SAP Ariba /\\

Supplier Info Pack
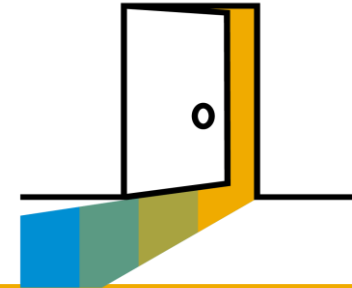
Standard Account

SAP Run Simple

Learn About Ariba Network, standard account

What is a standard account?
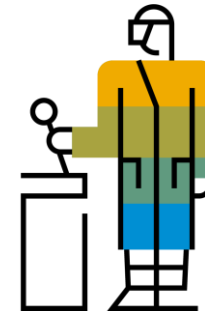

How to set up a standard account ?

How to set up user accounts ?

Can I upgrade my standard account?

Where do I go for help?

FAQ

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Overview standard account

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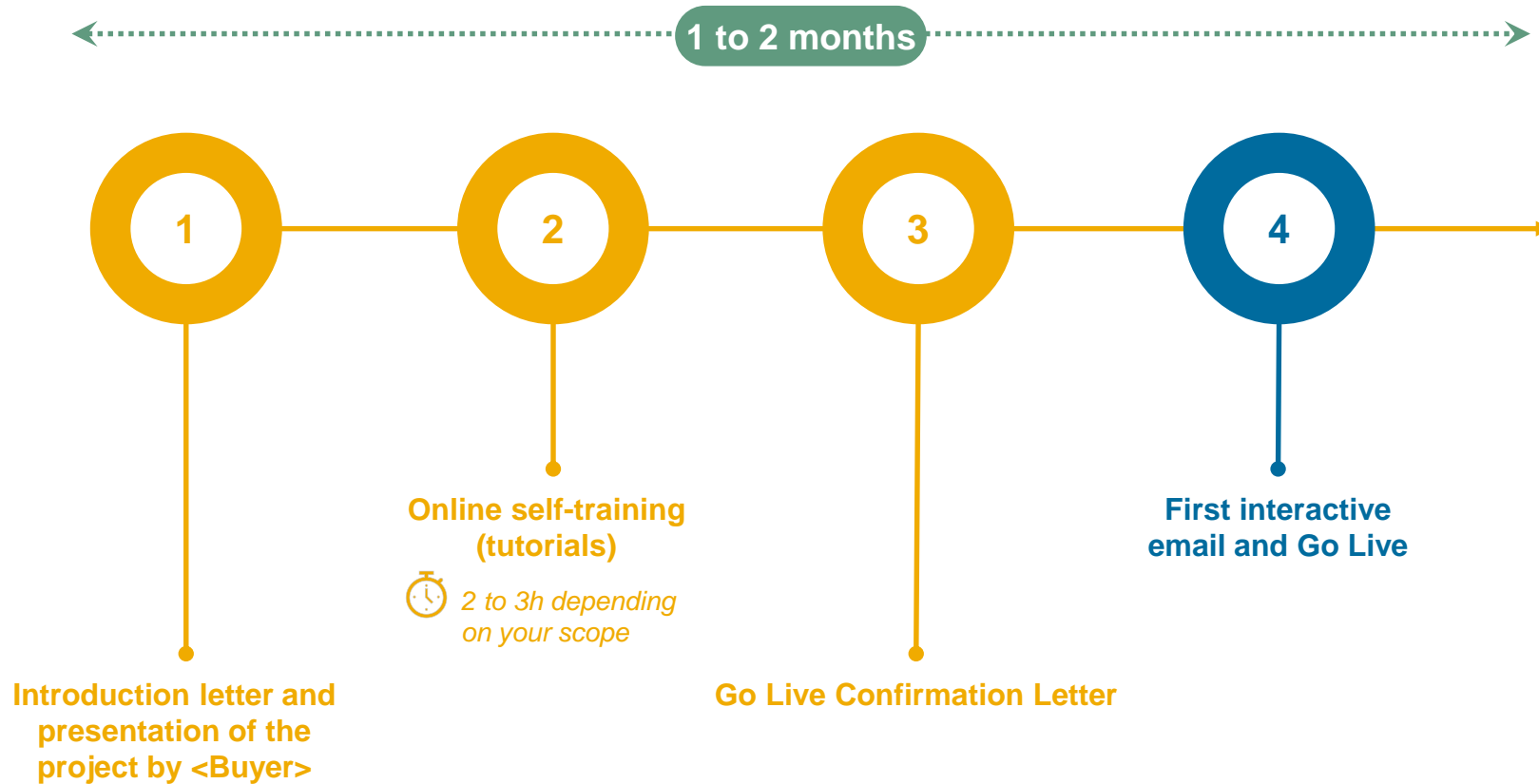
User accounts

