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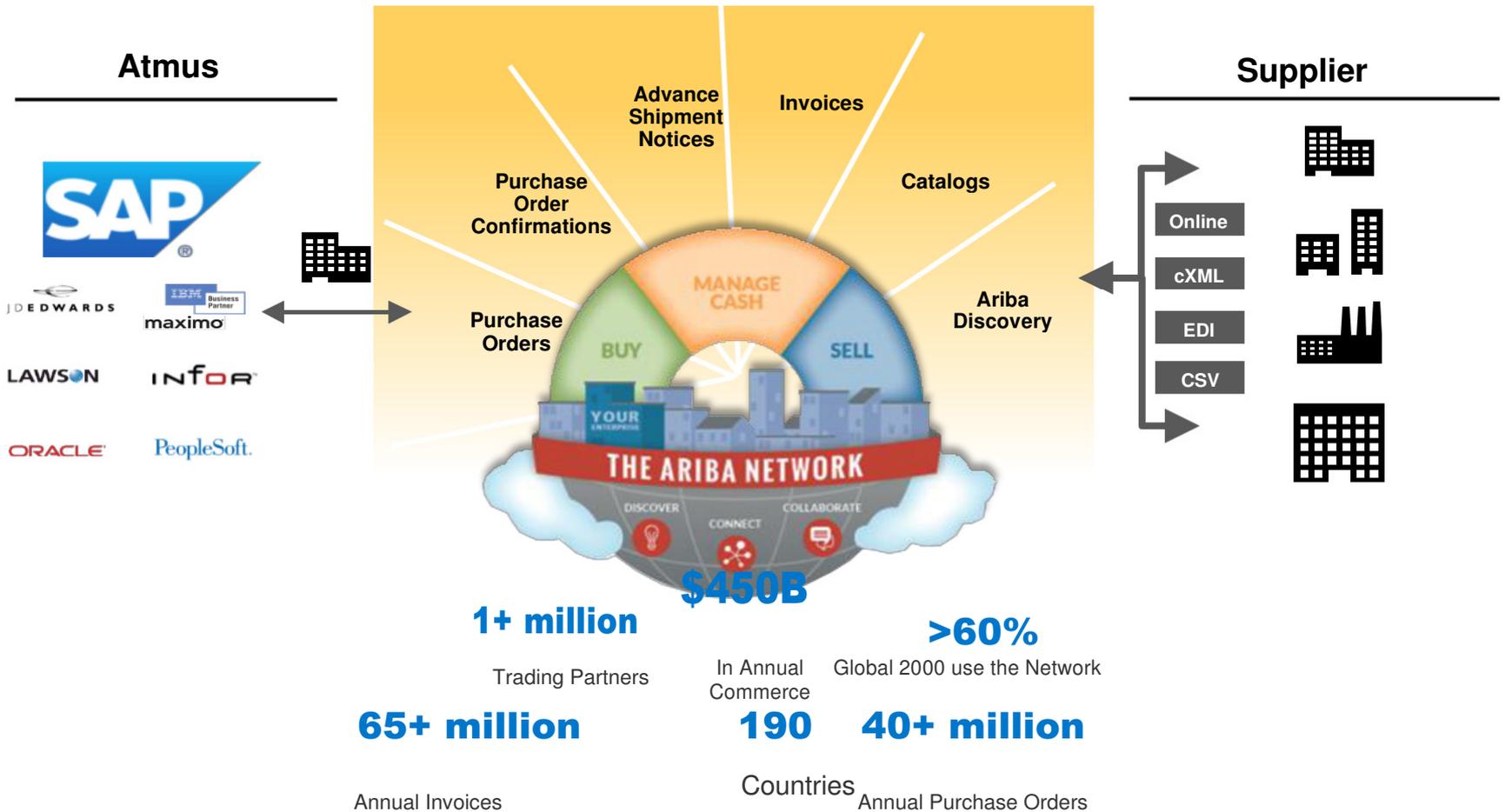
Introduction

Your customer Atmus selected the Ariba Network as their electronic transacting provider. As their preferred supplier, Atmus invited you to join the Ariba Network and start transacting electronically with them.

The Registration Guide shows *new suppliers* how to register on the Ariba Network and *existing users* how to incorporate Atmus in their already existing accounts.

