



Company settings in SAP Ariba

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Company settings in SAP Ariba

On the following pages, you will find tips for various modifications, which will help you to find your way around Ariba and make it generally easier to use.

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Creating permissions and new users

In Ariba, there is essentially one administrator who can manage user rights, roles and new users. Saving several administrators is not possible. The following slides provide instructions on the various options available to the administrator. The picture below shows you how to access the corresponding overview.

The screenshot displays the SAP Ariba Network user interface. At the top, the header includes the SAP logo, 'Ariba Network', 'Standard Account', an 'Upgrade' button, and a 'TEST MODE' button. Below the header, a navigation bar contains links for 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The main content area is titled 'Orders, Invoices and Payments' and features a summary section with metrics: '0 Invoices Rejected', '7 Invoices Pending Approval', '7 Invoices Pending Payment', '0 New Early Payment Offers', and '0 New Purchase Orders'. Below this is a table with columns for 'Invoice #', 'Customer', 'Reference', 'Date', 'Amount', and 'Invoice Status'. The table is currently empty, displaying the message 'You do not have any Invoices.'.

On the right side of the interface, a user profile dropdown menu is open, showing options such as 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch To Production', 'Company Profile', 'Settings', and 'Logout'. A red arrow points to the 'Users' option in the 'ACCOUNT SETTINGS' section of this menu. Another red arrow points to the 'Settings' option in the 'NETWORK SETTINGS' section. A third red arrow points to the user profile icon in the top right corner of the header.



Setting permissions and new users

In the menu you can now see, it is possible to create new roles or users or assign users to the corresponding roles. To do this, you must select the corresponding tab.

- Manage users: Select to create new users or assign them to roles
- Manage roles: For adjusting roles or creating new ones

Account Settings

SaveClose

Customer RelationshipsUsersNotificationsAccount HierarchyApplication SubscriptionsAccount RegistrationAPI management

Manage RolesManage Users

Roles (1)

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

ApplyReset

+Grid

Role Name	Users Assigned	Actions
Administrator		

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Manage Roles

Manage Users

Roles (1)

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

Apply

Reset

Role Name	Users Assigned	Actions
Administrator	[REDACTED]	<div><div>+</div></div>



Creating a new role

You can give the role a name and accordingly assign permissions. Add permissions by checking the relevant box on the left-hand side. These can be changed again at any time.

New Role Information

Name:*

Description:

Permissions

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

Page 1 ▾ »

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/> Child Account Access	Sign on to access a child account
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input type="checkbox"/> Service Sheet Report Administration	Access to Reporting and Service Sheet Report types



Creating a new user

On the **"Manage Users"** tab, you can create users, modify or delete active users or make them the new administrator. To create a new user, go to the **"+"**.

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 ▾ Enter username

+

Apply

Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
--------------------------	----------	---------------	------------	-----------	-------------------------	---------------	---------------------------------	-------------------	---------

No items





Creating a new user

You can now create a new user and then add this user to the corresponding role.

New User Information

Username:*

i

Email Address:*

First Name:*

Last Name:*

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

☐ This user is the Ariba Discovery Contact i

☐ Limited access i

Office Phone:

Country

USA 1

▼AreaNumber

Role Assignment

Name	Description
<input type="checkbox"/> UserAccount	
<input type="checkbox"/> Admin1	

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers



Entering the VAT number

Entering a VAT number is a one-off activity that saves your company's VAT number. It is then automatically entered in the invoice header. You will find the procedure for this on the following slides.

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes the SAP logo, 'Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below this is a secondary navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The main content area is titled 'Orders, Invoices and Payments' and displays several metrics: '0 Invoices Rejected', '7 Invoices Pending Approval', '7 Invoices Pending Payment', '0 New Early Payment Offers', and '0 New Purchase Orders'. A table header is visible with columns: 'Invoice #', 'Customer', 'Reference', 'Date', 'Amount', and 'Invoice Status'. Below the table, it states 'You do not have any Invoices.' On the right side, there is a user menu with options: 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch To Production', 'Company Profile', 'Settings', and 'Logout'. A red arrow points to the 'Company Profile' option.



Entering the VAT number

At first glance, you will now see the company data you entered during registration. In order to enter the VAT number correctly, go to the section **"Additional Company Addresses"** and click on **"Create"** to add an additional entry.

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
<input type="radio"/>	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	-
↳	Edit	Delete		Create		



Entering the VAT number

The mandatory fields are marked with an asterisk. You can enter the full name of your company under Address Name. The VAT number must be entered in the VAT Number field.

The remaining address data should already have been transferred. If this is not the case, you can supplement your company address accordingly.

