Company settings in SAP Ariba

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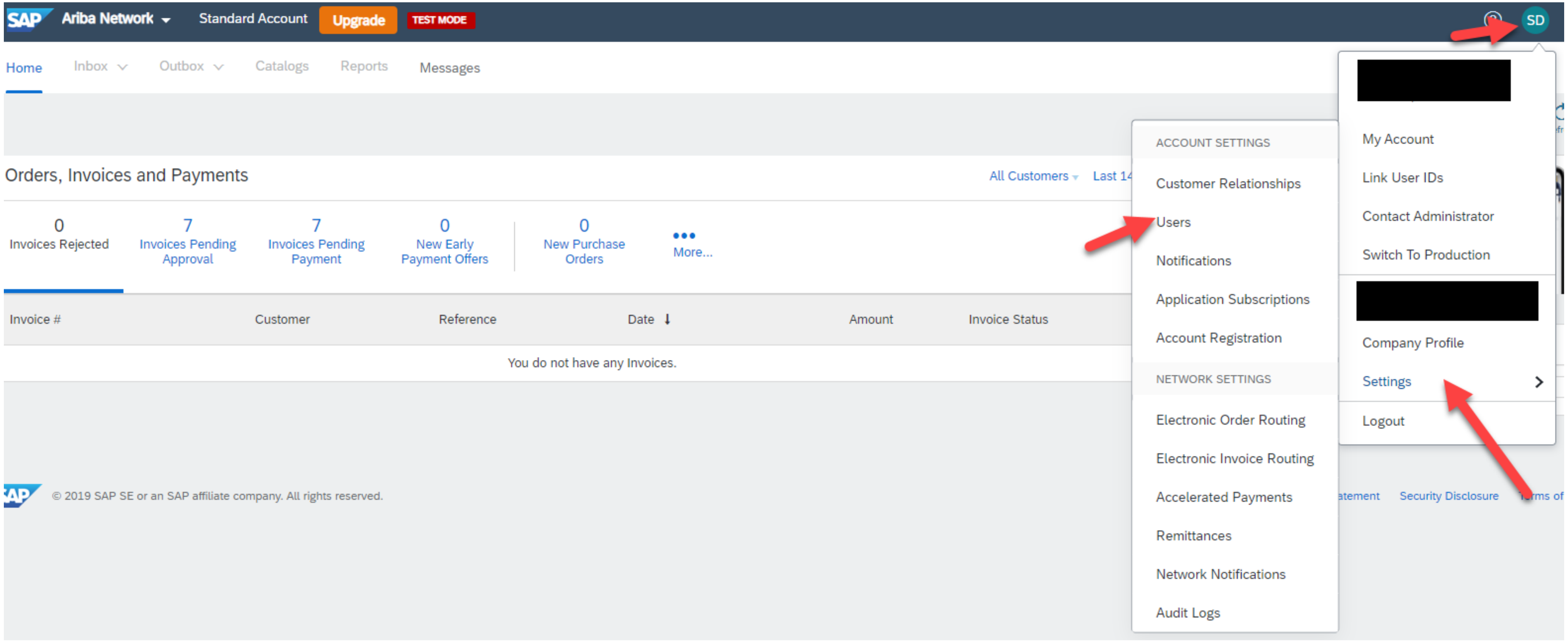
Company settings in SAP Ariba

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.

Table of contents:

Creating permissions and new users

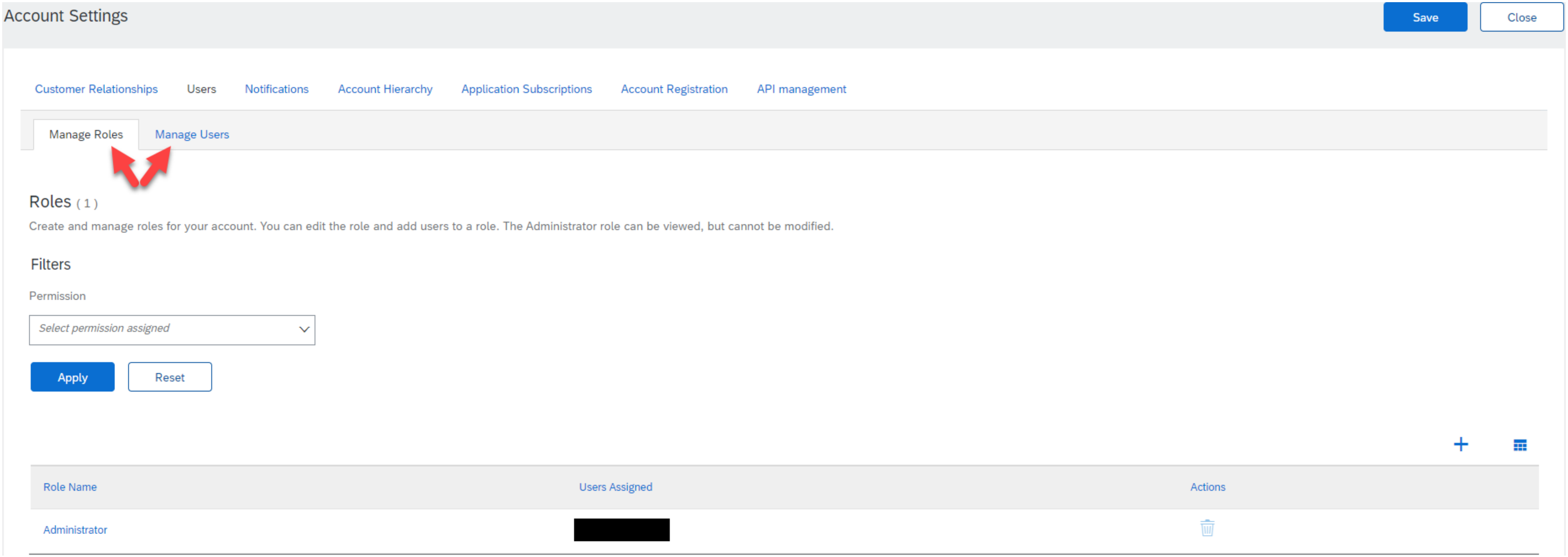
In Ariba, there is essentially one administrator who can manage user rights, roles and new users. Saving several administrators is not possible. The following slides provide instructions on the various options available to the administrator. The picture below shows you how to access the corresponding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



