

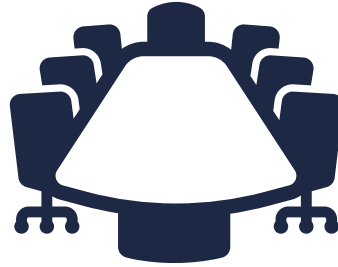


Atmus Supplier Guide

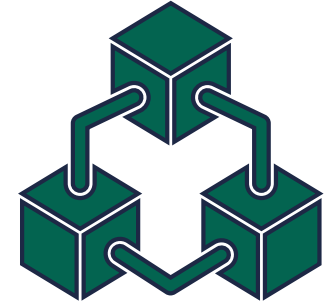
HOME – Table of Contents



Section 1.
Ariba Network Overview



Section 2.
Account Set Up



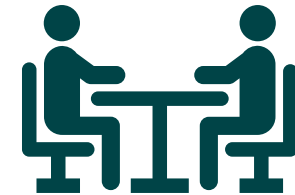
Section 3.
Purchase Orders



Section 4.
Other Documents

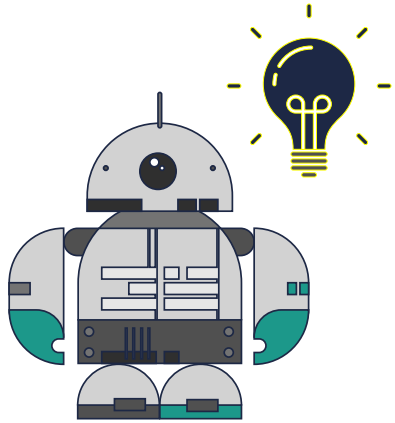


Section 5.
Invoice Methods



Section 6.
Help Resources

Section 2: Set Up Your Account



Basic Account Configurations

[Suggested Configuration](#)

[Accept Invitation](#)

[Profile Completion](#)

[Email Notifications](#)



Enablement Tasks

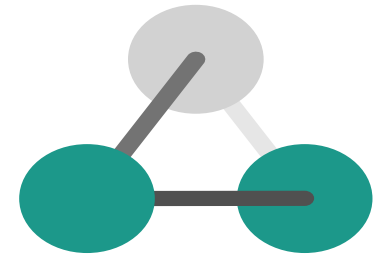
[Enablement Tasks](#)

[Purchase Order Routing](#)

[Invoice Notifications](#)

[Tax Details](#)

[Remittances](#)



Advanced Account Configuration

[Customer Relationships](#)

[Roles and Users](#)

[Enhanced User Account](#)

[Functionality](#)

[Multi -Orgs](#)

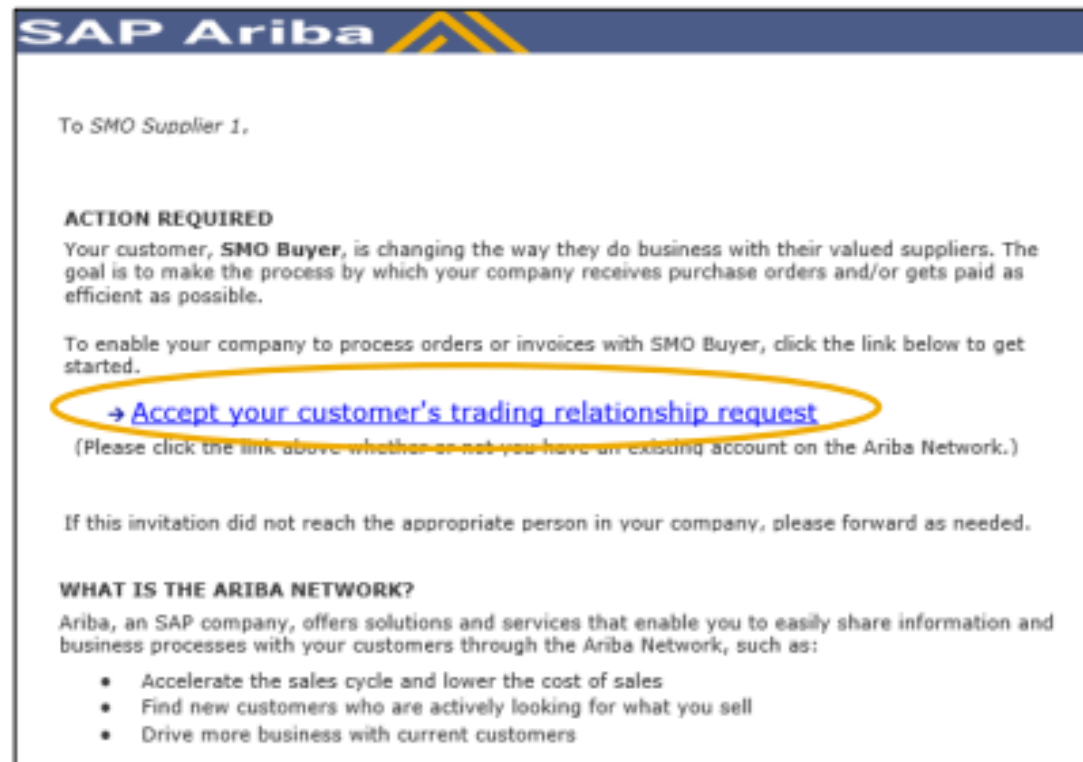
[Test Accounts](#)

