

Ariba Account Creation and Set-up

A Quick Reference Guide for multiple common scenarios

Version Aug 2021

Ariba Supplier Portal <https://supplier.ariba.com/>

Supplier Information Portal <https://support.ariba.com/item/view/197442>

Note Copyright © Mars, Incorporated

Menu

Click the blue box of senecio that you are facing, and it will redirect to relevant guidance

Scenario 1



First time to process Mars Ariba PO, need to register Ariba ID or use existing account to log in for processing
Read the whole manual from [Step 1](#) to [Step 6](#)

Scenario 2



Want to see my Ariba Network ID details and who is the account administrator
Refer to [Navigate to Account Setting](#) section after log in [Ariba Supplier Portal](#)

Scenario 3



Add / Manage emails to receive Ariba Purchase Orders
Refer to [Configure Order Routing](#) section after log in [Ariba Supplier Portal](#)

Scenario 4



Add users (accounts) against your company's Ariba Network ID for processing POs/invoices
Refer to [Configure Users](#) section after log in [Ariba Supplier Portal](#)

Scenario 5

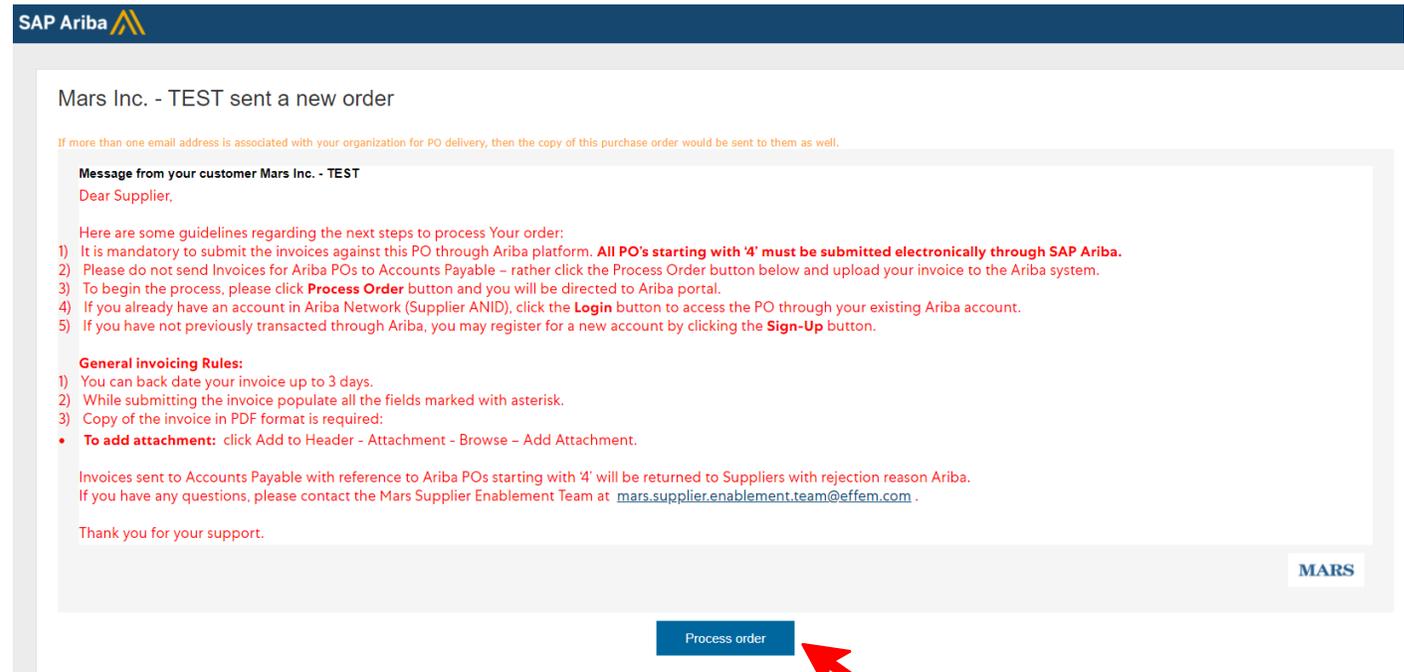


I still need further supports to system use after refer to above guidance
Attempt to visit [Mars Supplier Information Portal](#) for more reference materials, or send mail to [Mars Supplier Enablement Team](#)

