

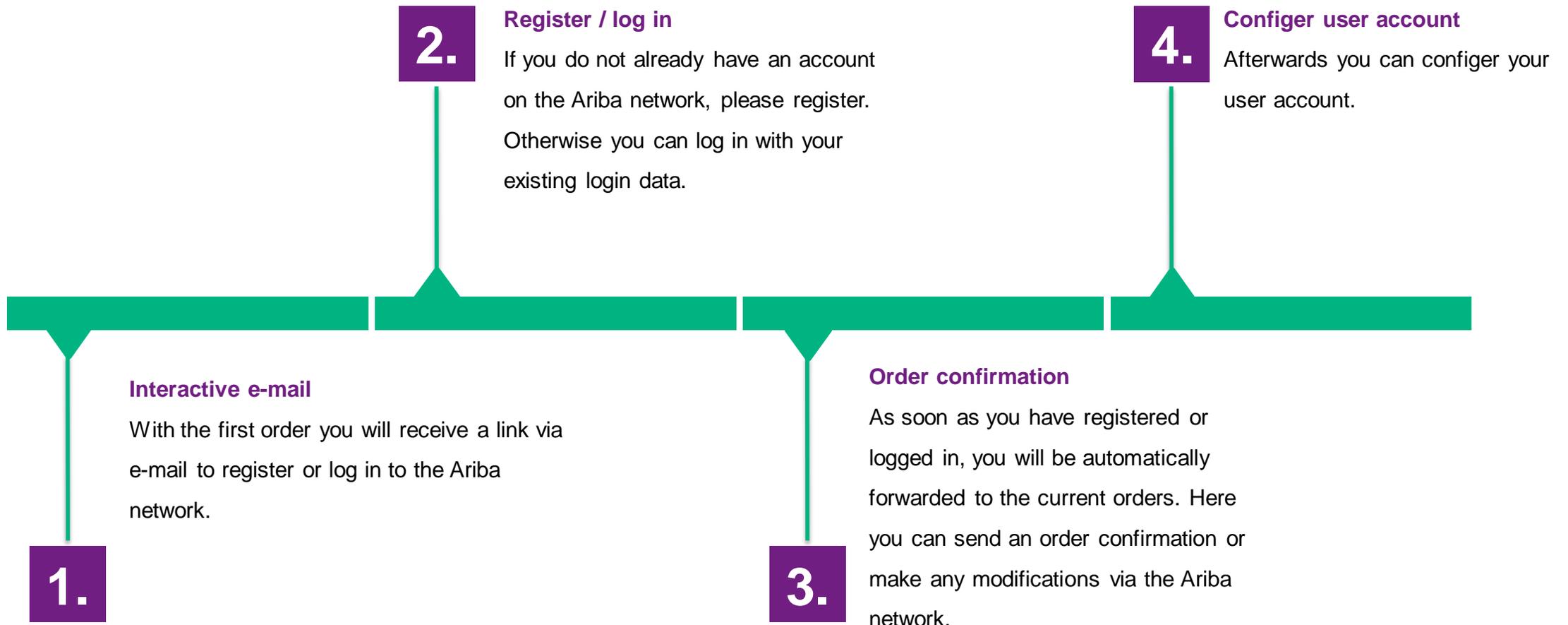


STANDARD (LIGHT) ACCOUNT TRAINING

ARIBA



Standard (Light) Account process



AGENDA

1. Not registered: Create Standard (Light) Account
2. Registered: Connect with existing Standard (Light) Account
3. Process order
 - a) Confirm entire order
 - b) Update line items
 - c) Reject entire order
4. Create ship notice
5. Account configuration
6. Profile settings
7. Support

AGENDA

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Not registered – Standard (Light) Account process

SAP Ariba

B. Braun Group sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer B. Braun Group

Dear valued Supplier,

This email contains a purchase order issued electronically via the Ariba Network. We would like to purchase from you through SAP Ariba's Light Account feature. Please note that this only accounts for indirect, non-production material and services. As one of our suppliers, it is a mandatory expectation that order confirmations come to us via your Ariba Light Account.

There are no costs for you when transacting with us via the Light Account feature in Ariba.

Click on the "process order" button to:

- register for the Light Account
- submit electronic order confirmations
- track your purchase order

For training on how to set up your Light Account, submit electronic order confirmations and access your dashboard, please go to www.bbraun.com/ariba and scroll down to "further information". Here you can access training materials that will help you. For country specific content please select the corresponding country on the Homepage.

Thank you for your eCollaboration!

B. Braun Group

B | BRAUN
SHARING EXPERTISE

Process order

Ship All Items To
Werk P
Pflieffwiesen
34212 Melsungen
DEU
Germany
Ship To Code: DEAP
Email: test@bbraun.com

Bill To
B. Braun Melsungen AG
Carl-Braun-Straße 1
34212 Melsungen
Germany

Deliver To
Laura Neuberger
Werk P

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal
1	Not Available Test Light Account eBuy@bbraun - automatic reply	Material	56 (EA)	27 Dec 2018	78.00 EUR	4,368.00 EUR

Accounting

Percentage	Percentage	100
GL Account	ID	0061600010
Cost Center	ID	0101009279

Other Information
Req. Line No.: 1
Requester: Laura Neuberger
PR No.: PR3847
Classification Domain: custom
Classification Code: NB12

Incoterms Information
Incoterm Code: CPT ()

Order submitted on: Monday 17 Dec 2018 11:56 AM
GMT+00:00
Received by Ariba Network on: Monday 17 Dec 2018 1:09 PM GMT+00:00
This Purchase Order was sent by B. Braun Group AN01396736341-T and delivered by Ariba Network.

Sub-total: 4,368.00 EUR

Join your customer on Ariba Network!

Sign up

Strengthen relationships worldwide
Collaborate with your customer on the same secure network.

Connect faster
Exchange documents electronically and streamline communications.

Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network light account is Free
[Learn more](#)

Ariba Network

Register

Company information

Company Name: * indicates a required field

Country: * If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address: * indicates a required field

Line 2:

Postal Code: * indicates a required field

City: * indicates a required field

State: * indicates a required field

User account information

Name:

Email:

Use my email as my username

Username: * Must be in email format (e.g. john@brioso.com)

Password: * Must contain a minimum 8 characters including letters and numbers.

Language: * The language used when Ariba sends you notifications. This is different than your web browser.

Email orders to: * Customers may send you 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.

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

Register

Ariba Network

Purchase Order: 4300000840

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail | Order History

B | BRAUN
SHARING EXPERTISE

From: **B. Braun Melsungen AG**
Carl-Braun-Straße 1
34212 Melsungen
Germany

To: **Test Anbindung Ariba-TEST**
Musterstraße 1
34212 Penang
Malaysia
Phone:
Fax:
Email: ariba@bbraun.com

Purchase Order (New)
4300000840
Amount: 4,368.00 EUR
Version: 1

Payment Terms: NET 0

Comments
Comment Type: Terms and Conditions
Body: Es gelten unsere allgemeinen Einkaufsbedingungen, siehe unsere Homepage.

