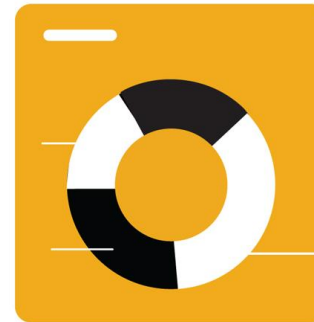
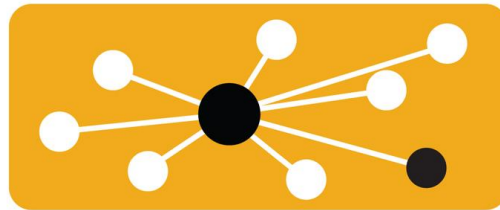
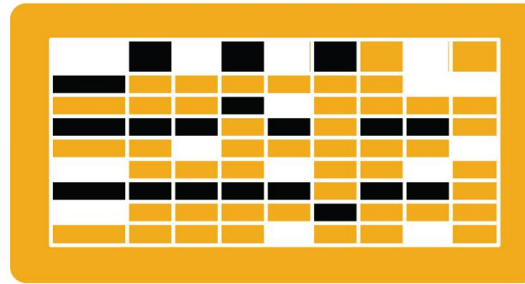


Ariba® Network Quick Start Guide

Lilly

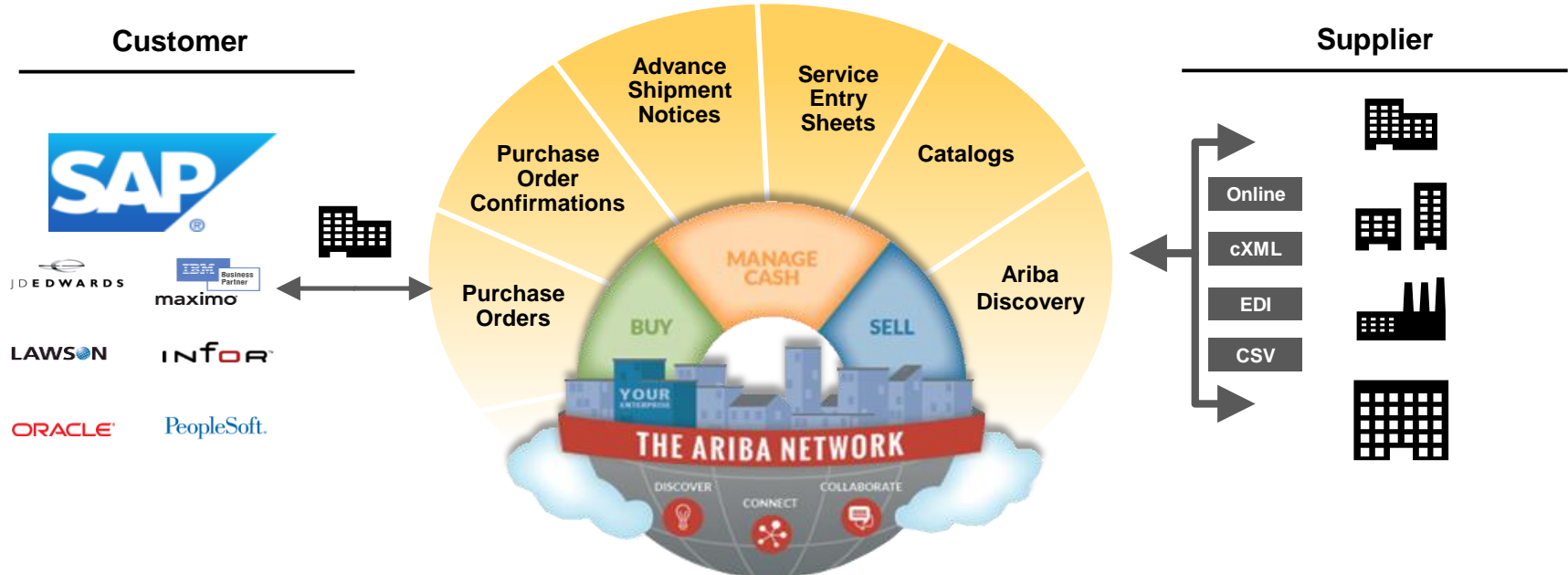


SAP Ariba 

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?