Setting permissions and new users

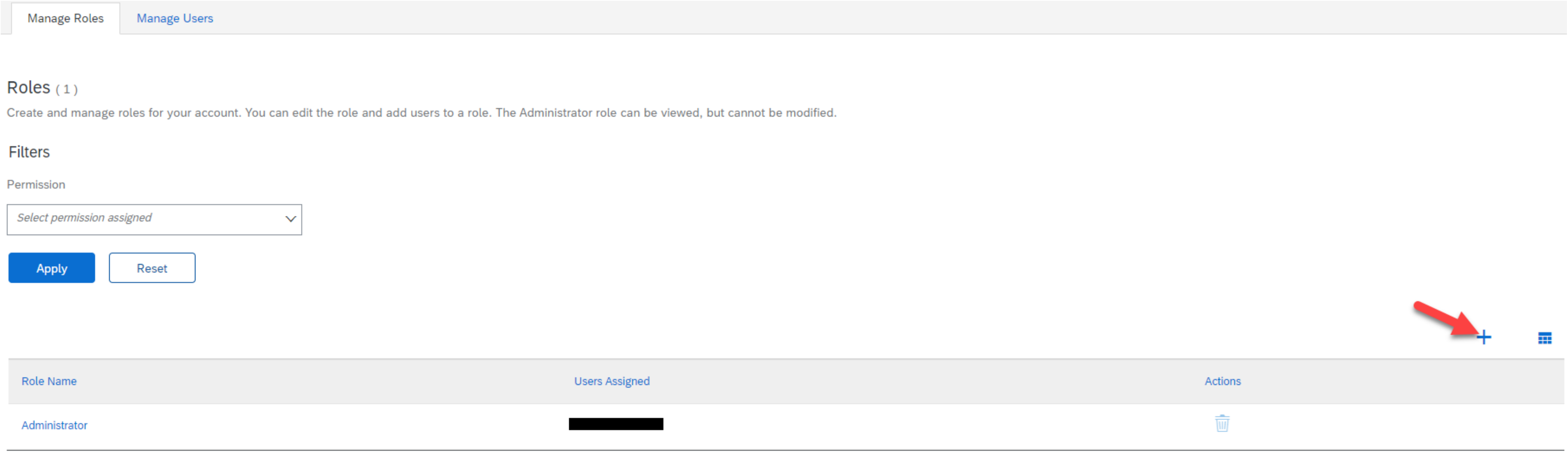
In the menu you can now see, it is possible to create new roles or users or assign users to the corresponding roles. To do this, you must select the corresponding tab.

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



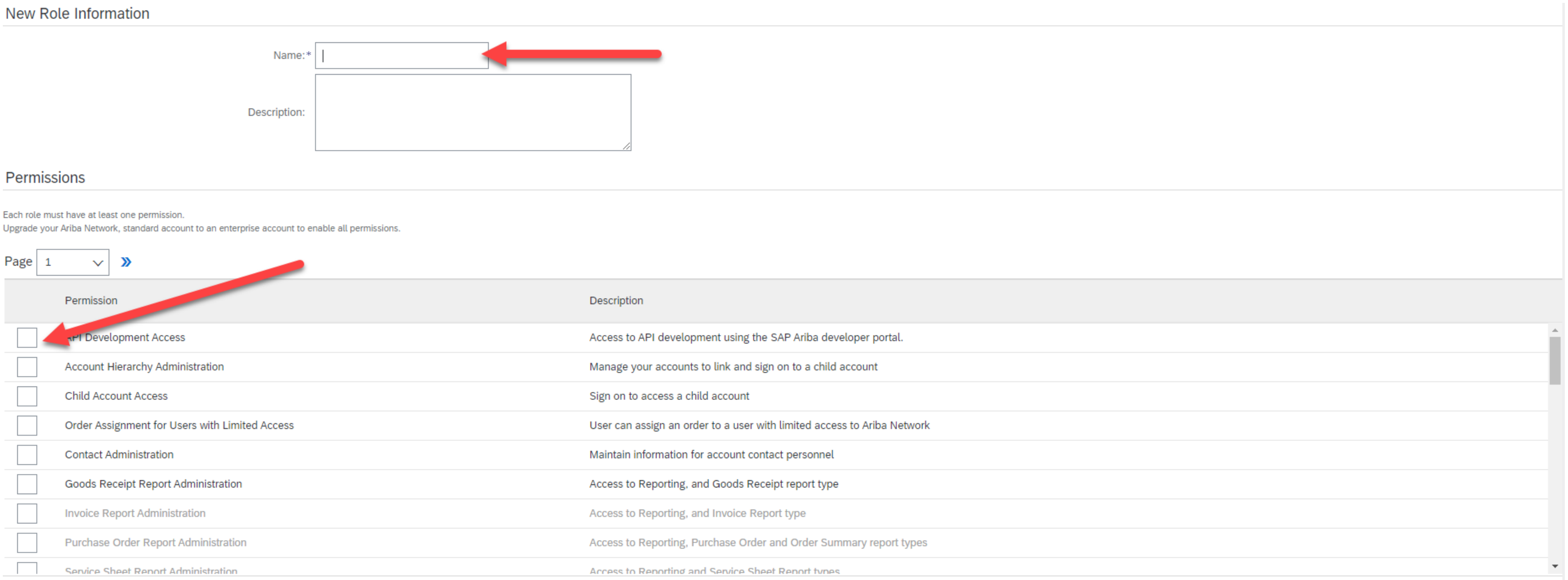
Creating a new role

To create users, an active role must first be available. To do this, click on the **"+"**in the **"Manage Roles"** tab.



