



Ariba Network Quick Start Guide

Standard Account

AGENDA

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

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



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

SAP Ariba

Nets A/S – TEST sent a new order
Your customer sent you this order through Ariba Network.

1 Process order

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>

From: Customer
Nets
Klaussblovvej 601
DK 2750 Ballerup

To: ACME-VNTZ Inc
2000 Street ABC
San Diego, CA 90002
United States
Phone:
Fax:
Email: Xinxi.vishan@sap.com

Payment Terms:
0.5 % 10 NET 30

Other Information:
Terms and Conditions
Website: <http://www.buyersxxx.com/termsConditions.cfm>
Special note: Some Text ABCD
Customer VAT/Tax ID: DE123456789

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal
1	sleeve-1224 Laptop Sleeve. Designed for 13-13.3 Laptops, reinforced edges and corners offer well protection and extra padding in the bottom safeguards against any potential damages	Material	10 (EA)	27 Apr 2017	20.00 EUR	200.00 EUR
2	abc-mouse ABC Mouse. Sleek and simple design, metal scroll wheel, host must support Bluetooth 4.0 or higher	Material	5 (EA)	27 Apr 2017	50.00 EUR	250.00 EUR

Order submitted on: Thursday 27 Apr 2017 1:10 PM GMT-07:00
Received by Ariba Network on: Monday 15 May 2017 1:06 AM GMT-07:00
This Purchase Order was sent by Lexicorp LAC: 4602000635447 and delivered by Ariba Network.

Sub-total: 450.00 EUR

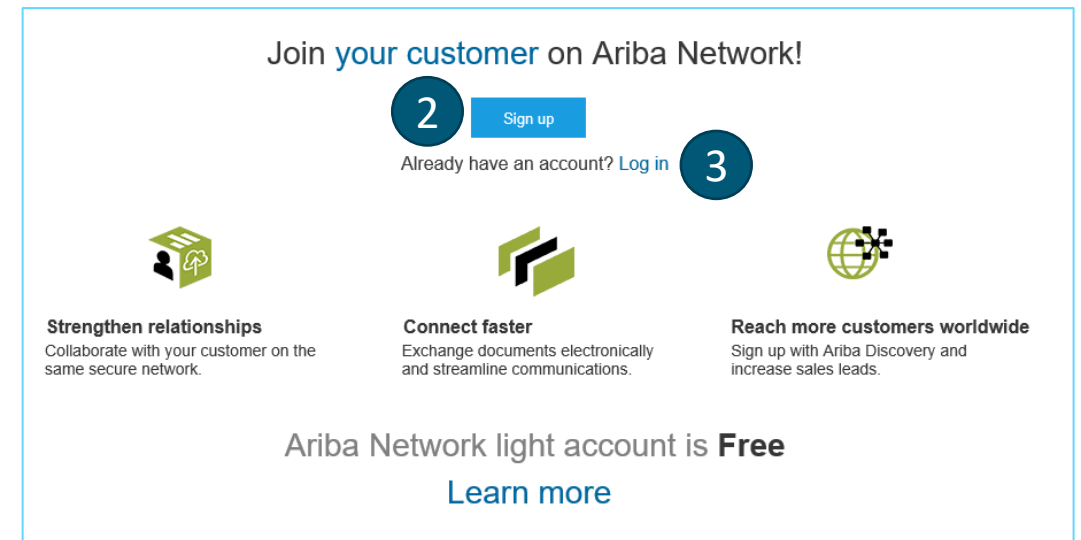
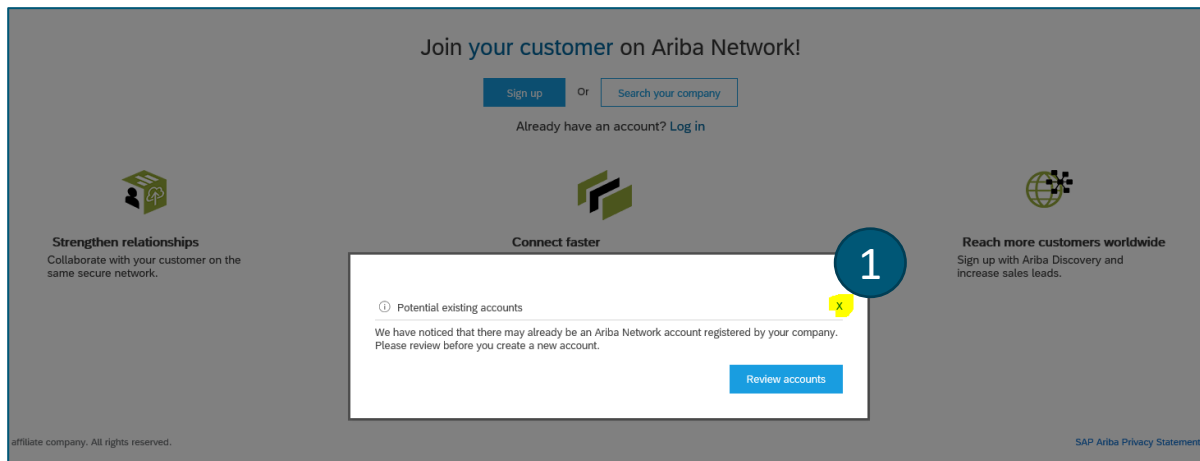
Process order

About this email
If you have any questions, contact **Lexicorp LAC**. If you're not the correct person to receive this email, forward it to the appropriate person in your company.
Note: All transactions relating to your customer's purchase orders are solely between you and your customer and are subject to the terms of your existing agreement(s) with your customer. Ariba is not an agent for your customer, and is not responsible for anything contained in the purchase order submitted on behalf of your customer.

Go Mobile

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](#)

The screenshot shows the 'Ariba Network Register' page. The 'Company information' section includes fields for Company Name (Supplier ABC), Country (United Kingdom [GBR]), Address (100 Longwater Avenue, with sub-fields for Line 2, 3, and 4), City (Reading), State, and Postal Code (RG2 6GP). A note states: '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.' A sidebar on the right promotes the 'Ariba Network standard account is Free' and lists benefits: 'Strengthen relationships', 'Connect faster', and 'Reach more customers'. A 'Register' button is in the top right.

