



Ariba Network/SAP Business Network Account Registration Guide

February 2022

PUBLIC

The term "Ariba Network" on the Ariba Network screen will be changed to "SAP Business Network" in the future.

Please note that the actual screen may differ from the image in the document.

Operate according to the actual screen.

Requirements for Registration

***If you have any questions, please contact your company IT representative or someone who understands your company IT environment.**

network environment

- ◆ Internet connection is available.

*Software is not required.

e-mail reception environment

- ◆ Mail can be received from the following domains
Domain:
 - ○ ○ ○ ○ @ariba.com
 - ○ ○ ○ ○ @ansmtp.ariba.com
 - ○ ○ ○ ○ @sap.com

*Please check if it is set to receive e-mails in HTML.

*Please be careful not to include it in spam mail.

*If there is filtering, put it in the Allow list.

Support e-mail Server Encryption Protocol

- ◆ TLS 1.2

Support Browser

- ◆ For the latest information, visit the link below and click on **Supported browsers and plug-ins** at the bottom left of the page to see a list of currently supported browsers.

– <https://supplier.ariba.com>

Browser Settings

- ◆ In Use before logging into SAP Ariba products, you need to set **Allow cookies from [ariba.com]** in your browser's privacy settings.

***During operation on an Ariba Network, when “Exception Encountered” error is displayed**

Please check the connection environment and browser settings above and try to delete your browser's cache.

Example)The way of Google Chrome Cache Clear Shortcut

Mac: Command + Shift + Delete

Windows: Control + Shift + Delete

Notes on Using Ariba Network/Business Network

- Each supplier is responsible for any **communication charges** incurred during use.
- Please note the following characteristics of cloud services.
 - In order to improve the Ariba Network, we may change the user interface (screen), service contents, functions, etc. Please note that the actual screen may differ from the image in the document. Operate according to the actual screen.
 - Reporting tools on the Ariba Network may be reformatted, including the order of items.
 - If you plan to use any tool to perform subsequent processing based on the data downloaded from Ariba Network, please confirm that it will function without any problems with each new release.

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Required Tasks

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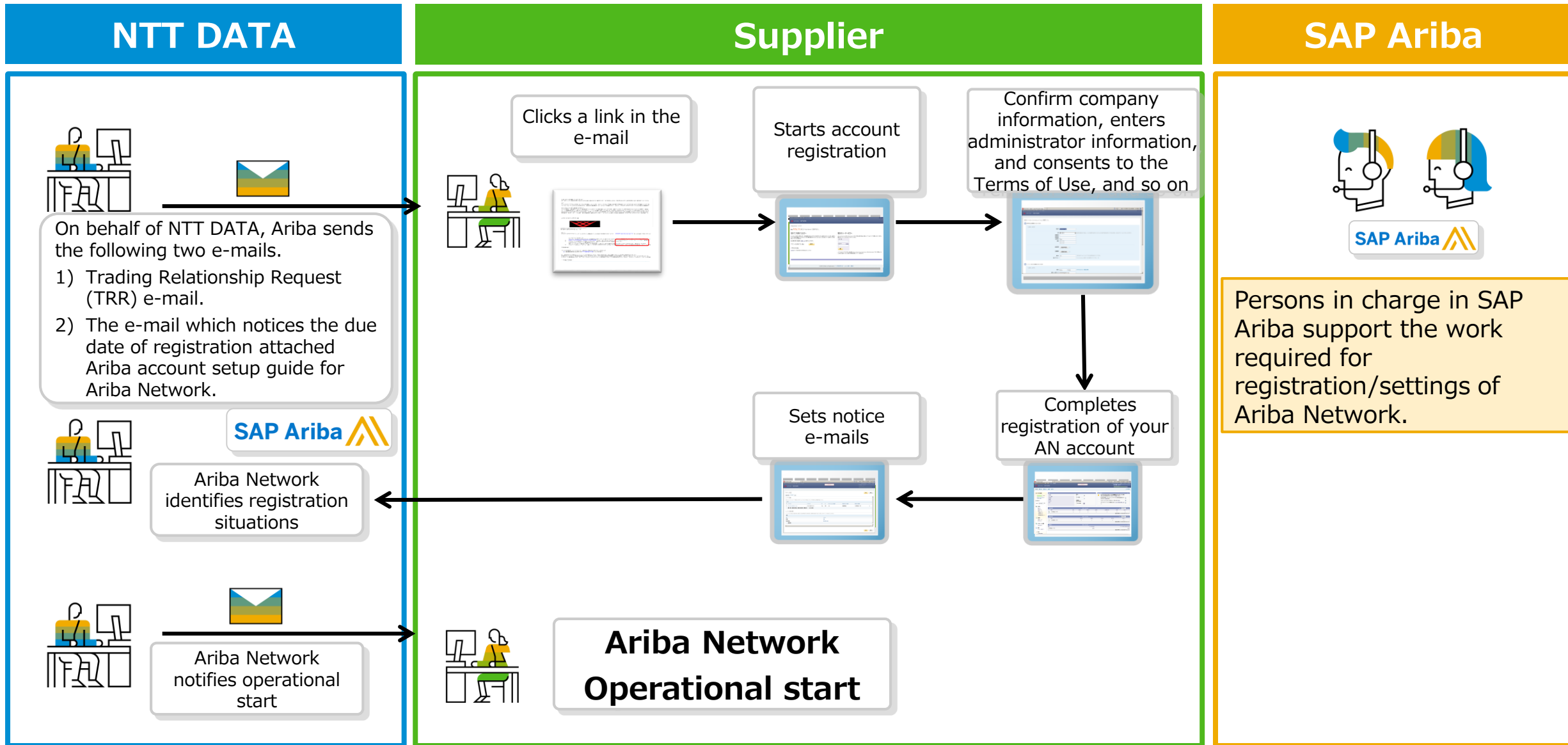
Support content for suppliers

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Introducing frequently used settings and functions

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General Flow from Registration to Operational Start

