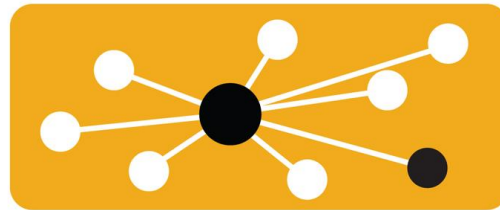
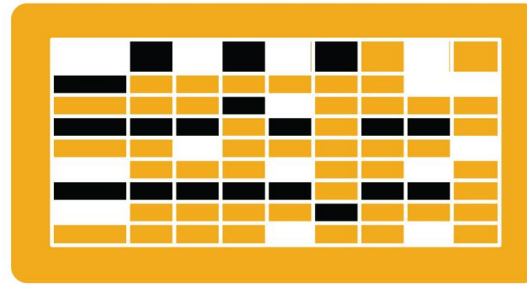


# Ariba® Network Quick Start Guide

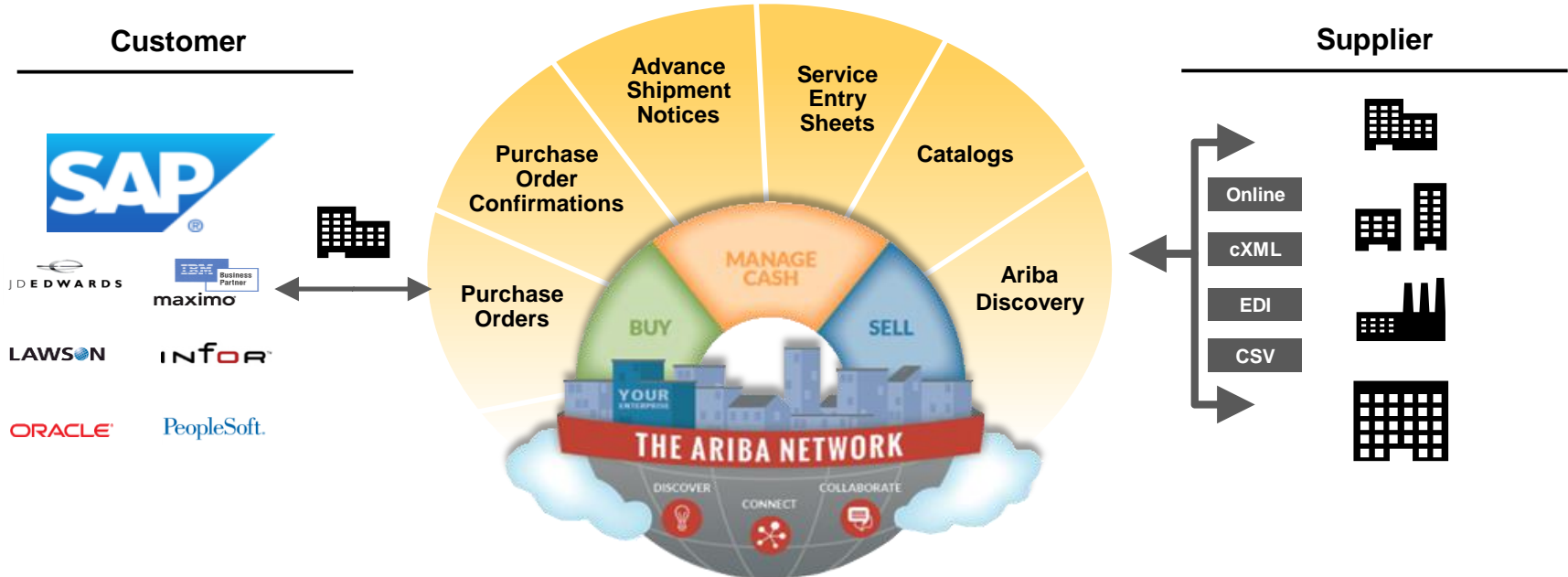


SAP Ariba 

Get Started 

# SAP Ariba is the leading business network

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



# SAP Ariba can help you...



## **Collaborate immediately with all trading partners?**

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



## **Turn paper into efficient electronic transactions?**

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



## **Catch errors and correct them – before they even happen?**

- 64% reduction in manual intervention



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

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

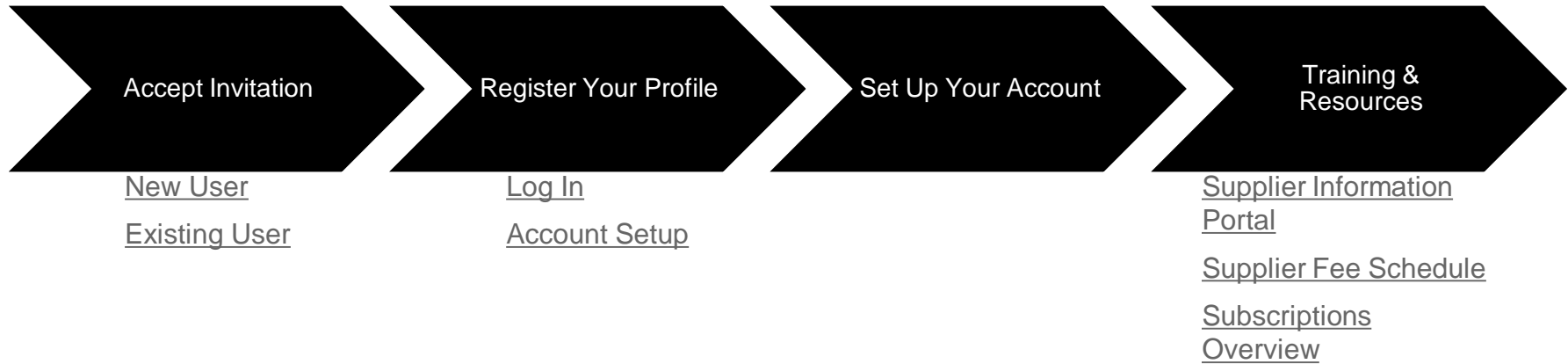


## **See opportunities you're missing and have the ability to trade globally?**

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

# HOME: Get Started

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# Accept Your Invitation

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

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

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

WHAT DO I DO IF I HAVE QUESTIONS

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

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

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

ACTION REQUIRED

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

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

NOTES:

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

# Select one...

First Time User

Existing User

## Ariba Network

Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

### New User

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

[Register Now](#)

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

### Existing User

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

Username:

Password:

[Forgot Password?](#)

[Confirm](#)

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

# Register as a New User

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

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

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

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

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

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

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

- Company Name: \* (text input)
- Country: \* (dropdown menu, currently 'United States [USA]')
- Address: \* (three stacked text input fields labeled 'Line 1', 'Line 2', and 'Line 3')
- City: \* (text input)
- State: \* (dropdown menu, currently 'Pennsylvania')
- Zip: \* (text input)
- Product and Service Categories: (text input) with an 'Add' button and '-or- Browse' link.
- Ship-to or Service Locations: (text input) with an 'Add' button and '-or- Browse' link.
- Tax ID: (text input) with 'Optional' label and 'Enter your nine-digit Company Tax ID number.' instruction.
- DUNS Number: (text input) with 'Optional' label and 'Enter the nine-digit number issued by Dun & Bradstreet.' instruction.

