AES
United States

SAP Ariba Network

Standard Account Overview

September 2020

General information

General Information

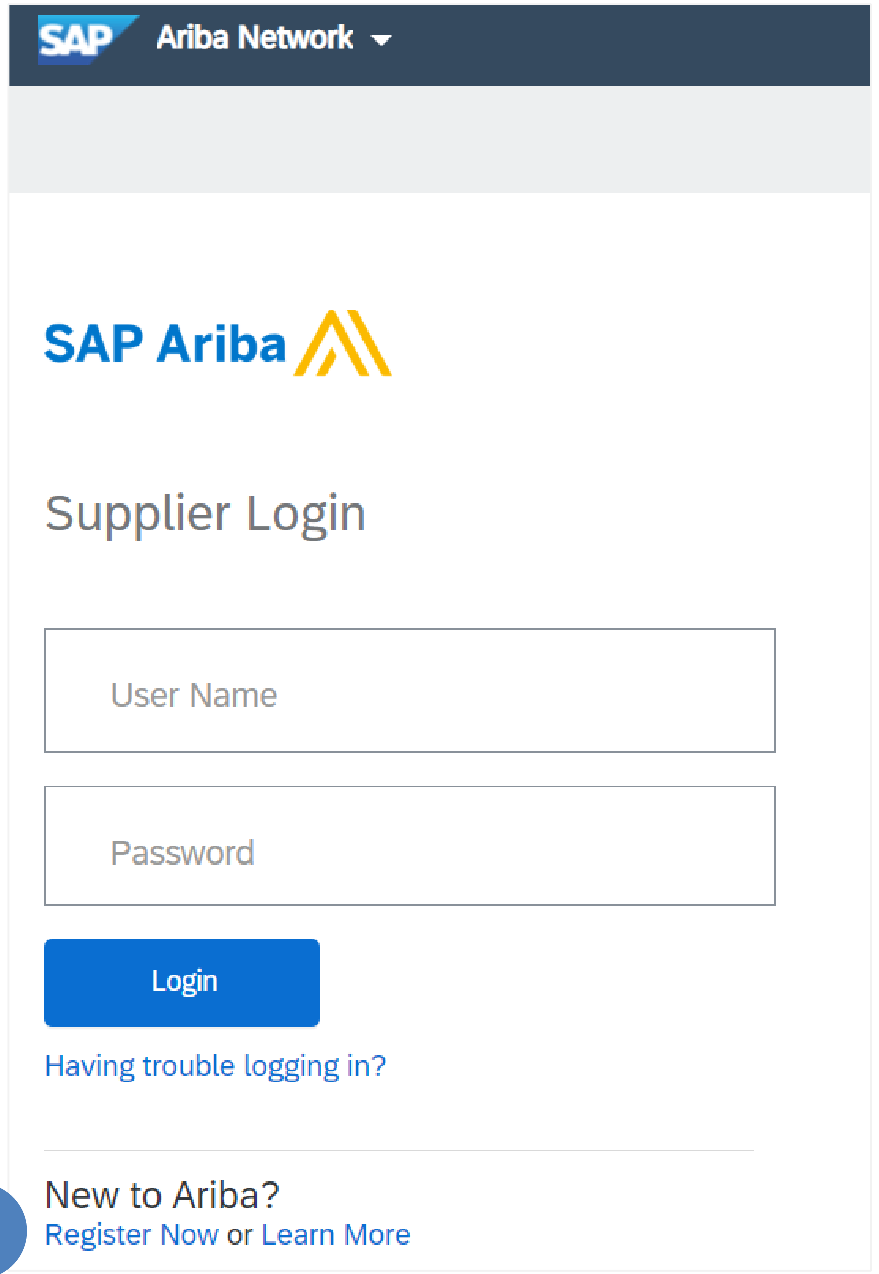
- All actions must begin with the Email containing the purchase order, including invoicing
- Contract Invoicing can be performed using Standard Account, the Buyer maintains the catalog and pricing
- Ensure all set up processes have been completed and that the email address where Purchase Orders are being 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)

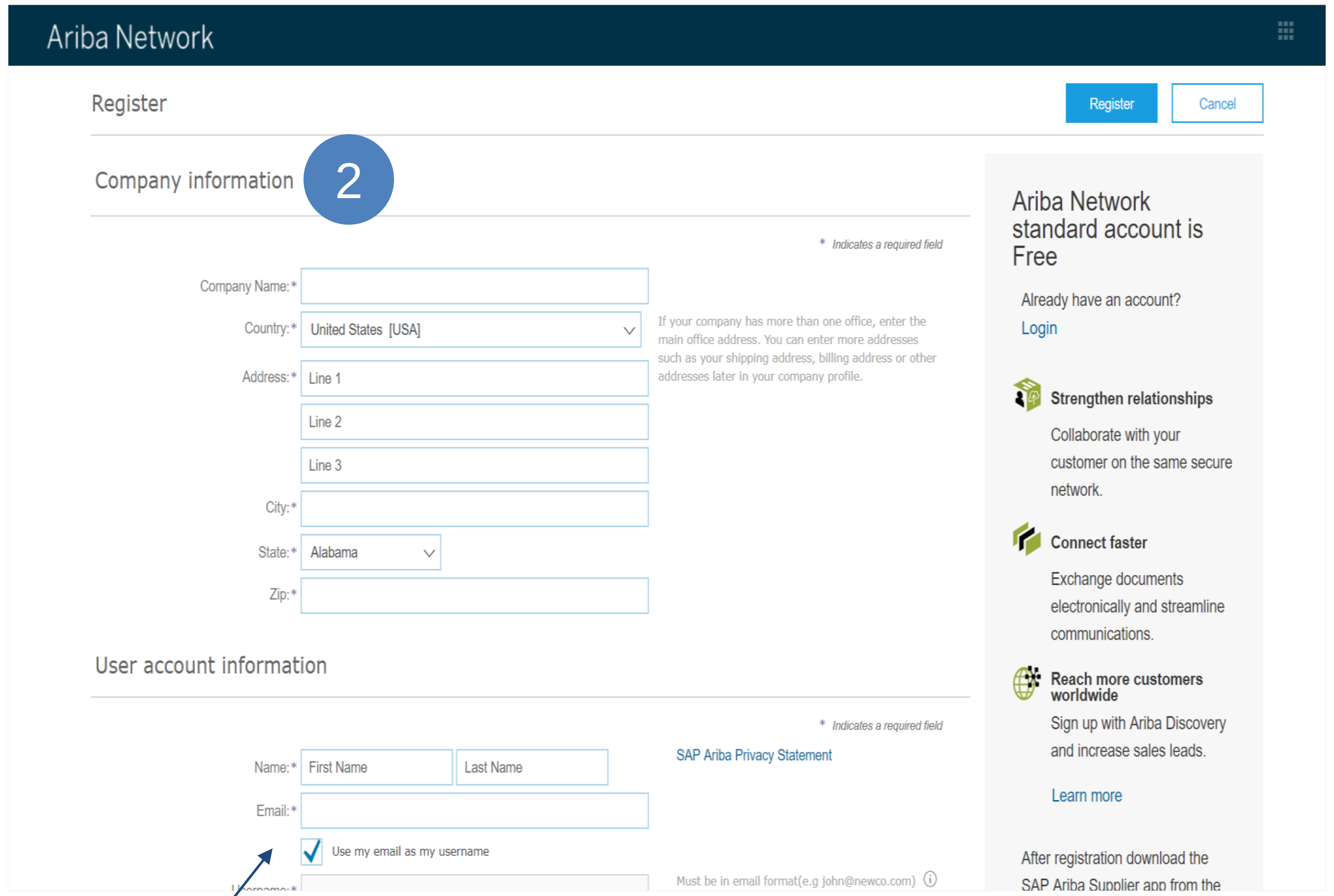
Registration

1. Proceed to supplier.ariba.com & click **Register Now**



1

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



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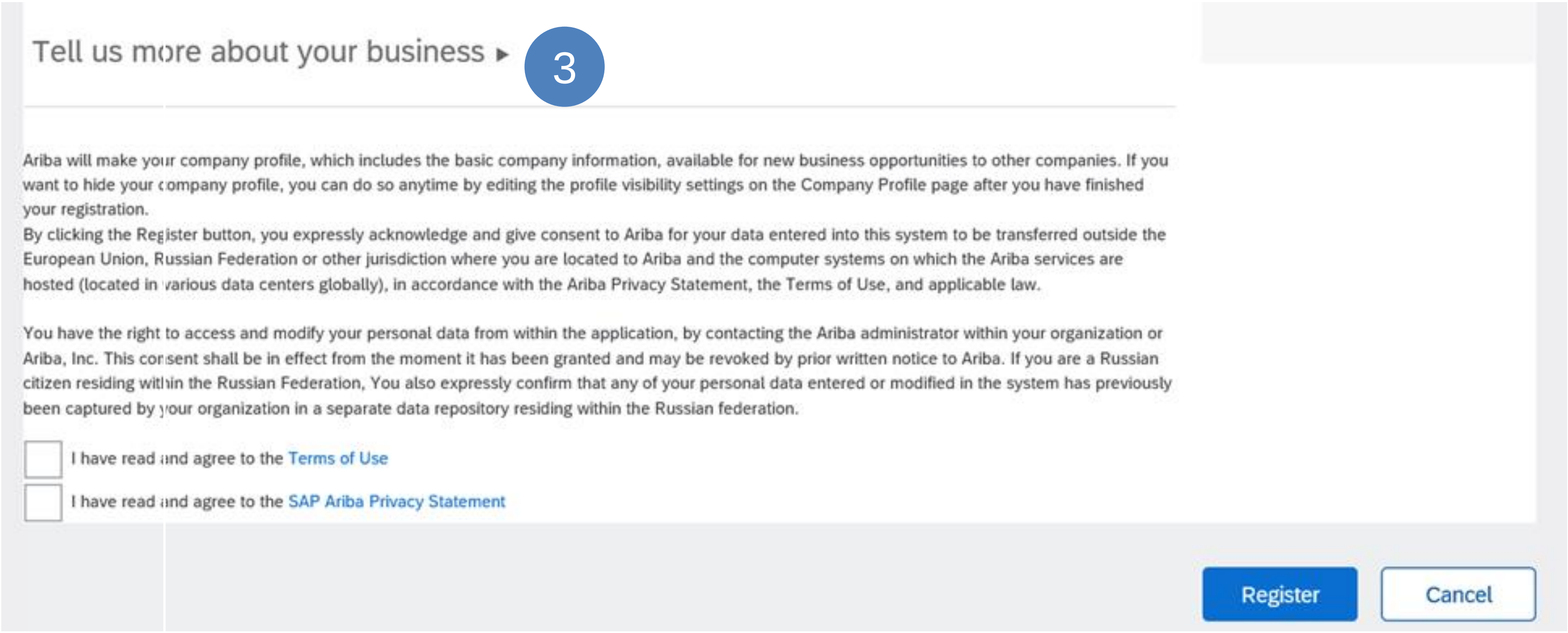
* Leave this item checked*

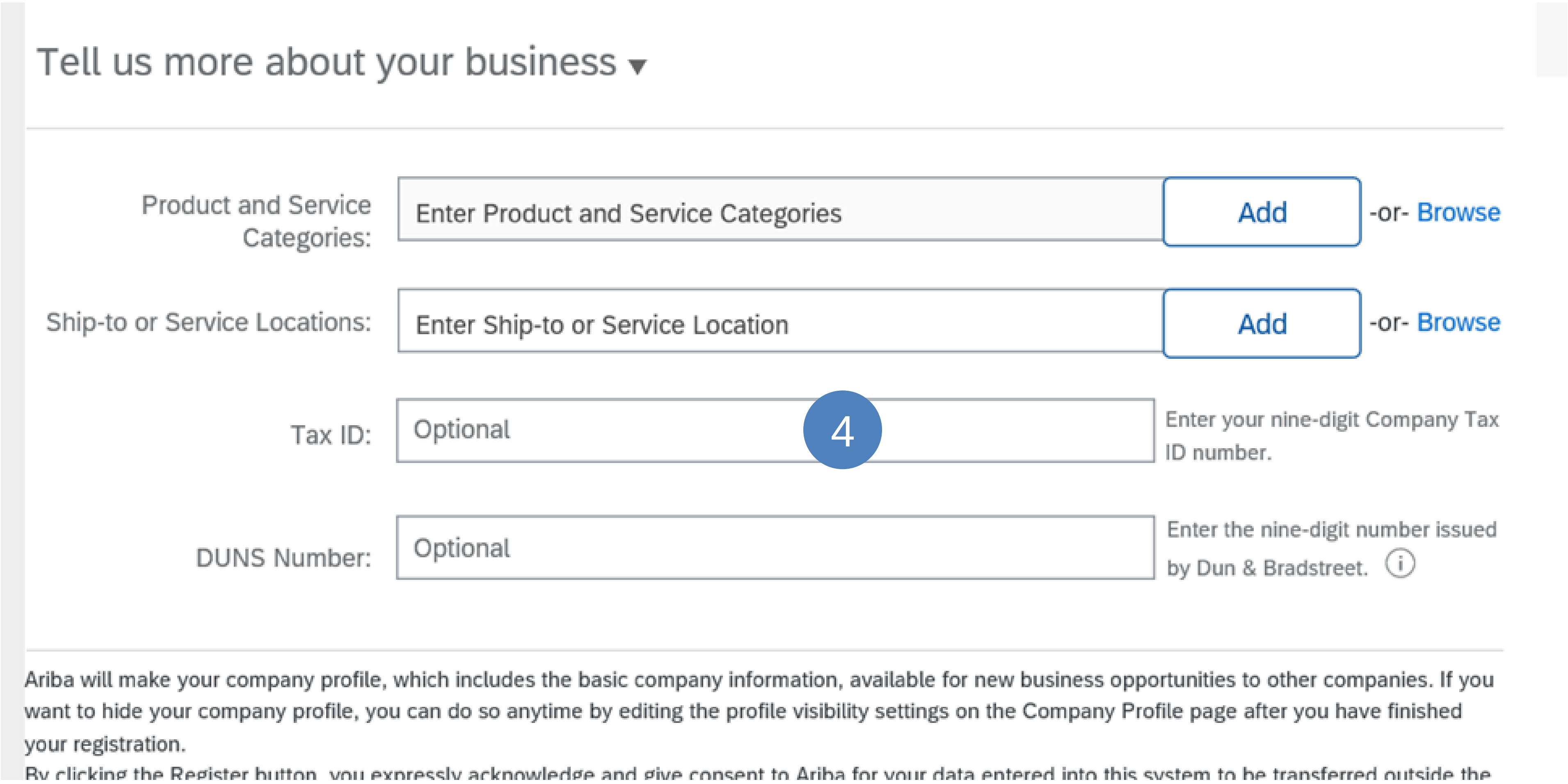
Supplier Login (1/4)

