



ARIBA ACCOUNT MANAGEMENT

SAP BUSINESS NETWORK

SUPPLIER GUIDE

Honeywell

TABLE OF CONTENTS

CONNECT WITH HONEYWELL

- General Information
- Email Invite (TRR)
- Create an Account (No email invite)
- Customers
- Recover Account (Admin left)
- Test Account

CUSTOMIZE ARIBA

- Account Set up: Profile
- Account Set up: Language, Timezone, Currency
- Grant Access
- Email Notifications

REQUEST SAP SUPPORT

- Contact SAP Support

GENERAL INFORMATION

- There can only be one administrator per Ariba account
- Only administrators can grant access to users and set up account
- Honeywell's Ariba training guides are in the [Ariba Training Site](#)
- Honeywell *should not* access external accounts
- Process to transact with Honeywell in Ariba:
 1. Honeywell sends an email invite to Supplier to connect through Ariba
 2. Supplier connects through Ariba and sets up account
 3. Honeywell provides trainings and migrates the data to Ariba

CONNECT WITH HONEYWELL: EMAIL INVITE TRADING RELATIONSHIP REQUEST (TRR)

1. Receive an Ariba email invite from ordersender-prod@ansmtp.ariba.com
2. Click **Get Started** (The user who accepts the invite becomes the administrator)
3. A new webpage will pop-up
4. You will have 3 options to connect with Honeywell

A. Review existing accounts:

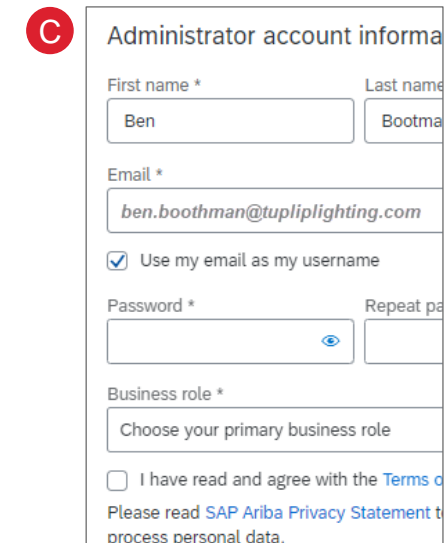
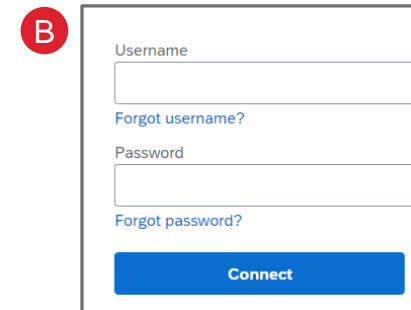
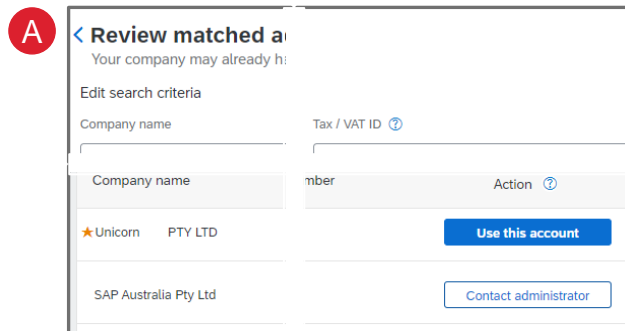
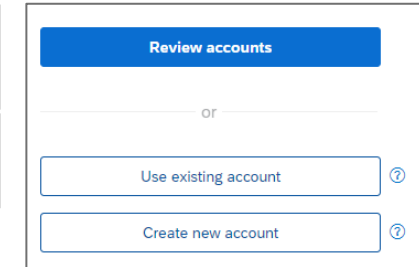
You can review existing Ariba accounts and decide whether to connect using one of them or contact administrator.

B. Using an Existing account:

Use your login to connect with Honeywell.

A. Creating a New account:

Complete requested information to create an Ariba account which can be used with more customers.



Note:

For new account:

- company profile, users and notifications need to be set up.
- Username needs to be in an email format but does not need to be a real email.

CONNECT WITH HONEYWELL: CREATE AN ACCOUNT WITHOUT EMAIL INVITE

Honeywell can also connect with your company if you share your Arica account ID (ANID). You can create an ANID by following as below:

1. Go to <https://supplier.ariba.com> > Register Now
2. Complete information
3. Accept terms and conditions > click “I’m not a robot”
4. Click “Create Account” > Complete overall set up
5. Share your ANID with Honeywell enablement support.

Supplier sign-in

The username and password pair you entered was not found.

