

FSE ARIBA TRAINING

Maintaining supplier contacts

Agenda

- 1 Basics of Ariba Network
- 2 Creating an initial supplier contact (for Registration)
- 3 Creating additional supplier contacts by Festo
- 4 Creating new contacts by supplier admin
- 5 Further functionalities

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THE SUPPLIERS ON THE NETWORK... SAME GDP AS CANADA



3.1
Million
Companies



7
Seconds
Every 7 seconds a
company joins



\$1.6
Trillion
in annual commerce



365
Million
Documents annually
processed (all types)



500
Thousand
Timesheets processed
annually



189
Countries
Where our customers and
suppliers are located



175
Thousand
Catalogs on Ariba
Network



161
Thousand
Leads sent annually
to sellers



16.2
Million
Users



Ariba platform distinguishes between public and customer specific area

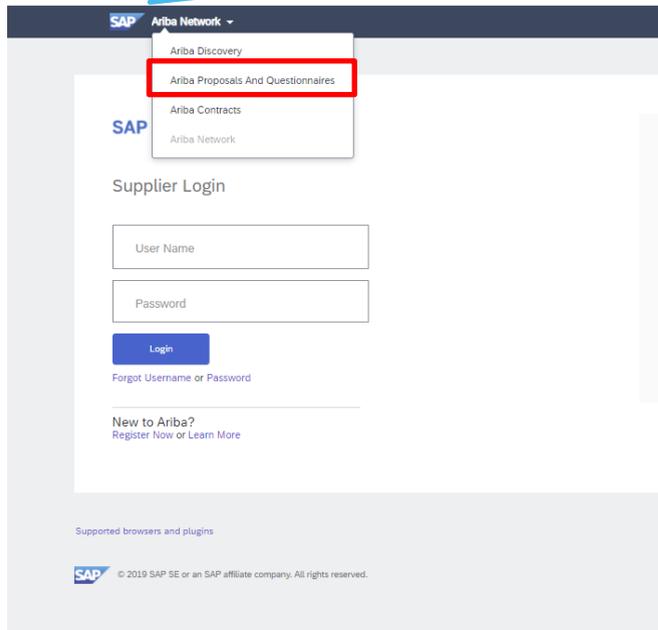
The public profile (Ariba Discovery) is not relevant for the customer relationship with Festo!

The customer-specific area (with Festo logo) is relevant for Festo. This is only accessible after being invited by Festo and contains specific questionnaires and projects (e.g. tenders)!

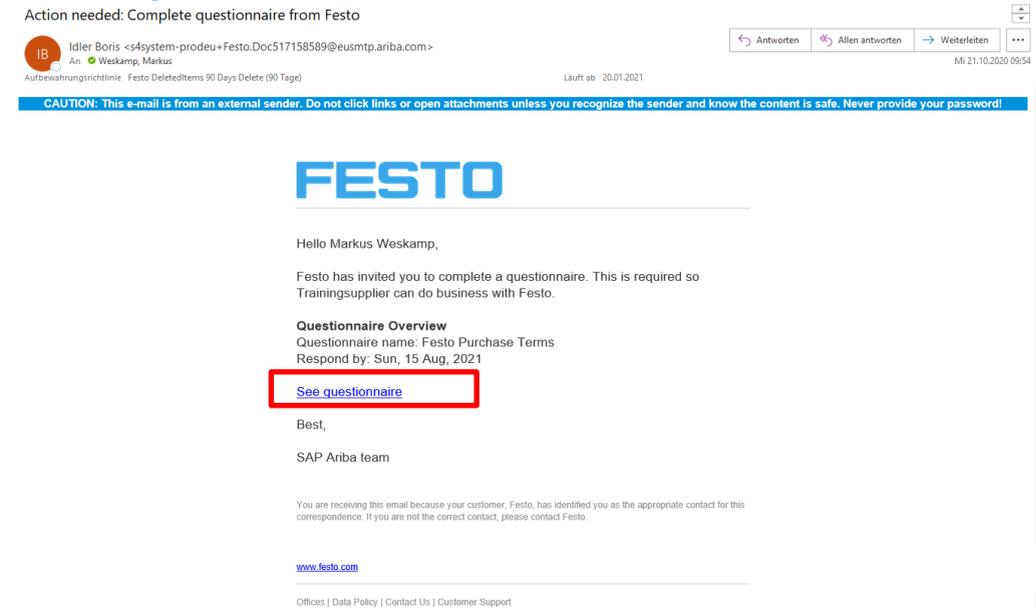
Access to Festo Dashboard

The dashboard contains questionnaires and events (e.g. RfP, questionnaires)

