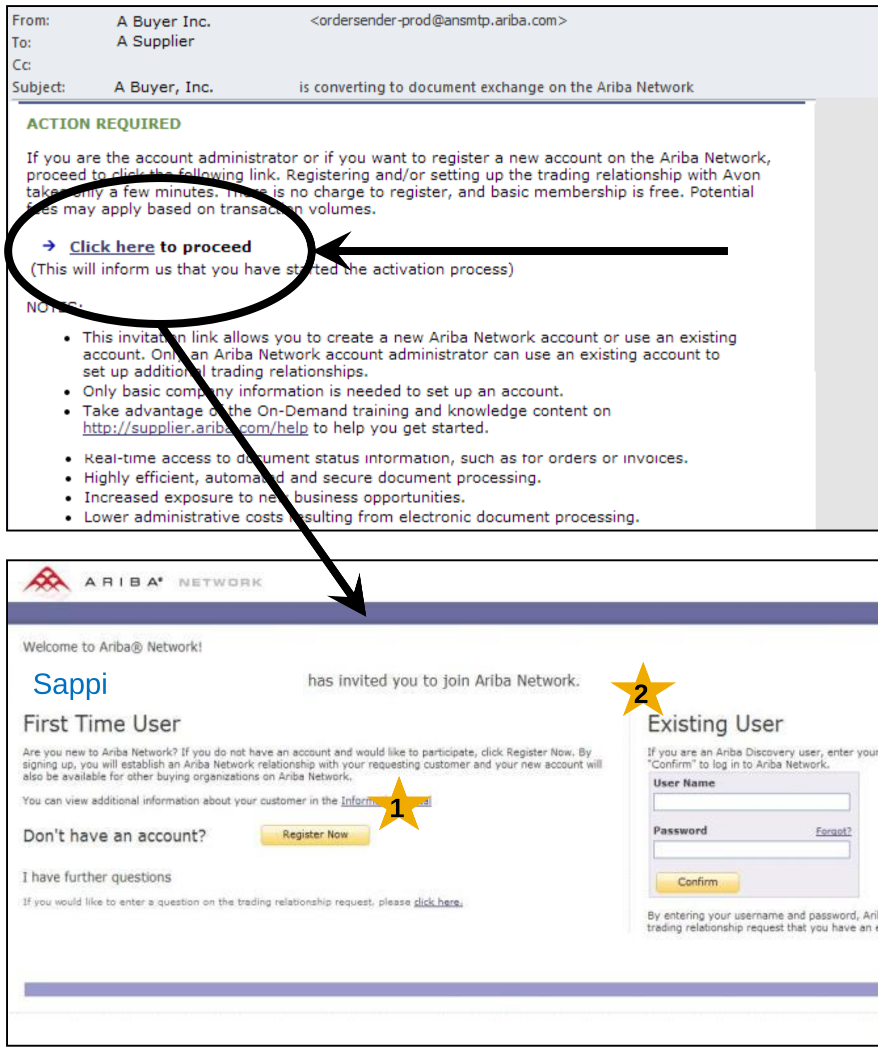
Sappi Ariba Network

Summit Guided Session: Account Configuration

1 Manage invitation letter + 2 Landing Page



Open the Invitation Letter that you received at your email address from ordersender-prod@ansmtp.ariba.com and scroll to the section Action Required and click on the link **Click here to proceed.** You will be redirected to the landing page.

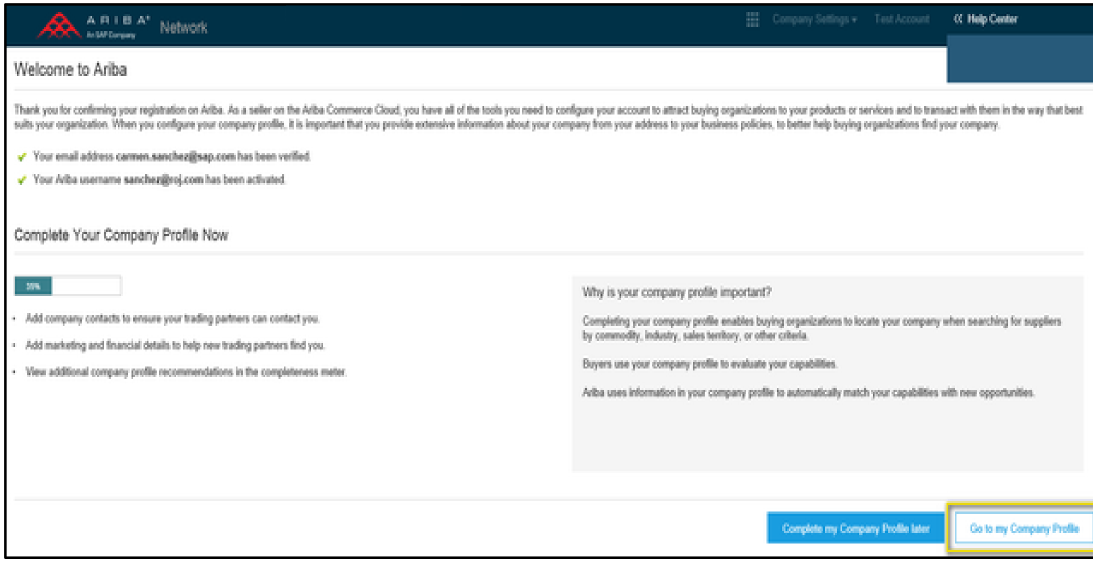
In case you did not receive the Letter, please check your spam folder and enable ordersender-prod@ansmtp.ariba.com as a trusted resource.

Two Possibilities:

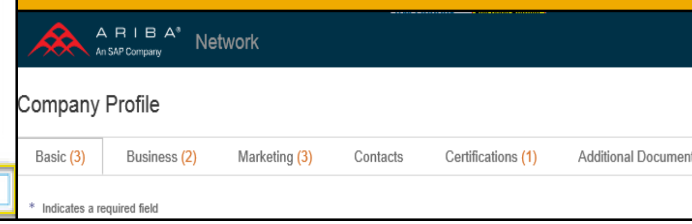
1 **First Time User** – select **Register Now** to start the registration and follow the instructions on the next slides.

2 **Existing User – log in** using you current Ariba username and password in order to accept the relationship with Sappi.

Supplier account is created



Your Ariba Network account is created!



Once logged in to your account you have the option to give a more detailed description of your company's profile.

This information is optional but we advise you to complete as much information as possible as this will give your buyers a more detailed overview of your activities.

More information about this can be found in the Account Configuration guide.

