

Supplier Registration Manual

SAP Business Network



Dear Ariba User

To support you in the development of activities within the SAP Business Network system, this guide presents the description of the process required to create an Ariba Network account.

The objective of this guide is to understand the registration process to be enabled with your client VITRO. We hope this manual will be useful to you. If you have any suggestions or queries, please indicate them to the support channel habilitacionproveedores@vitro.com

Sincerely,

Vitro



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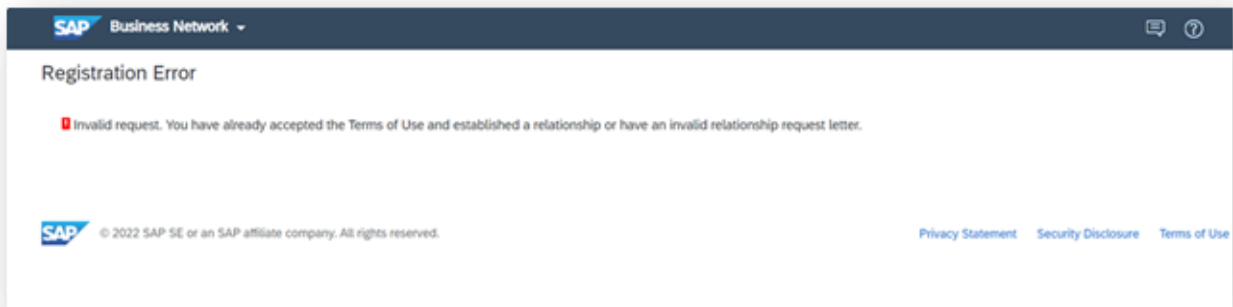
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Frequent Questions

1. An invalid relationship error has occurred. What should I do in this case?

You may encounter an unexpected error when accessing Ariba. This may be due to either having already responded to the business relationship request or experiencing an internet connection issue. Therefore, you should clear your browser's cookies and cache.



Here's how to troubleshoot this issue:

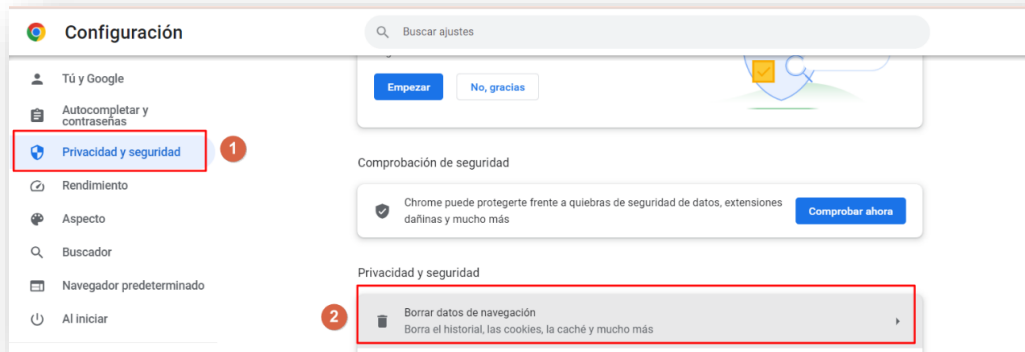
If you are using Microsoft Edge:

1. Go to Settings and More (three dots at the top right corner of the browser).
2. Settings (Gear icon) > Privacy, Search, and Services.
3. Choose what to clear under "Clear browsing data" > Clear browsing data now.
4. Select the time range from the list.
5. Check Cookies and other site data > Clear now.



