ALPS
Supplier Training v8.1

Public



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Public



Upstream Process Overview

Navigate with purple bubbles throughout this deck

Sourcing Scenarios Overview

Scenario 1: Closed Event (with NO existing Ariba Acc)

1a 1b 1c 1d

- Receive email notification
- Create new Ariba account
- Check for duplicate accounts
- Submit initial response and full response

Scenario 2: Closed Event (with existing Ariba Acc

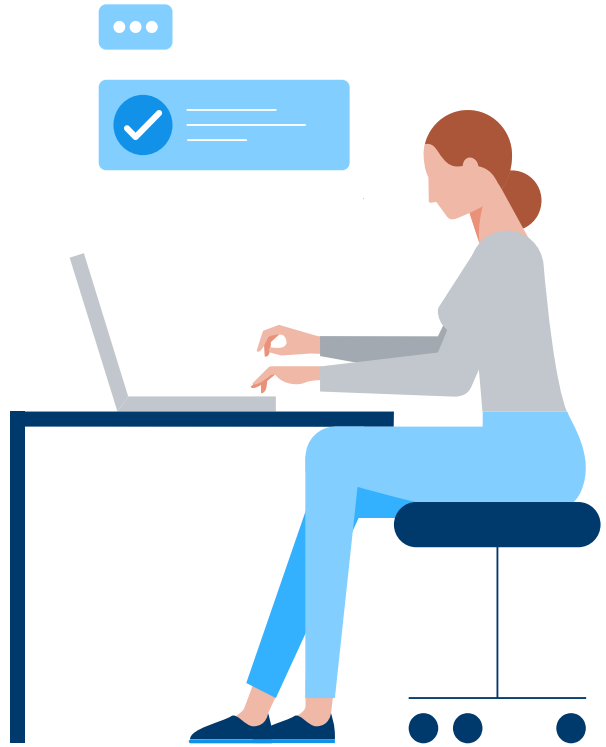
2a 2b 2c

- Receive email notification
- Log-in to Ariba Network Account
- Submit full response/Submit initial response if there is access gate and full response

Scenario 3: Open Event

3a 3b 3c

- Suppliers to log-in Ariba Network Account
- Search for published events and respond
- Submit initial response and full response





Requirements for Suppliers

Applicable to all scenarios – read this first

Requirements for Suppliers

- Participate in ALPS sourcing events on Ariba Network connected to ALPS eProcurement System

- Search for sourcing events on SAP Business Network Discovery website
  - Follow instructions on our postings to express your interest to participate. Expressing interest not according to instructions may result in not receiving access to event in time for submission.
  - If instruction needs you to click “Respond to Posting”, you will gain access to event immediately after login

- Registration on Ariba Network
  - Use generic email address for registration. If instructions on our postings required you to email ALPS to express interest to participate, same email address should be provided. For first time participation, communication providing access to event will be send to this email address after expressing interest to participate.
  - Generic email address mailbox has to be accessed by whoever in your company who needs to submit proposals to ALPS

Requirements for Suppliers

- Login to Ariba Network to access sourcing event not through “Respond to Posting”
  - Expect minimum one working day (Singapore time) to receive access after expressing interest to participate. You will be directed to Ariba Sourcing website after login. Contact ALPS procurement staff if access has not provided.

- Proposal or quotation has to be submitted online
  - Submit by clicking “Submit Entire Response” from Event Contents on Ariba Sourcing. Submission through any other channels may result in disqualification.



Supplier Registration on Ariba Network

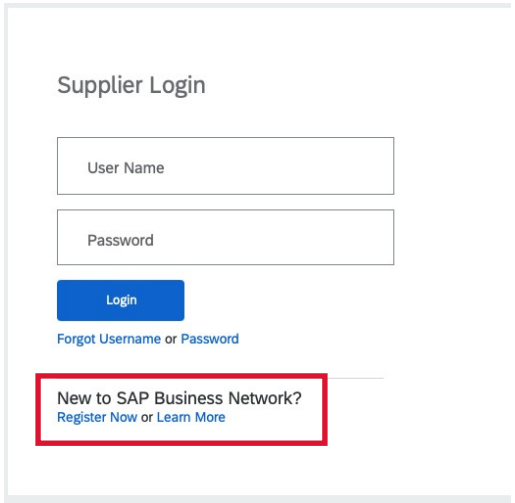
Registration on Ariba Network

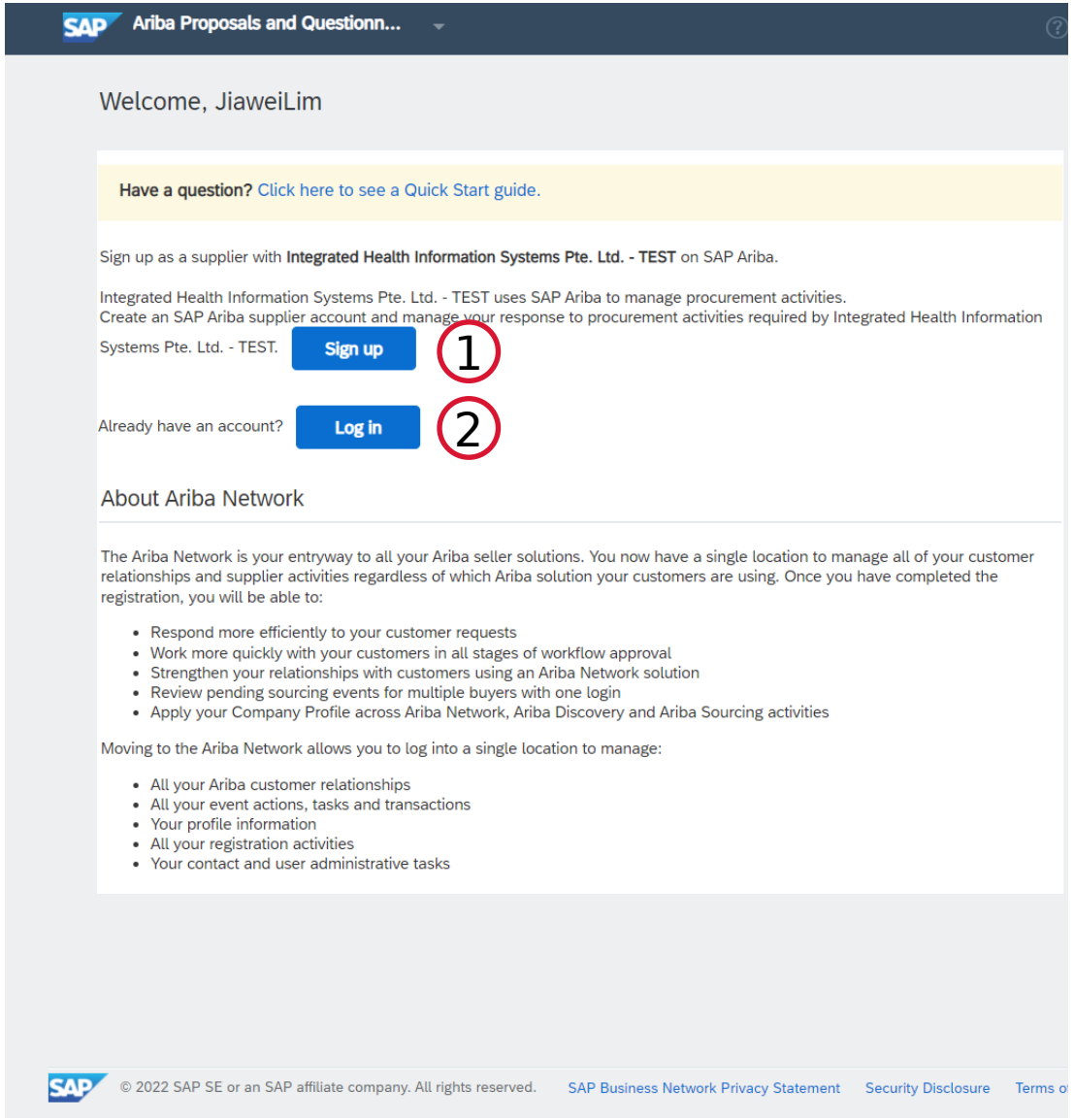
To participate in ALPS Sourcing events, you will need to register as a supplier with ALPS on Ariba Network.

1. If you do not have an existing Ariba Account, click on the “Sign up” button

2. If you have an existing Ariba Account, click on the “Log in” button

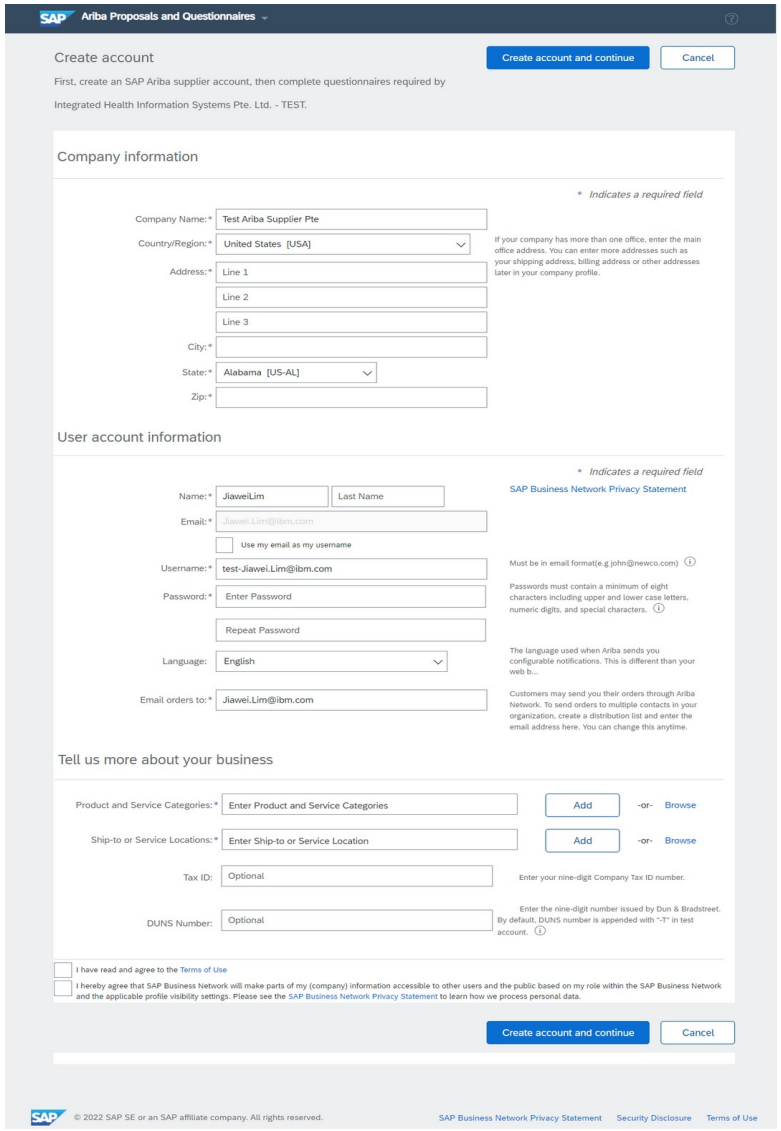
*Note: *Even without a notification email, you can go to http://supplier.ariba.com and click the “Register Now” button.*





New Account Set-up

3 If you do not have an existing Ariba Account and have clicked on the “Sign up” button, you would be redirected to this page to fill in your details.



Account Registration – Profile Completion

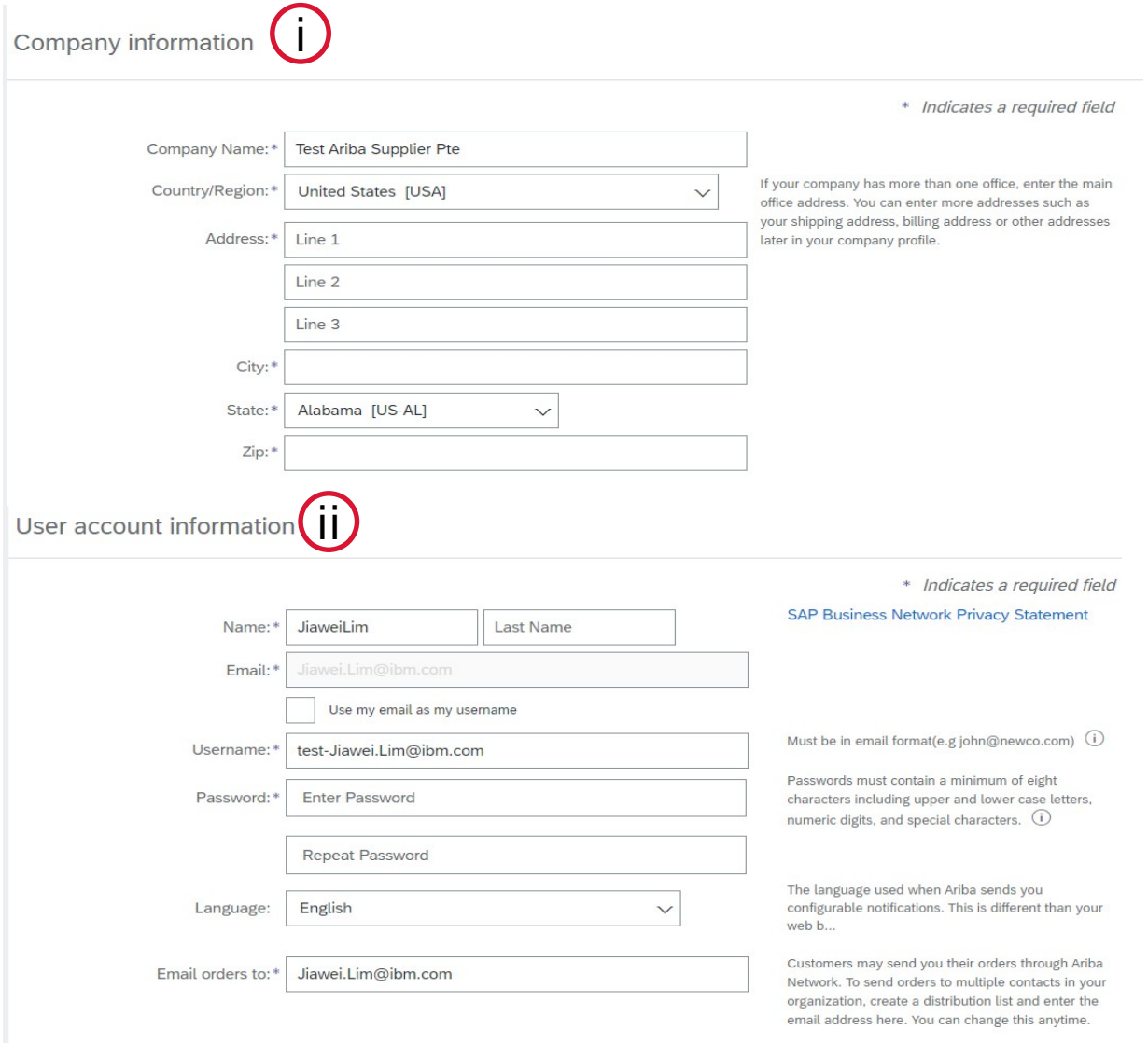
④ On the registration page:

i. **Company Information**: Fill in your company info. The “Company Name” field would be prefilled, please update the “Country/Region”, “Address”, “City”, “State”, and “Zip” fields.

*Note: *For the “Address” field, please ensure that the address lines are complete*

ii. **User Account Information**: Fill in your user account information. “First Name”, “Last Name”, “Email”, “Username”, “Language”, “Email Orders to” would be prefilled, please check to ensure they are correct. Choose a password and fill the “password” field.

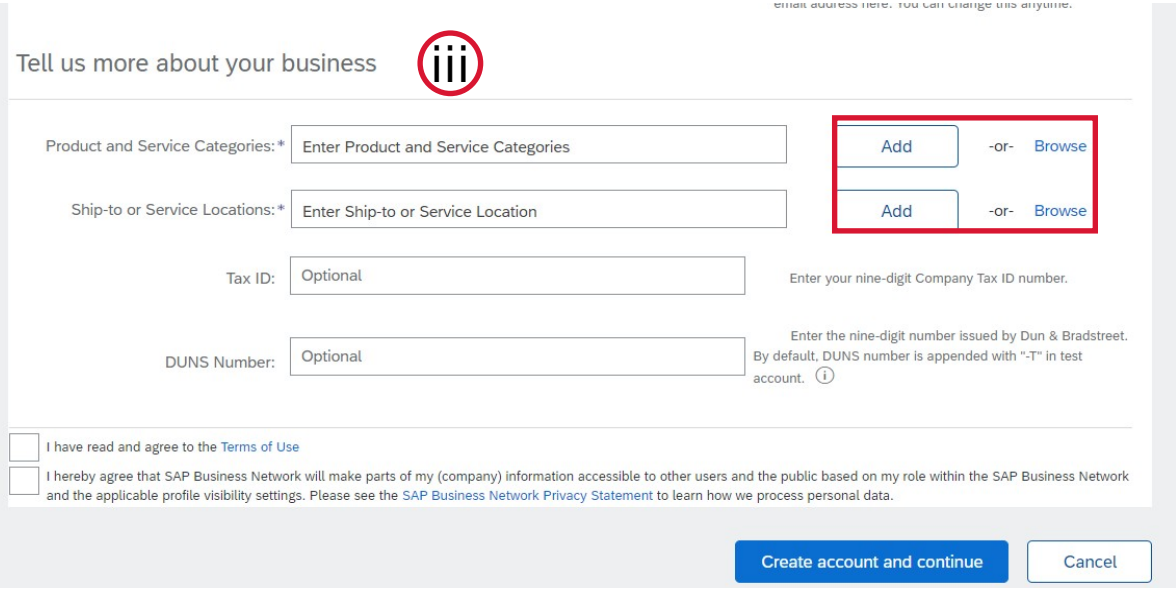
*Note: *Passwords must contain a minimum of 8 characters, including upper- and lower-case letters, numbers, digits, special characters, and must NOT be consecutive (e.g., Abc-0123)*



Account Registration – Profile Completion

④ On the registration page:

iii. **Tell us more about your business:** Click on “Add” or “Browse” to provide the “Product and Service Categories” and the “Ship-to or Service Locations” of your company

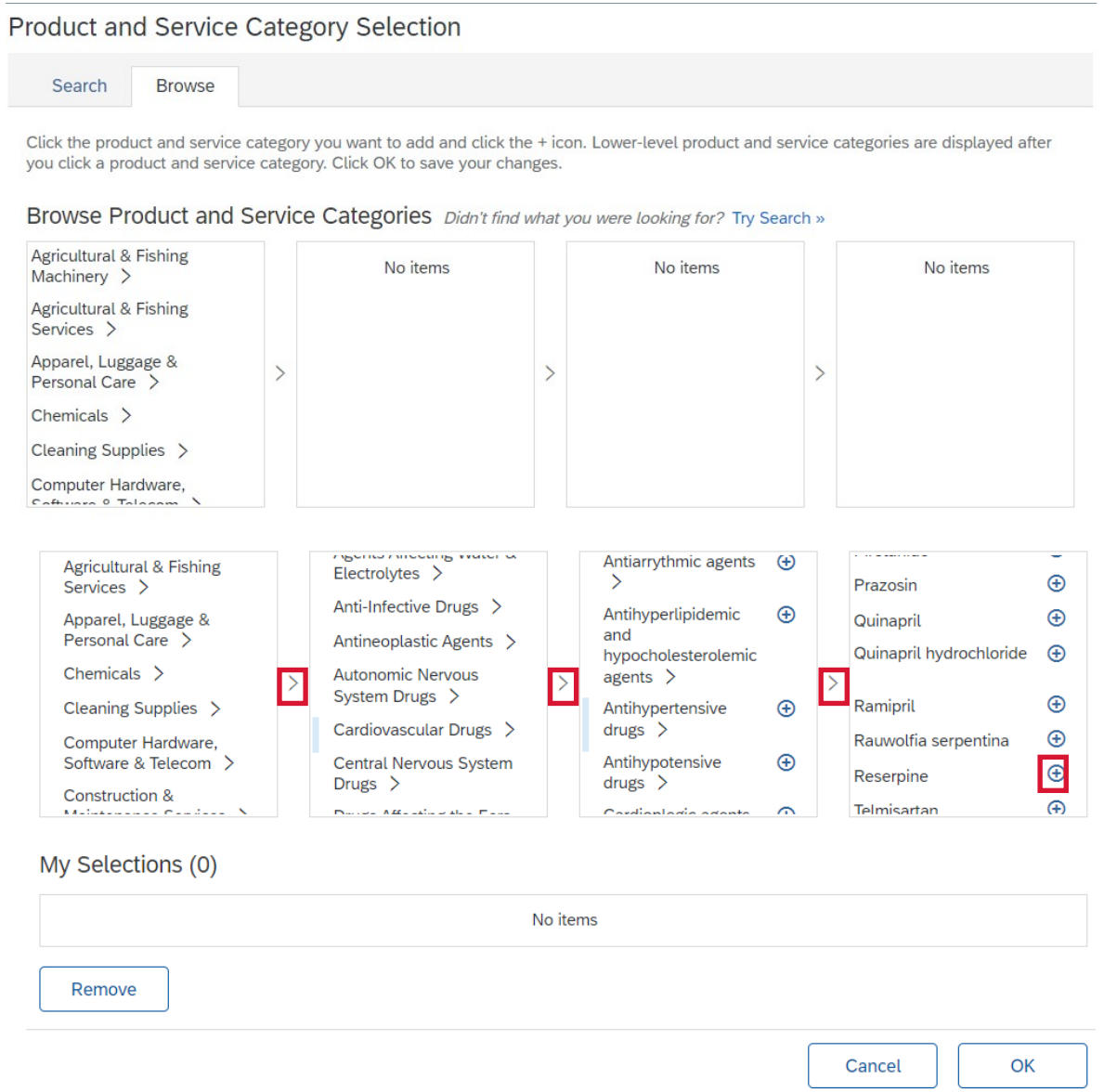


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Account Registration – Commodity Selection

④ On the registration page:

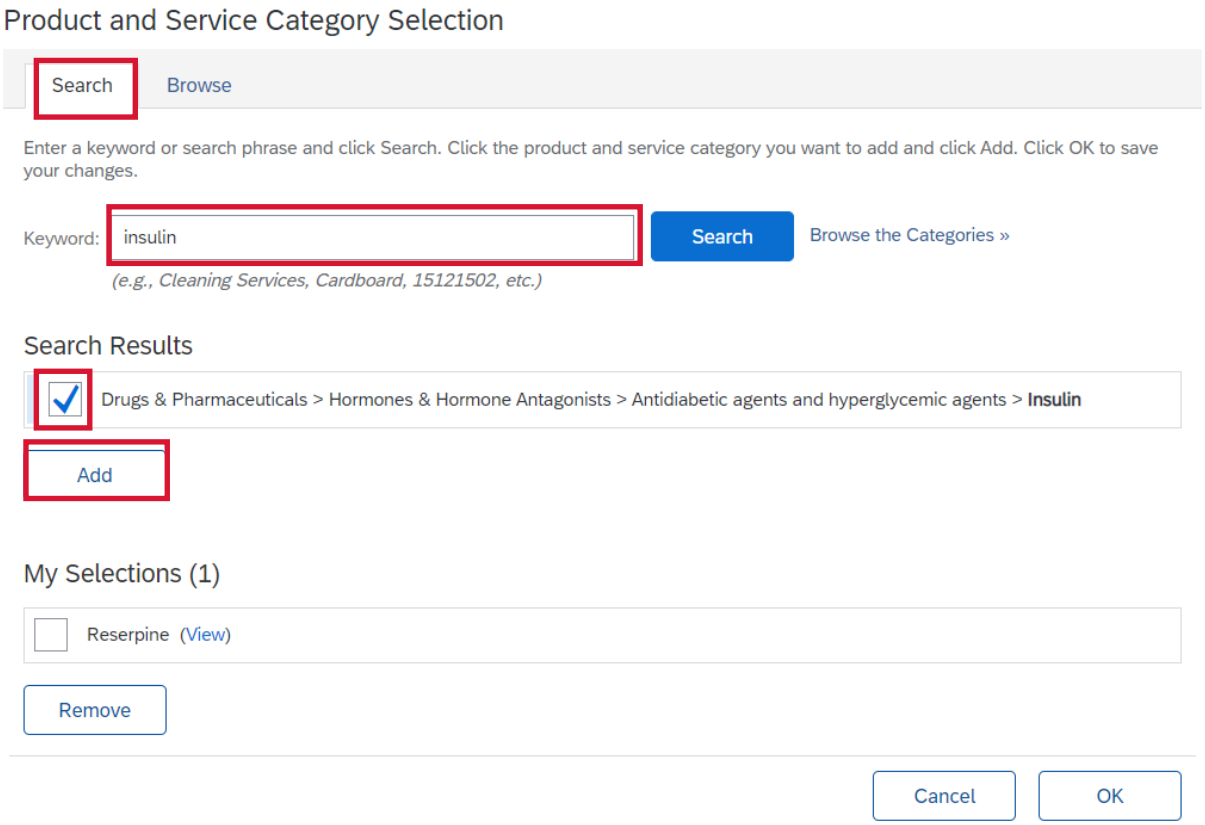
iii. **Tell us more about your business - Product and Service Category selection:** After clicking on browse, you may narrow your search by category to find the product. Once you have found the product, click on the “+” icon to add it to your selection



Account Registration – Commodity Selection

④ On the registration page:

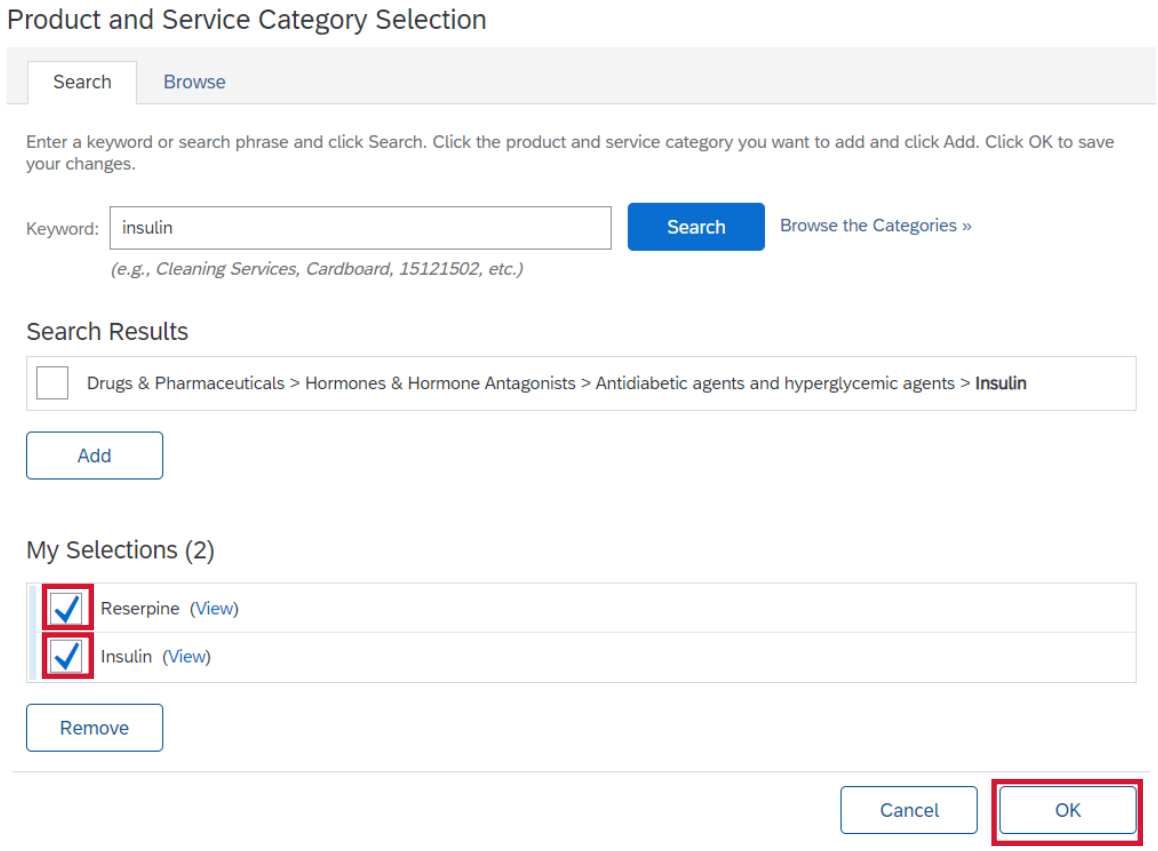
iii. **Tell us more about your business - Product and Service Category selection:** Alternatively, you may click on the “search” tab and input your search in the keyword search bar. Once you have a result returned, mark the check box and click on “Add”



Account Registration – Commodity Selection

④ On the registration page:

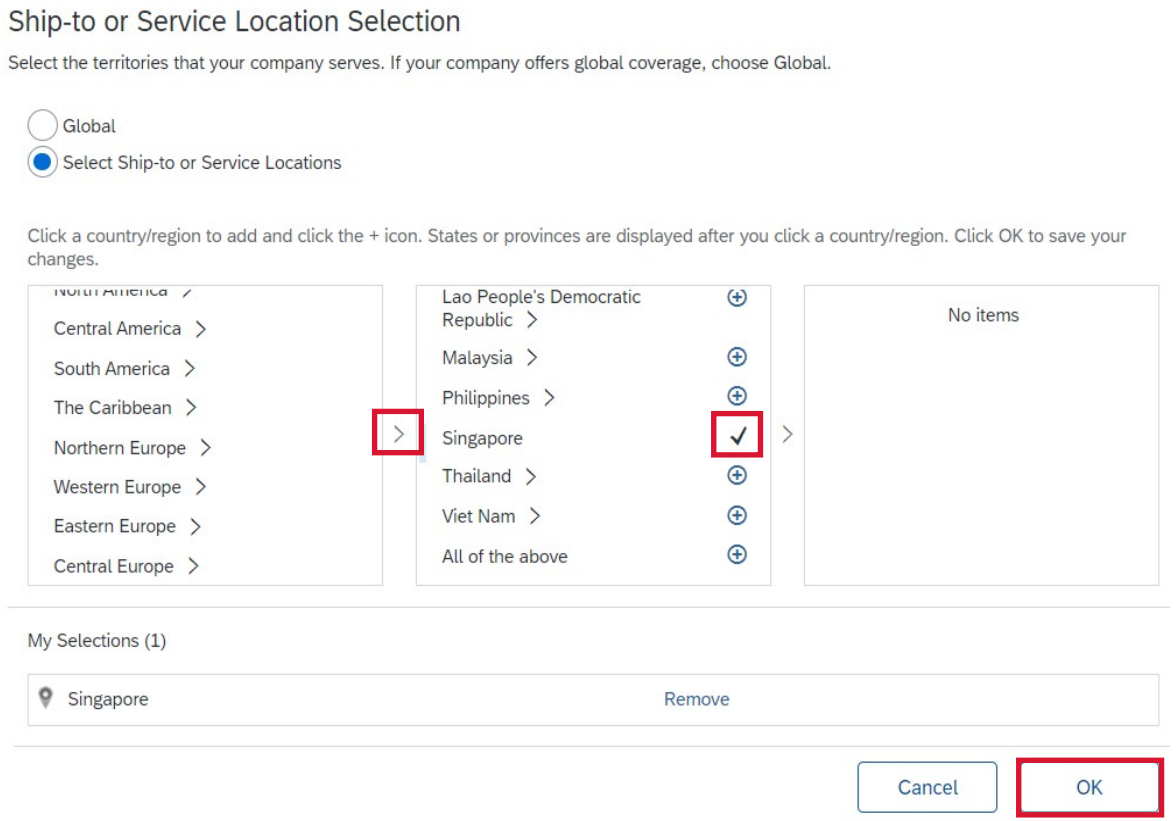
iii. **Tell us more about your business - Product and Service Category selection:** Once you have selected all the products and services, mark the check boxes in the “My Selections” section and click on the “OK” button to proceed



Account Registration - Ship-to Location Selection

④ On the registration page:

iii. **Tell us more about your business - Ship-to or Service Locations:** After clicking on browse, you may narrow your search by region to find the country. Once you have found the country, click on the “+” icon to add it to your selection. Once the country has been added, please click on the “OK” button to proceed



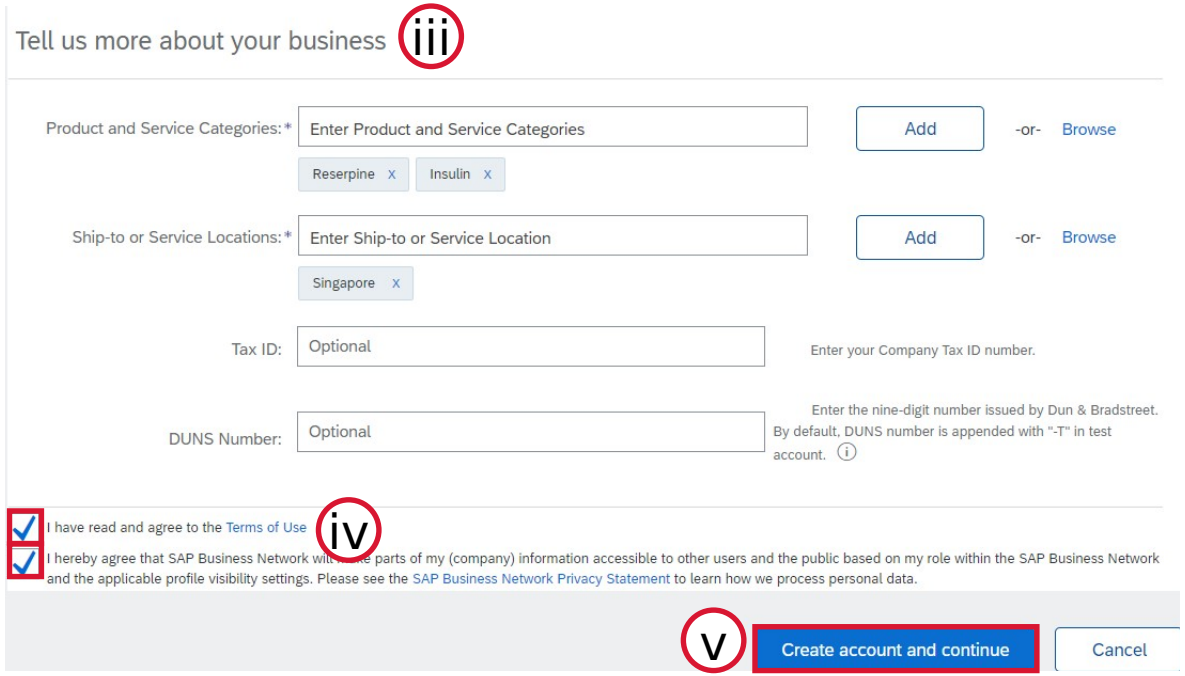
Account Registration

④ On the registration page:

iii. **Tell us more about your business:** After providing the “Product and Service Categories” and the “Ship-to or Service Locations” of your company

iv. Read the Terms of Use and SAP Business Network Privacy Statement and mark the check boxes

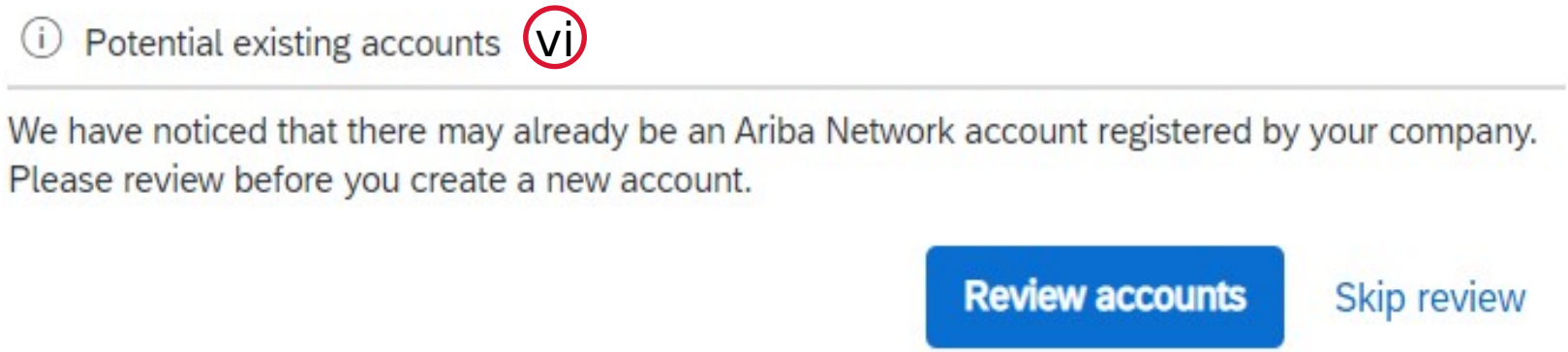
v. Once all required fields have been filled up, please click on “create account and continue”



Review of Existing Accounts

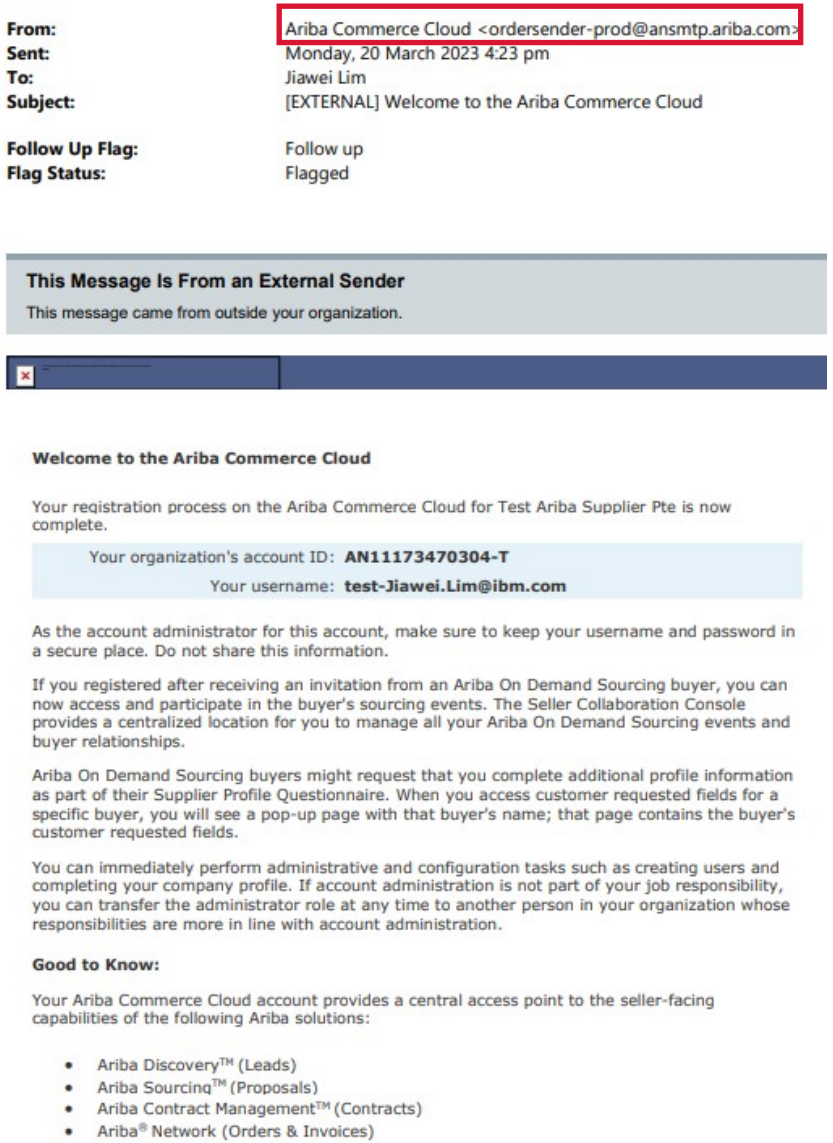
④ On the registration page:

vi. After clicking on “Create Account and Continue”, you would receive a prompt to review existing accounts. Check for duplicates, if there are none, then proceed



Verification Email

5 After successful account creation, you would receive a welcome email from Ariba.



From: Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
Sent: Monday, 20 March 2023 4:23 pm
To: Jiawei Lim
Subject: [EXTERNAL] Welcome to the Ariba Commerce Cloud

Follow Up Flag: Follow up
Flag Status: Flagged

This Message Is From an External Sender
This message came from outside your organization.

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Test Ariba Supplier Pte is now complete.

Your organization's account ID: **AN11173470304-T**
Your username: **test-Jiawei.Lim@ibm.com**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

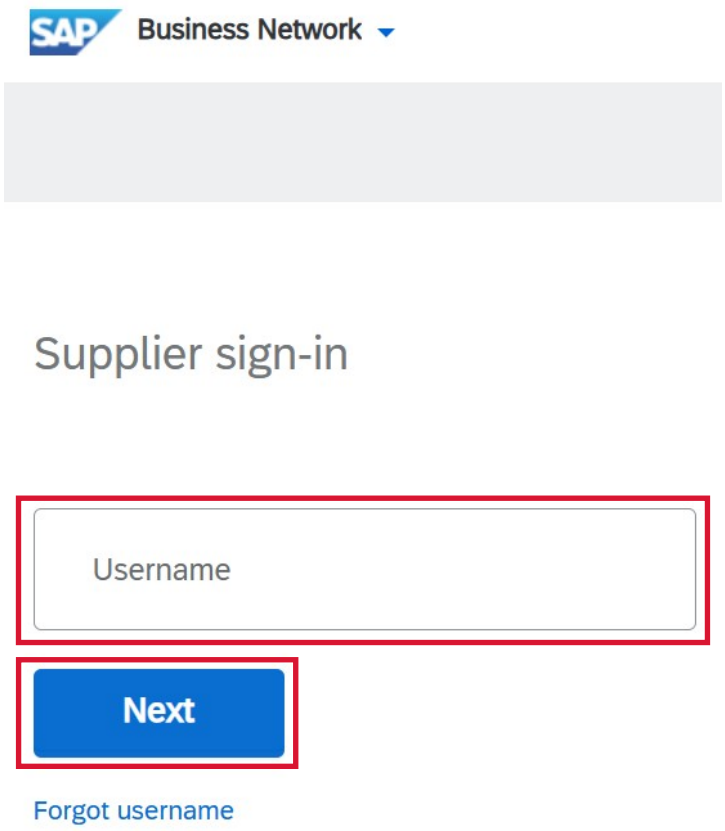


Search Sourcing Events on SAP Business Network Discovery

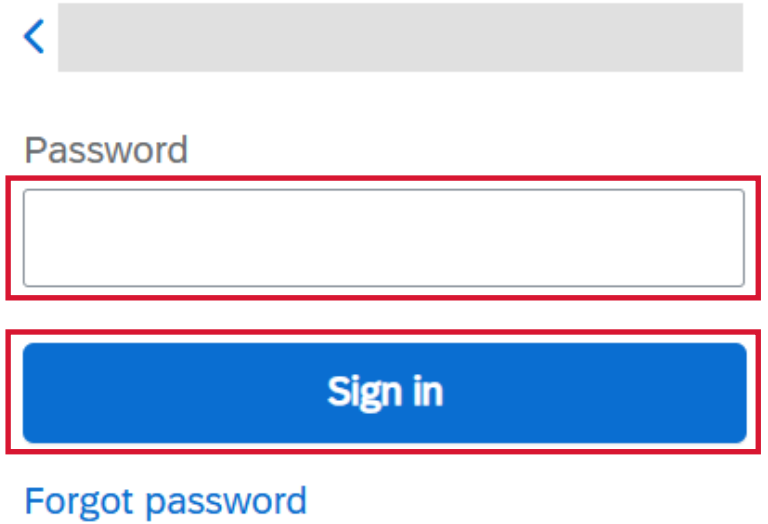
Search Events posted on SAP Business Network Discovery

Suppliers' Ariba login link:
http://supplier.ariba.com

1. Fill in your username and click the "Next" button.



2. On the next page, enter your password and click the "Sign In" button.



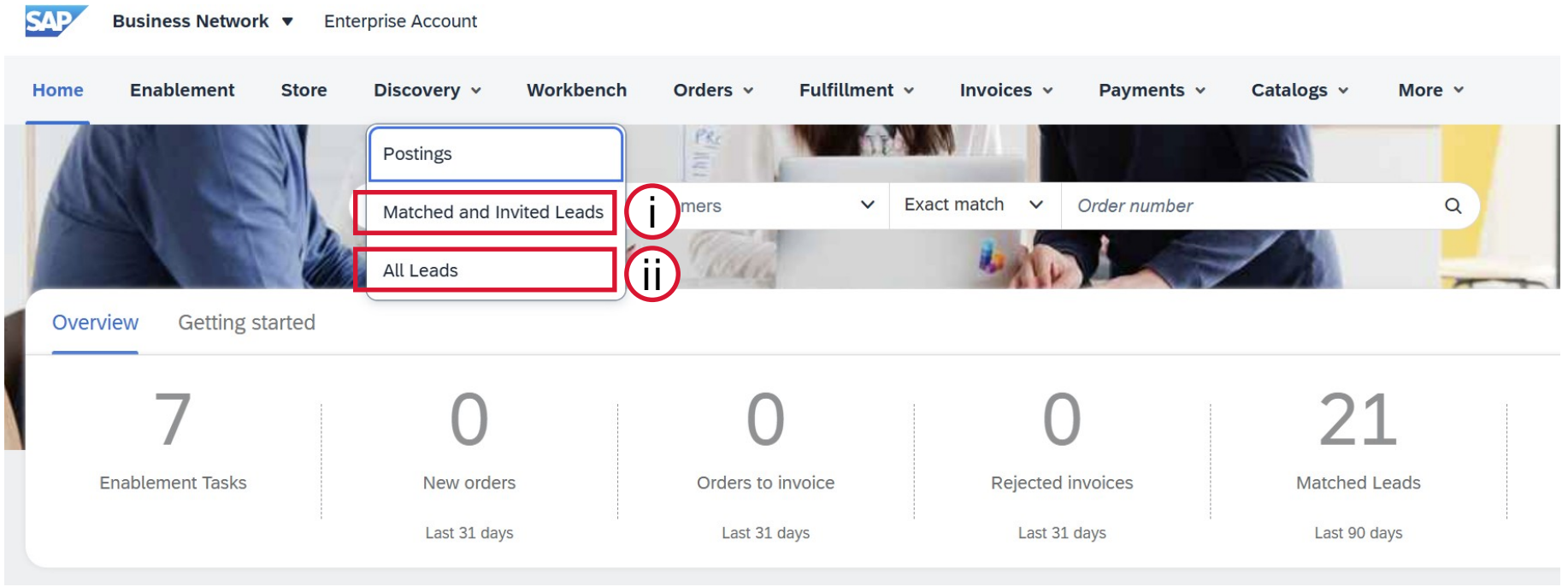
Search Events posted on SAP Business Network Discovery

2 On the SAP Business Network Discovery landing page, open the Discovery dropdown menu.

i. “Matched and Invited Leads” displays event postings with Product & Service Categories that match your company profile, as well as event postings to which you have been invited.

ii. “All Leads” displays all event postings, including those without any match.

*Note: *“Ariba Discovery” is now “SAP Business Network Discovery”*

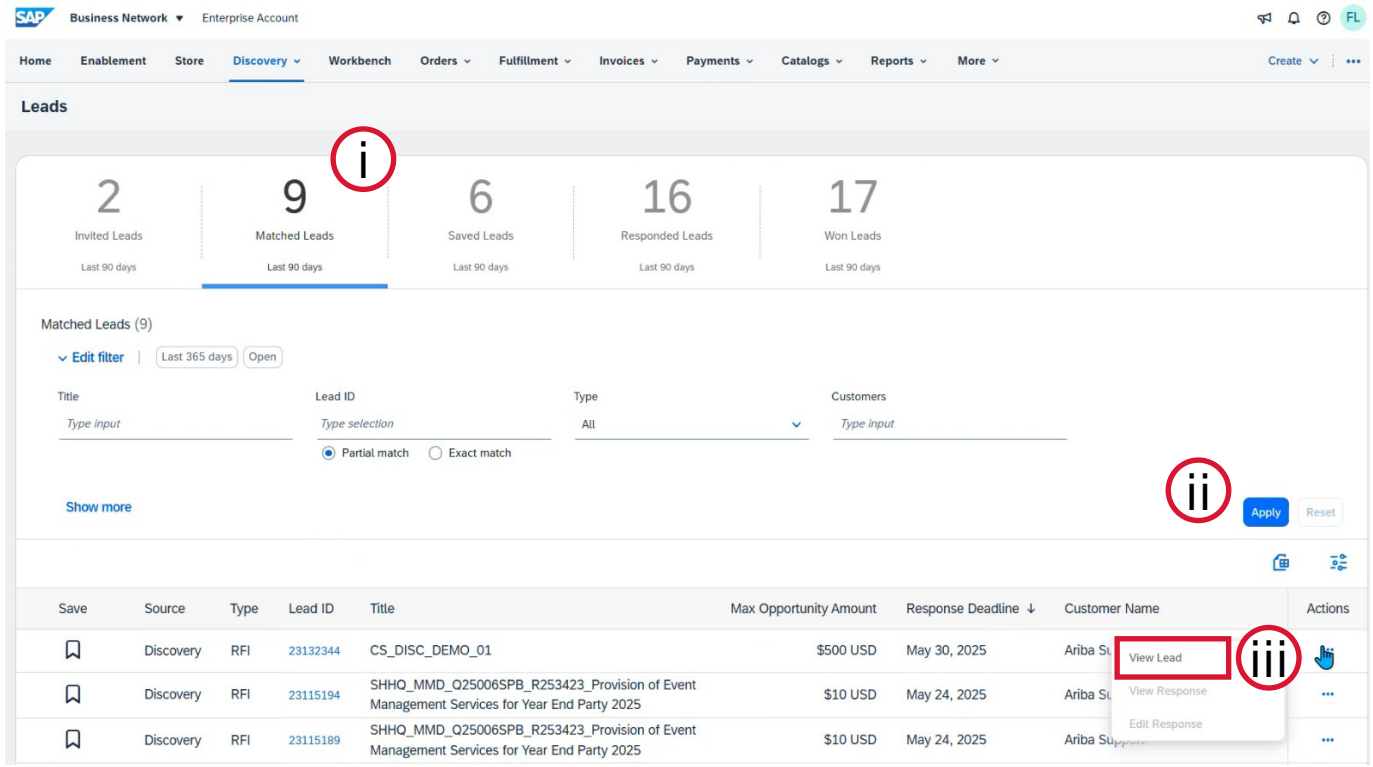


Search Events posted on SAP Business Network Discovery

③ If you select “Matched and Invited Leads”, the Leads page will open.

i. Select the type of leads.
ii. Filter the leads if required.
iii. Click “View Lead” in the Actions column to view the lead details.

*Note: *“Ariba Discovery” is now “SAP Business Network Discovery”*

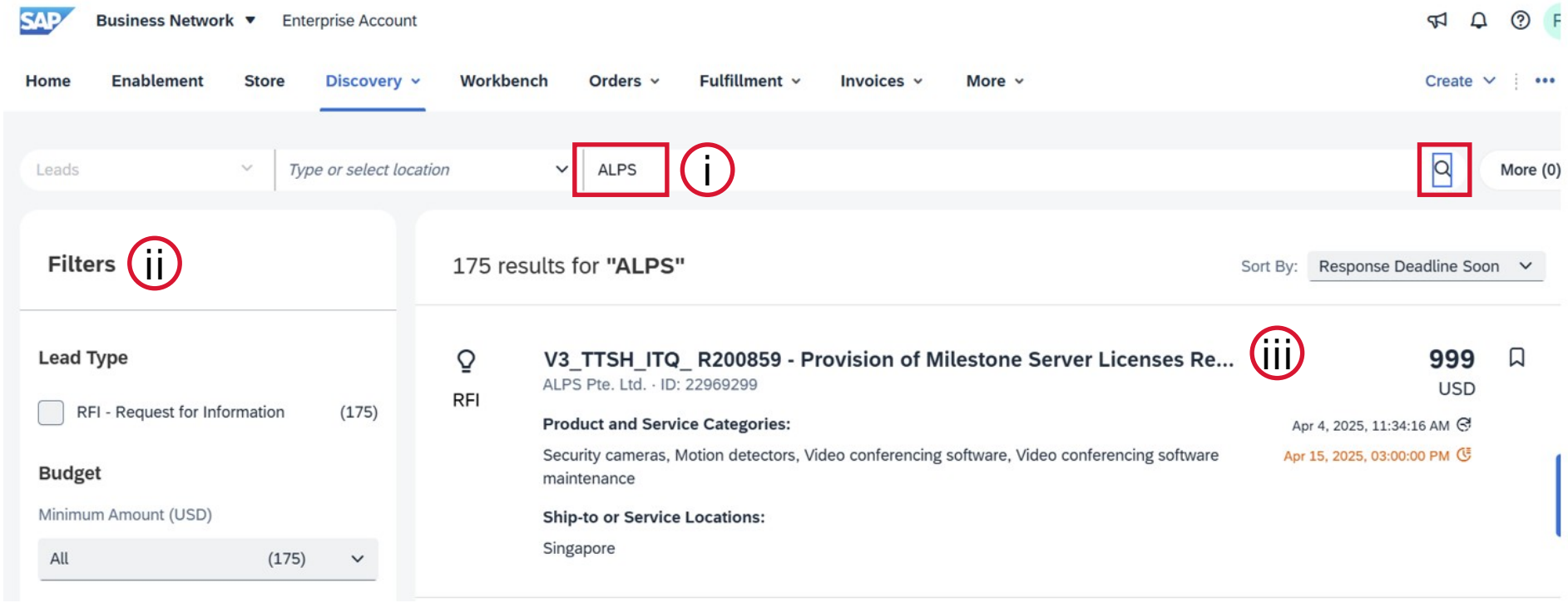


Search Events posted on SAP Business Network Discovery

④ If you select “All Leads”, perform the following actions:

i. Type “ALPS” in the search bar and click the “Find” button to view relevant postings.
ii. Filter the lead results if required.
iii. Click the “Lead Name” to view the lead details.

*Note: *“Ariba Discovery” is now “SAP Business Network Discovery”*



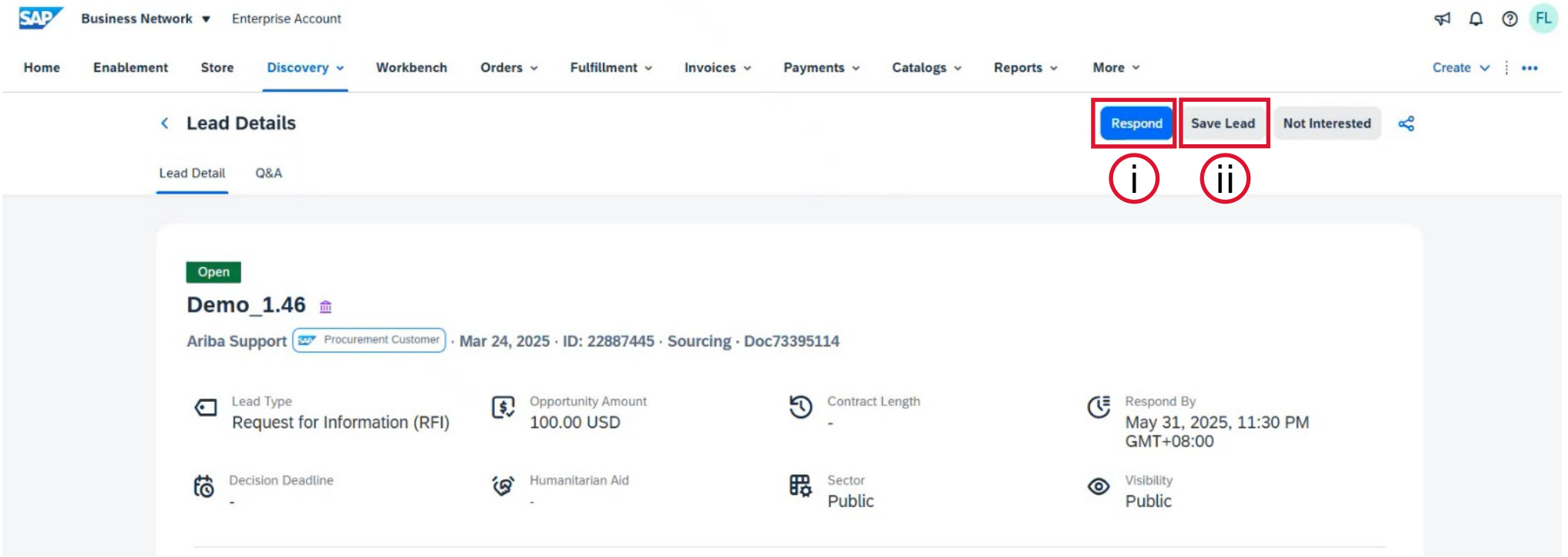
Search Events posted on SAP Business Network Discovery

5 Follow the instructions in the posting summary to express your interest in participating.

i. Click “Respond” only if the instructions specifically indicate to do so.
ii. Click “Save Lead” to add the posting to your list of saved leads.

*Note:

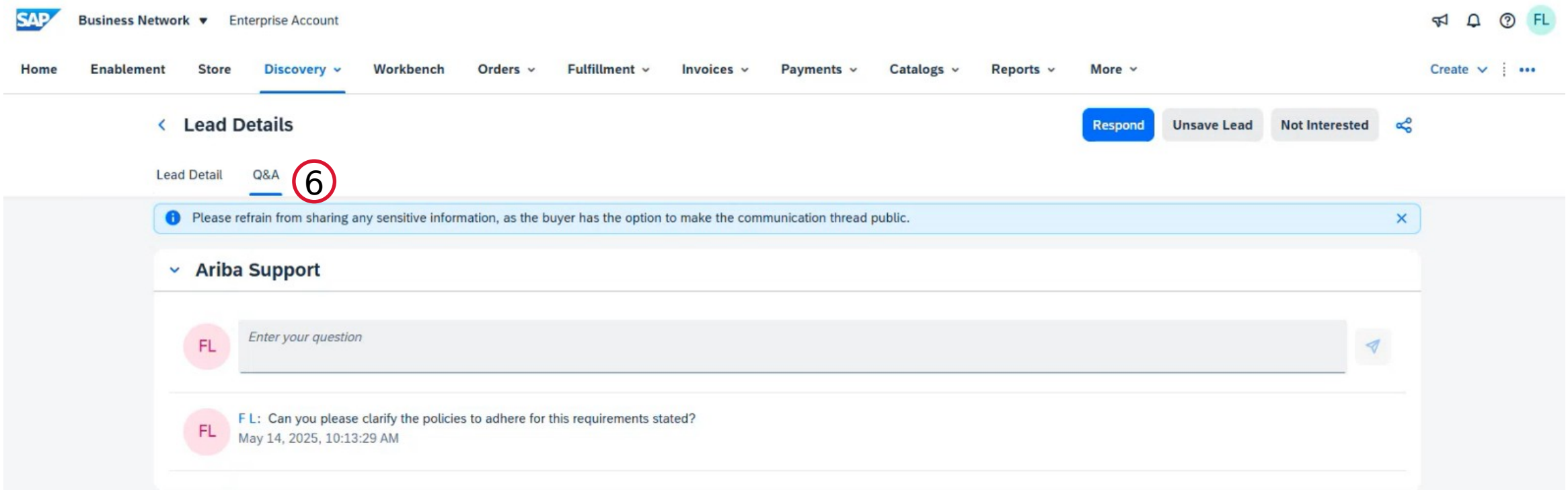
1. *Please direct all Business-Related Questions to ALPS Procurement Staff who publish sourcing events, instead of the ALPS Operations Team.*
2. *Please do not send proposals via the SAP Business Network Discovery Q&A feature.*



Search Events posted on SAP Business Network Discovery

⑥ Navigate to the Q&A tab to ask questions related to the posting.

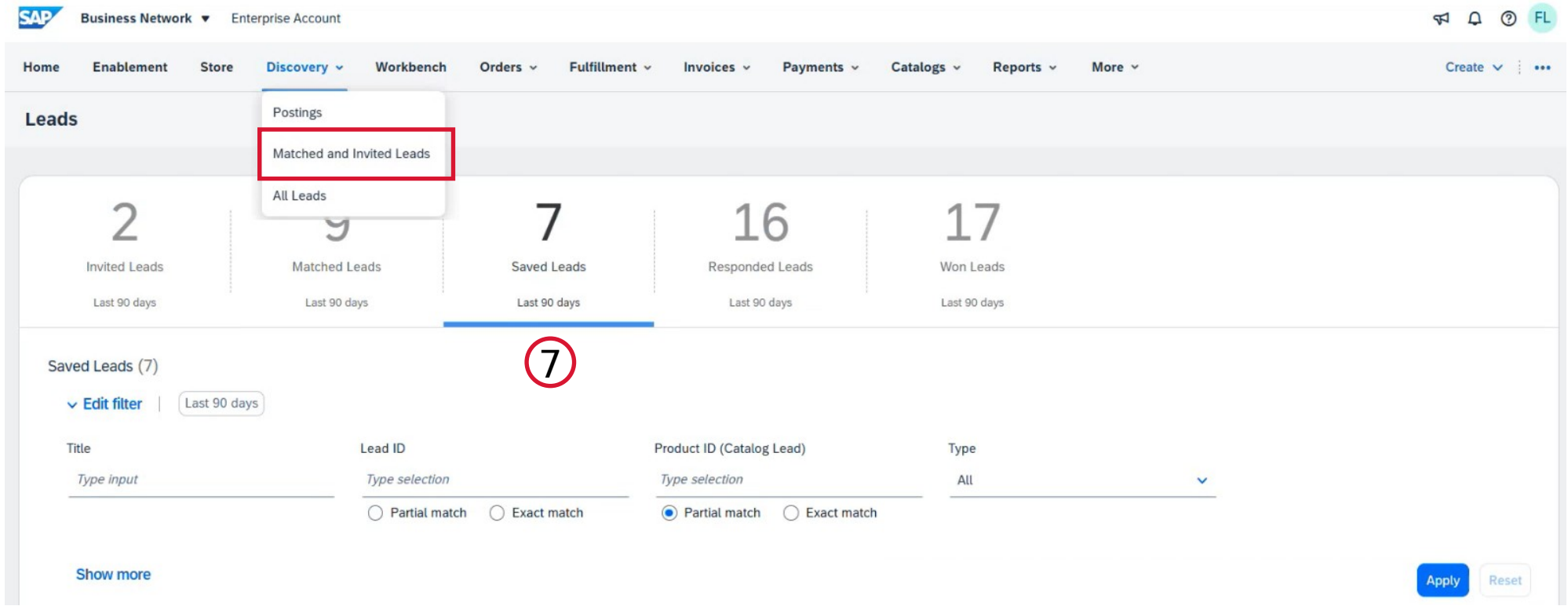
*Note: *“Ariba Discovery” is now “SAP Business Network Discovery”*



Search Events posted on SAP Business Network Discovery

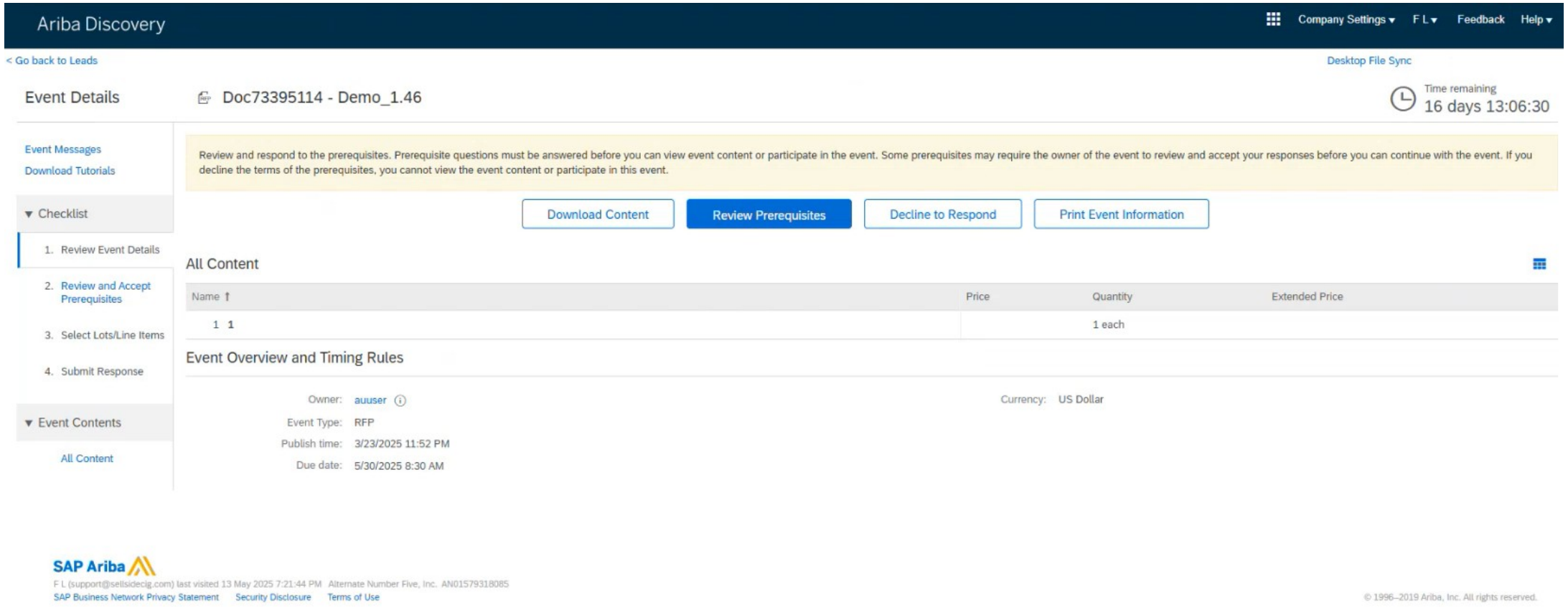
⑦ If you click “Save Lead”, you will be able to access the list of saved lead by opening the Discovery dropdown and selecting “Matched and Invited Leads”. Click the “Saved Leads” tab to view the list.

**Note: “Ariba Discovery” is now “SAP Business Network Discovery”*



Search Events posted on SAP Business Network Discovery

⑧ Clicking “Respond” will automatically take you to the Sourcing page. Follow the remaining instructions in the “Sourcing” tutorials to complete your submission.





