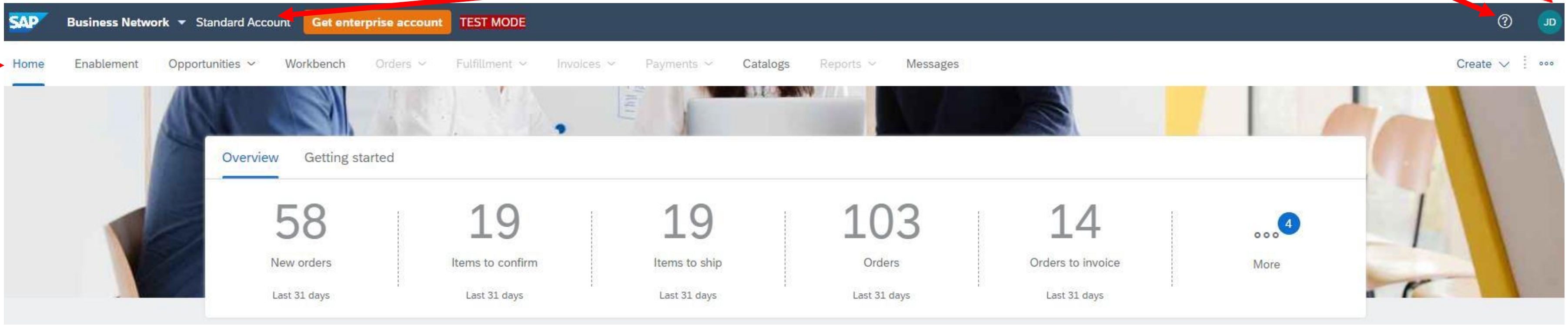
How to setup Supplier Portal

Overview of Supplier Portal

Type : Standard Account

Help

User Account



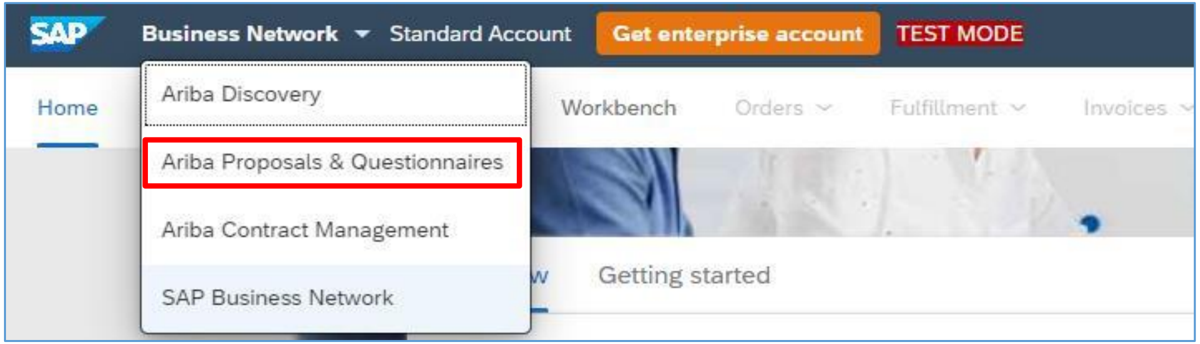
- **Home page:** display overview of supplier's account
- **Enablement tab:** shows any outstanding enablement tasks
- **Opportunities tab:** users can check collaboration request
- **Workbench tab:** main tab from where users can perform transactions or take actions on documents (e.g. PO)
- **Catalogs tab**: view or upload catalogs
- **Messages tab:** to view/send messages to buyers
- **Greyed out tabs (Orders/ Fulfillment/ Invoices/ Payments/ Reports):** these tabs are available for **Enterprise account suppliers only**.

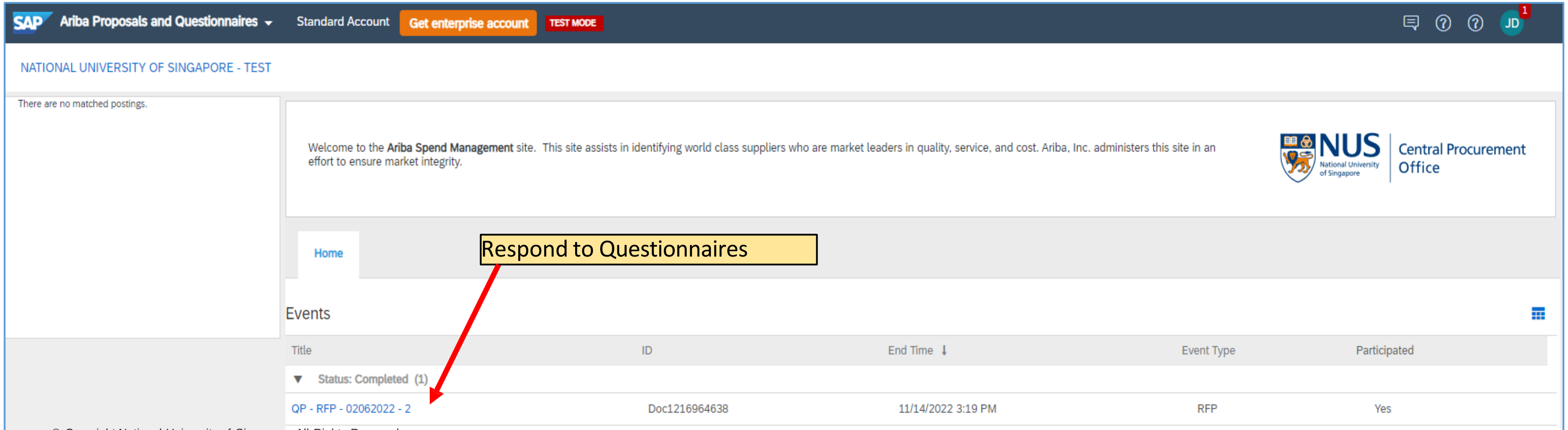
Important Note: the available functions/tabs in Standard accounts are sufficient for suppliers to transact with buyers. Suppliers could upgrade account if it is suitable for their business needs, however, transacting with Enterprise account will incur additional fees payable by Suppliers to Ariba.

Ariba Proposals & Questionnaires

Ariba Proposals & Questionnaires under Business Network

Supplier can switch between Business Network portal to Ariba Proposals & Questionnaire portal (or other portals) by using the drop down menu below