- If you use Chrome:

1. In the upper right corner click on settings (three dots)
2. More tools > Clear browsing data
3. Choose a time interval > To clear everything, select all periods
4. Check the boxes next to "Cookies and other site data" and "Cached images and files" > Clear data

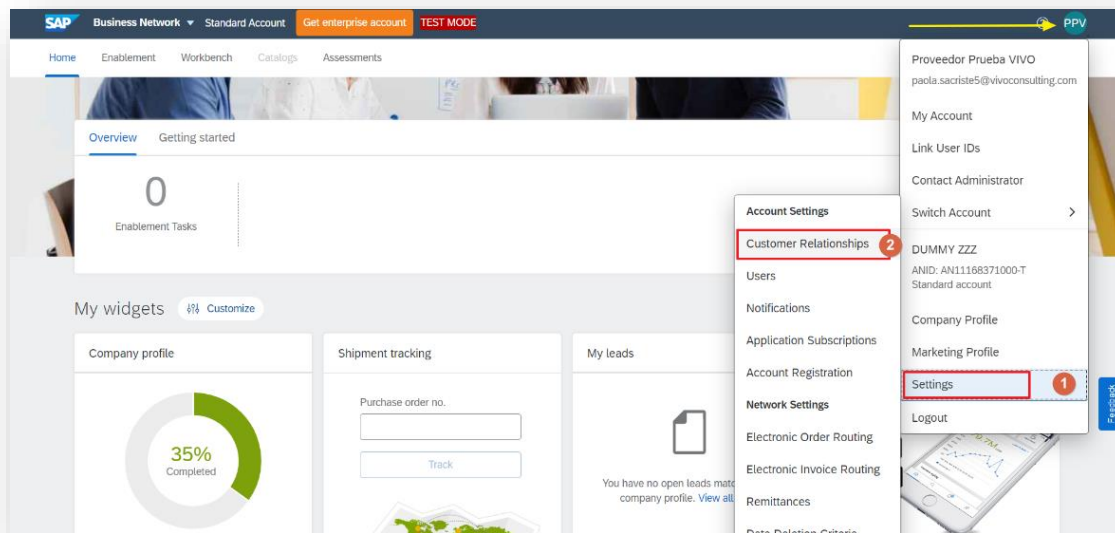


*Once done, you can enter again from the invitation received to your email

2. How can I confirm the relationship with the client Vitro?

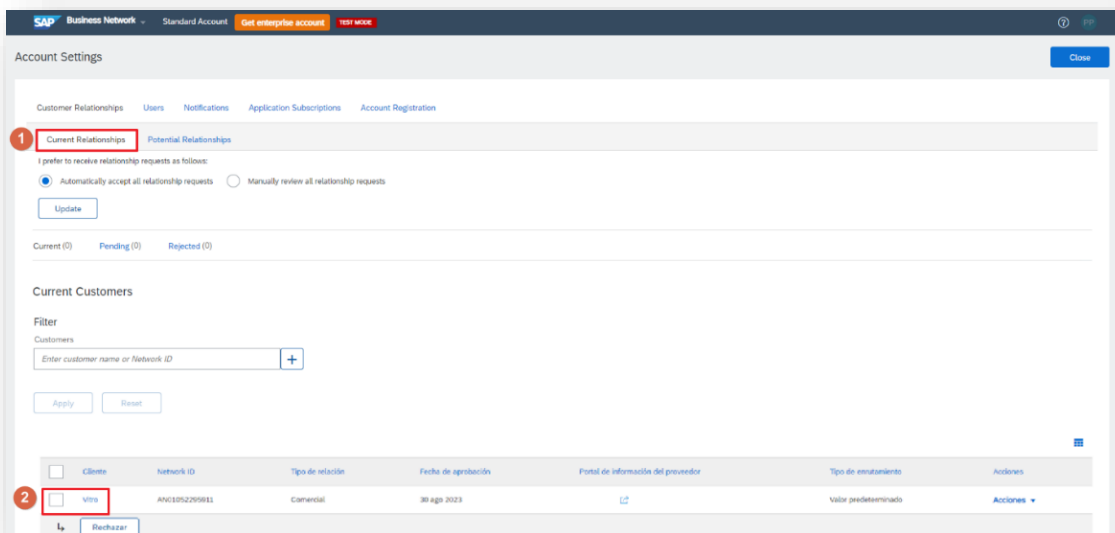
1. We must click on the initials of our account; we find it in the upper right corner.
2. We will be redirected to the configuration part

