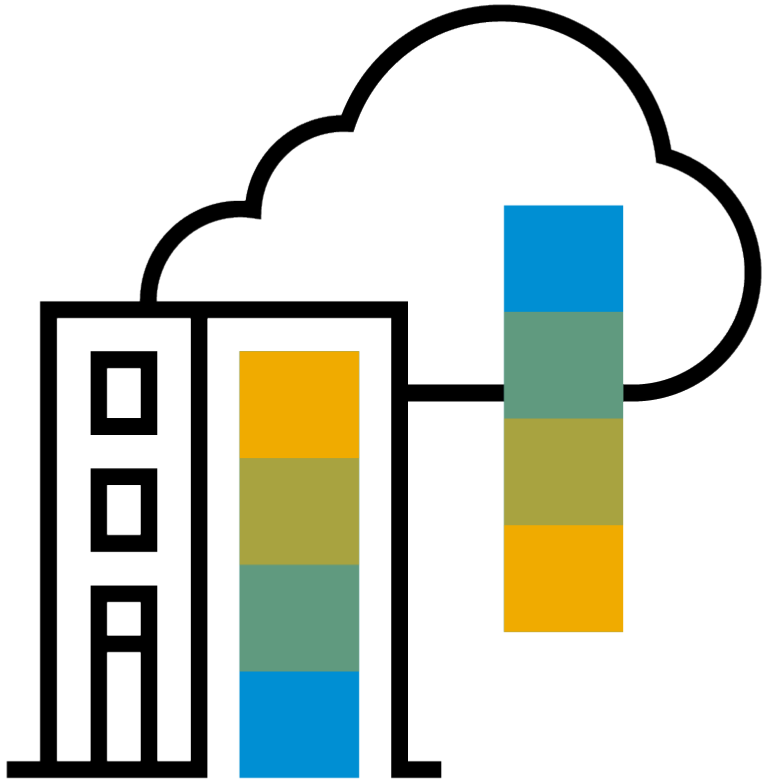
SAP Ariba

Standard Account

Dashboard functionality

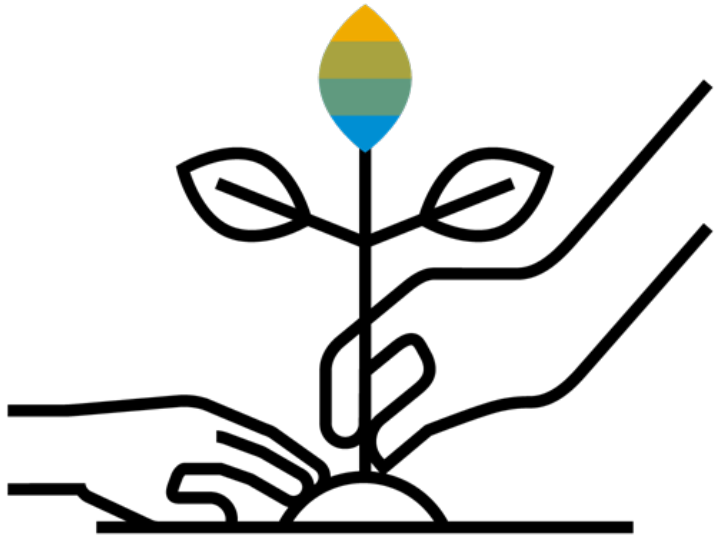


THE BEST RUN SAP

Ariba Network Standard Account

What is an Ariba Network, Standard Account?

- Basic Account that gives you access to Ariba Network
- Receive interactive email purchase orders
- Invoice through the Ariba network
- No fees
- Intended for low volume suppliers



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What You Get With Your FREE Standard Account

Ariba Discovery

- Receive high quality sales leads matched to your business capabilities
- Attract potential customers with your profile and get invited to sourcing events

Contract Management & Supplier Profile

- Free access to SAP Ariba's contract management module and collaborate with buyers during the contract preparation phase
- Set up your profile in the SAP Ariba Supplier Lifecycle and Performance solution

Document Exchange

- Respond easily to e-mailed orders with electronic order confirmations, service entry sheets, or advance ship notices
- Create electronic invoices and credit notes in just a few steps
- Check invoice status, payment proposals (i.e. early payment discounts), and remittance details
- Send invoice notifications with cXML and PDF invoices to be used for local archiving
- Access the SAP Ariba Supplier mobile app at no charge

Usage

- No limitations on number of purchase orders or invoices transacted on Ariba Network
- Unlimited Ariba Network relationships can be maintained

Online Support

- Access to SAP Ariba's help center for technical issues directly from your account

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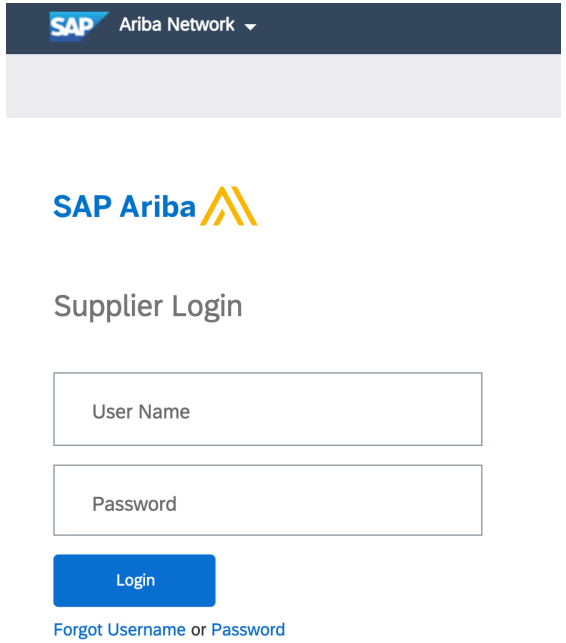
Log in to your account

