

WACKER

CREATING TOMORROW'S SOLUTIONS

**THE FUTURE
OF BUYING**

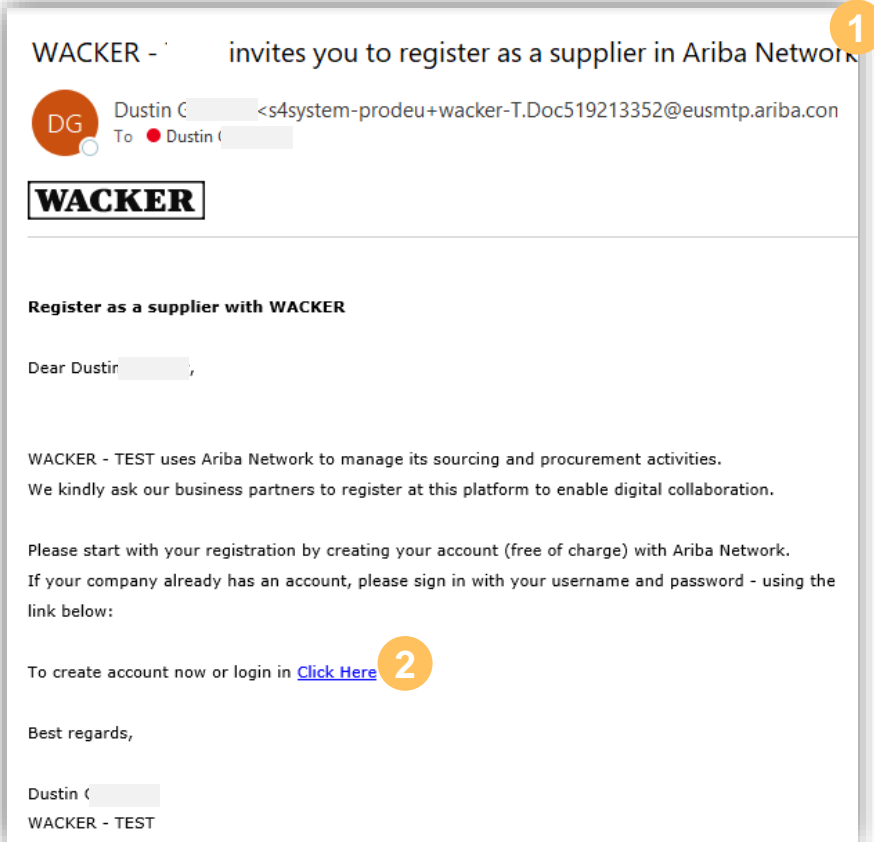
WACKER DIGITAL

Next Generation Procurement

**Supplier Ariba® Network Account -
Creation & Maintenance**

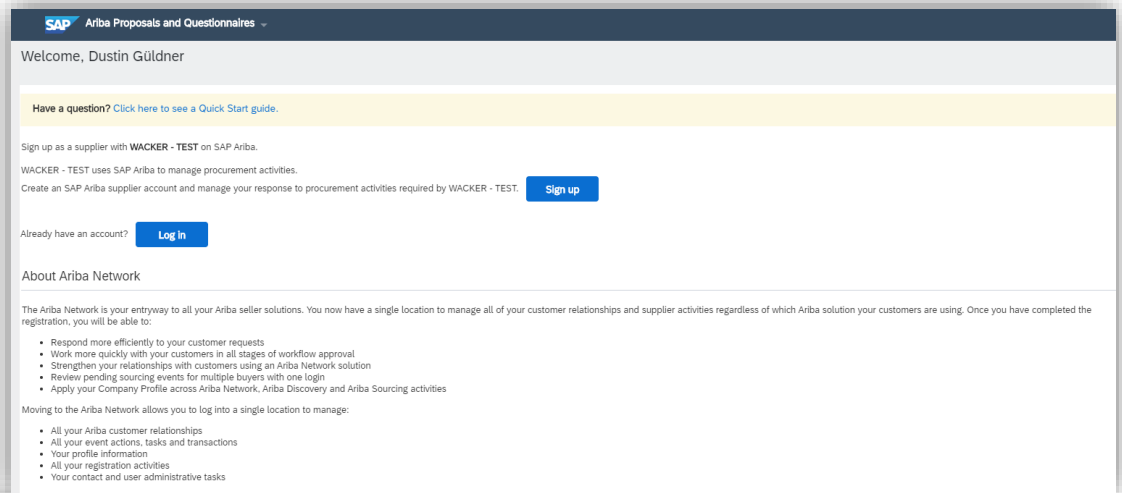
Invitation to WACKER Registration

Explanation



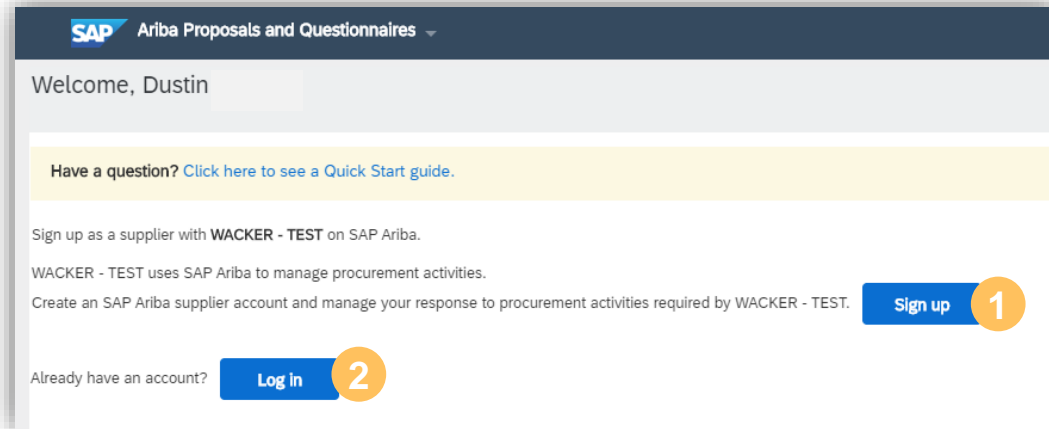
- 1 You will receive a registration invitation with this subject line and the WACKER logo
- 2 Select **Click Here** to get forwarded to the Ariba® account registration page

Expected Result

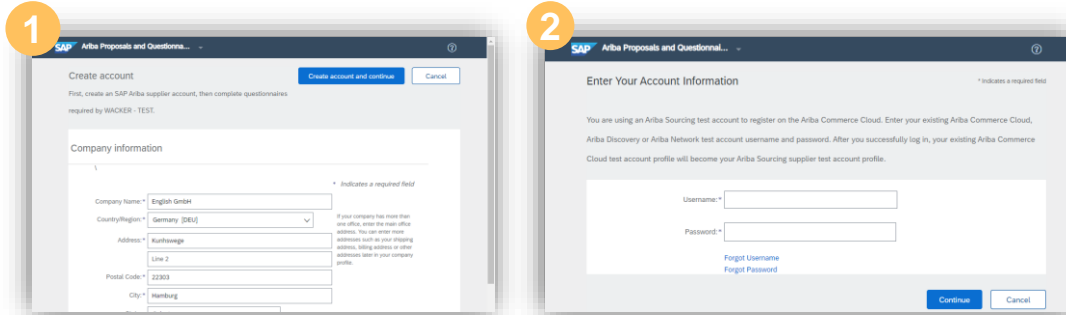


Create or Login with Account

Explanation



Expected Result



- 1 If you don't already have an Ariba® Network account, please click **Register**
- 2 If you already have an Ariba® Network account, please click **Sign In**

Further Information

- It is important that you internally check whether your company already has an Ariba® Network account
- If your company already has an Ariba® Network account, please speak to your Ariba® Network administrator to create a new user for you

Account Creation (1/2)

Explanation

Create account Create account and continue Cancel

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

Company information

* Indicates a required field

Company Name:* English GmbH

Country/Region:* Germany [DEU]

Address:*
Kunhswege
Line 2

Postal Code:* 22303

City:* Hamburg

State: Select

1

User account information

* Indicates a required field

Name:* Dustin | Guldner

Email:* dustin.gueldner@de.ey.com

Use my email as my username

Username:* test-dustin.gueldner@de.ey.com

Password:* Enter Password

Repeat Password

Language: English

Email orders to:* dustin.gueldner@de.ey.com

2

SAP Ariba 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 b...

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.

- 1 Check that your company information are already correctly filled in or adjust these as required
- 2 Enter your user account information by providing a **name, username** and **password**

Further Information

- The **username** must be in the format of an email address, but it does not have to be a real email address
- The **password** must contain at least eight characters, including uppercase and lowercase letters, numeric digits, and special characters

Account Creation (2/2)

Explanation

Tell us more about your business

Product and Service* Categories: -or- [Browse](#) **3**

Ship-to or Service Locations:* -or- [Browse](#)

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

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](#) **4**

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

5

3 Enter Product and Service Categories by searching for and clicking **Add**, or **Browse** the SAP® Ariba® category list.