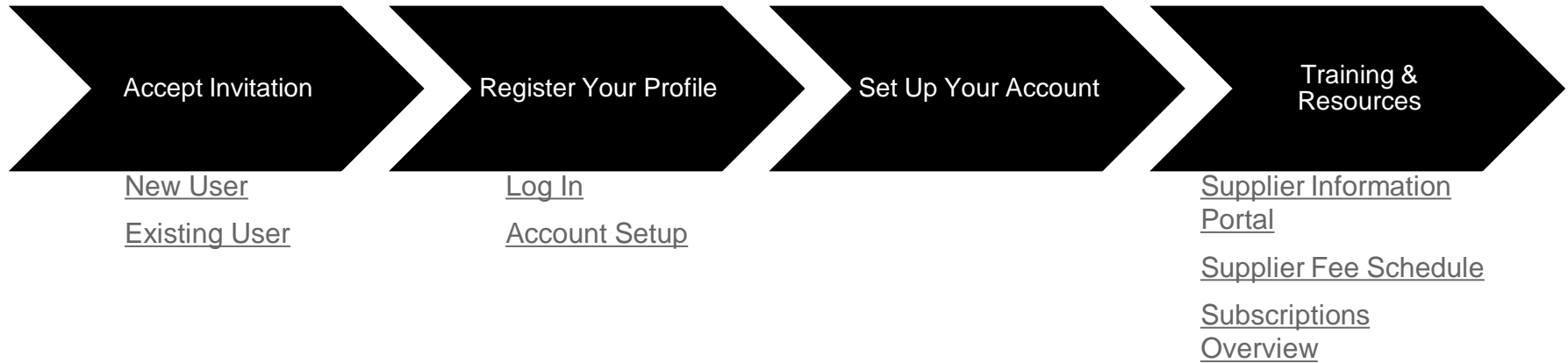
- 62% decrease in late payments
- 68% improvement in reconciling payments



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



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.

A screenshot of an email invitation from Ariba Network. The email content is as follows:

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

The link "➔ Click here to proceed" is circled in orange in the original image.

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](#)

[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.

The screenshot shows the 'Ariba Network' registration page titled 'Enter Your Ariba Commerce Cloud Information'. It includes a 'Continue' button (callout 5) and a 'Cancel' button. The form is divided into sections: 'Enter basic company information' and 'Enter additional company information'. The 'Enter basic company information' section includes fields for 'Company Name' (callout 2), 'Country' (set to 'United States [USA]'), 'Address' (with 'Line 1', 'Line 2', and 'Line 3' sub-fields), 'City', 'State' (set to 'Pennsylvania'), and 'Zip'. The 'Enter additional company information' section includes fields for 'Product and Service Categories' (callout 3), 'Ship-to or Service Locations', 'Tax ID' (Optional), and 'DUNS Number' (Optional). Each of these additional fields has an 'Add' button and a '-or- Browse' link. A note on the right side of the form states: '* Indicates a required field'. A larger note on the right side of the form states: '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.'

Log on to Ariba® Network



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

A screenshot of the Ariba Network login interface. At the top is a light blue header bar. Below it, the section is titled "Existing User". A paragraph of text reads: "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." Below this text are two input fields: "Username:" followed by a text box containing a single vertical bar, and "Password:" followed by a text box. To the right of the password box is a blue link that says "Forgot Password?". Below the input fields is a blue button labeled "Confirm". At the bottom of the form, a paragraph of text reads: "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:
 - **Online**
 - **cXML**
 - **EDI**
 - **Email**
 - **Fax**
 - **cXML pending queue** (available for Order routing only)
4. Configure e-mail notifications.

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <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".

Email address:

Save Close

What else may be required?

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

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

View All

Training and Resources

Supplier Information Portal



1. Select the name of your company in the top right corner and then click the **Customer Relationships** link.
2. Select the **buyer name** to view transactional rules:
The **Customer Invoice Rules** determine what you can enter when you create invoices.
3. Select **Supplier Information Portal** to view documents provided by your buyer.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

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
L Approve Reject

Current

Customer
<input type="checkbox"/> Ariba Inc. Supplier Information Portal
<input type="checkbox"/> Pouliot Industries
L Reject

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

[Company Profile](#)
[Service Subscriptions](#)
[Account Settings](#)
[Customer Relationships](#)
[Users](#)
[Notifications](#)
[Account Hierarchy](#)
[View All](#)
[Network Settings](#)
[Electronic Order Routing](#)
[Electronic Invoice Routing](#)
[Accelerated Payments](#)
[Remittances](#)
[Network Notifications](#)



Thank You