3. We must click on "Customer Relations"



4. Verify at the bottom that our client should appear "Vitro"

5. Once the review is completed, click "Close"



3. I have completed registration, why can't I see my Purchase Orders? _

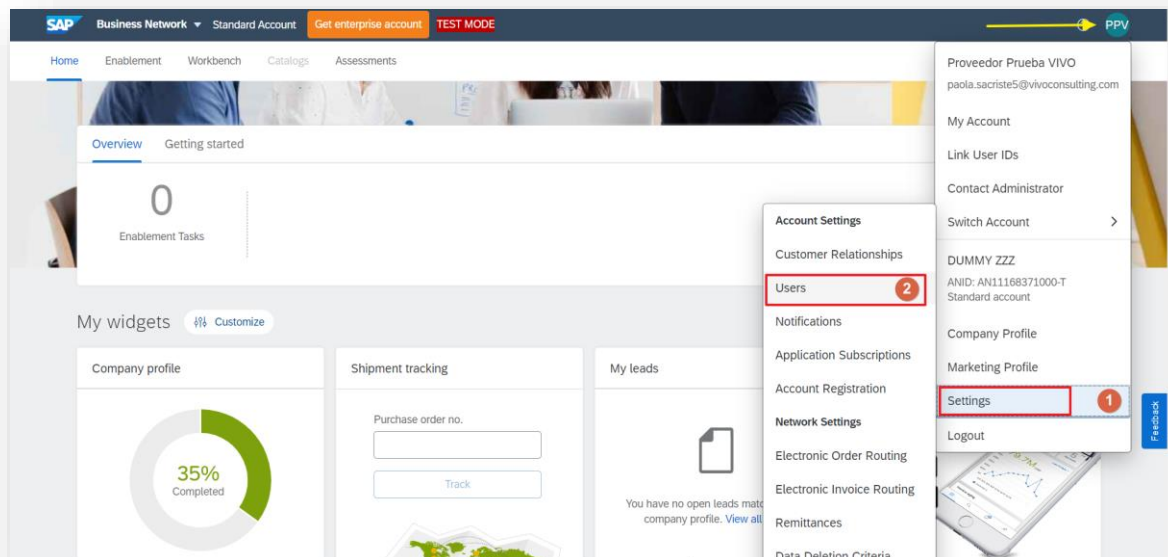
You must wait for VITRO to send you a purchase order through the Ariba platform (ordersender-prod@ansmp.ariba.com) and select the "Process order" button.



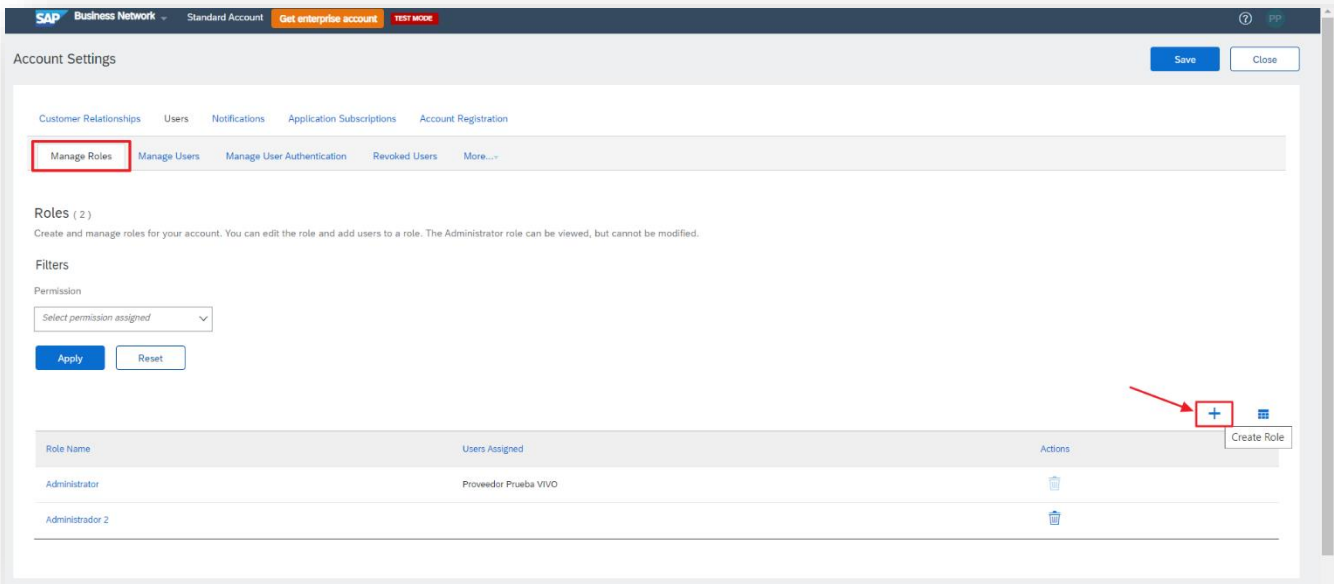
Your buyer will tell you when a purchase order will be sent depending on the need.

