SYSTEM ADMINISTRATION
SUPPLIER GUIDE

Honeywell

SAP

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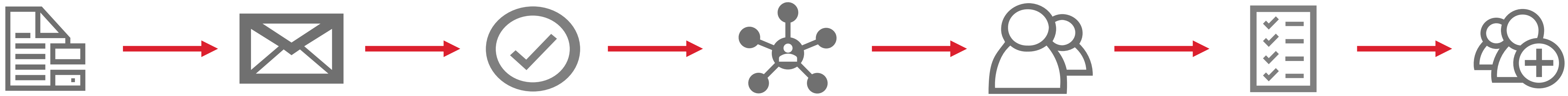
INTRODUCTION

- The System Administration process guide is generic and provides information about the Ariba Network for System Administrators
- All screenshots and examples contained within Ariba process guides are taken from Honeywell's test Ariba accounts. All documents and the content within the documents are fabrications and in no way reflect any past, current or future documents and any similarities are pure coincidence.
- As the Business System Administrator, you can create users, assign permissions and assist users with login information
- Permissions allow access to specific sections of the Ariba Network, if there is a section that you require access, contact your system Administrator, refer to Identifying and Contacting your System Administrator
- For Users to access the Test account they must have a different login created from within the test account. A user cannot jump from a production to a test account without logging out of one and logging into another
- The Supplier Information Portal (SIP) can be accessed via the Help Center
- Not all tabs may be visible as Honeywell may not have some tabs and processes in scope

NEW SUPPLIER ACCOUNT FLOW

This is a high-level representation to the process to create an Ariba Network account within SAP Business Network, there may be variations, however the setup processes in the SAP Ariba Network are the minimum requirements for all Suppliers.



1. Honeywell will recolect key information from Suppliers through a Survey to get the correct contacts for further communications

2. Honeywell will send a PNL where will invite Suppliers to attend a Summit to advise they will use Ariba Network

3. An invitation to transact will be sent to you.

   This can be in the form of:
   - TRR or
   - Interactive Email for Standard Account

4. Suppliers already transacting with other customers using the Ariba Network should consider using the Existing Account however Suppliers may also elect to create a New Account

5. The Suppliers System Administrator will receive an email After logging he/she must complete the Company Profile Information

6. Complete the Electronic
   - Order Routing and
   - Invoicing Routing Requirements

7. Create Roles, assign permissions and create Users

   Create a Test Account (if required, for integration)

PNL: Project Notification Letter
TRR: Trading Relationship Request

ACCOUNT SET UP

TRADING RELATIONSHIP REQUEST (TRR) INVITE

CONSIDERATIONS

Honeywell will transact with their suppliers using Ariba Network and has sent you a Trading Relationship Request (TRR) via E-mail.

These are the parts of the letter:

1. **Get Started button**: Provides access to a form
2. **Supplier Information Portal (SIP):** Provides access to process and training materials
3. **SAP Business Network:** provides information about SAP Business Network

Things to consider when getting started:

- A Supplier can choose to create a new account or use an existing account
- Using an existing account reduces the number of logins
- The Ariba Network Identification number (ANID) is the unique identifier for each SAP Business Network (Ariba Network Account)
- the person who accepts the invitation becomes the System Administrator. Make sure the correct person actions any invitations to transact in Ariba.
- Passwords must contain a minimum of 8 characters including upper and lower case, numeric digits and special characters
- Once you click "Get Started" button you can get access to different levels of help by clicking on the question mark in the top right-hand corner from Ariba.

Connect with Honeywell to collaborate on SAP Business Network!

Dear Valuable Supplier, Honeywell has migrated to the Ariba® Network platform to use it as a centralized tool to improve our end-to-end demand planning, forecasting, PO collaboration, invoicing and payment visibility. Ariba Network will serve as a standardized solution that will improve our collaboration, increase the transparency between Suppliers and Honeywell and reduce the number of emails and phone calls.

To start using Ariba, click on "Get started" link to connect. You can either create a new account or use a pre-existing account to establish a trading relationship with Honeywell.

If this invitation did not reach the appropriate person in your organization, please forward as needed.

IMPORTANT!

Please let us know if you would like to have a different Ariba Network IDs (ANIDs) per location, ERP, country, etcetera.

Click Get started to connect.

Get started

1

Learn more:

2 • Visit the Supplier Information Portal for instructions provided by Honeywell.

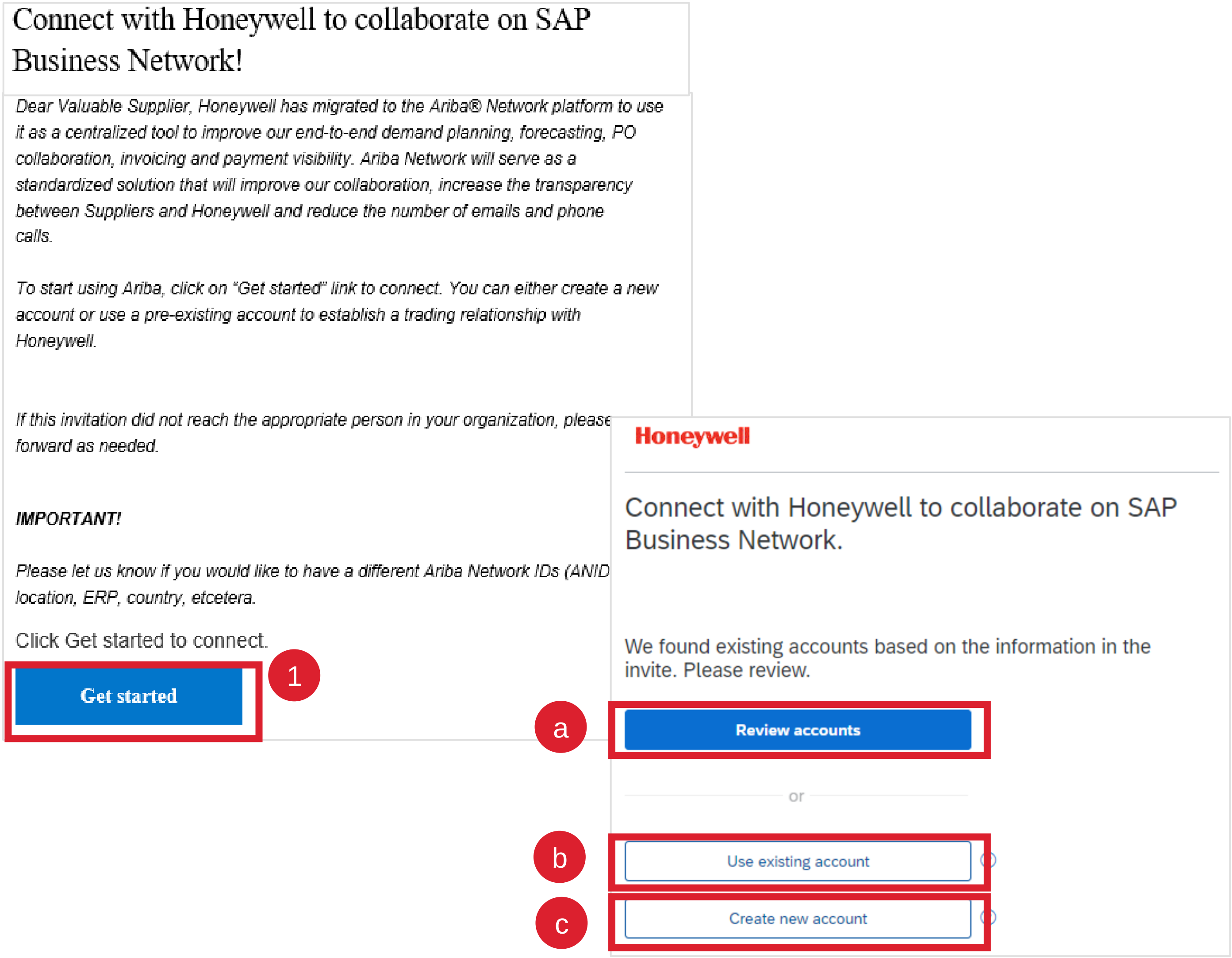
3 • About SAP Business Network

TRADING RELATIONSHIP REQUEST (TRR) INVITE
GET STARTED

the person who accepts the invitation becomes the System Administrator. Make sure the correct person actions any invitations to transact in Ariba.

With the TRR email open

1. Click on **Get Started**
2. You will be redirected to a new page that will show 3 options:
    a) Review Accounts – Suppliers should review accounts to determine whether an account already exists for this customer or to identify whether they can use an existing account.
    b) Use Existing Account – As the System Administrator you have identified an existing account, using an existing account reduces the need of multiple log ins
    c) **Create New Account** - Creation of a new account to transact with the Honeywell



TRADING RELATIONSHIP REQUEST (TRR) INVITE

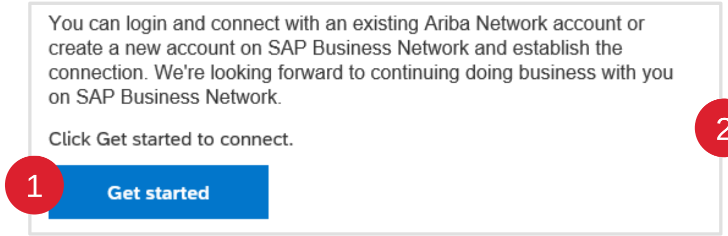
REVIEW ACCOUNTS

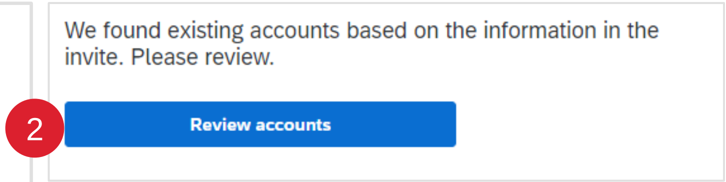
Review Accounts allows suppliers to identify if they already have an account, using an existing account reduces the number of logins and accounts that need to be maintained.

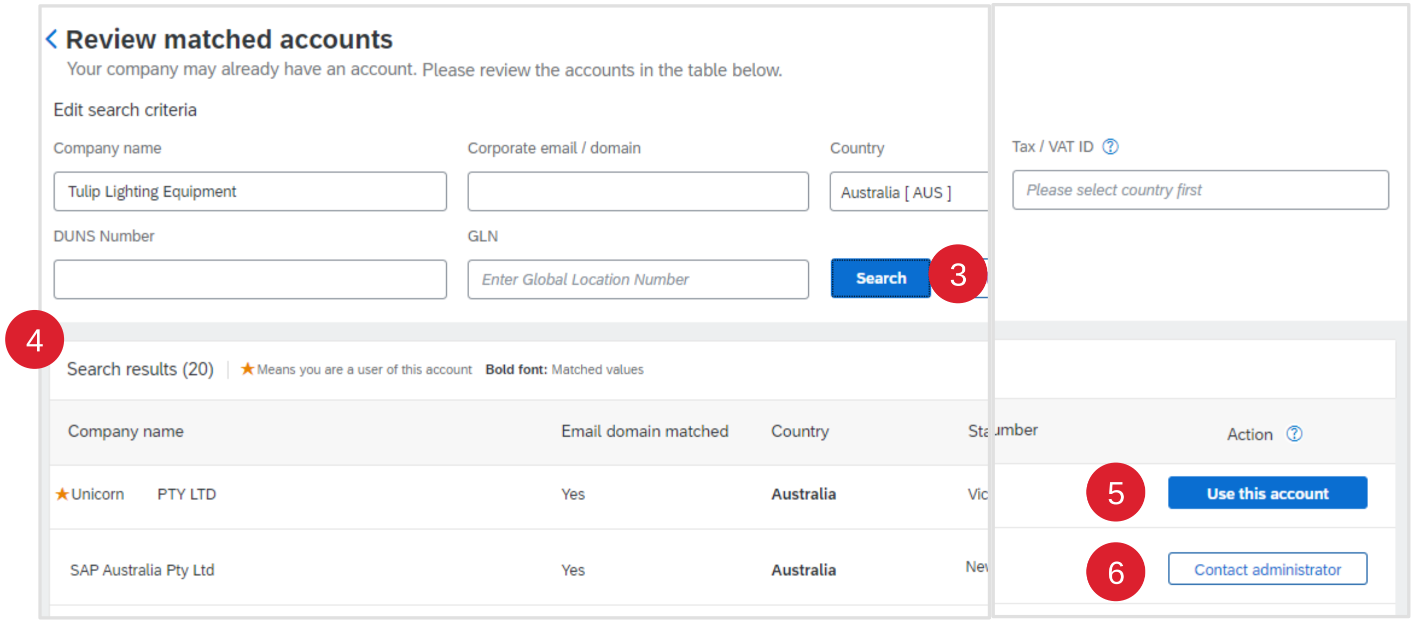
With the invitation from Honeywell displayed:

1. Click on **Get Started**
2. From the new screen, click on **Review account** button if it is enabled

   Note: If the button is not enabled, it indicates that there are no other accounts associated to the business email domain
3. The Review matched accounts screen is displayed. From the section **Edit search criteria,** enter specific search criteria and then click on **Search**
4. Search results are displayed, if any
5. If you identify an account you wish to use, Click on **Use this account.** Refer to [Use this Account]
6. If you are unsure about an account and want further clarification, click on **Contact administrator.** Refer to [Contact Administrator]
7. To **Create a new Account**, click on the back arrow to return to the Registration screen. Refer to [Create a New Account]







TRADING RELATIONSHIP REQUEST (TRR) INVITE
USING AN EXISTING ACCOUNT

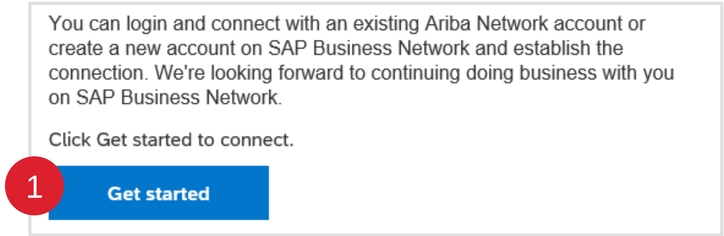
Suppliers can transact in Ariba Network within SAP Business Network using an existing account. Suppliers have two options to access to an existing account:

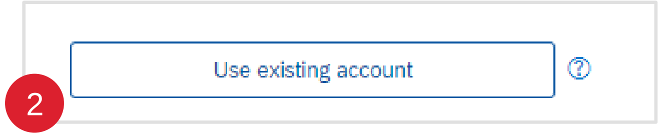
From the invitation screen

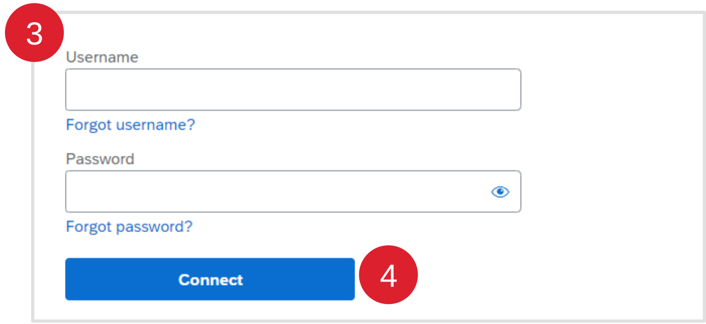
1. Click on **Get Started** from TRR
2. Click on **Use Existing Account**
3. Enter the **Username** and the **Password** for the account you wish to use
4. Click on **Connect**
5. Complete the details on the screen

From the Review accounts screen

6. Refer to [Review Accounts]





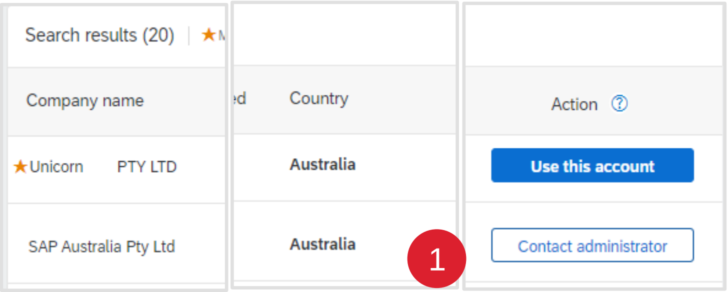


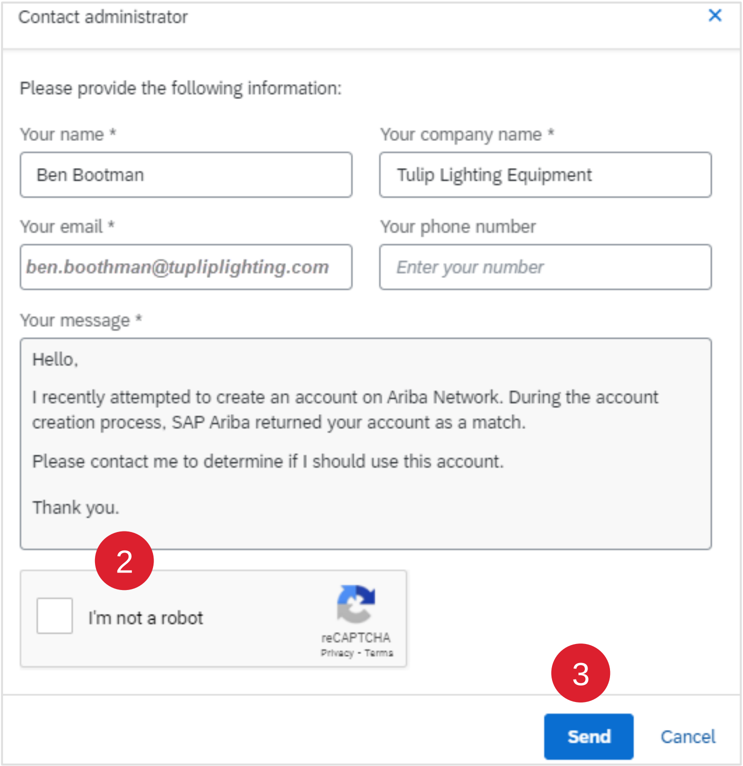
CONTACT ADMINISTRATOR

IF THE ACCOUNT ADMINISTRATOR IS STILL WITH YOUR COMPANY

Use Contact administrator to investigate whether an account has already been created for Honeywell, this may be an account created by a Head Office in a different country, state or region to clarify whether you should be using this specific account.

