AES United States

SAP Ariba Network

Account Configuration for Enterprise Accounts

September 2020

Basic Account Configurations

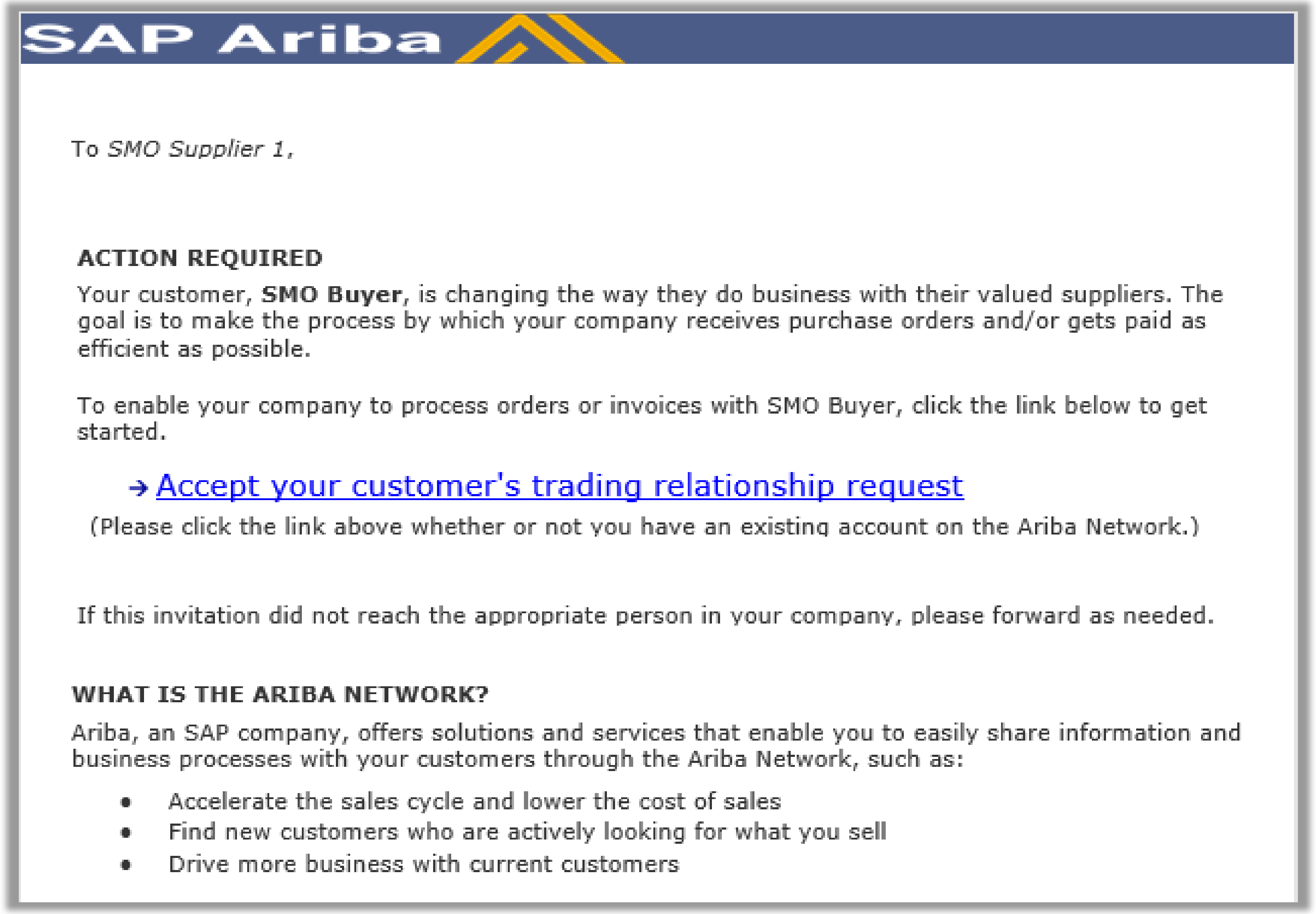
Account Configuration

- AT ID / TAX ID – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- Remittance Address – to manage this information you should follow the current process.
- Payment Methods – The preferred Payment method for AES is ACH to only one Bank Account, to manage this information you should follow the current process
- Test Account Creation (testing is required for integrated and catalog suppliers) – To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- Currency – The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization’s location, which you specify in User Account Navigator > My Account > Preferences.

Accept Your Invitation

The invitation is also referred to as the Trading Relationship Request, or TRR. This e-mail contains information about transacting electronically with your customer.

Click the link in the emailed letter to proceed to the landing page.



SAP Ariba

To *SMO Supplier 1*,

ACTION REQUIRED

Your customer, **SMO Buyer**, is changing the way they do business with their valued suppliers. The goal is to make the process by which your company receives purchase orders and/or gets paid as efficient as possible.

To enable your company to process orders or invoices with SMO Buyer, click the link below to get started.

→ Accept your customer's trading relationship request

(Please click the link above whether or not you have an existing account on the Ariba Network.)

If this invitation did not reach the appropriate person in your company, please forward as needed.

WHAT IS THE ARIBA NETWORK?

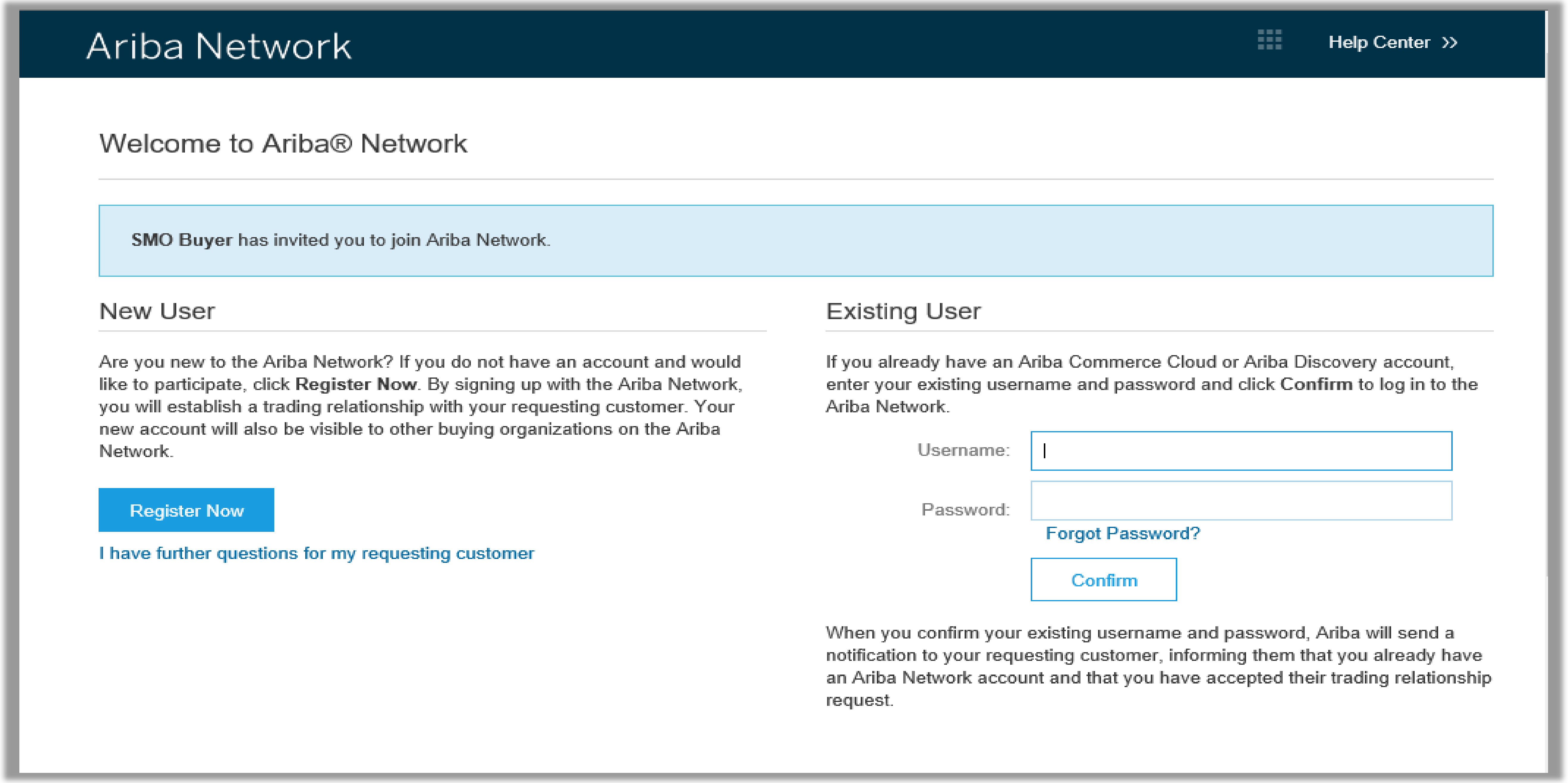
Ariba, an SAP company, offers solutions and services that enable you to easily share information and business processes with your customers through the Ariba Network, such as:

- Accelerate the sales cycle and lower the cost of sales
- Find new customers who are actively looking for what you sell
- Drive more business with current customers

