

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>

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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

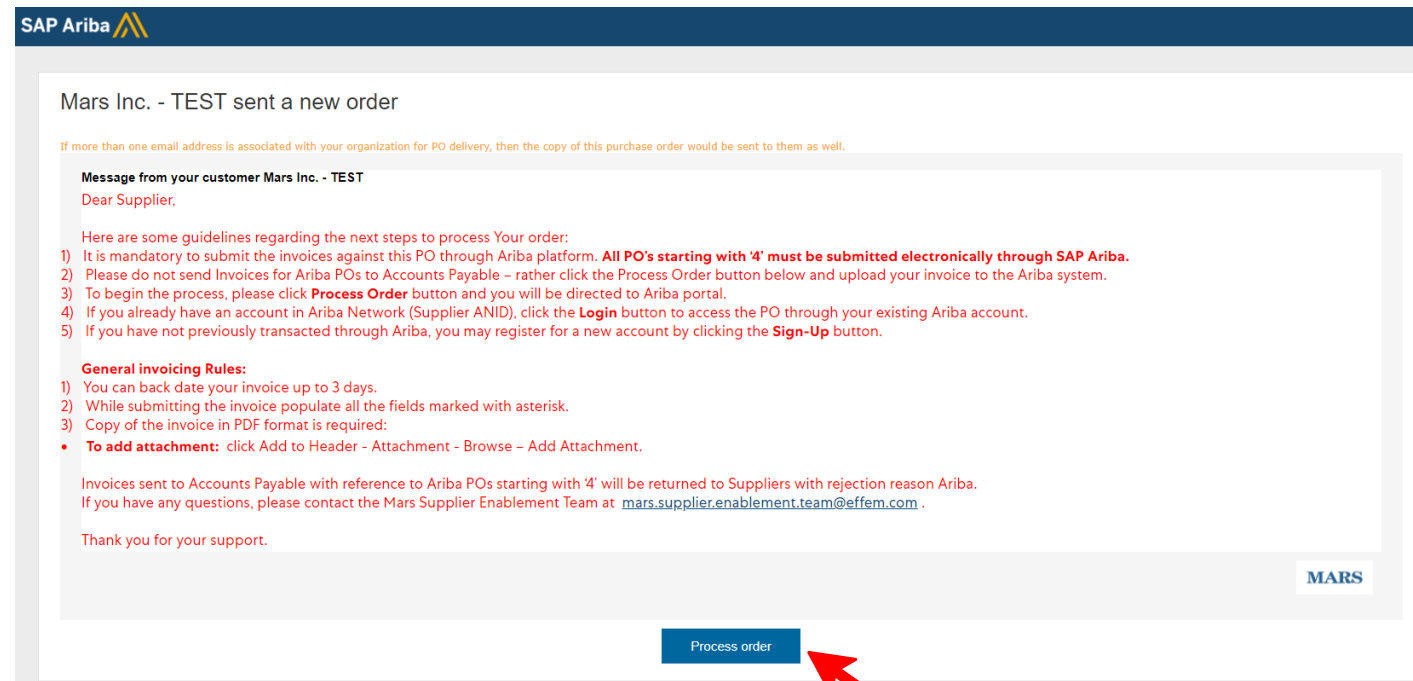
I still need further supports to system use after refer to above guidance

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.

