



General Dashboard

Standard Account Dashboard Overview


SAP Ariba Network **Standard Account** Upgrade TEST MODE V1

Home Inbox Outbox Catalogs Reports Messages Documents Create

Orders, Invoices and Payments All Customers Last 200 Documents

6 Orders to Invoice | 0 Orders that Need Attention | 0 Invoices Rejected | 3 Collaboration Requests | More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
EP4966	Resorts World at Sentosa Pte Ltd - TEST	New	\$1,500.00 SGD	6 Dec 2019	\$0.00 SGD	Select
EP4760	Resorts World at Sentosa Pte Ltd - TEST	New	\$8,166.80 SGD	18 Jul 2019	\$0.00 SGD	Select
EP4773	Resorts World at Sentosa Pte Ltd - TEST	New	\$8,166.80 SGD	30 May 2019	\$0.00 SGD	Select
EP4764	Resorts World at Sentosa Pte Ltd - TEST	New	\$8,166.80 SGD	27 May 2019	\$0.00	Select
EP4748	Resorts World at Sentosa Pte Ltd - TEST	Partially Invoiced	\$8,166.80 SGD	16 May 2019	\$3,266.72 SGD	Select
EP4744	Resorts World at Sentosa Pte Ltd - TEST	Partially Invoiced	\$8,166.80 SGD	11 May 2019	\$816.68 SGD	Select

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Tasks

Update Profile Information 39%

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Standard Account Features

- Dashboard view is restricted for Standard Account users. (Greyed out tabs, sections or selections indicate that you are not able to access.)
 - You can add up to 250 users to your AN account.
 - Inbox, Outbox, Catalogs & Reports tabs are greyed out.
 - Able to view up to last 200 documents.
 - If you are unable to find the initial PO email to process, click the “Select” drop-down menu in the “Orders, Invoices and Payments” section on the Home page upon finding the required PO. Select the “Send me a copy to take action” option. An email copy of the order will be sent to you.

The screenshot shows the SAP Ariba Network Standard Account dashboard. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The 'Inbox', 'Outbox', 'Catalogs', and 'Reports' tabs are greyed out. The main content area is titled 'Orders, Invoices and Payments' and shows a table of orders. The 'Last 200 Documents' filter is selected. A red box highlights the 'Select' dropdown menu for the first order, and another red box highlights the 'Send me a copy to take action' option in the dropdown menu. The footer includes the SAP logo and the text 'THE BEST RUN'.

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
EP4760	♀ Resorts World at Sentosa Pte Ltd - TEST	New	\$8,166.80 SGD	18 Jul 2019	\$0.00 SGD	Select ▾
EP4773	♀ Resorts World at Sentosa Pte Ltd - TEST	New	\$8,166.80 SGD	30 May 2019	\$0.00 SGD	Select ▾
EP4764	♀ Resorts World at Sentosa Pte Ltd - TEST	New	\$8,166.80 SGD	27 May 2019	\$0.00 SGD	Select ▾
EP4748	♀ Resorts World at Sentosa Pte Ltd - TEST	Partially Invoiced	\$8,166.80 SGD	16 May 2019	\$2,450.04 SGD	Select ▾
EP4744	♀ Resorts World at Sentosa Pte Ltd - TEST	Partially Invoiced	\$8,166.80 SGD	11 May 2019	\$816.68 SGD	Select ▾
EP4744	♀ Resorts World at Sentosa Pte Ltd - TEST	Obsoleted	\$8,166.80 SGD	8 May 2019	\$816.68 SGD	Select ▾
EP4743	♀ Resorts World at Sentosa Pte Ltd - TEST	Obsoleted	\$8,166.80 SGD	7 May 2019	\$0.00 SGD	Select ▾

Standard Account (SA)

- You may customize the options to view on the dashboard. (Maximum up to 4 tiles per dashboard.)
- Click on “More” to view more options and click on “Manage Default Tiles” to select.