Select One…

First Time User

Existing User



Register as a New User

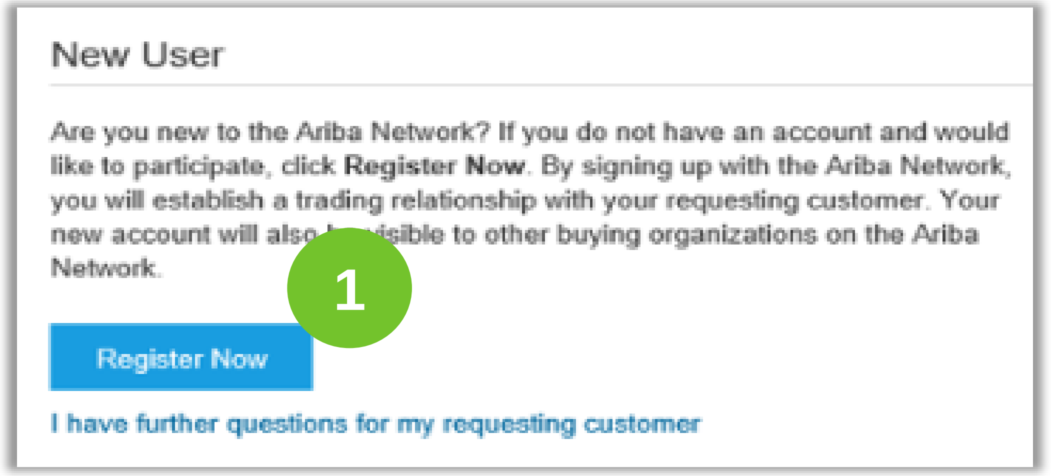
1. Click **Register Now.**
2. Enter Company Information fields marked required with an asterisk (*) including:

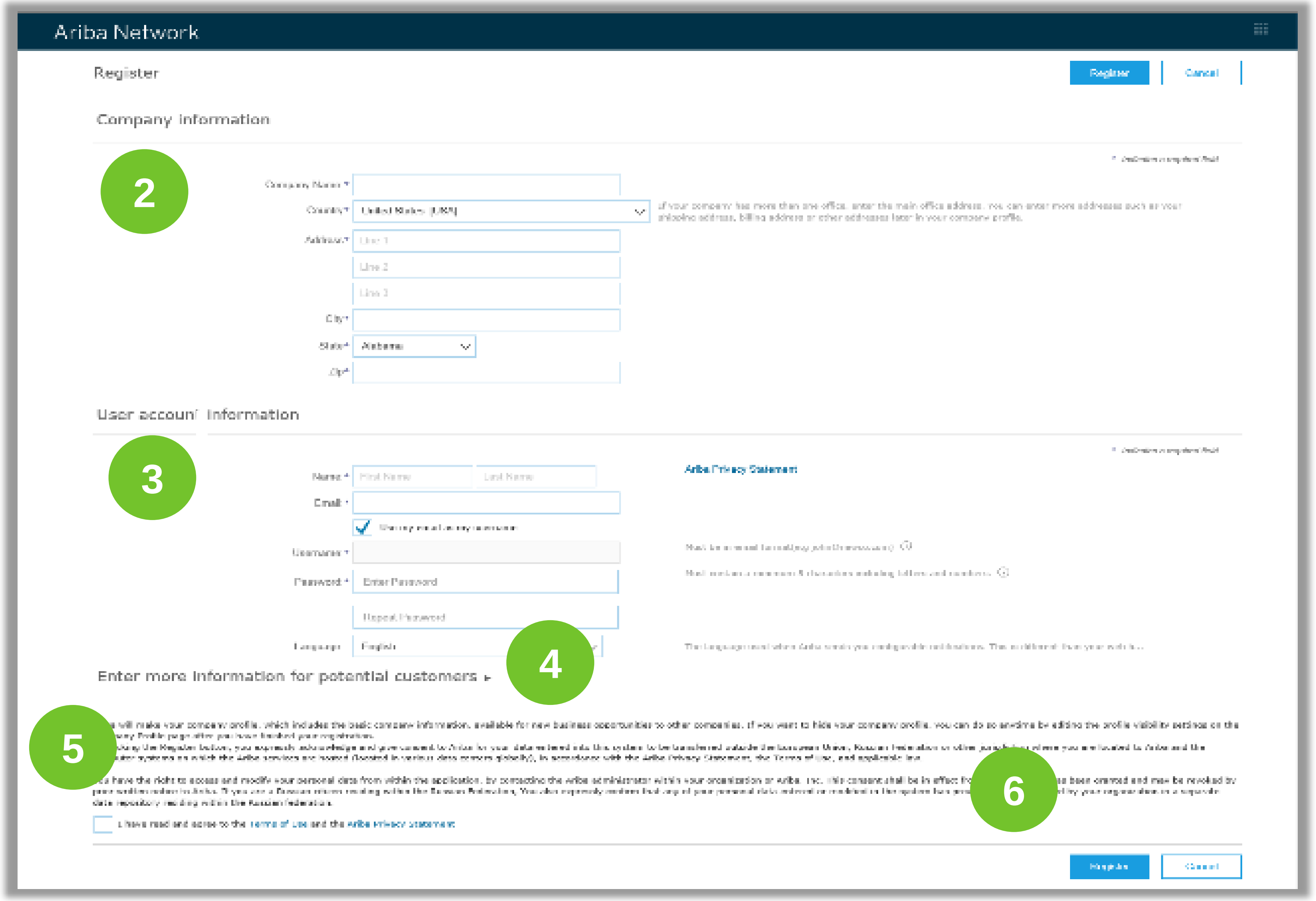
- **Company Name**
- **Country**
- **Address**

3. Enter User Account information marked required with an asterisk (*) including:

- **Name**
- **Email Address**
- **Username (if not the same as email address)**
- **Password**

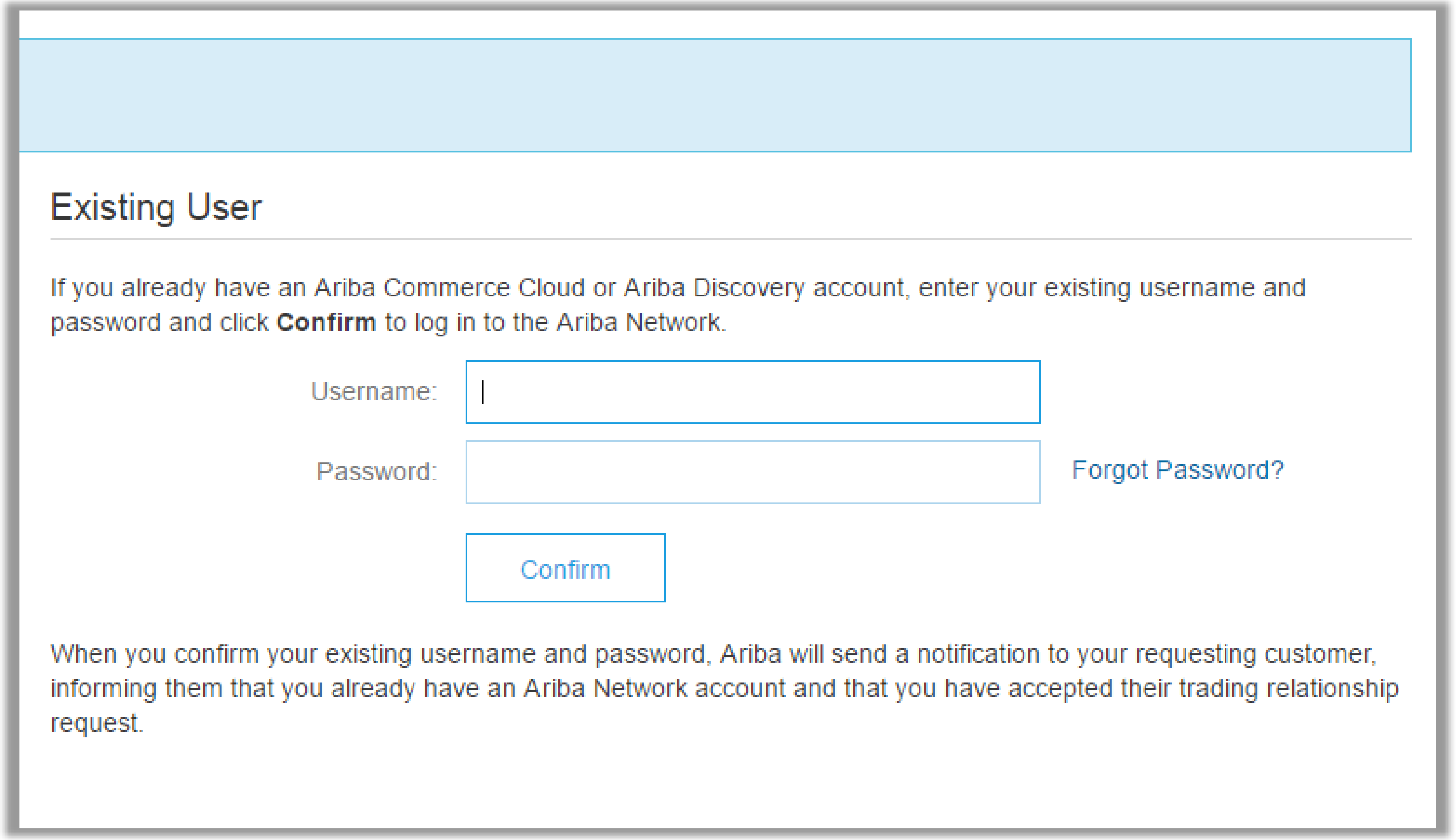
4. Add extra information (TAX ID)
5. Accept the **Terms of Use** by checking the box.
6. Click **Register** to proceed to your home screen.





Accept Relationship as an Existing User

1. **Log in** using your current Ariba username and password to accept the relationship with your customer.