Access via the website supplier.ariba.com To get to the dashboard, select “Proposals and Questionnaires” and log in with your username and password.



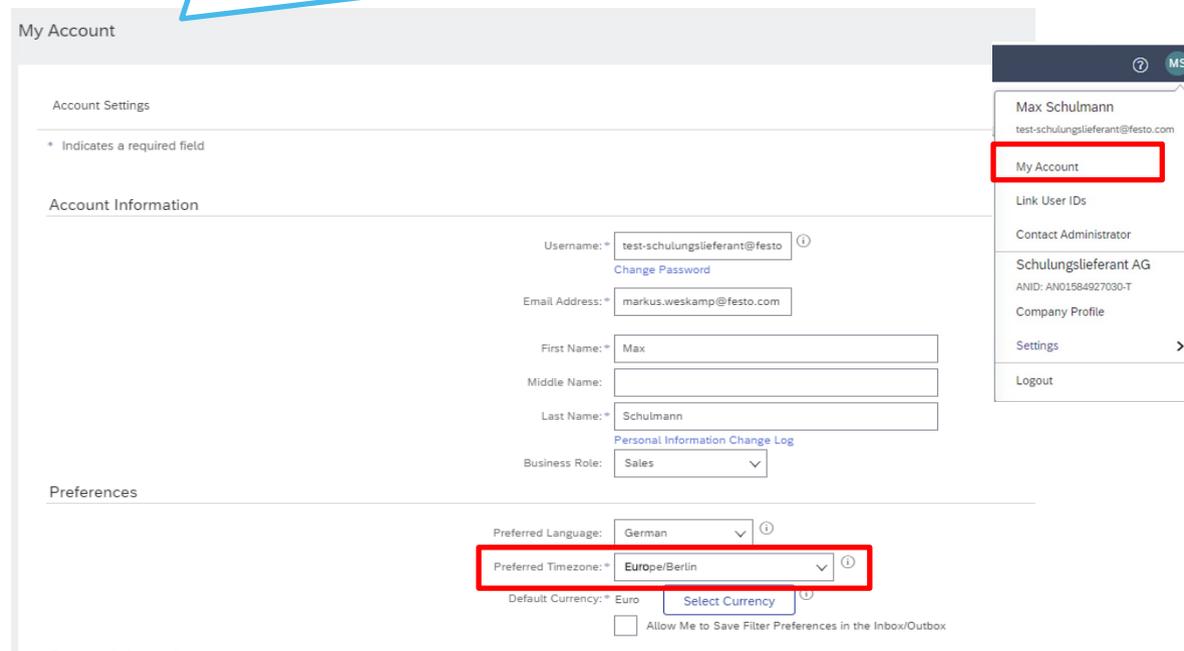
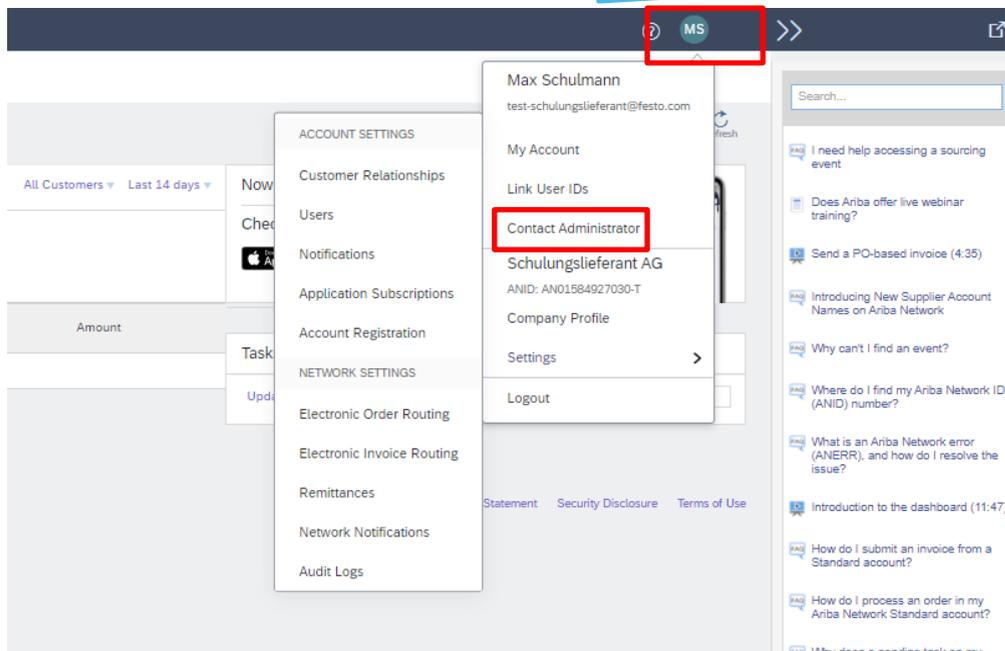
For specific inquiries (e.g. filling out a questionnaire, participating in an RfP), the contact will receive an e-mail with a direct link to the event.