Participate Sourcing Event – Submitting Primary Offer

Email Notification – Suppliers Participating in Sourcing Event for first time

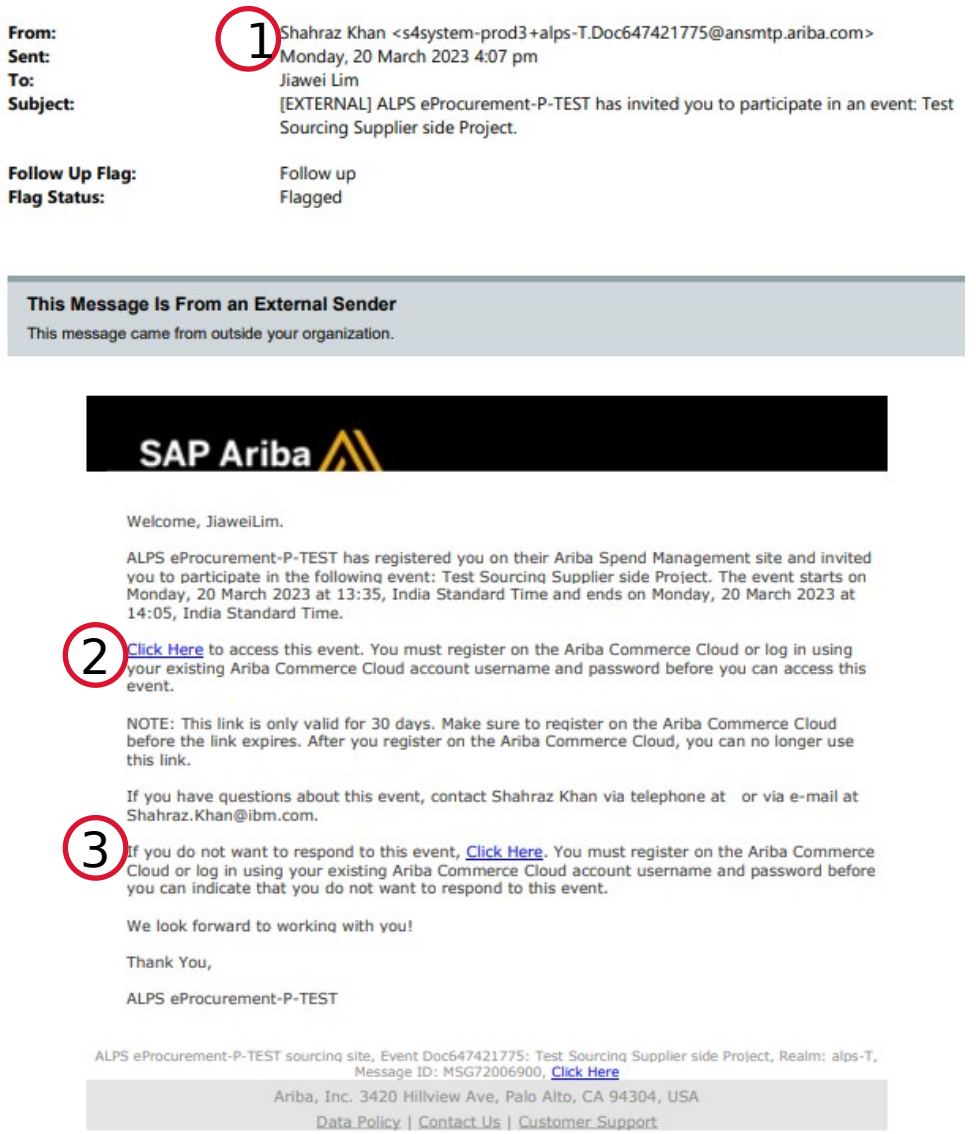
1. Once ALPS has initiated a sourcing event, you would receive an email from SAP Ariba.

2. Upon receiving the email notification, click on the hyperlink in the email. For Supplier participating for the first time you **MUST** click on the hyperlink

*Note: *You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.*

3. If you do NOT wish to participate in the event, click on the second hyperlink in the email.

*Note: *You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.*



From: Shahraz Khan <s4system-prod3+alps-T.Doc647421775@ansmtp.ariba.com>
Sent: Monday, 20 March 2023 4:07 pm
To: Jiawei Lim
Subject: [EXTERNAL] ALPS eProcurement-P-TEST has invited you to participate in an event: Test Sourcing Supplier side Project.

Follow Up Flag: Follow up
Flag Status: Flagged

This Message Is From an External Sender
This message came from outside your organization.

SAP Ariba

Welcome, JiaweiLim.

ALPS eProcurement-P-TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: Test Sourcing Supplier side Project. The event starts on Monday, 20 March 2023 at 13:35, India Standard Time and ends on Monday, 20 March 2023 at 14:05, India Standard Time.

Click Here to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact Shahraz Khan via telephone at or via e-mail at Shahraz.Khan@ibm.com.

If you do not want to respond to this event, Click Here. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

We look forward to working with you!

Thank You,

ALPS eProcurement-P-TEST

ALPS eProcurement-P-TEST sourcing site, Event Doc647421775: Test Sourcing Supplier side Project, Realm: alps-T, Message ID: MSG72006900, Click Here

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

Data Policy | Contact Us | Customer Support

Email Notification – For Returning Participants

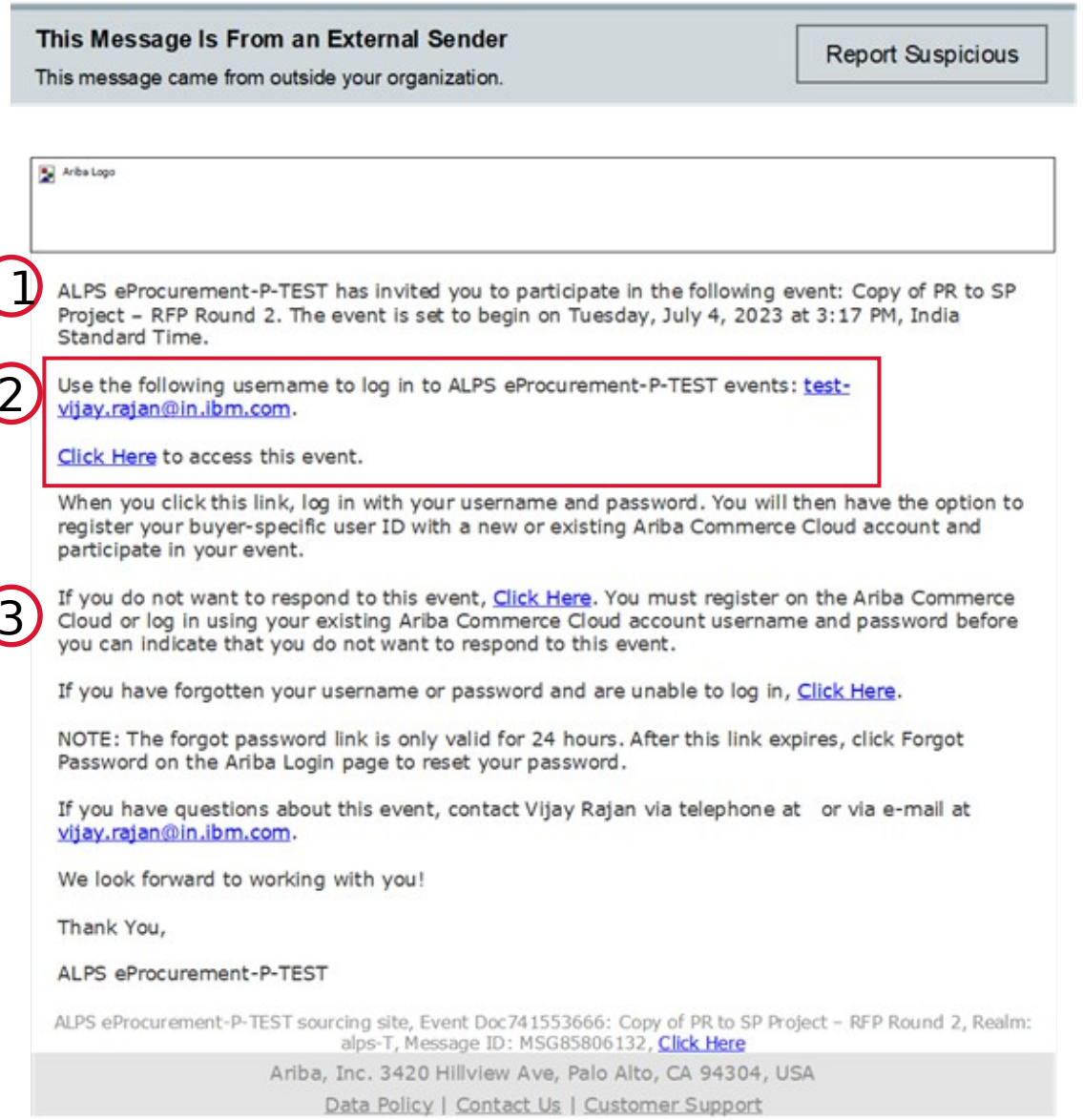
1. Once ALPS has initiated a sourcing event, you would receive an email from SAP Ariba.

2. Upon receiving the email notification, click on the hyperlink in the email. Returning participants can use the username provided in this section to login.

*Note: *You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.*

3. If you do NOT wish to participate in the event, click on the second hyperlink in the email.

*Note: *You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.*

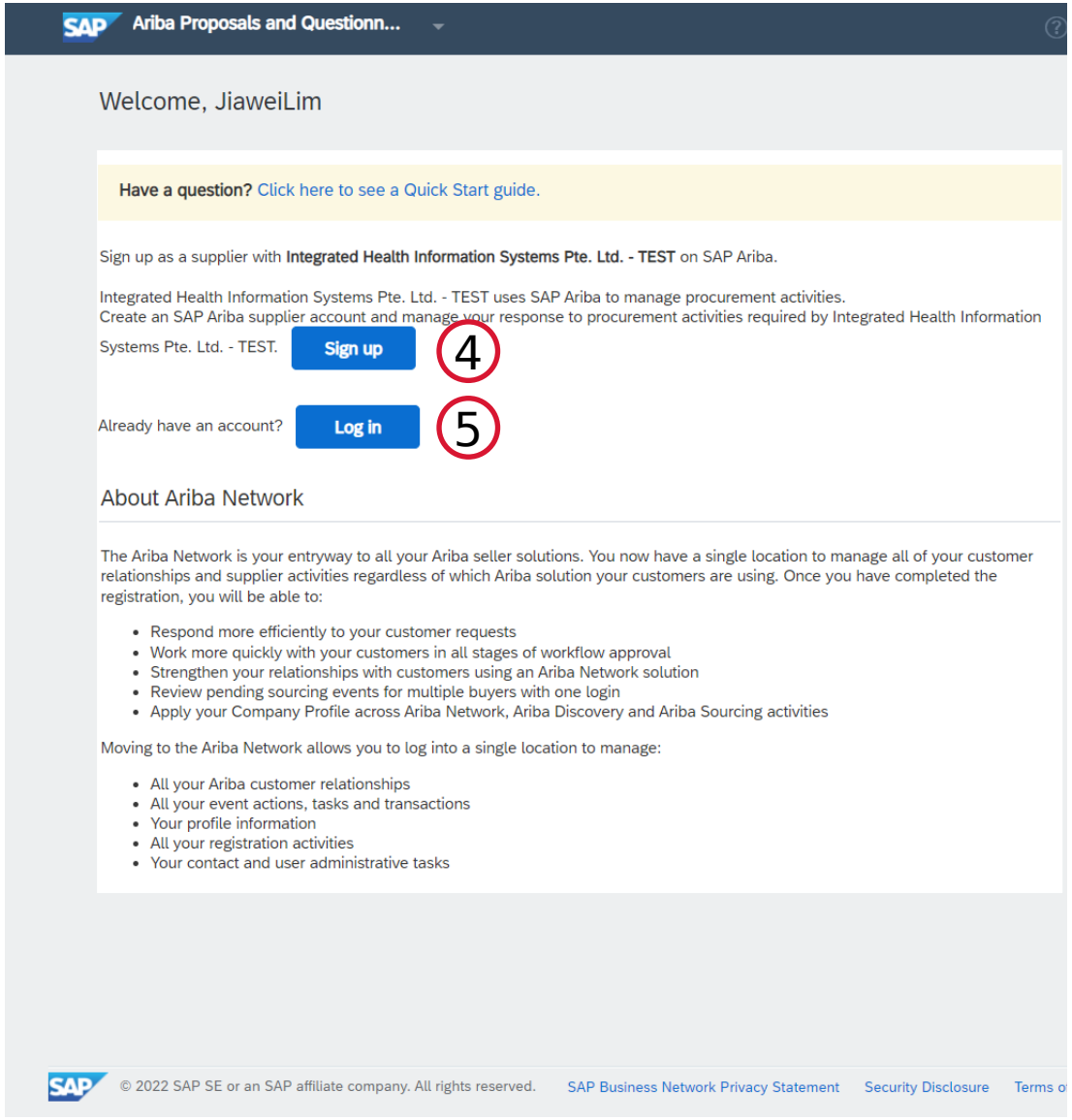


Event Participation

If you decide to participate in the event, the hyperlink will redirect you to this page where you can either register or log in.

④ If you do not have an existing Ariba Account, please click on the “Sign up” button (**Note: Refer to Account Registration Section*)

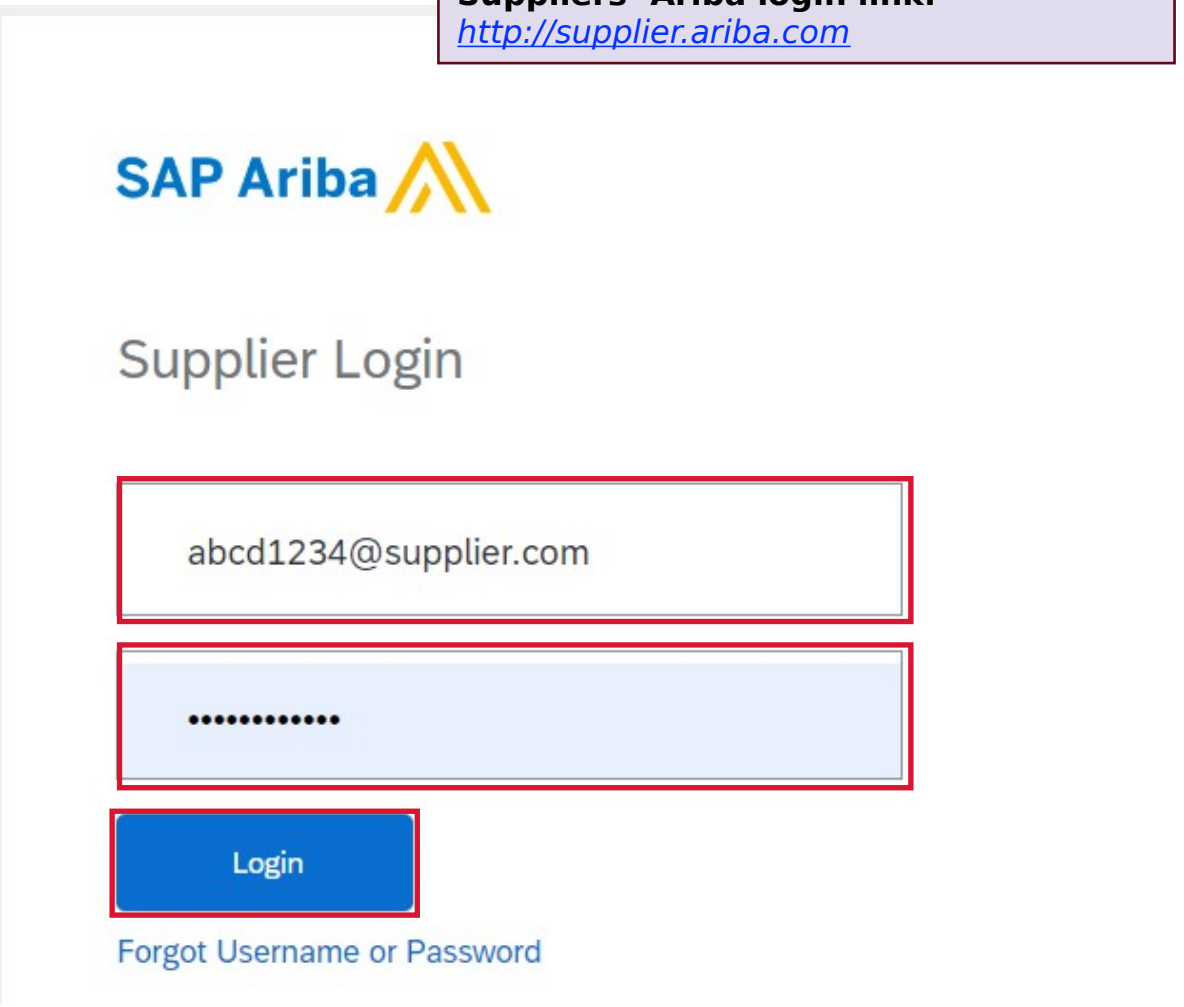
⑤ If you have an existing Ariba Account, please click on the “Log in” button



Existing Account Log-in

⑥ Please fill in your login credentials and click on the “Login” button

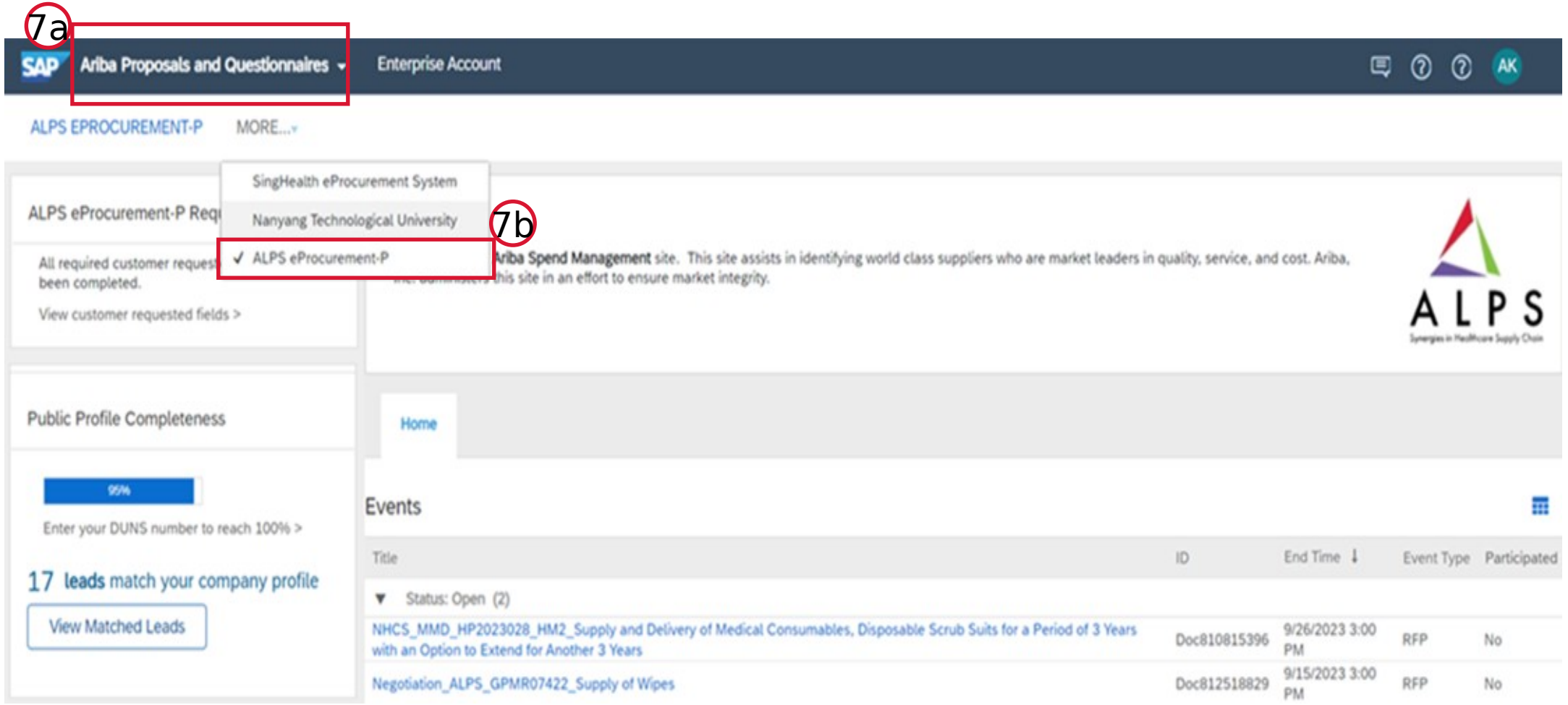
Suppliers’ Ariba login link:
http://supplier.ariba.com



Select Event to respond

7a To access Sourcing events, select Ariba Proposals and Questionnaires.

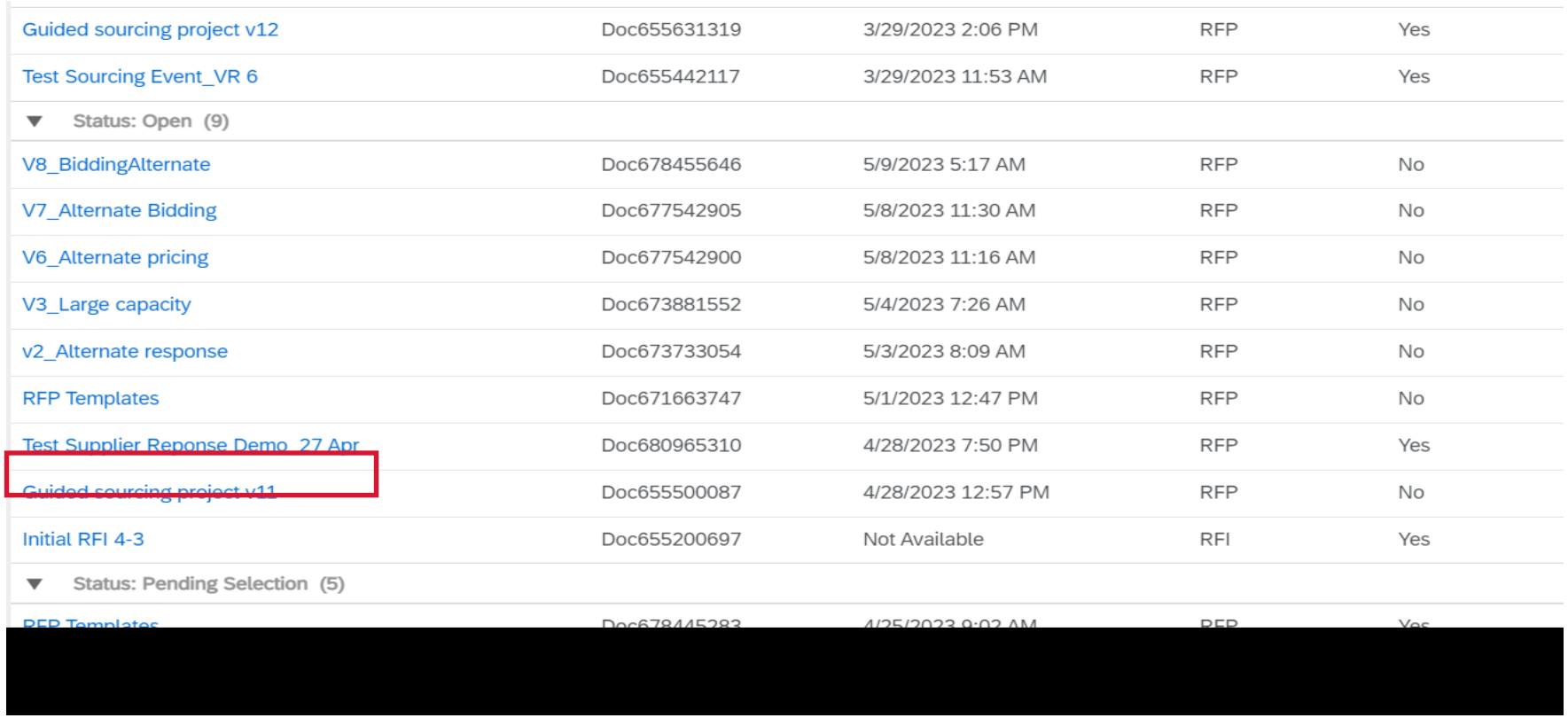
7b Select ALPS eProcurement to view ALPS Sourcing Events with different statuses.



Select Event to respond

7c If you already have an account, after successful login:

Scroll down to the open events section and select event to respond



Guided sourcing project v12	Doc655631319	3/29/2023 2:06 PM	RFP	Yes
Test Sourcing Event_VR 6	Doc655442117	3/29/2023 11:53 AM	RFP	Yes
▼ Status: Open (9)				
V8_BiddingAlternate	Doc678455646	5/9/2023 5:17 AM	RFP	No
V7_Alternate Bidding	Doc677542905	5/8/2023 11:30 AM	RFP	No
V6_Alternate pricing	Doc677542900	5/8/2023 11:16 AM	RFP	No
V3_Large capacity	Doc673881552	5/4/2023 7:26 AM	RFP	No
v2_Alternate response	Doc673733054	5/3/2023 8:09 AM	RFP	No
RFP Templates	Doc671663747	5/1/2023 12:47 PM	RFP	No
Test Supplier Reponse Demo_27 Apr	Doc680965310	4/28/2023 7:50 PM	RFP	Yes
Guided sourcing project v11	Doc655500087	4/28/2023 12:57 PM	RFP	No
Initial RFI 4-3	Doc655200697	Not Available	RFI	Yes
▼ Status: Pending Selection (5)				
RFP Templates	Doc678445283	4/25/2023 9:02 AM	RFP	Yes

Review and Accept Prerequisites

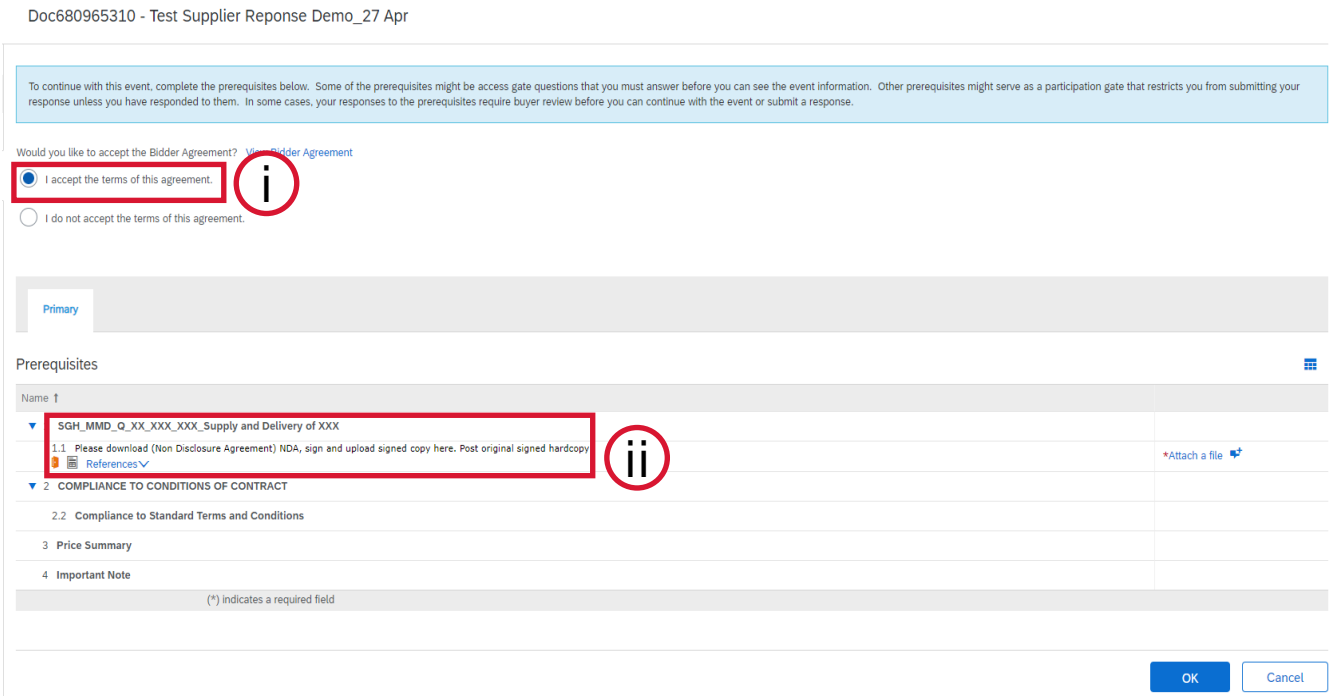
⑧ **On the Review and Accept Prerequisites page** :

i. Read the Bidder Agreement and toggle check mark to “I accept the terms of the agreement”

ii. On section 1, Check Reference section to download document (e.g., NDA format)

*Note: *If this project requires prerequisites to be approved by Sourcing Project Owner:*

- *Supplier need to submit NDA.*
- *If Sourcing Project Owner accepts it then Supplier can access the event content.*
- *If Sourcing Project Owner denies it then Supplier need to resubmit the response.*
- *NDA is just one example of a prerequisite*



Accessing Sourcing Events

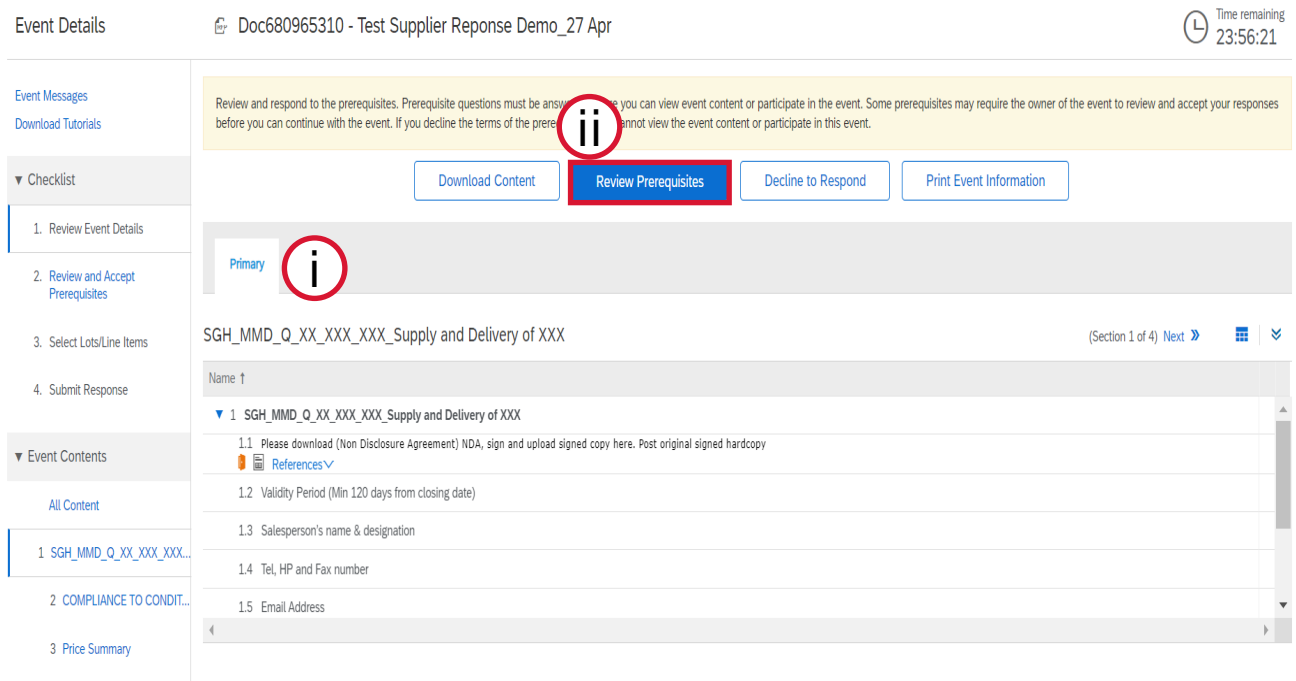
After successfully creating your account or logging in, you would be brought to the Ariba Sourcing landing page to review the sourcing event.

9

- **Review Event Details**:

i. Review the event details.

ii. Click on “Review Prerequisites” to proceed



Responding to Prerequisites

9 Within the Scroll Down:

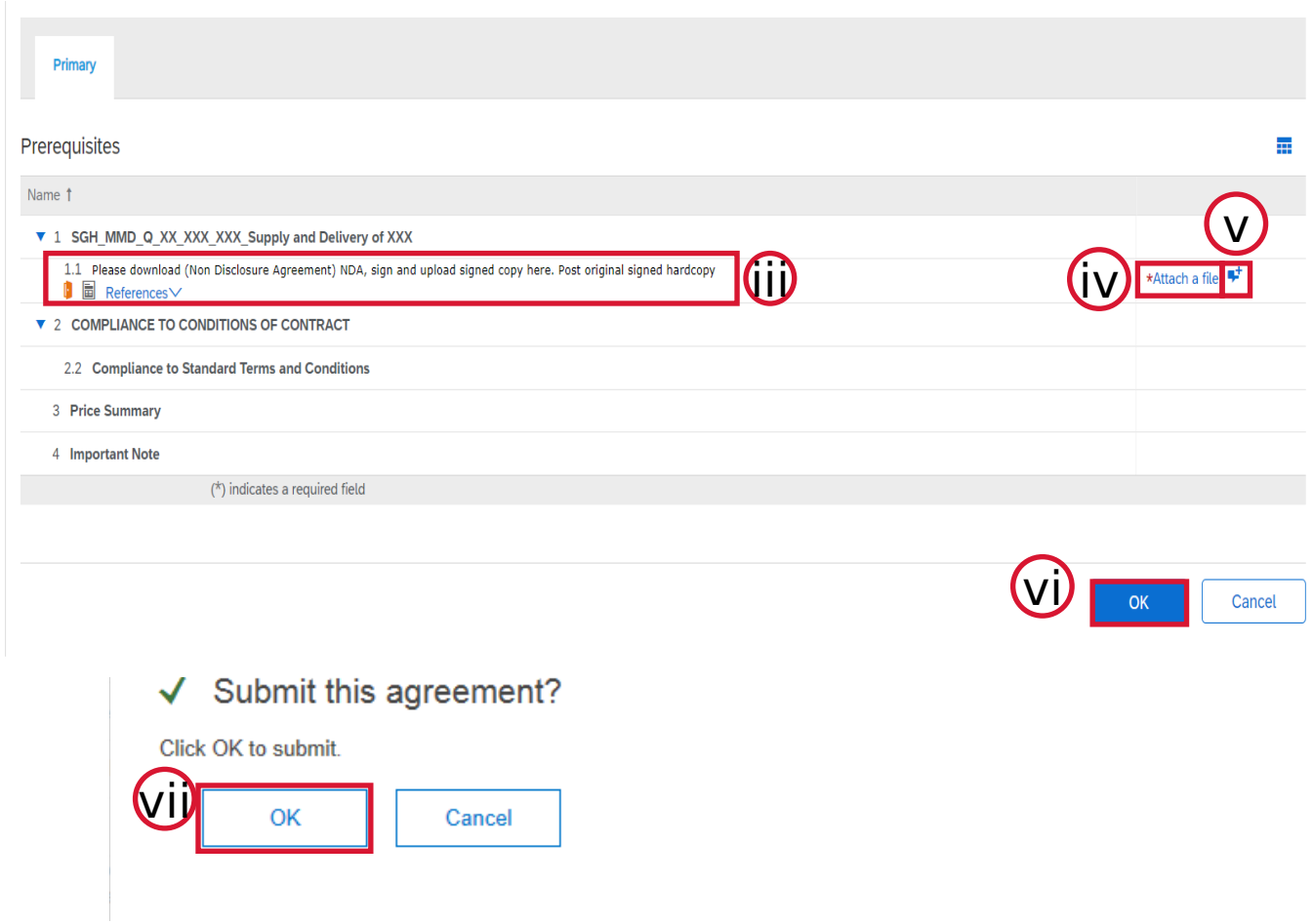
iii. Click on “References” to download document if required

iv. Upload document by clicking “Attach a file” when response requires a document. **Note: Multiple files can be zipped and uploaded as one document*

v. Click Comments icon to add remarks if any

vi. Click on “OK” to proceed

vii. After clicking on “OK”, another pop-up would appear to confirm submission of agreement. Click on “OK” to proceed

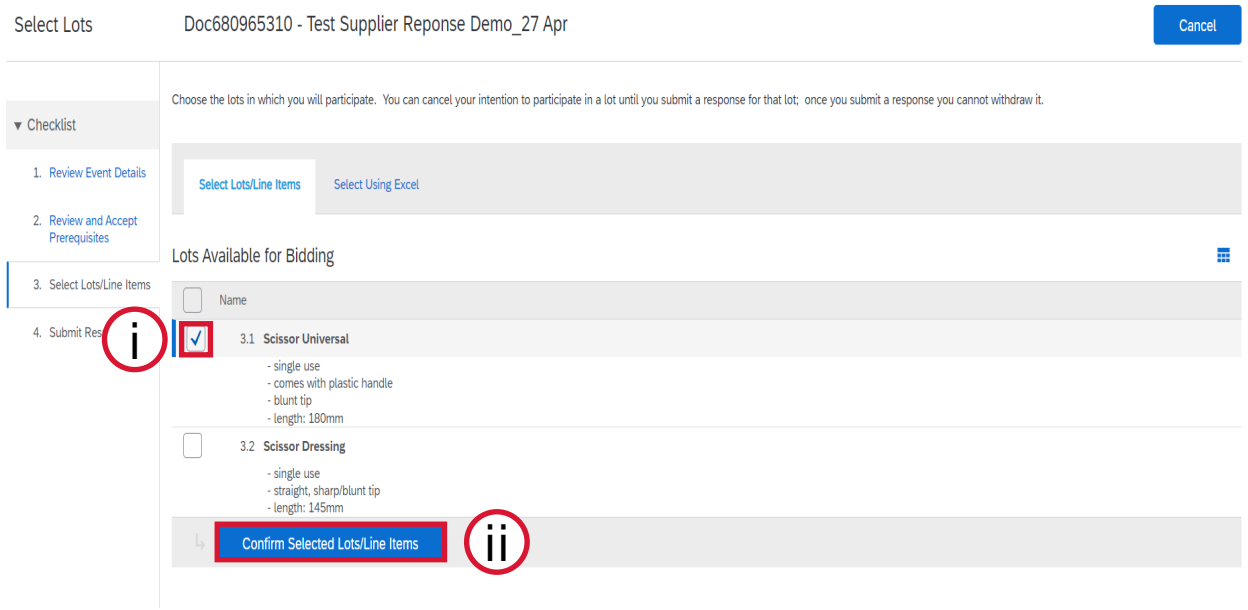


Select Lot/Line Items

10 Select Lot/Line Items:

i. Mark the check box beside the line item under the Lots Available for Bidding section you want to bid for.

ii. Once your selection is complete, click on “Confirm Selected Lots/Line Items” to proceed.

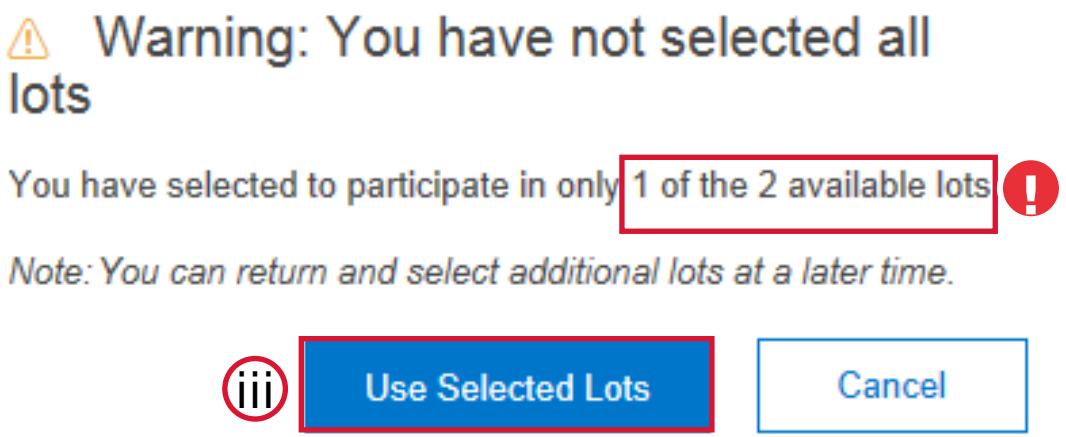


Select Lot/Line Items

10 **If lot selection is incomplete (i.e., 1 of 2 items selected), you will get a warning message:**

**Take note of the number of lots or items you have selected*

iii. Click on “Use Selected Lots” to proceed

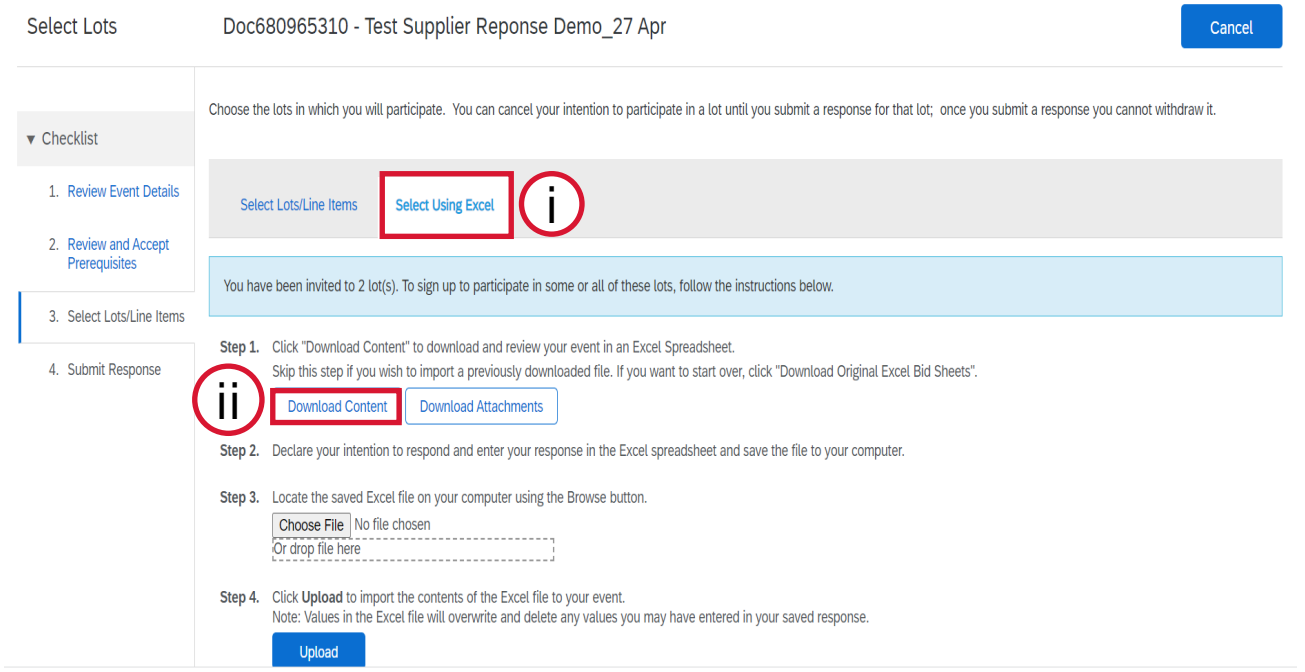


Select Lot/Line Items

11 Select Lot/Line Items Using Excel:

i. Alternatively, you may select lots using Excel. Click on the “Select Using Excel” Tab.

ii. Click on the “Download Content” button to download the Excel template.

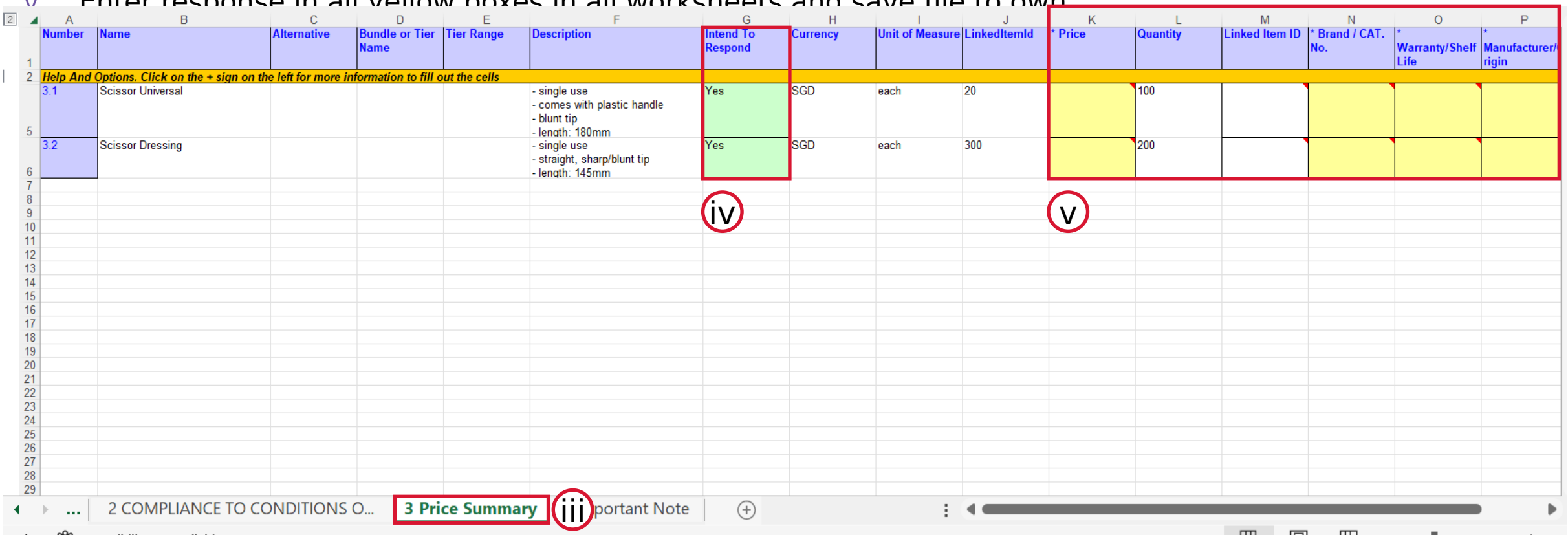


Select Lot/Line Items

** Columns which are marked with '*' must be updated with relevant value.*

(ii) Within the Excel:

iii. Go to Price Summary worksheet
iv. Change "No" to "Yes" under Intend to Respond column for which you want to bid for
v. Enter response in all yellow boxes in all worksheets and save file to own



Select Lot/Line Items

*Fill the details in all Tabs of Excel.

11 **Within the Excel:**

vi. Update the details which are highlighted.

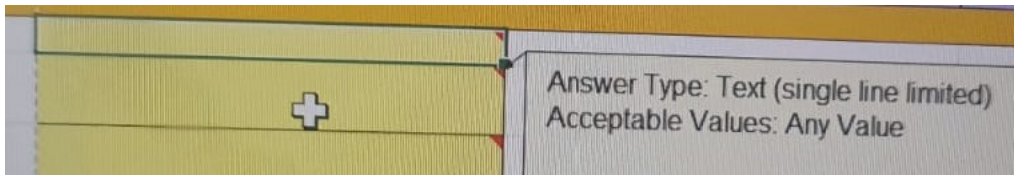
vii. Check comments which have specific response format allowed by Buyer. Click on the comment to see the response format.

vi

	A	B	C	D	E	F
1	Number	Name	Alternative	Bundle or Tier Name	Tier Range	Answer
2	*Help And Options. Click on the + sign on the left for more information to fill out the cells*					
5	2.1	Manufacturer/Origin				
6	2.2	Project Duration (6 months)				
7	2.3	Tender Validity period (min 12 months from closing date)				
8	2.4	Salesperson's Name & Designation				
9	2.5	Tel, HP, Fax number and Email Address				
10	2.6	Professional Engineer (Civil)'s name, registration number, Company name and address				
11	2.7	Name, Registration no of PE (Electrical)				
12	2.8	Name, Registration no of PE (Mechanical)				
13	2.9	Name, Registration no of PE (WSHO)				
14	2.10	Workplace Safety and Health Officer's name, registration number, Company name and address				
	2.11	The rates tendered shall include the following services/ items:Preliminaries Insurances Professional Engineer (Civil)'s, PE(Elect), PE(Mech)'s endorsement and oversight of any design, construction and installation of ALL permanent works and temporary				

Intend To Respond Instructions | Submit Response Instructions | 1 Prerequisites | 2 RFP

vii



Select Lot/Line Items

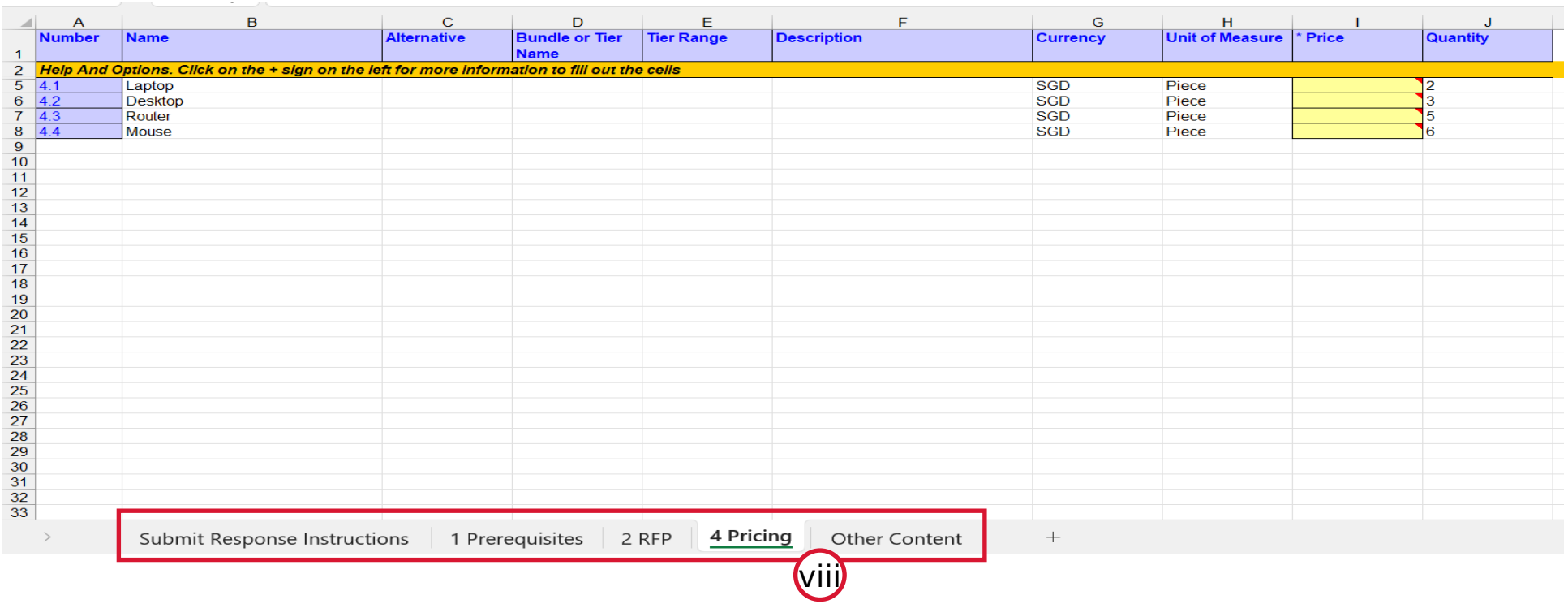
**Fill the details in all Tabs of Excel.*

11

Within the Excel:

viii. Check all the tabs available in the excel download and update all the details

ix. Thereafter, save the file to your local computer



	A	B	C	D	E	F	G	H	I	J
1	Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Currency	Unit of Measure	* Price	Quantity
2	*Help And Options. Click on the + sign on the left for more information to fill out the cells*									
5	4.1	Laptop					SGD	Piece		2
6	4.2	Desktop					SGD	Piece		3
7	4.3	Router					SGD	Piece		5
8	4.4	Mouse					SGD	Piece		6

Submit Response Instructions | 1 Prerequisites | 2 RFP | 4 Pricing | Other Content

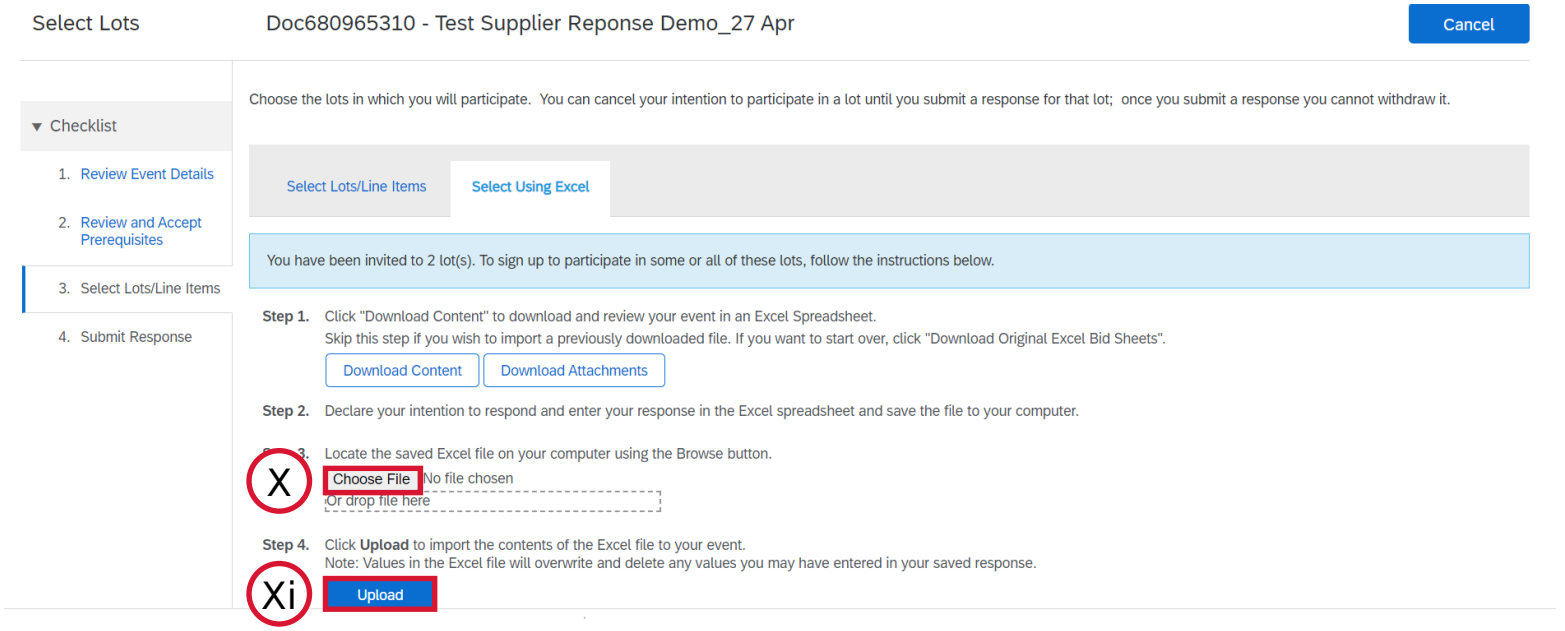
viii

Select Lot/Line Items

11 Uploading Excel:

X. Upload the updated Excel file by clicking on the “Choose File” button.

Xi. Click on the “Upload” button to proceed

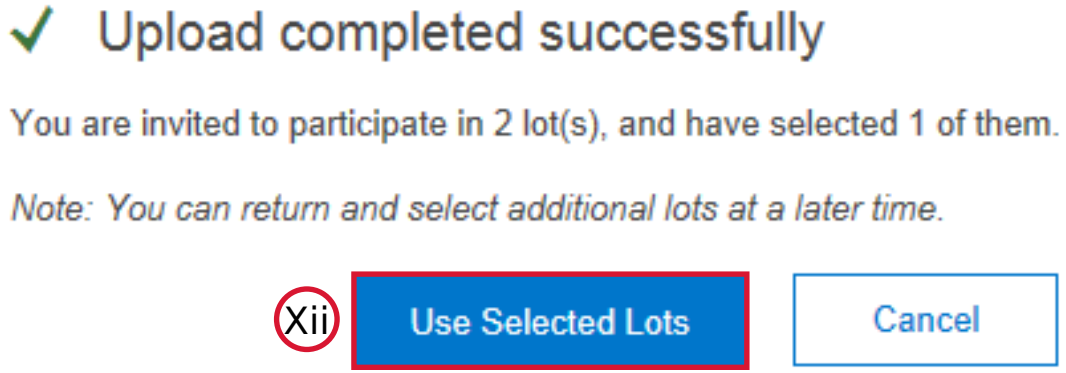


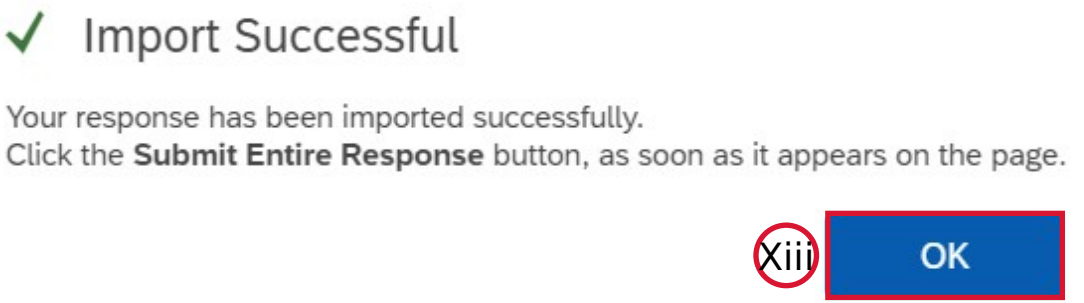
Select Lot/Line Items

11 Confirmation of Upload and Import:

Xii. A pop-up would appear notifying that you have successfully completed your upload. Take note of the number of lots or items you have selected. Click on “Use Selected Lots” to Proceed.

xiii. Another pop-up will then appear notifying you of your successful import. Click “OK” to proceed.

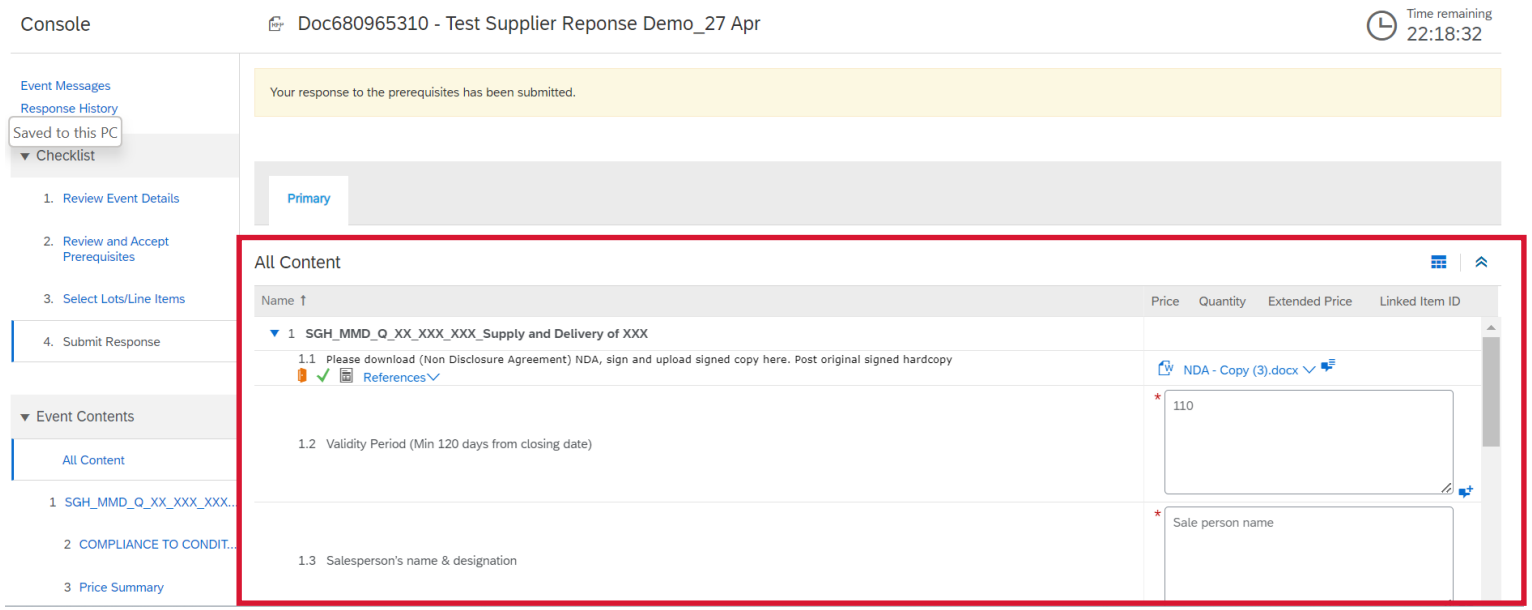




Submit Response

12 Submit Response:

i. Scroll down in the “All Content” section and fill in the required details. You will only need to enter response one by one if you are not entering them via “Select lots using Excel”.