Registration

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



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

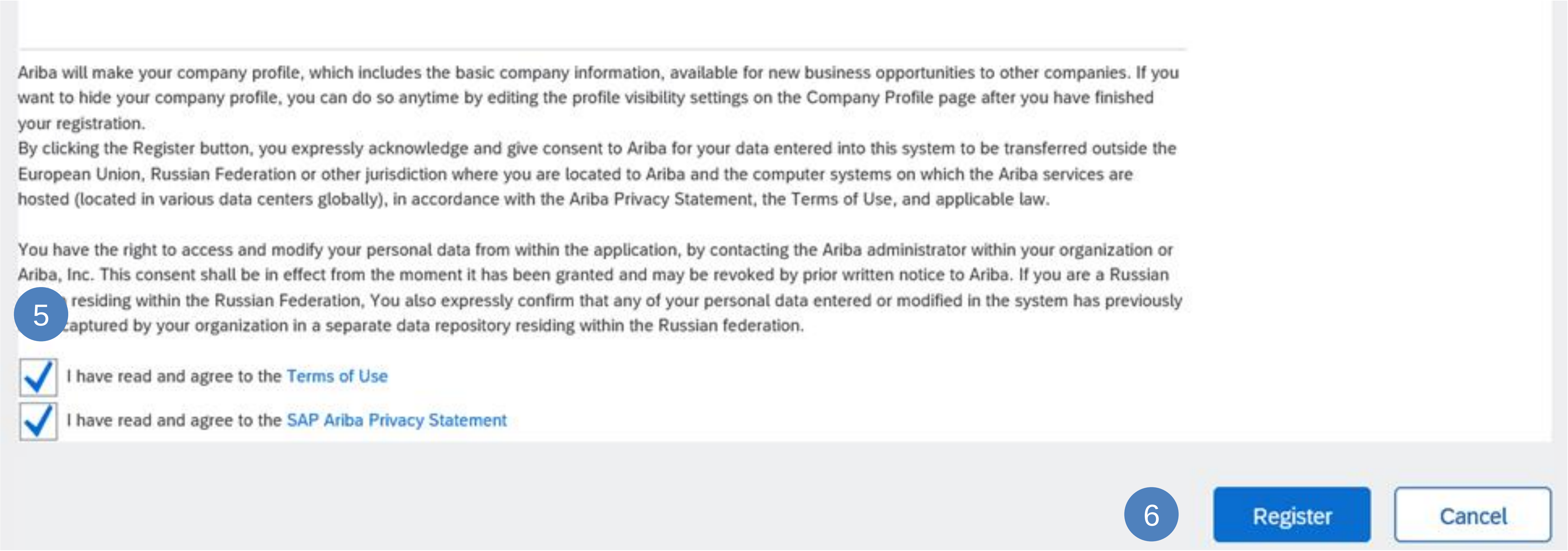


Supplier Login (1/4)

Email Verification

5. Check the Terms of Use and SAP Ariba Privacy Statement

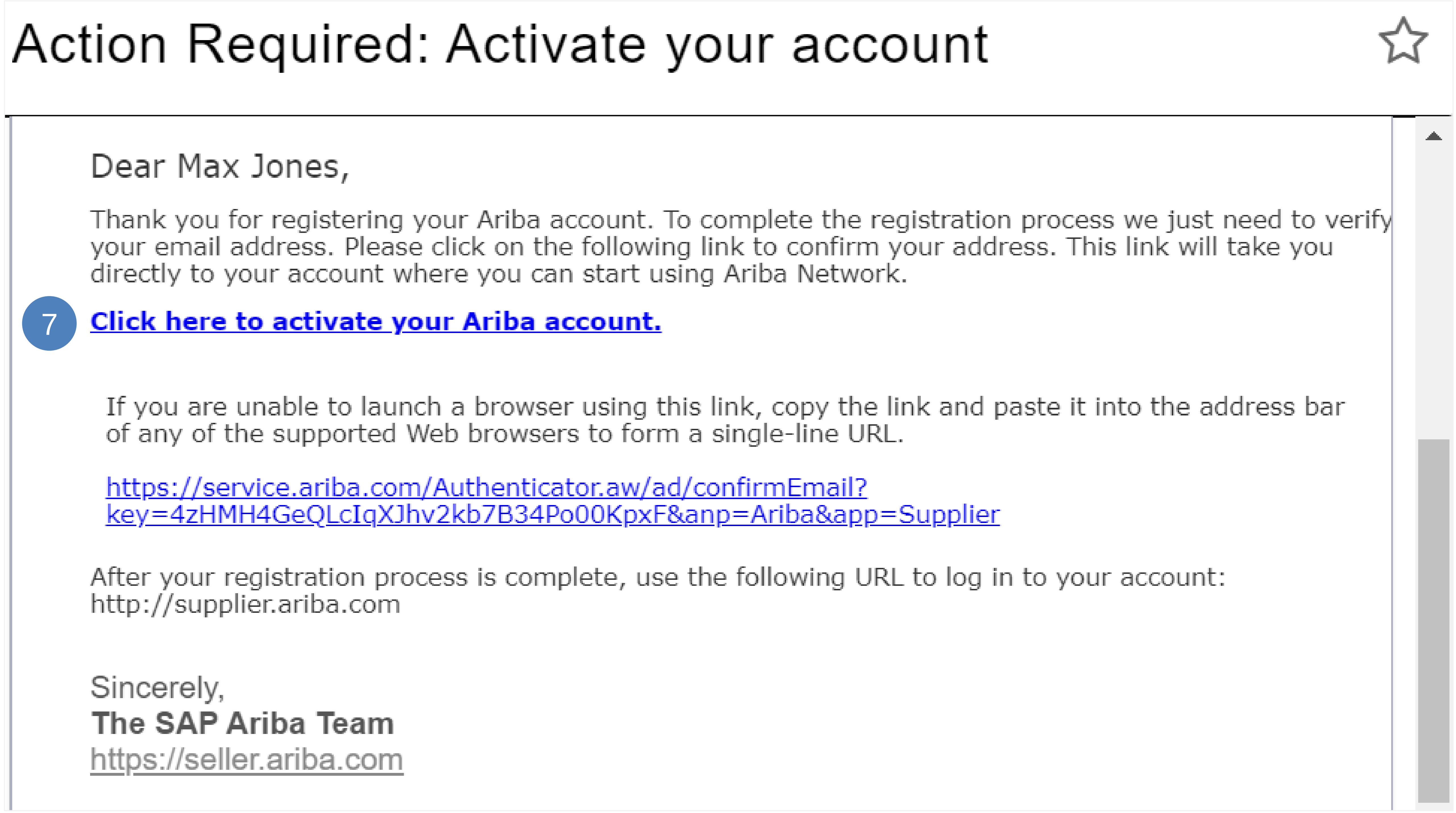
6. Click on Register



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

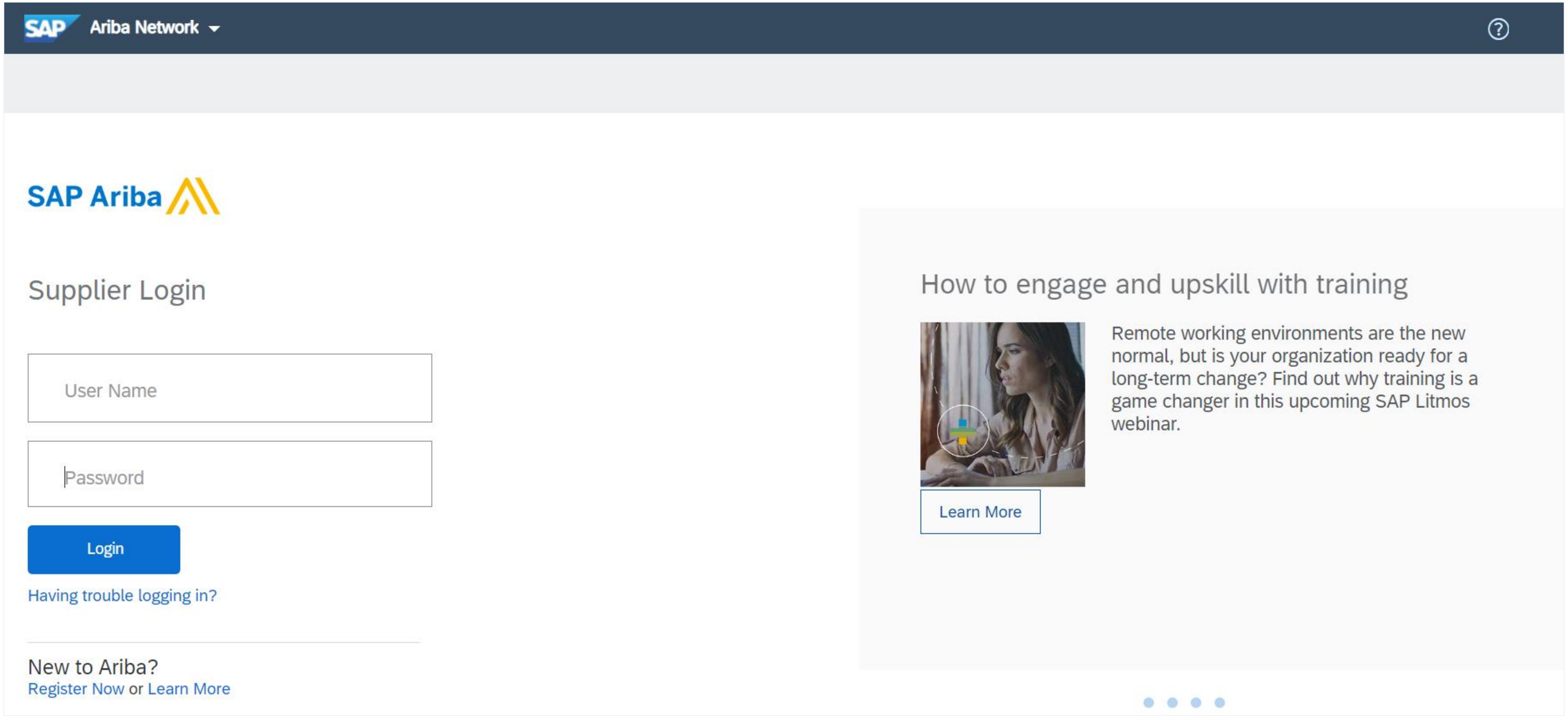
After your registration process is complete, use the following URL to log in to your account: http://supplier.ariba.com

