

Optimising Ariba Standard Account for Ventia Suppliers Guide





Table of Contents

1	Optimising your standard account	3
2	Updating the workbench default tiles in your Ariba portal	3
3	Updating your tax ID / business registration number	4
4	How to change the email address for purchase orders.....	6
5	Invoice notifications email routing.....	7
6	How to create additional users	8
7	Purchase order branch routing for standard account.....	10
8	How to contact Ariba support to reassign your account administrator.....	13
9	Related documents	16



1 Optimising your standard account

Ariba Standard Account allows you to:

- simplify the invoicing process
- update your contact details
- change where Purchase Orders are emailed and invoice notifications are sent, or
- create additional users for your company.

Your Standard Account can also be used to manage purchase orders from other customers without being exposed to the transactional fees associated with a full network account.

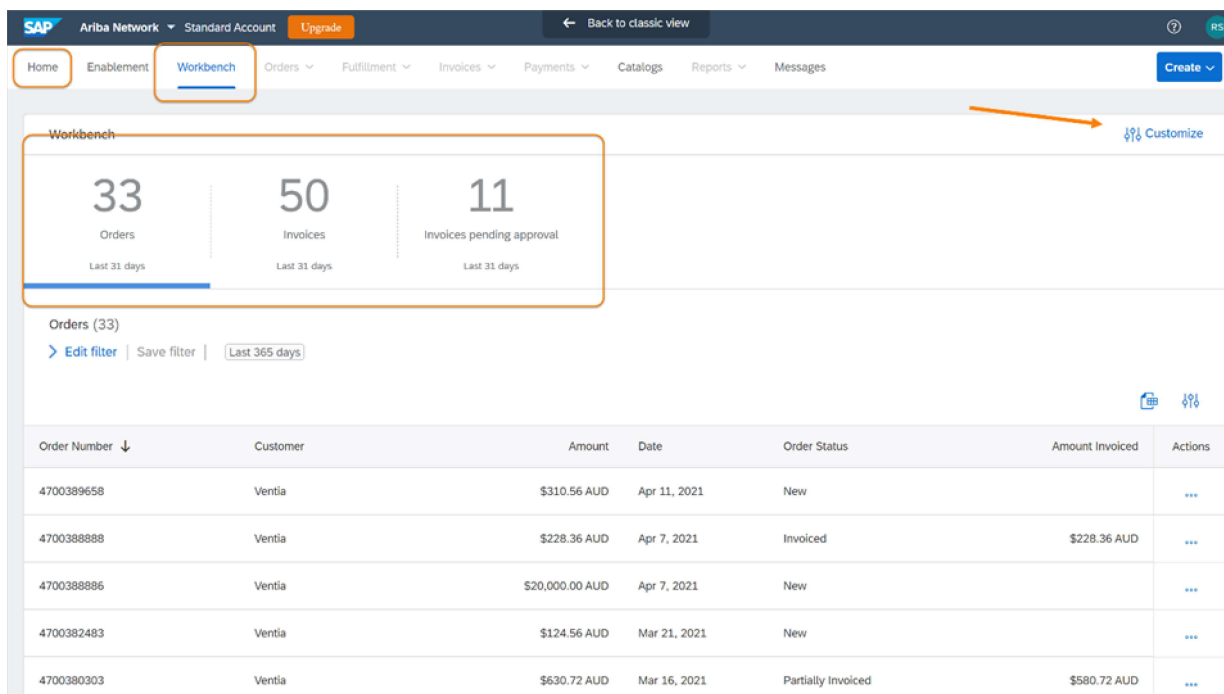
This document aims to provide you with information to simplify Purchase Order (PO) processing to ensure:

- orders are delivered where and when they are required
- payments are made on time, and
- notifications are sent to the relevant departments within your organisation.

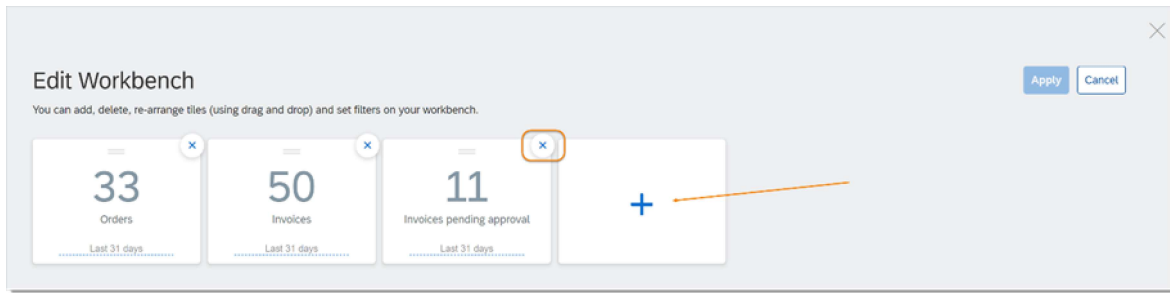
2 Updating the workbench default tiles in your Ariba portal

Following registration your Ariba Supplier portal Home and Work Bench pages will have some default document Tiles preset. We recommend that you change this to reflect those documents most relevant to your business with Ventia. To do this:

1. Select the **Customize** option from your Workbench screen.



2. From there, remove the unwanted tiles by clicking on the associated 'x' in the top right-hand corner, then click on the '+' option to add alternatives.