The screenshot shows the 'User account information' section of the registration form. It includes fields for Name (John Smith), Email (john.smith@supplierabc.com), Username (john.smith@supplierabc.com), Password, Language (English), and Email orders to (john.smith@supplierabc.com). A 'SAP Ariba Privacy Statement' link is present. A note states: 'Must be in email format (e.g. john@news.com)'. Another note states: 'Must contain a minimum 8 characters including letters and numbers.' A third note states: 'The language used when Ariba sends you configurable notifications. This is different than your web browser.' A fourth note states: 'Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.' A 'Learn more' link is in the top right. A 'Register' button is in the bottom right. At the bottom, there are two checked checkboxes: 'I have read and agree to the Terms of Use' and 'I have read and agree to the SAP Ariba Privacy Statement'.

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:

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

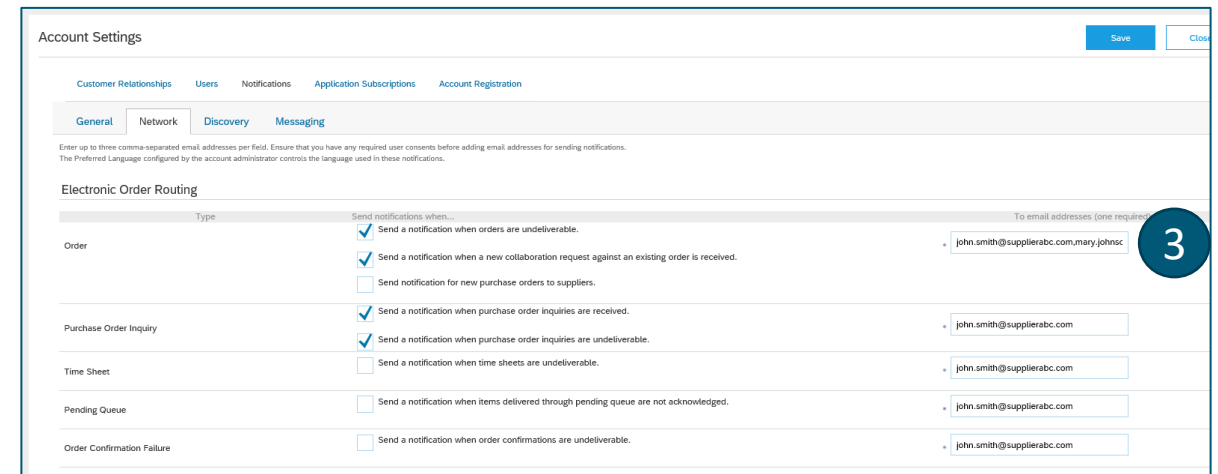
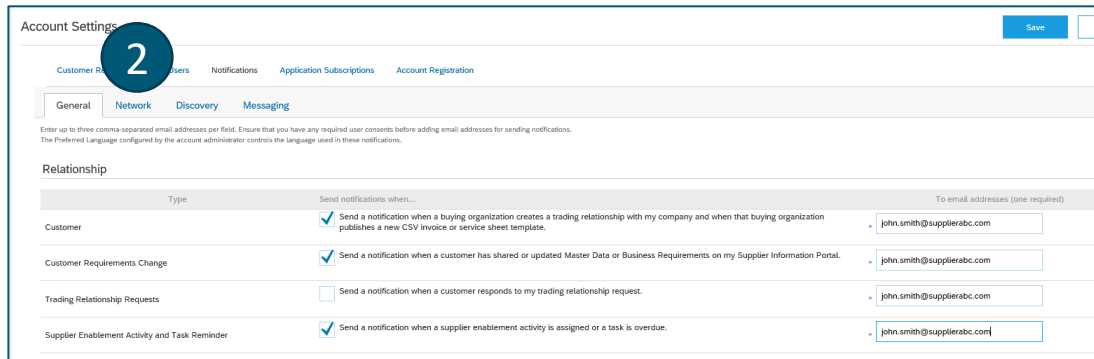
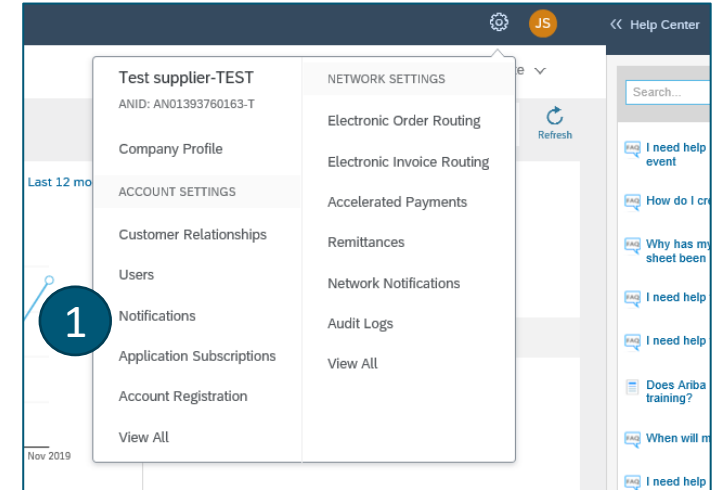
- Enterprise account [subscription levels and fees](#) are determined by the number of documents and volume of transactions your business runs through Ariba Network
- Document access and creation directly from Ariba Network account
- Transform your operations with full ERP integration
- Provide supplier-managed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

