Ariba® Network for Suppliers Administrator Quick-Start Guide

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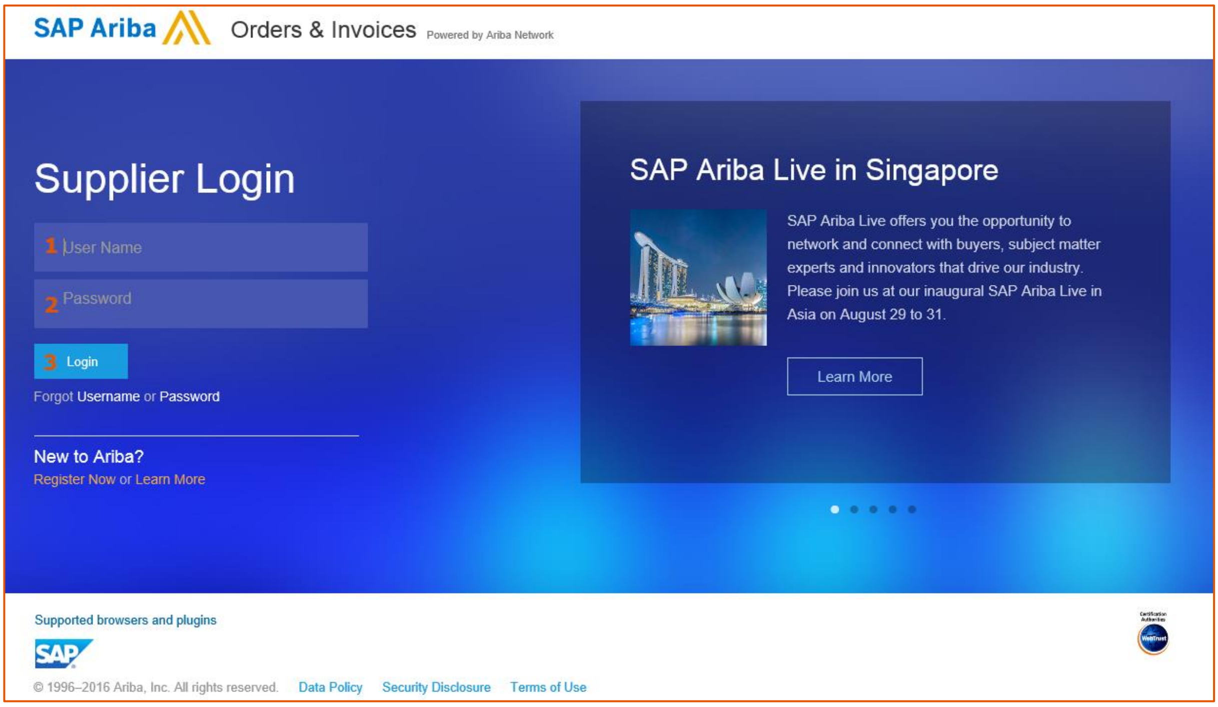
GETTING STARTED WITH ARIBA NETWORK

This quick-start guide will help you set up your Ariba Network account so you can begin transacting electronically with customers across the entire market-to-cash cycle. By taking these steps to join the world's largest trading partner community, you'll be able to quickly and easily find buyers ready to buy, improve customer retention, accelerate the sales cycle, and predict and apply cash.

Logging In

1. Navigate to supplier.ariba.com.
2. Enter the **User Name** and **Password** you created when registering.
3. Click **Login**.

