



**AES**

United States

# SAP Ariba Network

## Standard Account Overview

September 2020

# General information

# General Information

- All actions must begin with the Email containing the purchase order, including invoicing
- Contract Invoicing can be performed using Standard Account, the Buyer maintains the catalog and pricing
- Ensure all set up processes have been completed and that the email address where Purchase Orders are being sent is current
- When the invitation email is sent from your Buyer ensure that an account is not created by someone other than your businesses System Administrator
- Once an Invoice has been sent it cannot be recalled, where there is an error contact the Buyer Requester and ask for the Invoice to be rejected in the Buyer Ordering system or ERP, then follow the Edit and Resubmit invoice process

# Register & Login

# Supplier Login (1/4)

## Registration

1. Proceed to [supplier.ariba.com](https://supplier.ariba.com) & click **Register Now**

SAP Ariba Network

SAP Ariba

Supplier Login

User Name

Password

Login

Having trouble logging in?

1 New to Ariba?  
Register Now or Learn More

2. Fill out all applicable **Company Information**

Ariba Network

Register

Company information 2

Company Name:\*

Country: United States [USA]

Address: Line 1, Line 2, Line 3

City:\*

State: Alabama

Zip:\*

User account information

Name: First Name, Last Name

Email:\*

Use my email as my username

Ariba Network standard account is Free

Strengthen relationships

Connect faster

Reach more customers worldwide

\* Leave this item checked\*

# Supplier Login (1/4)

## Registration

1. Select **Tell us more about your business**

Tell us more about your business ▶ **3**

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

**Register** **Cancel**

2. Fill out all **Company Information Details**

Tell us more about your business ▼

Product and Service Categories:  **Add** -or- [Browse](#)

Ship-to or Service Locations:  **Add** -or- [Browse](#)

Tax ID:  **4** Enter your nine-digit Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the

# Supplier Login (1/4)

## Email Verification

5. Check the Terms of Use and SAP Ariba Privacy Statement
6. Click on Register

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian **5** residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

**6**

Register

Cancel

# Supplier Login (1/4)

## Email Verification

7. Check email to verify the activation link

### Action Required: Activate your account

Dear Max Jones,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Network.

**7** [Click here to activate your Ariba account.](#)

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=4zHMH4GeQLcIqXJhv2kb7B34Po00KpxF&anp=Ariba&app=Supplier>

After your registration process is complete, use the following URL to log in to your account:  
<http://supplier.ariba.com>

Sincerely,  
**The SAP Ariba Team**  
<https://seller.ariba.com>

# Configure Company Profile

# Company Profile

- Sign in to Ariba & Complete company profile

SAP Ariba Network

SAP Ariba

## Supplier Login

User Name

Password

Login

[Having trouble logging in?](#)

[New to Ariba?](#)  
[Register Now](#) or [Learn More](#)

### How to engage and upskill with training

Remote working environments are the new normal, but is your organization ready for a long-term change? Find out why training is a game changer in this upcoming SAP Litmos webinar.

[Learn More](#)

# Company Profile

1. **Click** on your name in top right corner, to access the Account Setting. It enables you to:
2. **Click** on Settings
3. **Click** Customer Relationship under the account setting
4. Click **Automatically accept all relationship requests** if you would like all your request to be automatically accepted,
5. Click **Update**
6. In **Pending** section, you can opt for either approving or rejecting the customer relationship.
7. Under **Potential Relationship**, you will find potential customers

The screenshot shows the 'Account Settings' page. At the top right, a user profile dropdown is open, showing the user's name 'Max Jones' and a 'Settings' option. The main content area has tabs for 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', and 'Account Registration'. Under 'Customer Relationships', there are two sub-tabs: 'Current Relationships' and 'Potential Relationships'. The 'Potential Relationships' tab is active and contains a section for relationship preferences with two radio buttons: 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. Below this is an 'Update' button. A summary bar shows 'Current (0)', 'Pending (0)', and 'Rejected (0)'. The 'Current Customers' section has a filter input field and 'Apply' and 'Reset' buttons. A sidebar on the right lists various settings categories like 'ACCOUNT SETTINGS', 'NETWORK SETTINGS', and 'Audit Logs'.