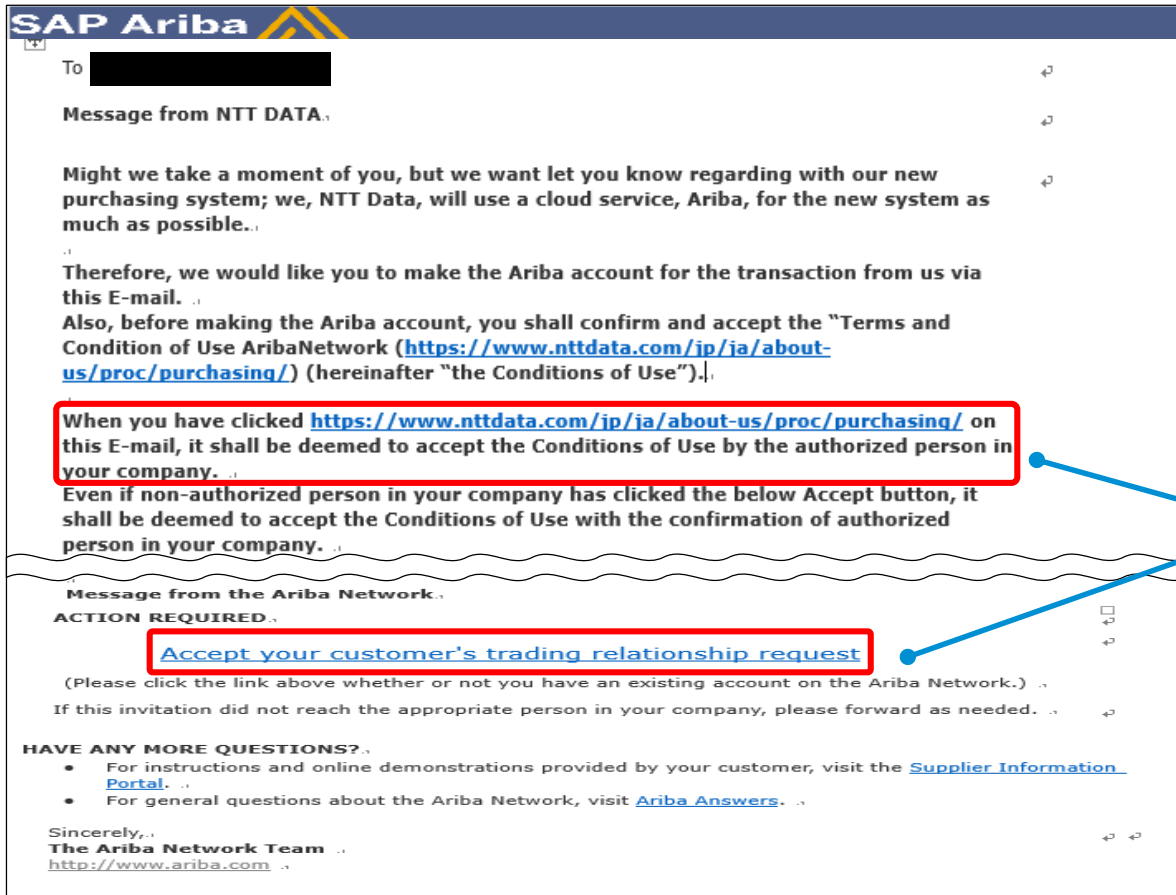


Account Registration 1/7

Transaction Relationship Request E-mail (TRR)

From: NTT DATA <ordersender-prod@ansmtp.ariba.com >

Subject: "Action Requested: Accept Trading Relationship Request from NTT DATA for Transacting on the Ariba Network"



Pressing the "Accept your customer's trading relationship request" is deemed as your consent to the "Terms and Condition of Use for AribaNetwork." You are asked to assign this task to a "duly-authorized person" in your company.

Click "Accept your customer's trading relationship request" to open the registration start screen.

Notes:

If you do not receive the invitation e-mail, please check if the e-mail is misclassified as spam in the e-mail box.

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Account Registration 2/7

Registration start screen

The screenshot shows the registration start screen for SAP Business Network. At the top left is the NTT DATA logo with the tagline 'Trusted Global Innovator'. Below the logo, the text reads 'Connect with NTT DATA to collaborate on SAP Business Network.' Further down, it says 'We found existing accounts based on the information in the invite. Please review.' There are three main buttons: a blue button labeled 'Review accounts' which is crossed out with a large red 'X', a white button labeled 'Use existing account' with a red border and a question mark icon, and another white button labeled 'Create new account' with a red border and a question mark icon. The word 'or' is centered between the 'Review accounts' and 'Use existing account' buttons. Three callout boxes with blue borders and pointers provide additional instructions: the first points to the 'Review accounts' button, the second points to the 'Use existing account' button, and the third points to the 'Create new account' button.

NTT DATA
Trusted Global Innovator

Connect with NTT DATA to collaborate on SAP Business Network.

We found existing accounts based on the information in the invite. Please review.

~~Review accounts~~

or

Use existing account ?

Create new account ?

If there is a possibility that an Ariba Network account already exists, you will receive a message like this, but please go to "Use existing account" or "Create new account" not "Review accounts".

If you would like to use your existing account to do business with this buyer company, please click here.
By logging in from this screen, you can establish a business relationship with the buyer company.

To create a new account, please click here to register.

Account Registration 3/7

Entering Company Information

SAP Business Network

Create a free company account to connect with your customers on SAP Business Network

Company information

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

City *

State *

Zip *

Administrator account information

First name * Last name *

Email *

Use my email as my username

Password * Repeat password *

Business role *

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

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot

Create account

SAP Business Network

Create a free company account to connect with your customers on SAP Business Network

Company information

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

City *

State *

Zip *

• Items marked with "*" are required.

• The information recognized by the buyer company is displayed as it is entered. Please correct any errors in the information.

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Account Registration 4/7

Entering Account Administrator Information and Agreeing Terms of Use

This information will be **login username** and to Ariba Network.

The user name is in e-mail address format.

If you already have an account, or receive the multiple Transaction Relationship Request E-mail (TRR), please uncheck and enter numbers or alphabets as identifiers as a new user name.

Please make sure to take notes and store it carefully.

The password must be a string of 8 ~ 32 characters, including uppercase and lowercase letters, numbers, and special symbols (!, #, =, etc.).

Also, **Consecutive strings** (for example, 1234) or **repeated strings** (for example, boook) may cause an error.

Please enter both.

Please make sure to take notes and store it carefully.

Please read the Terms of Use and the SAP Ariba Privacy Statement and check the box if you agree.

We, SAP Ariba regard this agree as the substitute of the contract with your company.

Check "I am not a robot" and click "Create account".

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Account Registration 5/7

Confirm e-mail Address

NTT DATA
Trusted Global Innovator

Create an account to connect and collaborate with NTT DATA on SAP Business Network

We found existing accounts based on the information you entered. Please review.

Review accounts

or

Continue account creation

Click "Continue account creation".

