SAP Ariba

Supplier Info Pack

Standard Account
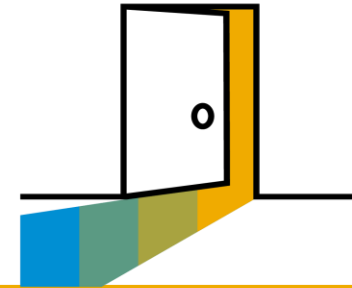
PUBLIC

SAP Run Simple

Learn About Ariba Network, Standard Account

What is a Standard Account?
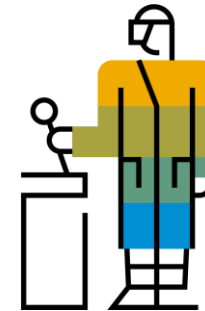
What do I do next?

How does a Standard Account benefit me?

Can I upgrade my Standard Account?

Where do I go for help?

FAQ

Overview Standard Account

Introduction to Ariba Network, Standard Account

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Your customer is pleased to announce a new initiative to streamline their procurement and accounts payable processes. By partnering with **SAP Ariba®** and implementing **Ariba Network, Standard Account via interactive email,** this initiative indicates a shift to paperless and automated business transactions. Since 1996, Ariba has been transforming the global procurement landscape for businesses of all sizes, and we are excited to provide you with this opportunity.

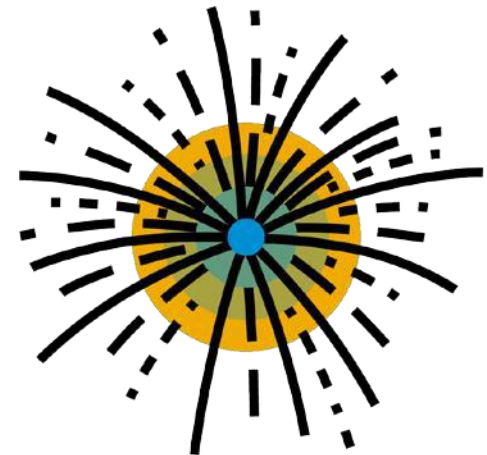➢ **What is Standard Account?**
   Standard Account on Ariba Network gives you a fast, <u>FREE</u> way to do business with your customer via interactive emails. Standard Account was previously referred to as Light Account.
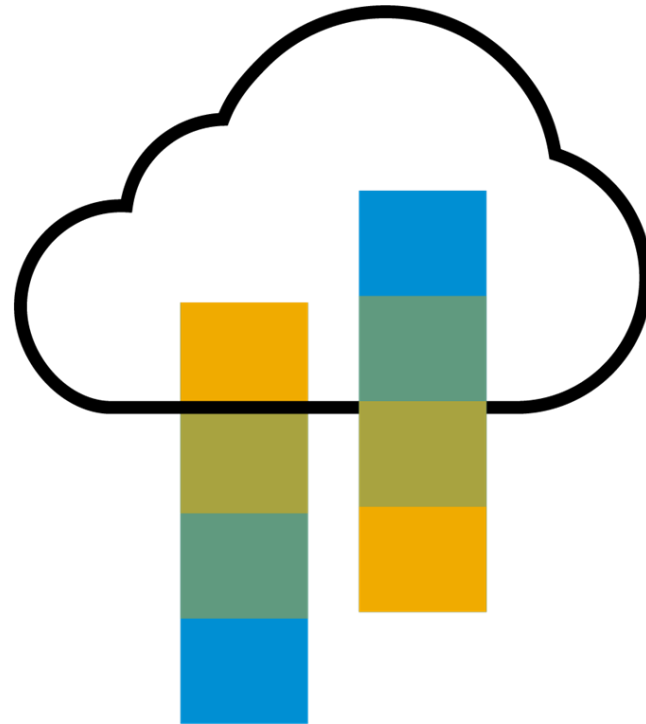
➢ **What does this mean for you?**
   Transacting on Ariba Network via a <u>FREE</u> Standard Account will allow you to meet your customer's requirements to join them on Ariba Network with the option to avoid fees.

