

Ariba Network Quick Start Guide

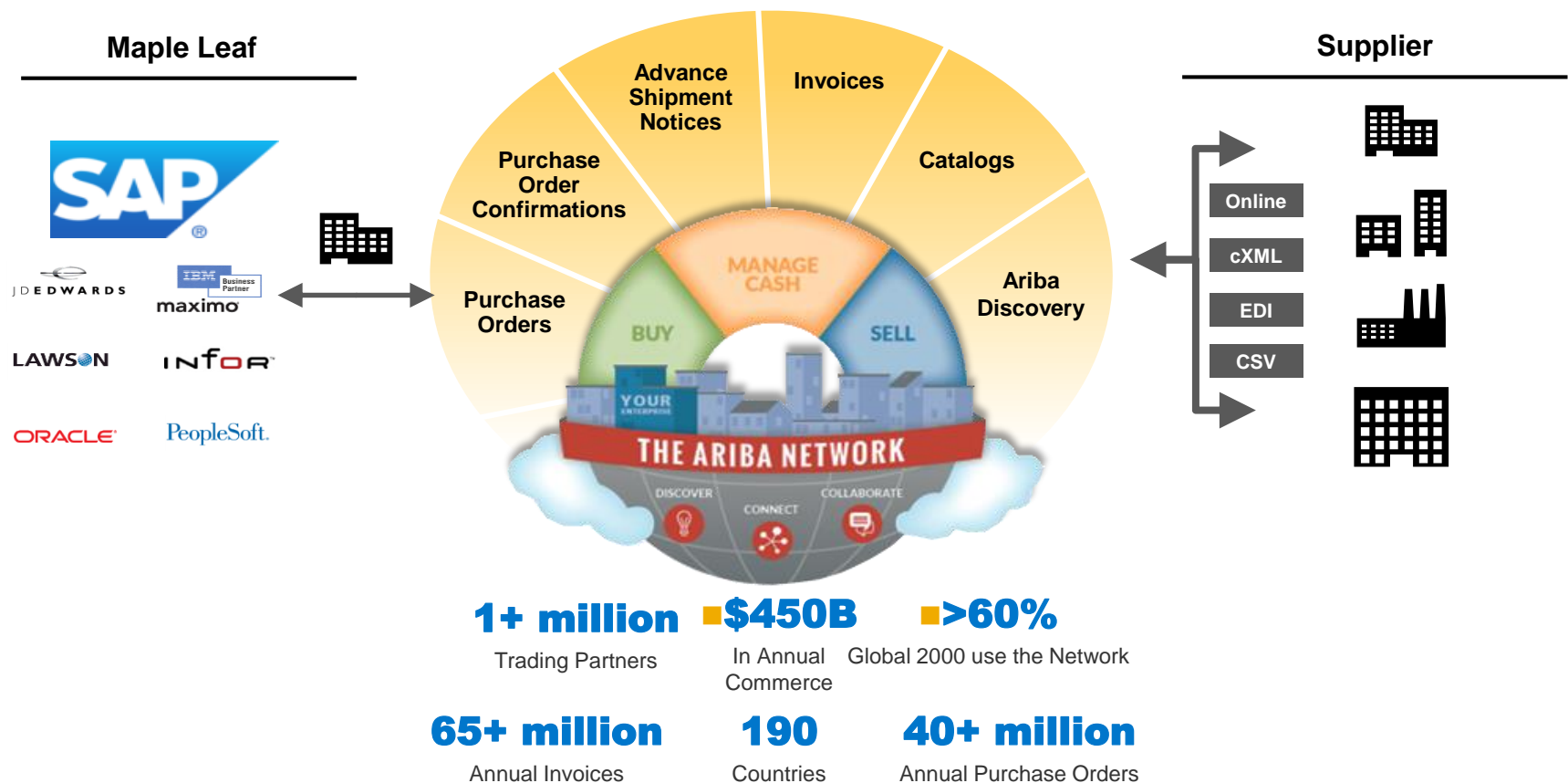


Content

- 1. Ariba Network Overview**
- 2. Ariba Network Benefits**
- 3. Ariba Network Value and Supplier Fees**
- 4. Getting Started**
 - I. Registration Process
 - II. Account Configuration
 - III. Invoice Creation
 - IV. Invoice Archiving
 - V. Maple Leaf Supported Documents
- 5. Ariba Network Support**

Ariba Network is the leading business network

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



Using your existing systems, what if you could...



