



How to for Suppliers - Find Purchase Orders, Create Invoices, and Create Roles and Users

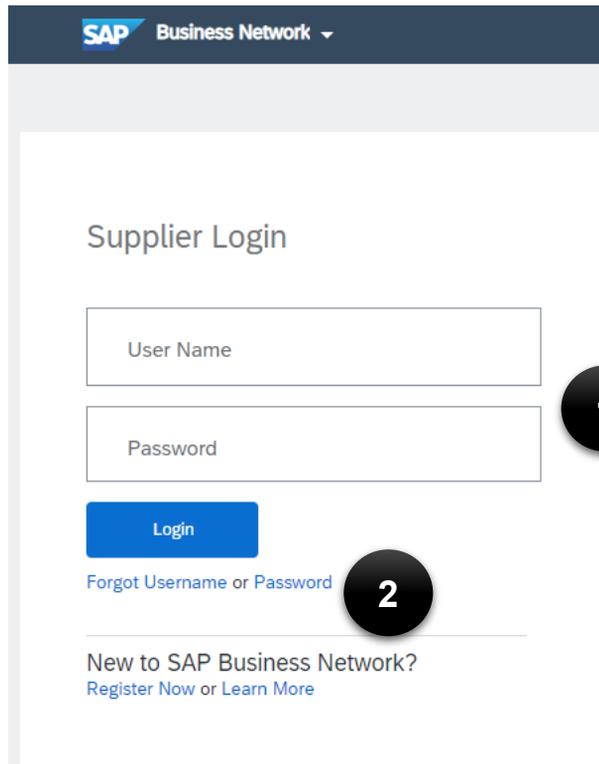
Quick Reference Guide

How to for Suppliers - Find Purchase Orders, Create Invoices, and Create Roles and Users

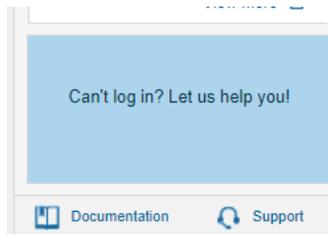


1. At the [Supplier Login Page](#), log into your company's SAP Network/Ariba Network account using your user name and password

2. Use the self-help to retrieve your Username or Password, or contact your company's account administrator



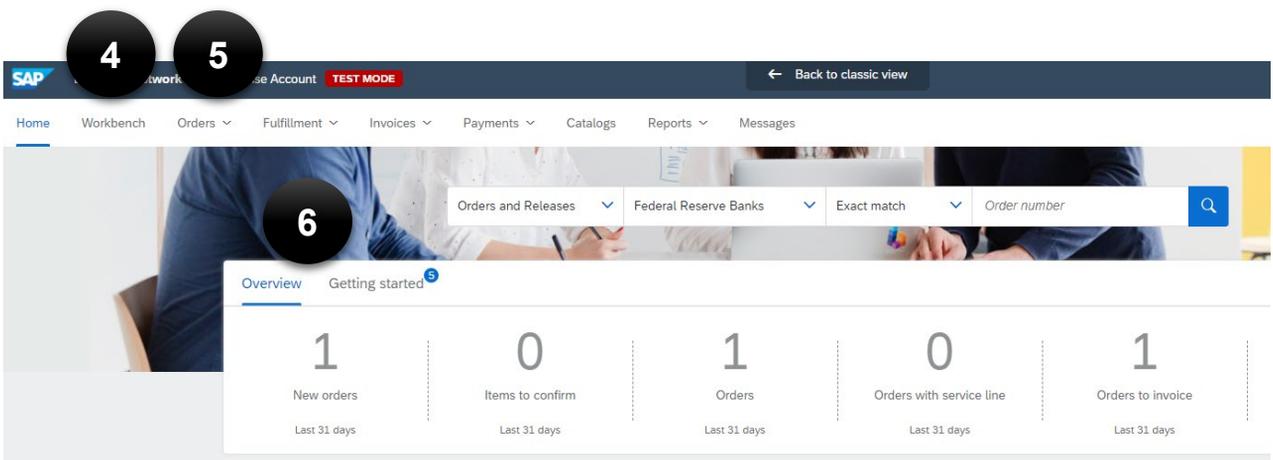
3. If you still need assistance, click on the Help (?) button and request support from Ariba