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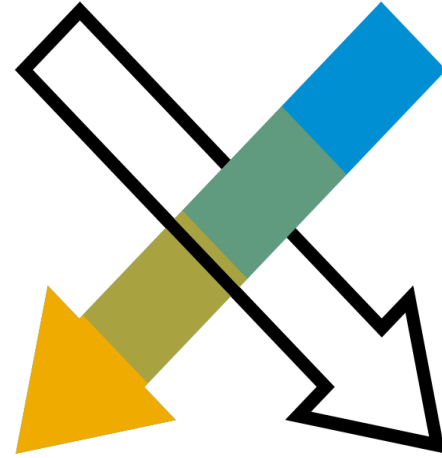# Introduction to Ariba Network, Standard Account

➢ **What is ARIBA Network ?**
SAP Ariba® is a SAP solution that enables you to conduct **paperless and automated business transactions** with your clients.

➢ **Who is this solution for ?**
Since 1996, Ariba has been transforming the global procurement landscape for **businesses of all sizes**, and we are excited to provide you with this opportunity.

➢ **What is a standard account?**
Thanks to **interactive emails,** a standard account on Ariba Network gives you a fast way to do business with your customer (purchase order, order confirmation, invoicing, etc.)

➢ **What does this mean for you?**
Transacting on Ariba Network via a standard account will allow you to meet your client's requirements by joining them on Ariba Network

➢ **What are the User accounts?**
standard account provides access to quickly transact with your customers that operate on Ariba Network, improves customer retention, and allows you to get paid faster.

➢ **What is the cost of transacting business on Ariba Network?**
Transacting on ARIBA Network with a standard Account is free of charge.

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Onboarding process within <Buyer> project

1 to 2 months

1

2

3

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Online self-training (tutorials)

2 to 3h depending on your scope

First interactive email and Go Live

Introduction letter and presentation of the project by <Buyer>

Go Live Confirmation Letter

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Account setup

Account setup

1 Receive interactive email from your customer	**2** Sign up for standard account	**3** Configure account, accept terms of use, and register	**4** Transact with a customer using standard account
[Show me how](#)	[Show me how](#)	[Show me how](#)	[Show me how](#)

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1. Receive Interactive Email Order from Customer

When you customer will make his first order, you'll receive an email from ARIBA
Click the Process Order button in the PO notification (interactive email) received in your email box