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

Subscription offerings for Ariba Network sellers

Differentiate – Grow – Automate

Standard



Continues our see-value-first model providing a no-cost service for occasional transactors and suppliers just getting started

Select



Helps sellers differentiate and build stronger customer relationships with catalog-driven collaborative commerce

Premier



Offers expanded technical support and white-glove services to drive sellers to embrace automation and online channels

Enterprise



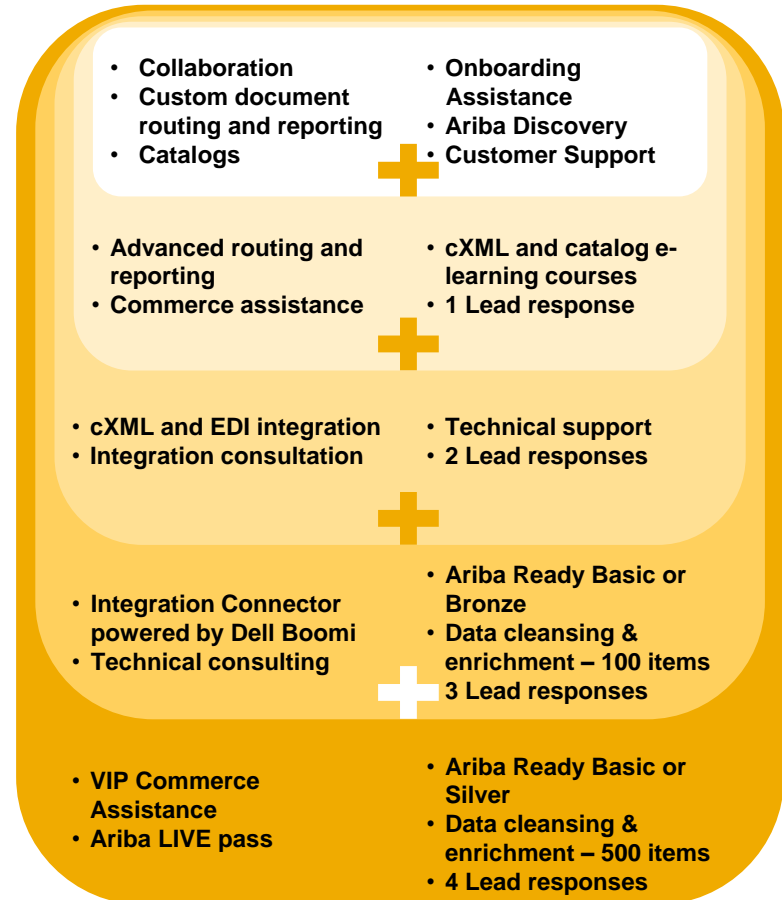
Delivers complete collaborative commerce optimization – bundles of tools, services, and support for sellers utilizing Ariba as a multi-million dollar channel

Enterprise Plus



Optimizes the \$10M+ Ariba channel with automation, catalog and networking opportunities for highest-volume sellers

Included features and functionalities








Detailed comparison is available on our [webpage](#) or [datasheet](#).

The Ariba Supplier Membership Program

USD

Helping Sellers to Differentiate – Grow – Automate

Network Transaction Service Fees		
Annual Volume Per Customer Relationship		Fees
< \$50K or < 5 documents*		None
\$50K to < \$12.9M and 5+ documents		0.155% of total volume
\$12.9M+ and 5+ documents**		\$20,000 annual cap
Plus		
Subscription Fees		
Annual Volume Across <u>All</u> Customer Relationships	Subscription	Annual Fee
< \$50K or < 5 documents sent*	Standard 	None
\$50K to < \$250K and 5+ documents	Select 	\$50
\$250K to < \$1M and 5+ documents	Premier 	\$495
\$1M to < \$10M and 5+ documents	Enterprise 	\$2,495
\$10M+ and 5+ documents	Enterprise Plus 	\$7,495
<p>* Sellers transact at no cost if no single customer relationship transacts 5 or more documents and €35K or more annually</p> <p>** Only 1,2% of transacting sellers reach the €15.500 cap</p> <p>Note: Sellers who use cXML or EDI technologies and transact 5+ documents and €35K+ annually automatically receive the €395 Premier or higher level subscription</p>		

