Ariba Network
Configuration Guide

ARIBA®
An SAP Company

Content

Account configuration

- Basic Profile
- Email Notifications
- Electronic Order Routing
- Electronic Invoice Routing
- Remittances
- Accelerated payments

Test Account creation

Managing Roles and Users

Ariba Network Support

Account Configuration

ARIBA®
An SAP Company

Account Access and Configuration

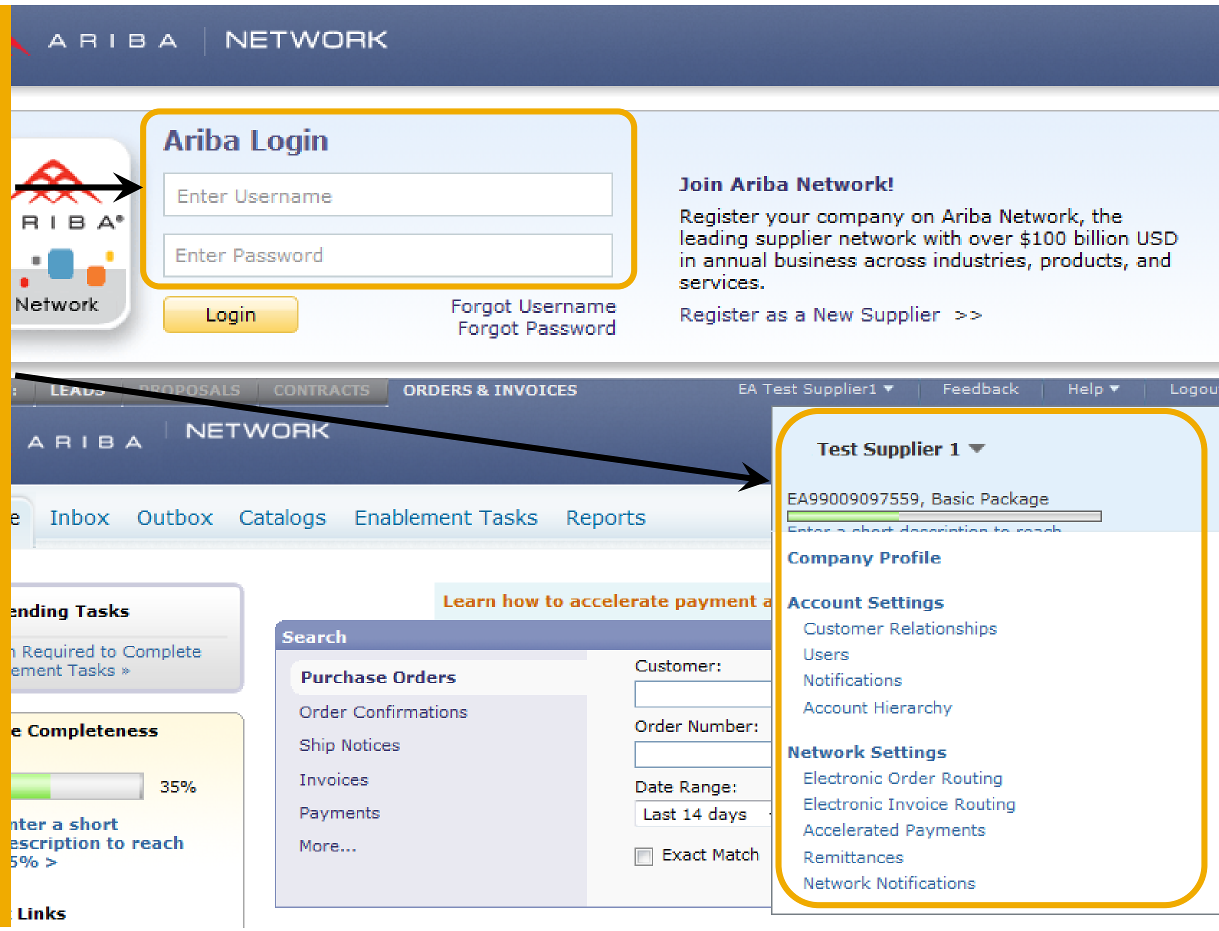
Go to http://supplier.ariba.com

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

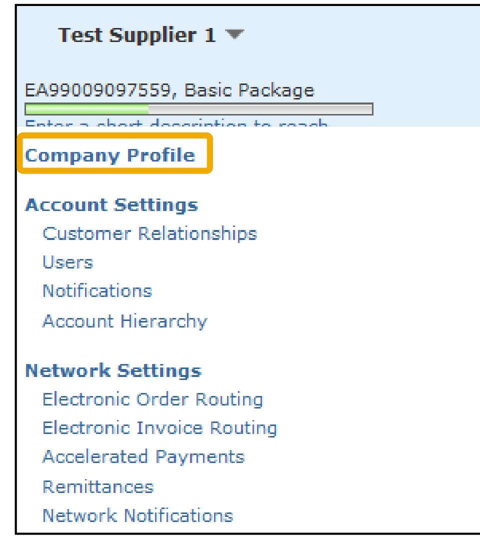
Click **Administration Navigator** tab.

