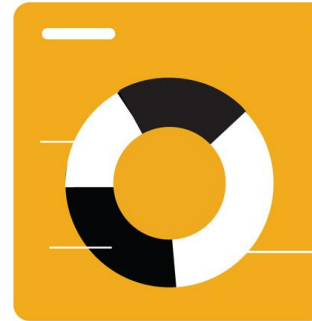
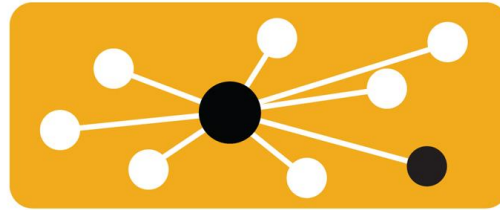
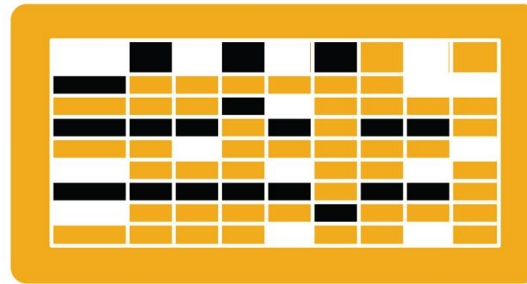


Ariba® Network Quick Start Guide



Using This Guide

The purpose of this guide is to help suppliers understand a getting started on Ariba Network.

This button will take you back to the previous page

This button will take you to the next step

You may navigate this guide by:

- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be wor the graphics
- Using the bookmark panel to the left



If you need additional help, click the help button that will assist you in finding the appropriate support contact.

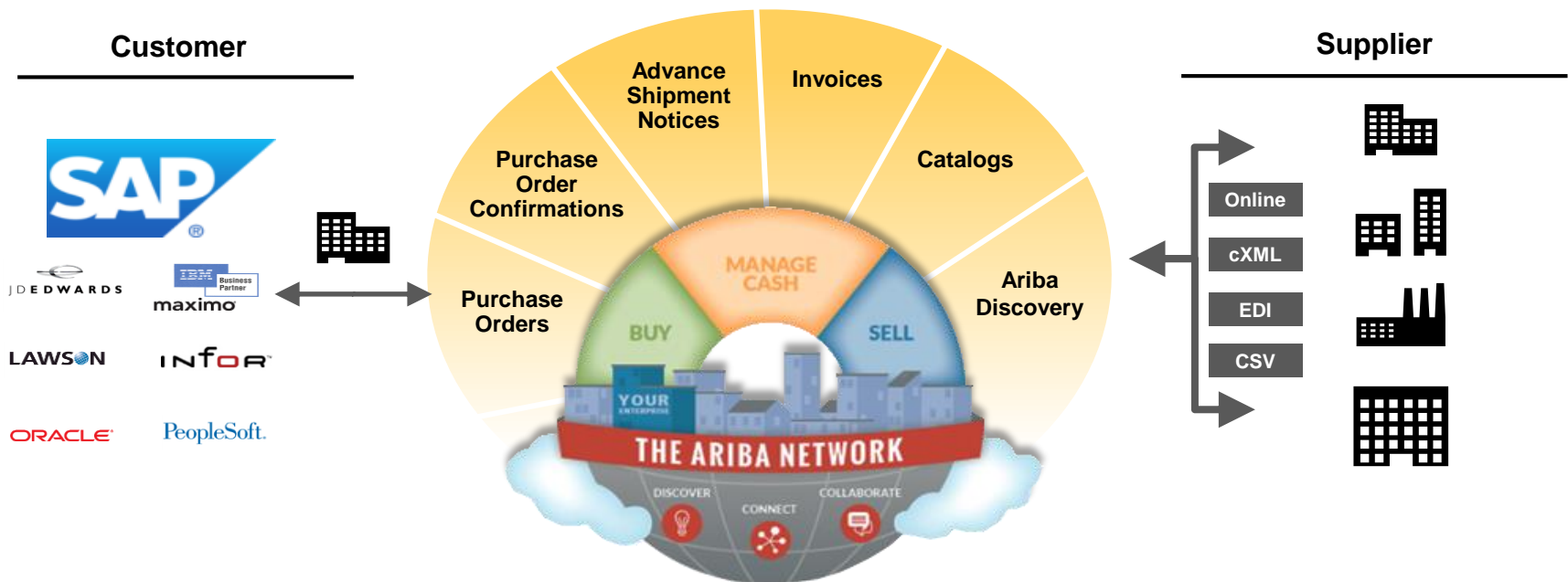
The HOME button will return you to the Guide Contents page

Tabs in the lower left corner link out to our Community Support pages. Look for these to answer your most common questions.



