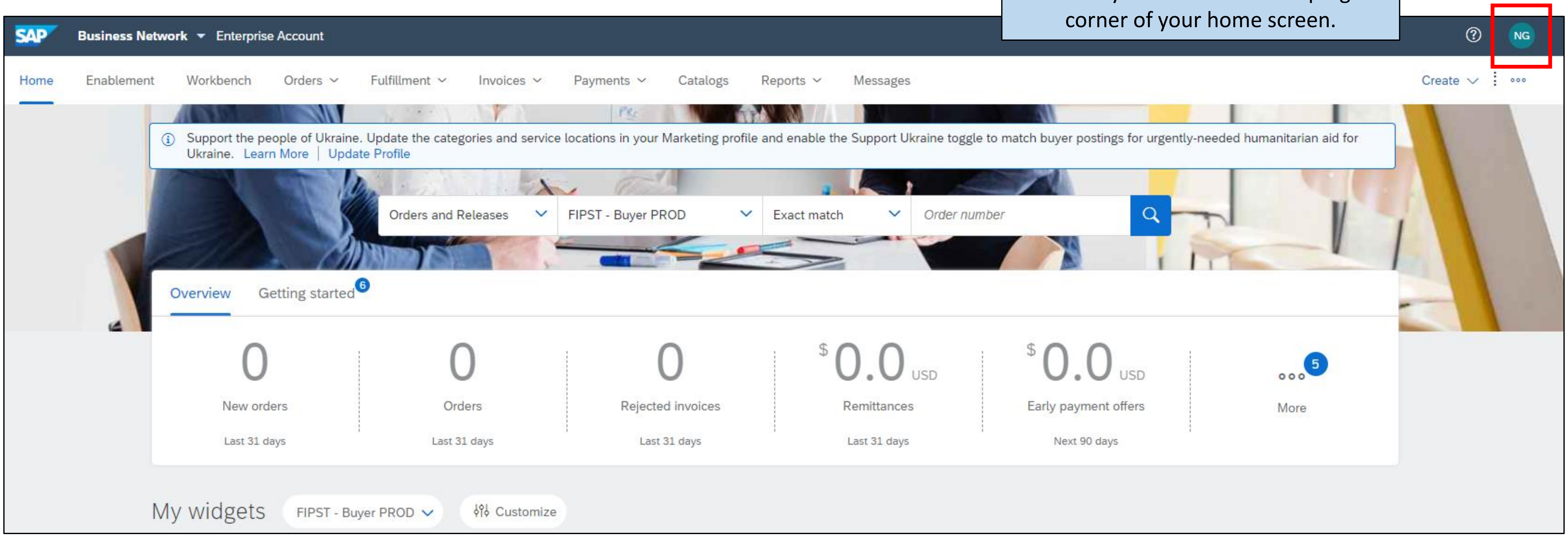
Account Navigation
Account Settings

Account Navigation
Account Settings

Click on your initials in the top right corner of your home screen.



The place where you can edit your personal information; username, email, password, address, language

This option will allow you to Link your user account to another user account, for easy access to both account. (this does not link account information, documents or customers)

