Vendor Guide: How to set up Ariba Network account

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Contents

CATHAY

Introduction

The purpose of this guide is to help suppliers complete common data setup in Ariba Network account to avoid unnecessary invoice processing delay due to data issue.

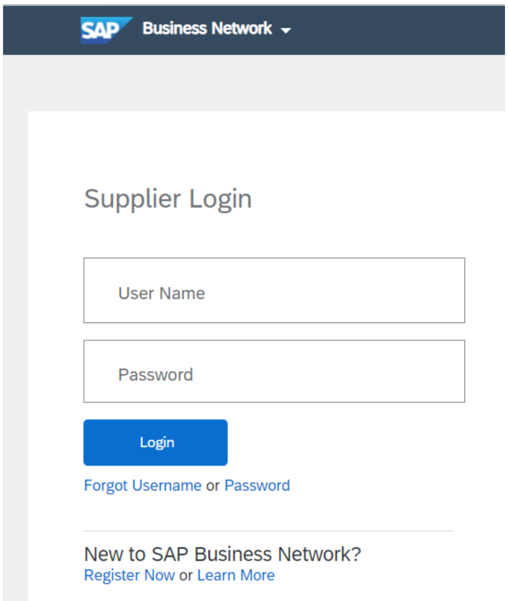
The list of settings covered are as below:

1. **Remittance Setting**
   - ➢ Setup Bank details and Remit-to address which is mandatory
2. **Email Notification Setting**
   - ➢ Setup email recipients to receive notification for Ariba Network documents e.g. New PO creation, PO change, Invoice Status Update
3. **VAT ID Setting**
   - ➢ Setup VAT ID to avoid enter VAT ID each time when creating invoice
4. **Ariba Network User Management Setting**
   - ➢ Setup Ariba Network users and roles

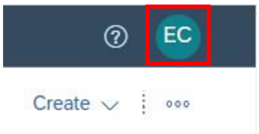
These settings are normally done by Ariba Network Account Administrator. More details are illustrated in the following sections.

1. How To Maintain Remittance Setting

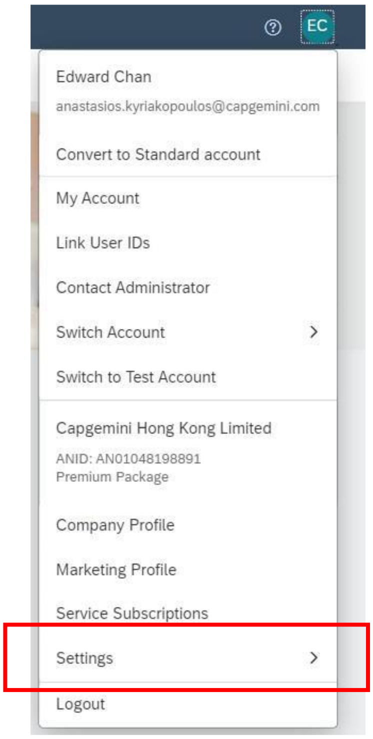
Step 1: Login Supplier Ariba Network via URL https://supplier.ariba.com



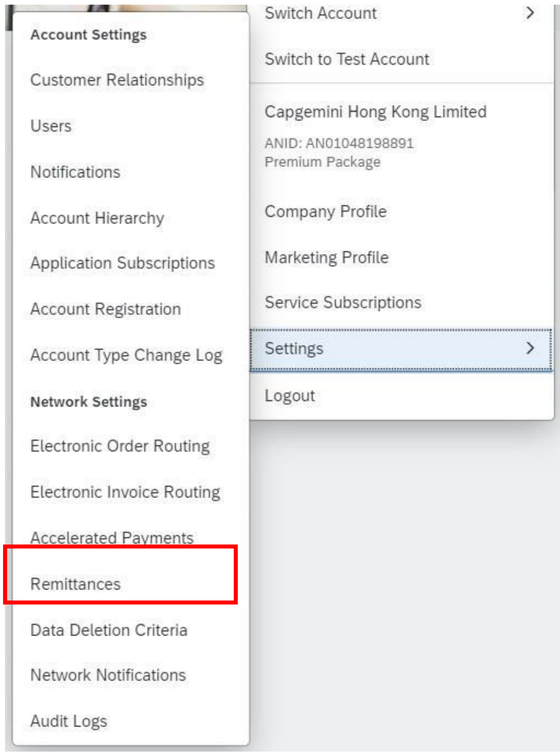
Step 2: After successful login to Ariba Network, click "Account Settings" icon, which is the cycle icon with user's name initials on the top right corner of page.



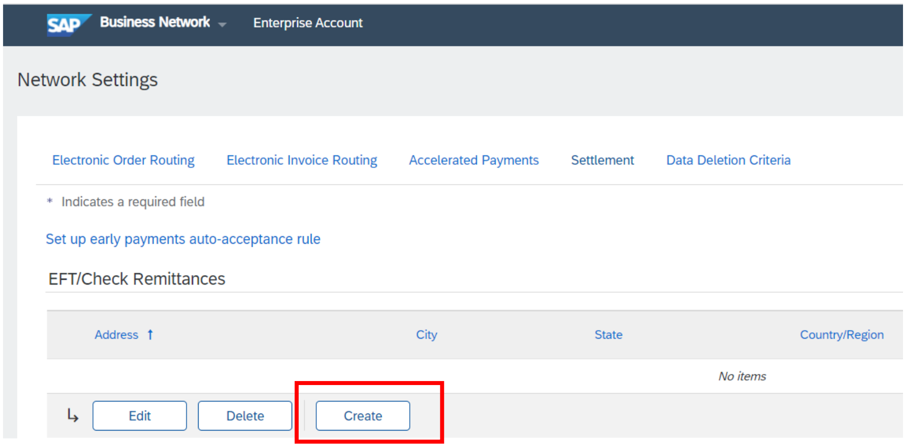
Step 3: Click "Settings" menu



Step 4: Click "Remittances" from Settings menu.

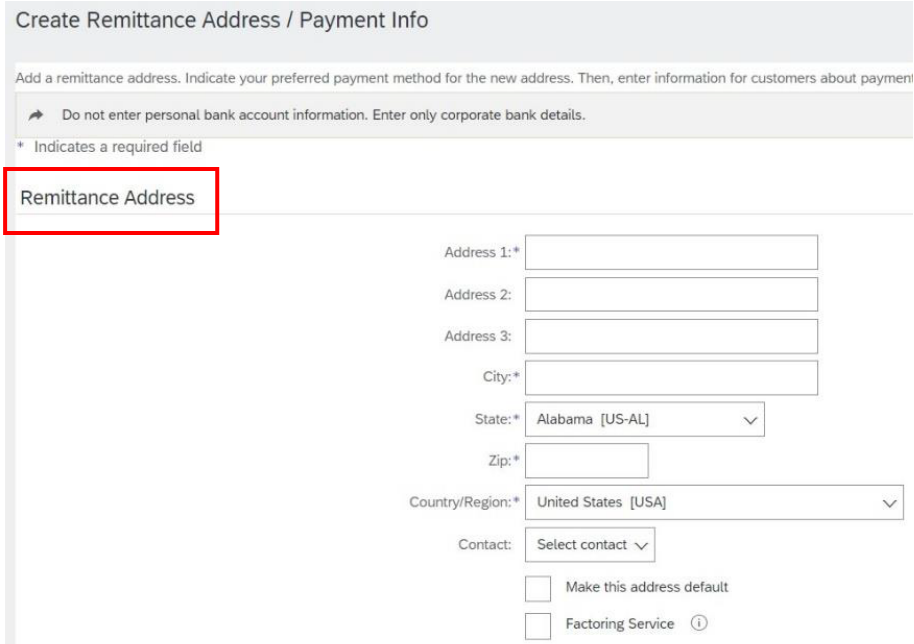


Step 5: Click "Create" button under "EFT/Check Remittances" section.

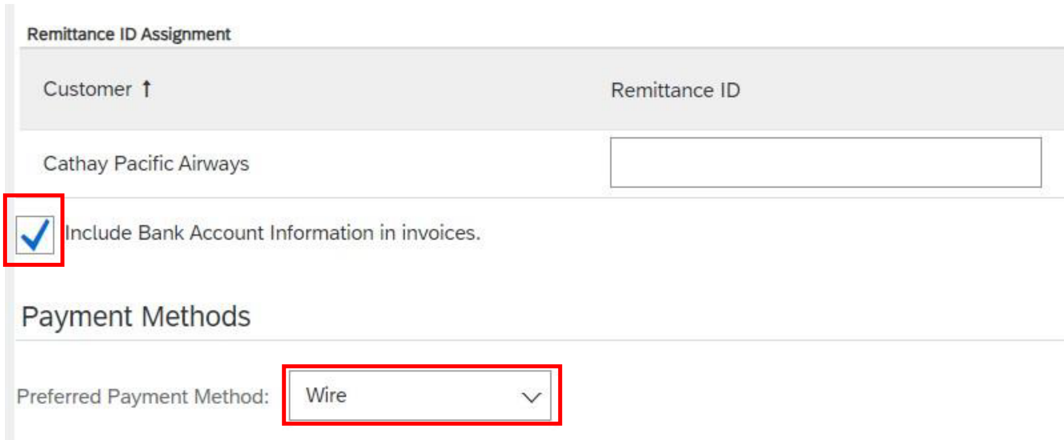


Step 6: Enter Remittance Address Details as required.