Atmus Specific Account Configuration

- **VAT ID / TAX ID** – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Remittance Address** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk.
- **Payment Methods** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. The Remittance ID will be communicated to you by your buyer.
- **Test Account Creation (testing is required for integrated and catalog suppliers)** – To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Currency** – The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization’s location, which you specify in User Account Navigator > My Account > Preferences.

Accept Your Invitation

- The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with your customer.
 1. Click the link in the emailed letter to proceed to the landing page.



Select One...

First Time User

Existing User

Ariba Network Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

Register Now

[I have further questions for my requesting customer](#)

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

Confirm

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Register as a New User

- 1. Click **Register Now**.
- 2. Enter Company Information fields marked required with an asterisk (*) including:
 - **Company Name**
 - **Country**
 - **Address**
- 3. Enter User Account information marked required with an asterisk (*) including:
 - **Name**
 - **Email Address**
 - **Username (if not the same as email address)**
 - **Password**
- 1. Accept the **Terms of Use** by checking the box.
- 2. Click **Register** to proceed to your home screen

The screenshot shows the 'New User' registration page on the Ariba Network. The page is titled 'New User' and contains a registration form. A callout box labeled '1' points to the 'Register Now' button. The form is divided into two main sections: 'Company information' and 'User account information'. In the 'Company information' section, callout '2' points to the 'Company Name' field. In the 'User account information' section, callout '3' points to the 'Email' field. At the bottom of the form, callout '4' points to the 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' checkbox, and callout '5' points to the 'Register' button.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

1 Register Now

I have further questions for my requesting customer

Register Cancel

Register

Company information

* indicates a required field

Company Name: *

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: *
Line 1
Line 2
Line 3

City: *

State: Alabama *

Zip: *

User account information

* indicates a required field

Name: First Name Last Name Ariba Privacy Statement

Email: * Use my email as my username Must be in email format(e.g. john@newco.com) ⓘ

Username: * Must contain a minimum 8 characters including letters and numbers. ⓘ

Password: * Enter Password Repeat Password

Language: English * The language used when Ariba sends you configurable notifications. This is different than your web b...