Ventia recommend that you include:

- Orders
- Invoices
- Invoices Pending Approval

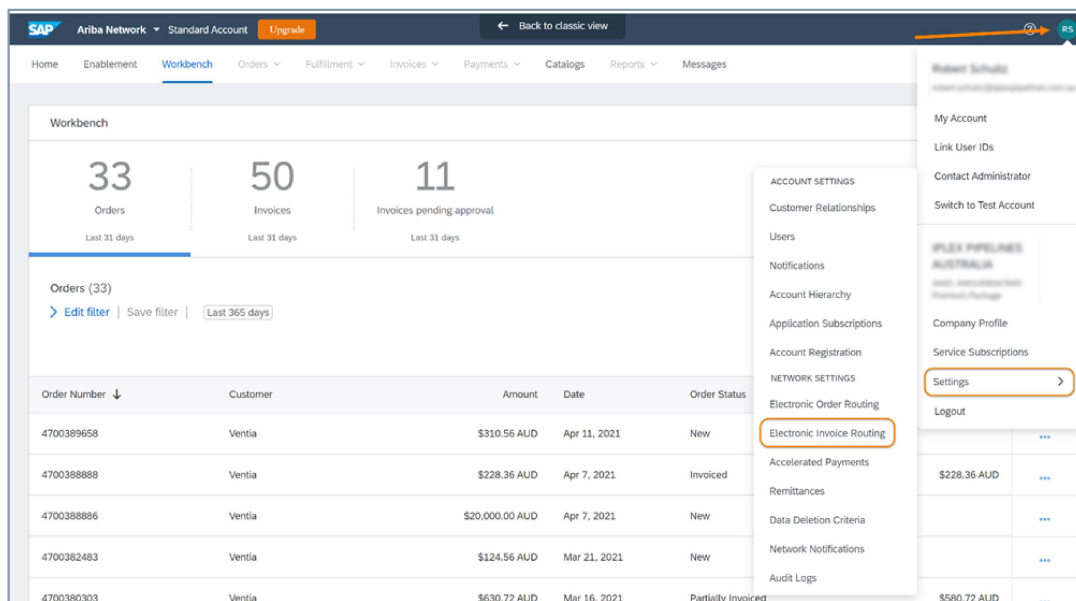
3 Updating your tax ID / business registration number

There are only a few fields on your Ariba invoice that require an entry or to be validated, all the other information on the PO is 'flipped' over onto your invoice, eliminating the need for manual entry.

Your Tax ID or Business Registration Number is a Ventia requirement but you do not need to enter this on every invoice that you submit. You can maintain this information within your Standard Account profile, which then auto-populates into your invoice every time you create one. This then only leaves you to confirm the tax rate and quantity / price for the line items delivered before submission.

To update your **Business Registration Number** on your Standard Account:

1. Click on the 'initials bubble' then from the dropdown, click on **Settings**, then **Electronic Invoice Routing**.



2. On the Network Settings page, click on the **Tax Invoicing and Archiving** tab.



The screenshot shows the 'Network Settings' window with the 'Tax Invoicing and Archiving' tab selected. The 'Sending Method' section contains a table with the following data:

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

3. Under the Tax Information section, populate the **ABN Number (Tax ID for NZ)** and **Supplier GST Registration Number** omitting any spaces, dashes, and special characters.

The screenshot shows the 'Tax Information' section of the 'Network Settings' window. The 'ABN Number' field is populated with '123456789' and has a tooltip that says 'Do not enter dashes'. The 'Supplier GST Registration Number' field is also populated with '123456789'. There is a 'VAT Registered' checkbox which is currently unchecked.

