

# Ariba Network

## T-Mobile Registration Guide



ARIBA®

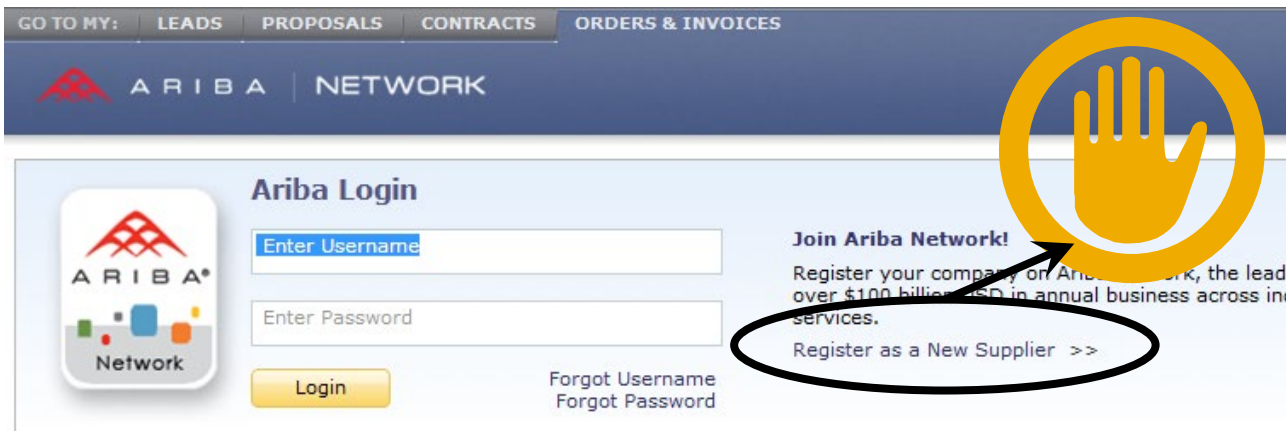
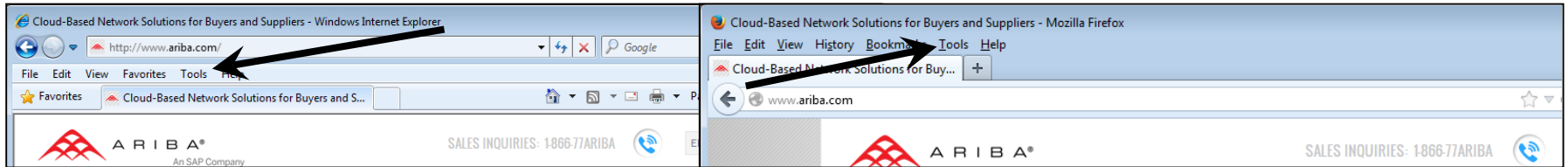
An SAP Company



# Before you start

Ariba Network displays by default in language of your browser (when supported) – make sure, that it's in your preferred language.

In both **Internet Explorer** and **Mozilla Firefox** go to **Tools** and then to **(Internet) Options**. In Internet Explorer, language can be added in section Language on sheet General. For Firefox, Language section is on sheet content. For both of these browsers, move the preferred language to the top of the list.



**Please do not use the general account creation process.**

If you open an Ariba Network account using this link, your new account will not automatically create a trading relationship with your customer.

# Supplier registration process

## 1 Invitation letter

- This e-mail contains information about electronic transactions with T-Mobile and a link to the landing page.