Profile Configuration window opens.

Click on the area you want to update.



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.

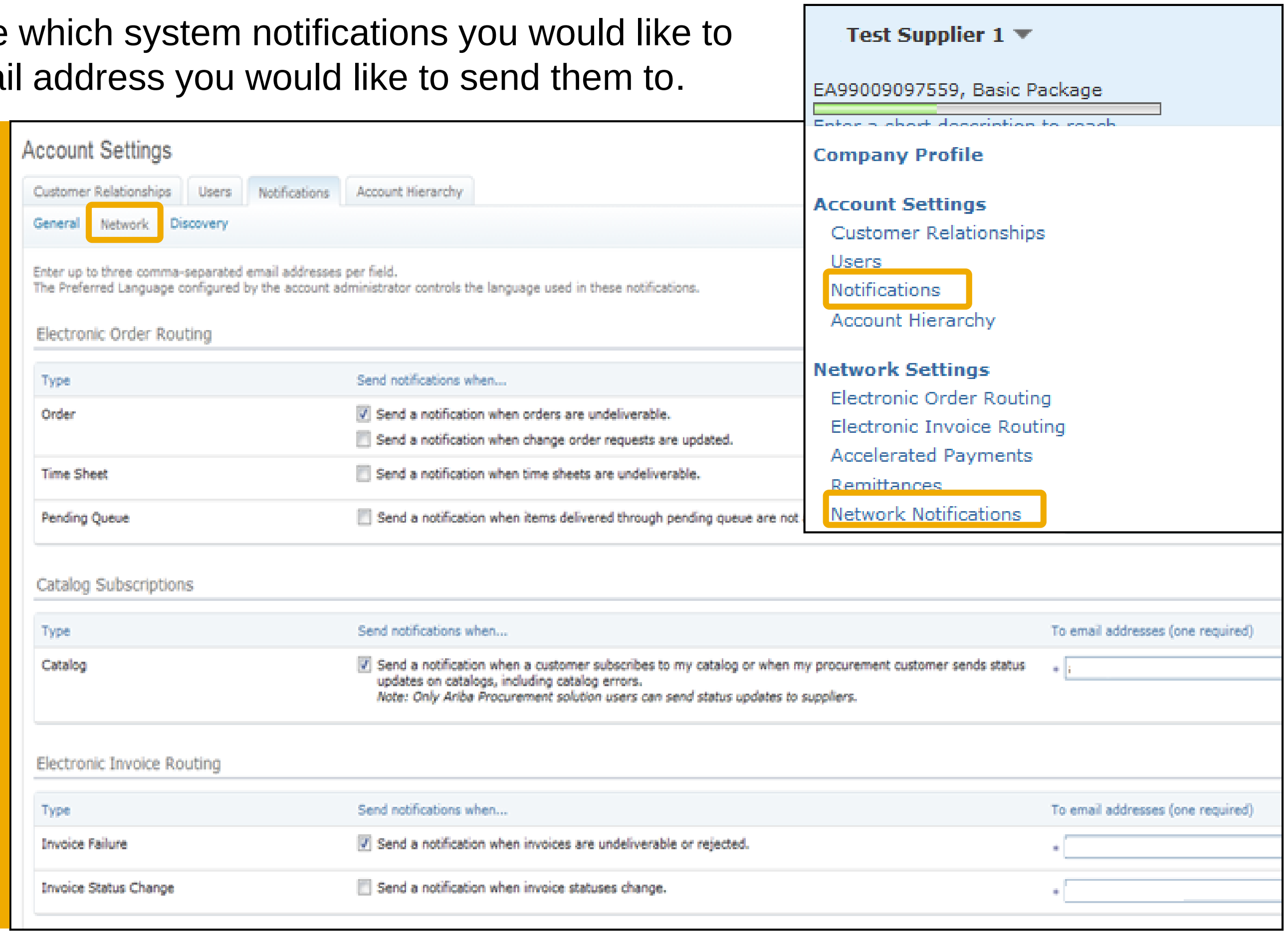
The more information you provide, the more relevant business opportunities you may receive.