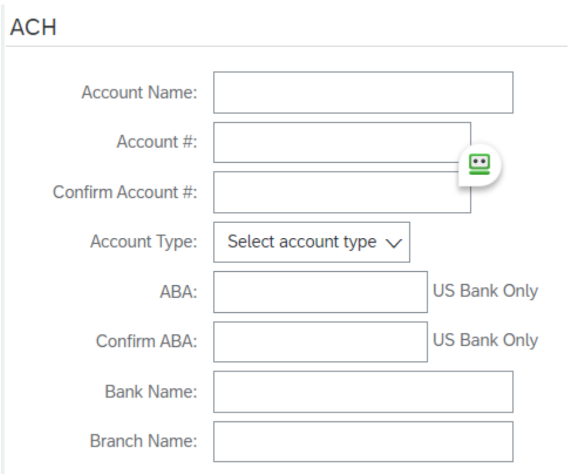
- ➢ **Tips**
- ➢ Select Country/Region first, then enter addresses. Otherwise, address entered will be cleared after changing country because the default Country/Region is USA.



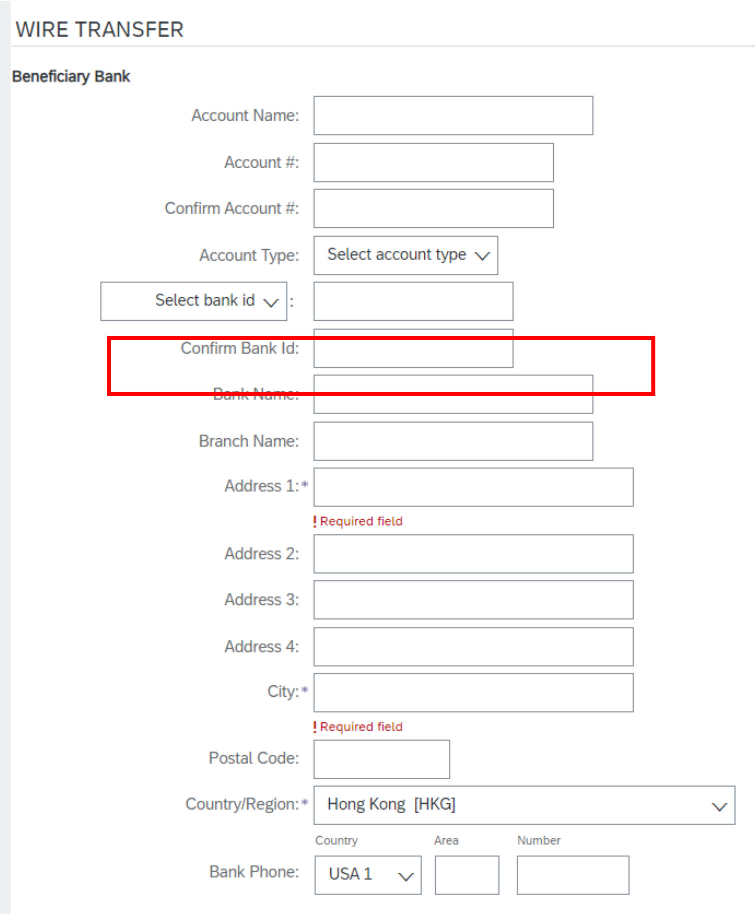
Step 7: Check the box for "Include Bank Account Information in invoices" and select "Wire" for Preferred Payment Method.



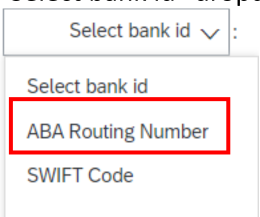
- In "ACH" section, leave it as blank.



Step 8: Scroll down to section “WIRE TRANSFER”, complete Beneficiary Bank details.

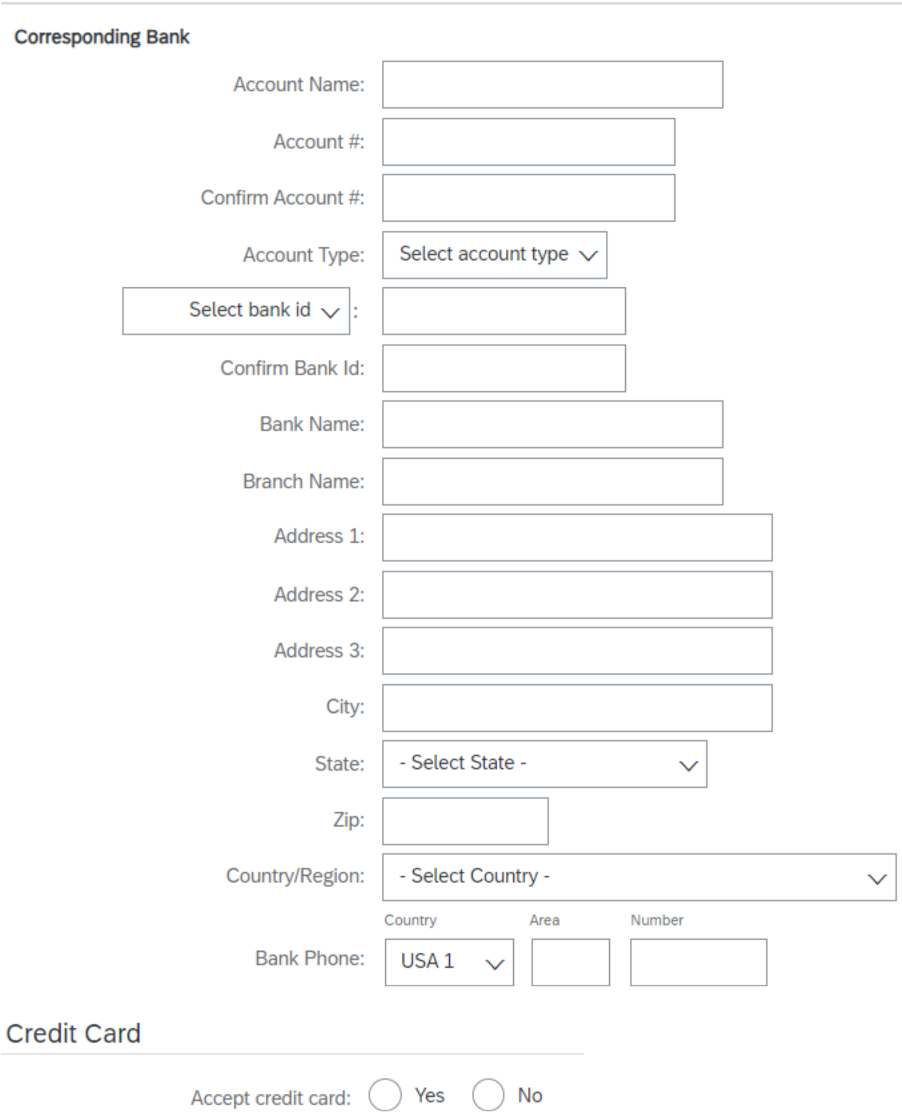


“Select bank id” dropdown button from above screenshot has two options.

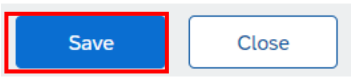


- Please choose “ABA Routing Number” and maintain Bank Key information here. Although it says “US Bank Only”, it can be ignored. This field has been utilized to pass “Bank Key” to Cathay Pacific’s S/4hana system. For bank located in Hong Kong, the “Bank Key” represent the bank code and branch code. For example, the Bank Key “004001” represent HSBC 004 and MangKok Branch 500.

- Leave Corresponding Bank section and Credit Card Section as **blank if the bank transfer can be sent to your Beneficiary Bank account directly (i.e. not via an intermediary bank)**.

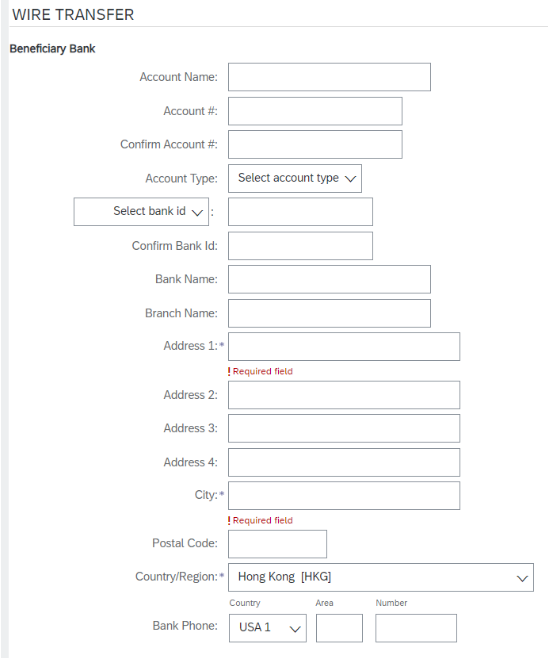


Step 9: Click on “Save” and then click “Close”.

