Ariba Network Account Configuration

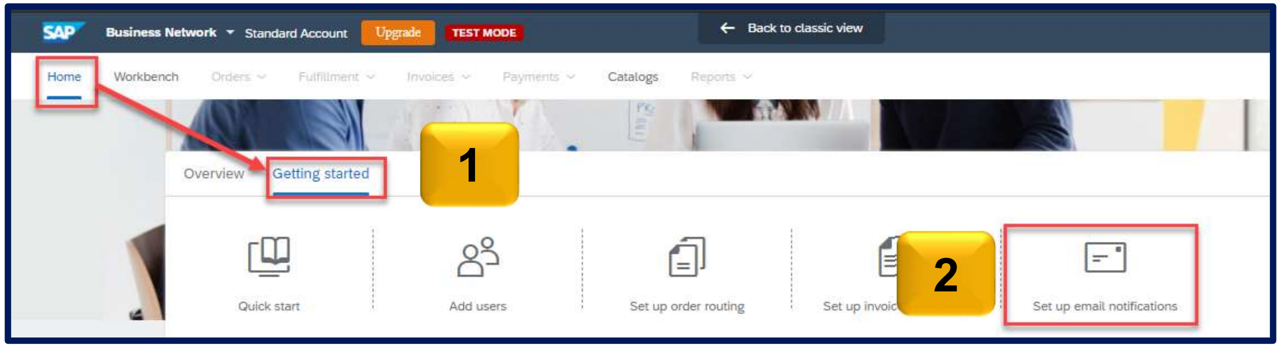
Email Notification

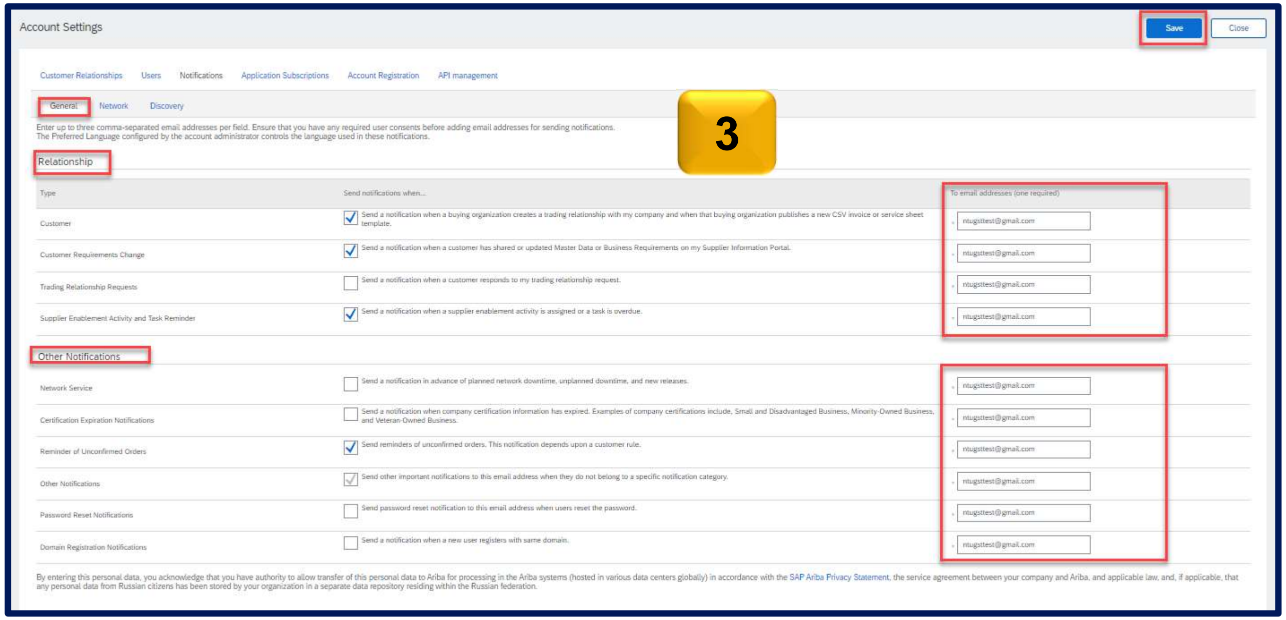
Email Notification

1. Under **Home** tab, click **Getting Started tile**
2. Click **Set up email notifications**
3. Under **General tab**, then **Relationship** and **Other Notification** this is where you can tick if you would like to received such notification per type.

Notes :

- Other ways to set up your notifications click **Account Settings>Settings>Notifications**
- Please also set notifications under **Network Tab**.



