



SUPPLIER TRAINING – LIGHT ACCOUNT SAP ARIBA



Objective of the Supplier Training

This training session is to share with B.Braun suppliers on the onboarding process to the new procurement system, SAP Ariba for non-production purchases.

The Ariba system will go live on the 3rd December 2018.

To start using Ariba, Suppliers are required to go thru one time registration upon receipt of first Purchase Order from B.Braun. The usage of Ariba Light Account is free of charge.

Important

Kindly update us your latest email address for PO transmission. We can only maintain one generic email address in the new system. For email update, please email to <u>ariba-supplierenablement.my@bbraun.com</u>



Training Topics





SAP Ariba Supplier Registration Process – Light Account



2.

Please register for an account if you are new to the Ariba Network. Otherwise, please log in with your existing account.

3.

Order Confirmation

4.

As soon as you have registered/ logged in, you will be automatically directed to your current order. Here, you can send an order confirmation or create a shipping notification via the Ariba network.

Interactive E-Mail

Along with the first order, you will receive a registration / login link to the Ariba Network

Account Configuration

You can start account configurations, upon completing registration and accepting the terms and conditions.



Help Center >>

SAP Ariba Supplier Registration Process – Light Account







Training Topics





Access to Purchase Order



New PO



Supplier will receive the order email notification from B.Braun Group and Ariba PO number starts with 40..

To eBuy_U Retention Poli If there are	Tue 11/13/2018 3:37 PM "B. Braun Group" < ordersender-prod@ansmt B. Braun Group sent a new Purchase Order 4000000127 ser_Support_MY cy 11 years opportunistic delete (11 years) problems with how this message is displayed, click here to	p.ariba.com> , view it in a web l	browser.	Expir	es 11/10/2029		
🔀 Message	🧉 4000000127.htm (25 KB) 🛛 🔁 4000000127.pdf (3 MI	3)					
	Other Information Company Code: Purchasing Unit Name: Invoicing Terms and Conditions of Purchase:			0407 PU Malaysia Sales Tax No. : P11-18	08-21030501		
	Ship All Items To BMI Central Div/Administration - B8 Building B8, Phase 2, Bayan Lepas Free Industrial Zone 10810 Bayan Lepas Penang Malaysia Ship To Code: MY12 Email: <u>ai chia.chong@bbraun.com</u>	Bill To B.Braun Me a Phase 2, Bay 10810 Bayar Penang Malaysia	dical Industries So yan Lepas Free Indus n Lepas	in. Bhd. (Co. Reg. No. 1 strial Zone	L9051-M)		Deliver To Zhao Li, 604-6323 305, Braun 8-Level 6 BMI Central Div/Administration - B8
	Line Items						
	Line # Part # / Description 1 Not Available Testing 2018-11-13 specification	Туре Material	Qty (Unit) 1 (EA)	Need By 23 Nov 2018	RM10.00 MYR	Price F	Subtotal RM10.00 MYR



PO Changes

Supplier will also receive the order email notification if there are any Purchase Order changes and new PO version will be created.

	Fri 11/2/2018 3:10 PM "B. Braun Group" < ordersende B. Braun Group has changed Purchase O	er-prod@ansmtp.ariba.com> order 400000117 sent to Ariba Dummy Supplier-TEST	
To eBuy_Use	er_Support_MY		
Retention Policy	11 years opportunistic delete (11 years)	Expires 10/30/2029	
1 If there are p	problems with how this message is displayed, click here	e to view it in a web browser.	
Message	4000000117.htm (27 KB)	3 MB)	
This	s purchase order was delivered by Ariba Network. om:	For more information about Ariba and Ariba Network, visit <u>http://www.ariba.c</u> To: Ariba Dummy Supplier-TEST	<u>com</u> . Purchase Order

How to change the email address to receive orders ?





3.



You can set your **company's email address** to receive the orders.

New Orders		
Document Type	Routing Method	Options
Catalog Orders without Attachments	Email 🗸	Email address: (i) ebuy-usersupport.my@bbraun.com
Catalog Orders with Attachments	Same as new catalog orders without attachments \checkmark	Current Routing method for new orders: Email
Non-Catalog Orders (i) without Attachments	Same as new catalog orders without attachments \sim	Current Routing method for new orders: Email
Non-Catalog Orders (i) with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email



Reminder for Unconfirmed Orders

Supplier will receive an email reminder for any unconfirmed orders more than 5 days.

