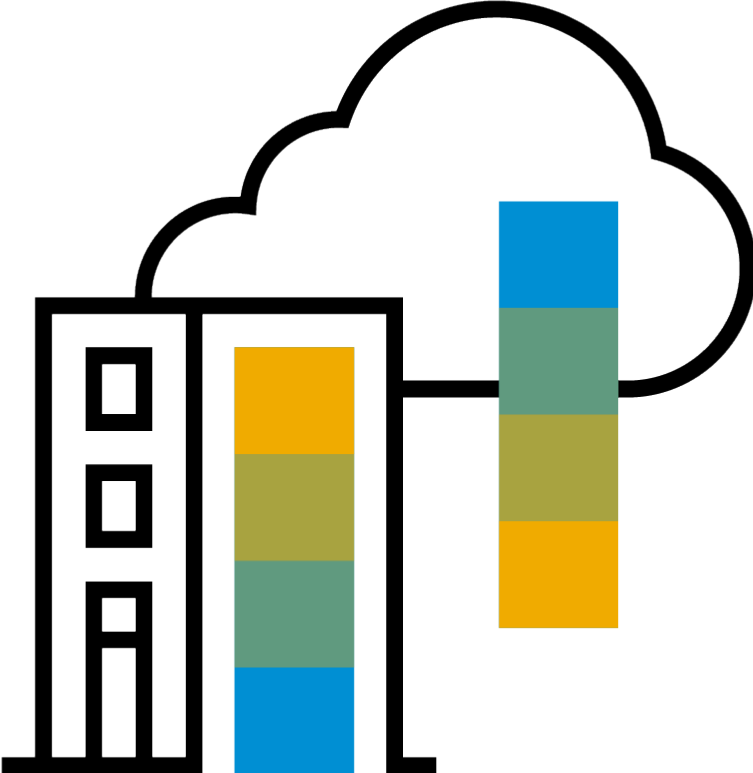


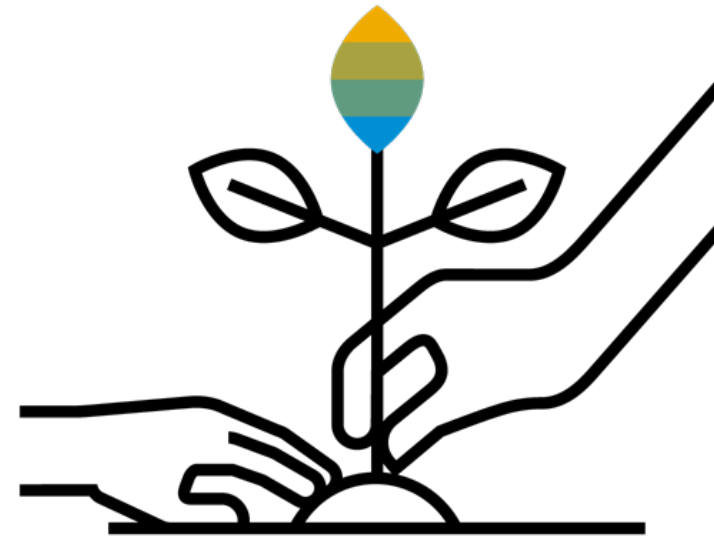
Standard Account Dashboard functionality



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



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

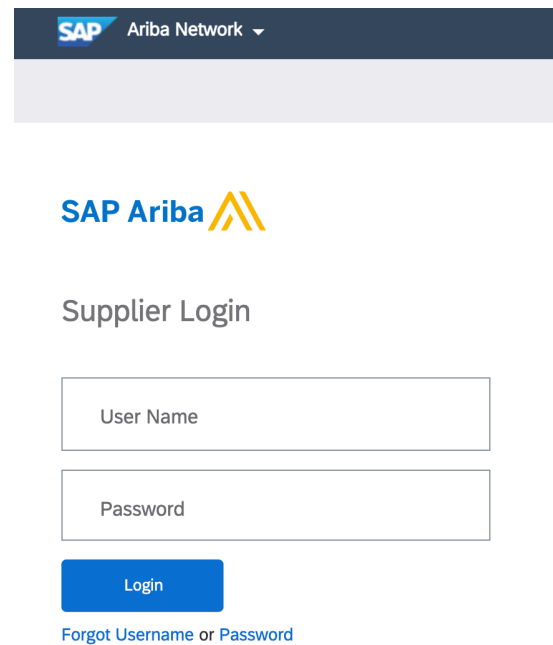


Online Support

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

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**



The screenshot shows the SAP Ariba Supplier Login interface. At the top, there is a dark blue header with the SAP logo and the text 'Ariba Network' followed by a dropdown arrow. Below the header is a light gray horizontal bar. The main content area features the 'SAP Ariba' logo in blue and yellow. Underneath the logo is the text 'Supplier Login'. There are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a blue 'Login' button. At the bottom of the form, there is a link that says 'Forgot Username or Password'.

