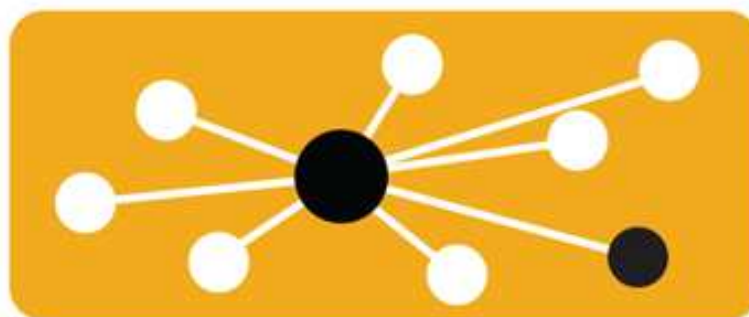
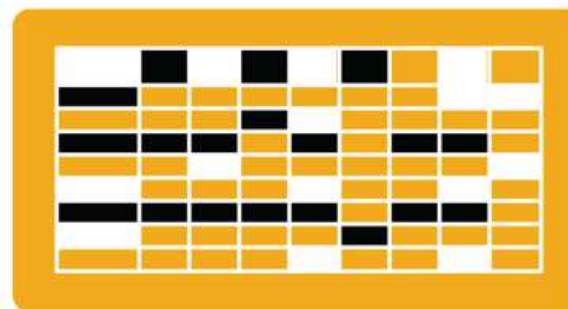


# Ariba® Network Quick Start Guide for Cepsa Suppliers



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.

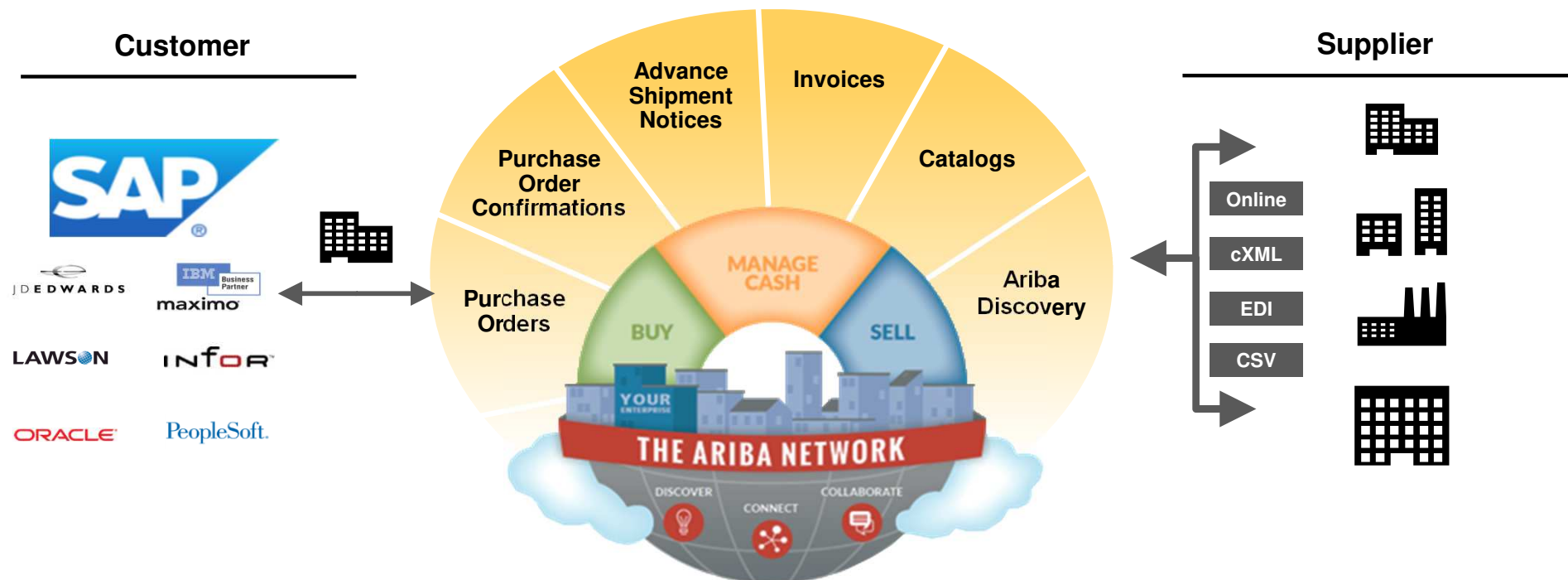
The HOME button will return you to the Guide Contents page