Account Configuration – Standard Account

Notifications

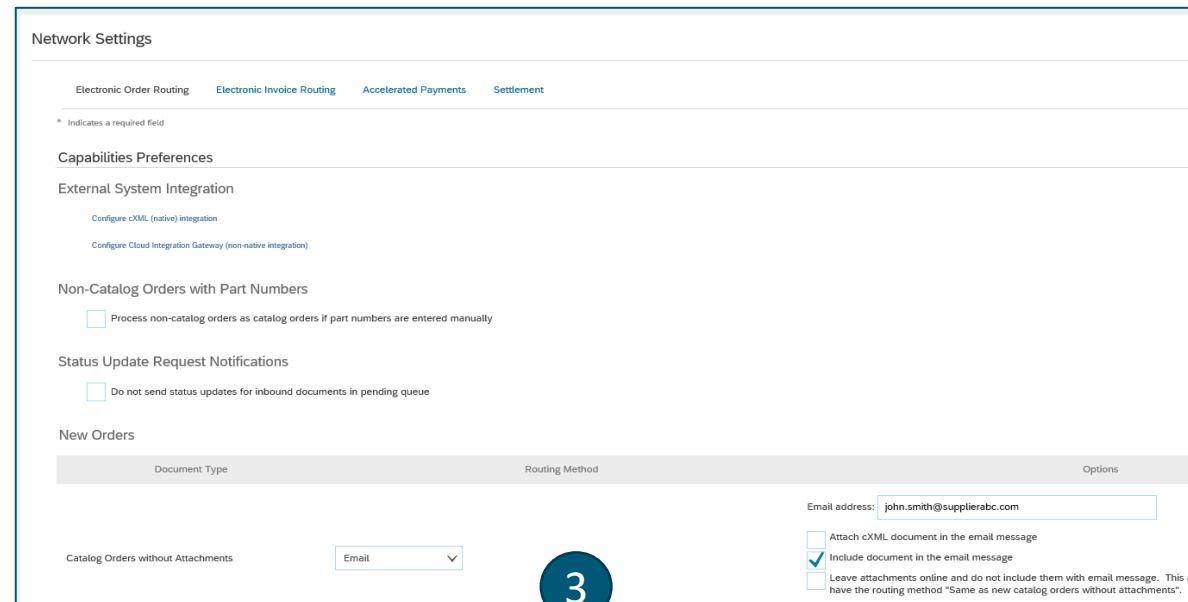
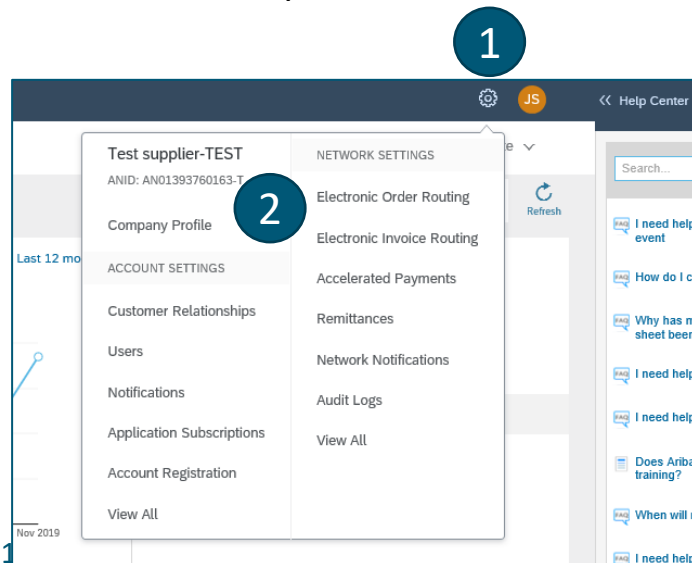
The Ariba Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to