## 2 Landing page

- Two possibilities:
  - First Time User
  - Existing User

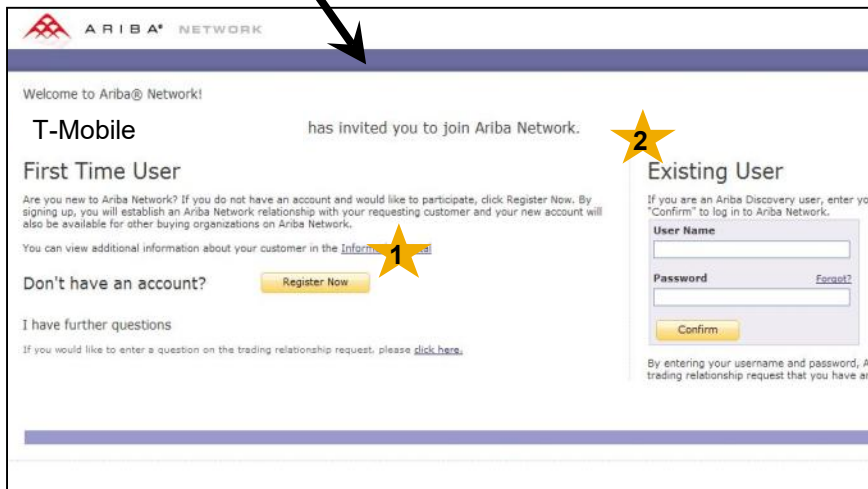
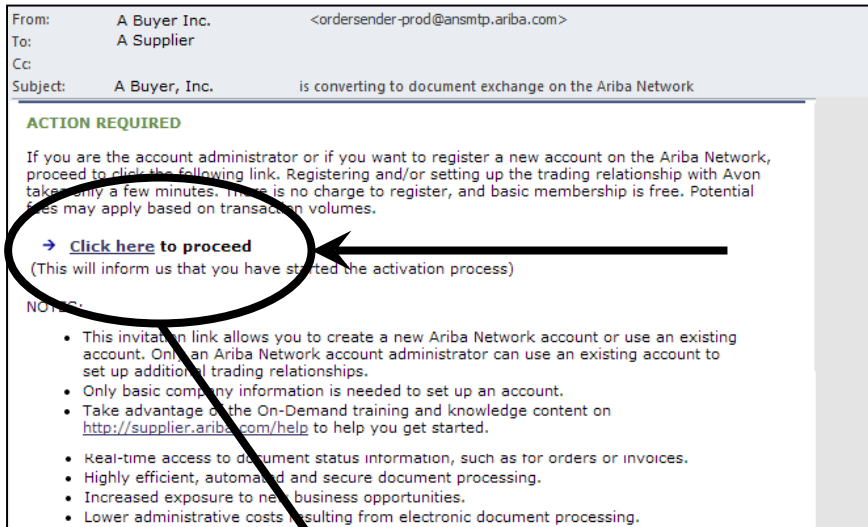
## 3 New user registration

- 3 steps to complete.

## 4 Account configuration

- Configuring PO routing methods
- Configuration confirmation

# 1 Manage invitation letter + 2 Landing Page



Open the Invitation Letter that you received at your email address from [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com) and scroll to the section Action Required and click on the link **Click here to proceed**. You will be redirected to the landing page.

In case you did not receive the Letter, please check your spam folder and enable [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com) as a trusted resource.

## Two Possibilities:

- 1 **First Time User** – select **Register Now** to start the registration and follow the instructions on the next slides.
- 2 **Existing User** – **log in** using your current Ariba username and password in order to accept the relationship with T-Mobile.

# Supplier registration – Step 1

## Company information



### Enter Your Ariba Commerce Cloud Information

#### 1 Enter basic company information

\* Indicates a required field

Company Name \*

Country \*


If your company is located in a different country, please select the appropriate country from the dropdown menu. If you are unsure, please contact your shipping agent for assistance.


Address \*

City \*

State \*

Zip \*

Commodities \*  

Sales Territories \*  

Tax ID  Enter your tax ID

DUNS Number  Enter the DUNS number

Information pre-populated on this page was provided by your customer.

Please, check if the information is accurate.


Correct or complete wrong or missing data.

For instructions on how to select the commodities, please see the next slide.

# Supplier registration

## Commodity Selection



**Commodities \***  

**Commodity Selection**  
Commodity selection is an important part of creating and maintaining an Ariba Discovery profile. Suppliers are matched to Discovery suppliers by the commodities selected.

Enter a keyword or search phrase and click Search. Click the commodity you want to add and click Add. Click OK to save your changes.

**Enter a Keyword:**    
(e.g., Cleaning Services, Cardboard, etc.)

**Select a Result:**

Enter a keyword or search phrase and click Search. Click the commodity you want to add and click Add. Click OK to save your changes.