➢ **What are the benefits?**
   <u>Standard Account</u> provides access to quickly transact with SAP Ariba customers for <u>FREE</u>, improve customer retention, and get paid faster.
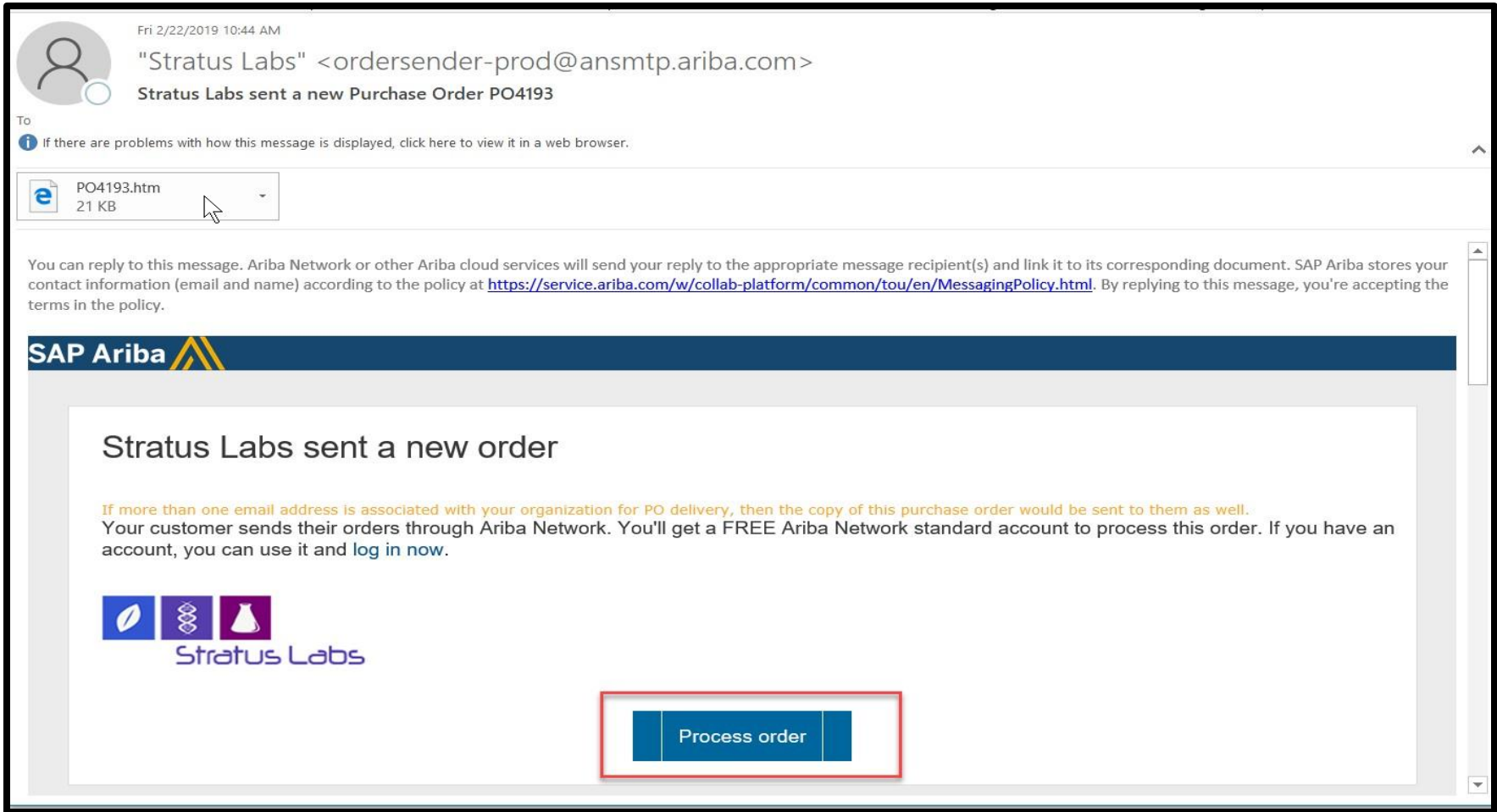
Next steps

