



# Supplier Handbook

# Home Page 1/2

## Ariba Network

- 1 Trends
- 2 Order overview
- 3 Select: Send me a copy to take action
- 4 Change display

**1 Purchase Order by Amount**

Line chart showing Purchase Order by Amount for B. Braun Group from Jan 2018 to Dec 2018. The Y-axis ranges from \$0K to \$60K. A significant spike is visible in Sep 2018.

| Order Number | Customer       | Status | Amount       | Date        | Amount Invoiced | Action |
|--------------|----------------|--------|--------------|-------------|-----------------|--------|
| 4300000840   | B. Braun Group | New    | 4,368.00 EUR | 17 Dec 2018 | 0.00 EUR        | Select |
| 4300000839   | B. Braun Group | New    | 4,368.00 EUR | 17 Dec 2018 | 0.00 EUR        | Select |
| 4300000837   | B. Braun Group | New    | 4,368.00 EUR | 17 Dec 2018 | 0.00 EUR        | Select |

**3 Action**

- Select
- Send me a copy to take action

**4 Last 7 days**

- Last 24 hours
- Last 7 days
- Last 14 days
- Last 31 days
- Last 50 Documents

# Home Page 2/2

## Ariba Network

### 1 Deactivated functionalities

- Inbox / outbox
- Catalogs
- Reports
- CSV documents

### 2 More...

- Upgrade to an Enterprise (Full) Account with all functionalities (fees might apply)
- Important: By upgrading your test account, your productive account will remain a Standard (Light) Account.

The screenshot displays the Ariba Network home page. At the top, there is a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', 'MESSAGES', 'External Document', 'CSV Documents', and a 'Create' button. A 'Test Mode' badge is visible, along with 'Upgrade from light account' and a 'Learn More' button. A callout box labeled '1' points to a message: 'Skip the emails. Upgrade to get and manage fulfillment documents all on the Ariba Network. Learn More'. Below this is a 'Purchase Order by Amount' chart for the last 12 months. A large 'Upgrade to realize the full value of Ariba Network!' modal is open, comparing 'LIGHT ACCOUNT' (current) and 'FULL-USE ACCOUNT' (upgrade). The 'FULL-USE ACCOUNT' section is highlighted with a callout box labeled '2'. Below the modal, there is a 'By the way, you can use these with any account.' section with 'Ariba Discovery' and 'Sourcing, Contract Management' options. At the bottom left, there is a table for 'Orders, Invoices and Payments'.

| Order Number | Customer       | Status |
|--------------|----------------|--------|
| 4300000840   | B. Braun Group | New    |
| 4300000839   | B. Braun Group | New    |
| 4300000837   | B. Braun Group | New    |

# Company Settings 1/11

## Ariba Network

- 1 Company profile
- 2 Customer relationships
  - Manage pending, current and rejected customer relationships

PSA Supplier - TEST  
ANID: AN01482737000-T

1 Company Profile

2 Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

View All

NETWORK SETTINGS

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications
- Audit Logs
- View All

ACCOUNT SETTINGS

Company Profile

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

\* Indicates a required field

Overview

Company Name: \* Test Anbindung Ariba-TEST

Other names, if any:

NetworkId: AN01411264365-T

Short Description: Characters left: 100

Website:

Public Profile: <http://testcompany.ariba.com/profile/AN01411264365-T> | Customize URL

Privacy Statement: SAP Ariba Privacy Statement

Address

Address 1: \* Musterstraße 1

Public Profile Completeness: 35%

Short Description Website

Annual Revenue

Certifications

D-U-N-S Number

Business Type

Industries

Company Description

Company Logo

Share Your Public Profile

Click here to get your Ariba badge.

