Atmus Supplier Guide

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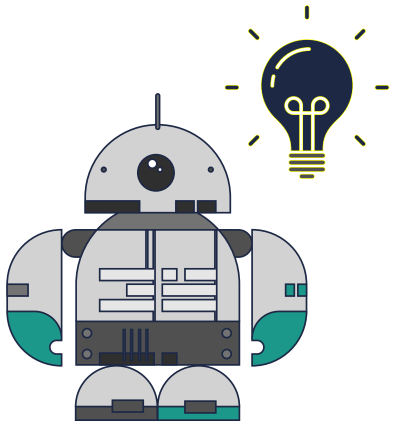
Section 2: Set Up Your Account



Basic Account Configurations

- Suggested Configuration
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Enablement Tasks

- Enablement Tasks
- Purchase Order Routing
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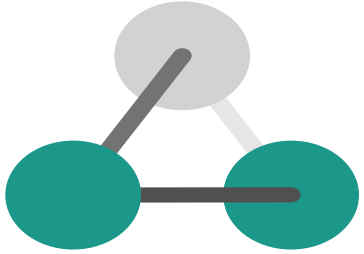

Advanced Account Configuration

- Customer Relationships
- Roles and Users
- Enhanced User Account
- Functionality
- Multi -Orgs
- Test Accounts

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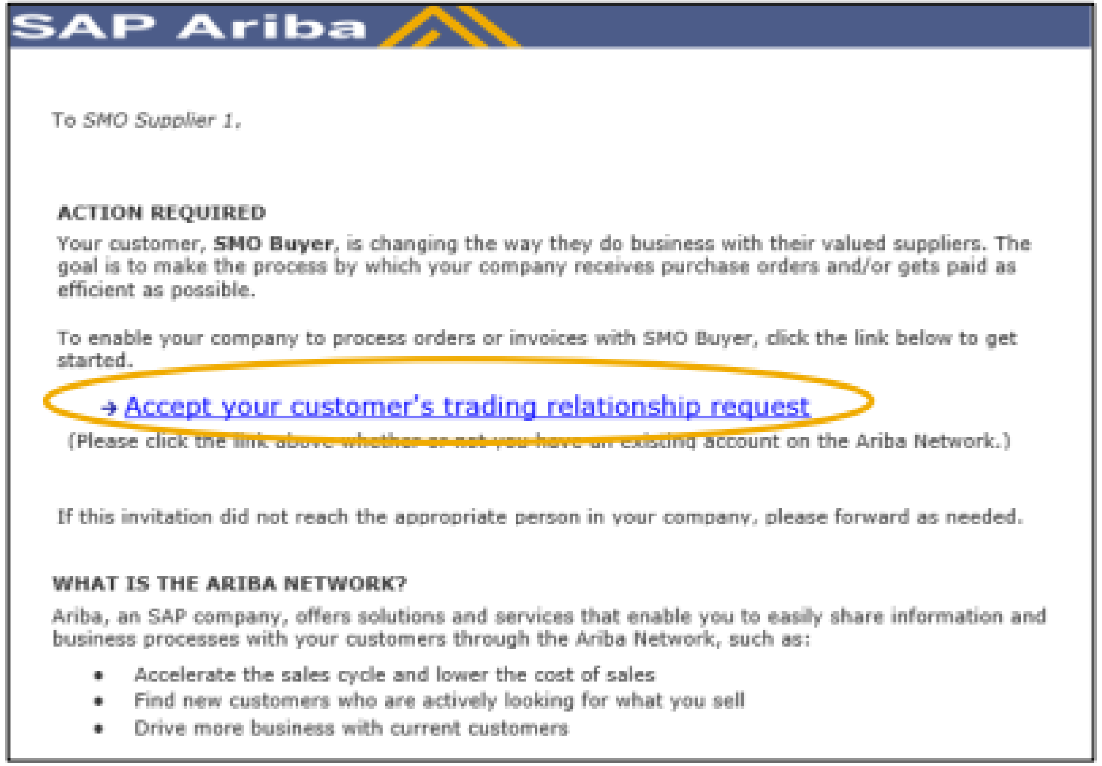
Atmus Specific Account Configuration

- **•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.



SAP Ariba

To SMO Supplier 1,

ACTION REQUIRED

Your customer, **SMO Buyer**, is changing the way they do business with their valued suppliers. The goal is to make the process by which your company receives purchase orders and/or gets paid as efficient as possible.

To enable your company to process orders or invoices with SMO Buyer, click the link below to get started.

→ Accept your customer's trading relationship request

(Please click the link above whether or not you have an existing account on the Ariba Network.)

If this invitation did not reach the appropriate person in your company, please forward as needed.

WHAT IS THE ARIBA NETWORK?

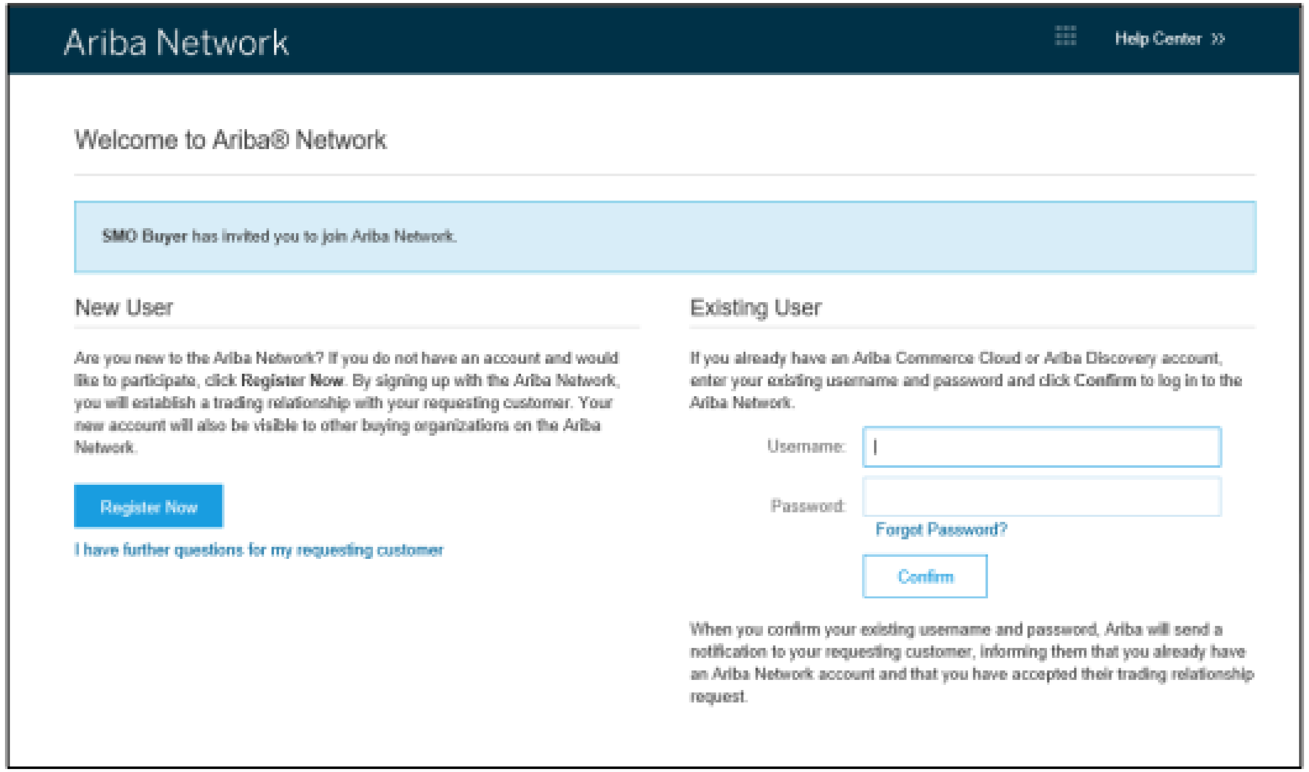
Ariba, an SAP company, offers solutions and services that enable you to easily share information and business processes with your customers through the Ariba Network, such as:

