



AES

United States

SAP Ariba Network

Account Configuration for Enterprise
Accounts

September 2020

Basic Account Configurations

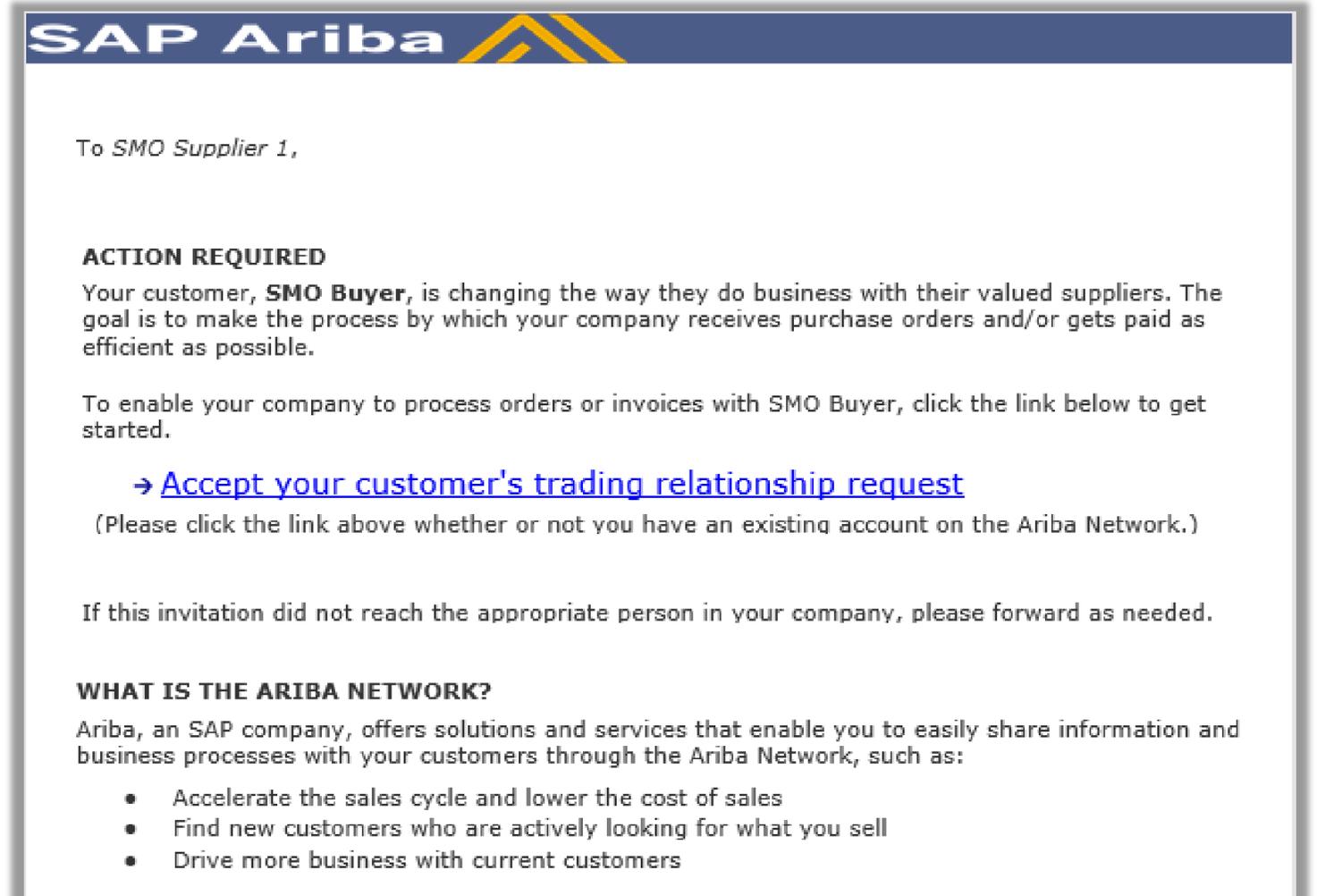
Account Configuration

- AT ID / TAX ID – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- Remittance Address – to manage this information you should follow the current process.
- Payment Methods – The preferred Payment method for AES is ACH to only one Bank Account, to manage this information you should follow the current process
- Test Account Creation (testing is required for integrated and catalog suppliers) – To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- Currency – The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization’s location, which you specify in User Account Navigator > My Account > Preferences.

