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Ariba Network Quick Start Guide

Standard Account

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AGENDA

- What is Ariba Network?
- Registration from Interactive Email Order
- Account Configuration – Standard Account
- Invoice Creation – Standard Account
- Help and Resources

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What is Ariba Network?

Ariba Network – The World's Largest Business Network

- Ariba Network is a dynamic, digital marketplace where millions of buyers and suppliers, operating in more than 190 countries, will transact $3 trillion in business commerce this year

- After a supplier accepts an invitation, the buyer can place orders

- Suppliers receive the orders and can then create and send order confirmations and invoices

- Suppliers can publish catalogues containing information and pricing that is customized for specific customers

- Ariba Network provides fast transmission, tracking (online status), and processing of transactions

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Registration from Interactive Email Order

Registration from Interactive Email Order

- Suppliers new to Ariba Network receive first purchase order in form of Interactive Email Order

- You are prompted to register a Standard account on Ariba Network

1. Click **Process order** to proceed with your Ariba Network account registration

- Standard account (formerly known as Light account) is a free, easy-to-use option that allows suppliers to exchange an unlimited number of basic documents based on interactive email order

Registration Options

1. Click **X** to close the potential existing accounts review and do one of the following:

2. Click **Sign up** to start the new Standard account registration process
   - This option is used if you are new to Ariba Network or you don't want to use your existing account for transactions with **<Customer name>**

3. Click **Log in** to add the new order to your existing account
   - This option is used if you have an existing Ariba Network account with another customer and you want to use this account also for **<Customer name>**
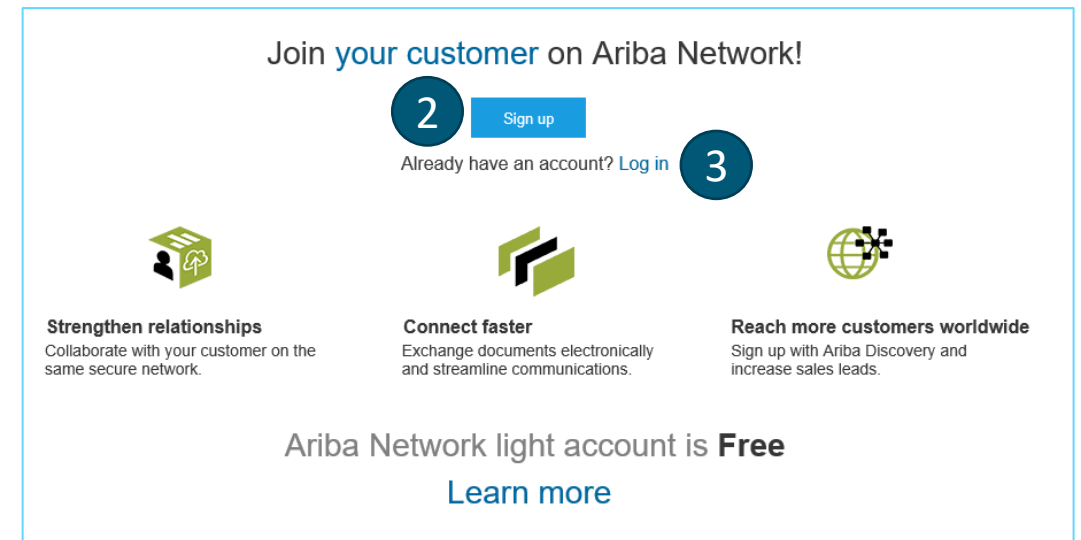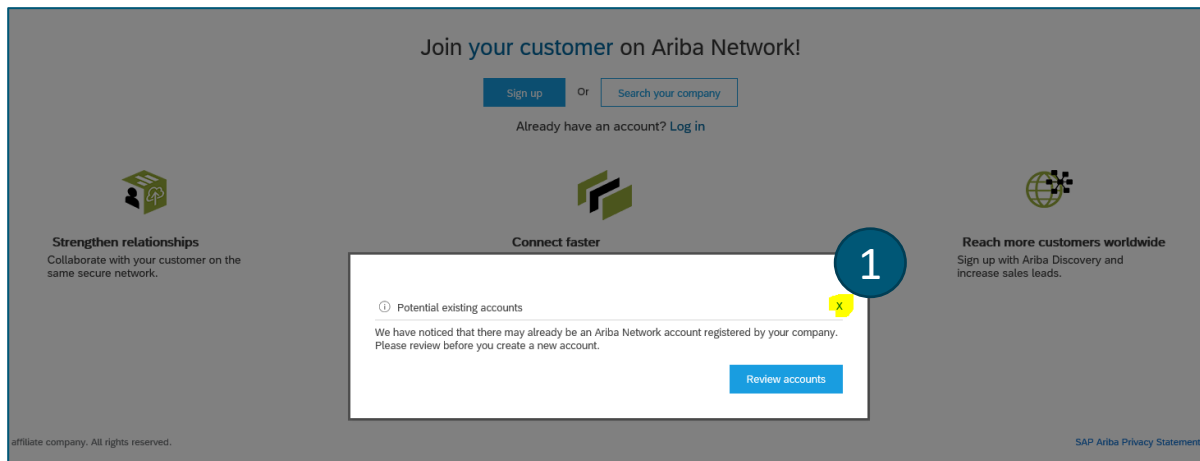
1) Sign Up – New Standard Account Registration

