

Ariba Network Quick Start Guide

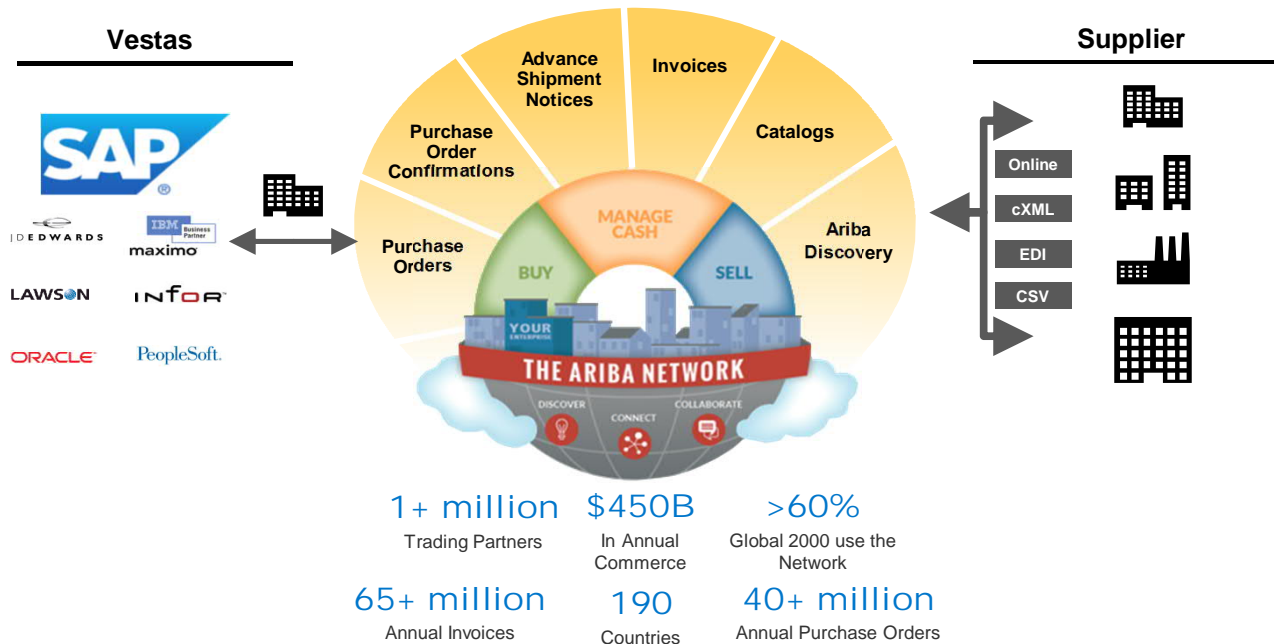
Vestas[®]

SAP Ariba 

SAP

Ariba Network is the leading business network

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

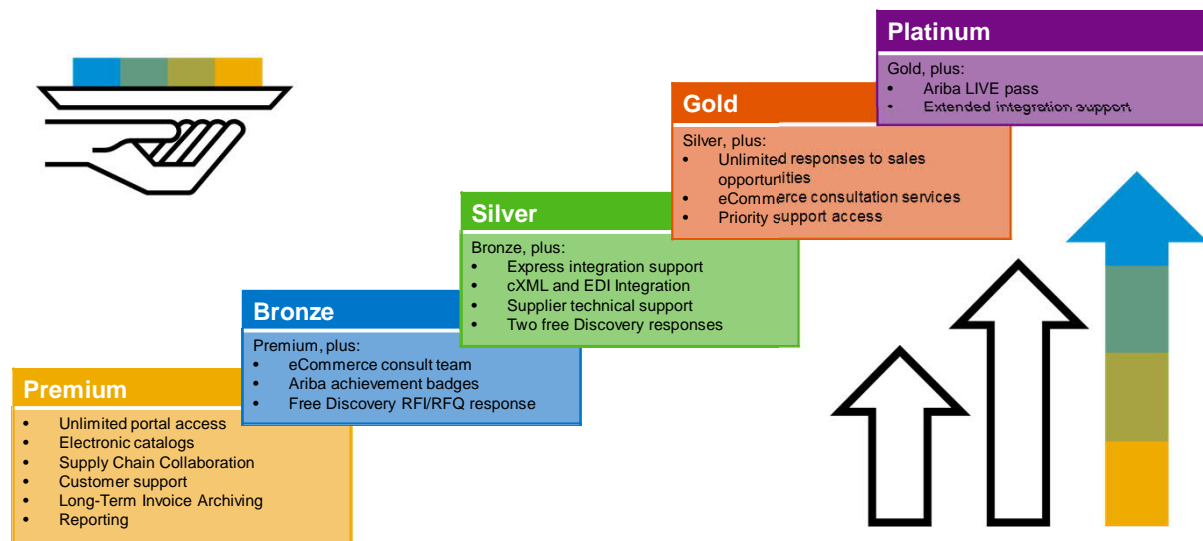
- 62% decrease in late payments
- 68% improvement in reconciling payments



