


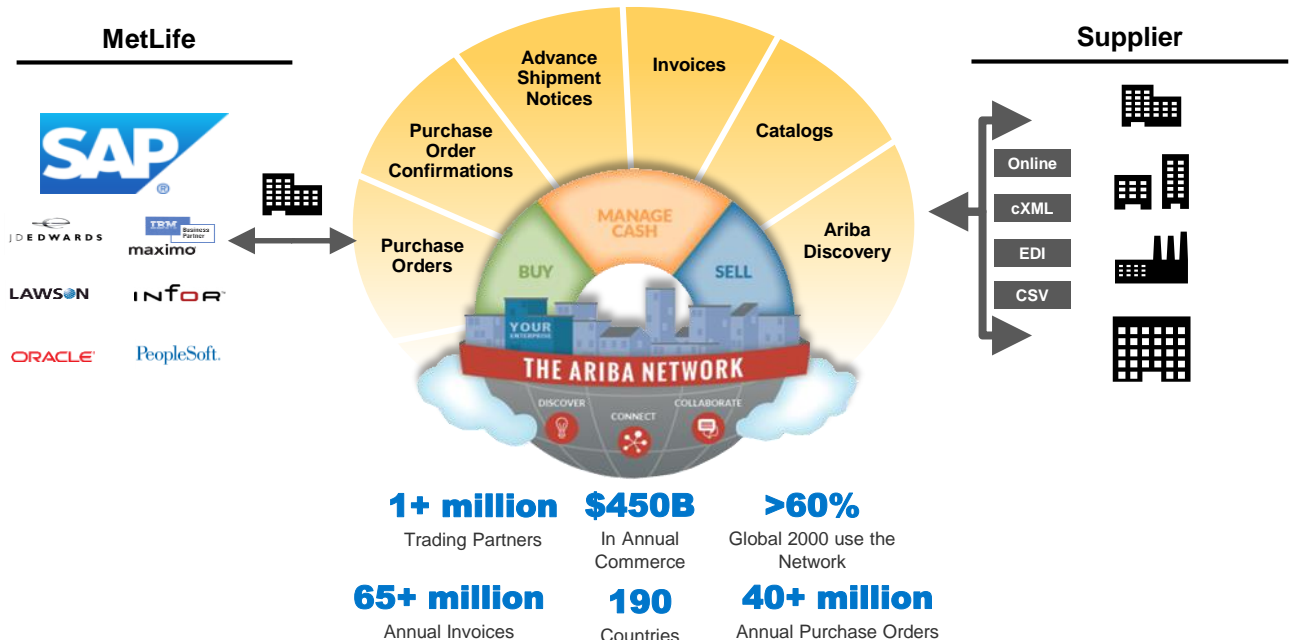
Ariba Network Quick Start Guide

SAP Ariba 



Ariba Network is the leading business network

Your customer MetLife selected Ariba as their electronic transaction provider.
As a preferred supplier, you have been invited by MetLife 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

Supplier Fee Schedule

5 and more documents?	More than £34,250?	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, Invoices, Service Entry Sheets, and Service Entry Sheet Responses

Examples			
Volume	Subscription	Transaction	Total Annual
60 documents £30K	Standard - £0	£0	£0
4 documents £500K	Standard - £0	£0	£0
60 documents £500K	Silver - £500	£775	£1275
60 documents £150K	Bronze - £35	£232.5	£267.5

Transaction Fees		
Billed every quarter		
0.155% of transaction value Capped at £13 200/year (per Relationship)		
+		
Subscription Fees		
Billed once a year		
Annual Document Volume Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents or <155K£	Bronze	£35
25 to 99 documents and >155K£	Silver	£500
100 to 499 documents and >155K£	Gold	£1,500
500 and more documents and >155K£	Platinum	£3,770