# Company Profile

1. **Click** on your name in top right corner

2. **Click** on Settings

3. **Click** on Notifications under the Account Settings

4. Under **Network** tab, you can access the way you want the notifications to be addressed.

5. Select and add as needed.

The screenshot shows the 'Account Settings' page. At the top right, a user profile dropdown is open, with a blue circle '1' next to the user's name 'Max Jones'. Below it, a 'Settings' link is highlighted with a blue circle '2'. The main content area has a navigation bar with tabs: 'General', 'Network', 'Query', and 'Sourcing & Contracts'. The 'Query' tab is selected, with a blue circle '4' next to it. Under the 'Query' tab, the 'Notifications' section is expanded, with a blue circle '3' next to it. A table titled 'Electronic Order Routing' is visible, with a blue circle '5' next to the 'Order' row. The table has columns for 'Type' and 'Send notifications when...'. The 'Order' row has two checked checkboxes: 'Send a notification when orders are undeliverable.' and 'Send a notification when a new collaboration request against an existing order is received.'

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order 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.
Time Sheet	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
	<input type="checkbox"/> Send a notification when time sheets are undeliverable.
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.

# Company Profile

1. **Click** on your name in top right corner
2. **Click** on Settings
3. **Click** Electronic Order Routing under the Network setting
4. You can choose whether to take order of non-catalog items or not
5. In order to configure your account, you can enter the email address here to receive notifications
6. **Save**

Network Settings

Electronic Order Routing Electronic Invoice Routing Settlement

\* Indicates a required field

Non-Catalog Orders with Part Numbers **4**

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method
Catalog Orders without Attachments	Email
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments <sup>①</sup>	Same as new catalog orders without attachments

Email address: test@outlook.com **5**

Attach cXML document in the email message

Include document in the email message

Leave attachments online and do not include t attachments that have the routing method "Sar

Attach PDF document in the email message

Current Routing method for new orders: Email

▲ Attachments will be included in the order.

Current Routing method for new orders: Email

ACCOUNT SETTINGS

- Customer Relationships
- Users
- Notifications
- Account Hierarchy
- Application Subscriptions
- Account Registration

NETWORK SETTINGS

- Electronic Order Routing **3**
- Electronic Invoice Routing
- Remittances
- Network Notifications
- Audit Logs

Max Jones **1** MJ

- My Account
- Link User IDs
- Contact Administrator
- Switch To Test ID

TEST

- Standard account
- Company Profile
- Service Subscriptions
- Settings **2**
- Logout

**6** Save

# Company Profile

1. **Click** on your name in top right corner
2. **Click** on Settings
3. **Click** on Electronic Invoice Routing under the Network Settings
4. Under **Capabilities & Preferences**, you can choose online as electronic invoice routing to configure notifications.
5. In order to configure your account, you can enter the email address here to receive notifications.
6. For notifications, you may choose to set up **Invoice Failure, Status Change** and **Automatic Invoice Creation**.

The screenshot shows the 'Network Settings' page in the Ariba system. At the top right, a user profile for 'Max Jones' (MJ) is visible, with a blue circle '1' next to it. Below the profile is a dropdown menu with options: 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', 'TEST', 'Standard account', 'Company Profile', 'Service Subscriptions', 'Settings' (highlighted with a blue circle '2'), and 'Logout'. The main content area is titled 'Network Settings' and has three tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Settlement'. Under 'Electronic Invoice Routing', there are two sub-tabs: 'General' and 'Tax Invoicing and Archiving'. The 'Tax Invoicing and Archiving' tab is active, and a blue circle '4' is next to the 'Capabilities & Preferences' section. This section contains a table for 'Sending Method' with columns 'Document Type' and 'Routing Method'. The table has two rows: 'Invoices' with 'Online' selected in a dropdown and a link 'Return to this site to create invoice', and 'Customer Invoices' with 'Online' selected and a link 'Save in my online inbox'. Below this is a 'Notifications' section with a table. The table has columns 'Type' and 'Send notifications when...'. There are three rows, each with a checked checkbox and a description: 'Invoice Failure' (Send a notification when invoices are undeliverable or rejected.), 'Invoice Status Change' (Send a notification when invoice statuses change.), and 'Invoice Created Automatically' (Send a notification when an invoice is created automatically on behalf of your company.). A blue circle '5' is next to the 'Invoice Status Change' row. At the bottom, there is a section 'Extended Profile Settings and Information' with a question: 'Do you provide invoices to customers through Ariba Network?'. A blue circle '3' is next to the 'Electronic Invoice Routing' option in the 'NETWORK SETTINGS' list on the right side of the page.