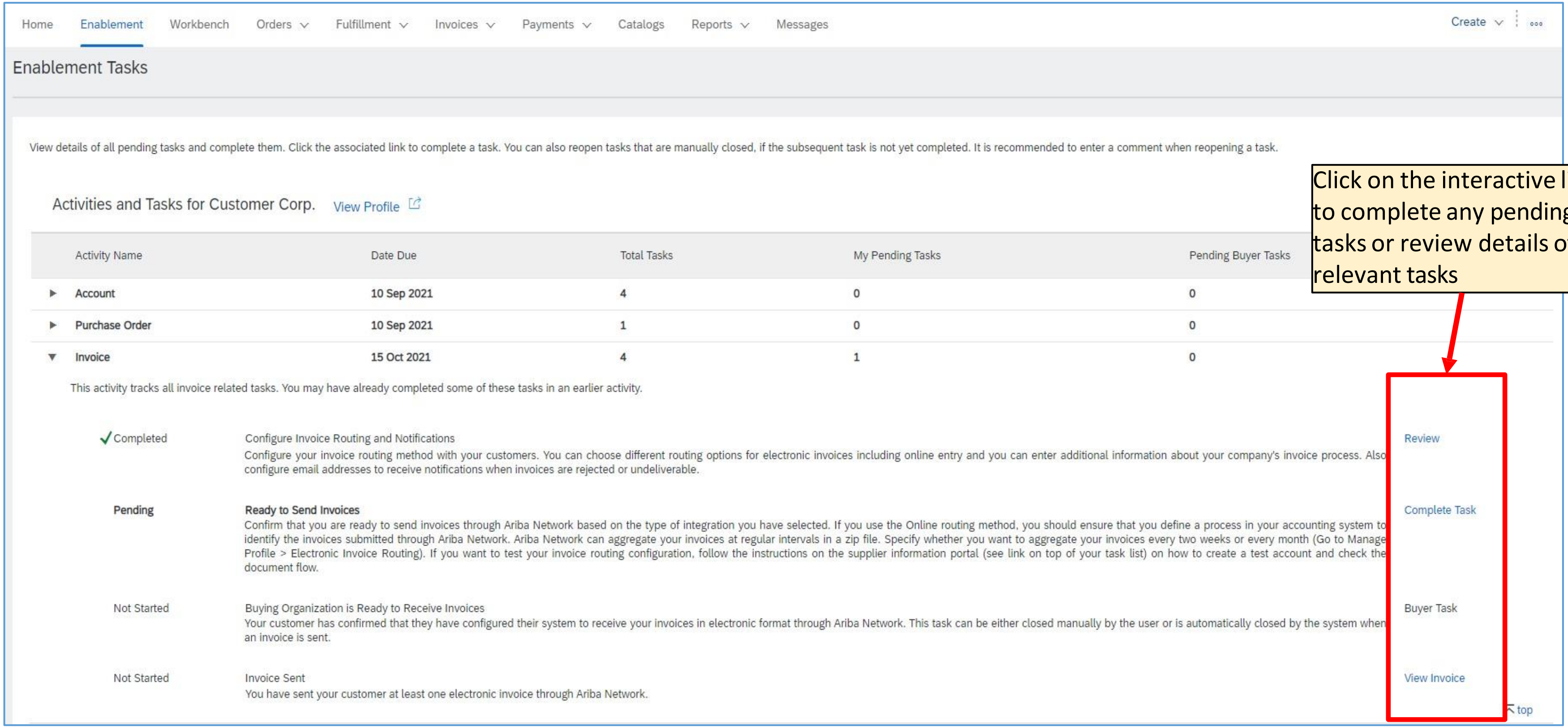




Enablement Screen

Enablement Screen

Enablement tab will display all assigned enablement tasks of suppliers and their status. These tasks serve as a guideline for suppliers to properly complete account configuration and ready to transact with customers.



Click on the interactive links to complete any pending tasks or review details of relevant tasks

Opportunites Screen

Opportunities Screen

Opportunities tab display all collaboration requests between supplier and customer including details and status. Any Purchase Order linked to collaboration request is also shown here.

Home Enablement Opportunities Workbench Orders Fulfillment Invoices Payments Catalogs More Create

Collaboration Requests

Search Filters

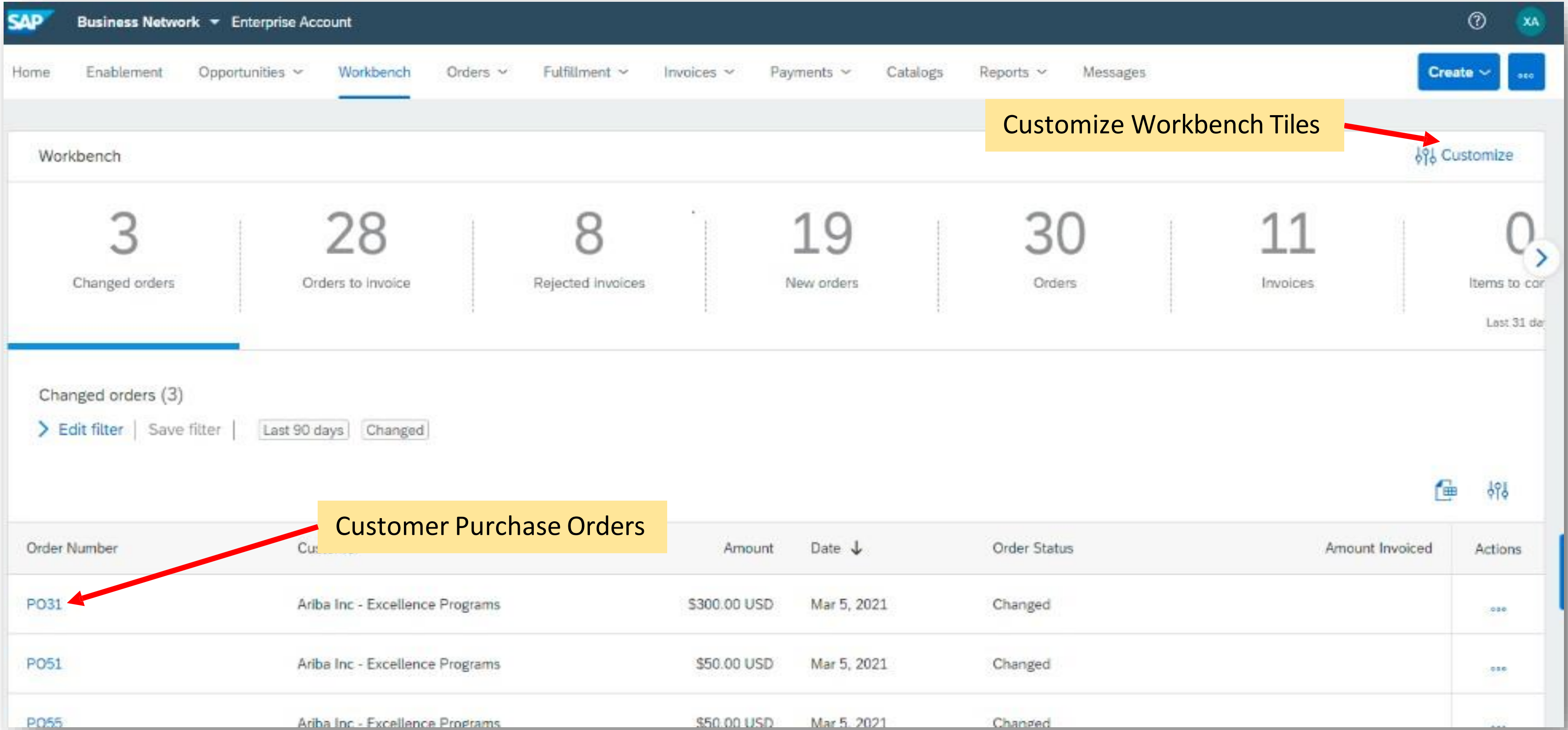
Collaboration Requests

	Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
	PR1262-R30	Demo for Collab Req_01092022_01	National University of Singapore - TEST	1 Sep 2022 12:45:01 PM		$804,500.00 SGD	Proposal Accepted and Request Closed	
	PR1238-R29	Test for Collab Req_Amount Warning	National University of Singapore - TEST	25 Aug 2022 6:16:03 PM		$800,000.00 SGD	Proposal Accepted by Buyer	
	PR1227-R28	Demo for Collab Req_24082022_03_Policy Check_160K_02	National University of Singapore - TEST	24 Aug 2022 12:16:25 PM		$800,000.00 SGD	Proposal Accepted by Buyer	
	PR1226-R27	Demo for Collab Req_24082022_03_Policy Check_160K	National University of Singapore - TEST	24 Aug 2022 12:07:08 PM		$800,000.00 SGD	Proposal Accepted by Buyer	
	PR1225-R26	Demo for Collab Req_24082022_03_Policy Check	National University of Singapore - TEST	24 Aug 2022 12:01:59 PM		$5,000.00 SGD	Proposal Accepted by Buyer	
	PR1222-R25	Copy of Demo for Collab Req_24082022	National University of Singapore - TEST	24 Aug 2022 11:00:19 AM		$220.00 SGD	Proposal Accepted by Buyer	
	PR1221-R24	Demo for Collab Req_24082022	National University of Singapore - TEST	24 Aug 2022 10:44:47 AM	8000000109	$204.21 SGD	Proposal Accepted by Buyer	

