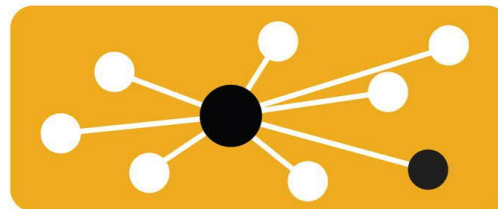
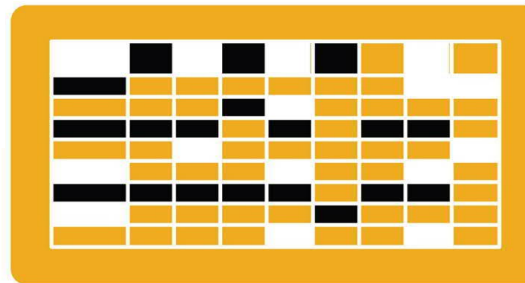


# Ariba® Network Quick Start Guide



SAP Ariba 

**faurecia**  
inspiring mobility

Get Started 

# Using This Guide

The purpose of this guide is to help suppliers understand a basic overview to getting started on Ariba Network.

You may navigate this guide by:

- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics
- Using the bookmark panel to the left

This button will take you back to the previous page

This button will take you to the next step



If you need additional help, click the help button that will assist you in finding the appropriate support contact.

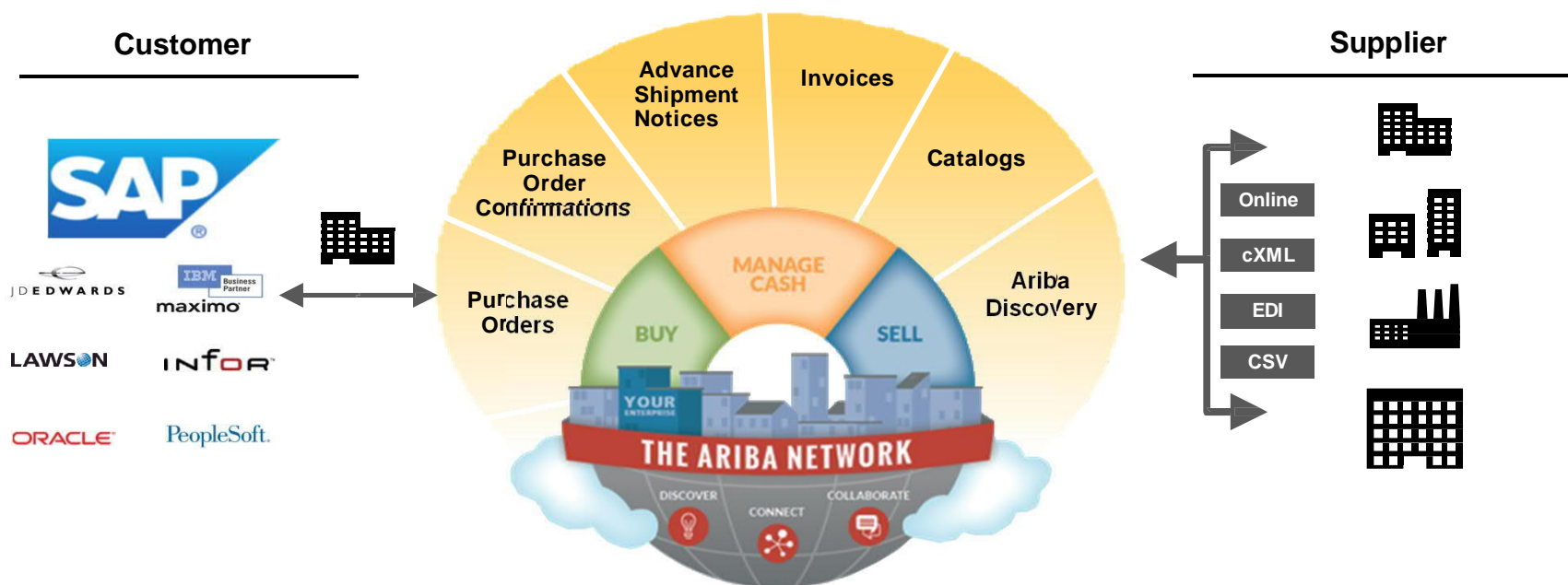
The HOME button will return you to the Guide Contents page

Tabs in the lower left corner link out to our Community Support pages. Look for these to answer your most common questions.