- Accelerate the sales cycle and lower the cost of sales
- Find new customers who are actively looking for what you sell
- Drive more business with current customers

Select One…

First Time User

Existing User



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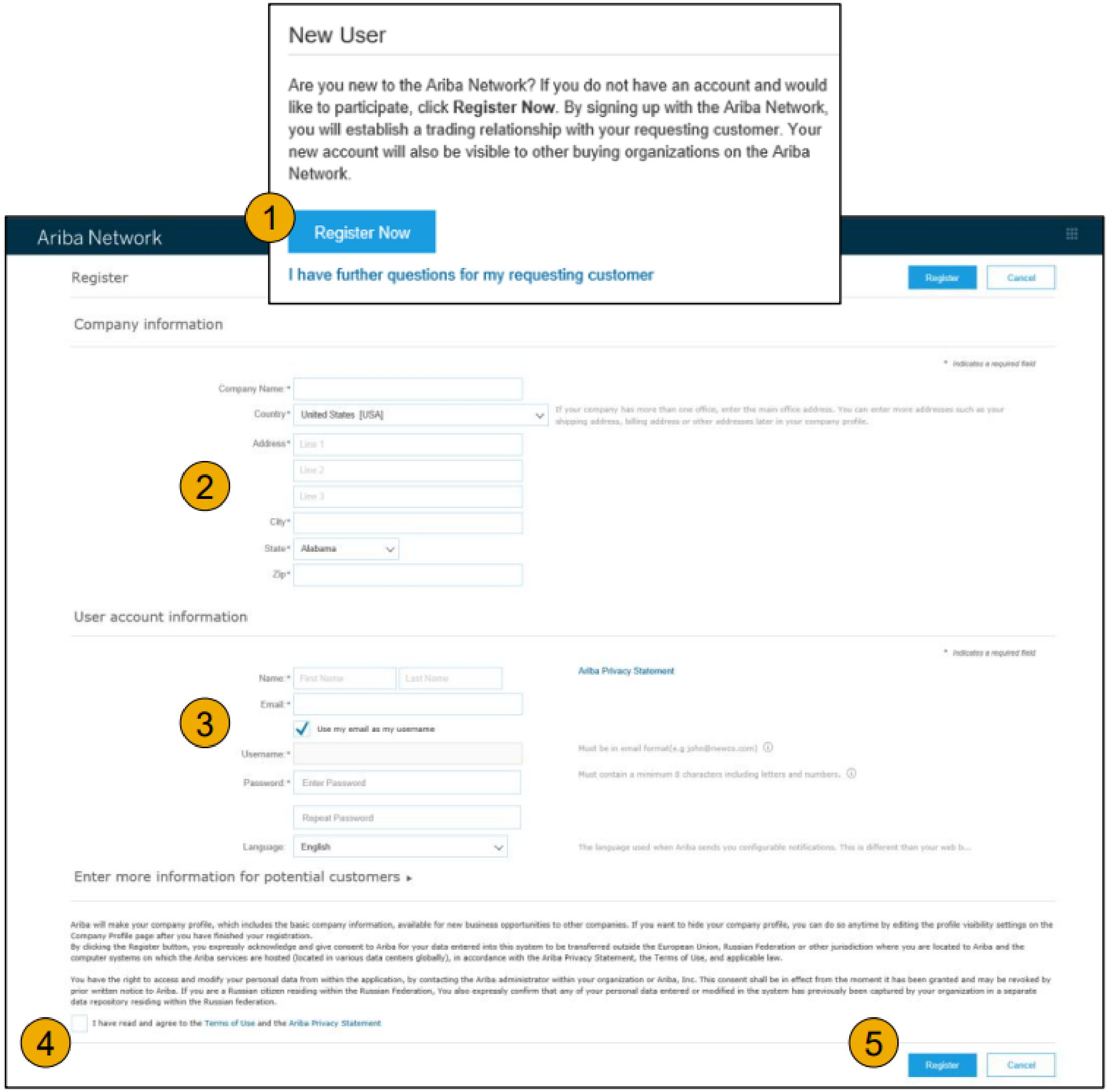
Register as a New User

- 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



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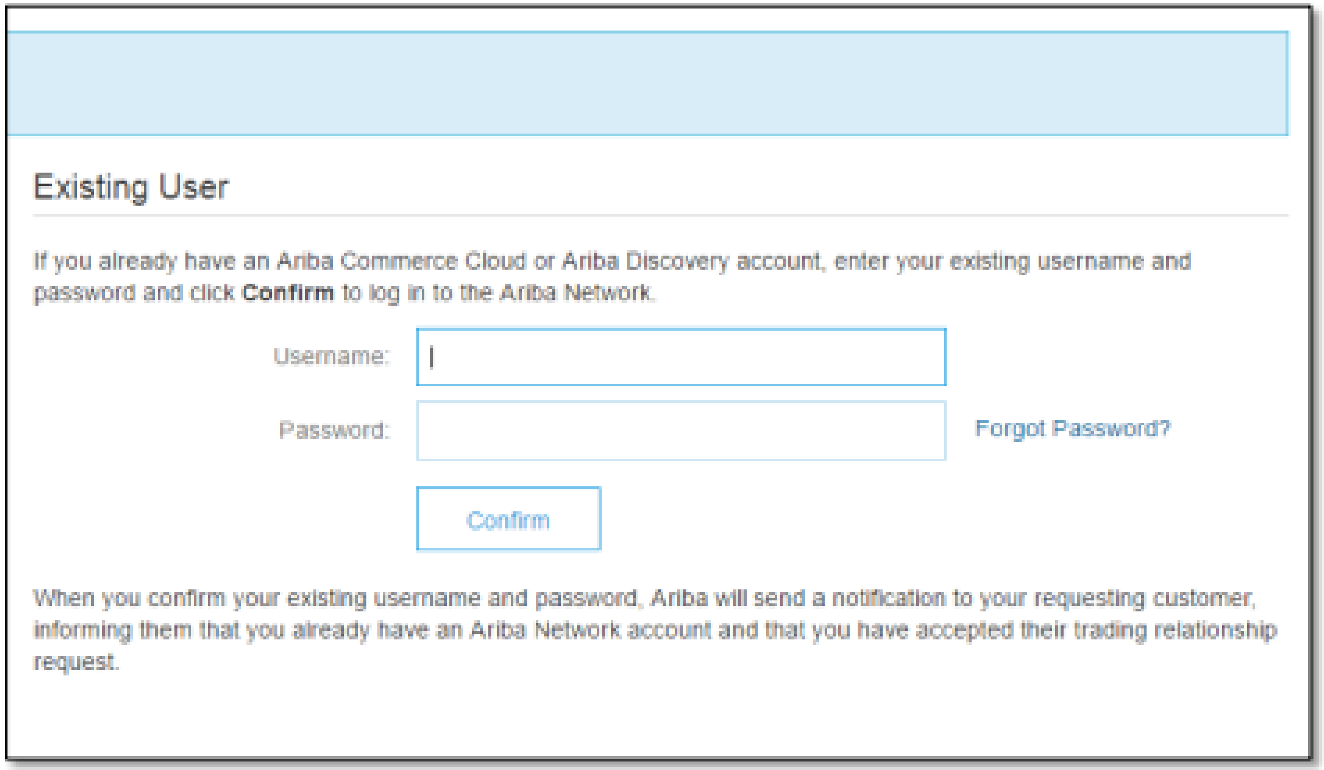
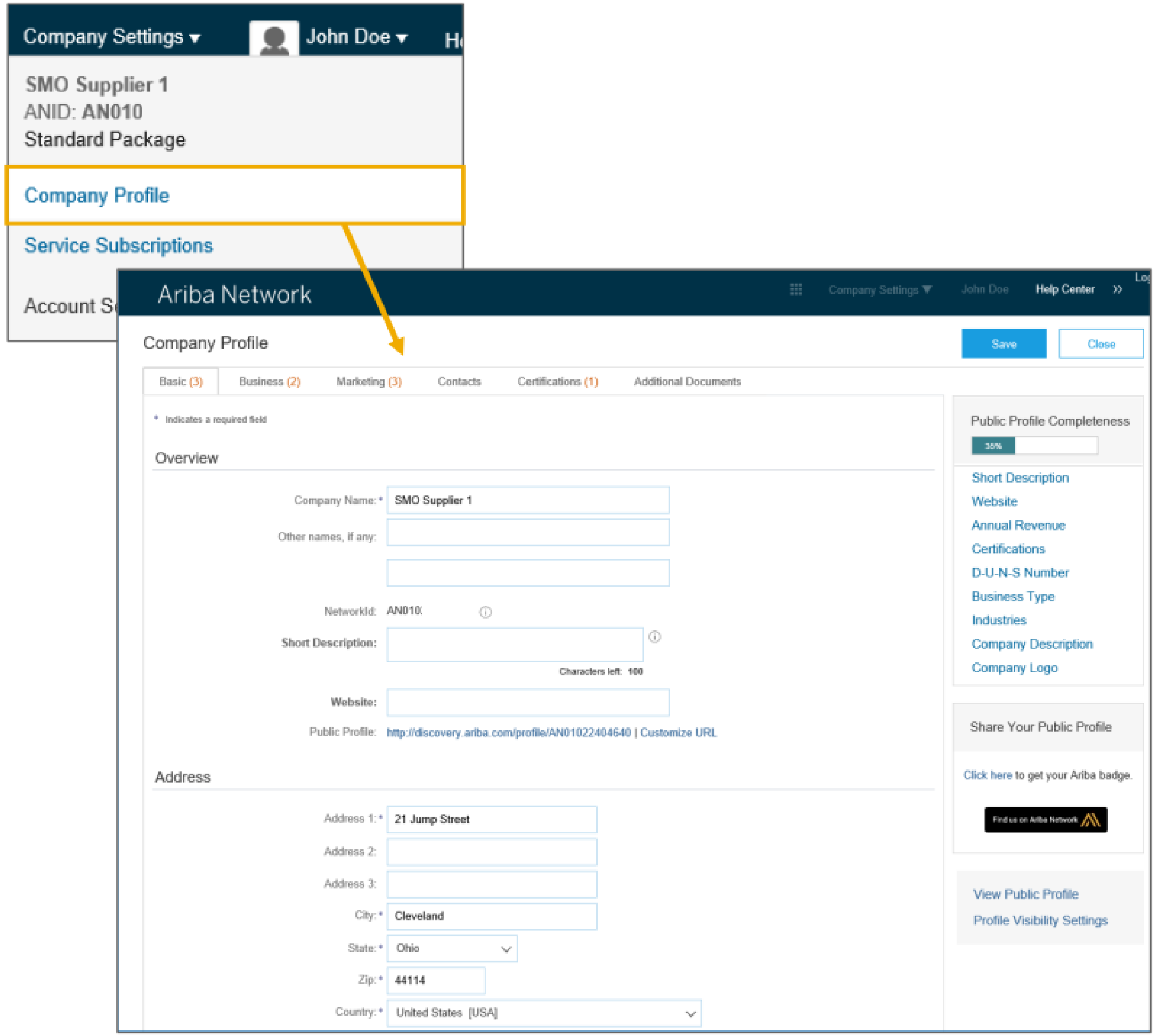
Accept Relationship as an Existing User