	Tue 11/20/2018 1:07 PM				
	AribaNetworkA	dmin@ariba.con	n <ordersender-< th=""><th>prod@ansmtp</th><td>o.ariba.com></td></ordersender-<>	prod@ansmtp	o.ariba.com>
	Confirm orders from	your buyers			
To eBuy Use	er Support MY				
Retention Policy	11 years opportunistic delet	te (11 years)		Expires 11/17/2	2029
1 If there are p	problems with how this messa	age is displayed, click here to	o view it in a web browser.		
		0 0.00			
		SAP Ar	iba /		
		Hello Ariba Dummy Si	upplier-TEST,	INCOMPANY AND INCOME.	
		Your customers sent y to review the order an	ou purchase orders through d send a confirmation.	gh <u>Ariba Network</u> .You	can select an order number
		Order Number	Customer	Order Date	Order Status
		4000000127	B. Braun Group	12 Nov 2018	New
		If you have any quest Please do not reply to © 2018 Ariba, Inc. All Sincerely, The Ariba Network 1 http://www.ariba.com	ion regarding these orders this email. If you have an rights reserved. Feam	s, please contact the c	ustomer directly.
		For further assistance, http://connect.ariba.co You have received this belong to, is specified i notifications, update ti company name to expa <u>View our privacy policy</u>	contact Ariba Network S m/techsupport contacting notification because your nan Ariba Network accoun he email addresses in yo and the Administration Nav 2	upport: . <u>htm?Network</u> email address, or a gr nt. If you do not want our account (in the top vigator, then click Notil	roup email address that you to receive future right corner, click your fications) or <u>click here</u> .
		Ariba <u>SAP Ariba</u> If a customer-specific p	a, Inc., 3420 Hillview Ave, <u>Privacy Statement Ariba</u> privacy statement applies when logged in	Bldg3, Palo Alto, CA 9 <u>a Data Policy</u> <u>Ariba H</u> to this processing of p ito your account.	4304, USA <u>elp and Support</u> ersonal data, you can view it



Access to Purchase Order



2. Portal



How to login to the Supplier Portal ?



Click on the below link <u>https://supplier.ariba.com</u>

		And Network
SAP Ariba M Orders & Invoic	es Powered by Ariba Network	HOME INBOX OUTBOX CATALOGS REPORTS MESSAGES
		Purchase Order by Volume
Supplier Login		20 16 12
User Name		8
Password		0 Dec 2017 Jan 2018 Feb 2018 Mar 2018 Apr 2018 May 2018
Login Having trouble logging in?		Orders, Invoices and Payments
New to Ariba? Register Now or Learn More		1 1 0 1 New Purchase Orders to Confirm Orders that Need Orders to Ship Orders to Ship
		Order Number Customer Status 4000000127
	SAP Ariba M Orders & Invoid	<page-header></page-header>





2. Portal

Ariba Supplier Portal





2. Portal



Ariba Supplier Portal

For Light Account Supplier, Supplier can only process the order via PO email notification. The highlighted option below is to resend the PO in case supplier misplaced the email notification.

Ariba Net	work		Test Mode		U	pgrade from light account	Learn More	Company Settir
HOME INBOX	OUTBOX	CATALOGS REF	PORTS MESSAGES					CSV Doo
Orders, Invoice	es and Paymer	nts				All Customers 🔻	Last 50 Documents 🔻	Now we'r
16 New Purchase Orders	18 Orders to Confirm	n Orders that Need Attention	25 Orders to Ship	More				Check it
Order Number		Customer	Status	Amount	Date ↓	Amount Invoiced	d Action	
400000127	무	B. Braun Group	New	RM10.00 MYR	13 Nov 2018	RM0.00 MY	R Select -	Tasks
400000124	무	B. Braun Group	New	RM5.00 MYR	5 Nov 2018	RM0.00 MY	R Send me a copy	to take action a Pn



Access to Purchase Order







Download Ariba Mobile Application

Search for SAP Ariba Supplier



Available for both Android and IOS







Training Topics





Process Order – Order Confirmation





Supplier logon to Ariba Portal.