Business Network screen

電子メールアドレスを確認してください

The screen requests you to check your e-mail address.

com の電子メールをナレッジ、電子メールに記載されている手順に従って、電子メールアドレスを確認してください。

> 該当する電子メールが届いていない場合:

[If this screen appears]

An e-mail will be sent to you, so please click **Check e-mail address** immediately.

Your e-mail client (Outlook, etc.)

ご対応のお願い: 電子メールアドレスをご確認ください

AC Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
優先

このメールの表示に問題がある場合は、このリンクから Web ブラウザで表示してください。

SAP Business Network

電子メールアドレスを確認

You receive the e-mail which requests you to check your e-mail address.

SAP Business Network をご利用いただき、ありがとうございます。申し込みを完了するために、電子メールアドレスが正しいことをご確認ください。

電子メールアドレスを確認

リンクの有効期限: Wednesday, May 26, 2021, 07:56 PM PDT

リンクが失効している場合は、supplier.ariba.com にログインして [再送信] をクリックしてください。確認用電子メールをもう 1 通お送りします。

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Account Registration 6/7

Product and Service Categories, Ship-to or Service Locations

Business Network screen

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

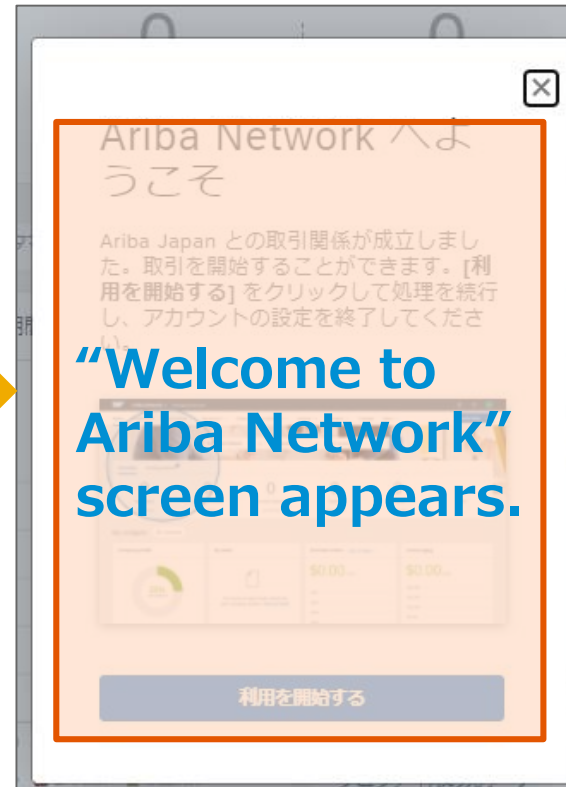
or [Browse](#)

Ship-to or Service Locations

or [Browse](#)

[Don't show this to me again](#)

When you move to this screen, select **"Remind me later"**. You can set this information at any time after completing the account registration.



"Welcome to Ariba Network" screen appears.

[If this screen appears]

Click **"Start using"** on the pop-up screen of "Welcome to Ariba Network" to complete registration.

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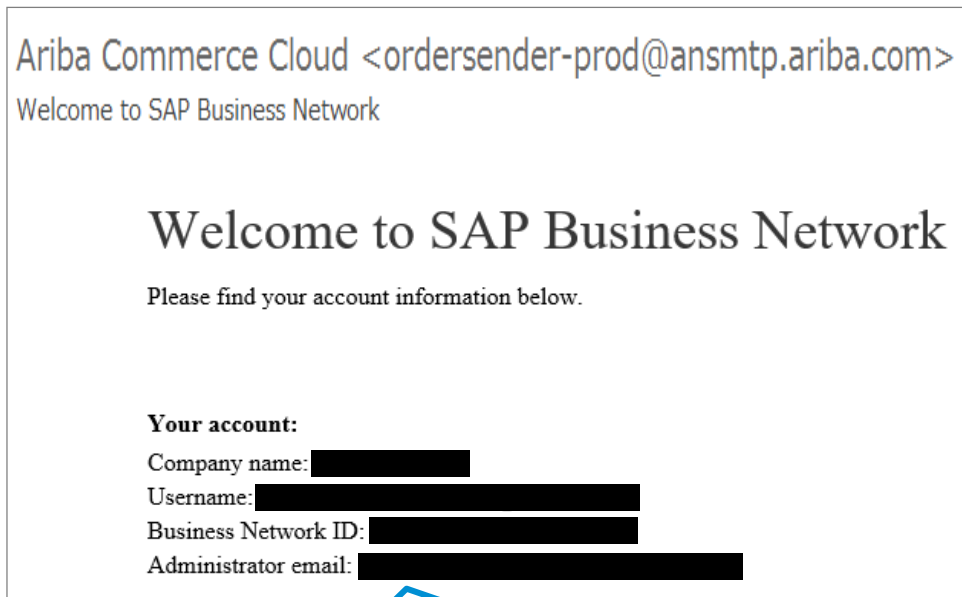
*Please note that the actual screen may differ from the image in the document.

Account Registration 7/7

Ariba Network Registration Complete

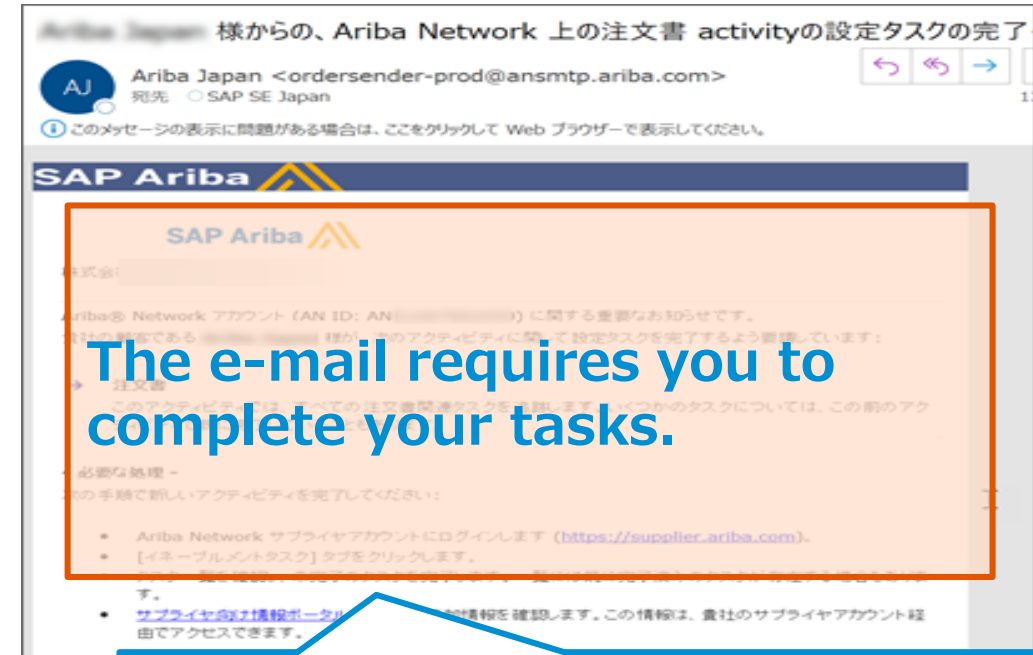
Your e-mail client (Outlook, etc.)