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



## **Track invoice and payment status online in real time and accelerate receivables**

- 62% decrease in late payments
- 68% improvement in reconciling payments

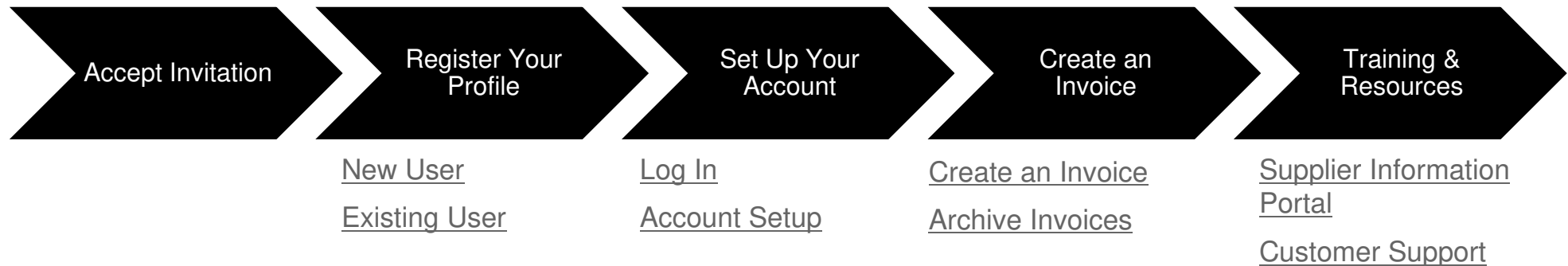


## **See opportunities you're missing and have the ability to trade globally**

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

# HOME: Get Started

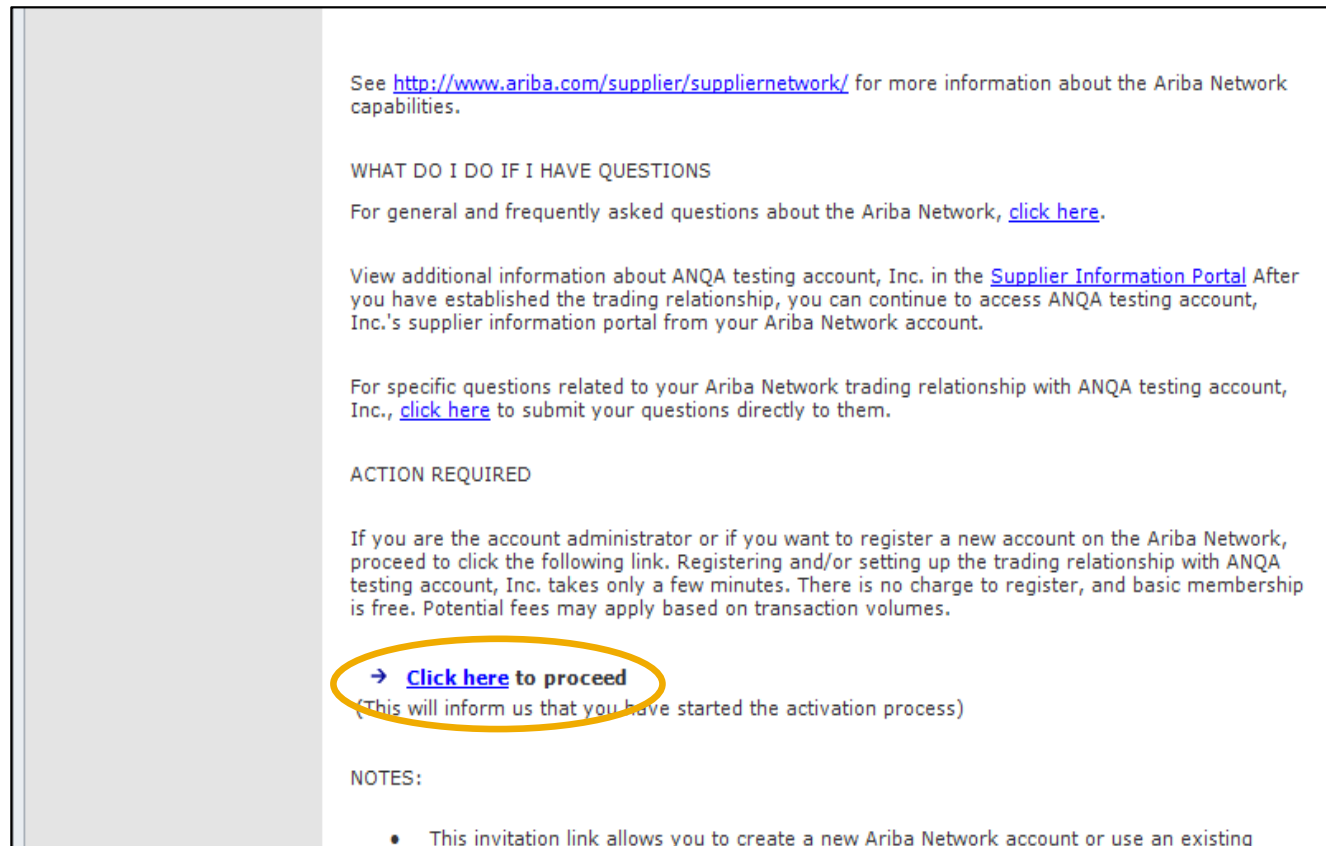
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# Accept Your Invitation