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



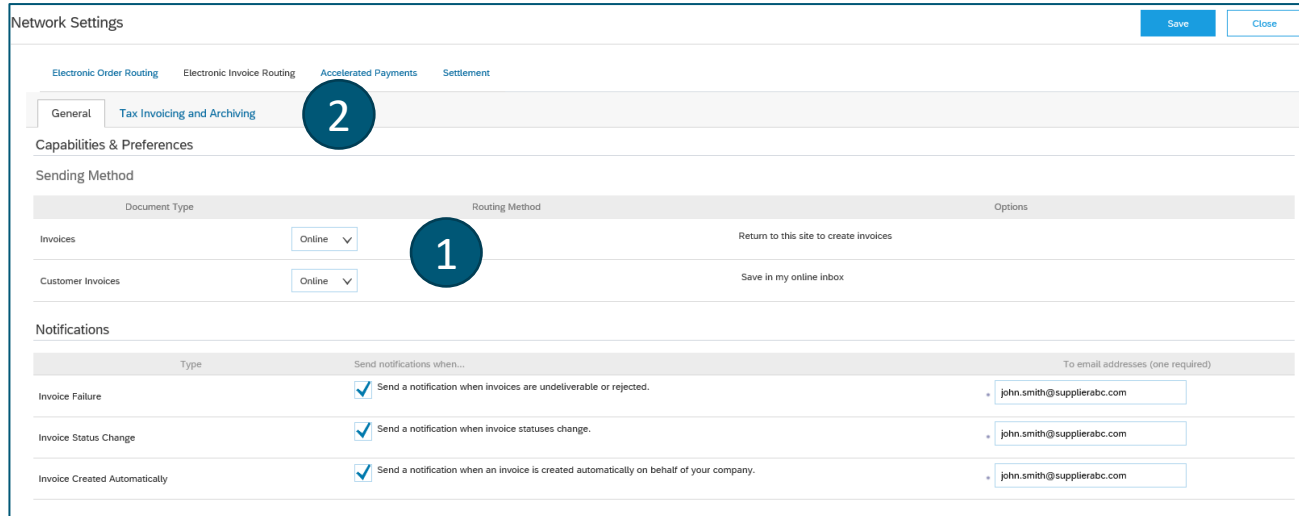
Electronic Order Routing

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

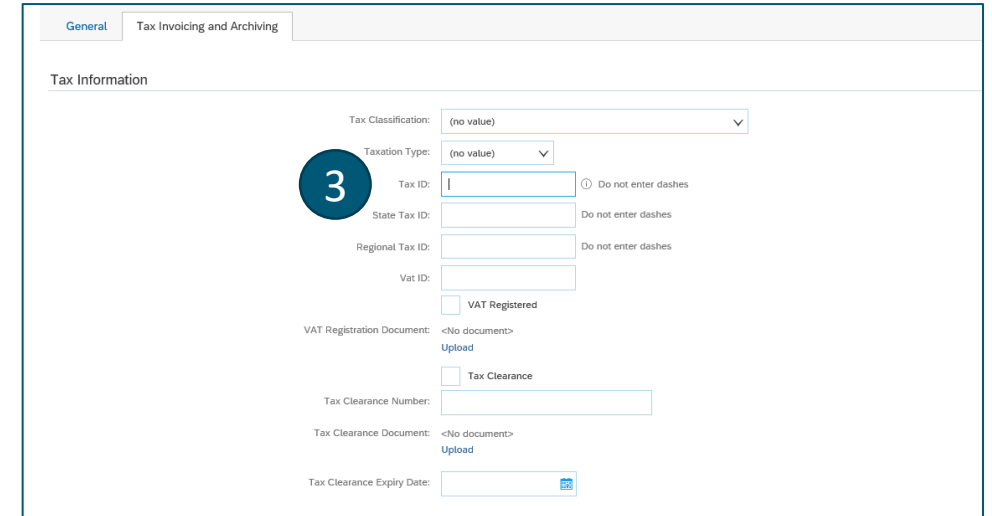
1. Invoice Routing is preconfigured to Online – no action needed
2. Click **Tax Invoicing and Archiving**
3. Update your **VAT ID** and click **Save** to automatically populate your VAT ID in all your invoices



The screenshot shows the 'Network Settings' interface with the 'Tax Invoicing and Archiving' tab selected. A blue circle with the number '2' highlights the tab. Below, the 'Sending Method' section contains a table with 'Document Type' and 'Routing Method' columns. A blue circle with the number '1' highlights the 'Online' dropdown for 'Invoices'.

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

The 'Notifications' section below has three rows, each with a checked checkbox and an email address field containing 'john.smith@supplierabc.com'.



The screenshot shows the 'Tax Information' form with a blue circle and the number '3' highlighting the 'Tax ID' field. The form includes several input fields: 'Tax Classification' (no value), 'Taxation Type' (no value), 'Tax ID' (empty), 'State Tax ID' (empty), 'Regional Tax ID' (empty), 'Vat ID' (empty), 'VAT Registered' (checkbox), 'VAT Registration Document' (upload), 'Tax Clearance' (checkbox), 'Tax Clearance Number' (empty), 'Tax Clearance Document' (upload), and 'Tax Clearance Expiry Date' (empty).

Managing Roles and Users

Administrator

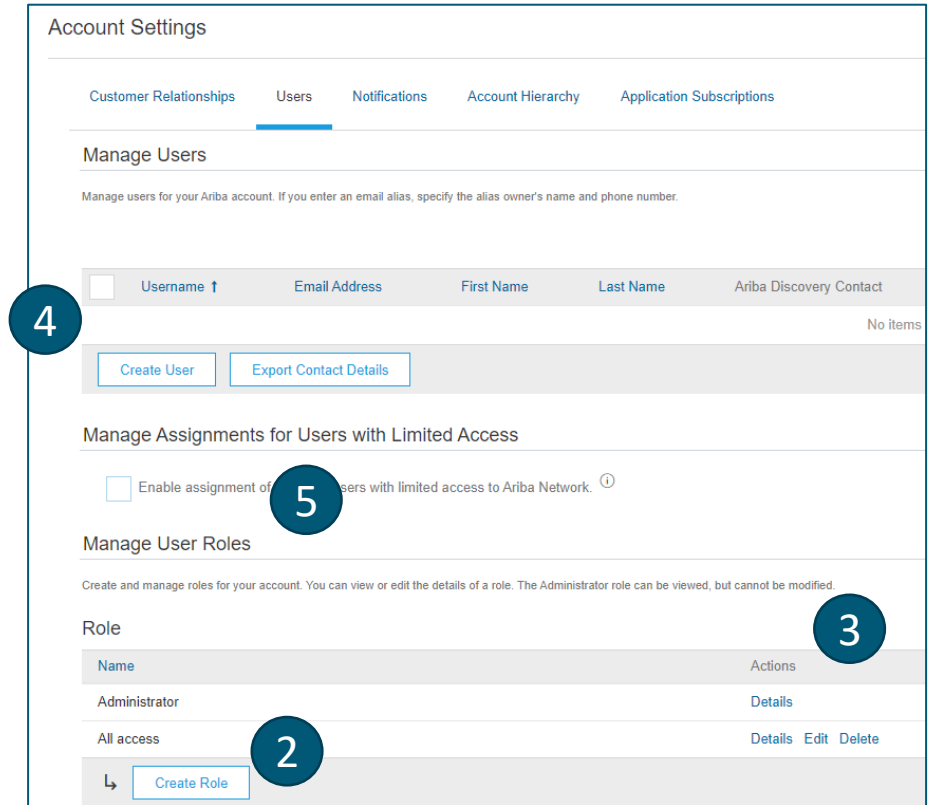
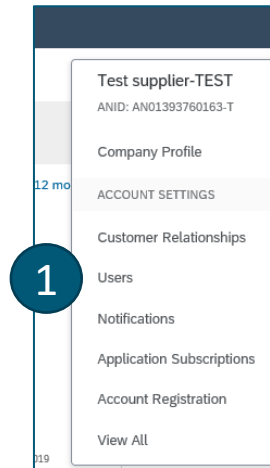
- Automatically linked to the username and login entered during registration
- Responsible for account configuration and management
- Primary point of contact for users with questions or problems
- Creates additional users and roles for the supplier account

User

- Can have different roles, which correspond to the user's actual job responsibilities
- Responsible for updating personal user information

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.