Enter more information for potential customers ▶

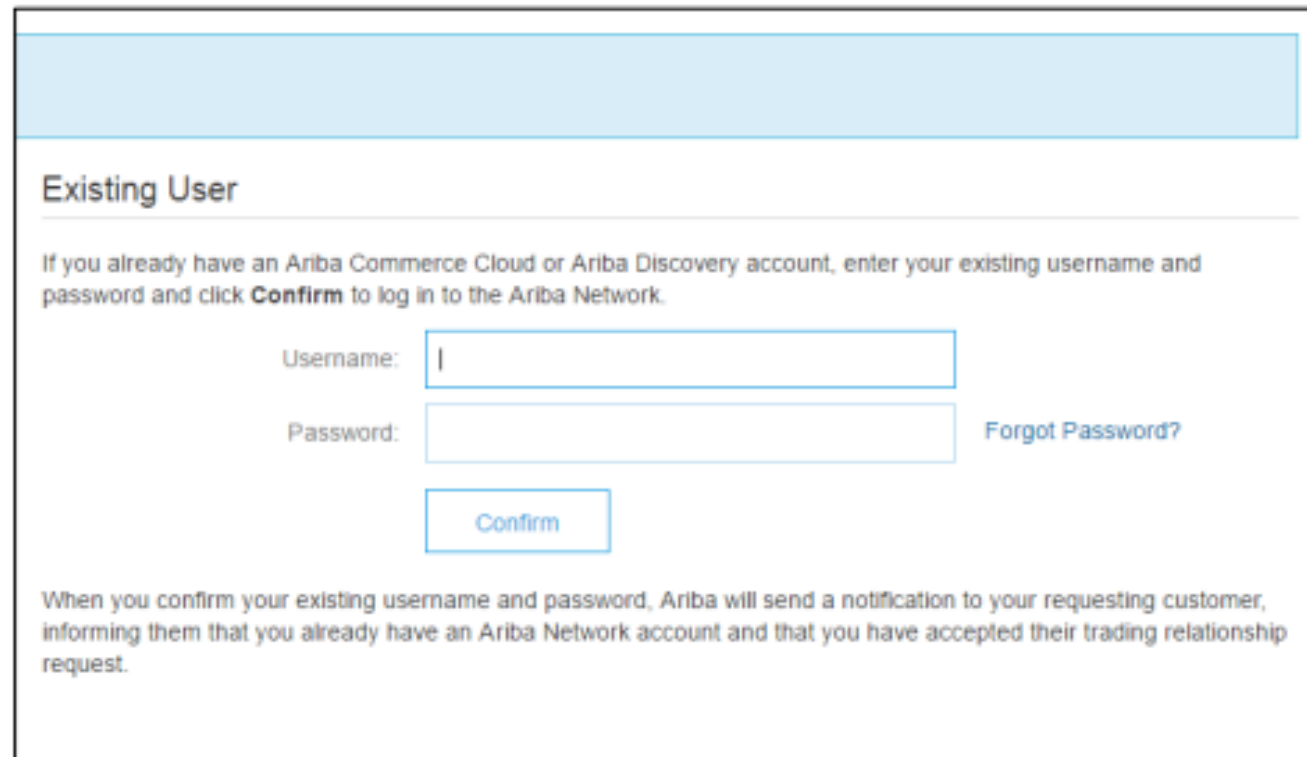
Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.
By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.
You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

4 I have read and agree to the Terms of Use and the Ariba Privacy Statement

5 Register Cancel

Accept Relationship as an Existing User

- 1. Log in using your current Ariba username and password in order to accept the relationship with your customer.



The screenshot shows a web form titled "Existing User" with a light blue header bar. Below the title, there is a horizontal line and a paragraph of instructions: "If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network." The form contains two input fields: "Username:" and "Password:". The "Username:" field has a vertical cursor. To the right of the "Password:" field is a link labeled "Forgot Password?". Below the input fields is a blue "Confirm" button. At the bottom of the form, there is a paragraph of text: "When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request."

Complete Your Profile

- 1. Select Company Profile from the Company Settings dropdown menu.
- 2. Complete all suggested fields within the tabs to best represent your company.
- 3. Fill the Public Profile Completeness meter to 100% by filling in the information listed below it.
- Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

The screenshot displays the Ariba Network user interface. At the top, a navigation bar shows 'Company Settings' and 'John Doe'. A dropdown menu is open under 'Company Settings', with 'Company Profile' highlighted in blue. Below this, the 'Company Profile' page is visible, featuring a 'Save' and 'Close' button. The page has several tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Overview' tab is selected, showing a form with the following fields: 'Company Name' (filled with 'SMO Supplier 1'), 'Other names, if any' (empty), 'NetworkId' (filled with 'AN010'), 'Short Description' (empty, with a 'Characters left: 100' indicator), 'Website' (empty), and 'Public Profile' (filled with 'http://discovery.ariba.com/profile/AN01022404640 | Customize URL'). Below these is the 'Address' section with fields for 'Address 1' (filled with '21 Jump Street'), 'Address 2', 'Address 3', 'City' (filled with 'Cleveland'), 'State' (filled with 'Ohio'), 'Zip' (filled with '44114'), and 'Country' (filled with 'United States [USA]'). On the right side, there is a 'Public Profile Completeness' meter showing 25% completion, and a sidebar with links to 'Short Description', 'Website', 'Annual Revenue', 'Certifications', 'D-U-N-S Number', 'Business Type', 'Industries', 'Company Description', and 'Company Logo'. At the bottom of the sidebar, there are options to 'Share Your Public Profile', 'Click here to get your Ariba badge', and 'View Public Profile Profile Visibility Settings'.