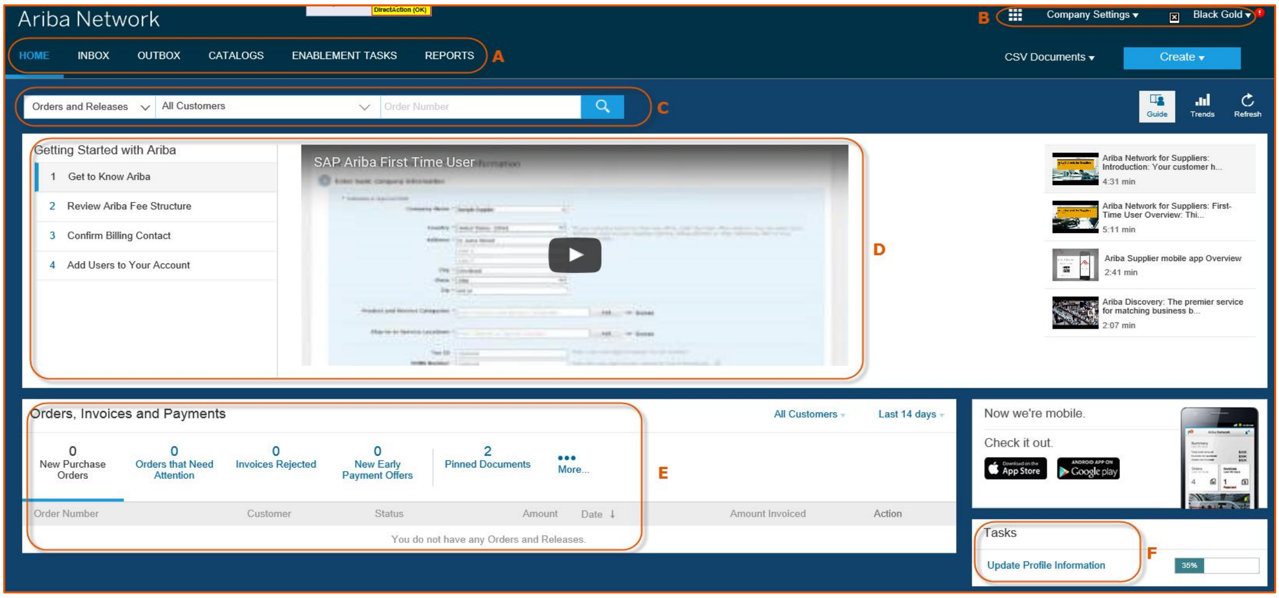


Navigating the Home Page

Once logged in, you will be directed to the home page. From here you will have access to training guides and the tools you will need to begin transacting electronically.

Home Page Major Sections

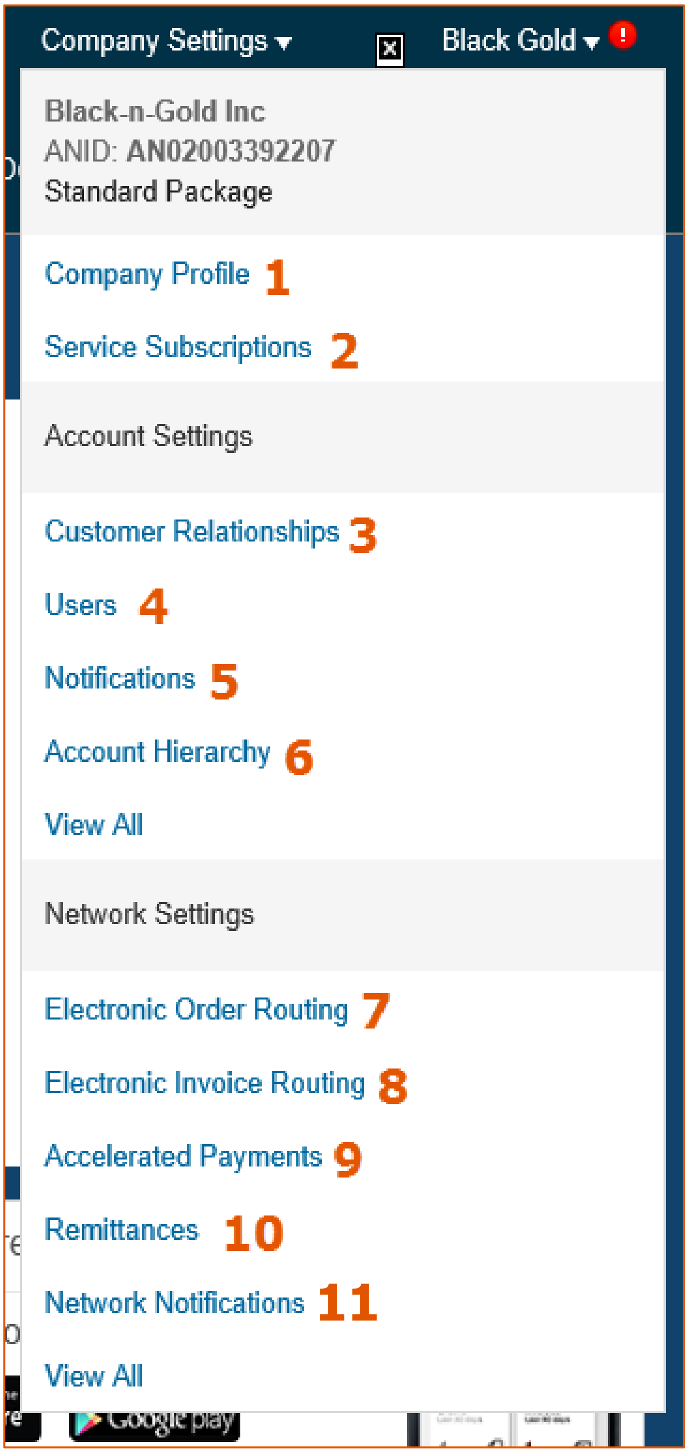
A. **Main navigation** – Easily navigate between tools within Ariba Network.
B. **Company information and settings** – Quickly view your account information and settings.
C. **Search box** – Search for documents directly from the home page.
D. **User guides** – Get helpful guides on how to use Ariba Network to its fullest potential.
E. **Order, invoice, and payment notifications** – Quick overview of order, invoice, and payment status.
F. **Tasks** – View any pending tasks to make sure your account is complete.