New to Ariba? Register Now or Learn More

Supplier will receive an email notification on the new Purchase Order. Click **Process Order** to perform order confirmation.



Process Order – Confirm entire order

Ariba Networ	K Test Mode
Purchase Order: 400	00000127
Create Order Confirmation	▼ Create Ship Notice Create Invoice ▼ Print ▼ Dow
Confirm Entire Order	
Update Line Items	er History
Reject Entire Order	

3.

Ariba Network

Click on Create Order Confirmation – Confirm Entire Order

Confirming PO			
1 Confirm Entire Order	 Order Confirmation 	Header	
2 Review Order Confirmation	Confirmation #:	Confirmation 1234	
-	Associated Purchase Order	4000000127	
	Customer:	B. Braun Group	
	Supplier Reference:	BBraun 1234	
	SHIPPING AND TAX INFOR	MATION	
	Est. Shipping Date:	29 Nov 2018	
	Est. Delivery Date:	30 Nov 2018	
	Comments:	Will deliver on time	

Test Mode

4

Fill in the order confirmation details such as confirmation number, supplier reference and necessary shipping information.

Est. Shipping Date: Date where supplier plan to send out the goods to customer.

Est. Delivery Date: Date when the goods expected to be arrived at customer premise.

Process Order – Confirm entire order



Ariba Network		Test Mode		Upgrade from light account	Learn More	Company Settings v	Kevin Chan Help Center »
Confirming PO						Previous	Submit Exit
Confirm Entire Order Review Order Confirmation	Confirm Confirm Supplier Re Con	ation Update nation #. Confirmation 1234 ference: BBraun 1234 Will deliver on time					
	Line It	tems	0.017				
	Line #	Part # / Description Not Available Testing 2018-11-13 specification Current Order Status: 1 Confirmed With New Date (Estim	ated Shipment Date: 29 Nov 2018 ; Estin	23 Nov 2018 23 Nov 2018 nated Delivery Date: 30 Nov 2018)		RM10.00 MYR	RM10.00 MYR

6.

PO status changed to **Confirmed.**



Purchase Order: 4000000127



Process Order – Confirm entire order





The confirmed PO will updated into Orders to Ship.

B

RR.

UN

SHARING EXPERTISE

	Wed 11/21/20:	18 12:05 PM							
	AribaNetwo	orkAdmin	<orde< th=""><th>rsende</th><th>r-prod@ansmtp.ariba.com></th><th></th><th></th><th></th><th></th></orde<>	rsende	r-prod@ansmtp.ariba.com>				
	Order Confirm	nation Confir	mation	1234 ha	s been submitted to B. Braun Group				
eBuy_Use	r_Support_MY								
ntion Policy	11 years oppo	rtunistic dele	te (11 y	ears)		Expires 11/18/2	2029		
f there are p	roblems with h	ow this mess	age is d	lisplayed	click here to view it in a web browser.				
	Th.:						NO141476690	7 5	
1	Your purcha	se order s	tatus	ortant	mormation about your test And	ba account (ANID: A	101414/0089	/-1).	
	Order #:	400000012	27						
	Buyer Name:	B. Braun (Group						
	Buyer ANID:	AN013967	36341-	T					
	Order Date:	13 Nov 20	18 7:3	6:50 AN	GMT+00:00				
	Status:	Confirmed	I						
	Comments:	Will delive	r on tir	ne					
	Item Part #		Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price
	1 Not Av	ailable us	1	EA	Testing 2018-11-13 specification	23 Nov 2018		RM10.00 MYR	RM10.00 MYR
	1 Co	nfirmed W	ith Nev	_{v Date} (Comments: Will deliver on time ;	Estimated Shipment E)ate: 29 Nov 20	018 ; Estimated Deliv	very Date: 30
	100	innincu vv	in net	n Date	lov 2018)				



B.Braun requester received the order confirmation.



Support



Email us at ariba-supplierenablement.my@bbraun.com



More information on <u>bbraun.com.my/ariba</u>



Training Video – Register for a light account and send an order confirmation