

# Supplier Info Pack

## Standard Account (Previously named Light Account)

PUBLIC



Rev. 07/20/2017

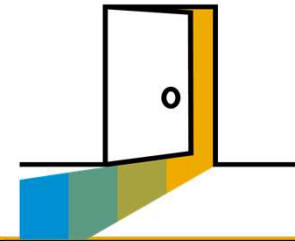
# Learn About Ariba Network, standard account



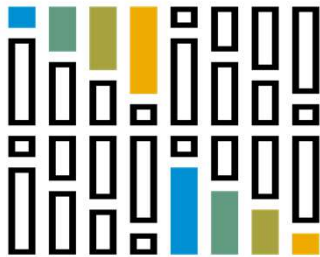
**What is a standard account?**



**What do I do next?**



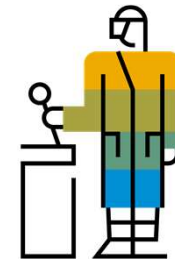
**How does a standard account benefit me?**



**Can I upgrade my standard account?**



**Where do I go for help?**



**FAQ**

# Overview **standard account**



# Introduction to Ariba Network, standard account

Your customer is pleased to announce a new initiative to streamline their procurement and accounts payable processes. By partnering with **SAP Ariba®** and implementing **Ariba Network, standard account via interactive email**, this initiative indicates a shift to paperless and automated business transactions. Since 1996, Ariba has been transforming the global procurement landscape for businesses of all sizes, and we are excited to provide you with this opportunity.

## ➤ **What is standard account?**

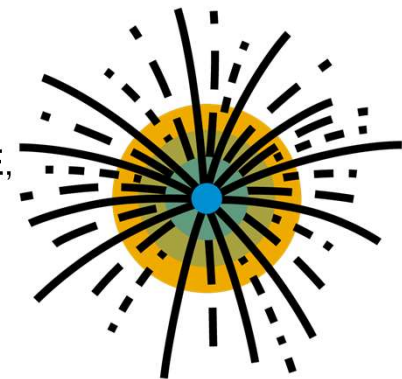
standard account on Ariba Network gives you a fast, FREE way to do business with your customer via interactive emails.

## ➤ **What does this mean for you?**

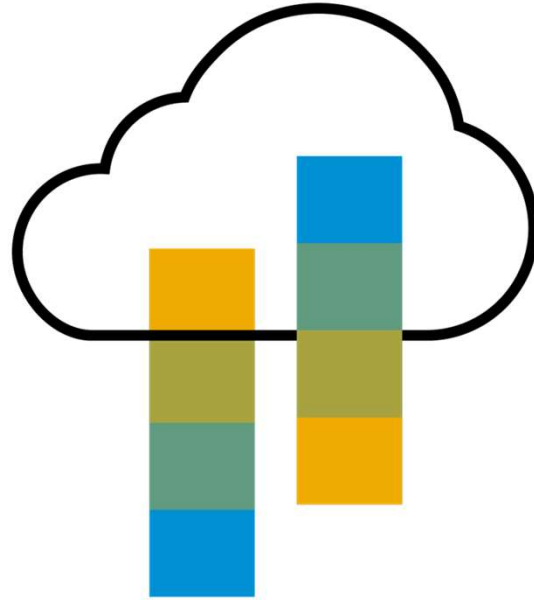
Transacting on Ariba Network via a FREE standard account will allow you to meet your customer's requirements to join them on Ariba Network with the option to avoid fees.

## ➤ **What are the benefits?**

[standard account](#) provides access to quickly transact with SAP Ariba customers for FREE, improve customer retention, and get paid faster.