# Company Profile

1. Under **Tax Invoicing & Archiving** you can enter tax related data

Network Settings

[Electronic Order Routing](#) [Electronic Invoice Routing](#) [Settlement](#)

[General](#) [Tax Invoicing and Archiving](#) **1**

### Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID:  ⓘ Do not enter dashes

State Tax ID:  Do not enter dashes

Regional Tax ID:  Do not enter dashes

Vat ID:

VAT Registered

VAT Registration Document: <No document>  
[Upload](#)

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>  
[Upload](#)

Tax Clearance Expiry Date:

Exempt from Backup Withholding:  Yes  No

# Account Settings

1. **Click** on your name in top right corner
2. **Click** on My Account
3. Under **My Account**, you make set your preferred language, time zones etc.

My Account

Account Settings

\* Indicates a required field

Account Information

Username: \*  [Change Password](#)

Email Address: \*

First Name: \* Max

Middle Name:

Last Name: \* Jones

[Personal Information Change Log](#)

Business Role: Business Owner

Preferences

Preferred Language: English

Preferred Timezone: \* PNT

Default Currency: \* US Dollar [Select Currency](#)

Allow Me to Save Filter Preferences in the Inbox/Outbox

1 MJ

Max Jones

2

My Account

Link User IDs

Contact Administrator

Switch To Test ID

TEST

Standard account

Company Profile

Service Subscriptions

Settings

Logout

# Setting Up & Maintaining Accounts

# Setting Up & Maintaining Accounts

## Introduction

- Greyed out tabs, sections or selections indicate that you are no able to access
- Use the Dashboard to resend the Purchase Order Email
- Real time invoice status notifications

# Setting Up & Maintaining Accounts

## General Information

- There is a limited range of Account Settings that a supplier can use within the User's selection. Supplier can Enable assignment of orders to users with limited access to the Ariba Network. However, in order to perform this assignment of tasks Roles must be created first, then Users created. Only your organization Ariba Network System Administrator will have the Users selection in the drop down box and can create roles and users.

The screenshot displays the 'Account Settings' interface. At the top right, there are 'Save' and 'Close' buttons. Below the title bar, a navigation menu includes 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', and 'Account Registration'. The 'Manage Users' tab is selected, while 'Manage Roles' is also visible. Under the 'Roles (1)' section, there is a descriptive text: '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 modified.' Below this, a 'Filters' section contains a 'Permission' dropdown menu with the text 'Select permission assigned' and a downward arrow. There are 'Apply' and 'Reset' buttons below the dropdown. At the bottom right of the filters section, there are '+' and grid icons. A table below shows the role details:

Role Name	Users Assigned	Actions
Administrator	John Doe	

# 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

Account Settings

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

Manage Roles Manage Users

Roles (1)  
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 modified.

Filters

Permission  
Select permission assigned

Apply Reset

Role Name	Users Assigned	Actions
Administrator	abc inc	

Save Close

Max Jones

My Account

Link User IDs

Contact Administrator

Switch To Test ID

TEST

Standard account

Company Profile

Service Subscriptions

Settings 1

Logout

ACCOUNT SETTINGS

Customer Relationships

Users 2

Notifications

Account Hierarchy

Application Subscriptions

Account Registration

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Remittances

Network Notifications

Audit Logs

# Setup User Accounts

## Create Roles and Users (Administrator Only)

4. **Type** a Role Name and a description if needed.