Next Steps

Receive
interactive email
from your customer

Show me how

Sign up for
Standard
Account

Show me how

Configure Account,
Accept Terms of Use,
Register, Update
Order Routing,
Add Users

Show me how

Transact with
customer using
Standard Account

Show me how

Receive Interactive Email Order from Customer

Click the Process Order button in the PO notification (interactive email)

Next step

Sign Up for Standard Account

**Select the Sign up option to create a new Standard Account
-OR- use your existing Standard or Enterprise Account by clicking on Log in**

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Next step

Company Info, Accept Terms of Use, and Registration

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1 Review your Company information

Company information

* Indicates a required field

Company Name:*	ABC Enterprises
Country:*	United States [USA] ⌄
Address:*	123 Pittsburgh Street
	Line 2
	Line 3
City:*	Pittsburgh
State:*	Pennsylvania ⌄
Zip:*	15222

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.

2 Enter your User account information

User account information

Name:*	First Name	Last Name
Email:*	
	☑ Use my email as my username
Username:*	
Password:*	Enter Password
	Repeat Password
Language:	English ⌄
Email orders to:*	john.smith.@sap.com

3 Accept **Terms of Use** and click on **Register**

☑ I have read and agree to the Terms of Use

☑ I have read and agree to the SAP Ariba Privacy Statement

Register   **Cancel**

Please note that your Standard Account is now registered and future POs will be sent through this account and the email designated.
Please follow the next 2 slides to confirm or update where you would like your orders routed and to configure additional users.

Next step

Configure Order Routing & Users
Update Electronic Order Routing Emails

Key Points for taking action on Purchase Orders:

- Suppliers must maintain their order routing emails within their account. Orders can be set to go directly to the resources you choose.

- Purchase Orders received through Interactive Email may be forwarded to invoicing resources, however, any recipient MUST BE SETUP AS A USER within your account to actively send invoices or other documents against the PO.

To configure Order Routing & Users:

1. Login to your account. Click on the circle with your initials to access your Account dropdown menu, select Settings > then select Electronic Ordering Routing

2. Enter up to 5 emails or alias' for the appropriate parties/users who will be responsible for processing orders, invoices or any other applicable documents.

3. Click Save to complete

To configure Users, the Administrator must follow steps on the next slide to Set Up Additional Users for any additional company resources taking action against Orders.

Note: If you have more than 5 contacts who need to receive the PO, create a distribution alias for all contact to access.

Next step

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Configure Users

Administrators Only

1. **In the upper-right corner of the application, click your initials > Settings and select Users.**

> **Note: Admins must first create a role with specific permissions selected, to allow users to be "assigned" a role. In this example, you are creating a role to allow users the permission to process invoices and other documents.**

2. **Click** on the **Create Role** button in the Manage Roles section
   a. Enter Role name of choice (as it make sense to your or organization, e.g., AR, Invoicing, Invoice Processing, Reporting)
   b. Enter a brief description for the role
   c. **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. In this example for Invoicing, **select** the below permissions, as applicable, and **Save**:
      ✓ Inbox and Order Access
      ✓ Invoice Generation
      ✓ Outbox Access

3. **To Create a User** Click on Create User button and add all relevant information about the user including name and contact info.

   Select a role in the Role Assignment section and Click **Done.**

Example User Account Setup
for an Invoice Processing role

Next step

Transact with customer using Standard Account

(1) **Click on *Create Order Confirmation*, *Create Ship Notice*, or *Create Invoice* to get started.**
NOTE: These options will vary depending on Buyer Network rule configurations/requirements

(2) **If you need assistance, please refer to the articles in the Help Center (right-hand side in your Ariba Network Account) or at the bottom of the interactive email.**

For a quick video tutorial, available in 24 languages, on registering a Standard Account and invoicing, refer to the Help resources Web Page

For a quick video tutorials and documentation, available in 24 languages,
please refer to the Help Resources Web Page in the Help Section of this document.