- Review the basic information about your business, such as your company name and address. An asterisk (*) indicates a required field

- Choose the check box at the bottom of the page to agree to the terms of use

- Click **Register**

- **Result:** You are taken to the purchase order page and can begin to process the purchase order as needed

- When you click **Process order** for future purchase orders, you'll be prompted to log in to your account based on Username and Password to create new order confirmations, ship notices, or invoices

- You can watch a video tutorial on account registration here

2) Log In - Add the New Order To Your Existing Account

- Log in with the administrator **username** and **password** for the existing account

- If you merged the new customer relationship with an Enterprise account, **the documents from your new relationship are added to your Inbox**

- You'll also receive an email notification from SAP Ariba when the customer relationship and documents are fully transferred to your existing account

- If you don't see the documents immediately, you might have to log out and log back into your existing account for the changes to take effect

Ariba Network

Log In

Ariba Network can transfer documents into your company's existing Ariba Network account. This allows you to view and manage documents easily from your existing account, without having to register a new Ariba Network account. After you log in, your documents may be *More*

Note that fees may apply based on your account type. To see your account type, sign in and go to Company Settings.

You must be an Account Administrator on your company's Ariba Network account to transfer documents into the account.

Enter the username and password of your supplier account.

Username:

Password:

OK

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Standard vs. Enterprise Account

Standard account is a great option to start transacting over Ariba Network

- Video on Standard account
- Free use
- Receive orders and send invoices
- Track invoice and payment status (email notifications)
- Transact an unlimited number of documents based on interactive email order

Enterprise account provides everything the standard account offers, plus ways to grow and strengthen your business through Ariba Network

- Enterprise account subscription levels and fees are determined by the number of documents and volume of transactions your business runs through Ariba Network
- Document access and creation directly from Ariba Network account
- Transform your operations with full ERP integration
- Provide supplier-managed catalogues to your customers
- Unlimited RFP responses through SAP Ariba Discovery
- Supply chain collaboration
- Priority customer support

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Account Configuration – Standard Account