# SAP Ariba is the leading business network

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



# SAP Ariba can help you...



## **Collaborate immediately with all trading partners?**

- Immediate access to online invoice creation tool
- Automation and catalog posting for your buyers in <8 weeks



## **Turn paper into efficient electronic transactions?**

- 75% faster deal closure
- 75% order processing productivity gains via XML
- 80% increase in order accuracy through PunchOut



## **Catch errors and correct them – before they even happen?**

- 64% reduction in manual intervention



## **Track invoice and payment status online in real time and accelerate receivables?**

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



## **See opportunities you're missing and have the ability to trade globally?**

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

# HOME: Get Started

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# Accept Your Invitation

The invitation is also referred to as the Trading Relationship Request, or TRR. This e-mail contains information about transacting electronically with your customer.



Click the link in the emailed letter to proceed to the landing page.

## ACTION REQUIRED

Your customer, **FAURECIA SERVICES GROUPE**, is changing the way they do business with their valued suppliers. The goal is to make the process by which your company receives purchase orders and/or gets paid as efficient as possible.

To enable your company to process orders or invoices with FAURECIA SERVICES GROUPE, click the link below to get started.

[→ Accept your customer's trading relationship request](#)

(Please click the link above whether or not you have an existing account on the Ariba Network.)

If this invitation did not reach the appropriate person in your company, please forward as needed.

## WHAT IS THE ARIBA NETWORK?

Ariba, an SAP company, offers solutions and services that enable you to easily share information and business processes with your customers through the Ariba Network, such as:

- Accelerate the sales cycle and lower the cost of sales
- Find new customers who are actively looking for what you sell
- Drive more business with current customers

## ARE THERE FEES ASSOCIATED WITH THIS SERVICE?

There are no fees to register. However, depending on how much you use your Ariba Network account to do business with your customers, fees may apply. [Learn more about fees.](#)

## WHAT TO EXPECT NEXT

Once you register on the Ariba Network, you might receive further instructions from your customer on how to confirm that your account is properly set up. Alternatively, after registering, log in to your Ariba Network account and click the Enablement tab, where you might see further tasks to complete.

## HAVE ANY MORE QUESTIONS?

- For general questions about the Ariba Network, visit [Ariba Answers](#).
- For instructions and online demonstrations provided by your customer, visit the [Supplier Information Portal](#).
- To submit questions to your customer related to this Ariba Network trading relationship request or to request that the customer stop contacting you, [click here](#).

For any additional questions or further assistance, please contact [Ariba Customer Support](#).

# Select one...

[First Time User](#)

[Existing User](#)

Ariba Network

Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

Register Now

[I have further questions for my requesting customer](#)

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

Confirm

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

# Register as a New User

1. Select **Register Now**
2. Enter all fields marked required with an asterisk (\*) including:

- **Company Name**
- **Address**
- **City**
- **State**
- **Zip**

3. Fill in additional optional fields to help complete your profile.

- **Product and Service Categories**
- **Ship-To or Service Locations**
- **Tax ID**
- **DUNS Number**

4. Accept the **Terms of Use** by checking the box.

5. Click **Continue** to proceed to your home screen.

Ariba Network

Enter Your Ariba Commerce Cloud Information 5 [Continue](#) [Cancel](#)

Enter basic company information \* Indicates a required field

Company Name: \*

Country: \* United States [USA] If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address: \*