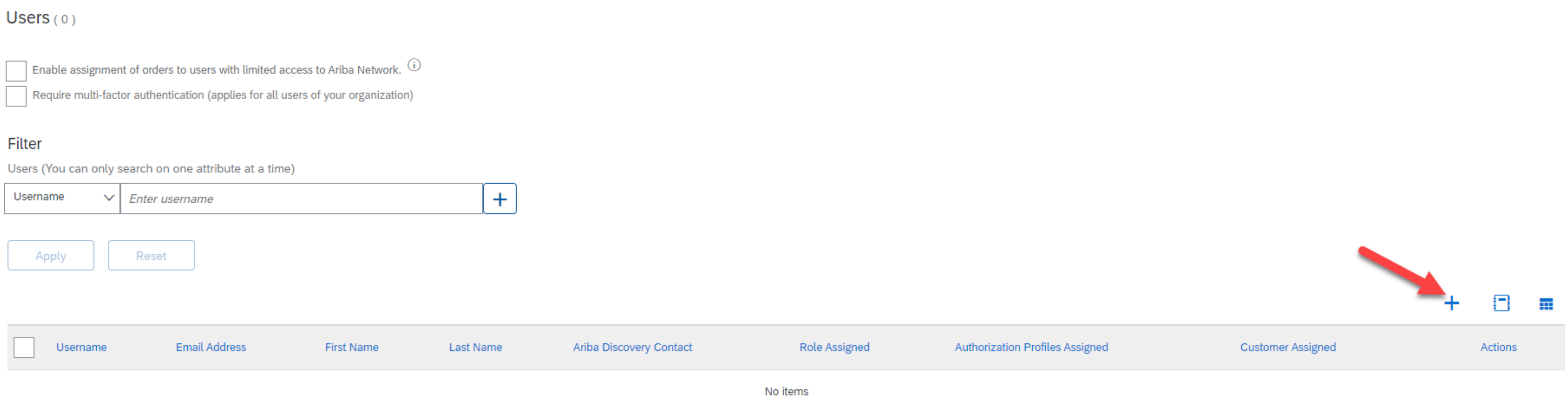
Creating a new role

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.