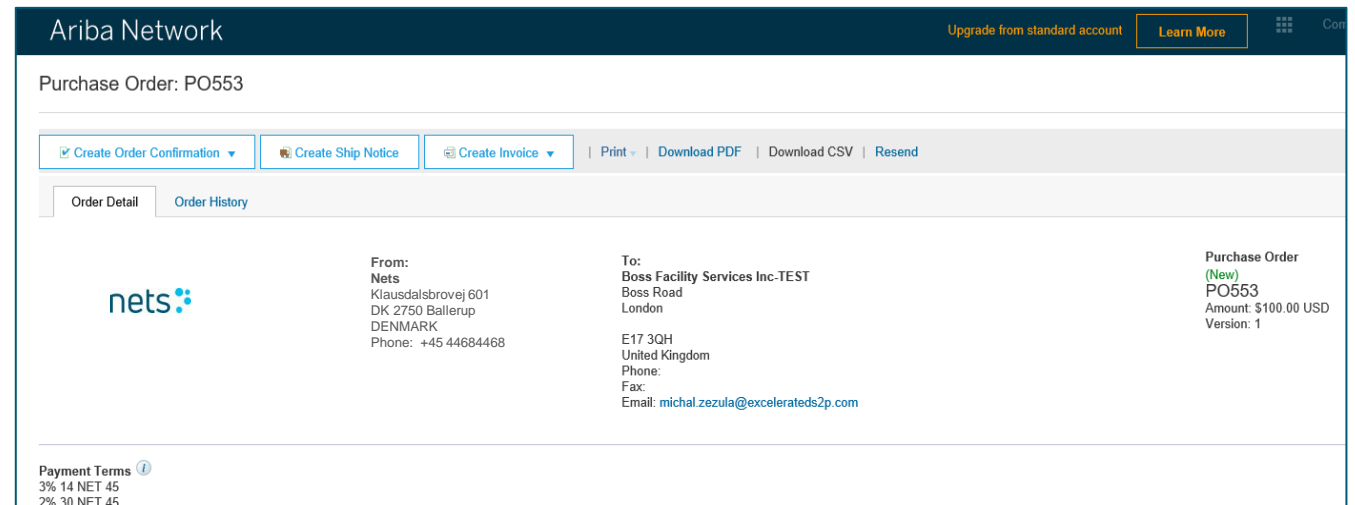
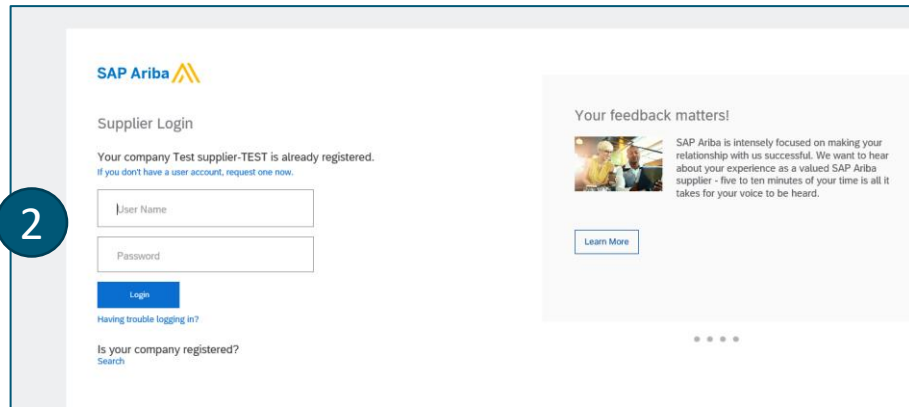
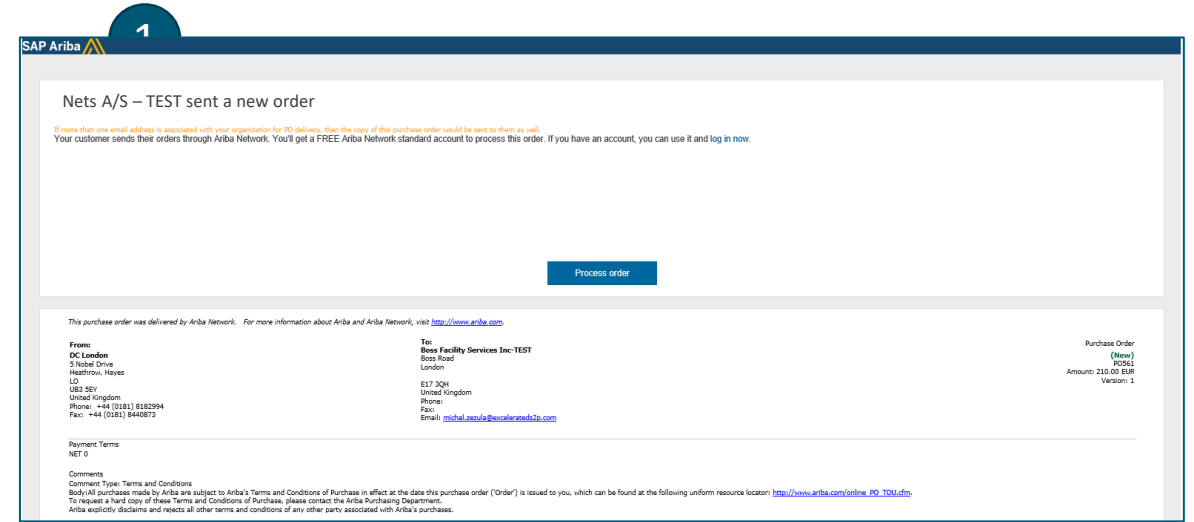
Invoice Creation – Standard Account

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.

