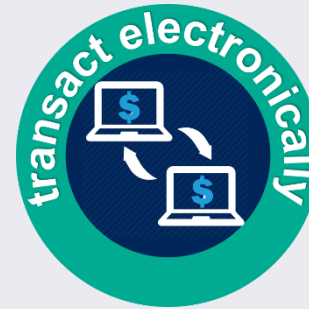


# Ariba Network Supplier Account Configuration Guide

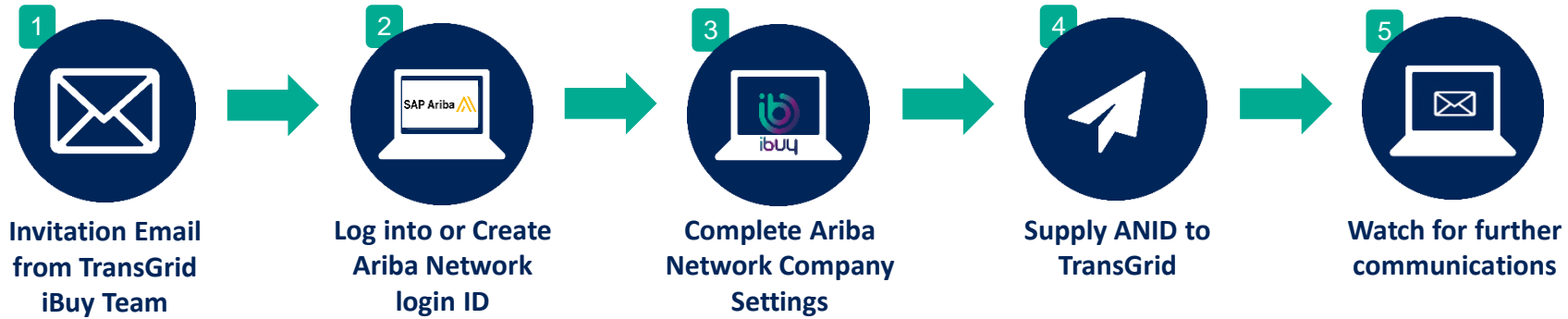
TransGrid has selected the Ariba Network as our procurement partner. This is an exciting opportunity to improve the way we work with our Suppliers, from participating in tenders to automating the purchasing and invoicing process.



Suppliers need to complete the self-registration to access this functionality and be considered for participation in Open Tender Sourcing Projects. As a pre-requisite, our Suppliers must also be registered on the Ariba Network, which TransGrid uses to manage its sourcing and procurement activities. Your participation is vital to ensuring TransGrid can offer the most efficient and highest quality procurement and accounts payable processing possible.

This guide will assist Suppliers to:

1. **Login to the Ariba Network**
2. **Account Configuration and Managing Roles & Users**



Click on the link in the email

**Existing Users**

Login to Ariba Network

**New Users**

Click Sign-up to register for a SAP Ariba Network ID (ANID)

Follow the guide and complete the Company Profile settings you want to update

Ariba Network confirmation email will supply your Ariba Network ID (ANID)

Send TransGrid your ANID and the name of your Ariba Network Administrator contact person

TransGrid will continue to send out further details and instructions.

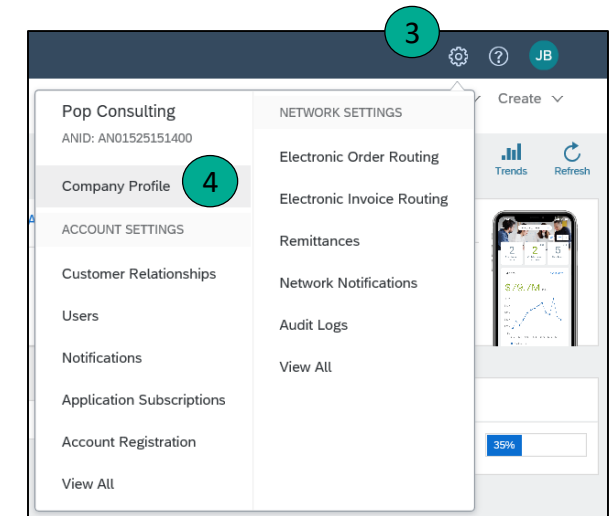
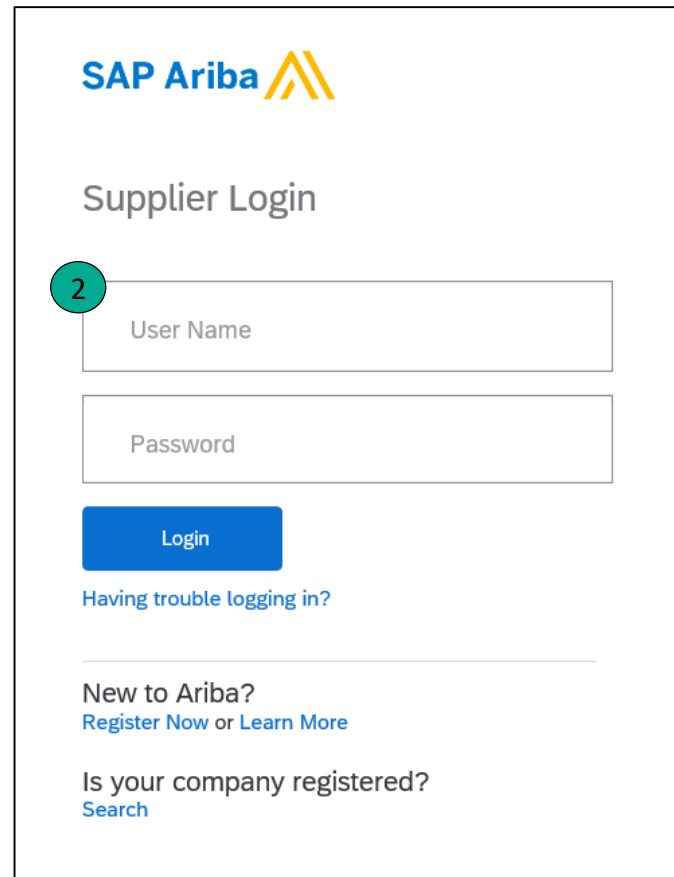
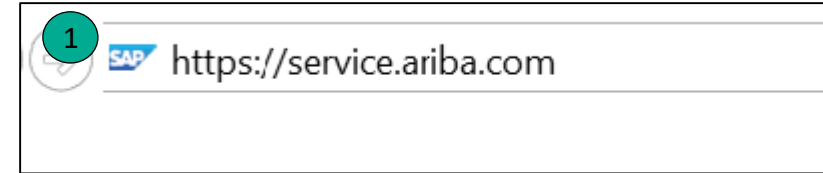
**Tip:** If you have any questions email **TransGrid iBuy Team** [ibuy-suppliers@transgrid.com.au](mailto:ibuy-suppliers@transgrid.com.au)