Notifications

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

1. Click on **Notifications** under Company Settings to review preconfigured setting

2. Click on the **Network** tab

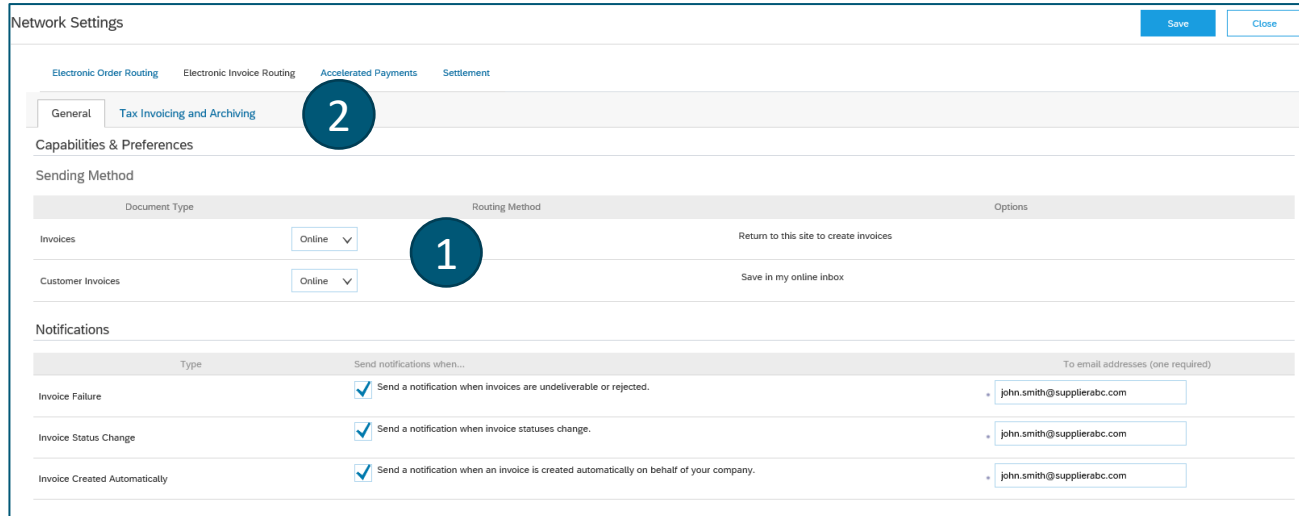3. You can enter up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails
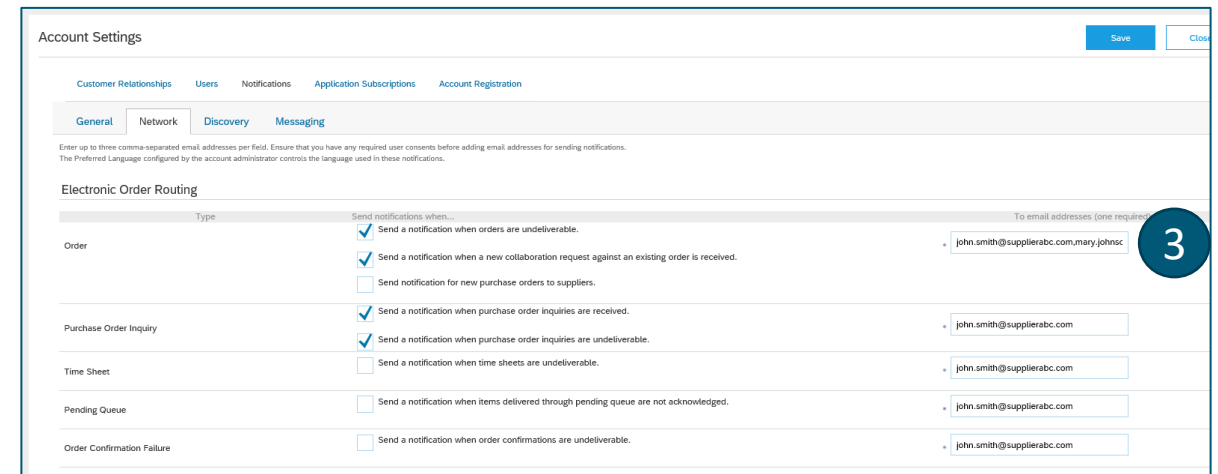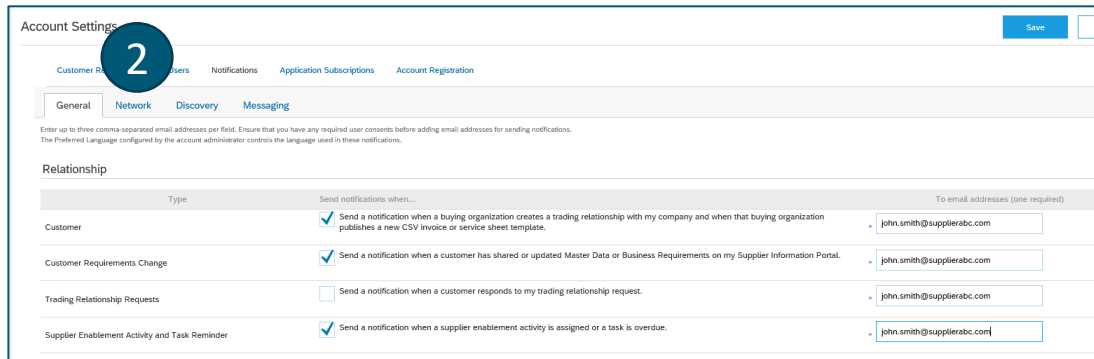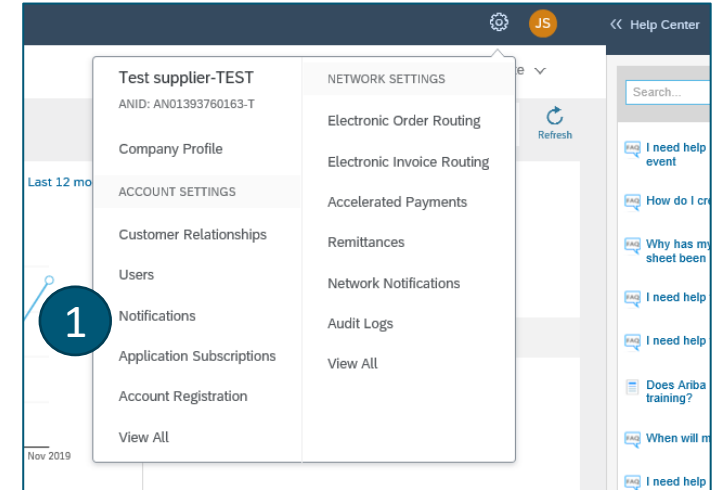
Electronic Order Routing