Account Settings

Customer Notifications

Relationships

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

Update

Pending

| Customer | Relationship Type | Requested Date |
|----------|-------------------|----------------|
| No items |                   |                |

Approve Reject

Current

| Customer        | Relationship Type | Approved Date               | Routing Type | Actions |         |
|-----------------|-------------------|-----------------------------|--------------|---------|---------|
| AN01411264365-T | Trading           | Supplier Information Portal | 11 Jul 2018  | Default | Actions |

Reject

Rejected

| Customer | Relationship Type | Rejected Date |
|----------|-------------------|---------------|
| No items |                   |               |

In the section “company profile” you can update your company information. The address and name will be used to default your company information on the purchase order print out.

Under “customer relationships” you can view you pending, current or rejects relationships. If you do not accept relationships automatically you need to accept it manually in order to engage with a customer using the Ariba Network.

# Company Settings 2/11

## Ariba Network

### 1 Users

- Create new users
- Manage existing users
- Create roles for users

PSA Supplier - TEST  
ANID: AN01482737000-T

Company Profile

ACCOUNT SETTINGS

Customer Relationships

1 Users

Notifications

Application Subscriptions

Account Registration

View All

NETWORK SETTINGS

Electronic Order Routing

Account Settings Save Close

Customer Users Notifications Application

Relationships Subscriptions

Manage Users

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

| <input type="checkbox"/> | Username ↑ | Email Address | First Name | Last Name | Ariba Discovery Contact | Role Assigned | Customer Assigned |  |
|--------------------------|------------|---------------|------------|-----------|-------------------------|---------------|-------------------|--|
| <input type="checkbox"/> |            |               |            |           | No                      | Rolle         | All               |  |
| <input type="checkbox"/> |            |               |            |           | No                      | Rolle         | All               |  |
| <input type="checkbox"/> |            |               |            |           | No                      | Rolle         | All               |  |
| <input type="checkbox"/> |            |               |            |           | No                      | Rolle         | All               |  |

Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User Export Contact Details

Manage Assignments for Users with Limited Access

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

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 modified.

Role

| Name          | Actions             |
|---------------|---------------------|
| Administrator | Details             |
| Rolle         | Details Edit Delete |

Create Role

Under the section “user” you as administrator can grant access to various users while defining their roles / permissions. E.g. one user in not allowed to create invoices.

# Company Settings 3/11

## Ariba Network

- 1 Notifications
  - General, Ariba Network, Ariba Discovery, Sourcing & Contracts, Messaging
  - Admin email as standard
  - Selected settings are activated

- 2 Headlines (Network tab)
  - Electronic order routing
  - Service sheet
  - Electronic invoice routing
  - Receipt
  - Status update request broadcast
  - Accelerated payments
  - Settlement

PSA Supplier - TEST  
ANID: AN01482737000-T

Company Profile

ACCOUNT SETTINGS

Customer Relationships

Users

1 Notifications

Application Subscriptions

Account Registration

View All

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Account Settings Save Close

Customer Users Notifications Application

Relationships Subscriptions

General Network Discovery Sourcing & Contracts Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

- 2 Electronic Order Routing
- 2 Service Sheet
- 2 Electronic Invoice Routing
- 2 Receipt
- 2 Status Update Request Broadcast
- 2 Accelerated Payments
- 2 Settlement

You have 5 different tabs where you can define various email notifications as well as the recipients.  
You can enter up to three comma-separated email addresses.

# Company Settings 4/11

## Ariba Network

- 1 Application subscriptions
  - Applications can be assigned to users

The screenshot displays the 'Account Settings' interface for a user named 'PSA Supplier - TEST'. The left sidebar contains a navigation menu with categories: NETWORK SETTINGS, ACCOUNT SETTINGS, and other options. The 'ACCOUNT SETTINGS' category is expanded, showing 'Application Subscriptions' highlighted with an orange box and a red arrow pointing to the main content area. The main content area is titled 'Account Settings' and includes tabs for 'Customer', 'Users', 'Notifications', and 'Application'. The 'Application' tab is active, showing a sub-tab for 'Subscriptions'. Below this, there is a section titled 'Enable Applications' with a descriptive paragraph and a table of application settings.

| Name ↑                    | Service ID   | Status  | Service Destination URL                                      |
|---------------------------|--|---------|--|
| <input type="radio"/> CIG | https://iplkga23bc54d1.hana.ondemand.com/integration-portal/ | Enabled | https://iplkga23bc54d1.hana.ondemand.com/integration-portal/ |
| <input type="radio"/> CIG | https://integration.ariba.com/                               | Enabled | https://integration.ariba.com/                               |

Buttons for 'Subscribe' and 'Unsubscribe' are located at the bottom of the table.

