SAP Ariba ⋀⋀

Introduction of Ariba Network

SAP Ariba
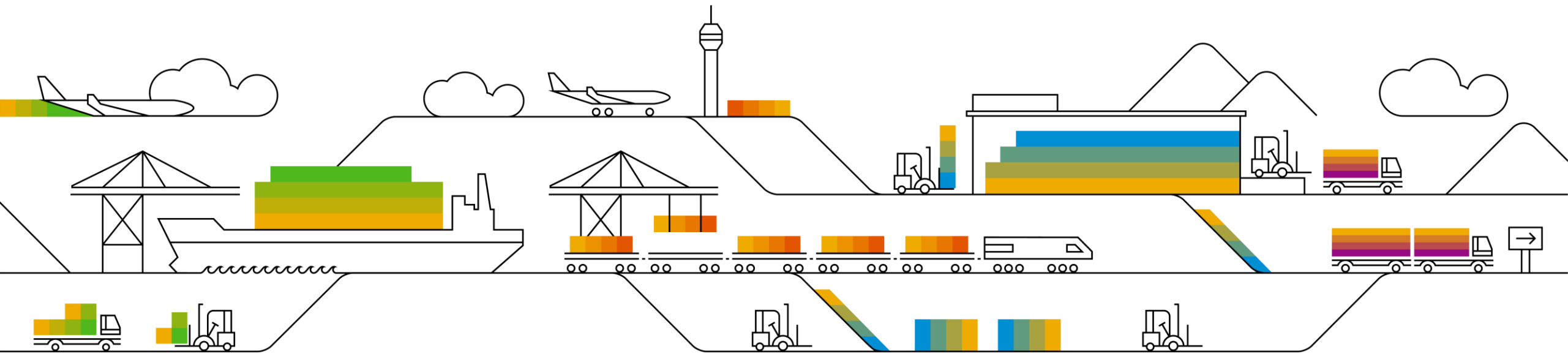Supplier Management Department

PUBLIC

THE BEST RUN **SAP**

Table of Contents

Introductory Session
(Corporate Information)

Introduction of SAP Ariba

Our company is growing as a pioneer in spend management and evolving further as the SAP Group

As an industry leader in the electronic procurement/purchasing areas, our company is a global company growing further as a pioneer in the "spend management (payment management)" area. Our company is putting the cutting-edge technologies to full use and providing our solutions globally to organizations including 50% of large size companies worldwide.

SAP Ariba joined the SAP Group in 2013

Nihon Ariba Japan
- Foundation:1999, Capital: 70 million yen (100% owned by Ariba Inc.)
- Address: SAP Japan Building, 1-6-4 Kojimachi, Chiyoda-ku, Tokyo
- URL: http://www.ariba.co.jp

Ariba Inc. (Headquarters U.S.A)
- Foundation: 1996
- Address: 910 Hermosa Court Sunnyvale, Ca 94085 U.S.A
- URL: http://www.ariba.com

E-Procurement

Spend management/ sourcing business

Start of SaaS

Global Trading Community

Collaborative Business Commerce

BETTER COMMERCE

From 2013
SAP acquired Ariba, which made Ariba enter the era of the world largest business commerce network

SAP Ariba System Overview (actual results on a global basis)

SAP Ariba is the world's largest purchasing system that manages from procurement, purchasing to supplier company management.

3.9 M companies
Number of trading companies

190+ countries
Number of countries participating in trading

1.5 Trillion $
B2B transaction amount per year

21 languages
Number of languages supported

172 currencies
Number of currencies supported

26 M p.o.
Number of purchase orders processed per year
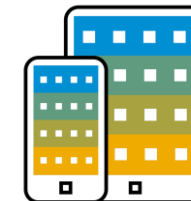
15.7 M people
Number of users

10 companies/1 min
Speed of a company's joining the network

0.17 M catalogs
Number of catalogs registered

Advantages for Clients

Find buyers with purchasing willingness

Accelerate sales cycles

Improve customer retention rates

- **Increase sales from existing customers**
- **Find new customers**
- **Increase sales from new business**

- **Easy to find information**
  - It stores the history of trading details electronically and therefore is easy to search and refer
- **Reflect the latest information soon**
  - Users can electronically receive quotations and check their situations real time
  - It realizes efficient and highly secured electronic commerce

