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Ariba Network Quick Start Guide

Enterprise Suppliers

Nets

AGENDA

- What is Ariba Network?
- Account Configuration – Enterprise Account
- Invoice Creation – Enterprise Account
- Help and Resources

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What is Ariba Network?

Ariba Network – The World's Largest Business Network

- Ariba Network is a dynamic, digital marketplace where millions of buyers and suppliers, operating in more than 190 countries, will transact $3 trillion in business commerce this year

- After a supplier accepts an invitation, the buyer can place orders

- Suppliers receive the orders and can then create and send order confirmations and invoices

- Suppliers can publish catalogues containing information and pricing that is customized for specific customers

- Ariba Network provides fast transmission, tracking (online status), and processing of transactions

Account Configuration – Enterprise Account
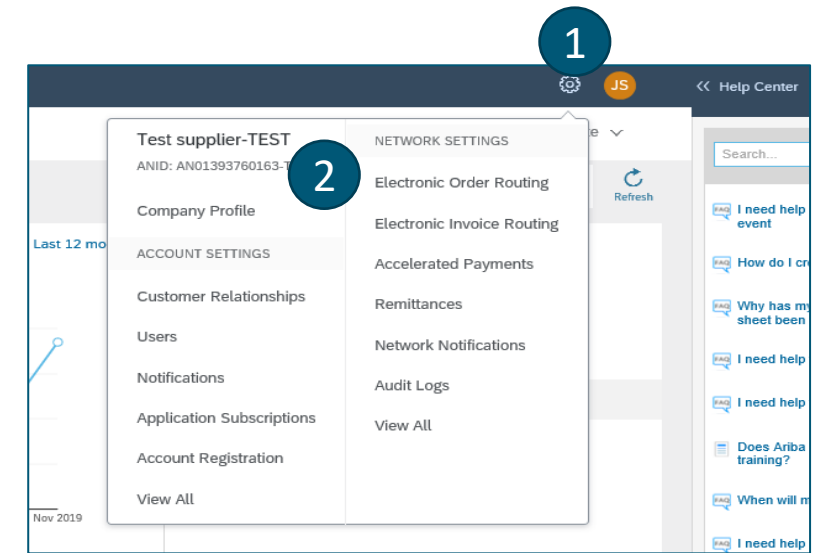
Notifications

The Ariba 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 to review preconfigured setting