- If the account administrator is still with your company:
  1. Click on **Contact administrator**
     - The Contact administrator popup box appears
     - Confirm the details that have been auto-populated are correct and if required provide further information, ensuring that all fields with an asterisks have been completed
  2. Click on **I'm not a robot**
  3. Click on **Send**. An email will be sent to the Administrator



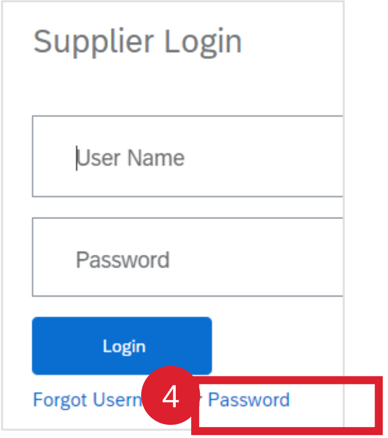


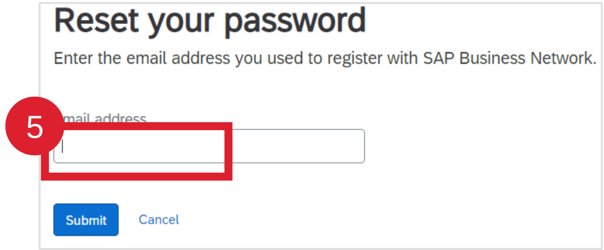
CONTACT ADMINISTRATOR

IF THE ACCOUNT ADMINISTRATOR IS NO LONGER WITH YOUR COMPANY

- If the account administrator is no longer with your company, but you have access to the registered email:
  1. Use the “Forgot Password” link on the Supplier Login page to request a password reset.
  2. Enter the former administrator’s email. You will receive an email with the password,
  3. After accessing the account, you can transfer the account administration role or reassign the administrator account to yourself. See How do I change the administrator user in my SAP Business Network supplier account? for step-by-step instructions.

- If the account administrator is no longer with your company and there is no access to the email address on file, contact SAP Ariba Customer Support via the Support Center to change the administrator. You will be required to provide the ANID number of the account, the listed administrator name, and email address.



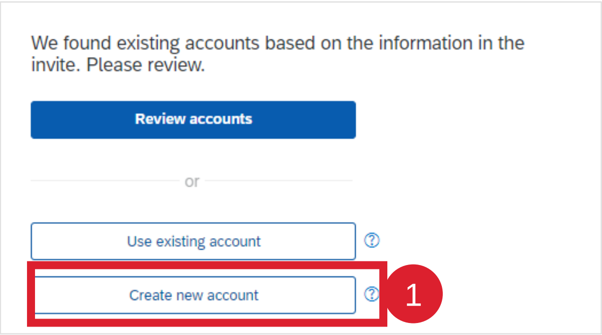


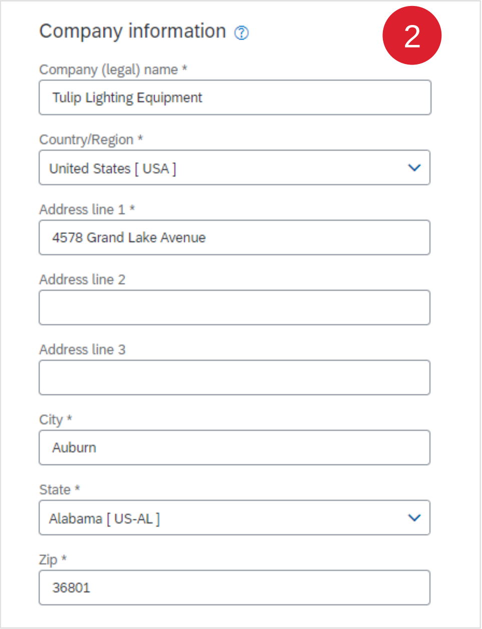
Note: To access Support Center:
1. Click the help (?) icon in the upper-right corner of the application.
2. Click Support at the top of the help menu.
3. Click the Contact us tab.
4. Enter a brief description of your question or issue in the Start here to find your answer field.
5. Click the search icon.

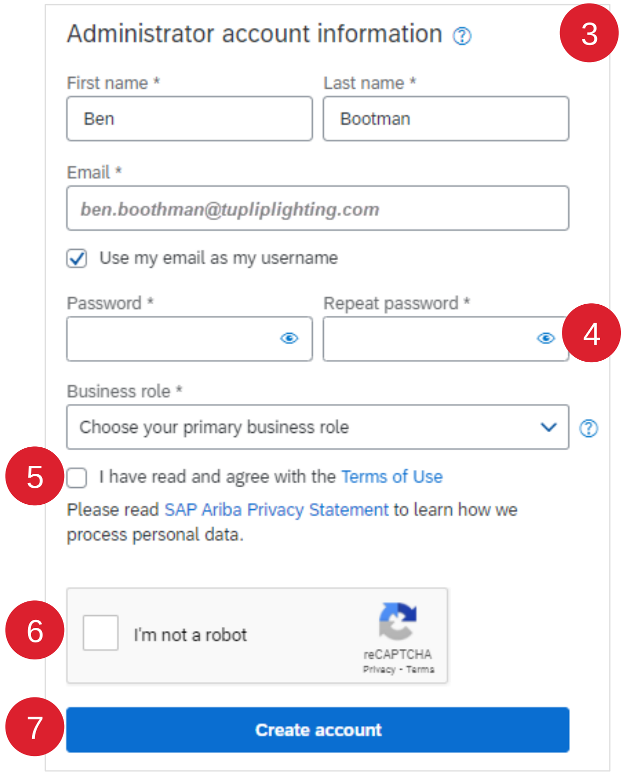
CREATE A NEW ACCOUNT

A Supplier has determined that a new account is required, display the invitation to connect from Honeywell:

1. Click on **Create new account**
2. Confirm or update the **Company information**, information is prepopulated based on the information from Honeywell. Ensure that all fields with an asterisks have been completed
3. Scroll down to **Administrator account** information. Confirm or update the **Administrator account information**
4. Create a password, enter the **Password** and **Repeat password**
5. Open and review the **Terms of Use,** then click on I have read and agree with the Terms of Use
6. Click on **I'm not a robot**
7. Click on **Create Account**







CREATE A NEW ACCOUNT

EMAIL CONFIRMATION OF ACCOUNT

8. After you click on Create Account, an email from the **Ariba Commerce Cloud** will be sent your registered email with the subject "**Welcome to the Ariba Commerce Cloud**", it will indicate that the Username above is the System Administrator

A "**Welcome to the Ariba Commerce Cloud"** email will confirm:

- Registration
- Ariba Network Identification Number (ANID)
- Your Username
- Good TO Know
- Next Steps

As the System Administrator you have already created your username and password during the registration process, use these credentials to log onto the Ariba Network

Welcome to the Ariba Commerce Cloud

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To *Name entered onto the Registration form*

Reply

If there are problems with how this message is displayed, click here to view it in a web browser.
We could not verify the identity of the sender. Click here to learn more.

SAP Ariba

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for SAP Ariba is now complete.

Your organization's account ID: **AN** *Ariba Network Identification Number*
Your username: *User Name entered into the Registration*

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

You can immediately perform administrative and configuration tasks su
completing your company profile. If account administration is not part c
you can transfer the administrator role at any time to another person in
responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to
capabilities of the following Ariba solutions:

Next Steps:

- Complete your company profile. Potential customers can search for and review seller profiles on the Ariba Commerce Cloud. The more detail you provide about your company, its capabilities, products, and services, the more effectively you can attract high-quality customers.
- Create user accounts for employees who require access to the Ariba Commerce Cloud capabilities.
- Update your user preferences and review your notification settings.
- Explore Ariba Discovery to find and participate in business opportunities. Search for new business opportunities and respond to any that match your commodity classification and sales territories.
- Download the Ariba Supplier Mobile app for easy access to key documents on your mobile device.
- Explore the product documentation to find out more about user and administration tasks. To access the help resources, log into your account and click Help > Product Documentation on any page.

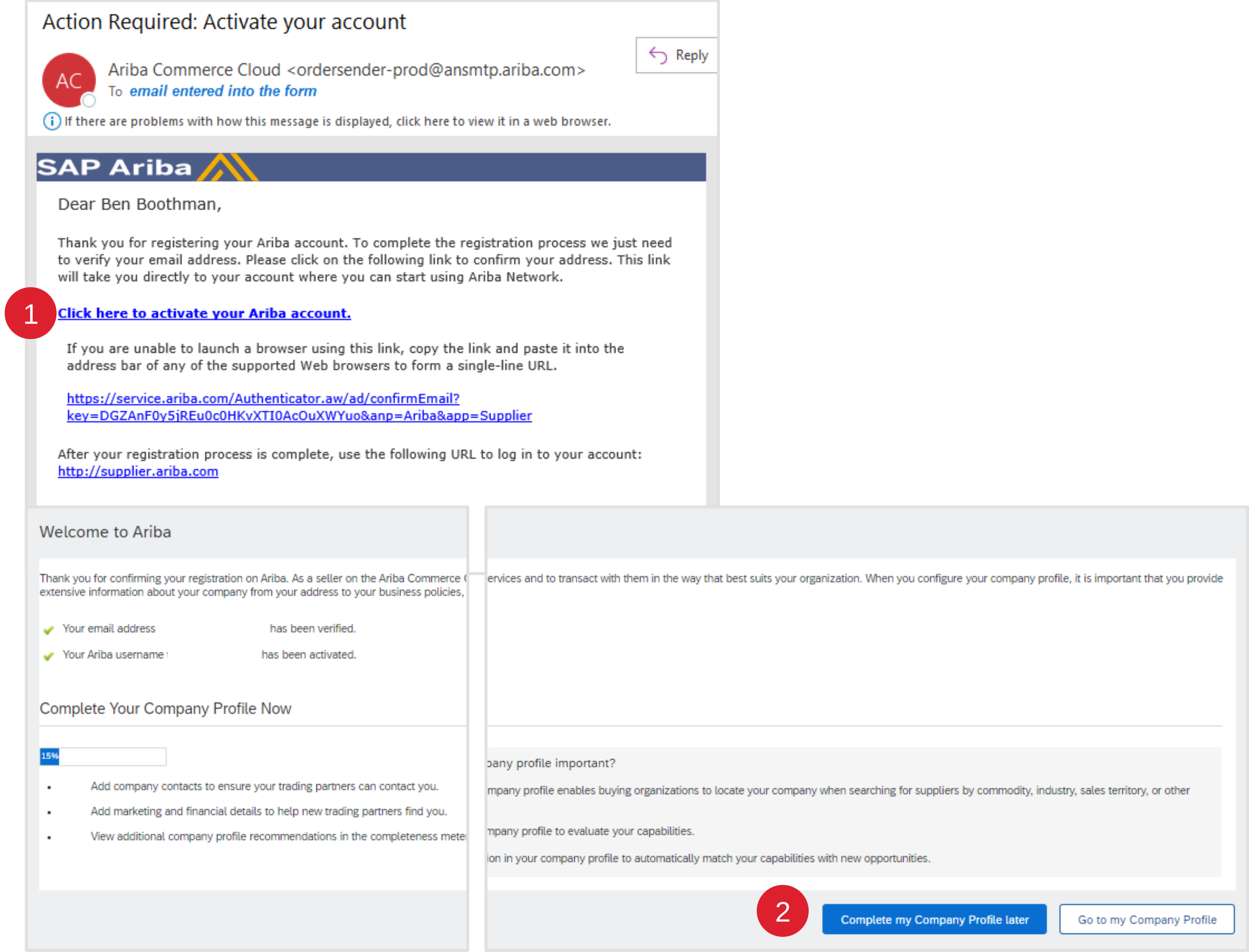
Thank you again for joining the Ariba business community through the Ariba Commerce Cloud.

Sincerely,
The SAP Ariba Team
https://seller.ariba.com

CREATE A NEW ACCOUNT

NEXT STEPS

8. Once you have clicked on Create Account you will receive an email from Ariba Commerce Cloud to confirm the email address and information added
9. Click on **Click Here to activate your Ariba account**
10. The **Welcome to Ariba** screen will display. Click on **Complete my company Profile**



LOGGING INTO ARIBA (SAP BUSINESS NETWORK)

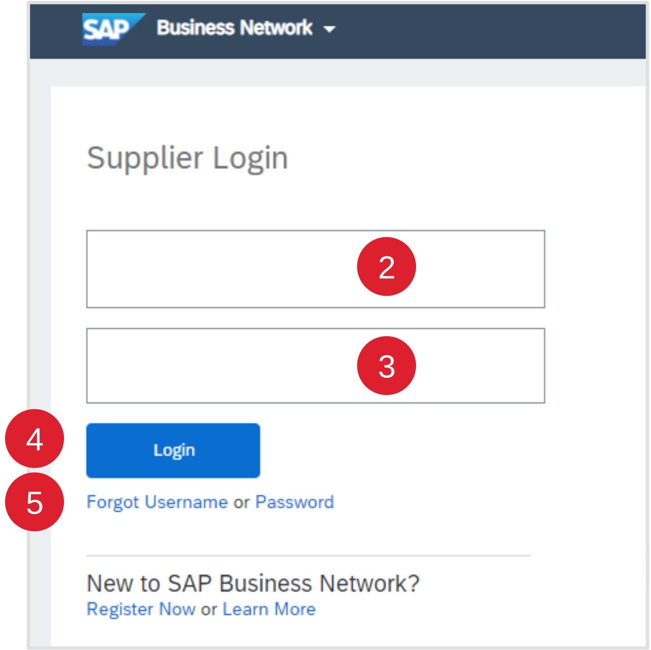
After logging in, the blue ribbon at the top-left corner of the screen will display **SAP Business Network**

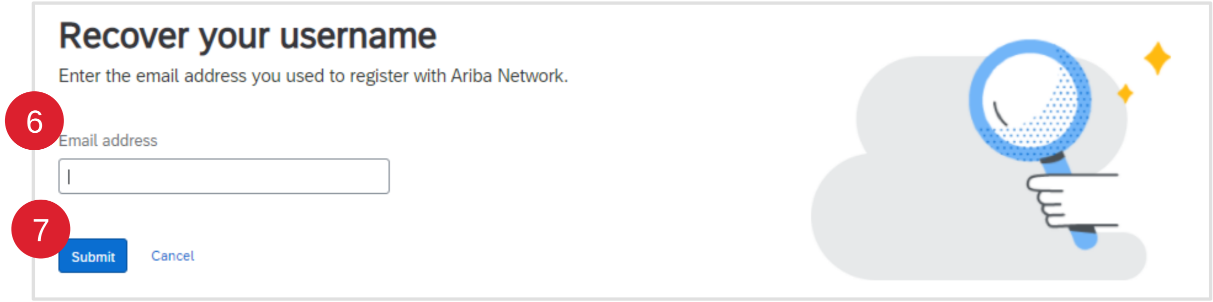
To Login:

1. Go to https://supplier.ariba.com
2. Enter **Username**
3. Enter your **Password**
4. Click on **Login**

If you have forgotten your Username or password:

5. Click on **Forgot Username or Password**
6. Enter your **email OR username**
7. Click **Submit**
8. An email from **Ariba Commerce Cloud** will be sent to the registered email address





ACCOUNT CONFIGURATION

ACCOUNT CONFIGURATION – COMPANY PROFILE
INFORMATION

- The Company Profile is used by Suppliers to add information
- Information with an asterisks in Mandatory
- Adding information that is not mandatory provides more details about your business
- Account Configuration allows the System Administrator to set up the Ariba Network for users, ensuring that the information is specific to the supplier and consistent across all users
- There are 7 tab associated with the Company Profile Tab, they are:
  - **Basic tab** - 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**
  - **Business tab:** Enter additional information for your company, such as tax information
  - **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
  - **Contacts**: Add the main company contacts. Additional contacts (role- or customer-specific) can also be setup.
  - **Certifications:** Enter and upload certificates along with their expiration date if applicable
  - **Additional Documents:** Any attachments you cannot assign to the categories above
  - **Save / Close:** Make sure that you save all changes that have been made

ACCOUNT CONFIGURATION – COMPANY PROFILE

ACCESSING THE COMPANY PROFILE SCREEN

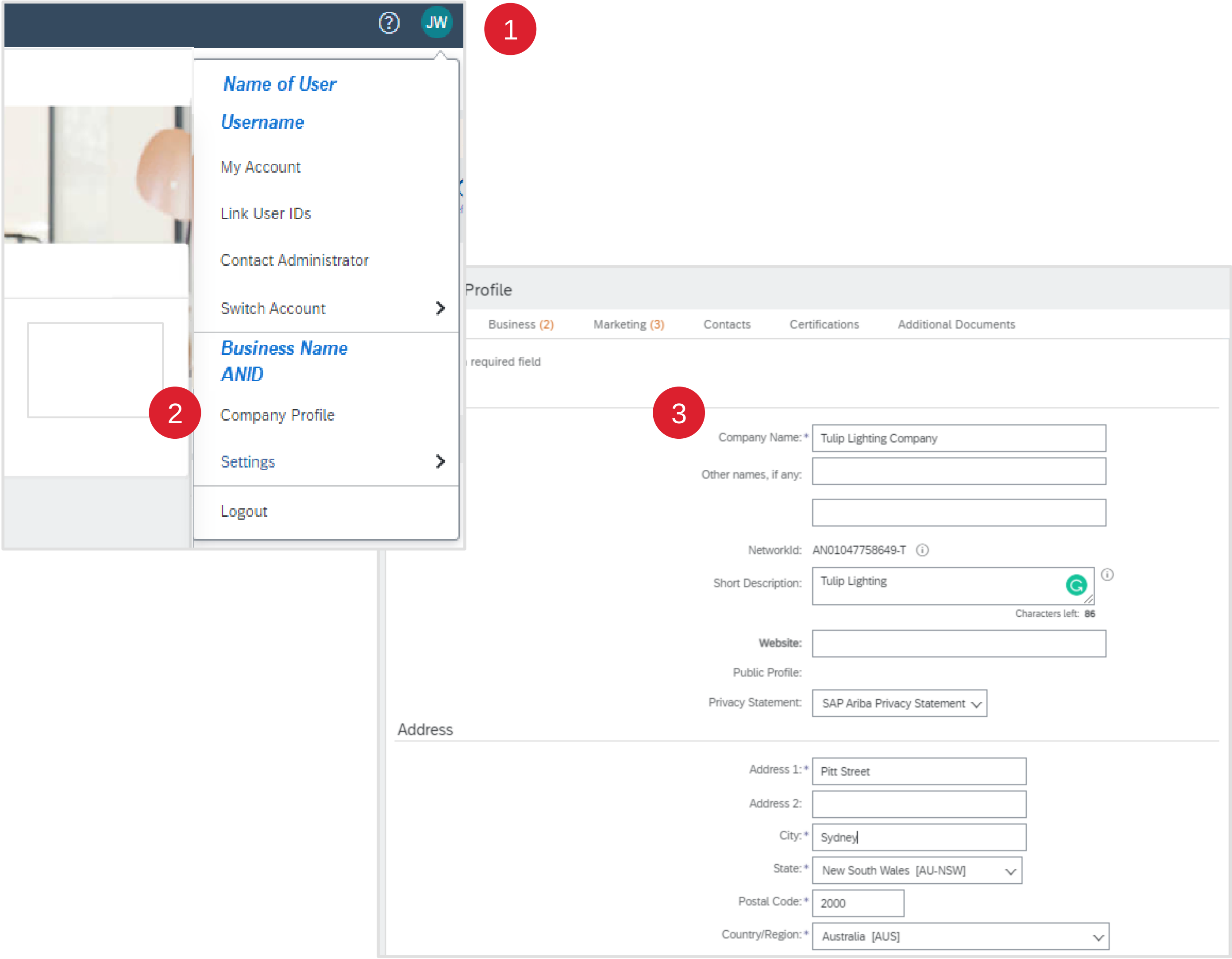
The Company profile provides basic information about your business, including adding Tax information and entering company information

