



# Ariba Network

## Account Configuration Guide

# Sections

- ▶ **Supplier Registration**
- ▶ Account Configuration
- ▶ Enablement Tasks

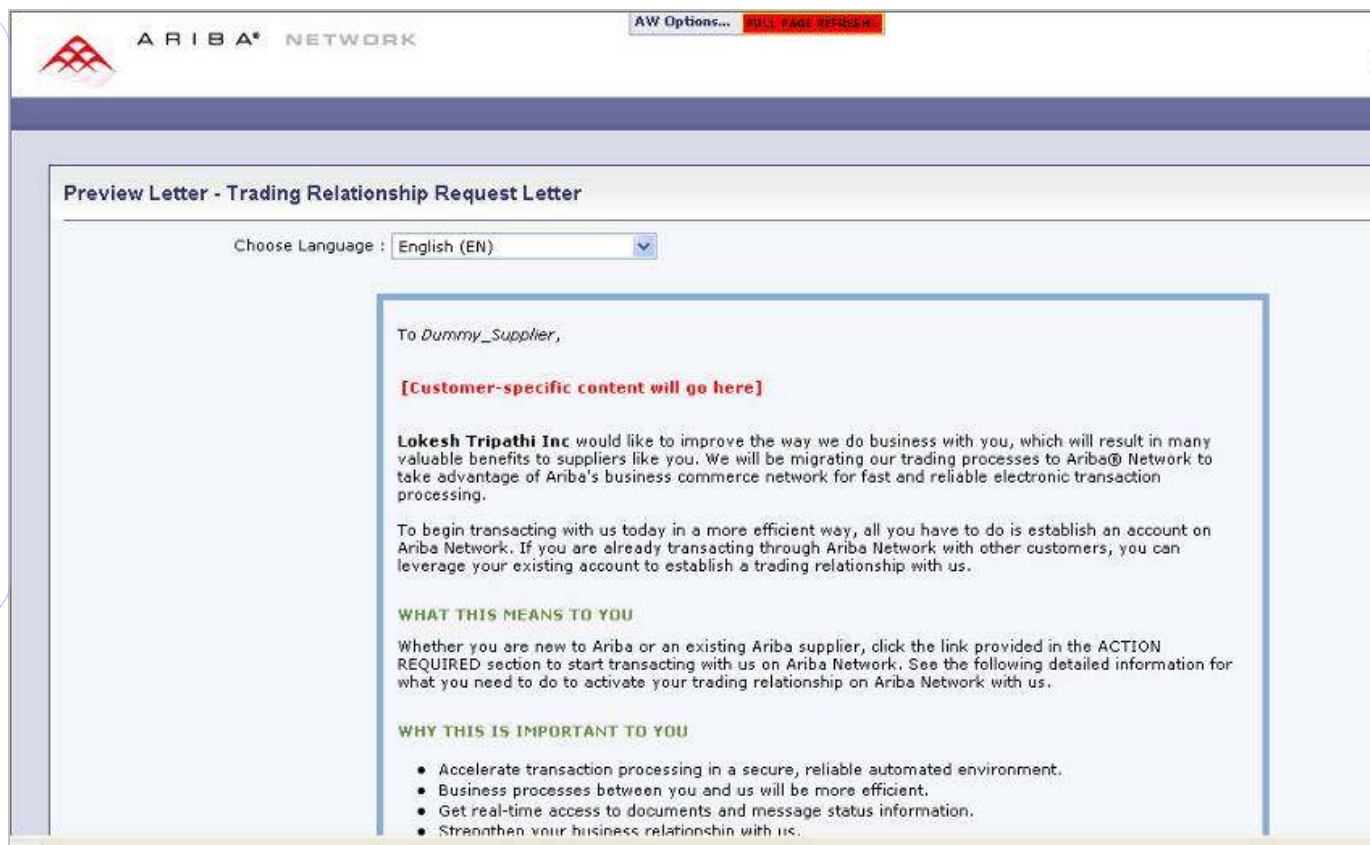


# Relationship Request Letter from Ariba Network

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You will receive a **Relationship Request Letter** via email.

Your Relationship Request Letter includes **Username & Password** for your Production Account.



The screenshot shows the Ariba Network interface for previewing a trading relationship request letter. The header includes the Ariba Network logo and a language selection dropdown set to 'English (EN)'. The main content area is titled 'Preview Letter - Trading Relationship Request Letter' and contains the following text:

To Dummy\_Supplier,

**[Customer-specific content will go here]**

**Lokesh Tripathi Inc** would like to improve the way we do business with you, which will result in many valuable benefits to suppliers like you. We will be migrating our trading processes to Ariba® Network to take advantage of Ariba's business commerce network for fast and reliable electronic transaction processing.

To begin transacting with us today in a more efficient way, all you have to do is establish an account on Ariba Network. If you are already transacting through Ariba Network with other customers, you can leverage your existing account to establish a trading relationship with us.

**WHAT THIS MEANS TO YOU**

Whether you are new to Ariba or an existing Ariba supplier, click the link provided in the ACTION REQUIRED section to start transacting with us on Ariba Network. See the following detailed information for what you need to do to activate your trading relationship on Ariba Network with us.

**WHY THIS IS IMPORTANT TO YOU**

- Accelerate transaction processing in a secure, reliable automated environment.
- Business processes between you and us will be more efficient.
- Get real-time access to documents and message status information.
- Strengthen your business relationship with us.

Suppliers with existing accounts receive a different type of Relationship request Letter.

# Activate Your Production Account

## 2 <http://supplier.ariba.com>


- ▶ This is the URL you will use to login into your account.

## 3 Log into your Ariba Network Production Account

- ▶ Your Production Account is activated automatically.
- ▶ Your **Username** and **Password** were provided in the Welcome Letter.

## 4 Access

Enter your **Username & Password** and click **Log In** to access your Production account.



### Ariba Network-EA Log In

Username:

Password:

[Log In](#)

[Forgot Username?](#) [Forgot Password?](#)

[Login Home](#) | [Help](#)


#### Join Ariba Network-EA !

Register your company on Ariba Network-EA , the leading supplier network with over \$100 billion USD in annual business across industries, products, and services.

[Register as a New Supplier - EA](#) >>

### Introduction to Ariba Network-EA



*Connecting buyers and suppliers for successful business collaboration*



Ariba Network-EA gives companies a comprehensive, shared business solution that automates and streamlines multiple business processes, from trading partner discovery to transaction management to financial settlement. [Read more](#) >>

### What's New

#### Your Network Just Got Bigger

Ariba announced a definitive agreement to acquire Quadrem, a leading provider of on-demand procurement, supply chain, and trading network solutions. This will expand our global reach and help you do more business with more partners in all regions of the world more quickly and cost effectively than ever before.

[More](#) >>

## 5 Terms of Use

Check the **I Agree** boxes to accept the Ariba Network Terms of Use & account ownership.

## 6

Select your **Secret Question** and provide your Answer.

Choose a **NEW Password**, confirm your password and click **Submit**.

### Before Getting Started with Your Supplier Account

Welcome to Ariba Supplier Network. One of your customers has pre-registered you to receive purchase orders routed through Ariba SN. Before you can get started, you must first agree to the Terms Of Use. You will also be asked to choose a new password for security purposes.

After you've completed these steps, you'll be ready to participate in Ariba SN's global supplier directory. You'll have instant access to many supplier tools and services on Ariba SN to help you better transact with your customers.

**Check the box to accept the Ariba Supplier Network Terms Of Use.**


☒ I agree to the Ariba Supplier Network [Terms Of Use](#).

**Check the box to take full responsibility for your Ariba SN supplier account.**

One of your customers has pre-registered you to receive purchase orders routed through Ariba SN. In pre-registering you, the customer provided Ariba with information about your company - including name, address, fax number, email address, and other information. In order to ensure that your orders are properly routed to you, it is imperative that you carefully check this information for accuracy. After you login to your Ariba SN account, your company will be responsible thereafter for making sure that your Ariba SN account has up-to-date, accurate information relating to you. Any orders routed to you are not Ariba orders, but are orders of the customer indicated on the order. All transactions relating to such orders Ariba SN sends you are solely between you and your customer. Ariba is not an agent of your customer, and is not responsible for anything contained in the order submitted on behalf of your customer.

☒ I assume full responsibility for this account.