Configure Your Email 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.
- **Click** on Notifications under Company 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.

The screenshot displays the 'Account Settings' page with the 'Notifications' tab selected. A yellow circle '2' highlights the 'Notifications' tab in the top navigation bar. Below this, the 'Network' sub-tab is active, showing a table for 'Electronic Order Routing'. A yellow circle '1' highlights the 'Notifications' option in the left-hand menu. A yellow circle '3' highlights the 'To email addresses (one req' field in the right-hand pane, which contains three entries of 'junk@phoenix.ariba.com'. A yellow circle '2' also highlights the 'View All' link in the left-hand menu.

Type	Send notifications when...	To email addresses (one req
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverab	* junk@phoenix.ariba.com
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when a new collaboration re	* junk@phoenix.ariba.com
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquir	* junk@phoenix.ariba.com
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquir	* junk@phoenix.ariba.com
Pending Queue	<input type="checkbox"/> Send a notification when time sheets are unde	* junk@phoenix.ariba.com
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* junk@phoenix.ariba.com

Configure Your Enablement Tasks

- 1. **From** home screen, select the Enablement Tab.
 - 2. **Click** on the Enablement Tasks are pending link.
 - 3. **Select** necessary pending tasks for completion.
 - 4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing: **Online, cXML, EDI, Email, Fax or cXML** pending queue (available for Order routing only) and configure e-mail notifications.
- Note:** There may be times you see a pending task for your customer. This will not go away until your customer completes it.

Tasks

1 Enablement Tasks are pending 2

Update Profile Information 85%

Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task. 3

Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

Network Settings

Electronic Order Routing | **Electronic Invoice Routing** | Accelerated Payments | Settlement

General | Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online 4	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox
	cXML	
	EDI	

Notifications

Select Electronic Order Routing Method

- 1. **Click** on the Tasks link to configure your account.
- 2. **Choose** one of the following routing methods:
 - **Online**
 - **cXML**
 - **EDI**
 - **Email**
 - **Fax**
 - **cXML pending queue**
(available for Order routing only)
- 3. **Configure** e-mail notifications.

The screenshot displays the 'Network Settings' interface with the 'Electronic Order Routing' tab selected. The interface includes a 'Save' button and a 'Close' button. Below the tabs, there is a note: '* Indicates a required field'. The 'Capabilities Preferences' section includes 'External System Integration' with a link to 'Configure cXML (native) integration'. The 'Non-Catalog Orders with Part Numbers' section has a checkbox for 'Process non-catalog orders as catalog orders if part numbers are entered manually'. The 'New Orders' section contains a table with columns for 'Document Type', 'Routing Method', and 'Options'. The table has one row: 'Catalog Orders without Attachments', 'Email', and 'Options'. The 'Options' column contains an 'Email address' field, a checkbox for 'Attach cXML document in the email message', a checked checkbox for 'Include document in the email message', and a checkbox for '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"'. Two yellow circles with numbers '2' and '3' are overlaid on the 'Email' dropdown and the 'Include document in the email message' checkbox, respectively.

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> 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".

Route Your Purchase Orders

Method Details

- • **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- • **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- • **Fax:** Notifications of new orders are sent via Facsimile and can include a copy of the PO as well as a cover sheet.
- • **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact <Enablement Email> to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method Notifications

- 1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
- 2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments	1 Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments
Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments
Time Sheets	Online
Order Status Request	2 Online
Order Response Documents	Online
Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

Select Electronic Invoice Routing Method

Methods and Tax Details

- 1. Select Electronic Invoice Routing.
- 2. Choose one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
- 3. Click on Tax Invoicing for Tax Information and Archiving sub -tab to enter Tax Id, VAT Id and other supporting data.
- 4. NOTE: Electronic invoicing is not available for Brazil, China or India.

Electronic Order Routing Electronic Invoice Routing Accelerated Payments

General Tax Invoicing and Archiving **3**

Capabilities & Preferences

Sending Method

Document Type	Routing Method
Invoices	Online 2
Customer Invoices	Online cXML EDI

Tax Classification:

Taxation Type:

3 Tax Id: Do not enter dashes

State Tax Id: Do not enter dashes

Regional Tax Id: Do not enter dashes

Vat Id:

VAT Registered

VAT Registration Document: <No document> Upload...

