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Supplier guidelines

Account creation and configuration on the SAP Ariba Network

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Introduction

Introduction

*The SAP Business Network is a **dynamic, digital marketplace** which allows you, as a supplier to connect with Umicore buyers and requestors. As a supplier, you will be invited by Umicore to join the SAP Business Network and start doing business on an online platform. The SAP Business will allow you to do business with Umicore at any time and anywhere on any device, increasing efficiency and effectiveness.*

Before being able to interact and transact on the SAP Ariba platform, you'll need to create a new account on SAP Ariba or login an existing account. In this manual you find more insights in:

The different account types

Account creation of a new account or login using an existing account

Configuration of your account

The use of the SAP Business Network and its potential accommodated fees will be elaborated upon in the "Account types" section.

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Account types

Account types

Recommended for transacting with Umicore

Feature	1 Standard Account	2 Enterprise Account
	A **Standard Account** is a free account that typically gets activated from the first transaction. It allows you to transact with several customers. This account type is ideal for suppliers with a limited amount of transactions per year as you cannot run reports, publish electronic catalogs or integrate your ERP system. By default, you create a standard account.	An **Enterprise Account** is a full-feature account that is created prior to the first transaction by means of a “Trading Relationship Request” from your buyer. It allows you to organize and filter documents in an easy workbench, to run reports, publish electronic catalogs and set-up integration with your ERP. This account type might be subjected to fees depending on the volumes transacted.
Access	Via email notifications & workbench	Online dashboard & workbench
Document types	All	All
Legal Archive	Email notification & online download	Long-term invoice archiving & mass download
Support	Online Help Center	Direct access to enablement experts
Electr. catalogs	Yes, self-service	Yes, with assistance
Integration	No	Yes
Reporting	No	Yes
Fees	No	May apply

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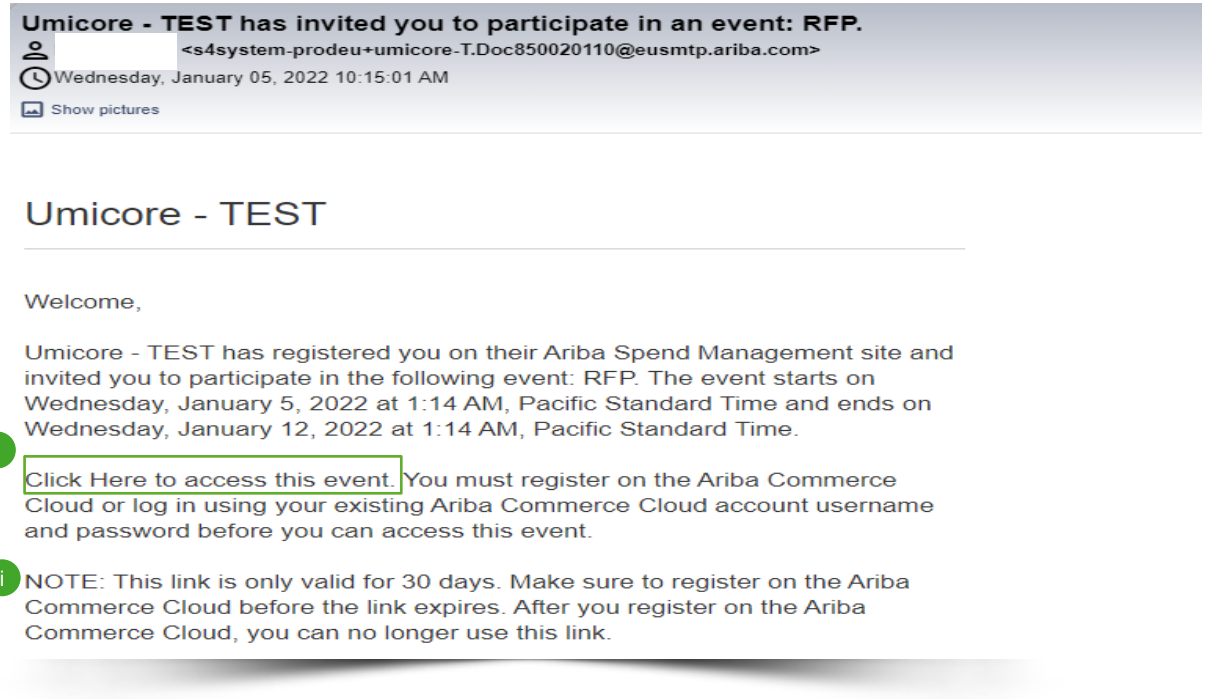
Account creation

Account creation – *For participation in an event*

Umicore invites you



Umicore - TEST has invited you to participate in an event: RFP.

<s4system-prodeu+umicore-T.Doc850020110@eusmtp.ariba.com>

Wednesday, January 05, 2022 10:15:01 AM

Show pictures

Umicore - TEST

Welcome,

Umicore - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFP. The event starts on Wednesday, January 5, 2022 at 1:14 AM, Pacific Standard Time and ends on Wednesday, January 12, 2022 at 1:14 AM, Pacific Standard Time.

1 Click Here to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

i NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

When you are invited for an event, you will receive a participation email. This email will contain a link to access the event.

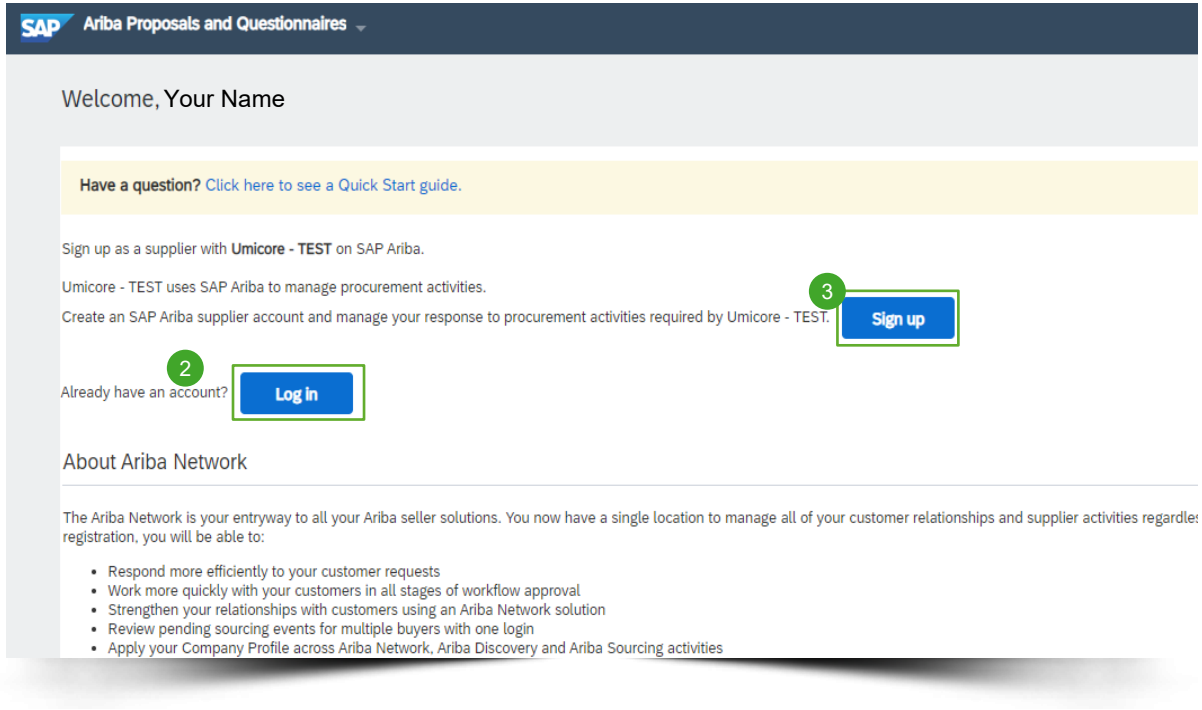
1 Click on the link received to access the event to sign up or login as a supplier on the SAP Ariba platform.

Additional information

i The link is valid for only 30 days. If the link has expired, please reach out to your Umicore contact person.

