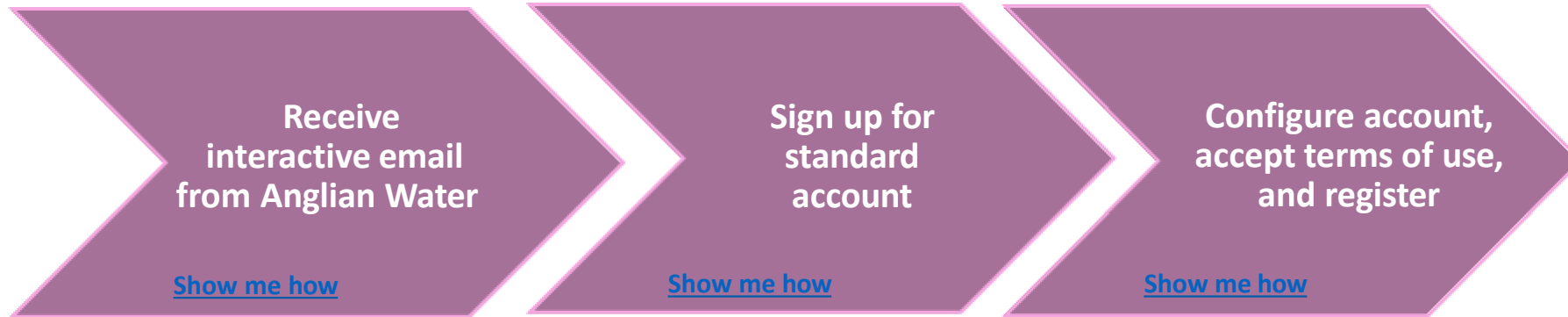


Account Set Up SAP Ariba Sourcing

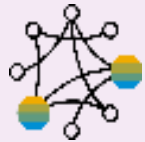
Supplier Guidance Document



The Process



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
- 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 centre for technical issues directly from your account



Registering for SAP Ariba Sourcing



As an Anglian Water Supplier, you will have received an email from ordersender-prod@ansmtp.ariba.com inviting you to register or login to SAP Ariba.

1. If you know you have an account, and know your logins please sign in in the space in the purple box
2. If you know you have an account, but are not sure of the log-in, email: AribaPODSupport@anglianwater.co.uk and we can provide you with the name and email of your account manager.
3. If you are not currently on SAP Ariba, please click on 'Register Now' highlighted in the blue box and follow the steps on the next few slides.

SAP Business Network


Supplier Login

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Share Your Success on SAP Business Network



Visit the Supplier Spotlight Program page to check out other suppliers stories, review the FAQs, and then submit your own! We look forward to hearing from you!

[Learn More](#)

[Ariba Network Supplier](#)

Configure Account, Accept Terms of Use, and Register



1 Review your Company information

Company information

* Indicates a required field

Company Name* ABC Enterprises

Country* United States (USA) 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.

Address* 123 Pittsburgh Street

Line 2:

Line 3:

City* Pittsburgh

State* Pennsylvania

Zip* 15222

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 address* john.smith@aap.com

3 Accept Terms of Use and click on Register

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

Please note that after your standard account is registered, future PO's will be sent to your designated user account email

