Ariba Network Supplier Account Configuration Guide

Introduction

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**

Overview of Supplier Registration

1 **Invitation Email from TransGrid iBuy Team**

Click on the link in the email

2 **Log into or Create Ariba Network login ID**

Existing Users

Login to Ariba Network

New Users

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

3 **Complete Ariba Network Company Settings**

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

4 **Supply ANID to TransGrid**

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

5 **Watch for further communications**

TransGrid will continue to send out further details and instructions.

Tip: If you have any questions email **TransGrid iBuy Team** ibuysuppliers@transgrid.com.au

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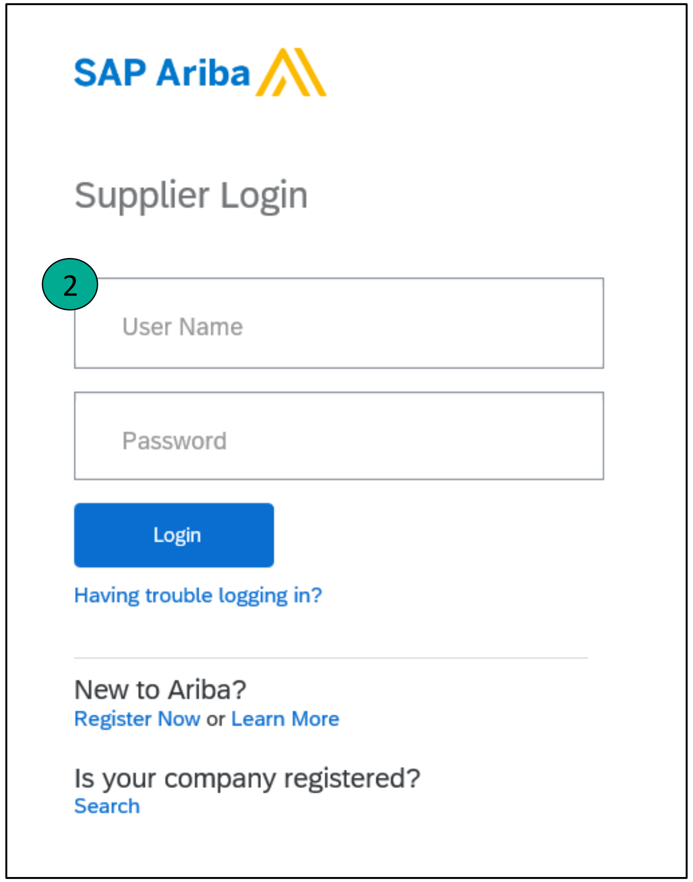
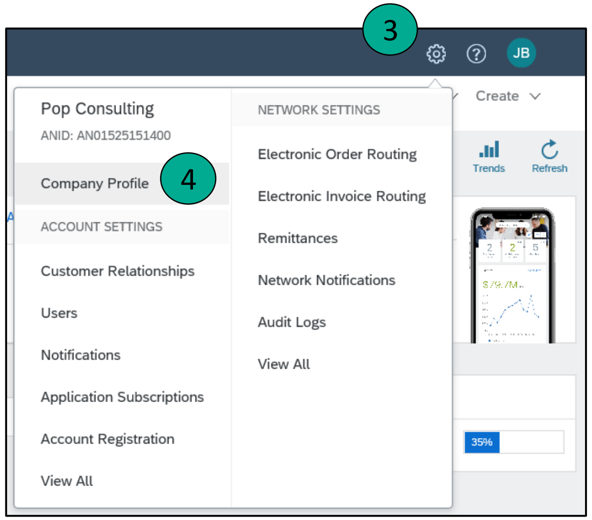
Account Configuration

Account Access and Configuration

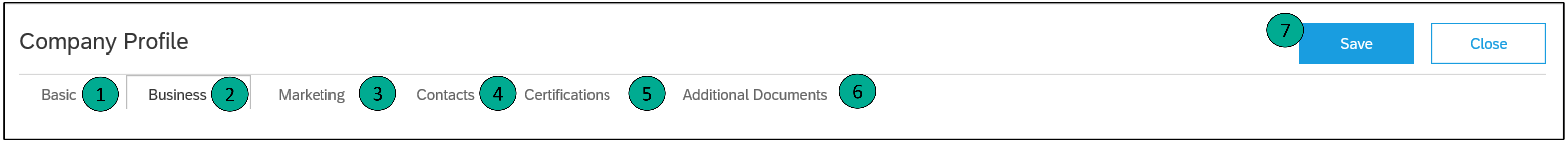
1. **Go to** http://supplier.ariba.com
2. **Enter** Username & Password and click Login to access your Production account.
3. **Click** the Company Settings tab to open the menu.
4. **Click** Company Profile and then click on the area you want to update.





Account Configuration

Account Access and Configuration



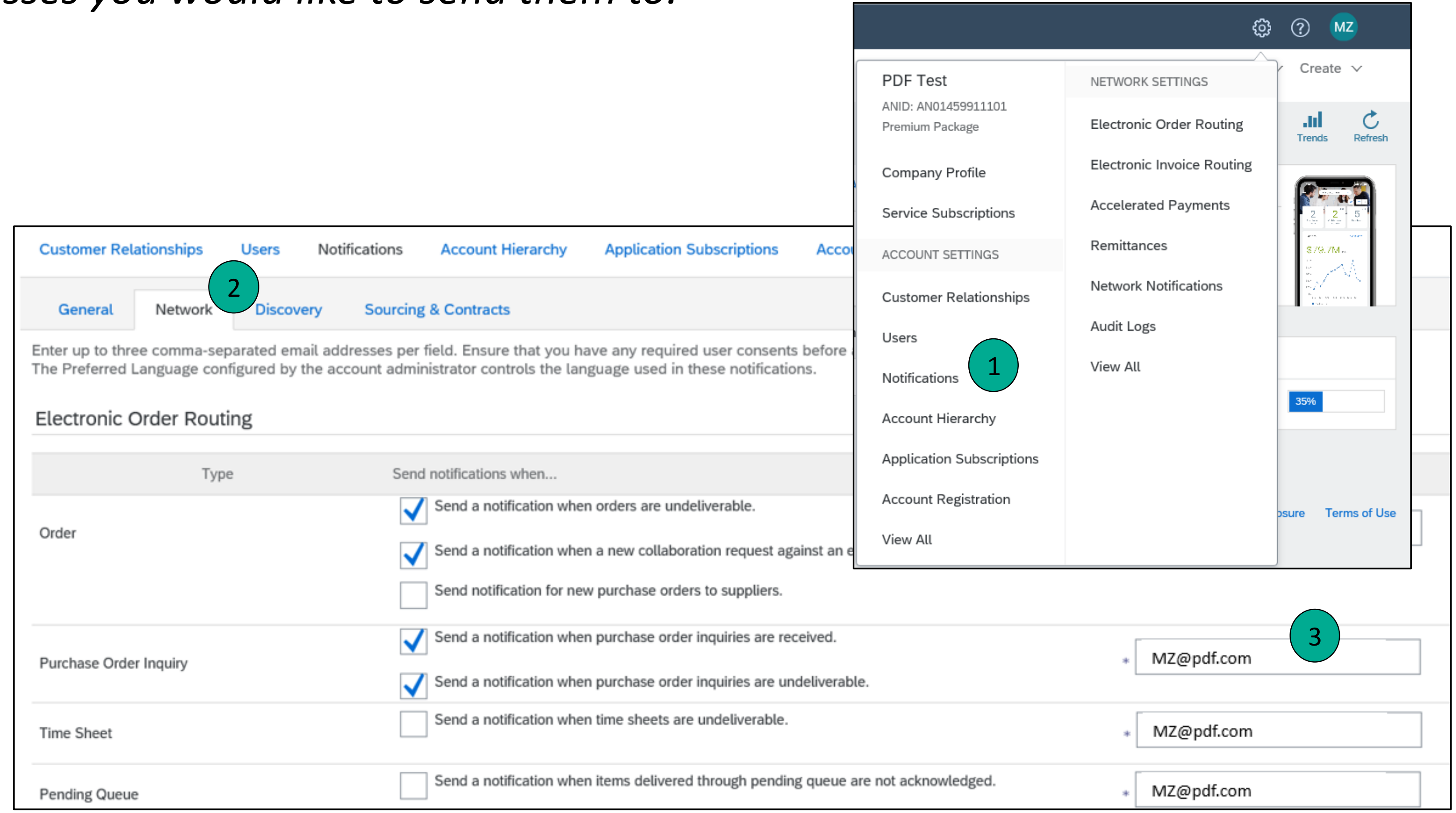
1. **Basic**: Complete or update all required fields marked by an asterisk in the Basic Company Profile tab. Click the **Add** button to classify your Company by **Commodities, Sales Territory** and **Industries**.
2. **Business:** Enter additional information for your company.
3. **Marketing**: Add 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.

