



SOLVAY

asking more from chemistry®

Solvay User Guide

SAP Ariba Enterprise Account creation & management

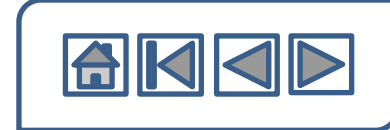
May the 17th 2019

User Guide - Introduction

The purpose of this guide is to help suppliers understand Solvay's Purchase Orders and invoices management process via their account on the new Solvay Digital platform. Here we will more specifically discuss the configuration and management of your "Enterprise account".

How to use this guide :

- Use buttons in the upper right side of the screen. The short notice on the right of the screen shows what they allow you to do.
- Click on the Hyperlink available on the different screens to navigate through the content.



Go Back to the General Agenda



Go Back to the first page of the section



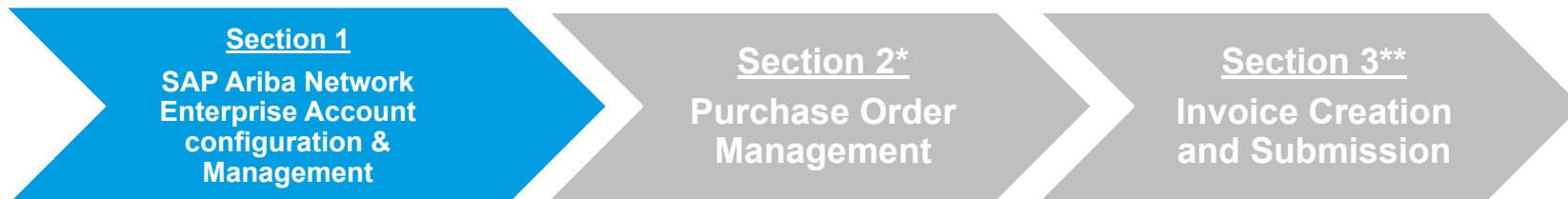
Go Back to the previous page



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SAP Ariba User Guide

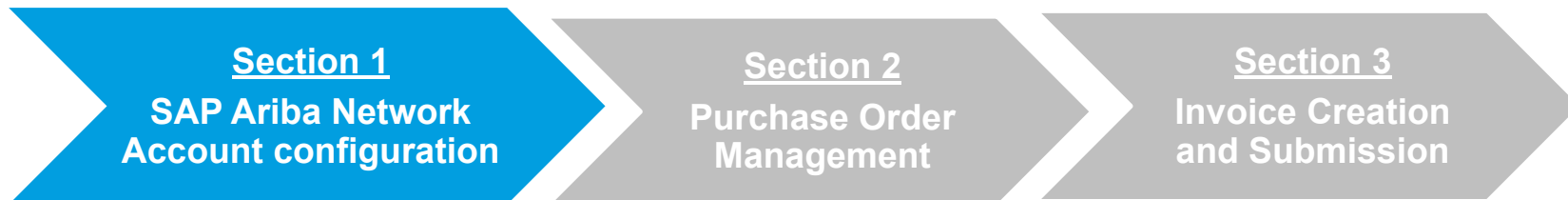


The following sections are covered in separate User Guide Documents that you can find in the same webpage than this User Guide:

*Section 2 : Purchase Order Management : [Solvay_Purchase_Order_User_Guide \(Enterprise\)](#) (Available on same web page)

**Section 3 : Invoice Creation & Submission: [Solvay_Invoice_Creation_User_Guide \(Enterprise\)](#) (Available on same web page)

SAP Ariba User Guide



1. Account Creation

- Accept Invitation
- New on Ariba or Existing Account
- Register as a User

2. Company Settings

- Enterprise Account Homepage
- Company Profile
- Customer relationship
- Users
- Notifications
- Application Subscription
- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments

3. Advanced Functionalities

- User account Browser
- My Account
- Contact Information Preferences

Account Creation

Accept Invitation:

The invitation is also referred to as the **Trading Relationship Request, or TRR**. This email contains information about transacting electronically with Solvay

→ Click on the link in the emailed letter to proceed to the landing page.



To Solvay Supplier,

Solvay will use Ariba's Solution as the technology platform to send electronic purchase orders (PO's) and receive invoices. To participate in this key initiative, we invite and request you to accept the trading relationship letter and register yourself on the Ariba network.

We realize that this new process represents a change for suppliers and therefore, our project team is doing everything for you to make this transition as easy and smooth as possible. An Ariba Network representative will reach out to you for next steps to be ready for transactions in first quarter of 2019.

Thanks to a specific agreement we settled, the usage of Ariba network for Solvay transactions **will be at no cost to you**.

ACTION REQUIRED

Your customer, **Solvay SA**, is changing the way they do business with their valued suppliers. The goal is to make the process by which your company receives purchase orders and/or gets paid as efficient as possible.

To enable your company to process orders or invoices with Solvay, click the link below to get started :

→ [Accept your customer's trading relationship request](#)

(Please click the above whether or not you have an existing account on the Ariba Network.)

If this invitation did not reach the appropriate person in your company, please forward as needed.