Account Configuration

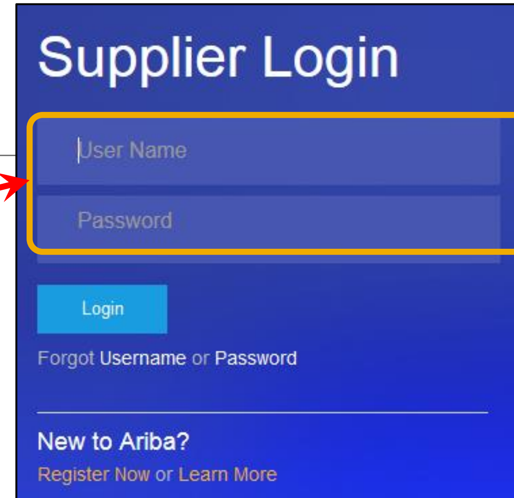
Account Access and Configuration

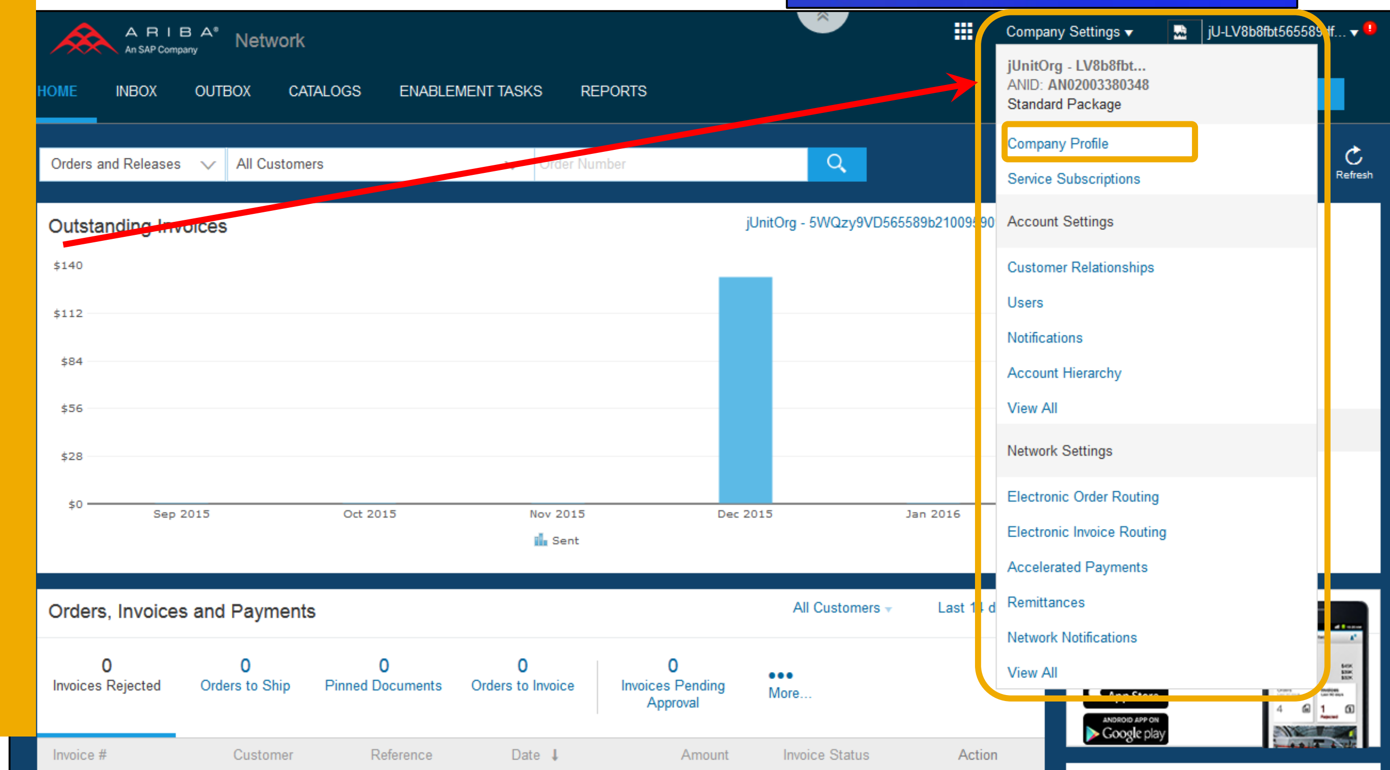
Go to supplier.ariba.com

Enter Username & Password and click Login to access your Production account.

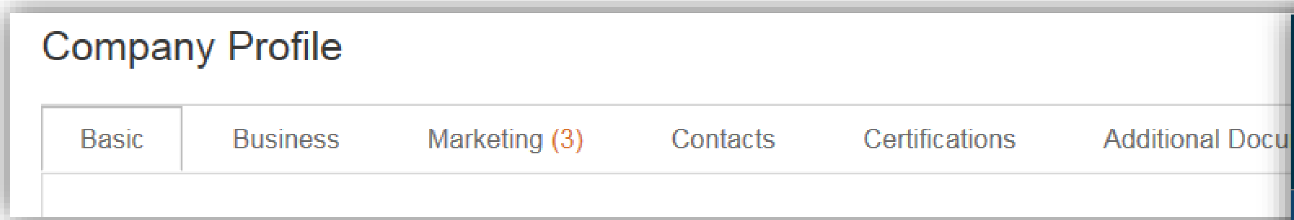
Click the **Company Settings** tab to open the menu. Click **Company Profile**.

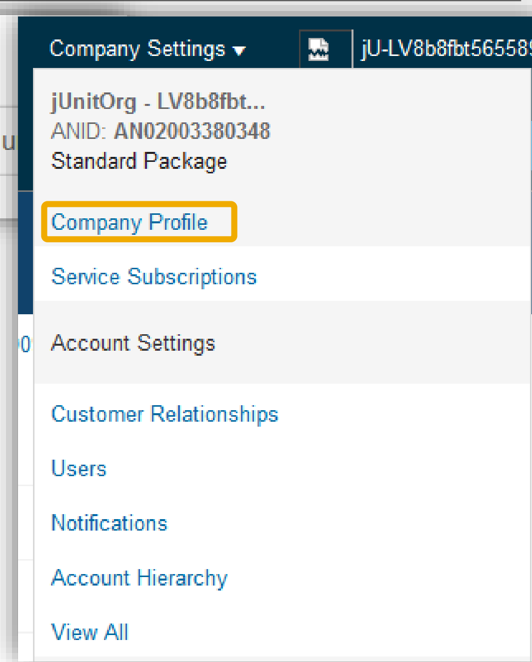
Then, click on the area you want to update.





Company Profile Configuration





Basic: Complete or update all required fields marked by an asterisk in the Basic Company Profile tab. Click the **Add** button to classify your Company by **Commodities, Sales Territory** and **Industries**.

Business: Enter additional information for your company, such as Tax or VAT IDs.

Marketing: Add a company description, company logo, and/or links to your social media. If applicable, you can also add your D-U-N-S number in the section marked "Credit and Risk Information from D&B". *The more information you provide, the more relevant business opportunities you may receive. (These are accessed through the "LEADS" tab at the top of your screen.

Contacts: Add the main company contacts. Additional contacts (role- or customer-specific) can also be setup.