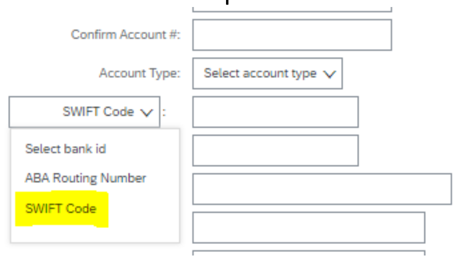


For bank transfer via beneficiary account with SWIFT code (e.g. overseas vendor), please follow the below steps to maintain their SWIFT code and IBAN number.

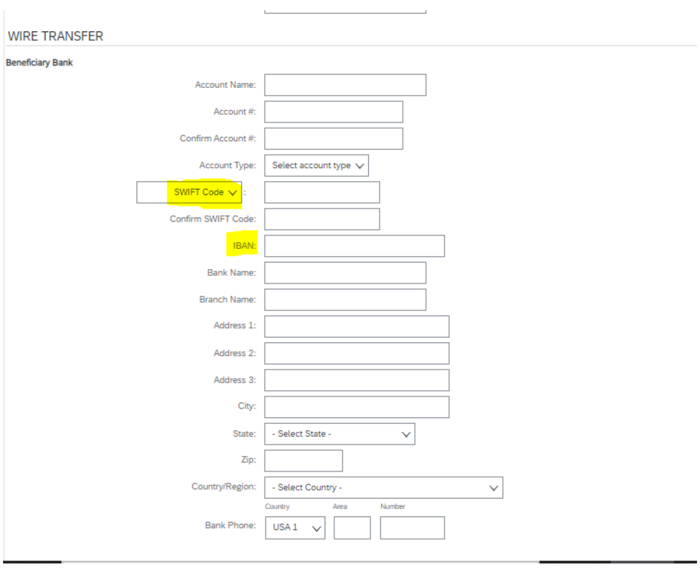
(optional) Step 10: Scroll down to section “WIRE TRANSFER”, complete Beneficiary Bank details.



- “Select bank id” dropdown button from above screenshot has two options



- Please pick “Swift” and maintain Bank Key information here. This field has been utilized to pass Bank Key to Cathay Pacific’s S/4 hana system.
- Enter both swift code and IBAN.

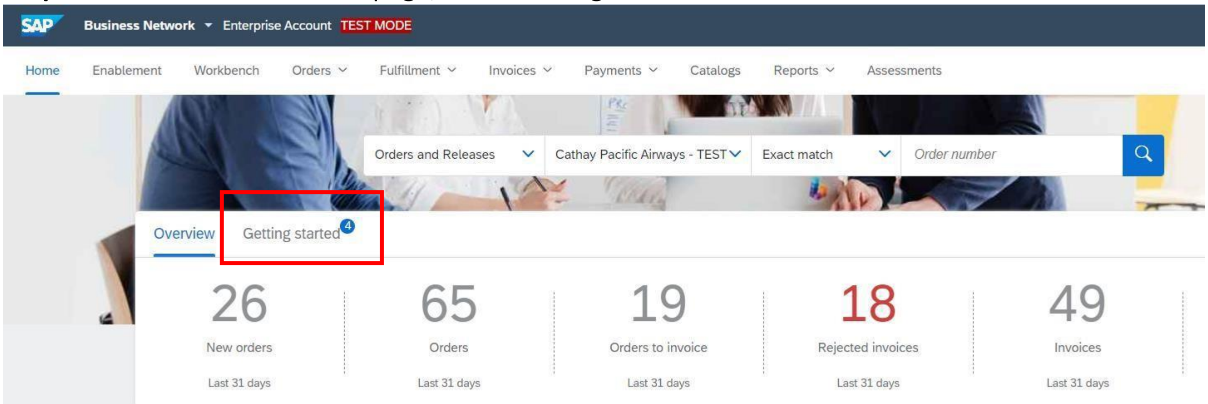


- Leave Corresponding Bank section and Credit Card Section as **blank** **if the bank transfer can be sent to your Beneficiary Bank account directly (i.e. not via an intermediary bank)**.

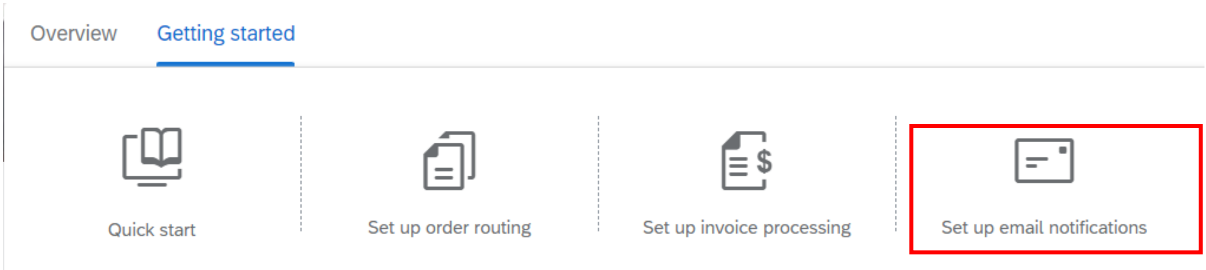
Click on “Save” and then click “Close”.

2. How To Maintain Email Notification Setting?

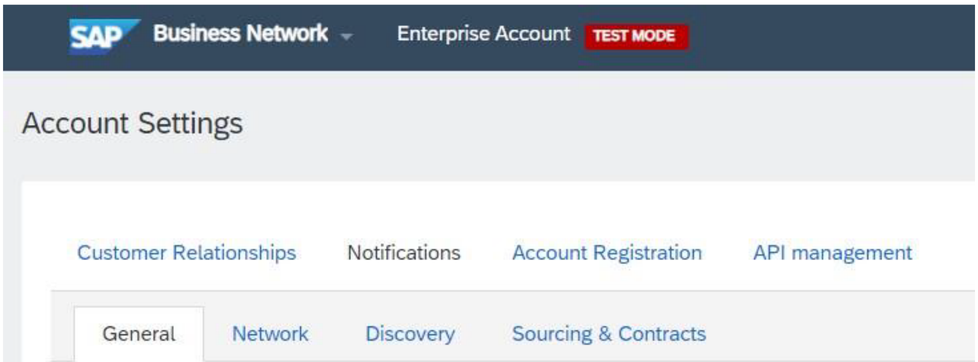
Step 1: In Ariba Network homepage, click "Getting Started" tab.



Step 2: Click "Set up email notifications" tile.



Step 3: Click "Network" tab.



Step 4: Check the desired notification and then specify email address.

- Up to three comma-separated email addresses per field are allowed. Ensure that you have any required user consents before adding email addresses for sending notifications.
- Below are commonly used settings for your reference. Supplier should make changes according to their own situation because these rules apply to all buyers, not just Cathay Pacific.

Electronic Order Routing

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. ☑ Send notification for new purchase orders to suppliers. ☑ Send notification to suppliers when purchase orders are changed. ☐ Send a notification when orders are on hold due to non-payment of fee.	* ! This is a required field
Purchase Order Inquiry	☐ Send a notification when purchase order inquiries are received. ☐ Send a notification when purchase order inquiries are undeliverable.	*
Time Sheet	☐ Send a notification when time sheets are undeliverable.	*
Pending Queue	☑ Send a notification when items delivered through pending queue are not acknowledged.	*
Order Confirmation Failure	☑ Send a notification when order confirmations are undeliverable.	* ! This is a required field

Catalog Subscriptions

Type	Send notifications when...	To email addresses (one required)
Catalog	☐ Send a notification when a customer subscribes to my catalog or when my procurement customer sends status updates on catalogs, including catalog errors. *Note: Only Ariba Procurement solution users can send status updates to suppliers.*	*

Service Sheet

Type	Send notifications when...	To email addresses (one required)
Service Sheet Failure	☑ Send a notification when service sheets are undeliverable, rejected, or declined. ☑ Send a notification when service sheets are undeliverable, rejected, or declined to the user who created it.	* ! This is a required field
Service Sheet Status Change	☑ Send a notification when service sheet statuses change. ☑ Send a notification when service sheet statuses change to the user who created it.	* ! This is a required field

Electronic Invoice Routing

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	☑ Send a notification when invoices are undeliverable or rejected.	* ! This is a required field
Invoice Status Change	☑ Send a notification when invoice statuses change.	* ! This is a required field
Invoice Created Automatically from Receipts	☐ Send a notification when an invoice is automatically created from a goods receipt.	*
Invoice Created Automatically from Service Sheets	☐ Send a notification when an invoice is automatically created from a service sheet.	*