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. **Click Save**

**Note:** As you are working within a Standard Account there will be a number of permissions that cannot be selected and are greyed out

### Create Role

6 Save Cancel

\* Indicates a required field

#### New Role Information

Name:\*  4

Description:

#### Permissions

Each role must have at least one permission.  
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

5

Permission	Description
<input type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/> Child Account Access	Sign on to access a child account
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions

# Company Profile

## Create Roles and Users (Administrator Only)

1. **Click** on your name in top right corner.
2. **Select** Settings from the Account dropdown menu.
3. **Click** on the Users tab on the **Account Settings** menu. The Users page will load.
4. **Click** on the Plus "+" button

The screenshot displays the 'Account Settings' interface. At the top right, a user profile for 'Max Jones' (MJ) is visible, with a blue circle '1' indicating the click point on the name. A dropdown menu is open, showing 'Settings' with a blue circle '2' next to it. Below the dropdown, the 'Account Settings' menu is shown with 'Users' highlighted and a blue circle '3' next to it. The 'Users' page is loaded, showing a 'Manage Users' tab with a blue circle '3' next to it. A search filter is present with a plus sign button, and a table with columns for user details is shown at the bottom, with a blue circle '4' next to the plus sign button.

# Company Profile

## Create Roles and Users (Administrator Only)

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

6. **Select** a role in the Role Assignment section as corresponding.

7. **Select** the Customer Assignment

8. **Click** on Done.

Create User 8 Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

5

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:

Role Assignment

6

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

Customer Assignment

Assign to Customer:  All Customers  Select Customers 7

# Setting Up & Maintaining Accounts

## Supplier Information Portal to Access the Supplier Education Materials for your Buyer

- Customer relationships is the selection that allows Suppliers to access the Buyers Supplier Education Materials Portal. The Supplier Information Portal is accessed to locate the Supplier Education Materials Portal and contain Reference Documents from your buyer and the Transaction Rules assigned by you Buyer for transacting using the Ariba Network.
- Be aware that unless otherwise specified the documents contained within the portal are for Full Use Accounts. Although the process once you have opened you emailed Purchase Order is similar you do not have the ability to access other processes or tabs, these will all be greyed out

# Setting Up & Maintaining Accounts

## Entering information for Electronic Order Routing (1/2)

From the Account Settings page accessed via Company Settings, then **Electronic Order Routing**

1. Enter the required **Email Address** using a comma to separate the email addresses

### Notes:

- The System Administrators email will already be displayed
- Only up to 3 separate email addresses can be entered
- Use a Distribution email if there are more than three or a team will receive the email
- Remember if you appear in the Distribution List and are entered to receive an email you will receive the Purchase Orders more than once
- Email is the only selection available

The screenshot shows the 'Network Settings' interface. At the top right, there are 'Save' and 'Close' buttons. Below the title, there are three tabs: 'Electronic Order Routing' (selected), 'Electronic Invoice Routing', and 'Settlement'. A note indicates that an asterisk (\*) denotes a required field. The 'Non-Catalog Orders with Part Numbers' section has a checkbox for 'Process non-catalog orders as catalog orders if part numbers are entered manually'. The 'Status Update Request Notifications' section has a checkbox for 'Do not send status updates for inbound documents in pending queue'. The 'New Orders' section contains a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Options' column is expanded to show a list of checkboxes: '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'. A blue circle with the number '1' highlights the 'Email address' field, which contains 'Doncella@protonmail.com'. Below the table, the 'Catalog Orders without Attachments' row shows the 'Email' routing method selected in a dropdown menu.

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> 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". <input type="checkbox"/> Attach PDF document in the email message

# Setting Up & Maintaining Accounts

## Entering information for Electronic Order Routing (2/2)

2. Click on **Include document in the email message** (if required)

**Note:** Leave the other New Order types as Same as new catalog orders without attachments (this is a default)

- Scroll down to **Notifications**

3. Confirm or enter To email addresses for **Order** (the System Administrator should already be entered)

4. Confirm or enter To email addresses for **Purchase Order Inquiry**

5. Confirm or enter To email addresses for **Time Sheet**

**Note:** There is no requirement to tick any of the associated boxes

6. Click on **Save**

**New Orders**

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: Doncella@protonmail.com <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> 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". <input type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ▲ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ▲ Attachments will be included in the order.