Certifications: Enter and upload certificates along with their expiration date if applicable

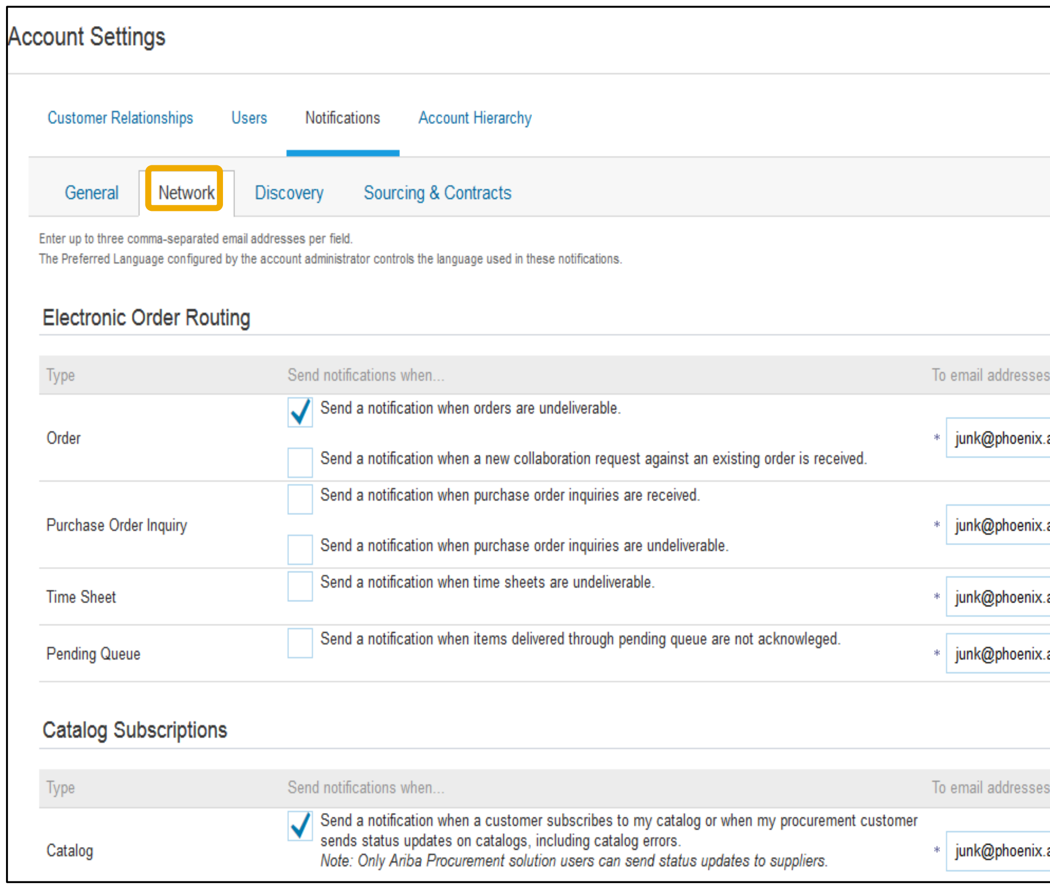
Make sure that you save all changes that have been made.

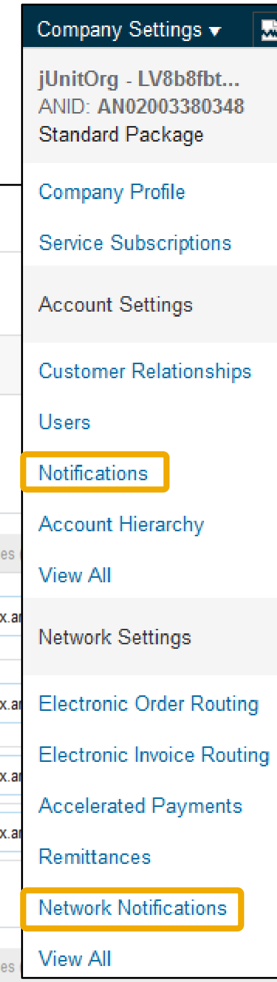
Notifications and Network Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

Click on **Notifications** under **Company Settings.**
Network Notifications can be accessed from here as well, or you may switch to the **Network** tab when in **Notifications**.

You can enter **up to 3 email addresses** per notification type. You must separate each address with a comma but include **NO** spaces between the emails.





Electronic Order Routing

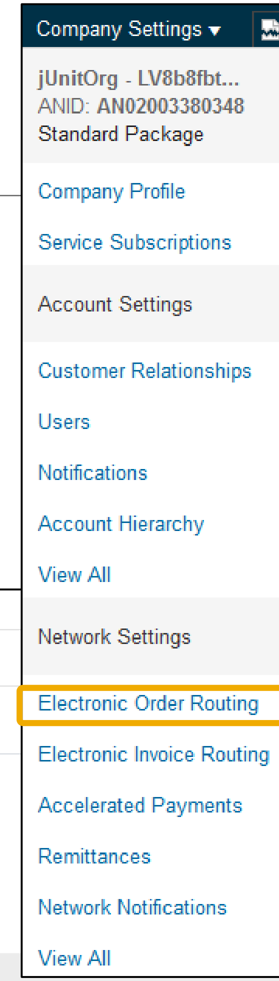
Methods

The method that you would like to use to transact with your customers on the Network and route your documents can be set up in the **Electronic Order Routing** section.

This method is **Online (portal)** and the document routing option is via **Email**

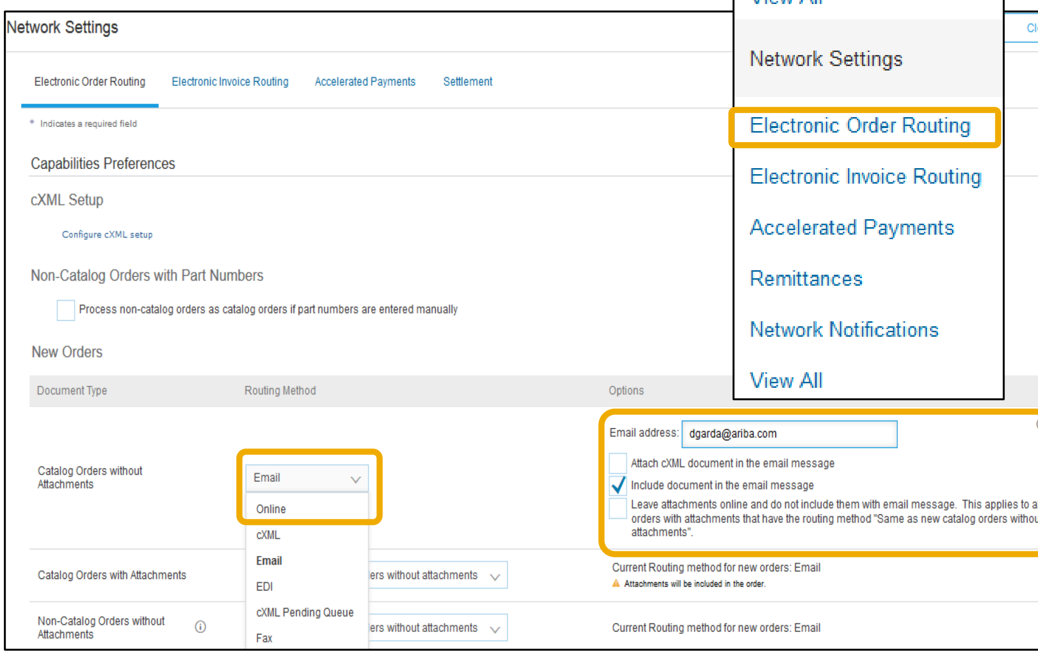
Online Routing:

- This means that the PO is sent to your Ariba Inbox without a copy of a document being attached to the email notification.