Step 1: Find the Purchase Order notification from Mars

Subject of Mars Ariba PO usually include “Mars Inc. ” and PO # (begins with 47xx/49xx)

- Search the PO notification in mailbox and click the [Process Order](#) button.



SAP Ariba

Mars Inc. - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer Mars Inc. - TEST
Dear Supplier,

Here are some guidelines regarding the next steps to process Your order:

- 1) It is mandatory to submit the invoices against this PO through Ariba platform. **All PO's starting with '4' must be submitted electronically through SAP Ariba.**
- 2) Please do not send Invoices for Ariba POs to Accounts Payable – rather click the Process Order button below and upload your invoice to the Ariba system.
- 3) To begin the process, please click **Process Order** button and you will be directed to Ariba portal.
- 4) If you already have an account in Ariba Network (Supplier ANID), click the **Login** button to access the PO through your existing Ariba account.
- 5) If you have not previously transacted through Ariba, you may register for a new account by clicking the **Sign-Up** button.

General Invoicing Rules:

- 1) You can back date your invoice up to 3 days.
- 2) While submitting the invoice populate all the fields marked with asterisk.
- 3) Copy of the invoice in PDF format is required:

- **To add attachment:** click Add to Header - Attachment - Browse – Add Attachment.

Invoices sent to Accounts Payable with reference to Ariba POs starting with '4' will be returned to Suppliers with rejection reason Ariba.
If you have any questions, please contact the Mars Supplier Enablement Team at mars.supplier.enablement.team@effem.com.

Thank you for your support.