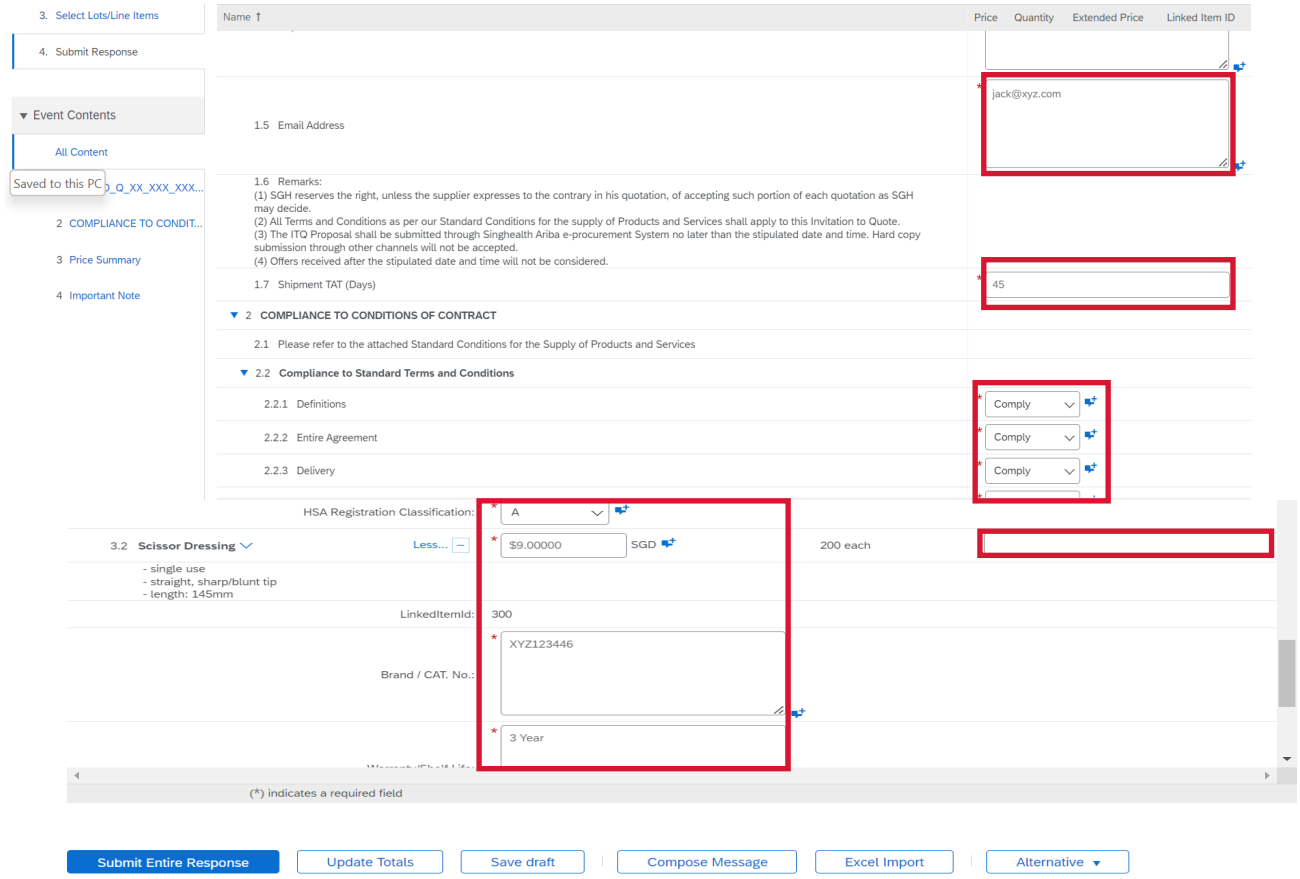


Continued on next slide

Submitting Response

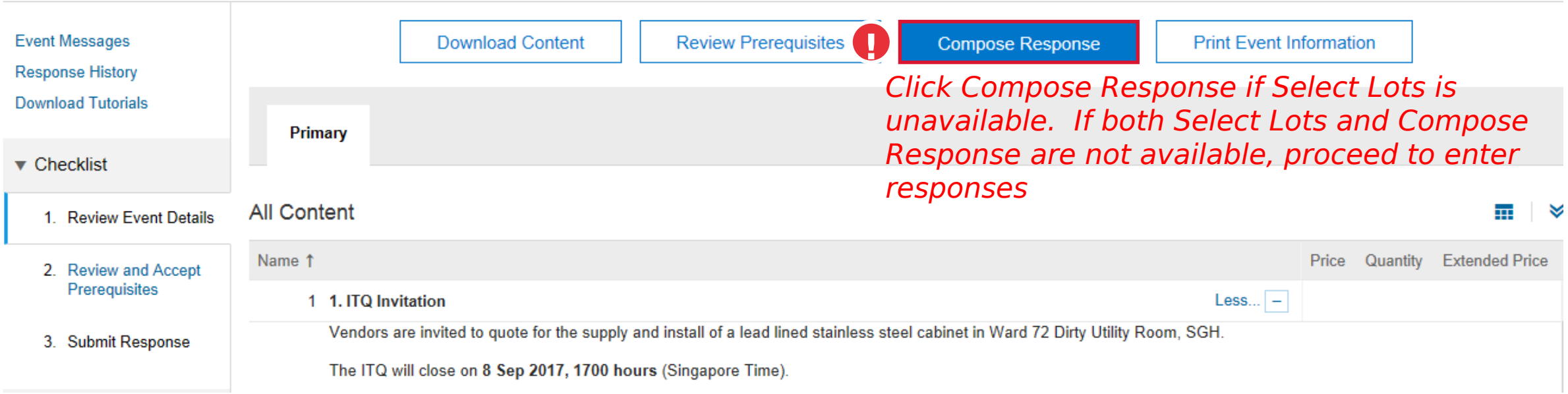
13 Submit Response:

i. Scroll down in the “All Content” section and fill in the required details



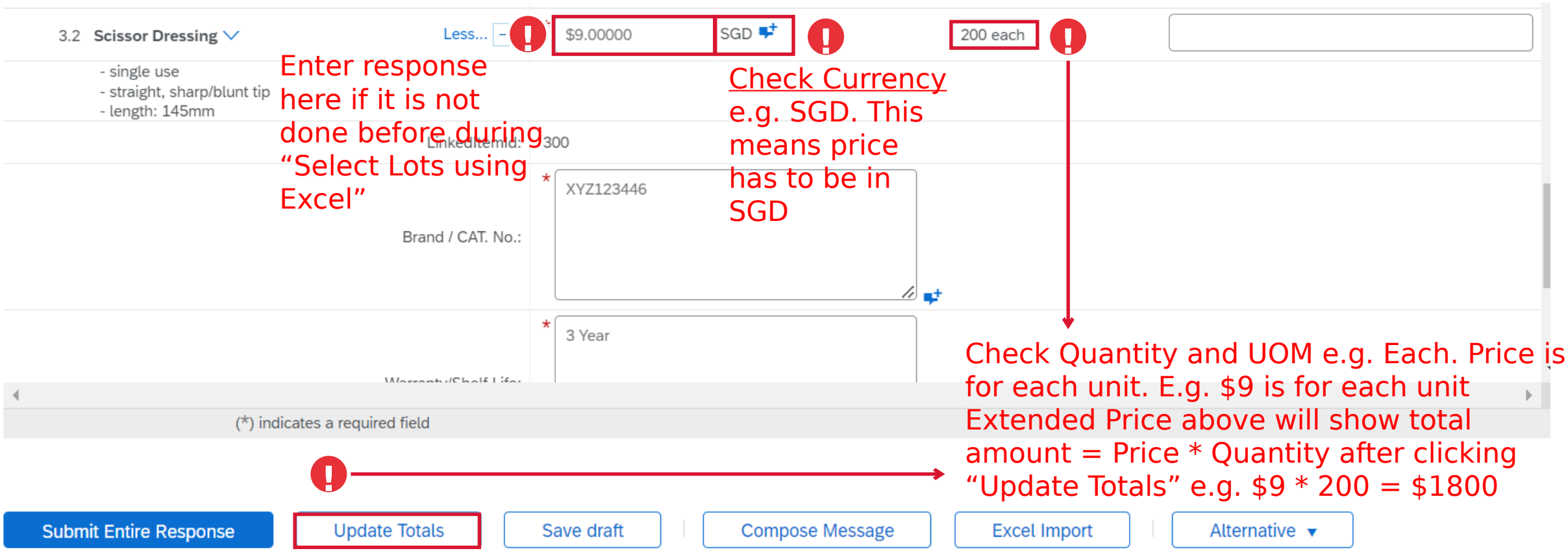
Continued on next slide

Submitting Response – Selecting Lots not required



Click Compose Response if Select Lots is unavailable. If both Select Lots and Compose Response are not available, proceed to enter responses

Submitting Response – Important points to note for lot pricing



Enter response here if it is not done before during "Select Lots using Excel"

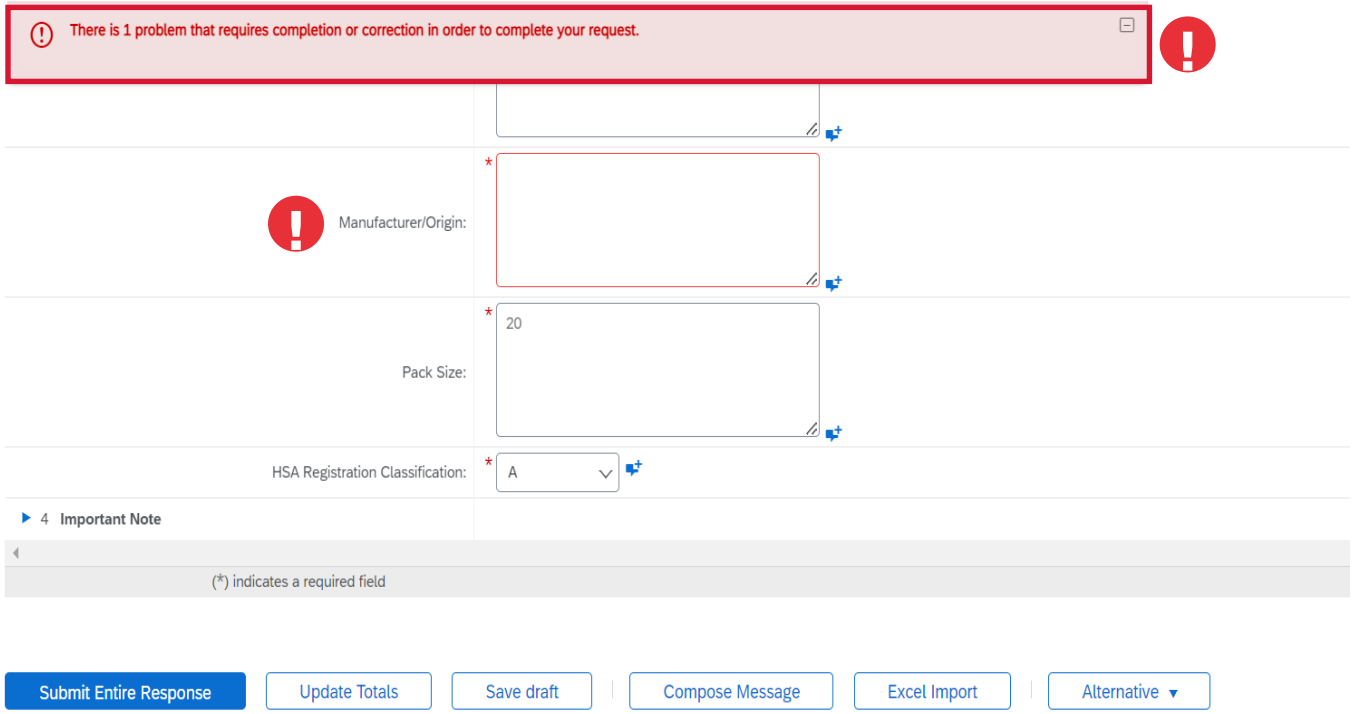
Check Currency e.g. SGD. This means price has to be in SGD

Check Quantity and UOM e.g. Each. Price is for each unit. E.g. $9 is for each unit Extended Price above will show total amount = Price * Quantity after clicking "Update Totals" e.g. $9 * 200 = $1800

Submit Response

14 **Warning Messages:**

System will stop submission if there are missing response. Complete all responses and click “Submit Entire Response” again



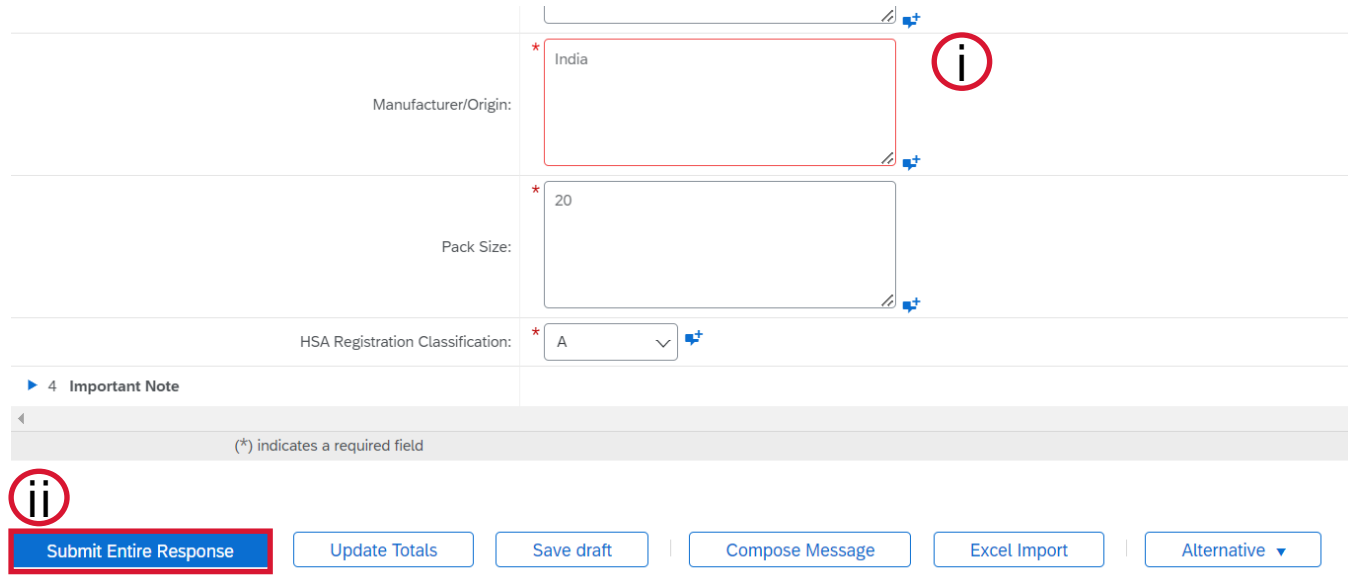
Submit Response

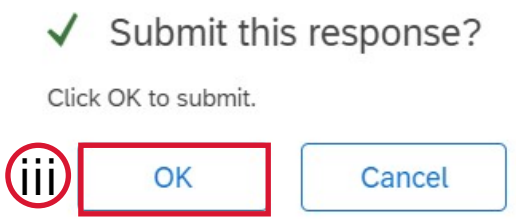
15 In the Scroll Down:

i. Fill the required details and responses

ii. Once all details have been filled up, click on the “Submit Entire Response” button

iii. A confirmation pop up would appear, click on “OK” to submit your response



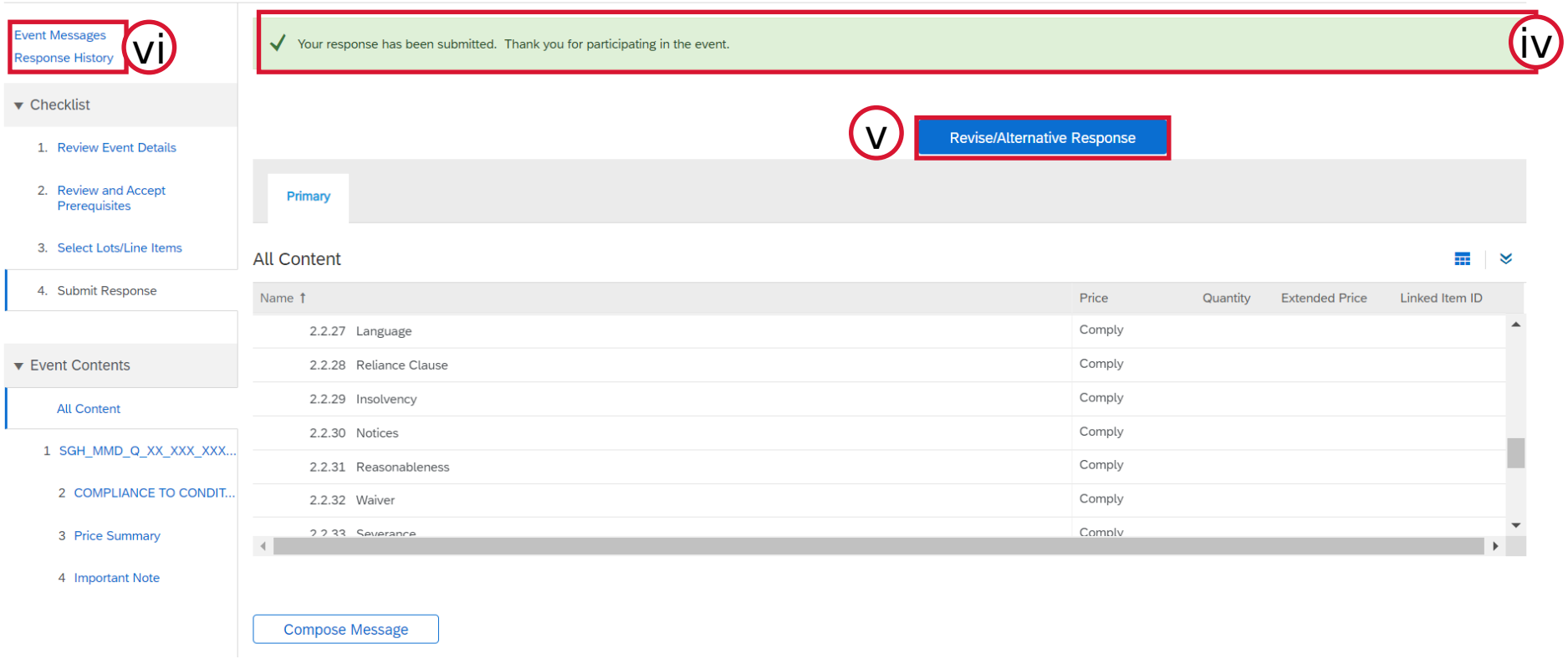


Submit Response

15 Once Response has been submitted:

iv. Comment indicates successful submission with “Revise/Alternative Response” button appearing below
v. If there is any need to edit your response, click the “Revise/Alternative Response” button.
vi. Both Event Messages and Response History will also reflect whether submission is successful.

*Note: *Response History will reflect accuracy and completeness of submission*

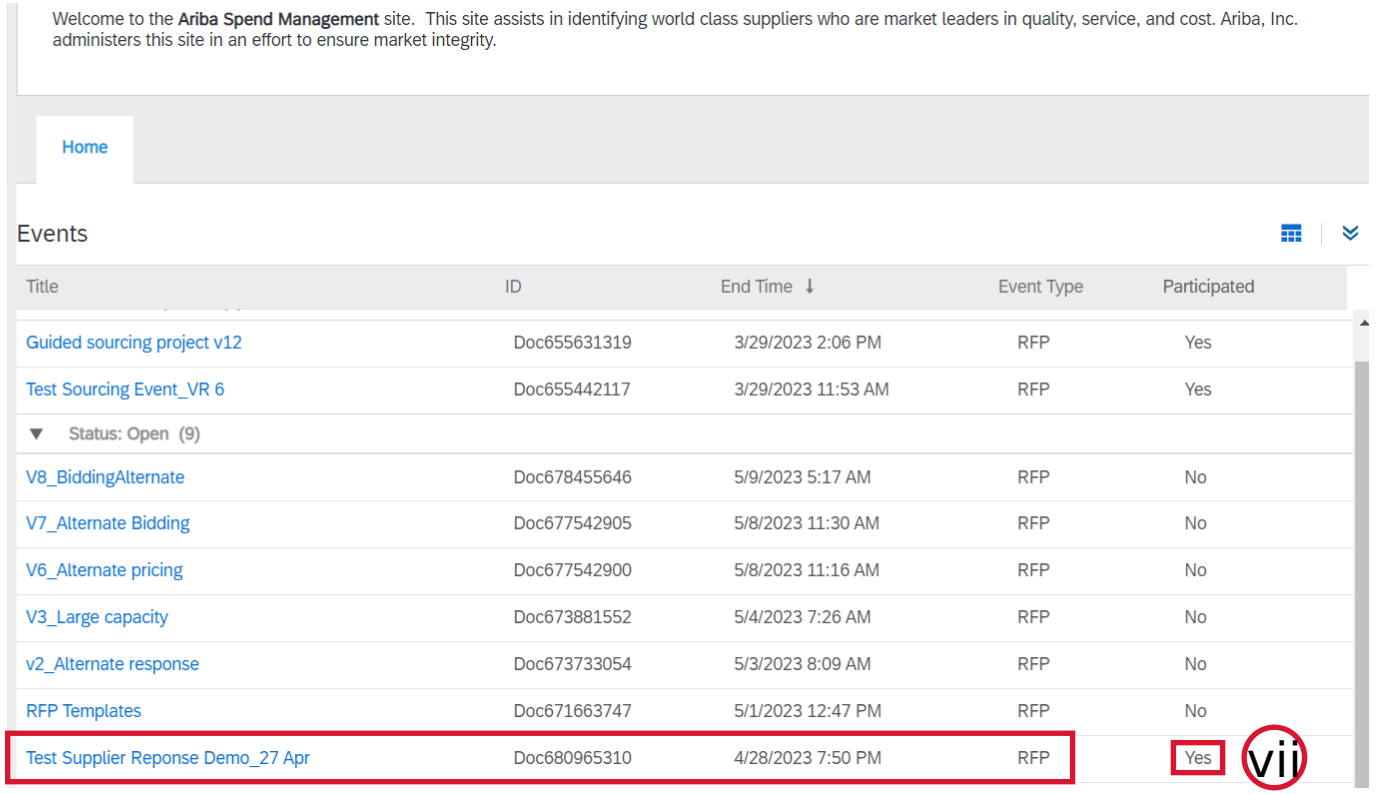


Completed Sourcing Event

15 Submit Response:

vii. After successful submission of your response to the sourcing event, your participation will be reflected as “Yes” in the Participated column in the Events Section.

*Note: *As the event has not been closed and no awards have been issued yet, the status will reflect as “Open”*

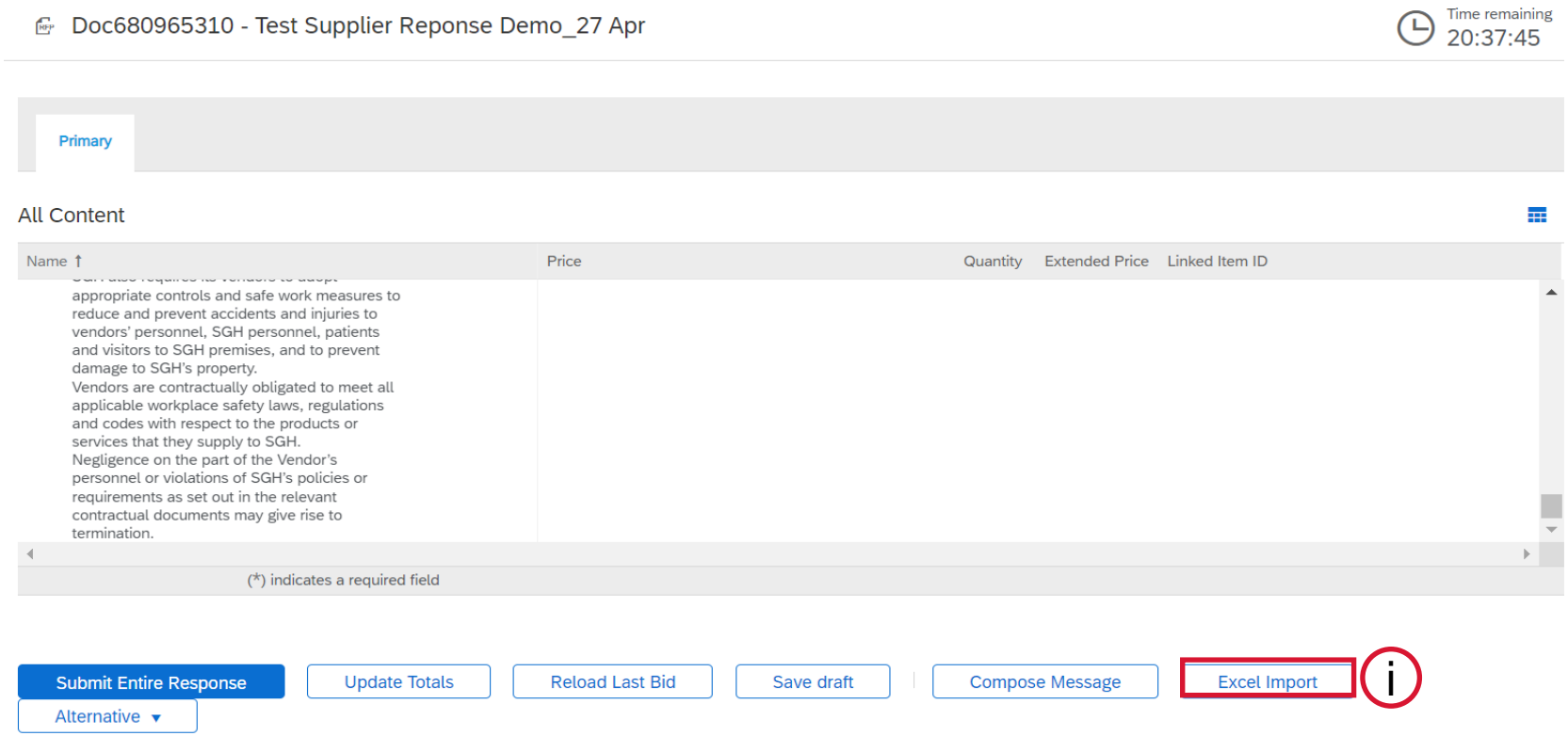


Responding Using Excel

16 You can manually enter response as shown in previous steps or alternatively, use Excel:

i. Click on “Excel Import”

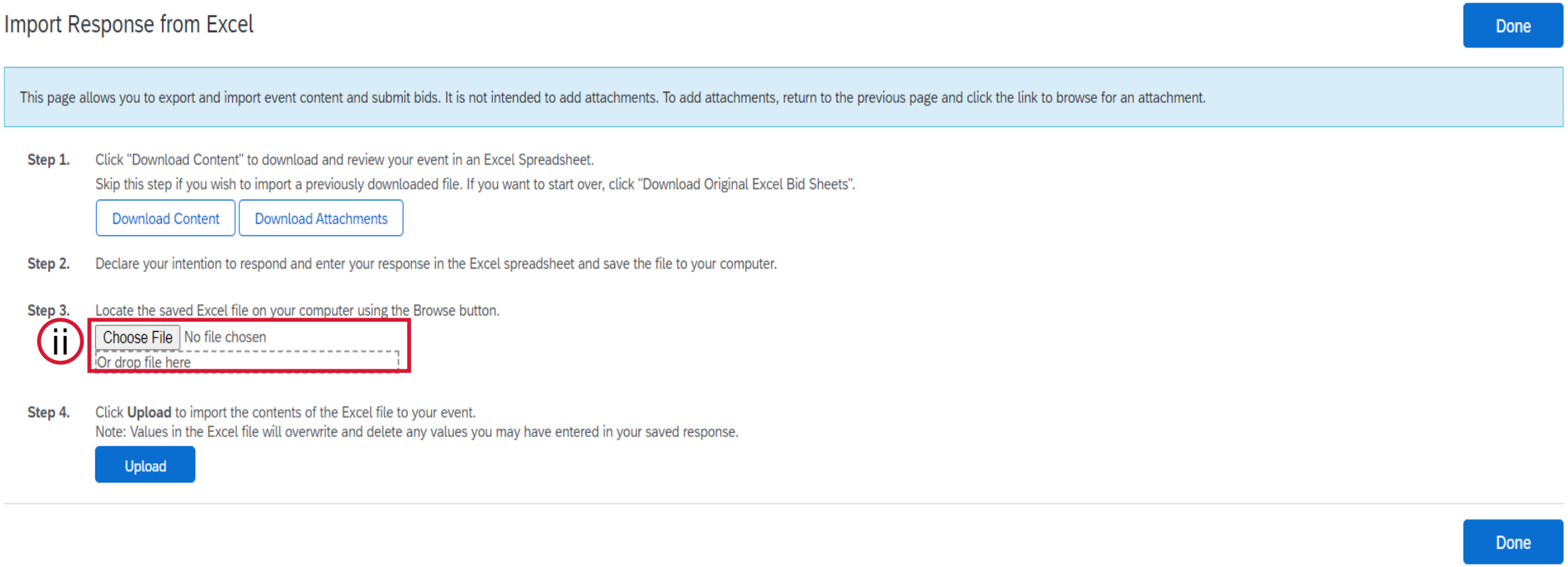
*Note: *Use this method only after you have selected lots*.



Responding Using Excel

16 To download the Excel template:

ii. Click on “Download Content”



Responding Using Excel

16 In the Excel template:

iii. Enter response in all yellow boxes in all worksheets and save template to own computer

	A	B	C	D	E	F	G	H	I	J	K	L
1	Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Currency	Unit of Measure	LinkedItemId	* Price	Quantity	Linked Item ID
2	*Help And Options. Click on the + sign on the left for more information to fill out the cells*											
5	3.1	Scissor Universal				- single use - comes with plastic handle - blunt tip - length: 180mm	SGD	each	20	18	100	
6	3.2	Scissor Dressing				- single use - straight, sharp/blunt tip - length: 145mm	SGD	each	300	10	200	

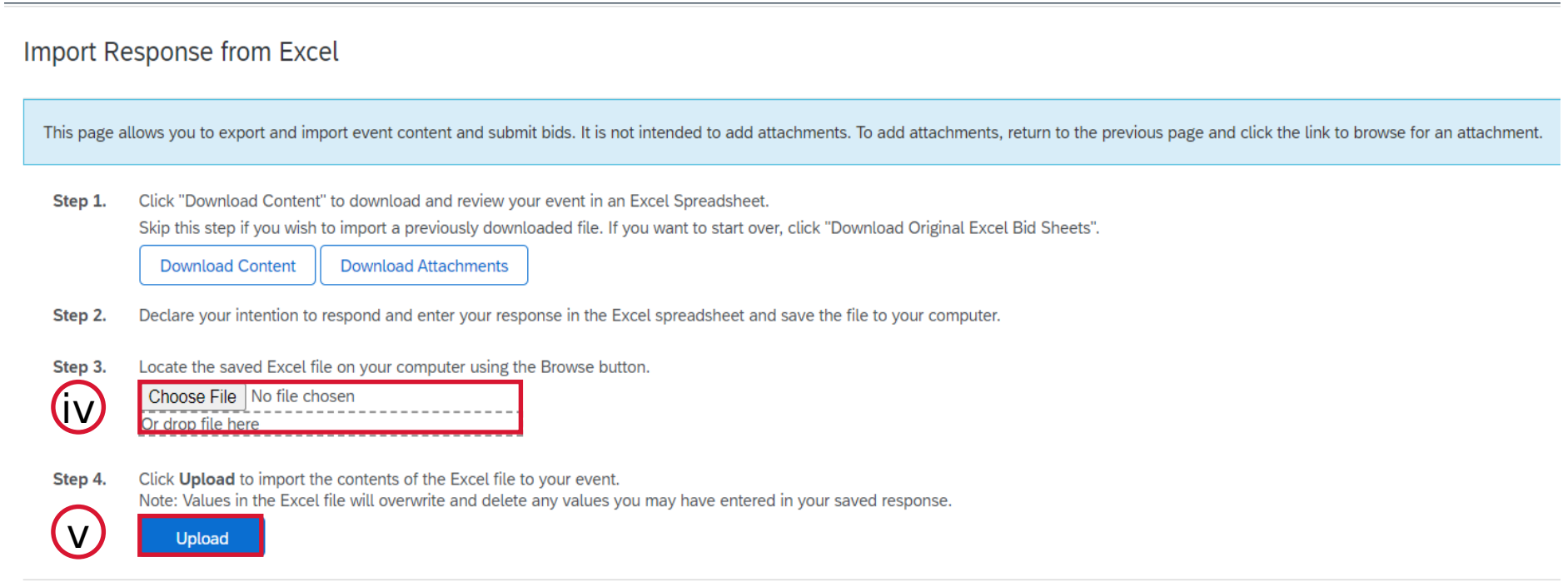
iii

... | 2 COMPLIANCE TO CONDITIONS O... | 3 Price Summary | 4 Important Note

Responding Using Excel

16 To upload the Excel template:

iv. Click on “Choose File” to select completed Excel Template
v. Click “Upload”

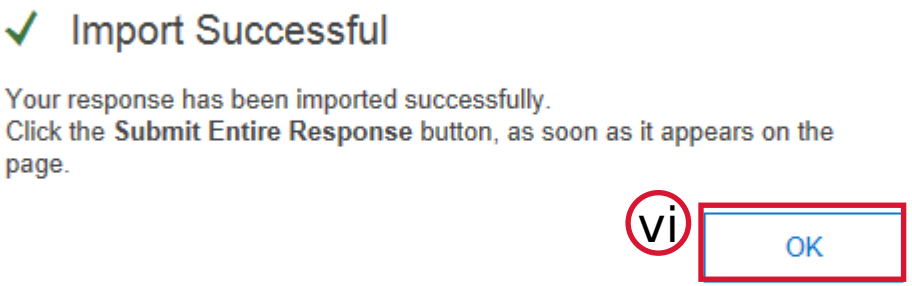


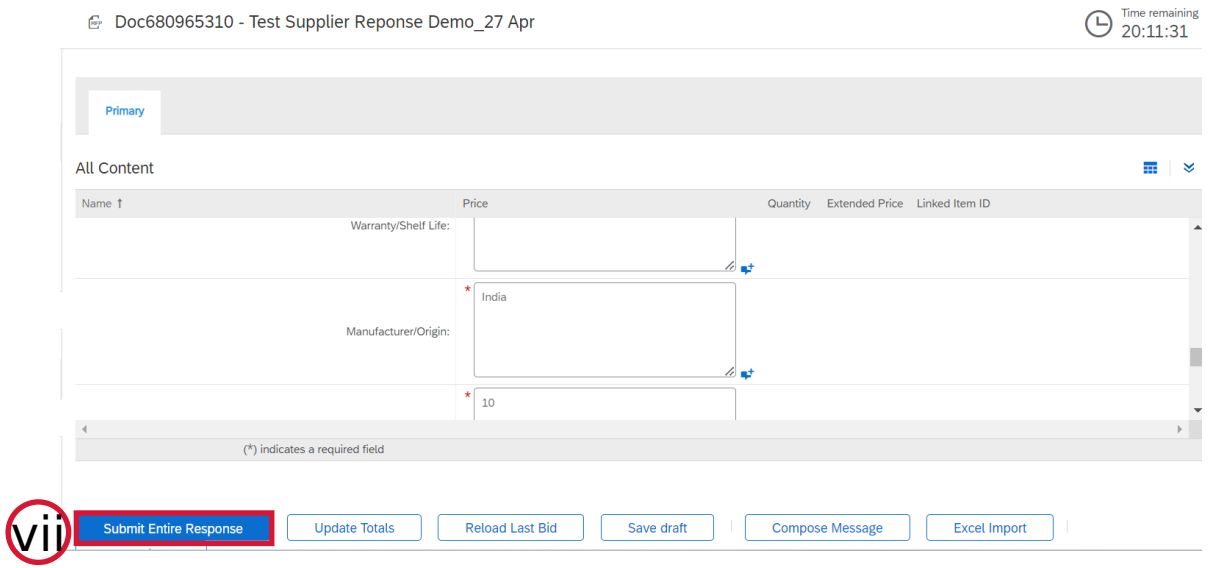
Responding Using Excel

16 **After uploading your Excel:**

vi. A pop up will tell you that the Excel Import is successful. Click on “OK” to proceed

vii. The event will be updated with response entered in Excel template. Click “Submit Entire Response” to complete submission.





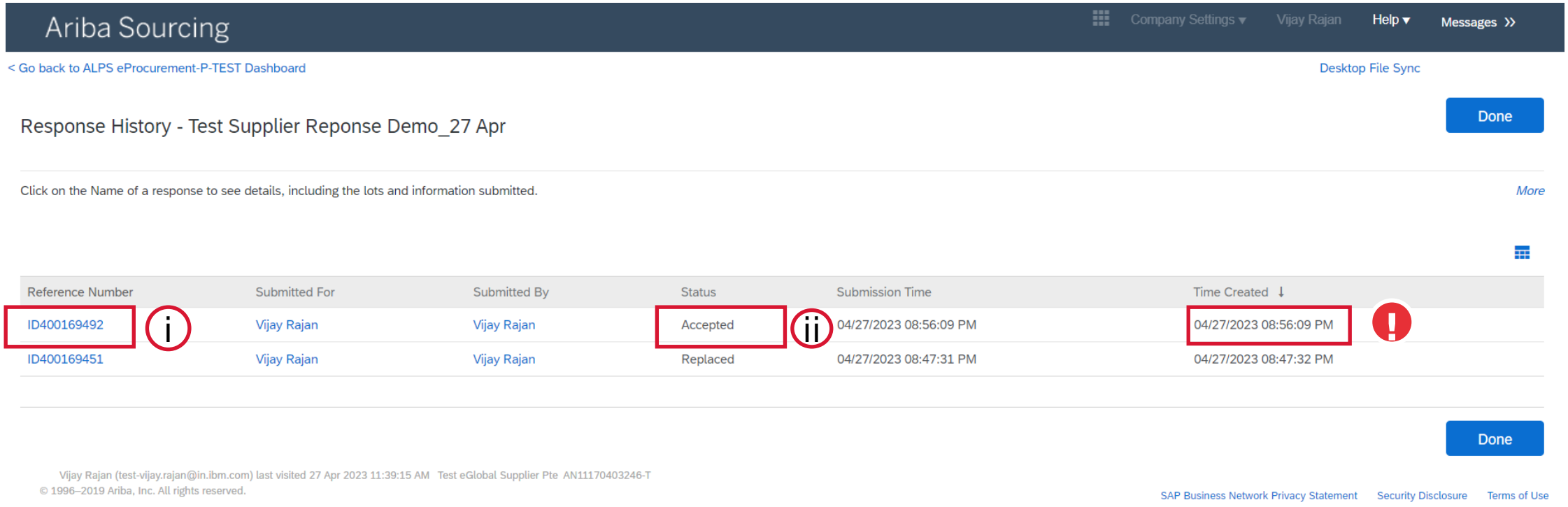
Check submission status via Response History

17 **Response History:**

i. Click on latest Reference Number to view submission detail in Response History

ii. Status must show Accepted

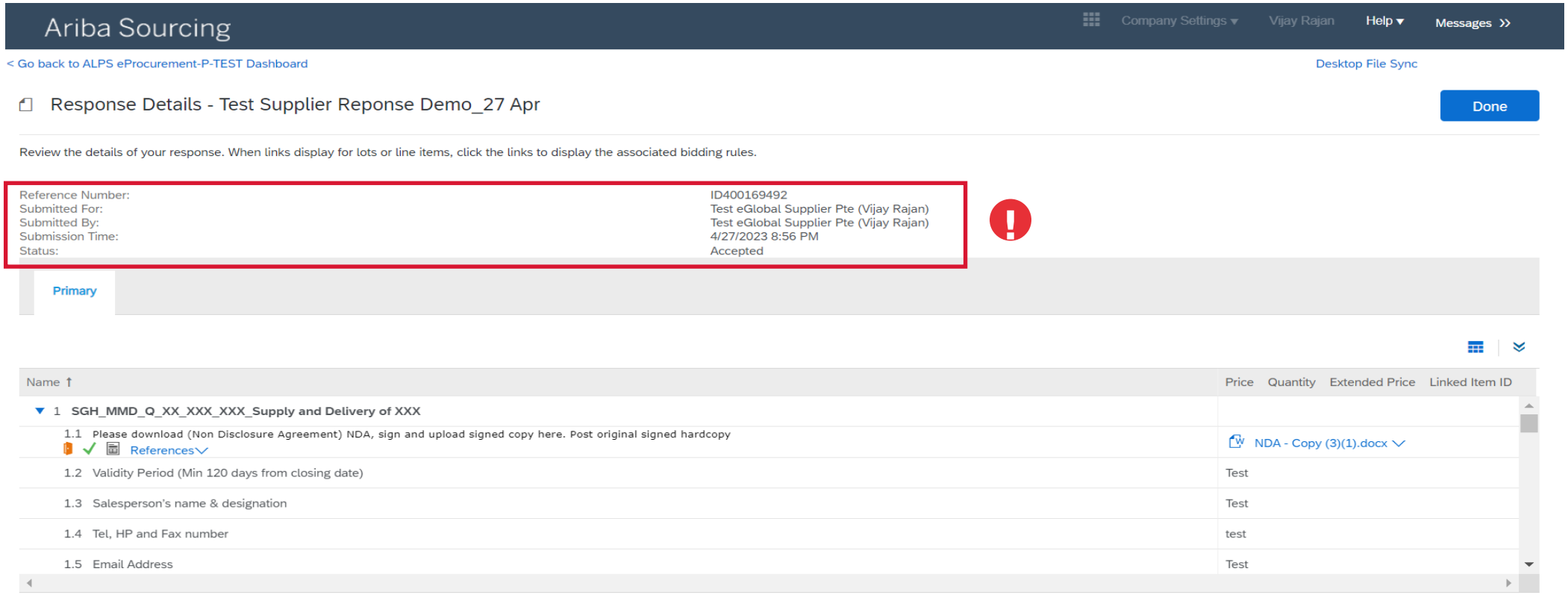
**Note:* *Submission time must show final bid submitted date and time*



Check submission status via Response History

17 Response History:

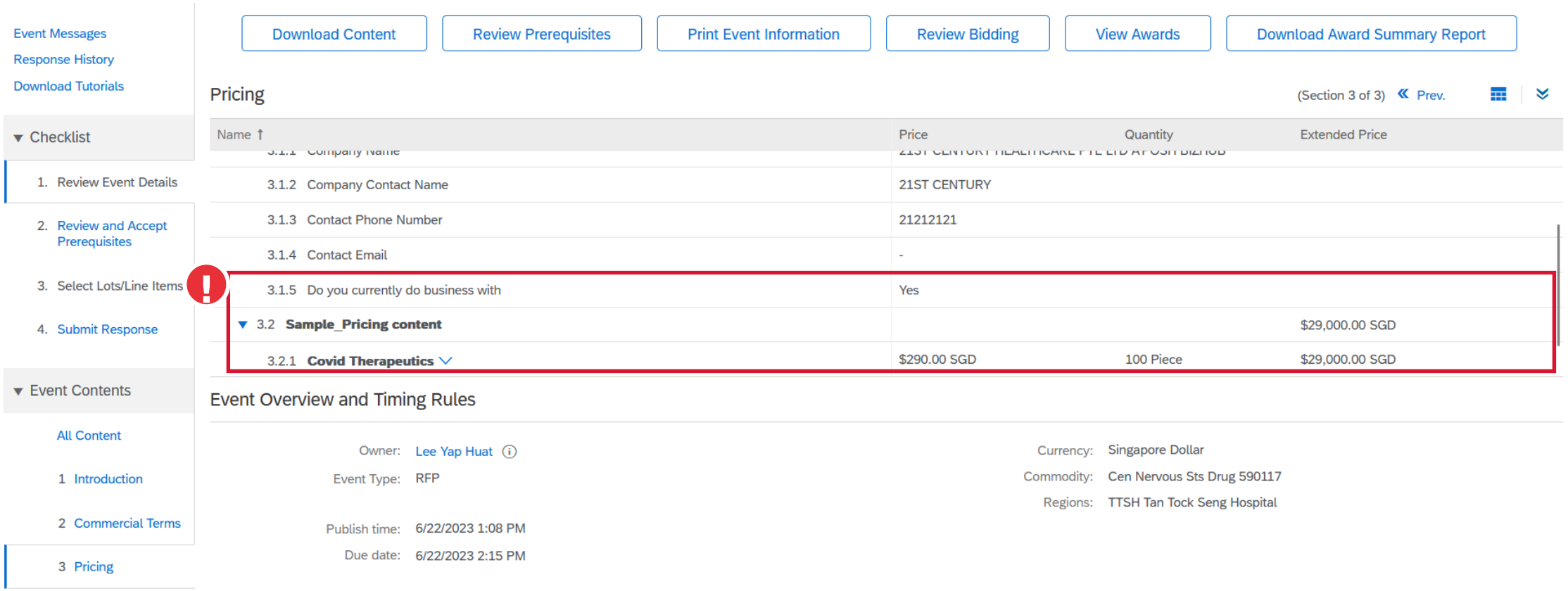
*Note: *Check entries are accurate and complete. Submission is deemed unsuccessful if this is unavailable*



Check submission status via Response History

17 Response History:

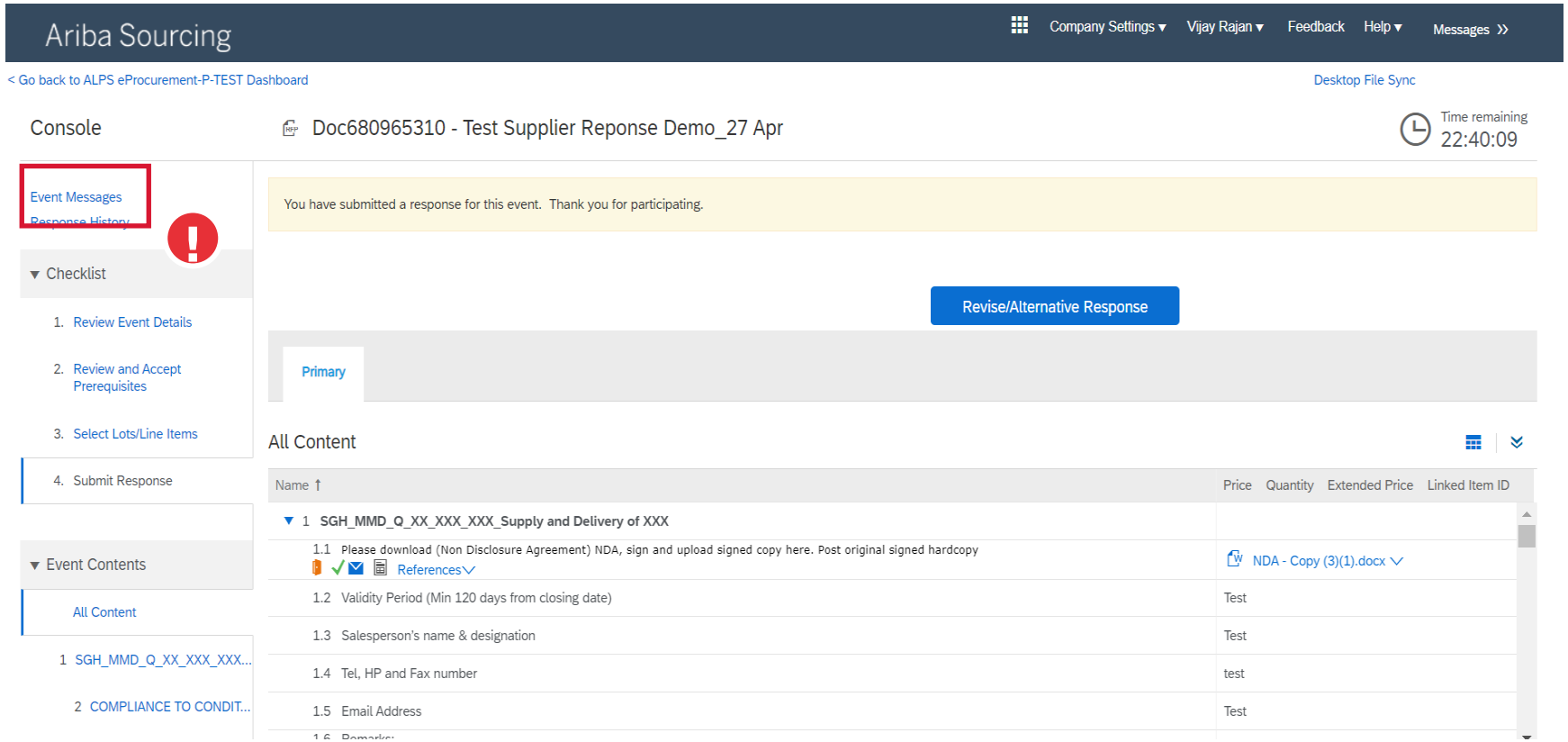
*Note: *Check entries are accurate and complete. Submission is deemed unsuccessful if this is unavailable*



Check submission status via Event Messages

18 Once Response has been submitted:

Both Event Messages and Response History will reflect whether submission is successful.
*Note: *Response History will reflect accuracy and completeness of submission*



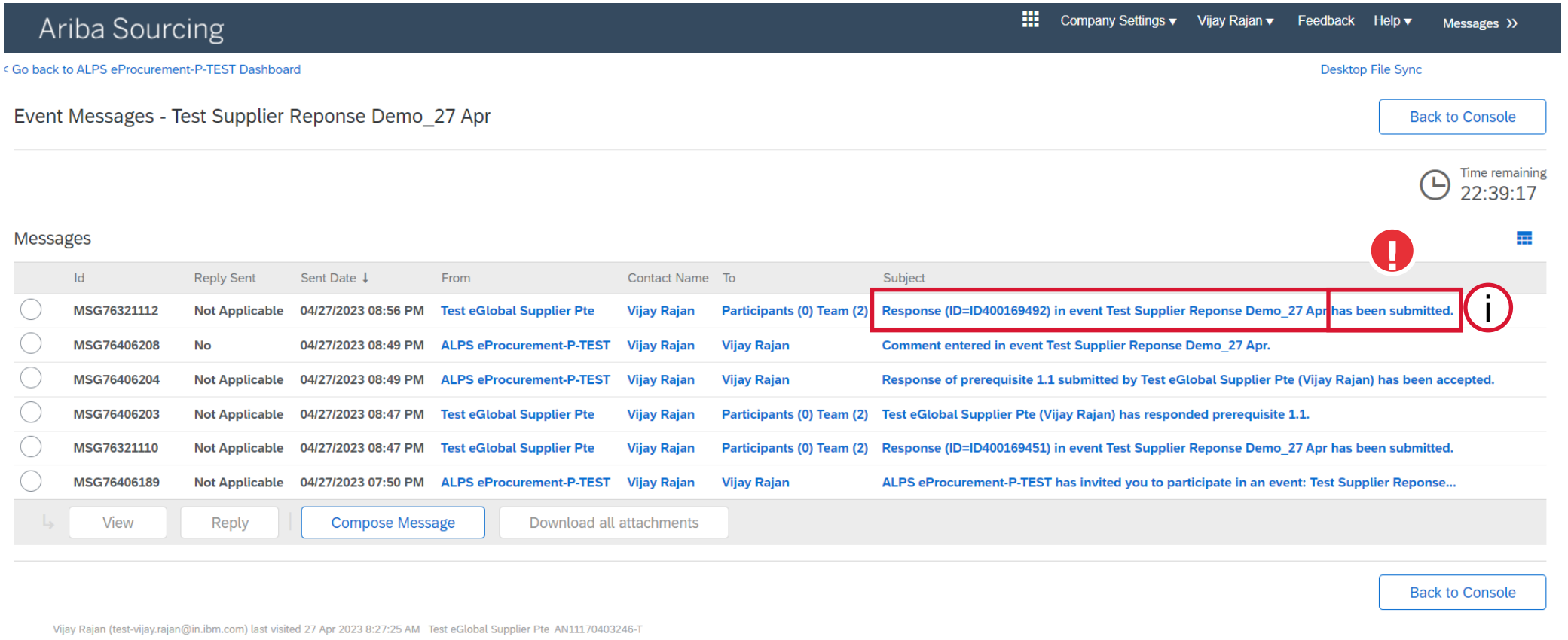
Check submission status via Event Messages

19 Event Messages:

i. To view message, click on subject of message

*Note: *Message detail should show response has been submitted*

*Note: *Please do not to send proposals via Event Message*

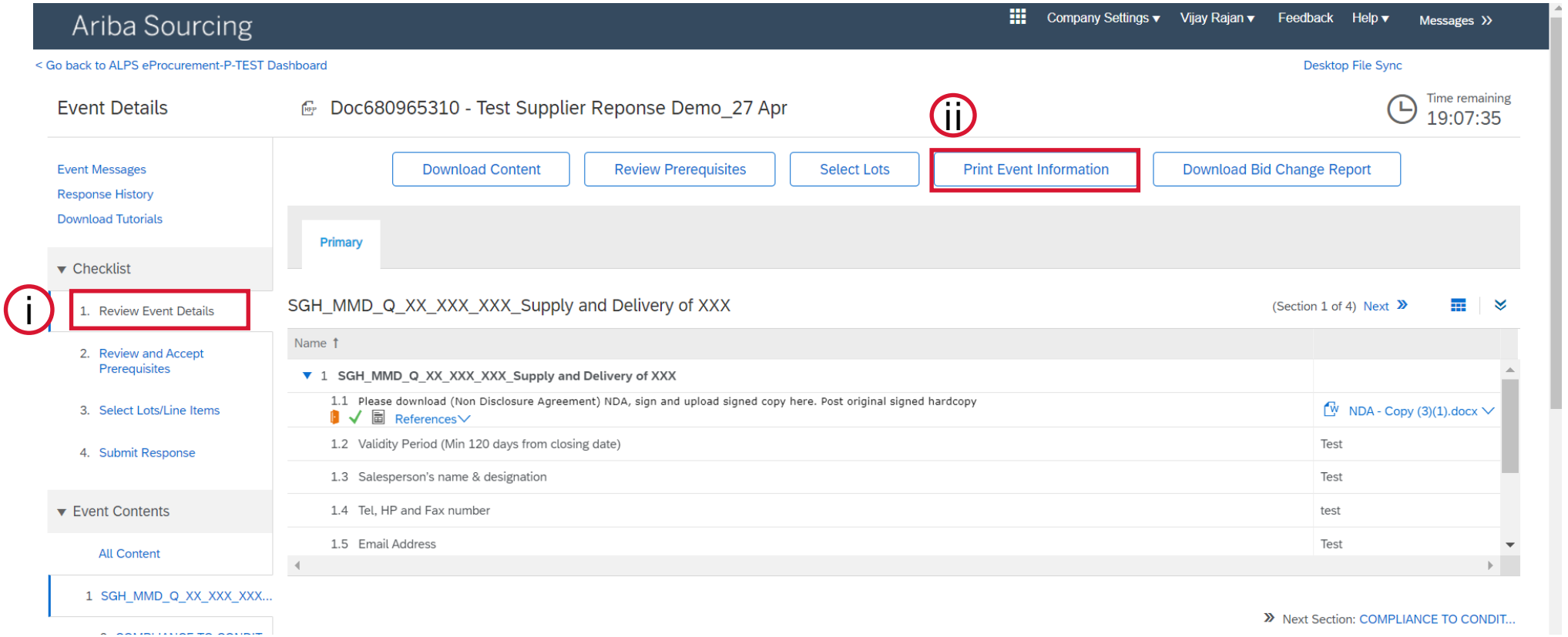


Print Event Information

20 **To print Event Information:**

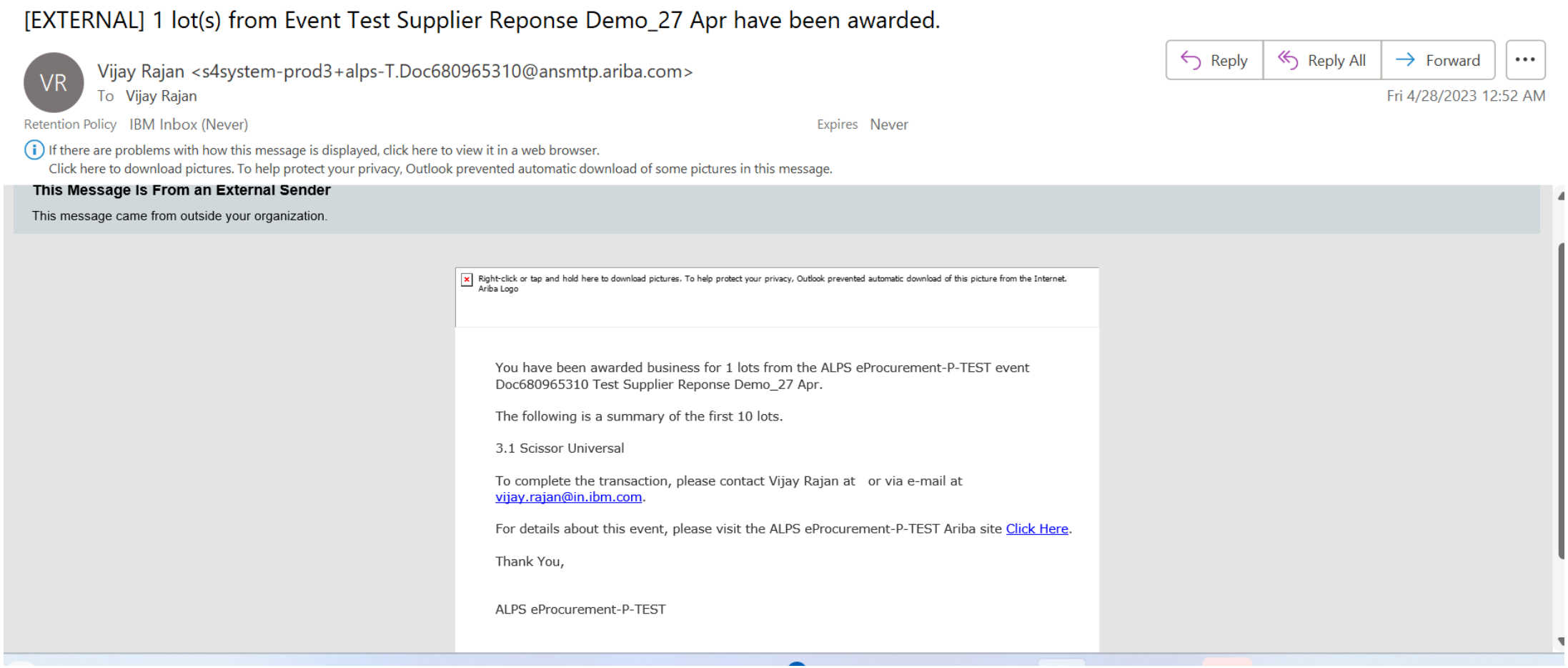
i. Click on Review Event Details

ii. Click on Print Event Information to download entire response in Word doc



Successful Award

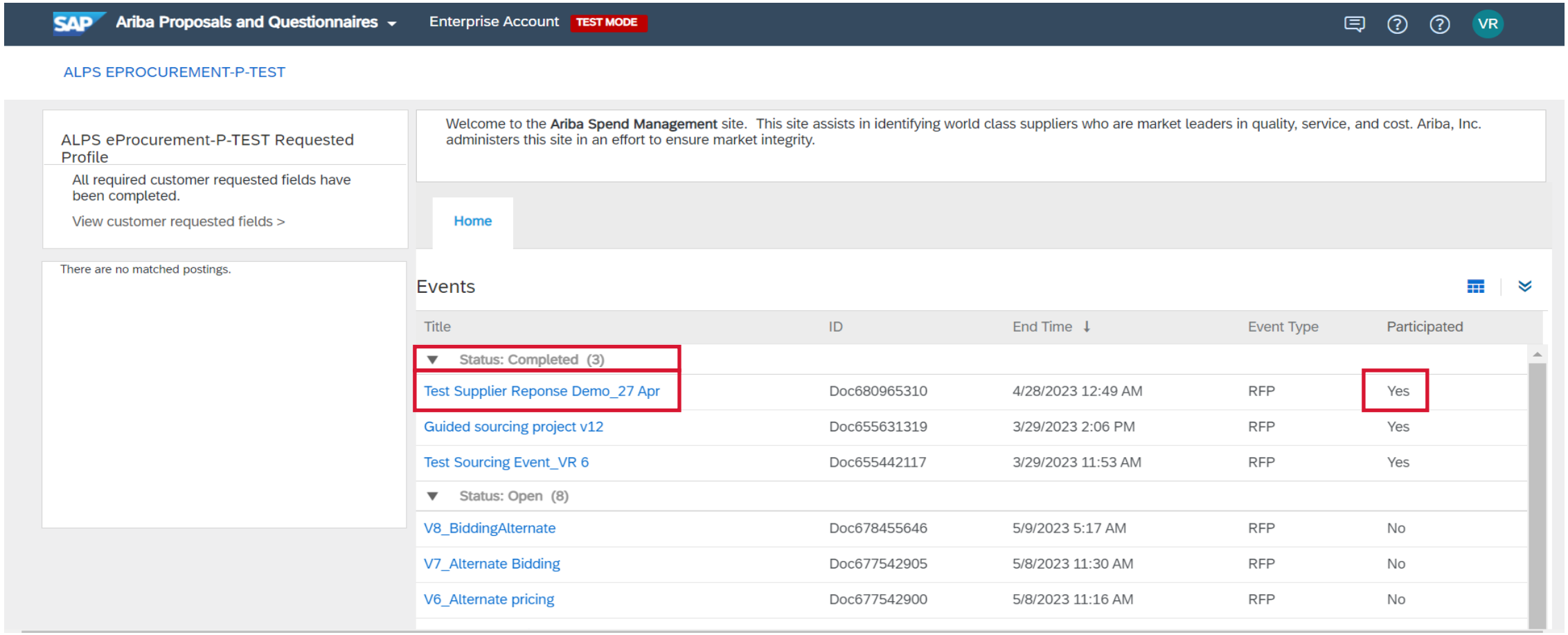
21 If your bid has been successfully chosen by ALPS and have won an award, you may* receive an email from Ariba notifying you of your successful award.



*ALPS may not always notify award via Ariba

Successful Award

22 On your landing page of Ariba Proposals and Questionnaires, the status would be updated to “Completed” now that an award has been issued.

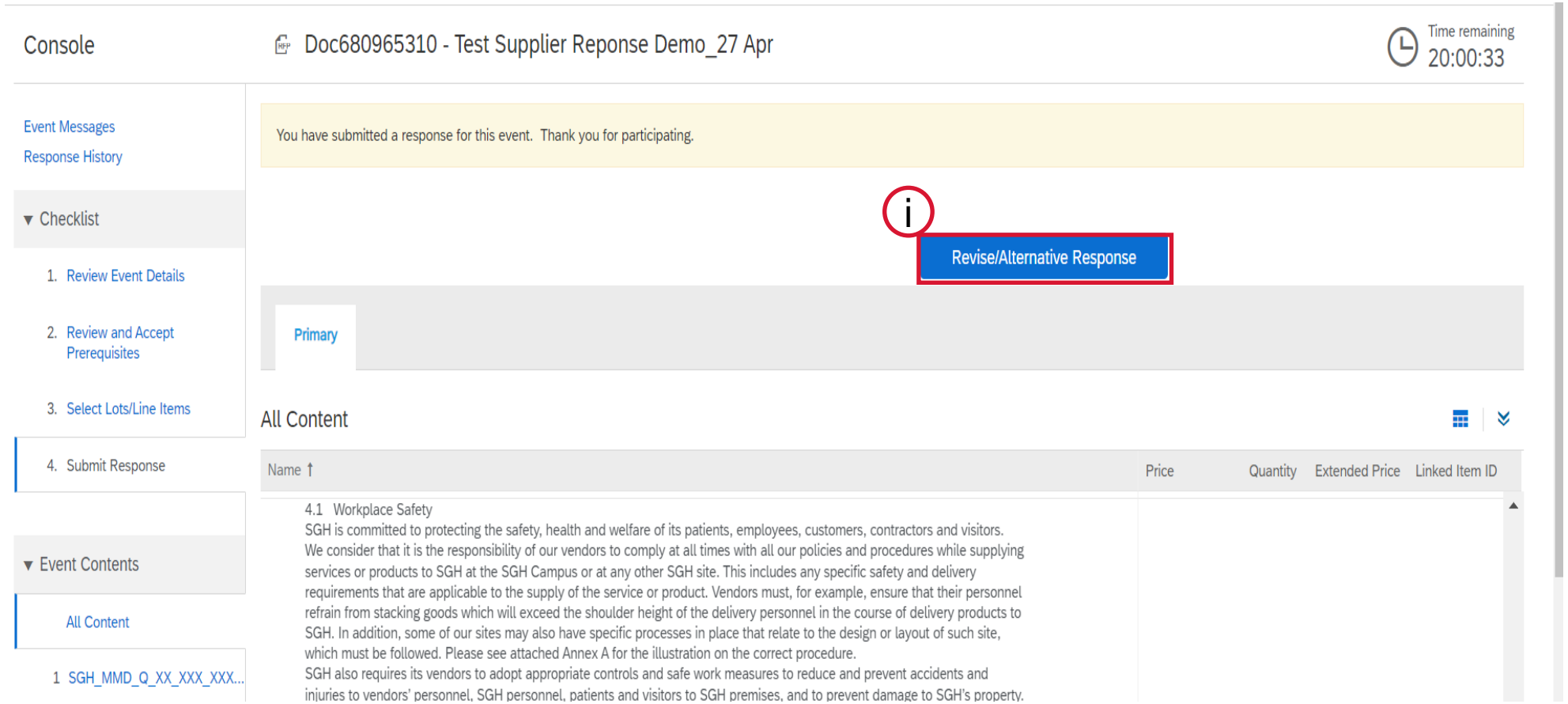




Participating Event – Revise / Alternative offers

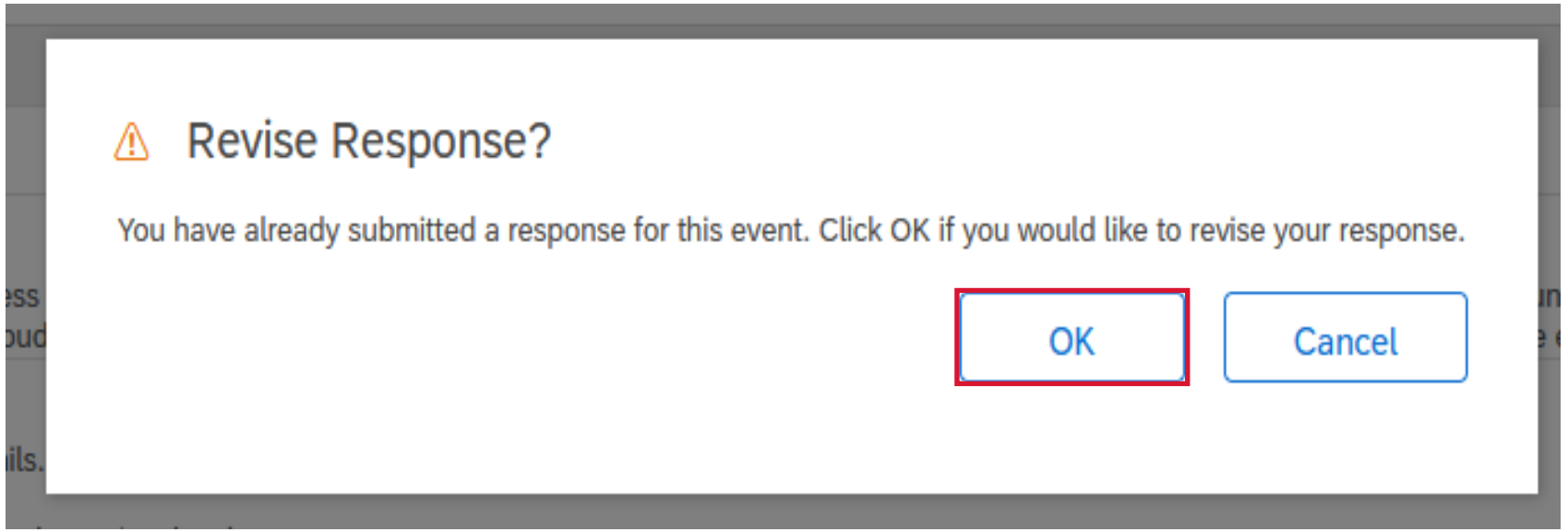
Submitting revised/alternative offers

① Once response has been submitted, you can click on Revise/Alternative Response button to revise your response or submit an alternative response.



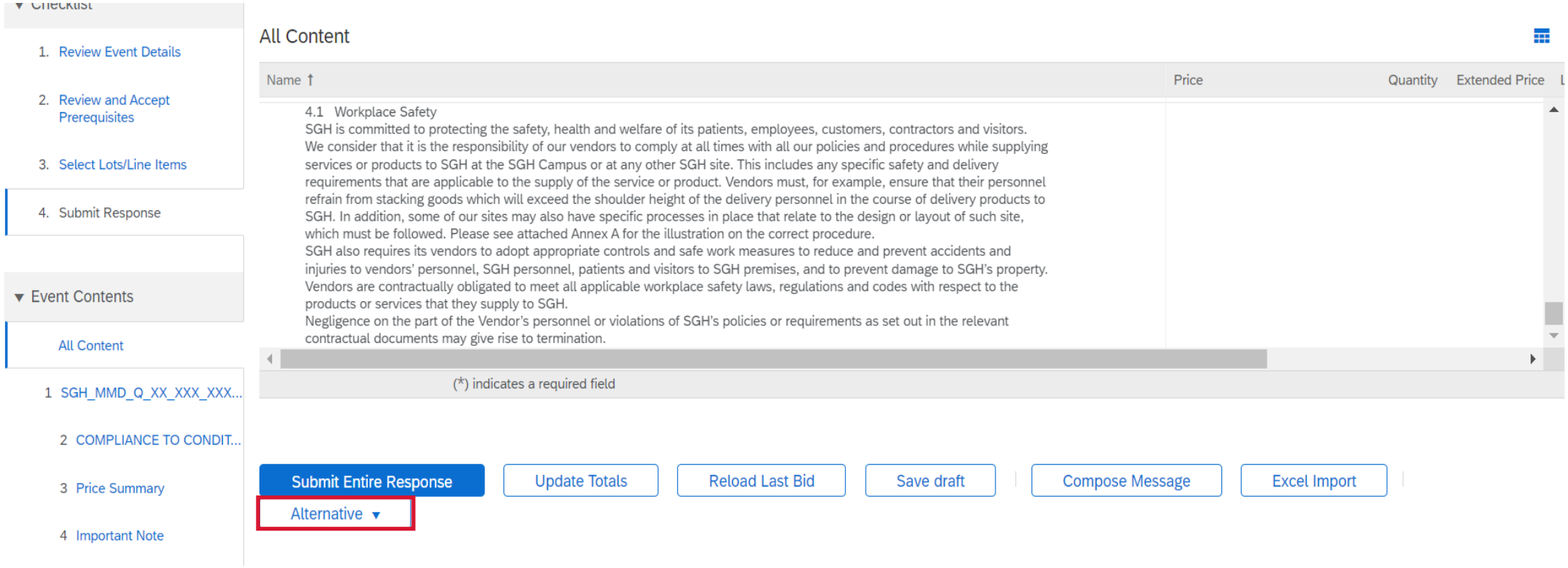
Submitting revised/alternative offers

2 Click ‘OK’ for dialogue box to confirm your response



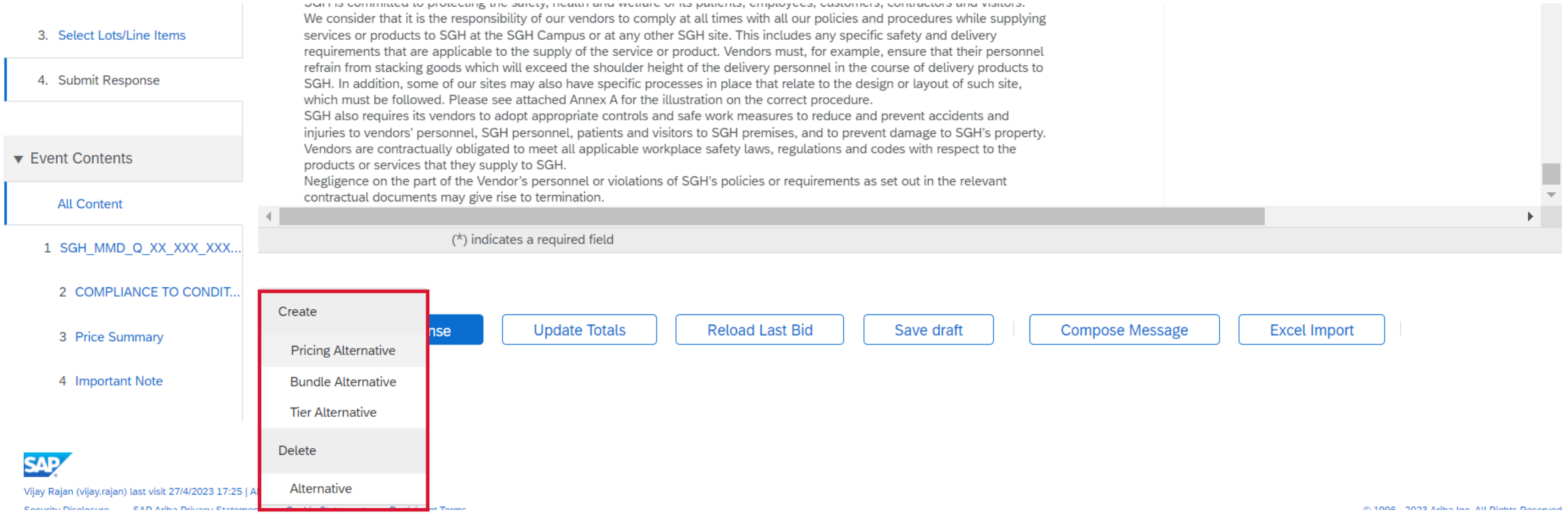
Submitting revised/alternative offers

③ Click on ‘Alternative’ button to begin populating revised/alternative offer



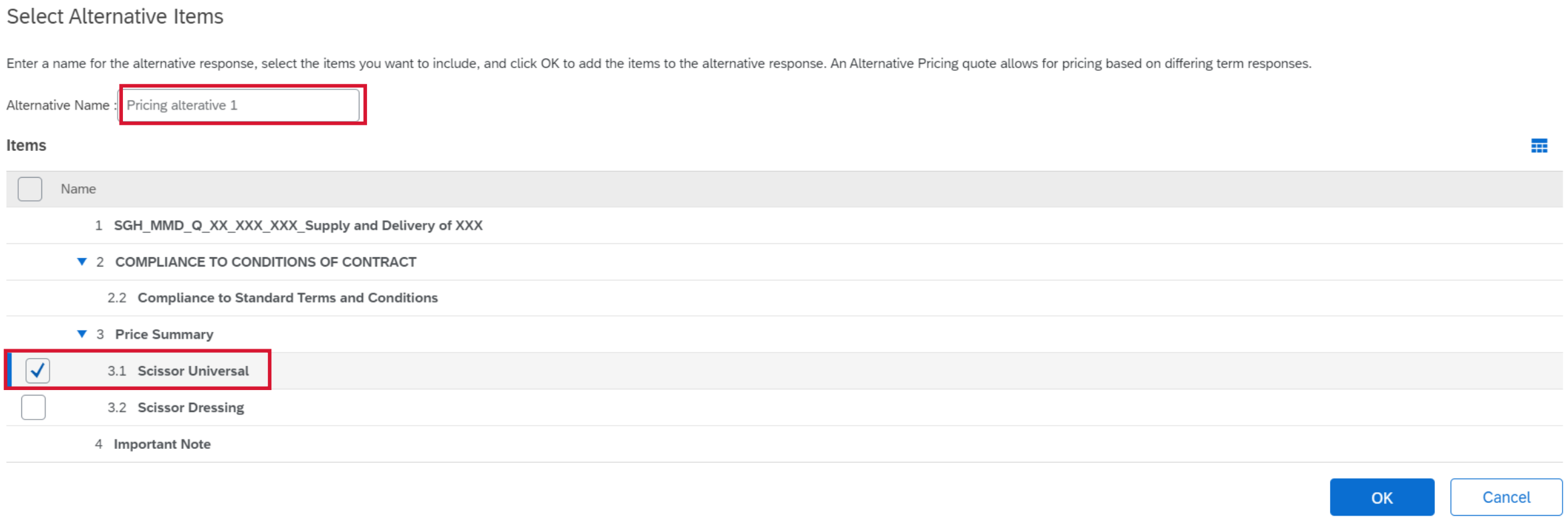
Submitting revised/alternative offers

④ Using the dropdown menu, select your required alternative type.