Accept Your Invitation

The invitation is also referred to as the Trading Relationship Request, or TRR. This e-mail contains information about transacting electronically with your customer.

Click the link in the emailed letter to proceed to the landing page.

A screenshot of an email invitation from SAP Ariba. The header features the SAP Ariba logo in a blue bar. The email content is as follows:

To SMO Supplier 1,

ACTION REQUIRED
Your customer, **SMO Buyer**, is changing the way they do business with their valued suppliers. The goal is to make the process by which your company receives purchase orders and/or gets paid as efficient as possible.

To enable your company to process orders or invoices with SMO Buyer, click the link below to get started.

→ [Accept your customer's trading relationship request](#)
(Please click the link above whether or not you have an existing account on the Ariba Network.)

If this invitation did not reach the appropriate person in your company, please forward as needed.

WHAT IS THE ARIBA NETWORK?
Ariba, an SAP company, offers solutions and services that enable you to easily share information and business processes with your customers through the Ariba Network, such as:

- Accelerate the sales cycle and lower the cost of sales
- Find new customers who are actively looking for what you sell
- Drive more business with current customers

Select One...

First Time User

Existing User

Ariba Network Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

[Register Now](#)

[I have further questions for my requesting customer](#)

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

[Confirm](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Register as a New User

1. Click **Register Now**.
2. Enter Company Information fields marked required with an asterisk (*) including:
 - **Company Name**
 - **Country**
 - **Address**
3. Enter User Account information marked required with an asterisk (*) including:
 - **Name**
 - **Email Address**
 - **Username (if not the same as email address)**
 - **Password**
4. Add extra information (TAX ID)
5. Accept the **Terms of Use** by checking the box.
6. Click **Register** to proceed to your home screen.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

1

[Register Now](#)

[I have further questions for my requesting customer](#)

Ariba Network

Register [Register](#) [Cancel](#)

Company Information

2

Company Name*

Country* United States (US) If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address*

City*

State* Alabama

City*

User account information

3

Name*

Email*

I agree with the terms of use

Username*

Password*

Repeat Password

Language English

4

Enter more information for potential customers

5

6

I have read and agree to the terms of use and the Ariba privacy statement

[Register](#) [Cancel](#)

Accept Relationship as an Existing User

1. **Log in** using your current Ariba username and password to accept the relationship with your customer.

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

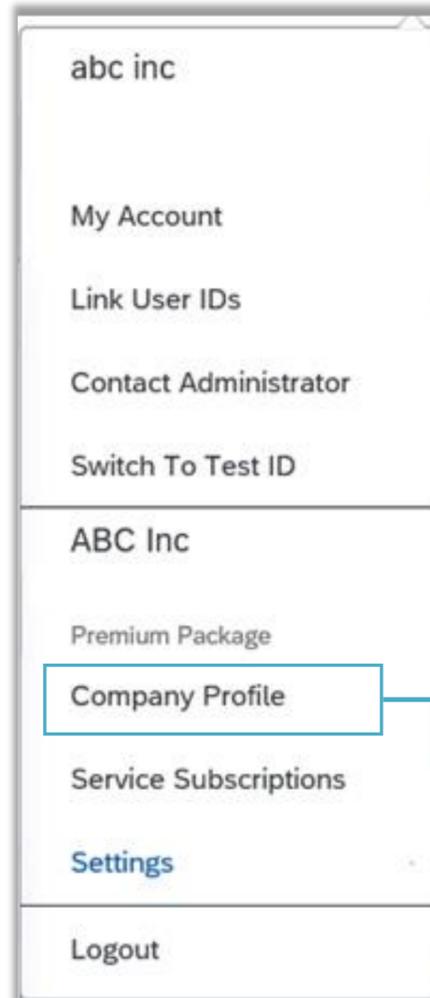
Username:

Password: [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Complete Your Profile

1. Select Company Profile from the account dropdown menu.
2. Complete all suggested fields within the tabs to best represent your company.
3. Fill the Public Profile Completeness meter to 100% by filling in the information listed below it.