Account administrator of the company account

The first contact who creates a company account automatically becomes the administrator. He can create additional users and manage roles and permissions.

You can manage your own account under “My Account”. It is important to choose the correct time zone (e.g. Europe / Berlin) as this has an impact on the communicated dates (e.g. time window for e-auction).



Maintaining the public company profile

The public company profile can be maintained via “Company Profile”. The information provided here is publicly available through Ariba Discovery.

Company Profile Save Close

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

* Indicates a required field

Overview

Company Name: *

Other names, if any:

NetworkId: AN01584927030-T ⓘ

Short Description: ⓘ
Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01584927030-T> | [Customize URL](#)

Privacy Statement:

Address

Address 1: *

Address 2:

Postal Code: *

Public Profile Completeness

39%

[Short Description](#)

[Website](#)

[Annual Revenue](#)

[Certifications](#)

[D-U-N-S Number](#)

[Business Type](#)

[Industries](#)

[Company Description](#)

[Company Logo](#)

Share Your Public Profile

[Click here to get your Ariba badge.](#)

[Find us on Ariba Network](#)

[View Public Profile](#)

[Profile Visibility Settings](#)

Max Schulmann
test-schulungslieferant@festo.com

My Account

Link User IDs

Contact Administrator

Schulungslieferant AG
ANID: AN01584927030-T

Company Profile

Settings >

Logout

User administration is carried out by the account administrator

New users can be created via Settings / Users and roles can be assigned to them (see agenda item 4 in this presentation)

The screenshot displays the SAP Ariba Network user interface. At the top, the header includes the SAP logo, 'Ariba Network', account type 'Standard Account', an 'Upgrade' button, and 'TEST MODE'. The main content area shows 'Orders, Invoices and Payments' with a table of documents. On the right, a user profile dropdown menu is open, listing 'Max Schulmann' and 'test-schulungslieferant@festo.com'. Below this, a menu of 'ACCOUNT SETTINGS' is visible, with 'Users' and 'Settings' highlighted with red boxes. Other settings include Customer Relationships, Notifications, Application Subscriptions, Account Registration, and NETWORK SETTINGS like Electronic Order Routing and Remittances. A 'Logout' option is also present.

