

Guide to Buyer' Resources for suppliers, Ariba Connect, Help Center and How to create a case for support



Public



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Standard Account Vs. Enterprise Account Support On Ariba Network

Please take note of the respective level of support for Standard account vs Enterprise account

For Standard account suppliers, Ariba Support provide wide range of support documents, guides and information for Standard Account suppliers' on various help portals, refer to next slides for more details

Features	Standard Account	Enterprise Account
Access	Email notifications/workbench	Online dashboard/workbench
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✓ Self-service only	✓
Document status	Email notifications/workbench	Online dashboard/workbench
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> • Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	<ul style="list-style-type: none"> • Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details .

SAP Ariba Resources – SAP Help Portal for Suppliers

SAP Help Portal for Ariba Network Suppliers: [Ariba Network for Suppliers | SAP Help Portal](#)

Ariba Network English ▾

Ariba Network is a hosted service that enables suppliers and buyers to form relationships and conduct transactions over the internet.

This product ▾ Enter keywords or a product name

Advanced Search ▾

What's New

[What's new in SAP Ariba](#)

We've combined three release guides into this one convenient guide that describes new or changed SAP Ariba features since release 2008.

Feature Scope Description

[SAP Ariba cloud solutions description guide](#)

Detailed descriptions of the features and functions offered in all SAP Ariba cloud solutions.

Getting Started

[Introduction to Ariba Network](#)

Describes the benefits of the Ariba Network service for both buyers and suppliers.

[Quick reference to SAP Ariba product documentation](#)

How to find SAP Ariba product documentation by audience, role, functional area, and product.

Related Sites

[Ariba Network site on ariba.com](#)

Explore videos, datasheets, services, and account options available for Ariba Network.

[SAP Ariba Connect](#)

Self-service portal for partners and customers to engage with support.

[SAP Ariba Customer Readiness Resources](#)

Provides cumulative lists of features delivered in previous SAP Ariba releases.

[Customer Influence](#)

Register for the SAP Ariba Customer Influence tool, which allows customers to influence SAP Ariba functionality.

Related Products



[SAP Ariba](#)

SAP Ariba provides e-procurement, sourcing, and supply chain cloud solutions.

[Ariba Network for Suppliers](#)

Ariba Network allows suppliers to collaborate with customers virtually and instantly on bids, contracts, orders, catalogs, invoices, and payments through a single global platform.

[SAP Ariba APIs](#)

Help for APIs for SAP Ariba cloud solutions.

SAP Ariba Resources – Help Center

The screenshot shows the SAP Ariba Business Network interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', and 'Enterprise Account'. A 'Back to classic view' button is also present. Below this is a secondary navigation bar with various menu items: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A 'Create' button is visible on the right. A red box highlights a question mark icon in the top right corner of the main content area, with a red arrow pointing to the Help Topics sidebar on the right.

The screenshot shows the 'Help Topics' sidebar. It features a search bar labeled 'Search Help Topics' which is highlighted with a red box. Below the search bar are two main categories: 'Documentation' and 'Support'. Under 'Support', there are several articles listed, including 'What's new in Enterprise ac...', 'What is SAP Business Netw...', 'Introducing the new SAP Busin...', 'Introducing the new help ce...', 'Finding orders, invoices, an...', 'Adding payment tiles (2:48)', 'Discovering new insights', 'Common browser issues', and 'How do I create an invoice?'. A 'Feedback' button is located at the bottom of the sidebar.

Suppliers can access to Help Center from within their Supplier Ariba Network Account

For Standard account suppliers, Online Help Center is the main Ariba Support portal. Use the online help center to find documentation, training videos and user recommendations or tips.

SAP Ariba Resources – SAP Ariba Connect

Buyer and Suppliers can search for help articles or support notes in [Ariba Connect](#)

This is also Standard Account suppliers' self-help portal. Use the online help center to find documentation, training videos and user recommendations or tips.

SAP Ariba Connect Home

Home Answers Incidents & Service Requests Release information Administration & more

How can we help you?

Search the knowledge base and documentation, or by SR number

Try "cancel order", "email notifications", "user authorization"

News highlight

End of Support: All versions of Microsoft Internet Explorer, including IE 11

SAP Ariba Resources – SAP Ariba Connect

The screenshot shows the SAP Ariba Connect homepage. At the top, there is a navigation bar with the SAP Ariba Connect logo and the word "Home". Below this is a secondary navigation bar with links for "Home", "Answers", "Incidents & Cases", "Release information", and "Administration & more". The main content area features a large heading "How can we help you?" followed by a search bar with the placeholder text "Search the knowledge base and documentation, or by Case ID". Below the search bar, there is a suggestion: "Try 'cancel order', 'email notifications', 'user authorization'". A section titled "Or explore more applications" contains six cards: "User Management", "Documentation & Learning", "Critical Incidents", "Release Readiness", "Announcements", and "Customer Influence". At the bottom, there is a section labeled "Internal only" with two more cards. A chat bot icon is located in the bottom right corner.