Company Settings ▾

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

View All

Network Settings

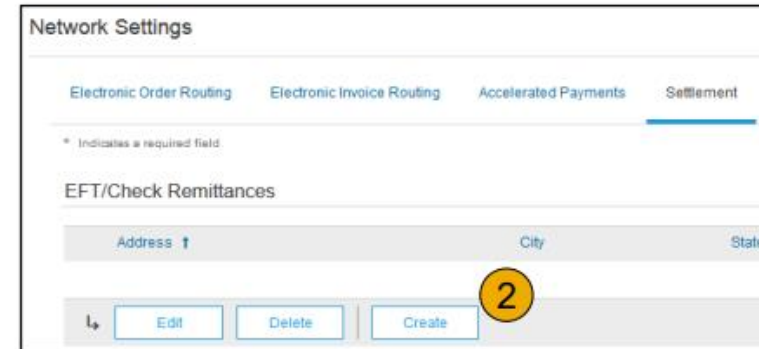
Electronic Order Routing

1 Electronic Invoice Routing

Accelerated Payments

Configure Your Remittance Information

- 1. **From the Company Settings** dropdown menu, select click on Remittances.
- 2. **Click** Create to create new company remittance information, or Edit, if you need to change existing information.
- 3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
- 4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.



Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments **Settlement**

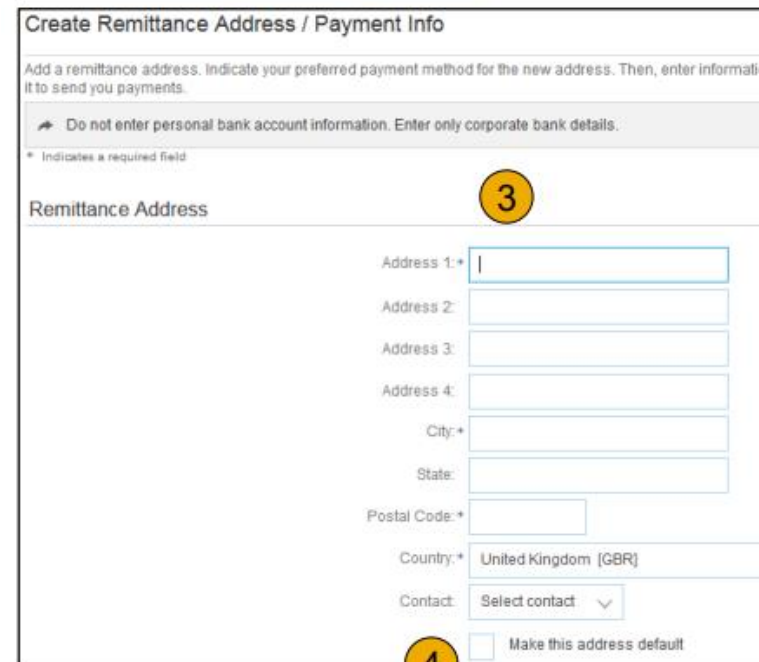
* Indicates a required field

EFT/Check Remittances

Address ↑	City	State

↳

2



Create Remittance Address / Payment Info

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information it to send you payments.

⚡ Do not enter personal bank account information. Enter only corporate bank details.

* Indicates a required field

Remittance Address

Address 1: *

Address 2:

Address 3:

Address 4:

City: *

State:

Postal Code: *

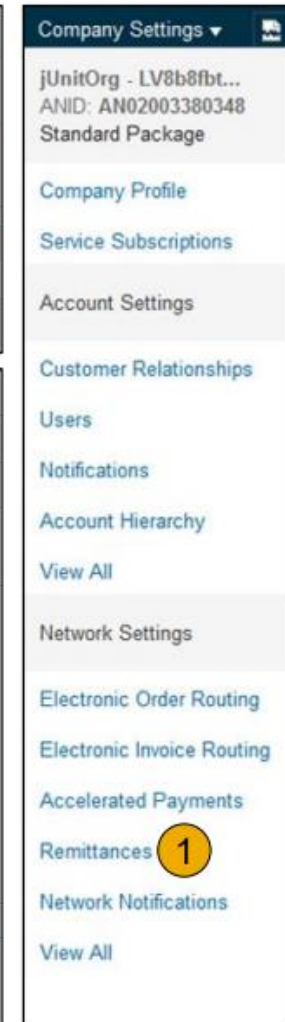
Country: *

Contact:

Make this address default

3

4



Company Settings ▾

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances 1

Network Notifications

View All

Configure Your Remittance Information

- Payment Methods
- 1. **Select** Preferred Payment Method from a drop - down box: Check, Credit card or Wire.
- 2. **Complete** the details for ACH or Wire transfers.
- 3. **Select** if you do or do not accept credit cards and click OK when finished.
- **Note:** This does not change the method of payment from your customer, unless specified.

