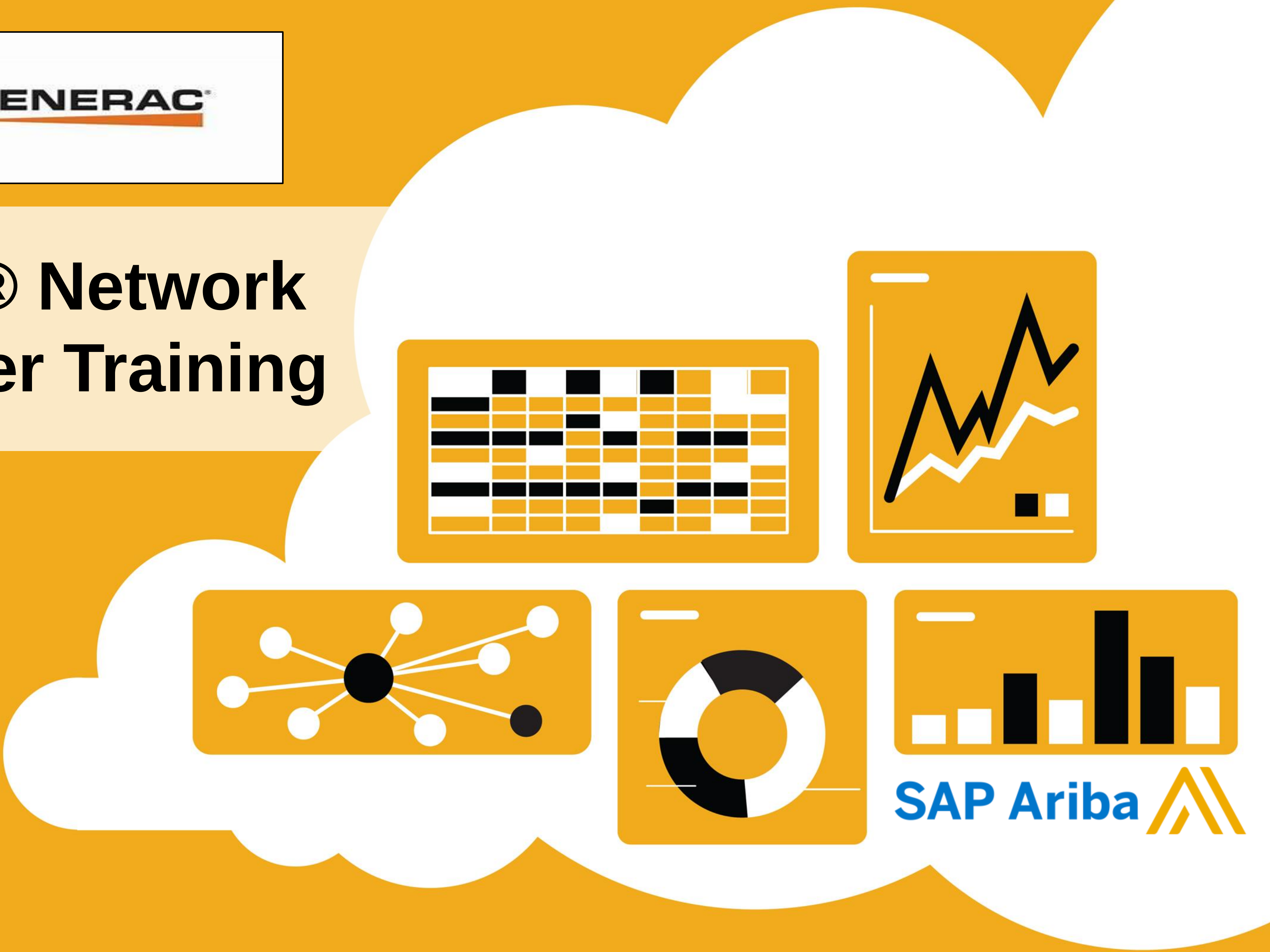
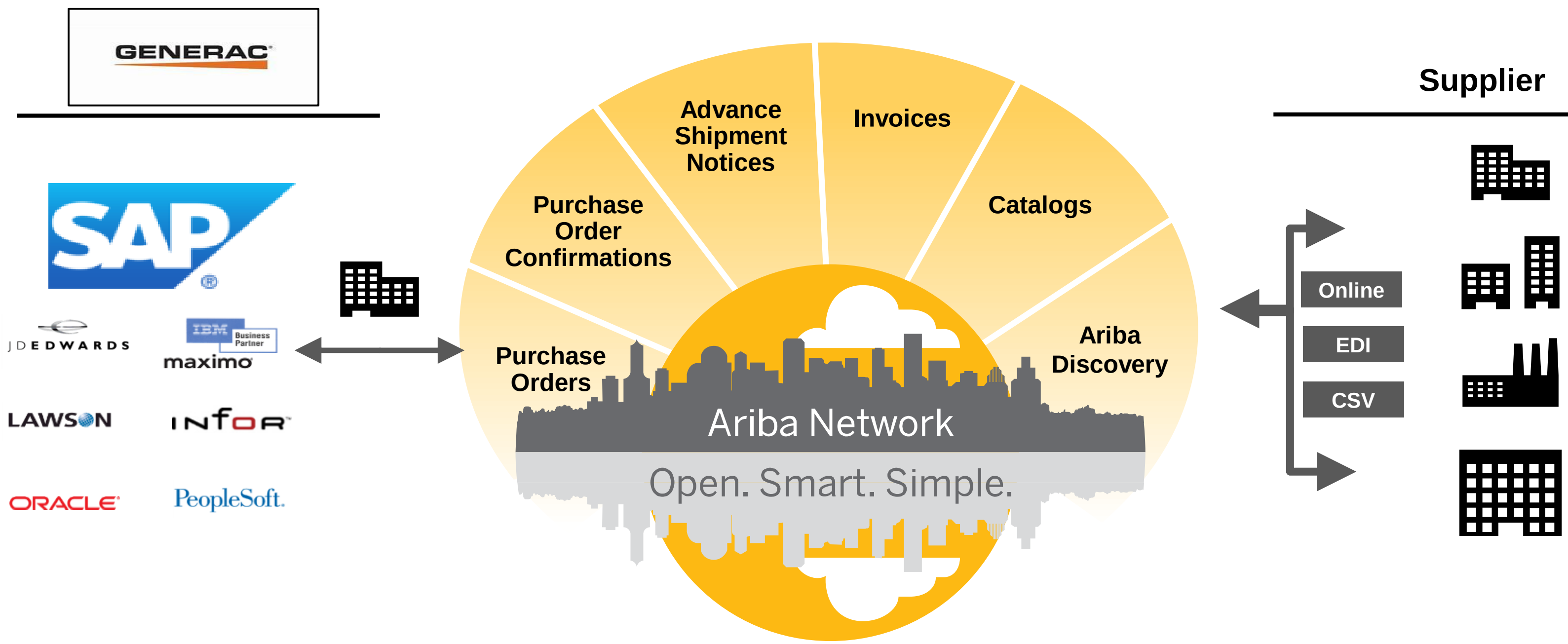
Ariba® Network Supplier Training



HOME – Table of Contents

What is Ariba Network?

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



2+ million Trading Partners

$850B In Annual Commerce

>60% Global 2000 use the Network

65+ million Annual Invoices

190 Countries

60+ million Annual Purchase Orders

SAP Ariba Can Help You...

Collaborate immediately with all trading partners

- Immediate access to forecasts and purchase order documents
- 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

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

SECTION 2: Set Up Your Ariba Account

Basic Account Configuration

- Configuration Requirements
- Accept Invitation
- Profile Completion
- Email Notifications

Enablement Tasks

- Enablement Tasks
- Purchase Order Routing

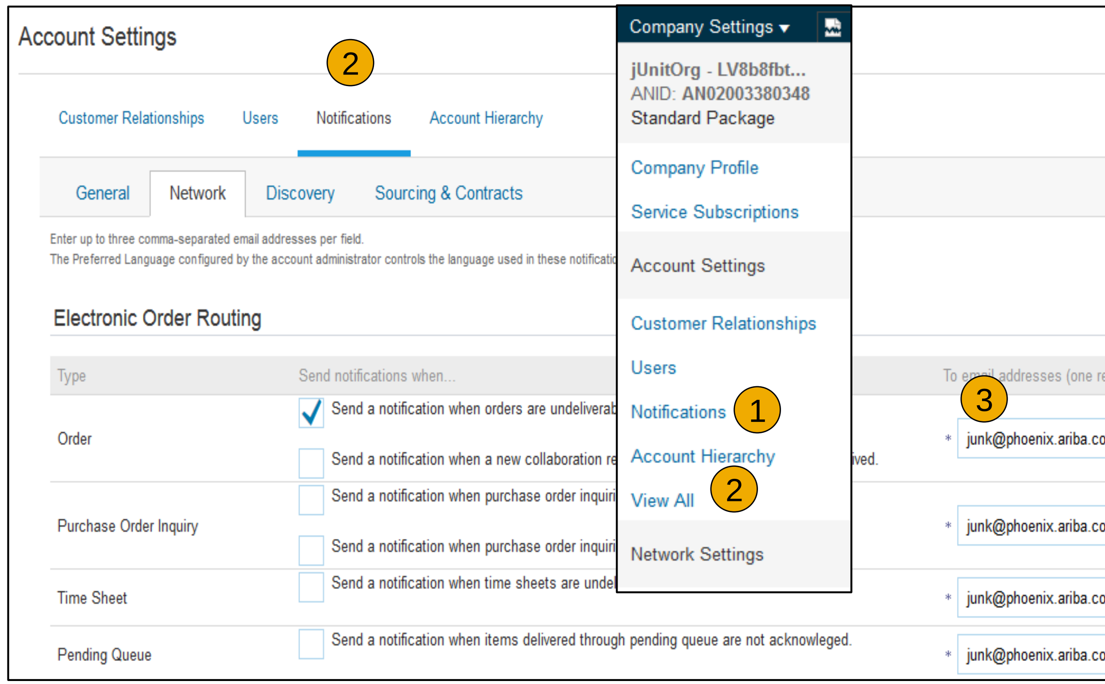
Advanced Account Configuration

- Customer Relationships
- Roles and Users
- Enhanced User Account Functionality
- Test Accounts

Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 5 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.



Route Your Purchase Orders

Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.

Understand Roles for Users

Administrator

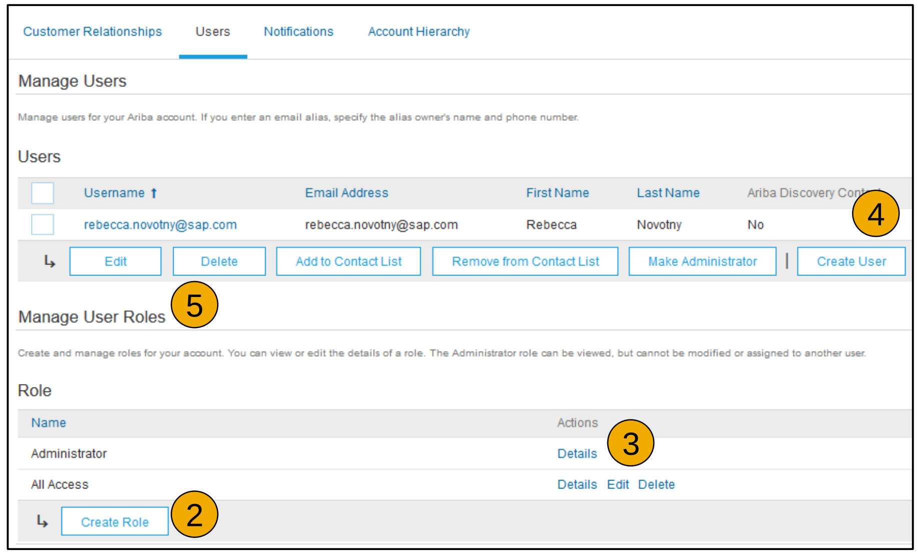
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems.
- Creates roles for the account

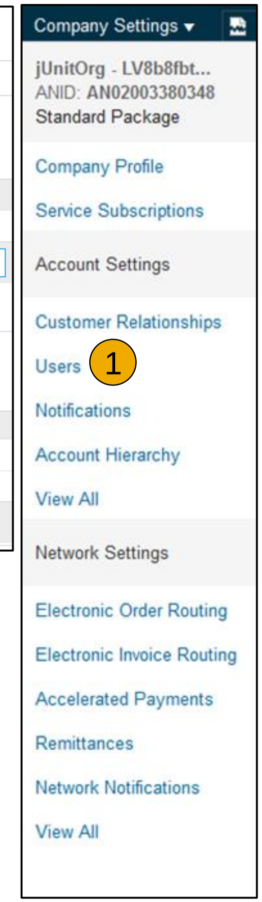
User

- Can have different roles, which correspond to the user’s actual job responsibilities
- Responsible for updating personal user information

Create Roles and Users

1. **Click** on the Users tab on the Administration Navigator. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add** Permissions **to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.