4. Click **Save** and **Close**.

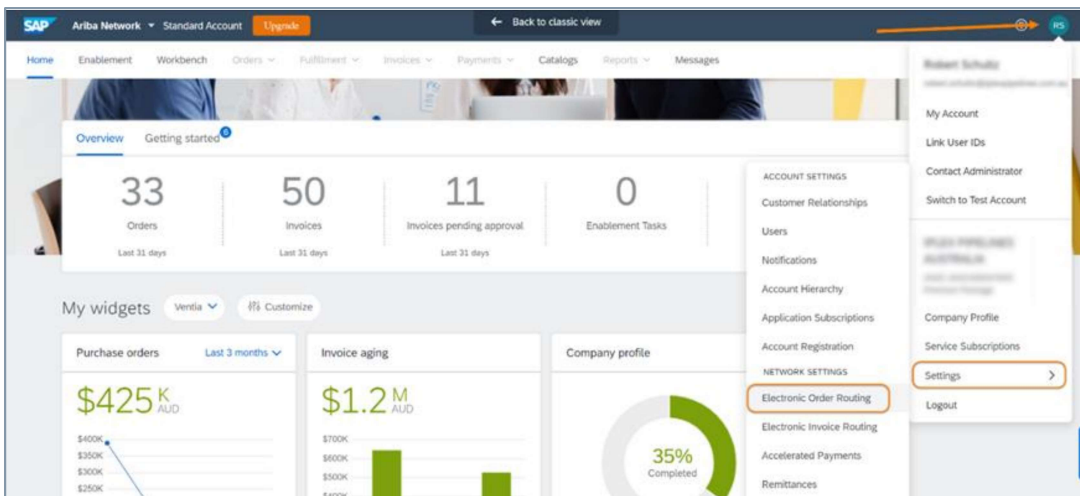


4 How to change the email address for purchase orders

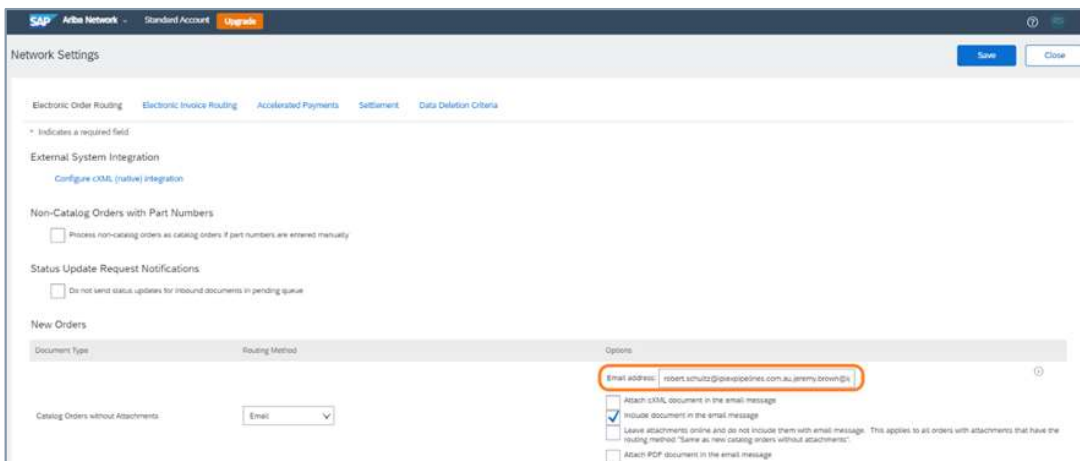
With Ariba’s Standard Account, POs notifications can only be emailed to the one email address for your company.

If your company operates from more than one location, there are ways to forward POs to the correct branch which is detailed in the **Purchase Order Branch Routing for Standard Account** section on page 11.

1. The primary email address that receives POs can be changed in a Standard Account by selecting the dropdown option for Company **Settings**, then selecting **Electronic Order Routing**.



2. To update the email address where POs are sent to, enter the new email address in the **New Orders** section as per below.



3. Update any other fields you are prompted to complete and then **Save**.



Note: You can include up to 5 email addresses with this field separated by a comma. However, if PO notifications are to be sent to more than 5 recipients, a distribution list can be set up in your business email client eg, Outlook, and the email address of that distribution list can be included in the field above.

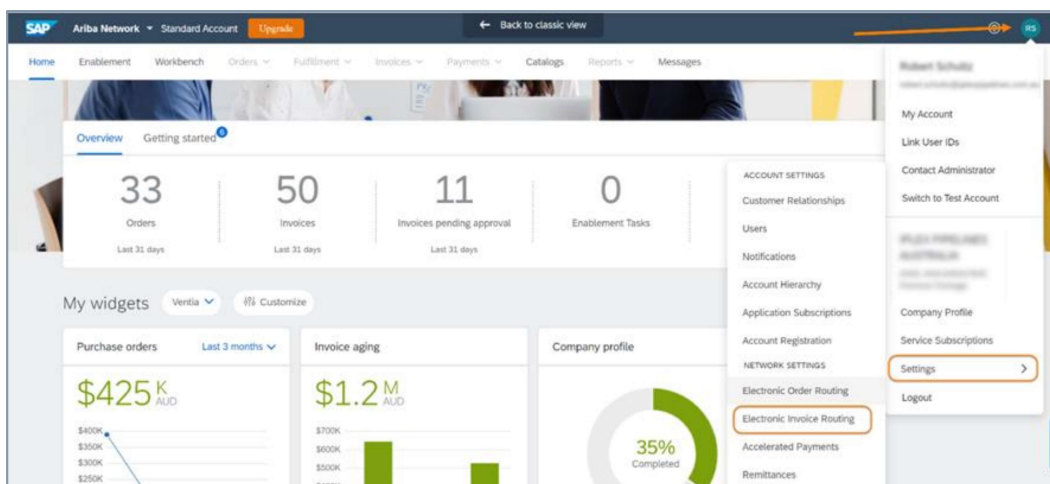
For more tailored PO routing options, see **Purchase Order Branch Routing for Standard Account** section on page 11.