Work Bench Screen

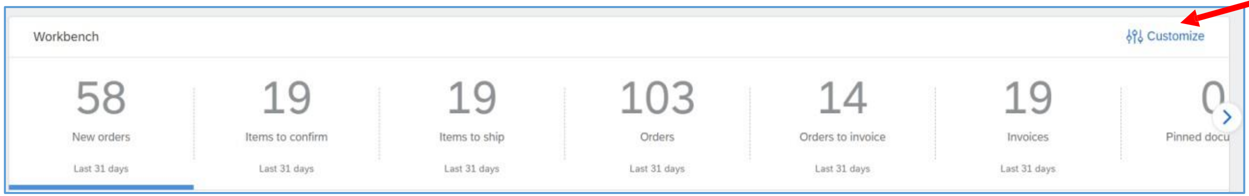
Workbench Screen

Suppliers come to Workbench to access purchase orders and perform **Order confirmation, Advance Shipping notice and flip purchase orders to Invoices**. They can also view status of **Good Receipt.**



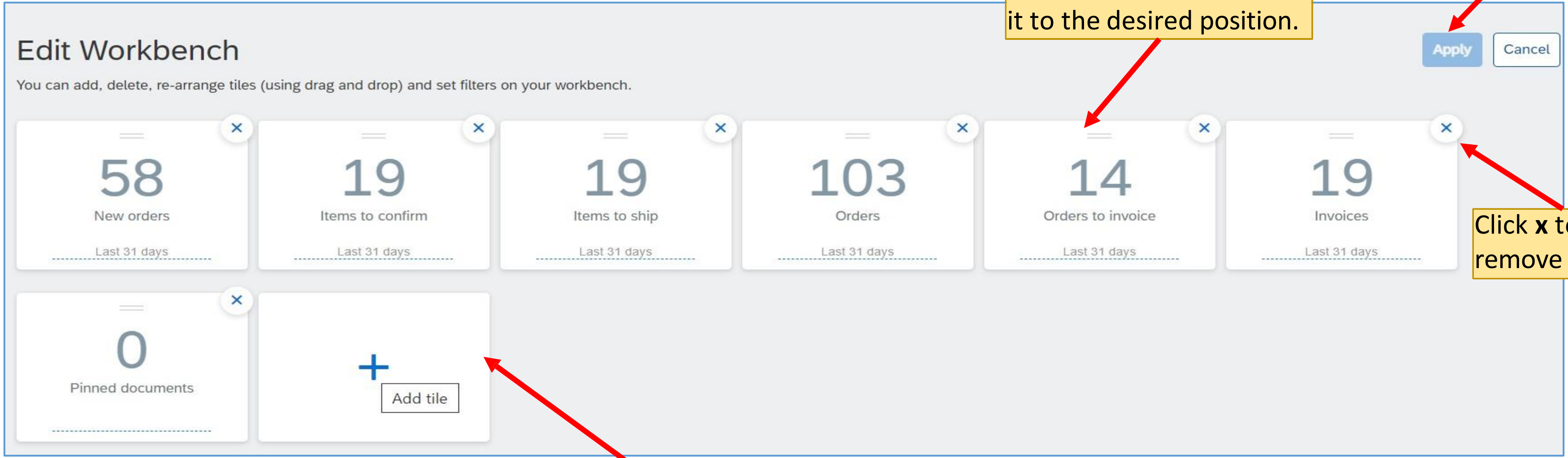
Customize Workbench Tiles

Click Customize and you will be brought to the Edit Workbench Page



Click **Apply** to save changes

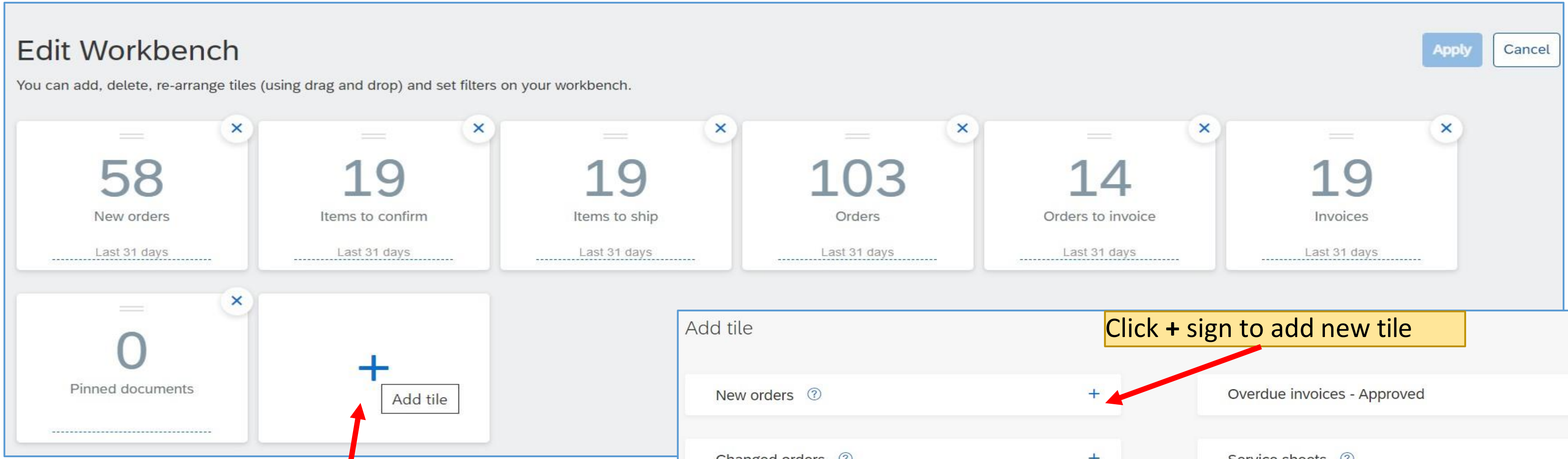
Click on any tile and drag it to the desired position.