- **Account Configuration**
  - ❖ Account Access and Configuration
  - ❖ Notifications and Network Notifications
  - ❖ Electronic Order Routing
  - ❖ Electronic Invoice Routing
  - ❖ Current and Potential Relationships
  - ❖ Test Account Creation
- **Managing Roles and Users**
- **Ariba Network Support**





1. Go to <http://supplier.ariba.com>
2. Enter Username & Password and click Login to access your Production account.
3. Click the Company Settings tab to open the menu.
4. Click Company Profile and then click on the area you want to update.



Company Profile

7
Save
Close

---

Basic 1
Business 2
Marketing 3
Contacts 4
Certifications 5
Additional Documents 6

1. **Basic:** Complete or update all required fields marked by an asterisk in the Basic Company Profile tab. Click the **Add** button to classify your Company by **Commodities**, **Sales Territory** and **Industries**.
2. **Business:** Enter additional information for your company.
3. **Marketing:** Add a company description, company logo, and/or links to your social media. If applicable, you can also add your D-U-N-S number in the section marked “Credit and Risk Information from D&B”.  
\*The more information you provide, the more relevant business opportunities you may receive.  
(These are accessed through the “LEADS” tab at the top of your screen.)
4. **Contacts:** Add the main company contacts. Additional contacts (role- or customer-specific) can also be setup.
5. **Certifications:** Enter and upload certificates along with their expiration date if applicable
6. **Additional Documents:** Any attachments you cannot assign to the categories above.
7. **Save / Close:** Make sure that you save all changes that have been made.

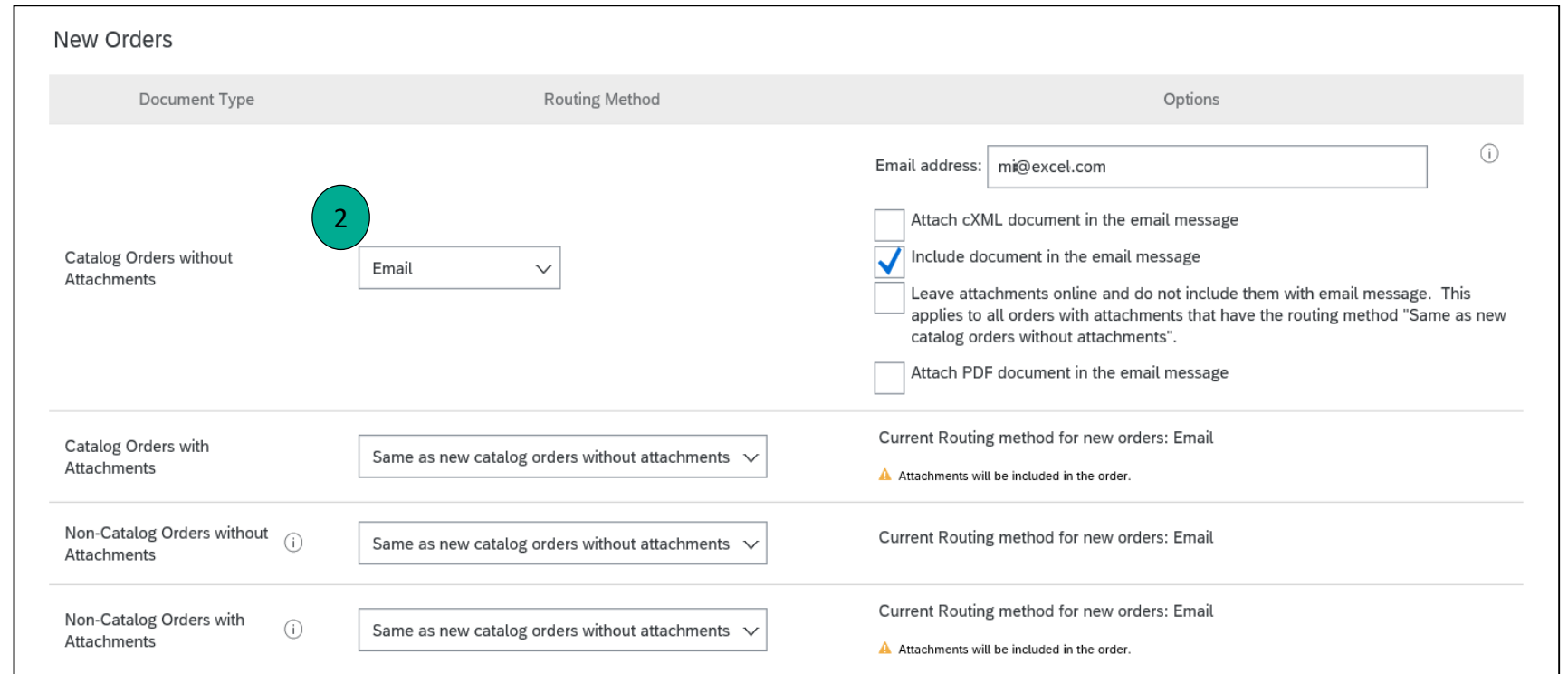
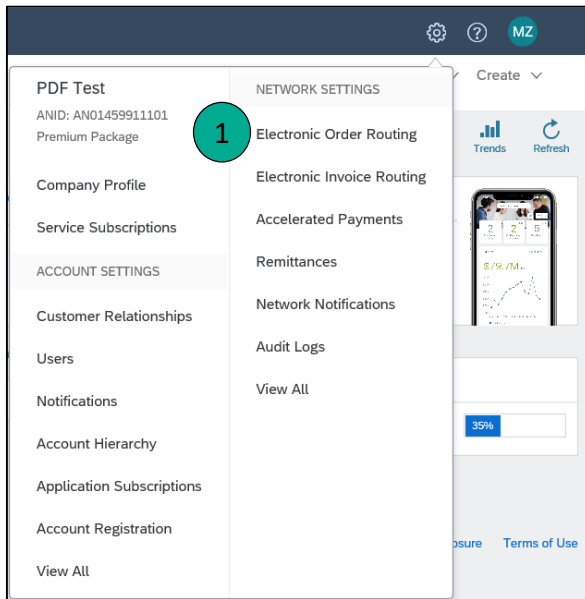
The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. Click on **Notifications** under Company Settings.
2. **Network**
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.