NOTE: If applicable, you will have received an NDA for signature beforehand via one of Umicore buyers

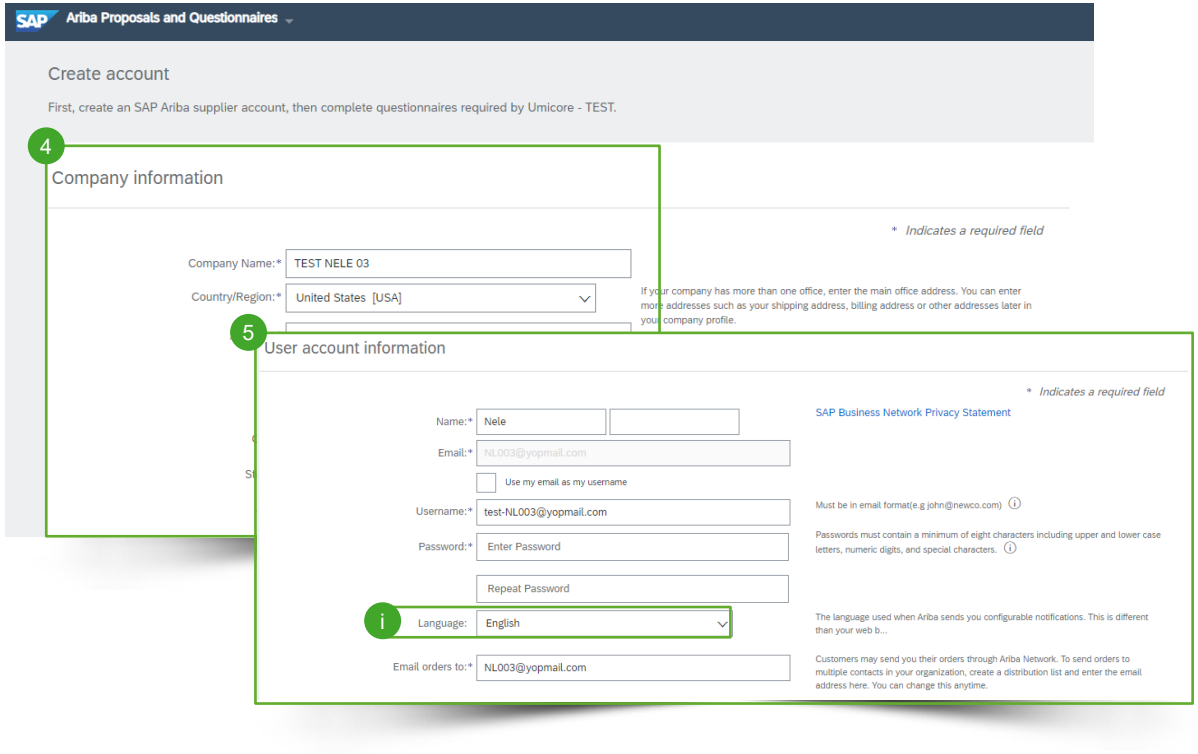
Account creation on the SAP Business Network



2 If you already have an Ariba account, please login with this account.

3 Sign up if you need to create a new account.

Account creation on the SAP Business Network



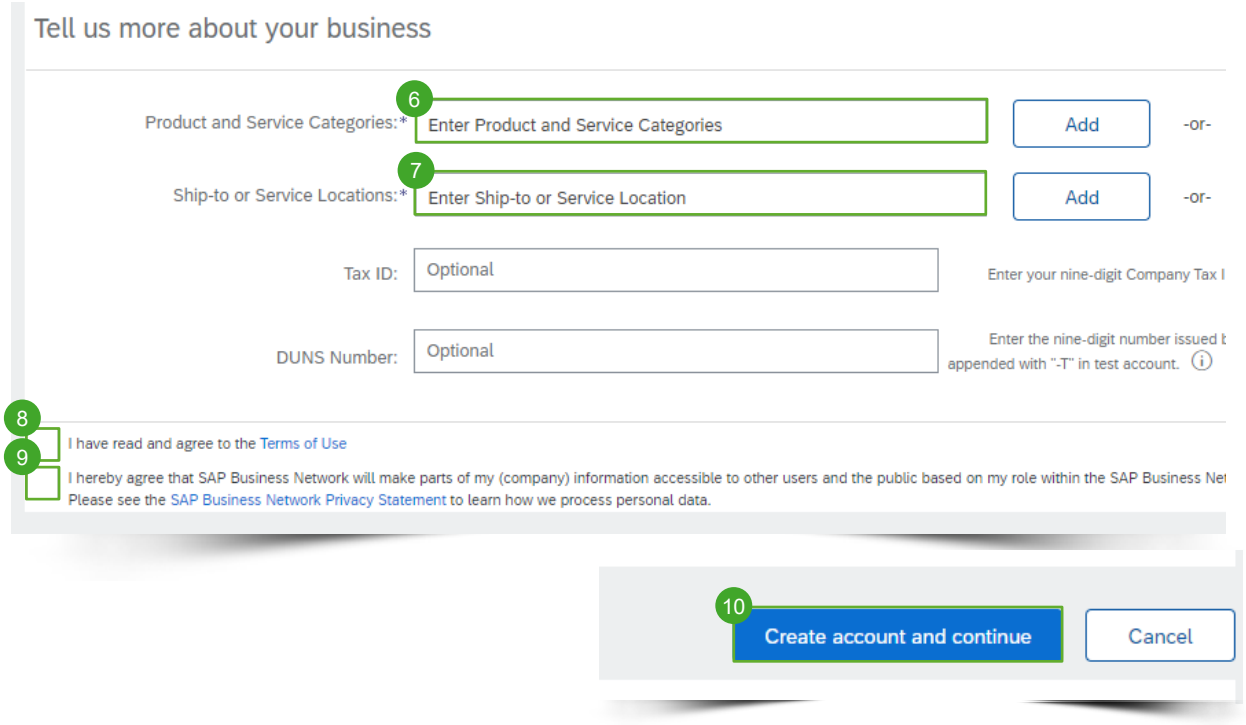
4 Complete the account creation process by providing mandatory **company information** (e.g., company name and address).

5 Provide **User account information**. The email account to which the invitation was sent to, will automatically be filled in and cannot be adjusted in this stage.

Additional information

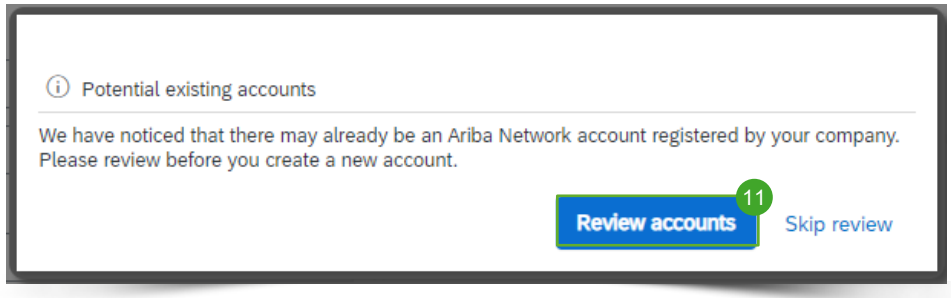
i In the user account creation, you are also able to select a preferred language to be used when SAP Ariba sends you configurable notifications

Account creation on the SAP Business Network



6. Complete the **Product & Service Categories** so that SAP Ariba is able to classify your company in certain sectors/industries.
7. Enter your **Ship-to or Service Locations**.
8. Read and agree to the **Terms of Use**.
9. Agree with the **SAP Business Network Privacy statement**.
10. Finally, create your account and continue.

