

SAP Ariba



Supplier Info Pack

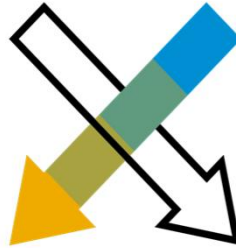
Standard Account

PUBLIC

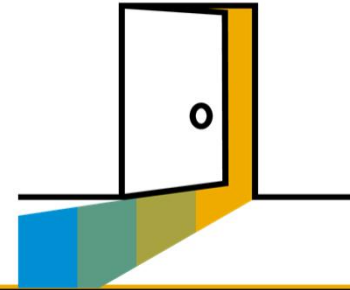
Learn About Ariba Network, Standard Account



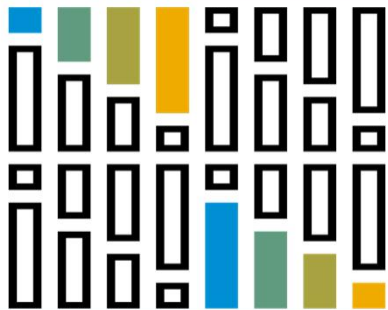
What is a Standard account?



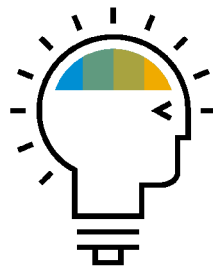
What do I do next?



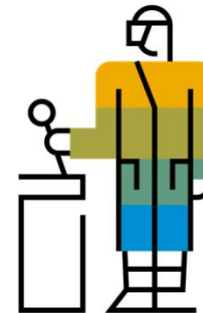
How does a standard account benefit me?



Can I upgrade my standard account?



Where do I go for help?



FAQ

Overview **Standard Account**



Introduction to Ariba Network, Standard Account

Your customer is pleased to announce a new initiative to streamline their procurement and accounts payable processes. By partnering with **SAP Ariba®** and implementing **Ariba Network, standard account via interactive email**, this initiative indicates a shift to paperless and automated business transactions. Since 1996, Ariba has been transforming the global procurement landscape for businesses of all sizes, and we are excited to provide you with this opportunity.

Ø What is standard account?

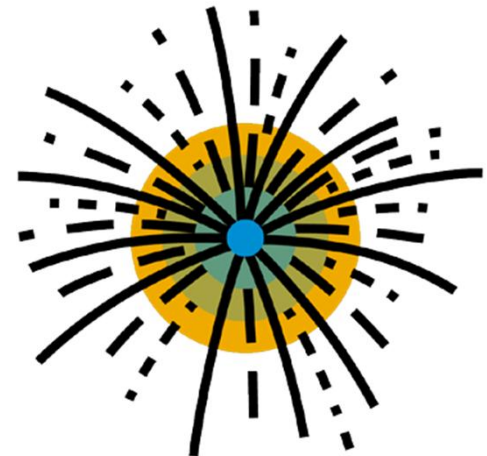
Standard account on Ariba Network gives you a fast, FREE way to do business with your customer via interactive emails.

Ø What does this mean for you?

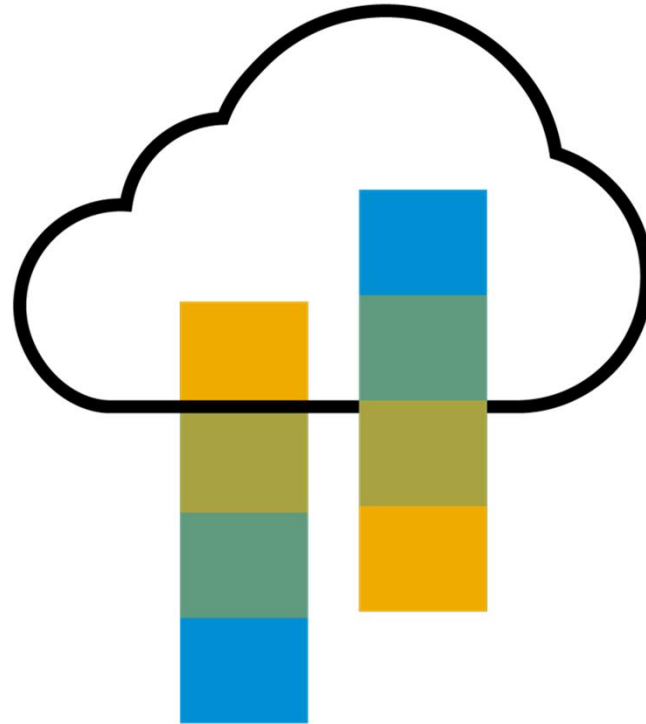
Transacting on Ariba Network via a FREE standard account will allow you to meet your customer's requirements to join them on Ariba Network with the option to avoid fees.

