

SAP Ariba 

Supplier Info Pack

Standard Account

PUBLIC

(Previously referred to as Light Account)

 Run Simple

Rev. 07/20/2017

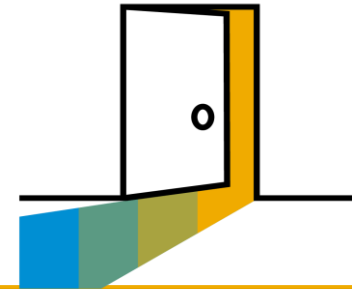
Learn about Ariba Network, standard account



What is a standard account?



What do I do next?



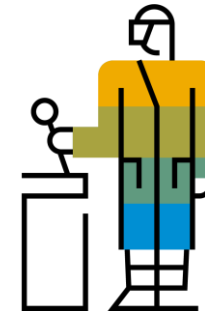
How does a standard account benefit me?



Can I upgrade my standard account?

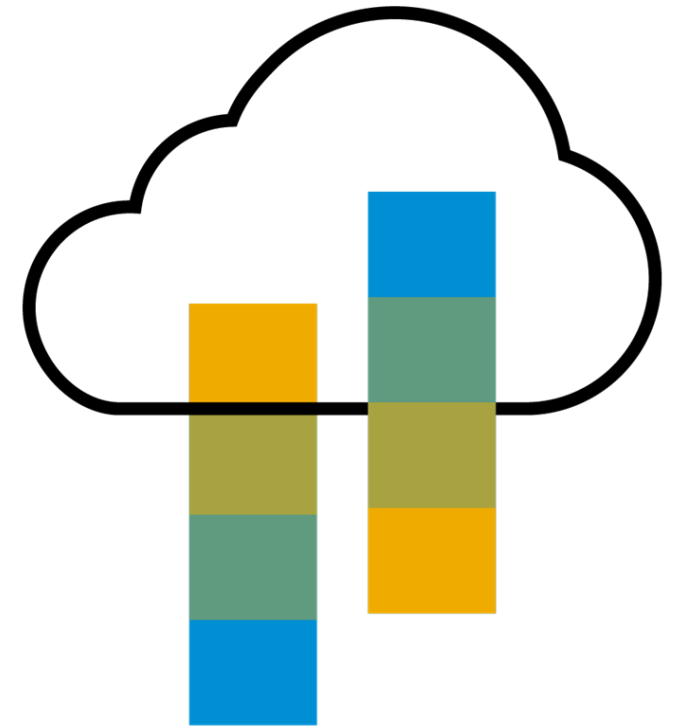


Where do I go for help?



FAQ

Overview **standard account**



Introduction to Ariba Network, standard account

Your customer is pleased to announce a new initiative to streamline their procurement and accounts payable processes. By partnering with **SAP Ariba®** and implementing **Ariba Network, standard account via interactive email**, this initiative indicates a shift to paperless and automated business transactions. Since 1996, Ariba has been transforming the global procurement landscape for businesses of all sizes, and we are excited to provide you with this opportunity.

➤ What is standard account?

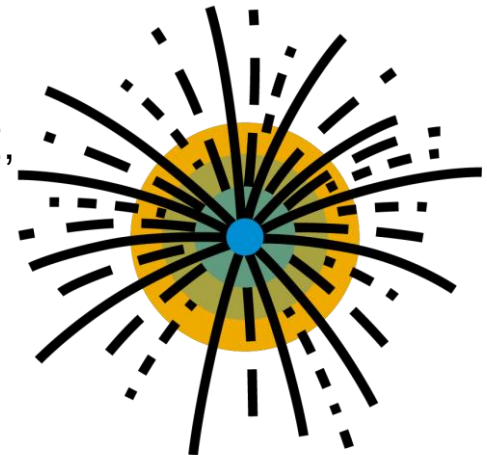
Standard account on Ariba Network gives you a fast, FREE way to do business with your customer via interactive emails.

➤ What does this mean for you?