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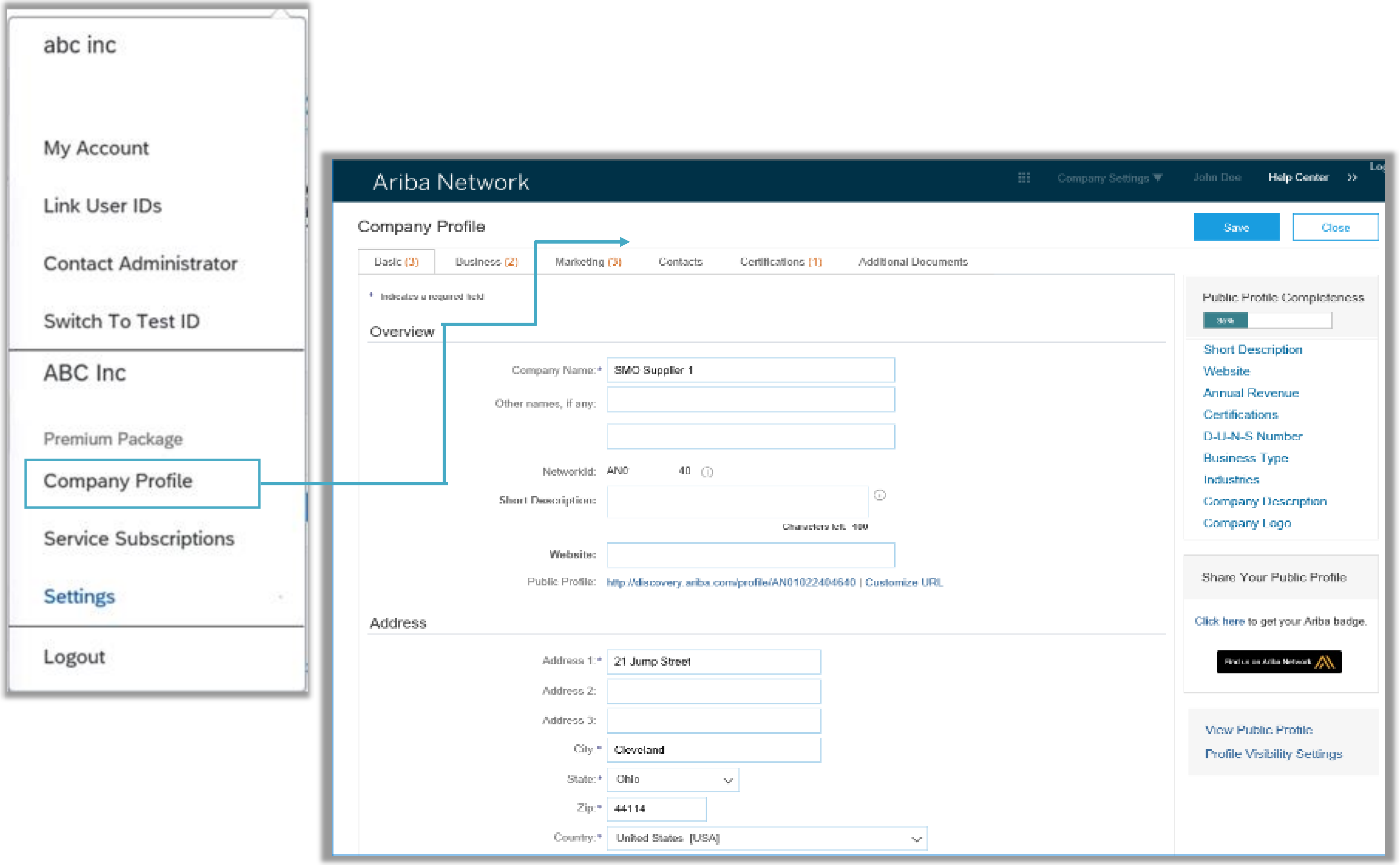
Complete Your Profile

1. Select Company Profile from the account dropdown menu.

2. Complete all suggested fields within the tabs to best represent your company.

3. Fill the Public Profile Completeness meter to 100% by filling in the information listed below it.



Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

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Configure Your Email Notifications

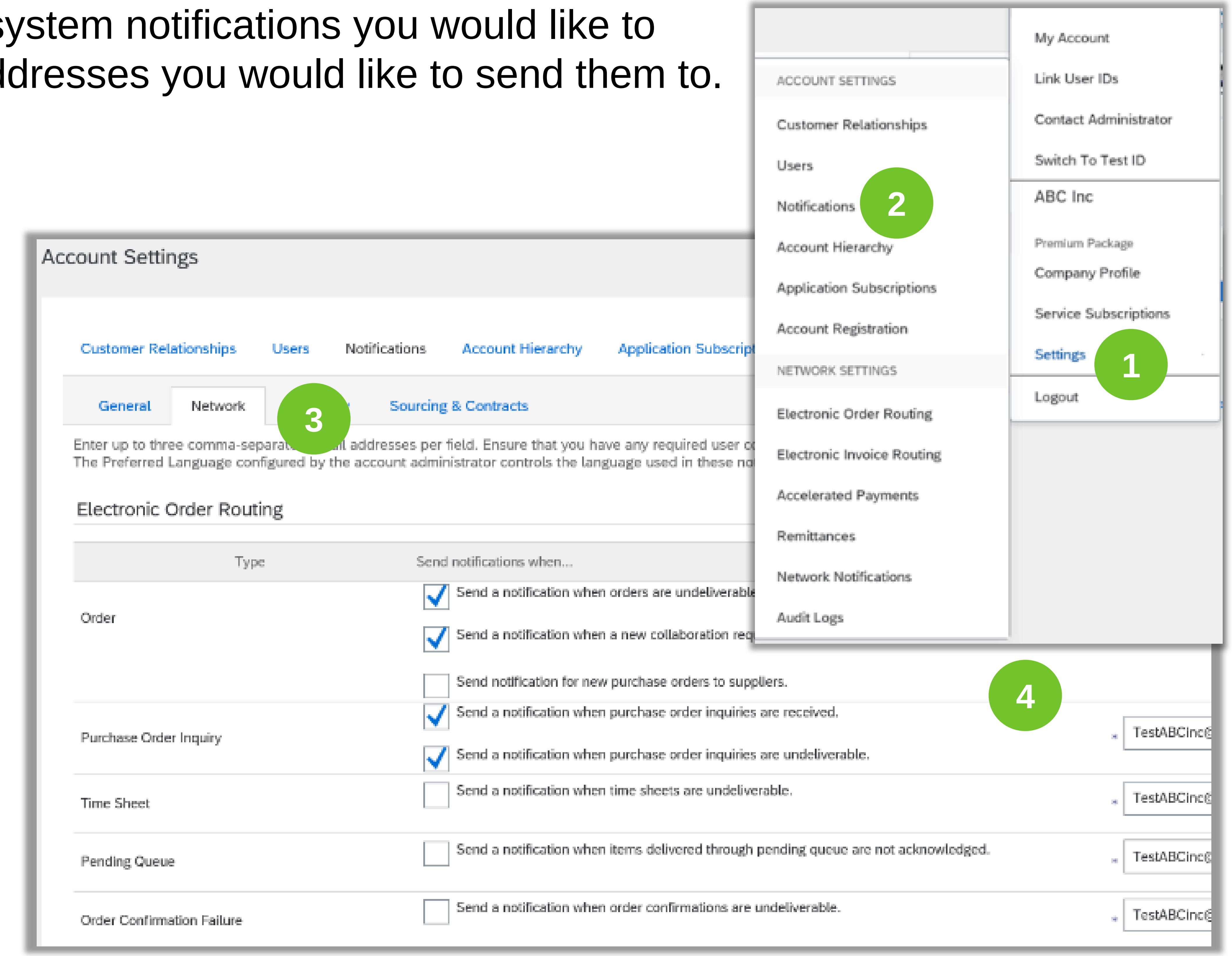
The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Select Settings** from the account dropdown menu.

2. **Click** on Notifications under Account Settings.

3. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.