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 Levels



Read more about subscription levels, calculate your fees & check out other currencies on our website
<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

Supplier Fee Schedule



Transaction fees (billed quarterly)

Less than 5 documents* OR less than 43 250 EUR	FREE usage
More than 5 documents * AND more than 43 250 EUR	0,155% of transacted volume for relationships without Service Entry Sheets
*only POs, invoices, service entry sheets, and service entry sheet responses	0,35% of transacted volume for relationships with Service Entry Sheets
	Capped at 17 300 EUR per customer relationship

Subscription fees (billed annually)

Annual Document Count across <u>all</u> customer relationships	Subscription level	Annual Fee
Up to 4 documents	Premium	€0
5 to 24 documents or < €216 250	Bronze	€45
25 to 99 documents and > €216 250	Silver	€670
100 to 499 documents and > €216 250	Gold	€2 000
500 and more documents and > €216 250	Platinum	€4 900

Supplier Fee Schedule



Transaction fees (billed quarterly)

Less than 5 documents* OR less than USD 50,000	FREE usage
More than 5 documents * AND more than USD 50,000	0.155% of transacted volume for relationships without Service Entry Sheets
*only POs, invoices, service entry sheets, and service entry sheet responses	0.35% of transacted volume for relationships with Service Entry Sheets
	Capped at USD 20,000 per customer relationship

Subscription fees (billed annually)

Annual Document Count across <u>all</u> customer relationships	Subscription level	Annual Fee
Up to 4 documents	Premium	USD 0
5 to 24 documents or < USD 250,000	Bronze	USD 50
25 to 99 documents and > USD 250,000	Silver	USD 750
100 to 499 documents and > USD 250,000	Gold	USD 2,250
500 and more documents and > USD 250,000	Platinum	USD 5,500

Supplier Fee Schedule



Transaction fees (billed quarterly)

Less than 5 documents* OR less than GBP 38,750	FREE usage
More than 5 documents * AND more than GBP 38,750	0.155% of transacted volume for relationships without Service Entry Sheets
*only POs, invoices, service entry sheets, and service entry sheet responses	0.35% of transacted volume for relationships with Service Entry Sheets
	Capped at GBP 15,500 per customer relationship

Subscription fees (billed annually)

Annual Document Count across <u>all</u> customer relationships	Subscription level	Annual Fee
Up to 4 documents	Premium	GBP 0
5 to 24 documents or < GBP 193,750	Bronze	GBP 35
25 to 99 documents and > GBP 193,750	Silver	GBP 500
100 to 499 documents and > GBP 193,750	Gold	GBP 2,000
500 and more documents and > GBP 193,750	Platinum	GBP 3,770

Supplier Fee Schedule



Transaction fees (billed quarterly)

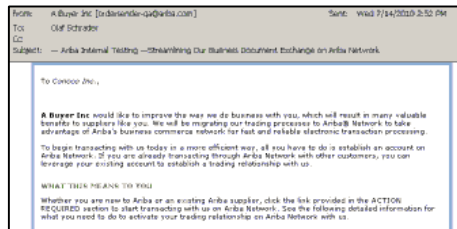
Less than 5 documents* OR less than CHF 49 500	FREE usage
More than 5 documents * AND more than CHF 49 500	0,155% of transacted volume for relationships without Service Entry Sheets
*only POs, invoices, service entry sheets, and service entry sheet responses	0,35% of transacted volume for relationships with Service Entry Sheets
	Capped at CHF 19 800 per customer relationship

Subscription fees (billed annually)

Annual Document Count across <u>all</u> customer relationships	Subscription level	Annual Fee
Up to 4 documents	Premium	CHF 0
5 to 24 documents or < CHF 247 500	Bronze	CHF 50
25 to 99 documents and > CHF 247 500	Silver	CHF 740
100 to 499 documents and > CHF 247 500	Gold	CHF 2 200
500 and more documents and > CHF 247 500	Platinum	CHF 5 450

Welcome to the Ariba Network!