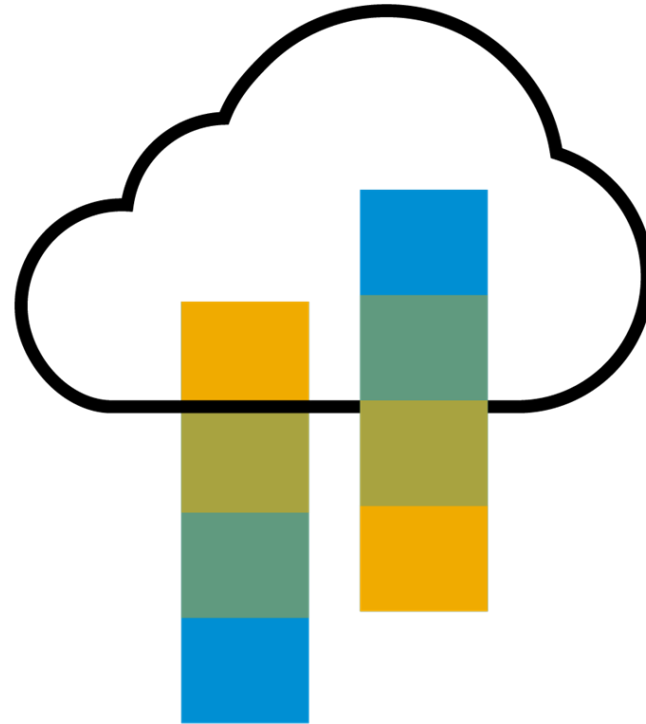
Transacting on Ariba Network via a FREE standard account will allow you to meet your customer's requirements to join them on Ariba Network with the option to avoid fees.

➤ What are the benefits?

[Standard account](#) provides access to quickly transact with SAP Ariba customers for FREE, improve customer retention, and get paid faster.



Next steps



Next Steps



Receive interactive email order from customer

Click the **Process Order** button in the PO notification (interactive email)

SAP Ariba

Intel Sent a New Order

Message from your customer

Intel is transitioning your company to Standard Account on the SAP Ariba Network

Intel is migrating suppliers from WebSuite (on Supplier.intel.com) to the Ariba Network to provide a more efficient, easy-to-use collaboration platform for its inbound supply chain.

If your company already has an Ariba Network account, forward this message to the administrator for that account.

Please confirm your order and submit invoices for this order via the Ariba Network. To create a free Ariba Network light account, you need to do the following:

1. If your company has an existing Ariba Network account, forward this email to the administrator for that account
2. If your company does not have an existing account, click on "Process Order" below to Sign Up for an account.
3. Configure your Company Settings and Notifications
4. Now you are ready to: [View PO](#), [Create Order Confirmation](#), and [Create Invoice](#)

NOTE: Save this email and all future purchase order notifications. You will need them to directly access your purchase orders within your account and to submit your invoices (use the [Process Order](#) button included in the notification).

Help and Support:

- To learn more about Intel's transition to the Ariba Network visit supplier.intel.com/AribaNetwork.
- If you need additional guidance, contact Intel's Enablement Team at ariba-enablement@intel.com.

[Process order](#)


Sign up for standard account

Select the **Sign up** option to create a new standard account
-OR- use your existing standard account by clicking on **Log in**


Join **your customer** on Ariba Network!

[Sign up](#)


Already have an account? [Log in](#)



Strengthen relationships
Collaborate with your customer on the same secure network.



Connect faster
Exchange documents electronically and streamline communications.



Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network standard account is **Free**

[Learn more](#)

Note: If your company is already on Ariba Network, you can add your relationship with Intel to your existing account.

- 1 Click log in on the standard account landing page
- 2 Login using the administrator username and password associated with the applicable existing account

[Next step](#)

Configure account, accept terms of use, and register

1 Review your Company information

Company information

* Indicates a required field

Company Name: *

Country: * ▼ 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: *

City: *

Postal Code: *

State:

2 Enter your User account information

User account information

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language: ▼

Email:

3 Accept Terms of Use and click on Register

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

Please note that after your Standard Account is registered, future POs will be sent to your designated user account email.

Next step

Transact with Intel using standard account

- 1 You must confirm your order prior to creating an invoice.
- 2 If you need assistance, please refer to the articles in the Help Center (right-hand side).

