

# **Ariba Registration Guide for Ventia Suppliers**





# Table of Contents

- 1 About Ariba standard account - interactive emails .....3**
  - 1.1 Interactive email – workflow ..... 4
- 2 Creating an Ariba standard account profile .....5**
  - 2.1 Registration process ..... 5
- 3 Creating network relationship with existing account..... 11**
- 4 Accessing and customising your Ariba Supplier portal ..... 13**
- 5 Resetting your password ..... 16**
- 6 References ..... 16**



## 1 About Ariba standard account - interactive emails

Standard Account on the SAP Business Network is Ventia's prescribed method of Procure to Pay (P2P) document transmission.

Previously, Ventia Suppliers have received Purchase Orders in a variety of formats and on some occasions through a verbal confirmation of the Purchase Order (PO) number. This has led to significant delays in invoice processing due to inconsistencies with the content of the PO with that of the services/goods invoiced.

After registering on the SAP Business Network with a Standard Account, Suppliers will receive:

- Interactive Emails to ensure they receive, confirm and invoice purchase orders directly.
- Invoice status updates from the SAP Business Network.
- A PDF copy of the invoice with the invoice confirmation email, which Suppliers can retain to support their local business records storage and archiving requirements.

Suppliers can forward Interactive Email Purchase Orders to another person in their company or create additional User IDs within their account. For example, a supplier receives an Interactive Email Purchase Order from a buyer and forwards it to another person within their company. The second supplier user then creates an order confirmation or invoice, and the SAP Business Network notifies both supplier user 1 and supplier user 2.

Suppliers can also send multiple invoices for a purchase order where partial quantities or split deliveries are applicable.

With an Ariba Standard Account, Suppliers can upgrade to an Ariba Enterprise account where they may benefit from additional services, including, but not limited to:

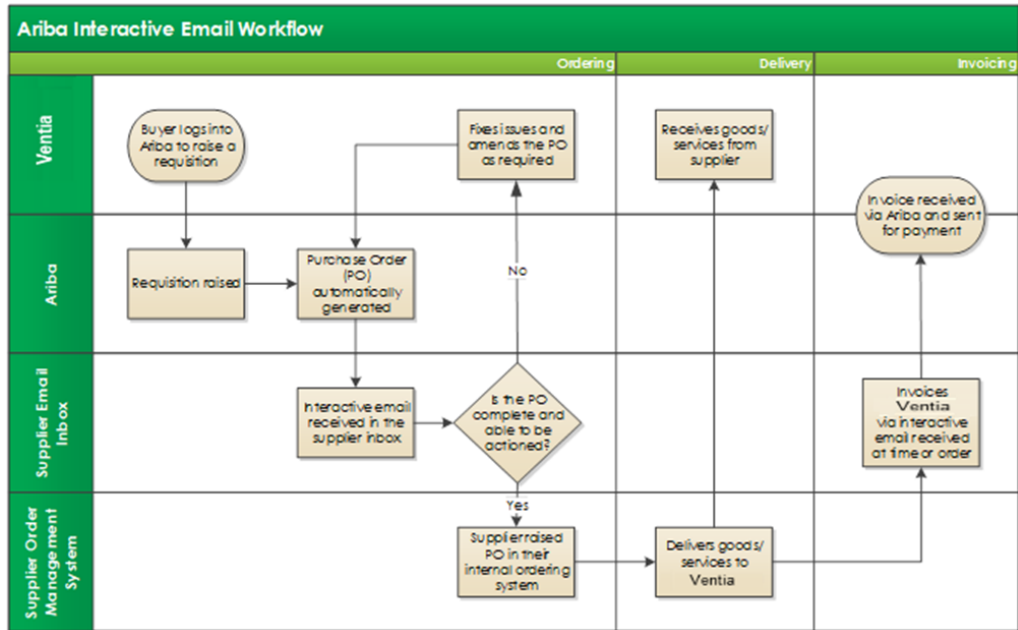
- Improved document processing efficiency
- Electronic integration
- Catalogue creation
- Other document type exchanges such as Advanced Shipment Notification
- Access to Ariba Customer Support
- Ariba Discovery.

For more information, please refer to <https://www.ariba.com/ariba-network/ariba-network-for-suppliers>.



### 1.1 Interactive email – workflow

The below diagram illustrates the interactive end to end procurement email workflow using Arriba.





## 2 Creating an Ariba standard account profile

To transact with Ventia across the SAP Business Network, suppliers are only required to register for an **Ariba Standard Account**, which is free of charge.

If you already have an Ariba account on the SAP Business Network, you can create the trading relationship with Ventia to that account using your existing credentials (username and password). Refer to Section 3, for more information.