Benefits

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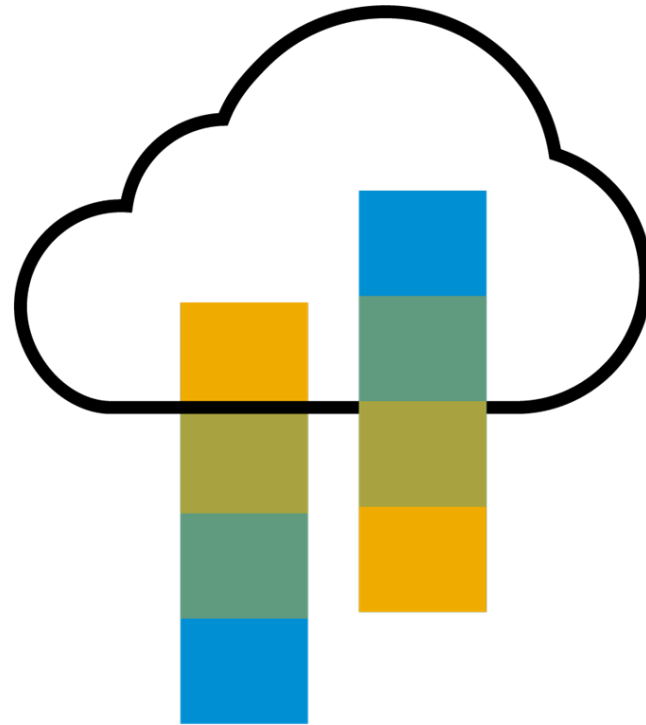
How Standard Account benefits YOU

➤ <u>FREE</u> for all basic transactions

➤ Create validated, electronic invoices and other business documents within seconds

➤ Improve invoice accuracy and get paid faster

➤ Receive real-time invoice status notifications

➤ Increase business with existing and future customers using Ariba Discovery

➤ Promote your company to other customers on Ariba Network

➤ Email notification and online download provide access to invoices for your local archiving

➤ Enjoy a single, unified user experience using one account for order fulfillment, selling, and mobile access

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Ariba Discovery
Matching Suppliers to Buyers Ready to Buy

Receive leads
Complete five-minute registration to start receiving leads in your in-box

Save time
Get in front of buyers ready to buy

Sell effectively
Give sellers access to thousands of dollars in new business every month

Win new business
Tap into $5 billion of new opportunities posted annually

Increase interactivity
Communicate with buyers and prospects in real time

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SAP Ariba Supplier Mobile App

Business Insights
- PO Trending
- Invoice Aging
- PO and Invoices by customer

Real-time Alerts
- View network activity
- Receive push alerts for business critical events

Work on-the-go
- Confirm PO
- Pin important documents for later

Monitor Key Activity
- View PO and Invoice information
- Search for PO and Invoices using HANA

Apple iTunes App Store or **Google Play**

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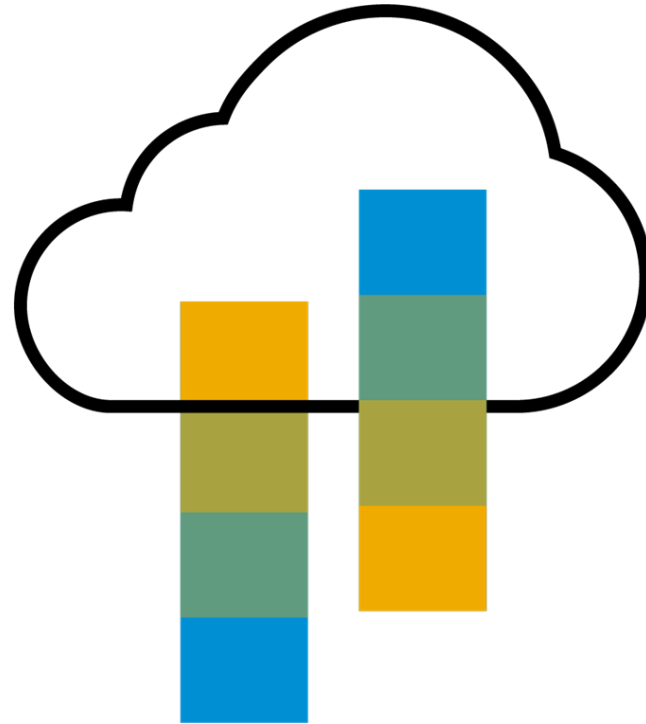
Standard Account vs. Enterprise Account on Ariba Network

Features	Standard Account	Enterprise Account
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✓ Self-Service Only	✓ Access to Ariba Support
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	• Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	• Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details.

