

# Ariba Network Configuration Guide

Baker Hughes 

# Content

---

## **1. Account Configuration**

- I. Accept you Invitation
- II. Account Access
- III. Company Profile
- IV. Email Notifications
- V. Electronic Order Routing
- VI. Electronic Invoice Routing
- VII. Remittances
- VIII. Accelerated Payments
- IX. Auto-Invoice Against Goods Receipts
- X. Test Account Creation

## **2. Managing Roles and Users**

## **3. Multi-Org & Account Hierarchy**



# 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.

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



If you received a Trading Relationship Request (TRR) from Baker Hughes, we are offering you an Enterprise account. If you did not receive a TRR we are offering you a standard account. **(If you already have an Enterprise account for other customers you can choose to utilize that account for Baker Hughes, Ariba Fees might apply)**

# 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. Click **Register Now**.

2. Enter Company Information fields marked required with an asterisk (\*) including:

- **Company Name**
- **Country**
- **Address**

3. Enter User Account information marked required with an asterisk (\*) including:

- **Name**
- **Email Address**
- **Username (if not the same as email address)**
- **Password**

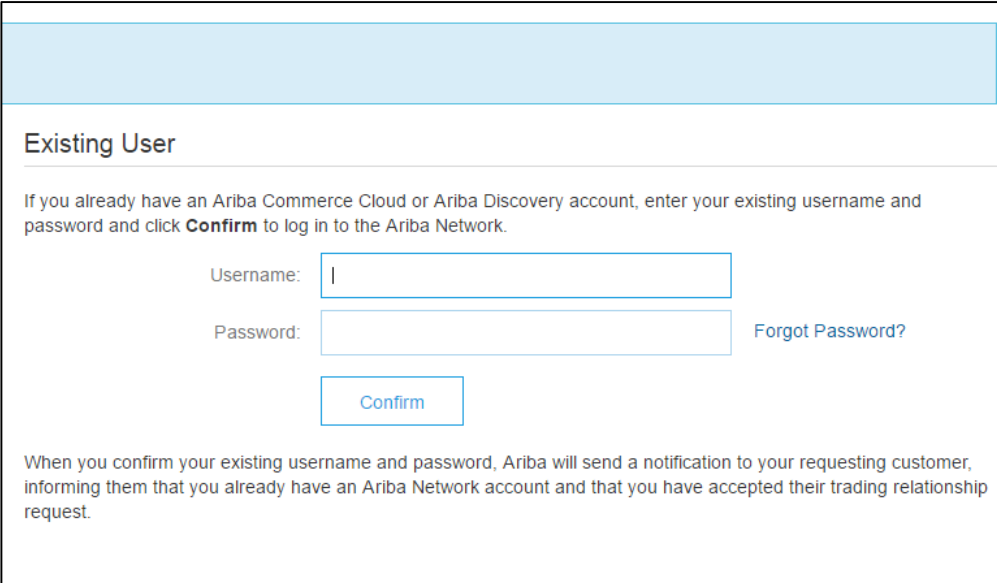
1. Accept the **Terms of Use** by checking the box.

2. Click **Register** to proceed to your home screen.

The screenshot shows the Ariba Network registration page. A callout box labeled '1' points to the 'Register Now' button at the top. A callout box labeled '2' points to the 'Company information' section, which includes fields for Company Name, Country (set to United States), and Address (with lines for Use 1, Use 2, and Use 3). A callout box labeled '3' points to the 'User account information' section, which includes fields for Name (First and Last), Email, Username, Password, and Repeat Password. A callout box labeled '4' points to the checkbox for 'I have read and agree to the Terms of Use and the Ariba Privacy Statement'. A callout box labeled '5' points to the 'Register' button at the bottom right. The page also includes a 'New User' pop-up message and a 'Register' button at the top right.

# Accept Relationship as an Existing User

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



The screenshot shows a web interface for logging in as an existing user. At the top is a light blue header bar. Below it, the section is titled 'Existing User'. A paragraph of text instructs the user to enter their existing username and password and click 'Confirm' to log in. There are two input fields: 'Username:' and 'Password:'. To the right of the password field is a link that says 'Forgot Password?'. Below the password field is a 'Confirm' button. At the bottom, another paragraph explains that confirming the login will send a notification to the 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.