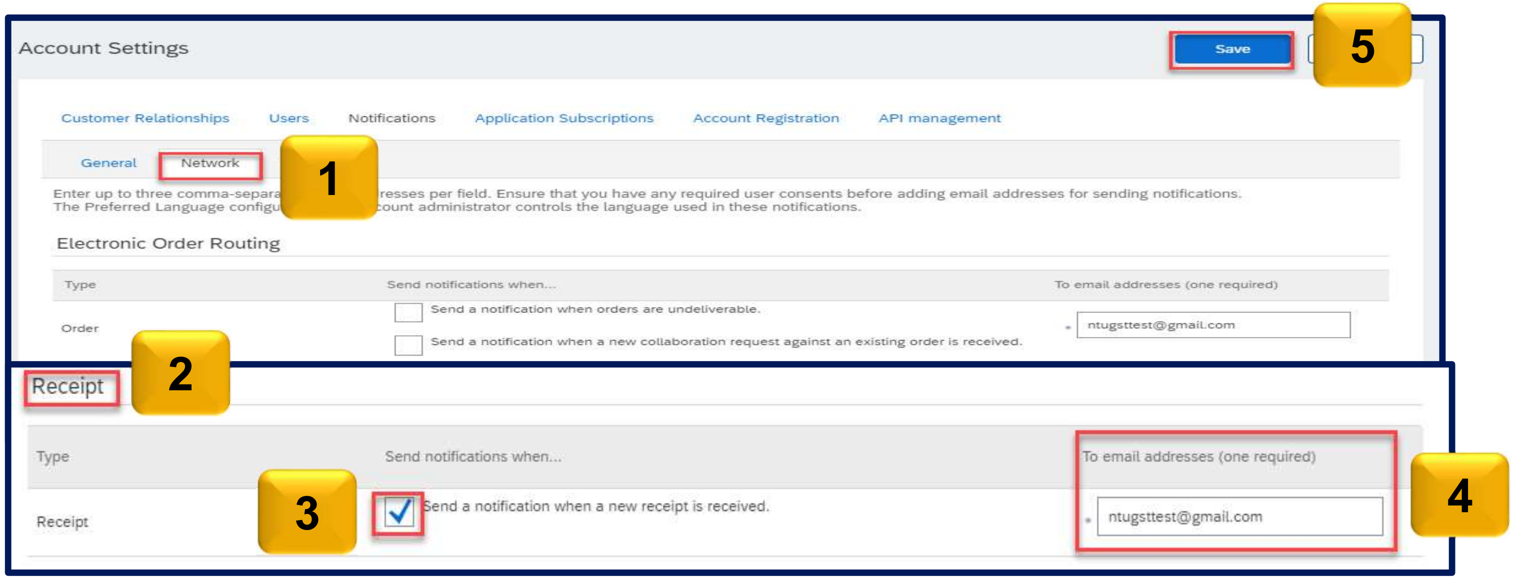


- You can enter up to 3 email addresses per notification type. You must separate each address with comma.
- Use of group email is encouraged.
- Always click Save button.

Goods Receipt Notification

Goods Receipt Notification

1. Click **Network tab**
2. Scroll down to **Receipt** section
3. **Tick** the box that reads send a notification when a new receipt is received.
4. Enter an **email address**.
5. Click **Save** button.