Line 1

Line 2

Line 3

City: \*

State: \* Pennsylvania

Zip: \*

Product and Service Categories: Enter Product and Service Categories [Add](#) -or- Remove

Ship-to or Service Locations: Enter Ship-to or Service Location [Add](#) -or- Browse

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. ⓘ



## Log on to Ariba® Network

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

### Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:  [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

[Trouble Logging In?](#)

# Set Up Your Account

1. From the Home Screen click the **Company Settings** menu dropdown.

2. Select **Electronic Order Routing** under **Network Settings**.

3. Choose one of the following routing methods for your purchase orders:

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

4. Configure e-mail notifications.

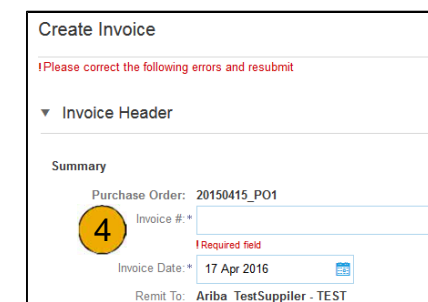
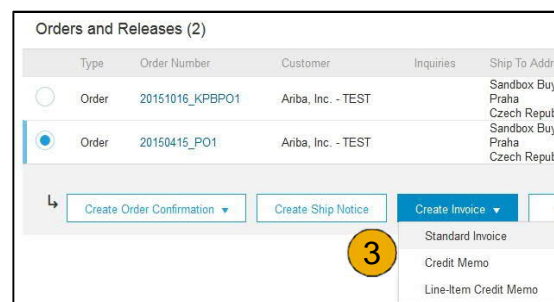
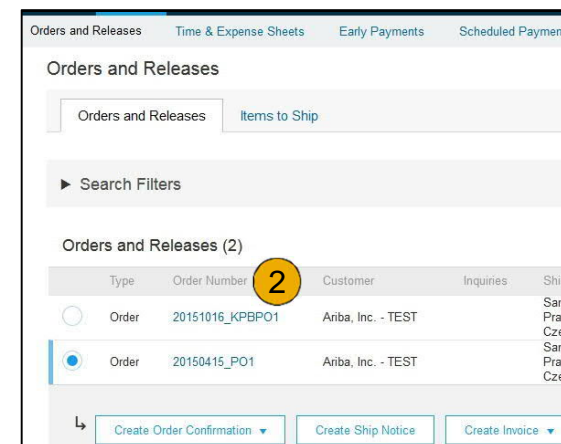
## What else may be required?

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

# Create an Invoice

To create a PO-Flip invoice (or an invoice derived from a PO that you received via 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 your customer.



[Can't Find Your PO?](#)

# Archiving Invoices

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).
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.)

# Training and Resources

## Supplier Information Portal

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

**Account Settings**

Customer Relationships | Users | Notifications | Account Hierarchy

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests ☐ Manually review all relationship requests

[Update](#)

**Pending**

Customer	Actions
	<a href="#">Approve</a> <a href="#">Reject</a>

**Current**

Customer	Actions
<input type="checkbox"/> Ariba Inc. <b>2</b>	<b>3</b> <a href="#">Supplier Information Portal</a>
<input type="checkbox"/> Pouliot Industries	

