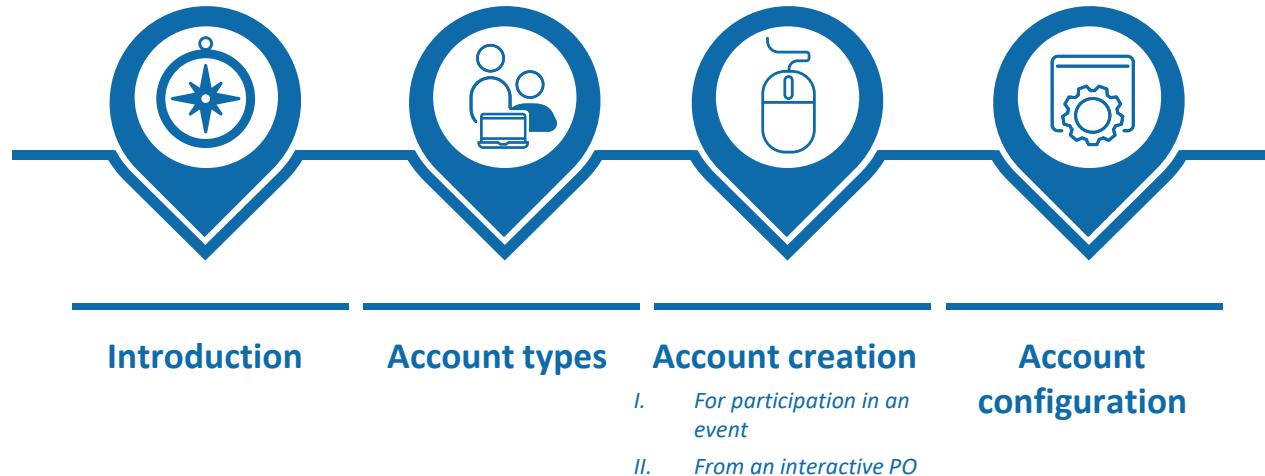




Supplier guidelines

Account creation and configuration on the SAP Ariba Network

Table of content



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.



Account types

Account types

Recommended for transacting with Umicore

	1 Standard Account	2 Enterprise Account
Feature		
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



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.

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

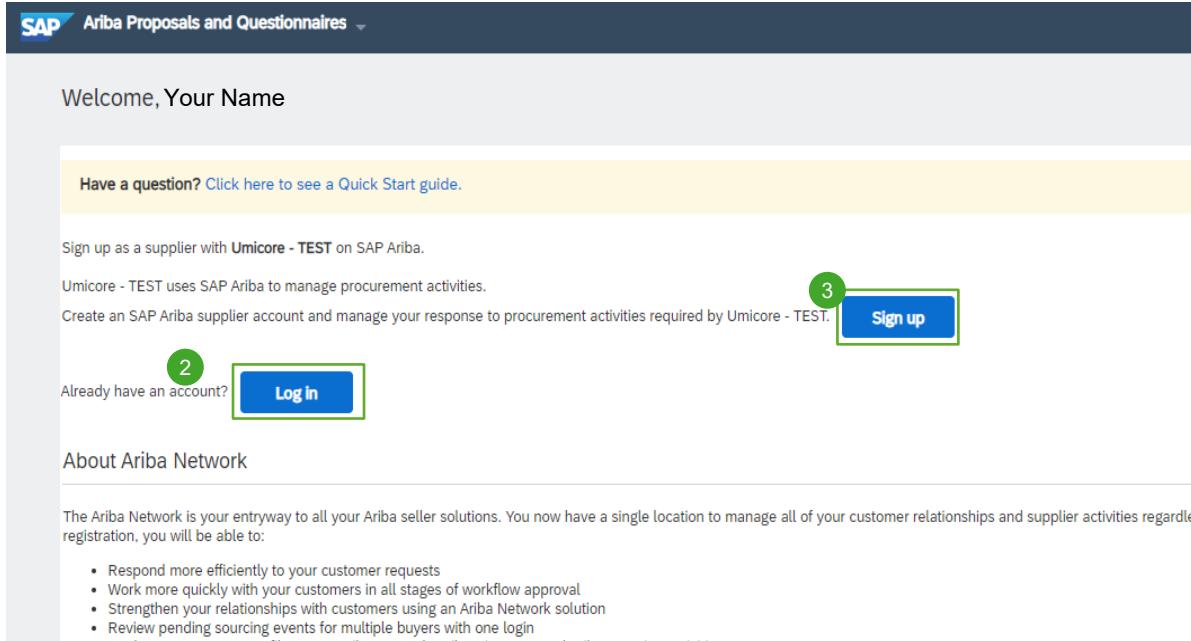
When you are invited for an event, you will receive a participation email. This email will contain a link to access the event.

- 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

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

Account creation on the SAP Business Network



SAP Ariba Proposals and Questionnaires

Welcome, Your Name

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with Umicore - TEST on SAP Ariba.

Umicore - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Umicore - TEST.

2 [Log in](#)

3 [Sign up](#)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of where you do business. You will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

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



SAP Ariba Proposals and Questionnaires

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Umicore - TEST.

4 Company information

Company Name: * TEST NELE 03

Country/Region: * United States [USA]

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.

