SAP Ariba ⋀⋀

MSD
Quick Reference Guides

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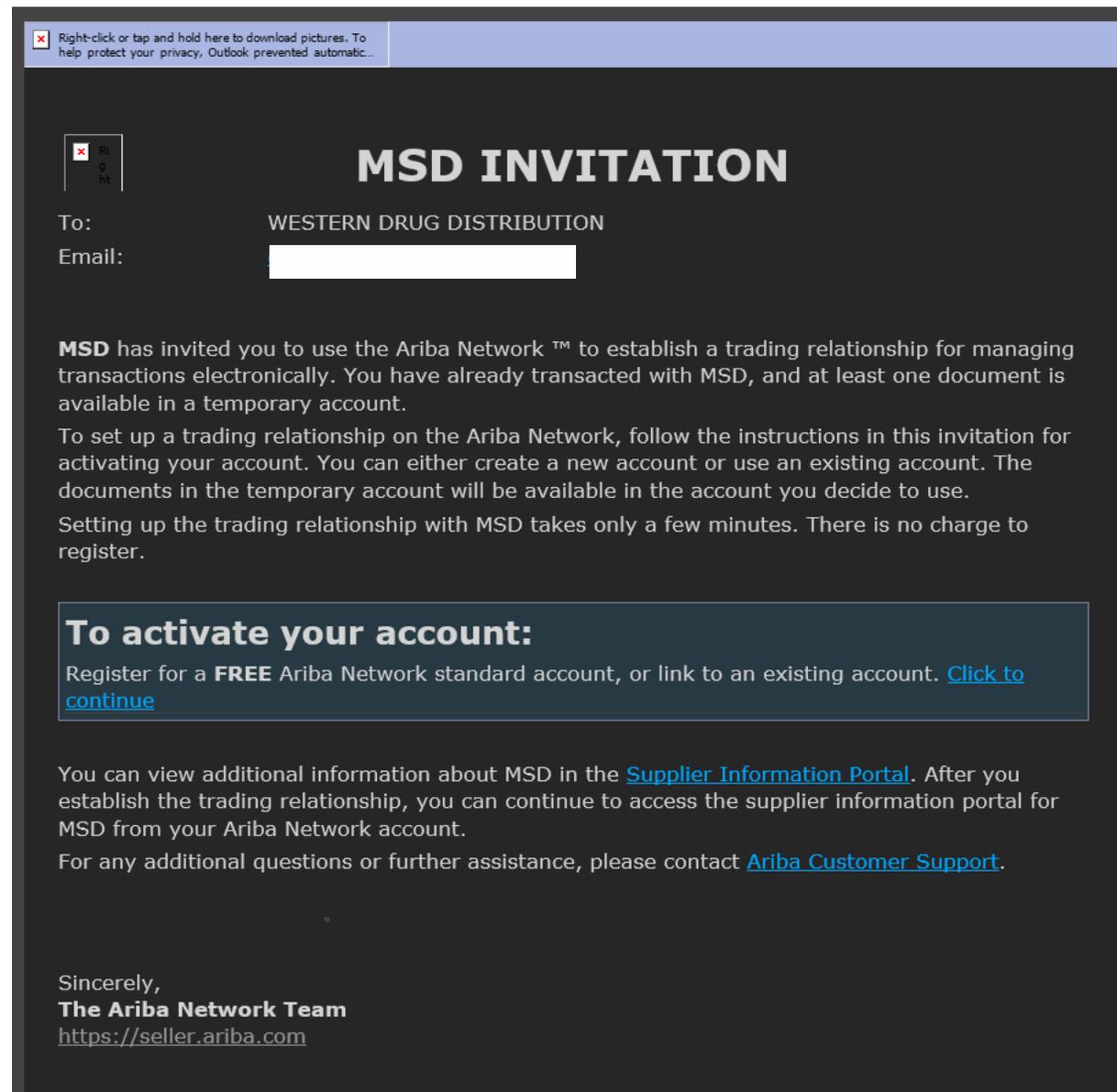
How to Accept a TRR

A trading relationship invitation begins with an email sent by a buyer and directed to either the ANID number of an existing account or a link to set up a new account. This email is an invitation to connect with a buyer enabling you to start receiving orders and / or submitting invoices on the Ariba Network. Only the account administrator can click to use an existing account when establishing a trading relationship.

Steps to accept the TRR:

- Click the link in the email that says **Click here to proceed.**
- The invitation link then prompts you to **Create New Account** or **Use Existing Account**. Select the option which best reflects your situation.
  - If you register with a new account, be sure to click the activation link in the email sent to you to verify your email address.
- Once logged in, in the upper-right corner of the application, click **[user initials]** > **Settings** and select **Customer Relationships**.
- If necessary, select any **Pending** trading relationships and click **Approve**.
- If you would like current or future trading relationships to be automatically accepted, please ensure that this preference is selected at the top of the page.