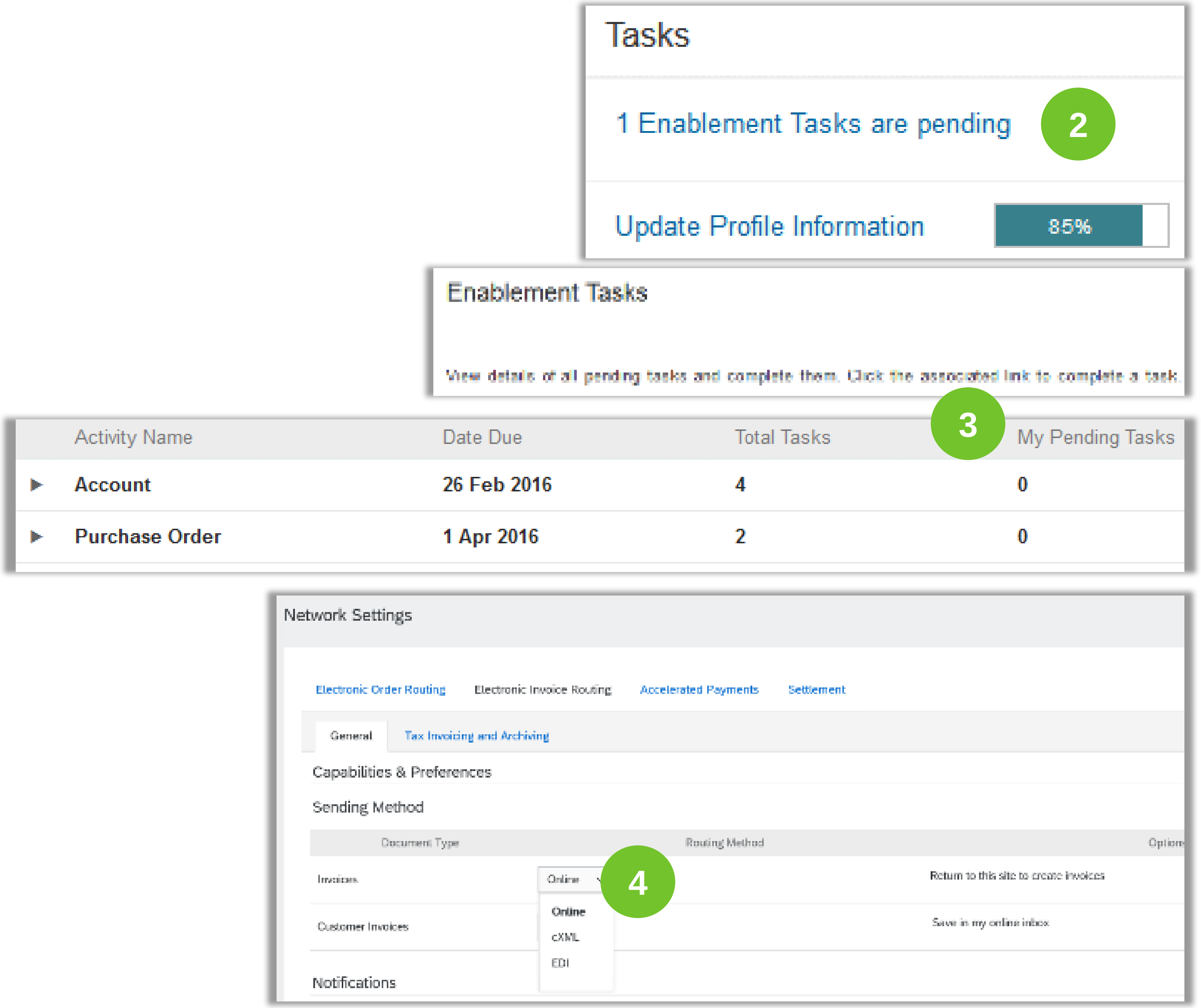
4. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.



Configure Your Enablement Tasks

1. **From** home screen, select the Enablement Tab.
2. **Click** on the Enablement Tasks are pending link.
3. **Select** necessary pending tasks for completion.
4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic

Note: There may be times you see a pending task for your customer. This will not go away until your customer completes it.



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Route Your Purchase Orders

Method Details

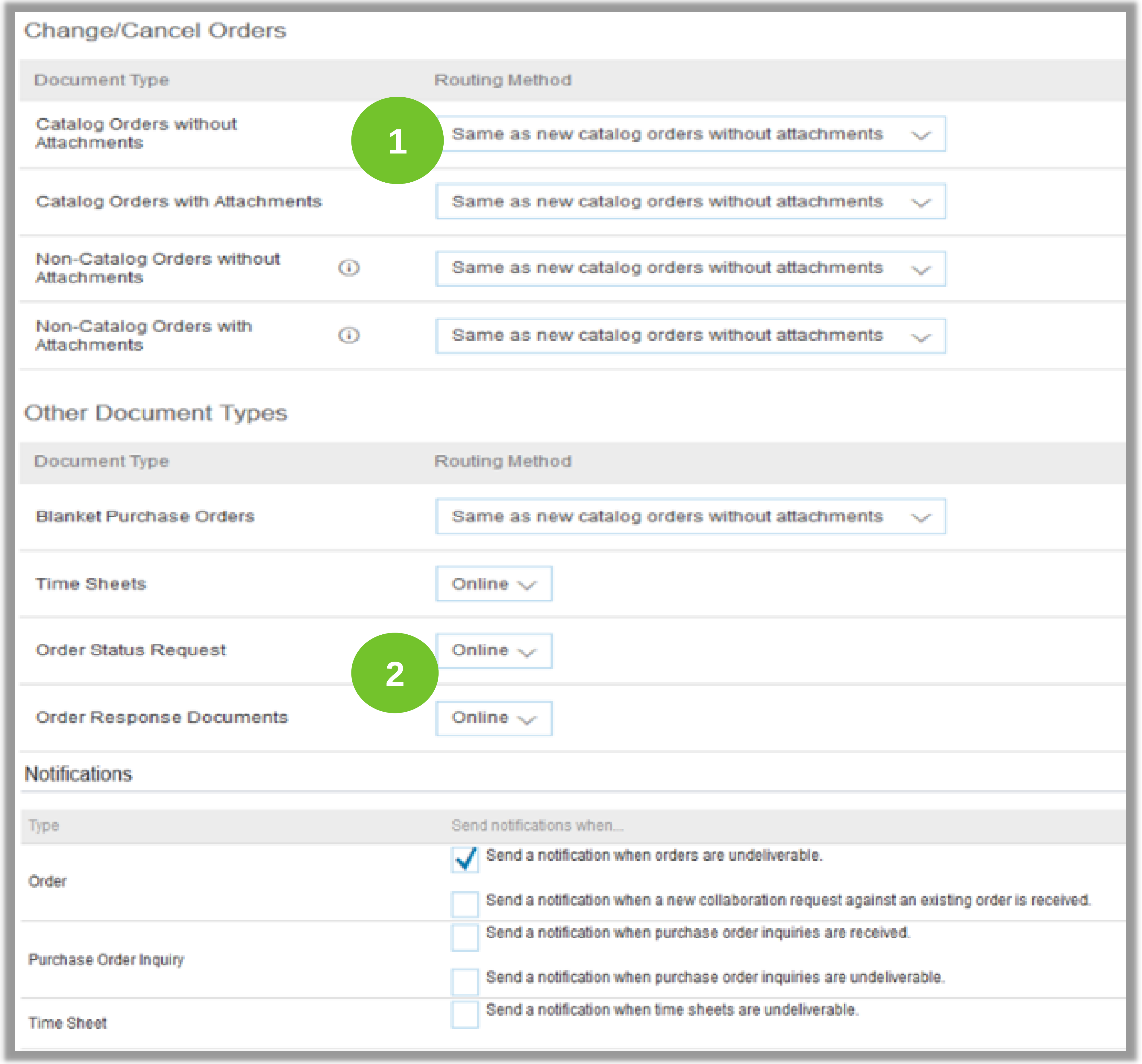
- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact your Ariba enablement team to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method

Notifications

1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.

2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).



Select Electronic Invoice Routing Method

Methods and Tax Details

1. Select **Settings** from the account dropdown menu.

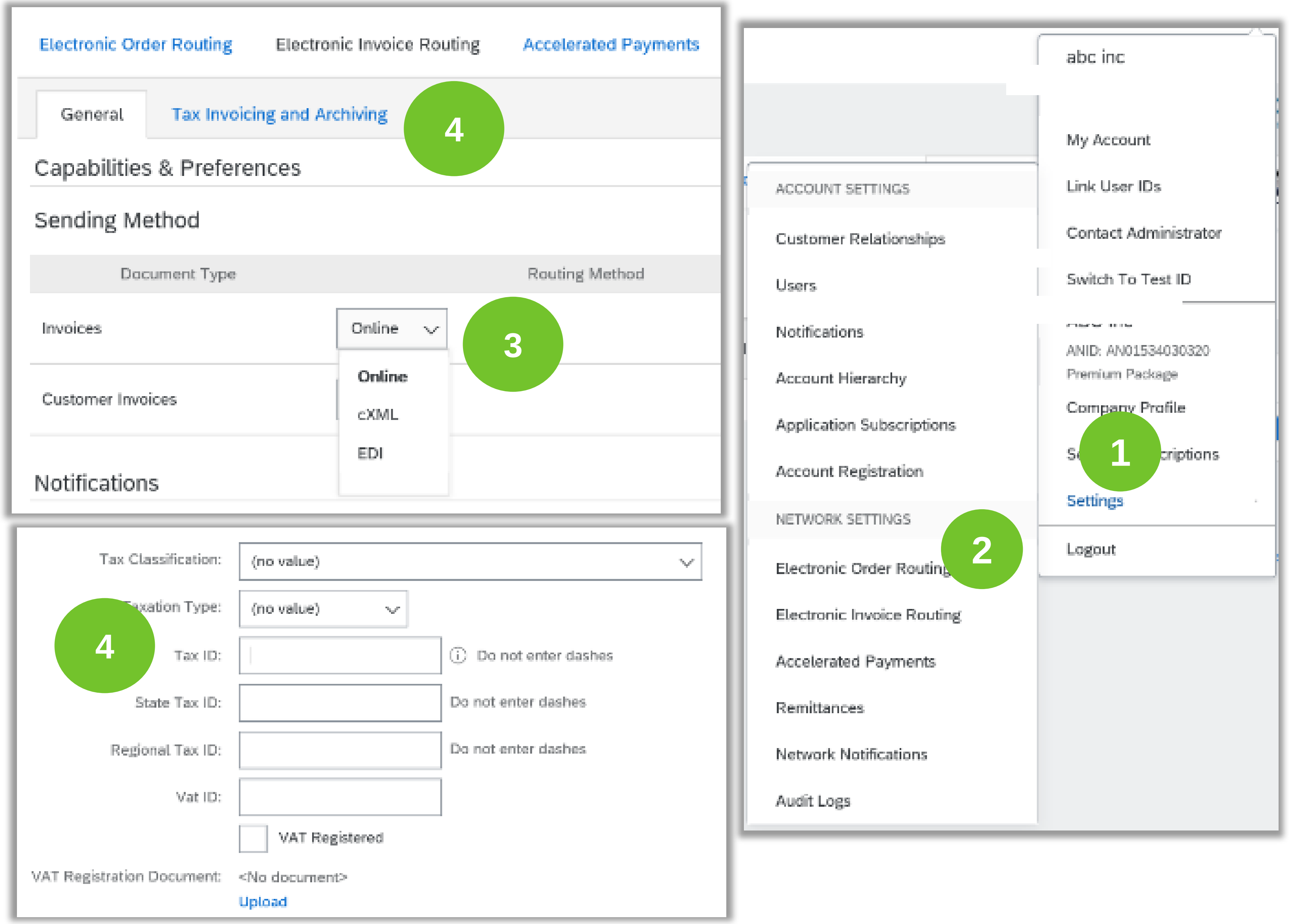
2. Select Electronic Invoice Routing under the Network Settings

3. Choose one of the following methods for Electronic Invoice Routing:

- **Online**;
- CXML - only for MEX
- EDI - Only if you are an integrated supplier.