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Establishment of the Festo main contact to the supplier

Festo View

HOME REPORTING **SUPPLIER MANAGEMENT** MORE... ▾ Recent ▾ Manage ▾ Create ▾

[Back to supplier request](#)



Schulungslieferant AG

SM Vendor ID: S17225144

-  Summary
-  **Contacts**
-  ERP data
-  Risk
-  Certificates
-  Activity log

-  Registration
-  Questionnaires

Contacts

Supplier Manager

NAME	EMAIL
------	-------

No supplier manager is currently assigned to this supplier. [Assign supplier manager](#)

Contacts of Schulungslieferant AG (1)

NAME	TYPE	AN STATUS	REGION	CATEGORY	DEPARTMENT
★ Max Schulmann markus.weskamp@festo.com	Sales	Private	N/A	N/A	N/A

Festo defines the main contact of the customer (e.g. sales contact person)

Registration on the Ariba platform

Supplier View

Einladung zur Registrierung als Lieferant bei Festo



Markus Weskamp <s4system-prodeu+Festo-T.Doc518467719@eusmtp.ariba.com>
An Weskamp, Markus

Antworten

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Registrierung als Lieferant von Festo

Hallo!

Markus Weskamp hat Sie eingeladen, sich als Lieferant bei Festo registrieren zu lassen. Beginnen Sie damit, ein kostenloses Konto im Ariba Network zu erstellen.

Festo verwendet das Ariba Network, um seine Beschaffungs- und Bestellabwicklungsaktivitäten zu verwalten und mit Lieferanten zusammenzuarbeiten. Wenn Schulungslieferant AG bereits ein Ariba Network-Konto hat, melden Sie sich mit Ihrem Benutzernamen und Ihrem Passwort an.

[Klicken Sie hier](#), um Ihr Konto jetzt zu erstellen.

Sie erhalten diese E-Mail, weil Ihr Kunde Festo Sie als die richtige Kontaktperson identifiziert hat. Sollten Sie nicht die zuständige Kontaktperson sein, werden Sie gebittet, dies dem Kunden mitzuteilen.

www.festo.com

Supplier receives email invitation to register (active link)

The screenshot shows the SAP Ariba interface for Max Schulmann. It includes a 'Sign up' button for creating a new account and a 'Log in' button for existing accounts. A callout box points to the 'Sign up' button with the text 'Supplier can create a new account ...'. Another callout box points to the 'Log in' button with the text '... or log in with an existing account (if available)'. The interface also contains a 'Quick Start guide' link and a list of benefits for using the Ariba Network.

Registration on the Ariba platform (public profile)

Supplier View

Create account
First, create an SAP Ariba supplier account, then complete questionnaires required by Festo SE & Co. KG - TEST.

Company information

Company Name: * indicates a required field
 Country/Region:
 Address:
 Line 2:
 Postal Code:
 City:
 State:

1. Fill in the basic data

User account information

Name: * indicates a required field
 Email:
 Use my email as my username
 Username:
 Password:
 Language:
 Email address to:

2. Assign password

Tell us more about your business

Product and Service Categories: Add or Browse
 Ship-to or Service Locations: Add or Browse
 Tax ID:
 Vat ID:
 DUNS Number:

3. Select delivery range (product group and delivery locations)

4. Accept the Ariba Terms of Use

I have read and agree to the Terms of Use
 I have read and agree to the SAP Ariba Privacy Statement

5. Create account

Duplicate check

Review duplicate Account

Supplier View

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On				
COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Schulungslieferant AG	markus.weskamp@festo.com			Schulstr. Stuttgart Baden-Württemberg, Germany 70569

20 search results found

Ariba will check whether a company account already exists. There are 3 options

SUPPLIER NAME	DUNS	SUPPLIER ANID
Testsupplier Upgrade 2 INT	DEU Bavaria	AN01487149470
Trainingsupplier	DEU -	AN01572019494
Testlieferant Ariba 1	DEU -	AN01442667413
Festo SE & Co. KG	DEU -	AN01048058108
Festo Vertrieb GmbH & Co. KG	DEU 315748301	AN01000056711
Festo Didactic SE	DEU 312880790	AN01034880521

Option 1:
Company account already exists, login data is known → Log-in can be done with existing login data