A screenshot of the Ariba Network 'Company Profile' form. The form is titled 'Ariba Network' and 'Company Profile'. It has several tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Overview' tab is selected. The form contains several input fields: 'Company Name' (filled with 'SMD Supplier 1'), 'Other names, if any', 'NetworkId' (filled with 'AND 40'), 'Short Description' (with a character count of 100), 'Website', and 'Public Profile' (with a URL). Below these are 'Address' fields: 'Address 1' (filled with '21 Jump Street'), 'Address 2', 'Address 3', 'City' (filled with 'Cleveland'), 'State' (filled with 'Ohio'), 'Zip' (filled with '44114'), and 'Country' (filled with 'United States [USA]'). On the right side, there is a 'Public Profile (Completeness)' section with a progress bar and a list of fields to be completed: 'Short Description', 'Website', 'Annual Revenue', 'Certifications', 'D-U-N-S Number', 'Business Type', 'Industries', 'Company Description', and 'Company Logo'. There is also a 'Share Your Public Profile' section with a 'Click here to get your Ariba badge.' link and a 'View Public Profile' link.

Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Select Settings** from the account dropdown menu.
2. **Click** on Notifications under Account Settings.
3. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
4. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

The screenshot displays the 'Account Settings' page. A dropdown menu is open, showing 'Settings' (1) and 'Logout'. Under 'ACCOUNT SETTINGS', 'Notifications' (2) is selected. The 'Network' tab (3) is active, showing the 'Network Notifications' section. A table lists notification types with checkboxes for sending notifications and email address input fields (4).

Type	Send notifications when...	Email Address
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input checked="" type="checkbox"/> Send a notification when a new collaboration request is received.	
Purchase Order Inquiry	<input type="checkbox"/> Send notification for new purchase orders to suppliers. <input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received. <input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	TestABCInc@
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	TestABCInc@
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	TestABCInc@
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	TestABCInc@

Configure Your Enablement Tasks

1. **From** home screen, select the Enablement Tab.
2. **Click** on the Enablement Tasks are pending link.
3. **Select** necessary pending tasks for completion.
4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic

Note: There may be times you see a pending task for your customer. This will not go away until your customer completes it.

Tasks

1 Enablement Tasks are pending **2**

Update Profile Information **85%**

Enablement Tasks

[View details of all pending tasks and complete them. Click the associated link to complete a task.](#) **3**

Activity Name	Date Due	Total Tasks	3 My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online 4	Return to this site to create invoices
Customer Invoices	cXML	Save in my online inbox
Notifications	EDI	

Route Your Purchase Orders

Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact your Ariba enablement team to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method

Notifications

- 1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
- 2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Document Type	Routing Method
Catalog Orders without Attachments	Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments

Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments
Time Sheets	Online
Order Status Request	Online
Order Response Documents	Online

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received. <input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

Select Electronic Invoice Routing Method

Methods and Tax Details

1. Select **Settings** from the account dropdown menu.

2. **Select** Electronic Invoice Routing under the Network Settings

3. **Choose** one of the following methods for Electronic Invoice Routing:

- **Online;**
- CXML - only for MEX
- EDI - Only if you are an integrated supplier.

It is recommended to configure Notifications to email (the same way as in Order Routing).

4. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

The screenshot displays the 'Electronic Invoice Routing' configuration page. At the top, there are three tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'. The 'Tax Invoicing and Archiving' sub-tab is selected and highlighted with a green circle '4'. Below this, the 'Sending Method' section is visible, with a dropdown menu for 'Routing Method' showing options: 'Online', 'cXML', and 'EDI'. The 'Online' option is selected, marked with a green circle '3'. To the right, a dropdown menu for 'abc inc' is open, showing 'Settings' as the selected option, marked with a green circle '1'. Below the 'Sending Method' section, the 'Tax Classification' and 'Taxation Type' are both set to '(no value)'. The 'Tax ID' field is empty, marked with a green circle '4'. Below it are fields for 'State Tax ID', 'Regional Tax ID', and 'Vat ID', all empty. A 'VAT Registered' checkbox is unchecked. At the bottom, there is a 'VAT Registration Document' field with the value '<No document>' and an 'Upload' button. On the right side, a 'NETWORK SETTINGS' menu is open, with 'Electronic Invoice Routing' selected, marked with a green circle '2'.

Remittance Information

Please **do not** maintain any Remittance information in ARIBA Network since it is not connected with AES systems. To update/create remittance information, please go follow the current process

Review Your Relationships

Current and Potential

1. **Select** Settings from the Account dropdown menu.
2. **Click** on the Customer Relationships link in the **Account Settings** menu.
3. **Choose** to accept customer relationships either automatically or manually.
4. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
5. **Find** potential customers in Potential Relationships tab.

Account Settings

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

Current Relationships Potential Relationships 5

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update 3

Current (1) Pending (0) Rejected (0)

Current Customers

Filter

Customers

Enter customer name or Network ID +

Apply Reset

<input type="checkbox"/>	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal
<input checked="" type="checkbox"/>		AN01035969384	Trading	24 Jun 2020	