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.



# Select one...

First Time User

Existing User

## 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.

Enter Your Ariba Commerce Cloud Information

Enter basic company information

\* Indicates a required field

Company Name: \*

Country: United States [USA]

Address: Line 1, Line 2, Line 3

City: \*

State: Pennsylvania

Zip: \*

Product and Service Categories: Enter Product and Service Categories [Add] -or- Browse

Ship-to or Service Locations: Enter Ship-to or Service Location [Add] -or- Browse

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. ⓘ



# 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**
  - **Fax**
  - **cXML pending queue**  
(available for Order routing only)
4. Configure e-mail notifications.

The screenshot displays the SAP Ariba account setup interface. On the right, the 'Company Settings' dropdown menu is open, showing 'Network Settings' as the selected option. The 'Network Settings' page is visible, with 'Electronic Order Routing' selected. The 'Electronic Order Routing' tab is active, showing a table for 'New Orders' with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Routing Method' is set to 'Email' (indicated by a yellow circle 3). The 'Options' section includes an 'Email address' field (indicated by a yellow circle 4) and checkboxes for 'Attach cXML document in the email', 'Include document in the email message', and 'Leave attachments online and do not attach'.

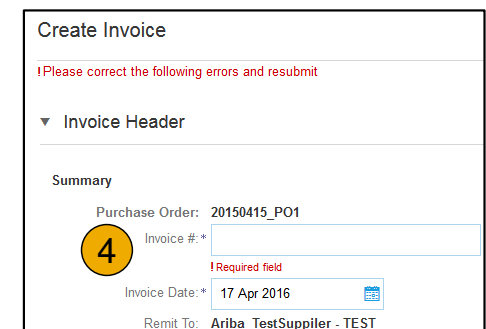
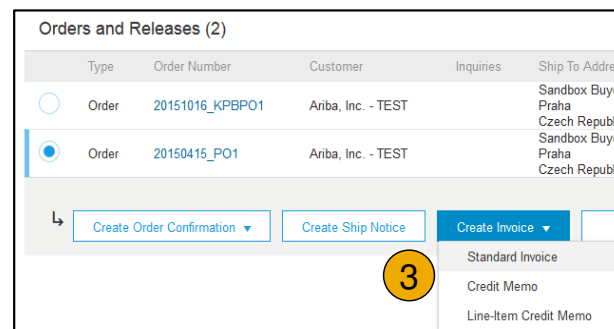
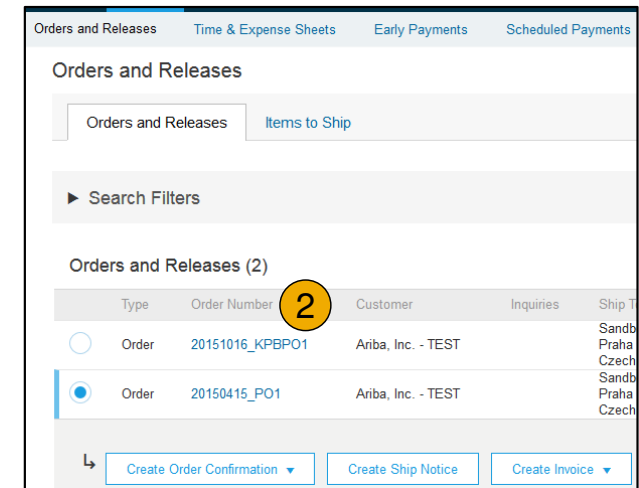
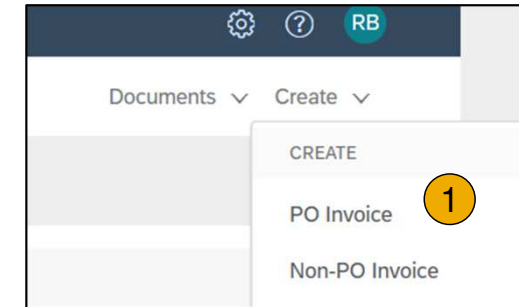
## What else may be required?