The screenshot displays the SAP Purchase Order (PO) interface for PO 0170102_MEG_PO1. A yellow circle with the number '1' is placed over the PO number. Below the PO number, a toolbar contains several buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A red box highlights these three buttons, and a yellow circle with the number '2' is placed over the 'Create Invoice' button. To the right of the main content area, a 'Help Center' sidebar is visible, titled 'Results for Po invoice', containing several help articles such as 'About PO-based invoices', 'How to create a PO-based invoice', 'How do I add a new customer?', and 'How do I add an attachment to my invoice?'. A red box highlights this sidebar. The main content area also shows 'From: Customer BuyerA USA', 'To: Test supplier SMO 01-TEST', and 'Purchase Order (New) 0170102_MEG_PO1 Amount: \$400.00 USD'.

Payment Proposals

SAP Ariba

Intel sent a new order

Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network, light account to process this order. If you have an account, you can use it and log in now.

[Process order](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From: Intel
2850 S. 36th St. Ste. 16
Phoenix, AZ, 85034-7241
United States

To: ACME-VV001 Inc
2000 Street ABC
14000 Madrid

Purchase Order
(New)
PO2017-06-05VV001ID01
Amount: 450.00 EUR

1. The proposed payment date will be populated in the **Planned Payment Date** field.
2. Click on the **Payment Proposal** number to view the Payment Timeline if desired.

Ariba Network

Invoice: INV-WBS

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Standard Invoice

Status
Invoice: Approved
Routing: Acknowledged
Invoice Number: INV-WBS
Invoice Date: Friday 7 Sep 2018 3:43 PM GMT+08:00
Original Purchase Order: 3251131644
Submission Method: Online
Origin: Supplier
Source Document: Order

REMIT TO:
Intel Simulation Supplier A - TEST
Postal Address:
2850 S 36th St Ste 16
Phoenix, AZ 85034-7241
United States
Remit To ID: 1000090338

BILL TO:
INTEL CORPORATION HILLSBORO
Postal Address (Intel Corporation):
P.O. BOX 1000
HILLSBORO, OR 97123
United States
Address ID: 100

Ariba Network

Invoice: INV-WBS

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Payment Proposal ↑	Received Date	Accepted Date	Planned Payment Date	Method	Original Amount
10008250415172018001	7 Sep 2018	7 Sep 2018	22 Oct 2018		\$574.00 USD

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

Payment Proposal continued..

Scheduled Payment: 10008250415172018001 Done Previous

Print Export cXML

Detail Payment History History

Payment Information

Invoice ID: INV-WBS

PAYMENT PROPOSAL
10008250415172018001 (Scheduled)
Original Amount: \$574.00 USD
Discount Amount: (\$0.00 USD)
Amount Due: \$574.00 USD
Settlement on 22 Oct 2018