*Ariba Network ID is sometimes referred to as Business Network ID, but it is synonymous.



When the account registration process is finished, you will receive a registration completion e-mail from **Ariba Commerce Cloud**, so please carefully preserve.

Your e-mail client (Outlook, etc.)



[If you receive a reminder e-mails]

There is possibility that you may receive a reminder e-mail of the required tasks.

Depending on the setting of the buyer company, since setting of notification e-mail may be required, please respond.

Notification Mail Settings 1/5

Setting Up Notification Mails for Purchase Orders

1. Log in to Ariba Network (<https://supplier.ariba.com>). *Omitted in this slide.
2. Click the initial of the administrator name icon in the upper right corner of the Home screen and select **"Electronic Order Routing"** from **"Settings"** in the menu.

The screenshot displays the SAP Business Network user interface. In the top right corner, there is a user profile icon with the initials 'XX' inside a red square. A dropdown menu is open from this icon, listing various settings options. The 'Settings' option is highlighted with a red rectangle and a right-pointing arrow. Below it, the 'Electronic Order Routing' option is also highlighted with a red rectangle. A purple circle with the number '2' is placed next to the 'Electronic Order Routing' option. The main content area shows a dashboard with '6 Collaboration Requests' and '0 Enablement Tasks' for the last 31 days. The navigation bar includes 'Home', 'Enablement', 'Opportunities', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. A search bar is visible with filters for 'Orders and Releases', 'All customers', 'Exact match', and 'Order number'.

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Notification Mail Settings 2/5

Setting Up Notification Mails for Purchase Orders

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement | Data Deletion Criteria

* Indicates a required field

External System Integration

Configure cXML (native) integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	<div style="border: 1px solid red; padding: 2px;">Email</div>	<div style="border: 1px solid red; padding: 2px;">Email address: [REDACTED]</div> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Attach cXML document in the email message Order Data Attachment in cXML Format <input checked="" type="checkbox"/> Include document in the email message The contents of the order are written in the text, and the order data is attached in HTML format [Recommended] <input type="checkbox"/> Leave attachments online and do not include the routing method "Same as new catalog orders with" <input checked="" type="checkbox"/> Attach PDF document in the email message Order data attachment in PDF format

3. Set the routing method for Catalog Order (without attachments) in New Order to **"E-mail"**.

4. If there is a person other than the manager who wants to receive the order notification e-mail, **add separated by comma**."

Up to five e-mail addresses (including group addresses) can be set.

*If the created USER wants to receive the order notification e-mail, please enter the e-mail address here.

5. Check/uncheck

Next, scroll down the screen and set "Notifications".

Recommended that you check the second one from the top.

*Do not check this box only if you want to receive order notification e-mails in text format.

Notification Mail Settings 3/5

Setting Up Notification Mails for Purchase Orders

6. If there is a person in charge who wants to receive notification e-mails in Notification, **add separated by comma",,"**. **Up to three e-mail addresses (including group addresses) can be set.**
7. Optionally check/uncheck.
8. **Click "Save"** button at the top or bottom of the screen * Please make sure to click it even if you have not changed it.
9. Click "Close" button when the message Profile has been updated appears at the top of the screen.

Click **"Close"** at the top of the screen to return to the Home screen. Then set up "Electronic Invoice Routing".

The screenshot shows the 'Notifications' configuration screen. It is divided into two main sections: 'Order' and 'Purchase Order Inquiry'. The 'Order' section has a 'Send notifications when...' column with six unchecked checkboxes, and a 'To email addresses (one required)' column with two input fields. The 'Purchase Order Inquiry' section has two unchecked checkboxes. At the bottom, there are 'Save' and 'Close' buttons. A yellow arrow points from the 'Save' button in the bottom section to the 'Save' button in the top section. A green message bar at the bottom left says 'Your profile has been successfully updated.'.

Annotations include:

- Number 7 in a pink circle pointing to the checkboxes in the 'Send notifications when...' column.
- Number 6 in a pink circle pointing to the email address input fields.
- Number 8 in a pink circle pointing to the 'Save' button in the bottom section.
- Number 9 in a pink circle pointing to the 'Close' button in the bottom section.
- A blue callout box with red text: "Please make sure to click 'Save' button even if you have not made any changes." pointing to the 'Save' button in the bottom section.

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Notification Mail Settings 4/5

Setting Up Notification Mails for Invoices

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2. Click the initial of the administrator name icon in the upper right corner of the Home screen and select **"Electronic Invoice Routing"** from **"Settings"** in the menu.

The screenshot displays the SAP Business Network user interface. At the top right, there is a user profile icon with the initials 'XX' inside a red square. A dropdown menu is open from this icon, listing various settings options. The 'Settings' option is highlighted with a red rectangle. Below it, the 'Electronic Invoice Routing' option is also highlighted with a red rectangle and a circled '2'. The main dashboard area shows navigation tabs like 'Home', 'Enablement', 'Opportunities', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. A search bar is visible with filters for 'Orders and Releases', 'All customers', 'Exact match', and 'Order number'. Below the search bar, there are two cards: 'Collaboration Requests' with a value of 6 and 'Enablement Tasks' with a value of 0, both for the last 31 days. At the bottom, there are widget sections for 'Purchase orders', 'Invoice aging', and 'Activity feed'.

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Notification Mail Settings 5/5

Setting Up Notification Mails for Invoices

Network Settings

Electronic Order Routing **Electronic Invoice Routing** Accelerated Payments Settlement Data Deletion Criteria

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method
Invoices	Online
Customer Invoices	Online

Notifications

Invoice Failure	<input type="checkbox"/>	Send a notification when invoices are undeliverable or rejected.	* [Redacted]
Invoice Status Change	<input type="checkbox"/>	Send a notification when invoice statuses change.	* [Redacted]
Invoice Created Automatically from Receipts	<input type="checkbox"/>	Send a notification when an invoice is automatically created from a goods receipt.	* [Redacted]

Save Close

Save Close

✓ Your profile has been successfully updated.