The screenshot displays the 'Network' tab within the 'Notifications' section. The sidebar menu on the right shows 'Notifications' selected. The main content area is titled 'Electronic Order Routing' and contains a table with notification settings. The 'Purchase Order Inquiry' row shows notification settings and an email address field containing 'MZ@pdf.com'. The 'Time Sheet' row shows a notification setting and an email address field containing 'MZ@pdf.com'. The 'Pending Queue' row shows a notification setting and an email address field containing 'MZ@pdf.com'.

Type	Send notifications when...	Email Address
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an e...	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	MZ@pdf.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	MZ@pdf.com
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	MZ@pdf.com

1. Select **Electronic Order Routing**: The method that you would like to transact business with your customers on the network.
2. Select **Email**.



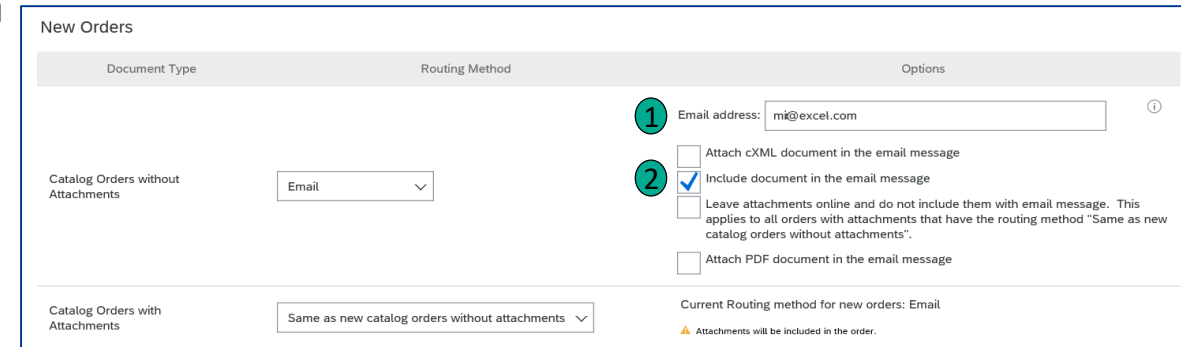


*When you receive a new purchase order on the Ariba Network, it will be automatically delivered to your account's Inbox. However, you can also have a copy sent by email.*

1. To the right in the **Email address** box, enter up to five (5) email addresses separated by commas.
2. Select the check box to “Include document in the email message” this will include a complete copy of the PO in the email message.

### Note:

- It is recommended that you use a non-personalised/distribution list email.
- Mailboxes that respond with “OOO” messages, the orders **will not** fail, and the network will indicate that it received the auto-reply in the order history log.
- Make sure that Ariba Network notes do not fall into the junk or spam mailbox.



The screenshot shows the 'New Orders' configuration interface. It is divided into three columns: Document Type, Routing Method, and Options. Under 'Catalog Orders without Attachments', the Routing Method is set to 'Email'. The Options section includes: 'Email address: mi@excel.com' (marked with a red circle 1), 'Attach cXML document in the email message' (unchecked), 'Include document in the email message' (checked, marked with a red circle 2), 'Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".' (unchecked), and 'Attach PDF document in the email message' (unchecked). Under 'Catalog Orders with Attachments', the Routing Method is set to 'Same as new catalog orders without attachments'. A note at the bottom states 'Current Routing method for new orders: Email' and 'Attachments will be included in the order.'



# Electronic Invoice Routing

## Methods and Tax Details



1. Go to Electronic Invoice Routing
2. Choose one of the following methods for Electronic Invoice Routing: Online
3. Click on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id and other supporting data. (if applicable)

Electronic Order Routing    Electronic Invoice Routing    Settlement

General    Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method
Invoices	Online
Customer Invoices	Online

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	MZ@pdf.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	MZ@pdf.com
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	MZ@pdf.com

1. **Click** on Configure Invoice Archival link to export invoices to your system for legal compliance:
  - Select frequency (Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click Start.
  - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
  - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
  
2. **Subscribe** to Long-Term Document Archiving for an integrated archiving solution. Please read the applicable terms and policies and supported list of countries. After you enable the service you have access to Document Archive tab where you can search and view Archived Documents and request to download multiple documents.

1

Home    Inbox    Outbox    Catalogs    Reports    Document Archive

### Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Document Archive. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately option.

Twice Daily  
 Daily  
 Weekly  
 Biweekly  
 Monthly

Archiving Start Time:  :   AM  PM Etc/GMT0 ⓘ

Archive Immediately

Send archived invoice files to the pending queue for download.  
 Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