# Next steps

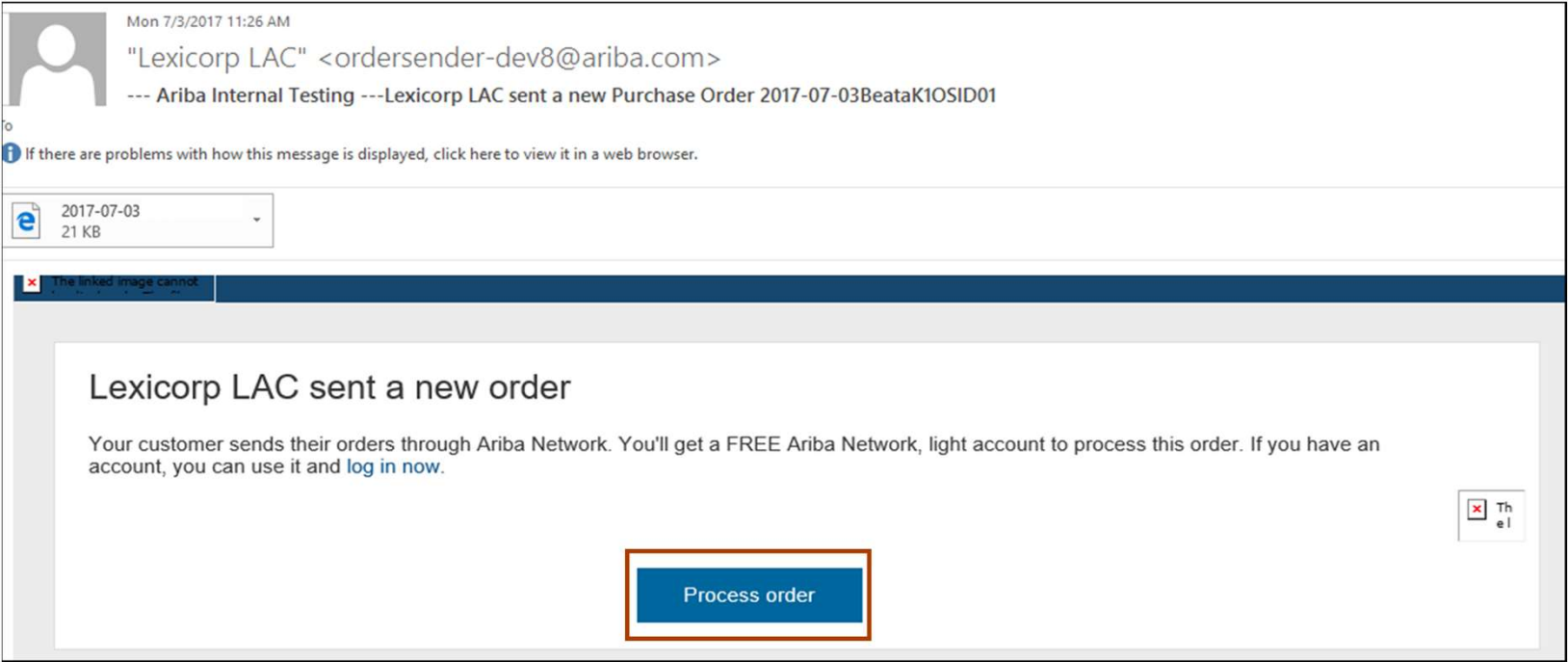


# Next Steps



# Receive Interactive Email Order from Customer

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



# 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 light account is **Free**

[Learn more](#)

[Next step](#)



# 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 Light Account is registered, future POs will be sent to your designated user account email

# 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).

The screenshot shows the SAP Purchase Order interface for PO 0170102\_MEG\_PO1. A yellow circle with the number '1' is placed over the 'Purchase Order: 0170102\_MEG\_PO1' header. Below the header, a toolbar contains three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice', all of which are enclosed in a red rectangular box. To the right of these buttons is another yellow circle with the number '2'. Below the toolbar are tabs for 'Order Detail' and 'Order History'. The main content area displays the following information:

<b>From:</b> Customer BuyerA USA Jebenstrasse 7 10623 Berlin	<b>To:</b> Test supplier SMO 01-TEST Radlicka 14 150 00 Prague	<b>Purchase Order</b> (New) 0170102_MEG_PO1 Amount: \$400.00 USD
--	---	---