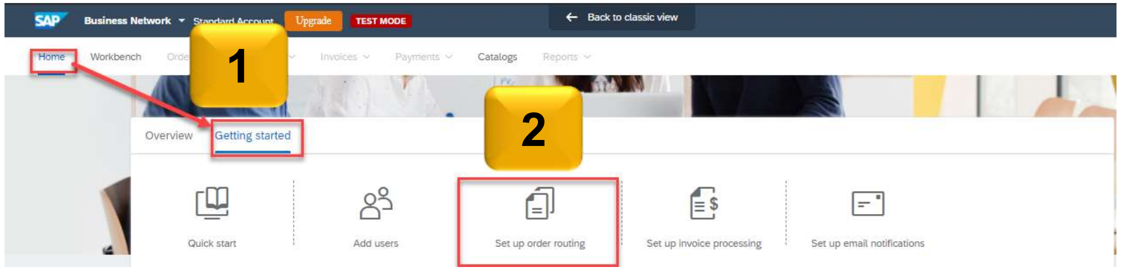


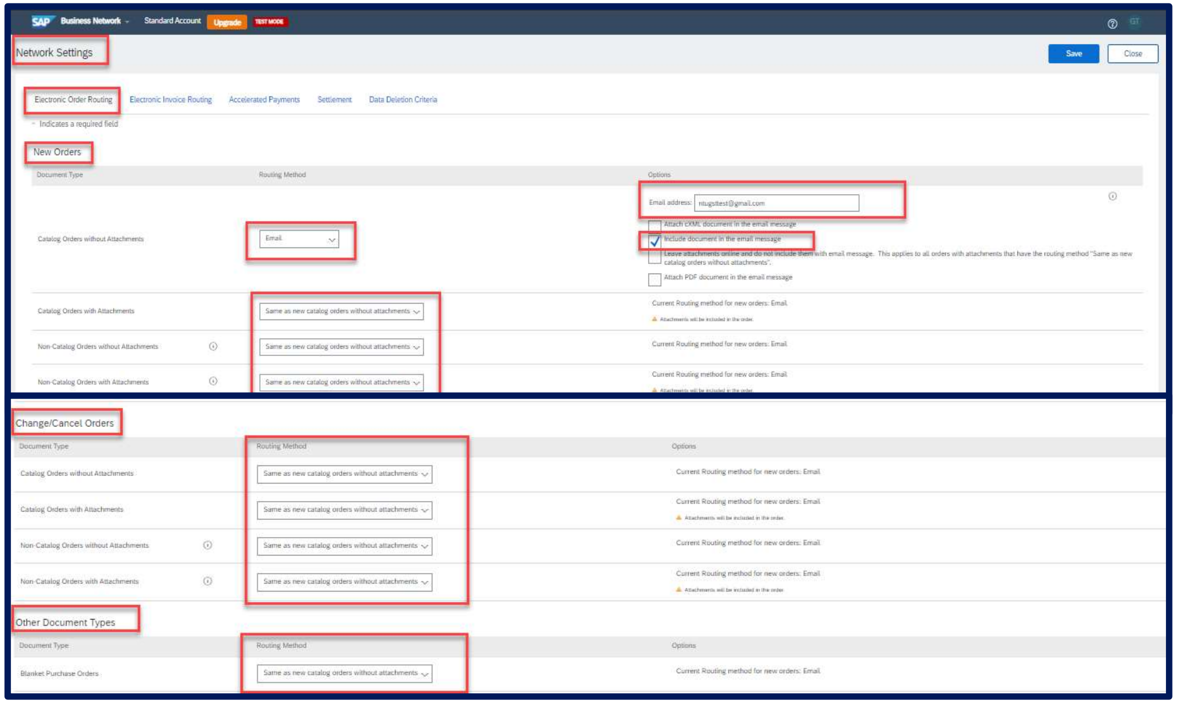
You can enter up to 3 email addresses per notification type. You must separate each address with a comma

Electronic Order Routing

Electronic Order Routing

1. Under the **Home** tab, click the **Getting Started** tab
2. Click **Set up order routing** tile
3. **Network Settings** displays. Scroll down to **New Orders** section.
4. Only **Email** was the Routing Method you can select then indicate the email address.
5. For the rest of the settings you are free to chose Same as new catalogue without attachments.





Email Order Routing:

- You can enter up to **5** email addresses to receive the copy of the PO . You must separate each address with a comma.
- Administrator can add other recipient of the PO as users to process the order
- **Include document in the email message** to include a complete copy of the PO in the email.
- It is recommended that you use a non-personalized/distribution list email.
- Always click the Save Button.

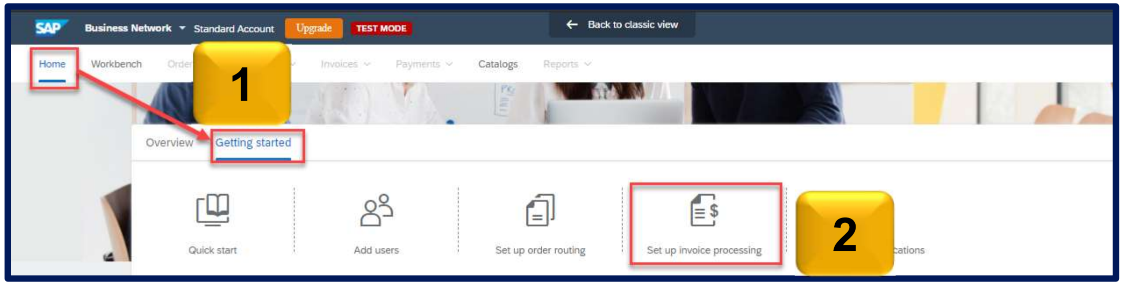
> Other ways to set up your electronic order routing click **Account Settings>Settings>Electronic Order Routing**