Other Information
Company Code: 0101
Purchasing Unit Name: PU B. Braun Melsungen AG
B. Braun Melsungen AG • Vors. d. Aufsichtsrats/ Prof. Dr. h. c. Ludwig Georg Braun, Vorstand/ Prof. Dr. rer. pol. Heinz-Walter Große (Vorsitzender)/ Dr. rer. pol. Annette Boller, Anna Maria Braun, LL.M., Dr. rer. nat. Meinrad Lugan, Carol H. Neubauer, LL.M., Dr. Joachim Schulz, Markus Strotmann • Sitz der Gesellschaft Melsungen • Reg. Gericht: Amtsgericht Fritzlar HRB 11 000 • USt-IdNr. DE113055856, WEEE-Reg.-Nr. DE 42690900

Ship All Items To
Werk P
Pflieffwiesen
34212 Melsungen
DEU
Germany
Ship To Code: DEAP
Email: test@bbraun.com

Bill To
B. Braun Melsungen AG
Carl-Braun-Straße 1
34212 Melsungen
Germany

Deliver To
Laura Neuberger
Werk P

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal
1	Not Available Test Light Account eBuy@bbraun - automatic reply	Material	56 (EA)	28 Dec 2018	78.00 EUR	4,368.00 EUR

Order submitted on: Monday 17 Dec 2018 12:56 PM GMT+01:00
Received by Ariba Network on: Monday 17 Dec 2018 2:09 PM GMT+01:00
This Purchase Order was sent by B. Braun Group AN01396736341-T and delivered by Ariba Network.

Sub-total: 4,368.00 EUR

Create Order Confirmation Create Ship Notice Create Invoice

Not registered- Interactive e-mail

- 1 Attachments
 - HTML Order
 - Other Attachments
- 2 Customer-specific message
- 3 Process order
 - Leads to supplier login
- 4 Order
 - Header
 - Comments
 - Other Information
 - Attachments
 - Line Items
- 5 Notes
- 6 Help Center

DI 18.12.2018 11:49
"B. Braun Group" <ordersender-prod@ansmtp.ariba.com>
B. Braun Group sent a new Purchase Order 4300000840

Nachricht 4300000840.htm (23 KB) **1**

SAP Ariba

B. Braun Group sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

2 Message from your customer B. Braun Group

Dear valued Supplier,

this email contains a purchase order issued electronically via the Ariba Network. We would like to purchase from you through SAP Ariba's Light Account feature. Please note that this only accounts for indirect, non-production material and services.
As one of our suppliers, it is a mandatory expectation that order confirmations come to us via your Ariba Light Account.

There are no costs for you when transacting with us via the Light Account feature in Ariba.

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For country specific content please select the corresponding country on the Homepage.

Thank you for your eCollaboration!

B. Braun Group

B | BRAUN
SHARING EXPERTISE

3 [Process order](#)

4 From: **B. Braun Melsungen AG**
Carl-Braun-Strasse 1
34212 Melsungen
Germany

To: **Test Anbindung Ariba-TEST**
Husterstraße 1
34212 Pirmas
Malaysia
Phone:
Fax:
Email: ariba@bbrun.com

Purchase Order
(New)
4300000447
Amount: 1,000.00 EUR
Version: 1

Payment Terms
NET 0

4 Comments
Comment Type: General
Comment Body:
Comment By:
Requester SSC
Comment Date: 2018-09-04T05:24:09-07:00

Comment Type: Terms and Conditions
Body: Es gelten unsere allgemeinen Einkaufsbedingungen, siehe unsere Homepage.

4 Other Information
Company Code: 0101
Purchasing Unit: PU B. Braun Melsungen AG
Name:
Legal Terms and B. Braun Melsungen AG • Vors. d. Aufsichtsrats: Prof. Dr. h.c. Ludwig Georg Braun, Vorstand: Prof. Dr. rer. pol. Heinz-Walter Gröbe
Conditions of (Vorzugs-)Lieferant, Dr. rer. pol. Annette Ehlers, Anna Maria Braun, LL.M., Dr. rer. iust. Manfred Lugin, Carolin H. Neubauer, LL.M., Dr. Purchase: Joachim Schulz, Markus Strommann • Sitz der Gesellschaft Melsungen • Reg. Gericht: Amtsgericht Fritzlar HRB 11 000 • USt-IdNr. DE13055856, WEEE-Reg.-Nr. DE 4269090

4 Attachments:
#4300000840.pdf (application/pdf)

Ship All Items To Werk P Pflaßwiesen 34212 Melsungen DEU Germany Ship To Code: DEAP Email: ariba@bbrun.com	Bill To B. Braun Melsungen AG Carl-Braun-Strasse 1 34212 Melsungen Germany	Deliver To Requester SSC Werk P
---	---	---------------------------------------

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal
1	Not Available see attachment, urgent	Material	1 (C62)	14 Sep 2018	1,000.00 EUR	1,000.00 EUR

Accounting

Percentage	100
GL Account	ID 0061600390
Cost Center	ID 0101099245

Other Information
Req. Line No: 1
Requester: Requester SSC
PR. No.: PR2392
Classification Domain: custom
Classification Code: INF
Incoterms Information
(Yes)

Order submitted on: Tuesday 4 Sep 2018 3:07 PM GMT+01:00
Received by Ariba Network on: Tuesday 4 Sep 2018 3:07 PM GMT+01:00
This Purchase Order was sent by B. Braun Group
AN03907503417 and delivered by Ariba Network.

Sub-total: 1,000.00 EUR

Questions or comments for your customer?
[Post message](#) [Process order](#)

5 About this email
If you have any questions, contact **B. Braun Group**. If you're not the correct person to receive this email, forward it to the appropriate person in your company.
Note: All transactions relating to your customer's purchase orders are solely between you and your customer and are subject to the terms of your existing agreement(s) with your customer. Ariba is not an agent for your customer, and is not responsible for anything contained in the purchase order submitted on behalf of your customer.

Go Mobile

6 Ariba, Inc., 3420 Hillview Ave, Blag, Palo Alto, CA 94104, USA
SAP Ariba Privacy Statement | Ariba Data Policy | Help Center

Not registered – Activate account

- 1 Confirmation e-mail
 - Activate account
- 2 Welcoming e-mail
 - Proceed with order
 - Complete profile
- 3 Help Center

The image shows a sequence of steps for account activation. On the left, an email from 'Ariba Commerce Cloud' is displayed. The email subject is 'Erforderliche Aktion: Aktivieren Sie Ihr Konto.' and it contains a link to activate the account. On the right, a screenshot of the 'Ariba Network' web interface is shown. The page title is 'Willkommen bei Ariba' and it displays a confirmation message: 'Ihre E-Mail-Adresse ist verifiziert worden.' and 'Ihr Ariba-Benutzername ist aktiviert worden.' Below this, there is a section for 'Unternehmensprofil jetzt vervollständigen' with a list of instructions and a button to 'Zum Profil meines Unternehmens wechseln'.

AGENDA

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Registered – Standard (Light) Account process

DI 18.12.2018 11:49
"B. Braun Group" <ordersender-prod@ansmtp.ariba.com>
B. Braun Group sent a new Purchase Order 4300000840

Nachricht 4300000840.htm (23 KB)

SAP Ariba

B. Braun Group sent a new order

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- track your purchase order

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For country specific content please select the corresponding country on the Homepage.

