



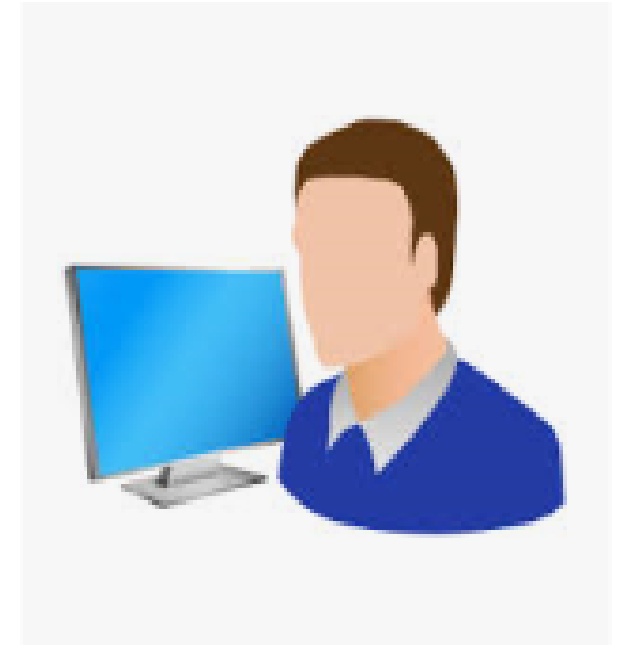
Company Administrator

Company Administrator & Its Role

- There can only be 1 Administrator per ANID.
- Automatically linked to the username and login entered during registration.
- Responsible for account set-up/ configuration/ management.
- Primary point of contact for users with questions or issues.
- Create users and assigns roles/permissions to users of the account.

Note:-

Company Administrator can assign another user as the company administrator.





Account Configuration

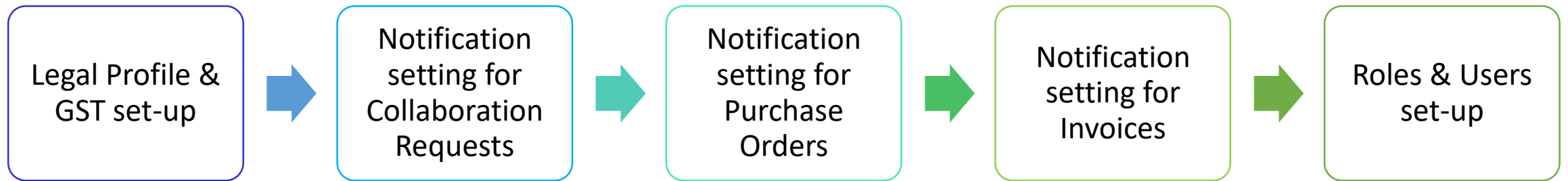


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Step-By-Step Account Configuration

Below are the basic required settings in order to successfully receive requests from RWS.



Enterprise Account (EA) : Settings Tabs

Account Settings

Account Settings sidebar menu:

- VENDOR 43603
test-Vendor43603@gmail.com
- My Account
- Link User IDs
- Contact Administrator
- Switch Account
- VENDOR43603 - TEST_PO
ANID: AN01431136242-T
- Company Profile
- Settings
- Logout



ACCOUNT SETTINGS

- Customer Relationships
- Users
- Notifications
- Application Subscriptions
- Account Registration

NETWORK SETTINGS

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications
- Audit Logs

Document Tab

Documents Create

UPLOAD

- Order Confirmation CSV
- Ship Notice CSV
- External Document

DOWNLOAD

- CSV Templates

Create Tab

Documents Create

CREATE

- PO Invoice
- Non-PO Invoice
- Contract Invoice
- Service Entry Sheet
- Credit Memo
- Time & Expense Sheets
- Catalog



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Settings for the Ariba account as a whole



Legal & GST Set-Up

Legal Profile & GST Set-Up

1 Go to "Account Settings" and click on "Company Profile".

2 In order to enable the GST feature, click on "Basic" tab.

3 You should be able to see the "Legal Profile Status".

4 Click on "Create" to set up the legal profile.

1

V4

VENDOR 43603
test-Vendor43603@gmail.com

My Account

Link User IDs

Contact Administrator

Switch Account

VENDOR43603 - TEST_PO
ANID: AN01431136242-T

Company Profile

Settings

Logout

2

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

Address

Address 1:* address 1114056, , ,

Address 2:

Address 3:

Address 4:

City:* SINGAPORE

Postal Code:* 550404

State:

Country:* Singapore [SGP]

3

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
SGP001			TAXID12345	address 1114056, , ,	SINGAPORE Singapore	Accepted

4

Edit Delete Create



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Legal Profile & GST Set-Up

5 You will be redirected to the Address page, kindly fill up the required field.
Note: Required fields are those with asterisk.

6 Check the box for “Set Up Legal Profile”.

Configure Supplier Addresses Served by This Account

Save

Close

* Indicates a required field

Address Name

5

Address Name: +

Address ID:

VAT ID:

Tax ID:

Address

6

Address 1: +

Address 2:

Address 3:

Address 4:

City: +

Postal Code: +

State:

Country: +

Set Up Legal Profile

Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the "Status" on the Company Profile page for updates to your registration status.

Legal Profile & GST Set-Up

7 Click on “Yes” for GST Registered, key in the GST Registered number without the ‘-’ (only alphanumeric entry).

8 Once you have completed keying in the GST Registered number, click on “Save”.

Configure Supplier Addresses Served by This Account

[Save](#) [Close](#)

* Indicates a required field

Address Name

Address Name: *

Address ID:

VAT ID:

Tax ID:

Address

address 1114056, . .
SINGAPORE 550404
Singapore

Set Up Legal Profile

Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the “Status” on the Company Profile page for updates to your registration status.

Financial Information

7

Are You GST Registered?* Yes No

GST ID:

8

[Save](#) [Close](#)

Legal Profile & GST Set-Up

For GST Registered Suppliers

9 Under the “Legal Profile Status”, the status should reflect as “Accepted”.

10 In order for GST Registration Number to auto populate on the invoice, click on “Business” tab.

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
<input type="radio"/>	SGP001		TAXID12345	address 1114058, . .	SINGAPORE Singapore	Accepted

↳ |

9

** This column displays your registration status with Ariba's accredited service provider.

Company Profile

Basic (3) **Business (2)** Marketing (3) Contacts Certifications (1) Additional Documents

+ Indicates a required field

Business Information

Year Founded:

Number of Employees:

Annual Revenue:

Stock Symbol:

10



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Legal Profile & GST Set-Up

11 If you are a GST Supplier in Singapore, under “Tax Information”, you will have to key in your GST registration number in both “Tax ID” and “Supplier GST Registration Number” fields.

12 Click on “Save” after you had completed the tax information.

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

12

Save

Close

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

11 Tax ID: TAXID12345 ⓘ Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID:

VAT Registered

Supplier GST Registration Number: ⓘ TAXID12345

VAT Registration Document: <No document>

Legal Profile & GST Set-Up

For Non-GST Registered Suppliers

7 Click on “No” for Non-GST Registered.
(Not required to input anything in the GST ID field.)

8 Click on “Save”.

Financial Information



Are You GST Registered? Yes No

GST ID:



Legal Profile & GST Set-Up

For Non-GST Registered Suppliers

9 Under the “Legal Profile Status”, the status should reflect as “Accepted”.

10 Click on “Business” tab to ensure correct tax information is auto populated on invoice.

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
<input type="radio"/>	SGP001		TAXID12345	address 1114058, . .	SINGAPORE Singapore	Accepted

↳ |

** This column displays your registration status with Ariba's accredited service provider.

Company Profile

Basic (3) **Business (2)** Marketing (3) Contacts Certifications (1) Additional Documents

+ Indicates a required field

Business Information

Year Founded:

Number of Employees:

Annual Revenue:

Stock Symbol:



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Legal Profile & GST Set-Up

11 For Non-GST Supplier in Singapore, under “Tax ID” and “Supplier GST Registration Number” fields, you will have to input “Not Applicable” in both fields.