2. Click on the **Network** tab

3. You can enter up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails
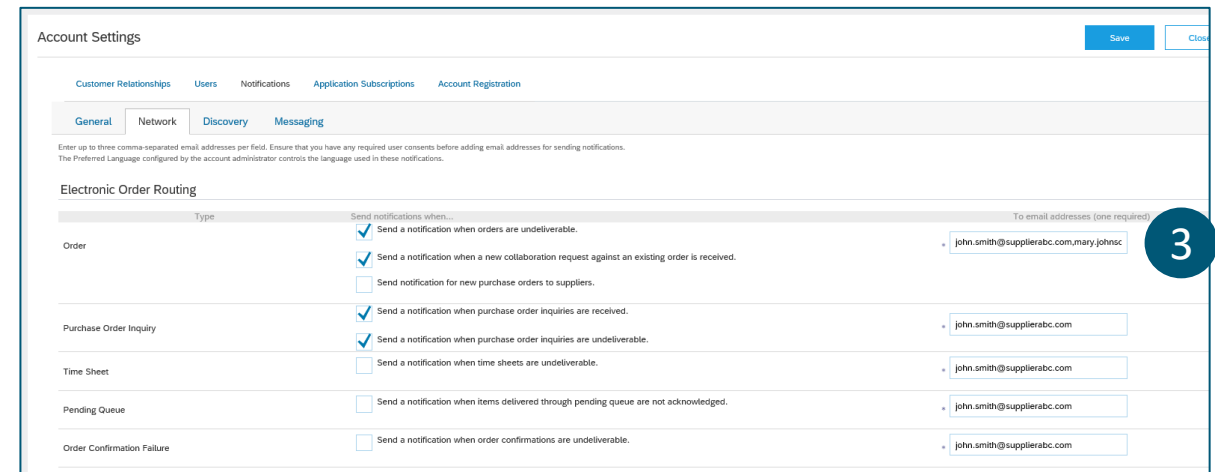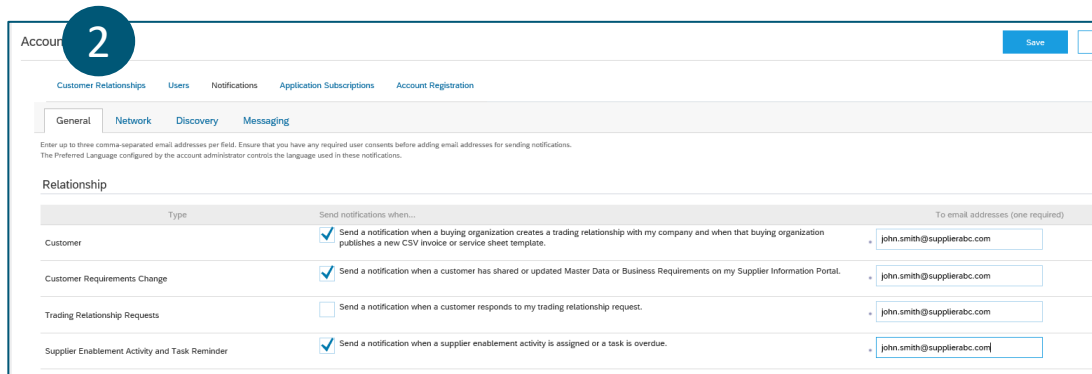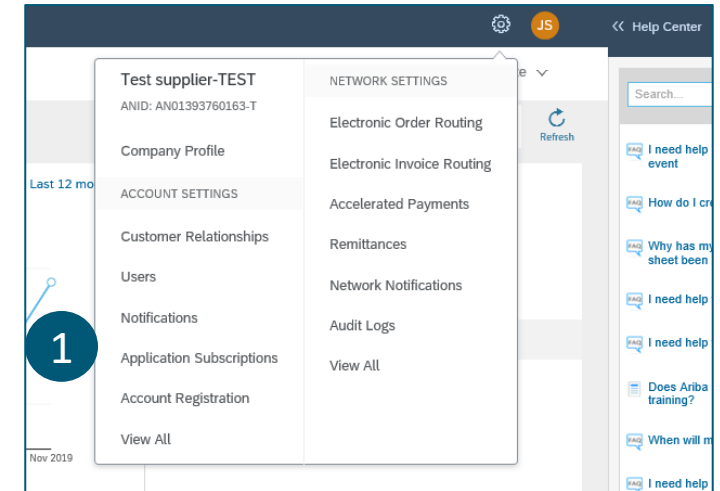
Electronic Order Routing

1. Click **Company Settings**

2. Click **Electronic Order Routing**

3. Select **Email**

   - Select the check box **Include document in the email message** to include a complete copy of the purchase order in the email notification

   - It is recommended that you use a non- personalized/distribution list email

   - When your mailbox sends auto-responses (out of office, receipt-acknowledgement) the purchase orders may fail as Ariba Network cannot recognize all auto-responses

Electronic Invoice Routing

1. **Invoice Routing** is preconfigured to Online – no action needed

2. Click **Tax Invoicing** and **Archiving**

3. **Update your VAT ID** and click Save to automatically prepopulate your VAT ID in all your invoices

4. Click on the **Configure Invoice Archival** link to export invoices to your system for legal compliance

Invoice Archival

1. Select **frequency** (Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**

2. 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 in the section of Archived Invoices)

3. Note: After **Archive Immediately** has started, you can either Stop it or Update Frequency any time

4. Subscribe to **Long-Term Document Archiving** for an integrated archiving solution. 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

Managing Roles and Users

Administrator

- Automatically linked to the username and login entered during registration

- Responsible for account configuration and management

- Primary point of contact for users with questions or problems

- Creates additional users and roles for the supplier account

User

- Can have different roles, which correspond to the user's actual job responsibilities