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



Electronic Order Routing

Methods

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

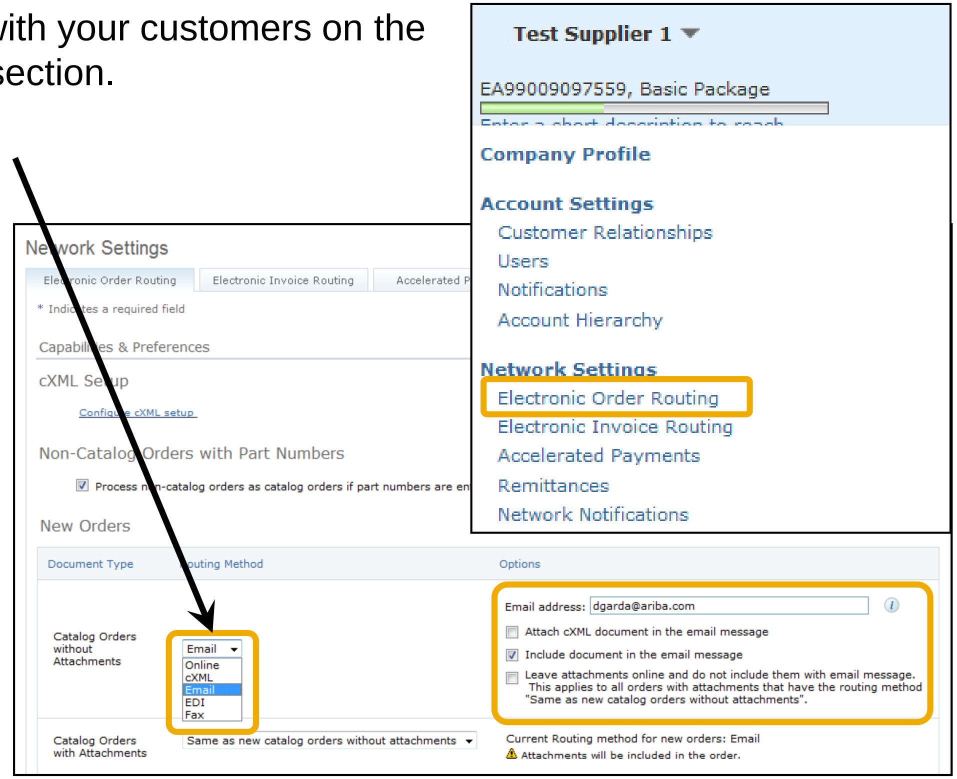
The methods available include **Online (portal), cXML, Email, EDI or Fax.**

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.