Data Deletion Notifications

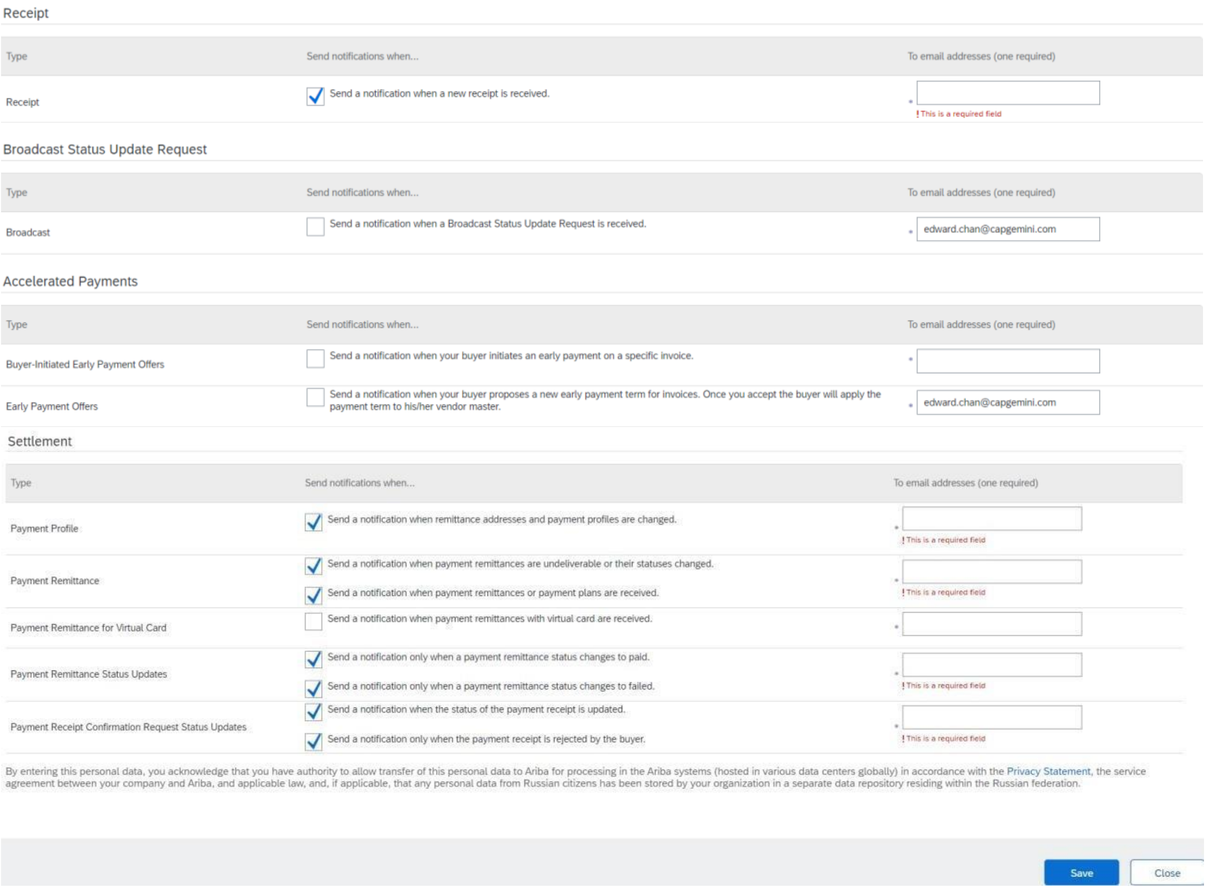
Type	Send notifications when...	To email addresses (one required)
Data Identification and Deletion	☐ Send a notification when the transaction documents have been identified for deletion and zip files are ready for download. ☐ Send a notification after deletion of transactions.	*

Current Transaction Download

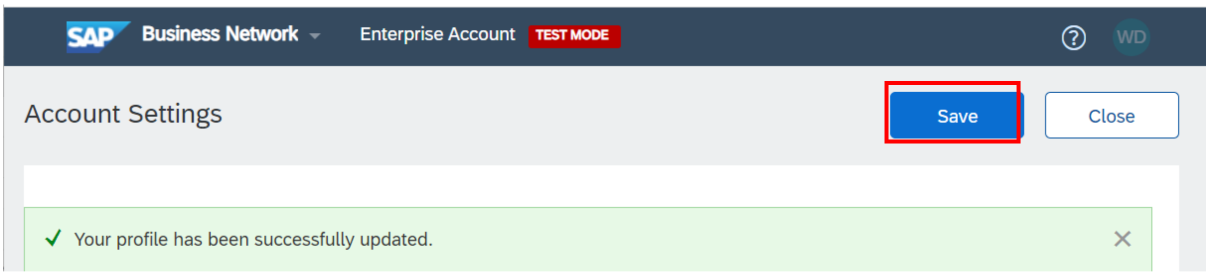
Type	Send notifications when...	To email addresses (one required)
Current Transaction Download	☐ Send a notification when the requested documents are ready for download.	*

Ship Notice

Type	Send notifications when...	To email addresses (one required)
Ship Notice Failure	☑ Send a notification when ship notices are undeliverable.	*
Ship Notice Declined	☑ Send notification when a Declined Document status update request is received.	*
Ship Notice Accepted with Changes	☑ Send notification when an Accepted with Changes Document status update request is received.	*

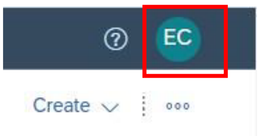


Step 5: Click “Save” button and then click “Close”.

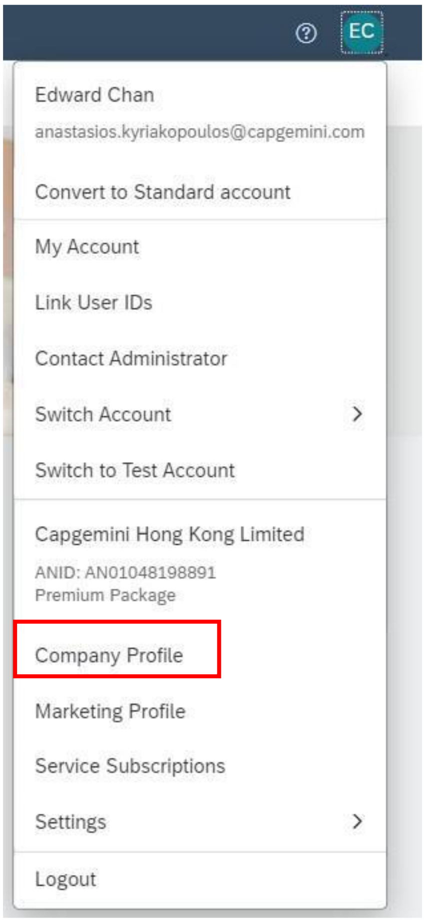


3. How To Maintain VAT ID Setting?

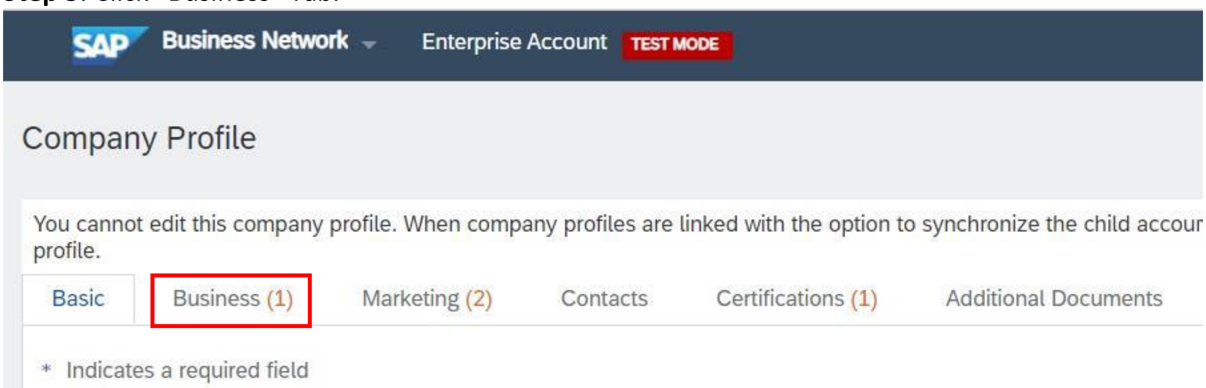
Step 1: After successful login Ariba Network, click "Account Settings" icon, which is the cycle icon with user's name initials on the top right corner of page



Step 2: Click "Company Profile" menu.