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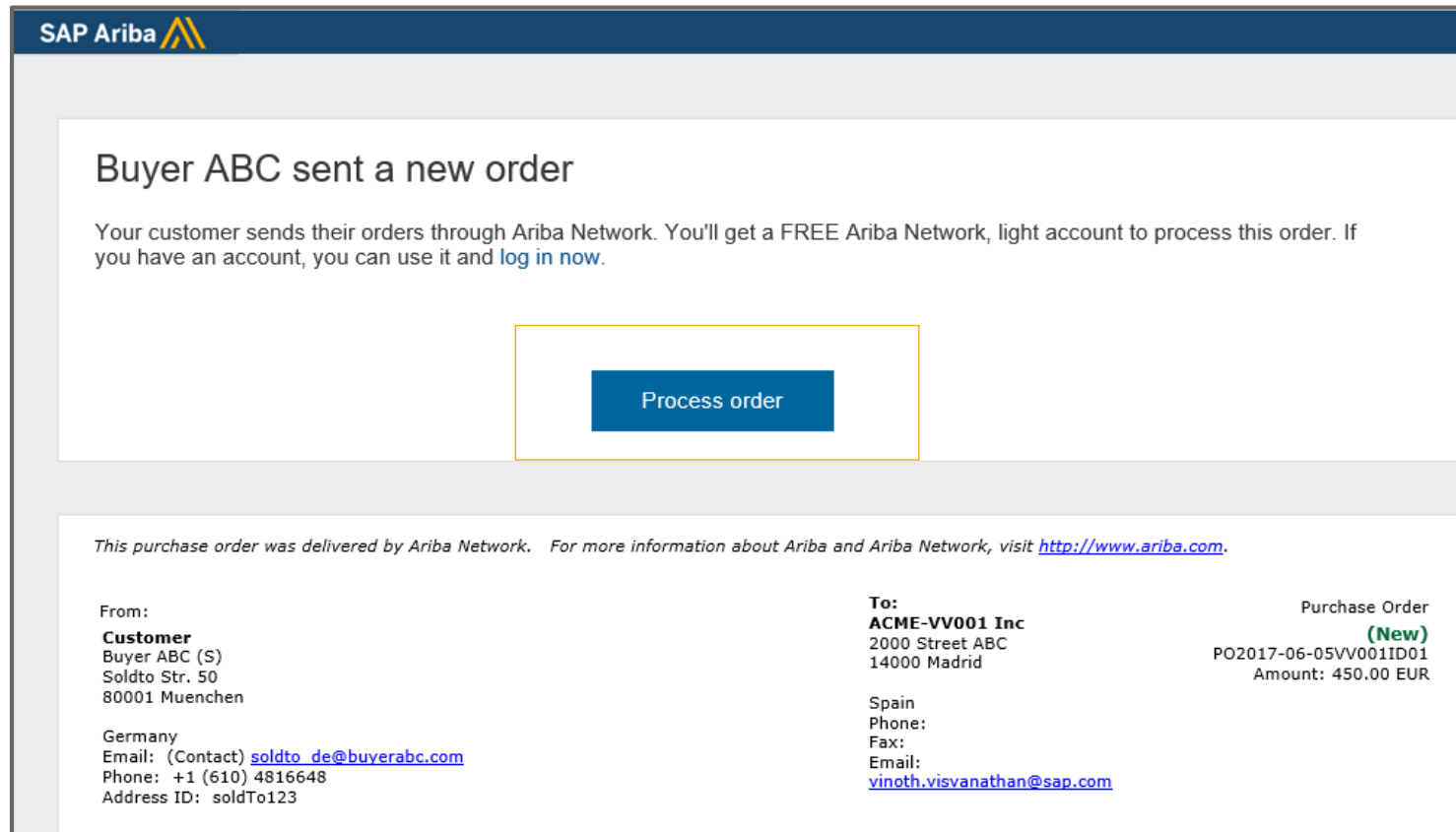
Next step

2. Sign up for standard Account

Select the Sign up option to create a new standard account
-OR- use your existing standard account by clicking on Log in

Next step

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3. Configure Account, Accept Terms of Use, and Register

Please, note that after your Standard Account is registered, future Pos will be sent to your designated user account email