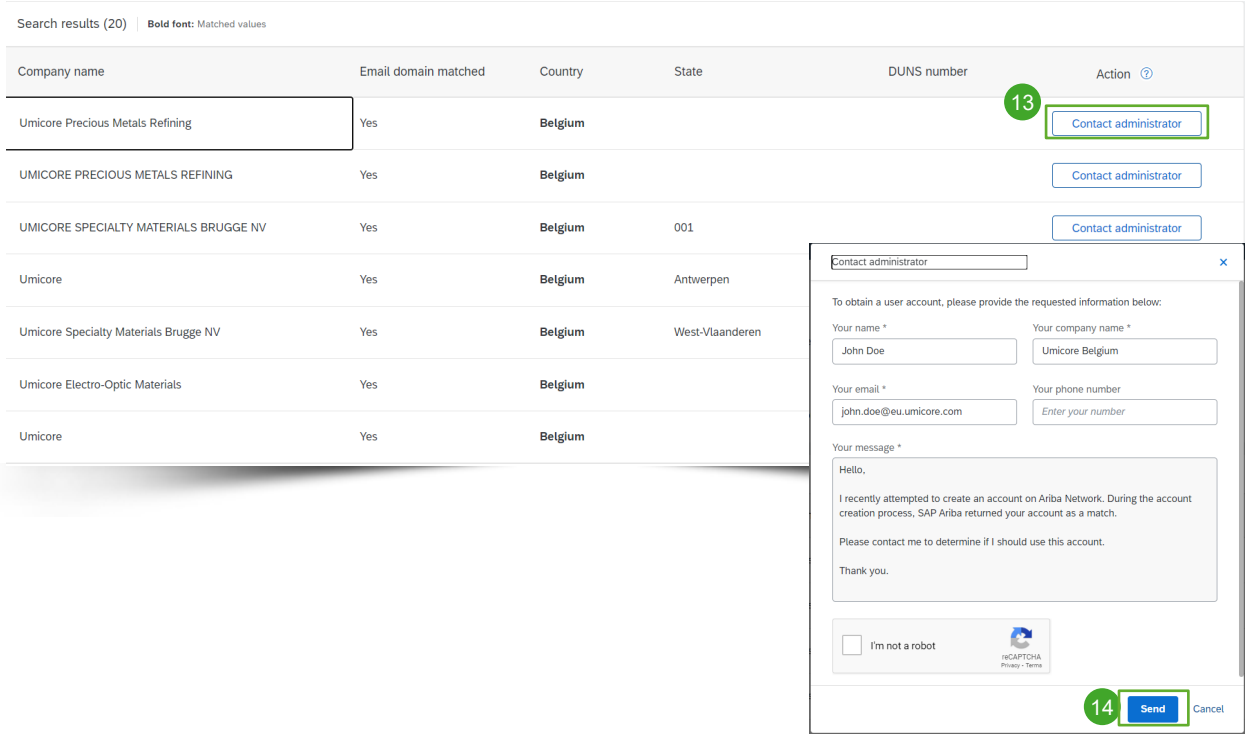
Account creation on the SAP Business Network



Before the actual account creation, the system will check whether your company already has an account on the SAP Ariba Network.

11 You can check these existing accounts by clicking on the **Review accounts** button.

Account creation on the SAP Business Network



12 Check the list of potential existing accounts.

13 If you are able to detect the correct account, you can click **Contact Administrator**.

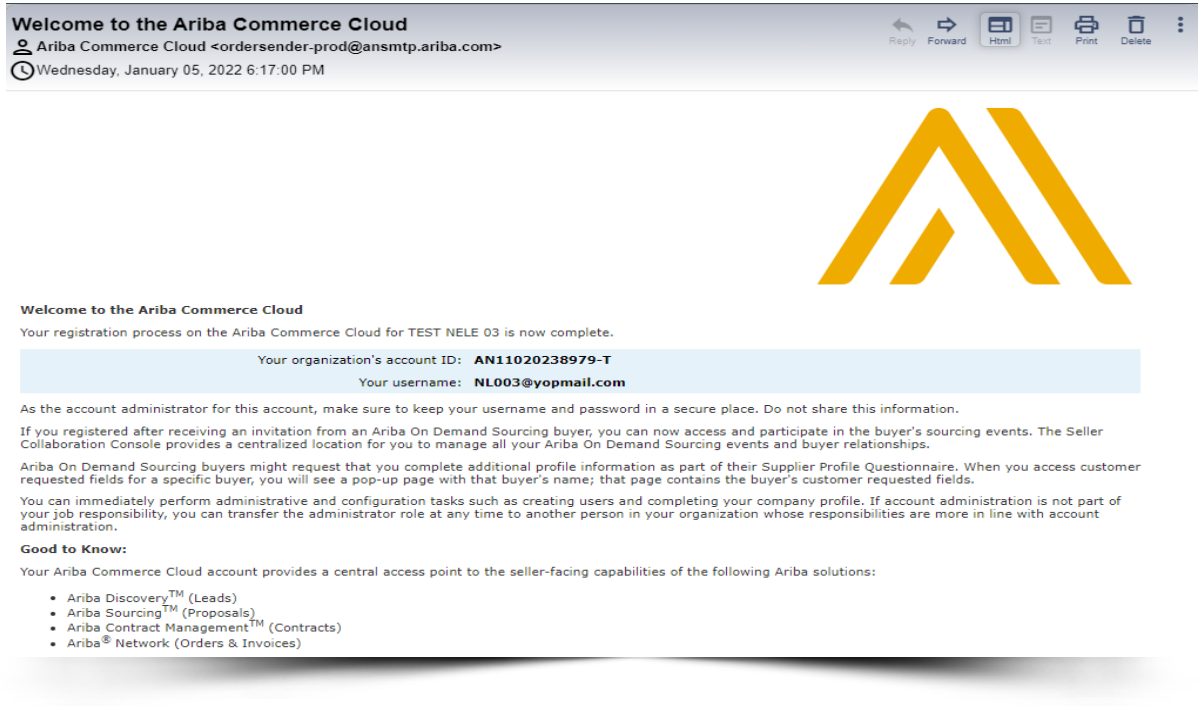
14 Fill in the required fields and click **Send**.

15 This will send an email to the administrator of the account with your contact information so they can contact you.

16 The administrator will need to add you as a user with the necessary permissions, so you can use that account to login through the invitation.

17 Alternatively, if none of the accounts shown seem relevant, go back to the previous screen and proceed with account creation.

Account creation on the SAP Business Network



Welcome to the Ariba Commerce Cloud

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

Wednesday, January 05, 2022 6:17:00 PM

Reply Forward Html Text Print Delete

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for TEST NELE 03 is now complete.

Your organization's account ID:	**AN11020238979-T**
Your username:	**NL003@yopmail.com**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

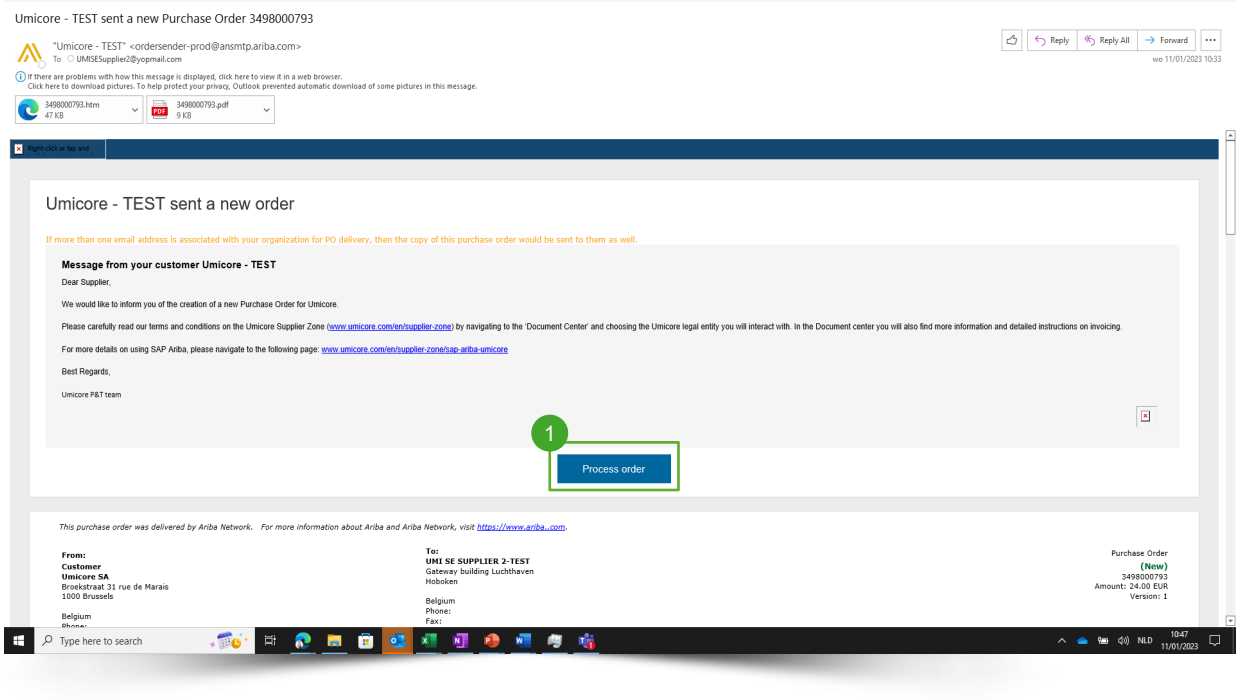
- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

17 Upon account creation, you will receive a confirmation e-mail. We advise you to keep this e-mail in your archive.

18 In case you didn't receive an email, please have a look in your SPAM folder or consult our guidelines to contact the SAP Ariba Helpdesk.