Click the ? Icon to find a list of Help topics and guides on Ariba Connect

Search or select the content you want to check. You can also create a case (service request) from this page

Watch a short video tutorial on how to use Ariba Connect [here](#)

Chat bot function where you can ask questions about Ariba Connect

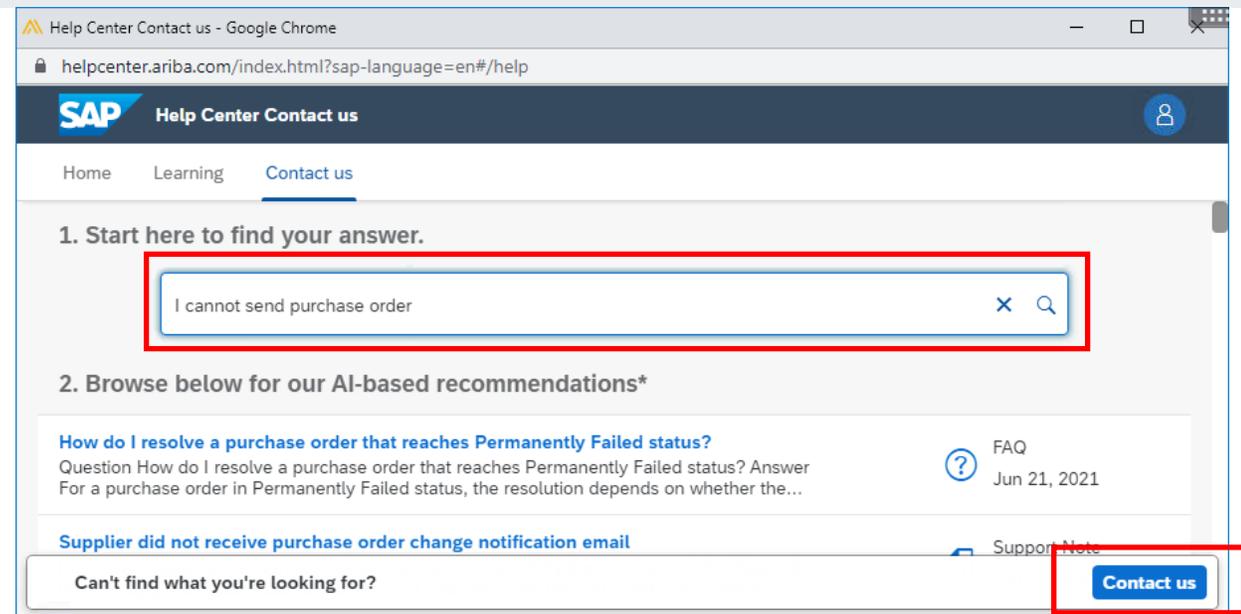
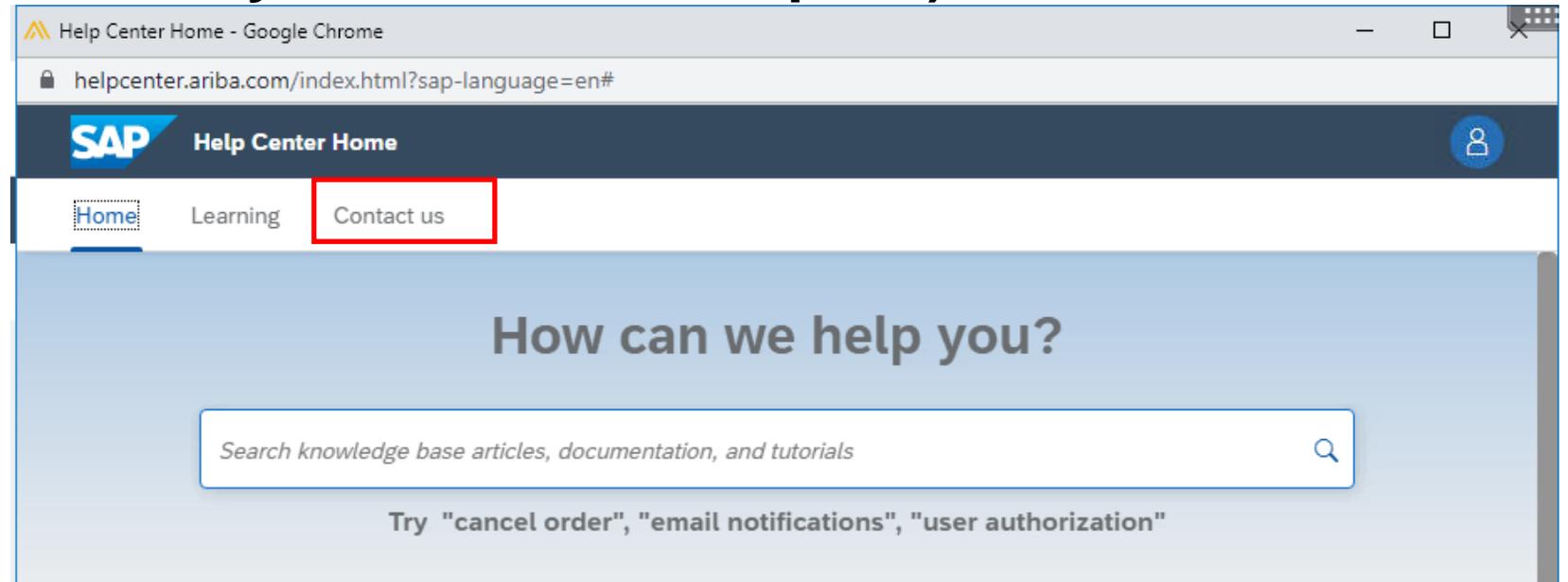
How to create a case (previously called service request) from Ariba Connect

Standard accounts suppliers are encouraged to utilize online Help Portal and Buyer training videos prior to raising a Support ticket.