Subscriptions Overview

Subscription Level	Description	
Standard	<ul style="list-style-type: none"> No-cost subscription level Reporting functionality Document repository and status Account administration PunchOut and CIF catalogs Access to Ariba customer support 	
Bronze	<ul style="list-style-type: none"> Unlimited proposals and one free sales opportunity response on Ariba Discovery Personalized guidance from our supplier commerce consulting team Access to collaborative commerce training courses Digital badges that denote your specific e-commerce capabilities. 	
Silver	<ul style="list-style-type: none"> Two free sales opportunity responses on Ariba Discovery EDI and cXML-based integration protocols Unlimited post-deployment technical support 	
Gold	<ul style="list-style-type: none"> Unlimited free sales opportunity responses on Ariba Discovery Automated “touchless” transacting with integration Priority access to the supplier commerce consulting team 	
Platinum	<ul style="list-style-type: none"> Extensive connectivity solutions, support, and validation services providing a fully automated and seamless collaboration Pass to SAP Ariba Live gives you access to in-depth e-commerce insights and networking opportunities 	

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

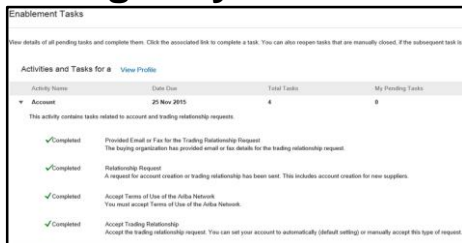


2 Register

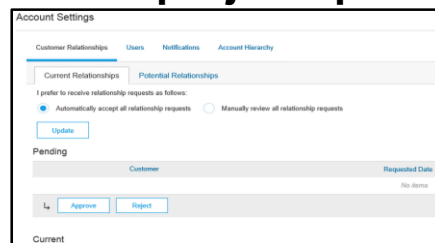
- First Time User
- Existing User



3 Configure your account



4 Review project specifics

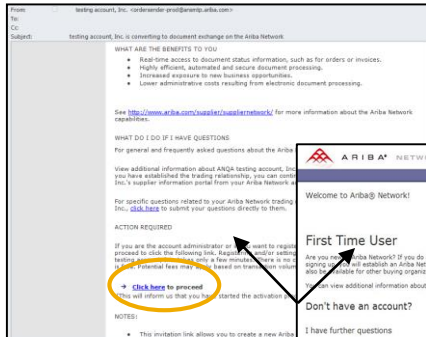


It only takes a few minutes!

Registration process

1 Invitation letter

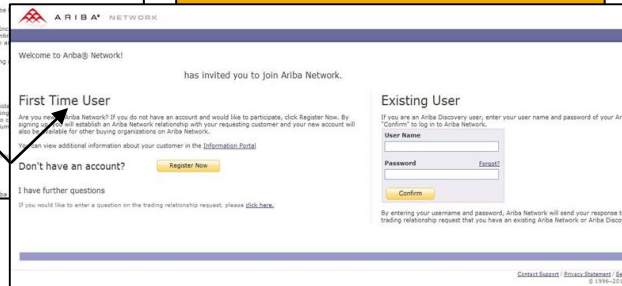
This e-mail contains information about electronic transactions with MetLife and a link to the landing page.



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 MetLife.



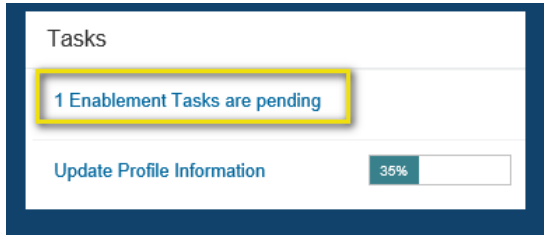
3 New user registration

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

The screenshot shows the Ariba Network registration form. It is divided into several sections: 'Product and Service Category Selection', 'Browse Product and Service Categories', and 'Enter user account information'. The 'Product and Service Category Selection' section includes a search bar and a 'Search' button. The 'Browse Product and Service Categories' section shows a list of categories with expandable arrows. The 'Enter user account information' section includes fields for 'Name', 'Email', 'User Name', and 'Password', along with a 'Use my email as my username' checkbox. A 'Click here to proceed' link is also visible, which is circled in red in the previous slide.