Account creation – *From an interactive PO*

Umicore invites you



When you are invited to connect on the SAP Business Network, you will receive an interactive PO message. This email will contain a link to access the order and connect with Umicore.

1. Click on “Process Order” to connect with Umicore

<u>Additional information</u>

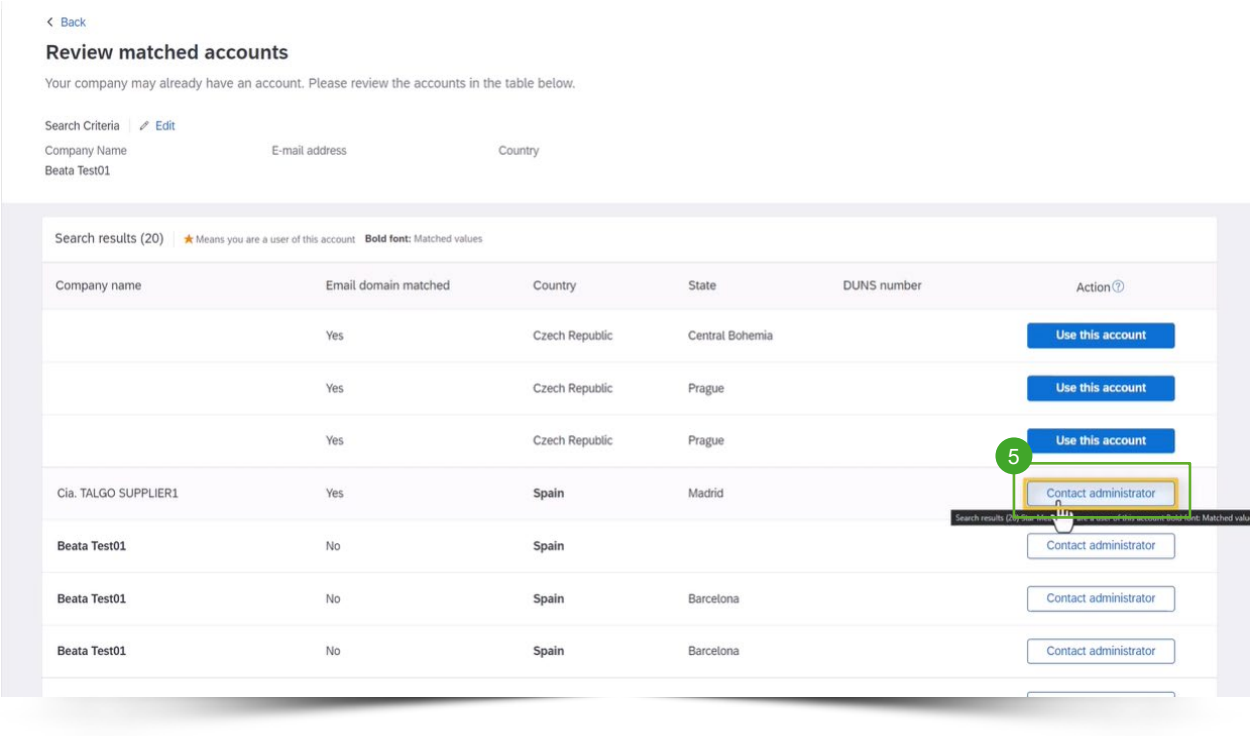
i Please make sure to verify order details for accuracy already in the email send.

Account registration on the SAP Business Network

To process the order on the SAP Business Network you have several possibilities:

2. Click on “Review Accounts” to check whether your company previously already created an SAP Business Account for other customers
3. Click on “Use existing account” to log in with an SAP Business account you already own
4. Click on create new account to create a new account if your company does not have created any SAP business account in the past

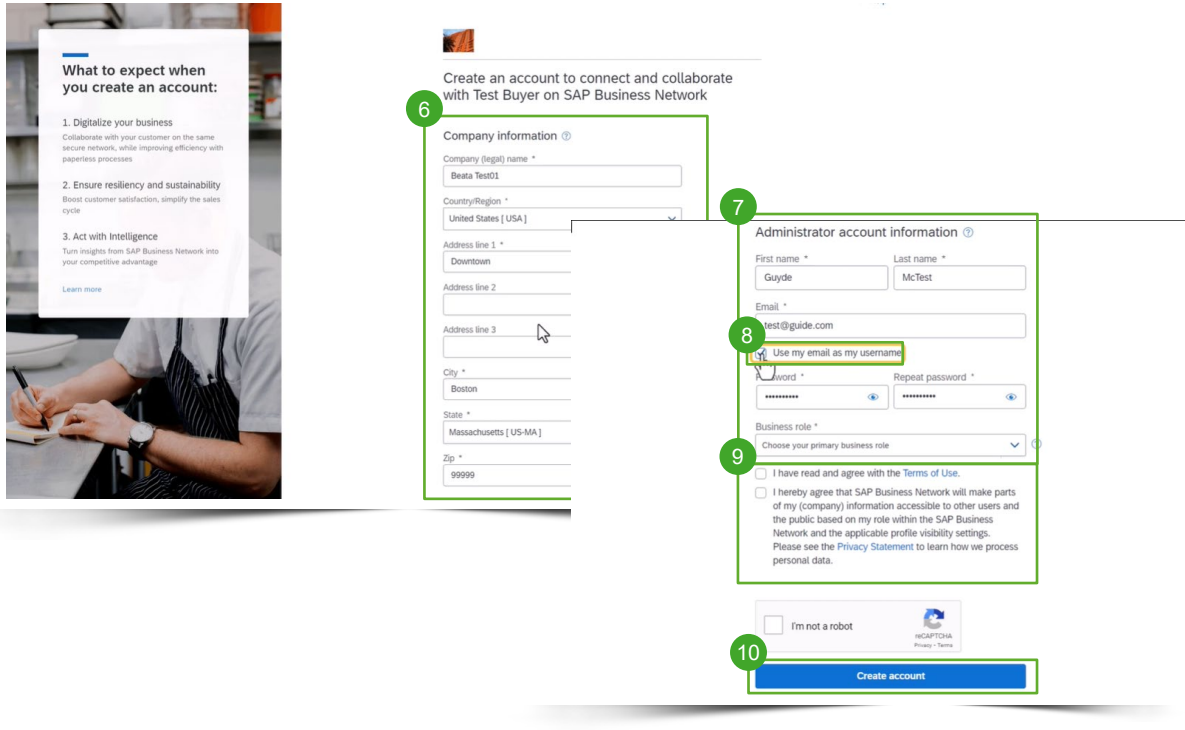
Review existing accounts



By clicking on “Review Accounts”, you will see a list of potential accounts your company already created in the past

5 If you recognize one of these accounts, click on “Contact Administrator” to access this account and get log-in details. Please align with the admin if you could and should have access to their account