Submitting revised/alternative offers

5 Input title and selected item for revised/alternative offer

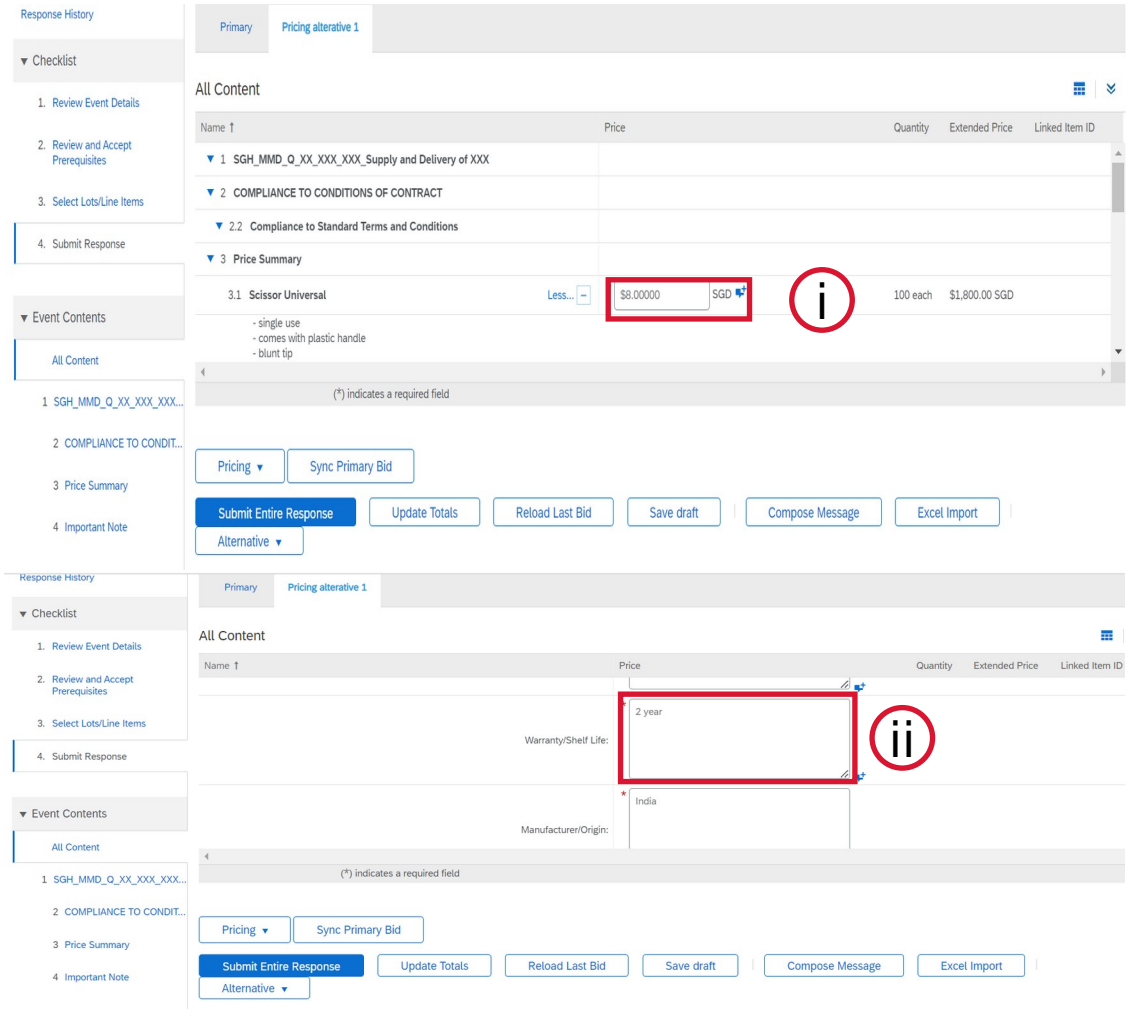


Submitting revised/alternative offers

6 Input revised/alternative price based on your offer

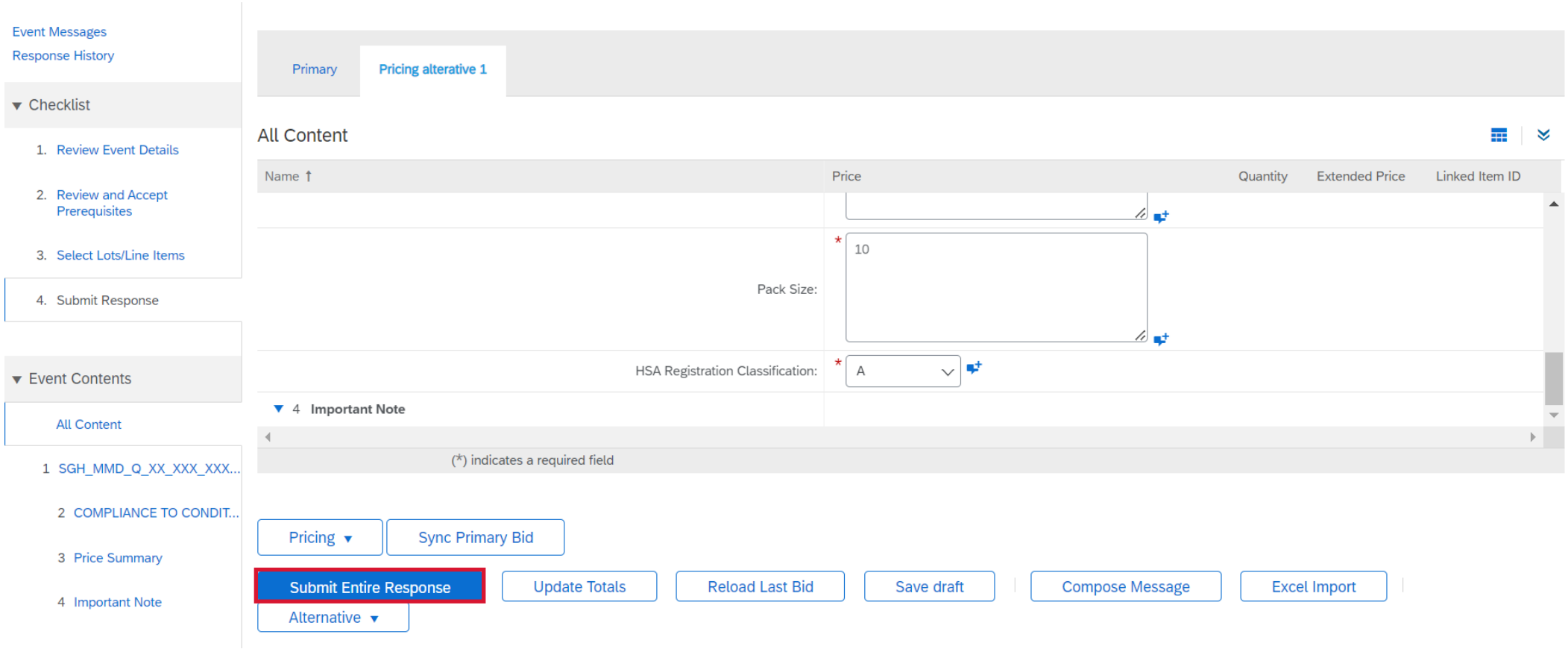
v. Update your offer pricing alternate

vi. Your terms on which this price is being offered



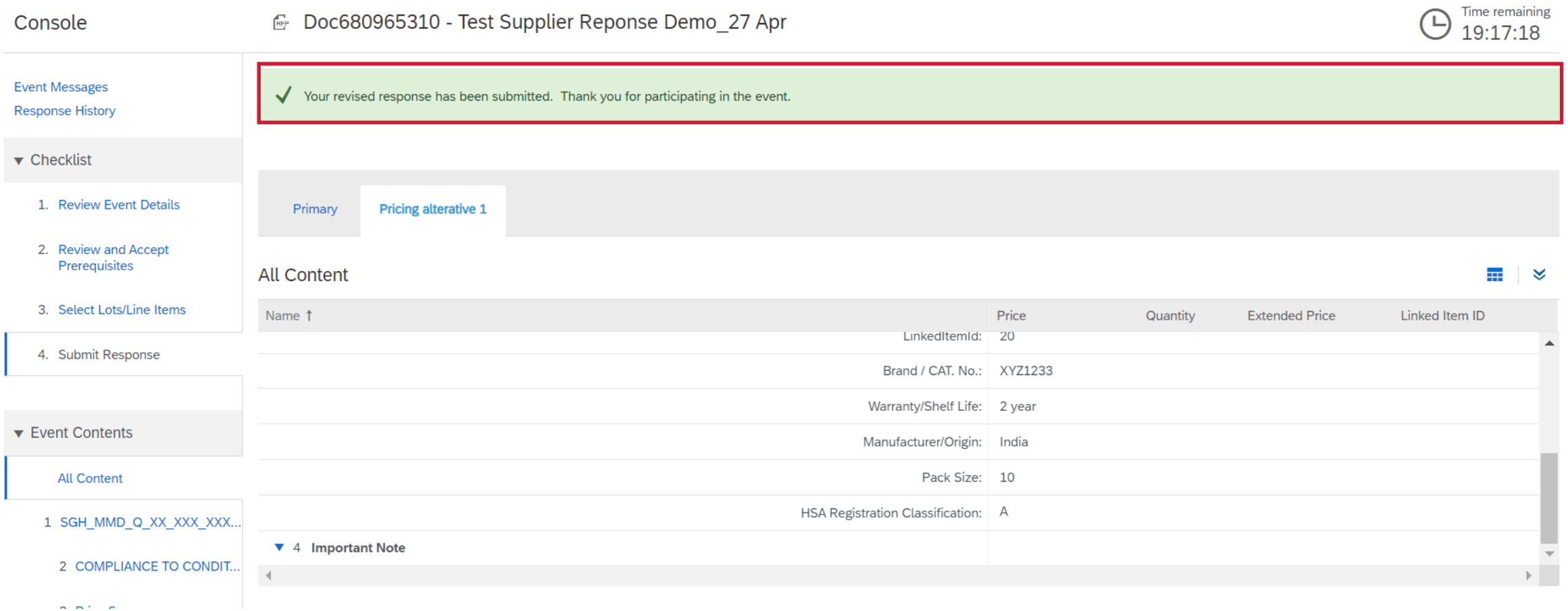
Submitting revised/alternative offers

⑦ Click on ‘Submit Entire Response’ to submit revised/alternative offer



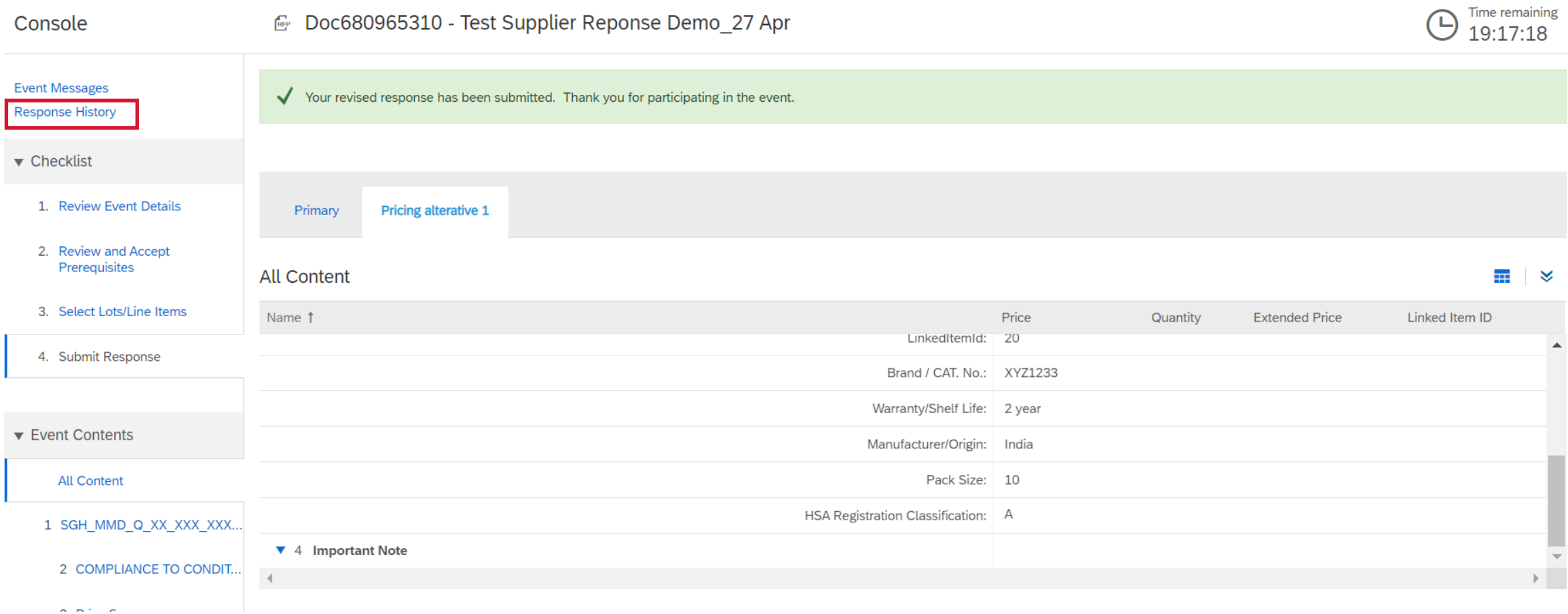
Submitting revised/alternative offers

8 Ensure that you received notification that revised response has been submitted



Submitting revised/alternative offers

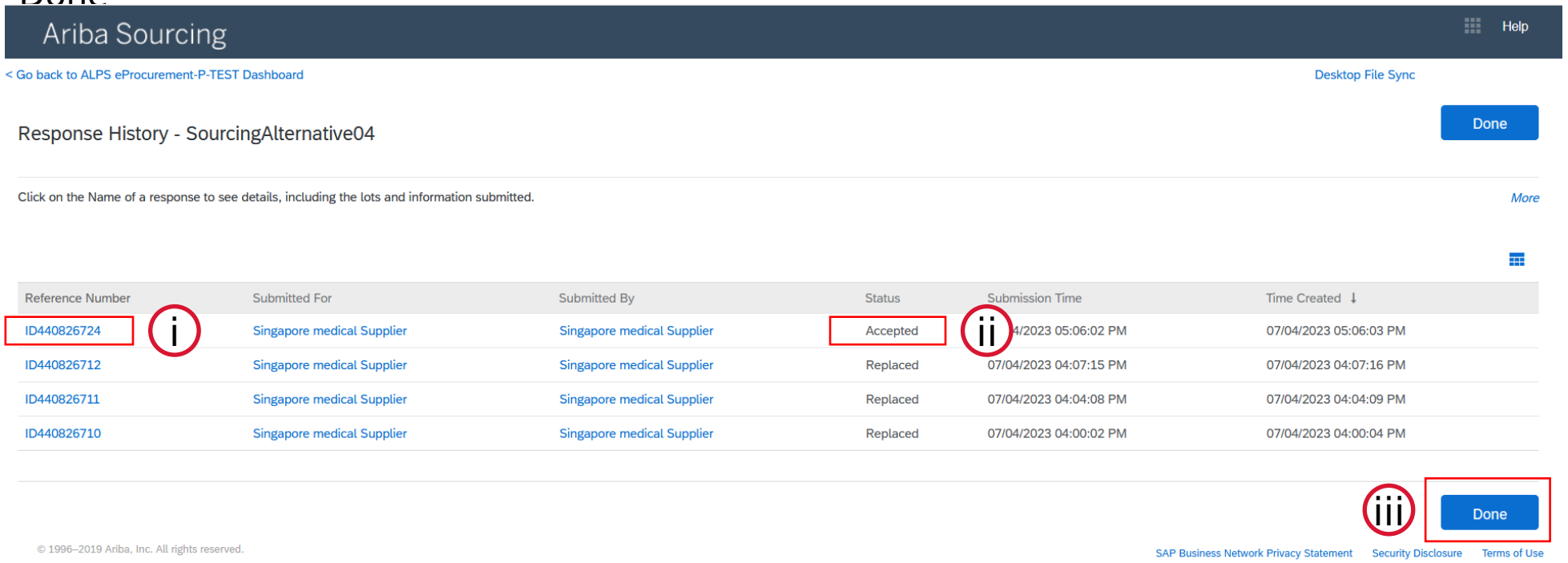
⑨ Click on Response history



Submitting revised/alternative offers

10

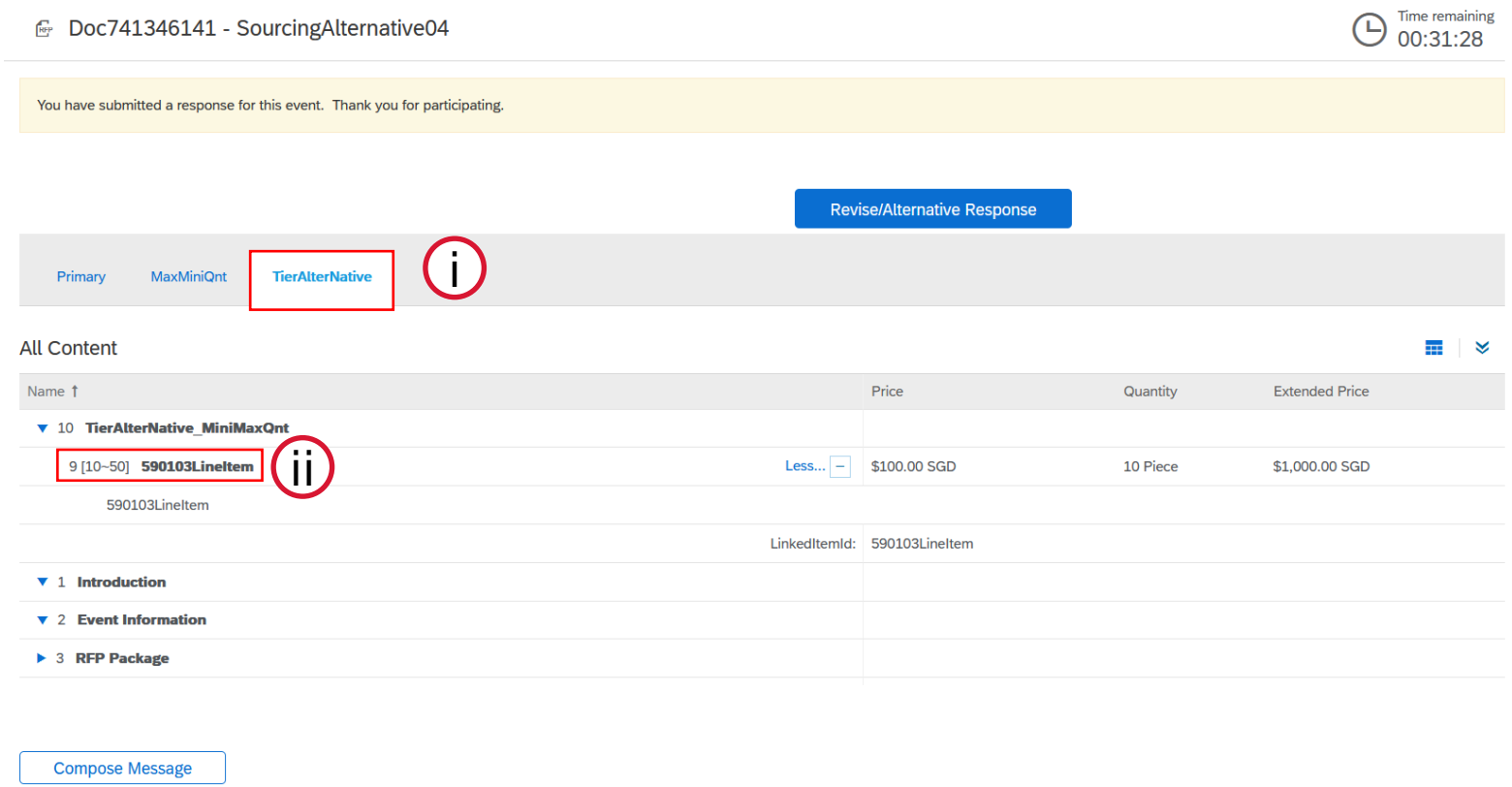
i. Click on latest references number to view submission details in response history.
ii. Status must show “accepted”
iii. Click “Done”



Submitting revised/alternative offers

11

i. Click on alternative name tab to check alternative response, click primary tab to check primary response" details
ii. Check response is accurate and complete



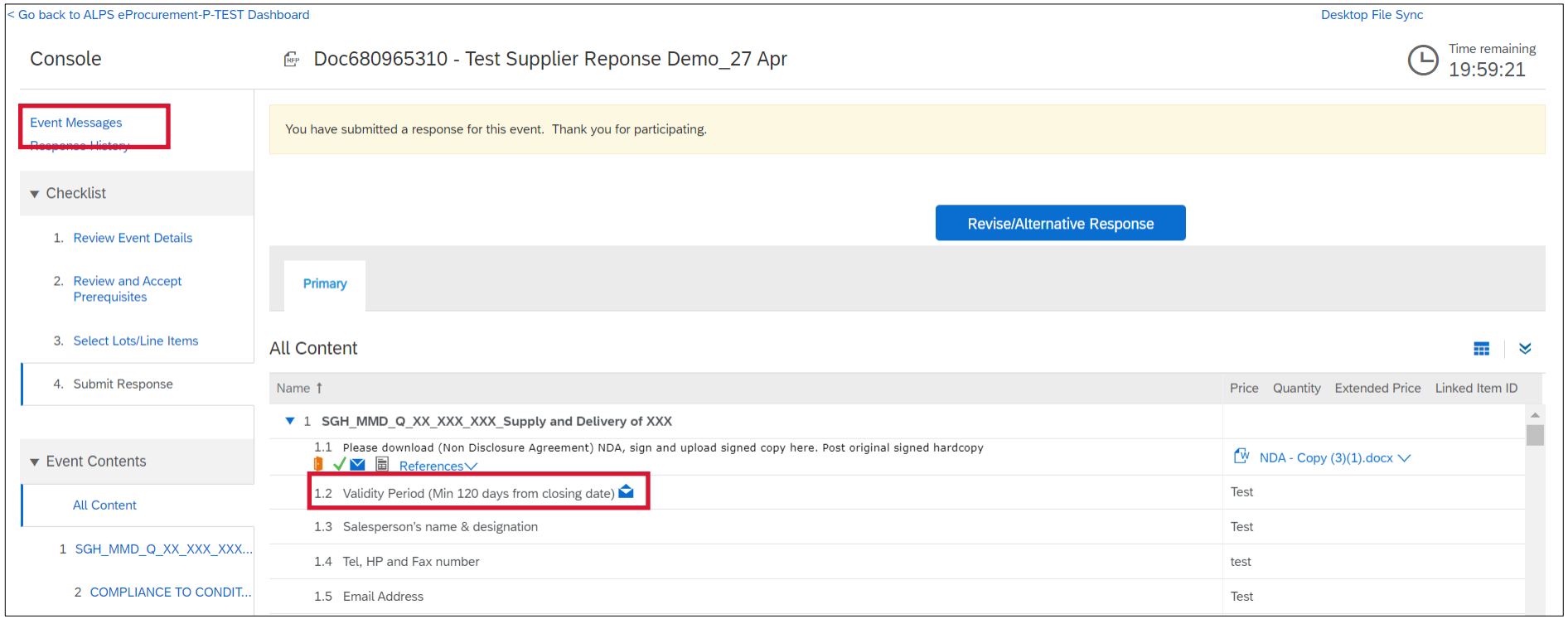


Clarifications of Event via Event Messages

Event messages

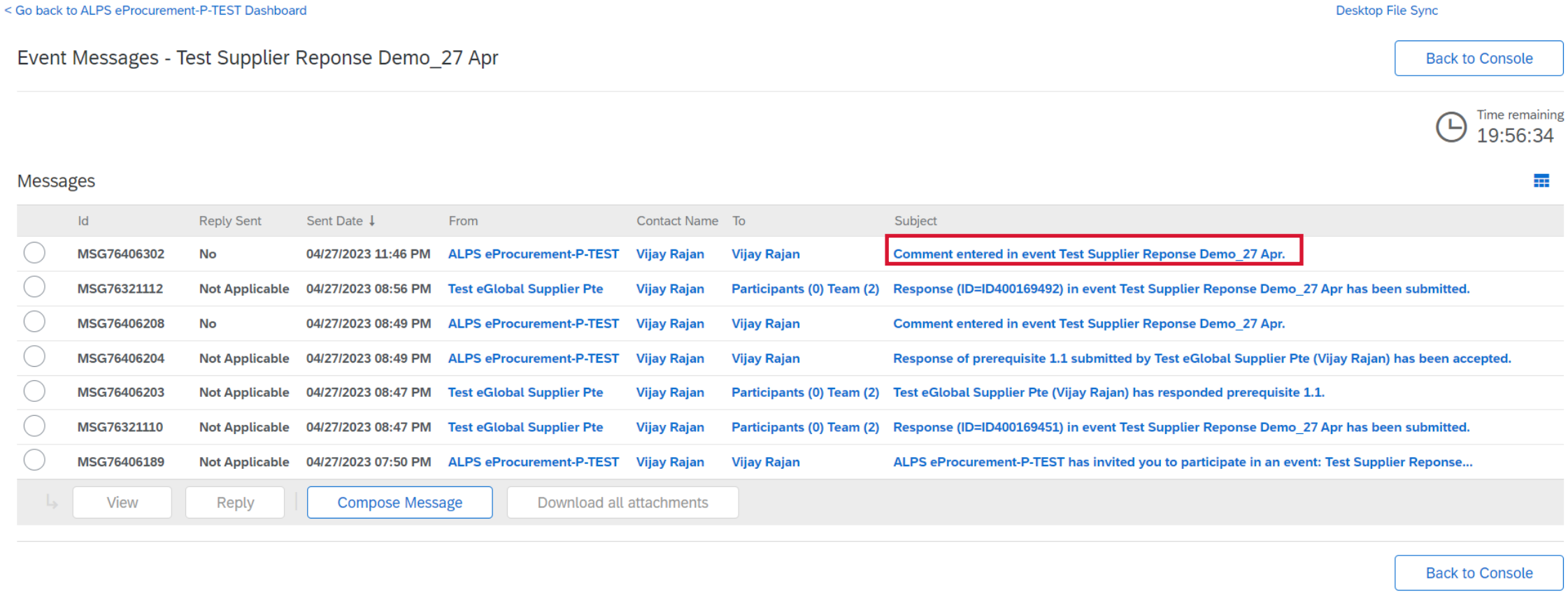
① Buyers may communicate with you online. You can view their messages from Event Messages. (E.g. buyer asking to update validity period)

*Note: *Please do not to send proposals via Event Message*



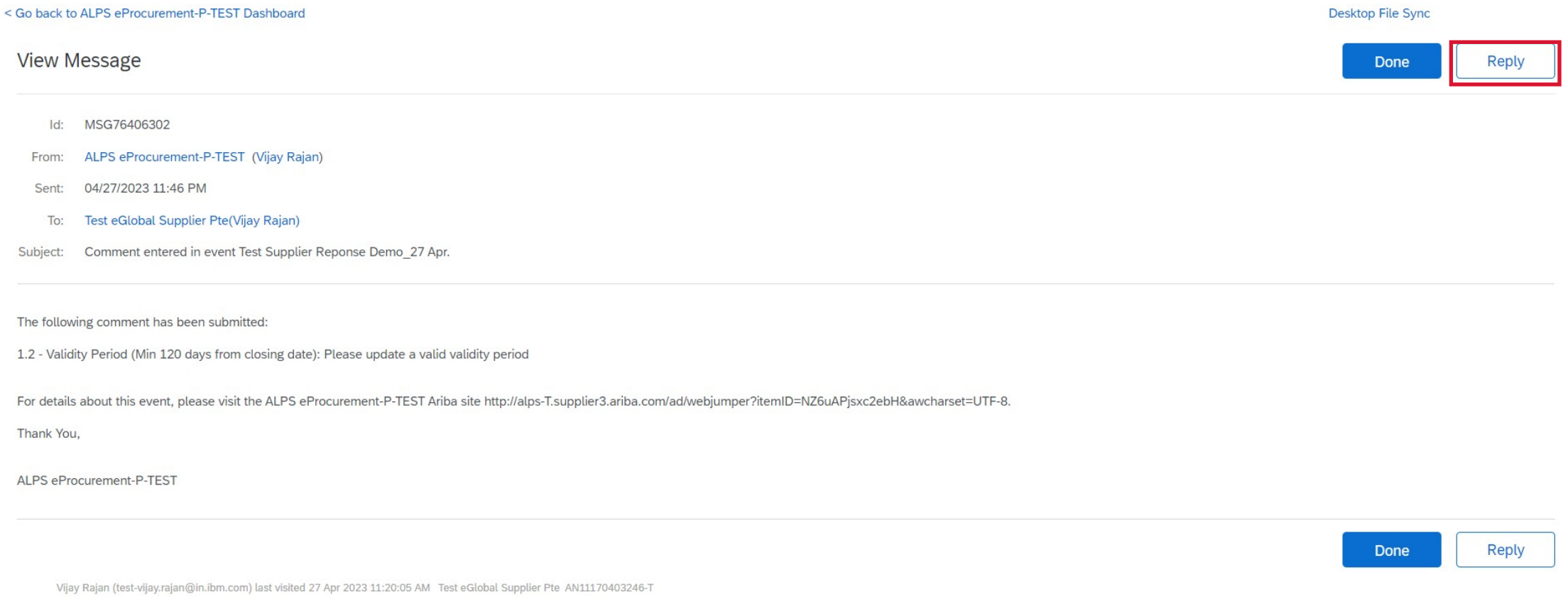
Event messages

② To view or reply messages, first click on message of interest
Click on Subject line to reply or view the message



Event messages

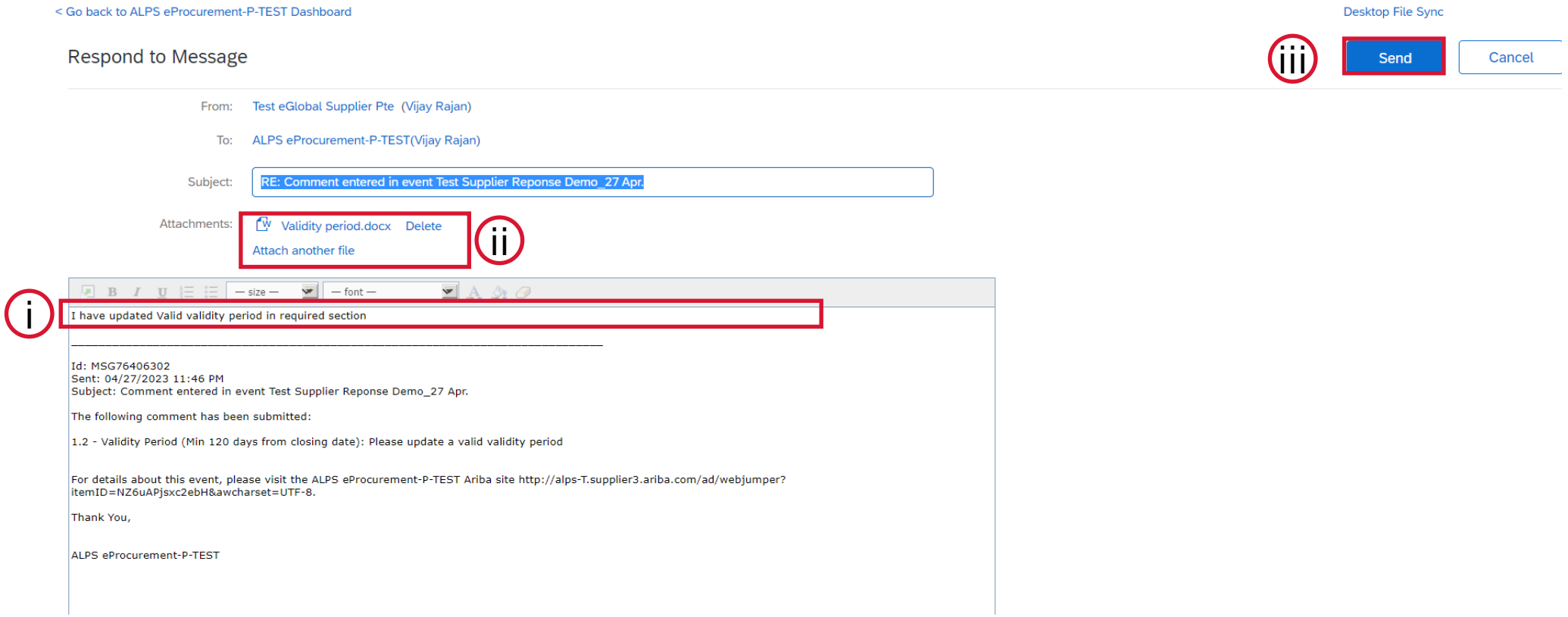
3 After clicking on the message of interest:
Click on “reply”



Event messages

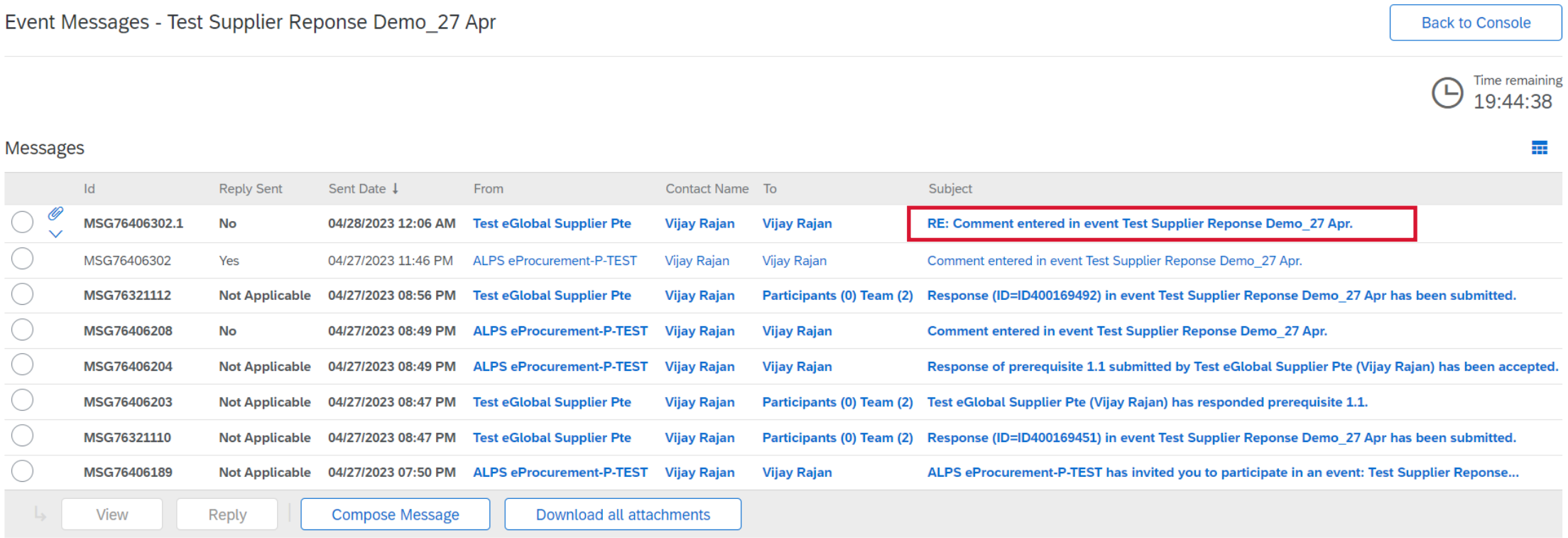
④ In the “Respond to Message” page, you can

i. Type responses
ii. Add attachments
iii. After you have completed filling up the response, click on “Send”



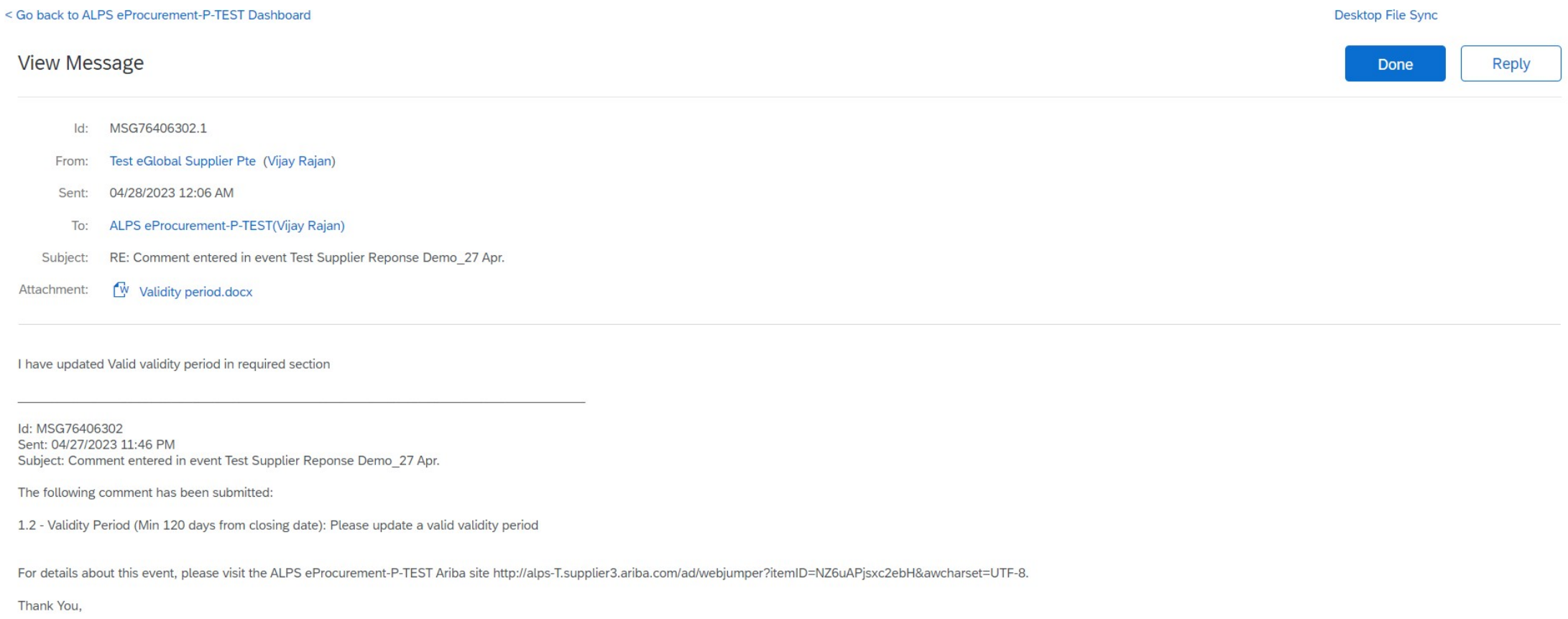
Event messages

5 Once you have sent, reply to the buyer can be seen in main page



Event messages

⑥ Click on the link to view the reply contents





Contract User Guide

Navigate with purple bubbles throughout this deck

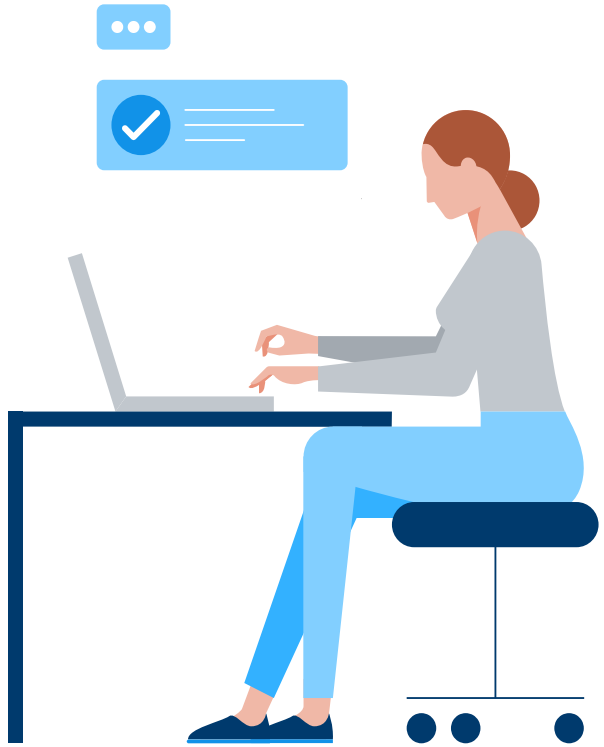
Contract Scenarios Overview

Scenario 4: New Contract or Existing Contract Amendments

4a Receive email notification
4b Log into Ariba with credentials
4c Access negotiation task
4d Review contract
4e Accept or provide counter proposal

Scenario 5: Signature Task

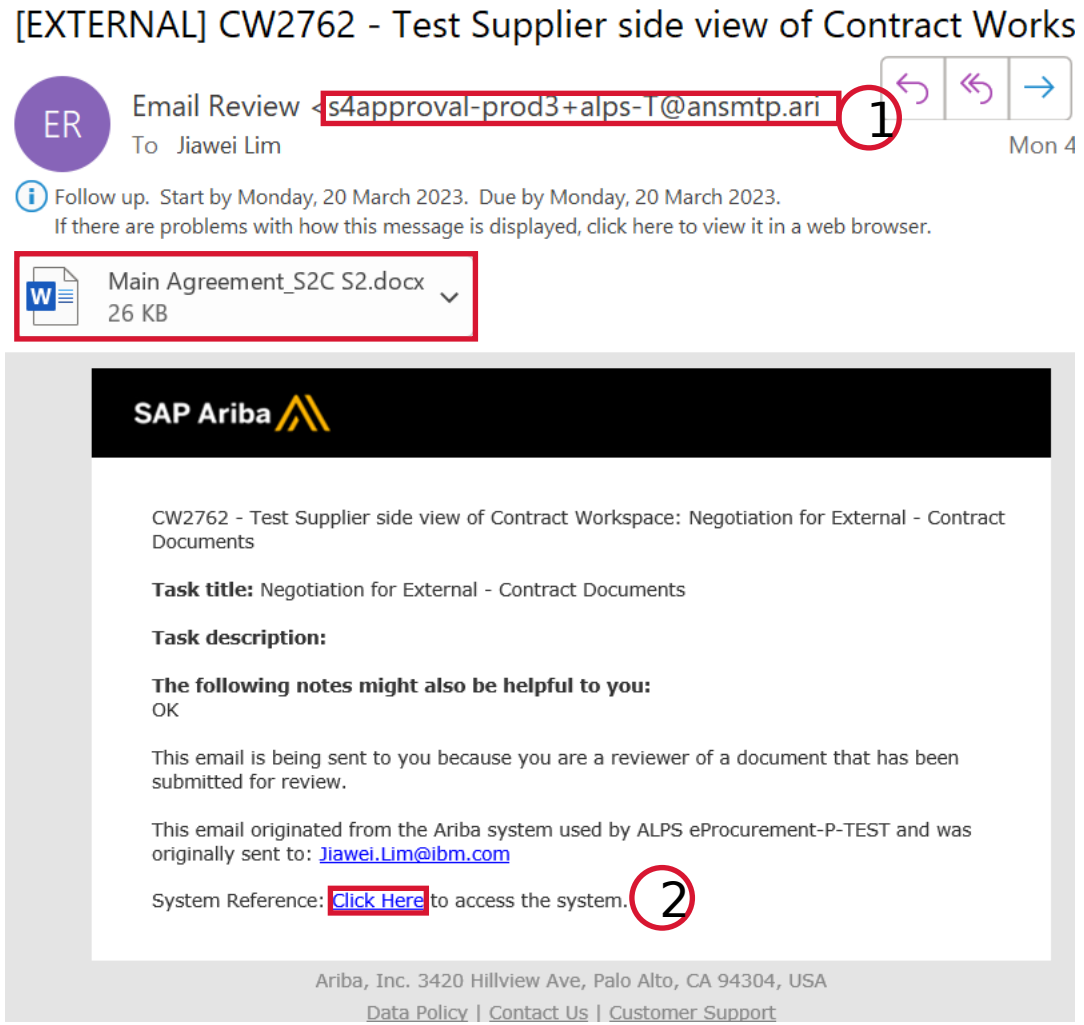
5a Receive email notification
5b Log into Ariba with credentials
5c Access signature review task
5d Provide signature



Contract Email Notification

1. Once ALPS has awarded your bid and sent out the contract, the negotiation process may be initiated, and you would receive an email from s4approval-prod3+alps-T@ansmtp.ariba.com with the contract attached. Download/read the contract.

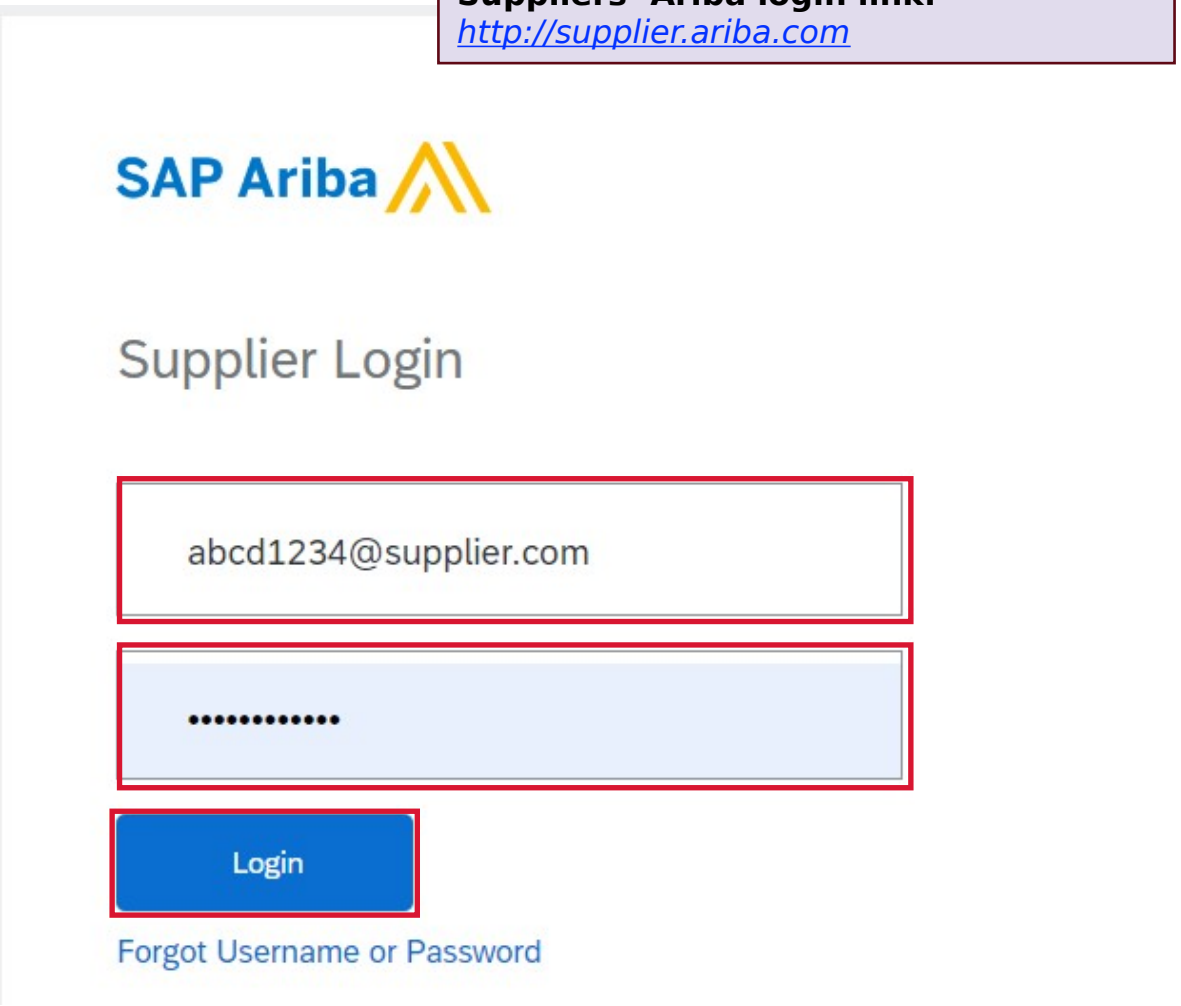
2. Click on the Hyperlink in the email to proceed



Logging in to Ariba Contracts

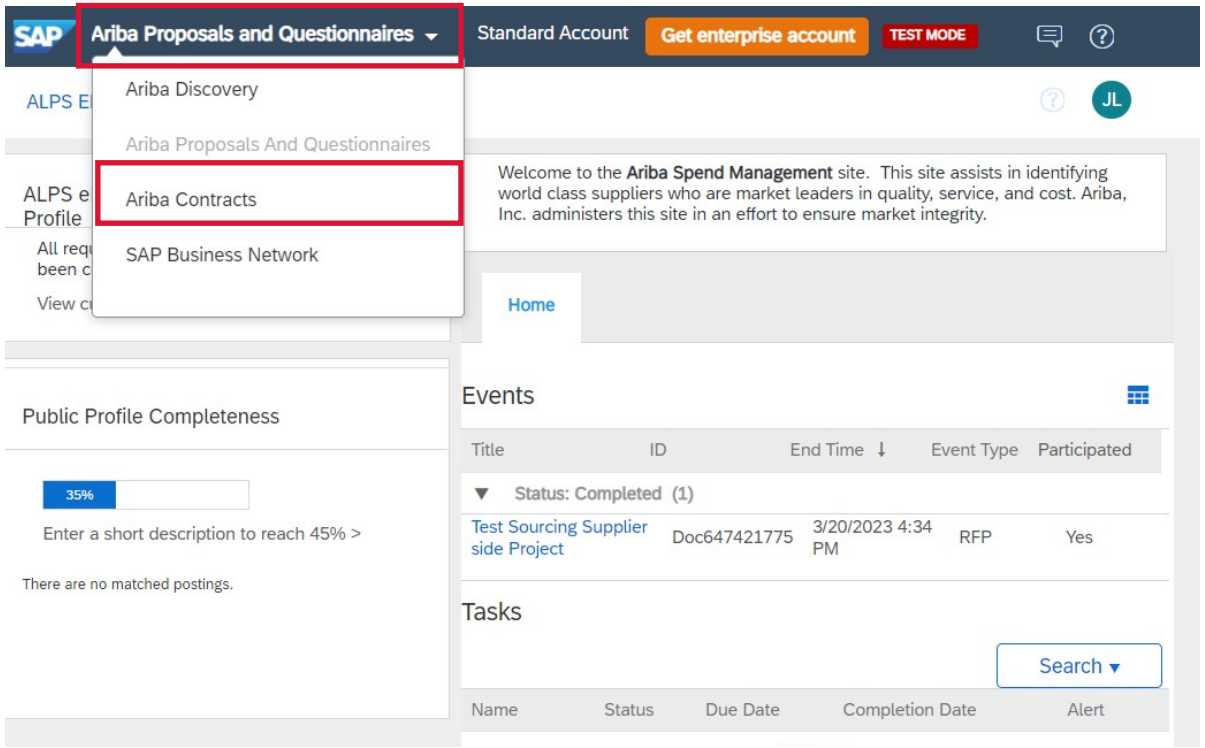
③ Fill in your login credentials and click on the “Login” button.

Suppliers’ Ariba login link:
http://supplier.ariba.com



Transitioning to Ariba Contracts

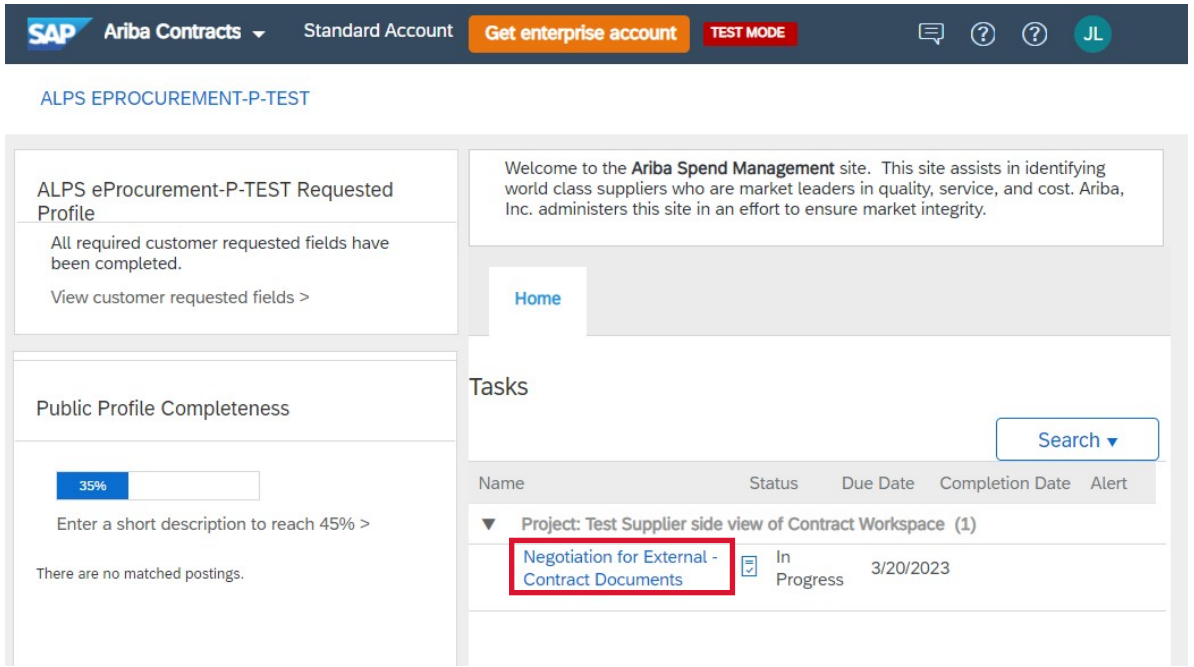
4 Alternatively, if you are already logged into Ariba, click on the top left-hand corner of the screen and then click on the “Ariba Contracts” dropdown.



Ariba Contracts

After logging in/ transitioning to Ariba contracts, you would see all your contracts in the Tasks Section.

⑤ Click on your awarded contract to access it



Ariba Contracts

After clicking on the task:

6 If you had not downloaded the contract from email, you may download it by clicking on the contract in the External – Contract Documents (Read Only) Section.

