Accessing, Navigating and Configurating your Account
Accessing and Navigating On Your Account

Go to supplier.ariba.com

To access the Ariba Network account and your current PO transactions – Enter directly with your login credentials.

To access your Sourcing Proposals – First click on top of the page on Ariba Network, select Proposals and Questionnaires and enter your login credentials.
Navigating On Your Account – Sourcing Events

You will be able to see all of your sourcing events, the registration questionnaire and their status. If you have more than one customer, they will be in separate tabs.
Account Configuration – Public Profile

• You can complete your Ariba Cloud public company profile.

• The information you update in this section can be seen by other buyers on the Ariba Network.

• The information you completed in the previous section (Supplier Registration) can only be viewed by the customer that requested the information from you.
Account Configuration - Complete Your Public Profile

1. On the Ariba Network, select “Company Settings” and “Company Profile”.
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.
Account Configuration – Configure Your Email Notification

1. On Ariba Network, select “Company Settings” and “Electronic Order Routing”.
2. Select “Email” and specify your email to where a notification is to be send, in case you will receive a Purchase Order on this account.

Suggestion: You can enter up to 3 email addresses per notification type. Please separate each address with a comma but include NO spaces between the emails.

On this page:
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.

Important note: If you are out of the office, make sure to include in your auto-reply messages one of the following phrases. This will prevent Ariba Network from failing orders sent to mailboxes responding using an auto-reply feature: Out of office, OOTO, On vacation, on holiday, out of town, away from the office, away until, out of the country, an off site meeting. When Ariba Network detects an auto-reply containing one of these phrases, it indicates that it received the auto-reply in the order history log and does not fail the order.
Account Configuration – Access and Responsibilities

On SAP Ariba Network, the supplier account administrators and users have different roles:

Administrators have the following responsibilities:

- Account creation, configuration & management on SAP Ariba Network
- Act as primary contact for providing access to internal colleagues and handle account login issues
- Create new roles on the SAP Ariba Network account
- The individual that creates / registers a new Ariba Network account automatically becomes the account administrator. All notifications will be sent to the email address that they capture for that account.

A user has the following attributes:

- Users may have different roles concerning procurement and supply chain processes, depending on the pre-defined rights assigned to the role by the account administrator
- Users can update the company’s profile on SAP Ariba Network
- Configuring notifications and workflows based on roles and responsibilities that the administrator assigns to them
Ariba Network Help Resources
Customer Support

Customer Support → Sign up for Additional Training → Additional Resources
Customer Support

Supplier Support Post Go-Live

Global Customer Support

Use the Help Center directly from your Ariba Network Account (on the top right on the supplier account). Depending on the issue, make sure you are either logged into the Sourcing (*Proposals and Questionnaires*) or the Ariba Network module.
Sign Up for Additional Training from Ariba Support

Sourcing Webinars
Suppliers can participate in additional training provided by Ariba Customer Support including a wide range of topics from Source to Settle:
Additional Resources

Useful Links

- Ariba Network Hot Issues and FAQs - [https://connect.ariba.com/anfaq.htm](https://connect.ariba.com/anfaq.htm)
  Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- Ariba Network Notifications - [http://netstat.ariba.com](http://netstat.ariba.com)
  Information about downtime, new releases and new features
Help and support

In case of questions, please contact ariba.support@siemensgamesa.com.