Ariba Network

Create Invoice

Invoice Header

Summary

Purchase Order: PO553

Invoice #: *

Invoice Date: 17 Oct 2019

Service Description: *

Supplier Tax ID: *

Remit To: Boss Facility Services Inc-TEST

London

United Kingdom

Bill To: Ballerup

BALLERUP, DK

Denmark

Tax

Header level tax: * Line level tax: *

Category: Sales Tax

Location: *

Description: *

Regime: *

Taxable Amount: \$100.00 USD

Tax Rate Type: *

Rate(%): *

Tax Amount: *

Shipping

Header level shipping: * Line level shipping: *

Ship From: Boss Facility Services Inc-TEST

London

United Kingdom

Ship To: Ballerup

BALLERUP, DK

Denmark

Deliver To: Receiving Doc by Rear Entrance

New York

Payment Term

Net Term(days): 45

Discount or Penalty Term(days): 14

Percentage(%): 3

Add Discount/Penalty Term

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

The screenshot displays the 'Line Items' section of a software interface. At the top right, a status bar reads '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. Below this is the 'Insert Line Item Options' section, which includes a 'Tax Category' dropdown, checkboxes for 'Special Handling' and 'Discount', and an 'Add to Included Lines' button. The main area contains a table with columns: 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. A single line item is visible with 'No.' 1, 'Include' checked, 'Type' MATERIAL, 'Part #' Not Available, 'Description' Demo, 'Customer Part #' (blank), 'Quantity' 1, 'Unit' (blank), 'Unit Price' 10.00 EUR, and 'Subtotal' 10.00 EUR. Below the table are buttons for 'Line Item Actions', 'Delete', and 'Add'. A 'Standard Tax Selections' dropdown menu is open, listing options: Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, Other Tax, and Configure Tax Menu. At the bottom right are buttons for 'Update', 'Save', 'Exit', and 'Next'. Numbered callouts (1-6) highlight specific UI elements corresponding to the numbered steps in the list above.

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**

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Dummy PO for Supplier Enablement Demo		1			100.00 EUR

[Line Item Actions](#) [Delete](#) [Add](#)

[Update](#) [Save](#) [Exit](#) [Next](#)

1
3

Invoice Header

Summary

Purchase Order: EP11861

Invoice #: * ! Required field

Invoice Date: * 18 Nov 2019

Service Description:

Subtotal: 100,000.00 EUR
Total Tax: 0.00 EUR
Total Gross Amount: 100,000.00 EUR
Total Net Amount: 100,000.00 EUR
Amount Due: 100,000.00 EUR

2

Create Invoice [Previous](#) [Save](#) [Submit](#) [Exit](#)

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Cross-Border trade. The document's originating country is: France. The document's destination country is: United States.

Standard Invoice

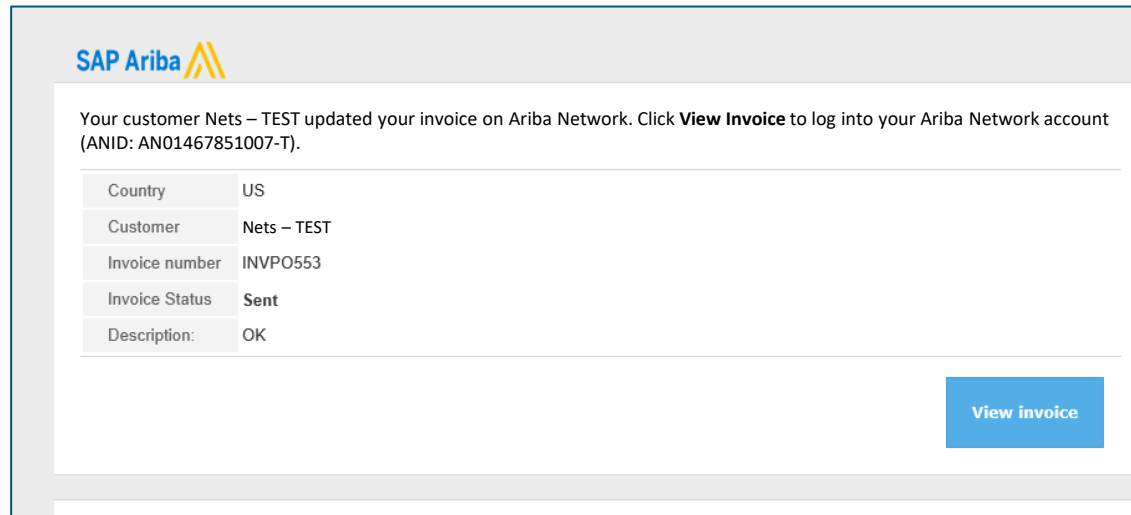
Invoice Number: 465456	Subtotal: 1,000.00 EUR
Invoice Date: Thursday 17 Oct 2019 4:18 PM GMT+02:00	Total Tax: 190.00 EUR
Original Purchase Order: PO495	Total Gross Amount: 1,190.00 EUR
	Total Net Amount: 1,190.00 EUR
	Amount Due: 1,190.00 EUR

REMIT TO:	BILL TO:	SUPPLIER:
Ariba, Inc. - TEST	New York	second profile
Postal Address:	Postal Address (Default):	Postal Address:

4

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

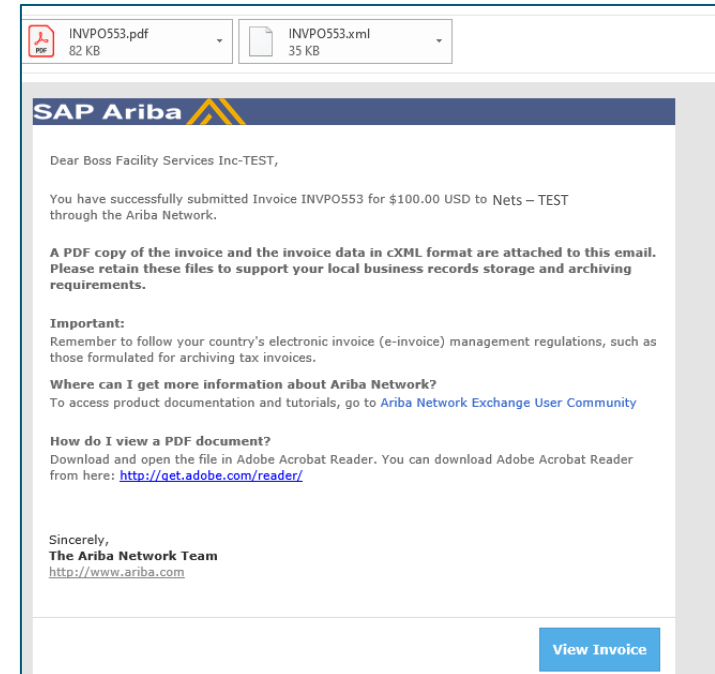


SAP Ariba

Your customer Nets – TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01467851007-T).

