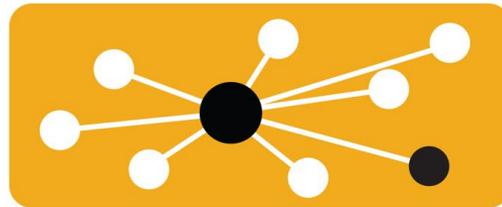
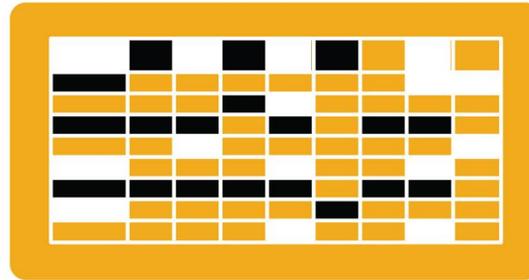


Ariba® Network Quick Start Guide

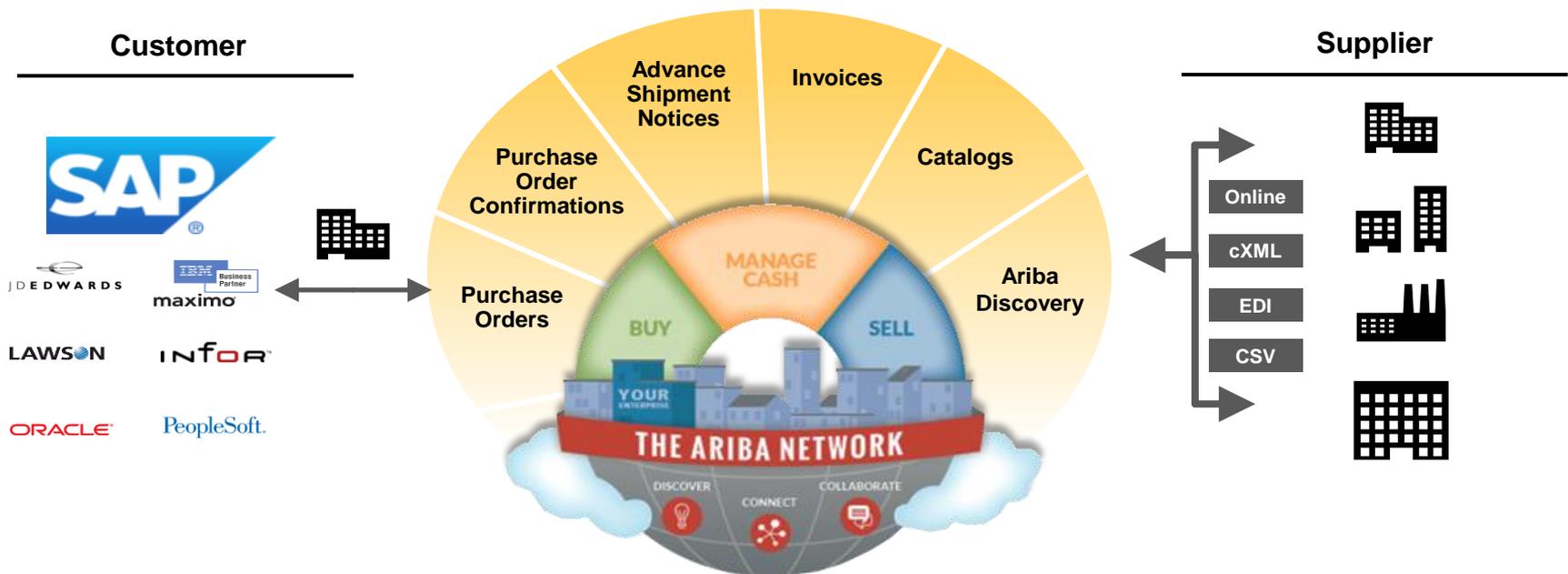


SAP Ariba 

Get Started 

SAP Business Network 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 Business Network 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?