Payment Timeline

Day 0 Day 45

Invoice Approved
Payment Proposal Received
7 Sep 2018

Invoice Created
\$574.00 USD
7 Sep 2018

Original Due Date
22 Oct 2018

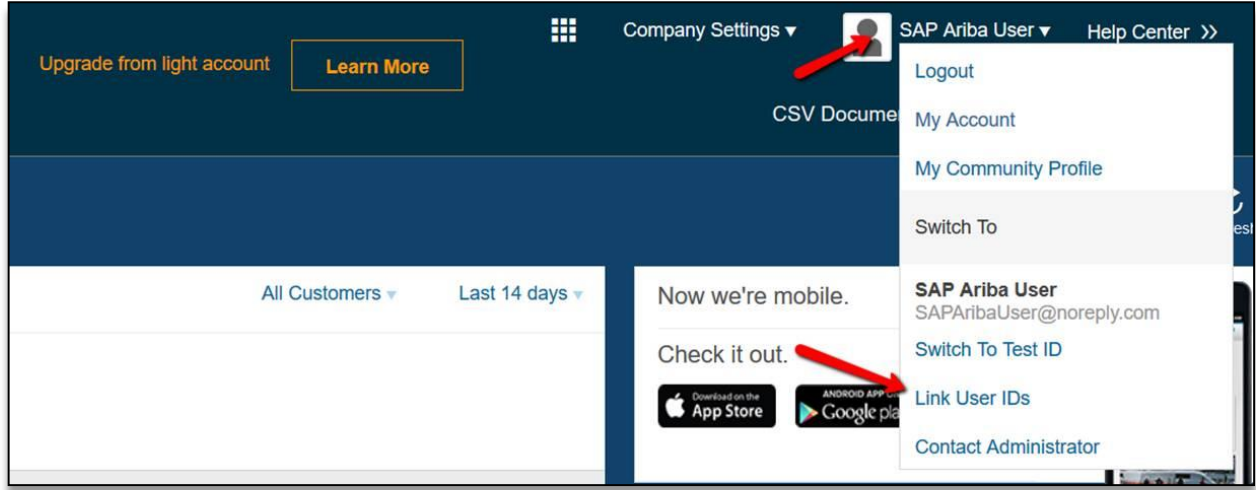
Additional Information

Organization Unit: 100
originalInvoiceNo: INV-WBS
buyerInvoiceID: 825041517
fiscalYear: 2018
BaselineDate: 09/07/2018

Optional- link standard account & enterprise account user IDs

1 From your standard account dashboard, click your name to the right of Company Settings and click on **Link User IDs** from the menu.

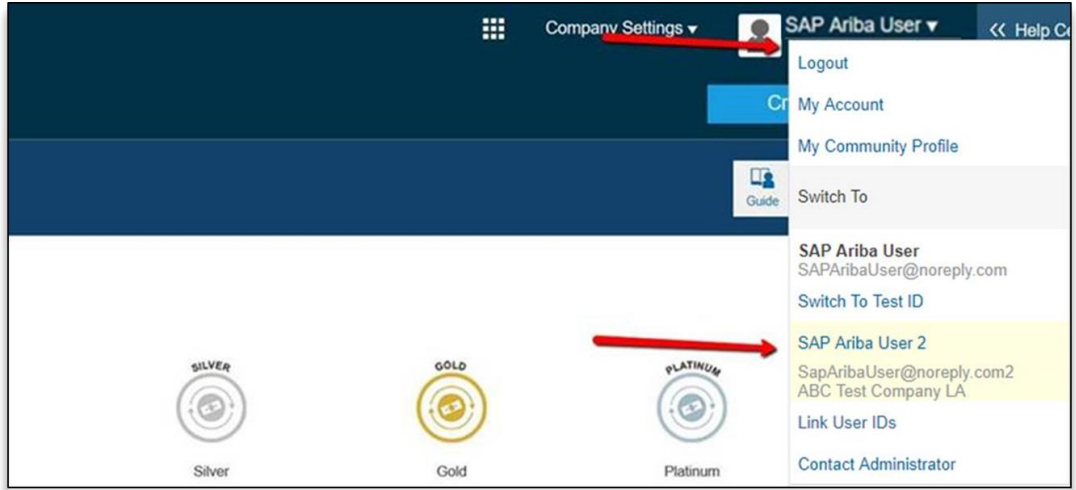
Once a User ID is linked it cannot be unlinked



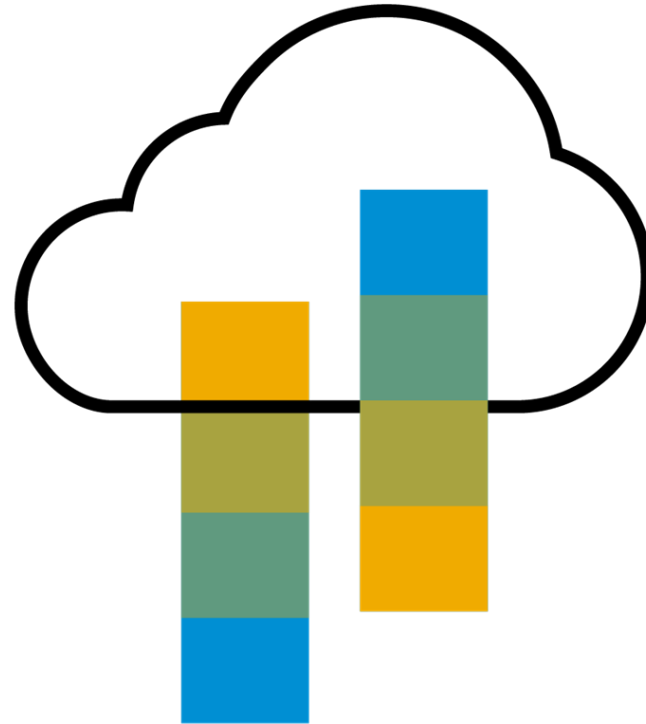
2 Under **No Approval Needed** enter the credentials for the enterprise account to be linked and click **Link Accounts**