- To access your account – type supplier.ariba.com in your browser
- Enter your username and password
- Click on to log in



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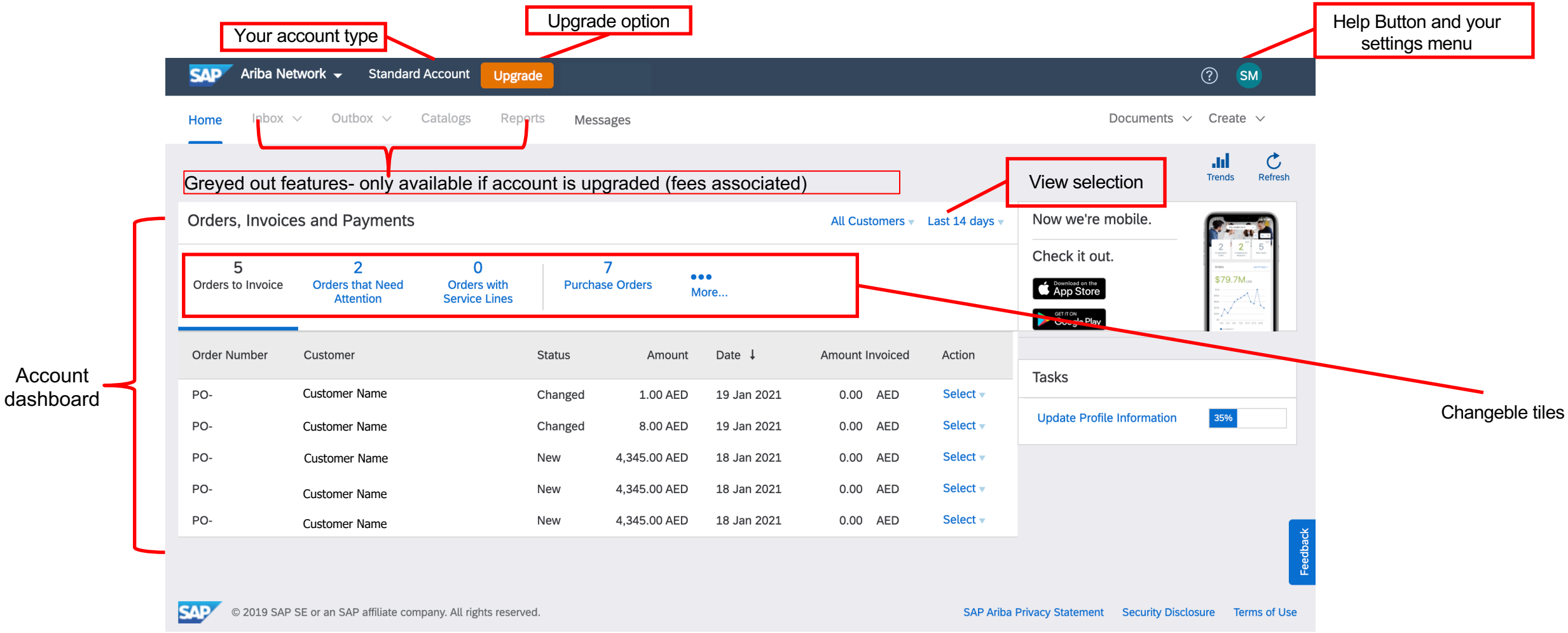
Understanding your Homepage

- **Once in your account you will be able to see the following**



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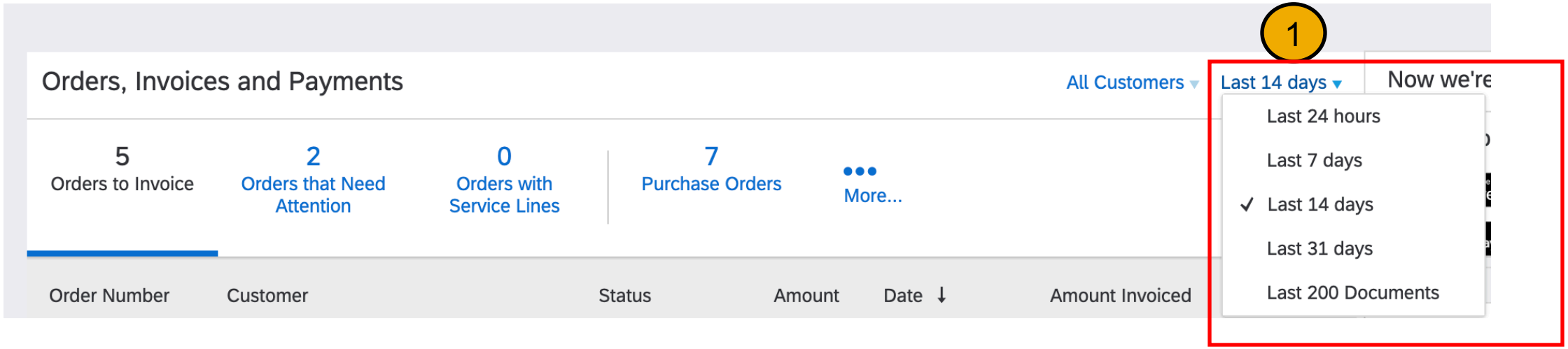
Changing your view

Changing your view

1. **Click on the drop-down button and choose the view you prefer- you can view up to last 200 documents**
2. **Click to select view**