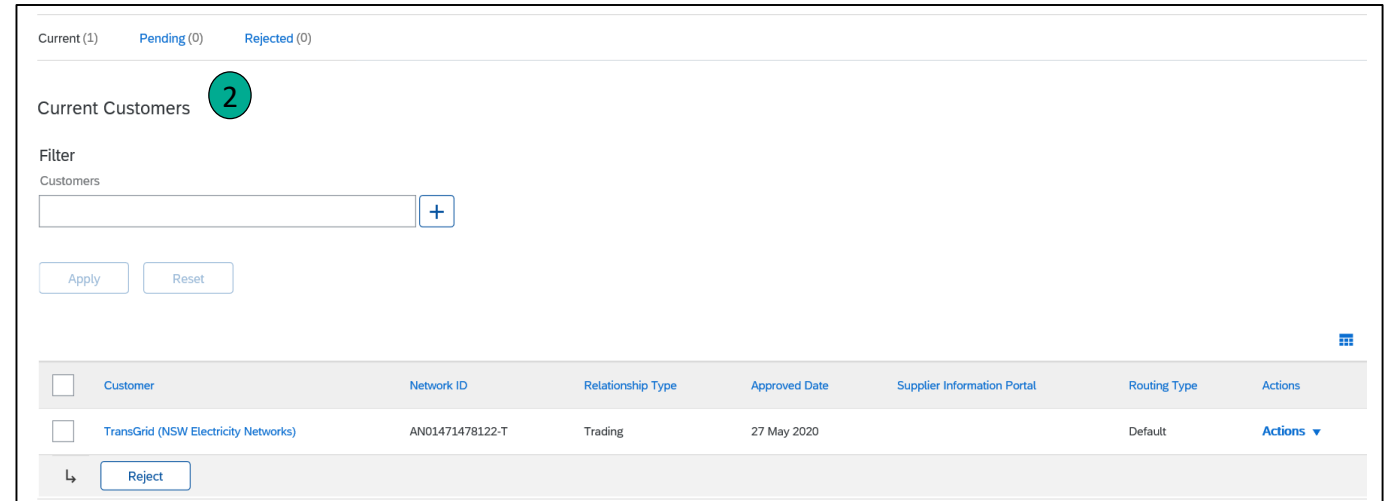
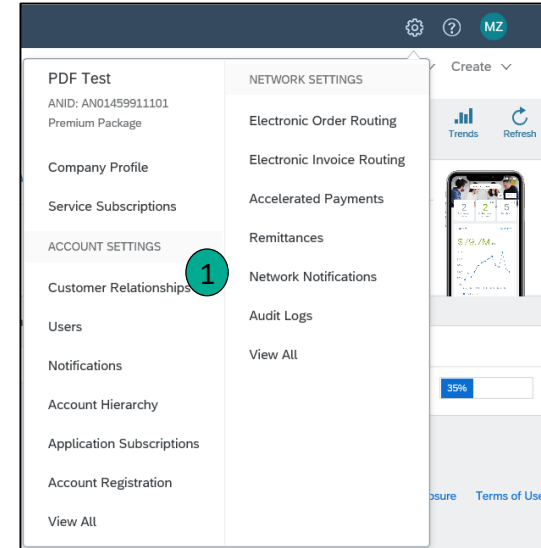
### Long-Term Document Archiving

Enabling long-term archiving of invoices allows you to archive tax invoices for the time span required by your jurisdiction and download the archived invoices from the Document Archive > Archived Documents page for your account.

Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving.

2

1. Click on the **Customer Relationships** link in the Administration Navigator.
2. In **Current Customers**, you can review your current customers' profiles and information portals. You can also
  - Review pending customers in the **Pending tab** or
  - View rejected customers in the **Rejected tab**.





# Managing Roles and Users







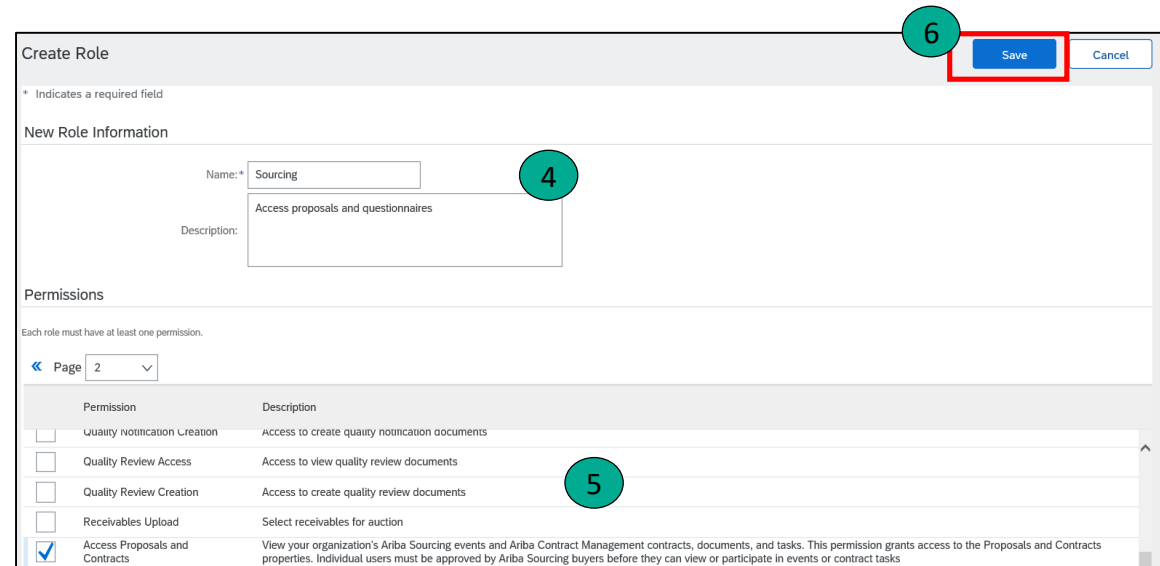
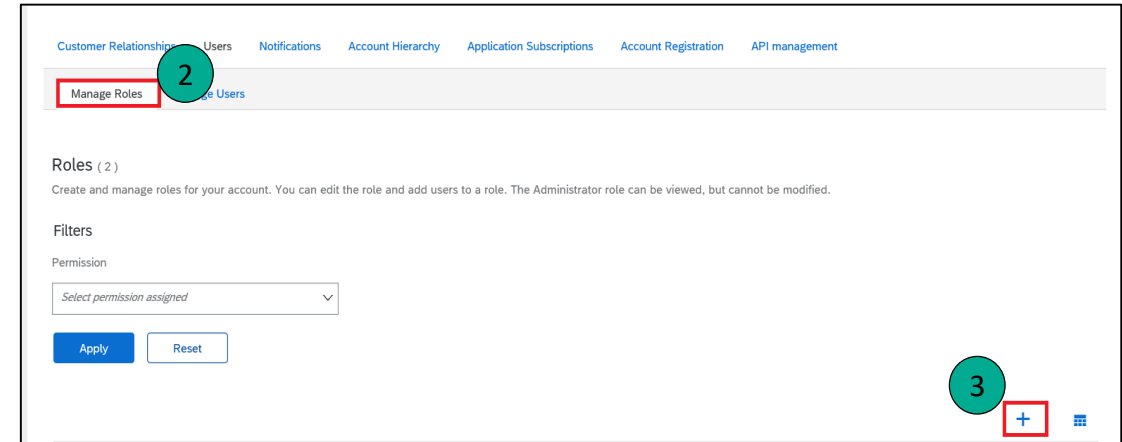
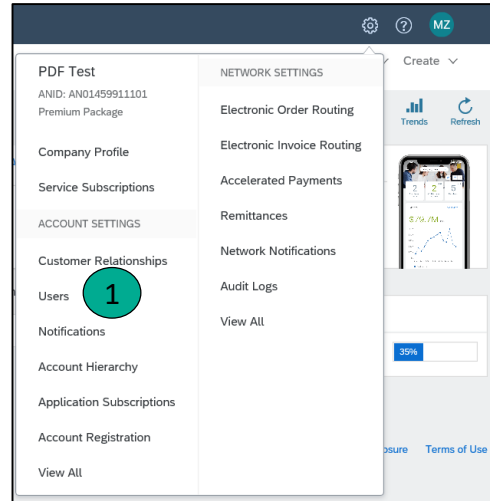
## Administrator