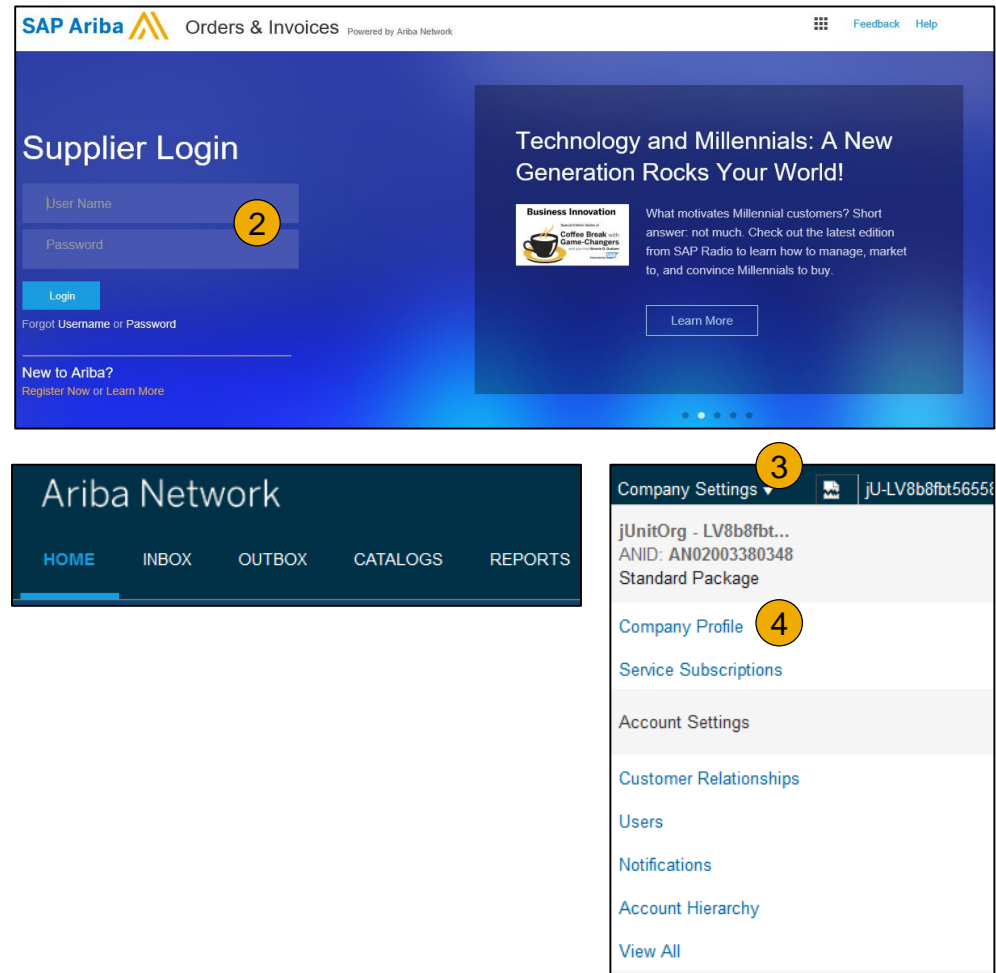
Username:

Password:  [Forgot Password?](#)

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.

# Account Access and Configuration

1. **Go** to <http://supplier.ariba.com>
2. **Enter** Username & Password and click Login to access your Production account.
3. **Click** the Company Settings tab to open the menu.
4. **Click** Company Profile and then click on the area you want to update.





# Company Profile Configuration

Company Profile

Basic (1) Business (2) Marketing (3) Contacts (4) Certifications (5) Additional Documents (6) Save Close (7)

- 1. Basic:** Complete or update all required fields marked by an asterisk in the Basic Company Profile tab. Click the **Add** button to classify your Company by **Commodities**, **Sales Territory** and **Industries**.
- 2. Business:** Enter additional information for your company, such as Tax or VAT IDs
- 3. Marketing:** Add a company description, company logo, and/or links to your social media. If applicable, you can also add your D-U-N-S number in the section marked “Credit and Risk Information from D&B”.  
\*The more information you provide, the more relevant business opportunities you may receive. (These are accessed through the “LEADS” tab at the top of your screen.
- 4. Contacts:** Add the main company contacts. Additional contacts (role- or customer-specific) can also be setup.
- 5. Certifications:** Enter and upload certificates along with their expiration date if applicable
- 6. Additional Documents:** Any attachments you cannot assign to the categories above.
- 7. Save / Close:** Make sure that you save all changes that have been made.