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

# Create an Invoice

To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable.** Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to your customer.



Can't Find Your PO?

# Archiving Invoices

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click **Start**.
  - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
  - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)

### Invoice Archival

Ariba Network can archive your invoices in zip format. The 30-day period, then additionally select the Archive Immediately

[Configure Invoice Archival](#) **3**

### Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the D invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately

☐ Twice Daily  
☐ Daily  
☒ **Weekly** **4**  
☐ Biweekly  
☐ Monthly

Archiving Start Time: 11 : 0 ☐ AM ☒ PM Etc/GMT0 ⓘ

☒ Archive Immediately

[Start](#)

☒ Send archived invoice files to the pending queue for download.

☐ Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

[Save Delivery Option](#)

### Long-Term Document Archiving

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by can **5** and download the archived invoices from the Document Archive > Archived Documents page

☐ Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving

# Training and Resources

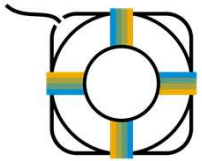
## Supplier Information Portal

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:  
The **Customer Invoice Rules** determine what you can enter when you create invoices.
3. Select **Supplier Information Portal** to view documents provided by your buyer.

The screenshot displays the 'Account Settings' page in SAP Ariba. The 'Customer Relationships' tab is selected. Under 'Current Relationships', there is a table with two entries: 'Ariba Inc.' and 'Pouliot Industries'. The 'Ariba Inc.' entry is highlighted with a yellow circle labeled '2'. To the right of this entry, there is a link labeled 'Supplier Information Portal' with a yellow circle labeled '3' next to it. In the top right corner, a dropdown menu is open, showing the company name 'Construct & Co' and a list of settings. The 'Customer Relationships' option in this menu is highlighted with a yellow circle labeled '1'.

# Customer Support

## Supplier Support During Deployment



### Ariba Network Registration or Configuration Support

- Registration, Supplier Fees, Account configuration click [here](#).
- For issues with accessing your supplier account, click [here](#).



### Enablement Business Process Support

- For business related questions, write an email to Cepsa. at [N2PayVendors@Cepsa.com](mailto:N2PayVendors@Cepsa.com).

## Supplier Support Post Go-Live



### Global Customer Support

Use the Help Center directly from your Ariba Network Account.

# Other Useful Resources

## General Information about the Ariba Network



Click [here](#) to learn what is Ariba Network for suppliers.



Click on the relevant language for you [here \(ENG\)](#) or [here \(ESP\)](#) to learn more about how much does it cost using Ariba Network.



Do you want to know how much it will cost you to transact with your customers with an Enterprise account? Click this [link](#) to use our wizard and make an estimation.



Ariba Network for supplier - Check the video at this [link](#) to learn more about your Ariba Network account and how to use it.



TRR and account configuration - Check the video at this [link \(ENG\)](#) or this [link \(ESP\)](#) to learn how to accept a TRR and how configure your account for PO and invoice notification.