Thank you for your eCollaboration!

B. Braun Group

B | BRAUN
SHARING EXPERTISE

Process order

Join your customer on Ariba Network!

Sign up
Already have an account? **Log in**

Strengthen relationships
Collaborate with your customer on the same secure network.

Connect faster
Exchange documents electronically and streamline communications.

Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network light accounts **Free**

[Learn more](#)

Purchase Order: 4300000447 Done

Create Order Confirmation Create Ship Notice Create Invoice | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

Order Detail | Order History

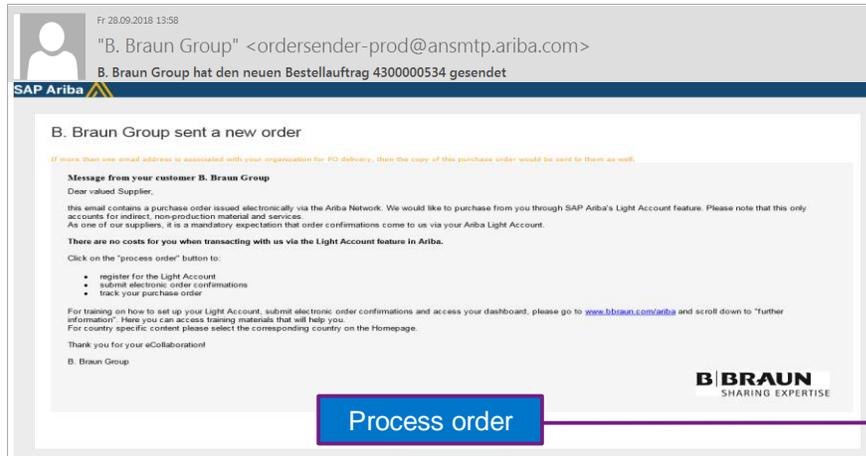
B | BRAUN
SHARING EXPERTISE

From: **B. Braun Melsungen AG**
Carl-Braun-Straße 1
34212 Melsungen
Germany

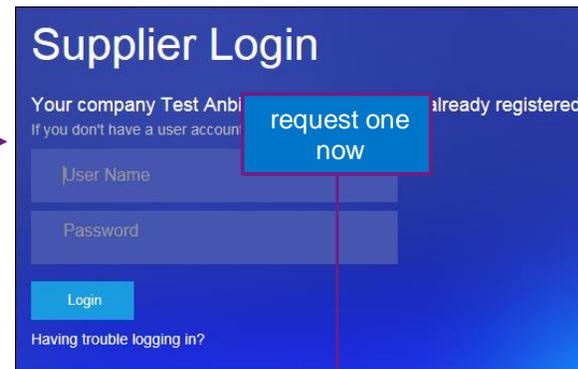
To: **Test Anbindung Ariba-TEST**
Musterstraße 1
34212 Penang
Malaysia
Phone:
Fax:
Email: ariba@bbrazil.com

Purchase Order
(New)
4300000447
Amount: 1,000.00 EUR
Version: 1

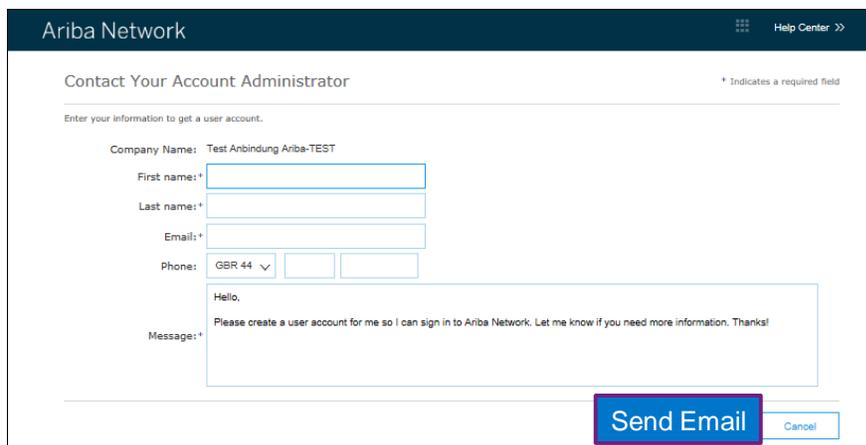
Registered - User without login data



Process order



request one now



Send Email

If an interactive e-mail was sent out to a user without an account, a respective user account can be created as shown in the process above.

AGENDA

1. Not registered: Create Standard (Light) Account
2. Registered: Connect with existing Standard (Light) Account
3. **Process order**
 - a) Confirm entire order
 - b) Update line items
 - c) Reject entire order
4. Create ship notice
5. Account configuration
6. Profile settings
7. Support