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

Configure Company Profile

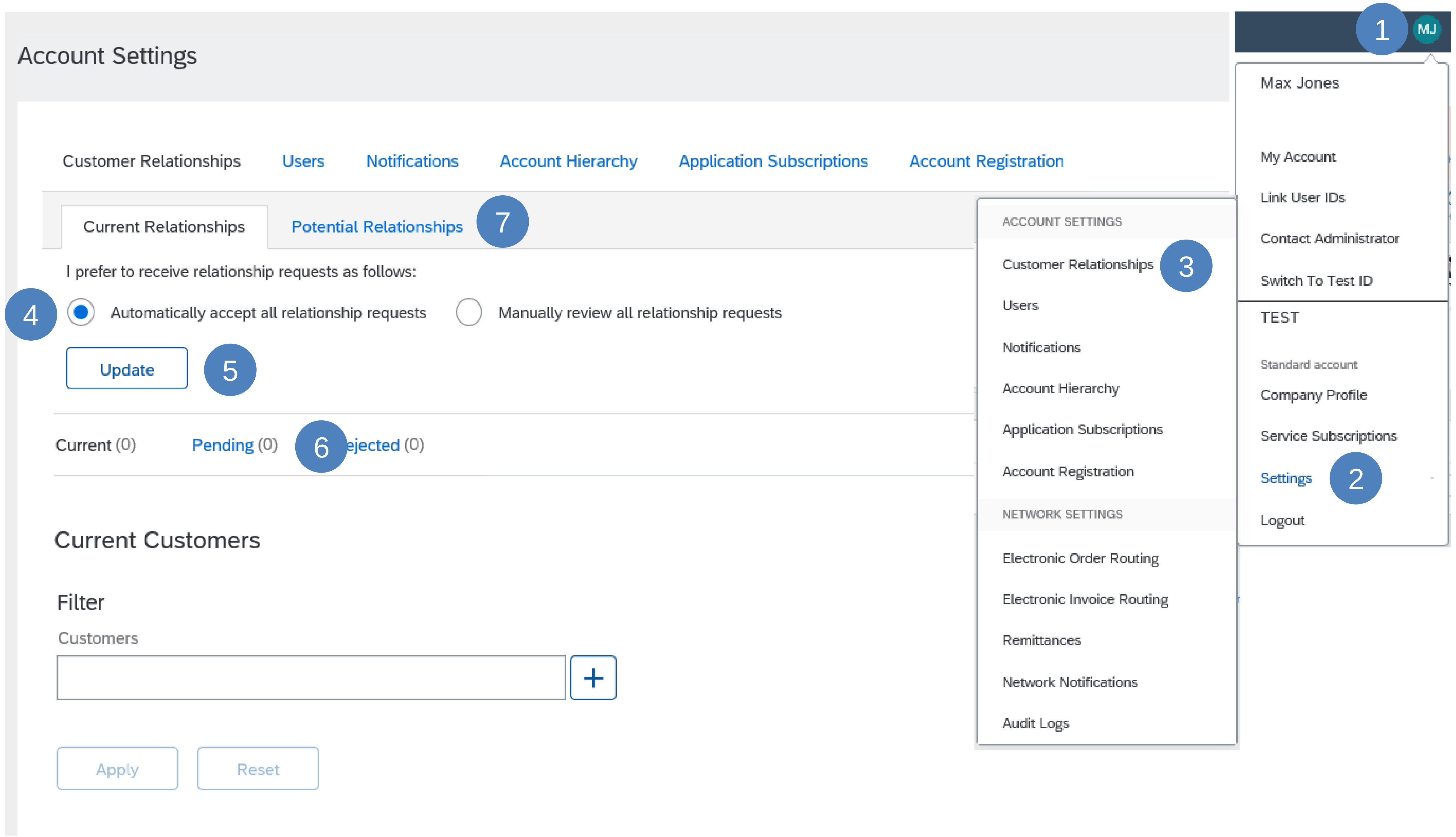
Company Profile

- Sign in to Ariba & Complete company profile



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



Company Profile

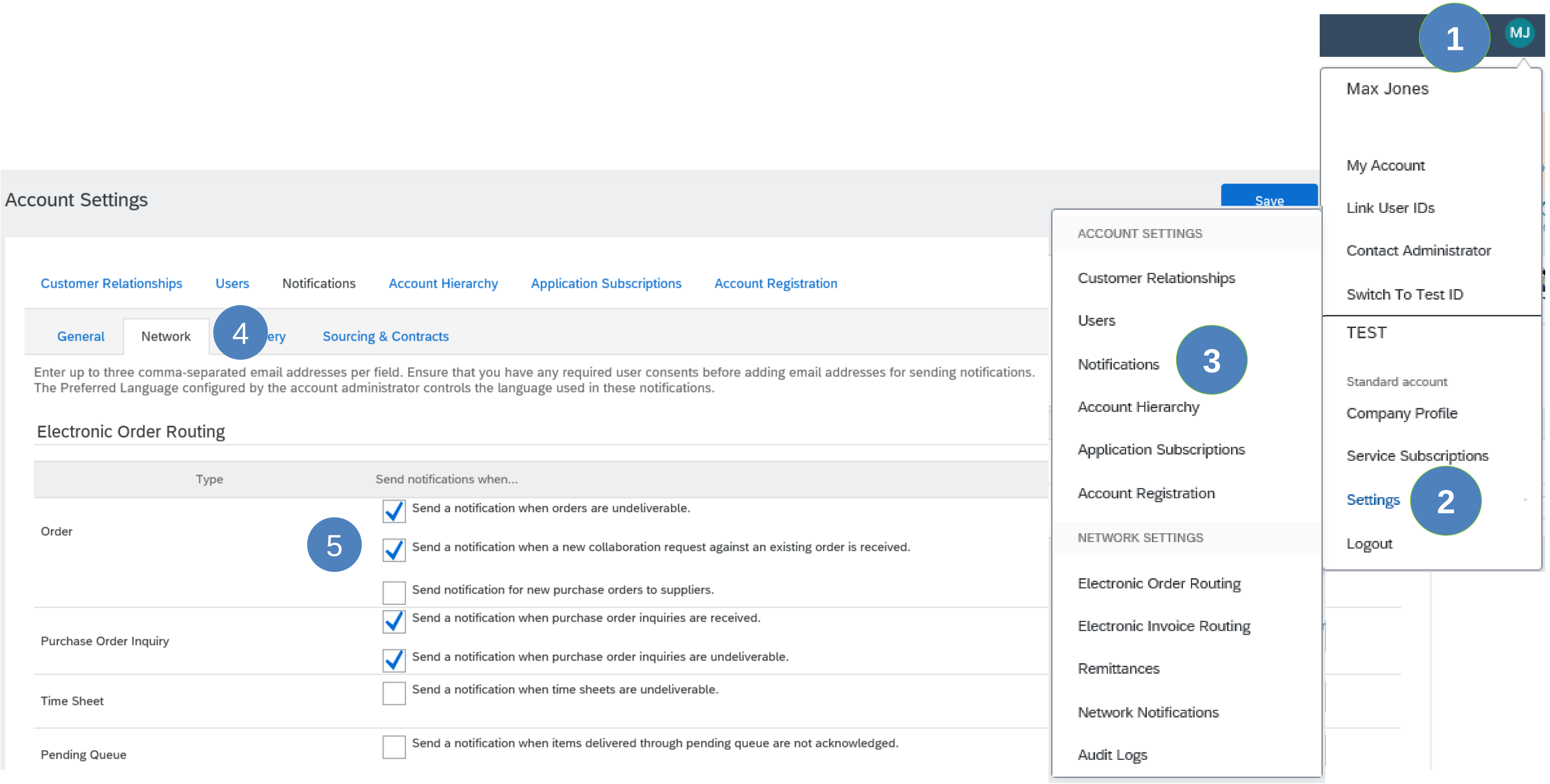
1. **Click** on your name in top right corner

2. **Click** on Settings

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

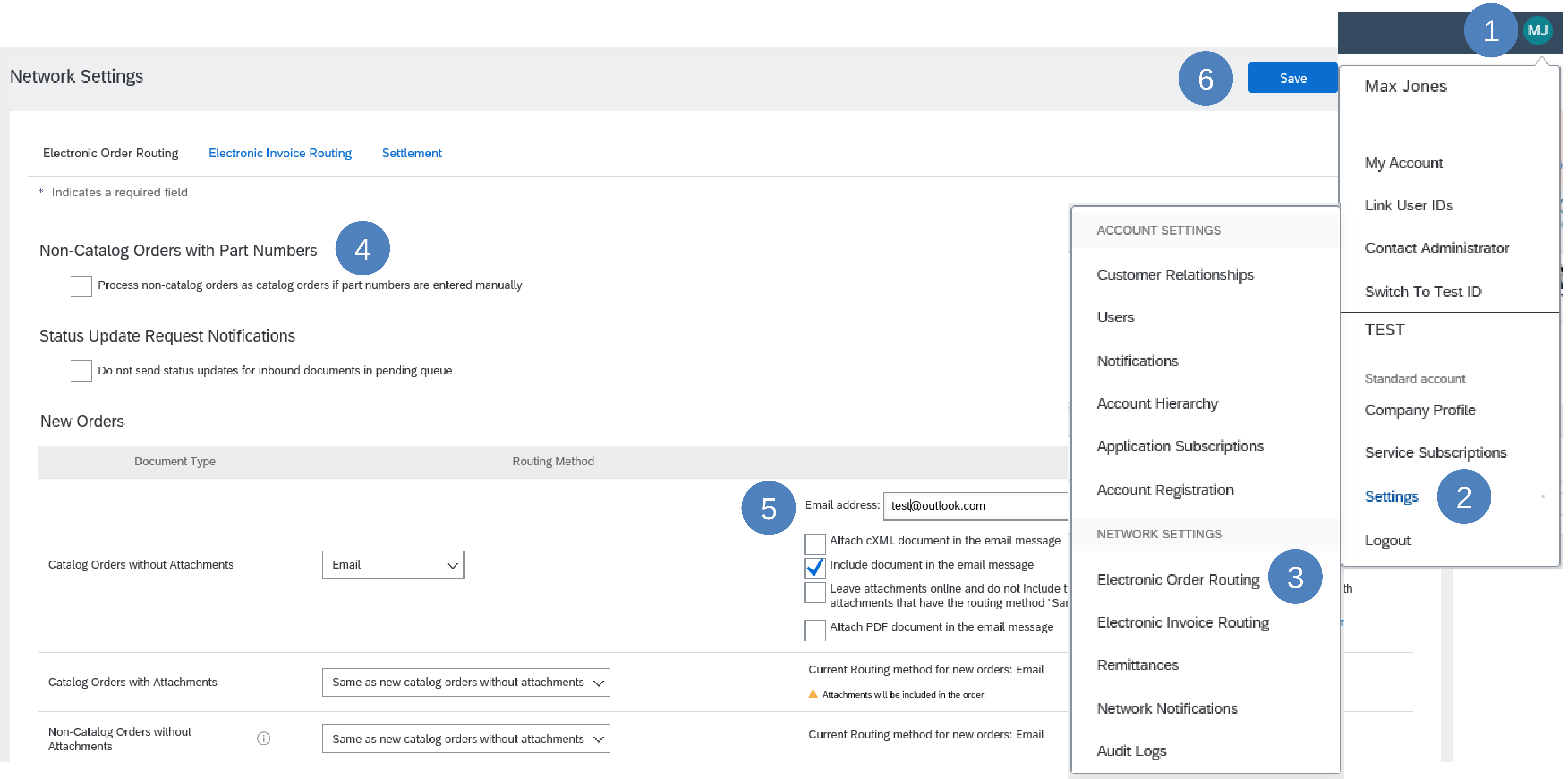
4. Under **Network** tab, you can access the way you want the notifications to be addressed.