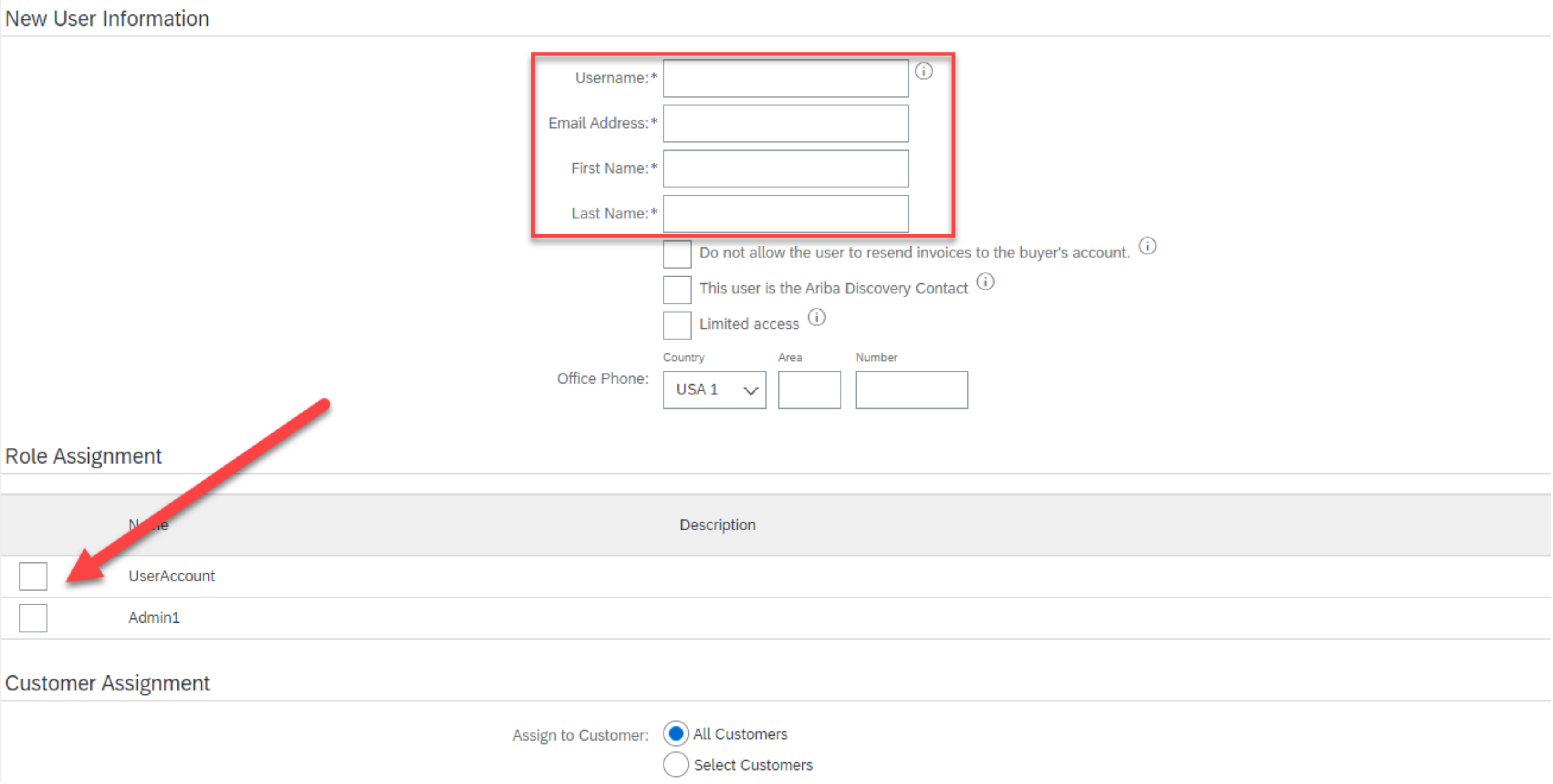
Creating a new user

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 **"+"**.



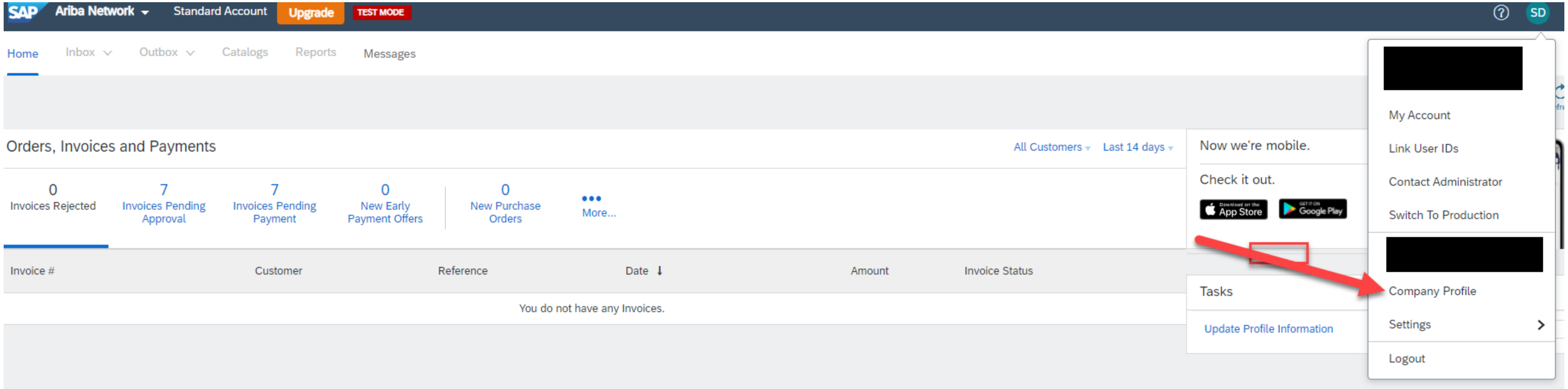
Creating a new user

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



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.



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

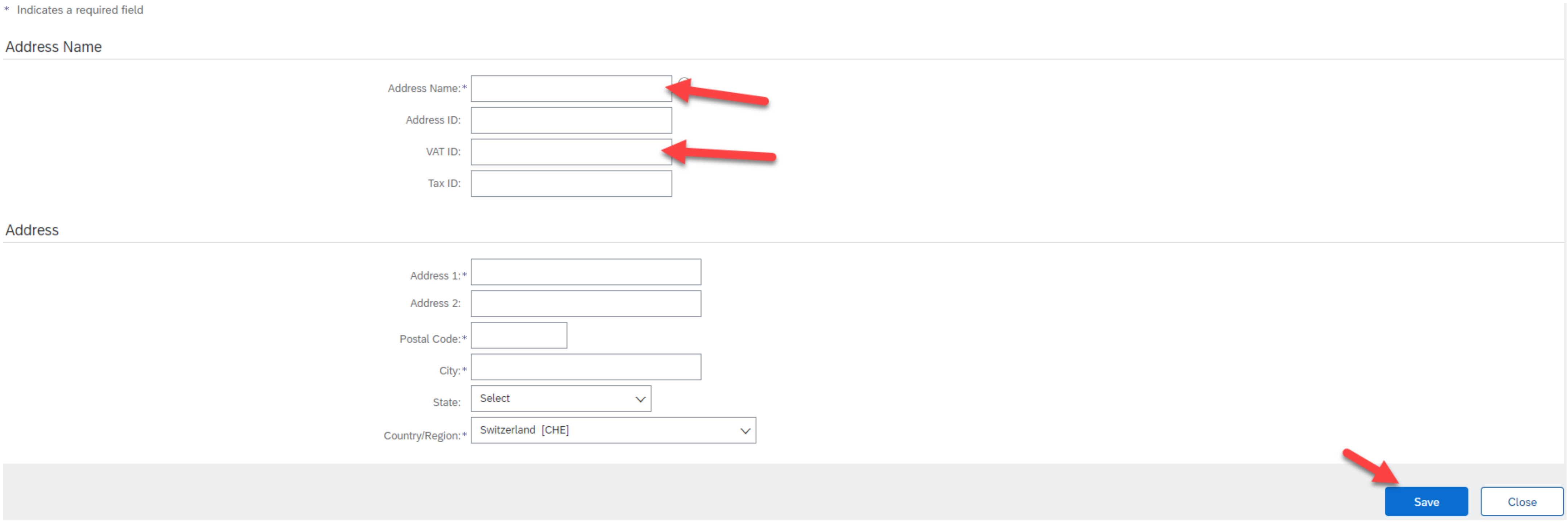
Address Name	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
[redacted]		[redacted]		[redacted]	[redacted]	-