Please make sure to click "Save" button even if you have not made any changes.

3. If there is a person in charge who wants to receive notification e-mails in Notifications, **add separated by comma**".
Up to three mail addresses (including group addresses) can be set.
4. Check/Uncheck (Recommended that you check from top to three.)
5. **Click "Save"** button at the top or bottom of the screen * Be sure to click it even if you have not changed it.
6. Click **"Close"** button when the message Profile has been updated appears at the top of the screen.

Click Close at the top of the screen to return to the Home screen.

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- Step 2 Notification Mail Settings


Support content for suppliers

Support 1 Supplier Information Portal

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- ② User Creation and Setting Step
- ③ Account Administrator Change
- ④ Company Name change
- ⑤ If you lose your ID and password

Support Structure and Contact Information

	Inquiries	For further information, please contact:
<p>NTT DATA</p>	<ul style="list-style-type: none"> ➤ General E-Procurement Questions ➤ Rules and procedures for business purchasing transactions ➤ Operations/Operations <p>[Example]When will the order form be delivered through Ariba Network, whether it is necessary to prepare an invoice, request to change the contents of the order form, etc.</p>	<p>Representative e-mail address E-mail: cobuyoverseassup@am.nttdata.co.jp</p>
<p>SAP Ariba</p> <p>Ariba Network During the registration process</p>	<ul style="list-style-type: none"> ➤ Questions about the account registration process <ul style="list-style-type: none"> • About the Ariba Network Registration Procedure • About initial settings such as users and permissions 	<p>Account Registration Contact Group e-mail: E-mail: SE.Japan@sap.com</p> <p>*Please put [NTT DATA] in the subject line of the e-mail when you inquire. If you know the ANID, please specify it.</p>
<p>SAP Ariba</p> <p>Ariba Network After completion of registration</p>	<ul style="list-style-type: none"> ➤ Account Registration After Questions <ul style="list-style-type: none"> • How to change various settings • Password Inquiry • Various operations after operation 	<p>Global Customer Support: Click the icon to find the appropriate support line</p> 

Supplier Information Portal

Storage location for various materials prepared by buyer companies for business partners

In the Information Portal for Suppliers, you can download various materials prepared for suppliers from each buyer company.

1. Log in to Ariba Network (<https://supplier.ariba.com>). *Omitted in this slide.
2. Click the initial of the administrator name icon in the upper right corner of the Home screen.
3. Click "Settings" and select "Customer Relationships".
4. Click the mark on the right of each buyer company name in "Current Customers" and click "here" button to display the Supplier Information Portal.

1

XX

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

Network Settings

Electronic Order Routing

My Account

Link User IDs

Contact Administrator

Premium Package

Company Profile

Marketing Profile

Settings

Back to Classic View

Logout

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update

Current (5) Pending (0) Rejected (0)

Current Customers

Filter

Customers

Enter customer name or Network ID

Apply Reset

<input type="checkbox"/>	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal
<input type="checkbox"/>			Trading	14 Jan 2022	here

3

If you have any questions after registering for Ariba Network, please Please check here first before contacting us.

SAP Business Network Enterprise Account

Supplier Information Portal of

Welcome to Information Portal

サプライヤー向け情報ポータルサイトへのアクセスはこちらをクリックしてください

You can access to Supplier Information Portal from here.

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- ② **User Creation and Setting Step**
- ③ **Account Administrator Change**
- ④ **Company Name change**
- ⑤ **If you lose your ID and password**

Company Profile Settings 1/3

Setting Up Company Information

1. Log in to Ariba Network (<https://supplier.ariba.com>). *Omitted in this slide.
2. Click the initial of the administrator name icon in the upper right corner of the Home screen.
2. Click "Company Profile".
3. Enter the required information in all tabs displayed on the "Company Profile" page. **Items marked with "*" are required.**

Then scroll the screen and set "Product and Service Categories, Ship-to or Service Locations, and Industries".

The image shows two screenshots of the Ariba Network interface. The left screenshot shows the home screen with a navigation menu on the left. A red box highlights the 'Company Profile' option, and a pink circle with the number '2' is next to it. In the top right corner, a green icon with 'xx' is highlighted with a red box, and a pink circle with the number '1' is next to it. A yellow arrow points from this screenshot to the right screenshot. The right screenshot shows the 'Company Profile' page with several tabs: 'Basic (4)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Overview' tab is selected. A red box highlights the 'Company Name' fields, which are marked with an asterisk (*). A pink circle with the number '3' is next to the 'Overview' tab. A blue callout box on the right contains text about changing the company name.

If the company name changes at a later date

Please contact the buyer company first, write the new name in this column and click "Save".

For details, please refer to "How to change the company name" in this document.

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Company Profile Settings 2/3

Setting Product and Service Categories, Ship-to or Service Locations, and Industries

By registering "Product and Service Categories, Ship-to or Service Locations", your company will automatically match the public offering event posted by the buyer company registered in Ariba Network, and you may be able to start a new business with the buyer company.

Product and Service Categories
 Information referenced by a buyer company that is a member of Ariba Network. Register products and services that you think are close.
 On the "Browse" tab, you can click **Browse to select Major > Medium > Minor**.
 *Refer to the next page for "Search" tab.

Ship To or Service Location
 If you do not specify otherwise, enter "Japan" and click "Add" button.

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Company Profile Settings 3/3

Setting Product and Service Category, Ship To, or Service Region

Product and Service Category Selection

Search **Browse**

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Keyword: **Search** Browse the Categories »
(e.g., Cleaning Services, Cardboard, 15121502, etc.)

Search Results

- Mining, Oil & Gas Services > Oil / Gas Restoration & Reclamation Services > Well site restoration > **Well cleaning or swabbing services**
- Agricultural & Fishing Services > Crop Production, Management & Protection > Post harvesting crop processing > **Crop cleaning services**

Add

My Selections (2)

- Floor cleaning services [View](#)
- Fruit or vegetable cleaning services [View](#)

Remove

Cancel **OK**

In the "Search" tab, enter keywords and click "Search" button.
 *If there is not applicable, please search by changing the keyword.

After checking "Search Results", click "Add" button, then click "OK" button in the lower right.
 *Multiple selections are allowed.

Enter Product and Service Categories **Add** -or- **Browse**

Floor cleaning services X Fruit or vegetable cleaning se... X

When you return to the previous screen and the selected category appears in the row below the item, the selection is completed.