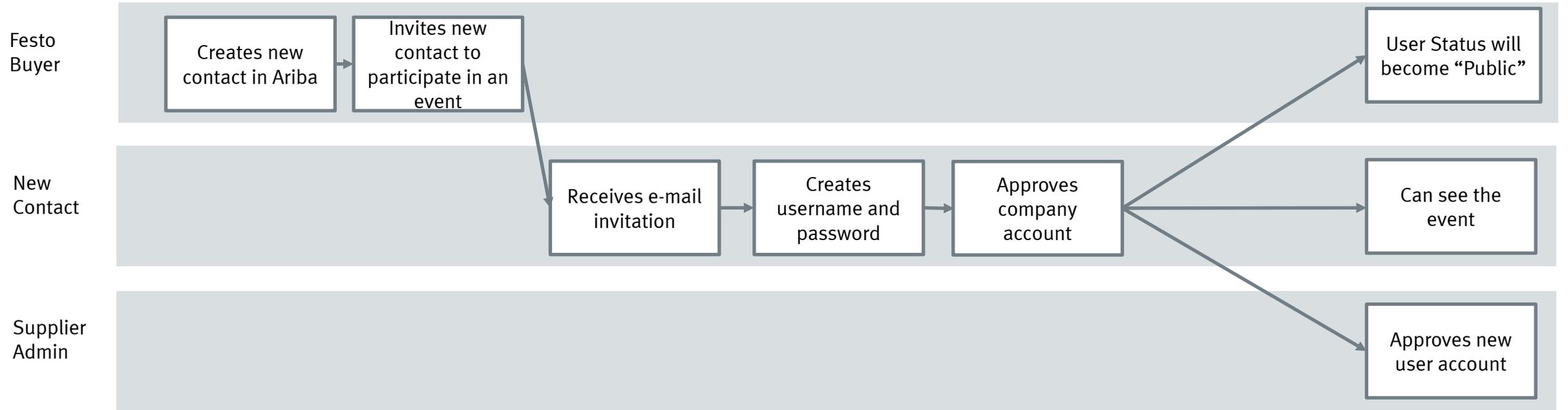
Option 2:
Company account exists, login data is unknown → Contact administrator (symbol ) and have contact data created

Option 3:
Company account does not exist continue with “Create account” (first contact becomes the account administrator)

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Creating additional supplier contacts by Festo



Creating additional supplier contacts by Festo

- The new contact is always requested by a specific task (e.g. advertisement)
- The process flow for login or registration is identical

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Schulungslieferant AG	markus.weskamp@festo.com			Schulstr. Stuttgart Baden-Württemberg, Germany 70569