Main Navigation

1. **Home –** This is how you will navigate back to the home page.
2. **Inbox –** This is where you will find incoming notifications, orders, and releases. You will be able to create invoices, ship notices, order confirmations, and much more from this tab.
3. **Outbox –** This is where you can find your outgoing invoices, order confirmations, and ship notices. You will be able to create credit memos and non-PO invoices and view their status from this tab.
4. **Catalogs –** This is where you will be able to create, view, and edit your standard or PunchOut catalogs.
5. **Enablement Tasks –** This is where you will be able to view and complete any pending enablement tasks your customer has set for you.
6. **Reports –** This is where you will be able to create and view reports on your account usage, such as POs and invoices sent through the network.

Company Settings Menu



1. **Company Profile –** This is where you can fill out or edit your company profile information (shipping address, product and service categories, tax info, certifications, and more).

2. **Service Subscriptions –** This is where you can review and upgrade your current subscription packages as well as billing and payment information.

3. **Customer Relationships –** This is where you can view current relationships and approve or reject potential relationships as well as set your relationship acceptance rules.

4. **Users –** This is where you can create and modify users and user roles.

5. **Notifications –** This is where you can edit your notification settings for each solution.

6. **Account Hierarchy –** If you have multiple Ariba Network accounts, this is where you can set the parent-child hierarchy.

7. **Electronic Order Routing –** This is where you can set or edit your order routing options for different document types.

8. **Electronic Invoice Routing –** This is where you can set or edit your invoice routing options for different document types.

9. **Accelerated Payments –** This is where you can view and edit early payment terms and notification settings.

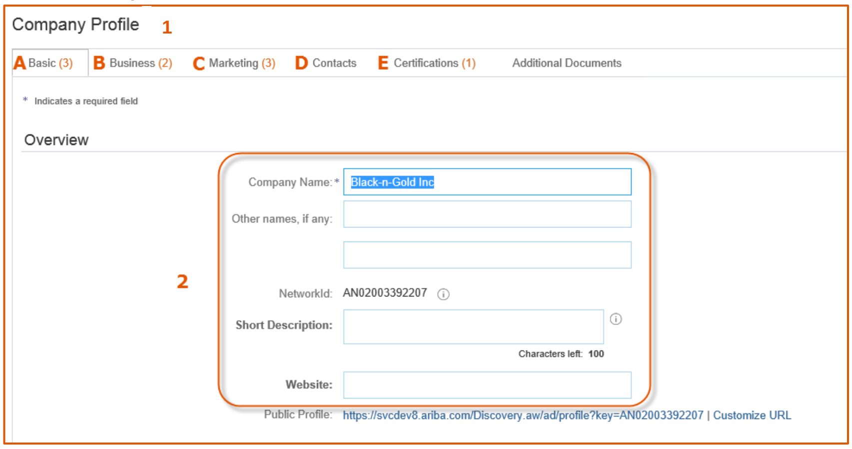
10. **Remittances –** This is where you can create, view, and edit remittances as well as create acceptance rules and set notifications.