Options to view

The screenshot displays the SAP dashboard for 'Orders, Invoices and Payments'. At the top, there are navigation tabs: Home, Inbox, Outbox, Catalogs, Reports, and Messages. Below this, the main section is titled 'Orders, Invoices and Payments' with filters for 'All Customers' and 'Last 200 Documents'. A summary row shows: 5 Orders to Invoice, 0 Orders that Need Attention, 0 Invoices Rejected, and 9 Purchase Orders. A 'More...' button is next to the Purchase Orders count. Below this is a table of orders with columns for Order Number, Customer, and Status. The table lists five orders, all from 'Resorts World at Sentosa Pte Ltd - TEST', with statuses ranging from 'New' to 'Partially'. To the right of the table is a grid of 13 metric tiles: Collaboration Requests (2), New Early Payment Offers (0), Invoices (6), Invoices Pending Payment (4), Invoices Pending Approval (2), New Purchase Orders (3), Payments that Need Attention (0), Payments Received (0), Pinned Documents (0), Orders to Confirm (3), Orders to Ship (3), and Orders with Service Lines (0). A larger blue tile for '9 Purchase Orders' is positioned below the grid. At the bottom right, there is a 'Manage Default Tiles' button.

Order Number	Customer	Status
EP4760	Resorts World at Sentosa Pte Ltd - TEST	New
EP4773	Resorts World at Sentosa Pte Ltd - TEST	New
EP4764	Resorts World at Sentosa Pte Ltd - TEST	New
EP4748	Resorts World at Sentosa Pte Ltd - TEST	Partially
EP4744	Resorts World at Sentosa Pte Ltd - TEST	Partially



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Standard Account (SA) : Collaboration

- The Sourcing Buyer needs to invite you to collaborate before you are able to view the “Collaboration Requests”.
- To locate the “Collaboration Requests”, click on “More” to view more options.

Orders, Invoices and Payments All Customers ▾ Last 200 Documents ▾

5
Orders to Invoice

0
Orders that Need Attention

0
Invoices Rejected

2
Collaboration Requests

...
More...

3
Collaboration Requests

0
New Early Payment Offers

Error
Invoices

Error
Invoices Pending Payment

Request #	Title	Customer	Received Date ↓	Purchase	To	Action
PR10270-R248	Collaboration Testing_06112019	Resorts World at Sentosa Pte Ltd - TEST	6 Nov 2019 1:53:41 PM			Respond
PR10262-R247	Copy of S2	Resorts World at Sentosa Pte Ltd - TEST	1 Nov 2019 11:14:07 AM			Respond

