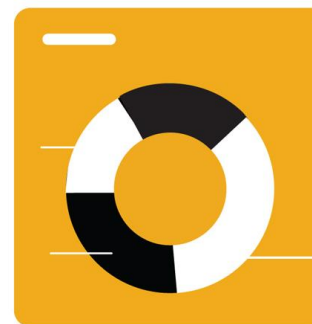
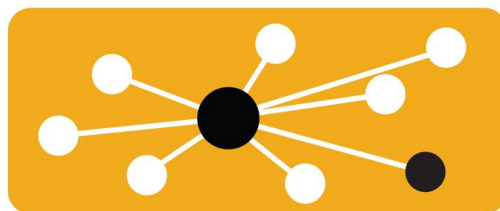


# Ariba® Network Quick Start Guide



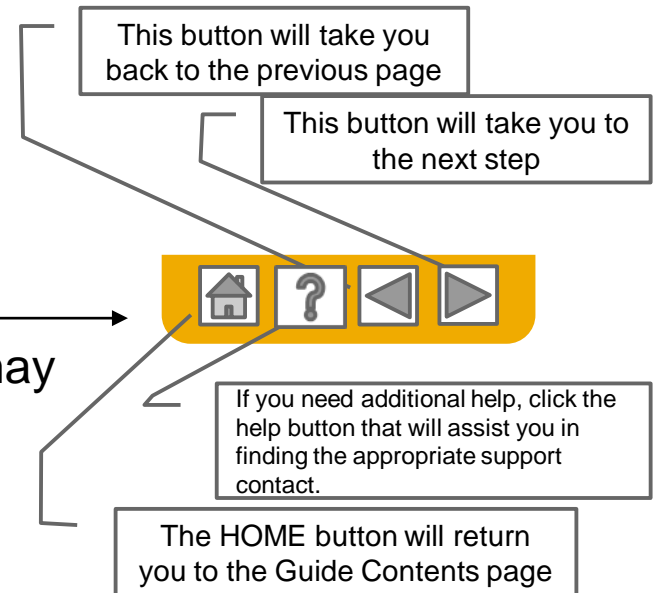
**SAP Ariba** 

# Using This Guide

The purpose of this guide is to help suppliers understand a basic overview to getting started on Ariba Network.

You may navigate this guide by:

- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics
- Using the bookmark panel to the left