11. **Network Notifications –** This is where you can set your preferences about notifications related to electronic order routing, catalog subscriptions, service sheets, electronic invoice routing, accelerated payments, and settlement.

Setting Up Your Company Profile

Set up your company profile to make your business visible to buying organizations looking to source new products and services on Ariba Network and the Ariba Discovery™ service.

1. From the **Company Settings** menu, select **Company Profile**.
2. Enter or revise values on the **Company Profile** page as necessary, making certain to fill out all required fields.



3. Once you are finished with the **A) Basic** information tab, you can enter or revise values on the **B) Business**, **C) Marketing**, **D) Contacts**, and **E) Certifications** tabs.

Completing Customer-Requested Profile Information

Ariba Network profile information can include additional profile information requested by your customers as part of the **Supplier Profile Questionnaire**. Customers may require that you complete all requested profile information before you can participate in their events.

MANAGING ROLES AND USERS

As the **administrator** for your Ariba Network account, you play an important part in keeping your company's account running smoothly. Your responsibilities include:

- Handling account configuration and management
- Serving as the primary point of contact for users with questions or problems
- Creating roles and users for your account

The administrator role is automatically linked to the username and login entered during account setup and registration. If necessary, however, you can reassign the role to another person (learn how to do this).

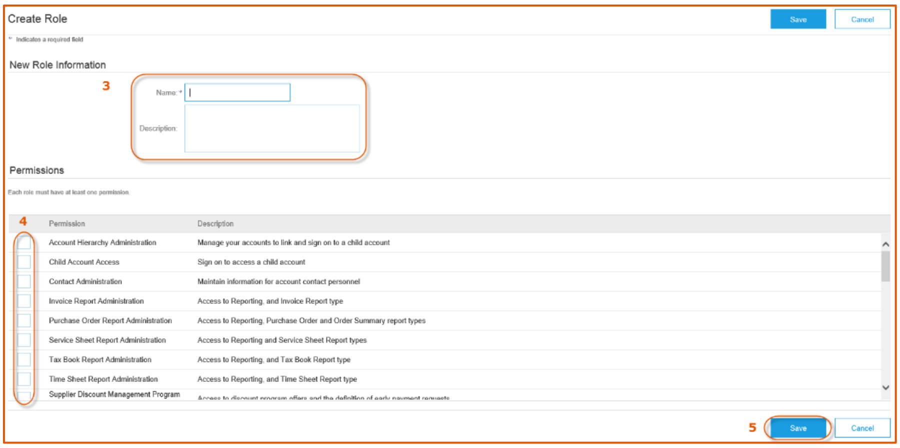
A **user** is created by the administrator and has exactly one role, which corresponds to the user's real job responsibilities. Each user is responsible for updating his or her personal user information.

Creating a Role

You can create specific roles for each different activity your users may perform on Ariba Network.

1. From the **Company Settings** menu, select **Users** to navigate to the **Manage User Roles** section.

2. Click **Create Role** in the **Manage User Roles** section.



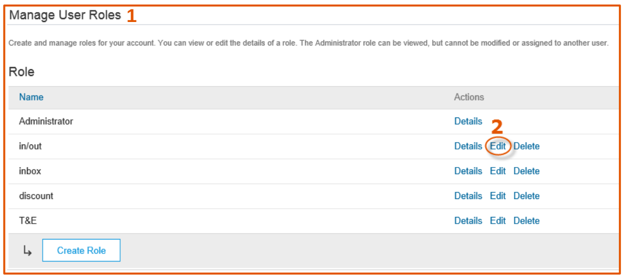
3. Enter a distinctive **Name** for the role, and optionally, you can enter a **Description** to record your intentions for this role.