Understanding your Homepage

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

The screenshot shows the SAP Arriba Network account homepage. The header includes the SAP logo, 'Arriba Network', a dropdown menu, 'Standard Account', and an 'Upgrade' button. A 'Help Button and your settings menu' is located in the top right corner. The main navigation bar contains 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. A 'View selection' dropdown is also present. The main content area is titled 'Orders, Invoices and Payments' and features a summary card with statistics: 5 Orders to Invoice, 2 Orders that Need Attention, 0 Orders with Service Lines, and 7 Purchase Orders. A table below lists individual orders with columns for Order Number, Customer, Status, Amount, Date, and Amount Invoiced. A 'Changeable tiles' section on the right includes a mobile app promotion and a 'Tasks' section with a progress bar for 'Update Profile Information' at 35%. A 'Feedback' button is located at the bottom right.

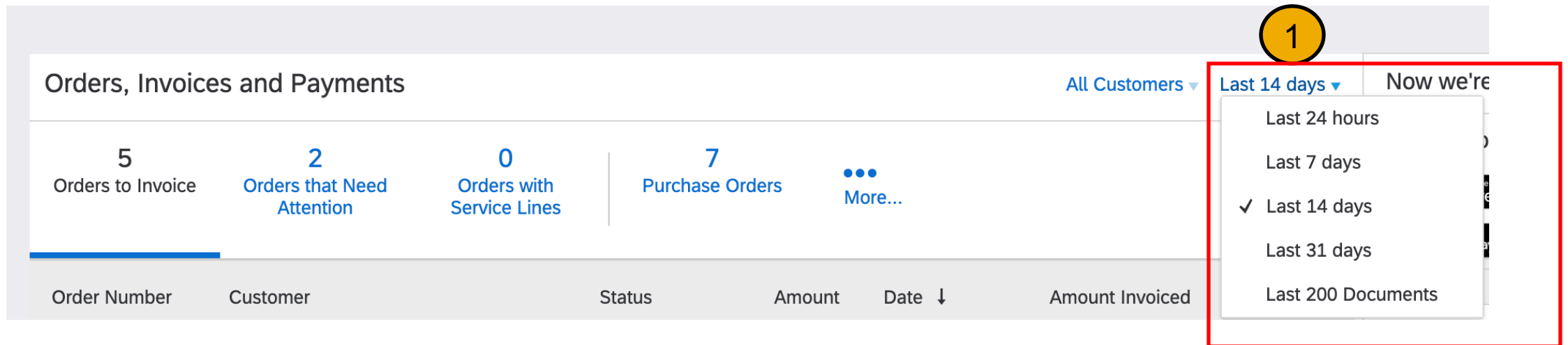
Annotations in the image include:

- Your account type**: Points to the 'Standard Account' text.
- Upgrade option**: Points to the 'Upgrade' button.
- Help Button and your settings menu**: Points to the question mark icon and 'SM' button.
- Account dashboard**: A bracket on the left side encompasses the main content area.
- Greyed out features- only available if account is upgraded (fees associated)**: Points to the 'Reports' and 'Messages' navigation items.
- View selection**: Points to the dropdown menu in the top right.
- Changeable tiles**: Points to the mobile app promotion and 'Tasks' section.

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



The screenshot displays the SAP 'Orders, Invoices and Payments' interface. At the top, there are filters for 'All Customers' and 'Last 14 days'. A yellow circle with the number '1' highlights the 'Last 14 days' dropdown menu. A red box highlights the dropdown menu itself, which is open and shows the following options: 'Last 24 hours', 'Last 7 days', '✓ Last 14 days', 'Last 31 days', and 'Last 200 Documents'. Below the filters, there are five summary cards: '5 Orders to Invoice', '2 Orders that Need Attention', '0 Orders with Service Lines', '7 Purchase Orders', and 'More...'. At the bottom, a table header is visible with columns: 'Order Number', 'Customer', 'Status', 'Amount', 'Date ↓', and 'Amount Invoiced'.