It is recommended to configure Notifications to email (the same way as in Order Routing).

4. Click on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.



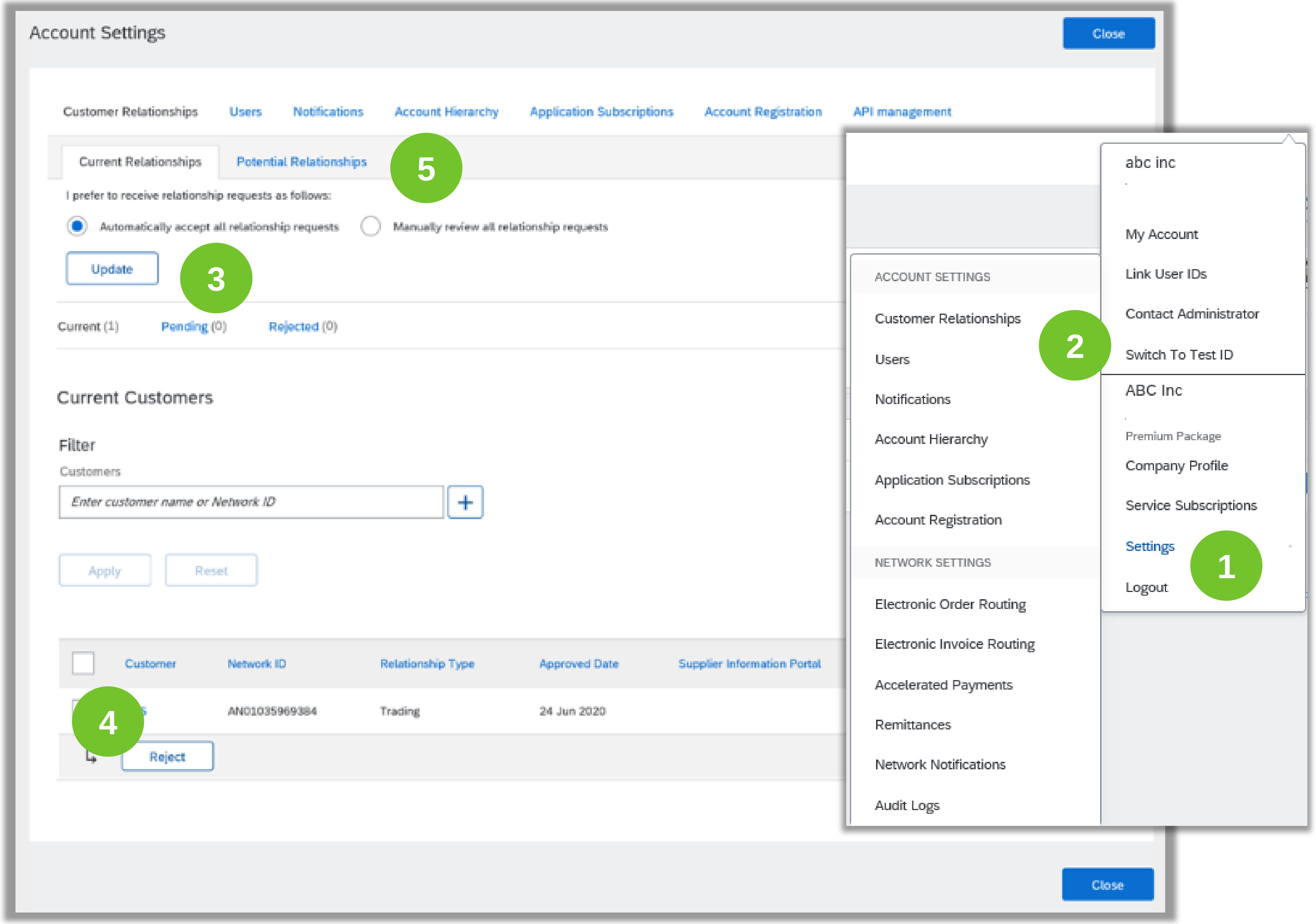
Remittance Information

Please **do not** maintain any Remittance information in ARIBA Network since it is not connected with AES systems.
To update/create remittance information, please go follow the current process

Review Your Relationships

Current and Potential

1. **Select** Settings from the Account dropdown menu.
2. **Click** on the Customer Relationships link in the **Account Settings** menu.
3. **Choose** to accept customer relationships either automatically or manually.
4. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
5. **Find** potential customers in Potential Relationships tab.



Setup User Accounts

Roles and Permission Details

Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user’s actual job responsibilities
- Can access all or only specific customers assigned by Administrator