5 User account information

Name: * Nele

Email: * NL003@yopmail.com

Use my email as my username

Username: * test-NL003@yopmail.com

Password: * Enter Password

Repeat Password

Language: English

SAP Business Network Privacy Statement

Must be in email format(e.g.john@newco.com) ⓘ

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web browser language.

Email orders to: * NL003@yopmail.com

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

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



Tell us more about your business

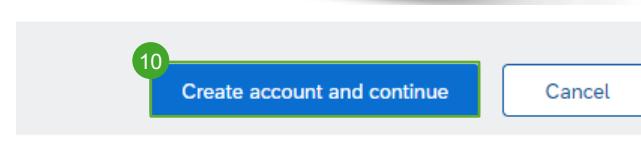
Product and Service Categories: Add -or- Add -or-

Tax ID: Enter your nine-digit Company Tax ID

DUNS Number: Enter the nine-digit number issued to you and appended with "-T" in test account. i

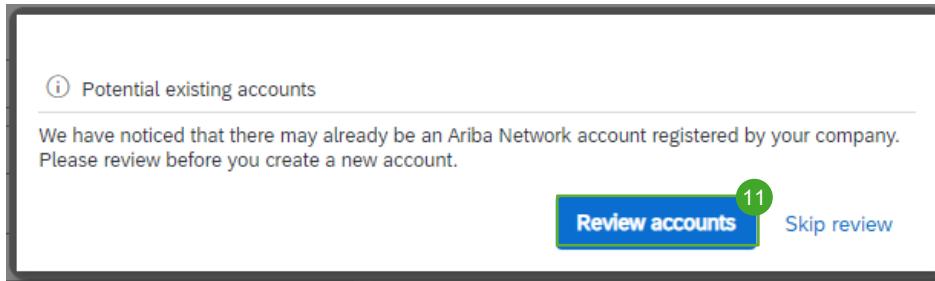
I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.



- 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



Search results (20) | **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action
Umicore Precious Metals Refining	Yes	Belgium			13 Contact administrator
UMICORE PRECIOUS METALS REFINING	Yes	Belgium			Contact administrator
UMICORE SPECIALTY MATERIALS BRUGGE NV	Yes	Belgium	001		Contact administrator
Umicore	Yes	Belgium	Antwerpen		Contact administrator
Umicore Specialty Materials Brugge NV	Yes	Belgium	West-Vlaanderen		Contact administrator
Umicore Electro-Optic Materials	Yes	Belgium			Contact administrator
Umicore	Yes	Belgium			Contact administrator

13 Contact administrator

To obtain a user account, please provide the requested information below:

Your name * Your company name *
Your email * Your phone number
Your message *
Hello,
I recently attempted to create an account on Ariba Network. During the account creation process, SAP Ariba returned your account as a match.
Please contact me to determine if I should use this account.
Thank you.

I'm not a robot reCAPTCHA Privacy - Terms

14 **Send** **Cancel**

- 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:

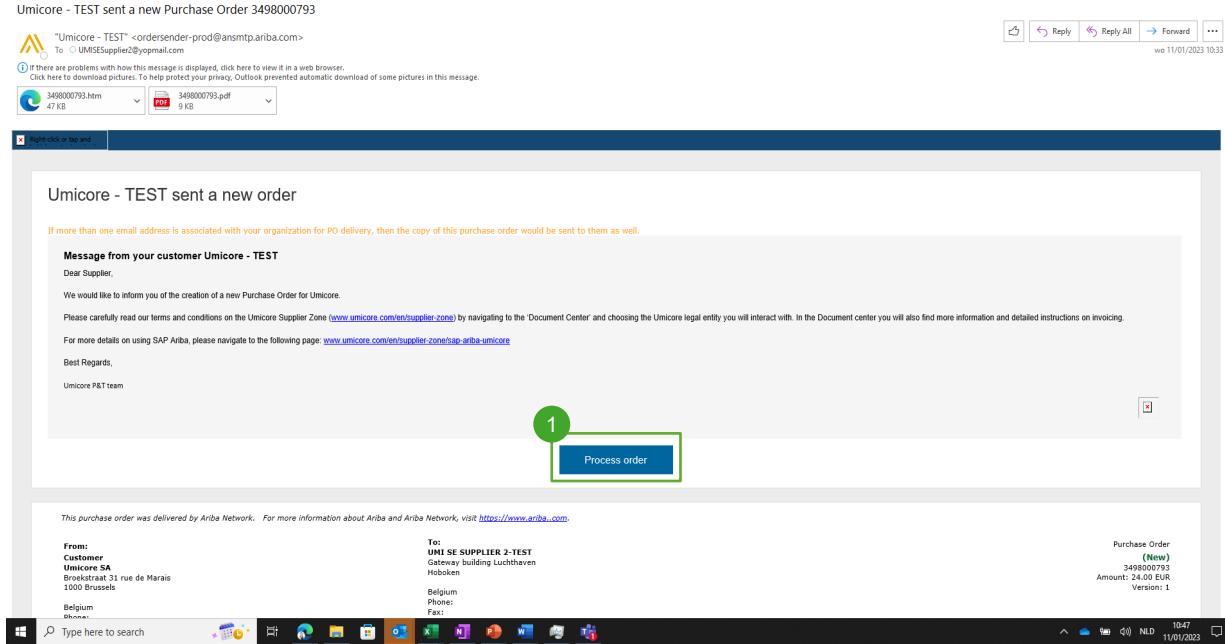
- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