* Indicates a required field

Address Name

Address Name:*

Address ID:

VAT ID:

Tax ID:

Address

Address 1:*

Address 2:

Postal Code:*

City:*

State:

Country/Region:*

Save

Close



Configuring the default tiles

After logging in to SAP Ariba, various tiles are displayed directly as favourites on the homepage:

Orders, Invoices and Payments

All Customers ▾Last 14 days ▾

0
Invoices Rejected

7
Invoices Pending Approval

7
Invoices Pending Payment

0
New Early Payment Offers

0
New Purchase Orders

⋮
More...

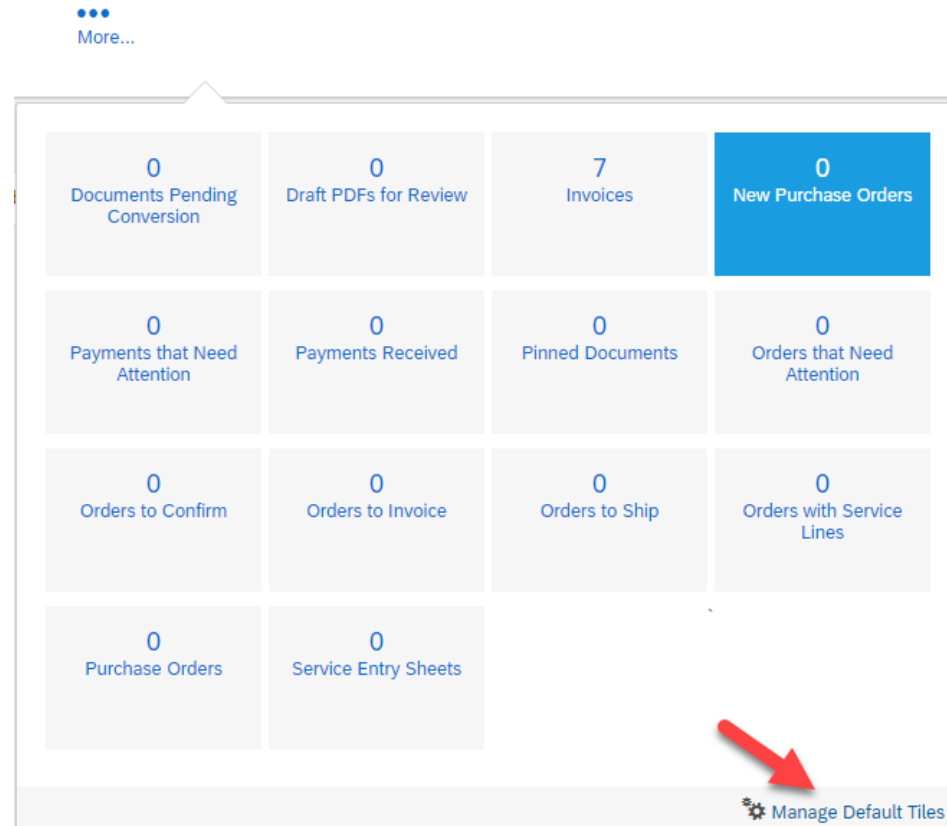
Invoice #	Customer	Reference	Date ↓	Amount	Invoice Status
You do not have any Invoices.					

If necessary, you can customise them and add the tiles that are relevant for you. Four different tiles can be displayed simultaneously as favourites. To access the remaining tiles, click on the "**More**" button (see the following slide for details) to display all tiles.



Configuring the default tiles

To customise the favourites, hover over the **"More"** button and then select the **"Manage Default Tiles"** menu item.





Configuring the default tiles

In the menu that opens, you can now set the tiles of your choice as a favourite. In each case, you must first remove one of the selected tiles, since a maximum of four tiles can be selected.

Available Tiles

Name	
Payments Received	Select
Payments that Need Attention	Select
Orders to Confirm	Select
Draft PDFs for Review	Select
New Purchase Orders	Select
Invoices	Select
Purchase Orders	Select
Orders to Ship	Select
Documents Pending Conversion	Select
Orders that Need Attention	Select
Pinned Documents	Select
Service Entry Sheets	Select
Orders to Invoice	Select
Orders with Service Lines	Select

Selected Tiles

⋮ Invoices Rejected	Remove
⋮ Invoices Pending Approval	Remove
⋮ Invoices Pending Payment	Remove
⋮ New Early Payment Offers	Remove

Maximum 4 tiles allowed per dashboard.

Done

Cancel



Working on purchase orders or invoices

With an Ariba standard account, it is generally only possible to process via e-mail. This means that orders can only be viewed or invoiced via the link in the corresponding mail. In this section, you will find the procedure to follow in the event that the mail is lost as well as how to credit an invoice item. If you need instructions for issuing an invoice (with or without a purchase order), please consult our Instructions for Issuing an Invoice.

Ariba Network

Standard Account

Upgrade

TEST MODE

[Home](#) [Inbox](#) [Outbox](#) [Catalogs](#) [Reports](#) [Messages](#)

Orders, Invoices and Payments [All Customers](#) [Last 200 Documents](#)

28
Invoices Rejected

28
Invoices Pending Approval

86
Invoices Pending Payment

0
New Early Payment Offers

3
New Purchase Orders

More...