Error
Invoices Pending Approval

12
New Purchase Orders

0
Payments that Need Attention

0
Payments Received

0
Pinned Documents

12
Orders to Confirm

12
Orders to Ship

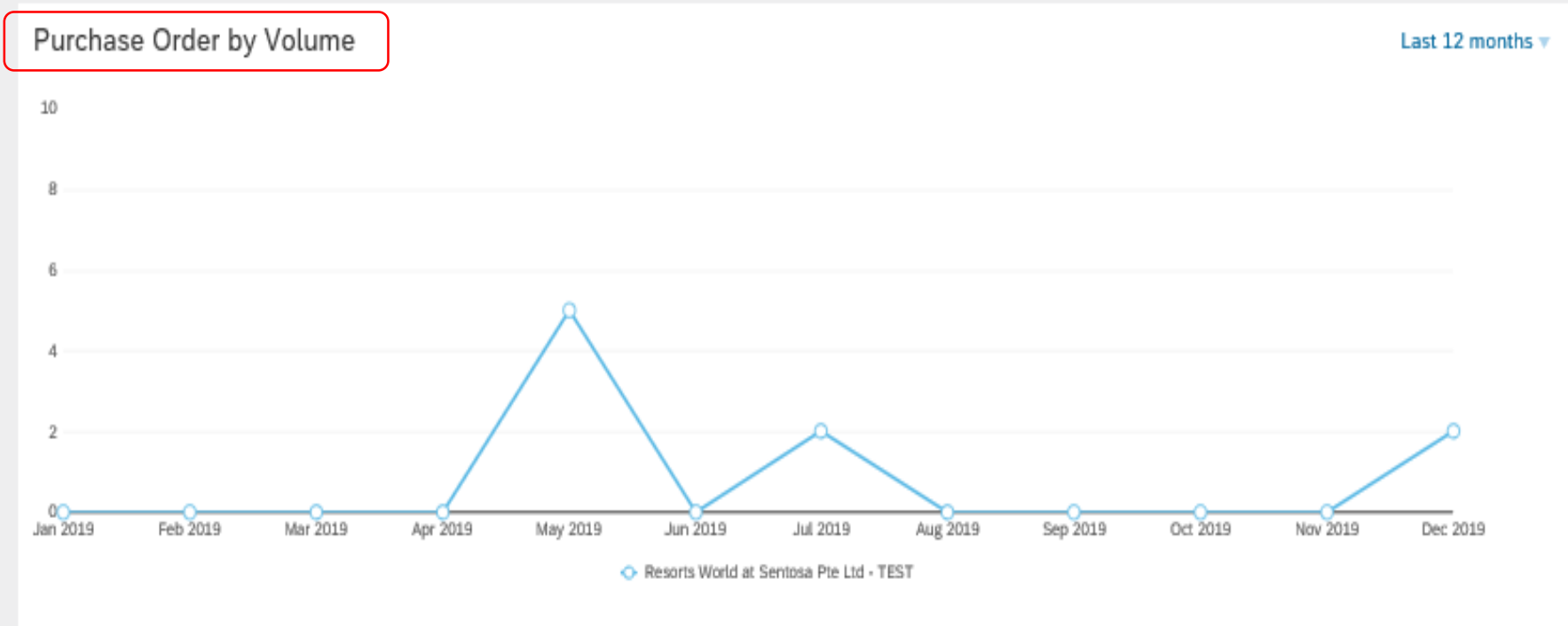
0
Orders with Service Lines

23
Purchase Orders

Manage Default Tiles

Standard Account (SA) : Trends

- Supplier is able to view the trends of:-
 - Purchase Order by Volume,
 - Purchase Order by Amount,
 - Outstanding Invoices.