**Please select a secret question and answer that Ariba SN can use to verify your identity if you forget your password.**

\* Secret Question:  This selection will refresh the page content 

\* Secret Answer:    (MM, DD, YYYY)

**For security purposes, choose a new password to replace your temporary password.**

\* Password:



\* Confirm Password:

# Sections

- ▶ Supplier Registration
- ▶ Account Configuration
- ▶ Enablement Tasks



# Configure Production Account

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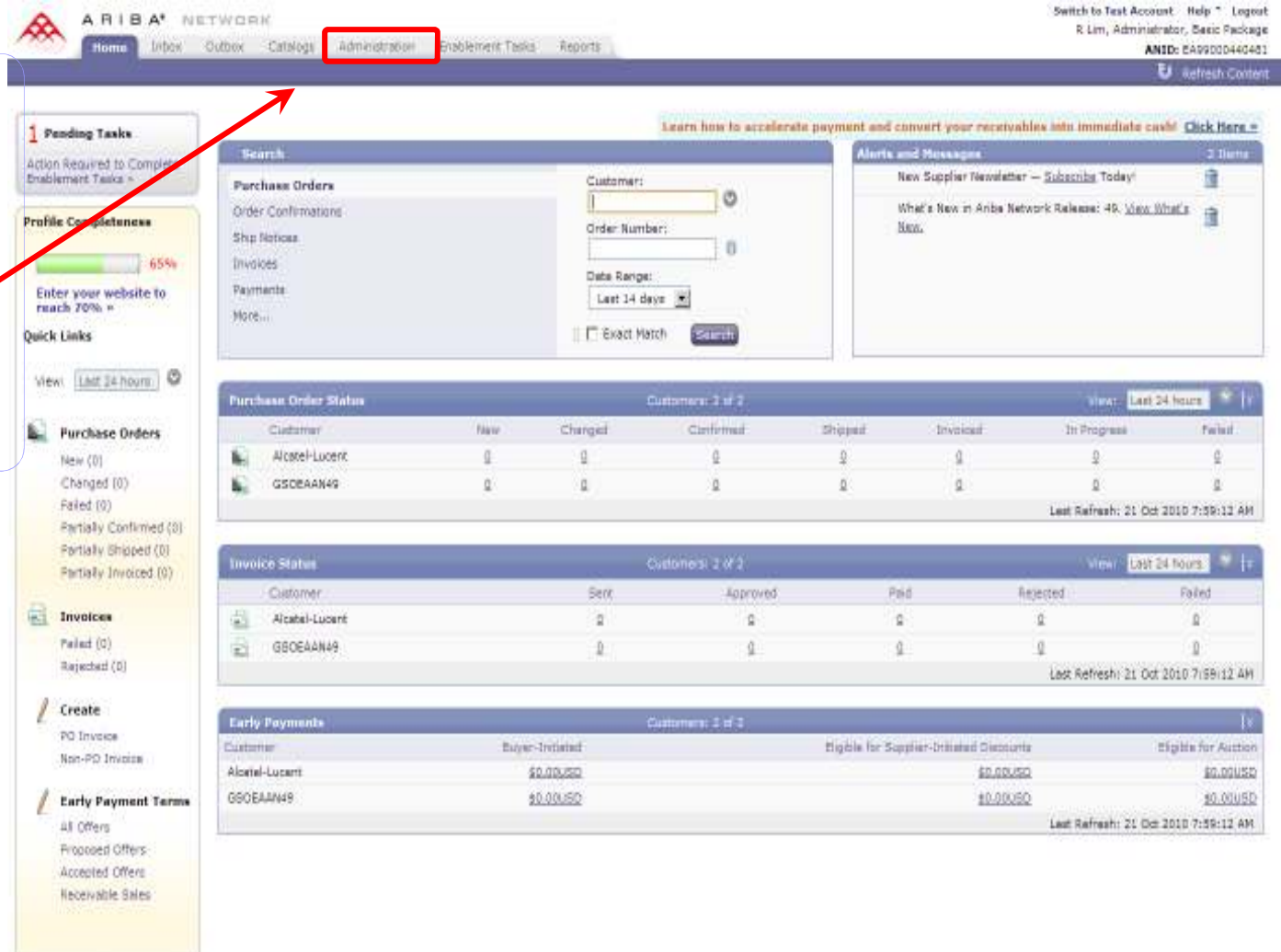
You are responsible for the sections below on your Production Account. You can return to these sections at anytime to make changes or update information:

- a) Verify Account Information and Company Profile
- b) Update Contact Information
- c) Update Order Routing and Invoice Routing preferences
- d) Update Settlement Information
- e) Update Notification Settings



## 8 Account Configuration

From the Home page, click on the **Administration** tab.



**ARIBA NETWORK**

Home | Inbox | Outbox | Catalog | **Administration** | Enablement Tasks | Reports

Switch to Test Account | Help | Logout  
R Lim, Administrator, Basic Package  
ANID: EA99000440401  
Refresh Content

**1 Pending Tasks**  
Action Required to Complete Enablement Tasks

**Profile Completeness**  
65%  
Enter your website to reach 70% »

**Quick Links**  
View: Last 24 hours

**Purchase Orders**  
New (0)  
Changed (0)  
Failed (0)  
Partially Confirmed (0)  
Partially Shipped (0)  
Partially Invoiced (0)

**Invoices**  
Failed (0)  
Rejected (0)

**Create**  
PO Invoice  
Non-PO Invoice

**Early Payment Terms**  
All Offers  
Proposed Offers  
Accepted Offers  
Receivable Sales

**Search**  
Purchase Orders  
Order Confirmations  
Ship Notices  
Invoices  
Payments  
More...

Customer: [Dropdown]  
Order Number: [Text]  
Date Range: Last 14 days  
Exact Match  
Search

**Learn how to accelerate payment and convert your receivables into immediate cash! Click Here »**

**Alerts and Messages**  
2 Items  
New Supplier Newsletter — [Subscribe Today!](#)  
What's New in Ariba Network Release: 4.0. [View What's New.](#)

**Purchase Order Status**  
Customers: 2 of 2  
View: Last 24 hours

Customer	New	Changed	Confirmed	Shipped	Invoiced	In Progress	Failed
Alcatel-Lucent	0	0	0	0	0	0	0
GSOEAA49	0	0	0	0	0	0	0

Last Refresh: 21 Oct 2010 7:59:12 AM

**Invoice Status**  
Customers: 2 of 2  
View: Last 24 hours

Customer	Sent	Approved	Paid	Rejected	Failed
Alcatel-Lucent	0	0	0	0	0
GSOEAA49	0	0	0	0	0