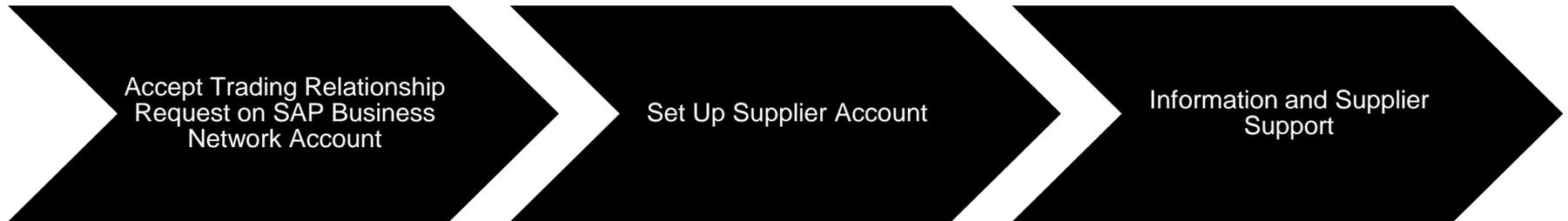
- 62% decrease in late payments
- 68% improvement in reconciling payments



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



Log on to SAP Business Network

- ➔ Log in using your current Supplier Account username and password in order to accept/review the relationship with your customer WACKER.
- ➔ Website: supplier.ariba.com

The screenshot shows the SAP Business Network Supplier Login interface. At the top, there is a dark blue header with the SAP logo and the text 'Business Network' followed by a dropdown arrow. Below the header is a light gray bar. The main content area is white and features the title 'Supplier Login'. There are two input fields: 'User Name' and 'Password'. Below these fields is a blue 'Login' button. Underneath the button is a link that says 'Forgot Username or Password'. At the bottom of the page, there is a horizontal line followed by the text 'New to SAP Business Network?' and two links: 'Register Now' and 'Learn More'.