Account Configuration

Notifications and Network Notifications

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.

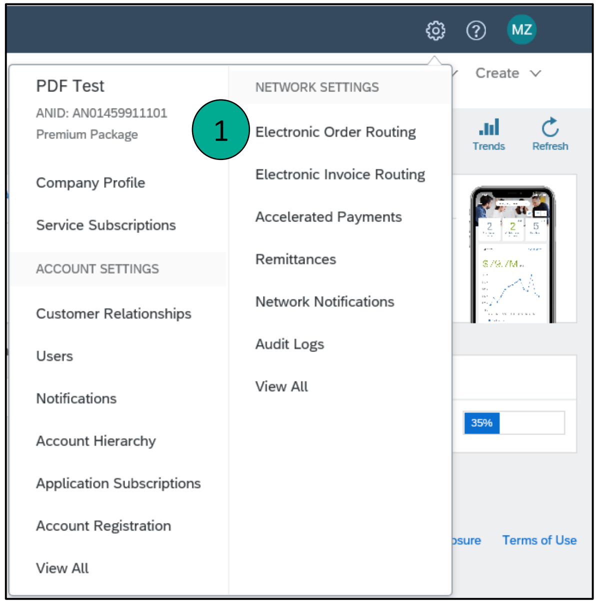
1. Click on **Notifications** under Company Settings.
2. **Network**
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

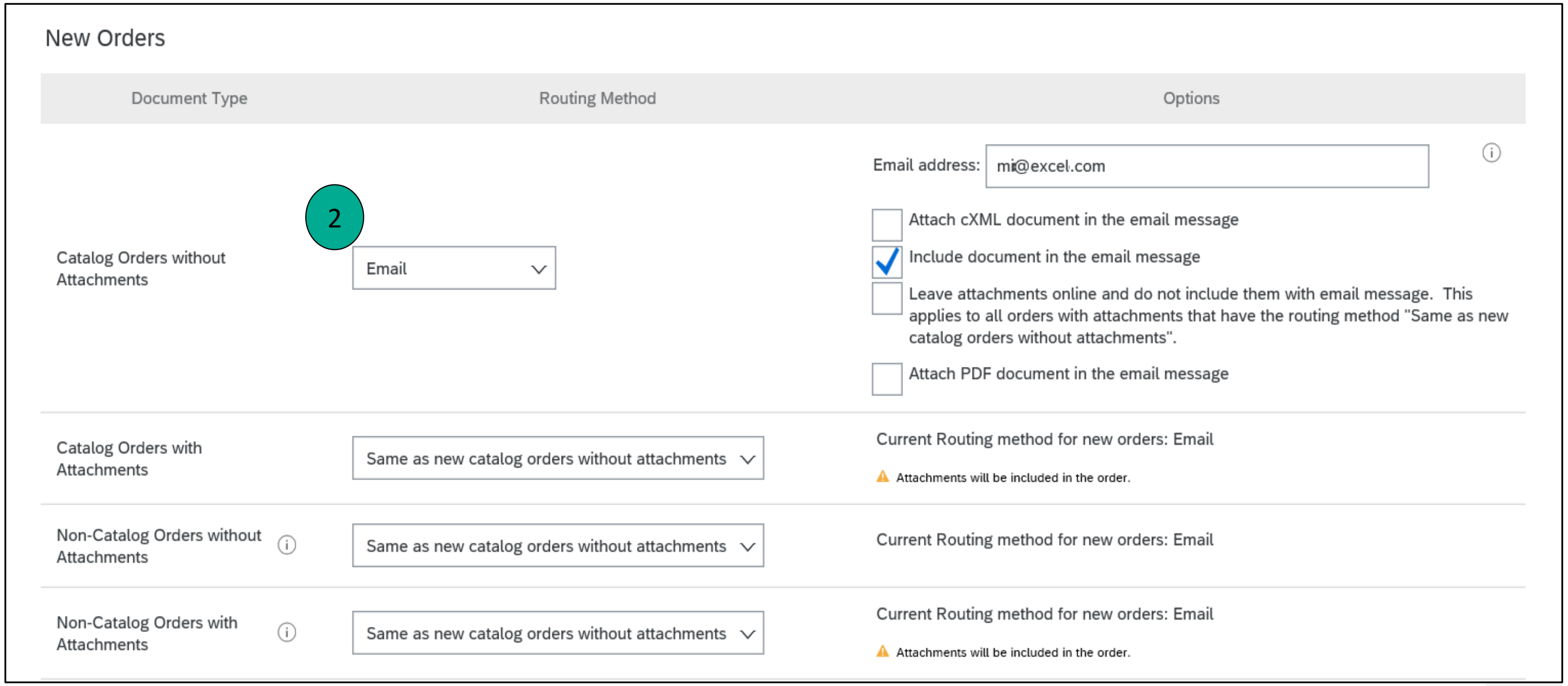


Electronic Order Routing

Methods

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





Electronic Order Routing

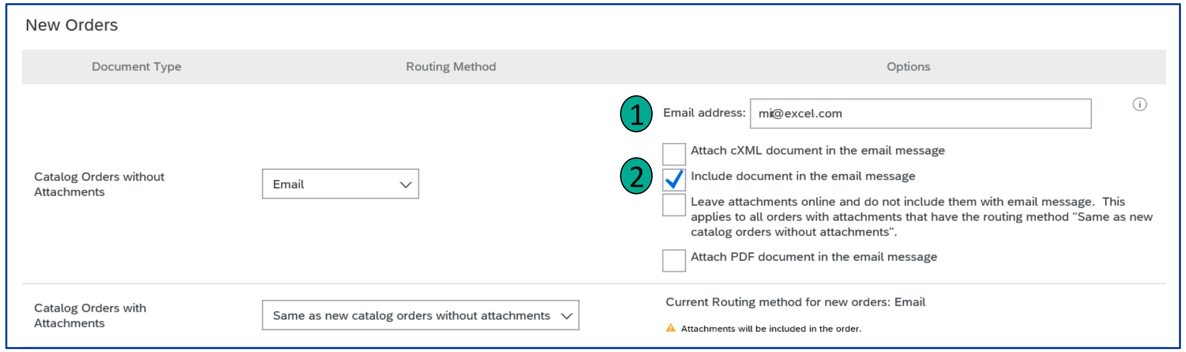
Methods

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:

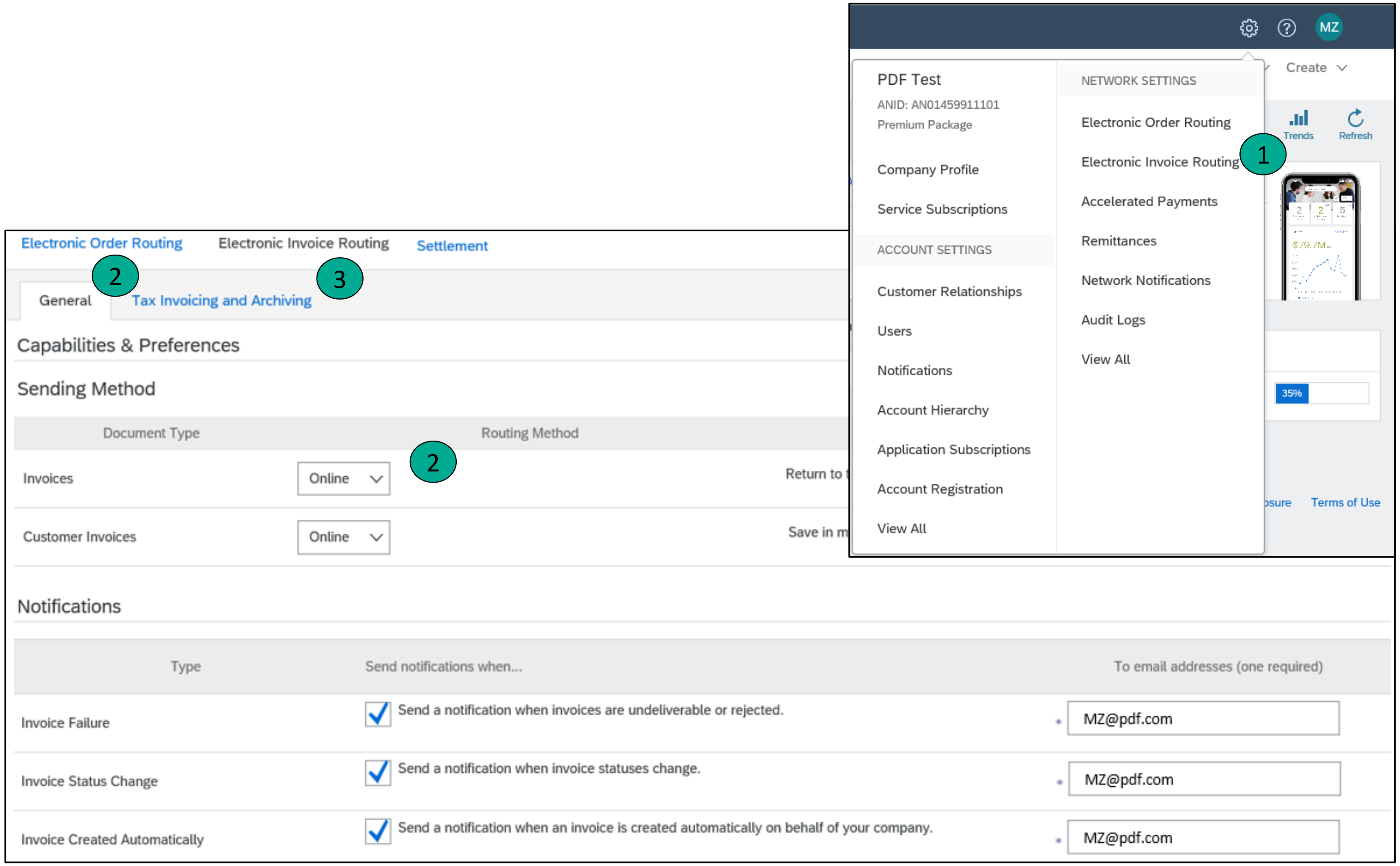
- It is recommended that you use a non-personalised/distribution list email.
- Mailboxes that respond with "OOO" messages, the orders **will not** fail, and the network will indicate that it received the auto-reply in the order history log.
- Make sure that Ariba Network notes do not fall into the junk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



Electronic Invoice Routing

Methods and Tax Details

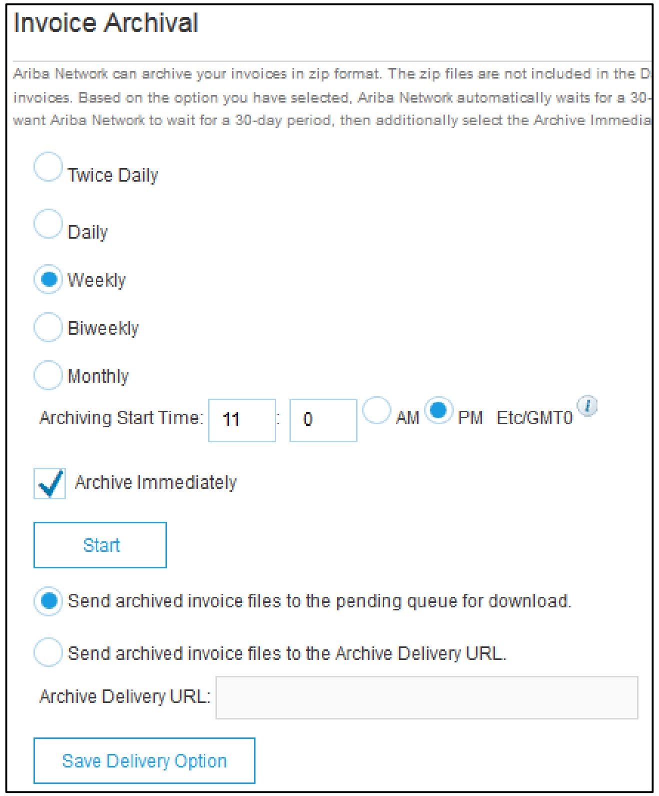
1. **Go** to Electronic Invoice Routing
2. **Choose** one of the following methods for Electronic Invoice Routing: Online
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id and other supporting data. *(if applicable)*

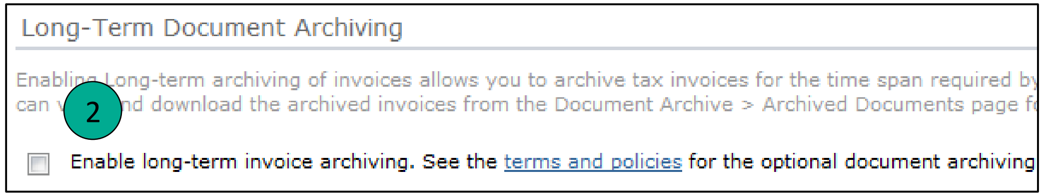


Electronic Invoice Routing

Invoice Archiving *(applicable for Enterprise Accounts Only)*

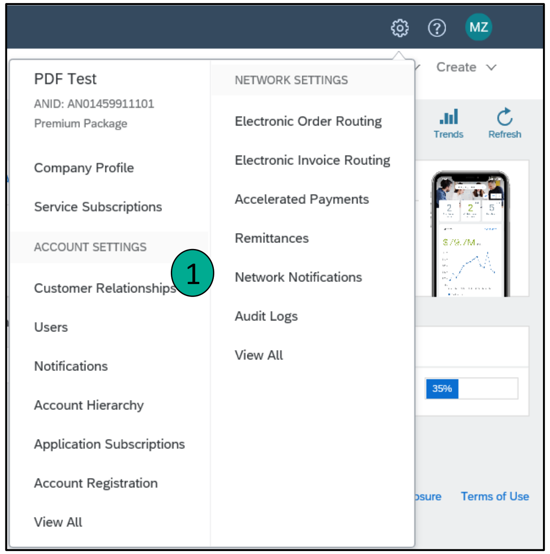
1. **Click** on Configure Invoice Archival link to export invoices to your system for legal compliance:
   - Select frequency (Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click Start.
   - If you want Ariba to deliver automatically archived zip files 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.