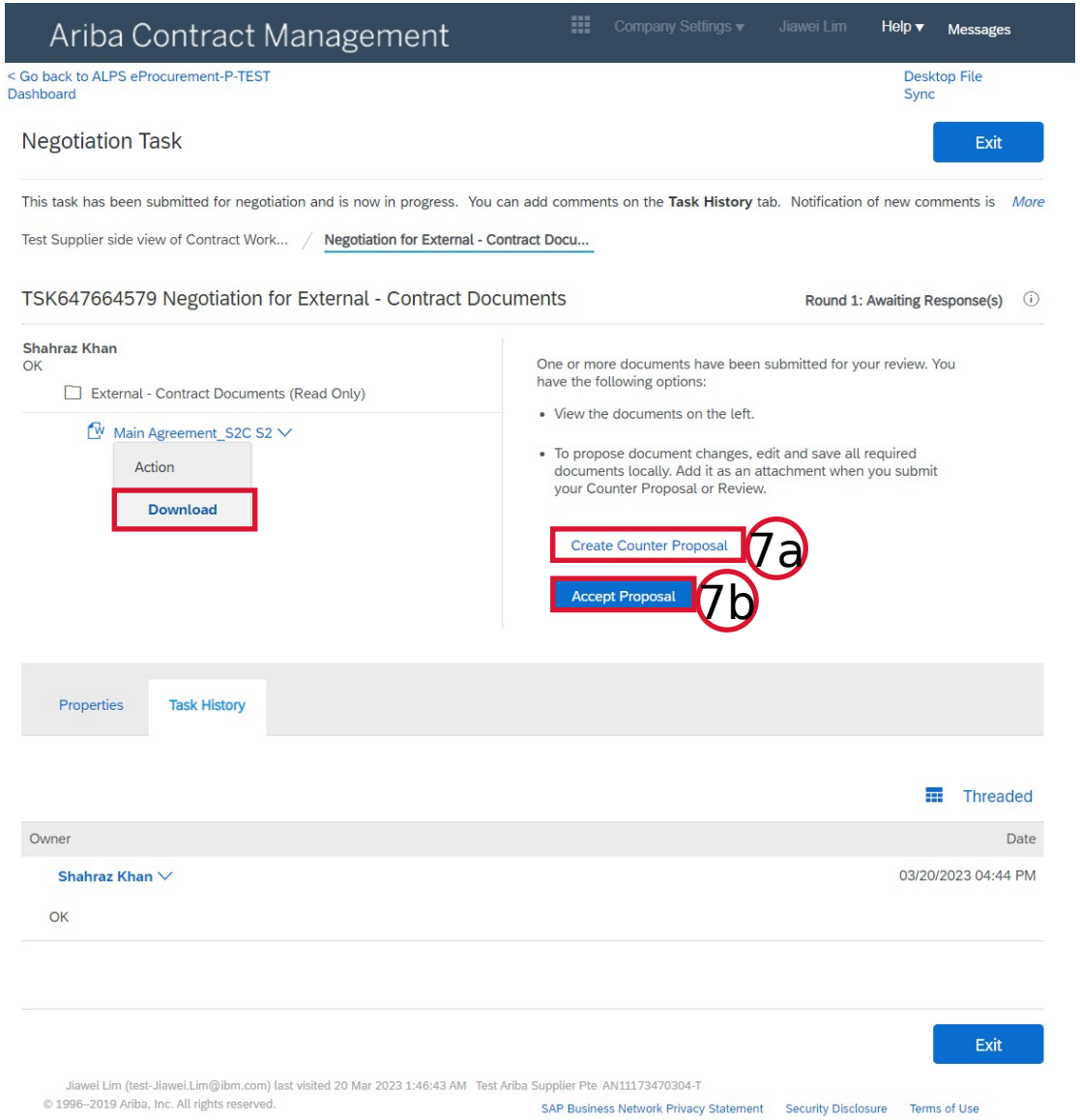
On this page, you would also see the option to:

7a

v. Create Counter Proposal

7b

vi. Accept the proposal



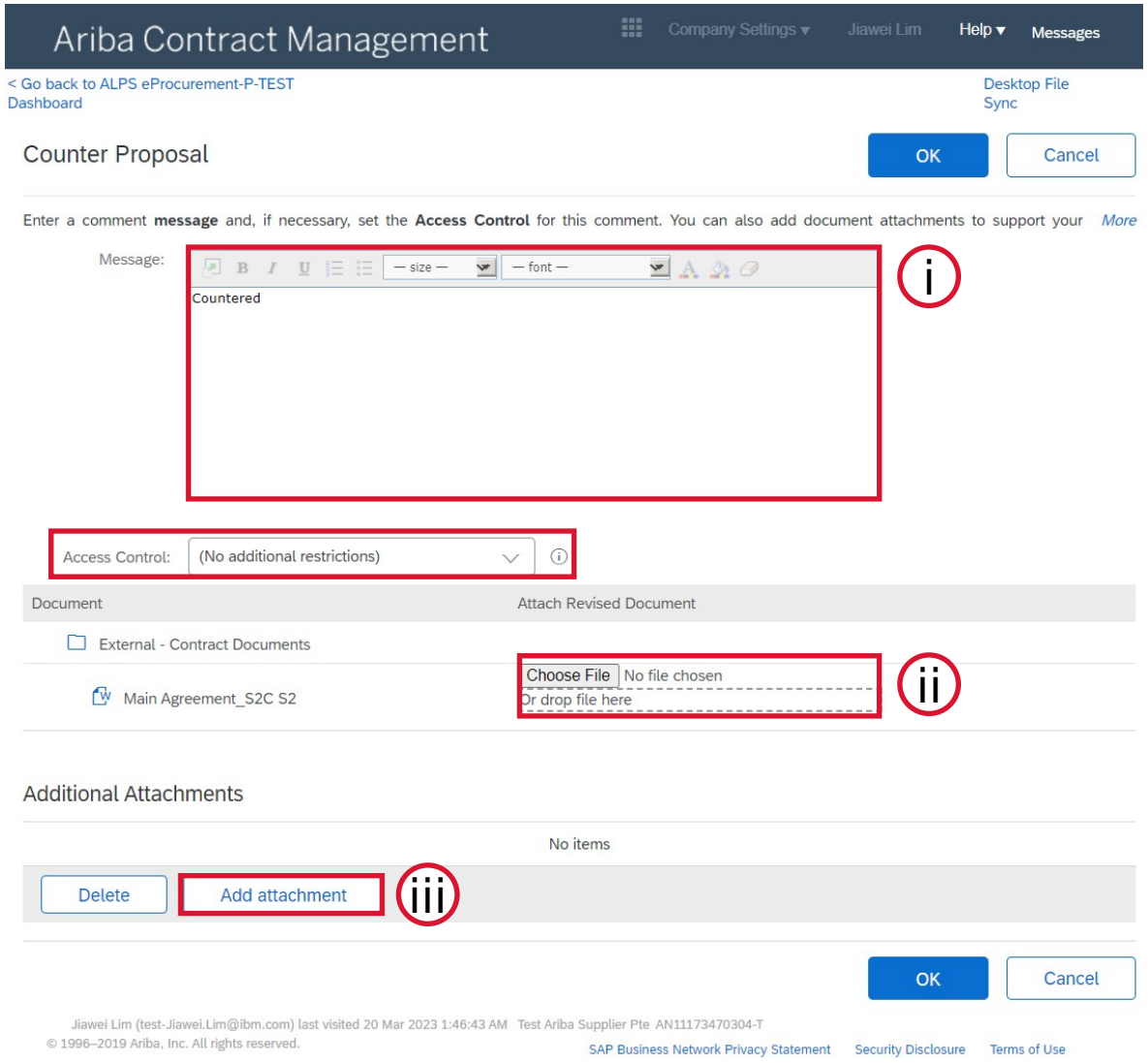
Counter Proposal

8 If you clicked on the “Create Counter Proposal” button:

i. Enter a comment message, and if necessary, set the Access Control for the comment

ii. Upload the revised contract document under the Attach Revised Document Section by clicking on “Choose File”

iii. Add any additional supporting documents in the Additional Attachments Section by clicking on the “Add Attachment” button



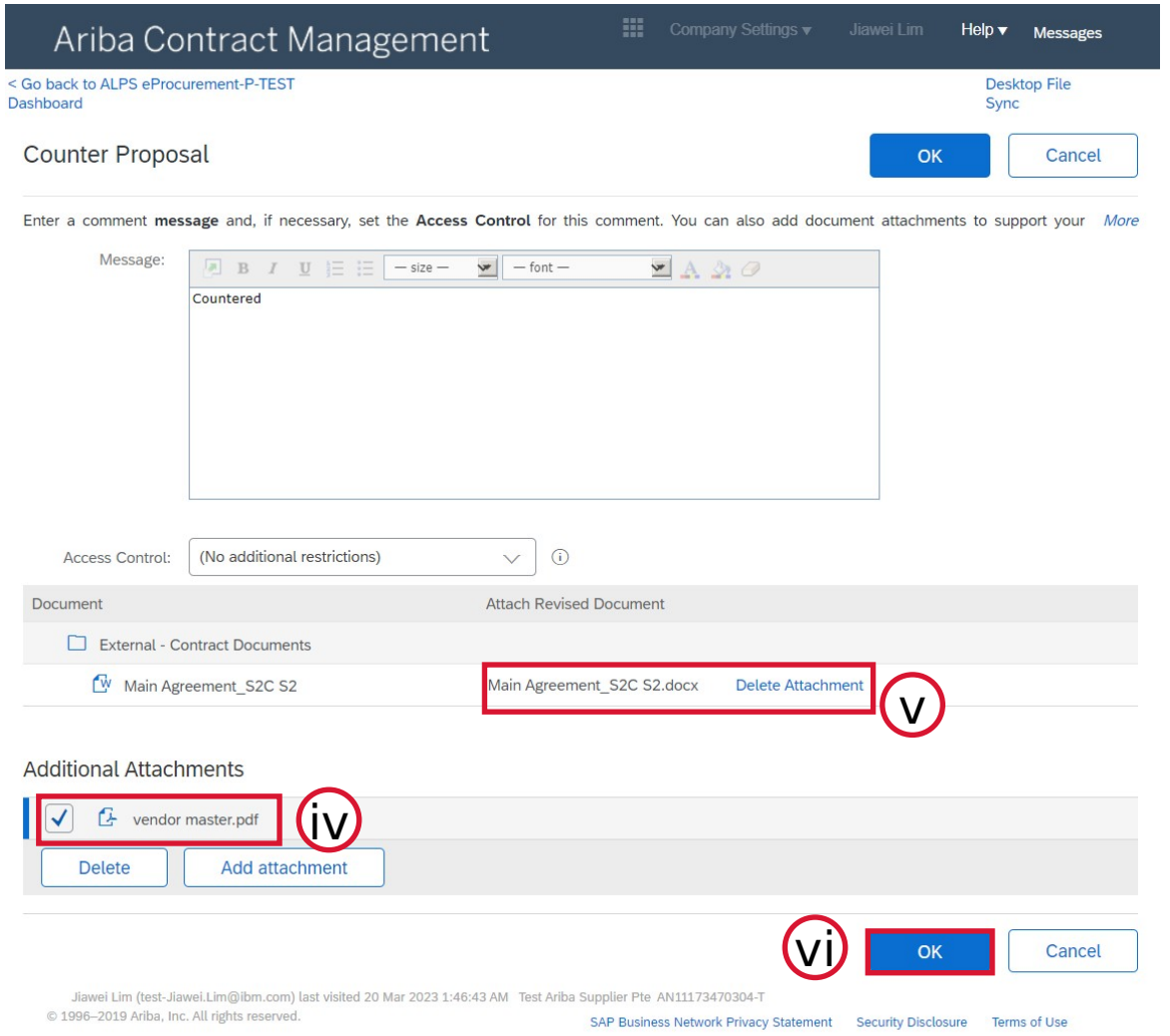
Counter Proposal

8 If you clicked on the “Create Counter Proposal” button:

iv. After uploading all additional documents, mark the check box beside the file

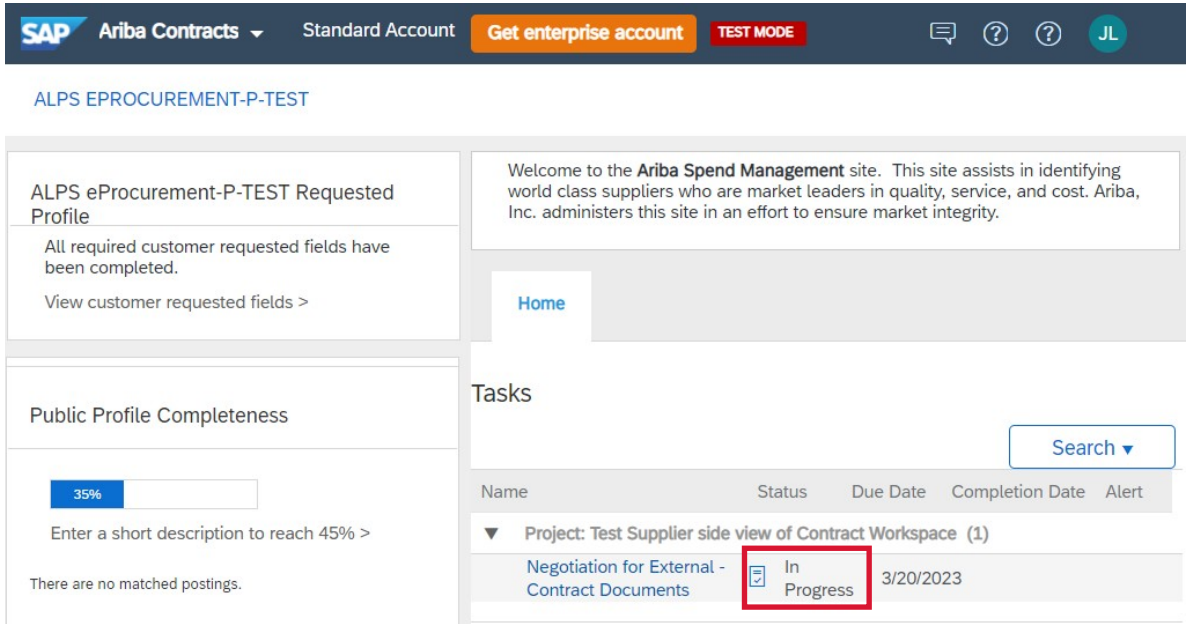
v. Ensure that the attached revised contract is correct, click on “Delete Attachment” and reupload a new file if you need to make further amendments

vi. Click on the “OK” button to proceed



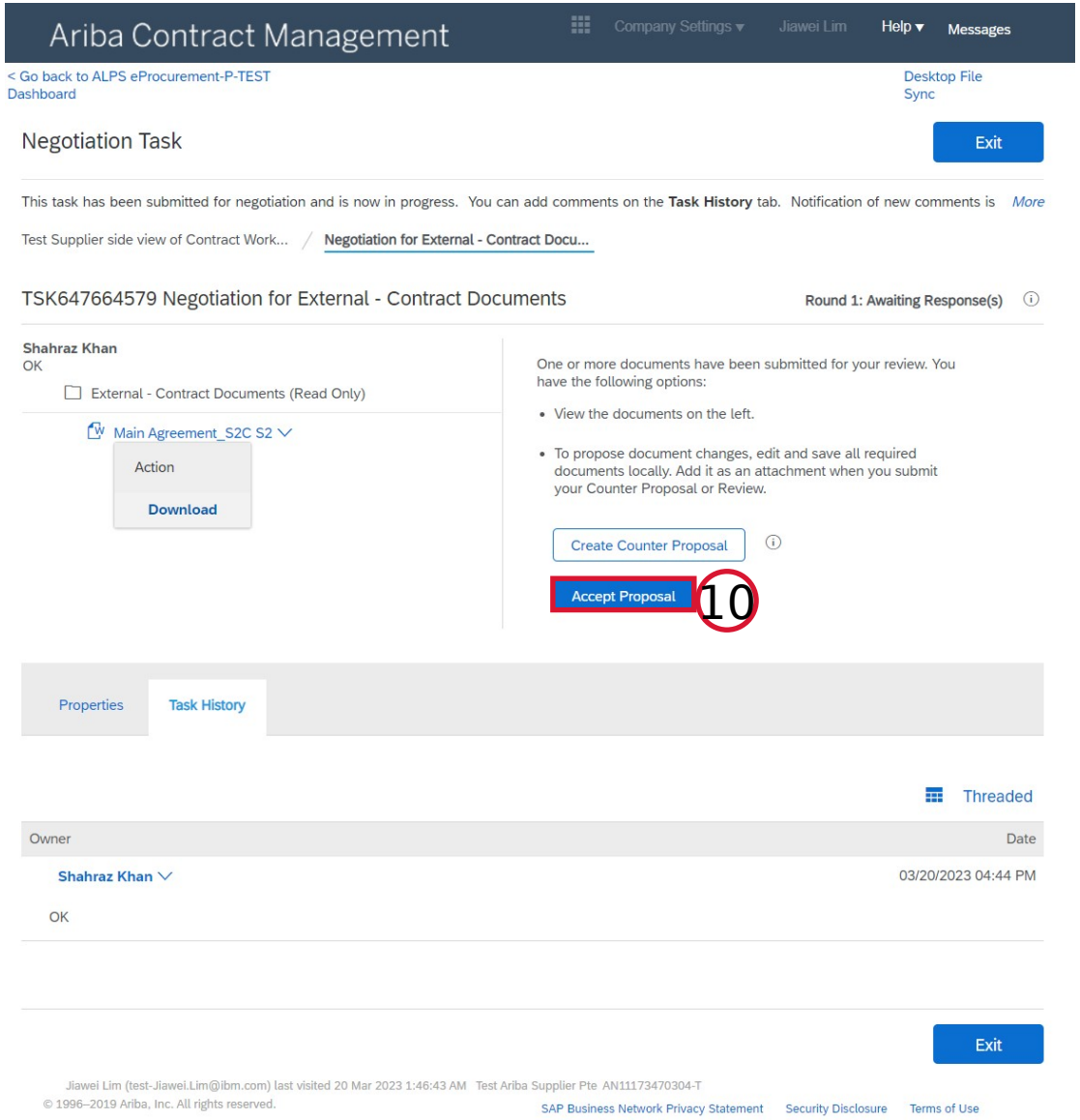
Counter Proposal

9 After successfully submitting your counter proposal, you will see on the Ariba Contracts landing page that the status of the contract is “in progress”.



Proposal Acceptance

10 If you decide to accept the proposal, click on the “Accept Proposal” button



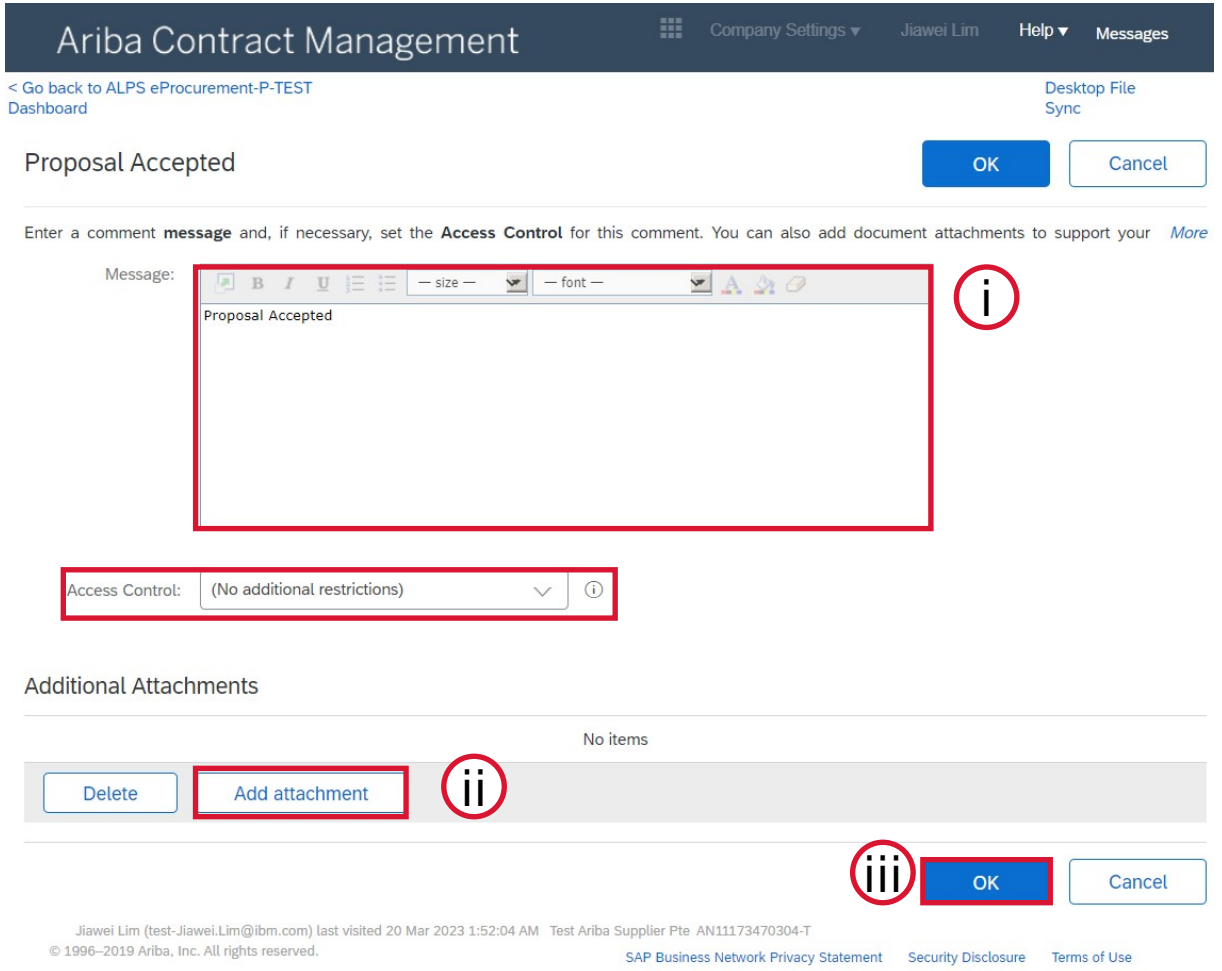
Proposal Acceptance

11 If you clicked on the “Accept Proposal” button:

i. Enter a comment message, and if necessary, set the Access Control for the comment

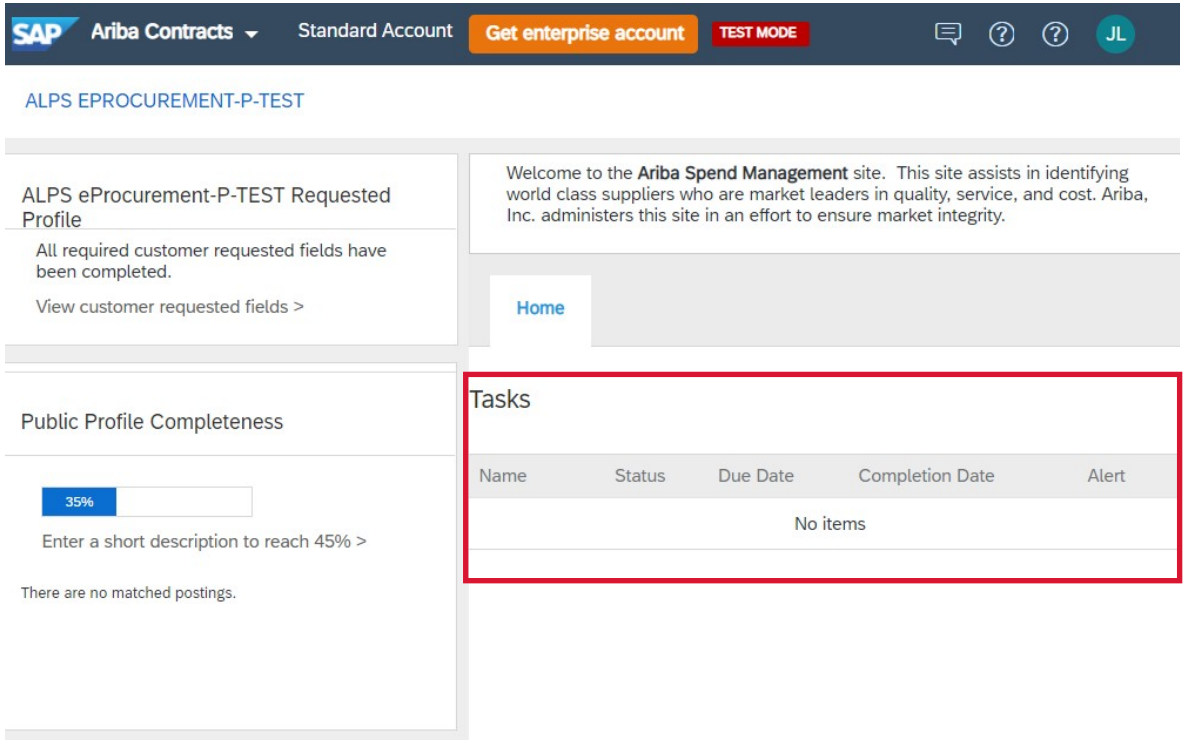
ii. Add any additional supporting documents in the Additional Attachments Section by clicking on the “Add Attachment” button.

iii. Click on the “OK” button to proceed



Proposal Acceptance

12 After successfully submitting your proposal acceptance, you will see on the Ariba Contracts landing page that there will be no items remaining.

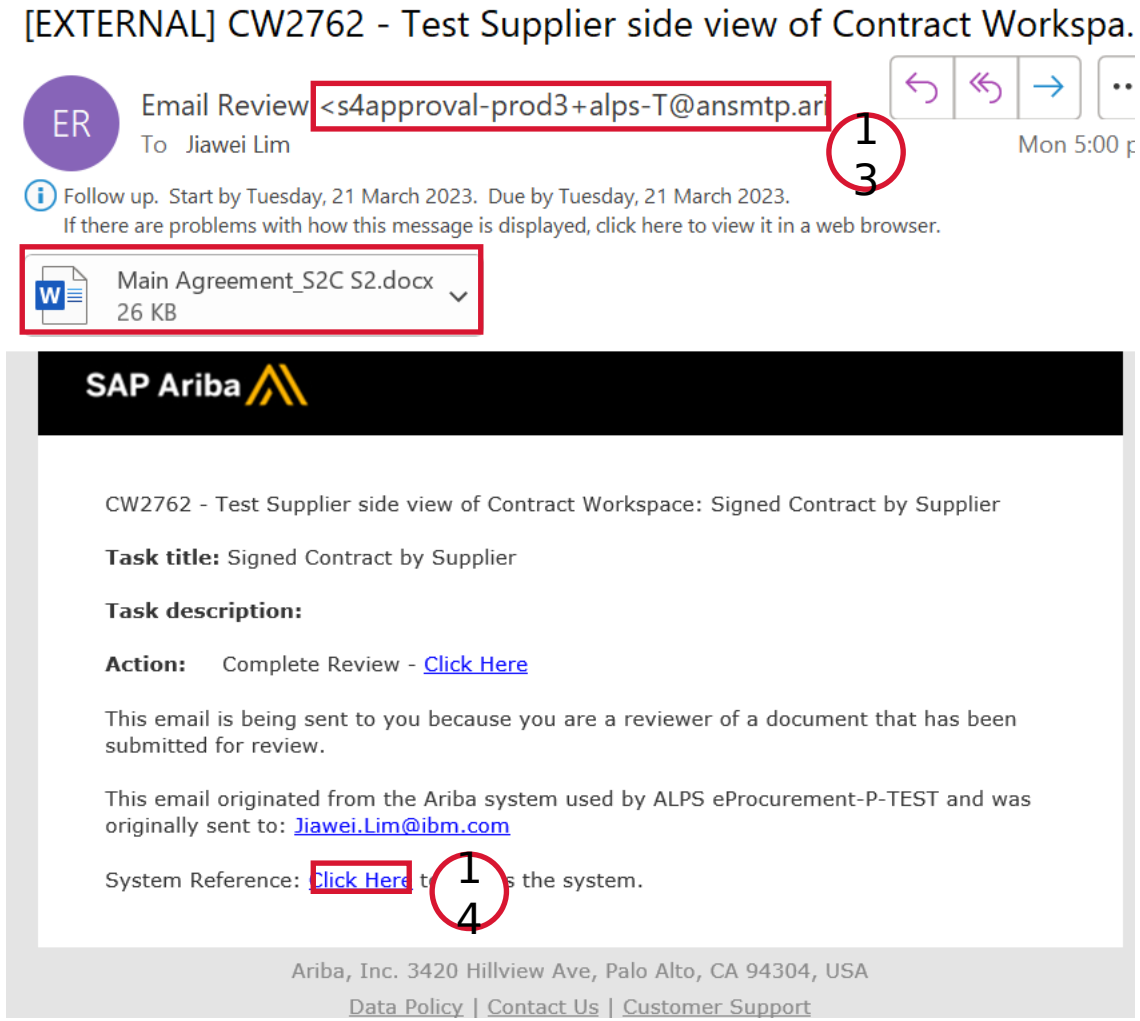


Complete Review Notification/Signature Task

13 Once ALPS has accepted the proposal acceptance, you would receive a contract review notification email from s4approval-prod3+alps-t@ansmtp.ariba.com

14 2. Click on the Hyperlink in the email to proceed

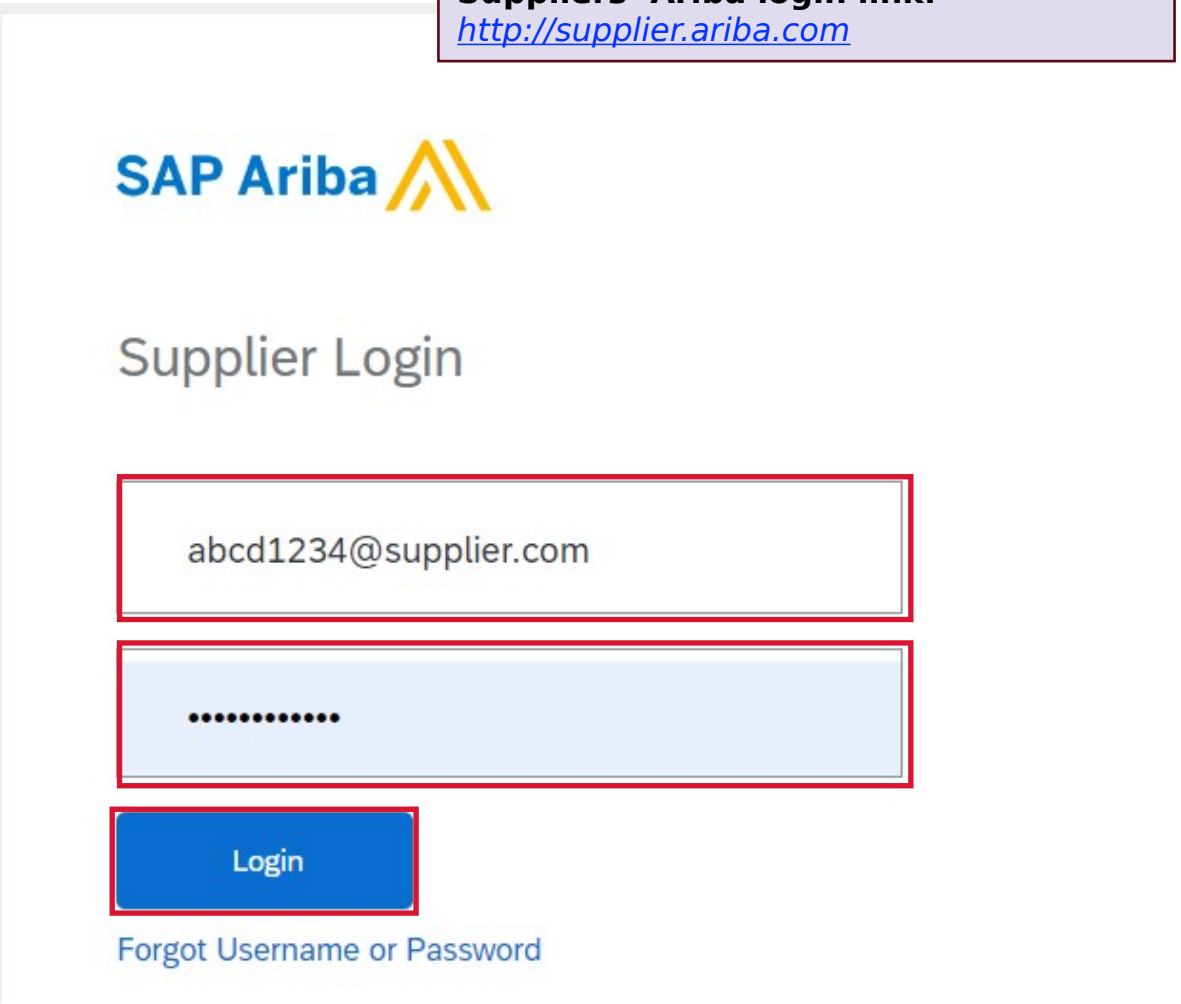
**Note: In addition to the complete review email, you may also receive a second email from ALPS' e-signature provider requesting your signature*



Logging in to Complete Review

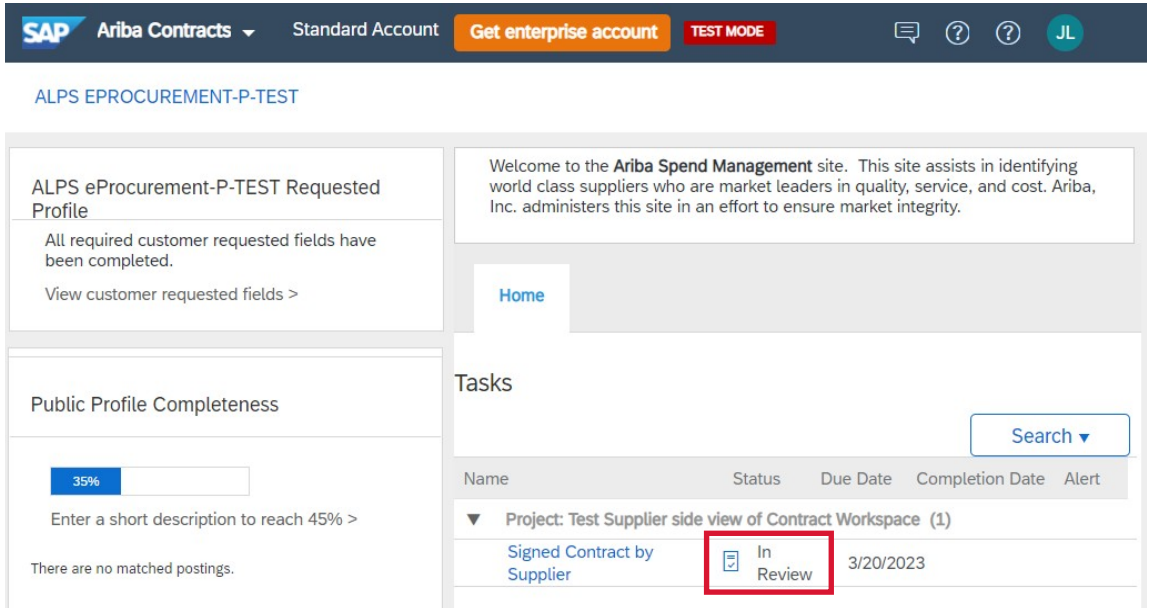
15 Fill in your login credentials and click on the “Login” button.

Suppliers’ Ariba login link:
http://supplier.ariba.com



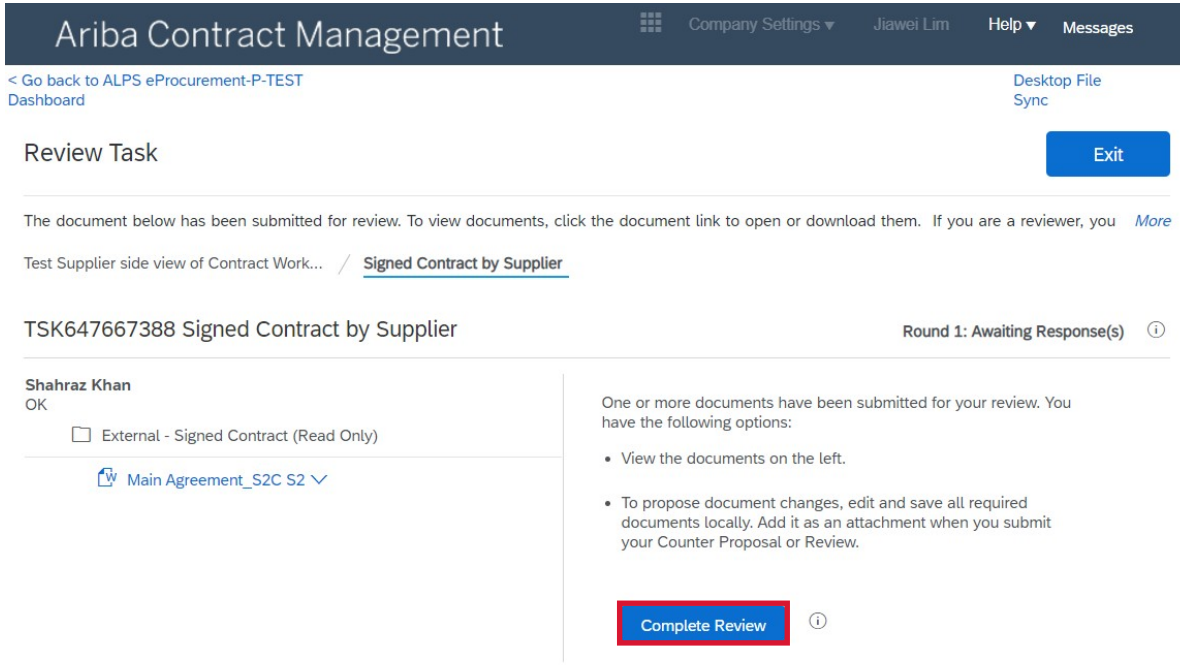
Complete Review Notification/Signature Task

16 After successfully logging in to Ariba Contracts, you will see a new task with a status of “In Review” on the Ariba Contracts landing page in the Task Section. Click on the task to complete the reviewing process.



Complete Review Notification/Signature Task

17 After clicking into the task, click on the “Complete Review” button to proceed.



Complete Review Notification/Signature Task

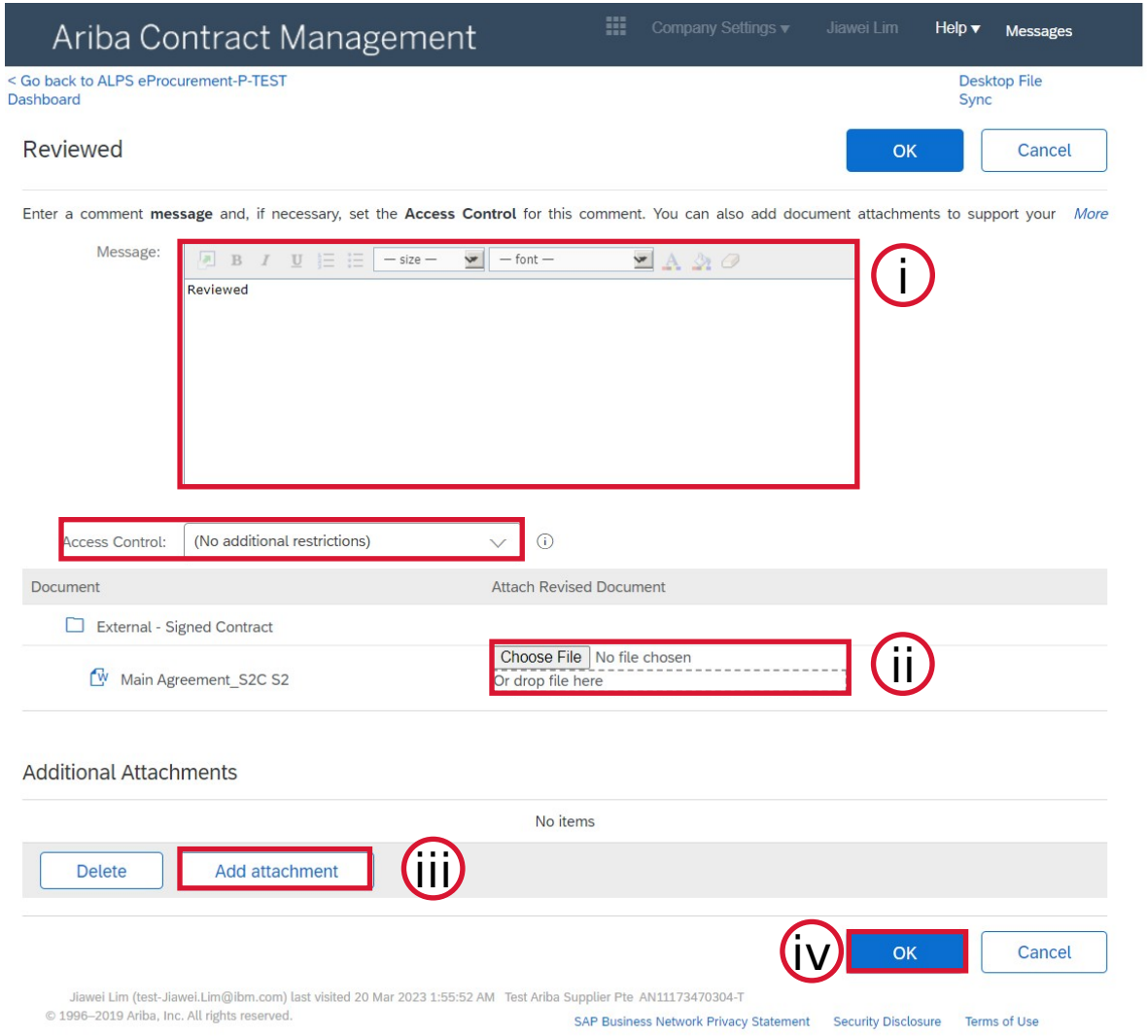
18 After clicking into the “Complete Review” button:

i. Enter a comment message, and if necessary, set the Access Control for the comment

ii. Upload the signed contract in the Attach Revised Document Section by clicking on “Choose File”

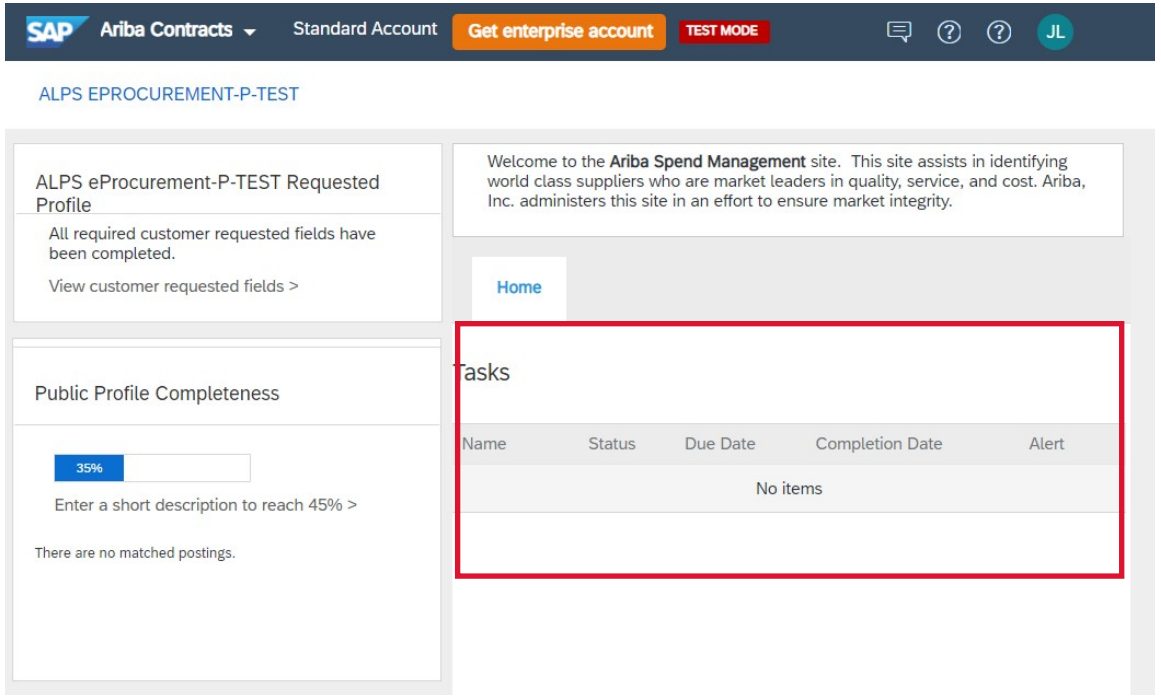
iii. Attach any supporting documents under the Additional Attachments Section by clicking on “Add Attachment”

iv. Click on “OK” to proceed



Complete Review Notification/Signature Task

19 After clicking the “OK” button, your task would be cleared, and no items would be reflected on the Ariba Contracts landing page.



INCREASE
REVENUE

SAP Business Network Discovery

Receive qualified leads

A quick 5 minute registration will activate qualified leads sent right to your inbox

Save time

Get in front of buyers when they are actively looking for new suppliers

Sell effectively

Take advantage of the SAP Business Network community to get in front of buyers you’re not already working with

Win new business

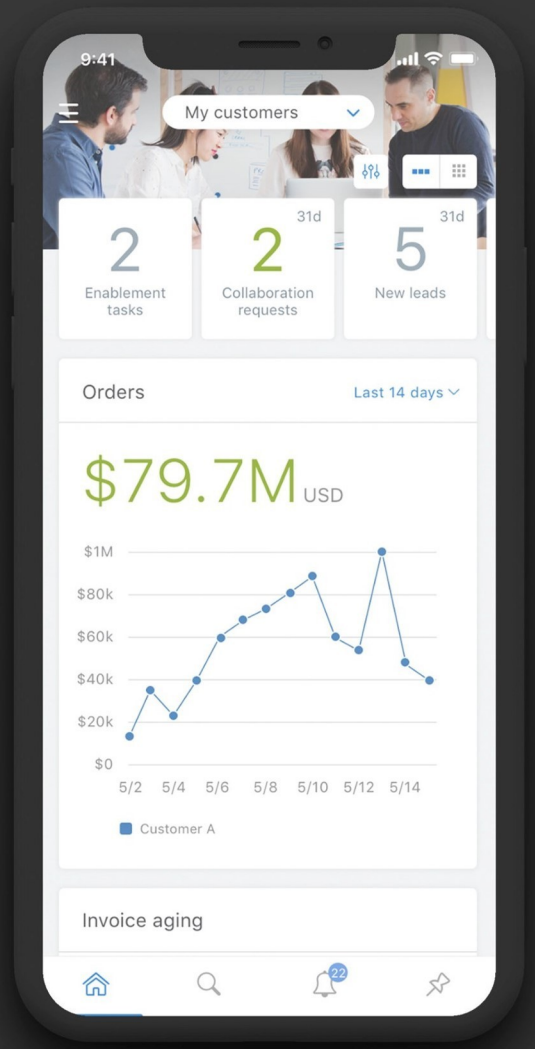
Tap into $5 billion of new opportunities posted annually

Increase interactivity

Communicate with buyers and prospects in real time



Public



STAY UP-TO-DATE

Supplier mobile app

SAP Business Network Supplier mobile app helps suppliers take their business on-the-go. Regardless of the account type, suppliers can stay connected with their customers on their iPhone or Android devices.

Key mobile app features

- Get real-time notifications
- Create documents on-the-go
- Find documents fast
- Improve invoice visibility

With quick and easy biometric login and availability in over 24 languages, the mobile app is the best way to be more responsive and better informed.

LEARN MORE

App Store

Google Play

Public



Contact & Support

Business Related Questions

- Contact ALPS procurement staff who publish the sourcing events

SAP Business Network Related Questions

- Help Center – access via account or click here
- Standard Account Specific Documentation
- SAP Business Network Supplier Training Page

Public



Frequently Asked Questions

Account Related FAQs

Issue:
What are the common issues when registering an account?

Answer:
The following list describes common registration issues and how to resolve them:

- Duplicate username: You can access your existing account or create a new user account with a unique username by deselecting the Use my email as my username box under the Email field. Your username does not need to match your email address.

- Duplicate D-U-N-S (Data Universal Numbering System) number: You can leave the DUNS Number field empty during registration or contact the administrator of the account that already uses the same number. You can also add your D-U-N-S number on the Marketing tab of your Company Profile after registration.

- Account already merged when registering with an existing account: This occurs when you try to link to a sourcing buyer with an account that is already used on the buyer's site. You can contact your buyer to find the linked account and deactivate any duplicate account(s). Alternatively, you can create a new account.

- Different username and password expected when registering with an existing account: This occurs when you try to link to a sourcing buyer with an account that is different from the accounts used by others in your company. You can try to find the existing account by contacting your colleagues and/or the buyer. Alternatively, you can create a new account.

- Duplicate Account Warning: "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.": An account very similar to other ones that were created in the past is being created. Ariba shows this warning message to try to prevent users from creating duplicate accounts.

- Error: "There has been an issue connecting to the Sourcing Server. Please try to connect to the service later.": If you experience this error repeatedly, there is a conflict between information in the registered account and in the sourcing buyer's site. Your buyer might have some of your account information stored in a different account. Contact Ariba Customer Support to review the possible conflicts.

Account Related FAQs

Issue:
When trying to register for SAP Ariba Sourcing and access a sourcing event, the system displays the following error:
“The username and password entered has already merged to another Ariba Sourcing user account”

Resolution:
Depending on how you would like to proceed, there are two solutions to this issue:

1. Create an alternate username by clicking Sign Up in the event invitation. Your new username will need to be different than any existing registered username. If not, you will receive a user already exists error message. Keep in mind that if you choose this solution, you will have two separate accounts.
2. If you don't want to create a new account, contact your buyer and have them invite your existing account.

Issue:
I receive the error message below when trying to register a new user account.
“Error: User already exists. Please enter a different username”

Resolution:
Business Network requires that all usernames be formatted like an email address, but they do not have to be a valid email address. For example, if your username of example@ariba.com was not accepted, you can try using example1@ariba.com.

Question:
Can my company have multiple accounts?

Answer:
Your company can have multiple Ariba accounts, depending on your business needs. For example, if your company has several locations around the world, you might want a separate account for each region. Most companies choose to have one account with multiple customer relationships, which provides a centralized location to maintain their company profile information and all of their customer relationships.

Other FAQs

Question:
How do I access a sourcing event?

Answer:
You can access a sourcing event to which you have been invited in two different ways:

- By registering via the invitation email that the buyer sends
- By going to the Ariba Proposals & Questionnaires page (log into your account and click the app dropdown menu in the upper-left corner of the application and select Ariba Proposals & Questionnaires)

If the event you are looking for is not listed on the Ariba Proposals & Questionnaires page, please see Why can't I find an event? for troubleshooting steps.
Keep in mind that to participate in a sourcing event, you must be invited by a buyer. If you have not been invited, please reach out to the buyer to request an invitation.

Question:
Why can't I find an event?

Answer:
There are a number of reasons you may not be seeing a sourcing event your company was invited to. Below are various scenarios that may apply:

1. Did you receive an event invitation in your email inbox?
2. Did you log in to the correct account?
3. Do you have permissions to see the page?
4. Is your user activated? Is your profile approved?
5. Are you on the SAP Ariba Sourcing solution?
6. Is the event in Open status?
7. Did you complete the Customer Requested Profile?
8. Are you locked out of the event?
9. Are you directed to a blank page when you click on an event within your account?

Other FAQs

Question:
I am not receiving any email notifications even though I am expecting them.

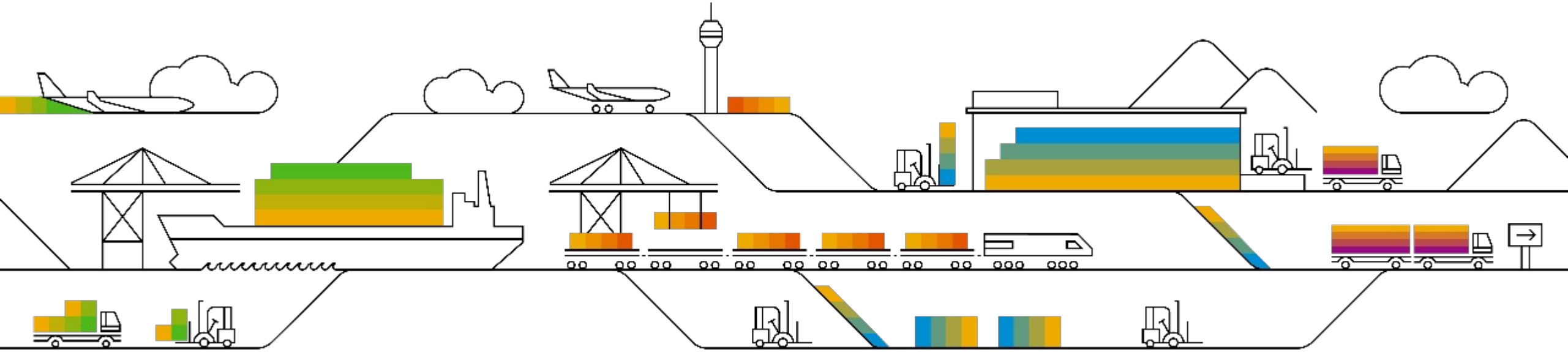
Answer:
It could be that the email notifications have gone to your spam or junk folder or that your company IT blocks Ariba.com

Thank you.





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SAP Business Network Account Type

Public

What is an SAP Business Network, Standard Account?

- Basic Account that gives you access to SAP Business Network
- Receive interactive email purchase orders
- Send electronic documents through SAP Business Network
- **No fees**
- Intended for low volume suppliers



Public



TRANSACT WITH EASE AND WITHOUT FEES

Standard Account

Designed to make transactions simple, suppliers can stay on top of buyer needs even with limited eCommerce experience.

Standard account is ideal for reviewing and sending documents, publishing electronic catalogs, and more.

FREE FOR ANY SUPPLIER

- No document related fees or transaction limits
- Receive & respond to POs with electronic documents (e.g. Order Confirmations, Ship Notices, Service Sheets or Invoices)
- Check document status updates
- Manage catalogs

CENTRALIZED ACCESS

- Online portal and supplier mobile app to access all relevant information & documents
- Receive real-time notifications from buyers via email and mobile app push notifications
- Access other SAP Business Network solutions like Discovery* on one single account

*Although the standard account is free, using additional advanced capabilities and other solutions may incur fees

Public



GROW AND AUTOMATE YOUR BUSINESS

Enterprise Account

For suppliers with more advanced needs, an enterprise account may be a better fit.

Enterprise accounts are paid accounts based on usage.

ADVANCED CAPABILITIES

- Automate specific processes with machine-to-machine integration
- Priority support, enablement, and educational training courses
- Archive invoices
- Sales and transaction reporting
- Lead generation capabilities

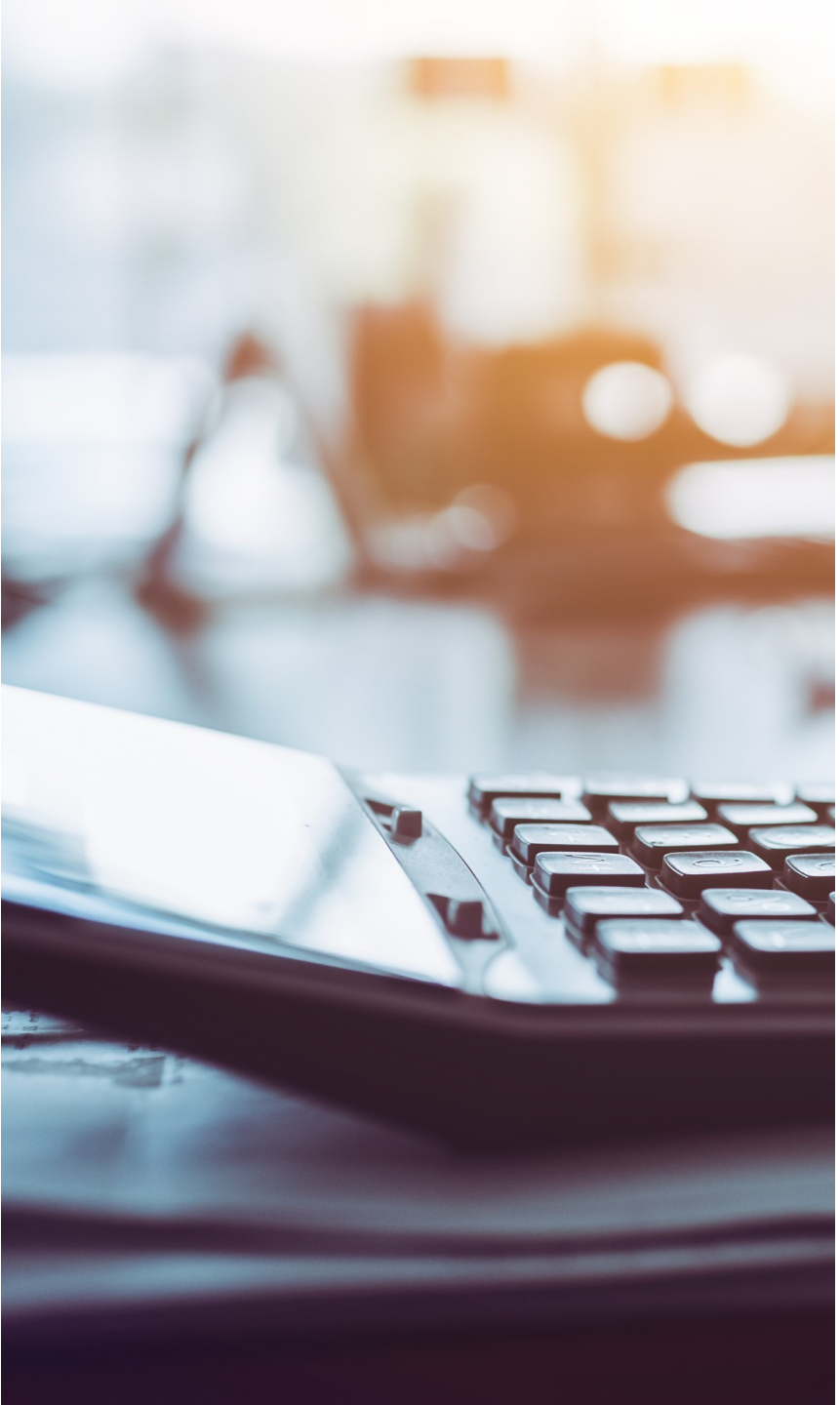
IDEAL FOR

- Suppliers who are more experienced with eCommerce
- Are looking to grow or strengthen their business on SAP Business Network
- Have buyer specific needs that are not supported by standard account

Public

Account Capabilities Comparison

Features	Standard Account	Enterprise Account
Access	Email notifications/workbench	Online dashboard/workbench
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✓ Self-service only	✓
Document status	Email notifications/workbench	• Workbench with easy access from any browser • Topical tabs
Legal Archive	Email notification and online download	• Long-term archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Support	Online Help Center • Documentation • Training videos • User recommendations or tips	• 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	✓	✓
Discovery	✓ Fees may apply to respond to leads. Click here for more information. *Note : Discovery : Public Sector Postings will be free to respond	✓ Fees may apply to respond to leads. Click here for more information. *Note: Discovery : Public Sector Postings will be free to respond
Fees	FREE	Fees may apply, See complete details.



BASICS

Fee Schedule for Enterprise Accounts

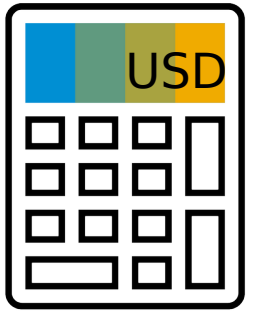
FREE for all suppliers to join and begin transacting

Two components of the fee schedule:
Transaction Fees + **Subscription Fees**

Chargeable documents: Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses

Public

Supplier Fee Schedule – USD



Transaction fees (billed quarterly)

Less than 5 documents* OR less than USD 50,000	FREE usage
More than 4 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 in at least one customer relationship annually

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

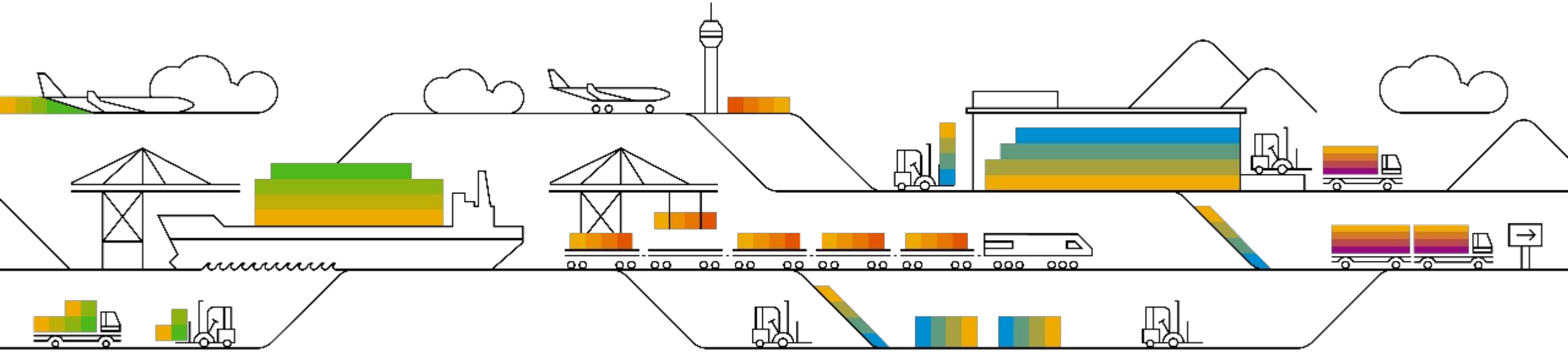
Public

SAP Business Network Fee Schedule – Video Presentation



Fees in USD

Public



Standard Account Supplier Registration

Public

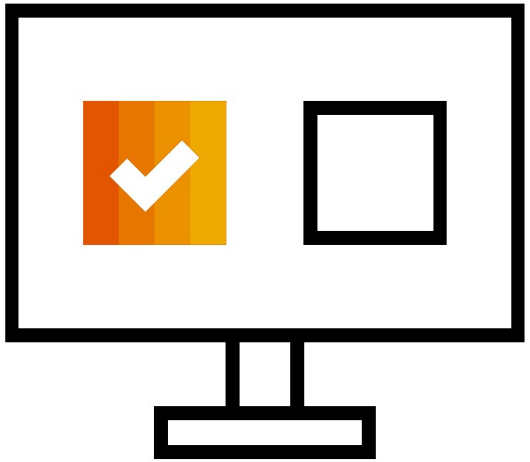
Register For A Standard Account



Receive Interactive Email PO



Click The Process Order Button

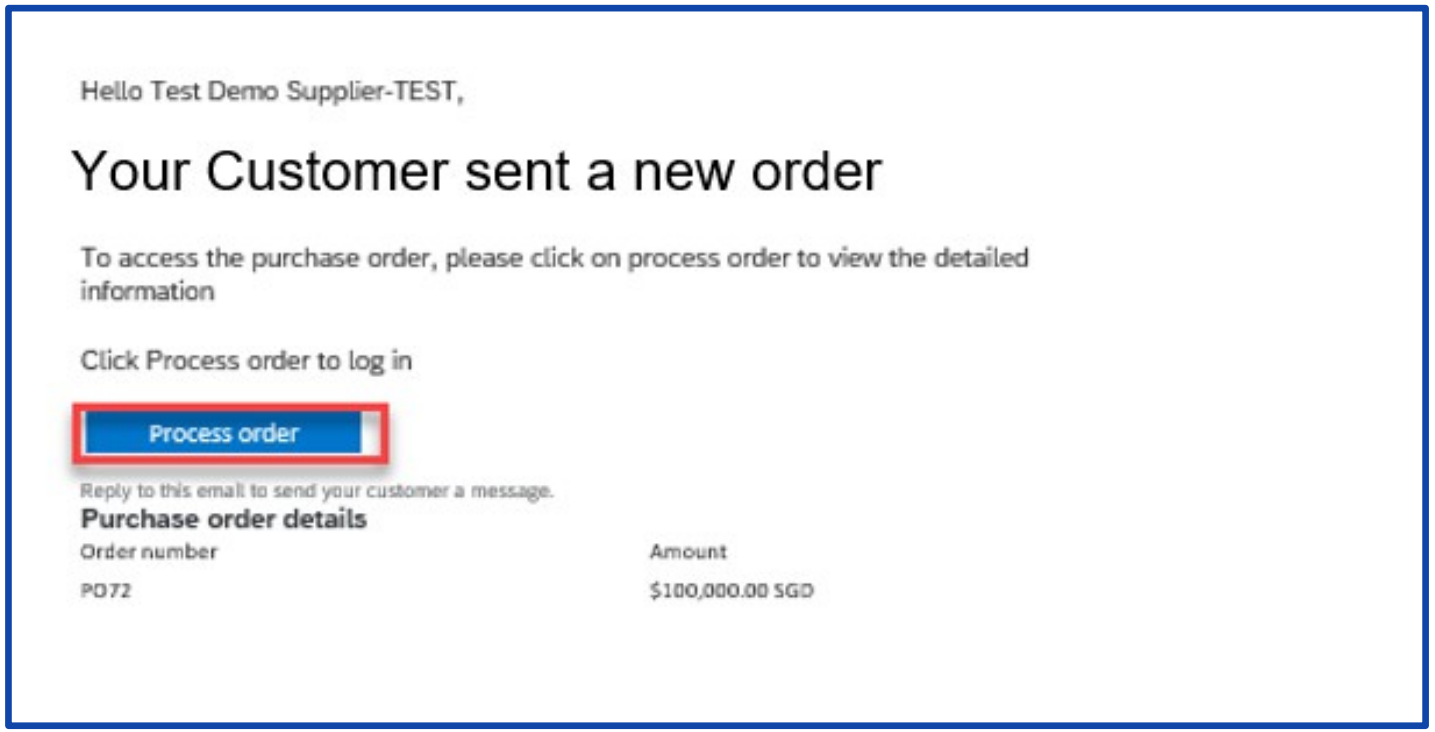


Sign Up Or Login

Public

Register For A Standard Account

Receive Interactive Email Order From Customer



IMPORTANT:

Before You Click The **Process Order** Button For The First Time:

1. Align Internally
2. Designate / Know Administrator

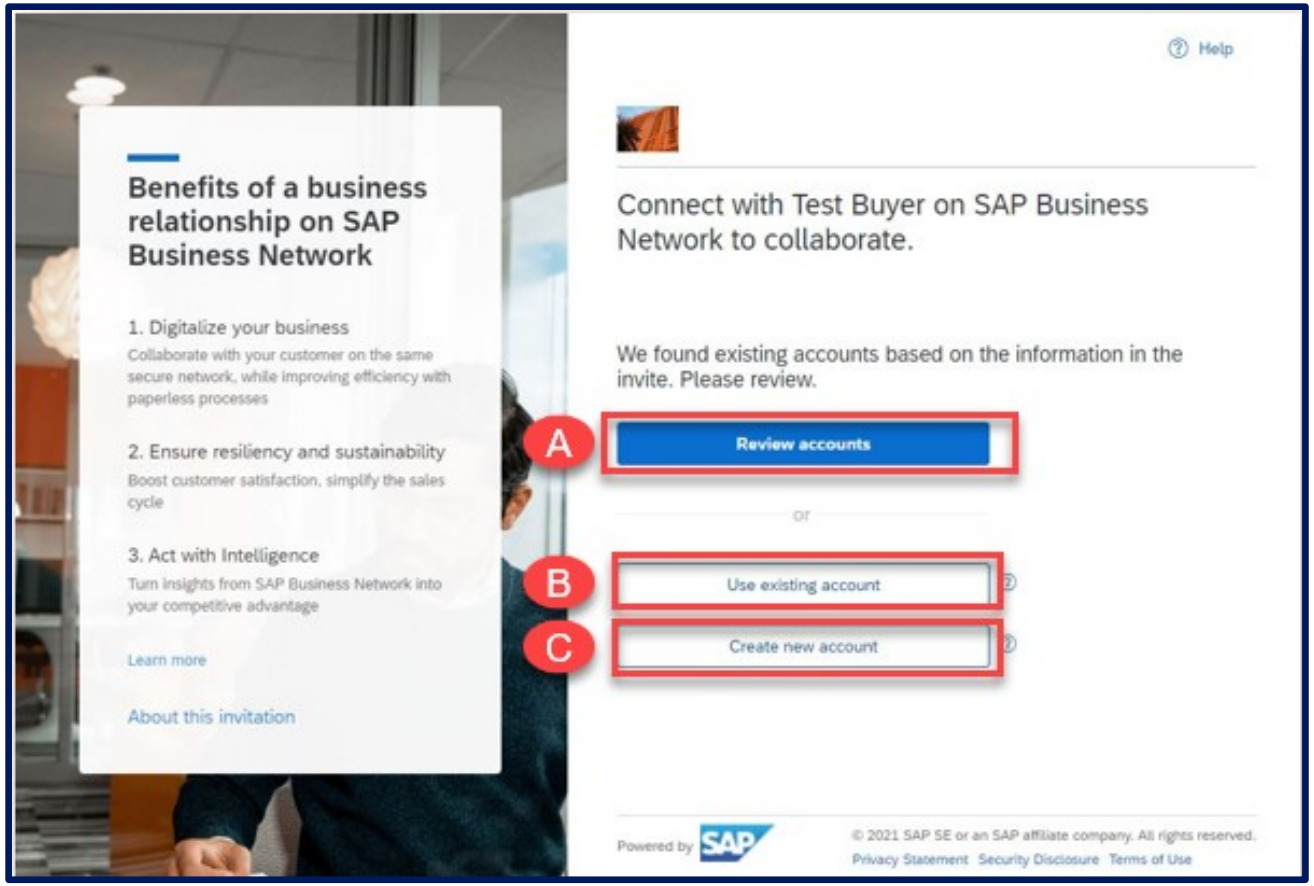
To Get Started:

Click The **Process Order** Button In The PO Interactive Email

Public

Register For A Standard Account

Review Accounts, Connect or Sign Up



Landing Page

This page invites you to review accounts that might be already existing for your company. You can also connect to an existing account you have access to, or decide to create a new account.

A. Click **Review accounts** if you want to check for an existing account for your company

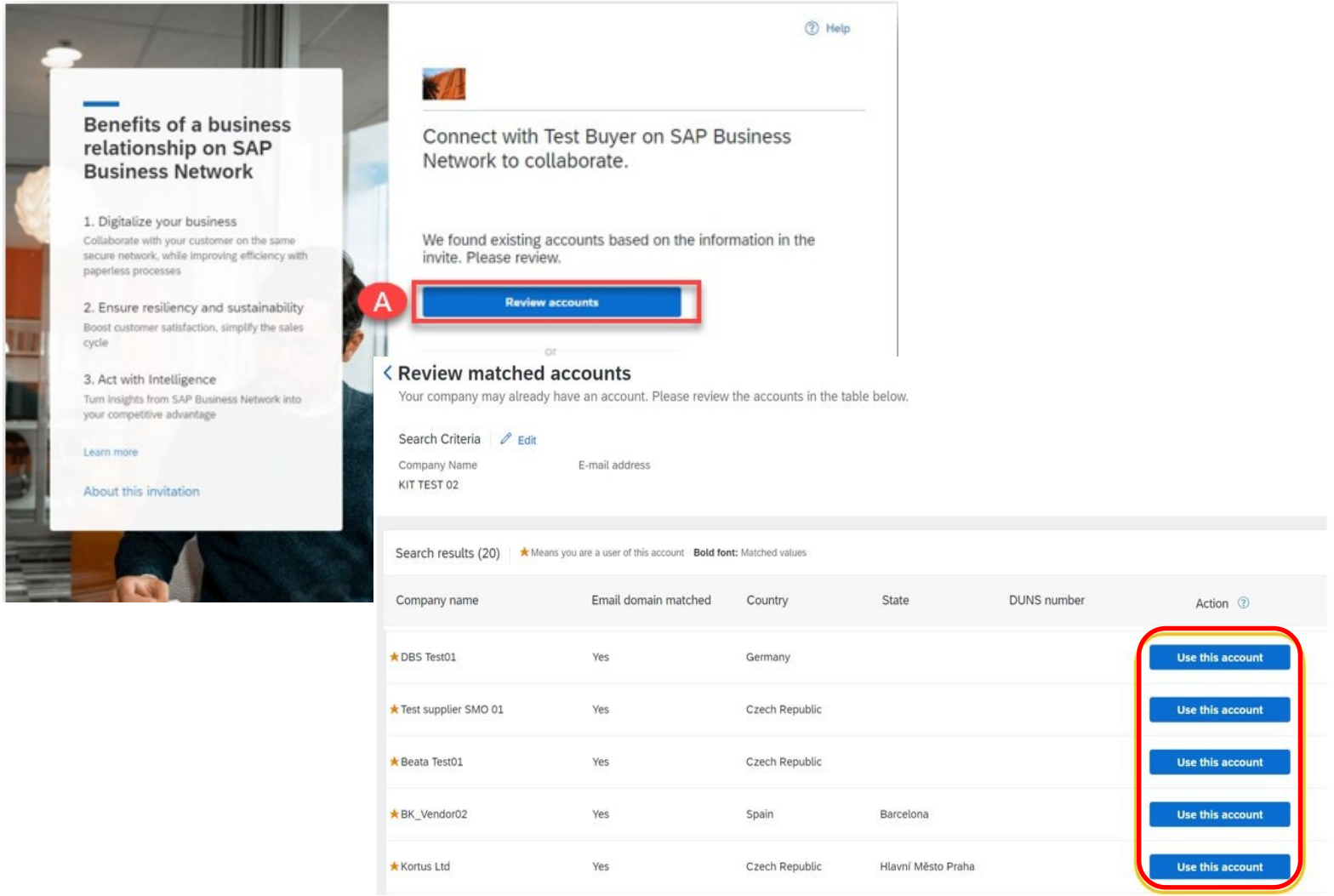
B. Use your existing Standard or Enterprise Account by clicking on **Use existing account**

C. Select the **Create new account** option to create a new Standard account

Note : If you have an existing Enterprise account but do not want to pay Supplier Fees, we recommend you to create a new Standard account.