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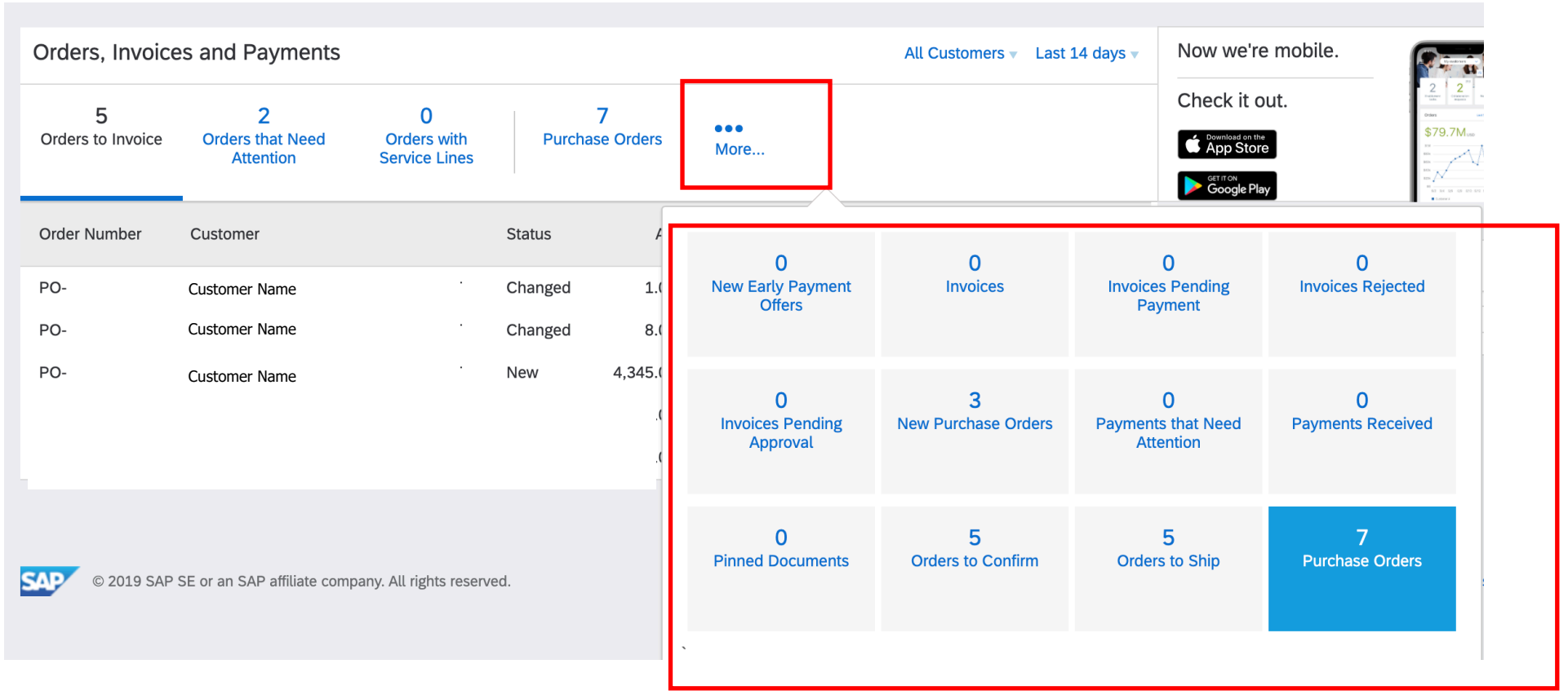
Changing your view

- You may also play with the tiles available to create a view as per your preference
- Click on the More button to select the tiles
- Choose tile to change view



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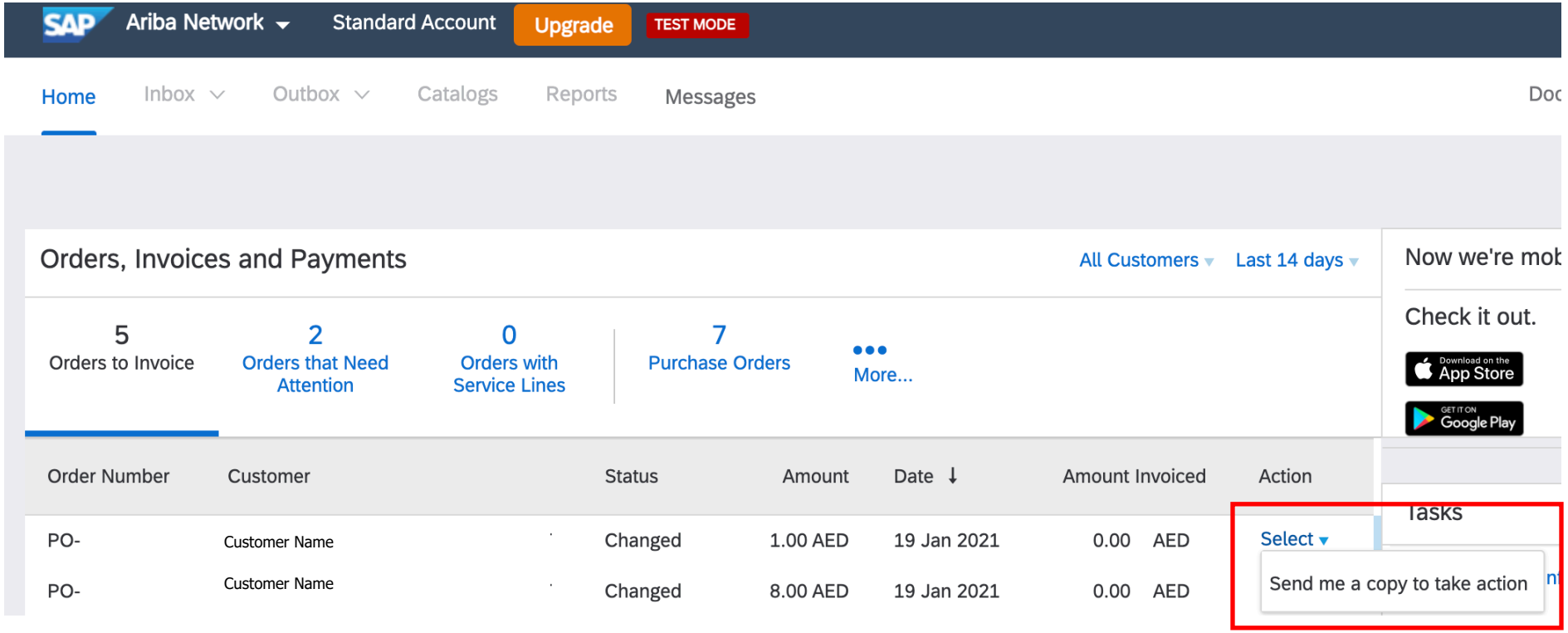
Sending a copy of the PO to action