Edit Delete | Create

Entering the VAT number

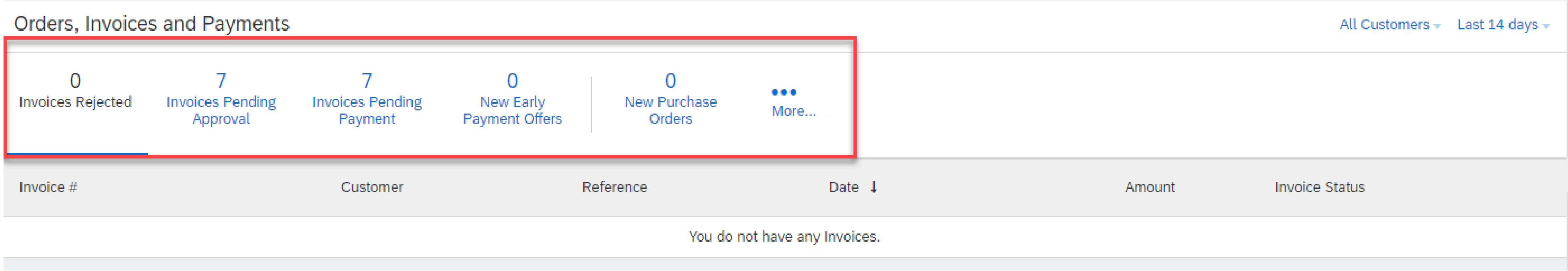
The mandatory fields are marked with an asterisk. You can enter the full name of your company under Address Name. The VAT number must be entered in the VAT Number field.

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



Configuring the default tiles

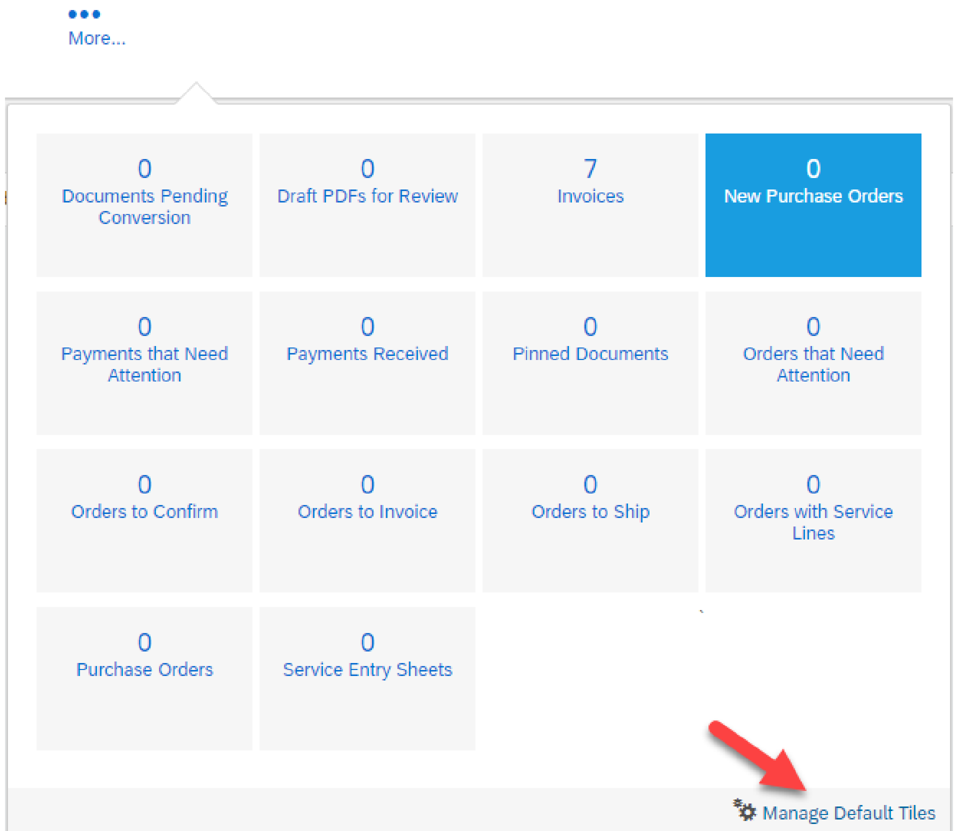
After logging in to SAP Ariba, various tiles are displayed directly as favourites on the homepage:



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.

