

# Standard Account

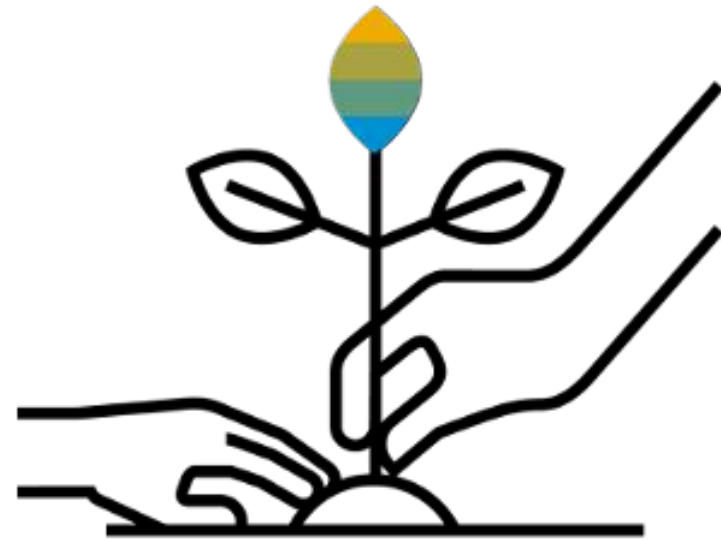
## Dashboard functionality



**Ariba Network Standard Account**

# What is an Ariba Network, Standard Account?

- Basic Account that gives you access to Ariba Network
- Receive interactive email purchase orders
- Invoice through the Ariba network
- No fees
- Intended for low volume suppliers



# What You Get With Your **FREE** Standard Account



## Ariba Discovery

- Receive high quality sales leads matched to your business capabilities
- Attract potential customers with your profile and get invited to sourcing events



## Contract Management & Supplier Profile

- Free access to SAP Ariba's contract management module and collaborate with buyers during the contract preparation phase
- Set up your profile in the SAP Ariba Supplier Lifecycle and Performance solution



## Document Exchange

- Respond easily to e-mailed orders with electronic order confirmations, service entry sheets, or advance ship notices
- Create electronic invoices and credit notes in just a few steps
- Check invoice status, payment proposals (i.e. early payment discounts), and remittance details
- Send invoice notifications with cXML and PDF invoices to be used for local archiving
- Access the SAP Ariba Supplier mobile app at no charge



## Usage

- No limitations on number of purchase orders or invoices transacted on Ariba Network
- Unlimited Ariba Network relationships can be maintained

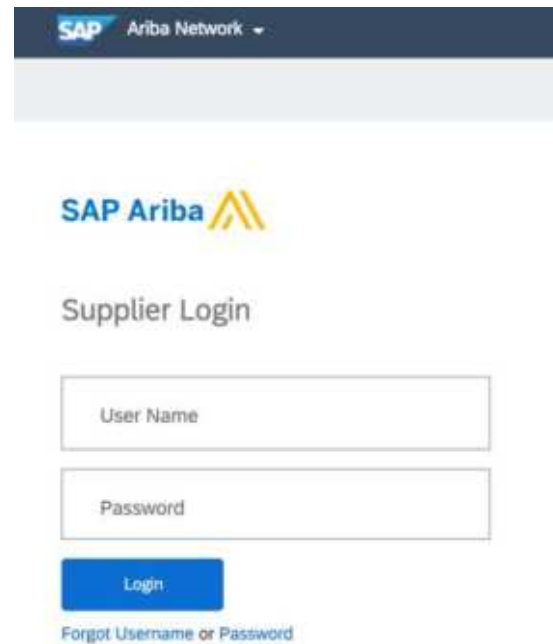


## Online Support

- Access to SAP Ariba's help center for technical issues directly from your account

# Log in to your account

- To access your account – type **supplier.ariba.com** in your browser
- Enter your username and password
- Click on **to log in**



The screenshot shows the SAP Ariba Supplier Login interface. At the top, there is a dark blue header with the SAP logo and 'Ariba Network' text. Below this is a light blue horizontal bar. The main content area features the 'SAP Ariba' logo, followed by the text 'Supplier Login'. There are two input fields: 'User Name' and 'Password'. Below these fields is a blue 'Login' button. At the bottom, there is a link that says 'Forgot Username or Password'.