- Not all information is required, however, all fields with an asterisks must be completed as these are mandatory fields
- There are a number of tabs associated to the Company Profile screen
- Numbers in brackets on each tab indicates information that sections that are not mandatory and it is at the discretion of the Supplier to complete
- To access the Company Profile, from the Seller Dashboard / Home page:

1. Click on your **initials** at the top of the page
2. Select **Company Profile**

- The Company Profile is displayed, many fields will be auto populated based on the information provided during the registration process
- The default tab is **Basic**

3. Confirm or update the information in both the **Overview** and **Address** sections

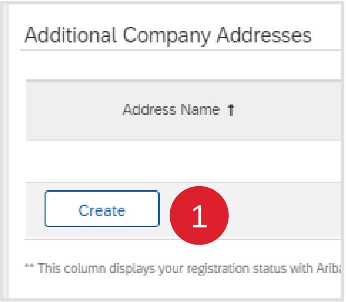


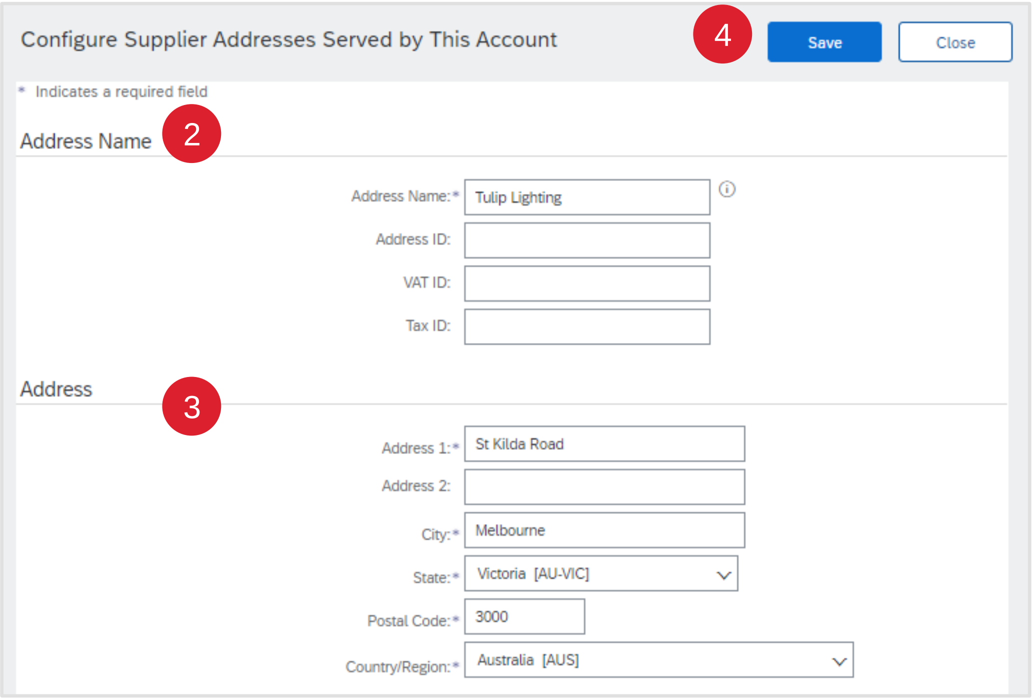
ACCOUNT CONFIGURATION – COMPANY PROFILE

ADDING ADDITIONAL COMPANY ADDRESSES

Add Additional Company addresses where the **Remit To:** may be a different location than indicated on the Purchase Order and when there are sites in other states, provinces or locations in your business

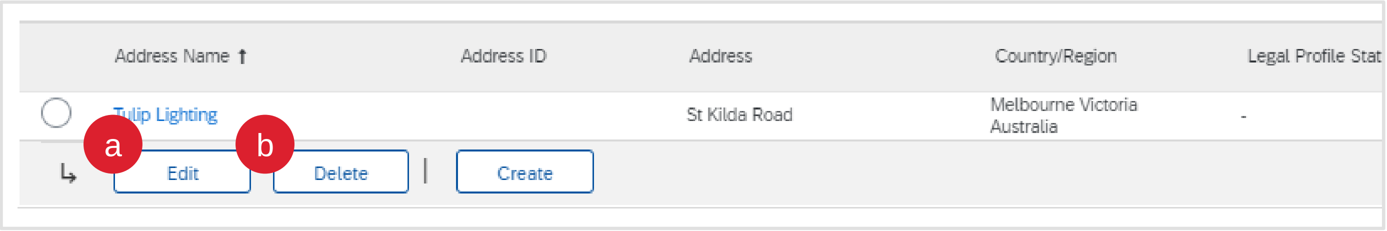
1. Click on **Create**
2. Enter the business **Address Name** (for example a subsidiary) - Add Tax information where there is a different Vat/Tax ID, for example a Subsidiary with its own Vat/Tax ID
3. Enter the **Address** details of the additional company address, completing all fields with an asterisks
4. Click on **Save,** the information added is displayed
   - a) **Edit** – Select the Company Address requiring edits, then click Edit. Edit the required fields, then Save
   - b) **Delete** – Select the Company Address required for deletion, then click on Delete respond to system message





Note:

- Once additional locations have been added, users are able to select the address from various document entry screens, for example, Billed From and Shipped From
- Open Company Settings and stay on the Basic Tab, refer to [Accessing Company Profile Information]



ACCOUNT CONFIGURATION – COMPANY PROFILE

ADDING PRODUCTS, SERVICES, SHIP-TO AND INDUSTRY INFORMATION

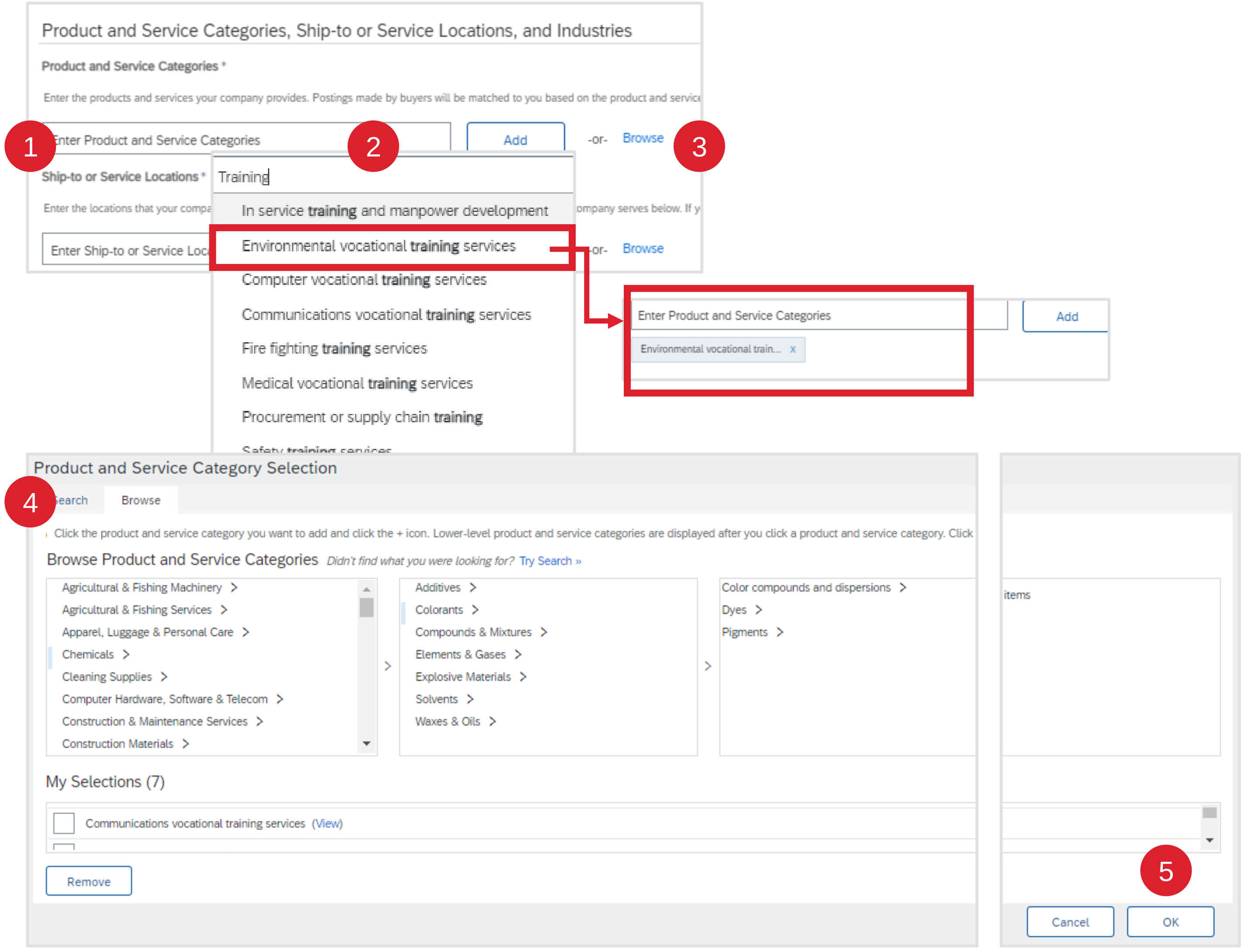
The System Administrator needs to setup and then maintain the Product and Service Categories, Ship-to or Service Locations as they are mandatory fields

To Add **Products and Services** either:

1. Start typing the name of the product or service into **Enter Product and Service Categories**
2. Select from the list displayed, it will be added

OR

3. Click on **Browse**
4. Locate the Product/Service Category and click on it, if there is sub-categories they will appear in the next box
   - indicates further sub-categories
   - Plus indicates it is available to add
   - Tick indicates it is already added
   - No items indicates there are no sub- categories
5. Click on **OK**, the items are added
   - Repeat process for **Ship-to or Service Locations**
   - Scroll bars will be available when there is further information not displayed in the window
   - To remove an item, either use Remove in the Browse screen or click on the X at the end of the description bubble



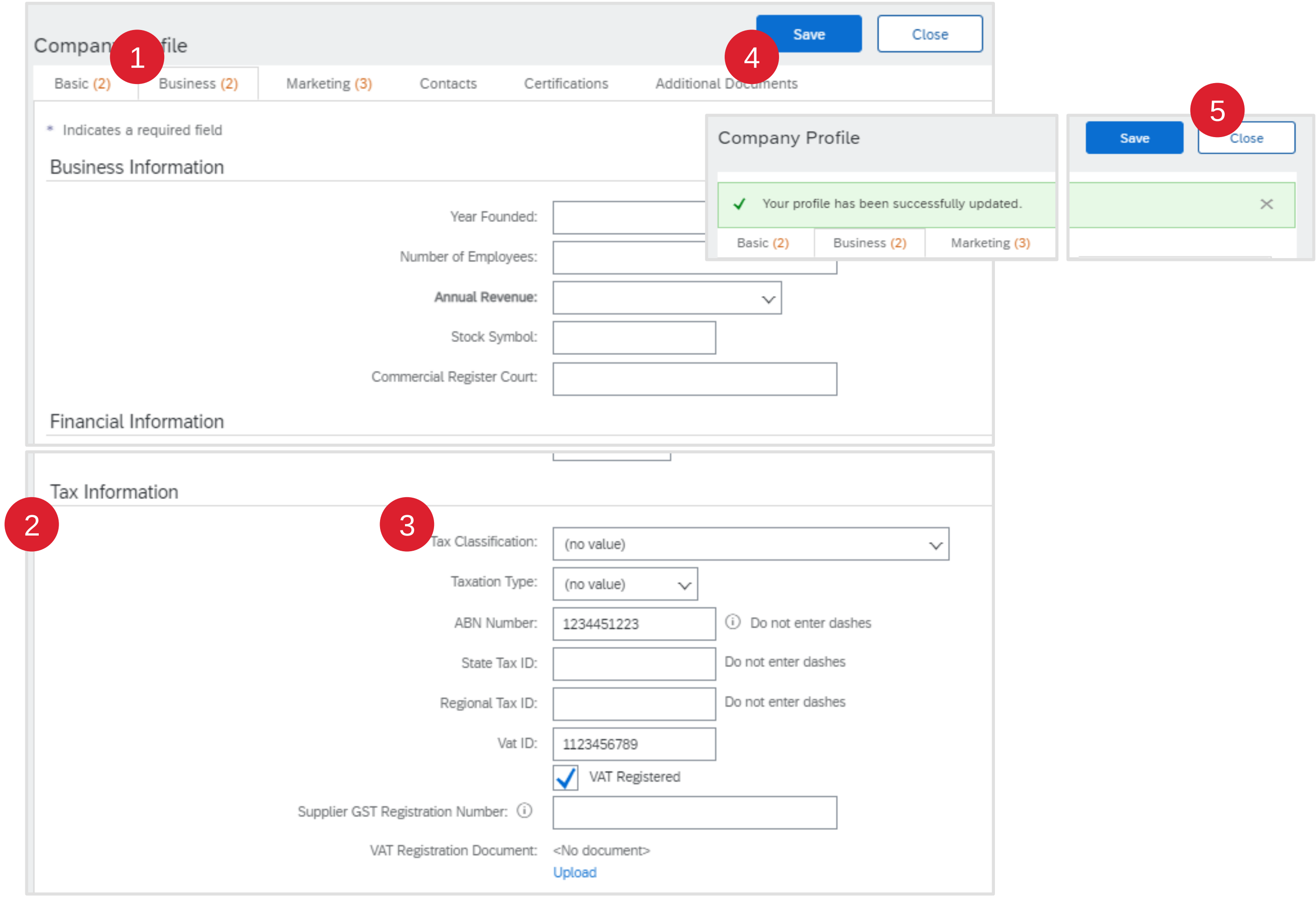
ACCOUNT CONFIGURATION – COMPANY PROFILE

CONFIRM OR ADD TAX INFORMATION

Adding the Tax information into the Company Profile allows tax information to be auto-populated into Invoices reducing the chance of errors entering a Company Tax ID

After Clicking on your **Initials** > **Selecting Company Profile**

1. Click on the **Business** tab
2. Scroll down to **Tax Information**
3. Enter the applicable tax information based on your country, region or government requirements
4. Click on **Save**, a green ribbon indicates that the profile has been successfully updated
5. Click on **Close** to exit Company Profile



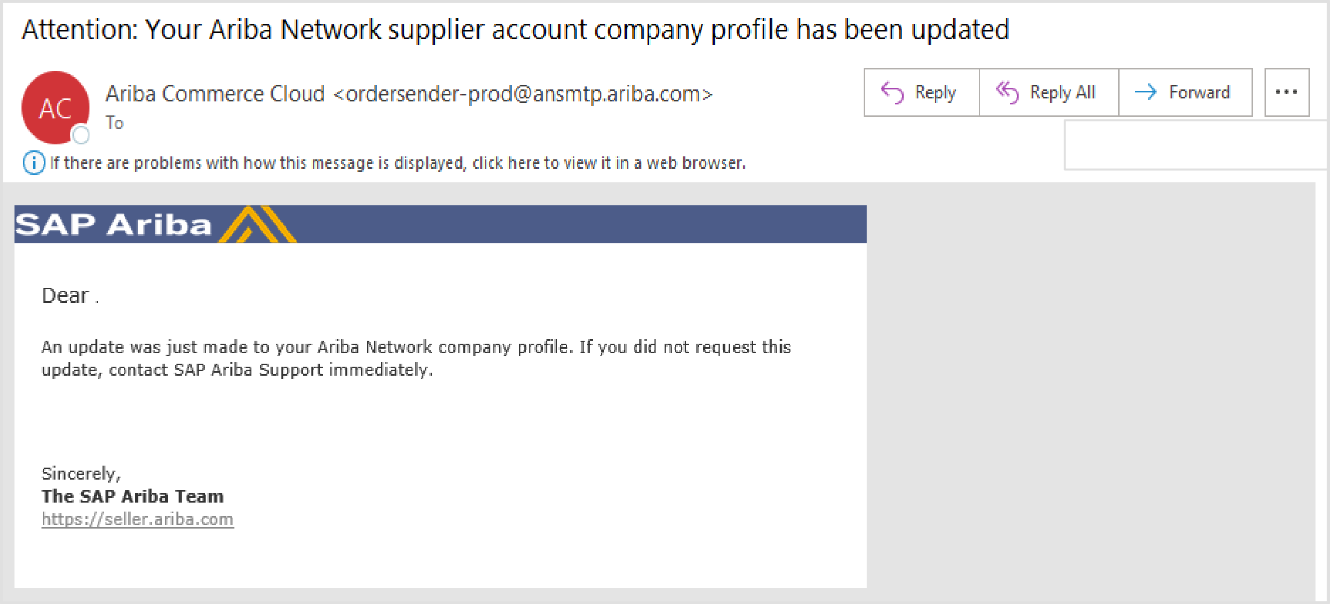
ACCOUNT SETTINGS

ACCOUNT SETTINGS

EMAIL NOTIFICATION OF CHANGES

When information associated to account is added, updated or changed the System Administrator will receive an email indicating that information has been updated.

- If you did not request the change, identify first if it was performed on your behalf by a user with Administration limited access
- Emails are only generated when company profile information is affected


Attention: Your Ariba Network supplier account company profile has been updated

AC Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To

Reply | Reply All | Forward | ...