- 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

1. Click **Users** on the Administration Navigator. The Users page will load.
2. Select **Manage Roles** tab.
3. Click on the **“+”**.
4. Type in the **Name** and a **Description** for the Role.
5. **Add Permissions to the Role** that correspond to the user’s actual job responsibilities by checking the proper boxes.
6. Click **Save**.



**Continue to next slide**

1. Select **Manage Users** tab.
2. **Click** on the “+” icon in the Assign Users section.
3. Enter **New User Information**.
4. **Select** the correspond Role Assignment to the user by checking the proper boxes.
5. Click **Done** to add the user to the new role.
6. User is assigned to new role.

*Use help to get a list of Permissions to assign to users.*

*New users will receive their own login details.*

The screenshot shows the 'Manage Users' interface. At the top, the 'Manage Users' tab is selected (1). Below it, there are options to enable limited access or two-factor authentication. A filter section allows searching by username. At the bottom right, a '+' icon is highlighted (2). Below this is the 'Create User' form. The 'New User Information' section contains fields for Username, Email Address, First Name, and Last Name. There are also checkboxes for 'Do not allow the user to resend invoices to the buyer's account', 'This user is the Ariba Discovery Contact', and 'Limited access'. An 'Office Phone' field is present with a dropdown for 'Country' (set to AUS 61) and input boxes for 'Area' and 'Number'. A circled '3' is next to the Username field. Below the form is the 'Role Assignment' table (4).

	Name	Description
<input type="checkbox"/>	Ariba Network transaction	Processes Purchase Orders and creates invoices.
<input type="checkbox"/>	Sourcing	Access proposals and questionnaires

1. Click on the **Manage Users** tab.
2. **Select** user.
3. Select **Actions > Edit** for the selected user.

### Other options:

- Delete User
- Make Administrator

4. Click on the **Reset Password** button to reset the password of the user.

**OR**

5. To remove or assign another role. **Select** the corresponding Role Assignment by checking the proper boxes.

Manage Roles | Manage Users **1**

Users (1)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ  
 Require two-factor authentication (applies for all users of your organization)

Filter  
 Users (You can only search on one attribute at a time)  
 Username  +  
 Apply Reset

<input checked="" type="checkbox"/>	<b>2</b>	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input checked="" type="checkbox"/>	sourcing_Yvonne.Rocha-Zempel@excelerateds2p.com	Yvonne.Rocha-Zempel@excelerateds2p.com	Yvonne	Rocha	No	Ariba Network transaction, +1		All(2)	<b>3</b> Edit Delete Make Administrator

+ [ ] [ ] [ ]

↳ Add to Contact List Remove from Contact List

Save Cancel

View user information, revise role assignments, assign business units or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their password and their security question and answer. As a best practice, instruct users to click Forgot Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user with instructions to specify a new password and a new secret question and answer.

Selected User Information

Username: sourcing\_Yvonne.Rocha-Zempel@excelerateds2p.com  
 Email Address: Yvonne.Rocha-Zempel@excelerateds2p.com  
 First Name: Yvonne  
 Last Name: Rocha  
 Office Phone:

Do not allow the user to resend invoices to the buyer's account. ⓘ  
 This user is the Ariba Discovery Contact ⓘ  
 Limited access ⓘ

Reset Password **4**

Role Assignment **5**

Name	Description
<input checked="" type="checkbox"/> Ariba Network transaction	
<input checked="" type="checkbox"/> Sourcing	Access proposals and questionnaires