5. Select and add as needed.



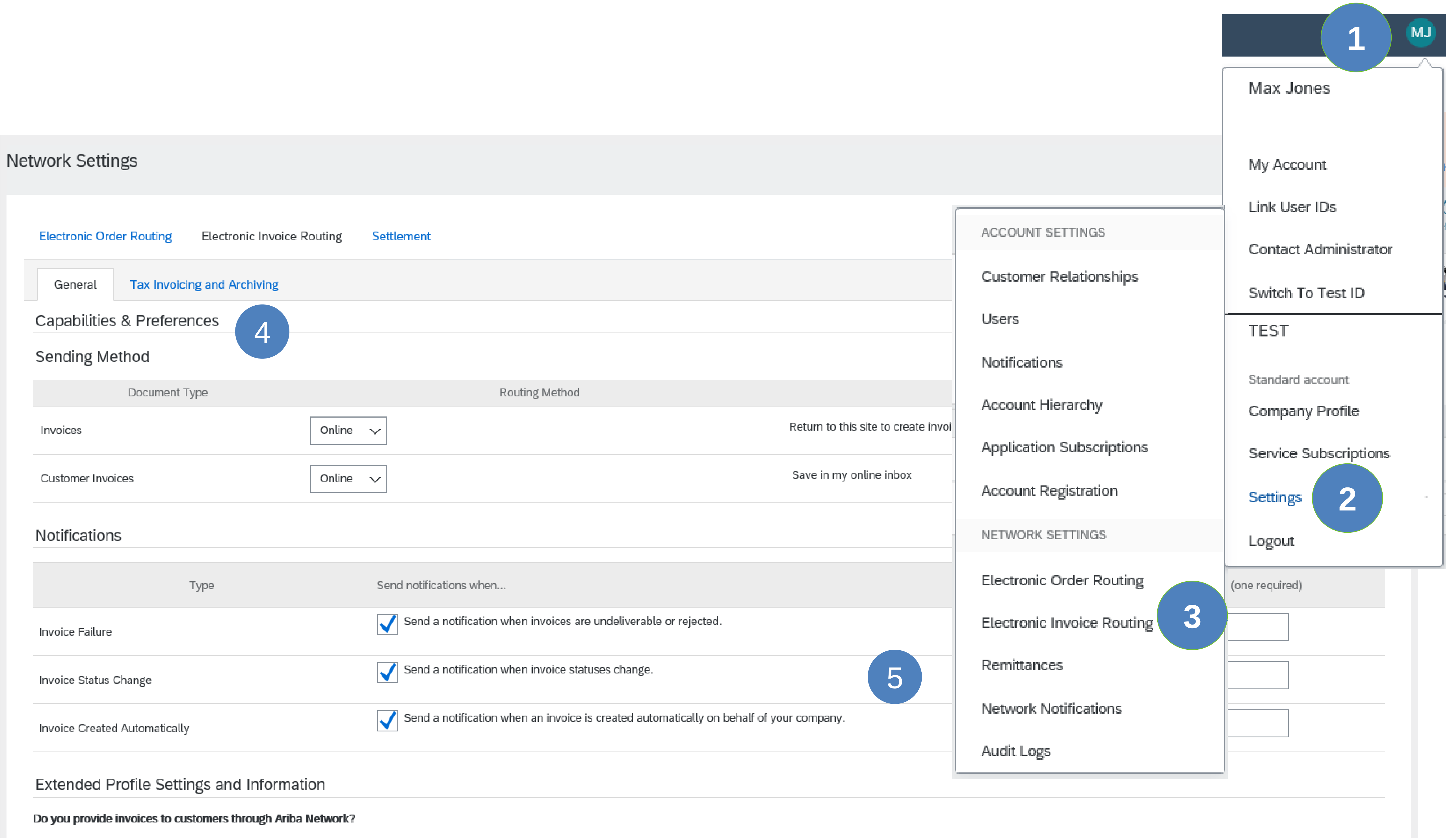
Company Profile

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**



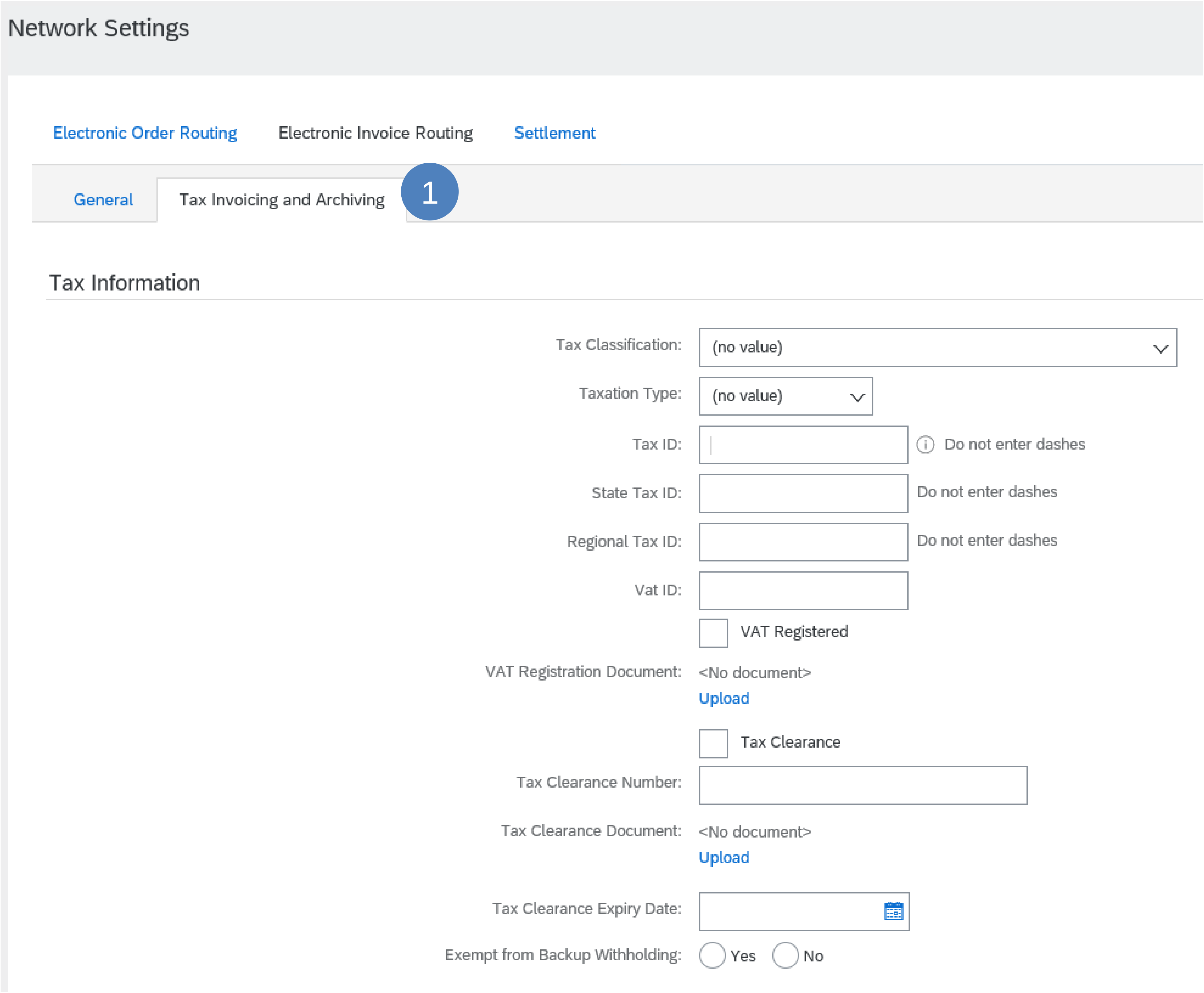
Company Profile

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**.



Company Profile

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



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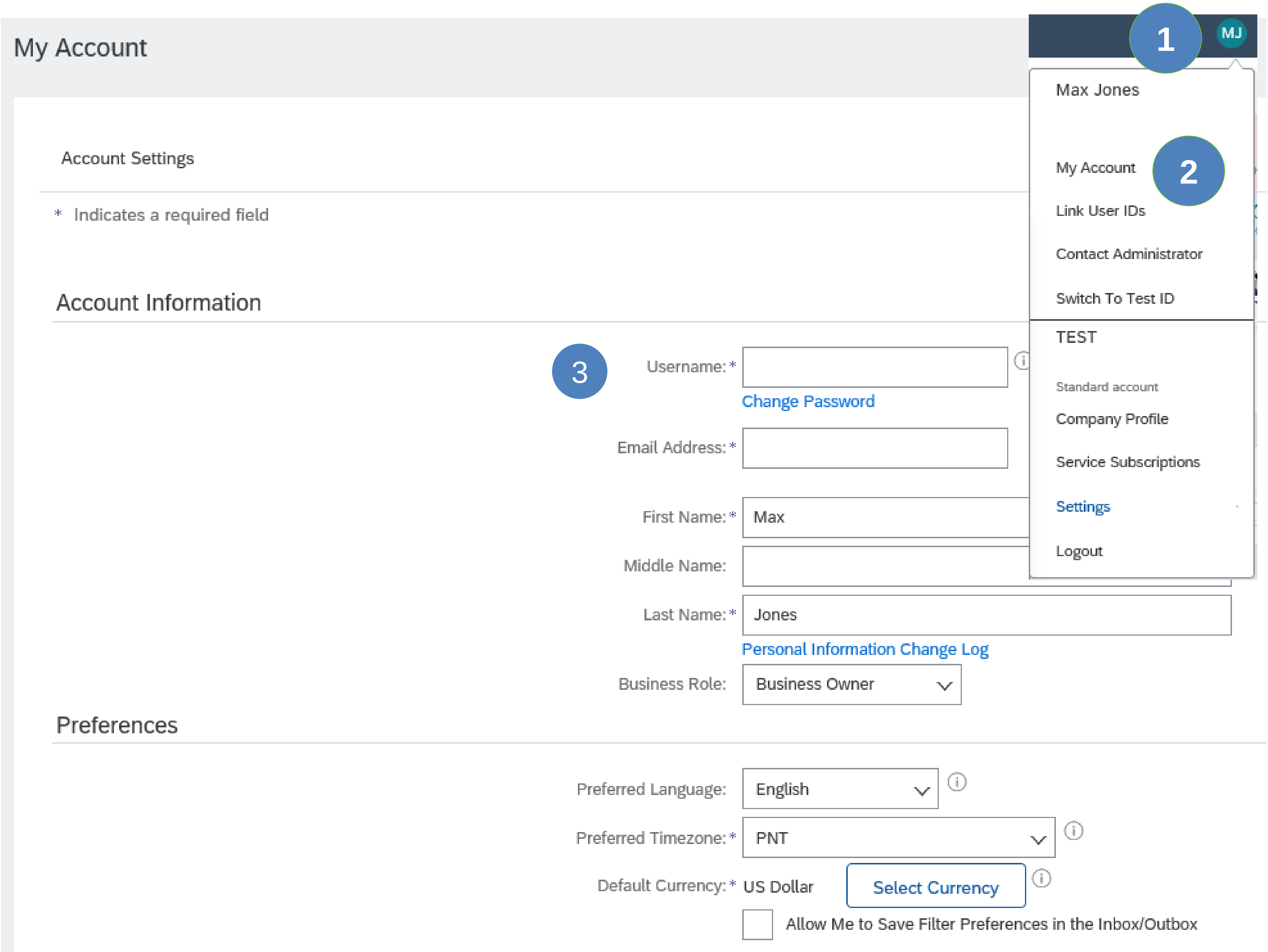
Account Settings

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.



Setting Up & Maintaining Accounts

Setting Up & Maintaining Accounts

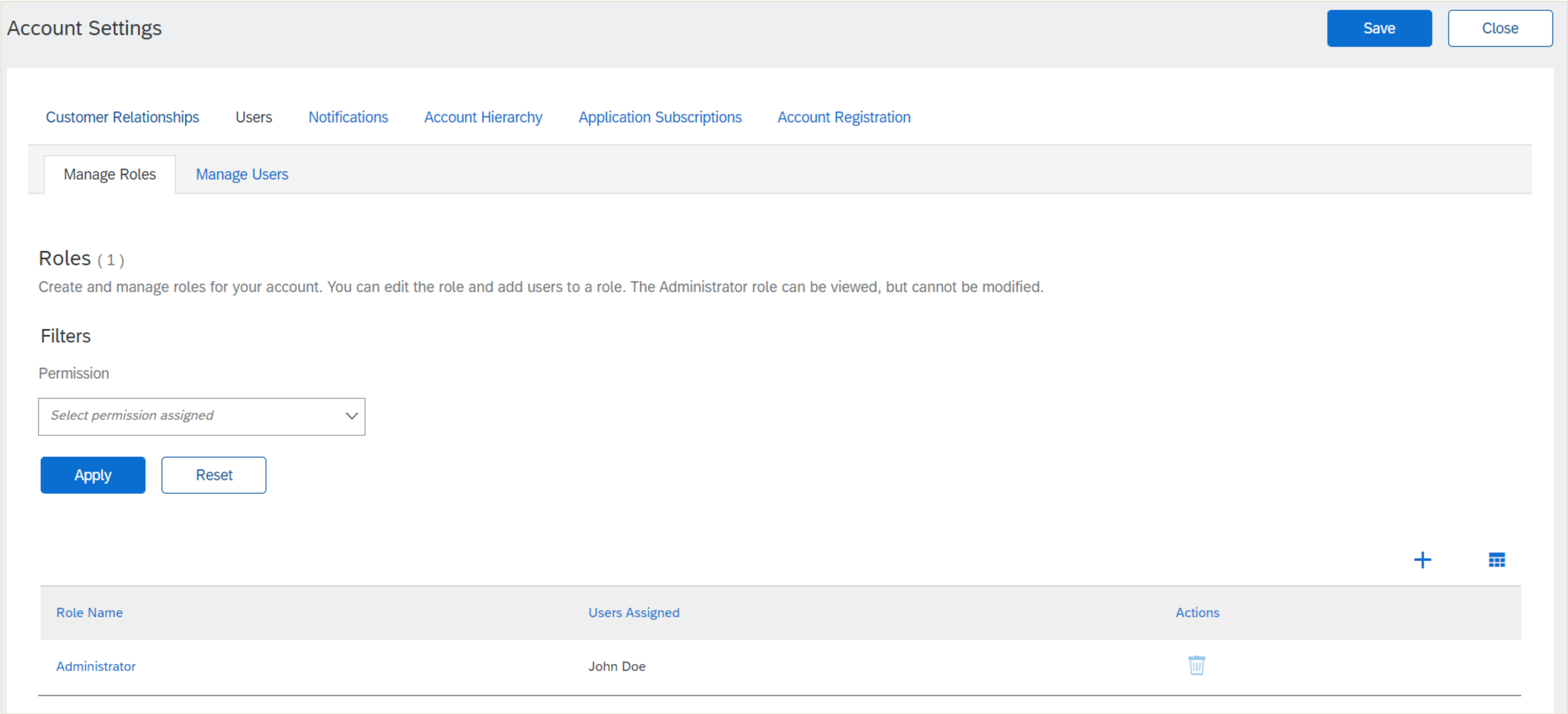
Introduction

- 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.