- **Increase customer retention rates**
- **Keep high contract renewal rates**

What Ariba Network is

To use Ariba Network for implementing purchasing transactions,
both buyer companies and client companies are required to participate in Ariba Network.
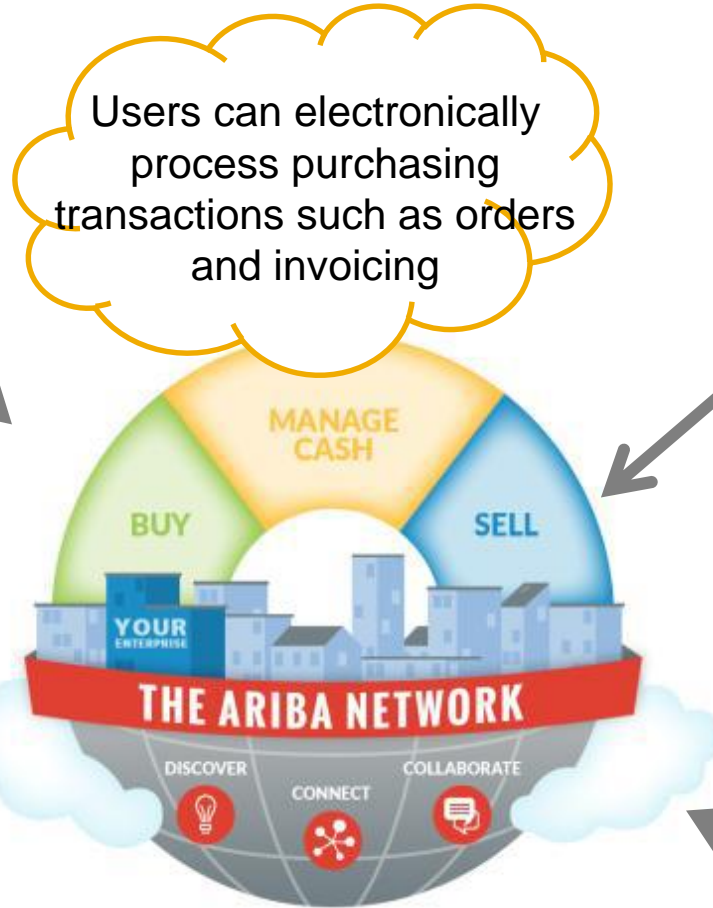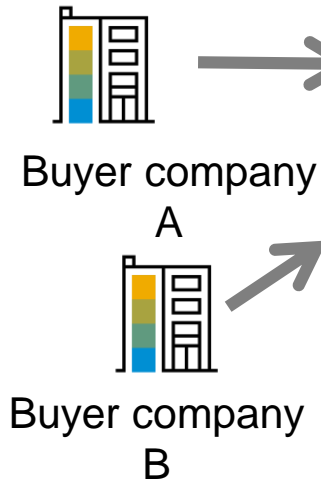
Buyer companies

Client companies

A buyer company participates in Ariba Network and transacts with your company.

Buyer company

Users can electronically process purchasing transactions such as orders and invoicing

A buyer company can also transact with other buyer companies which are participating in Ariba Network.