5 Invoice notifications email routing

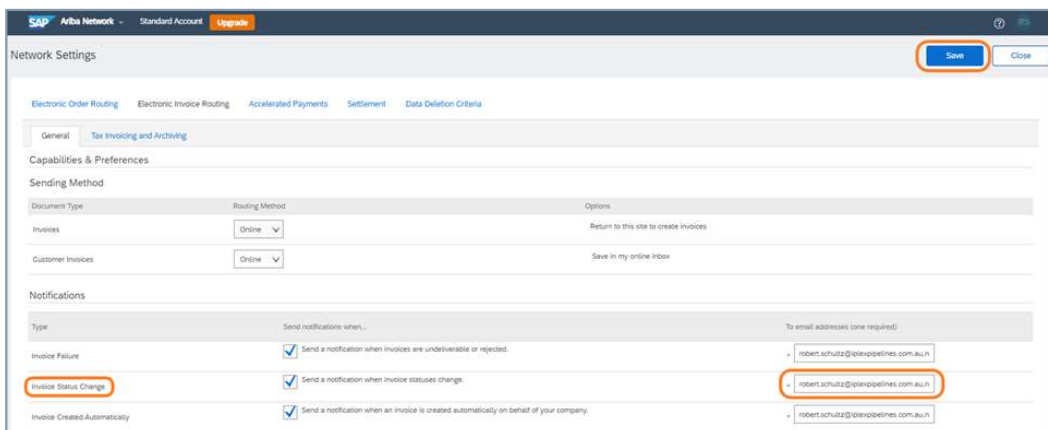
Accounts Receivable personnel will need access to the Ariba Standard Account to submit invoices to Ventia. However, invoice status notifications can be removed from the standard PO email address by updating the Network Settings to deliver to a specific email address associated with Accounts Receivable. This way, they can stay up to date with the processing of invoices, eliminating the need to reconcile against bank payments of remittance advices.

To re-route invoice notifications:

1. Select the dropdown option for **Company Settings**, then select **Electronic Invoice Routing**.



2. In the Network Settings screen, update the **Invoice Status Change** notification with the email address for Accounts Receivable.
3. Click **Save**.



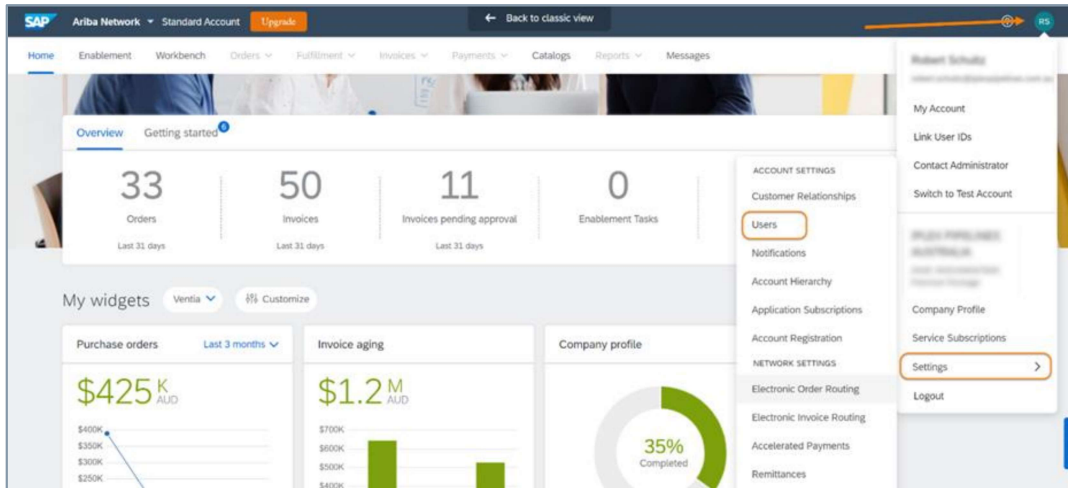


6 How to create additional users

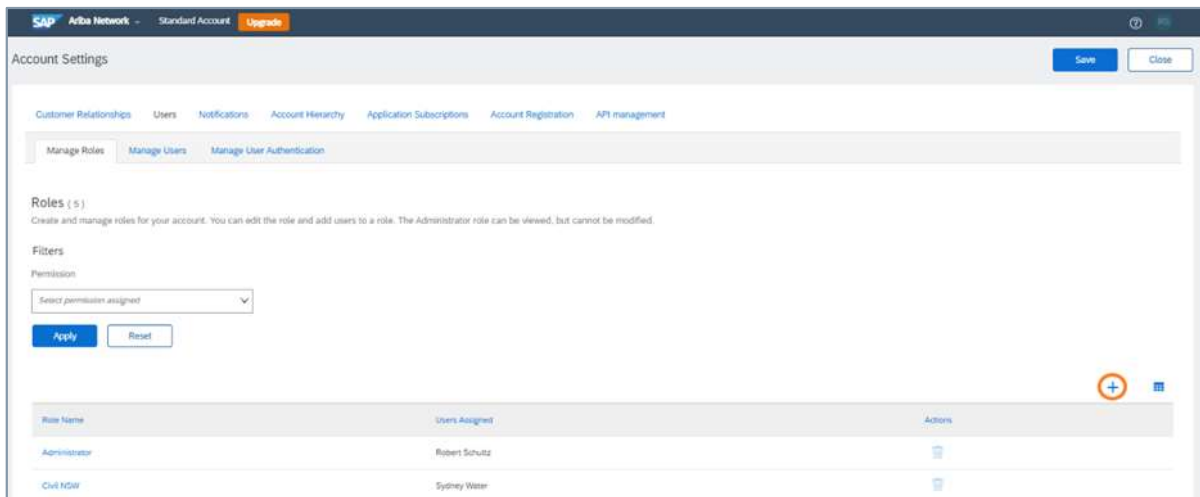
There may be a need to create additional users to provide access to process POs and maintain visibility over the activity on the account.

To do this, specific roles must be created to control the new users' ability to perform certain actions. For instance, you may not want your sales staff generating invoices or your Accounts Receivable staff processing purchase orders.

