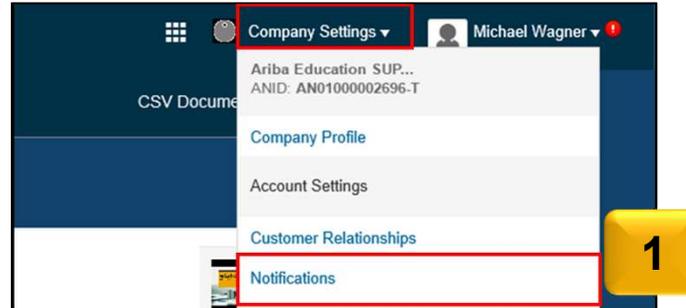




2. Account Configuration

- a) Notifications
- b) Configure Electronic Order Routing and notifications
- c) Configure Electronic Invoice Routing

Configuring Your Account – a. Email Notifications



A screenshot of the 'Notifications' configuration page. The 'Notifications' tab is selected and highlighted with a red box and a yellow callout bubble containing the number '2'. Below the tabs, there are instructions: 'Enter up to three comma-separated email addresses per field. The Preferred Language configured by the account administrator controls the language used in these notifications.' The 'Other Notifications' section contains three rows of settings:

Notification Type	Enabled	Description	Email Address
Network Service	<input checked="" type="checkbox"/>	Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	* test@ariba.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.	* test@ariba.com
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/>	Send reminders of unconfirmed orders. This notification depends upon a customer ru	* test@ariba.com

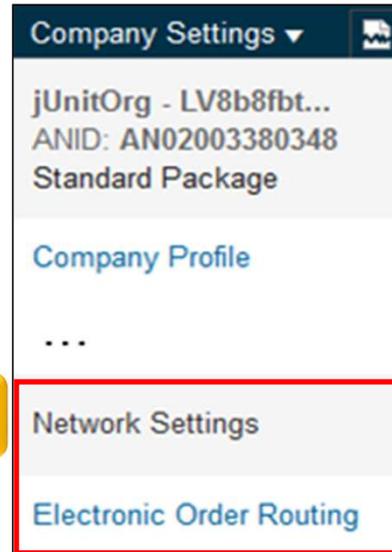
The email address 'test@ariba.com' in the 'Reminder of Unconfirmed Orders' row is highlighted with a red box and a yellow callout bubble containing the number '3'.

You can enter up to **3** email addresses per notification type. You must separate each address with a comma.

Configure Company Settings – b. Electronic Order Routing

Email Order Routing:

- You can enter up to **5** email addresses to receive the copy of the PO . You must separate each address with a comma.
- Administrator can add other recipient of the PO as users to process the order
- Include document in the email message** to include a complete copy of the PO in the email.
- It is recommended that you use a non-personalized/distribution list email.



Company Settings

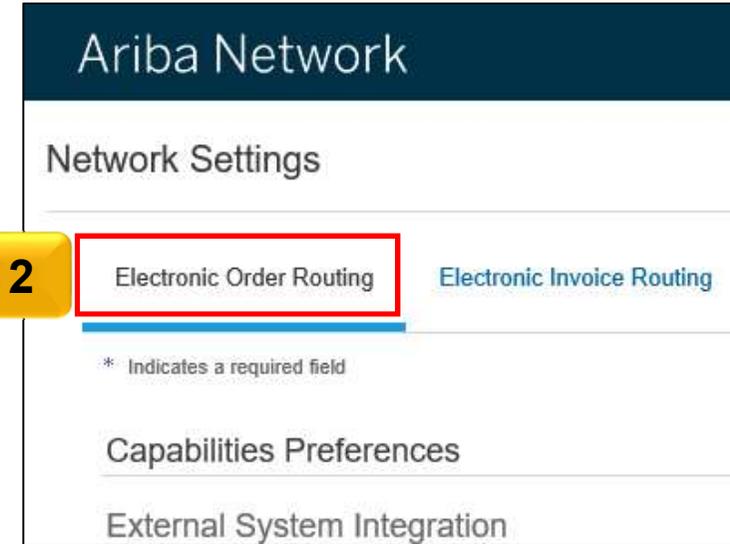
jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

...