If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba

Dear .

An update was just made to your Ariba Network company profile. If you did not request this update, contact SAP Ariba Support immediately.

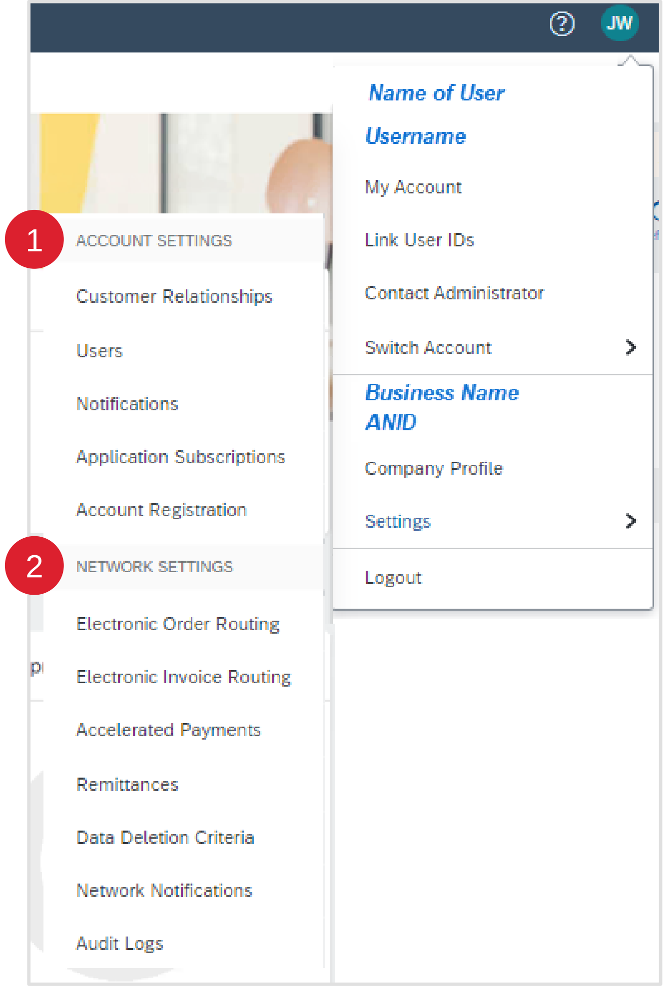
Sincerely,
The SAP Ariba Team
https://seller.ariba.com

ACCOUNT SETTINGS
DROP DOWN INFORMATION

The Settings selection under your name initials on the top right-hand corner provides access to Settings drop down list

- The drop-down list shows the selections available to all users, however only the System Administrator has all ***available*** selections including Users and Audit Logs
- There may be additional selections based on the SAP Business Network account you have

1. Accounts Settings usually consists of:
   - Customer Relationships
   - Users
   - Notifications
   - Application Subscriptions
   - Account Registration
2. Network Settings usually consists of:
   - Electronic Order Routing
   - Electronic Invoice Routing
   - Accelerated Payments
   - Remittances
   - Data Deletion Criteria
   - Network Notifications
   - Audit Logs



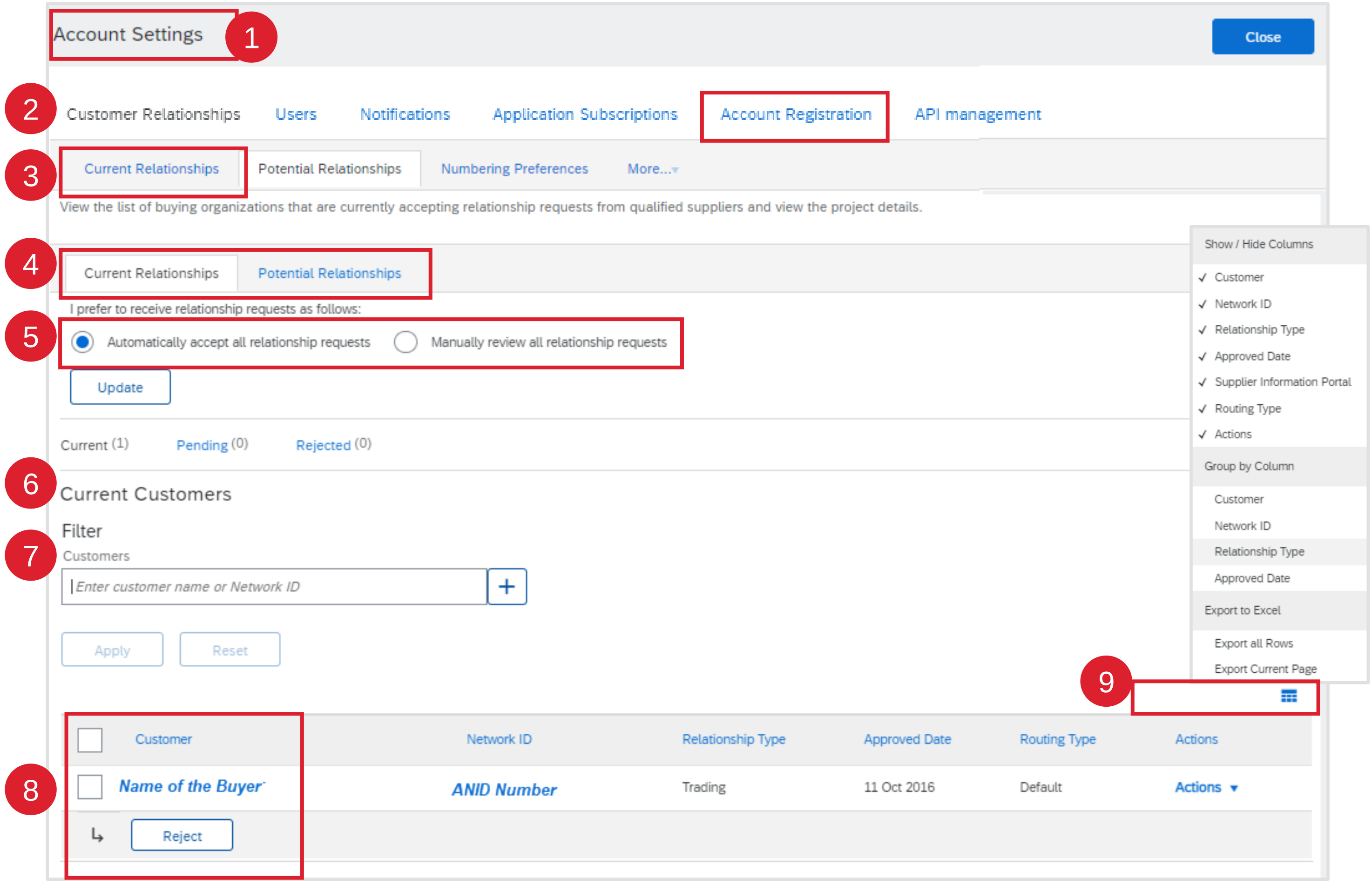
ACCOUNT SETTINGS
CUSTOMER RELATIONSHIPS INFORMATION

The System Administrator has access to all relevant tabs under Account Settings; however, users will only have access to the tabs based on the permissions set for each user. Customer Relationships provides suppliers with information about:

- Current Relationships
- Potential Relationships
- Numbering Preferences
- More which contains Numbering Preferences and Automatic Invoice Creation

1. **Account Settings** screen header
2. Tabs to other options under the **Settings** > **Account Registration** option
3. **Customer Relationships** screen available tabs
4. **Current Relationships** and **Potential Relationships** options
5. Relationship request options – automatic or manual
6. **Current Customers** subheading
7. **Filter** to search for customers
8. All customer that you have a transacting relationship in the Ariba Network will show
9. **Show/Hide Columns** options

Note: Tabs can be used to access other sections under the Account Settings Screen instead of exiting and selecting from the Settings drop down list



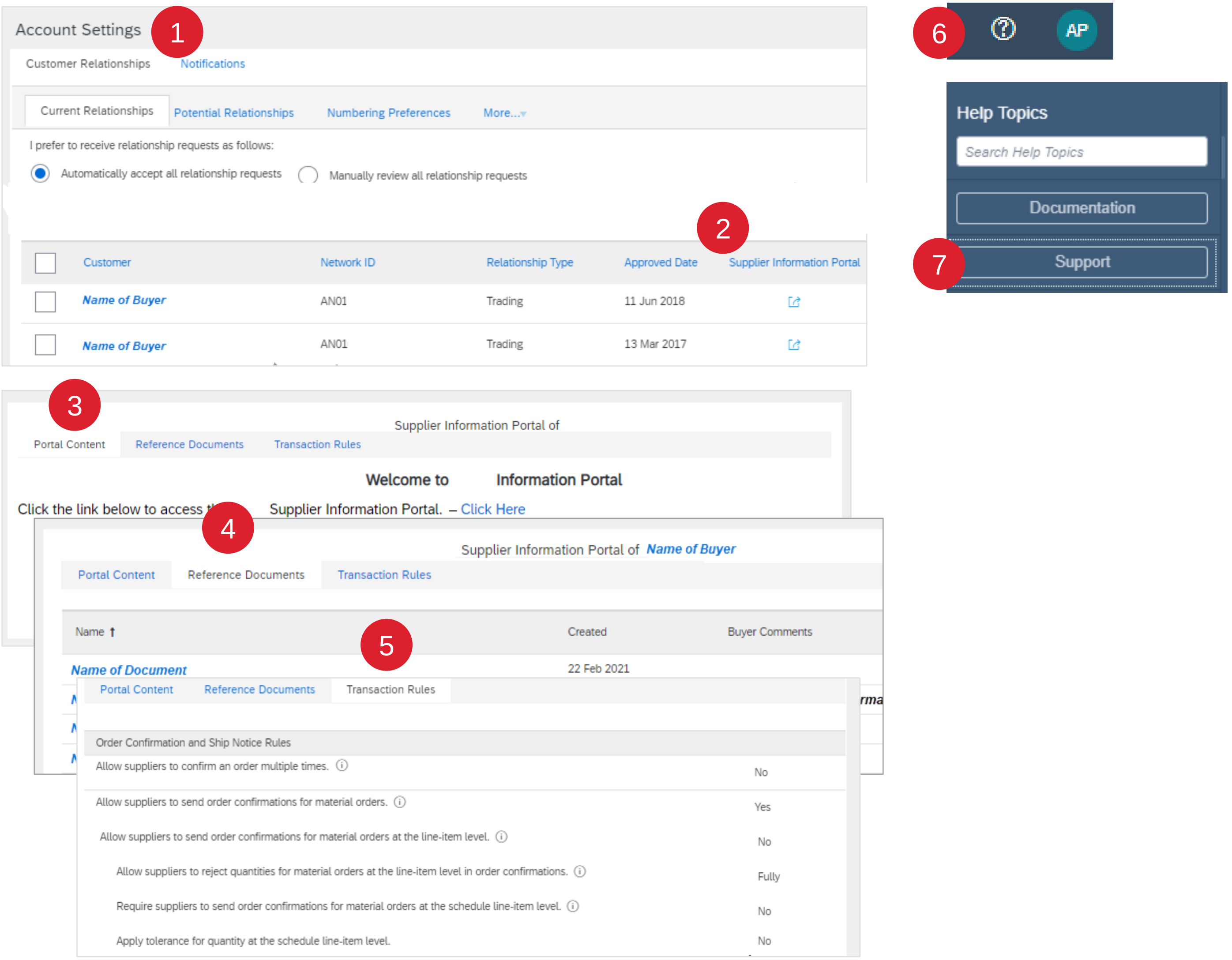
ACCOUNT SETTINGS
SUPPLIER INFORMATION PORTAL

The **Supplier Information Portal (SIP)** is a way Honeywell can communicate with their suppliers System Administrator with information they need to transact using Ariba Network within SAP Business Network including training content.

To access each tab in the Supplier Information Portal:

A. Through Customer Relationships (Users will need to have the "Customer Relationships" permission to have access)
   1. Access **Your initials** > **Settings** > **Customer Relationships**
   2. Under **Current Customers** locate the **SIP column** and click on the icon from Honeywell's row.
   3. **Portal Content** tab: Link to go to the portal webpage
   4. **Reference Documents** tab**:** Honeywell may upload reference documents for suppliers that provide more business specific information
   5. **Transaction Rules** tab: to view the transaction and parameters rules set by Honeywell outlining the processes and information about transacting

B. Through the Help Center:
   6. Click on the "**?**" icon at the top right of your Ariba Account
   7. On the expanded Help Topics menu, click "Support"
   8. At the top should be a tile for the Honeywell SIP where you can click on



ACCOUNT SETTINGS
ROLES, USERS & PERMISSIONS – DETAILS

Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

User

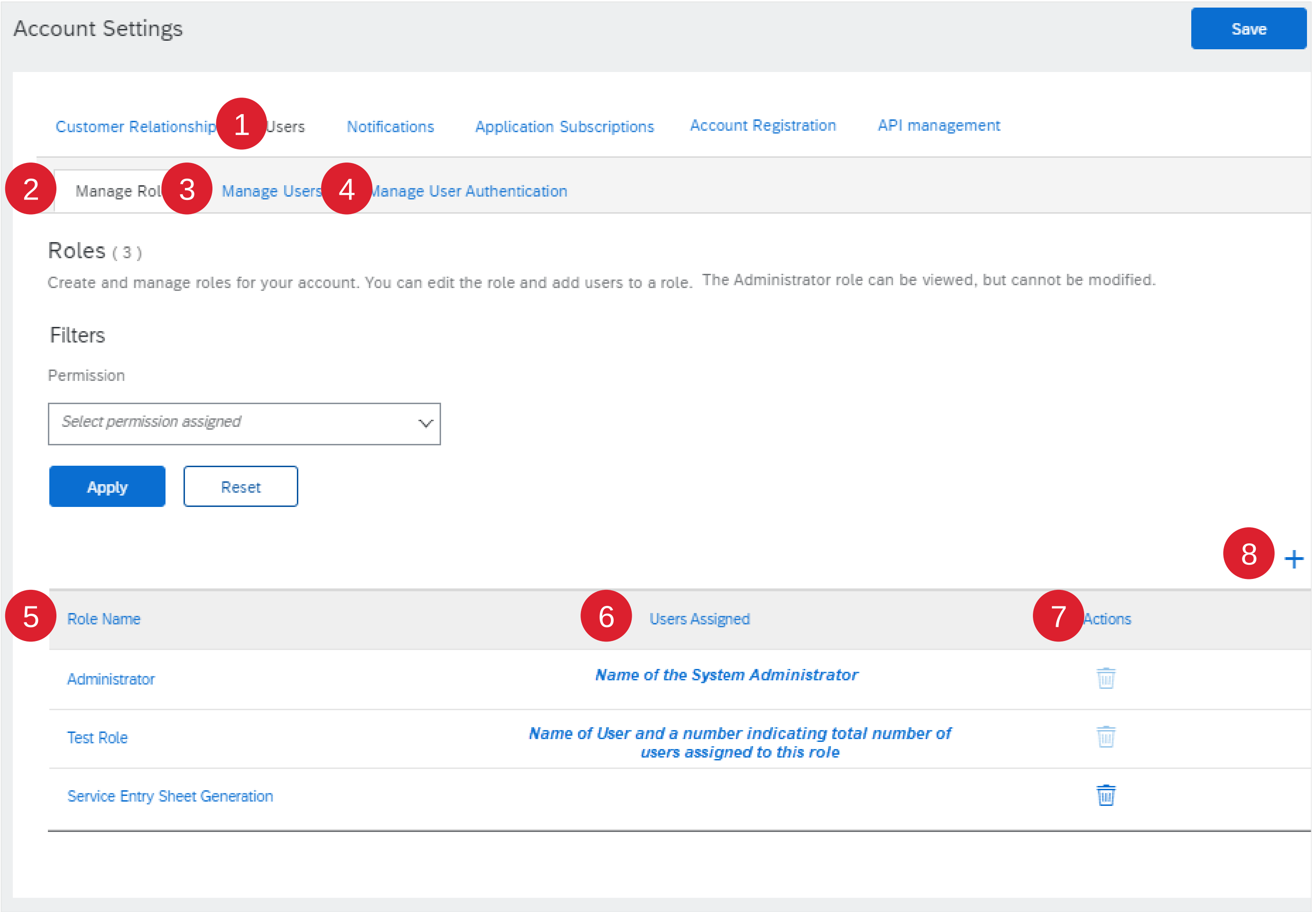
- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

ACCOUNT SETTINGS

ROLES, USERS & PERMISSIONS – TAB INFORMATION

The Users tab selection is only available to the **System Administrator**, to get here go to Access to your **initials** > **Settings** > **Users.** Use this tab to maintain users for the Ariba Network for:

1. **Users** – To create, update and maintain users.
2. **Manage Roles** – Roles must be created prior to creating users, roles are created based on the functions/roles within the supplier organisation.
3. **Manage Users** – Add, delete, update and maintain both users and specific permissions of users.
4. **Manage User Authentication** – Used to increase system security
5. **Role Name** – The name of the function/role added by the System Administrator, users are then assigned a role based on the permissions required to perform their job.
6. **Users Assigned** – Indicates the number of users assigned to the Role
7. **Actions** – The actions allowed per role. the System Administrator role cannot be deleted, there is only 1 System Administrator at any one time
8. “**+**” and “ **-** “ Are used to Add Roles



ACCOUNT SETTINGS

ROLES, USERS & PERMISSIONS – CREATE ROLES – BEST PRACTICES

Before creating your first role, review the list of permissions. This list is useful for planning your approach to roles. Some companies create broadly defined roles that include all or most of the available permissions, while others create specialized roles that include narrow sets of permissions. By planning your approach to roles, you can prevent confusion for your account users and maximize the efficiency of your team after roles are in place.

Create roles that reflect the way your company does business to prevent confusion for your account users and maximize the efficiency of your team once roles are in place

When the administrator of an Ariba Network account creates users and assigns roles, it is mandatory that the administrator assigns a unique username with an appropriate assigned role for each individual who needs to access the account.