Sending a copy of the Purchase Order to action

- If you have lost the original Purchase Order email that was sent to your email inbox, you may send a copy of the PO back to yourself from the dashboard
- Click on the Select button
- Choose Send me a copy to take action
- The PO will now be sent to the emails set up to receive Purchase Orders



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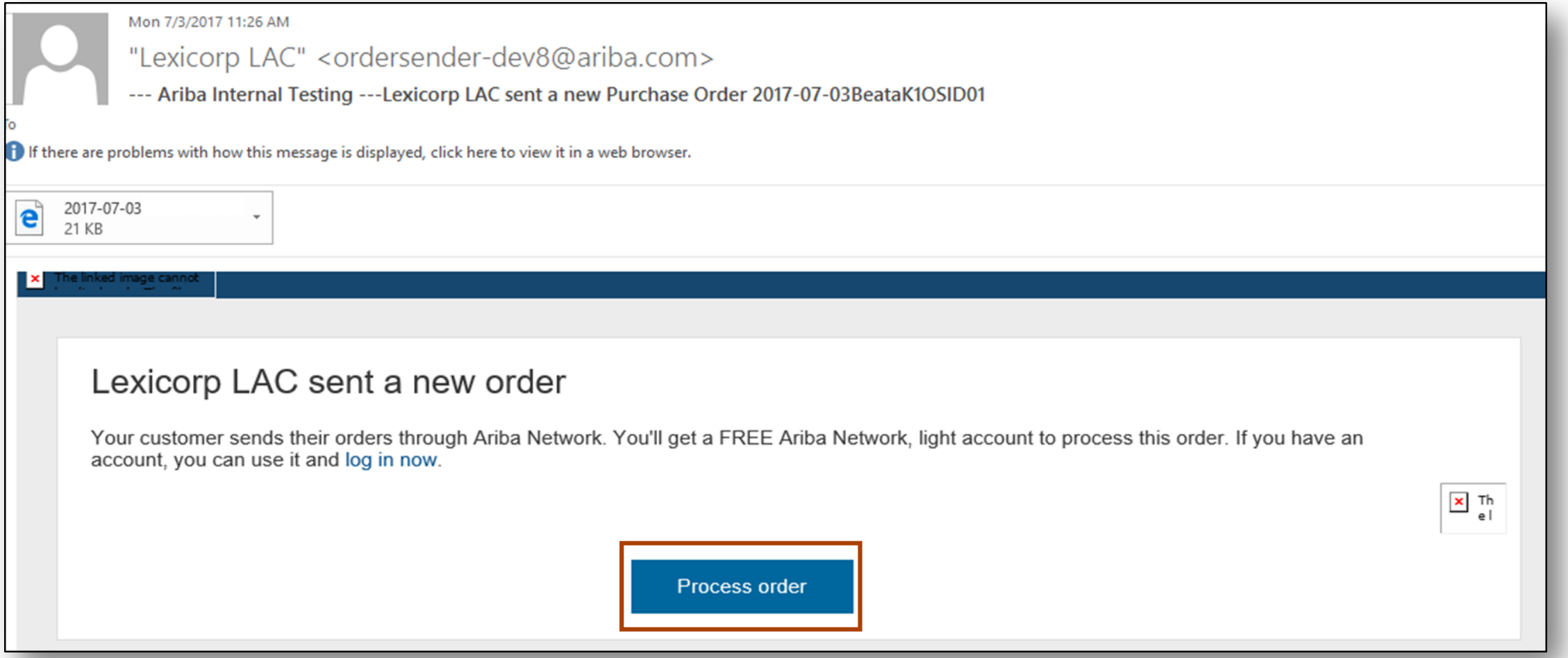
When you receive your first PO

Step One – Receive Interactive Email Order From Customer

Click the Process Order button in the PO notification (interactive email)



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Next step

- **Choose to sign up in the following scenarios :**
  - **-You do not have an Ariba account and are a first time user**
  - **-You have an Ariba account but wish to create a separate account to transact with this customer**