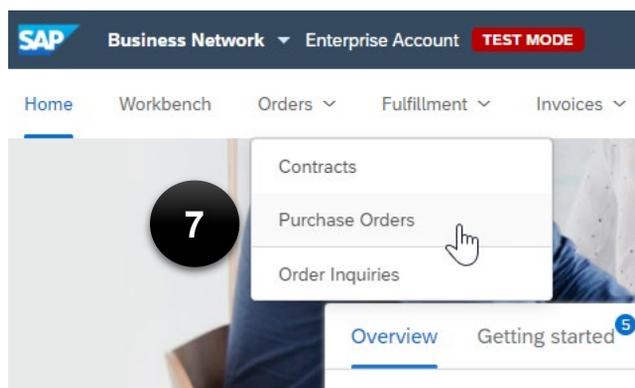
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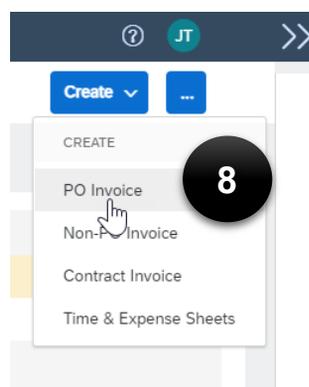
4. Once you login, you can find your orders via the workbench
5. You can also find your orders via the Orders tab
6. And you can find your orders via Overview



7. The Orders tab gives you two options to interact with the Purchase Order



8. You can select the PO and Create a PO invoice from the upper right hand corner of the screen





9. Or you can select the PO and Create a Standard Invoice at the bottom of the screen

○	Order	PO10012316	1	Federal Reserve Banks	2050 Magnolia Street Richmond, VA United States	<i>Not Specified</i>	\$316.81 USD	17 May 2021
○	Order	PO10012284	1	Federal Reserve Banks	2050 Magnolia Street Richmond, VA United States	<i>Not Specified</i>	\$173.26 USD	13 May 2021
○	Order	PO10012274	1	Federal Reserve Banks	2050 Magnolia Street Richmond, VA United States	<i>Not Specified</i>	\$106.68 USD	12 May 2021
○	Order	PO10012269	1	Federal Reserve Banks	2050 Magnolia Street Richmond, VA United States	<i>Not Specified</i>	\$173.26 USD	12 May 2021

↳
Create Order Confirmation ▾
Create Ship Notice
Create Invoice ▾
Manage Time & Expenses
Hide
Resend F

- Standard Invoice
- Credit Memo
- Credit Memo for Return Items
- Line-Item Credit Memo
- Line-Item Debit Memo

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10. You can also go to your Workbench to find the Purchase Orders

SAP
Business Network ▾
Enterprise Account
TEST MODE

Home
Workbench
Orders ▾
Fulfillment ▾
Invoices ▾

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11. From there, you can filter by Federal Reserve Banks (or any of your customers) and take the Action = Standard Invoice

New orders (1)

[Edit filter](#) | [Save filter](#) | [Last 31 days](#) | [New](#)

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
PO10017658	Federal Reserve Banks	\$830.03 USD	Jun 27, 2021	New		***

- Confirm entire order
- Update line items
- Reject entire order
- Create ship notice
- Create service sheet
- Standard Invoice
- Hide