Reject 4

abc inc

My Account

Link User IDs

Contact Administrator

Switch To Test ID

ABC Inc

Premium Package

Company Profile

Service Subscriptions

Settings 1

Logout

ACCOUNT SETTINGS

Customer Relationships 2

Users

Notifications

Account Hierarchy

Application Subscriptions

Account Registration

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

Close

Setup User Accounts

Roles and Permission Details

Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

User

- Up to **250** user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

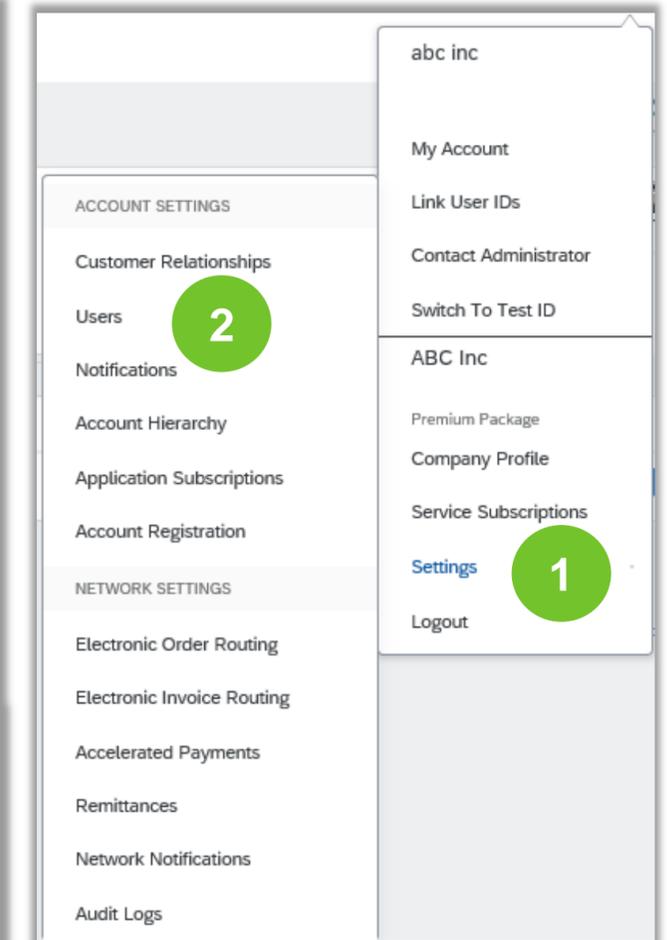
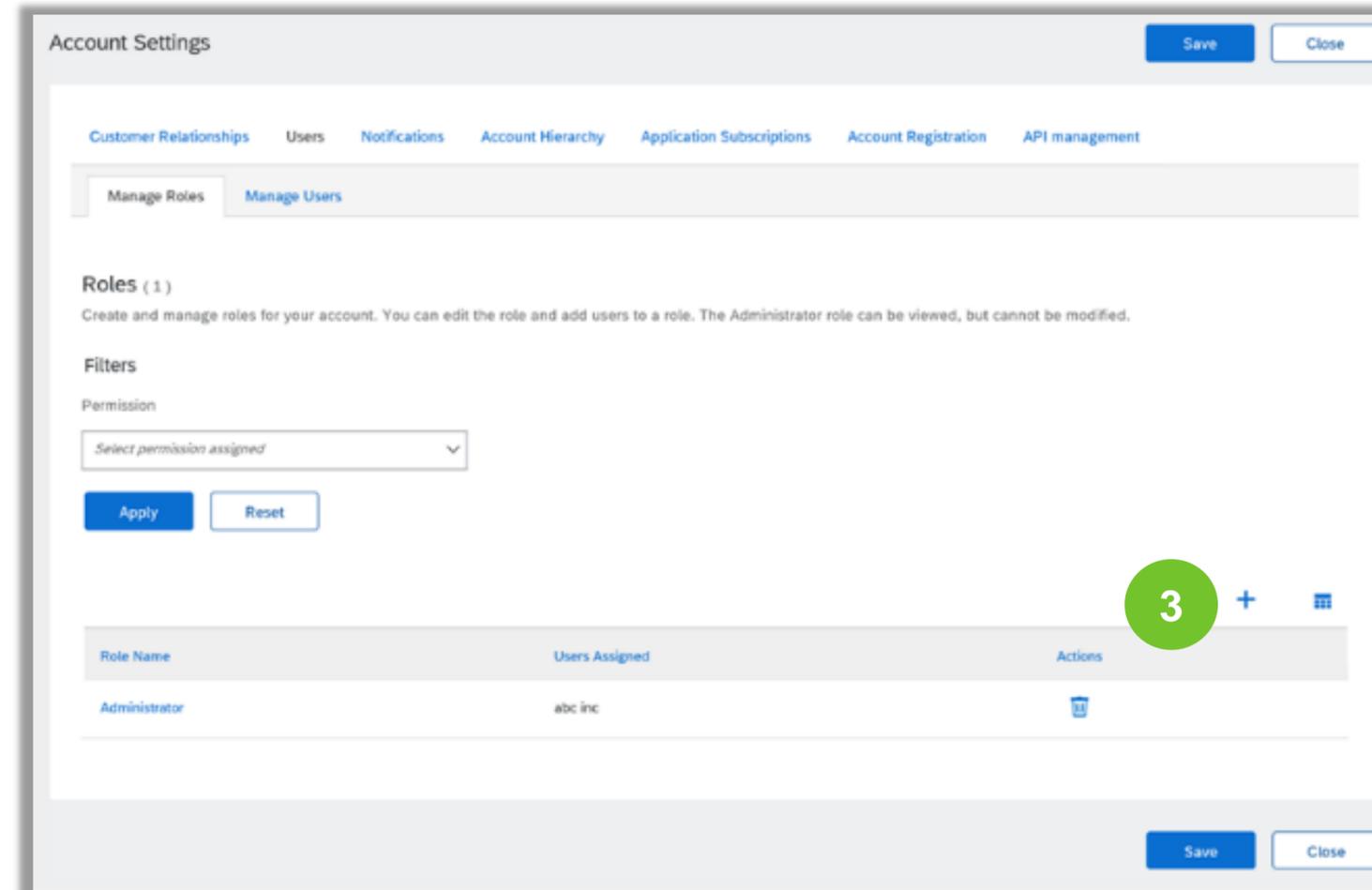
Setup User Accounts

Create Roles and Users (Administrator Only)

1. **Select** Settings from the Account dropdown menu.

2. **Click** on the Users tab on the **Account Settings** menu. The Users page will load.