Customer Assignment

Assign to Customer:  All Customers  Select Customers



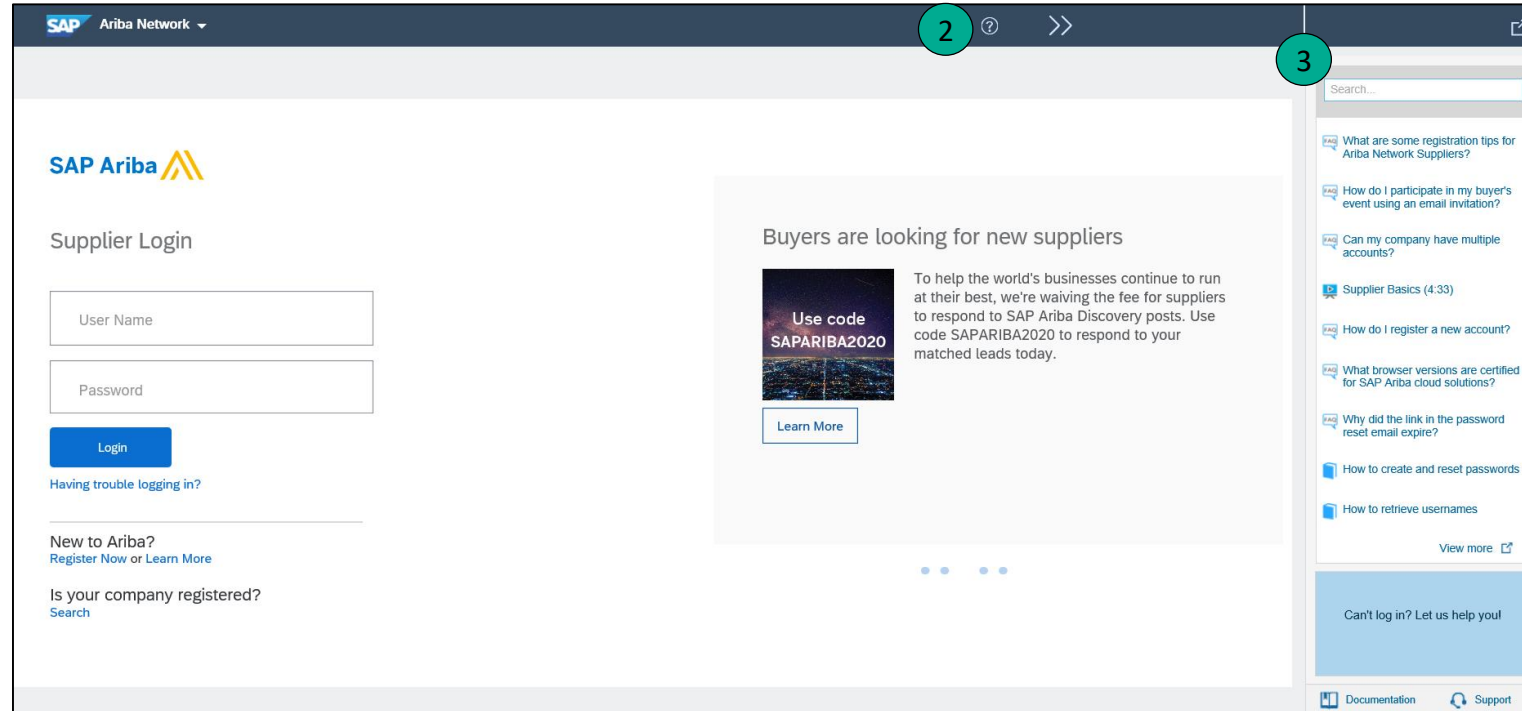
# Ariba Network Support



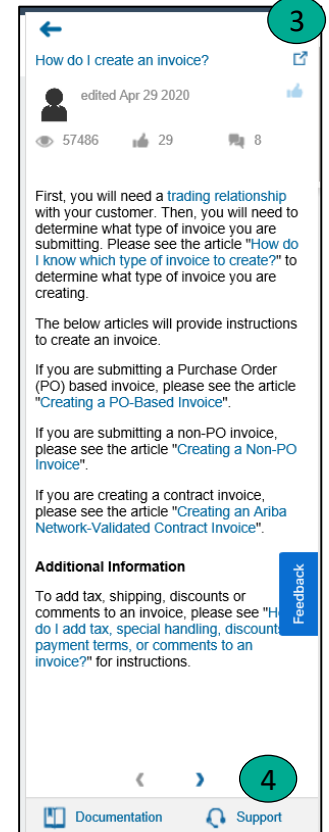
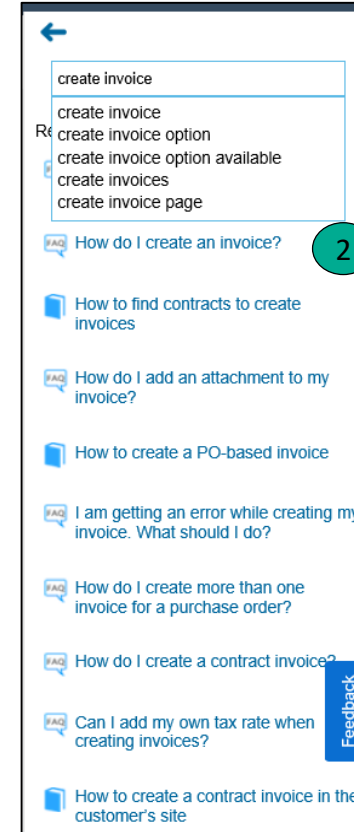
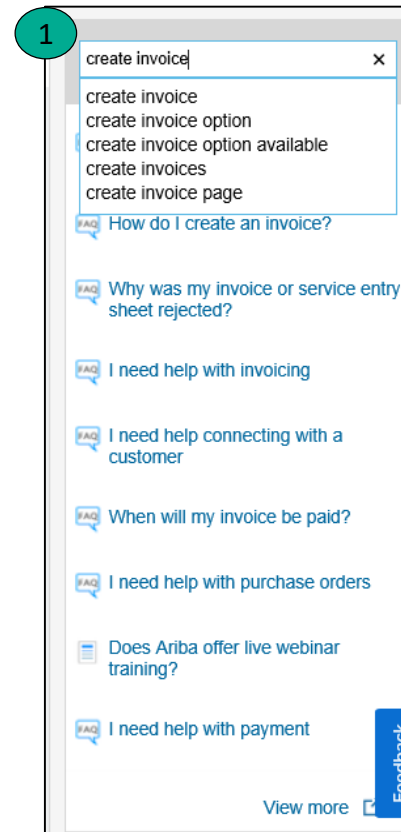
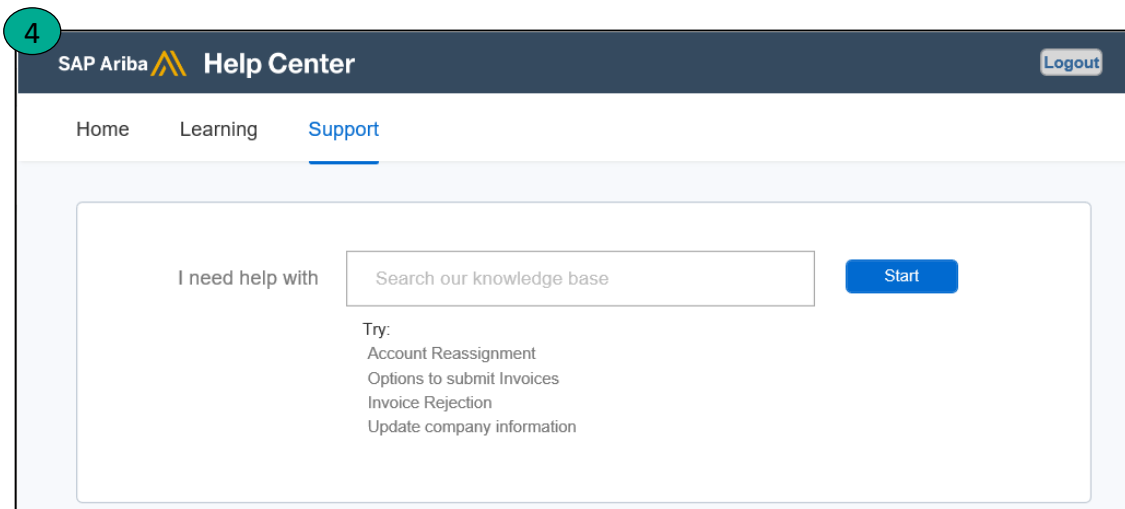


1. Go to: <http://supplier.ariba.com>
2. Click Help Center.
3. Click on Learning Center to access Product Documentation. The Learning Center was created for users interested in technical product documentation. The Learning Center was design to allow you to browse the full library of product documentation and tutorials.