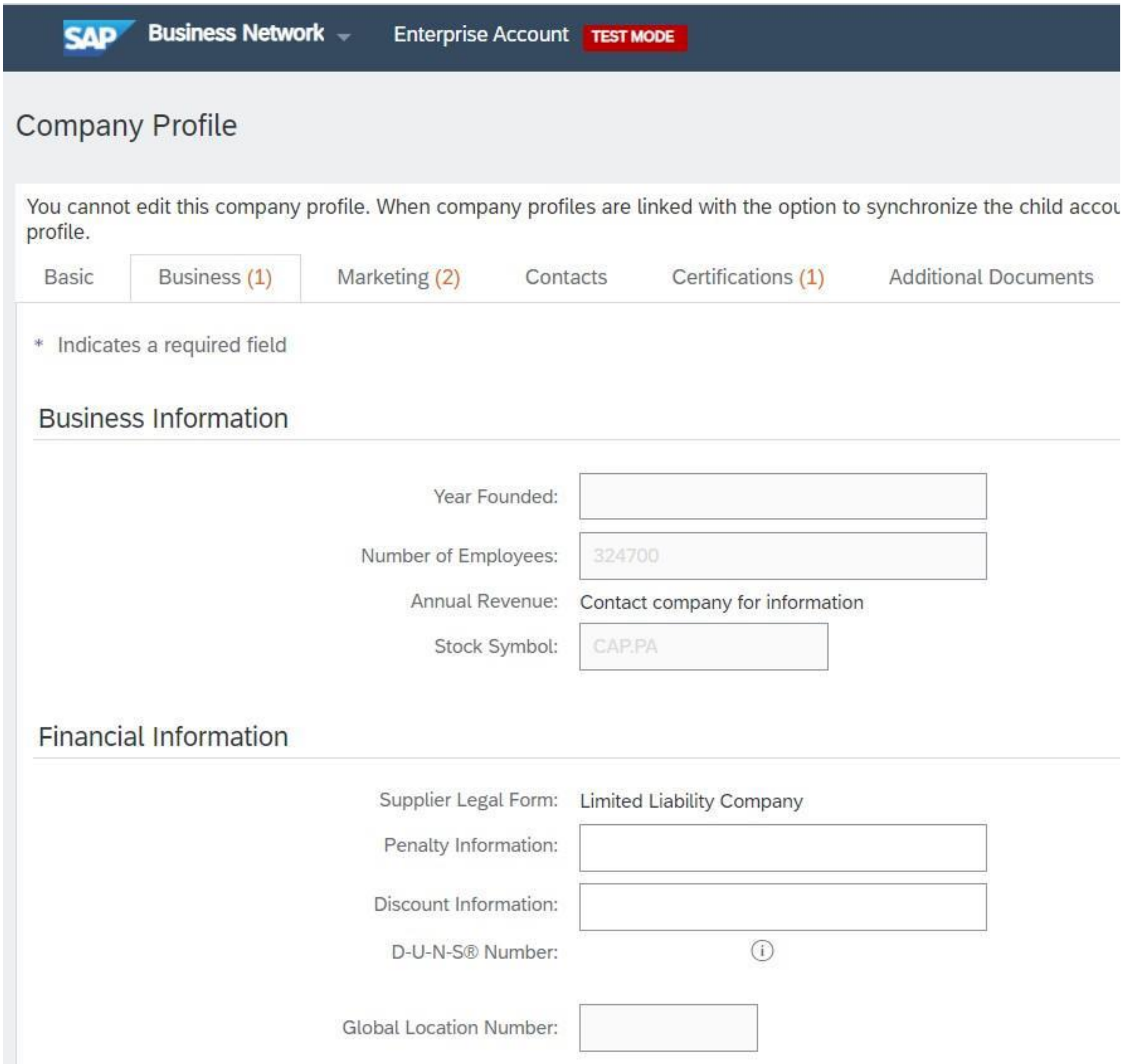


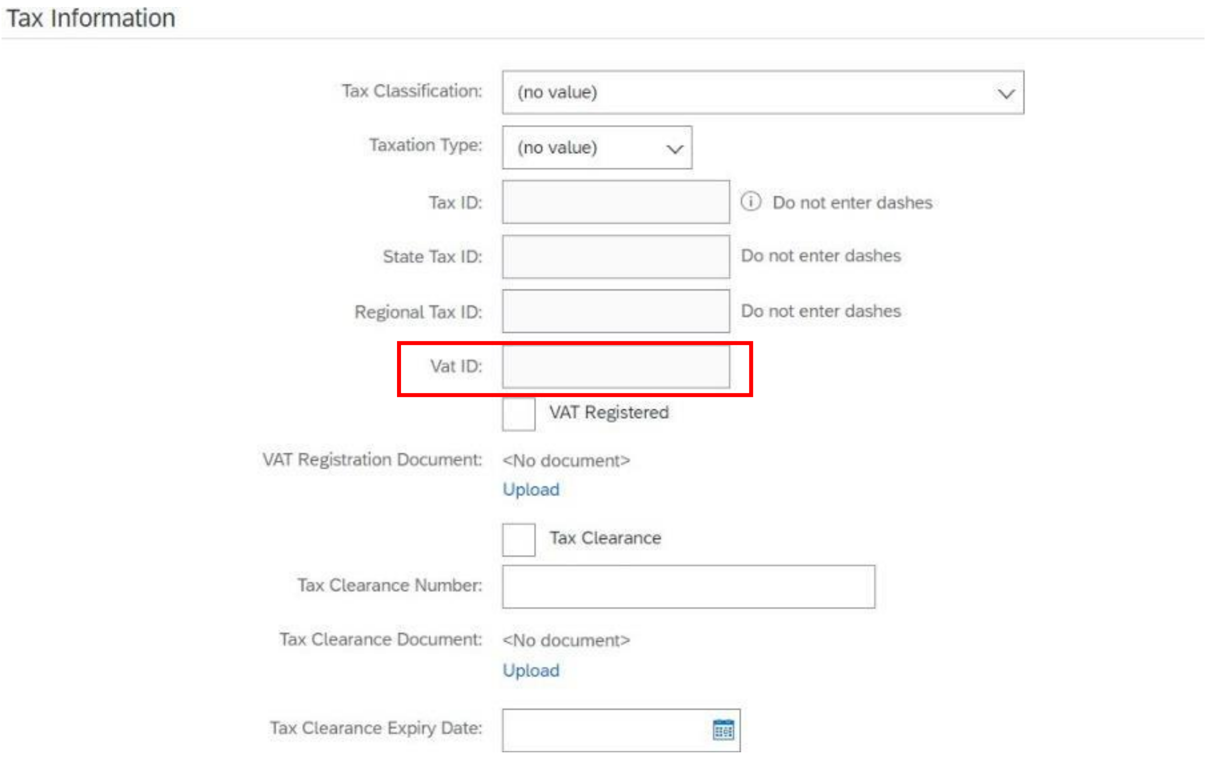
Step 3: Click "Business" Tab.



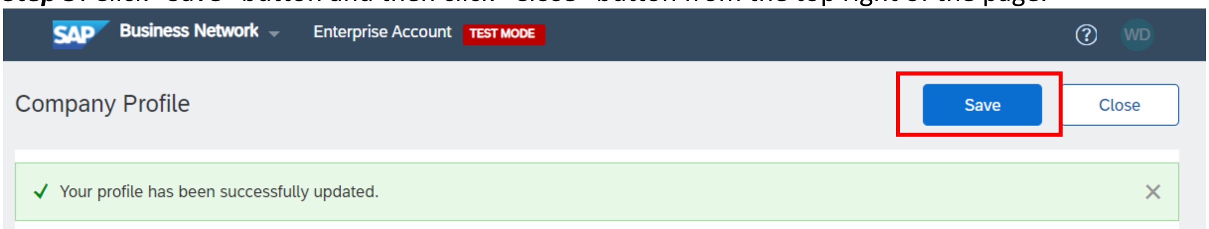
Step 4: Scroll down to Tax Information section. Enter supplier's tax number in Vat ID field as highlighted below.

- Vat ID may be called different name for different country. E.g. It's called ABN (Australian Business Number) in Australia. It's called USCI (企业统一社会信用代码 Unified Social Credit Identifier) in China.





Step 5: Click “Save” button and then click “Close” button from the top right of the page.



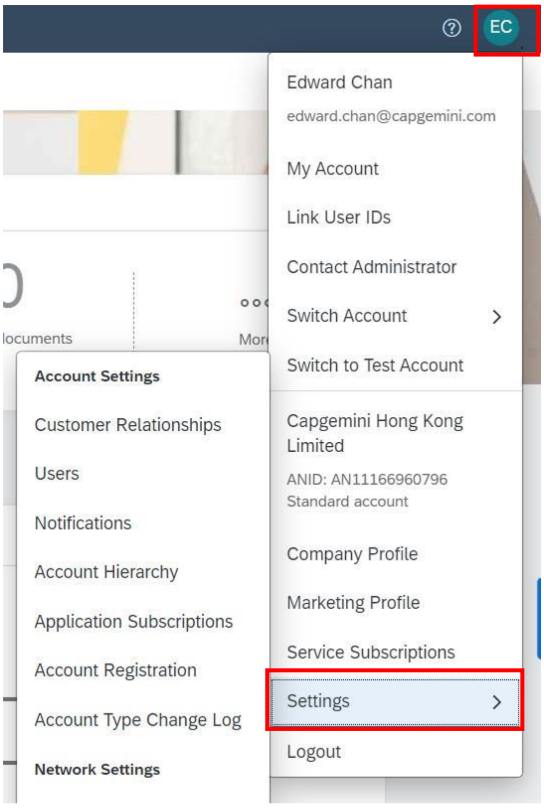
- ➢ Some error/warning message may appear when clicking “Save” button. System prompts to complete mandatory information e.g. complete essential information required in “Basic” tab. Once maintaining the required mandatory information, then come back and complete VaAT ID setting.

4. How To Manage Roles and Users in Ariba Network?

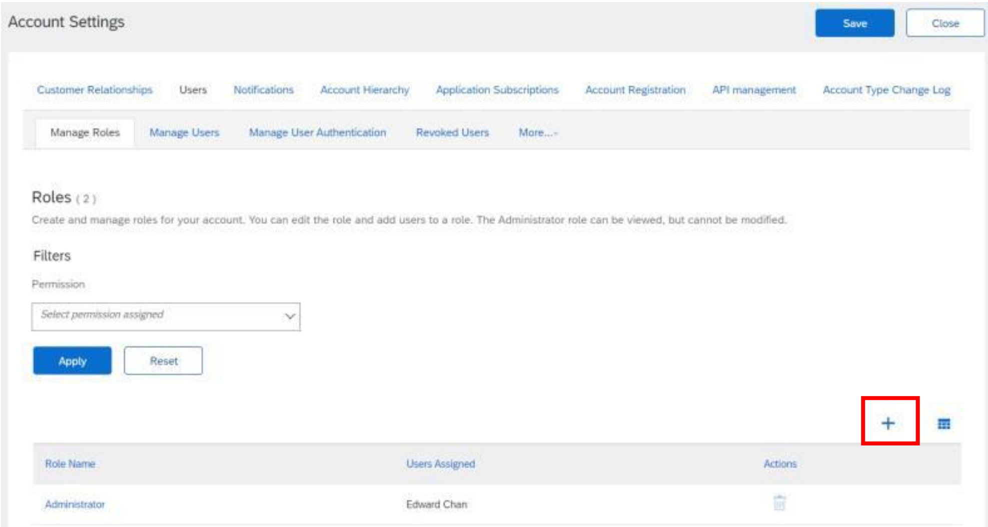
- This section is for suppliers who joined Ariba Network recently and require help on how to setup users and roles. For suppliers who have done it, this section can be skipped.