# Understanding your Homepage

- Once in your account you will be able to see the following

The screenshot shows the SAP Ariba Network Standard Account homepage. The top navigation bar includes the SAP logo, 'Ariba Network', a dropdown menu, 'Standard Account', an 'Upgrade' button, a help icon, and a user profile icon 'SM'. Below this is a secondary navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The main content area is titled 'Orders, Invoices and Payments' and includes filters for 'All Customers' and 'Last 14 days'. A summary section shows '5 Orders to Invoice', '2 Orders that Need Attention', '0 Orders with Service Lines', and '7 Purchase Orders'. Below this is a table of orders with columns for Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The right sidebar contains a 'Now we're mobile' section with app download links, a 'Tasks' section with 'Update Profile Information', and a 'Feedback' button. The footer includes copyright information and links to 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Annotations on the screenshot:

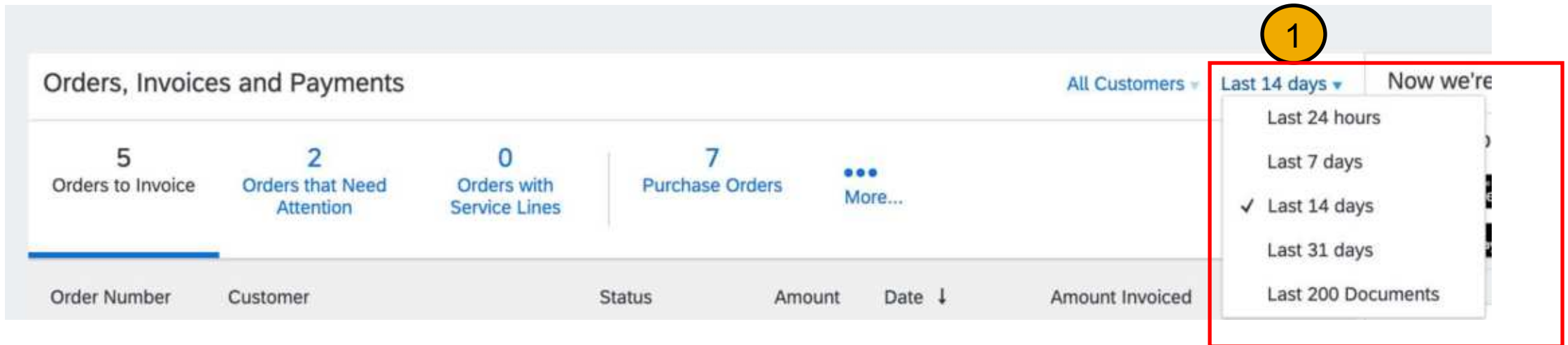
- Your account type**: Points to the 'Standard Account' text in the top navigation bar.
- Upgrade option**: Points to the 'Upgrade' button in the top navigation bar.
- Help Button and your settings menu**: Points to the help icon and user profile icon 'SM' in the top navigation bar.
- Greyed out features- only available if account is upgraded (fees associated)**: Points to the 'Reports' and 'Messages' links in the secondary navigation bar.
- View selection**: Points to the 'Last 14 days' filter in the 'Orders, Invoices and Payments' section.
- Account dashboard**: A bracket on the left side of the main content area.
- Changeable tiles**: Points to the summary section showing '5 Orders to Invoice', '2 Orders that Need Attention', '0 Orders with Service Lines', and '7 Purchase Orders'.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO-	Customer Name	Changed	1.00 AED	19 Jan 2021	0.00 AED	Select -
PO-	Customer Name	Changed	8.00 AED	19 Jan 2021	0.00 AED	Select -
PO-	Customer Name	New	4,345.00 AED	18 Jan 2021	0.00 AED	Select -
PO-	Customer Name	New	4,345.00 AED	18 Jan 2021	0.00 AED	Select -
PO-	Customer Name	New	4,345.00 AED	18 Jan 2021	0.00 AED	Select -

**Changing your view**

# Changing your view

1. Click on the drop-down button and choose the view you prefer- you can view up to last 200 documents
2. Click to select view



The screenshot displays the SAP 'Orders, Invoices and Payments' dashboard. At the top, there are summary cards for 'Orders to Invoice' (5), 'Orders that Need Attention' (2), 'Orders with Service Lines' (0), and 'Purchase Orders' (7). A 'More...' button is also present. Below these cards is a table with columns: Order Number, Customer, Status, Amount, Date (with a downward arrow), and Amount Invoiced. On the right side of the dashboard, there is a filter for 'All Customers' and a view selector currently set to 'Last 14 days'. A yellow circle with the number '1' is placed over the view selector. A red rectangular box highlights the dropdown menu that appears when the selector is clicked. The menu options are: 'Last 24 hours', 'Last 7 days', '✓ Last 14 days' (the selected option), 'Last 31 days', and 'Last 200 Documents'.



