

# Ariba SLP Supplier Onboarding & Ariba Business Network Account

ERP Project – Training Material 2024-02-07

## Invitation mail

- 1. An invitation mail is sent to you from Ariba SLP.
- 2. Click on the link "Submit questionnaire"

Hello						
Aurobay h	as invited yo	ou to com			This is require th Aurobay.	əd so
Respond t Comments	aire name: o by: Fri, 20 O s: None prov	ct, 2023 vided at th				
Process Name	Process Type	Material	Commodity	Region	Department	Owner
	Certificates		All Commodities	China, Sweden		
Certificate	Certificates		commodicies			
Certificate Submit qu	estignnaire			4	1	

# Sign up to Ariba network

- If you don't have an Ariba Network account click on "Sign up".
- 2. If you already have an Ariba Network account click on "Sign in".

Ariba Proposals and Questionnaires 🗸	
Welcome,	
Have a question? Click here to see a Quick Start guide.	
Sign up as a supplier with <b>Powertrain Engineering Sweden AB (Aurobay)</b> on SAP Ariba. Powertrain Engineering Sweden AB (Aurobay) uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Powertrain Engineering Sweden AB (Aurobay). Already have an account? Log in About SAP Business Network	
The SAP Business Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be Prespond more efficiently to your customer requests Work more quickly with your customers in all stages of workflow approval Sterginger your fallonships with customer supports Hetwork Solution Preview pending sourcing events for multiple buyers with one login A poly your Company Profiles across SAP Business Network SP Business Network Discovery and Ariba Sourcing activities Moving to the SAP Business Network allows you to log into a single location to manage: All your Ariba customer relationships All your extra closs Lasks and transactions Your profile information All your extra closs Lasks and transactions Your profile information	e able to:
© 0222 SAP SE or an SAP attilians company, All rights reserved. SAP Business Network Privacy Statement Security Dicide	ure Terms of Use

#### Create account

- 1. Populate the Company information.
- 2. Populate the User account information.
- 3. Recommend to use email as username.
- 4. Populate "Business information"
- 5. Click on "Create account and continue"

Create account	Create account and continue	cet
First, create an SAP Aritis supplier acco	count, then complete questionnaires required by Powertrain Engineering Sweden AB (Aurobay).	
Company information	-1	5
	<ul> <li>Andicates a required field</li> </ul>	-
Company Name: *		
Country/Region: *	ADDITION. THE CARL PROVIDED THAT IN A YOUR IN	
Address.*	eliteral. Many address in other address Sale in your company guide	
City.*		
Postal Code: *		
State:	Select 🗸	
User account information	2	
Name *	* Indicates a required field SAP Business Nation's Privacy Statemark	
Email.*		
	V the my sensary 3	
Utername *	Must be it email formally (Lingueses (101))	
Passent -	Enter Passered     Passered mark common of appl Upsaches including     speer of time common of appl Upsaches including     speer of time common of appl     timeses     timeses	
	Repeat Prozvord	
Linguige	English V The Sanghage used when Albes sends you containable indicious to the a sufficient that you set b.	
Tell us more about your busi	siness 4	
Product and Service Categories.*	Enter Product and Service Categories Add or Briane	
Ship-to of Service Locations *		
	Schut 5	
Tax (D)	Krair your Concerny fair. D number.	
Vat ID:	Deter plur conjuny til for to technologi value addoct se väentidusten numeri. So nor ener autres.	

# Potential existing account

- 1. Ariba detects if an account for your company may already exist.
- 2. Review accounts or Skip review.



#### Account review

1. Review accounts and proceed according to the instructions.

SAP	Ariba Proposals and Questionnaires 👻					0			
Revi	Review duplicate Account								
	We noticed that your company may already • You can log in the account you are assoc • Or, you can view the profile and contact • Or, if there is no match, you can Continu • Or, you can Go back to previous page	iated with the account administrator from there		s below, then:	1				
	Match Based On								
	COMPANY NAME	E-MAIL ADDRESS		DUNS NO.	TAX ID	ADDRESS			
	20 search results found								
	SUPPLIER NAME	COUNTRY 0	STATE 0	DUNS 0	SUPPLIER ANID	ACTIONS			
				-		000			
			-			000			
						000			
	-	-	1			000			
				-		000			
			-			***			

#### **Registration completed**

# Additional users

- Additional users for your company can be added.
- 1. Click on Account icon / Settings / Users.