Payment Methods

Preferred Payment Method: Select method 1

ACH 2

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

WIRE TRANSFER

Beneficiary Bank 2

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id

Confirm Bank id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country:

Bank Phone:

Country: Area: Number:

Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id

Confirm Bank id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country:

Bank Phone:

Country: Area: Number:

Credit Card

Accept credit card: Yes No

Review Your Relationships Current and Potential

- 1. **Click** on the Customer Relationships link in the **Company Settings** menu.
- 2. **Choose** to accept customer relationships either automatically or manually.
- 3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
- 4. **Find** potential customers in Potential Relationships tab.

The screenshot displays the 'Account Settings' interface. The main content area is divided into four tabs: 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Customer Relationships' tab is active and further divided into 'Current Relationships' and 'Potential Relationships'. The 'Potential Relationships' tab is highlighted with a yellow circle '4'. Below the tabs, there is a section for 'I prefer to receive relationship requests as follows:' with two radio buttons: 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. An 'Update' button is highlighted with a yellow circle '2'. Below this is a 'Pending' section with a table header 'Customer' and 'Requested Date ↓'. The table is empty, with 'No items' displayed. Below the table are 'Approve' and 'Reject' buttons, with the 'Approve' button highlighted by a yellow circle '3'. Below the 'Pending' section is a 'Current' section with a table header 'Customer' and 'Approved Date'. The table contains one entry: 'JUnitOrg - 5WQzy9VD565589b21009590920' with an 'Approved Date' of '25 Nov 2015'. Below the table is a 'Reject' button. Below the 'Current' section is a 'Rejected' section with a table header 'Customer' and 'Rejected Date ↓'. The table is empty, with 'No items' displayed. On the right side, there is a 'Company Settings' sidebar menu. The 'Customer Relationships' link is highlighted with a yellow circle '1'. Other links in the sidebar include 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'.

Set Up User Accounts Roles and Permission Details

- **Administrator**

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

- **User**

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Set Up User Accounts

Create Roles and Users (Administrator Only)

- 1. **Click** on the Users tab on the **Company Settings** menu. The Users page will load.
- 2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
- 3. **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. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
- 5. **Select** a role in the Role Assignment section and Click

The screenshot shows the 'Manage Users' page in the Atmus system. The interface is divided into several sections:

- Manage Users:** A table with columns for Username, Email Address, First Name, Last Name, and Ariba Discovery Control. A 'Create User' button is visible, circled with a yellow '4'.
- Manage User Roles:** A section for creating and managing roles. It includes a 'Create Role' button circled with a yellow '2'.
- Role List:** A table with columns for Name and Actions. The 'Administrator' role is listed, with a 'Details' link circled with a yellow '3'.
- Company Settings Sidebar:** A vertical menu on the right side of the page. The 'Users' option is highlighted and circled with a yellow '1'.

Set Up User Accounts

Modifying User Accounts (Administrator Only)

- 1. **Click** on the Users tab.
- 2. **Click** on Edit for the selected user.
- 3. **Click** on the Reset Password Button to reset the password of the user.
- 4. **Other options:**
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator

Account Settings

Customer Relationships **Users** Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

↓ Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends...

Selected User Information

Username: rebecca.novotny@sap.com
Email Address: rebecca.novotny@sap.com
First Name: Rebecca
Last Name: Novotny
Office Phone:

This user is the Ariba Discovery Contact

Reset Password

Enhanced User Account Functionality

- 1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
 - Quickly access your personal user account information and settings
 - Link your multiple user accounts
 - Switch to your test account

Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

- 1. **Click** on My Account to view your user settings.
- 2. **Click** Complete or update all required fields marked by an asterisk.