# Changing your view

- You may also play with the **tiles available** to create a view as per your preference
- Click on the **More** button to select the tiles
- Choose tile to change view

The screenshot displays the SAP Fiori 'Orders, Invoices and Payments' dashboard. At the top, there are filters for 'All Customers' and 'Last 14 days'. Below these are four main tiles: 'Orders to Invoice' (5), 'Orders that Need Attention' (2), 'Orders with Service Lines' (0), and 'Purchase Orders' (7). A red box highlights a 'More...' button with three dots. To the right, there is a mobile app promotion section with 'Check it out.' and buttons for 'Download on the App Store' and 'Get it on Google Play'. Below the main tiles, a table lists order details with columns for Order Number, Customer, Status, and Amount. A red box highlights a selection menu that appears after clicking 'More...'. This menu contains 12 tiles arranged in a 3x4 grid. The tiles are: 'New Early Payment Offers' (0), 'Invoices' (0), 'Invoices Pending Payment' (0), 'Invoices Rejected' (0), 'Invoices Pending Approval' (0), 'New Purchase Orders' (3), 'Payments that Need Attention' (0), 'Payments Received' (0), 'Pinned Documents' (0), 'Orders to Confirm' (5), 'Orders to Ship' (5), and 'Purchase Orders' (7). The 'Purchase Orders' tile is highlighted in blue.

Order Number	Customer	Status	Amount
PO-	Customer Name	Changed	1.1
PO-	Customer Name	Changed	8.1
PO-	Customer Name	New	4,345.1

0 New Early Payment Offers	0 Invoices	0 Invoices Pending Payment	0 Invoices Rejected
0 Invoices Pending Approval	3 New Purchase Orders	0 Payments that Need Attention	0 Payments Received
0 Pinned Documents	5 Orders to Confirm	5 Orders to Ship	7 Purchase Orders

**Sending** a copy of the PO to action

# Sending a copy of the Purchase Order to action

- If you have lost the original Purchase Order email that was sent to your email inbox, you may send a copy of the PO back to yourself from the dashboard
- Click on the **Select** button
- Choose **Send me a copy to take action**
- The PO will now be sent to the emails set up to receive Purchase Orders