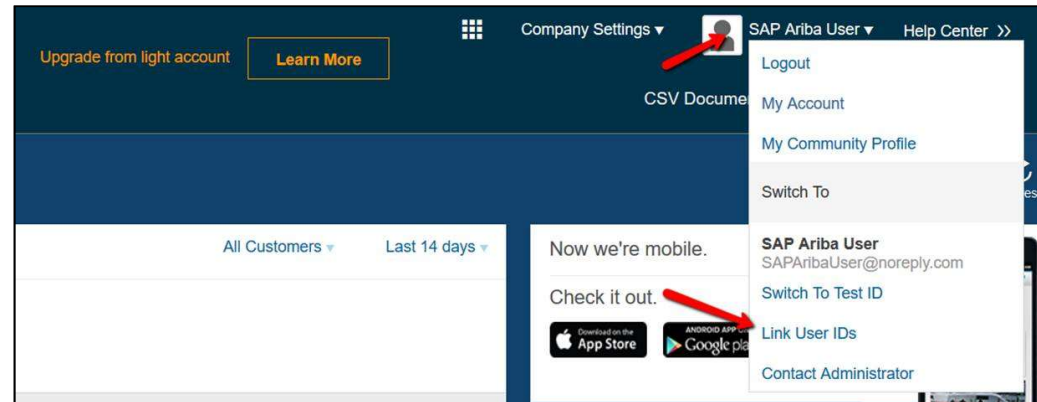
On the right-hand side, there is a 'Po invoice' search bar and a 'Results for Po invoice' section. This section is also enclosed in a red rectangular box and contains the following links:

- 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?

## Optional- Link standard account & Full-use Account User IDs

- 1 From your standard account dashboard, click your name to the right of Company Settings and click on **Link User IDs** from the menu.

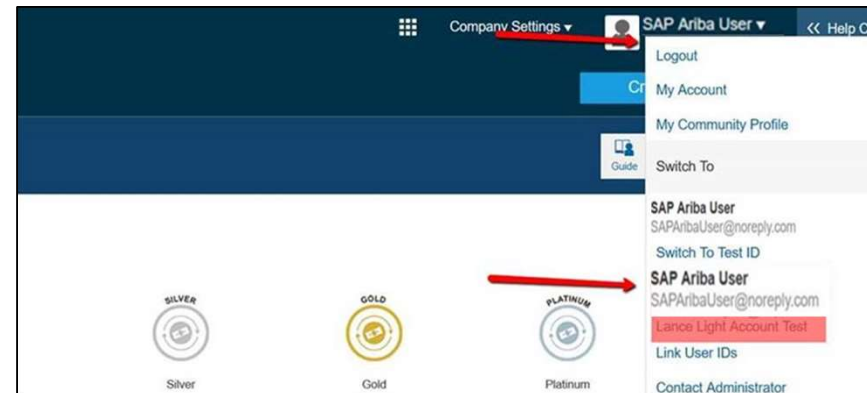
Once a User ID is linked it cannot be unlinked



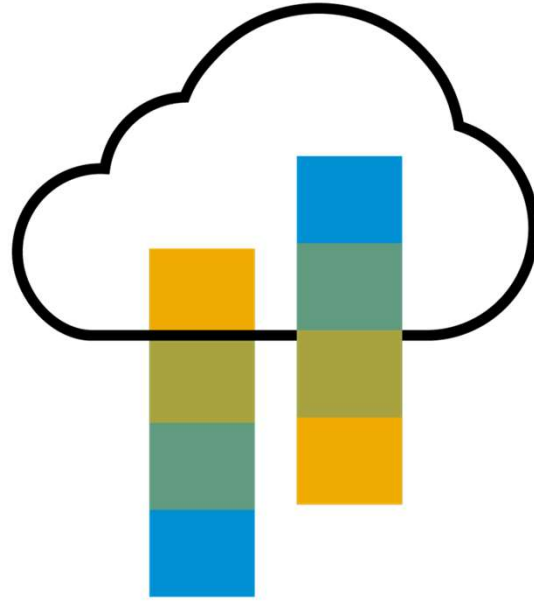
- 2 Under **No Approval Needed** enter the credentials for the full-use account to be linked and click **Link Accounts**

This screenshot shows a form titled 'NO APPROVAL NEEDED' with a red arrow pointing to the title. Below the title, it says 'Enter the username and password of another account to which you want to link.' There are two input fields: 'Username: \*' with the value 'SapAribaUser@noreply.com2' and 'Password: \*' with masked characters. A blue 'Link accounts' button is at the bottom, with a red arrow pointing to it.

