

Ariba Network Account Configuration



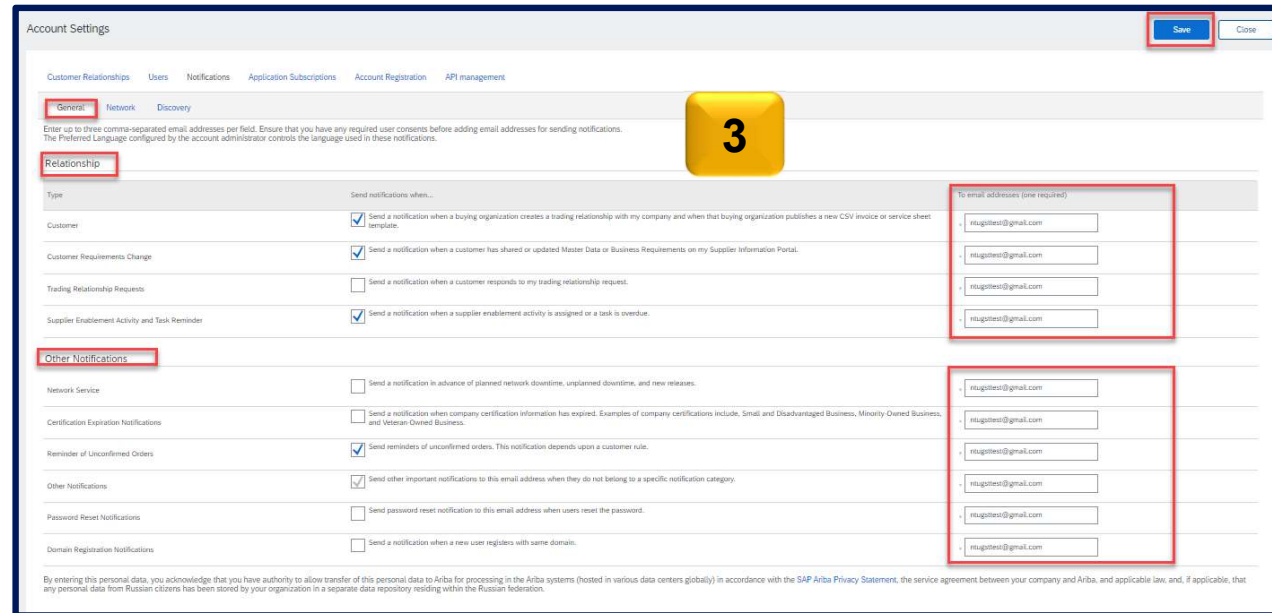
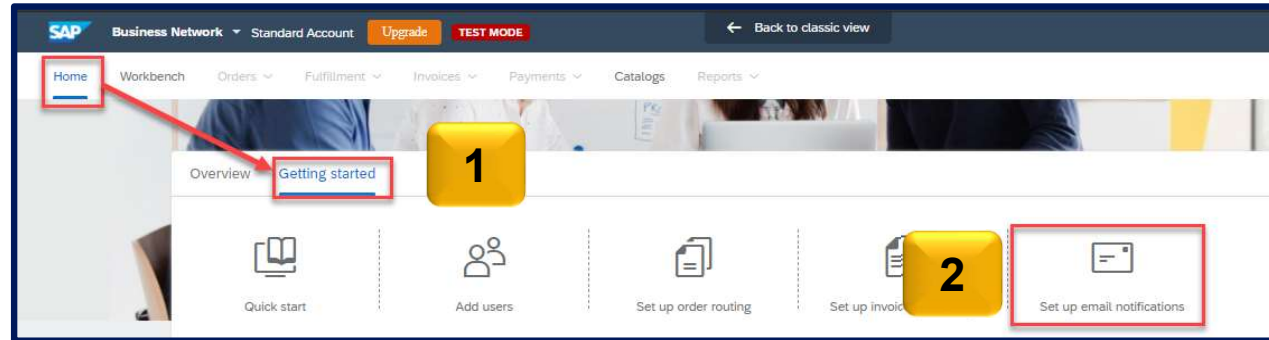
Email Notification

Email Notification

1. Under **Home** tab, click **Getting Started** tile
2. Click **Set up email notifications**
3. Under **General** tab, then **Relationship** and **Other Notification** this is where you can tick if you would like to received such notification per type.