Suppliers will be prompted to Help Center Home Page, select “Contact Us”

Enter a search phrase for AI-based recommendations/solution

A “Contact Us” button will appear, select this option



How to create a case (previously called service request) from Ariba Connect

Fill in the necessary information

Once done, click “One last step”

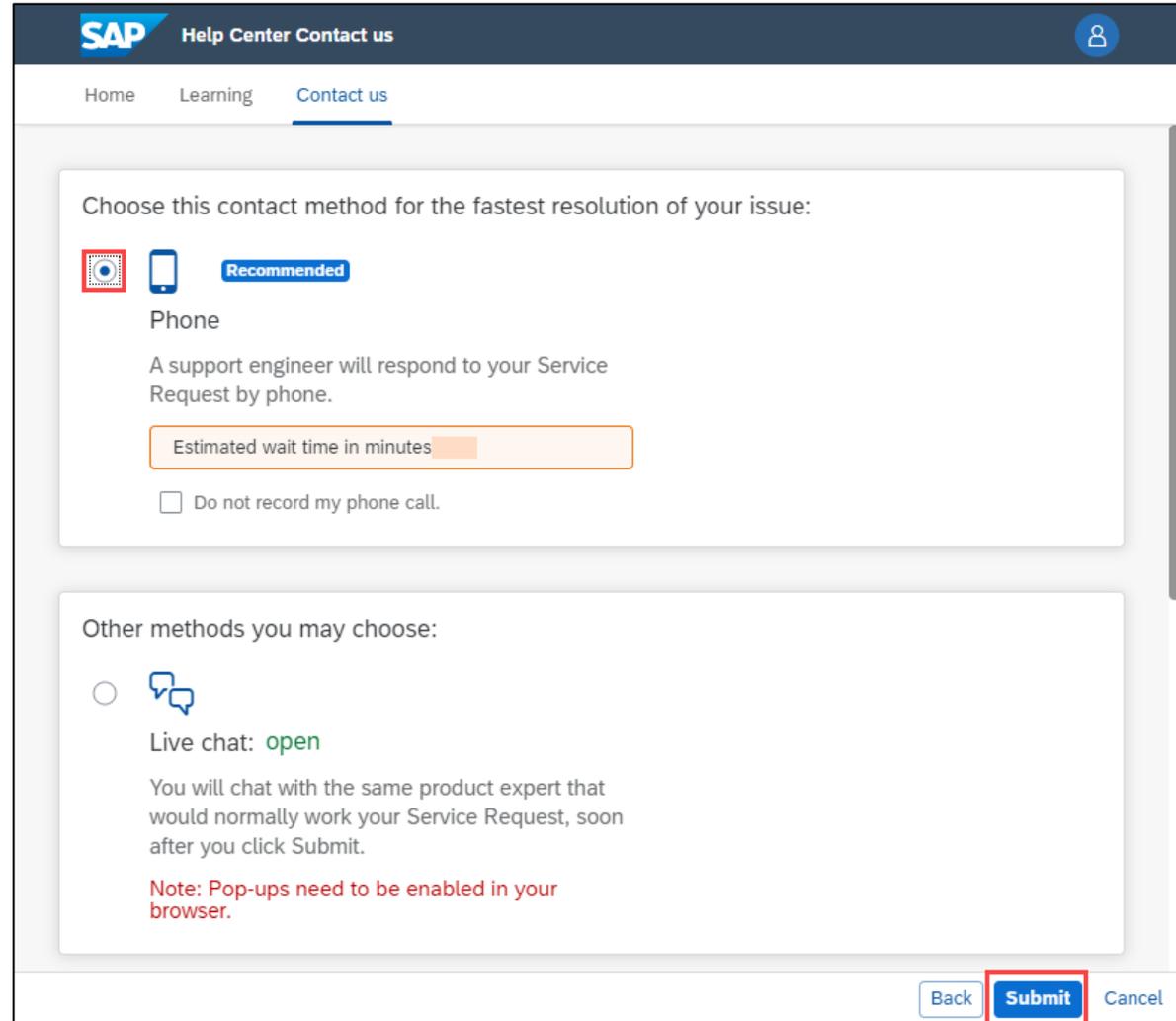
The screenshot shows the SAP Help Center 'Contact us' page. The main form is titled '1. Tell us what you need help with.' and includes fields for 'Subject' (containing 'I cannot send purchase order'), 'Full description' (containing 'Affected items, expected...'), and 'Attachment'. A 'Business Impact' field is partially visible at the bottom. A 'Recommendations*' sidebar on the right lists several help topics. A modal window is open over the form, showing 'Issue type' and 'Issue area' dropdowns, a 'PO/Invoice Number' field, and a 'Top Recommendations' section. At the bottom right of the modal, a blue button labeled 'One last step' is highlighted with a red box.