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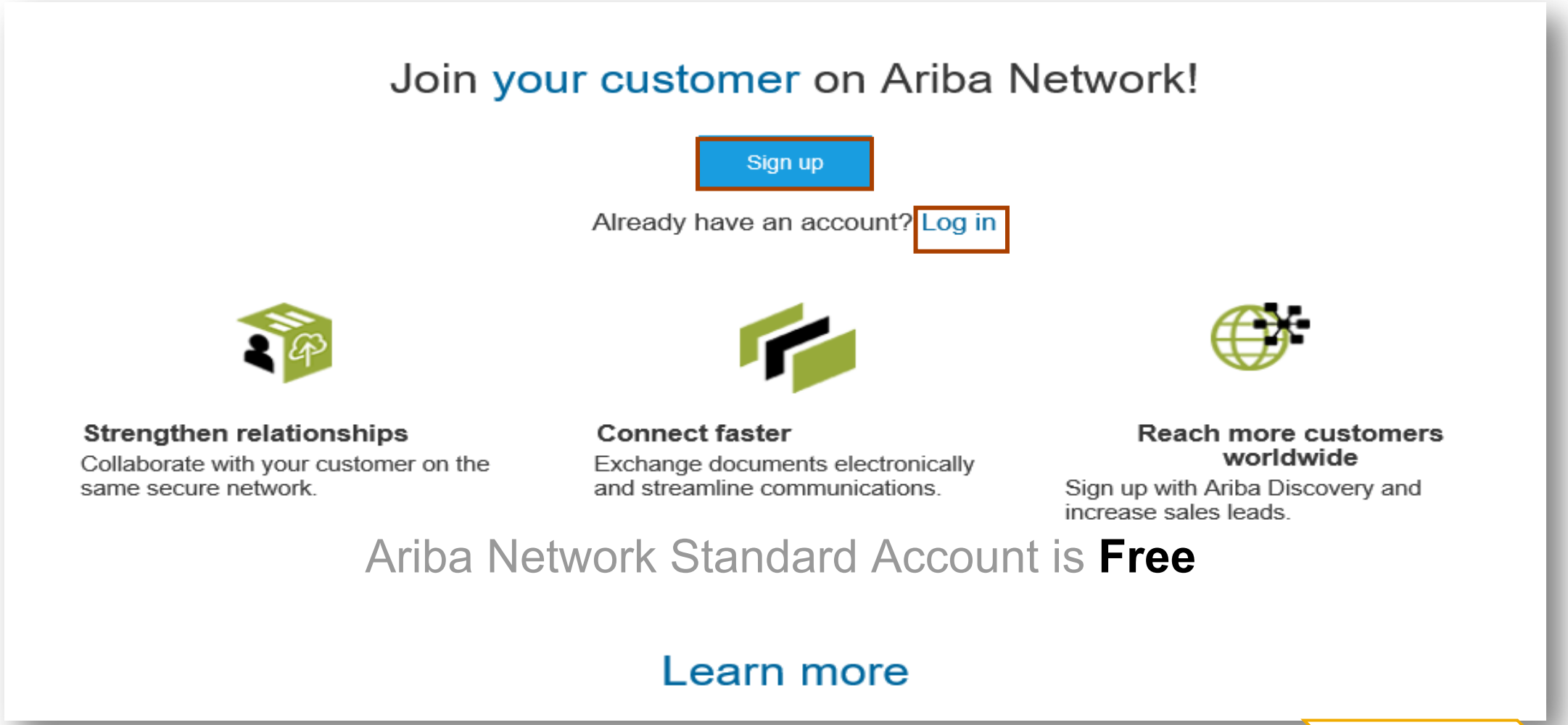
Step Two - Sign Up For Standard Account

Select the Sign up option to create a new Standard Account
-OR- use your existing Standard Account by clicking on Log in



Next step

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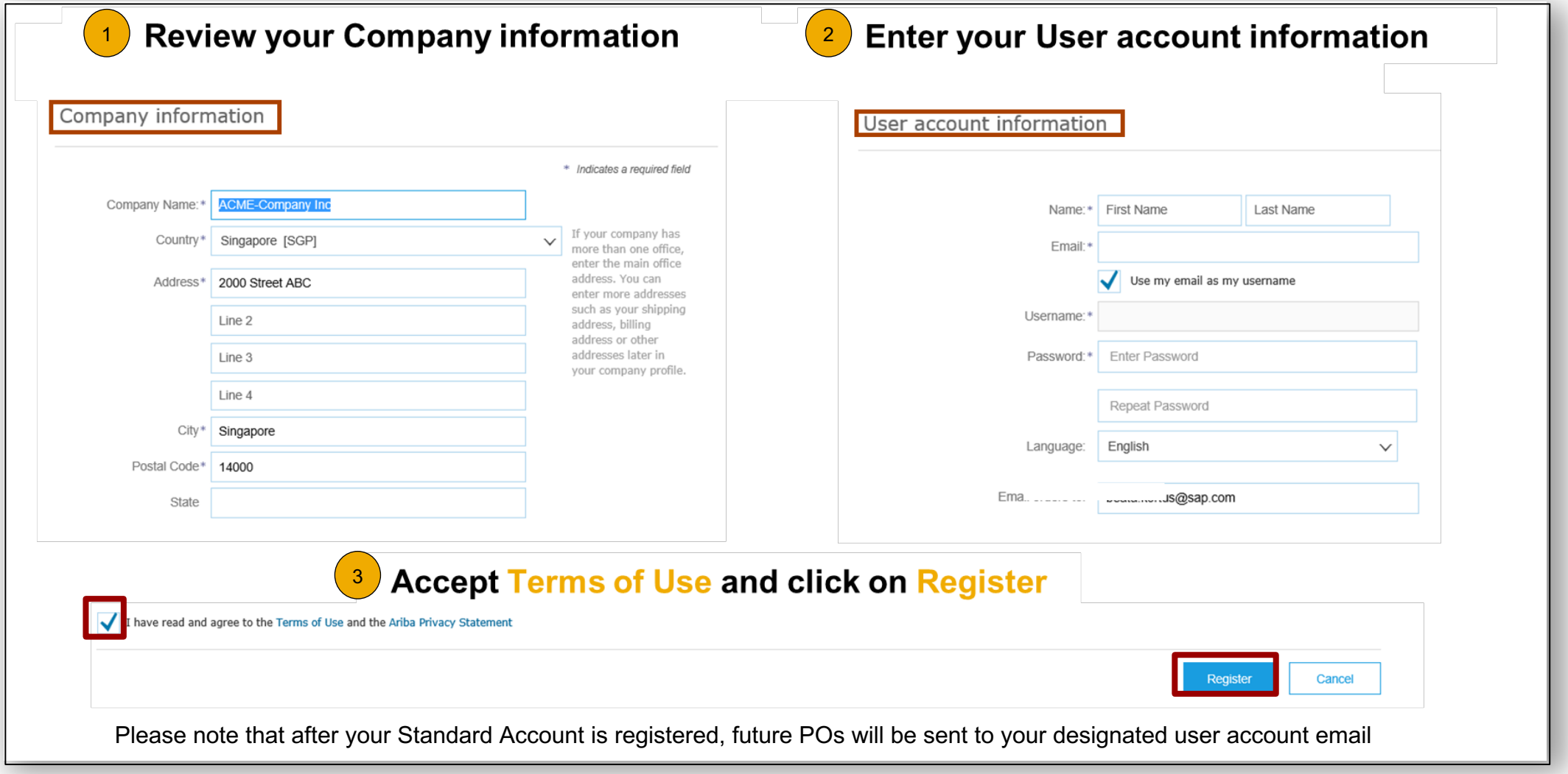
Step Three – Configure Account, Accept Terms of Use, And Register