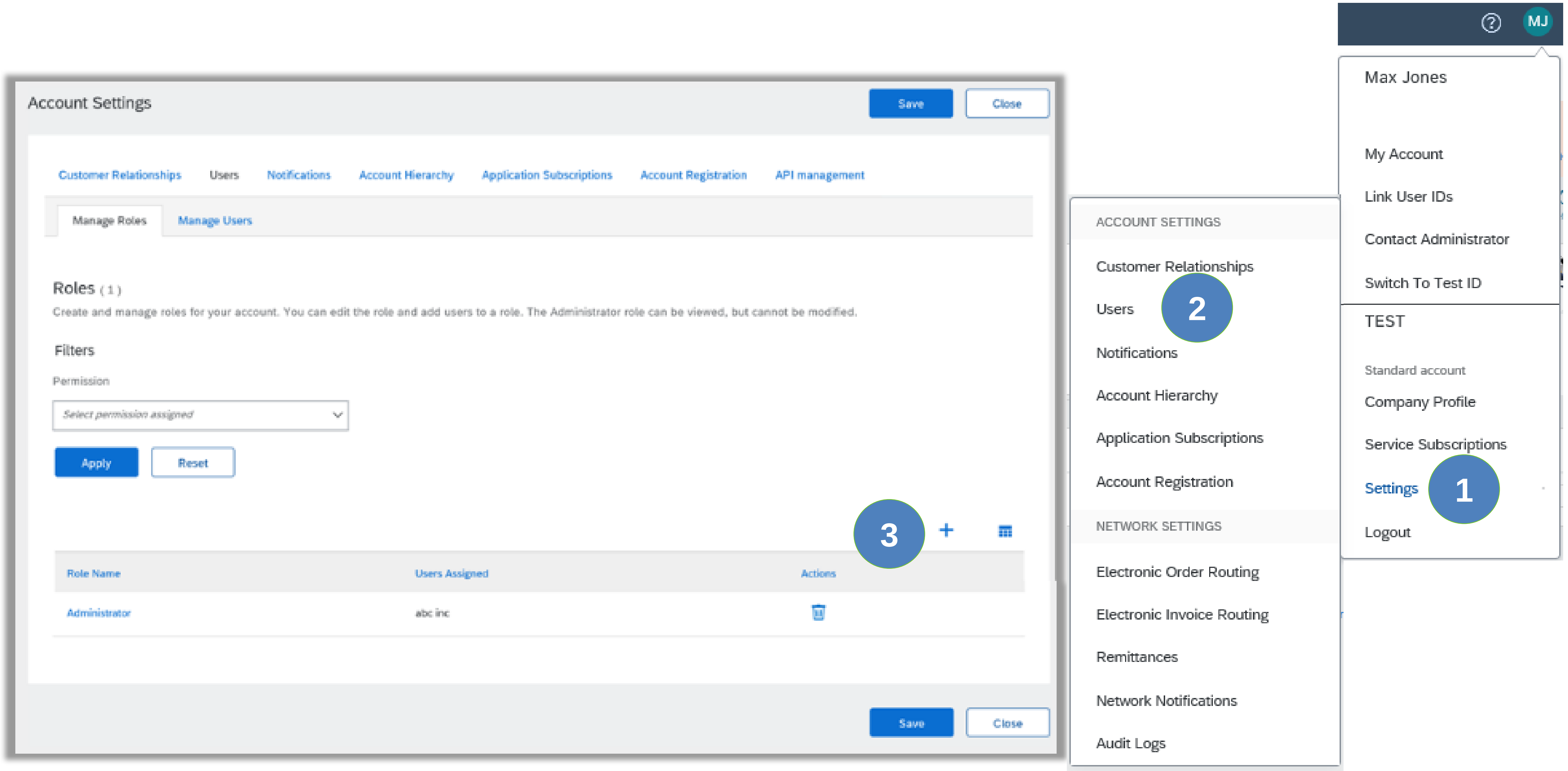
Setup User Accounts

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



Setup User Accounts

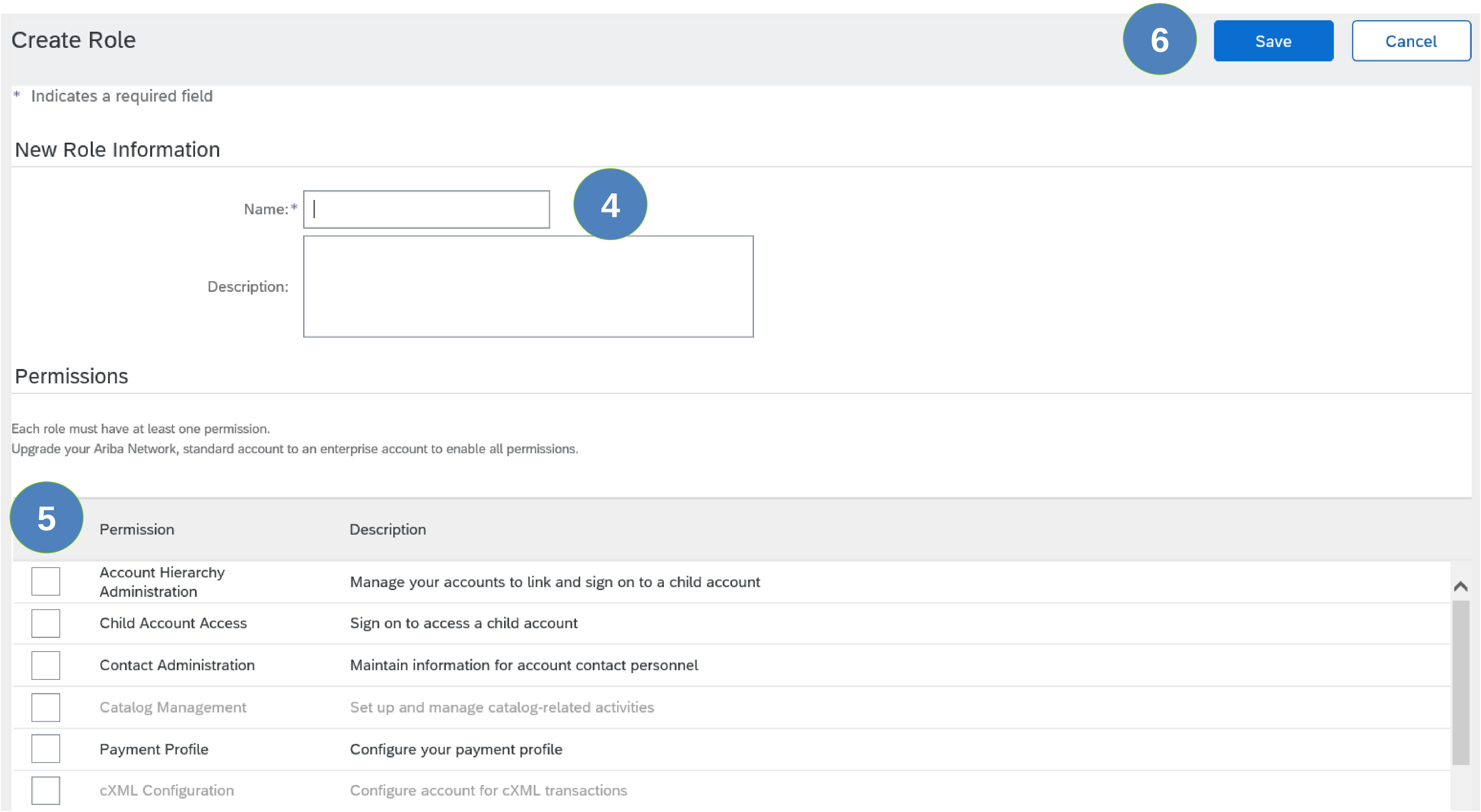
Create Roles and Users (Administrator Only)

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



AES United States

Company Profile

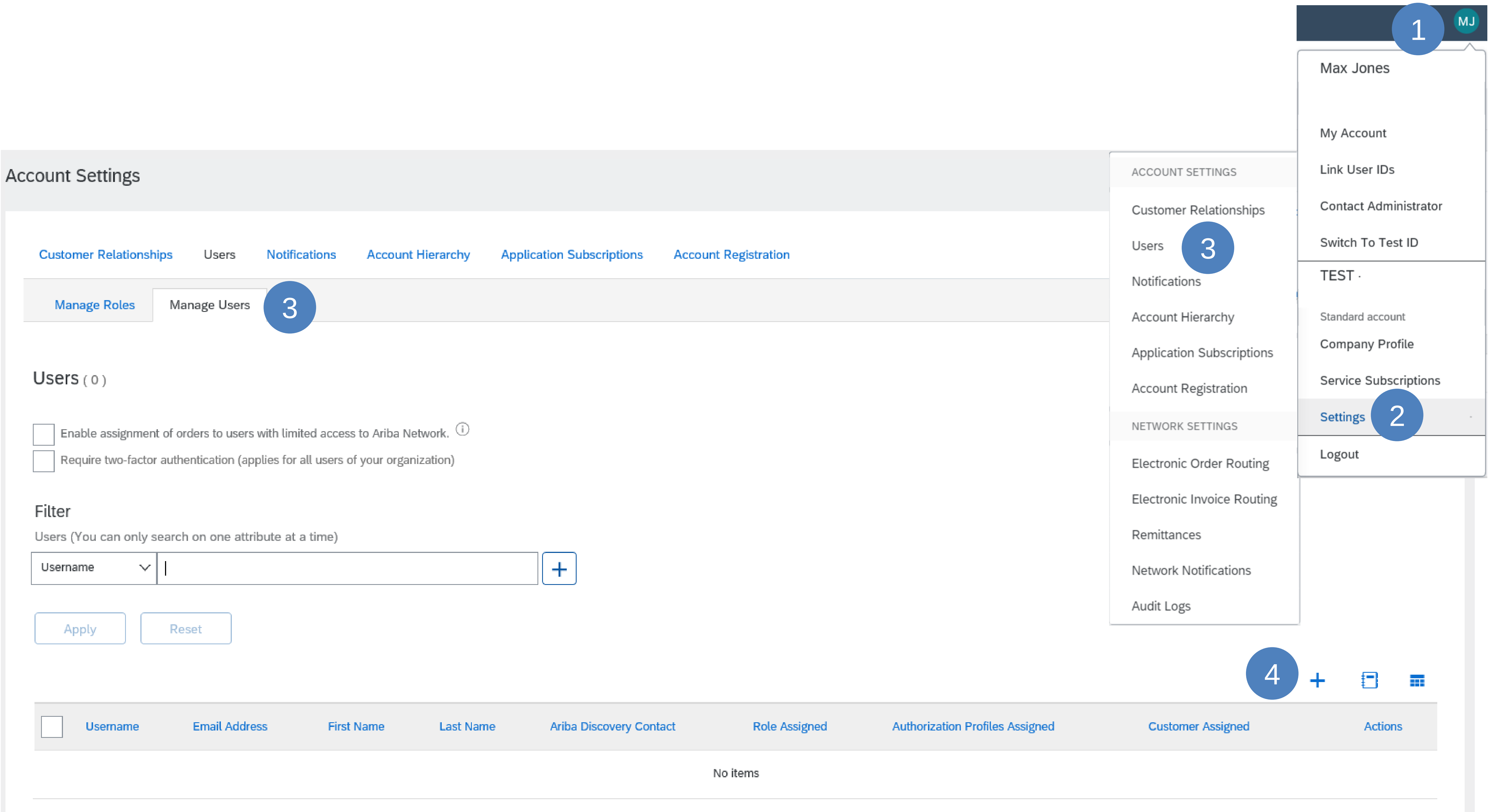
Create Roles and Users (Administrator Only)

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



Company Profile

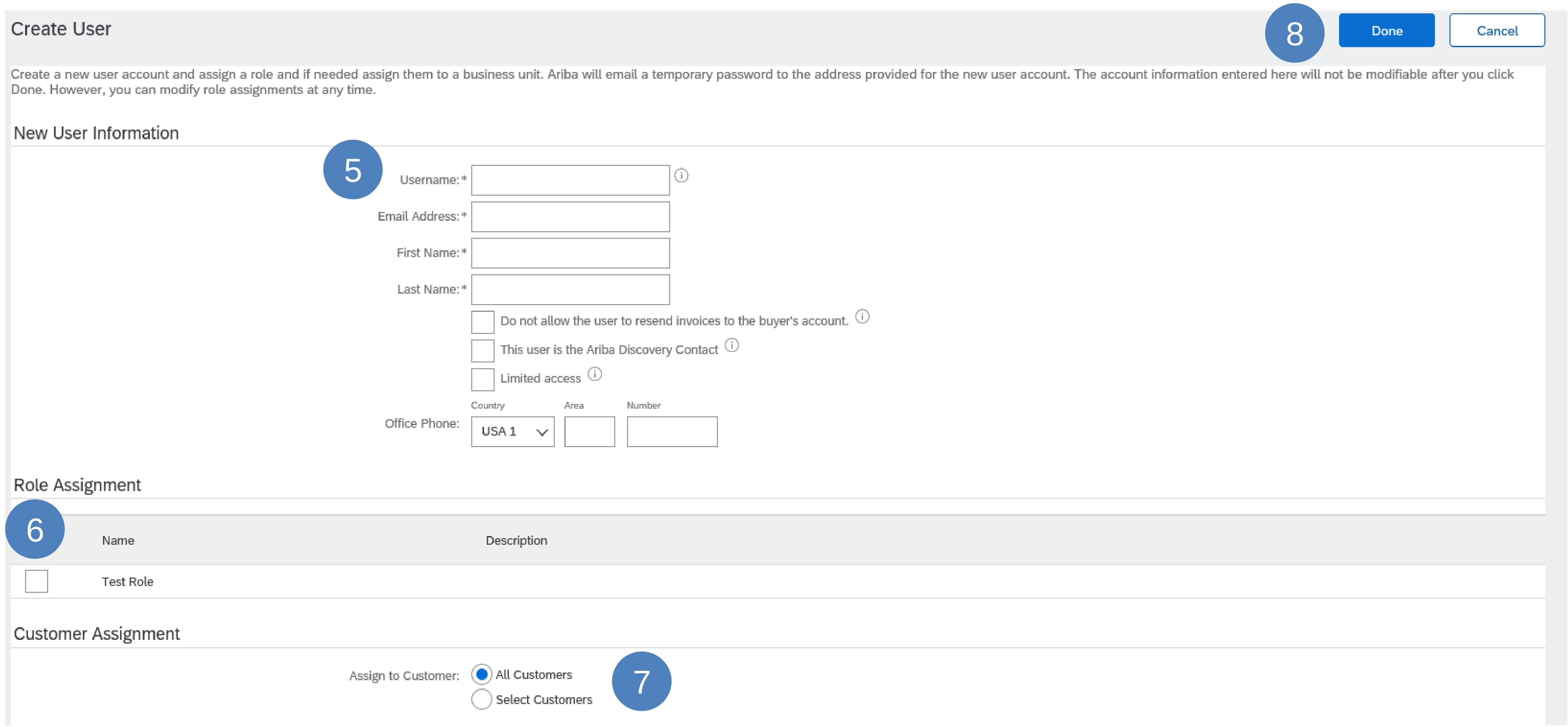
Create Roles and Users (Administrator Only)

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.