Public

A. Review Accounts



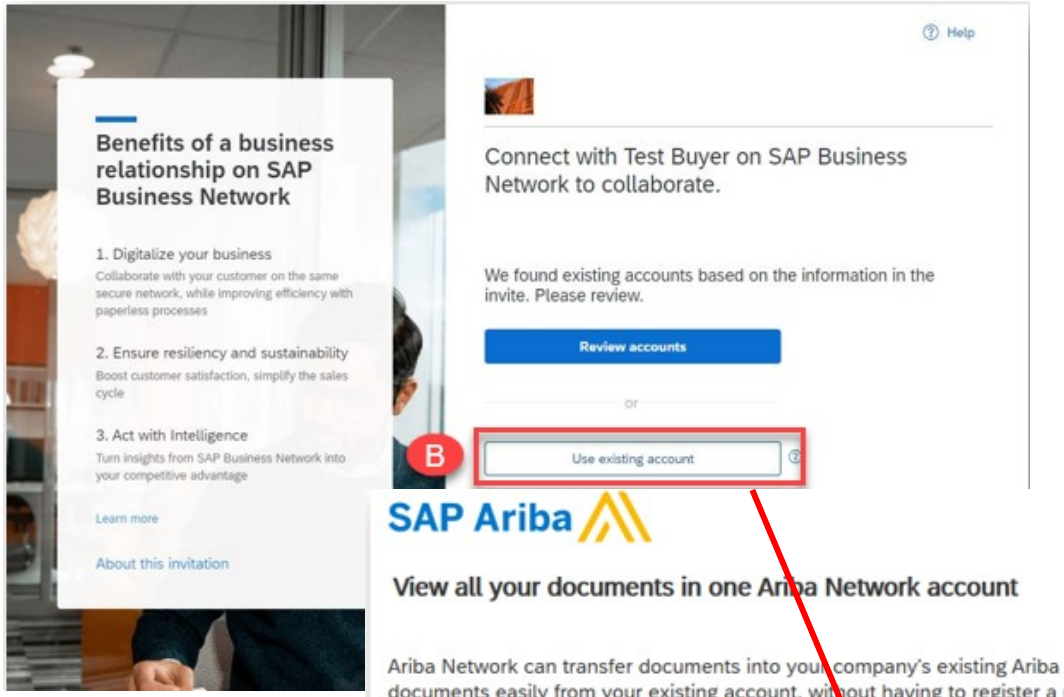
Review Matched Accounts

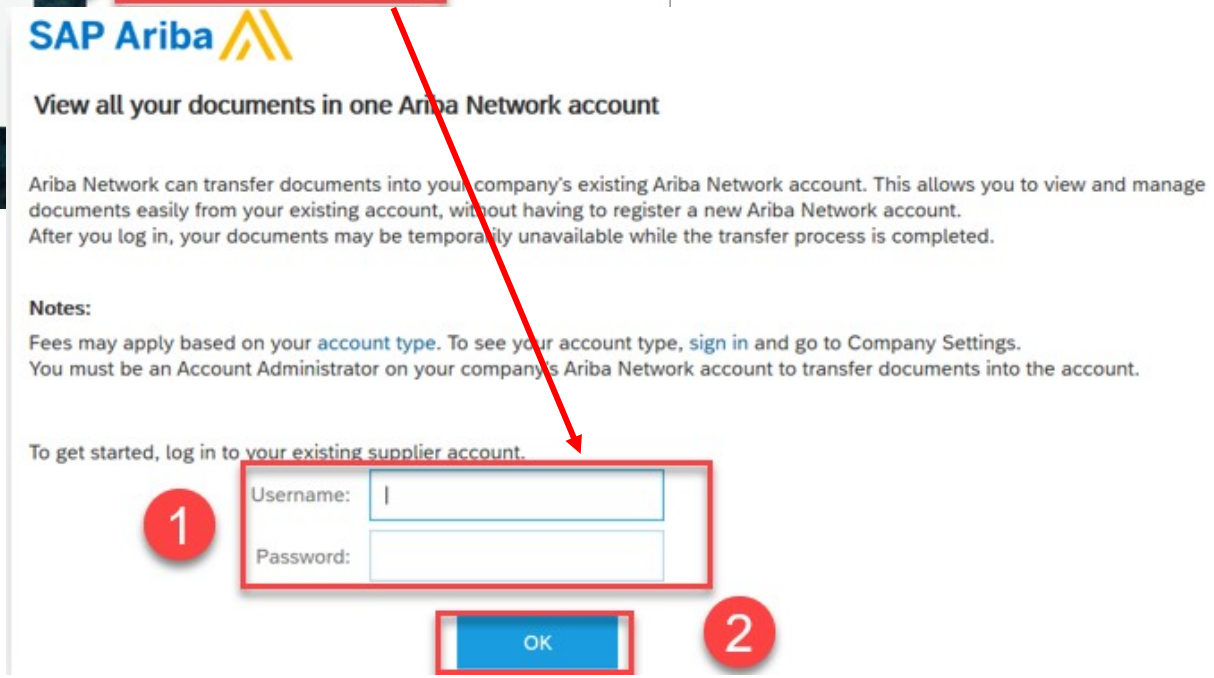
A. Click **Review accounts** if you want to check for an existing account for your company

If the system identifies that your company may already have an account, click on *Review accounts* and browse through the proposed list. If you find any match, click on *Use this account*.

Public

B. Use Existing Account





Connect to your Existing Account

If you know you have an existing account that you would like to use, click on **Use existing account**.

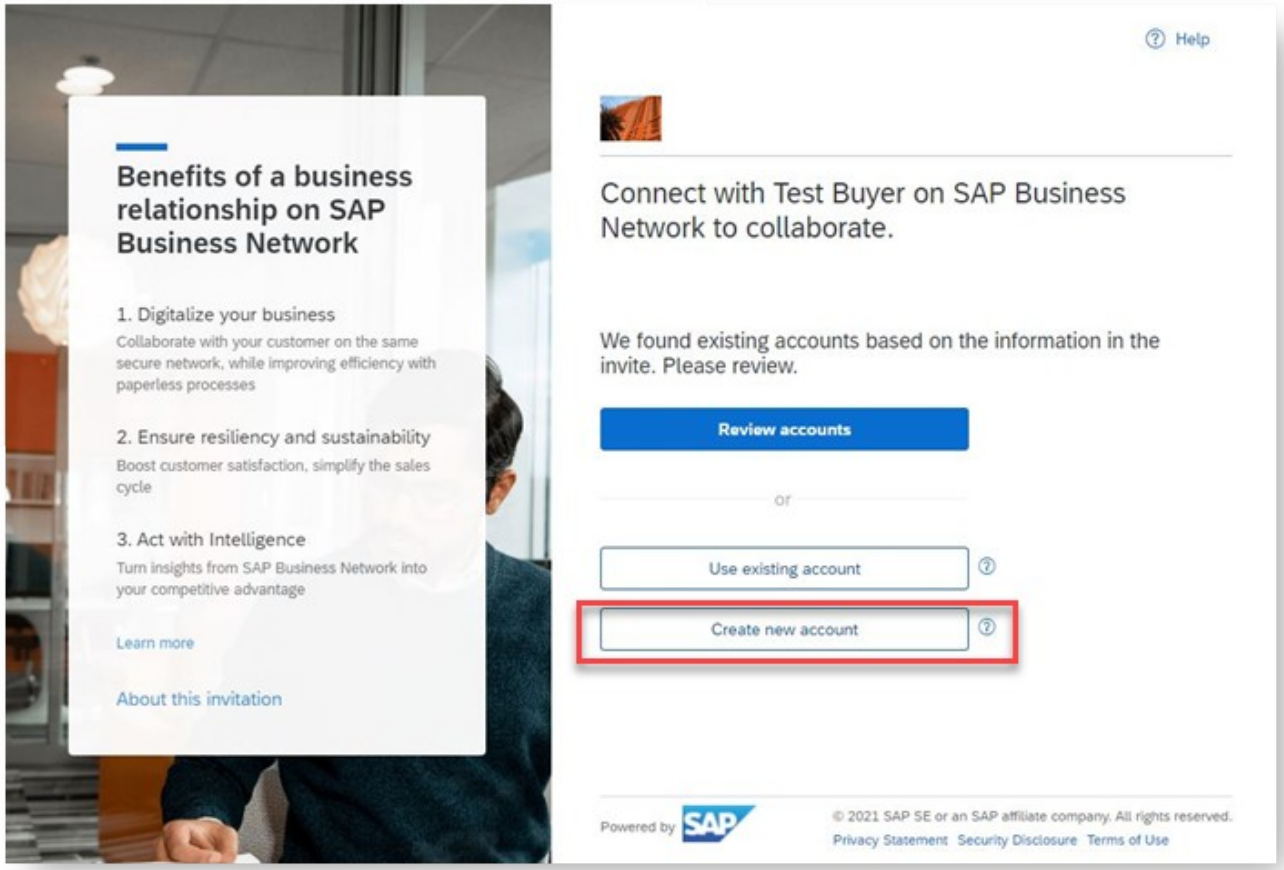
1. Enter your username and Password
2. Click OK

Notes:

- You must have Administrator rights to perform this operation.
- Please be aware that using Existing Enterprise Account may incur fees.
- Please be aware that if the Standard Account is registered from the Standard Account PO invitation, then the PO can no longer be merged into an existing account.

Public

C. Create new account



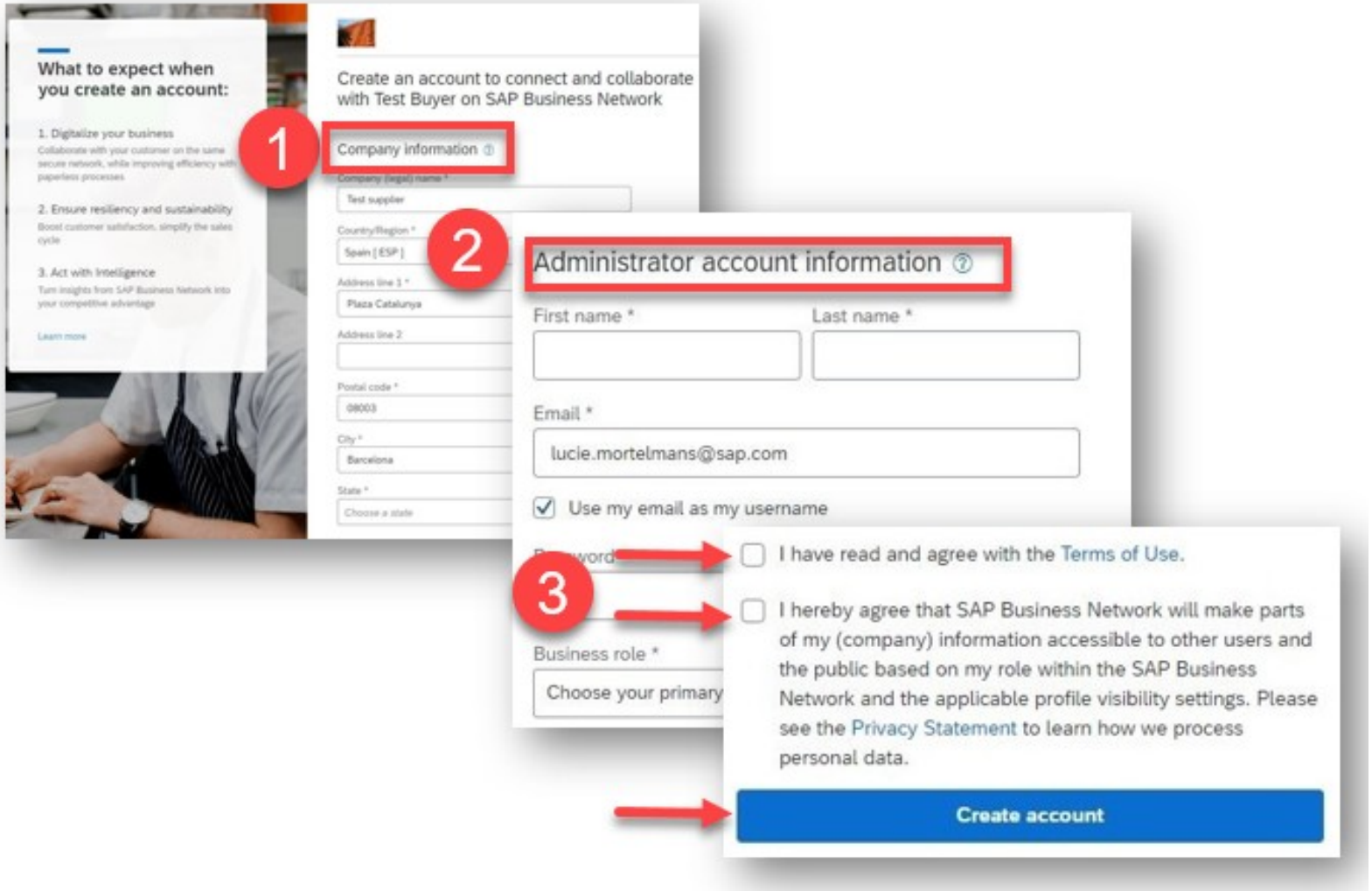
Create new account

If you need to create a new account, click on *Create new account*

Public

Register For A Standard Account

Configure Account, Accept Terms of Use, And Register

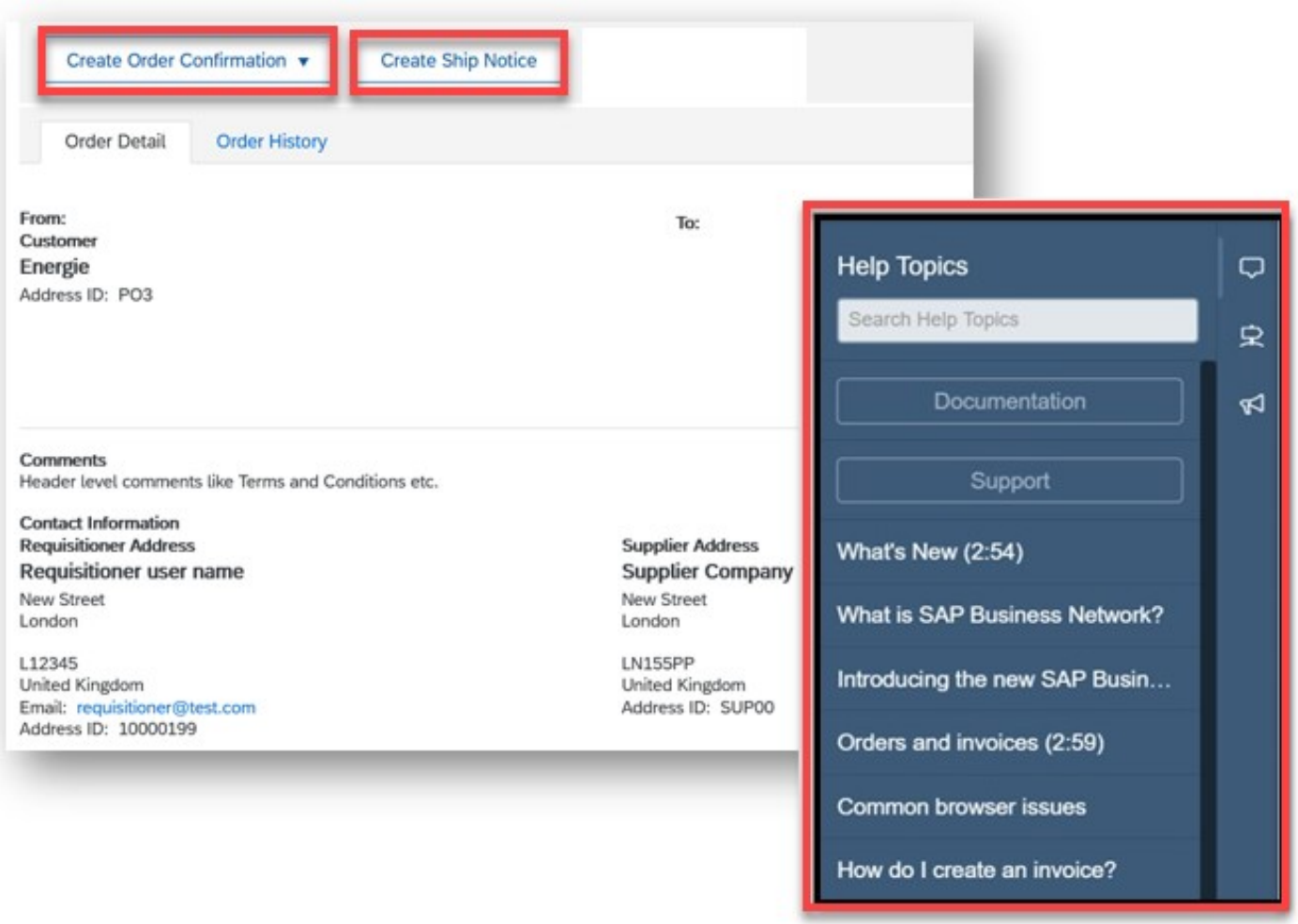


1. Review your **Company Information**
2. Enter your **Administrator Account Information**
3. Accept **Terms of Use** and **Privacy Statement** click on **Create account**

Public

Register For A Standard Account

Transact With Your Customer

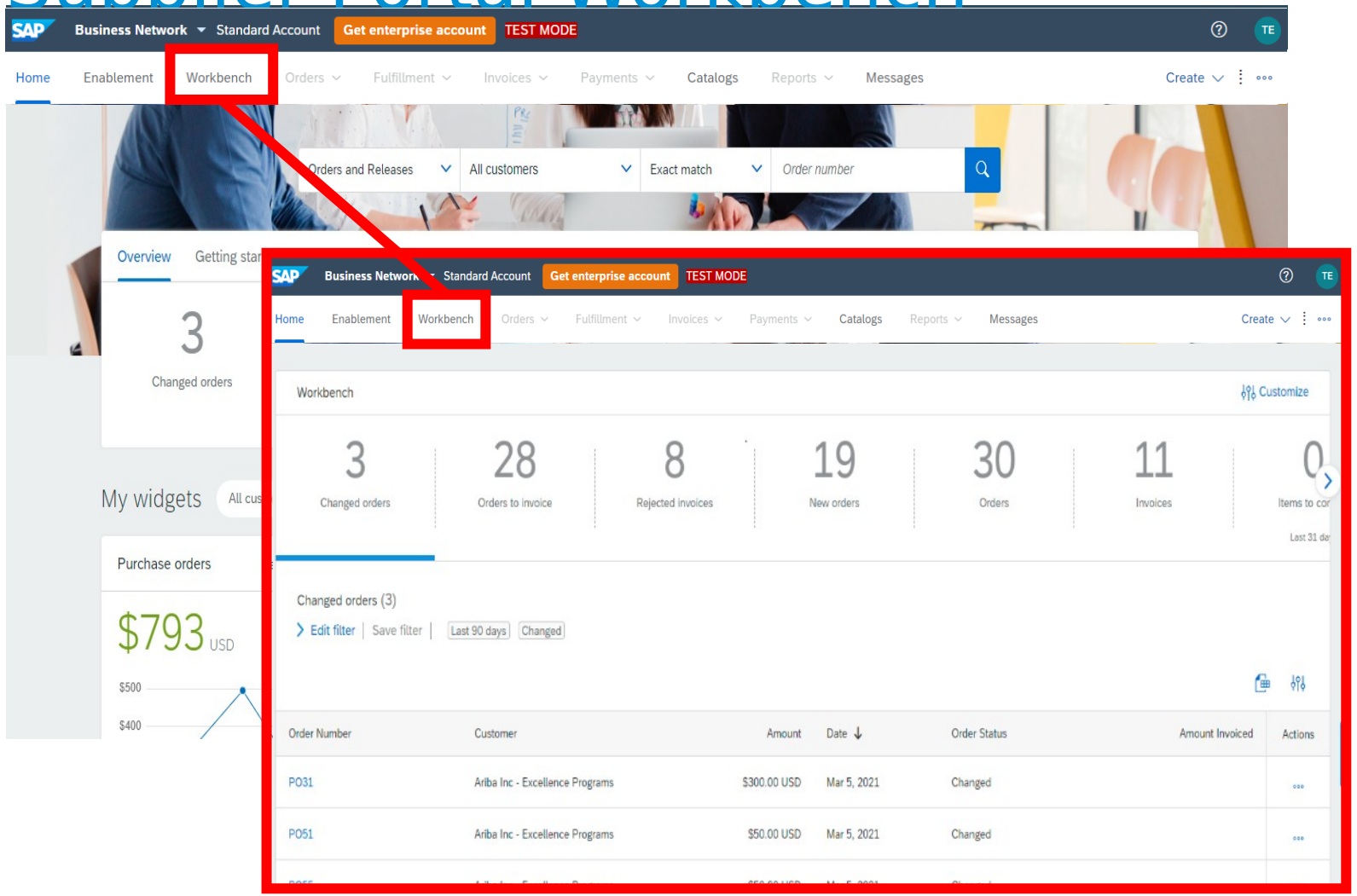


- Click On ***Create Order Confirmation***, ***Create Ship Notice***, To Get Started
- If You Need Assistance, Please Refer To The Articles In The **Help Center** (Right-Hand Side)

Public

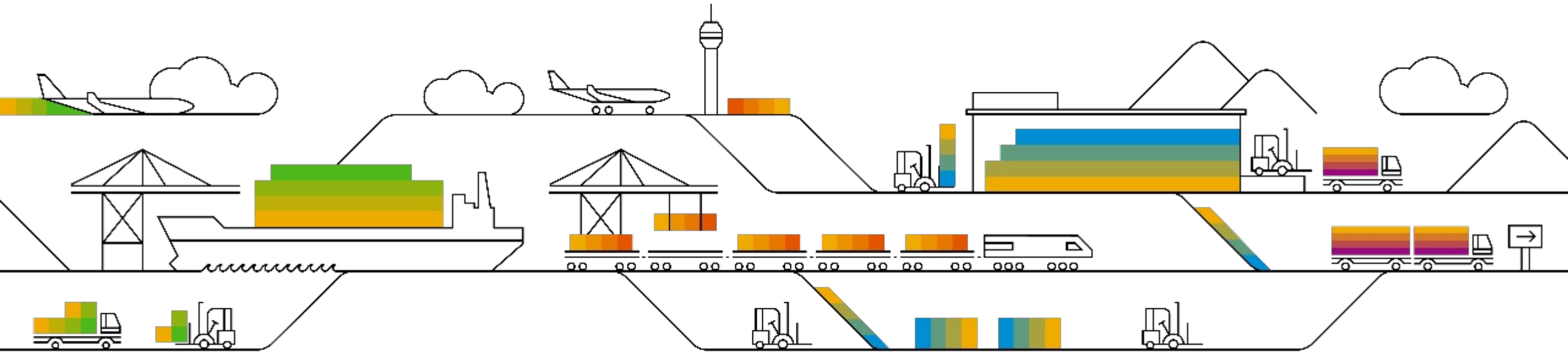
Process The First PO

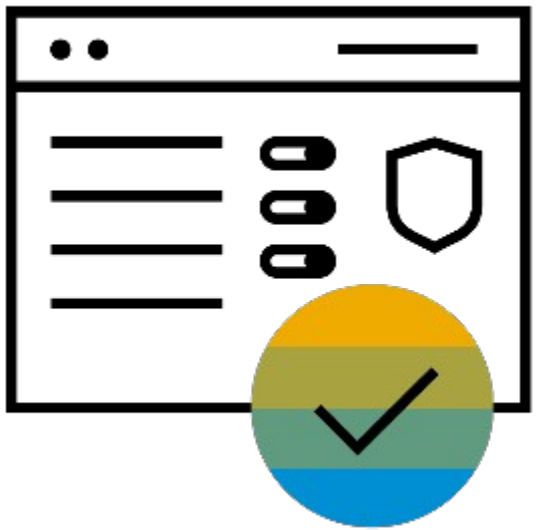
Supplier Portal Workbench



Access all your received and sent documents in your SAP Business Network **Workbench**.

Public



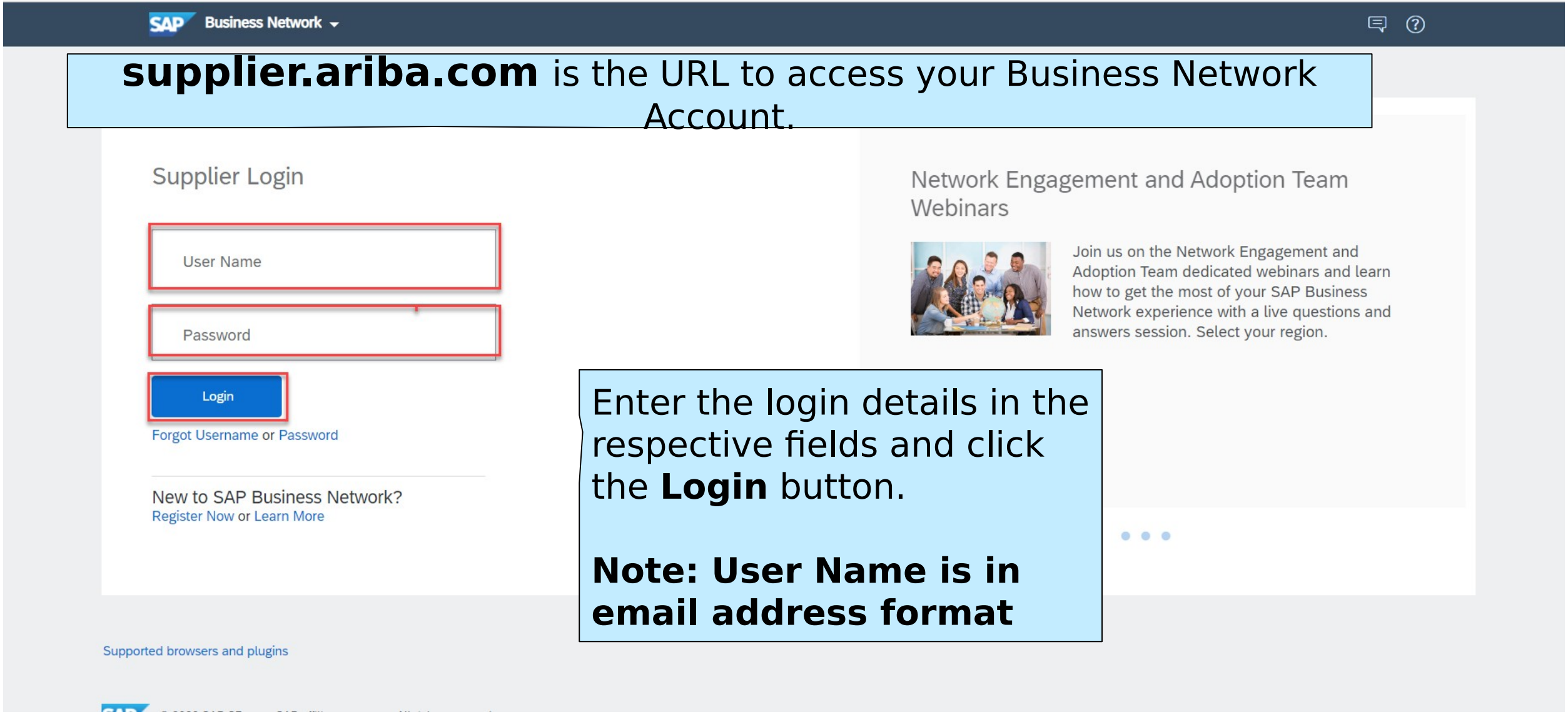


Supplier Log In

Public

Supplier Login

supplier.ariba.com is the URL to access your Business Network Account.

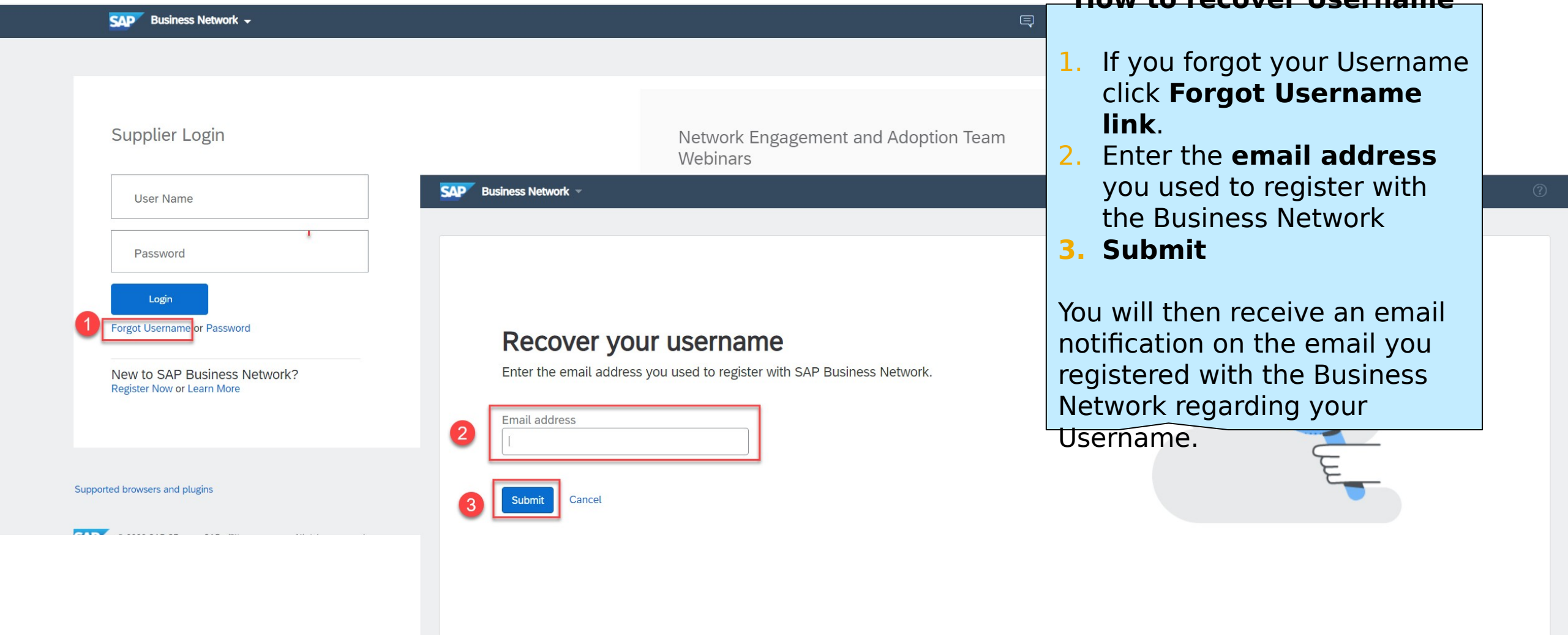


Enter the login details in the respective fields and click the **Login** button.

Note: User Name is in email address format

Public

Forgot User Name



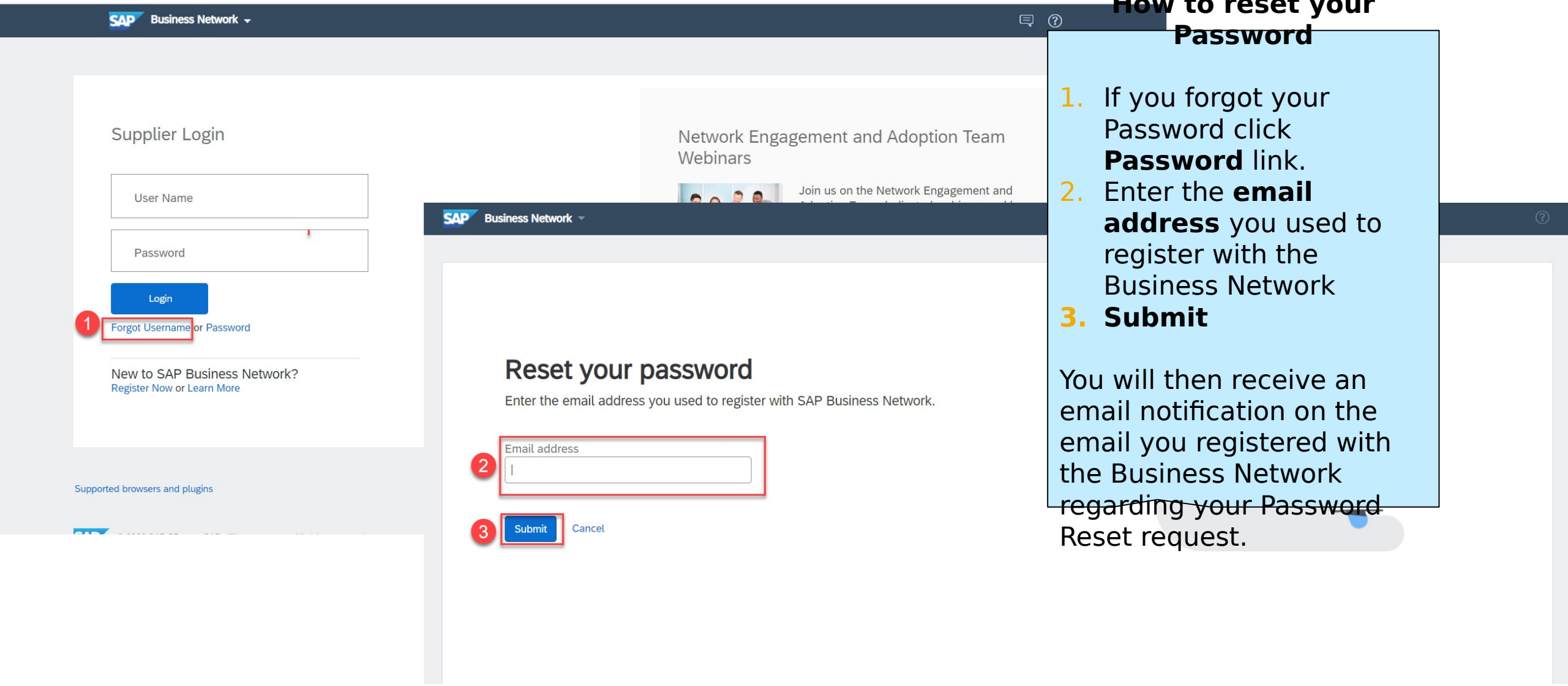
How to recover Username

1. If you forgot your Username click **Forgot Username link**.
2. Enter the **email address** you used to register with the Business Network
3. **Submit**

You will then receive an email notification on the email you registered with the Business Network regarding your Username.

Public

Reset your Password

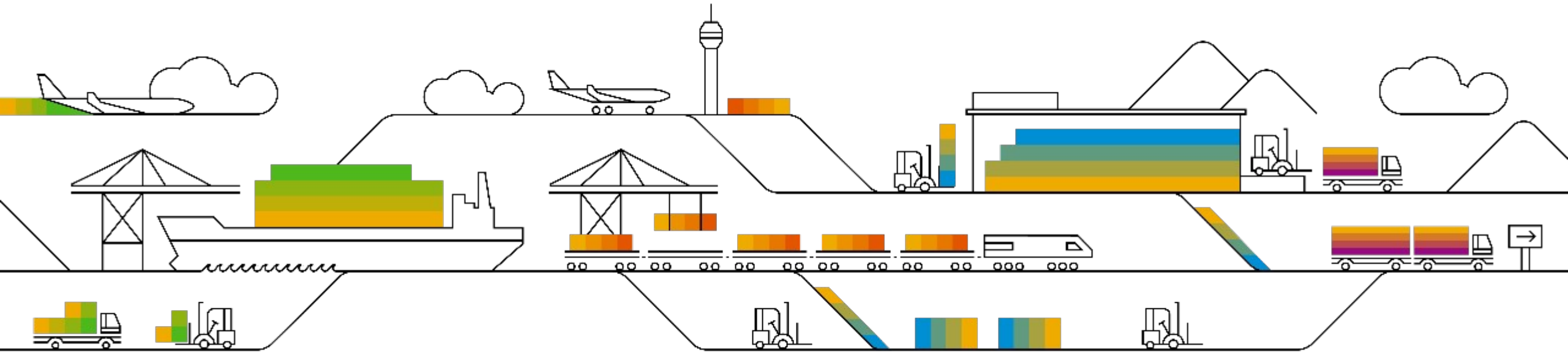


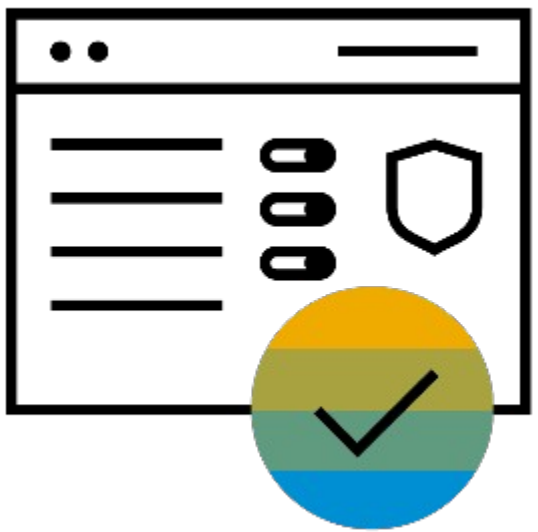
How to reset your Password

1. If you forgot your Password click **Password** link.
2. Enter the **email address** you used to register with the Business Network
3. **Submit**

You will then receive an email notification on the email you registered with the Business Network regarding your Password Reset request.

Public





Account Overview

Public

Supplier Homepage

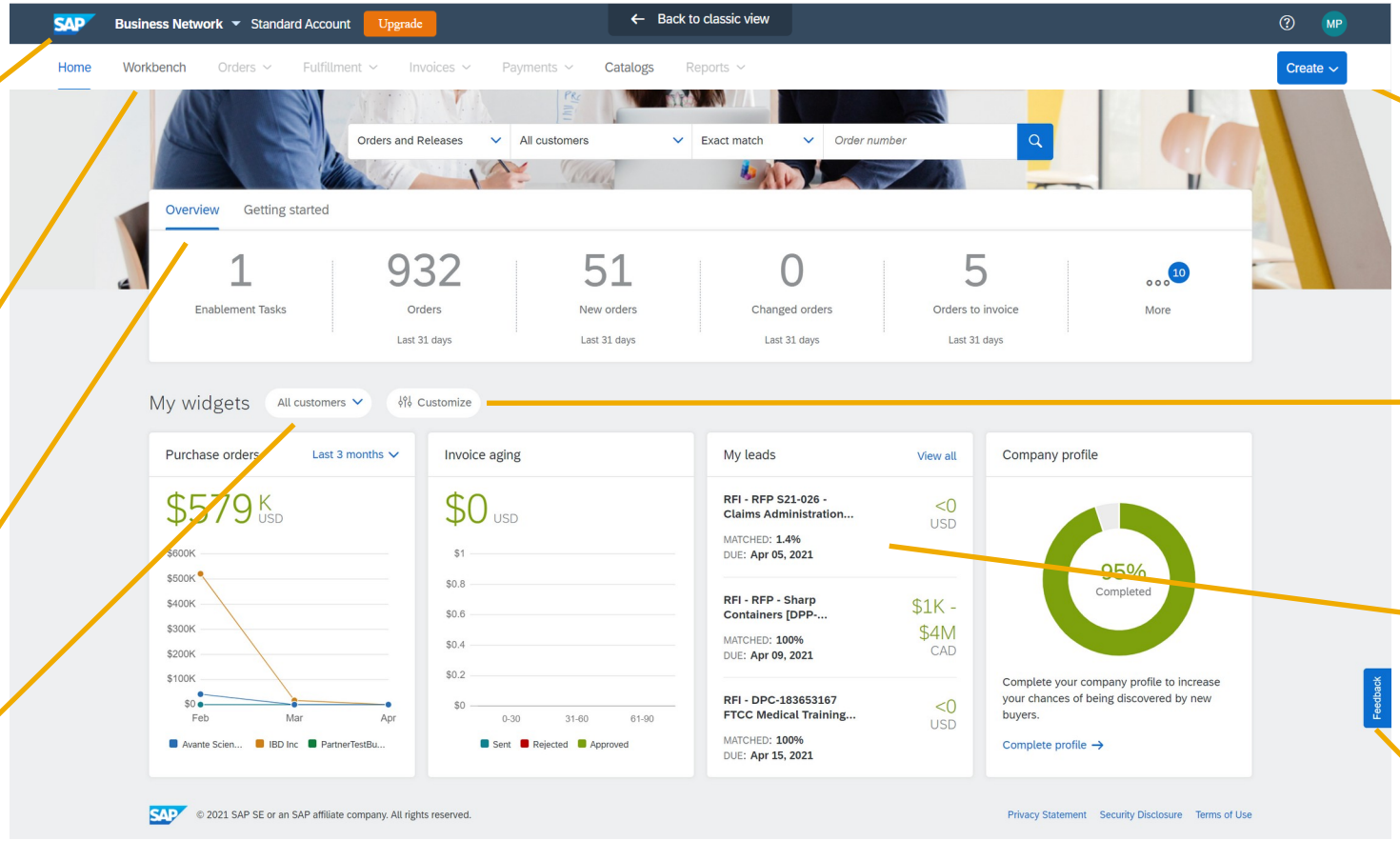
The portal home page includes a new shell bar, menu bar, search bar, configurable tile overview bar, getting started, configurable ‘My widgets’ section with customer chooser.

Uniform shell bar
New settings and help icon, uniform within SAP, and solution name changed to SAP Business Network

New Menu bar
Removed inbox/outbox, moved menu items under Orders, Invoice and Fulfillment, added new workbench.

Tile bar, Getting started
Displays user preferred Tiles, lists Getting started tasks.

Customer chooser
Displays widget information based on selected customers.



New Create / More button
Create: PO Invoice, Non-PO invoices, Contract Invoice, Service Entry Sheet. More: Trac, Upload/Download

Customize (My Widgets)
User can configure which widgets to display and where, selecting from a constantly growing list.

Widgets
Show network status, trends, events, opportunities, insights

Feedback
Share feedback with Ariba

For the detailed information about the portal, please visit SAP Business Network New Supplier Portal and Workbench Guide

Public

Workbench

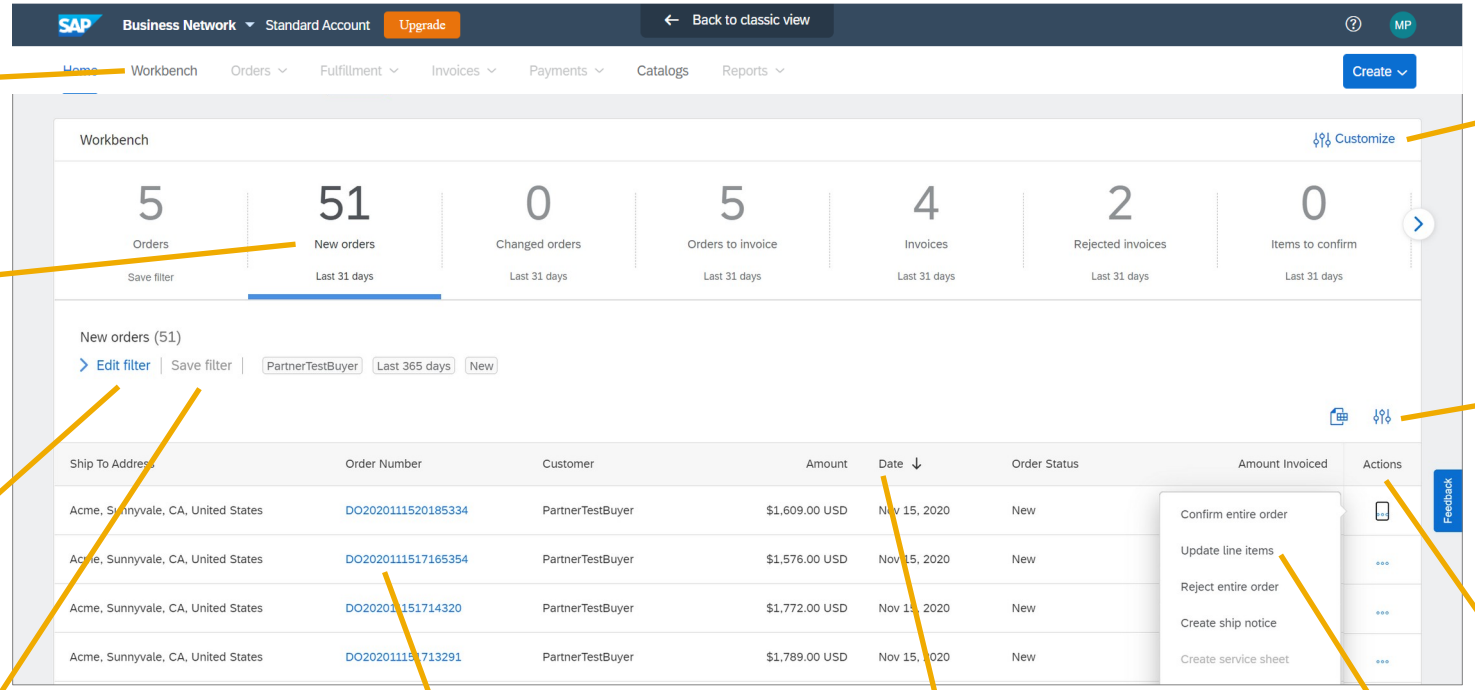
The new workbench introduces highly configurable tiles and worklists, supported with guided actions. Users can configure which tiles they want to see, in what order, name the tile, configure what documents to display in the worklist, and configure the layout of the worklist .. Optimized to the way the user wants to work.

Workbench
Access to up-to 25 user configurable workbench tiles

Tile
Displays document metric, title, customizable sub-title, and table based on filter criteria and table settings

Edit filter
Allows user to configure what is displayed in the table by editing filter criteria for the tile and apply

Save filter
Allows user to save the filter criteria for the tile, and (re)name its sub-title



Customize
Allows user to configure which tiles to display, in what order, and (re)name its sub-titles.

Table Settings
Allows user to configure how the data is displayed in the table by selecting columns, groupings, date formats.

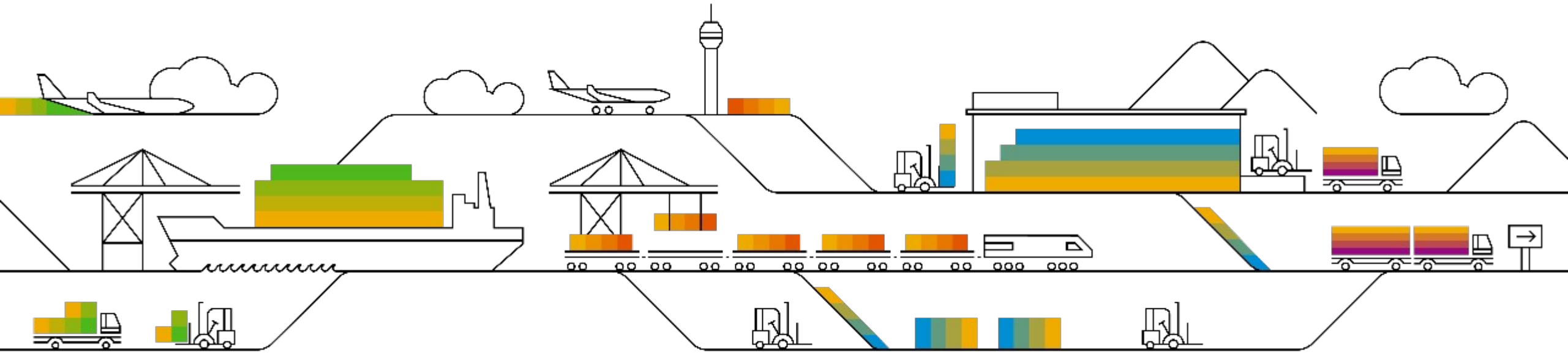
Export
Exports the table (as displayed) as an XLS file

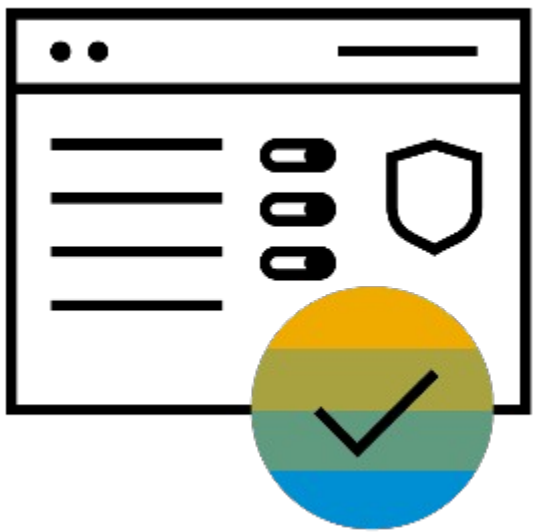
Documents
Links directly to the transaction document itself

Column sorting
Sorts the column numerically or chronologically

Actions
Guides the user to available actions for the document

Public

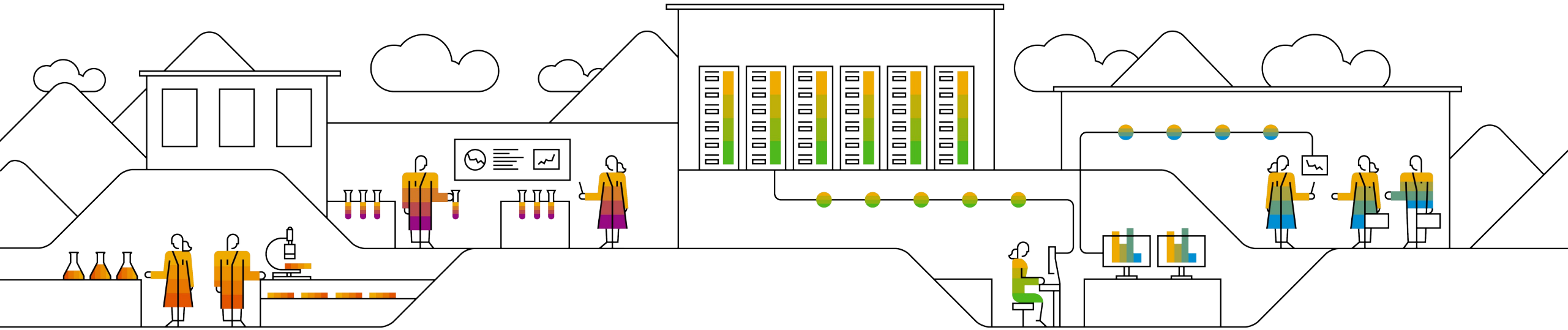




Account Configuration

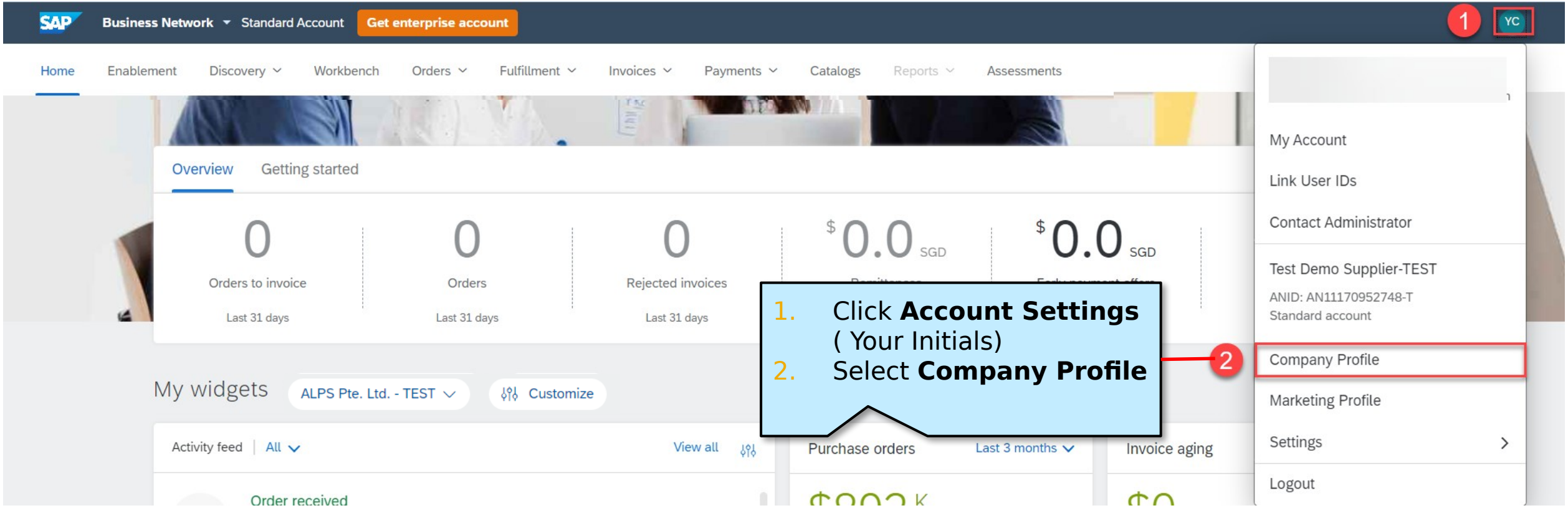
Public

Complete your Profile



Company Profile

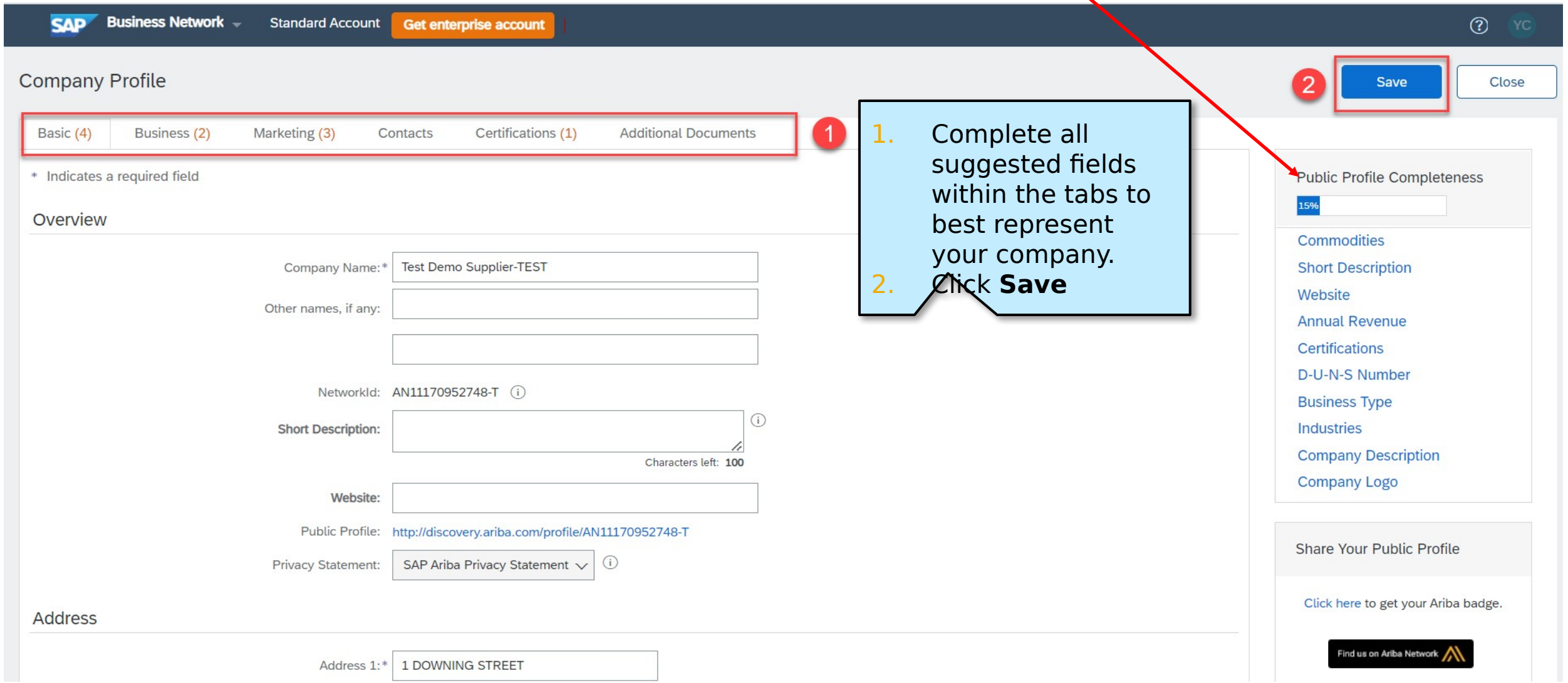
Note :The more complete a profile, the higher the likelihood of increasing business with existing and prospective customer



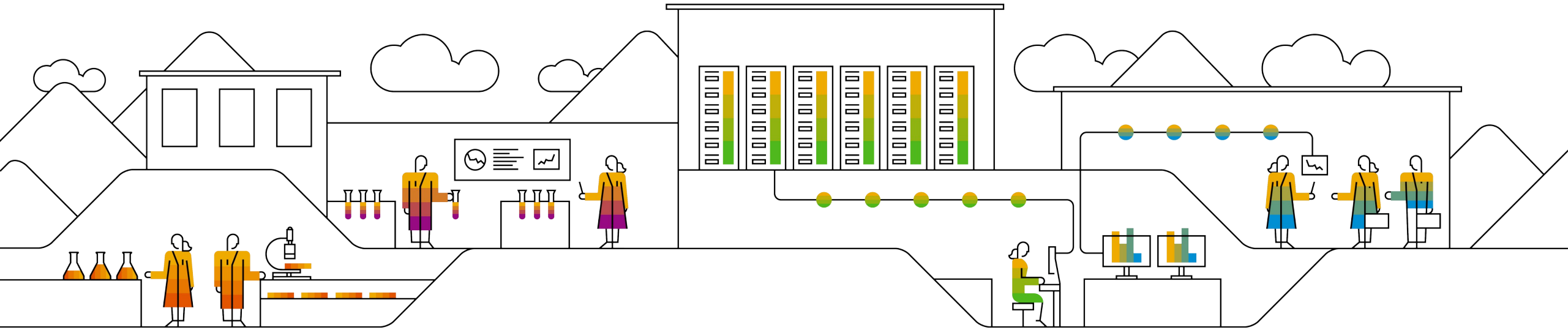
Public

Company Profile

Note : As you complete the company profile, Public Profile Completeness will increase

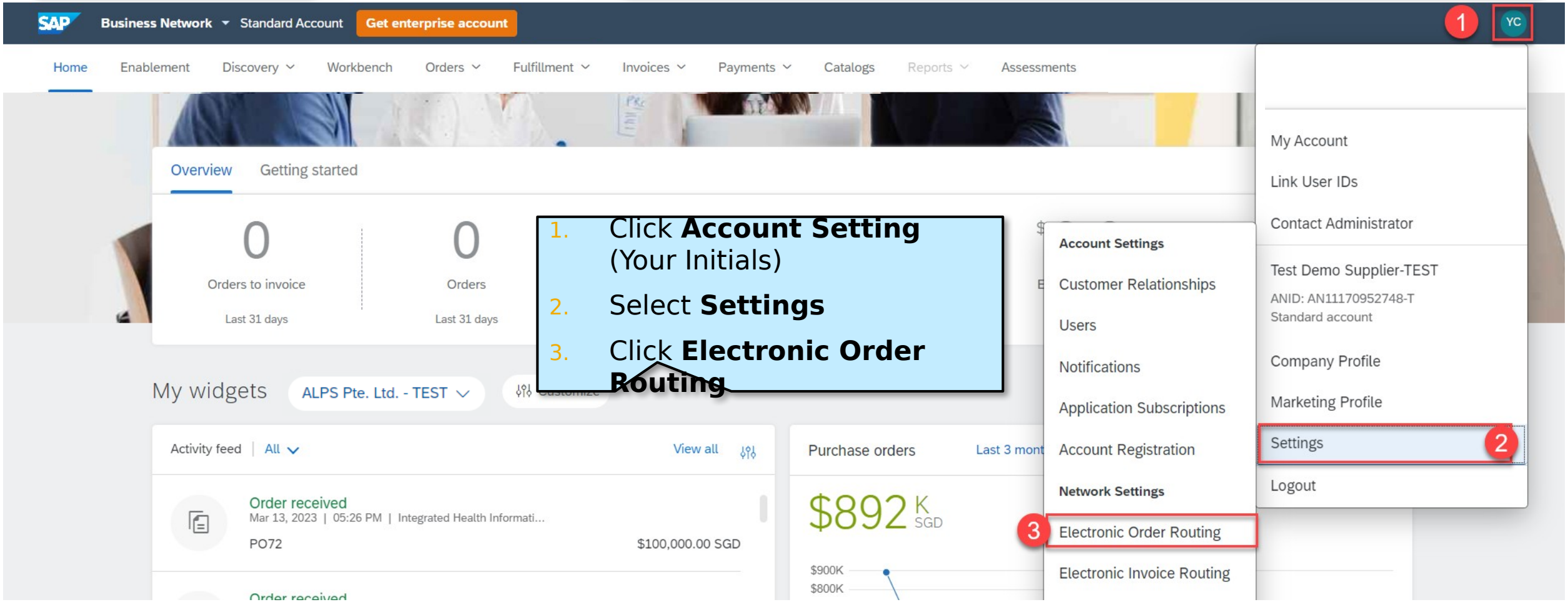


Electronic Order Routing and Notification



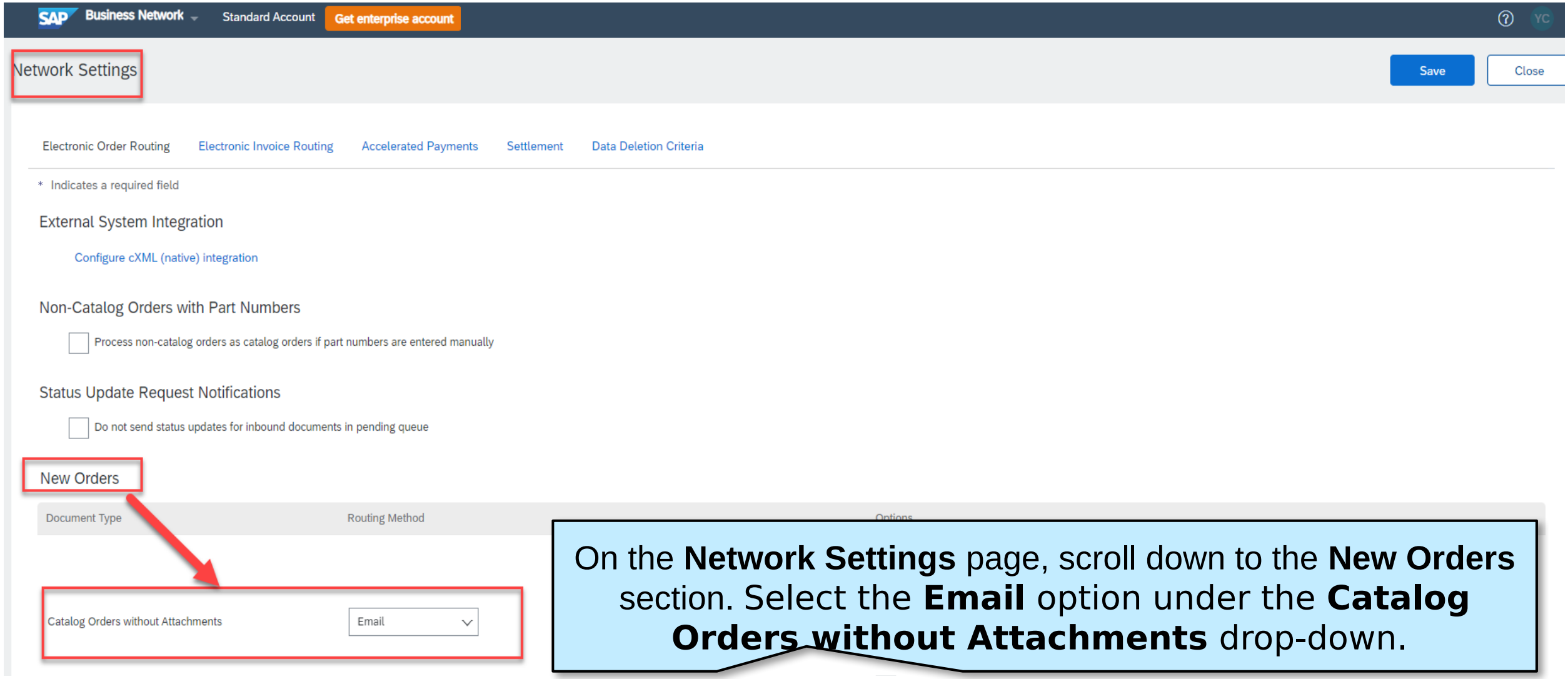
Electronic Order Routing

The **Electronic Order Routing** option will ensure you are notified via email as and when a new purchase order is sent by ALPS. You can view the purchase order in your email without having to login.



Public

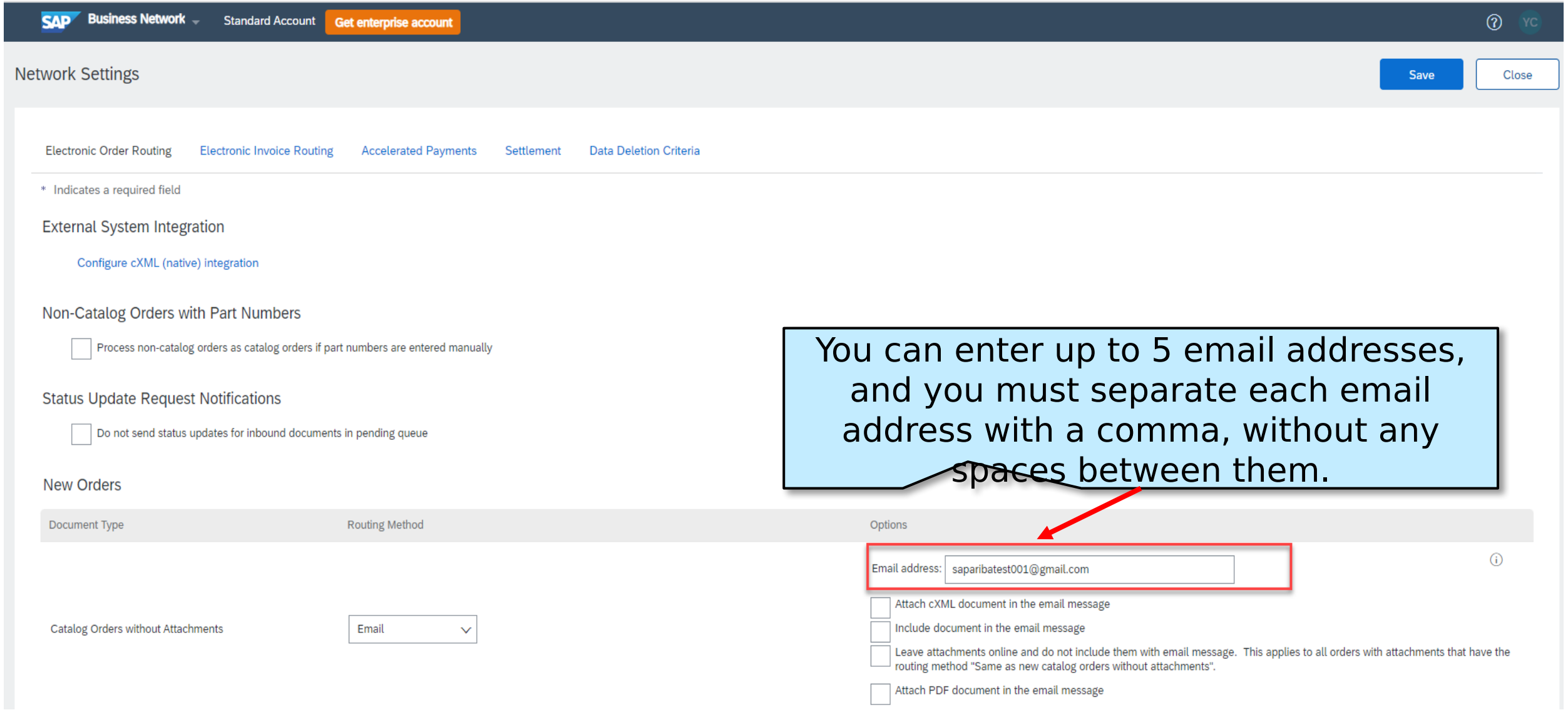
Electronic Order Routing



On the **Network Settings** page, scroll down to the **New Orders** section. Select the **Email** option under the **Catalog Orders without Attachments** drop-down.