Last Refresh: 21 Oct 2010 7:59:12 AM

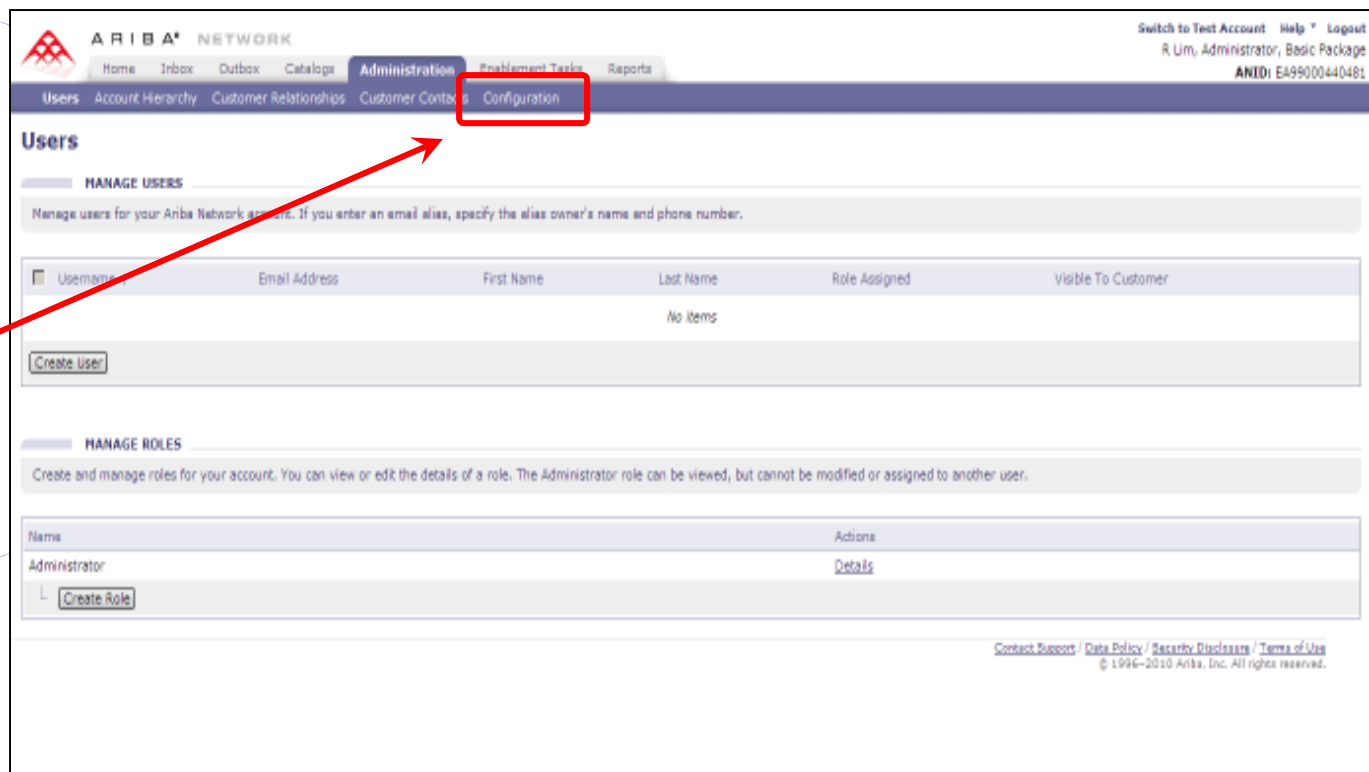
**Early Payments**  
Customers: 2 of 2

Customer	Buyer-Initiated	Eligible for Supplier-Initiated Discounts	Eligible for Auction
Alcatel-Lucent	\$0.00USD	\$0.00USD	\$0.00USD
GSOEAA49	\$0.00USD	\$0.00USD	\$0.00USD

Last Refresh: 21 Oct 2010 7:59:12 AM

## 9 Account Configuration

On the Administration tab, click the **Configuration** link.



The screenshot shows the Ariba Network Administration interface. The top navigation bar includes links for Home, Inbox, Outbox, Catalogs, Administration, Enablement Tools, and Reports. The Administration tab is selected, and the Configuration link is highlighted with a red box. A red arrow points from the text in the adjacent box to this link. Below the navigation bar, the 'Users' section is visible, containing 'MANAGE USERS' and 'MANAGE ROLES' subsections. The 'MANAGE USERS' section includes a table with columns for Username, Email Address, First Name, Last Name, Role Assigned, and Visible To Customer. The 'MANAGE ROLES' section includes a table with columns for Name and Actions, showing the 'Administrator' role with a 'Details' link.

## 10 Basic Information

Click on the **Configure** link under **Basic Profile** to update your company address, contact information, and company classification.

### Profile Configuration

Click Configure to start providing information about your company. A check mark and date indicate you have configured that area of your account. Click Edit Configuration ...

#### Configure Account Information

##### Basic Profile

Enter basic information about your company.

Configure

##### Advantage Profile

Enter enhanced information about your company.

Configure

---

#### Optional Configurations

##### Email Notifications

Here you can view and update email addresses for all your account notifications on one convenient page.

Edit Configuration

##### Electronic Order Routing

Enable online ordering with your customers. Here you can choose routing options for electronic documents such as purchase orders, time cards, and order responses. You can also enter additional information about your catalog and order processes and policies.

Edit Configuration Configured | 13 Oct 2008

##### Electronic Invoice Routing

Enable online billing with your customers. Here you can choose routing options for electronic invoices and enter additional information about your company's invoice process and policy.

Edit Configuration Configured | 28 Sep 2007

##### Settlement

Enable online payment for your account. Here you can specify options for PCard, credit card, and Ariba Processing Plus transactions. You can also enter additional information about your settlement process and policy.

Edit Configuration Configured | 28 Sep 2007

##### Accelerated Payments

Configure accelerated payment settings for your account.

Configure

## 11 Company Info

1. Review your **Company Name** and **Address** to ensure accuracy.
2. Provide a **Main Email** address for this account.
3. Provide a **Main Phone** number for this account.
4. Check your **DUNS** number for accuracy.
5. Set your **Profile Visibility** options. This will allow other organizations that are on the Ariba Network to see certain information in your account profile.

**Edit Profile**

**Company Info (1)** | **Company Detail (1)** | **Business Info (2)** | **User Info** | **Diversity & Green (1)** | **Advantage (1)**

\* **Company Name:** Company ABC

Other names, if any:

\* **Address 1:** 123 United Way

Address 2:

Address 3:

\* **City:** Cleveland

\* **State:** Ohio

\* **Zip:** 44114

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

\* **Main Email:** junk@phoenix.ariba.com

**Website:**

\* **Main Phone:** USA 1

Main Fax: USA 1

NetworkId: EA99001143701

D-U-N-S® Number: 222212222

Additional Company Addresses: [Configure list of Suppliers](#)

**Profile Visibility**

Ariba Discovery-EA provides public directory access to Ariba SN suppliers.

☐ Do not expose my company profile to Ariba Discovery-EA users

**Extended Profile Visibility**

Each Ariba SN configuration area allows you to provide additional information about your business transaction capabilities and preferences. Select who can view this information, referred to as your extended profile:

☐ Make my extended profile available to all Ariba SN buying organizations

☒ Make my extended profile available ONLY to my current and pending Ariba SN customers

**Visibility to Others**

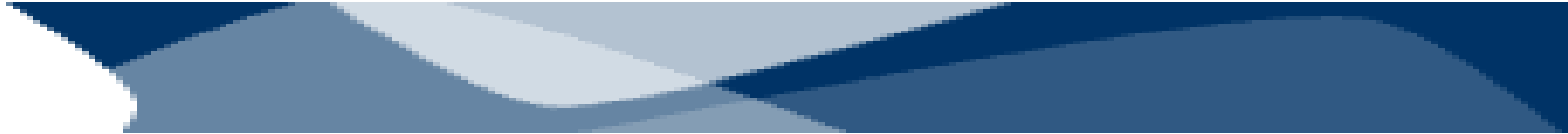
Other suppliers may find your organization when they try to register, or perform an explicit search for suppliers. You can choose to allow them to contact your account administrator.

☒ Allow other suppliers to contact your account administrator

**Contact Now**

Ariba Discovery-EA allows buyers to contact suppliers through the system.

☐ Do not allow buyers to contact my company using Ariba Discovery-EA



You may choose to enter additional detail about your company.

This information is helpful for Buying Organizations who are looking for specific supplier criteria.



## 13 Business Info

Enter additional Information for your company such as **Tax ID**.

Entering Tax ID here will default this information onto invoices you create using the **Create Invoice** option.

You may choose to enter additional company information as shown.

**Edit Profile**

Company Info (1) Company Detail (1) **Business Info (2)** User Info Diversity & Green (1) Advantage (1)

Type of Organization:  This selection will refresh the page content

**Company Tax Identification Number:**  Do not enter dashes

VAT ID

Legal Name:  Owner of SSN or TIN

Exempt from backup withholding: ☐ yes ☐ no

Year Founded:

Number of Employees (estimate):

**Annual Revenue:**

State of Incorporation:

Stock Symbol:

**Business Type:**

<input type="checkbox"/> Broker	<input type="checkbox"/> Manufacturer's Representative
<input type="checkbox"/> Contractor	<input type="checkbox"/> Printer
<input type="checkbox"/> Delivery	<input type="checkbox"/> Producer
<input type="checkbox"/> Distributor	<input type="checkbox"/> Service Center
<input type="checkbox"/> Distributor/Broker	<input type="checkbox"/> Mining Provider
<input type="checkbox"/> Energy Service Provider	<input type="checkbox"/> Value Added Reseller
<input type="checkbox"/> Generator	<input type="checkbox"/> System Integrator
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Wholesaler
<input type="checkbox"/> Manufacturer(OEM)	<input type="checkbox"/> Other <input type="text"/>

## 14 Administrator Information

On the **User Info** tab, you will need to add the information for your account Administrator.