**Enter a Keyword:**    
(e.g., Cleaning Services, Cardboard, etc.)

**Select a Result:**

- Office Supplies & Printing > Office Supplies > Writing instruments > Rollerball pens
- Office Supplies & Printing > Office Supplies > Writing instruments > Felt pen
- Office Supplies & Printing > Office Supplies > Writing instruments > Fountain pens
- Other Products > Arts & Crafts Supplies > Drawing tools and supplies and accessories
- Other Products > Arts & Crafts Supplies > Drawing tools and supplies and accessories

[Browse the Categories >>](#)

**My Selections:**  
You have selected: 1

- Fountain pens (View)

1. Click on **Add** to access the commodities window.
2. Type in a **keyword** which would describe in general what your company provides and click on **Search** – if no matches are found, use a different expression.
3. Select the area of business and click on **Add** or **Browse the Categories** to find more precise matches.
4. Selected commodities appear in **My Selection** section.
5. Click on **OK** or **Add** to add more commodities.
6. After the Commodity Selection window closes, the chosen commodities are displayed in the **Commodities** section.

# Supplier registration

## Sales Territories Selection



**Sales Territories \***

**Territory Selection**  
Select the territories that your company serves. If your company offers global coverage, choose Global.

Global  
 Select Territories

Click the country you want to add and click Add. States or provinces are displayed after you click a country. Click OK to save your changes.

North America	United States	Maine
Central America	Bermuda	Maryland
South America	Canada	Massachusetts
The Caribbean	Mexico	Michigan
Northern Europe	Saint Pierre and Miquelon	Minnesota
Western Europe	All of the above	Mississippi
Eastern Europe		Missouri
Central Europe		Montana

States or provinces are displayed after you click a country. Click OK to save your changes.

United States	Maine
Bermuda	Maryland
Canada	Massachusetts
Mexico	Michigan
Saint Pierre and Miquelon	Minnesota
All of the above	Mississippi
	Missouri
	Montana

**My Selections:**  
You have selected: 1

<input checked="" type="checkbox"/> United States
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1. Click on **Add Sales Territories** to access the Territories window.
2. Select either **Global** or **Select Territories** to indicate where you sell.
3. If you have selected the second option, select region in the first column. List on countries appears in 2<sup>nd</sup> column. You may enter your Sales Territories on country level, or on states/provinces level (3<sup>rd</sup> column).
4. When your territory is highlighted, click on **Add** button.
5. Selected commodities appear in **My Selections** section.
6. Click on **OK** or **Add** to add more commodities.

## 3

# Supplier registration

## Commodity and Sales Territories Selection – Ariba Discovery

**Ariba Discovery is the business matchmaking service that helps you find leads among thousands of large companies on the Ariba Network.**

Postings made by any Ariba Network registered buyer are matched to you based on the commodities and sales territories you select. That is why commodity selection is an important part of creating and maintaining an Ariba Discovery profile. You'll receive relevant business opportunities in a form of Leads, or as email notifications.

The screenshot displays the Ariba Discovery web application interface. At the top, there are navigation tabs for 'LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. Below these, the user is logged in as 'I'm Buying' with a 'Test' button and a 'Company' dropdown menu. The main content area shows 'RFI/RQ Matches (63)' and a message: 'You are currently viewing results which match your profile. [Click here](#) to view all postings.' On the left, there are filters for 'Refine Match Criteria' including 'Posting type' (Request for Information: 60, Request for Quotation: 3), 'Date Published' (Last 14 days: 4, Last 7 days: 3, Last day: 2, Last month: 4, Over 1 month ago: 59), and 'Commodities' (Education, Organizations & Clubs: 5, IT & Telecomm: 10, Marketing & Communications: 29, Office Supplies & Printing: 2, Professional Services: 46). The main search results area shows 'Search Results 1 - 10 of 63' with a 'Sort by: Best Match' dropdown. Two results are visible: 1) 'RFI - Cell Phone Data Categorization and Cleansing' by 'Financial Services Industry Buyer', posted 24 Jan 2014, closing 31 Jan 2014 4:59 AM GMT, with a value of 'Less than \$10K USD (Est.)'. 2) 'RFI - We are looking for Consumer Insights and Market Analysis Service' by 'Retail Buyer', posted 28 Jan 2014, closing 13 Feb 2014 7:59 AM GMT, with a value of '\$100K to \$500K USD (Est.)'.