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



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.



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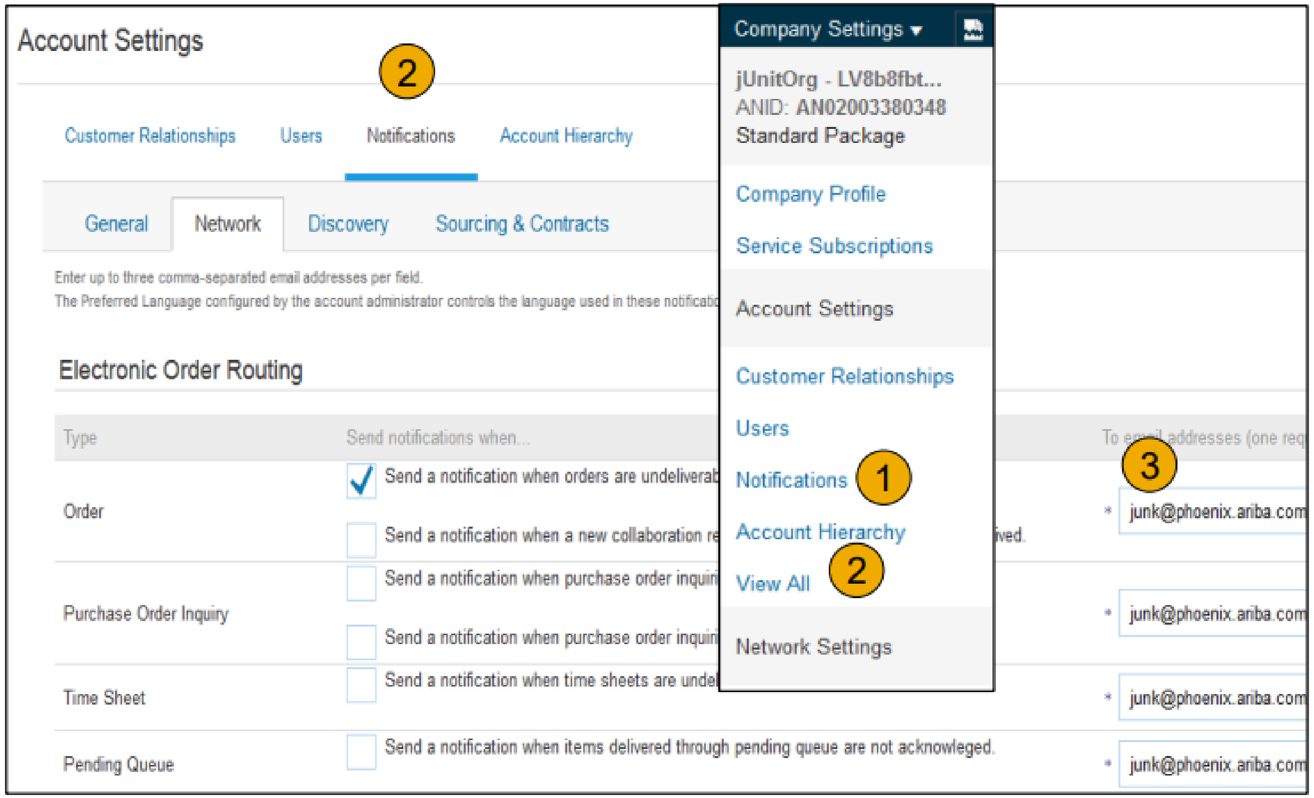
Configure Your Email Notifications

- 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.