# Company Settings 5/11

## Ariba Network

1

### Account Registration

- Mostly used from the admin to track new account registrations with the same email address.

The screenshot displays the Ariba Network interface. On the left, a navigation menu for 'PSA Supplier - TEST' (ANID: AN01482737000-T) includes sections for 'ACCOUNT SETTINGS' and 'ACCOUNT REGISTRATION'. An orange box with the number '1' highlights the 'Account Registration' menu item, with an arrow pointing to the 'Account Settings' modal window. The modal window has tabs for 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', and 'Account Registration'. The 'Account Registration' tab is active, showing a 'Register e-mail domain' section with a table of available domains. Below this is a 'Notifications' section for configuring email alerts.

| E-mail domain ↑ | Available ⓘ | Register ⓘ               | Block procurement ⓘ      | Action  |
|-----------------|-------------|--------------------------|--------------------------|---|
| ap-solut.com    | No          | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">Contact Account Administrator</a><br>Supplier-Shapoorji<br>Network ID: [REDACTED] |

**Notifications**

You can configure the notification settings below for the above registered domain. If a new user uses the same domain for registration, an email notification will be sent to the below configured email address.

| Type                | Send notifications when...   | To email addresses (one required) |
|---------------------|--|-----------------------------------|
| Domain Registration | <input type="checkbox"/> Send a notification when a new user registers with same domain. | * [REDACTED]                      |

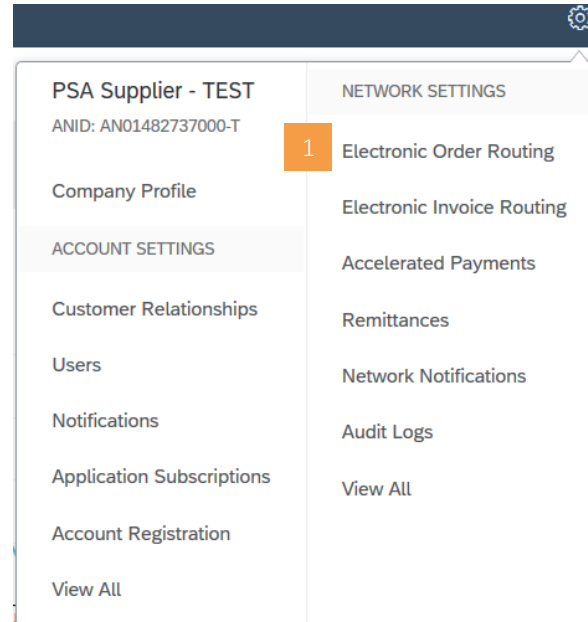
When you check "Register" for a specific email domain, you can claim that email domain for your Ariba Network account and get notified if a new supplier account is created or a new relationship gets established using this email domain.

# Company Settings 6/11

## Ariba Network

### 1 Electronic order Routing

- New orders
- Change / cancel orders
- Other Documents types (time sheets, blanket purchase order,...)
- Notification when orders are undeliverable
- For standard account only “email” is selectable



Configure your electronic order routing methods for each type of electronic order you expect to receive.

You can enter up to five comma-separated email addresses.

**Attention:** make sure that your email address does not send any automatic replies. Otherwise the customer will see them as failed and believes that you have not received the document.