Order Number		Customer	Status	Amount	Date ↓	Amount Invoiced	Action
BPO209		Swisscom (Schweiz) AG - TEST	New	100,000.00 CHF	19 Jun 2020	0.00 CHF	Select
4501278220		Swisscom (Schweiz) AG - TEST	New	2,000.00 CHF	19 Dec 2019	0.00 CHF	Select
4501278210		Swisscom (Schweiz) AG - TEST	New	3,000.00 CHF	18 Dec 2019	0.00 CHF	Select



Working on purchase orders or invoices

On the homepage under Orders, Invoices and Payments, you can display the desired category. You can also use the "More" button to find all tiles that are not directly displayed. In the top right, you can limit the search period or the customers.

Orders, Invoices and Payments All Customers ▾ Last 200 Documents ▾

28 Invoices Rejected 28 Invoices Pending Approval 86 Invoices Pending Payment 0 New Early Payment Offers 3 New Purchase Orders ... More...

Order Number		Customer	Status
BPO209	📄	Swisscom (Schweiz) AG - TEST	New
4501278220	📄	Swisscom (Schweiz) AG - TEST	New
4501278210	📄	Swisscom (Schweiz) AG - TEST	New

0 Documents Pending Conversion

0 Draft PDFs for Review

115 Invoices

3 New Purchase Orders

0 Payments that Need Attention

5 Payments Received

0 Pinned Documents

0 Orders that Need Attention

3 Orders to Confirm

7 Orders to Invoice

3 Orders to Ship

9 Orders with Service Lines

25 Purchase Orders

8 Service Entry Sheets

Manage Default Tiles

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Working on purchase orders or invoices

If you have found the invoice, order, etc., you can use the action to e-mail the corresponding document again to the stored e-mail address. Once you have received the e-mail, you can open the document directly in Ariba by viewing the order or invoice. You can subsequently make corrections to items or issue invoices on orders.

Orders, Invoices and Payments							All Customers ▾	Last 200 Documents ▾	Now w
28 Invoices Rejected	28 Invoices Pending Approval	86 Invoices Pending Payment	0 New Early Payment Offers	3 New Purchase Orders	...	More...			
Order Number		Customer	Status	Amount	Date ↓	Amount Invoiced	Action		
BPO209	📌	Swisscom (Schweiz) AG - TEST	New	100,000.00 CHF	19 Jun 2020	0.00 CHF	Select ▾		
4501278220	📌	Swisscom (Schweiz) AG - TEST	New	2,000.00 CHF	19 Dec 2019	0.00 CHF	Send me a copy to take action		
4501278210	📌	Swisscom (Schweiz) AG - TEST	New	3,000.00 CHF	18 Dec 2019	0.00 CHF	Select ▾		



Customising notifications

In Ariba, you can customise notifications for the different events and to set them to several people if necessary. To do this, go to the **"Notifications"** menu via the settings.

The screenshot shows the SAP Ariba Network interface. At the top, there's a header bar with 'SAP Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below this is a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The main content area is titled 'Orders, Invoices and Payments' and displays a table of orders. A red arrow points to the 'SD' icon in the top right corner. Another red arrow points to the 'Notifications' option in the 'ACCOUNT SETTINGS' dropdown menu. A third red arrow points to the 'Settings' link in the 'Company Profile' section of the user menu.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
BPO209	Swisscom (Schweiz) AG - TEST	New	100,000.00 CHF	19 Jun 2020	0.00 CHF	Select ▾
4501278220	Swisscom (Schweiz) AG - TEST	New	2,000.00 CHF	19 Dec 2019	0.00 CHF	Select ▾
4501278210	Swisscom (Schweiz) AG - TEST	New	3,000.00 CHF	18 Dec 2019	0.00 CHF	Select ▾

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Customising notifications

In the menu that opens, you can now select the events you want to be notified about and assigning the corresponding e-mail address. Multiple addresses per field are also possible. To do this, separate them with a comma.

[Customer Relationships](#) [Users](#) [Notifications](#) [Application Subscriptions](#) [Account Registration](#) [API management](#)

General

Network

Discovery

Sourcing & Contracts

Messaging

Enter up to three comma-separated e-mail 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 notification 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"/>
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"/>
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	* <input type="text"/>
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"/>

Other Notifications

Network Service	<input type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	* <input type="text"/>
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"/>
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule.	* <input type="text"/>
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"/>



Do you still have questions?

Should any questions or ambiguities arise, SAP Ariba Support provides various options for help. For example, various instructions or e-mail/telephone support can be found in the frequently asked questions.

Otherwise, feel free to contact Swisscom.Kaufhaus@swisscom.com. We will gladly try to solve your issue with you.