Buyer company A

Buyer company B

MANAGE CASH

BUY

SELL

YOUR ENTERPRISE

THE ARIBA NETWORK

DISCOVER

CONNECT

COLLABORATE

Sales office

Client
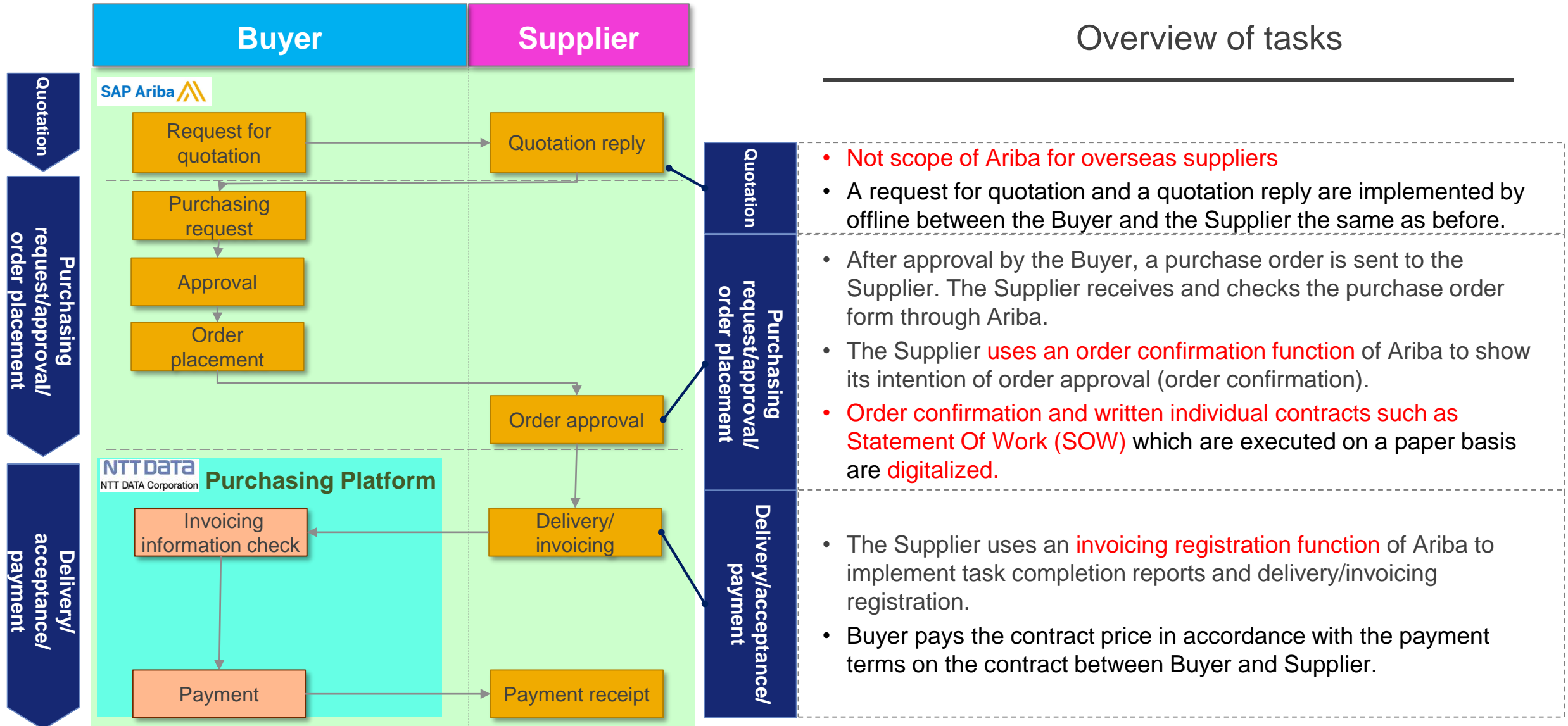
Sales office

Your company participates in Ariba Network.

Client

Client

Other clients also participates in Ariba Network.

Purchasing Transaction Image through Ariba Network (Typical Transaction)

Buyer	**Supplier**	**Overview of tasks**

SAP Ariba
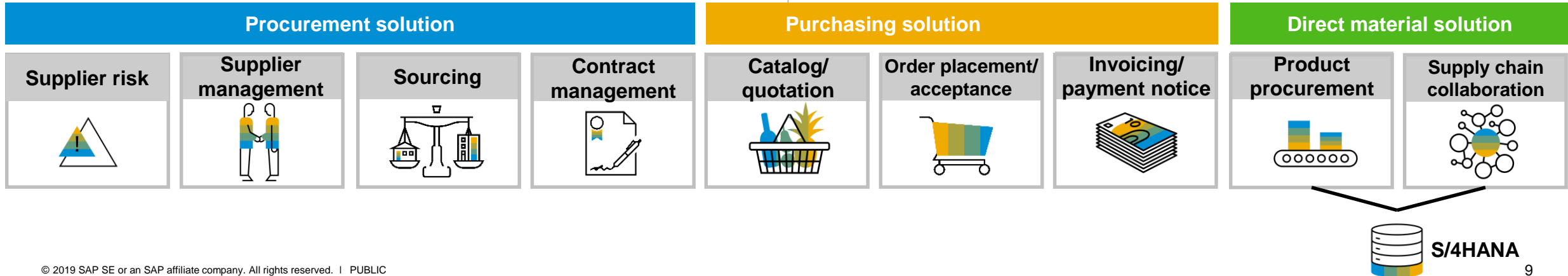
Quotation

- Request for quotation → Quotation reply

- Not scope of Ariba for overseas suppliers
- A request for quotation and a quotation reply are implemented by offline between the Buyer and the Supplier the same as before.

Purchasing request/approval/order placement

- Purchasing request
- Approval
- Order placement → Order approval

- After approval by the Buyer, a purchase order is sent to the Supplier. The Supplier receives and checks the purchase order form through Ariba.
- The Supplier uses an order confirmation function of Ariba to show its intention of order approval (order confirmation).
- Order confirmation and written individual contracts such as Statement Of Work (SOW) which are executed on a paper basis are digitalized.

Delivery/acceptance/payment

NTT DATA NTT DATA Corporation **Purchasing Platform**

- Delivery/invoicing → Invoicing information check
- Invoicing information check → Payment
- Payment → Payment receipt

- The Supplier uses an invoicing registration function of Ariba to implement task completion reports and delivery/invoicing registration.
- Buyer pays the contract price in accordance with the payment terms on the contract between Buyer and Supplier.

