



SAP Ariba 

# Quick Start Guide

# SAP Suppliers exchange on Ariba Network

SAP, GFSS  
November 27, 2019

External

Dear Supplier,

SAP has migrated to the Ariba® Network platform for electronic transaction processing.

The Ariba® Network is the world's largest global trading community with more than one million trading partners. It enables Sellers and Buyers to exchange documents i.e. Purchase Orders and Invoices in electronic format.

As part of this migration, **SAP will send Purchase Orders to you exclusively via the Ariba® Network and requests you to send your Invoices via the Network as well.**

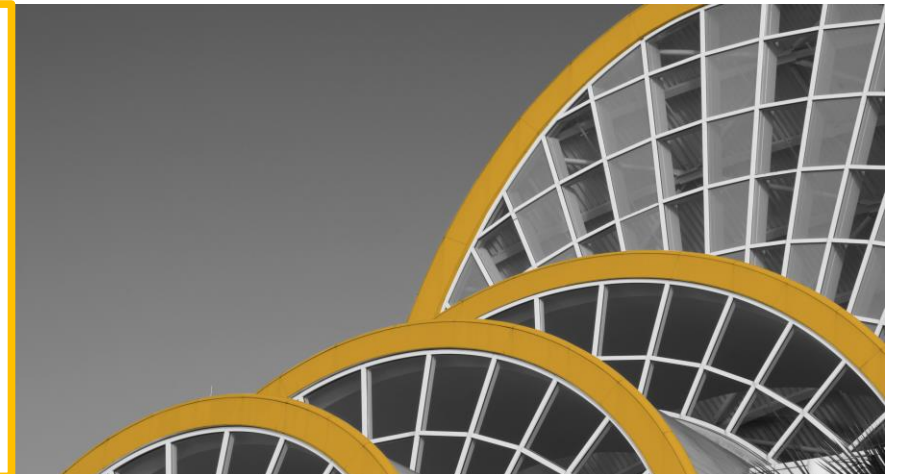
Moving from paper-based Purchase Order and Invoice flows to electronic channels is an efficient way to cut costs and enhance supply chain integration. We expect this Solution will benefit you by providing real-time Purchase Order and Invoice delivery; a reduction in administrative business expenses and exposure to new business opportunities.