Create a new account



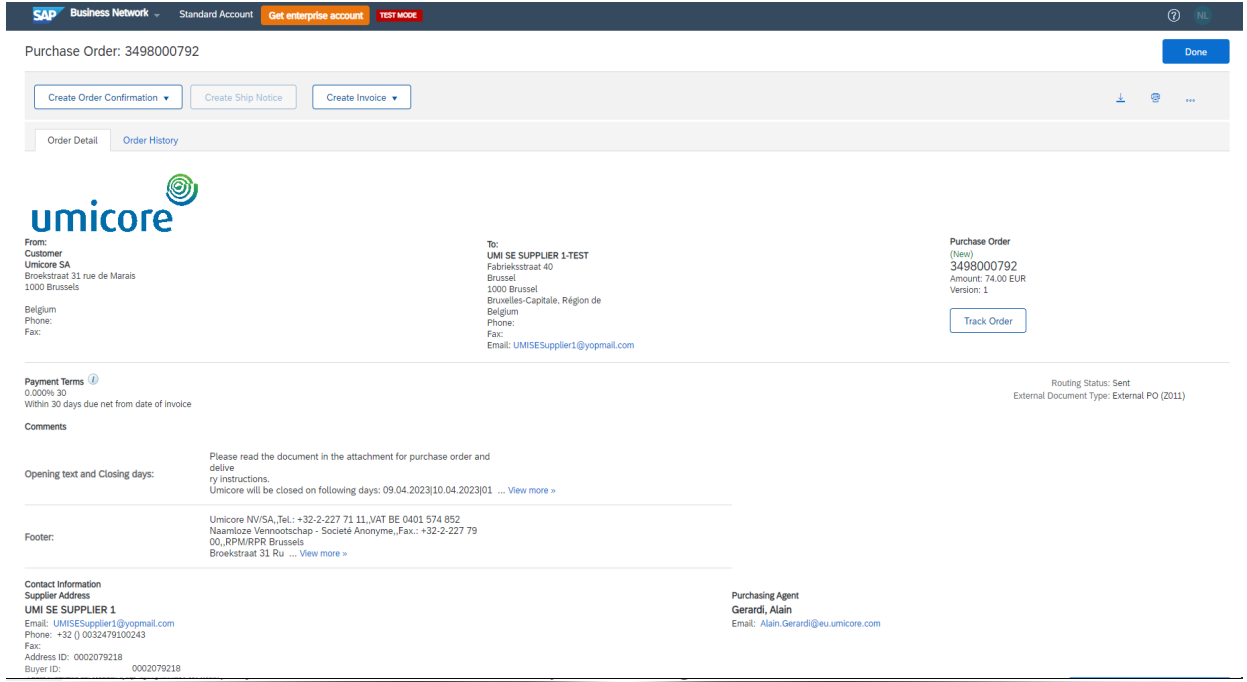
If you need a new account, click on “Create New Account”.

6. Please complete your company information on this page
7. Additionally, you will have to complete the administrator account details.
8. If you want to have a different username than your email, un-click “Use my email as username”
9. Agree with Terms of Use
10. Click on “Create Account”

<u>Additional information</u>

i. Please note that once your account is created, future orders will be send to this account and to the administrator account email address

PO view in the Business Network



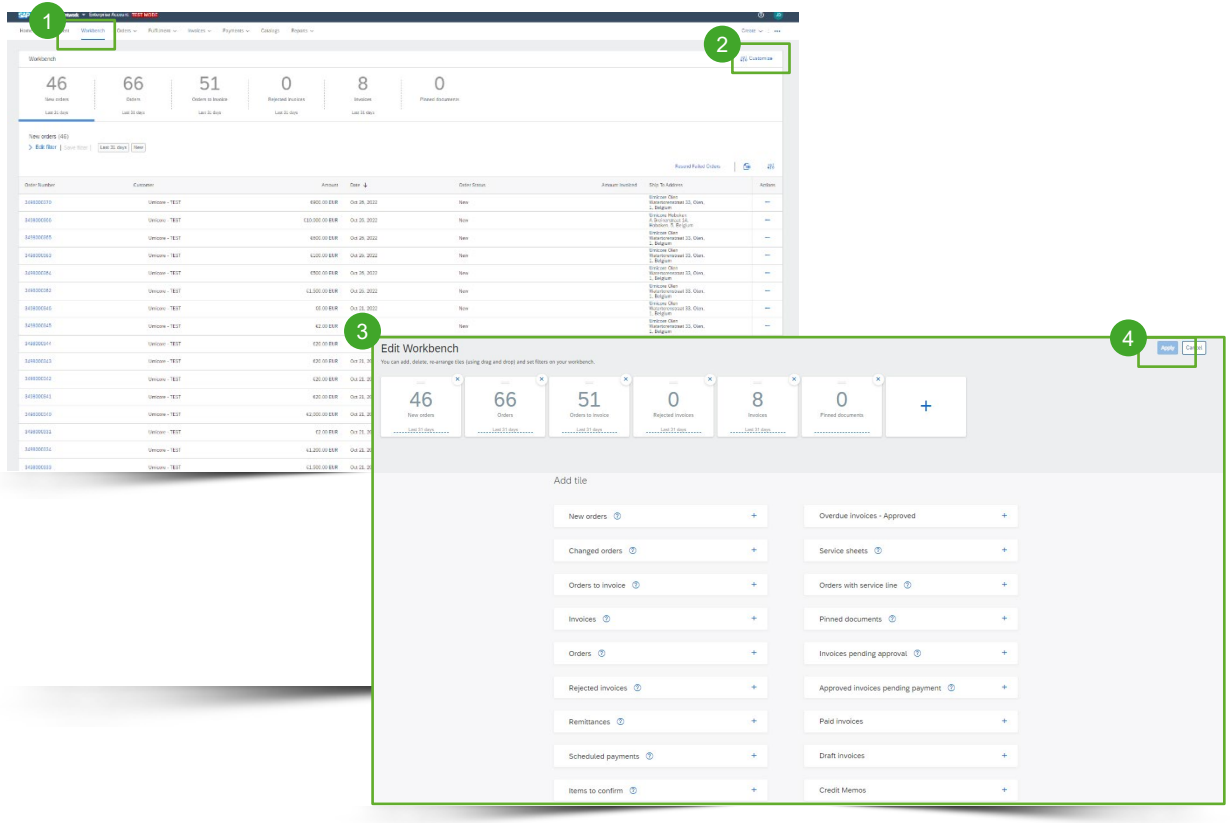
Whether you logged in via an existing account or created a new one, you will end up on the purchase order detail view in the Business Network.

Afterwards, all new PO's from Umicore will be send to the account you linked via this first PO.

From this view you can act upon the Purchase Order. More details on how to act upon a Purchase Order and Invoice on the SAP Business Network can be found in the dedicated supplier guidelines on our Umicore Supplier Zone.