*: The Purchasing Platform is the purchasing system to be developed internally by NTT DATA

SAP Ariba Overall Solution Image

Range supported by an Ariba supplier enablement team

Task functions on a client side

Profile management	Bid	Contract negotiation	Catalog management	Quotation reply	Order receipt	Shipping notice	Invoicing	Status answer

Supplier solution

MANAGE CASH

BUY

SELL

YOUR ENTERPRISE

THE ARIBA NETWORK

DISCOVER   CONNECT   COLLABORATE

SAP Ariba

Application on a buyer side

Procurement solution				Purchasing solution			Direct material solution	
Supplier risk	Supplier management	Sourcing	Contract management	Catalog/ quotation	Order placement/ acceptance	Invoicing/ payment notice	Product procurement	Supply chain collaboration

S/4HANA

SAP Ariba Smart Device Application

This application provides network access at anytime from anywhere

- Check orders

- Trace existing orders

- Access user communities

This application is available on Apple iTunes App Store or Google Play
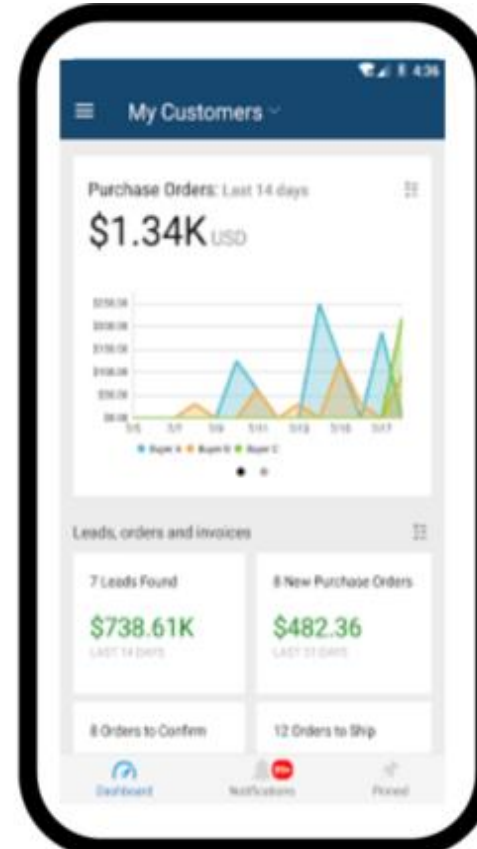
Information on Registration of Ariba Network

Necessary Conditions for Registration of Ariba Network

Network environment

◆ Any environment that enables access to the Internet

* It is unnecessary to prepare special software, etc.

E-mail receipt environment

◆ Any environment that enables receipt of e-mails from the domains below:

Domains:
- ○○○○**@ariba.com**
- ○○○○**@ansmtp.ariba.com**
- ○○○○**@sap.com**

* Check if settings allow you to receive e-mails in HTML format.
* Pay attention that e-mails are not misclassified as spam.
* If using filtering, whitelist these domains.

Support/e-mail server encryption protocols

◆ TLS 1.1 / 1.2

Support/browsers

◆ As we would like you to know the latest information, access the website below:

https://supplier.ariba.com

Then, click the lower-left **"Supported Browsers and Plugins"** to check a list of browsers being supported.

Browser settings

◆ Before you log in SAP Ariba products, you are required to set the permission to access cookies from "ariba.com" on the "privacy settings" of your browser.

# Flow from Registration to Operational Start

NTT DATA	Client	SAP Ariba

Client:

Clicks a link in the e-mail

Starts account registration

Confirm company information, enters administrator information, and consents to the Terms of Use, and so on

Sets notice e-mails

Completes registration of your AN account

Ariba Network Operational start

NTT DATA:

On behalf of NTT DATA, Ariba sends the following two e-mails.
1) a Trading Relationship Request (TRR) e-mail.
2) The e-mail which notices the due date of registration attached Ariba account setup guide for Ariba Network.

SAP Ariba

Ariba Network identifies registration situations

Ariba Network notifies operational start

SAP Ariba:

Persons in charge in SAP Ariba support the work required for registration/settings of Ariba Network.

You may receive phone calls in Japanese from staff in call centers in China.