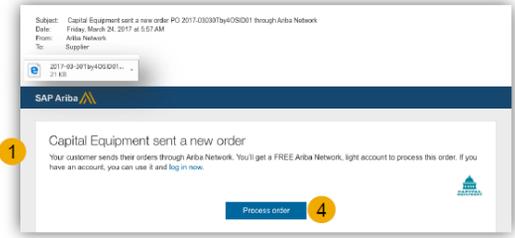
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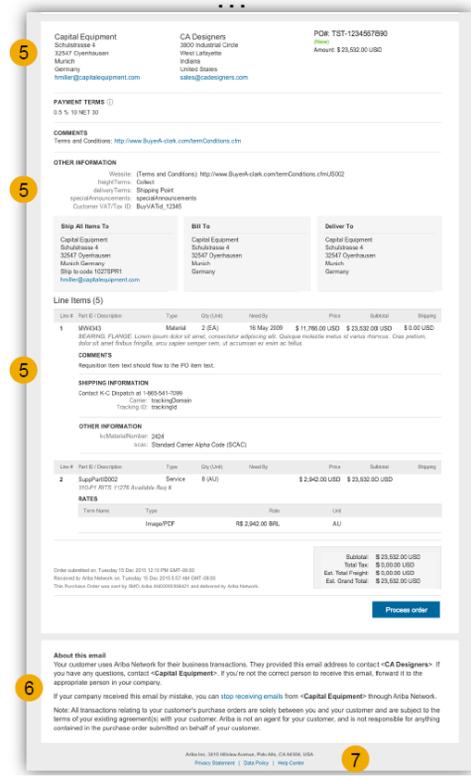
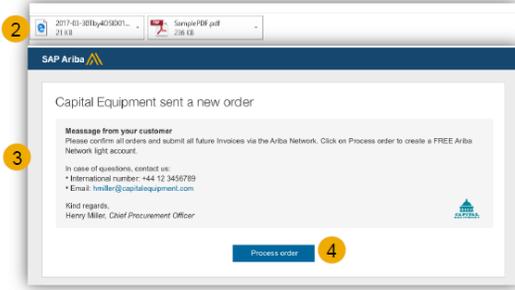
12. Note: If your company has a Standard account, you can process the PO by logging into your account and selecting “resend” for the PO you are trying to process. This will create an interactive email which you would then use to manually “flip” the invoice back to your customer (see overview below).

Interactive Order – Email (unregistered)

1. Standard welcome text
2. Attachments
 - HTML Order
 - Customer files (optional)
3. Customer text and logo
4. Process order Button
 - Drives to register
5. Order
 - Header
 - Other Information
 - Attachments
 - Lines
6. FAQ
7. Help Center