### 2.1 Registration process

1. Registration is accessed by clicking on the **Process Order** button from your Ventia Ariba Purchase Order email.
2. You will then be presented with an SAP Business Network Account registration page
3. Click on the **Create new account** option.

**Benefits of a business relationship on SAP Business Network**

1. Digitalize your business  
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
2. Ensure resiliency and sustainability  
Boost customer satisfaction, simplify the sales cycle
3. Act with Intelligence  
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)  
[About this invitation](#)

Ventia - Regression Help

Connect with Ventia - Regression on SAP Business Network to collaborate.

[Create new account](#) ⓘ

or

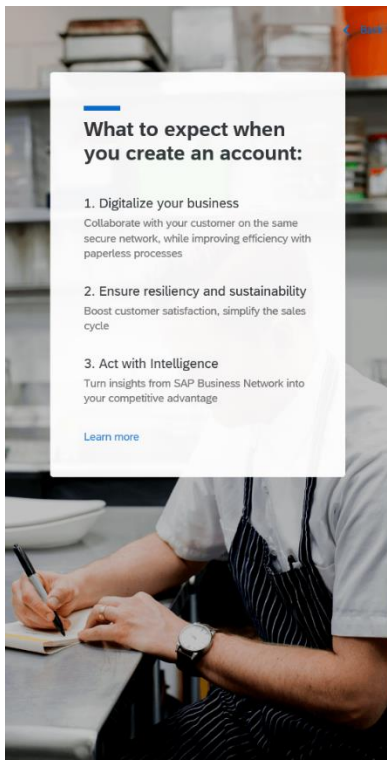
[Use existing account](#) ⓘ

Not sure whether your company already has an account?  
[Search for your company](#)

Powered by © 2021 SAP SE or an SAP affiliate company. All rights reserved.  
[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)



4. On the Registration page:
  - a. Review / update your company information
  - b. Enter your contact details
  - c. Leave the tick on for 'Use my email as my username'
  - d. Create a Password
  - e. Identify your role within the company
  - f. Tick the Terms of Use and 'I'm not a robot' selections, then
  - g. Click **Create account**.



[Help](#)

### Ventia - Regression

Create an account to connect and collaborate with Ventia - Regression on SAP Business Network

**Company information** ⓘ

Company (legal) name \*

Country/Region \*

Address line 1 \*

Address line 2

City \*

State \*

Postal code \*

**Administrator account information** ⓘ

First name \*

Last name \*

Email \*

Use my email as my username

Password \*

Repeat password \*

Business role \*

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot

**Create account**

Powered by © 2021 SAP SE or an SAP affiliate company. All rights reserved.  
[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)



- Ariba may then attempt to validate your address, you can continue to use the details you entered by clicking **Use this** or **Accept** the Ariba suggestion offered

Address recommendation

We noticed that your address is incomplete or invalid. Please review the recommendation below and click Confirm.

<p><b>You entered:</b></p> <p>1 Main Street                  SYDNEY                  New South Wales,                  Australia, 2000</p>	<p><b>We recommend:</b></p> <p><b>1 Martin Pl</b>  <b>Sydney</b>  <b>NSW,</b>                  Australia, 2000</p>
--	--

[Confirm](#)

- \*\*Important\*\*** - On the next screen, **ignore** the Review accounts option, click **Continue Account Creation**

**Ventia - Regression**

Create an account to connect and collaborate with Ventia - Regression on SAP Business Network

We found existing accounts based on the information you entered. Please review.

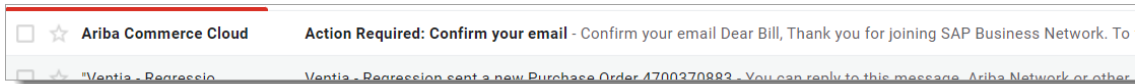
[Review accounts](#)