Account configuration

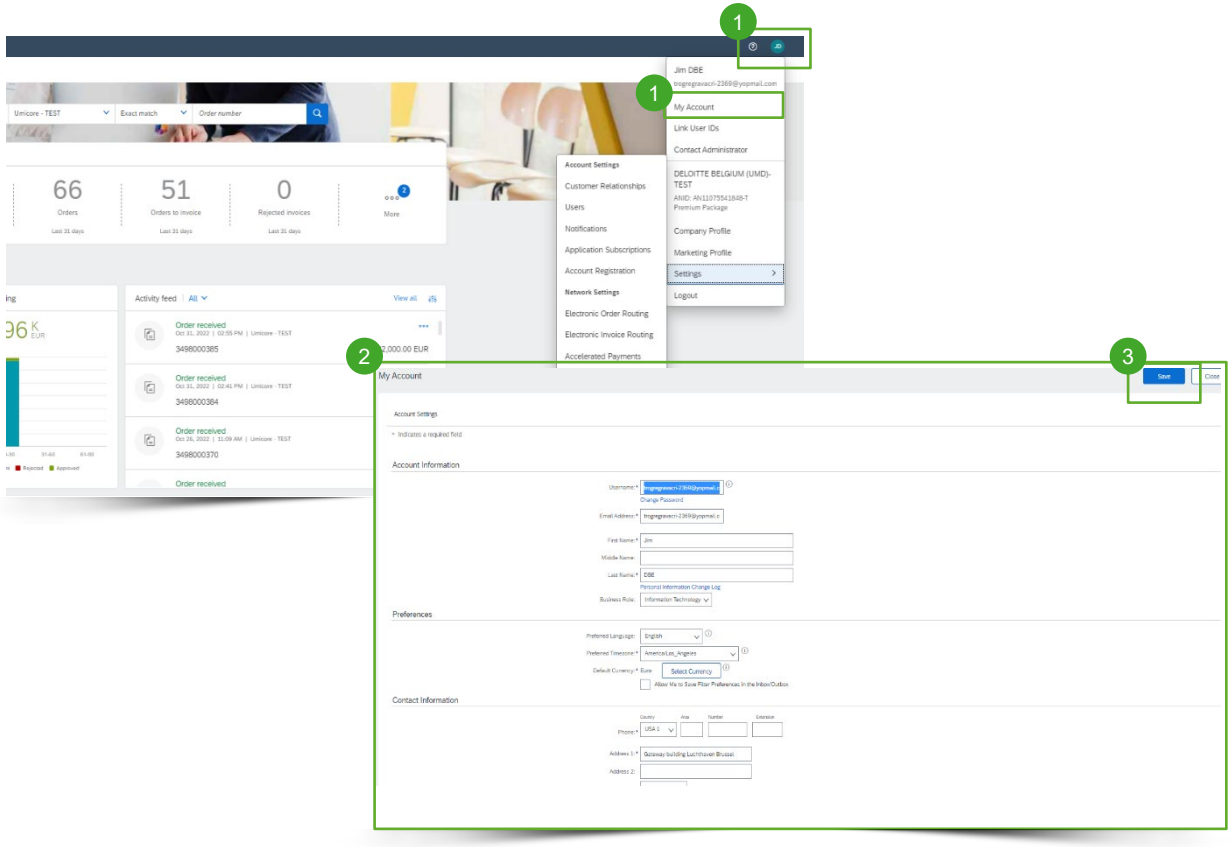
Account configuration - workbench



Dashboard tiles provide you quick glances into your documents on Ariba Network. You can remove or add action tiles to show up at your dashboard

1. Go to the tab “Workbench”
2. Select “Customize”
3. Add, select and remove action tiles as desired
4. Click Apply to save your changes

Account configuration – user account information

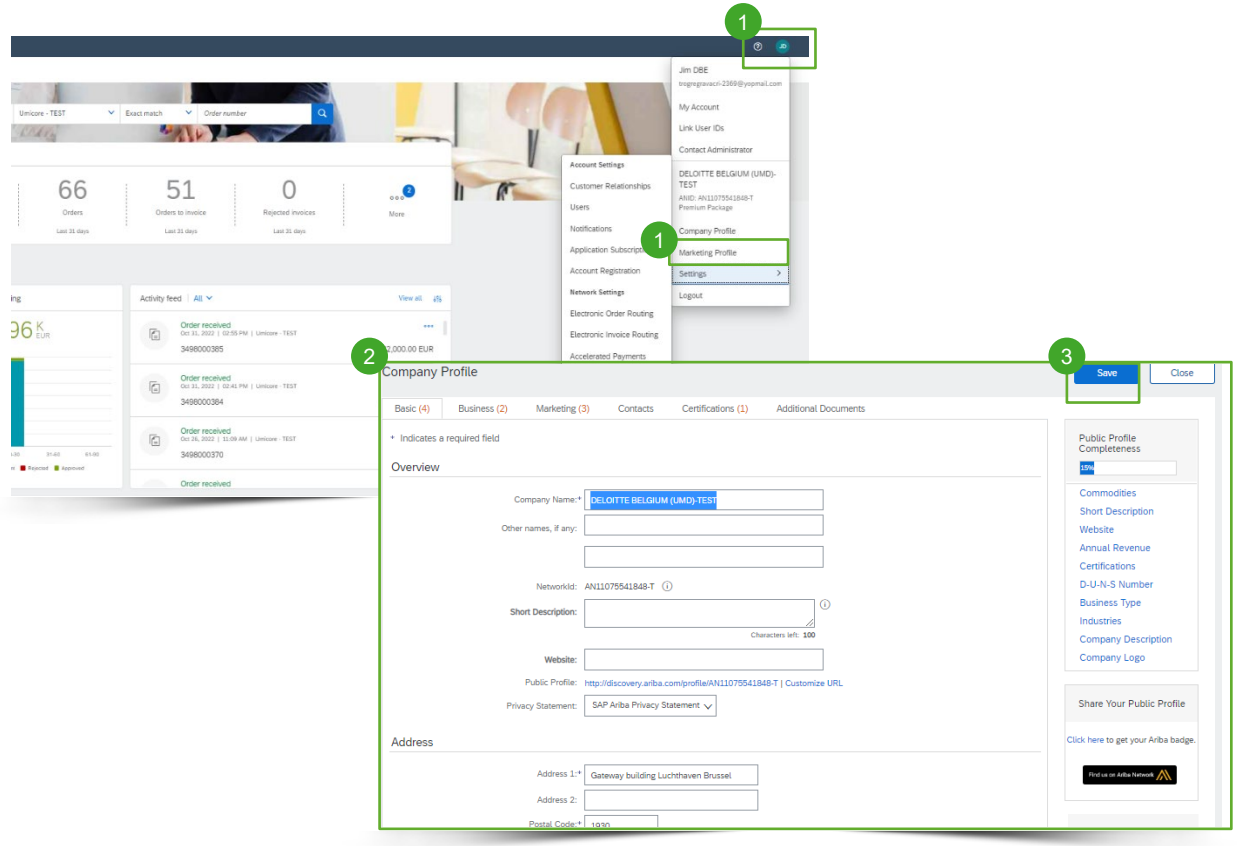


1. To complete your profile, select “My Account” from the dropdown menu.
2. Enter your personal information as well as your preferred language, time zone and currency
3. Click “Save”

Additional information

! By default, buying organizations can see your account administrator’s name, phone number and email address. If you are account administrator, you can click on “Hide my personal contact information” in the “Contact Information Preferences” to hide information from organizations other than those you have a customer relationship with.

Account configuration – company profile



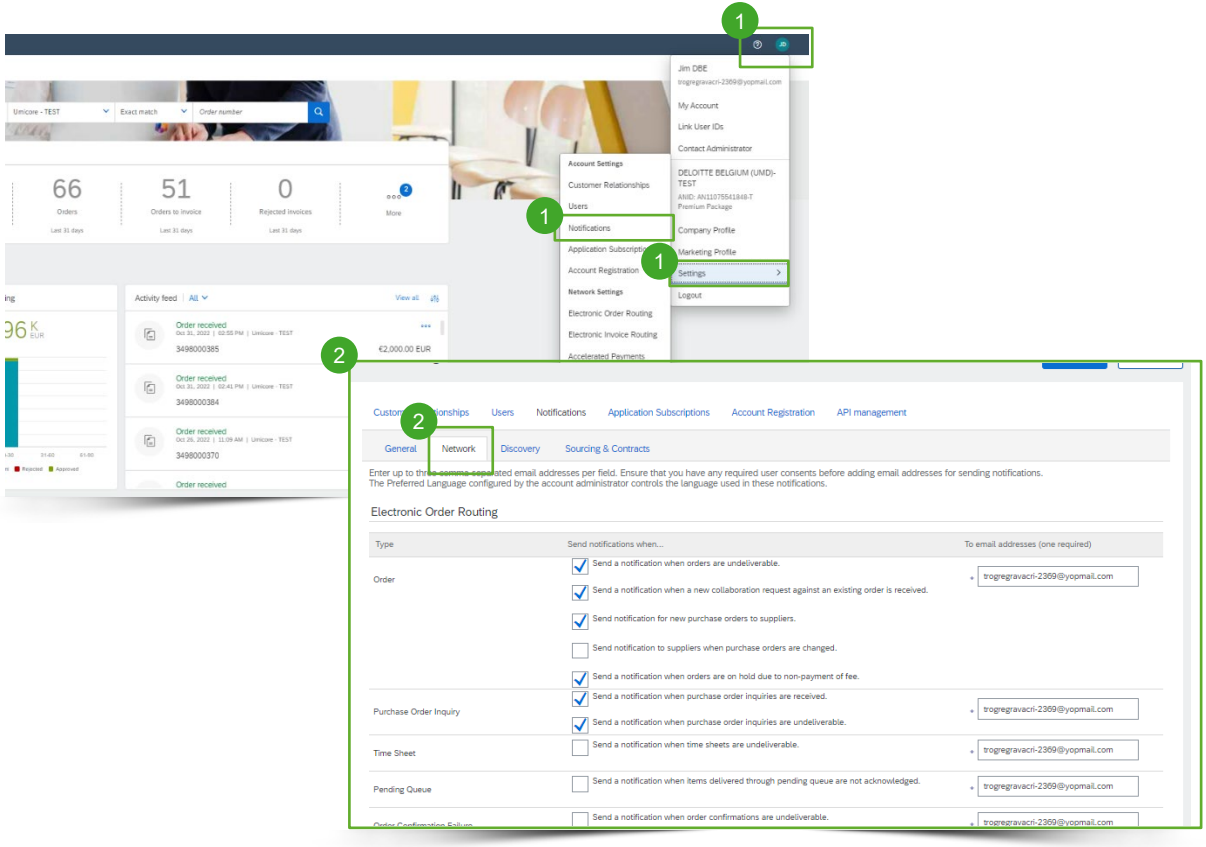
1. To complete your profile, select “Company Profile” from the dropdown menu.

