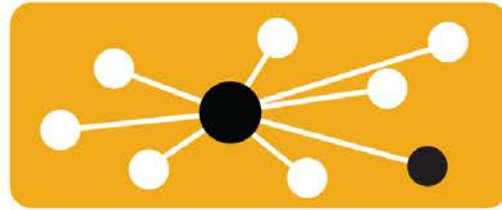
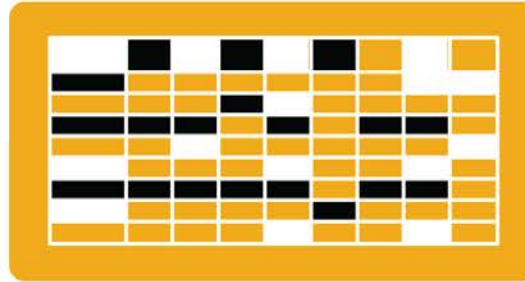


Ariba® Network Quick Start Guide



Boehringer
Ingelheim



SAP Ariba 

*This guide is aimed at full account suppliers only

Get Started 

Using This Guide

The purpose of this guide is to help suppliers understand a basic overview to getting started on Ariba Network.

You may navigate this guide by:

- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics
- Using the bookmark panel to the left

This button will take you back to the previous page

This button will take you to the next step



If you need additional help, click the help button that will assist you in finding the appropriate support contact.

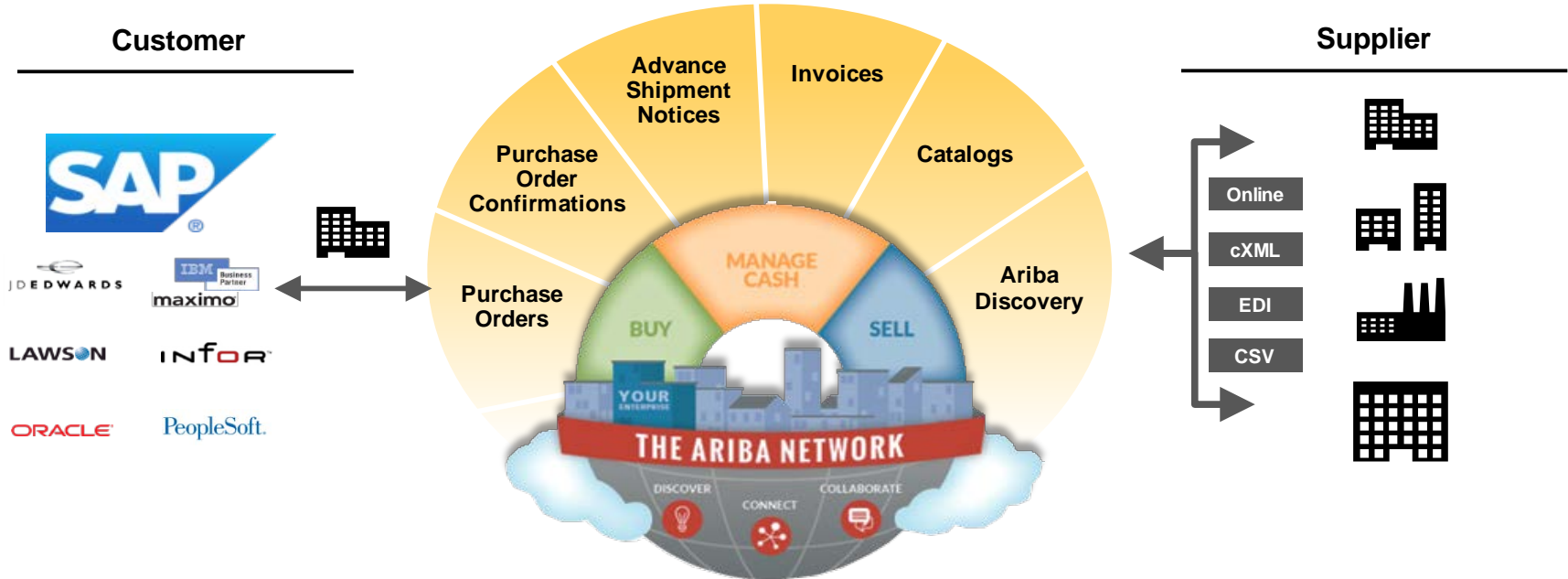
The HOME button will return you to the Guide Contents page

Tabs in the lower left corner link out to our Community Support pages. Look for these to answer your most common questions.