Country	US
Customer	Nets – TEST
Invoice number	INVPO553
Invoice Status	Sent
Description:	OK

[View invoice](#)



INVPO553.pdf 82 KB

INVPO553.xml 35 KB

SAP Ariba

Dear Boss Facility Services Inc-TEST,

You have successfully submitted Invoice INVPO553 for \$100.00 USD to Nets – TEST through the Ariba Network.

A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.

Important:
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?
To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

How do I view a PDF document?
Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: <http://get.adobe.com/reader/>

Sincerely,
The Ariba Network Team
<http://www.ariba.com>

[View Invoice](#)

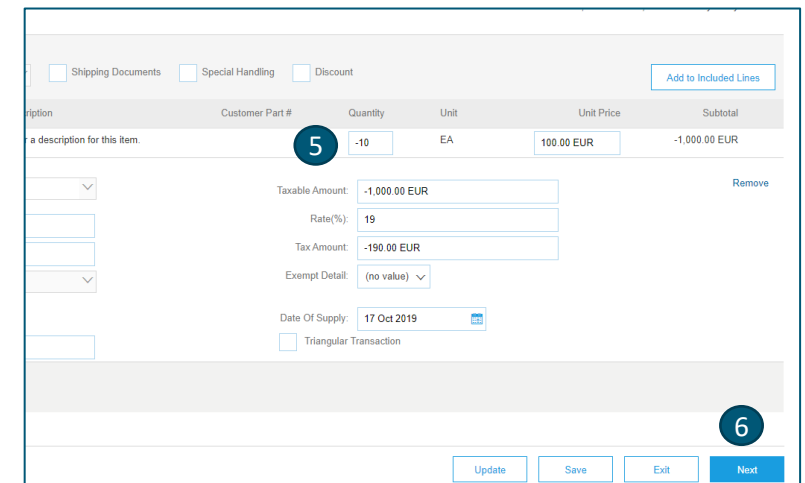
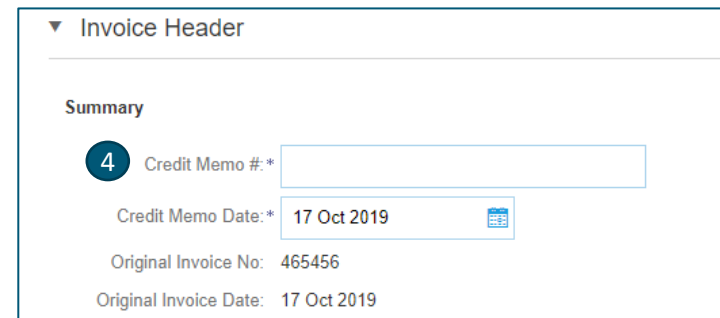
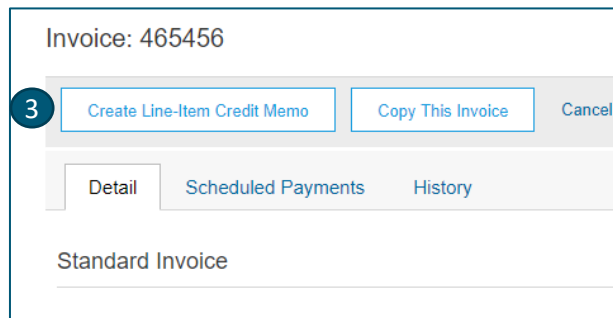
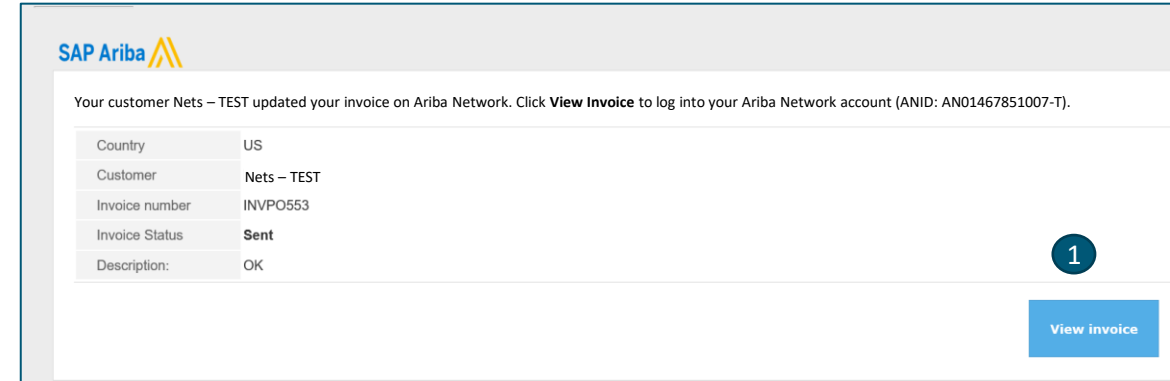
Invoice Status

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

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](#)

SAP Ariba  [Български](#) | [Čeština](#) | [Dansk](#) | [Deutsch](#) | [Ελληνικό](#) | [English](#) | [Español](#) | [Suomi](#) | [Français](#) | [Hrvatski](#) | [Magyar](#) | [Italiano](#) | [日本語](#) | [한국어](#) | [Nederlands](#) | [Norsk](#) | [Polski](#) | [Português](#) | [Română](#) | [Русский](#) | [Svenska](#) | [Türkçe](#) | [简体中文](#) | [繁體中文](#) 

Ariba Network, standard account capability lets you quickly transact with SAP Ariba buyer customers for free.

The standard account capability of Ariba Network gives you a fast, free way to automate your customer (buyer) transactions. With instant onboarding and no fees, you can sign up in seconds with zero worrying about hidden fees. Support for most transaction types helps you maximize efficiency and keep your customers happy. And if you want advanced features, it's easy to upgrade.

Sign up for a standard account today!