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

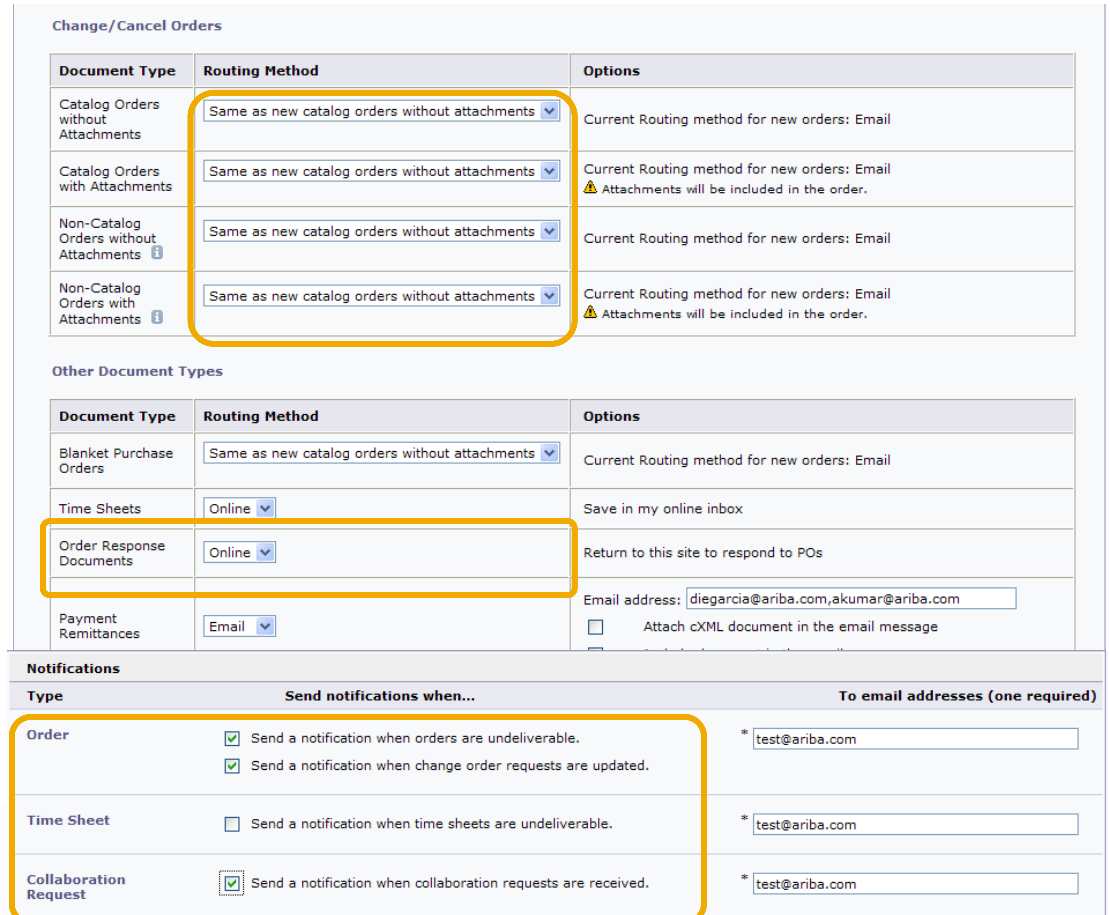
Electronic Order Routing

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.

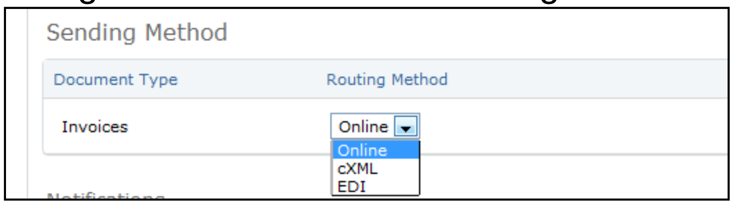


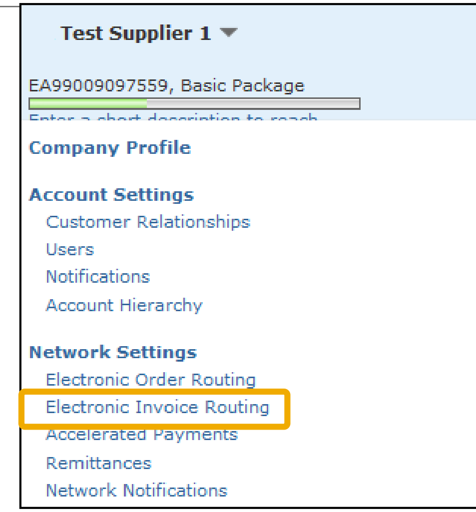
Electronic Invoice Routing

Methods and Invoice Archival

For Electronic Invoice Routing choose one of the following methods:

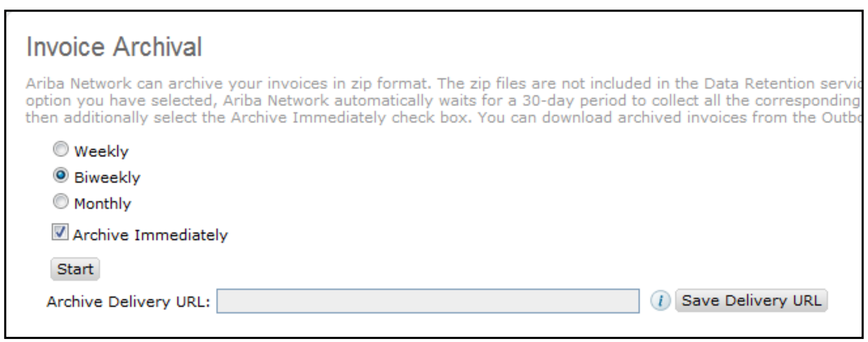
- Online
- cXML
- EDI





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:

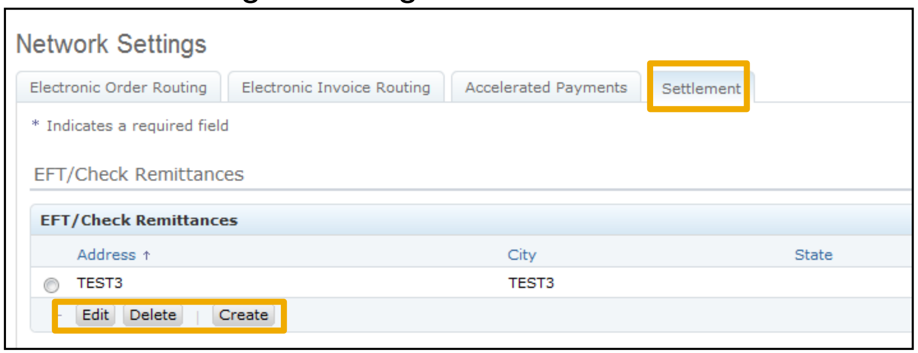


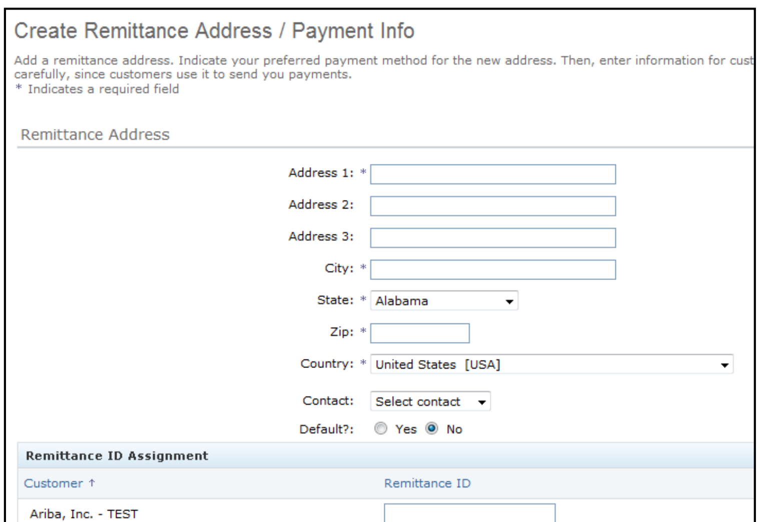
- Select frequency (**Weekly, Biweekly or Monthly**), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
- If you want Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your Outbox,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

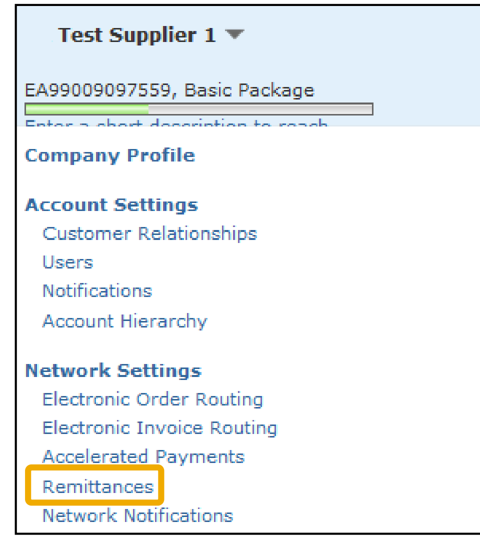
Note: After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.