How to create a case (previously called service request) from Ariba Connect

Choose a contact method, via phone or email

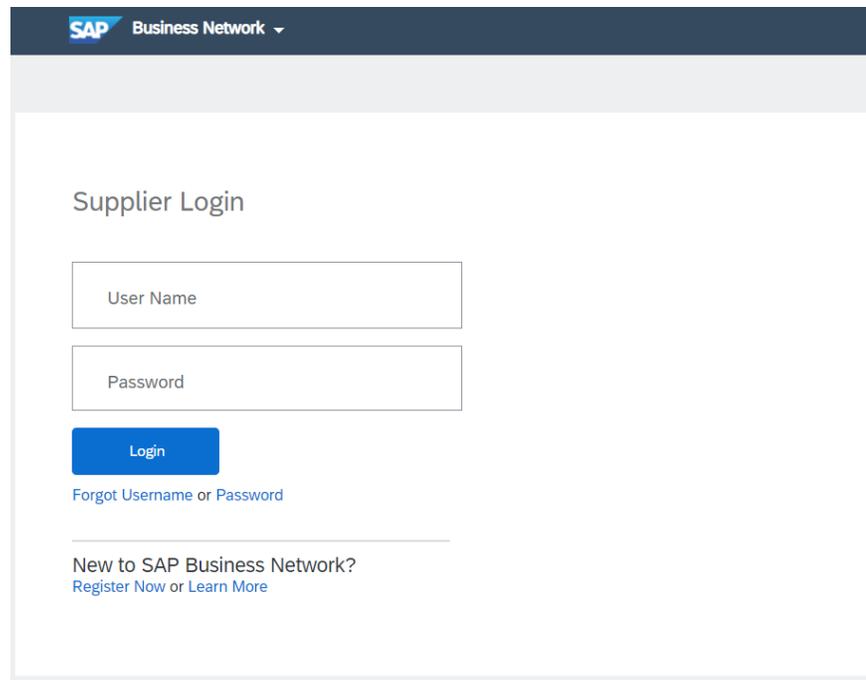
Support team will call back to phone number or email address provided in this step.

Click “Submit”



The screenshot shows the SAP Help Center 'Contact us' page. The header includes the SAP logo and 'Help Center Contact us' with a user profile icon. The navigation bar has 'Home', 'Learning', and 'Contact us' (highlighted). The main content area is titled 'Choose this contact method for the fastest resolution of your issue:'. It features two options: 'Phone' and 'Live chat: open'. The 'Phone' option is marked as 'Recommended' and includes an 'Estimated wait time in minutes' progress bar and a checkbox for 'Do not record my phone call.'. The 'Live chat' option is currently unselected. At the bottom right, there are three buttons: 'Back', 'Submit' (highlighted with a red box), and 'Cancel'.