or

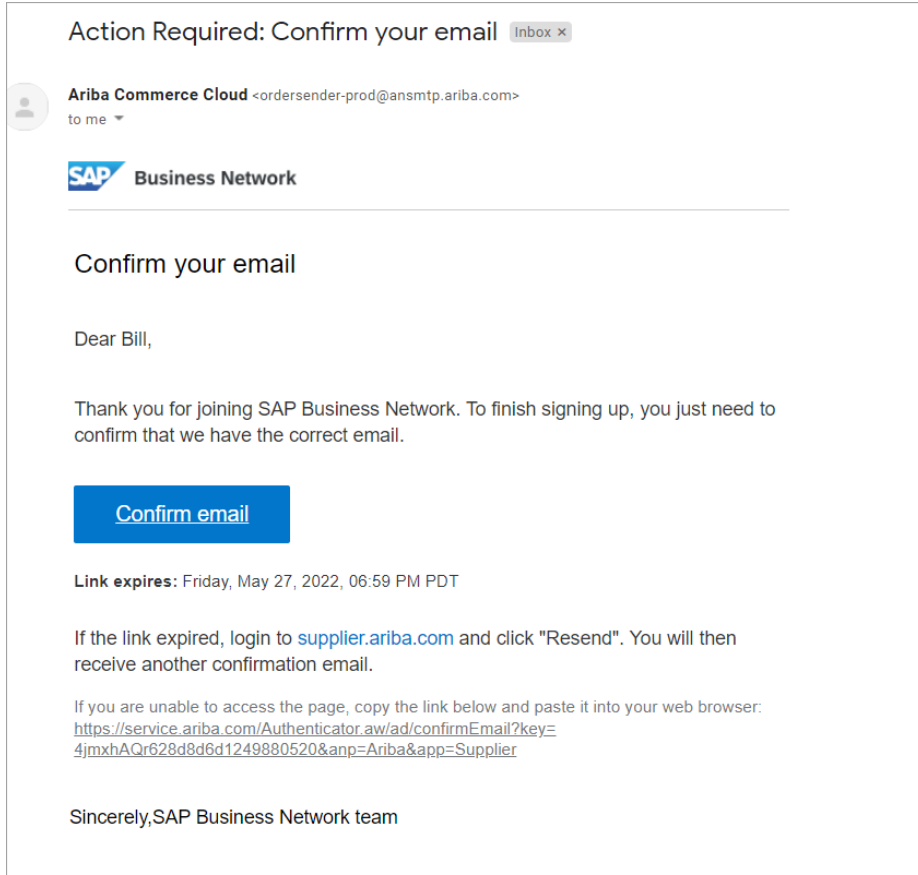
[Continue account creation](#)



6. You may receive a confirmation email to verify your account.



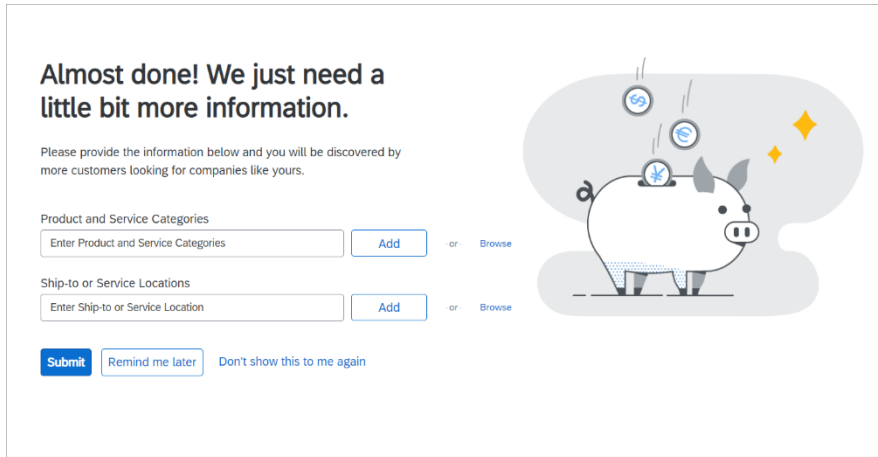
Open and click on the **Confirm Email** button to complete.



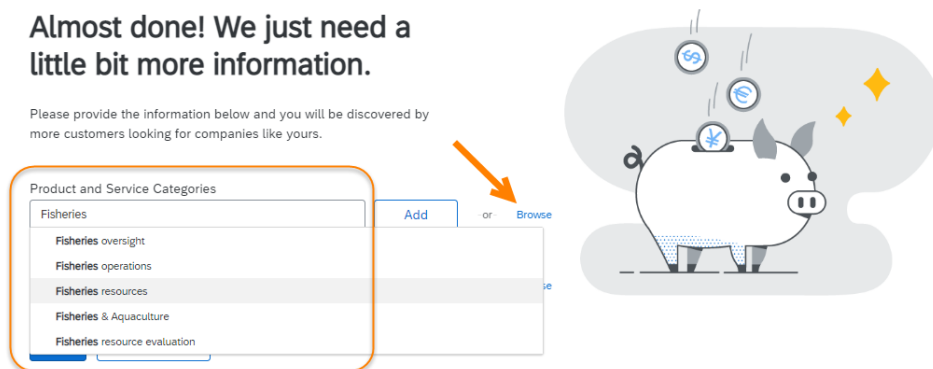




- To complete the registration process, you will be prompted to complete your Ariba Profile. You have the choice to update and **‘Submit’**, **‘Remind me later’** or **‘Don’t show this to me again’**.