 A screenshot of a form titled 'NO APPROVAL NEEDED' with a red arrow pointing to the title. Below the title, it says 'Enter the username and password of another account to which you want to link.' There are two input fields: 'Username: *' containing 'SapAribaUser@noreply.com2' and 'Password: *' with masked characters. A blue 'Link accounts' button is at the bottom, with a red arrow pointing to it.

3 You can then switch between the linked User IDs by clicking your name and the account you would like to access



Benefits



How standard account benefits YOU

- FREE for all basic transactions
- Create validated, electronic invoices and other business documents within seconds
- Improve invoice accuracy and get paid faster
- Receive real-time invoice status notifications
- Increase business with existing and future customers using Ariba Discovery
- Promote your company to other customers on Ariba Network
- Email notification and online download provide access to invoices for your local archiving
- Enjoy a single, unified user experience using one account for order fulfillment, selling, and mobile access

The screenshots illustrate the Ariba Network user experience. The top image is an email notification from a supplier, prompting a buyer to process an order. The middle image is the Ariba Network sign-up page for a buyer, featuring a 'Sign up' button and a 'Log in' link for existing users. The bottom-left image shows the registration form, divided into '1. Company information' (with fields for company name, country, address, and ZIP code) and '2. User account information' (with fields for name, email, and password). The bottom-right image displays a purchase order summary for 'POT4323ID09_noSoldTo', including order details, payment terms, and a table of line items.

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Shipping	
1	BEARING, FLANGE, Lowen paum datur at amet, consectetur adipiscing elit. Quisque molestie metus id varius rhoncus. Cras pretium, dolor at amet finibus fringilla, eros sapien semper sem, ut accumsan ex enim ac tellus.	Material	1 (EA)	9 Dec 2016	\$5.00 USD	\$5.00 USD	\$0.00 USD	Details
2	SuppPart0002	Service	1 (AU)		\$2.50 USD	\$2.50 USD		Details

Payment Proposal

The screenshot displays the SAP Ariba user interface. At the top, the SAP Ariba logo is on the left, and navigation options like 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS' are in the center. On the right, there are links for 'Company Settings', 'John Smith', and 'Help Center'. Below the navigation bar, there are icons for 'Trends' and 'Refresh'.

The main content area is divided into several sections:

- Purchase Order by Amount:** A line chart showing the amount of purchase orders over the last 12 months. The y-axis ranges from \$0 to \$1.1K. The x-axis shows months from Jul 2016 to Jun 2017. The data shows a sharp increase starting in April 2017, reaching approximately \$1.1K by June 2017. The chart is for 'Buyer ABC'.
- Orders, Invoices and Payments:** A summary section with statistics: 0 New Purchase Orders, 0 Orders to Confirm, 1 Orders to Ship, 0 Orders that Need Attention, and 0 Orders with Service Lines. Below this is a table with columns: Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The table contains one row: PO2017-06-05VV001ID01, Buyer ABC, Confirmed, 450.00 EUR, 5 Jun 2017, 0.00 EUR. The 'Action' column has a 'Select' dropdown menu highlighted with a red box.
- Now we're mobile:** A section promoting mobile apps with 'Check it out.' and links to the App Store and Google Play.
- Tasks:** A section showing '1 Enablement Tasks are pending' and a progress bar for 'Update Profile Information' at 15%.
- Help Center:** A sidebar on the right with a search bar and a list of help articles, including 'How do I create documents against purchase orders from my customer?', 'How to configure your user account information and company settings', 'Register and send an order confirmation (4:10)', 'How do I invoice a purchase order if I lose the email notification?', 'Add a new user (3:12)', 'When do I need to contact the account administrator for my company?', 'Invoices (3:10)', 'What browser versions are certified for SAP Ariba cloud solutions?', 'Send a PO-based invoice (4:35)', and 'Overview of Ariba Network (4:07)'. There are also links for 'Documentation' and 'Support'.