Follow the same steps above for selecting the Ship-to or Service Locations

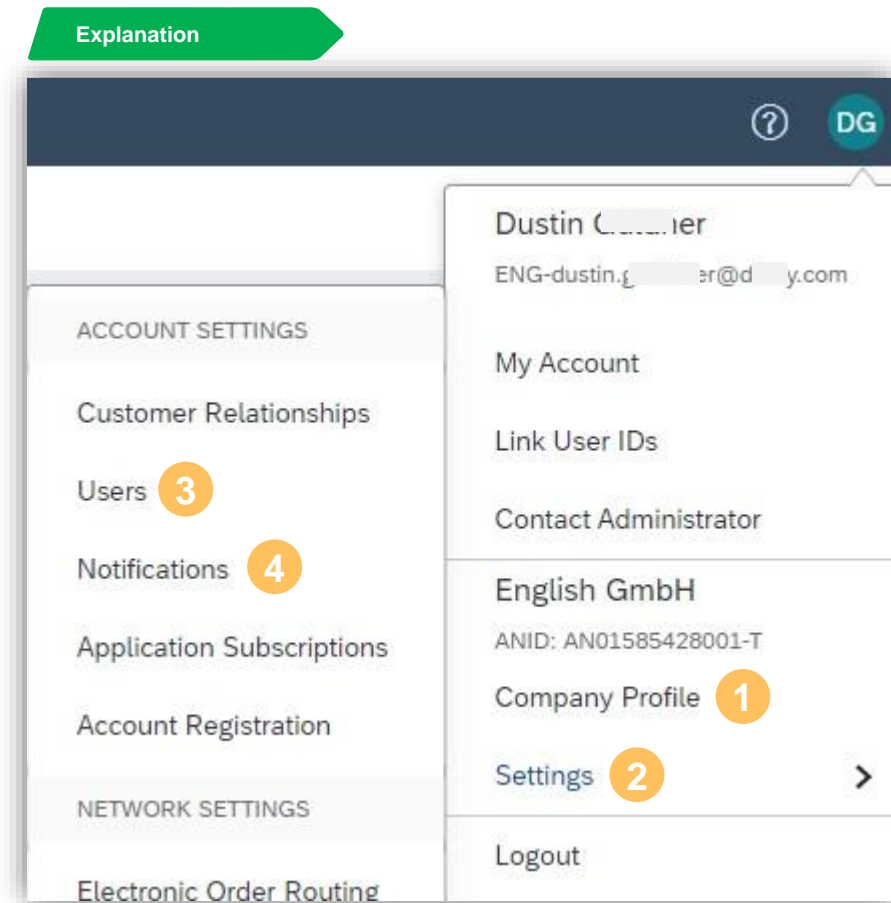
4 Check the boxes for **Terms of Use** and SAP® Ariba® **Privacy Statement**

5 Click **Create** an account and continue

Further Information

- The **username** must be in the format of an email address, but it does not have to be a real email address
- The **password** must contain at least eight characters, including uppercase and lowercase letters, numeric digits, and special characters

Account Maintenance



- 1 Company Profile:** Here you can manage and edit your company's profile (delivery address, product and service, categories, tax information, certifications and more)
- 2 Via Settings** you can further manage your account settings
- 3 Users:** Here you can create and edit User Roles and User accounts
- 4 Notifications:** Here you can edit your notification settings for each event (orders, proposals, questionnaires, contracts, general, etc.)

Account Maintenance – Company Profile

Explanation

Company Profile **1**

3 Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

2 * Indicates a required field

Overview

Company Name: * English GmbH

Other names, if any:

NetworkId: AN01585428001-T ⓘ

Short Description: ⓘ
Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01585428001-T> | [Customize URL](#)

Privacy Statement: SAP Ariba Privacy Statement ▾

- 1 Company Profile:** Here you can fill out and edit your company's profile
- 2** * Indicates a required field
- 3** After you have completed your basic company information, you can fill in the respective mandatory fields on the Business, Marketing and other tabs

Account Maintenance – User and User Roles (1/5)

As the administrator of your company's Ariba® Network account, you play an important role in ensuring that the functionalities of your company account run smoothly.

Your responsibilities include:

- Handling of account configuration and administration
- Primary point of contact for users with questions or problems
- Create roles and users for your company's account

The role of administrator is automatically linked to the username and login that were entered when initially setting up and registering the account.

A user is created by the administrator and has a role that corresponds to the user's actual work tasks. Each user is responsible for updating their personal user information.

Account Maintenance – User and User Roles (2/5)

Explanation

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration

1 Manage Roles Manage Users

Roles (1)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

Apply Reset

2 +

Role Name	Users Assigned	Actions
Administrator	Dustin Güldner	

Save Close

- 1 **Manage Roles:** Here you can manage both existing roles/create new roles and thus manage the user rights within your company's Ariba® Network account
- 2 Via the + you can create new user roles

Account Maintenance – User and User Roles (3/5)

Explanation

Create Role Save Cancel

* Indicates a required field

New Role Information

Name: * **3**

Description: **3**

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

4

Permission	Description
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input type="checkbox"/> Fulfillment Invitation Account	Allows the assigned user to transfer a fulfillment related invitation into his existing Ariba Network Account.

