

Ariba® Network for Suppliers Administrator Quick-Start Guide

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GETTING STARTED WITH ARIBA NETWORK

This quick-start guide will help you set up your Ariba Network account so you can begin transacting electronically with customers across the entire market-to-cash cycle. By taking these steps to join the world's largest trading partner community, you'll be able to quickly and easily find buyers ready to buy, improve customer retention, accelerate the sales cycle, and predict and apply cash.

Logging In

1. Navigate to supplier.ariba.com.
2. Enter the **User Name** and **Password** you created when registering.
3. Click **Login**.

SAP Ariba  Orders & Invoices Powered by Ariba Network

Supplier Login

1 User Name

2 Password

3 Login

[Forgot Username or Password](#)



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

SAP Ariba Live in Singapore

SAP Ariba Live offers you the opportunity to network and connect with buyers, subject matter experts and innovators that drive our industry. Please join us at our inaugural SAP Ariba Live in Asia on August 29 to 31.

[Learn More](#)

Supported browsers and plugins

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Navigating the Home Page

Once logged in, you will be directed to the home page. From here you will have access to training guides and the tools you will need to begin transacting electronically.

Home Page Major Sections

- A. Main navigation** – Easily navigate between tools within Ariba Network.
- B. Company information and settings** – Quickly view your account information and settings.
- C. Search box** – Search for documents directly from the home page.
- D. User guides** – Get helpful guides on how to use Ariba Network to its fullest potential.
- E. Order, invoice, and payment notifications** – Quick overview of order, invoice, and payment status.
- F. Tasks** – View any pending tasks to make sure your account is complete.

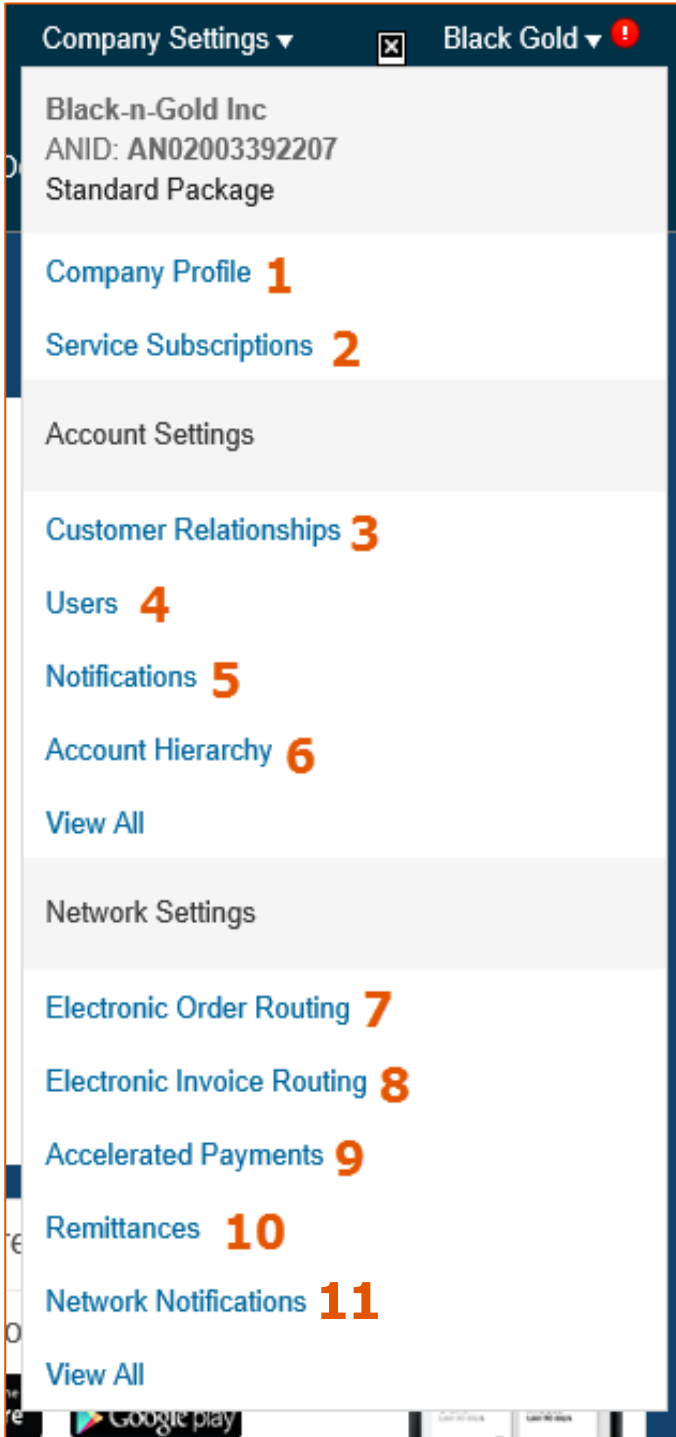
The screenshot shows the Ariba Network home page. At the top, there is a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. A search bar is located below the navigation bar. The main content area is divided into several sections: 'Getting Started with Ariba' with a list of steps, a video player for 'SAP Ariba First Time User', a 'Orders, Invoices and Payments' summary card showing 0 New Purchase Orders, 0 Orders that Need Attention, 0 Invoices Rejected, 0 New Early Payment Offers, and 2 Pinned Documents, a 'Now we're mobile' section with app download links, and a 'Tasks' section with a task 'Update Profile Information' at 30% completion. Callouts A through F are placed over various elements: A over the navigation bar, B over the company settings dropdown, C over the search bar, D over the video player, E over the summary card, and F over the task card.