 A yellow circle with the number '2' is next to the 'Address' field, and a yellow circle with the number '3' is next to the 'Product and Service Categories' field.

# Log on to Ariba® Network

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

## Existing User

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

Username:

Password:  [Forgot Password?](#)

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

[Trouble Logging In?](#)



# Set Up Your Account

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

**What else may be required?**  
 Any customer specific requirements will be communicated directly from your customer.

# Training and Resources

## Supplier Information Portal

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

**Account Settings**

Customer Relationships | Users | Notifications | Account Hierarchy

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

[Update](#)

**Pending**

Customer

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

**Current**

Customer

<input type="checkbox"/>	Ariba Inc.	<a href="#">Supplier Information Portal</a>
<input type="checkbox"/>	Pouliot Industries	

[Reject](#)

**Company Settings**

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

[Company Profile](#)

[Service Subscriptions](#)

[Account Settings](#)

[Customer Relationships](#)

[Users](#)

[Notifications](#)

[Account Hierarchy](#)

[View All](#)

**Network Settings**

[Electronic Order Routing](#)

[Electronic Invoice Routing](#)

[Accelerated Payments](#)

[Remittances](#)

[Network Notifications](#)

# Supplier Fee Schedule

## USD

### Transaction Fees

Billed every quarter  
Per-relationship fee cap: \$20,000/year

#### Without Service Entry Sheets

0.155% of transaction volume

#### With Service Entry Sheets

0.35% of transaction volume



### Subscription Fees

Billed once a year

Annual Document Count	Subscription	Annual Fees
Across <u>All</u> Customer Relationships		
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	\$50
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	\$750
100 to 499 documents	Gold	\$2,250
500 and more documents	Platinum	\$5,500

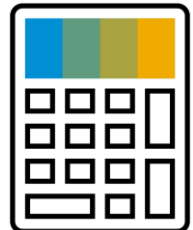
\*Chargeable suppliers transacting less than \$250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

#### Fee Threshold

**\$50,000 and 5 Documents\***

Suppliers who do not cross the Fee Threshold will not be charged fees

\*only POs, invoices, service entry sheets, and service entry sheet responses



# Supplier Fee Schedule

## EUR

### Transaction Fees

Billed every quarter  
Per-relationship fee cap: €17 300/year

#### Without Service Entry Sheets

0.155% of transaction volume

#### With Service Entry Sheets

0.35% of transaction volume



### Subscription Fees

Billed once a year

Annual Document Count	Subscription	Annual Fees
Across <u>All</u> Customer Relationships		
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	€45
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	€670
100 to 499 documents	Gold	€2 000
500 and more documents	Platinum	€4 900