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



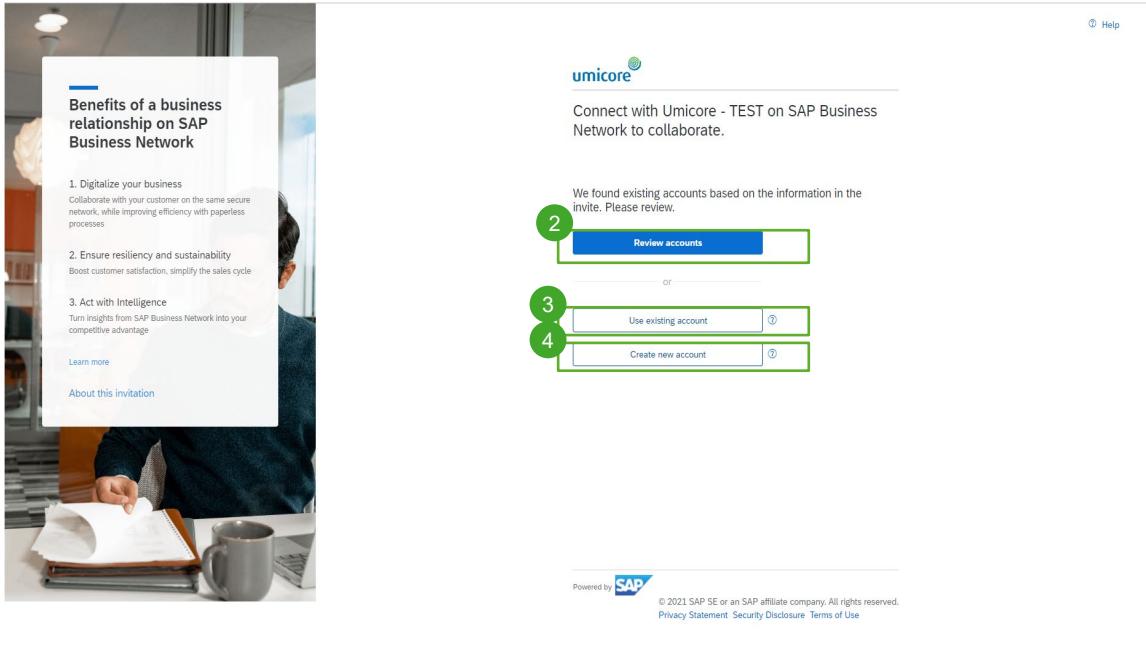
When you are invited to connect on the SAP Business Network, you will receive an interactive PO message. This email will contain a link to access the order and connect with Umicore.

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

Additional information

- 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

Back

Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria | [Edit](#)

Company Name	E-mail address	Country
Beata Test01		

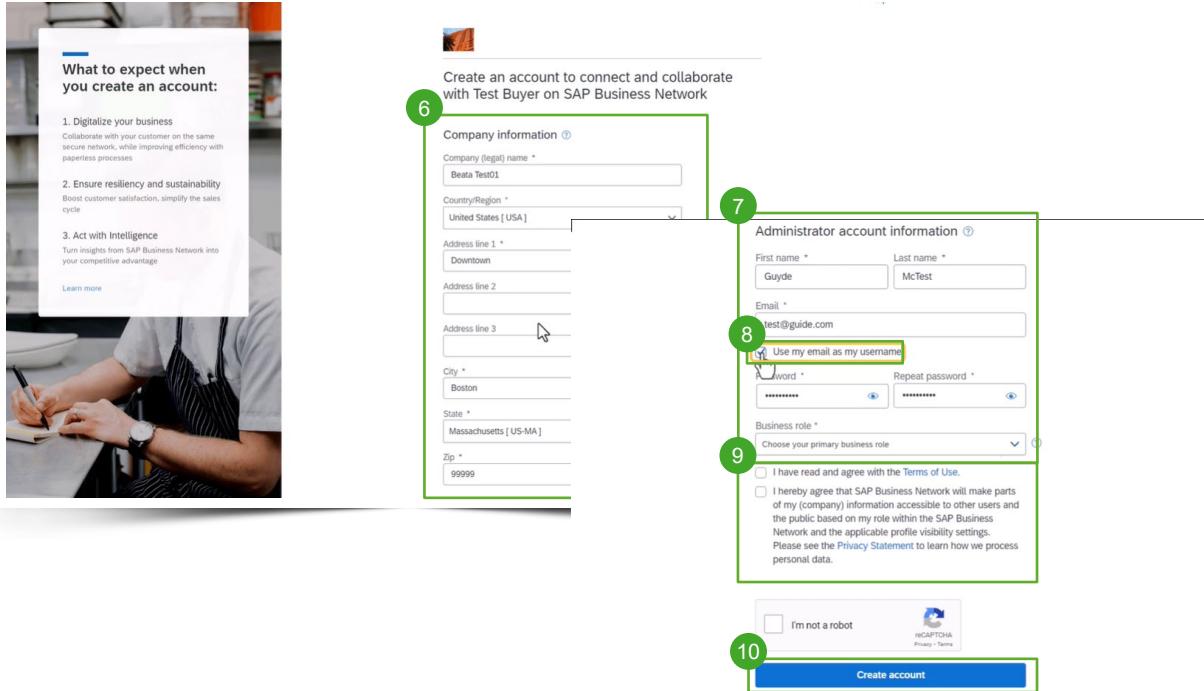
Search results (20) | ★ Means you are a user of this account | **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action
	Yes	Czech Republic	Central Bohemia		Use this account
	Yes	Czech Republic	Prague		Use this account
	Yes	Czech Republic	Prague		Use this account
Cia. TALGO SUPPLIER1	Yes	Spain	Madrid		Use this account
Beata Test01	No	Spain			Contact administrator
Beata Test01	No	Spain	Barcelona		Contact administrator
Beata Test01	No	Spain	Barcelona		Contact administrator