- Purchase Order by Volume
- Purchase Order by Amount
- Outstanding Invoices



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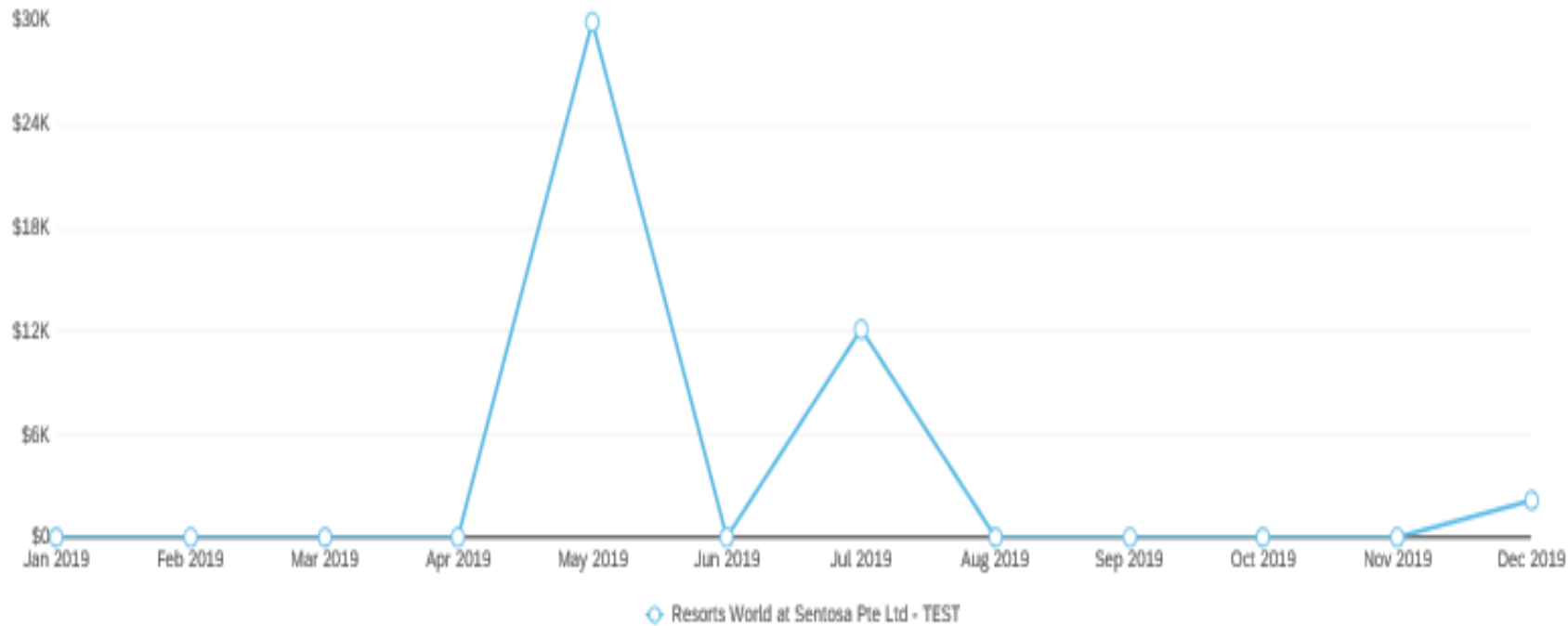
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Standard Account (SA) : Trends