1 Network Settings

Electronic Order Routing



Ariba Network

Network Settings

2 Electronic Order Routing Electronic Invoice Routing

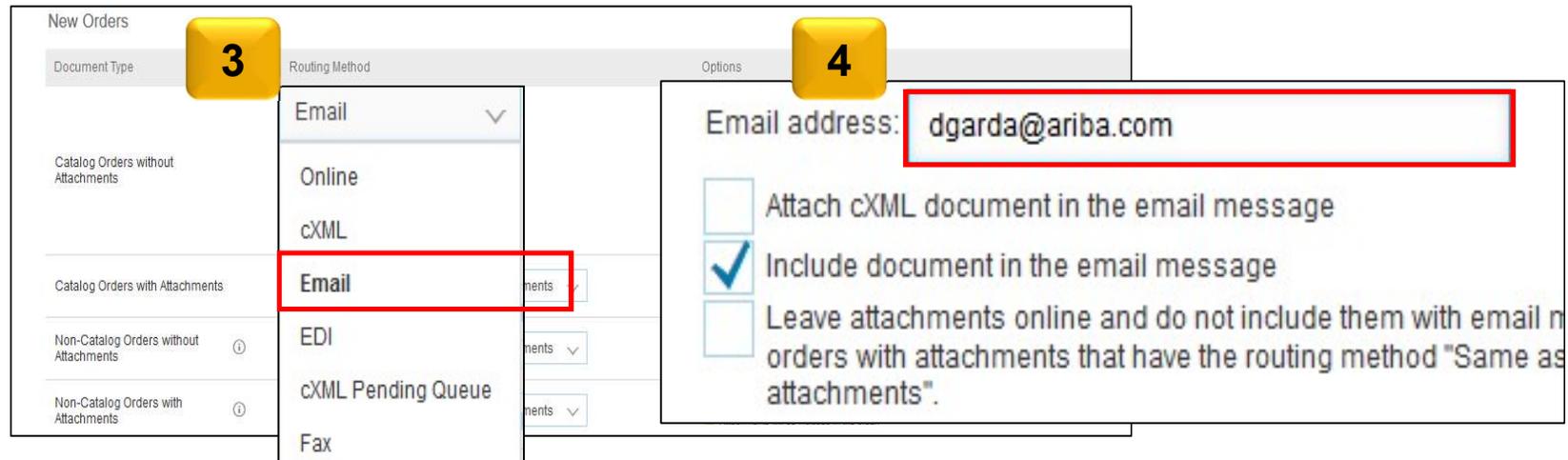
*: Indicates a required field

Capabilities Preferences

External System Integration



The settings you select are reflected in the rest of the fields. Ensure that you click the **Save** button, to save the settings.



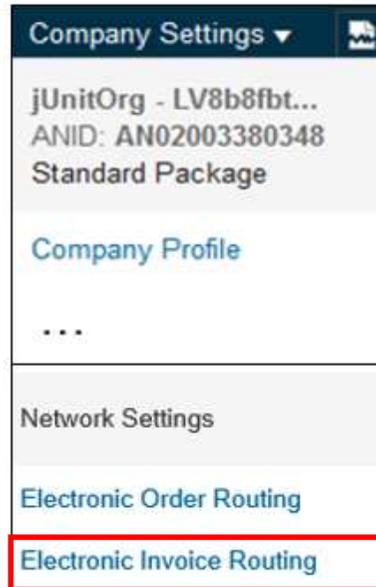
New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	3 Email	
Catalog Orders with Attachments	Online	
Non-Catalog Orders without Attachments	cXML	
Non-Catalog Orders with Attachments	4 Email	Email address: dgarda@ariba.com
	EDI	<input type="checkbox"/> Attach cXML document in the email message
	cXML Pending Queue	<input checked="" type="checkbox"/> Include document in the email message
	Fax	<input type="checkbox"/> Leave attachments online and do not include them with email orders with attachments that have the routing method "Same as attachments".

Configure Company Settings – c. Electronic Invoice Routing Modes

You can enter up to **3** email addresses per notification type. You must separate each address with a comma.

1



Company Settings ▾

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

...