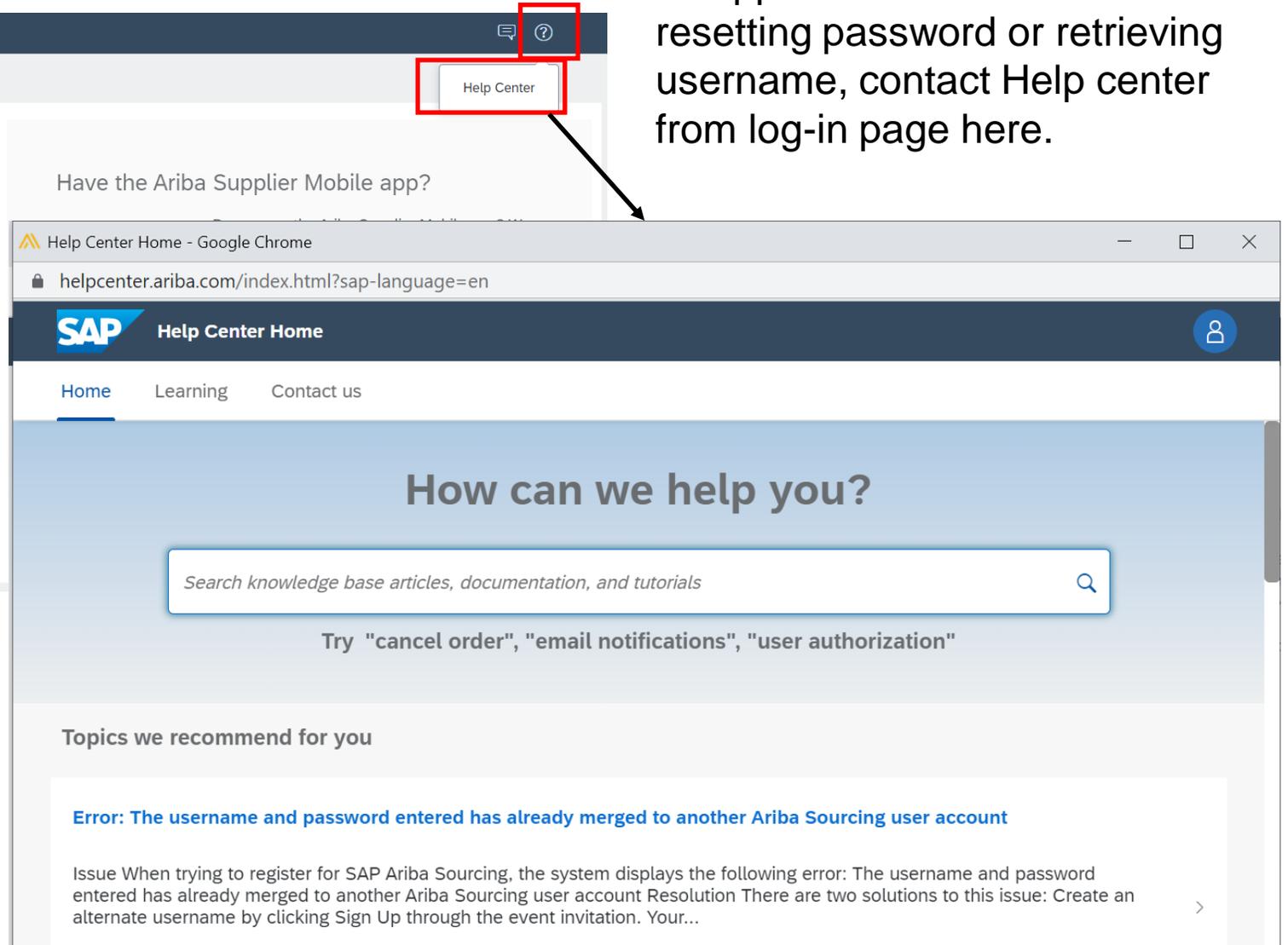
How to contact Help Center for log-in issues



The screenshot shows the SAP Business Network Supplier Login page. At the top, there is a dark blue header with the SAP logo and 'Business Network' text. Below the header, the page title 'Supplier Login' is displayed. There are two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field. Below the button, there is a link for 'Forgot Username or Password'. At the bottom of the login section, there is a link for 'New to SAP Business Network? Register Now or Learn More'.

Access Help Center from Ariba Network Supplier Login page

If suppliers have trouble resetting password or retrieving username, contact Help center from log-in page here.



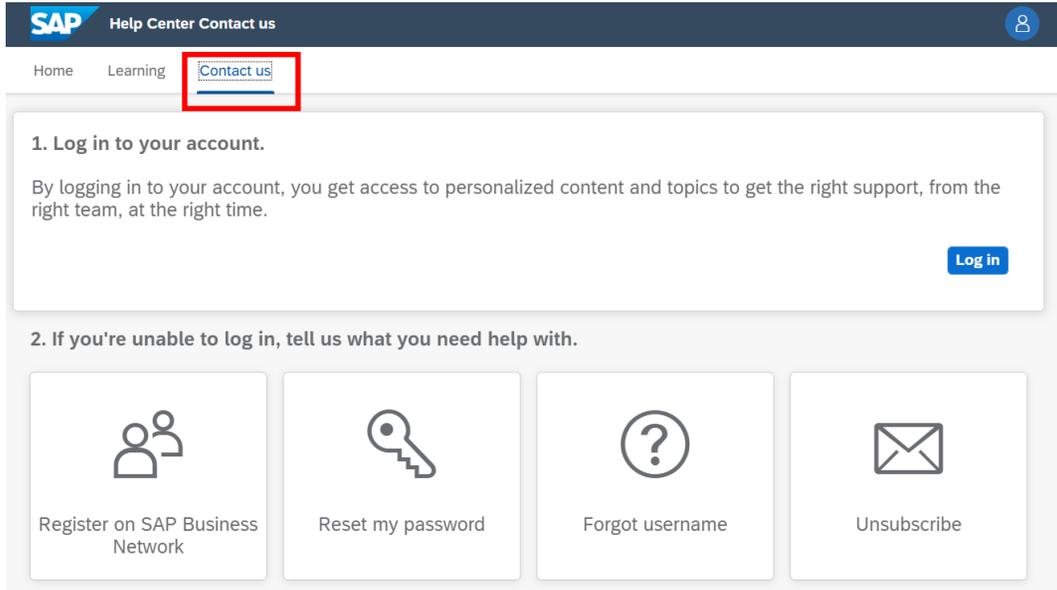
The screenshot shows the SAP Help Center Home page. At the top, there is a dark blue header with the SAP logo and 'Help Center Home' text. Below the header, there are navigation links for 'Home', 'Learning', and 'Contact us'. The main content area features a large blue banner with the text 'How can we help you?'. Below the banner is a search bar with the placeholder text 'Search knowledge base articles, documentation, and tutorials'. Below the search bar, there is a section titled 'Topics we recommend for you' with a link for 'Error: The username and password entered has already merged to another Ariba Sourcing user account'. Below this link, there is a paragraph of text: 'Issue When trying to register for SAP Ariba Sourcing, the system displays the following error: The username and password entered has already merged to another Ariba Sourcing user account Resolution There are two solutions to this issue: Create an alternate username by clicking Sign Up through the event invitation. Your...'. An arrow points from the 'Help Center' link in the SAP Business Network Supplier Login page to the 'Help Center Home' page.