- In the example below, we will show you how to create a role (calling it "End User") that only has access to view transactions.

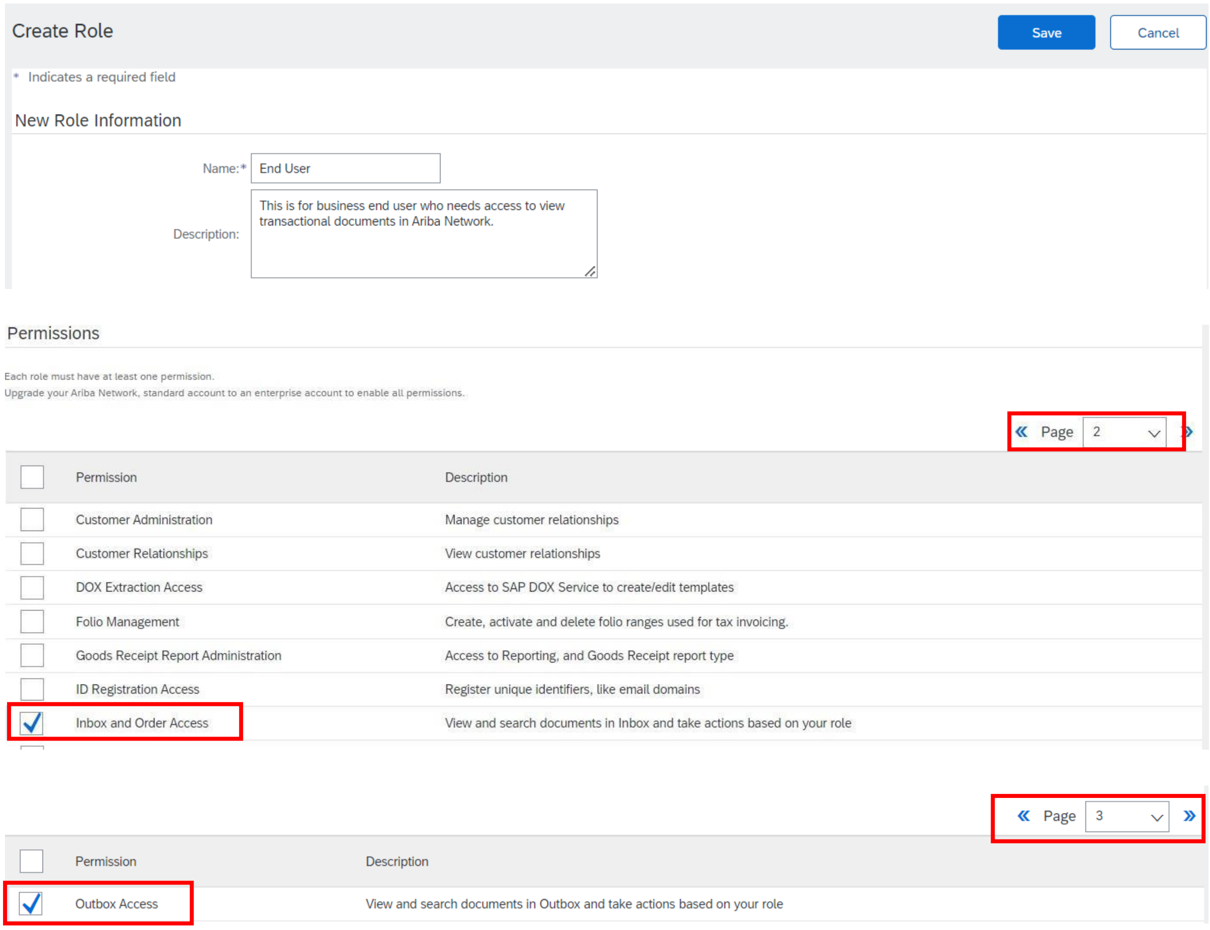
Step 1: In the Ariba Network home page, click on the "Account Setting" icon on the top right corner. Then click "Settings" followed by "Users".



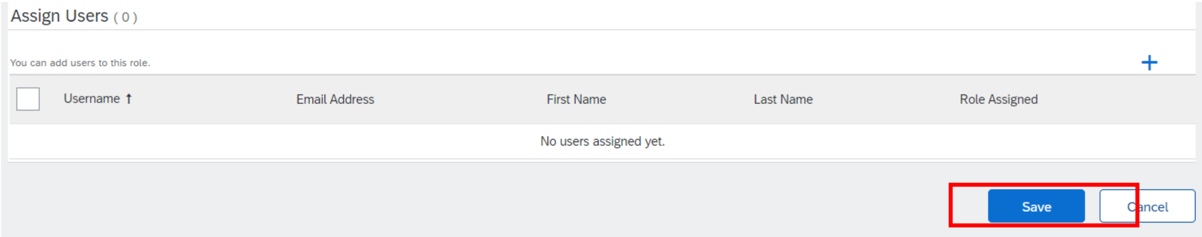
Step 2: By default, the system will display the "Manage Roles" tab. Click on the "Plus" button to add new role(s).



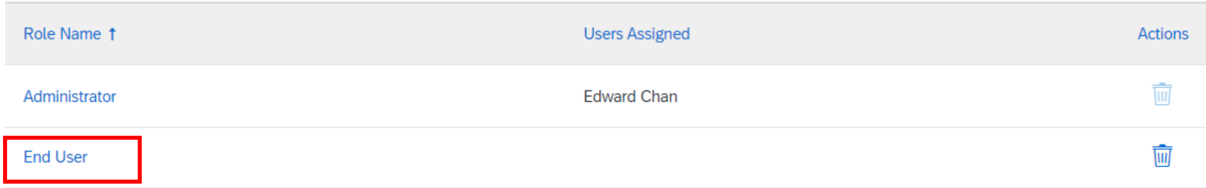
Step 3: Specify the name of the role and the description, and then choose the relevant permissions that are applicable.



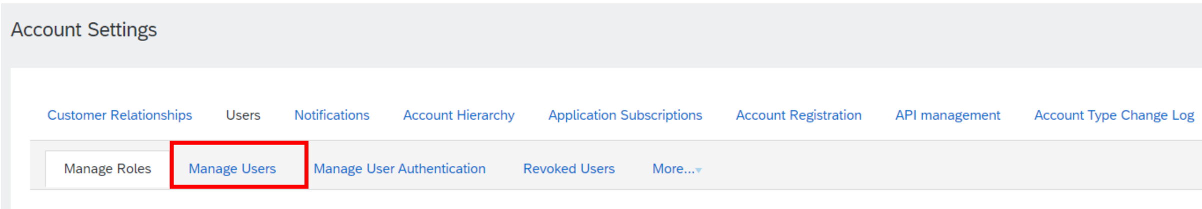
Step 5: Scroll down to the bottom of the page and then click “Save” button.



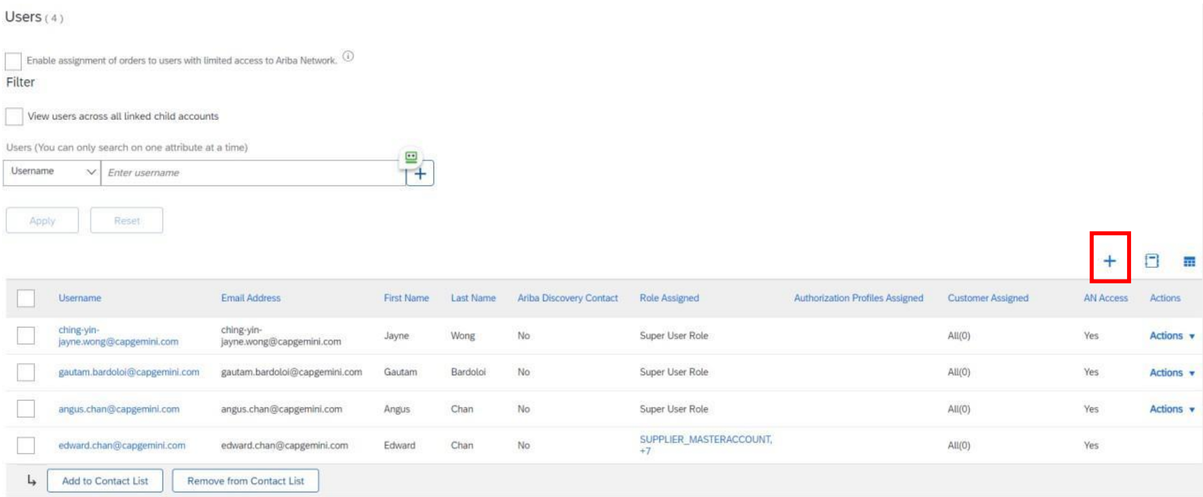
- The new role “End User” is now created.