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



What to expect when you create an account:

1. Digitalize your business
2. Ensure resiliency and sustainability
3. Act with Intelligence

Learn more

Create an account to connect and collaborate with Test Buyer on SAP Business Network

Company information

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

City *

State *

Zip *

Administrator account information

First name *

Last name *

Email *

Use my email as my username

Business role *

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot

RCAPTONA Privacy - Terms

Create 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"

Additional information

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

PO view in the Business Network



SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Purchase Order: 3498000792

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

[Order Detail](#) [Order History](#)



From:
Customer
Umicore SA
Broekstraat 31 rue de Marais
1000 Brussels

Belgium
Phone:
Fax:

To:
UMI SE SUPPLIER 1-TEST
Fabriekstraat 40
Brussel
1000 Brussel
Bruxelles-Capitale, Région de
Belgium
Phone:
Fax:
Email: UMISESupplier1@yopmail.com

Purchase Order
(New)
3498000792
Amount: 74.00 EUR
Version: 1

[Track Order](#)

Payment Terms 0.000% 30
Within 30 days due net from date of invoice

Comments

Opening text and Closing days:
Please read the document in the attachment for purchase order and delivery instructions.
Umicore will be closed on following days: 09.04.2023|10.04.2023|01 ... [View more](#)

Footer:
Umicore NV/SA,Tel.: +32-2-227 71 11,VAT BE 0401 574 852
Naamloze Vennootschap - Société Anonyme,,Fax.: +32-2-227 79
00,RPM/RPR Brussels
Broekstraat 31 Ru ... [View more](#)

Contact Information
Supplier Address
UMI SE SUPPLIER 1
Email: UMISESupplier1@yopmail.com
Phone: +32 (0) 0632479100243
Fax:
Address ID: 0002079218
Buyer ID: 0002079218

Purchasing Agent
Gerardi, Alain
Email: Alain.Gerardi@eu.umincore.com

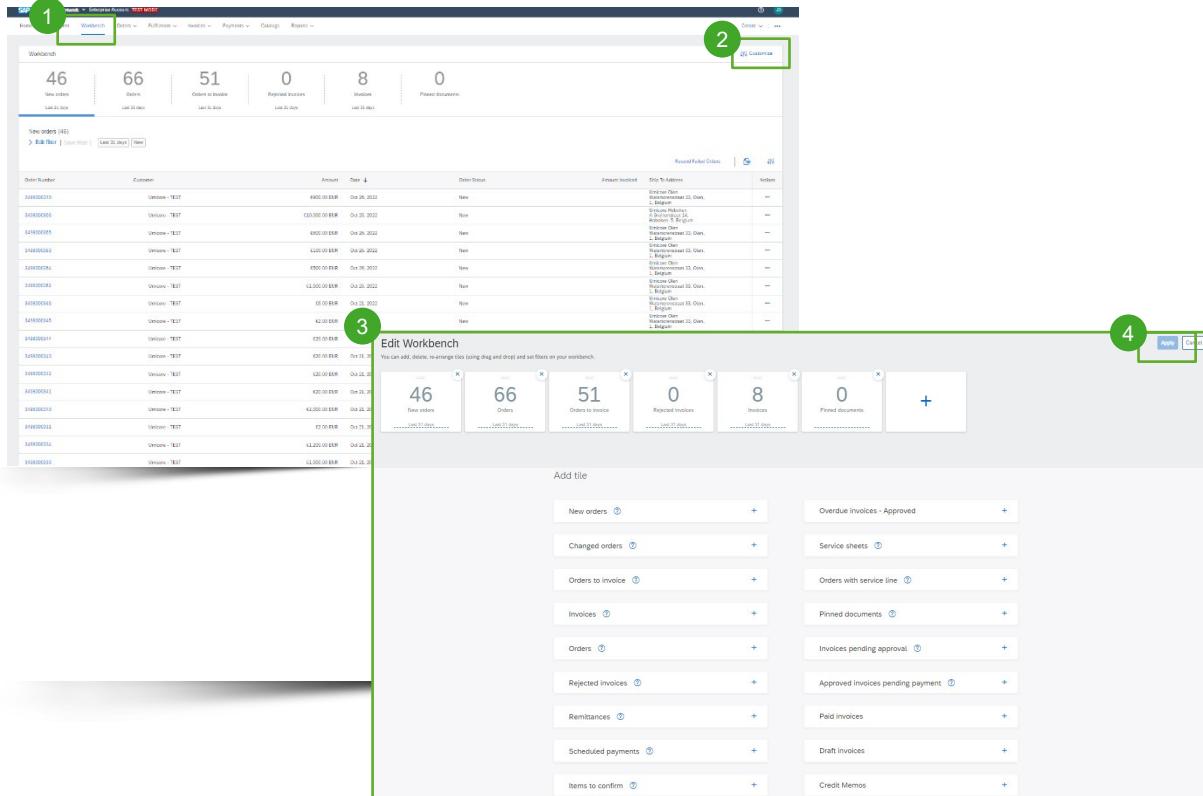
Whether you logged in via an existing account or created a new one, you will end up on the purchase order detail view in the Business Network.

