



SAP Ariba 

Ariba Network Supplier Training

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

SAP

Public



THE BEST RUN 

Account Navigation

Account Settings

Account Navigation

Account Settings

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

The screenshot shows the SAP Business Network Enterprise Account home screen. The top navigation bar includes the SAP logo, 'Business Network', and 'Enterprise Account'. A secondary navigation bar lists 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. On the right, there are 'Create' and a menu icon. A red box highlights the user's initials 'NG' in the top right corner. A blue callout box points to this area with the text: 'Click on your initials in the top right corner of your home screen.' Below the navigation, a banner for 'Support the people of Ukraine' is visible. A search bar is set to 'Orders and Releases' with filters for 'FIPST - Buyer PROD' and 'Exact match', and a search term 'Order number'. The main dashboard shows a 'Getting started' section with a notification badge '6'. It features six cards: 'New orders' (0, Last 31 days), 'Orders' (0, Last 31 days), 'Rejected invoices' (0, Last 31 days), 'Remittances' (\$0.0 USD, Last 31 days), 'Early payment offers' (\$0.0 USD, Next 90 days), and 'More' (5). At the bottom, there is a 'My widgets' section with a dropdown for 'FIPST - Buyer PROD' and a 'Customize' button.

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

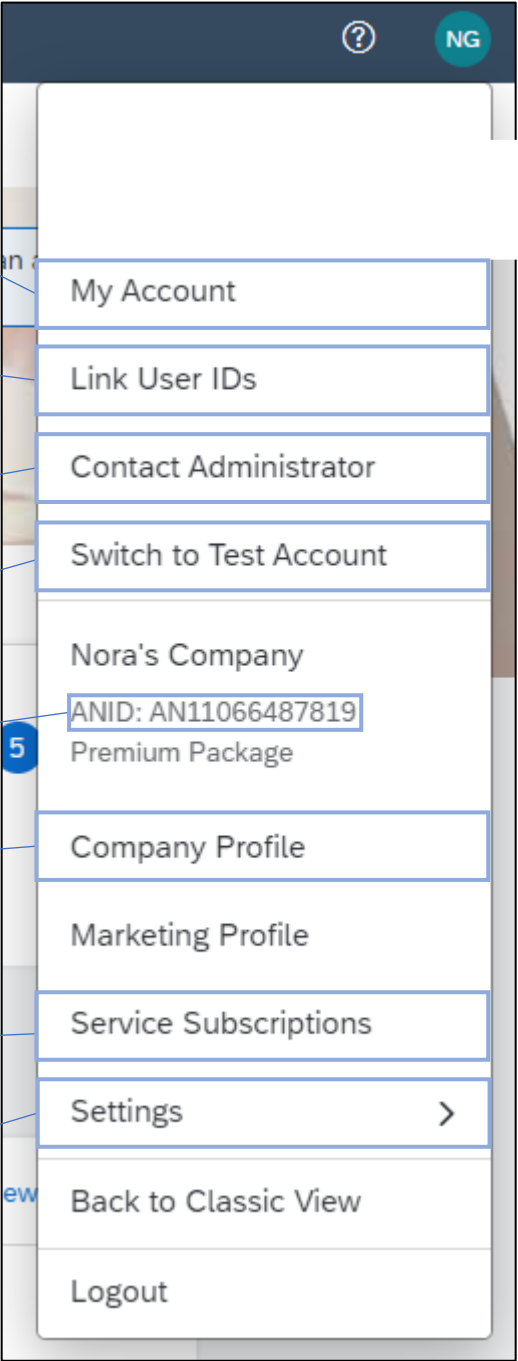
Switch or create a test account to test document flow

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

The image shows a screenshot of a web application's account settings menu. The menu is a vertical list of items, with several items highlighted with blue borders. Blue lines connect these highlighted items to callout boxes on the left. The menu items are: Account Settings, Customer Relationships, Users, Notifications, Account Hierarchy, Application Subscriptions, Account Registration, Network Settings, Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Data Deletion Criteria, Network Notifications, and Audit Logs. The right side of the screenshot shows account details for 'Nora's Company' and a 'Settings' button with a right-pointing arrow.

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

Application Subscriptions

Account Registration

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Data Deletion Criteria

Network Notifications

Audit Logs

Switch to Test Account

Nora's Company

ANID: AN11066487819

Premium Package

Company Profile

Marketing Profile

Service Subscriptions

Settings >

Back to Classic View

Logout

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:

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



Apply

Reset



<input type="checkbox"/>	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/>		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](#)

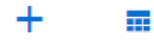
To add a user, click on the Manager Users tab/

[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

[Apply](#) [Reset](#)



Role Name	Users Assigned	Actions
Administrator	Nora	
Test		

Account Navigation

Creating a User

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

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

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

Click the + button to add a new user.



<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	@sap.com	sap.com	Nora		No	SUPPLIER_MASTERACCOUNT, +3		All(1)	Yes	

↳ Add to Contact List Remove from Contact List

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.

Done

Cancel

Create User

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. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country Area Number

USA 1

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

Role Assignment

Name	Description
<input type="checkbox"/> Test	

Customer Assignment

Assign to Customer: All Customers Select Customers

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

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

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

↳

Account Navigation

Electronic Order Routing

Account Navigation

Electronic Order Routing

Network Settings

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

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	<input type="text" value="Email"/>	<p>Email address: <input type="text" value="@sap.com"/></p> <p><input type="checkbox"/> Attach cXML document in the email message</p> <p><input checked="" type="checkbox"/> Include document in the email message</p> <p><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".</p> <p><input type="checkbox"/> Attach PDF document in the email message</p>

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

Network Settings

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

Save

[Electronic Order Routing](#) [Electronic Invoice Routing](#) [Accelerated Payments](#) [Settlement](#) [Data Deletion Criteria](#)

General [Tax Invoicing and Archiving](#)

Capabilities & Preferences

Sending Method

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

Document Type	Routing Method	Options
Invoices	Online <input type="text"/>	Return to this site to create invoices
Customer Invoices	Online <input type="text"/>	Save in my online inbox

Notifications

Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* <input type="text" value="@sap.com"/>
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* <input type="text" value="@sap.com"/>
Invoice Created Automatically from Receipts	<input type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt.	* <input type="text" value="@sap.com"/>
Invoice Created Automatically from Service Sheets	<input type="checkbox"/> Send a notification when an invoice is automatically created from a service sheet.	* <input type="text" value="@sap.com"/>

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

Thank you.