More info under  
<http://www.ariba.com/solutions/sell/discovery-for-sellers>



**2 Enter user account information**

\* Indicates a required field

**Name \***   [Ariba Privacy Statement](#)

**Email \***

Use my email as my username

**Username \***  Must be in email format

**Password \***   Must contain a mix of letters and numbers

**Secret Question \***  In case you forget your password

**Language**  The language used for browser's language, account administration, and labels on purchase orders

By clicking the Continue button you expressly agree and understand that your data entered into this system may be transferred to SAP and used for the purposes described in the [Ariba Privacy Statement](#). You have the right to access and modify your personal data from within the application.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities.

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

Complete the information in the fields (those ones marked with an asterisk are required to be completed).

**Username** can be identical with your email address but it is not necessary.

**Password** must consist of at least 8 characters and must contain letters and numbers, it is case-sensitive.

The answer to the **Secret question** is not limited (will be needed when requiring a forgotten password or username).

**Check the box to accept the Terms of Use.**

# Supplier registration – Step 3

## Activate and verify your email



After clicking on **Continue**, you will be asked to verify your email address. Click on a confirmation link in received email to confirm your address. Click **Resend**, if you haven't received any email, or enter another email address.

### Activate Your Account Now



Click the link in the activation email sent to i

#### If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify automated emails from Ariba are not blocked from your Inbox.
- Click Resend to have another activation email sent to you.
- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

You will receive one more email to your email address containing information about the Ariba Network and instructions for next steps.

ARIBA

Dear

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Network-Early Access

<https://service-ea.ariba.com/Authenticator.aw/ad/confirmEmail?key=qAXqpsE4fb0bed6175262551&np=Ariba&app=Supplier>

**Important: The link will expire in 72 hours.**

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

After your registration process is complete, use the following URL to log in to your account:  
<http://supplier-ea.ariba.com>

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

Ariba, Inc., 910 Hermosa Court, Sunnyvale, CA 94085, USA  
[Privacy Statement](#) | [Data Policy](#) |

ARIBA NETWORK

Dear TEST,

Welcome to the Ariba Network-Early Access™!

The Ariba Network-Early Access is the leading supplier network, with over \$100 billion USD in annual business across industries, products, and services, providing broader coverage than any other network. Ariba Network provides access to high-volume buying organizations for secure and reliable trading relationships.

**WHAT THIS MEANS**

As a member at the Basic level, you now have access to a preview account (ANID EA99009108639). This account enables you to access basic functionality to maintain your company profile and start creating catalogs.

You will have full access to Ariba Network once you have established an active trading relationship with your first customer.

Your Basic Membership is free until your transaction volume exceeds certain thresholds. For pricing and program information visit the [Ariba Supplier Membership program](#).

**WHAT YOU CAN DO**

- Visit [Ariba Network](#)  
Find out more about the benefits of being a member and how to get started.
- **Complete your company profile**  
Potential customers can search for and review supplier profiles on Ariba Network, so the more detail you provide about your company, its capabilities, products, and services, the more effectively you can attract high-quality customers.

[Log in](#) using the username:

- Find and participate in [Business Opportunities on Ariba Discovery-Early Access](#)

# Supplier account is created

Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company - from your address to your business policies, to better help buying organizations find your company.

**Complete Your Company Profile Now**

Completeness:  35%

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

**Why is your company profile important?**

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

[Complete my Company Profile later](#) [Go to my Company Profile](#)

**Your Ariba Network account is created!**

**Company Profile**

Basic (3) Business (2) Marketing (3) Contacts Certifications (1)

Once logged in to your account you have the option to give a more detailed description of your company's profile.

This information is optional but we advise you to complete as much information as possible as this will give your buyers a more detailed overview of your activities.

More information about this can be found in the Account Configuration guide.