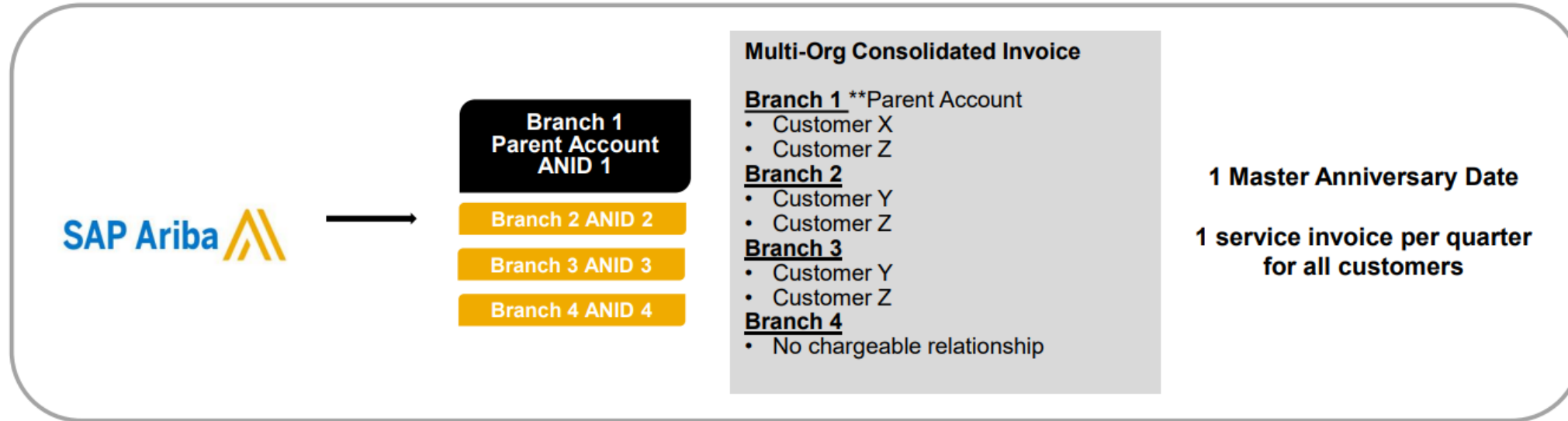
Note: If you change username or password, remember to use it at your next login.

- 1. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.



The image shows a screenshot of a web application interface. At the top right, a user profile dropdown menu is open, showing the user's name and email address, with a 'Logout' button and a 'My Account' button highlighted. Below this, the 'My Account' settings page is displayed, divided into 'Account Settings' and 'Account Information' sections. The 'Account Settings' section contains fields for Username, Email Address, First Name, Middle Name, Last Name, and Business Role. The 'Security' section contains fields for Secret Question, Secret Answer, and Confirm Secret Answer. Numbered callouts (1, 2, 3, 4) highlight specific elements: 1 points to the user profile dropdown, 2 points to the 'My Account' button, 3 points to the 'Change Password' link, and 4 points to the 'Secret Answer' field.

Consolidate Your Bills Through a Multi-Org



- **Ariba offers invoice consolidation and synchronization for customers with several accounts**
 - Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
 - The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
 - This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

Participate in a Multi –Org

Guidelines

- • The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- • The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- • The supplier should also have confirmed list of child ANID's to be included on the invoice.
- • A Multi-Org is NOT:
 - A way to merge accounts.
 - A way to get a discount on Transaction Fees

Structure Your Multi-Org

- 1. **Register** all accounts which will be included in the Multi-Org.
- 2. Create a list of all ANIDs and designate the parent account.
- 3. **Wait** until the first ANID becomes chargeable.
- 4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

Link Accounts Via an Account Hierarchy

- **Linkage between individual accounts for account management purposes**

The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

Create an Account Hierarchy

- 1. **From the Company Settings** menu, click Account Hierarchy.
- 2. **To add** child accounts click on Link Accounts.
- 3. **The Network** will detect if there is an existing account with corresponding information.
- 4. **On the next page** either log in as an Administrator or send a request through an online form as a Not Administrator.
- 5. **Once** the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.

The screenshot displays the 'Account Settings' page with the 'Account Hierarchy' tab selected. The page shows 'Account Status: No Linked Accounts' and a 'Link Accounts' button. A yellow circle with the number '2' highlights the 'Link Accounts' button. On the right, the 'Company Settings' menu is visible, with 'Account Hierarchy' highlighted and a yellow circle with the number '1' next to it.

Set Up a Test Account

- 1. **To set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
- 2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
- 3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
- 4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.

Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.

Note: Test account transactions are free of charge.
- 5. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix " -T" appended to your Ariba Network ID (ANID).



Q+A