12 Click on “Save” after you had completed the tax information.

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

12

Save

Close

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: **Not Applicable** ⓘ Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID:

VAT Registered

Supplier GST Registration Number: ⓘ **Not Applicable**

11

Notification – Purchase Order Routing

Notification – Purchase Order

1 Go to “Account Settings”, click on “Settings” and select “Electronic Order Routing”.

2 Scroll down to “New Orders” section.

3 Select “email” under “Catalog Orders without Attachment” field. Check on “Include document in the email message”.

4 You can enter up to 3 emails per notification, separated by a comma.

Note : “Email” is the only option for SA.

The screenshot shows the SAP Account Settings interface for Vendor 43603. The left sidebar has 'Electronic Order Routing' selected under 'ACCOUNT SETTINGS'. The main content area shows the 'New Orders' section with a table of routing configurations. The 'Catalog Orders without Attachments' row is highlighted, showing 'Email' selected in the 'Routing Method' dropdown. The 'Options' column for this row is expanded, showing the 'Include document in the email message' checkbox checked. The 'Email address' field contains 'yurika.jamaica.chavez@sap.com'. A 'PRIVATE All inform' watermark is visible in the bottom left corner.

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<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". <input type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

Notification – Purchase Order

5 When “Email” is selected as the option, the rest of the fields relating to Purchase Orders will be defaulted according to this selection.

6 Specify a method and a user for sending Order Response Documents (e.g. Order Confirmation).

Change/Cancel Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ▲ Attachments will be included in the order.
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments	Current Routing method for new orders: Email ▲ Attachments will be included in the order.

5

Other Document Types

Document Type	Routing Method	Options
Blanket Purchase Orders	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Time Sheets	Online	Save in my online inbox
Order Status Request	Online	Save in my online inbox
Order Response Documents	Online	Return to this site to respond to POs
Payment Remittances	Online	Save in my online inbox
Payment Proposals	Online	Save in my online inbox
Document Status Update	Online	Save in my online inbox
Receipt	Online	Save in my online inbox

6

Notification – Purchase Order / Collaboration Request

7 Scroll down to “Notifications” section.

8 Check on “Order” and “Purchase Order Inquiry” and “Collaboration Request” to enable notification alerts relating to Purchase Orders and collaboration requests.

9 You can enter up to 3 emails per notification, separated by a comma.

Notifications	Type	Send notifications when...	To email addresses (one required)
Order		<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. <input type="checkbox"/> Send notification for new purchase orders to suppliers.	mmtaufiq@deloitte.com,sam.soo@RWSe
Purchase Order Inquiry		<input type="checkbox"/> Send notification for new purchase orders to suppliers. <input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received. <input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	mmtaufiq@deloitte.com
Time Sheet		<input type="checkbox"/> Send a notification when time sheets are undeliverable.	mmtaufiq@deloitte.com
Collaboration Request		<input checked="" type="checkbox"/> Send a notification when collaboration requests are received.	sam.soo@RWSentosa.com

Notification – Purchase Order Routing Method

Method	Description
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.

Notification – Invoice Routing

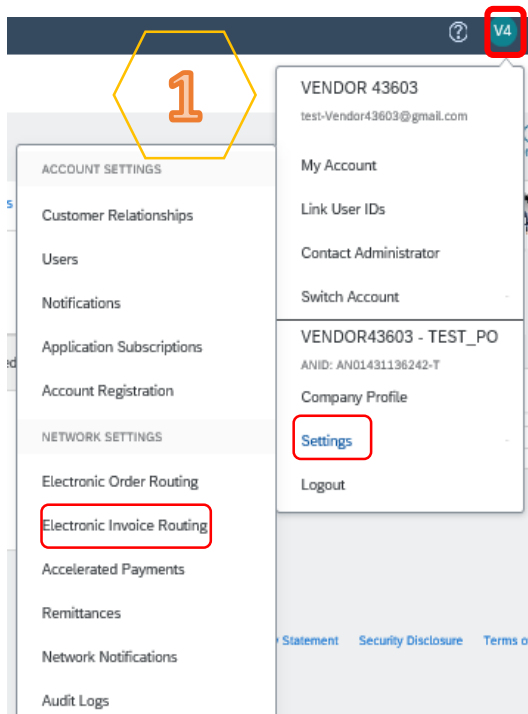
Notification – Invoice

1 Go to “Account Settings”, click on “Settings” and select “Electronic Invoice Routing”.

2 Scroll down to “Notifications” section.

3 Check on “Invoice Failure”, “Invoice Status Change” and “Invoice Created Automatically”.

4 You can enter up to 3 emails per notification, separated by a comma.



Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	yurika.jamaica.chavez@sap.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	yurika.jamaica.chavez@sap.com
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	yurika.jamaica.chavez@sap.com