1. Click **Company Settings**

2. Click **Electronic Order Routing**

3. Select **Email**
   - Select the check box **Include document in the email message** to include a complete copy of the purchase order in the email notification
   - It is recommended that you use a non- personalized/distribution list email
   - When your mailbox sends auto-responses (out of office, receipt-acknowledgement) the purchase orders may fail as Ariba Network cannot recognize all auto-responses
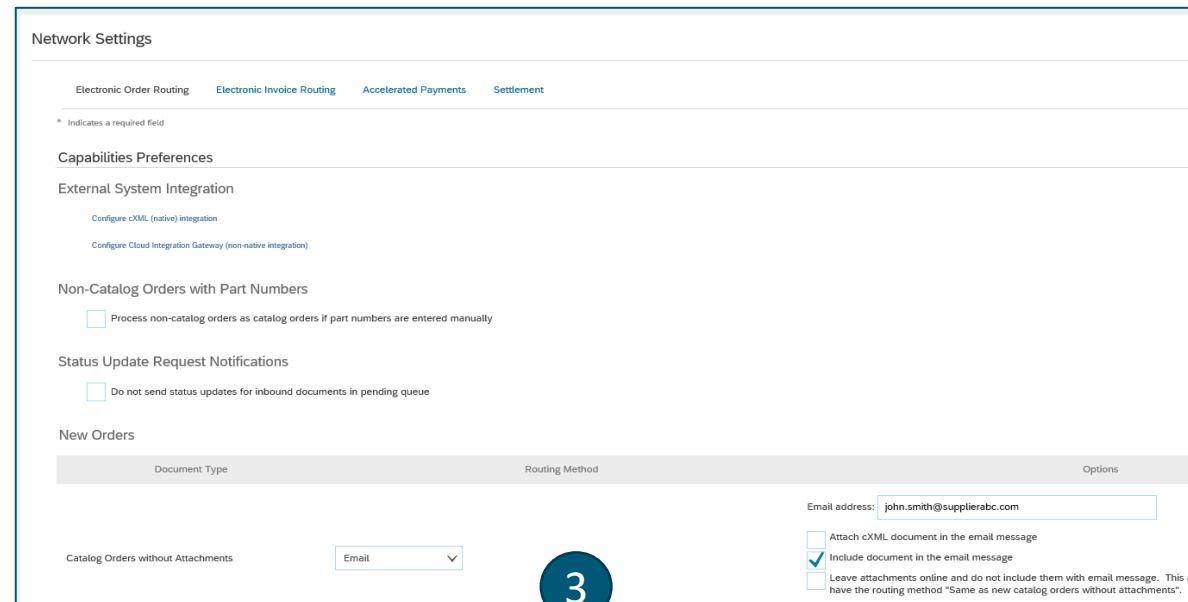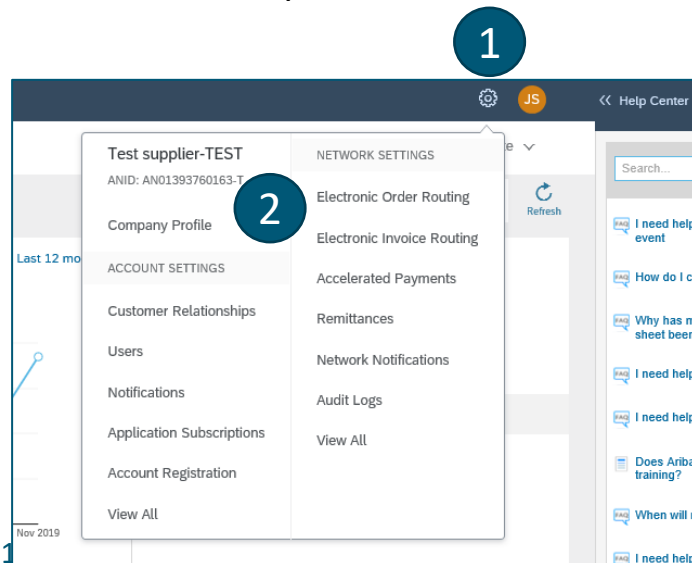
Electronic Invoice Routing
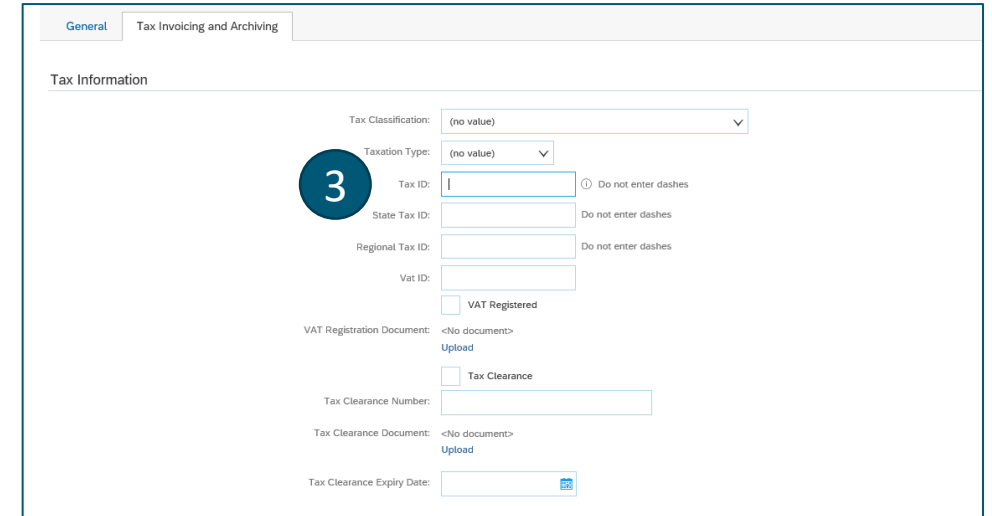
1. Invoice Routing is preconfigured to Online – no action needed

2. Click **Tax Invoicing and Archiving**

3. Update your **VAT ID** and click **Save** to automatically prepopulate your VAT ID in all your invoices

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Managing Roles and Users

Administrator

- Automatically linked to the username and login entered during registration

- Responsible for account configuration and management

- Primary point of contact for users with questions or problems

- Creates additional users and roles for the supplier account

User

- Can have different roles, which correspond to the user's actual job responsibilities

- Responsible for updating personal user information

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Role and User Creation

1. Click on the **Users** tab on the Administration Navigator. The Users page will load.

2. Click on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.

3. 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.