- Responsible for updating personal user information

Role and User Creation

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
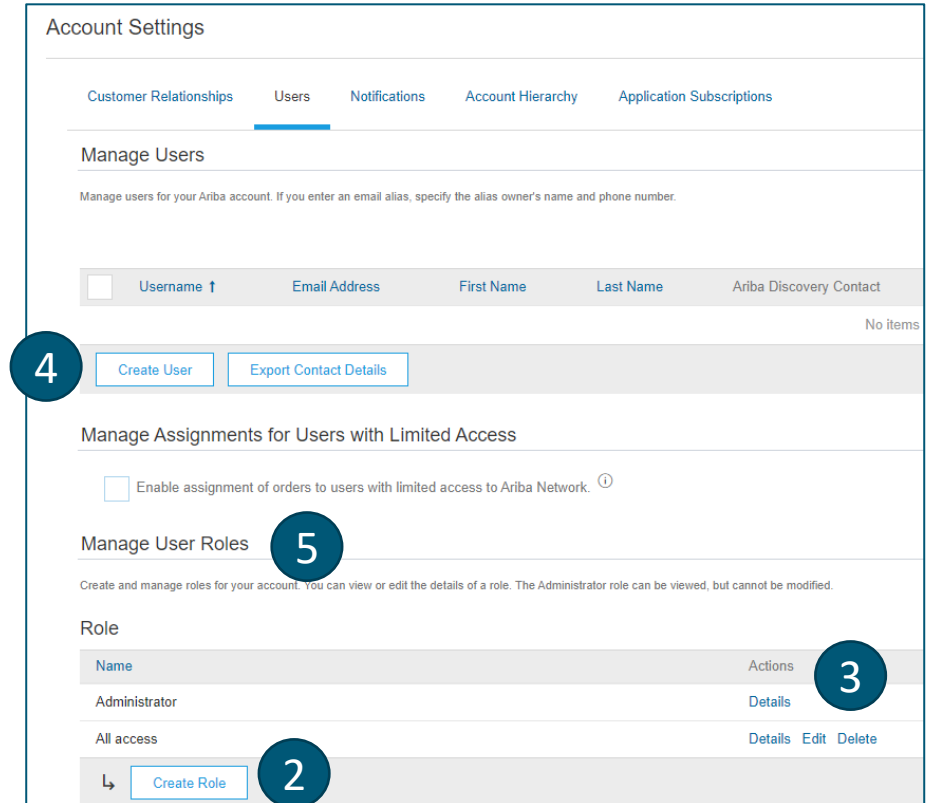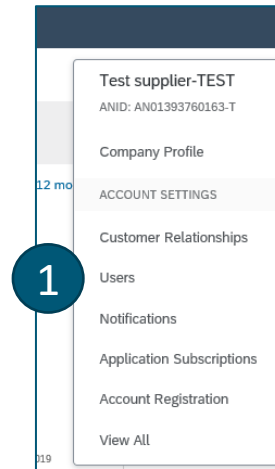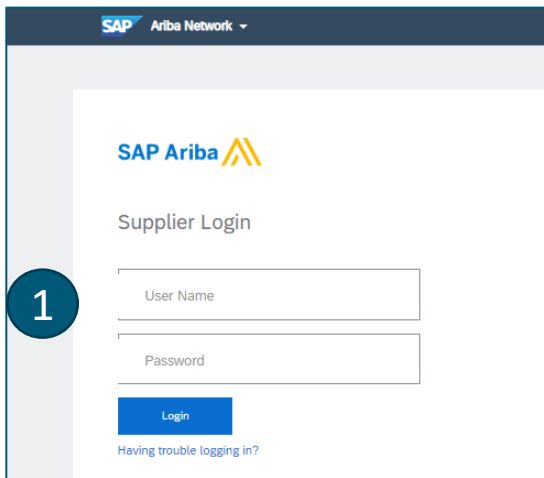
Invoice Creation – Enterprise Account

Invoice Creation

1. Go to supplier.ariba.com and enter your **username** and password, click **Login**

2. To create a **PO-Flip invoice**, click **Create** in the top-right corner and click **PO Invoice** or click **Inbox**

3. For PO Invoice select a **PO number**

4. Click on the **Create Invoice** button and then choose Standard Invoice

Invoice Creation

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. Enter an **Invoice #,** which is your unique number for invoice identification. The Invoice Date will auto-populate.