Email Routing:

- For e-mail routing select the check box **Include document in the email message.**
- This will include a complete copy of the PO in the email.
- When the Ariba Network sends purchase orders to mailboxes that respond automatically with “Out of Office” messages, the orders will not fail and the network will indicate that it received the auto-reply in the order history log.
- **Note:** Make sure to configure your e-mail inboxes so that the Ariba Network notifications do not fall into the junk or spam mail box
- **Note:** The original PO is still sent to your Ariba inbox.



Electronic Order Routing

Notifications

For Change Orders and Other Document Types you may select “**Same as new catalog orders without attachments**” to automatically have the settings duplicated or you may set according to your preference.

Specify which **notifications** you would like to receive if you haven’t done previously.

Change/Cancel Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Online
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Online
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Online
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Online

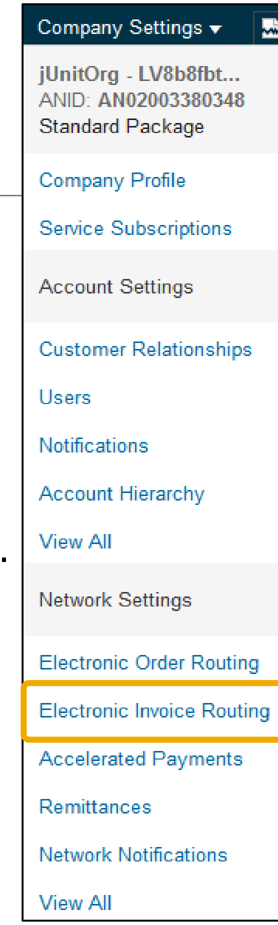
Other Document Types

Document Type	Routing Method	Options
Blanket Purchase Orders	Same as new catalog orders without attachments	Current Routing method for new orders: Online
Time Sheets	Online	Save in my online inbox
Order Status Request	Online	Save in my online inbox
Order Response Documents	Online	Return to this site to respond to POs
Payment Remittances	Online	Save in my online inbox
Document Status Update	Online	Save in my online inbox

Notifications

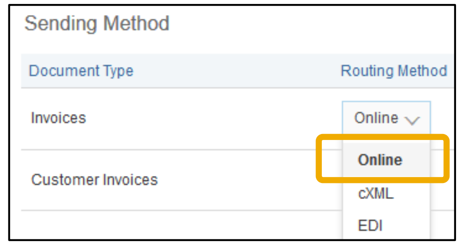
Type	Send notifications when...	To email addresses (one required)
Order	☑ Send a notification when orders are undeliverable. ☐ Send a notification when a new collaboration request against an existing order is received.	* junk@phoenix.ariba.com
Purchase Order Inquiry	☐ Send a notification when purchase order inquiries are received. ☐ Send a notification when purchase order inquiries are undeliverable.	* junk@phoenix.ariba.com
Time Sheet	☐ Send a notification when time sheets are undeliverable.	* junk@phoenix.ariba.com

Electronic Invoice Routing
Methods and Tax Details



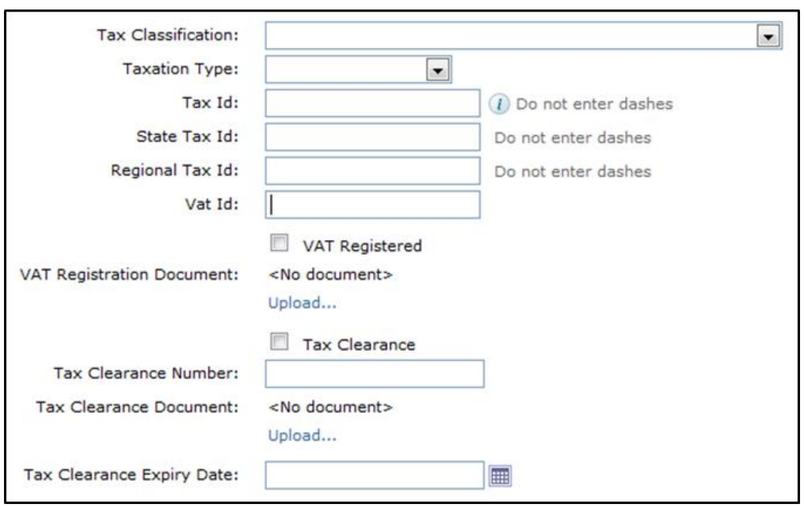
For Electronic Invoice Routing choose **only** the following method:

- Online



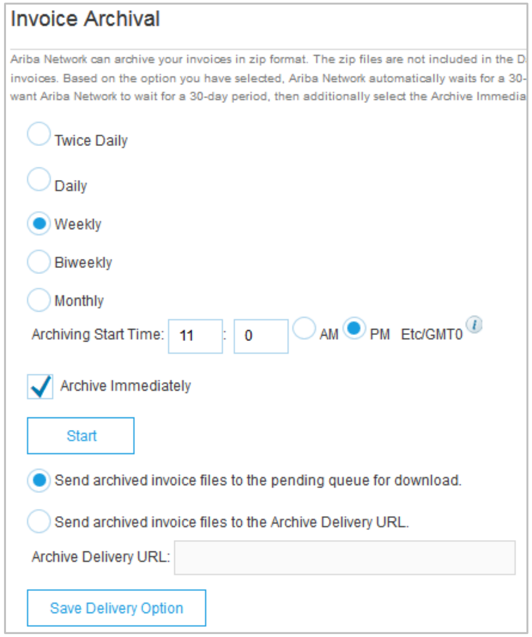
It is recommended to configure Notifications to email (the same way as in Order Routing).

For **Tax Information** click on **Tax Invoicing and Archiving** sub-tab to enter Tax Id, VAT Id and other supporting data:



Electronic Invoice Routing

Invoice Archiving

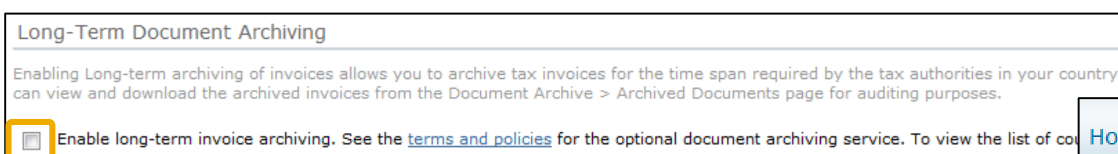


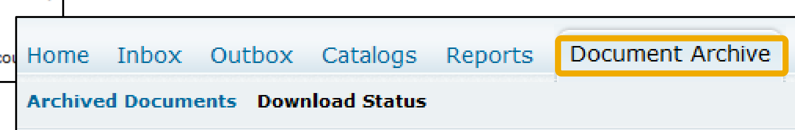
For **Invoice Archival** (Tax Invoicing and Archiving sub-tab) click on **Configure Invoice Archival** link to export invoices to your system for legal compliance:

- Select frequency (**Weekly, Biweekly or Monthly**), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
- If you want Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your Outbox, section **Archived Invoices**).