3. **Click** on the Plus "+" button in the Manage User Roles section and



Setup User Accounts

Create Roles and Users (Administrator Only)

4. Type in the Name and a Description for the Role.

5. Add Permissions to the Role that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.

6. Save

The screenshot shows the 'Create Role' form. At the top right, there is a green circle with the number '6' next to 'Save' and 'Cancel' buttons. Below this is the 'New Role Information' section with a green circle '4' next to the 'Name' input field. The 'Description' field is also present. Below that is the 'Permissions' section with a green circle '5' next to the 'Permission' column header. A table lists permissions with checkboxes. The 'Page 1' dropdown is also visible.

Indicates a required field

New Role Information

Name:

Description:

Permissions

Each role must have at least one permission.

Page 1

Permission	Description
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input checked="" type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input checked="" type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types

Setup User Accounts

Create Roles and Users
(Administrator Only)

1. **To Create** a User Click on Manage Users button
2. **Click** on the Plus "+" button

The screenshot displays the 'Account Settings' window with the 'Users' tab selected. The 'Manage Users' button is highlighted with a green circle and the number '1'. Below it, there are two unchecked checkboxes: 'Enable assignment of orders to users with limited access to Ariba Network' and 'Require two-factor authentication (applies for all users of your organization)'. A 'Filter' section includes a dropdown menu set to 'Username' and a search input field with a plus sign button. Below the search field are 'Apply' and 'Reset' buttons. At the bottom right, a table header is visible with columns: Username, Email Address, First Name, Last Name, Ariba Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, and Actions. A plus sign button is also highlighted with a green circle and the number '2'. The table currently shows 'No items'. 'Save' and 'Close' buttons are present at the top and bottom right of the window.

Setup User Accounts

Create Roles and Users (Administrator Only)

3. Add all relevant information about the user including name and contact info.

4. Select a role in the Role Assignment section as corresponding.

5. Click on Done.

The screenshot shows the 'Create User' form with the following elements:

- 3**: A green circle highlighting the 'Username' field in the 'New User Information' section.
- 4**: A green circle highlighting the 'Test Role' checkbox in the 'Role Assignment' section.
- 5**: A green circle highlighting the 'Done' button in the top right corner.

The form includes the following fields and options:

- 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 (USA 1), Area, Number

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

Setup User Accounts

Modify User Accounts (Administrator Only)

1. **Click** on the Manage Users tab.
2. **Click** on the Actions
3. **Click** on Edit for the selected user.
4. **Click** on the Reset Password Button to reset the password of the user.
5. **Other options:**
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator

The screenshot displays the 'Account Settings' interface. At the top, there are navigation tabs: 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', 'Account Registration', and 'API management'. Below these, there are two sub-tabs: 'Manage Roles' and 'Manage Users', with 'Manage Users' selected and highlighted with a green circle '1'. The main content area is titled 'Users (1)'. It contains two checkboxes: 'Enable assignment of orders to users with limited access to Ariba Network.' and 'Require two-factor authentication (applies for all users of your organization)'. Below this is a 'Filter' section with a dropdown menu set to 'Username' and an input field containing 'Enter username', followed by an 'Apply' button and a 'Reset' button. A table lists the user details for 'gabriel.carrillo.132@aes.com'. The table has columns for 'Username', 'Email Address', 'First Name', 'Last Name', 'Ariba Discovery Contact', 'Role Assigned', 'Authorization Profiles Assigned', 'Customer Assigned', and 'Actions'. The 'Actions' column for the selected user is expanded, showing options: 'Edit', 'Delete', and 'Make Administrator', with 'Edit' highlighted and circled in green '2'. Below the table, there are buttons for 'Add to Contact List' and 'Remove from Contact List', with the latter circled in green '5'. The 'Selected User Information' section shows the user's details: Username: gabriel.carrillo.132@aes.com, Email Address: gabriel.carrillo@aes.com, First Name: Test, Last Name: User, Office Phone: (empty). It also has three checkboxes: 'Do not allow the user to resend invoices to the buyer's account.', 'This user is the Ariba Discovery Contact', and 'Limited access'. A 'Reset Password' button is located at the bottom of this section, circled in green '4'. The 'Role Assignment' section is partially visible at the bottom.