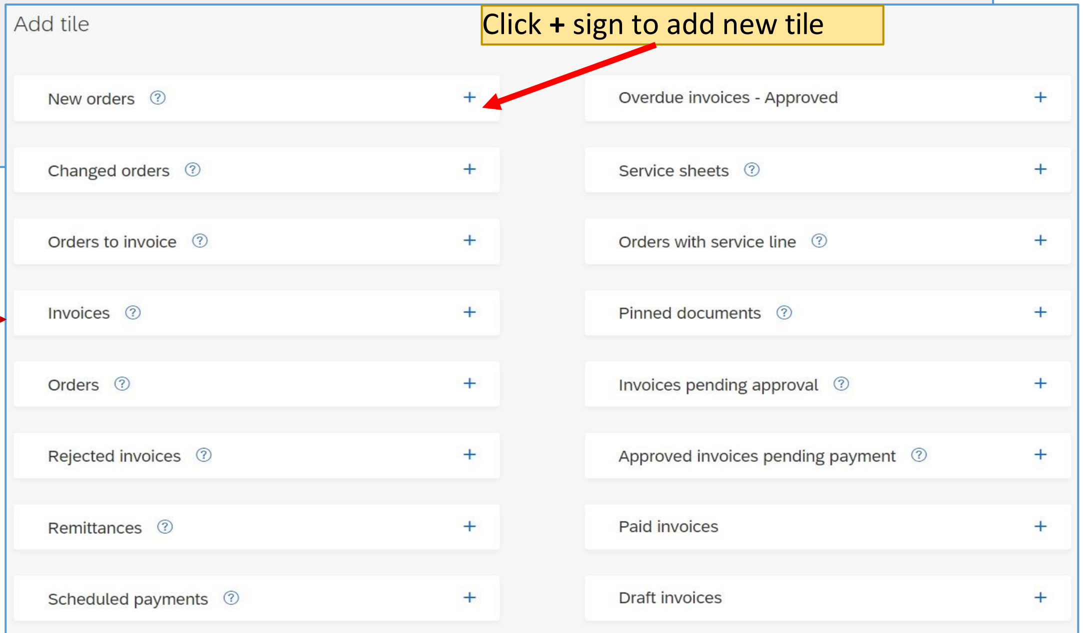


Click **x** to remove a tile

Click **+** to add new Tile and select one that meet your needs

Adding a new Tile



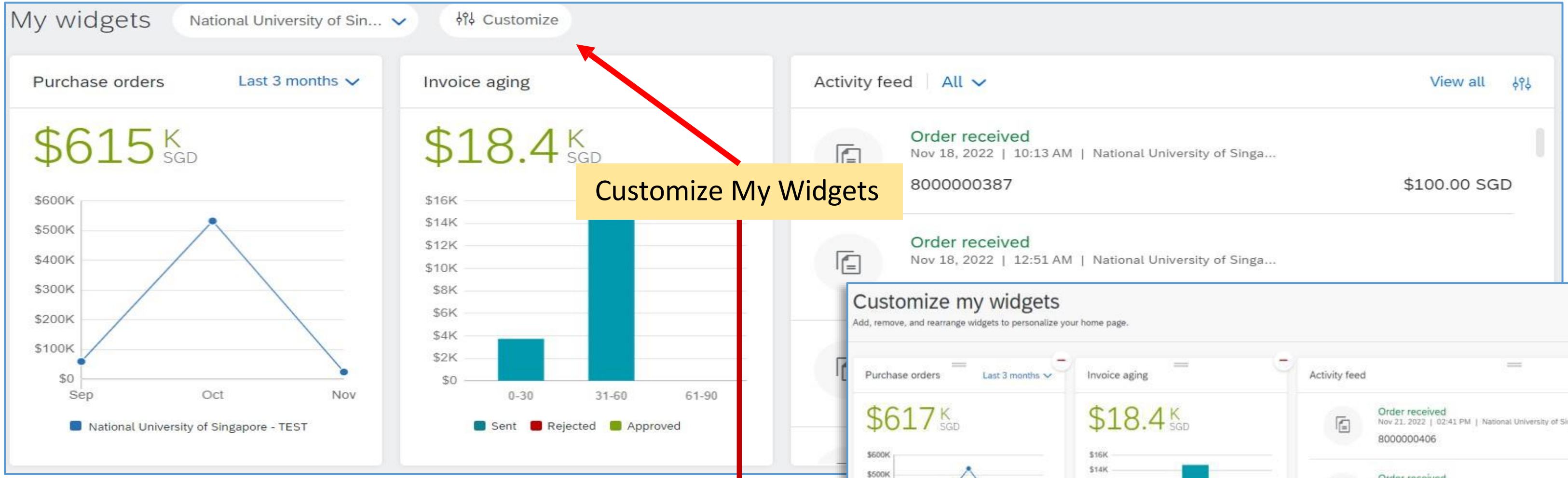


Click **+** sign to add new tile

Click **+** to add new Tile and select one that meet your needs

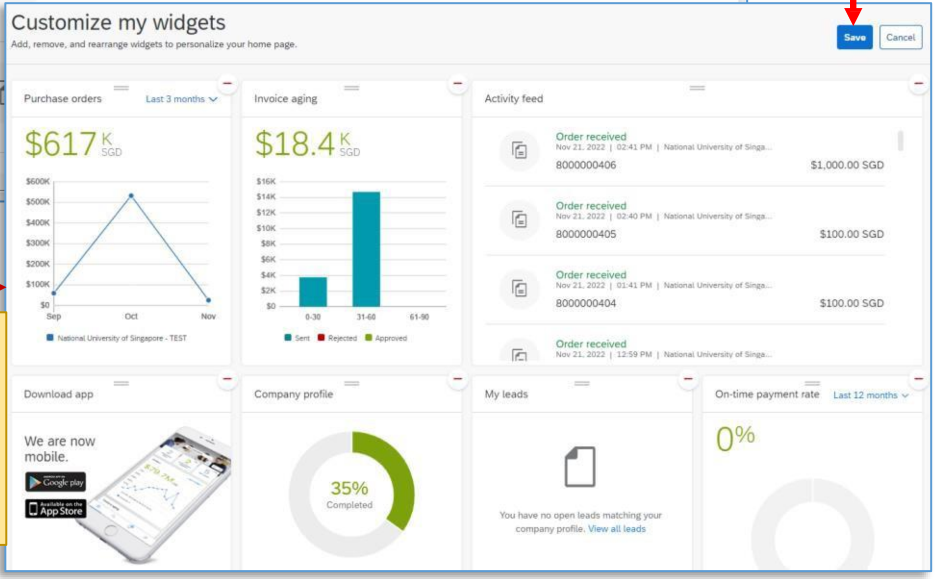
Customize Widgets on Home Screen

The **“My widgets”** section under Home page allow users to have dashboard view of supplier’s account and documents in Activity feed



Customize My Widgets

Click **Save** when done



In **Customize my widgets** page, all available widgets will be displayed on the screen

- Drag and drop the widget tiles to change their positions
- Click **–** to remove widget tile(s)

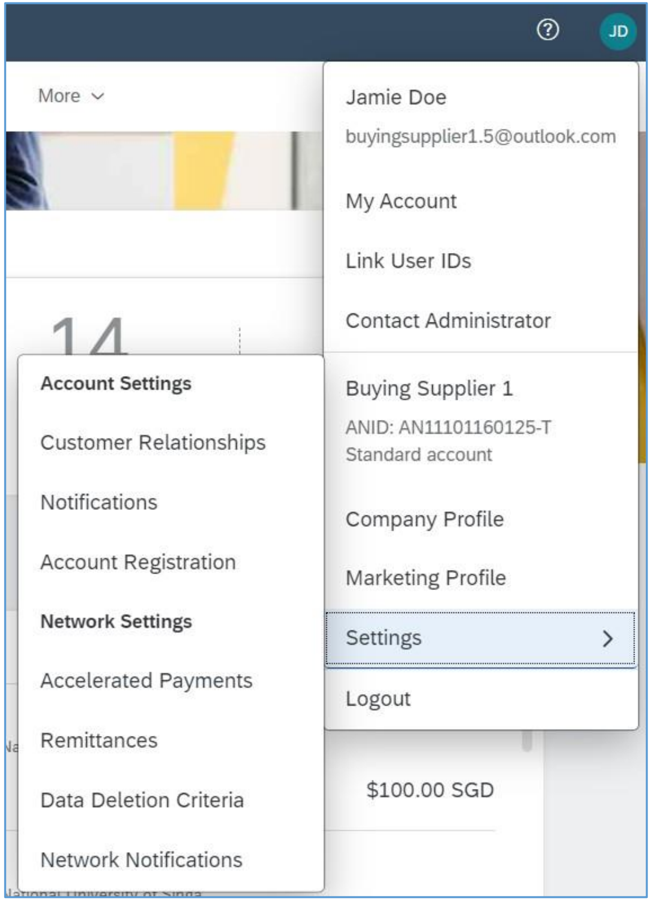
User Account Menu

User Account Menu

The Administrator can create additional users within the supplier portal.

If the user is not an administrator, the User Account Menu will not show some advanced settings such as Application Subscriptions, Electronic Order Routing, Electronic Invoice Routing, Audit Logs.

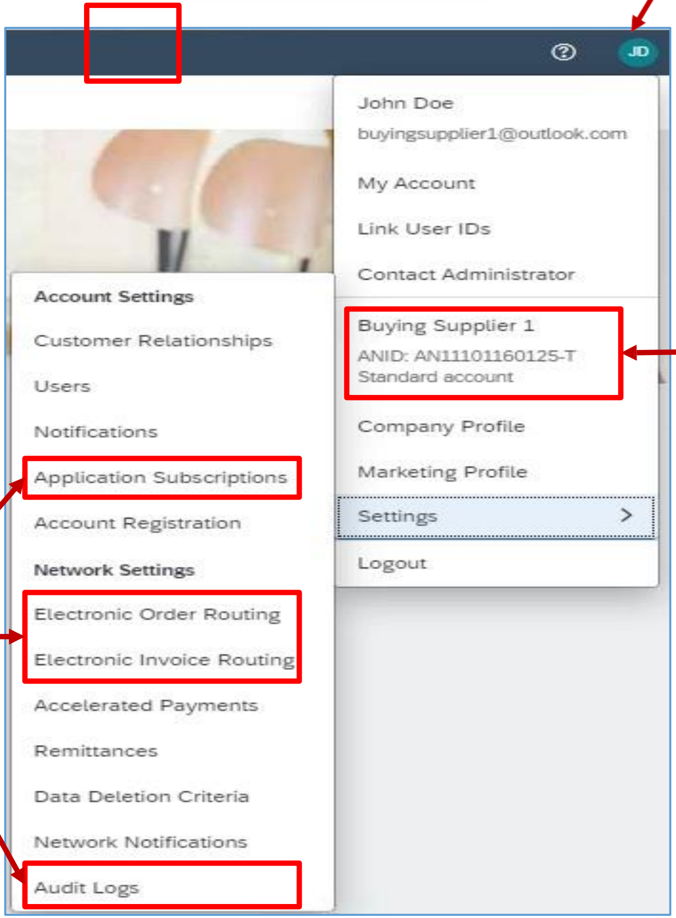
Normal User view



User Account Menu

Account administrator view

In **Home** page, user can click their name initials at top right corner to open a dropdown menu with various settings options.