Need help? Watch these short videos:

[Register and reply to your customer](#)

[Send an invoice from a standard account](#)

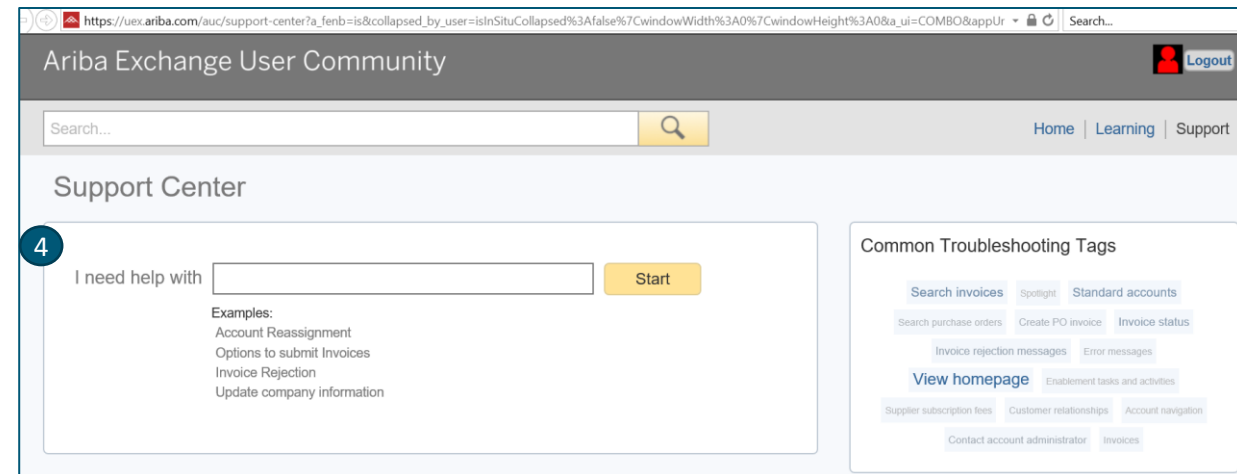
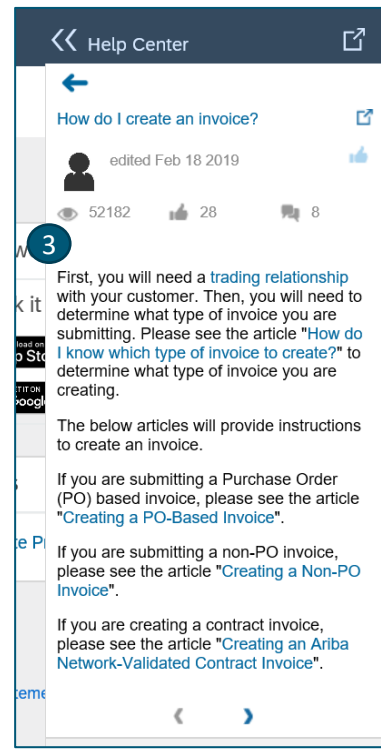
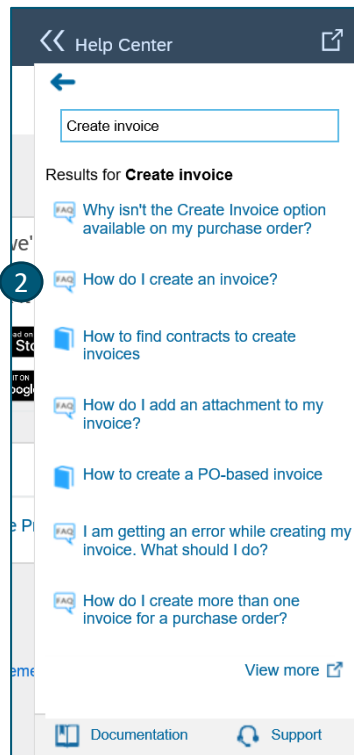
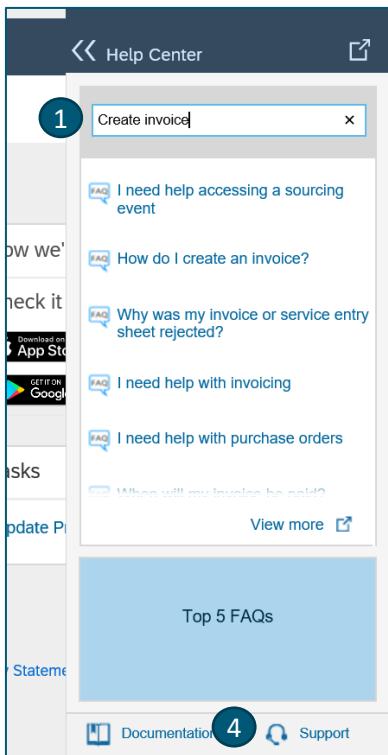
Need more help? Register for a [weekly Live Webinar with Q&A](#), or watch a [recording](#) (18 min) of the webinar at your convenience.

Check out the Ariba Network standard account capabilities listed below that provide barrier-free access from email and web browser.

Capabilities	Ariba Network, standard account
Access	<ul style="list-style-type: none"> Access standard account using emails and notices sent by your customer or Ariba Network. Retain these emails for subsequent reference and processing.
Company Profile	<ul style="list-style-type: none"> Set up a company profile to share with your customers on Ariba Network.
Orders*	<ul style="list-style-type: none"> Transact documents with your customer such as orders, full and partial order confirmation, ship notices, and service entry sheets.
Invoices*	<ul style="list-style-type: none"> Convert orders into an e-invoice with the click of a button. Create non-PO invoices and credit memos.
Invoice Status Notifications*	<ul style="list-style-type: none"> Receive invoice status notifications. Payment proposals Remittance details
Payments**	<ul style="list-style-type: none"> Access SAP Ariba Payables such as dynamic discounting and payment capability.
Legal Archive	<ul style="list-style-type: none"> Email notification and online download provide access to invoices for your local archiving.
Customer Relationships	<ul style="list-style-type: none"> Transact with an unlimited number of customers using a single standard account.
Multi-users	<ul style="list-style-type: none"> Create user accounts with permissions for different roles in your company.

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

1