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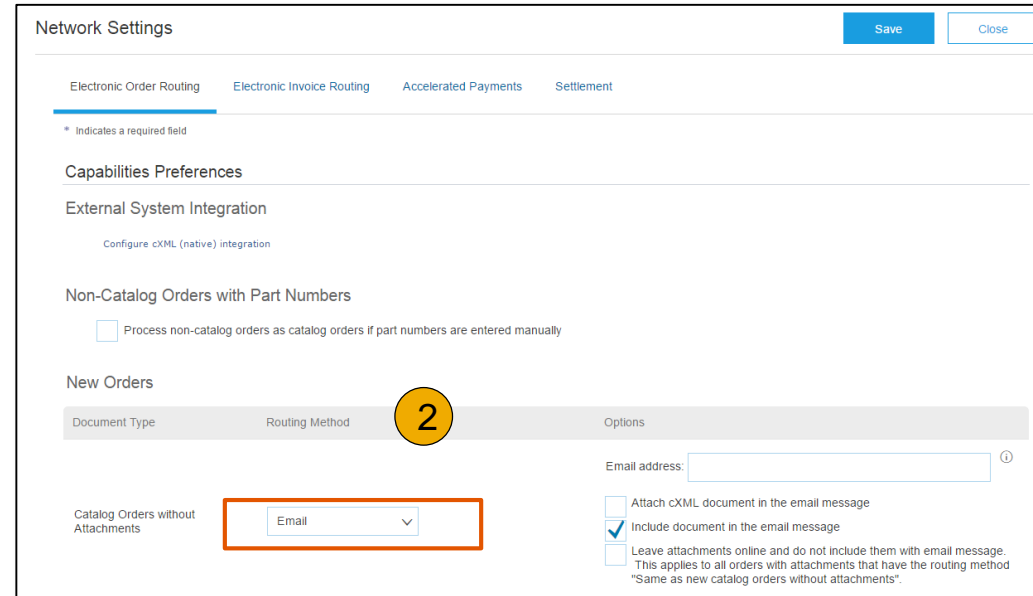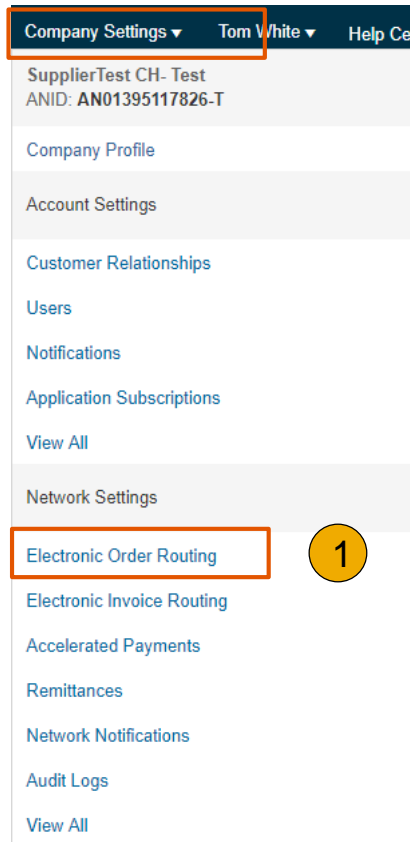# 4. Transact with a customer using standard account

1 **Click on *Create Order Confirmation*, *Create Ship Notice,* or *Create Invoice* to get started.**

2 **If you need assistance, please refer to the articles in the Help Center (right-hand side).**

Next step

Select Electronic Order Routing Method (optional)

Customize the way you are notified of received POs

1. Log into your standard account via https://supplier.ariba.com
2. Go to "Company settings" and then "**Electronic order routing**"
3. Leave **Email :** send a copy of the PO via email.

   You can enter **up to 5 email addresses** per purchase order type. You must separate each address with a comma but include NO spaces between the emails. Please tick "include document in the email message" as showed above.