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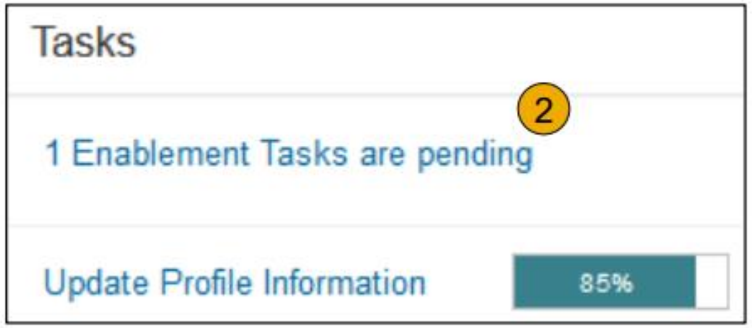
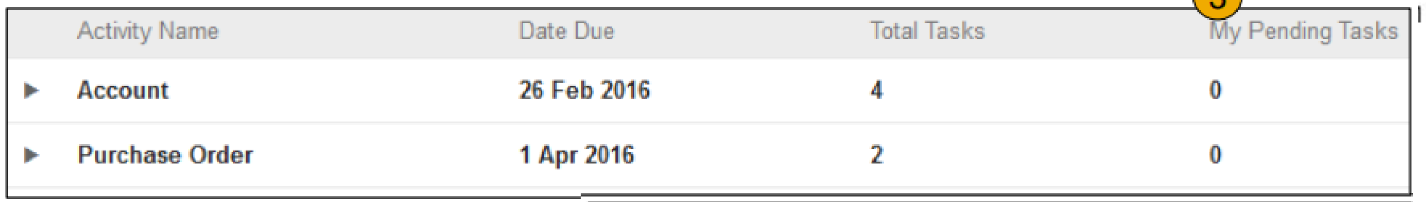
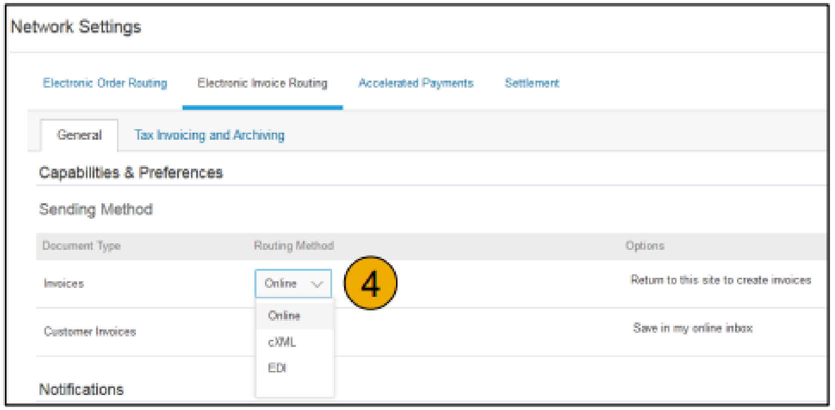
Configure Your Enablement Tasks

- 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 queu
  (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.



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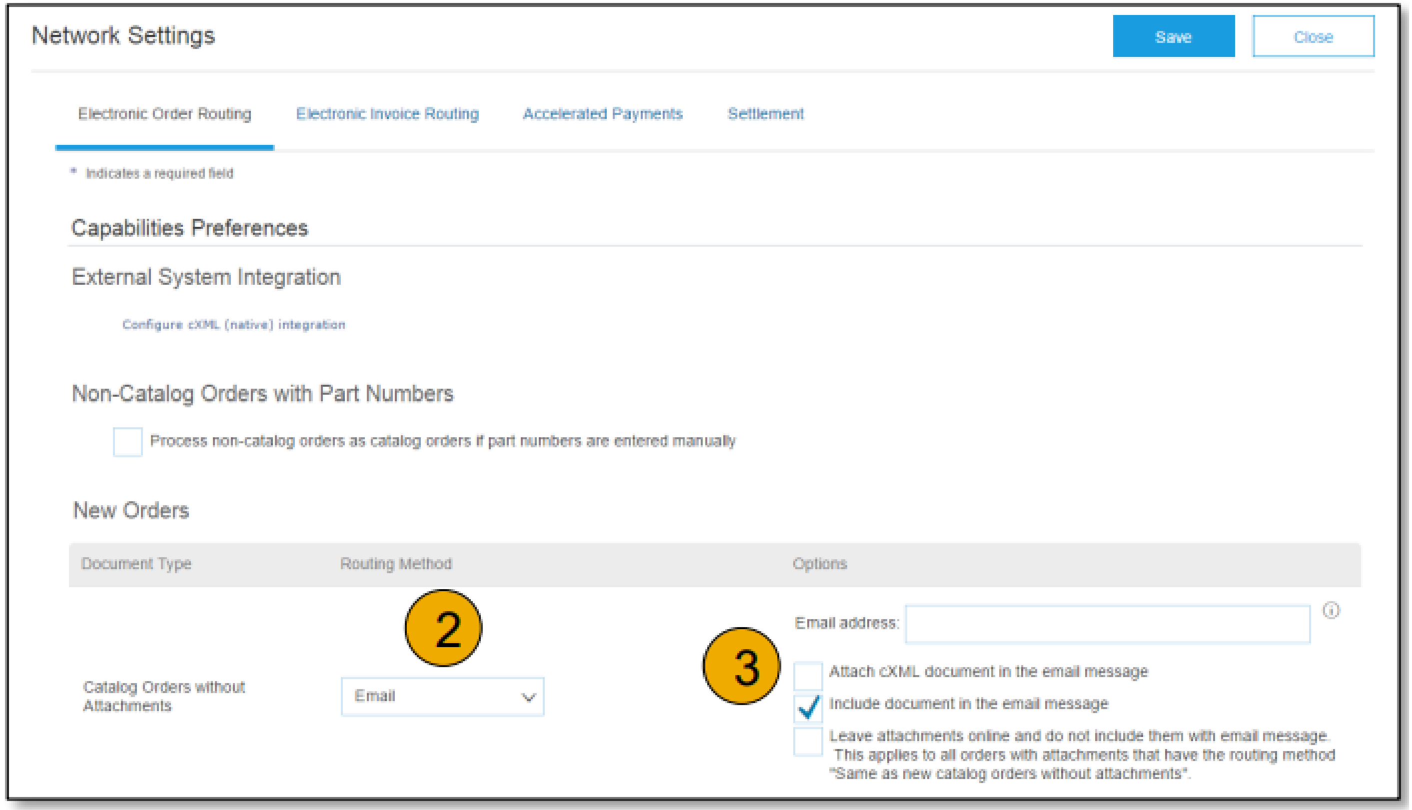
Select Electronic Order Routing Method

- 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.



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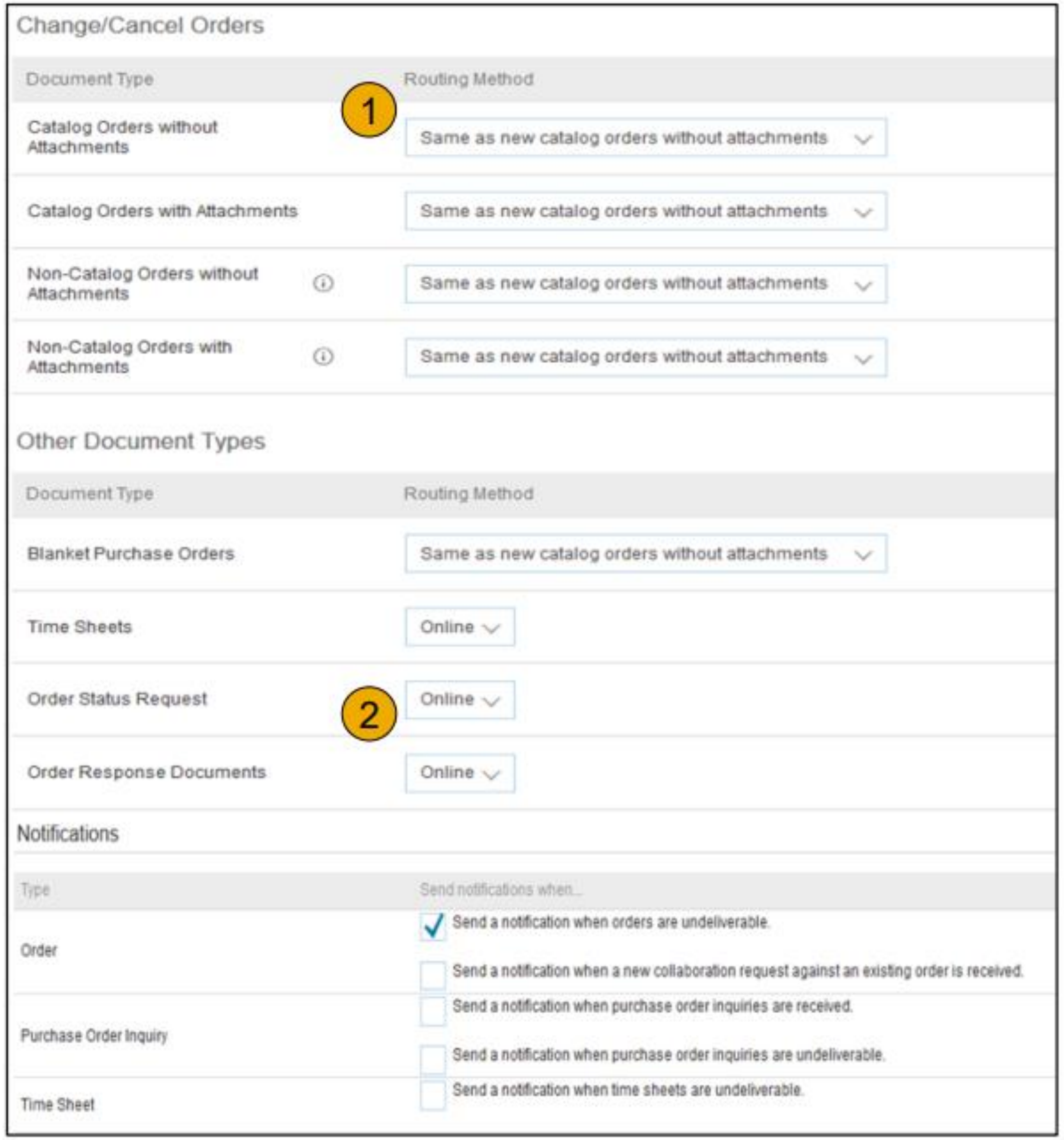
Route Your Purchase Orders Method Details