Remittances

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







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

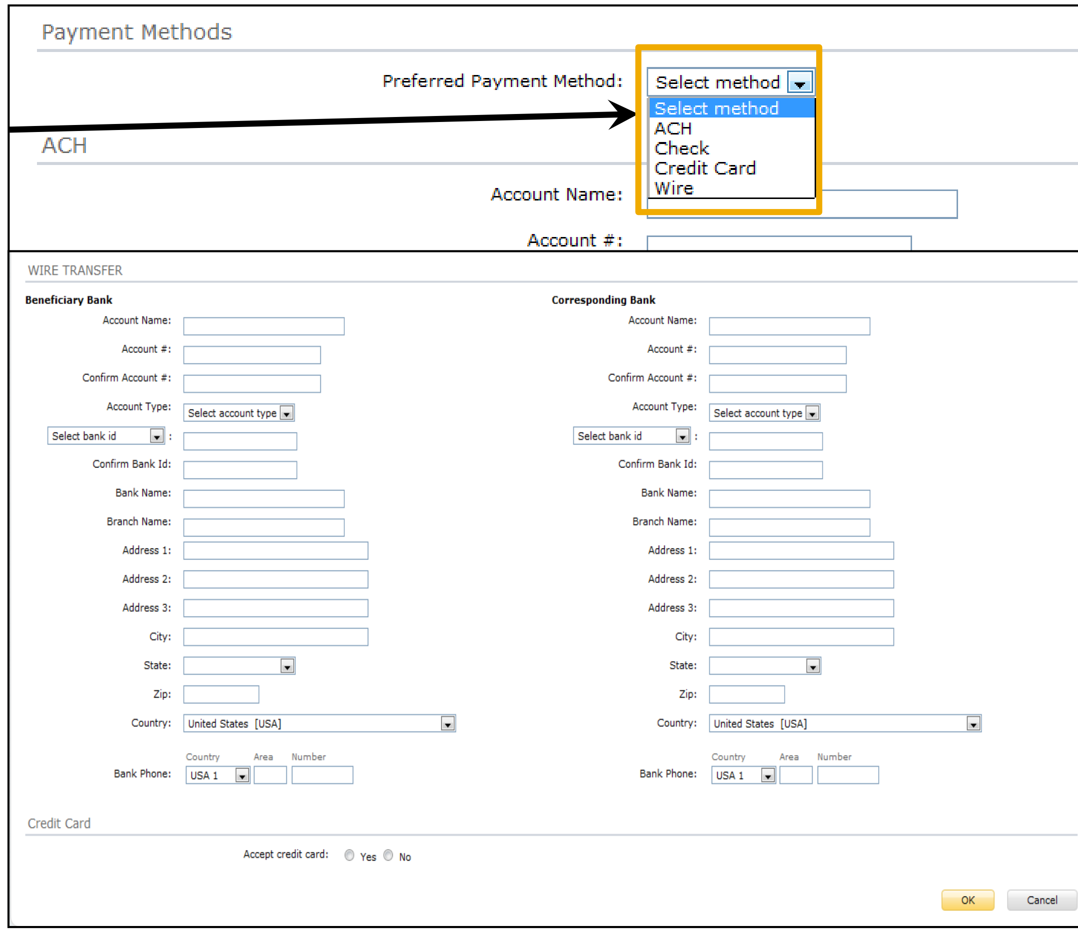
Payment Methods

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.

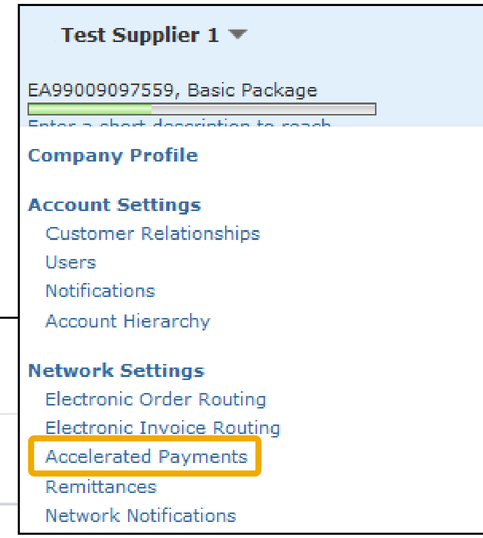


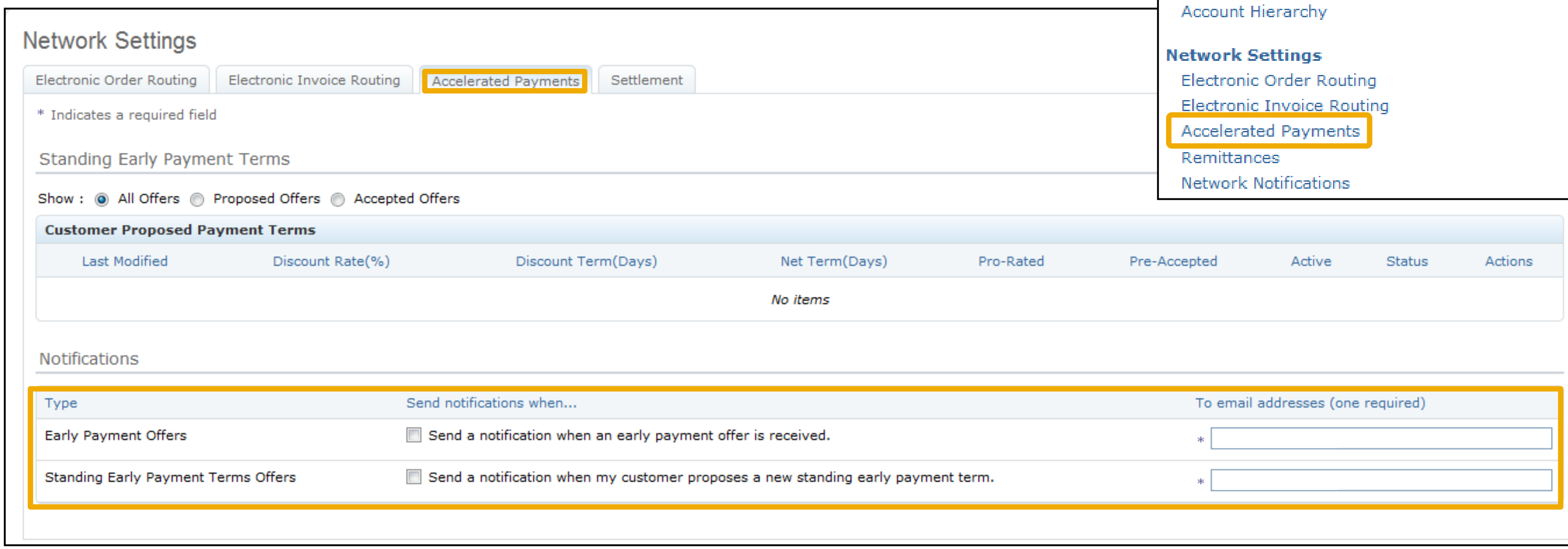
Accelerated Payments

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.