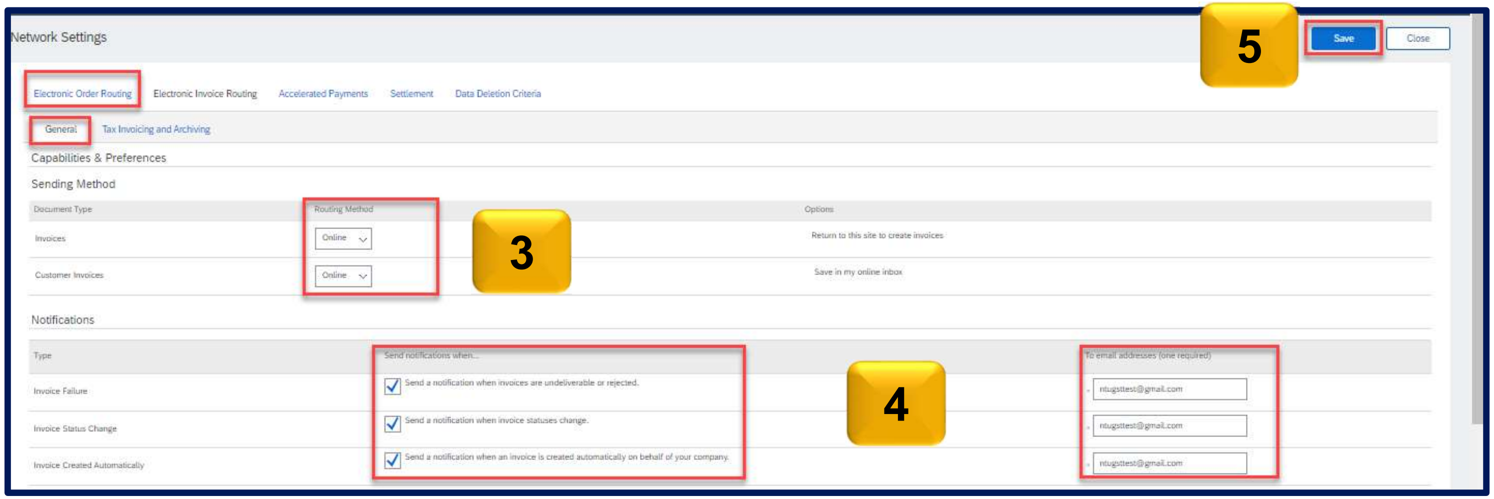
Electronic Invoice Routing

Electronic Invoice Routing

1. Under the **Home** tab, click the **Getting Started** tab
2. Click **Set up invoice processing** tile
3. **Routing Method** is always online
4. You can also **set notification** if you wish to do so.
5. Click **Save** button.

Note: You can enter up to **3** email addresses per notification type. You must separate each address with a comma





Creating and Maintaining Sub-users

Administrators and Users

Administrator

- Automatically linked to the username and login entered during registration
- Responsible for account configuration and management
- Primary point of contact for users with questions or problems.
- Creates roles for the account