Notes :

- Other ways to set up your notifications click **Account Settings>Settings>Notifications**
- Please also set notifications under **Network Tab.**



- You can enter up to 3 email addresses per notification type. You must separate each address with comma.
- Use of group email is encouraged.
- Always click Save button.

Goods Receipt Notification

Goods Receipt Notification

1. Click **Network** tab
2. Scroll down to **Receipt** section
3. **Tick** the box that reads send a notification when a new receipt is received.
4. Enter an **email address**.
5. Click **Save** button.

The screenshot displays the 'Account Settings' interface with the following elements highlighted by numbered callouts:

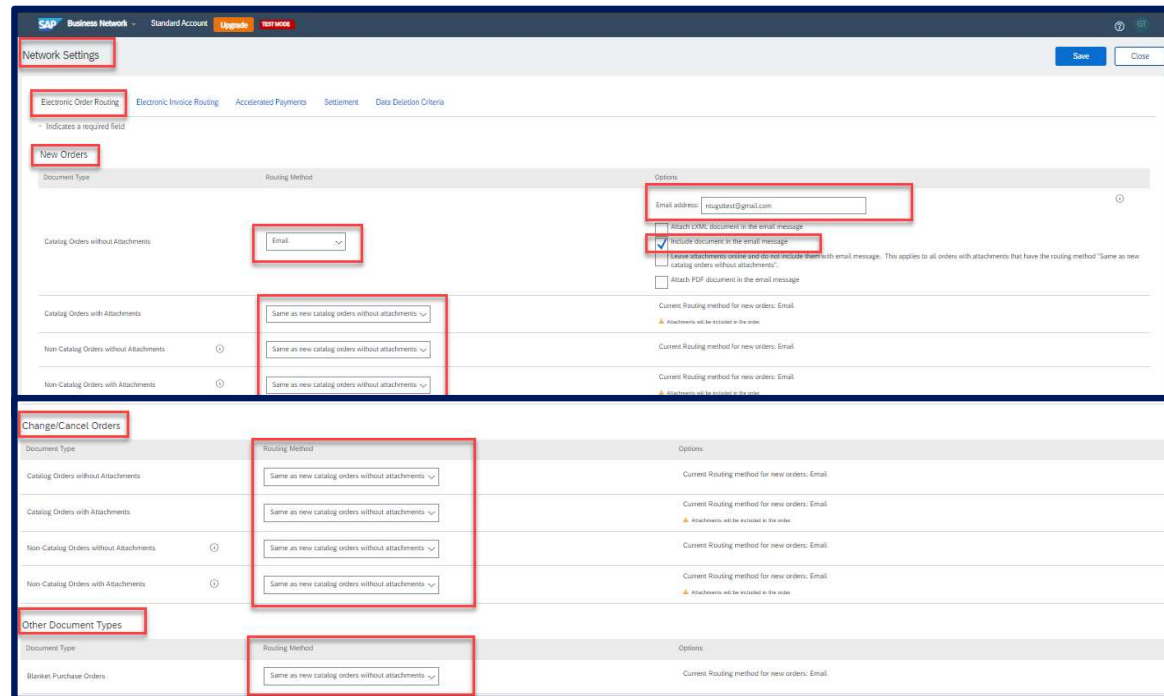
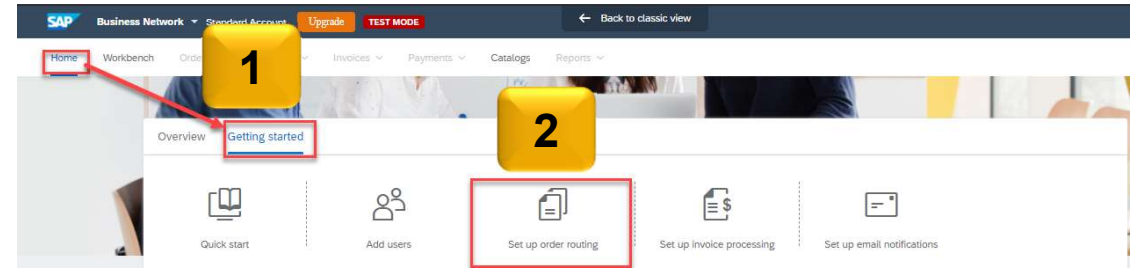
- 1:** The 'Network' tab is selected in the 'Electronic Order Routing' section.
- 2:** The 'Receipt' notification type is selected in the 'Electronic Order Routing' section.
- 3:** The checkbox 'Send a notification when a new receipt is received.' is checked.
- 4:** The email address 'ntugsttest@gmail.com' is entered in the 'To email addresses (one required)' field.
- 5:** The 'Save' button is located at the top right of the settings page.