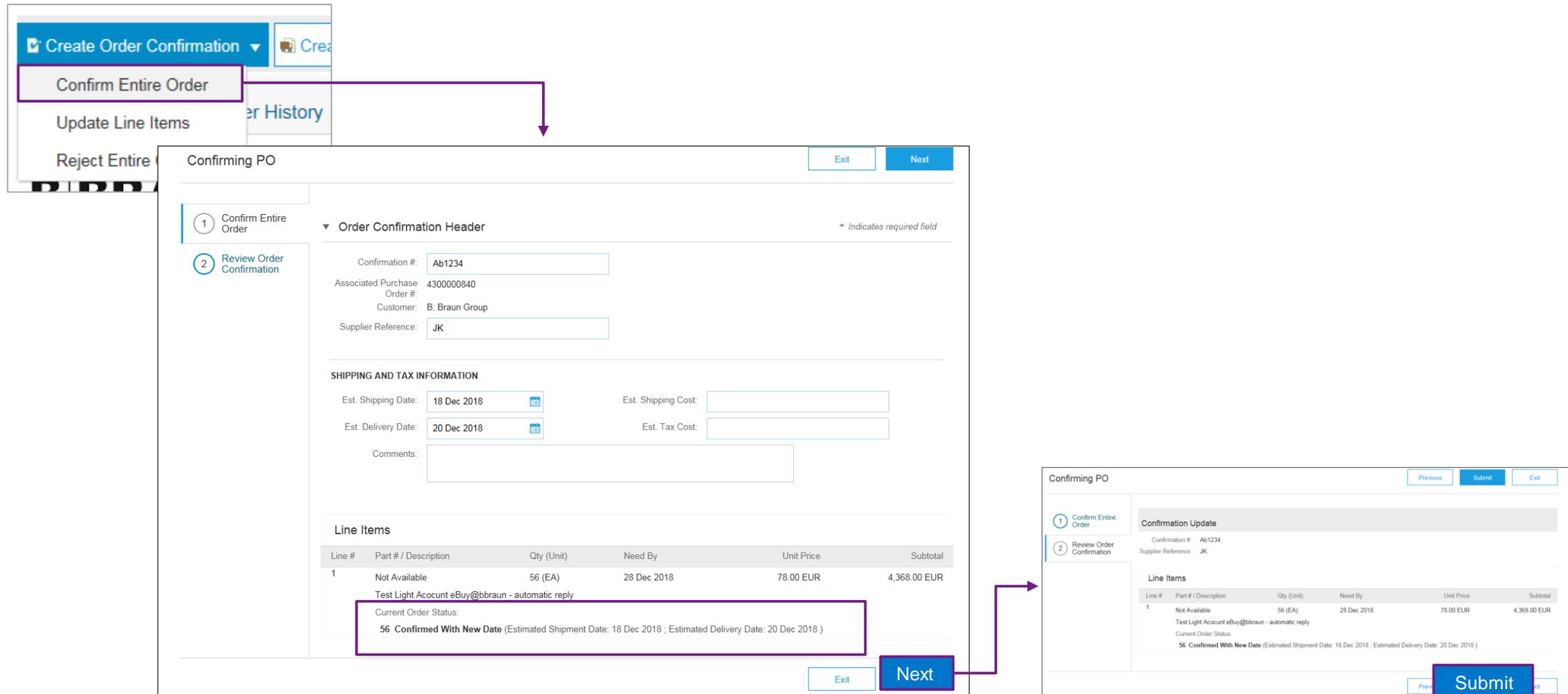
Process order

- 1 Create order confirmation
 - Confirm entire order
 - Update line items
 - Reject entire order
- 2 Create ship notice
- 3 Print order or download PDF
- 4 Help Center
- 5 Comments
- 6 Attachments
- 7 Order
 - Legal terms
 - Shipping address, billing address and recipient
 - Line #

AGENDA

1. Not registered: Create Standard (Light) Account
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7. Support

Confirm entire order - Process



Confirm entire order- Explanation

- 1** Order confirmation header
 - Confirmation number
 - Associated purchase order number
 - Customer
 - Supplier reference
- 2** Shipping and tax information
- 3** Line items
 - Automatic confirmation of all line items and quantities

Confirming PO Exit Next

- 1** Confirm Entire Order
- 2** Review Order Confirmation

1 Order Confirmation Header * Indicates required field

Confirmation #:

Associated Purchase Order #: 4300000840

Customer: B. Braun Group

Supplier Reference:

2 SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date:

Est. Shipping Cost:

Est. Tax Cost:

Comments:

3 Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	56 (EA)	28 Dec 2018	78.00 EUR	4,368.00 EUR

Test Light Account eBuy@bbraun - automatic reply

3 Current Order Status:
 56 Confirmed With New Date (Estimated Shipment Date: 18 Dec 2018 ; Estimated Delivery Date: 20 Dec 2018)

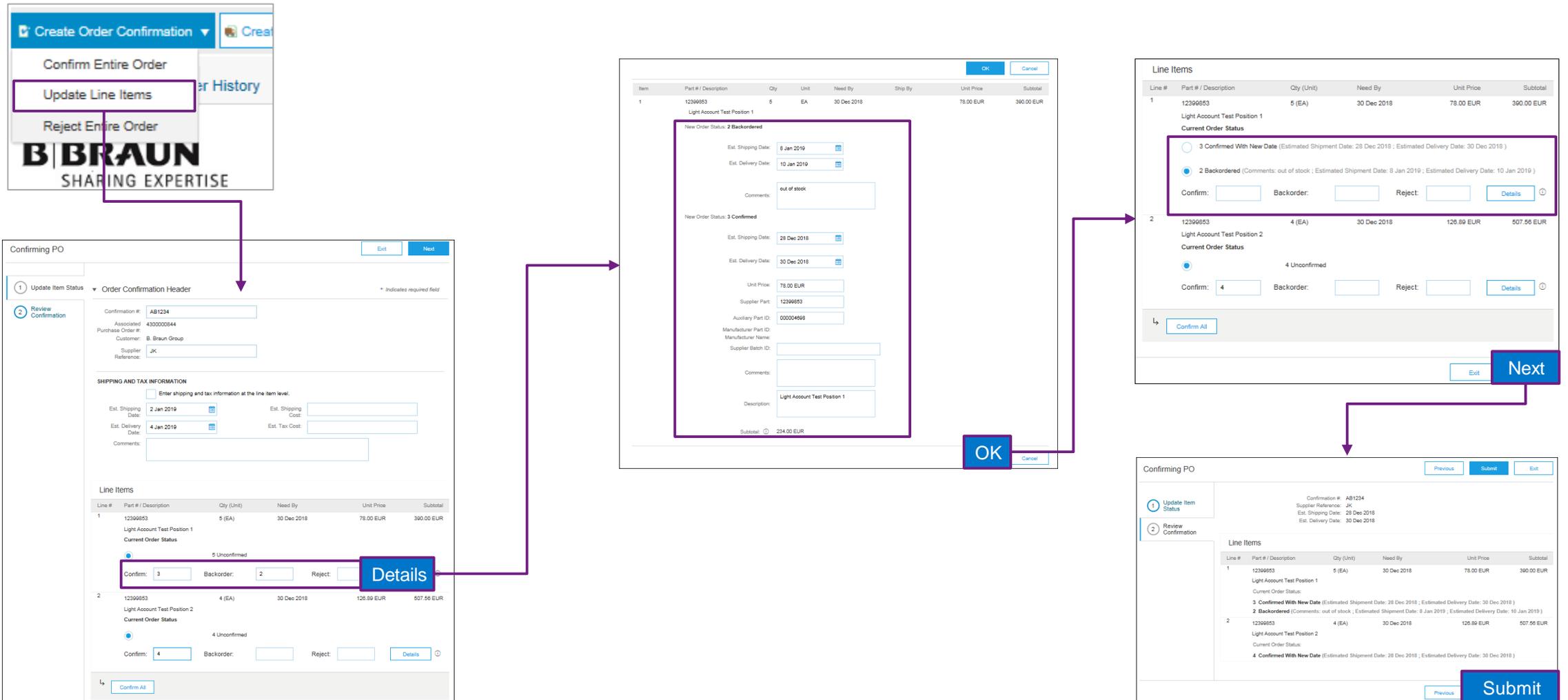
Exit Next

All line items have been automatically set to “confirmed“ for the entire order quantity. Due to the deviation between the requested delivery date and the estimated delivery date, a notice is shown within the brackets.

AGENDA

1. Not registered: Create Standard (Light) Account
2. Registered: Connect with existing Standard (Light) Account
3. Process order
 - a) Confirm entire order
 - b) Update line items
 - c) Reject entire order
4. Create ship notice
5. Account configuration
6. Profile settings
7. Support

Update line items – Process



Update line items – Explanation 1/3

- 1 Order confirmation header
 - Confirmation number
 - Associated purchase order number
 - Customer
 - Supplier reference
- 2 Shipping and tax information
- 3 Line items
 - Order status (confirm, backorder, reject)

Confirming PO Exit Next

1 Update Item Status **1** Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #: AB1234
 Associated Purchase Order #: 4300000844
 Customer: B. Braun Group
 Supplier Reference: JK

2 SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date: 2 Jan 2019 Est. Shipping Cost:
 Est. Delivery Date: 4 Jan 2019 Est. Tax Cost:
 Comments:

3 Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	12399853 Light Account Test Position 1	5 (EA)	30 Dec 2018	78.00 EUR	390.00 EUR
Current Order Status					
<input checked="" type="radio"/> 5 Unconfirmed Confirm: <input type="text" value="3"/> Backorder: <input type="text" value="2"/> Reject: <input type="text"/> Details ⓘ					
2	12399853 Light Account Test Position 2	4 (EA)	30 Dec 2018	128.89 EUR	507.56 EUR
Current Order Status					
<input checked="" type="radio"/> 4 Unconfirmed Confirm: <input type="text" value="4"/> Backorder: <input type="text"/> Reject: <input type="text"/> Details ⓘ					

[Confirm All](#)

For the first line item 3 units are being confirmed and 2 units are being backordered (delivery at a later point in time).
 For the second line item the entire order quantity is being confirmed.

