

Ariba Network Enterprise Account



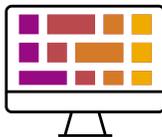
Welcome!

Congratulations on activating your Ariba Network enterprise account! You're now part of a global network of 4 million companies. Leading businesses, like yours, have leveraged their Ariba Network enterprise accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

We'd love to help you do the same. Let's get started.



1



Navigating the supplier dashboard

Your enterprise account gives you access to a comprehensive dashboard where you'll have visibility into the status of your documents, such as POs, invoices, payments, and more. If applicable, you can also switch between SAP solutions within the dashboard. Watch this [quick overview video](#) and learn how to navigate the supplier dashboard.

2



Complete your profile

If you haven't already, make sure you complete your Ariba Network profile. Having a robust profile will ensure that your customers can easily find you. Selecting the categories that best describe your business means that you'll be better matched for opportunities from prospects looking for your product or service. Watch [this video](#) to learn more and [login](#) to complete your profile.

3



Add users and set-up your invoice routing

Add users from your company who'll need access to Ariba Network and assign permissions for them. Getting your users onto Ariba Network will ensure that your customers can reach the right person quickly. By setting up your order and invoice routing, your customers can see your preferred methods for sending and receiving documents. This makes collaboration with your customers seamless. Learn more by downloading the [quick start guide](#).

4



View your purchase orders

Once you're connected to your customers on Ariba Network, they can send you purchase orders. Your orders will come into your inbox and there are a number of actions you can take from there. Watch [this video](#) to learn more about purchase orders on the network.

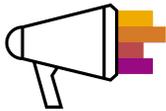
5



Send invoices

Your Ariba Network account lets you create, send, and track invoices. Watch this video for a quick introduction on [sending invoices](#). There are generally two types of invoices: [PO-based invoices](#) and [non-PO invoices](#). Once your customers accept and approve your invoice, you can [view the payment status](#) to anticipate cash flow.

6



Participating in a sourcing event

Within Ariba Network, you can respond to sourcing events from an existing customer or a prospect. Learn more about responding to RFPs and RFIs in this [video](#).

7



Create a catalog

If it's applicable to your business, having a catalog will allow your customers to easily browse and shop from your list of products and services. Learn more about creating catalogs in this [short video](#).

More resources



Supplier Success Webinars

Register for live supplier success webinars



Best Practice Webinars

On-demand supplier webinars around various topics; growing your business, electronic integration, managing your account, and more



Supplier Digital Summit

Curated content for suppliers that cover the basics to advanced capabilities on Ariba Network



Help Center

Find product information, FAQs, and more