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

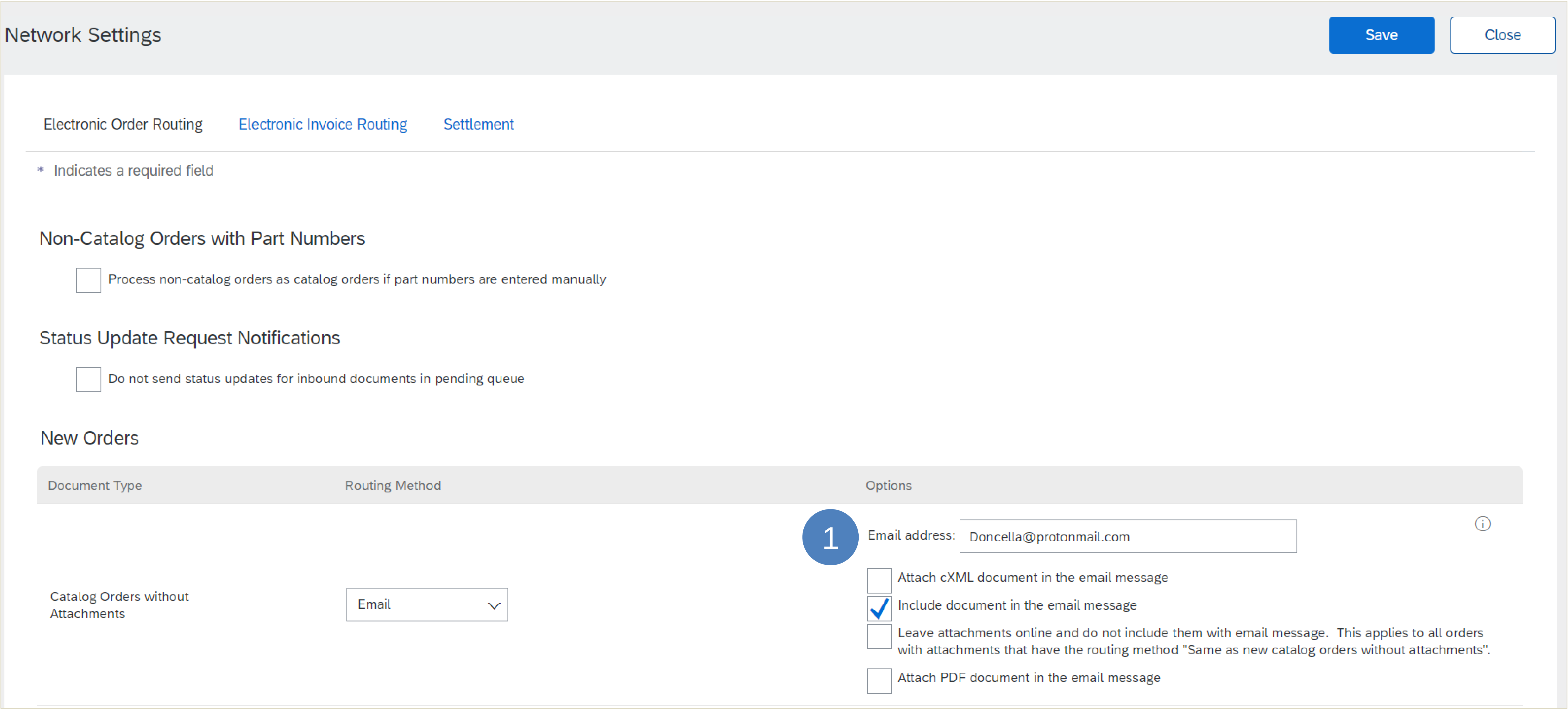
Entering information for Electronic Order Routing (1/2)

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 received the email
- Remember if you appear in the Distribution List and are entered to receive an email you will received the Purchase Orders more than once
- Email is the only selection available



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**

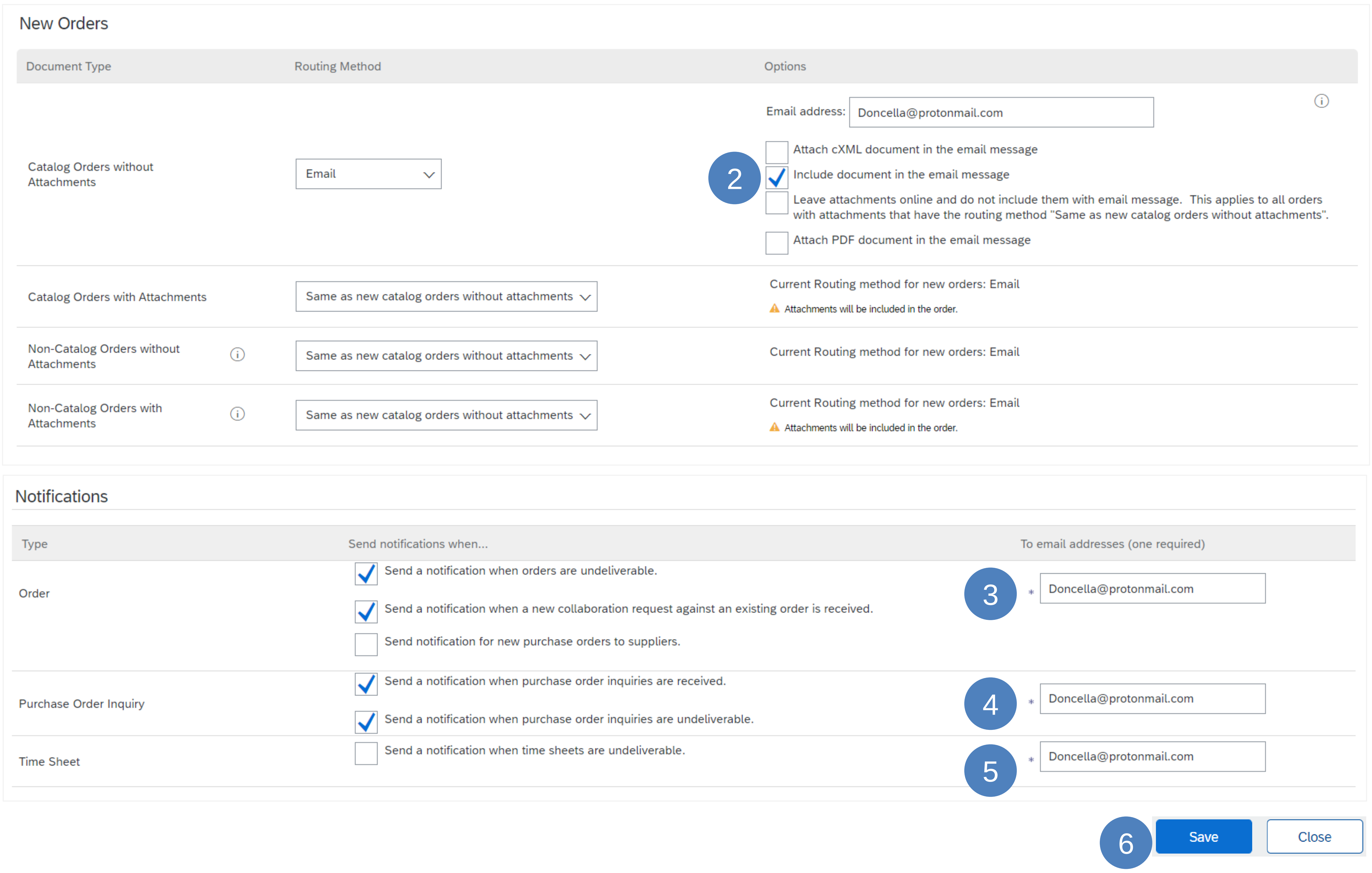
3. Confirm or enter To email addresses for **Order** (the System Administrator should already be entered)

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**



Setting Up & Maintaining Accounts

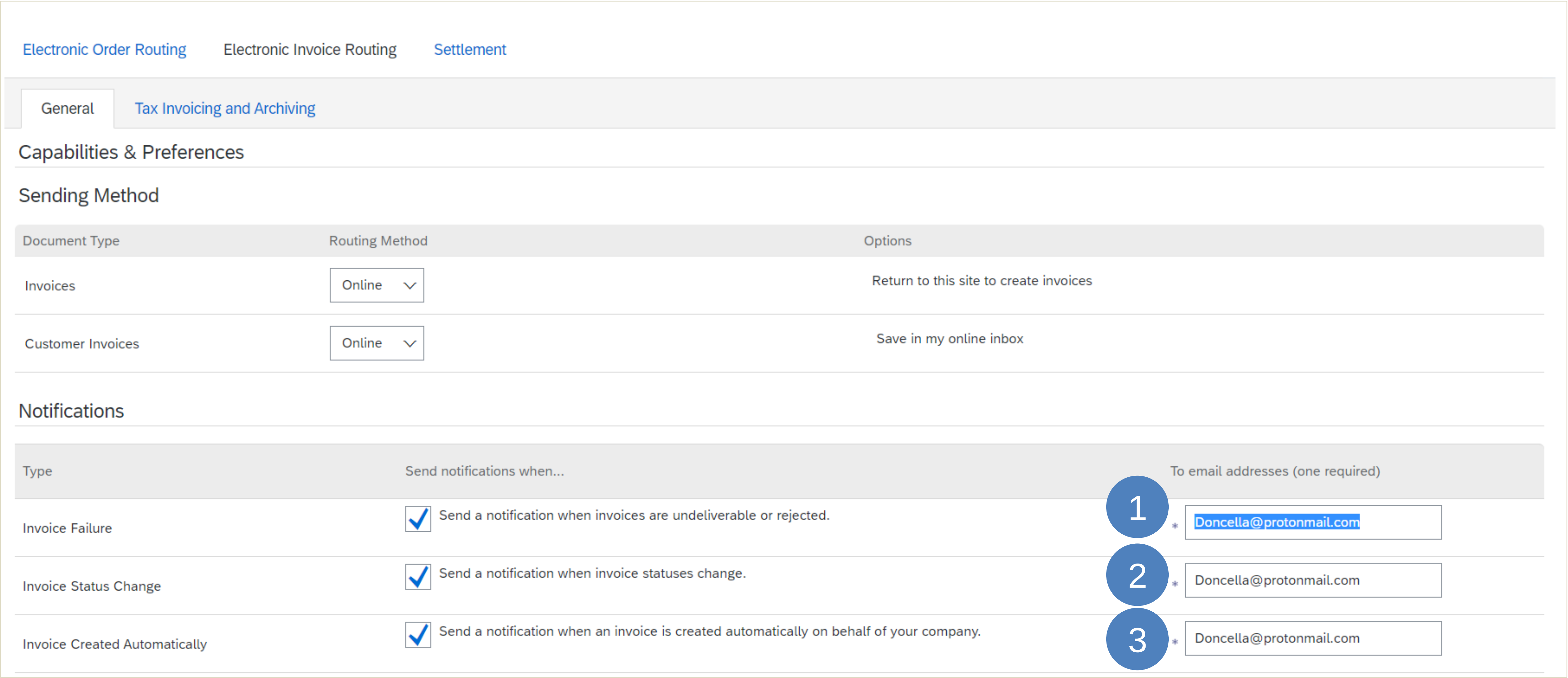
Entering information for Invoice Routing (1/2)

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 will a tick indicate you have selected the option

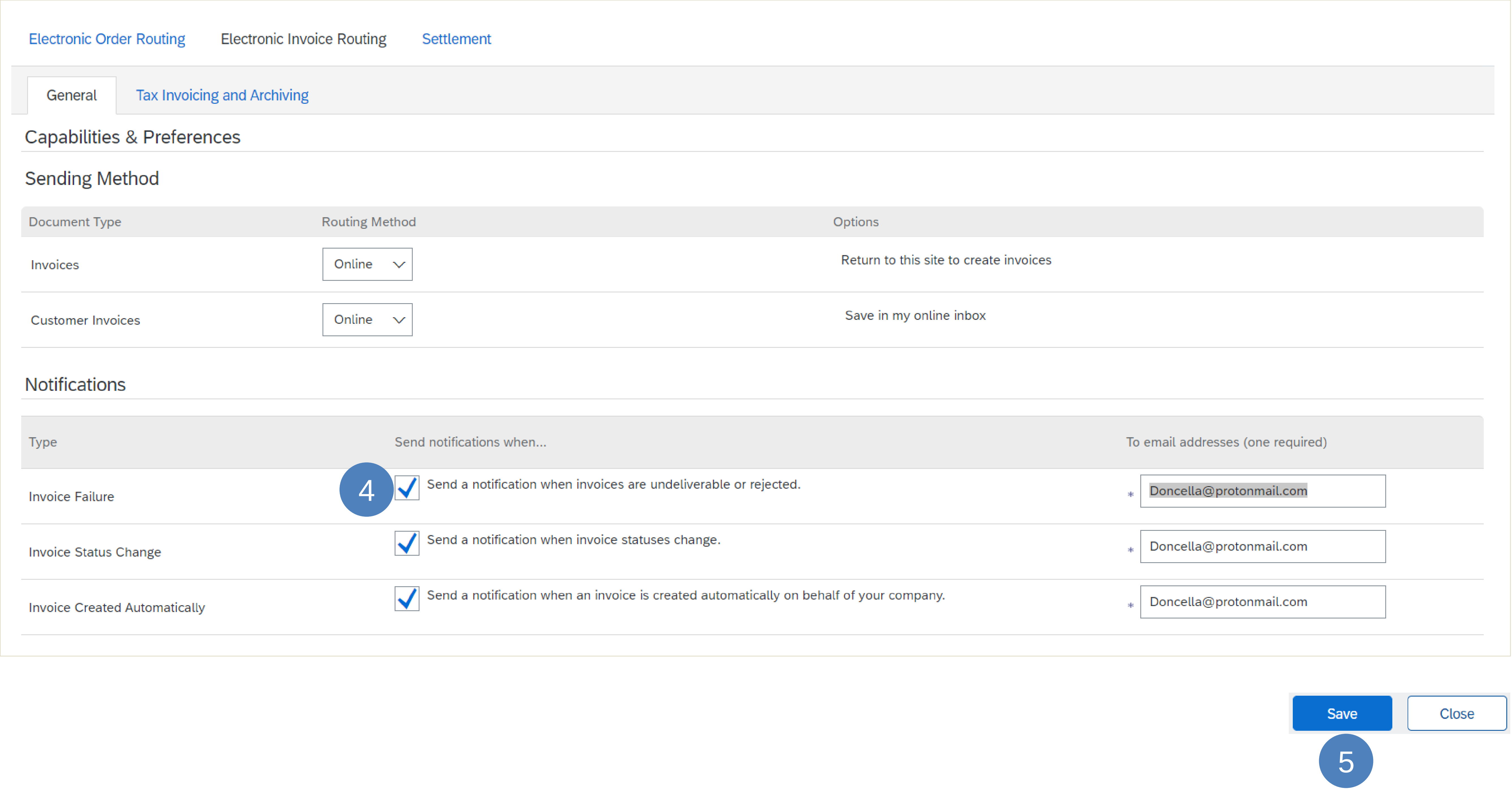
The sending method for invoices is defaulted to Online and should not be changed