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



The screenshot shows the Ariba Network Workbench dashboard. At the top, there are several action tiles: '46 New orders', '66 Orders', '51 Orders to invoice', '0 Rejected invoices', '8 Invoices', '0 Pinned documents', and '0 Credit Memos'. Below these are two tables: 'New orders' and 'Overdue invoices - Approved'. The 'Edit Workbench' modal is open, showing a list of tiles that can be added to the dashboard, such as 'New orders', 'Overdue invoices - Approved', 'Changed orders', 'Service sheets', 'Orders to invoice', 'Orders with service line', 'Invoices', 'Pinned documents', 'Rejected invoices', 'Invoices pending approval', 'Scheduled payments', 'Approved invoices pending payment', 'Remittances', 'Paid invoices', 'Items to confirm', and 'Draft invoices'. The 'Apply' button is located at the bottom right of the modal.

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



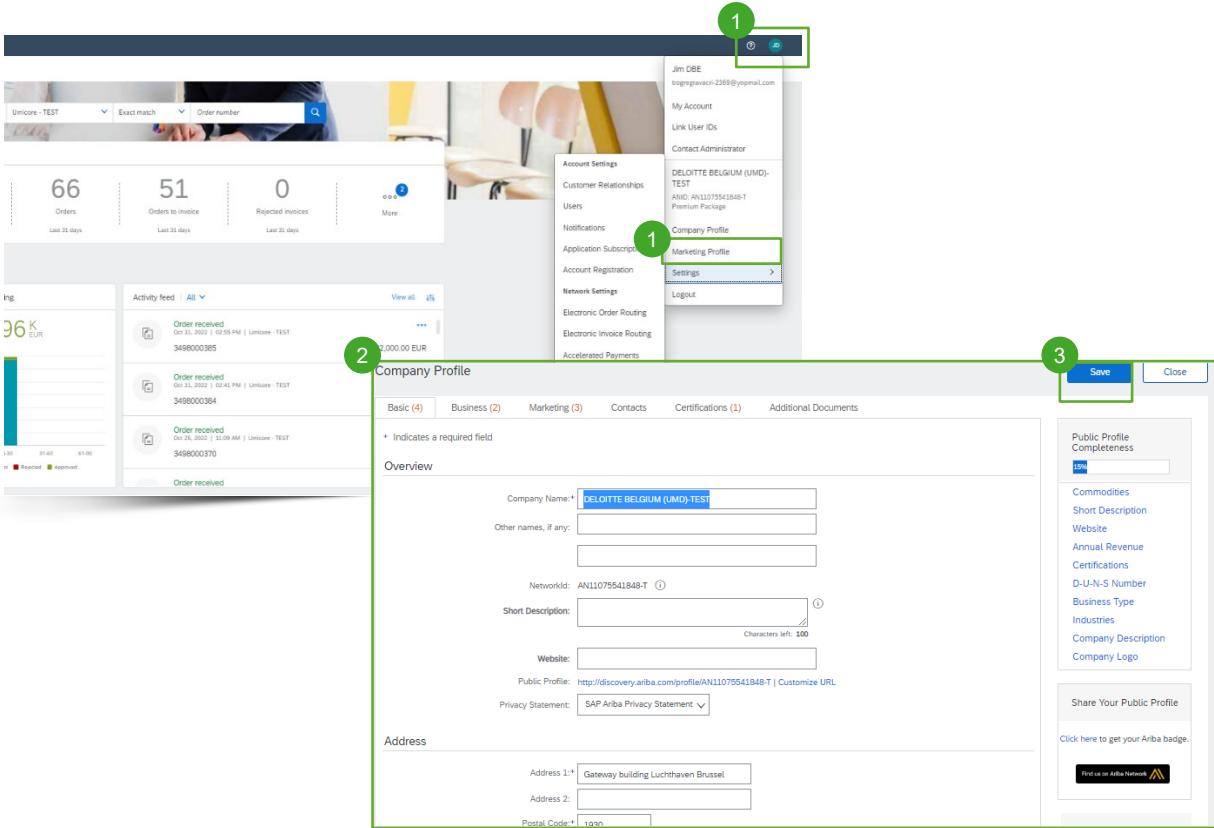
The screenshot shows the Umicore account configuration interface. At the top, there is a navigation bar with a dropdown menu. A green circle labeled '1' highlights the 'My Account' option in the dropdown menu. The main content area is divided into several sections: 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'. Below these sections, there is an 'Activity feed' with several 'Order received' items. A green circle labeled '2' highlights the 'Order received' item for order 3498000385. On the right side, there is a detailed 'My Account' form. This form includes sections for 'Account Settings' (with a note: '+ Indicates a required field'), 'Account Information' (with fields for Username, Email address, First name, Middle name, Last name, and Business Role), 'Preferences' (with fields for Preferred Language, Preferred Timezone, Default Currency, and Allow Me to Save User Preferences in the Inbox/Outbox), and 'Contact Information' (with fields for Phone, Address 1, and Address 2). A green circle labeled '3' highlights the 'Save' button at the bottom right of the form.