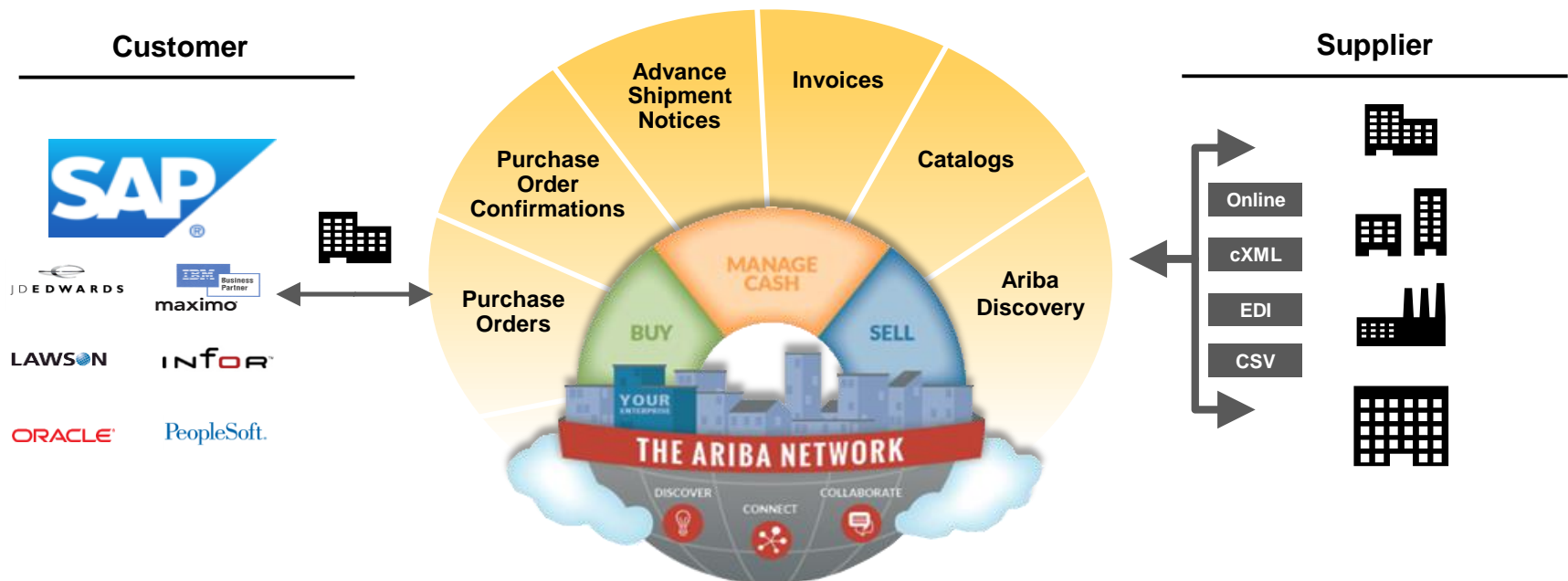


Tabs in the lower left corner link out to our Community Support pages. Look for these to answer your most common questions.



# SAP Ariba is the leading business network

Your customer has selected Ariba as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join the Ariba Network and start transacting electronically with them.



# SAP Ariba can help you...



## **Collaborate immediately with all trading partners**

- Immediate access to online invoice creation tool
- Automation and catalog posting for your buyers in <8 weeks



## **Turn paper into efficient electronic transactions**

- 75% faster deal closure
- 75% order processing productivity gains via cXML
- 80% increase in order accuracy through PunchOut



## **Catch errors and correct them – before they even happen**

- 64% reduction in manual intervention



## **Track invoice and payment status online in real time and accelerate receivables**

- 62% decrease in late payments
- 68% improvement in reconciling payments

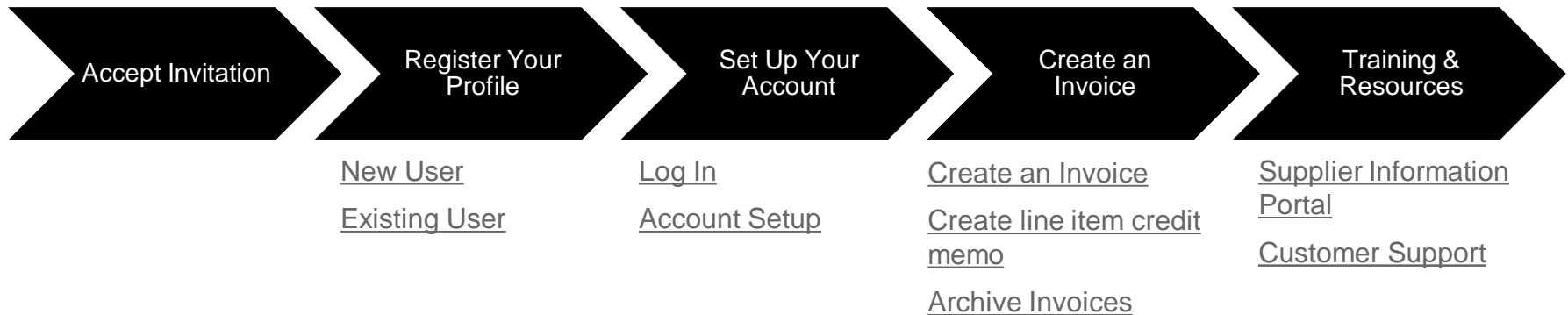


## **See opportunities you're missing and have the ability to trade globally**

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

# HOME: Get Started

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# 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.