Procedures for Registration of Ariba Network
(1) Trading Relationship Request (TRR) E-Mail

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

Subject: "Request for approval:
Accept a Trading Relationship Request from NTT DATA on Ariba Network"
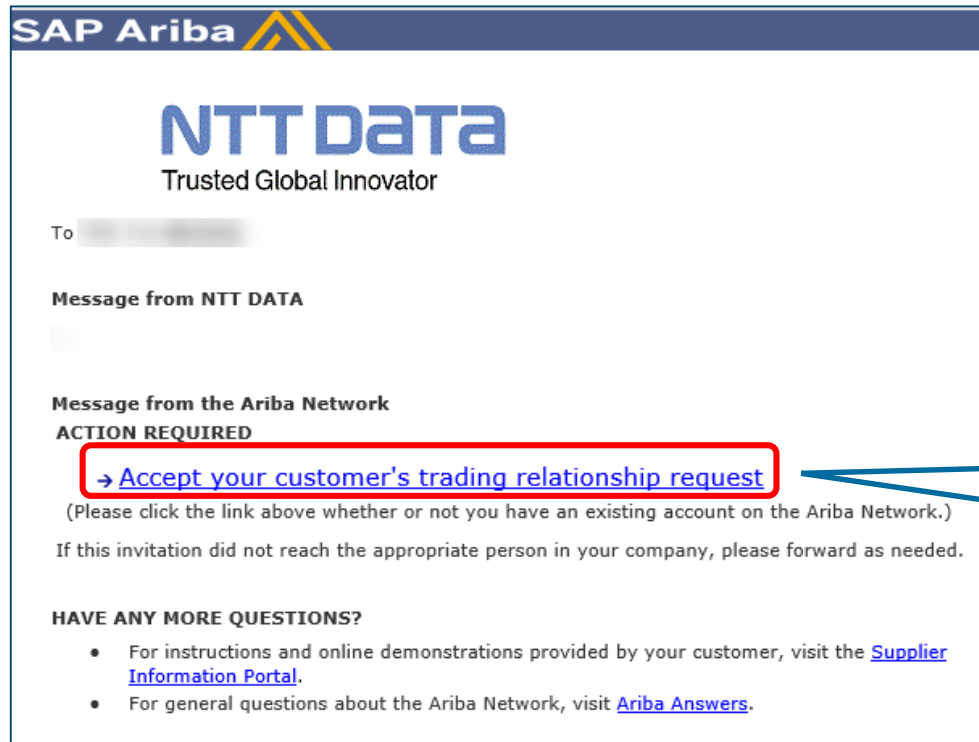
When you click the "Accept your customer's trading relationship request," a registration start screen appears.

Matters to note:
If you do not receive the invitation e-mail, **check if the e-mail is misclassified as spam in** an e-mail box.

Procedures for Registration of Ariba Network
(2) Registration Start Screen

SAP | **Ariba Network**

Welcome to Ariba® Network

NTT DATA has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

You can view additional information about your customer in the Information Portal

Register Now   Or   Search your company

I have further questions for my requesting customer

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username: |

Password: Forgot Password?

Confirm

When you confirm your existing username, password, Ariba will send a notification to your requesting customer, informing them that you an Ariba Network account and that you have accepted their trading relationship request.

If you are a new user, click the "Register" to register necessary information.

If you have an ANID, log in Ariba Network on this screen. By doing so, you can connect trading relationships with buyer companies.

Procedures for Registration of Ariba Network

The items with the mark * are required entry items

(3) Entry of Company Information   (4) Entry of Account Administrator Information and Consent to Terms of Use

The company name/address recognized by NTT DATA are displayed as they are. Correct if you find any errors in address information.

Enter information in one-byte alphanumeric characters in each item with the indication (one-byte alphanumeric characters).

Register

[Register] [Cancel]

Company information

* Indicates a required field

Company Name:*	Test KK
Country:*	Spain [ESP] ▼
Address:*	C/Manuel Girona
	3-4
Postal Code:*	08045
City:*	Sant Joan Despi
State:*	Barcelona [ES-B] ▼

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.

User account information

* Indicates a required field

Name:	Lilla Diagonal
Email:	Ariba_Network@sap.com

☑ Use my email as my username

Username:	Ariba_Network@sap.com
Password:	Enter Password
	Repeat Password
Language:	Spanish ▼

Check the name/e-mail address you entered.

・Generally, an e-mail address of an account administrator is used as a username. This information is used as a username for logging in Ariba Network.

・It is necessary to specify the text string of numbers and alphabets (at least eight characters).

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 syste Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ar 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 admi This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has 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

[Register] [Cancel]

Read the "Terms of Use" and the "Privacy Statement for SAP Ariba." If you consent to their content, checkmark a box and then click the "Register" button. This consent is an alternative to a contract with your company.

Completion of Registration of Ariba Network

Email Address Confirmation

Thank you for confirming your new email address on Ariba. Your email address **se.japan@sap.com** is now updated.

✔ Your email address **se.japan@sap.com** has been verified.

✔ Your Ariba username **se.japan-191215@sap.com** has been ac

Complete Your Company Profile Now

[15%]

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

[Complete my Company Profile later] [Go to my Company Profile]

This indicator shows 15% of profile completeness. However, it is no problem for transactions with NTT DATA.