Complete Onboarding Activities

1. Select the tab **Enablement Tasks**.
2. Select your listed customer and follow the links to complete open activities.

SAP Ariba Network Standard Account Upgrade

← Back to classic view

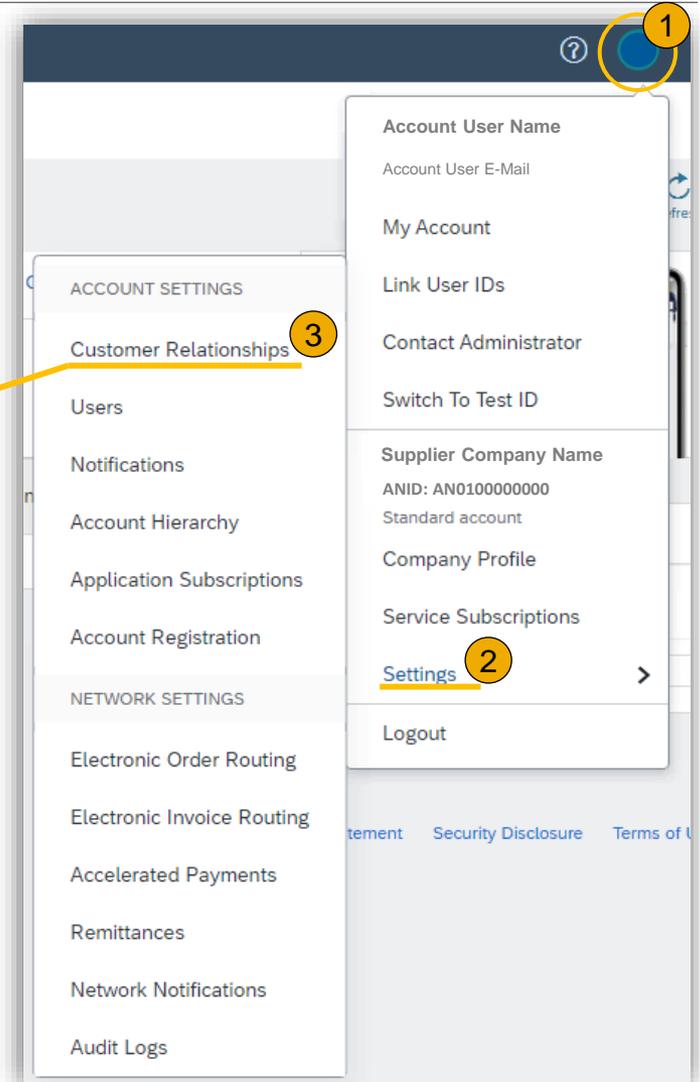
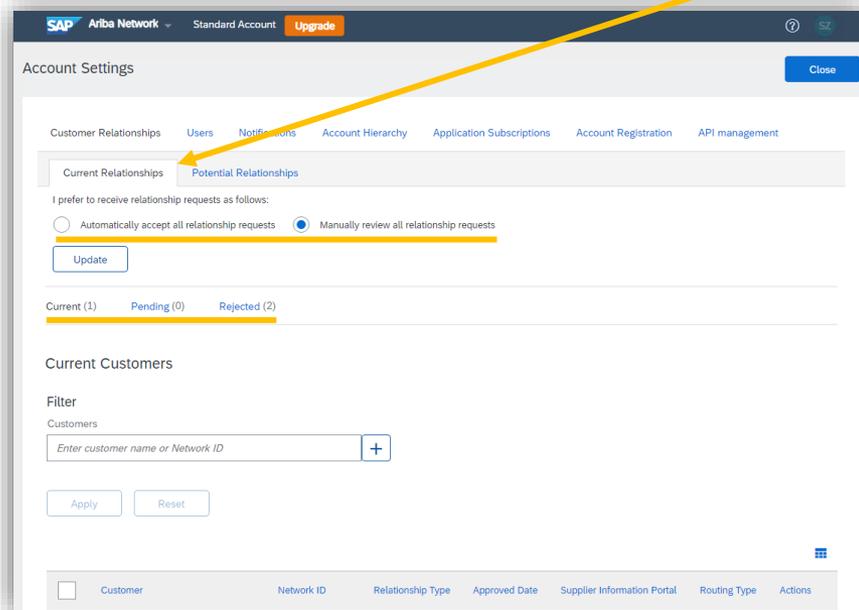
Home **Enablement** Orders Fulfillment Invoicing