Ø What are the benefits?

[Standard Account](#) provides access to quickly transact with SAP Ariba customers for FREE, improve customer retention, and get paid faster.



Next steps

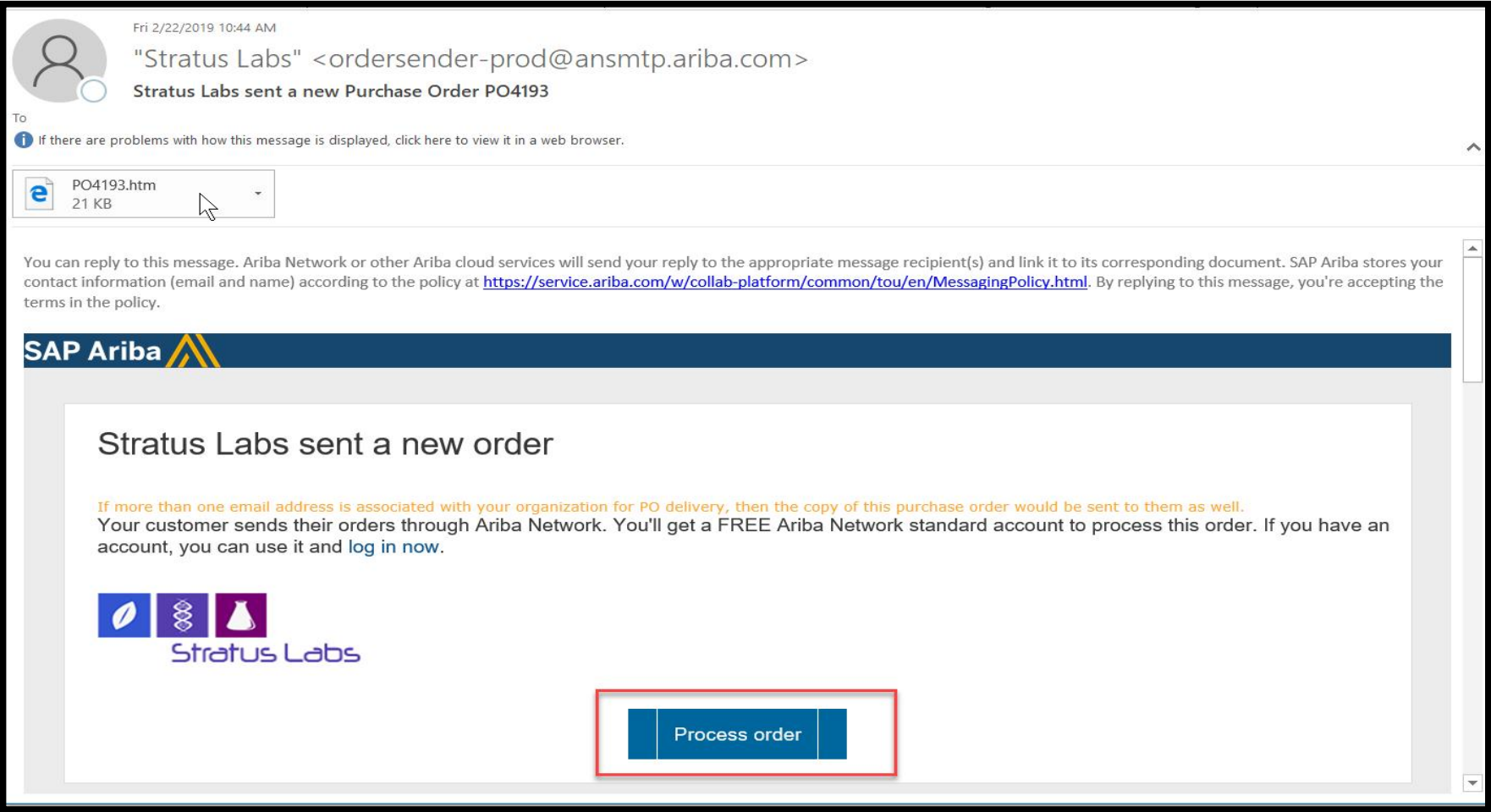


Next Steps



Receive Interactive Email Order from Customer

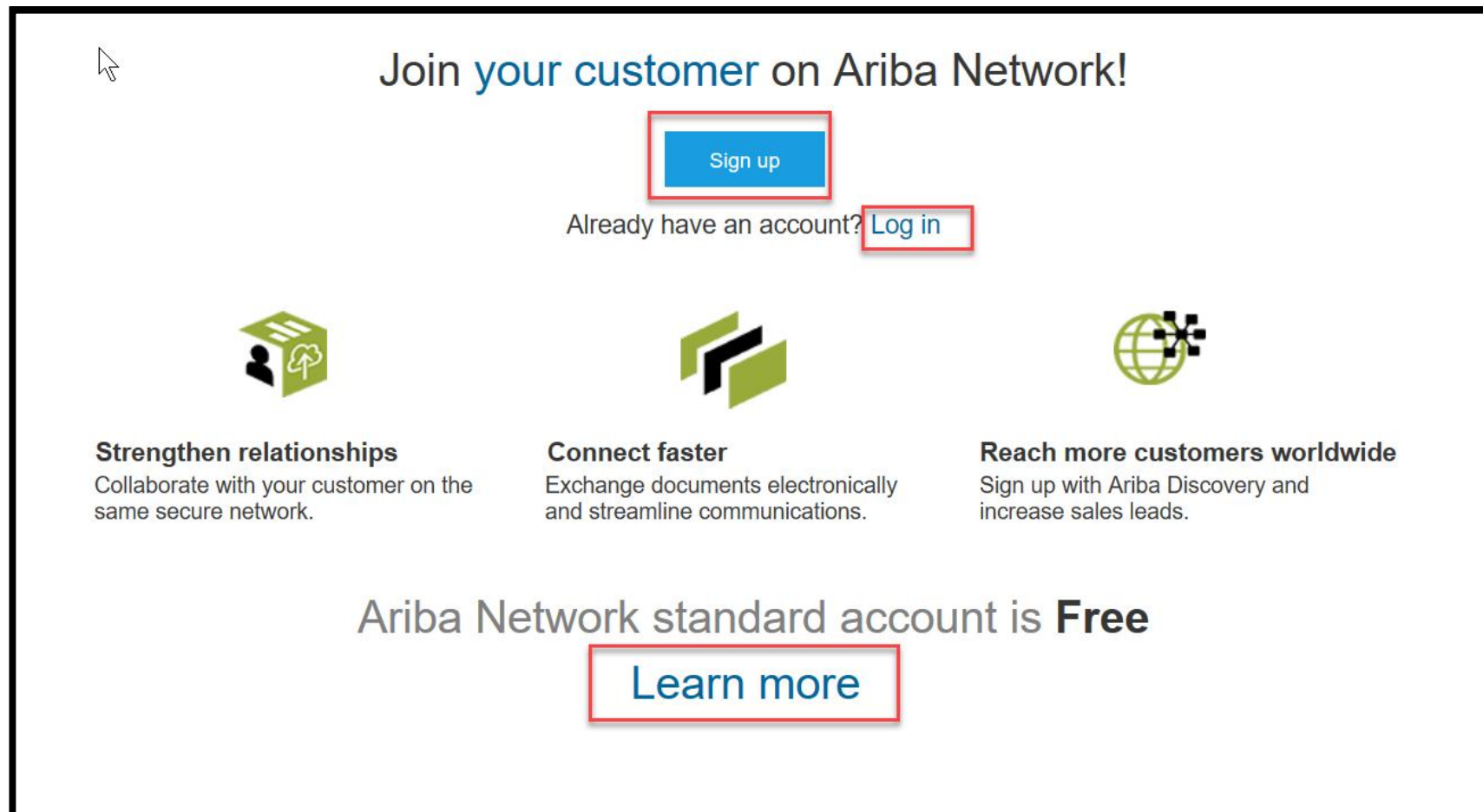
Click the **Process Order** button in the PO notification (interactive email)



Next step

Sign Up for standard account


Select the **Sign up** option to create a new standard account
-OR- use your existing standard account by clicking on **Log in**




Join **your customer** on Ariba Network!

[Sign up](#)


Already have an account? [Log in](#)



Strengthen relationships
Collaborate with your customer on the same secure network.



Connect faster
Exchange documents electronically and streamline communications.



Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network standard account is **Free**

[Learn more](#)

Configure Account, Accept Terms of Use, and Register

1 Review your Company information

Company information

* Indicates a required field

Company Name:* ABC Enterprises

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:* 123 Pittsburgh Street

Line 2

Line 3

City:* Pittsburgh

State:* Pennsylvania

Zip:* 15222

2 Enter your User account information

User account information

Name:* First Name Last Name

Email:* ☒ Use my email as my username

Username:*

Password:* Enter Password

Repeat Password

Language: English

Email orders to:* john.smith.@sap.com

3 Accept Terms of Use and click on Register

☒ I have read and agree to the [Terms of Use](#)

☒ I have read and agree to the [SAP Ariba Privacy Statement](#)

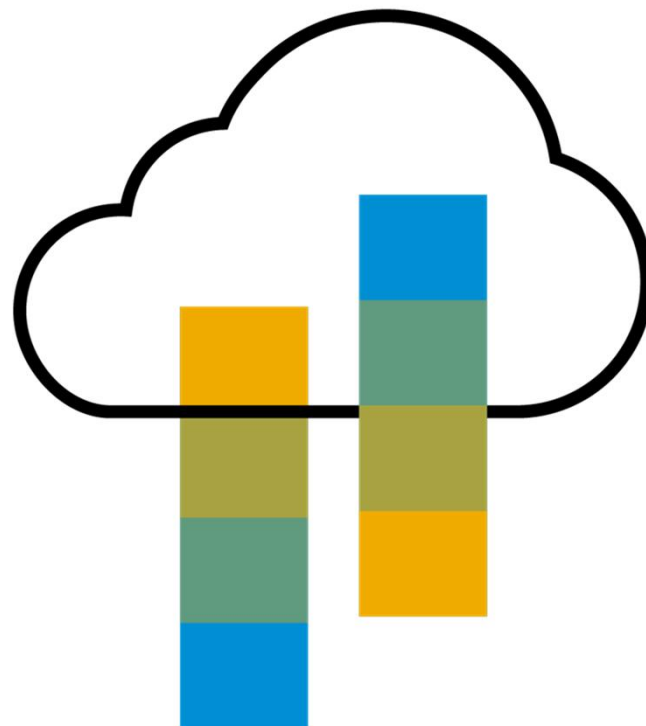
Please note that after your standard account is registered, future PO's will be sent to your designated user account email

Transact with customer using standard account

- 1 Click on **Create Order Confirmation**, **Create Ship Notice**, or **Create Invoice** to get started.
- 2 If you need assistance, please refer to the articles in the Help Center (right-hand side).

The screenshot displays the SAP Purchase Order (PO) interface for PO 0170102_MEG_PO1. A yellow circle with the number '1' is placed over the PO header. Below the header, a row of action buttons is highlighted with a red rectangle: 'Create Order Confirmation' (with a dropdown arrow), 'Create Ship Notice' (with a document icon), and 'Create Invoice' (with a dropdown arrow). To the right of these buttons are links for 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. A yellow circle with the number '2' is placed over this row of links. Below the action buttons are tabs for 'Order Detail' and 'Order History'. The main body of the PO is divided into three sections: 'From: Customer BuyerA USA, Jebenstrasse 7, 10623 Berlin'; 'To: Test supplier SMO 01-TEST, Radlicka 14, 150 00 Prague'; and 'Purchase Order (New) 0170102_MEG_PO1, Amount: \$400.00 USD'. On the right side, there is a 'Po invoice' search bar and a 'Results for Po invoice' section, which is highlighted with a red rectangle. This section contains four links: 'About PO-based invoices', 'How to create a PO-based invoice', 'How do I add a new customer?', and 'How do I add an attachment to my invoice?'. A 'Done' button is located in the top right corner of the main interface area.

