

Supplier Account setup FAQ's

I have not received my TRR

Ariba SE teams will send TRR

I have misplaced the Schwab TRR

Ariba SE Teams will resend TRR

I have a preferred ANID to accept the TRR

Send ANID to Schwab SE Ariba to send TRR

I accepted under incorrect ANID

Reject relationship under Profile>Customer Relationships and send preferred ANID to Schwab Ariba SE Team

How do I accept a TRR

A trading relationship invitation begins with an email sent by a buyer and directed to either the ANID number of an existing account or a link to set up a new account. This email is an invitation to connect with a buyer enabling you to start receiving orders and /or submitting invoices on the Ariba Network. Only the account administrator can click to use an existing account when establishing a trading relationship.

To accept the trading relationship request:

Click the link in the email that says Click here to proceed. The invitation link then prompts you to Create New Account or Use Existing Account. Select the option which best reflects your situation.

- If you register with a new account, be sure to click the activation link in the email sent to you to verify your email address.
- Once logged in, in the upper-right corner of the application, click your initials > Settings and select Customer Relationships.
- If necessary, select any Pending trading relationships and click Approve.

How can I set up 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.

Can Purchase Orders route to more than one email address?

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.

How do I configure the method to receive Purchase Orders?

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.

How do I configure the method to electronically route invoices to Schwab?

1. Select Electronic Invoice Routing. Choose one of the following methods for Electronic Invoice Routing:

Can more than one person have Account Administrator access?

There can only be one administrator per Ariba Network ID (ANID).

How can I create different levels of user access to our Ariba Network account?

The administrator can create users and assign roles.

Our Company has more than one Ariba Network account, can we consolidate our Ariba Network invoices?

Ariba offers invoice consolidation and synchronization for customers with several accounts.

Is there an account I can use for Testing only purposes?

To set up your Test Account, you need to be on the tabular view of your Ariba Network Production Account. 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.

Regarding fees, what is the definition of a "document"?

Chargeable documents include purchase orders and invoices.

Supplier does not want to pay fees

Supplier can be onboarded for Standard Accounts. Advice Schwab Ariba SE Team to remove supplier from Enterprise Account Outreach

Can standard Account supplier use TRR

No, Standard Account supplier need production PO's to start registration process

Do suppliers need to download or install anything in order to use the Ariba platform?

No

Supplier PO FAQ's

How can I manage my Inbox?

Click on Inbox tab to manage your Purchase Orders

How can I view a Purchase Order?

The order header includes the order date and information about the buying organization and supplier

Can I resend a Purchase Order to my email address?

Yes. You can Resend a PO which was not sent to your email address, cXML or EDI properly clicking Resend button

What documents are in scope?

PO's and Invoices are mandatory documents, Order Confirmations and Ship Notices are optional