**Note:** Only a subset of the documentation is available in a pre-login state.



1. Enter issue description in **Help Center** search box.
2. Click on one of the search results.
3. Review solution.
4. Alternatively click on **Support** (bottom) to display Support Center.



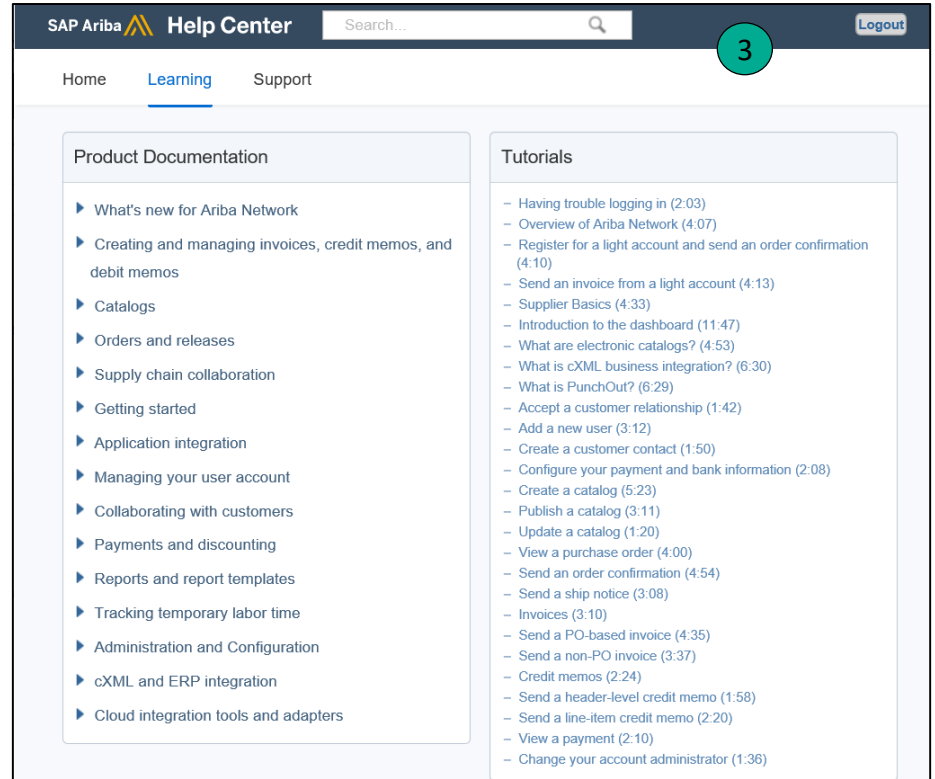
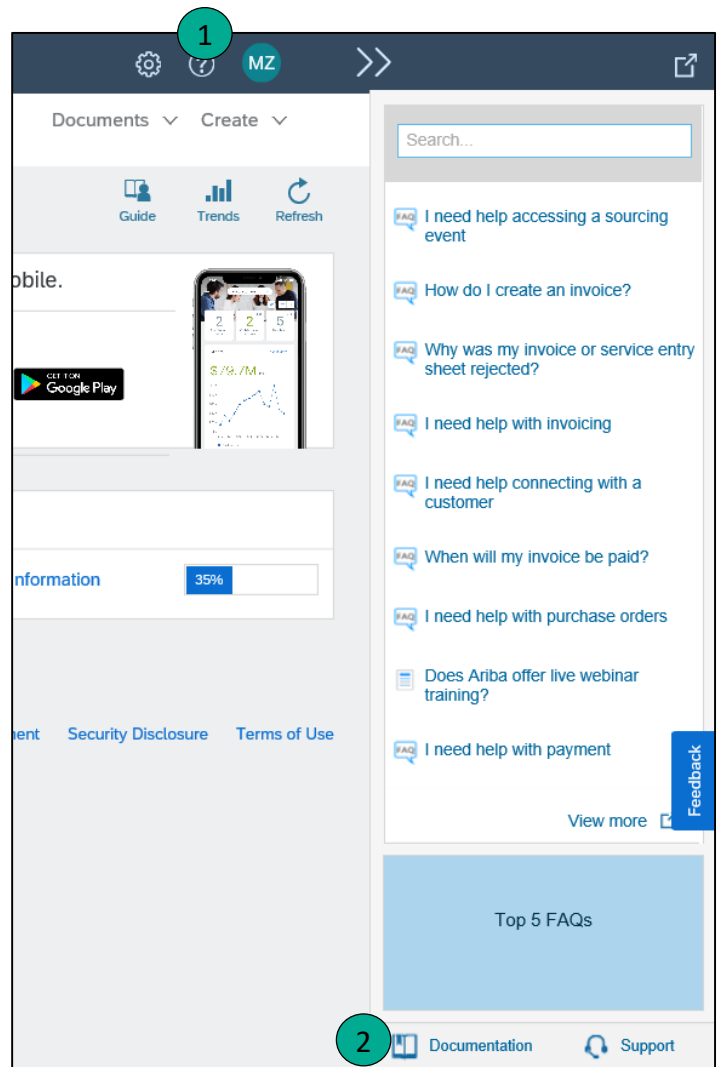