You can enter up to 3 email addresses per notification type. You must separate each address with a comma

Electronic Order Routing

Electronic Order Routing

1. Under the **Home** tab, click the **Getting Started** tab
2. Click **Set up order routing** tile
3. **Network Settings** displays. Scroll down to **New Orders** section.
4. Only **Email** was the Routing Method you can select then indicate the email address.
5. For the rest of the settings you are free to chose Same as new catalogue without attachments.



Email Order Routing:

- You can enter up to **5** email addresses to receive the copy of the PO . You must separate each address with a comma.
- Administrator can add other recipient of the PO as users to process the order
- **Include document in the email message** to include a complete copy of the PO in the email.
- It is recommended that you use a non-personalized/distribution list email.
- Always click the Save Button.

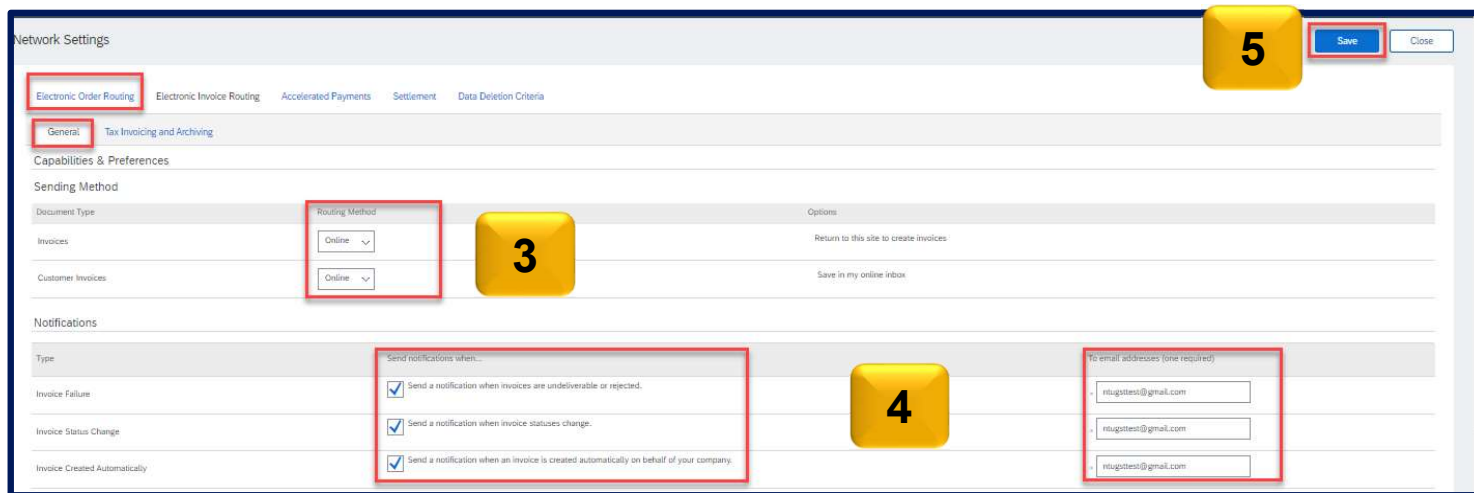
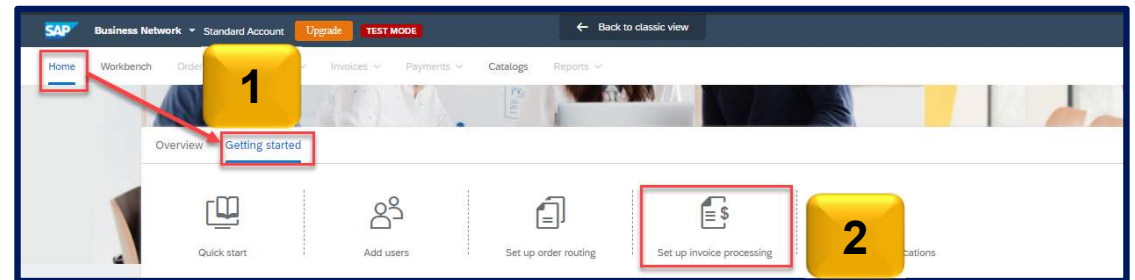
➤ Other ways to set up your electronic order routing click **Account Settings>Settings>Electronic Order Routing**

Electronic Invoice Routing

Electronic Invoice Routing

1. Under the **Home** tab, click the **Getting Started** tab
2. Click **Set up invoice processing** tile
3. **Routing Method** is always online
4. You can also **set notification** if you wish to do so.
5. Click **Save** button.