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

The screenshot displays the SAP Fiori dashboard for 'Orders, Invoices and Payments'. The top navigation bar includes filters for 'All Customers' and 'Last 14 days', along with a mobile app promotion. Below the navigation, there are four summary tiles: 'Orders to Invoice' (5), 'Orders that Need Attention' (2), 'Orders with Service Lines' (0), and 'Purchase Orders' (7). A 'More...' button, highlighted with a red box, is located to the right of these tiles. Clicking this button opens a selection menu, also outlined in red, which contains 12 tiles arranged in a 3x4 grid. The 'Purchase Orders' tile at the bottom right of the menu is highlighted in blue, indicating it is the selected view. The background shows a table with columns for Order Number, Customer, Status, and Amount.

Order Number	Customer	Status	Amount
PO-	Customer Name	Changed	1.0
PO-	Customer Name	Changed	8.0
PO-	Customer Name	New	4,345.0

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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

The screenshot shows the SAP Ariba Network dashboard. At the top, there is a navigation bar with the SAP logo, 'Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below this is a secondary navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The main content area is titled 'Orders, Invoices and Payments' and includes a summary of 5 Orders to Invoice, 2 Orders that Need Attention, 0 Orders with Service Lines, and 7 Purchase Orders. A table below this summary lists two purchase orders, both with a status of 'Changed'. The first order has an amount of 1.00 AED and the second has 8.00 AED, both dated 19 Jan 2021. The 'Action' column for the second order is highlighted with a red box, and a dropdown menu is open, showing the option 'Send me a copy to take action'.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO-	Customer Name	Changed	1.00 AED	19 Jan 2021	0.00 AED	Select ▾
PO-	Customer Name	Changed	8.00 AED	19 Jan 2021	0.00 AED	Send me a copy to take action

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)

Mon 7/3/2017 11:26 AM

"Lexicorp LAC" <ordersender-dev8@ariba.com>

--- Ariba Internal Testing ---Lexicorp LAC sent a new Purchase Order 2017-07-03BeataK10SID01

To

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

2017-07-03
21 KB

The linked image cannot

Lexicorp LAC sent a new order

Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network, light account to process this order. If you have an account, you can use it and [log in now](#).

Th
e l

Process order

- **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**

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**

Join **your customer** on Ariba Network!

[Sign up](#)

Already have an account? [Log in](#)



Strengthen relationships

Collaborate with your customer on the same secure network.



Connect faster

Exchange documents electronically and streamline communications.



Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

Ariba Network Standard Account is **Free**

[Learn more](#)

[Next step](#)

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

1 Review your Company information

Company information

* Indicates a required field

Company Name: *

Country: * 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.

Address: *

City: *

Postal Code: *

State:

2 Enter your User account information

User account information

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language:

Email:

3 Accept Terms of Use and click on Register

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

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

Next step

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)

Purchase Order: 0170102_MEG_PO1 Done

1

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) [Print](#) [Download PDF](#) [Export cXML](#) [Download CSV](#) [Resend](#) 2

Order Detail [Order History](#)

From:
Customer
BuyerA USA
Jebenstrasse 7
10623 Berlin

To:
Test supplier SMO 01-TEST
Radlicka 14
150 00 Prague

Purchase Order
(New)
0170102_MEG_PO1
Amount: \$400.00 USD

Results for Po invoice

- About PO-based invoices
- How to create a PO-based invoice
- How do I add a new customer?
- How do I add an attachment to my invoice?

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 outgoing documents and search for them