Network Settings

Electronic Order Routing

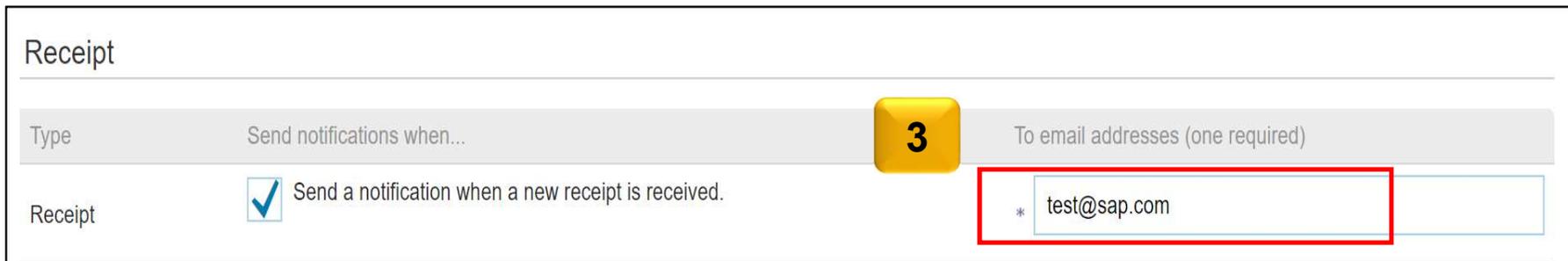
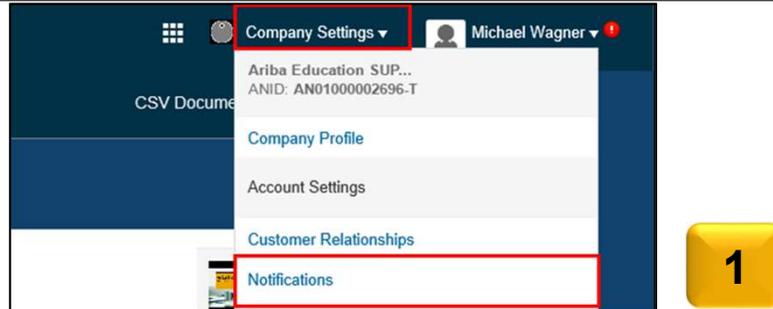
Electronic Invoice Routing

Notifications

2

	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* test@ariba.com, training@ariba.com, supplier@ariba.cor
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* test@ariba.com, training@ariba.com, supplier@ariba.cor
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* test@ariba.com, training@ariba.com, supplier@ariba.cor

Configure Company Settings – d. Goods Receipt Notification



You can enter up to 3 email addresses per notification type. You must separate each address with a comma



Creating and Maintaining Sub-users



Administrator can add users in the company to process the order

Administrators and Users



Administrator

- ❖ Automatically linked to the username and login entered during registration
- ❖ Responsible for account configuration and management
- ❖ Primary point of contact for users with questions or problems.
- ❖ Creates roles for the account

User

- ❖ Can have different roles, which correspond to the user's actual job responsibilities
- ❖ Responsible for updating personal user information



Role and User Creation

To create a user:

1. Click **Create User** and add all relevant information about the user including name and email address.
2. Select a **role** for this user in the **Role Assignment** section, depending on the access level.
3. If a role is not already created, go to Users screen and click 'Create Role' to select the required permission.

*You can add up to 250 users to your Ariba Network account

Customer Relationships Users Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discov	
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	2

↳ Edit Delete Add to Contact List Remove from Contact List Make Administrator **Create User**

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.

Name	Actions
Administrator	Details
All Access	Details Edit Delete
↳ Create Role	3

1

Company Settings ▾

- jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package
- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships
- Users**

Modify Users

1. Click **Edit** for the selected user.
2. Click the **Reset Password** button to reset the password of the user.
3. Other available options are:
 - **Delete**
 - **Add to Contact List**
 - **Remove from Contact List**
 - **Make Administrator**
 - **Create User**

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

↳ **Edit** **Delete** **Add to Contact List** **Remove from Contact List** **Make Administrator** | **Create User**

1

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends

Selected User Information

Username: rebecca.novotny@sap.com
Email Address: rebecca.novotny@sap.com
First Name: Rebecca
Last Name: Novotny
Office Phone:

This user is the Ariba Discovery Contact

2 **Reset Password**

3