This guide also deals with the SMP fees and describes how to access supplier support.

Ariba Network is the leading business network



Using your existing systems, what if you could...



Collaborate immediately with all trading partners?

- Immediate access to online invoice creation tool
- Automation and catalog posting for your buyers in <8 weeks



Turn paper into efficient electronic transactions?

- 75% faster deal closure
- 75% order processing productivity gains via cXML
- 80% increase in order accuracy through PunchOut



Catch errors and correct them – before they even happen?

- 64% reduction in manual intervention



Track invoice and payment status online in real time and accelerate receivables?

- 62% decrease in late payments
- 68% improvement in reconciling payments



See opportunities you're missing and have the ability to trade globally?

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business



Supplier Registration Process



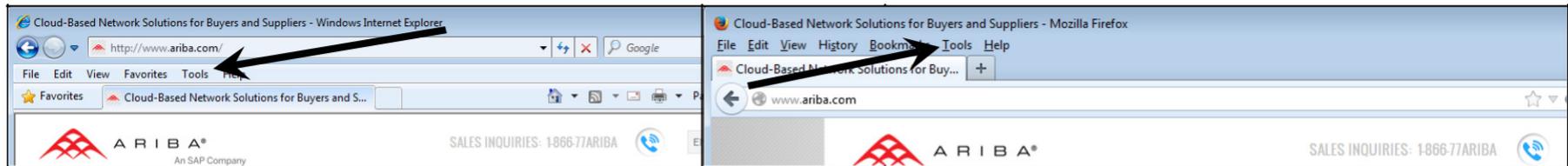
A R I B A®

An SAP Company

Before you start

Ariba Network displays by default in language of your browser (when supported) – make sure, that it's in your preferred language.

In both **Internet Explorer** and **Mozilla Firefox** got to **Tools** and then to **(Internet) Options**. In Internet Explorer, language can be added in section Language on sheet General. For Firefox, Language section is on sheet Content. For both of these browsers, move the preferred language to the top of the list.



Please do not use the general account creation process.

If you open an Ariba Network account using this link, your new account will not automatically create a trading relationship with your customer.

Supplier registration process

1 Invitation letter

- This e-mail contains information about electronic transactions with Atmus and a link to the landing page.

2 Landing page

- Two possibilities:
 - First Time User
 - Existing User
- 

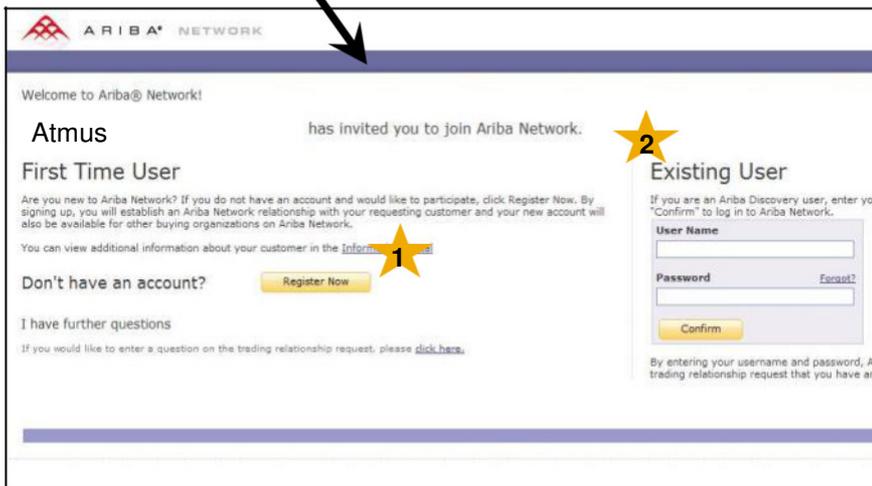
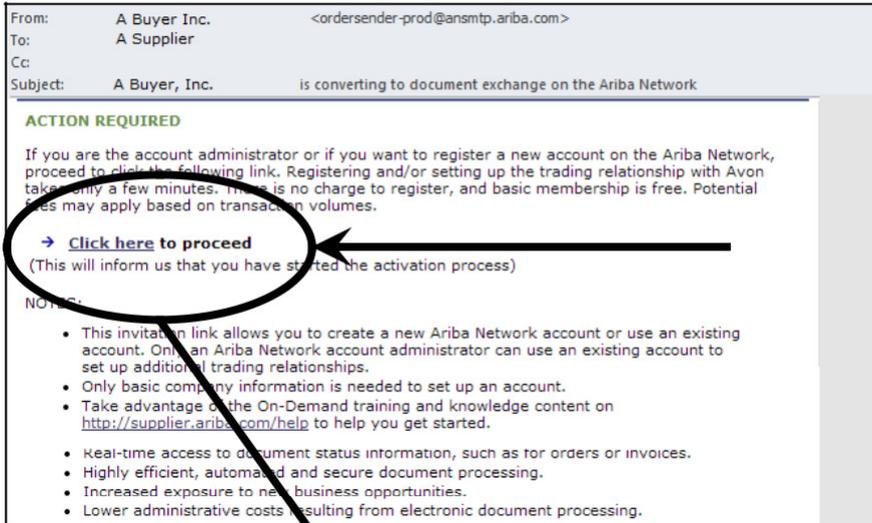
3 New user registration