Supplier Fee Schedule (USD)

5 and more documents?	More than \$50K?	Usage
NO	NO	FREE
YES	NO	FREE
NO	YES	FREE
YES	YES	CHARGEABLE

- **FREE** for all suppliers to join and begin transacting
- **No surcharges** for suppliers with multiple divisions or business units
- **Documents** are considered Purchase Orders and Invoices

Examples			
Volume	Subscription	Transaction	Total Annual
60 documents \$35K	Standard - \$0	\$0	\$0
4 documents \$500K	Standard - \$0	\$0	\$0
60 documents \$500K	Silver - \$750	\$775	\$1525

Transaction Fees		
Billed every quarter		
0.155% of transaction volume Capped at \$20,000/year (per Relationship)		
+		
Subscription Fees		
Billed once a year		
Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents	Bronze	\$50
25 to 99 documents	Silver	\$750
100 to 499 documents	Gold	\$2,250
500 and more documents	Platinum	\$5,500

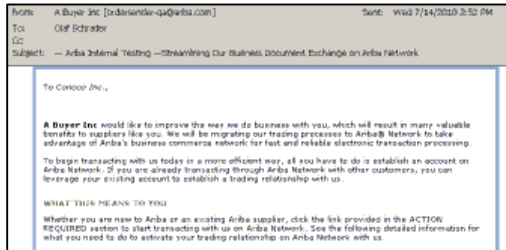
Subscriptions Overview

Subscription Level	Description
Standard	The no-cost Standard subscription level provides the tools you need to manage your key order-to-cash documents on the Ariba Network. It includes reporting functionality, document repository and status , account administration , PunchOut and CIF catalogs , and toll-free webform access to Ariba customer support .
Bronze	This subscription level offers unlimited proposals and one free response to a buyer RFI/RFQ posting through Ariba Discovery . Personalized guidance from our supplier commerce consulting team helps you optimize your account for better collaboration with multiple customers. You get access to collaborative commerce training courses and can showcase your expertise by displaying digital badges that denote your specific e-commerce capabilities.
Silver	You receive two free sales opportunity responses on Ariba Discovery , unlimited use of EDI and cXML-based integration protocols, and unlimited post-deployment technical support , enabling you to automate the submission and receipt of order-to-cash documents between your systems and your customers via the Ariba Network.
Gold	You receive unlimited free sales opportunity responses through Ariba Discovery. You can reap the benefits of automated “touchless” transacting with integration adaptors to connect supported accounting systems to Ariba Network for automated document exchange. Priority access to the supplier commerce consulting team gives you personalized, expert advice and resources to make the most of your Ariba Network subscription.
Platinum	Make collaborative commerce a competitive advantage with extensive connectivity solutions, support, and validation services that help you provide a fully automated and seamless collaboration. A pass to SAP Ariba Live gives you access to in-depth e-commerce insights plus exceptional opportunities to network with key prospects and customers.



Welcome to the Ariba Network!

1 Open invitation letter



2 Register

- First Time User
- Existing User

3 Configure your account

Enablement Tasks			
View details of all pending tasks and complete them. Click the associated link to complete a task. You can also reopen tasks that are manually closed, if the subsequent task is...			
Activities and Tasks for a View Profile			
Activity Name	Date Due	Total Tasks	My Pending Tasks
Account	25 Nov 2015	4	0
This activity contains tasks related to account and trading relationship requests.			
✓ Completed	Provided Email or Fax for the Trading Relationship Request The buying organization has provided email or fax details for the trading relationship request.		
✓ Completed	Relationship Request A request for account creation or trading relationship has been sent. This includes account creation for new suppliers.		
✓ Completed	Accept Terms of Use of the Ariba Network You must accept Terms of Use of the Ariba Network.		
✓ Completed	Accept Trading Relationship Accept the trading relationship request. You can set your account to automatically (default setting) or manually accept this type of request.		