## 4 Account configuration



ARIBA NETWORK

Home Inbox Outbox Catalogs Enablement Tasks Reports

3 Pending Tasks  
Action Required to Complete Enablement Tasks >

Search

Purchase Orders

Customer:

Order Confirmations

Order Number:

**T-Mobile** may have assigned enablement tasks to suppliers to prepare for testing and transacting.

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
Account	13 Oct 2012	4	0	0
Purchase Order	25 Dec 2012	2	1	0
Invoice	25 Dec 2012	2	1	0

**Pending** **Configure Purchase Order Routing and Notifications** [Configure](#)

Configure your order routing method for your customers. You can choose specific routing methods for different types of incoming orders. If you use email routing it is recommended to setup a distribution list like orders@yourcompany.com. If you select online routing make sure you regularly log in to your account to check if you have received new purchase orders. Also configure email addresses to receive notifications when purchase orders are undeliverable (see the Email Notifications section below the "Electronic Order Routing" configuration).

*Not Started* Purchase Order Sent *Buyer Task*  
Your customer has sent you at least one purchase order.

**Pending** **Configure Invoice Routing and Notifications** [Configure](#)

Configure your invoice routing method with your customers. You can choose different routing options for electronic invoices including online entry and you can enter additional information about your company's invoice process. Also configure email addresses to receive notifications when invoices are rejected or undeliverable.

*Not Started* Invoice Sent [View Invoice](#)  
You have sent at least one invoice.

Configure your account through clicking on the **Pending Tasks** or **Select the Enablement Tasks** tab to view.

# 4 Account configuration

## Enablement Tasks

1. Tasks will display as **Total Tasks, My Pending Tasks, and Pending Buyer Tasks.**

2. Click the arrows to expand the sections to view individual tasks.

3. Links will allow you to **Configure, Complete Task, or Review** tasks already completed.

4. **Completing** a task will allow you to add comments before marking as complete.

Home [Inbox](#) [Outbox](#) [Catalogs](#) **Enablement Tasks** [Reports](#) EA99009097576, Basic Package

View details of all pending tasks and complete them. Click the associated link to complete a task. You can also reopen tasks that are manually closed, if the subsequent ...

Supplier Enablement Activities and Tasks		Total Tasks	My Pending Tasks ↓	Pending Buyer Tasks
<a href="#">View Details</a>	EA Buyer 01	7	2	0
<a href="#">View Details</a>	EA Buyer 02	4	0	0
<a href="#">View Details</a>	EA Buyer 03	4	0	0

EA Buyer 01 [View Profile](#) Refresh

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▶ <b>Account</b>	9 Apr 2012	4	0	0
▼ <b>Purchase Order</b>	9 Jun 2012	2	1	0

This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.

**Pending** **Ready to Receive Purchase Orders** [Complete Task](#)  
 Confirm that you are ready to receive purchase orders. If you want to test your order routing configuration, follow the instructions on the customer information portal (see link on top of your task list) on how to create a test account and test the document flow.

*Not Started* *Purchase Order Sent* Buyer Task  
 Your customer

top ▲

▼ **Invoice** [View Invoice](#)  
 This activity tracks all invoice related tasks.

**Pending** **Invoice Sent**  
 You have sent

top ▲

**Complete Task**

You can mark a task complete if you have completed it and add a comment.

Task Name: Ready to Send Invoices  
 Task Status: Escalated  
 Comments:

Characters left: 1250  
[Complete](#) [Cancel](#)

When your Enablement Tasks are completed, you may start to transact with **T-Mobile** electronically.