1. A **Username** to login to your account.

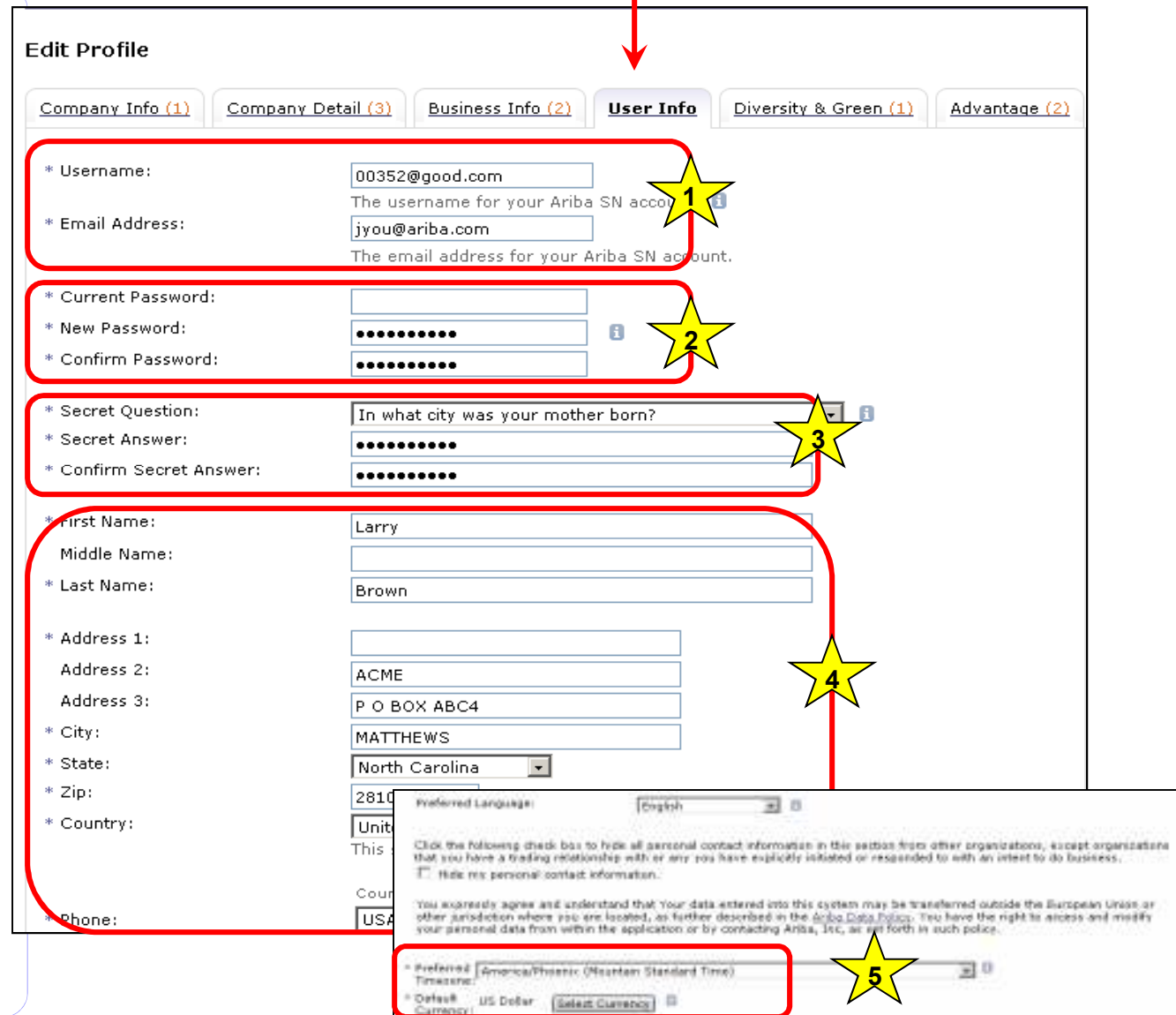
**Note:** if you change your username, remember to use your new name upon your next login. Update your **Email Address** if necessary.

2. Enter a **new password**. You will need the temporary password assigned to complete this step.

3. Ensure a **Secret Question/Answer** is present. Change as necessary.

4. Update the name and contact information of the **Account Administrator** if necessary.

5. Add your Time Zone and Default Currency.



**Edit Profile**

Company Info (1) Company Detail (3) Business Info (2) **User Info** Diversity & Green (1) Advantage (2)

\* Username: 00352@good.com  
The username for your Ariba SN account.

\* Email Address: jyou@ariba.com  
The email address for your Ariba SN account.

\* Current Password:   
\* New Password:   
\* Confirm Password:

\* Secret Question: In what city was your mother born?  
\* Secret Answer:   
\* Confirm Secret Answer:

\* First Name: Larry  
Middle Name:   
\* Last Name: Brown

\* Address 1:   
Address 2: ACME  
Address 3: P O BOX ABC4  
\* City: MATTHEWS  
\* State: North Carolina  
\* Zip: 2810  
\* Country: USA

\* Phone:

Preferred Language: English

Click the following check box to hide all personal contact information in this session from other organizations, except organizations that you have a trading relationship with or any you have explicitly initiated or responded to with an intent to do business.  
☐ Hide my personal contact information.

You expressly agree and understand that Your data entered into this system may be transferred outside the European Union or other jurisdiction where you are located, as further described in the Ariba Data Policy. You have the right to access and modify your personal data from within the application or by contacting Ariba, Inc. at set forth in such policy.

\* Preferred Timezone: America/Phoenix (Nortem Standard Time)  
\* Default Currency: US Dollar   
Select Currency

## 15 Diversity and Advantage Info

You may choose to enter additional information about your company for any **Green** or **Diversity** information that is applicable to your organization.

If you are an Advantage supplier, you will be able to complete information on this information tab that will be visible to Buying organizations. This screen will not be visible if you are not a member of the Advantage Program.

For more information about the Advantage program, please visit [www.ariba.com](http://www.ariba.com) and read about the Supplier Membership Programs.

Edit Profile

Company Info (1)

Company Detail (1)

Business Info (2)

User Info

Diversity & Green (1)

Advantage (1)

Diversity Certifications and Green Initiatives

Buying organizations can view these designations in your company profile and search on this information when looking for new suppliers.

☐ **Green Initiatives**  
 Your business has undertaken one of the following Green Initiatives, a plan documenting how your business is addressing and implementing sustainable business practices, products and services that are less harmful to the environment, energy efficiency, carbon reporting, reduction and/or offsetting, and transportation efficiency.

☐ **Small Disadvantaged Business**  
 Your business is SDB certified, 8(a) certified, HUBZone certified, or certified as a small disadvantaged business by a state government agency.

☐ **Women-Owned Business**  
 Your business is at least 51% owned by a woman or women who exercise the power to make policy decisions and who are actively involved in the day-to-day management of the business.

☐ **Minority-Owned Business**  
 Your business is at least 51% owned by at least one or more such individuals in the daily operations.

☐ **Veteran-Owned Business**

☐ **Disabled Veteran-Owned Business**

☐ **Vietnam Veteran-Owned Business**

☐ **Not Certified**  
 Your business does not have any of the above certifications.

Edit Profile

Company Info (1)

Company Detail (1)

Business Info (2)

User Info

Diversity & Green (1)

Advantage (1)

Advantage Profile Data is not displayed on Ariba Discovery-EA until you upgrade to the Advantage Program.

Company Description

Enter a full company description that gives buying organizations a more complete view of your company than the brief description on the Basic Profile page.

Waste

Attachments

Attach File

External Links

URL	Description	Type	Status
-----	-------------	------	--------



## 16 Configure Electronic Order Routing

Click on the **Edit Configuration** button under **Electronic Order Routing** to indicate how you would like to transact business with your customers on the network.

Done

Click Configure to start providing information about your company. A check mark and date indicate you have configured that area of your account. ...

Configure Account Information

Basic Profile

Enter basic information about your company.

Configure

Advantage Profile

Enter enhanced information about your company.

Configure

---

Optional Configurations

✓

Email Notifications

Here you can view and update email addresses for all your account notifications on one convenient page.

Edit Configuration

✓

Electronic Invoice Routing

Enable online billing with your customers. Here you can choose routing options for electronic invoices and enter additional information about your company's invoice process and policy.

Edit Configuration Configured | 28 Sep 2007

✓

Accelerated Payments

Configure accelerated payment settings for your account.