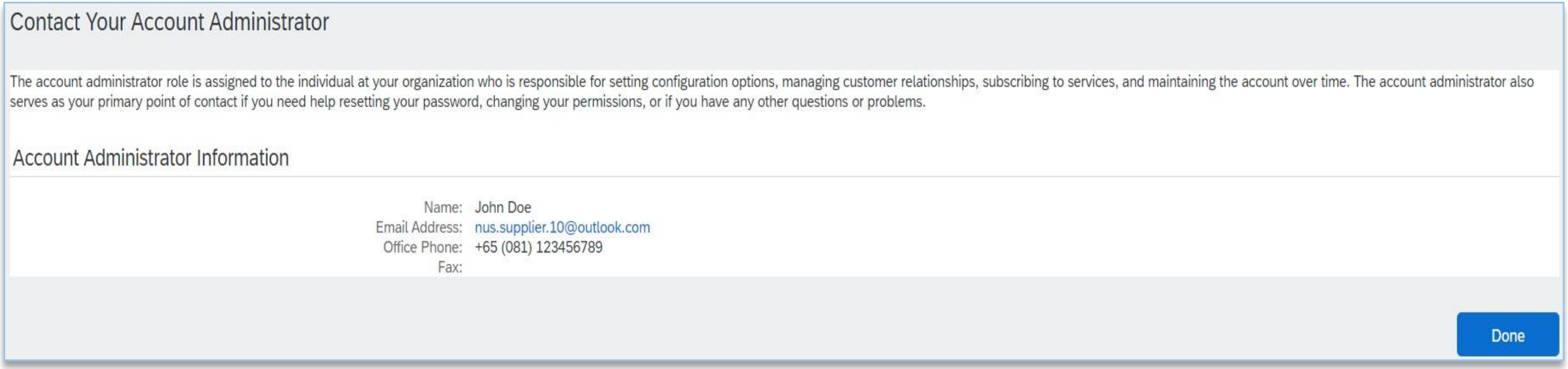
Company's name and the company's ANID (Ariba Network ID)

Account type (Standard or Enterprise account)

Some account information/ settings/configuration are only viewable and accessible by the account administrator

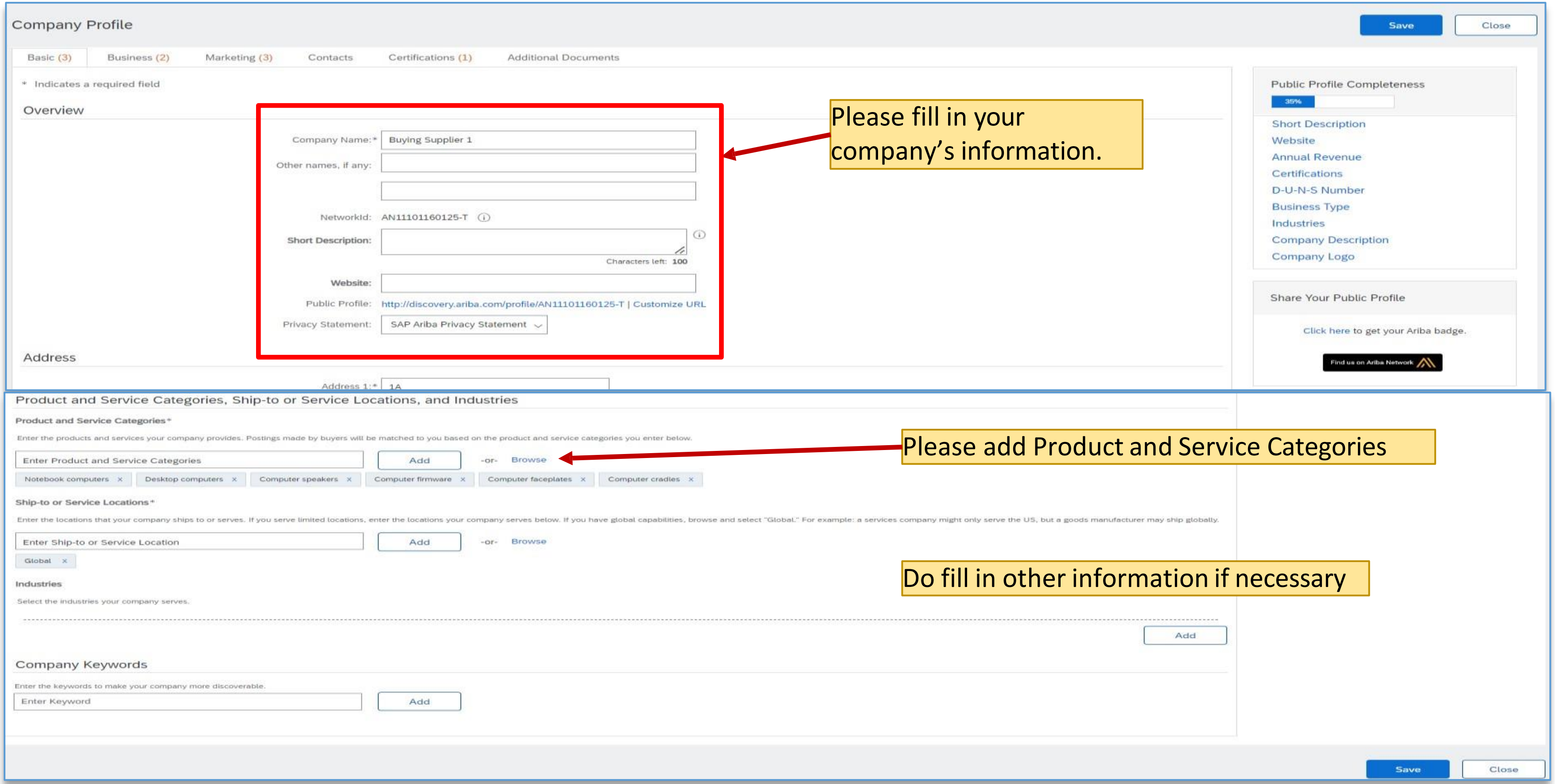
Contact Administrator under User Account Menu

Click on **Contact Administrator** to view the administrator’s contact details as shown below.



