# Ariba Registration Guide for Ventia Suppliers



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# **1** About Ariba standard account - interactive emails

Standard Account on the SAP Business Network is Ventia's prescribed method of Procure to Pay (P2P) document transmission.

Previously, Ventia Suppliers have received Purchase Orders in a variety of formats and on some occasions through a verbal confirmation of the Purchase Order (PO) number. This has led to significant delays in invoice processing due to inconsistencies with the content of the PO with that of the services/goods invoiced.

After registering on the SAP Business Network with a Standard Account, Suppliers will receive:

- Interactive Emails to ensure they receive, confirm and invoice purchase orders directly.
- Invoice status updates from the SAP Business Network.
- A PDF copy of the invoice with the invoice confirmation email, which Suppliers can retain to support their local business records storage and archiving requirements.

Suppliers can forward Interactive Email Purchase Orders to another person in their company or create additional User IDs within their account. For example, a supplier receives an Interactive Email Purchase Order from a buyer and forwards it to another person within their company. The second supplier user then creates an order confirmation or invoice, and the SAP Business Network notifies both supplier user 1 and supplier user 2.

Suppliers can also send multiple invoices for a purchase order where partial quantities or split deliveries are applicable.

With an Ariba Standard Account, Suppliers can upgrade to an Ariba Enterprise account where they may benefit from additional services, including, but not limited to:

- Improved document processing efficiency
- Electronic integration
- Catalogue creation
- Other document type exchanges such as Advanced Shipment Notification
- Access to Ariba Customer Support
- Ariba Discovery.

For more information, please refer to <u>https://www.ariba.com/ariba-network/ariba-network-for-suppliers.</u>



#### **1.1 Interactive email – workflow**

The below diagram illustrates the interactive end to end procurement email workflow using Ariba.





# 2 Creating an Ariba standard account profile

To transact with Ventia across the SAP Business Network, suppliers are only required to register for an **Ariba Standard Account**, which is free of charge.

If you already have an Ariba account on the SAP Business Network, you can create the trading relationship with Ventia to that account using your existing credentials (username and password). Refer to Section 3, for more information.

#### 2.1 Registration process

- 1. Registration is accessed by clicking on the **Process Order** button from your Ventia Ariba Purchase Order email.
- 2. You will then be presented with an SAP Business Network Account registration page
- 3. Click on the **Create new account** option.

-	1-1/		⑦ Help
		Ventia - Regression	
E	Benefits of a business elationship on SAP Business Network	Connect with Ventia - Regression on SAP Business Network to collaborate.	
1 c su p	Digitalize your business ollaborate with your customer on the same scure network, while improving efficiency with aperless processes	Create new account	
B C	Ensure resiliency and sustainability oost customer satisfaction, simplify the sales rcle	or Use existing account ⑦	
аларана Тт. У	Act with Intelligence arm insights from SAP Business Network into bur competitive advantage	Not sure whether your company already has an account?	
	earn more bout this invitation	Search for your company	
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(?) Help

- 4. On the Registration page:
  - a. Review / update your company information
  - b. Enter your contact details
  - c. Leave the tick on for 'Use my email as my username'
  - d. Create a Password
  - e. Identify your role within the company
  - f. Tick the Terms of Use and 'I'm not a robot' selections, then
  - g. Click Create account.



Ventia - Regression Create an account to connect and collaborate with Ventia - Regression on SAP Business Network Company information @ Company (legal) name \* Test Supplier Name Country/Region \* Australia [ AUS ] ~ Address line 1 \* 1 Main Street Address line 2 City \* SYDNEY State \* New South Wales [ AU-NSW ] ~ Postal code \* 2000 Administrator account information @ First name \* Last name ' Bill Smith Email \* bill.smithbrs@gmail.com ✓ Use my email as my username Repeat password \* Password \* ..... •••••• ۲ Business role \* Account Receivables **v** ⑦ ✓ 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. 2 / I'm not a robot reCAPTO