4 Review project specifics

Account Settings	
Customer Relationships	Users Notifications Account Hierarchy
Current Relationships	Potential Relationships
I prefer to receive relationship requests as follows:	
<input checked="" type="radio"/> Automatically accept all relationship requests	<input type="radio"/> Manually review all relationship requests
Update	
Pending	
Customer	Requested Date ↓
No items	
Approve	Reject
Current	

It only takes a few minutes!

Registration Process

1. Invitation letter

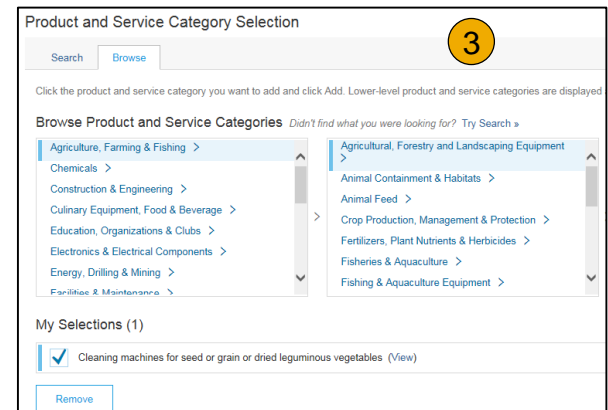
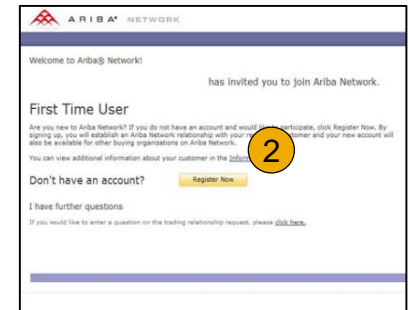
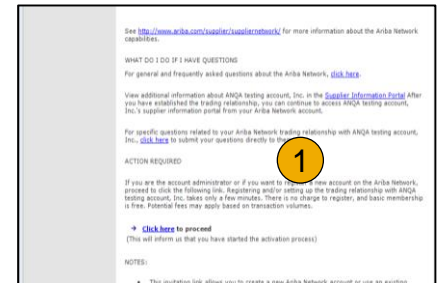
This e-mail contains information about electronic transactions with Maple Leaf and a link to the landing page

2. Landing page

Two Possibilities: First Time User – select “Register Now” to start the registration and follow the instructions on the next slides. Existing User – log in using you current Ariba username and password in order to accept the relationship with Maple Leaf.

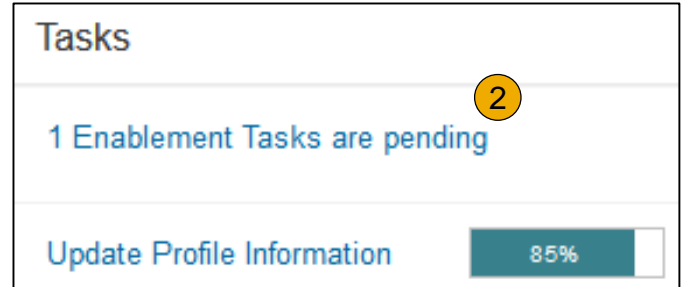
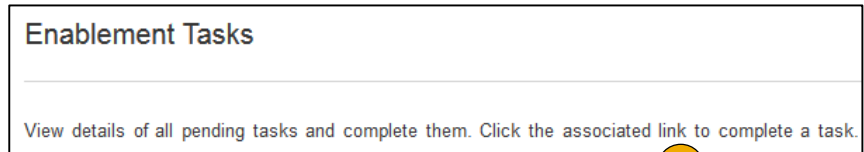
3. New User Registration:

Enter your company information, product & service categories and user information. Please note that accurate information is important for identifying new business opportunities.