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**



Transacting Setup

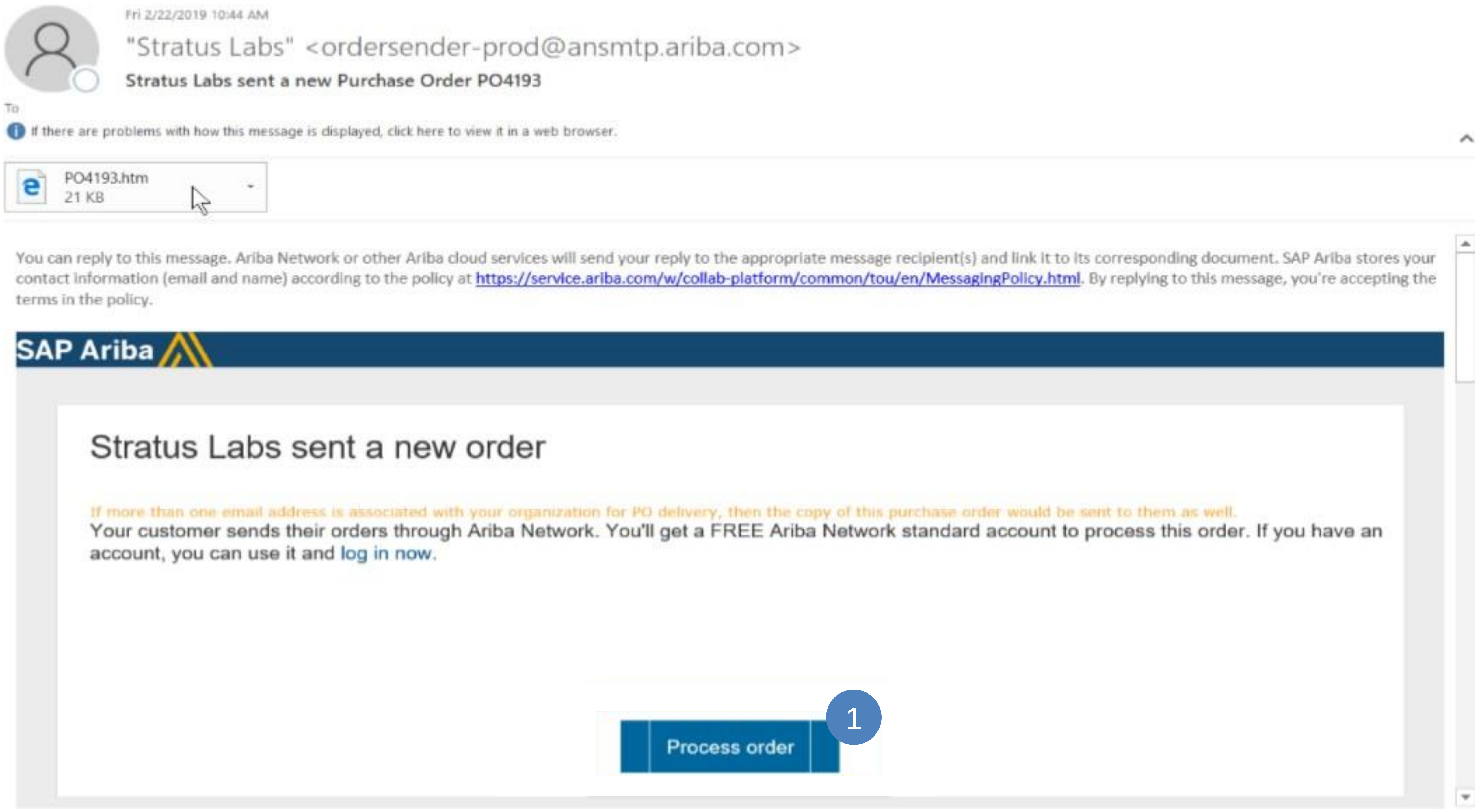
Transacting Setup

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



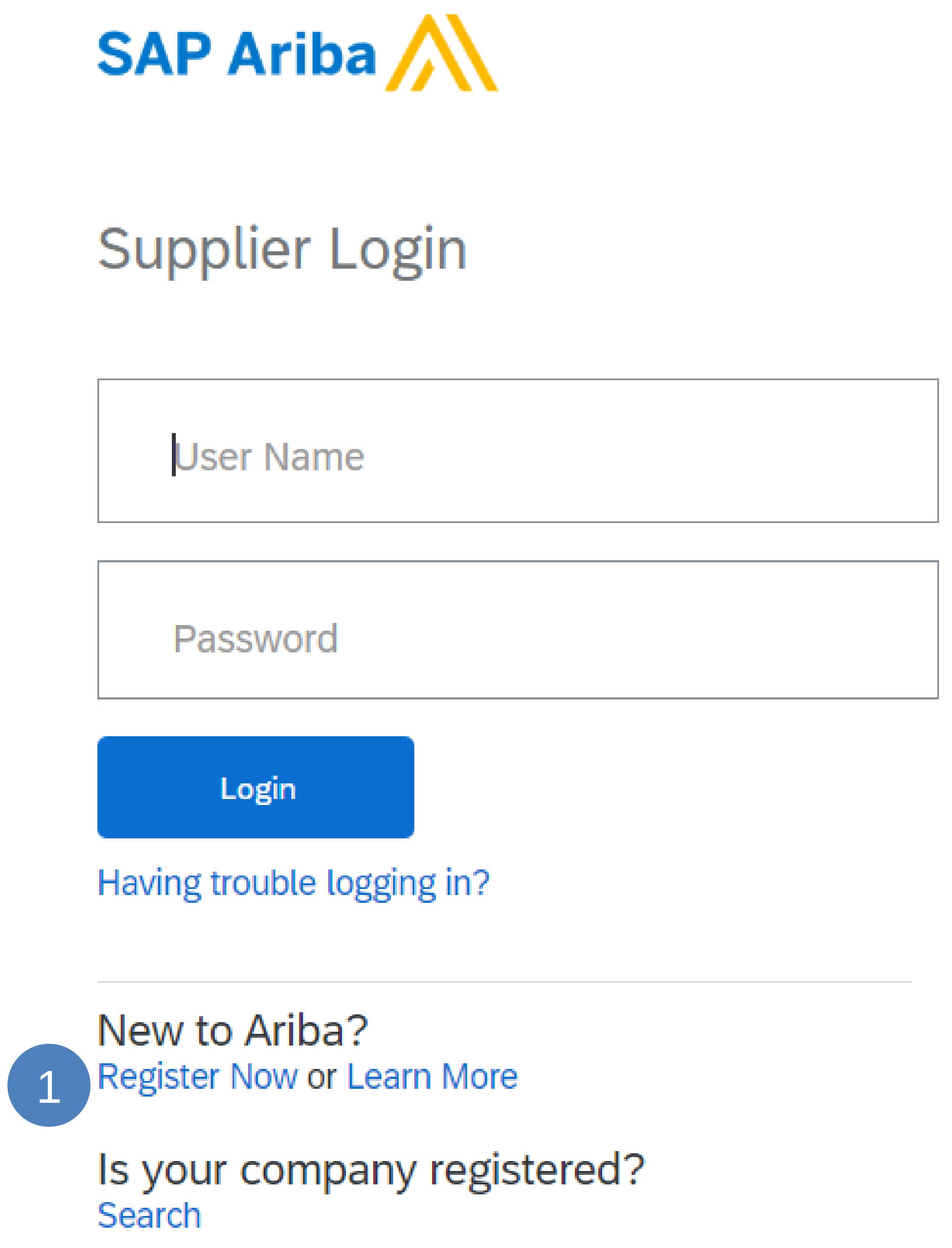
Transacting Setup

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

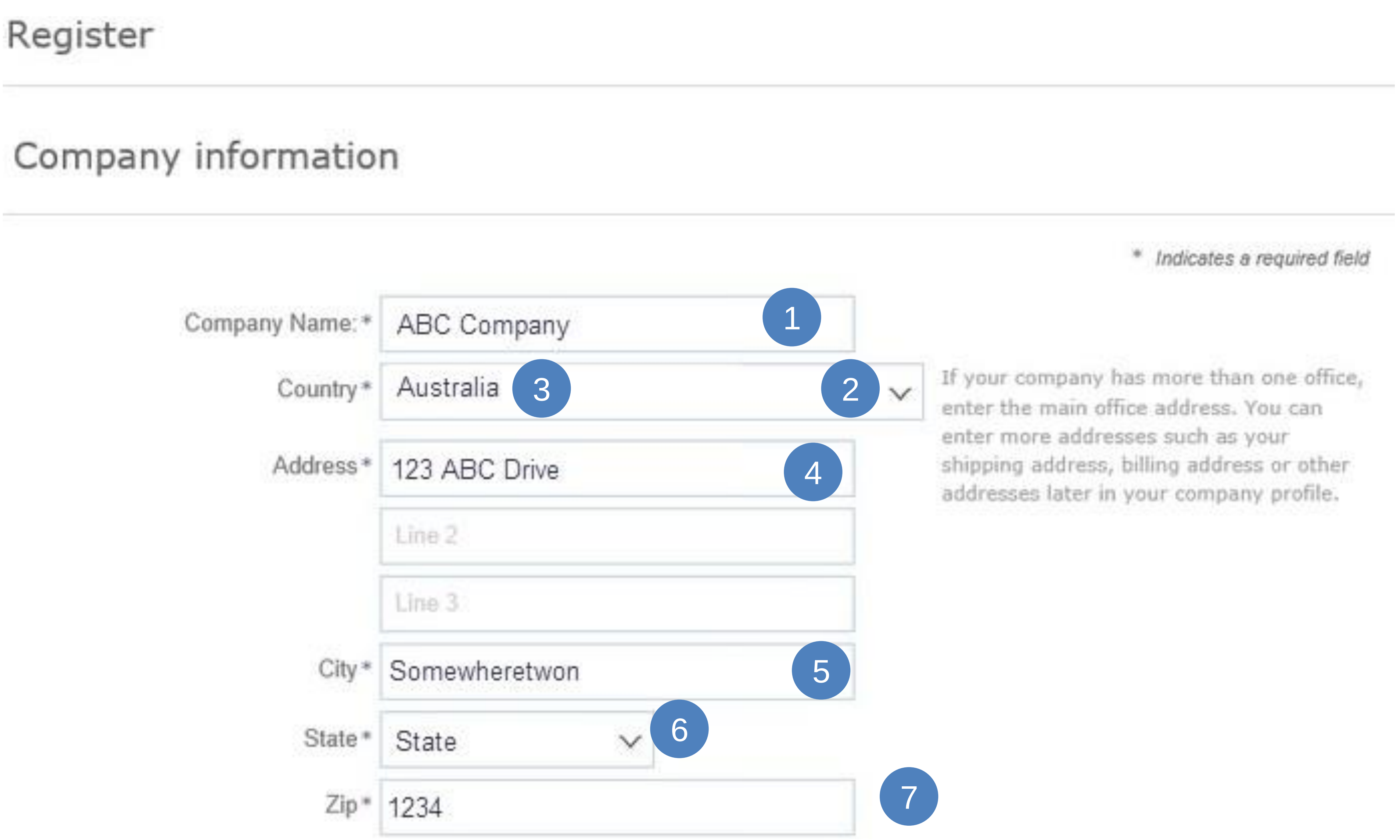


Transacting Setup

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

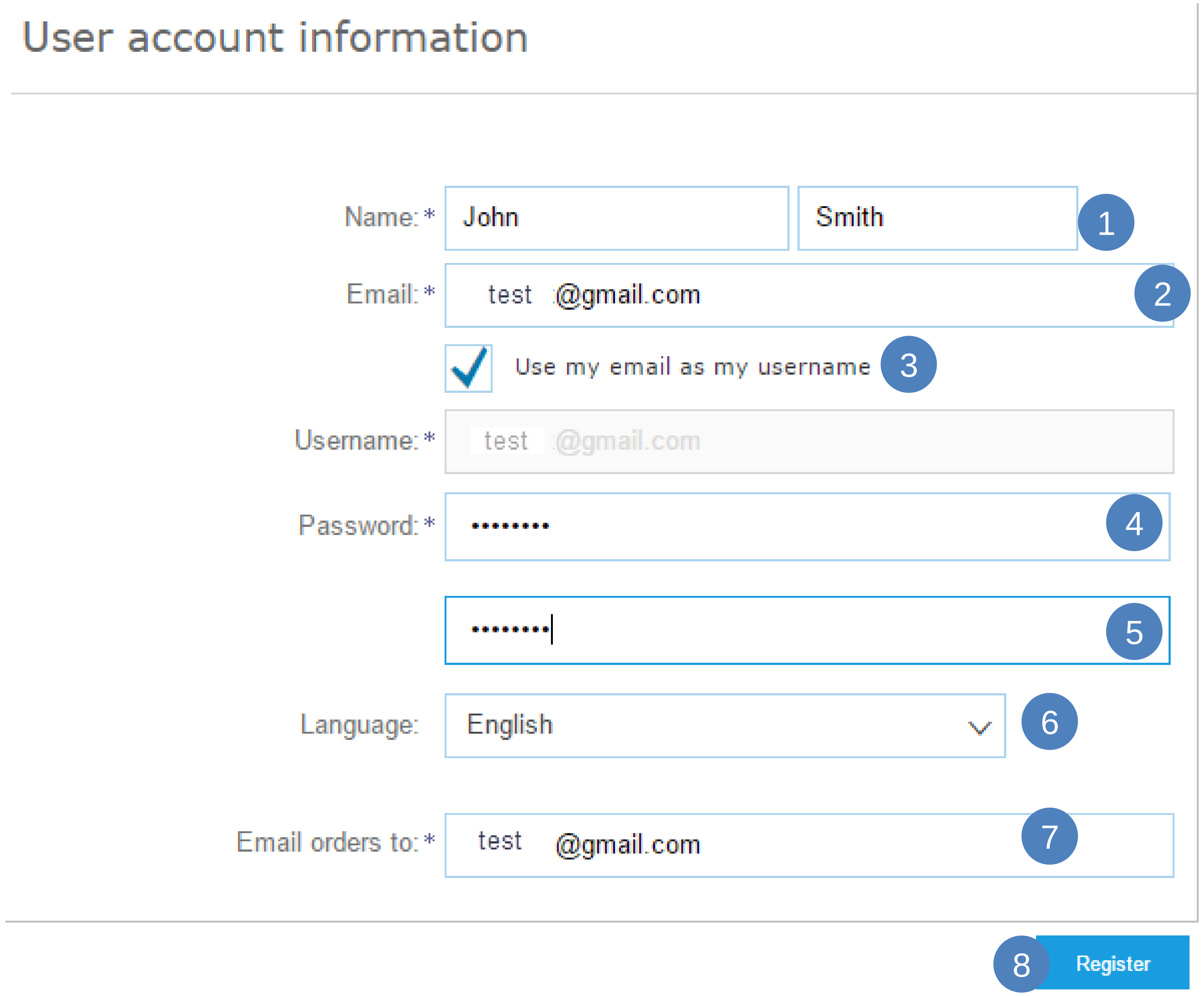


Transacting Setup

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

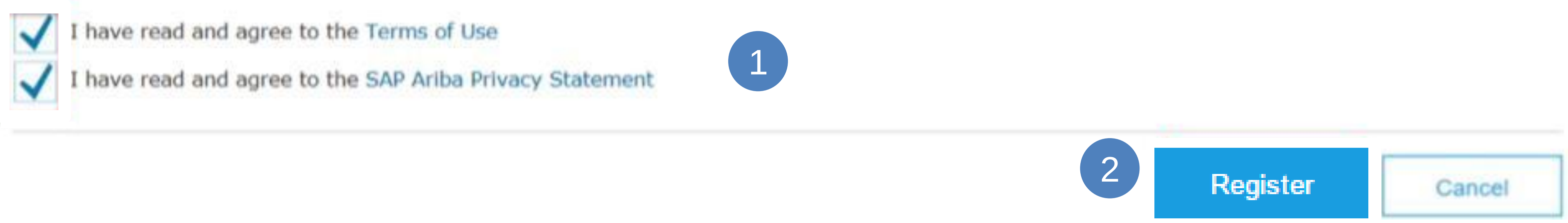
1. Enter your first and last **Name**
2. Enter your **Email** address
3. Click on **Use my email as my username**
4. Enter a **Password**
5. Re-enter your password
6. Confirm the correct language is displayed
7. Confirm or enter **Email orders to**
8. Click on Register



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



Transacting Setup