SAP Ariba is the leading business network

Your customer has selected Ariba as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join the Ariba Network and start transacting electronically with them.



SAP Ariba can help you...



Collaborate immediately with all trading partners?

- Immediate access to online invoice creation tool
- Automation and catalog posting for your buyers in <8 weeks



Turn paper into efficient electronic transactions?

- 75% faster deal closure
- 75% order processing productivity gains via cXML
- 80% increase in order accuracy through PunchOut



Catch errors and correct them – before they even happen?

- 64% reduction in manual intervention



Track invoice and payment status online in real time and accelerate receivables?

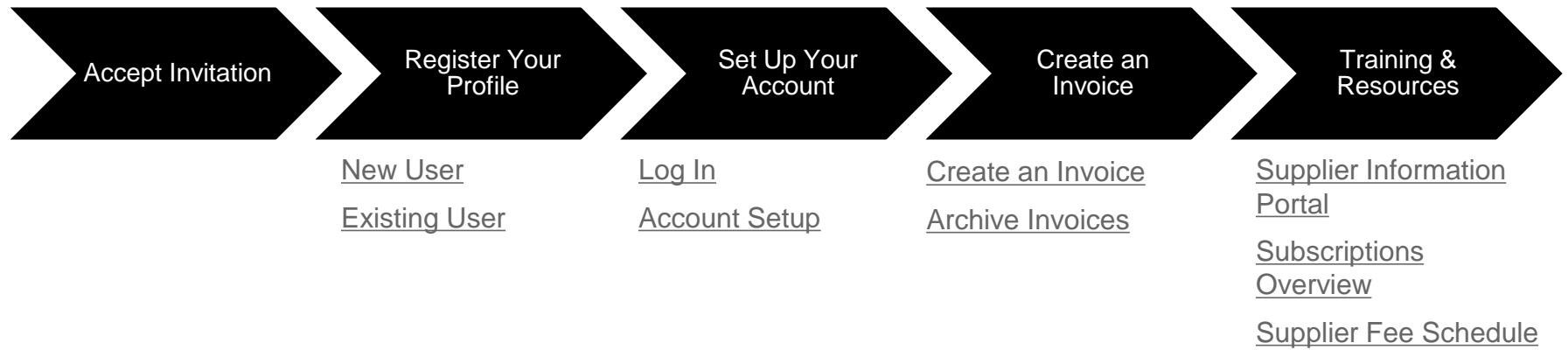
- 62% decrease in late payments
- 68% improvement in reconciling payments



See opportunities you're missing and have the ability to trade globally?

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

HOME: Get Started



Accept Your Invitation

The invitation is also referred to as the Trading Relationship Request, or TRR. This e-mail contains information about transacting electronically with your customer.

➔ Click the link in the emailed letter to proceed to the landing page.

See <http://www.ariba.com/supplier/suppliernetwork/> for more information about the Ariba Network capabilities.

WHAT DO I DO IF I HAVE QUESTIONS

For general and frequently asked questions about the Ariba Network, [click here](#).

View additional information about ANQA testing account, Inc. in the [Supplier Information Portal](#) After you have established the trading relationship, you can continue to access ANQA testing account, Inc.'s supplier information portal from your Ariba Network account.

For specific questions related to your Ariba Network trading relationship with ANQA testing account, Inc., [click here](#) to submit your questions directly to them.

ACTION REQUIRED

If you are the account administrator or if you want to register a new account on the Ariba Network, proceed to click the following link. Registering and/or setting up the trading relationship with ANQA testing account, Inc. takes only a few minutes. There is no charge to register, and basic membership is free. Potential fees may apply based on transaction volumes.

➔ [Click here to proceed](#)
(This will inform us that you have started the activation process)

NOTES:

- This invitation link allows you to create a new Ariba Network account or use an existing

Select one...