If this process was unsuccessful:

- Determine if the email link is outdated or still valid.
- Check to make sure all customer requested surveys and tasks are completed.
- Contact [Ariba Support](#) if your buyer claims that orders have already been sent or for any additional help.

Email to supplier to complete configuration tasks

- Click on the first link in the email
- This should take you to the Ariba Network login page where you are prompted to log in
- Either log in with your username and password or create an account if you don't already have one

AN Confirmation email

Document Transfer from Private Supplier Account Completed

network_accounts@ariba.com <ordersender-prod@ansmtp.ariba.com>
To Denise Howard

Thu 4/1/2021 12:40 PM

Dear Ariba Network Customer,

This email confirms that the related documents and customer relationship for account ▮▮▮▮▮▮ have been transferred to your Ariba Network account.

As part of the transfer, you have accepted MSD as a customer on Ariba Network. You can now transact business with and publish private catalogs to this buying organization through your Ariba Network account (ANID: AN01582350825).

To view information about this customer:

1. Log in to your account at: https://service.ariba.com/Supplier.aw?anp=Ariba.
2. In the top right corner, click your company name to expand the Administration Navigator.
3. Click Customer Relationships.
4. Click the customer's name in the Current list.

Thank you for using Ariba Network.

Sincerely,
The Ariba Team
https://www.ariba.com

- This is a confirmation email the supplier will receive once they log into their Ariba Network account

- It is confirming that they are now enabled on the Network and can now transact on the Network

Email to supplier when ANID is linked to MSD

- This is an email that will be sent to the supplier once they have established a relationship with MSD on the Ariba Network

How to accept a TRR <u>Manually</u>

1. **Click** on the **Customer Relationships** link in the **Settings** menu found under your account initials.

2. **Choose** to accept customer relationships either automatically or manually.

3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.

4. **Find** potential customers in Potential Relationships tab.

How to Link 2 Ariba Network Accounts

- Scenario : Supplier has two AN accounts (Account 1 and Account 2) with two different AN IDs and wants to link the two

- Log into Ariba Network

- Select supplier/vendor for Account 2

- Send TRR to vendor

- Instruct vendor to click link in the email and log into the AN with login credentials from Account 1

- Accounts will be linked

How do I process an order in my Ariba Network Standard account?

- To process a purchase order with a Standard account, please click **Process order** in the purchase order email notification that you should have received from your customer.

- 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 order confirmations, create ship notices, and create invoices against the purchase order.

- If you misplace the original email notification for a particular purchase order, you can send a new copy of the email from the home dashboard of your Standard account.

Public

How do I resend an order for my Standard account?

With Standard accounts, you receive purchase orders through email and process them by clicking the **Process Order** button. If you misplace a purchase order email notification, follow the below steps to send a copy:

- Sign in to your [Ariba Network](#) Standard account.
- In the **Orders, Invoices, and Payments** dashboard, click **More**.
- Click the **Purchase Orders** tile.
- Under the **Action** column, click **Select** > **Send me a copy to take action**.
- This will resend the purchase order to your user's email address configured in the **My Account** section.
- The default view for the **Orders, Invoices and Payments** dashboard is the last 14 days. If needed, this filter can be changed by clicking **Last 14 days** in the top right corner of the dashboard and selecting a different view.

How do I submit an invoice from a Standard account?

- Click **Process Order** from the purchase order notification email. If you have not yet registered an account, this button will allow you to do so.
If you already have an account, log in.

- Click **Create Invoice**. This button will be grayed out if your customer requires you to create an order confirmation or ship notice first. Hover over the grayed out button to see what is required.

- Enter all required information (marked with an asterisk*).

- Click **Next** to review the invoice.

- Click **Submit**.

*If you have misplaced the purchase order email notification, please see **slide 8** for directions on how to resend it. If you have not received one, check your junk mail folder or spam filter settings to verify that automated emails from SAP Ariba are not blocked from your email account before contacting your customer to confirm that it was sent.

*To view a video tutorial on submitting invoices through a Standard account, click here.

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

If you misplace a purchase order email notification, follow the steps below:

- Log in to your [Ariba Network](#) Standard account.
- In the **Orders, Invoices, and Payments** dashboard section of your account click **More**.
- Click the **Orders to Invoice** square.
- Click **Select > Send me a copy to take action** in the **Action** column next to the purchase order you would like to invoice.

Why was my invoice rejected?

- You can review the reason your invoice was rejected in the email notification from your customer. If you need further clarification, [contact your customer](#).