Username

Next

Forgot username

New to SAP Business Network? Register Now or learn more

1

Cynthia Gonzalez

CG

SUP_ENABLE_ADMIN@honeywell.com

5

Honeywell

ANID: AN01785206284

SAP Business Network

Create a free company account to connect with your customers on SAP Business Network

Company information

DUNS number

2

Don't know your DUNS number?

Company (legal) name *

Enter company legal name

Country/Region *

United States [USA]

Address line 1 *

Address line 2

Address line 3

City *

State *

Choose a state

Zip *

Administrator account information

First name *

Last name *

Email *

Use my email as my username

Password *

Repeat password *

Business role *

Choose your primary business role

I have read and agree with the Terms of Use.

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the Privacy Statement to learn how we process personal data.

I'm not a robot

reCAPTCHA

4

Create account

Note:

- Company profile, users and notifications need to be set up.
- Username needs to be in an email format but does not need to be a real email.

CUSTOMERS

ACCEPT NEW CUSTOMERS

1. Click Initials > Settings > Customer Relationships
2. Click on Pending Requests > Accept customer If agreed

HONEYWELL TRANSACTION RULES

3. Click on Honeywell link
4. Review Details such as:
 - Company Profile information
 - Contact Information
 - Order Confirmation and Ship Notice Rules
 - General Invoice Rules
 - PO Invoice Field Rules
 - PO and Non-PO Invoice Field Rules
 - Invoice Custom Field Rules
 - Invoice Address Rules
 - Online Invoice Form Rules

The screenshot displays the 'Customer Relationships' settings page. At the top, there are navigation tabs: 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', 'API management', and 'Ge'. Below these are sub-tabs: 'Current Relationships', 'Potential Relationships', and 'Numbering Preferences'. A section titled 'I prefer to receive relationship requests as follows:' contains two radio buttons: 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. An 'Update' button is next to the selected option, with a red circle containing the number '2' above it. Below this is a summary bar showing 'Current (1)', 'Pending (0)', and 'Rejected (0)'. The 'Pending (0)' text is enclosed in a red box. Underneath is a 'Current Customers' section with a 'Filter' input field containing the placeholder text 'Enter customer name or Network ID' and a '+' button. Below the filter are 'Apply' and 'Reset' buttons. At the bottom, a table lists current customers. The first row is highlighted and has a red box around it, with a red circle containing the number '3' above it. The table has columns for 'Customer', 'Network ID', 'Collaboration Type', and 'Actions'.

Customer	Network ID	Collaboration Type	Actions
<input type="checkbox"/> Honeywell - EST	AN01785206284-T	Fulfillment	Actions ▾

RECOVER Ariba ACCOUNT ADMINISTRATOR NOT LONGER ACTIVE

Suppliers have 2 options to recover the account

- A. If you have access to the former administrator email
- B. If you *do not* have access to the former administrator's email.

A) IF YOU HAVE ACCESS TO FORMER ADMINISTRATOR EMAIL

1. Go to supplier.ariba.com > Click "Forgot Password"
2. Enter the former administrator email
3. You will receive an email with the password
4. Access Ariba > Enter former administrator email and password

Once you are in the Ariba account you will need to delegate the administrator role to the new administrator by either 1) creating a new user and delegating the Administrator role to the user or 2) if already created, just delegate the administrator role. Refer to slide "[Grant Access](#)"

The image shows two screenshots from the Ariba website. The first is the 'Supplier Login' page, which has fields for 'User Name' and 'Password', a 'Login' button, and a link for 'Forgot Username or Password' highlighted with a red box. The second is the 'Recover your username' page, which asks for an email address used to register with SAP Business Network. The 'Email address' field, containing 'Example@honeywell.com', is highlighted with a red box. There are 'Submit' and 'Cancel' buttons at the bottom.

B) IF YOU DO NOT HAVE ACCESS TO FORMER ADMINISTRATOR EMAIL

Contact SAP Support to change the administrator. You will be required to provide the ANID number of the account, the listed administrator name, and email

HOW TO CONTACT SAP SUPPORT

1. Go to supplier.ariba.com > Click on (?) > Support
2. Click Contact us > Enter your query in the Search field
3. Click the Search > Select suitable answer. If none scroll to the bottom and click "Create case"
4. Complete the information requested
5. Select preferred contact method
6. Click Submit

The image shows three screenshots of the SAP Help Center interface. The first screenshot shows a 'Help Topics' sidebar with 'Support' highlighted by a red box and a red circle '1'. The second screenshot shows the 'SAP Help Center Home' navigation bar with 'Contact us' highlighted by a red box and a red circle '2'. The third screenshot shows a search bar with 'How can we help you?' and a search icon highlighted by a red box and a red circle '3'. Below the search bar is a 'Create a Case' button highlighted with a red box.