Public

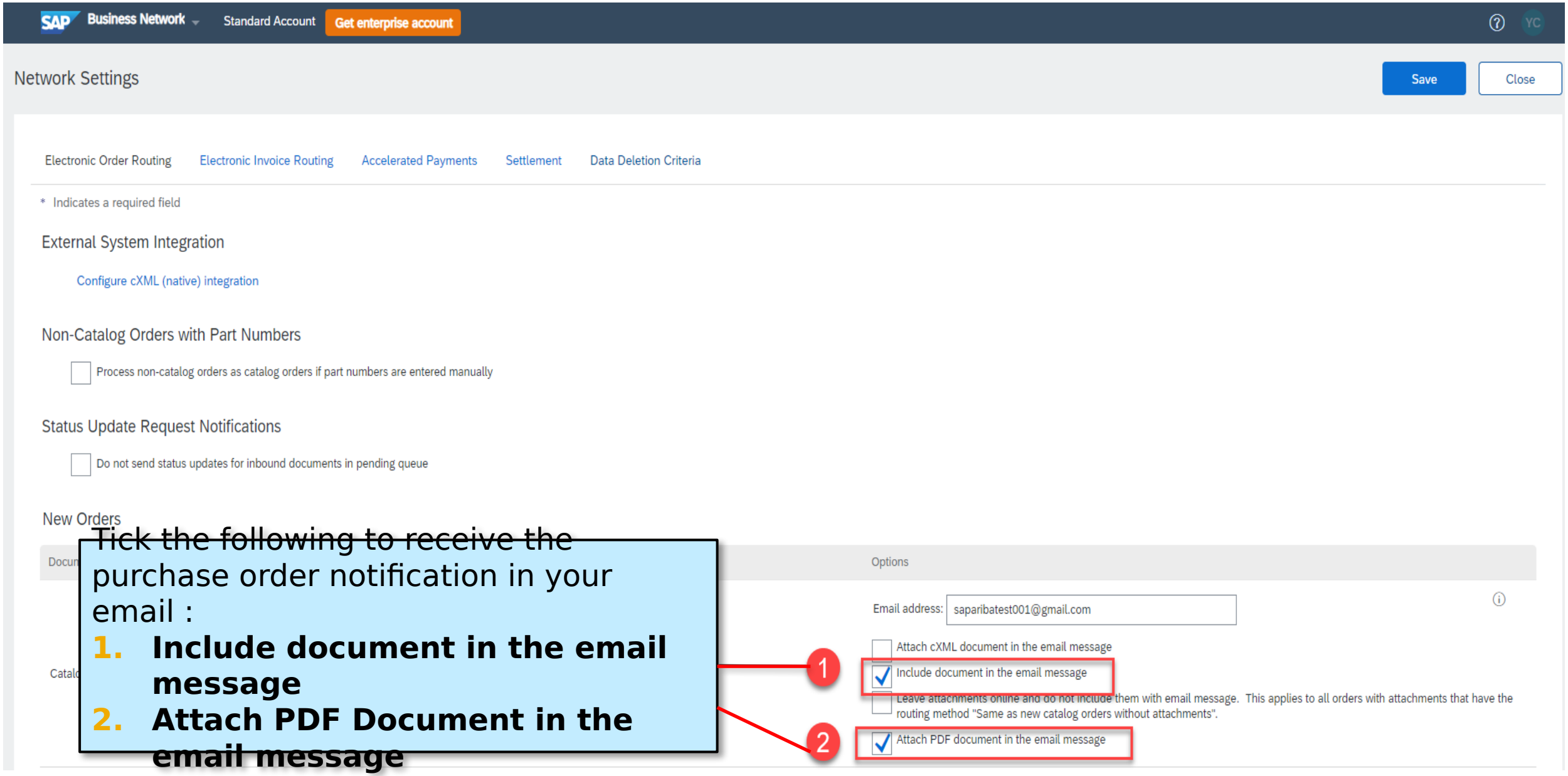
Electronic Order Routing



You can enter up to 5 email addresses, and you must separate each email address with a comma, without any spaces between them.

Public

Electronic Order Routing



Tick the following to receive the purchase order notification in your email :

1. **Include document in the email message**
2. **Attach PDF Document in the email message**

Public

Electronic Order Routing

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: saparibatest001@gmail.com ☐ Attach cXML document in the email message ☑ Include document in the email message ☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". ☑ Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	

Same as new catalog orders without attachments
Online
cXML
Email
EDI
cXML Pending Queue
Fax

Select **Same as catalog orders without attachment** for other document types to automatically have the settings duplicated, or set the rest according to preference.

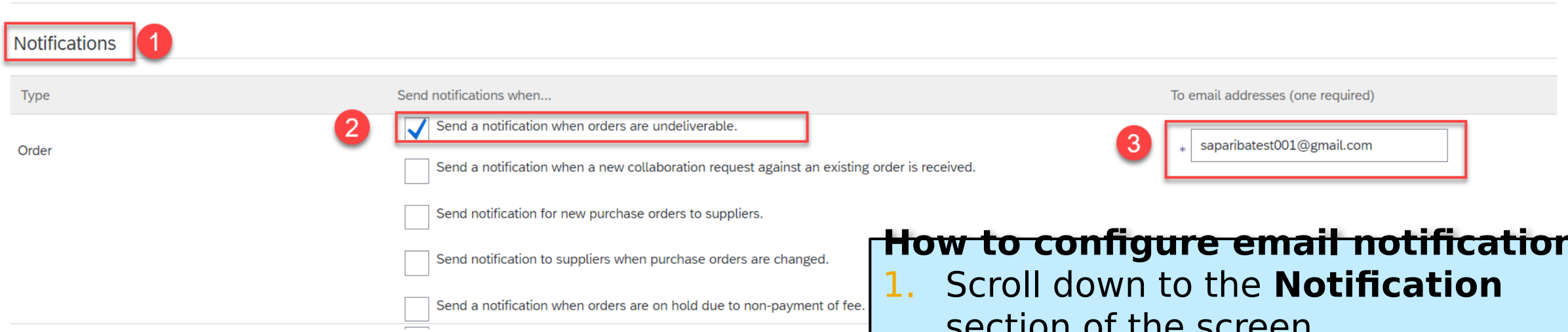
Change/Cancel Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email

Public

Notifications

On the same screen, you also have the opportunity to configure email notifications.

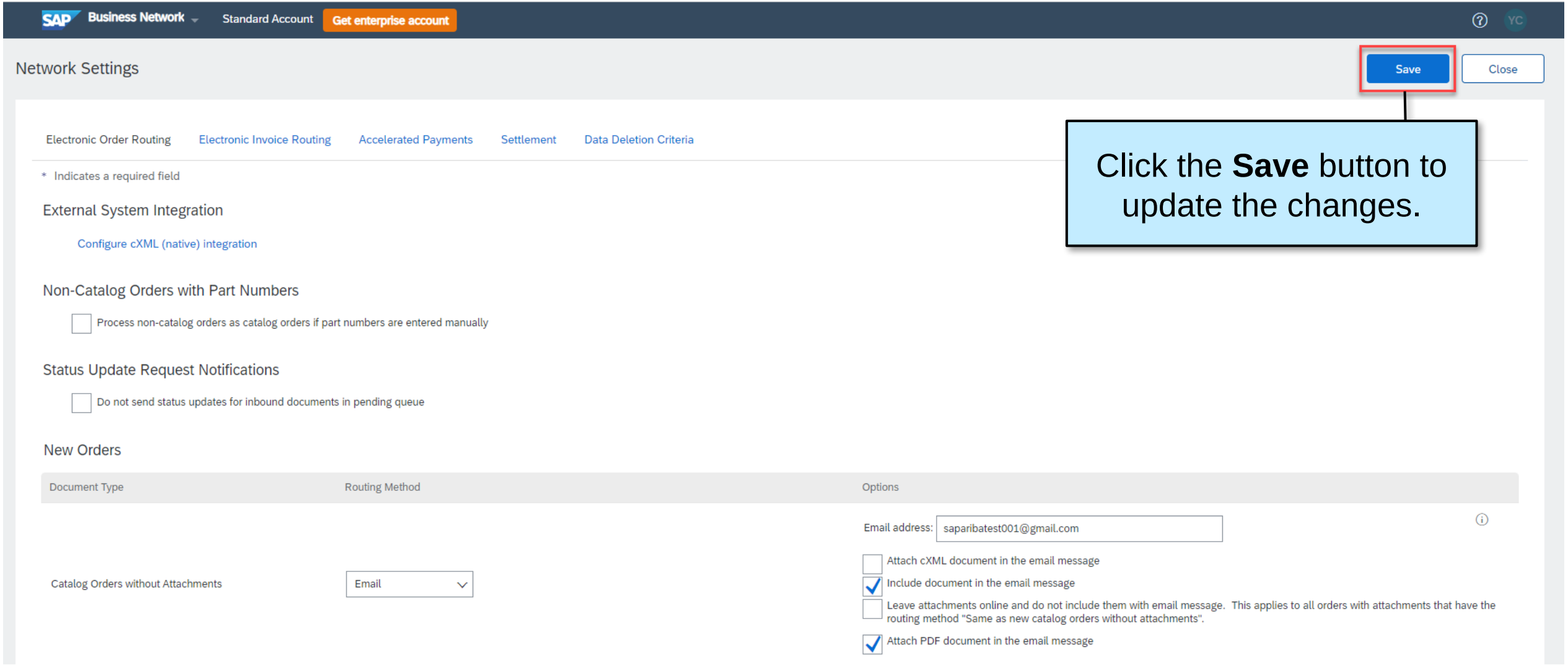


How to configure email notification

1. Scroll down to the **Notification** section of the screen
2. Under Order Type click the tick box that states **Send notification when orders are undeliverable**
3. Populate the **email address** section field.

Public

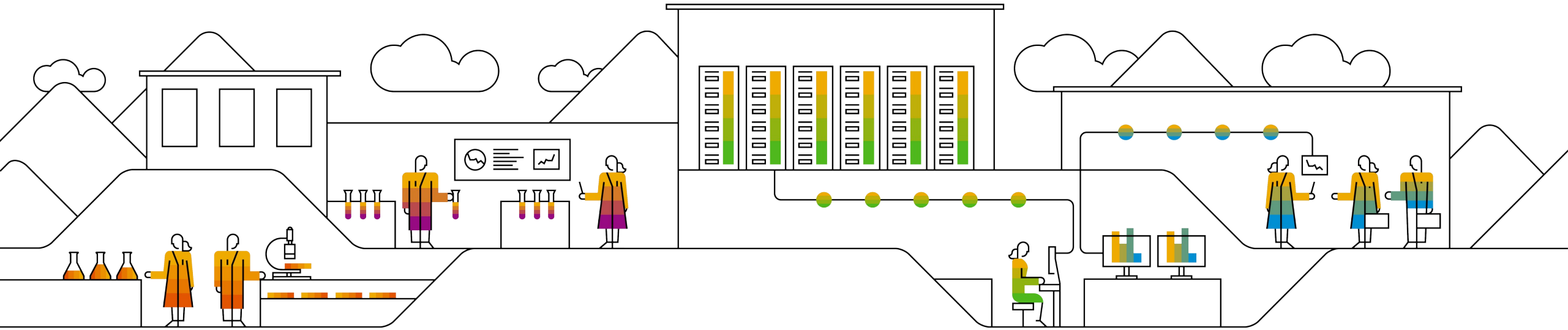
Electronic Order Routing



Click the **Save** button to update the changes.

Public

Creating and Maintaining Sub-users



Administrators and Users



Administrator

- There could only be one administrator per account
- Automatically linked to the username and login entered during registration
- Responsible for account configuration and management
- Primary point of contact for users with questions or problems.
- Creates users and assigns roles/permissions

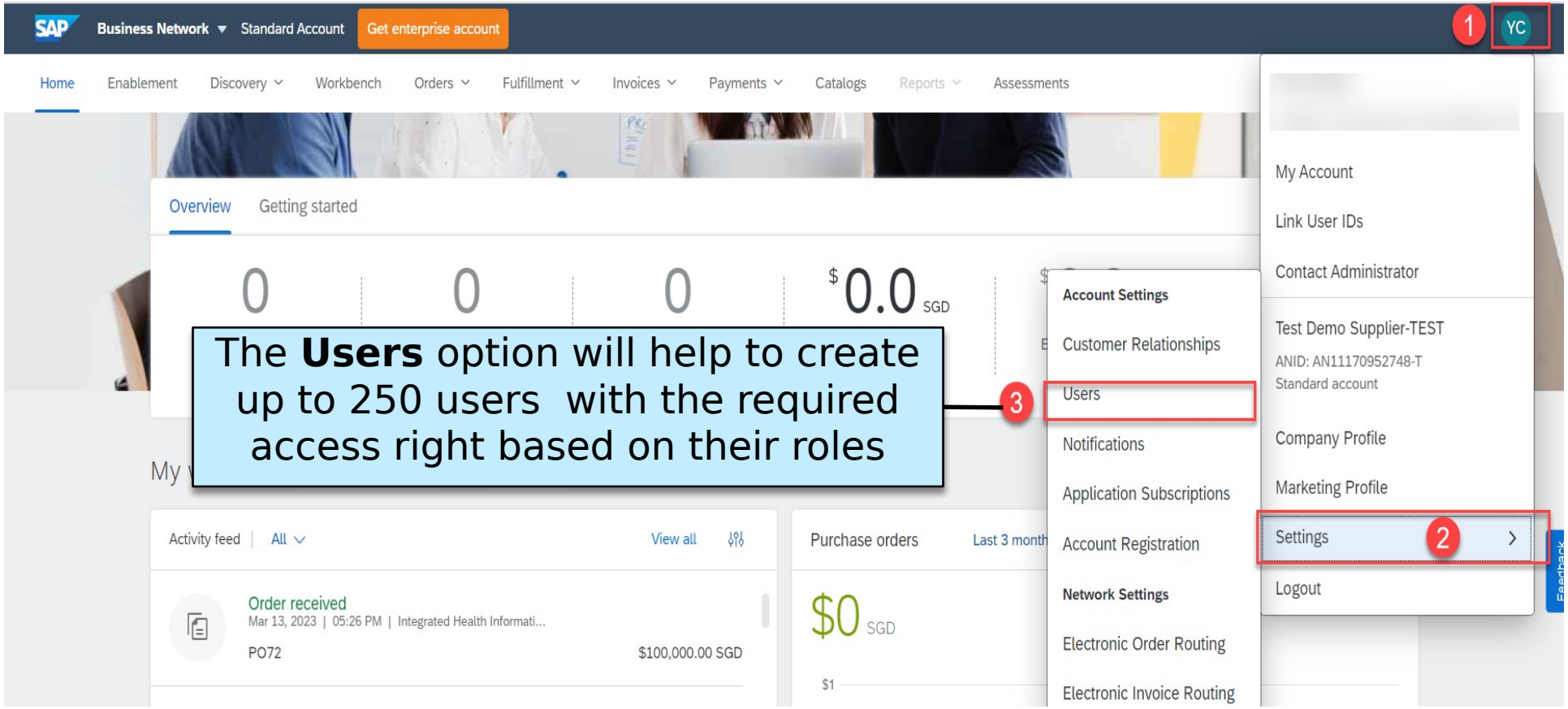


User

- Can have different roles, which correspond to the user's actual job responsibilities
- Responsible for updating personal user information

Public

Sub-User Creation

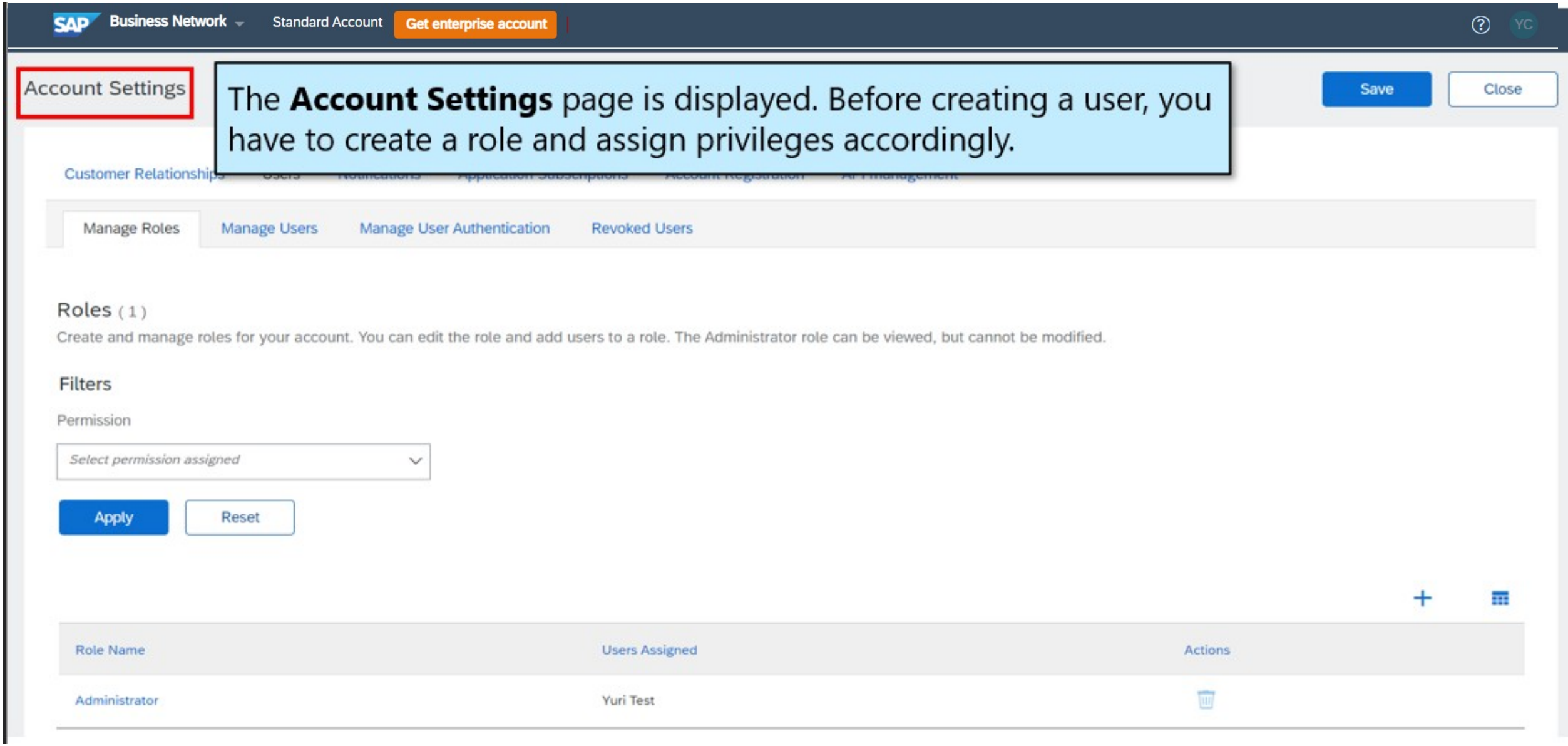


How to create Sub-User

1. Click on your **initials** on the top right corner (**Account Settings**)
2. Click **Settings**
3. Click **Users**.

Public

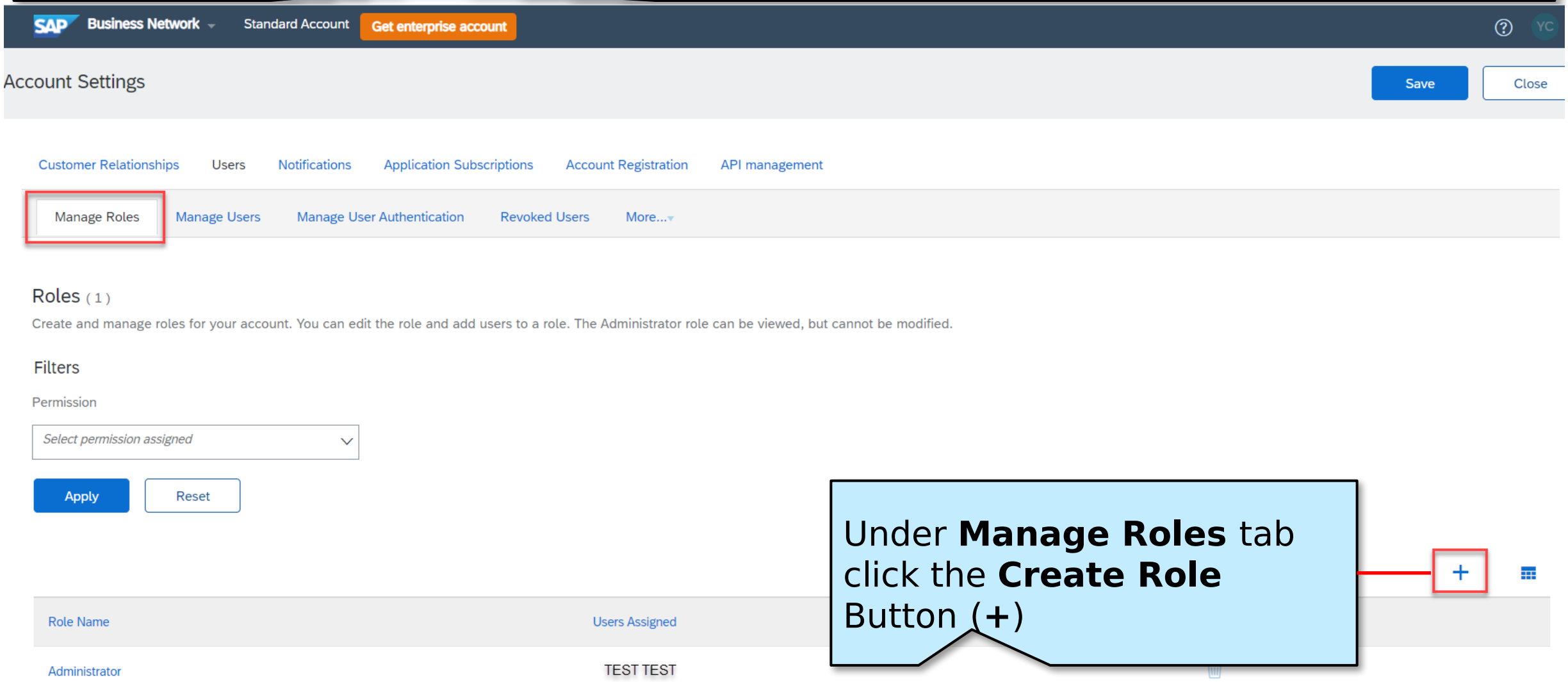
Sub-User Creation



Public

Sub-User Creation – Create Role

Note : A role is simply a group of permission which provides access to a specific features of SAP Business Network.

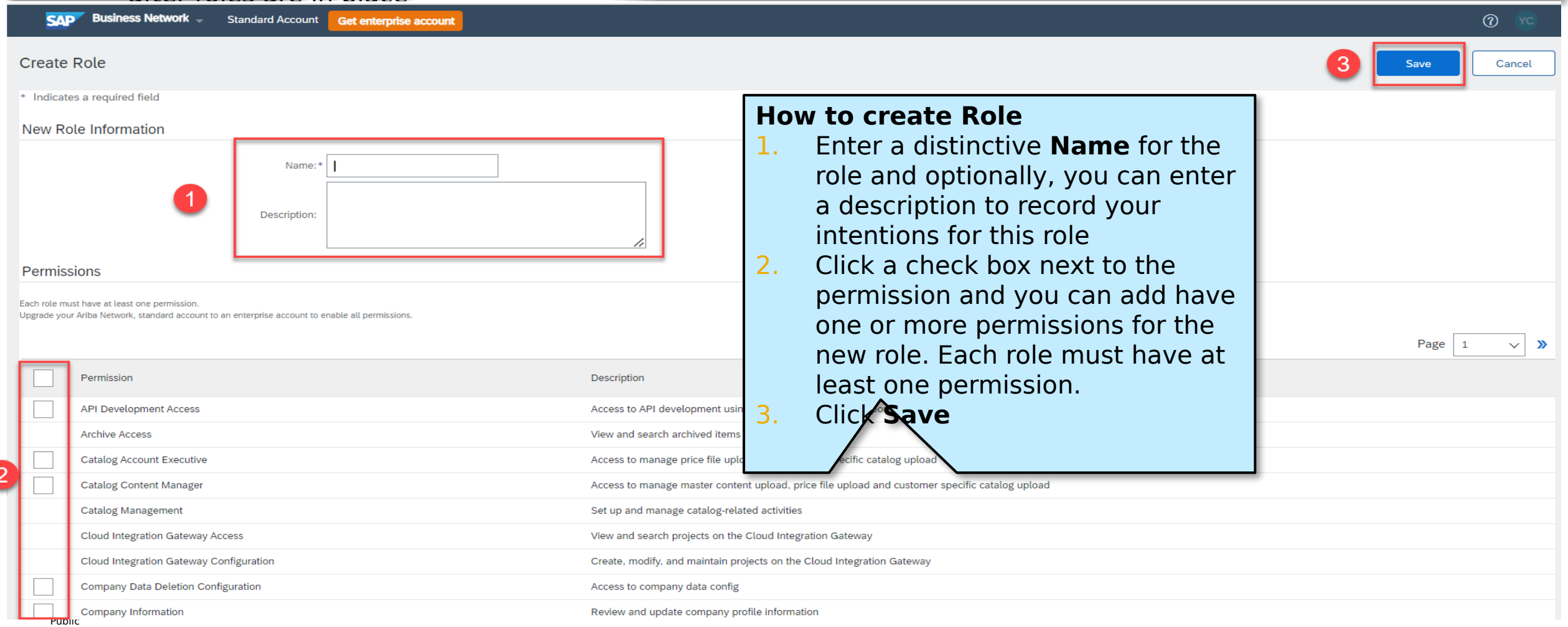


Under **Manage Roles** tab click the **Create Role** Button (+)

Sub-User Creation – Create Role

Notes :

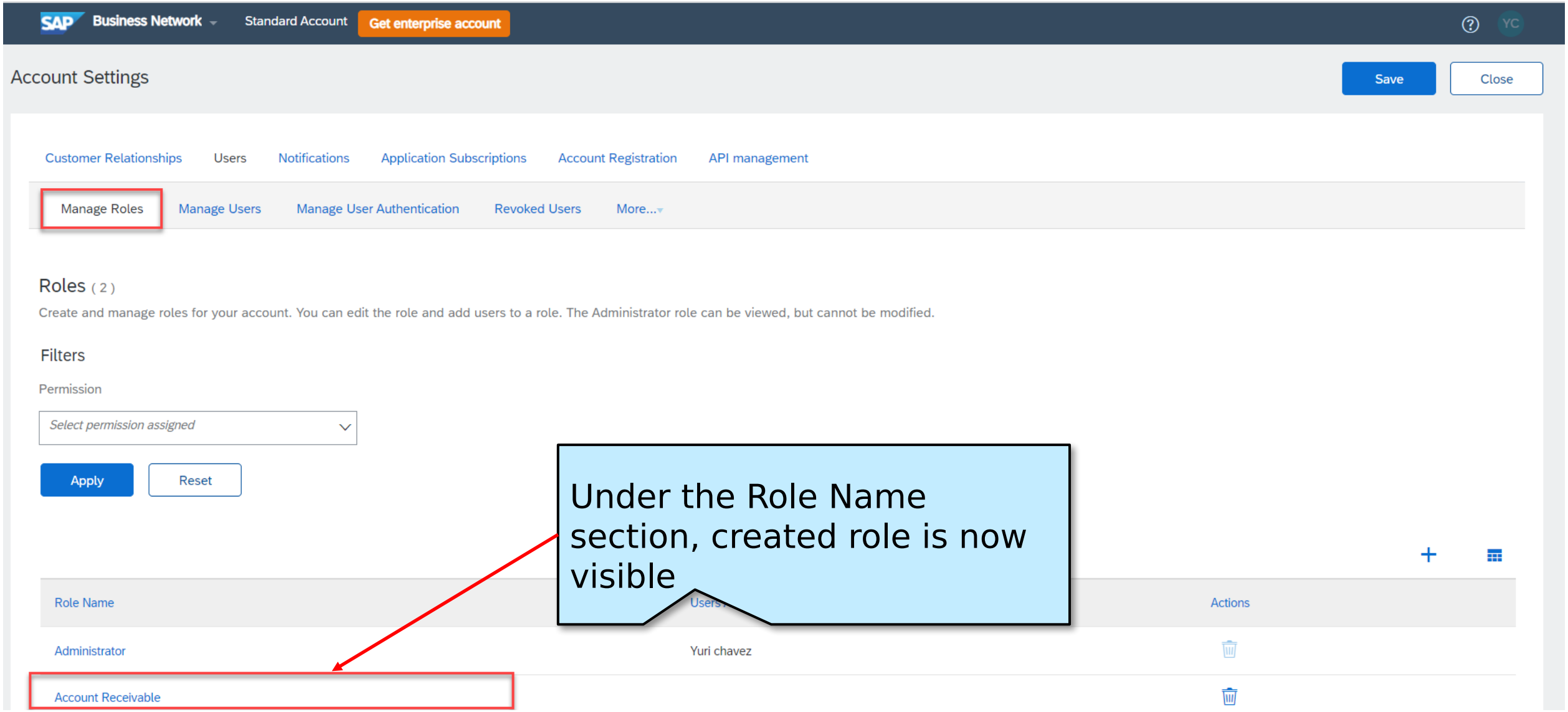
- Account Administrator can create up to 10 Role.
- Before creating your first role, you might want to review the list of permissions. This list is useful for planning your approach to roles. Some companies create broadly defined roles that include all or most of the available permissions, while others create specialized roles that include narrow sets of permissions. By planning your approach to roles, you can prevent confusion for your account users and maximize the efficiency of your team after roles are in place



How to create Role

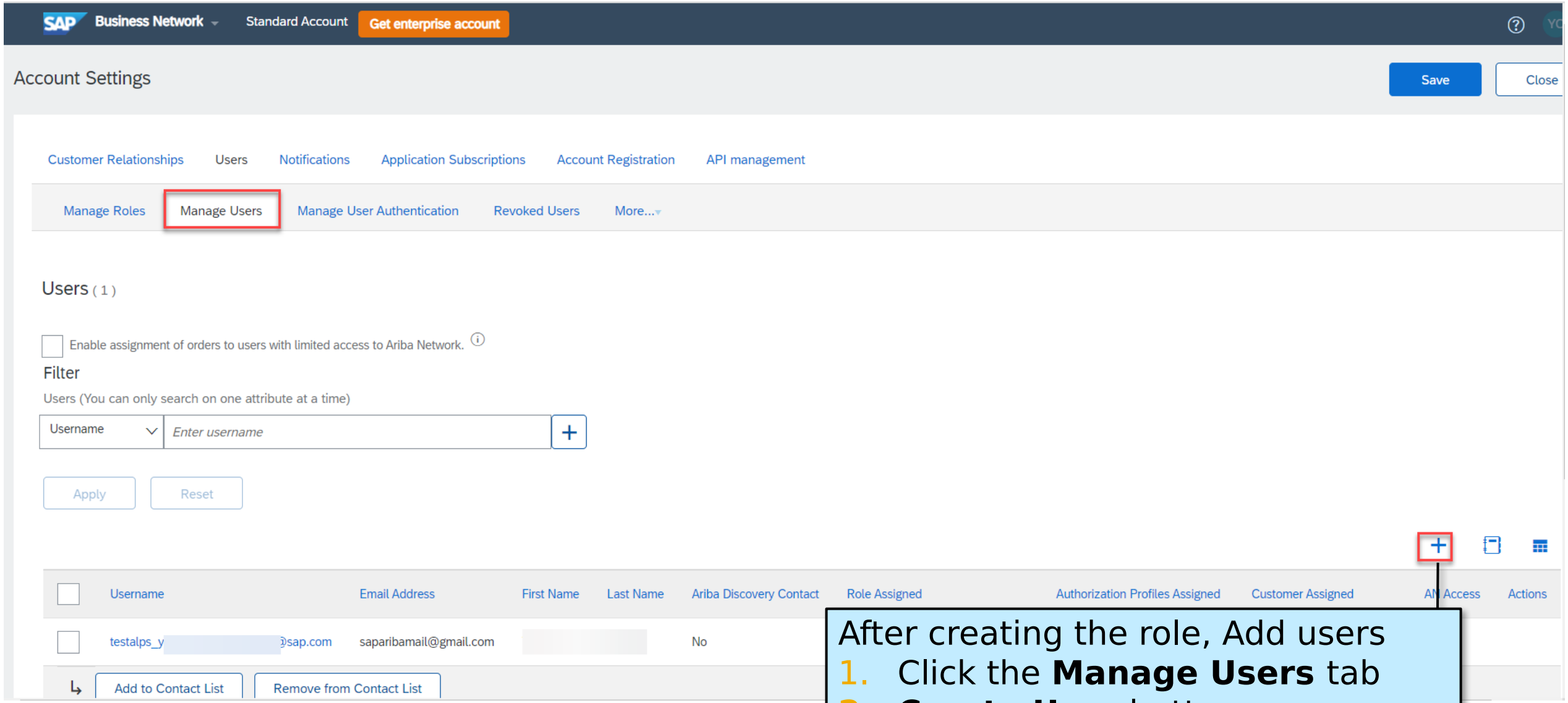
1. Enter a distinctive **Name** for the role and optionally, you can enter a description to record your intentions for this role
2. Click a check box next to the permission and you can add have one or more permissions for the new role. Each role must have at least one permission.
3. Click **Save**

Sub-User Creation – Create Role



Public

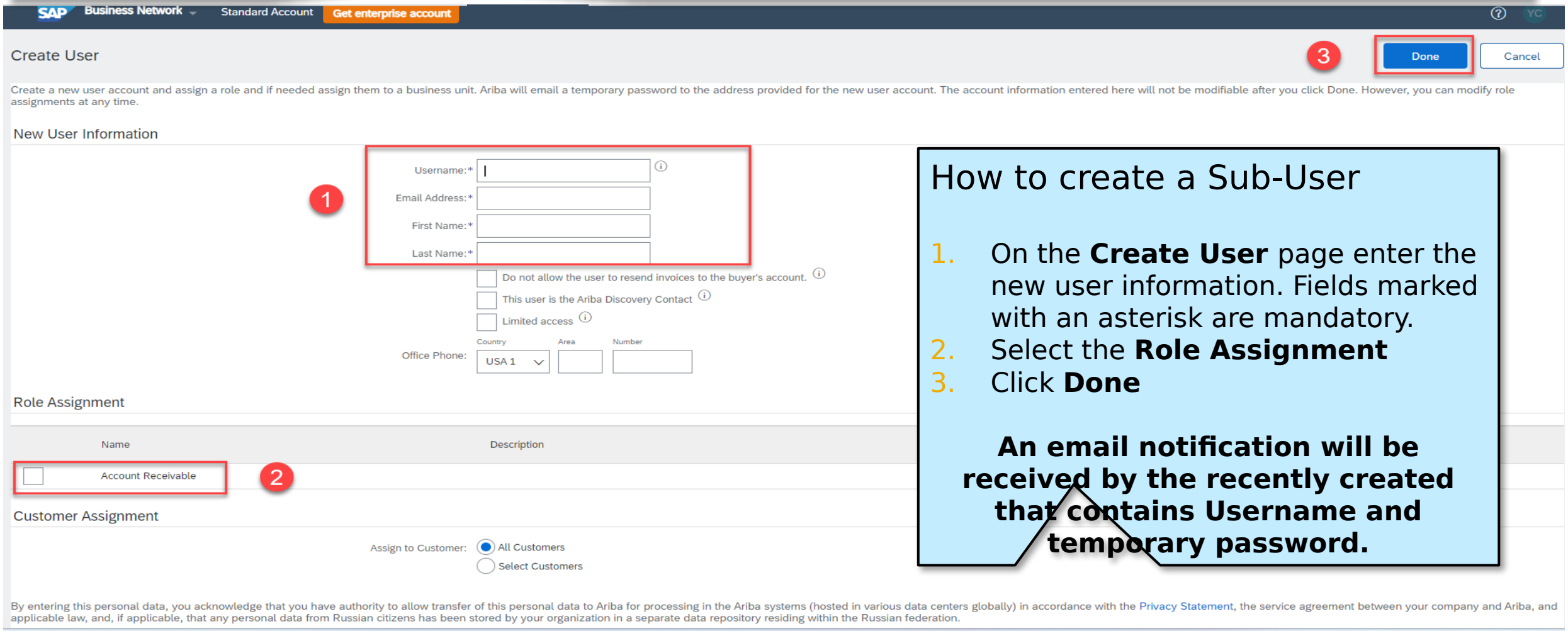
Sub-User Creation – Create User



Public

Sub-User Creation – Create User

Note : Usernames are case-insensitive and must have the form of an email address. Usernames can include any Latin character and the underscore (_) and period (.) punctuation marks.



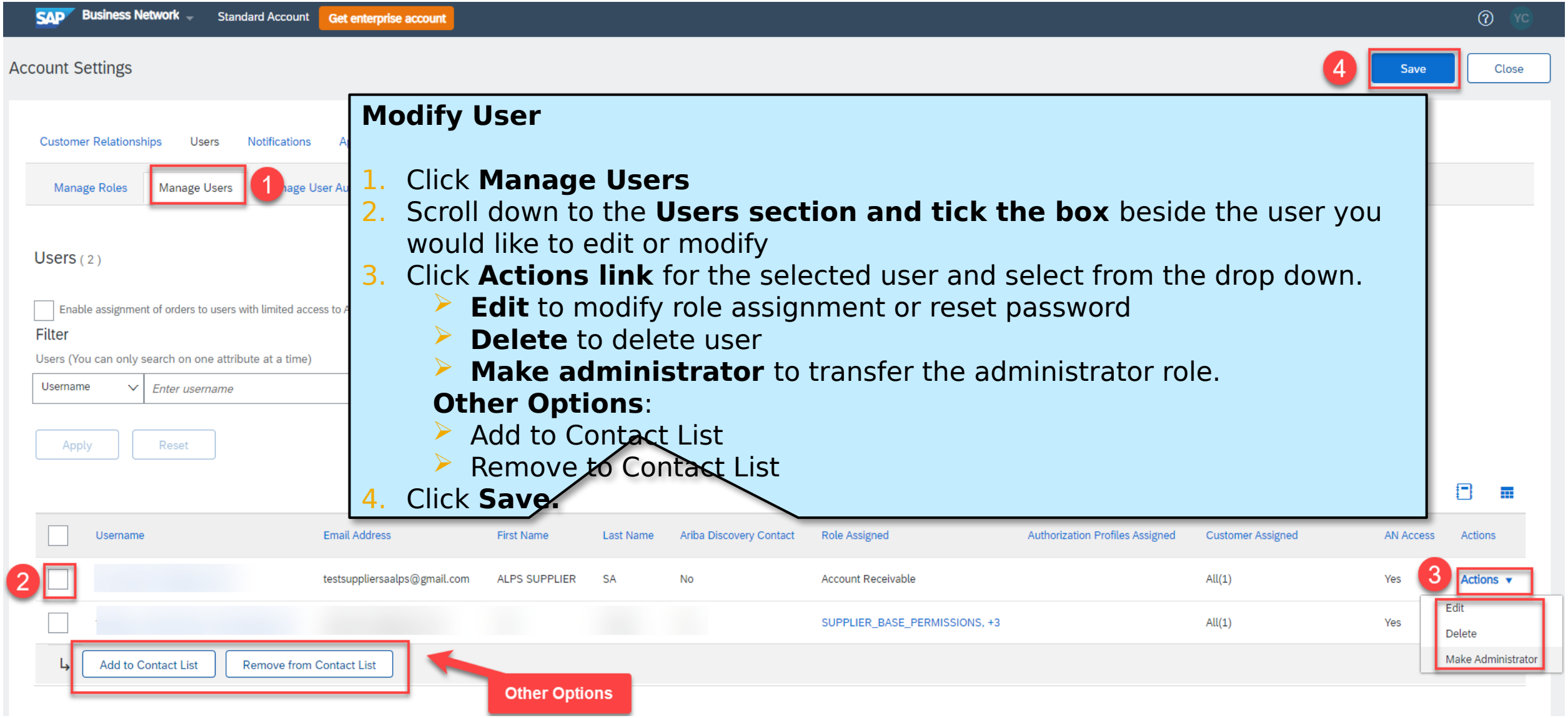
How to create a Sub-User

1. On the **Create User** page enter the new user information. Fields marked with an asterisk are mandatory.
2. Select the **Role Assignment**
3. Click **Done**

An email notification will be received by the recently created that contains Username and temporary password.

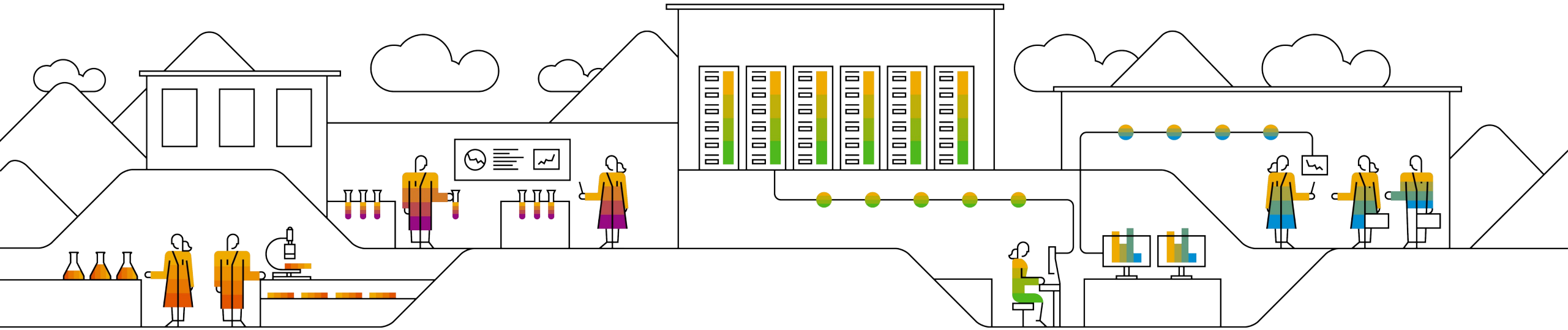
Public

Modify User



Public

Purchase Order Management

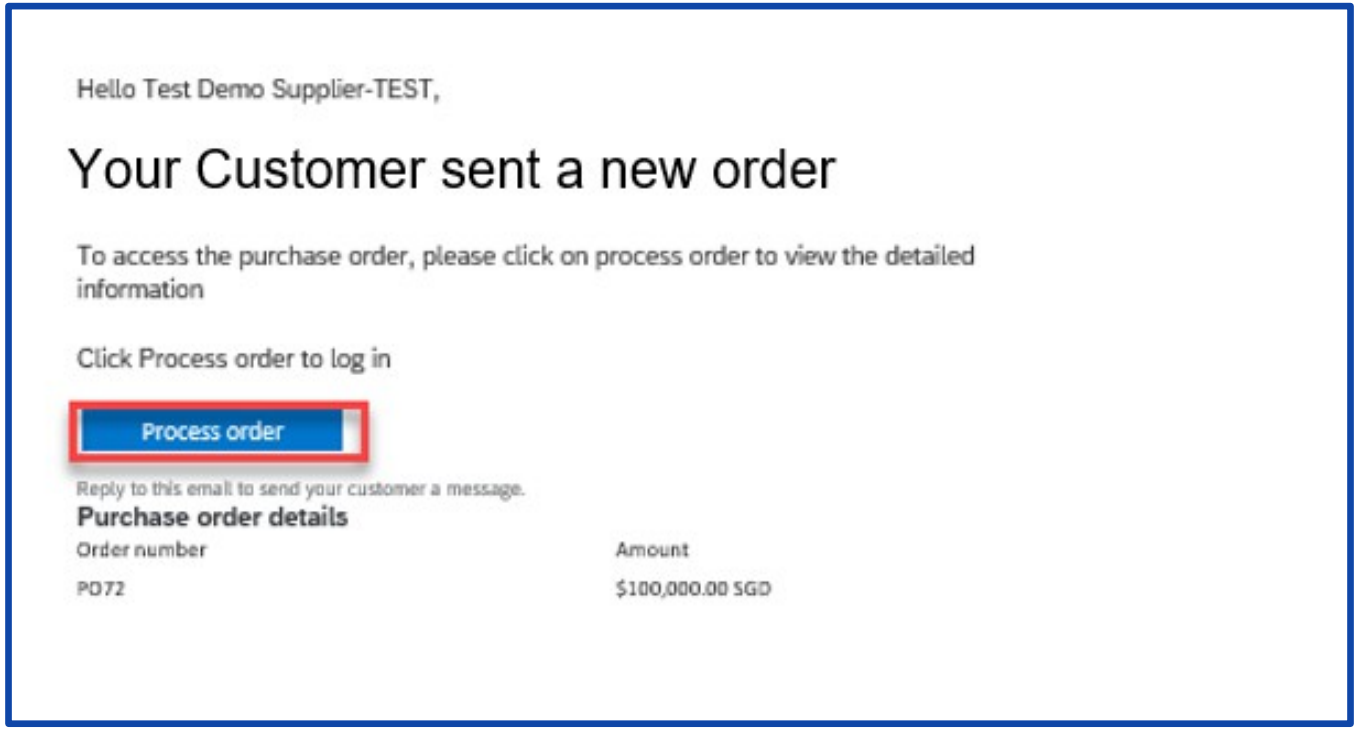


Purchase Order Management

- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed upon prices for products or services the seller will provide to the buyer.
- A PO can be of different types, typically either for Material/Goods or for Services. The subsequent responses depend on the PO type and on the requirements from your customer.
- A single PO can contain lines of multiple types (e.g. one line for Goods and one for Services)

Public

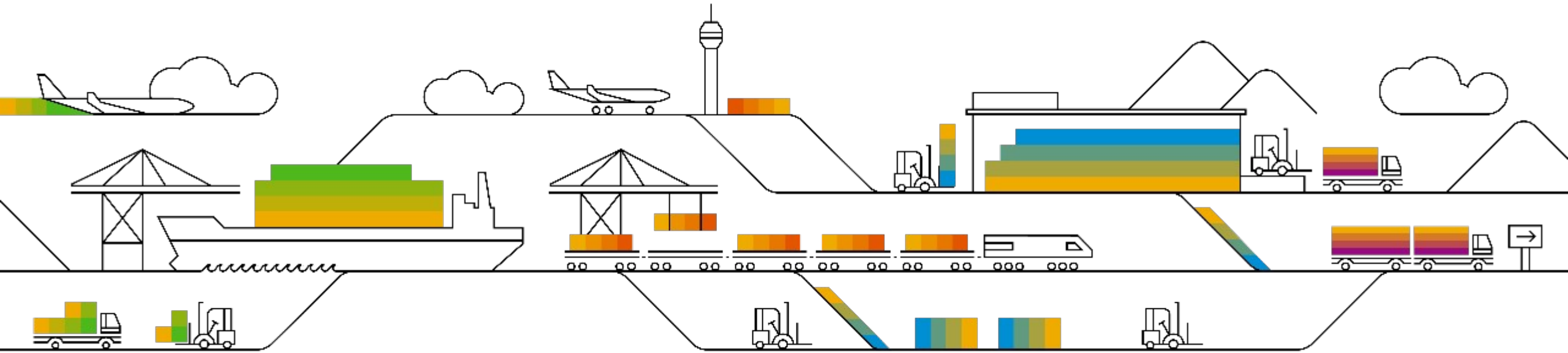
Responding to a PO using the interactive email



If you are using a **Standard Account**, you will also receive the Purchase Order via interactive email. You can then respond to the PO by clicking on the *Process Order* button.
Then log in to your Business Network account. When connecting for the first time you might be prompted to check for duplicate accounts prior to creating a new one.

Further dedicated instructions on **Standard Account** are available on this page and in video format.

Public

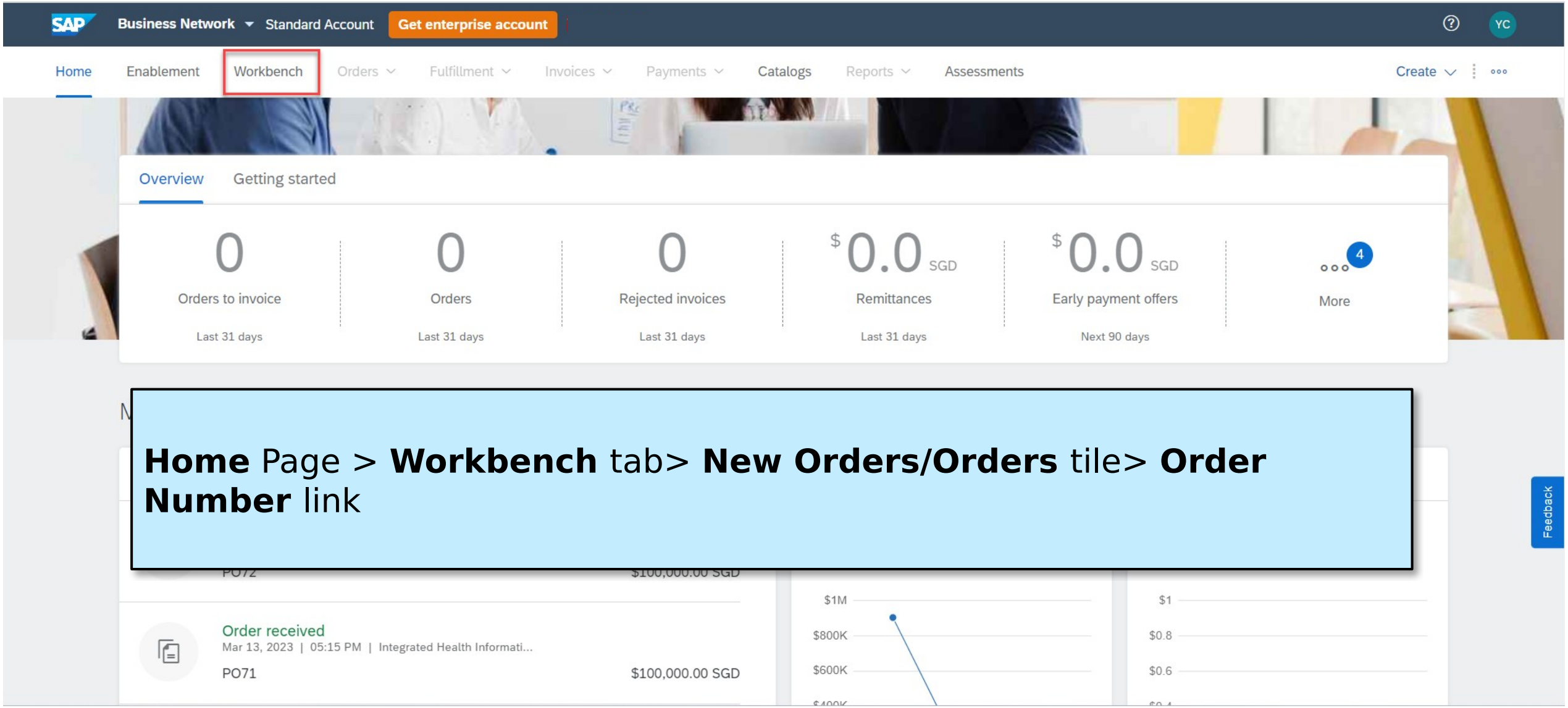




View Purchase Orders

Public

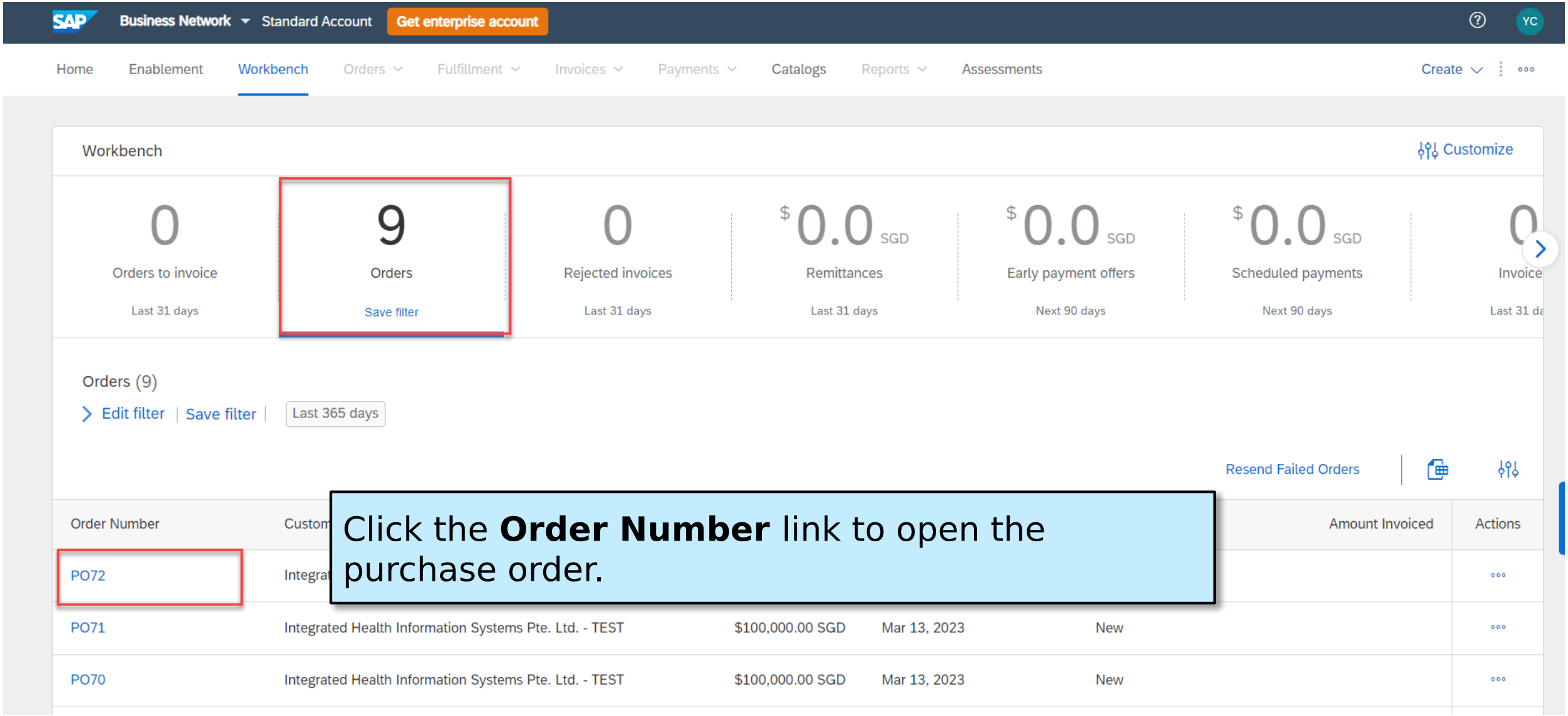
View Purchase Orders



Home Page > **Workbench** tab> **New Orders/Orders** tile> **Order Number** link

Public

View Purchase Orders



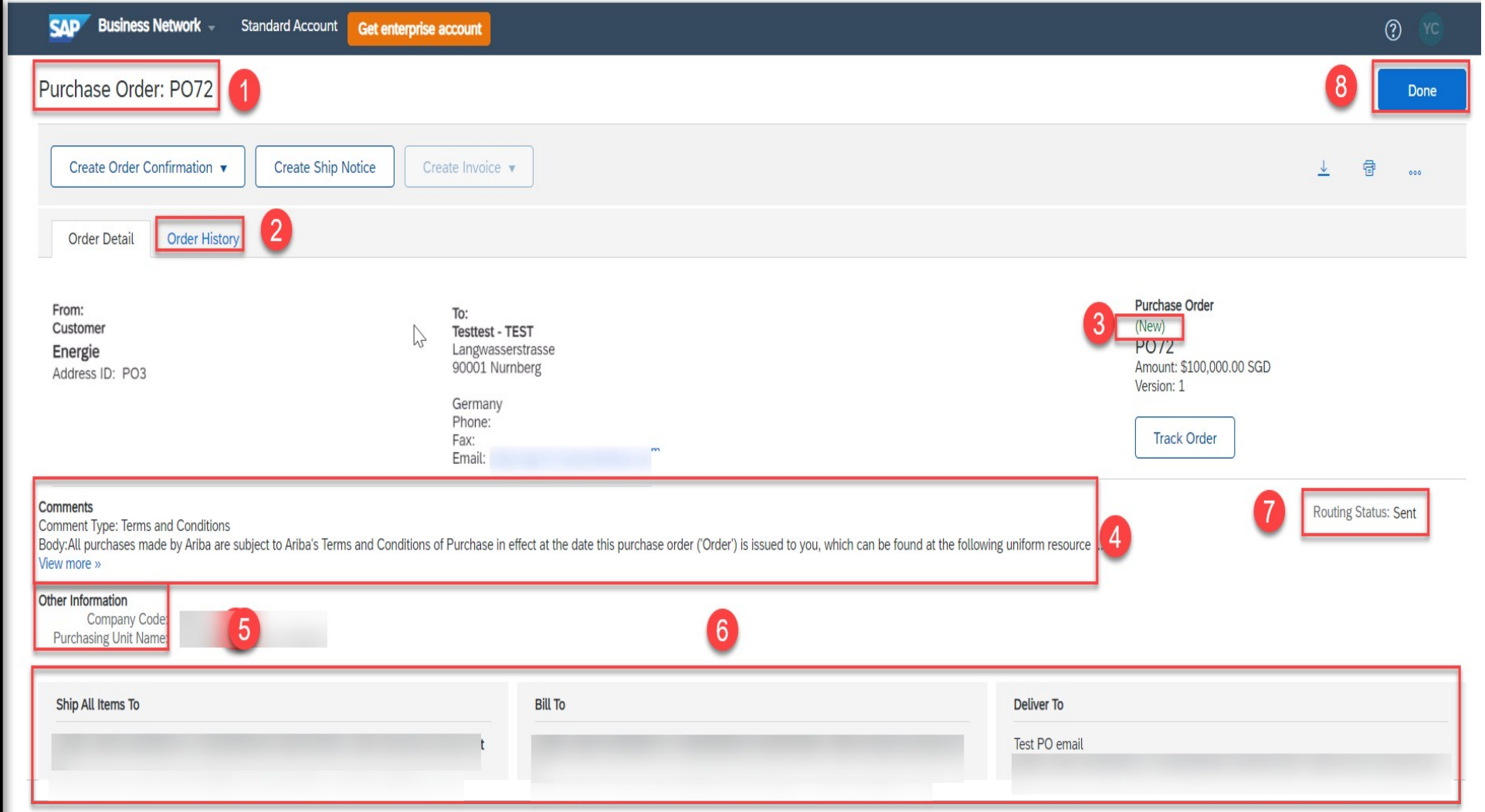
Click the **Order Number** link to open the purchase order.

Public

View Purchase Order – Header Level

Purchase Order Header displays

1. Purchase Order Number
2. Order History
3. Purchase Order Status (Status will change as the order is actioned.)
4. Comments from the Buyer
5. Other information
6. Ship To, Bill To and Deliver To details
7. Routing Status
8. Done, to return the Workbench



Public

View Purchase Order – Line Item Level

Each line displays the description, type, quantity and pricing of the items your Buyer wants to Purchase.

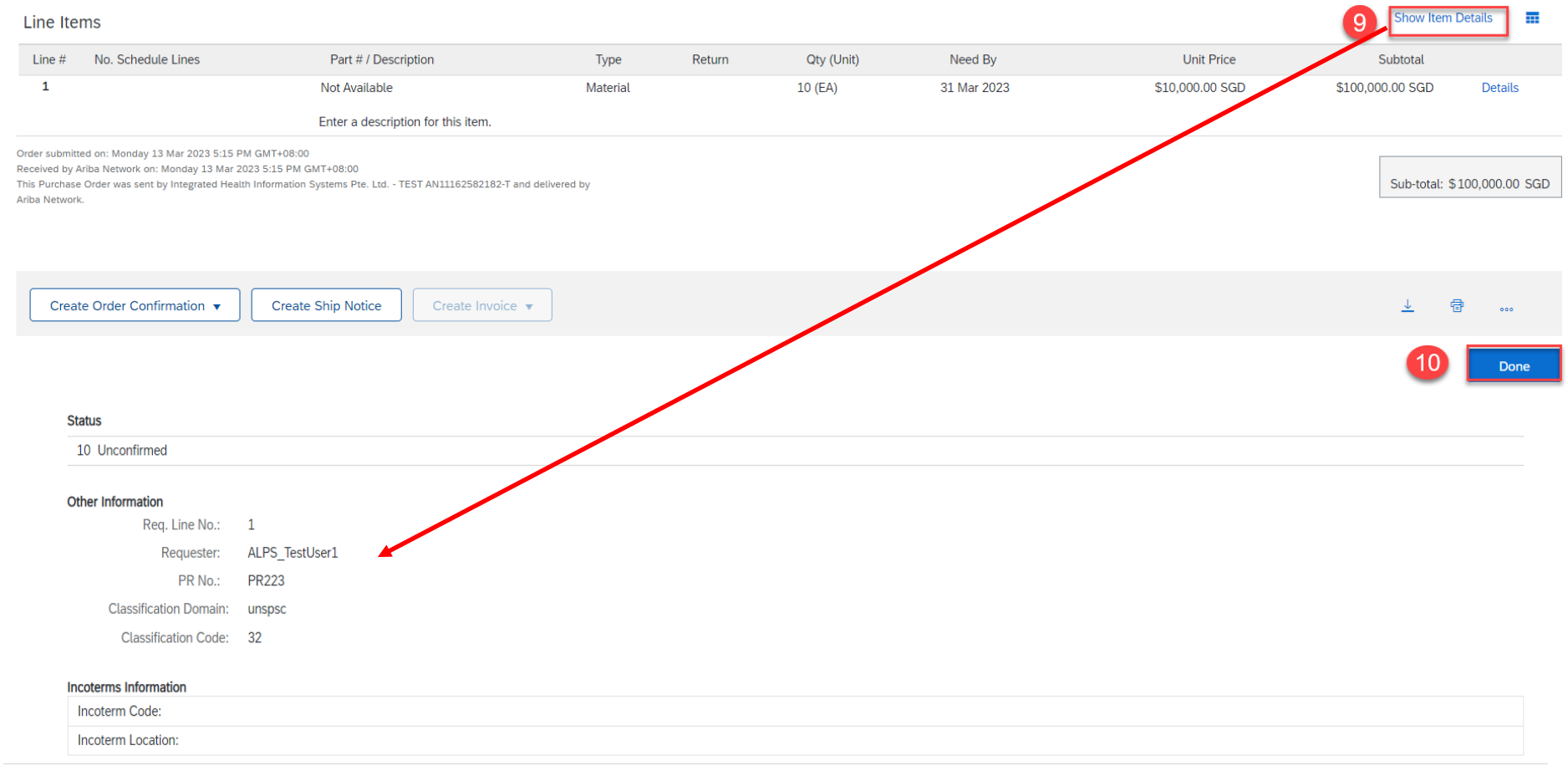
The Purchase Order can be of different types: Material PO, Service PO or Blanket PO.