WACKER View Profile Refresh

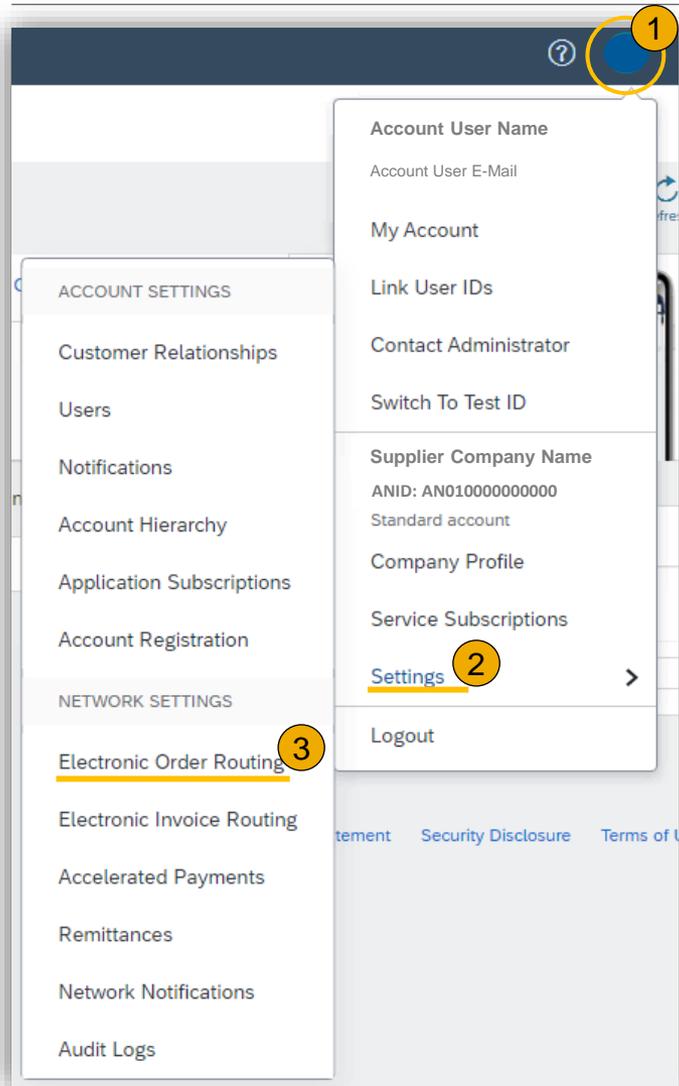
Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▼ Account	30 Nov 2020	5	1	0
This activity contains tasks related to account and trading relationship requests.				
✓ Completed	Approve the activity You must approve this activity to begin with the Supplier Enablement.			Buyer Task
✓ Completed	Provided Email or Fax for the Trading Relationship Request The buying organization has provided email or fax details for the trading relationship request.			Buyer Task
✓ Completed	Relationship Request A request for account creation or trading relationship has been sent. This includes account creation for new suppliers.			Buyer Task
✓ Completed	Accept Terms of Use of the Ariba Network You must accept Terms of Use of the Ariba Network.			
Pending	Accept Trading Relationship Accept the trading relationship request. You can set your account to automatically (default setting) or manually accept this type of request.			Accept
top				
▼ Purchase Order		4	0	0
This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.				
Not Started	Configure Purchase Order Routing and Notifications Configure your order routing method for your customers. You can choose specific routing methods for different types of incoming orders. If you use email routing it is recommended to setup a distribution list like orders@yourcompany.com. If you select online routing make sure you regularly log in to your account to check if you have received new purchase orders. Also configure email addresses to receive notifications when purchase orders are undeliverable (see the Email Notifications section below the "Electronic Order Routing" configuration).			Configure
Not Started	Ready to Receive Purchase Orders Confirm that you are ready to receive purchase orders. If you want to test your order routing configuration, follow the instructions on the customer information portal (see link on top of your task list) on how to create a test account and test the document flow.			Complete Task
Not Started	Buying Organization is Ready to Send Orders Your customer confirmed that all setup steps are done and that you can expect to receive purchase order transmitted through Ariba Network from now on. This task can be either closed manually by the user or is automatically closed by the system when a purchase order is sent.			Buyer Task
Not Started	Purchase Order Sent Your customer has sent you at least one purchase order.			Buyer Task
top				

Manage your Customer Trading Relationships

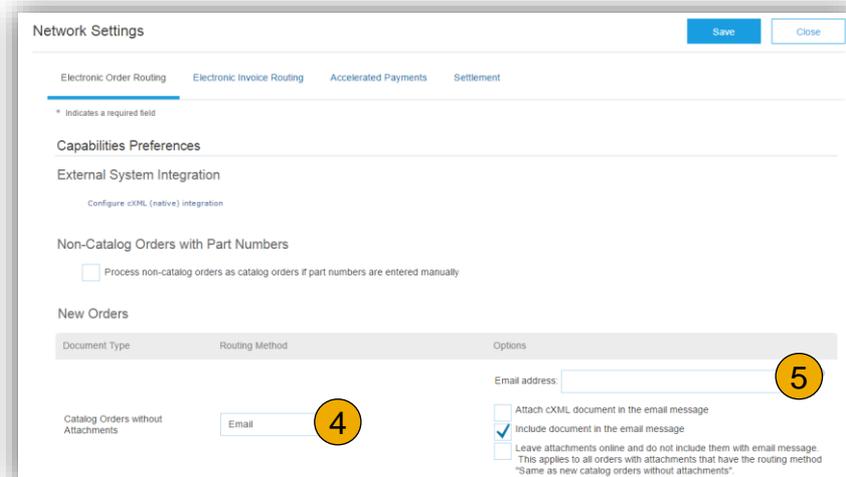
- ➔ Open drop down menu via click on your initials on top right of the web page and select **Settings**, then **Customer Relationships** to verify your current customer relationship:
 - *Current, Pending or Rejected*
- ➔ You have the option to select if any future relationship requests of customer are to be accepted automatically or upon manual review.