\*Chargeable suppliers transacting less than €216 250 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

#### Fee Threshold

**€43 250 and 5 Documents\***

Suppliers who do not cross the Fee Threshold will not be charged fees

\*only POs, invoices, service entry sheets, and service entry sheet responses



# Supplier Fee Schedule

## GBP

### Transaction Fees

Billed every quarter  
Per-relationship fee cap: £15,500/year

#### Without Service Entry Sheets

0.155% of transaction volume

#### With Service Entry Sheets

0.35% of transaction volume



### Subscription Fees

Billed once a year

Annual Document Count	Subscription	Annual Fees
Across <u>All</u> Customer Relationships		
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	£35
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	£500
100 to 499 documents	Gold	£2,000
500 and more documents	Platinum	£3,770

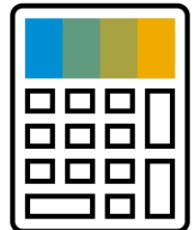
\*Chargeable suppliers transacting less than £193,750 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

#### Fee Threshold

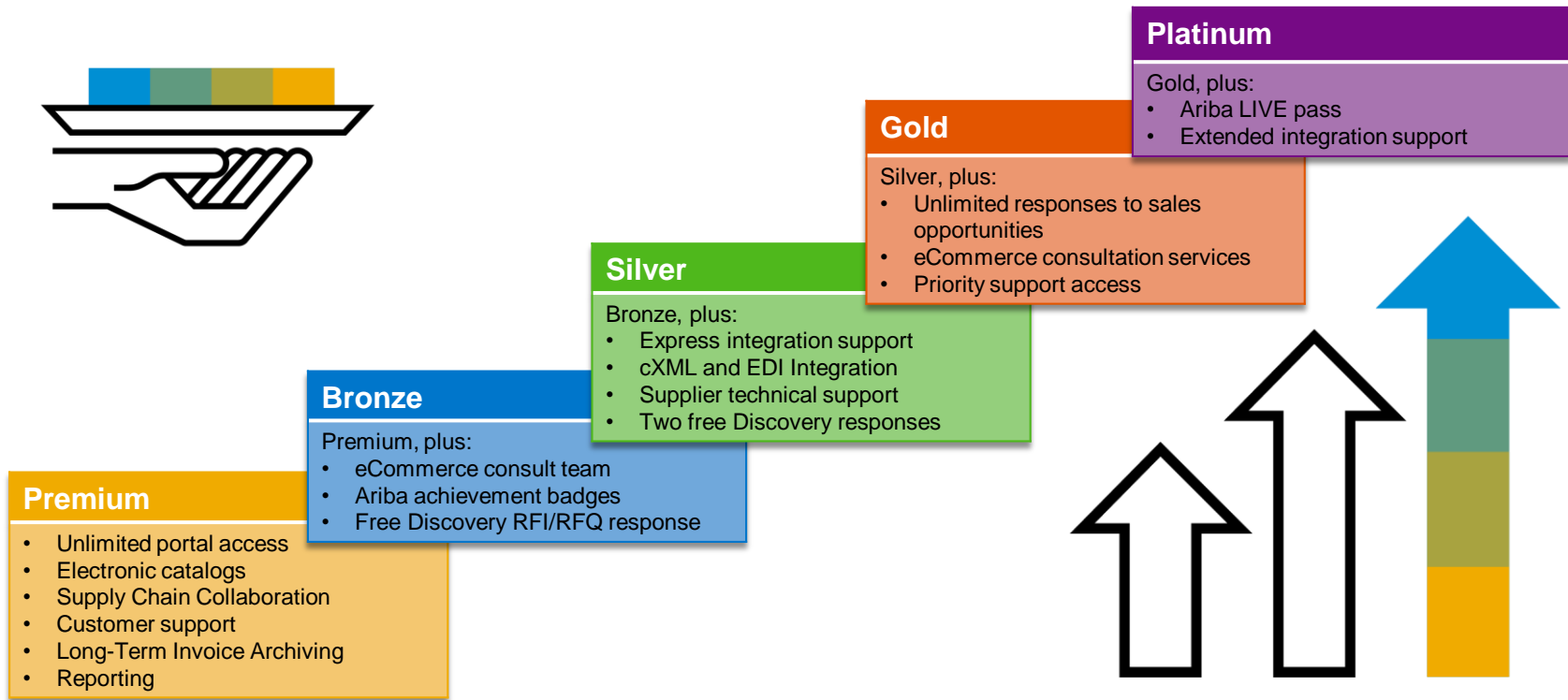
**£38,750 and 5 Documents\***

Suppliers who do not cross the Fee Threshold will not be charged fees

\*only POs, invoices, service entry sheets, and service entry sheet responses



# Subscription levels



Read more about subscription levels, calculate your fees & check out other currencies on our website  
<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

# Thank you.

For Business and Process related questions, please contact:



For Ariba Network questions, registration steps and Onboarding queries go to:



**Please submit your requests here:**