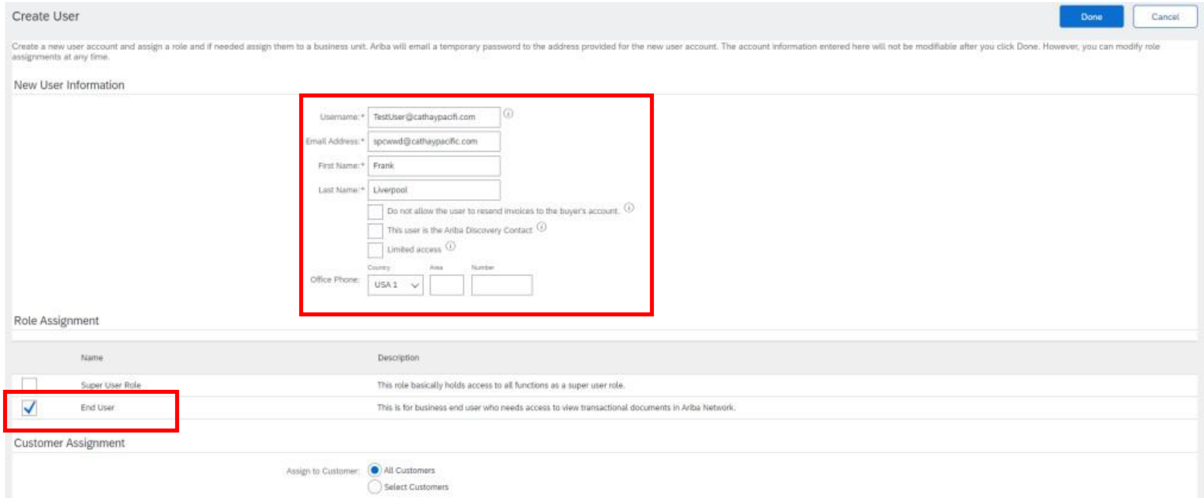
Step 6: Scroll up to the top of the page, then click on the “Manage Users” tab.



Step 7: Click on the “Plus” button to create user.



Step 8: Specify required user details and then assign desired role(s) to the user. Once finished, click “Done” button on the top right corner.



Note

- Username must be in email format.
- The full list of permissions and explanation can be found here.
- Below are some example roles and permissions setup on Ariba Network. It's up to the supplier to decide their own role structure.

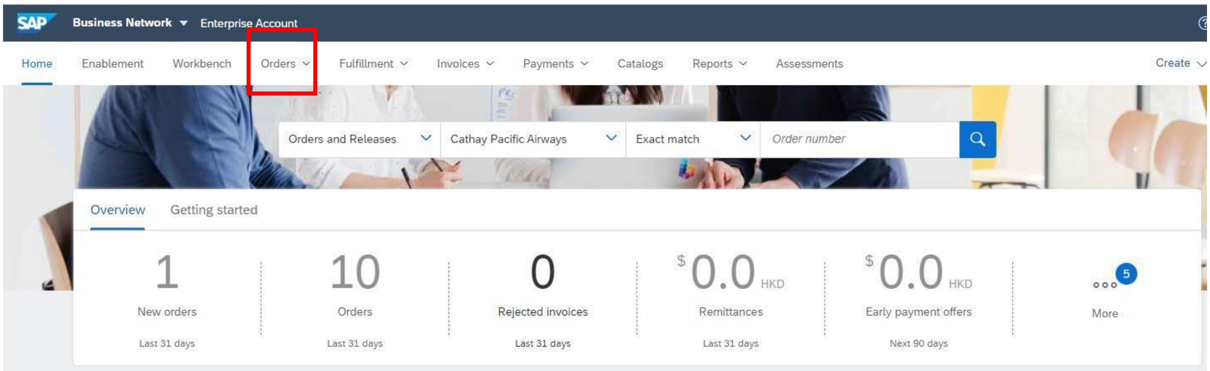
Role	Description	Permission
Administrator	- Ariba Network Account Owner - One Ariba Network Account can have only one administrator.	It has all permissions granted.
Super User	Be able to accept customer trading relationship, run all reports and access to source to pay related documents.	- Test Account Administration - User Administration - Trading Invitation Account Merge - Transaction Configuration - Purchase Order Report Administration - Services Access - Logistics Access - Managed Gateway for Spend & Network Access - Managed Gateway for Spend & Network Configuration - Respond to postings on Ariba Discovery - Invoice Generation - Inbox and Order Access - Outbox Access

		- Access Proposals and Contracts - Contract Access
Accounts Receivables processor	Be able to generate invoice, run invoice report and access all P2P documents.	- Invoice Generation - Inbox and Order Access - Outbox Access - Services Access - Invoice Report Administration
P2P End User	Be able to view procure to pay process related to transactional documents in AN e.g. PO, GR, SES, Invoice, Credit Memo.	Inbox and Order Access - Outbox Access
S2C End User	Be able to view proposal and contract documents	Access Proposals and Contracts - Contract Access
P2P Reports	Be able to run P2P reports	Invoice Report Administration - Goods Receipt Report Administration - Service Sheet Report Administration - Purchase Order Report Administration

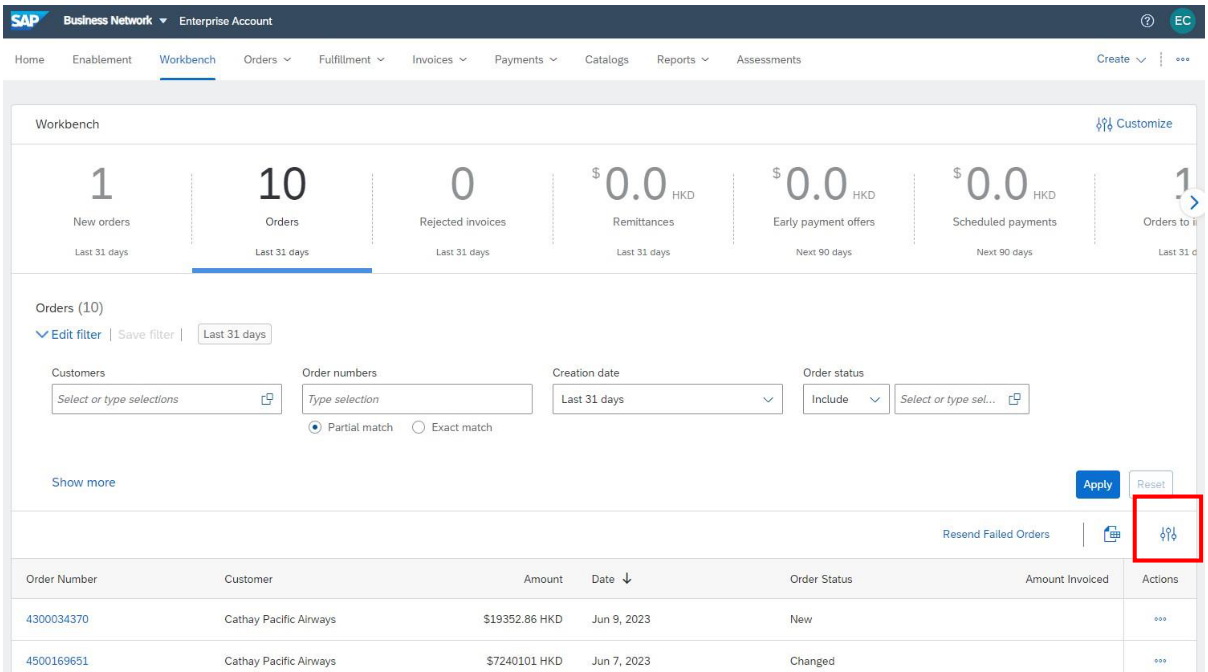
5. How to Add Purchasing Group under Orders Tile?

- Below is an example to show how to display purchasing group under orders tile. The same method can be utilized to apply any filter for tile's detailed page in Ariba Network.