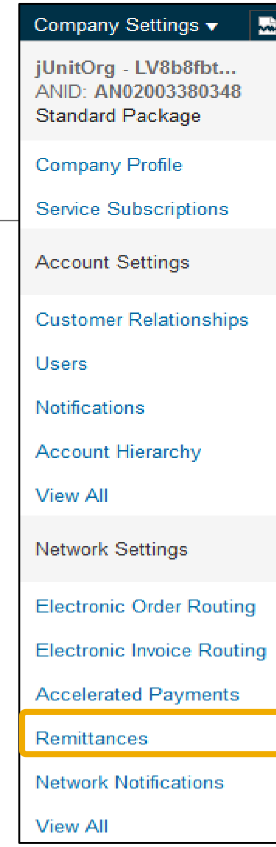
Note: After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.

After you enable the service you have access to **Document Archive** tab where you can search and view **Archived Documents** and request to download multiple documents.

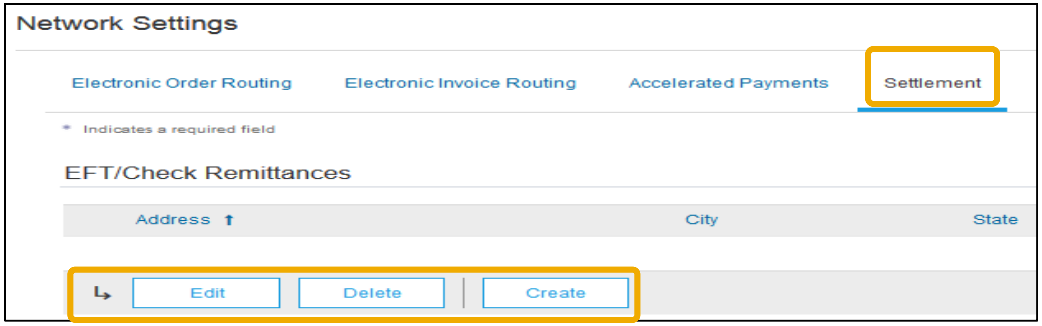


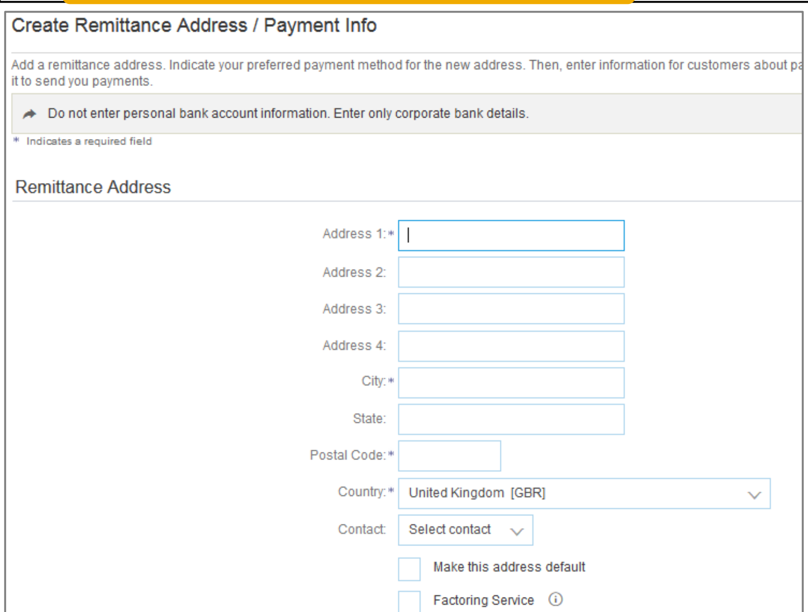


Remittances



Click **Create** to create new company remittance information, or **Edit**, if you need to change existing information. Please note that remittance address creation is <u>**mandatory**</u> for Sappi while bank details are optional.



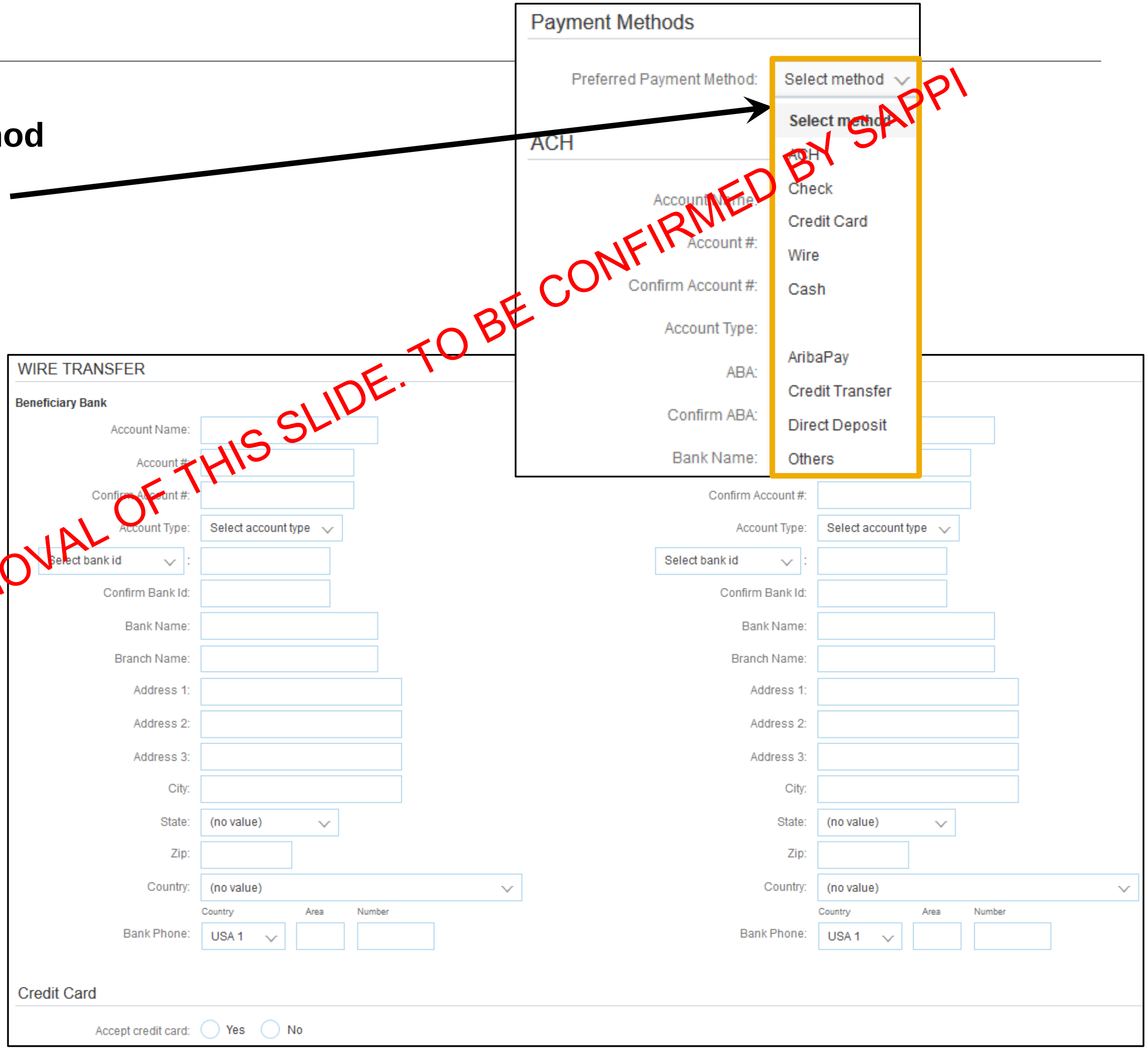


- In the **EFT/Check Remittances** section, complete all required fields marked by an asterisk.
- Select one of your Remittance Addresses as a default if you have more than one.
- If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