Click the "Complete my Company Profile later."

SAP Ariba

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Test KK is now complete.

Your organization's account ID: **AN01483**

Your username: **＠sap.com**

As the account administrator for this account, make sure to
a secure place. Do not share this information.

You can immediately perform administrative and confi
completing your company profile. If account administration
you can transfer the administrator role at any time to anoth
responsibilities are more in line with account administration.

After completing the account registration process, you receive a registration completion e-mail from "Ariba Commerce Cloud." Please store the e-mail.

SAP **Ariba Network** ▾   Enterprise Account

What is your primary business role in your company? Selecting a role will help us provide you with a better experience.

You can change your business role at any time on the My Account page.

○ Accounts Receivables

○ Business Owner

○ Customer Service

○ E-Commerce

○ Field Services

○ Finance

○ Information Technology
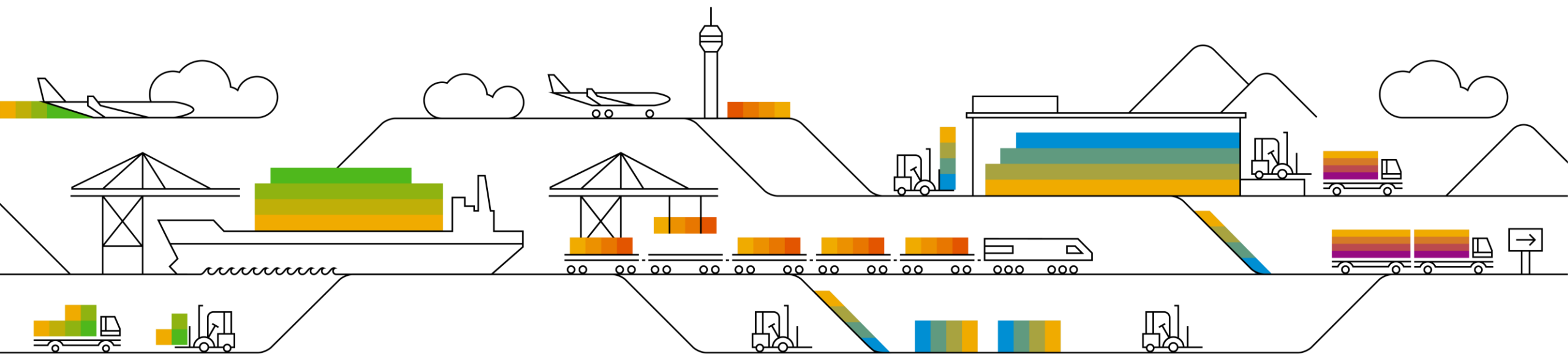
○ Marketing

○ Order Management

○ Sales

[Continue to the Ariba Network]

The screen transfers to a screen for selecting roles in tasks. After selecting roles and clicking the lowermost "Continue to the Ariba Network," the Ariba Network Home Screen appears.

<How to log in Ariba Network after completion of registration>

(1) Access the following URL: https://supplier.ariba.com

(2) Enter the registered "Username" and "Password"

(3) "Log in"

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User Settings

Roles of an Account Administrator

Account administrator (one personnel)

- A recipient of a Trading Relationship Request e-mail (invitation e-mail) is an account administrator in your company.

- The main roles of an account administrator are to set the followings:
  1. Company information (such as a company name and address)
  2. Management of users and roles
  3. Address for sending notice mails

- You can change an account administrator later.

Users (up to 2,000 persons)

- A user is a person in charge of quotations, orders and invoicing.
- Each user can have its own login ID and password.
- To enable users to receive order receipt notice e-mails, it is necessary to set notice e-mails.
  * See the "e-mail address settings" in the "Account Registration Guide" to be sent later.

Ariba Network Account Administrator

● If it is necessary to have several user IDs, a client can create additional <u>users.</u>