Account Administrators and Users

Account Administrator (1 person)

- One person is always assigned by default. By default, the recipient of the e-mail invitation is your account administrator in your company.
- The primary roles of an account administrator are setting follows:
 - Company Information (Company name, address, etc.)
 - Managing Users and Roles
 - Notification e-mail address
- You can also change the account administrator later.

Users (up to 2000)

- You can set **Any**.
- You can have a separate login ID and password.
- This is the person in charge of granting the authority of the person in charge of business such as quotation, order and invoice.
- At your company's discretion, you can register anytime as needed.
- The notification e-mail must be set up for the user to receive the order notification e-mail.

User is able to receive **Order Notification Mail**.

Please refer to [Step 2](#) in this document.

Ariba Network Account Administrator

- If it is necessary to have several user IDs, a client can create additional users.

(1) Create roles

An account administrator selects authorization required for tasks and creates roles.

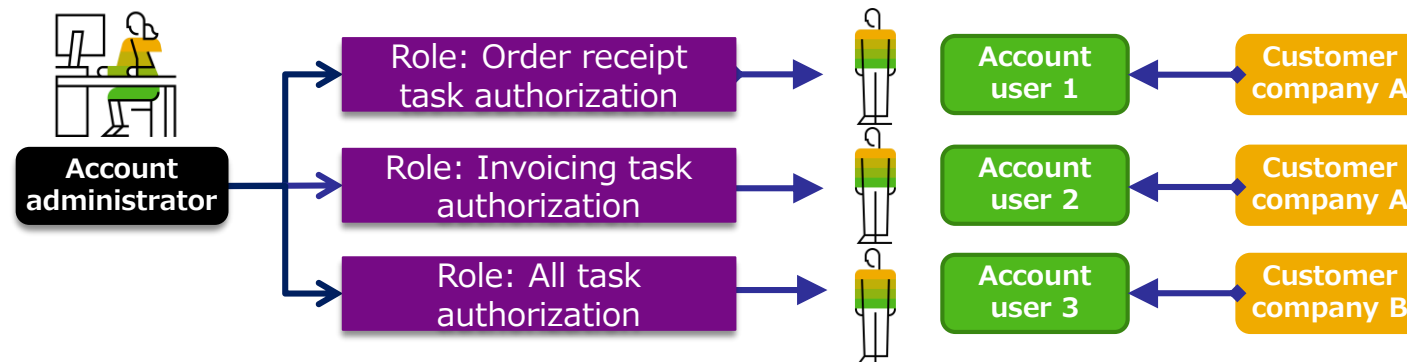
<Example>

Role type	Authorization description
1. Order receipt task authorization	Can conduct only the tasks to check purchase orders and confirm orders
2. Invoicing task authorization	Can register invoices
3. All task authorization	Can conduct all tasks

(2) Create users and allocate roles

An account administrator creates users and allocates roles required for tasks of each user.

* A client can control authorization freely. Buyer companies will not control it.



User Creation and Setting Step 1/4

Creating Roles

1. Log in to Ariba Network (<https://supplier.ariba.com>). *Omitted in this slide.
2. Click the initial of the administrator name icon in the upper right corner of the Home screen and click **"Settings"** and **"Users"** in the menu.
3. Click **plus "+"** mark.

The image shows two screenshots of the Ariba Network interface. The left screenshot shows the home screen with a user profile icon in the top right corner, circled in red. A dropdown menu is open, showing various settings options. The 'Users' option is circled in red with a '2' in a pink circle, and the 'Settings' option is also circled in red. A yellow arrow points from the 'Settings' option to the right screenshot. The right screenshot shows the 'Account Settings' page with the 'Manage Roles' tab selected. The 'Roles (1)' section is visible, and a plus sign icon in the bottom right corner is circled in red with a '3' in a pink circle.

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User Creation and Setting Step 2/4

Role Permissions Selection

4. In **"New Role Information"**, enter a role name and description.
5. Check all the permission lists and uncheck those that are not applicable.
6. Click **"Save"** to finish.

Save
Cancel

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

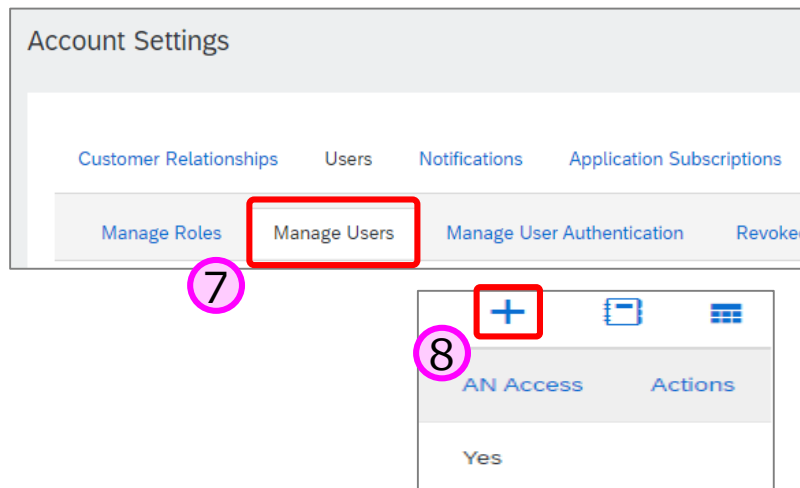
Each role must have at least one permission.

Page 1 v »

	Permission	Description
<input checked="" type="checkbox"/>	API Development Access	Access to API development using the SAP Ariba developer portal.
<input checked="" 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

User Creation and Setting Step 3/4 Creating Users and Assigning Roles

- 7. Click **"Manage Users"** tab.
- 8. Click **plus "+"** mark.
- 9. Enter new user information.
*"Username" is in e-mail address format.
- 10. Check the corresponding item in "Role Assignment".
- 11. Check the corresponding item in "Customer Assignment".
- 12. Click **"Done"** button.



The 'Create User' form is shown with the following sections and highlights:

- Buttons:** 'Done' (circled 12) and 'Cancel' buttons are at the top right.
- New User Information:** A large red box encloses the input fields for 'Username:*' (circled 9), 'Email Address:*', 'First Name:*', and 'Last Name:*'. Below these are three checkboxes: 'Do not allow the user to resend invoices to the buyer's account.', 'This user is the Ariba Discovery Contact', and 'Limited access'. At the bottom of this section is an 'Office Phone' field with 'Country' (USA 1), 'Area', and 'Number' sub-fields.
- Role Assignment:** A table with columns 'Name' and 'Description'. The 'Order Admin' role is checked with a blue checkmark (circled 10).
- Customer Assignment:** A section with the label 'Assign to Customer:' and two radio buttons: 'All Customers' (selected, circled 11) and 'Select Customers'.