First Time User

Existing User

Ariba Network Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

[Register Now](#)

[I have further questions for my requesting customer](#)

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

[Confirm](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Register as a New User

1. Select **Register Now**
2. Enter all fields marked required with an asterisk (*) including:

- **Company Name**
- **Address**
- **City**
- **State**
- **Zip**

3. Fill in additional optional fields to help complete your profile.

- **Product and Service Categories**
- **Ship-To or Service Locations**
- **Tax ID**
- **DUNS Number**

4. Accept the **Terms of Use** by checking the box.

5. Click **Continue** to proceed to your home screen.

The screenshot shows the 'Ariba Network' registration page. The title is 'Enter Your Ariba Commerce Cloud Information'. A yellow circle with the number '5' is next to the 'Continue' button. The form is titled 'Enter basic company information' and includes a note: '* Indicates a required field'. The form fields are:

- Company Name: *
- Country: * (Dropdown menu showing 'United States [USA]')
- Address: * (Three lines: Line 1, Line 2, Line 3)
- City: *
- State: * (Dropdown menu showing 'Pennsylvania')
- Zip: *
- Product and Service Categories: (Text input, 'Add' button, '-or- Browse')
- Ship-to or Service Locations: (Text input, 'Add' button, '-or- Browse')
- Tax ID: (Optional, 'Optional' text, 'Enter your nine-digit Company Tax ID number.'
- DUNS Number: (Optional, 'Optional' text, 'Enter the nine-digit number issued by Dun & Bradstreet. ⓘ')

 A yellow circle with the number '2' is next to the Address field, and a yellow circle with the number '3' is next to the Tax ID field.

Log on to Ariba® Network

- ➔ Log in using your current Ariba username and password in order to accept the relationship with your customer.

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

[Trouble Logging In?](#)

Set Up Your Account

1. From the Home Screen click the **Company Settings** menu dropdown.
2. Select **Electronic Order Routing** under **Network Settings**.
3. Choose one of the following routing methods for your purchase orders:
 - **Online**
 - **cXML**
 - **EDI**
 - **Email**
 - **Fax**
 - **cXML pending queue** (available for Order routing only)
4. Configure e-mail notifications.

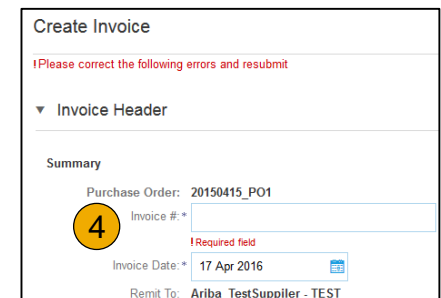
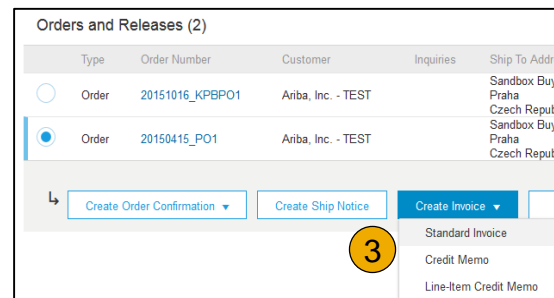
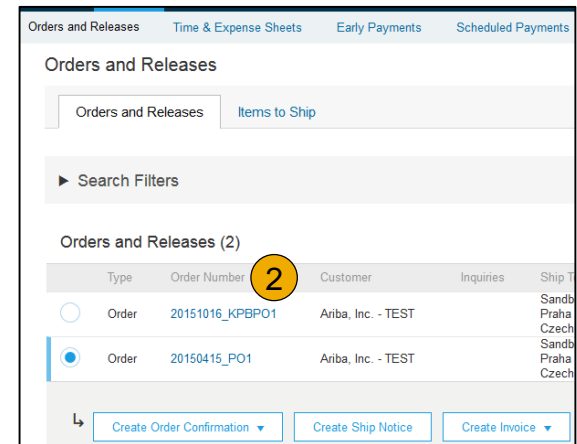
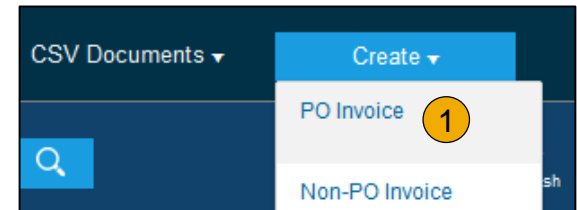
What else may be required?

Any customer specific requirements will be communicated directly from your customer.

Create an Invoice

To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable.** Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to your customer.