- 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”.

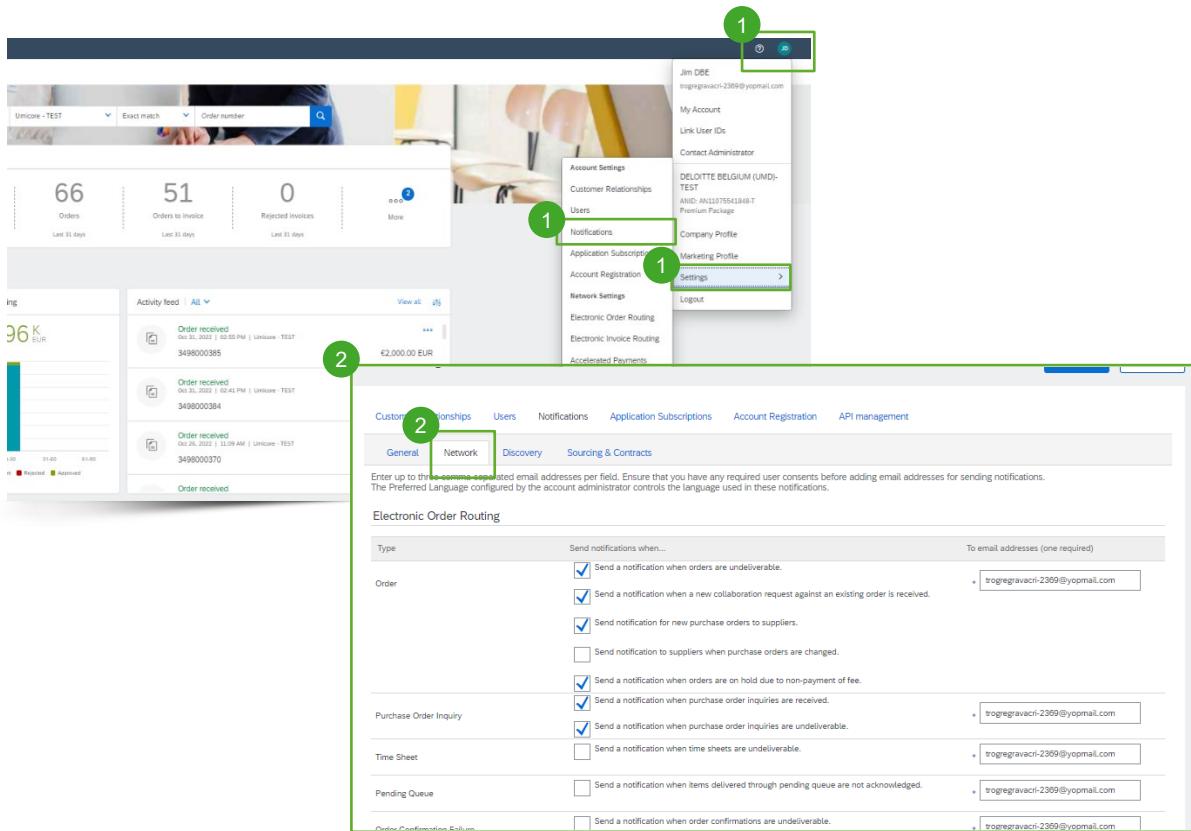
NOTE: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

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”.

Account configuration – notifications



The screenshot shows the Umicore account configuration interface. At the top, there is a navigation bar with a search bar, a dropdown menu, and a user profile. Below the navigation bar, there is a dashboard with various statistics: 66 Orders (Last 31 days), 51 Orders to Invoice (Last 31 days), 0 Rejected Invoices (Last 31 days), and a 'More' button. To the right of the dashboard is a sidebar with account settings, customer relationships, users, notifications, application subscriptions, account registration, network settings, electronic order routing, electronic invoice routing, and accelerated payments. A 'Logout' button is also in the sidebar. A green circle with the number 1 points to the 'Notifications' option in the sidebar. Below the sidebar is a main content area with an activity feed showing three 'Order received' items. A green circle with the number 2 points to the 'Network' tab in the main content area. The main content area also contains a section for 'Electronic Order Routing' with a table of notification types and email addresses.

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	trogregavaci-2369@yopmail.com
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send notification for new purchase orders to suppliers.	trogregavaci-2369@yopmail.com
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
Time Sheet	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	trogregavaci-2369@yopmail.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	
Pending Dueve	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	trogregavaci-2369@yopmail.com
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	
Order Confirmation Email	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	trogregavaci-2369@yopmail.com