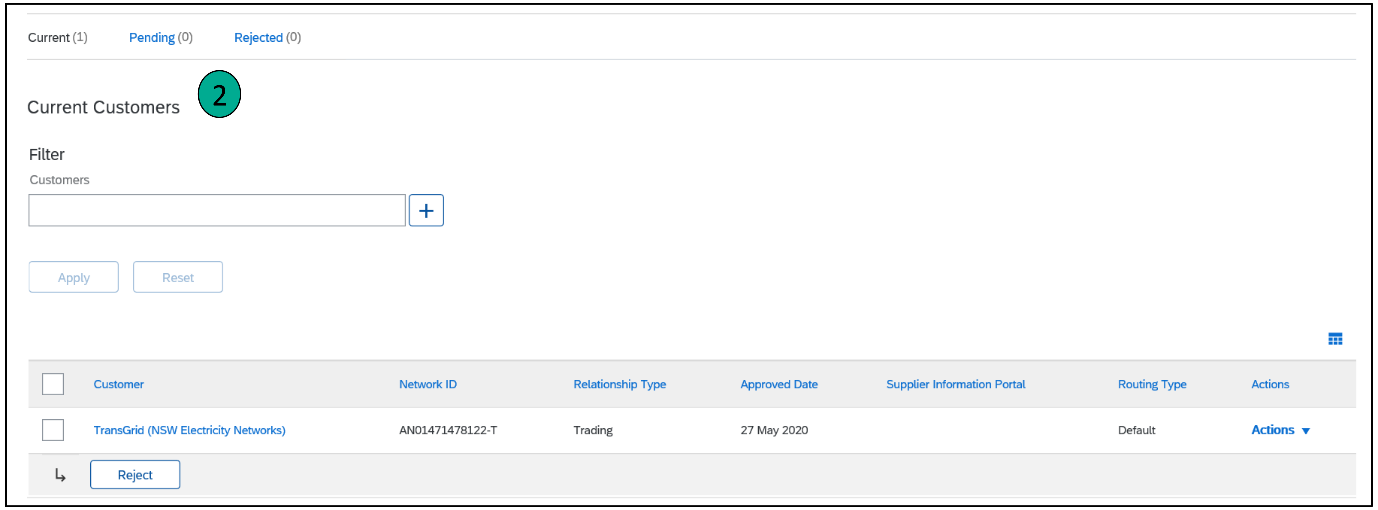




Current and Potential Relationships

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

Administrators 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

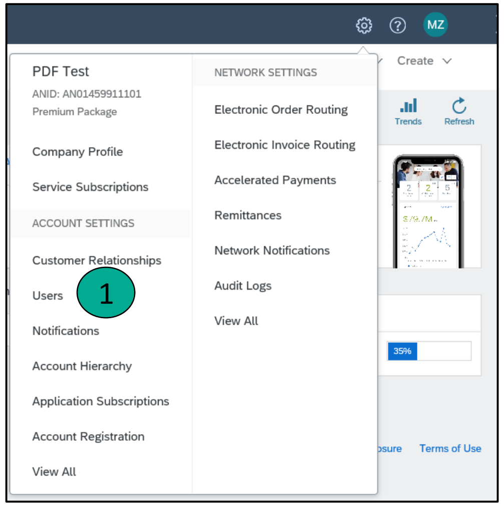
User

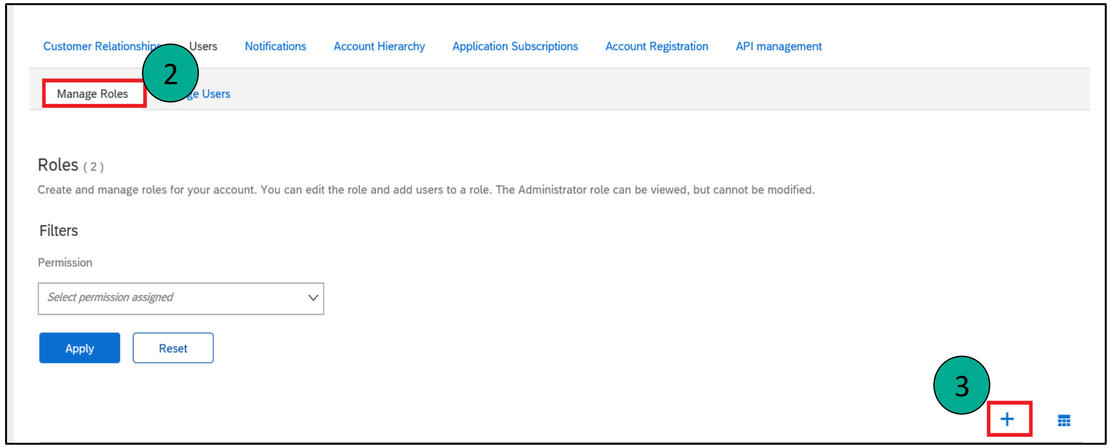
- Can have different roles, which correspond to the user's actual job responsibilities
- Responsible for updating personal user information