# Notifications and Network 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 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

The screenshot shows the 'Account Settings' page with the 'Notifications' tab selected. A yellow circle with the number '2' highlights the 'Network' sub-tab. To the right, a 'Company Settings' dropdown menu is open, showing a list of settings with a yellow circle and the number '1' next to 'Notifications'. Below this, another yellow circle with the number '2' highlights the 'Network Settings' option. On the right side of the main content area, there is a section for 'To email addresses (one required)' with a yellow circle and the number '3' next to the first email address field, which contains 'junk@phoenix.ariba.com'.

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undelivered
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when a new collaboration request is received. <input type="checkbox"/> Send a notification when purchase order inquiry is received.
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiry is received. <input type="checkbox"/> Send a notification when time sheets are undelivered.
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.

# Electronic Order Routing Methods

Required

- 1. Go to Electronic Order Routing:** The method that you would like to transact business with your customers on the network can be found here. Online (portal), cXML, Email, EDI or Fax is included.
- 2. Online Routing:** This means that the PO is sent to your Ariba Inbox without additional copies being sent elsewhere. If you select any of the other methods, you can choose to send additional copies to the routing method selected (We recommend email routing).
- 3. Email Routing:** Select the check box Include document in the email message to include a complete copy of the PO in the email. It is recommended that you use a non- personalized/distribution list email. After purchase orders are sent to mailboxes that respond with “OOO” messages, the orders will not fail and the network will indicate that it received the auto-reply in the order history log. Note: Make sure that Ariba Network notes do not fall into the junk or spam mail box.
- 4. cXML/EDI Routing:** If you prefer to Integrate your ERP system with your account and need assistance, please contact us at: [CommerceAssistance@ariba.com](mailto:CommerceAssistance@ariba.com)

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

\* Indicates a required field

Capabilities Preferences

cXML Setup

Configure cXML setup

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: dgarda@ariba.com
Catalog Orders with Attachments	Email	Email address: dgarda@ariba.com
Non-Catalog Orders without Attachments	EDI	<input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email messages
Non-Catalog Orders with Attachments	Fax	

Current Routing method for new orders: Email

Attachments will be included in the order.

# Electronic Order Routing Notifications

Required

1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments	1 Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments

Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments
Time Sheets	Online
Order Status Request	2 Online
Order Response Documents	Online

Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

# Electronic Invoice Routing

## Methods and Tax Details

1. **Go** to Electronic Invoice Routing
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data. **Recommended but not required**

Electronic Order Routing   Electronic Invoice Routing   Accelerated Payments

General   Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method
Invoices	Online
Customer Invoices	

Tax Classification:

Taxation Type: [dropdown]

Tax Id: [input] Do not enter dashes

State Tax Id: [input] Do not enter dashes

Regional Tax Id: [input] Do not enter dashes

Vat Id: [input]

☒ VAT Registered

VAT Registration Document: <No document> Optional

Upload...