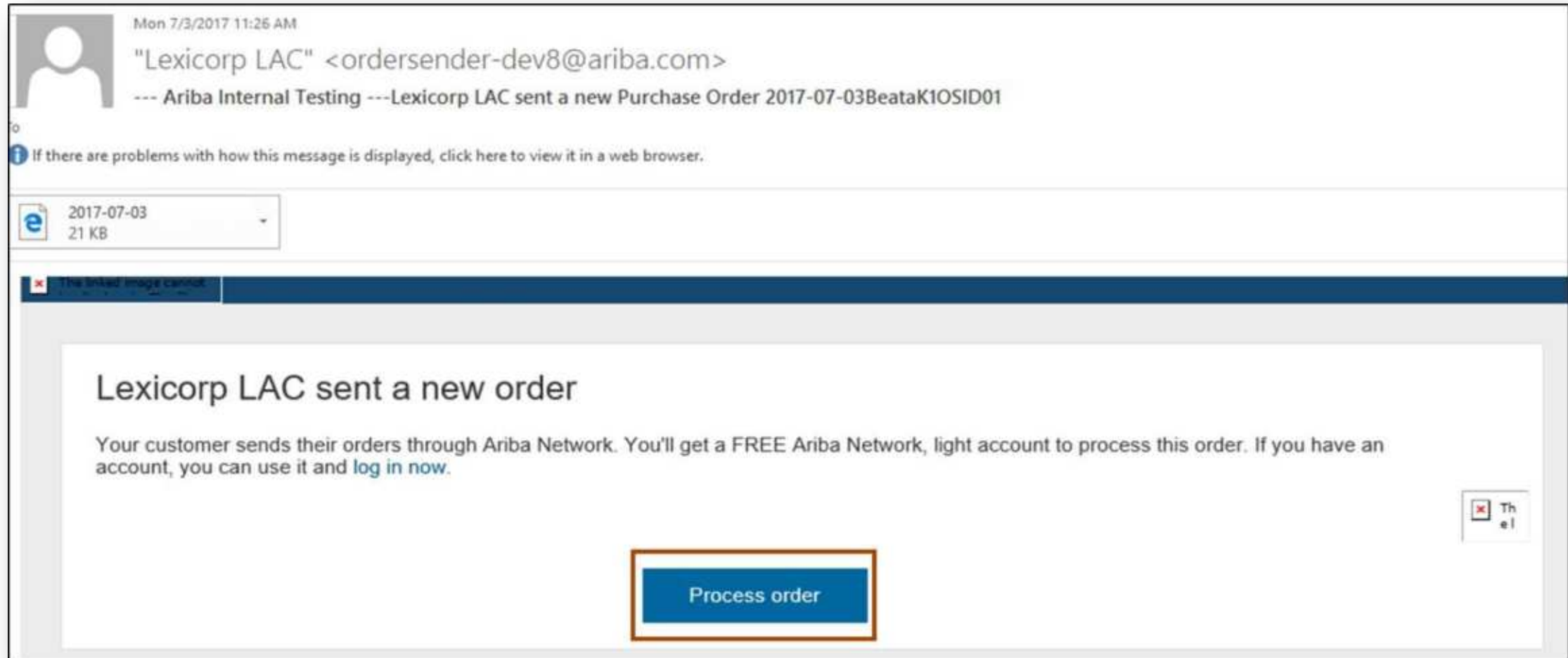
The screenshot shows the SAP Ariba Network dashboard. At the top, there's a header with the SAP logo, 'Ariba Network', 'Standard Account', 'Upgrade' button, and 'TEST MODE' button. Below the header, there's a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The main content area is titled 'Orders, Invoices and Payments' and includes filters for 'All Customers' and 'Last 14 days'. There are several summary cards: '5 Orders to Invoice', '2 Orders that Need Attention', '0 Orders with Service Lines', and '7 Purchase Orders'. A table below these cards lists Purchase Orders with columns: Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The first two rows of the table are visible, both with status 'Changed'. The 'Action' column for the first row has a dropdown menu open, showing the option 'Send me a copy to take action' highlighted.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO-	Customer Name	Changed	1.00 AED	19 Jan 2021	0.00 AED	Select ▾ Send me a copy to take action
PO-	Customer Name	Changed	8.00 AED	19 Jan 2021	0.00 AED	

**When you receive your first PO**

# Step One – Receive Interactive Email Order From Customer

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



## Step Two - Sign Up For Standard Account

Select the **Sign up** option to create a new Standard Account  
-OR- use your existing Standard Account by clicking on **Log in**

Join **your customer** on Ariba Network!

[Sign up](#)

Already have an account? [Log in](#)



### **Strengthen relationships**

Collaborate with your customer on the same secure network.



### **Connect faster**

Exchange documents electronically and streamline communications.



### **Reach more customers worldwide**

Sign up with Ariba Discovery and increase sales leads.

Ariba Network Standard Account is **Free**

[Learn more](#)

# Step Three – Configure Account, Accept Terms of Use, And Register

1

Review your Company information

Company information

Company Name\*  
ACME-Company Inc

Country\*  
Singapore [SGP]

Address\*  
2000 Street ABC  
Line 2  
Line 3  
Line 4

City\*  
Singapore

Postal Code\*  
14000

State

\* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

2

Enter your User account information

User account information

Name\*  
First Name  
Last Name

Email\*  
☒ Use my email as my username

Username\*

Password\*  
Enter Password  
Repeat Password

Language\*  
English

Email\*  
.....rs@sap.com

3

Accept Terms of Use and click on Register

☒ I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

Register

Cancel

Please note that after your Standard Account is registered, future POs will be sent to your designated user account email

[Next step](#)

## Step Four – Transact With Customer Using Standard Account

- 1 Click on *Create Order Confirmation*, *Create Ship Notice*, or *Create Invoice* to get started
- 2 If you need assistance, please refer to the articles in the Help Center (right-hand side)

The screenshot displays the SAP Purchase Order (PO) 0170102\_MEG\_PO1 interface. At the top, the PO number is shown next to a blue 'Done' button. A yellow circle with the number '1' highlights the PO number. Below this, a horizontal bar contains three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. These buttons are enclosed in a brown rectangular box. To the right of these buttons are links for 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. A yellow circle with the number '2' is placed to the right of this bar. Below the buttons, there are tabs for 'Order Detail' and 'Order History'. The main content area is divided into three columns: 'From: Customer BuyerA USA, Jebenstrasse 7, 10623 Berlin'; 'To: Test supplier SMO 01-TEST, Radlicka 14, 150 00 Prague'; and 'Purchase Order (New) 0170102\_MEG\_PO1, Amount: \$400.00 USD'. On the right side, a 'Po invoice' search bar is visible, and below it, a 'Results for Po invoice' section contains four links: 'About PO-based invoices', 'How to create a PO-based invoice', 'How do I add a new customer?', and 'How do I add an attachment to my invoice?'. This entire results section is enclosed in a brown rectangular box.