MARS

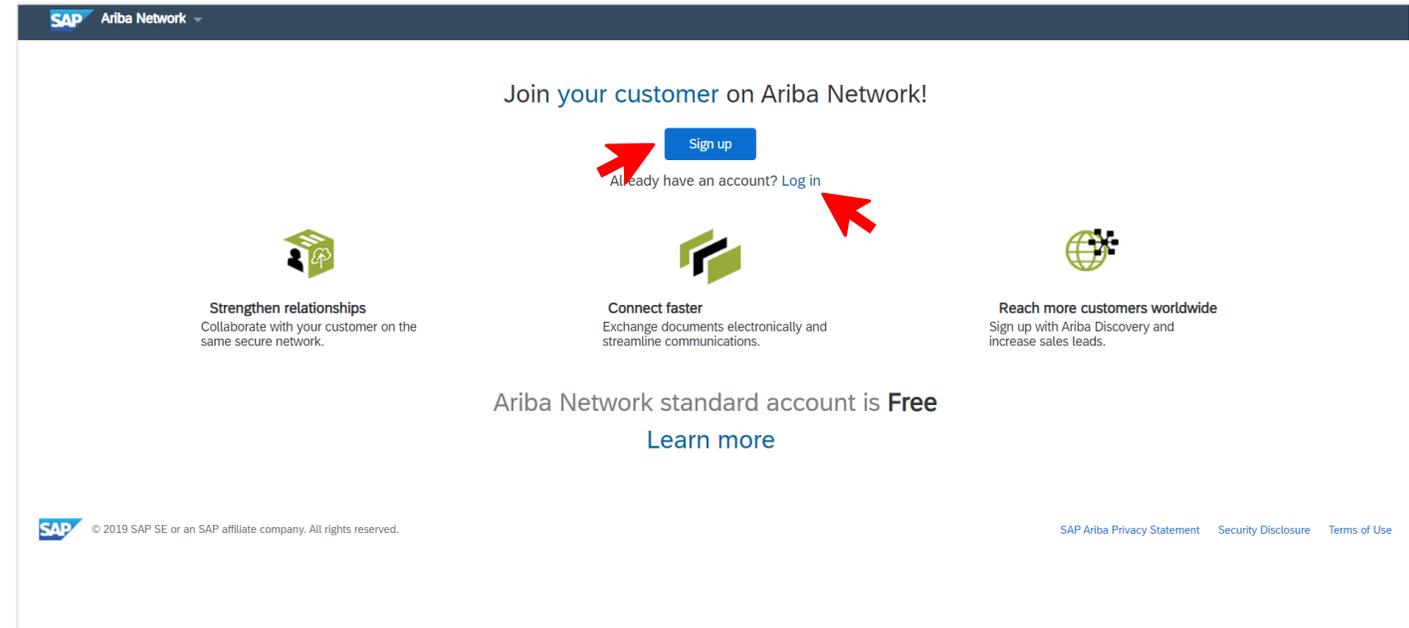
Process order

Step 2: Build Trading Relationship (TRR) with Mars

If your organization has not built TRR, you will redirect to this page, and the TRR will be built after successful log-in

- Select the [Sign up](#) option to create a new Standard Account
- -OR - use your existing Standard or Enterprise Account by clicking on [Log in](#)

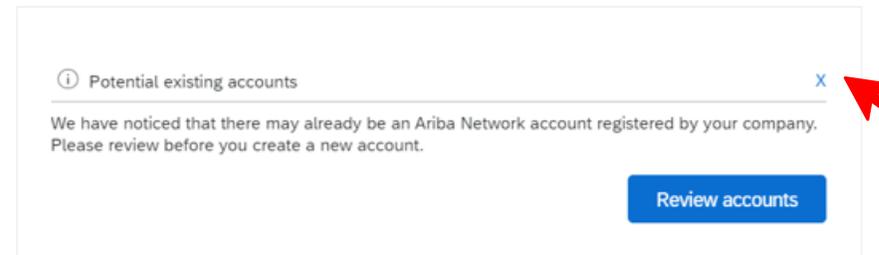
When log in Ariba via [this page](#), ensure to use Ariba Network ID's admin account, while other account(s) will not be able to log in.



- You may encounter “Potential existing accounts” pop-up, please ignore by clicking [x](#) (upper right corner) to close it and continue with sign-up or log-in.

If you think it necessary to review account, or there is no [x](#) in the pop-up, click “Review accounts”.

Then, you can follow the instruction in the review page to go back and continue with sign-up or log-in.



Step 3: Registration

Skip this step if you have existing Ariba ID

It shows the registration form of registering an Ariba Network ID.

- Review your [Company Information](#) which will be automatically populated and modify if needed
- Enter your [User Account Information](#)
- Accept [Terms of Users](#) and [Ariba Privacy Statement](#) before clicking on [Submit](#)

Company information

* Indicates a required field

Company Name: *

Country/Region: *

Postal Code: *

State: *

City: *

Address: *

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.

User account information

* Indicates a required field

Name: *

Email: *
 Use my email as my username

Username: *

Password: *

Language:

Email orders to: *

Must be in email format(e.g john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

- I have read and agree to the [Terms of Use](#)
- I have read and agree to the [SAP Ariba Privacy Statement](#)

Ariba Network standard account is Free

Already have an account?
[Login](#)

Strengthen relationships

Collaborate with your customer on the same secure network.

Connect faster

Exchange documents electronically and streamline

Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

[Learn more](#)

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

Step 4: Navigate to Account Setting

In the upper right corner of the homepage and click your initial (e.g., MF in below sample) to find the menu

The image shows a user account menu with several callouts pointing to specific items:

- Find your administration**: Points to the 'Contact Administrator' button.
- Add/Manage users connected to this ANID (administrator only)**: Points to the 'Users' item.
- Find the Ariba Network ID and Account Type**: Points to the 'ANID: AN01608584327-T Standard account' text.
- Set up purchase order / invoice notification emails**: Points to the 'Electronic Order Routing' and 'Electronic Invoice Routing' items.