Company Settings

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

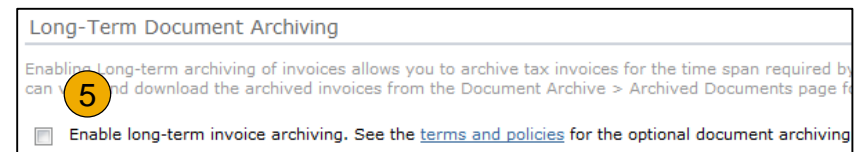
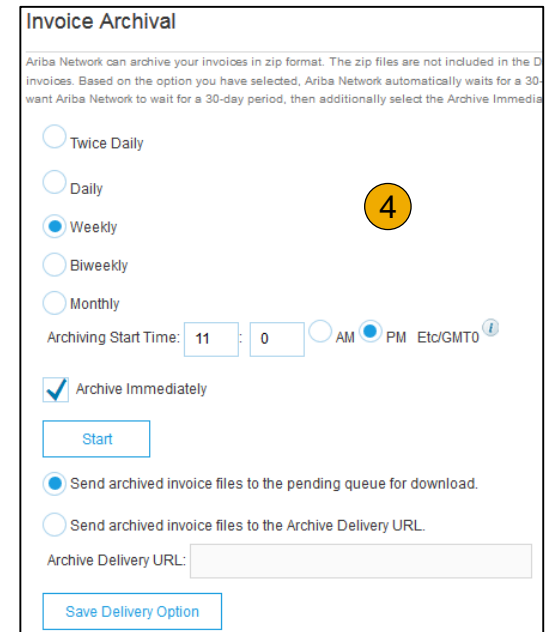
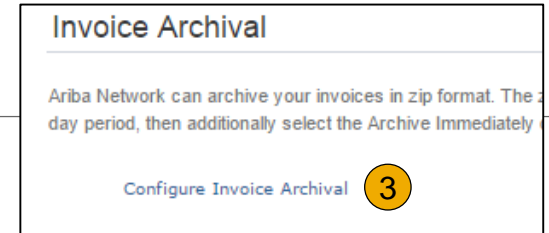
Company Profile  
Service Subscriptions  
Account Settings  
Customer Relationships  
Users  
Notifications  
Account Hierarchy  
View All  
Network Settings  
Electronic Order Routing  
Electronic Invoice Routing  
Accelerated Payments

# Invoice Archival

Recommended  
but not required

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**).
  - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
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.)





# Remittances

Recommended  
but not required

1. From the **Company Settings** dropdown menu, select click on **Remittances**
2. **Click** Create to create new company remittance information, or Edit, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

The screenshot displays the SAP 'Company Settings' interface. On the right, the 'Company Settings' sidebar is visible, with the 'Remittances' option highlighted by a yellow circle labeled '1'. The main content area shows the 'Network Settings' section, with the 'Settlement' tab selected. Under the 'EFT/Check Remittances' section, there is a table with columns for 'Address', 'City', and 'State'. Below the table are buttons for 'Edit', 'Delete', and 'Create', with the 'Create' button highlighted by a yellow circle labeled '2'. Below the 'Create' button is a section titled 'Create Remittance Address / Payment Info'. This section contains instructions and a form for adding a remittance address. The form includes fields for 'Address 1' through 'Address 4', 'City', 'State', 'Postal Code', 'Country', and 'Contact'. The 'Address 1' field is highlighted by a yellow circle labeled '3'. The 'Contact' dropdown menu is highlighted by a yellow circle labeled '4'. At the bottom of the form, there is a checkbox labeled 'Make this address default'.

# Remittances

## Payment Methods

Recommended  
but not required

1. **Select** Preferred Payment Method from a drop-down box: Check, Credit card or Wire.
2. **Complete** the details for ACH or Wire transfers.
3. **Select** if you do or do not accept credit cards and click OK when finished.

Payment Methods

Preferred Payment Method: Select method 1

ACH 2

Account Name:

Account #:

Confirm Account #:

Account Type: Select method

ABA: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

WIRE TRANSFER

**Beneficiary Bank** 3

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country: (no value)

Bank Phone: USA 1

**Corresponding Bank**

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country: (no value)

Bank Phone: USA 1

**Credit Card**

Accept credit card: ☐ Yes ☐ No

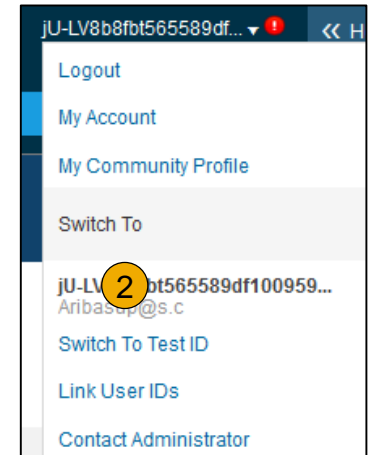
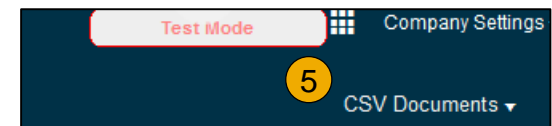
# Current and Potential Relationships