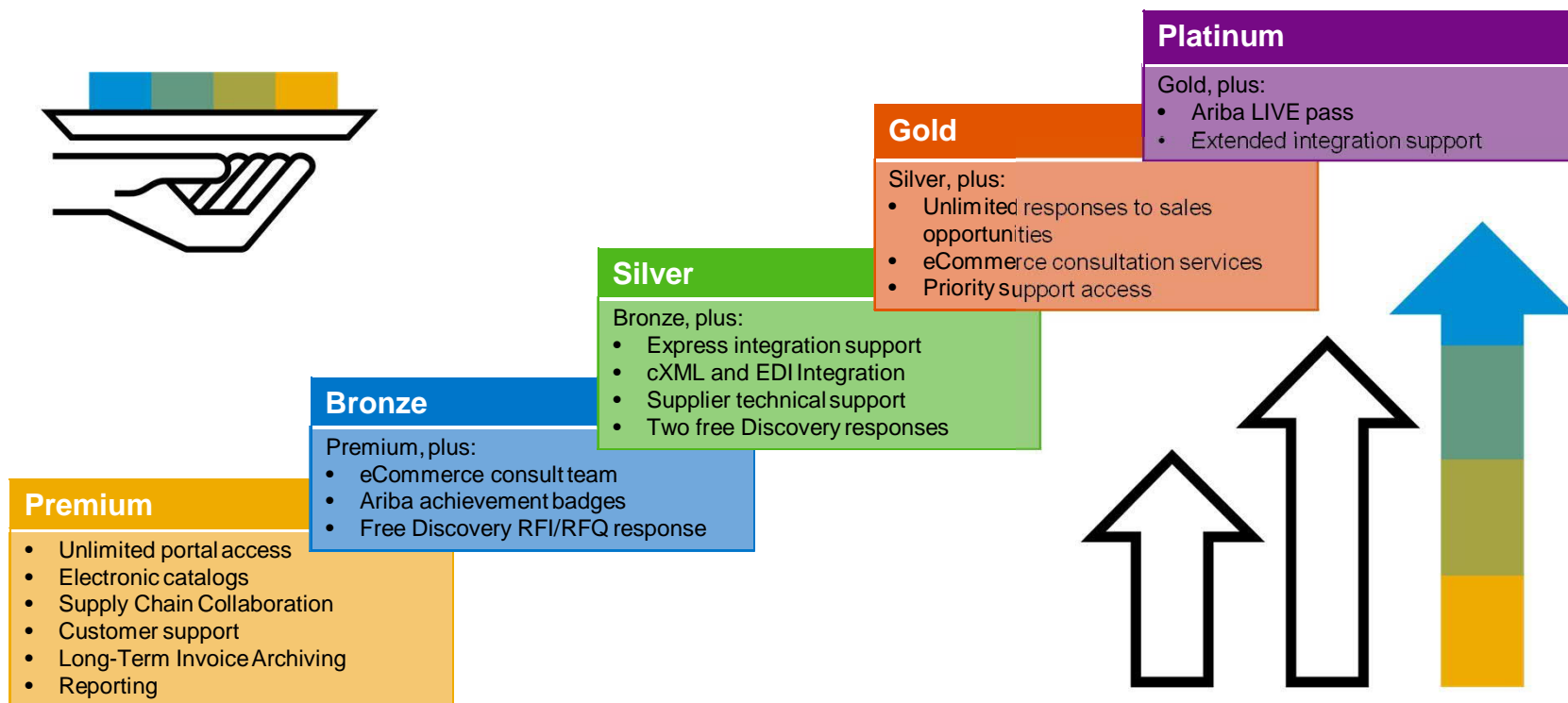
[Reject](#)

**Company Settings**

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

[Company Profile](#)  
[Service Subscriptions](#)  
[Account Settings](#)  
[Customer Relationships](#) **1**  
[Users](#)  
[Notifications](#)  
[Account Hierarchy](#)  
[View All](#)  
[Network Settings](#)  
[Electronic Order Routing](#)  
[Electronic Invoice Routing](#)  
[Accelerated Payments](#)  
[Remittances](#)  
[Network Notifications](#)

# Subscription Levels

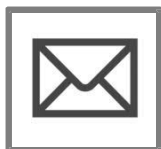


Read more about subscriptions:

<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

levels, calculate your fees & check out other currencies on our website

# Ariba Network Customer Support



## Complete Support WebForm

- A Procurement Operations Specialist will reply via email within 4 hours.



## Connect to Support via Live Chat

- Discuss questions or issues via Live Web Chat immediately



## Contact Ariba Customer Support by Phone

- Request a call from our Procurement Operations Specialist Now or Later