Ariba Proposals and Questionnaires -	<ul> <li>Standard Account</li> </ul>	Get enterprise account	TEST MODE		<b>Q</b> 0	
tere are no matched postings.	Welcome to the Publi and general FAQs reg	cis Ariba site. please refer <b>sup</b> arding the new supplier onboa	upplier guide and support documentations on arding process.	Publicis Supplier Information Portal for any	My Account Link User IDs Contact Administrator	
	Home			ACCOUNT SETTINGS		
	Events			Users	Company Profile	
		- 1		Notifications	Settings	>
	Title ID	End Time ↓	Event Typ	SOURCING & CONTRACTS SETTINGS	Logout	
	Registration Questi	onnaires	NO REMS	Sourcing & Contracts Notifications		
	Title		ID	End Time ↓	Status	
	▼ Status: Open (1)					
	Supplier Registration Que	estionnaire	Doc1476070062	6/24/2023 10:33 AM	Invited	
	Qualification Quest	ionnaires				
	Title ID	End Time ↓	Commodity	Regions	Status	
			No items			
	<u> </u>			-		-

# Create Permission Role for users

- 1. Click on tab "Manage Roles".
- 2. Click on "+"-icon.

Ariba Proposals and Questionnaires	Standard Account Get enterprise account TEST MODE		0
ount Settings			Save
Customer Relationships Use tification	ns Application Subscriptions Account Registration		
1	e User Authentication Revoked Users Morev		
Roles (1)			
	n 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		<b>a</b>	

# Create Permission Role for users

- 1. Enter role name like "Basic permissions".
- 2. Select permission "Access proposals and Contracts".
- 3. Click on "Save".

	Ariba Proposals and Ques	stionnaires - Standard Account	Get enterprise account	TEST MODE 🕜 🕐 🔍
Create	Role			Save
Indicate	es a required field			×
New Ro	ole Information			
	Narr	ne:* Basic permissions		3
	Descriptio	pn:		
	ist have at least one permission.			
-1-D-1-26 1-60	r Ariba Network, standard account to in e	nte nt to enable all permissions.		
	Permission	nt to enable all permissions. Description		
■ 1000 (000 (000 (000 (000 (000 (000 (00		Description View your organization's Ariba Sourcin		anagement contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual w or participate in events or contract tasks
	Permission Access Proposals and	Description View your organization's Ariba Sourcin	rcing buyers before they can vi	
	Permission Access Proposals and Contracts	Description View your organization's Ariba Sourcin users must be approved by Ariba Sour	rcing buyers before they can vi tivities	
	Permission Access Proposals and Contracts Catalog Management	Description View your organization's Ariba Sourcin users must be approved by Ariba Sour Set up and manage catalog-related ac	cing buyers before they can vi tivities nformation	
	Permission Access Proposals and Contracts Catalog Management Company Information Contact Administration Contact Administration Create postings on Ariba	Description View your organization's Ariba Sourcin users must be approved by Ariba Sour Set up and manage catalog-related ac Review and update company profile in	cing buyers before they can vi tivities nformation	
	Permission Access Proposals and Contracts Catalog Management Company Information Contact Administration	Description View your organization's Ariba Sourcin users must be approved by Ariba Sour Set up and manage catalog-related ac Review and update company profile in Maintain information for account contra	rcing buyers before they can vi trivities information act personnel	
	Permission Access Proposals and Contracts Catalog Management Company Information Contact Administration Contact Administration Create postings on Ariba Discovery	Description Vew your organization's Ariba Sourci- users must be approved by Ariba Sour Set up and manage catalog-related ac Review and update company profile in Maintain information for account contr Create postings on Ariba Discovery	rcing buyers before they can vi trivities information act personnel	

## Create Permission Role for users

1. Permission role defined.

ount Settings			Save	C
Customer Relationships Users Notifica	tions Application Subscriptions Account Registration			
Manage Roles Manage Users Mana	age User Authentication Revoked Users Morev			
<b>Roles</b> ( 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 modifie	d.		
Filters				
Permission				
Select permission assigned V				
Apply Reset				
			+	I
Role Name	Users Assigned	Actions		
Administrator		Ŵ		
Basic permissions		Ŵ		

## **Create Additional Users**

- 1. Click on tab "Manage Users".
- 2. Click on "+"-icon.