See <http://www.ariba.com/supplier/suppliernetwork/> for more information about the Ariba Network capabilities.

WHAT DO I DO IF I HAVE QUESTIONS

For general and frequently asked questions about the Ariba Network, [click here](#).

View additional information about ANQA testing account, Inc. in the [Supplier Information Portal](#) After you have established the trading relationship, you can continue to access ANQA testing account, Inc.'s supplier information portal from your Ariba Network account.

For specific questions related to your Ariba Network trading relationship with ANQA testing account, Inc., [click here](#) to submit your questions directly to them.

ACTION REQUIRED

If you are the account administrator or if you want to register a new account on the Ariba Network, proceed to click the following link. Registering and/or setting up the trading relationship with ANQA testing account, Inc. takes only a few minutes. There is no charge to register, and basic membership is free. Potential fees may apply based on transaction volumes.

➞ [Click here to proceed](#)  
(This will inform us that you have started the activation process)

NOTES:

- This invitation link allows you to create a new Ariba Network account or use an existing

# Select one...

First Time User

Existing User

Ariba Network

Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

Register Now

[I have further questions for my requesting customer](#)

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

Confirm

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

# Register as a New User

1. Select **Register Now**
2. Enter all fields marked required with an asterisk (\*) including:

- **Company Name**
- **Address**
- **City**
- **State**
- **Zip**

3. Fill in additional optional fields to help complete your profile.

- **Product and Service Categories**
- **Ship-To or Service Locations**
- **Tax ID**
- **DUNS Number**

4. Accept the **Terms of Use** by checking the box.
5. Click **Continue** to proceed to your home screen.

**Ariba Network**

Enter Your Ariba Commerce Cloud Information 5 [Continue](#) [Cancel](#)

Enter basic company information

\* Indicates a required field

Company Name: \*

Country: \* **United States [USA]** 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.

Address: \*

Line 1

Line 2

Line 3

City: \*

State: \* **Pennsylvania**

Zip: \*

Product and Service Categories:  [Add](#) -or- [Browse](#)

Ship-to or Service Locations:  [Add](#) -or- [Browse](#)

Tax ID:  Optional Enter your nine-digit Company Tax ID number.

DUNS Number:  Optional Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

2

3

# Log on to Ariba® Network

- ➔ Log in using your current Ariba username and password in order to accept the relationship with your customer.

## Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:  [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

[Trouble Logging In?](#)

# Set Up Your Account

1. From the Home Screen click the **Company Settings** menu dropdown.
2. Select **Electronic Order Routing** under **Network Settings**.
3. Choose one of the following routing methods for your purchase orders:
  - **Email (recommended)**
  - **Online**
  - **cXML** (currently not supported for Cellnex)
  - **EDI** (currently not supported for Cellnex)
  - **cXML pending queue** (currently not supported for Cellnex)
4. Configure e-mail notifications.