The menu items are as follows:

- ACCOUNT SETTINGS
 - Customer Relationships
 - Users
 - Notifications
 - Application Subscriptions
 - Account Registration
- NETWORK SETTINGS
 - Electronic Order Routing
 - Electronic Invoice Routing
 - Remittances
 - Data Deletion Criteria Rule
 - Data Deletion Criteria
 - Network Notifications
 - Audit Logs
- MDG UAT - Script_002 - 135 - ENG For Test
 - My Account
 - Link User IDs
 - Contact Administrator
- MDG UAT - Script_002 - 135 - ENG
 - ANID: AN01608584327-T Standard account
 - Company Profile
 - Settings >
 - Logout

Step 5: Configure Order Routing

Purchase Orders can be set to go directly to the resources you choose

- Refer to Step 4 or below path to find Your Initial → Settings → [Electronic Order Routing](#)
- Enter up to five email addresses (separated by commas) who will be responsible for processing orders, invoices or other applicable documents.
- Click Save bottom to complete.

You can add multiple users to your Ariba Network ID (ANID), and each user corresponds to a username (account)



If order recipients added in your ANID do not share account, but use their respective accounts to log in to Ariba for processing orders & invoices

→ Navigate to [how to Configure Users](#)

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement | Data Deletion Criteria

* Indicates a required field

External System Integration

[Configure cXML \(native\) integration](#)

Non-Catalog Orders with Part Numbers

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

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method
Catalog Orders without Attachments	Email
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments

Options

Email address:

Attach cXML document in the email message

Include document in the email message

Leave attachments online and do not delete

Step 6: Configure Users

Administrator Only

To set up users, Admin must first create a role with specific permissions selected to allow users to be “assigned” a role.

- Refer to Step 4 or below path to find:

Your Initial → Settings → Users → [Manage Roles](#)

- Click the + icon in the manage role section.

In the “Create Role” page, enter the name, descriptions, add permissions to the role, then [Save](#).

Please note the picture is for reference purpose only, and please set up roles per needs.

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication

Roles (1)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters
Permission
Select permission assigned

Apply Reset

+ Create Role

Create Role Save Cancel

* Indicates a required field

New Role Information

Name: * Invoice Processing

Description: Users with this role allows to ...

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1 >>

Permission	Description
<input type="checkbox"/> Cloud Integration Gateway Access	View and search projects on the Ariba Integration Gateway
<input type="checkbox"/> Planning Collaboration Visibility	Access to planning collaboration visibility
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input checked="" type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information

Step 6: Configure Users

(Continued)

- Navigate to [Manage Users](#) section.

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles **Manage Users** Manage User Authentication

Users (0)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter

Users (You can only search on one attribute at a time)

Username ▾ Enter username +

Apply Reset

+ 📄 ☰

- Click the + icon, then add all relevant information about the user including name and contact info.

Select a role in [Role Assignment](#) section, and assign the user to all or selected customers in [Customer Assignment](#) section.

Once complete, click [Done](#).

Create User Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username:* ⓘ

Email Address:*

First Name:*

Last Name:*

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country Area Number
USA 1

Role Assignment

Name	Description
<input checked="" type="checkbox"/>	PO & Invoice Processing

Customer Assignment

Assign to Customer: All Customers Select Customers

This is the end of this manual

To seek supports for system use, please reach out to Mars.Supplier.Enablement.Team@effem.com

- To check purchasing terms & conditions and more system use guidance, please visit [Mars Supplier Information Portal](https://support.ariba.com/item/view/197442).
<https://support.ariba.com/item/view/197442>