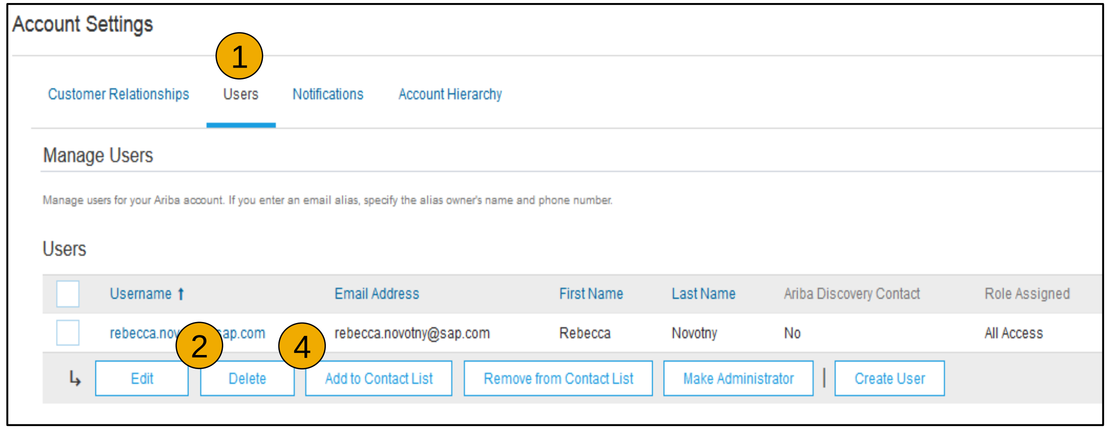


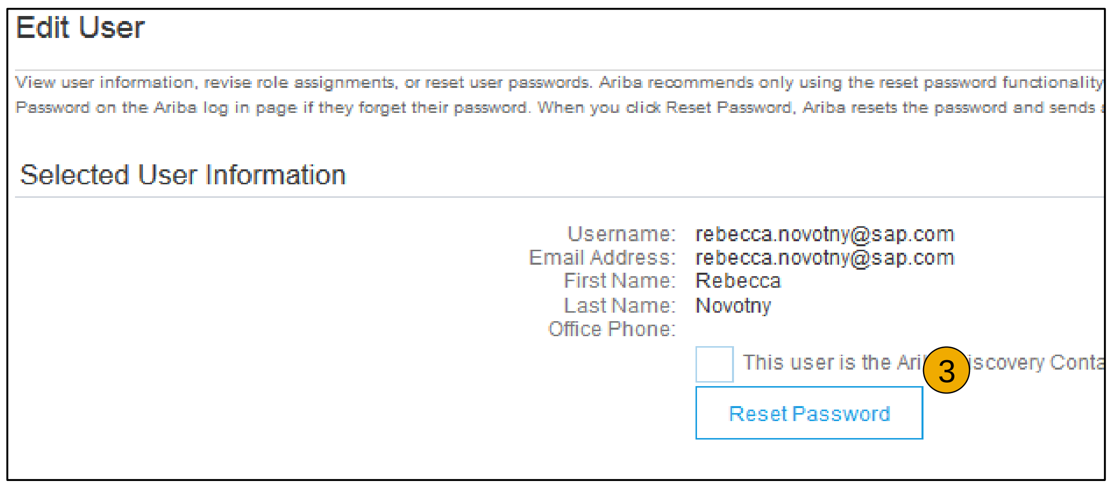


4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account

Modifying Users

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
   - Delete User
   - Add to Contact List
   - Remove from Contact List
   - Make Administrator





SECTION 3: Forecast Collaboration

View and User Interface → **CSV Operation** → **Commitment**

View and User Interface
- View Forecast
- User Interface

CSV Operation
- Download CSV
- Upload CSV

Commitment
- View Commitment
- Edit Commitment
- Review Commitment

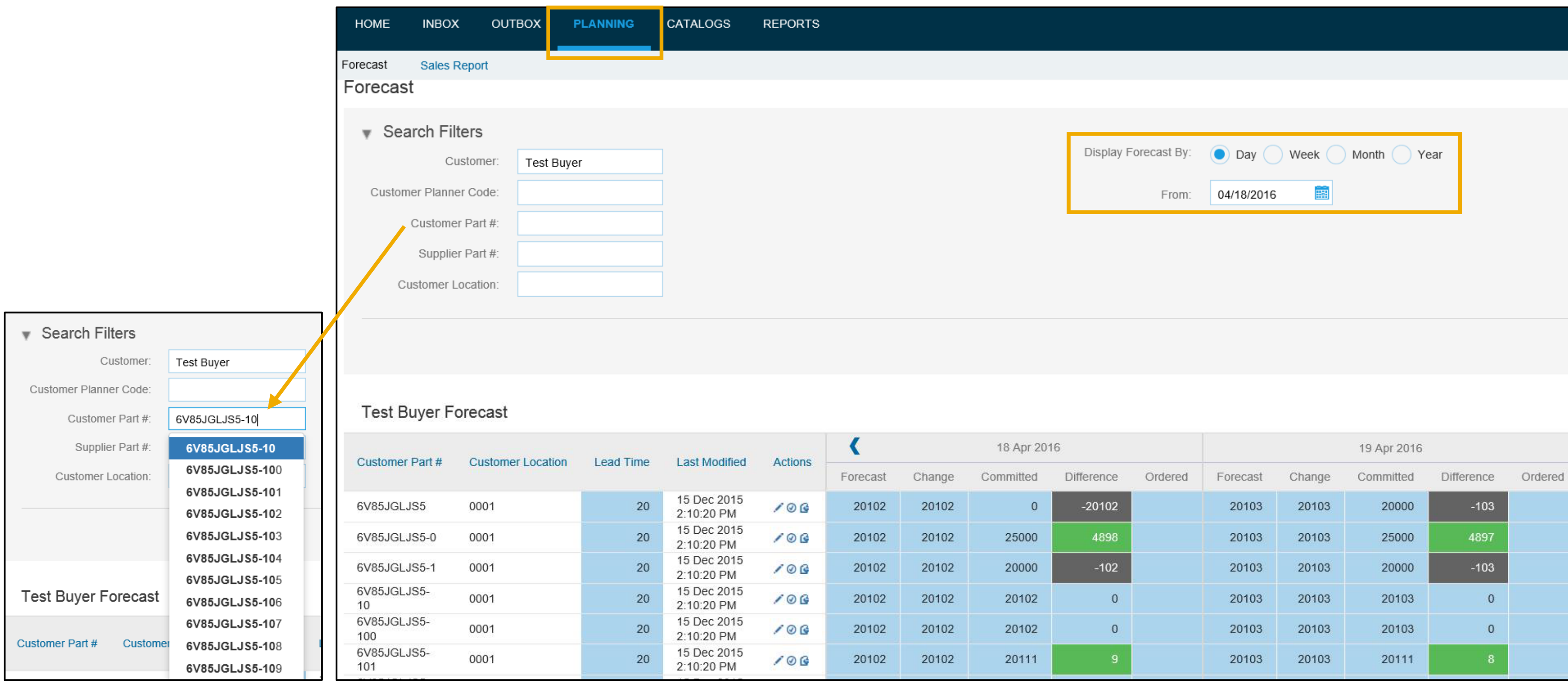
Generac Forecast Overview

1. It is Generac's intent to provide at least 12 month forecast for all purchased materials by procuring plant whenever possible. (Some materials will have more than one forecast depending upon location)
2. The Generac forecast is to be used for planning purposes only, and does not constitute a commitment on Generac's part to buy a specific quantity of material at a specific time.
3. As a Generac supplier, your commitment to the forecast provided and your confirmation of additional capacity in the form of "upside" commitment will greatly help our future planning.
4. The Generac forecast will be sent monthly via Ariba

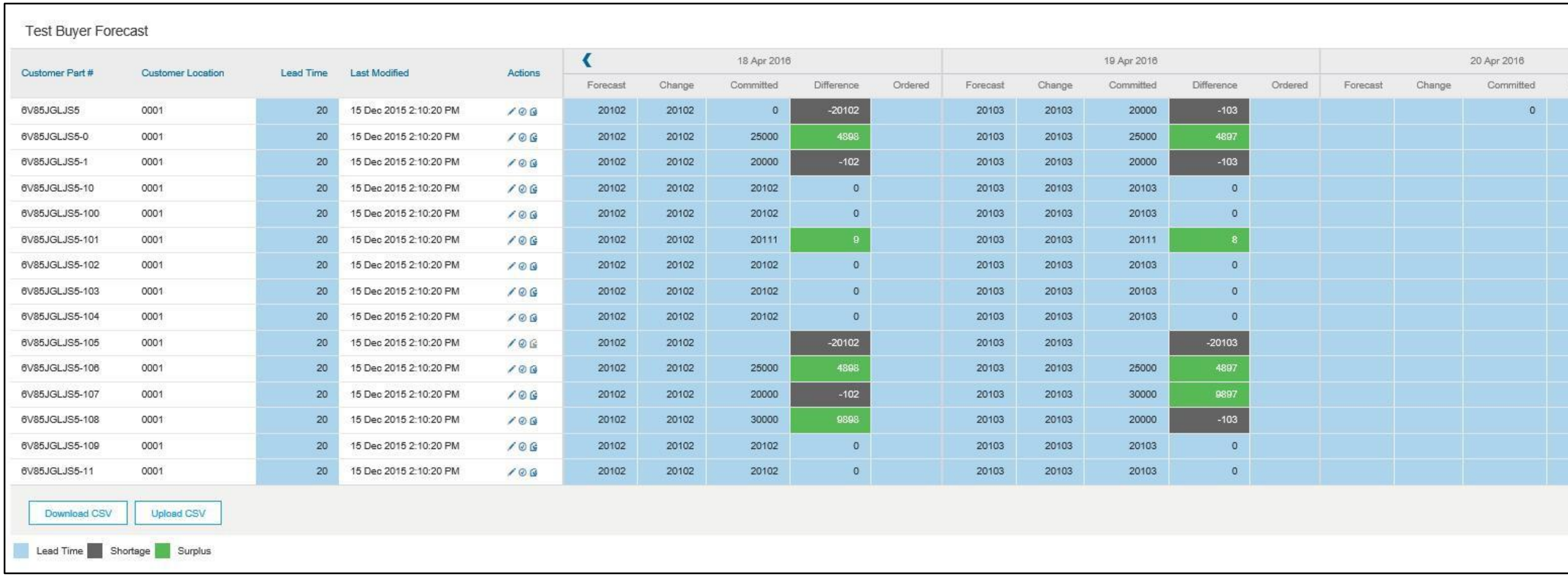
View Forecast

Forecast Collaboration

- Dedicated menu to view forecast
- Each row represents a forecast value for a product location
- Forecast can be displayed in day, week, month and year format.
  - Generac will provide the Forecast only in monthly buckets so viewing this in the monthly view is recommend



Understand the User Interface
Forecast Collaboration


Test Buyer Forecast

Customer Part #	Customer Location	Lead Time	Last Modified	Actions	18 Apr 2016					19 Apr 2016					20 Apr 2016			
					Forecast	Change	Committed	Difference	Ordered	Forecast	Change	Committed	Difference	Ordered	Forecast	Change	Committed	Di
6V85JGLJS5	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	0	-20102		20103	20103	20000	-103				0	
6V85JGLJS5-0	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	25000	4898		20103	20103	25000	4897					
6V85JGLJS5-1	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20000	-102		20103	20103	20000	-103					
6V85JGLJS5-10	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20102	0		20103	20103	20103	0					
6V85JGLJS5-100	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20102	0		20103	20103	20103	0					
6V85JGLJS5-101	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20111	9		20103	20103	20111	8					
6V85JGLJS5-102	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20102	0		20103	20103	20103	0					
6V85JGLJS5-103	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20102	0		20103	20103	20103	0					
6V85JGLJS5-104	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20102	0		20103	20103	20103	0					
6V85JGLJS5-105	0001	20	15 Dec 2015 2:10:20 PM		20102	20102		-20102		20103	20103		-20103					
6V85JGLJS5-106	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	25000	4898		20103	20103	25000	4897					
6V85JGLJS5-107	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20000	-102		20103	20103	30000	9897					
6V85JGLJS5-108	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	30000	9898		20103	20103	20000	-103					
6V85JGLJS5-109	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20102	0		20103	20103	20103	0					
6V85JGLJS5-11	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20102	0		20103	20103	20103	0					