Configure

✓

Electronic Order Routing

Enable online ordering with your customers. Here you can choose routing options for electronic documents such as purchase orders, time cards, and order responses. You can also enter additional information about your catalog and order processes and policies.

Edit Configuration Configured | 13 Oct 2008

✓

Settlement

Enable online payment for your account. Here you can specify options for PCard, credit card, and Ariba Processing Plus transactions. You can also enter additional information about your settlement process and policy.

Edit Configuration Configured | 28 Sep 2007

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## Order Routing (continued)

### Select how to receive transactions.

The methods available include email, fax, Online (portal), cXML, or EDI.

**Note:** “Online” sends the PO to your Inbox, but does not send an additional copy to your email or fax machine. Selecting one of the other methods provides a copy sent to your Inbox in addition to a copy forwarded to the routing selected (email, fax, cXML or EDI system).

#### For email routing:

Select “Include document in the email message”. Use a non-personalized/ distribution list email like [orders@supplierxyz.com](mailto:orders@supplierxyz.com).

To prevent Ariba Network from failing orders sent to mailboxes that respond with an “Out of Office” message, ensure that “Out of Office” appears in the auto-reply message. See the *Ariba Network Account Management Guide* from the **HELP** page for more information.

#### For Other Document Types:

Select “Same as new orders” or set according to your preference.

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

Specify a User to receive failed delivery notifications.

Access the *Help* page for more information on order routing options.

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

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	<div>Email Online cXML EDI Fax</div>	Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input 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".
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

#### Change/Cancel Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

#### Other Document Types

Document Type	Routing Method	Options
Blanket Purchase Orders	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Time Sheets	Online	Save in my online inbox
Order Response Documents	Online	Return to this site to respond to POs
Payment Remittances	Online	Save in my online inbox

Notifications		
Type	Trigger to initiate Notification	Email Addresses (one required)
Order	<input checked="" type="checkbox"/> Notify me when orders are undeliverable <input checked="" type="checkbox"/> Notify me when change order requests are updated	* <input type="text" value="ITdept@ariba.com"/>

## 17 Email Alerts & Notifications

Click on the **Edit Configuration** button under **Email Notifications** to indicate which system notifications you would like to receive along with which email address you would like to send them to.

**NOTE:** You can enter up to **3 E-Mail** addresses per notification type. You must separate each address with a comma.

Done

Click Configure to start providing information about your company. A check mark and date indicate you have configured that area of your account. ...

Configure Account Information

Basic Profile

Enter basic information about your company.

Configure

Advantage Profile

Enter enhanced information about your company.

Configure

Optional Configurations

✓

Email Notifications

Here you can view and update email addresses for all your account notifications on one convenient page.

Edit Configuration

✓

Electronic Invoice Routing

Enable online billing with your customers. Here you can choose routing options for electronic invoices and enter additional information about your company's invoice process and policy.

Edit Configuration Configured | 28 Sep 2007

✓

Electronic Order Routing

Enable online ordering with your customers. Here you can choose routing options for electronic documents such as purchase orders, time cards, and order responses. You can also enter additional information about your catalog and order processes and policies.

Edit Configuration Configured | 13 Oct 2008

✓

Settlement

Enable online payment for your account. Here you can specify options for PCard, credit card, and Ariba Processing Plus transactions. You can also enter additional information about your settlement process and policy.

Edit Configuration Configured | 28 Sep 2007

Accelerated Payments

Configure accelerated payment settings for your account.

Configure

## 18 Configure Remittance Information

From the **Company Profile** screen, located under **Settlement**, click the **Configure** button.

Click **Create** to create new company information.

Note: If you already have an Ariba Network account, you may have already completed this information. If you need to change existing information, click **Edit**.

**Profile Configuration** Done

Click Configure to start providing information about your company. A check mark and date indicate you have configured that area of your account. ...

---

**Configure Account Information**

**Basic Profile** ⓘ

Enter basic information about your company.

[Configure](#)

**Advantage Profile** ⓘ

Enter enhanced information about your company.

[Configure](#)

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**Optional Configurations**

✓ **Email Notifications**

Here you can view and update email addresses for all your account notifications on one convenient page.

[Edit Configuration](#)

✓ **Electronic Invoice Routing**

Enable online billing with your customers. Here you can choose routing options for electronic invoices and enter additional information about your company's invoice process and policy.

[Edit Configuration](#) Configured | 28 Sep 2007

✓ **Electronic Order Routing**

Enable online ordering with your customers. Here you can choose routing options for electronic documents such as purchase orders, time cards, and order responses. You can also enter additional information about your catalog and order processes and policies.

[Edit Configuration](#) Configured | 13 Oct 2008

✓ **Settlement**

Enable online payment for your account. Here you can specify options for PCard, credit card, and Ariba Processing Plus transactions. You can also enter additional information about your settlement process and policy.

[Edit Configuration](#) Configured | 28 Sep 2007

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**Accelerated Payments**

Configure accelerated payment settings for your account.

---

**Capabilities & Preferences**

**EFT/CHECK REMITTANCES**

Address ↑	City	State
No items		

[Edit](#) [Delete](#) [Create](#)

---

Address ↑	City	State	Country	Default
Work Chairs, Inc.	Sunnyvale	CA	United States	Yes

[Edit](#) [Delete](#) [Create](#)

## Configure Remittance Information (continued)

On the **Create Address/Payment Info** section, complete all required fields.

Select one of your Remittance Addresses as a default if you have more than one.

### Create Remittance Address / Payment Info

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information for customer.

*\* indicates required field*

#### Remittance Address

\* Address 1:

Address 2:

Address 3:

\* City:

\* State:

\* Zip:

\* Country:

This selection will refresh the page content

Contact:

Default?: ☒ yes ☐ no

**NOTE:** Do not configure a "Contact" on the EFT/Check Remittances page of your account because the "Contact" name may replace your company name in the Remit-To address on invoices. Leave as **Select Contact**.

#### Remittance ID Assignment

Customer ↑

Customer ABC

Remittance ID

## 19 Enter your ACH Information

If your organization uses ACH for payments, select ACH from the **Preferred Payment Method** drop-down box.

Complete the ACH account information section to complete your ACH setup.

Click **OK** when finished.  
Click **Save** to complete.

☐ Include Bank Account Information in invoices.

**Payment Methods**

Preferred Payment Method: Select method ▾

**ACH**

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type ▾

ABA:  US Bank Only

Confirm ABA:  US Bank Only

Bank Name:

Branch Name:

OK Cancel

Your Production Account setup is now complete!

## Create Your Test Account

- ▶ You will now duplicate your Production Account settings to create a Test Account.
- ▶ Your Test Account is used for testing purposes to ensure all transactions (purchase orders and invoices) are working as expected before moving to a live, Production environment.