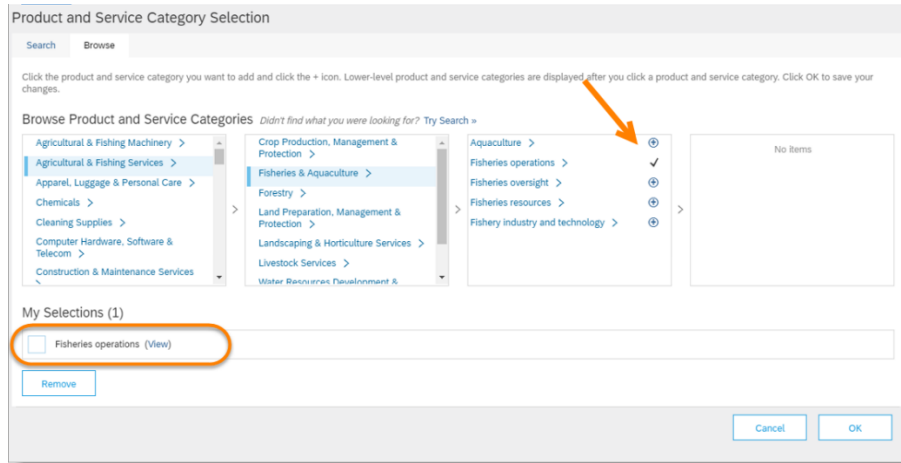


- If you choose to Update your profile, Ariba will request that you populate the **product and services categories** and the **Locations** you deliver to.
- To **Add product and service categories**, you can enter a keyword and select from the displayed options or click on the **Browse** link to choose from all the available options.





If using the **Browse option**, use the dropdown selections until an appropriate category is identified, then click **+** to add to 'My Selections'. Click **OK** when done.



- Repeat the process to add Ship to or Service Locations.

10. Once product and service categories and locations have been added, click **Submit**.

**Almost done! We just need a little bit more information.**

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

Fisheries  or Browse

Fisheries operations X

Ship-to or Service Locations

or Browse

New South Wales - Australia X

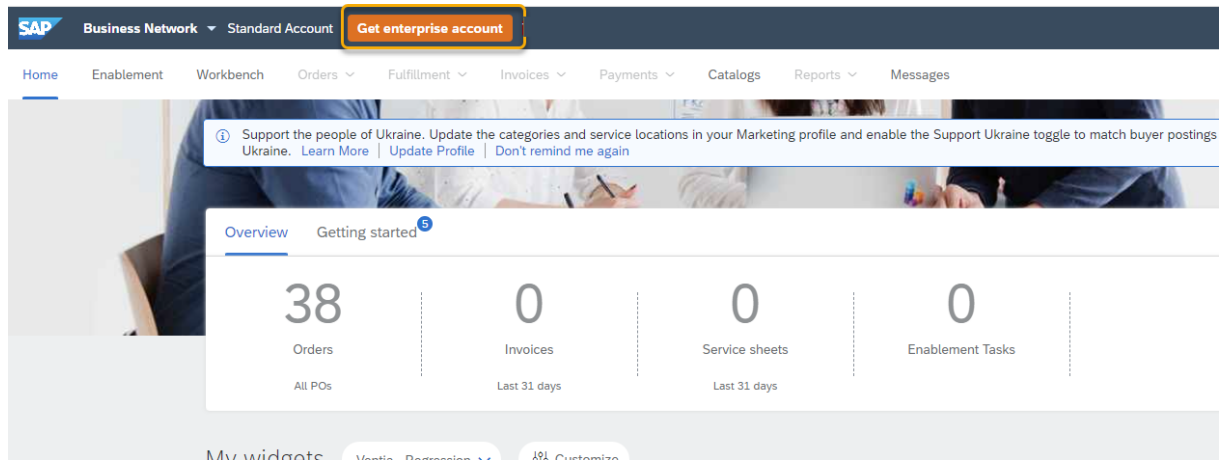




11. Once you have completed the registration, you will be directed to your Ariba PO or Supplier Portal, from where you can submit an invoice or review your transaction history.

---

**Caution:** After registering your free Ariba Standard Account, **do not click on the ‘Get Enterprise Account’** button from within your supplier portal unless you wish to upgrade to an Ariba Enterprise Account.



**By upgrading to an Ariba Enterprise Account you will incur a yearly subscription fee as well as transactional fees from Ariba for your business with Ventia.**