How to contact Help Center for log-in issues

The image shows two screenshots. The left screenshot is the SAP Business Network Supplier Login page. It features a 'Supplier Login' section with input fields for 'User Name' and 'Password', a blue 'Login' button, and a link for 'Forgot Username or Password'. Below this is a section for new users: 'New to SAP Business Network? Register Now or Learn More'. The right screenshot is the SAP Help Center Home page. It has a dark blue header with the SAP logo and 'Help Center Home'. A navigation menu includes 'Home', 'Learning', and 'Contact us', with 'Contact us' highlighted by a red box. A search bar is present with the placeholder text 'Search knowledge base articles, documentation, and tutorials'. Below the search bar, there is a suggestion: 'Try "cancel order", "email notifications", "user authorization"'. A section titled 'Topics we recommend for you' contains an error message: 'Error: The username and password entered has already merged to another Ariba Sourcing user account'. The error message is followed by a paragraph of text: 'Issue When trying to register for SAP Ariba Sourcing, the system displays the following error: The username and password entered has already merged to another Ariba Sourcing user account Resolution There are two solutions to this issue: Create an alternate username by clicking Sign Up through the event invitation. Your...'. An arrow points from the 'Help Center' link in the top right of the left screenshot to the 'Contact us' link in the right screenshot.

1. Go to Help Center page from Ariba Network Supplier Login page
2. Click “Contact Us”

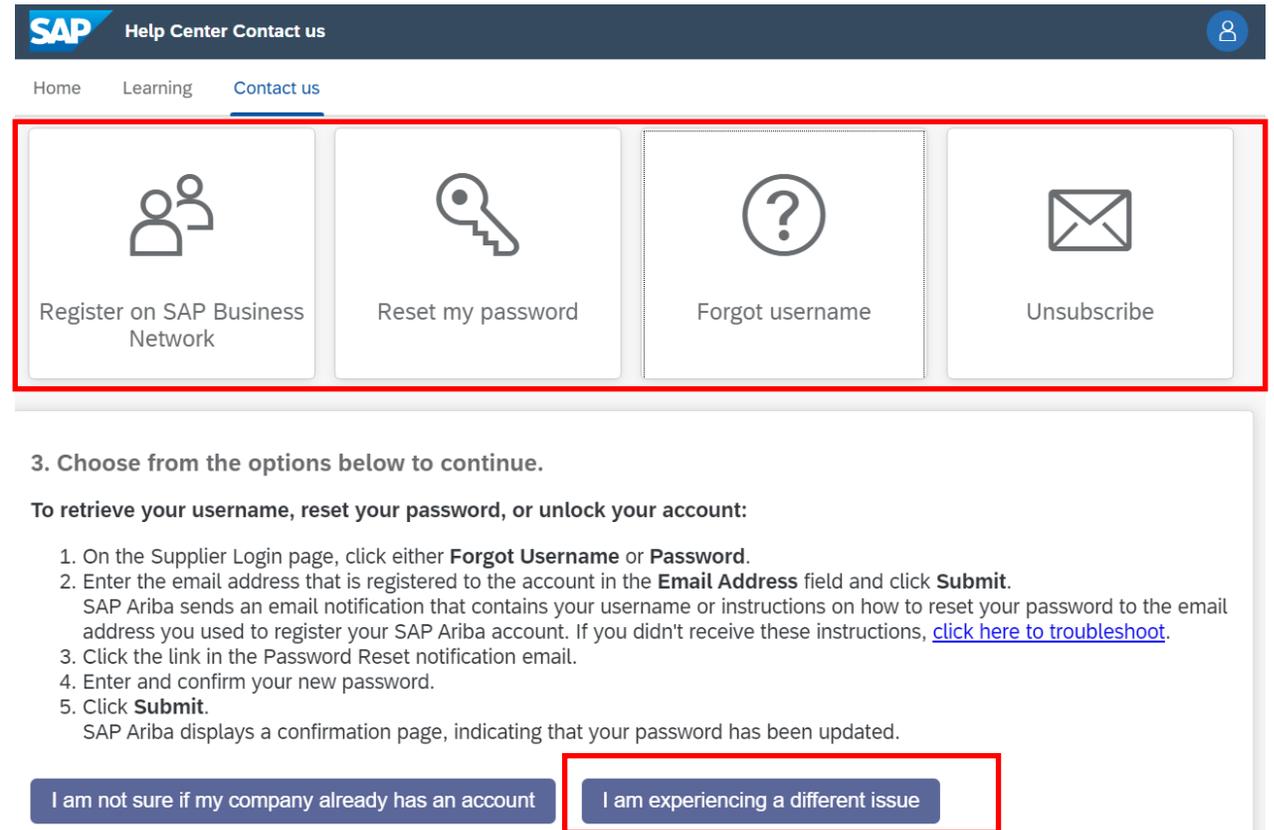
How to contact Help Center for log-in issues