2. Complete all suggested fields within the tabs to best represent your company.

3. Click “save”.

NOTE: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

Account configuration – notifications



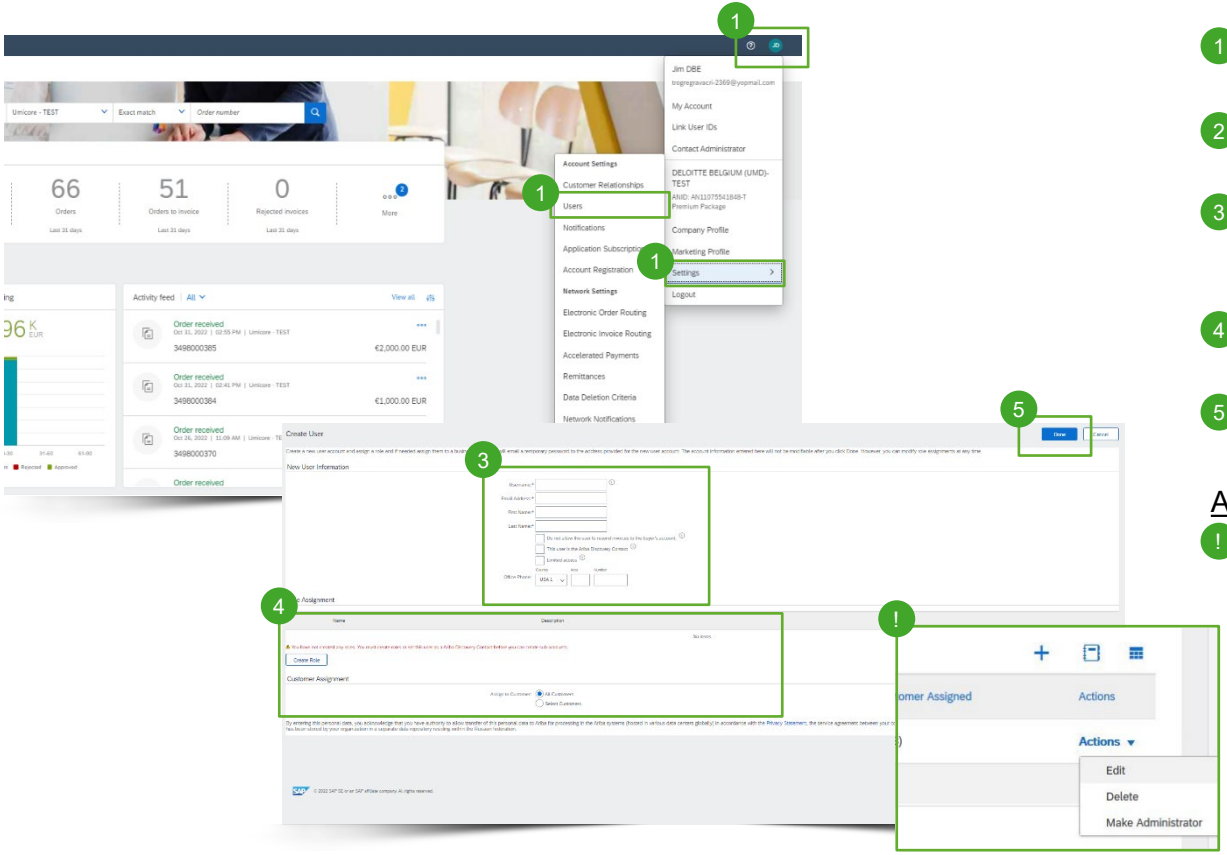
The Network Notifications section indicates which system notifications to receive and to which email addresses to send them to.

1. Select “Notifications” from the dropdown menu.
2. Switch to the “Network” tab.
3. Choose the check box for each notification type you want to receive, and enter up to three email addresses, separated by commas.

Additional information

! To send one notification type to more than three email addresses, create a distribution list in your email system and enter the name of that distribution list in the appropriate field on the Notifications page

Account configuration – additional users



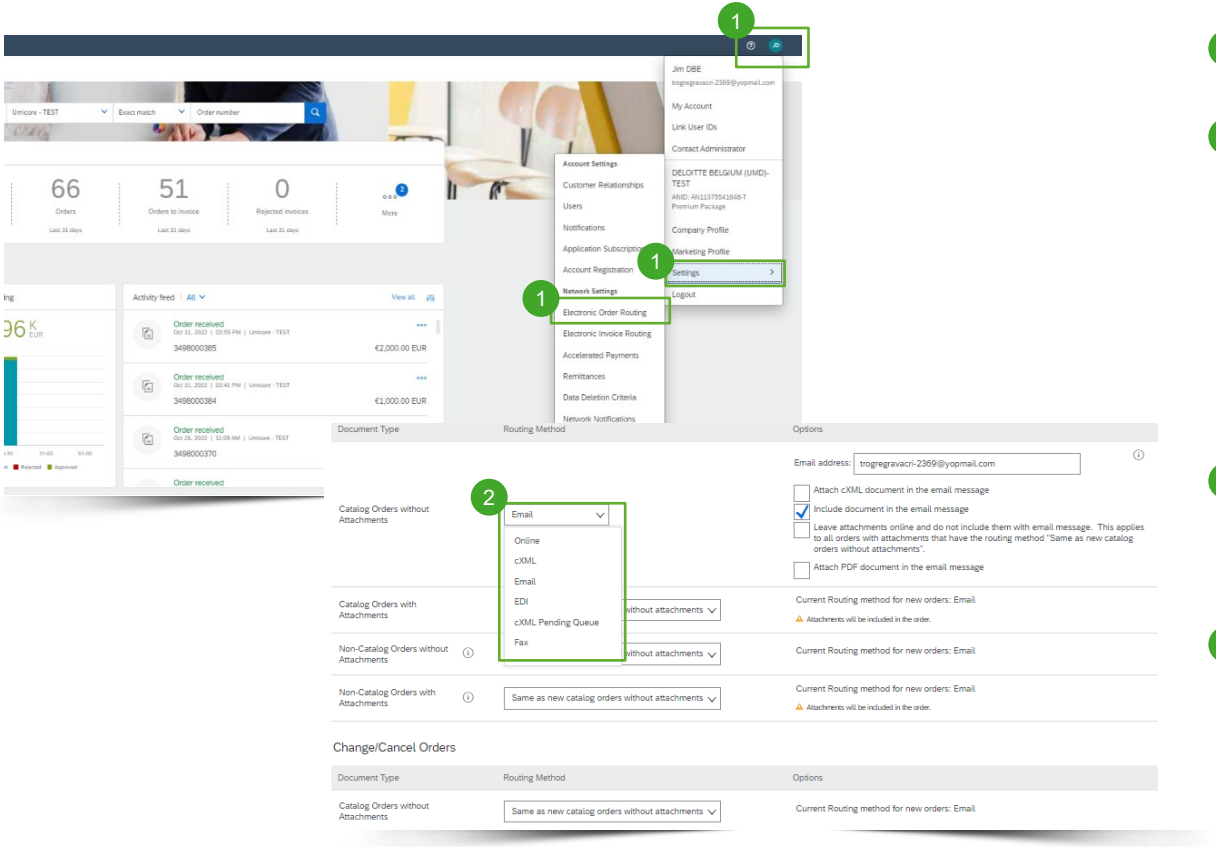
1. Select “Users” from the dropdown menu.
2. Under the tab “Manage Users”, click on the “+” sign to create a new user. +
3. Enter a username (email format), email address, first and last name, and optionally a phone number for this user.
4. Select a role in the Role Assignment section and the customer assignment.
5. Click “Done’

<u>Additional information:</u>

! To Edit or Modify users, click on Actions. The are:

- “Edit” to modify role or reset the user’s password.
- Delete user.
- Make administrator.
- Add/remove from contact list.