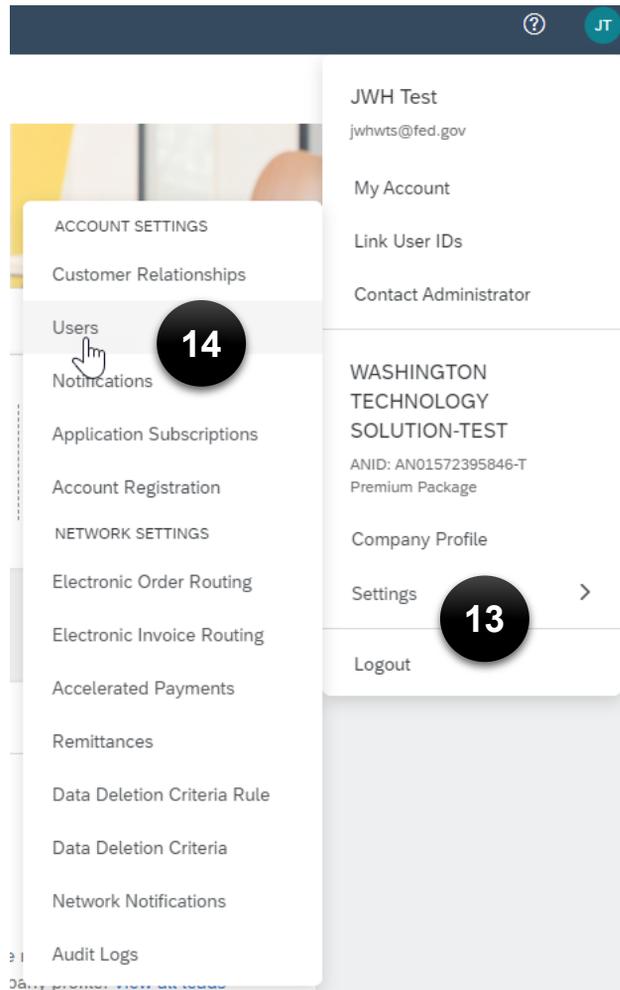


Standard welcome text hidden if customer text was provided in letter language



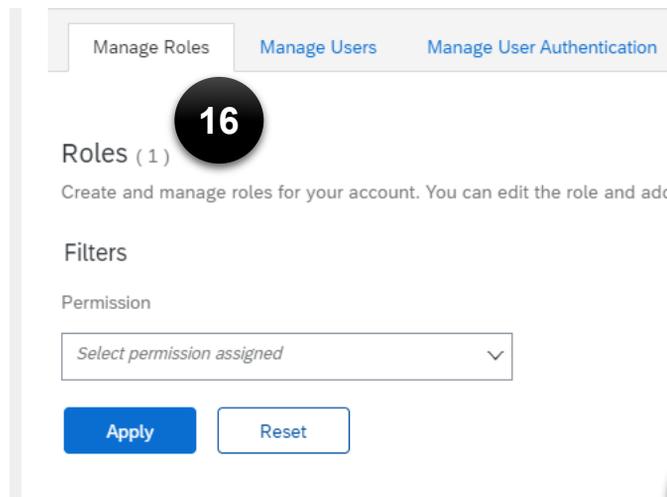


13. In order to create invoices, your user permissions within your account must be set up to allow you to not only see the Purchase Order, but also allow you to take action on it. Only Administrators can add users and set up permission groups. If you are not the administrator, you will need to locate them to add the permissions to your profile. If you have trouble, contact Ariba support for assistance. As an administrator, you can manage users by going to your initials at the top right of the Home page and drilling to Settings



14. Then Users

15. The first step is to make sure there is a Role group that can be applied to users who are not the Administrator. Ariba recommends creating a backup Administrator role which has all permissions other than that of creating users. Note: There can be only one Administrator per company account.



16. To do this, under Users, Click the Manage Roles Tab

17. Click on the + sign to add a role

Role Name	Users Assigned	Actions
Administrator	JWH Test	



18. Create the role by giving it a name and description
19. Then, select all of the appropriate permissions for that user. Since this is a backup to the Administrator, go ahead and select all permissions that are available. If you see a list of users below which have already been created, then go ahead and add this new role to that existing user. If the user does not exist yet, we will need to add them to the account.

New Role Information

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Name:

Description:

Permissions

Each role must have at least one permission.

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Permission	Description
<input checked="" type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input checked="" type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input checked="" type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input checked="" type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input checked="" type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input checked="" type="checkbox"/> Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
<input checked="" type="checkbox"/> Tax Book Report Administration	Access to Reporting, and Tax Book Report type
<input checked="" type="checkbox"/> Time Sheet Report Administration	Access to Reporting, and Time Sheet Report type

Assign Users (0)

You can add users to this role.

Username ↑	Email Address	First Name	Last Name	Role Assigned
No users assigned yet.				

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20. Go to Manage Users
21. Click on the + sign to add a new user

Manage Roles | Manage Users | Manage User Authentication

Users (0) **20**

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

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

Username **+**

Apply **Reset** **21**

Filtered Results (0)

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

22. Within Create User, add the new User Information. User names follow an email address format
23. Check the Role Assignment Box

Create User

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. However, you can modify role assignments at any time.

New User Information

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 ⓘ

Office Phone: Country: Area: Number:

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Admin Backup	All administrative permissions except adding users

Customer Assignment

Assign to Customer: All Customers Select Customers



24. Click Save

25. Once the Role Assignment is complete, the user can log into the same Supplier Login page to access the account and the POs for invoicing

Filtered Results (1)

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input type="checkbox"/>	backup@fed.gov	jwhitest@fake.edu	Back	Up	No	Admin Backup		All(1)	Actions

Actions

- Edit
- Delete
- Make Administrator

Buttons: Add to Contact List, Remove from Contact List, Save, Close

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ADDITIONAL RESOURCES:

[Guides and Videos](#)

[Federal Reserve Banks Information Portal](#)