4. Add additional users

1. Log in to SAP Ariba
2. Select the initials at the top right > Settings > Users



3. Select Manage Users > Create User



4. Complete the required fields marked with asterisks

Create Role

* Indicates a required field

New Role Information

Name: **2**

Description:

Permissions

1 must have at least one permission.
If you have an Ariba Network, standard account to an enterprise account to enable all permissions.

Permission	Description
<input checked="" type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Create postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Trading Invitation Account Merge	Allows the assigned user to merge a trading related invitation into this Ariba Network Account.
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions

3 Save Cancel

5. In the role assignment section select Create role

6. Assign permissions name > Select the permissions to add > Save

Note: if you want to add all the permissions, directly select the "Permissions" box

Permisos

Cada función tiene que tener como mínimo un permiso.
Actualizar su cuenta Standard de Arriba Network a una cuenta Enterprise para activar todos los permisos.

☐ Mostrar todos los permisos disponibles

Página 1

Permiso	Descripción
<input checked="" type="checkbox"/> Acceso a avisos de calidad	Acceso para ver documentos de aviso de calidad
<input checked="" type="checkbox"/> Acceso a contratos	Ver contratos y generar facturas, como admitir los clientes (se necesita acceso a la Bandeja de entrada)
<input checked="" type="checkbox"/> Acceso a inspección de calidad	Acceso para ver documentos de inspección de calidad
<input checked="" type="checkbox"/> Acceso a la Bandeja de salida	Ver y buscar documentos en la Bandeja de salida y realizar acciones basándose en su función
<input checked="" type="checkbox"/> Acceso a la revisión de calidad	Acceder para ver documentos de revisión de calidad
<input checked="" type="checkbox"/> Acceso a la revisión de la prueba de servicio	Permite a los usuarios revisar y asignar un pedido a una prueba de servicio
<input checked="" type="checkbox"/> Acceso al registro de ID	Registrar identificadores únicos, como dominios de correo electrónico
<input checked="" type="checkbox"/> Acceso al desarrollo de API	Acceder al desarrollo de la API utilizando el portal para desarrolladores de SAP Arriba.
<input checked="" type="checkbox"/> Acceso al informe de la prueba de servicio	Permite al usuario crear y ejecutar informes de prueba de servicio
<input checked="" type="checkbox"/> Acceso al número de tarjeta de crédito	Gestionar la visualización de números de tarjetas de crédito en pedidos
<input checked="" type="checkbox"/> Acceso de extracción de DOK	Acceso al servicio SAP DOK para crear o editar plantillas
<input checked="" type="checkbox"/> Acceso de logística	Realizar acciones de logística con acceso limitado a la información de transacciones
<input checked="" type="checkbox"/> Acceso de servicios	Realizar acciones de servicio con acceso limitado a la información de transacciones
<input checked="" type="checkbox"/> Aceptación de solicitud de pedido de cambio	Permite al usuario aceptar los cambios propuestos para el pedido de compra en la solicitud de cambio
<input checked="" type="checkbox"/> Actividades de pago	Gestionar las actividades de pago

Go to the Manage Users tab

7. Click the "+" to add a user

Account Settings

Customer Relationships 1 Notifications Application Subscriptions Account Registration

Manage Roles Manage Users Manage User Authentication Revoked Users More...