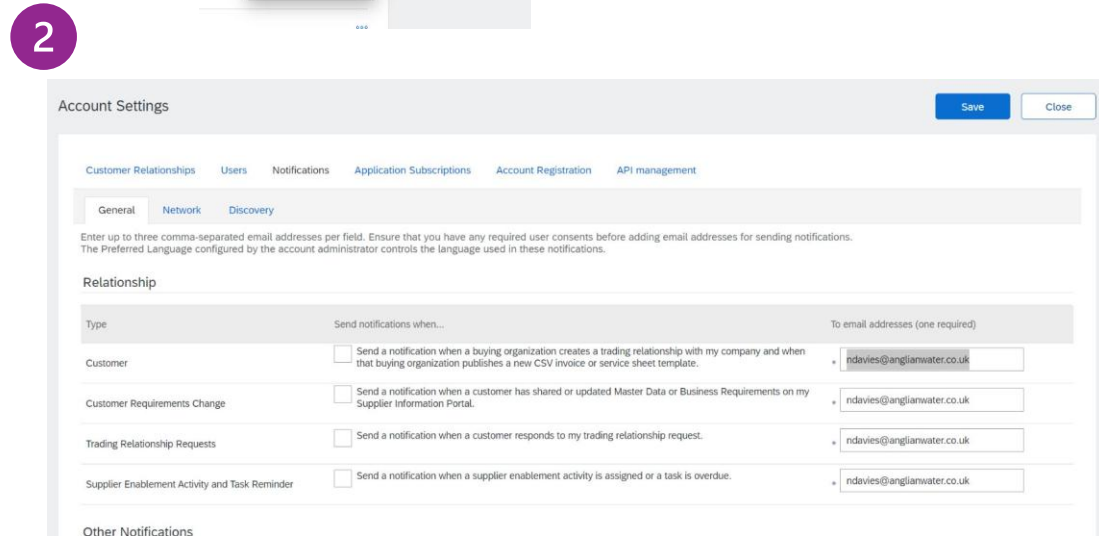
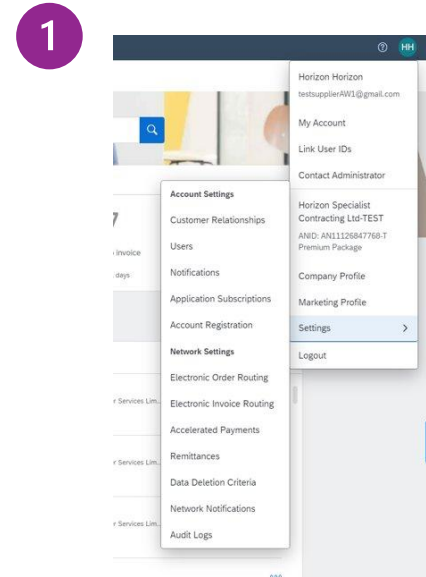


Configure Email Notifications



The Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. Click on **Notifications** under Account Settings
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications
3. You can enter up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.
4. **Save** changes when done



Set Up User Account – Roles and Permission Details



There can only be one Administrator per Account.

- Automatically linked to the username and login entered during registration
- Responsible for account setup/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

Create Users and Roles in Ariba (Administrator only)

1. Click on **Users** under **Account Settings**
2. Under **Manage Users** select the **Create User** option (+). Enter contact information for the new user.
3. Click on the **Create Role** button in the **Manage Roles** section and type in the Name and a Description for the Role. Add Permissions to the Role that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **Save** changes when done

1

2

3

Create User

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 assignments at any time.

New User Information

Username: *

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 ⓘ

Country: Area: Number:

Office Phone:

Role Assignment

Name	Description
No items.	

⚠ You have not created any roles. You must create roles or set this user as a Ariba Discovery Contact before you can create sub-accounts.

Customer Assignment

Assign to Customer: All Customers Select Customers



Changing Account Administrator



If the Account Administrator has left the company, Ariba Customer support is the only one who can switch an account over to a new ADMIN. When submitting a ticket put in all the information below.

- ANID of the account:
- Previous Administrator's Full Name:
- Previous Administrator's Email Address:
- New Administrator's Full Name:
- New Administrator's Email Address:
- Did the administrator leave the company?
- Do you have access to the previous Administrator's email address?
- Is your internal IT able to retrieve messages from
- the previous Administrator's email address?

If the Account Administrator is still with the company, and the role needs to be moved to someone else, follow these steps:

1. The current Account Administrator must login to the Ariba Network
2. Go to Company Settings
3. Click Users
4. Create User
5. Once the User is created, check the box to the left of their name, and on the bottom click Make Administrator



Anglian Water Contacts – Further information



To support you and aid the onboarding process Anglian Water have set up a dedicated supplier Enablement team.

Supplier Enablement Leads – Matt McGinty

Supplier Enablement dedicated email address: AribaPODSupport@anglianwater.co.uk

Questions? Email us at: AribaPODSupport@anglianwater.co.uk

Thank you for your time and we look forward to your support on this Program