Update line items – Explanation 2/3

- 1** Order status: Backordered
 - Estimated shipping and delivery date
 - Comments
- 2** Oder status: Confirmed
 - Estimated shipping and delivery date
 - Unit price
 - Item information
 - Comments
 - Description (by customer)

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
1	12399853 Light Account Test Position 1	5	EA	30 Dec 2018		78.00 EUR	390.00 EUR

1 New Order Status: **2 Backordered**

Est. Shipping Date:

Est. Delivery Date:

Comments:

2 New Order Status: **3 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description:

Subtotal: 234.00 EUR

An estimated shipping and delivery date need to be filled in for the backordered units. It is possible to enter an alternative price as well as further item information for the confirmed units.

Update line items – Explanation 3/3

- 1 Current order status line #1
 - Changes in brackets
- 2 Current order status line #2

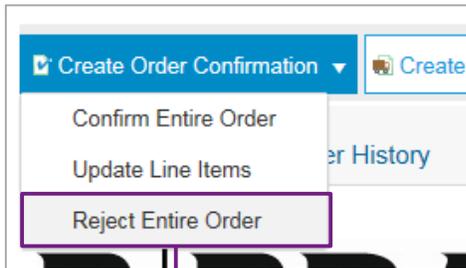
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	12399853 Light Account Test Position 1	5 (EA)	30 Dec 2018	78.00 EUR	390.00 EUR
1	Current Order Status <input type="radio"/> 3 Confirmed With New Date (Estimated Shipment Date: 28 Dec 2018 ; Estimated Delivery Date: 30 Dec 2018) <input checked="" type="radio"/> 2 Backordered (Comments: out of stock ; Estimated Shipment Date: 8 Jan 2019 ; Estimated Delivery Date: 10 Jan 2019) Confirm: <input type="text"/> Backorder: <input type="text"/> Reject: <input type="text"/> Details ⓘ				
2	12399853 Light Account Test Position 2	4 (EA)	30 Dec 2018	126.89 EUR	507.56 EUR
2	Current Order Status <input checked="" type="radio"/> 4 Unconfirmed Confirm: <input type="text" value="4"/> Backorder: <input type="text"/> Reject: <input type="text"/> Details ⓘ				
↳ Confirm All					
					Exit Next

Oder status overview after updating the delivery date, price and item information for line item 1. By clicking on “Next” the 4 units from line item 2 will be set to the status “Confirmed”.

AGENDA

1. Not registered: Create Standard (Light) Account
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 - a) Confirm entire order
 - b) Update line items
 - c) **Reject entire order**
4. Create ship notice
5. Account configuration
6. Profile settings
7. Support

Reject entire order



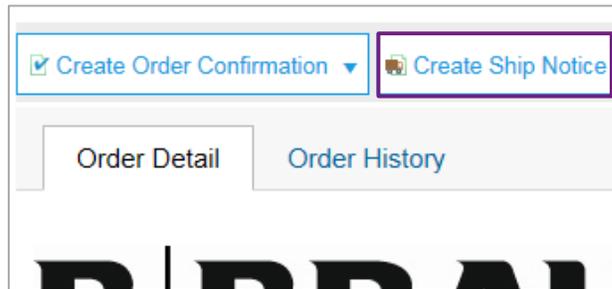
The screenshot shows the B. Braun purchase order management interface. At the top, it displays 'Purchase Order: 4300000447'. Below this, there are several action buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Print', 'Download PDF', 'Download CSV', and 'Resend'. The main content area is divided into 'Order Detail' and 'Order History' tabs. The 'Order Detail' tab is active, showing the B. Braun logo and the text 'SHARING EXP'. Below the logo, the 'From:' information is listed: 'B. Braun Melsungen AG', 'Carl-Braun-Straße 1', '34212 Melsungen', and 'Germany'. A 'Payment Terms' section shows 'NET 0'. At the bottom right, the 'Routing Status' is 'Sent'. A modal dialog box titled 'REJECT ENTIRE ORDER' is open in the center. It contains the following fields: 'Order Confirmation Number:' with a value of 'AB1234', and 'Comments:' with the text 'undeliverable'. At the bottom of the dialog are two buttons: 'Reject Order' (highlighted with a purple border) and 'Cancel'.

Before rejecting the entire order, a confirmation number and comments can be entered.

AGENDA

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3. Process order
 - a) Confirm entire order
 - b) Update line items
 - c) Reject entire order
4. **Create ship notice**
5. Account configuration
6. Profile settings
7. Support

Create ship notice



Create Ship Notice Save Exit Next

* Indicates required field

SHIP FROM	DELIVER TO
Test Anbindung Ariba-TEST	Werk P
Penang	Melsungen
Malaysia	DEU
	Germany

▼ Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID: 53465	Carrier Name: [v]
Invoice No.: 23454325	Service Level: [v]
Requested Delivery Date: --	
Ship Notice Type: Actual	
Shipping Date: 16 Jan 2019	
Delivery Date: 24 Jan 2019	
Gross Volume: [v] Unit: [v]	
Gross Weight: [v] Unit: [v]	

► Additional Fields

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4300000845	1	12399853		5	EA	30 Dec 2018		78.00 EUR	390.00 EUR	Remove

Shipment Status
Total Item Due Quantity: 5 EA

Confirmation Status
Total Confirmed Quantity: 5 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	5				Add Details

[Add Order Line Item](#)

Save Exit Next

Create Ship Notice Previous Save Submit Exit

Confirm and submit this document.

SHIP FROM	DELIVER TO
Test Anbindung Ariba-TEST	Werk P
Musterstraße 1	Pfeffwiesen
34212 Penang	34212 Melsungen
Malaysia	DEU
	Germany

Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID: 53465	Tracking information not provided.
Invoice #: 23454325	
Requested Delivery Date: --	
Ship Notice Type: Actual	
Actual Shipping Date: 16 Jan 2019	
Actual Delivery Date: 24 Jan 2019 12:00:00 PM	
Gross Volume: --	
Gross Weight: --	

ADDITIONAL FIELDS
Additional information not provided.

Order Items Hide Item Details

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
4300000845	1	12399853		5	EA	30 Dec 2018		78.00 EUR	390.00 EUR

Light Account Test Position 1

SHIPMENT STATUS Hide Details

▼ 1. Ship Qty: 5 EA

No detail information provided.