Account Creation

Select what correspond to your profile :

First Time User

Existing User

Ariba Network

Welcome to Ariba® Network

Solvay 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](#)

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?](#)

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

[Data Policy](#) [Security Disclosure](#) [Terms of Use](#)

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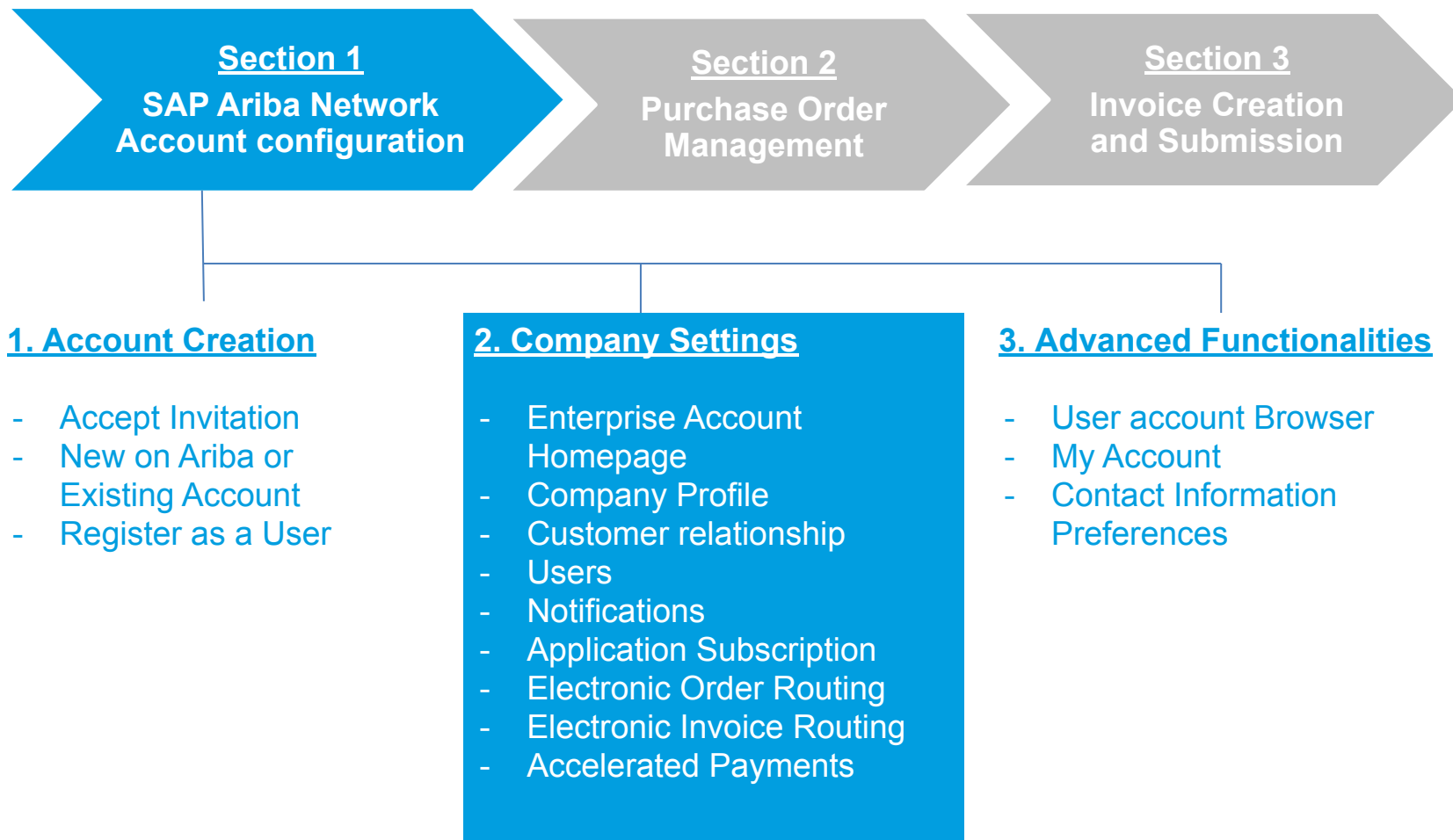
Account Creation

Register as a User

1. Click Register Now.
2. Enter Company Information fields marked required with an asterisk (*) including:
 - a. Company Name
 - b. Country
 - c. Address
3. Enter User Account information marked required with an asterisk (*) including:
 - a. Name
 - b. Email Address
 - c. Username (if not the same as email address)
 - d. Password
4. Accept the Terms of Use by checking the box.
5. Click Register to proceed to your home screen.

The screenshot shows the 'New User' registration page on the Ariba Network. A callout box at the top left, labeled '1', contains the text: '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.' Below this, a 'Register Now' button is highlighted with a blue circle labeled '1'. The main form is titled 'Register' and 'Company information'. It includes fields for 'Company Name*', 'Country*' (set to 'United States [USA]'), and 'Address*' (with sub-fields 'Line 1', 'Line 2', and 'Line 3'). A callout '2' points to the 'Address' section. Below these are 'City*', 'State*' (set to 'Alabama'), and 'Zip*' fields. The 'User account information' section includes 'Name*' (with 'First Name' and 'Last Name' sub-fields), 'Email*', 'Username*', 'Password*' (with 'Enter Password' and 'Repeat Password' sub-fields), and 'Language*' (set to 'English'). A callout '3' points to the 'Email' field. To the right of the 'User account information' section is the 'Ariba Privacy Statement' with a link icon. Below the form is a checkbox labeled 'Use my email as my username' which is checked. A callout '4' points to the 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' checkbox. At the bottom right, a 'Register' button is highlighted with a blue circle labeled '5'. The page footer contains the text: '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 system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various 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 administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.' and 'I have read and agree to the Terms of Use and the Ariba Privacy Statement'.