Note: You can enter up to **3** email addresses per notification type. You must separate each address with a comma



Creating and Maintaining Sub-users



Administrators and Users



Administrator

- ❖ 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 roles for the account

User

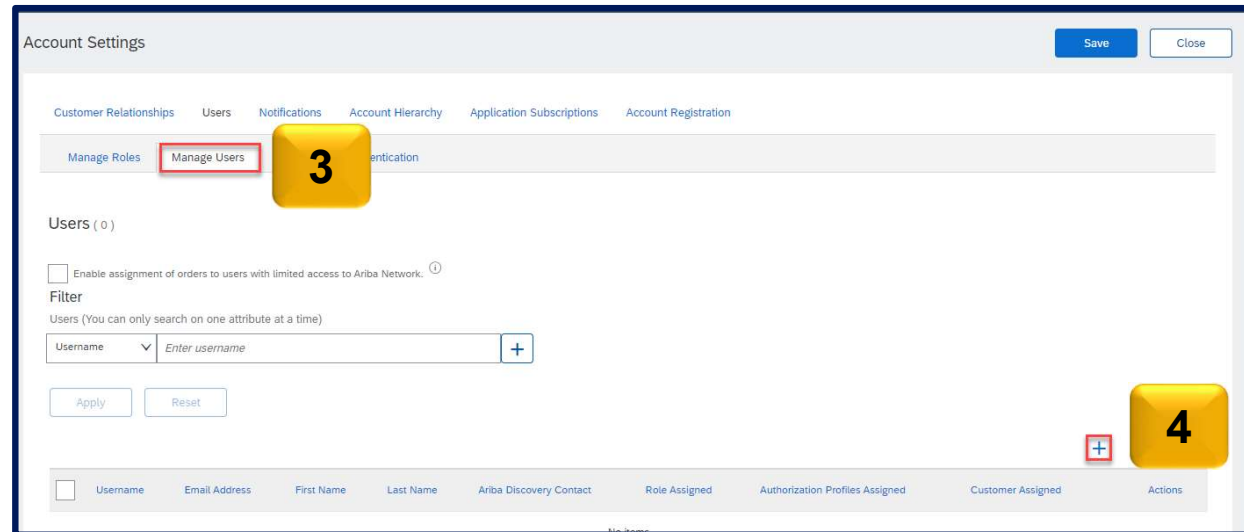
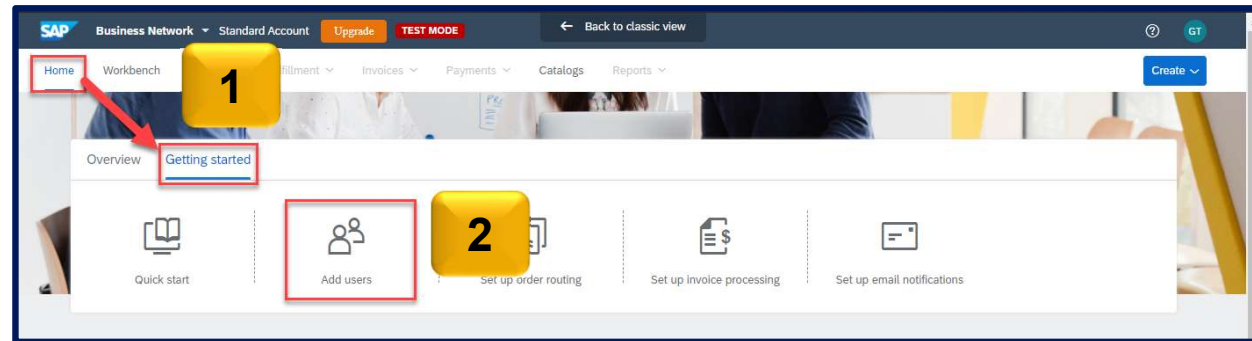
- ❖ Can have different roles, which correspond to the user's actual job responsibilities
- ❖ Responsible for updating personal user information



Role and User Creation

1. Under the **Home** tab, click the **Getting Started** tab
2. Click **Add users** tile
3. Click **Manage Users** tab.
4. Click + sign

Note: You can add up to 250 users to your Ariba Network account. And you can create up to 10 Roles.