You can see who your Account Administrator is

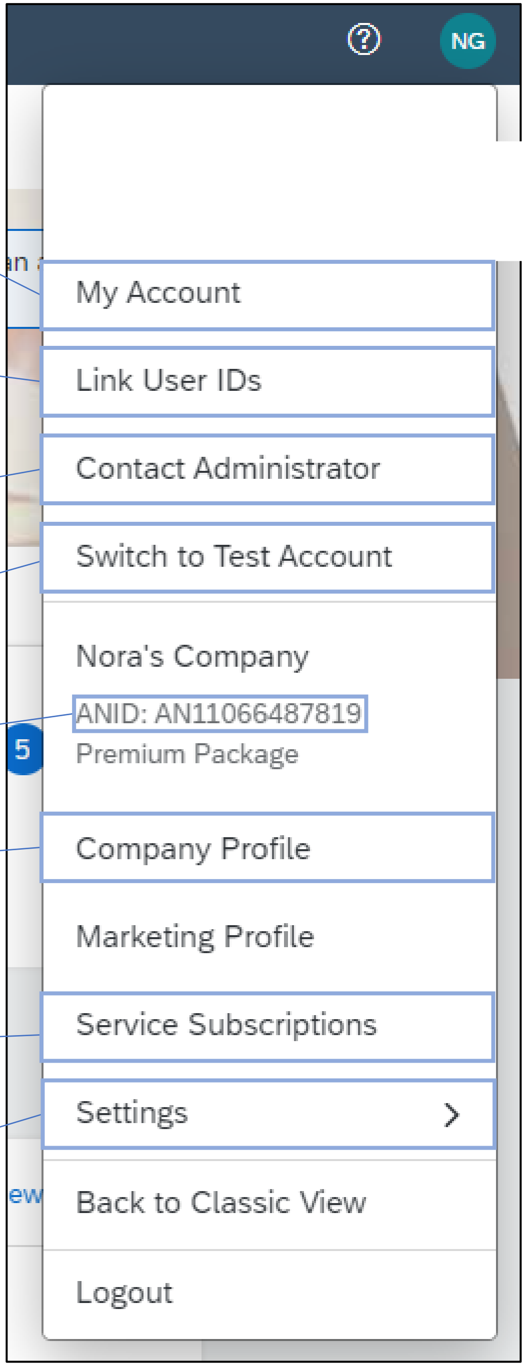
Switch or create a test account to test document flow

Your account's ANID number

View company addresses and other business information

View subscription fees billed to your account. Documents transacted with Amtrak on an Enterprise account are covered by Amtrak