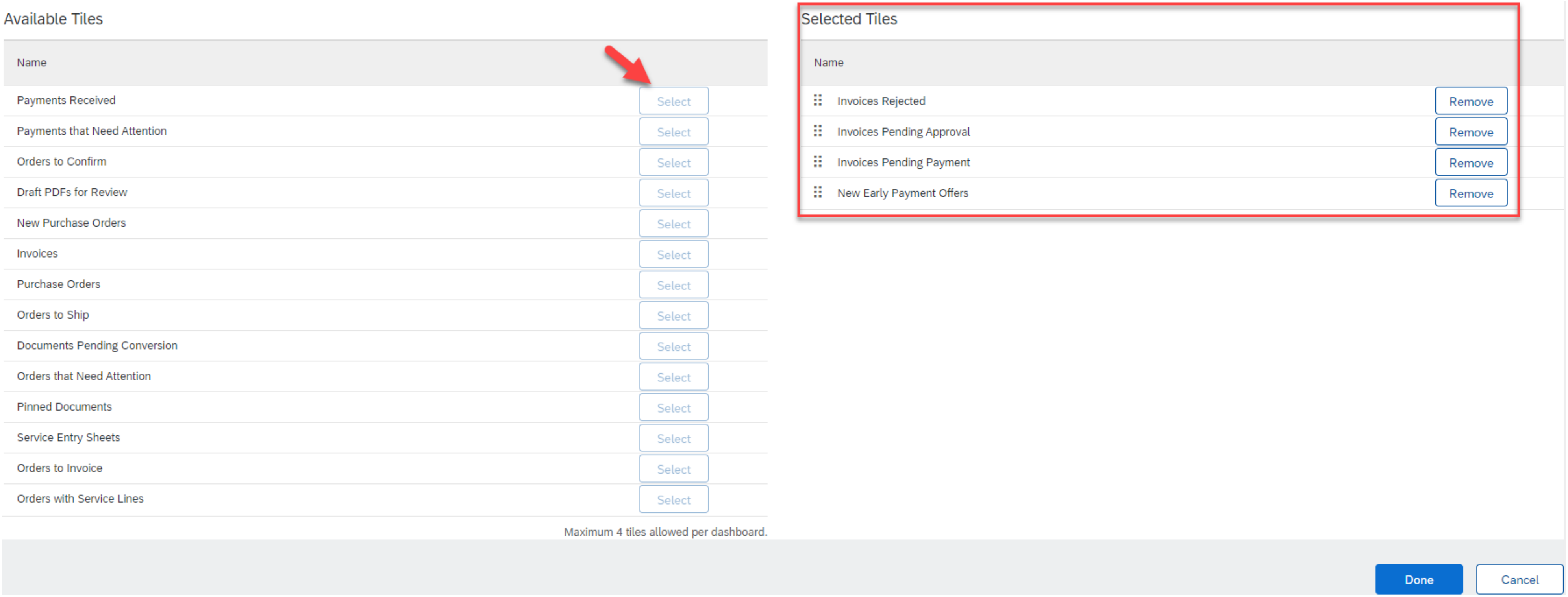
Configuring the default tiles

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



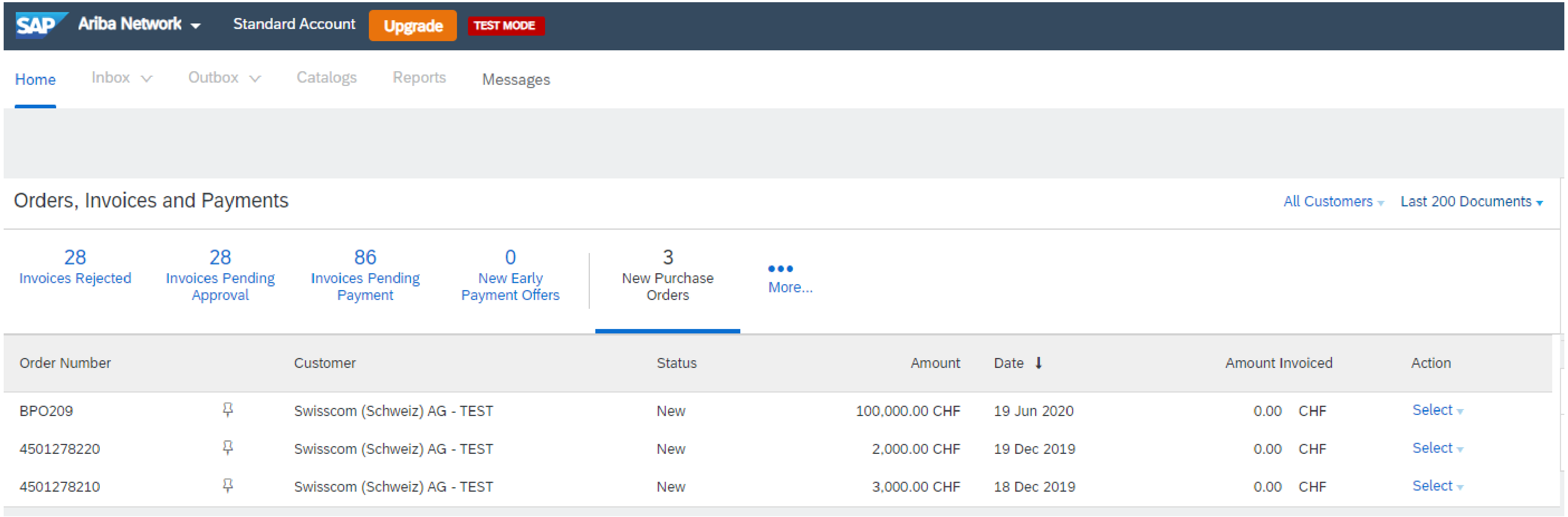
Configuring the default tiles

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.