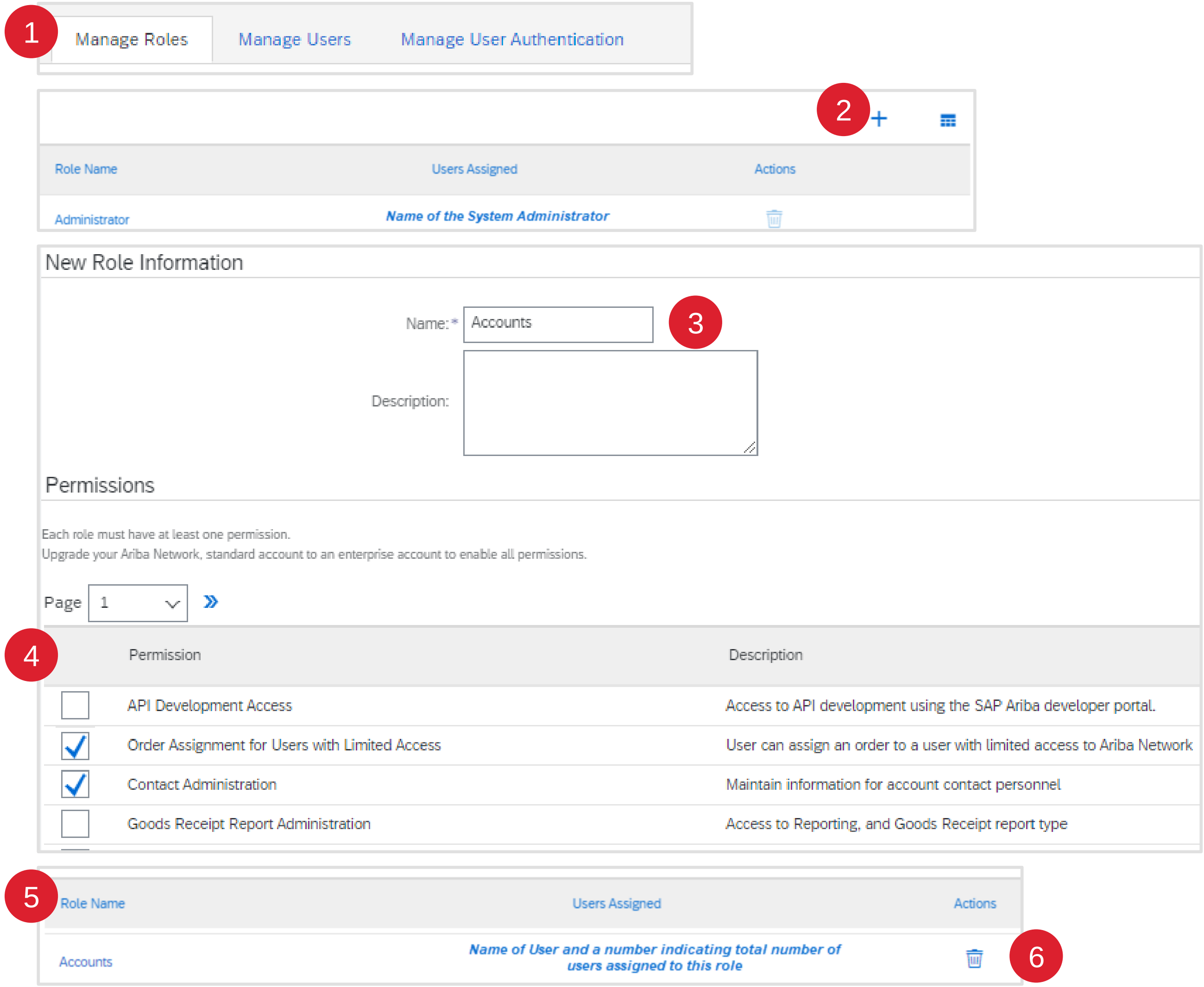
To ensure your organization and users have secure accounts on Ariba Network: Create individual user accounts for different roles in the organization. By default, add one role per user. User can have multiple related roles, depending on the tasks assigned to the user.

Users must not share their username or password with other users. This is important for Ariba and your company in managing data privacy and integrity on Ariba Network.

ACCOUNT SETTINGS

ROLES, USERS & PERMISSIONS – CREATE ROLES

Only the **System Administrator** can create roles with specific permissions required to perform that role within the Ariba Network, for example: accounts payable need access to invoicing permissions whereas the receiving team need receipting permissions.



Access to your **initials** > **Settings** > **Users** > then:

To add a Role:

1. Display the **Manage Roles Tab**
2. Click on the **+** button to create a new role
3. Enter the **Name of the Role** you wish to create
4. Select the required Permissions for the role from the list (Click "**»**" to see the entire list of the permissions.). If done, click **Save** button.

To Maintain a Role:

5. Click on the **Role Name** and the add or Remove ticks next to permissions

To Delete a Role

6. Click on the bin icon under Actions

Note:

- You cannot delete a role when users are attached to that role
- The System Administrator Role cannot be amended or deleted, however a different user can be assigned to the System Administrator role when required. Go to "[Make Administrator](#)"

ACCOUNT SETTINGS

ROLES, USERS & PERMISSIONS – CREATE ROLES – EXAMPLES

Following we provide Supplier Roles and Permissions Matrix for **example purposes only**; Suppliers to determine the Roles they require & Permissions to apply for each Role. The permissions are available when the Administrator is creating the Role. The permission rows marked in yellow are visible only to the Administrator Role.

Permission	Permission Description	Administrator	Sales	Planner	Order Management (w/ shipping and invoicing capabilities)	AR	Logistics	Quality Management	Reporting Only	Catalog admin
API Development Access	Access to API development using the SAP Ariba developer portal.	x								
Account Hierarchy Administration	Manage your accounts to link and sign on to a child account	x								
Child Account Access	Sign on to access a child account	x								
Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network	x								
Contact Administration	Maintain information for account contact personnel	x								
Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type	x			x	x				
Invoice Report Administration	Access to Reporting, and Invoice Report type	x			x	x			x	
Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types	x			x	x		x	x	
Service Sheet Report Administration	Access to Reporting and Service Sheet Report types	x				x		x	x	
Tax Book Report Administration	Access to Reporting, and Tax Book Report type	x				x			x	
Time Sheet Report Administration	Access to Reporting, and Time Sheet Report type	x				x			x	
Supplier Discount Management Program Administrator	Access to discount program offers and the definition of early payment requests	x								
Archive Access	View and search archived items	x								
Customer Administration	Manage customer relationships	x								x
Catalog Management	Set up and manage catalog-related activities	x								x
Catalog Account Executive	Access to manage price file upload and customer specific catalog upload	x	x							x
Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload	x								x

ACCOUNT SETTINGS

ROLES, USERS & PERMISSIONS – CREATE ROLES – EXAMPLES

Permission	Permission Description	Administrator	Sales	Planner	Order Management (w/ shipping and invoicing capabilities)	AR	Logistics	Quality Management	Reporting Only	Catalog admin
Payment Profile	Configure your payment profile	x				x				
cXML Configuration	Configure account for cXML transactions	x								
Company Information	Review and update company profile information	x								
PCard Configuration and Notifications	Configure PCard account and maintain notification email addresses	x				x				
Transaction Configuration	Configure account for electronic transactions	x								
Customer Relationships	View customer relationships	x								
Data Deletion View audit logs	Access to data deletion view audit logs	x								
Company Data Deletion Configuration	Access to company data config	x								
Transaction Data Deletion Configuration	Access for transaction data deletion	x								
Delete users	Access to delete users	x								
Transaction Data Export for Deleted Data	Access for transaction data export for deleted data	x								
Download Audit logs	Access to download audit logs	x								
Retrieve PII data of users	Access for PII data retrieval	x								
ID Registration Access	Register unique identifiers, like email domains	x								
Fulfillment Invitation Account Merge	Allows the assigned user to transfer a fulfillment related invitation into his existing Ariba Network Account.	x								
Cloud Integration Gateway Configuration	Create, modify, and maintain projects on the Ariba Integration Gateway	x								
Cloud Integration Gateway Access	View and search projects on the Ariba Integration Gateway	x								
Planning Collaboration Visibility	Access to planning collaboration visibility	x	x	x	x					
Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery	x	x							
Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery	x	x							

ACCOUNT SETTINGS

ROLES, USERS & PERMISSIONS – CREATE ROLES – EXAMPLES

Permission	Permission Description	Administrator	Sales	Planner	Order Management (w/ shipping and invoicing capabilities)	AR	Logistics	Quality Management	Reporting Only	Catalog admin
Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)	x								
Inbox and Order Access	View and search documents in Inbox and take actions based on your role	x		x	x	x	x	x		
Folio Management	Create, activate and delete folio ranges used for tax invoicing.	x								
Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)	x				x		x		
Logistics Access	Perform Logistics actions with limited access to transactions information	x				x	x	x		
Outbox Access	View and search documents in Outbox and take actions based on your role	x			x	x		x		
Services Access	Perform Services actions with limited access to transactions information	x						x		
Timestamp verification	Verify timestamp token on invoices	x								
Payment Activities	Manage your payment activities	x								
Premium Membership and Services Management	Manage your premium service subscriptions	x								
Proof Of Service Create Access	Allows users to create a proof of service	x								
Proof Of Service Create On Behalf Access	Allows user to create a proof of service on behalf of another user	x								
Proof Of Service Report Access	Allows user to create and run Proof Of Service reports	x								
Proof Of Service Review Access	Allows users to review and assign a PO to a proof of service	x								
Quality Inspection Access	Access to view quality inspection documents	x						x		
Quality Inspection Creation	Access to create quality inspection documents	x						x		
Quality Notification Access	Access to view quality notification documents	x						x		
Quality Notification Creation	Access to create quality notification documents	x						x		
Quality Review Access	Access to view quality review documents	x						x		
Quality Review Creation	Access to create quality review documents	x						x		

ACCOUNT SETTINGS

ROLES, USERS & PERMISSIONS – CREATE ROLES – EXAMPLES

Permission	Permission Description	Administrator	Sales	Planner	Order Management (w/ shipping and invoicing capabilities)	AR	Logistics	Quality Management	Reporting Only	Catalog admin
Receivables Upload	Select receivables for auction	*x*								
Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks	x								
Credit Card Number Access	Manage the display of credit card numbers on purchase orders	x								
Supplier Treasury Agent	View buyer-initiated early payment offers	x								
Time & Expense Sheet Management	Review and update Time and Expense sheets	x				x				
Supply Chain Financing Provider Portal Access	Access to the Supply Chain Financing provider portal to trade eligible documents.	x				x				

ACCOUNT SETTINGS

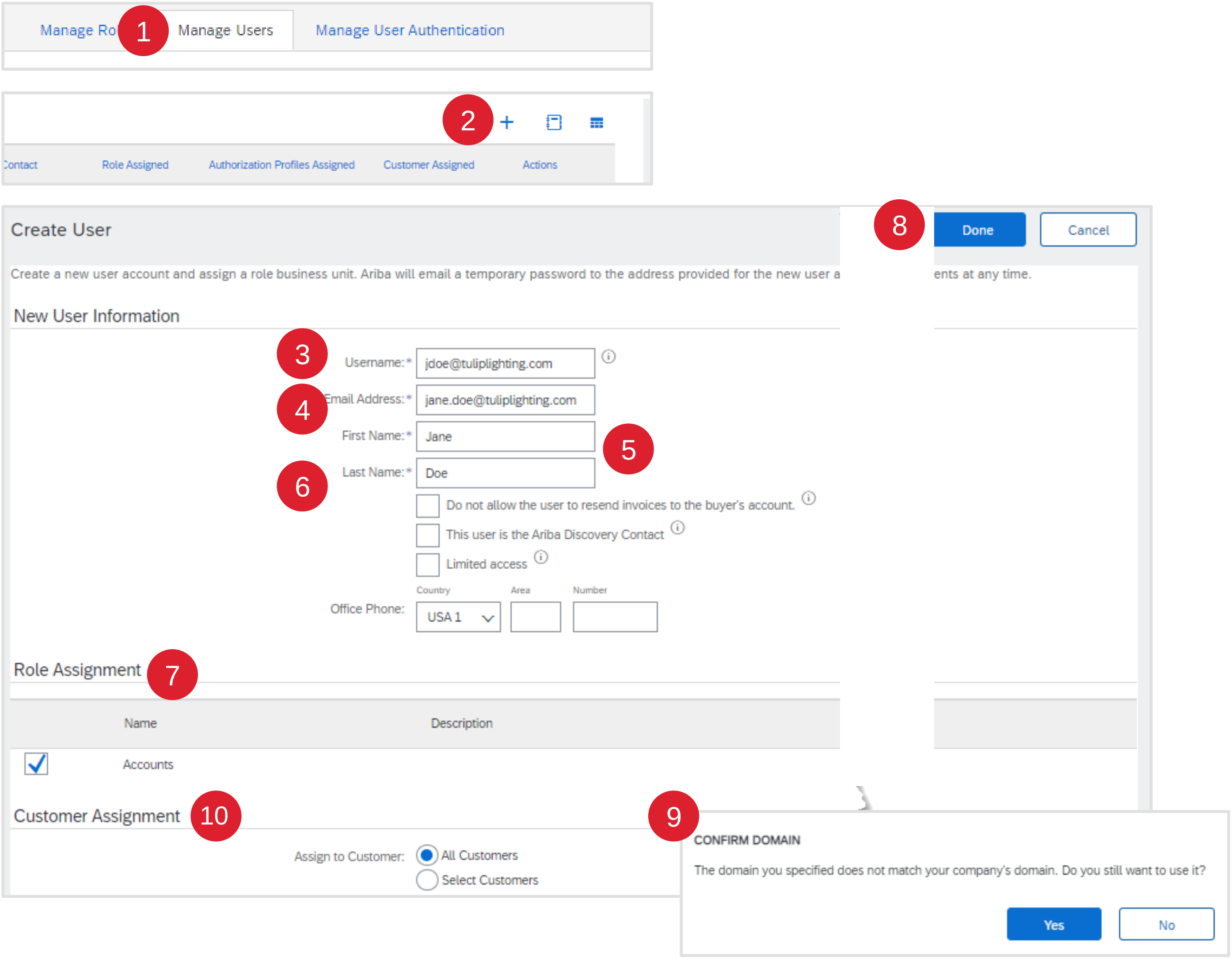
ROLES, USERS & PERMISSIONS – CREATE USERS

After Roles have been created or added as required, **Users** can be created

Access to your **initials** > **Settings** > **Users** > then:

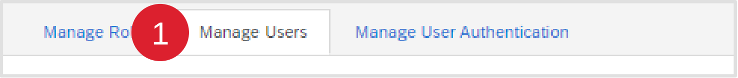
To Create a User:

1. Click on the **Manage Users** tab
2. Click on the **+** button to create a new username
3. Enter a **User name** (The User name must be in an email format, it can be the company's email address of the User or it can be created. e.g. *example@abc.com* or *example.honeywell@abc.com*)
4. Enter the **Email Address** of the User
5. Enter the User's **First Name**
6. Enter the User's **Last Name**
7. Under **Role Assignment**, select the Role required (Users can be assigned more than 1 Role)
8. Click on **Done**,
9. you may get a Confirm Domain message particularly if you have not used the actual email address of the user for the Username, click **Yes**
10. **Customer Assignment** - Where you have multiple Buyers on the one ANID, User's can be assigned specific Customers



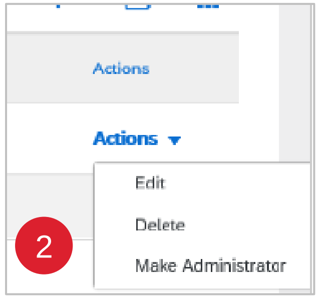
ACCOUNT SETTINGS
ROLES, USERS & PERMISSIONS – ADMINISTRATOR

Only the System Administrator can reassign his/her role to someone else:



Access to your **initials** > **Settings** > **Users** > then:
To Create a User:

1. Click on the **Manage Users** tab
2. Check the box in front of the user they want to make the new Admin and hit **Make Administrator**.



If the account administrator is no longer with your company, please refer to slide [“Contact Administrator - If the account administrator is no longer with your company”]

About the **Administrator Role**:

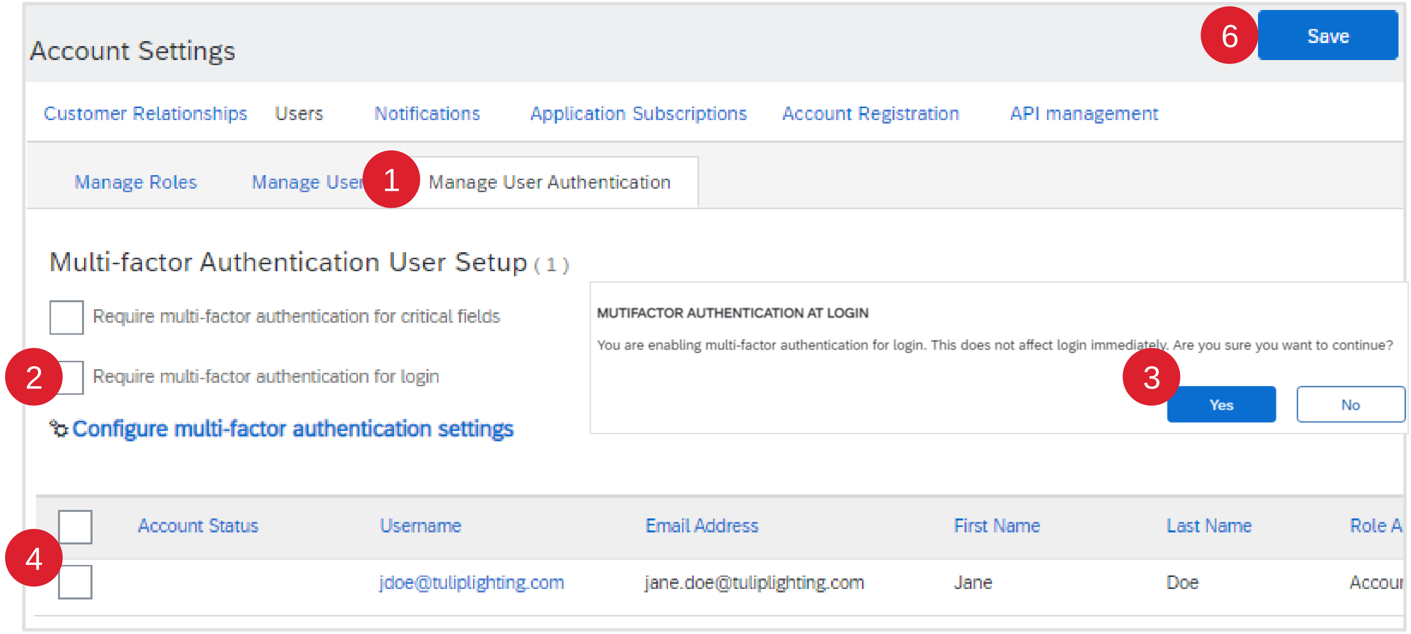
- After you complete registration, Ariba Network creates a single default role named Administrator.
- The Administrator role is automatically linked to the username and login that you entered during registration.
- It should be assigned to the individual at your organization who is responsible for maintaining the account over time.
- The Administrator serves as the primary point of contact for users with questions or problems.
- this person controls who can log in to your organization’s Ariba Network account and which areas of the service each user can access. To do this, you create roles and then add users.
- You cannot modify this role or assign it to another user.
- The administrator is the only user who can add, modify, and delete users, and reset passwords.