4. Click a check box next to one or more permissions for the new role. Each role must have at least one permission.

5. Click **Save**.

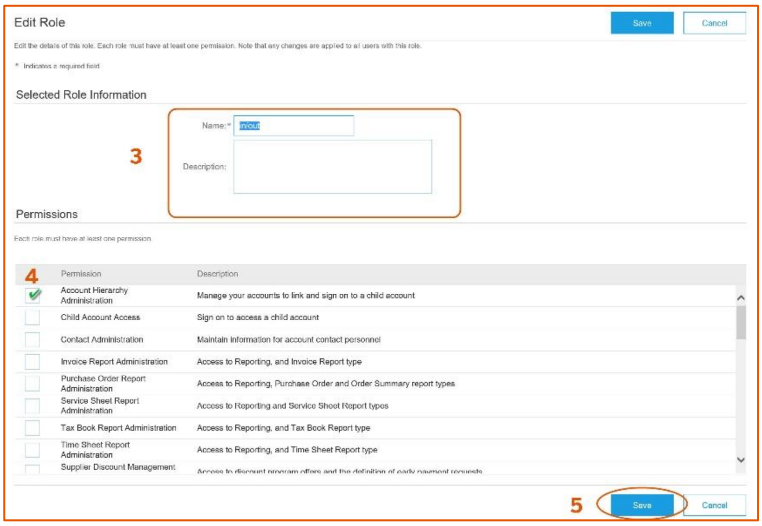
Modifying Roles

After you create a role, you can modify it. If the role is already assigned to a user, the modifications take effect for that user the next time they log in.