OTHER INFORMATION

Previous Save Submit Exit

AGENDA

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3. Process order
 - a) Confirm entire order
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 - c) Reject entire order
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- 5. Account configuration**
6. Profile settings
7. Support

Ariba network – Homepage 1/2

- 1 Trends
- 2 Order overview
- 3 Select: Send me a copy to take action
- 4 Change display

1 Purchase Order by Amount (Last 12 months)

Month	Amount (EUR)
Jan 2018	0
Feb 2018	0
Mar 2018	0
Apr 2018	0
May 2018	0
Jun 2018	0
Jul 2018	0
Aug 2018	~\$12K
Sep 2018	~\$55K
Oct 2018	~\$12K
Nov 2018	~\$15K
Dec 2018	~\$18K

2 Orders, Invoices and Payments (All Customers, Last 7 days)

- 3 New Purchase Orders
- 0 Orders that Need Attention
- 0 Invoices Rejected
- 0 Payments Received
- 0 Collaboration Requests

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
4300000840	B. Braun Group	New	4,368.00 EUR	17 Dec 2018	0.00 EUR	Select
4300000839	B. Braun Group	New	4,368.00 EUR	17 Dec 2018	0.00 EUR	Select
4300000837	B. Braun Group	New	4,368.00 EUR	17 Dec 2018	0.00 EUR	Select

3 Select (Send me a copy to take action)

4 Last 7 days (Last 24 hours, Last 7 days, Last 14 days, Last 31 days, Last 50 Documents)

Ariba network – Homepage 2/2

- 1** Deactivated functionalities
 - Inbox / outbox
 - Catalogs
 - Reports
 - CSV documents

- 2** More...
 - Upgrade to an Enterprise (Full) Account with all functionalities
 - Important: By upgrading your test account, your productive account will remain a Standard (Light) Account.

The screenshot shows the Ariba Network homepage with several key elements:

- Navigation Bar:** Includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', 'MESSAGES', 'External Document', 'CSV Documents', and a 'Create' button.
- Account Status:** 'Test Mode' and 'Upgrade from light ac' are visible in the top right.
- Deactivated Functionalities (1):** A callout box points to the 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS' menu items, stating: "Skip the emails. Upgrade to get and manage fulfillment documents all on the Ariba Network. Learn More".
- Upgrade Prompt (2):** A large central box titled "Upgrade to realize the full value of Ariba Network!" compares two account types:
 - LIGHT ACCOUNT (Your current account):** Includes Fulfillment (Orders and invoices, Catalogs, Integration, Legal Archive, Reporting, Support, Fees), Selling (Ariba Discovery, Sourcing, Contract Management), and Help Center (Free).
 - FULL-USE ACCOUNT:** Includes Fulfillment (Skip emails, CSV uploads), Selling (Publish catalogs, EDI integration, long-term invoice archiving, reports), and Help Center (phone, chat, web form).
- Charts and Tables:** A "Purchase Order by Amount" chart shows data from Jan 2018 to May 2018. Below it, a table titled "Orders, Invoices and Payments" shows 3 New Purchase Orders, 0 Orders that Need Attention, and 0 Invoices.

Company settings 1/5

- 1 Company profile
- 2 Customer relationships
 - Manage pending, current and rejected customer relationships

Company Settings ▼

Test Anbindung Ariba-TEST
ANID:

- 1 **Company Profile**
- 2 **Customer Relationships**
- Users
- Notifications
- Application Subscriptions
- View All

Network Settings

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications
- Audit Logs
- View All

Company Profile Save Close

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

* Indicates a required field

Overview

Company Name: *

Other names, if any:

NetworkId:

Short Description: Characters left: 100

Website:

Public Profile: <http://Discovery.ariba.com/profile/ANID141264355-1> | Customize URL

Privacy Statement:

Address

Address 1: *

Public Profile Completeness: 35%

Short Description
Website
Annual Revenue
Certifications
D-U-N-S Number
Business Type
Industries
Company Description
Company Logo

Share Your Public Profile
Click here to get your Ariba badge.

Account Settings Save Close

Customer Notifications

Relationships

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update

Pending

Customer	Relationship Type	Requested Date
No items		

Approve Reject

Current

Customer	Relationship Type	Approved Date	Routing Type
<input type="checkbox"/> B. Braun Group	Trading	Supplier Information Portal	11 Jul 2018
Default Actions			

Reject

Rejected

Customer	Relationship Type	Rejected Date
No items		

Company settings 2/5

- 1** Users
- Create new users
 - Manage existing users
 - Create roles for users

1 Users

Company Settings

Test Anbindung Ariba-TEST
ANID:

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Account Settings

Customer Users Notifications Application

Relationships Subscriptions

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 Discovery Contact	Role Assigned	Customer Assigned	
<input type="checkbox"/>					No	Rolle	All	⋮
<input type="checkbox"/>					No	Rolle	All	⋮
<input type="checkbox"/>					No	Rolle	All	⋮
<input type="checkbox"/>					No	Rolle	All	⋮

⌵ Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User Export Contact Details

Manage Assignments for Users with Limited Access

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

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.

Role

Name	Actions
Administrator	Details
Rolle	Details Edit Delete

⌵ Create Role

Company settings 3/5

- 1** Notifications
 - General, Ariba Network and Ariba Discovery
 - Admin-e-mail as standard
 - Selected settings are activated

- 2** Headlines
 - Electronic order routing
 - Service sheet
 - Electronic invoice routing
 - Receipt
 - Status update request broadcast
 - Accelerated payments
 - Settlement

Company Settings ▼

Test Anbindung Ariba-TEST
ANID:

Company Profile

Account Settings

Customer Relationships

Users

1 Notifications

Application Subscriptions

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Account Settings Save Close

Relationships Subscriptions

General Network Discovery Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

2 Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	www.testuser@braun.com
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	

...

2 Service Sheet

Type	Send notifications when...	To email addresses (one required)
	<input checked="" type="checkbox"/> Send a notification when service sheets are undeliverable, rejected, or declined.	www.testuser@braun.com

...

2 Electronic Invoice Routing

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	www.testuser@braun.com

...

2 Receipt

Type	Send notifications when...	To email addresses (one required)
Receipt	<input type="checkbox"/> Send a notification when a new receipt is received.	www.testuser@braun.com

...

2 Status Update Request Broadcast

Type	Send notifications when...	To email addresses (one required)
Broadcast	<input type="checkbox"/> Send a notification when a Broadcast Status Update Request is received.	www.testuser@braun.com

...

2 Accelerated Payments

Type	Send notifications when...	To email addresses (one required)
Buyer-Initiated Early Payment Offers	<input checked="" type="checkbox"/> Send a notification when your buyer initiates an early payment on a specific invoice.	www.testuser@braun.com

...

2 Settlement

Type	Send notifications when...	To email addresses (one required)
Payment Profile	<input type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.	www.testuser@braun.com

Company settings 4/5

- 1 Application subscriptions
 - Applications can be assigned to users

1 Application Subscriptions

1 Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Account Settings

Customer Users Notifications Application

Relationships Subscriptions

Enable Applications

Choose and enable applications that you can later assign to users by going to the user management sections. Users can then choose which applications they want to subscribe to. You can also disable applications at any time.