Download CSV Upload CSV

Lead Time Shortage Surplus

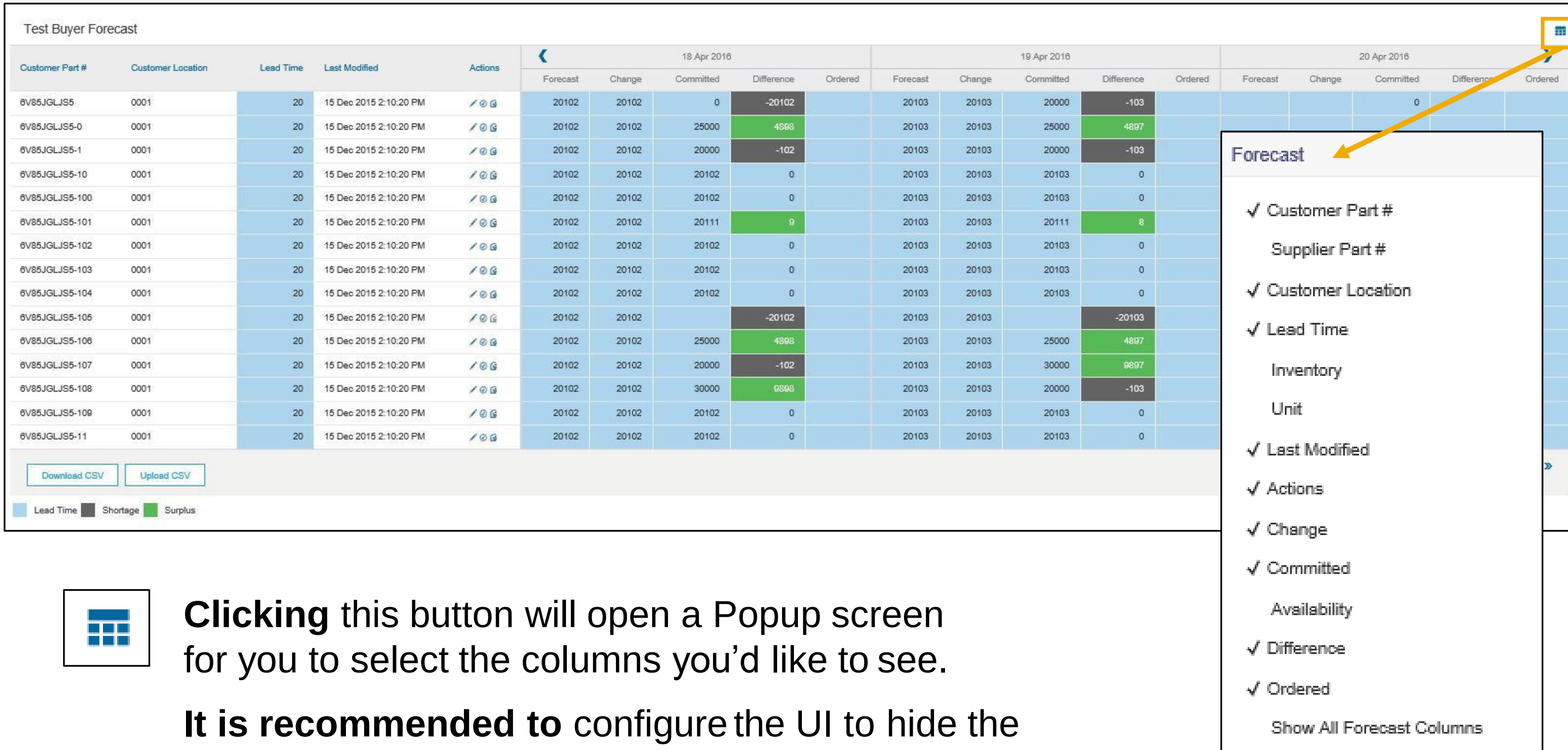
- **Forecast** – The quantity that was forecasted by the buyer
- **Change** – The quantity of Forecast that was changed between the last 2 versions of the forecast data from the Buyer
- **Committed** – the quantity committed by the supplier

Color Coding for easy processing of data in the UI

- **Lead time –** Color coded in blue indicates all time buckets that fall with in the lead time of the product
- **Surplus –** Color Coded in Green indicate the surplus difference between Committed and Forecast quantity
- **Shortage –** Color Coded in Black to indicate the negative difference between Committed and Forecast quantity

Personalize the User Interface

Forecast Collaboration



Test Buyer Forecast

Customer Part #	Customer Location	Lead Time	Last Modified	Actions	18 Apr 2016					19 Apr 2016					20 Apr 2016				
					Forecast	Change	Committed	Difference	Ordered	Forecast	Change	Committed	Difference	Ordered	Forecast	Change	Committed	Difference	Ordered
6V85JGLJS5	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	0	-20102		20103	20103	20000	-103				0		
6V85JGLJS5-0	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	25000	4898		20103	20103	25000	4897						
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6V85JGLJS5-11	0001	20	15 Dec 2015 2:10:20 PM		20102	20102	20102	0		20103	20103	20103	0						

Clicking this button will open a Popup screen for you to select the columns you'd like to see.

It is recommended to configure the UI to hide the following columns:

- Difference, Ordered and Availability

Utilizing the Forecast Capability

Forecast Collaboration

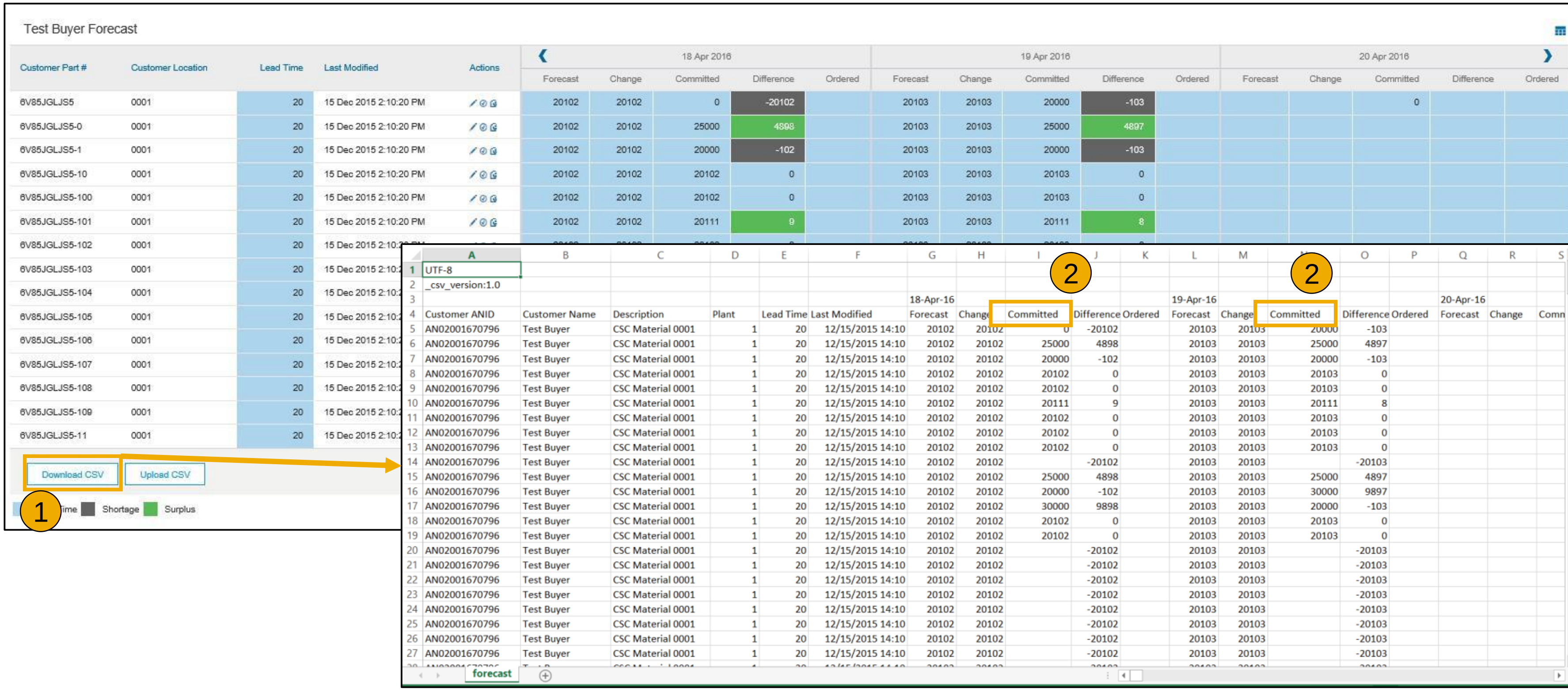
Customer Part #	Customer Location	Lead Time	Unit	Last Modified	Actions
6V85JGLJS5	0001	20	EA	15 Dec 2015 2:10:20 PM	
6V85JGLJS5-0	0001	20	EA	15 Dec 2015 2:10:20 PM	
6V85JGLJS5-1	0001	20	EA	15 Dec 2015 2:10:20 PM	
6V85JGLJS5-10	0001	20	EA	15 Dec 2015 2:10:20 PM	
6V85JGLJS5-100	0001	20	EA	15 Dec 2015 2:10:20 PM	
6V85JGLJS5-101	0001	20	EA	15 Dec 2015 2:10:20 PM	
6V85JGLJS5-102	0001	20	EA	15 Dec 2015 2:10:20 PM	
6V85JGLJS5-103	0001	20	EA	15 Dec 2015 2:10:20 PM	
6V85JGLJS5-104	0001	20	EA	15 Dec 2015 2:10:20 PM	
6V85JGLJS5-105	0001	20	EA	15 Dec 2015 2:10:20 PM	
6V85JGLJS5-106	0001	20	EA	15 Dec 2015 2:10:20 PM	
6V85JGLJS5-107	0001	20	EA	15 Dec 2015 2:10:20 PM	
6V85JGLJS5-108	0001	20	EA	15 Dec 2015 2:10:20 PM	
6V85JGLJS5-109	0001	20	EA	15 Dec 2015 2:10:20 PM	
6V85JGLJS5-11	0001	20	EA	15 Dec 2015 2:10:20 PM	

Action Buttons

- **Edit Button** Clicking this button will open a Popup screen for the Suppliers to provide Commit and update comments
- **Commit Forecast** – Will commit the Forecast data as requested by the Buyer for a period of 1 year. Please note that this is a MASS commitment.
- **Send Forecast –** This feature allows the supplier to send Forecast Commit data back to the buyer in cXML format.

Download a CSV File of a Forecast

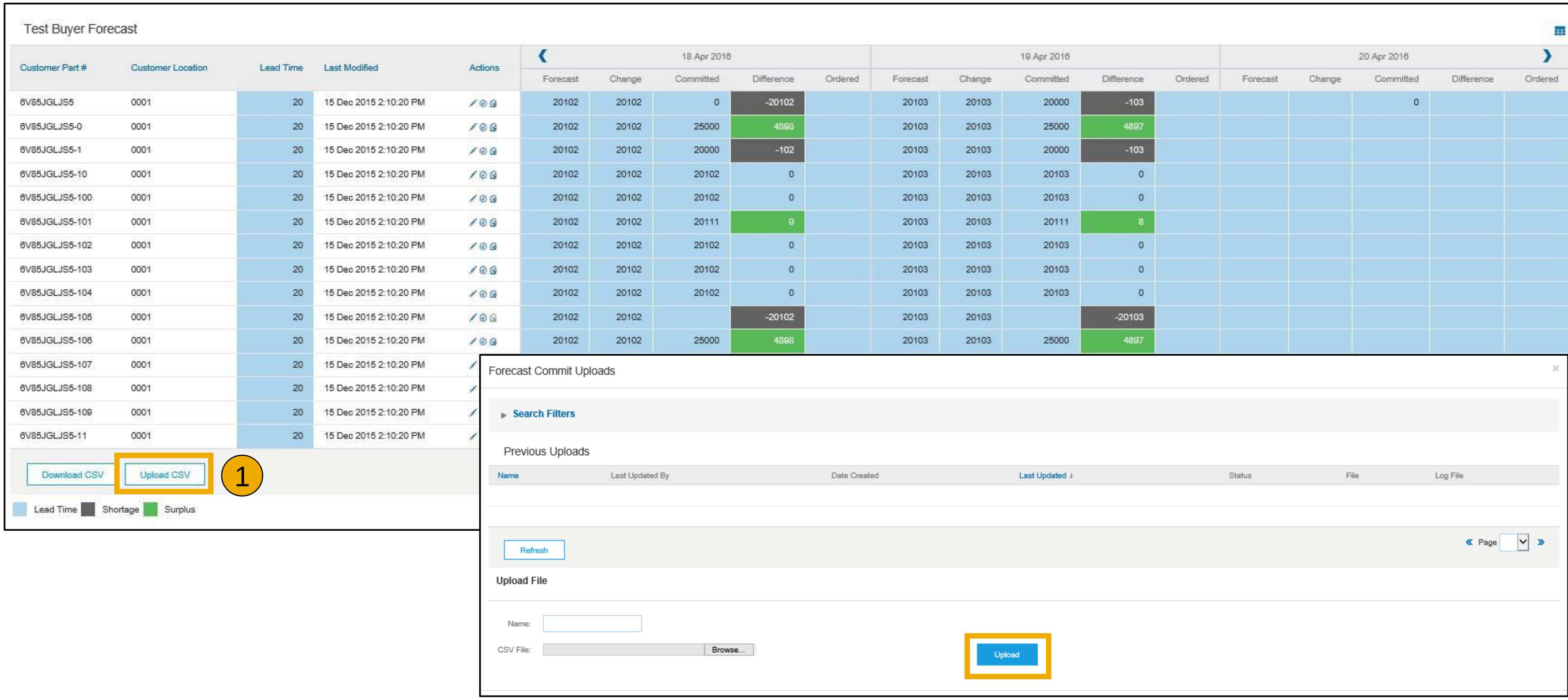
Forecast Collaboration



1. **Click** the Download CSV button will open a editable .CSV file for given search criteria
2. **Edits** are only excepted in the “Committed” Column