1. From the **Company Settings** menu, select **Users** to navigate to the **Manage User Roles** section.

2. Click **Edit** to navigate to the **Edit Role** page for the role you want to update.

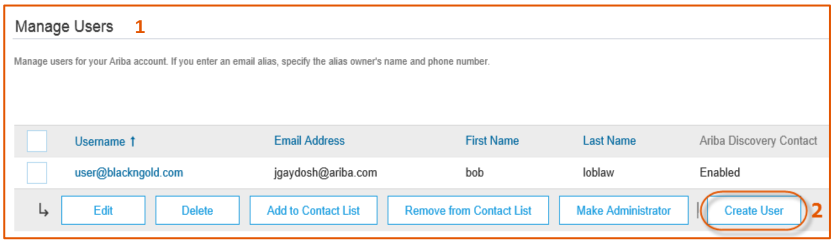


3. Update the role **Name**, and optionally, the **Description**.

4. Update selected **Permissions** for this role.

5. Click **Save**.

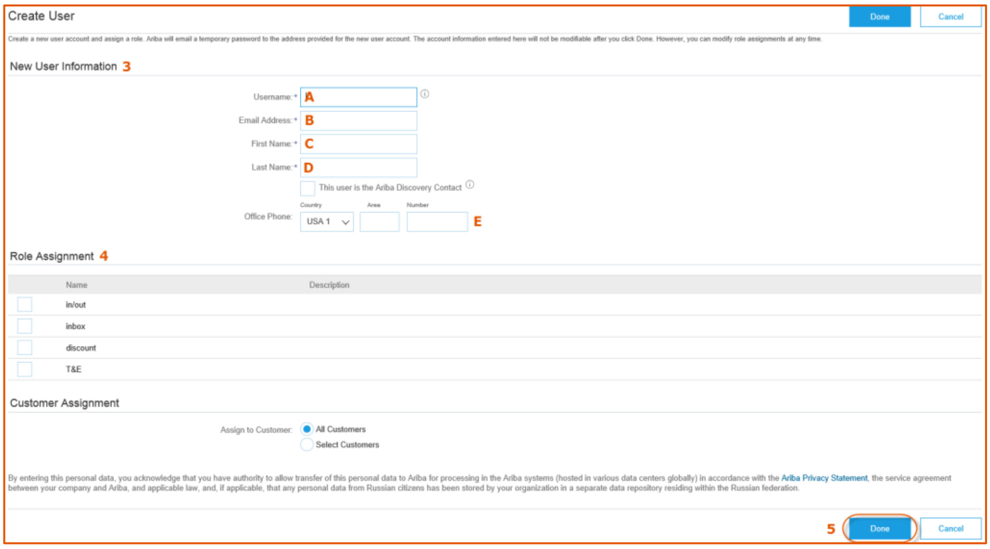
Creating a User



1. From the **Company Settings** menu, select **Users** to navigate to the **Manage Users** section.

2. Click **Create User** to display the **Create User** page.

Note: By selecting a user and clicking **Make Administrator**, you can transfer the role to this user.



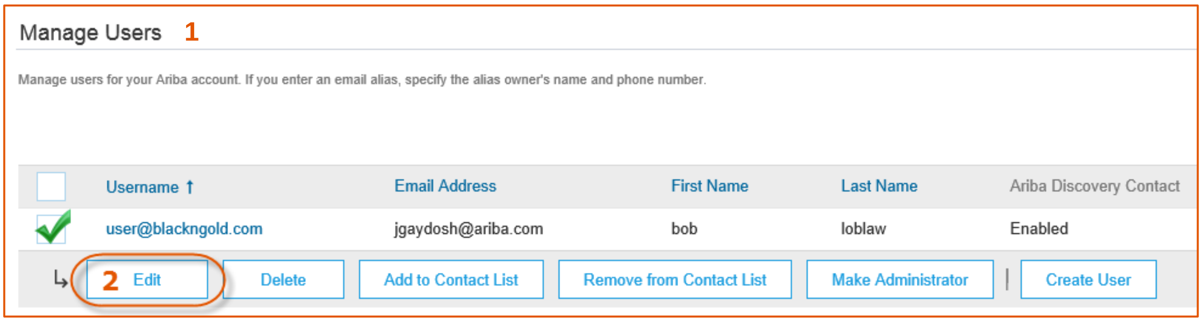
3. Under **New User Information**, enter **A) Username**, **B) Email Address**, **C) First Name**, **D) Last Name**, and optionally, an **E) Office Phone** number for this user.

4. Select at least one role for the user in the **Role Assignment** section.

5. Click **Done**.

Editing User Roles and Resetting Passwords

1. From the **Company Settings** menu, select **Users** to navigate to the **Manage Users** section.
2. In the **Manage Users** section, check the box next to the user you want to modify, and click **Edit**.



3. In the **A) Role Assignment** section you can add or remove roles, and in the **B) Customer Assignment** section you can assign the user to specific customers or **All Customers**. Then click **Save**.
4. This is also where you can reset the user's password by simply clicking **Reset Password**. Ariba Network then sends an email to the user with a link to reset their password.

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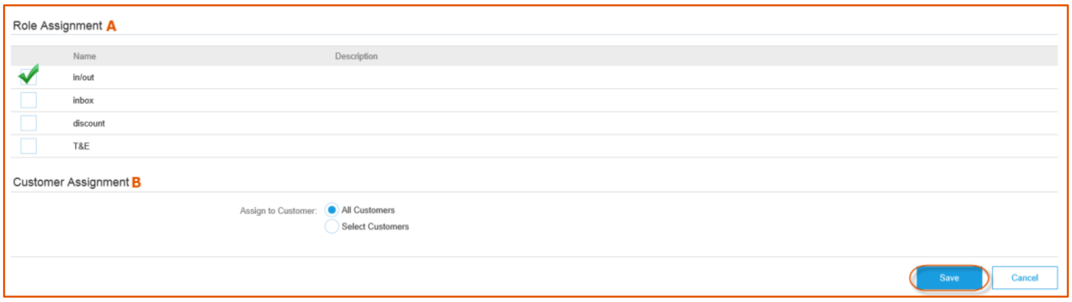
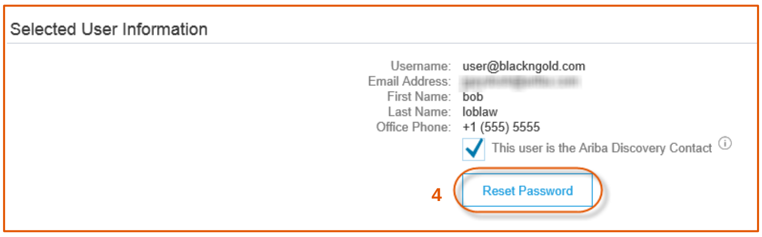