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Set up user accounts
Optional
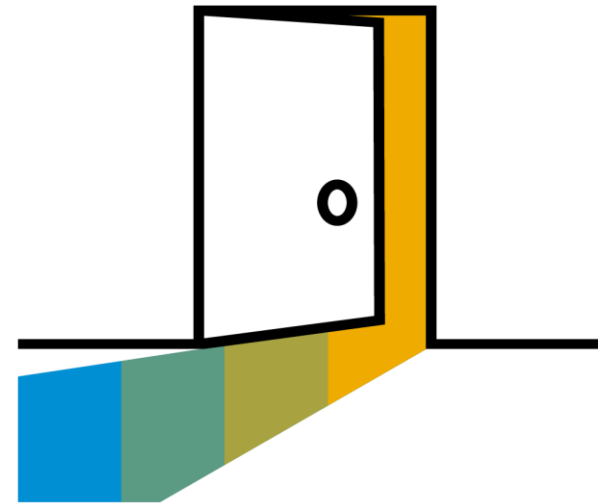
NB : the following section is only for your account's administrator

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Set up User Accounts
Admin vs users

The administrator can create different user accounts to allow other people in his company to submit documents.

Role

A role will allow or restrict access to different areas of the Ariba account. The administrator is the only one having access to all functionalities of the account.

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
- Creates users and assigns roles/permissions to users of the account

A few steps to create users (see following slides) :

1. <u>Create a Role</u> if not existing

2. <u>Create a personal username</u> with personal email address

   - Assign a role to this person

   - Send an invitation to this user

User (Up to 250 user accounts can exist per ANID)

- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Users will have access to the Ariba account but **users are not automatically notified of new documents**. For notifications, please review the electronic order routing section.

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Set up User Accounts
1. Create Roles

1. **Click** on the Users tab on the **Company Settings** menu.
2. **Click** on the **Create Role** button
3. Type in the Name and a Description for the Role.
4. **Add** Permissions **to the Role** by checking the proper boxes and click save to create the role.

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Next step

Set up User Accounts
Roles and Permission Details

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. You can assign the same role to multiple users.

List of the roles recommended for users:

Permissions	Additional recommendation	Recommended list of permissions for users working on documents on the portal
Inbox and Order Access	for users who need to access documents you have received	✓
Outbox Access	for users who need to access documents you have sent	✓
Invoice Generation	For users who need to work on ship notices and in a later stage, on invoices.	✓
Customer Administration	For administrator only. Users should not manage customer relationships	
Company Information	For administrator only. Users should not manage company profile	
Account Hierarchy Admin	Applicable only if you have multiple Ariba accounts linked by a parent/child hierarchy (see account configuration guide: account hierarchy). For administrator only.	
Child Account Access		

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Set up User Accounts
2. Create User

1. **To Create** a User Click on the "Create User" button

2. Add all relevant information about the user. **Choose a username** in email format (for example same as user email address).

3. Write down the valid email address of the user (to receive a password reset email).

4. Fill in his name and leave the rest blank.

5. Select **a role** for this person in the Role Assignment section

6. You can also select a **specific customer** if you have more than one customer transacting via this account.

7. Click on Done.

8. The user receives 2 notifications to set up his password (1 email with a link and 1 email with a password)

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Standard Account vs. Enterprise Account on Ariba Network

Features	Standard Account	Enterprise Account
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✗	✓
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	• Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	• Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Fees for documents exchange	FREE	Fees may apply, See complete details.

More

How to upgrade to an Enterprise Account to realize the full value of Ariba Network

On your Home Page:

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Help

<Buyer> project - Help Resources

GO-LIVE

▼

PRE – GO LIVE   **POST – GO LIVE**

?

**Using ARIBA
(<Buyer> context)**

<Buyer> Business Support
eshop@<Buyer>.com

**Using ARIBA
(technical questions)**

SAP ARIBA – Help Center
(accessible from your ARIBA account)

Generic Help Resources
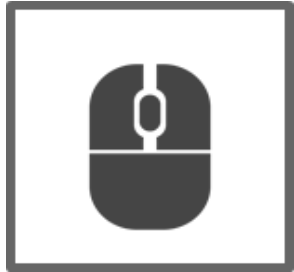
The Help Center will provide assistance while using your standard Account:

- Click the Help Center link at the bottom of your interactive email
- When logged into your standard account, click the Help Center link in the upper right corner to expand the panel and gain access to relevant help topics
- Useful videos from help Centre:
  - [Order confirmation via standard account](#)
  - [Send a ship notice](#)
  - [Add a new user](#)
  - [Send an invoice](#)