Upload a CSV File of a Forecast

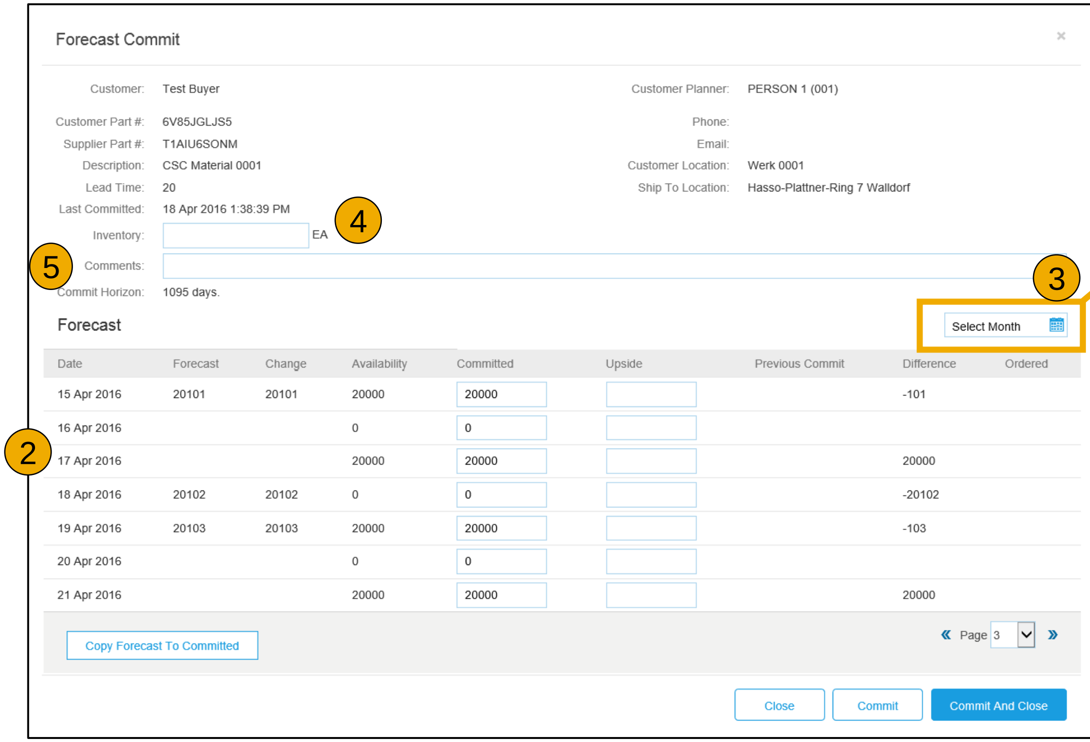
Forecast Collaboration



1. **Locate** the updated forecast file from your saved location and click upload
2. **Previous** uploads will be listed as applicable

View Commitment User Interface

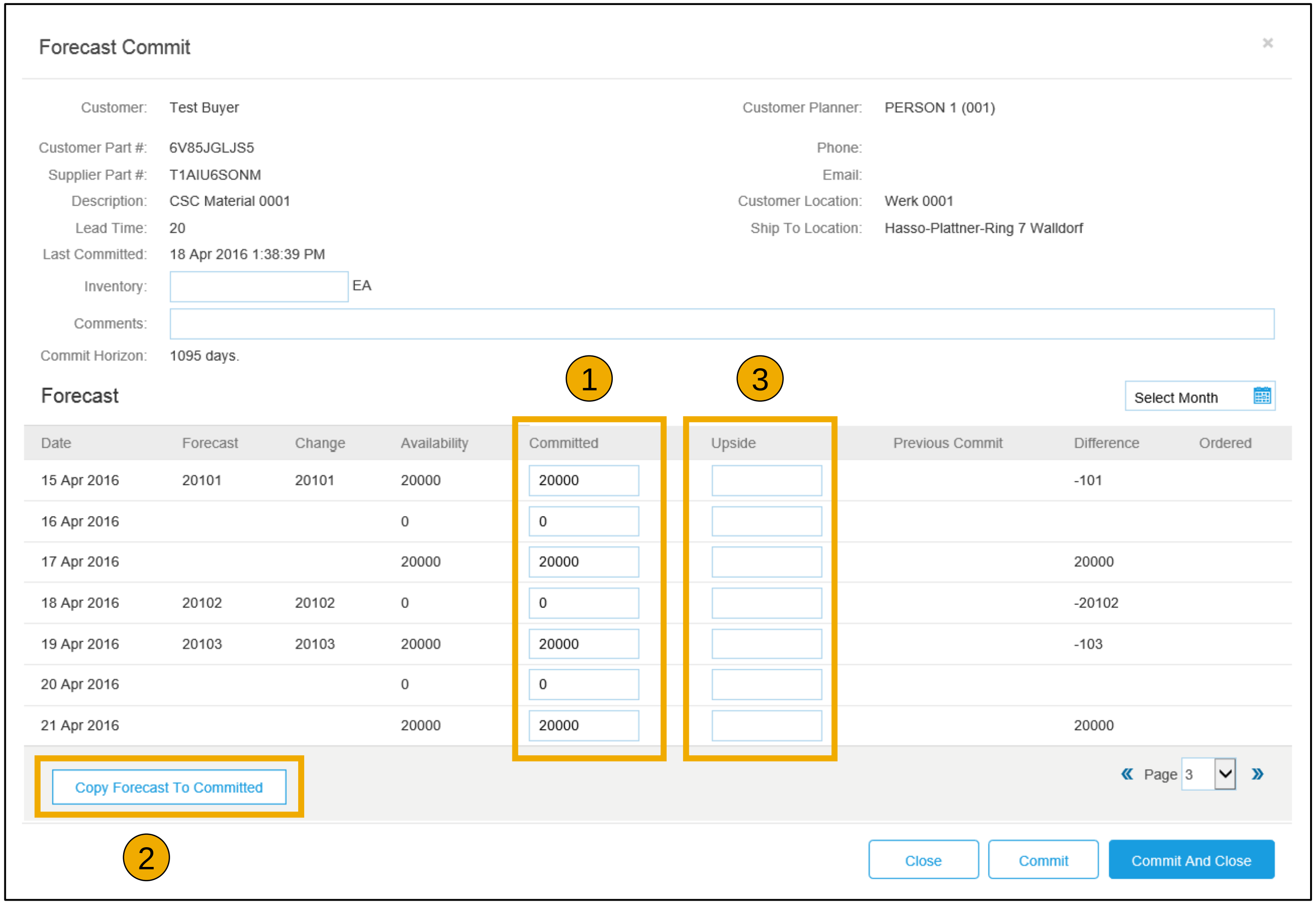
Forecast Collaboration



1. **Click** the edit button to open the Commitment UI and display the forecast commit for each month
2. **Each** line represents one day, you must change the page to view additional days
3. **To view** a different month, click the Select Month button and select the month you'd like to switch to
4. **On hand** Inventory can be entered in the Inventory text box
5. **Users** can enter comments in the comments section as needed

Edit a Commitment

Forecast Collaboration



1. **Enter** commit quantities in the **Committed** column

2. **The Copy Forecast to Committed** button will copy the Forecast to Committed columns automatically

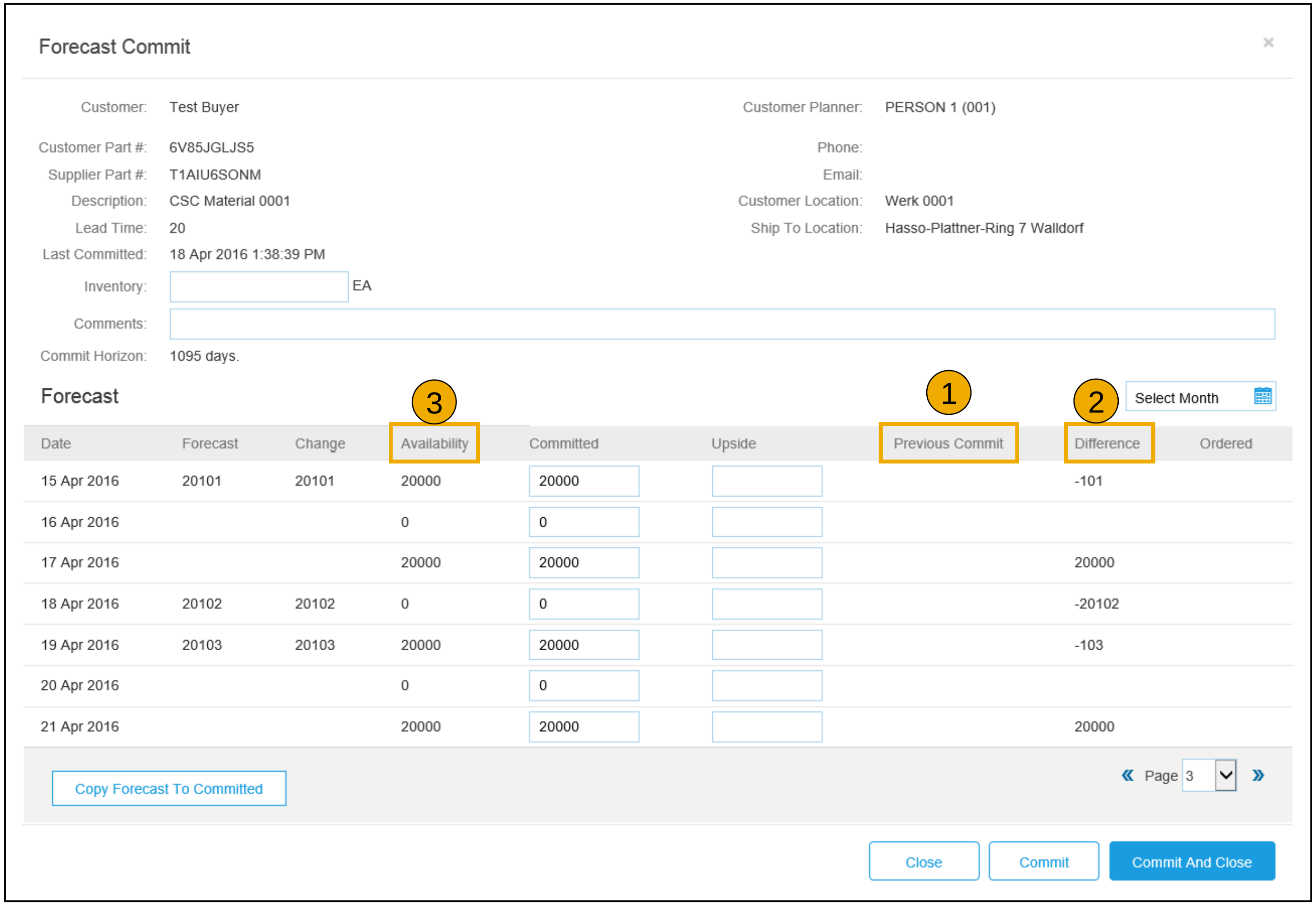
3. **Furthermore** you may provide **Upside quantities** to represent any additional capacity available

4. **The ability** to Mass Commit is only available from the main screen not the Commit UI

Review Commitment Values

Forecast Collaboration

The application provides calculated key figures to assist users when processing the information on the screen. Additionally the Forecast, Change and Ordered Values are carried over form the main screen



1. Previous Commit – This value represents the commit that was previously submitted by the user

2. Difference – This value represents the difference between Committed value and the requested Forecast value. This value is color coded to provide the user with the status of the data.

3. Availability – This represents the total availability from the Supplier. This value is a summation of Committed and Upside values for each time bucket.

SECTION 4: Order Fulfillment

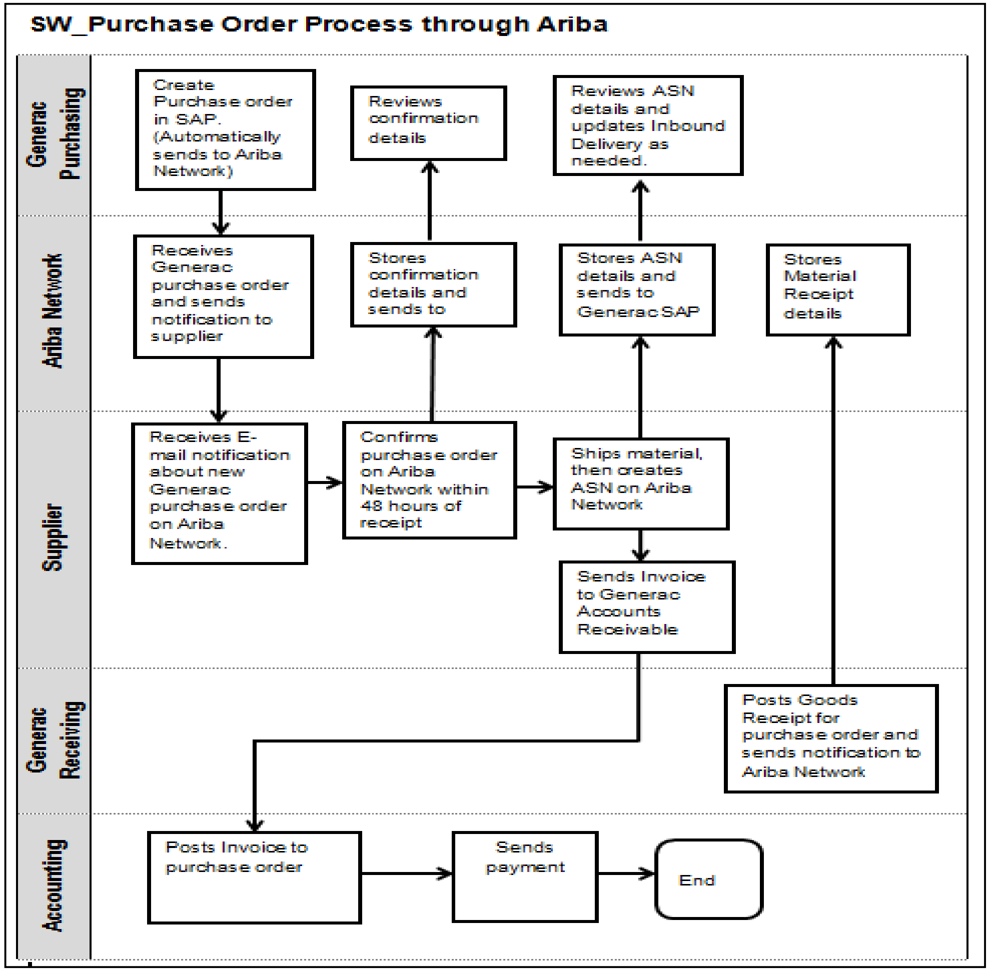
Purchase Order Management → **Order Confirmations (OC)** → **Ship Notices / Goods Receipts (ASN)** → **View Receipts**