SAP Ariba is the leading business network

Your customer has selected Ariba as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join the Ariba Network and start transacting electronically with them.



SAP Ariba can help you...



Collaborate immediately with all trading partners?

- Immediate access to online invoice creation tool
- Automation and catalog posting for your buyers in <8 weeks



Turn paper into efficient electronic transactions?

- 75% faster deal closure
- 75% order processing productivity gains via cXML
- 80% increase in order accuracy through PunchOut



Catch errors and correct them – before they even happen?

- 64% reduction in manual intervention



See opportunities you're missing and have the ability to trade globally?

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

Scope and goals

Why?

With our initiative we will globally provide transparent and easy-to-use / intuitive Source-to-Pay process with ONE state of the art User Interface.

We are harmonizing, optimizing and automating our process in the area of:

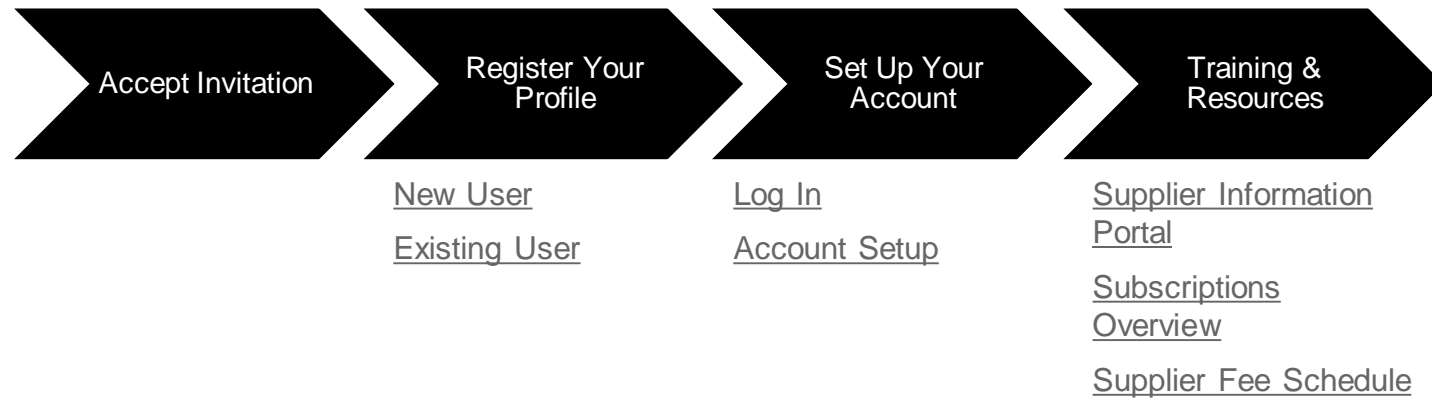
- Sourcing
- Procurement
- Accounts Payable

When?

Date is going to be communicated. Then, using the Ariba Network will be a standard at Boehringer Ingelheim for both new and all existing suppliers.

Purchase orders will be issued electronically.

HOME: Get Started



Accept your invitation

The invitation is also referred to as the Trading Relationship Request, or TRR. This e-mail contains information about transacting electronically with your customer.

➔ Click the link in the emailed letter to proceed to the landing page.



To Acme Supplier,

Boehringer Ingelheim has identified you as a strategic supplier in which we would like to be able to enhance the order collaboration process with your organization via the Ariba Network.

We kindly ask you [accept](#) the trading relationship letter and register yourself on the Ariba network. An Ariba Network representative will reach out to you for next steps to be ready for Transactions.

ACTION REQUIRED

Your customer, **Boehringer Ingelheim and its affiliates**, 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 **Boehringer Ingelheim and its affiliates**, click the link below to get started.

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

(Please click the link 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.

WHAT IS THE ARIBA NETWORK?

Ariba, an SAP company, offers solutions and services that enable you to easily share information and business processes with your customers through the Ariba Network, such as:

- Accelerate the sales cycle and lower the cost of sales
- Find new customers who are actively looking for what you sell
- Drive more business with current customers

ARE THERE FEES ASSOCIATED WITH THIS SERVICE?