**Notifications**

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. <input type="checkbox"/> Send notification for new purchase orders to suppliers.	Doncella@protonmail.com
Purchase Order Inquiry	<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.	Doncella@protonmail.com
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	Doncella@protonmail.com

6 Save Close

# Setting Up & Maintaining Accounts

## Entering information for Invoice Routing (1/2)

You can select Electronic Invoice routing from the Dashboard, click on company settings, select Electronic Invoice Routing

1. Confirm or enter To email addresses for **Invoice Failure** (the System Administrator should already be entered)
2. Confirm or enter To email addresses for **Invoice Statue Change**
3. Confirm or enter To email addresses for **Invoice Created Automatically**

**Note:** Actions with a tick indicate you have selected the option

The sending method for invoices is defaulted to Online and should not be changed

Electronic Order Routing   Electronic Invoice Routing   Settlement

General   Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

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

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	1 * Doncella@protonmail.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	2 * Doncella@protonmail.com
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	3 * Doncella@protonmail.com

# Setting Up & Maintaining Accounts

## Entering information for Invoice Routing (2/2)

### 4. Click **Send notification when invoices undeliverable or rejected**

- Selecting this option ensures that an email will be sent when an invoice has been rejected by the Buyer

### 5. Click on **Save**

### 6. Click on **Close**

Electronic Order Routing   Electronic Invoice Routing   Settlement

General   Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online ▾	Return to this site to create invoices
Customer Invoices	Online ▾	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	+ Doncella@protonmail.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	+ Doncella@protonmail.com
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	+ Doncella@protonmail.com

