

# Ariba Network Configuration Guide



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# Account Configuration



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# Account Access and Configuration

Go to

<http://supplier.ariba.com>

Enter your Username & Password and click Login to access your Production account.

Click Administration Navigator tab.

Profile Configuration window opens.

Click on the area you want to update.

The screenshot displays the Ariba Network supplier portal. At the top, the header reads "ARIBA NETWORK". Below the header, there is a "Ariba Login" section with two input fields: "Enter Username" and "Enter Password", and a "Login" button. To the right of the login section is a "Join Ariba Network!" banner with a registration link. Below the login section, there is a navigation bar with tabs for "LEADS", "PROPOSALS", "CONTRACTS", and "ORDERS & INVOICES". The main content area shows a "Test Supplier 1" dropdown menu with a list of settings: "Company Profile", "Account Settings" (Customer Relationships, Users, Notifications, Account Hierarchy), and "Network Settings" (Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications). A search bar is visible on the left side of the main content area.

# Company Profile Configuration



Complete or update all required fields listed by an asterisks in **Basic** Company Profile section. Click **Add** button to classify your Company by **Commodities, Sales Territory** and **Industries**.

In tab **Business**, enter additional Information for your company, such as Tax or VAT IDs.

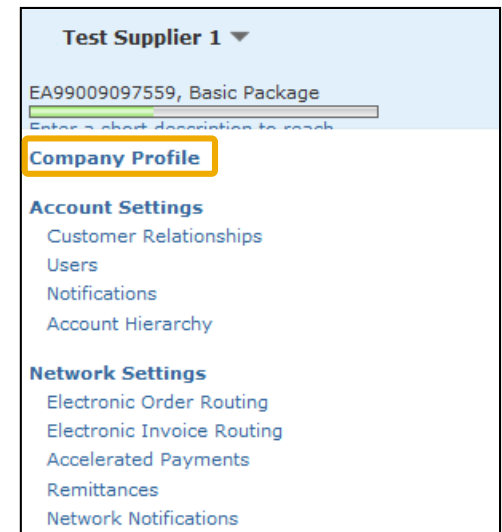
In tab **Marketing** you can add Company Description and Company Logo, or links to your social media channels. If necessary add also your D-U-N-S number in section Credit and Risk Information from D&B.

The main company contacts can be added to **Contacts** section. Additional contacts (role- or customer-specific) can also be setup.

Enter and upload certificates and their expiration date in tab **Certifications**, if applicable.

**Make sure that all changes you made are saved.**

The more information you provide, the more relevant business opportunities you may receive.



# Notifications and Network Notifications

Network Notifications indicate which system notifications you would like to receive along with which email address you would like to send them to.

Click on **Notifications** at **Administrator Navigator**. **Network Notifications** can be accessed from here as well, or you may switch to tab **Network** when in Notifications.

**Note:** You can enter up to **3 E-Mail** addresses per notification type. You must separate each address with a comma with **NO** spaces between emails

The screenshot displays the 'Account Settings' interface for 'Test Supplier 1'. The 'Notifications' tab is active, and the 'Network' sub-tab is selected. The interface includes sections for 'Electronic Order Routing', 'Catalog Subscriptions', and 'Electronic Invoice Routing'. The 'Network Notifications' link in the right-hand navigation pane is highlighted with a yellow box.

**Account Settings**

Customer Relationships Users **Notifications** Account Hierarchy

General **Network** Discovery

Enter up to three comma-separated email addresses per field.  
The Preferred Language configured by the account administrator controls the language used in these notifications.

**Electronic Order Routing**

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input type="checkbox"/> Send a notification when change order requests are updated.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not

**Catalog Subscriptions**

Type	Send notifications when...	To email addresses (one required)
Catalog	<input checked="" type="checkbox"/> Send a notification when a customer subscribes to my catalog or when my procurement customer sends status updates on catalogs, including catalog errors. <i>Note: Only Ariba Procurement solution users can send status updates to suppliers.</i>	+ ;

**Electronic Invoice Routing**

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	+ ;
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	+ ;

**Test Supplier 1** ▼

EA99009097559, Basic Package

Enter a short description to each

**Company Profile**

**Account Settings**

- Customer Relationships
- Users
- Notifications**
- Account Hierarchy

**Network Settings**

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications**



# Electronic Order Routing Methods

The way how you would like to transact business with your customers on the network can be set up in Electronic Order Routing section.

The methods available include **Online (portal), cXML, Email, EDI or Fax.**

**Note:** “Online” means that the PO is sent to your Inbox, without additional copies. Select other methods to send an additional copy to the routing selected (recommended - Email).

For e-mail routing check box **Include document in the email message.** Use a non-personalized/distribution list email in Email Address line.