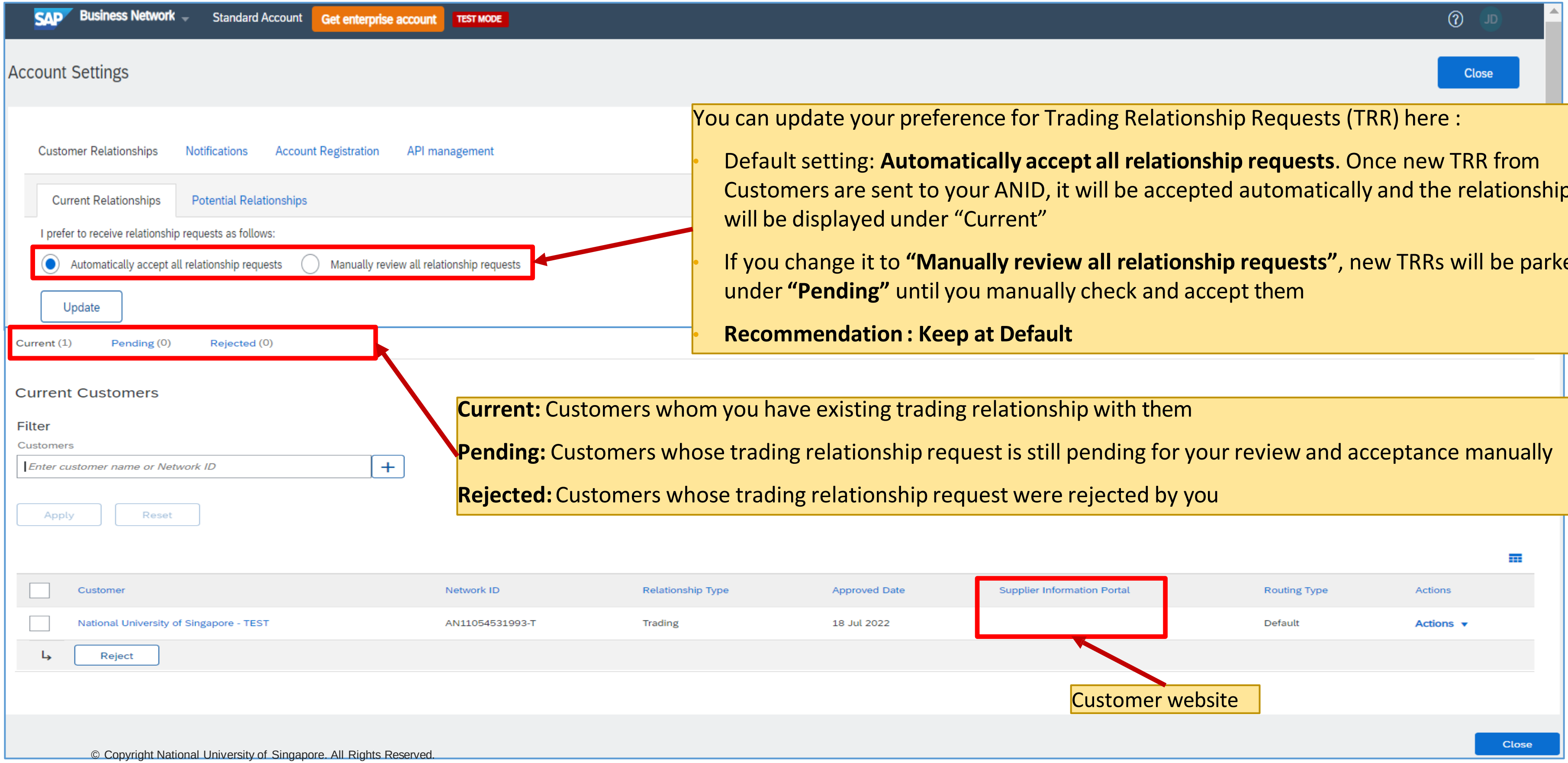
Company Profile under User Account Menu

Click on **Company Profile** to view and update various fields of your company profile. There are multiple tabs where you can update accordingly as shown below.



Customer Relationships under Settings

Click **Customer Relationships** to setup and display all customers who have established a trading relationship with your company's AN ID



You can update your preference for Trading Relationship Requests (TRR) here :

- Default setting: **Automatically accept all relationship requests**. Once new TRR from Customers are sent to your ANID, it will be accepted automatically and the relationship will be displayed under "Current"
- If you change it to **"Manually review all relationship requests"**, new TRRs will be parked under **"Pending"** until you manually check and accept them
- **Recommendation : Keep at Default**

Current: Customers whom you have existing trading relationship with them

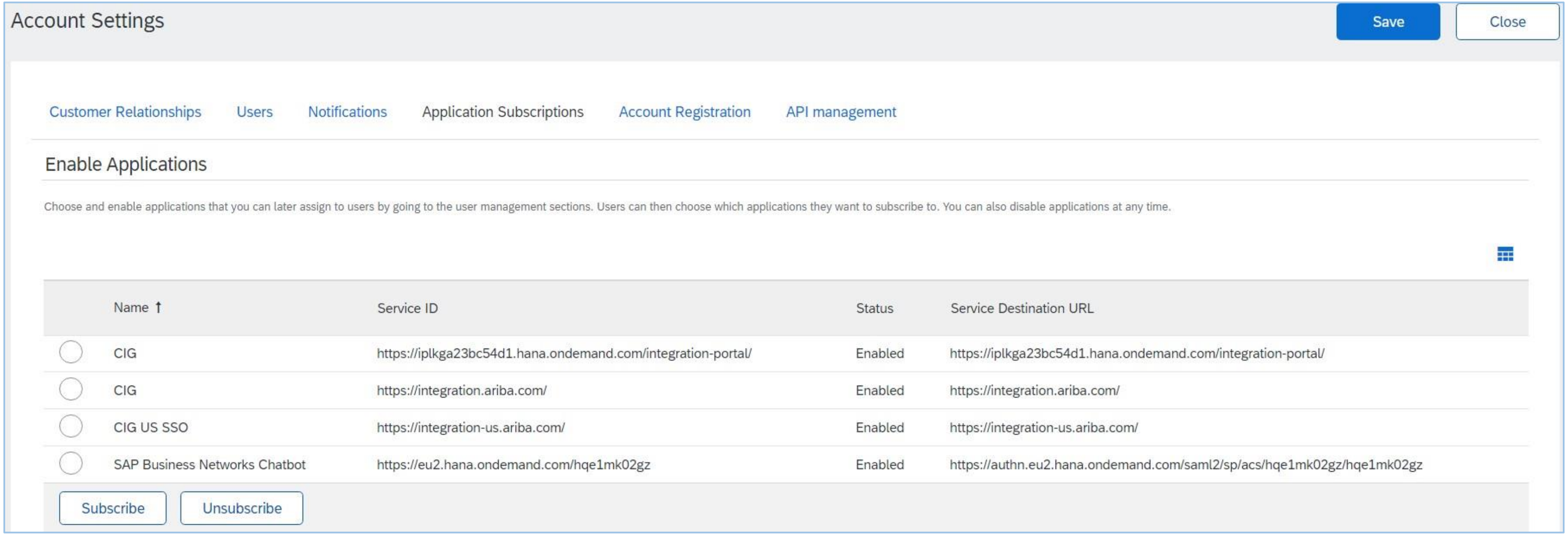
Pending: Customers whose trading relationship request is still pending for your review and acceptance manually