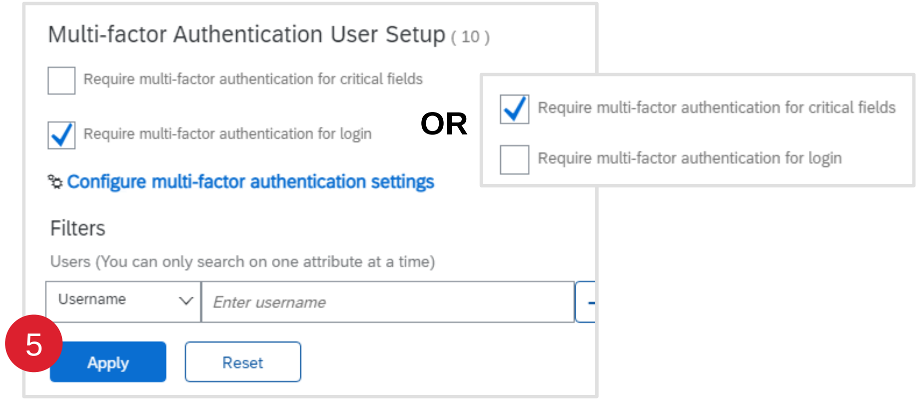
ACCOUNT SETTINGS

MULTIFACTOR (FOR USERS) – LOGIN OR CRITICAL FIELDS

Only the System Administrator can enable Multifactor Authentication requirements. With Multifactor Authentication enabled for login, users are required to perform the two-step verification process to log in to the Ariba Network. To enable multifactor authentication for login:

1. Select the **Manage User Authentication** tab
2. Select the box **Require multi-factor authentication for login** or **for critical fields**
3. Click on **Yes** in the dialogue box
4. Select the users by checking the boxes against their names from the table or the box in the grey ribbon as it will select ***ALL*** users. If you do not select specific Users none of the Users in your business will be enabled for multifactor authentication
5. Click on **Apply** (It will show either if you selected "for login" of "for critical fields"
6. Click on **Save**





Note: To **Disable Multi-Factor Authentication**, select the box with a tick under "Manage User Authentication", then a dialogue box will indicate you are disabling the multifactor authentication at login, click **Yes**

ACCOUNT SETTINGS

MULTIFACTOR (FOR USERS) – CONFIGURE INFORMATION

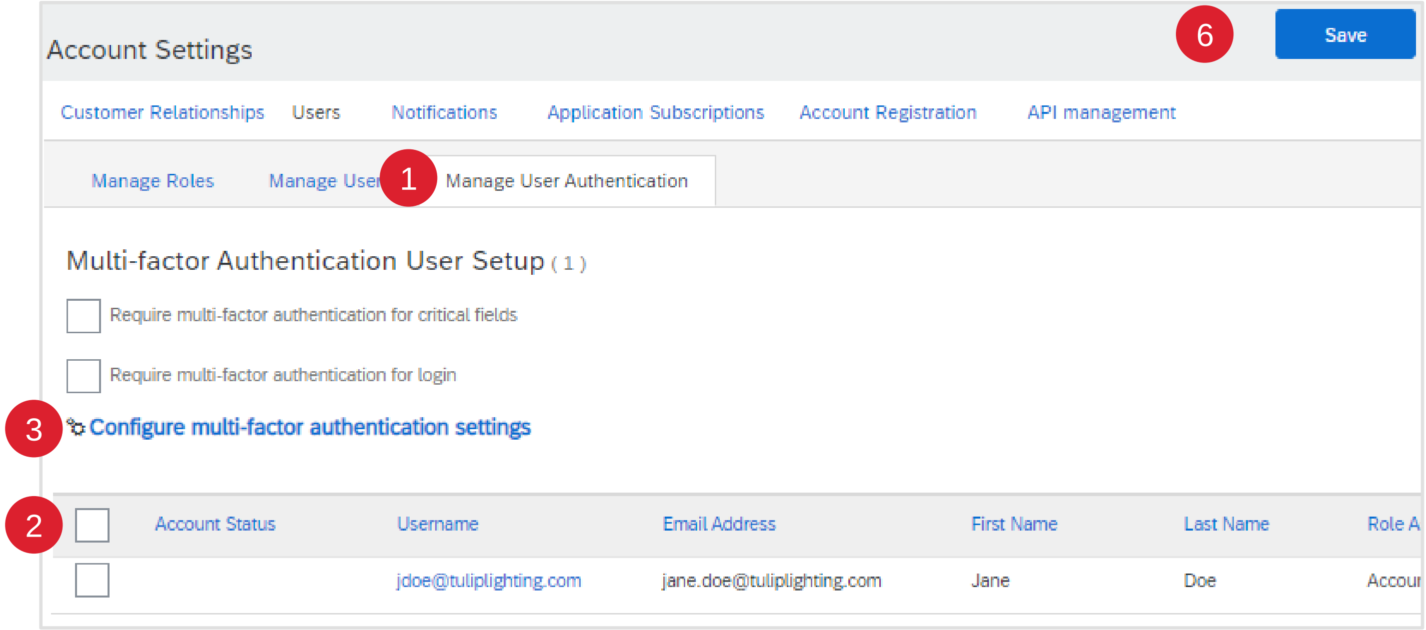
- Multifactor Authentication increases a businesses Ariba Network security
- Only the System Administrator can manage, update and maintain multifactor authentication processes
- There are different levels of multifactor authentication that can be attached to specific users or all users of the Ariba Network, they are:
  - **Time Allowed to skip multi-factor authentication attempts allowed**
    the maximum number of days the user can skip the multifactor authentication setup, the default value is 5 days
  - **Number of invalid multi-factor authentication attempts allowed**
    the maximum number of invalid multifactor authentication attempts that a user can make, the default is 5 attempts. After the number of invalid attempts specified in the field the user account is locked, only the System Administrator can unlock this account
  - **Retry period for locked out users**
    After the number of minutes shown (default 120 minutes) the user account is automatically unlocked and can be reused, if it occurs a second time the default is 240 mins and the user is unlocked after that time. If the User gets locked a 3rd time the user account is locked and only the System Administrator can unlock the account
  - **Enable the Remember me option**
    a user can select this option for multifactor authentication in the one-time password input screen, this opens a Remember Device for selection
  - **Remember device for**
    specifies the maximum number of days the user's device and browser will be remembered, during which they will not be promoted for the multifactor authentication passcode during login, the default is 5 days

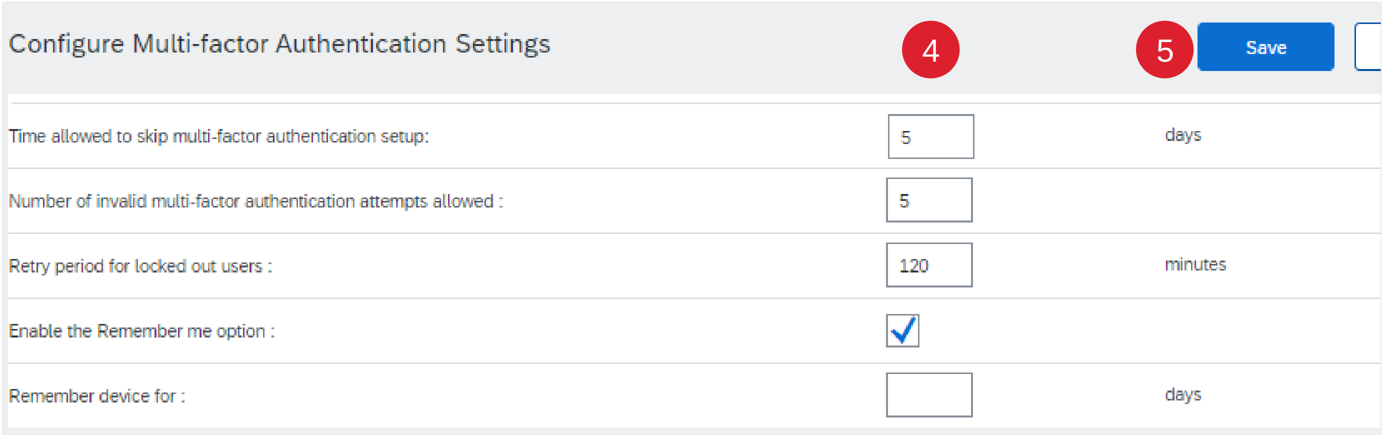
ACCOUNT SETTINGS
MULTIFACTOR (FOR USERS) – SETTINGS

Multifactor Authentication settings can be configured to provide parameters for login functionality and other options supporting greater security

To configure multifactor authentication settings:

1. Click on **the Manage User Authentication tab**
2. Select the users by checking the boxes against their names from the table or the box in the grey ribbon as it will select ***ALL*** users
3. Click on Configure multi-factor authentication settings, the window opens
4. Select the required option(s) and update (if required):
   - Time Allowed to skip multi-factor authentication attempts allowed
   - Number of invalid multi-factor authentication attempts Retry period for locked out users
   - Enable the Remember me option
   - Remember device for
5. After selecting and/or updating multifactor authentication information, click on **Save**
6. Click on **Save** to exit the screen





ACCOUNT SETTINGS

MULTIFACTOR (FOR USERS) – USER NOTIFICATIONS

When this notification is sent to a User	Notification Text
When you have not set up multi-factor authentication even after you receive an email from your Ariba Network administrator	Your action is required. This is a reminder to set up Multi-factor authentication which is due in 5 days. Multi-factor authentication is an additional layer of security to prevent unauthorized access to your account and protect the data. This does not affect your log in into SAP Ariba applications. Once you successfully log in with your credentials, you will be shown instructions to set up multi-factor authentication. It is highly recommended that you set up this feature immediately.
When you exhaust the limit set by your Ariba Network administrator for invalid passcode entries	You have been locked out of your account for providing invalid passcode. Please wait while your account is reactivated. You may also reach out to your administrator and request your account to be unlocked.
When: • Your Ariba Network administrator has reset multi-factor authentication for your user account. • You have requested a reset of multi-factor authentication for your user account.	Multi-factor authentication has been reset and a new security code has been generated for you. Once you successfully log in with your credentials, you will be shown instructions to set up multi-factor authentication. It is highly recommended that you set up this feature immediately

NETWORK SETTINGS

NETWORK SETTINGS – ROUTING PROCESSES

ELECTRONIC ORDER ROUTING OPTIONS INFORMATION

- There are a number of Electronic Order Routing Options, ensure that you select the correct routing type
- In most instances the System Administrators email will auto-populate most fields
- An Email must be provided in all fields with an asterisks, however until the option is selected by placing a tick in the associated box it will not activate
- Up to 5 email addresses can be entered into each field separated by a comma only, do not include spaces or use other separators
- Using emails and selecting to attach a copy of the Purchase Order means that Suppliers can view what their Buyer's require prior to logging into the SAP Business Network – SAP Ariba
- Email addresses can include Distributions Lists, generic email boxes or specific people email addresses
  - **Online** –This means that the Purchase Order is sent to the Ariba Network, but no email notifications will be sent to advise there is a new purchase order from your Buyer(s)
  - **Email** – This is the default settings and means that an email will be sent to advise that a new purchase order(s) is in the Ariba Network from your Buyer(s)
  - **cXML/EDI** – Only used when system integration is set up
- This document only directs suppliers to complete the mandatory fields required for the initial set-up, however there are many other fields that can be activated to send emails for other document types (default is set to online)

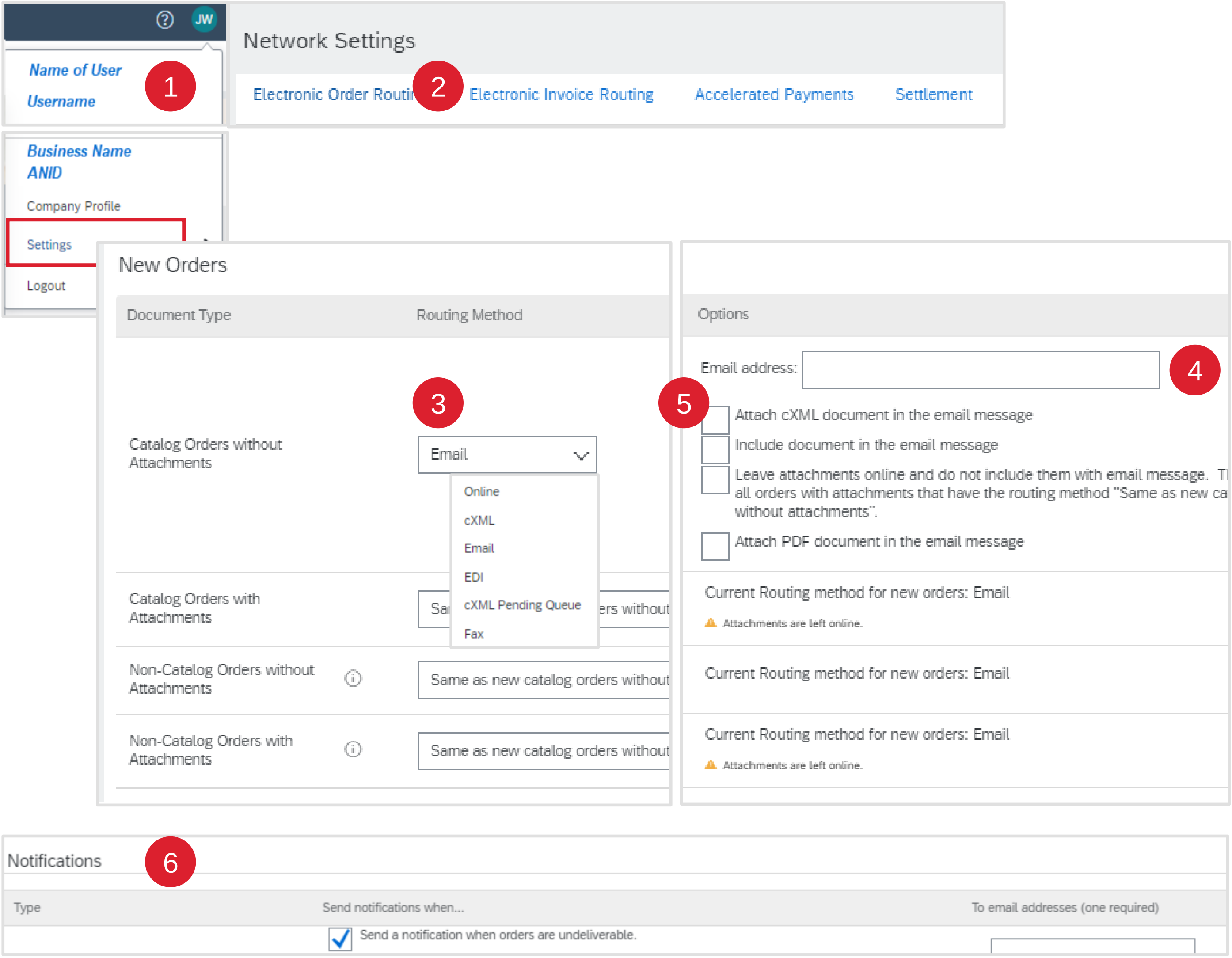
NETWORK SETTINGS – ROUTING PROCESSES
ELECTRONIC ORDER ROUTING – NEW ORDERS

Electronic Order Routing is where suppliers can set up the preferred method for transacting with your customer, the information entered affects all users on your Ariba Network.

Where a Supplier is transacting with multiple Buyers on the Ariba Network, separate routing for each different Buyer cannot occur.