More

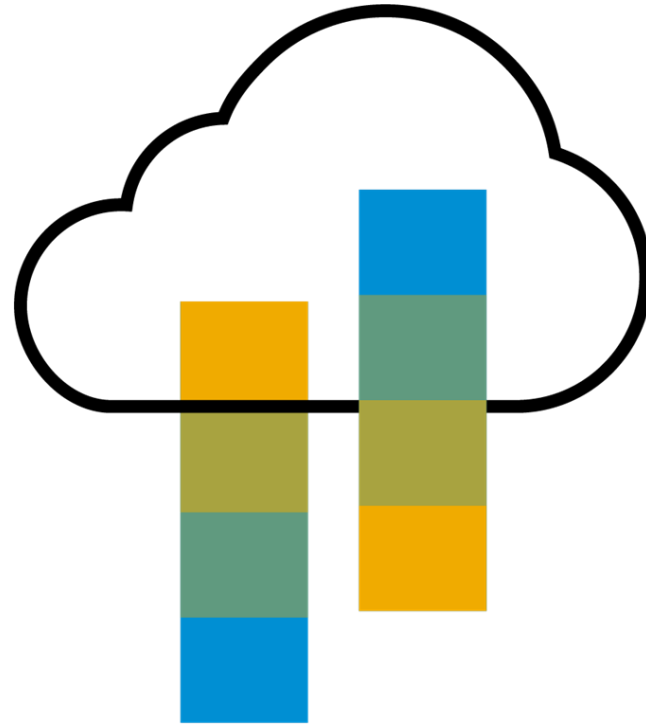# Home Page – Upgrade to Realize the Full Value of Ariba Network

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Help

Help Resources – Help Center

Access the Online Help Center for assistance with your Standard Account

- Click the Help Center Link at the bottom of the Interactive Email <u>or</u>
- While logged into your Standard Account, click the Help Center link in the upper right corner to expand the panel and gain access to topics relevant to the current Ariba Network view

The Help Center includes:

- A user community to access Standard Account specific content
- Video tutorials (e.g. Invoice Creation, Adding users to the Standard Account)
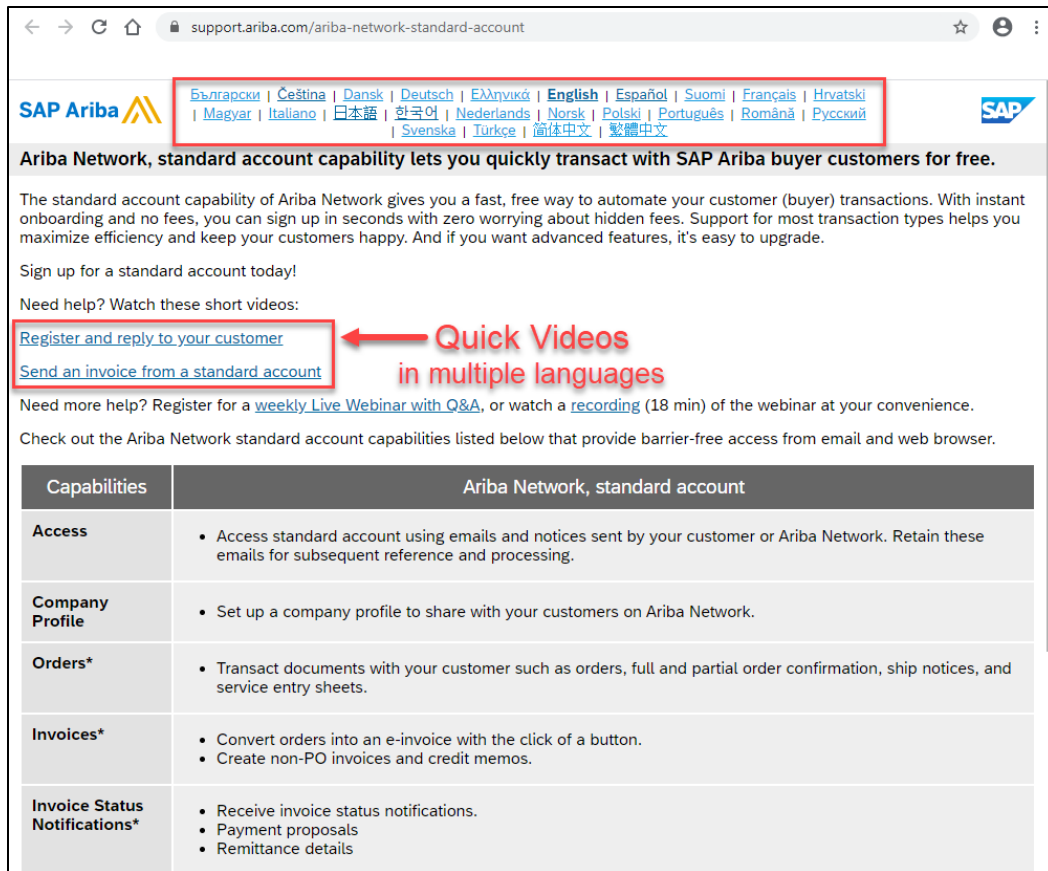
Online Help via Help Center: in-context proved via Ariba User Community