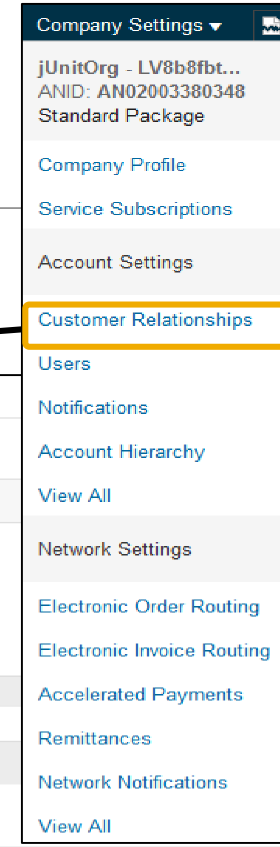
Remittances
Payment Methods

- Select **Preferred Payment Method** from a drop-down box: **Check, Credit card** or **Wire.**
- Complete the details for ACH or Wire transfers.
- Select if you do or do not accept **credit cards.**
- Click **OK** when finished.

ARIBA SUGGESTS REMOVAL OF THIS SLIDE. TO BE CONFIRMED BY SAPPI



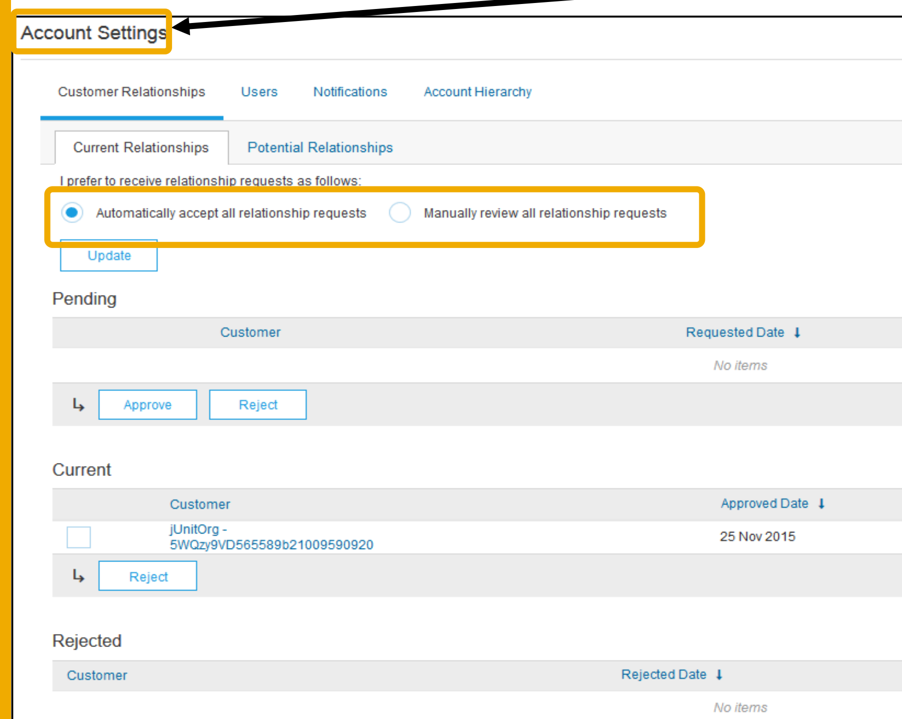
Current and Potential Relationships



Click on the **Customer Relationships** link in the **Administration Navigator**.

You can choose to accept customer relationships either automatically or manually.

Note: Select Automatically accept all relationship requests as the default to not miss any useful Buyers requests.



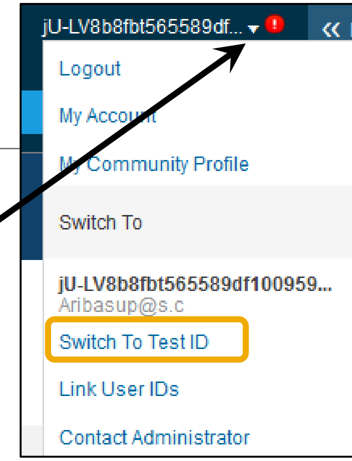
- In the Pending Section, you can Approve or Reject pending relationship requests.
- In the Current Section, you can review your current customers' profiles and information portals.
- You can also review rejected customers in the Rejected Section.

Note: Find Potential customers in **Potential Relationships** tab

Test Account Creation

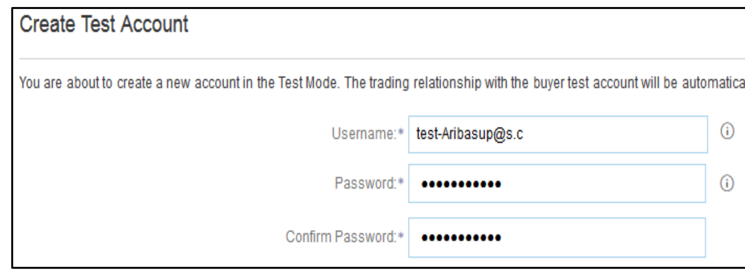
SAP Ariba

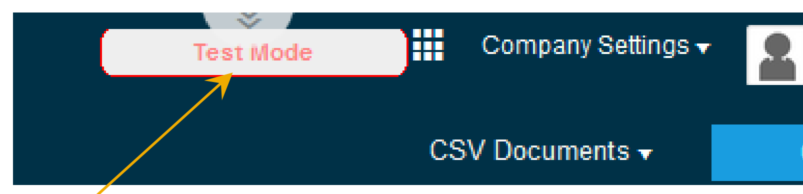
Switching to the Test Account



To set up your Test Account, you need to be on the tabular view of your Ariba Network **Production Account**.

- Click your name in top right corner and then select **Switch to Test ID.**
- Click **OK** when the Ariba Network displays a warning indicating **You are about to switch to Test Mode**.
- The **Switch To Test Account** button is only available to the account administrator. The **administrator** can create test account usernames for all other users needing access to the test account.
- Create a **Username** and **Password** for your test account.
- Click **OK**.
- You will be transferred to your test account.
- **Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production.**
- Once you have set up your test account, you are ready to receive a test purchase order.





Note: Test account transactions are free of charge.	**Note:** The Network will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix "-T" appended to your Ariba Network ID (ANID).