2. Shipping can be entered at either the Header or Line level by selecting the appropriate radio button.

3. You can also add some additional information to the Header of the invoice such as: Shipping Cost, Special Handling, Comment, Attachment

Scroll down to the Line items section to select the line items being invoiced.

Invoice Creation

Line Items section shows the line items from the Purchase Order.

1. Review or update Quantity for each line item you are invoicing

2. Click the check box to the left from the item number and click Delete to remove the line item from the invoice

3. Select the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate

4. Check Tax Category and use the drop down to select from the displayed options. Click Add to **Included Lines**

5. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option

6. Click **Line Item Actions** button to add tax, special handling, comments or attachments on line-item level

Invoice Creation – Content Validation

1. Click **Next** to review the invoice

2. Ariba Network automatically validates content of your invoice against transaction rules defined by customer and displays an error message in case of issues

3. Correct the issue and click **Next**

4. Review the invoice and click **Submit**

Invoice Status Update and Archiving

1. You can check **invoice status** in real time in your Outbox

2. Tax invoice is archived based on your account configuration for invoice archival

Invoice Status

Reflects the status of <Customer> action on the Invoice.

- Sent – The invoice is sent to the <Customer> but they have not yet verified the invoice against purchase orders and receipts

- Paid – <Customer> paid the invoice / is in the process of issuing payment

- Approved – <Customer> has verified the invoice against the purchase orders or contracts and receipts and approved it for payment

- Rejected – <Customer> has rejected the invoice or the invoice failed validation by Ariba Network. If <Customer> accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)

- Failed – Ariba Network experienced a problem routing the invoice

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Check Invoice History

Access any invoice in your Outbox.