- 3 steps to complete.
- 

4 Account configuration

- Configuring PO routing methods
- Configuration confirmation

1 Manage invitation letter + 2 Landing Page



Open the Invitation Letter that you received at your email address from ordersender-prod@ansmtp.ariba.com and scroll to the section Action Required and click on the link **Click here to proceed**. You will be redirected to the landing page.

In case you did not receive the Letter, please check your spam folder and enable ordersender-prod@ansmtp.ariba.com as a trusted resource.

Two Possibilities:

- 1 First Time User** – select **Register Now** to start the registration and follow the instructions on the next slides.
- 2 Existing User** – **log in** using your current Ariba username and password in order to accept the relationship with Atmus.

3 Supplier registration – Step 1

Company information



Enter Your Ariba Commerce Cloud Information

1 Enter basic company information

* Indicates a required field

Company Name *

Country * If your company ships to a different country, please select that country here.

Address *

City *

State *

Zip *

Commodities * i

Sales Territories * i

Tax ID Enter your tax ID

DUNS Number Enter the DUNS number

Information pre-populated on this page was provided by your customer.

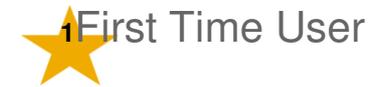
Please, check if the information is accurate.

Correct or complete wrong or missing data.

For instructions on how to select the commodities, please see the next slide.

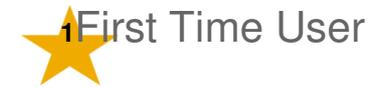


3 Supplier registration Commodity Selection



1. Click on **Add** to access the commodities window.
2. Type in a **keyword** which would describe in general what your company provides and click on **Search** – if no matches are found, use a different expression.
3. Select the area of business and click on **Add** or **Browse the Categories** to find more precise matches.
4. Selected commodities appear in **My Selection** section.
5. Click on **OK** or **Add** to add more commodities.
6. After the Commodity Selection window closes, the chosen commodities are displayed in the **Commodities** section.

3 Supplier registration Sales Territories Selection



1. Click on **Add Sales Territories** to access the Territories window. 2. Select either **Global** or **Select Territories** to indicate where you sell. 3. If you have selected the second option, select region in the first column. List on countries appears in 2nd column. You may enter your Sales Territories on country level, or on states/provinces level (3rd column).
4. When your territory is highlighted, click on **Add** button.
5. Selected commodities appear in **My Selections** section.
6. Click on **OK** or **Add** to add more commodities.

3 Supplier registration

Commodity and Sales Territories Selection – Ariba Discovery

Ariba Discovery is the business matchmaking service that helps you find leads among thousands of large companies on the Ariba Network.

Postings made by any Ariba Network registered buyer are matched to you based on the commodities and sales territories you select. That is why commodity selection is an important part of creating and maintaining an Ariba Discovery profile. You'll receive relevant business opportunities in a form of Leads, or as email notifications.