Main Navigation



- 1. Home** – This is how you will navigate back to the home page.
- 2. Inbox** – This is where you will find incoming notifications, orders, and releases. You will be able to create invoices, ship notices, order confirmations, and much more from this tab.
- 3. Outbox** – This is where you can find your outgoing invoices, order confirmations, and ship notices. You will be able to create credit memos and non-PO invoices and view their status from this tab.
- 4. Catalogs** – This is where you will be able to create, view, and edit your standard or PunchOut catalogs.
- 5. Enablement Tasks** – This is where you will be able to view and complete any pending enablement tasks your customer has set for you.
- 6. Reports** – This is where you will be able to create and view reports on your account usage, such as POs and invoices sent through the network.

Company Settings Menu



1. Company Profile – This is where you can fill out or edit your company profile information (shipping address, product and service categories, tax info, certifications, and more).

2. Service Subscriptions – This is where you can review and upgrade your current subscription packages as well as billing and payment information.

3. Customer Relationships – This is where you can view current relationships and approve or reject potential relationships as well as set your relationship acceptance rules.

4. Users – This is where you can create and modify users and user roles.

5. Notifications – This is where you can edit your notification settings for each solution.

6. Account Hierarchy – If you have multiple Ariba Network accounts, this is where you can set the parent-child hierarchy.

7. Electronic Order Routing – This is where you can set or edit your order routing options for different document types.

8. Electronic Invoice Routing – This is where you can set or edit your invoice routing options for different document types.

9. Accelerated Payments – This is where you can view and edit early payment terms and notification settings.

10. Remittances – This is where you can create, view, and edit remittances as well as create acceptance rules and set notifications.

11. Network Notifications – This is where you can set your preferences about notifications related to electronic order routing, catalog subscriptions, service sheets, electronic invoice routing, accelerated payments, and settlement.

Setting Up Your Company Profile

Set up your company profile to make your business visible to buying organizations looking to source new products and services on Ariba Network and the Ariba Discovery™ service.

1. From the **Company Settings** menu, select **Company Profile**.
2. Enter or revise values on the **Company Profile** page as necessary, making certain to fill out all required fields.

Company Profile 1

A Basic (3) B Business (2) C Marketing (3) D Contacts E Certifications (1) Additional Documents

* Indicates a required field

Overview

Company Name: * Black-n-Gold Inc.