Account Configuration

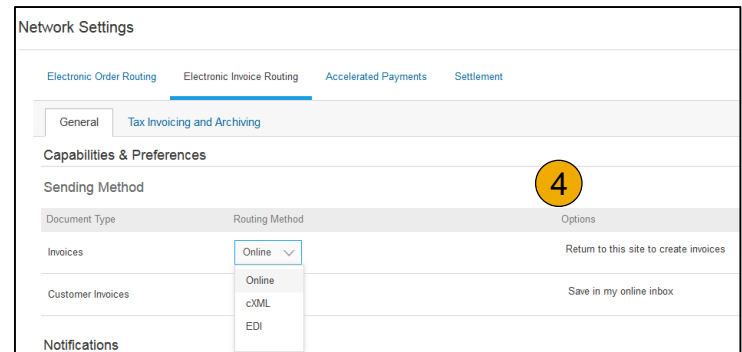
1. From your home screen, select the **Enablement** Tab
2. Click on the **Enablement Tasks are pending** link
3. Select necessary pending tasks for completion
4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing:
Online, cXML, EDI, Email, Fax or cXML pending queue (available for Order routing only) and configure e-mail notifications.

Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

Note:

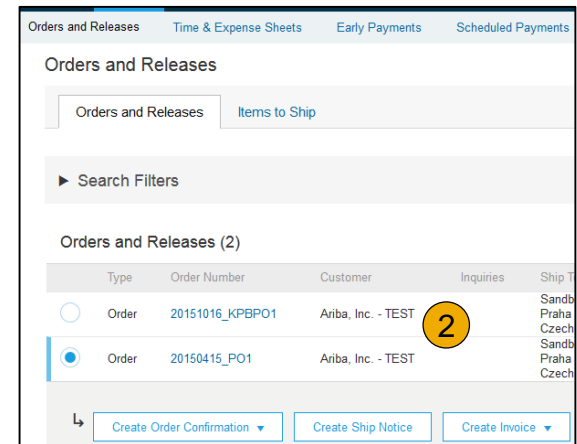
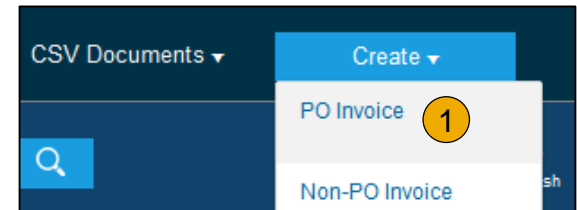
There may be times you see a pending task for your customer. This will not go away until your customer completes it.



PO Flip Invoice

To create a “PO-Flip” invoice (or an invoice derived from a PO that you received via the 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 **Maple Leaf**.



Create Invoice

Please correct the following errors and resubmit

▼ Invoice Header

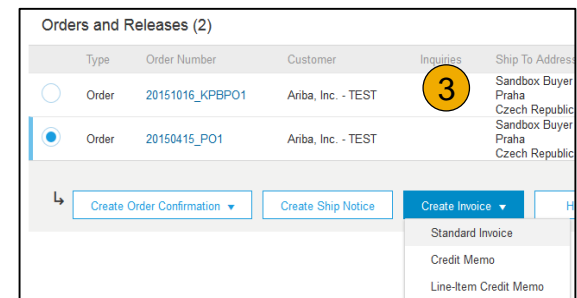
Summary

Purchase Order: 20150415_PO1

Invoice #: *

Invoice Date: * 17 Apr 2016

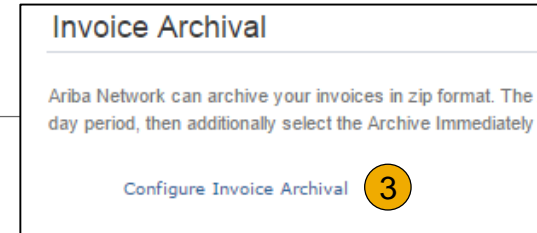
Remit To: Ariba_TestSupplier - TEST



Invoice Archival

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:

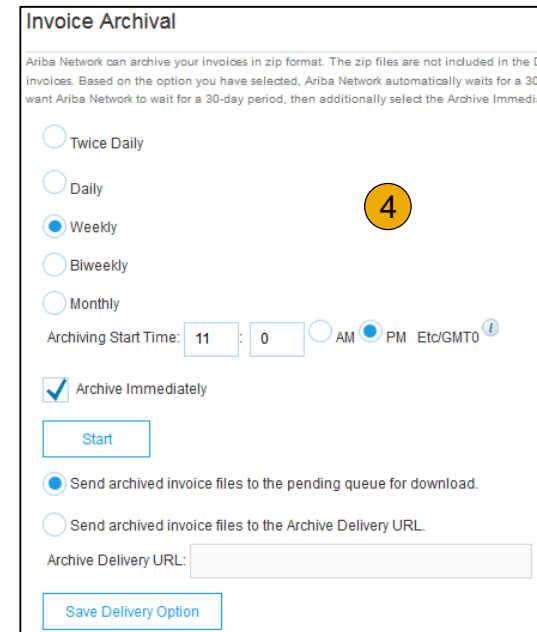
1. From the **Company Settings** dropdown menu, select **“Electronic Invoice Routing”**
2. Select the tab **“Tax Invoicing and Archiving”**
3. Scroll down to **“Invoice Archival”** and select the link for **“Configure Invoice Archival”**
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or 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.)



Invoice Archival

Ariba Network can archive your invoices in zip format. The day period, then additionally select the Archive Immediately

[Configure Invoice Archival](#) 3



Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the D invoices. Based on the option you have selected, Ariba Network automatically waits for a 30 want Ariba Network to wait for a 30-day period, then additionally select the Archive Immediately

☐ Twice Daily
☐ Daily
☒ Weekly 4
☐ Biweekly
☐ Monthly

Archiving Start Time: 11 : 0 AM PM Etc/GMT0 ⓘ

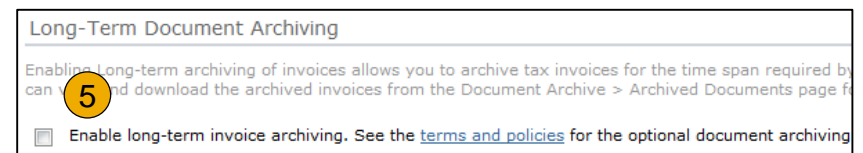
☒ Archive Immediately

[Start](#)

☒ Send archived invoice files to the pending queue for download.
☐ Send archived invoice files to the Archive Delivery URL

Archive Delivery URL:

[Save Delivery Option](#)



Long-Term Document Archiving

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by can v and download the archived invoices from the Document Archive > Archived Documents page f

5 ☐ Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving

Training and Resources

Maple Leaf Supplier Information Portal

1. From the **Company Settings** dropdown menu, select **Customer Relationships**
2. Click on **Supplier Information Portal** next to Maple Leaf to view the following presentations to learn more about transacting with Maple Leaf:

- Account Configuration Guide
- Maple Leaf Purchase Order Confirmation and Ship Notice Guide
- Maple Leaf Invoice Guide
- Quick Start Guide

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](#) **1**

[Customer Relationships](#)

[Users](#)

[Notifications](#)

[Account Hierarchy](#)

[View All](#)

[Network Settings](#)

[Electronic Order Routing](#)

[Electronic Invoice Routing](#)

[Accelerated Payments](#)

[Remittances](#)

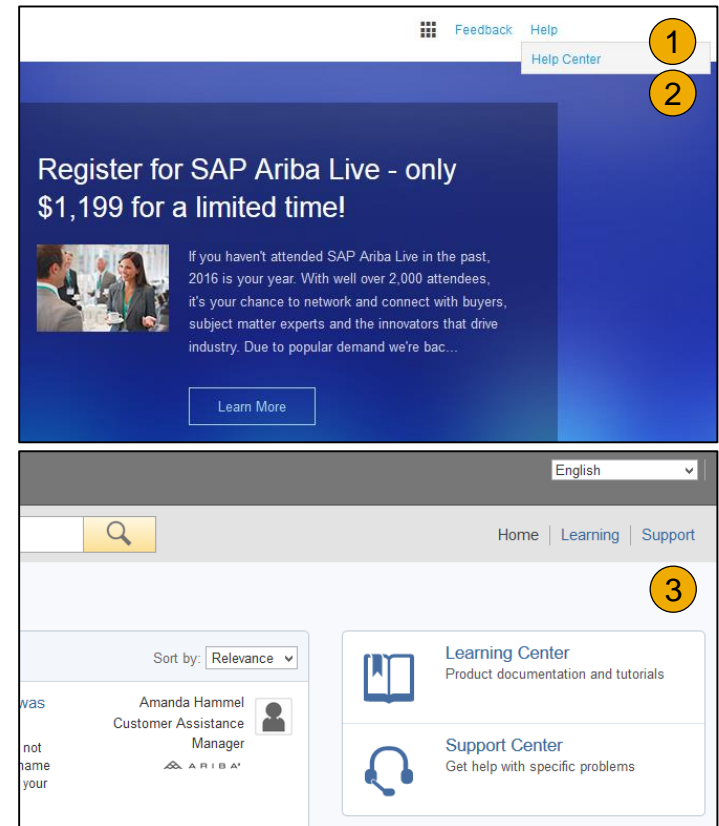
[Network Notifications](#)