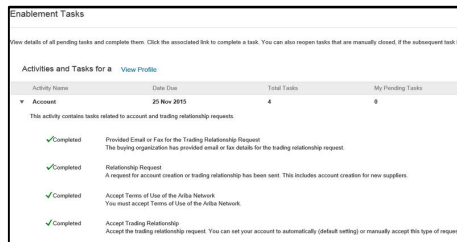
1 Open invitation letter



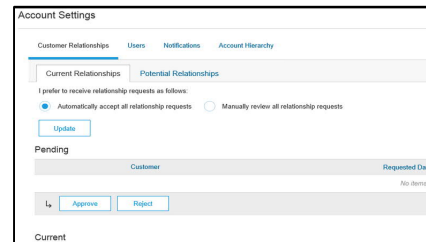
2 Register

- 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 **Vestas** and a link to the landing page.

2. Landing page

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

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.

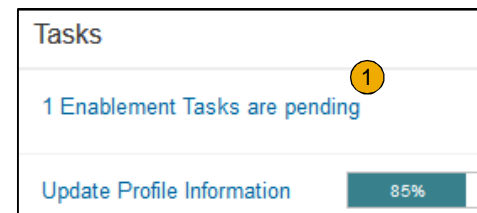
The first screenshot shows an email invitation from Ariba Network. It includes a link to the landing page and instructions for both first-time users and existing users. A yellow circle with the number 1 is placed over the 'Register Now' button.

The second screenshot shows the Ariba Network landing page. It welcomes the user and provides instructions for first-time users. A yellow circle with the number 2 is placed over the 'Register Now' button.

The third screenshot shows the 'Product and Service Category Selection' page. It features a search bar, a list of product and service categories, and a 'My Selections' section. A yellow circle with the number 3 is placed over the 'Browse' button.

Account configuration

1. **Click** on the Tasks link to configure your account.
2. **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.



Tasks

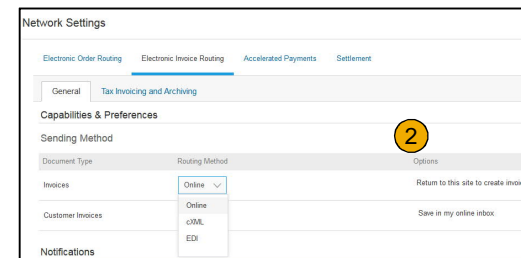
1 Enablement Tasks are pending

Update Profile Information 85%

Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task.

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



Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox
	cXML	
	EDI	

Notifications

Account configuration

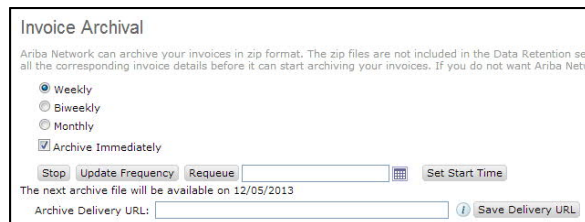
- **VAT ID / TAX ID** – select your company name in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Remittance address** – select your company name in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk.
- **Payment methods** – select your company name in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. The Remittance ID will be communicated to you by your buyer.
- **Test account creation** (testing is required for integrated and catalog suppliers) - to create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Create a User** with access to your Ariba account - select your company name in top right corner and go to Users. Create a Role, add permissions that correspond to the user's actual job responsibilities and type a descriptive Name. Click on Create User button to create a new user and assign a role. Each user needs to be created separately in production and test accounts!

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:

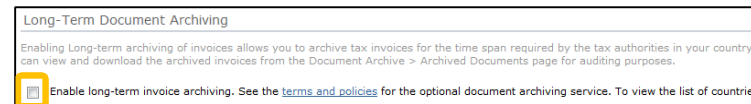
- Select frequency (**Weekly**, **Biweekly** or **Monthly**), choose **Archive Immediately** to archive without waiting 30 days, and click Start.
- If you want Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your Outbox, section **Archived Invoices**).