Managing Roles and Users

Administrators and Users

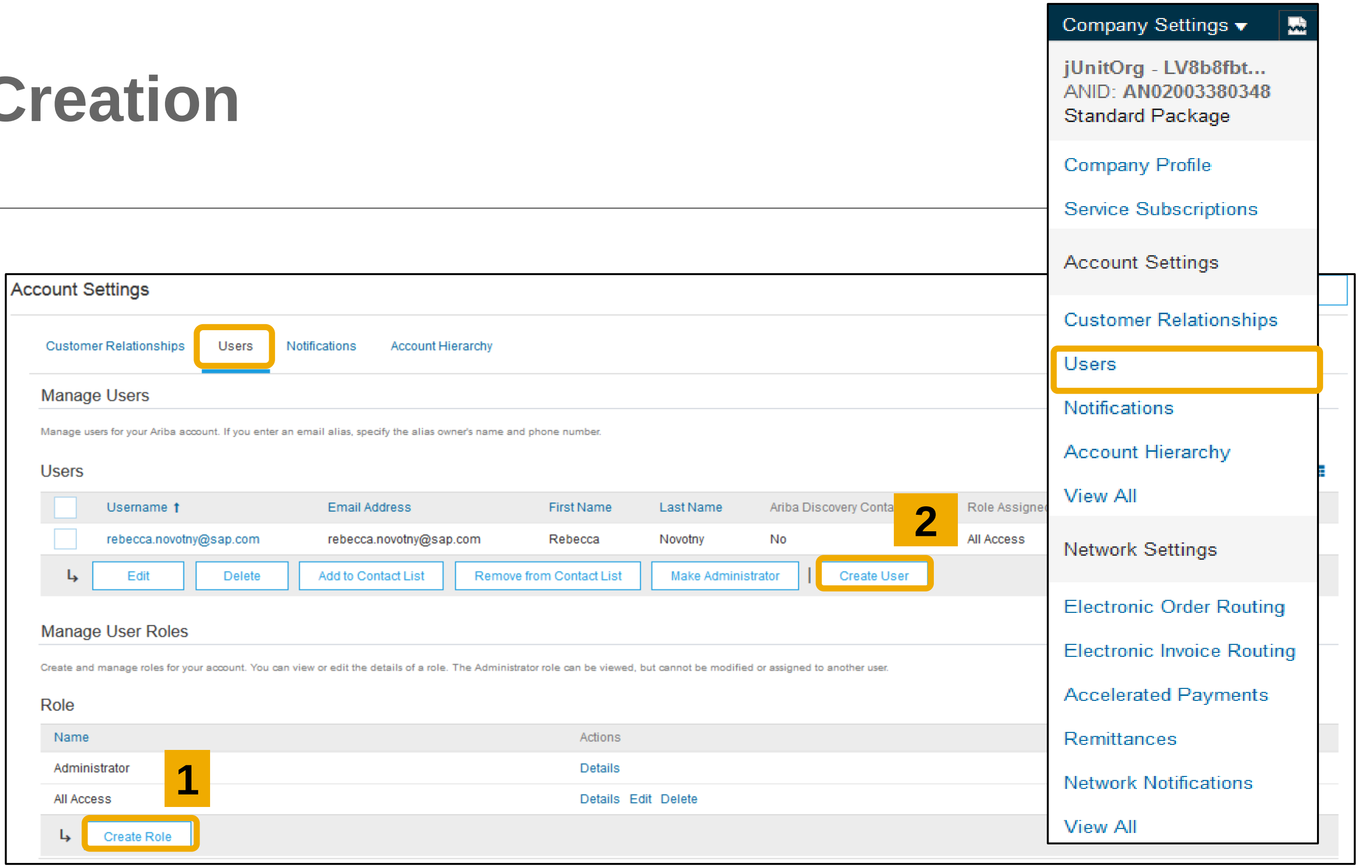
Administrator

- **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



Click on the **Users** tab on the **Administration Navigator**. The Users page will load.

1 First, create a role.

1. Click on the **Create Role** button in the Manage Roles section.
2. Type the **Name** and a **Description** for the Role.
3. Add **Permissions** to the Role that correspond to the user's actual job responsibilities by checking the proper boxes.
4. Click **Save**. The new Role is now created.

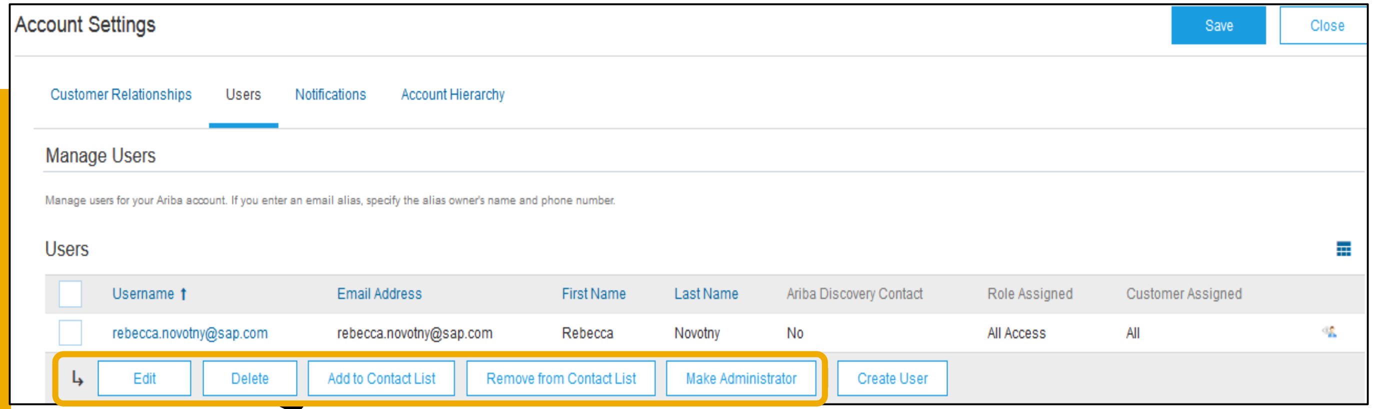
2 Second, create a User.

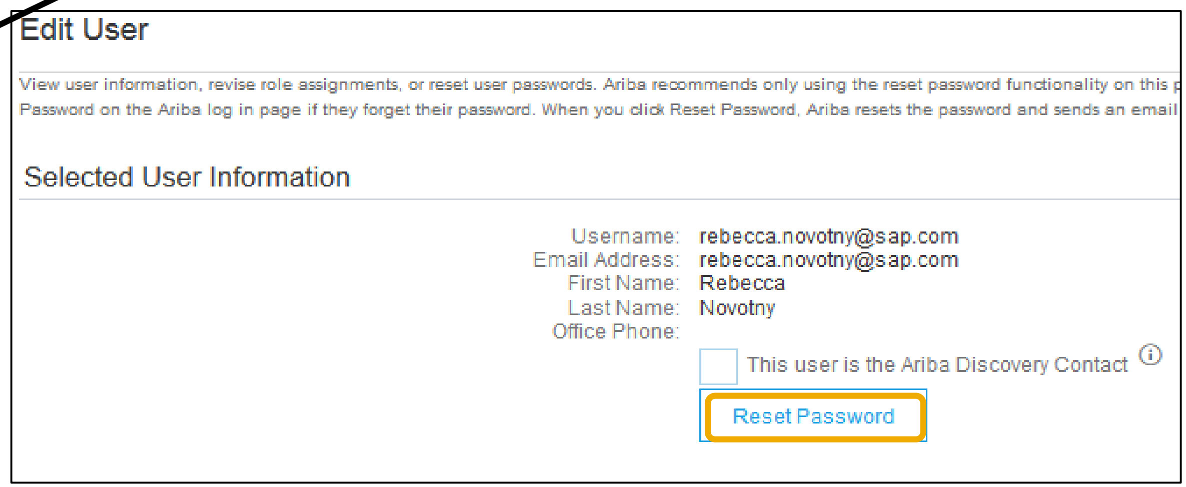
1. Click on **Create User** button.
2. Add all relevant information about the user including name and contact info.
3. Select a role in the **Role Assignment** section.
4. Click on **Done**.