Role and User Creation

5. Populate the **New User Information Section**
6. Add **Role Assignment** by **ticking the box**.
7. Add **Customer Assignment**
8. Click **Done**

Note :

- User name should be in email format.
- In any case that there is no Role created, please create a role.
- You can add up to 250 users to your Ariba Network account. And you can create up to 10 Roles.

Create User Done **8**

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here is modifiable after you click Done. However, you can modify role assignments at any time.

New User Information **5**

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

Email Address:*

First Name:*

Last Name:*

Do not allow the user to resend invoices to the buyer's account.

This user is the Ariba Discovery Contact

Limited access

Office Phone: Country: USA 1 Area: Number:

Role Assignment **6**

Name	Description
<input type="checkbox"/> Co-Admin	

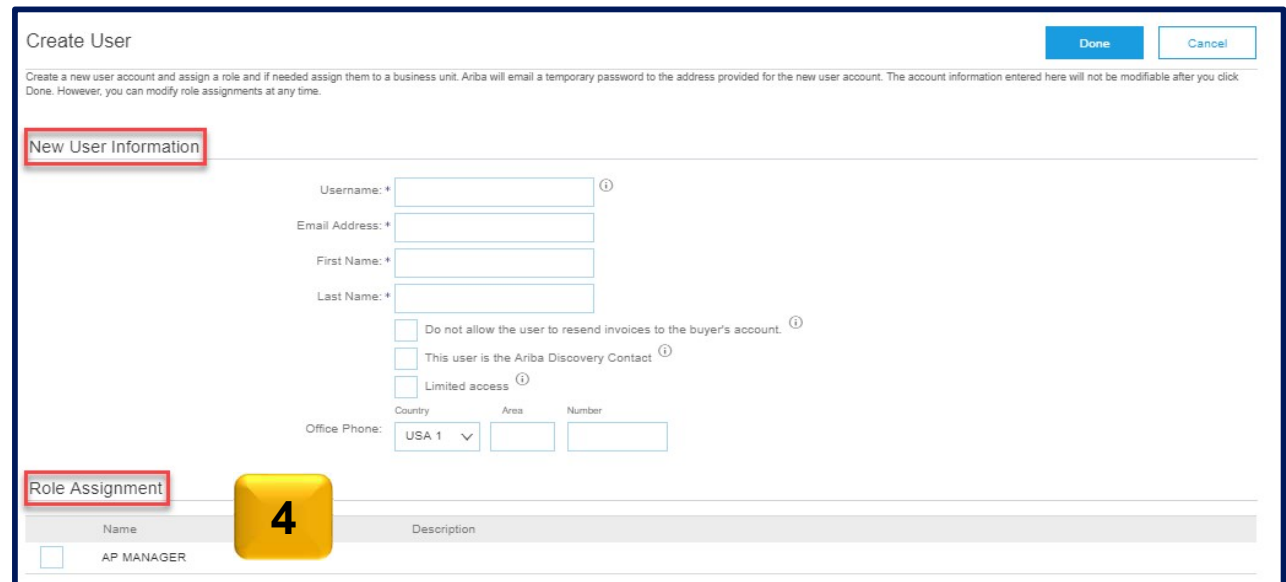
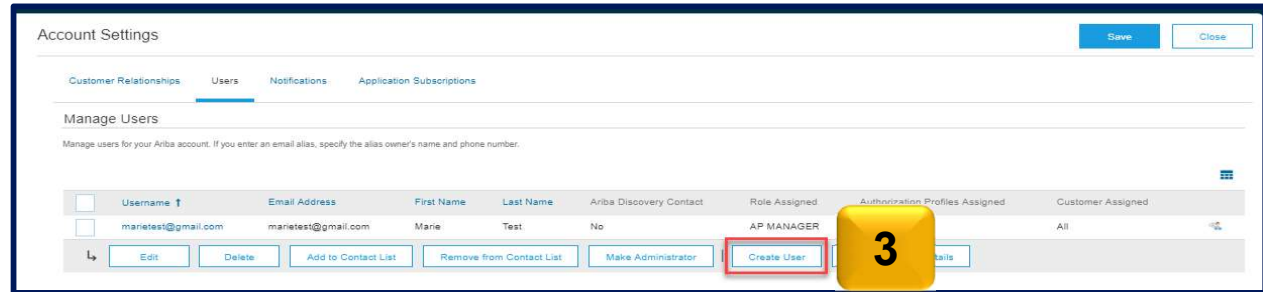
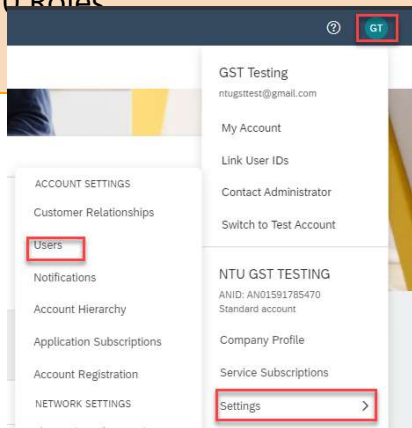
Customer Assignment **7**