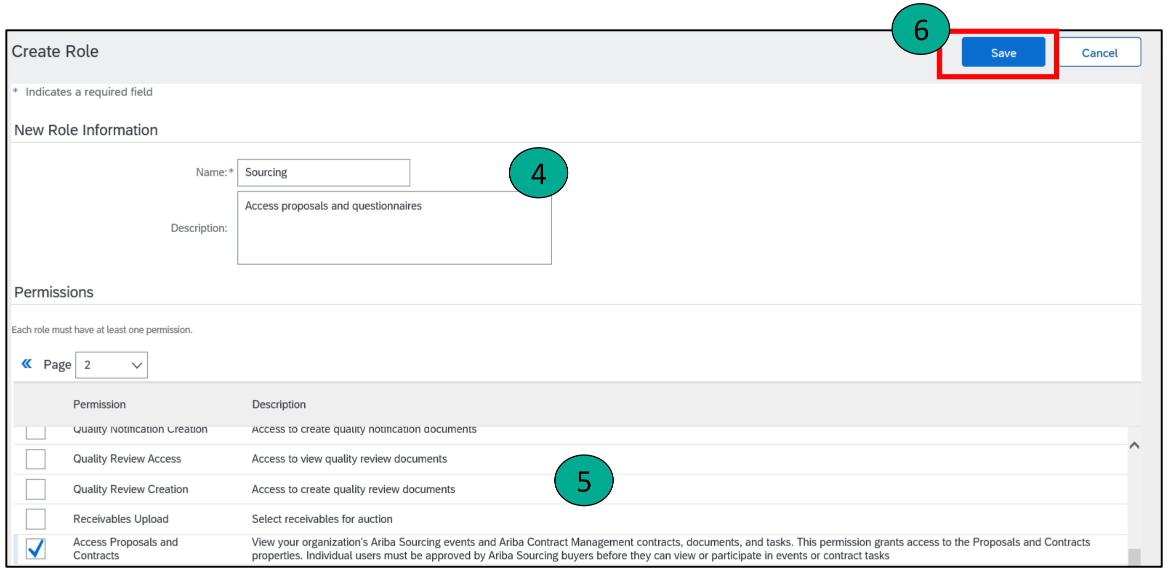
Role and User Creation

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__





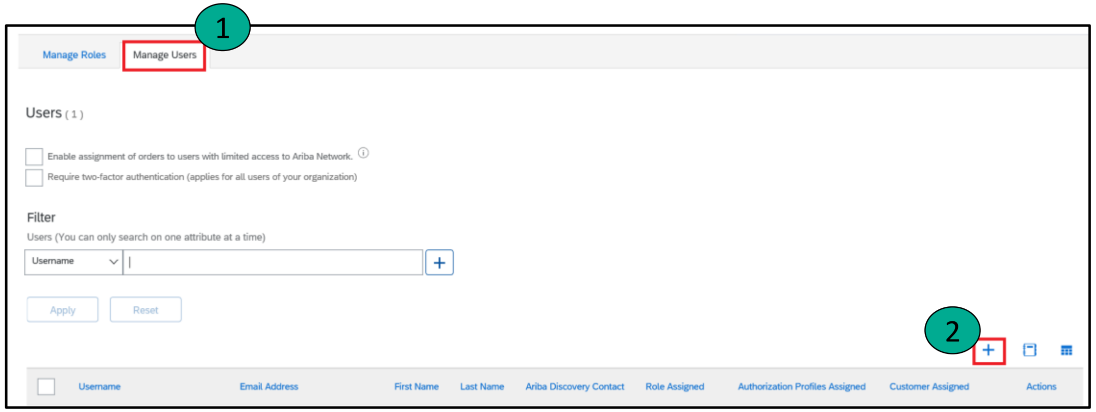


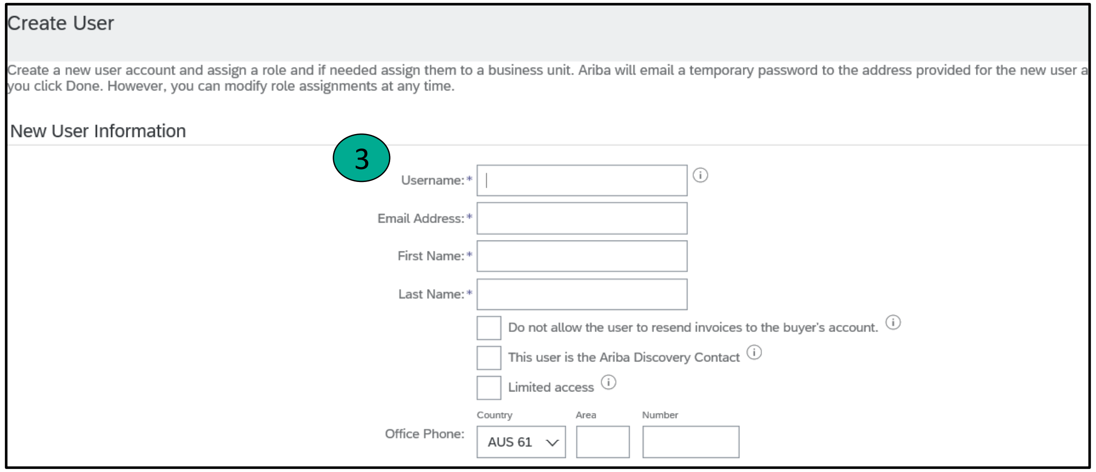
Role and User Creation

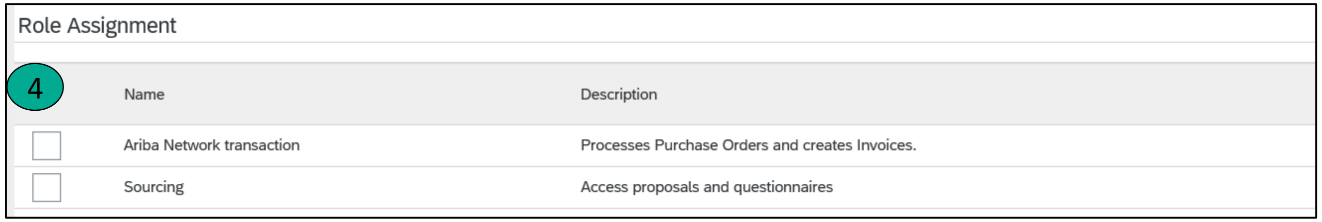
1. Select **Manage Users** tab.
2. **Click** on the "**+**" icon in the Assign Users section.
3. Enter **New User Information**.
4. **Select** the correspond Role Assignment to the user by checking the proper boxes.
5. Click **Done** to add the user to the new role.
6. User is assigned to new role.

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

New users will receive their own login details.







Modify Users

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

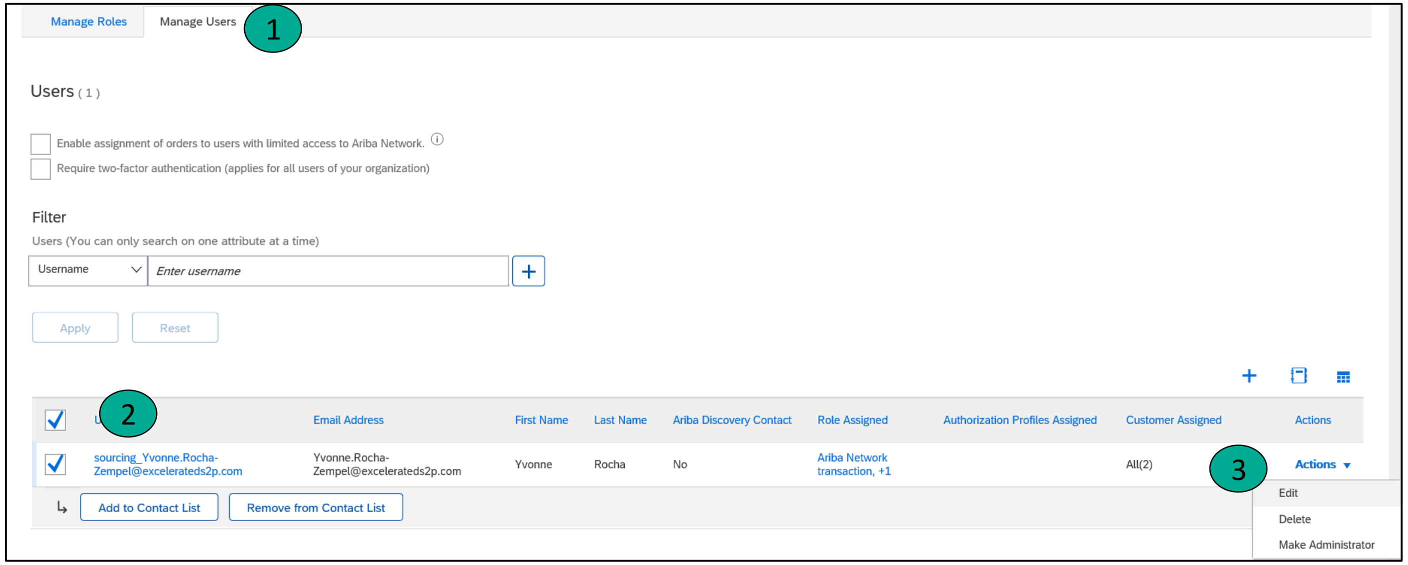
Other options:

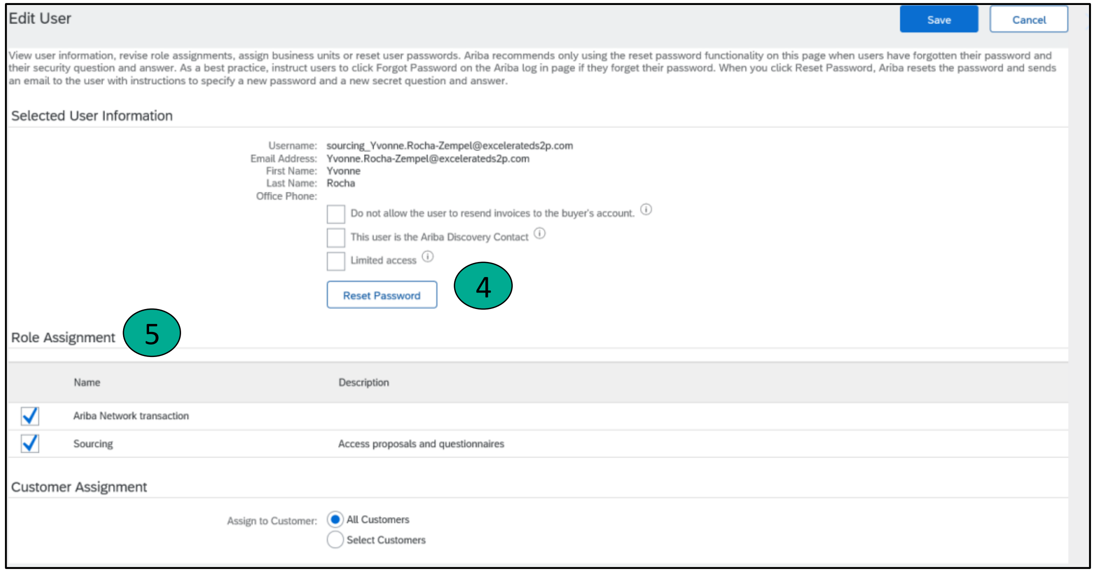
- Delete User
- Make Administrator

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.





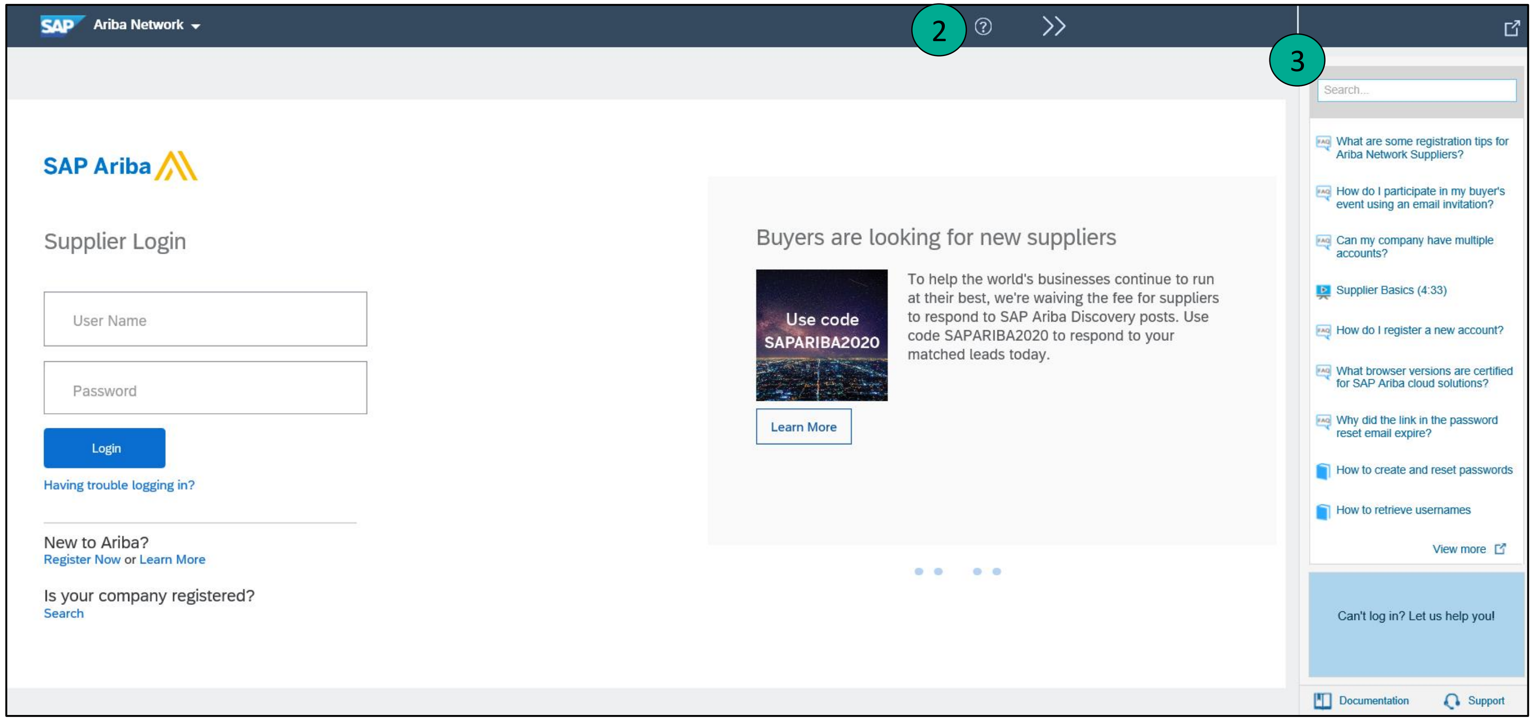
Ariba Network Support

Training and Resources

Ariba Network Standard Documentation (pre-login state)

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.

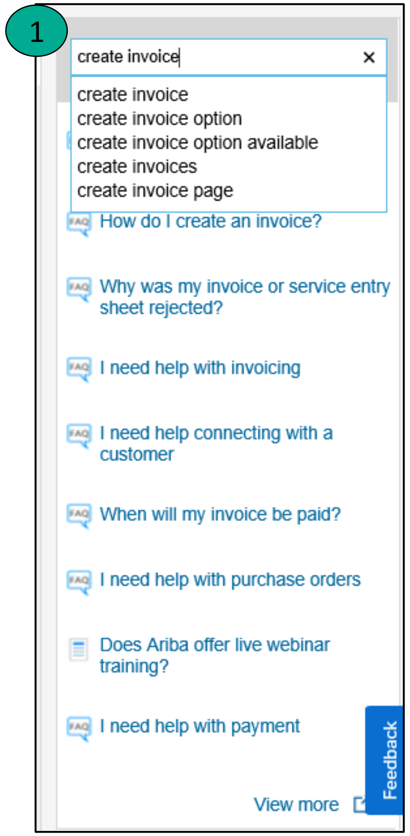
   Note: Only a subset of the documentation is available in a pre-login state.

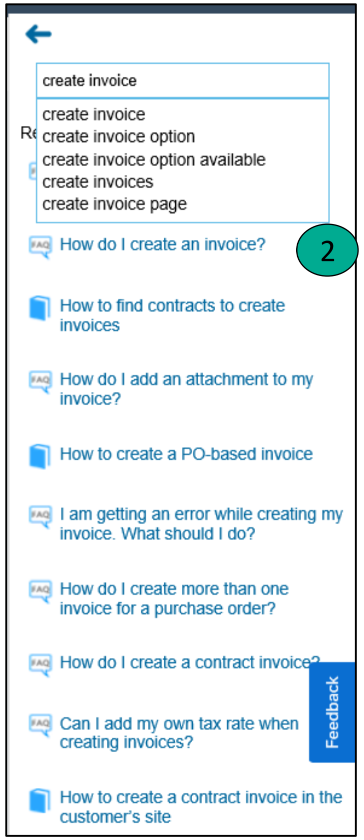


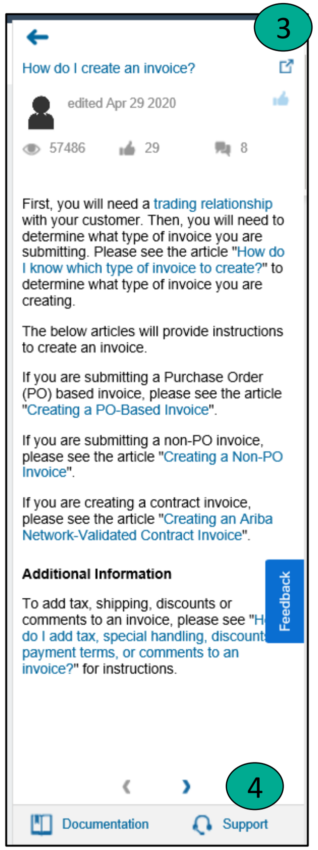
Help and Resources

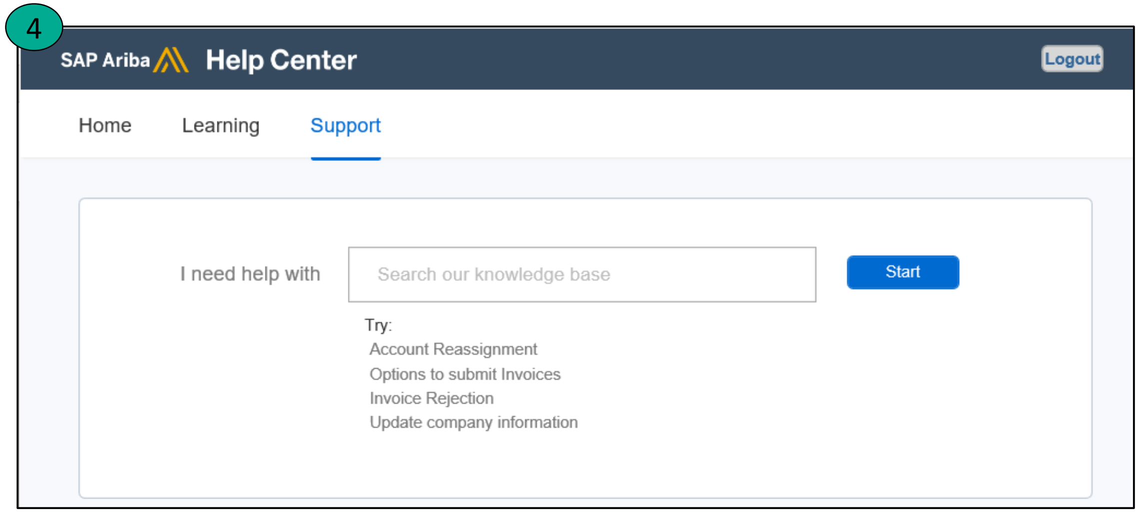
Help Center - Basic Troubleshooting

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.





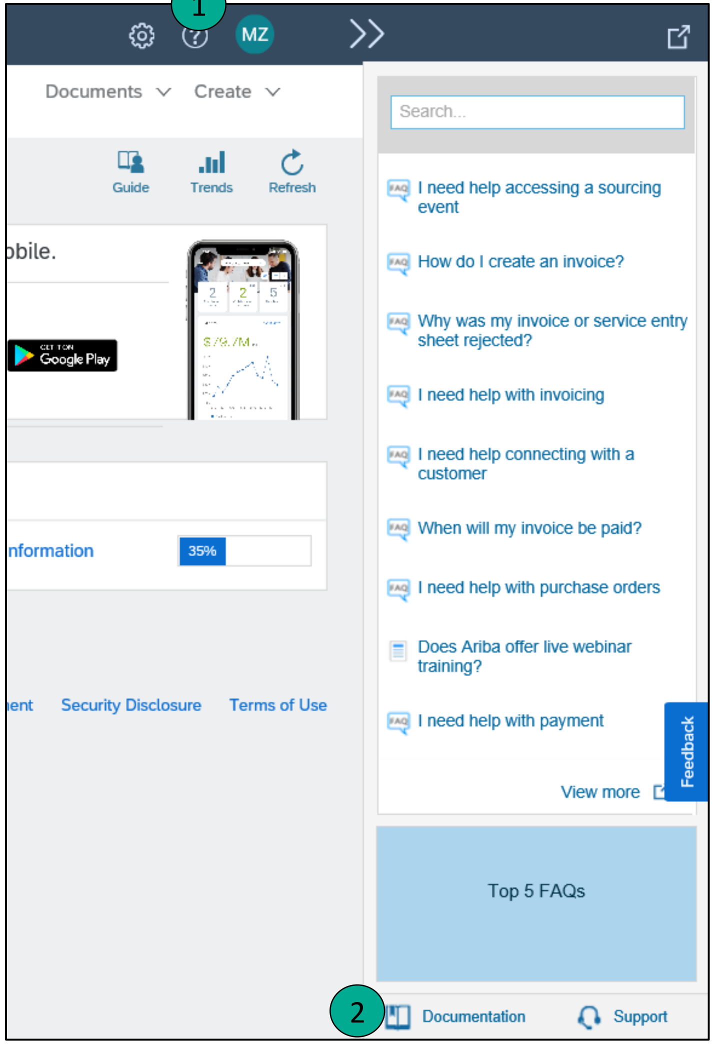


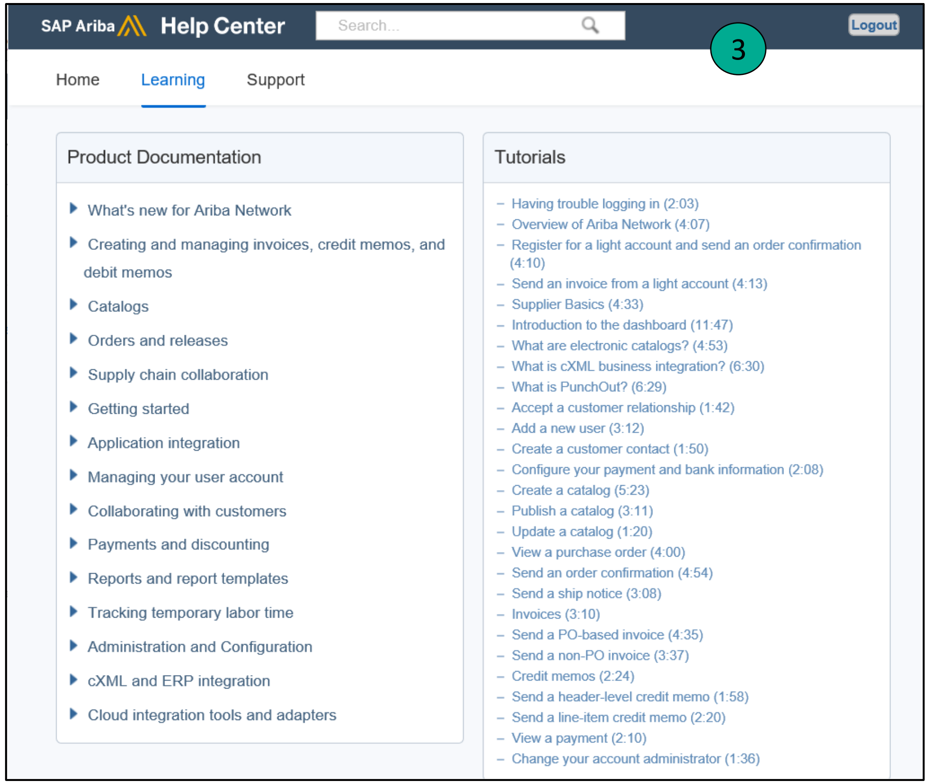


Training and Resources

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

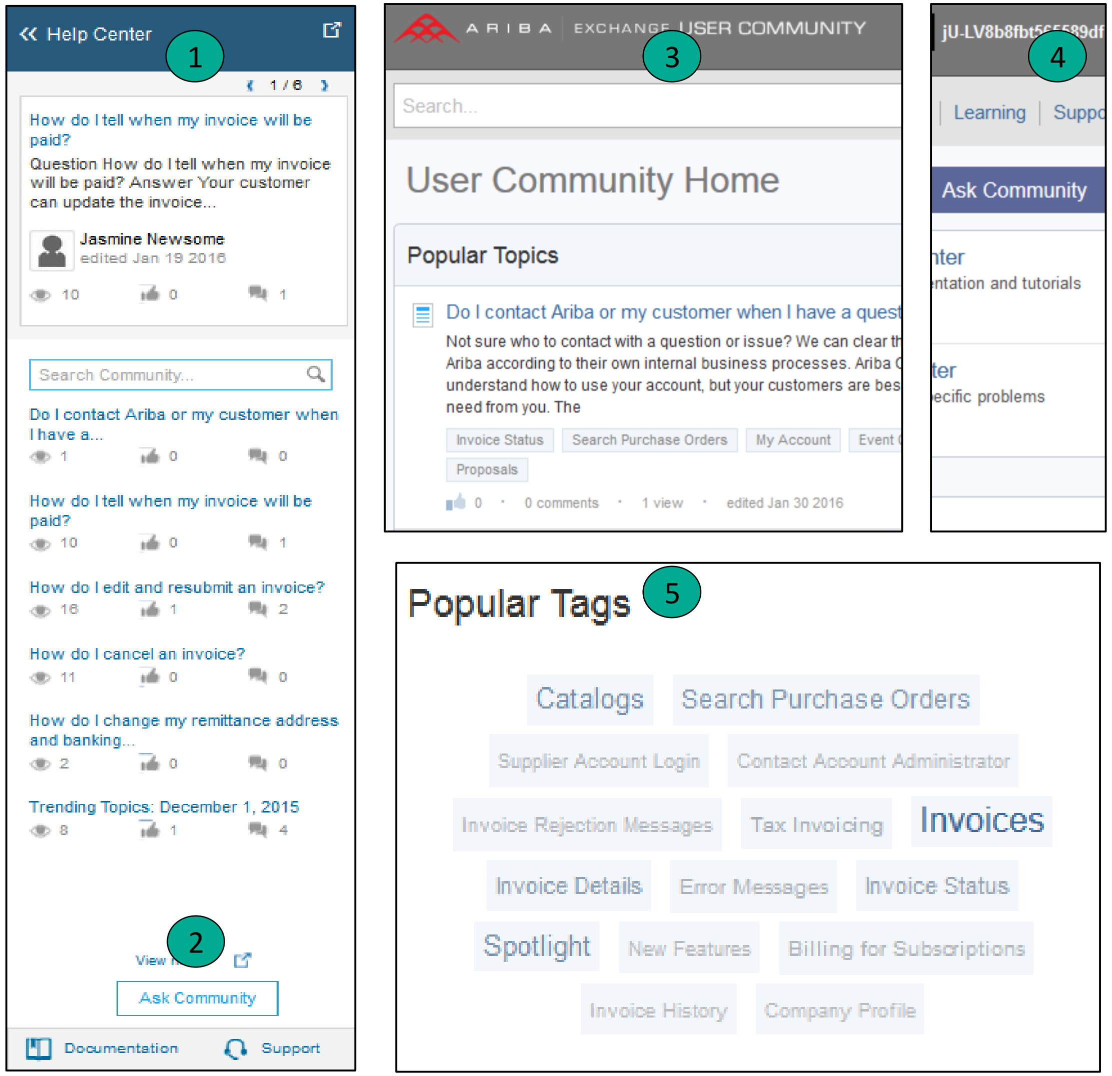




Help Center

Helpful Things To Know

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

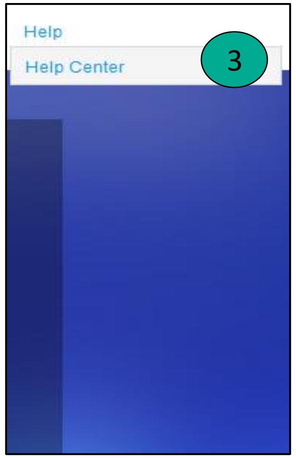
Useful Links

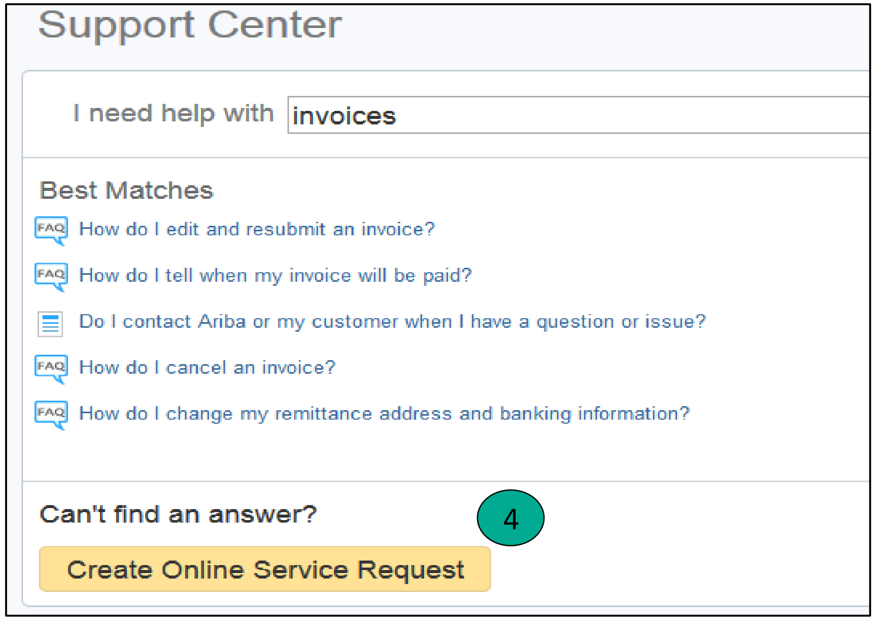
- Ariba Supplier Membership page - http://www.ariba.com/suppliermembership
- Ariba Network Hot Issues and FAQs - https://connect.ariba.com/anfaq.htm
- Ariba Discovery - http://www.ariba.com/solutions/discovery-for-suppliers.cfm
- How to manage your Ariba Network account

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.





Who Should You Contact Post Go-Live?

Supplier Support – General Queries

- **Ariba system related questions**
  Please contact ibuysuppliers@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 for procurement related questions.
- **TransGrid Invoice related Process questions**
  Please contact Accounts.Payable@transgrid.com.au for invoice related questions.

Thank You