**SAP is sending the PO with an interactive email notification,**

**Email are sent from: "SAP GROUP" [[ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)]**

**From the PO notification: register and exchange PO/invoice on the Network FREE OF CHARGE.**

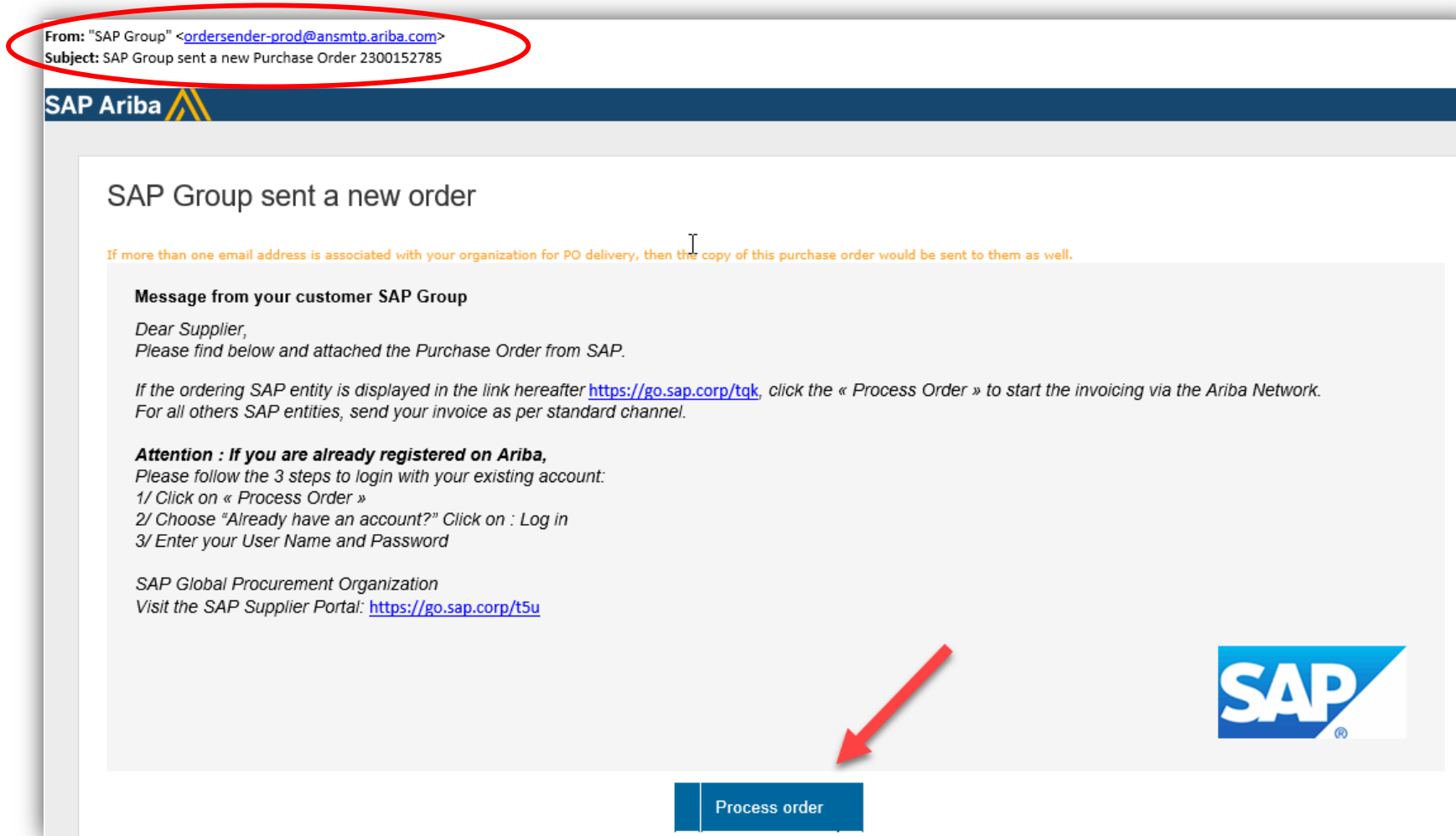
**[Watch the video.](#)**



# Ariba PO Notification email


Click the **Process Order**

PO notification interactive email from: "SAP GROUP" [[ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)]



We recommend to store the PO Email notification:

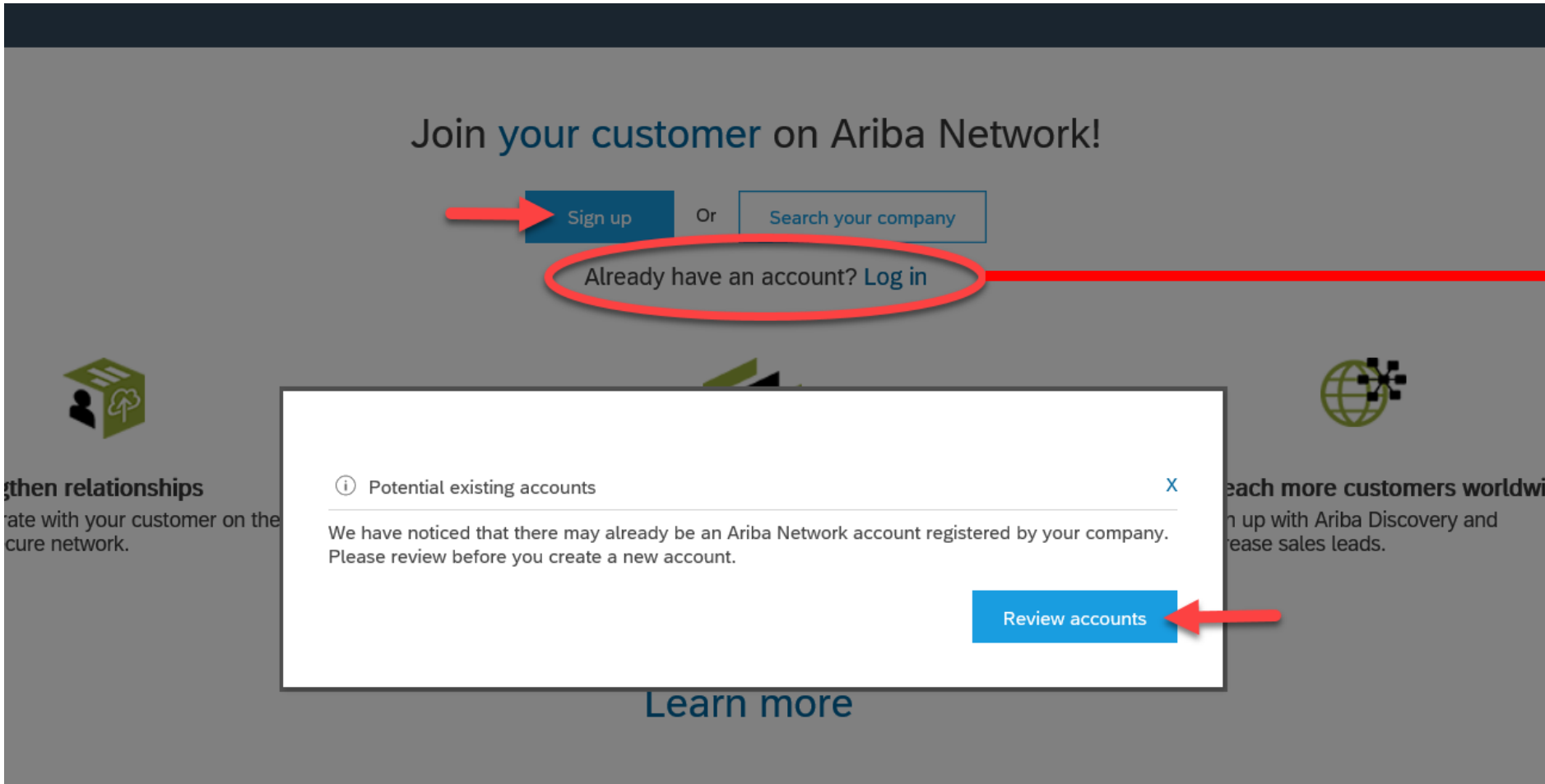
Only the interactive link from this email drives to the invoice creation. It will be needed to create multiple invoices for the same PO