SAP Ariba User Guide



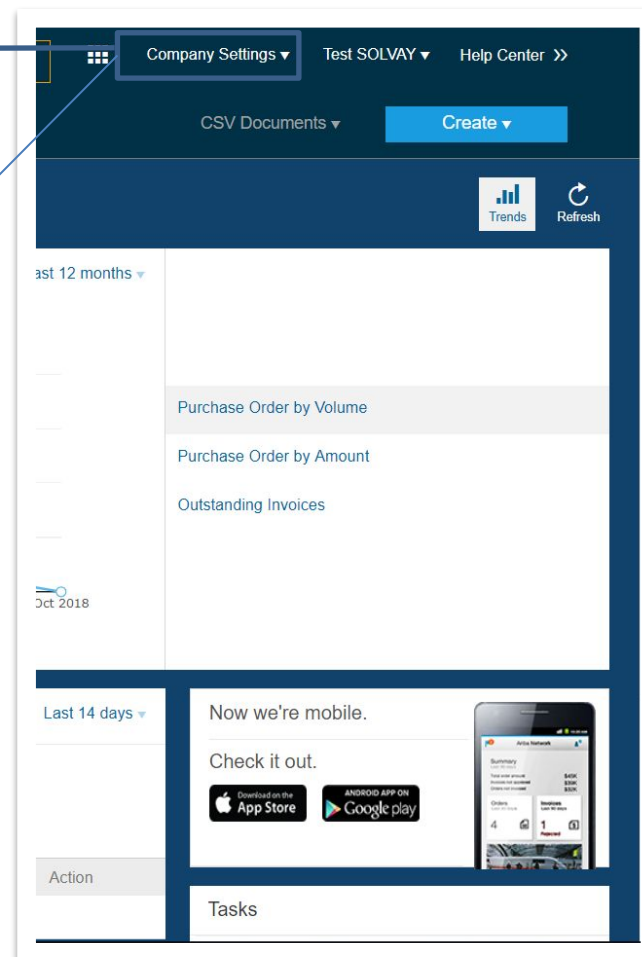
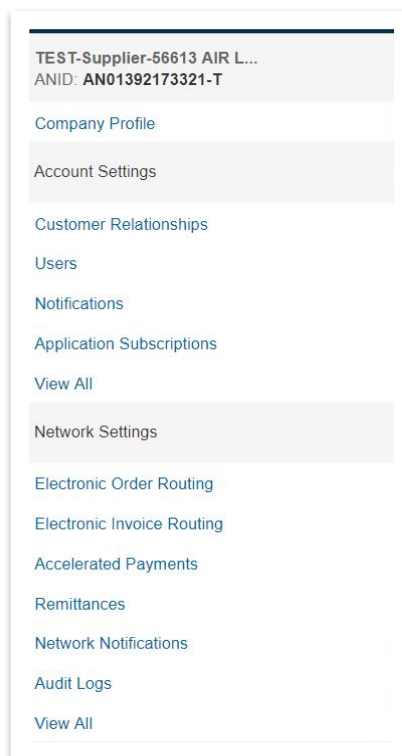
Company Settings

Supplier account must be configured within the “Company Settings” section

Click on Company Settings to access to the configuration menu :

This menu gives you access to different pages that will help you to configure your company profile.

- Customer Relationships
- Users
- Notifications
- Application Subscription
- ...



Company Settings

The company profile section allows our suppliers to maintain all key information about their company, such as their key contacts, the addresses, type of business, etc.

TEST-Supplier-56613 AIR L...
ANID: AN01392173321-T

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Overview

Company Name:*

Other names, if any:

NetworkId: AN01392173321-T ⓘ

Short Description:
Characters left: 100 ⓘ

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01392173321-T> | Customize URL

Privacy Statement: ⌵

Address

Address 1:*

Address 2:

Postal Code:*

City:*

State:

Country:* ⌵

Additional Company Addresses

Address Name †	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
No items						

** This column displays your registration status with Ariba's accredited service provider.

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

Product and Service Categories*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Company Settings

Company Profile

The Company Profile section contains 6 tabs where you can add information about your company. Beware to fill in fields that are mandatory and to give as much information as you can so you'll have more chances to increase your activities with your existing and potential clients. Here's some example of fields that you'll be able to fill in.

Company Profile

- Basic (3)
- Business (2)
- Marketing (3)
- Contacts
- Certifications (1)
- Additional Documents

* Indicates a required field

Overview

Company Name: *

Other names, if any:

NetworkId: AN01392173321-T ⓘ

Short Description:
Characters left: 100 ⓘ

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01392173321-T> | [Customize URL](#)

Privacy Statement: ▾



Company Settings

Company Profile

Basics:

In this section, you have to give information about the company :

- **Overview** : Company Name, Network ID, Description, Website, ...
- **Address** : Address, postal code, City, Country, ...

Once you have filled all the fields and especially those with a mandatory status, Click on Save and Close the page to come back to the SAP Ariba Network Homepage.