1. Open **Network Settings** by, clicking on your **Initials** at the top right of your screen, select **Settings**
2. Click on **Electronic Order Routing** under Network Settings
3. Select the **Routing Method** (the default is Email) from **New Orders section**
4. Confirm or enter up to 5 emails into **Email Address**
5. Select the required option(s) from:
   - Attach cXML document in the email message
   - Include document in the email message
   - Leave attachments online and do not include them with email messages etc.
   - Attach PDF document in the email message

   All other New Order routing methods will reflect the choice made for Catalog Orders without Attachments
6. Scroll down to **Notifications**



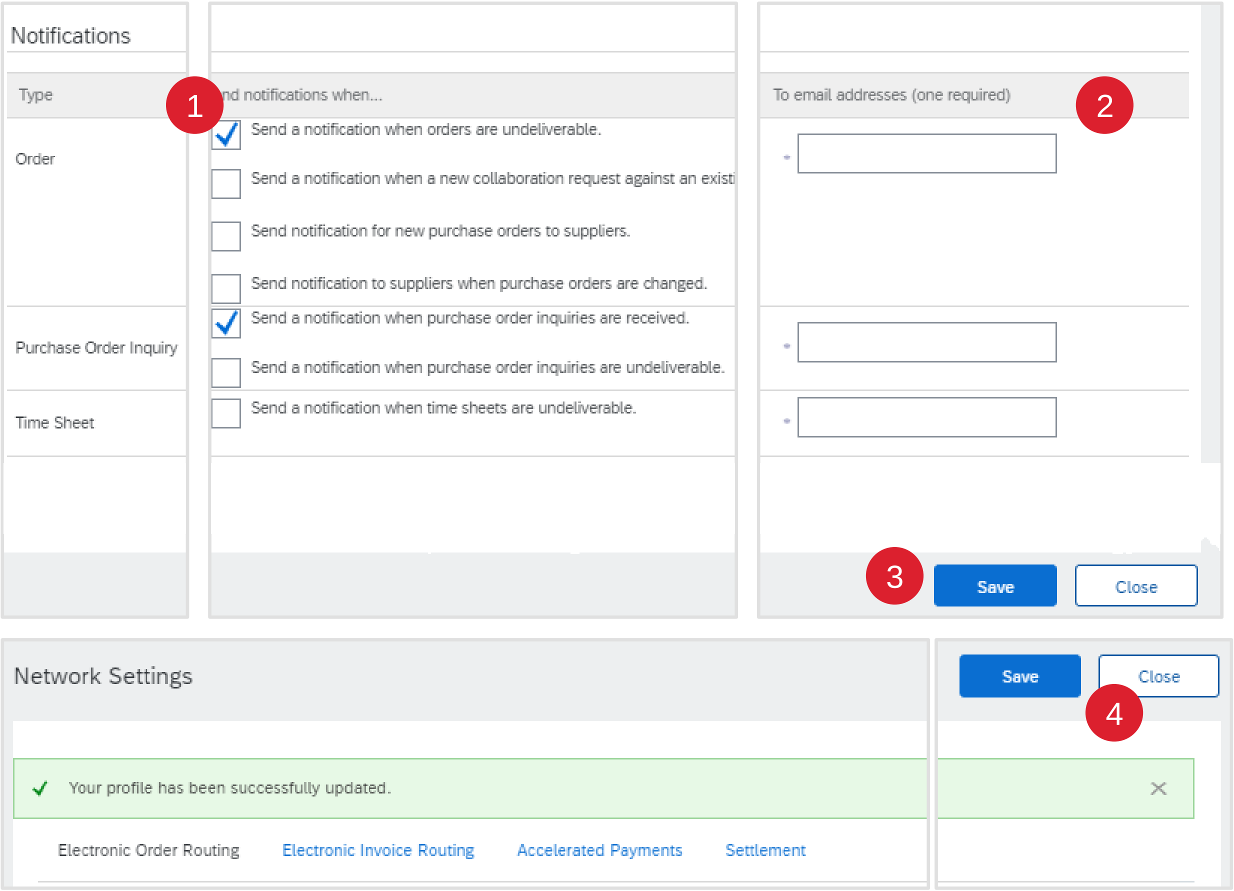
NETWORK SETTINGS – ROUTING PROCESSES

ELECTRONIC ORDER ROUTING – NOTIFICATIONS

Suppliers can identify when they require to be notified about a document by ticking in the applicable **Send Notifications when…**

At lease one email address must be in the To email addresses and the System Administrator email may already be displayed

1. Select the required **Send notifications when…,** putting a tick in the associated box activates the selection
2. Confirm or enter the **To email addresses** applicable email address
3. Click on **Save**
   - A green ribbon indicates that the information has been successfully updated, if the ribbon is red you may have missed entering information into a mandatory field
4. Click on **Close** to exit or select the next tab required
   - Even if none of the selections are chosen there must be an email address in the fields with an asterisks



NETWORK SETTINGS – ROUTING PROCESSES

ELECTRONIC INVOICE ROUTING – NOTIFICATIONS

The Electronic Invoice Routing activity is required only for Notifications

- Do not change the Routing Method for Invoices and Customer Invoices unless advised to do so from an SAP Ariba Representative

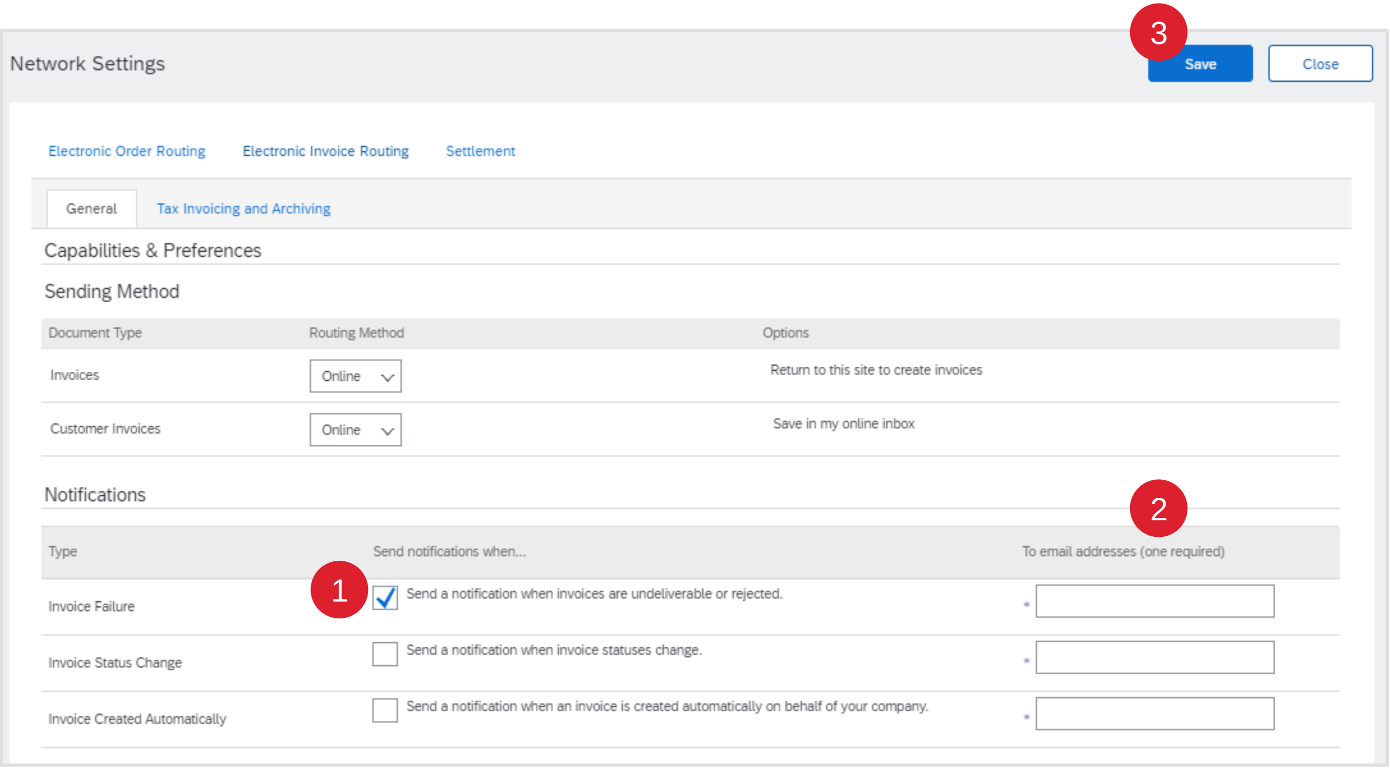
1. Select the required **Send notifications when…,** putting a tick in the **Send a notification when invoices are undeliverable or rejected**

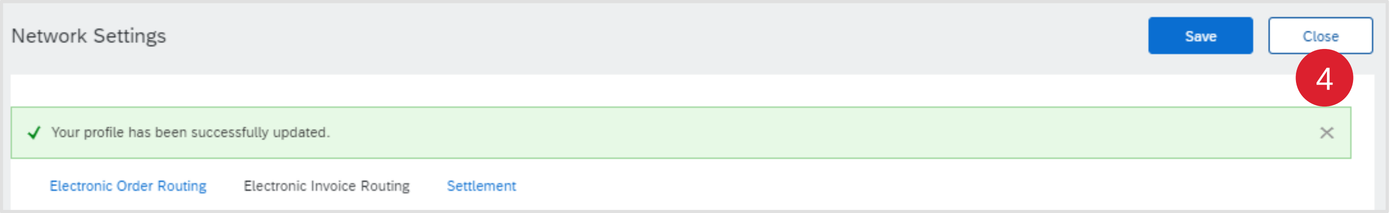
   Note: Selecting Send a notification when invoice status changes generates an email for each process associated with the invoice and may trigger large quantities of emails

2. Confirm or enter the **To email addresses** applicable email address
3. Click on **Save**

- A green ribbon indicates that the information has been successfully updated

4. Click on **Close** to exit or select the next tab required
   - Even if none of the selections are chosen there must be an email address in the fields with an asterisks





TEST ACCOUNT
INFORMATION

- Only the System Administrator can create the test account and use the Switch to Test ID selection, users must be added as users
- The same credentials cannot be used to access the Test and Production account
- For Suppliers that will be integrating, a Test Account will be needed to ensure documents are flowing correctly from your ordering system or ERP through Ariba and to Honeywell.
- Roles, Users and Permissions must be created for users in the test environment as their production account will not give them access unless a specific test log in is created
- 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
- 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)

TEST ACCOUNT

TEST ACCOUNT CREATION

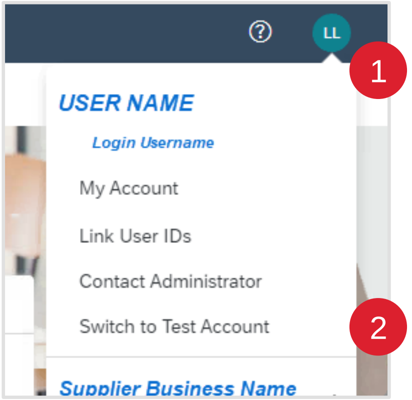
The System Administrator is the only User with the Option to Switch to the Test Account

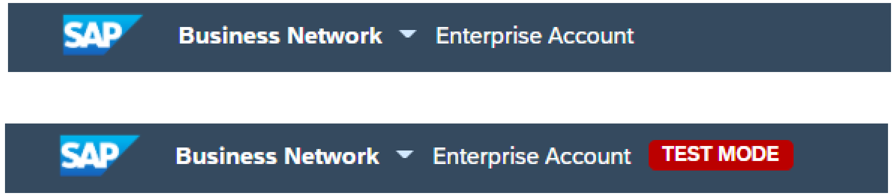
The System Administrator will need to create Test Account User IDs before users can access Test.

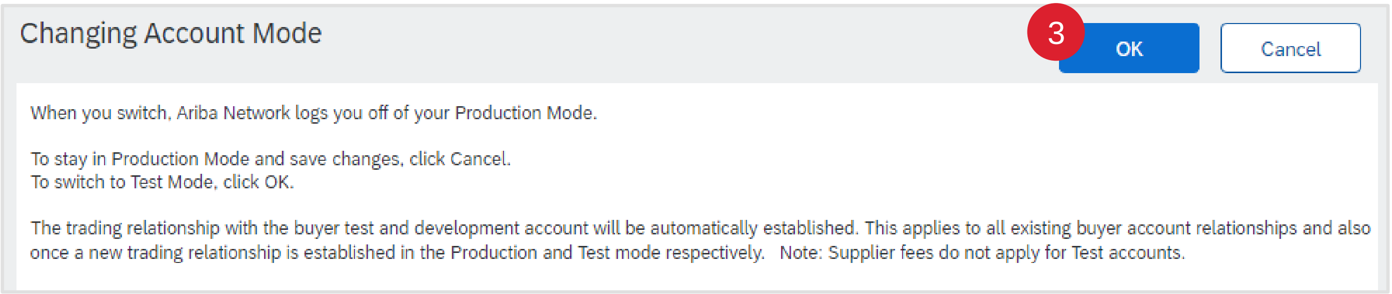
To Create a **Test Account**:

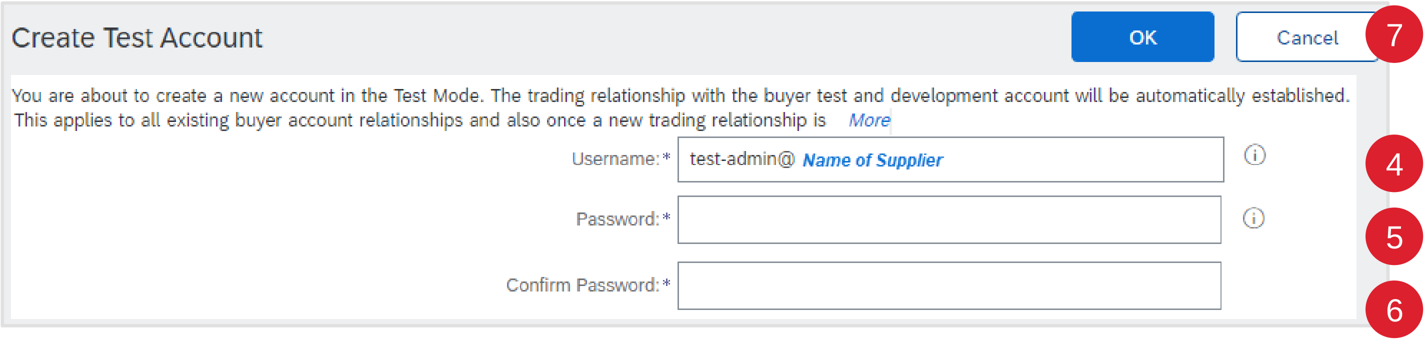
1. Click on your initials in top right corner
2. Select **Switch to Test Account**
3. Click **OK** when the Ariba Network displays a warning indicating *You are about to switch to Test Mode*. A Test Admin Username will be autogenerated, the System Administrator can either use this or create a new one, it cannot be the same as the login for the Production Account
4. Create a **Username**
5. Create a **Password**
6. Re-enter the password into **Confirm Password**
7. Click **OK**, then you will be transferred to your test account.

Note: Test Mode will be displayed in Red at the top of the screen to identify you are working in a Test account









AUTO-INVOICE AGAINST GOODS RECEIPT (GRN)

INFORMATION

- The Automatic Invoice Creation process authorizes Honeywell to use the Ariba Network functionality to create and submit invoices based on the receipts generated by the Honeywell
- Each time the Ariba Network receives a receipt that applies to a single order from Honeywell, the system will use the information from the receipt and the corresponding order to automatically create and submit and Invoice
- When using this process, the information entered onto the Purchase Order and then confirmed is the document that the invoice is created from
- Only Buyers who use **Automatic Invoice Creation** will have an Actions button available and Automatic Invoice Creation a selection
- When the Automatic Invoice Creation has been triggered the Response Status will be either Rejected (not active) or Accepted (active)
- A Supplier can change the response at any time however be aware that receipts prior to changing will be automatically created

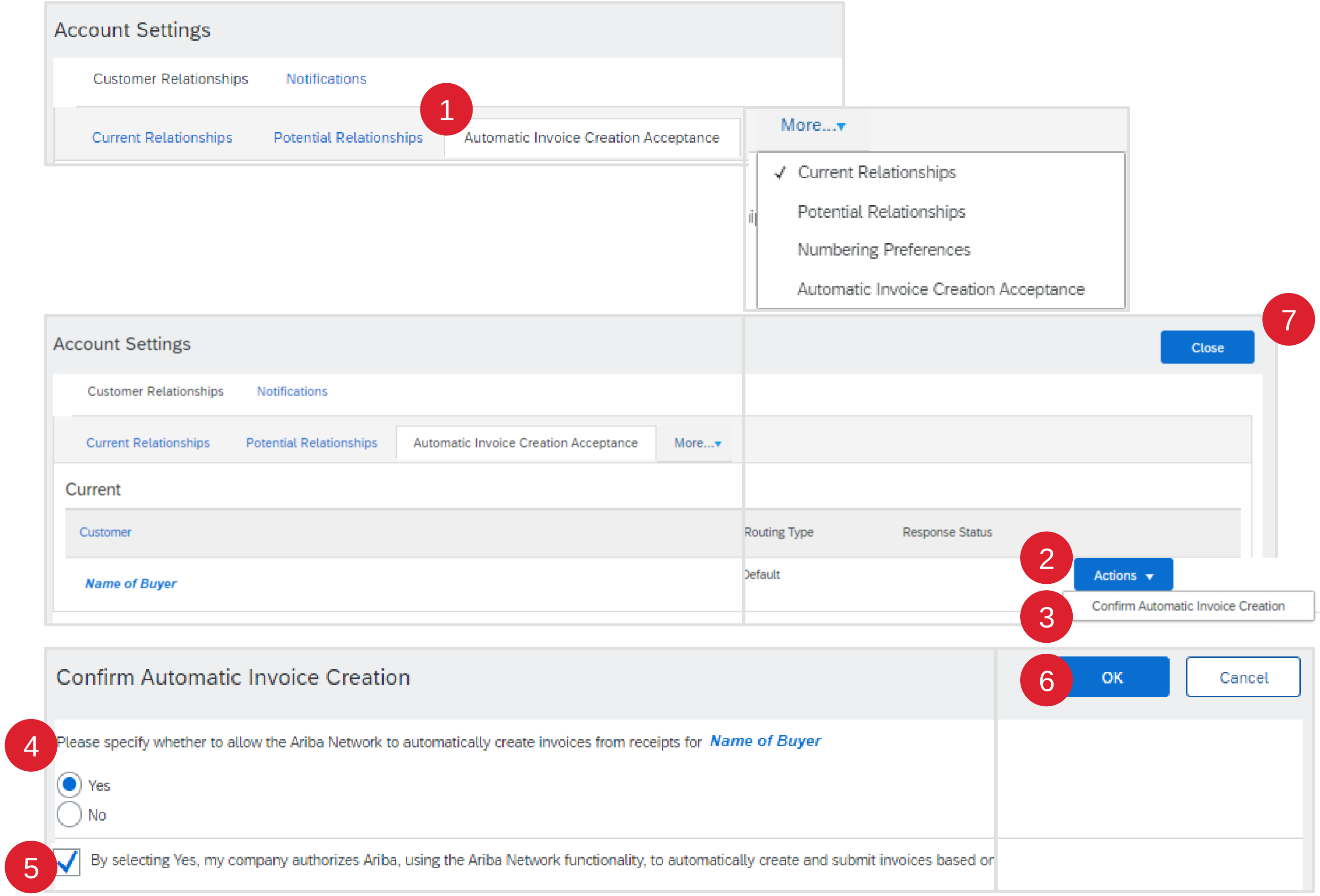
AUTO-INVOICE AGAINST GOODS RECEIPT (GRN)

ACTIVATE GRN – PROCESS AND INFORMATION

To request consent from Honeywell that they agree to participate in this process

Open the Customer Relationships screen

1. Click on the **Automatic Invoice Creation Acceptance** tab. If the Automatic Invoice Creation tab is not displayed, click on More. If it is not available for selection it indicates this is not a process for Honeywell
2. Click on **Actions**
3. Select **Confirm Automatic Invoice Creation**
4. Click **Yes** (Or select No if you would like to turn the Auto-invoice process off)
5. Agree to the terms and conditions by clicking in the box
6. Click **OK**
7. Click on **Close** to exit the screen