## What else may be required?

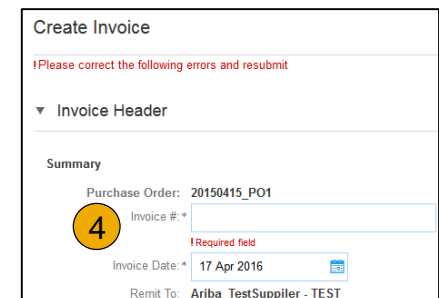
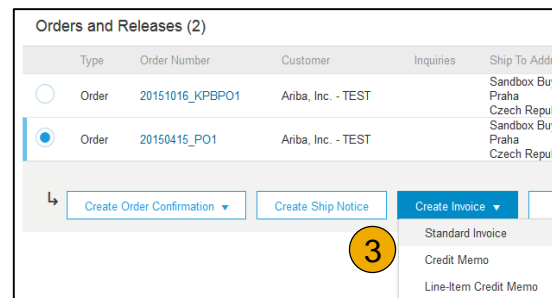
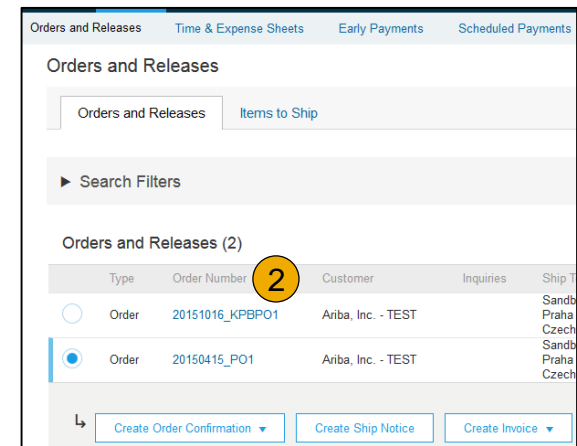
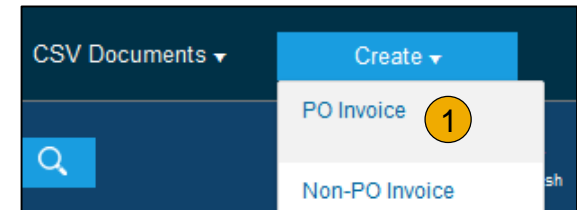
Any customer specific requirements will be communicated directly from your customer.

# Create an Invoice

To create a PO-Flip invoice\* (or an invoice derived from a PO that you received via Ariba Network):

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable.** Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to your customer.

\* In order to create an invoice, you must have a good receipt issued by Cellnex via Ariba Network



[Can't Find Your PO?](#)

# Create a Credit Memo

## Line Level Detail

To create a line level credit memo against an invoice:

1. **Select** the **OUTBOX** tab.
2. **Select** your previously created invoice.
3. **Click** the button on the Invoice screen for **Create Line-Item Credit Memo**.
4. **Complete** information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (\*) are filled in.
5. **Click Next**.
6. **Review** Credit Memo.
7. **Click Submit**.

**Ariba Network** (1)

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

**Invoices**

► Search Filters

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

(2) (3) Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

**Line Items** (4)

4 Line Items, 4 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

Line Item Actions Delete

Turn on Error Dump ☐ Hide/Show XML

(5) Update Exit Next

(6) Summary:

- Subtotal: \$-32.64 USD
- Total Tax: \$-2.28 USD
- Total Shipping: \$-12.00 USD
- Total Gross Amount: \$-46.92 USD
- Total Net Amount: \$-46.92 USD
- Amount Due: \$-46.92 USD

(7) Previous Submit Exit

# Archiving Invoices

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click **Start**.
  - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
  - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)

# Customer Support

## Supplier Support During Deployment



### Ariba Network Registration or Configuration Support

- Registration, Supplier Fees, Account configuration click [here](#).
- For issues with accessing your supplier account, click [here](#).



### Enablement Business Process Support

- For business related questions, write an email to Cellnex. at [Suppliers.ariba@cellnextelecom.com](mailto:Suppliers.ariba@cellnextelecom.com).



### Supplier Information Portal

- Connect to Cellnex Supplier Portal clicking [here](#).

## Supplier Support Post Go-Live



### Global Customer Support

Use the Help Center directly from your Ariba Network Account.

# Other Useful Resources

## General Information about the Ariba Network



Click [here](#) to learn what is Ariba Network for suppliers.



Click on the relevant language for you [here \(ENG\)](#) or [here \(ESP\)](#) to learn more about how much does it cost using Ariba Network.



Do you want to know how much it will cost you to transact with your customers with an Enterprise account? Click this [link](#) to use our wizard and make an estimation.



Ariba Network for supplier - Check the video at this [link](#) to learn more about your Ariba Network account and how to use it.



TRR and account configuration - Check the video at this [link \(ENG\)](#) or this [link \(ESP\)](#) to learn how to accept a TRR and how configure your account for PO and invoice notification.