TEST ACCOUNT

GENERAL INFORMATION

- Only Administrator can create a Test Account and assign users to it.
- Username must be different between Test and Production accounts.
- Test accounts are commonly used for supplier on EDI/B2B scope.
- ANID account number will have a “-T” suffix.
- Test label will display at the top of the Ariba portal once in.

CREATE A TEST ACCOUNT

1. Click Initials > Switch to Test Account
2. Click OK
3. Create Username and Password > Click OK

The screenshot displays the SAP Business Network interface. At the top, the header shows 'SAP Business Network' and 'Enterprise Account'. A red box highlights the 'TEST MODE' label in the top right corner. Below the header, a user menu is visible with options: 'Login Username', 'My Account', 'Link User IDs', 'Contact Administrator', and 'Switch to Test Account'. A red box highlights the 'Switch to Test Account' option, with a red circle containing the number '1' next to it. Below the user menu, a dialog box titled 'Changing Account Mode' is shown. It contains the following text: 'When you switch, Ariba Network logs you off of your Production Mode. To stay in Production Mode and save changes, click Cancel. To switch to Test Mode, click OK. The trading relationship with the buyer test and development account will be automatically established. This applies to all existing buyer account relationships and also once a new trading relationship is established in the Production and Test mode respectively. Note: Supplier fees do not apply for Test accounts.' A red box highlights the 'OK' button, with a red circle containing the number '2' next to it. Below the dialog box, another dialog box titled 'Create Test Account' is shown. It contains the following text: 'You are about to create a new account in the Test Mode. The trading relationship with the buyer test and development account will be automatically established. This applies to all existing buyer account relationships and also once a new trading relationship is established in the Production and Test mode respectively. Note: Supplier fees do not apply for Test accounts.' A red box highlights the 'Username:*' field, which contains the text 'test-admin@ Name of Supplier', and the 'Password:*' and 'Confirm Password:*' fields. A red circle containing the number '3' is next to the 'Username:*' field.

ACCOUNT SET UP PROFILE

LOGIN

1. Go to <https://supplier.ariba.com>
2. Enter your Ariba keys

COMPLETE COMPANY PROFILE

3. Login > click on your initials (Top-right corner)
4. Click **Company Profile** > Update as needed:
 3. Organization Structure
 4. Additional Addresses
 5. Business Information:
 - Complete Financial Information
 - Tax Information
 6. Contacts
 7. Customer Requested
 8. Additional Documents
 9. Products and Services
 10. Service Location

TEST

ANID: AN1120: DUNS: -

Employees - Founded - Company Aliases -

Business Type - Revenue - Address Massachusetts, United States [View Details](#)

Legal Form - Stock Symbol -

Product and Service Categories	Ship-to or Service Location	Industries Served
<i>Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.</i>	<i>Enter the locations your company ships to or serves. Postings made by buyers will be matched based on the locations you provide here.</i>	<i>Select the Industries you serve here.</i>

Credentials

Certifications

Click the pencil icon to add the certificate to showcase your business traits and strengths.

ACCOUNT SET UP

LANGUAGE, TIMEZONE AND CURRENCY

The language you see on your Ariba account is based on your **account Default language** and the **language settings** in your internet browser.

LANGUAGE CHANGE (ARIBA)

1. Go to your initials > **My Account**
2. Configure **Preferences** section as needed:
 - Preferred Language
 - Preferred Time zone
 - Default Currency