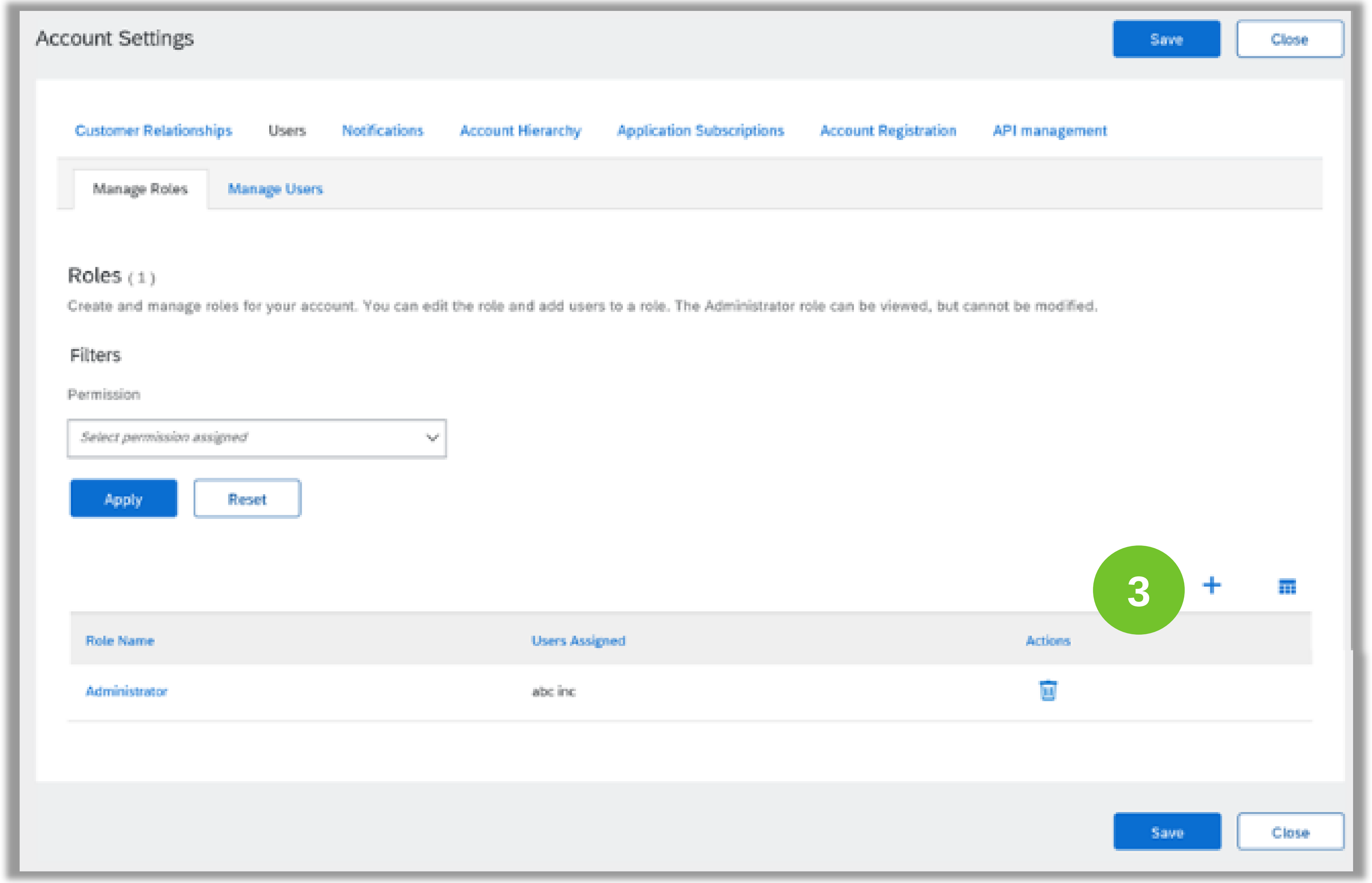
Setup User Accounts

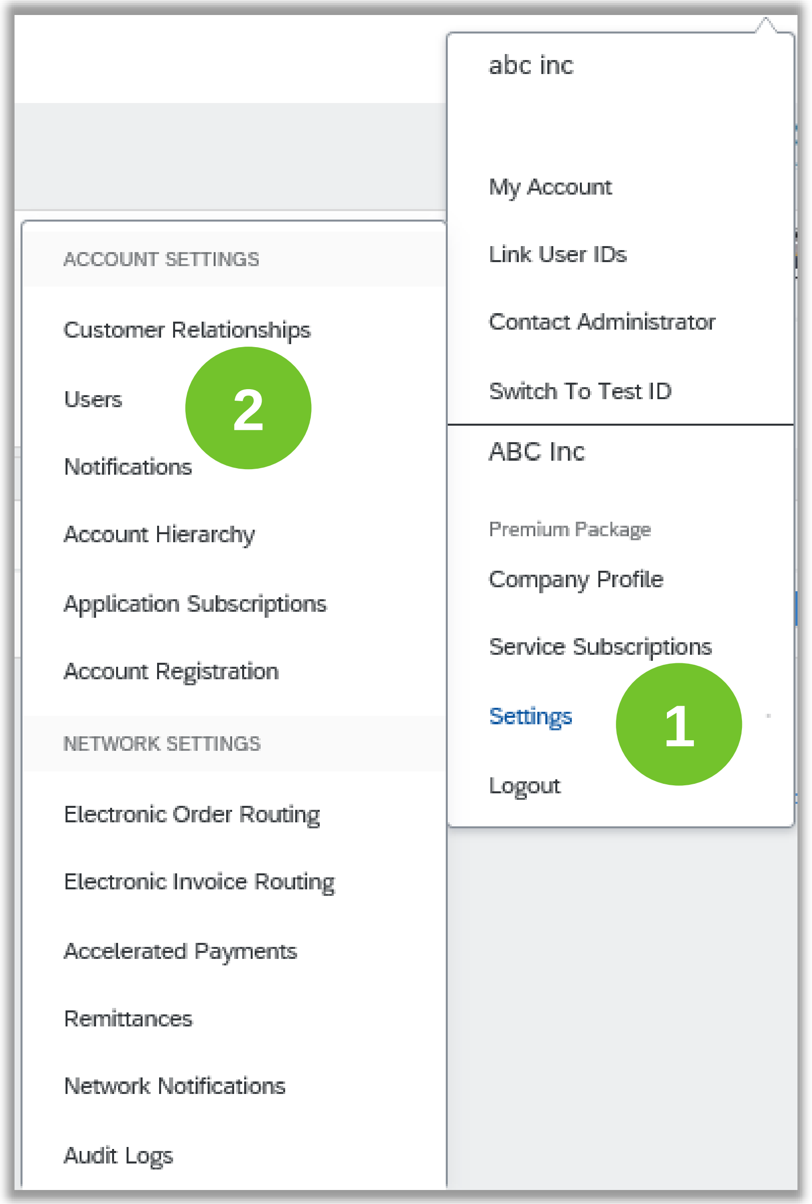
Create Roles and Users (Administrator Only)

1. Select Settings from the Account dropdown menu.

2. Click on the Users tab on the **Account Settings** menu. The Users page will load.

3. Click on the Plus "+" button in the Manage User Roles section and





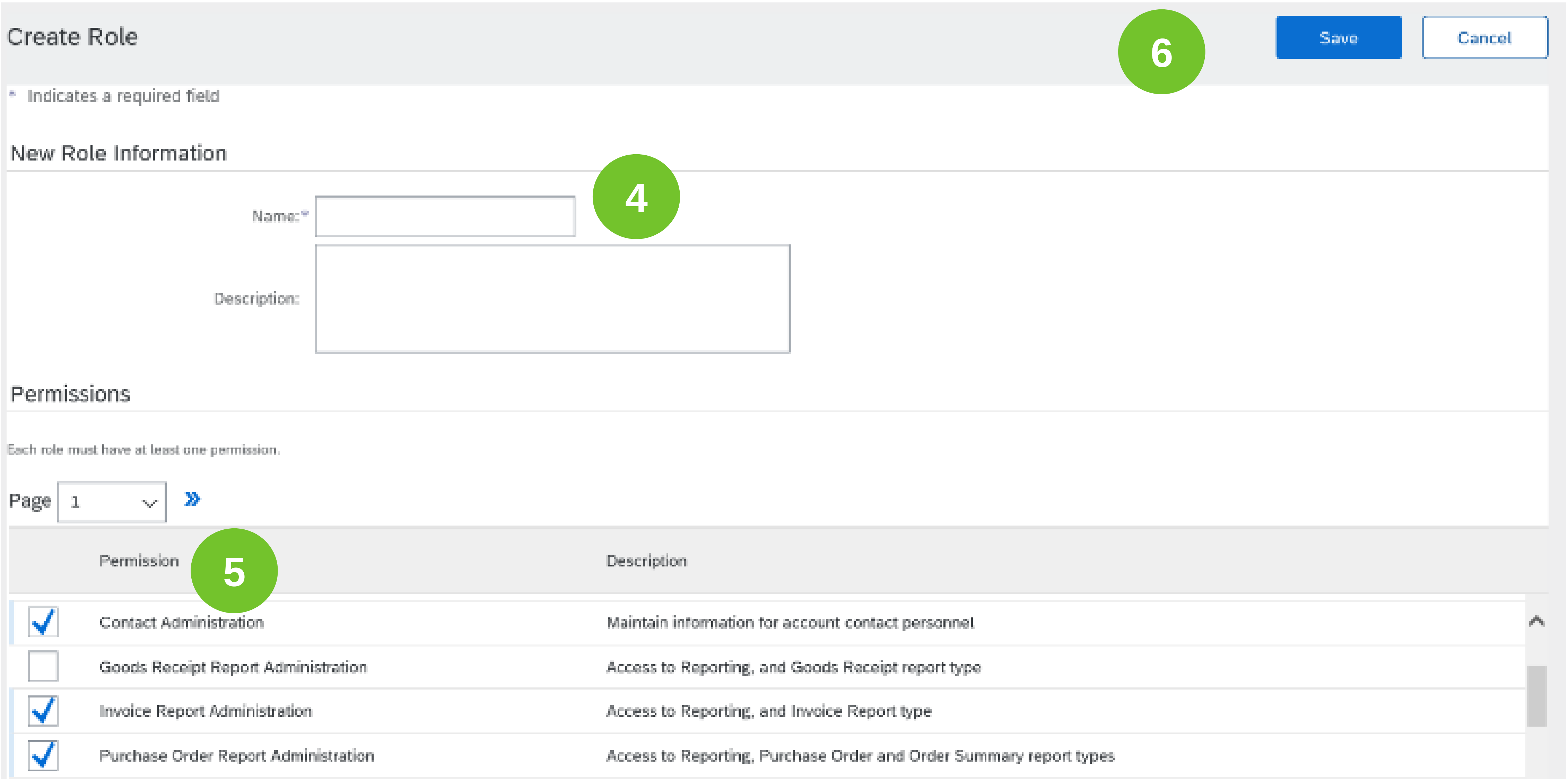
Setup User Accounts

Create Roles and Users (Administrator Only)

4. Type in the Name and a Description for the Role.

5. 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.

6. Save



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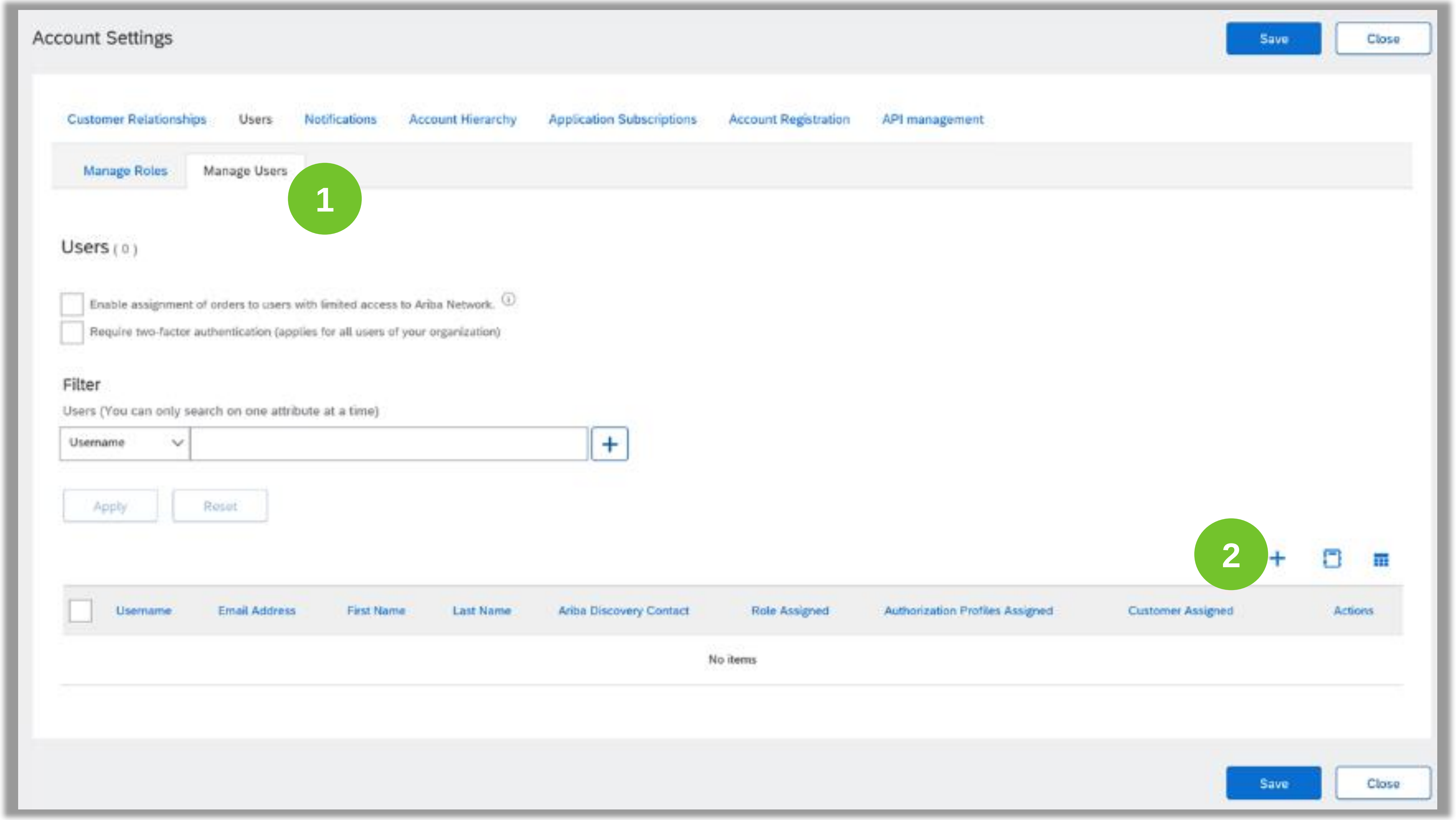
Setup User Accounts