Purchase Order by Amount

Last 12 months ▾



Purchase Order by Volume

Purchase Order by Amount

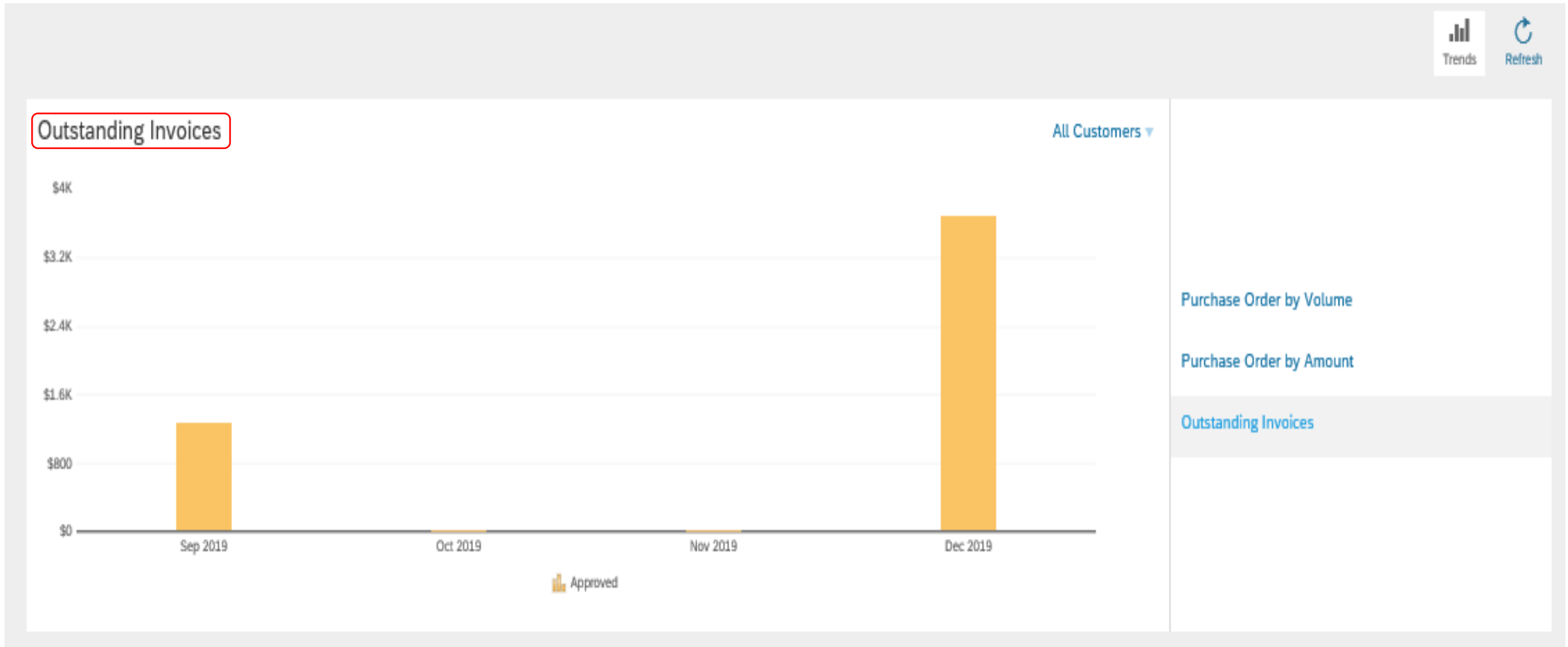
Outstanding Invoices



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Standard Account (SA) : Trends



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Standard Account Registration



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Standard Account (SA)

Process	How does it look like?
Interactive PO received containing first order from RWS.	
Click the “Process Order” button in the interactive email.	<p>From: Ariba Network [mailto:ordersender-prod@ansmto.ariba.com] Sent: Monday, May 13, 2019 11:07 PM To: ABC <abc@defg.com> Subject: Resorts World at Sentosa Pte Ltd sent a new Purchase Order EP11111]</p> <p>You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at https://service.ariba.com/wicollab-platform/common-tou/en/MessagingPolicy.html. By replying to this message, you're accepting the terms in the policy.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Resorts World at Sentosa Pte Ltd sent a new order</p> <p><small>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.</small></p> <p>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.</p> <p style="text-align: center;">Process order</p> </div>
<p>Click on “Sign up” to create a new Standard Account.</p> <ul style="list-style-type: none"> The registration page will be displayed. <p>Click on “Log in” if you have an existing Standard Account.</p> <ul style="list-style-type: none"> The Ariba Network Login page will be displayed. 	<p style="text-align: center;">Join your customer on Ariba Network!</p> <p style="text-align: center;"> Sign up Or Search your company <small>Already have an account? Log in</small> </p> <div style="display: flex; justify-content: space-around; text-align: center;"> <div data-bbox="1172 1056 1477 1178">  <p>Strengthen relationships Collaborate with your customer on the same secure network.</p> </div> <div data-bbox="1656 1056 1974 1178">  <p>Connect faster Exchange documents electronically and streamline communications.</p> </div> <div data-bbox="2127 1056 2446 1178">  <p>Reach more customers worldwide Sign up with Ariba Discovery and increase sales leads.</p> </div> </div> <p style="text-align: center;">Ariba Network standard account is Free</p> <p style="text-align: center;">Learn more</p>



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Standard Account (SA)

Process

How does it look like?

For new account, complete your Company Information.

Company information

Company Name:

Country:

Address:

City:

State:

Zip:

* Indicates a required field

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.

Enter your user information.

User account information

Name:

Email:

Use my email as my username

Username:

Password:

Language:

Email orders to:

* Indicates a required field

SAP Ariba Privacy Statement

Must be in email format (e.g. john@newco.com)

Must contain a minimum 8 characters including letters and numbers.

The language used when Ariba sends you configurable notifications. This is different than your web browser's language.

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Select the “Terms of Use” check-box and click on “Register”.

Tell us more about your business ▶

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.

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

I have read and agree to the [SAP Ariba Privacy Statement](#)

Provide your Ariba Network (AN) ID to RWS VAS Team.

(Email : procvas@RWSentosa.com)



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