- 3 You can then switch between the linked User IDs by clicking your name and the account you would like to access



# Benefits



# How standard account benefits YOU

- FREE for all basic transactions
- Create validated, electronic invoices and other business documents within seconds
- Improve invoice accuracy and get paid faster
- Receive real-time invoice status notifications
- Increase business with existing and future customers using Ariba Discovery
- Promote your company to other customers on Ariba Network
- Email notification and online download provide access to invoices for your local archiving
- Enjoy a single, unified user experience using one account for order fulfillment, selling, and mobile access

The image shows a sequence of screenshots from an Ariba Network email and the registration process. The top part is an email header from 'Ariba Network' to 'ABC Buy' with a 'Process order' button. Below is a registration page titled 'Join Buyer ABC on Ariba Network!' with 'Sign up' and 'Log in' options. The main part of the image is a 'Register' form with two sections: '1. Company information' and '2. User account information'. The company information section includes fields for company name, country, address, and ZIP code. The user account information section includes fields for name, email, username, and password. To the right of the registration form is a preview of a purchase order document with various fields and a table of line items.

# Ariba Discovery

## Matching Suppliers to Buyers Ready to Buy



### Receive leads

Complete five-minute registration to start receiving leads in your in-box



### Save time

Get in front of buyers ready to buy



### Sell effectively

Give sellers access to thousands of dollars in new business every month



### Win new business

Tap into \$5 billion of new opportunities posted annually



### Increase interactivity

Communicate with buyers and prospects in real time

# SAP Ariba Supplier Mobile App

## Business Insights

- PO Trending
- Invoice Aging
- PO and Invoices by customer

## Work on-the-go

- Confirm PO
- Pin important documents for later



## Real-time Alerts

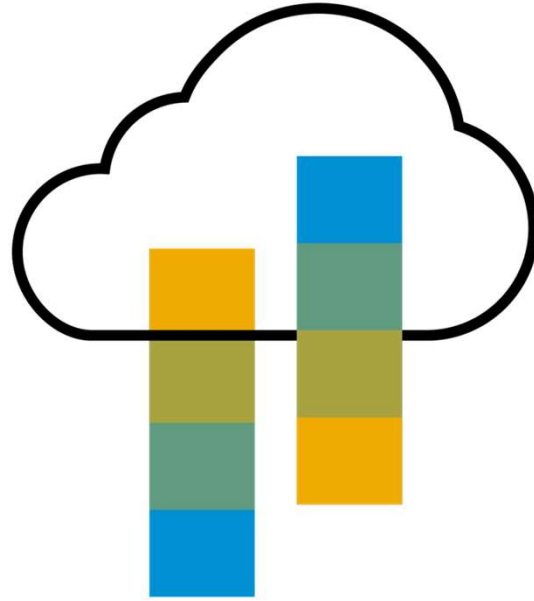
- View network activity
- Receive push alerts for business critical events

## Monitor Key Activity

- View PO and Invoice information
- Search for PO and Invoices using HANA

[Apple iTunes App Store](#) or [Google Play](#)

# Upgrade





# standard account vs. Full-use Account on Ariba Network

Features	standard account	Full-use 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"> <li>• Long-term invoice archiving for global compliance (Regional restrictions apply)</li> <li>• Capability to mass download invoices for local archiving</li> </ul>
Ariba Support	Online Help Center	<ul style="list-style-type: none"> <li>• Support via phone, chat, or email</li> <li>• Direct access to enablement experts for onboarding assistance</li> <li>• Technical support for configuration and integration assistance</li> <li>• Online educational training courses</li> </ul>
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.
Fees	FREE	Fees may apply, <a href="#">See complete details</a> .


 More

# Home Page – Upgrade to Realize the Full Value of Ariba Network

**Ariba Network** Light account - access more features [Learn more](#) Company Settings Paul Smith Help Center

HOME INBOX OUTBOX CATALOGS **ENABLEMENT TASKS** REPORTS DOCUMENT ARCHIVE CSV Documents [Create](#)

Purchase orders Last 31 days

7	1	1	3
Orders to invoice	Orders to confirm	Invoices rejected	Invoices pending approval