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Overview

Company Name: *

Other names, if any:

NetworkId: AN01392173321-T ⓘ

Short Description: ⓘ Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01392173321-T> | Customize URL

Privacy Statement:

Address

Address 1: *

Address 2:

Postal Code: *

City: *

State:

Country: *

Company Settings

Company Profile

Basics:

In this section, you also have to give following information :

- Additional Company Addresses
- Product and Service Categories, Ship-to or Service Locations, and Industries
- Company Keywords

Once you have filled all the fields and especially those with a mandatory status, Click on Save and Close the page to come back to the SAP Ariba Network Homepage.

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
No items						
<input type="button" value="Create"/>						

** This column displays your registration status with Ariba's accredited service provider.

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

Product and Service Categories *

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Enter Product and Service Categories -or- Browse

x

Ship-to or Service Locations *

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.

Enter Ship-to or Service Location -or- Browse

x x

Industries

Select the industries your company serves.

.....

Company Keywords

Enter the keywords to make your company more discoverable.

Enter Keyword

Company Settings

Company Profile

Business :

In this section, you have to give information about commercial and fiscal aspect of the company :

- **Business Information** : Year Founded, Number of Employees, Annual Revenue, Stock Symbol
- **Financial information** : Supplier legal form, Penalty Information, Supplier Company Capital, discount information, ...

Company Profile

Basic (3) **Business (2)** Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Business Information

Year Founded:

Number of Employees:

Annual Revenue:

Stock Symbol:

Financial Information

Supplier Legal Form:

Penalty Information:

Supplier Company Capital:

Discount Information:

Commercial Identifier:

Commercial Credentials:

D-U-N-S® Number:

Global Location Number:

Company Settings



Company Profile

Business :

- **Tax Information :** Tax Classification, Tax Type, Tax ID, VAT ID, ...
- **Shareholders:** Clic edit to add Shareholder or “delete” to delete one.
- **Executive boards:** Clic edit to add Shareholder or “delete” to delete one.
- **Bank Information:** Clic edit to add Shareholder or “delete” to delete one.
- **Business Type:** Flag the Business corresponding to your Company.

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: ⓘ Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID:

VAT Registered

VAT Registration Document: <No document>

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>

Tax Clearance Expiry Date:

Shareholders

<input type="checkbox"/>	Name	% of Shares	Type
			No item

Executive Boards

<input type="checkbox"/>	Member Name	Company Name	Business Title
			No item

Bank Information

<input type="checkbox"/>	Account Type	Bank Institution Name	Account Holder Name	Branch Name	Branch Code
	Checking Account	BNP-PARIBAS SA (FORMERLY BANQUE NATIONALE DE PARIS S.A.)			FR76330004024790001070141947

Business Type

Broker

Contractor/Consultant

Distributor/Wholesaler

Government/Public Agency

Manufacturer

Other:

Producer

Retailer

Sales Agent/Manufacturer's Representative

Service Provider

System Integrator

Transportation/Logistics

Utilities

Value Added Reseller

Company Settings

Company Profile

Marketing :

In this section, you have to give information about marketing politics that improve your visibility for potential clients :

- **Standard Profile Features**
 - Social Network Link
 - Company Description
 - Credit and Risk Information from D&B

- **Premium Profile Features**
 - Company Logo
 - Attachments
 - External Links

- **Showcases**

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Standard Profile Features

Social Networking Links
Add links to your social media channels so that buyers can engage with your company.

facebook.com/

twitter.com/

linkedin.com/

Company Description
Enter a full company description that gives buying organizations a more complete view of your company than the brief description on the Basic Profile page.

Credit and Risk Information from D&B
Add your Dun & Bradstreet credit and risk scores to your posting responses so that buyers can identify you as qualified partner.
D&B D-U-N-S® Number: Add

Premium Profile Features

Company Logo
Upload your logo to appear with your company description. Logos must be a gif file with a maximum width of 250 pixels, a maximum height of 250 pixels and a maximum size of 200 kB.

Logo File: No file chosen



Company Settings

Company Profile

Contacts:

In this section, you have to give information about your Company's contacts :

- **Company Contact Information : Main Mail, Main Phone and Main FAX**
- **Contact Personnel**
- **Companywide Assignments**
- **Customer-specific**
- **Assignment**

Company Profile

Basic (3) Business (2) Marketing (3) **Contacts** Certifications (1) Additional Documents

* Indicates a required field

Company Contact Information

Main Email:

Country: Area: Number:

Main Phone:

Country: Area: Number:

Main Fax:

Contact Personnel

Customers need to know how to contact your company. You can provide companywide and customer-specific contacts. First, create your private list of contact personnel. Then, create companywide and customer-specific assignments. Customers do not see your list of contact personnel. Click Edit or any link in the Name column to edit a contact's details. Arliva's policy for handling contact information is described in the [SAP Arliva Privacy Statement](#).

Contacts

Name	Business Title	Email	Phone
No items			

Companywide Assignments

Designate companywide contacts. These contacts are visible to all buying organizations on Arliva Network. Companywide contacts can be the first point of contact for customers who want to do business with you. For customer-specific assignments, go to the Customer-specific Assignments section.

Companywide Assignments

Assignment	Contact Name	Actions
Accounts Receivable		
Accounts Payable		
Customer Care Manager		
Catalog Manager		

Company Settings

Company Profile

Certifications:

On the Certifications tab, you set up diversity certifications and green initiatives for your company, such as

- Sustainability Initiatives
- Small Disadvantaged Business
- Women-Owned Business
- Minority-Owned Business.
- ...