There are no fees to register. However, depending on how much you use your Ariba Network account to do business with your customers, fees may apply. [Learn more about fees.](#)

WHAT TO EXPECT NEXT

Once you register on the Ariba Network, you might receive further instructions from your customer on how to confirm that your account is properly set up. Alternatively, after registering, log in to your Ariba Network account and click the Enablement tab, where you might see further tasks to complete.

HAVE ANY MORE QUESTIONS?

For general questions about the Ariba Network, visit [Ariba Answers](#).

For instructions and online demonstrations provided by your customer, visit the [Supplier Information Portal](#).

To submit questions to your customer related to this Ariba Network trading relationship request or to request that the customer stop contacting you, [click here](#).

For any additional questions or further assistance, please contact [Ariba Customer Support](#).

Sincerely,

The Ariba Network Team

<http://www.ariba.com>

Select one...

First Time User

Existing User

Ariba Network

Help Center >>

Welcome to Ariba® Network

SMO Buyer 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.

[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?](#)

[Confirm](#)

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.

Register as a New User

1. Select **Register Now**
2. Enter all fields marked required with an asterisk (*) including:

- **Company Name**
- **Address**
- **City**
- **State**
- **Zip**

3. Fill in additional optional fields to help complete your profile.

- **Product and Service Categories**
- **Ship-To or Service Locations**
- **Tax ID**
- **DUNS Number**

4. Accept the **Terms of Use** by checking the box.

5. Click **Continue** to proceed to your home screen.

The screenshot shows the 'Ariba Network' registration page titled 'Enter Your Ariba Commerce Cloud Information'. The page has a dark blue header with the Ariba Network logo. Below the header, there's a sub-header 'Enter basic company information' and a '5' in a yellow circle next to 'Continue' and 'Cancel' buttons. The form contains several fields: 'Company Name*' (text input), 'Country*' (dropdown menu showing 'United States [USA]'), 'Address*' (three stacked text inputs labeled 'Line 1', 'Line 2', and 'Line 3'), 'City*' (text input), 'State*' (dropdown menu showing 'Pennsylvania'), and 'Zip*' (text input). A note states: 'If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.' Below these are optional fields: 'Product and Service Categories:' (text input with 'Add' and 'Browse' buttons), 'Ship-to or Service Locations:' (text input with 'Add' and 'Browse' buttons), 'Tax ID:' (text input with 'Optional' label and 'Enter your nine-digit Company Tax ID number.'), and 'DUNS Number:' (text input with 'Optional' label and 'Enter the nine-digit number issued by Dun & Bradstreet. ⓘ'). A '3' in a yellow circle is placed near the optional fields. A '2' in a yellow circle is placed near the address fields. A '5' in a yellow circle is placed near the 'Continue' button.

Log on to Ariba® Network

- ➔ Log in using your current Ariba username and password in order to accept the relationship with your 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.

[Trouble Logging In?](#)

Set Up Your Account

1. From the Home Screen click the **Company Settings** menu dropdown.
2. Select **Electronic Order Routing** under **Network Settings**.
3. Choose one of the following routing methods for your purchase orders:
 - **Online**
 - **cXML**
 - **EDI**
 - **Email**
4. Configure e-mail notifications.

1

Company Settings ▾

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

[Company Profile](#)

[Service Subscriptions](#)

[Account Settings](#)

[Customer Relationships](#)

[Users](#)

[Notifications](#)

[Account Hierarchy](#)

[View All](#)

Network Settings

[Electronic Order Routing](#)

[Electronic Invoice Routing](#)

[Accelerated Payments](#)

[Remittances](#)

[Network Notifications](#)

[View All](#)

2

What else may be required?

Any customer specific requirements will be communicated directly from your customer.

Training and Resources

Supplier Information Portal

1. Select the name of your company in the top right corner and then click the **Customer Relationships** link.
2. Select the **buyer name** to view transactional rules.
3. Select **Supplier Information Portal** to view documents provided by your buyer.