Name ↑	Service ID	Status	Service Destination URL
<input type="radio"/> CIG	https://iplkga23bc54d1.hana.ondemand.com/integration-portal/	Enabled	https://iplkga23bc54d1.hana.ondemand.com/integration-portal/
<input type="radio"/> CIG	https://integration.ariba.com/	Enabled	https://integration.ariba.com/

Subscribe Unsubscribe

Company settings 5/5

- 1 Electronic order routing
 - Only e-mail
- 2 Currently not available with the B. Braun Group
- 3 Network notifications
 - Same functionalities as under the tab "Notifications"
- 4 Audit logs
 - Tracking changes that have been made

Company Settings ▾

Test Anbindung Ariba-TEST
ANID:

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

View All

Network Settings

- 1 Electronic Order Routing
- 2 Electronic Invoice Routing
- 2 Accelerated Payments
- 2 Remittances
- 3 Network Notifications
- 4 Audit Logs

View All

Network Settings Save Close

Electronic Electronic Accelerated Settlement

Order Invoice Payments

Routing Routing

* Indicates a required field

Capabilities Preferences

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: ebuy@bbraun.com <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". <input type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email

Audit Log Done

Audit Tracking

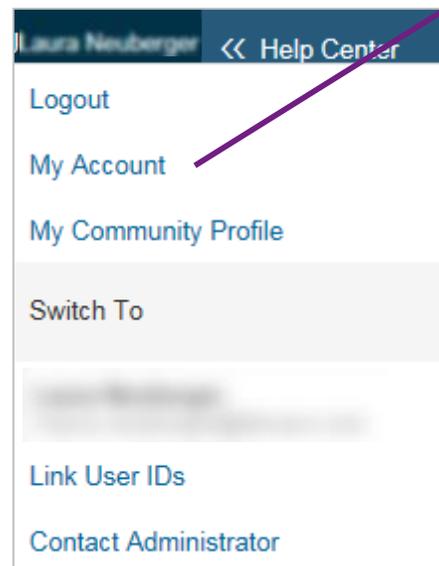
Profile Changes

AGENDA

1. Not registered: Create Standard (Light) Account
2. Registered: Connect with existing Standard (Light) Account
3. Process order
 - a) Confirm entire order
 - b) Update line items
 - c) Reject entire order
4. Create ship notice
5. Account configuration
- 6. Profile settings**
7. Support

Profile settings 1/4

- 1 Mobile settings
 - Notifications
 - Customer specifics
 - Security – Deactivate mobile device
- 2 Account information
- 3 Timezone
- 4 Contact information
- 5 Contact information preferences
 - Share with other organizations
 - Hide from other organizations



Save Close

Account
Mobile
1

Settings
Settings

* Indicates a required field

2 Account Information

Username: * ⓘ

[Change Password](#)

Email Address: *

First Name: *

Middle Name:

Last Name: *

[Personal Information Change Log](#)

Business Role: ▼

3 Preferences

Preferred Language: ⓘ

Preferred Timezone: * ⓘ

Default Currency: * Euro ⓘ

Allow Me to Save Filter Preferences in the Inbox/Outbox

4 Contact Information

Country	Area	Number	Extension
Phone: * DEU 49	0000	00000000	000

Address 1: *

Address 2:

Postal Code: *

City: *

State:

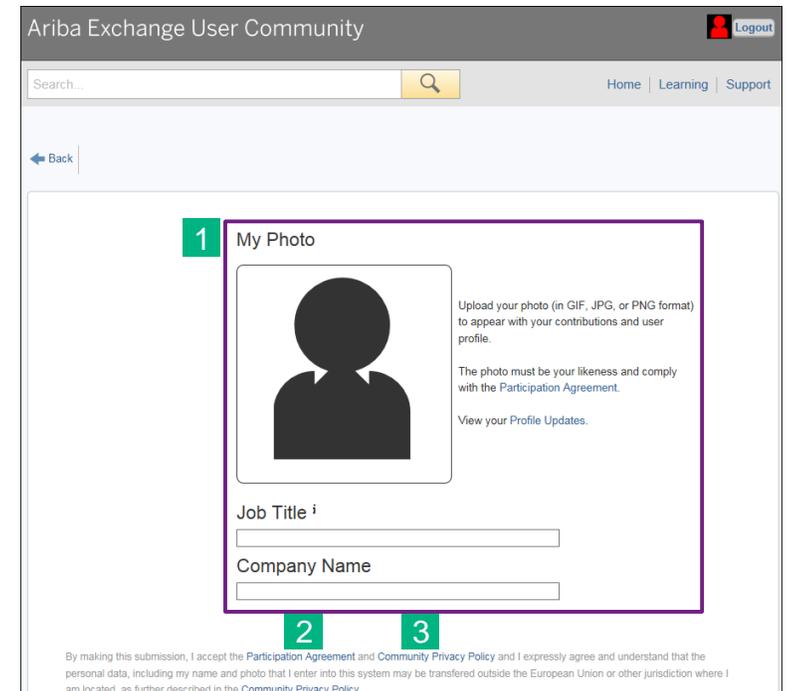
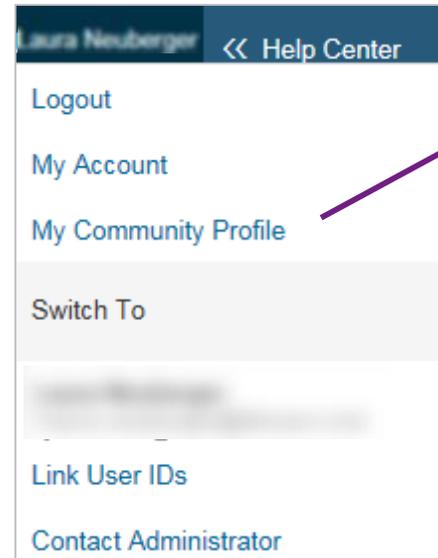
Country: * ▼

5 Hide my personal contact information.

Click the following check box to hide all personal contact information in this section from other organizations, except organizations that you have a trading relationship with or any you have explicitly initiated or responded to with an intent to do business.

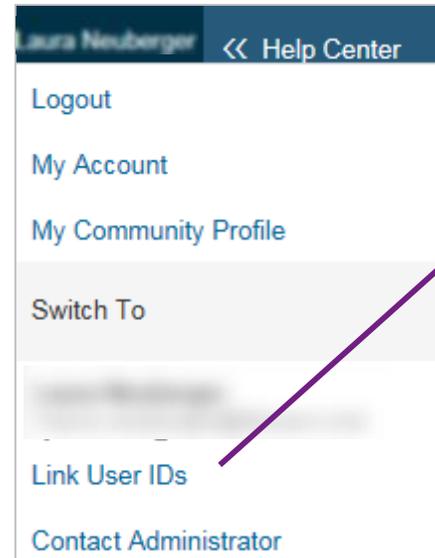
Profile settings 2/4

- 1 Personal information
- 2 Participation agreement
- 3 Community privacy policy



Profile settings 3/4

- 1 Approval needed
 - User account is not your own
- 2 No approval needed
 - User account is your own