- • **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).



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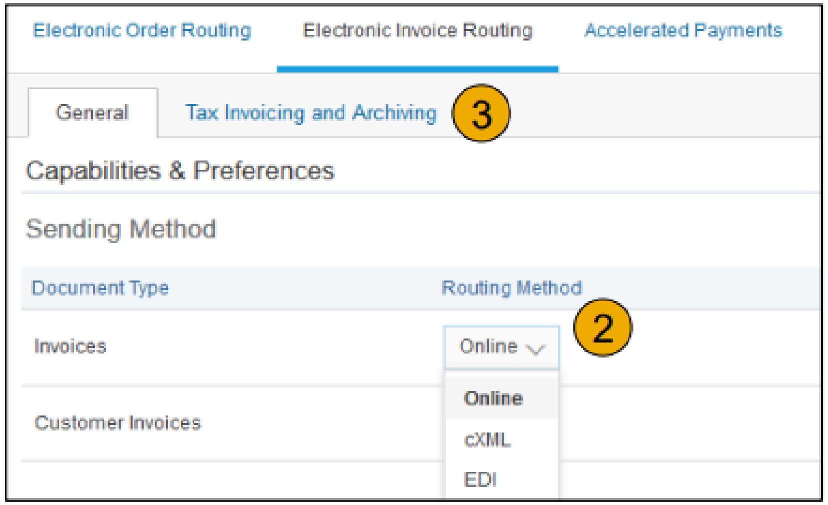
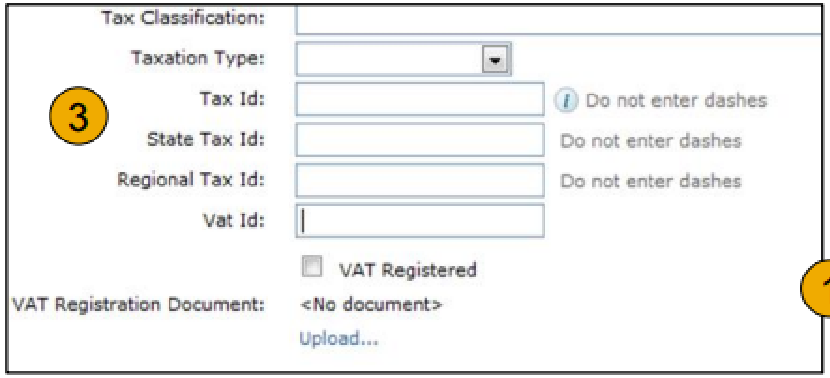
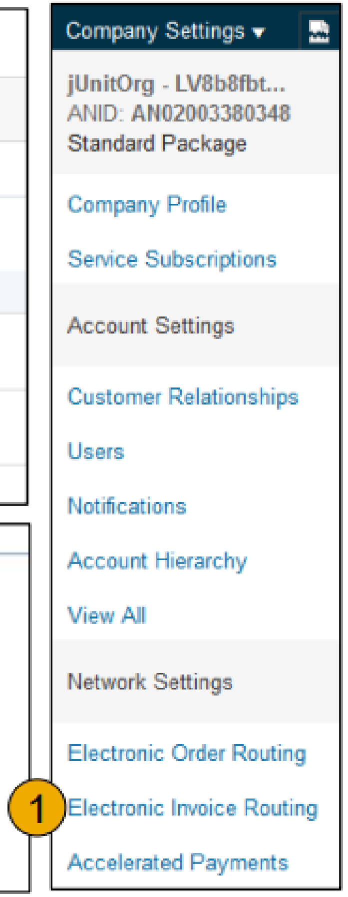
Select Electronic Invoice Routing Method Methods and Tax Details

- 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.







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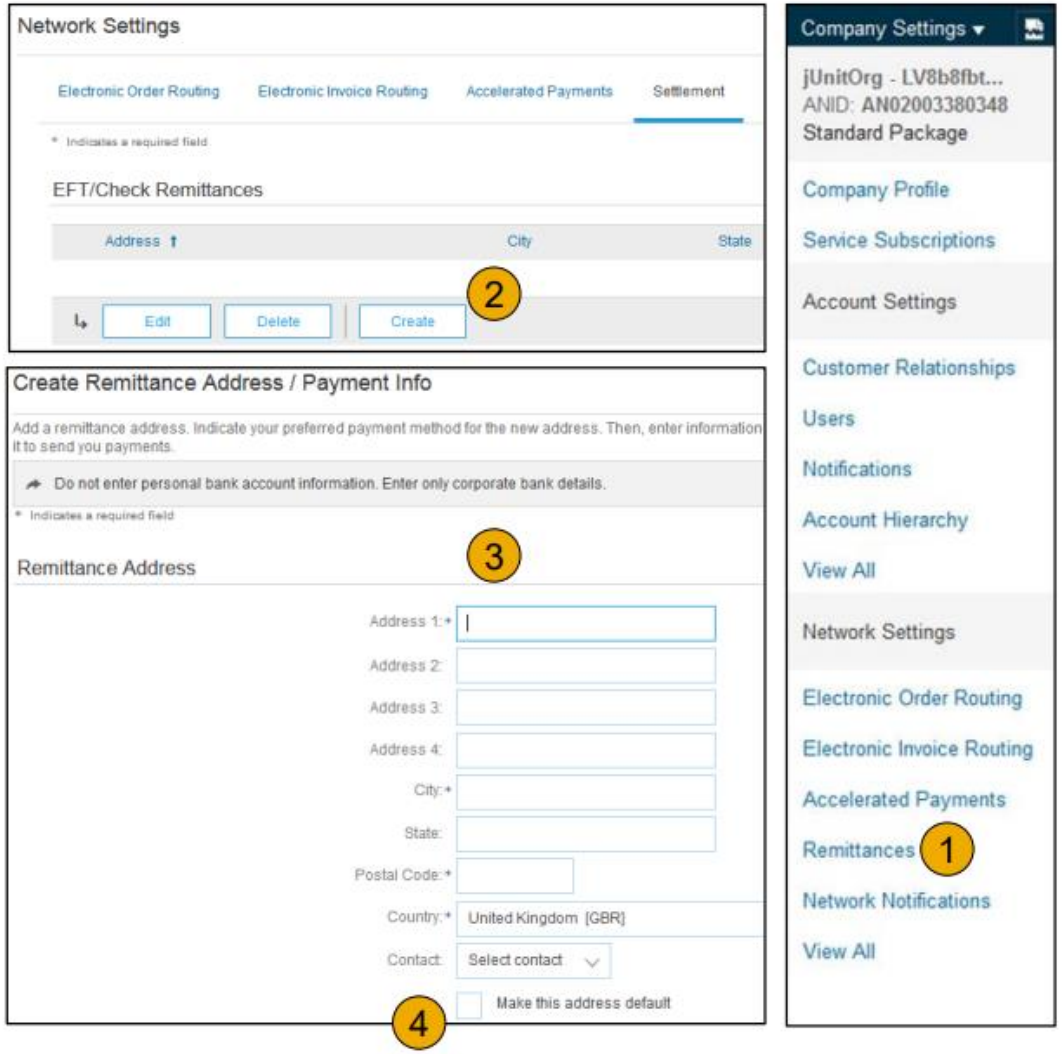
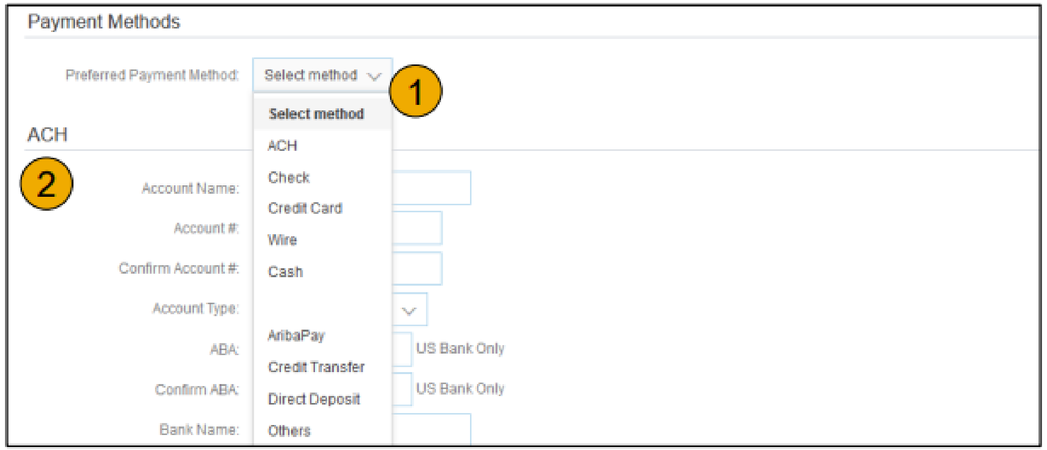
Configure Your Remittance Information