User Creation and Setting Step 4/4

Set User Password

13. You will receive a notification e-mail of "**Username**" and "**Temporary password**".
14. Click the link in the message body to log in with the login ID "**Username**" and "**Temporary password**" received in the e-mail.
15. Enter the temporary password in "**Current Password**", enter any password in "**New Password**", and click "**Submit**" to complete.
- *Each time the user logs in, he or she enters this ID (username) and the new password you just set.

Your e-mail client (Outlook, etc.)

Username notification e-mail 13

Dear [REDACTED]

This message contains important information about your new Ariba user account. You have been enabled to access your company's Ariba account (ANID:AN01847128743-T) with the following username:

Username: [REDACTED]

Important: Your username is part of your login information to your Ariba user account and should be kept confidential.

For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

Please click on the following link and log in to your user account using your username and temporary password. You will be asked to provide a new password and set up your secret question and answer. The secret question and answer is used to uniquely identify you if you need to reset your password.

<https://service-2.ariba.com/Supplier.aw/ad/sp?anp=Ariba>

- Log in to your account using the username and temporary password.
- Enter the temporary password in the **Current Password** field.
- Enter your new password.
- Confirm your new password.
- Choose your Secret Question and enter your Secret Answer.
- Click **Save**, then click **Done**.
-

Password notification e-mail 13

Dear [REDACTED]

This message contains important information about your new user account related to your company's Ariba account(AN[REDACTED]).

Your temporary password to access your new user account is:

Temporary Password: [REDACTED]

Ariba Network screen 14

Supplier Login

User Name

Password

Login

Ariba Network screen

Account Security

* Indicates a required field

Enter Password

You must change your password. To change your password, enter your current password, and then enter your new password.

Current Password:* |

New Password:*

Confirm Password:*

[Forgot current password? Click here](#)

Submit

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Configuration Examples for Roles

Role Name	Authority Description	Name of the corresponding authority in AN
Order operation authority	<ul style="list-style-type: none"> • View Purchase Order • Order Confirmation 	<ul style="list-style-type: none"> • Access Inbox and Orders • Accessing the Outbox
Invoicing operation authority	<ul style="list-style-type: none"> • Creating Invoices • Sending Invoices 	<ul style="list-style-type: none"> • Accessing Inbox and Orders • Accessing the Outbox • Creating Invoices
All operation authority	All of the above operations	All of the above authorities

Cautionary Notes

- If you receive multiple transaction request e-mails, please register the number of e-mails.
Example) If you receive three e-mails requesting the opening of a transaction, please register three accounts.
- If you already have an ANID and would like to use your existing account to do business with NTT DATA, please let your company decide which transaction request e-mail to register with your existing login information.
- When multiple transaction request e-mails are sent to the same person, the account administrator's e-mail address is specified as the user name. Since the same user name cannot be registered, please uncheck "Use e-mail address as user name" and add a number as an identifier to the user name.

Example) Account 1: Username "yamada.ichiro@abc.com"
Account 2: Username "2yamada.ichiro@abc.com"

Account Administrator Change 1/4

Change Account Administrator - Transfer Authority

After the account administrator role is transferred to the user, the old account administrator uses the Ariba Network as the new user.

1. Log in to Ariba Network (<https://supplier.ariba.com>). *Omitted in this slide.
2. Create and set up users. *Omitted in this slide.
- *Regarding user setting, please refer to "User Creation and Setting Step" in this chapter.
3. Click the administrator name icon in the upper right corner of the Home screen and select "Users" from "Settings".
4. Click "Manage Users" tab.
5. **Select the checkbox** for the user who will be the new account administrator. Click "Make Administrator".
6. "Assign a Role" page appears. Select your role and click "Assign".
7. A message appears with the name of the succeeding account administrator. Click "OK" to transfer the Account Administrator role.

The image illustrates the process of changing the account administrator through three sequential screenshots:

- Step 3:** The 'Users' option in the 'Settings' menu is highlighted.
- Step 4:** The 'Manage Users' tab is selected, and a user is checked.
- Step 5:** The 'Make Administrator' button is clicked.
- Step 6:** The 'Assign a Role' dialog shows 'All authority' selected.
- Step 7:** The 'Assign a New Administrator' warning dialog is shown with 'OK' highlighted.

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Account Administrator Change 2/4

Change Account Administrator – Former Account Administrator will no longer use Ariba Network

This is necessary only if the old account administrator will no longer use the Ariba Network.

After transferring the account management role to the user, ask the new account administrator to "delete" your user created in the previous section.

1. Log in to Ariba Network (<https://supplier.ariba.com>). *Omitted in this slide.
 2. Click the administrator name icon in the upper right corner of the Home screen and select **"Users"** from **"Settings"**.
 3. Click **"Manage Users"** tab.
 4. **Select the checkbox** of the user to be deleted. Click **"Delete"**.
- *If the confirmation for deletion page appears, please continue the procedure.
5. Click **"Save"**.

The screenshot shows the Ariba Network user management interface. On the left, a navigation menu is visible with 'Users' highlighted (2) and 'Settings' also highlighted (2). The main area shows the 'Manage Users' tab (3) with a table of users. The first user in the table has a checkbox selected (4). An 'Actions' dropdown menu is open for this user, showing 'Delete' (4) as an option. At the bottom right, a 'Save' button is highlighted (5).

	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	No	Order Admin		All(5)	Yes	Edit, Delete, Make Administrator
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	No	MARKETPLACE_SUPPLIER_BASE, +6		All(5)		

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Account Administrator Change 3/4

Change Order Notification e-mail Address – Set new account administrator to receive order notification e-mails

1. Log in to Ariba Network (<https://supplier.ariba.com>). *Omitted in this slide.
2. Click the initial of the administrator name icon in the upper right corner of the Home screen and select **"Electronic Order Routing"** from **"Settings"** in the menu.
3. Change the e-mail address and click **"Save"**.

The screenshot displays the Ariba Network account administrator interface. On the left, a navigation menu is visible with 'Settings' highlighted in blue and 'Electronic Order Routing' selected. A yellow arrow points from the 'Settings' menu to the 'New Orders' section of the main content area. The 'New Orders' section shows a table with columns for Document Type, Routing Method, and Options. The 'Email address' field in the 'Options' section is highlighted with a red box. Below this, the 'Notifications' section is visible, showing a table with columns for Type, Send notifications when..., and To email addresses (one required). The 'To email addresses' field in the 'Notifications' section is also highlighted with a red box. At the bottom right, a blue 'Save' button is highlighted with a red box. A circled '2' is next to the 'Electronic Order Routing' menu item, and a circled '3' is next to the 'Save' button.