Benefits



Ariba Discovery

Matching Suppliers to Buyers Ready to Buy



Receive leads

Complete five-minute registration to start receiving leads in your in-box



Save time

Get in front of buyers ready to buy



Sell effectively

Give sellers access to thousands of dollars in new business every month



Win new business

Tap into \$5 billion of new opportunities posted annually



Increase interactivity

Communicate with buyers and prospects in real time

SAP Ariba Supplier Mobile App

Business Insights

- PO Trending
- Invoice Aging
- PO and Invoices by customer

Work on-the-go

- Confirm PO
- Pin important documents for later



Real-time Alerts

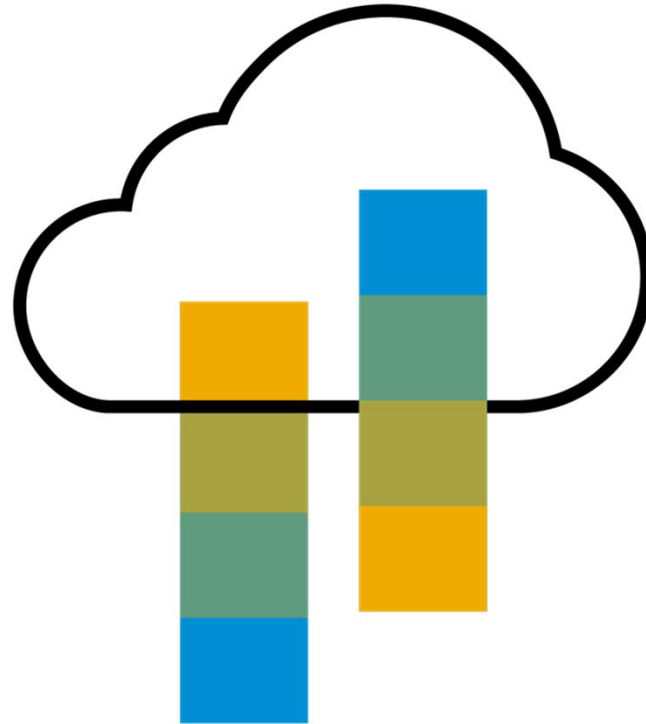
- View network activity
- Receive push alerts for business critical events

Monitor Key Activity

- View PO and Invoice information
- Search for PO and Invoices using HANA

[Apple iTunes App Store](#) or [Google Play](#)

Upgrade

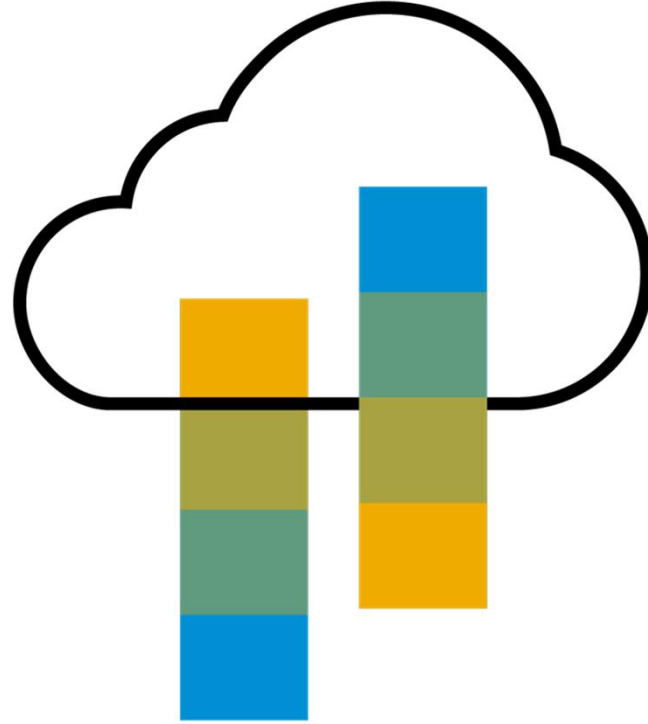


Standard Account vs. Enterprise Account on Ariba Network

Features	Standard Account	Enterprise Account
Access	Through email notifications	Online dashboard
Company Profile	P	P
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	P	P
Electronic Catalogs	O	P
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> • Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	<ul style="list-style-type: none"> • Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	O	P
Reporting	O	P
Multiple customer relationships	P	P
Multi users	P	P
Mobile App	P	P
Ariba Discovery	P Fees may apply to respond to leads. Click here for more information.	P Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details .


[More](#)

Help



Supplier Help Resources



The Help Center will provide assistance while using your Standard Account:

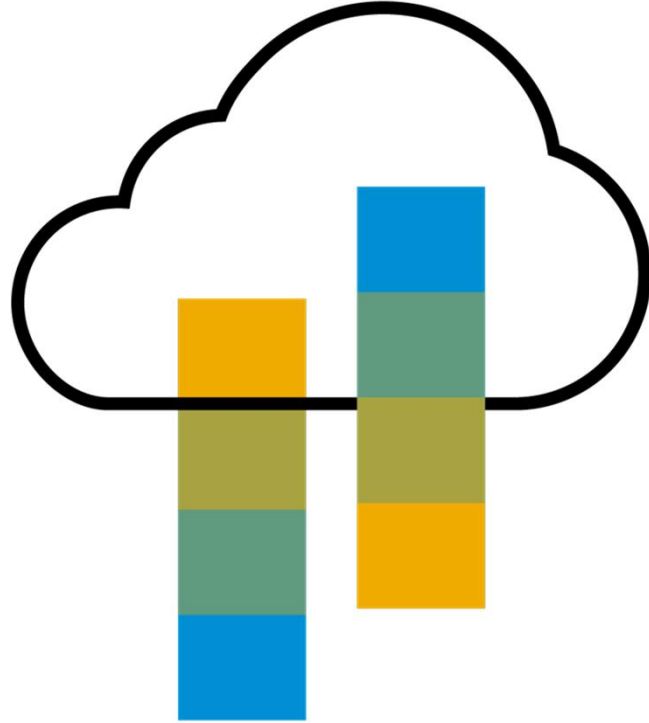
- Click the Help Center link at the bottom of your interactive email
- When logged into your standard account, click the Help Center link in the upper right corner to expand the panel and gain access to relevant help topics



The [Ariba Network, standard account support page](#) will provide access to:

- A summary of standard account features
- A quick tutorial on how to replay and respond to your customer
- Side-by-side comparison of standard account and Enterprise account
- The Supplier Success Session Portal to register for an upcoming live demo
- A pre-recorded overview and demo of standard account

FAQ



FAQ

Q: What is Standard Account capability on Ariba Network?

A: Ariba Network, standard account capability is a new, fast, free way to automate business with any buyer. Support for most transaction types helps maximize efficiency and meet buyer compliance requirements. There is no need to upgrade, unless you are ready for advanced capabilities such as support for catalogs, back-end integration or to manage larger document volumes through online access

Q: How can I access this new capability?

A: Your customer must send you a standard account invitation to transact with them using this methodology. Or if you self register on Ariba Network, SAP Ariba Discovery or you are invited to SAP Ariba Sourcing solutions and do not have or use an existing account (ANID) you can register & will be started at the Ariba Network, standard account capability level. In the latter case you will not exchange orders & invoices with your customer unless they establish a relationship with your account first but you can use other functionality.

Q: What document types are supported for this free account?

A: Suppliers transact unlimited documents such as orders, order confirmation (OC), advance ship notices (ASN), and service entry sheets (SES), PO-invoices using PO-Flip (convert orders into an e-invoice with the simple click of a button), non-PO invoices and credit memos, invoice status notifications, payment proposals, and remittance details.

Q: What if I have already signed up for Ariba Network? Can I switch to Standard Account?

A: If you are already using Ariba Network with a buyer, we recommend that you continue using this transaction method. There is no direct way to change an Ariba Network subscription (Enterprise account) to a standard account.

Q: Am I required to register on Ariba Network to use Standard Account?

A: Yes. You will be sent an interactive email from your buyer. To respond you must register for a free standard account. This free account is not the same as a Enterprise Ariba Network account. You only need to upgrade to a enterprise account on Ariba Network when you determine that you desire the additional functionality.

FAQ

Q: How do I invoice a purchase order if I lose the email notification?

A: If you misplace a purchase order (PO) email notification, you have the following options:

- Resend the PO email: Log in to your [Ariba Network](#) standard account. In the PO list on the home dashboard of your account, click *Select > Send me a copy* to take action in the *Action* column next to the PO.
- Request a manual copy of the PO from your customer: After you have a copy of the PO, you can create and submit a non-PO invoice.

Q: How do I create documents against purchase orders from my customer?

A: To process a purchase order, you need to click the *Process Order* button in the purchase order email notification.

After you [register](#) or log in to your Ariba Network standard account, you are taken to the purchase order details page, where you can create documents like order confirmations, ship notices, and invoices against the purchase order.

Q: How do I add purchase orders to my existing Ariba Network Account?

A: If you've previously registered a standard account or enterprise account on Ariba Network to transact with a different customer, you have the option to add the transactions with your new customer to your existing account.

To add your new purchase orders to your existing account:

1. In the purchase order email notification, click *Process order* and then click *Log in* on the standard account landing page.
2. Log in with the administrator username and password for the existing account.

Q: What should I do if my registration confirmation link is expired?

A: If the confirmation link expired immediately after receiving the email, please log in to your account directly at <https://supplier-2.ariba.com>

If the confirmation is accepted, you will be able to view your account. If you are unable to access your account, you can request to resend the confirmation email.

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