Other names, if any:

NetworkId: AN02003392207 ⓘ

Short Description: ⓘ Characters left: 100

Website:

Public Profile: <https://svcddev8.ariba.com/Discovery.aw/ad/profile?key=AN02003392207> | Customize URL

3. Once you are finished with the **A) Basic** information tab, you can enter or revise values on the **B) Business**, **C) Marketing**, **D) Contacts**, and **E) Certifications** tabs.

Completing Customer-Requested Profile Information

Ariba Network profile information can include additional profile information requested by your customers as part of the **Supplier Profile Questionnaire**. Customers may require that you complete all requested profile information before you can participate in their events.

MANAGING ROLES AND USERS

As the **administrator** for your Ariba Network account, you play an important part in keeping your company's account running smoothly. Your responsibilities include:

- Handling account configuration and management
- Serving as the primary point of contact for users with questions or problems
- Creating roles and users for your account

The administrator role is automatically linked to the username and login entered during account setup and registration. If necessary, however, you can reassign the role to another person.

A **user** is created by the administrator and has exactly one role, which corresponds to the user's real job responsibilities. Each user is responsible for updating his or her personal user information.

Creating a Role

You can create specific roles for each different activity your users may perform on Ariba Network.

Name	Actions
Administrator	Details
in/out	Details Edit Delete
inbox	Details Edit Delete
discount	Details Edit Delete
T&E	Details Edit Delete

Create Role 2

1. From the **Company Settings** menu, select **Users** to navigate to the **Manage User Roles** section.
2. Click **Create Role** in the **Manage User Roles** section.

Create Role

* Indicates a required field

New Role Information

3 Name: []
Description: []

Permissions

Each role must have at least one permission.

4 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"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input type="checkbox"/> Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
<input type="checkbox"/> Tax Book Report Administration	Access to Reporting, and Tax Book Report type
<input type="checkbox"/> Time Sheet Report Administration	Access to Reporting, and Time Sheet Report type
<input type="checkbox"/> Supplier Discount Management Program	Access to discount program offers and the definition of early payment discounts

5 Save Cancel

3. Enter a distinctive **Name** for the role, and optionally, you can enter a **Description** to record your intentions for this role.
4. Click a check box next to one or more permissions for the new role. Each role must have at least one permission.
5. Click **Save**.

Modifying Roles

After you create a role, you can modify it. If the role is already assigned to a user, the modifications take effect for that user the next time they log in.

Manage User Roles 1

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.

Role Name	Actions
Administrator	Details 2
in/out	Details Edit Delete
inbox	Details Edit Delete
discount	Details Edit Delete
T&E	Details Edit Delete

Create Role

1. From the **Company Settings** menu, select **Users** to navigate to the **Manage User Roles** section.
2. Click **Edit** to navigate to the **Edit Role** page for the role you want to update.

Edit Role

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

* Indicates a required field

Selected Role Information

3 Name: in/out
Description: []

Permissions

Each role must have at least one permission.

4 Permission	Description
<input checked="" 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"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input type="checkbox"/> Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
<input type="checkbox"/> Tax Book Report Administration	Access to Reporting, and Tax Book Report type
<input type="checkbox"/> Time Sheet Report Administration	Access to Reporting, and Time Sheet Report type
<input type="checkbox"/> Supplier Discount Management	Access to discount program offers and the definition of early payment discounts

5 Save Cancel

3. Update the role **Name**, and optionally, the **Description**.
4. Update selected **Permissions** for this role.
5. Click **Save**.

Creating a User

Manage Users 1

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

	Username 1	Email Address	First Name	Last Name	Ariba Discovery Contact
<input type="checkbox"/>	user@blackgold.com	jgaydosh@ariba.com	bob	loblaw	Enabled

Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User 2

1. From the **Company Settings** menu, select **Users** to navigate to the **Manage Users** section.
2. Click **Create User** to display the **Create User** page.

Note: By selecting a user and clicking **Make Administrator**, you can transfer the role to this user.