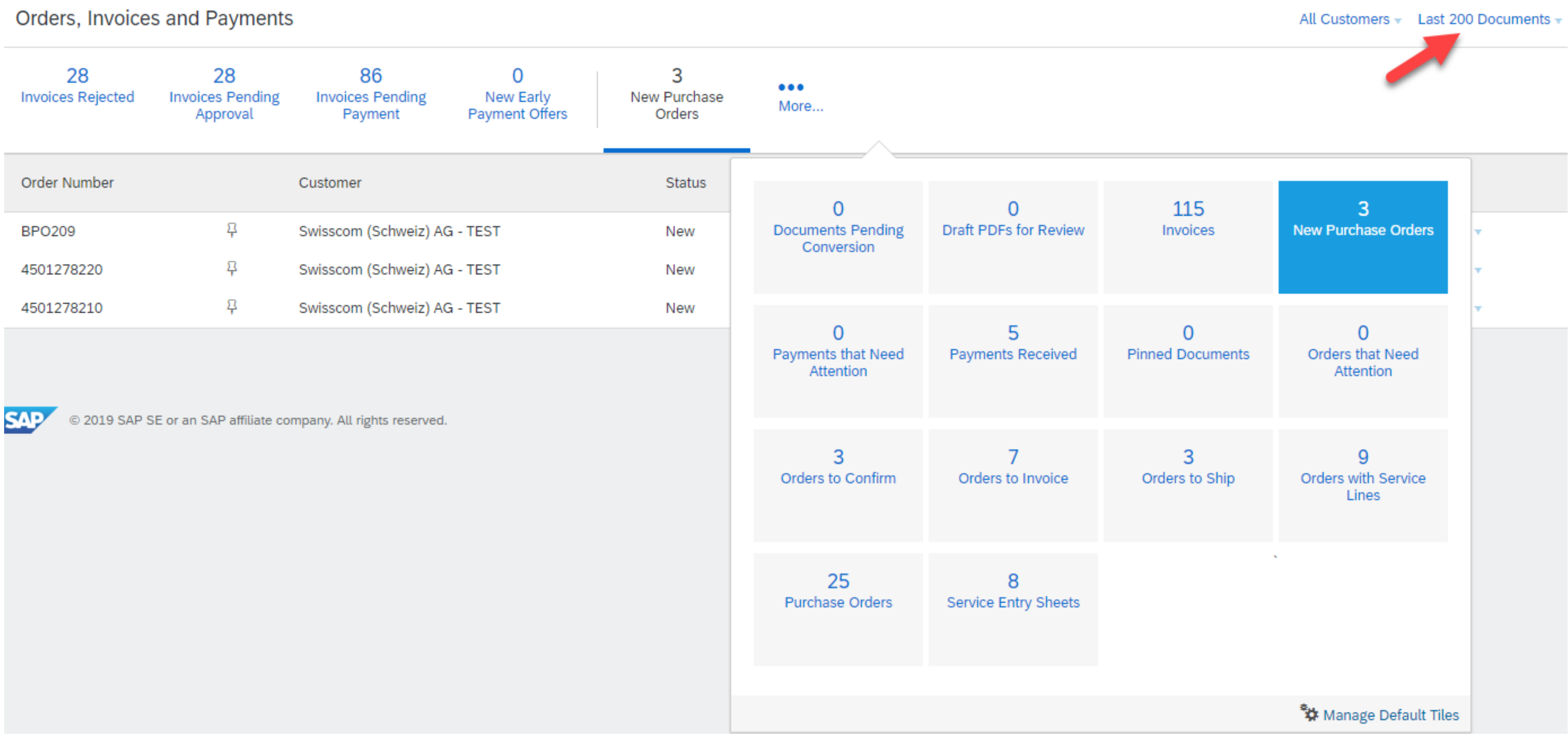
Working on purchase orders or invoices

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.



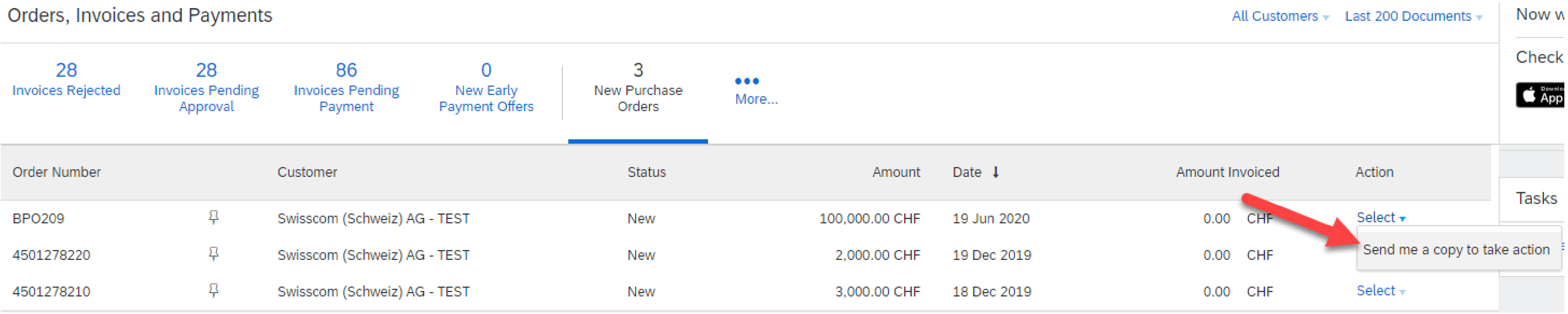
Working on purchase orders or invoices

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.