- View Purchase Orders
- Purchase Order Detail
- Create PDF of PO

- Update Line Items

- Create Ship Notice
- Submit Ship Notice and Status

Generac / Ariba Order fulfillment process

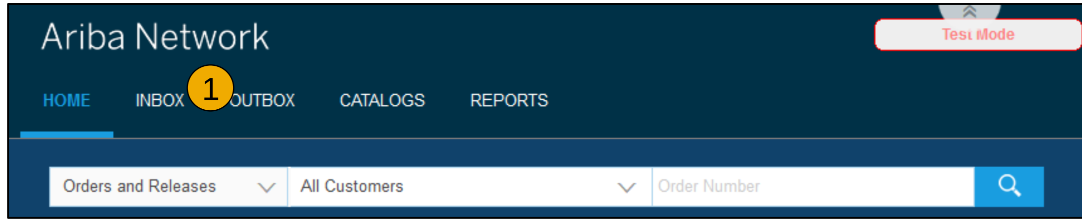


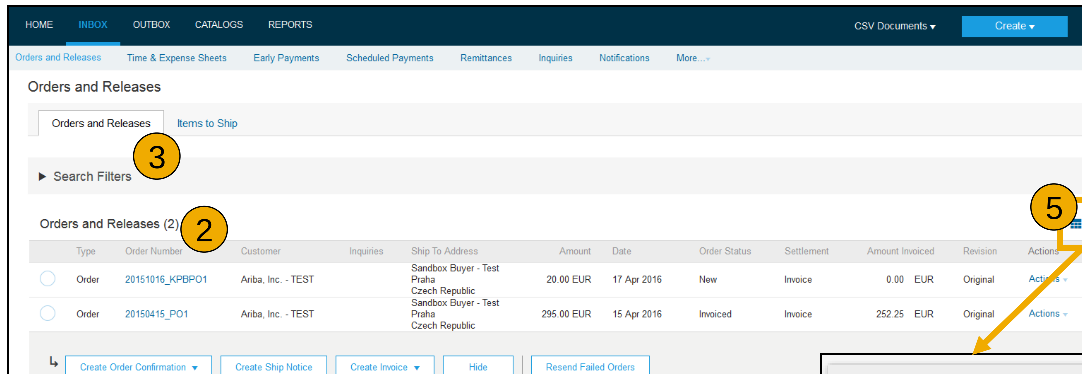
Note: When applicable, a copy of the PO will also be sent to necessary parties (ie. logistics providers). The copy PO only needs to be received and understood. A PO Confirmation and ASN does not created against the copy PO.

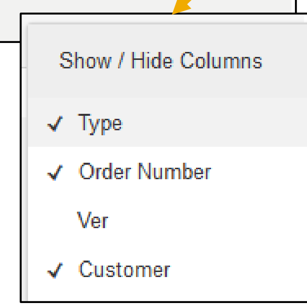
Manage POs

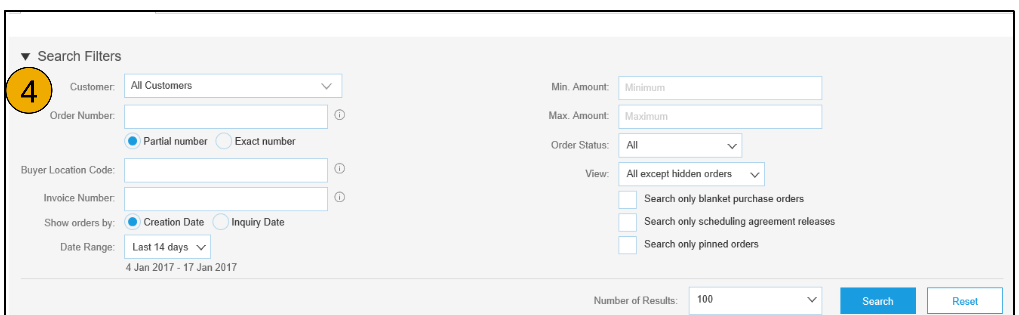
View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders. Inbox is presented as a list of the Purchase Orders sent by Generac.
2. **Click** the link on the Order Number column to view the purchase order details.
3. **Search** filters allows you to search using multiple criteria.
4. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
5. **Toggle** the Table Options Menu to view ways of organizing your Inbox





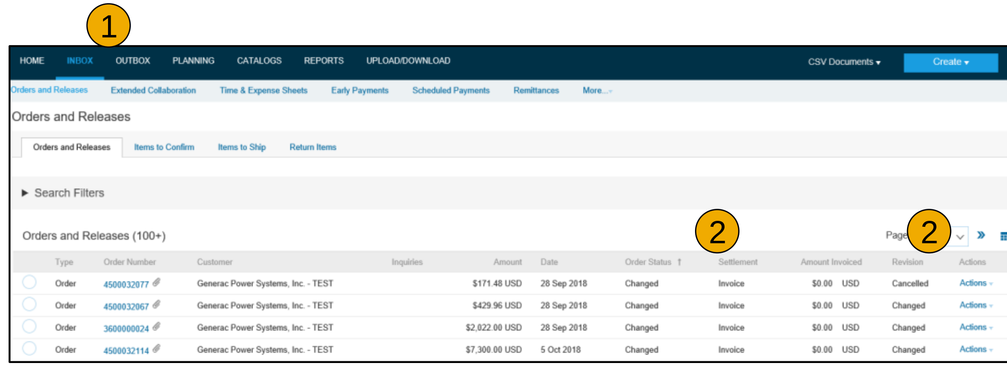


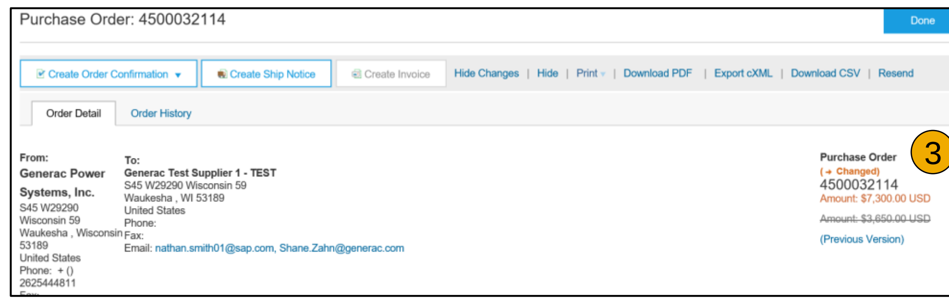


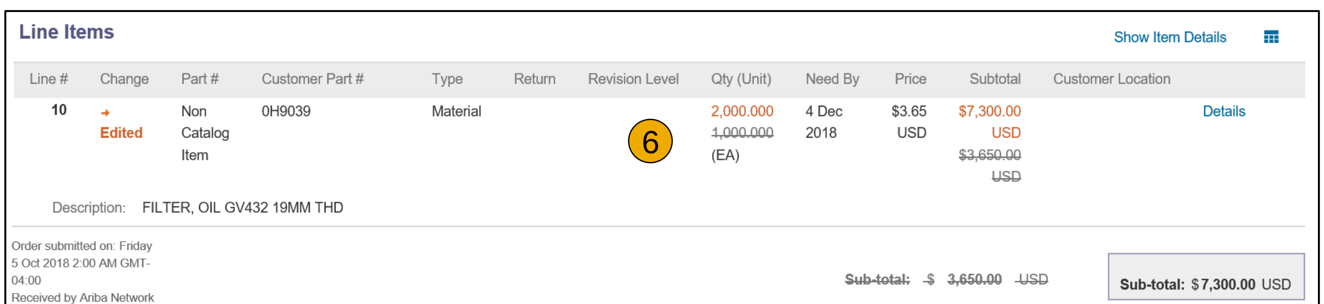
Manage POs

Changed / Cancelled POs

1. PO's that are changed or cancelled will also appear in the Inbox.
2. These PO's can be identified by the "Order Status" and "Revision" columns in the Inbox
3. Order Status is also listed in the upper right corner of the PO
4. PO Confirmations and ASN's are required for Changed PO (same process for New PO's)
5. PO Confirmations and ASN's are not required for Cancelled PO's
6. Details of what changed is visible on the PO



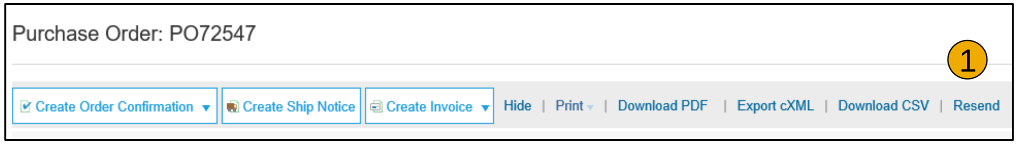


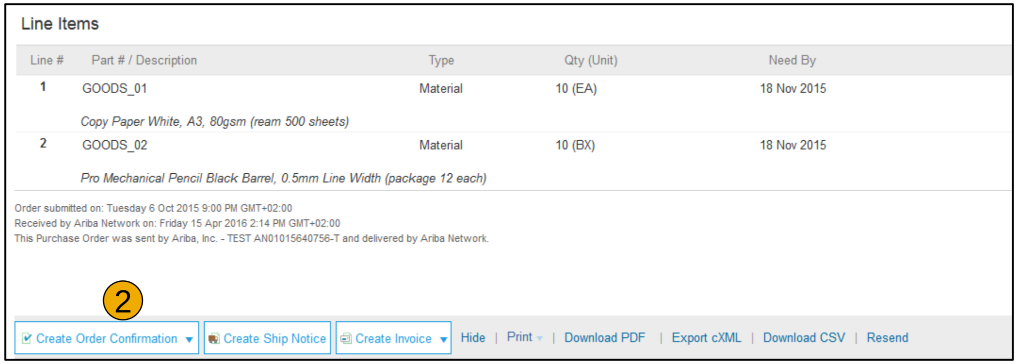


Manage POs

Purchase Order Detail

1. **View** the details of your order.
The order header includes the order date and information about the buying organization and supplier.

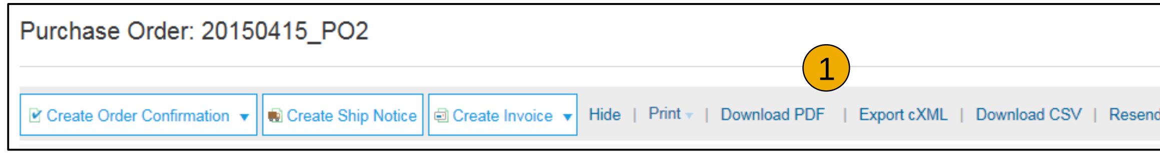




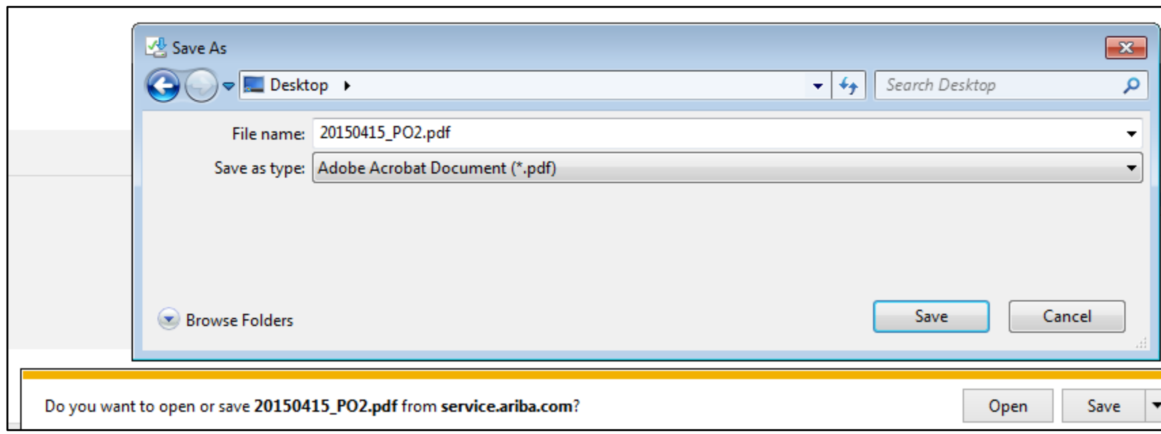
2. **Line Items section** describes the ordered items. Each line describes a quantity of items Generac wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation.

Manage POs
Create PDF of PO

1. **Select "Download PDF"** as shown.