Create User Done Cancel

Create a new user account and assign a role. 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 3

Username: ⓘ

Email Address:

First Name:

Last Name:

This user is the Ariba Discovery Contact ⓘ

Country: USA 1 Area: Number:

Office Phone:

Role Assignment 4

Name	Description
<input type="checkbox"/> In/Out	
<input type="checkbox"/> In/Box	
<input type="checkbox"/> Discount	
<input type="checkbox"/> T&E	

Customer Assignment

Assign to Customer: All Customers Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [Ariba Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian Federation.

5 Done Cancel

- Under **New User Information**, enter **A) Username**, **B) Email Address**, **C) First Name**, **D) Last Name**, and optionally, an **E) Office Phone** number for this user.
- Select at least one role for the user in the **Role Assignment** section.
- Click **Done**.

Editing User Roles and Resetting Passwords

- From the **Company Settings** menu, select **Users** to navigate to the **Manage Users** section.
- In the **Manage Users** section, check the box next to the user you want to modify, and click **Edit**.

Manage Users 1

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact
<input checked="" type="checkbox"/>	user@blackngold.com	jgaydosh@ariba.com	bob	loblaw	Enabled

↳ **2 Edit** Delete Add to Contact List Remove from Contact List Make Administrator Create User

- In the **A) Role Assignment** section you can add or remove roles, and in the **B) Customer Assignment** section you can assign the user to specific customers or **All Customers**. Then click **Save**.
- This is also where you can reset the user's password by simply clicking **Reset Password**. Ariba Network then sends an email to the user with a link to reset their password.

3 Role Assignment A

Name	Description
<input checked="" type="checkbox"/> In/Out	
<input type="checkbox"/> In/Box	
<input type="checkbox"/> Discount	
<input type="checkbox"/> T&E	

Customer Assignment B

Assign to Customer: All Customers Select Customers

Save Cancel

Selected User Information

Username: user@blackngold.com
 Email Address: [redacted]
 First Name: bob
 Last Name: loblaw
 Office Phone: +1 (555) 5555

This user is the Ariba Discovery Contact ⓘ

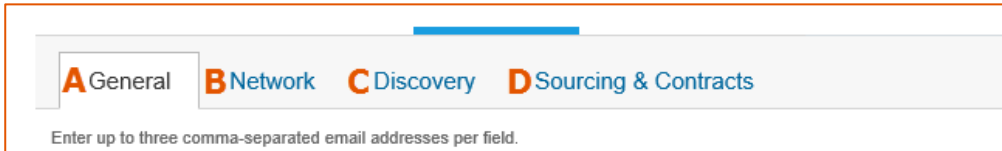
4 Reset Password

ACCOUNT CONFIGURATION

Setting Your Notifications Preferences

You can specify which notifications you receive and where you would like them sent.

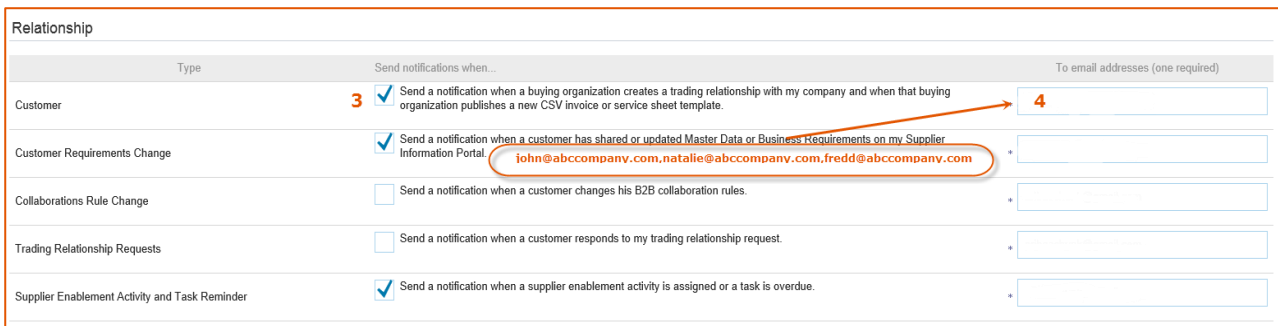
1. From the **Company Settings** menu, select **Notifications**.
2. This takes you to the **A) General** notifications tab, though you can also set **B) Network**, **C) Discovery**, or **D) Sourcing & Contracts** notifications by clicking on the corresponding tabs.