SAP Ariba Proposals and Questionnaires Standard Account Ret enterprise account TIST MAXX   Count Settings   Customer Relationships Users Notification   Customer Relationships   Users (1)   Insuba assignment of orders to users with limited access to Ariba Network.   Filter   Users (1)   Insuba assignment of orders to users with limited access to Ariba Network.   Chitter   Users (1)   Insuba assignment of orders to users with limited access to Ariba Network.   Chitter   Users (2)   Insuba assignment of orders to users with limited access to Ariba Network.   Fitter Users (2)   Users (2)   Insuba assignment of orders to users with limited access to Ariba Network.   Fitter Users (2)   Users (2)   Insuba assignment of orders to users with limited access to Ariba Network.   Fitter Users (2) Insuba assignment of orders to users with limited access to Ariba Network. Fitter Users (2) Insuba assignment and address Fitt Name Latt Name Ariba Discovery Contact Role Assigned Autorization Findles Assigned And to Contact List Remove Find Findles Remove Find Findles Find Hamal Address Find Ha							
lotification Sub	scriptions Acco	unt Registr	ation				
Customer Relationships Users Notification Subscriptions Account Registration Manage Roles Manage Users Manage Oser Hourinhication Revoked Users More+ USers (1)  Enable assignment of orders to users with limited access to Ariba Network.  Users (You can only search on one attribute at a time) User (You can only search on one attribute at a time)  User mane finter username  Apply Reset  2							
Aanage Roles Manage Users Manage Users Manage Users Manage Users More							
a limited access to Ariba Network.	(i)						
e at a time)							
	+	]					_
							/2
Manage Roles       Manage Users       Manage Users       Manage Users       More>         SEFS (1)       Enable assignment of orders to users with limited access to Ariba Network. <sup>(1)</sup> Iter	+ 0						
Email Address	First Name Las	st Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access A
utopiulysse985@yopmail.com	Antoine LEF	FEBVRE	No			All(0)	Yes
h	Manage User Administration  h limited access to Ariba Network.  e at a time)  Email Address	Manage User Authentication Revoked Users h limited access to Ariba Network.  e at a time)  Email Address First Name La	Manage User Authentication Revoked Users More. h limited access to Ariba Network. e at a time) te nail Address First Name Last Name	Manage User Address Revoked Users More*  More*	Manage User Rubbentication Revoked Users More+ h limited access to Ariba Network:	Manage User Automntication     Revoked Users     More+       h limited access to Ariba Network.     •       a at a time)     •       +	Manage User Autometrication     Revoked Users     More       h limited access to Ariba Network: <sup>(1)</sup> at at time) t at time) t at time) Email Address         First Name         Last Name         Ariba Discovery Contact         Role Assigned         Authorization Profiles Assigned         Customer Assigne

## **Create Additional Users**

- 1. Populate user information.
- 2. Select Role Assignment.
- 3. Select Customer Assignment.
- 4. Click on "Done"

Ariba Proposals and Questi	Innaires - Standard Account Get enterprise account 1551 MODE	0 0
Create User		Done
reate a new user account and assign a role owever, you can modify role assignments a	Ind if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user accou any time.	unt. The account information entered here will not be modifiable after you click
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 ① Limited access ①	
	Country Area Number	
	Office Phone: USA1 V	
ole Assignment		
Name	Description	
Basic permissions	2	
Customer Assignment		
asoner Assignment	Assign to Customer:  All Customers	
	Assign to Customer:  All Customers Select Customers	
		/ [5
y entering this personal data, you acknowle stween your company and Ariba, and applic	ige that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various dat able law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data re	ta centers globally) in accordance with the Privacy Statement, the service agre epository residing within the Russian federation.
		Done Ca

## **Create Additional Users**

- 1. Role assigned to user.
- 2. Click on "Save".

	Relationships Users Notifications Application Subscriptions Account Registration   Roles   Manage Users Manage User Authentication Revoked Users More*   sesignment of orders to users with limited access to Ariba Network. <sup>(1)</sup> an only search on one attribute at a time) <i>Enter username Enter username</i> Semame Email Address   First Name Last Name Aliba Discovery Contact Rele Assigned Authorization Profiles Assigned Customer Assigned Ali(0) Yes							
count Settings	ships Users Notifications Application Subscriptions Account Registration          Manage Users       Manage User Authentication         Revoked Users       Morev				Save			
Customer Relationship	s Users Notifications Applicat	ion Subscriptions Account Regis	stration					
Customer Relationships Users Notifications Application Subscriptions Account Registration   Users (2)            Brable assignment of orders to users with limited access to Ariba Network.   Filter Users (2)            Enable assignment of orders to users with limited access to Ariba Network.   Filter Users me            Lotter username            Apply         Reset             Lottername            Lottername </td								
Users (2)								
Enable assignment o	∫ orders to users with limited access to Ariba №	etwork. (i)						
Username V	Enter username	+						
Apply	Reset							
							+	C
Username	Email Address	First Name Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	A
			No	SUPPLIER_MASTERACCOUNT, +7		All(0)	Yes	
			No	Basic permissions		All(0)	Yes	A
Add to Con	tact List Remove from Contact List	J						
Add to Con	tact List Remove from Contact List							/
L Add to Con	tact List Remove from Contact List							/



Aurobay

Thank you for your time.