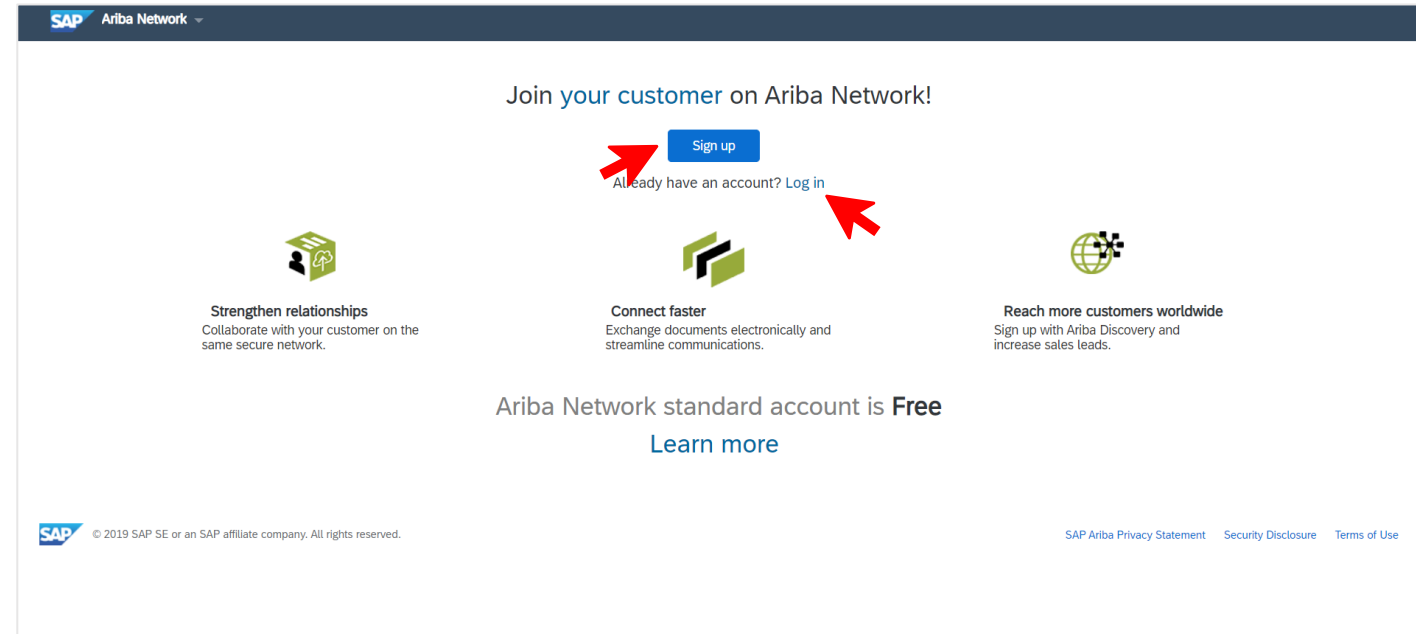


Step 2: Build Trading Relationship (TRR) with Mars

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](#)

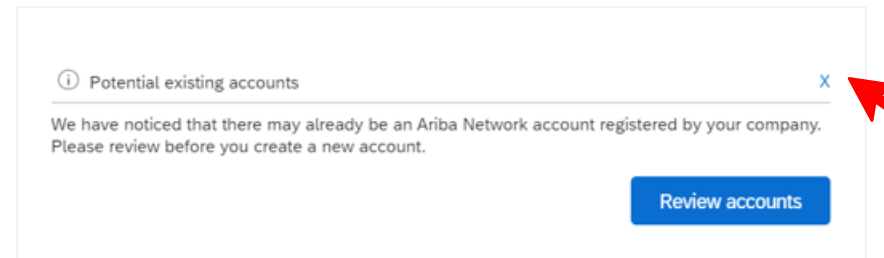
When log in Ariba via [this](#) page, ensure to use Ariba Network ID's admin account, while other account(s) will not be able to log in.



- 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.