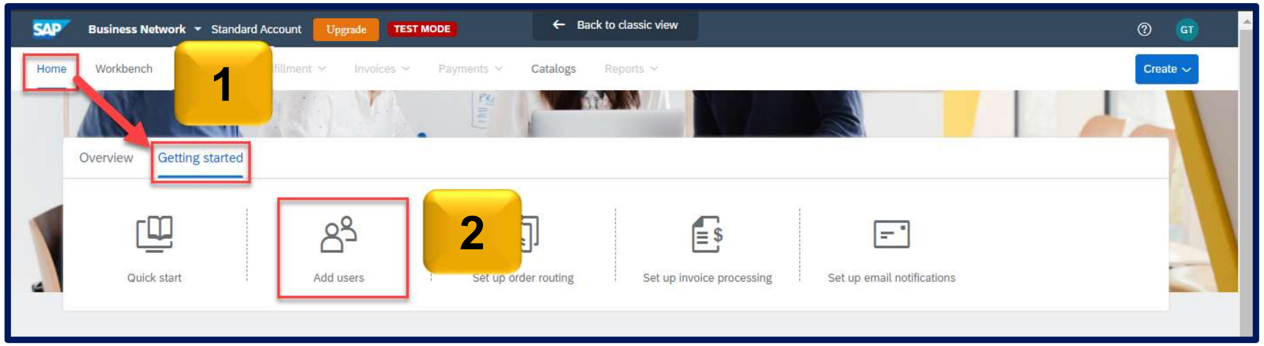
User

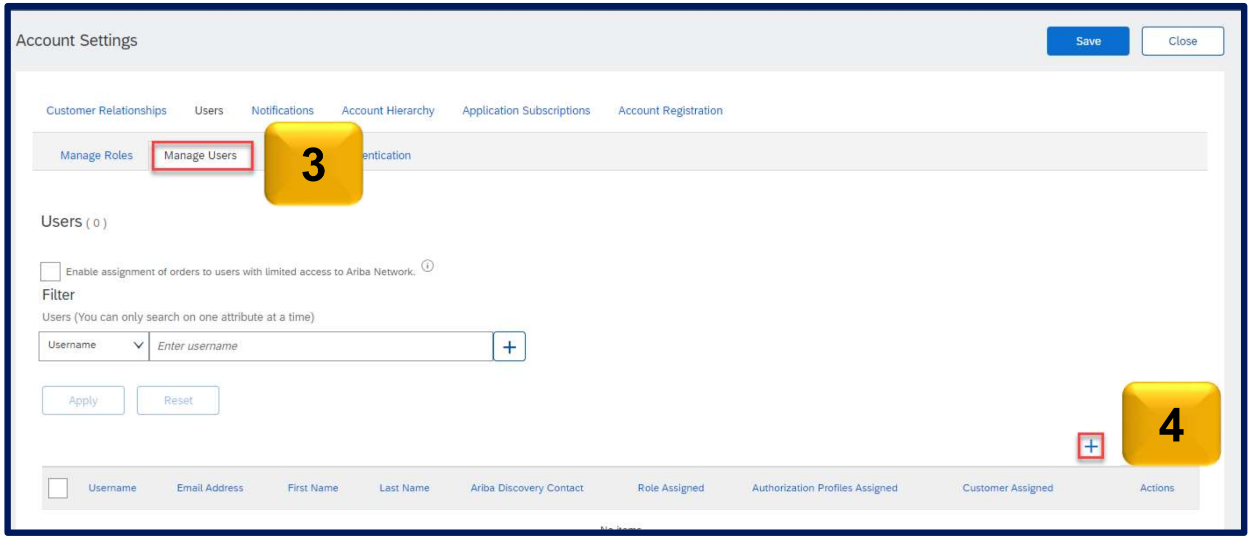
- Can have different roles, which correspond to the user’s actual job responsibilities
- Responsible for updating personal user information

Role and User Creation

1. Under the **Home** tab, click the **Getting Started** tab
2. Click **Add users** tile
3. Click **Manage Users** tab.
4. Click + sign

Note: You can add up to 250 users to your Ariba Network account. And you can create up to 10 Roles.



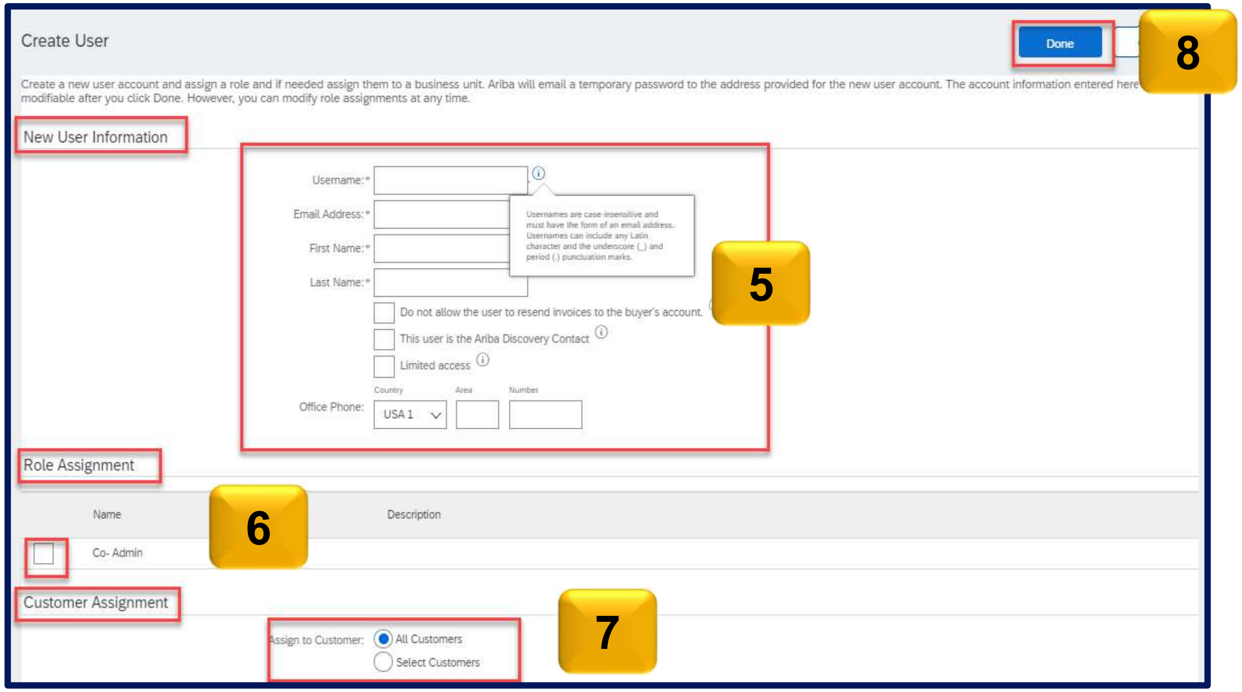


Role and User Creation

5. Populate the **New User Information Section**
6. Add **Role Assignment** by **ticking the box**.
7. Add **Customer Assignment**
8. Click **Done**