**Enterprise Account And Upgrade**

# Enterprise Account **Enhanced** Features And Functionalities



## **Document exchange (purchase orders, invoices and more)**

- Skip the e-mails; exchange and manage purchase orders and invoices directly on your Ariba Network account
- Use CSV uploads to manage large document counts
- Access to an Inbox and Outbox for organizing your incoming and outgoing documents and search for them



## **Automation through Integration**

- Integrate your back-end system with Ariba Network through CXML, EDI or CSV



## **Electronic Catalogs**

- Create and publish electronic catalogs to enhance PO accuracy, or link your current e-shop to your Ariba Network account



## **Legal archiving**

- Access long-term invoice archiving (regional restrictions may apply)



## **Reporting**

- Track transactions and sales activities with access to full reports creation and automation



## **SAP Ariba support**

- Access the entire documentation database and contact the help centre by phone, chat, or Web form

## Upgrading your Standard Account to Enterprise Account – Fees will apply

- Login to your Ariba Network Account
- Click on **Upgrade**
- Click on **Enterprise Account Upgrade**

The screenshot displays the SAP Ariba Network user interface. In the top navigation bar, the 'Upgrade' button is highlighted with an orange box and a white arrow pointing to it. Below the navigation bar, the main content area shows 'Orders, Invoices and Payments' with a table of documents. A large orange arrow points from the 'Upgrade' button to the right, indicating the next step in the process.

On the right side, a comparison of account types is shown:

	STANDARD ACCOUNT <i>Your current account</i>	ENTERPRISE ACCOUNT <a href="#">Upgrade</a>
<b>FULFILLMENT</b>	<ul style="list-style-type: none"> <li>Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices</li> <li>Check invoice status and create non-PO invoices, if supported by your customer</li> </ul>	<ul style="list-style-type: none"> <li>Skip the emails. Get and manage orders and invoices all on Ariba Network.</li> <li>Use CSV uploads to manage large documents.</li> </ul>
Orders and Invoices		
Catalogs		Publish catalogs that detail your products and services
Integration		Integrate with your backend systems through CXML or EDI
Legal Archive		Access to long-term invoice archiving (regional restrictions apply)
Reporting		Get reports to track transactions and sales activities
Support	Help Center	Help Center, phone, chat, and web form
Fees	Free	Based on usage
<b>SELLING</b>		
Ariba Discovery	Join our business matchmaking service to get high quality sales leads. <a href="#">Fees may apply</a>	
Sourcing, Contract Management	Attract potential customers with your profile and get invited to auctions and other events.	

By the way, you can use these with any account.

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

# Standard Account Vs. Enterprise Account On Ariba Network

Features	Standard Account	Enterprise Account
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✗	✓
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> <li>• Long-term invoice archiving for global compliance (Regional restrictions apply)</li> <li>• Capability to mass download invoices for local archiving</li> </ul>
Ariba Support	Online Help Center	<ul style="list-style-type: none"> <li>• Support via phone, chat, or email</li> <li>• Direct access to enablement experts for onboarding assistance</li> <li>• Technical support for configuration and integration assistance</li> <li>• Online educational training courses</li> </ul>
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.
Fees	FREE	Fees may apply, <a href="#">See complete details</a> .

# Supplier Fee Schedule



## Transaction fees (billed quarterly)

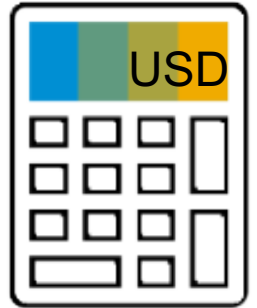
Less than 5 documents* OR less than 43 250 EUR	FREE usage
More than 5 documents * AND more than 43 250 EUR	0,155% of transacted volume for relationships without Service Entry Sheets
	0,35% of transacted volume for relationships with Service Entry Sheets
	Capped at 17 300 EUR per customer relationship
*only POs, invoices, service entry sheets, and service entry sheet responses	