Ariba Discovery

Matching suppliers to buyers ready to buy



Receive leads

Complete five-minute registration to start receiving leads in your in-box



Save time

Get in front of buyers ready to buy



Sell effectively

Give sellers access to thousands of dollars in new business every month



Win new business

Tap into \$5 billion of new opportunities posted annually



Increase interactivity

Communicate with buyers and prospects in real time

SAP Ariba supplier mobile app

Business Insights

- PO Trending
- Invoice Aging
- PO and Invoices by customer

Work on-the-go

- Confirm PO
- Pin important documents for later



Real-time Alerts

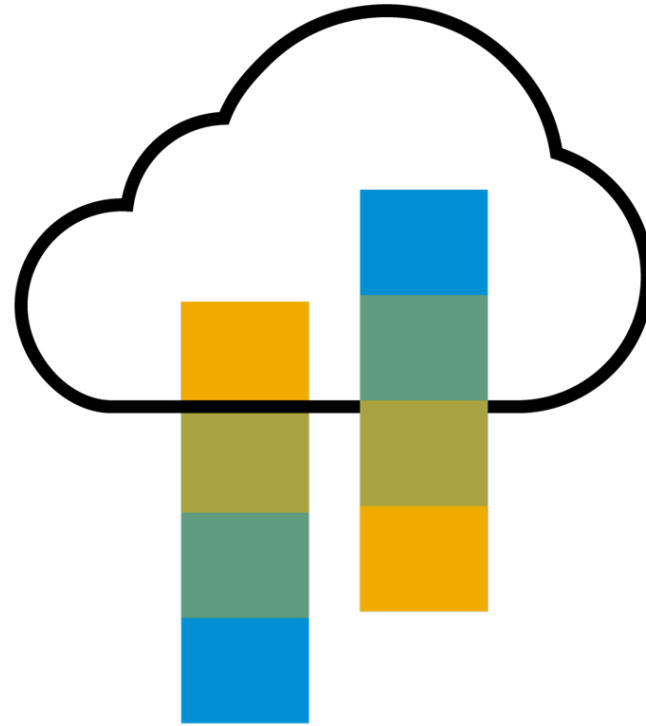
- View network activity
- Receive push alerts for business critical events

Monitor Key Activity

- View PO and Invoice information
- Search for PO and Invoices using HANA

[Apple iTunes App Store](#) or [Google Play](#)

Upgrade



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, Payment Proposal	✓	✓
Electronic Catalogs	x	✓
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> • Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	<ul style="list-style-type: none"> • 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	x	✓
Reporting	x	✓
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 .



Home page – upgrade to realize the full value of Ariba Network

Ariba Network Light account - access more features [Learn more](#) Company Settings Paul Smith Help Center

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS DOCUMENT ARCHIVE CSV Documents Create

Purchase orders Last 31 days

7	1	1	3
Orders to invoice	Orders to confirm	Invoices rejected	Invoices pending approval

Tasks

- 1 Enablement tasks (Pending)
- Update profile information 70 %

Now we're mobile. Check it out.

Type	Order number	Ver	Customer	Ship to address	Amount	Date	Order status	Settlement	Amount invoice	Actions
Order	PO14995	1	US1Int	New York Sales...	\$5,108.33 USD	8 Nov 2016	New	Invoice	\$100.00 USD	Resend
Order	PO15679	1	US1Int	New York Sales...	\$300.33 USD	3 Nov 2016	New	Invoice	\$1,200.09 USD	Resend
Order	PO13861	1	US1Int	New York Sales...	\$9,760.31 USD	2 Oct 2016	New	Invoice	\$300.00 USD	Resend
Order	PO16700	1	US1Int	New York Sales...	\$1,390.00 USD	6 Sep 2016	New	Invoice	\$120.89 USD	Resend
Order	PO32905	1	US1Int	New York Sales...	\$1,100.06 USD	2 Sep 2016	New	Invoice	\$9,698.23 USD	Resend
Order	PO14234	1	US1Int	New York Sales...	\$189.93 USD	8 Aug 2016	New	Invoice	\$130.43 USD	Resend
Order	PO18900	1	US1Int	New York Sales...	\$1,100.71 USD	1 Aug 2016	New	Invoice	\$670.00 USD	Resend

SAP Ariba
Paul Smith (psmith) last visited 12/27/2016 11:45 PM | Supplier Organization | AN100001064
Data Policy Security Disclosure Terms of Use ©1996–2016 SAP Ariba, Inc. All rights reserved.