**Note:** When Ariba Network sends purchase orders to mailboxes that respond automatically with “Out of Office” messages, it does not fail the orders and indicates it received the auto-reply in the order history log.

Refer to **Account Management Guide** to find all possible options.

The screenshot shows the 'Test Supplier 1' configuration page. The 'Electronic Order Routing' link in the 'Network Settings' section is highlighted with a yellow box. Below it, a dropdown menu for 'Catalog Orders without Attachments' is open, with 'Email' selected and highlighted. To the right, the 'Options' section has 'Include document in the email message' checked. A yellow arrow points from the text 'Select other methods to send an additional copy to the routing selected' to the 'Email' option in the dropdown menu.

**Note:** Configure your e-mail inboxes so that the Ariba Network notifications do not fall in the junk or spam mail box

# Electronic Order Routing Notifications

For Change Orders and Other Document Types select **“Same as new catalog orders without attachments”** or set according to your preference.

Specify a method for sending **Order Response Documents** (Confirmations and Ship Notices)

Specify a User to receive notifications.

**Change/Cancel Orders**

Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

**Other Document Types**

Document Type	Routing Method	Options
Blanket Purchase Orders	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Time Sheets	Online	Save in my online inbox
Order Response Documents	Online	Return to this site to respond to POs
Payment Remittances	Email	Email address: <input type="text" value="diegarcia@ariba.com,akumar@ariba.com"/> <input type="checkbox"/> Attach cXML document in the email message

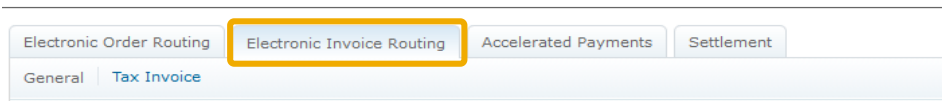
**Notifications**

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input checked="" type="checkbox"/> Send a notification when change order requests are updated.	* <input type="text" value="test@ariba.com"/>
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* <input type="text" value="test@ariba.com"/>
Collaboration Request	<input checked="" type="checkbox"/> Send a notification when collaboration requests are received.	* <input type="text" value="test@ariba.com"/>



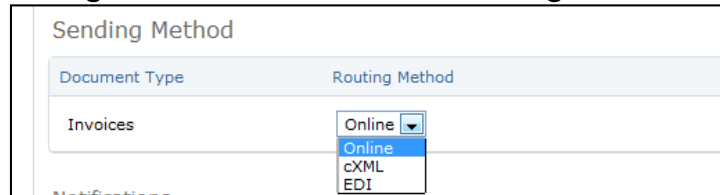
# Electronic Invoice Routing

## Methods and Invoice Archival

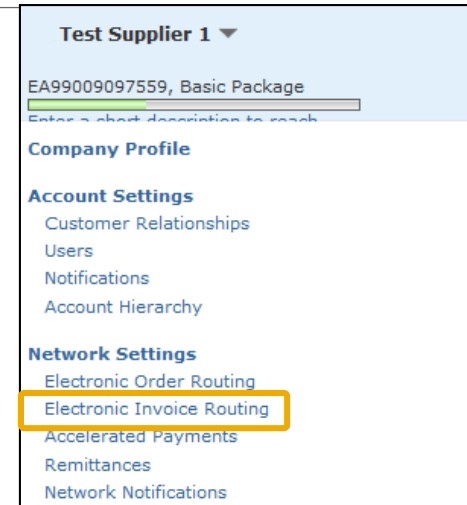


For Electronic Invoice Routing choose one of the following methods:

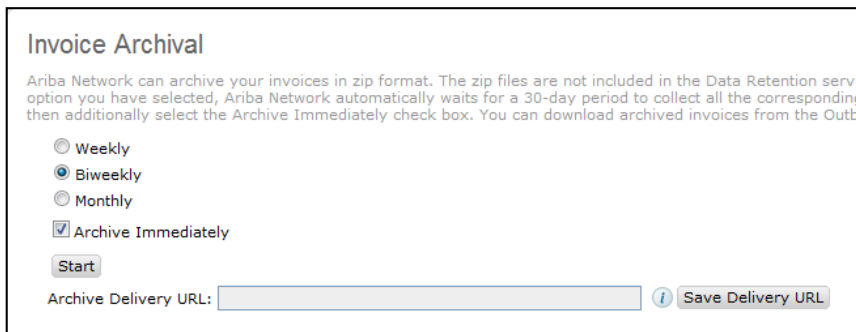
- Online
- cXML
- EDI



Configure Notifications to emails (the same way as in Order Routing).



For **Invoice Archival** click on **Configure Invoice Archival** link under the subsection **Tax Invoice** to export invoices to your system for legal compliance:



- Select frequency (**Weekly, Biweekly or Monthly**), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
- If you want Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your Outbox, section **Archived Invoices**).

**Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.

# Remittances

Click **Create** to create new company remittance information, or **Edit**, if you need to change existing information.

The screenshot shows the 'Network Settings' page with several tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. The 'Settlement' tab is highlighted with a yellow box. Below the tabs, there is a section for 'EFT/Check Remittances' with a table containing one entry: 'TEST3'. At the bottom of this table, the 'Edit', 'Delete', and 'Create' buttons are highlighted with a yellow box.

The screenshot shows the 'Test Supplier 1' profile page. It includes sections for 'Company Profile', 'Account Settings', and 'Network Settings'. In the 'Network Settings' section, the 'Remittances' link is highlighted with a yellow box.

The screenshot shows the 'Create Remittance Address / Payment Info' page. It contains a form for entering remittance address details, including fields for Address 1, Address 2, Address 3, City, State, Zip, Country, Contact, and Default?. Below the form is a 'Remittance ID Assignment' table with columns for 'Customer' and 'Remittance ID'. The 'Customer' column shows 'Ariba, Inc. - TEST'.

In the **EFT/Check Remittances** section complete all required fields marked by an asterisk.

Select one of your Remittance Addresses as a default if you have more than one.

Assign **Remittance IDs** for this address for each of your customers. They might ask you to assign IDs to your addresses so they can refer to them uniquely. You can assign different IDs for each customer.

# Remittances

## Payment Methods

Select **Preferred Payment Method** from a drop-down box: **ACH**, **Check**, **Credit card** or **Wire**.

Complete the details for ACH or Wire transfers.

Mention if you accept or not **Credit cards**.

Click **OK** when finished.

**Payment Methods**

Preferred Payment Method: Select method ▾

ACH

Account Name:

Account #:

**WIRE TRANSFER**

**Beneficiary Bank**

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type ▾

Select bank id ▾:

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: ▾

Zip:

Country: United States [USA] ▾

Bank Phone: 

Country	Area	Number
<span>USA 1 ▾</span>	<input type="text"/>	<input type="text"/>

**Corresponding Bank**

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type ▾

Select bank id ▾:

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: ▾

Zip:

Country: United States [USA] ▾

Bank Phone: 

Country	Area	Number
<span>USA 1 ▾</span>	<input type="text"/>	<input type="text"/>

**Credit Card**

Accept credit card:  Yes  No

OK Cancel

# Accelerated Payments

Remove if not applicable

Use the links in the Actions column to view, accept, or reject early payment terms.

You can also configure the notifications Ariba Network sends you when customers propose early payment offers and standing early payment terms offers.

**Test Supplier 1** ▼

EA99009097559, Basic Package  
Enter a short description to search

**Company Profile**

**Account Settings**

- Customer Relationships
- Users
- Notifications
- Account Hierarchy

**Network Settings**

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments**
- Remittances
- Network Notifications

## Network Settings

Electronic Order Routing | Electronic Invoice Routing | **Accelerated Payments** | Settlement

\* Indicates a required field

### Standing Early Payment Terms

Show :  All Offers  Proposed Offers  Accepted Offers

#### Customer Proposed Payment Terms

Last Modified	Discount Rate(%)	Discount Term(Days)	Net Term(Days)	Pro-Rated	Pre-Accepted	Active	Status	Actions
No items								

### Notifications

Type	Send notifications when...	To email addresses (one required)
Early Payment Offers	<input type="checkbox"/> Send a notification when an early payment offer is received.	* <input type="text"/>
Standing Early Payment Terms Offers	<input type="checkbox"/> Send a notification when my customer proposes a new standing early payment term.	* <input type="text"/>

# Current and Potential Relationships

Click on the **Customer Relationships** link in the **Administration Navigator**.

You can choose to accept customer relationships either automatically or manually.

**Note:** Set up **Automatically accept all relationship requests** as default not to miss any useful Buyers requests.

- In the Pending Section, Approve or Reject pending relationship requests.
- In the Current Section, review your current customers' profiles and information portals.
- Review rejected customer in the Rejected Section.

ARIBA NETWORK

Test Supplier 1 ▼

EA99009097559, Basic Package

Enter a short description to search

**Company Profile**

**Account Settings**

**Customer Relationships**

Users

Notifications

Account Hierarchy

**Network Settings**

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

**Account Settings**

Customer Relationships Users Notifications

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests

Manually review all relationship requests

Update

**Pending**

Customer Requested Date ↓

No items

Approve Reject

**Current**

Customer	Approved Date ↓	Routing Type	Actions
<input type="checkbox"/> EA Buyer 02	9 Apr 2012	Default	Actions ▼
<input type="checkbox"/> EA Buyer 03	9 Apr 2012	Default	Actions ▼
<input type="checkbox"/> EA Buyer 01	9 Apr 2012	Default	Actions ▼

Reject

**Rejected**

**Note:** Find Potential customers in **Potential relationships** Tab



# Managing Roles and Users



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# Administrator

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- **Automatically linked to the username and login entered during registration**
- **Responsible for the account management and configuration**
- **The primary point of contact for users with questions or problems.**
- **Creates roles for the account**

# User

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

# Role and User Creation

Click on the **Users** tab at **Administration Navigator**. The Users page appears.