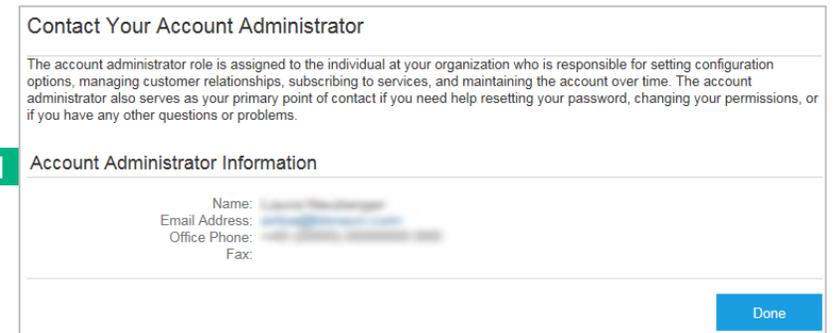
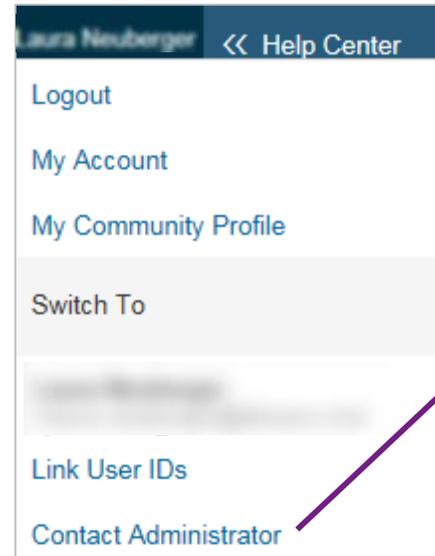


A screenshot of the 'Link User IDs' dialog box. It contains the following text: 'If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can: Log in to all your accounts using one username and password. Switch between your multiple accounts'. The dialog is split into two panels. The left panel, titled 'APPROVAL NEEDED', contains the text 'Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.' followed by a 'Username:*' field with a green '1' in a box above it, and a 'Send link request' button. The right panel, titled 'NO APPROVAL NEEDED', contains the text 'Enter the username and password of another account to which you want to link.' followed by 'Username:*' and 'Password:*' fields, both with green '2' in a box above them, and a 'Link accounts' button. A 'Cancel' button is located at the bottom right of the dialog.

If you have multiple user accounts, you can link your user IDs together. You can link two Standard (Light) Accounts as well as a Standard (Light) Account and an Enterprise (Full) Account. **Important:** Once linked, it is not possible to undo the linking of these user IDs.

Profile Settings 4/4

- 1 Account administrator information
 - Reset password
 - Change permissions
 - Questions about the system
 - Problems with the system



AGENDA

1. Not registered: Create Standard (Light) Account
2. Registered: Connect with existing Standard (Light) Account
3. Process order
 - a) Confirm entire order
 - b) Update line items
 - c) Reject entire order
4. Create ship notice
5. Account configuration
6. Profile settings
7. **Support**

Support – General

- 1 Online support
 - Ariba user community
 - Videos
- 2 Ariba support
 - Only technical problems

The screenshot displays the Ariba Network user interface. At the top, the 'Ariba Network' logo is visible along with navigation tabs for HOME, INBOX, OUTBOX, CATALOGS, REPORTS, and MESSAGES. A 'Purchase Order by Amount' line chart shows data for the last 12 months, with a significant peak in September 2018. Below the chart, the 'Orders, Invoices and Payments' section provides a summary of key metrics: 11 New Purchase Orders, 0 Orders that Need Attention, 0 Invoices Rejected, 0 Payments Received, and 0 Collaboration Requests. A table below this section lists specific orders, including Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. On the right side, a 'Help Center' sidebar is open, featuring a search bar and a list of frequently asked questions (FAQs) related to sourcing events, Q&A sessions, and error resolution. A 'Support' button is highlighted in the bottom right corner of the interface.

Support – Details

Ariba Network

HOME INBOX OUTBOX CATALOGS REPORTS MESSAGES External Document CSV Documents

Purchase Order by Amount (Last 12 months)

Orders, Invoices and Payments (All Customers - Last 14 days)

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
430000544	B. Braun Group	New	897.56 EUR	19 Dec 2018	0.00 EUR	Select
430000542	B. Braun Group	New	390.00 EUR	19 Dec 2018	0.00	Messages

Support

Ariba Exchange User Community

Search... Home Learning Support

Support Center

I need help with **Start**

Common Troubleshooting Tags

- Company account settings
- Event participation
- My account settings
- Review company profile
- Remittance address
- Registered light account email
- Supplier account login
- Payment and bank details
- Company profile
- Proposals
- Marketing profile
- View home dashboard
- Account navigation
- Light accounts

Ariba Exchange User Community

Search... Home Learning Support

Support Center

I need help with **Update**

Common Troubleshooting Tags

- FAQ How do I create documents against purchase orders from my customer?
- FAQ How do I see a list of purchase orders I've received?
- FAQ How do I create a service entry sheet?
- FAQ Can more than one person receive email notifications about new purchase orders?
- Speed up your order fulfillment by downloading purchase orders in CSV format

Need to report a technical issue?

Get help by email

Ariba Exchange User Community

Search... Home Learning Support

Report a technical issue to SAP Ariba Customer Support

With your subscription to an Ariba Network Light Account, please use our Help Center for FAQs, recorded demos, articles, and other information. You need to upgrade to a full-use account to receive additional support. If you need to report a technical issue, please provide more information in the form below and we will contact you.

Problem Description

Short Description:

Problem Type:

Details:

For best resolution, please include all relevant details in your case. For example:

- A detailed description of the issue including full navigational paths, actions performed prior to the issue.
- Your expected results from the system.
- Steps to replicate the issue.
- Attach screenshots or recordings of the issue.

File Attachment 1: **Durchsuchen...**

PO/Invoice Number:

Contact Information

First Name:

Last Name:

User ID:

Company:

Email:

Phone: Country: Area Code: Number: Extension:

Ariba Network ID:

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the Ariba Privacy Statement and applicable law.

I agree

* Required Fields

Submit **Cancel**

Support – Useful links



ATTEND A LIVE WEBINAR

[Sign up](#) for prospective live webinars



VIDEOS

Training video – [Register and confirm orders](#)

Registration for live webinars – [Weekly webinar with questions and answers](#)

Ariba Network Standard (Light) Account – [Video](#)



ONLINE SUPPORT

Ariba user community

Help Center

[B. Braun Supplier Landing Page](#)



SAP ARIBA CUSTOMER SUPPORT

Click [here](#) for region-specific telephone numbers

Tips



REGISTER / LOG IN

Register or log in after receiving the first order via e-mail.



SAVE YOUR INTERACTIVE EMAILS

With a Standard (Light) Account, orders are available for 60 days in the Ariba network. The link provided in the interactive e-mail will always lead you to the order in the Ariba network, even after the expiry of 60 days.



MAILING LIST

An internal mailing list provides the possibility of receiving e-mails from various sender addresses. The advantage is that you can control who is receiving orders in your company. Furthermore, you can ensure to reduce the risk of e-mails getting lost.

Simple. Digital. Selling.