# Ariba Network Support



ARIBA®

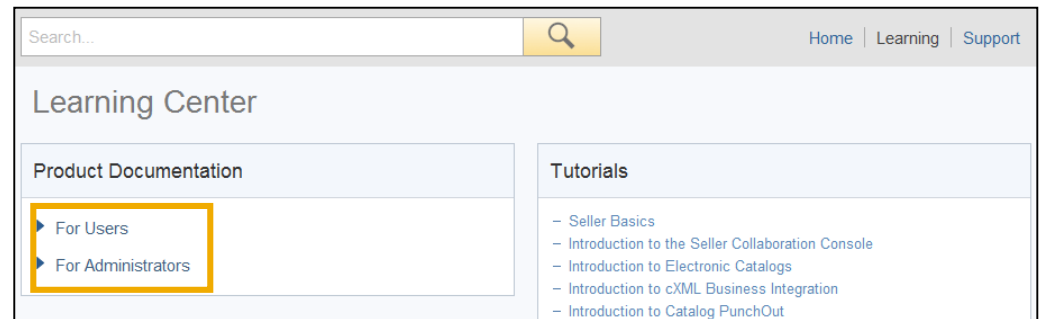
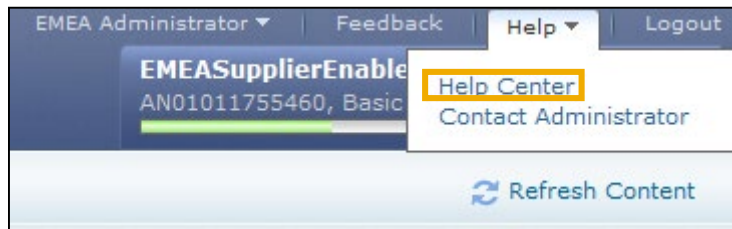
An SAP Company

# Training and resources

## Ariba Network standard documentation and useful links

Go to: <http://supplier.ariba.com>

Click on the **Help** link in the upper right hand corner of the page to access **Help Center**. In **Learning** center there is **Product Documentation** available for Users or Administrators.



### Useful Links

- **Ariba Supplier Membership page** - <http://www.ariba.com/suppliermembership>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>  
Detailed information and latest notifications about product issues and planned downtime—if any—during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Notifications** - <http://netstat.ariba.com>  
Information about downtime, new releases and new features

# Who should you contact?

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## Supplier Support During Deployment

- **Ariba Network Registration or Configuration Support**

Please contact [T-MobileEnablement@ariba.com](mailto:T-MobileEnablement@ariba.com) for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.

- **T-Mobile Business Process Support**

Please contact the T-Mobile Supplier Enablement team at [T-MobileEnablement@ariba.com](mailto:T-MobileEnablement@ariba.com) for business-related questions.

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## Supplier Support Post Go-Live

- **Ariba Network Support for Actively Transacting Suppliers**

Region	Contact Number
US/Canada Toll Free	1-866-31ARIBA (1-866-312-7422)
North/South America	+1-412-222-6170
Europe, Middle East and Africa	+44 (0) 20 7187 4185 00 800 22227422 (toll free number for France, Germany, Italy, Netherlands, Spain, Sweden, Switzerland & UK)
Asia Pacific	+65 6311 4585



# Supplier support post Go-Live Help Center

Go to <http://supplier.ariba.com>.

If you forgot your username or password click on the link **Forgot Username** or **Forgot Password**.

Ariba Login

Enter Username

Enter Password

Login

Forgot Username  
Forgot Password

Join Ariba Network!  
Register your company on Ariba Network, over \$100 billion USD in annual business services.  
Register as a New Supplier >>

To access our Help Center, log into your account or go to <http://supplier.ariba.com>.

Click the **Help** link in top right corner. Click **Help Center** and go to **Support** section.

Search for any topic you would like to know more about. If none of the articles answers your query, click on **Create Online Service Request** button to contact our Customer Support.

Fill out our web form. Select Problem Type. Note T-Mobile in the **Issue Description**.

back Help Logout

Help Center  
Contact Administrator

ARIBA EXCHANGE USER COMMUNITY Ariba Network EMEA Administrator

Search...

Home Learning Support

Support Center

I need help with  Update

Best Matches

- What should I do if my invoice has been rejected?
- Creating Standard Invoices
- Canceling, Editing, and Resubmitting Invoices
- Can I invoice for freight alone?
- Invoice Comments and Attachments Fields

Can't find an answer?

Create Online Service Request

Common Troubleshooting Tags

- Invoice Details
- Invoices
- Billing for Subscriptions
- Buyer Transaction Rules
- Ariba Login
- PunchIn
- Service Subscriptions
- EDI Routing
- Invoice Status
- Contract Invoices
- Add and Edit Users and Roles
- Customer Relationships
- Account Users
- Error Messages
- New Features

Ariba Cloud Status  
Information and latest notifications about