The [Ariba Network, standard account support page](#) will provide access to:

- A summary of standard account features
- The Supplier Success Session Portal to register for an upcoming live demo (Weekly Live Webinar)
- A pre-recorded overview and demo of standard account

FAQ

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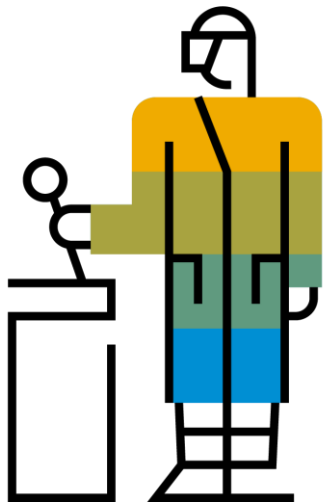
FAQ

Q: What is standard Account capability on Ariba Network?
A: Ariba Network, standard account capability is a new, fast, free way to automate business with any buyer. Support for most transaction types helps maximize efficiency and meet buyer compliance requirements. There is no need to upgrade, unless you are ready for advanced capabilities such as support for catalogs, back-end integration or to manage larger document volumes through online access

Q: How can I access this new capability?
A: Your customer must send you a standard account invitation to transact with them using this methodology. Or if you self register on Ariba Network, SAP Ariba Discovery or you are invited to SAP Ariba Sourcing solutions and do not have or use an existing account (ANID) you can register and will be started at the Ariba Network, standard account capability level. In the latter case you will not exchange orders and invoices with your customer unless they establish a relationship with your account first but you can use other functionality.

Q: What document types are supported for this free account?
A: Suppliers transact unlimited documents such as orders, order confirmation (OC), advance ship notices (ASN), and service entry sheets (SES), PO-invoices using PO-Flip (convert orders into an e-invoice with the simple click of a button), non-PO invoices and credit memos, invoice status notifications, payment proposals, and remittance details.

Q: What if I have already signed up for Ariba Network? Can I switch to standard Account?
A: If you are already using Ariba Network with a buyer, we recommend that you continue using this transaction method. There is no direct way to change an Ariba Network subscription (enterprise account) to a standard account.

Q: Am I required to register on Ariba Network to use standard Account?
A: Yes. You will be sent an interactive email from your buyer. To respond you must register for a free standard account. This free account is not the same as an enterprise Ariba Network account. You only need to upgrade to an enterprise account on Ariba Network when you determine that you desire the additional functionality.

More FAQ

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Q: How do I invoice a purchase order if I lose the email notification?
A: If you misplace a purchase order (PO) email notification, you have the following options:

- Resend the PO email: Log in to your **Ariba Network** standard account. In the PO list on the home dashboard of your account, click *Select > Send me a copy* to take action in the *Action* column next to the PO.

- Request a manual copy of the PO from your customer: After you have a copy of the PO, you can create and submit a non-PO invoice.

Q: How do I create documents against purchase orders from my customer?
A: To process a purchase order, you need to click the *Process Order* button in the purchase order email notification.
   After you **register** or log in to your Ariba Network standard account, you are taken to the purchase order details page, where you can create documents like order confirmations, ship notices, and invoices against the purchase order.

Q: How do I add purchase orders to my existing Ariba Network Account?
A: If you've previously registered a standard account or enterprise account on Ariba Network to transact with a different customer, you have the option to add the transactions with your new customer to your existing account.

   To add your new purchase orders to your existing account:
   1. In the purchase order email notification, click Process order and then click Log in on the standard account landing page.
   2. Log in with the administrator username and password for the existing account.

Q: What should I do if my registration confirmation link is expired?
A: If the confirmation link expired immediately after receiving the email, please log in to your account directly at **https://supplier-2.ariba.com**

   If the confirmation is accepted, you will be able to view your account. If you are unable to access your account, you can request to resend the confirmation email.

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