Type	Order number	Ver	Customer	Ship to address	Amount	Date	Order status	Settlement	Amount invoice	Actions
Order	PO14995	1	US1Int	New York Sales...	\$5,108.33 USD	8 Nov 2016	New	Invoice	\$100.00 USD	<a href="#">Resend</a>
Order	PO15679	1	US1Int	New York Sales...	\$300.33 USD	3 Nov 2016	New	Invoice	\$1,200.09 USD	<a href="#">Resend</a>
Order	PO13861	1	US1Int	New York Sales...	\$9,760.31 USD	2 Oct 2016	New	Invoice	\$300.00 USD	<a href="#">Resend</a>
Order	PO16700	1	US1Int	New York Sales...	\$1,390.00 USD	6 Sep 2016	New	Invoice	\$120.89 USD	<a href="#">Resend</a>
Order	PO32905	1	US1Int	New York Sales...	\$1,100.06 USD	2 Sep 2016	New	Invoice	\$9,698.23 USD	<a href="#">Resend</a>
Order	PO14234	1	US1Int	New York Sales...	\$189.93 USD	8 Aug 2016	New	Invoice	\$130.43 USD	<a href="#">Resend</a>
Order	PO18900	1	US1Int	New York Sales...	\$1,100.71 USD	1 Aug 2016	New	Invoice	\$670.00 USD	<a href="#">Resend</a>

Tasks  
 Enablement tasks (Pending)  
 Update profile information 70%

Now we're mobile.  
 Check it out.

SAP Ariba  
 Paul Smith (psmith) last visited 12/27/2016 11:45 PM | Supplier Organization | AN100001064  
 Data Policy Security Disclosure Terms of Use  
 ©1996–2016 SAP Ariba, Inc. All rights reserved.

**Upgrade** [Close](#)

Upgrade to realize the full value of Ariba Network

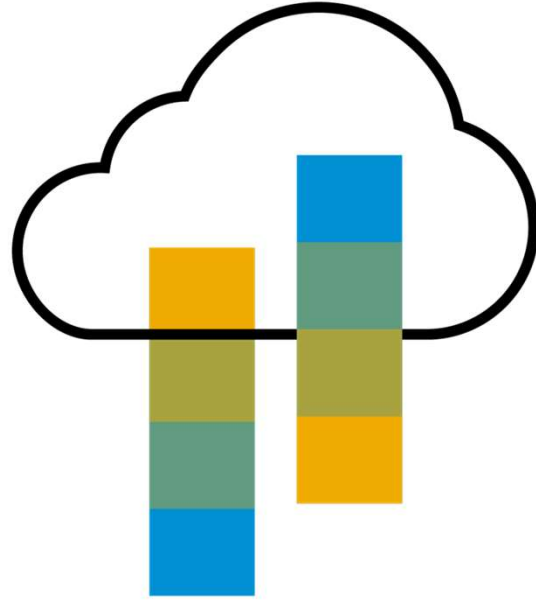
**LIGHT ACCOUNT**  
Your current account

**FULL-USE ACCOUNT**  
[Upgrade](#)

Category	Light Account Features	Full-Use Account Features
<b>FULFILLMENT</b>	<ul style="list-style-type: none"> <li>Orders and invoices: 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.</li> </ul>	<ul style="list-style-type: none"> <li>Skip the emails. Get and manage orders and invoices all on Ariba Network.</li> <li>Use CSV uploads to manage large documents.</li> </ul>
Catalogs		Publish catalogs that detail your products and services
Integration		Integrate with your backend systems through CXML, EDI or CSV
Legal Archive		Access to long-term invoice archiving (regional restrictions apply)
Reporting		Get reports to track transactions and sales activities
Support	Help Center	Help Center, phone, chat, and web form
Fees	Free	Based on usage
<b>SELLING</b>	By the way, you can use these with any account.	
Ariba Discovery	Join our business matchmaking service to get high quality sales leads. Fees may apply	
Sourcing, Contract Management	Attract potential customers with your profile and get invited to auctions and other events.	

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

# Help



## Supplier Help Resources



### The Help Center will provide assistance while using your standard account:

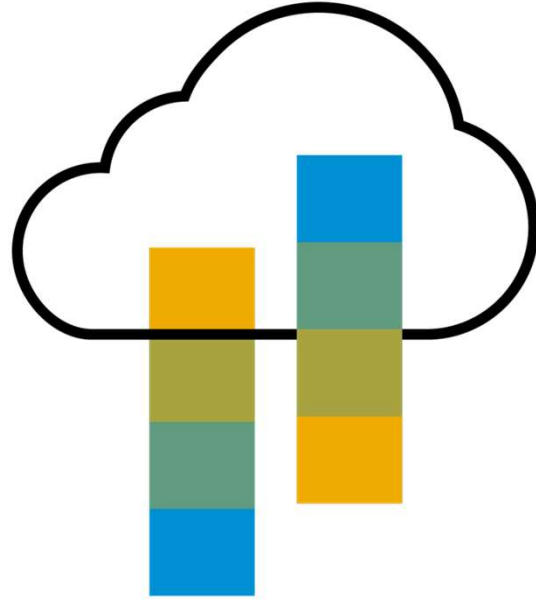
- Click the Help Center link at the bottom of your interactive email
- When logged into your standard account, click the Help Center link in the upper right corner to expand the panel and gain access to relevant help topics