1. To create additional roles / users, select the dropdown option for **Company Settings**, then select **Users**.



2. Click the '+' to create role (skip this step if the roles required already exist), add the role's **Name** and a **Description** and click **Save**.





3. From the Permissions options at the bottom of the screen, select the required access:

For Purchase Order Processing:

Create Role

* Indicates a required field

New Role Information

Name: PO Processing
Description: To review and action purchase orders.

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1

Permission	Description
<input type="checkbox"/> Fulfillment Invitation Account Merge	Allows the assigned user to transfer a fulfillment related invitation into his existing Ariba Network Account.
<input type="checkbox"/> Cloud Integration Gateway Configuration	Create, modify, and maintain projects on the Ariba Integration Gateway
<input type="checkbox"/> Cloud Integration Gateway Access	View and search projects on the Ariba Integration Gateway
<input type="checkbox"/> Planning Collaboration Visibility	Access to planning collaboration visibility
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input checked="" type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.

For Invoice Processing:

Create Role

* Indicates a required field

New Role Information

Name: Accounts Receivable
Description:

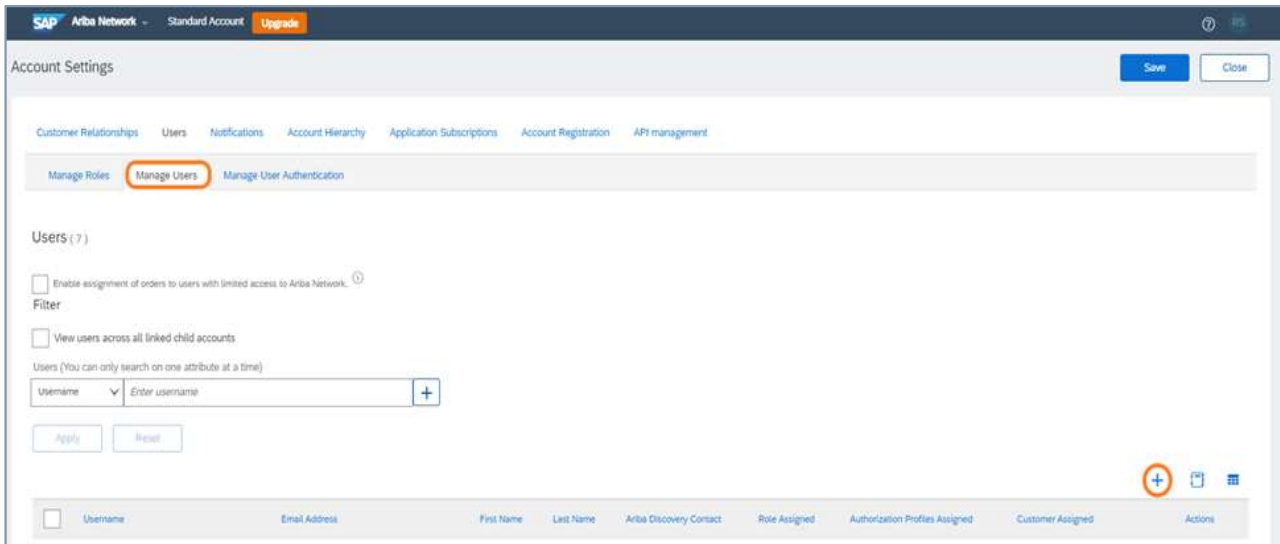
Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input checked="" type="checkbox"/> Payment Activities	Manage your payment activities
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input checked="" type="checkbox"/> Outbox Access	View and search documents in Outbox and take actions based on your role

4. From the Manage Users screen, the new users can be created by clicking on '+', entering the users details and assigning a role, before clicking **Done** and then **Save**.



7 Purchase order branch routing for standard account

Purchase Order routing to the one email address, or to a distribution list where all locations have access to the same orders, may not be an effective way of processing orders for your business.

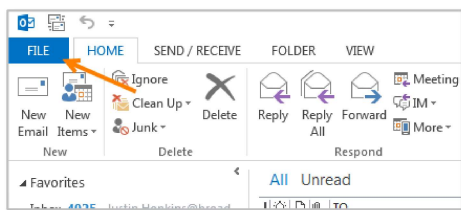
Unfortunately, with Ariba Standard Account, Purchase Order routing is limited in its functionality. If you need to route POs to specific branches based on the delivery addresses, this will need to be achieved through Microsoft Outlook email rules or similar.

Ventia POs contain a unique identifier associated with each of its delivery locations and it's this identifier that the Outlook email rules can be based on.

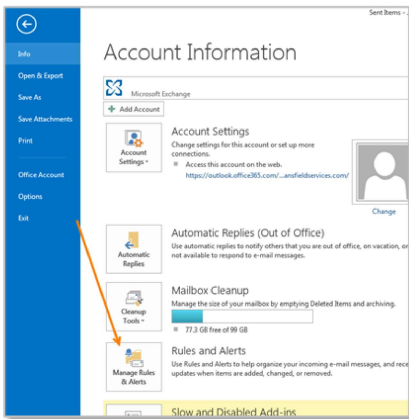
Address Number	Name	House Number	Street	City	Region	Country	Postal Code	PO Box	Post Code
197754	Ventia Perth	181	Adelaide Terrace	East Perth	WA	AU	6004		
197755	Ventia Port Hedland	1434	Stocker St	Wedgefield	WA	AU	6721		
197756	Ventia Port Kembla		General Office Rd	Port Kembla	NSW	AU	2505		
197757	Ventia Roxby Downs		Lot 5, Charlton Rd	Roxby Downs	SA	AU	5725		

These delivery addresses can be mapped to your branch locations to ensure the orders reached their destination without any manual intervention. To obtain a current list of these delivery addresses, please email: AribaSupplierSupport@ventia.com.