Account configuration

Click on the **Tasks** link to configure your account.



For **Electronic Order Routing** and **Electronic Invoice Routing**, choose one of the following routing methods:

- **Online**
- **cXML**
- **EDI**
- **Email, Fax or cXML pending queue** (available for Order routing only)

...and configure e-mail notifications.

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 not yet completed. It is recommended to enter a comment when reopening.

Activities and Tasks for Buyer [View Profile](#) [Supplier Information Portal](#)

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
Account	25 Nov 2015	4	0	0
Purchase Order	23 Mar 2016	4	1	0

This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.

Pending [Configure Purchase Order Routing and Notifications](#)

Configure your order routing method for your customers. You can choose specific routing methods for different types of incoming orders. If you use email routing it is recommended to setup a distribution list like [orders@yourcompany.com](#). If you select online routing make sure you regularly log in to your account to check if you have received new purchase orders. Also configure email addresses to receive notifications when purchase orders are undeliverable (see the Email Notifications section below the "Electronic Order Routing" configuration).

[Configure](#)

Network Settings

[Electronic Order Routing](#) [Electronic Invoice Routing](#) [Accelerated Payments](#) [Supplier Information Portal](#)

[General](#) [Tax Invoicing and Archiving](#)

Capabilities & Preferences

Sending Method

Document Type	Routing
Invoices	Online
Customer Invoices	Online

Notifications

Type	Send notifications when
Invoice Failure	<input checked="" type="checkbox"/> Send a notification
Invoice Status Change	<input type="checkbox"/> Send a notification

Account configuration

<MetLife project specific tasks>

- **VAT ID / TAX ID** – select your company name in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.

Invoice archiving

In the Electronic Invoice Routing section, **Tax Invoicing and Archiving** tab you have two options to set up archiving of invoices:

To export invoices to your system for legal compliance define the **Invoice Archival** section:

- Select frequency (**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**).

To use integrated archiving solution subscribe in the **Long-Term Document Archiving** section. Please read the applicable terms and policies and supported list of countries.

After you enable the service you have access to **Document Archive** tab where you can search and view **Archived Documents** and request to download multiple documents.

Long-Term Document Archiving

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by the tax authorities in your country. You can view and download the archived invoices from the Document Archive > Archived Documents page for auditing purposes.

☒ Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving service. To view the list of countries

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention set, all the corresponding invoice details before it can start archiving your invoices. If you do not want Ariba Netw

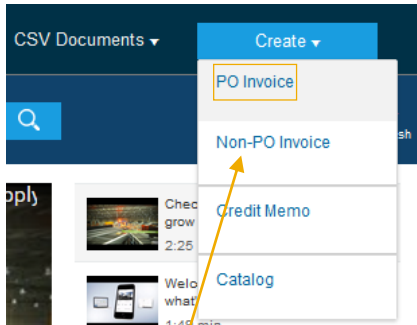
☒ Weekly
☐ Biweekly
☐ Monthly
☒ Archive Immediately

The next archive file will be available on 12/05/2013

Archive Delivery URL:

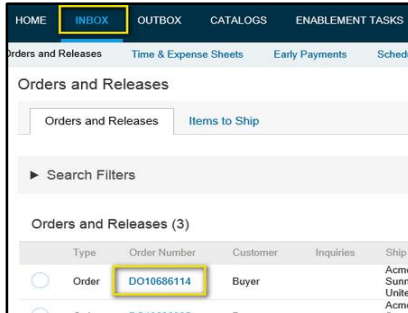
Invoice creation

To create a PO-Flip invoice, select the **PO Invoice** link under the **Create** section in the top-right corner.