A General B Network C Discovery D Sourcing & Contracts

Enter up to three comma-separated email addresses per field.

3. Click on the check box next to any notification you would like to receive.
4. Enter up to three email addresses, separated by commas, to specify who should receive each notification.



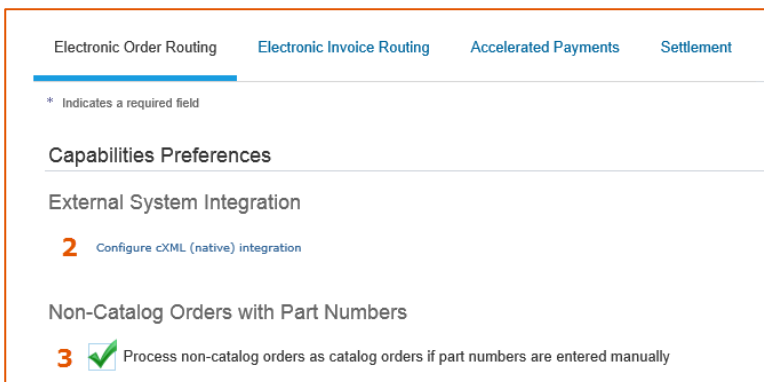
Type	Send notifications when...	To email addresses (one required)
Customer	<input checked="" type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	4
Customer Requirements Change	<input checked="" type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	john@abccompany.com,natalie@abccompany.com,fredd@abccompany.com
Collaborations Rule Change	<input type="checkbox"/> Send a notification when a customer changes his B2B collaboration rules.	
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	
Supplier Enablement Activity and Task Reminder	<input checked="" type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	

5. Click **Save** after you are finished configuring your notification preferences.
6. Click **Close** to exit.

Configuring Electronic Order Routing

You can configure routing methods and associated options for electronic orders and documents from customers on the **Electronic Order Routing** page.

1. From the **Company Settings** menu, select **Electronic Order Routing**.



Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

Capabilities Preferences

External System Integration

2 Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

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

2. If you are configuring cXML as a routing method, click **Configure cXML (native) integration**.
3. Optionally, if you want to process non-catalog orders with manually entered part numbers as catalog orders, select the following option at the top of the page: **Process non-catalog orders as catalog orders if part numbers are entered manually**.

- Find the section for the type of order you would like to configure (**New Orders, Change/Cancel Orders, or Other Document Types**). Then select your preferred **A) Routing Method** from the drop-down menu and specify the requested configuration values in the **B) Options** column.

- Finally, set your preferences for receiving **Notifications** and specify users to receive them.
- Click **Save**.

Tip: Choose **Online** as your **Routing Method** under **New Orders** to send POs to your online inbox and gain centralized access to useful features, such as the ability to view and search orders, see real-time order status, send confirmations and ship notices, troubleshoot order problems, “flip” orders into invoices, and more from a single location – your Ariba Network account.

Configuring Electronic Invoice Routing

You can specify **Online**, **cXML**, or **EDI** as your default routing method for invoices.

- From the **Company Settings** menu, select **Electronic Invoice Routing**.
- Choose a **Routing Method** from the drop-down menu:
 - Online** – Enables manual invoice generation through the invoice page.
 - cXML** – Enables acceptance of cXML InvoiceDetailRequest documents sent from your invoicing system.
 - EDI** – Enables acceptance of either ANSI X12 810 or EDIFACT INVOIC invoices sent from your invoicing system.

- In the **Notifications** section, set your preferences for receiving notifications and specify users to receive them.
- In the **Extended Profile Settings and Information** section, set options and enter text to describe your invoice document policies.
- Click **Save**.