Users, Roles and Permissions

Users, Roles and Permissions

- Up to 250 users per existing AN account.
- Responsible for updating personal user information.
- Can have different roles/permissions, which correspond to the user's actual job responsibilities.
- Can access all or specific customers assigned by Company Administrator.



Permissions List

Permission	Description
API Development Access	Access to API development using the SAP Ariba developer portal.
Archive Access	View and search archived items
Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
Catalog Management	Set up and manage catalog-related activities
Cloud Integration Gateway Access	View and search projects on the Ariba Integration Gateway
Cloud Integration Gateway Configuration	Create, modify, and maintain projects on the Ariba Integration Gateway
Company Information	Review and update company profile information
Contact Administration	Maintain information for account contact personnel
Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
Customer Administration	Manage customer relationships
cXML Configuration	Configure account for cXML transactions
Folio Management	Create, activate and delete folio ranges used for tax invoicing.
Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
ID Registration Access	Register unique identifiers, like email domains
Inbox and Order Access	View and search documents in Inbox and take actions based on your role
Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
Invoice Report Administration	Access to Reporting, and Invoice Report type
Logistics Access	Perform Logistics actions with limited access to transactions information

Permission	Description
Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
Outbox Access	View and search documents in Outbox and take actions based on your role
Payment Activities	Manage your payment activities
Payment Profile	Configure your payment profile
PCard Configuration and Notifications	Configure PCard account and maintain notification email addresses
Planning Collaboration Visibility	Access to planning collaboration visibility
Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
Quality Inspection Access	Access to view quality inspection documents
Quality Inspection Creation	Access to create quality inspection documents
Quality Notification Access	Access to view quality notification documents
Quality Notification Creation	Access to create quality notification documents
Quality Review Access	Access to view quality review documents
Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
Services Access	Perform Services actions with limited access to transactions information
Supplier Discount Management Program Administrator	Access to discount program offers and the definition of early payment requests
Tax Book Report Administration	Access to Reporting, and Tax Book Report type
Time Sheet Report Administration	Access to Reporting, and Time Sheet Report type
Timestamp verification	Verify timestamp token on invoices
Transaction Configuration	Configure account for electronic transactions



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Assigning Roles

1 Go to "Account Settings", click on "Settings" and select "Users".

2 Under "Manage User Roles", click on "Create Role".

3 On the "Create Role" display screen, enter the name of the role you are creating. Select all the relevant permissions for the role and click on "Save".

The screenshot shows the account settings interface. A red box labeled '1' highlights the 'Users' option in the 'ACCOUNT SETTINGS' menu. A red box labeled '2' highlights the 'Settings' option in the 'My Account' section. A red box labeled '3' highlights the 'V4' version indicator in the top right corner of the page.

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.

Role

Name	Actions
Administrator	Details
Accounts Receivable	Details Edit Delete
Create Role	

Create Role

+ Indicates a required field

New Role Information

Name: *

Description:

Permissions

Each role must have at least one permission. Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1 >>

Permission	Description
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input type="checkbox"/> Service Sheet Report Administration	Access to Reporting and Service Sheet Report types

Recommended Role Creation

Role Name

Sourcing Group

View and administer sourcing requests

Permission

- Inbox and Order Access
- Access Proposals and Contracts

Role Name

Purchasing Group

Processing of Purchase Orders, Order Confirmation

Permission

- Inbox and Order Access
- Outbox Access
- Purchase Order Report Administration

Role Name

Collaboration Group

View and administer collaboration requests

Permission

- Planning Collaboration Visibility
- Collaboration Request Administration
- Collaboration Request Access