Create Roles and Users
 (Administrator Only)

1. **To Create** a User Click on Manage Users button
2. **Click** on the Plus "+" button



Setup User Accounts

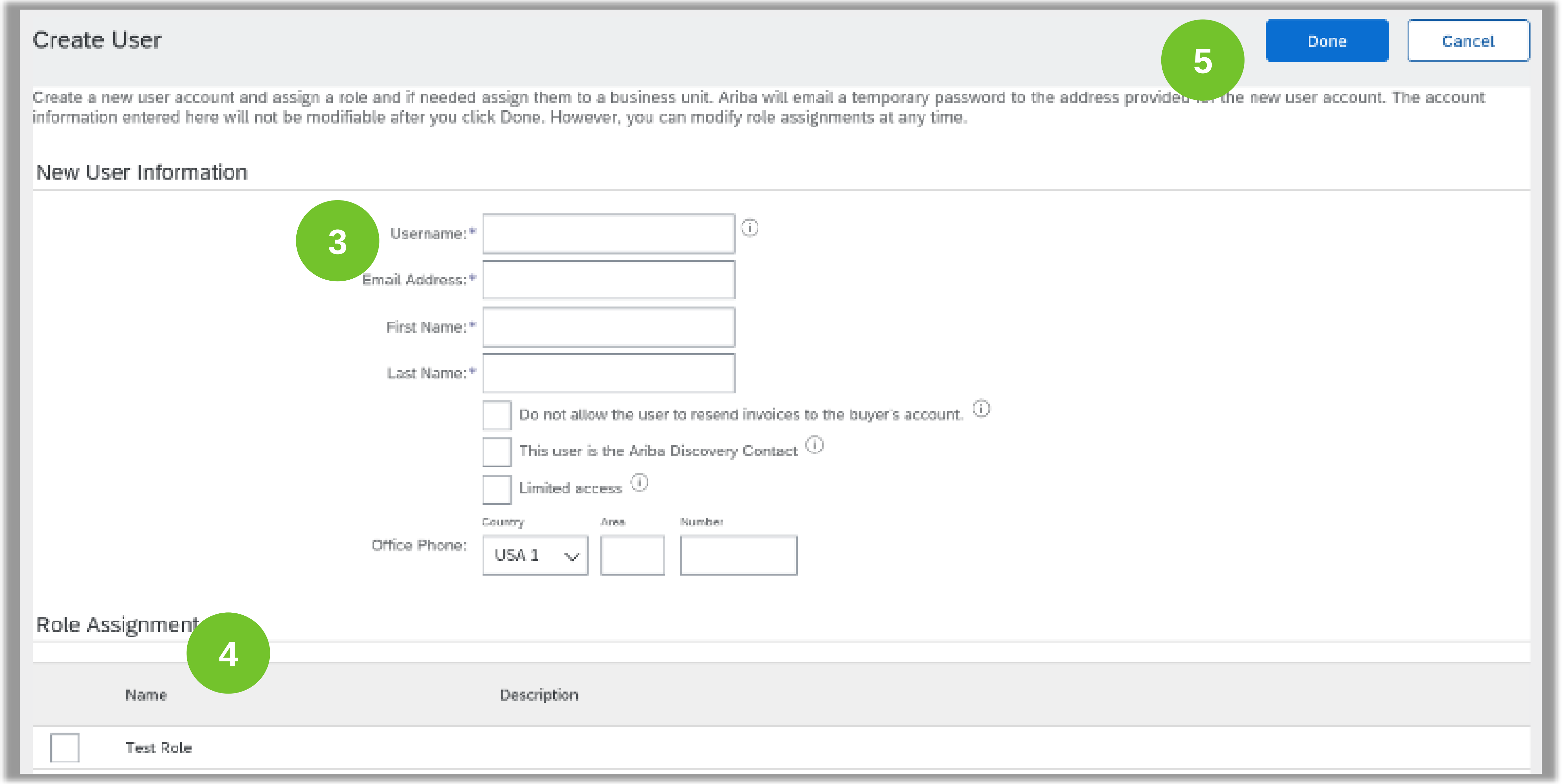
Create Roles and Users

(Administrator Only)

3. Add all relevant information about the user including name and contact info.

4. Select a role in the Role Assignment section as corresponding.

5. Click on Done.



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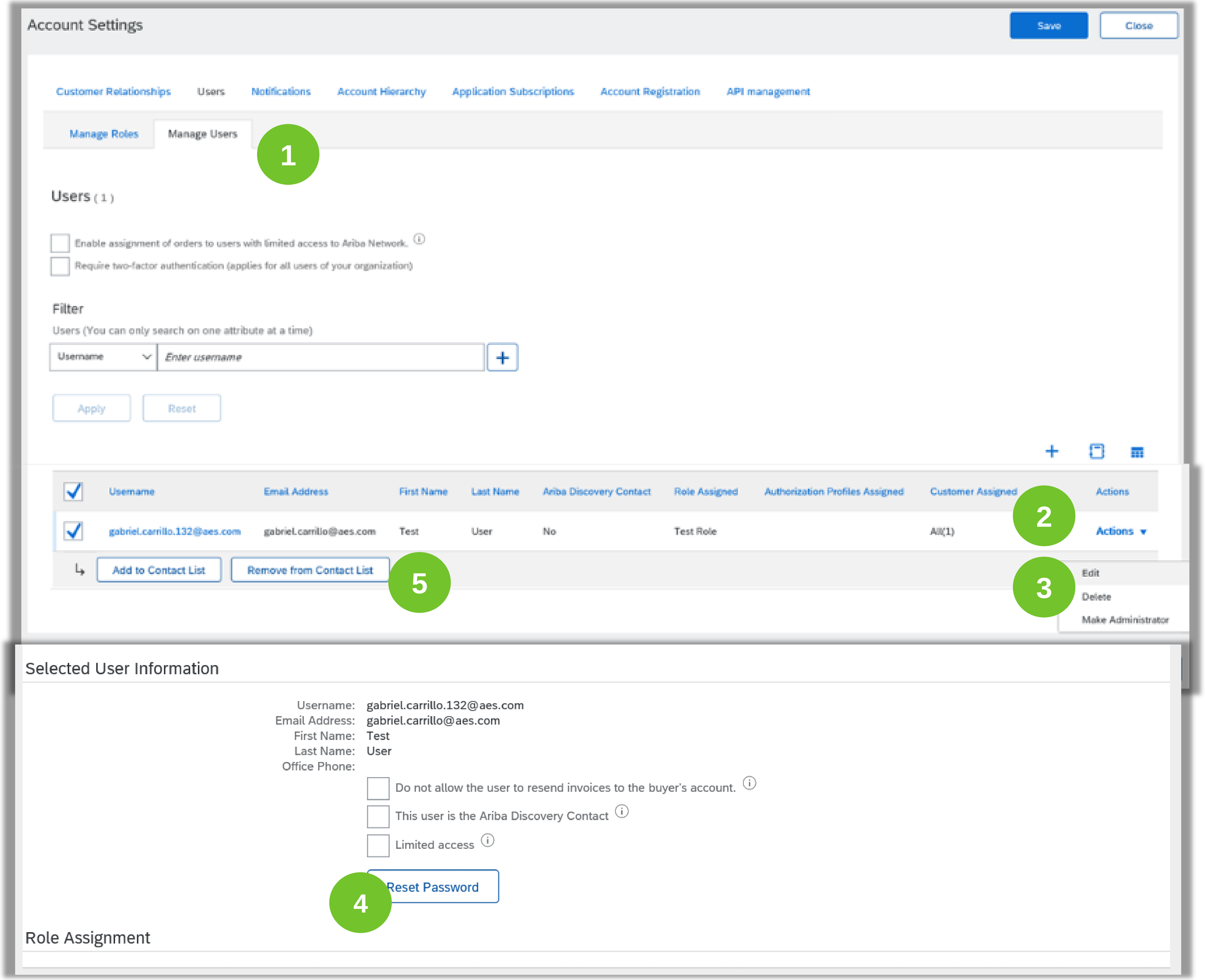
Setup User Accounts