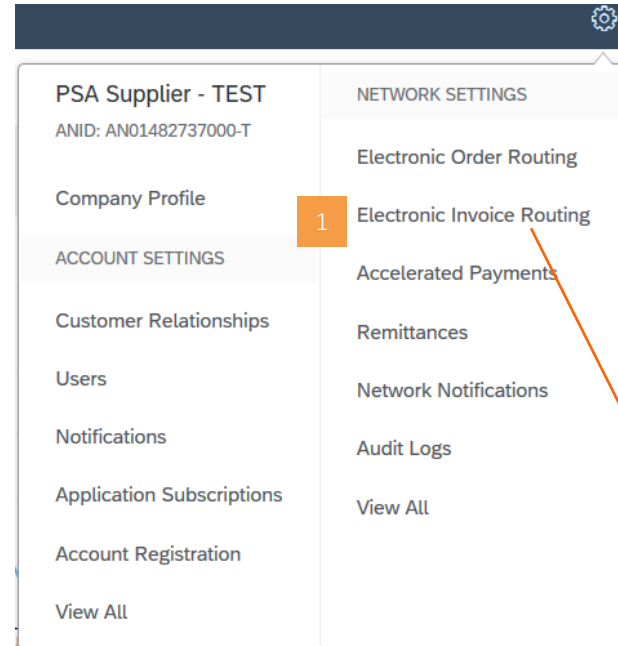
| Document Type                          | Routing Method                                 | Options   |
|--|--|---|
| Catalog Orders without Attachments     | Email  | Email address: [input field]<br><input checked="" type="checkbox"/> Attach cXML document in the email message<br><input checked="" type="checkbox"/> Include document in the email message<br><input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".<br><input type="checkbox"/> Attach PDF document in the email message |
| Catalog Orders with Attachments        | Same as new catalog orders without attachments | Current Routing method for new orders: Email<br>⚠ 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<br>⚠ Attachments will be included in the order.  |

# Company Settings 7/11

## Ariba Network

### 1 Electronic Invoice Routing

- Online enables manual invoice generation through the Invoice page
- Separated into “general” and “tax invoicing archiving”
- For standard account only “online” is selectable



### Network Settings

Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

General Tax Invoicing and Archiving

#### Capabilities & Preferences

#### Sending Method

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

#### Notifications

| Type                          | Send notifications when...   | To email addresses (one required) |
|-------------------------------|--|-----------------------------------|
| Invoice Failure               | <input type="checkbox"/> Send a notification when invoices are undeliverable or rejected.                        | * [Email Address]                 |
| Invoice Status Change         | <input type="checkbox"/> Send a notification when invoice statuses change.                                       | * [Email Address]                 |
| Invoice Created Automatically | <input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company. | * [Email Address]                 |

You can generate invoices manually in the Ariba Network user interface. Your customers can configure Ariba Network to route invoices to their procurement applications for reconciliation and payment.

# Company Settings 8/11

## Ariba Network

- 1 Accelerated payment
  - Notifications
  - Payment Term Offers

PSA Supplier - TEST  
ANID: AN01482737000-T

Company Profile

ACCOUNT SETTINGS

Customer Relationships

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NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

1 Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Network Settings Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

\* Indicates a required field

Notifications

| Type                                 | Send notifications when...   | To email addresses (one required) |
|--------------------------------------|--|-----------------------------------|
| Buyer-Initiated Early Payment Offers | <input type="checkbox"/> Send a notification when your buyer initiates an early payment on a specific invoice.   | <input type="text"/>              |
| Early Payment Offers                 | <input type="checkbox"/> Send a notification when your buyer proposes a new early payment term for invoices. Once you accept the buyer will apply the payment term to his/her vendor master. | <input type="text"/>              |

Payment Term Offers

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 | Standing | Active | Status | Actions |
|---------------|------------------|---------------------|----------------|-----------|--------------|----------|--------|--------|---------|
| No items      |                  |                     |                |           |              |          |        |        |         |

Dynamic discounting credit memo numbering schemes

Create and manage numbering schemes for dynamic discounting credit memos generated on your behalf

| Initial number | Current number | Final number | Active |
|----------------|----------------|--------------|--------|
| No items       |                |              |        |