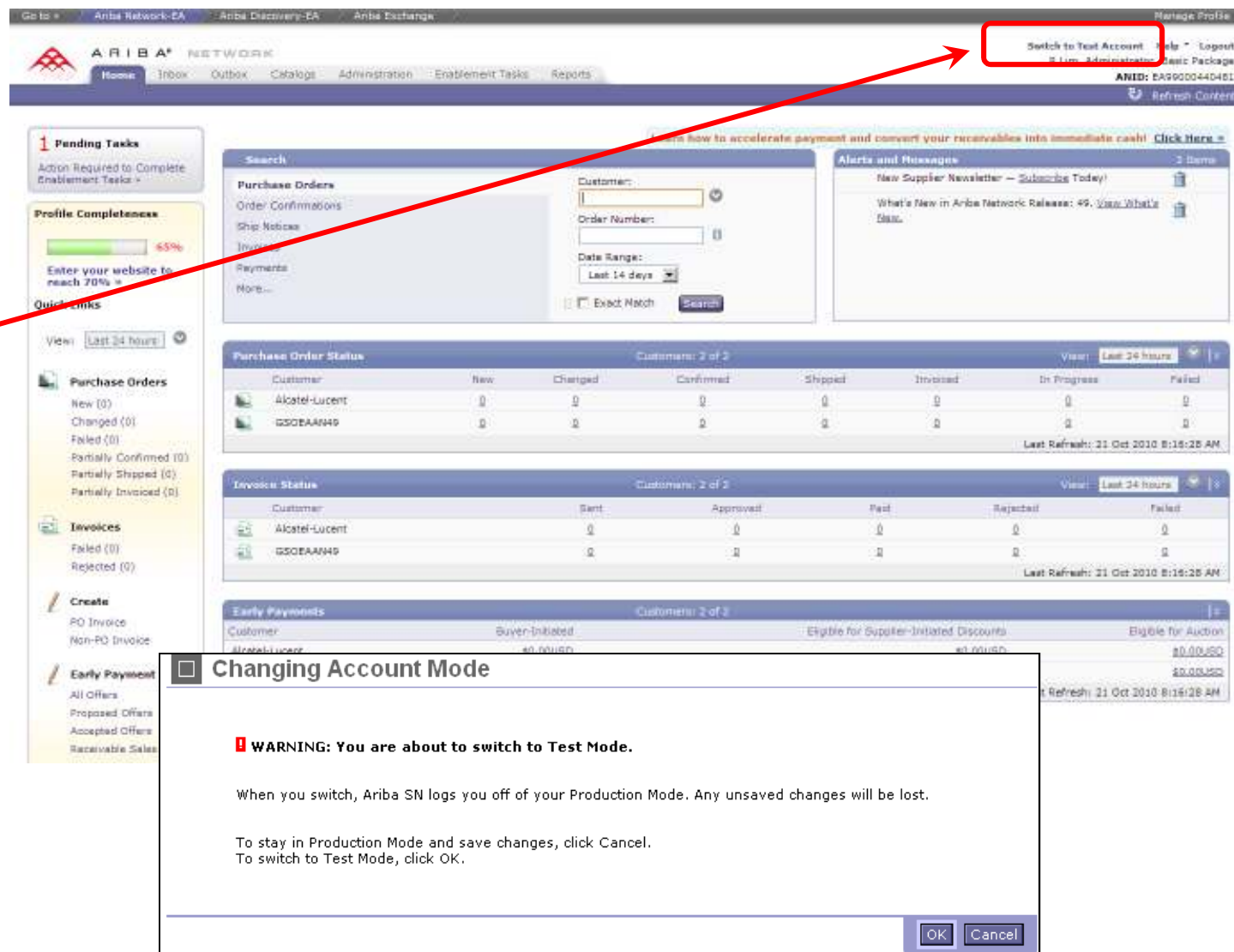
## 20 Switch to Test

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

a) Click **Switch to Test Account**.

b) Click **OK** when Ariba Network displays a warning indicating you are about to switch to Test Mode.

*Note: The **Switch To Test Account** button is only available to the Account Administrator username. The Account Administrator can create test account usernames for all other users needing access to the test account.*



Go to: Ariba Network-CA Ariba Discovery-CA Ariba Exchange Manage Profile

A R I B A NETWORK

Home Inbox Outbox Catalogs Administration Enablement Tasks Reports

Switch to Test Account Logout  
Admin: Administrator Basic Package  
ANID: EA99000440481  
Refresh Content

1 Pending Tasks  
Action Required to Complete Enablement Task >

Profile Completeness  
65%  
Enter your website to reach 70% >

Quick Links  
View: Last 24 hours

Purchase Orders  
New (0)  
Changed (0)  
Failed (0)  
Partially Confirmed (0)  
Partially Shipped (0)  
Partially Invoiced (0)

Invoices  
Failed (0)  
Rejected (0)

Create  
PO Invoice  
Non-PO Invoice

Early Payment  
All Offers  
Proposed Offers  
Accepted Offers  
Receivable Sales

Search  
Purchase Orders  
Order Confirmations  
Ship Notices  
Invoices  
Payments  
None...

Customer: [ ]  
Order Number: [ ]  
Date Range: Last 14 days  
Exact Match Search

Purchase Order Status  
Customers: 2 of 2  
View: Last 24 hours

Customer	New	Changed	Confirmed	Shipped	Invoiced	In Progress	Failed
Alcatel-Lucent	0	0	0	0	0	0	0
GSCEAANN49	0	0	0	0	0	0	0

Last Refresh: 21 Oct 2010 8:15:28 AM

Invoice Status  
Customers: 2 of 2  
View: Last 24 hours

Customer	Sent	Approved	Paid	Rejected	Failed
Alcatel-Lucent	0	0	0	0	0
GSCEAANN49	0	0	0	0	0

Last Refresh: 21 Oct 2010 8:15:28 AM

Early Payments  
Customers: 2 of 2

Customer	Buyer-Initiated	Eligible for Supplier-Initiated Discounts	Eligible for Auction
Alcatel-Lucent	\$0.00USD	\$0.00USD	\$0.00USD
GSCEAANN49	\$0.00USD	\$0.00USD	\$0.00USD

Last Refresh: 21 Oct 2010 8:15:28 AM

**Changing Account Mode**

**WARNING: You are about to switch to Test Mode.**

When you switch, Ariba SN logs you off of your Production Mode. Any unsaved changes will be lost.

To stay in Production Mode and save changes, click Cancel.  
To switch to Test Mode, click OK.

OK Cancel



## 21 Terms of Use

Check the box to accept the Ariba Network Terms of Use & account ownership.

## 20

Select your **secret question** and answer.

Choose a **NEW Password** and click **Submit**.

### Before Getting Started with Your Supplier Account

#### Take ownership of your test account.

Welcome to Ariba Supplier Network. One of your customers has pre-registered you to receive purchase orders routed through Ariba SN. Before you can get started, you must first agree to the Terms Of Use. You will also be asked to choose a new password for security purposes.

After you've completed these steps, you'll be ready to participate in Ariba SN's global supplier directory. You'll have instant access to many supplier tools and services on Ariba SN to help you better transact with your customers.

#### Check the box to accept the Ariba Supplier Network Terms Of Use.


☒ I agree to the Ariba Supplier Network [Terms Of Use](#).

#### Check the box to take full responsibility for your Ariba SN supplier account.

One of your customers has pre-registered you to receive purchase orders routed through Ariba SN. In pre-registering you, the customer provided Ariba with information about your company - including name, address, fax number, email address, and other information. In order to ensure that your orders are properly routed to you, it is imperative that you carefully check this information for accuracy. After you login to your Ariba SN account, your company will be responsible thereafter for making sure that your Ariba SN account has up-to-date, accurate information relating to you. Any orders routed to you are not Ariba orders, but are orders of the customer indicated on the order. All transactions relating to such orders Ariba SN sends you are solely between you and your customer. Ariba is not an agent of your customer, and is not responsible for anything contained in the order submitted on behalf of your customer.

☒ I assume full responsibility for this account.

**Please select a secret question and answer that Ariba SN can use to verify your identity if you forget your password.**

\* Secret Question:  This selection will refresh the page content   
 \* Secret Answer:    (MM, DD, YYYY)