Recommended Role Creation

Invoicing Group

Generate invoices and monitor payment activities

- Role Name
- Inbox and Order Access
 - Outbox Access
- Permission
- Contract Access
 - Invoice Generation
 - Payment Activities
 - Invoice Report Administration

Acting Administrator

Alternate Administrator to handle the account

- Role Name
- Company Information
- Permission
- Contact Administration
 - Customer Administration
 - Payment Profile
 - Archive Access
 - Order Assignment for Users with Limited Access

Creating Users

1 Go to "Account Settings", click on "Settings" and select "Users".

2 Under "Manage Users", click on "Create User".

3 On the "Create User" display screen, enter the user information and select the role for the user. Click on "Done".

The screenshot shows the 'ACCOUNT SETTINGS' menu on the left. The 'Users' option is highlighted with a red box. The 'Settings' option under 'VENDOR 43603 - TEST_PO' is also highlighted with a red box. A yellow hexagon with the number '1' is placed over the 'Users' option.

The screenshot shows the 'Manage Users' page. A table lists user information. The 'Create User' button is highlighted with a red box. A yellow hexagon with the number '2' is placed over the 'Create User' button.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned
<input type="checkbox"/>	amanda@RWSentosa.com	amanda.smtan@RWSentosa.com	Amanda	Tan	No	Accounts Receivable		All

The screenshot shows the 'Create User' form. The 'New User Information' section is highlighted with a red box. A yellow hexagon with the number '3' is placed over the 'New User Information' section.

Create User
 Create a new user account and assign a role as needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username:

Email Address:

First Name:

Last Name:

This user is the Ariba Discovery Contact

Limited access

Office Phone: Country: USA 1 Area: Number:

Role Assignment

<input type="checkbox"/>	Name	Description
<input type="checkbox"/>	Accounts Receivable	

Customer Assignment

Assign to Customer: All Customers Select Customers

Note:
 ○ For username, it has to be in email format.

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the SAP Ariba Privacy Statement, the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.



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Done Cancel

Modify User Account

1 To reset a password for User, go to “Account Settings”, click on “Settings” and select “Users”. Select the user to modify and click on “Edit”.

2 Click on “Reset Password” to reset the password of the User.

3 Under “Manage Users”, there is also options to “Delete”, “Add to Contact List”, “Remove from Contact List”.

Manage Users

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

Username: amanda@RWSentosa.com
Email Address: amanda.smtan@RWSentosa.com
First Name: Amanda
Last Name: Tan
Office Phone:

- Do not allow the user to resend invoices to the buyer's account. ⓘ
- This user is the Ariba Discovery Contact ⓘ
- Limited access ⓘ

2

Reset Password

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned
<input checked="" type="checkbox"/>	amanda@RWSentosa.com	amanda.smtan@RWSentosa.com	Amanda	Tan	No	Accounts Receivable		All
<input type="checkbox"/>	RWS_jonalyn.murillo@RwSentosa.com	jonalyn.murillo@RwSentosa.com	Jonalyn	Murillo	No	Accounts Receivable		All

1

3

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

Changing Company Administrator

If the Company Administrator has **left** the company, Ariba Customer support is the only one who can switch an account over to a new ADMIN. When submitting a ticket put in all the information below.

- ANID of the account
- Previous Administrator's Full Name
- Previous Administrator's Email Address
- New Administrator's Full Name
- New Administrator's Email Address
- Did the Administrator leave the company?
- Do you have access to the previous Administrator's email address?
- Is your internal IT able to retrieve messages from the previous Administrator's email address?

If the Company Administrator is **still** with the company, and the role needs to be moved to someone else, follow these steps:

- The current Company Administrator must login to the Ariba Network.
- Go to “Account Settings” and click “Settings”.
- Select “Users”.
- Click on “Create User”.
- Once the User is created, check the box to the left of their name, and click on “Make Administrator”.

Manage Users

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

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role As
<input type="checkbox"/>	amanda@RWSentosa.com	amanda.smtan@RWSentosa.com	Amanda	Tan	No	Account Receive
<input checked="" type="checkbox"/>	RWS_jonalyn.murillo@RwSentosa.com	jonalyn.murillo@RwSentosa.com	Jonalyn	Murillo	No	Account Receive

↓

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