

# Functional Guide Step-by-Step

## For suppliers who use Standard Account

### ■ GET READY TO TRANSACT (Using existing account)

Introduction of Purchase Order email / Existing account arriving into Purchase Order details page on the SAP Business Network

### ■ ORDER CONFIRMATION

How to process an Order Confirmation

### ■ ADVANCE SHIP NOTICE

How to process a Ship Notice

### ■ ACCOUNT OVERVIEW

How to resend PO/INV/Company Settings/Customer Relationships/Supplier Information Portal/General Notifications/Account Upgrade/Help Center Overview

### ■ INVOICE

How to process an Invoice

### ■ CREDIT MEMO

How to process a Credit Memo

### ■ GOODS RECEIPT

How to receive and process a Goods Receipt

### ■ ROUTING NOTIFICATIONS

How to configure the Purchase Order & Invoice routing notifications

### ■ CREATE TEST ACCOUNT

How to create a test account

## **■ USER CREATION**

How to create a new user in Ariba Network

## **■ GET AN ENTERPRISE ACCOUNT**

How to upgrade to Enterprise account

## **■ HELP CENTER**

Introduction of Help Center and how to create a case for Technical Support