The screenshot shows the 'Invoice Archival' configuration interface. It includes a header 'Invoice Archival' and a descriptive paragraph about Ariba Network archiving. Below this, there are three radio buttons for frequency: 'Weekly' (selected), 'Biweekly', and 'Monthly'. There is a checked checkbox for 'Archive Immediately'. Below these are buttons for 'Stop', 'Update Frequency', 'Requeue', and 'Set Start Time'. A status message states 'The next archive file will be available on 12/05/2013'. At the bottom, there is a text input field for 'Archive Delivery URL:' followed by a 'Save Delivery URL' button.

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.

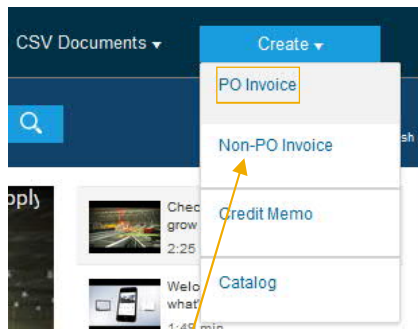
After you enable the service you have access to **Document Archive** tab where you can search and view **Archived Documents** and request to download multiple documents.



The screenshot shows the 'Long-Term Document Archiving' section. It has a title 'Long-Term Document Archiving' and a paragraph explaining that enabling this service allows archiving tax invoices for a required time span. Below this is a checkbox labeled 'Enable long-term invoice archiving.' followed by a link to 'terms and policies' and a note to view the list of countries.

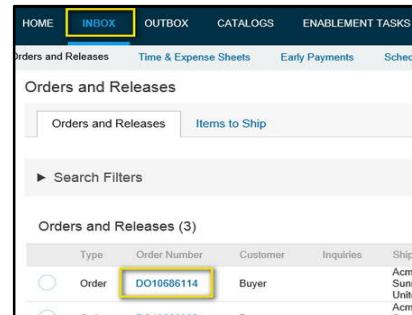
Invoice creation

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

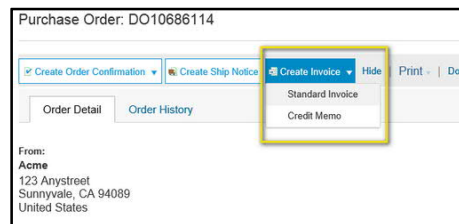


Note: You can also create non-PO invoices!

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.

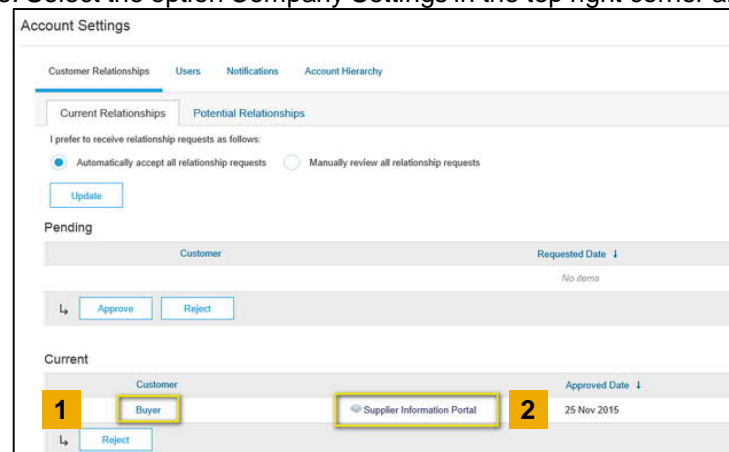
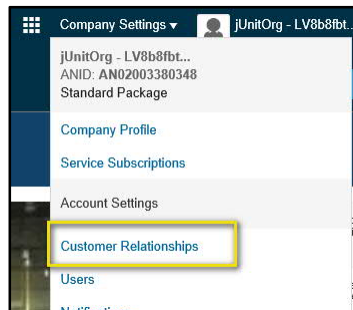
Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Vestas.

... IT'S THAT EASY!

Training and resources

Vestas 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 Vestas:

- Account Configuration Guide
- Vestas Purchase Order Confirmation and Ship Notice Guide
- Vestas Invoice Guide



Thank you for joining the Ariba Network!

Contact information:

Ariba Network Registration and Configuration Support

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

Vestas Business Process Support

Please contact the Vestas Supplier Enablement team at ariba@vestas.com for business-related questions