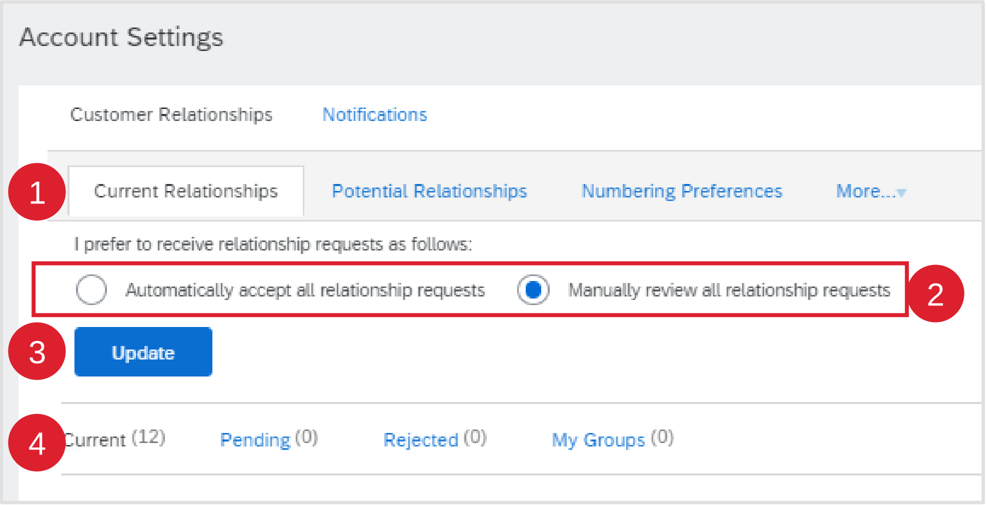
MANAGING CUSTOMER RELATIONSHIPS
MANAGING CURRENT RELATIONSHIPS

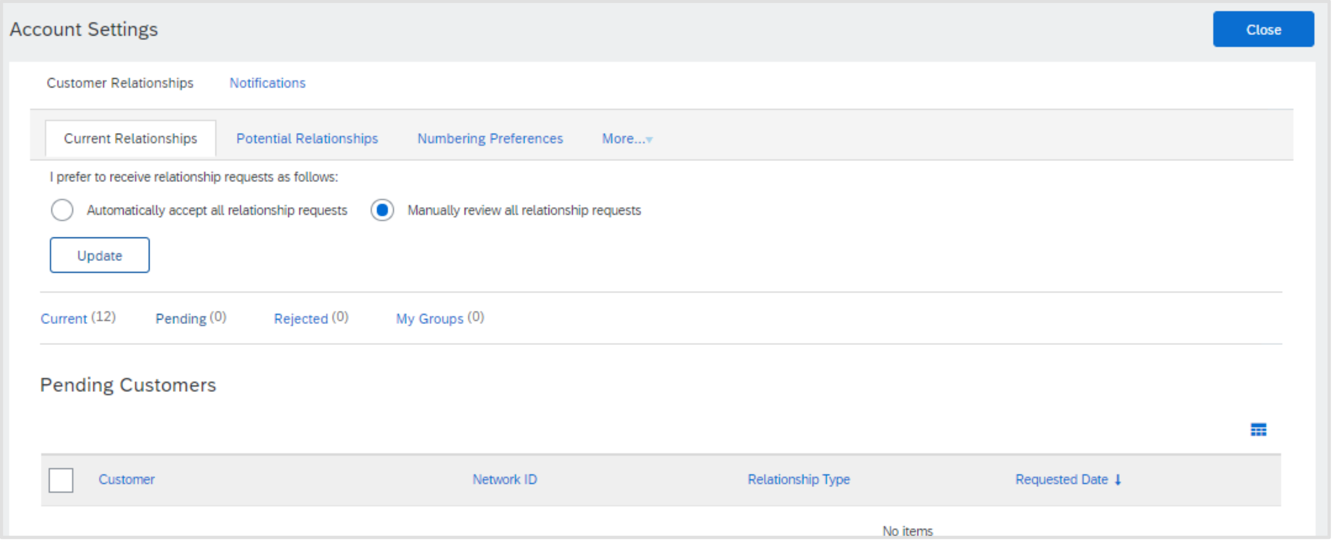
Suppliers may receive requests from other businesses to create a relationship

To manage Customer Relationships, open the [Customer Relationships]screen:

1. Select **Current Relationships**
2. Identify and select whether you with to accept new customer relationships either **Automatically** or **Manually**
3. Click **Update.**
4. The Tabs indicate how many customers are:
   - Current
   - Pending
   - Rejected
   - My Groups

Review, update and confirm customer relationships as required

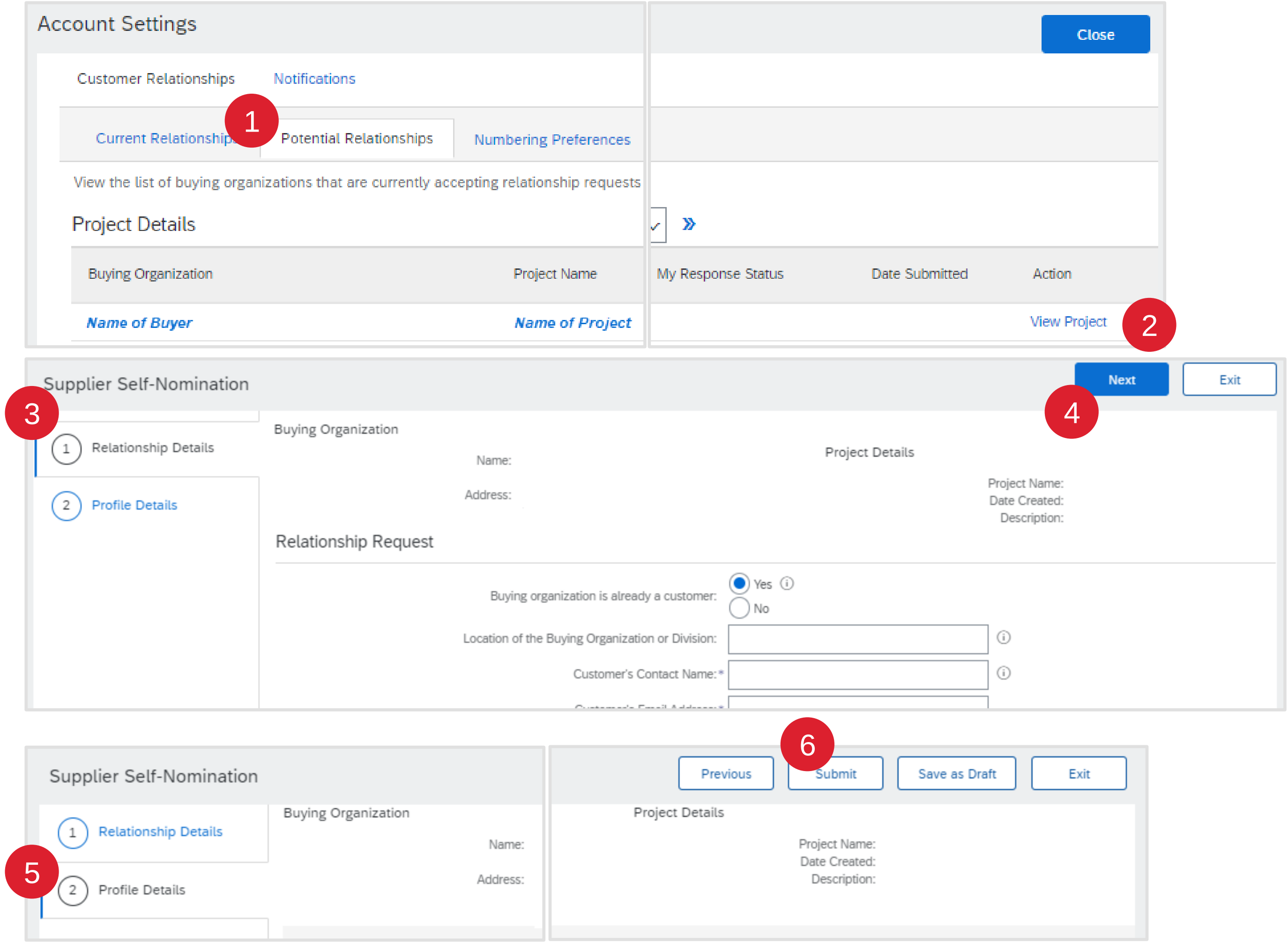




MANAGING CUSTOMER RELATIONSHIPS
MANAGING POTENTIAL RELATIONSHIPS

To Manage Potential Customer Relationships:

1. Select **Potential Relationships**
2. Click on **View Project** next to the relationship you wish to view
3. Review the information on the **Relationship Details Tab**, enter information into all fields with an asterisks
4. Click on **Next**
5. Review the information on the **Profile Details** tab
6. Click on **Submit**



MANAGING CUSTOMER RELATIONSHIPS

MANAGING MY GROUPS

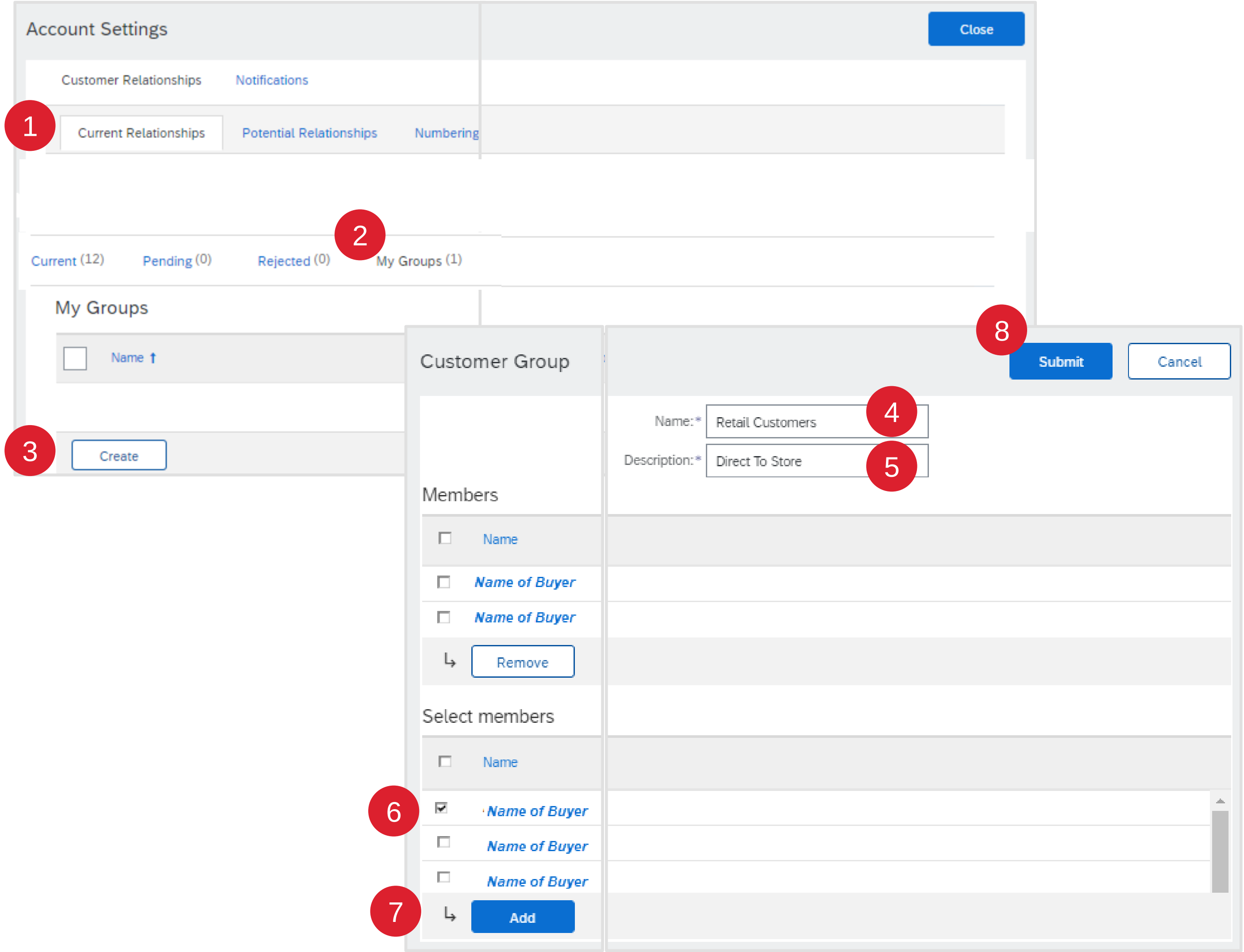
Suppliers can group their customers into defined groups

To do this:

Open the [Customer Relationships](#)screen

1. Select **Current Relationships**
2. Select the **My Groups** tab
3. Click **Create**
4. Enter the Name of the group you wish to create
5. Enter a Description of the group
6. Click in the box next to the Buyer(s) you wish to add to this group
7. Click on Add, the names of the Buyers will appear under Members
8. Once all members have been added click on **Submit,** the name of the group is displayed

Note: To create more groups, repeat this process



ARCHIVING INVOICES
INVOICE ARCHIVAL PROCESS

Configuring invoice Archiving allows you to specify the frequency, immediacy and delivery of zipped invoice archives. Suppliers can determine the frequency that invoices can be archived by choosing either Twice Daily, Daily, Weekly, Biweekly or Monthly

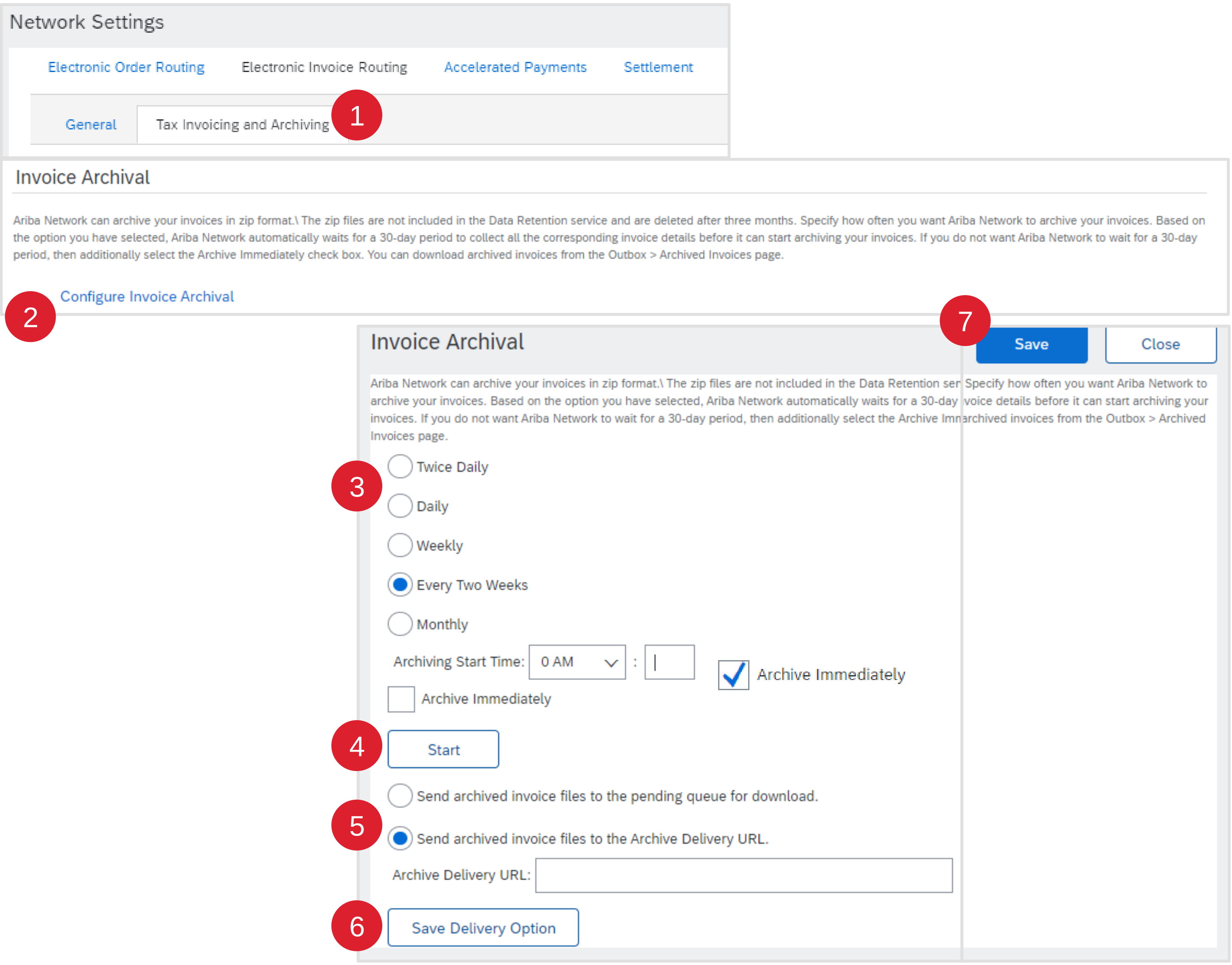
To do this:

Open the [Electronic Invoice Routing](#)screen

1. Select **Tax Invoicing and Archiving**
2. Scroll down to Invoice Archival, click on **Configure Invoice Archival**
3. Select the **Frequency** (Select **Archive Immediately** if required, after Archive Immediately started you can either Stop it or Update the frequency as required)
4. Click on **Start**
5. Determine the **Send Requirement**:
   - Click on **Send Archived invoice files to the pending queue for download**

   OR

   - Click on **Send archived invoice files to the Archive Delivery URL**, then enter the **Archive Delivery URL**
6. Click on **Save Delivery Option**
7. Click on **Save**



APPENDIX

ADD ARIBA AS A TRUSTED SITE
IN MICROSOFT INTERNET EXPLORER

access into Ariba involves entrance into a secure site, you may need to ensure that the Uniform Resource Locator (URL) is added to your browser's list of trusted sites. Failure to do so may result in a "Session Timed Out or Terminated" message.

To add Ariba to a list of trusted sites in Microsoft Internet Explorer:

1. From an open browser window, select Tools from the menu bar at the top of the screen.
2. Choose Internet Options.
3. Access the Security tab.
4. Click the green Trusted Sites icon.
5. Click on the Sites.

Ensure that the box beside Require server verification (https:) is unchecked.

1. Enter *.ariba.com in the Add this web site field.
2. Click Add.
3. Click OK.

ADD ARIBA AS A TRUSTED SITE
IN GOOGLE CHROME

access into Ariba involves entrance into a secure site, you may need to ensure that the Uniform Resource Locator (URL) is added to your browser's list of trusted sites. Failure to do so may result in a "Session Timed Out or Terminated" message.

To add Ariba to a list of trusted sites in Google Chrome:

1. In Chrome, open the website you wish to mark as trusted
2. On the left from the website input box, click the lock, info, or warning icon.
3. Select Site settings from the menu.
4. Choose the safety settings – to mark a website as trusted, click the lock icon. Changes save automatically.