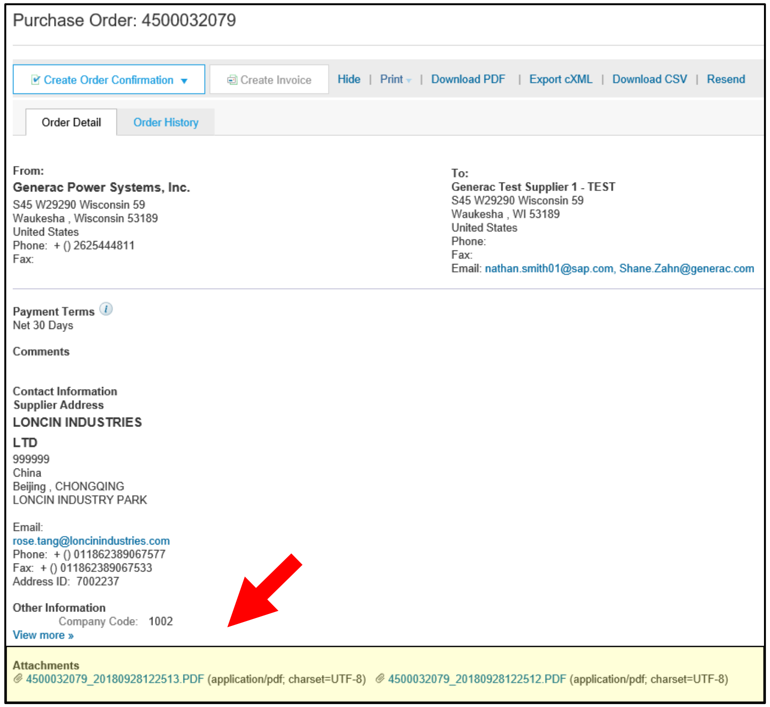
Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated. The Ariba PO details can be downloaded as a PDF file; however the PDF attachment of the Generac purchase order contains all of the necessary details. **The Generac purchase order PDF is the legally binding document for this transaction and contains or references all of the terms and conditions of purchase.**



Manage POs

Serial Number Attachments

- When applicable, Generac will provide an attachment on Purchase Orders containing serial number.
- Those serial numbers should be downloaded and updated by the supplier
- The updated serial number file should then be attached to Advanced Shipping Notice
  - The process of creating an Advanced Shipping Notice will be covered in later slides
- These attachments can be found in Ariba on the “Order Detail” tab of the Purchase Order

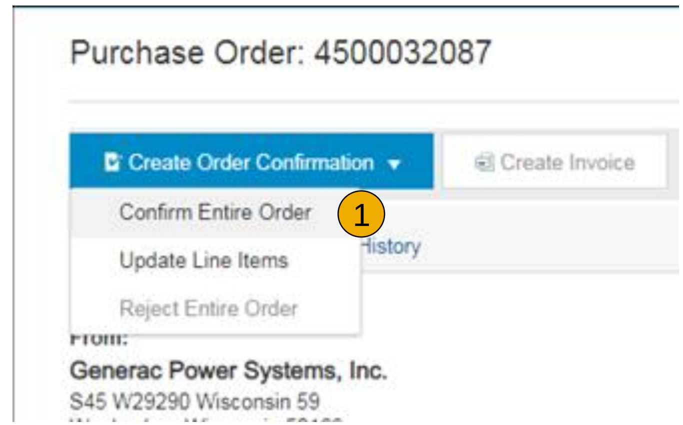


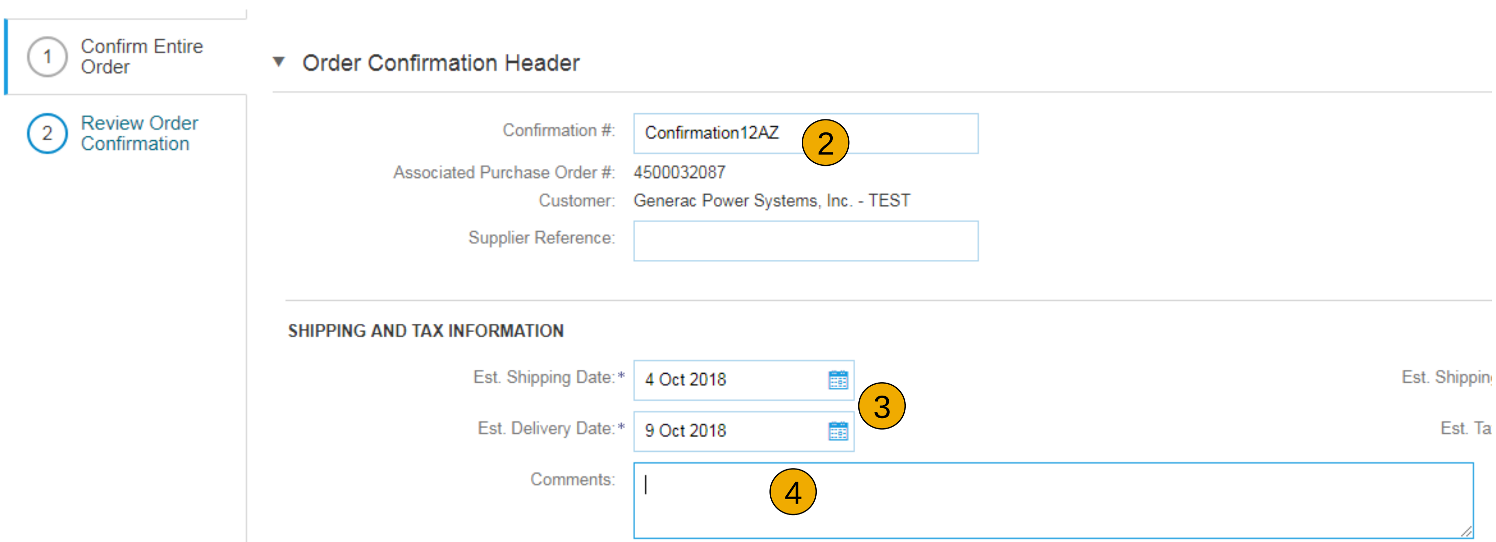
Create Order Confirmation

Confirm Entire Order

Use this Confirmation when all lines on the purchase order will ship complete at the same time.

1. Select **Create Order Confirmation and then select** Confirm Entire Order, to set the status of each line item at once.
2. **Enter** a confirmation number if desired in the Confirmation # Field
3. **Select** the estimated shipping date and estimated delivery date.
4. **Enter** any comments related to the confirmation – especially if the shipping date cannot meet the requested date.

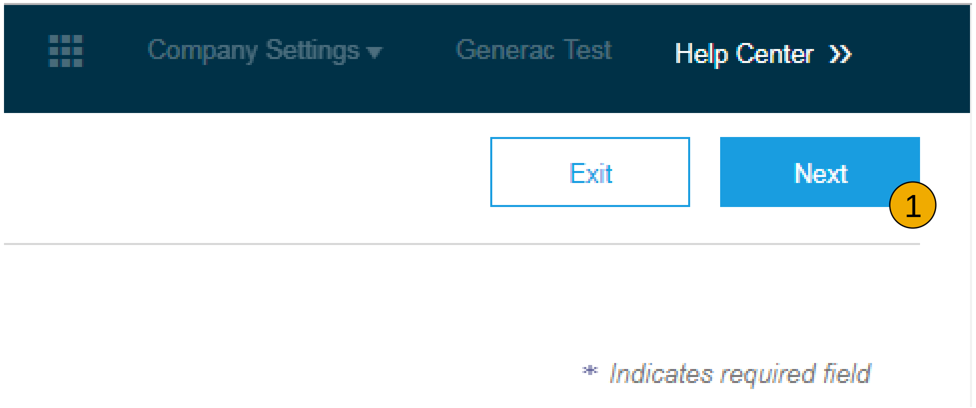


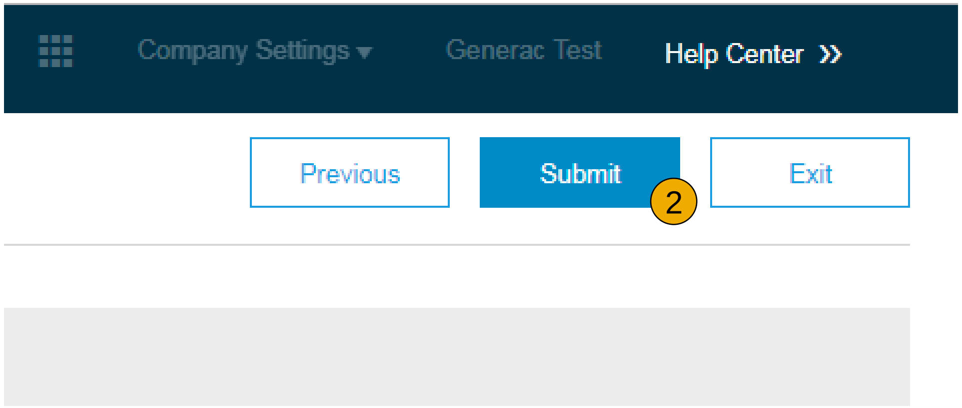


Create Order Confirmation

Confirm Entire Order

1. **Click** next Icon
2. **Click** Submit when finished.

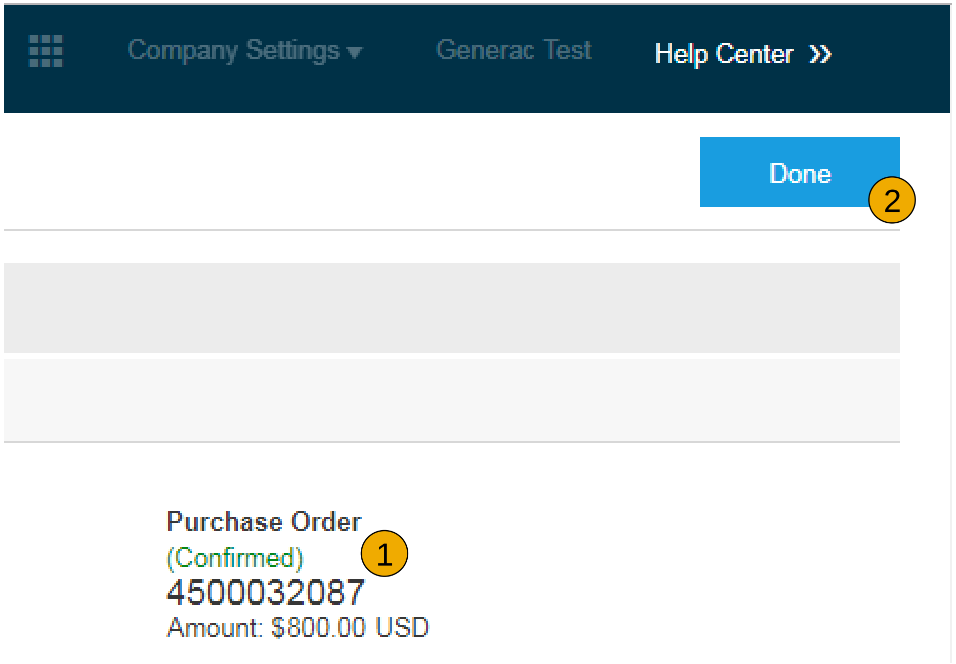




Create Order Confirmation

Confirm Entire Order

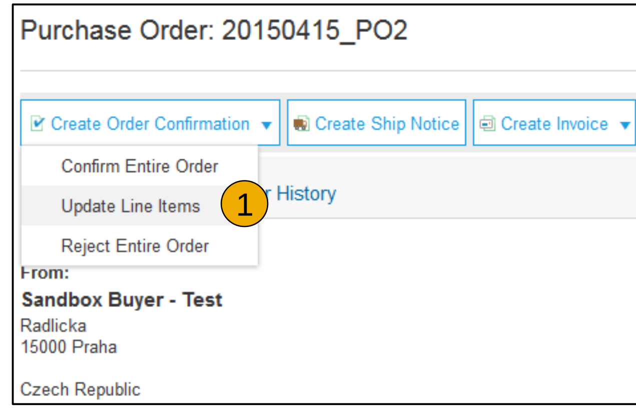
1. The Purchase Order status will change to (Confirmed)
2. **Click** the Done Icon when finished.

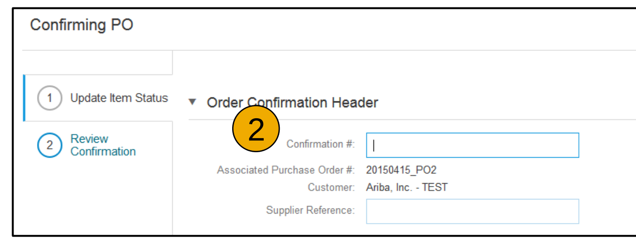


Create Order Confirmation

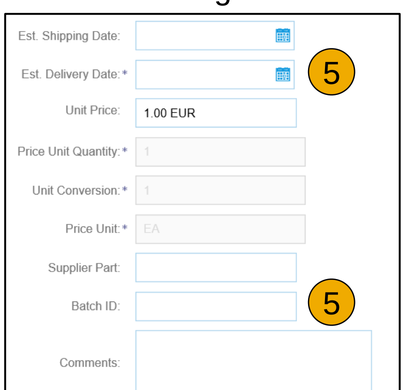
Update Line Items (Confirm Partial Order)

1. Select **Create Order Confirmation and then select** Update Line Items to set the status of each line item.
2. **Fill** in the Work Order # in the Confirmation # Field
3. **Scroll** down to view the line items and choose among possible values:
   - **Confirm** – You received the PO and will send the ordered items.
   - **Backorder** – You received the PO and some (or all) of the items can not be delivered until a later time





4. **Select** Details.
5. **Provide** the Estimated Delivery Date and Batch ID. Batch ID is **required** even though it is not marked as such.

