



General Dashboard

Enterprise Account Dashboard Overview

SAP Ariba Network Enterprise Account **TEST MODE**

Home | Inbox | Outbox | Catalogs | Reports | Documents | Create

Orders and Releases | All Customers | Order Number

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

0 Orders to Invoice | 0 Orders that Need Attention | 0 Invoices Rejected | 0 Purchase Orders | More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
EP4738	Resorts World at Sentosa Pte Ltd - TEST	Partially Invoiced	\$8,166.80 SGD	6 May 2019	\$816.68 SGD	Select
EP4736	Resorts World at Sentosa Pte Ltd - TEST	Partially Invoiced	\$8,166.80 SGD	6 May 2019	\$1,633.36 SGD	Select

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Tasks: Update Profile Information 15%



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Enterprise Account Features

- For Enterprise Account, it enables Supplier to perform all types of transactions by logging into their Ariba Network account.
 - Inbox – Documents from your buyer/s
 - Outbox – Your submitted documents
 - Reports – Run reports and extract content into Excel
 - Status – Number of POs and their status

The screenshot displays the SAP Ariba Network Enterprise Account interface. At the top, the navigation bar includes the SAP logo, 'Ariba Network', 'Enterprise Account', and a 'TEST MODE' indicator. Below this, a secondary navigation bar contains 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The main content area features a search bar with filters for 'Orders and Releases' and 'All Customers', and a search input field labeled 'Order Number'. A summary section titled 'Orders, Invoices and Payments' shows four categories: 'Orders to Invoice' (0), 'Orders that Need Attention' (0), 'Invoices Rejected' (0), and 'Purchase Orders' (0). Below this is a table with columns for Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The table lists two orders: EP4738 and EP4736, both from 'Resorts World at Sentosa Pte Ltd - TEST' and in a 'Partially Invoiced' status. A right-hand sidebar contains a mobile app promotion, a 'Tasks' section with 'Update Profile Information' at 15% completion, and utility icons for Guide, Trends, and Refresh.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
EP4738	Resorts World at Sentosa Pte Ltd - TEST	Partially Invoiced	\$8,166.80 SGD	6 May 2019	\$816.68 SGD	Select ▾
EP4736	Resorts World at Sentosa Pte Ltd - TEST	Partially Invoiced	\$8,166.80 SGD	6 May 2019	\$1,633.36 SGD	Select ▾



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Enterprise Account (EA)

- 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.

The screenshot displays the SAP Ariba Network Enterprise Account dashboard. At the top, the navigation bar includes 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. Below this, there are tabs for 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The main content area is titled 'Orders, Invoices and Payments' and features a search bar for 'Order Number'. A row of four tiles is highlighted with a red box: 'Orders to Invoice', 'Orders that Need Attention', 'Invoices Rejected', and 'Purchase Orders'. A 'More...' button is also highlighted with a red box. A callout box labeled 'Options to view' points to the 'More...' button. A modal window is open, showing a grid of 12 dashboard tiles, including 'New Early Payment Offers', 'Invoices', 'Invoices Pending Payment', 'Invoices Pending Approval', 'New Purchase Orders', 'Payments that Need Attention', 'Payments Received', 'Pinned Documents', 'Orders to Confirm', 'Orders to Ship', 'Orders with Service Lines', and 'Purchase Orders'. A 'Manage Default Tiles' button is visible at the bottom right of the modal.

Enterprise Account (EA) : 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 ▾

100
New Purchase Orders

100+
Orders to Confirm

100+
Orders to Ship

34
Orders that Need Attention

34
Collaboration Requests

⋮
More...

Request #	Title	Customer	Received Date ↓	Purchase Order					
PR11719-R410	Copy of Copy of Copy of RWSM - Collaboration - Jona (Do not use)	Resorts World at Sentosa Pte Ltd - TEST	18 Aug 2020 11:19:34 AM		34 Collaboration Requests	0 New Early Payment Offers	Error Invoices	Error Invoices Pending Payment	Action
					Error Invoices Rejected	Error Invoices Pending Approval	0 Payments that Need Attention	0 Payments Received	Respond
					0 Pinned Documents	193 Orders to Invoice	9 Orders with Service Lines	376 Purchase Orders	
					7 Service Entry Sheets				