Automation through Integration

- Integrate your 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

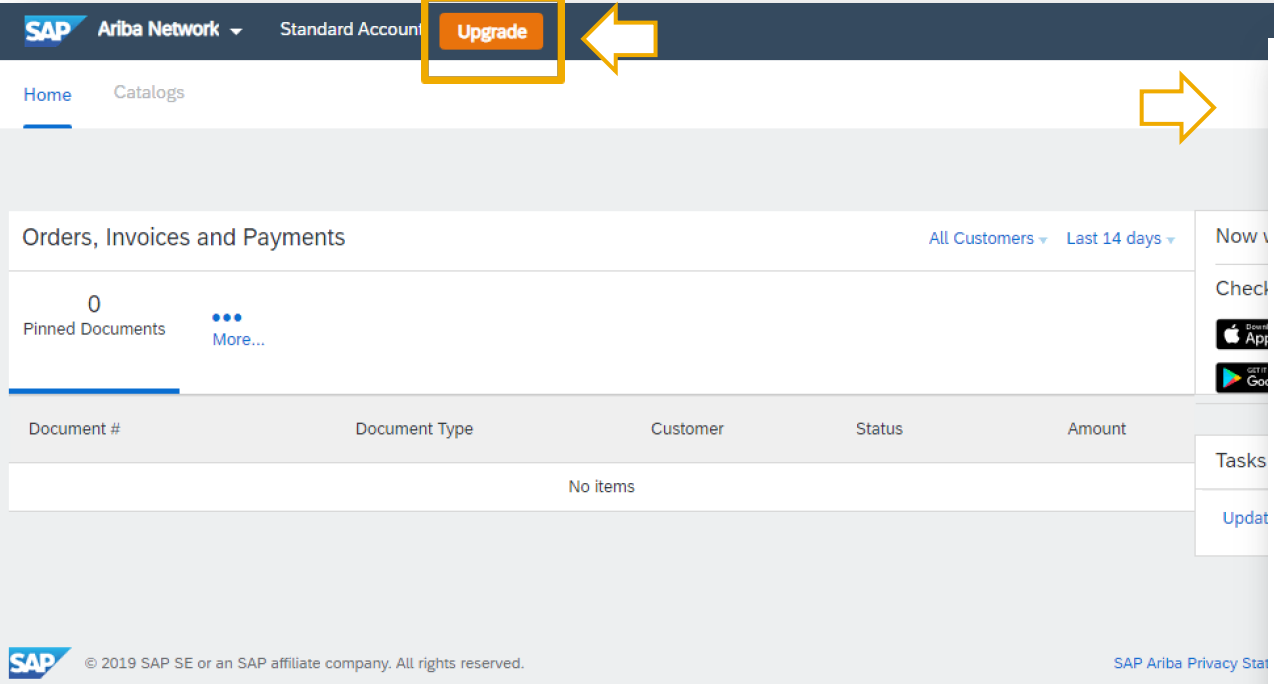


SAP Ariba support

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

Upgrading your Standard Account to Enterprise Account – Fees will apply

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



Upgrade to realize the full value of Ariba Network!

	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT Upgrade
FULFILLMENT		
Orders and invoices	<ul style="list-style-type: none"> Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices Check invoice status and create non-PO invoices, if supported by your customer 	<ul style="list-style-type: none"> Skip the emails. Get and manage orders and invoices all on Ariba Network. Use CSV uploads to manage large documents.
Catalogs		<ul style="list-style-type: none"> Publish catalogs that detail your products and services
Integration		<ul style="list-style-type: none"> Integrate with your backend systems through CXML or EDI
Legal Archive		<ul style="list-style-type: none"> Access to long-term invoice archiving (regional restrictions apply)
Reporting		<ul style="list-style-type: none"> Get reports to track transactions and sales activities
Support	Help Center	<ul style="list-style-type: none"> Help Center, phone, chat, and web form
Fees	Free	Based on usage
SELLING		
Ariba Discovery	<ul style="list-style-type: none"> Join our business matchmaking service to get high quality sales leads. Fees may apply 	
Sourcing, Contract Management	<ul style="list-style-type: none"> Attract potential customers with your profile and get invited to auctions and other events. 	

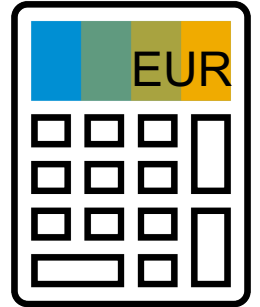
By the way, you can use these with any account.

[Learn more](#) about all the features of Ariba Network.

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	<ul style="list-style-type: none"> • Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	<ul style="list-style-type: none"> • 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 .