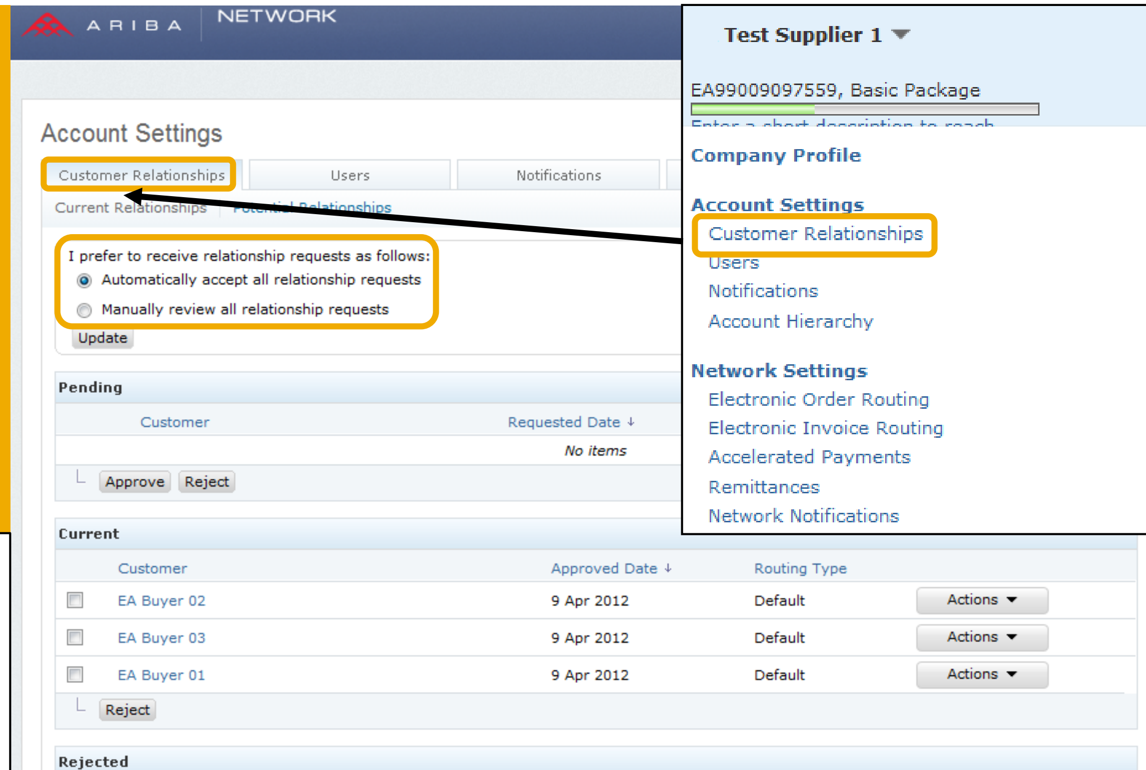
Current and Potential Relationships

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.



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

Managing Roles and Users

ARIBA®
An SAP Company

Administrator

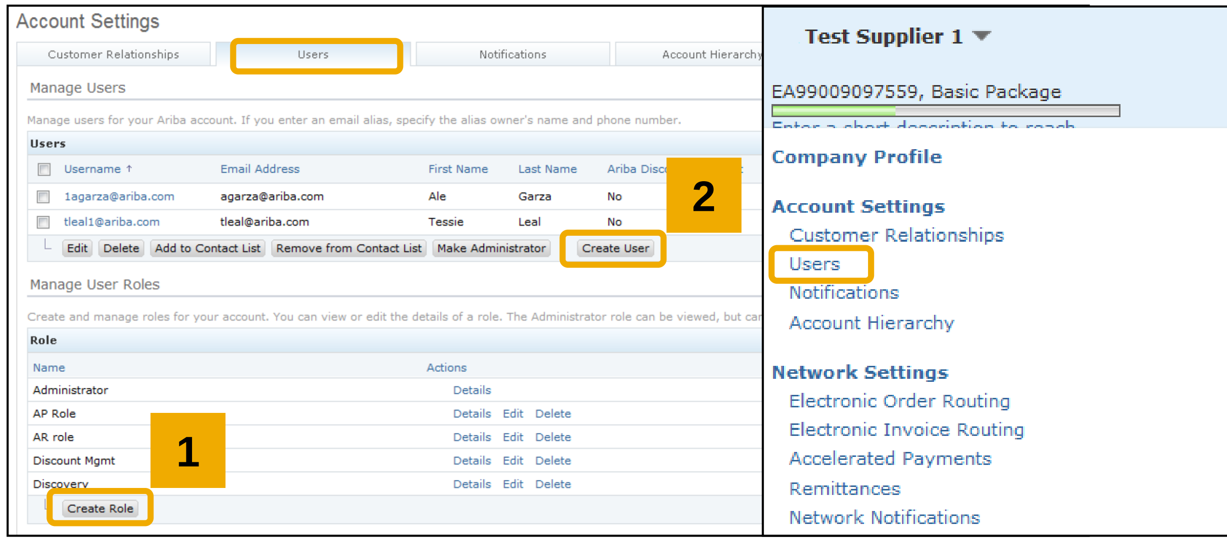
- Automatically linked to the username and login entered during registration
- Responsible for the account management and configuration
- The primary point of contact for users with questions or problems.
- Creates roles for the account