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:

China [CHN]

Postal Code:

510000

State:

Guangdong Sheng [CN-GD]

City:

Guangzhou

Address:

Line 3

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:

Samuel

Rockwell

Email:

☐ Use my email as my username

Username:

Password:

Enter Password

Repeat Password

Language:

English

Email orders to:

SAP Ariba Privacy Statement

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

Submit

Cancel

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 screenshot displays the MARS user interface. In the top right corner, a dark blue header bar contains a question mark icon and a circular profile icon with the initials 'MF'. A dropdown menu is open from the 'MF' icon, showing a user profile section with a blurred photo and the text 'MDG UAT - Script_002 - 135 - ENG For Test'. Below this, the menu lists 'My Account', 'Link User IDs', and 'Contact Administrator' (which is highlighted with a yellow box). Further down, another section shows 'MDG UAT - Script_002 - 135 - ENG', 'ANID: AN01608584327-T', and 'Standard account' (also highlighted with a yellow box). The bottom part of the menu is divided into 'ACCOUNT SETTINGS' and 'NETWORK SETTINGS'. Under 'ACCOUNT SETTINGS', there are links for 'Customer Relationships', 'Users' (highlighted with a yellow box), 'Notifications', and 'Application Subscriptions' (highlighted with a yellow box). Under 'NETWORK SETTINGS', there are links for 'Account Registration', 'Electronic Order Routing' (highlighted with a yellow box), 'Electronic Invoice Routing' (highlighted with a yellow box), 'Remittances', 'Data Deletion Criteria Rule', 'Data Deletion Criteria', 'Network Notifications', and 'Audit Logs'. On the left side of the image, four text annotations with yellow lines pointing to the corresponding menu items are provided: 'Find your administration' points to the 'MF' icon; 'Add/Manage users connected to this ANID (administrator only)' points to the 'Users' link; 'Find the Ariba Network ID and Account Type' points to the 'ANID: AN01608584327-T Standard account' text; and 'Set up purchase order / invoice notification emails' points to the 'Electronic Order Routing' link.

Find your administration

Add/Manage users connected to this ANID
(administrator only)

Find the Ariba Network ID and Account Type

Set up purchase order / invoice notification emails

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 download

Current

Save Close

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 RelationshipsUsersNotificationsApplication SubscriptionsAccount RegistrationAPI management

Manage RolesManage UsersManage 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

ApplyReset

+

Create Role

Create Role

SaveCancel

* 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.

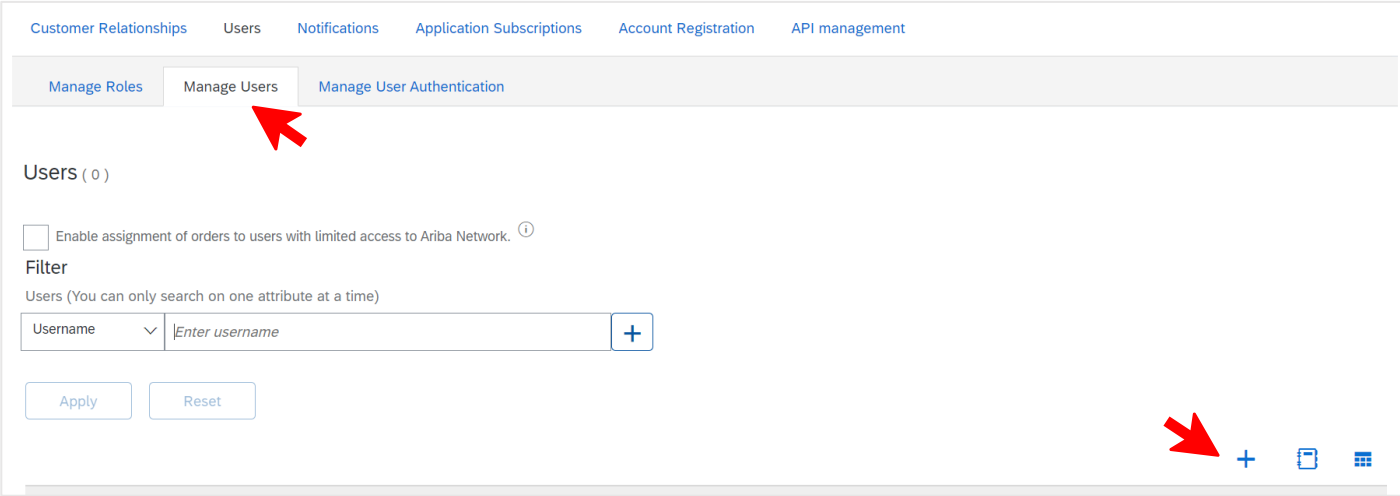
Page 1 »