Please note that after your Standard Account is registered, future POs will be sent to your designated user account email

Next step

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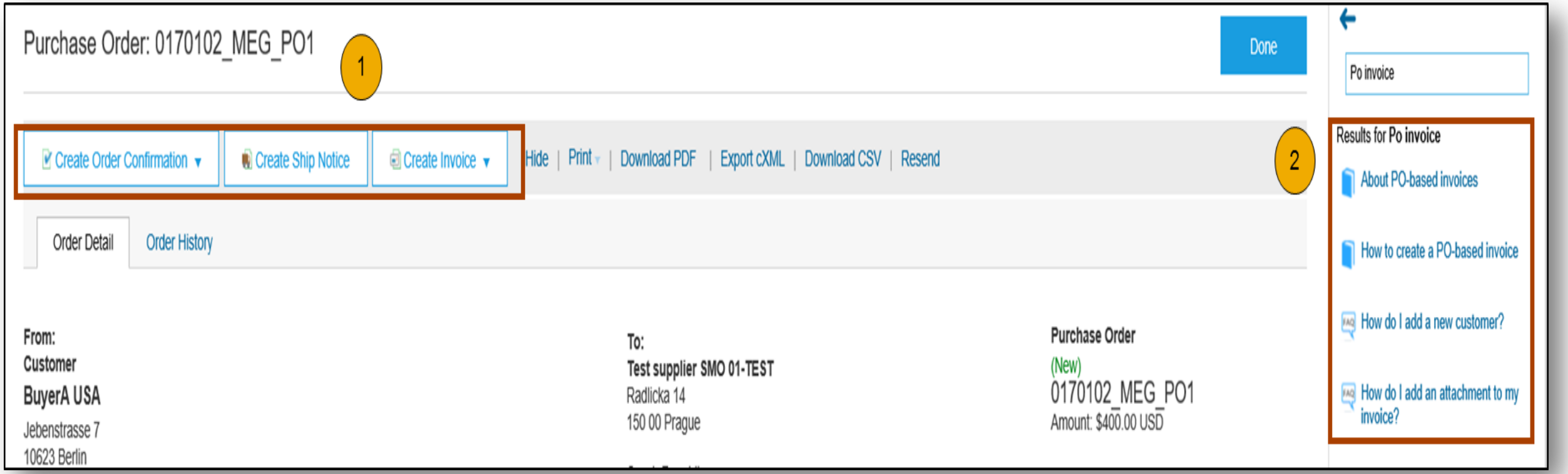
Step Four – Transact With Customer Using Standard Account

1. Click on *Create Order Confirmation*, *Create Ship Notice,* or *Create Invoice* to get started
2. If you need assistance, please refer to the articles in the Help Center (right-hand side)



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Enterprise Account And Upgrade

Enterprise Account Enhanced Features And Functionalities

Document exchange (purchase orders, invoices and more)

- Skip the e-mails; exchange and manage purchase orders and invoices directly on your Ariba Network account
- Use CSV uploads to manage large document counts
- Access to an Inbox and Outbox for organizing your incoming and outcoming documents and search for them

Automation through Integration

- Integrate you back-end system with Ariba Network through CXML, EDI or CSV

Electronic Catalogs

- Create and publish electronic catalogs to enhance PO accuracy, or link your current e-shop to your Ariba Network account

Legal archiving

- Access long-term invoice archiving (regional restrictions may apply)

Reporting

- Track transactions and sales activities with access to full reports creation and automation

SAP Ariba support

- Access the entire documentation database and contact the help centre by phone, chat, or Web form