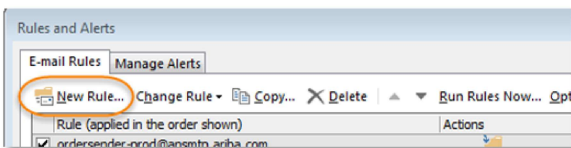
1. To set up an Outlook (2013) email rule, open Outlook and click the **File** tab at the top of the screen.



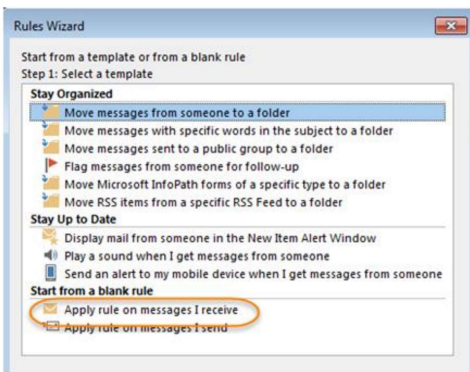
2. Click **Manage Rules & Alerts**.



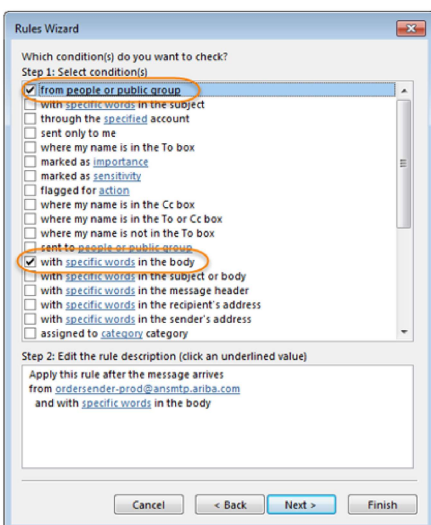
3. Click **New Rule**.



4. Click **Apply rule on message I receive**, then Next.

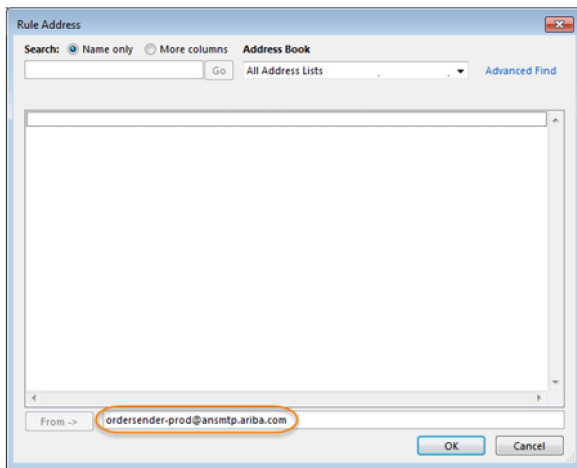


5. In Step 1, tick **'from people or public group'** and **'with specific words in the body'** then click **Next**.

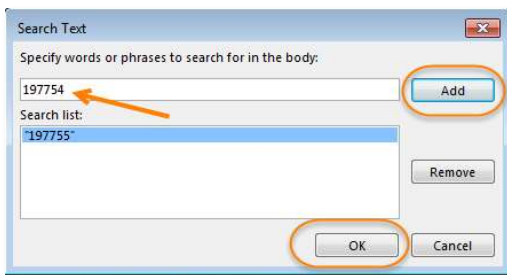




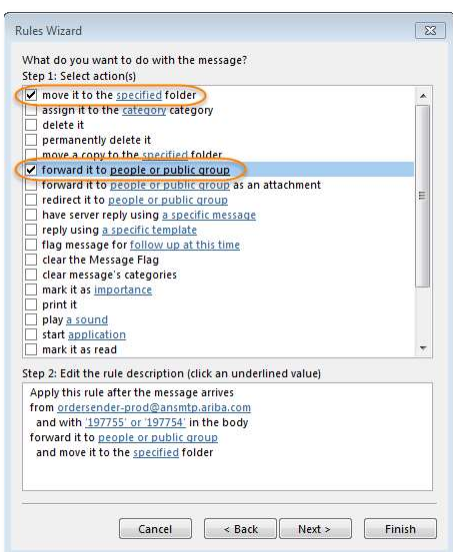
6. In Step 2:



- Click on the **'people or public group'** link to enter the Ventia email address that orders are received from, then click **OK**.
- Click on **'specific words'** link to enter the Ventia Delivery Address identifier(s) associated with a particular branch (obtained from AribaSupplierSupport@ventia.com). Click **OK** and **Next**.



7. From the next step in the Rules Wizard, tick **'move it to the specified folder'** (optional) and **'forward it to people or public group'**.