Help Resources – 2 Web Links 💻

Click both links below to explore Standard Account Support Links
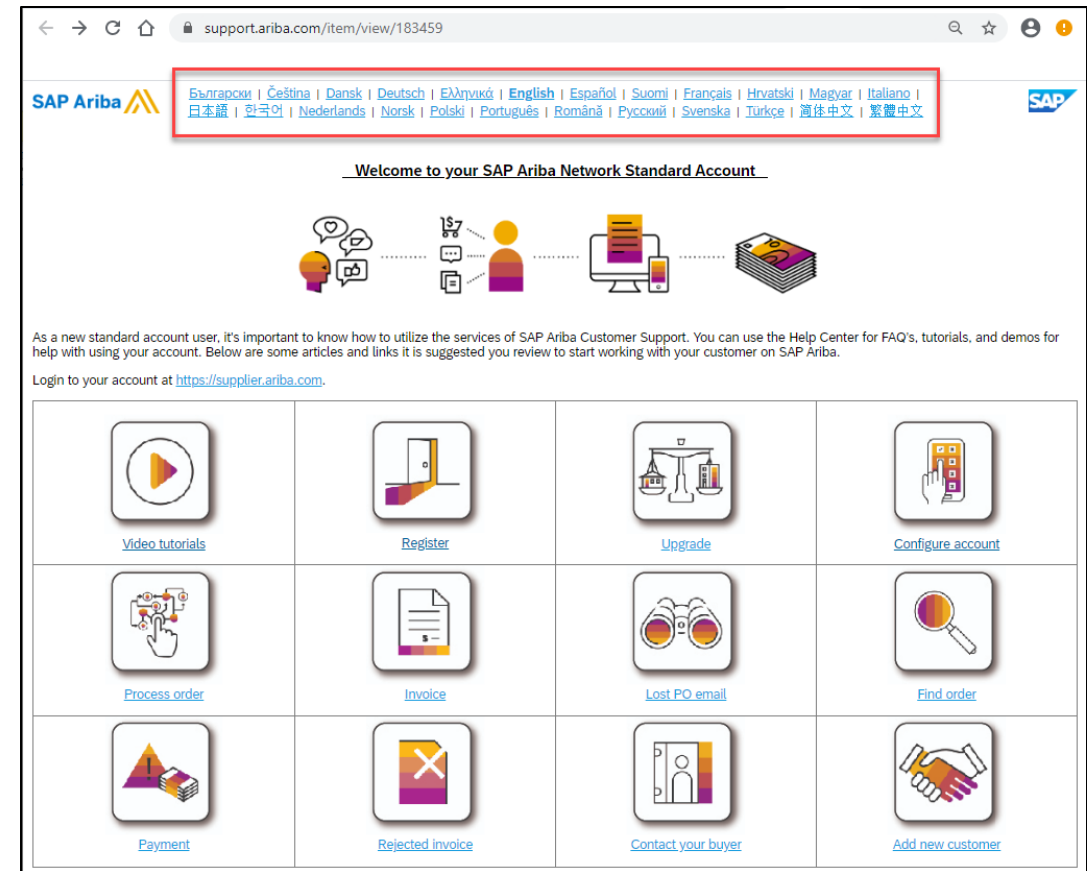
Quick Videos & General Information
in 24 languages