Where all account configuration is available for you to edit



View Customers connected to your account

Manage User and User Roles

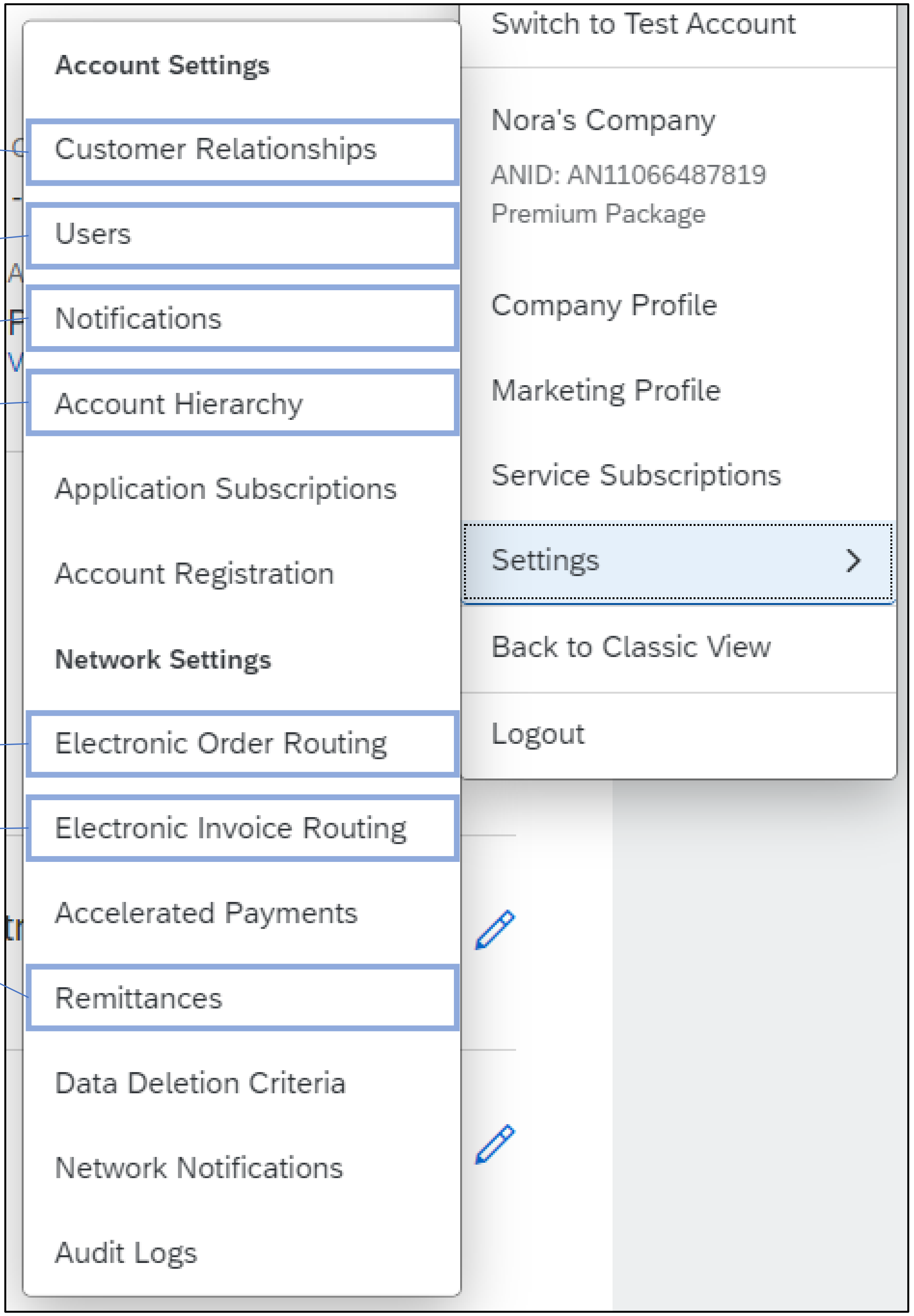
Configure Account Notifications

Manage parent and child accounts

Configure purchase order routing

Configure invoice routing

View/manage remittances addresses



Account Navigation
Customer Relationships

Account Navigation
Customer Relationships

The customer relationships page will show you the customers who you have an Active Trading Relationship with.

Customer Relationships | Users | Notifications | Account Hierarchy | Application Subscriptions | Account Registration | API management

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

- (selected) Automatically accept all relationship requests
- Manually review all relationship requests

Update

Current (1) | Pending (0) | Rejected (0)

If you have your settings to manually review all relationships, you can review them by clicking on Pending

Current Customers

Filter

Customers

Enter customer name or Network ID +

Apply | Reset

	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
		AN01	Trading	15 Apr 2022		Default	Actions ▾

↳ Reject

Account Navigation

Creating a Role

Account Navigation
Creating a Role

Every sub user added to the account needs a Role assigned to them. A role depicts what that sub user will be allowed to do inside of the account.

Customer Relationships | Users | Notifications | Account Hierarchy | Application Subscriptions | Account Registration | API management

Manage Roles | Manage Users | Manage User Authentication | Revoked Users | More...

Make sure you are on the Manage Roles page

Roles (1)

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

Click the + to add a new role

Role Name	Users Assigned	Actions
Administrator	Nora	

Here you can see the Roles created. By default, the administrator has their own role.

Account Navigation
Creating a Role

Click Save when finished

Create Role

Save

Cancel

* Indicates a required field

New Role Information

A name for your role is required

Name:*

Description:

Permissions

Each role must have at least one permission.

Page 1

	Permission	Description
	DOX Extraction Access	Access to SAP DOX Service to create/edit templates
	API Development Access	Access to API development using the SAP Ariba developer portal.
	Account Hierarchy Administration	Manage your accounts to link and sign on to a child account

Browse through the list of permissions. Any use assigned to this role, will have the checked permissions available for them

Account Navigation
Creating a Role

Customer Relationships Users Notifications Account Hierarchy 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

Role Name	Users Assigned	Actions
Administrator	Nora	
Test		

You are brought back to the Manage Roles page. You can see the role we've added.