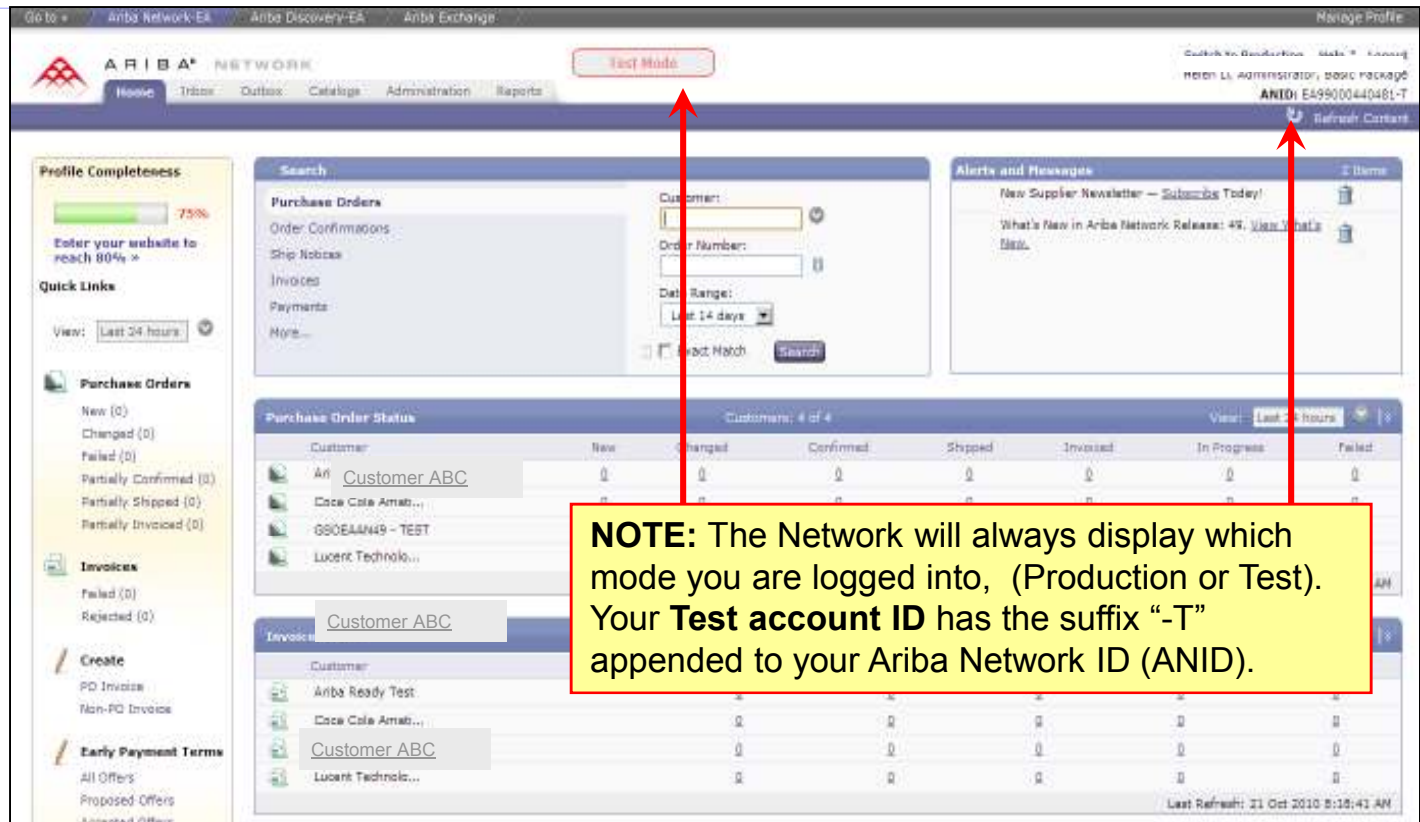
**For security purposes, choose a new password to replace your temporary password.**

\* Password:    
 \* Confirm Password:

## 22 Confirm Test Account Settings

Repeat steps 8 through 20 to review your test account settings, similar to the way you set up your Production account.

Your Test account should be configured to match your Production account. This will ensure that the results you encounter while testing with Buyers is consistent with what will result in Production.



The screenshot shows the Ariba Network interface. At the top, there is a navigation bar with links to 'Go to', 'Ariba Network-Ed', 'Ariba Discovery-Ed', and 'Ariba Exchange'. Below this, the 'Ariba Network' logo is visible. A red box labeled 'Test Mode' is highlighted in the top right corner. The main content area is divided into several sections: 'Profile Completeness' (75%), 'Quick Links', 'Purchase Orders' (New, Changed, Failed, Partially Confirmed, Partially Shipped, Partially Invoiced), 'Invoices' (Failed, Rejected), 'Create' (PO Invoice, Non-PO Invoice), and 'Early Payment Terms' (All Offers, Proposed Offers, Accepted Offers). A search bar is also present. A table titled 'Purchase Order Status' shows columns for Customer, New, Changed, Confirmed, Shipped, Invoiced, In Progress, and Failed. The table lists customers: 'Ar Customer ABC', 'Coca Cola Amab...', 'GS0EAM49 - TEST', and 'Lucent Technolo...'. A yellow box with a red border contains the following text: **NOTE:** 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).

**Once you have set up your test account, you are ready to receive a test purchase order.**

**NOTE:** To use EDI or cXML requires additional configuration steps. Refer to the HELP link of your account for more information.

# Sections

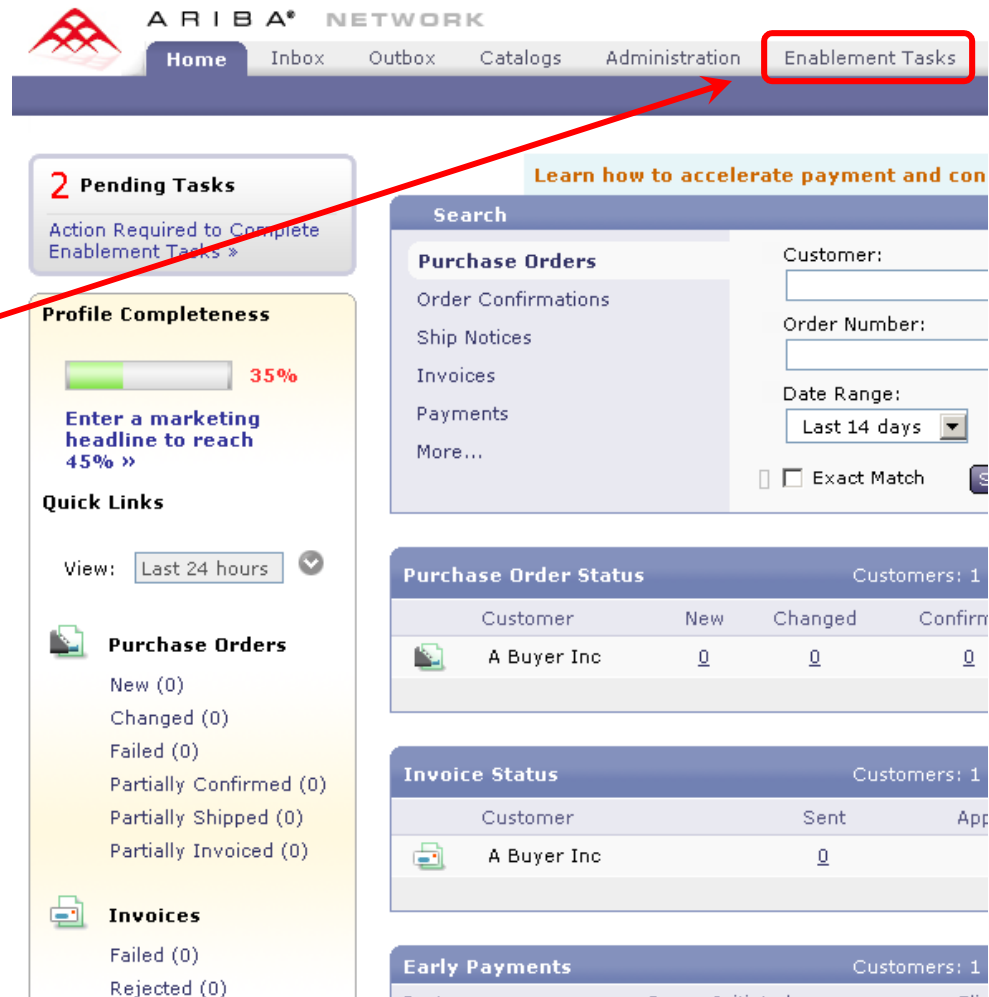
- ▶ Supplier Registration
- ▶ Account Configuration
- ▶ Enablement Tasks



## 23 Enablement Tasks

Buyers may assign enablement tasks to suppliers to prepare to testing and transacting.

Select the **Enablement Tasks** tab to view.



**2 Pending Tasks**  
Action Required to Complete Enablement Tasks »

**Profile Completeness**

35%

Enter a marketing headline to reach 45% »

**Quick Links**

View: Last 24 hours ▼

**Purchase Orders**

- New (0)
- Changed (0)
- Failed (0)
- Partially Confirmed (0)
- Partially Shipped (0)
- Partially Invoiced (0)

**Invoices**

- Failed (0)
- Rejected (0)

**Search**

**Purchase Orders**

Order Confirmations  
Ship Notices  
Invoices  
Payments  
More...