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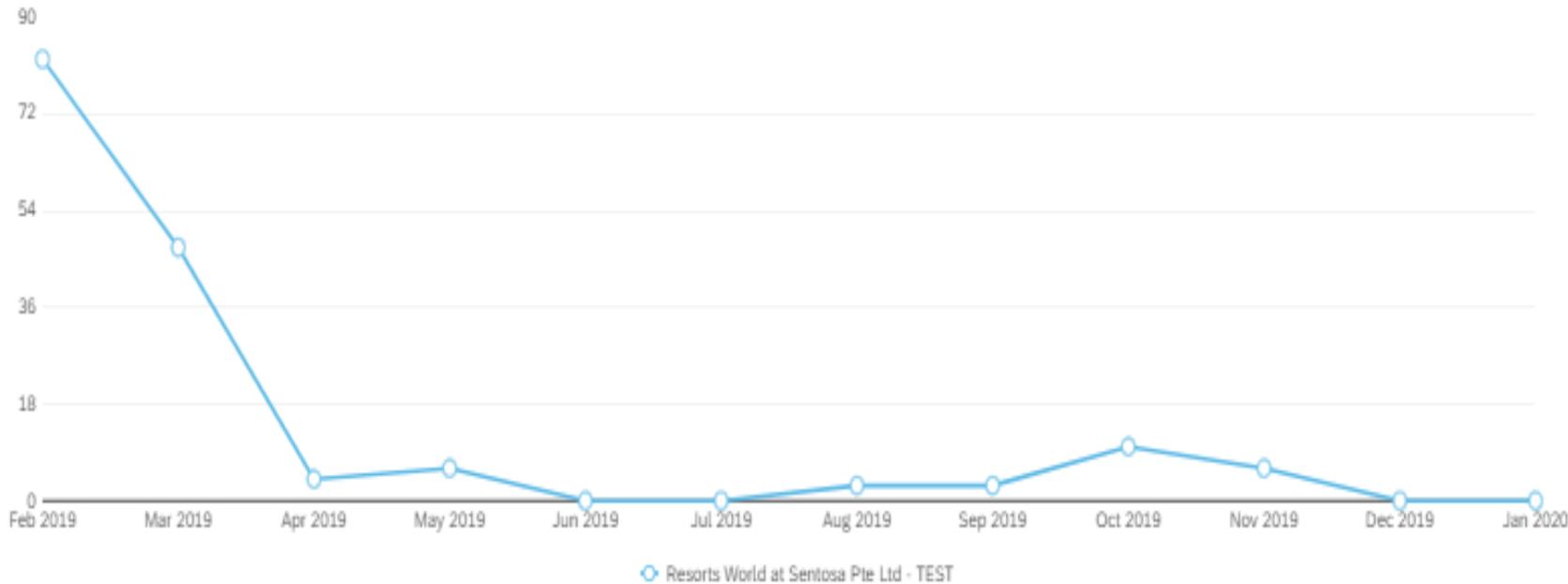
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Enterprise Account (EA) : Trends