---



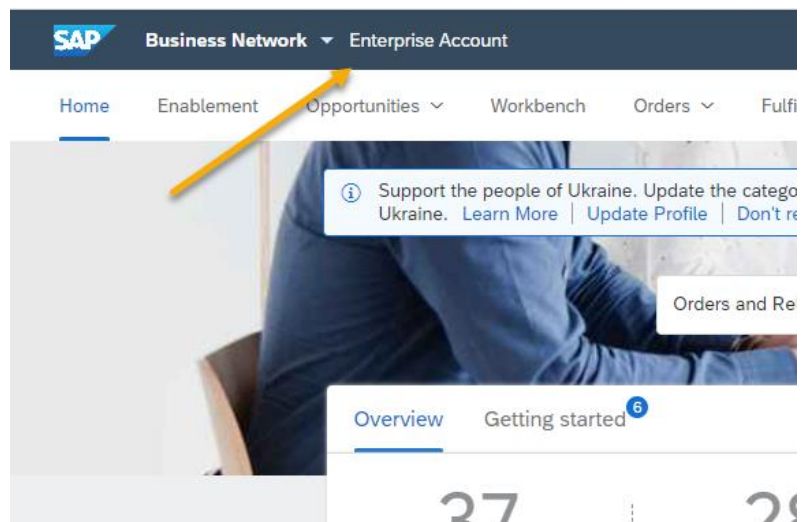
### 3 Creating network relationship with existing account

1. Establishing the trading relationship with Ventia is done by clicking on the 'Process Order' button within your Ventia Ariba Purchase Order email.
2. You will then be presented with an SAP Business Network Account registration page

**\*\*IMPORTANT\*\*:** It is important to identify what type of account you have on the SAP Business Network. If you have an **Enterprise account**, Ventia recommends that you create a new **Standard account**, using the 'Create new account' button (refer to Section 2), specifically for your business with Ventia. This will ensure that you are not charged for any PO's received from, or Invoices submitted to Ventia.

To identify your Ariba account type:

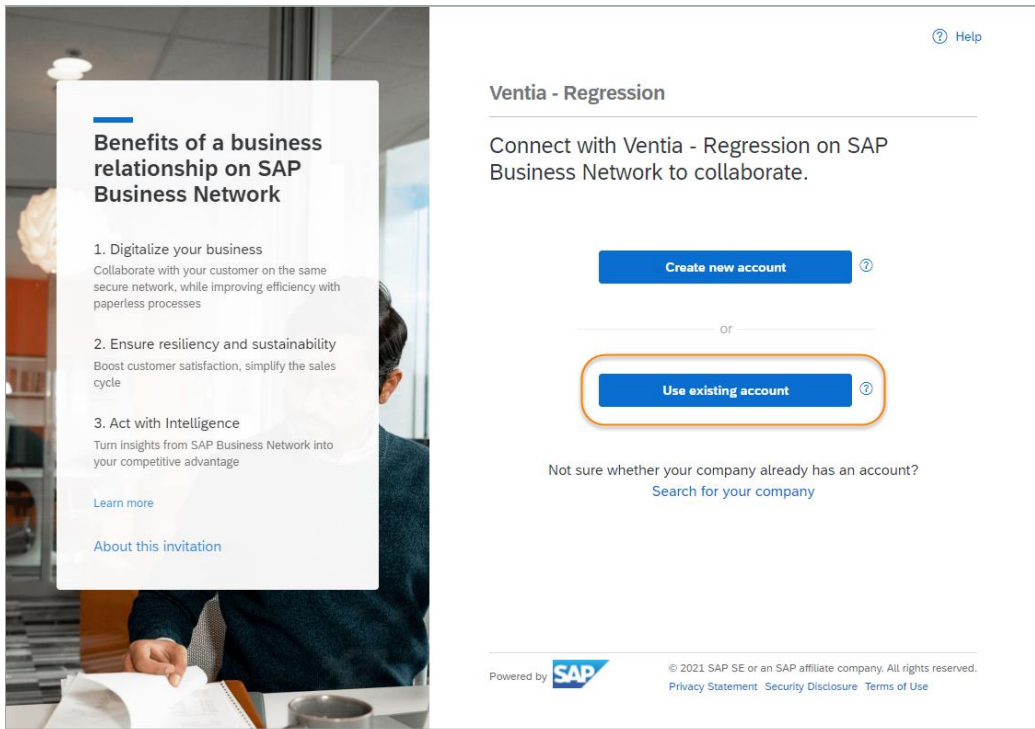
1. [Login](#) into your Ariba Supplier account
2. Identify your account type from the top left-hand corner of the portal