4. To Create a User Click on **Create User** button and add all relevant information about the user including name and contact info.

5. Select a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account.
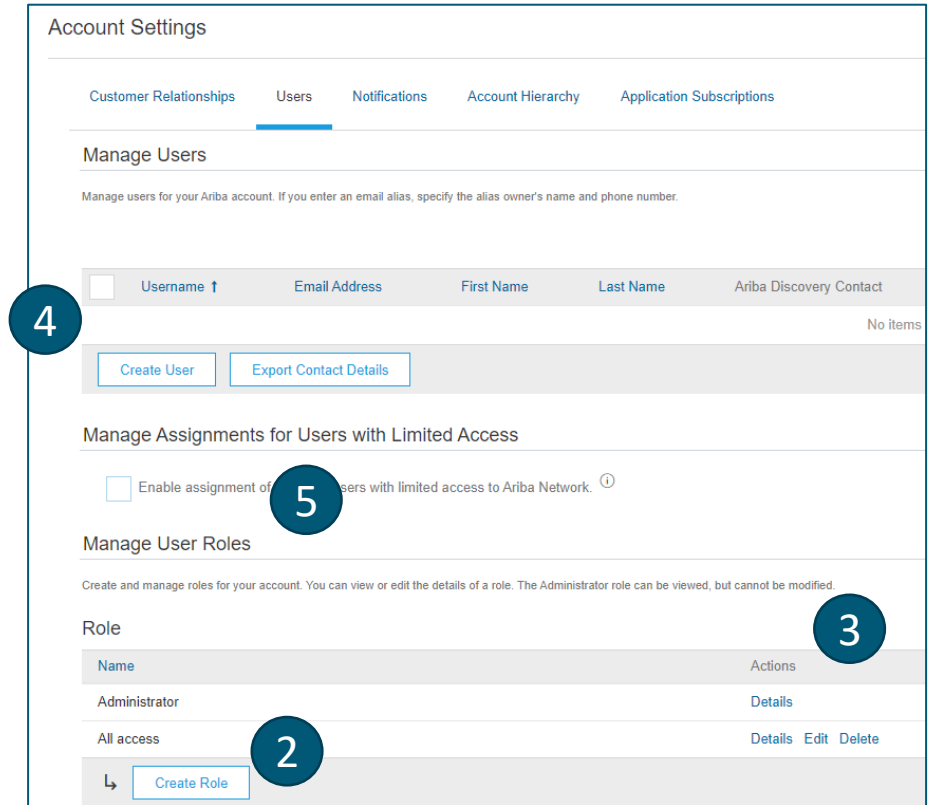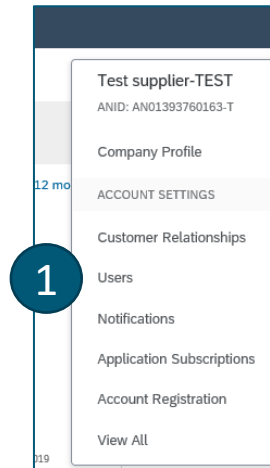
Invoice Creation – Standard Account