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4. Ariba may then attempt to validate your address, you can continue to use the details you entered by clicking **Use this** or **Accept** the Ariba suggestion offered

Addre	ss recommendation	
We i belo	noticed that your address is incomplete o w and click Confirm.	or invalid. Please review the recommendation
	You entered:	We recommend:
	1 Main Street	1 Martin Pl
	SYDNEY New South Wales	Sydney NSW
	Australia, 2000	Australia, 2000
		Confirm

5. **\*\*Important\*\*** - On the next screen, **ignore** the Review accounts option, click **Continue Account Creation** 

Ventia - Regression

Create an account to connect and collaborate with Ventia - Regression on SAP Business Network

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

	Review accounts	
	or	
$\square$		
	Continue account creation	



#### 6. You may receive a confirmation email to verify your account.

] ☆	Ariba Commerce Cloud	Action Required: Confirm your email - Confirm your email Dear Bill, Thank you for joining SAP Business Network. To
1	"Ventia - Regressio	Ventia - Regression sent a new Purchase Order 4700270992 - You can reply to this massage. Ariba Network or other

#### Open and click on the **Confirm Email** button to complete.

	Action Required: Confirm your email Inbox ×
•	Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> to me 💌</ordersender-prod@ansmtp.ariba.com>
	SAP Business Network
	Confirm your email
	Dear Bill,
	Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.
	<u>Confirm email</u>
	Link expires: Friday, May 27, 2022, 06:59 PM PDT
	If the link expired, login to supplier.ariba.com and click "Resend". You will then receive another confirmation email.
	If you are unable to access the page, copy the link below and paste it into your web browser: https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key= 4jmxhAQr628d8d6d1249880520&anp=Ariba&app=Supplier
	Sincerely,SAP Business Network team



7. To complete the registration process, you will be prompted to complete your Ariba Profile. You have the choice to update and 'Submit', 'Remind me later' or 'Don't show this to me again'.

Please provide the information below and you will be discovered by more customers looking for companies like yours.		
Product and Service Categories	_	
Enter Product and Service Categories Add	-or- Browse	
Ship-to or Service Locations		
Enter Ship-to or Service Location Add	- or - Browse	
Submit Remind me later Don't show this to me again		

- 8. If you choose to Update your profile, Ariba will request that you populate the **product and services categories** and the **Locations** you deliver to.
- 9. To **Add product and service categories**, you can enter a keyword and select from the displayed options or click on the **Browse** link to choose from all the available options.





If using the **Browse option**, use the dropdown selections until an appropriate category is identified, then click <sup>①</sup> to add to 'My Selections'. Click **OK** when done.

Product and Service Category Selec	ction		
Search Browse Click the product and service category you want to a changes. Browse Product and Service Categoric Agricultural & Fishing Machinery >	Idd and click the + icon. Lower-level product and t BS Didn't find what you were looking for? Try Se Crop Production, Management &	ervice categories are displayed after you click a pr arch > Aquaculture > ③	roduct and service category. Click OK to save your No Items
Agricultural & Fishing Services > Apparel, Luggage & Personal Care > Chemicals > Cleaning Supplies > Computer Hardware, Software & Telecom > Construction & Maintenance Services	Fisheries & Aquaculture > Forestry > Land Preparation, Management & Protection > Landscaping & Horticulture Services > Livestock Services > Water Becruitres Development &	Fisheries operations     ✓       Fisheries oversight     >       >     Fisheries resources     ⊕       Fishery industry and technology     ⊕	>
My Selections (1) Fisheries operations (View) Remove			Cancel OK

- Repeat the process to add Ship to or Service Locations.
- 10. Once product and service categories and locations have been added, click Submit.

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.	a Re-
Product and Service Categories	
Fisheries Add -or- Browse	
Faheries operations X	
Ship-to or Service Locations	
Add -or- Browse	
New South Wales - Australia X	
Submit Remind me later Don't show this to me again	



11. Once you have completed the registration, you will be directed to your Ariba PO or Supplier Portal, from where you can submit an invoice or review your transaction history.