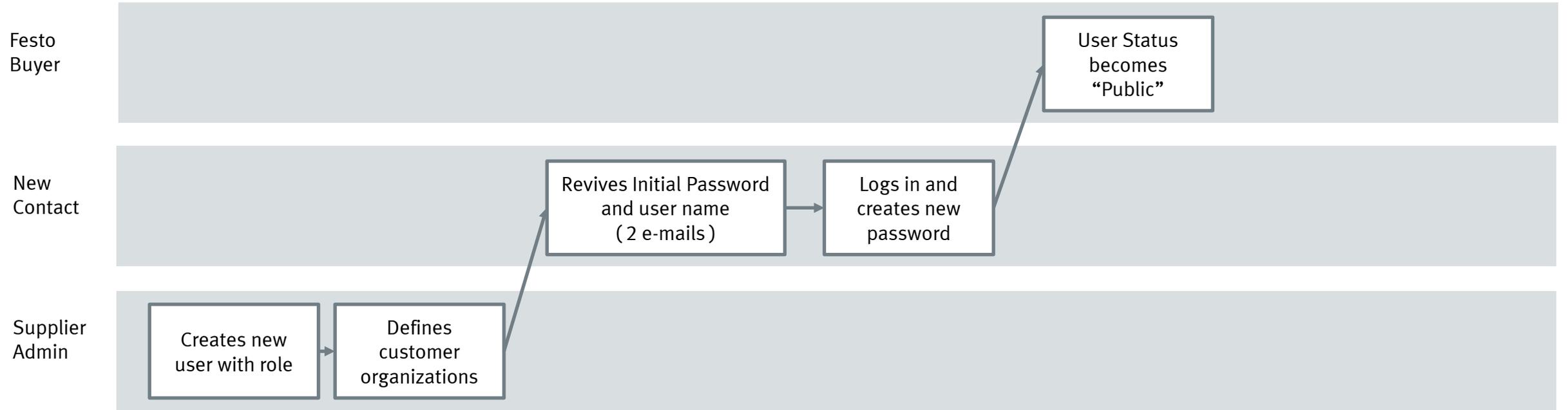
20 search results found

	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
Testsupplier Upgrade 2 INT	DEU	Bavaria	-	AN01487149470	...
Trainingsupplier	DEU	-	-	AN01572019494	...
Testlieferant Ariba 1	DEU	-	-	AN01442667413	...
Festo SE & Co. KG	DEU	-	-	AN01048058108	...
Festo Vertrieb GmbH & Co. KG	DEU	-	315748301	AN01000056711	...
Festo Didactic SE	DEU	-	312880790	AN01034880521	...

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Creating new contacts by supplier admin



Creating new contacts by supplier admin

The screenshot displays the 'Account Settings' page. The navigation path is: Account Settings > Users > Manage Users. A dropdown menu is open, showing options for 'Users' and 'Settings'. A callout box points to a plus sign in the 'Actions' column of the 'Users' table, with the text: 'To create a new user, click on the plus sign'.

Account Settings

- Customer Relationships
- Users**
- Notifications
- Application Subscriptions
- Account Registration

Manage Users

Users (0)

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

Require multi-factor authentication (applies for all users of your organization)

Filter

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

Username +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role	Actions
							No items

Save Close

Creating new contacts by supplier admin

Create User
Done Cancel

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:*

Email Address:*

First Name:*

Last Name:*

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

This user is the Ariba Discovery Contact

Limited access

Country: Area: Number:

Role Assignment

Name	Description
<p><small>You have not created any roles. You can create a role.</small></p> <p>Create Role</p>	

Customer Assignment

Assign to Customer: All Customers Select Customers

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.

Done
Cancel

1. Creation of the basic data of the new user.

2. Assign a role. If a role does not yet exist, one must be created

Creating a new user role

Create Role Save Cancel

* Indicates a required field

New Role Information

Name: **1. Assigning a name to the user role**

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Permission	Description
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Payment Profile	
<input type="checkbox"/> cXML Configuration	
<input type="checkbox"/> Company Information	
<input type="checkbox"/> Transaction Configuration	
<input type="checkbox"/> ID Registration Access	
<input type="checkbox"/> Fulfillment Invitation Account Merge	
<input type="checkbox"/> Respond to postings on Ariba	
<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

2. Assigning a name for the user role Assigning the authorizations for this role. The "Access Proposals and Contracts" role is required to process Festo questionnaires and tenders

Assign Users (0)

You can add users to this role. +

Username	Email Address	First Name	Last Name	Role Assigned
No users assigned yet.				

Save Cancel

Creating a new user role

Your User ID on the Ariba Account.

AC Ariba Commerce Cloud <ordersender-prod@ansmp.ariba.com>
An Weskamp, Markus

Wenn Probleme mit der Darstellungsweise dieser Nachricht bestehen, klicken Sie hier, um sie im Webbrowser anzuzeigen. Klicken Sie hier, um Bilder herunterzuladen. Um den Datenschutz zu erhöhen, hat Outlook den automatischen Download von Bildern deaktiviert.

CAUTION: This e-mail is from an external sender. Do not click links or open attachments unless you are expecting them.

Klicken Sie hier mit der rechten M...

Dear Michael Mai,

This message contains important information about your new Ariba user account. You have been enabled to access your company's Ariba account (ANID:AN01584927030-T) with the following username:

Username: michael.mai@schulungslieferant.com

Important: Your username is part of your login information to your Ariba user account and should be kept confidential.

For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

Please click on the following link and log in to your user account using your username and temporary password. You will be asked to provide a new password and set up your secret question and answer. The secret question and answer is used to uniquely identify you if you need to reset your password.

<https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba>

- Log in to your account using the username and temporary password.
- Enter the temporary password in the **Current Password** field.
- Enter your new password.
- Confirm your new password.
- Choose your Secret Question and enter your Secret Answer.
- Click **Save**, then click **Done**.