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.

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.

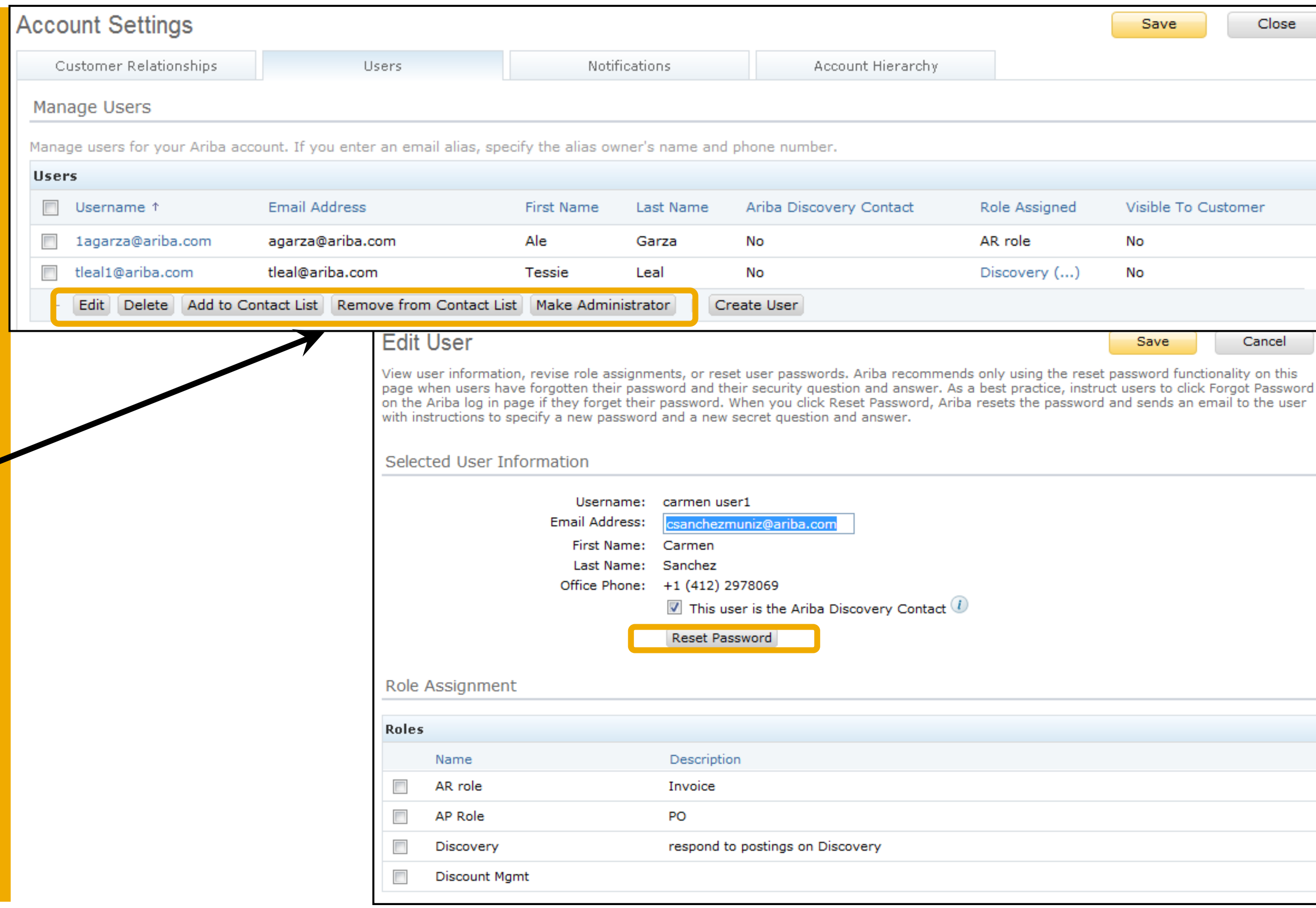
Modify User

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**



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.