Supplier Fee Schedule



Transaction fees (billed quarterly)

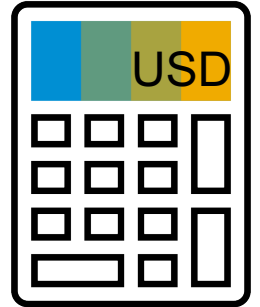
Less than 5 documents* OR less than 43 250 EUR	FREE usage
More than 5 documents * AND more than 43 250 EUR	0,155% of transacted volume for relationships without Service Entry Sheets
	0,35% of transacted volume for relationships with Service Entry Sheets
	Capped at 17 300 EUR per customer relationship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



Subscription fees (billed annually)

Annual Document Count across <u>all</u> 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

Supplier Fee Schedule



Transaction fees (billed quarterly)

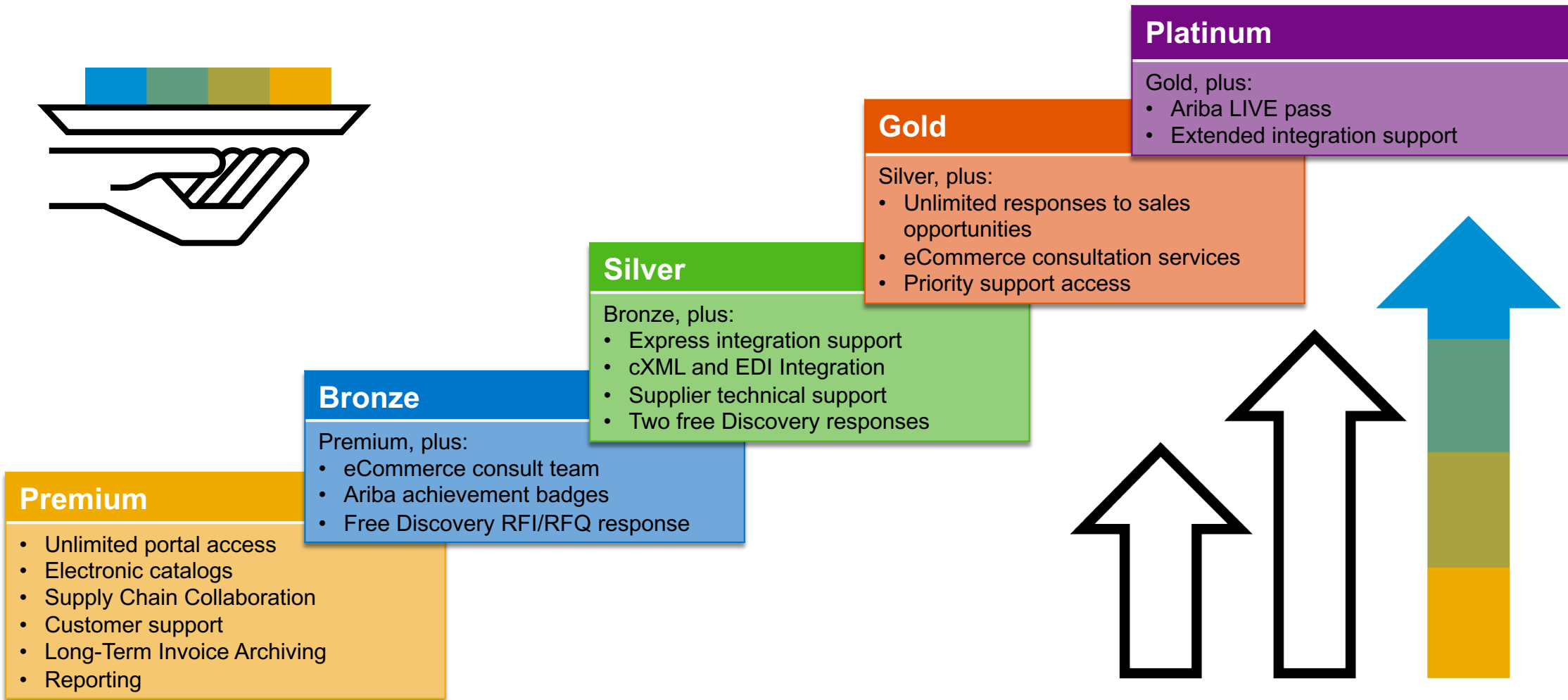
Less than 5 documents * OR less than USD 50,000	FREE usage
More than 5 documents * AND more than USD 50,000	0.155% of transacted volume for relationships without Service Entry Sheets
	0.35% of transacted volume for relationships with Service Entry Sheets
	Capped at USD 20,000 per customer relationship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



Subscription fees (billed annually)

Annual Document Count across <u>all</u> 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

Subscription Levels



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>

Thank You