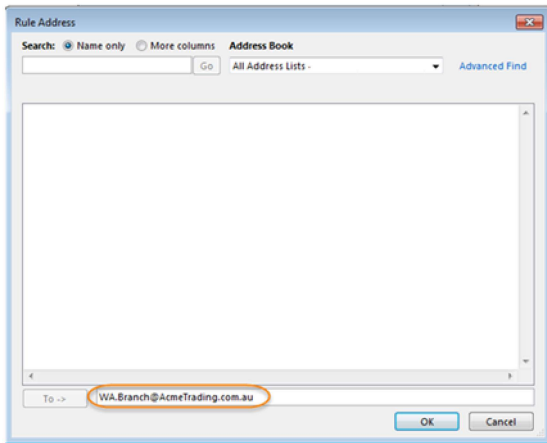


8. In Step 2:

- Click on '**people or public group**' to enter the relevant branch email address, then click **OK**.
- Click on 'specified' to move it to a '**Ventia POs by Branch**' type folder within Outlook as a backup.

9. Click **OK** and **Next**.

10. Click **Next** to move past the Exception settings of the Rules Wizard, then create a name for this rule, eg, Ventia WA Orders.



11. Click **Finish**.

8 How to contact Ariba support to reassign your account administrator

When the Ariba Standard Account Administrator has left the company and has not passed on the Ariba log in credentials, you will need to contact Ariba Support to reassign the account administrator permissions to a new contact.

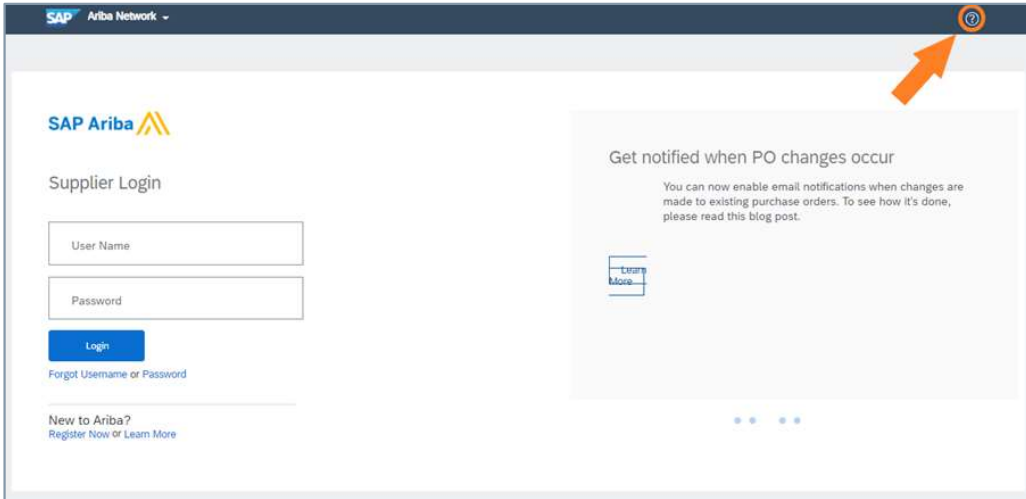
To do this:

1. Access the following link:

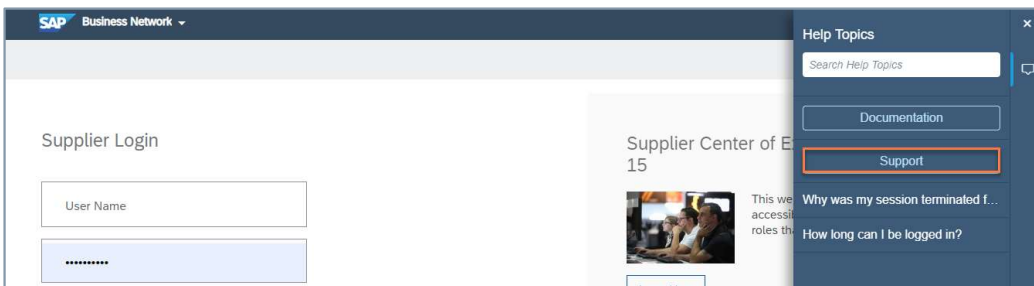
<https://service.ariba.com/Supplier.aw/125041055/aw?awh=r&awssk=w3mpmQiU&dard=1>



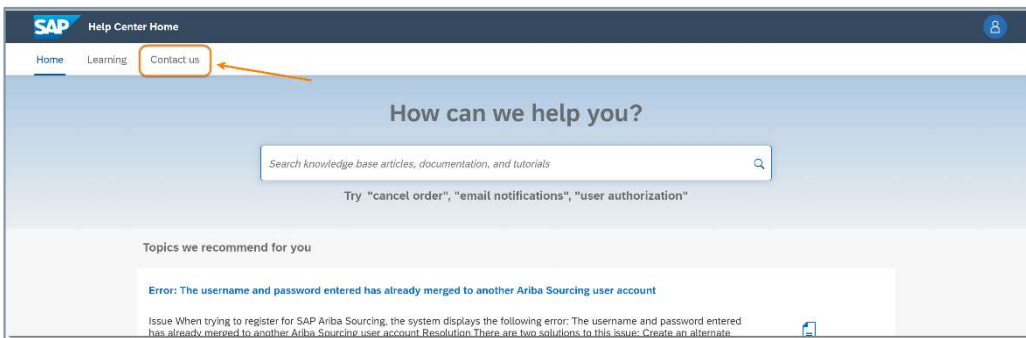
2. Click on the help '?' icon in the top right corner.