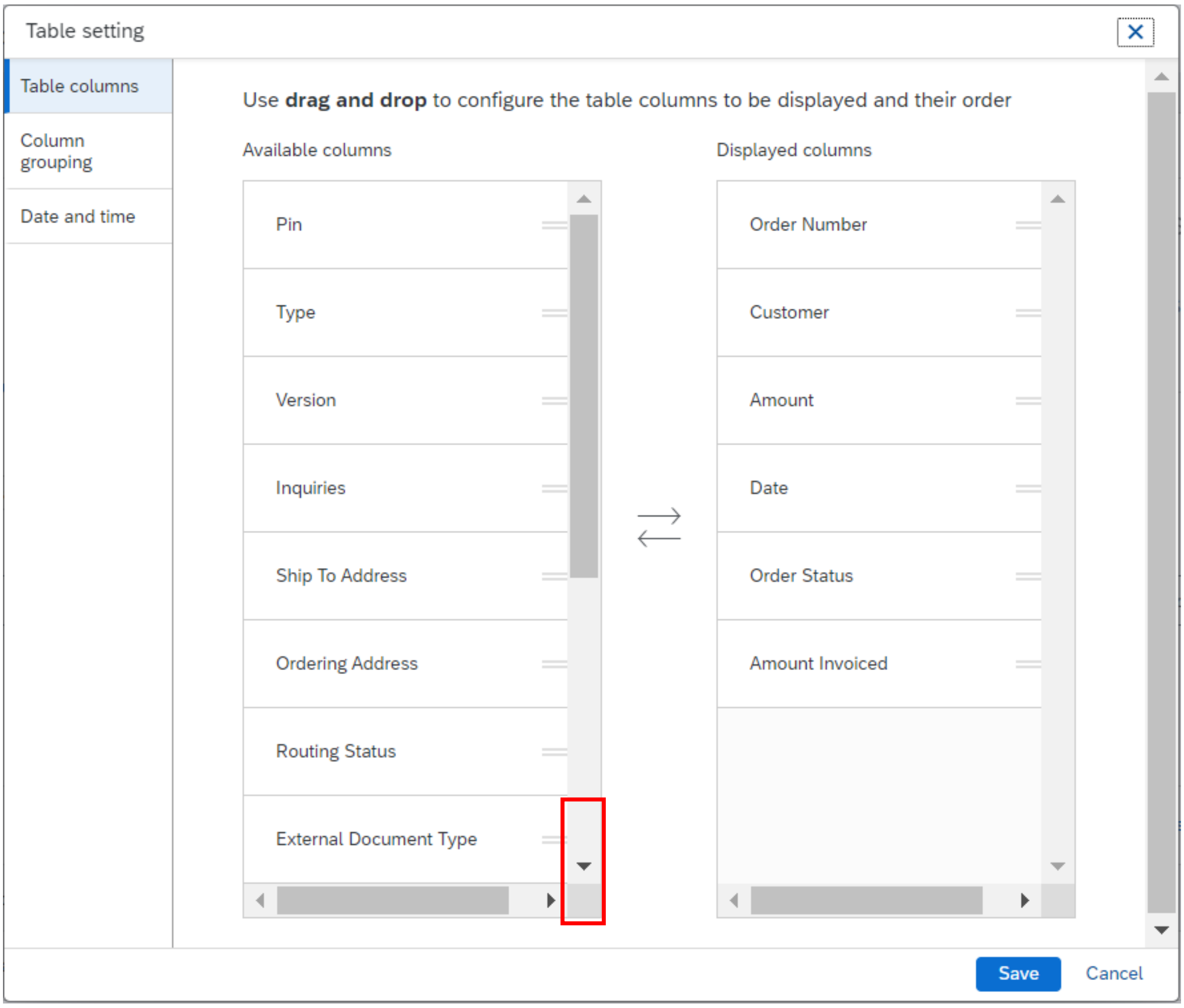
Step 1: From Ariba Network Home Page, Click "Orders" tile.



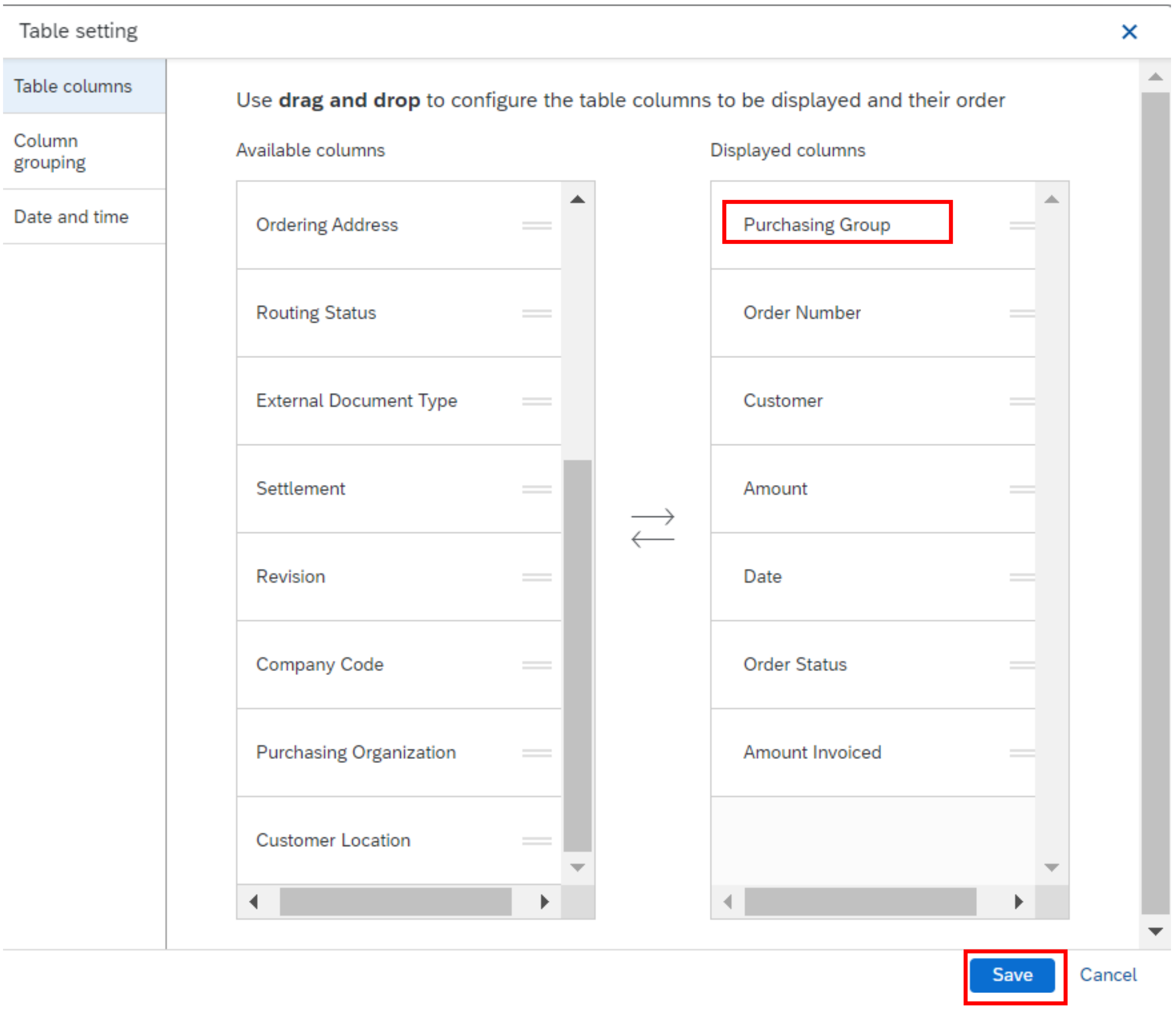
Step 2: Click Filter Icon as highlighted below.



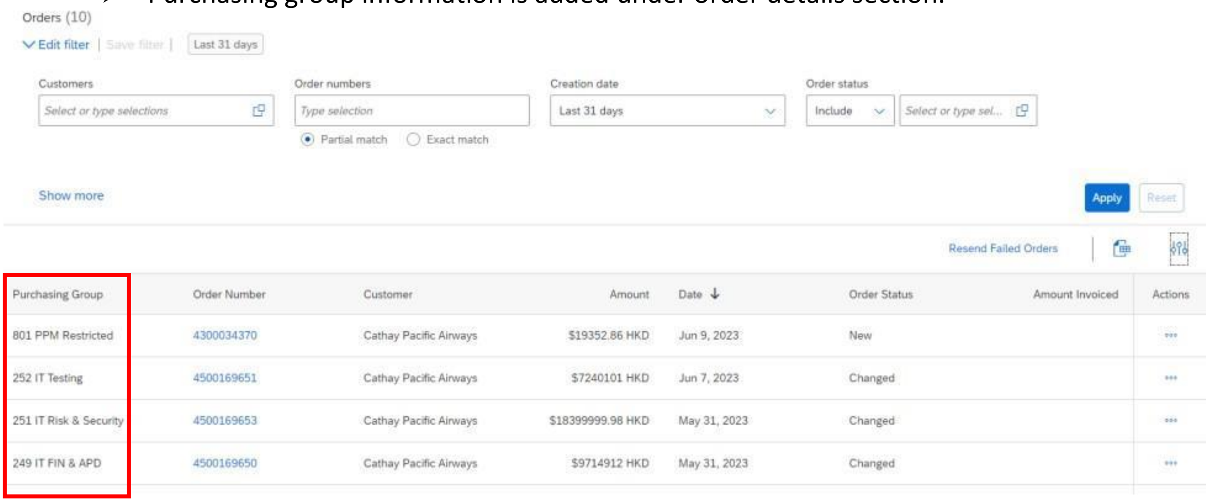
Step 3: From "Available columns", scroll it down to find Purchasing Group field.



Step 4: Drag and drop it to "Displayed columns". Then click "Save" button.



- Purchasing group information is added under order details section.



Purchasing Group	Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
801 PPM Restricted	4300034370	Cathay Pacific Airways	$19352.86 HKD	Jun 9, 2023	New		•••
252 IT Testing	4500169651	Cathay Pacific Airways	$7240101 HKD	Jun 7, 2023	Changed		•••
251 IT Risk & Security	4500169653	Cathay Pacific Airways	$18399999.98 HKD	May 31, 2023	Changed		•••
249 IT FIN & APD	4500169650	Cathay Pacific Airways	$9714912 HKD	May 31, 2023	Changed		•••