(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.
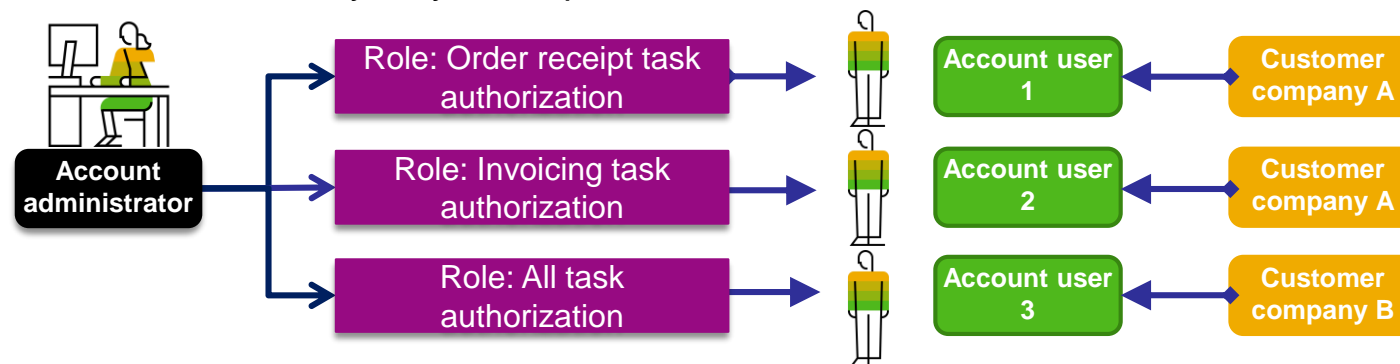
Support and Contact Information
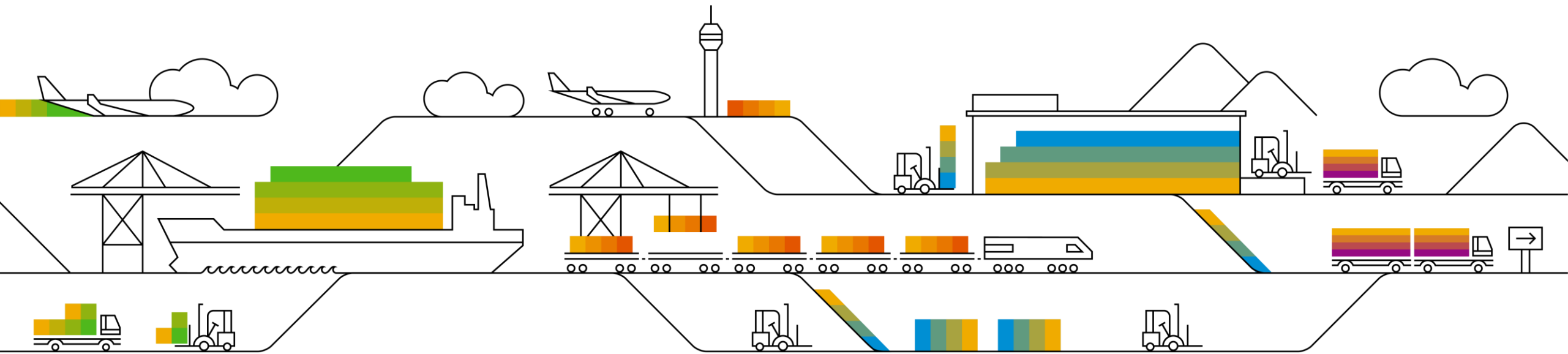
Supplier Information Portal
Location for Storing Various Materials Prepared by NTT DATA for Clients

On the "Supplier Information Portal," you can see information specific to a customer and the materials and other information for account settings.

Click the account administrator's icon at the top-right section on your Home tab. Go to 'Settings' then click on "Customer Relationships"

The link to the Supplier Information Portal appears on the right side of the corporate name of NTT DATA with which you have a trading relationship currently.

After registering Ariba Network, check the information stored on this site firstly

	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
☐	NTT DATA	AN01412508927	Trading	13 May 2020	⬈	Default	Actions ▾
↳	Reject						

Supplier Information Portal of NTT DATA

Portal Content   Reference Documents   Transaction Rules

Welcome to NTT DATA Information Portal

You can access to NTT DATA's Supplier Information Portal from here.

Support Structure and Contact Information

	Inquiry items	Contact information
NTT DATA	➢ Questions about overall electronic procurement ➢ Rules and procedures, etc. for business purchasing transactions ➢ Tasks/operation [Example] When purchase orders will be sent through Ariba Network? Whether or not is it necessary to create invoices? We would like to request changes in the content of a purchase order ,etc.	Main e-mail address 　E-mail: 　cobuyoverseassup@am.nttdata.co.jp
SAP Ariba Ariba Network during registration procedures	➢ Questions about registration procedures 　• Procedures for registering Ariba Network 　• Initial settings such as users and authorization	SAP Ariba　Supplier Management Department 　E-mail: 　SE.Japan@sap.com * Write the description [NTT Data] in your e-mail subject at the time of inquiries. If you know your ANID, specify it.
SAP Ariba Ariba Network After completion of registration	➢ Questions after registration 　• How to change various settings 　• Inquiries about passwords 　• Various operations after running the system	Global Customer Support: 　Click the icon to find the appropriate support line ☎