Note :

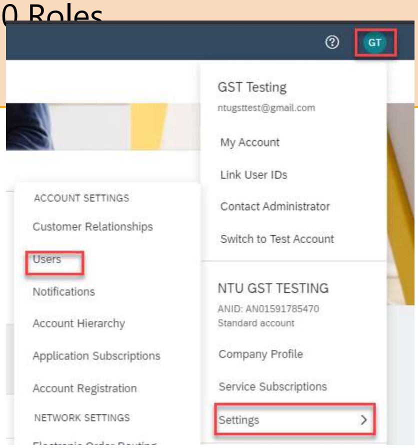
- User name should be in email format.
- In any case that there is no Role created, please create a role.
- You can add up to 250 users to your Ariba Network account. And you can create up to 10 Roles.

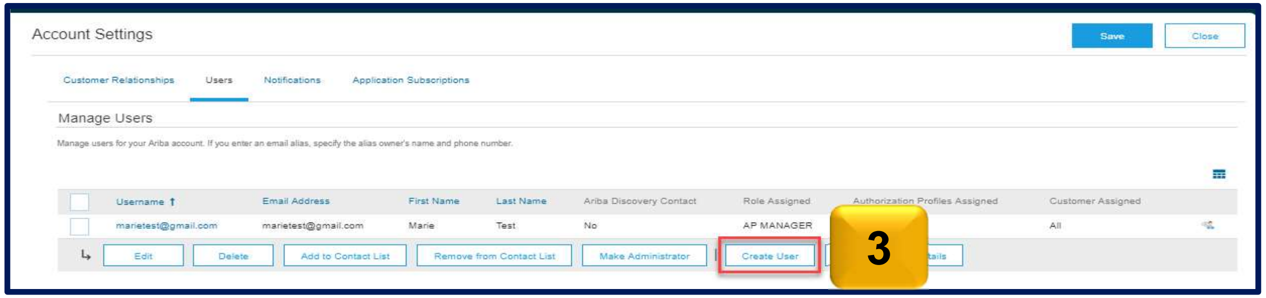


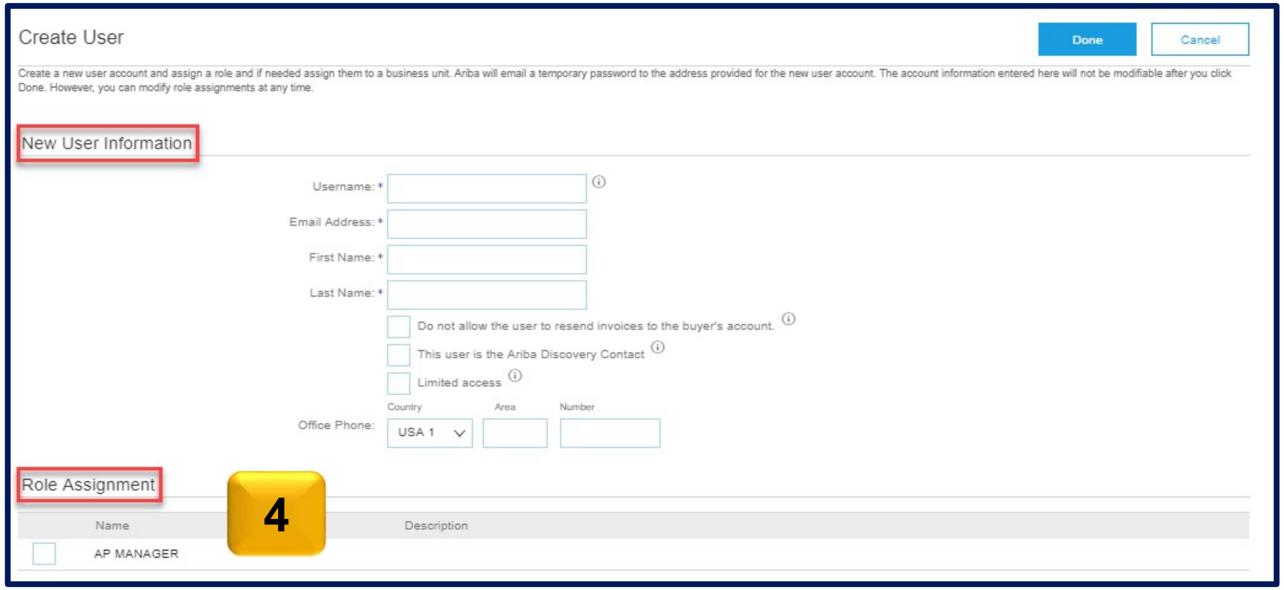
Role and User Creation

1. Click **Account Settings>Settings**
2. Click **Users**
3. Click **Create User** and add all relevant information about the user including name and email address.
4. Select a **role** for this user in the **Role Assignment** section, depending on the access level and click Done.