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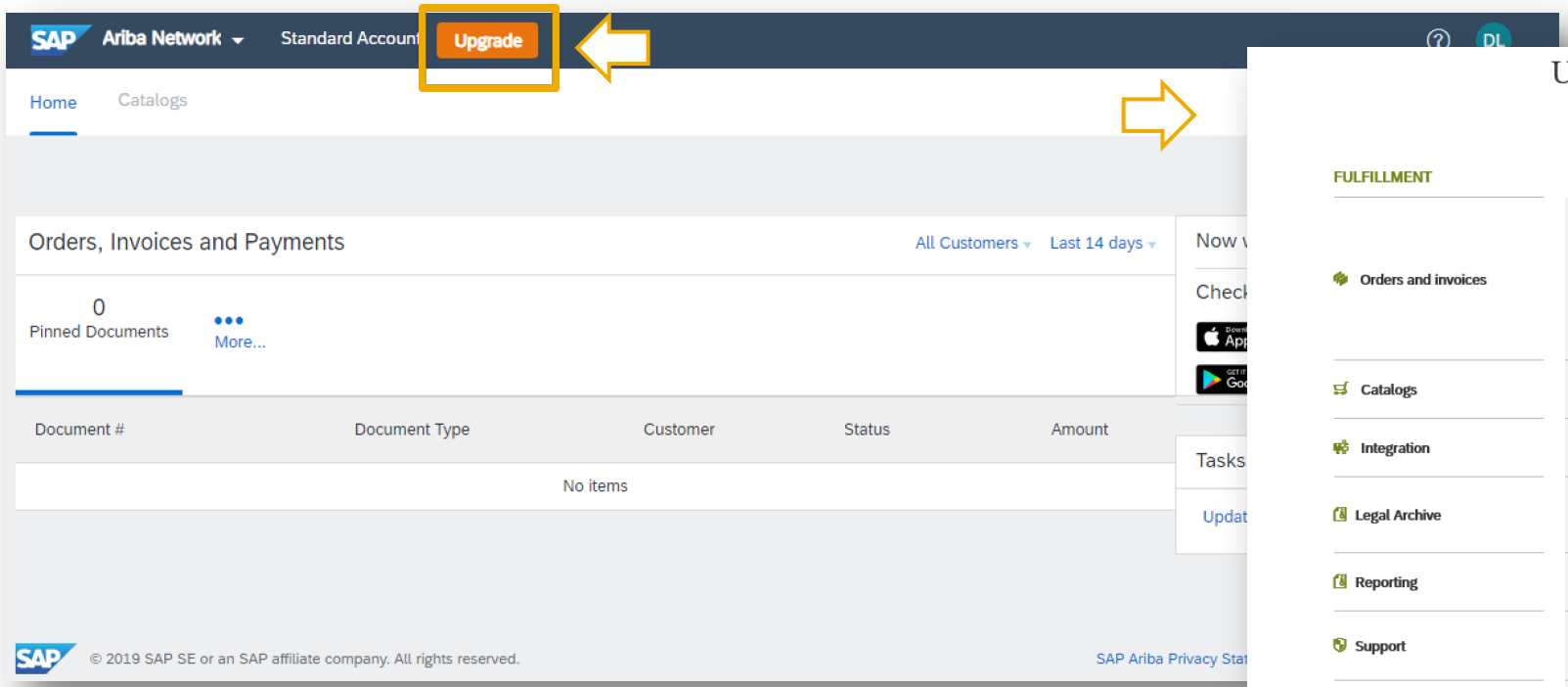
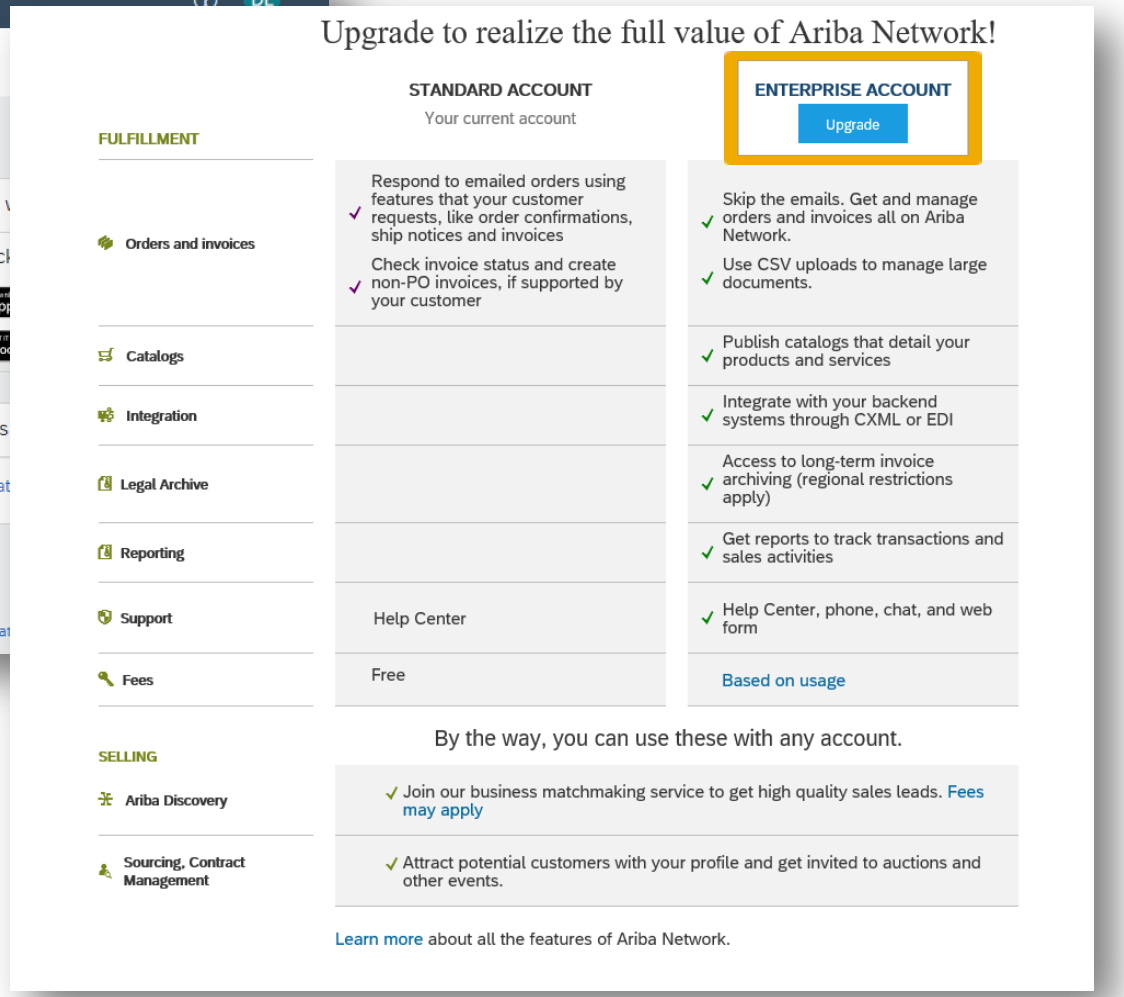
Upgrading your Standard Account to Enterprise Account – Fees will apply