- 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.

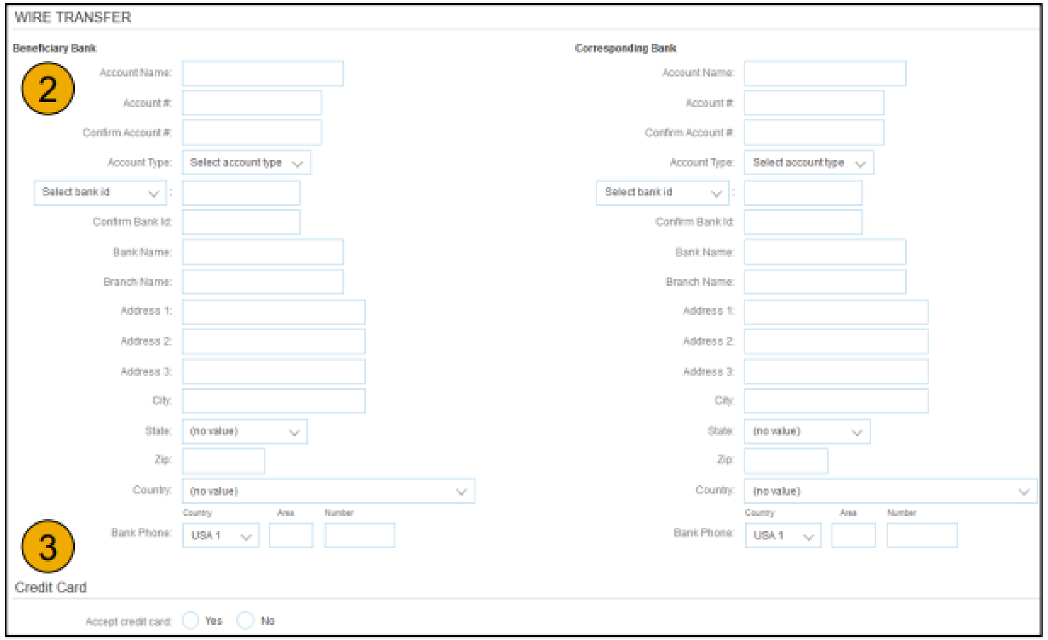


Configure Your Remittance Information

- Payment Methods

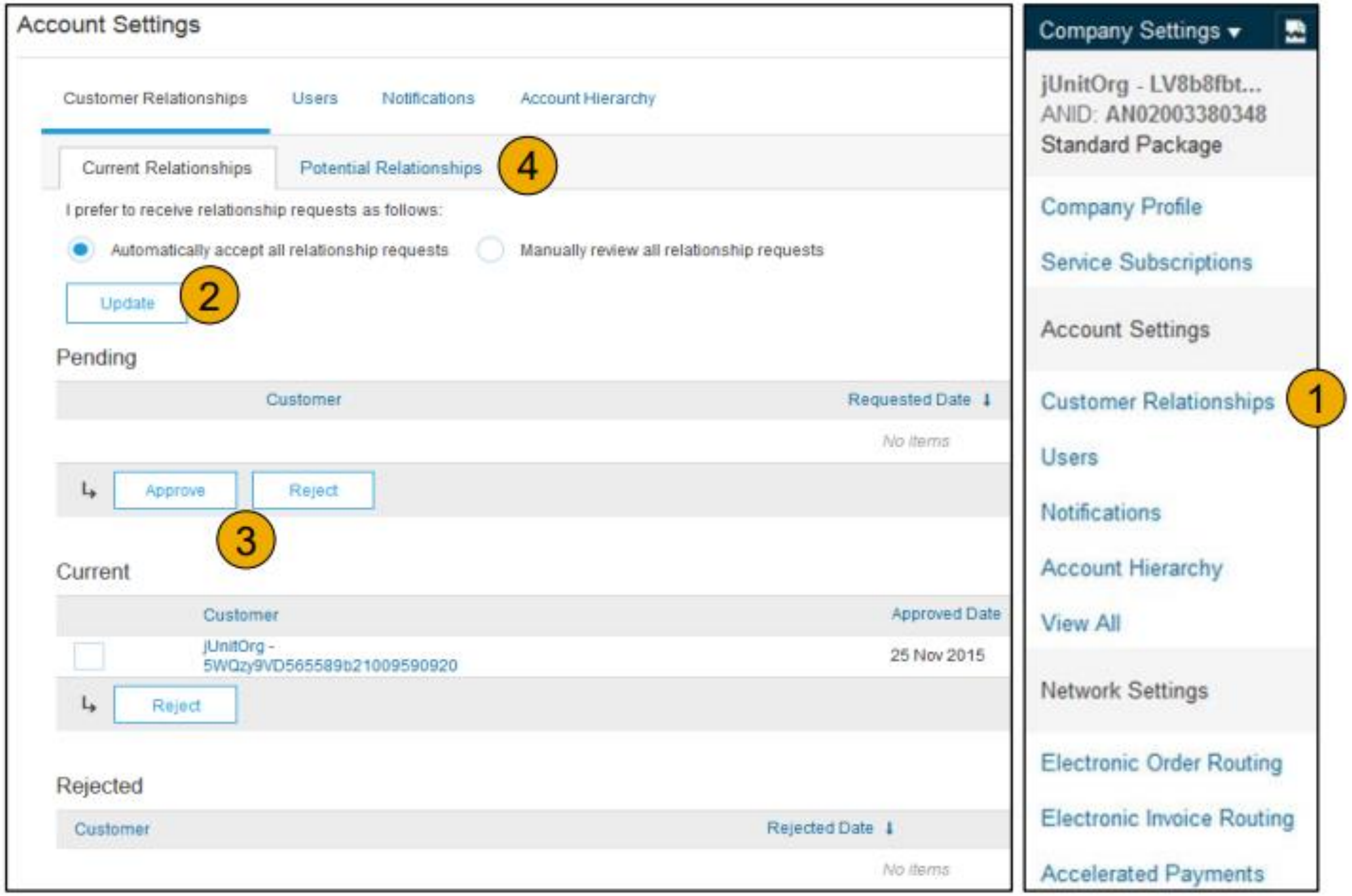


- 1.**Select** Preferred Payment Method from a drop - down box: Check, Credit card or Wire.
- 2. **Complete** the details for ACH or Wire transfers.
- 3. **Select** if you do or do not accept credit cards and click OK when finished.
- **Note:** This does not change the method of payment from your customer,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



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.