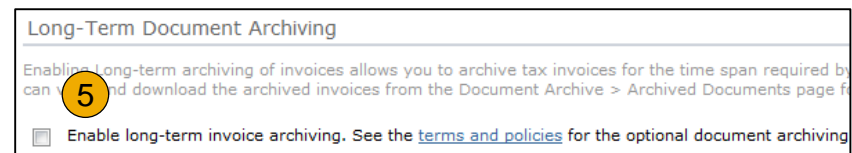
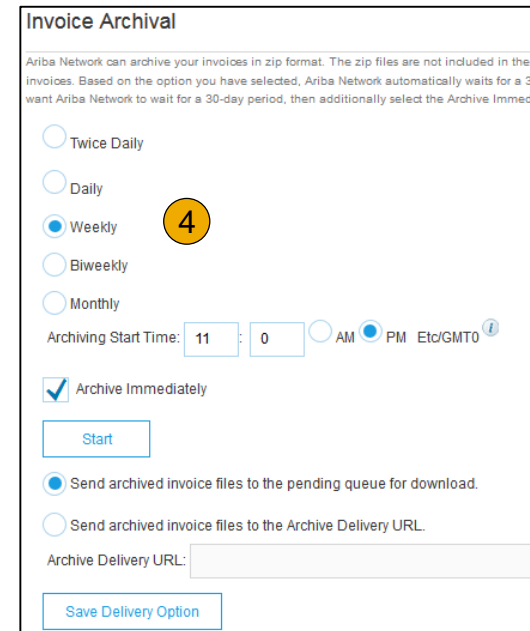
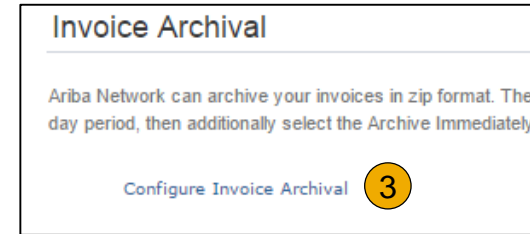


[Can't Find Your PO?](#)

Archiving Invoices

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
 - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)



Training and Resources

Supplier Information Portal

1. Select the name of your company in the top right corner and then click the **Customer Relationships** link.
2. Select the **buyer name** to view transactional rules:
The **Customer Invoice Rules** determine what you can enter when you create invoices.
3. Select **Supplier Information Portal** to view documents provided by your buyer.

Account Settings

Customer Relationships | Users | Notifications | Account Hierarchy

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

[Update](#)

Pending

Customer

[Approve](#) [Reject](#)