- Login to your Ariba Network Account
- Click on **Upgrade**
- Click on **Enterprise Account Upgrade**





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Standard Account Vs. Enterprise Account On Ariba Network

Features	Standard Account	Enterprise Account
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✗	✓
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	• Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	• Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details.

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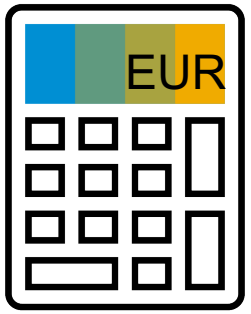
Supplier Fee Schedule



Transaction fees (billed quarterly)

Less than 5 documents* OR less than 43 250 EUR	**FREE** usage
More than 5 documents * AND more than 43 250 EUR	0,155% of transacted volume for relationships without Service Entry Sheets
	0,35% of transacted volume for relationships with Service Entry Sheets
*only POs, invoices, service entry sheets, and service entry sheet responses	Capped at 17 300 EUR per customer relationship

Subscription fees (billed annually)

Annual Document Count across all customer relationships	**Subscription level**	**Annual Fee**
Up to 4 documents	Premium	€0
5 to 24 documents or < € 216 250	Bronze	€45
25 to 99 documents and > € 216 250	Silver	€670
100 to 499 documents and > € 216 250	Gold	€2 000
500 and more documents and > € 216 250	Platinum	€4 900

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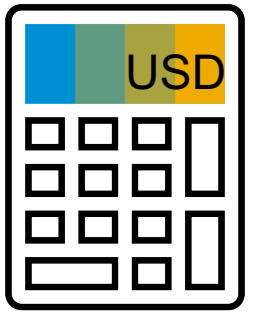
Supplier Fee Schedule



Transaction fees (billed quarterly)

Less than 5 documents* OR less than USD 50,000	**FREE** usage
More than 5 documents * AND more than USD 50,000	0.155% of transacted volume for relationships without Service Entry Sheets
	0.35% of transacted volume for relationships with Service Entry Sheets
*only POs, invoices, service entry sheets, and service entry sheet responses	Capped at USD 20,000 per customer relationship

Subscription fees (billed annually)

Annual Document Count across all customer relationships	**Subscription level**	**Annual Fee**
Up to 4 documents	Premium	USD 0
5 to 24 documents or < USD 250,000	Bronze	USD 50
25 to 99 documents and > USD 250,000	Silver	USD 750
100 to 499 documents and > USD 250,000	Gold	USD 2,250
500 and more documents and > USD 250,000	Platinum	USD 5,500

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Subscription Levels

Premium

- Unlimited portal access
- Electronic catalogs
- Supply Chain Collaboration
- Customer support
- Long-Term Invoice Archiving
- Reporting

Bronze

Premium, plus:

- eCommerce consult team
- Ariba achievement badges
- Free Discovery RFI/RFQ response

Silver

Bronze, plus:

- Express integration support
- cXML and EDI Integration
- Supplier technical support
- Two free Discovery responses

Gold

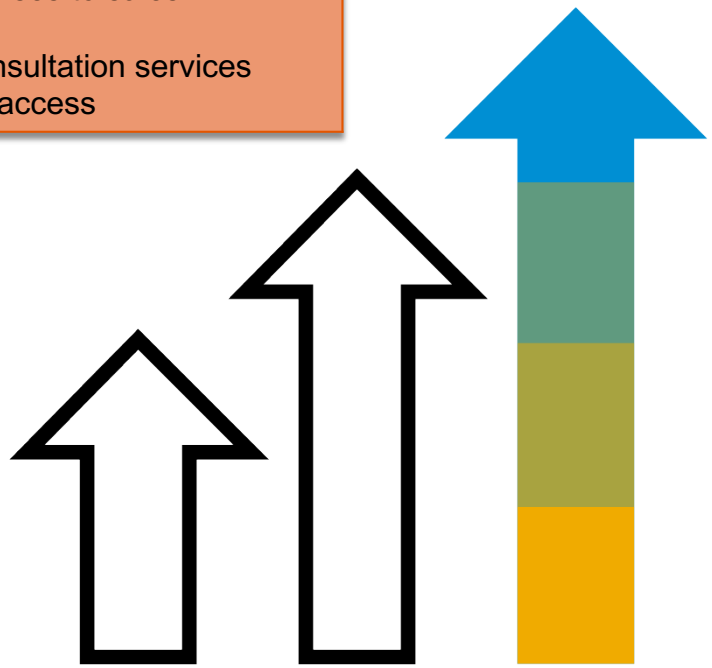
Silver, plus:

- Unlimited responses to sales opportunities
- eCommerce consultation services
- Priority support access

Platinum

Gold, plus:

- Ariba LIVE pass
- Extended integration support



Read more about subscription levels, calculate your fees & check out other currencies on our website
https://www.ariba.com/ariba-network/ariba-network-for-suppliers

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Thank You