Upgrade Close

Upgrade to realize the full value of Ariba Network

LIGHT ACCOUNT Your current account

FULL-USE ACCOUNT Upgrade

FULFILLMENT

- Orders and invoices**
 - Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices
 - Check invoice status and create non-PO invoices, if supported by your customer
- Catalogs**
 - Publish catalogs that detail your products and services
- Integration**
 - Integrate with your backend systems through CXML, EDI or CSV
- Legal Archive**
 - Access to long-term invoice archiving (regional restrictions apply)
- Reporting**
 - Get reports to track transactions and sales activities
- Support**
 - Help Center
- Fees**
 - Free

SELLING

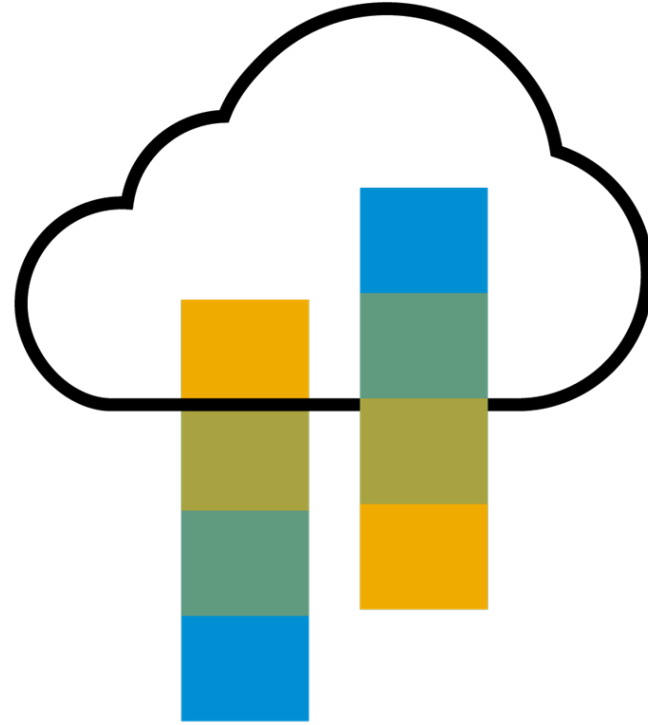
- Ariba Discovery**
 - Join our business matchmaking service to get high quality sales leads. Fees may apply
- Sourcing, Contract Management**
 - Attract potential customers with your profile and get invited to auctions and other events.

By the way, you can use these with any account.

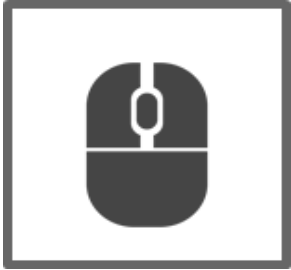
Learn more about all the features of Ariba Network.

When transacting with Intel, your supplier fees will be paid by Intel. **IMPORTANT: You may be required to pay supplier fees when transacting with other buyers over the Ariba Network.**

Help



Supplier Help Resources



The Help Center will provide assistance while using your standard account:

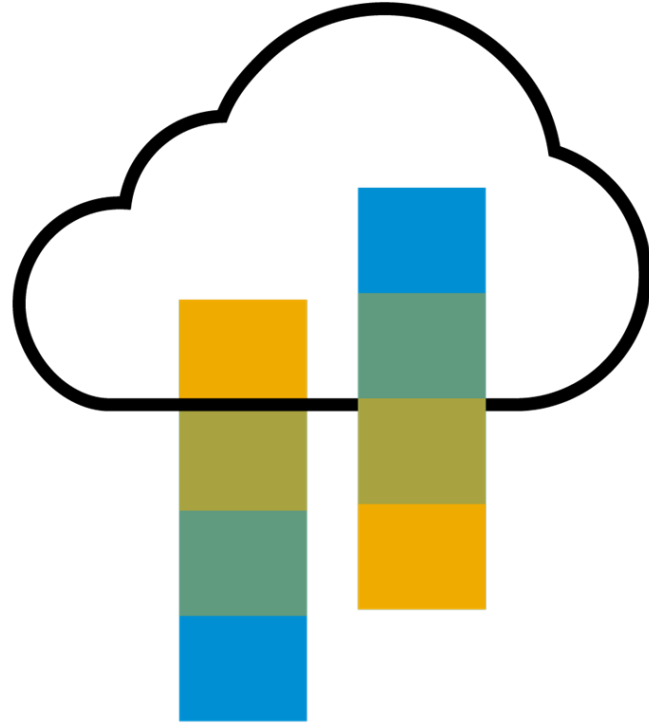
- Click the Help Center link at the bottom of your interactive email
- When logged into your standard account, click the Help Center link in the upper right corner to expand the panel and gain access to relevant help topics



The [Ariba Network, standard account support page](#) will provide access to:

- A summary of standard account features
- A quick tutorial on how to replay and respond to your customer
- Side-by-side comparison of standard account and enterprise account
- The Supplier Success Session Portal to register for an upcoming live demo
- A pre-recorded overview and demo of standard account

FAQ



FAQ

Q: What is standard account capability on Ariba Network?

A: Ariba Network, standard account capability is a way to automate business with any buyer. Support for most transaction types allows you to meet your buyer's compliance requirements. You have the option to upgrade to an enterprise account (fees paid by Intel) at any time, if you need advanced capabilities such as catalogs, integration, or full access to inbox/outbox features.

Q: How can I access this new capability?

A: Your customer must send you a standard account invitation to transact with them using this methodology.

Q: What document types are supported for this free account?

A: Suppliers transact unlimited documents such as orders, order confirmation (OC), advance ship notices (ASN), and service entry sheets (SES), PO-invoices using PO-Flip (convert orders into an e-invoice with the simple click of a button), non-PO invoices and credit memos, invoice status notifications, payment proposals, and remittance details.

Q: What if I have already signed up for Ariba Network? Can I switch to standard account?

A: If you are already using Ariba Network with a buyer, we recommend that you continue using this transaction method. There is no direct way to change an Ariba Network subscription (enterprise account) to a standard account.

Q: Am I required to register on Ariba Network to use standard account?

A: Yes. You will be sent an interactive email from your buyer. To respond you must register for a free standard account. This free account is not the same as a enterprise Ariba Network account. You only need to upgrade to an enterprise account on Ariba Network when you determine that you desire the additional functionality.

Q: Can I access my Ariba Network standard account and enterprise account from the same user ID?

A: Yes. You can easily toggle between your standard account and enterprise account by [linking your user IDs](#).

[More FAQ](#)

FAQ

Q: How do I invoice a purchase order if I lose the email notification?

A: If you misplace a purchase order (PO) email notification, you have the following options:

- Resend the PO email: Log in to your [Ariba Network](#) standard account. In the PO list on the home dashboard of your account, click *Select > Send me a copy* to take action in the *Action* column next to the PO.
- Request a manual copy of the PO from your customer: After you have a copy of the PO, you can create and submit a non-PO invoice.

Q: How do I create documents against purchase orders from my customer?

A: To process a purchase order, you need to click the *Process Order* button in the purchase order email notification.

After you [register](#) or log in to your Ariba Network standard account, you are taken to the purchase order details page, where you can create documents like order confirmations, ship notices, and invoices against the purchase order.

Q: How do I add purchase orders to my existing Ariba Network Account?

A: If you've previously registered a standard account or enterprise account on Ariba Network to transact with a different customer, you have the option to add the transactions with your new customer to your existing account.

To add your new purchase orders to your existing account:

1. In the purchase order email notification, click *Process order* and then click *Log in* on the standard account landing page.
2. Log in with the administrator username and password for the existing account.

Q: What should I do if my registration confirmation link is expired?

A: If the confirmation link expired immediately after receiving the email, please log in to your account directly at <https://supplier-2.ariba.com>

If the confirmation is accepted, you will be able to view your account. If you are unable to access your account, you can request to resend the confirmation email.