1. Click on the History tab to view status details and invoice history.

2. History and status comments for the invoice are displayed.

3. Transaction history can be used in problem determination for failed or rejected transactions.

4. You can **Edit & Resubmit** Rejected/Failed invoices instead of creating new invoice from scratch.

Credit Memo Creation

1. Go to **Outbox**

2. Click on **invoice number**

3. Click **Create Line-Item Credit Memo**

4. Credit memo is prepopulated based on invoice date, update credit memo number

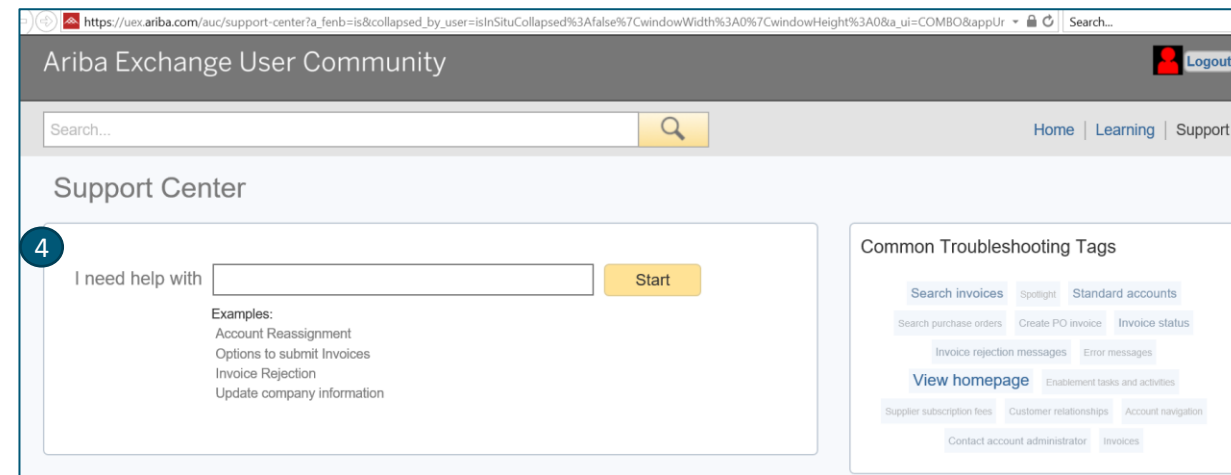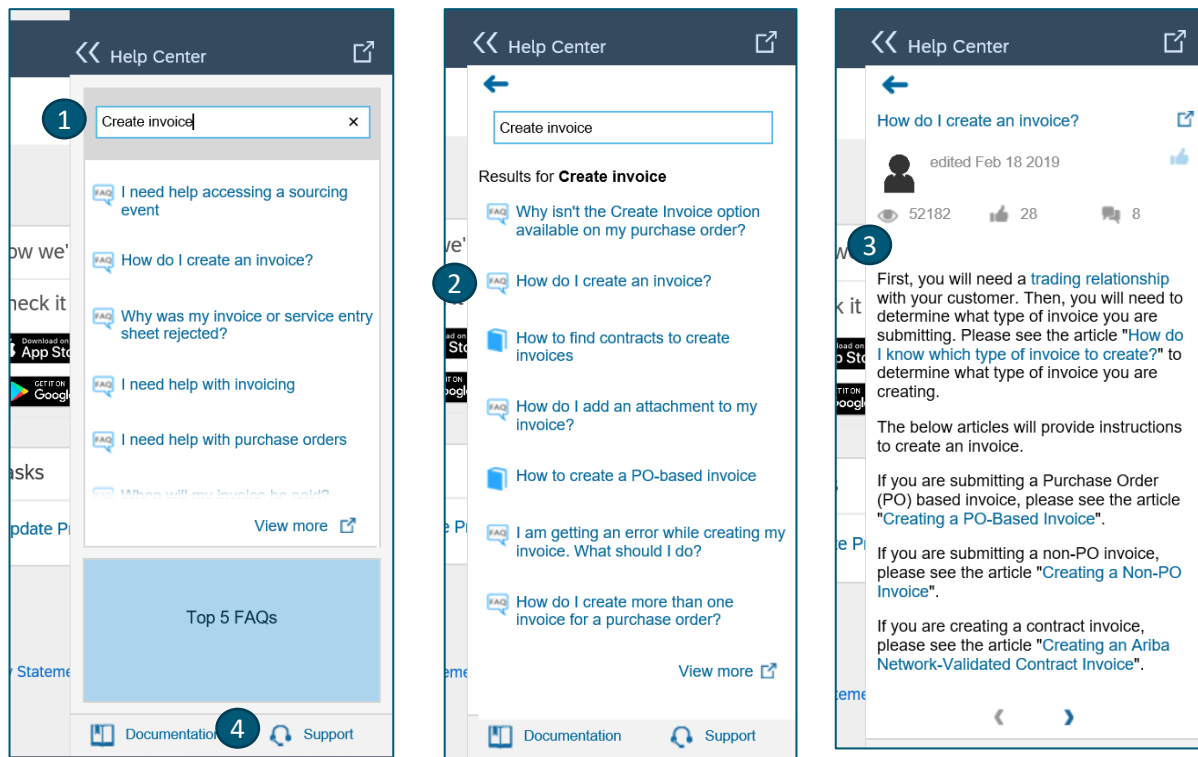5. Adjust quantity for partial credit memo

6. Click **Next** and **Submit**

Help and Ressources

Help Center – Basic Troubleshooting

1. Enter issue description in Help Center search box

2. Click on one of the search results

3. Review solution

4. Alternatively, click on **Support** to display Support Center

Help Center – Call Ariba Customer Support

1. If you don't find any relevant result in Support Center search results, click **Something Else**

2. Click **Get help by phone** to receive a call back from Ariba Customer Support

Help Center – Ariba Documentation

1. Click on Help Center to access Standard Documentation materials

2. Click Learning

3. View Ariba Network documentation