3. Click “Contact Us”

4. Select any applicable common issue listed

5. Select “I am experiencing a different issue”



How to contact Help Center for log-in issues

6. Select “Contact us”

7. Fill in the online enquiry form with necessary details, then click “One last step”

Help Center Contact us - Google Chrome
helpcenter.ariba.com/index.html?sap-language=en#/help

SAP Help Center Contact us

Home Learning **Contact us**

Network

3. Choose from the options below to continue.

To retrieve your username, reset your password, or unlock your account:

1. On the Supplier Login page, click either **Forgot Username** or **Password**.
2. Enter the email address that is registered to the account in the **Email Address** field and click **Submit**.
SAP Ariba sends an email notification that contains your username or instructions on how to reset your password to the email address you used to register your SAP Ariba account. If you didn't receive these instructions, [click here to troubleshoot](#).
3. Click the link in the Password Reset notification email.
4. Enter and confirm your new password.
5. Click **Submit**.
SAP Ariba displays a confirmation page, indicating that your password has been updated.

I am not sure if my company already has an account

I am experiencing a different issue

Can't find what you're looking for?

Contact us

Help Center Contact us - Google Chrome
helpcenter.ariba.com/index.html?sap-language=en#/help

SAP Help Center Contact us

Home Learning **Contact us**

Requested language of support: English [Change?](#)

Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.

1. Tell us what you need help with.

Subject: *

Full description: *

Attachment: [↑](#)

Top Recommendations:

- Where is my password reset email?
- How do I retrieve my username?

2. Please review your contact information for correctness:

Recommendations*

Search

- Where is my password reset email?
- How do I retrieve my username?
- Error: "Your company has already connected with this buyer company using a different account and Ariba Network ID (ANID) message"
- Error: The username and password entered has already merged to another Ariba Sourcing user account
- How do I change my account's administrator in an Ariba Network supplier account?
- How do I change or update my email address or username in a supplier account?
- Where do I find my Ariba Network ID (ANID) number?

One last step

How to contact Help Center for log-in issues

6. Select “Contact us”

7. Fill in the online enquiry form with necessary details, then click “One last step”

Help Center Contact us - Google Chrome
helpcenter.ariba.com/index.html?sap-language=en#/help

SAP Help Center Contact us

Home Learning **Contact us**

Network

3. Choose from the options below to continue.

To retrieve your username, reset your password, or unlock your account:

1. On the Supplier Login page, click either **Forgot Username** or **Password**.
2. Enter the email address that is registered to the account in the **Email Address** field and click **Submit**.
SAP Ariba sends an email notification that contains your username or instructions on how to reset your password to the email address you used to register your SAP Ariba account. If you didn't receive these instructions, [click here to troubleshoot](#).
3. Click the link in the Password Reset notification email.
4. Enter and confirm your new password.
5. Click **Submit**.
SAP Ariba displays a confirmation page, indicating that your password has been updated.

I am not sure if my company already has an account

I am experiencing a different issue

Can't find what you're looking for

Contact us

Help Center Contact us - Google Chrome
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1. Tell us what you need help with.

Subject: *

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Attachment:

Top Recommendations:

- Where is my password reset email?
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2. Please review your contact information for correctness:

Recommendations*

Search

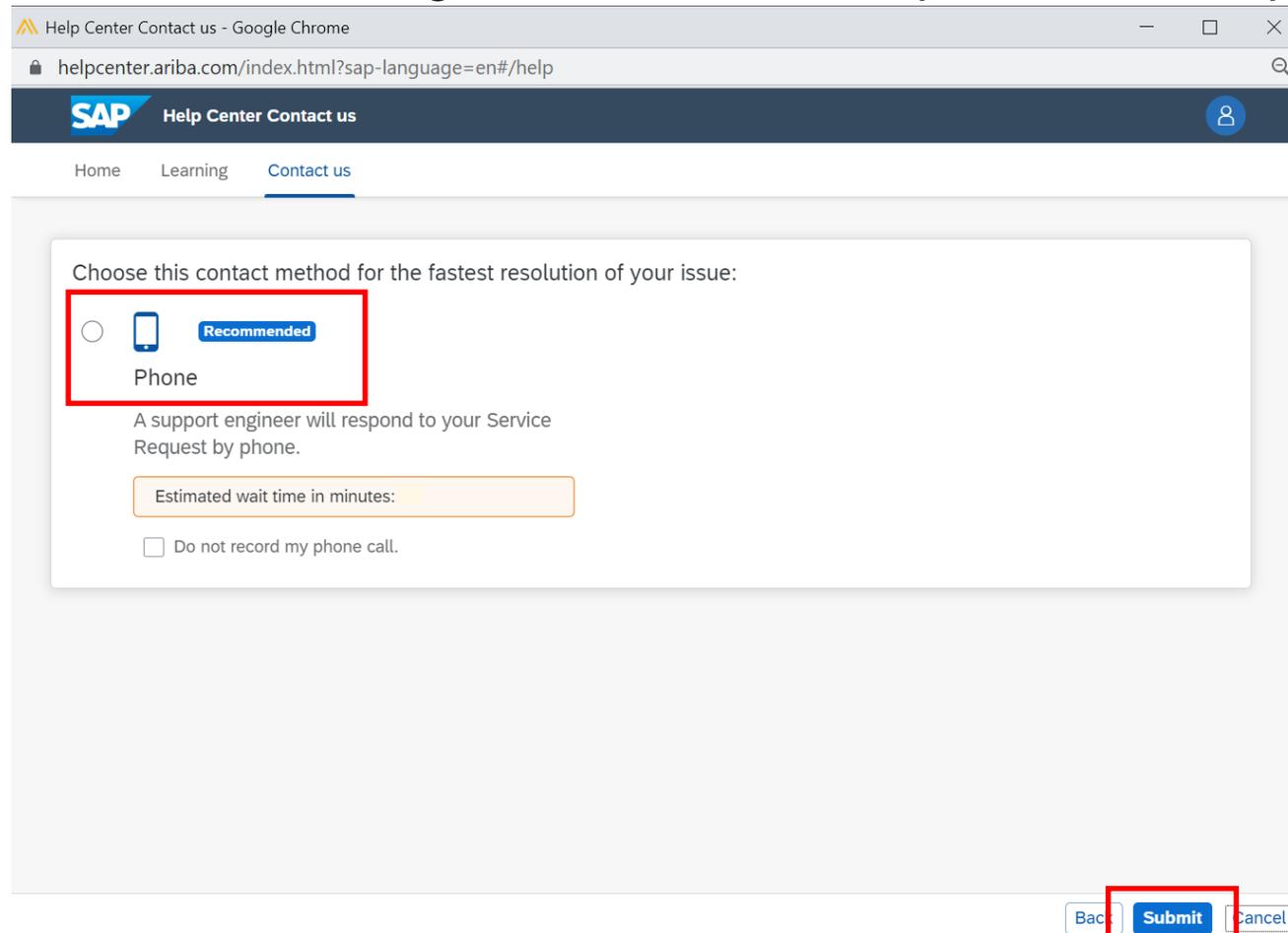
- Where is my password reset email?
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- Error: The username and password entered has already merged to another Ariba Sourcing user account
- How do I change my account's administrator in an Ariba Network supplier account?
- How do I change or update my email address or username in a supplier account?
- Where do I find my Ariba Network ID (ANID) number?

One last step

How to contact Help Center for log-in issues

6. Choose “Phone” as the contact method, then click “Submit”

A Support Engineer from SAP will get in contact via the phone number provided in contact form.



The screenshot shows a web browser window titled "Help Center Contact us - Google Chrome" with the URL "helpcenter.ariba.com/index.html?sap-language=en#/help". The page header includes the SAP logo and "Help Center Contact us" with a user profile icon. The navigation menu has "Home", "Learning", and "Contact us" (which is active). The main content area is a form titled "Choose this contact method for the fastest resolution of your issue:". It features three radio button options: "Phone" (which is selected and has a "Recommended" badge), "Email", and "Chat". Below the "Phone" option, there is a text description: "A support engineer will respond to your Service Request by phone." and an input field for "Estimated wait time in minutes:". At the bottom of the form, there is a checkbox labeled "Do not record my phone call." which is currently unchecked. At the bottom right of the page, there are three buttons: "Back", "Submit" (highlighted with a red box), and "Cancel".

Recommended information to provide when Supplier raise Support ticket to request for Account Administrator Transfer

In case supplier account's administrator has left the organization, supplier would need to raise a support ticket to request for transfer of administrator.

Below is information that suppliers are recommended to provide in the ticket

1. Mention in **ticket subject**: Request to transfer account administrator because current administrator already left the organization
2. In the **ticket description/ details**, mention:
 - a) Supplier's account ANID
 - b) Current account administrator name and email address: the current admin whom already left the company
 - c) New account administrator name and email address that they would like to transfer to.
 - d) A valid contact number for verification purpose.

Ariba Support will call supplier to verify this admin transfer once you raise a ticket. Please look out for overseas call.

Note: To ensure the security of our suppliers' accounts, account reassignment requests go through an additional approval process that would take between 7-30 days

Customer Interaction Center: Hotline - Email - Chat

If you require immediate assistance for technical issues or to report an error please contact your local customer interaction center via our 24x7 telephone service.

Please look up the respective hotline number in your country in this link:

[560499 - Customer Interaction Center: Hotline - Email - Chat - SAP ONE Support Launchpad](#)

For Singapore suppliers, Ariba Hotline is +6567231024

(Note: waiting time is subjected to actual volume of incoming call and availability of Ariba Specialists)

Thank you.

Contact information:

