Welcome to Ariba (Business with Nouryon)

Step 1 PO Notification

You will receive a PO notification e-mail from SAP Ariba on behalf of Nouryon

1) Click on Process Order

2) Check internally if your company has an ANID (Ariba Network ID) starting with AN0.............

3) If you already have an ANID -> Click Log in

4) If you don't have an ANID -> Click Sign up

Nouryon sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and log in now.

Process order

Step 2A – NO ANID yet

1) Click on Sign up

2) Fill in your company details

3) Username is always your e-mail address

4) Accept the terms of use, Privacy Statement and the Trading Relationship Request (TRR)

Company Info, Accept Terms of Use, and Registration

(1) Review your Company information

Company information

(2) Enter your User account information

User account information

(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

Register | Cancel

Please note that your Standard Account is now registered and future POs will be sent through this account and the email designated. Please follow the next 2 slides to confirm or update where you would like your orders routed and to configure additional users.
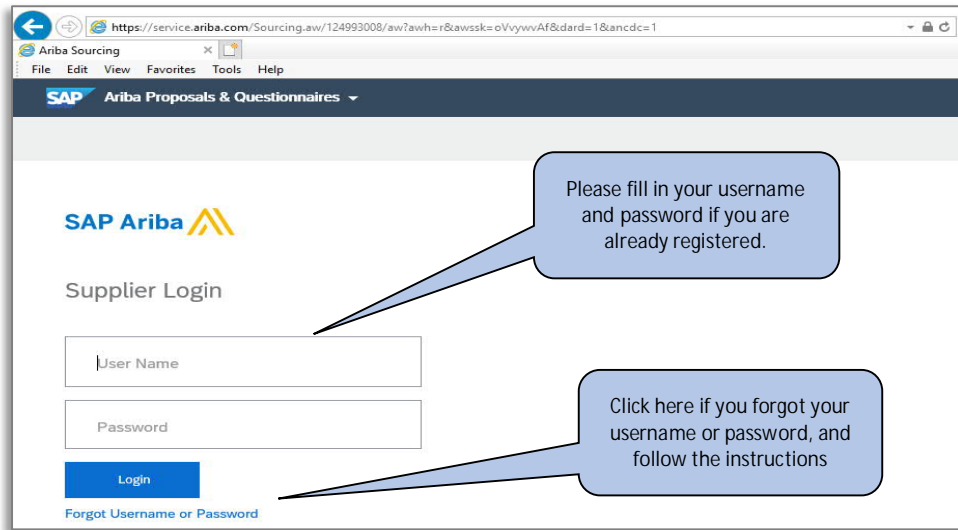
Different SAP Ariba Account Types;

Standard Account
Free of charge.
Enterprise Account
Paid account if thresholds are met.

Nouryon recommends a Standard Account type to interact on the Ariba Network. If needed otherwise (Catalog, EDI Integration etc.) we will always contact you to discuss the need of an Enterprise Account. ** For more information see Step 6.

NOTE: never click Upgrade in your account as this automatically leads your Standard Account to be transferred to an Enterprise Account.

Step 2B – Company has an ANID

1) Click log in

2) If you are already registered with an SAP Ariba account, you can login with your username.

* If you don't have a username, contact your own account admin so he/she can create a user account for you.

3) If you have forgotten your username and/or password please click link under Login. You will receive an e-mail to reset your password.

SAP Ariba

Supplier Login

User Name

Password

Login

Forgot Username or Password

> Please fill in your username and password if you are already registered.

> Click here if you forgot your username or password, and follow the instructions

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Step 3 – Configure Order Routing

1) Can only be done by your assigned Account Admin

2) Set your preferred order routing; you can add up to 5 e-mail addresses which will receive PO notification e-mails and can therefore process the PO's.

3) You can also decide how you want to receive the PO; electronic via the Ariba Network or as PDF file via e-mail.

Configure Order Routing & Users
*Update Electronic Order Routing Emails*

Key Points for taking action on Purchase Orders:

- Suppliers must maintain their order routing emails within their account. Orders can be set to go directly to the resources you choose.

- Purchase Orders received through Interactive Email may be forwarded to invoicing resources, however, any recipient MUST BE SETUP AS A USER within your account to actively send invoices or other documents against the PO.

To configure Order Routing & Users:

1. Login to your account. Click on the circle with your initials to access your Account dropdown menu, select Settings > then select Electronic Ordering Routing

2. Enter up to 5 emails or alias' for the appropriate parties/users who will be responsible for processing orders, invoices or any other applicable documents.

3. Click Save to complete

To configure Users, the Administrator must follow steps on the next slide to Set Up Additional Users for any additional company resources taking action against Orders.

Nouryon
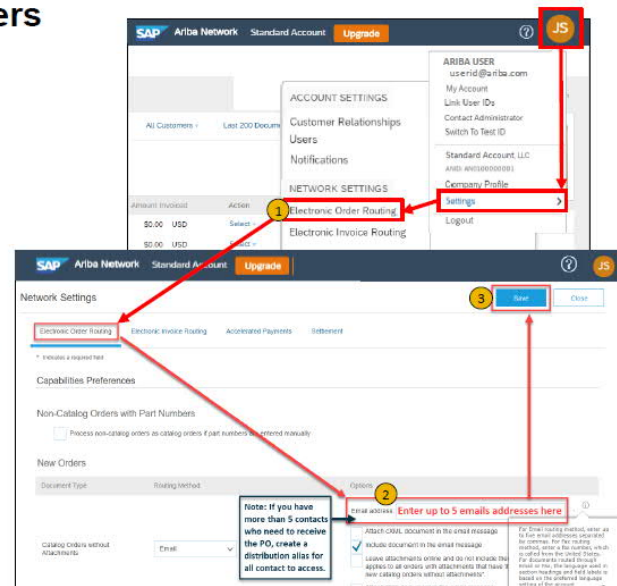
Step 4 – Add users to your ANID

1) Can only be done by the assigned Account Admin of your company.

2) You can add users and assign specific roles.

Configure Users
Administrators Only

1. In the upper-right corner of the application, click your initials > Settings and select Users.

   Note: Admins must first create a role with specific permissions selected, to allow users to be "assigned" a role. In this example, you are creating a role to allow users the permission to process invoices and other documents.

2. Click on the **Create Role** button in the Manage Roles section
   a. Enter Role name of choice (as it make sense to your or organization, e.g., AR, Invoicing, Invoice Processing, Reporting)
   b. Enter a brief description for the role
   c. 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. In this example for Invoicing, select the below permissions, as applicable, and Save:
      ✓ Inbox and Order Access
      ✓ Invoice Generation
      ✓ Outbox Access

3. To Create a User Click on Create User button and add all relevant information about the user including name and contact info.

   Select a role in the Role Assignment section and Click Done.

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Next step
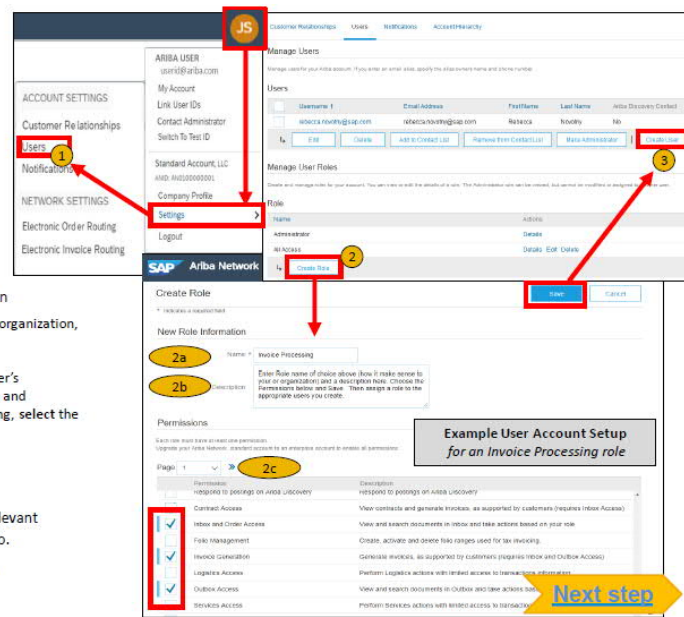
Step 5 – Process PO on Ariba Network

1) You can now view all open PO's on the dashboard of your ANID under tab Workbench.

2) By clicking on a PO number, the PO will open

3) You can now process the PO via the Network by creating an order confirmation.

4) If wished for we can also add your ANID to our e-invoicing group so you can start e-invoicing via the Ariba Network.

Transact with customer using Standard Account

1 Click on *Create Order Confirmation*, *Create Ship Notice*, or *Create Invoice* to get started.
  NOTE: These options will vary depending on Buyer Network rule configurations/requirements

2 If you need assistance, please refer to the articles in the Help Center (right-hand side in your Ariba Network Account) or at the bottom of the interactive email.
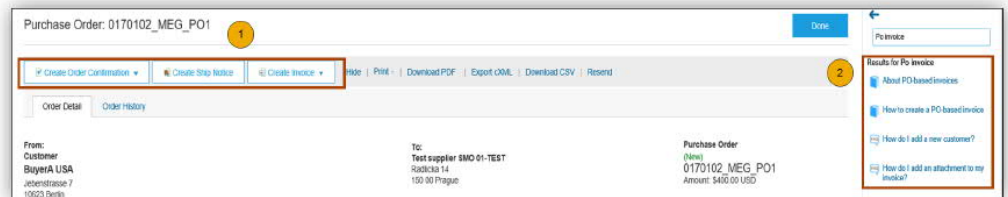
For a quick video tutorial, available in 24 languages, on registering a Standard Account and invoicing, refer to the Help resources Web Page

For a quick video tutorials and documentation, available in 24 languages, please refer to the **Help Resources Web Page** in the Help Section of this document.

Step 6 – Differences of accounts explained

There are 2 different account types on the Ariba Network.

If not needed elsewise Nouryon recommends a Standard (Free) account

1) Standard Account; free of charge

2) Enterprise Account; fees can be applicable if thresholds are reached

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	✓ Self-Service Only	✓ Access to Ariba Support
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	• Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	• Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details.

For more information on SAP Ariba, please visit;

https://support.ariba.com/help

https://support.ariba.com/item/view/186695

https://www.nouryon.com/company/procurement/sapariba