Users (1)

☐ Enable assignment of orders to users with limited access to Arriba Network.

Filter

Users (You can only search on one attribute at a time)

Username Enter username +

Apply Reset

Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Create User
<input type="checkbox"/> paula.sacriste@vivoconsulting.com	paula.sacriste@vivoconsulting.com	Proveedor	Prueba VIVO	No	PROFILE_MGMT_ROLE_+5	All()	Yes	+

Add to Contact List Remove from Contact List

Save Close

8. Complete the required fields

Note: the user must have email format

9. Select the created permission

10. Click "Save"

Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username: * luis.cano@vivoconsulting.com ⓘ

Email Address: * luis.cano@vivoconsulting.com

First Name: * Luis

Last Name: * Cano

☐ Do not allow the user to resend invoices to the buyer's account ⓘ

☐ This user is the SAP Business Network Discovery Contact ⓘ

☐ Limited access ⓘ

Office Phone: Country: USA 1 Area: Number:

Role Assignment

Name	Description
<input type="checkbox"/> Administrator 2	
<input checked="" type="checkbox"/> Administrator 3	

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers

Image No.38: Registration of additional users.

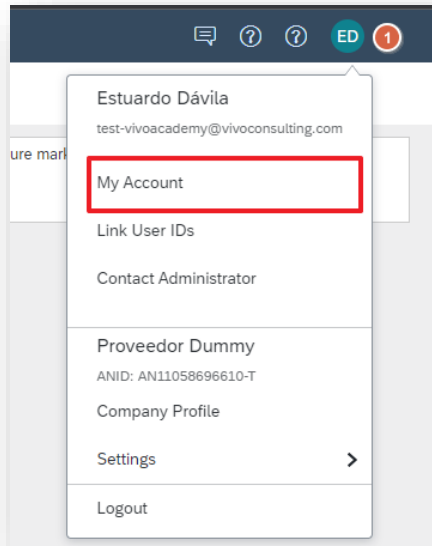
11. The user will receive a notification to their email to [Register](#) in the system

5. How can I change the account manager's contact?

If the person managing the Ariba account needs to be updated, it must be done as follows.

Note: This change must be made from the administrator user, so it is recommended to execute this change before user exit.

1. On the Ariba home page, select the initials in the upper right corner > My Account



2. In the email section, enter the new email and Save the changes.

A screenshot of the 'My Account' page in SAP S/4HANA. The page is titled 'My Account' and has a 'Save' button in the top right corner (highlighted with a red box and an arrow). The page is divided into several sections: 'Account Information', 'Preferences', and 'Contact Information'. In the 'Account Information' section, the 'Email Address' field is highlighted with a red box and contains the text 'test-vivoacademy@vivoconsulting.com'. Other fields include 'Username', 'First Name', 'Middle Name', 'Last Name', and 'Business Role'. The 'Preferences' section includes 'Preferred Language' (Spanish), 'Preferred Timezone' (US/Pacific), and 'Default Currency' (Guatemalan Quetzal). The 'Contact Information' section includes 'Country' (USA 1), 'Area', 'Number', 'Extension', and 'Address' fields.

6. What means the DUNS number?

The DUNS number is an optional, unique identifier used to universally represent a company throughout the world. This code provides a standardized way of identifying organizations and makes it easier to track them in commercial and financial transactions on a global level.

Recommendations

- To optimize the registration and trading process, the suggested internet browser is **Microsoft Edge** in its current version.
- Write down your username and password in a safe and easily accessible place. It can be supported by the password manager of the Microsoft Edge or Google Chrome browser.
- Verify that Ariba system notifications are not directed to the “Junk” or “Spam” folder. If so, you need to validate that you don't have Ariba admin blocked as a sender.
- Messages sent by Ariba will be sent with a sender called “Ariba Admin”.