# Join the Ariba Network

Click the **Sign Up**

With “Sign up”, register a Standard account, free of charge.



The screenshot shows the Ariba Network sign-up interface. At the top, it says "Join your customer on Ariba Network!". Below this are two buttons: "Sign up" and "Search your company", separated by the word "Or". A red arrow points to the "Sign up" button. Below the "Sign up" button, the text "Already have an account? Log in" is circled in red. A red arrow points from this circle to a yellow-bordered box on the right. In the center of the page, there is a white modal box titled "Potential existing accounts" with a close button (X). The modal contains the text: "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account." and a "Review accounts" button. A red arrow points to the "Review accounts" button. At the bottom of the modal, there is a "Learn more" link.

Choose “Log In”,  
if you are already  
registered on Ariba



The icon depicts a stylized building with three windows on the left and a bar chart with four bars of varying heights (blue, green, yellow, blue) on the right, all enclosed within a cloud-like shape.

# Register a Standard account

Enter your Company and User **information**

Ariba Network Help Center

## Register

### Company information

\* Indicates a required field

Company Name: \*

Country: \* United States [USA]

Address: \*

City: \*

State: \* Alabama

Zip: \*

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.

### User account information

\* Indicates a required field

Name: \*

Email: \*

[SAP Ariba Privacy Statement](#)

Accept the Term of Use & Privacy Statement

Click **Register**

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

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

I have read and agree to the [SAP Ariba Privacy Statement](#)

# Submit your invoice

Select **Create Invoice**

Play the video tutorial, click [here](#)