1. **Click** on the Customer Relationships link in the Administration Navigator.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** Potential customers in Potential Relationships tab

The screenshot displays the 'Account Settings' page in SAP. The main content area has tabs for 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. Under 'Customer Relationships', there are sub-tabs for 'Current Relationships' and 'Potential Relationships'. The 'Potential Relationships' tab is selected and marked with a yellow circle '4'. Below the tabs, there is a section for 'I prefer to receive relationship requests as follows:' with two radio buttons: 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. A yellow circle '2' is next to the 'Manually review' option. An 'Update' button is below. The 'Pending' section shows a table with columns 'Customer' and 'Requested Date'. It contains one row with a 'No items' message. Below the table are 'Approve' and 'Reject' buttons. A yellow circle '3' is next to the 'Reject' button. The 'Current' section shows a table with columns 'Customer' and 'Approved Date'. It contains one row for 'jUnitOrg - 5WQzy9VD565589b21009590920' with an 'Approved Date' of '25 Nov 2015'. A 'Reject' button is below. The 'Rejected' section shows a table with columns 'Customer' and 'Rejected Date'. It contains one row with a 'No items' message. The right sidebar, titled 'Company Settings', lists various settings: 'jUnitOrg - LV8b8ft...', 'ANID: AN02003380348', 'Standard Package', 'Company Profile', 'Service Subscriptions', 'Account Settings' (marked with a yellow circle '1'), 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'.

# Switching to the 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).

A screenshot of the 'Create Test Account' form. The title is 'Create Test Account'. Below it, a message states: 'You are about to create a new account in the Test Mode. The trading relationship with the...'. The form contains three input fields: 'Username:\*' with the value 'test-Aribasup@s.c' (highlighted with a yellow circle and the number 4), 'Password:\*' with masked characters, and 'Confirm Password:\*' with masked characters.



# Administrators 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 roles for the 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

The screenshot displays the SAP Ariba Administration Navigator interface. The top navigation bar includes tabs for Customer Relationships, Users, Notifications, and Account Hierarchy. The left sidebar shows the Company Settings menu with options like Company Profile, Service Subscriptions, Account Settings, Customer Relationships, Users, Notifications, Account Hierarchy, View All, Network Settings, Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications, and View All.

The main content area is divided into two sections: Manage Users and Manage User Roles.

**Manage Users:** This section allows managing users for the Ariba account. It includes a table with columns for Username, Email Address, First Name, Last Name, and Ariba Discovery Contact. A user named Rebecca Novotny is listed. Below the table are buttons for Edit, Delete, Add to Contact List, Remove from Contact List, Make Administrator, and Create User.

**Manage User Roles:** This section allows creating and managing roles. It includes a table with columns for Name and Actions. Two roles are listed: Administrator and All Access. The Administrator role has a Details link, and the All Access role has Details, Edit, and Delete links. A Create Role button is located at the bottom of this section.

Numbered callouts indicate the following steps:

1. Click on the Users link in the left sidebar.
2. Click on the Create Role button in the Manage User Roles section.
3. Click on the Details link for the Administrator role.
4. Click on the Create User button in the Manage Users section.
5. Click on the Manage User Roles section header.

# Modify Users

1. **Click** on the Administration 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

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access
	<a href="#">L</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Add to Contact List</a>	<a href="#">Remove from Contact List</a>	<a href="#">Make Administrator</a>   <a href="#">Create User</a>

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends a

Selected User Information

Username: rebecca.novotny@sap.com  
Email Address: rebecca.novotny@sap.com  
First Name: Rebecca  
Last Name: Novotny  
Office Phone:

☐ This user is the Ariba Discovery Contact

[Reset Password](#)