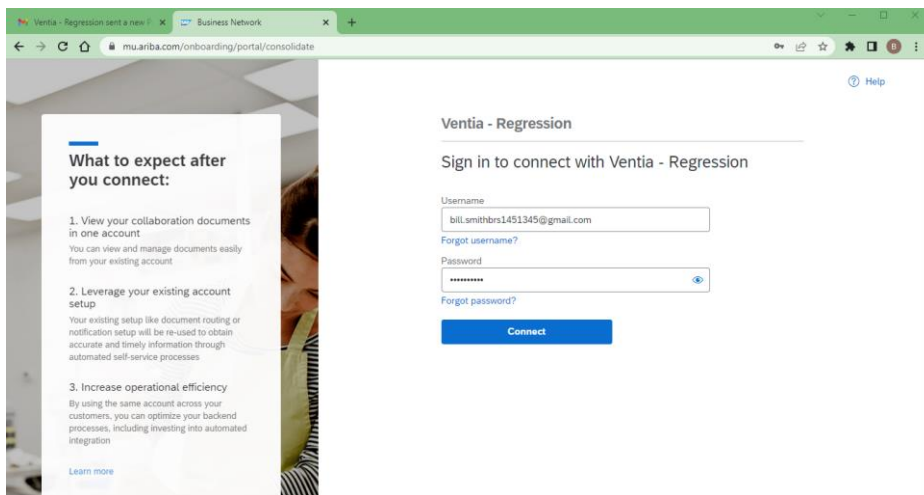
If you are comfortable with your current account type, proceed to next step.



3. Click on the **Use existing account** option.



4. Enter your existing Account Administrators login credentials as prompted and click **Connect**.



5. You will then be directed to your existing Supplier portal to complete your transaction.



## 4 Accessing and customising your Ariba Supplier portal

You can access your Ariba Supplier portal directly via the following link:

[https://service.ariba.com/Supplier.aw/128422092/aw?awh=r&awssk=wYw3\\_92y&dard=1](https://service.ariba.com/Supplier.aw/128422092/aw?awh=r&awssk=wYw3_92y&dard=1)

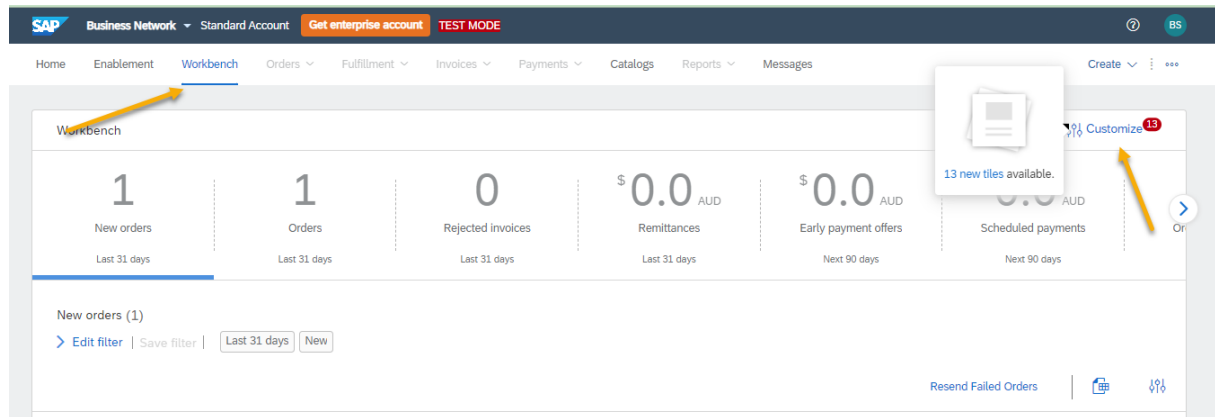
Once logged in:

1. Navigate to the **Workbench**.

From the Workbench you can see that status of all the PO's you have received, as well as all the invoices that you've submitted to Ventia through Ariba.

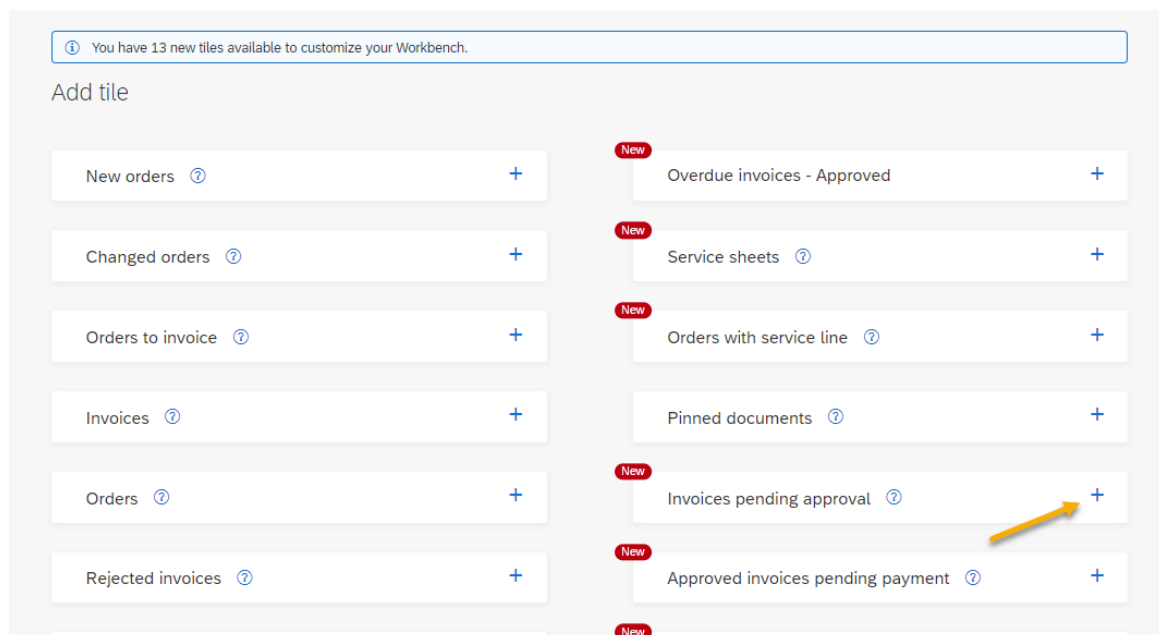
To configure and simplify your Workbench:

2. Click on **Customise**:



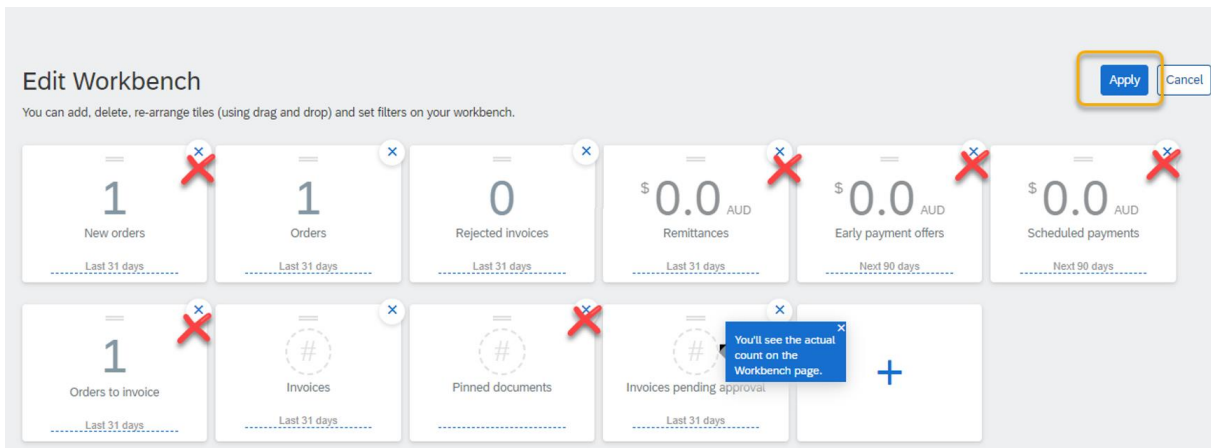
We recommend that you modify your existing Workbench ribbon to include the following tiles:

- Orders
- Invoices
- Invoices pending approval (select using + button)
- Rejected Invoices