Enhanced User Account Functionality

1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:

- Quickly access your personal user account information and settings
- Link your multiple user accounts
- Contact Administrator Information
- Switch to your test account

After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

2. **Click** on My Account to view your user settings.

3. **Click** Complete or update all required fields marked by an asterisk.

Note: If you change username or password, remember to use it at your next login.

4. **Hide** personal information if necessary, by checking the box in the Contact Information Preferences section.

The screenshot shows the 'My Account' settings page. The top right corner has a user profile icon labeled '1' and a dropdown menu. The dropdown menu is open, showing a list of options: 'abc inc', 'My Account' (highlighted with a green circle labeled '2'), 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', 'ABC Inc', 'Premium Package', 'Company Profile', 'Service Subscriptions', 'Settings', and 'Logout'. The main content area is titled 'My Account' and contains several sections. The 'Account Settings' section has a note '* Indicates a required field'. The 'Account Information' section has fields for 'Username' (TestABCinc@protonmail.com), 'Email Address' (TestABCinc@protonmail.com), 'First Name' (abc), 'Middle Name', 'Last Name' (inc), and 'Business Role' (Business Owner). The 'Change Password' link is highlighted with a green circle labeled '3'. The 'Contact Information Preferences' section has a checkbox 'Hide my personal contact information' which is checked, highlighted with a green circle labeled '4'. The 'Save' and 'Close' buttons are at the bottom right.

Link Accounts Via an Account Hierarchy

Linkage between individual accounts for account management purposes

The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

Create an Account Hierarchy

Select Settings from the Account dropdown menu

2. Click Account Hierarchy.

3. To add child accounts click on Link Accounts.

3. The Network will detect if there is an existing account with corresponding information.

4. On the next page log in if you are the Administrator of the account.

Note: If you are not the Administrator of the account, you can send a request as a 'Non Administrator' to the Administrator through an online form.

5. Once the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.

Note: This functionality is also available for the Ariba Sourcing Module

The image shows two screenshots from a web application. The top screenshot is titled "Account Settings" and features a navigation menu with "Account Hierarchy" selected. A dropdown menu is open, showing "Settings" (1) and "Logout". The main content area shows "Account Status: No Linked Accounts" (3) with a "Link Accounts" button. The bottom screenshot is titled "Link Account" and has two sections: "NOT AN ACCOUNT ADMINISTRATOR" (4) with a "Request link with other accounts" button, and "ACCOUNT ADMINISTRATOR" (5) with "Username:" and "Password:" input fields and a "Link Accounts" button.

Set Up a Test Account

To **set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.

1. **Click** your name in top right corner
2. **Select** Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.
5. Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.
Note: Test account transactions are free of charge.
6. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).

The image displays three screenshots from the Ariba Network interface, illustrating the steps to set up a test account. The screenshots are annotated with green circles containing numbers 1 through 5.

- Step 1:** A dropdown menu is open in the top right corner, showing the user's name 'abc inc' and a list of options: 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', 'ABC Inc', 'Premium Package', 'Company Profile', 'Service Subscriptions', 'Settings', and 'Logout'. The 'Switch To Test ID' option is highlighted with a green circle containing the number 2.
- Step 2:** A dialog box titled 'Changing Account Mode' is shown. It contains the 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.' There are two 'OK' buttons, one at the top right and one at the bottom right. A green circle with the number 3 is placed over the top 'OK' button.
- Step 3:** A form titled 'Create Test Account' is shown. It contains the text: 'You are about to create a new account in the Test Mode. The trading relationship with the'. Below this text are three input fields: 'Username:*' with the value 'test-Aribasup@s.c', 'Password:*' with masked characters, and 'Confirm Password:*' with masked characters. A green circle with the number 4 is placed over the Password field.
- Step 4:** The top navigation bar of the Ariba Network interface is shown. It includes the SAP logo, 'Ariba Network', 'Enterprise Account', and a red 'TEST MODE' button. A green circle with the number 5 is placed over the 'TEST MODE' button.