Invoice Creation

Once you are registered, you can start transacting over Ariba Network

1. Click **Process order** button in the interactive email order

2. Enter your credentials

3. Click **Create Invoice/Standard Invoice**

You can watch video tutorial on invoice creation [here](#)
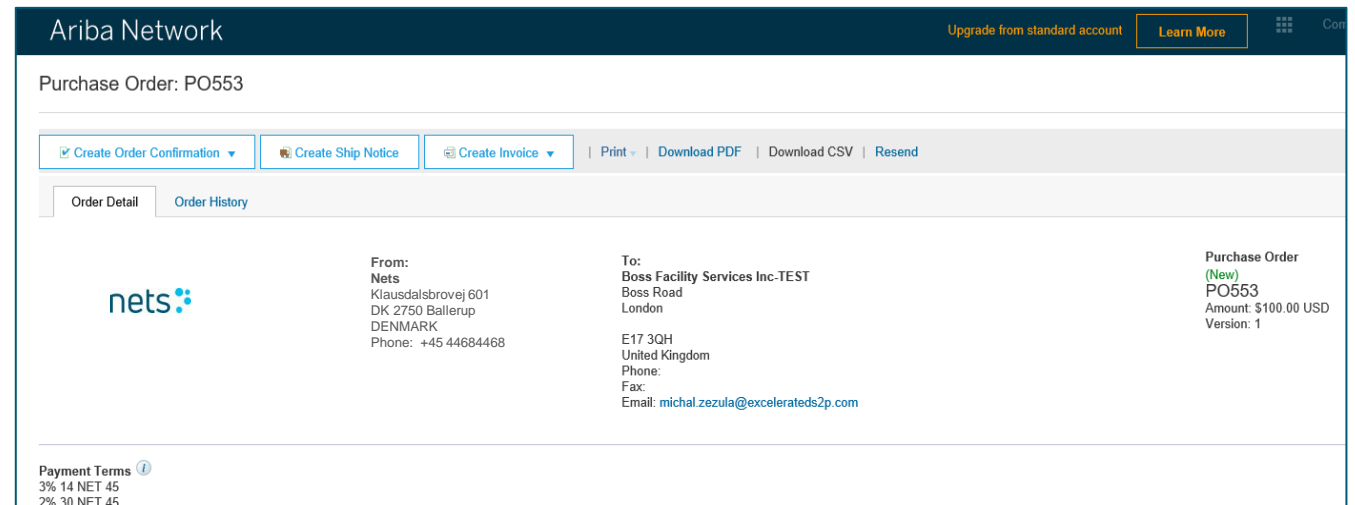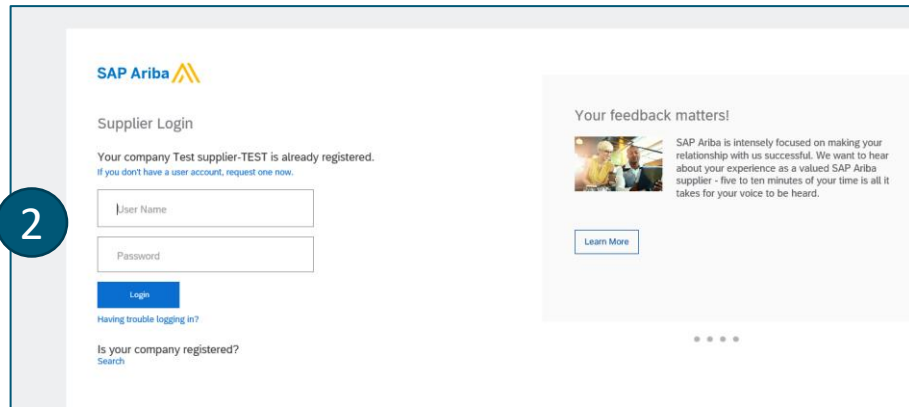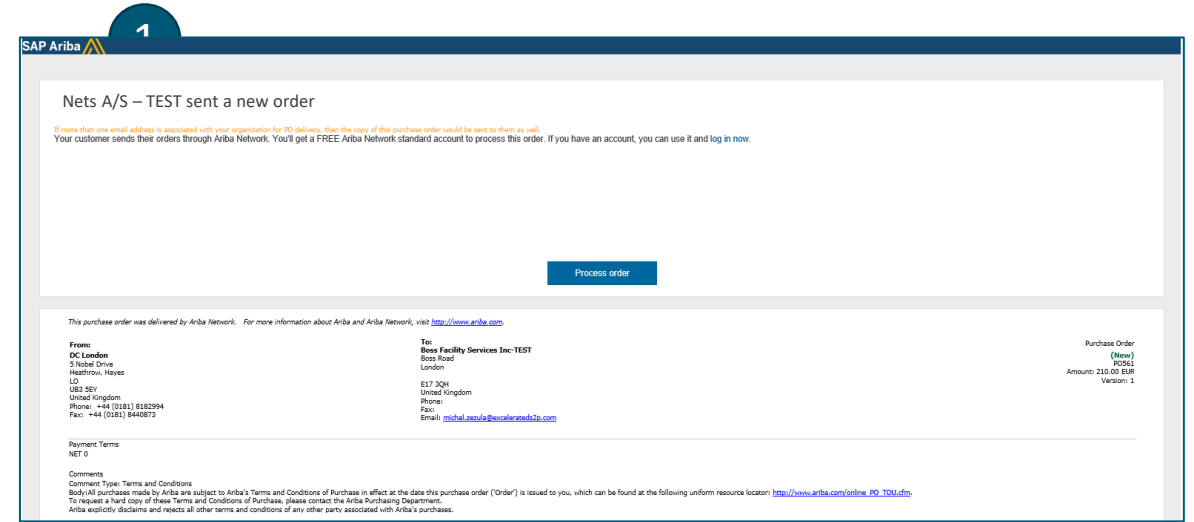
Invoice Creation

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. Enter an **Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.

2. Shipping can be entered at either the Header or Line level by selecting the appropriate radio button.

3. You can also add some additional information to the Header of the invoice such as: Shipping Cost, Special Handling, Comment, Attachment.

Scroll down to the Line items section to select the line items being invoiced.

Invoice Creation

Line Items section shows the line items from the Purchase Order.