Additional Information

- After your invoice is rejected, you need to submit a corrected invoice so your customer can process it for payment. Depending on your customer's [invoicing rules](#), you might be able to reuse the invoice number from your rejected invoice. If not, you'll need to choose a unique invoice number when submitting the corrected invoice.

How to View Purchase Orders on the AN (1/2)

1. Click on Inbox tab to manage your Purchase Orders.

2. Inbox is presented as a list of the Purchase Orders received by MSD.

3. Click the link on the Order Number column to view the purchase order details.

4. Search filters allows you to search using multiple criteria.

How to View Purchase Orders on the AN (2/2)

5. Click the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.

6. Toggle the Table Options Menu to view ways of organizing your Inbox.
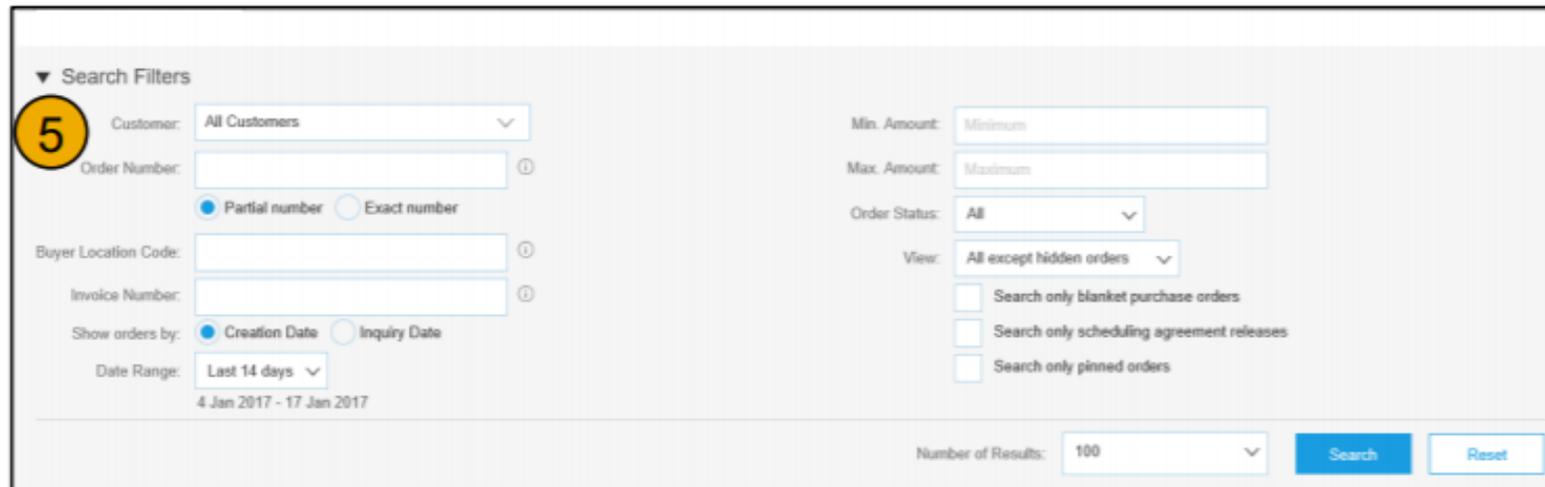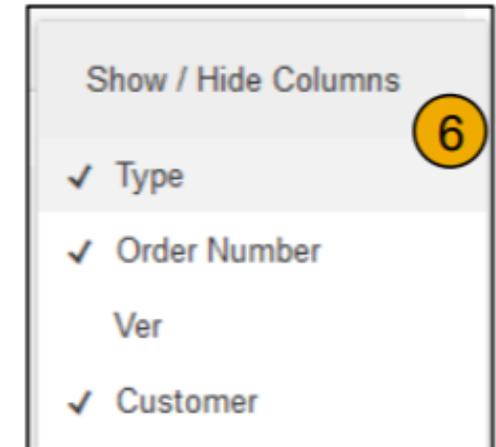
How to View Purchase Order Details

1. View the details of your order. The order header includes the order date and information about the buying organization and supplier. Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking Resend button.

2. Line Items section describes the ordered items. Each line describes a quantity of items MSD wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub -total is located at the bottom of the purchase order

How to Invoice via PO Flip

To create a PO -Flip invoice (an invoice created and submitted on the Ariba Network):

1. From the home screen within your Ariba Network account, select the Create dropdown menu and select PO Invoice.

2. For PO Invoice select a PO number.

3. Click on the Create Invoice button and then choose Standard Invoice .

4. Invoice is automatically pre -populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable. Review your invoice for accuracy on the Review page. If no changes are needed, click Submit to send the invoice to MSD.