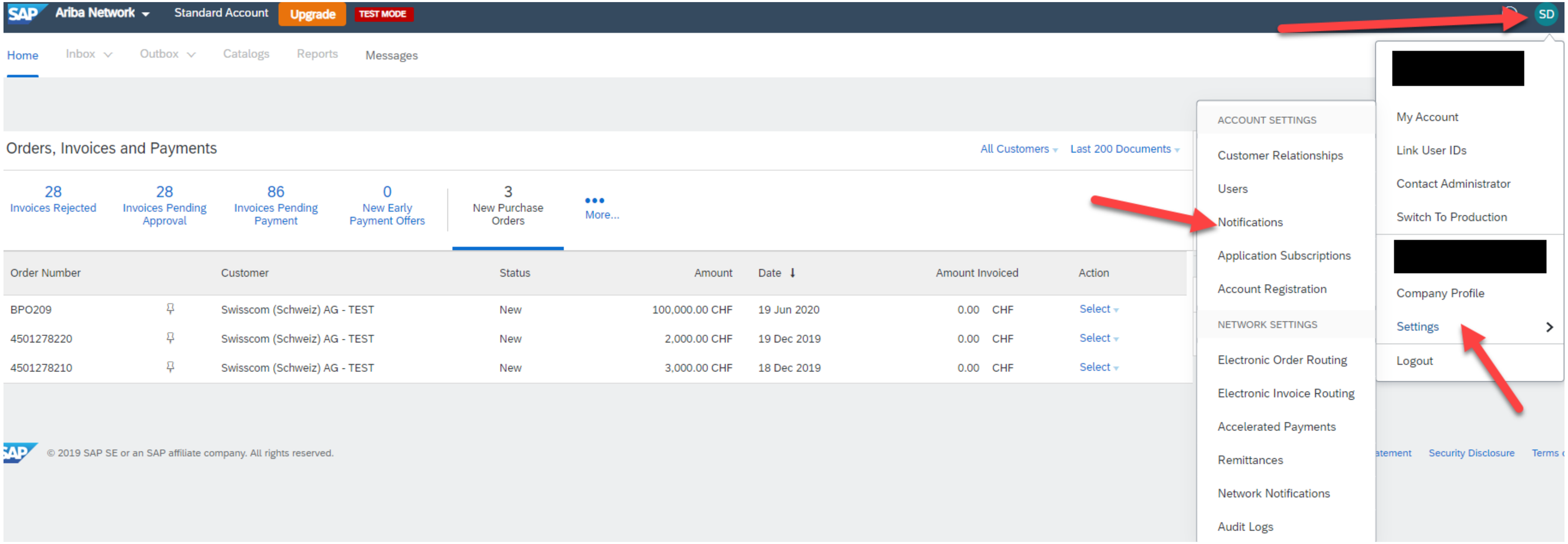
Working on purchase orders or invoices

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.



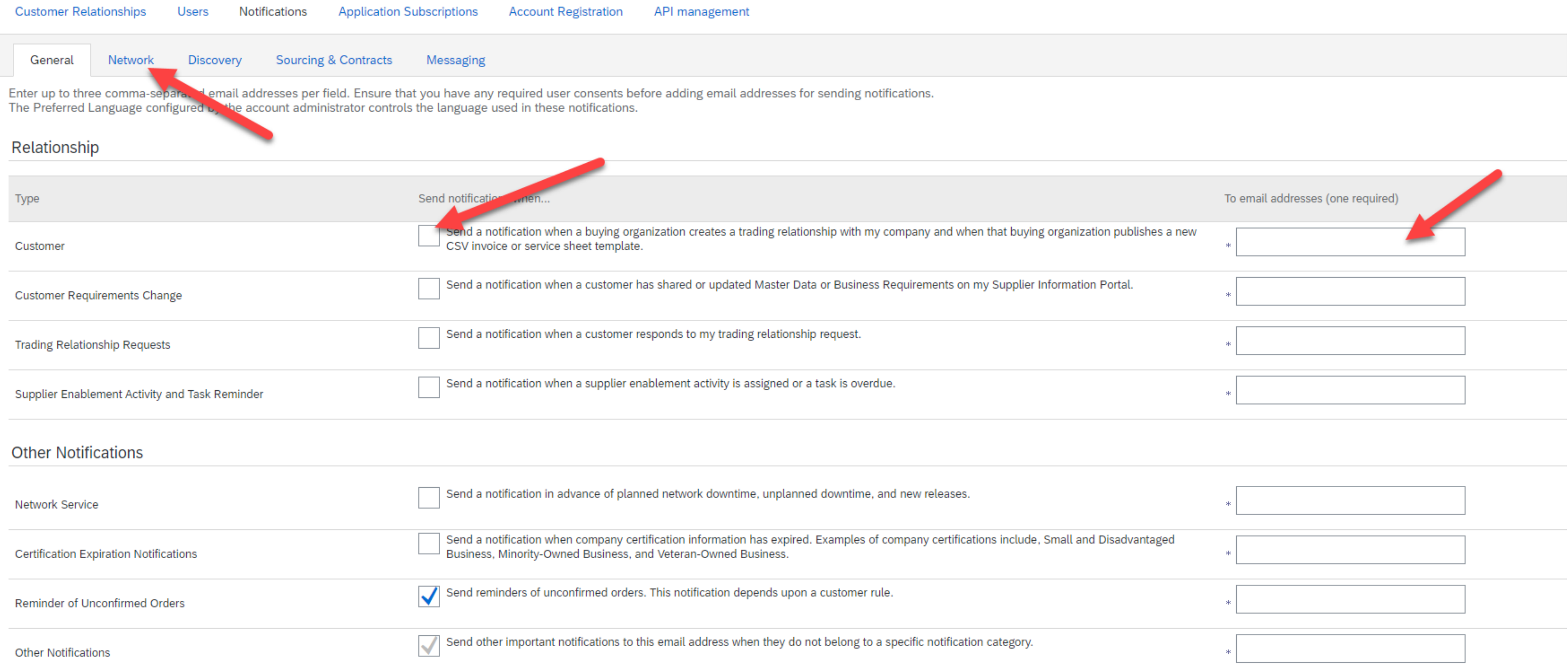
Customising notifications

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.



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.



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.