Company Profile

Basic (3)	Business (2)	Marketing (3)	Contacts	Certifications (1)	Additional Documents
-----------	--------------	---------------	----------	---------------------------	----------------------

* Indicates a required field

Certifications

Buying organizations can view these designations in your company profile and search on this information when looking for new suppliers.

Sustainability Initiatives
Your business has undertaken sustainability initiatives in one of the following categories: Plan, Products and Services, Energy, Carbon, Transportation, Other.

Small Disadvantaged Business
Your business is SDB certified, 8(a) certified, HUBZone certified, or certified as a small disadvantaged business by a state government agency.

Women-Owned Business
Your business is at least 51% owned by a woman or women who exercise the power to make policy decisions and who are actively involved in the day-to-day management of the business.

Minority-Owned Business
Your business is at least 51% owned by one or more minority U.S. citizens. In the case of a publicly owned business, at least one or more such individuals own 51% of the stock, and one or more such individuals control its management and daily operations.

LGBT-Owned Business
Your business is at least 51% owned by a Lesbian, Gay, Bisexual and/or Transgender (LGBT) person or persons and exercises independence from any non-LGBT business enterprise (LGBTBE).

Veteran-Owned Business
Your business is at least 51% owned by an individual who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable or is at least 51% owned by an individual who can be considered by the government as a Service-Disabled Veteran. The terms "veteran" and "service-disabled veteran" are defined in 38 U.S.C. 101(2) and (16).

ISO Certification
The International Organization for Standardization (ISO) family of standards relate to quality management systems and are designed to help organizations ensure they meet the needs of customers and other stakeholders. The standards are published by the ISO and are available through National standards bodies.

Not Certified
Your business does not have any of the certifications listed above.

→ Select the certifications that apply to your company and complete the required information. Existing customers can see these certifications in your company profile, and potential customers can search for suppliers based on these certifications.

Company Settings

Company Profile

Additional Documents

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) **Additional Documents**

* Indicates a required field
Only the documents for the country specified for the main address on the Basic tab appear on the Additional Documents tab.

Documents

Document Type ↑	Document Name	Document Number	Expiration Date	Upload Date
No items				

In the Additional Documents tab, you attach and display documents that are relevant to your company profile.

By default, the documents required by the country in which you operate are displayed in this tab. This country is determined by the primary address entered in the Basic Profile tab of your company profile.

Company Settings

Customer relationship

TEST-Supplier-56613 AIR L...
ANID: AN01392173321-T

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Ariba Network

Account Settings

Customer Relationships | Users | Notifications | Application Subscriptions

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

1 Update

Pending

Customer	Relationship Type	Requested Date
No items		

2 Approve Reject

3

Current

Customer	Relationship Type	Approved Date	Routing Type
<input type="checkbox"/> Solvay SA - TEST	Trading	16 Nov 2017	Default

Reject

Rejected

Customer	Relationship Type	Rejected Date
No items		

Save Close

1. Choose to accept customer relationships manually or automatically.
2. In the Pending section, you can approve or reject relationship requests. In the Current section, you can review the profiles and information portals of your current customers. You can also check rejected customers in the Rejected section.
3. Find potential customers in the Potential Relationships tab.

Company Settings

Users

TEST-Supplier-56613 AIR L...
ANID: AN01392173321-T

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Account Settings Save Close

Customer Relationships **Users** Notifications Application Subscriptions

Manage Users

Manage users for your Arba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username 1	Email Address	First Name	Last Name	Arba Discovery Contact	Role Assigned	Customer Assigned	
<input type="checkbox"/>	Celina Moreira3@solway.test	celina.moreira@solway.com	Celina	Moreira	No	Full role	All	⋮
<input type="checkbox"/>	Diogo4@solway.test	diogo.oliveira@solway.com	Diogo	Oliveira	No	Full role	All	⋮
<input type="checkbox"/>	Elisabete Antunes3@solway.test	elisabete.antunes@solway.com	Elisabete	Antunes	No	Full role	All	⋮
<input type="checkbox"/>	Filipe Almeida3@solway.test	filipe.almeida@solway.com	Filipe	Almeida	No	Full role	All	⋮
<input type="checkbox"/>	Jenny Pesaro3@solway.test	jenny.pesaro@solway.com	Jenny	Pesaro	No	Full role	All	⋮
<input type="checkbox"/>	JF@solway.com	jean-francois.warlin-ext@solway.com	JF	Warlin	No	Full role	All	⋮
<input type="checkbox"/>	Marc4@solway.test	marc.morice@solway.com	Marc	Morice	No	Full role	All	⋮
<input type="checkbox"/>	Maya Slavova3@solway.test	maya.slavova@solway.com	Maya	Slavova	No	Full role	All	⋮
<input type="checkbox"/>	Natalia Reis3@solway.test	natalia.reis@solway.com	Natalia	Reis	No	Full role	All	⋮
<input type="checkbox"/>	Nathalie Carvalho3@solway.test	nathalie.carvalho@solway.com	Nathalie	Carvalho	No	Full role	All	⋮
<input type="checkbox"/>	Patricia Isidoro3@solway.test	patricia.isidoro@solway.com	Patricia	Isidoro	No	Full role	All	⋮
<input type="checkbox"/>	Sandra Kolmer3@solway.test	sandra.kolmer@solway.com	Sandra	Kolmer	No	Full role	All	⋮
<input type="checkbox"/>	Sara Fonseca3@solway.test	sara.fonseca@solway.com	Sara	Fonseca	No	Full role	All	⋮

Manage Assignments for Users with Limited Access

Enable assignment of orders to users with limited access to Arba Network. ⓘ

The role of administrator is automatically associate to the name and ID of the user entered at the subscription and configuration of the account. As administrator You have to :

- Ensure the configuration and the good management of your Account.
- Create Roles and Users → Administrator have to create users and give a role to each one of them.