## Subscription fees (billed annually)

Annual Document Count across <u>all</u> customer relationships	Subscription level	Annual Fee
Up to 4 documents	Premium	€0
5 to 24 documents or < € 216 250	Bronze	€45
25 to 99 documents and > € 216 250	Silver	€670
100 to 499 documents and > € 216 250	Gold	€2 000
500 and more documents and > € 216 250	Platinum	€4 900

# Supplier Fee Schedule



## Transaction fees (billed quarterly)

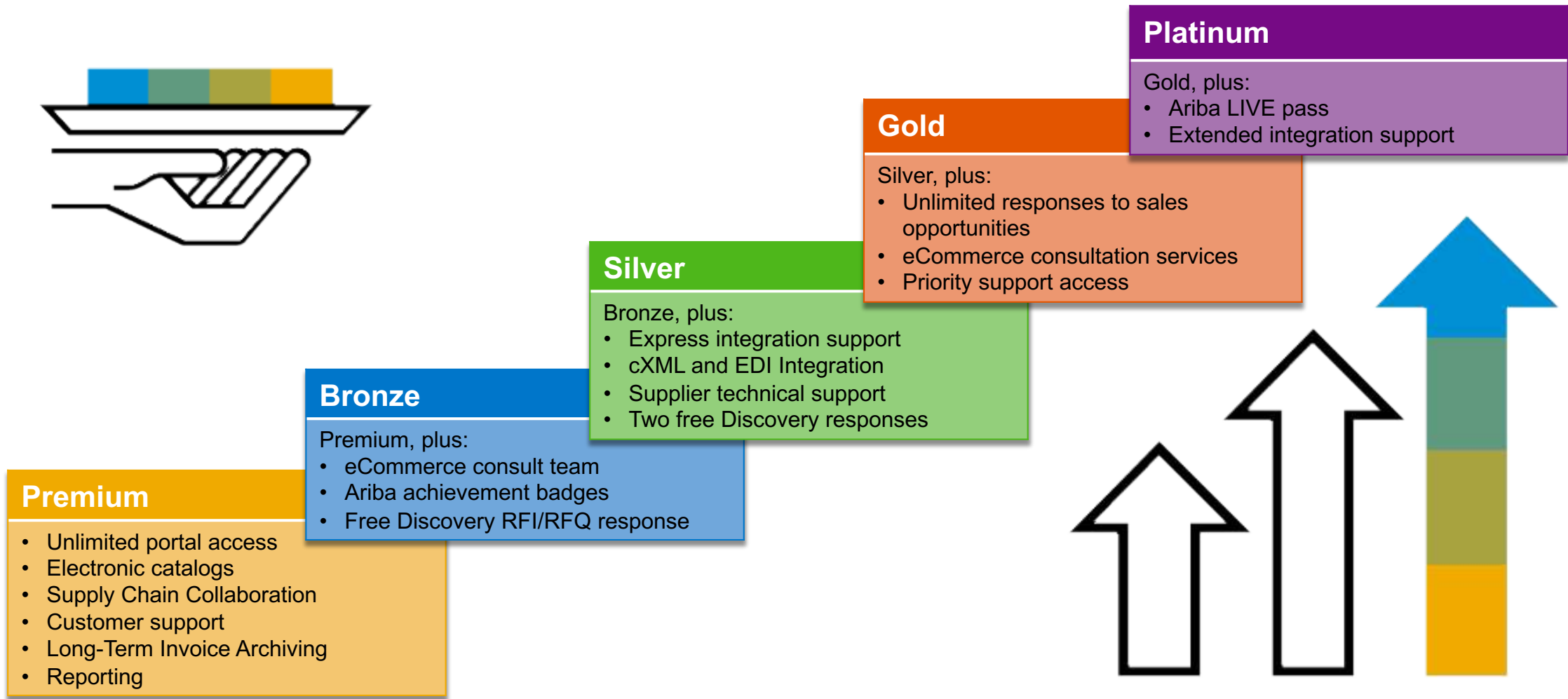
Less than 5 documents* OR less than USD 50,000	FREE usage
More than 5 documents * AND more than USD 50,000	0.155% of transacted volume for relationships without Service Entry Sheets
	0.35% of transacted volume for relationships with Service Entry Sheets
	Capped at USD 20,000 per customer relationship
*only POs, invoices, service entry sheets, and service entry sheet responses	



## Subscription fees (billed annually)

Annual Document Count across <u>all</u> 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

# 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**