Customer:   
Order Number:   
Date Range: Last 14 days ▼  
☐ Exact Match

**Purchase Order Status** Customers: 1

Customer	New	Changed	Confirm
A Buyer Inc	0	0	0

**Invoice Status** Customers: 1

Customer	Sent	App
A Buyer Inc	0	

**Early Payments** Customers: 1

## Enablement Tasks

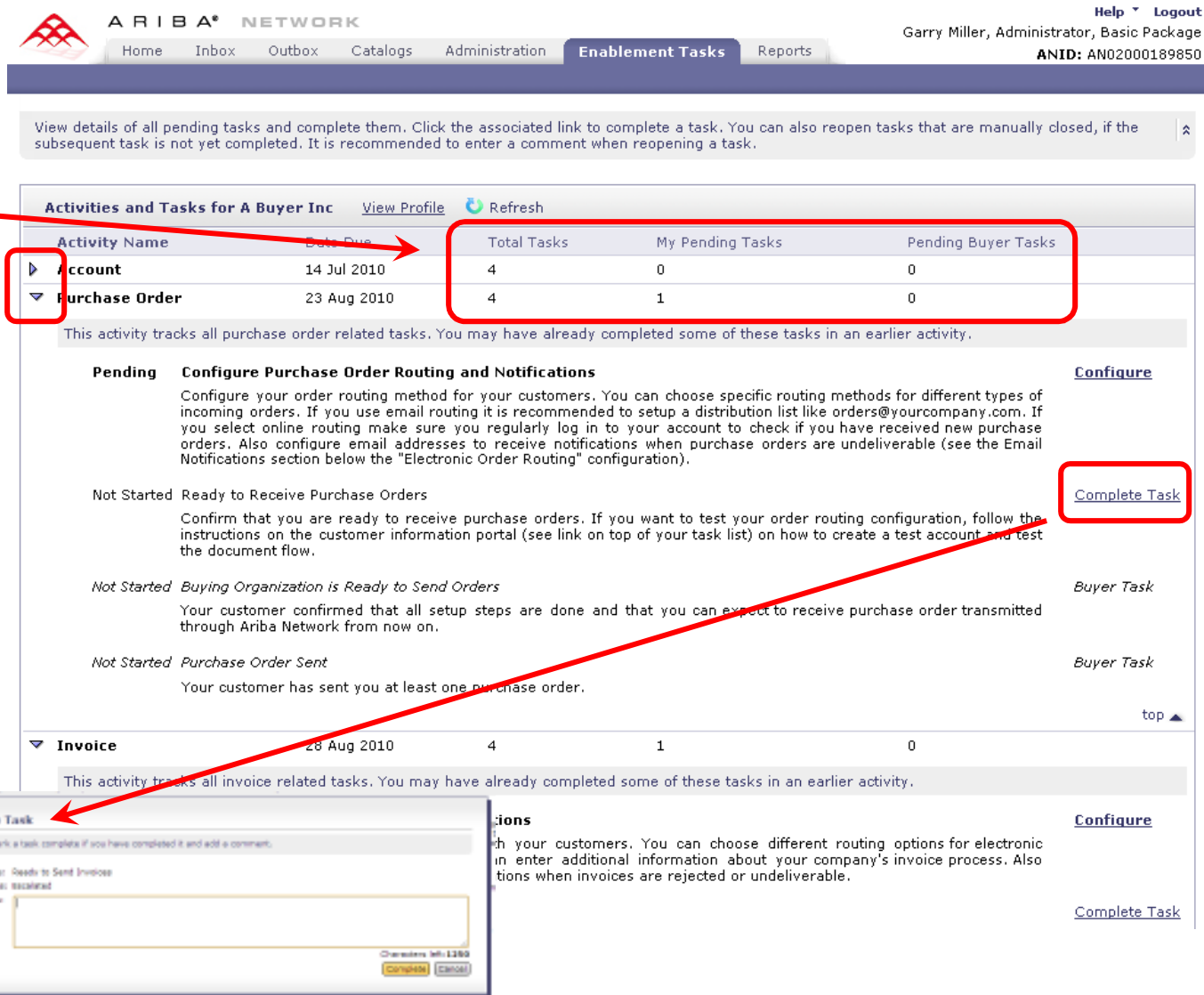
Tasks will display as **Total, My Pending Tasks, and Pending Buyer Tasks.**

Note: Specific tasks will vary depending upon buyer requirements.

Click the arrows to expand the sections to view individual tasks.

Links will allow you to **Configure, Complete, or Review** tasks already completed.

**Completing** a task will allow you to add comments before marking as complete.



**Activities and Tasks for A Buyer Inc** [View Profile](#) [Refresh](#)

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▶ <b>Account</b>	14 Jul 2010	4	0	0
▼ <b>Purchase Order</b>	23 Aug 2010	4	1	0
This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.				
<b>Pending</b>	<b>Configure Purchase Order Routing and Notifications</b>			<a href="#">Configure</a>
	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).			
<b>Not Started</b>	<b>Ready to Receive Purchase Orders</b>			<a href="#">Complete Task</a>
	Confirm that you are ready to receive purchase orders. If you want to test your order routing configuration, follow the instructions on the customer information portal (see link on top of your task list) on how to create a test account and test the document flow.			
<b>Not Started</b>	<b>Buying Organization is Ready to Send Orders</b>			<i>Buyer Task</i>
	Your customer confirmed that all setup steps are done and that you can expect to receive purchase order transmitted through Ariba Network from now on.			
<b>Not Started</b>	<b>Purchase Order Sent</b>			<i>Buyer Task</i>
	Your customer has sent you at least one purchase order.			
top ▲				
▼ <b>Invoice</b>	28 Aug 2010	4	1	0
This activity tracks all invoice related tasks. You may have already completed some of these tasks in an earlier activity.				
<b>Complete Task</b> You can mark a task complete if you have completed it and add a comment. Task Name: Ready to Send Invoices Task Status: escalated Comments: Characters left: 1269 <a href="#">Complete</a> <a href="#">Cancel</a>				



## Ariba Supplier Membership Program as of September 1<sup>st</sup>, 2010

### Supplier Membership Program Fees

Annual Volume Per Buyer-Supplier Relationship	Fees
< \$50,000 USD <i>or</i> < 5 documents sent	FREE
\$50,000 to \$13M <i>and</i> 5+ documents sent	0.155%
Use of integration & catalog technologies (per ANID)	\$495/year
Relationship with over \$13M and 5+ documents sent*	Flat \$20K fee

\*Less than 1% of suppliers will hit the \$20K cap

- ▶ FREE for all suppliers to join and begin transacting
- ▶ Shows value before asking payment
- ▶ 71% of supplier memberships remain free
- ▶ Integration fee only applicable after document count and spend volume thresholds are reached.

To learn more about the supplier programs visit  
<http://www.ariba.com/supliermembership>



## Contact Information

### Ariba Network Support

#### •Web Form

- a) Go to <http://supplier.ariba.com> and logon to your Ariba Network account.
- b) Click on the *Help* link in the upper right corner and choose Contact Support to submit a ticket. Reference your customer.

#### **If you have problems logging on to your account**

- a) Go to <http://supplier.ariba.com>.
- b) Click on the *Account Problems?* link and submit a ticket. Reference your customer.

#### •Telephone

**America:** 1-800-577-1522

### Customer Specific Questions & Support

For questions about the program, contact [wm\\_enablement@ariba.com](mailto:wm_enablement@ariba.com) and a representative from Waste Management will contact you.

## Resources

### Supplier Education Portal

Accessible from the “Customer Relationships” page of your Ariba Network account

### Ariba Network Documentation

- a) Go to <http://supplier.ariba.com>.
- b) Click on the **Help** link in the upper right hand corner for documentation & on-line tutorials.

### Ariba Network Hot Issues and FAQs

<https://connect.ariba.com/anfaq.htm>

### Ariba Network Notifications

Information about downtime, new releases and new features

<http://netstat.ariba.com>

### Ariba Supplier Membership page

<http://www.ariba.com/suppliermembership>



## Ariba Support

From the Home page click on the **Help** link.

You can choose Documents and Tutorials

Or

You can choose to contact Support.

**Documents and Tutorials:** Allows you to access and search for articles, Guides, White Papers and more.

**Contact Support:** Allows you to enter basic information on your problem and submit a request to our Help Desk for direct support. You will be contacted by Ariba support.

The screenshot shows the Ariba Network Home page. A red arrow points from the 'Help' link in the top right corner to the 'Help' dropdown menu. Another red arrow points from the 'Contact Support' link in the 'Help' dropdown menu to the 'Contact Support' button in the 'Help' dropdown menu. A third red arrow points from the 'Contact Support' button in the 'Help' dropdown menu to the 'Contact Support' button in the 'Help' dropdown menu.

**Help** ▾ **Logout**

- Documentation and Tutorials
- Contact Support

Refresh Content

**Messages** 3 Items

**[08]: Company Profile Out-of-**  
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potential customers.

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