Company Settings

Users – Creation/Edit

Creation :

In the “manage Users” Page

- Click on Create,
- Add all relevant information on the user,
- Assign a role,
- Click on DONE

Account Settings Save Close

Customer Relationships **Users** Notifications Application Subscriptions

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username 1	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Customer Assigned	
<input type="checkbox"/>	Celina Moreira3@solway.test	celina.moreira@solway.com	Celina	Moreira	No	Full role	All	⋮
<input type="checkbox"/>	Diogo4@solway.test	diogo.oliveira@solway.com	Diogo	Oliveira	No	Full role	All	⋮
<input type="checkbox"/>	Elsabete Antunes3@solway.test	elsabete.antunes@solway.com	Elsabete	Antunes	No	Full role	All	⋮
<input type="checkbox"/>	Filipe Almeida3@solway.test	filipe.almeida@solway.com	Filipe	Almeida	No	Full role	All	⋮
<input type="checkbox"/>	Jenny.Pesaro3@solway.test	jenny.pesaro@solway.com	Jenny	Pesaro	No	Full role	All	⋮
<input type="checkbox"/>	JF@Solway.com	jean-francois.warfin-ext@solway.com	JF	Warfin	No	Full role	All	⋮
<input type="checkbox"/>	Marc4@solway.test	marc.morice@solway.com	Marc	Morice	No	Full role	All	⋮
<input type="checkbox"/>	Maya Slavova3@solway.test	maya.slavova@solway.com	Maya	Slavova	No	Full role	All	⋮
<input type="checkbox"/>	Natalia Reis3@solway.test	natalia.reis@solway.com	Natalia	Reis	No	Full role	All	⋮
<input type="checkbox"/>	Nathalie Carvalho3@solway.test	nathalie.carvalho@solway.com	Nathalie	Carvalho	No	Full role	All	⋮
<input type="checkbox"/>	Patricia Isidoro3@solway.test	patricia.isidoro@solway.com	Patricia	Isidoro	No	Full role	All	⋮
<input type="checkbox"/>	Sandra Kolmer3@solway.test	sandra.kolmer@solway.com	Sandra	Kolmer	No	Full role	All	⋮
<input type="checkbox"/>	Sara Fonseca3@solway.test	sara.fonseca@solway.com	Sara	Fonseca	No	Full role	All	⋮

Edit:

In the “manage Users” Page

- Click on Edit,
- You can Reinitialize Password, update information, edit roles, delete users, Add/delete users from the contact list, assign administrator role to a user.
- Click on DONE

Company Settings

Role - Creation

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.

Role

Name	Actions
Administrator	Details
Full role	Details Edit Delete

↳ [Create Role](#)

→ To create Role : In the user page, in the “Manage User Roles” section,

- Click on Create Role,
- Write down the name and description of the role,
- Add authorisations and assign those authorisation to the role,
- Click on save

↳ [Edit](#) [Delete](#) [Add to Contact List](#) [Remove from Contact List](#) [Make Administrator](#) |

→ To Edit or delete,
In the action zone, click on Edit or Delete

Company Settings



Notifications

TEST-Supplier-56613 AIR L...
ANID: AN01392173321-T

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Customer Relationships Users **Notifications** Application Subscriptions

General Network Discovery

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Relationship	Type	Send notifications when...	To email addresses (one required)
Customer		<input type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	<input type="text" value="murielle.robert@solvay.com"/>
Customer Requirements Change		<input type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	<input type="text" value="murielle.robert@solvay.com"/>
Trading Relationship Requests		<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	<input type="text" value="murielle.robert@solvay.com"/>
Supplier Enablement Activity and Task Reminder		<input type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	<input type="text" value="murielle.robert@solvay.com"/>

Other Notifications

Network Service	<input type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	<input type="text" value="murielle.robert@solvay.com"/>
Certification Expiration Notifications	<input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.	<input type="text" value="murielle.robert@solvay.com"/>
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule.	<input type="text" value="murielle.robert@solvay.com"/>
Other Notifications	<input checked="" type="checkbox"/> Send other important notifications to this email address when they do not belong to a specific notification category.	<input type="text" value="murielle.robert@solvay.com"/>
Password Reset Notifications	<input type="checkbox"/> Send password reset notification to this email address when users reset the password.	<input type="text" value="murielle.robert@solvay.com"/>

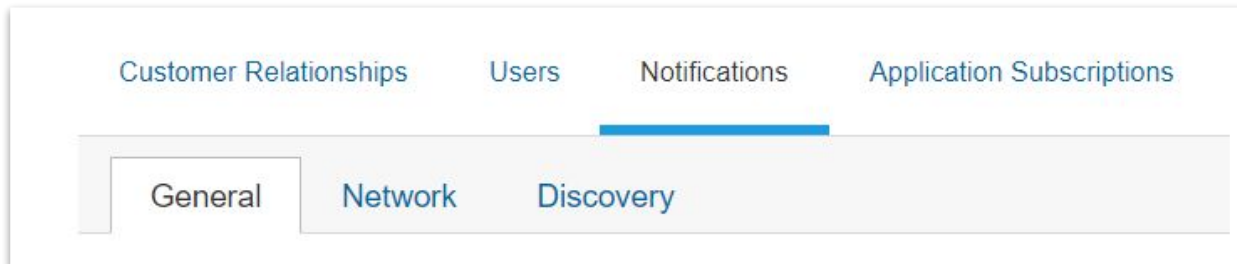
By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the SAP Ariba Privacy Statement, the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

Company Settings

Notifications

Notifications are grouped by type of solution

- General
- Network
- discovery



The Notification Section allows you to choose the notification and the address where you want to send it.