Caution: After registering your free Ariba Standard Account, do not click on the 'Get Enterprise Account' button from within your supplier portal unless you wish to upgrade to an Ariba Enterprise Account.

SAP	Business Networ	k 👻 Standard Account	Get enterprise acco	unt				
Home	Enablement	Workbench Orders	Fulfillment 🗸	Invoices $\sim$	Payments ~ Catalogs	Reports ~	Messages	
		Support the people Ukraine. Learn Overview Ge	ple of Ukraine. Update ti More   Update Profile	he categories and s Don't remind me	service locations in your Mar again	keting profile and en	able the Support Ukraine t	toggle to match buyer postings
		38 Orders All Pos	}	O Invoices Last 31 days	O Service sh Last 31 d	ieets ays	O Enablement Tasks	
		My widgets	Vontia Datrocolon A	. Joh Curtor	mizo			

By upgrading to an Ariba Enterprise Account you <u>will</u> incur a yearly subscription fee as well as transactional fees from Ariba for your business with Ventia.



# 3 Creating network relationship with existing account

- 1. Establishing the trading relationship with Ventia is done by clicking on the 'Process Order' button within your Ventia Ariba Purchase Order email.
- 2. You will then be presented with an SAP Business Network Account registration page

**\*\*IMPORTANT\*\*:** It is important to identify what type of account you have on the SAP Business Network. If you have an **Enterprise account**, Ventia recommends that you create a new **Standard account**, using the 'Create new account' button (refer to Section 2), specifically for your business with Ventia. This will ensure that you are not charged for any PO's received from, or Invoices submitted to Ventia.

To identify your Ariba account type:

- 1. <u>Login</u> into your Ariba Supplier account
- Identify your account type from the top left-hand corner of the portal



If you are comfortable with your current account type, proceed to next step.



3. Click on the Use existing account option.



4. Enter your existing Account Administrators login credentials as prompted and click **Connect**.

💓 Ventia	- Regression sent a new F 🗙 📴 Business Network	× +				*			1 8	×
$\leftrightarrow \rightarrow$	C 🟠 🔒 mu.ariba.com/onboarding/portal/cor	solidate		04	ß	$\dot{\pi}$	*		0	1
							1	Help		
			Ventia - Regression							
	What to expect after you connect:	1	Sign in to connect with Ventia - Regression							
		and the second se	Username							- 1
	1. View your collaboration documents	1 5	bill.smithbrs1451345@gmail.com							
	in one account		Forgot username?							- 1
	from your existing account		Password							- 1
		A								- 1
	<ol> <li>Leverage your existing account setup</li> </ol>	15	Forgot password?							
	Your existing setup like document routing or notification setup will be re-used to obtain accurate and timely information through automated self-service processes	- NHI	Connect							
2										- 1
	3. Increase operational efficiency	- Ba								- 1
	By using the same account across your customers, you can optimize your backend processes, including investing into automated integration	Illineatin								
-	Learn more									

5. You will then be directed to your existing Supplier portal to complete your transaction.



# 4 Accessing and customising your Ariba Supplier portal

You can access your Ariba Supplier portal directly via the following link:

https://service.ariba.com/Supplier.aw/128422092/aw?awh=r&awssk=wYw3\_92y&dard=1

Once logged in:

#### 1. Navigate to the Workbench.

From the Workbench you can see that status of all the PO's you have received, as well as all the invoices that you've submitted to Ventia through Ariba.