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

Purchase Order by Volume

Last 12 months ▾

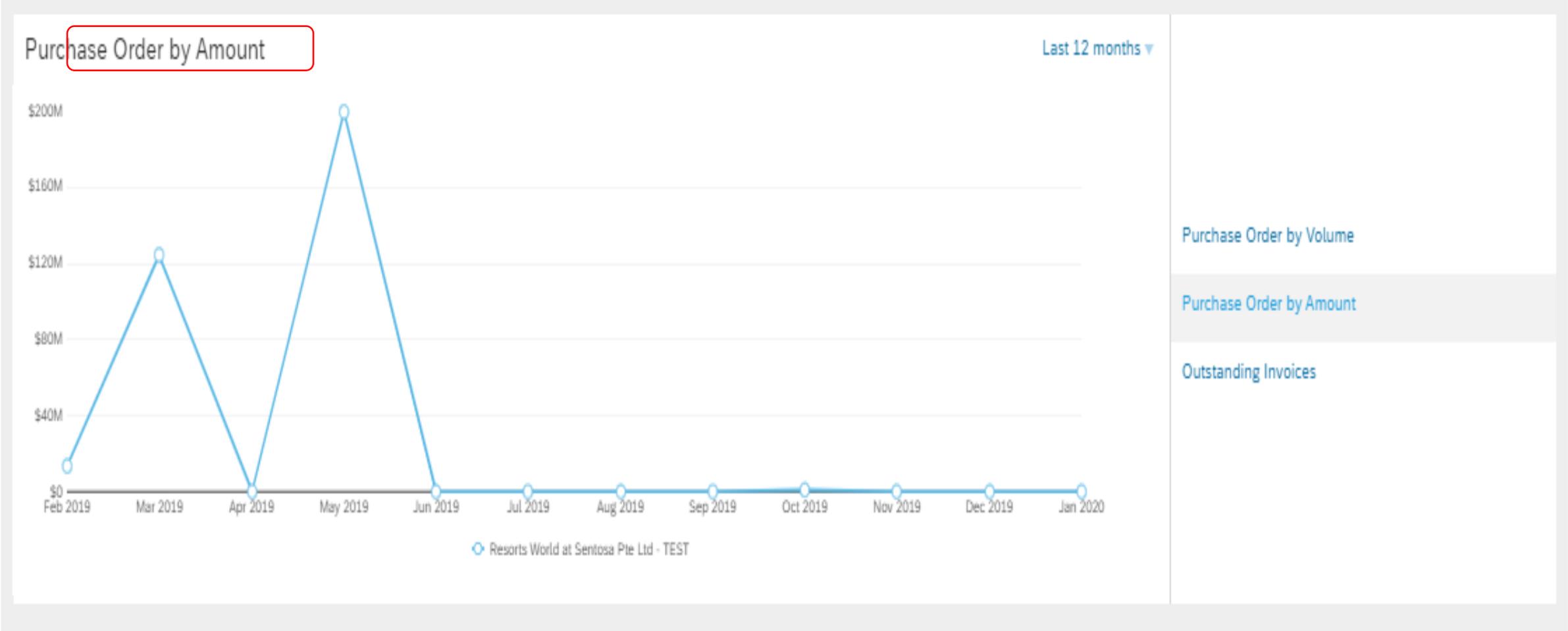


Purchase Order by Volume

Purchase Order by Amount

Outstanding Invoices

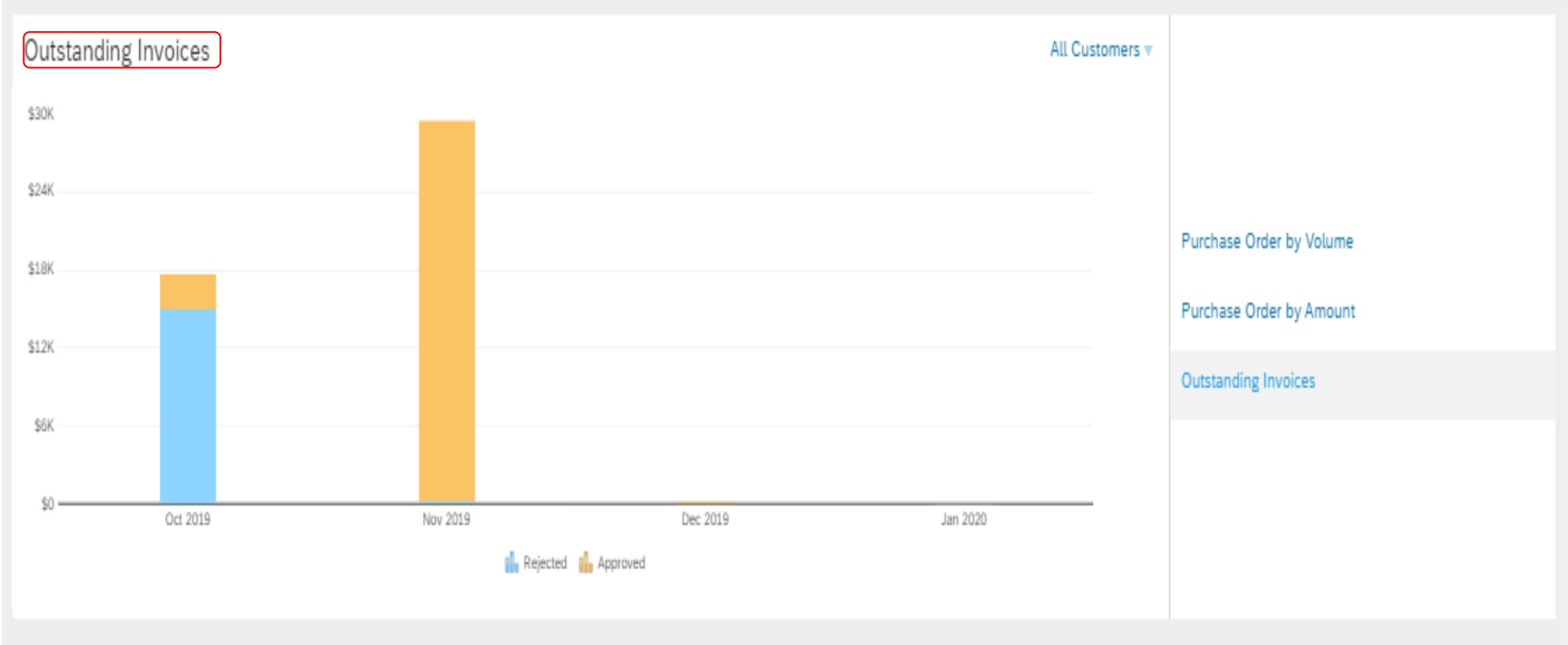
Enterprise Account (EA) : Trends



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Enterprise Account (EA) : Trends