Rejected: Customers whose trading relationship request were rejected by you

Customer website

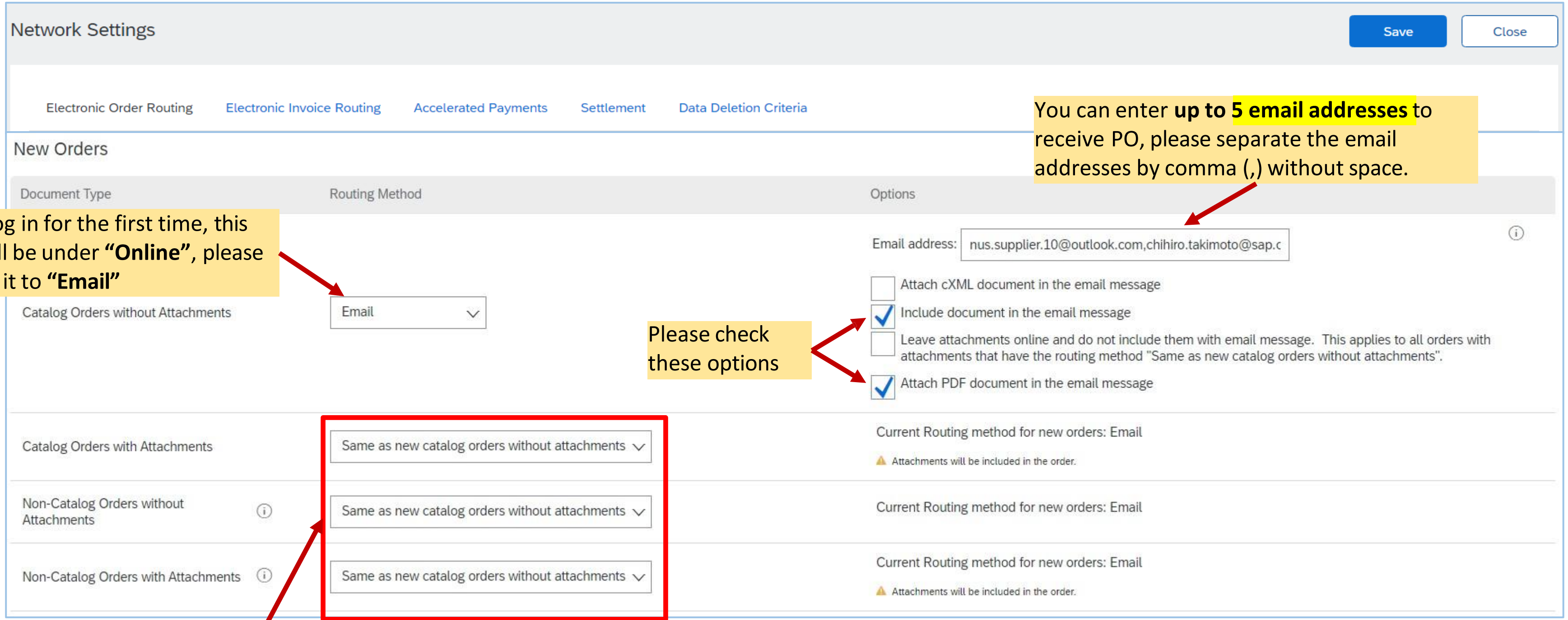
Application Subscription under Settings (Administrator only)

Account Administrator can update your company's Account Application Subscription via **"Application Subscription"** tab under **"Account Settings".** Please check with your IT department before configuring.



Electronic Order Routing under Network Settings (Administrator only)

Electronic order routing setting is used by Account Administrator to update the email address for receiving customers' new Purchase Orders. Please ensure your Account Administrator updates all respective teams/personnel's email addresses here.



You can enter **up to 5 email addresses** to receive PO, please separate the email addresses by comma (,) without space.

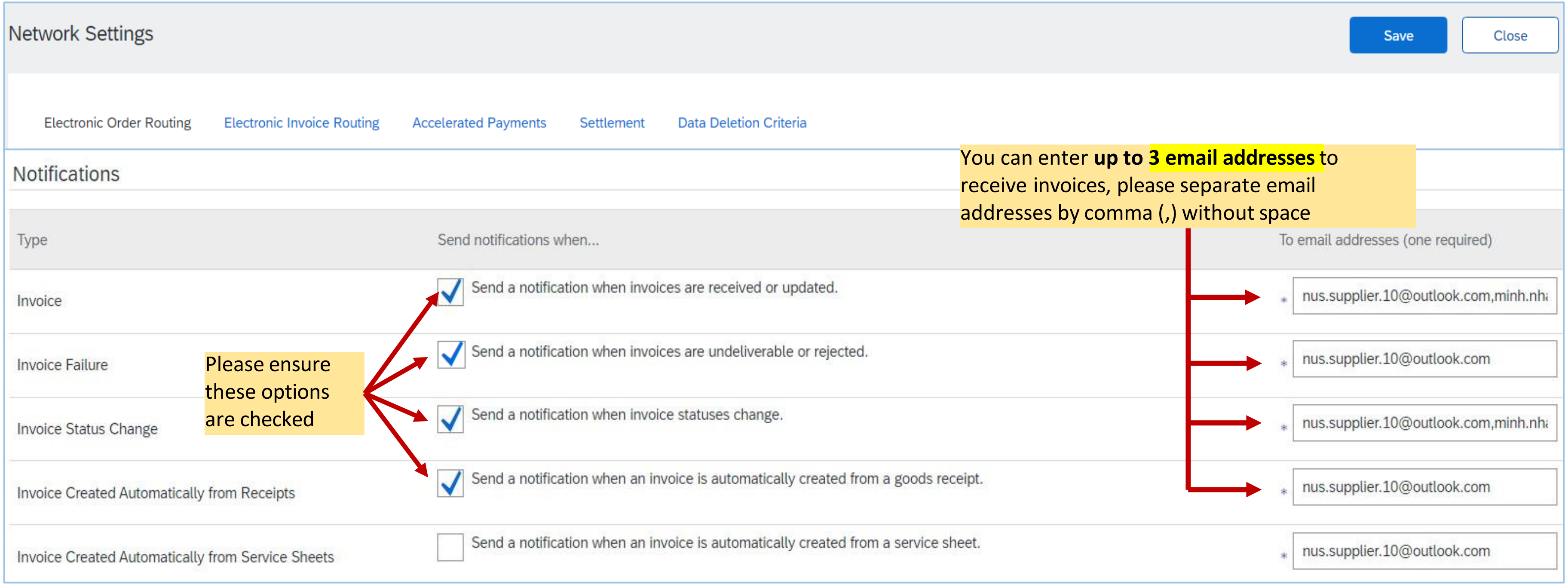
If you log in for the first time, this field will be under **"Online"**, please change it to **"Email"**

Please check these options

Do not change these so as to ensure all settings are the same.

Electronic Invoice Routing under Network Settings (Administrator only)

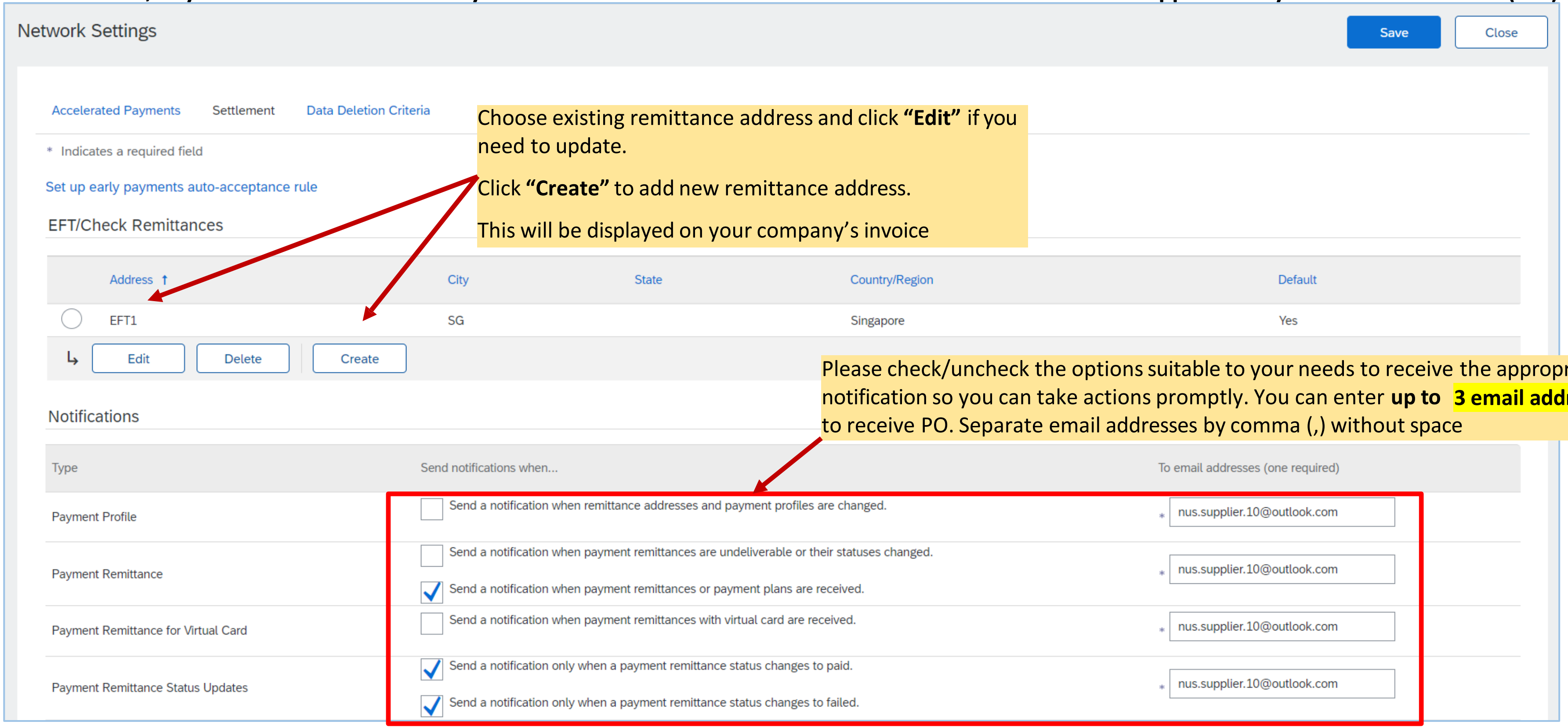
Electronic invoice routing setting is used by Account Administrator to update the email address to receive notifications related to invoices. Please ensure your Account Administrator includes all respective teams/personnel's email addresses here.