Note: You can add up to 250 users to your Ariba Network account.

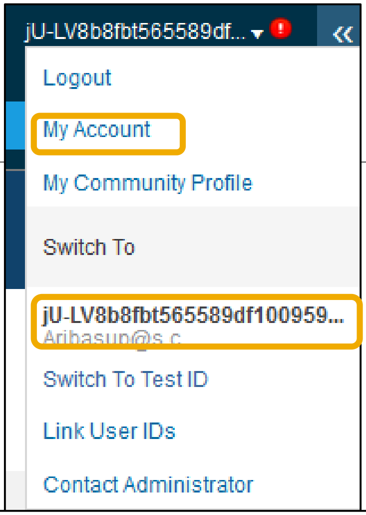
Modify Users

1. Click on the **Administration tab.**
2. Click on **Edit** for the selected user.
3. Click on the **Reset Password Button** to reset the password of the user.
4. Other options:
   - **Delete** User
   - **Add to Contact List**
   - **Remove from Contact List**
   - **Make Administrator**





Enhanced User Account Functionality



When clicking on your name in top right corner, you'll access the **User Account Navigator.** It enables you to:

- Quickly access your personal user account information and settings
- Link your multiple user accounts
- Switch to your test account (available only to administrator)

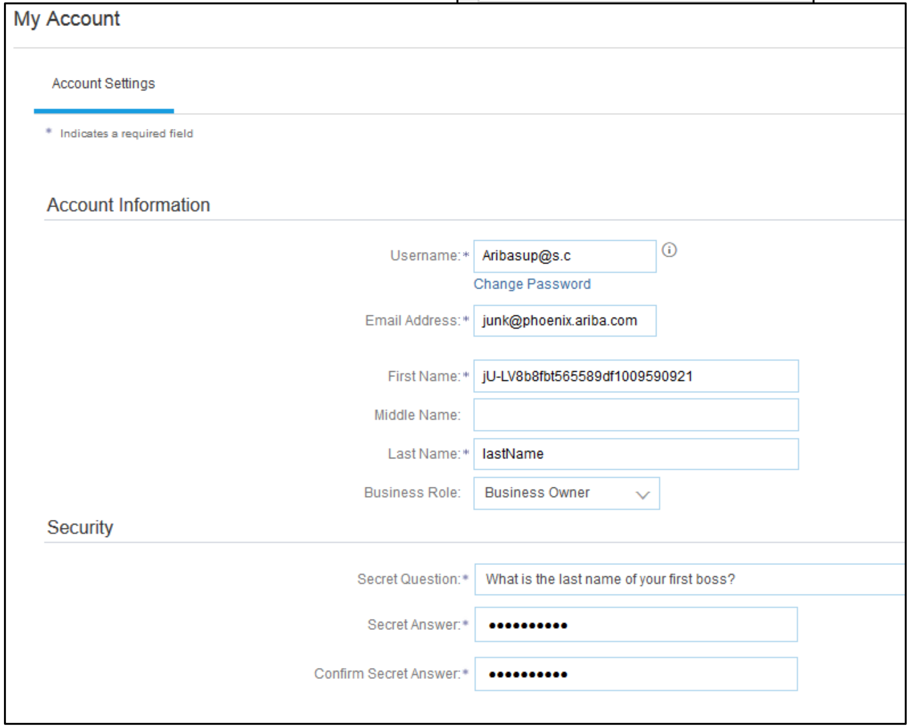
Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

Click on **My Account** to view your user settings.

Complete or update all required fields marked by an asterisk.

Note: If you change username or password, remember to use it at your next login.

You can hide personal information if necessary by checking the box in the Contact Information Preferences section.



Multi-org & Account Hierarchy

SAP Ariba

Multi-Org time and invoice consolidation / synchronization

ARIBA® Network

Branch 1 Parent Account ANID 1

Branch 2 ANID 2

Branch 3 ANID 3

Branch 4 ANID 4

Multi-Org Consolidated Invoice

<u>**Branch 1**</u> **Parent Account
- Customer X
- Customer Z

<u>**Branch 2**</u>
- Customer Y
- Customer Z

<u>**Branch 3**</u>
- Customer Y
- Customer Z

<u>**Branch 4**</u>
- No chargeable relationship

1 Master Anniversary Date

1 subscription invoice per quarter for all customers

Ariba offers <u>invoice consolidation</u> and synchronization for customers with several accounts

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- Only the parent account is billed the annual membership fee based on the consolidated throughput of the affiliates, upfront once a year.
- The affiliates will be charged the transactional fees separately on a monthly basis.
- This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

What is required to participate in a Multi-Org

The supplier needs to designate a parent ANID under which the invoice will be viewed.

The supplier should also have a confirmed list of child ANID’s to be included on the invoice.

A Multi-Org is **NOT**:

- A way to merge accounts.
- A way to get a discount on Network Transaction Service fees.

How to create a Multi-Org

- Register all accounts which will be included in the Multi-Org.
- Create a list of all ANIDs and designate the parent account.
- Wait until the first ANID becomes chargeable.
- Contact your Supplier Manager or sa-accountsafrica@sap.com and send them the list of ANIDs and the contact details of the person to be in charge of the Multi-Org.

Account Hierarchy

Linkage between individual accounts for <u>account management</u> purposes

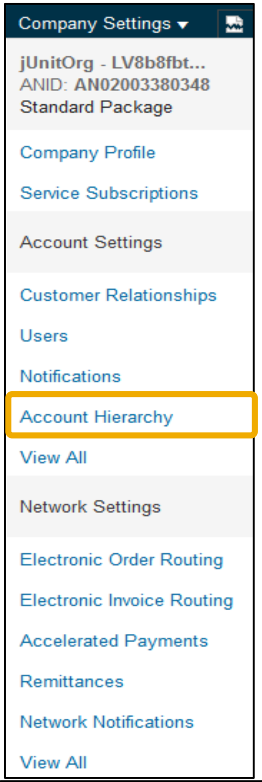
The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

How to create an Account Hierarchy



1. Open the dropdown menu and go to **Account Hierarchy.**
2. To add child accounts click on **Link Accounts.**
3. **The Network will detect if there is an existing account with corresponding information.**

3. On the next page either log in as an **Administrator** or send a request through an online form as a **Not Administrator.**
4. Once the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.