If you have any questions contact your Account Administrator:
Max Schulmann
markus.weskamp@festo.com
+49 +491239674

Sincerely,
The SAP Ariba Team
<https://seller.ariba.com>

You have received this notification because your email address, or a group email address that you belong to, is specified in an Ariba account (AN01584927030-T).

If you do not want to receive future notifications, update the email addresses in your account or discuss this with your company's Ariba Account Administrator. To update the email addresses associated with your account, [click here](#).

If you have any questions, go to the [Ariba Exchange User Community](#).

For information about transaction thresholds, features, and upgrade pricing [click here](#).

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
SAP Ariba Privacy Statement | Ariba Data Policy | Ariba Help and Support
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

The new user will receive an email with the Ariba login link and username

The new user receives a second email with an initial password.

The link leads to the login page

Your password on the Ariba Network Account.

AC Ariba Commerce Cloud <ordersender-prod@ansmp.ariba.com>
An Weskamp, Markus

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CAUTION: This e-mail is from an external sender. Do not click links or open attachments unless you are expecting them.

Klicken Sie hier mit der rechten M...

Dear Michael Mai,

This message contains important information about your new user account related to your company's Ariba account(AN01584927030-T).

Your temporary password to access your new user account is:

Temporary Password: ^\$KzA4zB

For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new Ariba user account.

If you have any questions, contact your Account Administrator:
Max Schulmann
markus.weskamp@festo.com
+49 +491239674

Sincerely,
The SAP Ariba Team
<https://seller.ariba.com>

You have received this notification because your email address, or a group email address that you belong to, is specified in an Ariba account (AN01584927030-T).

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First login of the new user

SAP Ariba

Supplier Login

The first registration takes place with the sent username and initial password

michael.mai@schulungslieferant.com

Login

[Forgot Username or Password](#)

New to Ariba?
[Register Now](#) or [Learn More](#)

Account Security

* Indicates a required field

Enter Password

You must change your password. To change your password, enter your current password, and then enter your new password. You cannot use your 6 most recent passwords.

When logging in, the user is asked to assign a new password.

Current Password: *

New Password: * ⓘ

Confirm Password: *

[Forgot current password? Click here](#)

The screenshot shows the SAP Ariba Network user interface. In the top left, the 'Ariba Network' dropdown menu is open, with 'Ariba Proposals And Questionnaires' highlighted. A callout box points to this menu with the text: '1. Click on “Ariba Network” and then on “Proposals and Questionnaires” to go to the Festo Dashboard.' In the center of the page, a 'Welcome to Ariba Sourcing' message is displayed, featuring a list of tasks and a 'Start Using' button highlighted with a red box. A second callout box points to this button with the text: '2. Confirm with “Start Using” the first time.' The background interface includes a navigation bar with 'Home', 'Orders', and 'Pinned Documents', a main content area with a table header (Document #, Document Type, Customer, Status, Amount), and a right sidebar with 'Documents', 'Trends', and 'Refresh' options.

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Reply as a response team

SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE

FESTO

There are no matched postings.

Festo welcomes you to our Ariba TEST realm.

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Risk Assessments

Title	Event Type
No items	

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Abgeschlossen (1)			
Festo Supplier Registration questionnaire	Doc518467719	10/21/2020 2:50 PM	Pending Approval

Qualification Questionnaires

Title	ID	Commodity	Regions	Status
No items				

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Certificates

Festo questionnaires and events are only visible to the user to whom they were sent by Festo.

However, the user can set up a response team for answering. To do this, select the questionnaire or the event.

Reply as a response team

Ariba Sourcing

< Go back to Festo Dashboard

Console Doc519067580 - Festo Purchase Terms

1. Select "Response Team"

- Event Messages
- Event Details
- Response History
- Response Team**

Event Contents

- All Content

Name ↑

1 Please state which Festo Purchase Terms you accept in the dropdown list References ↓

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message

< Go back to Festo Dashboard

Response Team - Festo Purchase Terms

Review the list of members from your organization who can participate in this event with you. You may add team members to this list as needed.