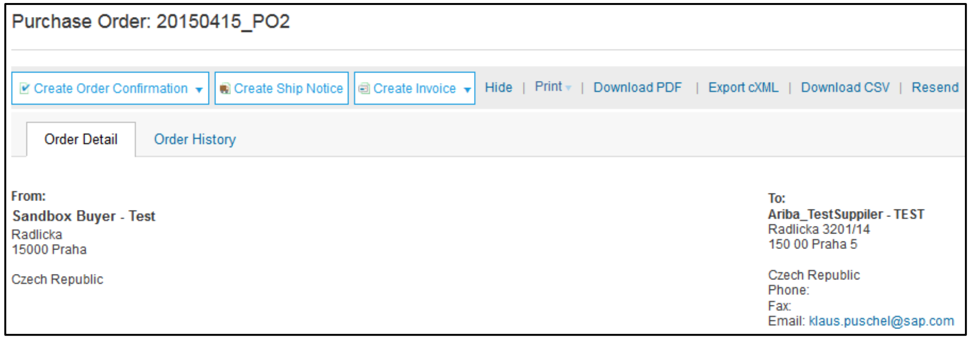


NOTE: If batch # is overlooked at PO confirmation simply add batch # and re-confirm.

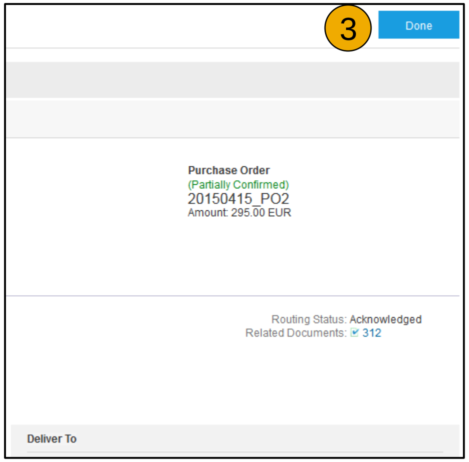
Confirm Order

Update Line Items (Confirm Partial Order)

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Generac.
3. **Click** Done to return to the Inbox.



NOTE: After submission, the PO Status in Ariba will be updated to "Confirmed". The Ariba system might need to refresh before this updated status is visible. The status of the PO must be updated before you can complete the Advanced Shipping Notice in Ariba.



Create Order Confirmation

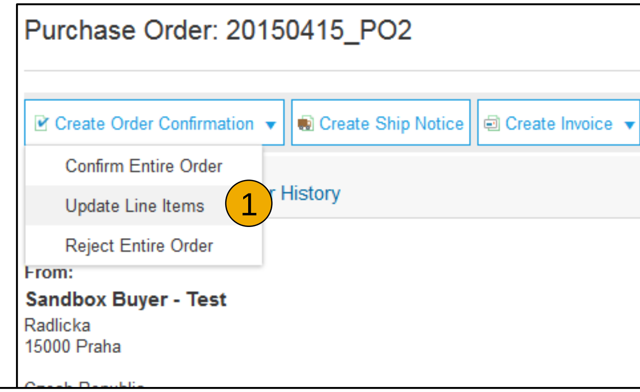
Backordered Confirmation Process

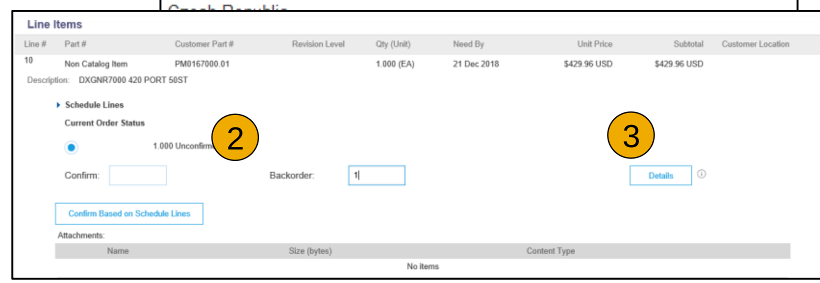
- **When an item can not be delivered on the requested delivery date is should be considered “Backordered”**

1. Create a Line Item Confirmation (as previously reviewed)
2. Enter the “Backordered” Quantity in the “Backorder” Field

   NOTE: It is possible to have some quantity that can be delivered on the Requested Delivery Date while other quantity is on Backorder. If this happens, you can populate both the Confirm and Backorder quantities as needed on this screen.
3. Click Details
4. Enter an Estimated Ship Date and Delivery Date for the “Backordered quantity

   IMPORTANT NOTE: If Steps 3 and 4 are not completed, the Delivery Dates of the Backordered quantity will default to the dates placed on the header of the PO Confirmation
5. Click Ok
6. Proceed with completing the PO Confirmation as previously reviewed.





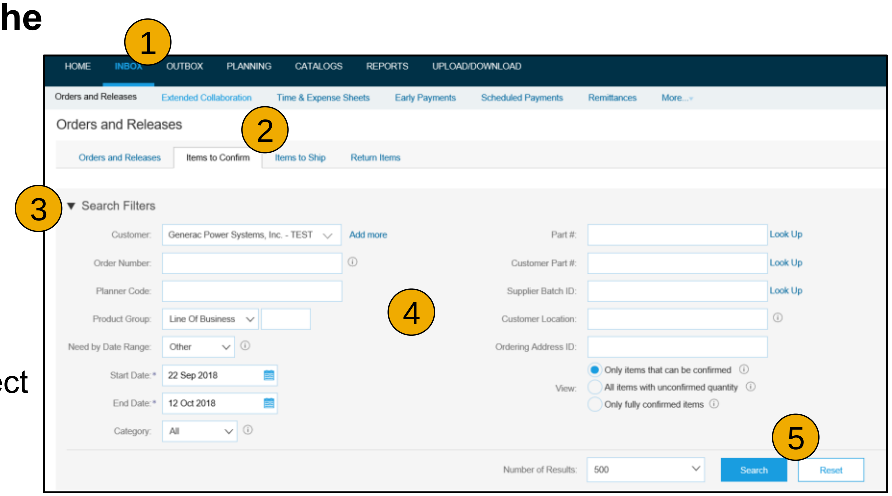
NOTE: Items that are backordered should be reconfirmed when they are ready. This is done by going back into Ariba and creating a new PO Confirmation the previously backordered items.

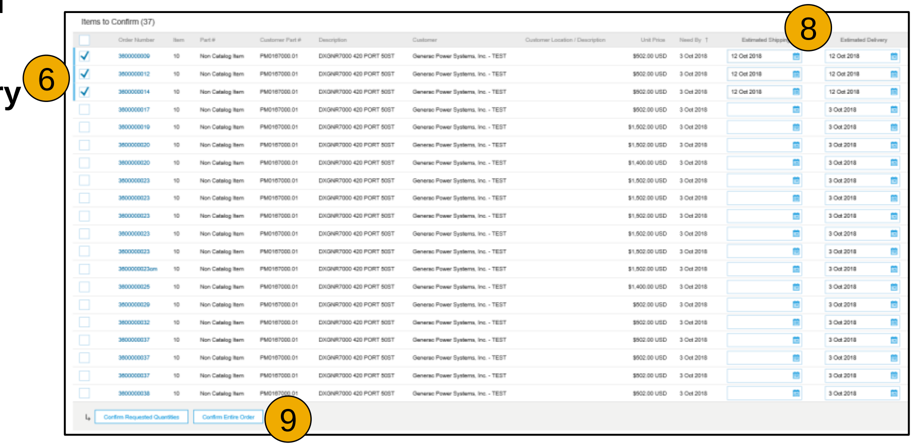
Create Order Confirmation

Mass Confirmation Using Items to Confirm

Several PO's can be confirmed at one time by using the "Items to Confirm" Tab on your Inbox

1. Click **Inbox**
2. Click **Items to Confirm**
3. Click the **small arrow** to the left of **Search Filters**
4. Provide search details of what sort of PO's you would like to mass confirm
5. Click **Search**
6. All PO's that match your search criteria will now appear. Select the PO's you want to confirm by clicking the **small box** to the left of the PO
7. Clicking **the box at the very top** of the Items of Confirm will mass select all PO's
8. Enter an **Estimated Shipping Date** and **Estimated Delivery Date**
9. Click **Confirm Entire Order**



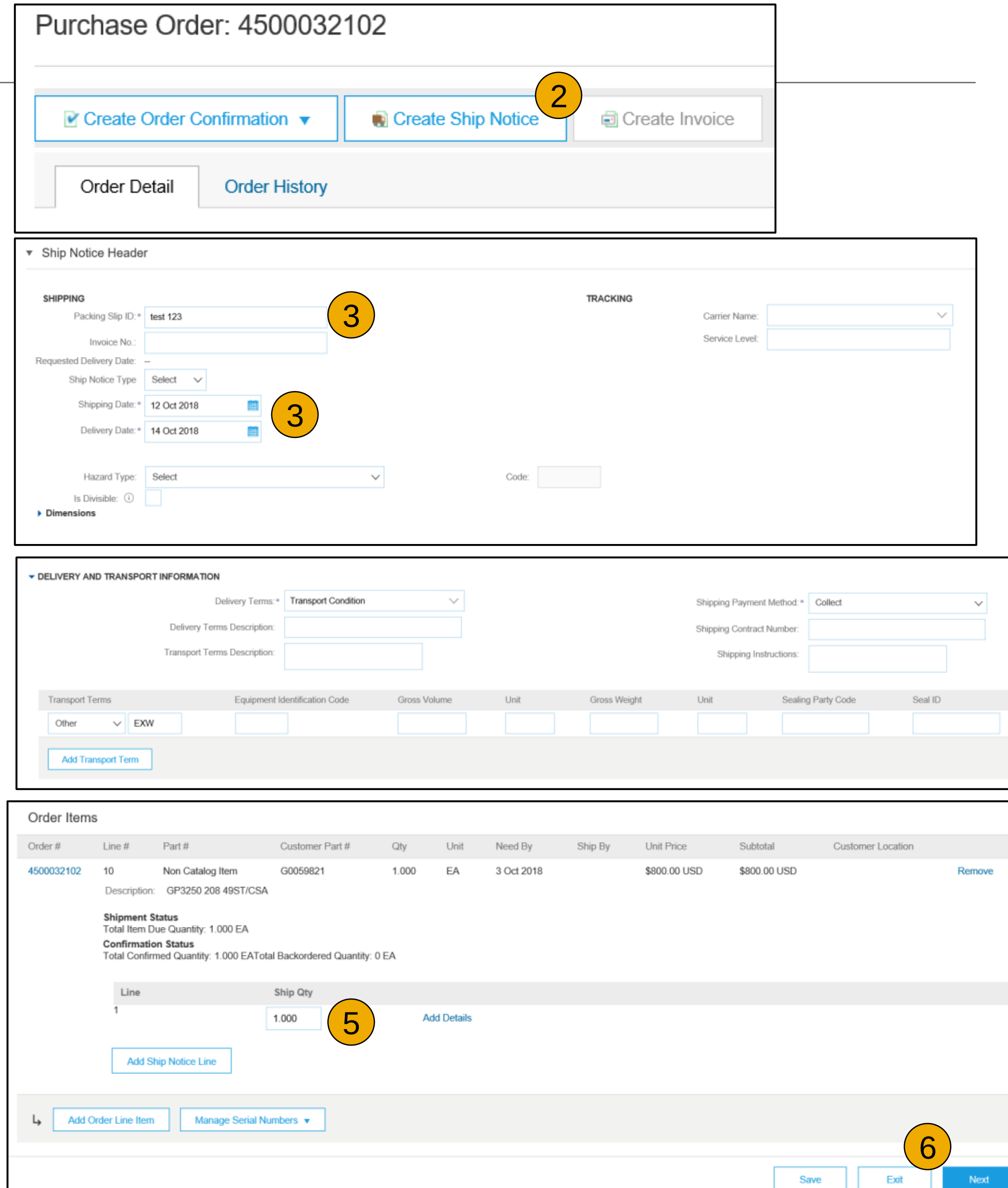


Create Ship Notice

Create a Ship Notice using your Ariba account to send a shipping notice to Generac.

NOTE: The Ship Notice should be created just after the shipment actually occurs.