# Enhanced User Account Functionality

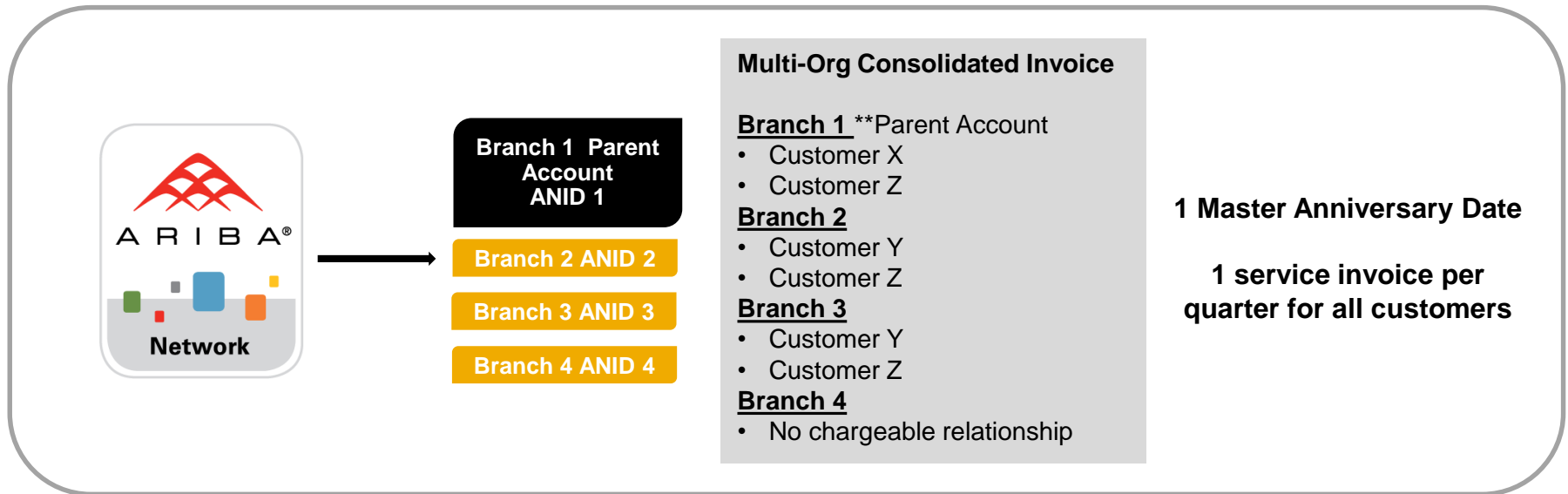
1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
  - Quickly access your personal user account information and settings
  - Link your multiple user accounts
  - Switch to your test account

**Note:** After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk. **Note:** If you change username or password, remember to use it at your next login.
4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

The screenshot displays the SAP User Account Navigator interface. At the top right, a user menu is visible with the following options: Logout, My Account, My Community Profile, Switch To, jU-LV8b8fbt565589df100959... Aribasup@s.c, Switch To Test ID, Link User IDs, and Contact Administrator. The main content area is titled 'My Account' and contains two sections: 'Account Settings' and 'Account Information'. The 'Account Information' section includes the following fields: Username (\* Aribasup@s.c), Email Address (\* junk@phoenix.ariba.com), First Name (\* jU-LV8b8fbt565589df1009590921), Middle Name, Last Name (\* lastName), Business Role (Business Owner), Secret Question (\* What is the last name of your first boss?), Secret Answer (\* .....), and Confirm Secret Answer (\* .....).



# Multi-Org time and invoice consolidation / synchronization



## • Ariba offers invoice consolidation and synchronization for customers with several accounts

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
- This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

# What is required to participate in a Multi-Org?

---

- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- The supplier should also have confirmed list of child ANID's to be included on the invoice.
- A Multi-Org is NOT:
  - A way to merge accounts.
  - A way to get a discount on Network Transaction Service fees.



# How to create a Multi-Org

---

1. **Register** all accounts which will be included in the Multi-Org.
2. **Create** a list of all ANIDs and designate the parent account.
3. **Wait** until the first ANID becomes chargeable.
4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

# Account Hierarchy

---

## Linkage between individual accounts for account management purposes

The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

# How to create an Account Hierarchy

1. **Open** the dropdown menu and go to Account Hierarchy.
2. **To add** child accounts click on Link Accounts.
3. **The Network** will detect if there is an existing account with corresponding information.
4. **On the next page** either log in as an Administrator or send a request through an online form as a Not Administrator.
5. **Once** the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.