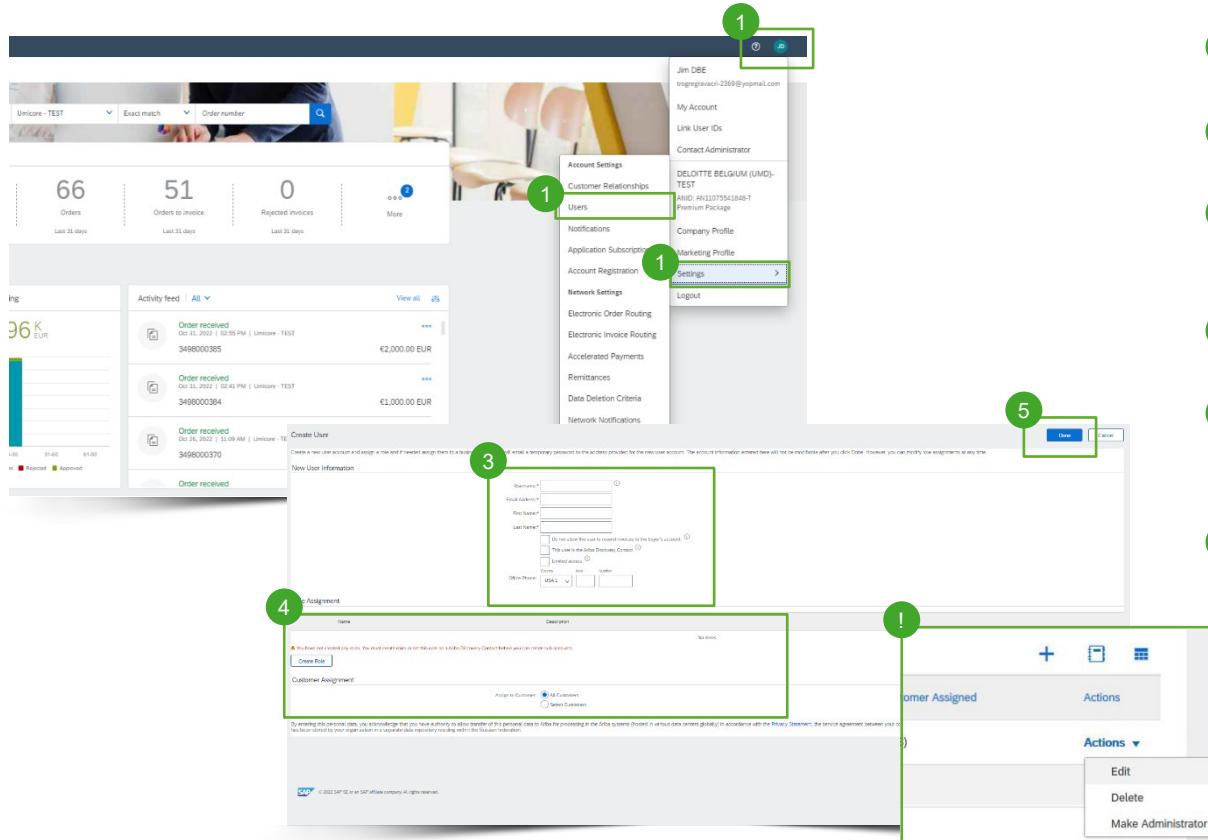
The Network Notifications section indicates which system notifications to receive and to which email addresses to send them to.

- 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”

Additional information:

! 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



The screenshot shows the Umicore SAP Ariba interface. On the left, there is a dashboard with statistics: 66 Orders (Last 24 hours), 51 Orders to invoice (Last 24 hours), 0 Rejected invoices (Last 24 hours), and a 'More' button. Below the dashboard is an 'Activity feed' section showing three 'Order received' items. The main area is titled 'Catalog Orders without Attachments' and shows a list of orders. To the right of this is a 'Routing Method' configuration section. A dropdown menu is open, with 'Electronic Order Routing' highlighted. The 'Email' option is selected. The 'Email' configuration panel shows an 'Email address' field with 'trogregavaci-2369@yopmail.com' entered, and several checkboxes: 'Attach cXML document in the email message' (unchecked), 'Include document in the email message' (checked), 'Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments"' (unchecked), and 'Attach PDF document in the email message' (unchecked). Below this, there are sections for 'Catalog Orders with Attachments', 'Non-Catalog Orders without Attachments', and 'Non-Catalog Orders with Attachments', each with dropdowns for 'Routing Method'. The bottom section is titled 'Change/Cancel Orders' and shows a 'Catalog Orders without Attachments' row with a 'Routing Method' dropdown set to 'Same as new catalog orders without attachments'. The 'Email' configuration panel is also visible at the bottom right.