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)

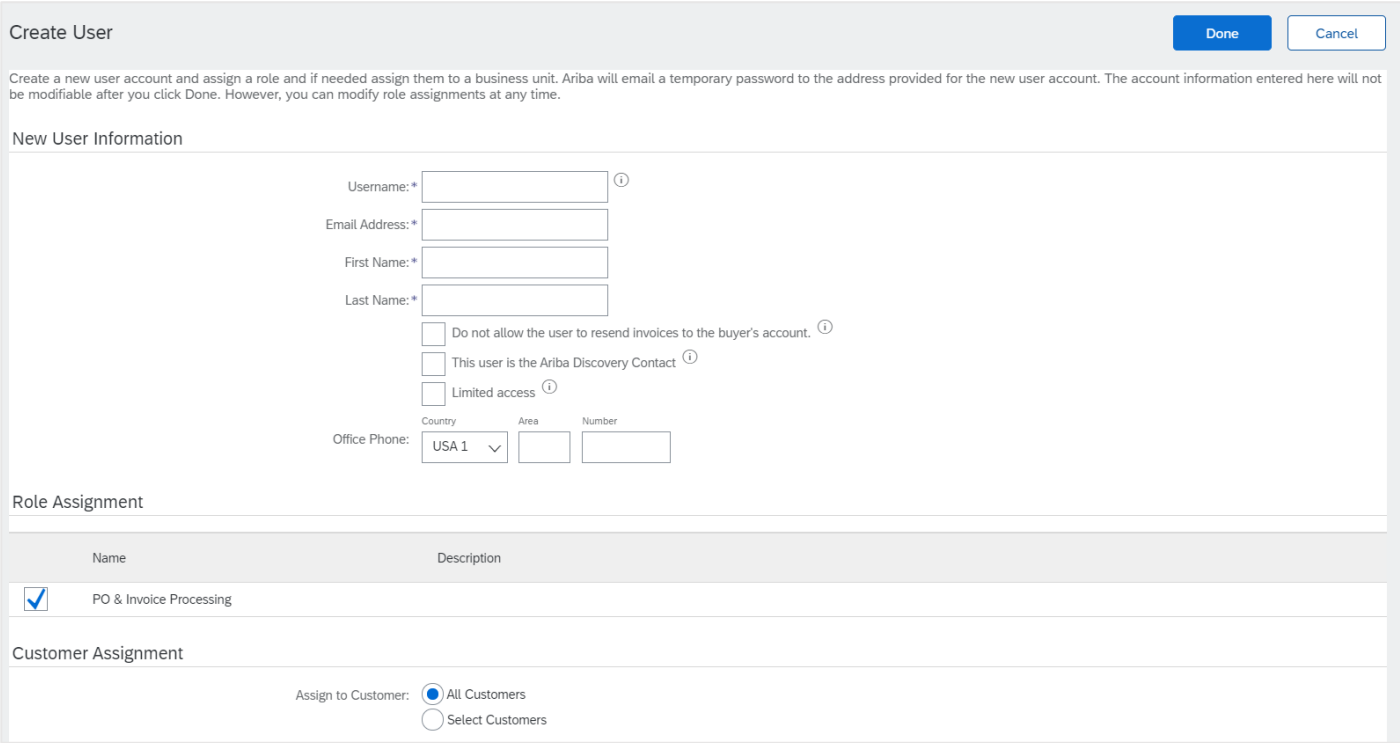
- Navigate to [Manage Users](#) section.



- 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](#).



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>