Remittance under Network Settings

Remittance setting is used to setup email address to receive notifications related to payment remittance.

**** For NUS, Payment Remittance is sent by the Bank based on remittance email addresses maintained at Supplier Lifecycle and Performance (SLP).**



Choose existing remittance address and click **"Edit"** if you need to update.

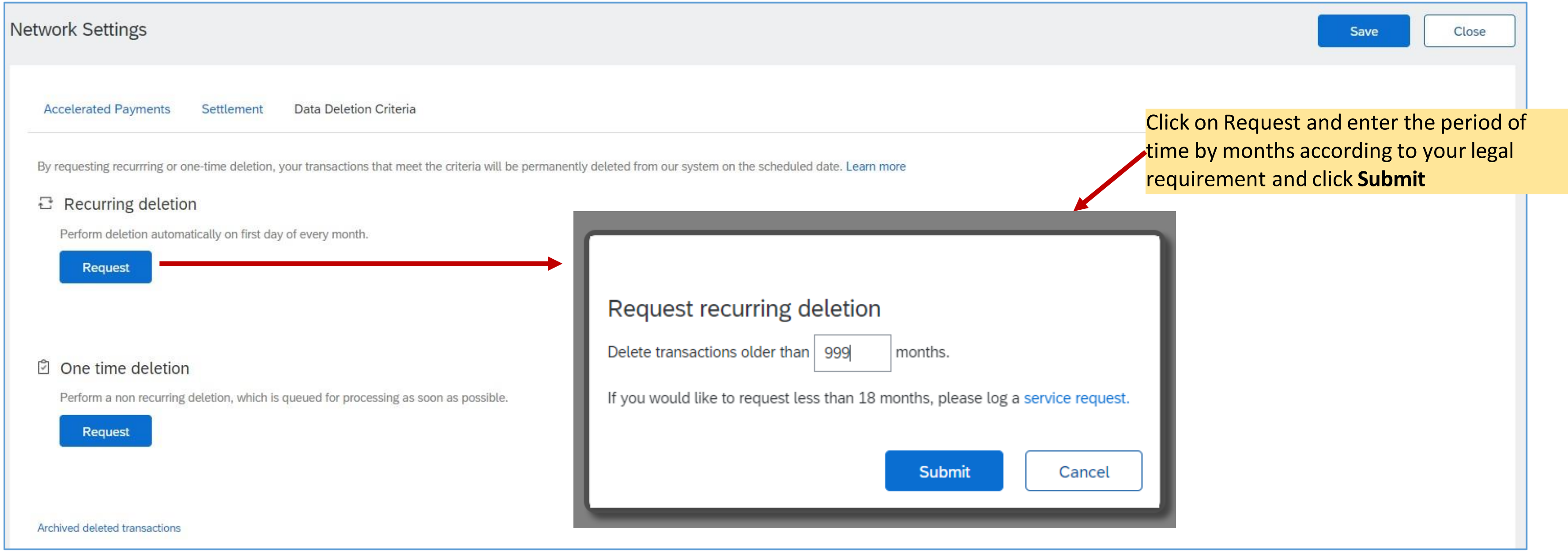
Click **"Create"** to add new remittance address.

This will be displayed on your company's invoice

Please check/uncheck the options suitable to your needs to receive the appropriate notification so you can take actions promptly. You can enter **up to 3 email addresses** to receive PO. Separate email addresses by comma (,) without space

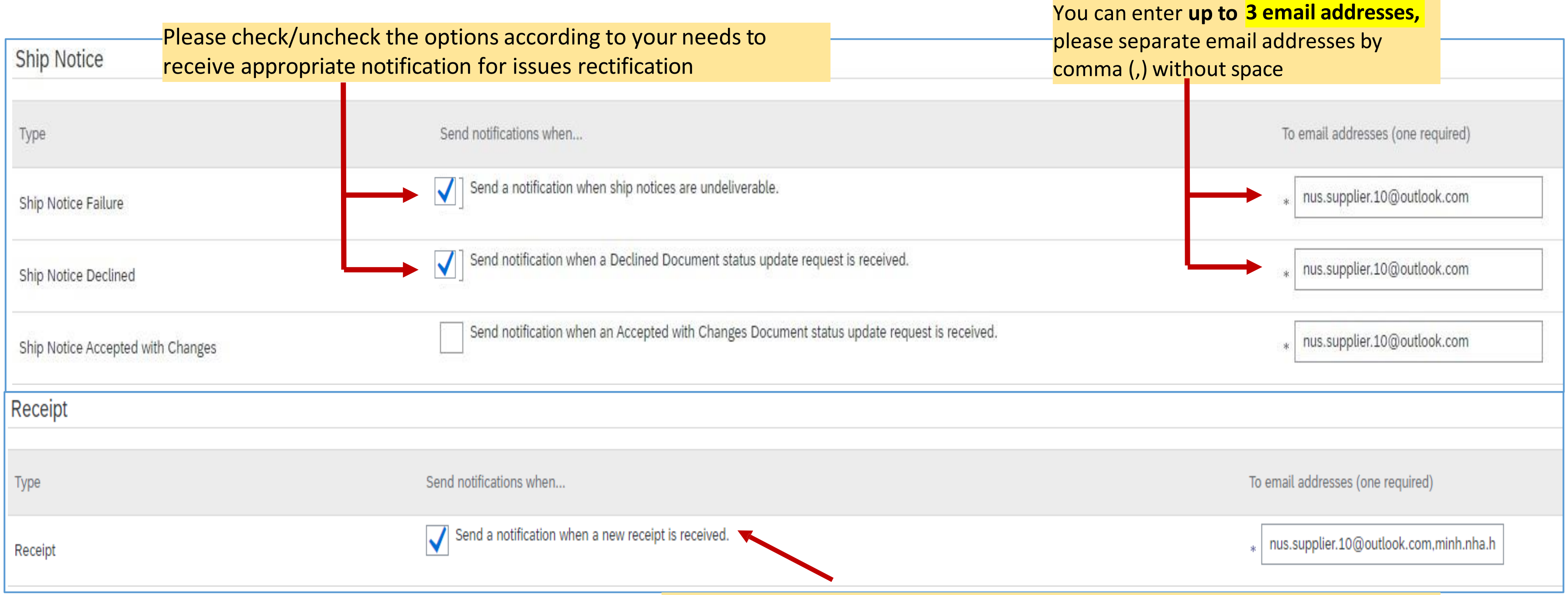
Data Deletion Criteria under Network Settings

Account administrator or normal user can configure data deletion criteria to ensure documents are retained on your Ariba Network account in accordance to your legal requirement. The longest retention period is 999 months (~83 years), however, we would recommend you to keep not more than 100 months (~8.3 years).



Network Notifications under Network Settings

Network Notifications setting is used to setup email address to receive notifications regarding multiple types of documents. This can be set by both account administrator and normal users.



Please check this option to receive notification on Goods / Services Receipt

THANK YOU