The screenshot displays the Ariba Discovery 'I'm Selling' interface. At the top, there are navigation tabs for 'LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. Below this, the 'I'm Selling' section is active, showing 'Resource Center', 'Leads', 'Customers', 'Subscriptions', 'Partners', and 'My Discovery'. The main content area is titled 'RFI/RFQ Matches (63)' and includes a message: 'You are currently viewing results which match your profile. [Click here](#) to view all postings.' Below this, there are 'All results' and 'Refine Match Criteria' sections. The 'Refine Match Criteria' section includes filters for 'Posting type' (Request for Information: 60, Request for Quotation: 3), 'Date Published' (Last 14 days: 4, Last 7 days: 3, Last day: 2, Last month: 4, Over 1 month ago: 59), and 'Commodities' (Education, Organizations & Clubs: 5, IT & Telecomm: 10, Marketing & Communications: 29, Office Supplies & Printing: 2, Professional Services: 46). The search results show two items: 1) 'RFI - Cell Phone Data Categorization and Cleansing' by a Financial Services Industry Buyer, posted on 24 Jan 2014, with a value of 'Less than \$10K USD (Est.)'. 2) 'RFI - We are looking for Consumer Insights and Market Analysis Service' by a Retail Buyer, posted on 28 Jan 2014, with a value of '\$100K to \$500K USD (Est.)'.

Each year sees... **\$5 BILLION** OF BUYER-POSTED NEEDS
15 MILLION SALES LEADS
BUYER-SELLER MATCHES **30,000+**

More info under
<http://www.ariba.com/solutions/sell/discovery-for-sellers>

3 Supplier registration – Step 2

Administrator information + Terms of Use



2 Enter user account information

* Indicates a required field

Name * [Ariba Privacy Statement](#)

Email *

Use my email as my username

Username * Must be in email format

Password * Must contain a mix of letters and numbers

Secret Question * In case you forget your password

Language The language used for account administration labels on purchases

By clicking the Continue button you expressly agree and understand that your data entered into this system may be transferred to Ariba as described in the [Ariba Privacy Statement](#). You have the right to access and modify your personal data from within the application.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities.

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

Complete the information in the fields (those ones marked with an asterisk are required to be completed).

Username can be identical with your email address but it is not necessary.

Password must consist of at least 8 characters and must contain letters and numbers, it is case-sensitive.

The answer to the **Secret question** is not limited (will be needed when requiring a forgotten password or username).

Check the box to accept the Terms of Use.

3 Supplier registration – Step 3

Activate and verify your email



After clicking on **Continue**, you will be asked to verify your email address. Click on a confirmation link in received email to confirm your address. Click **Resend**, if you haven't received any email, or enter another email address.

Activate Your Account Now



Click the link in the activation email sent to :

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify automated emails from Ariba are not blocked from your Inbox.
- Click Resend to have another activation email sent to you.
- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

You will receive one more email to your email address containing information about the Ariba Network and instructions for next steps.

ARIBA

Dear

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Network-Early Access

<https://service-ea.ariba.com/Authenticator.aw/ad/confirmEmail?key=qAXqppsE4fb0bed6175262551&app=Ariba&app=Supplier>

Important: The link will expire in 72 hours.

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

After your registration process is complete, use the following URL to log in to your account:
<http://supplier-ea.ariba.com>

Sincerely,
The Ariba Team
<http://www.ariba.com>

Ariba, Inc., 910 Hermosa Court, Sunnyvale, CA 94085, USA
[Privacy Statement](#) | [Data Policy](#) |

ARIBA NETWORK

Dear TEST,

Welcome to the Ariba Network-Early Access™!

The Ariba Network-Early Access is the leading supplier network, with over \$100 billion USD in annual business across industries, products, and services, providing broader coverage than any other network. Ariba Network provides access to high-volume buying organizations for secure and reliable trading relationships.

WHAT THIS MEANS

As a member at the Basic level, you now have access to a preview account (ANID EA99009108639). This account enables you to access basic functionality to maintain your company profile and start creating catalogs.

You will have full access to Ariba Network once you have established an active trading relationship with your first customer.

Your Basic Membership is free until your transaction volume exceeds certain thresholds. For pricing and program information visit the [Ariba Supplier Membership program](#).