Upgrade From Standard Account to Enterprise Account – Upgrade Button

- The Upgrade from Standard Account to Enteprise 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

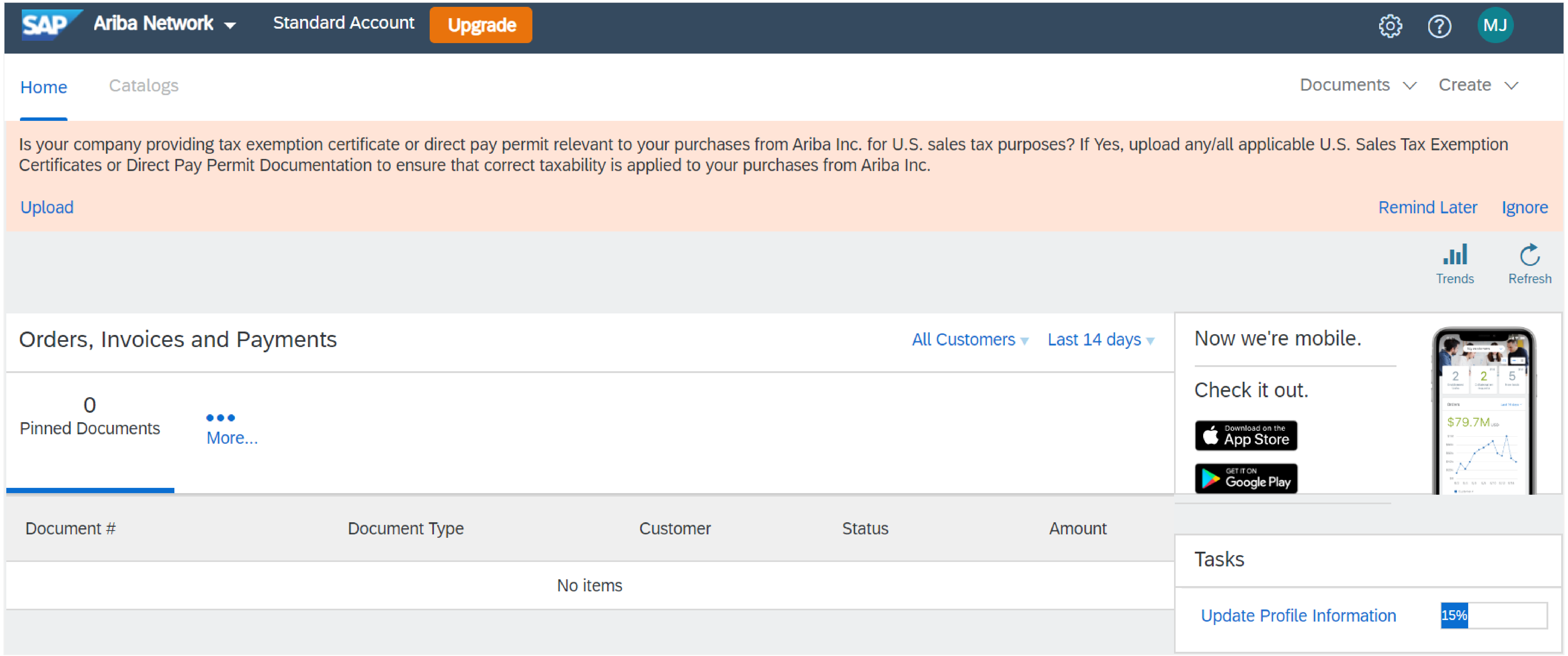
Standard Account Dashboard

- 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

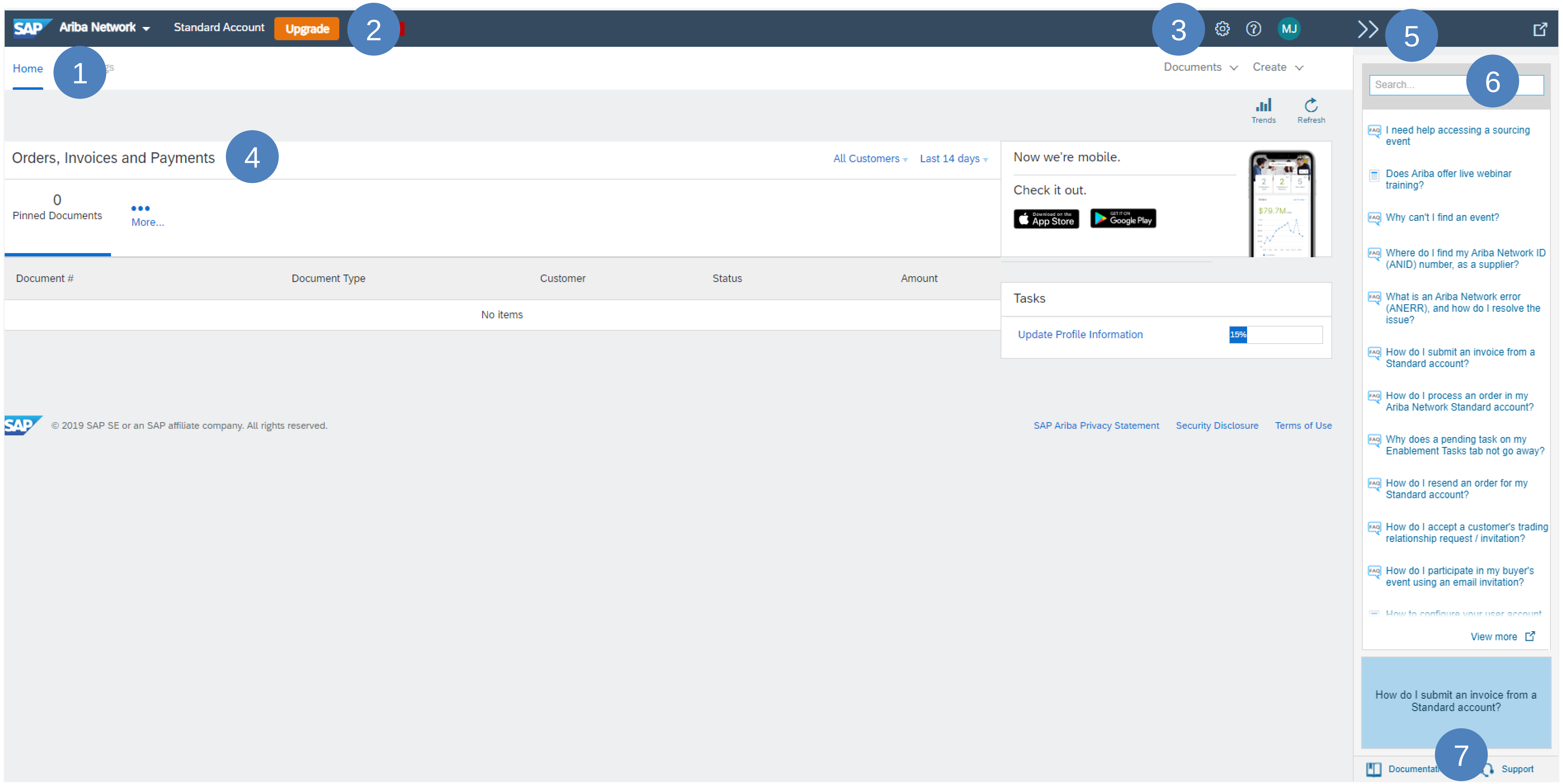
The Dashboard/Homepage is restricted for Standard Account users, some may see the Inbox, Outbox, Catalogs and Reports tabs but these will be greyed out. Standard Account users can use the Dashboard to resend a Standard Account email, set up routing information, accessing Company Profile information and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



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



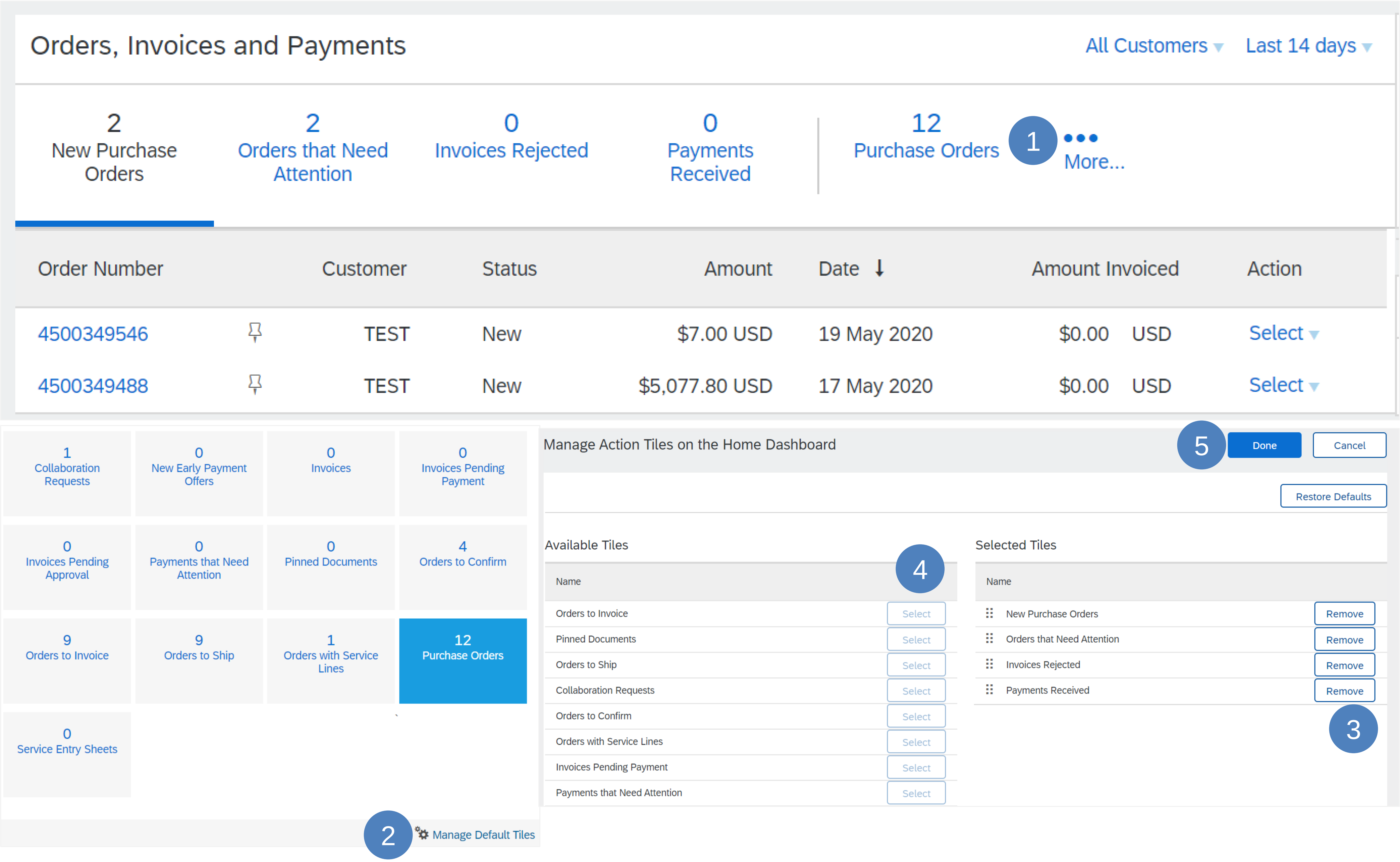
Standard Account Dashboard

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**



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