1. **Access the PO** that needs confirmed. PO’s are found in your Inbox and there is an Items to Ship Sub Tab that can be used as well. The Items to Ship tab can be used to create Ship Notices against several PO’s at once (similar to how Items to Confirm tab is used to create PO Confirmations against several PO’s at once).
2. Click **Create Ship Notice**. This button will only be clickable if the PO has been confirmed and Generac accepts Ship Notices for this PO.
3. Enter NA in the **Packing Slip ID** field as it is not needed. Enter the **Shipping Date** and **Delivery Date**. No other information is required under the Ship Notice Header.
4. Enter **Mandatory fields** in the Delivery and Transport Information Section should be populated based on the information you receive from the logistics provider.
5. Enter the quantity that is being shipped in the **Ship Qty** field.
6. Click **Next**



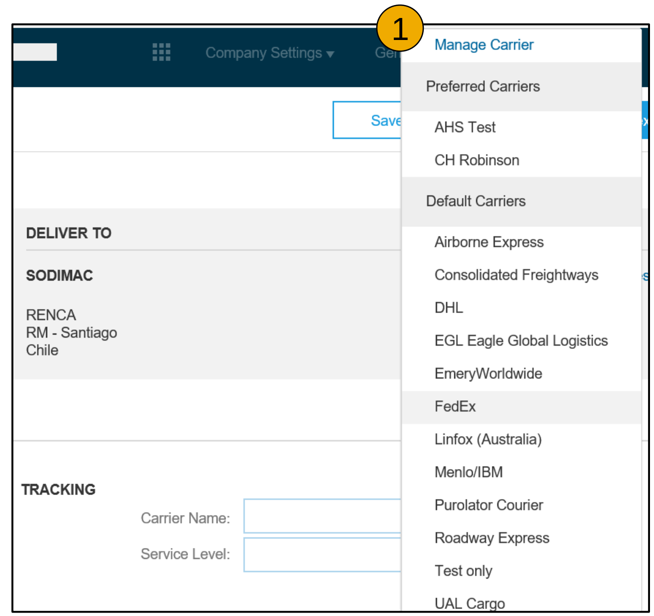
Add New Carriers to the ASN

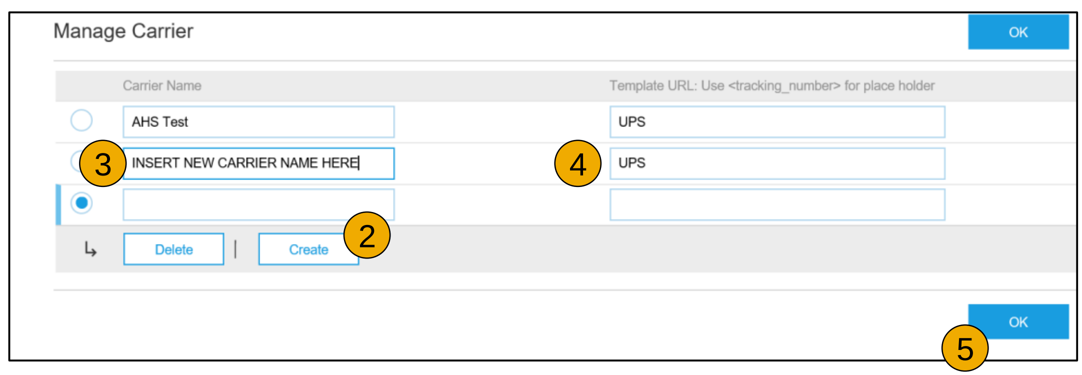
When creating a Ship Notice you will be prompted to enter a Carrier Name. In Ariba you will see by default some very common Carriers that can be select. If you Carrier is not present, you can select Other and manually enter that Carriers name.

If a Carrier is not present in the drop down but is used commonly, it can be added by**:**

1. **Clicking** Manage Carrier
2. **Click** Create
3. **Add** the Carrier Name in the Carrier Name field
4. **Add** “UPS” in the Template Field
5. **Click** OK

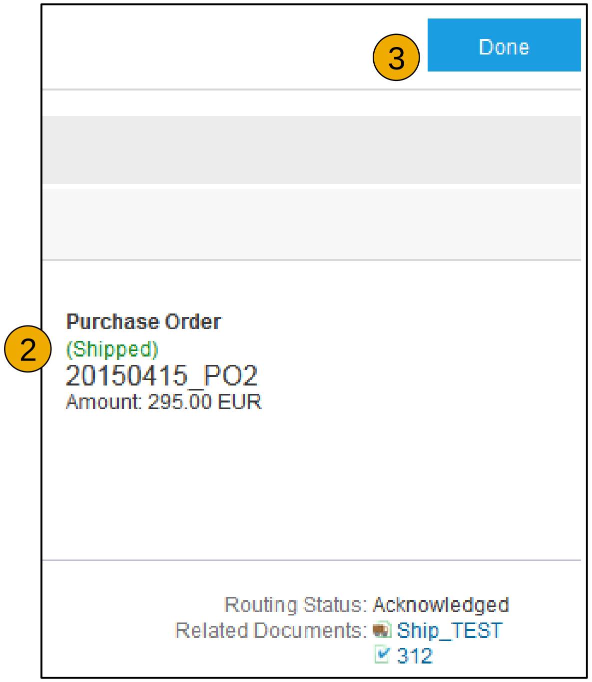
This newly added Carrier will now appear in the drop down menu for future Ship Notices.





Submit Ship Notice

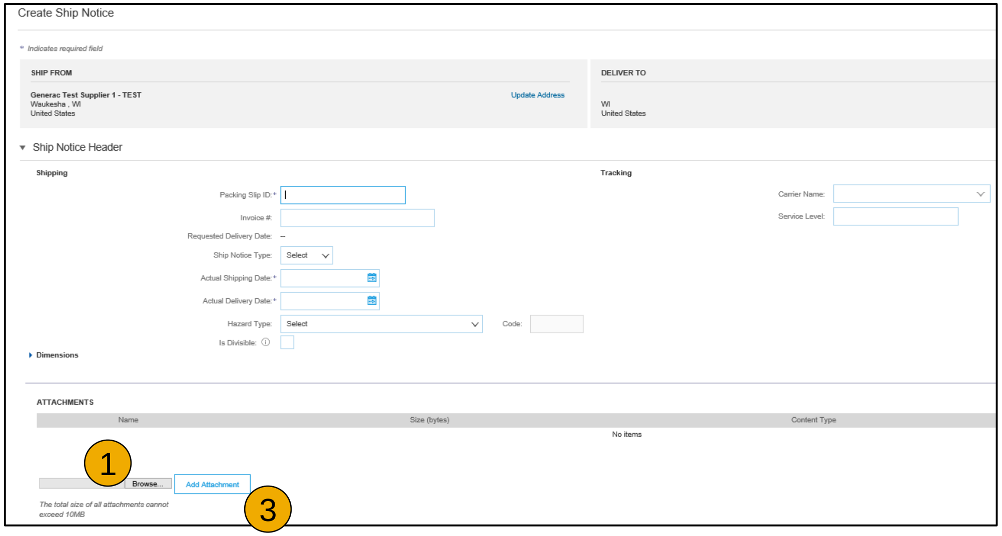
1. **After reviewing** your Ship Notice, click **Submit** to send Ship Notice to Generac.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click** Done to return to the Home page.



Create Ship Notice
Attaching Serial Number File

- **When Applicable, the updated Serial Numbers that were attached on the PO should be attached to the Ship Notice**
- Attachments can be added at the Header Level of the Ship Notice

1. **Click Browse** in the attachment section of the ASN
2. Add the attachment (similar to how you add attachments to other applications)
3. Click **Add Attachment**

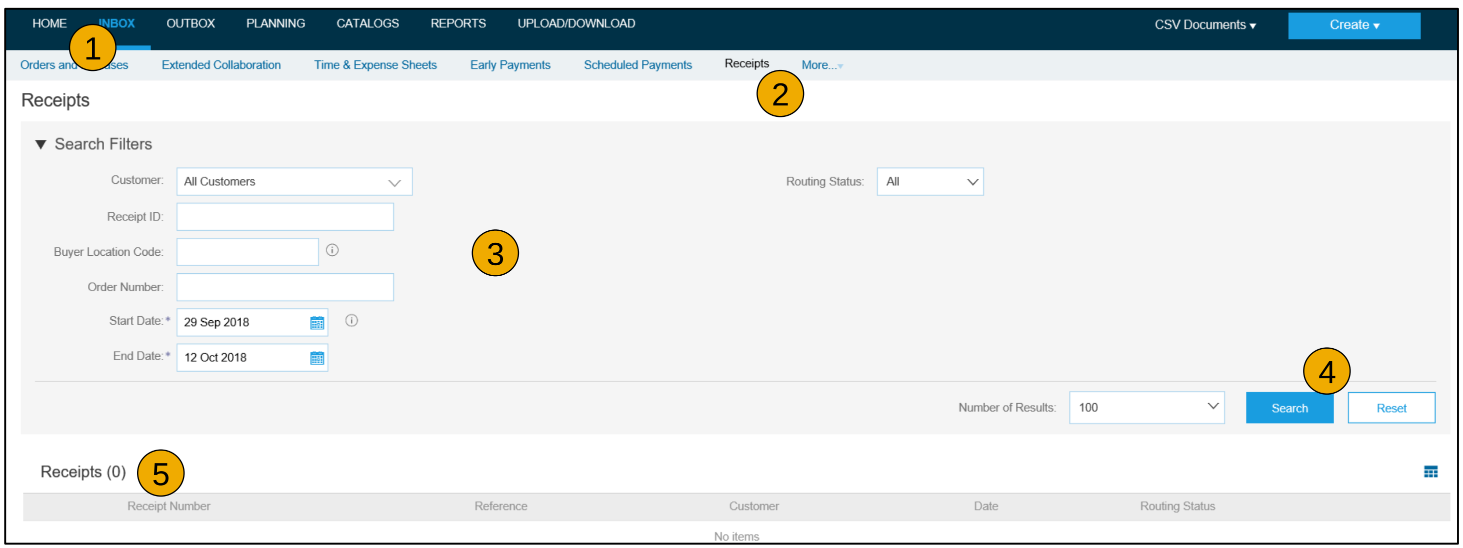


NOTE: Attachment names should be alpha numeric and should not contain any special characters. An underscore (_) is the only character that will be accepted in the attachment name.

Viewing Receipts

After an order is received by Generac they will created a goods receipt. These Goods Receipts are visible in your Inbox. No action needs to be taken by you against these Goods Receipts

1. Click **Inbox**
2. Click **Receipts.** You may need to click the “More” option if Receipts is not immediately visible
3. **Search Filters** can be used to view only those receipts that you want to see
4. Click **Search**
5. Receipts will appear near the **bottom of the page**



Next Steps / Ariba Network Help Resources

Open PO Process → Customer Support → Supplier Information Portal → Useful Links

Open PO Process

- Purchase Orders that have not yet shipped at the time of Generac's Go Live on Ariba will be considered “open”
- Open PO’s will be sent you via Ariba (even if these PO’s were previously sent to you outside of Ariba)
- Suppliers are required to complete an Order Confirmation and Advanced Shipping Notice in Ariba for these PO’s
- Suppliers will be notified if they have a PO that is considered open at the time of Generac’s Go Live on Ariba.

Customer Support

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- Registration
- Account Configuration
- Supplier Fees
- General Ariba Network questions

Generac Enablement Business Process Support

- Business-Related Questions

Generac Supplier Information Portal

- How to Find the Supplier Information Portal

Other Help

- Useful Links
- Standard Documentation

Supplier Support Post Go-Live

Global Customer Support

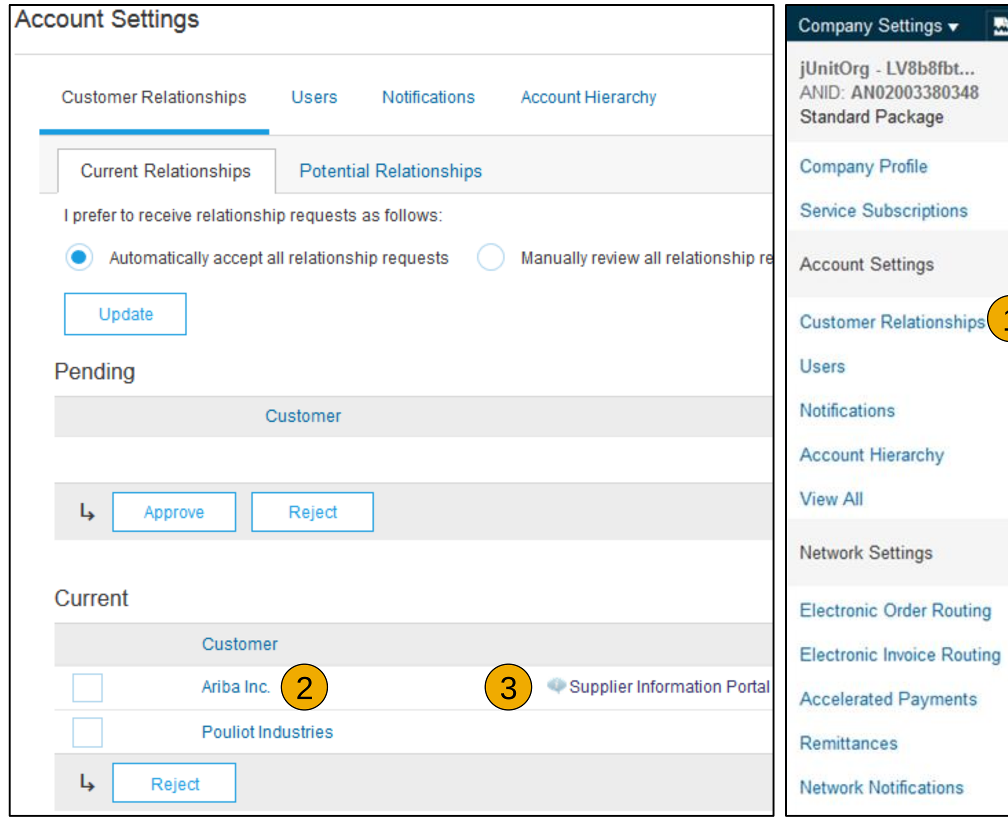
Click the icon to the left to find the appropriate support line.

Online Help

- Help Center
- Ariba Exchange User Community

Training & Resources
Generac 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.



Useful Links

Useful Links

- **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

Thank you for joining the Ariba Network!

Appendix

Set Up a Test Account

1. **To set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.

   • Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.
   Note: Test account transactions are free of charge.
5. **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).