### The [Ariba Network, standard account support page](#) will provide access to:

- A summary of standard account features
- A quick tutorial on how to replay and respond to your customer
- Side-by-side comparison of standard account and full-use account
- The Supplier Success Session Portal to register for an upcoming live demo
- A pre-recorded overview and demo of standard account

# FAQ



# FAQ

## **Q: What is standard account capability on Ariba Network?**

A: Ariba Network, standard account capability is a new, fast, free way to automate business with any buyer. Support for most transaction types helps maximize efficiency and meet buyer compliance requirements. There is no need to upgrade, unless you are ready for advanced capabilities such as support for catalogs, back-end integration or to manage larger document volumes through online access

## **Q: How can I access this new capability?**

A: Your customer must send you a standard account invitation to transact with them using this methodology. Or if you self register on Ariba Network, SAP Ariba Discovery or you are invited to SAP Ariba Sourcing solutions and do not have or use an existing account (ANID) you can register and will be started at the Ariba Network, standard account capability level. In the latter case you will not exchange orders and invoices with your customer unless they establish a relationship with your account first but you can use other functionality.

## **Q: What document types are supported for this free account?**

A: Suppliers transact unlimited documents such as orders, order confirmation (OC), advance ship notices (ASN), and service entry sheets (SES), PO-invoices using PO-Flip (convert orders into an e-invoice with the simple click of a button), non-PO invoices and credit memos, invoice status notifications, payment proposals, and remittance details.

## **Q: What if I have already signed up for Ariba Network? Can I switch to standard account?**

A: If you are already using Ariba Network with a buyer, we recommend that you continue using this transaction method. There is no direct way to change an Ariba Network subscription (full-use account) to a standard account.

## **Q: Am I required to register on Ariba Network to use standard account?**

A: Yes. You will be sent an interactive email from your buyer. To respond you must register for a free standard account. This free account is not the same as a full-use Ariba Network account. You only need to upgrade to a full-use account on Ariba Network when you determine that you desire the additional functionality.

## **Q: Can I access my Ariba Network standard account and full-use account from the same user ID?**

A: Yes. You can easily toggle between your standard account and full-use account by [linking your user IDs](#).

[More FAQ](#)

# FAQ

## Q: How do I invoice a purchase order if I lose the email notification?

A: If you misplace a purchase order (PO) email notification, you have the following options:

- Resend the PO email: Log in to your [Ariba Network](#) standard account. In the PO list on the home dashboard of your account, click *Select > Send me a copy* to take action in the *Action* column next to the PO.
- Request a manual copy of the PO from your customer: After you have a copy of the PO, you can create and submit a non-PO invoice.

## Q: How do I create documents against purchase orders from my customer?

A: To process a purchase order, you need to click the *Process Order* button in the purchase order email notification.

After you [register](#) or log in to your Ariba Network standard account, you are taken to the purchase order details page, where you can create documents like order confirmations, ship notices, and invoices against the purchase order.

## Q: How do I add purchase orders to my existing Ariba Network Account?

A: If you've previously registered a standard account or full-use account on Ariba Network to transact with a different customer, you have the option to add the transactions with your new customer to your existing account.

To add your new purchase orders to your existing account:

1. In the purchase order email notification, click *Process order* and then click *Log in* on the standard account landing page.
2. Log in with the administrator username and password for the existing account.

## Q: What should I do if my registration confirmation link is expired?

A: If the confirmation link expired immediately after receiving the email, please log in to your account directly at <https://supplier-2.ariba.com>

If the confirmation is accepted, you will be able to view your account. If you are unable to access your account, you can request to resend the confirmation email.



© 2017 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, and they should not be relied upon in making purchasing decisions.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies. See <http://global.sap.com/corporate-en/legal/copyright/index.epx> for additional trademark information and notices.