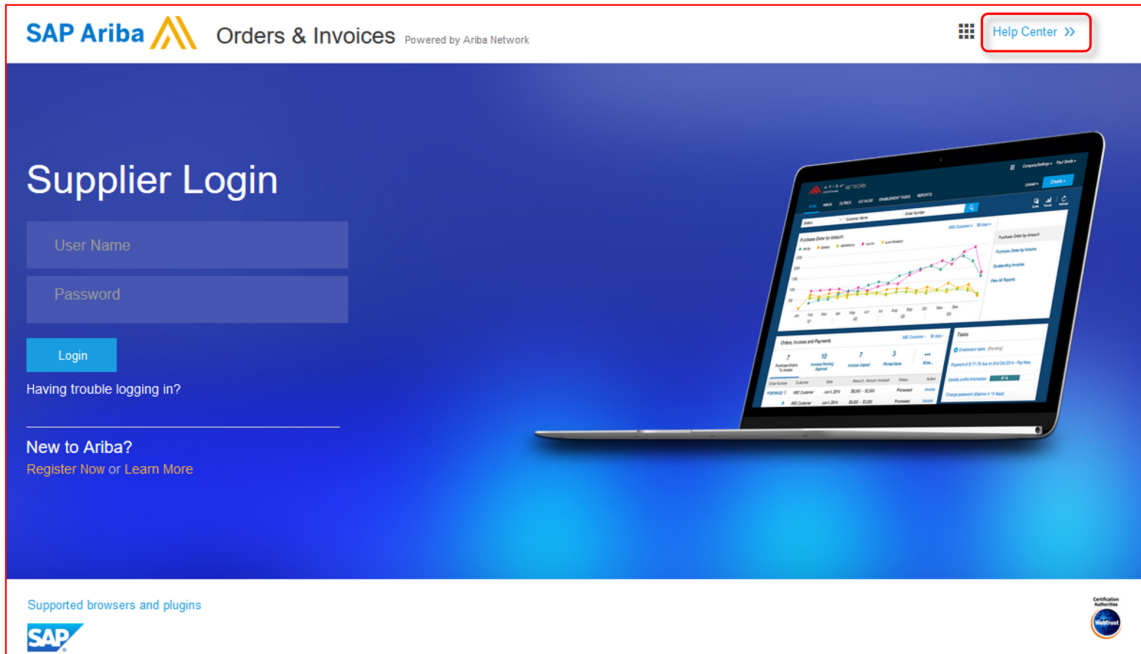
Configuring Tax Information

- From the **Company Settings** menu, select **Electronic Invoice Routing**.
- Click the **Tax Invoicing and Archiving** tab.
- Fill in your tax information in the **Tax Information** section.
- Click **Save**.

NEXT STEPS AND MORE INFORMATION

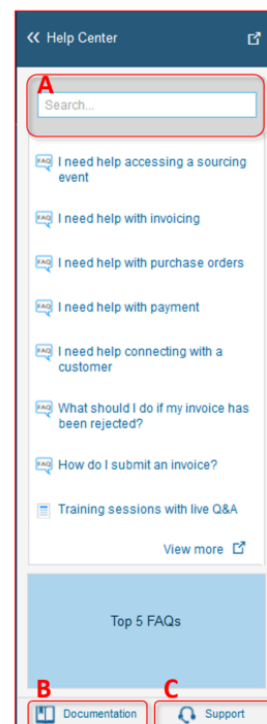
SAP Ariba offers a wide range of interactive tools, documentation, tutorials, articles, and more to help you get the greatest value from your Ariba Network account. Jumpstart your success by taking advantage of the resources in the Help Center.

To get started, click **Help Center** on the top-right corner of your screen (available from the sign on screen or from within your account):



With the Help Center window visible, you can:

- A:** Enter a topic in the search box to access corresponding resources
- B:** Explore video and virtual tutorials by clicking **Documentation**
- C:** Access Customer Support by clicking **Support**, then entering a topic in search. Along with search results, you'll see options to contact Customer Support.



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