Modify User Accounts (Administrator Only)

1. **Click** on the Manage Users tab.
2. **Click** on the Actions
3. **Click** on Edit for the selected user.
4. **Click** on the Reset Password Button to reset the password of the user.
5. **Other options:**
   - Delete User
   - Add to Contact List
   - Remove from Contact List
   - Make Administrator



Enhanced User Account Functionality

1. Click on your name in top right corner, to access the User Account Navigator. It enables you to:

- Quickly access your personal user account information and settings
- Link your multiple user accounts
- Contact Administrator Information
- Switch to your test account

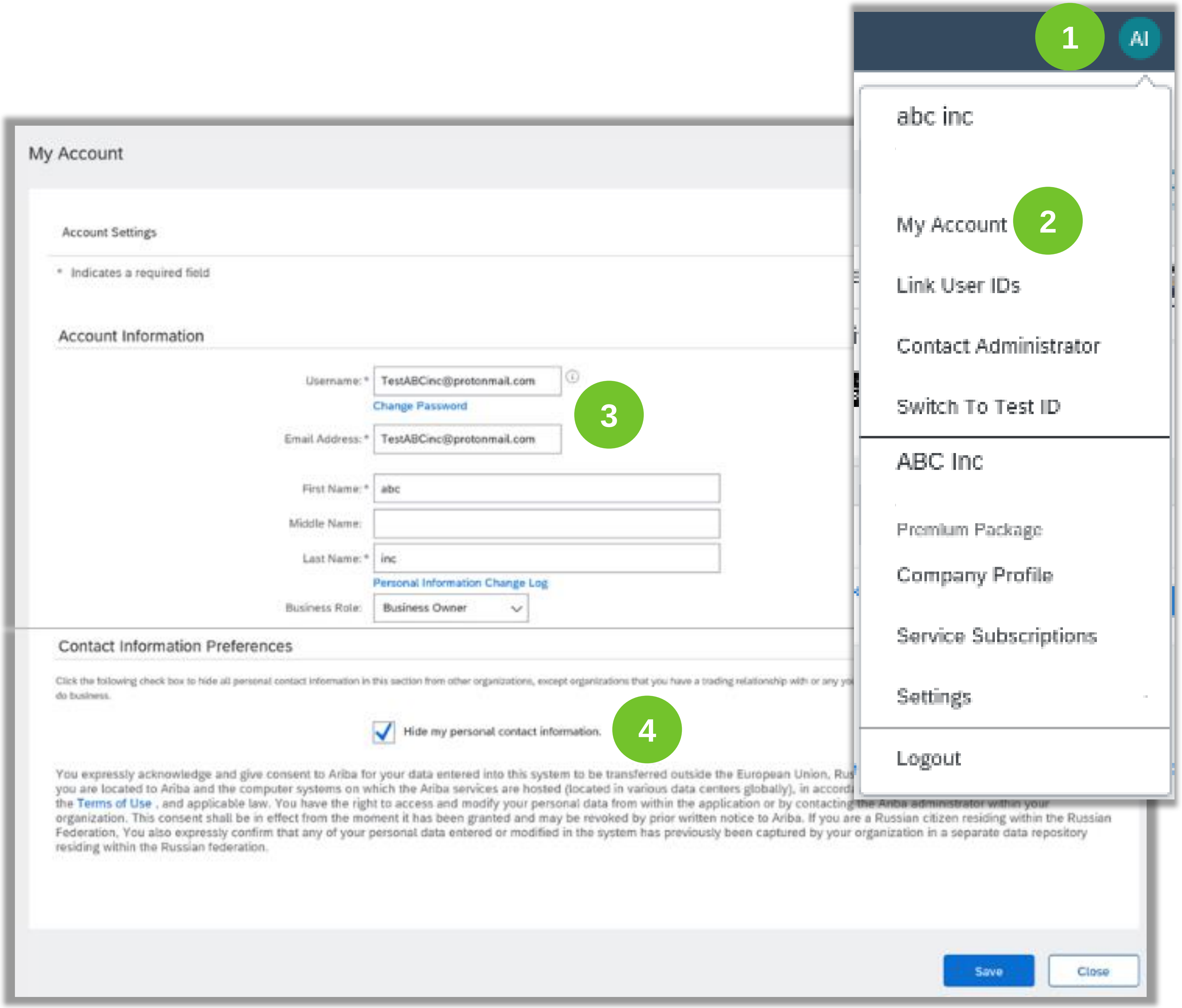
After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

2. Click on My Account to view your user settings.

3. Click Complete or update all required fields marked by an asterisk.

Note: If you change username or password, remember to use it at your next login.

4. Hide personal information if necessary, by checking the box in the Contact Information Preferences section.



Link Accounts Via an Account Hierarchy

Linkage between individual accounts for account management purposes

The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

Create an Account Hierarchy

Select Settings from the Account dropdown menu

2. Click Account Hierarchy.

3. To add child accounts click on Link Accounts.

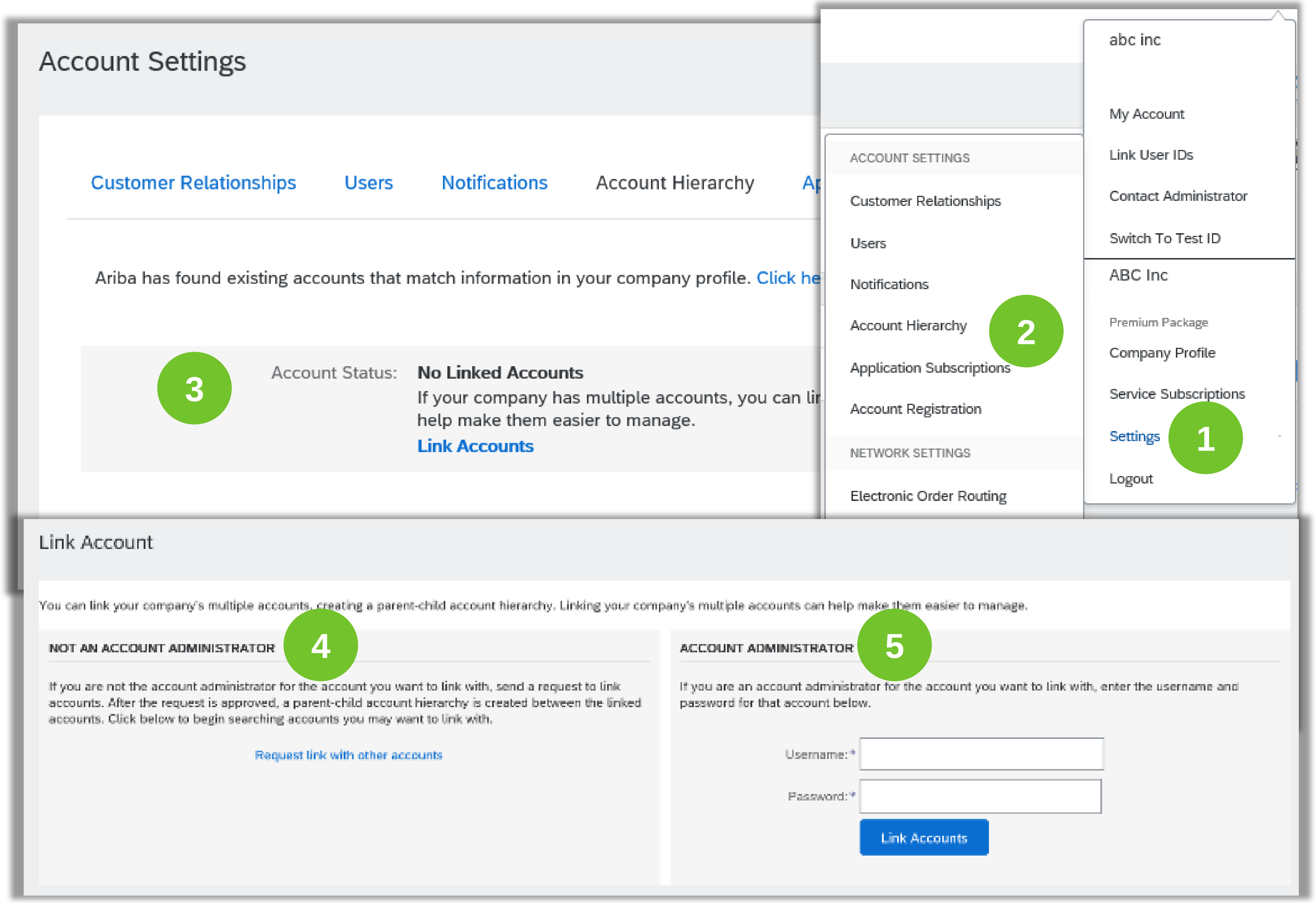
3. The Network will detect if there is an existing account with corresponding information.

4. On the next page log in if you are the Administrator of the account.

Note: If you are not the Administrator of the account, you can send a request as a ‘Non Administrator’ to the Administrator through an online form.

5. Once the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.

Note: This functionality is also available for the Ariba Sourcing Module



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Set Up a Test Account

To set up your Test Account, you need to be on the tabular view of your Ariba Network Production Account.

1. **Click** your name in top right corner
2. **Select** Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.
5. Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.
   Note: Test account transactions are free of charge.
6. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix "-T" appended to your Ariba Network ID (ANID).