Account configuration – email address for PO's



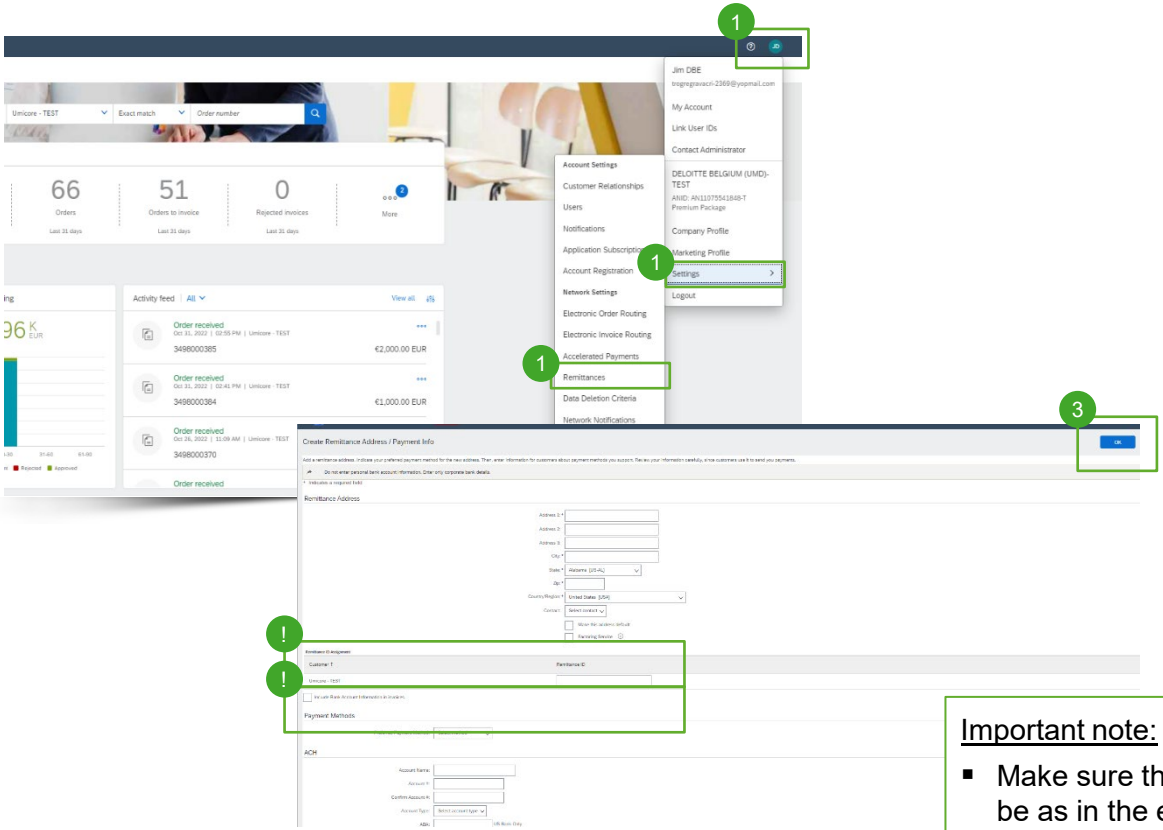
1. Select "Electronic Order Routing" from the dropdown menu.
2. Choose on of the following routing methods:
   1. "Online" (default): orders are received within your account, but notifications are not sent out.
   2. "Email" (recommended): email notifications are sent out, and can include a copy of the PO, when orders are received within your account.
3. Configure e-mail notifications. It is recommended to activate the notification for undeliverable orders.

Additional information

i Select "Same as new catalog orders without attachments" for the other document types to automatically have the settings duplicated.

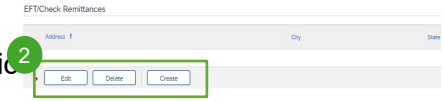
NOTE: You can enter up to 5 email addresses, separated by a comma and no space.

Account configuration – bank information



1. Select “Remittances” from the dropdown menu.

2. Click on “Create” or “Edit” remittance information.



3. Clic

Additional information:

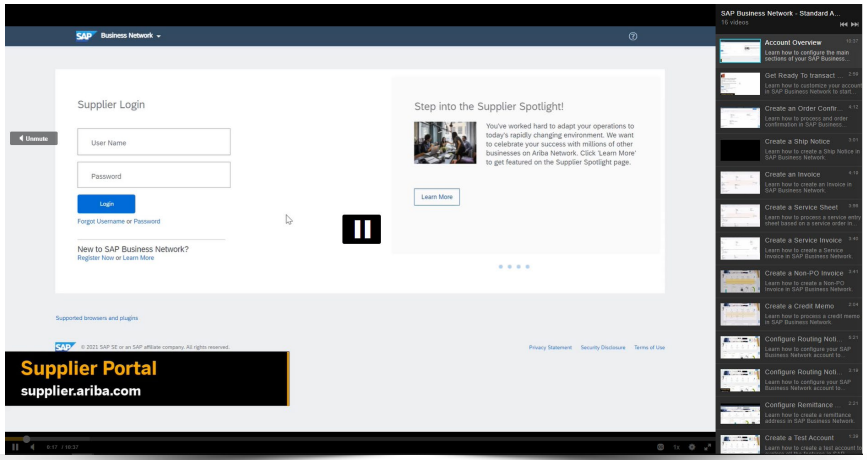
! For **Umicore**, you need add a payment method and/or banking information, **make sure to tick the box “Include Bank Account Information in invoices”**. Then complete all required fields under ACH or Wire Transfer.

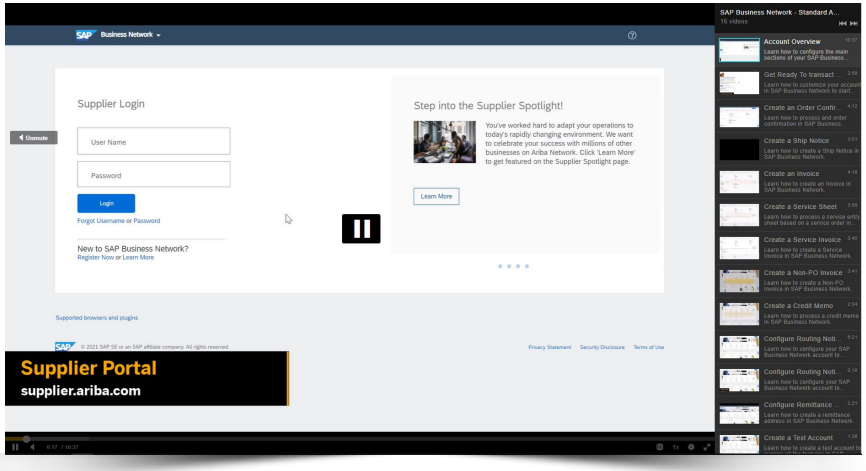
Important note:

- Make sure the **"IBAN"** field does not contain spaces. It should be as in the example below: e.g. BE94068217686114

Looking for video material?

Please visit the below link to access the available video material on how to act on the SAP Business Network:





Click here for English

Click here for French

For additional information:

- Please consult our Umicore SAP Ariba supplier zone
- Reach out to your Umicore contact person
- Send an email to our Ariba support team (ariba.supplier.support@umicore.com)

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