Name ↓	Email Address
Max Schulmann	markus.weskamp@festo.com

Add

Max Schulmann (test-schulungslieferant@festo.com) last visited 22 Oct 2020 1:24:09 AM | Schulungslieferant AG AN01584927030-T
© 1996-2019 Ariba, Inc. All rights reserved.

Add Team Members

<input checked="" type="checkbox"/>	Name ↑	Email Address
<input checked="" type="checkbox"/>	Johanna Musterfrau	boris.idler@festo.com
<input checked="" type="checkbox"/>	Michael Mai	markus.weskamp@festo.com

OK | Cancel

2. Select permitted colleagues and confirm with OK. Afterwards, colleagues can also edit the event

Merge multiple user accounts

The screenshot shows a user profile dropdown menu for Max Schulmann. The 'Link User IDs' option is highlighted with a red box and a callout bubble that says 'Select "Link User IDs"'. Below the menu, the 'Link User IDs' page is visible, featuring two options:

- Option 1: APPROVAL NEEDED** - 'Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.' It includes a 'Username:*' input field and a 'Send link request' button.
- Option 2: NO APPROVAL NEEDED** - 'Enter the username and password of another account to which you want to link.' It includes 'Username:*' and 'Password:*' input fields and a 'Link accounts' button.

A 'Cancel' button is located at the bottom right of the page.

Merge multiple user accounts

The screenshot shows the SAP Ariba interface with the following elements:

- Header:** SAP Ariba Proposals and Questionnaires | Standard Account | Upgrade | TEST MODE
- Left Panel:** FESTO | There are no matched postings.
- Main Content:** Festo welcomes you to our Ariba TEST realm.
 - Events Table:**

Title	ID	End Time ↓	Participated
No items			
 - Risk Assessments Table:**

Title	ID	End Time ↓	Event Type
No items			
 - Registration Questionnaires Table:**

Title	ID	End Time ↓	Status
No items			
- User Profile Card (highlighted with a red box):**
 - Max Schulmann
 - test-schulungslieferant@festo.com
- User Menu (highlighted with a red box):**
 - Michael Mai
 - michael.mai@schulungslieferant.com
 - My Account
 - Link User IDs
 - Contact Administrator
 - Switch Account**
 - Schulungslieferant AG
 - ANID: AN01584927030-T
 - Settings
 - Logout

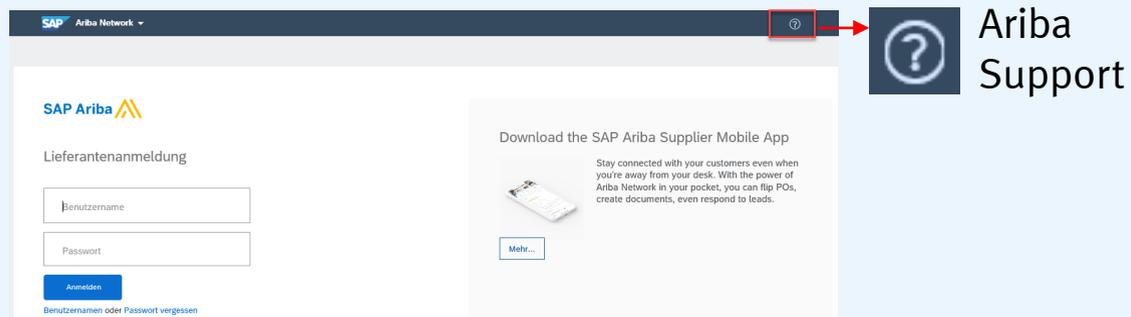
Callout Box: After linking, you can switch between the two accounts.

Ariba Support for suppliers

For general Ariba topics, please contact Ariba Support directly

- e.g. Administration of user accounts
- Company profile
- lost passwords

You can reach Ariba Support at: supplier.ariba.com



If you have any Festo-specific questions, please contact your responsible e-buyer or Festo Supplier Support directly

- Registration u. Qualification process
- Festo questionnaires
- RfPs in Ariba

You can contact Festo Supplier Support at:



fse-supplier-support@festo.com



English