Preferences

Preferred Language: English ⓘ

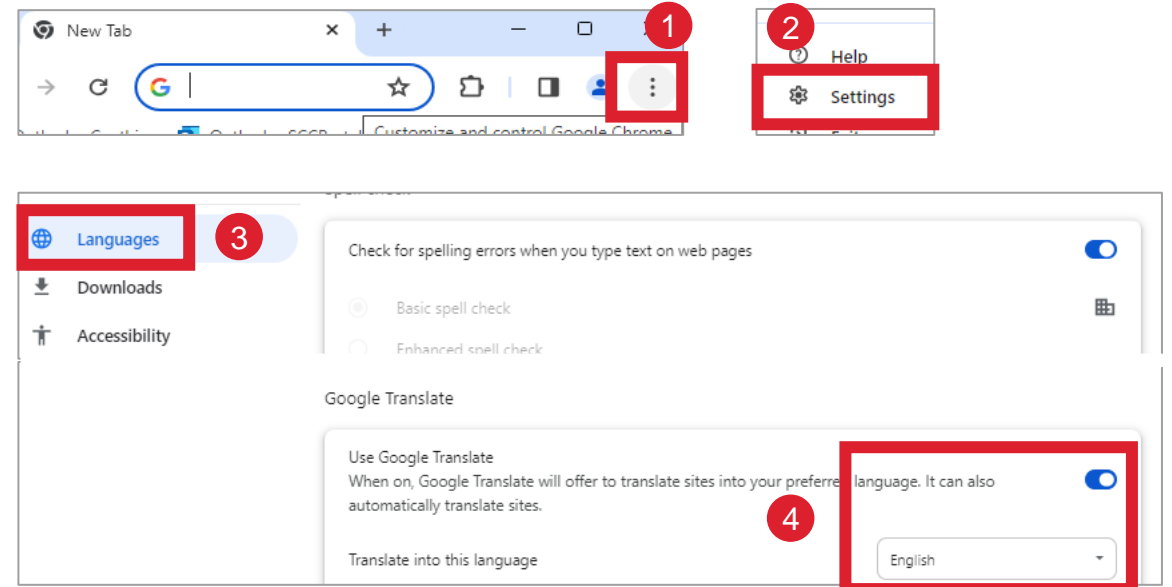
Preferred Timezone:* Select ⓘ

Default Currency:* Euro ⓘ

Allow Me to Save Filter Preferences in the Inbox/Outbox

LANGUAGE CHANGE (CHROME)

1. Click on more options from tab (3 dots)
2. Click on **Settings**
3. Click on **Languages**
4. Activate **Google translate** > Select preferred language



GRANT ACCESS

ASSIGN PERMISSIONS TO USERS

To grant access to a user, a Role needs to be created first.

ROLES

1. Click Initials > Settings > Users.
2. Select **Manage Roles** > Click on “+”.
3. Provide a name to the Role.
4. Select the permissions granted for this Role.
5. Click Save.

Note:

- There can be up to 250 user accounts per ANID.
- Users can have multiple roles and assigned specific customers as needed.

USERS

6. Click **Manage Users** > Click on “+”.
7. Complete requested information.
8. Assign a role.
9. Click Done.
 - A. **Administrator role** can be delegated by clicking “Action” from the user row under Manage Users tab

EMAIL NOTIFICATIONS

ELECTRONIC ROUTING

ORDER AND INVOICE NOTIFICATIONS

1. Click Initials > Settings > Electronic Order Routing or Invoice Routing
2. Configure as needed. Recommended to set up:

Orders notification recommendations

- Payment Remittances
- Send notification for new purchase orders to suppliers.
- Send notification to suppliers when purchase orders are changed.

Invoice notification recommendations

- Invoice Failure
- Invoice Status Change
- Invoice Created Automatically from Receipts (*if you are ERS*)

The screenshot shows a navigation menu on the left with 'Settings' highlighted (1). Below it, 'Network Settings' is selected, showing 'Electronic Order Routing' and 'Electronic Invoice Routing' (2). The main content area shows the 'Routing Method' dropdown set to 'Email' (2). The 'Options' section includes an 'Email address' field with 'Supplier@example.com,supplier2@example.com|' and checkboxes for 'Attach cXML document in the email message', 'Include document in the email message' (checked), '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".', and 'Attach PDF document in the email message' (checked). The 'To email addresses (one required)' field contains 'supplier@example.com,supplier2@exai'.

REMITTANCE NOTIFICATIONS

1. Click Initials > Settings > Electronic Order Routing or Invoice Routing
2. Click "Settlement" tab
3. Configure as needed. Recommended to set up:

Payment Remittance notification recommendations

- Payment Remittance
- Payment Remittance Status Updates

The screenshot shows the 'Network Settings' header with four tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. The 'Settlement' tab is highlighted with a red box and a red circle with the number 2.

Note:

- You can add up to 5 email addresses per notification type. Each email separated by comma and no space.

SAP ARIBA SUPPORT

CREATE A CASE

1. Click on the (?) (supplier.ariba.com)
2. Click on **Support** > **Contact us**
3. Enter your **query** in the Search field > Click **Search** icon.
4. Select possible answer; if none:
5. Scroll to the bottom > click **Create case**
6. **Complete** the information requested to create a Case > Select preferred **contact method**

Be as specific as possible. You can copy and paste below questions in the case and respond them:

- What did you do to fix issue?
- What Happened?
- What is your User ID?
- What browser are you using? Did you used another browser?
- Are you connected to the VPN?
- Where in the Ariba the issue happened?
- When did it happened?
- Share screenshot

7. Click **Submit**

Note: Make sure to complete SAP's survey sent to your email after 10 days of the case being closed to ensure service quality always improve.

1. Click on the (?) (supplier.ariba.com)

2. Click on **Support** > **Contact us**

3. Enter your **query** in the Search field > Click **Search** icon.

4. Select possible answer; if none:

5. Scroll to the bottom > click **Create case**

6. **Complete** the information requested to create a Case > Select preferred **contact method**

7. Click **Submit**