Documentation Deep Dive
in 24 Languages

FAQ

FAQ

Q: What is Standard Account capability on Ariba Network?
A: Ariba Network, Standard Account capability is a new, fast, free way to automate business with any buyer. Support for most transaction types helps maximize efficiency and meet buyer compliance requirements. There is no need to upgrade, unless you are ready for advanced capabilities such as support beyond 'self-service only' for catalogs, back-end integration or to manage larger document volumes through online access.

Q: How can I access this new capability?
A: Your customer must send you a Standard Account invitation to transact with them using this methodology. Or if you self register on Ariba Network, SAP Ariba Discovery or you are invited to SAP Ariba Sourcing solutions and do not have or use an existing account (ANID) you can register & will be started at the Ariba Network, Standard Account capability level. In the latter case you will not exchange orders & invoices with your customer unless they establish a relationship with your account first but you can use other functionality.

Q: What document types are supported for this free account?
A: Suppliers transact unlimited documents such as orders, order confirmation (OC), advance ship notices (ASN), and service entry sheets (SES), PO-invoices using PO-Flip (convert orders into an e-invoice with the simple click of a button), non-PO invoices and credit memos, invoice status notifications, payment proposals, and remittance details.

Q: What if I have already signed up for Ariba Network? Can I switch to Standard Account?
A: If you are already using Ariba Network with a buyer, we recommend that you continue using this transaction method. There is no direct way to change an Ariba Network subscription (Enterprise account) to a Standard Account.

Q: Am I required to register on Ariba Network to use Standard Account?
A: Yes. You will be sent an interactive email from your buyer. To respond you must register for a free Standard Account. This free account is not the same as a Enterprise Ariba Network account. You only need to upgrade to a enterprise account on Ariba Network when you determine that you desire the additional functionality.

More FAQ

FAQ

Q: How do I invoice a purchase order if I lose the email notification?
A: If you misplace a purchase order (PO) email notification, you have the following options:

- Resend the PO email: Log in to your **Ariba Network** Standard Account. In the PO list on the home dashboard of your account, click *Select > Send me a copy* to take action in the *Action* column next to the PO.

- Request a manual copy of the PO from your customer: After you have a copy of the PO, you can create and submit a non-PO invoice. *NOTE: The buyers ability to receive non-PO invoices will vary depending on their Buyer Network rule configurations/requirements.*

Q: How do I create documents against purchase orders from my customer?
A: To process a purchase order, you need to click the *Process Order* button in the purchase order email notification. After you **register** or log in to your Ariba Network Standard Account, you are taken to the purchase order details page, where you can create documents like order confirmations, ship notices, and invoices against the purchase order.

Q: How do I add purchase orders to my existing Ariba Network Account?
A: If you've previously registered a Standard Account or enterprise account on Ariba Network to transact with a different customer, you have the option to add the transactions with your new customer to your existing account.

To add your new purchase orders to your existing account:
1. In the purchase order email notification, click Process order and then click Log in on the Standard Account landing page.
2. Log in with the administrator username and password for the existing account.

Q: What should I do if my registration confirmation link is expired?
A: If the confirmation link expired immediately after receiving the email, please log in to your account directly at **https://supplier-2.ariba.com**.

If the confirmation is accepted, you will be able to view your account. If you are unable to access your account, you can request to resend the confirmation email.

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