Note: You can add up to 250 users to your Ariba Network account. And you can create up to 10 Roles



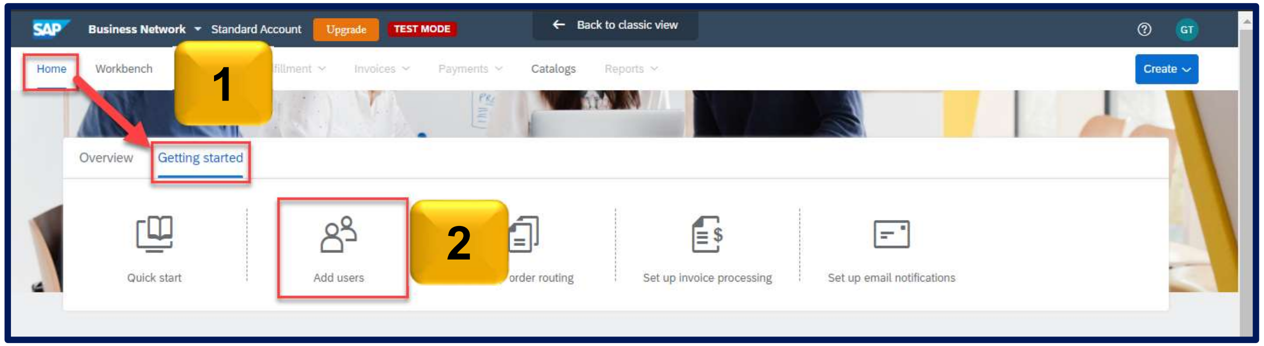


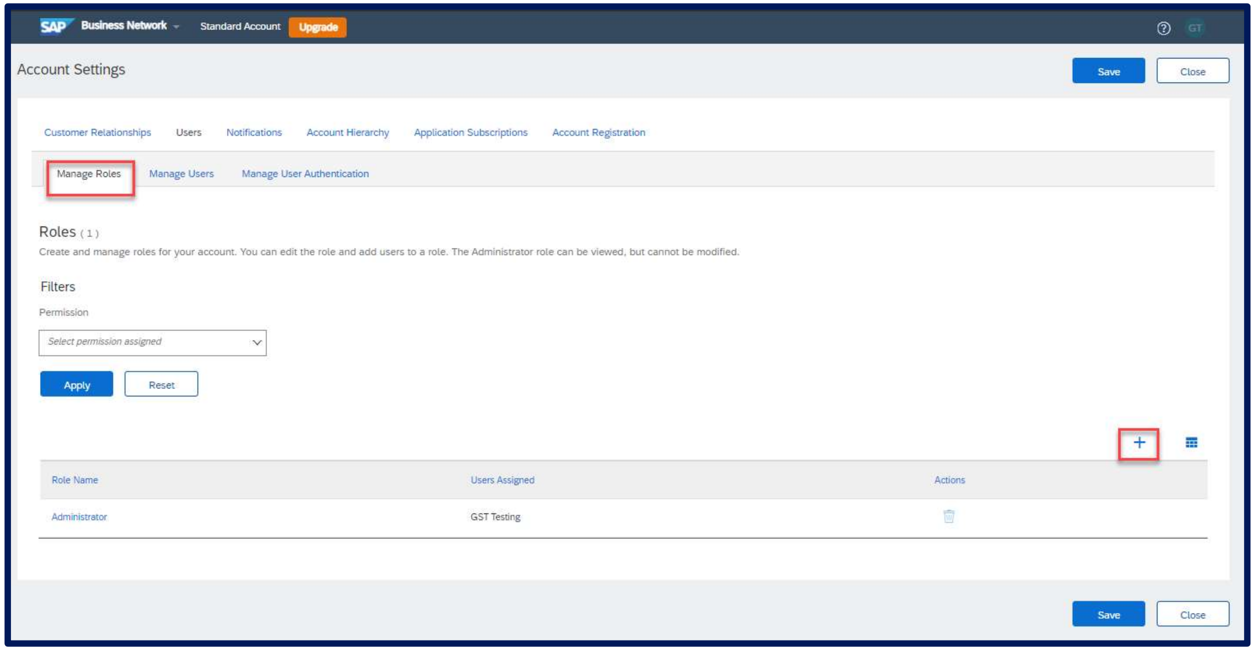


How to Create Role and Set Permission

1. If the role is not yet created, go to **Home** tab, click the **Getting Started** tab
2. Click **Add users** tile
3. Click **Manage Roles** tab.
4. Click + sign

Note: You can add up to 250 users to your Ariba Network account. And you can create up to 10 Roles.