ACCOUNT CONFIGURATION

Setting Your Notifications Preferences

You can specify which notifications you receive and where you would like them sent.

1. From the **Company Settings** menu, select **Notifications**.
2. This takes you to the A) **General** notifications tab, though you can also set B) **Network**, C) **Discovery**, or D) **Sourcing & Contracts** notifications by clicking on the corresponding tabs.

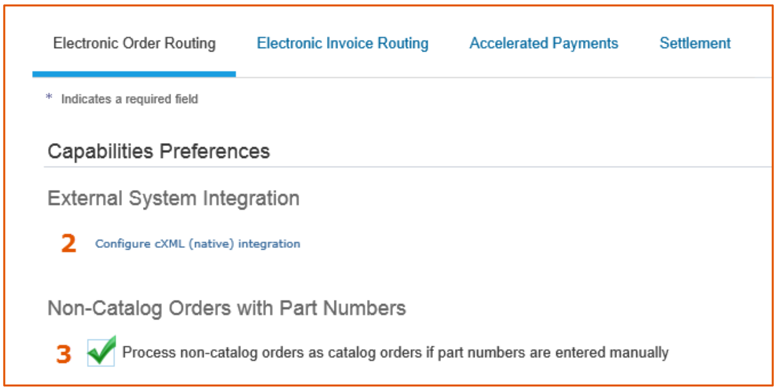
3. Click on the check box next to any notification you would like to receive.
4. Enter up to three email addresses, separated by commas, to specify who should receive each notification.

5. Click **Save** after you are finished configuring your notification preferences.
6. Click **Close** to exit.

Configuring Electronic Order Routing

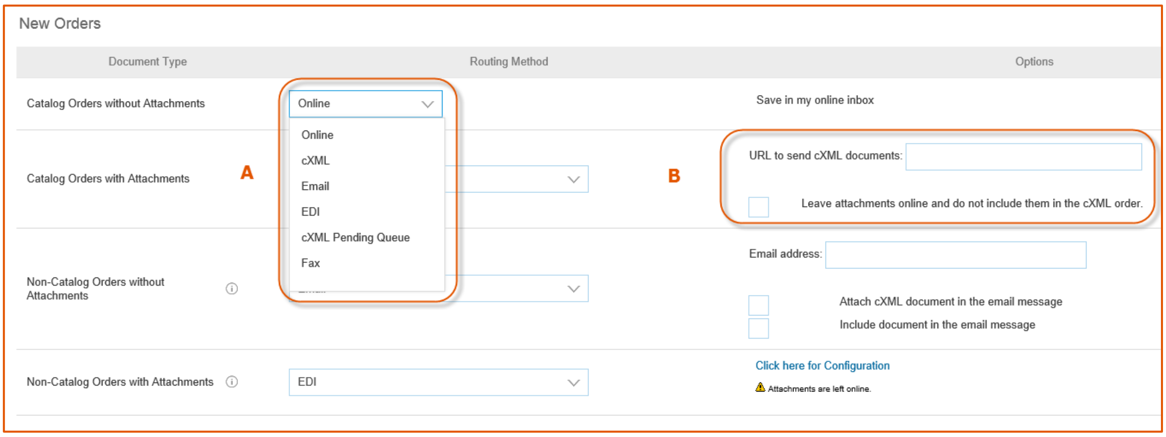
You can configure routing methods and associated options for electronic orders and documents from customers on the **Electronic Order Routing** page.