Activate Delete Create

Dynamic discounting credit memo creation by buyer and country

This table displays the buyers that have enabled Ariba Network to create dynamic discounting credit memos on your behalf, and the countries for which the functionality is active. You must accept the Dynamic Discounting Credit Memos Terms of Use to allow Ariba Network to create credit memos on you.

| Buyer ANID ↑ | Buyer Name | Countries |
|--------------|------------|-----------|
| No items     |            |           |

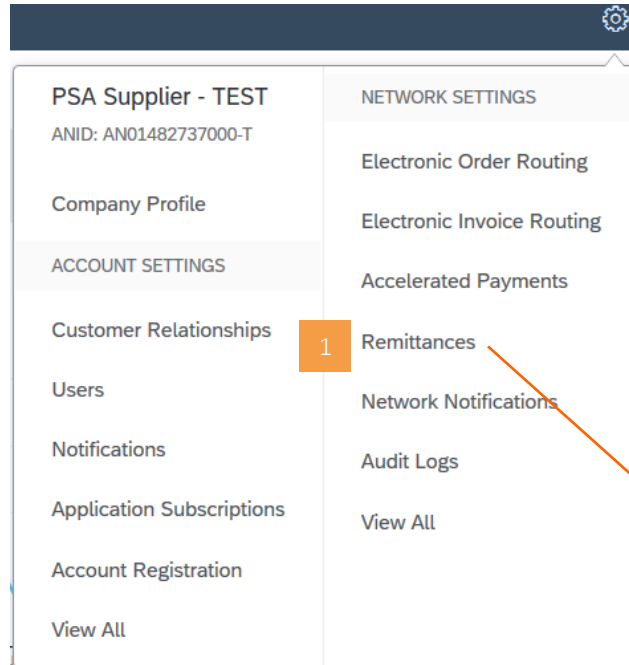
This is where you can view and edit early payment terms and notification settings.

# Company Settings 9/11

## Ariba Network

### 1 Remittances

- Send email notifications payment related topics
- This is where you can create, view, and edit remittances as well as create acceptance rules and set notifications



### Network Settings

Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

\* Indicates a required field

#### EFT/Check Remittances

| Address ↑ | City | State | Country | Default |
|-----------|------|-------|---------|---------|
| No items  |      |       |         |         |

Edit Delete Create

#### Supplier Auto Acceptance Rule

| Name ↑   | Description | Active |
|----------|-------------|--------|
| No items |             |        |

Edit Delete Create

#### Notifications

| Type                                | Send notifications when...   | To email addresses (one required) |
|-------------------------------------|--|-----------------------------------|
| Payment Profile                     | <input type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.           | *                                 |
| Payment Remittance                  | <input type="checkbox"/> Send a notification when payment remittances are undeliverable or their statuses changed. | *                                 |
| Payment Remittance for Virtual Card | <input type="checkbox"/> Send a notification when payment remittances or payment plans are received.               | *                                 |
| Payment Remittance for Virtual Card | <input type="checkbox"/> Send a notification when payment remittances with virtual card are received.              | *                                 |
| Payment Remittance Status Updates   | <input type="checkbox"/> Send a notification only when a payment remittance status changes to paid.                | *                                 |
| Payment Remittance Status Updates   | <input type="checkbox"/> Send a notification only when a payment remittance status changes to failed.              | *                                 |