**1** First, create a role.

1. Click on **Create Role** button in the Manage Roles section.
2. Type **Name** and **Description** for the Role.
3. Add **Permissions** for the Role that correspond to the user's actual job responsibilities by checking proper boxes.
4. Click **Save**. New Role is created.

Account Settings

Customer Relationships | **Users** | Notifications | Account Hierarchy

Manage Users

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

Username	Email Address	First Name	Last Name	Ariba Discovery
1agarza@ariba.com	agarza@ariba.com	Ale	Garza	No
tleal1@ariba.com	tleal@ariba.com	Tessie	Leal	No

**2**

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

Manage User Roles

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 edited.

Role	Actions
Administrator	Details
AP Role	Details Edit Delete
AR role	Details Edit Delete
Discount Mgmt	Details Edit Delete
Discovery	Details Edit Delete

**1**

**Create Role**

Test Supplier 1

EA99009097559, Basic Package

Enter a short description to each

**Company Profile**

**Account Settings**

Customer Relationships

**Users**

Notifications

Account Hierarchy

**Network Settings**

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

**2** Now create a User.

1. Click on **Create User** button.
2. Add all relevant information about the user incl. name and contact info.
3. Select a role in the **Role Assignment** section.
4. Click on **Done**.

**Note:** You can add up to 250 users to your Ariba Network account.

# Modify User

1. Click on the **Administration** tab.
2. Click on **Edit** for the selected user.
3. Click on the **Reset Password Button** to reset the password of the user.
4. Other options:
  - **Delete User**
  - **Add to Contact List**
  - **Remove from Contact List**
  - **Make Administrator**

The screenshot shows the 'Account Settings' interface with the 'Users' tab selected. Below the 'Manage Users' section, a table lists users. The 'Edit' button for the user 'tleal1@ariba.com' is highlighted with a yellow box. An arrow points from this button to the 'Edit User' dialog box. In the 'Edit User' dialog, the 'Reset Password' button is also highlighted with a yellow box. Below the 'Selected User Information' section, there is a 'Role Assignment' section with a table of roles.

**Account Settings** [Save] [Close]

Customer Relationships | **Users** | Notifications | Account Hierarchy

**Manage Users**

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

**Users**

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Visible To Customer
<input type="checkbox"/>	1agarza@ariba.com	agarza@ariba.com	Ale	Garza	No	AR role	No
<input type="checkbox"/>	tleal1@ariba.com	tleal@ariba.com	Tessie	Leal	No	Discovery (...)	No

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

**Edit User** [Save] [Cancel]

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their password and their security question and answer. As a best practice, instruct users to click Forgot Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user with instructions to specify a new password and a new secret question and answer.

**Selected User Information**

Username: carmen user1  
Email Address: csanchezmuniz@ariba.com  
First Name: Carmen  
Last Name: Sanchez  
Office Phone: +1 (412) 2978069  
 This user is the Ariba Discovery Contact ⓘ

[Reset Password]

**Role Assignment**

**Roles**

<input type="checkbox"/>	Name	Description
<input type="checkbox"/>	AR role	Invoice
<input type="checkbox"/>	AP Role	PO
<input type="checkbox"/>	Discovery	respond to postings on Discovery
<input type="checkbox"/>	Discount Mgmt	

# Enhanced User Account Functionality

When clicking on your name in top right corner, you'll access the **User Account Navigator**. It enables you to:

- Quickly access your personal user account information and settings
- Link your multiple user accounts
- Switch to your test account

**Note:** After your multiple user accounts are linked, the User Account Navigator displays the multiple user accounts.



Click on **My Account** to view your user settings.

Complete or update all required fields listed by an asterisks.

**Note:** If you change username or password, remember to use it at your next login.

Hide personal information if necessary by checking the box in Preferences section.

A screenshot of the "My Account" settings page. At the top, it says "My Account" and "\* Indicates a required field". Below is the "Account Information" section with the following fields: "Username: \* EMEASupplierEnablement@ariba.com" (with a "Change Password" link and an info icon), "Email Address: \* aticha@ariba.com", "First Name: \* EMEA", "Middle Name:", and "Last Name: \* Administrator". Below this is the "Security" section and the "Preferences" section, which includes "Preferred Language: English" (with a dropdown arrow and an info icon).