Training and Resources

Ariba Network Standard Documentation

1. Go to: <http://supplier.ariba.com> and click the **Help** link.
2. Click **Help Center**.
3. Click on **Learning Center** to access Product Documentation. The Learning Center was created for users interested in technical product documentation. The Learning Center was design to allow you to browse the full library of product documentation and tutorials.

Note: Only a subset of the documentation is available in a pre-login state. For full content access, login to your Ariba Network Supplier account and access the same Help menu.

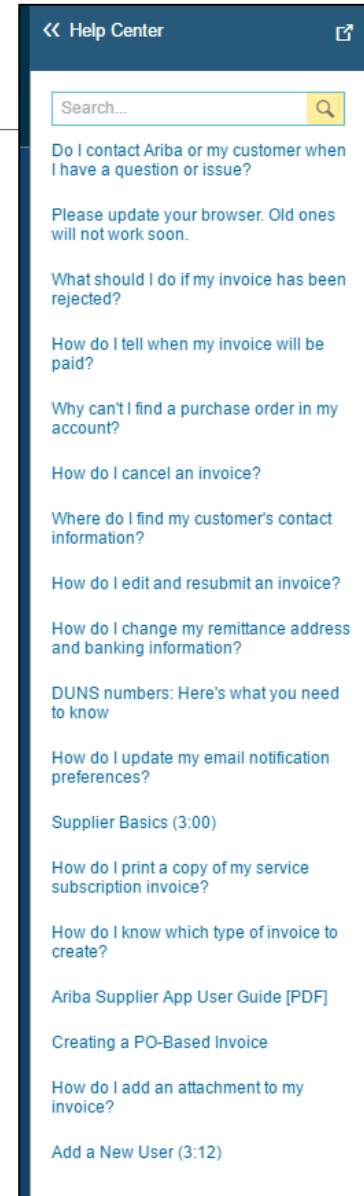


Training and Resources

Ariba Network Standard Documentation

From within your Ariba Network account:

1. Click on **Help Center** to access Standard Documentation material.
2. Depending on which screen you are in within your account, the content will automatically update to reflect materials that may be helpful to you in relation to the items on the screen. You can also type in key word searches to adjust the content shown.
3. Click **Documentation** (bottom)
4. View Ariba Network Administrator's documentation.



Training and resources

Ariba Network standard documentation and useful links

Useful Links

- **Ariba Supplier Membership page** - <http://www.ariba.com/suppliermembership>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>
 - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Notifications** - <http://netstat.ariba.com>
 - Information about downtime, new releases and new features

Who should you contact?

Supplier Support During Deployment

- **Ariba Network Registration or Configuration Support**
Please contact mlfsupplierenablement@ariba.com for any questions regarding registration, configuration, Supplier fees, or general Ariba Network questions.
- **Maple Leaf Business Process Support**
Please contact the Maple Leaf Supplier Enablement team at supplierenablement@mapleleaf.com for business-related questions.

Supplier Support Post Go-Live

- **Ariba Network Help Center** (referenced in previous slides). Accessible through your Ariba Network account (top/right corner).

Thank you for joining the Ariba Network!



© 2016 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see <http://global12.sap.com/corporate-en/legal/copyright/index.epx> for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.