1. From the **Company Settings** menu, select **Electronic Order Routing**.



2. If you are configuring cXML as a routing method, click **Configure cXML (native) integration**.
3. Optionally, if you want to process non-catalog orders with manually entered part numbers as catalog orders, select the following option at the top of the page: **Process non-catalog orders as catalog orders if part numbers are entered manually**.

4. Find the section for the type of order you would like to configure (**New Orders**, **Change/Cancel Orders**, or **Other Document Types**). Then select your preferred **A) Routing Method** from the drop-down menu and specify the requested configuration values in the **B) Options** column.



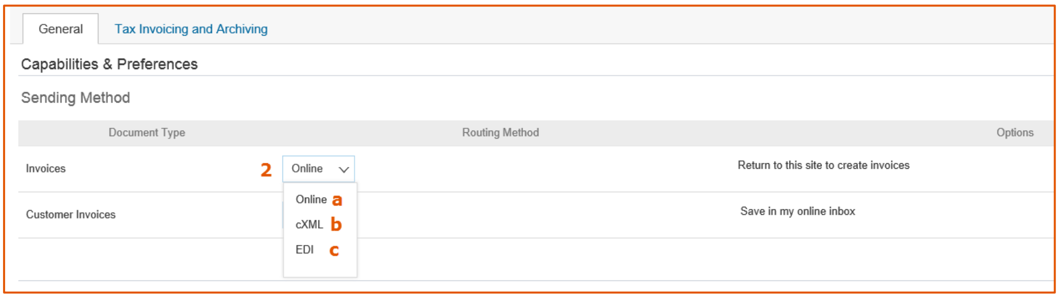
5. Finally, set your preferences for receiving **Notifications** and specify users to receive them.
6. Click **Save**.

Tip: Choose **Online** as your **Routing Method** under **New Orders** to send POs to your online inbox and gain centralized access to useful features, such as the ability to view and search orders, see real-time order status, send confirmations and ship notices, troubleshoot order problems, “flip” orders into invoices, and more from a single location – your Ariba Network account.

Configuring Electronic Invoice Routing

You can specify **Online**, **cXML**, or **EDI** as your default routing method for invoices.

1. From the **Company Settings** menu, select **Electronic Invoice Routing**.
2. Choose a **Routing Method** from the drop-down menu:
   a. **Online –** Enables manual invoice generation through the invoice page.
   b. **cXML –** Enables acceptance of cXML InvoiceDetailRequest documents sent from your invoicing system.
   c. **EDI –** Enables acceptance of either ANSI X12 810 or EDIFACT INVOIC invoices sent from your invoicing system.



3. In the **Notifications** section, set your preferences for receiving notifications and specify users to receive them.
4. In the **Extended Profile Settings and Information** section, set options and enter text to describe your invoice document policies.
5. Click **Save**.

Configuring Tax Information

1. From the **Company Settings** menu, select **Electronic Invoice Routing**.
2. Click the **Tax Invoicing and Archiving** tab.
3. Fill in your tax information in the **Tax Information** section.
4. Click **Save**.

NEXT STEPS AND MORE INFORMATION

SAP Ariba offers a wide range of interactive tools, documentation, tutorials, articles, and more to help you get the greatest value from your Ariba Network account. Jumpstart your success by taking advantage of the resources on the checklist below.

Quick-Start Checklist

Using the Ariba® Exchange User Community

- ☐ Accessing the Ariba Exchange User Community
- ☐ Browsing Content in the Ariba Exchange User Community
- ☐ Using Community-Based Help

Maintaining Your Ariba Network Profile

- ☐ Updating Your Company Profile

Managing Users and Roles

- ☐ Creating a Role
- ☐ Modifying Roles
- ☐ Creating a User
- ☐ Modifying a User's Roles
- ☐ Resetting a User's Password
- ☐ Editing Customer Assignments
- ☐ Transferring the Account Administration Role

Account Configuration

- ☐ Set Notification Preferences
- ☐ Configure Electronic Order Routing
- ☐ Maintaining Extended Profile Information
- ☐ Configure Electronic Invoice Routing
- ☐ Configure Invoice Archiving

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