1. Review or update Quantity for each line item you are invoicing

2. Click the check box to the left of the item number and click **Delete** to remove the line item from the invoice

3. Select the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate

4. Check Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines

5. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option

6. Click **Line Item Actions** button to add tax, special handling, comments or attachments on line-item level

Invoice Creation – Content Validation

1. Click **Next** to review the invoice

2. Ariba Network automatically validates content of your invoice against transaction rules defined by customer and displays an error message in case of issues

3. Correct the issue and click **Next**

4. Review the invoice and click **Submit**

Invoice Status Update and Archiving

- Ariba will send you a notification for every invoice status update via email

- Ariba will send you an email with a PDF copy of the invoice and the invoice data in cXML format to support your local business records storage and archiving requirements

Invoice Status

Reflects the status of <Customer> action on the Invoice

- **Sent** – The invoice is sent to the <Customer> but they have not yet verified the invoice against purchase orders and receipts

- **Paid** – <Customer> paid the invoice / is in the process of issuing payment

- **Approved** – <Customer> has verified the invoice against the purchase orders or contracts and receipts and approved it for payment

- **Rejected** – <Customer> has rejected the invoice or the invoice failed validation by Ariba Network. If <Customer> accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)

- **Failed** – Ariba Network experienced a problem routing the invoice

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Credit Memo Creation

1. Click **View invoice** in invoice status update notification

2. Click **Create Line-Item Credit Memo**

3. Credit memo is prepopulated base on invoice date, update credit memo number

4. Adjust quantity for partial credit memo

5. Click **Next** and **Submit**
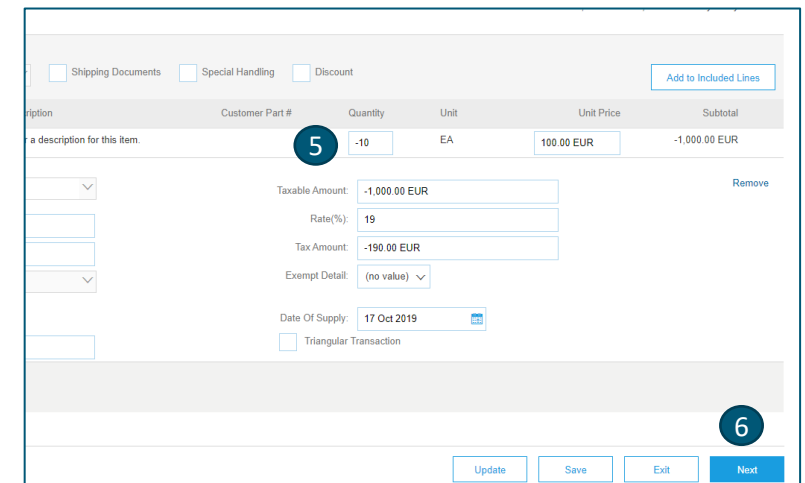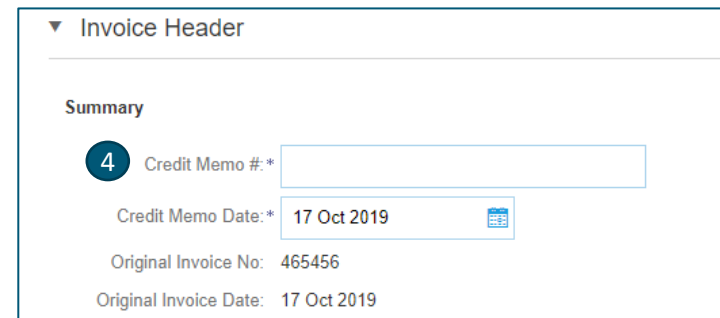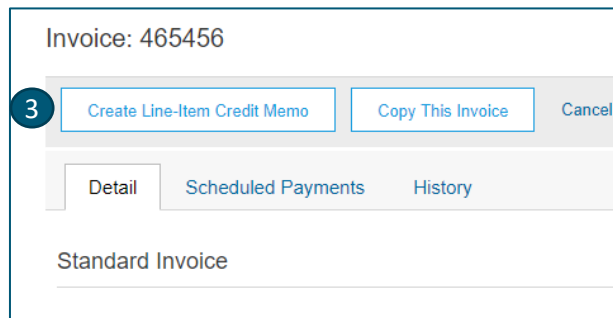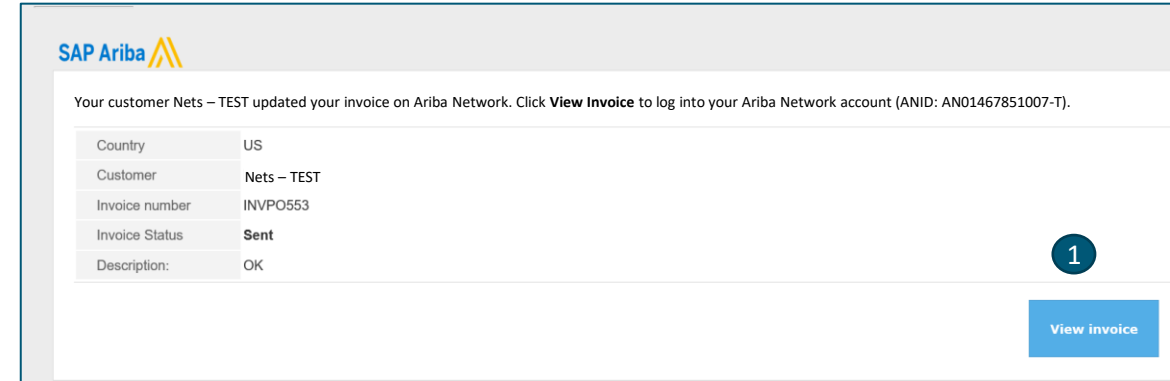
Help and Ressources