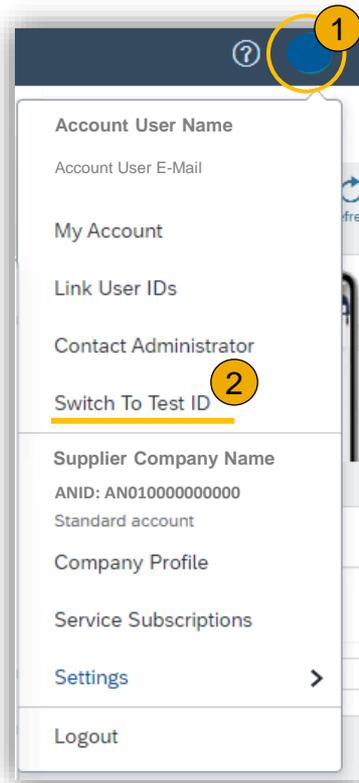
Set Up Your Account



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 or EDI**
 - **Email**
4. Configure e-mail notifications.



Create Test Account



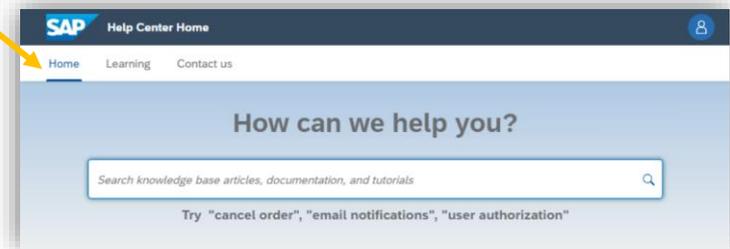
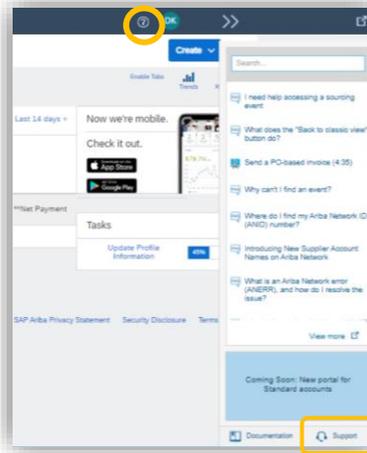
1. Open drop down menu via click on your initials on top right of the web page and select **Switch to Test ID**.
 2. Confirm next steps via **OK**.
 3. Specify your password for Test Account.
 4. Configure notifications on your Test Account, as previously done on your Production Account.
- In future, should you want to log directly into your Test Account, please provide the established password for test environment. User name remains the same for account administrator.

Ariba Network Customer Support



Help Center Support

- Find answers to your Questions directly in the Help Center
- Request Customer Support via Contact Sheet Form



Request Customer Support by E-Mail or Phone (Enterprise Account Supplier only)

- Request a call from our Procurement Operations Specialist Now or Later

197172 - How do I contact support? - Supplier

Answer

For access to customer-specific data, guided assistance, support options, and additional help topics, [log in](#) to your account. If you need help with logging in:

1. Click the help  icon in the upper-right corner of the application.
2. Click **Support** in the bottom-right corner next to the .
3. Click the **Contact us** tab.
4. Click a topic to get step-by-step instructions or additional buttons to narrow down your question/issue.

After reviewing the steps provided, if you need additional help from SAP Ariba Customer Support:

1. Click the **Something else** or **I am experiencing a different issue** button.
2. Click **Contact us** in the bottom-right.
3. Fill in the form with as much detail as possible and click **One last step**.
4. Select the contact method and click **Submit**.