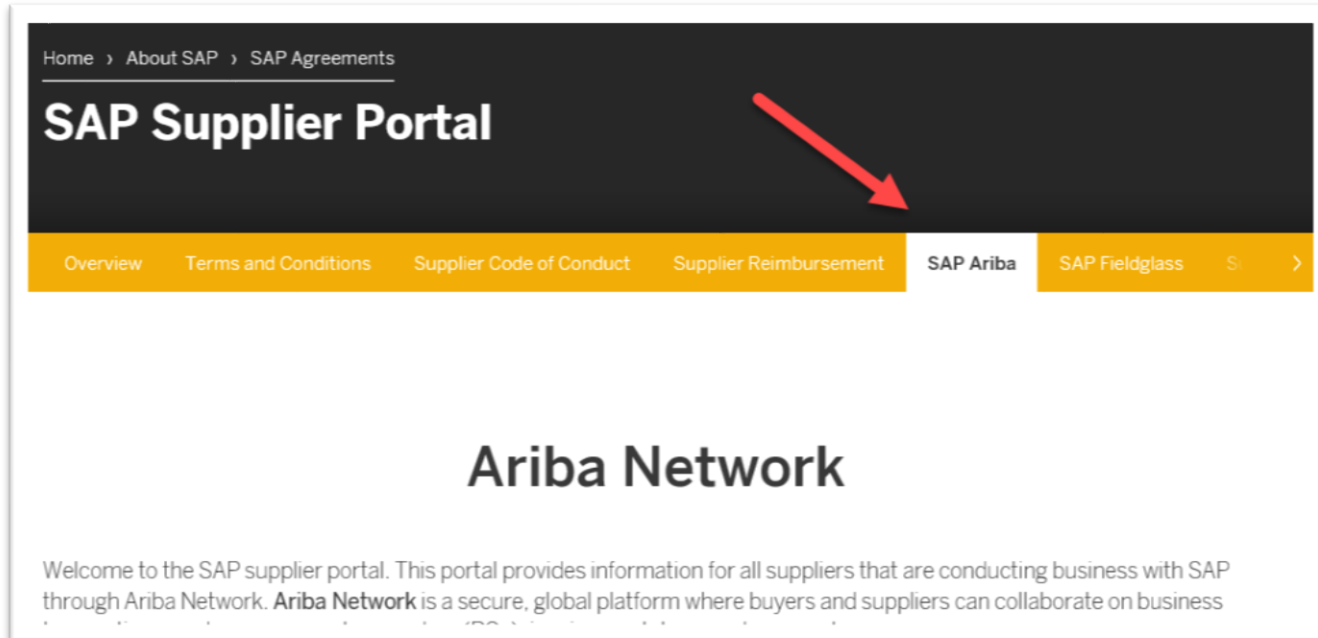
See list of SAP entities able to receive e-invoice on Ariba: [here](#) (Other entities can accept paper/email invoices only)

The screenshot shows the Ariba Network interface for a purchase order (PO) 4503536114. The top navigation bar includes 'Ariba Network', 'Upgrade from light account', 'Learn More', 'Company Settings', 'TEST TEST', and 'Help Center'. The main content area displays the PO details and a toolbar with buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice' (highlighted with a yellow box). Below the toolbar are tabs for 'Order Detail' and 'Order History'. The SAP logo is visible on the left. The main content area is divided into 'From' (SAP SE), 'To' (Right Formula Limited-TEST), and 'Purchase Order' (4503536114) sections. The 'Purchase Order' section shows the amount (£1.00 GBP) and version (1). The 'Comments' section shows a note about a fixed package price. The 'Contact Information' section shows the buyer's address (SAP SE) and the supplier's address (Right Formula Limited). The right sidebar contains a search bar and a list of help center articles, with 'Send a PO-based invoice (4:35)' highlighted by a yellow box. A 'View more' button is also highlighted with a yellow box.

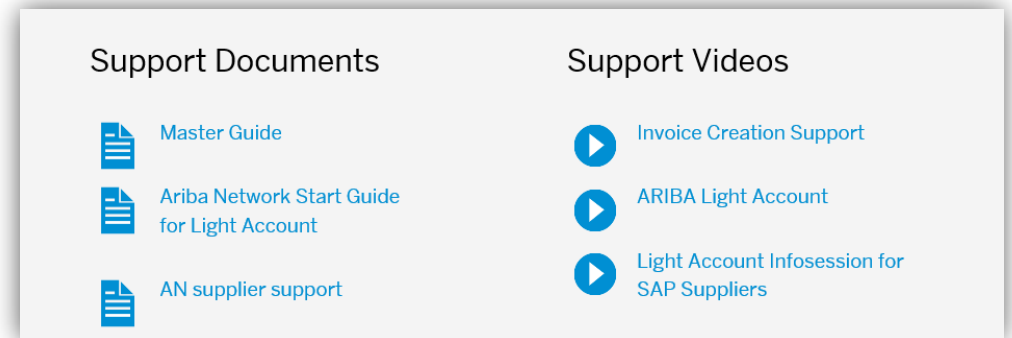


# Get Support

Visit the **SAP Supplier Portal**, click [here](#)  
Go to the “Ariba Supplier Network” tab.



Check the **Support documents** at the bottom of the webpage:



If you have any concern for PO/Invoice exchange, contact the SAP Procurement Operations:

- **Europe:** [SAP\\_ProcOps\\_DACH@sap.com](mailto:SAP_ProcOps_DACH@sap.com)
- **Americas** + Spain, Portugal and Italy: [SAP\\_ProcOps\\_AMERICAS@sap.com](mailto:SAP_ProcOps_AMERICAS@sap.com)
- **Asia:** [SAP\\_ProcOps\\_APJ@sap.com](mailto:SAP_ProcOps_APJ@sap.com)