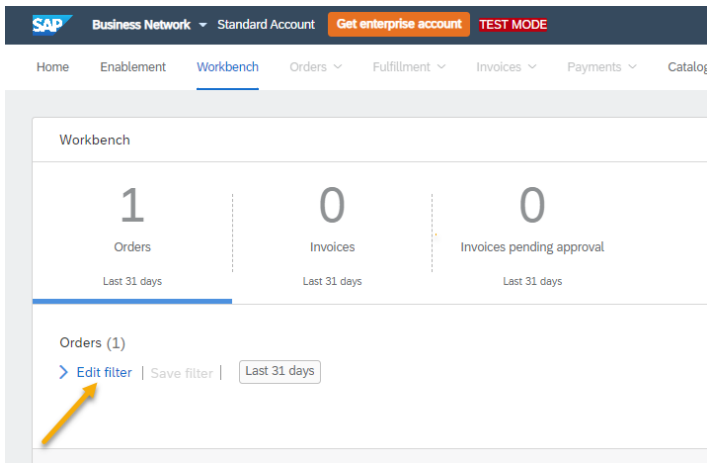


3. Then de-select the options not required, then click 'Apply'

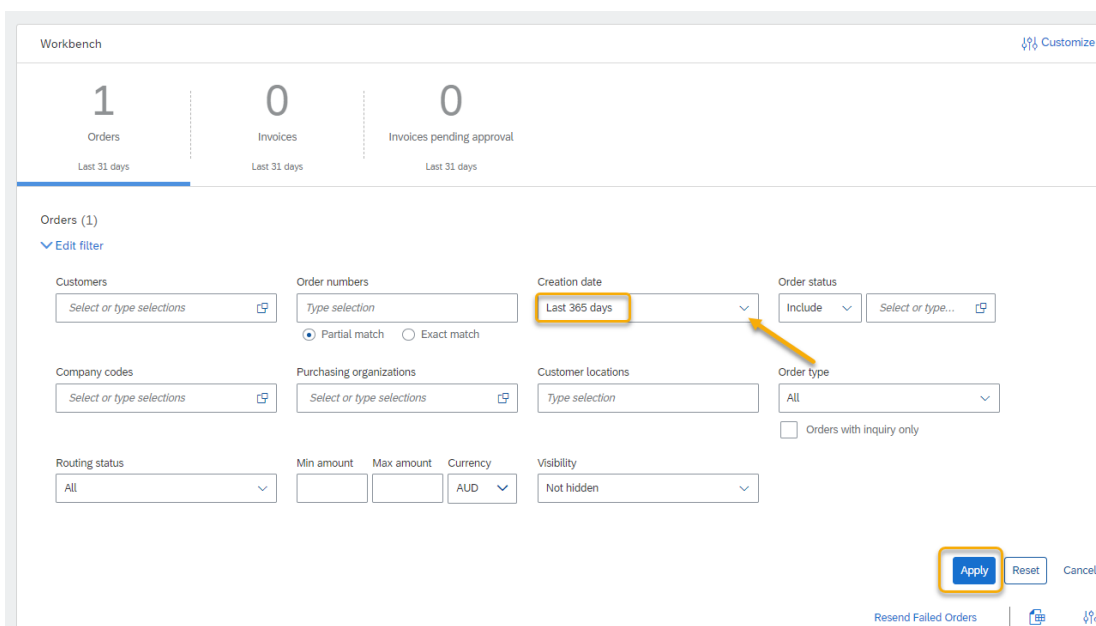


To adjust the date range for each of your tiles:

4. Click on 'Edit filter'

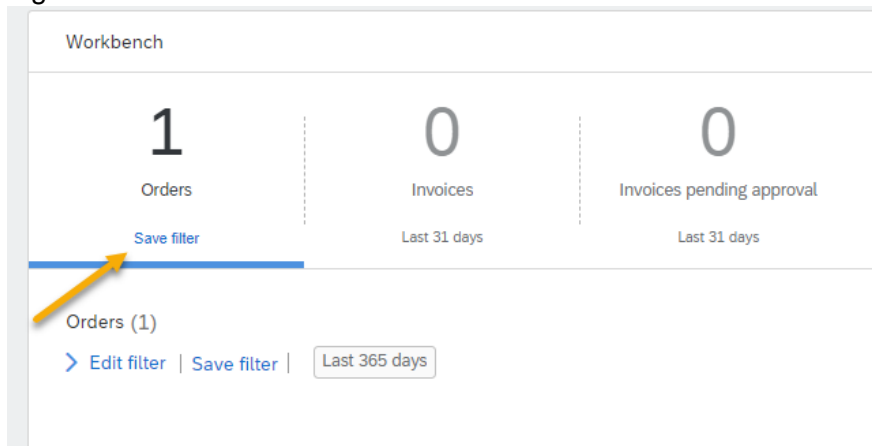


5. Select '365 days' from the creation date drop down selections, then 'Apply'.





You can then save that filter to your Workbench so that it becomes your default between logins.







## 5 Resetting your password

You can access your Ariba Supplier portal directly via the following link:

[https://service.ariba.com/Supplier.aw/128422092/aw?awh=r&awssk=wYw3\\_92y&dard=1](https://service.ariba.com/Supplier.aw/128422092/aw?awh=r&awssk=wYw3_92y&dard=1)

If you have **forgotten your password**, follow the steps below to reset it.

1. Click on the Forgot Username or Password link – note that clicking on ‘Username’ or ‘Password’ will direct you to separate links so ensure Password is clicked.

SAP Ariba 


Supplier Login

User Name

Password

Login

[Forgot Username](#) or [Password](#)

2. Enter your email address, then click .
3. Follow the details received in the email to reset your password.

---

**Note:** The email address must be the same as that linked to the account. If not or unsure, please refer to the ‘How to contact Ariba support to reassign your account administrator’ section in the [Optimising Ariba Standard Account for Ventia Suppliers guide](#), to contact Ariba Support directly to assist.

---

## 6 References

### Additional training references:

- [Optimising Ariba Standard Account for Ventia Suppliers](#)
- [Ariba Invoicing Guide for Ventia Suppliers](#)
- [https://support.ariba.com/interactive\\_email](https://support.ariba.com/interactive_email)
- <https://www.youtube.com/channel/UCKcJ4y50b6EaWvXhHFD1uIA>

### Ariba Standard Enablement Support:

If you have questions, please see the Frequently Asked Questions on Ariba or email our Supplier Enablement Team at [AribaSupplierSupport@ventia.com](mailto:AribaSupplierSupport@ventia.com).