Current

Customer

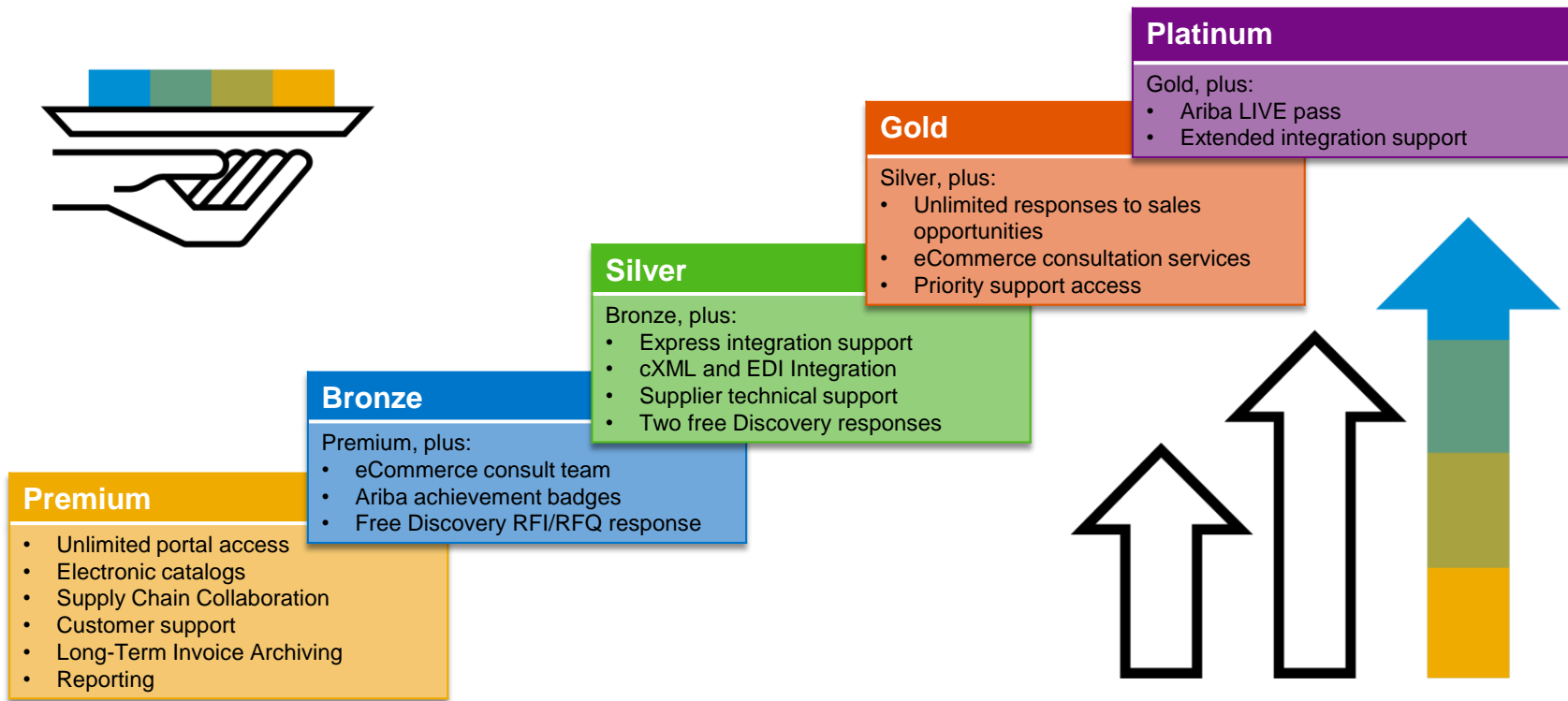
<input type="checkbox"/>	Ariba Inc. 2	3 Supplier Information Portal
<input type="checkbox"/>	Pouliot Industries	

[Reject](#)

Company Settings **1**

- jUnitOrg - LV8b8ft...
- ANID: AN02003380348
- Standard Package
- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships **1**
- Users
- Notifications
- Account Hierarchy
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications

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>

Supplier Fee Schedule

Please select your currency:

€EUR

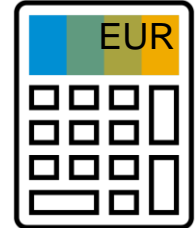
\$USD

£GBR

₣CHF

[Can't Find Your Currency?](#)

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

Supplier Fee Schedule



Transaction fees (billed quarterly)

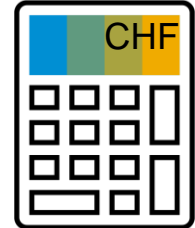
Less than 5 documents * OR less than GBP 38,750	FREE usage
More than 5 documents * AND more than GBP 38,750	0.155% of transacted volume for relationships without Service Entry Sheets
	0.35% of transacted volume for relationships with Service Entry Sheets
	Capped at GBP 15,500 per customer relationship
*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	GBP 0
5 to 24 documents or < GBP 193,750	Bronze	GBP 35
25 to 99 documents and > GBP 193,750	Silver	GBP 500
100 to 499 documents and > GBP 193,750	Gold	GBP 2,000
500 and more documents and > GBP 193,750	Platinum	GBP 3,770

Supplier Fee Schedule



Transaction fees (billed quarterly)

Less than 5 documents * OR less than CHF 49 500	FREE usage
More than 5 documents * AND more than CHF 49 500	0,155% of transacted volume for relationships without Service Entry Sheets
	0,35% of transacted volume for relationships with Service Entry Sheets
	Capped at CHF 19 800 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	CHF 0
5 to 24 documents or < CHF 247 500	Bronze	CHF 50
25 to 99 documents and > CHF 247 500	Silver	CHF 740
100 to 499 documents and > CHF 247 500	Gold	CHF 2 200
500 and more documents and > CHF 247 500	Platinum	CHF 5 450

Ariba Network Customer Support



Complete Support WebForm

- A Procurement Operations Specialist will reply via email within 4 hours.



Connect to Support via Live Chat

- Discuss questions or issues via Live Web Chat immediately



Contact Ariba Customer Support by Phone

- Request a call from our Procurement Operations Specialist Now or Later