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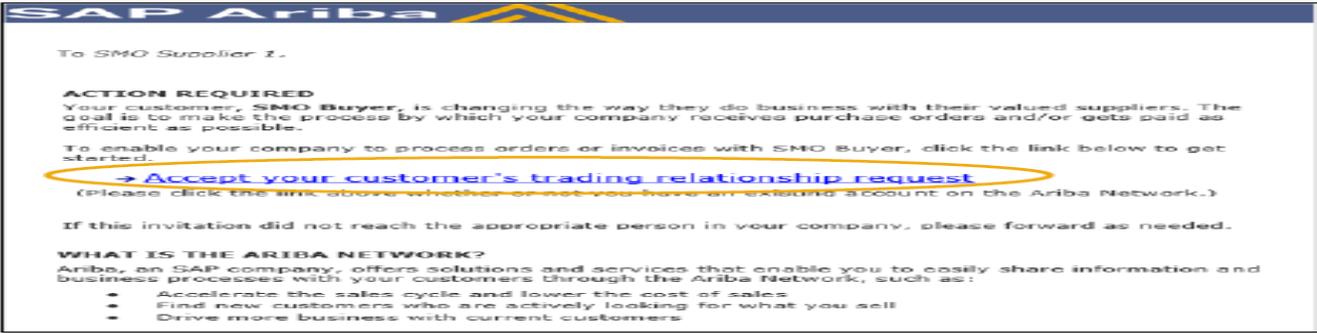
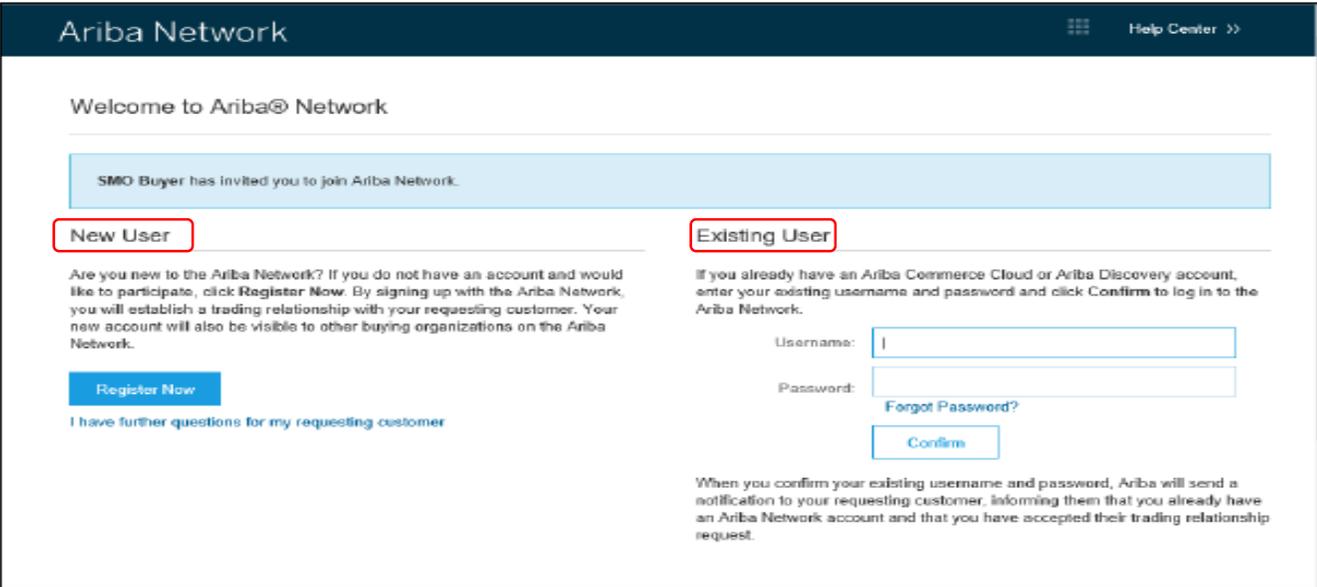
Enterprise Account Registration



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Enterprise Account (EA)

Process	How does it look like?
<p>Invitation email on accepting Trading Relationship Request (TRR) from RWS.</p> <p>Click the link in the emailed letter to proceed to the landing page.</p>	
<p>Click on “Register Now” to create a <u>NEW</u> Enterprise Account.</p> <p>Click on “Log in” if you have an <u>EXISTING</u> Enterprise Account.</p>	

Enterprise Account (EA)

Process

How does it look like?

For New Users:

- Enter Company Information fields marked required with an asterisk (*).
- Enter User Account information marked required with an asterisk (*).
- Accept the Terms of Use by checking the box and click on “Register”.

For Existing Users:

- Log in using your current Ariba username and password.
- Go to Company Setting, select “Customer Relationship”.
- Under “Pending” section, accept the Trading Relationship Request (TRR).