The screenshot displays the 'Account Settings' interface. The main content area is titled 'Account Settings' and includes tabs for 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. Under 'Customer Relationships', there are sub-tabs for 'Current Relationships' and 'Potential Relationships'. A section titled 'I prefer to receive relationship requests as follows:' contains two radio buttons: 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. Below this is an 'Update' button. A 'Pending' section shows a table with a 'Customer' header and 'Approve' and 'Reject' buttons. A 'Current' section shows a table with 'Customer' header and two rows: 'Ariba Inc.' and 'Pouliot Industries'. The 'Ariba Inc.' row has a checkbox, a yellow circle with '2' next to the name, and a yellow circle with '3' next to the 'Supplier Information Portal' link. The 'Pouliot Industries' row has a checkbox and a 'Reject' button. On the right, a 'Company Settings' sidebar is visible, listing various settings. The 'Customer Relationships' link in this sidebar is highlighted with a yellow circle and the number '1'.

Subscriptions Overview

Subscription Level	Description
Standard	<ul style="list-style-type: none"> No-cost subscription level Reporting functionality Document repository and status Account administration PunchOut and CIF catalogs Access to Ariba customer support
Bronze	<ul style="list-style-type: none"> Unlimited proposals and one free sales opportunity response on Ariba Discovery Personalized guidance from our supplier commerce consulting team Access to collaborative commerce training courses Digital badges that denote your specific e-commerce capabilities.
Silver	<ul style="list-style-type: none"> Two free sales opportunity responses on Ariba Discovery EDI and cXML-based integration protocols Unlimited post-deployment technical support
Gold	<ul style="list-style-type: none"> Unlimited free sales opportunity responses on Ariba Discovery Automated “touchless” transacting with integration Priority access to the supplier commerce consulting team
Platinum	<ul style="list-style-type: none"> Extensive connectivity solutions, support, and validation services providing a fully automated and seamless collaboration Pass to SAP Ariba Live gives you access to in-depth e-commerce insights and networking opportunities

Supplier Fee Schedule

Please select your currency:

£GBR

€EUR

[Can't Find Your Currency?](#)

Supplier Fee Schedule - GBP

5 and more documents?	More than £34,250?	Usage
NO	NO	FREE
YES	NO	FREE
NO	YES	FREE
YES	YES	CHARGEABLE

- **FREE** for all suppliers to join and begin transacting
- **No surcharges** for suppliers with multiple divisions or business units
- **Documents are considered Purchase Orders, Service Entry Sheets, and Service Entry Sheet Responses**
- **Chargeable suppliers transacting less than 155,000 GBP in annual financial volume will be assigned to the Bronze level irrespective of annual document count.**

Examples			
Volume	Subscription	Transaction	Total Annual
60 documents £30K	Standard - £0	£0	£0
4 documents £500K	Standard - £0	£0	£0
60 documents £500K	Silver - £500	£775	£1275

Transaction Fees

Billed every quarter

0.155% of transaction volume
Capped at £13 200/year (per Relationship)

+

Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents	Bronze	£35
25 to 99 documents	Silver	£500
100 to 499 documents	Gold	£1,500
500 and more documents	Platinum	£3,770

Supplier Fee Schedule - EUR

5 and more documents?	More than €44 600?	Usage
NO	NO	FREE
YES	NO	FREE
NO	YES	FREE
YES	YES	CHARGEABLE

- **FREE** for all suppliers to join and begin transacting
- **No surcharges** for suppliers with multiple divisions or business units
- **Documents are considered Purchase Orders, Service Entry Sheets, and Service Entry Sheet Responses**
- **Chargeable suppliers transacting less than 185,000 EUR in annual financial volume will be assigned to the Bronze level irrespective of annual document count.**

Examples			
Volume	Subscription	Transaction	Total Annual
60 documents €35K	Standard - €0	€0	€0
4 documents €500K	Standard - €0	€0	€0
60 documents €500K	Silver - €670	€775	€1445

Transaction Fees

Billed every quarter

0.155% of transaction volume
Capped at €15 500/year (per Relationship)

+

Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents	Bronze	€45
25 to 99 documents	Silver	€670
100 to 499 documents	Gold	€2 000
500 and more documents	Platinum	€4 900

Ariba Network Customer Support



Complete Support WebForm

- A Procurement Operations Specialist will reply via email within 4 hours.



Connect to Support via Live Chat

- Discuss questions or issues via Live Web Chat immediately



Contact Ariba Customer Support by Phone

- Request a call from our Procurement Operations Specialist Now or Later

*The above links only work once the user is logged-in.