3. Click **Support** button

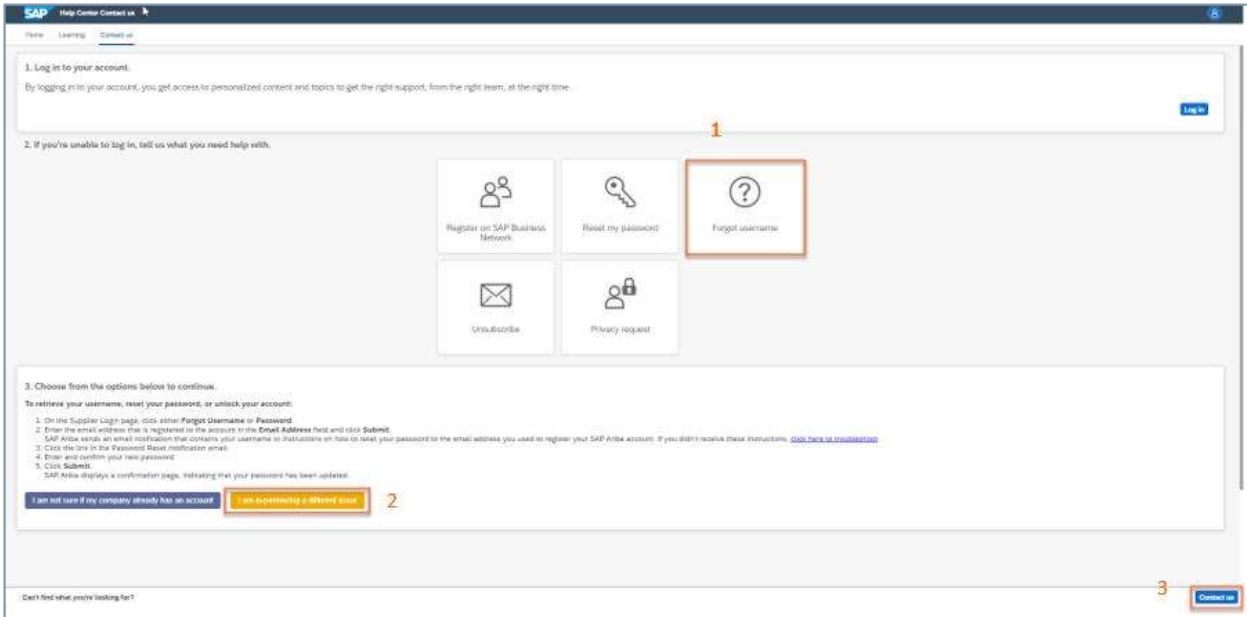


4. Click the **Contact us** tab.

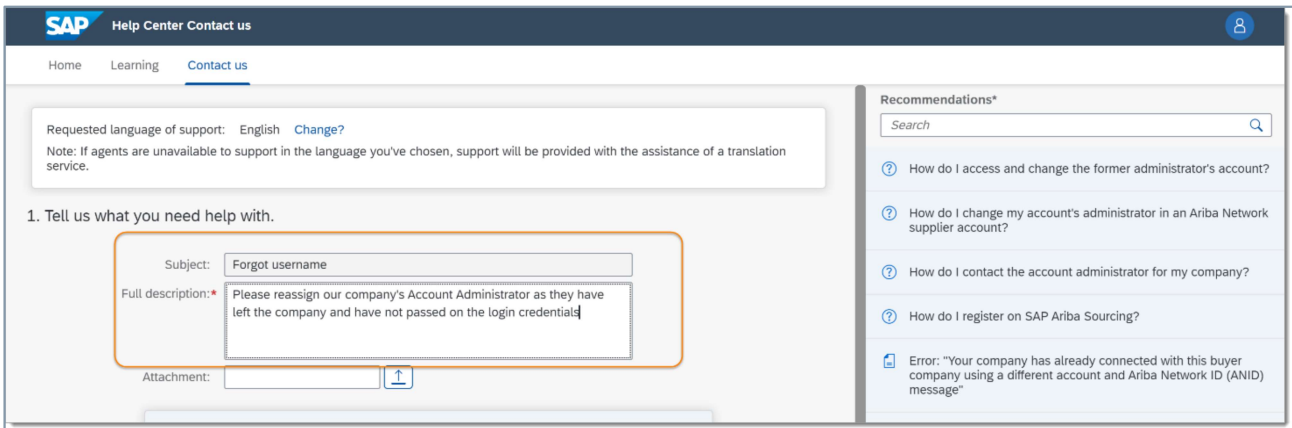




5. Click on (1) 'Forgot username' icon, then (2) 'I am experiencing a different issue', then (3) 'Contact us'.



6. Enter details relating to your request in Step 1 and Step 2 and then click **One Last Step**.





Tick **Phone** if you wish to be contacted by phone > then click **Submit**.

Ariba will contact you within the allocated time.

9 Related documents

Additional training references:

- [Ariba Invoicing Guide for Ventia Suppliers](#)
- [Ariba Registration Guide for Ventia Suppliers](#)
- https://support.ariba.com/interactive_email
- <https://www.youtube.com/channel/UCKcJ4y50b6EaWvXhHFD1ulA>

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.