Supplementary Materials
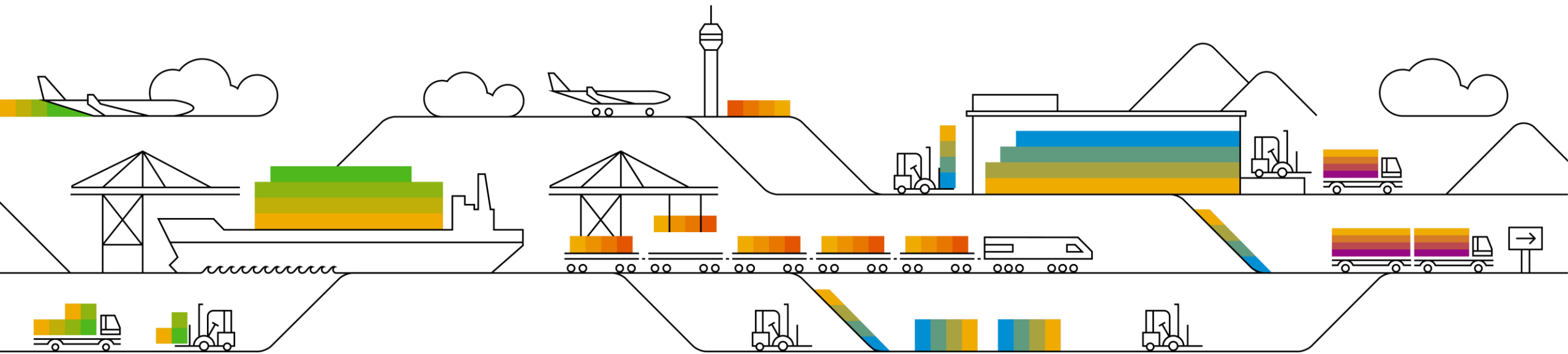
Supplier Fee Schedule
(for billing to clients)
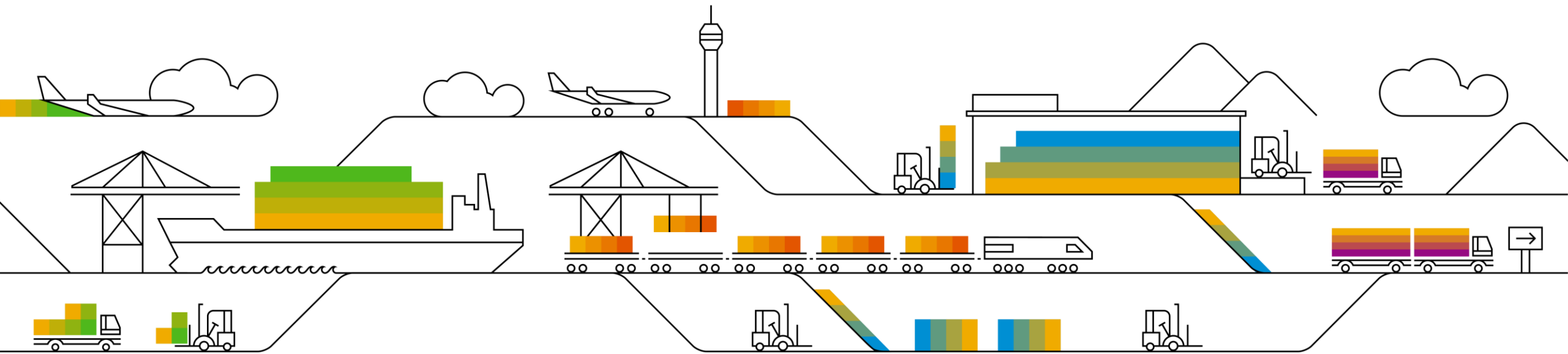
* No fees will be imposed on transactions with NTT DATA

Supplier Fee Schedule

Transaction Fees

Billed every quarter

Per-relationship fee cap: $20,000/year

Without Service Entry Sheets

0.155% of transaction volume

With Service Entry Sheets

0.35% of transaction volume

+

Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	**Free**
5 to 24 documents	*Bronze	$50
25 to 99 documents **or** EDI/cXML usage	Silver	$750
100 to 499 documents	Gold	$2,250
500 and more documents	Platinum	$5,500

*Chargeable suppliers transacting less than $250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

Fee Threshold

$50,000 and 5 Documents

Suppliers who do not cross the Fee Threshold will not be charged fees

Calculating Supplier Fees

Transaction Fees (0.155% or 0.00155 of Sales Volume)		**Subscription Fees** (Annual Chargeable Doc Count)		**Annual Fees**
$59k x 0.155%= $91.45 $0	+	4 documents Premium Level | $0	=	$0
$400k x 0.155%= $620	+	499 documents Gold Level | $2,250	=	$2,870
$200k x 0.155%= $310	+	700 documents *Bronze Level | $50	=	$360

Thank you for your attention

SAP Ariba

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THE BEST RUN SAP