Standard Account Webpage

- You can visit Ariba Standard Account webpage with info on Standard Account in multiple languages here

Help Center – Basic Troubleshooting

1. Enter issue description in Help Center search box

2. Click on one of the search results

3. Review solution

4. Alternatively click on **Support** to display Support Center
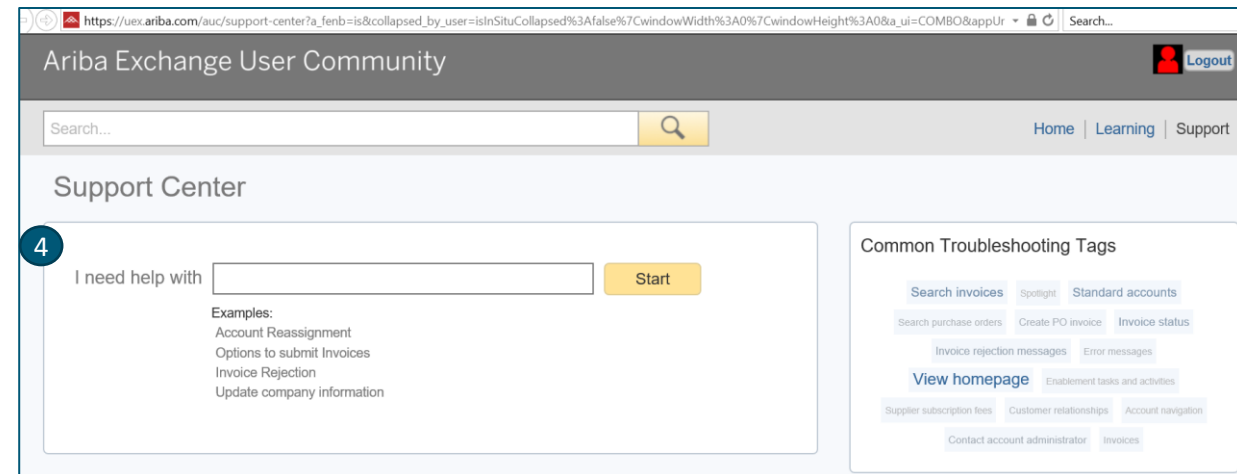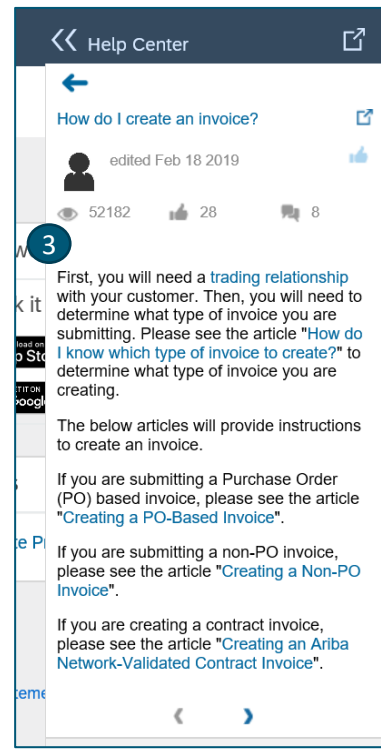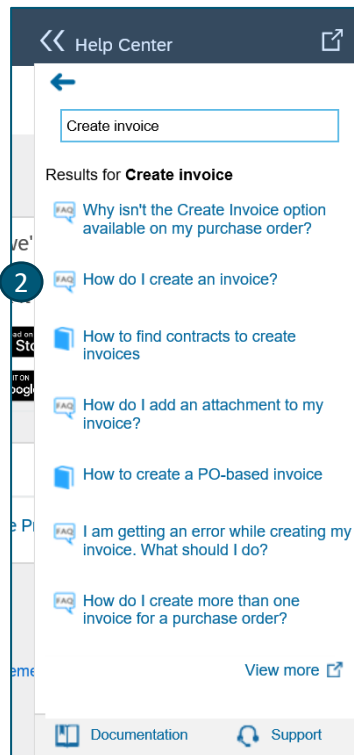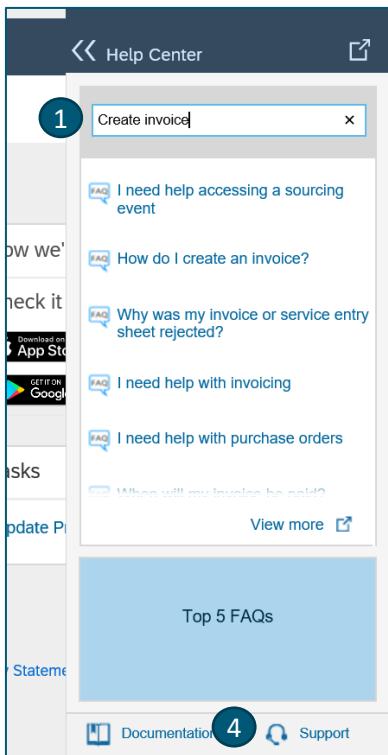
Help Center – Ariba Documentation

1. Click on Help Center to access Standard Documentation materials

2. Click Learning

3. View Ariba Network documentation