# Training and Resources

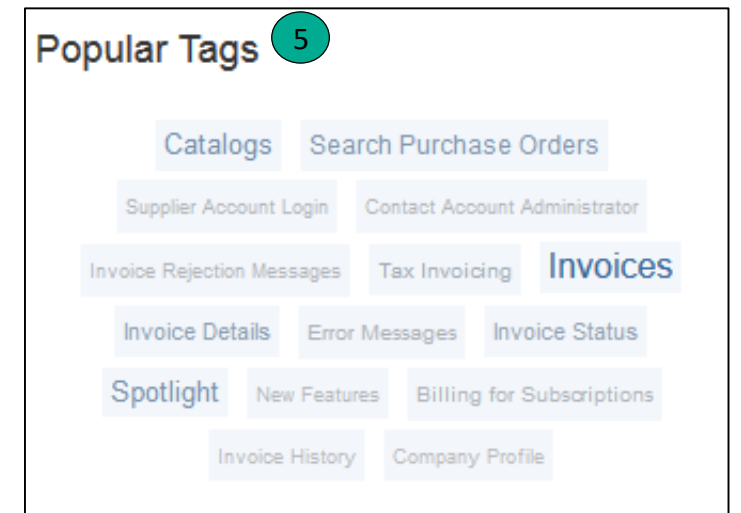
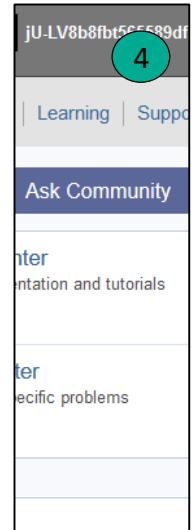
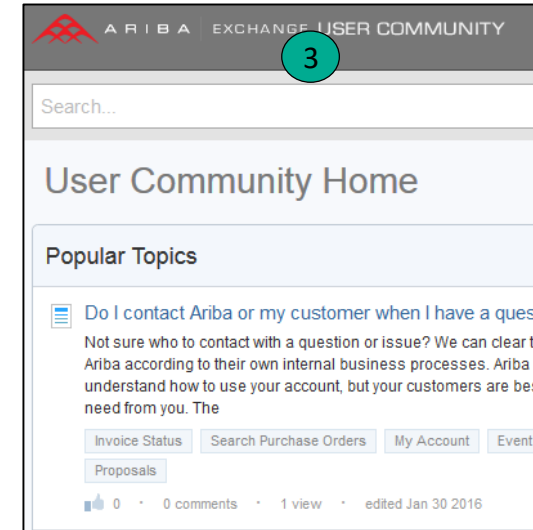
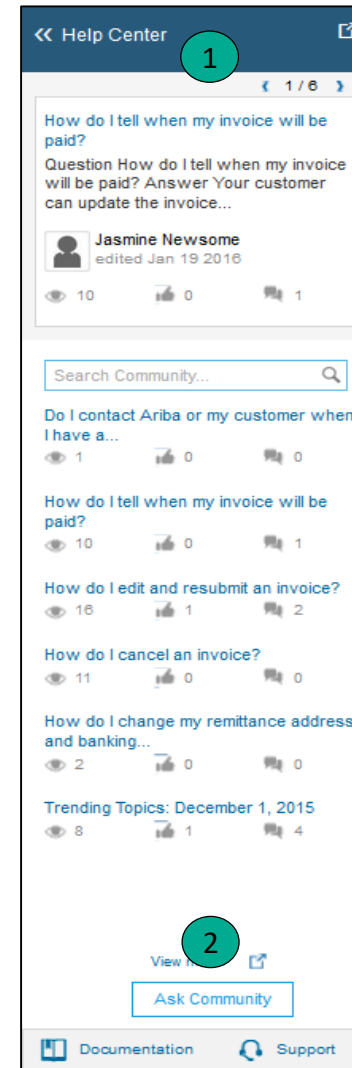
## Ariba Network Standard Documentation



1. Click on Help Center to access Standard Documentation material.
2. Click Documentation (bottom)
3. View Ariba Network Administrator's documentation



- 1. Popular Topics:** Title links are selected for you based on the solution that you were using, privileges & default language when you clicked on Help.
- 2. Click** on the link to view the content item. You will be able engage with the content: author, view how many community users have viewed the content and have flagged the content as being helpful to you, and report problems with the content.
- 3. Perform** a search to find content not found under Popular Topics. Results can be sorted or filtered.
- 4. Under Learning** you can find the Product Documentation available for Users or Administrators.
- 5. Popular Tags:** These are the tags associated with our most popular content items per solution. It is a quick way to find documents related to the topic.





# Training and Resources

Ariba Network Standard Documentation and Useful Links



## Useful Links

- Ariba Supplier Membership page - <http://www.ariba.com/suppliermembership>
- Ariba Network Hot Issues and FAQs - <https://connect.ariba.com/anfaq.htm>
- Ariba Discovery - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- [How to manage your Ariba Network account](#)





# Supplier Support Post Go-Live

## Help Center



1. **Go** to <http://supplier.ariba.com>
2. **In the case** click on the link **Forgot Username** or **Forgot Password**.
3. **Click** the **Help** link in the top right corner and click **Help Center** and go to **Support** section at the bottom.
4. **Search** for any topic you would like to know more about. If none of the articles answers your question, click on the **Create Online Service Request** button to contact our Customer Support.
5. **Fill** out our web form. Select **Problem Type**. Note *TransGrid* in the **Issue Description**.

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to Ariba?  
Register Now or Learn More

2

Help

Help Center

3

Support Center

I need help with

Best Matches

- FAQ How do I edit and resubmit an invoice?
- FAQ How do I tell when my invoice will be paid?
- Do I contact Ariba or my customer when I have a question or issue?
- FAQ How do I cancel an invoice?
- FAQ How do I change my remittance address and banking information?

Can't find an answer?

Create Online Service Request

4



# Who Should You Contact Post Go-Live?



## Supplier Support – General Queries

- **Ariba system related questions**  
Please contact [ibuy-suppliers@transgrid.com.au](mailto:ibuy-suppliers@transgrid.com.au) for any questions regarding registration, configuration, or general Ariba Network questions.
- **TransGrid Procurement-related (PO) Process questions**  
Please contact [procurement.enquiries@transgrid.com.au](mailto:procurement.enquiries@transgrid.com.au) for procurement related questions.
- **TransGrid Invoice related Process questions**  
Please contact [Accounts.Payable@transgrid.com.au](mailto:Accounts.Payable@transgrid.com.au) for invoice related questions.



Thank You