WHAT YOU CAN DO

- **Visit Ariba Network**
Find out more about the benefits of being a member and how to get started.
- **Complete your company profile**
Potential customers can search for and review supplier profiles on Ariba Network, so the more detail you provide about your company, its capabilities, products, and services, the more effectively you can attract high-quality customers.

[Log in](#) using the username:

→ Find and participate in [Business Opportunities on Ariba Discovery-Early Access](#)

Supplier account is created

The screenshot displays the Ariba Network supplier account setup interface. The top navigation bar includes 'ARIBA NETWORK EARLY ACCESS' and user information 'Marco Dignaffe'. The main content area features a 'Welcome to Ariba' message and a 'Complete Your Company Profile Now' section. A progress bar indicates 35% completion. A 'Go to my Company Profile' button is highlighted with a yellow box. To the right, a yellow box contains the text 'Your Ariba Network account is created!'.

Once logged in to your account you have the option to give a more detailed description of your company's profile.

This information is optional but we advise you to complete as much information as possible as this will give your buyers a more detailed overview of your activities.

More information about this can be found in the Account Configuration guide.

4 Account configuration



Atmus may have assigned enablement tasks to suppliers to prepare for testing and transacting.

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
Account	13 Oct 2012	4	0	0
Purchase Order	25 Dec 2012	2	1	0
This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.				
Pending	Configure Purchase Order Routing and Notifications			Configure
	Configure your order routing method for your customers. You can choose specific routing methods for different types of incoming orders. If you use email routing it is recommended to setup a distribution list like orders@yourcompany.com. If you select online routing make sure you regularly log in to your account to check if you have received new purchase orders. Also configure email addresses to receive notifications when purchase orders are undeliverable (see the Email Notifications section below the "Electronic Order Routing" configuration).			
<i>Not Started</i>	<i>Purchase Order Sent</i>			<i>Buyer Task</i>
	Your customer has sent you at least one purchase order.			
Invoice	25 Dec 2012	2	1	0
This activity tracks all invoice related tasks. You may have already completed some of these tasks in an earlier activity.				
Pending	Configure Invoice Routing and Notifications			Configure
	Configure your invoice routing method with your customers. You can choose different routing options for electronic invoices including online entry and you can enter additional information about your company's invoice process. Also configure email addresses to receive notifications when invoices are rejected or undeliverable.			
<i>Not Started</i>	<i>Invoice Sent</i>			View Invoice
	You have sent at least one invoice.			

Configure your account through clicking on the **Pending Tasks** or **Select the Enablement Tasks** tab to view.

4 Account configuration

Enablement Tasks

1. Tasks will display as **Total Tasks, My Pending Tasks, and Pending Buyer Tasks.**

2. Click the arrows to expand the sections to view individual tasks.

3. Links will allow you to **Configure, Complete Task, or Review** tasks already completed.

4. **Completing** a task will allow you to add comments before marking as complete.

The screenshot shows the SAP Enablement Tasks interface. At the top, there are navigation tabs: Home, Inbox, Outbox, Catalogs, **Enablement Tasks**, and Reports. A user ID 'EA99009097576, Basic Package' is visible in the top right.

Below the navigation is a summary table titled 'Supplier Enablement Activities and Tasks':

Customer Name	Total Tasks	My Pending Tasks ↓	Pending Buyer Tasks
EA Buyer 01	7	2	0
EA Buyer 02	4	0	0
EA Buyer 03	4	0	0

The 'EA Buyer 01' row is highlighted in yellow. A yellow box highlights the 'Total Tasks', 'My Pending Tasks', and 'Pending Buyer Tasks' columns for this row. An arrow points from the first instruction to this box.

Below the summary table is a detailed view for 'EA Buyer 01'. It shows a table of activities:

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
Account	9 Apr 2012	4	0	0
Purchase Order	9 Jun 2012	2	1	0

The 'Purchase Order' activity is expanded, showing a 'Pending' status and the text 'Ready to Receive Purchase Orders'. A yellow box highlights the 'Complete Task' link next to this activity. An arrow points from the third instruction to this link.

A 'Complete Task' dialog box is open, showing the task name 'Ready to Send Invoices', status 'Escalated', and a text area for comments. The dialog also shows 'Characters left: 1250' and 'Complete' and 'Cancel' buttons.

When your Enablement Tasks are completed, you may start to transact with **<buyer>** electronically.