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Set Up User Accounts
Roles and Permission Details

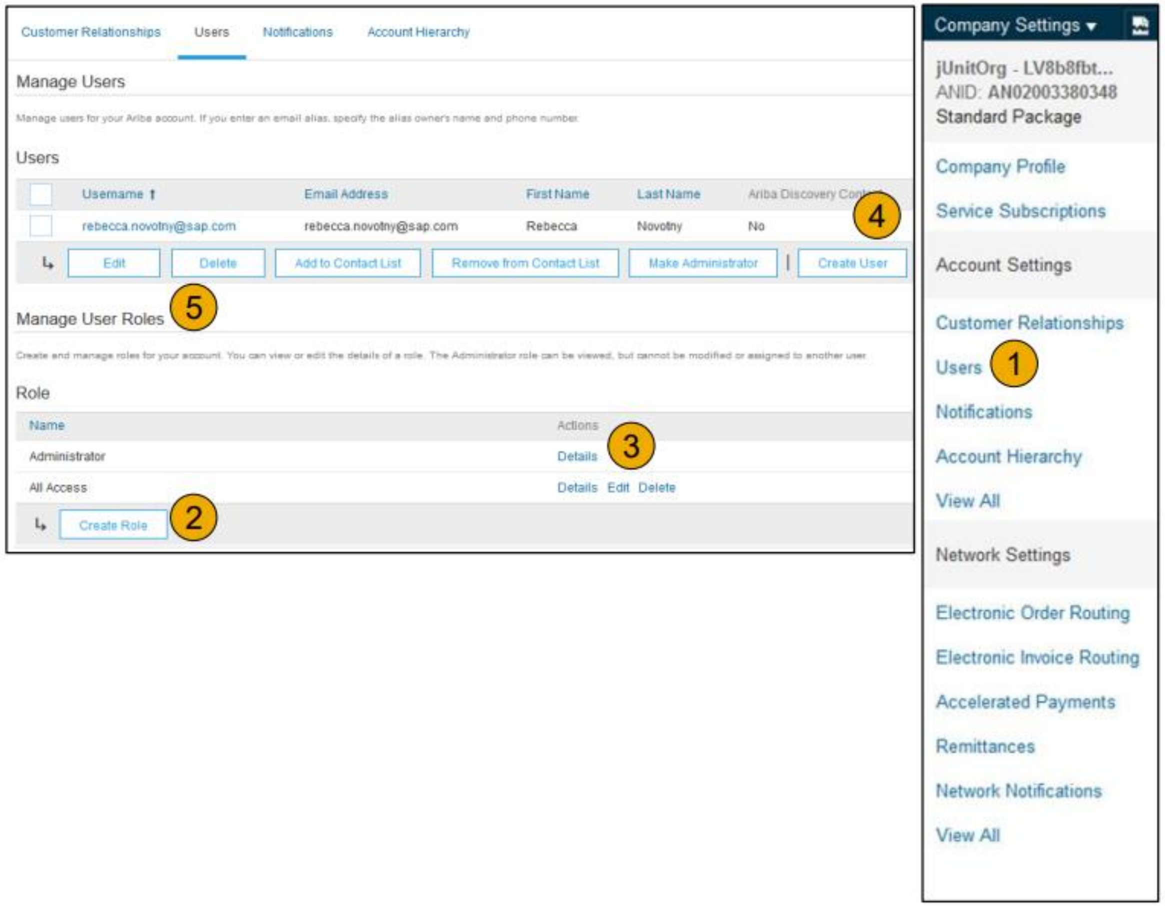
- **Administrator**
  - There can only be one administrator per ANID
  - Automatically linked to the username and login entered during registration
  - Responsible for account set-up/configuration and management
  - Primary point of contact for users with questions or problems
  - Creates users and assigns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



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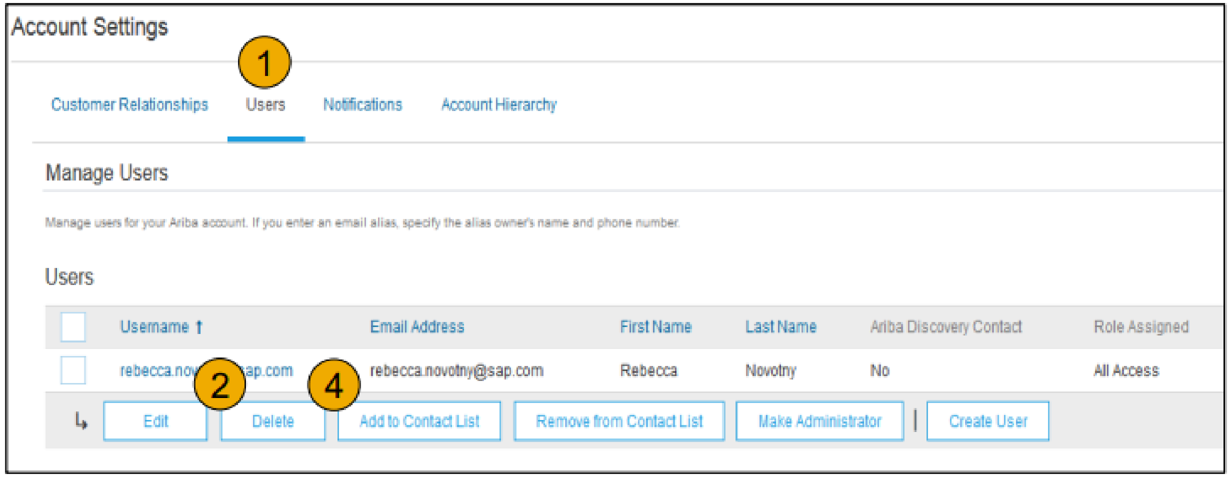
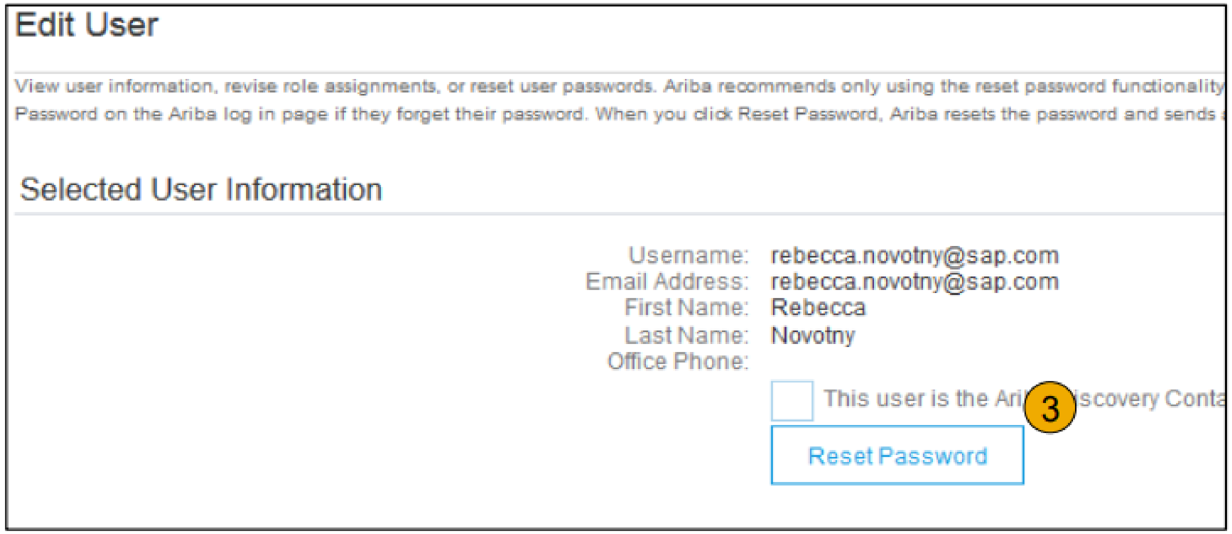
Set Up User Accounts