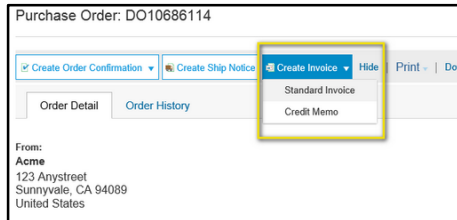


Note: You can also create non-PO invoices!

For **PO Invoice** select a PO number.



Click on the **Create Invoice** button and then choose **Standard Invoice**.



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 MetLife.

... IT'S THAT EASY!

MetLife project specifics:

Tax data is accepted at the header/summary level or at the line item level of the invoice.

Shipping data is accepted at the header/summary level or at the line item level. If Collaborative Supply Chain is enabled, Shipping **details** are added at the header/summary level of the invoice.

SUPPORTED

- **Purchase Order Confirmations (optional)**
Apply against a whole PO or line items
- **Advance Shipment Notices (optional)**
Apply against PO when items are shipped
- **Detail Invoices**
Apply against a single purchase order referencing a line item
- **Partial Invoices**
Apply against specific line items from a single purchase order
- **Service Invoices**
Invoices that require service line item details
- **Credit Invoices**
Item level credits; price/quantity adjustments

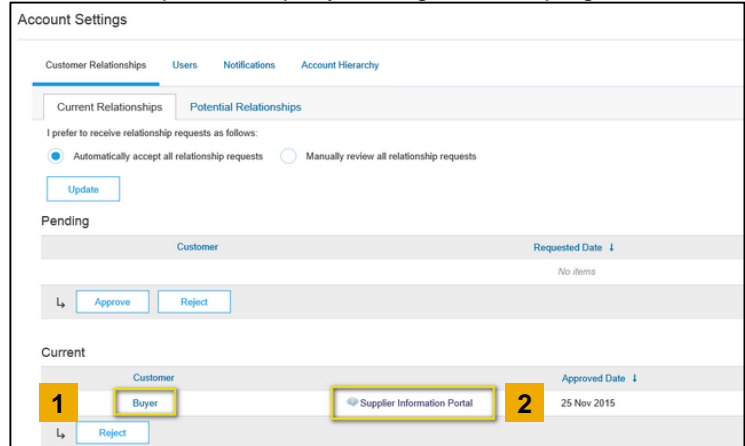
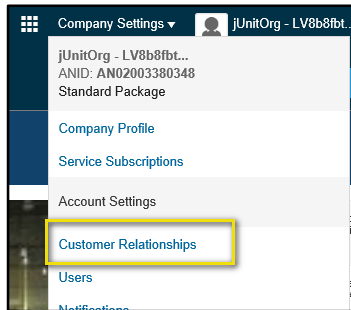
NOT SUPPORTED

- **Summary or Consolidated Invoices**
Apply against multiple purchase orders; not accepted by MetLife
- **Invoicing for P-Cards**
- **Duplicate Invoices**
A new and unique invoice number must be provided for each invoice; MetLife will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on the Ariba Network
- **Header Level Credit Memos**
The Header Level Credit Memo feature is not supported by MetLife
- **Non-PO Invoices**
Apply against a PO not received through the Ariba Network
- **Contract Invoices**
Apply against contracts

Training and resources

MetLife Supplier Information Portal

Buyer specific information is available in one place. Select the option **Company Settings** in the top right corner and then click the **Customer Relationships** link.



1 Select the buyer name to view **transactional rules**:

- Customer invoice rules determine what you can enter when you create invoices

2 Select **Supplier Information Portal** to view the following presentations to learn more about transacting with MetLife:

- Account Configuration Guide
- MetLife Purchase Order Confirmation and Ship Notice Guide
- MetLife Invoice Guide
- Supplier Membership Program / Supplier Registration

Thank you for joining the Ariba Network!

Contact information:

- **Ariba Network Registration or Configuration Support**

Please contact MetLifeEMEA@ariba.com for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.

- **MetLife Business Process Support**

Please contact the MetLife Supplier Enablement team at vikki.elliott@metlife.com for business-related questions.