- Flag the Notification you want to receive,
- Fill the Email fields with one, two or three different addresses. If you need more than three addresses, you will have to create a distribution list and add it in the right field.
- Click on Save.

If you want Ariba to stop sending you notifications,

- Unflag the notification box. Ariba will keep your email address but will stop the notification sending
- Click on Save

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Application Subscription

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Customer Relationships Users Notifications Application Subscriptions

Enable Applications

Choose and enable applications that you can later assign to users by going to the user management sections. Users can then choose which applications they want to subscribe to. You can also disable applications at any time.

Name	Service ID	Status	Service Destination URL
<input type="radio"/> CIG	https://ipkg230c54f1.hana.ondemand.com/integration-portal/	Enabled	https://ipkg230c54f1.hana.ondemand.com/integration-portal/
<input type="radio"/> CIG	https://integration.ariba.com/	Enabled	https://integration.ariba.com/

Subscribe Unsubscribe

Save Close

- On the Application Subscriptions table, you can choose and enable applications that you can later assign to users by going to the user management sections.
- Users can then choose which applications they want to subscribe to.
- You can also disable applications at any time

Company Settings

Electronic Order Routing

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Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

* Indicates a required field

Capabilities Preferences

Non-Catalog Orders with Part Numbers

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

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	1 <input type="text" value="Email"/>	Email address: <input type="text" value="carmen.chapelier@solvay.com"/> 2 <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> 3 Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments" <input type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

1. The only sending method used for Purchase Order is via Email.
2. You can specify up to 5 comma-separated email addresses.
3. Select Include document in the e-mail message.

Company Settings

Electronic Order Routing - Configuration

Notifications :

1. Select "Same as new catalog orders without attachments" for order changes and other document types to automatically duplicate your settings, or set them to your preferences.
2. Specify Email method and a user for sending order response documents (confirmations).
3. Click on Save.

Document Type	Routing Method	Options
Blanket Purchase Orders	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Time Sheets	Email	Email address: <input type="text" value="murielle.robert@solvay.com"/> <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message
Order Status Request	Email	Email address: <input type="text" value="murielle.robert@solvay.com"/> <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message
Order Response Documents	Online	Return to this site to respond to POs
Payment Remittances	Email	Email address: <input type="text" value="murielle.robert@solvay.com"/> <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message
Payment Proposals	Online	Save in my online inbox
Document Status Update	Online	Save in my online inbox
		Email address: <input type="text" value="murielle.robert@solvay.com"/>

3



Company Settings

Electronic Order Routing - Notes

- If your company uses software to block unwanted messages, you must configure it to allow messages from Ariba Network. Ariba Network uses the following address as the email address: ordersender-prod@ansmtp.ariba.com.
- If you are away from the office, you can use the absence notification feature of your e-mail client ("out of the office" or holidays) to respond to order messages. Your out-of-office notification should include one of the following phrases to prevent the failure to send new orders in configured mailboxes with an absence notification: out of office / on vacation / on vacation / traveling to another city / traveling outside / unavailable until / unavailable to / abroad / meeting outside
- When Ariba Network detects that an absence notification contains one of these sentences, it indicates that it has received the absence notification in the log of the order history, which prevents the order from changing to the status of Failure .

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Electronic Invoice Routing

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Electronic Order Routing **Electronic Invoice Routing** Accelerated Payments Settlement

General **Tax Invoicing and Archiving**

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	murielle.robert@solvay.com
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	murielle.robert@solvay.com
Invoice Created Automatically	<input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	murielle.robert@solvay.com

The only sending method used for invoices is via Email.

In the Notification section, choose the rules concerning the reception and which users will receive the notifications.

Flag "Send a notification when invoices are undeliverable or rejected".

Company Settings

Electronic Invoice Routing

Tax Information

Tax Classification: Industrial

Taxation Type: Simple

Tax ID: 55209628100019 Do not enter dashes

State Tax Id: Do not enter dashes

Regional Tax Id: Do not enter dashes

Vat Id: FR81552096281

VAT Registered

VAT Registration Document: <No document>
Upload

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>
Upload

Tax Clearance Expiry Date:

→ Click Tax Information on the Tax Filing and Billing subtab to enter the VAT number and other associated data.