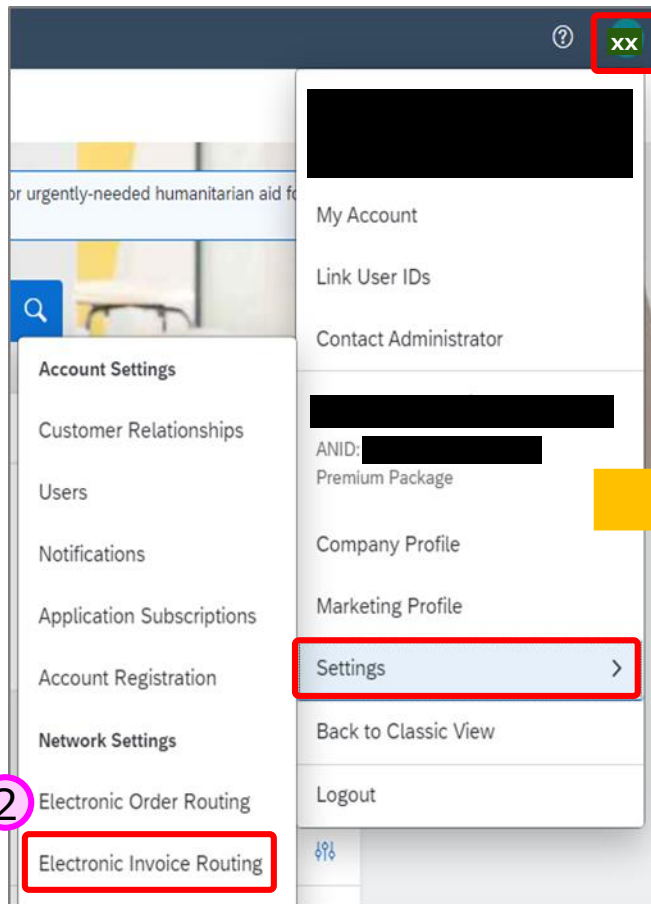
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Account Administrator Change 4/4

Change invoice notification e-mail address – set up new account administrators to receive invoice notification e-mails

1. Log in to Ariba Network (<https://supplier.ariba.com>). *Omitted in this slide.
2. Click the initial of the administrator name icon in the upper right corner of the Home screen and select **"Electronic Invoice Routing"** from **"Settings"** in the menu.
2. Change the e-mail address and click **"Save"**.



The screenshot shows the 'Notifications' settings page. There are three notification options listed, each with a checkbox and a text input field for the email address. The email address fields are highlighted with red boxes. A circled '3' is next to the 'Save' button.

Notification Type	Send a notification when...	Email Address
Invoice Failure	<input type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	[Redacted]
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	[Redacted]
Invoice Created Automatically from Receipts	<input type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt.	[Redacted]

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*Please note that the actual screen may differ from the image in the document.

Company Name Change 1/3

Please contact the buyer company before changing following information.

If the domain (under the @ mark of the e-mail address) is also changed due to the change of the company name, you need to change the following two places.

- **Company Information “Company Profile”**
- **Account Administrator Information “My Account”**

Company Name Change 2/3

Update Company Profile

1. Log in to Ariba Network (<https://supplier.ariba.com>). *Omitted in this slide.
2. Click the administrator name icon in the upper right corner of the Home screen and select **"Company Profile"**.
3. Please enter necessary information for the outline and address of the **"Basic"** tab. (Items marked with "*" are required.)
4. Click **"Save"**.

The screenshot displays the Ariba Network interface for updating a company profile. On the left, a navigation menu is visible with 'Company Profile' highlighted in red and labeled with a circled '2'. A yellow arrow points from this menu to the main 'Company Profile' page. The main page has a header with 'Company Profile' and a 'Save' button highlighted in red and labeled with a circled '4'. Below the header, there are tabs for 'Basic (4)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Basic' tab is selected and labeled with a circled '3'. The 'Basic' tab contains several input fields: 'Company Name' (with a red box and circled '4'), 'Company Name (Latin Characters)', 'Other names, if any', 'NetworkId', 'Short Description', 'Website', 'Public Profile', and 'Privacy Statement'. A blue 'Save' button is highlighted in red and labeled with a circled '4'.

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Company Name Change 3/3

Update My Account

1. Log in to Ariba Network (<https://supplier.ariba.com>). *Omitted in this slide.
2. Click the administrator name icon in the upper right corner of the Home screen and select **"My account"**.
3. Enter the required information in **"Account Information"**. (Items marked with "*" are required.)
4. Click **"Save"**.

The image shows two screenshots of the Ariba Network interface. The left screenshot shows a navigation menu with 'My Account' highlighted by a red box and a circled '2'. A yellow arrow points from this menu item to the right screenshot. The right screenshot shows the 'My Account' page with 'Account Information' highlighted by a red box and a circled '3'. The 'Account Information' form contains the following fields:

- Username: * test-ariba2021_test02@kits.nttdc ⓘ
- Change Password
- Email Address: * ariba2021_test@kits.nttdata.co.jp
- First Name: * testFN
- Middle Name:
- Last Name: * testLN
- Personal Information Change Log
- Business Role: Information Technology ▾

At the top right of the 'My Account' page, there is a 'Save' button (highlighted with a red box and a circled '4') and a 'Close' button.

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If you lose your ID and password

When the e-mail address of the predecessor is available

1. <https://supplier.ariba.com> On the login screen, click, "**Forgot my password**".
2. On the password reset screen, enter your e-mail address in the e-mail address field and click "Send".
3. When you receive your e-mail, select "**Click Here**" in the password reset e-mail.
*If you have more than one account, click the appropriate password reset link to reset your password.
4. On the password reset screen, enter the new password and password confirmation, then click "**Send**".

When the e-mail address of the predecessor is not available

There are three methods.

Method 1.

You ask your company IT department to temporarily restore the e-mail address of the retiree, and from there, we log in to Ariba Network and change the administrator.

Method 2.

Create a new account. Receiving "Transaction Relationship Request E-mail (TRR)" from Ariba, the registration work is newly performed from the link or button in the text.

Method 3.

Contact to Ariba Global Customer Support in Ariba and review the retiree's administrative information.

*However, Ariba Global Customer Support department will cooperate with the global security management group within Ariba to conduct the investigation, so there is possibility to take more time.

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