Save   Close

5

# Transacting Setup

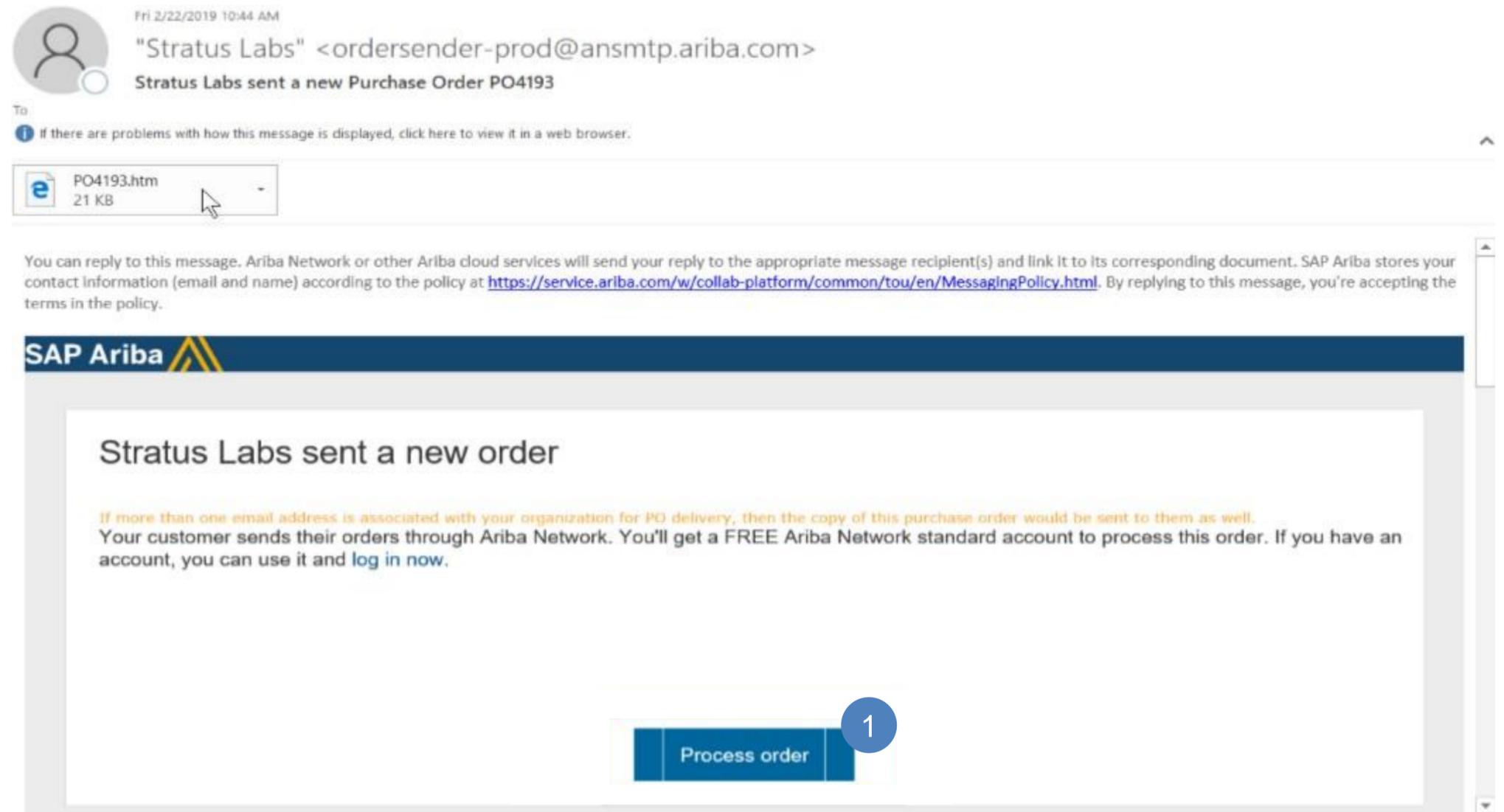
# Transacting Setup

## Initial Purchase Order Email from your Buyer

An email will be sent to the email address from your Buyer

### 1. Click **Process Order**

This will take you to the one-off registration process, follow the prompts



# Transacting Setup

## Standard Account Setup – Once off Process

- You need to Sign Up for a free Standard Account before the purchase order can be actioned
1. Click on **Register Now**
- If you already have a Standard Account click on Log in
  - Screen displays the Register Company Information name



### Supplier Login

Login

[Having trouble logging in?](#)

---

New to Ariba?

1 [Register Now](#) or [Learn More](#)

Is your company registered?

[Search](#)

# Transacting Setup

## Adding Standard Account Company Information

1. Enter your **Company Name**
  2. Click on the **drop down arrow**
  3. and select the **Country**
  4. Enter the **Address**
  5. Enter the **City (Suburb)**
  6. Click on the drop down arrow and select the **State**
  7. Enter the **Postcode**
- Scroll down to User Account Information

Register

Company information

\* Indicates a required field

Company Name\*  1

Country\*  3 2

Address\*  4

City\*  5

State\*  6

Zip\*  7

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.

# Transacting Setup

## Adding User Account Information – Once off Process

- The account that is being created is your businesses Ariba Network Administrator account. Only the Administrator can create new users

1. Enter your first and last **Name**
2. Enter your **Email** address
3. Click on **Use my email as my username**
4. Enter a **Password**
5. Re-enter your password
6. Confirm the correct language is displayed
7. Confirm or enter **Email orders to**
8. Click on Register

### User account information

Name: \*   1

Email: \*  2

Use my email as my username 3

Username: \*

Password: \*  4

5

Language:  6

Email orders to: \*  7

8 Register

# Transacting Setup

## Standard Account – Accept Terms of Use and Register

- **Note:** After you Standard Account is registered, all future Purchase Orders will be sent to your designated user account email

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

1

---

2

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

# Transacting Setup

## Upgrade From Standard Account to Enterprise Account – Upgrade Button

- The Upgrade from Standard Account to Enterprise account – Upgrade Button provides Suppliers with a list of the benefits
- To upgrade to a Enterprise Account click on Upgrade to learn about any fees or charges and what process you are required to follow

**Note: Upgrading to a Enterprise Account may incur fees. Please make yourself aware of fees and charges before upgrading**

1. Click on **Close** to return to the **Dashboard**



# Standard Account Dashboard

# Standard Account Dashboard

- The Dashboard /Homepage for Standard Accounts users is limited
- Greyed out tabs, sections or selections cannot be accessed
- Use the Dashboard to resend the Purchase Order Email, set up your Ariba Network, create users, assign permissions and maintain routing information
- Real time invoice status notifications
- Email notification and online download provide access to invoices for local archiving

# Standard Account Dashboard

## General Information

The Dashboard/Homepage is restricted for Standard Account users, some may see the Inbox, Outbox, Catalogs and Reports tabs but these will be greyed out. Standard Account users can use the Dashboard to resend a Standard Account email, set up routing information, accessing Company Profile information and the Supplier Information Portal.