9. Click Show Item Details to further see the line item level details.
10. Click Done to return to the Workbench

Reviewing a Purchase Order

Each Purchase Order needs to reviewed to :

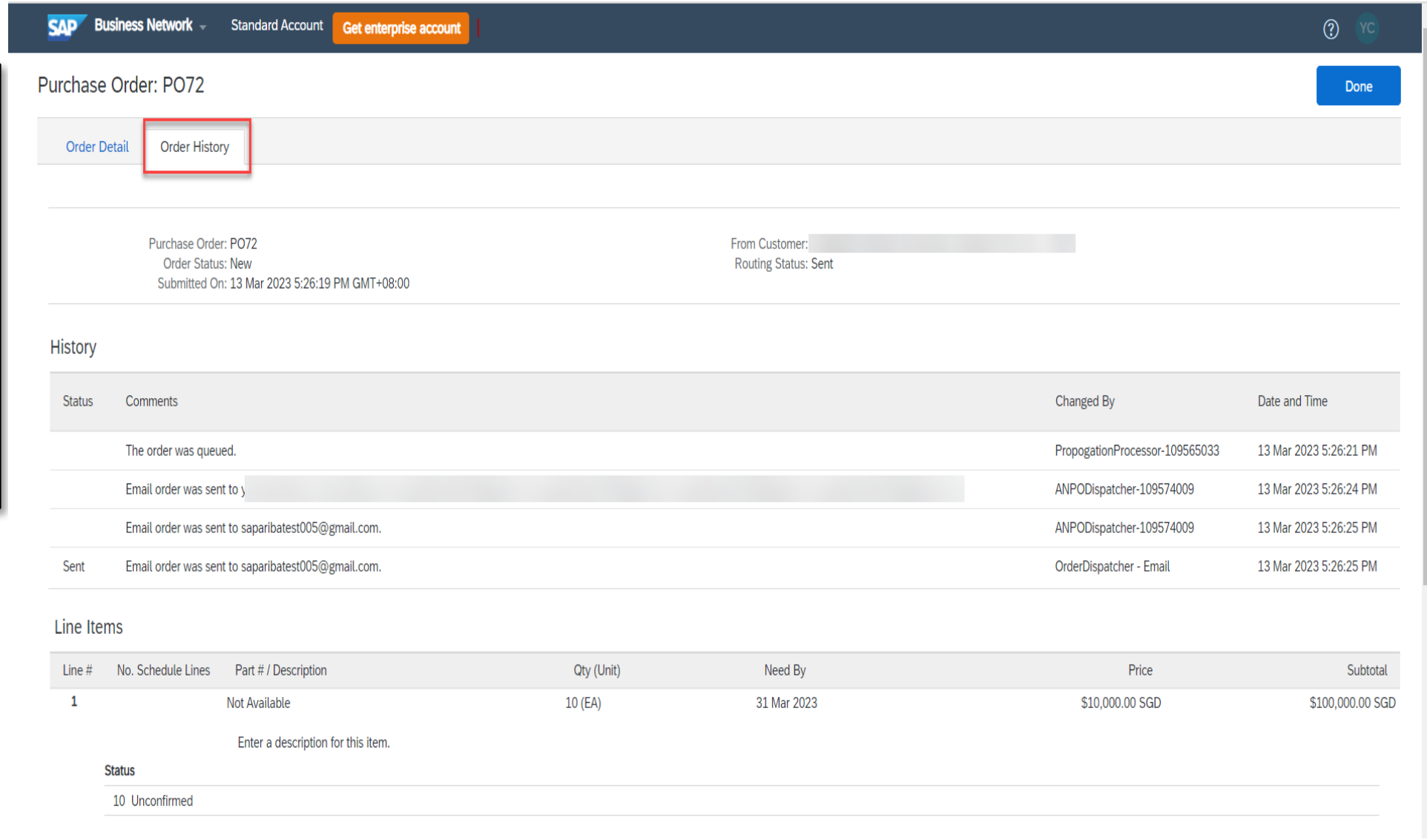
- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping details
- Ensure that the details of the orders are correct
- Check fields required by the



Order History

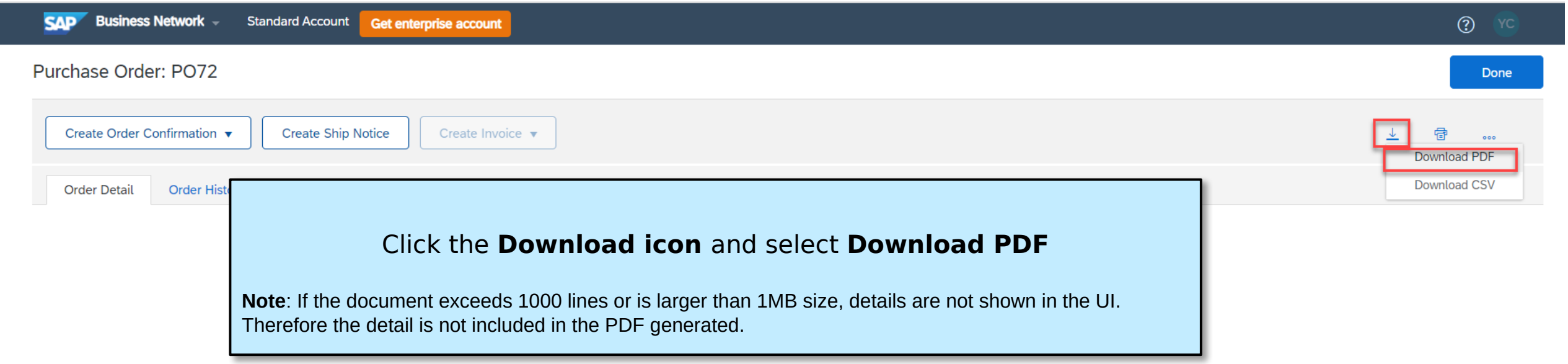
Use Order History to identify

- Who created a document
- What occurred on the document
- The date and time stamps of various processes that have affected a document
- Line item level information



Public

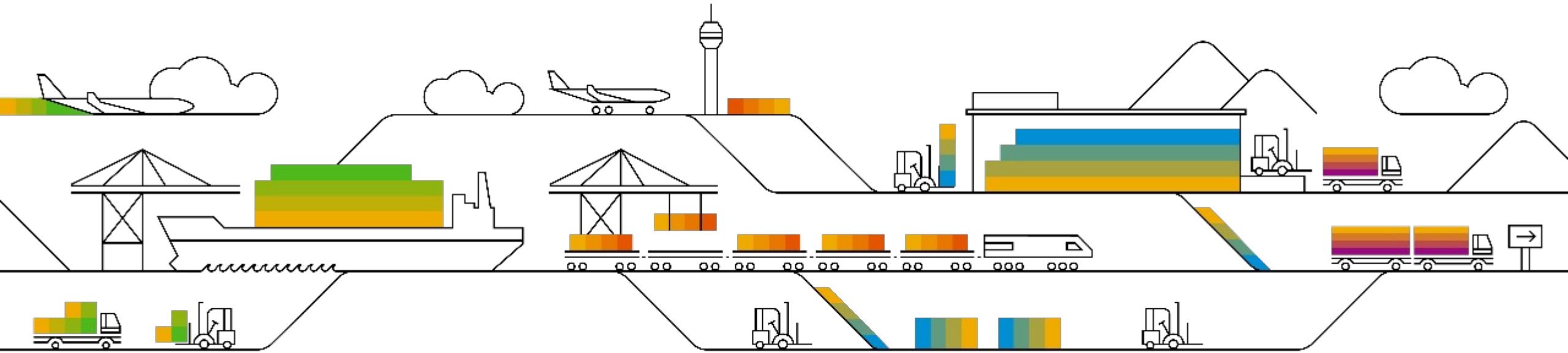
View Purchase Orders – Create PDF of the Purchase Order

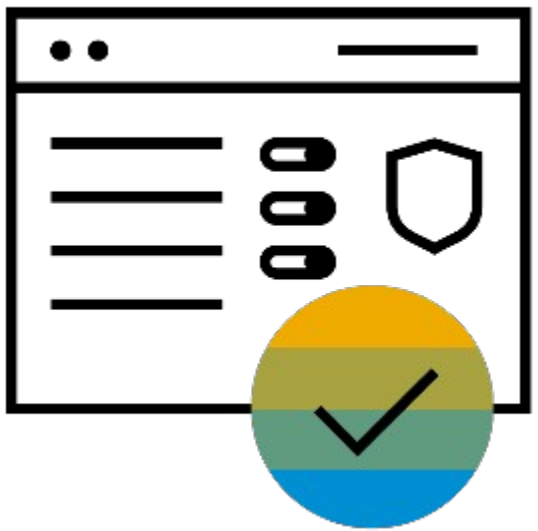


Click the **Download icon** and select **Download PDF**

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.

Public



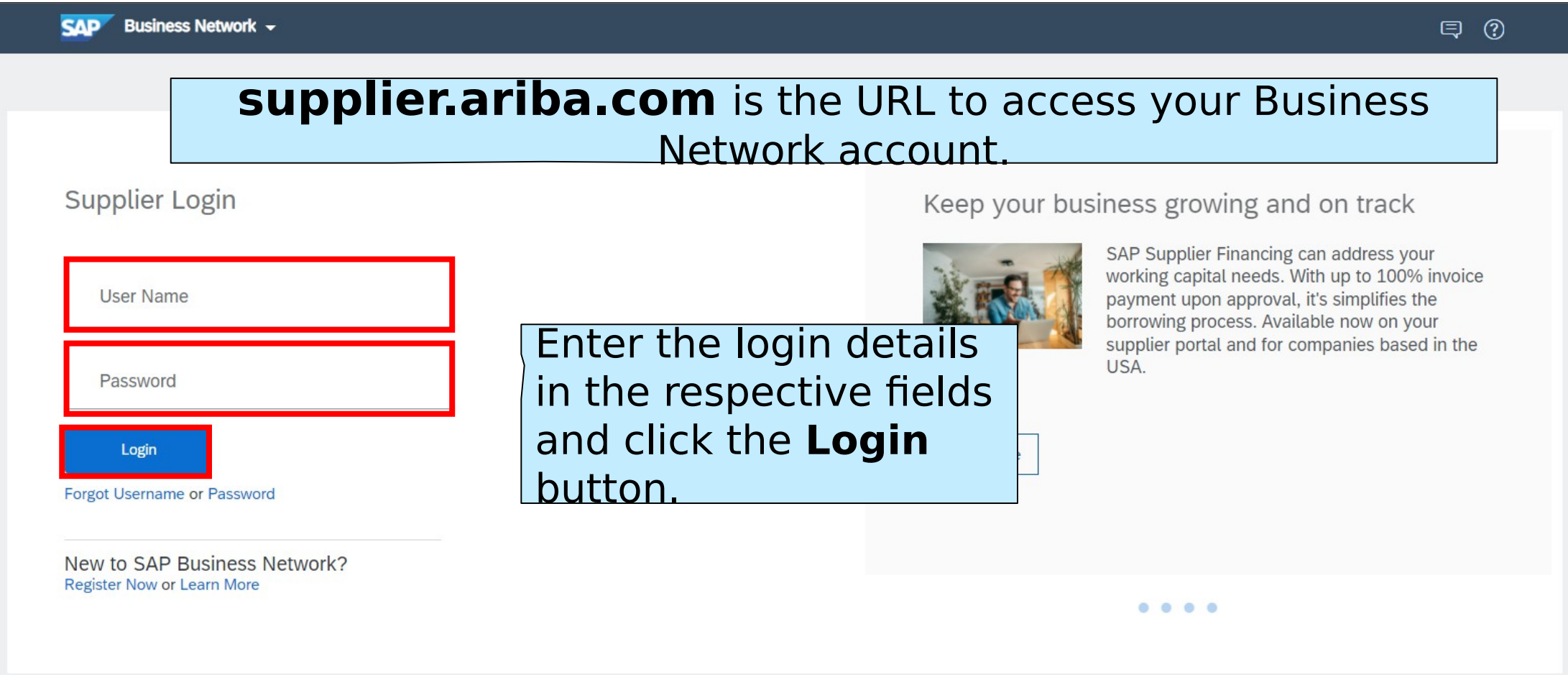


Upgrade Standard Account To Enterprise Account

Public

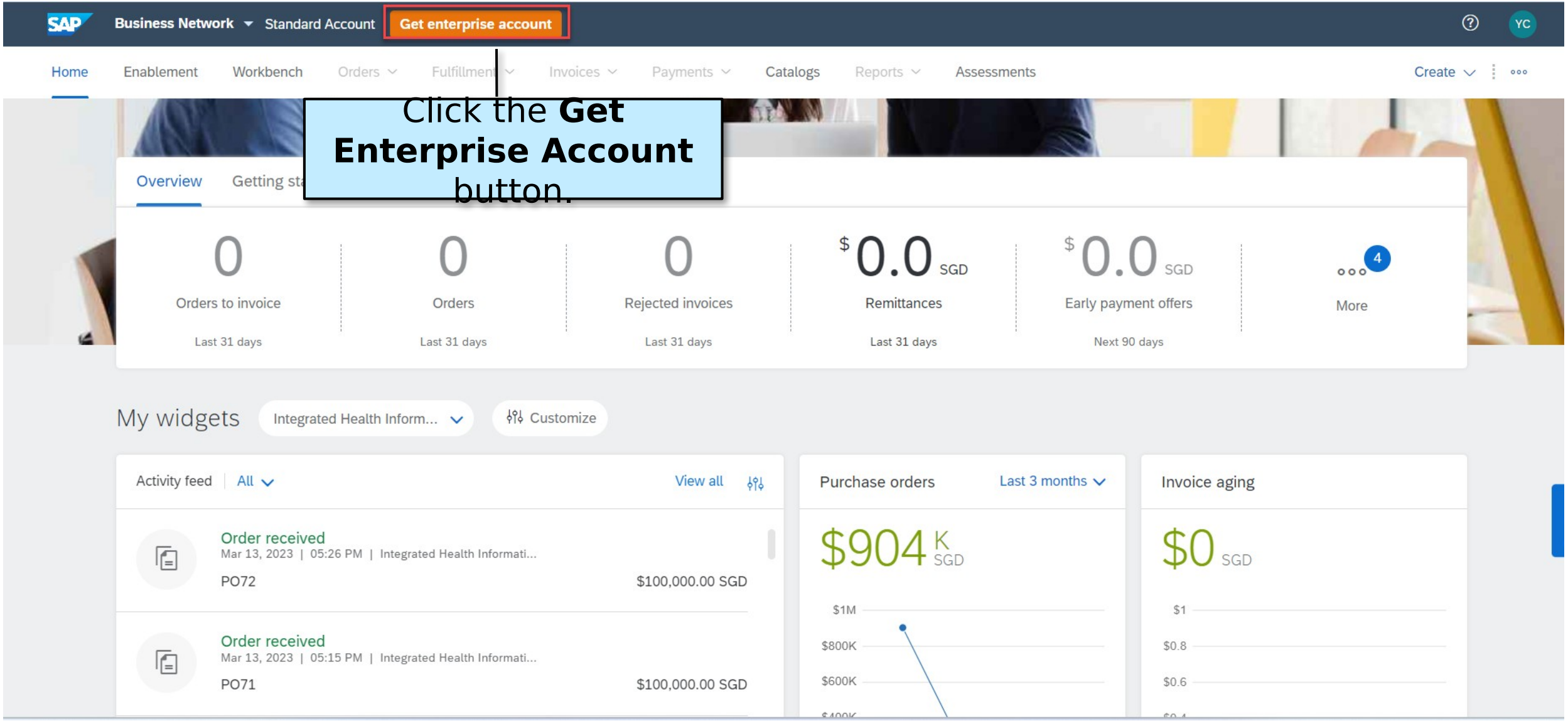
Upgrade Standard Account to Enterprise Account

supplier.ariba.com is the URL to access your Business Network account.



Enter the login details in the respective fields and click the **Login** button.

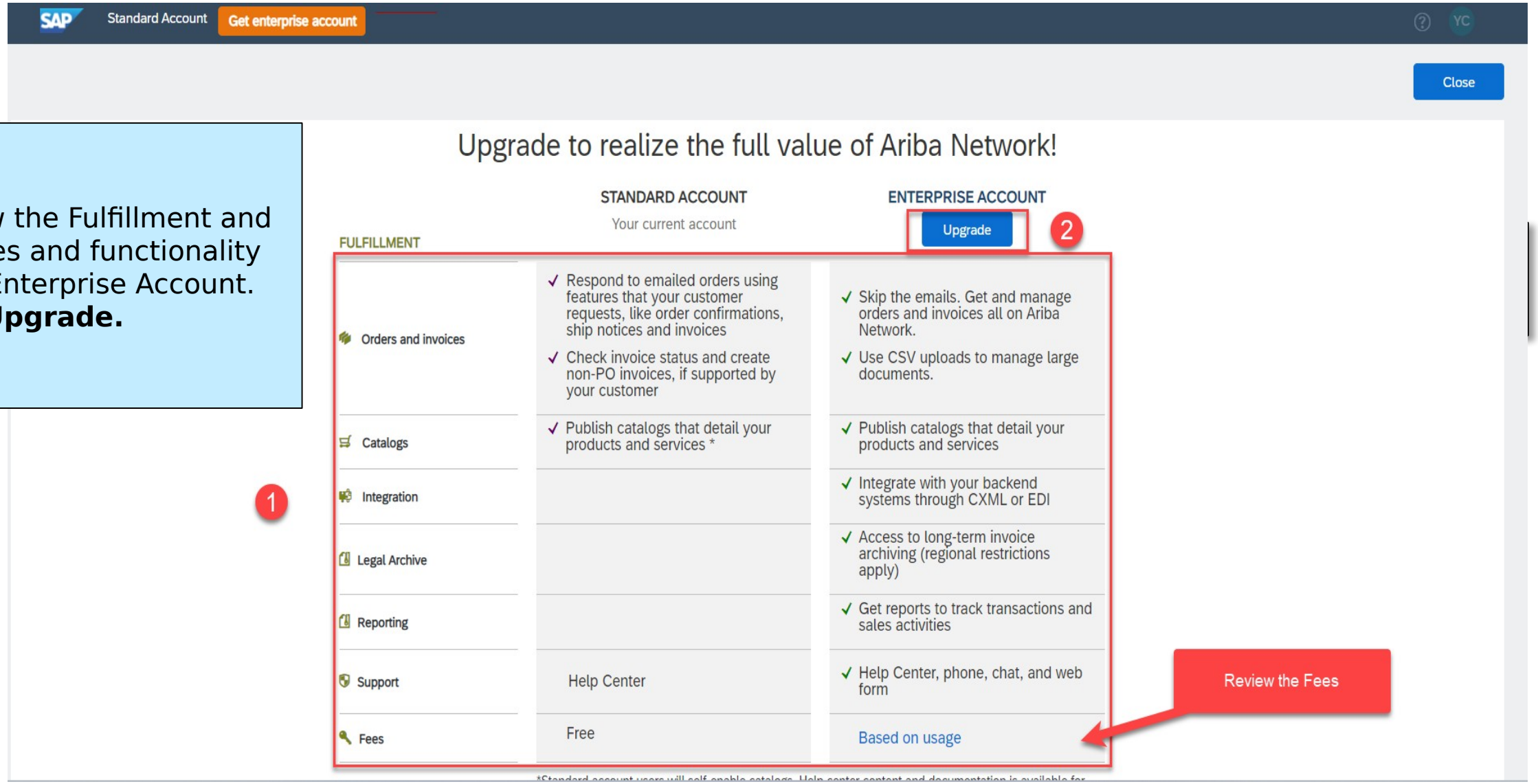
Upgrade Standard Account to Enterprise Account



Public

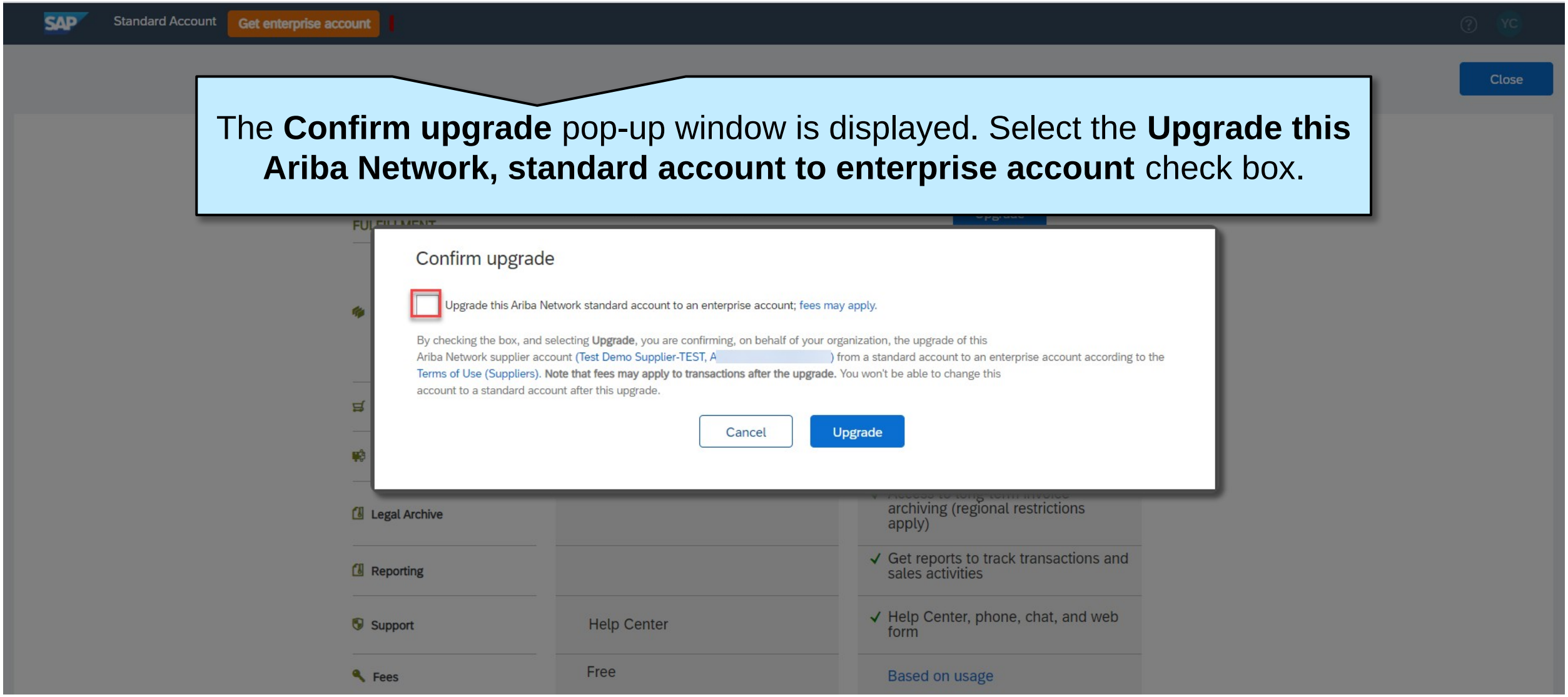
Upgrade Standard Account to Enterprise Account

1. Review the Fulfillment and features and functionality of an Enterprise Account.
2. Click **Upgrade.**



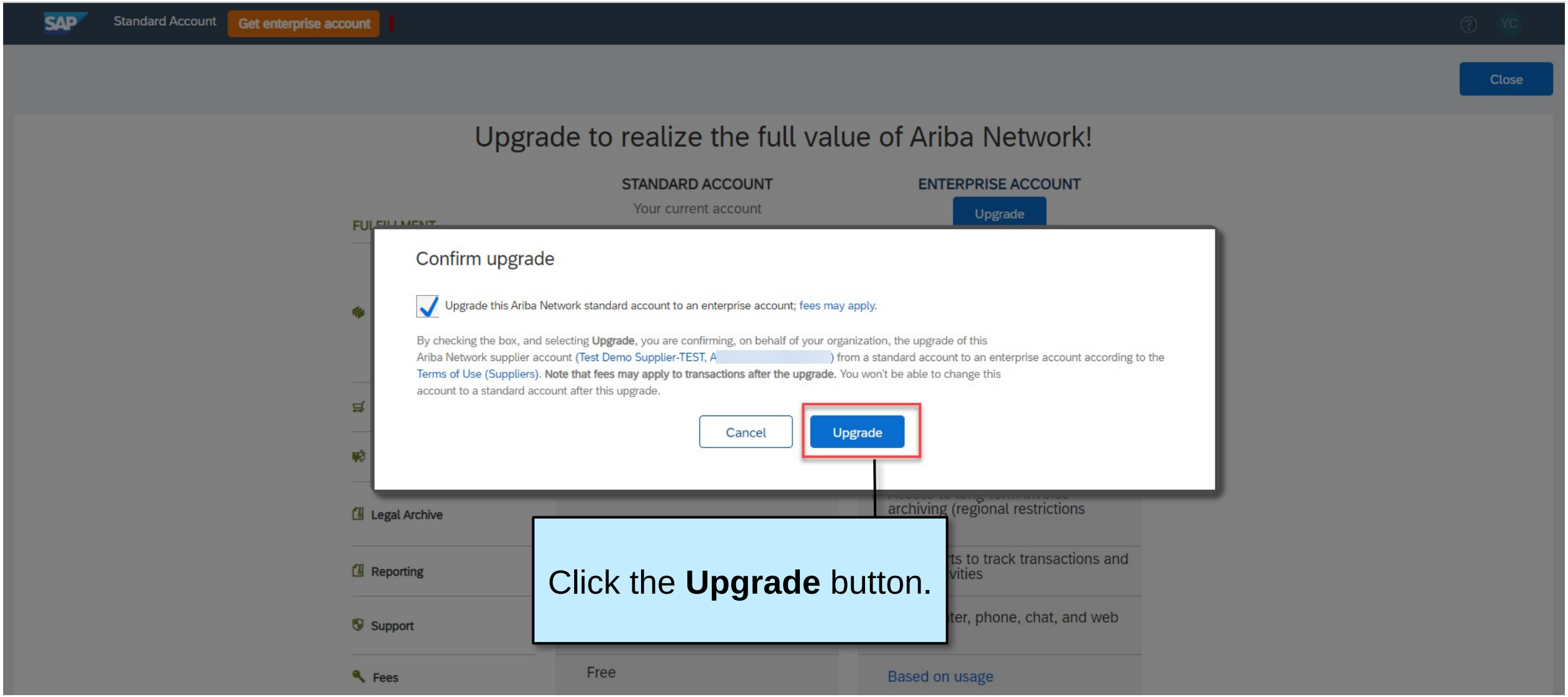
Public

Upgrade Standard Account to Enterprise Account

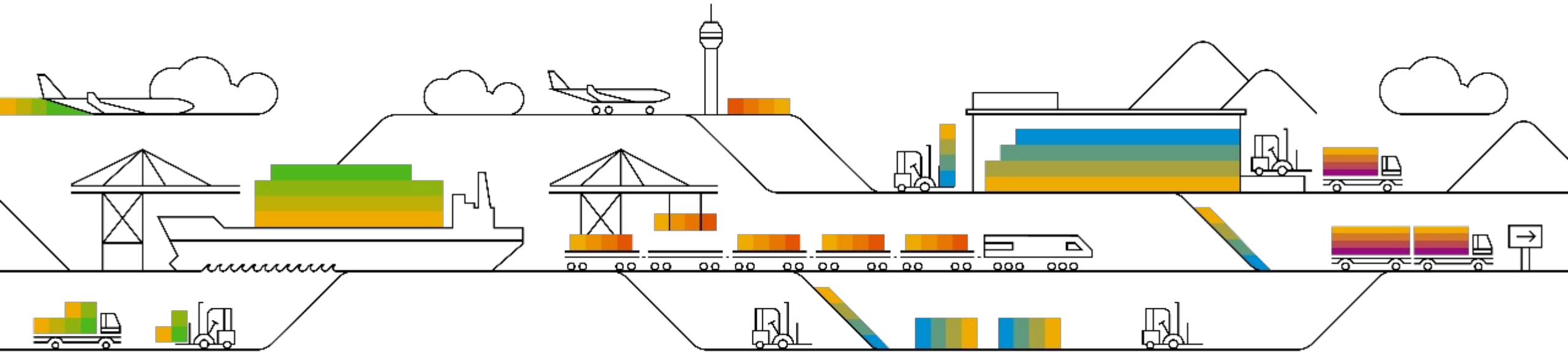


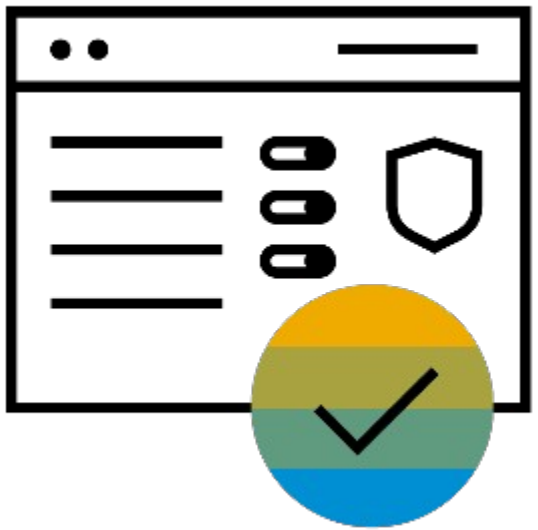
Public

Upgrade Standard Account to Enterprise Account



Public





Downgrade Enterprise Account to Standard Account

Public

Supplier Self-service: Convert Enterprise account to Standard account

There is now a feature for suppliers to **proactively** take the **first step** to convert supplier's Enterprise account to Standard account from within supplier's Business Network portal.

Important Note: whether self-conversion is successful depends on the **eligibility check** (refer to next slides).

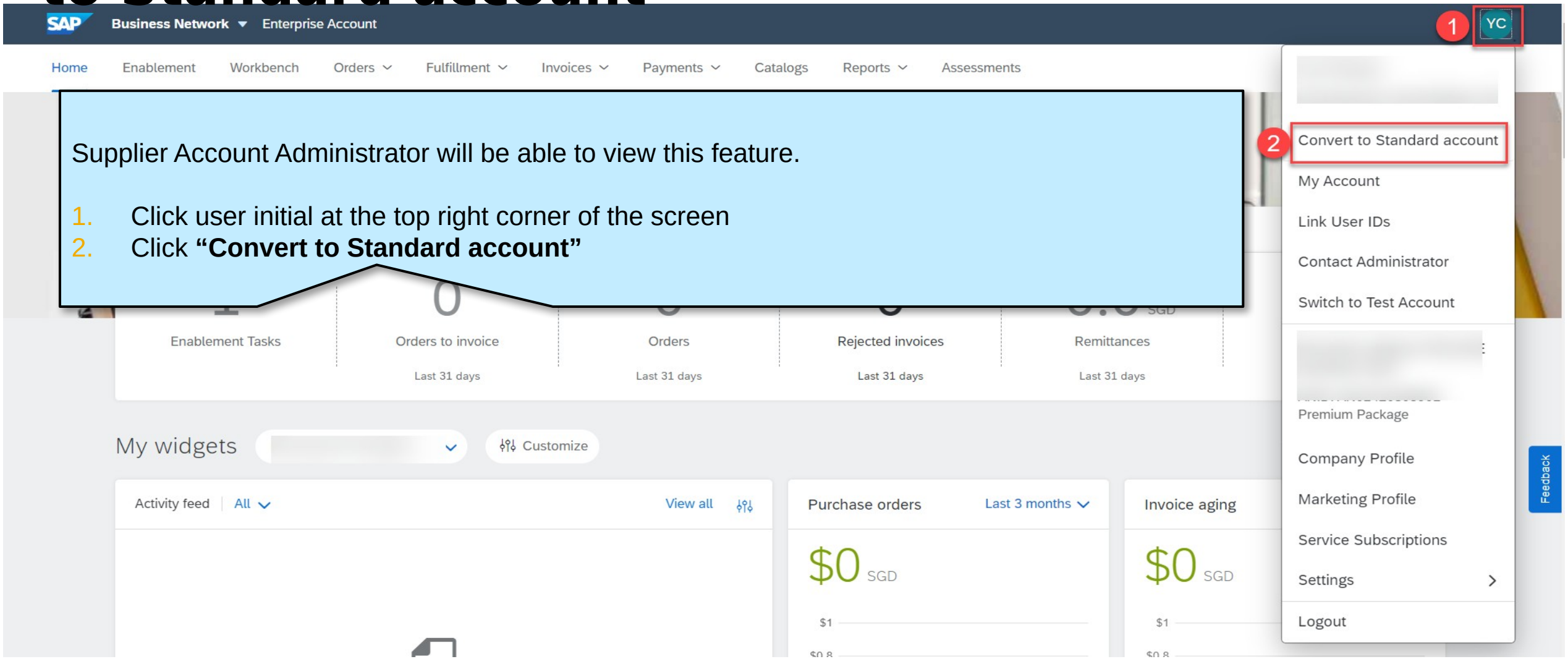
If supplier **do not** pass eligibility check for account conversion, supplier is required to perform necessary action (e.g. clear outstanding bills) or raise downgrade ticket via Ariba Support before their Enterprise account can be downgraded

Helpful link: How to raise ticket for downgrading account type for Supplier (ariba.com)

Next slides show step by step guide how supplier can use **"Convert to Standard account"** function

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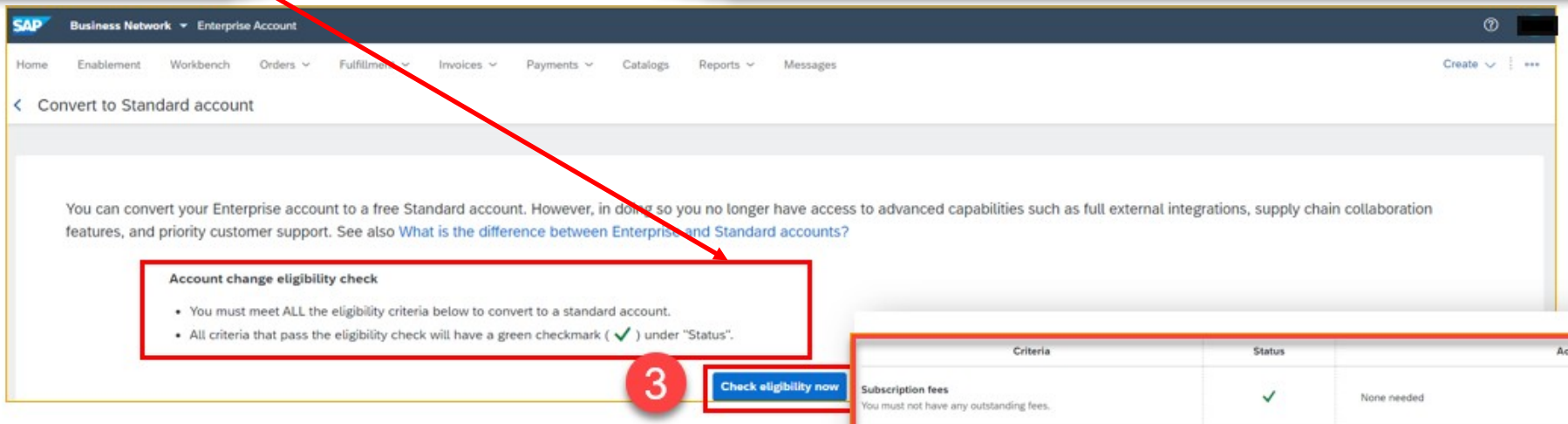
Supplier Self-service: Convert Enterprise account to Standard account

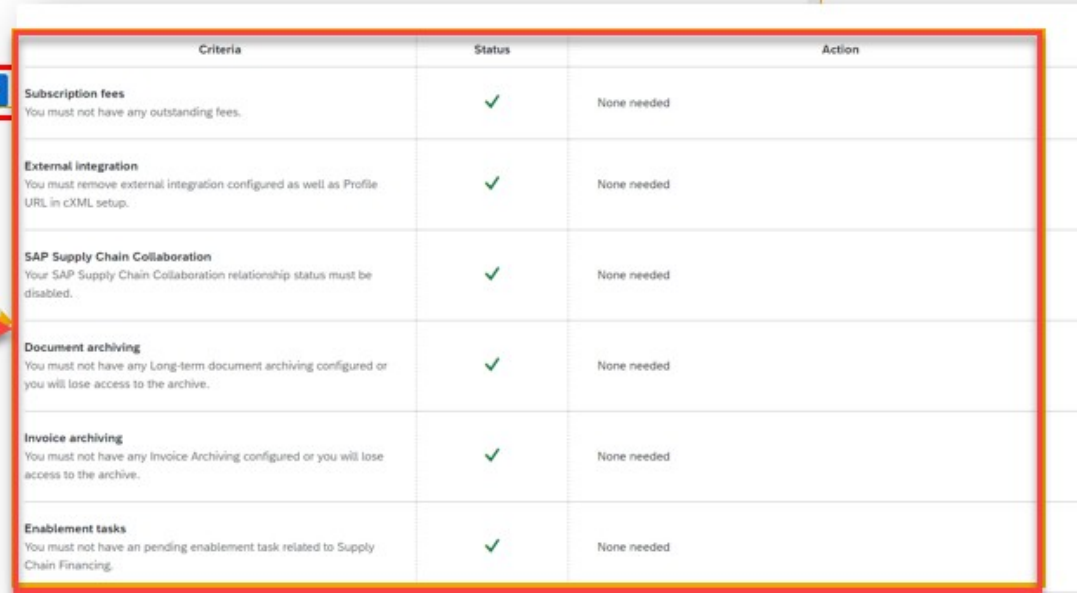


Public

Supplier Self-service: Convert Enterprise account

3. Click **“Check eligibility now”** to run a system check. Supplier need to meet all eligibility criteria in order to convert



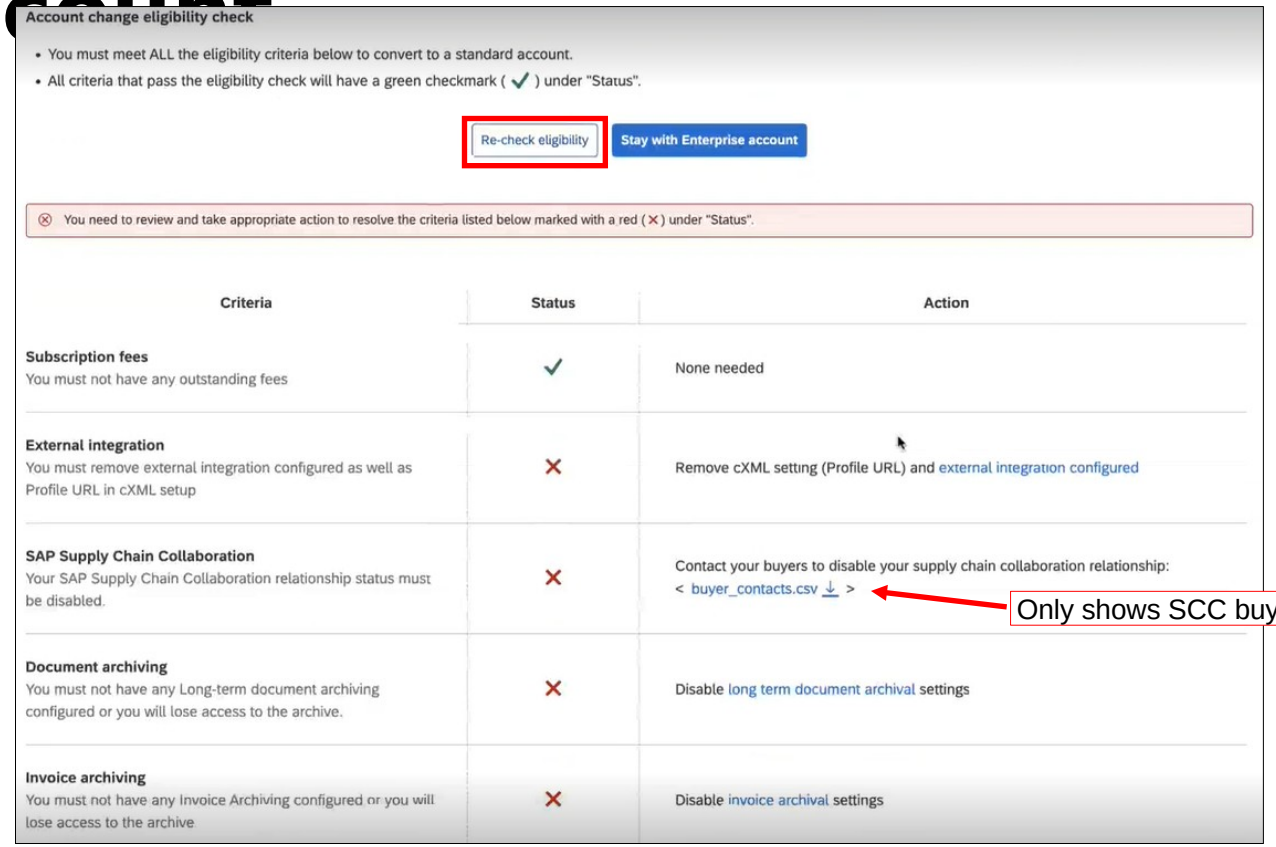


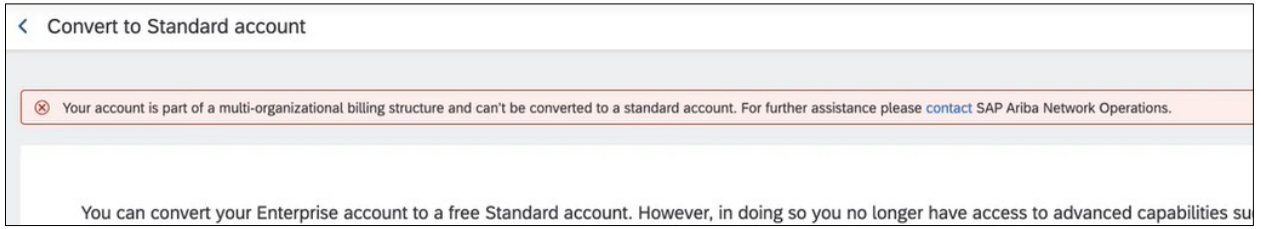
Read and review carefully the criteria listed in this page**, take necessary actions to ensure you meet all eligibility criteria to downgrade**.

Public

Supplier Self-service: Convert Enterprise account to Standard account

- If supplier is **not eligible**, the status will show a **red "X"** and will provide next actions supplier needs to take to become eligible.
- Once supplier corrects each failed criteria, they can click "Re-check eligibility" to go through the checks again until all criteria is satisfied.
- Links under Actions will direct the supplier to the appropriate page to make corrections.
- **Error will appear at the top of the page if the supplier is a Multi-Org Account and direct the supplier to contact Support (support.ariba.com/item/view/192530)**





Public

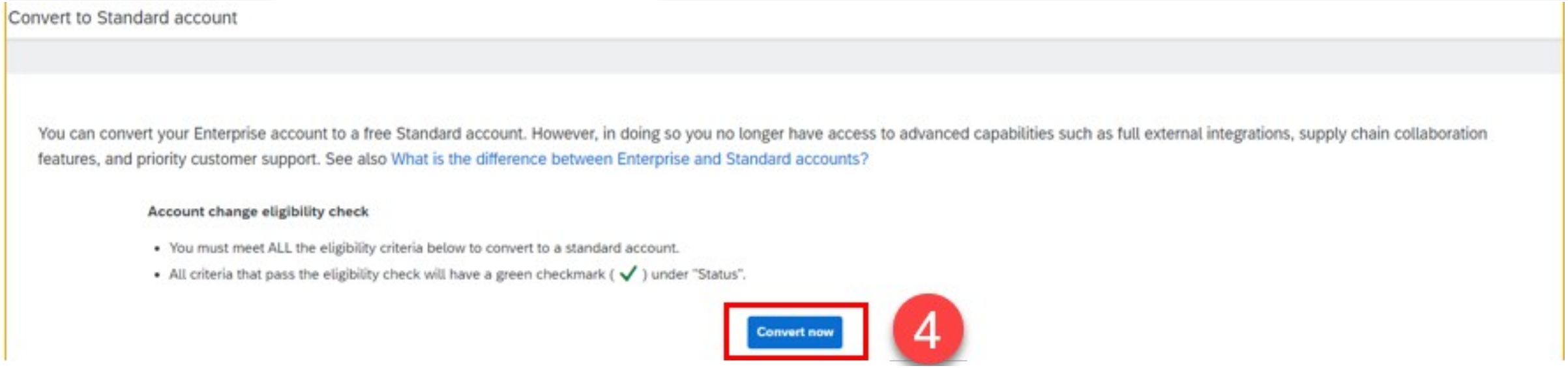
Supplier Self-service feature: Convert Enterprise

4. If supplier meet all eligibility criteria, there will be **“Convert now”** button on screen.

NOTE: Converting to Standard account means you will use Standard account to transact with **ALL** your existing customer relationships connected to the same SAP Ariba Network account.

Upon converting to Standard account, you will continue using the same Ariba Network account with the same ANID and still able to search for previous documents history.

However, **you will no longer have access to functionalities such as** reporting, long-term documents archiving, integration and white-glove Ariba support (1:1 call/email/chat).

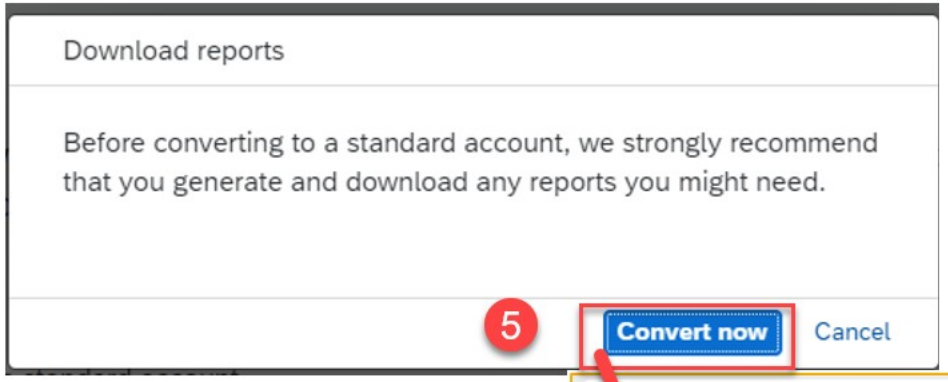


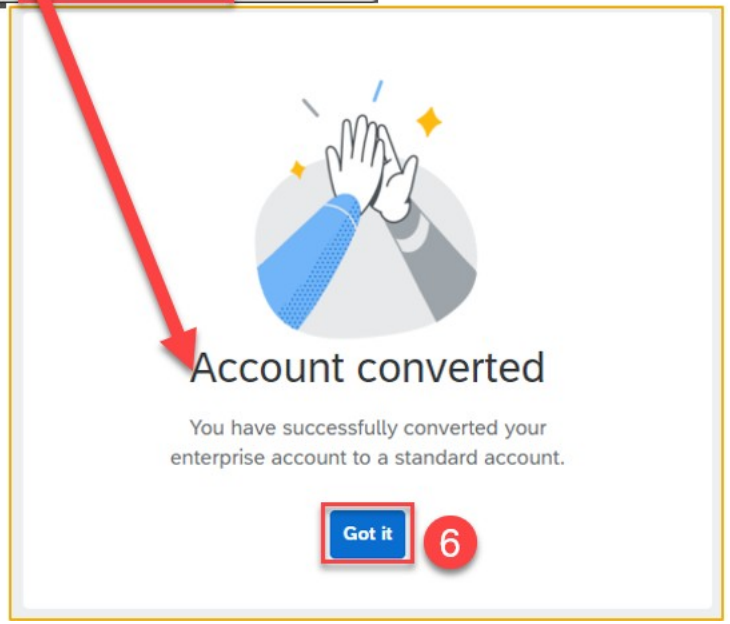
Public

Supplier Self-service feature: Convert Enterprise account to Standard account

5. Read carefully the pop-up notice, download reports if needed before clicking “**Convert now**” again to convert your account from Enterprise to Standard account. A pop-up notice will display once your account is successfully converted.
6. Click **“Got it”** to go back to Home page

Helpful link: [Creating a Report Template | SAP Help Portal]



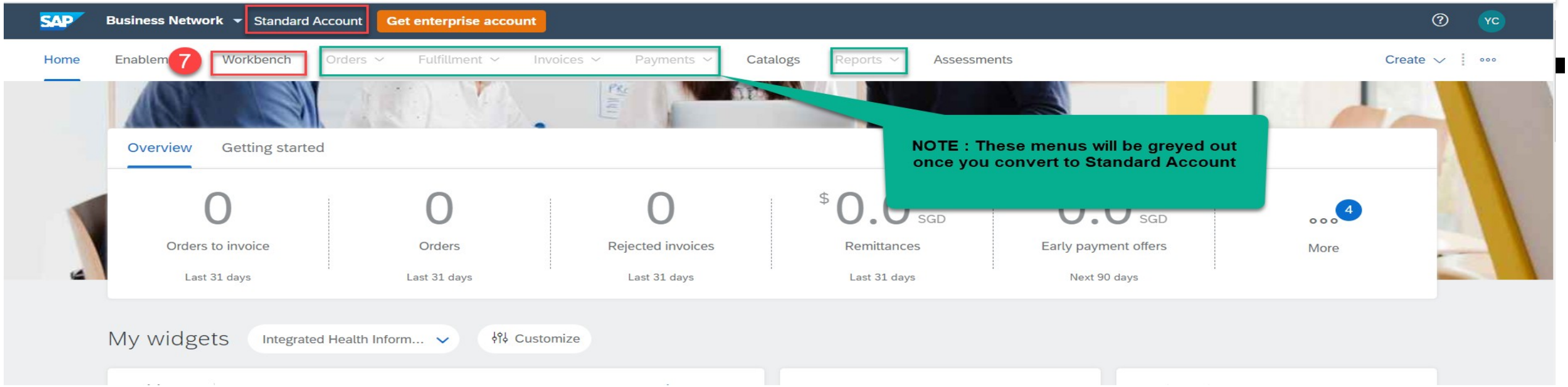


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Supplier Self-service feature: Convert Enterprise

7. After conversion, your account type would be Standard and you can start working on your documents from Workbench.

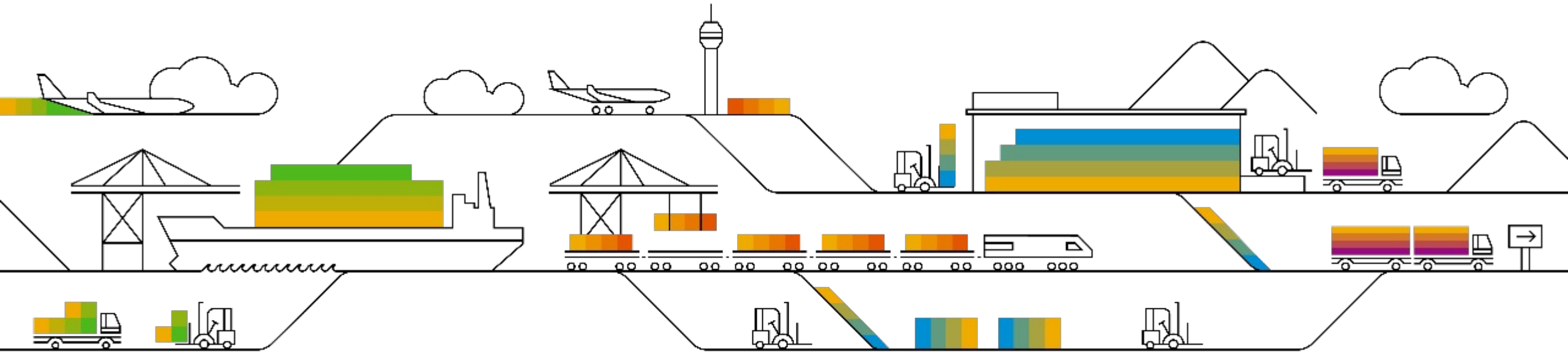
Only upgrade to Enterprise account if necessary and already discussed with your organization.



Helpful links to help you get familiar and efficiently transact as a Standard account supplier

- SAP Business Network - Supplier InfoPack for Standard Account (ariba.com)
- Welcome to your SAP Business Network Standard Account (ariba.com)
- Standard account How-to video tutorials playlist: Kaltura Embed Player iFrame

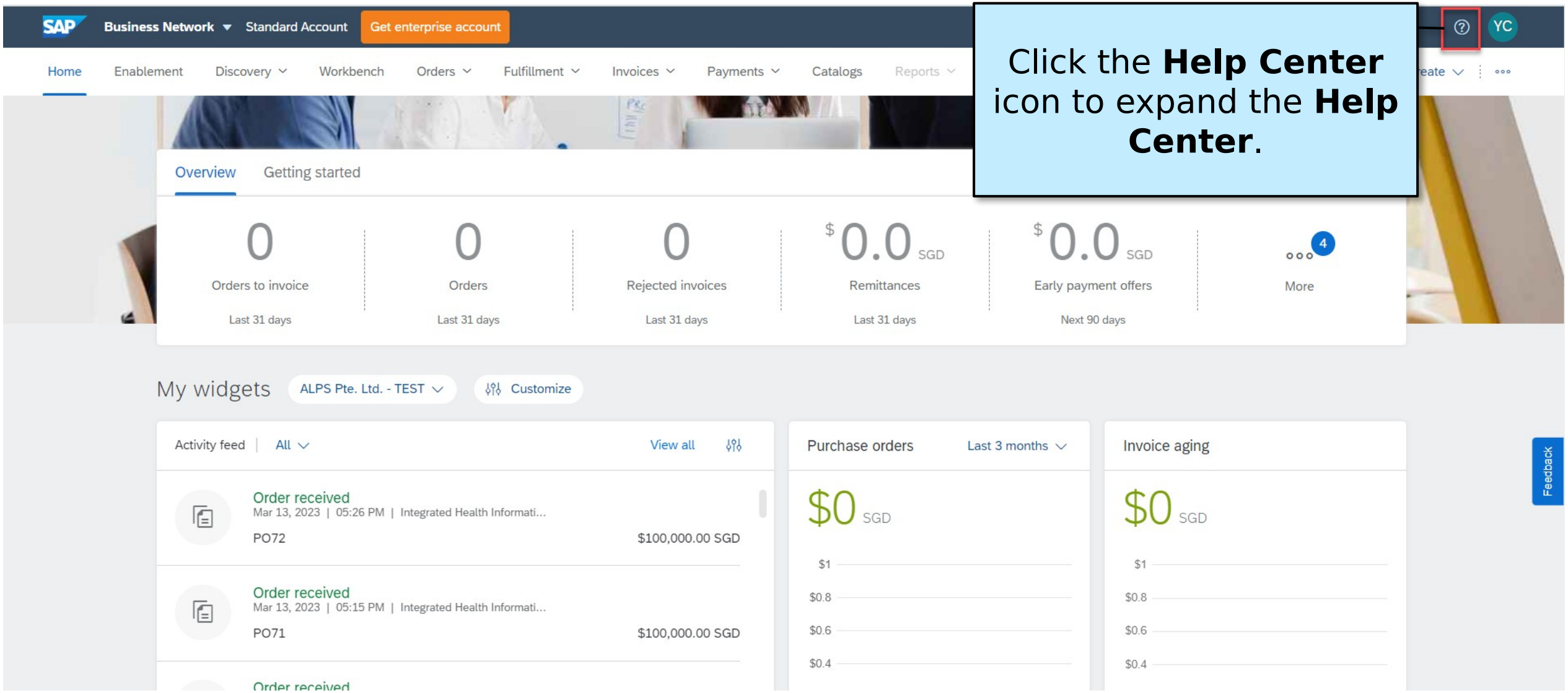
Public



Help Center and Support

Public

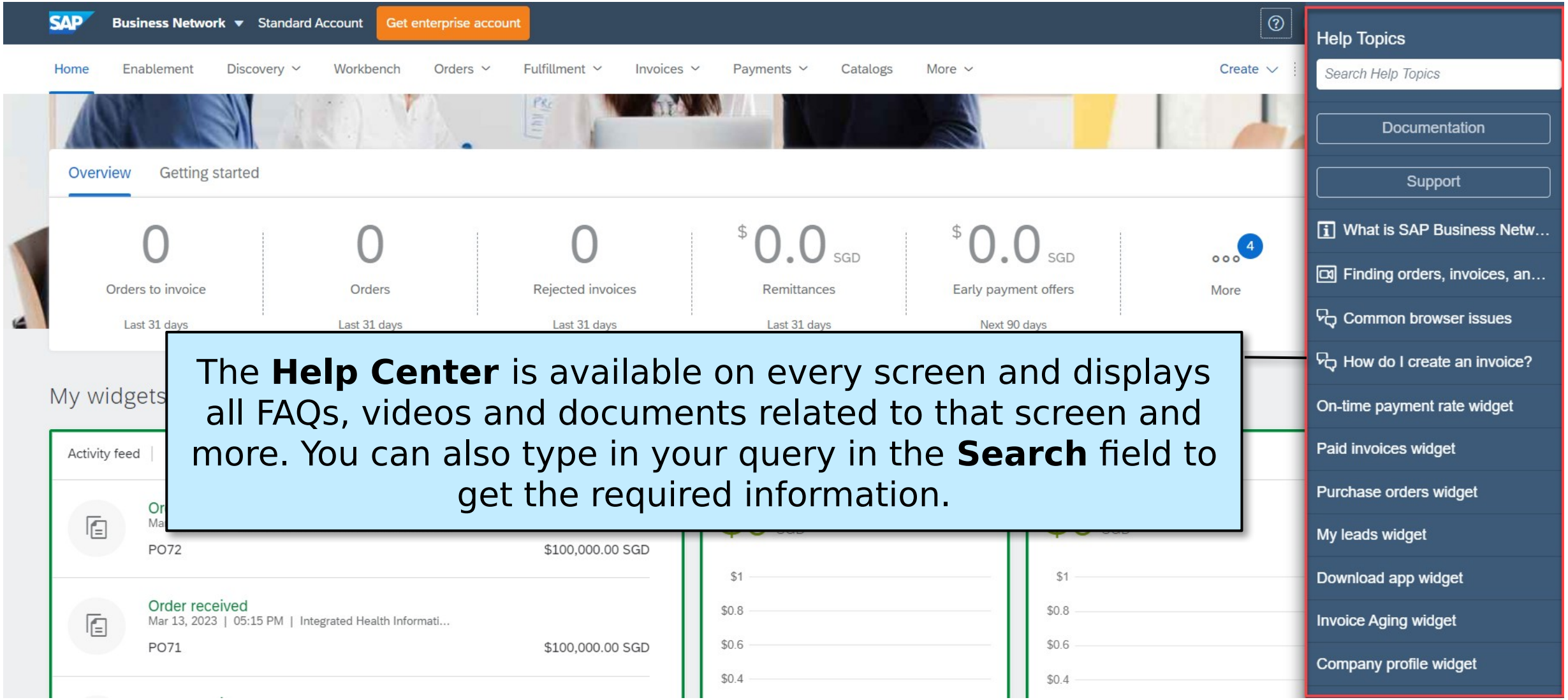
Help Center



Click the **Help Center** icon to expand the **Help Center**.

Public

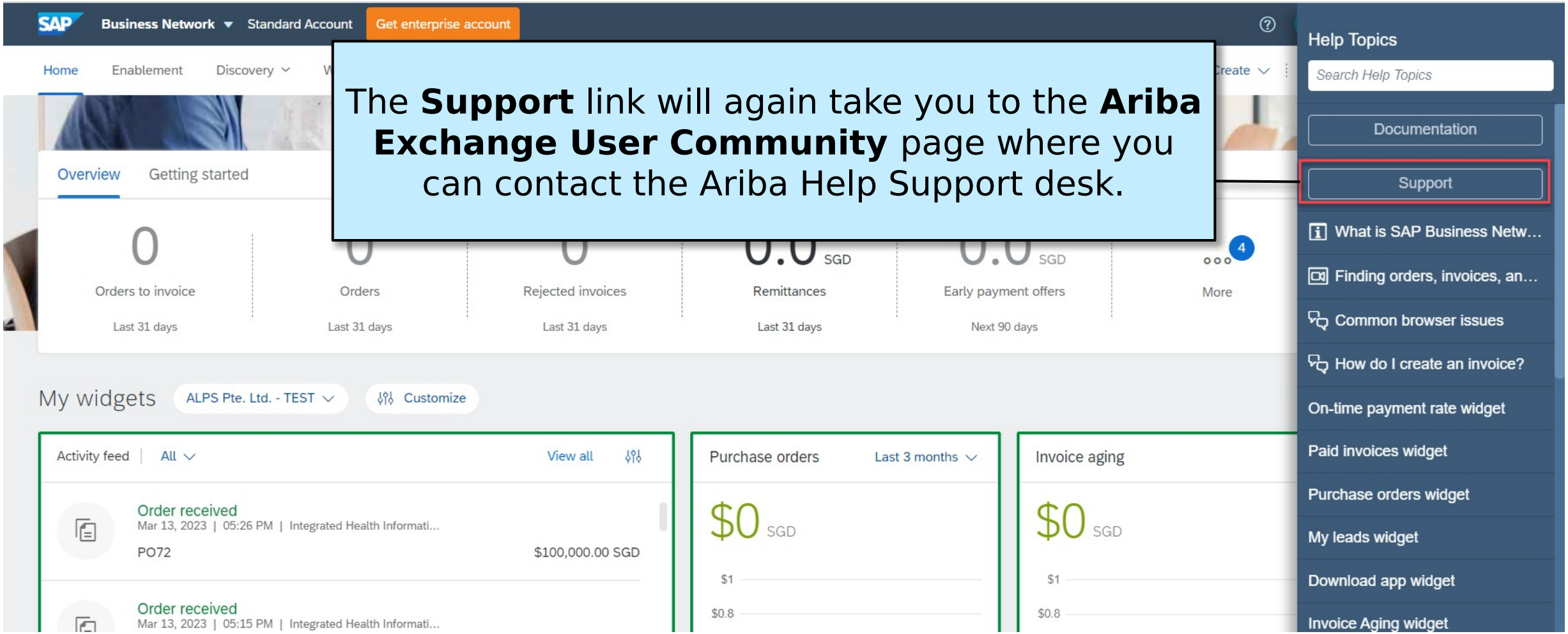
Help Center



The **Help Center** is available on every screen and displays all FAQs, videos and documents related to that screen and more. You can also type in your query in the **Search** field to get the required information.

Public

Contact Support



The **Support** link will again take you to the **Ariba Exchange User Community** page where you can contact the Ariba Help Support desk.

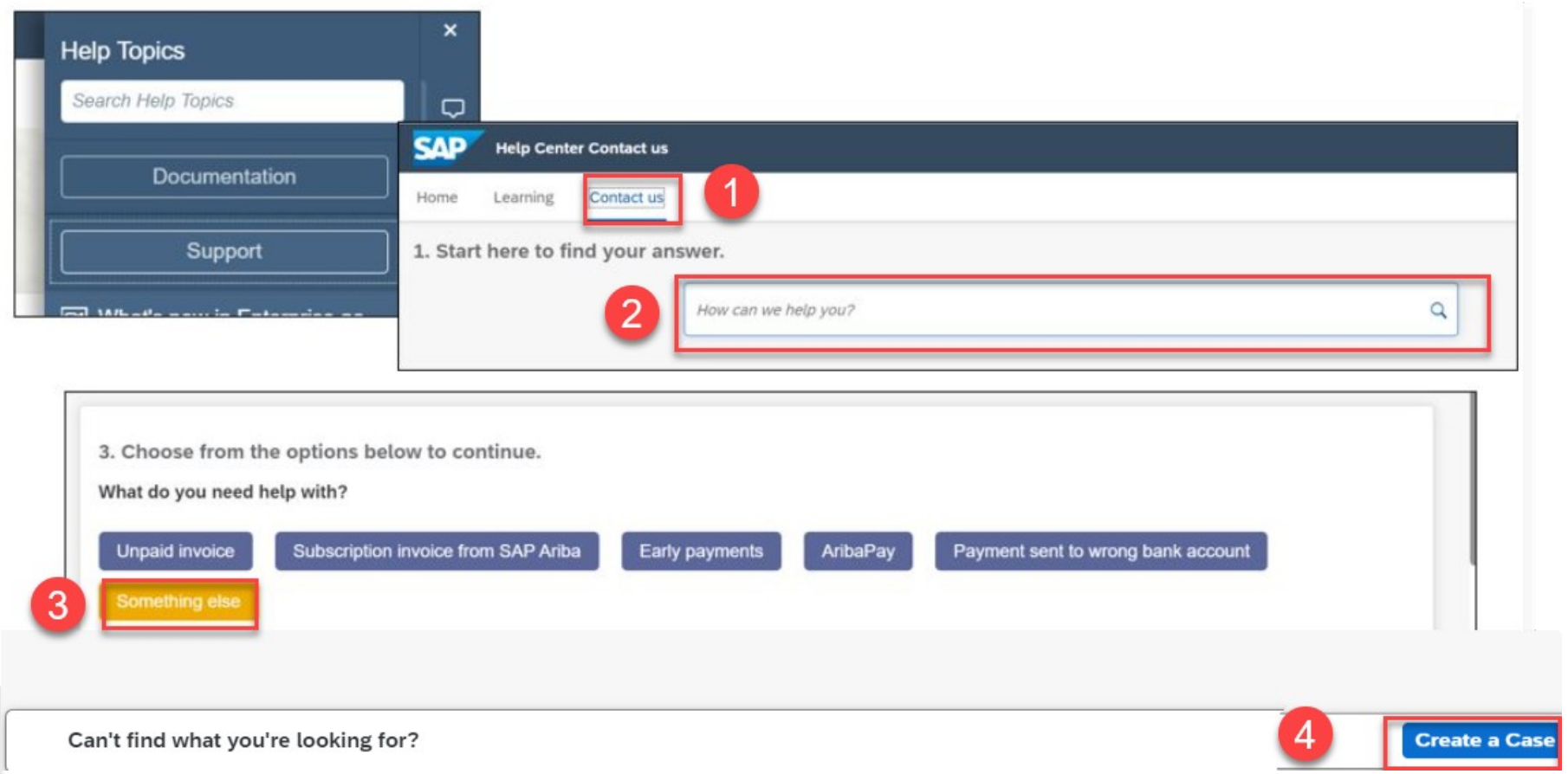
Public

Contact Support

Contact Support Team

1. Click **Contact us**
2. **Enter the topic of your query**. After searching, click on the topic based on our recommendation under Choose from the options to continue section.
3. If you still need assistance, click **Something else** at the bottom of the page.
4. A bar on the bottom of the screen will appear **Can't find what you're looking for? Click Create a Case**

Note: **Fill out the form** with as much details as possible and click **One last Step** in the bottom right.
Select your contact method and click **Submit**.



Public

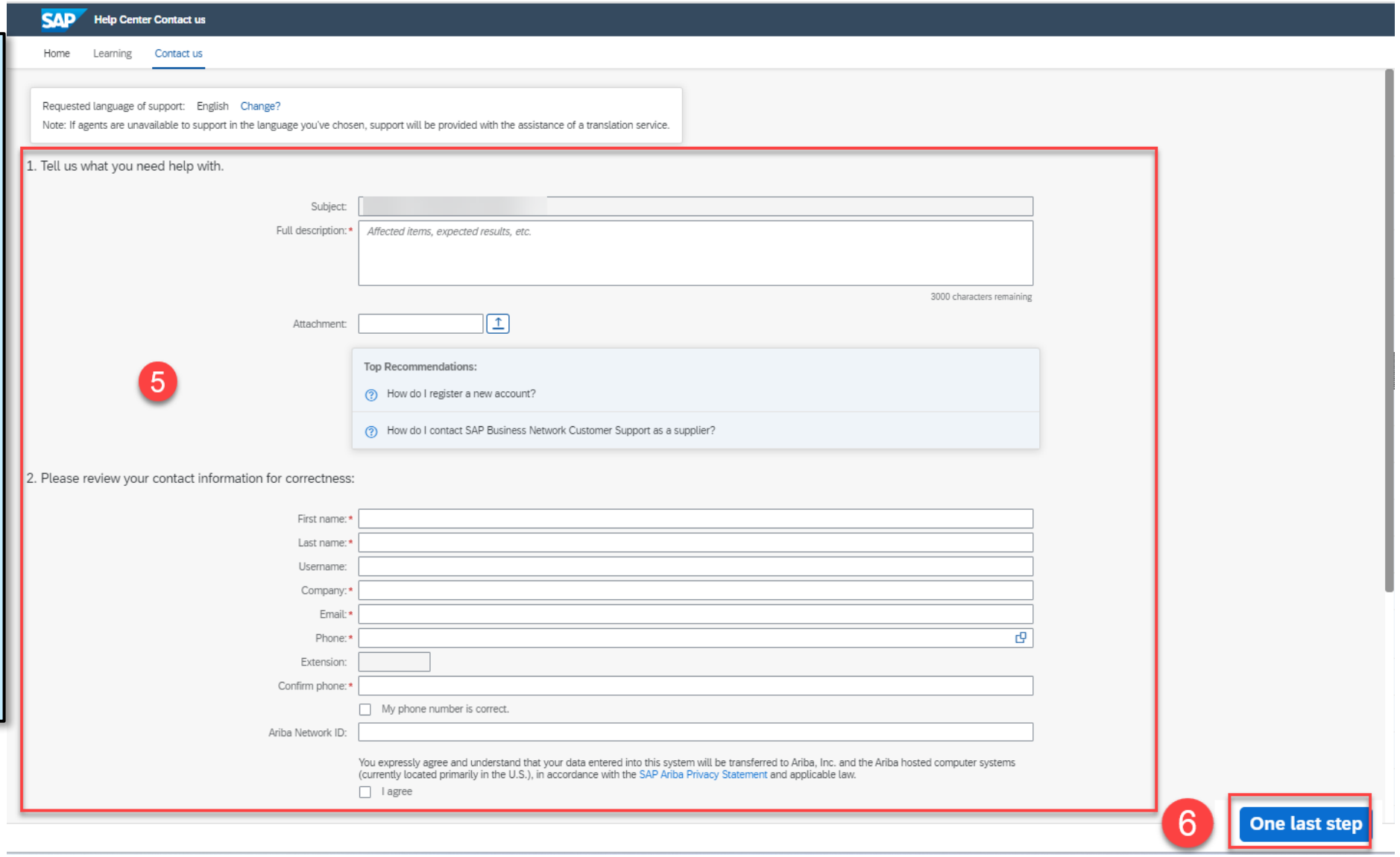
Contact Support

Contact Support Team

5. **Fill out the form** with as much details as possible.

6. Click **One last Step** in the bottom right.

Note: Select your **contact method** and click **Submit**.



Public

Video Demonstration ePROCUREMENT

Video Demonstration eProcurement

Connect with your Customer

Connect with your customer on SAP Business Network –
Register an account via the first Purchase Order

Account Overview and Administration

Email notifications for Purchase Orders–
Configure email notification in your account

Account Overview –
Use and customize your account

User Creation –
Create and administrate account users

Get Enterprise Account –
Review why and how to upgrade your account

Convert Enterprise Account to Standard Account–
Review the Pros and Cons of converting to Standard account

Help Center –
Utilize the Help Center

Public