1 Select “Electronic Order Routing” from the dropdown menu.

2 Choose one 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.

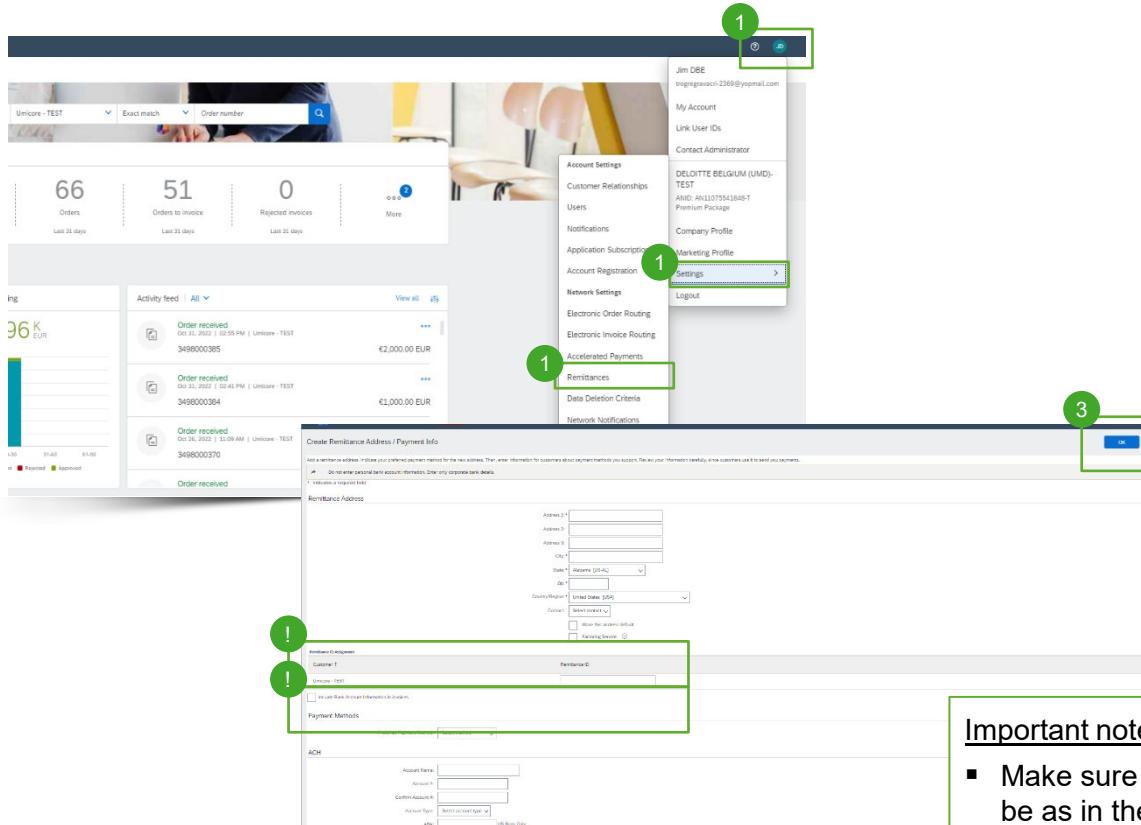
3 Configure e-mail notifications. It is recommended to activate the notification for undeliverable orders.

Additional information

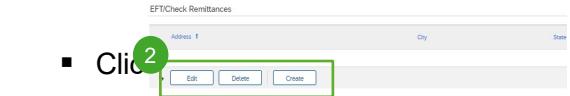
1 Select “Same as new catalog orders without attachments” for the other document types to automatically have the settings duplicated.

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

Account configuration – bank information



- Select “Remittances” from the dropdown menu.
- Click on “Create” or “Edit” remittance information.



- 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.

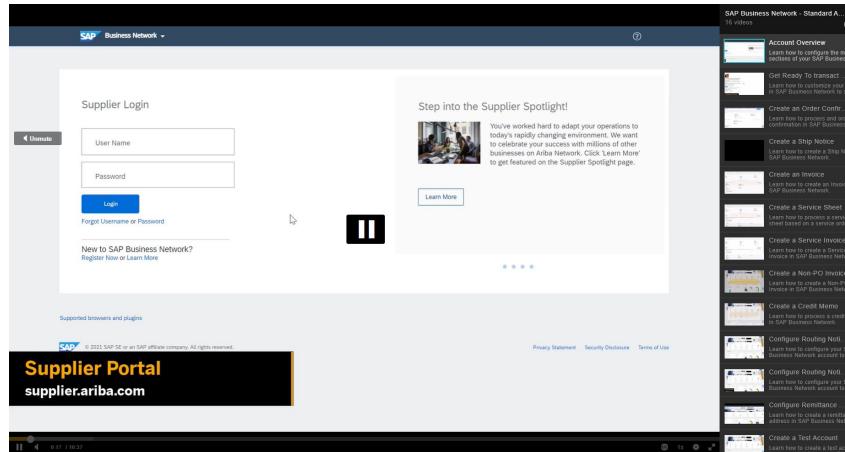
Important note:

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

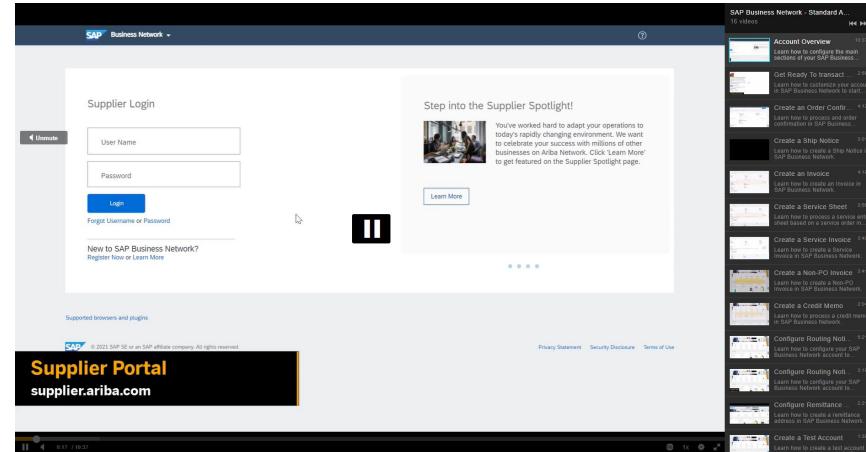
Looking for video material?



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



materials for a better life