To configure and simplify your Workbench:

2. Click on Customise:

SAP.	Business Network	👻 Standard	Account Get e	nterprise account	TEST MODE						0	BS
Home	Enablement	Workbench	Orders $ \sim $	Fulfillment $ \sim $	Invoices ~ Pa	yments 🗸	Catalogs	Reports ~	Messages		Create 🗸	000
War	кbench		1		0		\$ 0	0	\$0.0	۲۹۵ און	Customize	B
	New orders Last 31 days		Orders Last 31 days		Rejected invoices Last 31 days		Remitt	AUD ances days	Early payment offers	Scheduled payments Next 90 days		Or
New	v orders (1) dit filter   Save fi	ilter   Last	31 days New							Resend Failed Orders	<b>f</b>	669

We recommend that you modify your existing Workbench ribbon to include the following tiles:

- Orders
- Invoices
- Invoices pending approval (select using + button)
- Rejected Invoices

d tile			
New orders ③	+	New Overdue invoices - Approved	+
Changed orders ⑦	+	New Service sheets ⑦	+
Orders to invoice ③	+	New Orders with service line ⑦	+
Invoices 🕜	+	Pinned documents 💿	+
Orders 💿	+	New Invoices pending approval 🔞	-
Rejected invoices ⑦	+	New Approved invoices pending payment (2)	+



3. Then de-select the options not required, then click 'Apply'

Edit Workbench You can add, delete, re-arrange tiles	(using drag and drop) and set filters	on your workbench.			Apply
_ ×	×	- ×	\$ 0.0 AUD	\$ 0.0 AUD	\$ 0.0 AUD
New orders	Orders	Rejected invoices	Remittances	Early payment offers	Scheduled payments
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Next 90 days	Next 90 days
1 Orders to invoice	Invoices	Pinned documents	Xorill see t Workbench Invoices pending approva Last 31 days	re actuat e page. +	

To adjust the date range for each of your tiles:

4. Click on 'Edit filter'



5. Select '365 days' from the creation date drop down selections, then 'Apply'.

orkbench								ပုံရှိ Customi
1 Orders Lest 31 days	O Invoices Last 31 days	Invoices pe Last	O ending approval : 31 days					
rders (1) Edit filter								
Customers	Order numbe	rs		Creation date		Order status		
Select or type selections	Type select	ion		Last 365 days	~	Include 🗸	Select or type	
	<ul> <li>Partial n</li> </ul>	natch 🔿 Exa	t match					
Company codes	Purchasing or	ganizations		Customer locations		Order type		
Select or type selections	Select or t	pe selections	ß	Type selection		All	~	
						Orders with	inquiry only	
Routing status	Min amount	Max amount	Currency	Visibility				
All	~		AUD 🗸	Not hidden	~			
							Apply	Reset Can



You can then save that filter to your Workbench so that it becomes your default between logins.





## 5 Resetting your password

You can access your Ariba Supplier portal directly via the following link:

https://service.ariba.com/Supplier.aw/128422092/aw?awh=r&awssk=wYw3\_92y&dard=1

If you have forgotten your password, follow the steps below to reset it.

1. Click on the Forgot Username or Password link – note that clicking on 'Username' or 'Password' will direct you to separate links so ensure Password is clicked.

P Ariba <u> </u>	
pplier Login	
User Name	
Password	
Login	
Login (ot Username of Password)	

- 2. Enter your email address, then click
- 3. Follow the details received in the email to reset your password.
- **Note:** The email address must be the same as that linked to the account. If not or unsure, please refer to the 'How to contact Ariba support to reassign your account administrator' section in the <u>Optimising Ariba Standard Account for Ventia</u> <u>Suppliers guide</u>, to contact Ariba Support directly to assist.

### 6 References

#### Additional training references:

- Optimising Ariba Standard Account for Ventia Suppliers
- <u>Ariba Invoicing Guide for Ventia Suppliers</u>
- https://support.ariba.com/interactive\_email
- https://www.youtube.com/channel/UCKcJ4y50b6EaWvXhHFD1ulA

#### Ariba Standard Enablement Support:

If you have questions, please see the Frequently Asked Questions on Ariba or email our Supplier Enablement Team at <u>AribaSupplierSupport@ventia.com</u>.