Assign Users (0) **5** +

You can add users to this role.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Role Assigned
No users assigned yet.					

- 3** Here you can name the new role and add a description so that you can assign these roles to other users in the future
- 4** Here you will find the possible permissions that can be added to the new role
- 5** If you have created further users, you can link these users to the new role here

Account Maintenance – User and User Roles (4/5)

Explanation

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles Manage Users **6**

Users (0)

Enable assignment of orders to users with limited access to Ariba network. ⓘ
 Require multi-factor authentication (applies for all users of your organization)

Filter
Users (You can only search on one attribute at a time)

Username **+**

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
No items									

7 +

Save Close

Create User

Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information **8**

Username:* ⓘ

Email Address:*

First Name:*

Last Name:*

Do not allow the user to resend invoices to the buyer's account. ⓘ
 This user is the Ariba Discovery Contact ⓘ
 Limited access ⓘ

Country Area Number
Office Phone: USA 1

- 6** Here you can manage existing user accounts as well as create new user accounts within the company Ariba® Network account
- 7** Via the + you can create new users
- 8** Please enter the user's information to create the user

Further Information

- The **username** must be in the format of an email address, but it does not have to be a real email address

Account Maintenance – User and User Roles (5/5)

Explanation

9 **Rolle erstellen**

Rollenzuordnung

Name	Beschreibung
Keine Einträge	

⚠ Sie haben keine Rollen erstellt. Sie müssen Rollen erstellen oder diesen Benutzer als Ariba Discovery-Kontakt festlegen, bevor Sie Unterkonten einrichten können.

10 Zuordnen: Alle Kunden Kunden auswählen

11

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input type="checkbox"/>	fabio.pfletzing@de.ey.com	fabio.pfletzing@de.ey.com	Fabio	Pfletzing	no	Proposal Manager		ABO()	11 Actions Edit Delete Make Administrator

Add to Contact List Remove from Contact List

Edit User

View user information, revise role assignments, assign business units or reset user passwords. Ariba recommends functionality on this page when users have forgotten their password and their security question and answer. As a Forgot Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resends email to the user with instructions to specify a new password and a new secret question and answer.

Selected User Information

Username: fabio.pfletzing@de.ey.com
Email Address: fabio.pfletzing@de.ey.com
First Name: Fabio
Last Name: F
Office Phone:

Do not allow the user to resend invoices to the buyer's account. ⓘ
 This user is the Ariba Discovery Contact ⓘ
 Limited access ⓘ

12 **Reset Password**

- 9** With **Create Role** you can assign roles to users (if no roles are available, you can also create one here)
- 10** You can assign user accounts to either All or only specific customers for which your company's account has been linked to
- 11** For existing users, you can **edit** or **delete** this user via **Actions**
- 12** Via Edit you can also reset the roles and the password

Account Maintenance – Notifications

Explanation

The screenshot shows the 'Account Settings' page with the 'Notifications' tab selected. The page is divided into sections: 'Relationship' and 'Other Notifications'. Each notification type has a checkbox to enable it and a text field for email addresses. Callout 1 points to the 'General' tab. Callout 2 points to the 'Reminder of Unconfirmed Orders' checkbox. Callout 3 points to the email address field for 'Customer' notifications. Callout 4 points to the 'Save' button.

Type	Send notifications when...	To email addresses (one required)
Customer	<input type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSI Invoice or service sheet template.	dustin.guelchner@de.ey.com
Customer Requirements Change	<input type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	dustin.guelchner@de.ey.com
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	dustin.guelchner@de.ey.com
Supplier Enablement Activity and Task Reminder	<input type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	dustin.guelchner@de.ey.com
Other Notifications		
Network Service	<input type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	dustin.guelchner@de.ey.com
Certification Expiration Notifications	<input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.	dustin.guelchner@de.ey.com
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule.	dustin.guelchner@de.ey.com
Other Notifications	<input checked="" type="checkbox"/> Send other important notifications to this email address when they do not belong to a specific notification category.	dustin.guelchner@de.ey.com
Password Reset Notifications	<input type="checkbox"/> Send password reset notification to this email address when users reset the password.	dustin.guelchner@de.ey.com
Domain Registration Notifications	<input checked="" type="checkbox"/> Send a notification when a new user registers with same domain.	dustin.guelchner@de.ey.com

- 1 You can specify which notifications you wish to receive and to which email address they should be sent
- 2 Click the check box next to each notification you want to receive
- 3 Enter up to three email addresses (separated by a comma “,”) to specify who should receive the notification
- 4 Click Save when you are finished

Further Information

- You will always be brought to the general notifications first and can maintain further notifications for the other solutions by selecting the corresponding tab (Network, Discovery, Sourcing & Contracts)
- Mandatory fields are marked with a *



NEXT GENERATION PROCUREMENT

WACKER DIGITAL

The Future of Buying

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