Company Settings



Accelerated Payments

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Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

Notifications

Type	Send notifications when...	To email addresses (one required)
Buyer-Initiated Early Payment Offers	<input type="checkbox"/> Send a notification when your buyer initiates an early payment on a specific invoice.	<input type="text" value="murielle.robert@solvay.com"/>
Early Payment Offers	<input type="checkbox"/> Send a notification when your buyer proposes a new early payment term for invoices. Once you accept the buyer will apply the payment term to his/her vendor master.	<input type="text" value="murielle.robert@solvay.com"/>

Payment Term Offers

Show: All Offers Proposed Offers Accepted Offers

Customer Proposed Payment Terms

Last Modified	Discount Rate(%)	Discount Term(Days)	Net Term(Days)	Pro-Rated	Pre-Accepted	Standing	Active	Status	Actions
No items									

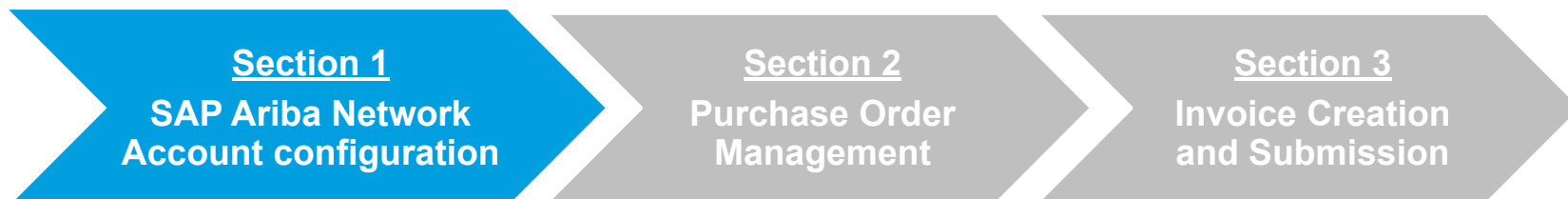
Dynamic discounting credit memo numbering schemes

Create and manage numbering schemes for dynamic discounting credit memos generated on your behalf

In this table you will be able to configure followings:

- Notifications concerning earlier payments
- Payment Term Offers
- (Dynamic Discounting Credit memo numbering schemes)

SAP Ariba User Guide



1. Account Creation

- Accept Invitation
- New on Ariba or Existing Account
- Register as a User

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3. Advanced Functionalities

- User account Browser
- My Account
- Contact Information Preferences

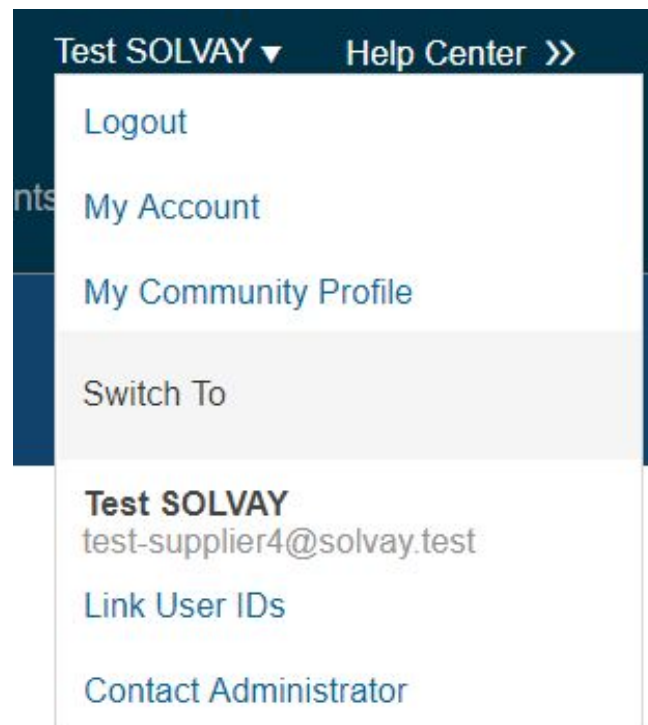
Advanced Functionalities

User Account Browser

Click on your name at the top right to access the user account browser. This allows you to:

- Quickly access your user account information and settings.
- Associate your different user accounts;
- Access your test account.

Note: When multiple user accounts are associated, the user account's browser displays the different accounts.



Advanced Functionalities

My Account

1. Click My Account to view your user settings.



2. Click Finish or update all required fields with an asterisk.

Note: If you change your username or password, consider using it when you next log in.

Account Information

Username: * ⓘ
Change Password

Email Address: *

First Name: *

Middle Name:

Last Name: *

Business Role: ⓘ
Personal Information Change Log

Preferences

Preferred Language: ⓘ

Preferred Timezone: * ⓘ

Default Currency: * Euro ⓘ

Allow Me to Save Filter Preferences in the Inbox/Outbox



Advanced Functionalities

Hide personal information if necessary, by checking the corresponding box in the Contact information Preferences section

Contact Information Preferences

Click the following check box to hide all personal contact information in this section from other organizations, except organizations that you have a trading relationship with or any you have explicitly initiated or responded to with an intent to do business.

Hide my personal contact information.



Contact – Help - Links

Useful links

FAQ and actualities around Ariba Network : <https://connect.ariba.com/anfaq.htm>

Statistic Ariba Cloud : <http://trust.ariba.com>

→ Detailed information and last notifications about problems related to the products and the planned Ariba update periods.

Ariba Discovery : <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>

Notifications Ariba Network : <http://netstat.ariba.com>

→ Information concerning update, new versions and new functionalities.



Contact - Help

Email Address

Please address all your questions to the Following Email Address:

Ariba.Support@Solvay.com

Thank You

Driving Services Excellence



www.solvay.com

SOLVAY

asking more from chemistry®