Assign to Customer: All Customers Select Customers

Role and User Creation

1. Click **Account Settings>Settings**
2. Click **Users**
3. Click **Create User** and add all relevant information about the user including name and email address.
4. Select a **role** for this user in the **Role Assignment** section, depending on the access level and click Done.

Note: You can add up to 250 users to your Ariba Network account. And you can create up to 10 Roles



How to Create Role and Set Permission

1. If the role is not yet created, go to **Home** tab, click the **Getting Started** tab
2. Click **Add users** tile
3. Click **Manage Roles** tab.
4. Click + sign

Note: You can add up to 250 users to your Ariba Network account. And you can create up to 10 Roles.

The top screenshot shows the SAP Business Network interface. The 'Home' tab is selected, and the 'Getting started' sub-tab is active. The 'Add users' tile is highlighted with a red box and a yellow callout '2'. The 'Home' tab is also highlighted with a red box and a yellow callout '1'.

The bottom screenshot shows the 'Account Settings' page. The 'Manage Roles' tab is selected. Below the tabs, there is a section for 'Roles (1)' with a description: 'Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.' There are filters for 'Permission' with a dropdown menu set to 'Select permission assigned'. Below the filters are 'Apply' and 'Reset' buttons. At the bottom right, there is a table with columns 'Role Name', 'Users Assigned', and 'Actions'. The table contains one row: 'Administrator' with 'GST Testing' under 'Users Assigned' and a trash icon under 'Actions'. A red box highlights a '+' button in the bottom right corner of the table area.

How to Create Role and Set Permission

3. Enter a distinctive **Name** for the role and optionally, you can enter a description to record your intentions for this role.
4. 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.
5. Click **Save**

Note: 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.

Create Role Save

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1

Permission	Description
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input type="checkbox"/> Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
<input type="checkbox"/> Tax Book Report Administration	Access to Reporting, and Tax Book Report type
<input type="checkbox"/> Time Sheet Report Administration	Access to Reporting, and Time Sheet Report type
<input type="checkbox"/> Supplier Discount Management Program Administrator	Access to discount program offers and the definition of early payment requests

Modify Users

1. Click **Manage User tab**, scroll down to the list of users.
2. **Tick the box** beside the username you would like to edit or modify
3. Click on **Actions** for the selected users.
4. Click on Edit to Modify role assignment or reset password of the user

Other Options:

- ❑ Delete User
- ❑ Make Administrator
- ❑ Add to Contact List
- ❑ Remove from the Contact List

The screenshot shows the 'Account Settings' window with the 'Manage Users' tab selected. A yellow callout '1' points to the 'Manage Users' tab. A yellow callout '2' points to the checkbox next to the user 'test-yurikany1617@gmail.com'. A yellow callout '3' points to the 'Actions' dropdown menu. A yellow callout '4' points to the 'Add to Contact List' and 'Remove from Contact List' buttons.

	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input type="checkbox"/>	test-yurikany1617@gmail.com	yurikany1617@gmail.com	test_yuri	NTU	No	Co-Admin		All(0)	Actions Edit Delete Make Administrator