**SAP Ariba Network** Standard Account [Upgrade](#) Settings Help MJ

Home Catalogs Documents Create

Is your company providing tax exemption certificate or direct pay permit relevant to your purchases from Ariba Inc. for U.S. sales tax purposes? If Yes, upload any/all applicable U.S. Sales Tax Exemption Certificates or Direct Pay Permit Documentation to ensure that correct taxability is applied to your purchases from Ariba Inc.

[Upload](#) [Remind Later](#) [Ignore](#)

Trends Refresh

Orders, Invoices and Payments [All Customers](#) [Last 14 days](#)

0 Pinned Documents [More...](#)

Document #	Document Type	Customer	Status	Amount
No items				

Now we're mobile. Check it out.

Download on the App Store

GET IT ON Google Play

Tasks

Update Profile Information

# Standard Account Dashboard

## Sections of the Dashboard - Example 1

1. Home Tab
2. Upgrade from Standard - Account Option
3. Company Settings
4. Orders, Invoices and Payments
5. Help Center
6. Search and Help Panel
7. Access Standard Account level Support Options

The screenshot displays the SAP Ariba Network Standard Account Dashboard. The interface includes a top navigation bar with the SAP logo, 'Ariba Network', 'Standard Account', and an 'Upgrade' button. A 'Home' tab is highlighted. The main content area features a section for 'Orders, Invoices and Payments' with a table header containing columns for Document #, Document Type, Customer, Status, and Amount. A 'Pinned Documents' section shows 0 items. A 'Tasks' section includes an 'Update Profile Information' button. A right-hand sidebar contains a search bar and a list of help topics. A footer contains copyright information and links to privacy and terms of use.

Document #	Document Type	Customer	Status	Amount
No Items				

# Standard Account Dashboard

## Setting the Orders, Invoices and Payments Display (if available)

Note: There is a maximum of four tiles that can be displayed.

From the Dashboard

1. Click on **More...**
  - Screen displays the Tiles available box
2. Click on **Manage Default Tiles**
  - Screen displays Manage Action Tiles on the Home Dashboard
3. Click on **Remove** to allow space for new tiles
4. Click on **Select** of the tile that you
  - Select the required tiles
5. Click on **Done**

Orders, Invoices and Payments All Customers ▾ Last 14 days ▾

2 New Purchase Orders    2 Orders that Need Attention    0 Invoices Rejected    0 Payments Received    12 Purchase Orders 1 More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4500349546	TEST	New	\$7.00 USD	19 May 2020	\$0.00 USD	Select ▾
4500349488	TEST	New	\$5,077.80 USD	17 May 2020	\$0.00 USD	Select ▾

Manage Action Tiles on the Home Dashboard 5 Done Cancel Restore Defaults

Available Tiles 4

Name	Select
Orders to Invoice	Select
Pinned Documents	Select
Orders to Ship	Select
Collaboration Requests	Select
Orders to Confirm	Select
Orders with Service Lines	Select
Invoices Pending Payment	Select
Payments that Need Attention	Select

Selected Tiles 3

Name	Remove
New Purchase Orders	Remove
Orders that Need Attention	Remove
Invoices Rejected	Remove
Payments Received	Remove

2 Manage Default Tiles

# Standard Account Dashboard

Screen returns to the Dashboard

The tiles selected are now display

1. Clicking on **Select** within the tiles will display the Send me a copy to take action

Orders, Invoices and Payments							All Customers ▾	Last 14 days ▾
2 New Purchase Orders	2 Orders that Need Attention	0 Invoices Rejected	0 Payments Received	12 Purchase Orders	More...			
Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced		Action	
4500349546		New	\$7.00 USD	19 May 2020	\$0.00	USD	1 Select ▾	
4500349488		New	\$5,077.80 USD	17 May 2020	\$0.00	USD	Select ▾	