Modifying User Accounts (Administrator Only)

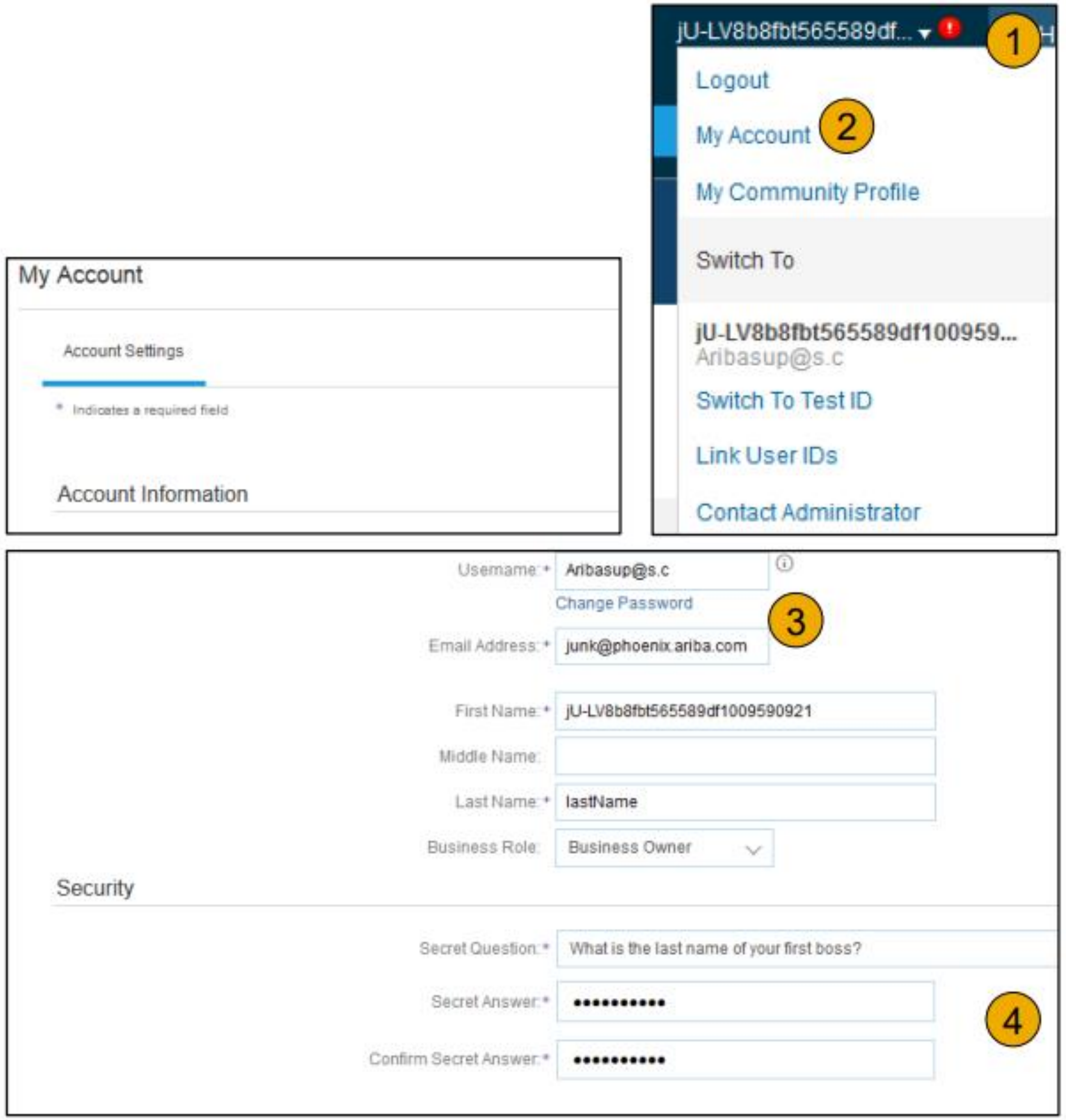
- 1. **Click** on the Users tab.
- 2. **Click** on Edit for the selected user.
- 3. **Click** on the Reset Password Button to reset the password of the user.
- 4. **Other options:**
  - Delete User
  - Add to Contact List
  - Remove from Contact List
  - Make Administrator





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.



Consolidate Your Bills Through a Multi-Org

SAP Ariba

Branch 1
Parent Account
ANID 1

Branch 2 ANID 2

Branch 3 ANID 3

Branch 4 ANID 4

Multi-Org Consolidated Invoice

Branch 1 **Parent Account
- Customer X
- Customer Z

Branch 2
- Customer Y
- Customer Z

Branch 3
- Customer Y
- Customer Z

Branch 4
- No chargeable relationship

1 Master Anniversary Date

1 service invoice per quarter for all customers

- **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.

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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

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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**

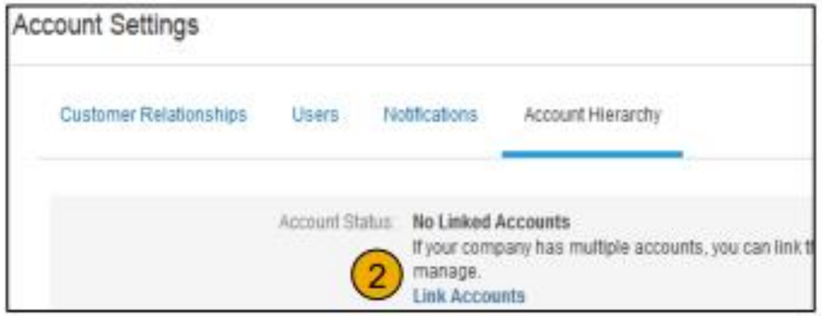
The administrator of the Parent account can log into the child account and take the following actions:

- 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.



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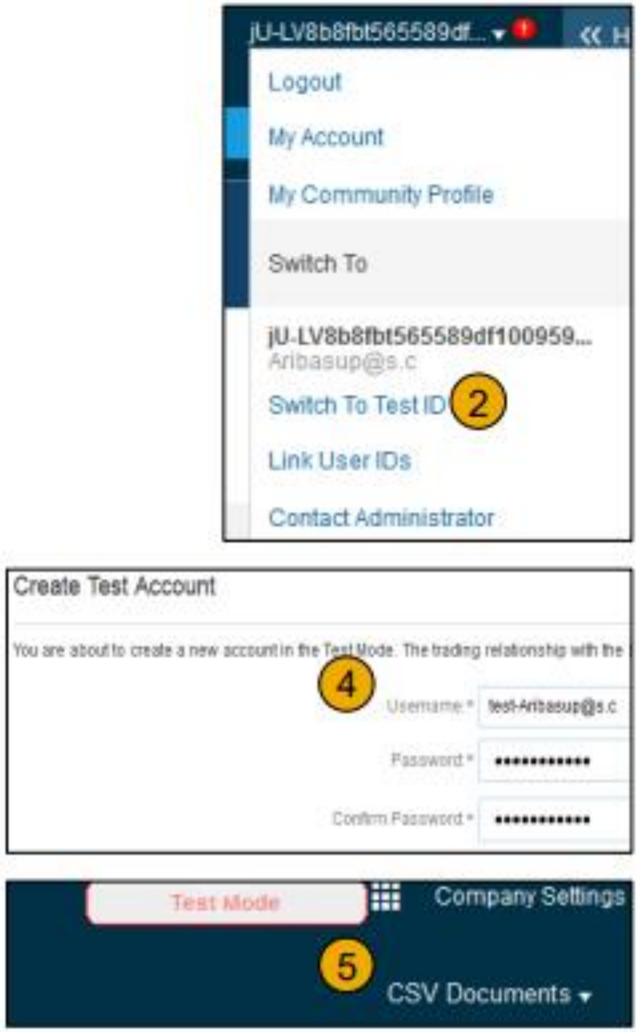
Set Up a Test Account

- 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

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