Account Navigation
Creating A User

Account Navigation
Creating a User

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management

To add a user, click on the Manager Users tab/

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

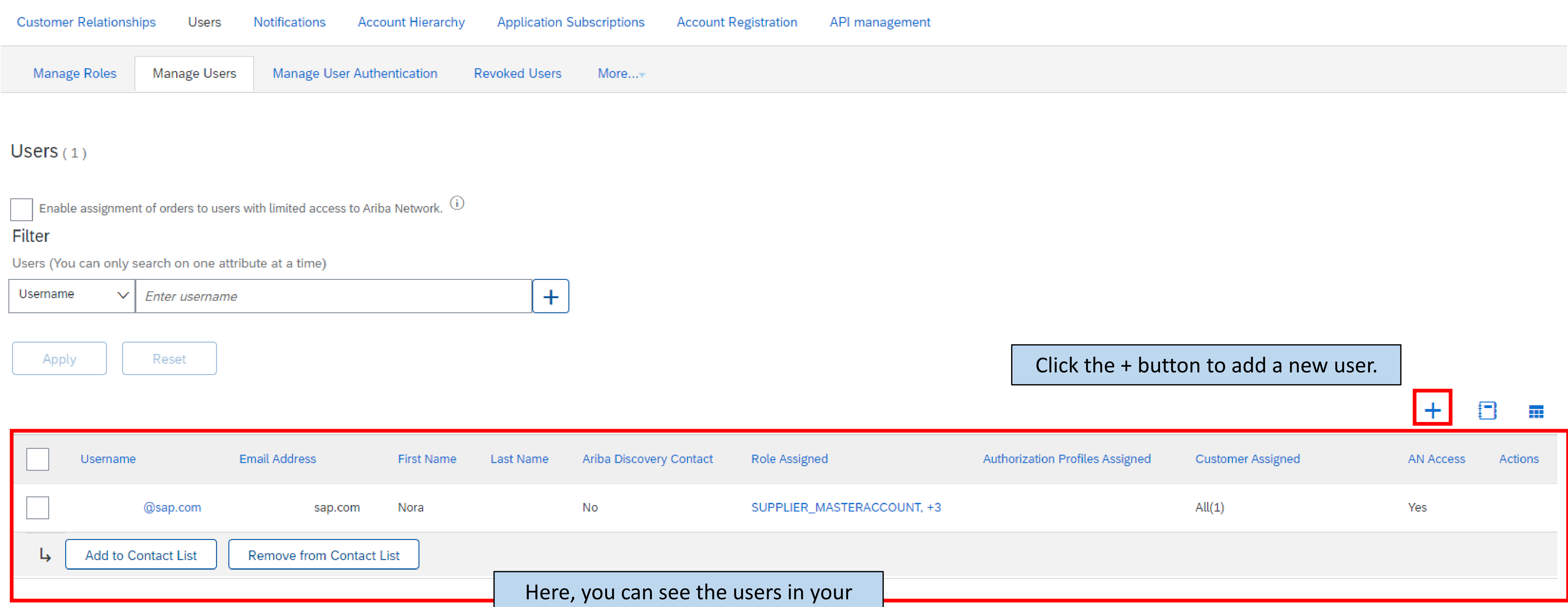
Permission

Select permission assigned

Apply Reset

Role Name	Users Assigned	Actions
Administrator	Nora	
Test		

Account Navigation
Creating a User

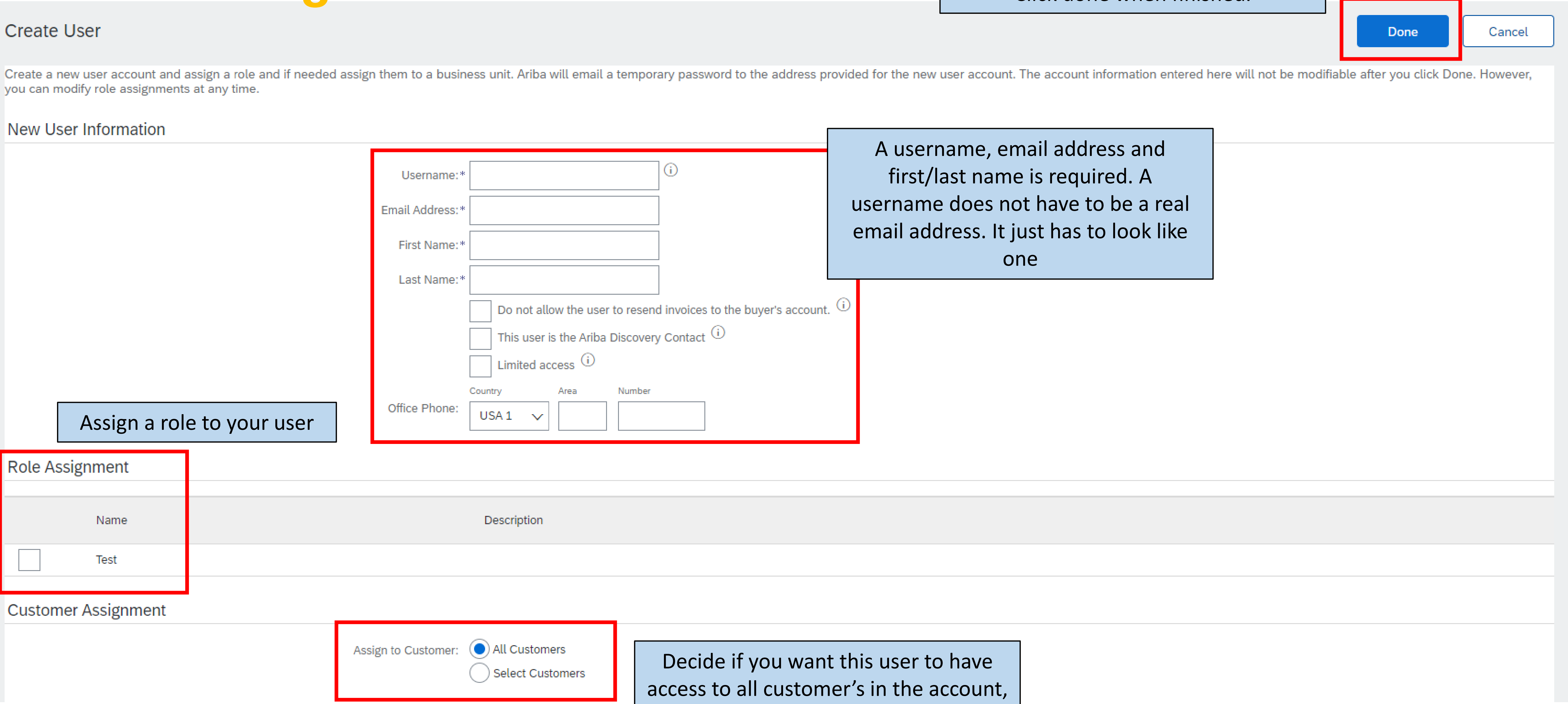


Click the + button to add a new user.

Here, you can see the users in your account. By default, the administrator is already added

Account Navigation
Creating a User

Click done when finished.



A username, email address and first/last name is required. A username does not have to be a real email address. It just has to look like one

Assign a role to your user

Decide if you want this user to have access to all customer's in the account, or select customers.

Account Navigation
Creating a User

Users (2)

☐ 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 | Enter username | +

Apply | Reset

We are taken back to the manage users page. We can see the user we've added.

	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
☐	@sap.com	@sap.com	Nora		No	SUPPLIER_MASTERACCOUNT, +3		All(1)	Yes	
☐	demo@sap1.com	test@sap.com	John	Smith	No	Test		All(1)	Yes	Actions ▾

Add to Contact List | Remove from Contact List

Account Navigation
Electronic Order Routing

Account Navigation
Electronic Order Routing

The electronic order routing page allows us to configure where new purchase orders are sent to.

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

Configure Cloud Integration Gateway (non-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

You can add up to 5 email addresses in this box. You are also able to add a distribution list.

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: @sap.com [ ] Attach cXML document in the email message [x] 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

The routing method configures how notifications are sent. Please keep at email if integration is not configured

Account Navigation
Electronic Invoice Routing

Account Navigation
Electronic Invoice Routing

The electronic invoice routing page allows us to configure how we send our invoices, and our invoice notifications.

Network Settings

Save

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

General | Tax Invoicing and Archiving

Capabilities & Preferences

The routing method will default to Online and will stay at online unless you decide to integrate.

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

Invoice Failure	☑ Send a notification when invoices are undeliverable or rejected.	* @sap.com
Invoice Status Change	☐ Send a notification when invoice statuses change.	* @sap.com
Invoice Created Automatically from Receipts	☐ Send a notification when an invoice is automatically created from a goods receipt.	* @sap.com
Invoice Created Automatically from Service Sheets	☐ Send a notification when an invoice is automatically created from a service sheet.	@sap.com

In the notifications section, you can configure what email you want invoice notifications to go to.

Thank you.

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