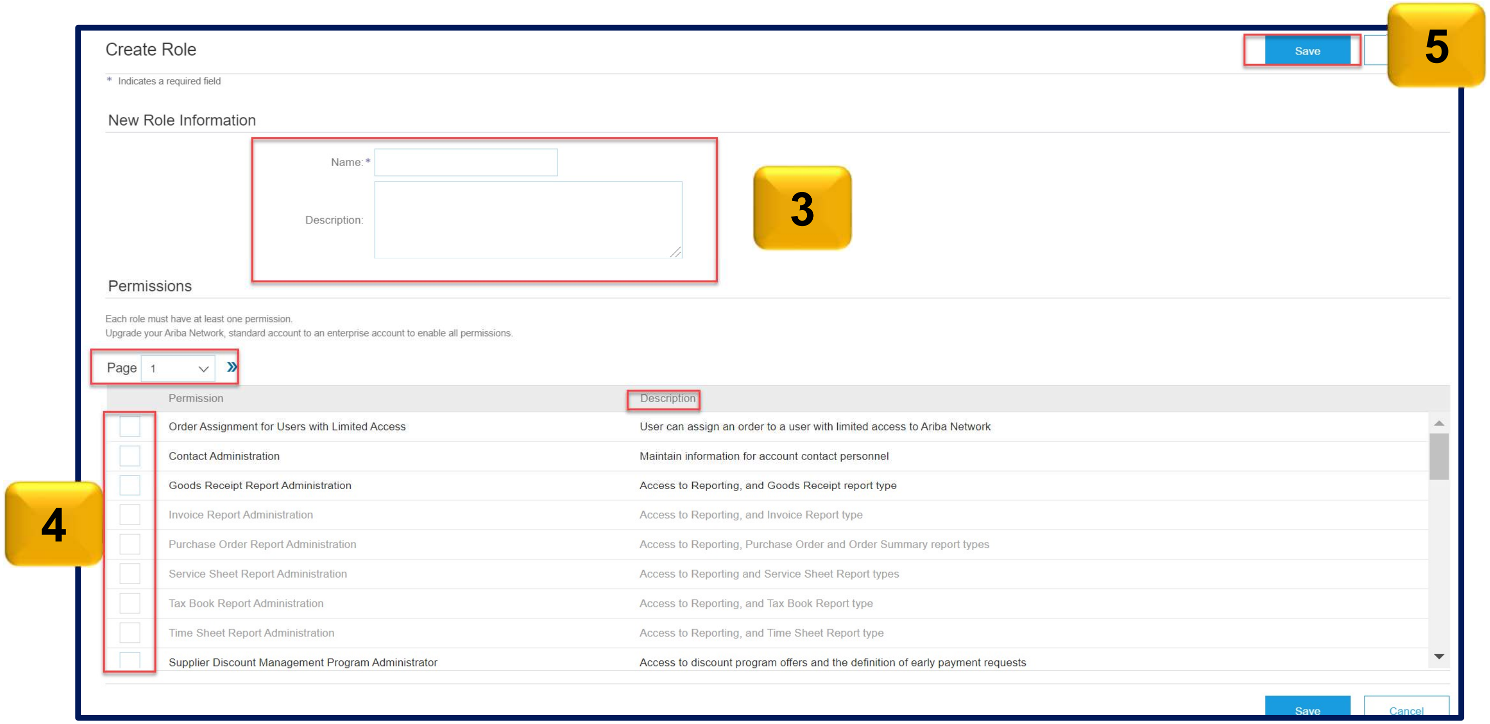




How to Create Role and Set Permission

3. Enter a distinctive **Name** for the role and optionally, you can enter a description to record your intentions for this role.
4. Click a check box next to the permission and you can add have one or more permissions for the new role. Each role must have at least one permission.
5. Click **Save**

Note: Before creating your first role, you might want to review the list of permissions. This list is useful for planning your approach to roles. Some companies create broadly defined roles that include all or most of the available permissions, while others create specialized roles that include narrow sets of permissions. By planning your approach to roles, you can prevent confusion for your account users and maximize the efficiency of your team after roles are in place.



Modify Users

1. Click **Manage User tab**, scroll down to the list of users.
2. **Tick the box** beside the username you would like to edit or modify
3. Click on **Actions** for the selected users.
4. Click on Edit to Modify role assignment or reset password of the user

Other Options:

- Delete User
- Make Administrator
- Add to Contact List
- Remove from the Contact List