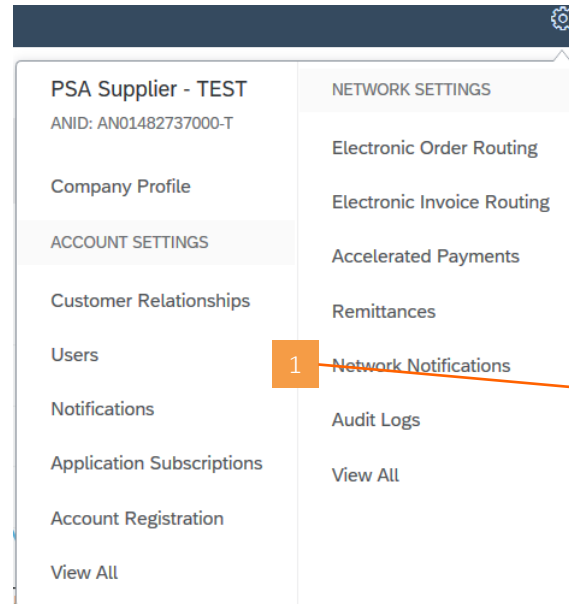
**EFT/Check Remittances:** EFT lets you transfer funds directly into an account instead of waiting for a paper copy of a check. ACH represents an electronic network through which banks perform EFTs.

**Auto acceptance rule:** You can create rules to accept early payment offers from your customers automatically. Ariba Network compares the early payment offers you receive from your customers to your auto-acceptance rules and accepts offers that meet all the pre-defined rule criteria.

# Company Settings 10/11

## Ariba Network

- 1 Notifications (same as Notifications)
  - General, Ariba Network, Ariba Discovery, Sourcing & Contracts, Messaging
  - Admin email as standard
  - Selected settings are activated
- 2 Headlines (Network tab)
  - Electronic order routing
  - Service sheet
  - Electronic invoice routing
  - Receipt
  - Status update request broadcast
  - Accelerated payments
  - Settlement



Account Settings Save Close

Customer Users **Notifications** Application

Relationships Subscriptions

General Network **Discovery** Sourcing & Contracts Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

**2** **Electronic Order Routing**

Type Send notifications when... To email addresses (one required)

Order  Send a notification when orders are undeliverable.

Send a notification when a new collaboration request against an existing order is received.

**2** **Service Sheet**

Type Send notifications when... To email addresses (one required)

Send a notification when service sheets are undeliverable, rejected, or declined.

**2** **Electronic Invoice Routing**

Type Send notifications when... To email addresses (one required)

Invoice Failure  Send a notification when invoices are undeliverable or rejected.

**2** **Receipt**

Type Send notifications when... To email addresses (one required)

Receipt  Send a notification when a new receipt is received.

**2** **Status Update Request Broadcast**

Type Send notifications when... To email addresses (one required)

Broadcast  Send a notification when a Broadcast Status Update Request is received.

**2** **Accelerated Payments**

Type Send notifications when... To email addresses (one required)

Buyer-Initiated Early Payment Offers  Send a notification when your buyer initiates an early payment on a specific invoice.

**2** **Settlement**

Type Send notifications when... To email addresses (one required)

Payment Profile  Send a notification when remittance addresses and payment profiles are changed.

You have 5 different tabs where you can define various email notifications as well as the recipients.  
You can enter up to three comma-separated email addresses.

# Company Settings 11/11

## Ariba Network

- 1 Audit logs
  - Change tracking
- 2 Changes made by a specific user

PSA Supplier - TEST  
ANID: AN01482737000-T

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NETWORK SETTINGS

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Network Notifications

1 Audit Logs

View All

### Audit Log

#### Audit Tracking

Profile Changes

User Profile Audit Log Done

▼ Search Filters

Date Range:\* This Month

Username: .. Add more

Search

Search Results Showing 1-3 of 3

2

| Operation                                 | Username | Date ↓                | Comments                 | Impacted Entity | Object  | Field Name    |
|---|----------|-----------------------|--------------------------|-----------------|---|---------------|
| Update Organization Notification Settings |          | 3 Feb 2020 6:22:26 AM | Account Settings Updated |                 | supplier.notification.account_registration.domain | Email address |
| Update Organization Notification Settings |          | 3 Feb 2020 6:22:26 AM | Account Settings Updated |                 | supplier.notification.account_registration.domain | Enable        |
| Update Organization Notification Settings |          | 3 Feb 2020 6:17:30 AM | Account Settings Updated |                 |   |               |